

**CITY COUNCIL
MEETING**

City Hall Council Chambers
May 11, 2026

AGENDA



1. Call to Order - 7:00 p.m.

Attendees please turn off cell phones and pagers during the meeting. A copy of the full meeting packet is available in the binder at the entrance to the Council Chambers.

2. Roll Call

3. Pledge of Allegiance

4. Informal Open Forum

This is an opportunity for the public to address the City Council on items that are not on the agenda. It is limited to 15 minutes. It may not be used to make personal attacks, air personal grievances, make political endorsements, or for political campaign purposes. Council Members will not enter into a dialogue with the presenter. Questions from the Council will be for clarification purposes only. It will not be used as a time for problem-solving or reacting to the comments made but for hearing the presenter for informational purposes only. The first call will be for those that have notified the Clerk that they would like to speak during the open forum and then ask if anyone connected to this meeting would like to speak. When called upon, please indicate your name and then proceed. Please be sure to state your name before speaking.

a. Meeting Decorum

5. Invocation

6. Approval of Agenda and Consent Agenda

These items are considered to be routine by the City Council and will be enacted by one motion. There isn't a separate discussion for these items unless a Councilmember so requests, then it is moved to the end of the Council Consideration Items.

a. Approval of Minutes

- *Motion to approve the following minutes:*

- *April 23, 2026, Study Session*
- *April 23, 2026, Regular Session*

b. Approval of Licenses

- *Motion to accept licenses as presented.*

c. Commission Appointments

- *Motion to approve the appointments to the Parks & Recreation Commissions*

d. An Ordinance Amending Section 35-4013 (Allowed Use Table) of the City

Code of Ordinances Regarding Cemeteries in the Public Open Space Zoning District and Certain Amendments to Section 35-4409 (Temporary Uses and Structures) — 2nd Reading

(1) Motion to approve a second reading of an ordinance amending Section 35-4013 (Allowed Use Table) of the City Code of Ordinances regarding cemeteries in the Public Open Space Zoning District and certain amendments to Section 35-4409 (Temporary Uses and Structures), as contemplated under Planning Commission Application No. 2026-004.

(2) Motion to approve a resolution for summary publication of the aforementioned ordinance amendments in the Brooklyn Center Sun Post.

- e. Resolution Accepting Bid and Awarding a Contract, Improvement Project No. 2026-13 Police Station 2026 Roof Replacement

- Motion to approve the resolution accepting the lowest responsible bid and award a contract to Palmer West Construction Company, Inc. of Rogers, Minnesota for Project No. 2026-13 Police Station 2026 Roof Replacement.

- f. Updated 2026 Fee Schedule

- Motion to approve the 2026 Fee Schedule with Updates

7. Presentations/Proclamations/Recognitions/Donations

- a. Proclamation Recognizing and Acknowledging May 2026 as Mental Health Awareness Month

- Motion accepting the Proclamation Recognizing and Acknowledging May 2026 as Mental Health Awareness Month

- b. Resolution Declaring May 17 - 23, 2026, National Public Works Week in the City of Brooklyn Center, and Recognizing May 16, 2026, as Big Wheels & Big Works Day at Brooklyn Center Public Works

- Motion to approve a resolution declaring May 17 through May 23, 2026, as National Public Works Week in Brooklyn Center, and Recognizing May 16, 2026, as Big Wheels & Big Works Day at Brooklyn Center Public Works

- c. Resolution Recognizing May 10 through May 16, 2026, as Police Week and May 15, 2026, as Police Officers Memorial Day

- Motion to approve the Resolution Recognizing May 10 through May 16, 2026, as Police Week and May 15, 2026, as Police Officers Memorial Day

- d. 5 Year Financial Management Plan

- Accept the presentation

8. Public Hearings

- a. Ordinance Amending Chapter 12 Rental License Program – 2nd Reading and Public Hearing

(1) Motion to approve the second reading of an ordinance amending Chapter

12, Sections 12-901, 12-902, 12-906, 12-908, 12-910, 12-911 through 916, and Section 12-1504(4)(b) of the Brooklyn Center City Code of Ordinances regarding Rental Licensing and Vacant Property Exceptions within the City of Brooklyn Center.

(2) Motion to approve a resolution for summary publication of the aforementioned ordinance amendments in the Brooklyn Center Sun Post.

9. Planning Commission Items

10. Council Consideration Items

11. Council Report

12. Adjournment



COUNCIL MEETING DECORUM FOR THE PUBLIC

To ensure meetings are conducted in a professional and courteous manner which enables the orderly conduct of business, all persons in attendance or who participate in such meetings shall conduct themselves in a manner that does not interfere with the ability of others to observe and, when allowed, to participate without disruption or fear of intimidation.

