

AGENDA



1. City Council Discussion of Agenda Items and Questions - 6 p.m.

The City Council requests that attendees turn off cell phones and pagers during the meeting. A copy of the full City Council packet is available to the public. The packet ring binder is located at the entrance of the council chambers.

2. Miscellaneous

- a. Discussion on Liquor License Violations
- *No Council Action at this time*
- b. NovusAgenda Update
- *There is no council action at this time*
- c. City Council Review of Comprehensive Plan

3. Discussion of Work Session Agenda Item as Time Permits

4. Adjourn

Council Study Session

DATE: 2/11/2019

TO: Curt Boganey, City Manager

THROUGH: Dr. Reggie Edwards, Deputy City Manager

FROM: Barb Suciu, City Clerk

SUBJECT: Discussion on Liquor License Violations

Background:

With the recent liquor violation, staff wanted to start a discussion to see if the council is interested in setting a violation fee schedule. This fee schedule would be something similar to the tobacco violation fee schedule.

Budget Issues:

There are no budget issues.

Strategic Priorities and Values:

Operational Excellence

Brooklyn Center Past Practices of Liquor Sale Violation Penalties

Occurrence	Violation	License	Penalty Imposed	Resolution No.
August 2014	Reporting Error	Earle Browne Lanes	\$1,000	2014-173
October 2012	Underage	Sun Foods	\$1,000	2012-133
October 2012	Underage	Global Kitchen	\$1,000	2012-132
July 2011	Underage	Scoreboard Pizza	\$500 / 3-Day Suspension	2011-100
January 2010	Underage	Super America	\$1,000	2010-11
December 2009	Underage	American Legion	\$1,000	2009-159



Comparable Cities Practices of Liquor Sale To a Person Under 21 Years of Age Violation Penalties

Underage Alcohol Sale Violation	1st Violation	2nd Violation	3rd Violation	4th Violation	Comments
Golden Valley	\$500 plus 1 day suspension	\$1,000 plus 3 day suspension	\$2,000 plus 10 day suspension	Revocation	36 Reporting Period
Roseville	\$1,000	\$2,000	\$2,000	Revocation	36 Reporting Period
Fridley	\$250	\$500	\$750		12 Reporting Period
New Hope	\$250 plus 3 day suspension	\$750 plus 15 day suspension	\$1500 plus 30 day suspension	Revocation	24 Reporting Period
License Renewal					
White Bear	Class A/\$175	Class B/\$275			



Tobacco Administrative Penalties Section 23-108; subd. 3 (a) all within a 24 month period			
1st Violation \$200	2nd Violation \$500	3rd Violation \$750	4th Violation License revoked

Brooklyn Center Liquor License Violation Fee Information



City Council Meeting, 2/11/19

Request of Action

Consider providing direction to staff regarding development of a fee structure for establishments that violate the City liquor license ordinance.



Background

- The City Council held a public hearing for an establishment that had violated the City's liquor license ordinance on January 14, 2019 for sale of alcohol to a person under the age of 21.
- The City Council directed staff and the City Attorney to provide information on the penalties the City has previously imposed for liquor license violations and asked that two resolutions be prepared for its consideration – one imposing a civil penalty and the other not imposing any penalty.
- The City Council determined a fine for the establishment on January 28, 2019.
- Based upon Council's deliberation during the process, staff is seeking direction from the Council regarding interest in establishing a violation fee structure similar to the tobacco violation fee structure.



Brooklyn Center Past Practices of Liquor Sale Violation Penalties

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License Renewal					
White Bear	Class A/\$175	Class B/\$275			



Policy Issue

What is the Council's direction regarding development of a fee structure for establishments that violate the City liquor license ordinance.



Council Study Session

DATE: 2/11/2019

TO: Curt Boganey, City Manager

THROUGH: Dr. Reggie Edwards, Deputy City Manager

FROM: Barb Suciu, City Clerk

SUBJECT: NovusAgenda Update

Background:

Prior to the January 28, 2019, City Council meeting, it was brought to the City Clerk's attention that council members cannot open the second page of an attachment for an agenda item. As we worked the issue, we established that council can click on the Agenda PDF option and then scroll through the entire agenda packet. The downside of this is when viewing the full agenda as a PDF, it eliminates the ability for council members add notes.

Since the last meeting staff conducted some research regarding this issue and here are the findings.

1. After discussing the issue with NovusAgenda, customer service explained they are aware of the issue and it is a issue with the use of iPads. So essentially, NovusAgenda staff are indicating it is an Apple issue.
2. Staff tested this conclusion with an iPad using Chrome as the browser. Thought being that maybe the issue was directly related to Safari which is Apple's browser. Staff was not able to access the second page of an attachment through Chrome.
3. Staff tested this conclusion with two different devices, a desktop computer and a Microsoft Surface and staff was able to access the second page of an attachment on both of these devices.

With the completion of these tests, it confirmed the information that staff was told by NovusAgenda. At this time the only work around is to view the agenda packet as a PDF.

In trying to troubleshoot this issue, staff has some questions for the City Council.

1. Do any of the council members access NovusAgenda on their personal computers at home?
2. Would any council member want access to a computer at city hall for accessing the agenda packet?
3. Would you as a body, be open to a device other than an iPad?

This information will be helpful as we go forward in addressing this issue.

Budget Issues:

- There are no budget issues at this time

Council Study Session

DATE: 2/11/2019

TO: Curt Boganey, City Manager

THROUGH: N/A

FROM: Meg Beekman, Community Development Director

SUBJECT: City Council Review of Comprehensive Plan

Background:

On, February 11, 2019, the public comment period of the Comprehensive Plan will end. In order to consider public comments and provide direction to the Planning Commission, staff is requesting the City Council schedule a special meeting to review the document.

To accommodate the Planning Commission's schedule, staff is requesting that the Council consider a Special Meeting on March 11, 2019 at 5:00 p.m. for its review.

Strategic Priorities and Values:

Safe, Secure, Stable Community

**CITY COUNCIL
MEETING**

City Hall Council Chambers
February 11, 2019

AGENDA



1. Informal Open Forum with City Council - 6:45 p.m.

Provides an opportunity for the public to address the Council on items which are not on the agenda. Open Forum will be limited to 15 minutes, it is not televised, and it 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 enter into a dialogue with citizens. Questions from the Council will be for clarification only. Open Forum will not be used as a time for problem solving or reacting to the comments made but, rather, for hearing the citizen for informational purposes only.

2. Invocation - 7 p.m.

3. Call to Order Regular Business Meeting

The City Council requests that attendees turn off cell phones and pagers during the meeting. A copy of the full City Council packet is available to the public. The packet ring binder is located at the entrance of the council chambers.

4. Roll Call

5. Pledge of Allegiance

6. Approval of Agenda and Consent Agenda

The following items are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember so requests, in which event the item will be removed from the consent agenda and considered at the end of Council Consideration Items.

a. Approval of Minutes

- *Motion to approve the following minutes:*

- *January 28, 2019 Study Session*
- *January 28, 2019 Regular Session*
- *January 28, 2019 Work Session*

b. Approval of Licenses

- *Motion to approve licenses as presented*

c. Resolution Amending Special Assessment Levy Roll Nos. 19775 and 19776 to Provide for the Deferral of Special Assessments

- *Motion to approve a resolution amending Special Assessment Levy Roll Nos. 19775 and 19776 to provide for the deferral of special assessments.*

d. Resolution Authorizing Primary Contract for Contract Coordination, MnDOT Community Roadside Landscape Partnership Program

- *Motion to approve a resolution authorizing primary contact for contract coordination, MnDOT Community Roadside Landscape Partnership Program*

- e. Resolution Rejecting Bids, Improvement Project No. 2018-04, 2018 Bridge Rehabilitation
 - *Motion to approve a resolution rejecting bids for Improvement Project No. 2018-04, 2018 Bridge Rehabilitation*
- f. Resolution Relating to a Multifamily Rental Housing Facility and the Issuance of Conduit Housing Revenue Bonds under Minnesota Statutes, Chapter 462C, as Amended; Granting Preliminary Approval Thereto; Calling for a Public Hearing; Establishing Compliance with Certain Reimbursement Regulations Under the Internal Revenue Code of 1986, as Amended; and Taking Certain Other Actions with Respect Thereto (REE Xerxes Avenue Workforce)
 - *Motion to Approve Resolution Relating to a Multifamily Rental Housing Facility and the Issuance of Conduit Housing Revenue Bonds under Minnesota Statutes, Chapter 462C, as Amended; Granting Preliminary Approval Thereto; Calling for a Public Hearing; Establishing Compliance with Certain Reimbursement Regulations Under the Internal Revenue Code of 1986, as Amended; and Taking Certain Other Actions with Respect Thereto (REE Xerxes Avenue Workforce)*
- g. Resolution Relating to a Multifamily Rental Housing Facility and the Issuance of Conduit Housing Revenue Bonds under Minnesota Statutes, Chapter 462C, as Amended; Granting Preliminary Approval Thereto; Calling for a Public Hearing; Establishing Compliance with Certain Reimbursement Regulations Under the Internal Revenue Code of 1986, as Amended; and Taking Certain Other Actions with Respect Thereto (REE Xerxes Avenue Senior)
 - *Motion to approve Resolution Relating to a Multifamily Rental Housing Facility and the Issuance of Conduit Housing Revenue Bonds under Minnesota Statutes, Chapter 462C, as Amended; Granting Preliminary Approval Thereto; Calling for a Public Hearing; Establishing Compliance with Certain Reimbursement Regulations Under the Internal Revenue Code of 1986, as Amended; and Taking Certain Other Actions with Respect Thereto (REE Xerxes Avenue Senior)*

7. Presentations/Proclamations/Recognitions/Donations

- a. Brooklyn Program Update and Presentation
 - *Motion to Receive the Report*
- b. 2018 1st Saturday Pop-Up Market Review
 - *Motion to Receive the Report*

8. Public Hearings

- a. An Ordinance Amending Chapter 1 and 35 of the City Code of Ordinances Regarding Beekeeping
 - *Motion to open public hearing, take public comment, and close public hearing*
 - *Motion to approve the second reading and adopt an ordinance amending*

Chapter 1 and 35 of the City Code of Ordinances regarding Beekeeping with an amendment to the proposed ordinances to allow the authorized education course to be conducted by a Master Beekeeper or an accredited Minnesota institution and approve a resolution amending the fee schedule relating to registration fee

- Motion to approve the resolution for a Summary Publication in the Sun Post

- b. A Public Hearing and Resolution Approving the Projected Use of Funds for the 2019 Urban Hennepin County Community Development Block Grant Program and Authorizing Signature of a Subrecipient Agreement with Hennepin County

- Motion to open public hearing, take public comment, and close public hearing

- Motion to approve a resolution approving the projected use of funds for the 2019 Urban Hennepin County Community Development Block Grant program and authorizing signature of a subrecipient agreement with Hennepin County

9. Planning Commission Items

10. Council Consideration Items

- a. Resolution Appointing Brooklyn Center Representatives to Executive Committee and/or Board of Directors of the Brooklyn Bridge Alliance for Youth, Hennepin Recycling Group, Local Government Information Systems, Minneapolis Northwest Convention & Visitors Bureau, North Metro Mayors Association, Northwest Suburbs Cable Communications Commission, Pets Under Police Security, and Twin Lake Joint Powers Organization

- Motion to approve a resolution appointing Brooklyn Center Representatives to Executive Committee and/or Board Directors of the Brooklyn Bridge Alliance for Youth, Hennepin Recycling Group, Local Government Information Systems, Minneapolis Northwest Convention & Visitors Bureau, North Metro Mayors Association, Northwest Suburbs Cable Communications Commission, Pets Under Police Security, and Twin Lake Joint Powers Organization

- b. Resolution Appointing Municipal Trustees to the Brooklyn Center Firefighters Relief Association Board of Trustees

- Motion to approve a resolution Appointing Municipal Trustees to the Brooklyn Center Firefighters Relief Association Board of Trustees

- c. Resolution Appointing City Council Members to Serve as Liaisons to City Advisory Commissions and as City Representatives/Voting Delegates for Other Organizations for 2019

- Approve a resolution appointing City Council Members to Serve as Liaisons to City Advisory Commissions and as City Representatives/Voting Delegates for Other Organizations for 2019

11. Council Report

12. Adjournment

COUNCIL ITEM MEMORANDUM

DATE: 2/11/2019

TO: Curt Boganey, City Manager

THROUGH: Dr. Reggie Edwards, Deputy City Manager

FROM: Barb Suciu, City Clerk

SUBJECT: Approval of Minutes

Requested Council Action:

- *Motion to approve the following minutes:*

- *January 28, 2019 Study Session*
- *January 28, 2019 Regular Session*
- *January 28, 2019 Work Session*

Background:

Strategic Priorities and Values:

Operational Excellence

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL
OF THE CITY OF BROOKLYN CENTER IN THE COUNTY
OF HENNEPIN AND THE STATE OF MINNESOTA

STUDY SESSION
JANUARY 28, 2019
CITY HALL – COUNCIL CHAMBERS

CALL TO ORDER

The Brooklyn Center City Council met in Study Session called to order by Mayor Mike Elliott at 6:00 p.m.

ROLL CALL

Mayor Mike Elliott and Councilmembers Marquita Butler, Kris Lawrence-Anderson, and Dan Ryan. Councilmember April Graves was absent. Also present were City Manager Curt Boganey, Deputy City Manager Reggie Edwards, Finance Director Nate Reinhardt, Director of Public Works Doran Cote, Community Development Director Meg Beekman, Planner and Zoning Administrator Ginny McIntosh, Police Chief Tim Gannon, City Attorney Troy Gilchrist, and Mary Mullen, TimeSaver Off Site Secretarial, Inc.

CITY COUNCIL DISCUSSION OF AGENDA ITEMS AND QUESTIONS

City Manager Curt Boganey requested that Regular Meeting Agenda Item 9b be removed as the applicant has withdrawn the request for a Special Use Permit.

Mr. Boganey stated he had provided copies of a staff memo regarding Work Session Discussion Item 4 related to a proposed new cell phone for Mayor Elliott. He added the memo provides additional cost details.

Mr. Boganey stated the City Council had received an updated list of rental licenses for approval, with the addition of a license for 7100 Summit Drive.

Mayor Elliott requested that Consent Agenda Items 6c, 6d, 6e and 6g be removed for additional discussion and deferred decision.

Councilmember Ryan stated the City Clerk's appointments spreadsheet did not include City Council Liaison to the Minneapolis North Tourism Bureau, which has been one of his appointments. He added the 2018 appointments spreadsheet had a comprehensive list of all appointments and openings.

Mayor Elliott requested that City Staff add the City Council Liaison to the Minneapolis North Tourism Bureau to the appointments spreadsheet. He added City Councilmembers should continue to serve in any committees to which they were appointed in 2018 until further notice.

There was a majority consensus among the City Council to omit Consent Agenda items 6c, 6d, 6e and 6g, and Regular Agenda item 9b.

MISCELLANEOUS

Councilmember Butler requested clarification regarding the “Sister City Meeting” on the City Council’s 2019 meeting schedule. Mr. Boganey stated the Sister City Commission, with support and guidance from City Staff Liaison Dr. Reggie Edwards, was established a year ago and began meeting regularly last month. He added the Commission was established to consider potential groups or cities that would like to form a relationship with the City of Brooklyn Center. He noted the City Council’s role will be to provide support for the Sister City Commission as they carry out their mission.

DISCUSSION OF WORK SESSION AGENDA ITEMS AS TIME PERMITS

CONCEPT DEVELOPMENT PROPOSAL FOR 5801 XERXES AVENUE N. FROM REAL ESTATE EQUITIES

Community Development Director Meg Beekman reviewed a concept development proposal for 5801 Xerxes Avenue from Real Estate Equities (REE) real estate developers. She added the concept review relates to a proposal for the former Jerry’s Foods site, which has been vacant since 1999, and the building demolished in 2003. She noted the informal concept review process is important for developers to receive feedback and comment from the City Council as early as possible. The City Council’s discussion is non-binding, and there is no vote.

Ms. Beekman reviewed the proposed development, consisting of 2 apartment buildings: senior living and affordable workforce units. She provided a breakdown of the number of units, sizes and rents affordability, as well as a broad overview of financing. She noted the applicant is requesting TIF financing of approximately \$4.5 million as part of the application, and a public subsidy application would be required. Overall total development costs are approximately \$58.8 million.

Ms. Beekman requested City Council consideration of the concept review, including: whether the proposal is in keeping with the City’s 2040 future Land Use Plan; whether any aspects of the site plan or architecture are of concern to the City Council; whether the use of public subsidy is appropriate for redevelopment of this site; and whether the proposed use for the site will support the City’s strategic priorities of economic development and residents’ economic stability.

Alex Bisanz, REE Director of Acquisitions, stated REE is a St. Paul-based, multi-family company that has been in business since 1972. He added REE takes great pride in full-scale ownership and development management. He noted the company’s current portfolio is approximately 4,000 units, with 75% of their properties in the Twin Cities and Rochester as well as a few properties in Indiana and Wisconsin. REE’s most recent project is the redevelopment of

the Pioneer Press building in downtown St. Paul into workforce apartments that are currently in lease phase.

Mr. Bisanz stated the proposed site in Brooklyn Center is an exceptional location with access to transportation and surrounding Twin Cities amenities. The proposed project would be a \$60 million investment that residents and the City of Brooklyn Center can be proud of, and REE will be committed long-term owners and managers. A leading local mortgage manager has indicated that over 6,000 workforce and affordable housing units will be needed in the Twin Cities by 2020.

Mr. Bisanz reviewed the site plan's combination of 5-story senior living and 4-story workforce housing. Parking of 345 stalls provides a 1.30 ratio which is appropriate given the senior housing component with fewer drivers.

ADJOURN STUDY SESSION TO INFORMAL OPEN FORUM WITH CITY COUNCIL

Mayor Elliott adjourned the Study Session to Informal Open Forum at 6:38 p.m.

RECONVENE STUDY SESSION

Mayor Elliott reconvened the Study Session at 6:48 p.m.

CONCEPT DEVELOPMENT PROPOSAL FOR 5801 XERXES AVENUE N. FROM REAL ESTATE EQUITIES (continued)

Councilmember Ryan asked whether 5.3% is the percentage of market rate, under "Market Advisors" in the REE presentation. Mr. Bisanz stated that is the penetration rate, or the number of individuals in the City of Brooklyn Center who would qualify for this type of housing, and who need to lease to get to stabilization.

Councilmember Ryan requested clarification regarding 50-60% Area Median Income (AMI) for the workforce housing portion of the project. Mr. Bisanz confirmed that 20% of the units are at 50% AMI. He added these are the 2-bedroom units with rent of \$1013/month.

Councilmember Butler asked why the developer is going with a mixed senior living and workforce housing project. Mr. Bisanz stated this is a very big investment, and it makes financial sense to bundle 2 different uses into one project. He added the local market is strong for both of these types of uses. He noted the two buildings would be separate but with some common spaces.

Councilmember Butler stated proposed parking is lower than what is required in the City's parking Ordinance. She added she understands that older residents might drive and park less. She expressed concern that there is no on-street parking in this area, and there will be limited parking for visitors.

Mr. Bisanz stated there will be a dedicated guest parking and accessible parking area. He added the proposed development uses a per bedroom ratio for parking, and CEE believes the parking will be sufficient due to the dominant mix of senior renters.

Councilmember Butler stated the 2040 Comprehensive Plan does not include allocations for additional residential use. She asked whether City Staff has considered the appropriateness of changing the Comprehensive Plan to incorporate this amount of housing.

Ms. Beekman stated the draft 2040 Comp Plan's Land Use chapter identifies additional residential development as a permitted use.

Discussion of this item continued and reached conclusion at the January 28, 2019, Work Session.

ADJOURNMENT

The Study Session was adjourned at 6:57 p.m.

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL
OF THE CITY OF BROOKLYN CENTER IN THE COUNTY
OF HENNEPIN AND THE STATE OF MINNESOTA

REGULAR SESSION
JANUARY 28, 2019
CITY HALL – COUNCIL CHAMBERS

1. INFORMAL OPEN FORUM WITH CITY COUNCIL

CALL TO ORDER INFORMAL OPEN FORUM

The Brooklyn Center City Council met in Informal Open Forum called to order by Mayor Mike Elliott at 6:45 p.m.

ROLL CALL

Mayor Mike Elliott and Councilmembers Marquita Butler, Kris Lawrence-Anderson, and Dan Ryan. Councilmember April Graves was absent. Also present were City Manager Curt Boganey, Deputy City Manager Reggie Edwards, Finance Director Nate Reinhardt, Director of Public Works Doran Cote, Community Development Director Meg Beekman, Planner and Zoning Administrator Ginny McIntosh, Police Chief Tim Gannon, City Attorney Troy Gilchrist, and Mary Mullen, TimeSaver Off Site Secretarial, Inc.

Mayor Mike Elliott opened the meeting for the purpose of Informal Open Forum.

Francis Anderl, 7206 Halifax Avenue, stated he has been a homeowner in Brooklyn Center for 45 years. He added his street, Halifax Avenue, is an MTC bus route, and the street has always been plowed by the City after a snowfall. He added it is a big concern and bus routes need to be plowed. He expressed concern that he contacted City Staff this morning and his concerns were brushed off.

Mayor Elliott thanked Mr. Anderl for his comments. He requested that City Staff follow up with Mr. Anderl to ensure that this issue is addressed.

Mr. Boganey asked Mr. Anderl whether his street is not being plowed. Mr. Anderl stated his street was plowed this morning after the early City buses had gone through. He added the City usually plows the bus routes early, and all the surrounding streets were plowed but not his street.

Mr. Boganey stated it is the City's responsibility to ensure the streets are plowed. He added City staff will look into this issue and report back.

Mayor Elliott apologized to Mr. Anderl for feeling that his concerns were not taken seriously by City Staff. He asked Mr. Boganey to look into these allegations. Mr. Boganey agreed.

Councilmember Graves moved and Councilmember Lawrence-Anderson seconded to close the Informal Open Forum at 6:48 p.m.

Motion passed unanimously.

2. INVOCATION

Mayor Elliott read from President Abraham Lincoln's 1863 Gettysburg Address as an Invocation: "Four score and seven years ago our fathers brought forth on this continent, a new nation . . . that this nation, under God, shall have a new birth of freedom—and that government of the people, by the people, for the people, shall not perish from the earth."

3. CALL TO ORDER REGULAR BUSINESS MEETING

The Brooklyn Center City Council met in Regular Session called to order by Mayor Mike Elliott at 7:00 p.m.

4. ROLL CALL

Mayor Mike Elliott and Councilmembers Marquita Butler, Kris Lawrence-Anderson, and Dan Ryan. Councilmember April Graves arrived at 8:35 p.m. Also present were City Manager Curt Boganey, Deputy City Manager Reggie Edwards, Finance Director Nate Reinhardt, Director of Public Works Doran Cote, Community Development Director Meg Beekman, Planner and Zoning Administrator Ginny McIntosh, Police Chief Tim Gannon, City Attorney Troy Gilchrist, and Mary Mullen, TimeSaver Off Site Secretarial, Inc.

5. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

6. APPROVAL OF AGENDA AND CONSENT AGENDA

Councilmember Ryan moved and Councilmember Lawrence-Anderson seconded to approve the Consent Agenda, as amended, to remove Items 6c, 6d, 6e, and 6g, and the Regular Session Agenda, as amended to remove Item 9b, and the following consent items were approved:

6a. APPROVAL OF MINUTES

1. January 14, 2019 – Study Session
2. January 14, 2019 – Regular Session
3. January 14, 2019 – Work Session

6b. LICENSES

GAMBLING PERMIT – EXEMPT

Organization

YMCA of the Greater Twin Cities

Date of Event

March 9, 2019

651 Nicollet Mall

Earle Brown Heritage Center

MECHANICAL

Air Comfort Heating & A/C

19170 Jasper Street NW

Anoka, MN 55303

Air Conditioning Associates, Inc.

55 Ivy Avenue W

St. Paul, MN 55117

Armstrong Plumbing LLC

1327 2nd Avenue

Newport MN 55055

Faircon Service Co

764 Vandalia Street

St. Paul MN 55114

Gallagher Heating & Air Cond. Inc.

5418 336th Lane NW

Cambridge MN 55008

Legacy Companies Inc.

8850 Wentworth Avenue S

Bloomington MN 55420

Liberty Comfort Systems, Inc.

627 East River Road

Anoka MN 55303

Minnetonka Plumbing, Inc.

520 River Street S

PO Box 1080, Delano MN 55328

TEMPORARY LIQUOR LICENSE

Organization

St. Alphonsus Catholic Church

Date of Event

7025 Halifax Avenue N

March 2, 2019

RENTAL

(7100 Summit Drive – added during Study Session)

INITIAL (TYPE IV – one-year license)

7131 Ewing Avenue N

Next Edison/Lori Meehan

1112 Emerson Lane N

Bodhi Tree/Mark Ronea

RENEWAL (TYPE IV – one-year license)

7018 Brooklyn Boulevard

Nelia Schaff

6736 Perry Avenue N

Mark Colville

RENEWAL (TYPE II – two-year license)

5517 Knox Avenue N

Roger Harris

6325 Kyle Avenue N

Cuong Pham

RENEWAL (TYPE I – three-year license)

4734 Twin Lake Avenue

Elizabeth Becht

6316 Quail Avenue N

Tim Xiong

1421 63rd Lane N

Gary Fraser

6230 Quail Avenue N

Kurt Templin

4200 Joyce Lane

Paul Yang

4207 Lakeside Avenue N #329

Sherry Hill

- 6c. RESOLUTION APPOINTING BROOKLYN CENTER REPRESENTATIVES TO EXECUTIVE COMMITTEE AND/OR BOARD OF DIRECTORS OF THE BROOKLYN BRIDGE ALLIANCE FOR YOUTH, HENNEPIN RECYCLING GROUP, LOCAL GOVERNMENT INFORMATION SYSTEMS, MINNEAPOLIS NORTHWEST CONVENTION & VISITORS BUREAU, NORTH METRO MAYORS ASSOCIATION, NORTHWEST SUBURBS CABLE COMMUNICATIONS COMMISSION, PETS UNDER POLICE SECURITY, AND TWIN LAKE JOINT POWERS ORGANIZATION (THIS ITEM WAS REMOVED)**
- 6d. RESOLUTION APPOINTING CITY COUNCIL MEMBERS TO SERVE AS LIAISONS TO CITY ADVISORY COMMISSIONS AND AS CITY REPRESENTATIVES/VOTING DELEGATES FOR OTHER ORGANIZATIONS FOR 2019 (THIS ITEM WAS REMOVED)**
- 6e. RESOLUTION APPOINTING MUNICIPAL TRUSTEES TO THE BROOKLYN CENTER FIREFIGHTERS RELIEF ASSOCIATION BOARD OF TRUSTEES (THIS ITEM WAS REMOVED)**
- 6f. RESOLUTION APPROVING THE RESTORATION AGREEMENT RELATING TO HAZARDOUS CONDITIONS AT 6842 WEST RIVER ROAD**
- 6g. RESOLUTION APPOINTING MEMBERS TO SERVE ON THE FINANCIAL, HOUSING AND PLANNING COMMISSION (THIS ITEM WAS REMOVED)**

Motion passed unanimously.

7. PRESENTATIONS/PROCLAMATIONS/RECOGNITIONS/DONATIONS

-None.

8. PUBLIC HEARINGS

8a. RESOLUTION NO. 2019-013 VACATING ALL DRAINAGE AND UTILITY EASEMENTS WITHIN TOPGOLF 2ND ADDITION

Public Works Director Doran Cote introduced the agenda item, which is related to Agenda Item 9a, Preliminary and Final Plat. The final Resolution under Item 9a is predicated upon the filing of Topgolf 2nd Addition, Preliminary and Final Plat.

Councilmember Ryan moved and Councilmember Butler seconded to open the Public Hearing at 7:08 p.m.

Motion passed unanimously.

No one appeared to address this item.

Councilmember Lawrence-Anderson moved and Councilmember Ryan seconded to close the Public Hearing at 7:09 p.m.

Motion passed unanimously.

Councilmember Ryan moved and Councilmember Butler seconded to adopt RESOLUTION NO. 2019-013 Vacating all Drainage and Utility Easements within Topgolf 2nd Addition.

Motion passed unanimously.

8b. RESOLUTION NO 2019-014 VACATING ALL INGRESS/EGRESS EASEMENTS WITHIN LOT 1, BLOCK 1, CHRYSLER MOTORS CORPORATION 2ND ADDITION AND LOT 1, BLOCK 1 WANGSTAD'S BROOKLYN TERRACE

Mr. Cote reviewed the agenda item, adding the drive aisle on the property was not included within the easement. A new easement is proposed that will encompass the drive aisle.

Mayor Elliott asked whether the proposed easement will have a material impact on safety or traffic. Mr. Cote stated there will be no changes to traffic.

Councilmember Lawrence-Anderson moved and Councilmember Ryan seconded to open the Public Hearing at 7:14 p.m.

Motion passed unanimously.

No one appeared to address this item.

Councilmember Butler moved and Councilmember Ryan seconded to close the Public Hearing at 7:15 p.m.

Motion passed unanimously.

Councilmember Ryan moved and Councilmember Butler seconded to adopt RESOLUTION NO. 2019-014 Vacating All Ingress/Egress Easements Within Lot 1, Block 1, Chrysler Motors Corporation 2nd Addition and Lot 1, Block 1 Wangstad's Brooklyn Terrace.

Motion passed unanimously.

9. PLANNING COMMISSION ITEMS

9a. RESOLUTION NO. 2019-015 APPROVING PLANNING COMMISSION APPLICATION NO. 2019-001 FOR A PRELIMINARY AND FINAL PLAT FOR

**TOPGOLF 2ND ADDITION, AND DEDICATION OF CERTAIN RIGHT-OF-WAY
(LOCATED IN THE VICINITY OF 6420 CAMDEN AVENUE NORTH)**

Planner and Zoning Administrator Ginny McIntosh provided an overview of Planning Commission Application No. 2019-001 and advised the Planning Commission recommended approval of the applications at its January 14, 2019 meeting.

Ms. McIntosh stated the replat of the existing Addition will allow the City to incorporate a parcel to the south and dedicate certain right-of-way. She added the owner of Soderberg Apartments, to the west of the subject property, contacted City Staff to ask whether the easement would affect their property, but no other comments were received.

Councilmember Ryan moved and Councilmember Lawrence-Anderson seconded to approve RESOLUTION NO. 2019-015 Approving Planning Commission Application No. 2019-001 for a Preliminary and Final Plat for Topgolf 2nd Addition, and Dedication of Certain Right-Of-Way (Located in the Vicinity of 6420 Camden Avenue North).

Motion passed unanimously.

9b. RESOLUTION APPROVING PLANNING COMMISSION APPLICATION 2019-002 FOR A SPECIAL USE PERMIT (2800 FREEWAY BOULEVARD (THIS ITEM WAS REMOVED))

9c. RESOLUTION NO. 2019-016 APPROVING PLANNING COMMISSION APPLICATION 2019-003 FOR A PUD AMENDMENT (NORTHWESTERLY OF THE INTERSECTION OF SHINGLE CREEK PARKWAY AND FREEWAY BOULEVARD)

Planner and Zoning Administrator Ginny McIntosh provided an overview of Planning Commission Application No. 2019-001 and advised the Planning Commission recommended approval of the applications at its January 14, 2019 meeting.

Ms. McIntosh stated an amendment to the original 1995 Planned Unit Development (PUD) is necessary to address percentages of use types within the buildings in the PUD. The amendment is focused on 6601 Shingle Creek Parkway, but all buildings within the PUD are affected. The applicant hopes to lease the building and has requested the amendment to address types of use as well as request an outdoor storage area and showroom.

Ms. McIntosh stated the original 1984 site and building plan approval allowed office tenants to use off-site street parking, and construction of a parking ramp was approved and authorized. In 1995, City Staff noted a full history of easement agreements that covered parking and access. The last PUD amendment in 1996 acknowledged certain percentages of allowances for each building.

Ms. McIntosh stated the 1996 amendment was reviewed by City Staff and the City Attorney to determine whether individual property requirements could be removed to allow more flexibility, while retaining limits of each building, including parking allowances.

Ms. McIntosh stated the potential new tenant hopes to expand their space to include an indoor showroom. A Special Use Permit is required for retail sales. The applicant has requested re-use of an existing exterior concrete pad for outdoor storage. This would require a detailed site plan to ensure compliance with City regulations.

Ms. McIntosh stated a neighboring business owner spoke at the public hearing, held at the Planning Commission's January 14, 2019 meeting, and expressed concern that he would not want the PUD amendment to affect his parking allocation. She added the Planning Commission recommended City Council approval of the PUD amendment for Shingle Creek Parkway and Freeway Boulevard.

Councilmember Lawrence-Anderson requested clarification regarding requirements for the proposed trash enclosure. Ms. McIntosh stated the enclosure would have to be screened properly following the guidelines of the I-1 Industrial Park Zone.

Councilmember Ryan moved and Councilmember Lawrence-Anderson seconded to approve RESOLUTION NO. 2019-016 Approving Planning Commission Application 2019-003 for a PUD Amendment (Northwesterly of the Intersection of Shingle Creek Parkway and Freeway Boulevard)

Motion passed unanimously.

10. COUNCIL CONSIDERATION ITEMS

10a. FOLLOW-UP TO JAMMIN WINGS PUBLIC HEARING CONCERNS

Mr. Boganey stated the City Council requested more information from City Staff regarding the allegations of Wayne Brown, co-owner of Jammin Wings, that were made during a public hearing at the City Council's January 14, 2019, meeting. Mr. Brown's comments were not related to the violation in question, which related to sale of alcohol to a minor.

Mr. Boganey introduced Police Chief Tim Gannon and asked him to address the City Council regarding Mr. Brown's comments and allegations.

Police Chief Gannon stated Mr. Brown alleged that the Police Department does not work collaboratively with his business. He provided examples of the cooperative relationship between Jammin Wings and the Police Department, including a statement from Sergeant Coleman, Mr. Brown's point-of-contact, encouraging collaboration, safety and security.

Police Chief Gannon stated Mr. Brown alleged that the Brooklyn Center Police failed to protect his business when it was being vandalized. He added Mr. Brown called Emergency Dispatch when the property's previous owner entered the property and began to remove items. Officers responded to the call for help but were not able to intervene until Mr. Brown obtained a restraining order.

Police Chief Gannon stated Mr. Brown alleged that Jammin Wings had never had an alcohol compliance check failure. He added failed compliance checks occurred at Jammin Wings in 2016 and 2018.

Police Chief Gannon stated Mr. Brown alleged that Jammin Wings has had more than one compliance check per year. He added Jammin Wings has had one compliance check per year, like all other businesses, except in 2015, when two compliance checks were conducted on all businesses.

Police Chief Gannon stated Mr. Brown alleged that Jammin Wings requested and was denied security services from the Brooklyn Center Police Department. He added Jammin Wings has never made a request for contract services from the Police Department.

Mayor Elliott asked why two compliance checks were completed on all businesses in 2015. Police Chief Gannon stated he wanted to do an additional compliance check when he assumed his current role in 2015. He added under-age drinking is a serious issue and his intent was to ensure that it was addressed promptly under his watch.

Councilmember Butler thanked Police Chief Gannon for his report. She asked how police officers work collaboratively with businesses in their assigned area, and whether there is a process for calls and check-ins. Police Chief Gannon stated check-ins are set up on a case-by-case basis. He added, for instance, the Police Department maintains a close relationship with the City's hotels and motels, as there might not be a manager on duty at all times. He noted each business is a little different.

Mayor Elliott requested clarification regarding a notice sent to Jammin Wings that 1:00 a.m. compliance checks would no longer be conducted, and when that went into effect. Police Chief Gannon stated that was an email from Sergeant Coleman to Mr. Brown, indicating that 1:00 a.m. walk-throughs were no longer necessary at Jammin Wings.

Councilmember Ryan thanked Police Chief Gannon for his report. He asked whether, under Minnesota law, patrons must vacate on-sale liquor locations at 1:00 a.m. Police Chief Gannon stated the service of alcohol must cease at 1:00 a.m. but businesses are not required to close at 1:00 a.m.

Mayor Elliott requested clarification regarding the Mr. Brown's allegation that police officers were removing drinks from tables at Topgolf. Police Chief Gannon stated Topgolf employs

uniformed security officers who are tasked with removing alcohol. He added Topgolf also employs uniformed officers but they do not remove alcohol.

Mayor Elliott asked whether there have been compliance checks at Topgolf to determine whether alcohol is being served past 1:00 a.m. Police Chief Gannon stated officers employed by Topgolf are required to report violations so appropriate action can be taken. He added he is not aware of any reported violations.

Mayor Elliot requested clarification regarding Mr. Brown's request for increased patrols in the area. Police Chief Gannon stated Mr. Brown wanted to ensure that there was no drinking in the parking lot after hours. He added Mr. Brown has security for Jammin Wings, but he welcomed the opportunity to have police patrol the area.

Mayor Elliott asked Mr. Boganey whether Mr. Brown has requested contract police services for his establishment. Mr. Boganey stated he is not aware of any requests for contract services.

Mayor Elliott requested more information regarding Brooklyn Center's penalties compared to other metro area communities. Deputy City Manager Reggie Edwards stated Jammin Wings paid the \$300 administrative fee, but it was agreed that the \$1,000 penalty would not be collected unless a second offense occurred during the same calendar year.

City Attorney Gilchrist stated the \$1,300 fine imposed on Mr. Brown and Jammin Wings seems disproportionate compared to fines imposed by other metro area communities. He added two resolutions have been prepared for the City Council's consideration to address this issue. City Attorney Gilchrist reviewed the two potential resolutions.

Councilmember Ryan stated he does not believe the penalty should be waived as there have been 2 violations. He added he supports the \$1,000 penalty amount.

Councilmember Butler stated the business owner has paid the \$1,300 penalty and should not pay a higher amount. She expressed concern that both violations involved the same employee. She added she supports a \$500 penalty which seems to be in line with neighboring communities.

Councilmember Lawrence-Anderson stated she supports the existing penalty amount of \$1,000.

Mr. Boganey stated Jammin Wings' first violation was related to operating without a license and not related to the time of sale. He added the \$300 administrative fee addresses staff time and resources, and the \$1,000 penalty is what has historically been applied. He noted the penalty was waived in this case as the City Council felt some forbearance was appropriate. Mr. Boganey stated the comment regarding lower penalties imposed by Minneapolis was made by Councilmember Ryan.

Councilmember Butler stated she supports a penalty of \$500, withholding \$500 if no additional violation occurs during a 12-month period. Councilmember Lawrence-Anderson agreed.

Mayor Elliott stated \$500 appears to be similar to what neighboring cities impose for similar occurrences and is in line with what is reasonable.

Councilmember Lawrence-Anderson stated she hopes the establishment will train their employees sufficiently regarding sale of alcohol to a minor, to avoid further penalties.

RESOLUTION NO. 2019-017 APPROVING A CIVIC PENALTY FOR JAMMIN WINGS

Councilmember Ryan moved and Councilmember Lawrence-Anderson seconded to approve RESOLUTION NO. 2019-017 approving a Civic Penalty for Jammin Wings in the amount of \$1,000 with \$500 due in penalty and suspension of the remaining \$500 on condition that no liquor violations occur at Jammin Wings through December 31, 2019.

Motion passed unanimously.

Councilmember Graves arrived at 8:35 p.m. She stated she was attending a funeral and had left voicemail messages for the City Manager and Mayor Elliott.

10b. RESOLUTION NO. 2019-018 APPROVING AND AUTHORIZING THE EXECUTION OF A LETTER OF INTENT TO PURCHASE 1350 SHINGLE CREEK CROSSING

Finance Director Nate Reinhardt reviewed this item, which is a letter of intent from the City of Brooklyn Center to purchase 1350 Shingle Creek Crossing, related to relocation of Liquor Store #1. He added the terms of the agreement include shared parking, use of a loading dock, and access to pylon signs. He noted City Staff recommends City Council approval of this item.

Councilmember Ryan stated he is in favor of moving forward with plans to purchase the property.

Councilmember Butler expressed concern regarding safety issues in the parking lot and shopping area. She stated the addition of a liquor store at such a prominent location in this location will create an unfavorable image and increase safety concerns.

Mayor Elliott agreed, adding this is a high visibility area with proximity to the transit station. He expressed concern about walkability and a lack of crosswalks, as well as the image that will be projected. He added he feels it is difficult to move forward with the purchase of this property for reasons related to safety and image.

Councilmember Ryan stated this agenda item was discussed thoroughly at the City Council's January 14, 2019 meeting, and the location was generally well-received. He added, in fact, moving the proposed store to an even more prominent location along Xerxes Avenue was discussed as a possibility. He noted the liquor store's previous location was actually closer to the transit hub, and the Shingle Creek Crossing area offers increased walkability.

Mayor Elliott stated he would like to see data on the distances of the current liquor store and proposed location from the transit hub. He added this is a high visibility area and it is difficult for him to approve the proposal.

Councilmember Lawrence-Anderson stated she supports the proposal. She added the current location of liquor store #1 is bad, and she likes the idea of owning the building. She expressed concern regarding maintenance, which would be assumed by City staff.

Mr. Reinhardt stated plowing and other types of maintenance would be shared with other tenants.

Councilmember Butler stated the proposed location is close to the transit hub as well as a nuisance store that continues to require a police presence. She added she agrees the City should own the building, but there are many issues at this location which may or may not have an effect on customer traffic to the proposed liquor store. She noted she has complained before about the appearance of this area, adding she does not support the proposal.

Councilmember Graves asked whether a crosswalk could be added near Applebee's for pedestrian safety. She added she still thinks this is a good location for the liquor store and she does not believe there will be an increase in problems. She added she can support the proposal if a crosswalk can be added.

Mr. Boganey stated a crosswalk can be raised as a consideration during negotiations with the building's current owner.

Councilmember Ryan agreed with Councilmember Butler that safety and site design issues need to be addressed, along with trash and exterior maintenance.

Councilmember Ryan moved and Councilmember Graves seconded to approve RESOLUTION NO. 2019-018 Approving and Authorizing the Execution of a Letter of Intent to Purchase 1350 Shingle Creek Crossing.

Mayor Elliott and Councilmember Butler voted against the same. Motion passed.

10c. RESOLUTION NO. 2019-019 AUTHORIZING THE PREPARATION OF PLANS AND SPECIFICATIONS AND AUTHORIZING ADVERTISEMENT FOR BIDS FOR THE CONSTRUCTION OF A MUNICIPAL LIQUOR STORE

Mr. Reinhardt reviewed plans and specifications for advertising for bids for the construction of a municipal liquor store, to be built to the same specifications as other buildings in Shingle Creek Crossing. The City has contracted with David Hunt Design/Built to consult on this project, which includes an alternative bid cost for buildout of an additional building shell. The contract would be awarded in April 2019, with constructed to be completed by June 2020, when the lease expires on the liquor store's current location.

Councilmember Ryan expressed concern regarding traffic and pedestrian safety on the internal drive off Xerxes Avenue, and perhaps speed bumps could be considered at this location.

Councilmember Graves moved and Councilmember Ryan seconded to approve RESOLUTION NO. 2019-019 Authorizing the Preparation of Plans and Specifications and Authorizing Advertisement for Bids for the Construction of a Municipal Liquor Store.

Mayor Elliott and Councilmember Butler voted against the same. Motion passed.

11. COUNCIL REPORT

Councilmember Ryan reported on his attendance at the following events:

- January 15, 2019 – attended Police Community Dialogue at Brooklyn United Methodist Church, hosted by Inner Hero organization
- January 16, 2019 – filled in for Mayor Elliott at North Metro Mayors Association meeting in St. Paul
- January 21, 2019 - attended Dr. Martin Luther King, Jr. Holiday Breakfast at Brooklyn United Methodist Church, featuring keynote speaker Don Lemon, and Local Legend Award presented to Mayor Elliott, accepted in his absence by his daughter, for his volunteer work on behalf of local youth
- January 23, 2019 – attended “Housing for All” Forum at St. Joseph the Worker Catholic Church in Maple Grove
- January 23, 2019 – attended Minneapolis Building Trades Council’s Annual Holiday Brunch
- January 24, 2019 – attended Brooklyn Bridge Alliance for Youth meeting at which Mayor Elliott was elected Vice Chair
- January 24, 2019 – attended Brooklyn Center Business Association Lunch, featuring Police Chief Tim Gannon as this month’s speaker
- January 25, 2019 – attended Minneapolis Northwest Visitors Bureau breakfast and meeting at Topgolf

Councilmember Graves reported on her attendance at the following and provided information on the following upcoming events:

- January 15, 2019 – attended Police Community Dialogue at Brooklyn United Methodist Church, hosted by Inner Hero organization
- January 15, 2019 – attended Parks and Recreation Commission meeting
- January 16, 2019 – attended Brooklyn Middle School choir concert

- January 17, 2019 – attended Council for Minnesotans of African Heritage: “Conversations with the Council” at North Hennepin Community College
- January 19, 2019 – attended fundraiser for Andrea Jenkins in Minneapolis
- February 1-2, 2019 – will attend League of Minnesota Cities’ Experienced Officials Leadership Conference
- Councilmember Graves stated she will be in Africa from February 21-March 5, 2019.

Councilmember Lawrence-Anderson had nothing to report.

Councilmember Butler reported on her attendance at the following events:

- January 17, 2019 – attended Bank of America ribbon cutting ceremony
- January 17, 2019 – attended Council for Minnesotans of African Heritage: “Conversations with the Council” at North Hennepin Community College
- January 21, 2019 – led and participated in a Day of Service event dedicated to the legacy of Dr. Martin Luther King, Jr. at Mounds View Community Center

Mayor Elliott reported on his attendance at the following event:

January 23-25, 2019 – attended the Winter Meeting of the United States Conference of Mayors in Washington, D.C. He participated in various workshops, including efficient energy, opportunity zones, building a Smart City, and local solutions to housing challenges. Also in attendance were the Mayors of Minneapolis, St. Paul, Bloomington and Edina. Minneapolis Mayor Jacob Frey spoke about housing affordability, referencing a recent article in the *New York Times* about the City of Minneapolis’ successes in addressing affordable housing.

Mayor Elliott stated he met with U.S. Senator Tina Smith to discuss Brooklyn Center’s Liberian community and the deportation of Liberians. Senator Smith indicated that she is currently working with U.S. Senator Jack Reed from Rhode Island to address this issue.

Councilmember Ryan stated, regarding Liberians who face deportation, he sponsored a 2007 City Council Resolution to escalate this issue. He added the decision to omit Liberia from temporary protection status was ultimately overturned at the national level.

Mayor Elliott stated the deportation of Liberians could affect 10,000 United States residents, including a significant portion of Brooklyn Center and Brooklyn Park. He thanked Councilmember Ryan for his comments.

Councilmember Graves stated the deportation of Liberians would have a profound and devastating effect on the community, through the loss of workers, taxpayers, students, friends, colleagues and neighbors. She added she is currently working on a resolution and would be pleased to review this issue with Mayor Elliott. He agreed, adding there is a bill at the State level that the City can support.

12. ADJOURNMENT

Councilmember Ryan moved and Councilmember Lawrence-Anderson seconded adjournment of the City Council meeting at 9:24 p.m.

Motion passed unanimously.

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL/ECONOMIC
DEVELOPMENT AUTHORITY OF THE CITY OF BROOKLYN CENTER
IN THE COUNTY OF HENNEPIN AND
THE STATE OF MINNESOTA

WORK SESSION
JANUARY 28, 2019
CITY HALL – COUNCIL CHAMBERS

CALL TO ORDER

The Brooklyn Center City Council/Economic Development Authority (EDA) met in Work Session called to order by Mayor/President Mike Elliott at 9:30 p.m.

ROLL CALL

Mayor/President Mike Elliott and Councilmembers/Commissioners Marquita Butler, April Graves, Kris Lawrence-Anderson, and Dan Ryan. Also present were City Manager Curt Boganey, Deputy City Manager Reggie Edwards, Finance Director Nate Reinhardt, Director of Public Works Doran Cote, Community Development Director Meg Beekman, Planner and Zoning Administrator Ginny McIntosh, Police Chief Tim Gannon, City Attorney Troy Gilchrist, and Mary Mullen, TimeSaver Off Site Secretarial, Inc.

**CONCEPT DEVELOPMENT PROPOSAL FOR 5801 XERXES AVENUE N.
FROM REAL ESTATE EQUITIES (cont'd)**

Mayor/President Elliott asked whether the water table in this area is an issue for underground parking. Ms. Beekman stated the developer will conduct an analysis as part of the development agreement. She added other developers have not had an issue with the water table in this area, but there are ways to engineer around it.

Mr. Bisanz stated a solar component is being added into existing REE developments, to fuel common areas and solar gardens with solar energy, with assistance from REE's partner company, Minnesota Solar Connection. He added solar energy will be considered for this project as well. He noted there could be a direct savings in the overall energy of the building, but it will not be used to provide energy for individual units.

Patrick Ostrum, REE Development Partner, stated the development will meet Minnesota Green Communities standards and the Energy Star rating, which is a significant upgrade from normal criteria, and goes above and beyond building and energy Code requirements.

Councilmember/Commissioner Graves asked whether REE has other developments that are a mix of workforce and senior living. Mr. Bisanz stated an affordable campus in St. Paul that is partially owned by REE property is not age-regulated, and there is a mix of young people and continuing care seniors.

Mr. Ostrum stated two separate buildings are planned as combining senior living and workforce housing in one building complicates financing. He added criteria is different for both types of housing, but each building will have community spaces and common areas.

Councilmember/Commissioner Ryan stated he supports the development because of its mix of senior living and workforce housing. He added this is in keeping with the broad spectrum of housing choices in Brooklyn Center. He noted he was expecting a more upscale development since this parcel is in a prominent location. Mr. Ostrum stated this area is perfect for the mixed housing due to its proximity to the public transit hub and commercial areas.

Mr. Boganey asked whether the development will be pet-friendly. Mr. Bisanz confirmed this, adding all REE communities welcome pets.

Mayor/President Elliott stated the proposed design offers the potential for multi-generational housing, which is not often a part of residential developments. He asked whether there might be an opportunity to connect the two buildings, which are separated by the large parking lot. Mr. Ostrum stated REE is willing to look into that possibility, but more research would be required to ensure parking counts are adequate.

Councilmember/Commissioner Lawrence-Anderson stated the location of the “tot lot” is not ideal, as it appears to be close to the pond. Mr. Ostrum stated that is a stormwater drainage pond that will not be filled all the time. He added the illustrations have not been finalized.

Mayor/President Elliott asked whether REE can guarantee ownership for a minimum of 20 years. Mr. Ostrum confirmed this, adding it is a guarantee for their investor, and the tax credit requires it.

Ms. Beekman requested feedback and comment from the City Council/EDA on this concept review, the proposed TIF financing and whether the land use is consistent with the desired use for the site.

Councilmember/Commissioner Graves expressed her support of the proposed development.

Councilmember/Commissioner Ryan stated he supports the development. He added the City will not receive revenue from this project. He noted market-rate housing has been discussed for the Opportunity Site, and this development fits well with that goal.

Mr. Boganey stated the developer’s financial information has not been reviewed by City Staff or the City’s financial advisor. He added the amount of TIF financing is required to be consistent with the “But For” policy – that the project would not be feasible without the proposed TIF financing.

Mayor/President Elliott thanked the REE representatives for their time as well as their informational presentation, and for considering potential investment in the City of Brooklyn Center.

COUNCIL RETREAT

Mr. Boganey stated City Staff compiled a list of potential City Council retreat topics. He reviewed seven concepts for possible retreats, as well as room for additional topics. He added he hopes to reach a consensus on the types of retreats the City Council would like to have. He noted the City Council should consider the best and most valuable use of time, as well as ways to promote personal and professional development.

Retreat Focus Areas for discussion:

1. Professional Development (Myers Briggs)
2. Leadership Skills (Strength Finder)
3. Team Building (Problem Solving)
4. Strategic Direction (collaborative review)
5. Annual Council Goal Setting
6. Special/Hot Topics (poverty)
7. Skill Building (public speaking)
8. ?
9. ?
10. ?
11. ?

Mayor/President Elliott stated all topic areas are pertinent and will provide an opportunity for the City Council to explore what it means to lead the City of Brooklyn Center. He added he spent time at the Mayor Conference considering livable communities and quality of life for residents, as well as new economies for America's mid-sized cities. He stressed the importance of consideration of measures that the City Council can take to ensure that the community is inclusive of the rich, diverse cultures present in Brooklyn Center.

Councilmember/Commissioner Graves stated she is willing to defer to Mayor/President Elliott on whatever topics he would find the most helpful, as he is the newest person on the City Council. She added she would like "team building" to include "trust", which also relates to leadership and strategic direction. She noted "hot topics" are important as they can inform strategic directions, and the City Council can collaborate with strategic partners in the community on issues related to "equity". Team activities can be interspersed with reviews and presentation on hot topics like livable communities and quality of life.

Councilmember/Commissioner Ryan agreed, adding team building is important to ensure best tactical approaches. He added he would like to see continuity in the City Council's existing ambitious goals as well.

Councilmember/Commissioner Ryan stated the topic of “leadership skills” is an important one to explore, as it encourages each Councilmember/Commissioner to read and reflect on individual and collaborative goals. He added a facilitator would be helpful.

Mayor/President Elliott stated quality of life and livable communities are especially important goals, and consideration of what kind of environment the City Council wants to shape for the community. He stressed the importance of addressing “inclusion”. He noted Brooklyn Center is an ever-evolving community in terms of governance, economic development and diversity.

Councilmember/Commissioner Lawrence-Anderson stated she would support a “team-building” workshop, and she believes the issue of community image is still relevant. She stated she likes the top 3 items, but “hot topics” is a huge discussion, and she is unsure how the City Council can be successful in addressing poverty/wealth issues.

Mayor/President Elliott stated the City Council can focus on policy and governance that will create a more even playing field and have an impact on the diverse communities that live in Brooklyn Center.

Mr. Boganey stated “special topics” sessions are helpful for identifying issues facing the community and its future. He added an expert could provide data and historical background to help in fully understanding whatever that issue might be. He noted Mayor/President Elliott makes an excellent point about the importance of determining how the City can respond to an issue through the implementation of policies and actions.

Councilmember/Commissioner Lawrence-Anderson stated a “special topic” session could be held to re-establish strategic priorities.

Councilmember/Commissioner Graves stated the City Council’s initial retreat could incorporate team building, a review of strategic priorities, and how to meet goals and objectives. She added the concept of equity is expansive across all strategic priorities and can be considered in terms of how the City Council interacts with City Staff and residents.

Councilmember/Commissioner Butler agreed that team building should be the focus of the first City Council retreat and should be a priority for the City Council as well as City Staff.

There was majority consensus among the City Council/EDA to hold more than one retreat in 2019.

Councilmember/Commissioner Ryan stated the City Council retreats have been held on a Friday and Saturday. He added any upcoming weekend would be acceptable, except when Councilmember/Commissioner Graves is out of town, and when two upcoming League of Minnesota Cities events are being held.

Mr. Boganey stated the first retreat could be held in March 2019, which gives City Staff time to identify a facilitator, and have them draft a proposal for City Council review. He added the first retreat would include team building work and identify important issues that the City Council would like to explore. He noted facilitators often have great ideas too.

Councilmember/Commissioner Ryan stated the City Council could do a skills inventory, like Myers-Briggs, that will give insight into profiles, problem-solving skills and individual styles. Mr. Boganey stated it would be easy to incorporate that into the retreat session if desired by the Council.

LEGISLATIVE PRIORITIES

Mr. Boganey requested City Council/EDA consideration of issues and policies relevant to the City of Brooklyn Center, to be brought to the upcoming TwinWest Chamber of Commerce Legislative Breakfast. He added City Staff recommends consideration of three policies in addition to those approved and incorporated in 2018: transportation funding using motor vehicle lease sales tax; group homes and housing services policy; and encouraging “Tobacco 21” legislation at the State level.

Councilmember/Commissioner Ryan stated there are unresolved issues related to sales tax and City purchases, which could result in a positive fiscal impact for the City. Mr. Boganey agreed, adding that item is listed as “Sales Tax Exemption” under “Financial”.

Councilmember/Commissioner Ryan stated there are many potential policy issues for consideration in the Metro Cities policies and resources guide.

Mayor/President Elliott stated, regarding the youth tax credit, that the City of Brooklyn Center could partner with other cities to advocate for funding that would build out the capacity of the various communities within Brooklyn Center. He added there is State funding available for cultural centers and other community enhancement opportunities.

Councilmember/Commissioner Graves stated she has supported cultivating the idea of a cultural center. She added she would like to address immigration issues, and whether other cities view that as a legislative priority. She noted she would like to garner support for a resolution for the Liberian population.

Mr. Boganey stated that is a federal issue but can be considered for advocacy at the State level if enough State legislators support these efforts. He agreed to provide some language regarding this and other issues, including cultural center funding, for City Council/EDA review, feedback and comment.

CELL PHONE FOR MAYOR

Mr. Boganey stated Mayor/President Elliott has requested a smart phone be purchased for his use. Mayor/President Elliott stated he has a cell phone for personal use but he would prefer to separate personal and City communication.

Councilmember/Commissioner Graves stated she does not have a problem with getting a cell phone for Mayor/President Elliott.

Councilmember/Commissioner Ryan stated it is an expense that no other mayors have had in the past. He added the addition of a 2nd landline is a cheaper option.

Councilmember/Commissioner Lawrence-Anderson stated she would support a basic feature phone under Option B, but she does not believe the expense of a new smart phone for the Mayor/President is an acceptable use of taxpayer funds.

Mayor/President Elliott stated other mayors might have had different communication needs. He added a smart phone would be better for him so he can access his City emails.

Councilmember/Commissioner Lawrence-Anderson stated the City purchased iPads for the City Council at considerable expense, to be used for City communication and emails.

Councilmember/Commissioner Butler stated many City employees have cell phones issued to them and paid for by the City, for City business use. She added she would like to move away from comparing what has happened in the past with what is necessary for the Mayor/President to do an effective job of communicating with the community.

Councilmember/Commissioner Lawrence-Anderson stated she is not opposed to change but rather unnecessary additional expenses.

Mr. Boganey stated there is a majority consensus from the City Council/EDA to support purchase of a smart phone for Mayor/President Elliott.

ADJOURNMENT

Councilmember/Commissioner Graves moved and Councilmember/Commissioner Ryan seconded adjournment of the City Council/Economic Development Authority Work Session at 11:00 p.m.

Motion passed unanimously.

COUNCIL ITEM MEMORANDUM

DATE: 2/11/2019

TO: Curt Boganey, City Manager

THROUGH: Reggie Edwards, Deputy City Manager

FROM: Alix Bentrud, Deputy City Clerk

SUBJECT: Approval of Licenses

Requested Council Action:

- Motion to approve licenses as presented

Background:

The following businesses/persons have applied for City licenses as noted. Each business/person has fulfilled the requirements of the City Ordinance governing respective licenses, submitted appropriate applications, and paid proper fees.

Applicants for rental dwelling licenses are in compliance with Chapter 12 of the City Code of Ordinances, unless comments are noted below the property address on the attached rental report.

The liquor license renewals are based on past practices of distance requirements and may require an amendment in the future.

-

Mechanical License

All Weather Heating and Air Condition LLC	10216 5th Ave S, Bloomington, 55420
Elite Refrigeration Heating & Air Conditioning LLC	9324 November Dr, St. Joseph, 56374

Sign Hanger License

Albrecht Sign Company	7775 Main Street NE, Fridley, 55432
MN Design System Corp	2600 Fernbrook Ln N, Plymouth, 55447
Twin Cities Sign Installations	8880 140th St. N Hugo, 55038

Strategic Priorities and Values:

Safe, Secure, Stable Community

COUNCIL ITEM MEMORANDUM

Rental License Category Criteria Policy – Adopted by City Council 09-10-2018

Property Code and Nuisance Violations Criteria		
License Category (Based on Property Code Only)	Number of Units	Property Code Violations per Inspected Unit
Type I – 3 Year	1-2 units	0-2
	3+ units	0-0.75
Type II – 2 Year	1-2 units	Greater than 2 but not more than 5
	3+ units	Greater than 0.75 but not more than 1.5
Type III – 1 Year	1-2 units	Greater than 5 but not more than 9
	3+ units	Greater than 1.5 but not more than 3
Type IV – 6 Months	1-2 units	Greater than 9
	3+ units	Greater than 3

License Category	Number of Units	Validated Calls for Disorderly Conduct Service & Part I Crimes (Calls Per Unit/Year)
No Category Impact	1-2	0-1
	3-4 units	0-0.25
	5 or more units	0-0.35
Decrease 1 Category	1-2	Greater than 1 but not more than 3
	3-4 units	Greater than 0.25 but not more than 1
	5 or more units	Greater than 0.35 but not more than 0.50
Decrease 2 Categories	1-2	Greater than 3
	3-4 units	Greater than 1
	5 or more units	Greater than 0.50

Rental Licenses for Council Approval on January 28, 2019								
Property Address	Dwelling Type	Renewal or Initial	Owner	Property Code Violations	License Type	Police CFS *	Final License Type **	Previous License Type ***
4506 65th Ave N	Single Family	Initial	Virginia Lazo	8	III	N/A	III	
2208 69th Ave N	Single Family	Initial	Eli Mash / 3511 Fremont LLC	14	IV	N/A	IV	
4220 Lakeside Ave	1 Bldg 2 Units	Renewal	Richard Arnston	1	I	0	I	I
6425 Fremont Ave N	Single Family	Renewal	Troy Jones	2	I	0	I	III
3319 66th Ave N	Single Family	Renewal	IH2 Property Illinois LP	2	I	0	I	I
5101 Eleanor La	Single Family	Renewal	Map Investments LLC	2	I	0	I	II
5856 Dupont Ave N	Single Family	Renewal	Jack Steven Froelke	2	I	0	I	II
3200 63rd Ave N	Single Family	Renewal	Adedamola Ogundipe	1	I	0	I	II
5931 Zenith Ave N	Single Family	Renewal	IH2 Property Illinois LP	5	III	0	III	III
5300 France Ave N	Single Family	Renewal	IH2 Property Illinois LP	9	IV	0	IV	III
5601 Camden Ave N	Single Family	Renewal	Mike Pederson/West Properties	0	I	0	I	II
7218 Kyle Ave N	Single Family	Renewal	Prosperous Properties LLC	0	I	0	I	I
7110 Riverdale Rd	Single Family	Renewal	James Nelson / ACR Homes	1	I	0	I	III

* CFS = Calls For Service for Renewal Licenses Only (Initial Licenses are not applicable to calls for service and will be listed N/A.)

** License Type Being Issued Type II = 2 Year Type III = 1 Year

*** Initial licenses will not show a previous license type

All properties are current on City utilities and property taxes

COUNCIL ITEM MEMORANDUM

DATE: 2/11/2019

TO: Curt Boganey, City Manager

THROUGH: N/A

FROM: Doran Cote, Public Works Director

SUBJECT: Resolution Amending Special Assessment Levy Roll Nos. 19775 and 19776 to Provide for the Deferral of Special Assessments

Requested Council Action:

- Motion to approve a resolution amending Special Assessment Levy Roll Nos. 19775 and 19776 to provide for the deferral of special assessments.

Background:

On December 11, 2017, the City Council by Resolution 2017-205, approved Special Assessment Levy Roll Nos. 19775 and 19776 for the Firehouse Park Area Street and Storm Drainage Improvements, Project Nos. 2018-01 and 02. The attached resolution amends the respective levy rolls to provide for the deferral of special assessments on a property where the qualifying person is eligible because they are at least 65 years of age or older, or permanently disabled and whose household meets certain financial limitations.

The City of Brooklyn Center calculates and levies special assessments in accordance with Section 2.10 of the City Council Code of Policies. This document outlines the process and procedures within the City's Special Assessment Policy for funding of public improvement projects. Subsection 4 of the Special Assessment Policy provides for a program to defer a portion of the special assessments for qualifying persons under the provisions of Minnesota Statutes 435.193 through 435.195. A copy of subsection 4 of the Special Assessment Policy is attached to this memorandum.

The City received an application for deferral of special assessments that met the required standards to qualify under the attached Special Assessment Policy standards. This property is:

6707 Camden Avenue N

The applicant provided income tax documentation meeting "very low income" limits established by HUD.

Budget Issues:

The proposed special assessment deferral for said property totals \$3,837.40 (\$2,951.77 for street and \$885.60 for storm drainage). The amount to be certified for said property totals \$1,821.60 (\$1,401.10 for street and \$420.39 for storm). The total amount of special assessments previously levied was \$2,001,844.28. The net reduction in short-term project revenue of less than one percent due to the proposed deferment does not create a substantial funding concern based on an analysis of the project costs to date.

Strategic Priorities and Values:

Key Transportation Investments

Member
moved its adoption:

introduced the following resolution and

RESOLUTION NO. _____

RESOLUTION AMENDING SPECIAL ASSESSMENT LEVY ROLL NOS. 19775
AND 19776 TO PROVIDE FOR THE DEFERRAL OF SPECIAL ASSESSMENTS

WHEREAS, pursuant to proper notice duly given as required by law, the City Council has met, heard and passed upon all objections to the proposed Special Assessment Levy Roll Nos. 19775 and 19776 for the Firehouse Park Area Street and Storm Drainage Improvements, Project Nos. 2018-01 and 02;

WHEREAS, Special Assessment Levy Roll Nos. 19775 and 19776 were approved by the City Council on December 11, 2017; and

WHEREAS, the City Council has established a program to defer a portion of the special assessments of qualifying persons who are at least 65 years of age or older or who are retired due to permanent and total disability whose households meet certain financial limitations.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Center, Minnesota that the following property is eligible to defer a portion of their special assessment for Improvement Project Nos. 2018-01 and 02, therefore amending Special Assessment Levy Roll Nos. 19775 and 19776 as noted below.

Special Assessment Levy Roll No. 19775 is hereby amended to reduce the previous amount of \$4,353 from the following assessments to the new amount as noted:

<u>Pid No.</u>	<u>Levy Amount</u>	<u>DeferredAmount</u>	<u>Interest Rate (%)</u>
36-119-21-21-0098	\$1,401.10	\$2,951.77	4.0

Special Assessment Levy Roll No. 19776 is hereby amended to reduce the previous amount of \$1,306 from the following assessments to the new amount as noted:

<u>PID No.</u>	<u>Levy Amount</u>	<u>DeferredAmount</u>	<u>Interest Rate (%)</u>
36-119-21-21-0098	\$420.39	\$885.60	4.0

February 11, 2019
Date

Mayor

ATTEST: _____
City Clerk

The motion for the adoption of the foregoing resolution was duly seconded by member

and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

4. Assessment Deferral Program

There shall exist a program to defer a portion of the special assessments of qualifying persons under the provisions of Minnesota Statutes 435.193 through 435.195. Said program shall defer the payment of a portion of certified special assessments by property owners who are at least 65 years of age or older or who are retired due to permanent and total disability whose households meet certain financial characteristics.

A. Eligibility

1. The property upon which the assessment is deferred must be homesteaded;
2. The property is owned by a person at least 65 years of age on January 1st of the year in which payment of the first installment of the subject assessment levy is due; or is owned by a person who is retired due to permanent and total disability.
3. The applicant must have a "financial hardship" defined as:
 - a. An annual income for the applicant's household size which is at or below the "Very Low Income" limit established annually by HUD for the Minneapolis and St. Paul Metropolitan Area; and
 - b. The aggregate total of special assessment installments from previously existing special assessment levies plus the first year of the current levy will exceed 1 1/2 percent of the applicant's annual income.

B. Calculation

1. The portion of the current levy which will be deferred will be that portion of the levy against the applicant's property which requires a first year installment payment which, when added to the applicant's annual payments from previously existing special assessment levies, would result in an aggregate total of special assessment installments totaling more than 1 1/2 percent of the applicant's annual income. The portion of the current levy which can be paid without aggregating total installments above 1 1/2 percent of the applicant's annual income shall not be deferred.
2. Special assessments levied due to the applicant's failure-to-pay charges for City services or failure to comply to City codes (i.e. delinquent utility assessments, assessments for weed removals, assessments for nuisance abatement, etc.) shall not be deferred, and installment payments for existing levies for such services shall not be included in calculating the maximum 1 1/2 percent aggregate payment.

SECTION II – GENERAL POLICIES

C. Interest

Simple interest at the rate of that particular assessment levy shall be added to the deferred assessment, calculated from the date interest started to accrue on the original levy (usually the October 1 immediately following the certification date) to the date of payment of the deferred portion of the assessment.

D. Termination

The option to defer the payment of special assessments shall terminate and all amount accumulated plus applicable interest, shall become due upon the occurrence of one of the following events:

1. The death of the owner, provided that the spouse is otherwise not eligible for the benefits.
2. The sale, transfer, or subdivision of the property or any part thereof.
3. If the property should for any reason lose its homestead status.
4. The City Council determines that a hardship no longer exists.

Reference: City Council Resolution Nos. 2005-17; 2001-122; 2000-195; 97-214; 97-118; 94-274; 93-49; 90-138; 90-137; 85-34; 84-175; 83-190; 82-226; 81-244; 80-292

COUNCIL ITEM MEMORANDUM

DATE: 2/11/2019

TO: Curt Boganey, City Manager

THROUGH: N/A

FROM: Doran Cote, Public Works Director

SUBJECT: Resolution Authorizing Primary Contract for Contract Coordination, MnDOT Community Roadside Landscape Partnership Program

Requested Council Action:

- Motion to approve a resolution authorizing primary contact for contract coordination, MnDOT Community Roadside Landscape Partnership Program

Background:

In May 2017, City staff was approached by a representative from Fellowship Baptist Church, 5840 Lilac Drive, to assist with beautifying the church by landscaping the small median strip between their parking lot and Lilac Drive. This property is actually MnDOT right-of-way so the church representatives contacted MnDOT who referred them to the MnDOT's Community Roadside Landscaping Partnership Program.

This program is designed to provide technical and financial assistance to communities that are interested in landscaping state highway rights-of-way. This is a reimbursement program, not a grant and is limited to \$10,000 to \$12,000 per community per year. The program has four goals: (1) roadside beautification, (2) community improvement, (3) environmental stewardship and (4) community engagement.

Funds awarded under this program must be used for roadside landscaping located on state trunk highway rights-of-way with fee or easement title. Components that support the goals of the program include, but are not limited to, the following:

- Trees, shrubs, vines, perennial groundcovers, wildflowers and grasses.
- Soil amendments, herbicides, edging, weed fabric, wood fiber blanket, mulch (wood chip, rock or other approved types), rodent protection, staking and guying, gator bags and seedling shelters.

Components that support the goals of the program, which MnDOT can help design and locate, but are not funded by MnDOT's Landscape Partnership Program are:

- Community entrance monuments.
- Annual flowers, hanging baskets and bulbs.
- Retaining walls, walkways, planters, benches, lighting, irrigation systems, bicycle racks, etc.

Since May 2018, staff has been working with MnDOT on landscaping plans for the Lilac Drive boulevard and other areas along Trunk Highway (TH) 100 where the roadside is rather barren. The goal is the beautification of the entire corridor. The concept plans MnDOT developed builds on the landscape theme along other stretches of TH 100 that have been improved under this program in other communities, most notably Robbinsdale. The plans that have been developed (copy attached) exceed the funding available under this program so staff has

proposed to MnDOT that the project be split over four years. The Lilac Drive boulevard in front of the church will be done in the third or fourth year due to other City construction projects in the area that will likely disturb the boulevard.

The next step in MnDOT's program process is for the City Council to authorize a primary contact for contract coordination. This person is then responsible for making formal application for the funds, negotiating a Municipal Agreement and being the primary contact for project administration. The attached resolution identifies Doran Cote, Public Works Director, as the primary contact.

Budget Issues:

The total estimated project cost is \$39,181. MnDOT may provide funding up to \$10,000 to \$12,000 per year for materials and supplies and the City, church, or other community organizations or volunteers are asked to provide the labor to install the materials. The proposed first phase would be as shown on Sheet No. 6 of the attached plans at John Martin Drive. The estimated cost for this phase is \$10,996.50.

Strategic Priorities and Values:

Enhanced Community Image

Member introduced the following resolution and moved its adoption:

RESOLUTION NO. _____

RESOLUTION AUTHORIZING PRIMARY CONTACT FOR CONTRACT COORDINATION, MNDOT COMMUNITY ROADSIDE LANDSCAPE PARTNERSHIP PROGRAM

WHEREAS, MnDOT's Community Roadside Landscape Partnership Program is designed to provide technical and financial assistance to communities that are interested in landscaping state highway rights-of-way.; and

WHEREAS, MnDOT's program requires that the City Council authorizes a primary contact for contract coordination.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Center, Minnesota, act as the sponsoring unit for the project identified as State Project 2755-969 (T.H. 100) to be conducted during the period of February 11, 2019, through December 31, 2019

BE IT FURTHER RESOLVED that Doran Cote, Public Works Director, is hereby authorized to apply to MnDOT for funding of this project on behalf of the City of Brooklyn Center.

February 11, 2019

Date

Mayor

ATTEST: _____

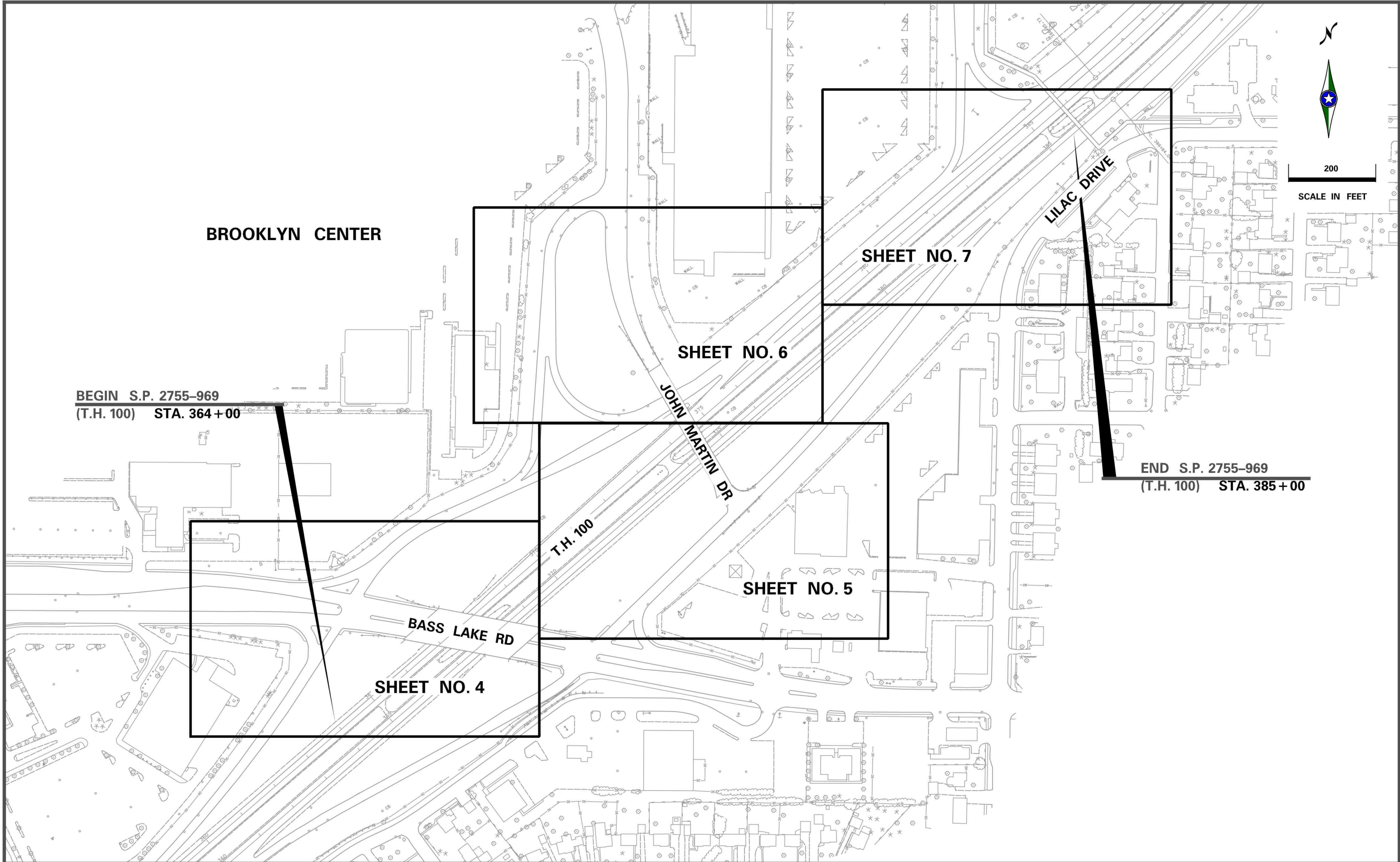
City Clerk

The motion for the adoption of the foregoing resolution was duly seconded by member

and upon vote being taken thereon, the following voted in favor thereof:

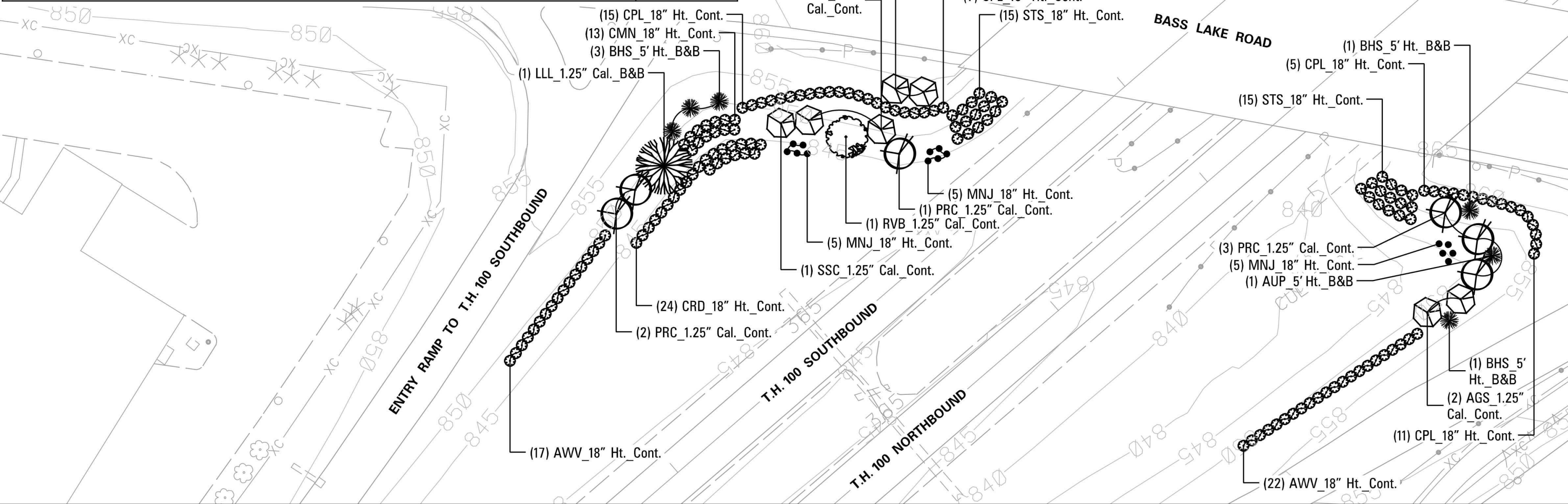
and the following voted against the same:

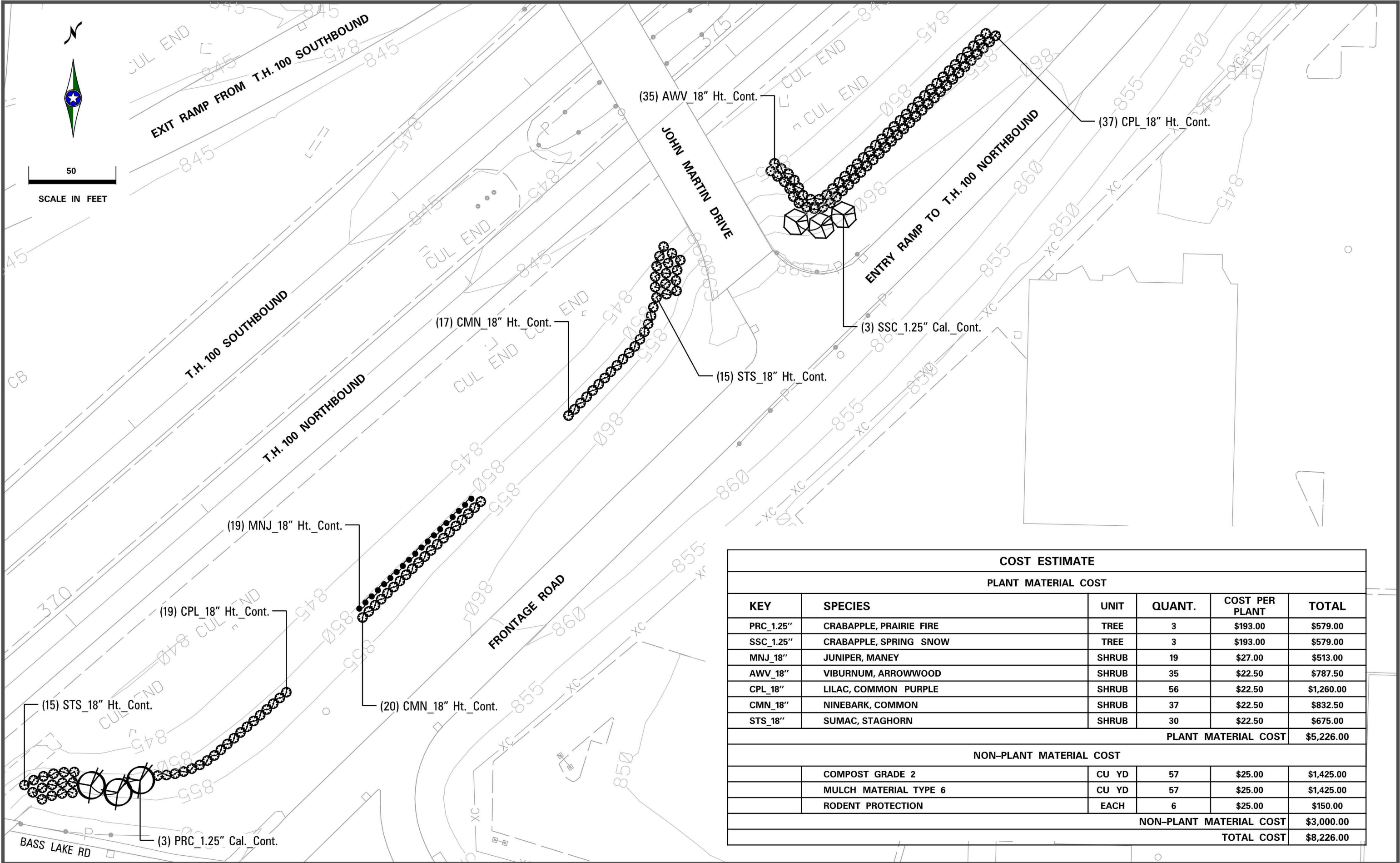
whereupon said resolution was declared duly passed and adopted.



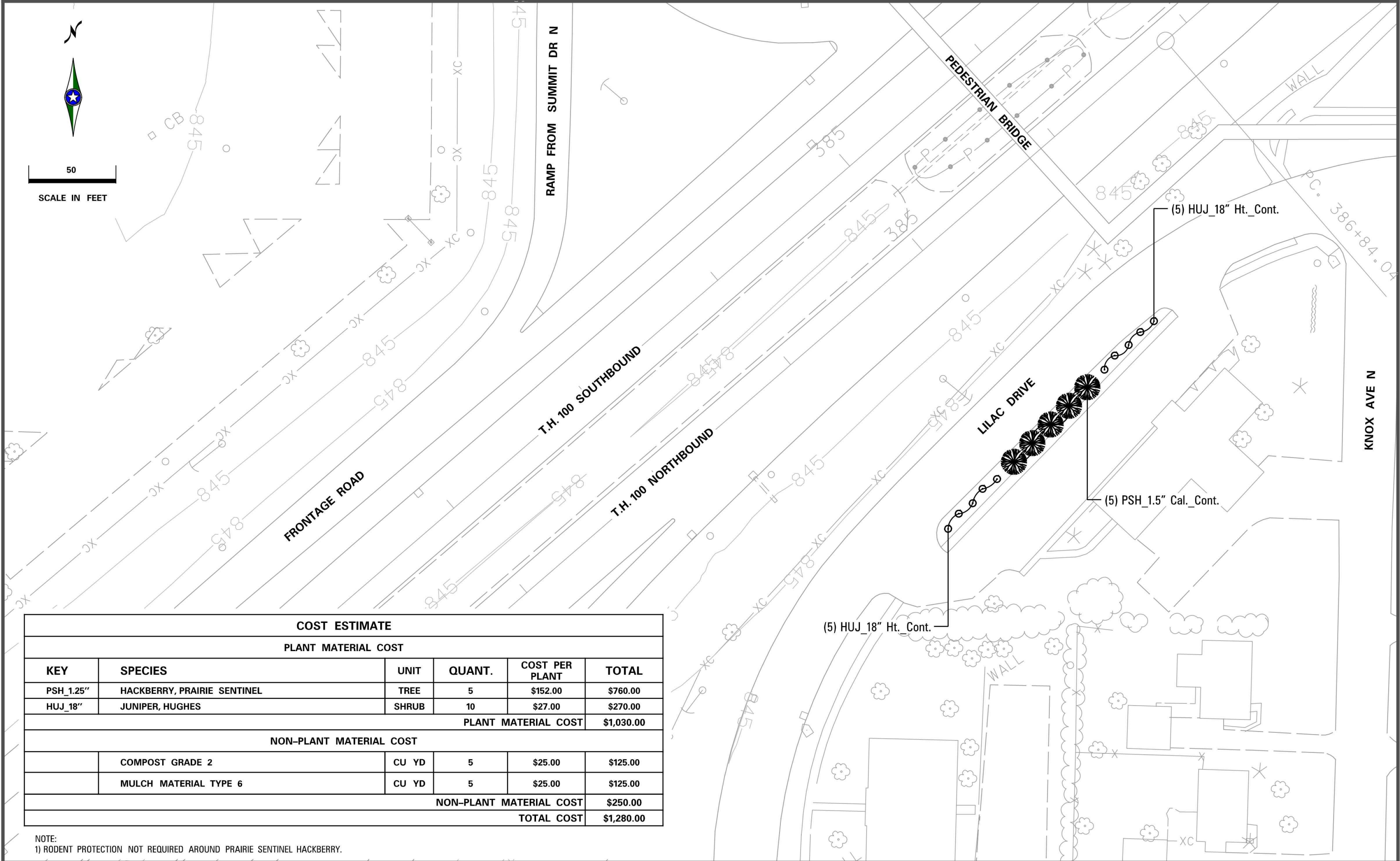
DATE PRINTED: 10/16/2018	TIME PRINTED: 1:50:13 PM	PROJECT MANAGER TODD CARROLL	DRAWN BY PHILIP ZENGE	DATE _____ LIC. NO. _____	 OFFICE OF ENVIRONMENTAL STEWARDSHIP ENV. PLANNING AND DESIGN UNIT TRANSPORTATION BUILDING ST. PAUL, MINNESOTA 55155-1899	GENERAL LAYOUT			
CHECKED BY DENNIS MOLINE			SIGNATURE _____ LICENSED PROFESSIONAL LANDSCAPE ARCHITECT	STATE PROJECT 2755-969 (T.H. 100) SHEET NO. 2 OF 10 SHEETS					

COST ESTIMATE					
PLANT MATERIAL COST					
KEY	SPECIES	UNIT	QUANT.	COST PER PLANT	TOTAL
AUP_5'	PINE, AUSTRIAN	TREE	4	\$192.00	\$768.00
BHS_5'	SPRUCE, BLACK HILLS	TREE	6	\$192.00	\$1,152.00
RVB_1.25"	BIRCH, RIVER	TREE	3	\$152.00	\$456.00
SKH_1.25"	HONEYLOCUST, SKYLINE	TREE	1	\$152.00	\$152.00
LLL_1.25"	LINDEN, LITTLELEAF	TREE	1	\$152.00	\$152.00
PRC_1.25"	CRABAPPLE, PRAIRIE FIRE	TREE	9	\$193.00	\$1,737.00
SSC_1.25"	CRABAPPLE, SPRING SNOW	TREE	5	\$193.00	\$965.00
AGS_1.25"	SERVICEBERRY, ALLEGHENY	TREE	8	\$193.00	\$1,544.00
MNJ_18"	JUNIPER, MANEY	SHRUB	25	\$27.00	\$675.00
CRD_18"	DOGWOOD, CARDINAL RED OSIER	SHRUB	42	\$22.50	\$945.00
AWV_18"	VIBURNUM, ARROWWOOD	SHRUB	66	\$22.50	\$1,485.00
CPL_18"	LILAC, COMMON PURPLE	SHRUB	60	\$22.50	\$1,350.00
CMN_18"	NINEBARK, COMMON	SHRUB	26	\$22.50	\$585.00
STS_18"	SUMAC, STAGHORN	SHRUB	45	\$22.50	\$1,012.50
PLANT MATERIAL COST					\$12,978.50
NON-PLANT MATERIAL COST					
	COMPOST GRADE 2	CU YD	98.5	\$25.00	\$2,462.50
	MULCH MATERIAL TYPE 6	CU YD	98.5	\$25.00	\$2,462.50
	RODENT PROTECTION	EACH	31	\$25.00	\$775.00
NON-PLANT MATERIAL COST					\$5,700.00
TOTAL COST					\$18,678.50





COST ESTIMATE					
PLANT MATERIAL COST					
KEY	SPECIES	UNIT	QUANT.	COST PER PLANT	TOTAL
PRC_1.25"	CRABAPPLE, PRAIRIE FIRE	TREE	3	\$193.00	\$579.00
SSC_1.25"	CRABAPPLE, SPRING SNOW	TREE	3	\$193.00	\$579.00
MNJ_18"	JUNIPER, MANEY	SHRUB	19	\$27.00	\$513.00
AWV_18"	VIBURNUM, ARROWWOOD	SHRUB	35	\$22.50	\$787.50
CPL_18"	LILAC, COMMON PURPLE	SHRUB	56	\$22.50	\$1,260.00
CMN_18"	NINEBARK, COMMON	SHRUB	37	\$22.50	\$832.50
STS_18"	SUMAC, STAGHORN	SHRUB	30	\$22.50	\$675.00
PLANT MATERIAL COST					\$5,226.00
NON-PLANT MATERIAL COST					
	COMPOST GRADE 2	CU YD	57	\$25.00	\$1,425.00
	MULCH MATERIAL TYPE 6	CU YD	57	\$25.00	\$1,425.00
	RODENT PROTECTION	EACH	6	\$25.00	\$150.00
NON-PLANT MATERIAL COST					\$3,000.00
TOTAL COST					\$8,226.00



COST ESTIMATE					
PLANT MATERIAL COST					
KEY	SPECIES	UNIT	QUANT.	COST PER PLANT	TOTAL
PSH_1.25"	HACKBERRY, PRAIRIE SENTINEL	TREE	5	\$152.00	\$760.00
HUI_18"	JUNIPER, HUGHES	SHRUB	10	\$27.00	\$270.00
PLANT MATERIAL COST					\$1,030.00
NON-PLANT MATERIAL COST					
	COMPOST GRADE 2	CU YD	5	\$25.00	\$125.00
	MULCH MATERIAL TYPE 6	CU YD	5	\$25.00	\$125.00
NON-PLANT MATERIAL COST					\$250.00
TOTAL COST					\$1,280.00

NOTE:
1) RODENT PROTECTION NOT REQUIRED AROUND PRAIRIE SENTINEL HACKBERRY.

COUNCIL ITEM MEMORANDUM

DATE: 2/11/2019

TO: Curt Boganey, City Manager

THROUGH: N/A

FROM: Doran Cote, Public Works Director

SUBJECT: Resolution Rejecting Bids, Improvement Project No. 2018-04, 2018 Bridge Rehabilitation

Requested Council Action:

- Motion to approve a resolution rejecting bids for Improvement Project No. 2018-04, 2018 Bridge Rehabilitation

Background:

Bids for the 2018 Bridge Rehabilitation, Project No. 2018-04, were received and opened on January 17, 2019. The bidding results are tabulated below:

<u>Bidder</u>	<u>Total Base Bid</u>
Global Specialty Contractors, Inc.	\$543,312.00
PCI Roads, LLC	\$544,317.70

The updated estimated project cost provided by the consulting engineer prior to bidding was \$330,377.50. Both bids were considerably higher than the estimate.

The City's design engineer, TKDA, has evaluated the bids and recommends that the bids be rejected based on bid amounts. Staff will bring forward a project to complete the rehabilitation of two bridges this year (Freeway Boulevard and 69th Avenue) and a separate project to rehabilitate two bridges next year (Shingle Creek Parkway) which will be bid later this year for construction in 2020.

Budget Issues:

The low bid amount of \$543,312 exceeds the engineer's estimate of \$330,377.50. The total estimated budget in the Capital Improvement Program for rehabilitation of four bridges was \$226,000 including contingencies, administration, engineering and legal.

Strategic Priorities and Values:

Key Transportation Investments

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____

RESOLUTION REJECTING BIDS, IMPROVEMENT PROJECT NO. 2018-04,
2018 BRIDGE REHABILITATION

WHEREAS, pursuant to an advertisement for bids for Improvement Project No. 2018-04, two bids were received, opened and tabulated by the City Engineer on the 17th day of January, 2019. Said bids were as follows:

<u>Bidder</u>	<u>Total Base Bid</u>
Global Specialty Contractors, Inc.	\$543,312.00
PCI Roads, LLC	\$543,317.70

WHEREAS, the bids exceed the available budget for the project; and

WHEREAS, the City desires to reduce the project cost and can potentially accomplish this by re-advertising and rebidding the project as two separate projects for completion in subsequent years.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Center, Minnesota, that:

1. The construction contract bids for Improvement Project No. 2018-04, 2018 Bridge Rehabilitation bids are hereby rejected. The City Clerk shall return all bid securities provided to the City in response to the solicitation of bids for said improvement project.
2. City staff shall proceed to re-advertise to solicit bids for revised Improvement Project No. 2018-04.

February 11, 2019

Date

Mayor

ATTEST: _____
City Clerk

The motion for the adoption of the foregoing resolution was duly seconded by member
and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:
whereupon said resolution was declared duly passed and adopted.

COUNCIL ITEM MEMORANDUM

DATE: 2/11/2019

TO: Curt Boganey, City Manager

THROUGH: N/A

FROM: Nate Reinhardt, Finance Director

SUBJECT: Resolution Relating to a Multifamily Rental Housing Facility and the Issuance of Conduit Housing Revenue Bonds under Minnesota Statutes, Chapter 462C, as Amended; Granting Preliminary Approval Thereto; Calling for a Public Hearing; Establishing Compliance with Certain Reimbursement Regulations Under the Internal Revenue Code of 1986, as Amended; and Taking Certain Other Actions with Respect Thereto (REE Xerxes Avenue Workforce)

Requested Council Action:

- Motion to Approve Resolution Relating to a Multifamily Rental Housing Facility and the Issuance of Conduit Housing Revenue Bonds under Minnesota Statutes, Chapter 462C, as Amended; Granting Preliminary Approval Thereto; Calling for a Public Hearing; Establishing Compliance with Certain Reimbursement Regulations Under the Internal Revenue Code of 1986, as Amended; and Taking Certain Other Actions with Respect Thereto (REE Xerxes Avenue Workforce)

Background:

Real Estate Equities, Inc. has approached the City of Brooklyn Center requesting authorization for issuance of conduit bonds to finance the acquisition, construction, and equipping of an approximately 128 unit workforce rental housing facility and related amenities located at 5801 Xerxes Avenue North.

The estimated maximum aggregate principal amount of the Bonds to be issued to finance the project is \$19,000,000.

Real Estate Equities has submitted an application for conduit revenue bond project financing along with the applicable fee. City staff and bond attorney have reviewed the application and concur that meets the criteria set forth in the City's conduit debt administrative guidelines.

If the resolution is approved a public hearing will be held at a subsequent City Council meeting. A brief presentation on the process will be prepared and presented as an introduction to the public hearing.

Budget Issues:

The total administrative fee that the City will receive for the issuance will be approximately \$95,000. The Bonds will not constitute a charge, lien, or encumbrance, legal or equitable, upon any property of Brooklyn Center. The issuance of the Bonds will not affect the City's credit rating.

Strategic Priorities and Values:

Targeted Redevelopment

Council Member _____ introduced the following resolution and moved its adoption:

RESOLUTION _____
RELATING TO A MULTIFAMILY RENTAL HOUSING FACILITY AND THE
ISSUANCE OF CONDUIT HOUSING REVENUE BONDS UNDER MINNESOTA
STATUTES, CHAPTER 462C, AS AMENDED; GRANTING PRELIMINARY
APPROVAL THERETO; CALLING FOR A PUBLIC HEARING; ESTABLISHING
COMPLIANCE WITH CERTAIN REIMBURSEMENT REGULATIONS UNDER THE
INTERNAL REVENUE CODE OF 1986, AS AMENDED; AND TAKING CERTAIN
OTHER ACTIONS WITH RESPECT THERETO
(REE XERXES AVENUE WORKFORCE HOUSING PROJECT)

NOW, THEREFORE, BE IT RESOLVED by the City Council (the “Council”) of the City of Brooklyn Center, Minnesota (the “City”), as follows:

Section 1. Recitals.

(a) The City is a home rule charter city and political subdivision duly organized and existing under the Constitution and laws of the State of Minnesota.

(b) Pursuant to Minnesota Statutes, Chapter 462C, as amended (the “Act”), the City is authorized to carry out the public purposes described in the Act by providing for the issuance of revenue bonds to provide funds to finance or refinance multifamily rental housing developments located within the City.

(c) Real Estate Equities, Inc. (or a limited partnership or other entity to be formed thereby or affiliated therewith the “Borrower”), has proposed that the City issue its revenue bonds, pursuant to the Act, in an aggregate principal amount not to exceed \$19,000,000, in one or more series at one time or from time to time (the “Bonds”).

(d) The proceeds of the Bonds are proposed to be loaned by the City to the Borrower to be applied by the Borrower to (i) finance the acquisition, construction, and equipping of an approximately 128 unit workforce rental housing facility and related amenities to be located on the southern portion of the property at 5801 Xerxes Avenue North in the City (the “Project”); (ii) fund one or more reserve funds to secure the timely payment of the Bonds, if necessary; (iii) pay interest on the Bonds during the construction of the Project, if necessary; and (iv) pay the costs of issuing the Bonds.

(e) As a condition to the issuance of the Bonds, the City must adopt a housing program providing the information required by Section 462C.03, subdivision 1a of the Act (the “Housing Program”).

(f) Prior to the issuance of the Bonds, a public hearing will be held and notice of the public hearing will be published in accordance with the requirements of Section 147(f) of the Internal Revenue Code of 1986, as amended (the “Code”) and Section 462C.04, subdivision 2 of the Act.

(g) Under Section 146 of the Code, the Bonds must receive an allocation of the bonding authority of the State of Minnesota. An application for such an allocation must be made pursuant to the requirements of Minnesota Statutes, Chapter 474A, as amended (the “Allocation Act”) and preliminary approval of the issuance of the Bonds by the Council is sufficient to authorize the submission of an

application to the State of Minnesota for an allocation of bonding authority with respect to the Bonds to finance the Project.

Section 2. Preliminary Findings. Based on representations made by the Borrower to the City to date, the Council hereby makes the following preliminary findings, determinations, and declarations:

(a) The Project consists of the acquisition, construction, and equipping of a multifamily rental housing development designed and intended to be used for rental occupancy.

(b) The proceeds of the Bonds will be loaned to the Borrower and the proceeds of the loan will be applied to: (i) the acquisition, construction, and equipping of the Project; (ii) the funding of one or more reserve funds to secure the timely payment of the Bonds, if necessary; (iii) the payment of interest on the Bonds during the construction of the Project, if necessary; and (iv) the payment of the costs of issuing the Bonds. The City will enter into one or more loan agreements between the City and the Borrower requiring loan repayments from the Borrower in amounts sufficient to repay the loan when due and requiring the Borrower to pay all costs of maintaining and insuring the Project, including taxes thereon.

(c) In preliminarily authorizing the issuance of the Bonds and the financing of the acquisition, construction, and equipping of the Project and related costs, the City's purpose is to further the policies of the Act.

(d) The Bonds will be special, limited obligations of the City payable solely from the revenues pledged to the payment thereof under the loan agreements (or other revenue agreement) referred to above, and will not be a general or moral obligation of the City and will not be secured by or payable from revenues derived from any exercise of the taxing powers of the City.

Section 3. Public Hearing. The City Council will conduct a public hearing on the Housing Program, the Project, and the issuance of the Bonds by the City at a regular or special meeting on a date to be determined by the City staff for which proper notice may be given as provided below. Notice of such hearing (the "Public Notice") will be published as required by Section 462C.04, subdivision 2 of the Act and Section 147(f) of the Code. The City Clerk of the City is hereby authorized and directed to publish the Public Notice, in substantially the form attached hereto as EXHIBIT A as required by Section 462C.04. At the public hearing, reasonable opportunity will be provided for interested individuals to express their views, both orally and in writing, on the Project, the Housing Program, and the proposed issuance of the Bonds.

Section 4. Housing Program. Kennedy & Graven, Chartered, acting as bond counsel with respect to the Project and the Bonds ("Bond Counsel") shall prepare and submit to the Metropolitan Council for its review a draft Housing Program to authorize the issuance by the City of up to approximately \$19,000,000 in revenue bonds in one or more series to finance the acquisition, construction, and equipping of the Project by the Borrower.

Section 5. Submission of an Application for an Allocation of Bonding Authority. The City Council hereby authorizes the submission of an application for allocation of bonding authority pursuant to Section 146 of the Code and the Allocation Act in accordance with the requirements of the Allocation Act. The Mayor of the City or the City Manager and Bond Counsel are hereby authorized and directed to take all actions, in cooperation with the Borrower, as are necessary to submit an application for an allocation of bonding authority to Minnesota Management & Budget.

Section 6. Preliminary Approval. The City Council hereby provides preliminary approval to the issuance of the Bonds in the approximate aggregate principal amount of up to \$19,000,000 to finance all or a portion of the costs of the Project pursuant to the Housing Program of the City, subject to: (i) review of the Housing Program by the Metropolitan Council; (ii) a public hearing as required by the Act and Section 147(f) of the Code; (iii) receipt of an allocation of the bonding authority from the State of Minnesota; (iv) final approval following the preparation of bond documents; and (v) final determination by the City Council that the financing of the Project and the issuance of the Bonds are in the best interests of the City.

Section 7. Reimbursement of Costs under the Code.

(a) The United States Department of the Treasury has promulgated regulations governing the use of the proceeds of tax-exempt bonds, all or a portion of which are to be used to reimburse the City or the Borrower for project expenditures paid prior to the date of issuance of such bonds. Those regulations (Treasury Regulations, Section 1.150-2) (the "Regulations") require that the City adopt a statement of official intent to reimburse an original expenditure not later than 60 days after payment of the original expenditure. The Regulations also generally require that the bonds be issued and the reimbursement allocation made from the proceeds of the bonds occur within 18 months after the later of: (i) the date the expenditure is paid; or (ii) the date the project is placed in service or abandoned, but in no event more than 3 years after the date the expenditure is paid. The Regulations generally permit reimbursement of capital expenditures and costs of issuance of the Bonds.

(b) To the extent any portion of the proceeds of the Bonds will be applied to expenditures with respect to the Project, the City reasonably expects to reimburse the Borrower for the expenditures made for costs of the Project from the proceeds of the Bonds after the date of payment of all or a portion of such expenditures. All reimbursed expenditures shall be capital expenditures, costs of issuance of the Bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Regulations and also qualifying expenditures under the Act.

Based on representations by the Borrower, other than (i) expenditures to be paid or reimbursed from sources other than the Bonds, (ii) expenditures permitted to be reimbursed under prior regulations pursuant to the transitional provision contained in Section 1.150-2(j)(2)(i)(B) of the Regulations, (iii) expenditures constituting preliminary expenditures within the meaning of Section 1.150-2(f)(2) of the Regulations, or (iv) expenditures in a "de minimis" amount (as defined in Section 1.150-2(f)(1) of the Regulations), no expenditures with respect to the Project to be reimbursed with the proceeds of the Bonds have been made by the Borrower more than 60 days before the date of adoption of this resolution of the City.

(c) Based on representations by the Borrower, as of the date hereof, there are no funds of the Borrower reserved, allocated on a long term-basis, or otherwise set aside (or reasonably expected to be reserved, allocated on a long-term basis, or otherwise set aside), to provide permanent financing for the expenditures related to the Project to be financed from proceeds of the Bonds, other than pursuant to the issuance of the Bonds. This resolution, therefore, is determined to be consistent with the budgetary and financial circumstances of the Borrower as they exist or are reasonably foreseeable on the date hereof.

Section 8. Costs. The Borrower will pay the administrative fees of the City and pay, or, upon demand, reimburse the City for payment of, any and all costs incurred by the City in connection with the Project and the issuance of the Bonds, whether or not the Bonds are issued.

Section 9. Commitment Conditional. The adoption of this resolution does not constitute a guarantee or a firm commitment that the City will issue the Bonds as requested by the Borrower. If, as a

result of information made available to or obtained by the City during its review of the Project, it appears that the Project or the issuance of Bonds to finance or refinance the costs thereof is not in the public interest or is inconsistent with the purposes of the Act, the City reserves the right to decline to give final approval to the issuance of the Bonds. The City also retains the right, in its sole discretion, to withdraw from participation and accordingly not issue the Bonds should the City Council, at any time prior to the issuance thereof, determine that it is in the best interests of the City not to issue the Bonds or should the parties to the transaction be unable to reach agreement as to the terms and conditions of any of the documents for the transaction.

Section 10. Effective Date. This Resolution shall be in full force and effect from and after its passage.

February 11, 2019

Date

Mayor

ATTEST: _____

City Clerk

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember _____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

EXHIBIT A

NOTICE OF PUBLIC HEARING ON A HOUSING PROGRAM AND THE ISSUANCE OF CONDUIT REVENUE BONDS FOR A MULTIFAMILY HOUSING PROJECT (REE XERXES AVENUE WORKFORCE HOUSING PROJECT)

NOTICE IS HEREBY GIVEN that the City Council of the City of Brooklyn Center, Minnesota (the "City") will conduct a public hearing on Monday, _____, 2019 at 7:00 p.m., or as soon thereafter as the matter may be heard, at the City Hall at 6301 Shingle Creek Parkway in the City on a proposal of Real Estate Equities, Inc. (or a limited partnership or other entity to be formed thereby or affiliated therewith the "Borrower") that the City finance the acquisition, construction, and equipping of certain rental housing developments, hereinafter described, by the issuance of conduit revenue bonds or other obligations (the "Bonds") pursuant to Minnesota Statutes, Chapter 462C, as amended, and that the City adopt a housing program for such bonds.

The proceeds of the Bonds are proposed to be loaned by the City to the Borrower to be applied by the Borrower to (i) finance the acquisition, construction, and equipping of an approximately 128 unit workforce rental housing facility and related amenities to be located on the southern portion of the property at 5801 Xerxes Avenue North in the City (the "Project"); (ii) fund one or more reserve funds to secure the timely payment of the Bonds, if necessary; (iii) pay interest on the Bonds during the construction of the Project, if necessary; and (iv) pay the costs of issuing the Bonds. The Project will be owned by the Borrower.

The estimated maximum aggregate principal amount of the Bonds to be issued to finance the Project is \$19,000,000.

The Bonds if and when issued will be special, limited obligations of the City, and the Bonds and interest thereon will be payable solely from the revenues and assets pledged to the payment thereof. No holder of any Bond will have the right to compel any exercise of the taxing power of the City to pay the Bonds or the interest thereon, nor to enforce payment against any property of the City except money payable by the Borrower to the City and pledged to the payment of the Bonds. Before issuing the Bonds, the City will enter into an agreement with the Borrower, whereby the Borrower will be obligated to make payments at least sufficient at all times to pay the principal of and interest on the Bonds when due.

Following the public hearing the Council will consider a resolution approving a housing program prepared in accordance with the requirements of the Act and granting approval to the issuance of the Bonds. A copy of the housing program will be on file at City Hall, 6301 Shingle Creek Parkway, Brooklyn Center, Minnesota 55430, Monday through Friday until the date of the Public Hearing. At the time and place fixed for the Public Hearing, the City Council will give all persons who appear or submit comments in writing to the City Council prior to the hearing, an opportunity to express their views with respect to the proposal. In addition, interested persons may file written comments respecting the proposal with the City to the attention of Nate Reinhardt, City Finance Director at (763) 569-3300 at or prior to said public hearing.

Publish _____, 2019.

COUNCIL ITEM MEMORANDUM

DATE: 2/11/2019

TO: Curt Boganey, City Manager

THROUGH: N/A

FROM: Nate Reinhardt, Finance Director

SUBJECT: Resolution Relating to a Multifamily Rental Housing Facility and the Issuance of Conduit Housing Revenue Bonds under Minnesota Statutes, Chapter 462C, as Amended; Granting Preliminary Approval Thereto; Calling for a Public Hearing; Establishing Compliance with Certain Reimbursement Regulations Under the Internal Revenue Code of 1986, as Amended; and Taking Certain Other Actions with Respect Thereto (REE Xerxes Avenue Senior)

Requested Council Action:

- Motion to approve Resolution Relating to a Multifamily Rental Housing Facility and the Issuance of Conduit Housing Revenue Bonds under Minnesota Statutes, Chapter 462C, as Amended; Granting Preliminary Approval Thereto; Calling for a Public Hearing; Establishing Compliance with Certain Reimbursement Regulations Under the Internal Revenue Code of 1986, as Amended; and Taking Certain Other Actions with Respect Thereto (REE Xerxes Avenue Senior)

Background:

Real Estate Equities, Inc. has approached the City of Brooklyn Center requesting authorization for issuance of conduit bonds to finance the acquisition, construction, and equipping of an approximately 140 unit senior rental housing facility and related amenities located at 5801 Xerxes Avenue North.