- A. Decorum. Persons who attend meetings must avoid conduct that disrupts, interferes with, or disturbs the orderly conduct of the meeting or the ability of other attendees to observe and participate as appropriate. To that end, persons who attend meetings are subject to the following:
 - (1) Members of the public may only speak during meetings when allowed under Council Rules and only after being recognized by the presiding officer. The City Council has established time limits for the acceptance of public comments or testimony.
 - (2) Public comments or testimony must be addressed to the presiding officer and not to other Council Members, staff, or others in attendance.
 - (3) All elected officials shall be referred to by their proper title and surname.
 - (4) Public comments should avoid personal accusations, profanity, or other improper content for a public meeting.
 - (5) Intimidating behaviors, threats of hostility, or actual violence are disallowed.
- B. The presiding officer shall request any person(s) who disrupt, interfere with or disturb the orderly conduct of a meeting to cease the conduct and, as necessary, shall issue an oral warning to the individual(s) found to be in violation. If the individual(s) persists in disrupting, interfering with, or disturbing the meeting, the presiding officer may have the individual(s) removed or, under appropriate circumstances, temporarily clear the gallery. If for any reason the presiding officer fails to take such action, a majority vote may be substituted for action by the presiding officer to maintain order and decorum over the proceedings.
- C. The Council Chambers capacity is 76 persons per fire code.

Council Regular Meeting

DATE: 5/11/2026
TO: City Council
FROM:
THROUGH:
BY: Kat Ellgren, Deputy City Clerk
SUBJECT: Approval of Minutes

Requested Council Action:

- *Motion to approve the following minutes:*

- *April 23, 2026, Study Session*
- *April 23, 2026, Regular Session*

Background:

Budget Issues:

Inclusive Community Engagement:

Antiracist/Equity Policy Effect:

Strategic Priorities and Values:

ATTACHMENTS:

1. 2026.04.27 SS
2. 2026.04.27 CC

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
APRIL 27, 2026
CITY HALL – COUNCIL CHAMBERS

CALL TO ORDER

The Brooklyn Center City Council met in Study Session called to order by Mayor April Graves at 6:01 p.m.

ROLL CALL

Mayor April Graves, and Councilmembers Dan Jerzak, Teneshia Kragness, and Laurie Ann Moore. Also present were Interim City Manager Darren Nyquist, Deputy City Clerk Kat Ellgren, Planning Manager Ginny McIntosh, Police Chief Garrett Flesland, City Clerk Shannon Pettit, and City Attorney Siobhan Tolar.

Councilmember Kris Lawrence-Anderson was absent.

CITY COUNCIL MISCELLANEOUS DISCUSSION ITEMS

Councilmember Kragness noted there was an error in the minutes; the name Fit Butters was misspelled. She added that there might be some typos on the fees, and she communicated those to the Interim City Manager. One typo was on Utility Services, comparing the 2025 fees to the 2026 fees on page 14 of the Utility Services, for schools, government buildings, and churches, the rate actually went down in 2026, which is probably a typo. In 2025, the fees were \$33.08, and in 2026, they were listed at \$30.90

Mayor Graves asked if Councilmember Kragness had already identified this with Mr. Nyquist. Councilmember Kragness noted that she identified two missing fees for the miscellaneous services to Mr. Nyquist. There are violation types under administrative penalty on page nine, or page 57 of 131. There were two missing from 2025 to 2026: the parking surface violation 12-316, level two, and tenant protection violation number 12-912(d), level four offense. She added that maybe those fees were changed, or something was overlooked.

Councilmember Kragness noted that on page six of the commercial electrical permit, or page 54 of 131, the fees went up to \$60 per trip, when they used to be \$50 per trip. There are also reinspection fees listed at the bottom, which went up from \$50 to \$60. The investigation fee was also doubled, which was listed at \$1 in 2025.

Interim City Manager Daren Nyquist responded that, luckily, Ginny McIntosh is present to answer some of those questions.

Councilmember Kragness added that the amount listed for refunds issued for permits only over a certain dollar amount is \$120, versus before, when there was no amount listed. She added on page 57 of 131 under miscellaneous services, the administrative system fees, which lists the maximum final total cannot exceed \$1,000 in 2025, and in 2026, it states that the amount is \$2,000 per assessment period. She noted this had already been discussed, but the same language should be confirmed.

Ms. McIntosh explained that the \$2,000 under administrative fees was a Council decision. There are a number of other changes that were made that she would look into and get back to the Council on. She noted she was trying to get an answer on the level four tenant protection fee, but was unsure if a fee was ever put in or if it was removed, and she will have to look into it and get back to the Council. Regarding the commercial electrical inspections, the City has a new electrical inspector who requested to increase those fees, so some of the changes are due to outsourcing and fees going up. Some of the other fees discussed were through City Council requests and can be clarified in either a weekly update or at the next Council meeting.

Councilmember Kragness noted that the weekly update would be fine.

Councilmember Jerzak stated on page 49 of 131 that the Cannabis Registration information should be checked. On page 50 of 131, there is a \$5,000 fee listed for the Heritage Center. He asked if that fee is an internal fee or an alcohol fee that the City is paying itself. The other question he had was on page 61 of 131; he thought the Council discussed continuing the \$3,000 vacant building fee for buildings that continually remain vacant. He added that he remembered the Council having a discussion about this fee to discourage long-term vacancies. He noted that at the last meeting, he had requested pulling the Planning Commission meeting minutes, and all of that has since been resolved after meeting with Mr. Nyquist.

Mayor Graves asked if Staff had any response to Councilmember Jerzak's questions. Mr. Nyquist responded that he and Staff would get back to those questions in the weekly update.

CITY MANAGER MISCELLANEOUS DISCUSSION ITEMS

CANNABIS REGISTRATION LOTTERY

Mr. Nyquist explained that tonight was supposed to be more entertaining with the lottery process, but there have been some developments over the last week with the OCM and the process. He introduced City Clerk Shannon Pettit to give an update on the lottery.

Ms. Pettit noted there is a bingo cage in the Chamber, and the intent was for the lottery to happen for the first Cannabis Registration license tonight. When last presented, the City Clerk's office had two completed license applications ready for the lottery and 12 pending applications. After

doing some information verification on pending applicants, Staff learned that there was only one applicant who qualified for the lottery and would not need to use the bingo cage. She added that despite there only being one applicant tonight, they are excited to move forward with the process.

Mayor Graves noted that the maximum is only three or four applicants, so one is a step in the right direction. She added that it is disappointing that some of the applications didn't make it through the vetting process and is curious what the issues were, but does not want to publicly state anything about anyone's business. The Council will try to support the applicants within reason with knowledge and education. Ms. Pettit noted that she expects to see the applicants come back, and that is the hope.

POLICE DEPARTMENT ANNUAL REPORT

Mr. Nyquist introduced Police Chief Garrett Flesland to provide the Police Department's annual report.

Chief Flesland explained that he would give a brief update on the Police Department and what they are seeing in terms of workload and crime trends. The Department is extremely busy, and the numbers will show that, especially the slides at the end of the presentation. He noted that there are quite a few slides in this presentation, and the Council can review the slides in more detail later, but he will answer any questions the Council may have either in an upcoming weekly meeting or a future dialogue.

Chief Flesland described Staffing levels for the Department over the last five years. In 2024, the Department lost funding for an auto theft investigator, but gained one detective position and one sergeant position. In October 2021, the Department was at the lowest number of sworn Staff they have ever had at 34 officers. Since 2021, 46 officers have been hired, and 49 have retired, resigned, or been separated. The Department has since been operating on average at 80 percent of authorized sworn staff, and right now has 42 sworn officers. This year, the Department has hired four police officers and had another hire planned in September, once that officer finishes her training. The Department will be inviting additional applicants for interviews in the next few weeks. He added that in addition to the current officer hiring process, the Department is in the middle of the CSO hiring process and has interviewed several applicants in the past few weeks. The Department would also like to eventually get two cadets back in place.

Chief Flesland explained that last year, Department Staff responded to and worked through over 41,000 incidents. It is an extremely busy and dynamic environment the Department is operating in, and the call load averages almost 114 calls a day, or 4.76 calls per hour, or equal to a call every 12.7 minutes of the year.

Mayor Graves asked if Chief Flesland knew what the Staffing level was in 2010 and 2011. Chief Flesland answered that the Department was authorized 49 positions, but was routinely at 46 to 49. The Department was typically one to two positions short because of either retirements or significant injuries.

Chief Flesland added that the Council could dig in and digest specific numbers related to the Uniform Crime Report (UCR) using the handouts provided. What stands out is that violent crime has fluctuated over time, with some higher periods and lower periods. During COVID and the civil unrest era, there was a noticeable increase, which was consistent with what many other communities also experienced. The encouraging part is that in 2025, there were 169 violent crimes, which is a 21 percent reduction from 2024. This means there were 46 fewer violent crimes in Brooklyn Center than the previous year. This number places Brooklyn Center back into the range that it had historically been over the past 35 years, and is evidence of moving back towards some long-term stability.