The estimated maximum aggregate principal amount of the Bonds to be issued to finance the project is \$19,000,000.

Real Estate Equities has submitted an application for conduit revenue bond project financing along with the applicable fee. City staff and bond attorney have reviewed the application and concur that meets the criteria set forth in the City's conduit debt administrative guidelines.

If the resolution is approved a public hearing will be held at a subsequent City Council meeting. A brief presentation on the process will be prepared and presented as an introduction to the public hearing.

Budget Issues:

The total administrative fee that the City will receive for the issuance will be approximately \$95,000. The Bonds will not constitute a charge, lien, or encumbrance, legal or equitable, upon any property of Brooklyn Center. The issuance of the Bonds will not affect the City's credit rating.

Strategic Priorities and Values:

Targeted Redevelopment

Council Member _____ introduced the following resolution and moved its adoption:

RESOLUTION _____
RELATING TO A MULTIFAMILY RENTAL HOUSING FACILITY AND THE
ISSUANCE OF CONDUIT HOUSING REVENUE BONDS UNDER MINNESOTA
STATUTES, CHAPTER 462C, AS AMENDED; GRANTING PRELIMINARY
APPROVAL THERETO; CALLING FOR A PUBLIC HEARING; ESTABLISHING
COMPLIANCE WITH CERTAIN REIMBURSEMENT REGULATIONS UNDER THE
INTERNAL REVENUE CODE OF 1986, AS AMENDED; AND TAKING CERTAIN
OTHER ACTIONS WITH RESPECT THERETO
(REE XERXES AVENUE SENIOR HOUSING PROJECT)

NOW, THEREFORE, BE IT RESOLVED by the City Council (the “Council”) of the City of Brooklyn Center, Minnesota (the “City”), as follows:

Section 1. Recitals.

(a) The City is a home rule charter city and political subdivision duly organized and existing under the Constitution and laws of the State of Minnesota.

(b) Pursuant to Minnesota Statutes, Chapter 462C, as amended (the “Act”), the City is authorized to carry out the public purposes described in the Act by providing for the issuance of revenue bonds to provide funds to finance or refinance multifamily rental housing developments located within the City.

(c) Real Estate Equities, Inc. (or a limited partnership or other entity to be formed thereby or affiliated therewith the “Borrower”), has proposed that the City issue its revenue bonds, pursuant to the Act, in an aggregate principal amount not to exceed \$19,000,000, in one or more series at one time or from time to time (the “Bonds”).

(d) The proceeds of the Bonds are proposed to be loaned by the City to the Borrower to be applied by the Borrower to (i) finance the acquisition, construction, and equipping of an approximately 140 unit senior rental housing facility and related amenities to be located on the northern portion of the property at 5801 Xerxes Avenue North in the City (the “Project”); (ii) fund one or more reserve funds to secure the timely payment of the Bonds, if necessary; (iii) pay interest on the Bonds during the construction of the Project, if necessary; and (iv) pay the costs of issuing the Bonds.

(e) As a condition to the issuance of the Bonds, the City must adopt a housing program providing the information required by Section 462C.03, subdivision 1a of the Act (the “Housing Program”).

(f) Prior to the issuance of the Bonds, a public hearing will be held and notice of the public hearing will be published in accordance with the requirements of Section 147(f) of the Internal Revenue Code of 1986, as amended (the “Code”) and Section 462C.04, subdivision 2 of the Act.

(g) Under Section 146 of the Code, the Bonds must receive an allocation of the bonding authority of the State of Minnesota. An application for such an allocation must be made pursuant to the requirements of Minnesota Statutes, Chapter 474A, as amended (the “Allocation Act”) and preliminary approval of the issuance of the Bonds by the Council is sufficient to authorize the submission of an

application to the State of Minnesota for an allocation of bonding authority with respect to the Bonds to finance the Project.

Section 2. Preliminary Findings. Based on representations made by the Borrower to the City to date, the Council hereby makes the following preliminary findings, determinations, and declarations:

(a) The Project consists of the acquisition, construction, and equipping of a multifamily rental housing development designed and intended to be used for rental occupancy.

(b) The proceeds of the Bonds will be loaned to the Borrower and the proceeds of the loan will be applied to: (i) the acquisition, construction, and equipping of the Project; (ii) the funding of one or more reserve funds to secure the timely payment of the Bonds, if necessary; (iii) the payment of interest on the Bonds during the construction of the Project, if necessary; and (iv) the payment of the costs of issuing the Bonds. The City will enter into one or more loan agreements between the City and the Borrower requiring loan repayments from the Borrower in amounts sufficient to repay the loan when due and requiring the Borrower to pay all costs of maintaining and insuring the Project, including taxes thereon.

(c) In preliminarily authorizing the issuance of the Bonds and the financing of the acquisition, construction, and equipping of the Project and related costs, the City's purpose is to further the policies of the Act.

(d) The Bonds will be special, limited obligations of the City payable solely from the revenues pledged to the payment thereof under the loan agreements (or other revenue agreement) referred to above, and will not be a general or moral obligation of the City and will not be secured by or payable from revenues derived from any exercise of the taxing powers of the City.

Section 3. Public Hearing. The City Council will conduct a public hearing on the Housing Program, the Project, and the issuance of the Bonds by the City at a regular or special meeting on a date to be determined by the City staff for which proper notice may be given as provided below. Notice of such hearing (the "Public Notice") will be published as required by Section 462C.04, subdivision 2 of the Act and Section 147(f) of the Code. The City Clerk of the City is hereby authorized and directed to publish the Public Notice, in substantially the form attached hereto as EXHIBIT A as required by Section 462C.04. At the public hearing, reasonable opportunity will be provided for interested individuals to express their views, both orally and in writing, on the Project, the Housing Program, and the proposed issuance of the Bonds.

Section 4. Housing Program. Kennedy & Graven, Chartered, acting as bond counsel with respect to the Project and the Bonds ("Bond Counsel") shall prepare and submit to the Metropolitan Council for its review a draft Housing Program to authorize the issuance by the City of up to approximately \$19,000,000 in revenue bonds in one or more series to finance the acquisition, construction, and equipping of the Project by the Borrower.

Section 5. Submission of an Application for an Allocation of Bonding Authority. The City Council hereby authorizes the submission of an application for allocation of bonding authority pursuant to Section 146 of the Code and the Allocation Act in accordance with the requirements of the Allocation Act. The Mayor of the City or the City Manager and Bond Counsel are hereby authorized and directed to take all actions, in cooperation with the Borrower, as are necessary to submit an application for an allocation of bonding authority to Minnesota Management & Budget.

Section 6. Preliminary Approval. The City Council hereby provides preliminary approval to the issuance of the Bonds in the approximate aggregate principal amount of up to \$19,000,000 to finance all or a portion of the costs of the Project pursuant to the Housing Program of the City, subject to: (i) review of the Housing Program by the Metropolitan Council; (ii) a public hearing as required by the Act and Section 147(f) of the Code; (iii) receipt of an allocation of the bonding authority from the State of Minnesota; (iv) final approval following the preparation of bond documents; and (v) final determination by the City Council that the financing of the Project and the issuance of the Bonds are in the best interests of the City.

Section 7. Reimbursement of Costs under the Code.

(a) The United States Department of the Treasury has promulgated regulations governing the use of the proceeds of tax-exempt bonds, all or a portion of which are to be used to reimburse the City or the Borrower for project expenditures paid prior to the date of issuance of such bonds. Those regulations (Treasury Regulations, Section 1.150-2) (the “Regulations”) require that the City adopt a statement of official intent to reimburse an original expenditure not later than 60 days after payment of the original expenditure. The Regulations also generally require that the bonds be issued and the reimbursement allocation made from the proceeds of the bonds occur within 18 months after the later of: (i) the date the expenditure is paid; or (ii) the date the project is placed in service or abandoned, but in no event more than 3 years after the date the expenditure is paid. The Regulations generally permit reimbursement of capital expenditures and costs of issuance of the Bonds.

(b) To the extent any portion of the proceeds of the Bonds will be applied to expenditures with respect to the Project, the City reasonably expects to reimburse the Borrower for the expenditures made for costs of the Project from the proceeds of the Bonds after the date of payment of all or a portion of such expenditures. All reimbursed expenditures shall be capital expenditures, costs of issuance of the Bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Regulations and also qualifying expenditures under the Act.

Based on representations by the Borrower, other than (i) expenditures to be paid or reimbursed from sources other than the Bonds, (ii) expenditures permitted to be reimbursed under prior regulations pursuant to the transitional provision contained in Section 1.150-2(j)(2)(i)(B) of the Regulations, (iii) expenditures constituting preliminary expenditures within the meaning of Section 1.150-2(f)(2) of the Regulations, or (iv) expenditures in a “de minimis” amount (as defined in Section 1.150-2(f)(1) of the Regulations), no expenditures with respect to the Project to be reimbursed with the proceeds of the Bonds have been made by the Borrower more than 60 days before the date of adoption of this resolution of the City.

(c) Based on representations by the Borrower, as of the date hereof, there are no funds of the Borrower reserved, allocated on a long term-basis, or otherwise set aside (or reasonably expected to be reserved, allocated on a long-term basis, or otherwise set aside), to provide permanent financing for the expenditures related to the Project to be financed from proceeds of the Bonds, other than pursuant to the issuance of the Bonds. This resolution, therefore, is determined to be consistent with the budgetary and financial circumstances of the Borrower as they exist or are reasonably foreseeable on the date hereof.

Section 8. Costs. The Borrower will pay the administrative fees of the City and pay, or, upon demand, reimburse the City for payment of, any and all costs incurred by the City in connection with the Project and the issuance of the Bonds, whether or not the Bonds are issued.

Section 9. Commitment Conditional. The adoption of this resolution does not constitute a guarantee or a firm commitment that the City will issue the Bonds as requested by the Borrower. If, as a

result of information made available to or obtained by the City during its review of the Project, it appears that the Project or the issuance of Bonds to finance or refinance the costs thereof is not in the public interest or is inconsistent with the purposes of the Act, the City reserves the right to decline to give final approval to the issuance of the Bonds. The City also retains the right, in its sole discretion, to withdraw from participation and accordingly not issue the Bonds should the City Council, at any time prior to the issuance thereof, determine that it is in the best interests of the City not to issue the Bonds or should the parties to the transaction be unable to reach agreement as to the terms and conditions of any of the documents for the transaction.

Section 10. Effective Date. This Resolution shall be in full force and effect from and after its passage.

February 11, 2019

Date

Mayor

ATTEST: _____
City Clerk

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember _____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

EXHIBIT A

NOTICE OF PUBLIC HEARING ON A HOUSING PROGRAM AND THE ISSUANCE OF CONDUIT REVENUE BONDS FOR A MULTIFAMILY HOUSING PROJECT (REE XERXES AVENUE SENIOR HOUSING PROJECT)

NOTICE IS HEREBY GIVEN that the City Council of the City of Brooklyn Center, Minnesota (the "City") will conduct a public hearing on Monday, _____, 2019 at 7:00 p.m., or as soon thereafter as the matter may be heard, at the City Hall at 6301 Shingle Creek Parkway in the City on a proposal of Real Estate Equities, Inc. (or a limited partnership or other entity to be formed thereby or affiliated therewith the "Borrower") that the City finance the acquisition, construction, and equipping of certain rental housing developments, hereinafter described, by the issuance of conduit revenue bonds or other obligations (the "Bonds") pursuant to Minnesota Statutes, Chapter 462C, as amended, and that the City adopt a housing program for such bonds.

The proceeds of the Bonds are proposed to be loaned by the City to the Borrower to be applied by the Borrower to (i) finance the acquisition, construction, and equipping of an approximately 140 unit senior rental housing facility and related amenities to be located on the northern portion of the property at 5801 Xerxes Avenue North in the City (the "Project"); (ii) fund one or more reserve funds to secure the timely payment of the Bonds, if necessary; (iii) pay interest on the Bonds during the construction of the Project, if necessary; and (iv) pay the costs of issuing the Bonds. The Project will be owned by the Borrower.

The estimated maximum aggregate principal amount of the Bonds to be issued to finance the Project is \$19,000,000.

The Bonds if and when issued will be special, limited obligations of the City, and the Bonds and interest thereon will be payable solely from the revenues and assets pledged to the payment thereof. No holder of any Bond will have the right to compel any exercise of the taxing power of the City to pay the Bonds or the interest thereon, nor to enforce payment against any property of the City except money payable by the Borrower to the City and pledged to the payment of the Bonds. Before issuing the Bonds, the City will enter into an agreement with the Borrower, whereby the Borrower will be obligated to make payments at least sufficient at all times to pay the principal of and interest on the Bonds when due.

Following the public hearing the Council will consider a resolution approving a housing program prepared in accordance with the requirements of the Act and granting approval to the issuance of the Bonds. A copy of the housing program will be on file at City Hall, 6301 Shingle Creek Parkway, Brooklyn Center, Minnesota 55430, Monday through Friday until the date of the Public Hearing. At the time and place fixed for the Public Hearing, the City Council will give all persons who appear or submit comments in writing to the City Council prior to the hearing, an opportunity to express their views with respect to the proposal. In addition, interested persons may file written comments respecting the proposal with the City to the attention of Nate Reinhardt, City Finance Director at (763) 569-3300 at or prior to said public hearing.

Publish _____, 2019.

COUNCIL ITEM MEMORANDUM

DATE: 2/11/2019

TO: Curt Boganey, City Manager

THROUGH: N/A

FROM: Meg Beekman, Community Development Director

SUBJECT: Brooklynk Program Update and Presentation

Requested Council Action:

- Motion to Receive the Report

Background:

Brooklynk Program Coordinator, Luis Saldo-Herrera, will provide a program overview and update of the Brooklynk Program. He will present the evaluation of the 2018 program year and provide an overview of the 2019-2020 Program Plan.

Staff will be available for questions related to the Brooklynk Program as well.

Strategic Priorities and Values:

Resident Economic Stability



LUIS SALADO-HERRERA
BROOKLYNK COORDINATOR
612-834-6108

Investing Into our Regions Workforce

Directed by the Cities of Brooklyn Center and Brooklyn Park, BrookLynk is youth employment program dedicated to addressing our regional talent needs by preparing highly motivated young people to be our future workforce. Since 2015, BrookLynk has been proud to partner with committed employers of all sizes and industries - from large multinational companies to small family-owned businesses to local government agencies and school districts - to address our regional workforce needs. Join industry leaders and invest into our future workforce by hosting BrookLynk Interns!

Through the collaborative efforts of BrookLynk and local employers, young people in the Brooklyns are connected to the experience, skills, and professional networks they need to become the future generations of engineers, entrepreneurs, and civic and business leaders our region needs.

2018 By the Numbers

\$250,000+	IN WAGES EARNED BY YOUTH INTERNS
263	YOUTH TRAINED WITH ESSENTIAL JOB SKILLS
102	INTERNSHIPS COORDINATED
90%	OF SUPERVISORS WOULD PARTICIPATE AGAIN



BrookLynk Youth Represent...

Our Regions Future Workforce!



Youth of Color



Qualify for free or reduced lunch



First or second generation immigrants

Invest in Your Workforce, Host an Intern With BrookLynk This Summer!



Why Employers Invest in BrookLynk

To Increase Talent Pipelines

Strengthening the local workforce has substantial benefits to our local employers and economy

Professional Development Opportunities

Supervising a BrookLynk intern is a great opportunity for organizations to build their bench of leaders

To Increase Diversity

Many employers want to diversify their organization and industry to stay competitive and improve the quality of their work

Assistance on Projects

BrookLynk interns contribute real work and each intern is responsible for a capstone project

2018 BrookLynk Employers

Amplifon USA, Inc.
Anoka-Hennepin Area Schools
Boston Scientific
Brooklyn Center Community Schools
City of Brooklyn Center
City of Brooklyn Park
Cummins Power Systems
Design Ready Controls
Hennepin County
Hennepin Technical College
North Hennepin Community College
Osseo Area Schools
Robbinsdale Area Schools
TopLine Federal Credit Union

Become a BrookLynk Employer



Pledge

Meet with the BrookLynk team to plan internships and submit a pledge form



Submit

a job description and work-site agreement by **March 8**



Interview

and select your intern **in May**



Welcome

your intern for their first day on **June 17**

Pledge Today!

Brooklynk **Team Charter**

Brooklynk's Mission and Core Values

Brooklynk's mission is to coordinate partnerships that prepare employers to engage the next generation of workers and to connect young people in the Brooklyns facing barriers to employment with the skills, experience, and professional social networks needed to develop their pathway to college and career.

Vision

To achieve the economic health, equity and well-being of our community ensuring prosperity for all. Our workforce is awesome because we have ignited the aspirations of youth and this attracts employers to grow their business in the Brooklyns.

Values

- Leading with courage, trust and integrity
- Igniting hope and optimism for young people
- Keeping youth at the center of planning of decision making
- Interrupting systems to realize racial equity and inclusion
- Fostering inclusive relationships to transform community well-being
- Acting with passion and urgency for deliberate results

2019 Strategic Focus

- 1) Sustainable revenue strategy
- 2) Manage business relationships (including, but not limited to 140 internships)
- 3) 50/50 split of youth participation between two cities

Purpose of the Advisory Committee

The Brooklynk Advisory Committee's duties are laid out in the Cooperation Agreement between the Cities of Brooklyn Park and Brooklyn Center and their EDAs. The duties of the advisory committee are as follows:

- 1) To review and make recommendations on the annual budget;
- 2) Evaluate the progress and success of the program (including an annual written evaluation) to inform its strategic direction;
- 3) Review and recommend staffing of the program;
- 4) Develop and implement a funding plan;
- 5) Participate in special committees to advance work.

Brooklynk **Team Charter**

Role of Committee

The Brooklynk Advisory Committee will be a joint advisory committee, appointed annually to monitor and advance the work of Brooklynk. The chair alternates annually between the City Managers and secretary is annually elected by the committee on the first meeting of the year. The role of the committee is to guide the overall direction, workplan, and budget of the Brooklynk Program, provide support in the growth of fundraising and internships for the program, and be an advocate and “face” of the program by attending events and assist in marketing to networks. The Advisory Committee will review and make recommendations to the Program Management Team, who administers the day-to-day operations and delivery of the programming.

2019 Advisory Committee Composition

The 2019 Brooklynk Advisory Committee shall include the below members. The Program Team and Committee discussed changes in the advisory committee composition to include more Brooklynk employer, business, and community representation, therefore the proposed 2019 appointments are proposed below (adding an employer representative, adding a community representative, and removing four staff members). The staff will serve on the Program Management Team.

It is the intent of the committee to test this composition and recommend changes to the Cooperation Agreement mid-year 2019.

Members	Appointment Role	Who makes Appt?
Jay Strobel	City Manager or Designee – Brooklyn Park	Permanent
Curt Boganey	City Manager or Designee – Brooklyn Center	Permanent
Rebecca Gilgen	Alliance Executive Director	Permanent
Prad Pathirana	Brooklynk Employer	Standing Members
Vickie Erickson	Brooklynk Employer	Standing Members
Sue Schmitz	At Large Community Representative	Standing Members
Elena Favela	At Large Community Representative	Standing Members
Francis Best	Brooklynk Youth Alumni	Standing Members
Roseline Ameyaw	Brooklynk Youth Alumni	

The Brooklynk Program Manager solicits applicants for the Advisory Committee. The Program Management Team recommends a slate of appointees to the standing members who then jointly select the committee prior to the first meeting of the year.

Meetings

The Brooklynk Advisory Committee will meet every other month. Meetings will be held generally on the 4th Friday of every other month at 10:30 a.m. the Brooklynk Program Manager publishes and distributes board packets to members no later

Brooklynk **Team Charter**

than the 3rd Friday of the month. Requests for agenda items due to BrookLynk Coordinator no later than the 2nd Friday of the month for that month's meeting.

- Meetings will begin and end on time and utilize best practices for meetings (agenda, notes, outcomes, requested action items etc.)
- Member participation is required and everyone will have an equal opportunity. The facilitator will manage participation levels.
- Members will affirm the value of other members of the team, offer support and encouragement, and provide honest feedback.
- Members will regularly invite the perspectives, input, experience, and knowledge of individuals and teams within the organization.
- Members will respect the considered perspective of the other individuals in the room.
- The meeting will be run with a consensus based decision-making process.

2019 Program Management Team Composition

The program team consists of staff who are responsible for the management and day-to-day operations of the program. The composition of the program management team includes a staff representative from Brooklyn Center, the Program Manager, the Brooklynk Coordinator, and Program Assistant, with other staff attending as needed. The Program Management Team will attend Advisory Committee meetings, and may participate in and contribute to discussion, but are non-voting members of the Advisory Committee.



Business Needs. Youth Experience.

BrookLynk Youth Employment Program
Evaluation

2018 FINAL REPORT

Rebecca Gilgen
Executive Director
The Brooklyn Bridge Alliance for Youth

Ivan Lui
Data and Quality Coordinator
The Brooklyn Bridge Alliance for Youth

Luis Salado-Herrera
BrookLynk Youth Employment Coordinator

Jocelyn McQuirter
BrookLynk Youth Outreach Specialist

November 6, 2018

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Executive Summary

In November of 2014 the Brooklyn Bridge Alliance for Youth Board of Directors approved the launch of a 2-year project with two goals: 1) Customize the Minneapolis STEP-UP model for the cities of Brooklyn Center and Brooklyn Park and 2) Build capacity amongst the Alliance partners to sustain this program. BrookLynk serves youth 14-21 who live or go to school in the Brooklyns, have at least one barrier to employment, and/or are Opportunity Youth (out of mainstream school or county involved youth).

Those goals were realized in 2017, and in 2018, the program transitioned to the Cities to manage and operate. The following is an internal evaluation focused on performance management, with evaluative elements for new aspects of the program.

90% of supervisors would participate in BrookLynk again

99% of interns would recommend BrookLynk to a friend

Data indicate that in Year 4, the program is performing well and the transition has been successful. What follows is a summary of results from the major goal areas: program performance, program benefits, program quality, and program management and oversight.

Program Results Summary

The success of BrookLynk hinges on participation from employers and youth. In the fourth year the program was close to reaching participation goals. Additional data on program quality and the impact on participants suggest that while there are areas for program quality to improve, both employers and youth were positively impacted.

Program Performance

How well is the program performing?

- 516 youth applied for Get Ready! Work Readiness Training
- 263 youth completed the Get Ready!, which is a 39% increase from 2017.
- 106 internships were pledged by 14 employers.
- 106 youth were matched to internships and 102 began summer internship opportunities. This year's goal was 120.
- 96 youth completed the entire summer internship (a 94% completion rate).
- 174 youth attended the Youth Job Fair; receiving 95 interviews and 42 job offers
- The Online Job Board launched with 9 employers and 883 website visits to date
- The Alumni Network launched with 138 out of 160 alumni participating

Program Benefits

What are the benefits of the program?

Youth Outcomes

Participating youth gained work readiness and social-emotional learning skills, financial benefits, and social connections. The majority of youth were satisfied with their internship experiences.

- 99% of interns would recommend BrookLynk to a friend

- 87% of interns agreed that they received enough training and support to successfully complete their internships
- 75% of interns stated that their internship helped them increase the number of professionals in their social network
- Interns rated the BrookLynk program 4.5 out of 5 (1 being poor, 5 being excellent)
- Interns rated supervisors 4.7 out of 5 (1 being poor, 5 being excellent)
- 77% of interns were rated by their supervisors as having gained all 13 assessed career skills
- The median internship salary was \$2448
- Alumni from the years 2015 - 2017 who responded to our request for an update on their life success we learned that:
 - 100% of eligible seniors graduated
 - 93% of those that graduated will be in college
 - 74% were employed this summer

"(Our intern) caught on quick; she was fast and accurate. The prep work and communication from BrookLynk was excellent."

Business Outcomes

Employers were satisfied with the program and their intern(s).

- 90% of supervisors would like to participate in the BrookLynk program again
- 87% of supervisors reported that they were satisfied with the support they received from BrookLynk
- 81% stated that their interns were good matches for their organizations
- 79% of supervisors responded that their interns were the best part of their internship experiences
- 77% of supervisors reported that their interns met or exceeded their expectations of job responsibilities and workload

Program Value

There were two significant ways to measure the value of the BrookLynk program to the Cities and its partners in growing economic vitality in the community. First, BrookLynk increases the partnership with many community organizations and businesses around workforce development. Second, those organizations and business participating in the internships provide jobs for youth and contribute the cost of the interns' salaries into the local economy.

Community Partners

- 14 employers providing internships
 - 6 education partners
 - 5 business partners
 - 3 city and county partners
- 2 grant funders
- 49 partnering organizations contributing funding, in-kind donations, services, and volunteers.

Job and Wealth Creation

- 102 paid summer internships
- \$250,000 wealth creation from employers paying salaries (along with grants)

Quality Assessment

Internships were assessed using an Internship Quality Assessment, and scores remained high in all of the domains.

Management and Oversight

The results of a mid-year survey regarding the Management and Oversight Goals from the Co-operation Agreement found that:

- Program implementation, partnerships created, and overall quality of program staff were strengths.
- More attention needed for creating a plan for sustainable longer-term funding and effective Advisory Board operation.

Management feedback affirmed many of the same strengths and challenges mentioned in the survey. In addition, they mentioned the need to strengthen the cooperative leadership model, especially in light of staffing changes in both cities this past year. Business and youth recruitment efforts will also need to be revisited this coming year.

Summary

Results indicate the BrookLynk successfully transitioned to the Cities and is performing well and providing benefits to youth, businesses, and the Cities. As BrookLynk enters its fifth year of operation, staff will prioritize and implement suggestions for program improvement identified in this evaluation. These improvements range from strengthening the Advisory Board and joint management structure, to revisiting the fundraising plan and business outreach strategy, to thinking creatively about how to equally serve youth from both Cities.

INTRODUCTION

Background

In 2014, the Alliance staff was tasked with developing a youth employment program for middle and high school aged youth who live in or go to school in the Brooklyns that prepares them with skills, ignites their motivations, and creates social connections to employment and college. This program had three components: 21st century skill building, experiential employment opportunities, and local coordination. In its inaugural summer, the 2015 BrookLynk Youth Employment Program had 234 applicants, 80 youth completed work readiness training, and 29 interns in internships with employers.

BrookLynk was designed to provide opportunities to youth with barriers to employment and/or were at risk of becoming disconnected: those experiencing homelessness, who were no longer enrolled in mainstream high schools, teen parents, and youth involved in the county foster care, teen parenting or juvenile corrections systems.

The Alliance operated BrookLynk in 2015 and 2016, and in partnership with the cities of Brooklyn Center and Brooklyn Park in 2017. This was an intentional collaboration to create a smooth transition to the cities to take ownership of the program solely in 2018. This evaluation will help answer key questions about capacity building and program development to facilitate that transition.

Program Description

The BrookLynk Youth Employment Program has several main components that are all delivered with a positive youth development practice: work readiness training, a youth job fair, internships, and local coordination. Youth participate in work readiness training, mock interviews, and internship training. Some of those students are then matched with a local employer and supervisor to participate in a paid summer internship program. Students attend regular check-in's to reflect and learn about their experiences. Local coordination involves promotion of the trainings, recruitment of businesses, continuous improvement efforts, and developing partnerships within the community.

For 2018 the goals were set at 500 youth applying for training, 200 attending work readiness training, and 120 internships. There were several differences for this fourth year of BrookLynk compared to the last three. BrookLynk launched an online Job Board where local employers could post job postings specifically targeting youth 14-19 in the Brooklyns. The target in the first year was to have 20 businesses, and 150 jobseekers use the website. A second new project was the Alumni Network, which was launched to allow BrookLynk to stay connected to alumni, provide support and resources (including LinkedIn networking) on youth's pathway to college and career, and provide employers with a diverse talent pool. The target in the first year was to have 100 of our 160 alumni connected to the network.

For more information, please refer to the Youth Employment Program Logic Model and Process Map in the Appendix.

Program Goals

Program Implementation

1. Successfully implement core programming elements and meet program benchmarks
2. Launch and evaluate new program elements
 - a. Redesign the Job Fair
 - b. BrookLynk Alumni Network to connect BrookLynk alumni to college, job, and career opportunities. Current goal: engage 95% of alumni as active participants
 - c. Launch Job Board to connect greater population of young people to job opportunities
3. Pilot Get Ready! training during school-time or as an afterschool program
4. Expand Referral Partner program to include more organizations that can recruit youth and support them during the internships
5. Increase follow-up with supervisors and interns at the beginning of internships to identify potential issues early on; focus on supervisors who are new, or who have struggled in the past to create a high-quality experience.

Management and Oversight

1. Execute joint management between two cities as per the Co-operation Agreement
 - a. City of Brooklyn Park: Provide funding, be fiscal agent (hire/fire staff, enter into contracts, maintain financial reports), and lead fundraising.
 - b. City of Brooklyn Center: Provide funding, advise on staffing, chair advisory, liaise with BC city council regarding financial reports, and lead fundraising.
2. Intentionally allocate necessary resources and supports to successfully implement program.
3. Use data regularly to ensure youth experience is at the center and that we continue to support the positive development of youth in the Brooklyns facing barriers to employment.
 - a. Good faith effort to serve COBC and COBP 50/50
4. Establish and operate BrookLynk Advisory Board as outlined by the Co-operation Agreement
5. Establish and execute fundraising plan for sustainable programming

Project Description

The Brooklyn Bridge Alliance for Youth Board authorized the Alliance staff to implement a three-year capacity building project that would utilize best practices and technical assistance from Step-Up in Minneapolis to create a Youth Employment Program, to be managed and funded by the Alliance in 2015 and 2016, jointly managed and funded in 2017 by the Alliance and City partners, and to be transferred completely to City partners to manage and fund in 2018. This year was the first year that BrookLynk was managed and funded completely by the City partners.

EVALUATION PURPOSE

BrookLynk will move from a comprehensive program evaluation to primarily performance measurement, with evaluative elements for new aspects of the program model (e.g. job fair, alumni network, and job board).

Performance measure and program evaluation will be used primarily for continuous quality improvement and for reporting results to funders and city councils and to inform strategic planning.

CORE EVALUATION QUESTIONS

The core evaluation questions were from the BrookLynk 2018-19 Program Plan.

How well is the program performing?

1. Did we reach our benchmarks?
2. How many pledges were made?
3. How many youth applied?
4. What were the demographics of youth? Were we successful at targeted Opportunity Youth and County-Involved Youth (CIY)? Were we successful reaching balanced numbers from both cities?
5. How many youth and employers completed applications, training, and started an internship?
6. What do youth and employers report regarding employment skills gained?
7. What did we learn? (monthly)
8. What will we do differently? (monthly)

What are the benefits of the program; in what ways did new program elements expand benefits to the community?

1. What are the benefits to employers?
2. What are the benefits to the youth workforce?
3. What is the value of this program to the city and its partners in growing economic vitality in the community?
4. To what degree did new program elements benefit youth, employers, and partners?
 - a. In what ways did the job fair reach its goals?
 - b. In what ways did the Alumni network reach its goals?
 - c. In what ways did the job board reach its goals?

What was the level of quality for our program services?

How well was the program managed?

1. How well was the program jointly executed between the two cities as per the Co-operation Agreement?
2. How well were the necessary resources and supports allocated to successfully implement the program? How well was a fundraising plan established and executed for sustainable programming?
3. How well did the BrookLynk Advisory Board operate as outlined by the Co-operation Agreement?

EVALUATION METHODS

The following data collection methods and assessments were used during evaluation of each phase of the program.

- *Applications:* Applications from participants will be accepted online via Survey Monkey at the beginning of the program to collect participation and demographic data.
- *Attendance:* Attendance at Get Ready! Work Readiness Trainings, Mock Interviews, Youth Job Fair, Supervisor Training, and Check-Ins will be collected by program staff.
- *Work Readiness Training Survey*
 - Youth Survey: Program evaluations will be completed by students on the trainings to collect outcome data and program experience data for quality and process evaluation.
 - Trainer Survey: Program evaluations will be completed by trainers to collect program experience data for quality and process evaluation.
- *Youth Job Fair Surveys*
 - A sample of youth attendees will be surveyed to collect outcome and program experience data.
 - All employers and organizations will be surveyed to collect outcome and program experience data.
- *Community Participation:* BrookLynk participation data by community partners will be collected by the program staff.
- *Intern Performance Reviews:* At the end of the program, supervisors will rate interns on the MHA Labs Competencies and the results will be collected for use in outcome evaluation.
- *Internship Surveys:*
 - Interns will be asked to complete surveys at the end of the program on their internships to track output and outcome data, and program experience data for quality and process evaluation.
 - Supervisors will be asked to complete surveys at the end of the program on their internships to track output and outcome data, and program experience data for quality and process evaluation.
- *Internship Quality Assessment:* A modified YPQA assessment will be completed for internships using data collected during site visits and internship surveys.
- *Supervisor Quality Assessment:* A modified Developmental Relationships assessment will be completed based on feedback from the interns.
- *Process Evaluation Questionnaire:* The program staff will be asked to answer process evaluation questions during and on the entire Brooklynk Program.
- *Management Questionnaire:* BrookLynk management will be asked to provide feedback about the management and oversight of the program.

RESULTS

The following section details the results for each core evaluation question.

Program Performance

How well is the program performing?

In this fourth year of the BrookLynk program, 516 youth applied to participate in the Get Ready! Work Readiness Training. Ninety-seven percent (97%) were students of color and 79% were from immigrant families. Two hundred sixty-three (263) youth completed work readiness training. All of the students had a least one barrier to employment and/or were recruited through our Referral Partner and BrookLynk Ambassador (alumni) recruiters. BrookLynk had 102 student interns this year and a 94% completion rate.

“(I liked) the communication that I had with my team, especially my supervisor. It was important that they made me feel like I had a say in the work that I did. The project that I did, it was an ongoing project so the next person that is doing the project will be following the format that I created. Knowing that, it makes me feel that I did something important for the company and for my team.” – BrookLynk Intern

Program Benchmarks

Did we reach our benchmarks? How many pledges were made?

Youth Served	2018 Goal	2018 Actual
Get Ready!	200	263
Internships (16-19 yrs.)	120	102
Business Partnerships: Employers participating	18	14
Business Partnerships: Internships pledged	120	106
Job Fair Attendees	200	174
Job Board: Employers posting	20	9
Job Board: Job seekers (Website views)	150	883
Alumni Network	100	138

We reached and exceeded 3 of our program benchmarks:

- Number of youth attending Get Ready! training (+63)
- Number of job seekers on our job board (+733)
- Number of youth participating in the alumni network (+38)

We did not reach 5 of our program benchmarks:

- Number of employers offering internships (-4)
- Number of internships pledged (-14)
- Number of summer internships matched (-18)
- Number of youth job fair attendees (-26)
- Number of employers posting on the job board (-11)

Youth Outreach

How many youth applied?

The application for BrookLynk Get Ready! Work Readiness Training is open from January 2018 through March 2018. The numbers of youth who applied and who were eligible for the program as listed below.

	2015	2016	2017	2018
Applicants	234	399	529	516
Eligible	200	334	430	486

By the end of March 2018, 516 youth had applied to participate in the BrookLynk Get Ready! Work Readiness Training, which met the 2018 goal (500). Although the number of youth who applied this year was lower than 2017, there was actually an increase in the number who were eligible for the program. This increase may have been the result of better recruiting or improvements to the application process.

Youth Demographics

What were the demographics of youth? Were we successful at targeting County-Involved Youth (CIY)? Were we successful reaching balanced numbers from both cities?

Demographic data of all (eligible and ineligible) applicants is summarized below:

Grade	2015	2016	2017	2018
8 th	10%	3%	3%	8%
9 th	20%	22%	15%	19%
10 th	28%	27%	24%	21%
11 th	22%	28%	30%	25%
12 th	16%	18%	26%	24%
Graduated, no college	2%	1%	1%	2%
Not currently enrolled in school	2%	1%	0%	0%
Race/Ethnicity	2015	2016	2017	2018
Asian	7%	24%	20%	20%
Hispanic or Latino	6%	14%	10%	12%
Black or African American	56%	45%	40%	45%
African	7%	23%	23%	32%
American Indian or Alaskan Native	4%	3%	2%	4%

White or European American	13%	13%	8%	9%
Other	2%	1%	2%	3%

Estimates from the American Community Survey (5-Year Estimates 2010-2014) for Race/Ethnicity for the Brooklyn for Youth Under 18: Asian 19%, Hispanic/Latino 11%, African-American 18%, African 16%, Other 7%, White 29%.

<i>City of Residence</i>	<i>2015</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>
Brooklyn Park	56%	50%	57%	59%
Brooklyn Center	36%	34%	32%	28%
Minneapolis	3%	6%	4%	7%
Other	5%	10%	7%	6%
<i>School</i>	<i>2015</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>
Park Center Senior High	22%	25%	23%	22%
Osseo Senior High School	3%	15%	17%	21%
Champlin Park High School	10%	16%	15%	12%
Brooklyn Center High School	17%	21%	19%	9%
Robbinsdale Cooper High School	2%	4%	3%	5%
Brooklyn Center ECA	9%	3%	4%	3%
Osseo Alternative Learning Center	0%	1%	2%	3%
Robbinsdale Armstrong High School	0%	1%	3%	1%
Other	32%	14%	15%	24%
<i>Barriers to Employment</i>	<i>2015</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>
Qualify for Free/Reduced Lunch	74%	85%	80%	78%
Immigrant (Family or Youth)	26%	46%	39%	66%
First in Family to Attend College	22%	22%	18%	29%
First in Family to Graduate from HS	12%	12%	9%	20%
Have an IEP or Disability	9%	15%	12%	11%
English Language Learner	5%	5%	5%	11%
Dropped out of High School/ALC	7%	1%	5%	8%
Homeless or Highly Mobile	6%	10%	5%	7%
Juvenile Probation	5%	3%	4%	4%
Foster Care System Involvement	2%	1%	1%	3%
Parenting Teen	1%	1%	2%	2%
<i>Opportunity Youth</i>	<i>17%</i>	<i>13%</i>	<i>17%</i>	<i>18%</i>

The youth who applied represented a total of 50 middle, junior high, and high schools in the Northwest Metro Area, mostly in Brooklyn Center and Brooklyn Park. The recruitment from Osseo Senior High has increased steadily over the past 4 years mostly due to their college and career staff and BrookLynk alumni. On the other hand, there was a large decrease in percentage of students who applied from Brooklyn Center High School. One change from previous years was that a long-time college and career readiness staff person at the school who served as the school's Referral Partner left. Both examples show how important our Referral Partner and BrookLynk Ambassador programs are for recruiting applicants.

The race/ethnicity demographics remained similar to the previous year, again mirroring the Brooklyns population we are targeting. The top two barriers students reported were qualification for free or reduced lunch (78%), and immigrant families (66%) who may have limited experience in navigating new work cultures. The percentage of youth from immigrant families jumped over 50% from last year. Our recruiting strategies are connecting into the social networks of those communities.

Opportunity youth (foster care, juvenile probation, teen parents, homeless, and drop-out/ALC) have been a priority target group for BrookLynk. We had slightly increased percentages of opportunity youth (disconnected youth) and county-involved youth from 2017.

One of the goals from the BrookLynk Co-operation Agreement was to serve an equal number of youth from Brooklyn Center and Brooklyn Park. First, we need to define what it means for a youth to be “from” either city. In order to be invited to the training, applicants had to live or attend school in the Brooklyns. To calculate those percentages, applicants were first matched to their city of residence. If they lived in neither city, then they were matched to the city where they attended school. The program was not successful in 2018 in reaching balanced numbers from both cities for applicants, those who attended training, and interns.

<i>City of Residence or School Enrollment</i>	<i>Applied</i>	<i>Attended Training</i>	<i>Interns</i>
Brooklyn Park	68%	69%	73%
Brooklyn Center	32%	31%	27%

Suggestions for Improvement

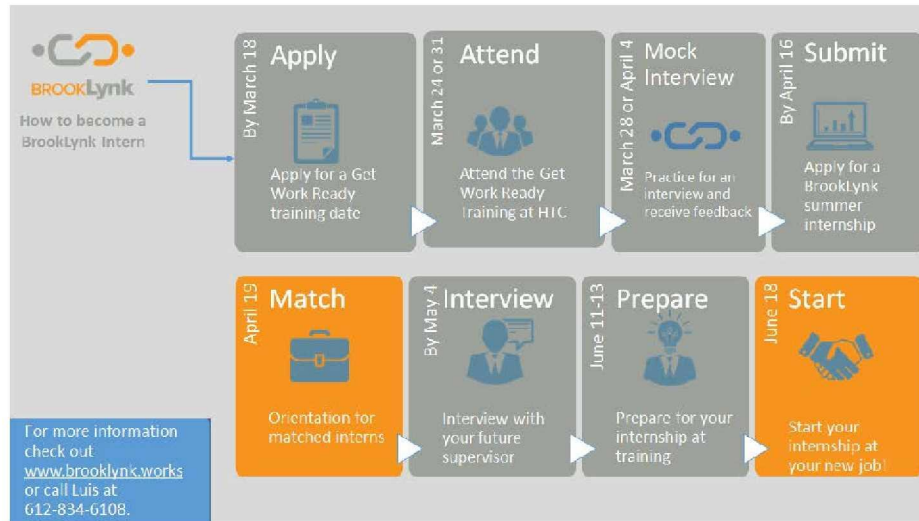
- Consider new strategies to meet the needs of and attract (Opportunity) youth disconnected from educational and career pathways, and county-involved youth.
- Consider new strategies to meet the goal of serving equal number of Brooklyn Center and Brooklyn Park youth.

BrookLynk Internship Pathway

How many youth and employers completed applications, training, and started an internship?

Youth Process

The BrookLynk process for youth starts with applying to the program, going through the Get Ready! Work Readiness Training and mock interviews, applying to the internship, getting matched with an internship, interviewing with the prospective employer, attending internship training, and starting and completing the summer internships.



The numbers of youth who participated in each part of the process are listed below.

Number of youth who:	2015	2016	2017	2018
Were invited to work readiness training	200	334	430	486
Completed work readiness training	80	136	189	263
Retention rate from invitation to completion	48%	42%	44%	54%
Attended mock interviews	55	84	116	67
Applied for internships	39	84	129	131
Matched with internships	29	65	104	106
Waitlisted	10	18	25	25
Began internships	29	62	96	102
Completed internships	25	58	91	96
Completion rate	86%	94%	95%	94%

BrookLynk increased the number of youth completing training from last year by 39%. And for the first time in 4 years, over 50% of the youth who were invited to the trainings attended. The increase in attendance and retention rate may be attributed to the outreach strategy involving more trust adults and BrookLynk alumni.

The numbers of youth who applied, were matched to internships, and were waitlisted were similar to 2017's program. The number of youth who began internships increased slightly. Ninety-six (96) interns successfully completed their internship from the 106 who started for a completion percentage of 94%. Six (6) interns did not complete their internship because of life situations beyond their control, moving out of the area, and incompatibility with supervisors.

Suggestions for Improvement

- Identify ways to increase number of youth applying for internships.

Employer Process

The employer and supervisor process starts with a pledge to host an intern, submitting a job description and signing a worksite agreement, getting matched with an intern, interviewing the prospective intern, attending the Supervisor Training, hiring and onboarding the intern, and starting and completing the summer internships.



The numbers of employers and supervisors who participated in each part of the process are listed below.

Number of:	2015	2016	2017	2018
Internship opportunities pledged	32	65	106	106
Internships matched with interns	29	65	104	106
Supervisors assigned to internships	N/A	N/A	N/A	69
Supervisors who attended training	N/A	N/A	N/A	52
Internships that started	29	62	96	102

This year, 14 employers pledged 106 internships, which is exactly the same amount from the previous year. As mentioned in an earlier section, these numbers did not reach out 2018 goals of 18 employers offering 120 internships. Seventy-five percent (75%) of the supervisors attended training.

Suggestions for Improvement

- Revisit employer outreach strategy to understand how to increase the number of employers and the number of internships pledged.
- Create an “engagement ladder” for community partners to get involved with increasing progression of commitment, e.g. donating financial or in-kind support, participating in a training or event, providing internships, or joining a business advisory.
- Consider new strategies to increase the participation rate of supervisors attending training.

Career Skills

What do youth and employers report regarding employment skills gained?

BrookLynk is using the Measures of Human Achievement (<http://mhalabs.org>) as a tool to gauge work readiness. The MHA framework is an excellent framework that gives both adults and youth shared language about 21st century work readiness skills. Staff have invested significant time to learn, research, and integrate MHA tools into our program design. This has helped to ensure that supervisors providing internships are using a strengths approach for interns personal and skill development.

The MHA Labs' Hireability Skills Performance Review asked the supervisors at the end of the internships to rate their interns' competency in 13 basic skills in 5 separate skill sets listed below:

- Professional Attitude
 - Brings energy and enthusiasm to the workplace
 - Takes responsibility for his or her actions and does not blame others
 - Stays calm, clearheaded and unflappable under stress
 - Graciously accepts criticism
- Team Work Ethic
 - Actively looks for additional tasks when own work is done
 - Actively looks for ways to help other people
- Problem Solving
 - Unpacks problems into manageable parts
 - Generates multiple potential solutions to problems
 - Identifies new and more effective ways to solve problems
- Time Management
 - Manages time and does not procrastinate
 - Gets work done on time
 - Arrives on time and is rarely absent without cause
- Verbal Communication
 - Communicates professionally

The Hireability Skills framework includes basic work readiness skills that will allow young people to get hired and maintain an entry-level position. Interns who scored Standard, Skilled, or Expert in a skill area were deemed competent. The scoring options below Standard are Novice (lowest) and Emerging.

Number of MHA Labs Work Core Skills Interns Rated Competent In	% of Interns Rated Competent With Those Number of Skills		
	2016	2017	2018
Under 10 Career Skills	8%	5%	11%
10-12 Career Skills	23%	18%	14%
13 Career Skills	70%	76%	77%

Overall, 77% of interns rated competent in all 13 out of 13 career skills by their supervisors,

which was similar to the previous year. Related measures of whether interns are work-ready include three statements also on the Performance Reviews (Completely True or Mostly True).

	2016	2017	2018
If I had a job opening, I would hire this person	70%	76%	79%
I would recommend this person to a colleague, for a similar position	73%	82%	82%
I would seek out this person to be on my next project	68%	73%	75%

Supervisors rated interns highly in these measures, which may be more predictive of the “hireability” of youth who complete the BrookLynk program.

The interns also assessed their own career skill develop. They were asked how much they agree with the following statement: “My internship experience taught me valuable career skills.” The results are reported below for the percentage of interns who responded Completely True or Mostly True.

	2016	2017	2018
My internship experience taught me valuable career skills.	95%	82%	89%

The interns seemed to agree with their supervisor’s assessment that many of them were competent in work core skills as a result of their BrookLynk internship.

PROCESS EVALUATION

What did we learn? What will we do differently?

Outreach

The Referral Partner outreach program was continued for 2018. BrookLynk staff recruited contacts at 8 high schools with Brooklyns students (Brooklyn Center Academy, Brooklyn Center Secondary, Champlin Park High School, Osseo Area Learning Center, Osseo Senior High, Park Center High School, Robbinsdale Armstrong High School, and HTC Gateway to College). The program specialist did a good job connecting with referral partners and building partnerships where we were able to go in and present. However, the staffing transition during recruitment created some difficulties.

BrookLynk Ambassadors (alumni) actively reached out at their own schools and communities also helped with recruiting efforts. A significant number of students that applied and then attended Get Ready! training were referred by alumni, which was evidence of its success.

Suggestions for Improvement

- Social media wasn't effectively utilized during outreach. With time and someone committed to planning out posts and managing accounts, we can increase our outreach.
- Facilitate a training for Ambassadors to learn how to outreach, deliver presentations to their peers, and understand the need-to-know information about BrookLynk.
- Give Ambassadors a tee-shirt, pin, or some other wearable that helps them stand out as a BrookLynk Ambassador.
- Encourage greater commitment from referral partners completing follow-up with students that registered for Get Ready!

Work Readiness Training

Get Ready! Work Readiness Training consisted of 7.5 hours (including lunch) of instruction on communication, networking, professionalism, email and phone etiquette, resumes, applications, and interviews. Students were given the option of attending one of two Saturdays (March 24th and 31st). On each of the Wednesdays following the Get Ready! Training, mock interviews were scheduled at the Early Brown Heritage Center. An additional training for interns was held on June 11th at North Hennepin Community College.

Year	Attendance Rate
2015	48%
2016	42%
2017	45%
2018	54%

This year, the attendance rate (number attended compared to number invited) increased significantly. On average, students rated the work readiness training a 4.6 out of 5.0. Students reported that they felt there was not enough time to cover all the material.

The co-facilitation between youth and adult trainers went better this year as trainers were given more time to build a relationship work through their lesson plan. This year, trainers were introduced to one another one month in advance of the first training. It also helped that we had returning youth and adult trainers that were able to be leaders amongst other trainers.

There were several BrookLynk alumni that were volunteering at training – helping with registration, supporting the computer lab, running materials to trainers, and floating around. For the most part, they were very helpful and provided a huge support to staff. Hennepin Technical College was accommodating for the training needs. They made sure to schedule out rooms that accommodated our needs and didn't have training rooms across the campus. Hennepin Technical College partners played a critical role by being available before and during the training – getting log-ins, providing materials, connecting with caterer, and other supports.

During registration, there was an interruption of Wi-Fi service, so volunteers had to switch to manual sign-ins. There were long lines due to students not registering beforehand, not having permission slip, or were noted as "ineligible", which resulted in confusion on how to

manage those registrations. Towards the end of training, issuing certificates became a hassle to print and disperse. And there was not enough food at one of the trainings, which may have been because of students taking more than one serving.

Suggestions for Improvement

- Streamline check-in process with an assembly line set up for volunteers
- Have a few volunteers designated to support students who register day of
- Better talking points for “ineligible” youth and next steps or opportunities with the program (e.g. job fair, job board, etc.)
- Have small process maps handy for students so they understand next steps.
- Send e-certificates and/or print and drop off to schools for College and Career Center to hold for students
- Trainers suggested creating standardized learning objectives at each tier of training. This way it would be clear what each trainer is responsible for delivering, but that they would have the liberty to prepare materials and use activities that are aligned with their teaching style.

Matching, Interviews, and Onboarding

In the middle of April, staff met together to match students to 106 internships. A scorecard for each intern was created with demographic information and personal interests. Similar scorecards were created for each position using the job descriptions sent in by employers. These were all considered, along with job requirements and descriptions submitted by employers. Employers and students were notified of the staff’s matches at the end of April, after which interviews were conducted. Employers were given a few weeks for their internal hiring processes to onboard their interns. On June 1st, supervisors gathered at North Hennepin Community Center to receive Supervisor Training. An Intern Orientation was held as a final preparation for students and parents.

Interns were matched and communicated to in a timely manner, for the most part. The BrookLynk and Alliance staff matching students to internships had a fairly clear understanding of each employer and their needs, and with some of the young people who were applying, which made the process easier. Most interns and supervisors were satisfied with their match.

Matching alumni to positions first allowed us to fit familiar youth with positions or employers who we were unsure of (i.e. didn’t know the difficulty of the position or what a young person could expect from the work environment)

Some students did not have work documents or were not clear on which ones they needed in order to have a job. A handful of interns and supervisors were not responding in a timely manner during the interview process which causing frustrations. Some supervisors didn’t communicate with BrookLynk staff to confirm whether they had interviewed the student and if they were going to extend a job offer.

The hiring coordinators at Amplifon, Hennepin County, Boston Scientific, Cummins Power Systems, Design Ready Controls, and Osseo Area Schools played critical and supportive roles in connecting with interns, supervisors, and BrookLynk staff to ensure the process

was moving along well. Staff were able to stay informed about supervisor changes, which prevented communication gaps during the summer.

Communication with interns and employers after the match presented some issues. Some employers did not provide correct contact information for supervisors, and some interns were difficult to connect with. Some supervisors rejected their initial intern candidate, so re-matching became a long process.

Eighty-one percent (81%) of the supervisors answered that at least one of their interns was a good match for their organizations and positions. Sixty-three percent (63%) of interns expressed that their internships helped them focus on specific career pathways that aligned with their life goals.

Suggestions for Improvement

- Work off one, filterable excel tab on the upfront to support changing intern and supervisor information.
- Especially when talent pool is high, match up multiple interns to positions especially ones with OPP youth who may be more transient.
- Create and communicate deadlines for accepting internship offer, so candidates have time to think about the opportunity, but understand their timeline to make a decision.
- Provide interns a checklist of everything they'll need to prepare for both the interview and onboarding.
- The deadline for internship descriptions must be two weeks in advance of when matching takes place to allow enough time to prepare materials.
- Provide a drop-down menu of career fields represented by the internships available that year. That way students can select and organize their application in a way that is consistent with what we need to hear for effective matching.
- Establish a clear understanding of employer's readiness to onboard interns with security clearances, payroll, pay cycles, and any system orientation.
- Regular communication with employers about time cards. This can just be a general reminder.
- Have a mid-way check-in with new supervisors.
- Create a library of support for both interns and supervisors to use as reference guides.
- Reimagine how to communicate the matches to all interns, possibly similar to how Genesys Works has their *Draft Day* event, where students and hiring coordinators meet on one day to find out their matches.
- For the Cities of Brooklyn Center and Brooklyn Park, have a designated coordinator in HR that can help track the progress of onboarding for their interns.

Internships

Internships began mid-June and were completed 8-12 weeks later, depending on the employer. Supervisors, or someone they delegated to, were responsible for mentoring the students and helping them learn about career paths and work skills. The internships were the core experiential learning opportunity of the BrookLynk program. Ninety-six (96) out of the original 102 interns successfully completed their internships.

Supervisor and intern relations were overall positive. Many interns were oriented into their workplaces before the first day and knew what to expect. Interns overall had reliable transportation to and from their host sites.

There were several challenges during the internship. During the onboarding process, some interns did not have access to their work documents and did not provide them in a timely manner. Another problem was interns not showing up to employer orientations or setbacks in their training. One internship site created distance challenges for both interns placed, creating an opportunity barrier.

Some employers had inconsistent pay schedules, which created friction in the experience for youth and their families. Although many interns expressed they weren't bothered by the inconvenience, it watered down their experience and put strains on the programs incentive of paid internship experience. Such issues are a top priority for next year in onboarding and management guidance offered to supervisors to fully support interns with positive outcomes.

There were some behavioral issues with interns, which happens every year, but staff will evaluate proactive mentorship and counseling for youth so they can be their best selves. Additionally, standard operating procedures should be developed for intern behavior related to high impact issues (threats, abuse, major work violations).

At one internship site, there were discrepancies between BrookLynk staff's and the employer's understanding of what an internship was, which lead to delays in onboarding and challenges in creating a high-quality internship experience.

Suggestions for Improvement

- Educate supervisors about what check-ins with their interns looks like (i.e. regular conversations on approving time cards, addressing behavioral issues, exposure opportunities, etc.). Add a note in weekly supervisor communications reminding supervisors.
- Create an intern-led social media team designated to capture the internship experience over the course of the summer and responsible for posting to designated sites.
- Recruit more staff to help with site visits to balance the workload. Reimagine how to create efficiencies in the Q&A and tour to focus on critical questions and needs. Allow more time for interns to show and tell (student centered experience).
- Engage employers more consistently on social media to promote them as BrookLynk employers. Could be as simple as one post per employer and share throughout site visit weeks.
- Partnering with the Minneapolis Youth Outreach team for on-call supports for youth that need additional supports (housing, challenging home environments, mentoring). For youth that show or express a need for additional supports, we need to provide them these supports early and often.