Chief Flesland noted that recent gun-related statistics show that the only increase is the number of weapons recovered. So far in 2026, the Department is up 90 percent in weapons recoveries. This time in 2025, the Department had recovered 20 weapons, versus 38 so far this year.

Mayor Graves asked what Chief Flesland attributed that difference to.

Chief Flesland noted that part of it is that there are a lot more weapons out on the street. There are people manufacturing their own guns, and he noted that, although he cannot prove it with statistics, people are more brazen and bringing guns to a lot of incidents. He added that when he was in high school, he was worried about fist fights and occasionally someone had a knife, but now there are a lot of young people with handguns that seem to bring them everywhere.

Mayor Graves stated that means people have more access. Chief Flesland agreed with Mayor Graves.

Chief Flesland continued that robberies went down 34 percent, but assaults on loss prevention during thefts went up 33 percent from 2024 to 2025. This accounted for most types of robberies, and he noted he was not aware of this before.

Mayor Graves asked Chief Flesland to explain what that means. Chief Flesland noted that when a theft is taking place, a retail establishment tries to confront the thief, and the thief uses force to get away to take the property, which means it is no longer a theft; it is a robbery. This is the most frequent robbery with assault on loss prevention, which is a concerning trend in thefts in general, in shoplifting.

Chief Flesland noted that aggravated assaults went down by 20 percent, and non-domestic related aggravated assaults went down by 30 percent. There is still a concern about domestic-related aggravated assaults, which are up now compared to five or ten years ago. Mayor Graves pointed out that it is not just in Brooklyn Center. Chief Flesland agreed that those are up everywhere and that trend is concerning because the police cannot do anything to prevent them from happening in someone's home. He added that it is why it is so important for the police to get involved in low-level domestic violence cases where physical violence has not happened, to get resources to people to prevent the cycle of violence.

Chief Flesland added that all burglaries went down 29 percent, and residential burglaries went down 52 percent. Unfortunately, theft went up as a whole to 28 percent in 2025, and shoplifting became a challenge. Shoplifting went up 57 percent from 2024 and 143 percent from 2023. This will come up again when discussing proactive patrols, as the Department saw this trend happening and targeted retail and commercial areas to provide more resources in those areas. He added that despite this, auto theft went down 51 percent, and in 2024, Hyundai and Kia accounted for over half of the auto thefts in Brooklyn Center, and last year thefts of those vehicle makes went down 72 percent from 2024.

Mayor Graves noted that there has been an uptick in auto thefts recently, and asked if the Department has seen that in Brooklyn Center. Chief Flesland noted that he has seen some, but not like neighboring communities have. Mayor Graves encouraged Staff to utilize the county program that is meant to get in front of the problem with young people, identify them, and stop them from repeating those actions. She added that if the Police Department has not been in contact with those new partners on that, they should utilize that resource to try to keep those numbers low.

Chief Flesland stated that the department does share that information in their crime analysis, and it does get forwarded on to the county entities.

Chief Flesland noted that shots heard 911 calls have also decreased since 2016, which is in alignment with the gun-related slide from earlier showing that all numbers are down, with the exception of weapon recoveries.

Chief Flesland explained that the trend of 911 calls received for group homes or congregate care facilities since 2009 averaged just over 10 calls per day to those facilities. Other calls received for mental problems, which is the term used to align with current computer-aided dispatch codes and terminology, the combined number of those types of calls for service for mental problems and welfare checks went down for the first time since 2017. Mayor Graves added that the hope is that there are fewer repeat calls because people are getting connected to the necessary resources, but more data would be good.

Chief Flesland continued that in 2025, the City's expanded response teams were the primary responders to 416 welfare check or mental problem calls for service. It is reasonable to conclude that ERT is having an impact on some of the 911 calls that Police Officers have traditionally responded to. When combining the Police and ERT calls, overall, the responders from the City did in fact continue to respond to more of those types of calls in 2025 than in previous years. The numbers are still going up, but some of them are being taken by ERT instead of Police Officers. Mayor Graves noted that the need is continuing to increase, and from her interactions with the community, mental health is definitely a concern, and that trend will probably continue because of the traumatic events that have happened in 2026. It will be good to continue to have those additional resources.