Check-ins and Enrichment Opportunities

Weekly intern check-ins occurred on six Fridays during the internship at North Hennepin Community College. Interns were assigned to one of two 2 hour long sessions designed to

provide additional support for interns. Interns had time to reflect on their experiences, discuss problems they faced and possible solutions, learn more about MHA Labs Building Block skills, and build community among each cohort through activities and collaborative work.

Ninety-seven percent (97%) of students who attended responded that they thought the check-ins were valuable.

Most interns attended although not regularly. Learning objectives created desirable outcomes (i.e. learned aspects of MHA Lab skill building including email writing, problem solving, collaboration, code switching, public speaking, small group communication, etc.) Many interns created LinkedIn profiles. The location was perfect and flexible to meet changing engagement needs.

However, transportation exhausted a good 2 hours of the day and strained transitions between AM/PM cohorts. Interns were not showing up in the beginning and/or regularly and did not understand the attendance expectation. The Job Coaches ability to provide one-on-one support was stretched thin – designed more for group check-in than time for individual needs. Interns leaving early for prior commitments (i.e. prayer, vacation, job) – some of this is of course expected. Additionally, interns seemed more engaged and inspired when guest speakers were present.

Unlike previous years, due to lack of capacity, only one enrichment opportunity (college and company visits) was available for students this year. On August 8th, BrookLynk brought interns to visit NHCC.

Suggestions for Improvement

- Explore the transportation process and if an employer partner (like discussed in advisory meetings) can support this time intensive critical need to take pressure off of staff.
- Make check-ins paid professional development to incentivize attendance. Coaches track attendance and report back to supervisors.
- Change check-ins to beginning of week Monday vs. Friday to apply learnings throughout week while fresh in mind.
- Create more opportunities for all interns to connect and socialize versus split by industry. This would allow a diversity of thought and experiences, which can help interns enhance their exposure and understanding of various industries and career possibilities.
- Enlist a catalog of guest speakers and volunteers to drive professional development during check-ins. Provide them with a base for educational outcomes and allow them the creative muscle to engage interns.
- Recruit professional job coaches of color to support a smaller cohort of 5-7 interns to have unscripted conversations about their internship experiences. Could incentivize professionals by offering lunch in return for their time.
- Make time for interns to write thank you letters to employers/supervisors, which could also assist in leveraging fundraising efforts.

Celebration

On August 17th, interns, their families, and supervisors gathered from 6pm-8pm at the Earle Brown Heritage Center in Brooklyn Center to celebrate the end of the internships. The event started off with dinner, followed by a keynote address and presentations from interns and supervisors about their experiences, and then BrookLynk awards were given to interns, supervisors, and organizations.

Participants thought it was a fun, relaxing experience and everybody came with a positive attitude to celebrate the internships. The fancy dinner (with vegetarian options) with table service was special for many students. It was inspiring to hear from interns' sharing about the benefits of their experiences.

However, it was much more expensive than in previous years. And there were not enough sponsors to help offset the costs incurred. Staff experienced some logistical challenges including interns and employers not picking up certificates. The photo booth was underutilized – likely due to the timing not allowing for a great deal of engagement. The bulk of the celebration planning was executed by a few dedicated interns with the support of staff, which put a lot of pressure on them. Feedback from participants found that some felt that the audience could have been involved more, provide more support for returning members and next steps for graduating members, the seating was crowded, and have assigned seating to encourage meeting new people.

Suggestions for Improvement

- Recruit sponsors for the event earlier in the season and set a budget.
- Reimagine audience engagement for program where time is limited and people are sitting more than they are active.
- Consider providing intern certificates the last check-in or an alternative day instead to ensure they are received.
- Ensure that certificates are accurate (no spelling errors) and printed by early August.
- Possibly have an alumni team lead the planning for the BrookLynk celebration and then after the final day of internship training, additional youth can be enlisted for the committee.
- An earlier communication about awards and nominations in the beginning of summer and throughout to give interns and supervisors more time to make nominations.

Evaluation

After BrookLynk moved from being incubated at the Alliance to being operated by the Cities, we transitioned from a comprehensive program evaluation to primarily performance measurement, with evaluative elements for new aspects of the program model (e.g. job fair, alumni network, and job board). Most of the data collection was handled by the BrookLynk staff.

Towards the end of the internships, supervisors were asked to evaluate and provide feedback to the interns on career skills via an MHA Labs assessment tool. This year, 76% of supervisors filled out a performance review. Youth and supervisors provided honest and transparent feedback in their surveys and performance reviews. Seventy-six percent (76%) of interns and 75% of supervisors responded to the survey.

Suggestions for Improvement

- Create a checklist of evaluation tools and an online repository for data collection so that BrookLynk staff and the evaluator can be on the same page before, during, and after data collection during programming.
- Continue to explore ways to increase the response rates for surveys and performance reviews.

Program Benefits

What are the benefits of the program; in what ways did new program elements expand benefits to the community?

Business Outcomes

What are the benefits to employers?

Ninety percent (90%) of supervisors said that they would like to participate in the BrookLynk program again next year with another student. Eighty-seven percent (87%) of supervisors reported that they were satisfied with the support they received from BrookLynk and from their company or organization to be effective supervisors for the interns. Seventy-five percent (75%) said they had enough time this year for the hiring and onboarding processes. And 81% believed that their interns were good matches for their organizations.

“Our organization was better as a team. We were able to focus more on our own jobs because our intern was able to do all the little jobs that took up a lot of our time. Our intern the last three weeks on the job was able to complete tasks for us that normally we never have done before school starts.”

-Brooklyn Supervisor

At the end of the internships, supervisors were asked to fill out a survey about their experiences with the BrookLynk program. Out of the 69 supervisors, 52 responded (75% response rate).

	2015	2016	2017	2018
Supervisor Training was helpful	70%	85%	89%	92%
There was enough time to prepare for an intern	N/A	88%	80%	75%
Received the right support from company/organization	N/A	N/A	79%	87%
Received the right support from BrookLynk	90%	92%	92%	87%

Expectations of internship matched what happened	N/A	77%	81%	77%
Intern was a good match for my company/organization	85%	85%	82%	81%
Would participate in BrookLynk again next year	100%	92%	92%	90%

Ninety-two percent (92%) of the supervisors that did attend the Supervisor Training thought it was helpful because they learned how to understand, set expectations, and work with youth as interns, learned about BrookLynk basics, and picked up tips and tools on how to be better supervisors through the workshops. Some supervisors thought the training was too basic or repeated information they were already familiar with as an experienced manager.

We asked supervisors if they had enough time to prepare for their interns this year and 75% responded Completely True or Mostly True. Their satisfaction with this has decreased over the past 3 years.

Seventy-nine percent (79%) of supervisors surveyed said that the interns were the best part of the internships. Supervisors said that interns were prepared to work with skills and professional attitudes, made significant contributions to the company, worked hard, were great to work with, and were a great match. A few liked everything about the internship experience and the opportunity to help youth gain valuable work experience.

Ninety percent (90%) of the supervisors responded that they would like to participate in the BrookLynk program next year with another student.

Suggestions for Improvement

- Consider how to work with employers to more efficiently hire and prepare for their interns before the start of the internship.

Youth Outcomes

What are the benefits to the youth workforce?

At the end of the internship, 77% of interns were rated by their supervisors as having gained all 13 work readiness skills they were assessed on. The median amount of net salary earned during the summer was \$2448. Seventy-five percent (75%) of interns thought that the internships helped them increase the number of professionals in their social network. On average, the interns rated their internship experience a 4.5 out of 5. Ninety-nine percent (99%) of the interns responded that they would recommend BrookLynk to a friend and 91% said they would participate in BrookLynk again next year.

“Being able to talk and work with my supervisors easily without being scared was the best part, and I even got to bond with them.” – BrookLynk Intern

At the end of the internships, interns were also asked to fill out a survey about their experiences with the BrookLynk program. Out of the 96 interns who completed their internships, 81 responded (84% response rate).

Career Skills

As reported above, 77% of interns rated competent in all 13 out of 13 career skills by their supervisors. And 89% of interns agree with the statement, "My internship experience taught me valuable career skills."

Finances

Students reported their net earnings after their paid internships this summer.

Net Earnings	2015	2016	2017	2018
Not Sure	9%	7%	5%	8%
\$0-\$999	41%	16%	15%	9%
\$1000-\$1999	50%	57%	20%	26%
\$2000-\$2999	0%	22%	25%	22%
\$3000-\$3999	0%	9%	25%	30%
\$4000+	0%	0%	11%	5%

The median net earning amount for BrookLynk interns in 2017 was \$2448 (this does not include any taxes or other deductions, or benefits offered). For the second year, some of our internships were funded or subsidized via a Hennepin County grant, which required salaries to be \$15/hr. so those salaries may have been higher than they would have been normally.

Social Networks

Research shows that having access to professional social networks increases the chances of landing a job. Many of our interns have limited professional social networks. One of BrookLynk's goals through the internships was to increase the number of professionals in the young person's network.

	2015	2016	2017	2018
My internship helped me increase the number of professionals in my social network	96%	82%	77%	75%

Seventy-five percent (75%) of interns reported (Completely true or Mostly true) that the internships helped them increase the number of professionals in their social network. The percentage of interns reporting that their professional networks increased are high, but that number has been slowly declining over the last four years.

Intern Customer Satisfaction

	2015	2016	2017	2018
Rating for BrookLynk internship (scale 1 to 5)	4.4	4.3	4.3	4.5
Rating for their supervisors (scale 1 to 5)	4.4	4.5	4.5	4.7
Would participate in BrookLynk again, if possible	86%	95%	98%	91%
Would recommend BrookLynk to a friend	100%	100%	99%	99%
Received enough support from BrookLynk staff	100%	95%	86%	87%

When asked about how they would rate their BrookLynk internships, the interns surveyed rated their experiences an average of 4.5 out of 5.0. This rating has increased over the past four years. Ninety-one percent (91%) of interns reported that they would participate in the BrookLynk program again if possible. And 99% of interns said that they would recommend BrookLynk to a friend.

When asked about the support they received from BrookLynk staff, 87% of respondents stated that they received enough support during the internship, and the other 13% answered “Somewhat”.

Interns rated their supervisors an average of 4.7 out of 5.0 (with 1 being poor and 5 being excellent).

Developmental Relationships

Another benefit that you experience with the internships is a connection with their supervisor. The Search Institute created the Developmental Relationships Framework that identified 5 elements (explained in 20 specific actions) that make relationships powerful in young people’s lives. Since supervisors were such an important aspect of the internships, we wanted to survey interns about the role that they played. Using this framework, we were able to quantify the impact of that relationship to the interns. Only 13 actions were surveyed since not all actions were relevant to our supervisor-intern relationship. The interns are asked to rate the following statements about their supervisors:

- My supervisor is someone I can trust.
- My supervisor really pays attention when we are together.
- My supervisor makes me feel known and valued.
- My supervisor lets me know he/she likes being with me or expresses positive feelings about me.
- My supervisor praises me for my efforts and achievements.
- My supervisor expects me to live up to my potential.
- My supervisor pushes me to go further.
- My supervisor insists I take responsibility for my actions.
- My supervisor helps my understand what went wrong if I make a mistake and learn from it.
- My supervisor guides me through hard situations and systems.
- My supervisor builds my confidence to take charge of my life.
- My supervisor defends me when I need it.
- My supervisor puts in place limits that keep me on track.

- My supervisor takes me seriously and treats me fairly.
- My supervisor involves me in decisions that affect me.
- My supervisor works with me to solve problems and reach goals.
- My supervisor creates opportunities for me to take action and lead.
- My supervisor inspires me to see possibilities for my future.
- My supervisor exposes me to new ideas, experiences, and places.
- My supervisor introduces me to more people who can help me grow.

The survey results are listed below:

DEVELOPMENTAL RELATIONSHIP FRAMEWORK SCORES	2018 Supervisors
Express Care	4.7
Be dependable	4.8
Listen	4.5
Believe in me	4.8
Be warm	4.6
Encourage	4.7
Challenge Growth	4.5
Expect my best	N/A
Stretch	4.5
Hold me accountable	N/A
Reflect on failures	4.5
Provide Support	4.6
Navigate	N/A
Empower	N/A
Advocate	N/A
Set boundaries	N/A
Share Power	4.6
Respect me	4.7
Include me	4.4
Collaborate	N/A
Let me lead	N/A
Expand Possibilities	4.5
Inspire	4.5
Broaden horizons	4.6
Connect	4.4

The interns scored their supervisors high in the 5 elements of the Developmental Relationships Framework. Overall, supervisors had a positive impact on their intern's lives summer the summer internship.

Long-Term Outcomes

One hundred and sixty (160) interns participated in the first three years of the BrookLynk program. BrookLynk staff reached out to all of the alumni to track their academic and job outcomes and were able to follow-up with 78 of them. The remaining alumni either did not respond to emails and phone calls, or their contact information was out-of-date.

For the alumni who should have graduated after 4 years of high school, 100% had earned their diploma or GED. Of the remaining alumni who should still be in high school, all (100%) are in school for Fall 2018. The average high school graduation rate for Brooklyn's high schools in 2016 was 85%, so the graduation rate for BrookLynk alumni is excellent, especially for our targeted population of youth who have barriers to pathways to college and career.

Of the 64 students who had graduated from high school or received their GED, 60 (93%) were attending college during the 2018-2019 school year and 1 had already graduated (2%). The average college enrollment rate for Brooklyn's high schools in 2015 was 78%, so the enrollment rate for BrookLynk alumni who graduated high school is much higher.

Seventy-four percent (74%) of the alumni who were in the labor force were employed this summer.

Note that many of the alumni who did not respond to us or had changed their contact information were opportunity youth. If we had included their data, the reported outcomes potentially would be different.

Suggestions for Improvement

- Design additional program activities to engage youth in developing their social networks.
- Continue to work on connecting with our alumni to gather long-term outcome information.

Program Value

What is the value of this program to the Cities and its partners in growing economic vitality in the community?

There were two significant ways to measure the value of the BrookLynk program to the Cities and its partners in growing economic vitality in the community. First, BrookLynk increases the partnership with many community organizations and businesses around workforce development. Second, those organizations and business participating in the internships provide jobs for youth and contribute the cost of the interns' salaries into the local economy.

Community Participation

Alliance members and community partners provided in-kind donations for facility, transportation, and material needs, and staff or an organizational presence at our events. Funding for the program was also provided by grants from the Bremer Foundation and Hennepin County State Equity funds.

Specifically, our community partners provided the following supports during the program:

Get Ready! Work Readiness Trainings, Mock Interviews, and Internship Preparation Training: For the fourth year, Hennepin Technical College provided the space for the

trainings. Catch Your Dream Consulting/Coaching, Next Steps 2 Success, LLC and the YMCA provided trainers. CCX Media (TV) promoted the event on their station. The City of Brooklyn Center provided a room at the Earle Brown Heritage Center for the mock interviews. Representatives from many community partners volunteered as interviewers, including Amplifon, Three Rivers Park District, Metropolitan Council, Outsell LLC, Next Steps 2 Success, Panera Bread, TwinWest Chamber of Commerce, Brookdale Library, Cummins Power Generation, United Health Group, Hennepin Technical College, the City of Brooklyn Park, the Brooklyn Bridge Alliance for Youth, Design Ready Controls, the City of Brooklyn Center, and Hennepin County.

Youth Job Fair: A grant from the Bremer Foundation funded the Youth Job Fair. The Alliance members provided staff to participate in the planning committee. North Hennepin Community College again provided their facilities for the Youth Job Fair. Osseo Area Schools provided bus transportation. Next Steps 2 Success provided a facilitator for the breakout session. Participating employers and organizations providing jobs and supports included: the City of Brooklyn Center, the City of Brooklyn Park Community Activities Recreation & Services Department, Walmart, McDonald's, Lowes, Minneapolis Park and Recreation Board, Panera Bread, Go95 Radio, Hedberg Supply, ACR Homes, Zanewood Recreation Center, YMCA, Crystal Pizza Ranch, Americorps, Menards, Job Corps, College Nannies and Tutors, ACER Inc., Hennepin County, Protolabs, FedEx Ground, Osseo Area Schools, Mills Fleet Farm, Reading & Math Inc., UPS, Forever 21, H&M, Brooklyn Park Police, Hennepin Technical College, North Hennepin Community College, and the Brooklyns Youth Council. CCX Media (TV) promoted the event on their station.

Intern and Parent Orientation: The City of Brooklyn Park provided a room at the Community Activity Center for the orientation. Metro Transit and Firefly Credit Union led workshops on how to take public transportation and financial literacy, respectively.

Supervisor Training: North Hennepin Community College provided their facilities for the Supervisor Training. The BrandLab and the Brooklyn Bridge Alliance for Youth provided staff to help train the supervisors.

Check-ins and Enrichment Opportunities: North Hennepin Community College provided their facilities for the weekly intern check-ins. College visits were also hosted NHCC.

Internships: The following 14 employers provided internship opportunities this year (including number of internships):

Education Partners

- Anoka-Hennepin Area Schools (10)
- Brooklyn Center Community Schools (10)
- Hennepin Technical College (3)
- North Hennepin Community College (5)
- Osseo Area Schools (13)
- Robbinsdale Area Schools (2)

Business Partners

- Amplifon, Inc. (2)

- Boston Scientific (6)
- Cummins Power Generation (9)
- Design Ready Controls (2)
- Topline Federal Credit Union (1)

Community Partners

- City of Brooklyn Center (14)
 - Community Activities, Recreation & Services Department
 - Community Development
 - Engineering Department
 - Fire Department
 - Police Department
 - Operations Department
 - Public Works Department
- City of Brooklyn Park (18)
 - Community Development Department
 - Community Engagement Department
 - Finance Department
 - Information Technology Department
 - Police Department
 - Recreation and Parks Department, Youth Services
- Hennepin County (10)
 - Brooklyn Park Library
 - County Commissioner's Office
 - Hennepin Health – Medical Administration
 - Human Resources Department
 - Human Services and Public Health Department
 - Resident and Real Estate Services

Year-End Celebration: The City of Brooklyn Center provided a room in the Earle Brown Heritage Center for the celebration. Boston Scientific was the Presenting Sponsor and Topline Federal Credit Union was the Supporting Sponsor for the event.

This year, there were a total of 50 partnering organizations that contributed funding and in-kind donations, and participated in BrookLynk trainings, internships, and events. In the past 4 years, BrookLynk has grown in the number and breadth of partnerships with organizations in the community around developing the youth workforce.

Job and Wealth Creation

Another way to measure economic growth due to the BrookLynk program is through the creation of 102 summer internships and the wealth via the salaries that organizations and businesses (some paid for by the Hennepin County Equity Grant) paid the interns. The average salary amount this summer was \$2439, which when multiplied by the number of interns becomes an estimated \$250,000 of wealth created for Brooklyns youth and their families.

New Program Elements

To what degree did new program elements benefit youth, employers, and partners?

- *In what ways did the job fair reach its goals?*
- *In what ways did the Alumni network reach its goals?*
- *In what ways did the job board reach its goals?*

Youth Job Fair

For the second year, BrookLynk organized a Youth Job Fair in April.

	2017	2018
Number of youth who attended job fair	159	174
Number of employers who attended job fair	14	27
Number of organizations offering services	4	4
Number of interviews given due to Youth Job Fair	11	95
Number of job offers given due to Youth Job Fair	1	42

The Youth Job Fair was well-attended this year and it almost met goals for youth and employer participation. It exceeded expectations for number of youth interviewed and those receiving offers, especially when compared with the first year. Many youth were able to find summer jobs employers were able to fill their positions.

Youth reported a satisfaction rate of 4.2 (on a scale from 1 to 5) which was 0.7 higher than 2017. Vendors reported a satisfaction rate of 4.5 (4.6 in 2017). Ninety percent (90%) of participating vendors would return and all (100%) said that information was clear from the planning committee. Attendees reported that they felt prepared and knowledgeable about the Job Fair process.

There were still some challenges. Younger youth (ages 14 and 15) still found a lack of opportunities for them. A list/map of vendors hiring 14+ or volunteer opportunities was created but underutilized. There was some confusion about the folder contents and what was useful in them. Employers would have appreciated a map of vendors to support each other (including age minimums).

The computer lab set aside for resume and other supports was not big enough and there was not enough one-on-one help provided. The Successful Interviewing workshop only had high attendance during the first workshop of the day.

There was low attendance at Job Fair committee meetings leading up to event.

Suggestions for Improvement

- Explain the contents of the folders when handing to youth, including the map of vendors or organizations hiring 14+ age youth.
- Reserve bigger computer lab to support students and provide one-on-one help.
- Consider starting Resume Building Workshop earlier, so interns ready to go by the time the fair opens.
- Consider starting the Job Fair earlier.

- Re-examine event layout and space for vendors based on high/low demand mix.
- Provide clarity on the job fair AND resource fair, so that students are not confused.
- Better communication on the campus location and navigation to enter for vendors and fair goers.
- Bring back the job fair orientation workshop to help youth know how best to navigate the fair.
- Provide two employer emails- one within a week of their registration simply confirming it was received and time/date/basic info and a 2nd a week prior to the event with full details.
- Have a deadline for vendor participation to plan for day of marketing and helping youth prepare for positions.
- Post participating employers on the Youth Job Fair BrookLynk page.
- For vendor subcommittee, provide consistent access to the list of employers.
- Create a vendor flyer for promoting fair to vendors/resources.

Job Board

An online BrookLynk Job Board was launched this year to provide Brooklyns youth a place to find jobs in their local communities. Brooklyn Park IT department provided technical assistance. There are currently 9 employers listing open positions on the site. And there have been a total of 883 visits to the website since its launch.

What's proved to be effective in the planning and implementation of the youth job board is solidifying buy-in from both users (employers and young people). Participating employers see value in the board promoting local employment opportunities to young people. The constant promotion of high demand, entry-level jobs enables employers to have a revolving door of access to local talent equipped to fill business needs. Young adults also benefit by having an increased awareness of employers and jobs available in their community.

Youth outreach with the support of BrookLynk's referral networks was successful in driving interest and traffic to the application. BrookLynk staff led outreach in partnering schools and community organizations to drive awareness of the site launch and giving youth a reason to believe in the site being a job resource. Prior to launch, school career resource managers promoted the job board with mass emails to students, which offered youth a timely reminder before the school year ended. To support pre-promotion messages, BrookLynk created a sign-up on their webpage for interested parties to subscribe for updates on the job board launch and exclusive information on new job/employer listings. The sign-up resulted in more than sixty-five subscribers prior to launch. BrookLynk interns also benefited, which increased communications to nearly 200 young people at the time of the job board launch.

User experience testing provided both BrookLynk staff and IT with significant learnings on the future platform's design. The feedback from BrookLynk alumni app testers informed site administrators on how we can anticipate youth interacting on the board and make adaptations to a next phase of the application. Additionally, the efficient partnership between BrookLynk staff and the IT team allowed for a primarily fluid implementation process. As timelines shifted due to configuration challenges, IT maintained constant communication of system changes and improvement recommendations to strengthen the job board's internal operations.

For the BrookLynk youth job board to be successful, investment in more expansive operating systems and advanced technology are needed. Operating systems include but are not limited to data collection and management, marketing outreach planning (both youth and employers), and a more complex and interactive platform design. With any new initiative designed to be sustainable, systems require intentional consideration to optimizing efficiencies in the operating process. Systems change in how data is collected and managed have already begun to shift under advisement from the internal IT team. Such adaptations are necessary, but especially significant for employer data as the job board's operation will rely solely on the information provided by participating organizations. Important will not only keeping the end-user in mind, but also making the sign-up process for employers as turnkey as possible to support as many organization participants as possible.

Capacity building is also needed for the program assistant to fully dedicate the time needed to support planning and implementation. The platform launched in the middle of the summer internship programming, which is a time intensive period for BrookLynk. During the internship, the program assistant acts as a job coach, onboarding coordinator, and supervisor support to fifty interns, which requires a considerable amount of effort. In an ideal timeline, the job board launch would have occurred prior to the start of the summer programming, which would provide BrookLynk with time to focus on each initiative fully. The next phase of the platform will ensure intentional timing is outlined to avoid conflicts in job priorities.

Suggestions for Improvement:

- Launch Summer Job Board before the start of summer programming for BrookLynk.
- Improve employer experience for posting jobs to the Job Board.
- Figure out how to track number of job seekers who use the Job Board.

Alumni Network

Another new project was the Alumni Network, which was launched to allow BrookLynk to stay connected to alumni, provide support and resources (including LinkedIn networking) on youth's pathway to college and career, and provide employers with a diverse talent pool. The target in the first year was to have 100 of our 160 alumni connected to the network. Currently, we have 138 alumni participating in the network.

Prior to a full transition of the role to Program Assistant, a great deal of engagement supported learning about alumni interests and opportunities for future support. Some of the plans included 3 events planned to include 2 webinars. A fall event is planned and will be the first one of the year. This summer, a survey was conducted on alumni needs and where they are now. Many interns expressed interest in the program and having opportunities to support career to college pathways.

Although the network has been launched, there is a concerted ongoing effort to continue to create networking, professional development, and exposure opportunities for alumni. Staff need to establish ongoing messaging and communications to support such opportunities.

Suggestions for Improvement:

- Consider what a limited oversight, opt-in mentorship program could look like to support alumni in their transitions.
- Reimagine what it means to be a program alumnus and consider including program participants still in high school as part of alumni engagement.
- Partner with affinity groups as a lever for engagement (e.g. TCBANDD <https://www.tcbandd.com/who-we-are>, Prospanica <https://www.prospanica.org/members/group.aspx?code=MinneapolisStPaul>, etc.)

Quality Assessment

What was the level of quality for our program services?

The internships were again assessed this year using a modified quality assessment, and they scored high for quality across the board.

“I loved my environment and how I actually felt my work was going toward something useful this year. I was proud to work each day and I was glad I got this internship.” – BrookLynk intern

The YPQA is a validated instrument (grades 4-12) designed to measure the quality of youth programs and identify staff training needs. The Youth PQA evaluated the quality of youth experiences as youth attend workshops and classes, complete group projects, and participate in meetings and regular program activities. Domain categories are broken down into individual scales, which are rated 1, 3, or 5 (1 being the lowest and 5 being the highest).

Since the internships are a core part of program the evaluation team created an Internship Quality Assessment that was informed by the Youth PQA. Of the four domains in the Youth PQA several were assessed during the site visits while the remaining areas were rated by surveying interns at the end of their summer experience.

INTERNSHIP QUALITY ASSESSMENT SCORES	2016 Internships	2017 Internships	2018 Internships
Safe Environment	5.0	4.8	4.9
Emotional Safety	5.0	4.5	4.8
Healthy Environment	5.0	5.0	5.0
Emergency Preparedness	5.0	4.4	5.0
Accommodating Environment	4.7	5.0	5.0
Nourishment	5.0	5.0	5.0
Supportive Environment	4.5	4.5	4.6
Warm Welcome	N/A	4.6	4.8
Session Flow	4.1	4.4	4.6
Active Engagement	4.5	N/A	4.4
Skill-Building	4.5	4.4	4.6
Encouragement	4.6	4.6	4.7
Reframing Conflict	N/A	N/A	N/A

Interaction	4.6	4.6	4.6
Belonging	4.6	4.4	4.5
Collaboration	4.6	4.5	4.7
Leadership	N/A	N/A	N/A
Adult Partners	N/A	4.8	4.6
Engagement	4.3	4.3	4.5
Planning	4.3	4.4	4.4
Choice	3.9	4.3	4.6
Reflection	4.6	4.2	4.5

The scores were high across all of the domains and similar to the previous year. BrookLynk has been able to maintain a high level of quality in the internships.

Suggestion for Improvement

- Increase education to employers and supervisors about the elements of the Internship Quality Assessment to continue to improve the quality of the internships.

Management and Oversight

This section of the evaluation considers the Management and Oversight Goals from the Co-operation Agreement:

- Intentionally allocate necessary resources and supports to successfully implement the program.
- Use data regularly to ensure youth experience is at the center and that we continue to support the positive development of youth in the Brooklyns facing barriers to employment.
- Good faith effort to serve the cities (and youth) of Brooklyn Center and Brooklyn Park 50/50.
- Establish and operate the BrookLynk Advisory Board as outlined by the co-operation agreement.
- Establish and execute a fundraising plan for sustainable programming.

BrookLynk Management and Oversight Implementation Survey

The Co-operation Agreement agreed upon by the City of Brooklyn Center, the City of Brooklyn Park, and The Brooklyn Bridge Alliance for Youth stipulates how BrookLynk is to be operated. The agreement details what the program goals are, and a subsection specifically addresses what the goals are around how the program is to be managed by the cities and how the Advisory Committee should be providing oversight.

As part of the BrookLynk evaluation conducted by the Brooklyn Bridge Alliance for Youth, the management and oversight of the program will be assessed regularly and the results reported to the Advisory Board. The first survey was conducted in July of 2018 and a summary of the results follows. The full report can be found in the Appendix.

- A majority of Advisory Board members did not have enough information necessary to rate the completion of some of the goals, specifically related to Brooklyn Center's role and to the allocation of resources and supports for BrookLynk.
- Advisory Board members thought that the program implementation, partnerships created, and overall quality of program staff were strengths.
- Good progress has been made in meeting funding goals short-term, but more work needs to be done around creating a co-operative fundraising plan.
- Convening the Advisory Board meetings this year was a good start, but more intentional planning should be done to increase its effectiveness in providing management oversight as a collaborative effort between the two cities.

Co-operation Agreement Goals Regarding the Joint Management of BrookLynk	Met completely	Partially met	Not being met	Not enough information
The City of Brooklyn Park will provide funding.	58%	8%	8%	25%
The City of Brooklyn Park will be the fiscal agent (hire/fire staff, enter into contracts, maintain financial reports).	67%	8%	8%	17%
The City of Brooklyn Park will co-lead fundraising efforts.	75%	0%	8%	17%
The City of Brooklyn Center will co-lead fundraising efforts.	33%	8%	8%	50%
The City of Brooklyn Center will liaise with the Brooklyn Center City Council regarding financial reports.	33%	0%	8%	58%
The City of Brooklyn Center will provide funding.	67%	0%	8%	25%
The City of Brooklyn Center will advise on staffing.	58%	8%	0%	33%
The City of Brooklyn Center will chair the Advisory Board.	75%	8%	0%	17%

BrookLynk's Management and Oversight Goals	Met completely	Partially met	Not being met	Not enough information
Intentionally allocate necessary resources and supports to successfully implement the program.	50%	8%	0%	42%
Use data regularly to ensure youth experience is at the center and that we continue to support the positive development of youth in the Brooklyns facing barriers to employment	75%	0%	0%	25%
Good faith effort to serve the cities (and youth) of Brooklyn Center and Brooklyn Park 50/50.	55%	18%	0%	27%
Establish and operate the BrookLynk Advisory Board as outlined by the co-operation agreement.	58%	25%	0%	17%
Establish and execute a fundraising plan for sustainable programming.	50%	33%	0%	17%

Summary

- A majority of Advisory Board members did not have enough information necessary to rate the completion of some of the goals, specifically related to Brooklyn Center's role and to the allocation of resources and supports for BrookLynk.
- Advisory Board members thought that the program implementation, partnerships created, and overall quality of program staff were strengths.
- Good progress has been made in meeting funding goals short-term, but more work needs to be done around creating a co-operative fundraising plan.
- Convening the Advisory Board meetings this year was a good start, but more intentional planning should be done to increase its effectiveness in providing management oversight as a collaborative effort between the two cities.

What has been working well?

- Reaching BrookLynk's primary goals of providing training and internships.
- Forming the Advisory Board to provide management oversight.
- The partnerships between the cities and with community partners to run BrookLynk.
- Hiring the BrookLynk specialist and the overall quality of the BrookLynk staff.

What needs more attention?

- Planning and preparation for Board Meetings to make them more effective.
- Communication between staff, management, and Advisory Board.
- More collaboration between the Cities.
- Additional attention towards fundraising.

What questions do you have?

- Do we have sufficient capacity?
- When are the advisory boards deliverable due? How can we best support the program?
- If we don't have monthly board meetings for this first year, perhaps a monthly note to board meetings would be helpful. Assume things are going well with the BrookLynk interns, but don't really know.

What do we need to do differently to realize our agreement?

- Address issues surrounding funding and sustainability of the program.
- Get the board meeting administration and communication sorted out.
- Better preparation for advisory meetings; especially so that the youth liaisons can really participate.
- Better communication between the City of Brooklyn Center, the City of Brooklyn Park, and the Alliance.
- More involvement from community partners.
- Consider program design changes to meet specific challenges faced this year.

Management Feedback

Managers and staff of the BrookLynk program also provided feedback on the Management and Oversight Goals.

General Management of Program

It seemed at times that the focus of this year was to survive the transition the program from the Alliance to the Cities. The transition was slowed a little by the staff changes at the City of Brooklyn Center, and within the BrookLynk staff. The City of Brooklyn Park realized that they needed to allocate an additional FTE staff to absorb the additional work created with BrookLynk coming to the city.

In hindsight, the transition in January was probably not the best time. Having an earlier start (September) would have allowed a transition period that wasn't right on top of program implementation in January. In part due to this timing, the program plan (and budget) had to be completed quickly, not necessarily in a thorough manner.

It was universally agreed that the only reason the transition was as successful as it was, was due to the efforts of the BrookLynk staff. The additional program elements (Youth Job Fair, Job Board, and Alumni Network) expanded the scope of BrookLynk this year that stretched the staff's ability to provide quality results.

It was not initially clear to the Cities the amount of work required for BrookLynk to be effectively managed and for staff to be supported. There was a learning curve for the Cities to learn effective co-operation of BrookLynk and to understand the nuances of BrookLynk programming. For example, the amount of time it takes to manage grants was more than expected.

One of the bigger unanticipated challenges was the departure of Brooklyn Park's Economic Development and Housing Director who was providing executive oversight and supervision support to BrookLynk staff. There will be expected transition hurdles when the new Economic Development and Housing Director starts. During BrookLynk's transition, the City of Brooklyn Center hired their Community Development Director who has played a critical role in providing management and staff support. With more experience, the Community Development Director will be able to play a stronger role for the City of Brooklyn Center. Both cities felt that they needed to improve how this cooperative leadership structure works so that both sets of management have the information they need in a timely manner to make decisions and to contribute equally. Monthly meetings have been set up to address this issue.

Overall, there was a feeling that this year that the BrookLynk Advisory Board was "building the plane as they were flying it", but that eventually things settled down, and they are optimistic about taking the lessons learned to improve next year.

Suggestions for Improvement:

- Consider how to best implement the cooperative leadership model so that both Cities share the responsibility of managing the program together.
- Consider all the programming elements that make up the BrookLynk program and streamline them to focus on only the most important ones and the ones most aligned to our goals.

Advisory Board

The BrookLynk Steering Committee was disbanded in 2017 and a new Advisory Board formed in January 2018 according to the Cooperation Agreement. The Advisory Board met every month through until July (no meetings June and August).

However, since the Board was formed at the same time as the transition to the Cities, there was little time to develop the norms of operation and no momentum for group. There was a feeling that the Advisory Board never really got developed this year, didn't meet regularly, and there wasn't a clear understanding of who was on it (or who should have been on it), there was no overall strategic planning, and no idea of a calendar for the year.

Specifically, there was a need to strengthen the voice of the private sector to hear what the needs of the business community are. Having only one business representative can mean that one voice gets lost in the meetings. The private sector partners should represent business that currently host BrookLynk internships.

Organizations who are on the Advisory Board need to commit to send members who can attend meetings and be actively engaged. Also, there was a lot of turnover with the youth ambassadors, possibly because they didn't always feel engaged and empowered to be full members.

Moving forward, the management team decided to reimplement management meetings two weeks before the Advisory Board meetings in order to better prepare for them. Pam McBride will play more of a leadership role with helping organize the Advisory Board.

Suggestions for Improvement:

- Consider having a group of private sector representatives on the Advisory Committee.
- Understand how to better engage youth ambassadors.

Program Outputs

BrookLynk did not meet the business recruitment goals for this year. There need to be a more robust recruitment system for businesses, possibly including scheduled business retention and expansion visits, where people doing the visits have a script to use, for example, to explain how inexpensive the program is. Members of the Advisory Board might be called on to participate in this area as it isn't feasible for the BrookLynk staff to take this on themselves.

It seems that some of the problems of getting matched interns to actually start their internships can be addressed with training specifically focused on getting youth ready for Day 1 and providing the right supports.

The goal to serve an equal number of Brooklyn Center and Brooklyn Park youth was not met this year. Understanding that the large difference in numbers of youth in each city make that goal difficult, the program should still consider how to use new approaches to see if more Brooklyn Center youth can be recruited for BrookLynk. The City of Brooklyn Center is ready to provide more support and resources to that end.

Suggestions for Improvement:

- Create a recruitment strategy for businesses to participate in the BrookLynk program.
- Consider adding training to specifically address getting youth prepared for Day 1 of internships.
- Rethink youth outreach strategies to better recruit Brooklyn Center youth.

Fundraising

The fundraising goal for this year was reached, but so much time and resources were directed at getting the State and County grants that all other funding sources were neglected. Some of those relationships established while the program was at the Alliance were not transitioned when the program moved to the Cities.

The fundraising goal for 2019 includes business funding, which will need to be addressed soon.

Although grant funding is necessary to fill gaps in the budget, there was a belief that it should be used more for pilot and growth opportunities and not for ongoing support of the BrookLynk program. There should be more focus on grants that provide perpetual funding

than those that end in less than 3 years. Too much time and resources is spent applying for, managing, and reporting on multiple grants. This is especially true for BrookLynk staff who have to take away time from program implementation.

Eventually, the Cities will have to relook at the current equal funding relationship. They can still be equal partners, and depending on how successful the 50/50 youth served in both cities goal can be reached, some other percentage split between the cities might be necessary.

Moving forward, Meg Beekman will take on management of the grants through the Workforce Board, Rebecca Gilgen will head the fundraising efforts, and hopefully be able to address how to capture private funding.

Suggestions for Improvement:

- Create a fundraising plan that includes how to reach the goals for business funding for 2019 and long-term sustainability.
- Allocate resources (i.e. intern) to assist with data collection and inputting into Workforce as part of the reporting requirements for State grants.

DISCUSSION

Recommendations for improving the BrookLynk program are discussed below.

Recommendations for Improving BrookLynk

The evaluation report generated over 86 suggestions to improve the BrookLynk Program. These recommendations are summarized below.

1. ***Consider new strategies to reach goal of serving equal number of youth in both cities.*** Even with the unequal number of qualified youth between both cities, there may be ways BrookLynk can work with Brooklyn Center to recruit differently in that city.
2. ***Continue to build the capacity of employers to improve internal processes and support supervisor development.*** Establish a clear understanding of employer's readiness to onboard interns with security clearances, payroll, pay cycles, and any system orientation. Create a library of support for both interns and supervisors to use as reference guides. Have employers designate a coordinator in HR that can help track the progress of onboarding for their interns. Educate employers about the elements of the Internship Quality Assessment to continue to improve the quality of the internships. Consider new strategies to increase the participation rate of supervisors attending training. Educate supervisors about what check-ins with their interns looks like (i.e. regular conversations on approving time cards, addressing behavioral issues, exposure opportunities, etc.).
3. ***Prepare interns for success, starting with the onboarding process.*** Create and communicate deadlines for accepting internship offer, so candidates have time to think about the opportunity, but understand their timeline to make a decision. Provide interns a checklist of everything they'll need to prepare for both the interview and onboarding. Consider adding training to specifically address getting youth prepared for Day 1 of internships. Design additional program activities to

engage youth in developing their social networks.

4. ***Continue to expand business outreach to engage more employers.*** Create a recruitment strategy for businesses to participate in the BrookLynk program especially to increase the number of internships pledged. Create an “engagement ladder” for community partners to get involved with increasing progression of commitment, e.g. donating financial or in-kind support, participating in a training or event, providing internships, or joining a business advisory.
5. ***Continue to build the youth outreach strategy with the BrookLynk Ambassadors.*** Facilitate a training for Ambassadors to learn how to outreach, deliver presentations to their peers, and understand the need-to-know information about BrookLynk. Provide Ambassadors a T-shirt, pin, or some other wearable that helps them stand out as a BrookLynk Ambassador. Encourage greater follow-up from Ambassadors and Referral Partners with students that registered for Get Ready! More effectively utilize social media during outreach, planning out posts and managing accounts.
6. ***Strengthen the Advisory Board.*** Sort out the board meeting administration and communication, and better prepare for advisory meetings. Consider having a group of private sector representatives on the Advisory Committee. Understand how to better engage youth ambassadors.
7. ***Continue to fine-tune new program elements (Youth Job Fair, Job Board, and Alumni Network).*** Consider starting the Job Fair earlier. Post participating employers on the Youth Job Fair BrookLynk page. Create a vendor flyer for promoting fair to vendors/resources. Reserve bigger computer lab to support students and provide one-on-one help. Bring back the job fair orientation workshop to help youth know how best to navigate the fair. Improve employer experience for posting jobs to the Job Board. Figure out how to track number of job seekers who use the Job Board. Consider what a limited oversight, opt-in mentorship program could look like to support alumni in their transitions. Reimagine what it means to be a program alumnus and consider including program participants still in high school as part of alumni engagement.
8. ***Continue to fine-tune existing program elements (Get Ready! Training, matching, check-ins, site-visits, celebration, evaluation).*** Create standardized learning objectives at each tier of training, so that it would be clear what each trainer is responsible for delivering. Streamline check-in process at training. Reimagine how to communicate the matches to all interns, as a one-time event. Explore how we might reimagine the transportation process for check-ins. Enlist a catalog of guest speakers and volunteers to drive professional development during check-ins. Recruit professional job coaches of color to support a smaller cohort of 5-7 interns. Recruit more staff to help with site visits to balance the workload. Engage employers more consistently on social media to promote them as BrookLynk employers. Continue to explore ways to increase the response rates for surveys and performance reviews.
9. ***Revisit fundraising plan.*** Create a fundraising plan that includes how to reach the goals for business funding for 2019 and long-term sustainability.

- 10. *Strengthen the joint management of the program.*** Consider how to best implement the cooperative leadership model so that both Cities share the responsibility of managing the program together. Commit to better communication between the City of Brooklyn Center, the City of Brooklyn Park, and the Alliance. Consider all the programming elements that make up the BrookLynk program and streamline them to focus on only the most important ones and the ones most aligned to our goals. Allocate resources (i.e. intern) to assist with data collection and inputting into Workforce as part of the reporting requirements for State grants.

FURTHER INFORMATION

For further information on topics and data discussed in this report, please refer to the Youth Employment Program wiki site at the following address:

<https://sites.google.com/site/bbayouthemploymentprogram/>

APPENDIX

- BrookLynk Youth Employment Program Logic Model
- BrookLynk Youth Employment Program Process Chart
- 2018 BrookLynk Evaluation Plan
- 2018 BrookLynk Outputs
- 2018 BrookLynk Management and Oversight Implementation Quarterly Survey



BrookLynk 2018-20 Program Plan

This document holds the agreements between Brooklyn Center and Brooklyn Park on how they will operationalize the BrookLynk Co-operation agreement. This program plan should result in both (1) successful implementation of the BrookLynk program in 2018 and (2) establishing new ways to manage the program.

Luis Salado-Herrera



CONTEXT

In November of 2014 the Brooklyn Bridge Alliance for Youth (the Alliance) Board of Directors approved a 2-year project with two goals: 1) Customize the Minneapolis STEP-UP model for the cities of Brooklyn Center and Brooklyn Park and 2) Build capacity amongst the Alliance partners to sustain this program. The Alliance has been successful in customizing the Step-Up model to serve the Brooklyns and also in building capacity in Brooklyn Center and Brooklyn Park to sustain BrookLynk. Beginning on January 1st of 2018, operations of the BrookLynk program will be transitioned to the cities of Brooklyn Center and Brooklyn Park for co-operation.

Customizing the Step-Up model included:

1. Streamlining the model: removed element of subsidized internships for 14 and 15 year olds.
2. Utilizing Step-Up materials, processes, and technical assistance to re-design and improve outcomes for youth in the Brooklyns.
3. Centered positive youth development in program model by integrating Means and Measures for Human Achievement (MHA) Labs and focusing on employer quality.

Capacity building included:

1. Degree of Supports - Alliance facilitated a high degree of support from community partners. Three dozen organizations provided in-kind donations, volunteers, and funding.
2. Program Costs - The BrookLynk multi-year budget has been created and was a critical step in creating the cooperation agreement.
3. Political Will - The co-operation agreement to transition BrookLynk to the Cities in 2018 is an important indication that political will is high among our partners, and that the primary goal of building capacity has been reached. (Appendix 1)

PROGRAM MISSION, VISION, AND VALUES

In the fall of 2016, BrookLynk brought together young people, employers, city leaders, and other key partners to create shared mission and vision statements and core values that would guide the work of BrookLynk. The BrookLynk mission, vision, and core values are representative of the many voices that make up BrookLynk and ensure that the work being done reflects those voices.

BrookLynk Mission

BrookLynk exists to coordinate partnerships that prepare employers to engage the next generation of workers and to connect young people in the Brooklyns facing barriers to employment with the skills, experiences and professional social networks needed to develop their pathway to college and career.

BrookLynk Vision

To achieve the economic health, equity and well-being of our community ensuring prosperity for all. Our workforce is awesome because we have ignited the aspirations of youth and this attracts employers to grow their business in the Brooklyns.

BrookLynk Core Values

1. Leading with courage, trust and integrity
2. Igniting hope and optimism for young people
3. Keeping youth at the center of planning of decision making
4. Interrupting systems to realize racial equity and inclusion
5. Fostering inclusive relationships to transform community well-being
6. Acting with passion and urgency for deliberate results

PROGRAM GOALS

Program Implementation

- 1. Successfully implement core programming elements and meet program benchmarks**
2. Launch and evaluate new program elements
 - Youth Job fair to increase the number of jobs being offered at the job fair. In 2019, BrookLynk employers will be introduced to the Alumni Network so that alumni have access to entry-level employment opportunities, internships, and other employment opportunities.
 - BrookLynk Alumni Network to connect BrookLynk alumni to college, job, and career opportunities. Current goal: engage 70% of alumni as active participants.
 - Launch Job Board to connect greater population of young people to job opportunities
3. Develop comprehensive communications plan to ensure there are succinct and clear messages for stakeholders that articulate BrookLynk and its programming
4. Roll-out of Get Ready! trainings during school-time or as an afterschool program for schools with youth who face significant barriers to employment
5. Pilot and evaluate quality of Get Ready! training in the region
6. Expand Referral Partner program to include more organizations that can recruit youth and support them during the internships
7. Increase follow-up with supervisors and interns at the beginning of internships to identify potential issues early on; focus on supervisors who are new, or who have struggled in the past to create a high-quality experience.

Management and Oversight

- 1. Execute joint management between two cities as per the co-operation agreement**
 - a. City of Brooklyn Park – Provide funding, be fiscal agent (hire/fire staff, enter into contracts, maintain financial reports), and lead fundraising**
 - b. City of Brooklyn Center – Provide funding, advise on staffing, chair advisory, liaise with BC city council regarding financial reports, and lead fundraising**
2. Intentionally allocate necessary resources and supports to successfully implement program
3. Use data regularly to ensure youth experience is at the center and that we continue to support the positive development of youth in the Brooklyns facing barriers to employment
 - a. Good faith effort to serve COBC and COBP 50/50
4. Operate and sustain BrookLynk Advisory Board as outlined by the co-operation agreement
5. Establish and execute fundraising plan that includes private funding for sustainable programming

PROGRAM OUTPUTS/BENCHMARKS

Program Operation	2018	2019	2020
Funding Blend (philanthropy/City/private)	60/40	60/40	TBD
Fundraising	65k	125k	TBD
Youth Served (Estimate)			
Get Ready!	268	300	350
Internships (16-19 yrs)	105	120	180
Business Partnerships (Employers/Internships)	15/105	18/120	25/180
Job Fair Attendees	174	250	350
Job Board (employers posting/job board visits)	20/800	40/2000	TBD
Alumni Network	100	205	240

TARGET POPULATION

Youth

BrookLynk is designed to serve and meet the needs of young people in the Brooklyns who face barriers to employment. To be eligible for BrookLynk programming, young people must be:

- Youth ages 14-21 for Get Ready! training
- Youth ages 16-21 for internships
- Live in or attend school in Brooklyn Center or Brooklyn Park
- Youth facing barriers to employment:
 - Are low-income - eligible for free or reduced lunch at school.
 - Have an Individual Education Plan (IEP) or have a physical, mental, learning, emotional, or behavioral disability.
 - Are pregnant, an expecting father, or a parent.
 - Are/will be the first person in their immediate family to receive a high school diploma.
 - Are/will be the first person in their immediate family to attend college.
 - Them and/or their parents immigrated to the U.S.
 - Are currently taking English Language Learner (ELL) classes.
 - Have experienced homelessness or stayed in temporary housing in the last 6 months.
 - Have received or am currently receiving foster care services.
 - Have been involved with the juvenile justice system.
 - Have dropped out of high school before receiving a diploma or GED, or are attending an alternative learning center

Employers

Understanding the needs and backgrounds of young people that BrookLynk serves in summer internships, it is important that BrookLynk partner with the right employers. Below are series of metrics that BrookLynk staff use to assess the readiness and capacity of an employer to host summer internships or other experiential employment opportunities.

- Employers invested in building equitable pipelines to career (not just entry-level positions)
- Employers that have staff capacity or are willing to allocate resources to provide high-quality internships
- Employers that are located in the region and willing to support transportation needs for youth living in the Brooklyns
- Employers with a workforce shortage or increased demand for talent; especially employers in high demand fields with projection for growth

Alumni

The BrookLynk Alumni are a tremendous asset to their families, our program, community and specifically the emerging workforce. Youth and employers who invest their time in participating in BrookLynk as a High School student, or by providing an internships for High School students, can be continually connected to this talent pool through the BrookLynk Alumni program.

- Previously met target population requirements for both youth and employers
- Youth and employers who have completed at least one summer internship with BrookLynk
- Youth who no longer meet the schooling or age eligibility requirements for BrookLynk or are no longer participating in the program (have opted-out)

PROGRAM EVALUATION

BrookLynk will move from a comprehensive program evaluation to primarily performance measurement, with evaluative elements for new aspects of the program model (e.g. job fair, alumni network, and job board).

Performance measures and program evaluation will be used primarily for continuous quality improvement and for reporting results to funders and city councils and to inform strategic planning. **it is recommended that the Advisory play a key role in interpreting performance data at every meeting, developing the messaging and communicating out results, as well as actively reflecting on implementation.*

The evaluation role of the Alliance will shift from embedded program staff .3, to external contractor. The deliverables for Alliance contract work will include: Evaluation plan

(Appendix 1), Technical Assistance on developing tools, processes and collecting data, and lastly, an analysis on collected data.

What we want to know?	Tasks
How well is the program performing? 1. Did we reach our benchmarks? 2. How many pledges were made? 3. How many youth applied? 4. What were the demographics of youth? Were we successful at targeted CIY? Were we successful reaching balance numbers from both cities? 5. How many youth and employers completed applications, training, and started an internship? 6. What do youth and employers report regarding employment skills gained? 7. What did we learn? (monthly) 8. What will we do differently? (monthly)	BrookLynk Program staff (Luis and Jolene) will own: a. Data Collection on all benchmarks b. Data entry on all benchmarks c. Weekly reporting during their team/staff meetings to make changes in order to reach benchmarks d. Learn, and maintain the data management system so that weekly data reporting can occur e. Manage the back-end and infrastructure of data collection; cleaning the data and reporting f. Manage subscription to tools and systems needed for data collection (SurveyMonkey, MailChimp, Zapier, etc.)
What are the benefits of the program; in what ways did new program elements expand benefits to the community? 1. What are the benefits to employers? 2. What are the benefits to the youth workforce? 3. What is the value of this program to the city and its partners in growing economic vitality in the community? 4. To what degree did new program elements benefit youth, employers and partners? - o In what ways did the job fair reach its goals? - o In what ways did the Alumni network reach its goals? - o In what ways did the job board reach its goals?	Evaluation consultant(BBA / Ivan) owns: a. Create the evaluation plan (Appendix 1) b. Analyze cumulative performance data / benchmark data collected by Luis and Jolene. (if this is not collected, this analysis cannot be completed) c. Provide evaluative expertise on the development of new survey and data collection tools and advising on old stuff (setting and integrating system for measurement) d. Final report to the advisory that answers the evaluation questions.

COUNCIL ITEM MEMORANDUM

DATE: 2/11/2019

TO: Curt Boganey, City Manager

THROUGH: Meg Beekman, Community Development Director

FROM: Brett Angell, Business and Workforce Development Specialist

SUBJECT: 2018 1st Saturday Pop-Up Market Review

Requested Council Action:

- Motion to Receive the Report

Background:

In December 2017, Lennie Chism brought forward an idea to create an open air market to the City Council and requested funds to help make his idea a reality. The City Council put forward \$25,000 from the EDA fund for the creation of the 1st Saturday Market and the operational costs for 2018.

The 1st Saturday Market advances the established strategic priorities of Resident Economic Stability and Enhanced Community Image. The Market provides an opportunity for local entrepreneurs and small businesses within the community to sell their products without a brick-and-mortar space. This allows the businesses a chance to test their product in the market and advance the possibility of growth and gaining a new customer base. The event was also a way for the community to come together and provide an increased chance to meet other residents of the City.

The original idea and plan was to hold the event at Brookdale Health's parking lot due to the visibility of their site. Early in the planning stages for the event it was determined this site would not be feasible and the location subsequently changed to the former Jerry's Food site at 5801 Xerxes Avenue N. Throughout 2018, there was a total of four events that took place on July 7th, August 4th, September 1st and October 6th. Each of the events had a total of between 25 to 35 vendors and between 250 to 500 attendees. Vendor types ranged from those selling handmade goods, food trucks, nonprofit organizations, and other organizations promoting job opportunities. Approximately 60% of the vendors who participated in the event were Brooklyn Center residents or businesses.

There were a variety of entertainment options provided for free at each event. The July event included: face-painting, balloon art, inflatables, live music, and a live KMOJ radio broadcast. The August event included: face-painting, balloon art, inflatables, and a cart providing puppet shows. The September event included: face-painting, inflatables, and an interactive Three Rivers Park District booth which included some reptiles. The October event had face-painting, balloon art, and inflatables.

There were challenges that occurred throughout the event and numerous changes that were made to address these challenges. Some of the challenges were with the budget and the rentals that were used, the dates and times of the event, difficulties with trash, staffing, and parking. After the first event, the planning group was able to examine these challenges and make changes. The number of barricades used around the site were reduced, a smaller generator was rented, a reduction in the number of inflatables and portable toilets were all changes which led to significant cost savings at future events. There was a small parking fee at the first event that was

immediately eliminated for subsequent events.

Other issues that arose were that the dates of the events coincided with the 4th of July and Labor Day holidays, which may have led to a decrease in attendance. Also, during the 3rd event, the contractor used for trash and recycling did not show up. The Public Works department assisted in this issue and provided bins to collect trash and disposed of the trash at the Public Works building dumpster.

Planning for the 2019 event will be beginning in late February 2019. Some of the major changes that will occur in 2019 include: moving to a new location (likely an EDA-owned property), broadening the base of stakeholders involved with planning for the event, and adjustments to the dates.

A work session discussion is scheduled for later this evening to discuss changes to the 2019 1st Saturday Market and get Council feedback on how to best leverage the event for the City.

Budget Issues:

The City Council allocated \$25,000 in 2018 for the creation and operating costs of the Market. The total expenses for the event totaled \$29,484, which is \$4,484 over budget. A significant proportion of the costs was due to a total of \$7,289 in one-time costs and start-up costs. This includes the purchase of tents, signage, location preparation and closure, and repairs to an inflatable. Significant steps were taken to reduce the cost of each event. The rental and operations costs for each month's event is as follows:

- July: \$6,221
- August: \$5,076
- September: \$2,958
- October: \$2,940

The remaining amount of the budget was used for event insurance at each event, live music, private security, workers' wages for the set-up and take-down of tents, advertising, and a licensed electrician.

The approved 2019 budget includes \$25,000 for the Market from the EDA budget. In addition, Staff is working on a grant to Hennepin County for an additional \$25,000, which would be used to expand the draw of the event and provide resources to participating entrepreneurs to assist them with growing their businesses.

Strategic Priorities and Values:

Enhanced Community Image, Resident Economic Stability

COUNCIL ITEM MEMORANDUM

DATE: 2/11/2019

TO: Curt Boganey, City Manager

THROUGH: Meg Beekman, Community Development Director

FROM: Jesse Anderson, Deputy Director of Community Development

SUBJECT: An Ordinance Amending Chapter 1 and 35 of the City Code of Ordinances Regarding Beekeeping

Requested Council Action:

- Motion to open public hearing, take public comment, and close public hearing
- Motion to approve the second reading and adopt an ordinance amending Chapter 1 and 35 of the City Code of Ordinances regarding Beekeeping with an amendment to the proposed ordinances to allow the authorized education course to be conducted by a Master Beekeeper or an accredited Minnesota institution and approve a resolution amending the fee schedule relating to registration fee
- Motion to approve the resolution for a Summary Publication in the Sun Post

Background:

The first reading of this ordinance was discussed and approved by City Council on January 14, 2019.

At the meeting, the City Council had questions relating to the required training for residents wishing to keep bees on their property. Staff has researched training options and is suggesting that the requirements for training be expanded to include courses taught by a certified Master Beekeeper in addition to courses taught by an accredited institution.

Proposed change in the Ordinance:

1-140.2.h. The initial application for registration must be accompanied by a certificate of attendance indicating the registrant has completed a beekeeping training and education course conducted by an accredited Minnesota institution or a certified Master Beekeeper.

The following table shows a list of available beekeeping courses, there may be other training opportunities available by Master Beekeepers that are not listed. In addition to the list below, staff found online classes, taught by Master Beekeepers which would be able to be taken via webinar as well.

Course	Next Available Course	Length	Cost	Accredited Institution or Master Beekeeper
Beekeeping in Northern Climates Year 1 (Getting Started in Beekeeping)	February 23, 2019	8 Hours	\$135	Accredited Institution
Century College - Beyond Basics	May 30, 2019	6 Hours	\$99	Accredited Institution
Century College - The Art of Beekeeping in Northern Climates	February 7, 2019	15 Hours	\$149	Accredited Institution
Anoka Hennepin Continuing Education - Beekeeping the first 2 years.	February 6, 2019	12 Hours	\$89	Master Beekeeper

The City Council discussed the regulation of bee keeping at residential properties at their October 8, 2018, work session.

The City Council discussed the regulation of bee keeping at residential properties at their October 8, 2018, work session. At the meeting Staff presented information to the Council on the City's existing regulations related to the keeping of bees. The City Attorney provided an opinion that the keeping of bees is not permitted under the existing language of the City Code, which is silent on the topic.

At the meeting the Council directed staff to proceed with drafting ordinance language that would permit the keeping of bees at residential properties. The Council further directed the Housing Commission to take up the issue, review the draft ordinance language, and provide a recommendation on how to proceed.

The Housing Commission discussed bee keeping at their October and November meetings. The following recommendations were made by the Housing Commission related to the ordinance:

- Require property owners who intend to keep bees to register their properties
- Require training/certification for home owners who keep bees
- Allow for the ability to deny a registration due to a neighbor with a documented bee allergy
- Require registration renewals every 2-3 years
- Not charge a fee for registration renewals
- Not require an inspection for registration renewals

Overview of Ordinance:

- Up to 4 Hives in an R1 or R2 zoning district allowed
- Registration with city required
 - Apiary site must be inspected as part of the initial registration
 - Applicant must attend a training or receive certification in bee keeping
 - Neighbors within 200 feet would be notified prior to approving a registration
 - If neighbor presents a documented bee allergy registration may be denied
 - Registration denials can be appealed to a hearing officer and then to City Council
 - 2 year renewal for registrations
- Colony Location:
 - Must be located in rear yard
 - Must be a minimum of 30 feet from adjacent dwellings or a fly away barrier is required
- Water source required
- Bee keeping equipment shall be properly maintained and well kept

Attached to this report is the proposed ordinance, which was prepared by the City Attorney.

Also attached to this report is the November 20, 2018, Housing Commission packet which includes the October 8, 2018, City Council report, background information on bee keeping, and a copy of Brooklyn Park's beekeeping ordinance.

Budget Issues:

There will be staff time required for administering the registration application process. It is not anticipated that additional staffing will be required due to the low number of anticipated registrations.

The attached resolution sets the fee for the Beekeeping registration at \$40.

Strategic Priorities and Values:

Safe, Secure, Stable Community

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 1 OF THE CITY CODE OF
ORDINANCES REGARDING BEEKEEPING

THE CITY OF BROOKLYN CENTER DOES ORDAIN:

Article I. Brooklyn Center City Code, Section 1-101 setting out definitions is amended as follows and by renumbering the provisions in this Section as needed:

- ____. Accredited Minnesota Institution. Accredited Minnesota institution means an educational institution holding accredited status which has been licensed or registered by the Minnesota Office of Higher Education at the time a registrant obtained their certification.
- ____. Apiary. Apiary means the assembly of one or more colonies of bees on a property.
- ____. Apiary Site. Apiary site means the particular portions of a property upon which one or more hives are located.
- ____. Beekeeper. Beekeeper means a person who owns or has charge of one or more colonies of honeybees or a person who owns or controls a property on which a colony is located whether or not the person is intentionally keeping honeybees.
- ____. Beekeeping Equipment. Beekeeping equipment means anything used in the operation of an apiary, such as hive bodies, supers, frames, top and bottom boards, and extractors.
- ____. Colony. Colony means an aggregate of honey bees consisting principally of workers, but having, when perfect, one queen and at times drones, brood, combs, and honey.
- ____. Flyway Barrier. Flyway barrier means a barrier that raises the flight path of bees as they come and go from a hive.
- ____. Hive. Hive means the receptacle inhabited by a colony.
- ____. Honey Bee or Bee. Honey bee or bee means all life stages of the common domestic honey bee, *apis mellifera*. This term does not include wasps, hornets, African subspecies, or Africanized hybrids.
- ____. Nucleus Colony. Nucleus colony means a small quantity of honey bees with a queen housed in a smaller than usual hive box designed for a particular purpose, and containing no supers.

- ___ Registrant. Registrant is any registered beekeeper and any person who has applied for approval of a beekeeping registration.
- ___ Rooftop. Rooftop means, for the purpose of regulating beekeeping, the uppermost section of a primary or accessory structure of at least one full story and at least twelve feet in height. Areas including, but not limited to, decks, patios and balconies shall not be considered a rooftop.
- ___ Super. Super means a box that holds the frames where bees will store the honey.
- ___ Swarming. Swarming means the process where a queen bee leaves a colony with a large group of worker bees in order to form a new honey bee colony.
- ___ Unusual Aggressive Behavior. Unusually aggressive behavior means, for the purpose of regulating beekeeping, any instance in which unusual aggressive characteristics such as stinging or attacking without provocation occurs. For the purposes of this definition, “provocation” means an act that an adult could reasonably expect may cause a bee to sting or attack.

Article II. Brooklyn Center City Code is amended by adding a new Section 1-140 regarding beekeeping as follows:

Section 1-140. BEEKEEPING.

1. Restricted. No person shall keep, harbor, maintain, or allow to be kept any hive or other facility for the housing of honeybees on or in any property in the City unless the person is registered with the City as provided in this Section and the bees are kept at an approved apiary site on the registrant’s property. Hives may only be located on a single-family or two-family residential property in the R1 and R2 Zoning Districts and no more than four (4) hives may be kept on a property. The keeping of any hives in any other zoning district in the City is prohibited.
2. Registration Process.
 - a. A person seeking to register to keep bees must submit an application using the City’s approved form. All requested information must be provided along with the application fee in the amount set by the City Council. Incomplete applications will not be processed.
 - b. The registrant shall live in the dwelling on the same property that is to serve as the apiary. If the registrant does not own the property, the property owner must provide a written statement to the City of permission for the registrant to keep bees on the property and acknowledging the City’s right to inspect the property as provided in this Section.

- c. Submission of an application for registration constitutes consent by the registrant, and any other person who may have an interest in the property to which the application relates, for the City to inspect the apiary sites as provided in this Section.
- d. Apiary sites may only be located on a single-family or two-family residential property located in the R1 and R2 Zoning Districts.
- e. The property on which an apiary is to be located must be in compliance with all applicable City regulations.
- f. Each proposed apiary site must be identified on the application along with such additional information as may be required to demonstrate that each such site complies with the colony location restrictions in this Section.
- g. No bees may be brought to an apiary site until it is registered by the City.
- h. The initial application for registration must be accompanied by a certificate of attendance indicating the registrant has completed a beekeeping training and education course conducted by an accredited Minnesota institution.
- i. The City shall inspect the property on which a new apiary site is proposed before issuing a registration for the site.
- j. An application for registration shall be submitted to the Community Development Department and shall be acted on administratively. If the application proposes a new apiary site, the City shall send written notice of the proposed registration to the owners of property located within two hundred (200) feet of the property line of the property on which the new apiary site is to be located. Any owner within the notification area may submit a written objection to the registration to the City within fourteen (14) days of the date of the notice. The City shall consider the written objections received from within the notice area before acting on an application. If a resident living within the notice area submits a timely written objection that includes written medical documentation from a licensed physician that the person is allergic to honeybee venom, the City shall deny the application.
- k. The City shall provide written notice of its decision on the application to the registrant and to any owner within the notice area that submitted a written objection. Any such person may appeal the City's decision by filing a notice of appeal with the City within fourteen (14) days of the date of the notice of decision. The notice of appeal must state the specific grounds for the appeal and identify the requested relief. Timely appeals shall be processed and acted on as provided in this Section.

- l. An approved registration is limited to the particular person and the approved apiary sites only. Any proposed change in the beekeeper, apiary site, or the addition of a new apiary site shall require a new registration.
 - m. A registration shall be valid until March 31 of the second calendar year following initial issuance and shall be renewed by the registrant prior to expiration every other year by submitting a renewal form to the Community Development Department on the form provided by the City. If the registration is not renewed, the beekeeper is required to remove all bees and beekeeping equipment from the property within ninety (90) days.
3. Inspections.
 - a. If an application is for a new apiary site, the City shall inspect the property prior to acting on the registration.
 - b. Upon prior notice to the owner of the apiary, City staff shall have the right to inspect any registered apiary.
 - c. In the case of a complaint regarding an apiary, City staff may inspect the apiary at all reasonable times without prior notice to the owner of the apiary.
4. Colony Location Restrictions. A registrant shall locate hives in accordance with all of the following provisions.
 - a. Entirely in rear yard of the property.
 - b. At least five (5) feet from side or rear lot lines and shall not be erected, altered, or moved within six (6) feet of the principle building, as measured from exterior wall to exterior walls.
 - c. At least thirty (30) feet from all dwellings on adjacent properties.
 - d. Not located closer to an adjacent street than the dwelling on the property. This restriction does not apply to an alley that may be adjacent to a property.
 - e. Except as otherwise provided in this paragraph, in each instance where any part of a hive is kept within thirty (30) feet of a lot line of the apiary site, a flyway barrier of at least six (6) feet in height must be constructed that complies with the following:
 - 1) The flyway barrier must consist of a wall, fence, or dense vegetation that requires honey bees to fly over, rather than through, the barrier;

- 2) If a dense vegetation flyway barrier is used, the initial planting may be a minimum of four (4) feet in height, but the vegetation must reach a height of at least six (6) feet within two (2) years after installation;
 - 3) If a wall or fence flyway barrier is used, the materials must be decay resistant, maintained in good condition, and constructed in accordance with Chapter 35 of this Code;
 - 4) The flyway barrier must extend parallel to the lot line of the apiary site for at least ten (10) feet in both directions from the hive or must contain the hive or hives in an enclosure at least six (6) feet in height; and
 - 5) A flyway barrier is not required if the hive is located on a rooftop.
5. Conditions. The following conditions and requirements apply to every registration issued by the City under this Section. Failure to comply with any of these conditions, or any other requirements of this Section, shall constitute sufficient grounds to suspend, revoke, or non-renew a registration.
 - a. Compliance with all standards, requirements, and limitations contained in this Section.
 - b. No more than four (4) hives may be kept at an approved apiary site.
 - c. The hives shall be removed and the property restored if the keeping of bees is discontinued for more than six (6) months.
 - d. A registrant is prohibited from keeping bees at any location in the City other than the apiary sites approved for a property as part of the registration.
 - e. Honeybee colonies shall be kept in hives with removable frames which shall be kept in sound and usable condition.
 - f. For each colony permitted to be maintained by this Section, there may also be maintained upon the same apiary, one nucleus colony in a hive structure not to exceed one standard nine and five-eighths (9 5/8) inch depth box, 10-frame hive body with a maximum of five (5) supers.
 - g. Colonies within an apiary shall be provided with a convenient source of water, which must be located within ten (10) feet of each active colony.
 - h. Beekeeping equipment must be maintained in good condition, including keeping the hives free of chipped and peeling paint (if painted), and any unused equipment must be stored in an enclosed structure.

- i. Materials from a hive such as wax combs or other materials that might encourage robbing by other bees shall be promptly disposed of in a sealed container or placed within a building or other bee and vermin proof enclosure.
 - j. Hives shall be continuously managed to provide adequate living space for their resident honeybees in order to prevent swarming.
 - k. In any instance in which a colony exhibits unusual aggressive behavior, it shall be the duty of the beekeeper to promptly re-queen the colony.
- 6. Temporary Keeping. If a registered beekeeper serves the community by removing a swarm or swarms of honeybees from locations where they are not desired, that person shall not be considered in violation of the colony density restrictions in this Section if the following conditions are met:
 - a. The beekeeper temporarily houses the honeybees at an apiary site of a beekeeper registered with the City;
 - b. The bees are not kept for more than thirty (30) days; and
 - c. The apiary site remains in compliance with the other provisions of this Section.
- 7. Suspension, Revocation, or Non-Renewal.
 - a. The City may suspend, revoke, or non-renew any registration issued under this Section due to any of the following:
 - 1) The keeping of honeybees in a manner which constitutes a nuisance to the health, safety, or general welfare of the public;
 - 2) Fraud, misrepresentation, or a false statement contained in a registration or renewal application, or during the course of the registered activity; or
 - 3) Any violation of the conditions or requirements of this Section, or of any applicable provisions in this Code related to the property.
 - b. The City shall provide the registrant written notice of a violation and identify the period in which the violation must be corrected. If the registrant fails to correct the violation in accordance with the notice, the City may provide the registrant a written notice of its intent to suspend, revoke, or non-renew the registration. The notice shall indicate the registrant has an opportunity to be heard before the City takes any action on the registration. If requested, the City shall schedule a hearing and provide notice to the registrant. The City Manager may elect to conduct the hearing or to assign the matter to a hearing officer appointed by the City. The decision of the City Manager or the hearing officer on the suspension, revocation, or non-renewal shall be issued in writing and provided to the registrant. The

registrant may appeal the decision by filing a notice of appeal with the City within fourteen (14) days of the date of the notice of decision. The notice of appeal must state the specific grounds for the appeal and identify the requested relief. Timely appeals shall be processed and acted on as provided in this Section.

8. Appeals. An appeal brought under this Section shall be heard by a hearing officer appointed by the City. The City shall provide the appellant at least ten (10) written notice of the hearing. At the hearing, the appellant may speak and present witnesses and other evidence. If the registrant is not the appellant, that person shall also be provided an opportunity to speak and present witnesses or other evidence at the hearing. Upon the conclusion of the hearing, the hearing officer shall issue a written decision that includes findings of fact. The City shall provide the appellant and the registrant (if not the appellant) a copy of the hearing officer's decision.

Article III. Section 35-310 of the Brooklyn Center City Code regarding R1 One Family Residence District is hereby amended as follows:

Section 35-310. R1 ONE FAMILY RESIDENCE DISTRICT.

1. Permitted Uses

- a. One family dwellings.
- b. Accessory uses incidental to the foregoing principal uses or to the following special uses when located on the same property with the use to which it is accessory, but not including any business or industrial accessory uses. Such accessory uses to include but not be restricted to the following:
 - 1) Offstreet parking and offstreet loading.
 - 2) Renting of not more than two indoor parking spaces.
 - 3) Accessory buildings or carports, either detached or attached to the dwelling building, subject to the limitations set forth in Section 35-530.
 - 4) Public recreational structures in parks, playgrounds and athletic fields.
 - 5) Playground equipment and installations, including private swimming pools and tennis courts.
 - 6) Home occupations not to include special home occupations as defined in Section 35-900.
 - 7) Signs as permitted by the Brooklyn Center Sign Ordinance.

- 8) A temporary real estate tract office for the purpose of selling lots on the tract upon which it is located.
- 9) The renting of not more than two sleeping rooms in the principal building by a resident family, provided adequate offstreet parking is provided.
- 10) Tents, stands and other temporary structures for churches, charities, carnivals and similar purposes as provided by Section 35-800 of these ordinances.
- 11) Rummage sales as defined in Section 35-900.
- 12) The keeping of chickens, subject to the limitations set forth in Section 1-130.
- 13) The keeping of bees, subject to the limitations set forth in Section 1-140.

Article IV. Section 35-311 of the Brooklyn Center City Code regarding R2 Two Family Residence District is hereby amended as follows:

Section 35-311. R2 TWO FAMILY RESIDENCE DISTRICT.

1. Permitted Uses

- a. One and two family dwellings.
- b. Accessory uses incidental to the foregoing principal uses or to the following special uses when located on the same property with the use to which it is accessory, but not including any business or industrial accessory uses. Such accessory uses to include but not be restricted to the following:
 - 1) Offstreet parking and offstreet loading.
 - 2) Renting of not more than two indoor parking spaces.
 - 3) Accessory buildings or carports, either detached or attached to the dwelling building, subject to the limitations set forth in Section 35-530.
 - 4) Public recreational structures in parks, playgrounds and athletic fields.
 - 5) Playground equipment and installations, including private swimming pools and tennis courts.

- 6) Home occupations not to include special home occupations as defined in Section 35-900.
- 7) Signs as permitted by the Brooklyn Center Sign Ordinance.
- 8) A temporary real estate tract office for the purpose of selling lots on the tract upon which it is located.
- 9) The renting of not more than two sleeping rooms in the principal building by a resident family, provided adequate offstreet parking is provided.
- 10) Tents, stands and other temporary structures for churches, charities, carnivals and similar purposes as provided by Section 35-800 of these ordinances.
- 11) Rummage sales as defined in Section 35-900.
- 12) The keeping of chickens, subject to the limitations set forth in Section 1-130.
- 13) The keeping of bees, subject to the limitations set forth in Section 1-140.

Article V. Licensing Deadline. Beekeepers currently operating in the City prior to the effective date of the Ordinance shall have until July 1, 2019 to apply for registration under Section 1-140. Any hives within the City that are not kept by a registered beekeeper at an approved apiary site shall be removed by September 1, 2019.

Article VI. Effective Date. This ordinance shall become effective after adoption and upon thirty days following its legal publication.

Adopted this ____ day of _____, 2019.

Mike Elliott, Mayor

ATTEST: _____
City Clerk

Date of Publication _____

Effective Date _____

(~~Strikeout~~ indicates matter to be deleted, double underline indicates new matter.)

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____

RESOLUTION APPROVING SUMMARY PUBLICATION FOR ORDINANCE 2019-01

WHEREAS, the City Council of the City of Brooklyn Center has adopted the above referenced ordinance concerning Tenant Protection; and

WHEREAS, Minnesota Statutes, section 412.191, subdivision 4 allows publication by title and summary in the case of lengthy ordinances or those containing maps or charts; and

WHEREAS, the City Council believes that the following summary would clearly inform the public of the intent of Ordinance 2019-01.

NOW, THEREFORE, BE IT RESOLVED that: the following summary of Ordinance 2018-18 shall be published in the official newspaper in lieu of the entire ordinance.

SUMMARY PUBLICATION

Ordinance 2019-01

An Ordinance Amending Chapter 1, Sections 1-101, 1-140, 35-310, and 35-311 on February 11, 2019.

The amended ordinance elements include:

- Tenant protection for affordable rental housing
- Relocation assistance for tenants

February 11, 2019
Date

Mayor

ATTEST: _____
City Clerk

The motion for the adoption of the foregoing resolution was duly seconded by member

and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

Member
adoption:

introduced the following resolution and moved its

RESOLUTION NO. _____

RESOLUTION AMENDING THE CITY OF BROOKLYN CENTER FEE SCHEDULE
RELATING TO BEEKEEPER REGISTRATION

WHEREAS, on February 11, 2019, the City Council adopted Ordinance No. 2019-01,
which added a new Section 1-140 to the Brooklyn Center City Code regarding beekeeping; and

WHEREAS, Section 1-140(2) requires, in part, that all beekeepers register with the City
and submit with their application a registration fee, as determined by the City Council.

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

1. The City of Brooklyn Center Fee Schedule is hereby amended by adding the following
beekeeping registration fee to the "Miscellaneous Services" section:

Service	Fee
Beekeeping Registration	\$40

2. The fee adopted herein shall be effective immediately and the City Clerk is hereby authorized
and directed to update the City of Brooklyn Center Fee Schedule to incorporate said fee.

February 11, 2019

Date

Mayor

ATTEST: _____
City Clerk

The motion for the adoption of the foregoing resolution was duly seconded by member
and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:
whereupon said resolution was declared duly passed and adopted.

COUNCIL ITEM MEMORANDUM

DATE: 1/14/2019

TO: Curt Boganey, City Manager

THROUGH: Meg Beekman, Community Development Director

FROM: Jesse Anderson, Deputy Director of Community Development

SUBJECT: An Ordinance Amending Chapter 1 and 35 of the City Code of Ordinances Regarding Bee Keeping

Requested Council Action:

- Motion to approve the first reading of an Ordinance Amending Chapter 1 and 35 of the City Code of Ordinances regarding bee keeping and calling for a public hearing and second reading to be held on February 11, 2019

Background:

The City Council discussed the regulation of bee keeping at residential properties at their October 8, 2018, work session. At the meeting Staff presented information to the Council on the City's existing regulations related to the keeping of bees. The City Attorney provided an opinion that the keeping of bees is not permitted under the existing language of the City Code, which is silent on the topic.

At the meeting the Council directed staff to proceed with drafting ordinance language that would permit the keeping of bees at residential properties. The Council further directed the Housing Commission to take up the issue, review the draft ordinance language, and provide a recommendation on how to proceed.

The Housing Commission discussed bee keeping at their October and November meetings. The following recommendations were made by the Housing Commission related to the ordinance:

- Require property owners who intend to keep bees to register their properties
- Require training/certification for home owners who keep bees
- Allow for the ability to deny a registration due to a neighbor with a documented bee allergy
- Require registration renewals every 2-3 years
- Not charge a fee for registration renewals
- Not require an inspection for registration renewals

Overview of Ordinance:

- Up to 4 Hives in an R1 or R2 zoning district allowed
- Registration with city required
 - Apiary site must be inspected prior to approving registration
 - Applicant must attend a training or receive certification in bee keeping
 - Neighbors within 200 feet would be notified prior to approving a registration
 - If neighbor presents a documented bee allergy registration maybe denied
 - Registration denials can be appealed to a hearing officer and then to City Council
 - 2 year renewal for registrations
- Colony Location:
 - Must be located in rear yard

- Must be a minimum of 30 feet from adjacent dwellings or a fly away barrier is required
- Water source required
- Bee keeping equipment shall be properly maintained and well kept

Attached to this report is the proposed ordinance, which was prepared by the City Attorney.

Also attached to this report is the November 20, 2018, Housing Commission packet which includes the October 8, 2018, City Council report, background information on bee keeping, and a copy of Brooklyn Park's bee keeping ordinance.

Budget Issues:

There will be staff time required for administering the registration application process. It is not anticipated that additional staffing will be required due to the low number of anticipated registrations.

A resolution adopting the fee for the registration will be included in the Council Report during the second reading.

Strategic Priorities and Values:

Safe, Secure, Stable Community

CITY OF BROOKLYN CENTER

Notice is hereby given that a public hearing will be held on the ____ day of _____, 2019, at 7:00 p.m. or as soon thereafter as the matter may be heard at City Hall, 6301 Shingle Creek Parkway, to consider an ordinance related to beekeeping.

Auxiliary aids for handicapped persons are available upon request at least 96 hours in advance. Please notify the City Clerk at 763-569-3306 to make arrangements.

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 1 OF THE CITY CODE OF
ORDINANCES REGARDING BEEKEEPING

THE CITY OF BROOKLYN CENTER DOES ORDAIN:

Article I. Brooklyn Center City Code, Section 1-101 setting out definitions is amended as follows and by renumbering the provisions in this Section as needed:

- ____. Accredited Minnesota Institution. Accredited Minnesota institution means an educational institution holding accredited status which has been licensed or registered by the Minnesota Office of Higher Education at the time a registrant obtained their certification.
- ____. Apiary. Apiary means the assembly of one or more colonies of bees on a property.
- ____. Apiary Site. Apiary site means the particular portions of a property upon which one or more hives are located.
- ____. Beekeeper. Beekeeper means a person who owns or has charge of one or more colonies of honeybees or a person who owns or controls a property on which a colony is located whether or not the person is intentionally keeping honeybees.
- ____. Beekeeping Equipment. Beekeeping equipment means anything used in the operation of an apiary, such as hive bodies, supers, frames, top and bottom boards, and extractors.
- ____. Colony. Colony means an aggregate of honey bees consisting principally of workers, but having, when perfect, one queen and at times drones, brood, combs, and honey.
- ____. Flyway Barrier. Flyway barrier means a barrier that raises the flight path of bees as they come and go from a hive.
- ____. Hive. Hive means the receptacle inhabited by a colony.

- ==. Honey Bee or Bee. Honey bee or bee means all life stages of the common domestic honey bee, *apis mellifera*. This term does not include wasps, hornets, African subspecies, or Africanized hybrids.
- ==. Nucleus Colony. Nucleus colony means a small quantity of honey bees with a queen housed in a smaller than usual hive box designed for a particular purpose, and containing no supers.
- ==. Registrant. Registrant is any registered beekeeper and any person who has applied for approval of a beekeeping registration.
- ==. Rooftop. Rooftop means, for the purpose of regulating beekeeping, the uppermost section of a primary or accessory structure of at least one full story and at least twelve feet in height. Areas including, but not limited to, decks, patios and balconies shall not be considered a rooftop.
- ==. Super. Super means a box that holds the frames where bees will store the honey.
- ==. Swarming. Swarming means the process where a queen bee leaves a colony with a large group of worker bees in order to form a new honey bee colony.
- ==. Unusual Aggressive Behavior. Unusually aggressive behavior means, for the purpose of regulating beekeeping, any instance in which unusual aggressive characteristics such as stinging or attacking without provocation occurs. For the purposes of this definition, "provocation" means an act that an adult could reasonably expect may cause a bee to sting or attack.

Article II. Brooklyn Center City Code is amended by adding a new Section 1-140 regarding beekeeping as follows:

Section 1-140. BEEKEEPING.

1. Restricted. No person shall keep, harbor, maintain, or allow to be kept any hive or other facility for the housing of honeybees on or in any property in the City unless the person is registered with the City as provided in this Section and the bees are kept at an approved apiary site on the registrant's property. Hives may only be located on a single-family or two-family residential property in the R1 and R2 Zoning Districts and no more than four (4) hives may be kept on a property. The keeping of any hives in any other zoning district in the City is prohibited.
2. Registration Process.
 - a. A person seeking to register to keep bees must submit an application using the City's approved form. All requested information must be provided along with the

application fee in the amount set by the City Council. Incomplete applications will not be processed.

- b. The registrant shall live in the dwelling on the same property that is to serve as the apiary. If the registrant does not own the property, the property owner must provide a written statement to the City of permission for the registrant to keep bees on the property and acknowledging the City's right to inspect the property as provided in this Section.
- c. Submission of an application for registration constitutes consent by the registrant, and any other person who may have an interest in the property to which the application relates, for the City to inspect the apiary sites as provided in this Section.
- d. Apiary sites may only be located on a single-family or two-family residential property located in the R1 and R2 Zoning Districts.
- e. The property on which an apiary is to be located must be in compliance with all applicable City regulations.
- f. Each proposed apiary site must be identified on the application along with such additional information as may be required to demonstrate that each such site complies with the colony location restrictions in this Section.
- g. No bees may be brought to an apiary site until it is registered by the City.
- h. The initial application for registration must be accompanied by a certificate of attendance indicating the registrant has completed a beekeeping training and education course conducted by an accredited Minnesota institution.
- i. The City shall inspect the property on which a new apiary site is proposed before issuing a registration for the site.
- j. An application for registration shall be submitted to the Community Development Department and shall be acted on administratively. If the application proposes a new apiary site, the City shall send written notice of the proposed registration to the owners of property located within two hundred (200) feet of the property line of the property on which the new apiary site is to be located. Any owner within the notification area may submit a written objection to the registration to the City within fourteen (14) days of the date of the notice. The City shall consider the written objections received from within the notice area before acting on an application. If a resident living within the notice area submits a timely written objection that includes written medical documentation from a licensed physician that the person is allergic to honeybee venom, the City shall deny the application.

- k. The City shall provide written notice of its decision on the application to the registrant and to any owner within the notice area that submitted a written objection. Any such person may appeal the City's decision by filing a notice of appeal with the City within fourteen (14) days of the date of the notice of decision. The notice of appeal must state the specific grounds for the appeal and identify the requested relief. Timely appeals shall be processed and acted on as provided in this Section.
- l. An approved registration is limited to the particular person and the approved apiary sites only. Any proposed change in the beekeeper, apiary site, or the addition of a new apiary site shall require a new registration.
- m. A registration shall be valid until March 31 of the second calendar year following initial issuance and shall be renewed by the registrant prior to expiration every other year by submitting a renewal form to the Community Development Department on the form provided by the City. If the registration is not renewed, the beekeeper is required to remove all bees and beekeeping equipment from the property within ninety (90) days.
- 3. Inspections.

 - a. If an application is for a new apiary site, the City shall inspect the property prior to acting on the registration.
 - b. Upon prior notice to the owner of the apiary, City staff shall have the right to inspect any registered apiary.
 - c. In the case of a complaint regarding an apiary, City staff may inspect the apiary at all reasonable times without prior notice to the owner of the apiary.
- 4. Colony Location Restrictions. A registrant shall locate hives in accordance with all of the following provisions.

 - a. Entirely in rear yard of the property.
 - b. At least five (5) feet from side or rear lot lines and shall not be erected, altered, or moved within six (6) feet of the principle building, as measured from exterior wall to exterior walls.
 - c. At least thirty (30) feet from all dwellings on adjacent properties.
 - d. Not located closer to an adjacent street than the dwelling on the property. This restriction does not apply to an alley that may be adjacent to a property.
 - e. Except as otherwise provided in this paragraph, in each instance where any part of a hive is kept within thirty (30) feet of a lot line of the apiary site, a flyway barrier

of at least six (6) feet in height must be constructed that complies with the following:

- 1) The flyway barrier must consist of a wall, fence, or dense vegetation that requires honey bees to fly over, rather than through, the barrier;
 - 2) If a dense vegetation flyway barrier is used, the initial planting may be a minimum of four (4) feet in height, but the vegetation must reach a height of at least six (6) feet within two (2) years after installation;
 - 3) If a wall or fence flyway barrier is used, the materials must be decay resistant, maintained in good condition, and constructed in accordance with Chapter 35 of this Code;
 - 4) The flyway barrier must extend parallel to the lot line of the apiary site for at least ten (10) feet in both directions from the hive or must contain the hive or hives in an enclosure at least six (6) feet in height; and
 - 5) A flyway barrier is not required if the hive is located on a rooftop.
5. Conditions. The following conditions and requirements apply to every registration issued by the City under this Section. Failure to comply with any of these conditions, or any other requirements of this Section, shall constitute sufficient grounds to suspend, revoke, or non-renew a registration.
- a. Compliance with all standards, requirements, and limitations contained in this Section.
 - b. No more than four (4) hives may be kept at an approved apiary site.
 - c. The hives shall be removed and the property restored if the keeping of bees is discontinued for more than six (6) months.
 - d. A registrant is prohibited from keeping bees at any location in the City other than the apiary sites approved for a property as part of the registration.
 - e. Honeybee colonies shall be kept in hives with removable frames which shall be kept in sound and usable condition.
 - f. For each colony permitted to be maintained by this Section, there may also be maintained upon the same apiary, one nucleus colony in a hive structure not to exceed one standard nine and five-eighths (9 5/8) inch depth box, 10-frame hive body with a maximum of five (5) supers.
 - g. Colonies within an apiary shall be provided with a convenient source of water, which must be located within ten (10) feet of each active colony.

- h. Beekeeping equipment must be maintained in good condition, including keeping the hives free of chipped and peeling paint (if painted), and any unused equipment must be stored in an enclosed structure.
 - i. Materials from a hive such as wax combs or other materials that might encourage robbing by other bees shall be promptly disposed of in a sealed container or placed within a building or other bee and vermin proof enclosure.
 - j. Hives shall be continuously managed to provide adequate living space for their resident honeybees in order to prevent swarming.
 - k. In any instance in which a colony exhibits unusual aggressive behavior, it shall be the duty of the beekeeper to promptly re-queen the colony.
- 6. Temporary Keeping. If a registered beekeeper serves the community by removing a swarm or swarms of honeybees from locations where they are not desired, that person shall not be considered in violation of the colony density restrictions in this Section if the following conditions are met:
 - a. The beekeeper temporarily houses the honeybees at an apiary site of a beekeeper registered with the City;
 - b. The bees are not kept for more than thirty (30) days; and
 - c. The apiary site remains in compliance with the other provisions of this Section.
- 7. Suspension, Revocation, or Non-Renewal.
 - a. The City may suspend, revoke, or non-renew any registration issued under this Section due to any of the following:
 - 1) The keeping of honeybees in a manner which constitutes a nuisance to the health, safety, or general welfare of the public;
 - 2) Fraud, misrepresentation, or a false statement contained in a registration or renewal application, or during the course of the registered activity; or
 - 3) Any violation of the conditions or requirements of this Section, or of any applicable provisions in this Code related to the property.
 - b. The City shall provide the registrant written notice of a violation and identify the period in which the violation must be corrected. If the registrant fails to correct the violation in accordance with the notice, the City may provide the registrant a written notice of its intent to suspend, revoke, or non-renew the registration. The notice shall indicate the registrant has an opportunity to be heard before the City

takes any action on the registration. If requested, the City shall schedule a hearing and provide notice to the registrant. The City Manager may elect to conduct the hearing or to assign the matter to a hearing officer appointed by the City. The decision of the City Manager or the hearing officer on the suspension, revocation, or non-renewal shall be issued in writing and provided to the registrant. The registrant may appeal the decision by filing a notice of appeal with the City within fourteen (14) days of the date of the notice of decision. The notice of appeal must state the specific grounds for the appeal and identify the requested relief. Timely appeals shall be processed and acted on as provided in this Section.

8. Appeals. An appeal brought under this Section shall be heard by a hearing officer appointed by the City. The City shall provide the appellant at least ten (10) written notice of the hearing. At the hearing, the appellant may speak and present witnesses and other evidence. If the registrant is not the appellant, that person shall also be provided an opportunity to speak and present witnesses or other evidence at the hearing. Upon the conclusion of the hearing, the hearing officer shall issue a written decision that includes findings of fact. The City shall provide the appellant and the registrant (if not the appellant) a copy of the hearing officer's decision.

Article III. Section 35-310 of the Brooklyn Center City Code regarding R1 One Family Residence District is hereby amended as follows:

Section 35-310. R1 ONE FAMILY RESIDENCE DISTRICT.

1. Permitted Uses

- a. One family dwellings.
- b. Accessory uses incidental to the foregoing principal uses or to the following special uses when located on the same property with the use to which it is accessory, but not including any business or industrial accessory uses. Such accessory uses to include but not be restricted to the following:
 - 1) Offstreet parking and offstreet loading.
 - 2) Renting of not more than two indoor parking spaces.
 - 3) Accessory buildings or carports, either detached or attached to the dwelling building, subject to the limitations set forth in Section 35-530.
 - 4) Public recreational structures in parks, playgrounds and athletic fields.
 - 5) Playground equipment and installations, including private swimming pools and tennis courts.

- 6) Home occupations not to include special home occupations as defined in Section 35-900.
- 7) Signs as permitted by the Brooklyn Center Sign Ordinance.
- 8) A temporary real estate tract office for the purpose of selling lots on the tract upon which it is located.
- 9) The renting of not more than two sleeping rooms in the principal building by a resident family, provided adequate offstreet parking is provided.
- 10) Tents, stands and other temporary structures for churches, charities, carnivals and similar purposes as provided by Section 35-800 of these ordinances.
- 11) Rummage sales as defined in Section 35-900.
- 12) The keeping of chickens, subject to the limitations set forth in Section 1-130.
- 13) The keeping of bees, subject to the limitations set forth in Section 1-140.

Article IV. Section 35-311 of the Brooklyn Center City Code regarding R2 Two Family Residence District is hereby amended as follows:

Section 35-311. R2 TWO FAMILY RESIDENCE DISTRICT.

1. Permitted Uses

- a. One and two family dwellings.
- b. Accessory uses incidental to the foregoing principal uses or to the following special uses when located on the same property with the use to which it is accessory, but not including any business or industrial accessory uses. Such accessory uses to include but not be restricted to the following:
 - 1) Offstreet parking and offstreet loading.
 - 2) Renting of not more than two indoor parking spaces.
 - 3) Accessory buildings or carports, either detached or attached to the dwelling building, subject to the limitations set forth in Section 35-530.

- 4) Public recreational structures in parks, playgrounds and athletic fields.
- 5) Playground equipment and installations, including private swimming pools and tennis courts.
- 6) Home occupations not to include special home occupations as defined in Section 35-900.
- 7) Signs as permitted by the Brooklyn Center Sign Ordinance.
- 8) A temporary real estate tract office for the purpose of selling lots on the tract upon which it is located.
- 9) The renting of not more than two sleeping rooms in the principal building by a resident family, provided adequate offstreet parking is provided.
- 10) Tents, stands and other temporary structures for churches, charities, carnivals and similar purposes as provided by Section 35-800 of these ordinances.
- 11) Rummage sales as defined in Section 35-900.
- 12) The keeping of chickens, subject to the limitations set forth in Section 1-130.
- 13) The keeping of bees, subject to the limitations set forth in Section 1-140.

Article V. Licensing Deadline. Beekeepers currently operating in the City prior to the effective date of the Ordinance shall have until July 1, 2019 to apply for registration under Section 1-140. Any hives within the City that are not kept by a registered beekeeper at an approved apiary site shall be removed by September 1, 2019.

Article VI. Effective Date. This ordinance shall become effective after adoption and upon thirty days following its legal publication.

Adopted this ____ day of _____, 2019.

Mike Elliott, Mayor

ATTEST: _____
City Clerk

Date of Publication _____

Effective Date _____

(~~Strikeout~~ indicates matter to be deleted, double underline indicates new matter.)

HOUSING COMMISSION MEMORANDUM

DATE: November 20, 2018

TO: Housing Commission

FROM: Jesse Anderson, Deputy Director of Community Development/HRA Specialist

SUBJECT: Discussion on Honey Bee Keeping

Recommendation:

It is recommended that the Housing Commission provide direction to staff on a draft Bee keeping ordinance and/or a recommendation not to permit Bee keeping.

Background:

The City Code is largely silent on the keeping of bees, but that the language that did exist could be interpreted to prohibit the keeping of bees. However, the City's past practice has been to not prohibit the keeping of honey bees.

The City Council discussed bee keeping at the October 8, 2018 Council Work session and has directed staff to work through the Housing Commission and the Planning Commission to provide a recommendation relating to the keeping of bees.

It was discussed at the last Housing Commission Meeting that Staff would prepared a draft ordinance for review or modification. Further, Gary Reuter from the University of Minnesota Bee Lab has been invited to attend the Housing Commission meeting to provide additional input and answer question.

Ordinance Overview:

Allows for up to 4 Hives
Must be located in backyard
30 feet from adjacent dwellings or provide a flyaway barrier
License required and appeal process for denial
Should it include beekeeper training?

Attachments:

Draft Ordinance
Bee Keeping Proposal from Resident
10-8-2018 Work-session Memo
Brooklyn Park Bee Keeping Packet
Minneapolis Bee Keeping Information
University of Minnesota Bee Keeping Ordinance Comparison

BEEKEEPING

DEFINITIONS

APIARY. The assembly of one or more colonies of bees on a single lot .

APIARY SITE. The lot upon which an apiary is located.

BEEKEEPER. A person who owns or has charge of one or more colonies of honeybees or a person who owns or controls a lot on which a colony is located whether or not the person is intentionally keeping honeybees.

BEEKEEPING EQUIPMENT. Anything used in the operation of an apiary, such as hive bodies, supers, frames, top and bottom boards and extractors.

COLONY. An aggregate of honey bees consisting principally of workers, but having, when perfect, one queen and at times drones, brood, combs and honey.

FLYWAY BARRIER. A barrier that raises the flight path of bees as they come and go from a hive.

HIVE. The receptacle inhabited by a colony.

HONEY BEE. All life stages of the common domestic honey bee, *apis mellifera*. This definition does not include wasps, hornets, African subspecies or Africanized hybrids.

NUCLEUS COLONY. A small quantity of honey bees with a queen housed in a smaller than usual hive box designed for a particular purpose, and containing no supers.

BEE KEEPING LICENSE. Any registered beekeeper and any person who has applied for approval of a beekeeping license.

ROOFTOP. The uppermost section of a primary or accessory structure of at least one full story and at least twelve feet in height. Areas including but not limited to decks, patios and balconies shall not be considered a rooftop.

SUPER. A box that holds the frames where bees will store the honey.

SWARMING. The process where a queen bee leaves a colony with a large group of worker bees in order to form a new honey bee colony.

UNUSUAL AGGRESSIVE BEHAVIOR. Any instance in which unusual aggressive characteristics such as stinging or attacking without provocation occurs. Provocation is an act that an adult could reasonably expect may cause a bee to sting or attack.

Section 1-130. BEE KEEPING.

1. No person shall keep, harbor, maintain or allow to be kept any hive or other facility for the housing of honeybees on or in any property in the City without an approved Bee Keeping License.
2. Keeping. Up to four(4) hives may be kept on a single-family or two-family residential property in the R1 and R2 Zoning Districts. The keeping of any hives in any other zoning district in the City is prohibited.
3. Requirements. Hives allowed by this Section shall be kept in accordance with all of the following:
 - a. Honeybee colonies shall be kept in hives with removable frames which shall be kept in sound and usable condition
 - b. For each colony permitted to be maintained in this section, there may also be maintained upon the same apiary lot, one nucleus colony in a hive structure not to exceed one standard nine and five-eighths (9 5/8) inch depth box, ten frame hive body with a maximum of 5 supers.
 - c. Colonies on the apiary site shall be provided with a convenient source of water which must be located within 10 feet of each active colony.
 - d. Beekeeping equipment must be maintained in good condition, including keeping the hives free of chipped and peeling paint if painted, and any unused equipment must be stored in an enclosed structure.
 - e. Materials from a hive such as wax combs or other materials that might encourage robbing by other bees shall be promptly disposed of in a sealed container or placed within a building or other bee and vermin proof enclosure.
 - f. Hives shall be continuously managed to provide adequate living space for their resident honeybees in order to prevent swarming.
 - g. In any instance in which a colony exhibits unusual aggressive behavior, it shall be the duty of the beekeeper to promptly re-queen the colony.
4. The colony must be located in accordance with all of the following:
 - a. Located Entirely in rear yard of the property;
 - b. At least five (5) feet from side or rear lot lines and shall not be erected, altered, or moved, within six (6) feet of the principle building, as measured from exterior wall to exterior wall;
 - c. At least thirty (30) feet from all dwellings on adjacent properties; and
 - d. Shall not be located closer to an adjacent street than the owner's dwelling.
 - e. Shall be removed and the site restored if the keeping of bees is discontinued for more than six (6) months.
 - f. Except as otherwise provided in this Section, in each instance where any part of a hive is kept within thirty feet of a lot line of the apiary site, a flyway barrier of at least six feet in height must be constructed .

(1) The flyway barrier must consist of a wall, fence, or dense vegetation that requires

honey bees to fly over, rather than through, the barrier.

(2) If a dense vegetation flyway barrier is used, the initial planting may be a minimum of four feet in height, but the vegetation must reach a height of at least six feet within two years after installation.

(3) If a wall or fence flyway barrier is used, the materials must be decay resistant, maintained in good condition and constructed in accordance with Sections 152.291-152.293 of this code.

(4) The flyway barrier must continue parallel to the lot line of the apiary site for at least ten feet in both directions from the hive or must contain the hive or hives in an enclosure at least six feet in height.

(5) A flyway barrier is not required if the hive is located on a rooftop.

5. If any beekeeper serves the community by removing a swarm or swarms of honeybees from locations where they are not desired, that person shall not be considered in violation of the colony density restrictions in this section if the following conditions are met:

- a. The person temporarily houses the honeybees at an apiary site of a beekeeper licensed with the City,
- b. The bees are not kept for more than thirty days, and
- c. The site remains in compliance with the other provisions of this section.

6. Bee Keeping License Required

- a. The application for license must be upon a form provided by the City. All required information must be complete.
- b. Each apiary site must apply for a license and receive approval prior to bringing any honeybees into the City.
- c. If the beekeeper relocates a hive or colony to a new apiary site, the beekeeper shall apply for an updated license, prior to the relocation, on the form provided by the City.
- d. The beekeeping license shall be valid until March 31 of each calendar year following initial issuance and must be renewed by the registrant prior to expiration each year by submitting a renewal form to the Community Development Department on the form provided by the City.
- e. Upon receipt of an application for initial registration, the City will send written notice to all owners of properties located within 200 feet of the property line of the apiary site(s) identified on the application. Any objections to the license must be made in writing and received within fourteen (14) days of mailing the notice. If any written objection is received, the license application must be referred to the City Manager.

- (1) The license application must be denied if the City receives a written objection from a resident living within the designated notification area that includes medical documentation by a licensed physician of an allergy to honeybee venom.
- f. Beekeeping training and education is required for the beekeeper prior to the issuance of the initial beekeeping permit by the City. At the time of application for license, the beekeeper must submit a certificate of completion of a honeybee keeping course from an accredited Minnesota institution.
- g. The fees for the license will be determined by the City Council in the City's fee schedule.
- h. The property must be in compliance with all other applicable City regulations in order to receive approval and renewal.
- i. If the standards of practice are not maintained subsequent to issuance of a beekeeping permit, the permit may be revoked by the City Manager.
- j. Beekeepers operating in the City prior to the effective date of the Section will have until July 1, 2019 to apply for registration.
- k. Upon initial license, annual renewal or any updated license, each beekeeper must allow for an inspection of the site.
- l. Upon prior notice to the owner of the apiary site, City staff shall have the right to inspect any apiary.
- m. In the case of a complaint regarding the apiary, the apiary site may be inspected without prior notice.

7. APPEAL AND HEARING PROCEDURE

- a. Licenses issued under this Section may be denied, revoked or non-renewed due to any of the following:
 - (1) The keeping of honeybees in a manner which constitutes a nuisance to the health, safety or general welfare of the public;
 - (2) Fraud, misrepresentation, or a false statement contained in the license application or during the course of the registered activity ;
 - (3) Any violation of the applicable provisions in this Chapter.
- b. Notice of approval, denial, revocation or non-renewal must be made in writing to the registrant and to any person opposing the application for initial license specifying the reason(s) for the action. The registrant or any person opposing the application may request a hearing within fourteen (14) days of the date of the notification letter.

c. A hearing officer shall hold a hearing on a contested approval, denial, revocation, or non-renewal. The hearing officer shall be a person appointed by the City. At the hearing, the applicant and any person objecting to the application for initial license may speak and may present witnesses and other evidence. Upon the conclusion of the hearing, the hearing officer shall issue a written decision that includes findings of fact. The city shall provide the registrant and any objecting party with a copy of the hearing officer's decision. The registrant may appeal the hearing officer's decision in accordance with state law.



1. Purpose

Honeybees are an asset to the community and important in the pollination of plants and production of honey and other products. The purpose of this ordinance is to allow for the hobby of keeping honeybees and to establish certain requirements for beekeeping within the City, to avoid issues which might otherwise be associated with beekeeping in populated areas. **Urban beekeeping** is the practice of keeping bee colonies in urban areas. It may also be referred to as **hobby beekeeping** or **backyard beekeeping**. Bees from city [apiaries](#) are said to be "healthier and more productive than their country cousins".^[1] Their presence also provides cities with environmental and economic benefits.

Most cities in North America at one time prohibited the keeping of bees, but in recent years beekeepers have had success in overturning bee bans. Bees pollinate [a wide variety of plants](#), and the honey they produce is often sold to local restaurants and in local shops.

2. Definitions

-Apiary. The assembly of one or more colonies of bees on a single lot.

-Apiary Site. The lot upon which an apiary is located.

-Beekeeper. A person who owns or has charge of one or more colonies of honeybees or a person who owns or controls a lot on which a colony is located whether or not the person is intentionally keeping honeybees.

-Beekeeping Equipment. Anything used in the operation of an apiary, such as hive bodies, supers, frames, top and bottom board and extractors.

-Colony. An aggregate of honeybees consisting principally of workers, but having, when perfect, one queen and at times drones, brood, combs and honey.

-Hive. The receptacle inhabited by a colony.

-Honeybee. All life stages of the common domestic honeybee, *apis mellifera*. This definition does not include wasps, hornets, African subspecies or Africanized hybrids.

-Nucleus Colony. A small quantity of honeybees with a queen housed in a smaller than usual hive box designed for a particular purpose, and containing no supers.

-Queen. An adult mated female that lives in a honeybee colony or hive that is usually the mother of most, if not all, of the bees in the beehive. A queen is developed from larvae selected by workers bees and specifically fed in order to become sexually mature.



-Residents on in Brooklyn Center may be permitted to keep and raise honeybees as a hobby and shall be limited to 4 colonies per property.

-Honeybee colonies shall be kept in hives with removable frames which shall be kept in sound and usable condition

-Hives must be located a minimum of 10 feet from any adjacent dwelling unit.

-If the front entrance of a hive faces a neighbors property and is less than 20 feet from your property line, a flyway barrier (wall, fence, dense vegetation, or combination) must be installed.

-Beekeeping equipment must be maintained in good condition, including keeping the hives free of chipped and peeling paint if painted, and any unused equipment must be stored in an enclosed structure.

-Unused beekeeping equipment should be kept secure from weather,attracting varmints potential theft, or occupancy by swarms.

-If any Brooklyn Center beekeeper serves the community by removing a swarm or swarms of honeybees from locations where they are not desired, that person shall not be considered in violation of the colony density restrictions in this section if the following requirements are met:

- (1) The bees are not kept for more than thirty (30) days; and
- (2) The site remains in compliance with the other provisions of this section.

-Colonies on the apiary site shall be provided with a convenient source of water which must be located within 10 feet of each active colony.

-For each colony permitted to be maintained in this section, there may also be maintained upon the same apiary lot, one nucleus colony in a hive structure not to exceed one standard nine and five-eighths (9 5/8) inch depth box, ten frame hive body with a maximum of 5 supers.

HOUSING COMMISSION MEMORANDUM

DATE: October 16, 2018

TO: Housing Commission

FROM: Jesse Anderson, Deputy Director of Community Development/HRA Specialist

SUBJECT: Discussion on Honey Bee Keeping

Recommendation:

It is recommended that the Housing Commission provide direction to staff on a draft Bee keeping ordinance and/or a recommendation not to permit Bee keeping.

Background:

The City Code is largely silent on the keeping of bees, but that the language that did exist could be interpreted to prohibit the keeping of bees. However, the City's past practice has been to not prohibit the keeping of honey bees.

The City Council discussed bee keeping at the October 8, 2018 Council Work session and has directed staff to work through the Housing Commission and the Planning Commission to provide a recommendation relating to the keeping of bees.

Ordinance Consternations:

Should Honey Bee's be a permitted use in residential districts?
If so, should a license be required?
How many hives should be allowed?
What should the setback be?

Attachments:

10-8-2018 Work-session Memo
Brooklyn Park Bee Keeping Packet
Minneapolis Bee Keeping Information
University of Minnesota Bee Keeping Ordinance Comparison

MEMORANDUM - COUNCIL WORK SESSION

DATE: 10/8/2018

TO: Curt Boganey, City Manager

FROM: Meg Beekman, Community Development Director

SUBJECT: Honey Beekeeping

Recommendation:

- *Consider providing direction to staff of the enforcement of the code as it pertains to Honey Beekeeping*

Background:

The City received a complaint regarding a resident keeping honey bees on their property. This is the first such complaint in recent memory. The City's Code Enforcement Inspector did investigate and confirm the keeping of honey bees on the property.

You may recall that on May 29th staff presented the issue of bee keeping to the City Council; however, the discussion largely focused on the keeping of native pollinator bees. At that meeting we informed the Council that the City Code is largely silent on the keeping of bees, but that the language that did exist could be interpreted to prohibit the keeping of honey bees; however, the City's past practice has been to not prohibit the keeping of honey bees. We asked the Council to provide direction on whether staff ought to amend the ordinance.

The Council's direction as staff understood it was to not make any changes to the ordinance, and discussion ensued on the allowance of native bee habitats, provided they also were in keeping with other property maintenance code provisions. The minutes from the meeting did not include the Council's direction on honey bees specifically.

The City Attorney, has since reviewed the City Code, and does feel that the current code prohibits the keeping of honey bees. While the City does not need to enforce this provision, Staff would recommend that if the City Council does want to expressly allow honey bees that the ordinance should be amended to more clearly state this. Amending the City Code would put the City on firmer legal footing should ever a lawsuit occur regarding the non-enforcement of this particular item.

If the Council wants to prohibit honey bees, the ordinance would not need to be amended; however, it would be helpful if the Council provided clear direction in this regard, since it would constitute a change in past practice.

Policy Issues:

- Does the Council want to continue to allow honey bees?
- Should the City Code be modified to expressly allow honey bees?