Chief Flesland noted that in 2025, there were just under 1,100 views of the crime statistic dashboard on the City's websites. This averages to just over three views per day in 2025. The Department posted information about the dashboard on their social media sites on October 2, 7, 30th, and November 30th and it seems to correlate with the spikes and overall increase in views. In October and November, the specific crime statistics dashboard, along with the other information regularly posted on the Police data dashboard page of the City's websites, is significantly underutilized as a resource by the community. There is more information that is being published and posted on a regular basis that people just are not digesting.

Mayor Graves stated that Staff should figure out a way to communicate with a push or a campaign, so that people know about that resource and that the City is making concerted efforts around transparency related to crime statistics.

Chief Flesland noted that one of the tools of technology they have been using in their current fight and Public Safety efforts is the mobile camera trailers. In 2025, there were a combined total of 58 deployments between two trailers. These are not short one-day deployments, and in most cases, these deployment/multiple days or even weeks. On average, deployments range from 11 to 17 days per location, which allows the department to stabilize areas that are experiencing ongoing issues, whether it's vehicle break-ins, nuisance activity, illegal dumping, or problems that specific apartment complexes are having. The key advantage of these mobile camera trailers is flexibility. The department can deploy these clips quickly where the need is, without having to install any kind of permanent infrastructure, and because the trailers are highly visible, they serve both as a deterrent and as a tool for gathering evidence. Overall, these trailers have become a force multiplier for the department, extending our presence without requiring additional staffing. This is part of how the department is working to address issues in a more targeted and efficient way, focusing on specific locations and problems rather than relying solely on broad patrol coverage.

Chief Flesland continued that the Department has continued to work on building out its drone program. It is still in its early stages, but has already been used in a few real-world situations searching for individuals and evidence, as well as assisting other City departments. This is not something that the Department is using every day yet, but it is a tool that has clear potential to improve safety and efficiency. In 2025, there were two operational flights, and in 2026, there were six. There was a flight today to positively identify whose jurisdiction an encampment was in, and the drone allowed the Department to do so fairly easily.

Chief Flesland added that the Department continued to use Automated License Plate Readers (ALPR), and this is not a new technology for the city. He noted that the Department had used them while they were mounted on some of their squad cars several years ago, from at least early 2013 through 2017. Currently, the Department has been using them at some fixed locations throughout the city since July 2023. This has led to 23 stolen vehicles being recovered and 19 arrests associated with those cases just from 2025. Since 2023, the Department has positively attributed 72 stolen vehicle recoveries to ALPR technology.

Mayor Graves asked how many ALPR's are in the City. Chief Flesland noted they lease 10 of them through a grant program, but only nine are operational. He noted that in 2025, ALPRs supported over 145 criminal investigations, helping identify vehicles, locate suspects, and in some cases connect cases across jurisdictions. Specific examples of using ALPR include a carjacking, where the Department used ALPR data to identify the suspect vehicle, track the suspect's movements, and corroborate information with cell phone data, which led to the suspect's arrest by U.S. Marshals in North Dakota. In that case specifically, detectives were clear that without ALPR data, that case never would have been solved. In another case, a Brooklyn Center resident had a \$10,000 necklace stolen. The Department was able to identify the suspect vehicle using ALPR data, which led them to an organized group committing robberies across multiple states. The vehicle that was used in Brooklyn Center was ultimately tracked out of state, and the suspect was arrested with the victim's property recovered. In another case, the ALPR data led directly to arrests involving illegally possessed firearms. During that stop of a stolen vehicle, officers recovered a loaded firearm, fentanyl, cocaine, and other drugs from a convicted felon who was not allowed to possess firearms.

Chief Flesland continued that one of the biggest benefits of using ALPR data is to identify stolen vehicles within the City, and instead of pursuing them, they safely box them in with Police vehicles in order to recover them, reducing the risk to the public. This tool is producing real results and helping the Department work smarter, across multiple jurisdictions. It is not a standalone situation, but has been a valuable tool in helping the Department be more efficient and effective in investigations. He added that Flock ALPR is the vendor that the City is currently using and is shared with 49 Minnesota Police agencies, and one regional information sharing system, which is MOCIC. MOCIC is a clearing house of sorts that the Department uses to deconflict criminal investigations that are being conducted and allows the Department to see if another agency or jurisdiction is conducting an investigation that might overlap with Brooklyn Center's.

Mayor Graves asked if the sharing agreement with those 50 organizations prohibits them from sharing that data with anyone outside of the 50 that were identified by the City. Chief Flesland confirmed that the data is for those organizations only.

Chief Flesland added that the Flock ALPR data is available on the City's website under the Police data dashboard, with a link to a transparency portal from Flock. This link will show who the City has agreements to share data with, as well as a copy of the City's policy and the last 30 days' worth of data, including unique vehicles or license plates that the system has captured. Mayor Graves asked if the contract the City has with Flock right now is over. Chief Flesland responded that the contract ends in June 2027. Mayor Graves asked if there was any interest in looking into any of the contracted companies that other cities are using. Chief Flesland noted that he and other Staff have had multiple conversations with multiple vendors, and technology and pricing are changing fast. So it behooves the City to know as much as possible about multiple vendors to make the right decision at the right time. This could mean choosing a vendor that hits the sweet spot between capabilities and pricing structures. Mayor Graves noted that means Chief Flesland is going to keep his finger on the pulse. Chief Flesland stated he has more meetings scheduled regarding this on his calendar now.

Chief Flesland explained that the Department focused on identifying unique and meaningful engagement events in 2025. These events included meetings, outreach, problem-solving, and events tied to specific people or specific locations. After removing various administrative activities, he could identify at least 150 community engagement events in 2025. These events are led by the JCPP community liaison and the Crime Prevention Specialist, along with the Community Services division as a whole, who are focused on those ongoing relationships and problem-solving efforts. Much of the work is centered on individuals and locations that are driving repeat calls for service, so it is not just a one-time contact, but rather a sustained engagement over time. This does not capture everything related to community engagement and partnerships; every day, Staff are interacting with residents, victims, businesses, and community members multiple times a day. Those interactions may not show up in a report like this, but they matter in building trust in serving the community. Additionally, Staff put in 4,280 hours for training across a wide variety of subjects and topics, including weekly ethics training that is taking place in roll calls and small group discussions.

Chief Flesland continued that when he provided his 2024 annual report last March, one of the initiatives mentioned was a series of proactive enforcement details based on identified crime trends and hotspot areas. That idea evolved into seven weeks of focused details last year. This was intentional to try to impact the theft and shoplifting trends that the City is seeing in retail areas. The Department has always been busy, but in 2025, the Department had 4,275 incoming pieces of evidence and over 7,000 phone calls to the main telephone number. This works out on average to 28 phone calls each workday. There were 2,210 requests for data reports or videos, averaging out to just under nine data requests each day last year. Chief Flesland noted that the Department continues to make steady progress and sees positive trends in key areas. The Department is being thoughtful in how they are using resources and technology, and continuing to focus on the people and locations that drive the most calls for service. He added that he was proud of the work that the officers and professional Staff are doing every day as they serve this community. He noted that the Department is not where they want to be yet, but they are moving in the right direction.

Councilmember Moore thanked Chief Flesland for the presentation and commended him on his interview on CCX media, as it was very uplifting and informative. Chief Flesland stated he was excited to do that interview, and CCX media reached out to both him and Fire Chief Berg, and thinks they will be included in future opportunities like that.

Councilmember Jerzak stated that everyone is aware of the challenges the Department continues to encounter in recruiting new police officers, especially with the expected wave of retirements around the corner. He asked what role technology will play in the future, especially as other cities like Minnetonka send up drones, which become more of a force multiplier at a cheaper cost without the burnout factor. The math on the increase of calls to group homes alone comes out to 9.26 calls per 24 hours, and overall, the City is asking officers to do more and more. He asked Chief Flesland what technology would potentially have the most impact.

Chief Flesland noted that the new technology is incredibly exciting and will be a part of future crime fighting, and will allow the Department to do things smarter, safer, and more efficiently, but policing is still a person-to-person endeavor. Technology like AI can process all kinds of information, but ultimately, a man or a woman has to go out and interact face-to-face with a suspect, or a victim, or some kids in a park that want to play football. When the Department had its workload study done in 2023, that study said the Department needed 12 more officers than they have right now to be running on all cylinders, and the Department needs more officers than they are authorized right now, but that may have to meld with technology. He noted that he cannot predict where the Department is going to be, but a lot of the future is going to be regional aspects, as people are so mobile that they leave one jurisdiction and go to another. Part of that technology is going to be sharing information, and there are legal guardrails that are up, but ultimately, agencies need to be able to share information in a timely manner. He added that different agencies use different databases and software systems, and it will be about looking at all the information and getting the right analyst to give refined information to the right cop who is going to do something with that information.

Councilmember Jerzak asked if the ALPR readers are worth the investment and cost-effective. Chief Flesland stated that they are a beneficial technology. The ALPR readers give a lot of data that helps the Department leverage to find information, such as in a kidnapping case that he did not mention earlier. He noted that he does not want to scare people, but there is a lot of data out there that the ALPR readers give to the Department that they can use justifiably based on probable cause and legal doctrine in a timely manner, and many of the cases that have been solved would not have been solved without the ALPR readers. It is important that there are safeguards in place, and the information from these ALPR readers is used for criminal investigations and nothing beyond that. As people recognize how valuable and critical this data is, there will probably be more ALPR vendors that come out in the next year and a half.