Strategic Priorities and Values:

Safe, Secure, Stable Community

Bee Lab

Ordinances

Although we try to keep this as up to date and accurate as possible, we recommend that you connect with your local authority to verify all information regarding bee ordinances. If you have additions or changes that should be made to this information please email Gary at reute001@umn.edu (<mailto:reute001@umn.edu>)

Fellow bee lovers, it seemed that it might be useful to have an index of local bee ordinances.

As part of a summer clerkship at the Best & Flanagan law firm, University of Minnesota law student Ashleigh Leitch compiled the attached list including hyperlinks to ordinances and regulations where available along with city contact information. As you all continue to proselytize about urban beekeeping this list may be of some use. Ashleigh gets the credit for assembling in research supported by Best & Flanagan.

Information current as of date shown.

City	County	Ordinance Citation	Ordinance Language
Andover	Anoka	Title 5, Chapter 1, Section (d)	Must be zoned R1, R2, or R3 and have at least two acres.
Anoka	Anoka	Section 10-2	Bees are not mentioned in the city code, but the city planner said she would consider honey bees to be "non-domesticated" animal. The code
Apple Valley	Dakota		Currently, no ordinance on bees. However, code prohibits non-domestic animals, and City interprets bees as non-domestic. City is revising the
Arden Hills	Ramsey	Chapter 13, 25.07	Bees are considered farm animals and are allowed within city limits as long as the lot meets the set back requirements (which depend upon h
Bayport	Washington	Section 14	Honey bees are not allowed within City limits.
Blaine	Anoka	Section 14-225	Areas zoned residential may not have honey bees. Areas zoned agricultural may have honey bees.
Bloomington	Hennepin	Section 12.116(a)(2)	Owners of bees, shall have at least one acre per bee hive not exceeding twenty-four (24) cubic feet in size. Farm poultry, farm animals and be of the farm poultry, farm animals and bees shall live in the dwelling on the property.
Brooklyn Center	Hennepin	Section 1-101	No mention of bees in ordinances, so honey bees are permitted.
Brooklyn Park	Hennepin	Section 92.50	Honey bees are permitted in lots over 5 acres. Other require registration.
Burnsville	Dakota	Section 6-2-20	Honey bees are prohibited in all parts of Burnsville.
Carver	Carver	Section 1005.02	Codicil 1 allows animals not listed under Section 1005.02 in city limits as long as they are not a nuisance. Therefore, honey bees are allowed
Centerville	Anoka	Chapter 90.02(B)	"Licensing Honey Bees. Notwithstanding other provisions of this chapter, a person may keep honey bee colonies on any premises after first ol except in compliance of this section. (1) Lot size shall be a minimum of one-half acre; (2) No more than two honey bee colonies shall be allow Applicant must document at least 16 hours of training in beekeeping, and (5) the colony shall be maintained in good order and not be a nuisar
Champlin	Hennepin		Honey bees are not mentioned within Champlin's ordinances. The City would allow honey bees as long as they were not a nuisance and the n
Chanhassen	Hennepin and Carver	Chapter 20	Bees are considered a farm animal and are allowed on properties of 10 acres or more.
Chaska	Carver	Chapter 5, Section 82	The Chaska Police Department is in charge of code enforcement. Police officer told me they would allow a honey bee hive as long as it didn't
Circle Pines	Anoka	Section 320.02(B)	"Licensing Honey Bees. Notwithstanding other provisions of this chapter, a person may keep honey bee colonies on any premises after first ol except in compliance of this section. (1) Lot size shall be a minimum of one-half acre; (2) No more than two honey bee colonies shall be allow Applicant must document at least 16 hours of training in beekeeping, and (5) the colony shall be maintained in good order and not be a nuisar
Coon Rapids	Anoka	6-502(2), (5)	"Non-domestic animals are defined as ... bees. It shall be unlawful to keep, maintain, harbor, or feed any non-domestic animal within the City
Corcoran	Hennepin		Section 1020.020: bees are agricultural use. Allowed in areas zoned for agricultural use.

Cottage Grove	Washington	Section 11-3-7	Bees are considered a farm animal and are allowed on properties of 5 or more acres. Section defining "farm animal" is 11-1-3.
Crystal	Hennepin		City ordinances do not cover bees. Therefore, bees are allowed.
Dayton	Wright and Hennepin	Section 1001.42 subd.8(1) (e)	Honey bees are prohibited in areas zoned residential - Old Village, residential - mobile home, industrial and business, unless you have a cond
Duluth	St. Louis	1959-6-80	Ok in areas zoned rural;. Others require license.
Eagan	Dakota	Section 10.12	Honey bees may be kept on properties in areas that are zoned agricultural and have a minimum of five acres. Or by permit.
Edina	Hennepin	Section 300.11	Bees are allowed with permit. ordinance link (http://edinamn.gov/edinamfiles/files/Advisory_Boards/Planning_Commission/Staff%20Reports/2014/Nov12/Item%20VIII_%20A_'
Elko New Market	Scott	Section 6-4-5	Section 6-4-2 Honeybees are considered a farm animal. Section 6-4-5 states, "Farm animals shall be kept only in areas approved under the c
Excelsior	Hennepin	Section 6-4	Ordinance defines "undomesticated animal" as "any animal, mammal, amphibian, or reptile, which is of a species which is wild by nature or of inherently dangerous to human beings." "Any person may own, keep, harbor, or maintain any nondomesticated animal, provided that it weighs
Falcon Heights	Ramsey	Section 113-3	Honey bees are defined as a farm animal. Farm animals are not allowed to be harbored within the city. The Falcon Heights City Council looke
Faribault	Rice	2017-4	Bees allowed by permit
Farmington	Dakota	6-4-2	Allowed with restrictions http://sterlingcodifiers.com/codebook/index.php?book_id=463&chapter_id=2... (http://sterlingcodifiers.com/codeb
Forest Lake	Anoka	Chapter 99	Bees are defined as a farm animal. City code allows farm animals in areas zoned for agricultural use and if the property is five acres or more.
Fridley	Anoka	Section 101.05	Allowed by permit. application at FridleyMN.gov
Golden Valley	Hennepin	Section 10.32	Honey bees are defined as a farm animal. Farm animals are not allowed to be harbored within the city.
Hastings	Dakota and Washington	Chapter 91.01	Bees are not mentioned in the city code, so they are permitted. City planner warned that if the bees stung people or upset the neighbors, they
Hibbing	St. Louis	Section 10.23	Honey bees are defined as a farm animal. Farm animals are not allowed to be harbored within the city.
Hopkins	Hennepin		Hopkins Code of Ordinances does not address honey bees, so they interpret that to mean they are not permitted.
Hugo	Washington		Although not expressly listed in the ordinance, honey bees are considered "farm animals," so they are allowed in areas zoned agricultural and
Independence	Hennepin	510.05 subd. 46	Defines bees as "livestock." Bees are allowed in areas which are zoned agricultural.
Inver Grove Heights	Dakota	Section 10-2-2	Bees are allowed in areas zoned agricultural or estate.
Jordan	Scott		No ordinance, so bees are not allowed. Perhaps could apply for a conditional use permit stating beekeeping as a home occupation.
Lake Elmo	Washington	Title 9, Chapter 95.71	Honey bees are allowed on property five acres or more. Permit required for under 5 acres.
Lake St. Croix Beach	Washington	No online ordinances	No one from the City returned my messages.
Lakeville	Dakota	title 11-35-3	Bees are classified as farm animals and are not allowed on residential property,
Lauderdale	Ramsey	Section 5-3-1	Bees are defined as a farm animal. City ordinance 5-3-4-1 requires a permit to have a farm animal.

Lilydale	Dakota	Section 801.01	It's unclear if bees are allowed or not in the ordinances, and no one at the City returned my phone messages.
Lino Lakes	Anoka	Zoning	Restricted to agricultural zoned land
Long Lake	Hennepin		Honey bees are not mentioned in the Code. City of Long Lake's general position is if it is not expressly allowed, it is prohibited.
Lonsdale	Rice	S90.01	Beekeeping allowed by permit.
Mahtomedi	Washington	Chapter 3.02	"No person may keep within the City any of the following: any hive or other facility for the housing of bees."
Maple Plain	Hennepin		Honey bees are not mentioned in the Code. City of Maple Plain's general position is that they are allowed, but are subject to the nuisance ordinance.
Maplewood	Ramsey		Considering an urban agriculture ordinance, but so far no actual ordinance. Bees are allowed unless they become a nuisance.
Marine on St. Croix	Washington	Chapter 5	City of Marine on St. Croix does not have an ordinance about honey bees. The City's position is that they are allowed unless they are a nuisance.
Medicine Lake	Hennepin	Section 200.2(7)(b)	Bees are classified as farm animals. Must get a conditional use permit to have bees.
Mendota Heights	Dakota	Ordinance 448, not yet codified	Brand new ordinance: Bee keeping is allowed on properties of fifty (50) acres or more.
Minneapolis	Hennepin	Section 74.80	Must get a permit from Minneapolis Animal Care and Control.
Minnetonka	Hennepin		No ordinance on bees, so bees are allowed unless they are a nuisance.
Village of Minnetonka Beach	Hennepin	Section 508(C)(28)(b)	"No person shall keep or allow to be kept any hive or other facility for the housing of honeybees."
Minnetrista	Hennepin	Section 1110.09	Bees are considered farm animals. "Farm animals may only be kept in A or AP zoning districts, or in a residential lot of at least ten acres in size or 300 feet of an adjoining piece of property."
Moundsview	Ramsey	Title 700 Chapt 701	Bees allowed by permit. Link to permit (http://www.ci.mounds-view.mn.us/vertical/sites/%7B9DACB450-86B3-4304-946D-6016EF7C-4A41-404A-9000-000000000000)
New Brighton	Ramsey		Honey bees require permit link to permit (http://www.ci.new-brighton.mn.us/vertical/sites/%7B2CF34F28-6DFB-45DA-AF59-36896254F2-4A41-404A-9000-000000000000)
Newport	Washington	Section 600.21	Honey bees are considered a farm animal. Must have a permit from the City Council. Lot size must be at least four acres. Must provide written plan. Additional standards of practice listed in Section 600.21 subd. 3(F)(4).
North St. Paul	Ramsey	Section 95.23	Honey bees are classified as a farm animal. No farm animals are allowed within city limits.
Oak Park Heights	Washington	Section 602.02(B)	Honey bees are classified as a farm animal. Farm animals are only permitted in areas zoned O - Open Space Conservation District and also in areas zoned R - Residential Single-Family.
Oakdale	Washington	Section 4-18	"No person shall keep or allow to be kept any man-made or manufactured hive or other facility for the housing of bees within the city without a permit from the City Council."
Orono	Hennepin	Section 62-1	Honey bees are classified as a farm animal and are allowed in areas zoned for agriculture.
Osseo	Hennepin	Chapter 93.18(z)	City code states that any caring for any non-domestic animal is a public nuisance, so beekeeping currently is not allowed. However, City Attorney is working to change the ordinance.
Plymouth	Hennepin	Zoning Ordinance 21170.01 subd.3	Bees are only allowed in areas zoned future restricted development (rural).
Prior Lake	Scott		No ordinance, so bees are allowed unless they are a nuisance.
Richfield	Hennepin	Section 905.41	Bees are considered non-domestic animals. All non-domestic animals are prohibited.
Robbinsdale	Hennepin	Section 915.37	"It is unlawful to keep or maintain roosters or bees, without first having obtained a permit therefor."

Rogers	Hennepin	Section 125-1	Bees are classified as a farm animal and are allowed in areas zoned agricultural.
Rosemount	Dakota		No ordinance on honey bees, so they are allowed.
Roseville	Ramsey		No ordinance on honey bees, so they are allowed. The City reserves the right to regulate location and fencing in the future.
Sauk Rapids	Benton	Section 4.10, Subd.22(C)	Permits beekeeping limited to six hives.
St. Anthony Village	Hennepin		No ordinance on honey bees, so City of St. Anthony Village's position is that they are not allowed.
St. Francis	Anoka	Section 8-3-5	"Bees shall not be kept on parcels smaller than five (5) acres in size. No parcel shall have more than one hive or colony housing structure not use. All hives shall be of the removable frame type. All hives shall be kept one hundred (100) feet from any property line."
St. Louis Park	Hennepin		Bees are not addressed in city ordinance, so they are allowed as long as they are not a nuisance.
St. Paul	Ramsey	Chapter 198.02(d)	"No person shall keep or allow to be kept any hive or other facility for the housing of bees within the city without a permit."
St. Paul Park	Washington	Ordinance #694	Honey bees are allowed; must get a permit and obey set back ordinance.
Savage	Scott	Section 91.01(2)	Bees are classified as a farm animal. Under Section 91.04, farm animals are "allowed only as a legal non-conforming use where a similar use consistently thereafter."
Shakopee	Scott	Section 11.02(5)(B)	Bees are classified as an "agricultural use" and allowed in areas zoned rural residential or agricultural.
Shoreview	Ramsey	Section 601.020(E)	Bees are allowed with restrictions and permit required
Shorewood	Hennepin	Section 705.09	Bees are classified as an "urban farm animal." Section 705.09 subd 2(h) states, "The number of bee hives shall not exceed four."
South St. Paul	Dakota	Section 15-1(3)	Bees are listed as a farm animal. Section 15-3 states, "It shall be illegal for any person to own, possess, harbor, or offer for sale, any farm animal."
Spring Park	Hennepin		Bees are not allowed in city limits.
Stillwater	Washington	Section 27-3	Bees are allowed in city limits as long as you have a permit. The ordinance sets forth a number of rules and regulations.
Sunfish Lake	Dakota	Section 1225.01	Bees are considered farm animals. Only the farm animals expressly listed (such as bees) are allowed in the City of Sunfish Lake as long as you have a permit.
Victoria	Carver	Chapter 30, Article VIII, Section 30-313(13)	Bees are only allowed in areas zoned agricultural and if you get a conditional use permit.
Virginia	St. Louis		Honey bees are defined as a farm animal. Farm animals are not allowed to be harbored within the city.
Waconia	Carver	Section 710.15 subd. 1	Bees are considered farm animals, so they are allowed in areas zoned agricultural.
Wayzata	Hennepin		No ordinance, so bees are allowed unless they are a nuisance.
West St. Paul	Dakota	Section 905.15 subd. 3	Bees are allowed. The only requirement is that the hives are at least 100 feet from neighboring houses. Some lots are too small to comply with.
White Bear Lake	Ramsey and Washington	Section 702.045	Bee keeping is allowed in City limits as long as you have a license.
Woodbury	Washington	Section 24-4	Bees are considered "livestock" and they are allowed on property of five or more acres in areas zoned rural residential or existing farmstead.



U of M Bee Research Facility
Department of Entomology
1634 Gortner Ave.
St. Paul, MN 55113

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City of Brooklyn Park
City Hall
5200 85th Ave. N.
Brooklyn Park, MN 55443

**[www.brooklynpark.org/
codeenforcement](http://www.brooklynpark.org/codeenforcement)**

What's all the buzz about?

Since 2015, properties in Brooklyn Park can keep honeybees with an approved registration.

Requirements

- The number of hives allowed is based on the size of the property; a typical residential lot is allowed 2 hives.
- Any hive on the property must be setback at least 10 feet from the property line.
- If a hive is located closer than 25 feet to the property line, a flyway barrier is required.
- The beekeeper applying for the registration must have attended a beekeeping class from an accredited Minnesota institution.

Public notification

The City will notify all residents living within 200 feet of the property line of a proposed apiary (beekeeping) site when an application is received.

All apiary locations will be shown on a public information map.

Registration period

Registrations are valid from April 1 through the following March 31 and must be renewed each year.

Apply for an apiary registration

Submit a completed registration form with the following:

- The owner and beekeepers information
- A sketch of the property showing the location of the hives, water source, setbacks and flyway barrier (if required)
- A copy of the certificate of completion of a beekeeping course
- A one-time registration fee of \$75.00



Date Application Received at City: _____

City of Brooklyn Park

Community Development Department / Code Enforcement & Public Health Division
5200 85th Avenue North / Brooklyn Park, MN 55443 / Phone: 763 493 8070 / Fax 763 493 8391

Application for Apiary Registration

www.brooklynpark.org

GOVERNMENT DATA PRACTICES ACT - TENNESON WARNING:

The data you supply on this form will be used to process the registration you are applying for. You are not legally required to provide this data, but we will not be able to process the registration without it. The data will constitute a public record if and when the registration is granted.

The following information is required. All applications are subject to a 21-day approval period.

Registration Period: April 1st – March 31st

Completed Application / Beekeeping Course Certificate

Registration Fee: \$75 (Initial Registration Only)

The undersigned hereby makes application to the City of Brooklyn Park, Hennepin County, Minnesota, for registration subject to the laws of the State of Minnesota and of the City of Brooklyn Park.

Apiary Address: _____

Property Owner: _____

Owner Mailing Address: _____

Owner Email Address: _____ Owner Phone Number: _____

Is the apiary address located within the boundaries of a Homeowner's Association? : ☐ Yes ☐ No

If yes, is beekeeping allowed by the Homeowner's Association? : ☐ Yes ☐ No

Are there any bylaws, covenants, conditions or restrictions attached to your property which do not allow beekeeping to occur on the property? : ☐ Yes ☐ No

Beekeeper's Information

Beekeeper's Name (If different from above): _____

Contact Phone #: _____

Emergency Contact: _____ Emergency Phone #: _____

I have completed a beekeeping course from an accredited MN Institution: ☐ Yes ☐ No

Name of Minnesota Accredited Institution that provided certificate: _____

Please attach copy of certificate to registration form.

Please check each box and then sign and date indicating that you have read and agree with the following:

☐ I have received, read and understand city code Chapter 92 (the Beekeeping ordinance) and will comply with all requirements of this ordinance.

☐ I understand the City of Brooklyn Park will notify all residents within 200 feet of the property line of my apiary site and if a written objection is received within fourteen days of notification my application may be denied. (Chapter 92.56)

☐ I understand my apiary will be subject to an inspection upon initial registration, annually for renewal, with any update to my registration and if a complaint is received. (Chapter 92.57)

☐ I understand and agree that I may not engage in the practice of beekeeping within the City of Brooklyn Park until I have received notification that my apiary registration has been approved.

☐ I understand that my apiary location is public-information and that a map showing all apiary locations is available to the public.

Applicant's Signature: _____ **Date:** _____

CITY USE ONLY - Approvals:

Date Neighbor Notification Sent: _____ Objections Received: ☐ Yes ☐ No

Site Inspection Date: _____ ☐ Passed ☐ Failed

APPROVED: ☐ YES ☐ NO

Approved by: _____ **Date Approved** _____

Maximum Number of Colonies/Hives Allowed: _____



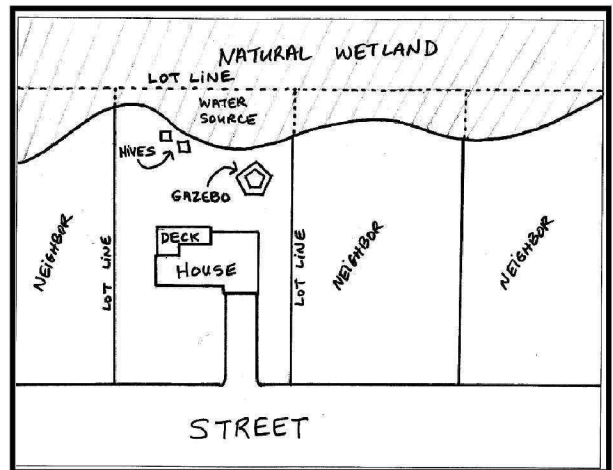
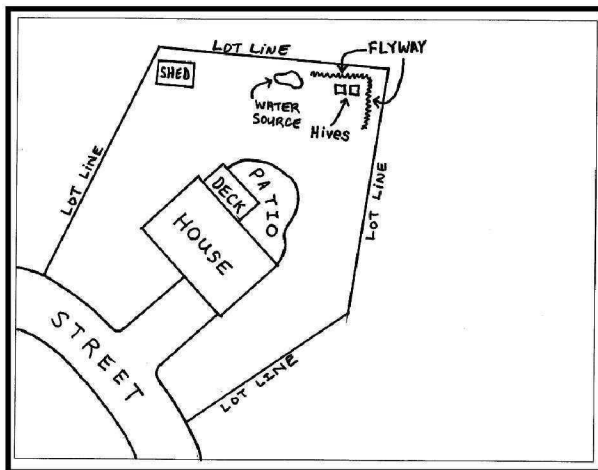
Brooklyn Park Application for Apiary Registration

Property & Apiary Diagram

Please supply a scaled sketch of your property and apiary. The sketch must include the location of your house, accessory structures, your lot lines, all honeybee colonies, the required water source and the location of any required flyway barriers along. Please state how many feet each item is setback from the property's lot lines.



Examples



For Office Use Only

Zoning District: _____ Hives permitted: _____
Lot Size: _____ Acreage: _____
Flyway Required ☐ Yes ☐ No
Inspector Assigned: _____

BEEKEEPING

§92.50 DEFINITIONS

ACCREDITED INSTITUTION. An educational institution holding accredited status which has been licensed or registered by the Minnesota Office of Higher Education at the time the registrant obtained their certificate.

APIARY. The assembly of one or more colonies of bees on a single lot.

APIARY SITE. The lot upon which an apiary is located.

BEEKEEPER. A person who owns or has charge of one or more colonies of honeybees or a person who owns or controls a lot on which a colony is located whether or not the person is intentionally keeping honeybees.

BEEKEEPING EQUIPMENT. Anything used in the operation of an apiary, such as hive bodies, supers, frames, top and bottom boards and extractors.

COLONY. An aggregate of honey bees consisting principally of workers, but having, when perfect, one queen and at times drones, brood, combs and honey.

FLYWAY BARRIER. A barrier that raises the flight path of bees as they come and go from a hive.

HIVE. The receptacle inhabited by a colony.

HONEY BEE. All life stages of the common domestic honey bee, *apis mellifera*. This definition does not include wasps, hornets, African subspecies or Africanized hybrids.

NUCLEUS COLONY. A small quantity of honey bees with a queen housed in a smaller than usual hive box designed for a particular purpose, and containing no supers.

REGISTRANT. Any registered beekeeper and any person who has applied for approval of a beekeeping registration.

ROOFTOP. The uppermost section of a primary or accessory structure of at least one full story and at least twelve feet in height. Areas including but not limited to decks, patios and balconies shall not be considered a rooftop.

SUPER. A box that holds the frames where bees will store the honey.

SWARMING. The process where a queen bee leaves a colony with a large group of worker bees in order to form a new honey bee colony.

UNUSUAL AGGRESSIVE BEHAVIOR. Any instance in which unusual aggressive characteristics such as stinging or attacking without provocation occurs. Provocation is an act that an adult could reasonably expect may cause a bee to sting or attack.

§ 92.51 PURPOSE

Honey bees are an asset to the community and important in the pollination of plants and in the production of honey and other products. The purpose and intent of this portion of Chapter 92 is to permit and establish requirements for the keeping of honey bee colonies, hives, and equipment within the City.

§ 92.52 BEEKEEPING LIMITED

No person shall keep, harbor, maintain or allow to be kept any hive or other facility for the housing of honeybees on or in any property in the City without an approved registration unless otherwise exempted by Sections 92.54 A(5) and 92.56 (B).

§ 92.53 COLONY LOCATION

(A) Hives cannot be located in the front yard and must be located a minimum of ten (10) feet from the rear or side property lines and 20 feet from public rights-of way unless further restricted elsewhere in this Code. A corner lot shall be considered to have two front yards.

(B) Hives must be located a minimum of ten feet from any adjacent dwelling unit.

(C) Except as otherwise provided in this Section, in each instance where any part of a hive is kept within twenty-five feet of a lot line of the apiary site, a flyway barrier of at least six feet in height must be constructed.

(1) The flyway barrier must consist of a wall, fence, or dense vegetation that requires honey bees to fly over, rather than through, the barrier.

(2) If a dense vegetation flyway barrier is used, the initial planting may be a minimum of four feet in height, but the vegetation must reach a height of at least six feet within two years after installation.

(3) If a wall or fence flyway barrier is used, the materials must be decay resistant, maintained in good condition and constructed in accordance with Sections 152.291-152.293 of this code.

(4) The flyway barrier must continue parallel to the lot line of the apiary site for at least ten feet in both directions from the hive or must contain the hive or hives in an enclosure at least six feet in height.

(5) A flyway barrier is not required if the hive is located on a rooftop.

92.54 COLONY DENSITY

(A) Every lot or parcel of land in the City shall be limited to the following number of colonies based on the size of the apiary lot:

(1) One half acre or smaller is allowed two colonies

(2) More than one half acre to three quarters of an acre is allowed four colonies

- (3) More than three quarter of an acre to one acre is allowed six colonies
- (4) More than one acre to five acres is allowed eight colonies
- (5) More than five acres, there is no restriction on the number of colonies and no registration is required.

(B) If any beekeeper serves the community by removing a swarm or swarms of honeybees from locations where they are not desired, that person shall not be considered in violation of the colony density restrictions in this section if the following conditions are met:

- (1) The person temporarily houses the honeybees at an apiary site of a beekeeper registered with the City,
- (2) The bees are not kept for more than thirty days, and
- (3) The site remains in compliance with the other provisions of this section.

§ 92.55 REQUIRED CONDITIONS

- (A) Honey bee colonies shall be kept in hives with removable frames, which shall be kept in sound and useable condition.
- (B) Each colony on the apiary site shall be provided with a convenient source of water which must be located within ten feet of each active colony.
- (C) Materials from a hive such as wax combs or other materials that might encourage robbing by other bees shall be promptly disposed of in a sealed container or placed within a building or other bee and vermin proof enclosure.
- (D) For each colony permitted to be maintained, there may also be maintained upon the same apiary lot, one nucleus colony in a hive structure not to exceed one standard nine and five-eighths (9-5/8) inch depth box, ten frame hive body with no supers.
- (E) Beekeeping equipment must be maintained in good condition, including keeping the hives free of chipped and peeling paint if painted, and any unused equipment must be stored in an enclosed structure.
- (F) Hives shall be continuously managed to provide adequate living space for their resident honeybees in order to prevent swarming.
- (G) In any instance in which a colony exhibits unusual aggressive behavior, it shall be the duty of the beekeeper to promptly re-queen the colony.
- (H) Honey may not be sold from any residential property unless a home occupation permit has been obtained and required conditions met in accordance with City Code 152.262(B).

§ 92.56 REGISTRATION REQUIRED

- (A) The application for registration must be upon a form provided by the City. All required information must be complete.
- (B) Each apiary site must apply for registration and receive approval prior to bringing any honeybees into the City. Registration is not required for sites over 5 acres in size.
- (C) If the beekeeper relocates a hive or colony to a new apiary site, the beekeeper shall apply for an updated registration, prior to the relocation, on the form provided by the City.
- (D) The beekeeping registration shall be valid until March 31 of each calendar year following initial issuance and must be renewed by the registrant prior to expiration each year by submitting a renewal form to the Community Development Department on the form provided by the City.
- (E) Upon receipt of an application for initial registration, the City will send written notice to all owners of properties located within 200 feet of the property line of the apiary site(s) identified on the application. Any objections to the registration must be made in writing and received within fourteen (14) days of mailing the notice. If any written objection is received, the registration application must be referred to the City Manager.
 - (1) The registration application must be denied if the City receives a written objection from a resident living within the designated notification area that includes medical documentation by a licensed physician of an allergy to honeybee venom.
- (F) Beekeeping training and education is required for the beekeeper prior to the issuance of the initial beekeeping permit by the City. At the time of application for registration, the beekeeper must submit a certificate of completion of a honeybee keeping course from an accredited Minnesota institution.
- (G) The fees for the registration will be determined by the City Council in the City's fee schedule.
- (H) The property must be in compliance with all other applicable City regulations in order to receive approval and renewal.
- (I) If the standards of practice are not maintained subsequent to issuance of a beekeeping permit, the permit may be revoked by the City Manager.
- (J) Beekeepers operating in the City prior to the effective date of the Section will have until July 1, 2015 to apply for registration.

§ 92.57 INSPECTION

- (A) Upon initial registration, annual renewal or any updated registration, each beekeeper must allow for an inspection of the site.

(B) Upon prior notice to the owner of the apiary site, City staff shall have the right to inspect any apiary.

(C) In the case of a complaint regarding the apiary, the apiary site may be inspected without prior notice.

§ 92.58 APPEAL AND HEARING PROCEDURE

(A) Registrations issued under this Section may be denied, revoked or non-renewed due to any of the following:

- (1) The keeping of honeybees in a manner which constitutes a nuisance to the health, safety or general welfare of the public;
- (2) Fraud, misrepresentation, or a false statement contained in the registration application or during the course of the registered activity;
- (3) Any violation of the applicable provisions in this Chapter.

(B) Notice of approval, denial, revocation or non-renewal must be made in writing to the registrant and to any person opposing the application for initial registration specifying the reason(s) for the action. The registrant or any person opposing the application may request a hearing within fourteen (14) days of the date of the notification letter.

(C) A hearing officer shall hold a hearing on a contested approval, denial, revocation, or non-renewal. The hearing officer shall be a person appointed by the City. At the hearing, the applicant and any person objecting to the application for initial registration may speak and may present witnesses and other evidence. Upon the conclusion of the hearing, the hearing officer shall issue a written decision that includes findings of fact. The city shall provide the registrant and any objecting party with a copy of the hearing officer's decision. The registrant may appeal the hearing officer's decision in accordance with state law.



Homegrown Minneapolis

Minneapolis Beekeeping Rules and Regulations

This web page summarizes city policy related to beekeeping. The complete list of rules and regulations is located in the [Minneapolis Code of Ordinances](#) (Title 4, Chapter 63, Section 63.100). Before applying for a permit, you are advised to read the full ordinance language.

What are the application requirements?

Take a Class: Provide a certificate of completion of a honeybee keeping course from one of the following:

- [University of Minnesota](#)
- Century College
- Three Rivers Park District

Provide Details: Specify the location and number of hives, colonies and/or facilities where honeybees will be kept. Minneapolis Animal Care and Control (MACC) is required to inspect the location.

Notify Neighbors: Show proof that you have notified all your immediate neighbors that you plan to keep bees on your property. Your notification method must be approved by MACC. If you are a renter, you will also need approval from your property owner.

Pay a Fee: The beekeeping permit application fee is \$100 and annual renewals are free. All permits expire on January 31st of each year.

What are the rules?

- Make sure to provide a water source while the colony is active outside the hive.
- Maintain beekeeping equipment – keep hives painted and secure unused equipment from weather, potential theft, or occupancy by swarms.
- Notify MACC immediately if you are no longer able or willing to maintain your beehives. MACC will make the hives available to an approved honeybee rescue entity or dispose of them if necessary. There is a fifty dollar (\$50.00) hive disposal fee.
- Colonies must be located at least 20 feet away from neighbors' homes.
- The apiary property must be enclosed by a latching fence.
- If a colony is less than 25 feet from your property line, a flyway barrier (wall, fence, dense vegetation, or combination) must be installed. The flyway barrier must be at least six feet tall and must continue 10 feet along the lot line in each direction from the hive.
- All other sides of the area around the colonies shall have a barrier (wall, fencing, dense vegetation, or a combination) at least four feet tall.
- No barrier is required if adjoining property is undeveloped, zoned for agriculture/industry, or is a wildlife management area with no horse and foot trails within 25 feet of the apiary lot line. No barrier is needed on rooftop hives if they are at least 5 feet from the side of the structure and at least 15 feet from adjacent occupied structures.

For further information or to apply for a permit, please visit the [Animal Care and Control permits page](#) or contact Teila Zoller at Minneapolis Animal Care and Control:
Phone: 612-673-6246

Email: teila.zoller@minneapolismn.gov

Visit our [Keeping Bees](#) page to access additional resources and learn more about ways the City of Minneapolis supports beekeeping.

 [Sign up for e-mail updates](#) from Homegrown Minneapolis.

Upcoming Homegrown Meetings

Wednesday, October 10, 2018

5:30-7:30 pm Food Council meeting

5:00-5:30 pm SPARK-Y presentation

[SPARK-Y](#)

Casket Arts Building, Room 101
681 17th Ave NE, Minneapolis

[Meeting Agenda](#)

[2018 Meeting Schedule](#)

Homegrown Highlights

[Apply for the Food Council](#)

[Farmers Markets](#)

[Homegrown Newsletter](#)

[2017 Homegrown Highlights](#)

[Food Council Members](#)

[Homegrown Heroes](#)

Contact

Tamara Downs Schwei

Homegrown Minneapolis/

Local Food Policy Coordinator

(612) 673-3553 | [email](#)

MINUTES OF THE PROCEEDINGS OF THE HOUSING COMMISSION OF THE
CITY OF BROOKLYN CENTER IN THE
COUNTY OF HENNEPIN AND STATE OF MINNESOTA

REGULAR SESSION
November 20, 2018
COUNCIL COMMISSION ROOM

CALL TO ORDER

The Brooklyn Center Housing Commission was called to order by Chairperson Goodell at 7:00 p.m.

ROLL CALL

Chairperson – Mark Goodell - Present
David Johnson - Present
Tamika Baskin – Present
Kathie Amdahl - Present
Joan Schonning – Present
Michael Stokes – Present
Paul Oman - Present

Also present was Staff Liaison Jesse Anderson and Council Liaison Marquita Butler.
Sara Capers, Brooklyn Center Resident
Gary Reuter, University of Minnesota Bee Lab

APPROVAL OF AGENDA

There was a motion by Commissioner Johnson and seconded by Commissioner Amdahl to approve the agenda as submitted. The motion passed.

APPROVAL OF MINUTES

There was a motion by Commissioner Schonning and seconded by Commissioner Baskin to approve the minutes of the Housing Commission meeting on October 16, 2018 as amended. The motion passed.

BEE KEEPING DRAFT ORDINANCE

Staff Liaison Anderson provided an overview.

Commissioner Baskin: I would support a license for bees. Do any cities have density requirements?

Staff Liaison Anderson: Yes, some cities have lot size requirement. However, no cities have restriction on how many properties can have bees in an area.

Commissioner Stokes: Are bees territorial?

Mr. Reuter: They are not territorial, but in most cities there are a small number of people that have a colony.

Commissioner Johnson: Is there training for bee keeping?

Mr. Reuter: Yes, it is a 2 day class.

Commissioner Johnson: Are honey bees being lost in large numbers?

Mr. Reuter: There has been a 45% loss.

Commissioner Johnson: Will allowing more hives have an impact?

Mr. Reuter: Hobby bee keeping wouldn't necessarily improve numbers overall, but would see advantages in pollination for the neighborhood. Another benefit would be by spreading out bees it may help decrease the likelihood of bees being wiped out.

Commissioner Baskin: What is the process to get a license and a certificate?

Mr. Reuter: The licenses are to make sure they are meeting the requirements and the education is important because bee keeping isn't easy. There is work and care needed. There could be an impact if not properly handled. There are other classes out there as well.

Ms. Capers: Multiple places offer classes with a similar message. What are the concerns and why does the Commission want a license since chickens, cats and dogs are not licensed?

Commissioner Baskins: What is the impact to neighbors if they are not being cared for?

Mr. Reuter: They could get a mean colony and it would have to be re-queened. If they are more than 10 feet from the property line a neighbor wouldn't really notice that there are bees.

Commissioner Johnson: Who would do the inspection and are staff qualified?

Staff Liaison Anderson: We would need training, but it wouldn't be too much work.

Commissioner Goodell: There are concerns about bee allergies.

Mr. Reuter: This issue has come up, I have had bees and my wife, who has allergies, has never been stung. If my neighbor was allergic, I maybe wouldn't keep bees. Some cities say that if it is verified they could deny. About 1-2% of people are allergic.

Ms. Capers: There is a lot of misinformation or perceived information about city regulation. There was misinformation that the city was allowing bees. Many of her neighbors have bees. It is important that the ordinance doesn't create an added fear. For the most, honey bees are a docile, nurturing species.

Commissioner Baskin: 14 days. What if they can't get documentation of allergies within 14 days.

Staff Liaison Anderson: The city would give time to provide documentation.

Ms. Capers: I have 2 hives and they typically fly up.

Commissioner Johnson: Would a curious child be an issue?

Ms. Capers: It could be.

Commissioner Johnson: Would they swarm?

Ms. Capers and Mr. Reuter: No.

Mr. Reuter: If the hive is tipped over they may sting a few times.

Ms. Capers: A bee can't sting like a wasp. It is difficult for them to sting.

Commissioner Baskin: We would have licenses to be transparent and the neighbors have a right to know. It is important to notify neighbors.

Mr. Reuters: The education requirement can be an opportunity for education.

Commissioner Johnson: If the council passes and it is in paper, how many people will go do it?

Ms. Capers: Not too many because it is expensive, starting out can cost \$1,000.

Commissioner Schonning: This is an investment.

Ms. Capers: It is an expensive and time consuming hobby; there would be less people who are interested.

Commissioner Johnson: What happens if the bees aren't cared for?

Ms. Capers: The bees could die off.

Commissioner Johnson: How much time is needed?

Mr. Reuters: Need to check on them at least every 10 days. It is a considerable commitment. If not taken care of, in the first year they will die. U of M wants to get them to survive on own.

Commissioner Johnson: How do they survive the winter?

Mr. Reuter: Can survive any kind of winter with some loss.

Commissioner Schonning: Training would help the bee keeper prevent mites or diseases that could affect them.

Commissioner Johnson: Are there different breeds?

Mr. Reuters: There are two types that are popular in this area. They are much like a dog breed. Either one does well in this area with their own differences. You wouldn't have a heard of killer bees, they are not here and it is thought they can't survive here.

Chairperson Goodell: Any other questions?

Commissioner Johnson: Would you be ok with a site visit? It might be interesting.

Ms. Capers: Yes.

Ms. Capers: A few things that don't make sense. Why would you require mapping of the hive location? What would happen if you move them?

Chairperson Goodell: Is the purpose to check the site for proper location?

Ms. Capers: Are you going to replicate Brooklyn Park's program?

Chairperson Goodell: We are using theirs as a template just to start the process.

Ms. Capers: Why are we considering licenses?

Commissioner Oman: The site plan would help to prevent them from putting it in the wrong place.

Commissioner Baskin: What would happen with a neighbor complaint?

Commissioner Johnson: We would recommend a permit rather than a license.

Ms. Caper: It went to council because a person was told to remove their hive. It is not in the ordinance. I reached out to the Council and some friends. Four people were told they can have it.

Commissioner Johnson: Do bees attract other animals?

Ms. Capers: Possibly mice, but there are devices that can keep them out.

Chairperson Goodell: Fees? Brooklyn Park charges a \$75 reservation. Would there be a cost to renew?

Commissioner Baskin: It could impact neighbors and there should be some procedure to review. Every 2-3 years.

Staff Liaison Anderson: Closest is a rental license.

Commissioner Schonning: I am in favor of the training. Would like to have an only one-time fee, but still renew.

Commissioner Amdahl: Would it be a one-time fee.

Commissioner Oman: Inform new neighbors. What if they move, can they find out first?

Commissioner Amdahl: If they are registered, they could.

Commissioners Baskin, Stokes and Amdahl: Are in support of renewals without annual fees.

Chairperson Goodell: I could go either way with renewals. You previously had to get a fire permit and get permission for each fire.

Commissioner Baskin: Bees are less common than fires. There will be some concerns overall people are not as concerned.

Chairperson Goodell: Add registration and education; try to not have too many hoops. There is busy work from the city for renewal. Could see some value in keeping it similar to chickens.

Commissioner Schonning: Annual renewal is a way to take responsibility for the bee hive.

Commissioner Johnson: City is aware when there is a registration, and can explain that it is permitted.

Commissioner Goodell: What are next steps? As it is almost 8. Should we summarize recommendations?

The commission agreed that no site plan should be required. They should renew every 2 years and not be required to pay for renewals. Also, an inspection should only be required for the initial license.

Commissioner Amdahl: Complaints should result in an inspection.

Commissioner Schonning: It would help the neighbors to know that the city has inspected it.

Commissioner Schonning: Recommend going to council after attorney reviews ordinance.

Commissioner Amdahl and Commissioner and Schonning: Moves to recommend bringing ordinance to council after reviewed by city attorney. Motion carries.

There was a motion by Commissioner Amdahl and seconded by Commissioner Schonning to approve a recommendation that an ordinance to allow for bee keeping be modified with the Housing Commissions comments, reviewed by the City Attorney, then brought to City Council for approval. The motion passed with a unanimous vote.

TENANT PROTECTION:

Staff Liaison Anderson provided a summary of the tenant protection ordinance.

Council Liaison Butler: Why won't Earle Brown Terrace been affected by this ordinance.

Staff Liaison Anderson: The property was sold as vacant. The tenants that were asked to move were asked to move out by the original owns and the property was sold as vacant.

Mr. Hamza: The lease can be modified after the 90 days.

Chairperson Goodell: All focused on change of ownership. When a person purchases a property they have to give a 90 day notice.

Mr. Hamza: This helps people who have a month to month lease stay in the property.

Chairperson Goodell: If a landlord comes in and wants to change application requirements with higher standards they would have to wait the 90 day period.

Staff Liaison Anderson: Other cities have only experienced requiring the 90 days. No city has experienced a tenant receiving relocation benefits or not complying with the 90 day notice.

Mr. Hamza: The landlord can make the decision to pay relocation or give the 90 days.

Commissioner Amdahl: What happens if there are shorter months with the requirement in 36a.

Staff Liaison Anderson: I will have the attorney review that section for clarification.

Commissioner Amdahl: The word provide needs a D added to be provided.

Commissioner Oman: Should require notice if changes are accruing within 30 days after the 90 day tenant protection period. Also, the city should provide the translation.

Chairperson Goodell: I like the change to 80% that was recommended by Homeline.

Commissioner Oman: Page 4 c. Affidavit. How do they provide the notice? Change requirement to not require city notice at the same time. Same day it too restrictive and wouldn't allow them to notify the tenants by hand delivery and then mail the notice to the city.

Staff Liaison Anderson: Next steps, have attorney make updates, send to Homeline.

Chairperson Goodell: Entertain a motion.

Commissioner Amdahl: Housing Commission recommends that the council approve the ordinance with modification. 2nd by Commissioner Baskin. Unanimous vote.

There was a motion by Commissioner Amdahl and seconded by Commissioner Baskin to approve the motion recommending the Council adopt the Tenant Protection Ordinance with the recommended changes. The motion passed with a unanimous vote.

COUNCIL LIAISON REPORT

Butler:

New banners are being installed in phases with a focus on hope, children, seniors, and

multiple people on banners.

There is a new snow emergency parking ordinance. Signs with flags and announced at meetings.

T21 was passed last week.

Eastbrook estates development in the area of 252 and 69th Avenue area was reviewed with 3 proposed developers. The council selected Centra homes. 35 3-4 bedrooms homes depending on market. The plan to start with 3 bedrooms and will be custom built. The thought was there is a need for step up housing in Brooklyn Center. Starting around \$332,000.

The Chicken ordinance passed.

Minnesota housing finance agency approved a matching funds for the low interest fix up funds. The city is offering a home buyer workshop for free. It will be a 90 minute workshop. Lux apartment renovation is underway, 91 units and they have had a lot of interest.

HOM Furniture will open mid-December.

Bank of America opening up in late November.

The city has tried to convince Target to stay; jobs are the biggest loss.

CHAIRPERSONS REPORT

Chairperson Goodell reported: Thanks everyone for attending.

OTHER BUSINESS

Chairperson Goodell: Should we meet in December?

All commissioners agreed to cancel December meeting.

ADJOURNMENT

There was a motion by Commissioner Amdahl and seconded by Commissioner Baskins to adjourn the meeting. The motion passed. The Brooklyn Center Housing Commission adjourned at 8:35 p.m.

Chairman

10d. ORDINANCE NO. 2019-01 AMENDING CHAPTER 1 AND 35 OF THE CITY CODE OF ORDINANCES REGARDING BEEKEEPING

Ms. Meg Beekman presented this agenda item, related to the issue of bee keeping in the City of Brooklyn Center, to allow up to four hives in the R1 and R2 Zoning Districts. She reviewed requirements for bee keepers and registration of bees, as well as the application process. She added it is not anticipated that no extra staffing will be needed.

Councilmember Graves requested clarification regarding inspection and certification. Ms. Beekman stated inspections would be conducted by City Staff, according to the City's licensing procedures. She added the City of Brooklyn Park has an active bee keeping Ordinance, after which the proposed Ordinance was modeled. She noted the inclusion of a requirement that bee keeper must participate in an instructional class presented by the University of Minnesota.

Councilmember Graves asked whether there is a cost related to certification. Ms. Beekman stated an application and fee of \$75 is required, as well as registration in the U of M bee keeping class.

Councilmember Graves noted that the Housing Commission did not recommend a registration process for chickens. She asked whether there is the potential difference between these two types of licenses.

Ms. Beekman stated the Housing Commission recommended a registration policy for bees as well as notification for neighbors in case of a medically documented allergy. She added that will not be a problem with chickens.

Councilmember Ryan expressed his support of the proposed Ordinance. He asked whether the application fee will cover administrative costs. Ms. Beekman stated the registration fee would defer processing time spent by City staff. She added the certification process would not be administered by the City.

Mayor Elliott asked whether residents who are already keeping bees will be grandfathered in to this process. Mr. Boganey stated, in cases like this, when the City Council is considering new regulations, the requirements will also be applied to any resident who is already participating in the regulated activity.

Ms. Beekman stated any residents who are already keeping bees will be notified that they must be registered and certified. Mr. Gilchrist agreed, adding it is always difficult to enforce a grandfather clause.

Councilmember Ryan moved and Councilmember Graves seconded to adopt ORDINANCE NO. 2019-01 Amending Chapter 1 and 35 of the City Code of Ordinances Regarding Bee Keeping and calling for a public hearing and second reading to be held on February 11, 2019.

Motion passed unanimously.

COUNCIL ITEM MEMORANDUM

DATE: 2/11/2019

TO: Curt Boganey, City Manager

THROUGH: Meg Beekman, Community Development Director

FROM: Jesse Anderson, Deputy Director of Community Development

SUBJECT: A Public Hearing and Resolution Approving the Projected Use of Funds for the 2019 Urban Hennepin County Community Development Block Grant Program and Authorizing Signature of a Subrecipient Agreement with Hennepin County

Requested Council Action:

- *Motion to open public hearing, take public comment, and close public hearing*
- *Motion to approve a resolution approving the projected use of funds for the 2019 Urban Hennepin County Community Development Block Grant program and authorizing signature of a subrecipient agreement with Hennepin County*

Background:

It is recommended that the City Council conduct the Public Hearing and accept input from the public regarding use of funds for 2019 Urban Hennepin County Community Development Block Grant Program. Staff has prepared a resolution allocating funds as discussed at the January 14, 2019, work session.

Home Ownership/Down Payment Assistance would be a newly funded program. If the Council would like to make adjustments to the resolution, staff will revise the resolution for approval at the February 25, 2019 Council Meeting.

CDBG funds are provided by the U.S. Department of Housing and Urban Development (HUD) to help with community development activities that benefit low and moderate income persons. The funds are primarily intended for bricks and mortar improvements, as opposed to public service activities.

Hennepin County receives CDBG funds directly from HUD as part of a consolidated pool of funds, which is administered on behalf of participating suburban Hennepin County communities. Bloomington, Eden Prairie, Minnetonka and Plymouth do not participate in the consolidated pool and receive CDBG funds directly from HUD. Brooklyn Center is considered a Direct Allocation City and is a sub-recipient of the funds through Hennepin County.

CDBG Statutory and Administrative Requirements

The Federal Authorizing Statute for the CDBG program requires that each funded CDBG activity meet one of three national objectives:

1. Benefiting low income persons
2. Preventing or eliminating slums and/or blight
3. Meeting urgent community needs.

The Federal Law also specifies that each recipient receiving funds must insure at least 70 percent of the CDBG expenditures during the program year be used for activities benefiting low and/or very low income persons. Each city must meet this requirement at the local level.

As part of the administration of the CDBG funds, Hennepin County adopts a 5-year funding plan, which further defines the goals of the program and clarifies what activities are eligible for funding. These include:

1. Preserving and creating multifamily rental housing
2. Preserving and creating single-family home ownership
3. (Public Service funds) Supporting agencies that provide public education and outreach services for job training, homelessness prevention, fair housing, financial literacy, emergency assistance, domestic abuse shelter and counseling, senior centers, senior services, at-risk youth counseling, youth activities and transportation services
4. Improved community facilities and infrastructure
5. Neighborhood revitalization

2019-2020 CDBG Allocation

We do not yet know the exact amount of CDBG allocation for the 2019-2020 cycle. Therefore, we have been advised by Hennepin County to use the estimate of \$257,550 for the purposes of determining the allocation of funds. However, this allocation amount could be adjusted once HUD provides final amounts. Hennepin County receives the lump sum from HUD and determines the allocation among the participating cities based on a formula that takes into account population and need.

Proposed Funding Allocation Programs

Code Enforcement and Neighborhood Revitalization - The City's foreclosure and vacant property rate continues to decline. The Code Enforcement Program has been a highly effective tool to ensure property maintenance and to fight neighborhood blight. The Vacant Building Program has been highly successful. Staff does not recommend reducing efforts towards code enforcement strategies. That being said, it may be appropriate to reallocate some CDBG funds back towards their core purpose, given the limited use of the funds; however, this would have a direct effect on the General Fund. Due to the split calendar of the funding cycle, the first half of 2019 has already been allocated. This means that any adjustment to the 2019-2020 CDBG allocation in relation to code enforcement would only affect the 2020 General Fund Budget.

Housing Rehab Program - As CDBG funds are the only source of funding to maintain the City's existing single family housing stock, it is recommended that additional CDBG funds be made available for this purpose. This program provides forgivable loans to low and moderate income residents to fix-up their homes.

Down Payment/Home Buyer Assistance - Richfield and Golden Valley are in the process of allocating a portion of CDBG funds towards a down payment assistance program to support low and moderate income families to purchase homes in the community. It is recommended that Brooklyn Center allocate CDBG funds for a similar program to support families with purchasing homes in the community. The funds could be paired with the newly offered home ownership classes.

Specific requirements relating to the Down Payment Assistance program will be brought back to City Council

at a later date. Future discussion items will include:

- Minimum and Maximum amounts for assistance
- Terms for the funds such as 5 or 10 year forgivable loan
- Current Residency requirements
- First time home buyer requirements
- Buyer's minimum investment
- Acceptable 1st mortgages
- Types of properties eligible

Public Hearing

The attached Public Hearing notice was published in the January 31, 2019 edition of the Brooklyn Center Sun Post newspaper. Hennepin County requires a Public Hearing be held regarding the use of CDBG funds. Further, the 2019 CDBG programs must be submitted to Hennepin County by February 28, 2019. Funding for the 2019 CDBG program would be made available by July 1, 2019 and CDBG funds must be spent no later than July 1, 2020.

Resolution

A resolution has been prepared for City Council's consideration to approve the 2019 CDBG program. Total preliminary City Allocation for CDBG Program Year 2019 is estimated \$257,550. The following allocation is based on the work session discussion.

CDBG Activity	City Council Requested Allocation
City of Brooklyn Center Neighborhood Stabilization/Code Enforcement	\$75,000 (2019 Reimbursement)
Home Rehabilitation Program	\$132,550
Down Payment/Home Buyer Assistance	\$50,000
Total CDBG Funds	\$257,550

The resolution included with this memorandum also authorizes signature of a Subrecipient Agreement, which is the agreement between Hennepin County and the City of Brooklyn Center relative to CDBG funds. This agreement is a standardized agreement developed by Hennepin County and will be submitted after approval of the City's 2019 CDBG program.

Attachments

- Resolution
- Public Hearing Notice
- 1-14-2019 Council Work session Memo

Budget Issues:

CDBG funds are exclusively federal dollars.

The Cities 2019 Budget includes CDBG grant funds for Code Enforcement Activity. With \$75,000 allocated

for Code Enforcement from the 2019-2020 CDBG funds, all code enforcement allocated funds will be expended in 2019.

Strategic Priorities and Values:

Resident Economic Stability, Safe, Secure, Stable Community

Member
adoption:

introduced the following resolution and moved its

RESOLUTION NO. _____

RESOLUTION APPROVING PROJECTED USE OF FUNDS FOR 2019 URBAN
HENNEPIN COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM, AUTHORIZING SIGNATURE OF SUBRECIPIENT AGREEMENT
WITH HENNEPIN COUNTY

WHEREAS, the City of Brooklyn Center, through execution of a Joint Cooperation Agreement with Hennepin County, is cooperating in the Urban Hennepin County Community Development Block Grant (CDBG) Program; and

WHEREAS, the City of Brooklyn Center has developed a proposal for the use of Urban Hennepin County CDBG funds made available to it; and

WHEREAS, the City of Brooklyn Center held a Public Hearing on February 11, 2019 to obtain the view of citizens on housing and community development needs and priorities and the City's proposed use of **\$257,550** from the 2019 Urban Hennepin County Community Development Block Grant; and

WHEREAS, the City of Brooklyn Center, through execution of a Joint Cooperation Agreement with Hennepin County, is a Subrecipient community in the Urban Hennepin County Community Development Block Grant Program; and

WHEREAS, pursuant to the Subrecipient Agreement between the City of Brooklyn Center and Hennepin County, the City agrees to assume certain responsibilities for the utilization of Community Development Block Grant funds; and

WHEREAS, a notice to solicit public comment was published and comments were solicited for a period of 10 days, ending on February 11, 2019.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Center that it approves the following project(s) for funding from the 2019 Urban Hennepin County Community Development Block Grant Program and authorizes submittal of the proposal to Urban Hennepin County.

<u>Project</u>	<u>Budget</u>
City of Brooklyn Center Neighborhood Stabilization/Code Enforcement Activity	\$75,000
Home Rehabilitation Program (Rehabilitation of Private Property)	\$132,550
Housing Purchase Assistance	\$50,000

BE IT FURTHER RESOLVED, that the City Council hereby authorizes and directs the Mayor and its' City Manager to execute the Subrecipient Agreement and any required Third Party Agreement on behalf of the City to implement the 2019 Community Development Block Grant Program.

BE IT FURTHER RESOLVED, that should the actual amount of FY2019 CDBG available to the city be different from the preliminary amount provided to the City, the City Council hereby authorizes the city manager to adjust the following activity budget(s) at this rate:

<u>Project</u>	<u>Budget Adjustment</u>
City of Brooklyn Center Neighborhood Stabilization/Code Enforcement	0%
Activity	
Home Rehabilitation Program (Rehabilitation of Private Property)	100%
Housing Purchase Assistance	0%

Date

Mayor

ATTEST: _____
City Clerk

The motion for the adoption of the foregoing resolution was duly seconded by member

and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

**NOTICE OF PUBLIC HEARING
CITY OF BROOKLYN CENTER
2019 URBAN HENNEPIN COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

Notice is hereby given that the City of Brooklyn Center in cooperation with Hennepin County, pursuant to Title I of the Housing and Community Development Act of 1974, as amended, is holding a Public Hearing on February 11, 2019, at 7 p.m. or as soon thereafter as the matter may be heard, at the Brooklyn Center City Hall, 6301 Shingle Creek Parkway, Brooklyn Center, Minnesota.

The Public Hearing is about the housing and community development needs and the City's proposed use of the estimated 2019 Urban Hennepin County Community Development Block Grant Program planning allocation of \$257,550. The Public Hearing is being held pursuant to MS 471.59.