Councilmember Jerzak stated that Chief Flesland had 10 licenses, but only nine of them were being used, and asked if there was a particular reason. Chief Flesland answered that the Department is working extremely diligently, but when looking at City roads versus county roads, and trying to get everything lined up just right, sometimes it is a struggle when working with other entities and organizations. The benefit is that the Department is not paying for a service that they are not using.

Mayor Graves noted that there are a lot of benefits to this technology, but the main reason she brought it up is balancing the investment and people's privacy, and how the general public feels about surveillance and how that data is shared or not shared. It is important to ensure that the company aligns with the ethics that the City espouses.

Councilmember Kragness agreed that the crime statistic dashboard is an underutilized tool. She added that the goal of technology is never to replace good policing; it should be used to support smarter, safer, and more accountable policing.

Mayor Graves noted that Chief Flesland mentioned the weekly ethics training that the Department is doing, which will be discussed later with the Council, as well as other training that is probably

on some kind of rotation. She stated she would be interested in hearing what those trainings are and if they are different than the training that was being received in 2020 and 2021. She asked if there had been any internal discussions since the assassination of Representative Hortman and the attempted assassination of Senator Hoffman around crisis response, chain of command, and what that means for keeping Staff and Councilmembers safe, as well as community members. She added that the suspect in that case walked right through Brooklyn Center to get to where he was ultimately apprehended, and there was a breakdown in communication as well as any kind of protocol in a crisis response situation regarding who is informed first within the City, and how Councilmembers are informed. If those conversations are not happening, she would like an update on what has been discussed since that assassination. She noted that there was an officer-involved shooting at IHOP, with multiple different agencies involved with that, but when there was an assassin in the area, there were no squads to stop by the Councilmember's homes. There needs to be a threshold for crisis response, a chain of command, as well as mutual aid, discussed. She asked what the threshold is for an emergency operations center that is not just for the police, but for the rest of the community, City Staff, and Councilmembers, and would like a follow-up on that. She added that recently, at the state level, impersonating a law enforcement officer changed to a felony charge, and that is an important first step.

Chief Flesland noted that he would get a snapshot of the training that the Staff is going through for the Council. He explained that there is a set of training courses that Police Department Staff have to complete, with post licenses that have to be renewed every three years. He added that the assassination of Representative Hortman and the attempted assassination of Senator Hoffman were discussed by some agencies involved in a briefing held at the Minnesota Chiefs of Police Executive Training Institute two weeks ago that he attended. He noted that the case is still an active criminal investigation because of some long-reaching roots, and he could not discuss much about it, but there are some lessons learned and some things that were done well. The International Association of Chiefs of Police (IACP) was contracted to do an after-action report and was in the area actively a few weeks ago, and interviewed at least one Brooklyn Center officer who was involved, to try to wrap their heads around everything. He added that from what he learned a few weeks ago, there was a lot more going on with that incident than what was portrayed in the media and when the after-action report comes out, it will be a good read for everyone including elected officials with some best practices that are going to be reinforced as well as lessons learned, and communication is going to be one of those things.

Mayor Graves asked when that report is going to come out. Chief Flesland stated he did not know, but the IACP was in town interviewing some of the key players in the incident, which could be close to 100 people, if not more. This fall would probably be the earliest that the report would come out. Mayor Graves requested that Chief Flesland keep her updated.

Councilmember Jerzak added that the Representative Hortman shooting will be one year ago in June, and at the very minimum, there needs to be work done with the Staff to update emergency procedures for at least notifying critical individuals, which is a simple thing to do. He added that the alleged assassin was only a few blocks from his house, and it was very unsettling, and while all the Councilmembers called each other when it happened, they did not have anything else.

Chief Flesland pointed out that the Department did have officers go to specific locations that morning in the City, based on information that they had, and were prioritizing and triaging information as they were working through it. He acknowledged that there is always more communication that could have been done.

Mayor Graves noted that it is important not only because the Council cares about people's safety, but because they want people to be willing to run for office and serve on Councils for \$10,000 a year, when there is also a risk of lunatics that might come after you because they do not agree with something that you said. It is not just about maintaining safety, but also about maintaining democracy, and the rhetoric and the danger do not seem like they have subsided.

Mayor Graves thanked Chief Flesland and the rest of the Police Department for continuing to protect and serve.

ADJOURNMENT

Mayor Graves moved, Councilmember Jerzak seconded to adjourn the Study Session at 6:52 p.m.

Motion passed unanimously.

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
APRIL 27, 2026
CITY HALL – COUNCIL CHAMBERS

1. INFORMAL OPEN FORUM WITH CITY COUNCIL

The Brooklyn Center City Council met in Informal Open Forum called to order by Mayor April Graves at 7:00 p.m.

2. ROLL CALL

Mayor April Graves, Councilmembers Dan Jerzak, Teneshia Kragness, and Laurie Ann Moore. Also present were Interim City Manager Daren Nyquist, City Planning Manager Ginny McIntosh, Public Works Planner Kory Anderson Wagner, City Engineer Lydia Ener, Associate Planner Krystin Eldridge, City Clerk Shannon Pettit, and City Attorney Siobhan Tolar.

Councilmember Kris Lawrence-Anderson was absent and excused.

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

4. INFORMAL OPEN FORUM

Mayor April Graves opened the meeting for the purpose of Informal Open Forum and reviewed the Rules of Decorum.

Justin M. of France Avenue North recently received a postcard stating that the City is looking at safety improvements. He noted he has spoken with Kory Anderson Wagner and has provided details on the improvements that the City hopes to implement, expanding the sidewalk, adding crosswalks, and bump-outs at all the intersections, and wanted to express his support for this project as a resident on France Avenue. The street feels like a race track, and he fears for the safety of his children every time they ride their bikes, walk to the park, or pull into the driveway. He stated he hopes the City pursues the grant funding that they are looking for for this project, with all due haste.

Lori B. asked about the transparency of the drone usage by the Brooklyn Center Police Department and if flight patterns will be made publicly available online as previously discussed. She stated she is asking because during Operation Metro Surge, she submitted a data request after residents reported a drone flying low over their backyard, because transparency matters. She asked if the Tiger Task Force is still operational, as she did not hear anything about that in the presentation

tonight. As this is an election year, participation and representation matter because the City Council Chambers are often empty, and they need to be realistic about what that is. Is it because of access, trust, or something else that it needs to change. She gave kudos to the expanded response team, who have handled roughly 20 percent of calls and helped assist Staff in the Police Department, because that is an impact. She thanked LaToya Turk for bringing the community together, and wants to make sure that the City's policies and space reflect the same commitment.

Councilmember Moore moved and Councilmember Jerzak seconded to close the Informal Open Forum.

Motion passed unanimously.

5. INVOCATION

Mayor Graves recited a poem that she wrote four months into her first term as Mayor, "on the road to reconciliation of the south with a divine ever present within, we are destined to win the battle through repentance, humility, and grace, clearing the space for spirit to grow and thrive. Do more than just survive, truly blossom into truth leaving behind spiritual neglect and abuse life becomes the muse the inspiration present in the melody the frequency that is you allow God's light to shine through the love the beauty that his birthday and you shining the way forward to a new day ready and waiting for your blessing, the gratitude that appears at the rising of the sun, an opportunity for joy and peace begun."

Mayor Graves recited another poem she wrote, four weeks ago, "Long day short night, dreams take flight, out of mind out of sight, release and let go. Be still, take it slow, and allow it to flow deep within your soul. Still so far to go, but happiness is right here in this moment, not next year, asking to be seen clearly how dear the presence we feel is sacred, manifesting what faded mind-blowing truth shown lies dethroned step forward to inspect the blessings greater than you'd ever expect or hope to receive. Remembering that to believe is to achieve. So relieve yourself of misconceptions, rejections, dejections, and root through the pain into soil's honest and pure. Reach and rise. Give Thanks. You're alive to live and love to cry and struggle to grow and give. Find the balance inside and out. Appreciate doubt and absolute faith urged to push forward, earned patience to know when to wait."

6. APPROVAL OF AGENDA AND CONSENT AGENDA

Councilmember Moore asked if the updated 2026 fee schedule should be approved with the changes noted by Councilmember Kragness and verified by Staff, or pulled until that has happened. Mayor Graves asked if City Attorney Siobhan Tolar wanted to answer that.

Ms. Tolar stated she missed the conversation about what the Staff needs to do about the fee schedule, and asked if the Council anticipates them coming back to get approval again. Mayor Graves noted that there were some edits that Staff needed to follow up on that were a diversion from what Council remembered or that had been discussed. Ms. Tolar suggested that if the purpose

is to bring the fee schedule back for another approval, it needs to be removed from the Consent Agenda.

Mr. Nyquist noted that there