The City of Brooklyn Center is proposing to undertake the following activities with 2019 Urban Hennepin County CDBG funds starting on or about July 1, 2019.

<u>Activity</u>	<u>Budget</u>
Rehab of Private Property	\$132,550
Neighborhood Revitalization	\$75,000
Housing Purchase Assistance	\$50,000

For additional information about the priorities, proposed activities, level of funding and program performance, contact the City of Brooklyn Center at 763-569-3300 or the Hennepin County Housing Department at 612-348-2205.

Auxiliary aids for persons with disabilities are available upon request at least 96 hours in advance. Please contact the City Clerk at 763-569-3300 to make arrangements.

MEMORANDUM - COUNCIL WORK SESSION

DATE: 1/14/2019

TO: Curt Boganey, City Manager

THROUGH: Meg Beekman, Community Development Director

FROM: Jesse Anderson, Deputy Director of Community Development

SUBJECT: Community Development Block Grant Funding Allocation Discussion

Recommendation:

- It is recommended that the City Council consider providing direction to staff regarding the Community Development Block Grant (CDBG) funding allocations.

Background:

City Staff is seeking direction from the City Council on the allocation of 2019-2020 Community Development Block Grants (CDBG) funds.

CDBG funds are provided by the U.S. Department of Housing and Urban Development (HUD) to help with community development activities that benefit low and moderate income persons. The funds are primarily intended for bricks and mortar improvements, as opposed to public service activities.

Hennepin County receives CDBG funds directly from HUD as part of a consolidated pool of funds, which is administered on behalf of participating suburban Hennepin County communities. Boomington, Eden Prairie, Minnetonka and Plymouth do not participate in the consolidated pool and receive CDBG funds directly from HUD. Brooklyn Center is considered a Direct Allocation City and is a sub-recipient of the funds through Hennepin County.

CDBG Statutory and Administrative Requirements

The Federal Authorizing Statute for the CDBG program requires that each funded CDBG activity meet one of three national objectives:

1. Benefiting low income persons
2. Preventing or eliminating slums and/or blight
3. Meeting urgent community needs.

The Federal Law also specifies that each recipient receiving funds must insure at least 70 percent of the CDBG expenditures during the program year be used for activities benefiting low and/or very low income persons. Each city must meet this requirement at the local level.

As part of the administration of the CDBG funds, Hennepin County adopts a 5-year funding plan, which further defines the goals of the program and clarifies what activities are eligible for funding. These include:

1. Preserving and creating multifamily rental housing
2. Preserving and creating single-family home ownership
3. (Public Service funds) Supporting agencies that provide public education and outreach services for job training, homelessness prevention, fair housing, financial literacy, emergency assistance, domestic abuse shelter and counseling, senior centers, senior services, at-risk youth counseling, youth activities and transportation services

4. Improved community facilities and infrastructure
5. Neighborhood revitalization

Because Hennepin County is responsible for the monitoring and reporting of the CDBG funds, the County oversees the use of funds within the consolidated pool. Cities that wish to diverge from the typical use of funds must seek permission from the County. One example of this is the City of Brooklyn Center's Code Enforcement Program, which is partially funded with CDBG dollars. In 2009, the City was experiencing unprecedented foreclosure rates and vacant properties, resulting in an increase in neighborhood blight. The City approached Hennepin County and worked with them to design a program which would address the issue while meeting the requirements for the use of CDBG.

Prior to 2018, cities were allowed to allocate up to 15 percent of their CDBG funding to public services. While Brooklyn Center regularly did so, other communities chose not to. In addition, the reporting requirements for the funds are onerous, and the County determined that it would be easier to pool the public service allocation and administer the distribution of those funds internally. Each city is now asked to send a representative to a committee, which reviews public service funding requests and makes a determination as a whole as to which public service organizations get funding and how much.

Previous CDBG Allocation

CDBG funding allocations run from July 1st-June 30th each year. The 2018-2019 CDBG funding round was allocated by the City Council in February 2018 and is set through June 30, 2019. The funding was allocated as follows:

2018 CDBG Amount	Allocation determination	Program
\$150,000	\$150,000	Code Enforcement and Neighborhood Revitalization
15%	15%	15% to public service funds required by Hennepin County
\$86,300	Remaining	The remaining funds were allocated to the Hennepin County Home rehab program.

The use of the funds is limited and most cities utilize CDBG to fund their housing rehab programs. These are programs that provide deferred/forgivable loans to low income home owners to make needed repairs and maintenance to their homes. For communities with an aging housing stock, this is the only source of funds available to assist with the maintenance and upkeep of homes.

Brooklyn Center has allocated roughly \$85,000 annually to a housing rehab program. The funds assist 5-6 households annually. There is currently a waiting list of 23 people waiting for when additional funds become available.

Brooklyn Center has allocated \$150,000 of funds towards supporting the Code Enforcement and Neighborhood Revitalization Program since 2009. While these funds do not cover the full cost of the program, they supplement the City's use of General Fund dollars.

2019-2020 CDBG Allocation

We do not yet know the exact amount of CDBG allocation for the 2019-2020 cycle. Therefore, we have been advised by Hennepin County to use the estimate of \$257,550 for the purposes of determining the allocation of funds. However, this allocation amount could be adjusted once HUD provides final amounts. Hennepin County receives the lump sum from HUD and determines the allocation among the participating cities based on a formula that takes into account population and need.

City	Public Services 15% Set-aside	Estimated 2019 Direct Allocation
Brooklyn Center	\$45,450	\$257,550
Brooklyn Park	\$69,600	\$394,400

Edina	\$22,650	\$128,350
Hopkins	\$23,700	\$134,300
Maple Grove	\$28,500	\$161,500
Minnetonka	\$23,250	\$131,750
New Hope	\$16,350	\$92,650
Richfield	\$33,900	\$192,100
St. Louis Park	\$27,450	\$155,550
	\$290,850	\$1,648,150

Funding Allocation Options

Code Enforcement and Neighborhood Revitalization - The City's foreclosure and vacant property rate continues to decline. The Code Enforcement Program has been a highly effective tool to ensure property maintenance and to fight neighborhood blight. The Vacant Building Program has been highly successful. Staff does not recommend reducing efforts towards code enforcement strategies. That being said, it may be appropriate to reallocate some CDBG funds back towards their core purpose, given the limited use of the funds; however, this would have a direct effect on the General Fund. Due to the split calendar of the funding cycle, the first half of 2019 has already been allocated. This means that any adjustment to the 2019-2020 CDBG allocation in relation to code enforcement would be split between two budget years.

Housing Rehab Program - As CDBG funds are the only source of funding to maintain the City's existing single family housing stock, one option would be to increase the allocation of CDBG funds to this use.

Down Payment Assistance - Richfield and Golden Valley are in the process of allocating a portion of CDBG funds towards a down payment assistance program to support low and moderate income families to purchase homes in the community. Brooklyn Center could consider a similar program and pair it with the newly offered home ownership classes.

Direct affordable apartment assistance - Brooklyn Park offers a program that supports existing naturally occurring affordable multi-family buildings with maintenance and rehab. One challenge with this program is that the cost of rehabilitation is generally quite high, which limits the use of the funds to one or two properties a year.

Scattered site acquisition/rehab - The scattered site acquisition is done in New Hope. It is similar to the City's previous buy and replace program. It allows for the purchase and renovation or demo of a blighted structure, which is then sold to a low/moderate income household. The individual cost per unit is high, minimizing the impact of this program.

Infrastructure improvements - These are physical improvements to community or public facilities that are utilized by low and moderate income residents. Some cities have use CDBG funds to purchase play ground equipment or make other physical improvements. One challenge with the use of CDBG funds in this manner is that it triggered Federal Fair Wage standards, which require a significant amount of reporting and paperwork, often making the small scale improvements more work than the value of the funding being used.

Attachments

- CDBG Funding History
- Housing Rehab Program Information
- Code Enforcement Focus Areas
- Richfield's Home Buyer Program Information

Policy Issues:

The 2019 CDBG funding year is from July 1, 2019 to June 30, 2020. The approved 2019 budget includes \$150,000 grant funds for Code Enforcement. Of that, \$75,000 is allocated from 2018 CDBG funds and the other \$75,000 was anticipated to be funded by 2019 CDBG funds. Therefore, the 2019 funding would require a minimum of \$75,000 allocated to Code Enforcement Activities.

Does the city Council want to continue with the same funding as previous year?

Are there any other programs or areas that city staff should research?

Does the City Council want staff to move forward with one or more of the options provided in the memo?

Strategic Priorities and Values:

Safe, Secure, Stable Community

Funding Year	Initial Budget	Adjusted	H.O.M.E./ SCS	CEAP	Home Line	Avenues for Homeless Youth	Timber bay	Neighborhood Stabilization/ Code Enforcement Initiatives	Hennepin County Rehab Funds	Shingle Creek Towers
2018*	\$236,300	\$236,300	*	*	*	*		\$150,000	\$86,300	
2017	\$255,616	\$261,243	\$8,710	\$8,710	\$8,710	\$8,710		\$150,000	\$76,403	
2016	\$258,779	\$259,455	\$7,829	\$7,829	\$7,829	\$7,829	\$7,500	\$150,000	\$70,639	
2015	\$243,462	\$258,779	\$10,000	\$10,000	\$9,019	\$7,500		\$150,000	\$72,260	
2014	\$239,249	\$243,462	\$12,500	\$12,500	\$7,387	\$3,500		\$150,000	\$57,575	
2013	\$211,641	\$239,249	\$12,500	\$12,500	\$6,740			\$150,000	\$57,509	
2012	\$170,294	\$211,641	\$14,603	\$10,476	\$6,666			\$150,000	\$29,896	
2011	\$203,588	\$170,294	\$11,710	\$8,364	\$5,436			\$125,474	\$19,310	
2010	\$188,965	\$203,588	\$15,150	\$9,410	\$3,785			\$164,623	\$10,620	
2009	\$186,215	\$188,965	\$15,150	\$9,285	\$3,500			\$150,000	\$11,030	
2008	\$186,968	\$186,215	\$17,318	\$10,614				\$50,000 Amended by Council	\$158,283 \$108,283 Amended by Council	
2007	\$193,749	NA	\$17,947	\$11,115					\$164,687	
2006	\$195,019	NA	\$18,135	\$11,115					\$165,769	
2005	\$199,764	NA	\$18,480	\$11,340					\$169,944	
2004	\$239,029	NA	\$22,000	\$13,500					\$203,529	
2003	\$234,516	NA	\$22,000	\$13,000					\$24,516	\$175,000

*2018 CDBG allocation doesn't include 15% Public service fees as Hennepin County Directly distributed the funds.



HENNEPIN COUNTY REHABILITATION LOAN PROGRAM

PROGRAM DESCRIPTION CITY OF BROOKLYN CENTER

The owners of single-family, owner-occupied properties (including duplexes) may be able to receive housing rehabilitation assistance in the city of Brooklyn Center provided that funds are available and that the household meets eligibility requirements.

The funds are available in the form of a deferred loan- no monthly payments – secured by a lien (in the form of a mortgage) against the property for a period of fifteen years. If the property is sold, or title conveyed or transferred, or if the property ceases to be the permanent residence of the borrower, the amount borrowed must be repaid. In certain cases, interest must also be paid.

Households (including everyone living in the home) must have incomes which do not exceed 80% of area median as adjusted for family size (see Table 1 below). Households with incomes at or below 50% of area median are eligible for the interest free loan. Households with incomes between 51% and 80% of area median have loans which are subject to interest. Every year for the first ten years of the lien the amount owed is increased by 3% of the initial loan amount. For example, a household borrowing \$10,000 would have the amount owed increased by \$300 each year so, after ten years, the amount owed would be \$13,000. Alternating financing is also available for the households between 51% and 80% of area median income.

Household Size	50% of median income (interest free loans)	80% of area median income (subject to 3% annual simple interest)
1 person	\$33,050	\$50,350
2 persons	\$37,750	\$57,550
3 persons	\$42,450	\$64,750
4 persons	\$47,150	\$71,900
5 persons	\$50,950	\$77,700
6 persons	\$54,700	\$83,450
7 persons	\$58,500	\$89,200
8 persons	\$62,250	\$94,950

In order to be eligible for assistance, the following criteria must be met.

- Funds have to be available
- All required application materials must be submitted
- Household income cannot exceed 80% of area median income
- Household income must be adequate to support the monthly expenses of the household
- Borrowers must be current on federal income tax payments or be able to demonstrate that they are current on an IRS approved payment schedule

- Borrowers must be current on property tax statements or have entered into a Confession of Judgment with the County and be current on the payment schedule
- Borrowers must have a reasonable credit history
- Borrowers must own and occupy the home as their principal place of residence and must have a recordable interest in the property (be willing and able to sign the mortgage which will be recorded against the title)
- Borrowers must accept a fifteen-year lien against title to their home
- There should be enough equity in the property so that the CLTV (combined loan to value or the total of all liens and mortgages against the property – including that associated with this loan) does not exceed 95% of the EMV (estimated market value as it appears on the Property Tax Statement)
- If the property is in a flood zone it must be properly insured

The maximum loan \$30,000 but the actual amount may be less to ensure that the CLTV does not exceed 95%. Funds are rarely, if ever, paid directly to the Borrower.

Once a Borrower's eligibility has been determined, staff from Hennepin County will arrange to schedule an appointment to carry out a property inspection to establish, with the help of the Borrower, the improvements and repairs that are eligible and necessary. If the house was built before 1978, an assessment of lead-based paint hazards must also be carried out by Hennepin County staff. If children under the age of six live in or frequently visit the property, Borrowers may also be eligible for a small loan which will contribute towards the cost of any work needed to deal with any lead-based paint hazards. A Scope of Work will be prepared and the homeowner will use the Scope to secure at least two bids for the proposed improvements. A contractor or contractors will be selected and contracts will be executed by the homeowner and the contractor(s). Whenever a payment is requested, for partial or final completion of work, the homeowner must sign a certificate authorizing payment and the work must be inspected and approved by all appropriate parties. The contractor is paid directly by Hennepin County.

If you have any questions, please contact Linda Lee at linda.lee3@hennepin.us or 612-348-8955.

Loan terms are subject to change.



Hennepin County Rehabilitation Loan Program

Service Areas and Specific Terms

CITY	Maximum Loan Amount	Combined Loan-to-Value to Not Exceed	HOUSEHOLD INCOME BELOW 50% AMI	HOUSEHOLD INCOME 51% to 80% AMI
Brooklyn Park	\$15,000	NONE	• 10 year deferred loan • No interest • No monthly payment	• 10 year deferred loan • 3% simple interest • No monthly payment
Minnetonka	\$15,000	95%	• 10 year deferred loan • No interest • No monthly payment	• 10 year deferred loan • 3% simple interest • No monthly payment
Hopkins	\$25,000	100%	• 15 year deferred loan • No interest • No monthly payment	• 15 year deferred loan • 3% simple interest (first 10 years) • No monthly payment
Brooklyn Center	\$30,000	95%	• 15 year deferred loan • No interest • No monthly payment	• 15 year deferred loan • 3% simple interest (first 10 years) • No monthly payment
Consolidated Pool Cities*		95%		
Maple Grove		95%		
New Hope		95%		
St. Louis Park		95%		
Richfield	\$30,000	95%	• 30 year deferred loan • No interest • No monthly payment	• 30 year deferred loan • 3% simple interest (first 10 years) • No monthly payment

*Consolidated Poor Cities include: Champlin, Corcoran, Crystal, Dayton, Deephaven, Excelsior, Golden Valley, Greenfield, Greenwood, Hanover, Hassan, Independence, Long Lake, Loretto, Maple Plain, Medicine Lake, Medina, Minnetrista, Mound, Orono, Osseo, Robbinsdale, Rockford, Rogers, St. Anthony, St. Bonifacius, Shorewood, Spring Park, Tonka Bay, and Wayzata.

			HOUSEHOLD INCOME BELOW 50% AMI AND EMV IS BELOW MHFA HOME COST LIMIT OF \$328,200	HOUSEHOLD INCOME 51% to 80% AMI OR EMV IS ABOVE MHFA HOME COST LIMIT OF \$328,200
Edina	\$30,000	95%	• 15 year deferred loan • No interest • No monthly payment	• 15 year deferred loan • 3% simple interest (first 10 years) • No monthly payment

OUTSTANDING LOANS: Brooklyn Center, Consolidated Pool Cities, Edina, Maple Grove, Minnetonka, New Hope, St. Louis Park – These cities have a five year term on when households can be eligible to participate in the program again (five years from date of repayment agreement).

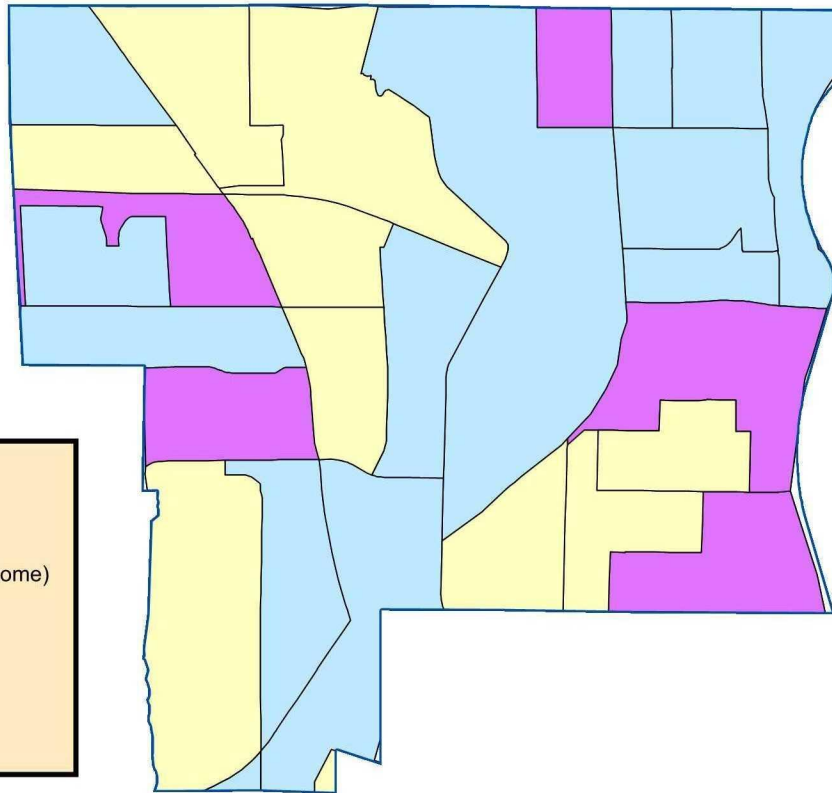
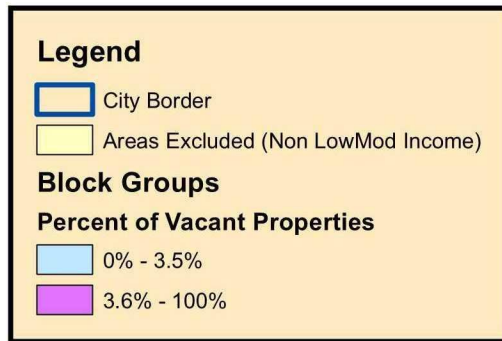
Hopkins and Minnetonka – In order to be eligible to participate in the program, a household cannot have an outstanding loan from the city's rehabilitation loan program.

Brooklyn Park – There is a limit of one loan per lifetime. There is an exception when it comes to repairs.

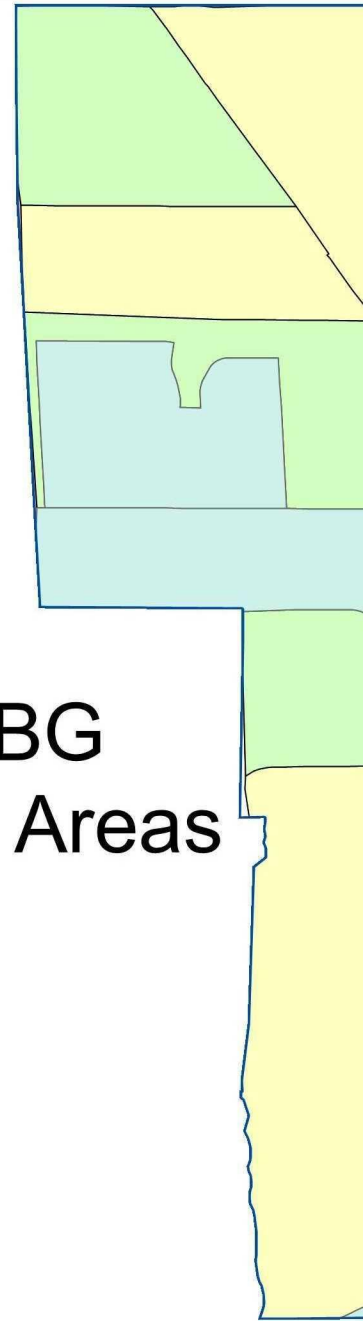
CDBG Code Enforcement Focus Area De

2014 - City of Brooklyn Center

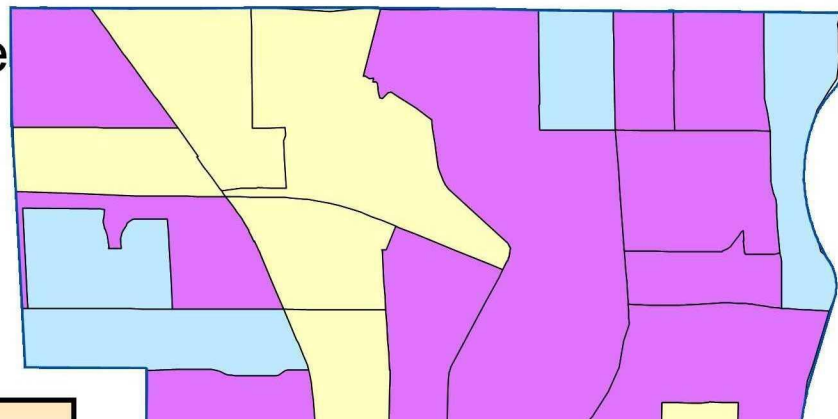
2014 Vacant
Property Rate



CDBG
Focus Areas



2014 Property Code
Violation Rate





RICHFIELD RENTERS:

Get downpayment assistance up to \$10,000 to buy your first home in Richfield!

About the Loan

Up to \$10,000 towards the purchase of a home
0% interest, no payments
Loan is forgiven after 10 years living in the home
Pro-rated repayment if sold within the first 10 years

Who Is Eligible

Current Richfield renters who have not owned a home in the past 3 years
Households must meet income limits
Have obtained mortgage pre-qualification from an approved lender
Maximum non-retirement assets of \$25,000
Buyer will contribute at least \$1,000 of their own funds towards the down payment
Must apply before executing a Purchase Agreement
Completion of Home Stretch First Time Home Buyers Course prior to closing

Household Size	Total Household Income Limit
1	\$50,350
2	\$57,550
3	\$64,750
4	\$71,900
5	\$77,700
6	\$83,450
7	\$89,200



Contact a Richfield Housing Specialist for full guidelines and more information:
612-861-8778 or housespecialist@richfieldmn.gov

Community Development Block Grant Funding Allocation



City Council Worksession, January 14, 2019
Meg Beekman, Community Development Director

CDBG Overview

- City Staff is seeking direction from the City Council on the allocation of 2019-2020 funds
- CDBG funds are provided by the U.S. Department of Housing and Urban Development (HUD)
- The funds are for community development activities that benefit low and moderate income persons
- The funds are primarily intended for bricks and mortar improvements, as opposed to public service activities
- Hennepin County receives CDBG funds directly from HUD
- Brooklyn Center is considered a Direct Allocation City and is a sub-recipient of the funds through Hennepin County.



CDBG Statutory and Administrative Requirements

- The Federal Statute for the CDBG program requires that each activity meet one of three national objectives:
 - Benefiting low income persons
 - Preventing or eliminating slums and/or blight
 - Meeting urgent community needs
- 70 percent of the CDBG expenditures must be used for activities benefiting low and/or very low income persons.



3

Hennepin County 5-Year Plan

- Hennepin County adopts a 5-year funding plan, which further defines the goals of the program and eligible activities:
 - Preserving and creating multifamily rental housing
 - Preserving and creating single-family home ownership
 - (Public Service funds) Supporting agencies that provide public education and outreach services for job training, homelessness prevention, fair housing, financial literacy, emergency assistance, domestic abuse shelter and counseling, senior centers, senior services, at-risk youth counseling, youth activities and transportation services
 - Improved community facilities and infrastructure
 - Neighborhood revitalization



4

Background

- Hennepin County administers CDBG funds on behalf of HUD
- Cities that wish to diverge from the typical use of funds must seek permission from the County
- Prior to 2018, cities were allowed to allocate up to 15 percent of their CDBG funding to public services.
- In 2018 the County determined that it would be easier to pool the public service allocation and administer the distribution of those funds internally
 - Each city is now asked to send a representative to a committee, which reviews public service funding requests



5

Previous CDBG Allocations

- CDBG funding allocations run from July 1st-June 30th each year.
- The 2018-2019 CDBG funding round was allocated by the City Council in February 2018 and is set through June 30, 2019

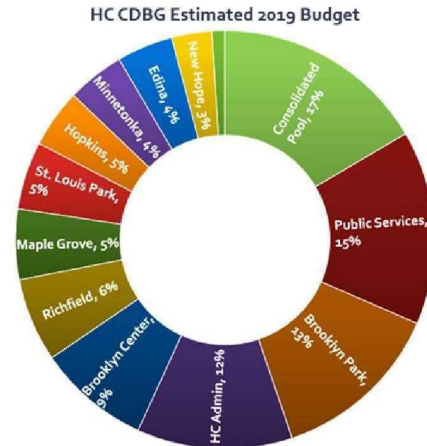
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\$150,000	\$150,000	Code Enforcement and Neighborhood Revitalization
15%	15%	15% to public service funds required by Hennepin County
\$86,300	Remaining	The remaining funds were allocated to the Hennepin County Home rehab program.



6

2019-2020 Allocation

- Hennepin County estimate of \$257,550
- This allocation amount adjusted once HUD provides final amounts
- Hennepin County receives the lump sum from HUD and determines the allocation among the participating cities based on a formula that takes into account population and need



7

Funding Allocation Options

- Code Enforcement and Neighborhood Revitalization
 - The City's foreclosure and vacant property rate continues to decline
 - The Code Enforcement Program has been a highly effective tool to ensure property maintenance and to fight neighborhood blight
 - Staff does not recommend reducing efforts towards code enforcement strategies
 - It may be appropriate to reallocate some CDBG funds back towards their core purpose, given the limited use of the funds;
 - This would have a direct effect on the General Fund.



8

Funding Allocation Options

- Housing Rehab Program
 - CDBG funds are the only source of funding to maintain the single family housing stock
 - It may be helpful to increase the allocation of CDBG funds to this use
- Down Payment Assistance
 - Richfield and Golden Valley are in the process of allocating CDBG funds for down payment assistance program
 - Brooklyn Center could consider a similar program and pair it with the newly offered home ownership classes



9

Funding Allocation Options

- Direct affordable apartment assistance –
 - Brooklyn Park offers a program that supports naturally occurring affordable multi-family buildings with maintenance and rehab.
 - One challenge with this program is that the cost of rehabilitation is generally quite high, which limits the use of the funds to one or two properties a year
- Scattered site acquisition/rehab
 - Similar to the City's previous buy and replace program
 - It allows for the purchase and renovation or demo of a blighted structure, which is then sold to a low/moderate income household
 - The individual cost per unit is high, minimizing the impact of this program



10

Funding Allocation Options

- Infrastructure improvements
 - These are physical improvements to community or public facilities that are utilized by low and moderate income residents
 - Some cities have used CDBG funds to purchase play ground equipment or make other physical improvements
 - One challenge is that it triggers Federal Fair Wage standards, which require a significant amount of reporting and paperwork, often making the small scale improvements more work than the value of the funding



11

Policy Issues

- The 2019 CDBG funding year is from July 1, 2019 to June 30, 2020.
- The approved 2019 budget includes \$150,000 grant funds for Code Enforcement.
 - Of that, \$75,000 is allocated from 2018 CDBG funds and the other \$75,000 was anticipated to be funded by 2019 CDBG funds.
 - Therefore, the 2019 funding would require a minimum of \$75,00 allocated to Code Enforcement Activities to maintain current GF



12

Policy Issues

- Does the City Council want to continue with the same funding as previous year?
- Are there any other programs or areas that city staff should research?
- Does the City Council want staff to move forward with one or more of the options provided in the memo?
- The 2019 funding allocation must be approved by City Council Resolution by the end of February.



COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING ALLOCATION DISCUSSION

Community Development Director Beekman reviewed Community Development Block Grant (CDBG) funding allocation for 2019-2020, for which a City resolution must be submitted to Hennepin County in February 2019. She added the CDBG funds are allocated to Hennepin County by the Department of Housing and Urban Development (HUD) and distributed by the County to participating suburban cities. She added a resolution is required on an annual basis to approve receipt of CDBG funding.

Ms. Beekman stated a public allocation is determined by the County for administration and distribution of CDBG funds within each city. She added the proposed resolution is based on an anticipated allocation of \$257,550 for 2019-2020. She noted this figure can be adjusted, and the County provides a list of eligible programs or uses for the funding, including Code enforcement and neighborhood revitalization, including the Housing Rehabilitation Program.

Ms. Beekman requested the City Council's consideration of programs or areas for potential funding that can be researched or reviewed by City Staff, as reviewed in the Staff memo.

Councilmember Ryan stated CDBG funding should not be used to support the 15-year Capital Improvement Plan. He added the City's Remove and Rebuild Program is funding through the City's Tax Increment Financing (TIF) districts.

Councilmember Butler asked how many residents were served in 2018-2019 by CDBG funding related to housing, and whether the entire amount can be used for housing improvements. She added Ms. Beekman had mentioned there is a waiting list with 23 residents. Ms. Beekman stated funding is set aside for qualified applicants, and an inspection is required. She added the applicant can decide how to use the funds, after which the remaining funding goes back to the pool. She noted the program serves approximately 5-8 households on an annual basis.

Mayor Elliot stated a portion of the total funding could be allocated for Code Enforcement activities as well.

Councilmember Graves stated she would not recommend an amended budget. She added she would support a down payment system. Councilmember Butler agreed, as many residents have expressed a desire to be homeowners and she is glad the City started that system. She added she is in favor of using the funds for housing rehabilitation, and perhaps something new outside, but not playground equipment.

Councilmember Ryan stated he appreciates Councilmembers Butler's and Graves' comments, but much greater funding would be required to address home maintenance and improvement, as well as down payment assistance. He added it is important to determine which would provide the most benefit for residents.

Mayor Elliott stated he would like to see funds allocated to areas other than home rehabilitation and down payment assistance. He requested cost vs. impact analysis on from City Staff on potential funding areas that would provide the most impact and benefit, as well as any negative impact that could result from redirecting funding away from Code enforcement.

COUNCIL ITEM MEMORANDUM

DATE: 2/11/2019

TO: Curt Boganey, City Manager

THROUGH: Dr. Reggie Edwards, Deputy City Manager

FROM: Barb Suciu, City Clerk

SUBJECT: Resolution Appointing Brooklyn Center Representatives to Executive Committee and/or Board of Directors of the Brooklyn Bridge Alliance for Youth, Hennepin Recycling Group, Local Government Information Systems, Minneapolis Northwest Convention & Visitors Bureau, North Metro Mayors Association, Northwest Suburbs Cable Communications Commission, Pets Under Police Security, and Twin Lake Joint Powers Organization

Requested Council Action:

- Motion to approve a resolution appointing Brooklyn Center Representatives to Executive Committee and/or Board Directors of the Brooklyn Bridge Alliance for Youth, Hennepin Recycling Group, Local Government Information Systems, Minneapolis Northwest Convention & Visitors Bureau, North Metro Mayors Association, Northwest Suburbs Cable Communications Commission, Pets Under Police Security, and Twin Lake Joint Powers Organization

Background:

The City of Brooklyn Center has entered into several Joint and Cooperative Agreements with various organizations. Each of the joint powers agreements have been reviewed and the organizations whose agreements provide that appointment of directors be made by the governing body or by City Council resolution have been identified.

Some of the agreements require annual appointment, some provide that a director is appointed until succeeded, and some provide that a certain position serve as the representative. A summary of each of the Joint and Cooperative Agreements can be found in the Section VII of the City Council Reference Book.

Budget Issues:

There are no budget issues to consider.

Strategic Priorities and Values:

Enhanced Community Image, Operational Excellence

Member introduced the following resolution and moved its adoption:

RESOLUTION NO. 2019 - _____

RESOLUTION APPOINTING BROOKLYN CENTER REPRESENTATIVES TO EXECUTIVE COMMITTEE AND/OR BOARD OF DIRECTORS OF THE BROOKLYN BRIDGE ALLIANCE FOR YOUTH, HENNEPIN RECYCLING GROUP, LOCAL GOVERNMENT INFORMATION SYSTEMS, MINNEAPOLIS NORTHWEST CONVENTION & VISITORS BUREAU, NORTH METRO MAYORS ASSOCIATION, NORTHWEST SUBURBS CABLE COMMUNICATIONS COMMISSION, PETS UNDER POLICE SECURITY, AND TWIN LAKES JOINT POWERS ORGANIZATION

WHEREAS, the City of Brooklyn Center entered into a Joint Powers Agreement for the establishment of the Brooklyn Bridge Alliance for Youth on November 24, 2008, and Article III, Section 3.2, of the joint powers agreement states that each member appoints one member of its governing body as a voting Director, one Alternate Director, one Director from the City's Police Department, and one Director from the City's Parks and Recreation Department; and

WHEREAS, the City of Brooklyn Center entered into a Joint and Cooperative Agreement for the establishment of Hennepin Recycling Group on August 1, 1988, and Article IV, Section 2, of the joint powers agreement states that the governing body of a member appoints directors; and

WHEREAS, the City of Brooklyn Center entered into a Joint and Cooperative Agreement for the establishment of Local Government Information Systems (LOGIS), on May 1, 1972, and Article IV, Section 1, of the joint powers agreement states that the governing body of a member appoints directors; and

WHEREAS, the City of Brooklyn Center entered into a Joint and Cooperative Agreement for the establishment of the North Metro Convention and Tourism Bureau, now known as Minneapolis Northwest Convention & Visitors Bureau, on September 8, 1986, and Article IV, Section 2, of the bylaws states that each member City may appoint one Director and one Alternate Director to the Board of Directors.

WHEREAS, the City of Brooklyn Center entered into a Joint Powers Agreement for the establishment of the North Metro Mayors Association on June 26, 1989, and the joint powers agreement states that the governing body of a member appoints two directors, one of whom shall be the City Manager or other designee; and

WHEREAS, the City of Brooklyn Center entered into a Joint and Cooperative Agreement for the establishment of the Northwest Suburbs Cable Communications Commission on September 24, 1979, and Article VI, Section 1, of the joint powers agreement states that the City Council of a member appoints Commissioners; and

RESOLUTION NO. _____

WHEREAS, the City of Brooklyn Center entered into a Joint and Cooperative Agreement for the establishment of Pets Under Police Security (PUPS) on September 10, 1990, and Article IV, Section 2, of the joint powers agreement states that the governing body of a member appoints directors; and

WHEREAS, the City of Brooklyn Center entered into a Joint and Cooperative Agreement for the establishment of the Twin Lakes Joint Powers Organization on January 14, 1991, and Article IV, Section 2, of the joint powers agreement states that the governing body of a member appoints directors; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Center, Minnesota, that the following appointments are hereby approved:

Brooklyn Bridge Alliance for Youth, Member
Brooklyn Bridge Alliance for Youth, Alternate Member
Brooklyn Bridge Alliance for Youth, Police
Brooklyn Bridge Alliance for Youth, Parks and Recreation
Hennepin Recycling Group, Director
Hennepin Recycling Group, Alternate Director
Local Government Information Systems (LOGIS), Director
Local Government Information Systems (LOGIS), Alternate Director
Minneapolis Northwest Convention & Visitors Bureau, Director
Minneapolis Northwest Convention & Visitors Bureau, Alternate Director
North Metro Mayors Association, Director – City Manager
North Metro Mayors Association, Director
Northwest Suburbs Cable Communications Commission, Council
Northwest Suburbs Cable Communications Commission, Resident
Pets Under Police Security, Director
Pets Under Police Security, Alternate Director
Twin Lakes Joint Powers Organization, Director
Twin Lakes Joint Powers Organization, Alternate Director

January 28, 2019

Date

Mayor

ATTEST: _____
City Clerk

The motion for the adoption of the foregoing resolution was duly seconded by member

and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

COUNCIL ITEM MEMORANDUM

DATE: 2/11/2019

TO: Curt Boganey, City Manager

THROUGH: Dr. Reggie Edwards, Deputy City Manager

FROM: Barb Suciu, City Clerk

SUBJECT: Resolution Appointing Municipal Trustees to the Brooklyn Center Firefighters Relief Association Board of Trustees

Requested Council Action:

- Motion to approve a resolution Appointing Municipal Trustees to the Brooklyn Center Firefighters Relief Association Board of Trustees

Background:

Annually the City Council needs to appoint municipal trustees to the Brooklyn Center Firefighters Relief Association Board of Trustees.

Article V of the Brooklyn Center Firefighters Relief Association Bylaws states:

Article V

BOARD OF TRUSTEES

5.1 Composition. The Board of Trustees shall consist of nine (9) members. Six (6) trustees shall be elected from the membership of the relief association. There shall be three (3) officials drawn from the Municipality. The three (3) Municipal Trustees must be one (1) elected municipal official and one (1) elected or appointed municipal official who are designated as municipal representatives by the municipal governing board annually and the chief of the municipal fire department. The Municipal Trustees must be designated annually by the City Council of the Municipality.

A resolution is attached for review and consideration.

Budget Issues:

There are not budget issues to consider

Strategic Priorities and Values:

Safe, Secure, Stable Community, Operational Excellence

Member introduced the following resolution and moved its adoption:

RESOLUTION NO. _____

RESOLUTION APPOINTING MUNICIPAL TRUSTEES TO THE
BROOKLYN CENTER FIREFIGHTERS RELIEF ASSOCIATION BOARD OF
TRUSTEES

WHEREAS, Article V of the Brooklyn Center Firefighters Relief Association Bylaws states that the Board of Directors shall consist of three (3) officials drawn from the Municipality; and

WHEREAS, the three (3) Municipal Officials must be one (1) elected municipal official and one (1) elected or appointed municipal official who are designated as municipal representatives by the municipal governing board annually, and the chief of the municipal fire department.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Center, Minnesota, that the following appointments are hereby approved for 2019:

Elected Municipal Official
Elected or Appointed Municipal Official
Fire Chief

January 28, 2019
Date

Mayor

ATTEST: _____
City Clerk

The motion for the adoption of the foregoing resolution was duly seconded by member

and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

COUNCIL ITEM MEMORANDUM

DATE: 2/11/2019

TO: Curt Boganey, City Manager

THROUGH: Dr. Reggie Edwards, Deputy City Manager

FROM: Barb Suciu, City Clerk

SUBJECT: Resolution Appointing City Council Members to Serve as Liaisons to City Advisory Commissions and as City Representatives/Voting Delegates for Other Organizations for 2019

Requested Council Action:

- Approve a resolution appointing City Council Members to Serve as Liaisons to City Advisory Commissions and as City Representatives/Voting Delegates for Other Organizations for 2019

Background:

At the first meeting of the year, the City Council Members are appointed to serve as Council Liaisons to City Advisory Commissions and as Council representatives or voting delegates/alternates for boards, committees, or organizations in which the City participates.

This item was postponed from the first meeting of the year to allow the new Mayor additional time to review the information and make the appointments.

2018 Council Appointments were as follows:

Commission/Organization	Council Member
Financial Commission	Kris Lawrence-Anderson
Housing Commission	Marquita Butler
Park & Recreation Commission	April Graves
Brooklyn Youth Council	April Graves
Crime Prevention Program	Kris Lawrence-Anderson
Earle Brown Days Committee	Marquita Butler
	Tim Willson, Alternate
League of Minnesota Cities	Dan Ryan;
	Tim Willson Alternate
Metro Cities	Dan Ryan;
	Tim Willson Alternate

The 2019 appointments are defined in the attached resolution.

Budget Issues:

No budget issues.

Strategic Priorities and Values:

Operational Excellence

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____

RESOLUTION APPOINTING CITY COUNCIL MEMBERS TO SERVE AS LIAISONS TO CITY ADVISORY COMMISSIONS AND AS CITY REPRESENTATIVES/VOTING DELEGATES FOR OTHER ORGANIZATIONS FOR 2019

WHEREAS, the City of Brooklyn Center City Council members are appointed to serve as liaisons to City Advisory Commissions and to serve as City Representatives/Voting delegates for other organizations annually; and

WHEREAS, this resolution will ratify the appointments.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Center, Minnesota, that the following appointments are hereby approved:

Commission/Organization	Council Member
Financial Commission	
Housing Commission	
Park & Recreation Commission	
Brooklyns Youth Council	
Crime Prevention Program	
Earle Brown Days Committee	
League of Minnesota Cities	
Metro Cities	

January 28, 2019
Date

Mayor

ATTEST: _____
City Clerk

The motion for the adoption of the foregoing resolution was duly seconded by member

and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

AGENDA



1. Call to Order

The City Council requests that attendees turn off cell phones and pagers during the meeting. A copy of the full City Council packet, including EDA (Economic Development Authority), is available to the public. The packet ring binder is located at the entrance of the council chambers.

a. Approval of Minutes

- Approval of minutes from the January 14, 2019

2. Roll Call

3. Approval of Consent Agenda

The following items are considered to be routine by the Economic Development Authority (EDA) and will be acted by one motion. There will be no separate discussion of these items unless a Commissioner so requests, in which event the item will be removed from the consent agenda and considered at the end of Commission Consideration Items.

4. Commission Consideration Items

a. Resolution Terminating a Preliminary Development Agreement with Thor Living, LLC, and Approving a Preliminary Development Agreement with Coalition Development, LLC.

- Motion to approve a resolution terminating a Preliminary Development Agreement with Thor Living, LLC, and approving a preliminary development agreement with Coalition Development, LLC

5. Adjournment

EDA ITEM MEMORANDUM

DATE: 2/11/2019

TO: Curt Boganey, City Manager

THROUGH: Dr. Reggie Edwards, Deputy City Manager

FROM: Barb Suciu, City Clerk

SUBJECT: Approval of Minutes

Background:

Strategic Priorities and Values:

Operational Excellence

MINUTES OF THE PROCEEDINGS OF THE
ECONOMIC DEVELOPMENT AUTHORITY
OF THE CITY OF BROOKLYN CENTER
IN THE COUNTY OF HENNEPIN AND
THE STATE OF MINNESOTA

REGULAR SESSION
JANUARY 14, 2019
CITY HALL – COUNCIL CHAMBERS

1. CALL TO ORDER

The Brooklyn Center Economic Development Authority (EDA) met in Regular Session called to order by President Mike Elliott at 10:20 p.m.

2. ROLL CALL

President Mike Elliott and Commissioners Marquita Butler, April Graves, and Dan Ryan. Commissioner Kris Lawrence-Anderson was absent and excused. Also present were Executive Director Curt Boganey, Deputy Executive Director Reggie Edwards, Community Development Director Meg Beekman, City Attorney Troy Gilchrist, and Mary Mullen, TimeSaver Off Site Secretarial, Inc.

3. APPROVAL OF CONSENT AGENDA

Commissioner Ryan moved and Commissioner Graves seconded to approve the Consent Agenda, and the following consent item was approved:

3a. APPROVAL OF MINUTES

December 10, 2018 – Regular Session

Motion passed unanimously.

4. COMMISSION CONSIDERATION ITEMS

4a. RESOLUTION NO. 2019-01 ELECTING OFFICERS FOR THE ECONOMIC DEVELOPMENT AUTHORITY IN AND FOR THE CITY OF BROOKLYN CENTER

Mr. Boganey stated EDA Officers are elected on an annual basis, and previous officers continue to serve in their position until replaced. He added there is currently a vacancy for the position of EDA President. He noted the EDA can vote to elect a President or elect all Officers in one motion.

Commissioner Graves moved and Commissioner Butler seconded to nominate Mike Elliott for President of the Brooklyn Center Economic Development Authority.

Motion passed unanimously.

Commissioner Butler moved and Commissioner Graves seconded to approve RESOLUTION NO. 2019-01 Electing Officers for the Economic Development Authority in and for the City of Brooklyn Center.

Motion passed unanimously.

4b. RESOLUTION NO. 2019-02 OPTING NOT TO WAIVE LIMITED TORT LIABILITY FOR 2019

Mr. Boganey reviewed this item, and stated the Resolution protects the EDA to continue to be protected from excessive liability and provides statutory protection.

Commissioner Graves moved and Commissioner Ryan seconded to approve RESOLUTION NO. 2019-02 Opting not to Waive Limited Tort Liability for 2019.

Motion passed unanimously.

5. ADJOURNMENT

Commissioner Ryan moved and Commissioner Graves seconded adjournment of the City Council/Economic Development Authority Work Session at 10:32 p.m.

Motion passed unanimously.

EDA ITEM MEMORANDUM

DATE: 2/11/2019

TO: Curt Boganey, City Manager

THROUGH: N/A

FROM: Meg Beekman, Community Development Director

SUBJECT: Resolution Terminating a Preliminary Development Agreement with Thor Living, LLC, and Approving a Preliminary Development Agreement with Coalition Development, LLC.

Background:

On November 26, 2018, Patrick Cruikshank of Thor Living, LLC, presented a concept proposal for a multi-family development on three EDA-owned lots at 61st Avenue N and Brooklyn Boulevard, just south of the Sanctuary development. The concept proposed 80-110 units of workforce housing units. The November 26, 2018, EDA report is attached with detailed information about the concept proposal.

On December 10, 2018, the EDA entered into a Preliminary Development Agreement (PDA) with Thor Living, LLC. The PDA allowed Thor Living to explore the development of the project, and would have expired on July 30, 2019, and provided Thor Living with the time to conduct due diligence and put together a financial subsidy application to the City for the development.

Attached to this report is the December 10, 2018, report to the EDA, along with related concept drawings and site layout for the proposed development concept.

On January 21, 2019, the owners of Thor Living, LLC, Ravi Norman and Richard Copeland sent a letter to the EDA requesting that the PDA be terminated. The company has since been dissolved and the development staff of Thor Living, LLC have parted ways with the company, branching off and creating their own development company, Coalition Development, LLC. The owners of Thor Living indicated in their letter that they are transferring any existing development rights that Thor Living had to Coalition Development.

Coalition Development, LLC is now requesting to enter into a Preliminary Development Agreement with the EDA to take over the development project as originally proposed. The terms of the agreement would remain the same. Coalition Development would have exclusive rights to prepare a development plan and financial subsidy application for the EDA's consideration.

Budget Issues:

There are no budget issues to consider at this time.

Strategic Priorities and Values:

Targeted Redevelopment

Commissioner
moved its adoption:

introduced the following resolution and

EDA RESOLUTION NO.

RESOLUTION TERMINATING A PRELIMINARY DEVELOPMENT
AGREEMENT WITH THOR LIVING, LLC AND APPROVING A
PRELIMINARY DEVELOPMENT AGREEMENT WITH COALITION
DEVELOPMENT, LLC

WHEREAS, on November 26, 2018, the Economic Development Authority of Brooklyn Center, Minnesota (the “Authority”) received a proposal from Thor Living, LLC, a Minnesota limited liability company (the “Former Developer”) regarding the development of land owned by the Authority for the creation of a multifamily workforce housing apartment building, which proposal contemplated the Authority’s conveyance of the Authority Property to the Former Developer; and

WHEREAS, the Authority’s Board of Commissioners reviewed the Former Developer's development concept and on December 10, 2018, entered into a Preliminary Development Agreement to allow the Former Developer to negotiate the purchase of the Authority Property, conduct due diligence, obtain the necessary financing and commitments to construct the development, apply for and gain approval from the City for the development and any necessary public subsidy; and

WHEREAS, on January 21, 2019, the Authority received a letter from the owners of the Former Developer firm, requesting that the Preliminary Development Agreement be cancelled and further indicating that the Former Developer was transferring any ongoing development projects to Coalition Development, LLC, a Minnesota limited liability company (“Developer”); and

WHEREAS, the Developer has requested to enter into a Preliminary Development Agreement with the Authority under the same terms and conditions as the Former Developer, and for the same development concept; and

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

1. The EDA hereby approves the Preliminary Development Agreement substantially in accordance with the terms set forth in the form presented to the Board, together with any related documents necessary in connection therewith (collectively, the "Preliminary Development Documents") and hereby authorizes the President and Executive Director to negotiate the final terms thereof and, in their discretion and at such time as they may deem appropriate, to execute the Preliminary Development Documents on behalf of the Authority, and to carry out, on behalf of the Authority, the Authority’s obligations thereunder.

2. The approval hereby given to the Preliminary Development Documents includes approval of such additional details therein as may be necessary and appropriate and such modifications thereof, deletions therefrom and additions thereto as may be necessary and

Resolution No.

appropriate and approved by legal counsel to the Authority and by the officers authorized herein to execute said documents prior to their execution; and said officers are hereby authorized to approve said changes on behalf of the Authority. The execution of any instrument by the appropriate officers of the Authority herein authorized shall constitute evidence of the approval of such document in accordance with the terms hereof. In the event of absence or disability of the officers, any of the documents authorized by this Resolution to be executed may be executed without further act or authorization of the Board by any duly designated acting official, or by such other officer or officers of the Board as, in the opinion of the City Attorney, may act in their behalf.

3. Upon execution and delivery of the Preliminary Development Documents, the officers and employees of the Authority are hereby authorized and directed to take or cause to be taken such actions as may be necessary on behalf of the Authority to implement the Preliminary Development Documents.

4. The Board hereby determines that the execution and performance of the Preliminary Development Documents will help realize the public purposes of the Act.

February 11, 2019

Date

Mayor

ATTEST: _____
City Clerk

The motion for the adoption of the foregoing resolution was duly seconded by commissioner and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:
whereupon said resolution was declared duly passed and adopted.

PRELIMINARY DEVELOPMENT AGREEMENT

PRELIMINARY DEVELOPMENT AGREEMENT dated this 11th day of February, 2019, by and between the Economic Development Authority of Brooklyn Center, 6301 Shingle Creek Parkway, Brooklyn Center, MN 55430 (the “Authority”) and Coalition Development LLC, (the “Developer”).

WHEREAS, the Authority is the fee owner of property located in the City of Brooklyn Center (the “City”) at 6101, 6107 Brooklyn Blvd and 3600 61st Ave North (the “Property”) which Property the Authority is willing to consider selling for purposes of development of an approximately 80-110 unit multi-family workforce housing apartment building (the “Development”);

WHEREAS, the Developer desires to explore the possibility of acquiring the Property together with additional adjoining private property (“Additional Property”) to combine with the Property (together, the “Property” and “Additional Property” are referred to herein as the “Development Property”) for development of the Development;

WHEREAS, the Authority’s Board of Commissioners has reviewed the Development concept and is interested in development of the Property as proposed by the Developer;

WHEREAS, if the Developer is successful in obtaining the necessary financing and commitments to construct the Development and agrees to construct the Development, then the Authority would be willing to enter into an agreement with the Developer for the conveyance of the Property and construction of the Development at a mutually agreed upon price together with other negotiated conditions for conveyance of the Development Property;

WHEREAS, Developer has requested that the Authority execute this Preliminary Development Agreement (“PDA”) agreeing to work solely with Developer during the term hereof on negotiations for acquisition of the Development Property by Developer to provide Developer with time to conduct review of the Development Property, obtain financing for the proposed Development, prepare appropriate plans for the Property, obtain necessary City approvals for the Development, and negotiate with the Authority on an agreement for the sale of the Development Property;

WHEREAS, the Authority is willing to enter into this PDA for such purposes upon the terms and conditions provided herein.

NOW THEREFORE the parties agree as follows:

1. In consideration of the processing of the Development under the terms of this PDA, the Authority agrees that it will negotiate and work solely with Developer on negotiations for sale of the Property to Developer for Developer’s proposed Development until July 30, 2019 (“Term”).

2. During the Term of this PDA, Developer agrees to use its best efforts to:

- (i) complete site planning and site engineering;
- (ii) complete architectural concept plans;
- (iii) submit application for a Public Subsidy request and all necessary financial documentation needed for review;
- (iv) submit application, and receive all necessary City approvals related to the subdivision and development of the Development Property;
- (v) secure construction financing necessary to construct a project consistent with the terms of this PDA;
- (vi) negotiate a Contract for Private Development for acquisition and development of the Development Property and construction of an approved Development.

3. During the Term of this PDA, Developer and the Authority agree to use their best efforts to resolve property acquisition issues related to the Development Property and to attempt to bring fruition to the proposed Development through a Contract for Private Development for conveyance of the Property and development of the Development Property; provided, however, that the Developer acknowledges that the Authority will not exercise the power of eminent domain with respect to the acquisition of any property in connection with the Development or this PDA.

4. Developer may assign this PDA to an affiliate or Authority approved successor upon written notification and approval by the City.

5. The Developer will provide the City with a written progress report on the status of the goals identified in Paragraphs 2 and 3 every 30 days following the date of this PDA.

6. This PDA represents the entire understanding of the parties regarding the Development Area and any amendment to this PDA shall be in writing and be executed by both parties.

7. Both Parties are aware of and acknowledge that contingencies and unknowns presently exist, any one or more of which could make the Development cost prohibitive, and that both parties are expending sums of money and time with full knowledge of the risks involved and that neither party shall be liable for any of the other party's expenses in any event, except (i) as otherwise provided pursuant to a separate agreement between the parties, (ii) in connection with an application for a Public Subsidy, or (iii) pursuant to required fees or costs related to applications made to the City or under City Code.

8. The parties agree that this PDA is not intended to bind the parties to enter into an agreement for the sale and acquisition of the Property, but is merely intended to set forth the parties' intent to proceed with the process of (i) negotiating an agreement for the sale of the Development Property and development of the Development Property and (ii) resolving certain pre-development issues related to the Development Property and Development.

9. No approval given by the Authority hereunder or in connection herewith shall be deemed to constitute an approval of the Development for any purpose other than as stated herein and the process outlined in this Agreement shall not be deemed to supersede any concept review,

conditional use permit, vacation, subdivision, or other zoning or planning approval process of the Authority or the City relative to the development of real estate.

10. This PDA may be amended by mutual written agreement of the parties.

11. If any portion of this Agreement is held invalid by a court of competent jurisdiction, such decision shall not affect the validity of any remaining portion of this Agreement.

12. Notice, demand, or other communication from one party to the other shall be deemed effective if sent by certified mail, postage prepaid, return receipt requested or delivered personally to a party at its address in the first paragraph of this Agreement, or at such other address as such party may designate in writing to the other party.

13. The Authority and Developer agree that this Agreement is intended to be preliminary in nature and will be superseded by one or more definitive contracts, mutually satisfactory to the Authority and the Developer, which shall be negotiated, approved and executed by the Authority and the Developer and no obligation regarding the conveyance of property or provision of any Public Subsidy shall exist with respect to the Development prior the approval and execution of such definitive contract(s).

IN WITNESS WHEREOF, the Authority has caused this Agreement to be duly executed in its name and behalf and the Developer has caused this Agreement to be duly executed in its name and behalf on or as of the date first above written

**ECONOMIC DEVELOPMENT AUTHORITY
OF BROOKLYN CENTER, MINNESOTA**

By _____
Its President

By _____
Its Executive Director

Coalition Development, LLC

By _____
Its _____

**THOR Living, L.L.C,
5400 Main Street NE, Suite 203L
Minneapolis, Minnesota 55421**


1/21/19

To Whom it May Concern:

We, the sole owners of THOR Living, LLC, have very amicably parted ways with Patrick and Jackson Cruikshank.

They have decided to strike out on their own, with a new company called Coalition Development.

We want it to be clear that THOR Living, LLC, and we as individuals, have no designs or claims on any projects they are working on currently or in the future.

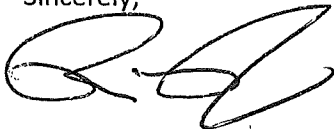
Any project they are currently working on is the sole property of Coalition Development.

We want it known that the reason we are parting ways has nothing to do with their work or their ability to perform their development work. They are both very capable and worthy individuals and we know they will be successful in their new venture.

Please consider this letter as representation of the fact that we are cancelling any existing agreement(s) between THOR Living, LLC and your respective City.

Should you have any questions, please feel free to reach out to either of us.

Sincerely,



Ravi Norman
THOR Living, LLC



Richard Copeland
THOR Living, LLC

MEMORANDUM - COUNCIL WORK SESSION

DATE: 11/26/2018

TO: Curt Boganey, City Manager

THROUGH: N/A

FROM: Meg Beekman, Community Development Director

SUBJECT: Brooklyn Boulevard Development Concept Proposal

Recommendation:

It is recommended that the City Council review a development concept for EDA-owned property at 61st Avenue N and Brooklyn Boulevard, and provide feedback and direction to staff and the developer.

Background:

The concept review process is an opportunity for the City Council to review a development concept prior to a formal proposal from an applicant, and provide comments, ask questions, and indicate whether or not the City would be open to the project. Concept reviews are helpful for projects that would involve EDA-owned land or public subsidy, as it provides insight to staff and the developer as to the City Council's level of interest, and any specific concerns, related to a project. A concept review is considered advisory and is nonbinding to the City and the applicant. No formal action can be taken at a work session, and the Council is not being asked to vote on the proposal. If the developer chooses to submit a formal application to the City to proceed, it would be subject to the full review process, as with any other development application.

Project Concept

Thor is a development and construction company which is contemplating a project on EDA-owned property at 61st Avenue N and Brooklyn Boulevard. The property consists of three single-family parcels which were acquired by the EDA in 2012 and 2016. They are immediately adjacent to the Sanctuary Senior Living project and are currently located in TIF District 6, which is a housing district. There is a fourth single family parcel immediately to the west of the three parcels (3606 61st Avenue N) which is privately owned, but included in the TIF District. The EDA had anticipated purchasing that property at the time the TIF District was established however the property owners indicated they were not ready to move forward with the sale. City staff have since been in contact with the homeowners who have now indicated a willingness to sell their property. The addition of this fourth parcel, if it occurs, would effect the layout of the site and proposal.

Thor Construction is proposing a three-story, 80-unit multi-family development on the site. The building would have a mix of unit sizes from studios up to three bedroom units. They are proposing a mix of underground and surface parking at a ratio of one stall per bedroom.

The product they are proposing would be a mid-range, market-rate product with rents affordable to those making 50%-80% of the area median income. They call it "attainable housing", and it would be similar to other workforce housing developments around the region. The developer has submitted a project narrative which describes their concept, the anticipated rents, and their ownership model. Thor is developing a similar project in South Minneapolis currently. Renderings of that project are attached for reference.

Financing

The developer has also submitted an initial proforma which indicates a total project cost of approximately \$15,000,000. The proforma indicates that there will be a gap in the financing and that the developer is likely to request some form of subsidy from the City to make the project feasible. The project as proposed would meet the affordability requirements for a housing TIF district, which is the type of TIF district that the property currently is in.

The developer has indicated that they are open to input from the City on the amenities in the building and the parking layout. For example items such as in-unit laundry facilities, fitness rooms, community spaces, and additional underground parking could be explored; however each of these things will have an effect on the overall project cost. Increasing the subsidy needed to make the project feasible. For example, underground parking costs approximately 4-6 times as much as surface parking to construct and so more underground parking will increase the cost of the project dramatically.

Policy Issues:

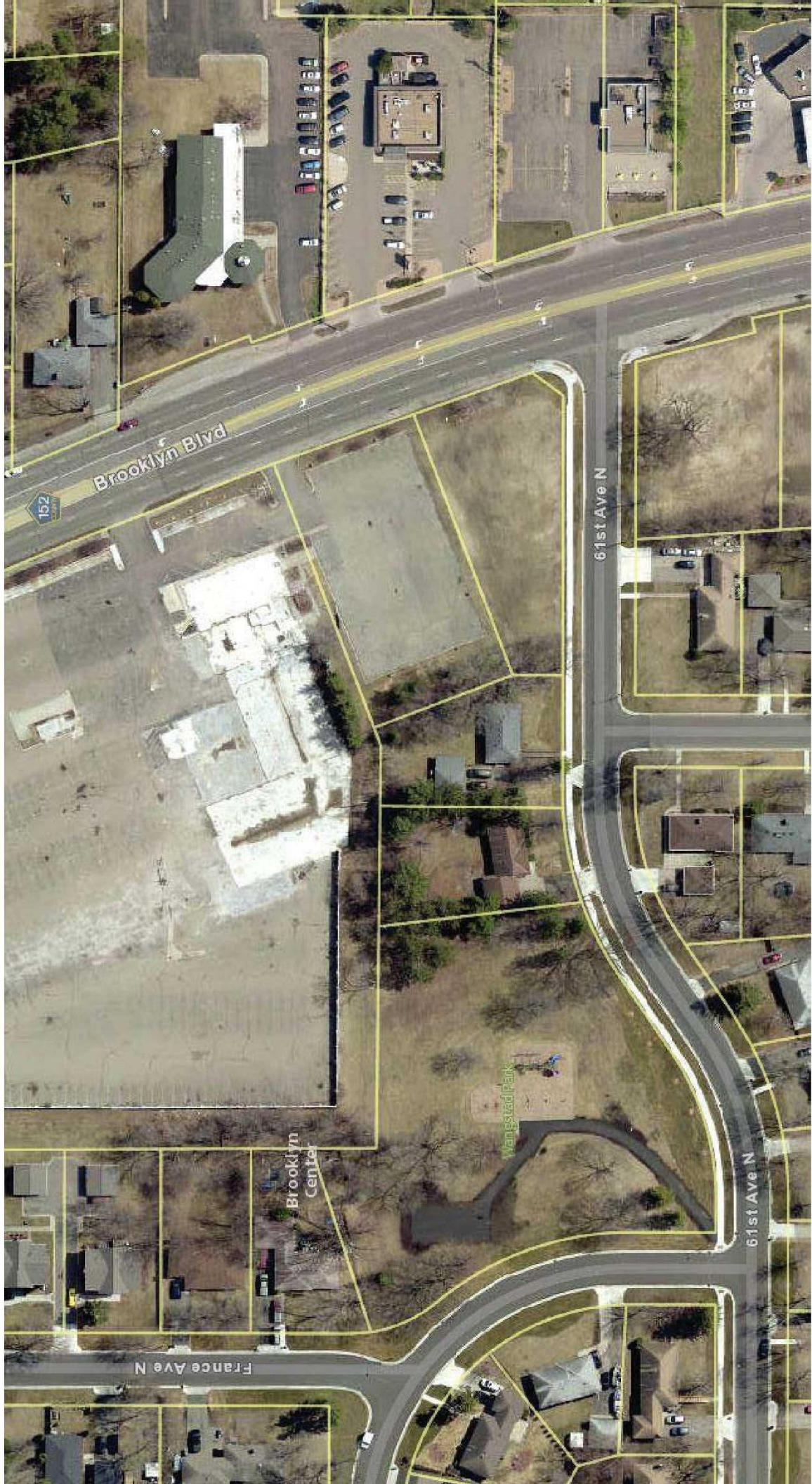
The properties are a mix of zoning which include PUD C2, C1, and R1. The City has had a long standing policy of removing single family property from Brooklyn Boulevard in favor of higher intensity land uses. At the time that the Sanctuary was developed it was contemplated that these parcels would be developed into an adult daycare which would be ancillary to the Sanctuary; however, that project never came to fruition.

The 2040 Draft Comprehensive Plan guides this property as Neighborhood Mixed Use, which allows for both commercial uses and multi-family residential. Given the lack of curb cuts and controlled intersection, these parcels are not likely candidates for higher traffic commercial land uses. In addition, the proximity to Wangstad Park and access from residential streets makes a residential use here more appropriate.

The developer is seeking input from the Council on their proposed concept and layout, as well as indication on the Council's willingness to support an ask for public subsidy on the development. Based on the Council's direction this evening, the developer will make a determination as to whether to proceed with a formal process to secure development rights to the land and to conduct their due diligence. Any request for public subsidy would require a full analysis by the City's public finance consultant and City and EDA review as is stipulated by State Statute.

Strategic Priorities and Values:

Targeted Redevelopment



6101 Brooklyn Blvd

Product Type

THOR Living proposes what we call “attainable housing”. This type of housing can aptly be described as similar to workforce housing. We believe that there is a “missing middle” or a hole in the spectrum of multi-family housing. There are a great deal of people out there with livable wage jobs who are looking for new, safe, comfortable housing who can’t find it in their communities. For the most part it doesn’t exist because developers and investors of real estate are looking for the highest return on their dollar. Typically this type of product has a lesser return than even affordable housing, because it doesn’t receive the deep governmental subsidies. This market rate product does require some lean in by the local city government. If TIF or low cost land can be applied, this product type stands a chance to work financially.

Rents

Studios: \$940 1 Bedroom: \$1260 2 Bedroom: \$1568 3 Bedroom: \$1755

We have 45% of our units under the 60% AMI threshold for purposes of housing TIF. TIF for housing requires 40% or more under the 60% AMI threshold, so we surpass that requirement.

Ownership and management

THOR does not contemplate owning or managing this project at this time. We typically have outside investors who either manage their own portfolios or use reputable 3rd party managers.

Similar Projects

THOR is currently developing and building a similar product type called 1935 Park Ave in South Minneapolis. It contains 43 units of housing ranging from studios to 3 bedrooms. We have surface parking only. The amenities are a fitness center and a bike storage room.

Amenities

We are flexible on amenities and finishes, but only up to the point that they work financially in the project. We would work closely with City staff to determine all of these variables.

Site

We like this site for multiple reasons. We believe that this product type in this locations serves the City of Brooklyn Center and its community members well. There seems to be existing support for attainable housing in this area. It is located close to some walkable retail. It has quick and easy access to major roads. It resides in an existing TIF district.

City Benefits

As stated, we feel this new product type doesn't exist currently in the City of Brooklyn Center and that is highly needed. Providing attainable housing for the missing middle is an admirable and necessary product for many communities. We believe that this will resonate well with the citizens and keep them around at night and on the weekends supporting the local retail and other community amenities. Density in housing is good for retail. Studies prove this out. An investment in housing is an investment in more than just the specific project. It supports other parts of the economic engine.

Parking

Per our site plan we currently have 60 stalls of surface parking and 53 stalls of underground parking contemplated. This totals 113 stalls. When you add up the total number of bedrooms in the mix of apartments that we are proposing, we have 102 total bedrooms. We exceed the total number of bedrooms by 11 stalls. We propose a ratio of 1.1 to 1. We also propose adding as much green space as we can to this highly hard surfaced site. If there is room, we would propose a small dog park for the community to use.

Site Plan – Although a basic site plan doesn't show the laundry in the units, we commit to this request.

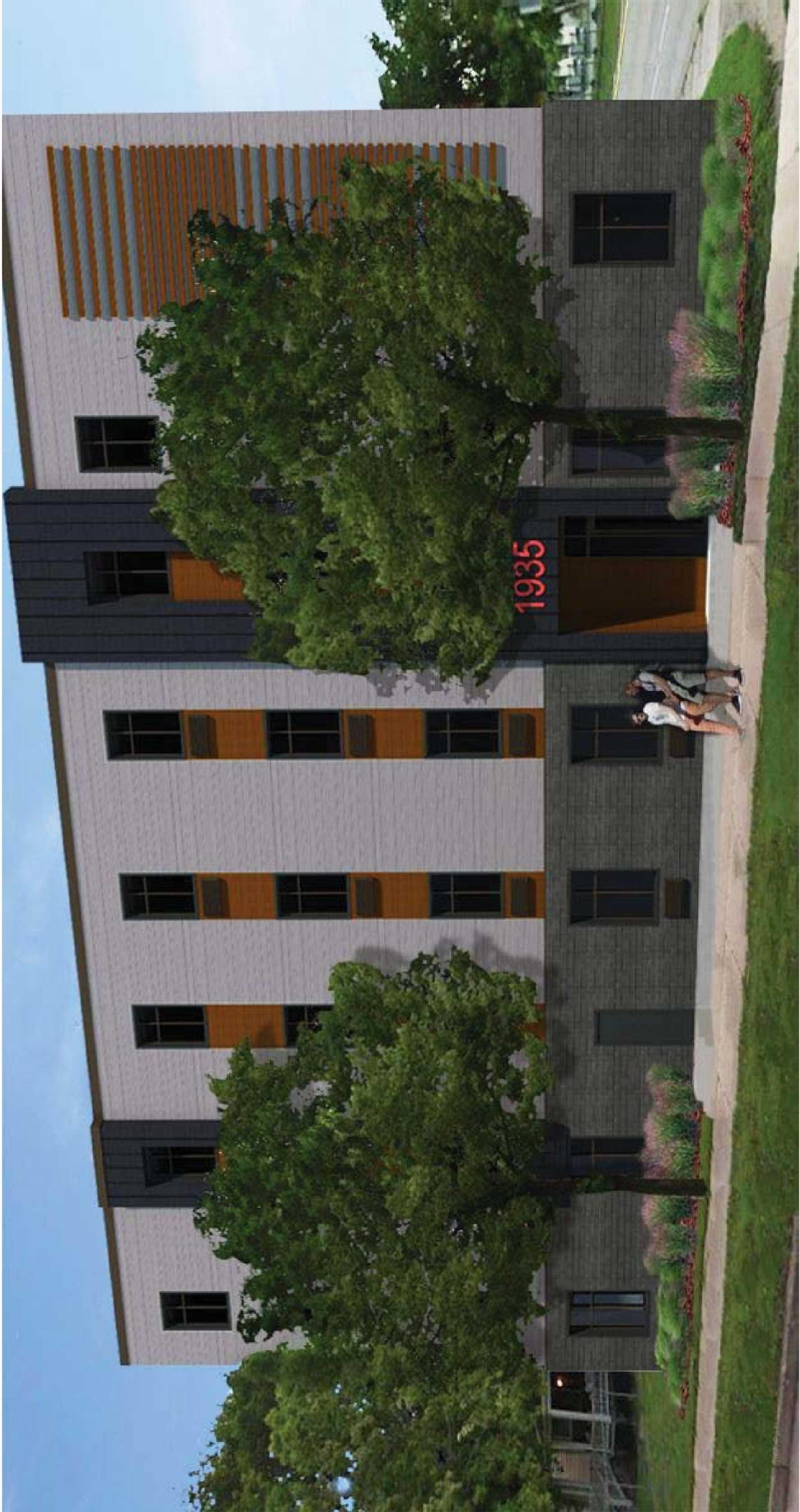


1/32" = 1'

BROOKLYN BLVD APARTMENTS

UNIT COUNT: 80
 SURFACE PARKING: 60
 UNDERGROUND PARKING: 53







EDA ITEM MEMORANDUM

DATE: 12/10/2018

TO: Curt Boganey, City Manager

THROUGH: N/A

FROM: Meg Beekman, Community Development Director

SUBJECT: Resolution Approving a Preliminary Development Agreement with Thor Living, LLC

Background:

Thor Living is a development and construction company which is contemplating a project on EDA-owned property at 61st Avenue N and Brooklyn Boulevard. The property consists of three single-family parcels which were acquired by the EDA in 2012 and 2016. They are immediately adjacent to the Sanctuary Senior Living project and are currently located in TIF District 6, which is a housing district. There is a fourth single family parcel immediately to the west of the three parcels (3606 61st Avenue N) which is privately owned, but included in the TIF District. The EDA had anticipated purchasing that property at the time the TIF District was established however the property owners indicated they were not ready to move forward with the sale. City staff have since been in contact with the homeowners who have now indicated a willingness to sell their property. The addition of this fourth parcel, if it occurs, would effect the layout of the site and proposal.

At the November 26, 2018, City Council meeting, Thor Living shared their concept for the site which included a four-story, 80-110-unit multi-family development. The building would have a mix of unit sizes from studios up to three bedroom units. They are proposing a mix of underground and surface parking at a ratio of one stall per bedroom.

The product they are proposing would be a mid-range, market-rate product with rents affordable to those making 50%-80% of the area median income. They call it "attainable housing", and it would be similar to other workforce housing developments around the region. The developer has submitted a project narrative which describes their concept, the anticipated rents, and their ownership model.

The developer submitted an initial proforma which indicates a total project cost of approximately \$15,000,000. The proforma indicates that there will be a gap in the financing and the developer anticipates applying for public subsidy to make the project feasible. The project as proposed would meet the affordability requirements for a housing TIF district, which is the type of TIF district that the property currently is in. Any request for public subsidy would go through the City's formal review process, including review by the City's public finance consultant.

After reviewing the concept proposal the City Council indicated an openness to the project. The developer is now requesting a Preliminary Development Agreement to allow them time to conduct a review of the property, obtain financing for the project, prepare appropriate plans, obtain necessary City approvals for the development, and negotiate with the EDA on an agreement for the sale of the Property. The Preliminary Development Agreement would expire on July 30, 2019.

The next step would be for the developer to submit an application for public subsidy, which would trigger the City and EDA's formal review process. The EDA and developer will also need to negotiate a purchase agreement for the property, which would also require a public hearing and approval from the EDA prior to

execution.

Budget Issues:

None to consider at this time.

Strategic Priorities and Values:

Targeted Redevelopment

Commissioner
moved its adoption:

introduced the following resolution and

EDA RESOLUTION NO.

RESOLUTION APPROVING A PRELIMINARY DEVELOPMENT
AGREEMENT WITH THOR LIVING, LLC

WHEREAS, the Economic Development Authority of Brooklyn Center, Minnesota (the "Authority") has received a proposal from Thor Living, LLC, a Minnesota limited liability company (the "Developer") regarding the development of land owned by the Authority for the creation of a multifamily workforce housing apartment building, which proposal contemplates the Authority's conveyance of the Authority Property to the Developer; and

WHEREAS, the Authority's Board of Commissioners has reviewed the Developer's development concept and has caused to be prepared a Preliminary Development Agreement to allow the Developer to negotiate the purchase of the Authority Property, conduct due diligence, obtain the necessary financing and commitments to construct the development, apply for and gain approval from the City for the development and any necessary public subsidy; and

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

1. The EDA hereby approves the Preliminary Development Agreement substantially in accordance with the terms set forth in the form presented to the Board, together with any related documents necessary in connection therewith (collectively, the "Preliminary Development Documents") and hereby authorizes the President and Executive Director to negotiate the final terms thereof and, in their discretion and at such time as they may deem appropriate, to execute the Preliminary Development Documents on behalf of the Authority, and to carry out, on behalf of the Authority, the Authority's obligations thereunder.

2. The approval hereby given to the Preliminary Development Documents includes approval of such additional details therein as may be necessary and appropriate and such modifications thereof, deletions therefrom and additions thereto as may be necessary and appropriate and approved by legal counsel to the Authority and by the officers authorized herein to execute said documents prior to their execution; and said officers are hereby authorized to approve said changes on behalf of the Authority. The execution of any instrument by the appropriate officers of the Authority herein authorized shall constitute evidence of the approval of such document in accordance with the terms hereof. In the event of absence or disability of the officers, any of the documents authorized by this Resolution to be executed may be executed without further act or authorization of the Board by any duly designated acting official, or by such other officer or officers of the Board as, in the opinion of the City Attorney, may act in their behalf.

3. Upon execution and delivery of the Preliminary Development Documents, the officers and employees of the Authority are hereby authorized and directed to take or cause to be taken such actions as may be necessary on behalf of the Authority to implement the Preliminary Development Documents.

Resolution No.

4. The Board hereby determines that the execution and performance of the Preliminary Development Documents will help realize the public purposes of the Act.

December 10, 2018

Date

Mayor

ATTEST: _____
City Clerk

The motion for the adoption of the foregoing resolution was duly seconded by commissioner
and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:
whereupon said resolution was declared duly passed and adopted.

PRELIMINARY DEVELOPMENT AGREEMENT

PRELIMINARY DEVELOPMENT AGREEMENT dated this 10th day of December, 2018, by and between the Economic Development Authority of Brooklyn Center, 6301 Shingle Creek Parkway, Brooklyn Center, MN 55430 (the “Authority”) and Thor Living LLC, 1256 Penn Ave. North, Suite 4000, Minneapolis, MN 55411 (the “Developer”).

WHEREAS, the Authority is the fee owner of property located in the City of Brooklyn Center (the “City”) at 6101, 6107 Brooklyn Blvd and 3600 61st Ave North (the “Property”) which Property the Authority is willing to consider selling for purposes of development of an approximately 80-110 unit multi-family workforce housing apartment building (the “Development”);

WHEREAS, the Developer desires to explore the possibility of acquiring the Property together with additional adjoining private property (“Additional Property”) to combine with the Property (together, the “Property” and “Additional Property” are referred to herein as the “Development Property”) for development of the Development;

WHEREAS, the Authority’s Board of Commissioners has reviewed the Development concept and is interested in development of the Property as proposed by the Developer;

WHEREAS, if the Developer is successful in obtaining the necessary financing and commitments to construct the Development and agrees to construct the Development, then the Authority would be willing to enter into an agreement with the Developer for the conveyance of the Property and construction of the Development at a mutually agreed upon price together with other negotiated conditions for conveyance of the Development Property;

WHEREAS, Developer has requested that the Authority execute this Preliminary Development Agreement (“PDA”) agreeing to work solely with Developer during the term hereof on negotiations for acquisition of the Development Property by Developer to provide Developer with time to conduct review of the Development Property, obtain financing for the proposed Development, prepare appropriate plans for the Property, obtain necessary City approvals for the Development, and negotiate with the Authority on an agreement for the sale of the Development Property;

WHEREAS, the Authority is willing to enter into this PDA for such purposes upon the terms and conditions provided herein.

NOW THEREFORE the parties agree as follows:

1. In consideration of the processing of the Development under the terms of this PDA, the Authority agrees that it will negotiate and work solely with Developer on negotiations for sale of the Property to Developer for Developer’s proposed Development until July 30, 2019 (“Term”).

2. During the Term of this PDA, Developer agrees to use its best efforts to:

- (i) complete site planning and site engineering;
- (ii) complete architectural concept plans;
- (iii) submit application for a Public Subsidy request and all necessary financial documentation needed for review;
- (iv) submit application, and receive all necessary City approvals related to the subdivision and development of the Development Property;
- (v) secure construction financing necessary to construct a project consistent with the terms of this PDA;
- (vi) negotiate a Contract for Private Development for acquisition and development of the Development Property and construction of an approved Development.

3. During the Term of this PDA, Developer and the Authority agree to use their best efforts to resolve property acquisition issues related to the Development Property and to attempt to bring fruition to the proposed Development through a Contract for Private Development for conveyance of the Property and development of the Development Property; provided, however, that the Developer acknowledges that the Authority will not exercise the power of eminent domain with respect to the acquisition of any property in connection with the Development or this PDA.

4. Developer may assign this PDA to an affiliate or Authority approved successor upon written notification and approval by the City.

5. The Developer will provide the City with a written progress report on the status of the goals identified in Paragraphs 2 and 3 every 30 days following the date of this PDA.

6. This PDA represents the entire understanding of the parties regarding the Development Area and any amendment to this PDA shall be in writing and be executed by both parties.

7. Both Parties are aware of and acknowledge that contingencies and unknowns presently exist, any one or more of which could make the Development cost prohibitive, and that both parties are expending sums of money and time with full knowledge of the risks involved and that neither party shall be liable for any of the other party's expenses in any event, except (i) as otherwise provided pursuant to a separate agreement between the parties, (ii) in connection with an application for a Public Subsidy, or (iii) pursuant to required fees or costs related to applications made to the City or under City Code.

8. The parties agree that this PDA is not intended to bind the parties to enter into an agreement for the sale and acquisition of the Property, but is merely intended to set forth the parties' intent to proceed with the process of (i) negotiating an agreement for the sale of the Development Property and development of the Development Property and (ii) resolving certain pre-development issues related to the Development Property and Development.

9. No approval given by the Authority hereunder or in connection herewith shall be deemed to constitute an approval of the Development for any purpose other than as stated herein and the process outlined in this Agreement shall not be deemed to supersede any concept review,

conditional use permit, vacation, subdivision, or other zoning or planning approval process of the Authority or the City relative to the development of real estate.

10. This PDA may be amended by mutual written agreement of the parties.

11. If any portion of this Agreement is held invalid by a court of competent jurisdiction, such decision shall not affect the validity of any remaining portion of this Agreement.

12. Notice, demand, or other communication from one party to the other shall be deemed effective if sent by certified mail, postage prepaid, return receipt requested or delivered personally to a party at its address in the first paragraph of this Agreement, or at such other address as such party may designate in writing to the other party.

13. The Authority and Developer agree that this Agreement is intended to be preliminary in nature and will be superseded by one or more definitive contracts, mutually satisfactory to the Authority and the Developer, which shall be negotiated, approved and executed by the Authority and the Developer and no obligation regarding the conveyance of property or provision of any Public Subsidy shall exist with respect to the Development prior the approval and execution of such definitive contract(s).

IN WITNESS WHEREOF, the Authority has caused this Agreement to be duly executed in its name and behalf and the Developer has caused this Agreement to be duly executed in its name and behalf on or as of the date first above written

**ECONOMIC DEVELOPMENT AUTHORITY
OF BROOKLYN CENTER, MINNESOTA**

By _____
Its President

By _____
Its Executive Director

Thor Living, LLC

By _____
Its _____

6101 Brooklyn Blvd

Product Type

THOR Living proposes what we call “attainable housing”. This type of housing can aptly be described as similar to workforce housing. We believe that there is a “missing middle” or a hole in the spectrum of multi-family housing. There are a great deal of people out there with livable wage jobs who are looking for new, safe, comfortable housing who can’t find it in their communities. For the most part it doesn’t exist because developers and investors of real estate are looking for the highest return on their dollar. Typically this type of product has a lesser return than even affordable housing, because it doesn’t receive the deep governmental subsidies. This market rate product does require some lean in by the local city government. If TIF or low cost land can be applied, this product type stands a chance to work financially.

Rents

Studios: \$940 1 Bedroom: \$1260 2 Bedroom: \$1568 3 Bedroom: \$1755

We have 45% of our units under the 60% AMI threshold for purposes of housing TIF. TIF for housing requires 40% or more under the 60% AMI threshold, so we surpass that requirement.

Ownership and management

THOR does not contemplate owning or managing this project at this time. We typically have outside investors who either manage their own portfolios or use reputable 3rd party managers.

Similar Projects

THOR is currently developing and building a similar product type called 1935 Park Ave in South Minneapolis. It contains 43 units of housing ranging from studios to 3 bedrooms. We have surface parking only. The amenities are a fitness center and a bike storage room.

Amenities

We are flexible on amenities and finishes, but only up to the point that they work financially in the project. We would work closely with City staff to determine all of these variables.

Site

We like this site for multiple reasons. We believe that this product type in this locations serves the City of Brooklyn Center and its community members well. There seems to be existing support for attainable housing in this area. It is located close to some walkable retail. It has quick and easy access to major roads. It resides in an existing TIF district.

City Benefits

As stated, we feel this new product type doesn't exist currently in the City of Brooklyn Center and that is highly needed. Providing attainable housing for the missing middle is an admirable and necessary product for many communities. We believe that this will resonate well with the citizens and keep them around at night and on the weekends supporting the local retail and other community amenities. Density in housing is good for retail. Studies prove this out. An investment in housing is an investment in more than just the specific project. It supports other parts of the economic engine.

Parking

Per our site plan we currently have 60 stalls of surface parking and 53 stalls of underground parking contemplated. This totals 113 stalls. When you add up the total number of bedrooms in the mix of apartments that we are proposing, we have 102 total bedrooms. We exceed the total number of bedrooms by 11 stalls. We propose a ratio of 1.1 to 1. We also propose adding as much green space as we can to this highly hard surfaced site. If there is room, we would propose a small dog park for the community to use.

Site Plan – Although a basic site plan doesn't show the laundry in the units, we commit to this request.

Preliminary Development Agreement Transfer



EDA Meeting, February 11, 2019
Meg Beekman, Community Development Director

Project Update

- December 10, 2018 - EDA Entered into PDA with Thor Living
- January 21, 2018 – Thor Living is dissolved and request for termination of PDA is requested
- Coalition Development, LLC – Taking over Thor Living's development projects
- Request is to terminate PDA with Thor Living and approve PDA with Coalition Development





- 6101 Brooklyn Blvd
- 6107 Brooklyn Blvd
- 3600 61st Ave N





Project Proposal

- Four-story, 80-110-unit multi-family development
- Mix of studios, to 3-bedroom units
- Mix of underground and surface parking; Ratio of 1 stall/bedroom
- Affordable at 60-80% AMI
- Anticipated Rents:

Studios: \$940	1-bdrm: \$1260
2-bdrm: \$1568	3-bdrm: \$1755



Financing – Current Estimate

- Total Project Costs: \$14,656,094
 - Land Acquisition (For Four Parcels): \$595,000
 - Soil Correction and Demolition: \$200,000
 - Total Soft Costs: \$3,052,344
 - Total Hard Costs: \$10,808,750
- TIF Requested (GAP): \$2,685,000
- Estimated Taxes Generated: \$234,000
- Current Taxes Generated: \$3,018



Process

- PDA – Expires July 30, 2019
- Sale of EDA-owned property
 - Purchase Agreement
 - EDA (Public Hearing)
- Planning Case Application: Preliminary and Final Plat, Rezoning, possible PUD, Site and Building Plan Review
 - Planning Commission (Public Hearing)
 - City Council Review
- Public Subsidy Request
 - Review by public finance consultants
 - Formal Review by City/EDA (Public Hearing)
 - Development Agreement



Recommendation

- Motion to approve a resolution terminating a Preliminary Development Agreement with Thor Living, LLC and approving a Preliminary Development Agreement with Coalition Development, LLC



**Council/EDA Work
Session**

City Hall Council Chambers
February 11, 2019

AGENDA



The City Council requests that attendees turn off cell phones and pagers during the meeting. A copy of the full City Council packet is available to the public. The packet ring binder is located at the entrance of the council chambers.

ACTIVE DISCUSSION ITEMS

1. Concept Proposal Follow-up 5801 Xerxes Avenue N.
2. EDA-owned Property Discussion
3. 2019 Saturday Market Discussion

PENDING LIST FOR FUTURE WORK SESSIONS

1. Pending Items
 - Cities United Membership
 - Livable Wages
 - Affordable Housing Recommendations
 - On-Street Parking Conditions
 - Public Subsidy Policy discussion with Ehlers Consulting - 3/11
 - Brooklyn Center Beautification and Public Art

MEMORANDUM - COUNCIL WORK SESSION

DATE: 2/11/2019

TO: Curt Boganey, City Manager

THROUGH: N/A

FROM: Meg Beekman, Community Development Director

SUBJECT: Concept Proposal Follow-up 5801 Xerxes Avenue N.

Recommendation:

- Consider a concept development proposal for 5801 Xerxes Avenue N. from Real Estate Equities and provide feedback

Background:

At the January 28, 2019, City Council work session, Real Estate Equities presented a concept development proposal for the former Jerry's Food property at 5801 Xerxes Avenue N, which has been vacant since 2003.

The developer presented development plan for the site, which includes 267 units of housing in two buildings; a four-story, 104-unit affordable workforce multi-family building; and a five-story, 163-unit affordable independent senior multi-family building. The development would include 345 parking stalls; a combination of underground and surface.

As part of their application, Real Estate Equities anticipates submitting an application for Tax Increment Financing for the project, which they are in the process of preparing. They have also submitted an application for conduit debt financing. This requires a call for a public hearing, which will be on the Council agenda this evening.

Given the significance of the project, and since the developers will be in attendance at the meeting this evening, staff wanted to provide an opportunity for the Council to ask any additional questions about the project or the subsidy request. Furthermore, as the developers prepare their land use application to the City, it would be useful to know if there are any concerns that the Council has regarding the project or areas to focus on.

Policy Issues:

- Is the Council generally supportive of the proposed development concept?

Strategic Priorities and Values:

Targeted Redevelopment

Brooklyn Center Project Narrative

Project Type

New Construction: Senior Affordable & Workforce Apartments

Location

5801 Xerxes Ave North, Brooklyn Center, MN

Site Size

4.79 acres

Building Height

Workforce Apartments: Four stories

Senior Apartments: Five stories

Unit Mix

Workforce Apartments

Unit Type	SF	# of Units	Gross Rent	Utility Allowance	Net Rent
1 Bed/ 1 Bath	716	37	\$1,062	\$61	\$1,001
2 Bed/ 2 Bath	994	26	\$1,089	\$76	\$1,013
2 Bed/ 2 Bath	994	6	\$1,273	\$76	\$1,197
3 Bed/ 2 Bath	1,441	35	\$1,471	\$91	\$1,380

Senior Apartments

Unit Type	SF	# of Units	Gross Rent	Utility Allowance	Net Rent
1 Bed/ 1 Bath	716	108	\$1,062	\$61	\$1,001
2 Bed/ 2 Bath	994	55	\$1,273	\$76	\$1,197

Parking

Underground Parking: 204 stalls

Surface Parking: 141 stalls

Real Estate Equities Background

Real Estate Equities is a residential property management and ownership company based in St. Paul currently operating mainly in Minnesota, Indiana, and Wisconsin. REE is a premier property management company with a mission of providing housing, building communities and enhancing lives, all while instilling our values of Ownership, the Right Attitude, Knowledge, and Integrity. REE has developed and managed more than 70 projects in excess of 10,000 housing units with projects spanning from Minnesota, Wisconsin, Ohio, Missouri, South Dakota as well as Indiana. REE has over 700 units currently under development today. REE will develop and operate all aspects of the property and will remain as owners for 20+ years.

Direct/Indirect Financial Benefit Analysis

In addition to the considerable social benefits generated from the two-hundred and sixty-seven senior and workforce housing units there are also significant direct and indirect financial benefits for the city of Brooklyn Center as listed below:

- As part of the development process the city will also be entitled to several fees paid at the closing of the land acquisition and start of construction. We are currently projecting the building permit fee to be approximately \$320,400 and issuer fees for the tax-exempt bonds of \$119,000 for a total of \$439,400.

Based on the average amount of spending per household, that would generate an additional \$2,535,739 in consumer spending that would benefit the local businesses within the city.

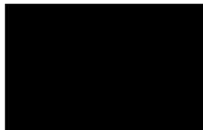
- The proposed project will also generate more indirect financial benefits to the city. In order to quantify this, REE reached out to Marquette Advisors to gain further insight into how the proposed project would affect consumer spending within the city of Brooklyn Center. After thorough analysis Marquette Advisors concluded that approximately 65% of the tenants residing in the proposed development will come from outside the city of Brooklyn Center. In addition, Marquette Advisors concluded that of the population in Brooklyn Center that makes less than 60% of the Area Median Income (AMI), the average annual spending per household, excluding mortgage/insurance/investments, comes to \$14,611/year. Based on this data it could be expected that there would be approximately 174 new households living, working and spending money in Brooklyn Center.

Development Summary

The site is located at the 5801 Xerxes Ave N at the corner of County Road 10 and Xerxes Ave North in Brooklyn Center, MN. The land is currently owned by the ILEX Group Inc. Real Estate Equities plans to acquire the site and develop 267 senior and workforce affordable apartments. For this project to be feasible REE has asked the city to provide Tax Increment Financing throughout the life of the project. When analyzing the project REE understood that there is a gap in financing of \$4.4 million, which REE hopes to fill with the help of Tax Increment Financing. REE will be responsible for coordinating the predevelopment efforts including: due diligence, securing financing, design coordination with architects, project bidding and general contractor selection and city entitlements. Once completed REE will continue to own and manage the property and provide compliance and asset management services.

The 267 affordable senior and workforce apartments will be 100% affordable and will consist of one, two, and three bedrooms apartments. The project will have a full-time onsite management team to manage the property and service the tenants to the best of their ability. Some of the amenities of the project will include: clubroom and fitness center, arts and crafts room, dedicated package storage, and underground parking. On top of these amenities each unit will be furnished with in-unit washer & dryer, solid surface countertops, nine-foot ceilings, and stainless-steel appliances.

Real Estate Equities plans to continue its due diligence on the site and hopes to work with the city of Brooklyn Center to provide the city with an investment that the city and its residents can be proud of.





**Brooklyn Center also Benefits from Significant Indirect Financial Benefits
In Addition to Direct Financial Benefits**

# of Apartments/ Families	267
Percent of Tenants Coming from Outside Brooklyn Center	65%
# of New Families for Brooklyn Center	174
Estimated Annual Spending per Household	\$14,611

Total Additional Consumer Spending in Brooklyn Center	\$ 2,535,739
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MEMORANDUM - COUNCIL WORK SESSION

DATE: 2/11/2019

TO: Curt Boganey, City Manager

THROUGH: Meg Beekman, Community Development Director

FROM: Brett Angell, Business and Workforce Development Specialist

SUBJECT: EDA-owned Property Discussion

Recommendation:

- Consider an update on the status EDA-owned properties and staff's recommendation on the future use of 6500 Camden Avenue, and provide direction.

Background:

Over the past several months, City staff has seen an increased interest in certain sites that are currently owned by the Economic Development Authority of Brooklyn Center. In order to better market the sites and to provide better direction to potential developers, an in-depth discussion on these sites would be useful to better determine how they can complement their surroundings and what uses would best serve the City.

Two properties, in particular, have drawn a significant interest and have not been discussed in detail with the City Council recently.

6500 Camden Avenue N, which is directly adjacent (north) to Topgolf, is a 1.62 acre property currently being used as a park-n-ride location for Metro Transit. This property is zoned PUD/C2 and guided in the future land use plan of the 2040 Comprehensive Plan as Commercial. To date, staff has fielded interest from developers interested in multi-family housing, self-storage, and food/beverage uses.

There are constraints with the property due to a utility easement running through the center of the property. This easement would not be able to be vacated, therefore the size of a potential building would be limited by this easement.

1601 James Circle N is a 4.93 acre property located next to the FBI Regional Office building. The property zoned C2 and guided for Business Mixed Use in the 2040 Comprehensive Plan. This property has received interest from developers for high-density residential, hotel, self-storage, office, warehouse, and event space.

Both of these sites provide key advantages which have been driving developer interest. Both sites have great access and visibility to key major highways – 94, 252, and 100. Both of the sites are also located within the Federally-designated Opportunity Zone. While the full rules for Opportunity Zones have not been fully released by the IRS, in order to be eligible for the maximum tax incentive, investors must have eligible projects in the ground by 2020.

Opportunity Zones are census tracts which have been identified by the Federal Government to be eligible for special tax incentives. The tax incentive allows for investors to place capital gains within an Opportunity Zone Fund and shelter any taxes on those gains. If the investor holds the money in a qualified Opportunity Zone project for 5 years they receive a 10% exclusion of the deferred gain. For 7 years, the exclusion goes up to

15%. If the qualified investment is held for 10 years, the investor receives the 15% exclusion and is able to sell the investment and not pay any taxes on the capital gains from the investment. Projects eligible for this program include the purchase and rehabilitation of existing buildings, new construction, business start-ups, and investment in existing businesses.

The timing for Opportunity Zone incentives means that it is likely in the City's best interest to act sooner rather than later in identifying goals for the sites and marketing them.

Given the proximity to TopGolf, and the physical limitations of the site, staff believes that the best future use for 6500 Camden Avenue is one that compliments TopGolf while leveraging the number of people attracted to the area. In addition, a use that can utilize the benefits of the Opportunity Zone incentives and does not require the use of other City subsidy in the form of TIF would be a goal of the site.

An example of an appropriate user might be a restaurant and bar with some kind of entertainment or event component. Ideally the end user would be a local chain with name recognition, but with more authenticity than a national chain. A brewery with a food component may also be an appropriate use. Given the specificity of what would fit there and the narrow market, staff is recommending engaging with a broker who specializes in these types of uses to market the site on the EDA's behalf.

1601 James Circle is a property that has also drawn interest from a variety of users. Most recently staff has been in communication with a developer and investment group looking to construct a tech start-up incubator for small but growing businesses. They have specifically been looking for sites in Opportunity Zones for the incentives they offer.

There may also be interest in underutilized sites near 1601 James Circle that could be combined into a larger redevelopment. This is a topic that can be discussed more fully at the work session. Staff believes that the highest and best use for this site is a use that fits within the 2040 Comprehensive Plan guided land use of Mixed Business. This would allow a variety of manufacturing, light industrial, and commercial uses. Staff's recommends a vision for the site that either creates high quality jobs or contributes significantly to the City's tax base.

Given the high visibility of the site and the level of interest, Staff is not recommending engaging a broker at this time for the property at 1601 James Circle, but rather waiting a few more months to see if the market brings any substantive projects forward. If not, then a broker may be useful to engage the market more fully.

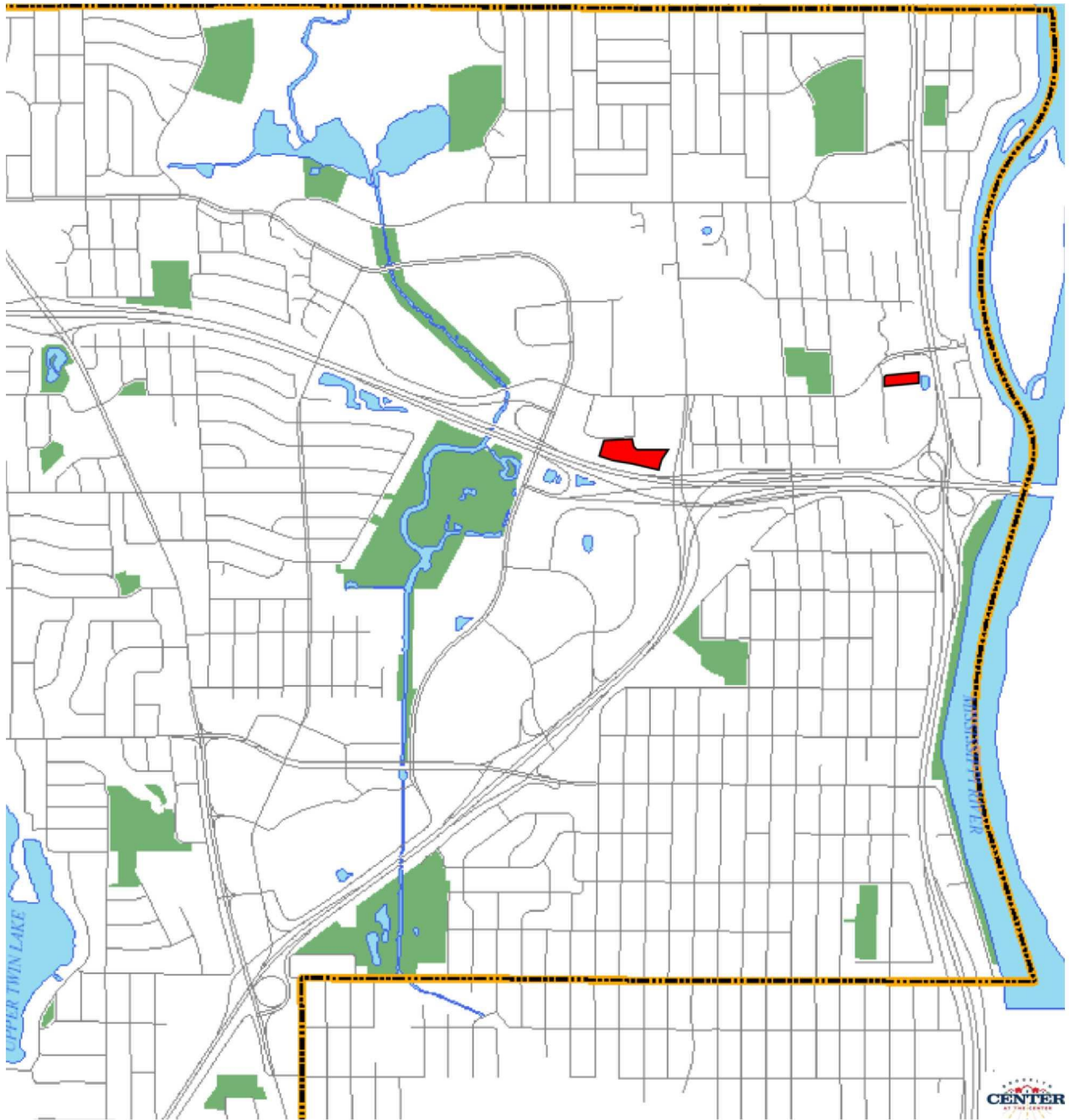
Policy Issues:

- What is the highest and best use of 6500 Camden Avenue N given its location, visibility, and physical constraints?
- Does the City Council agree with hiring a broker to help market the site?
- What are the City Council's goals for the redevelopment of 1601 James Circle?
- Is the City Council comfortable waiting a few months before hiring a broker to market that site?

Strategic Priorities and Values:

Targeted Redevelopment

Property Visioning – Locational Map



EDA-Owned Property Discussion



EDA of Brooklyn Center, 2/11/2019
Brett Angell, Business and Workforce Development Specialist

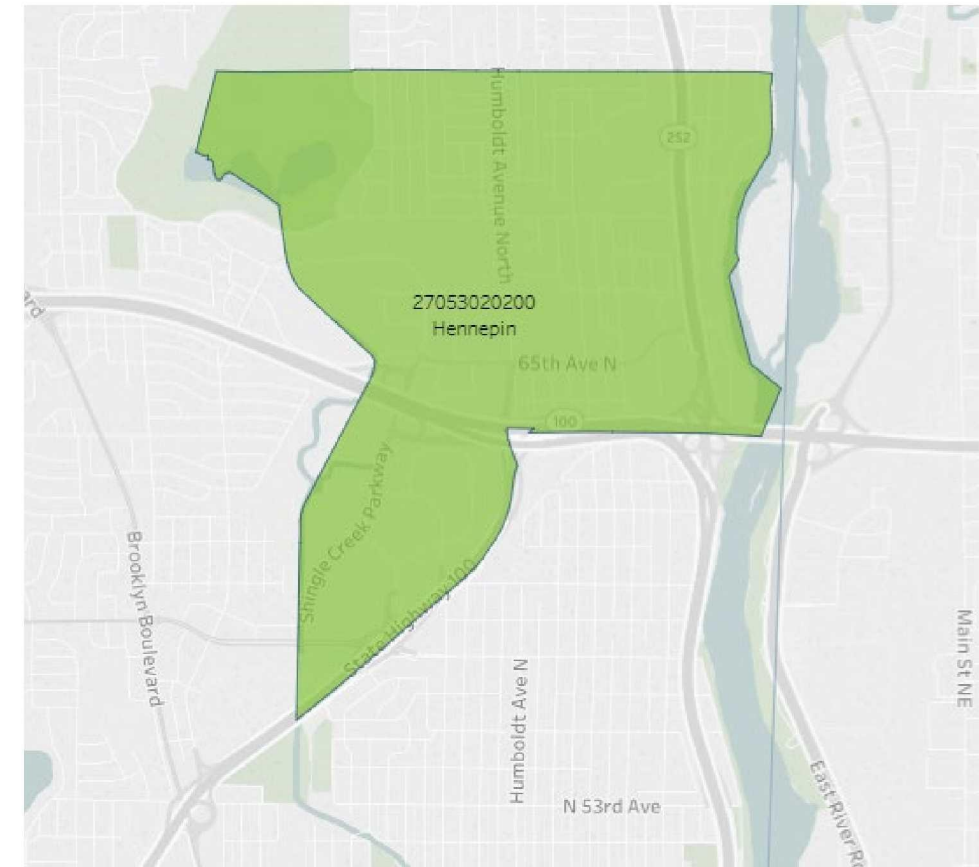
Purpose

- Discuss the impact of Opportunity Zones;
- Further evaluate EDA-owned sites;
- Provide direction on desired uses.



Opportunity Zones

- What are Opportunity Zones?
 - Tax incentive offering capital gain tax deferment
 - Rewards long-term investments
 - Building and business funding possibilities
- How does this affect Brooklyn Center?
 - Increased interest in sites for sale
 - Investment interest in projects



6500 Camden Avenue N



- Zoning: C2 Commerce
- Future Land Use Guidance:
- Size: 1.62 Acres
- Current Use: Metro Transit Park-N-Ride
- Interested Received: Self-Storage; Multi-family housing; Restaurant; Event Space

6500 Camden Ave N

Site Advantages

- Located in the Opportunity Zone
- Visibility from Highway 252
- Adjacent to Topgolf
- Vacant

Site Challenges

- Utility easement through the center of the property



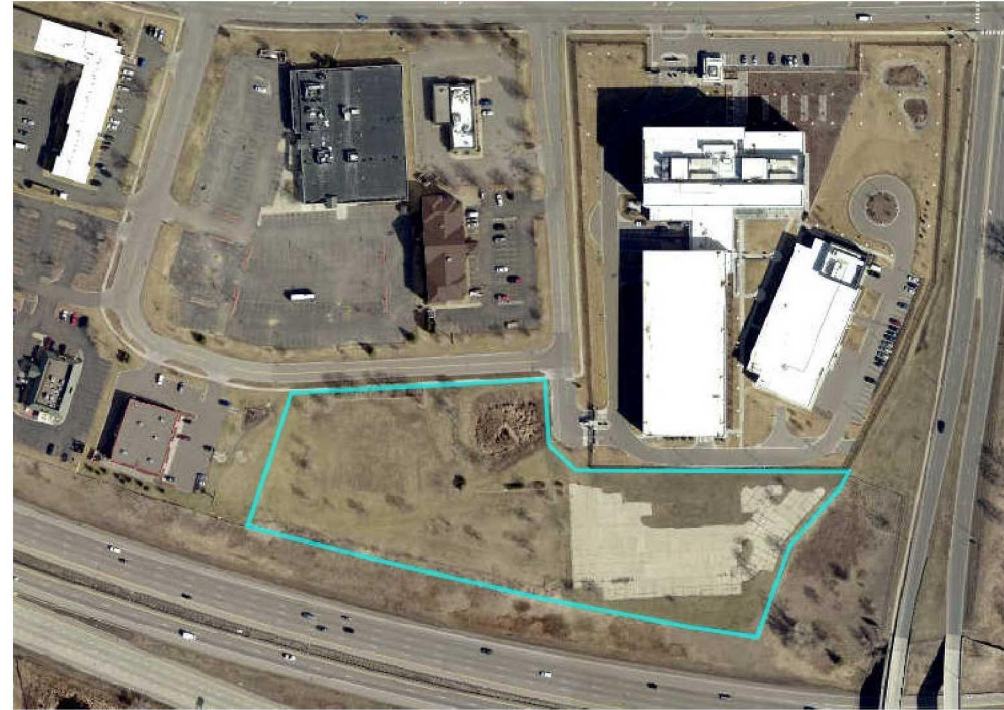
6500 Camden Avenue N

- Desired outcomes from this conversation:
 - Determine ideal use(s) for the site.
 - What uses compliment Topgolf?
 - Determine if a broker should be hired.
 - Determine if public subsidies should be considered for specific projects.



1601 James Circle N

- Zoning: C2 Commerce
 - Future Land Use Guidance: Business Mixed Use
 - Size: 4.93 acres
 - Current Use: Vacant
 - Previous Use: Restaurant
-
- Interest Received: Self-Storage; Multi-Family Housing; Office/Event; Tech Incubator; Warehouse; Hotel



1601 James Circle N

Site Advantages

- Located in the Opportunity Zone
- Visibility from I-94
- Proximity to I-94, 252, and 100
- Vacant (previously buildings torn down)

Site Challenges

- Site Access via James Circle
- Property Shape



1601 James Circle N

- Desired outcomes of this conversation:
 - Determine redevelopment goals of this site.
 - Give direction which type of use best suits the site.
 - Determine if a broker should be hired now or in a few months.



MEMORANDUM - COUNCIL WORK SESSION

DATE: 2/11/2019

TO: Curt Boganey, City Manager

THROUGH: Meg Beekman, Community Development Director

FROM: Brett Angell, Business and Workforce Development Specialist

SUBJECT: 2019 Saturday Market Discussion

Recommendation:

- Consider proposed changes to the Saturday Market and provide input to staff on how best to leverage the Market for the City.

Background:

As planning will be beginning shortly for the 2019 Saturday Market event, discussion on certain aspects of the event will help ensure that this year's events build on the successes of 2018 and make necessary changes to increase attendance of both attendees and exhibitors. Two main discussion points for the 2019 Saturday Market include both the date and location of the event.

Date(s)

During 2018, the Saturday Market was held on the 1st Saturday of each month between July and October. This led to the events falling on the 4th of July and Labor Day holiday weekends. The first Saturday of each month also conflicts with an Asian Night Market which is hosted by the Asian Economic Development Association, a group which has expressed an interest in partnering with the City on the event. Staff recommends changing to the second Saturday of each month, which avoids these conflicts.

Location

All of the 2018 events were held at the former Jerry's Food site located at 5801 Xerxes Ave N. While this site has great visibility and on-site parking, there was a rental charge of \$400 for each event and the site is currently under consideration for a development project. Since there are nearby locations which are currently owned by the EDA, there would be advantages to moving the location.

Other points of discussion or change related to the 2019 events include: planning of the event, marketing, hours, and entertainment options. Additional discussion or comments on ways to improve the event will help guide the shaping of the event.

Staff has reached out to the Asian Economic Development Association, CAPI, CEAP, and the Liberian Business Association to explore opportunities for partnerships that would expand the reach to potential vendors and the draw of the Market. In addition, Staff is exploring ways to incorporate more food trucks into the event, as well as add opportunities for local artists to participate in the Market.

Other opportunities for improvements will be to begin advertising for vendors earlier in the year, and to develop a more broad-reaching marketing plan to advertise the events themselves.

Policy Issues:

- Does the Council have suggestions for how to broaden the reach of the event as well as increase the draw for participants?

Strategic Priorities and Values:

Enhanced Community Image, Resident Economic Stability

MEMORANDUM - COUNCIL WORK SESSION

DATE: 2/11/2019

TO: Curt Boganey, City Manager

THROUGH: N/A

FROM: Barb Suciu

SUBJECT: Pending Items

Recommendation:

- Cities United Membership
- Livable Wages
- Affordable Housing Recommendations
- On-Street Parking Conditions
- Public Subsidy Policy discussion with Ehlers Consulting - 3/11
- Brooklyn Center Beautification and Public Art

Background: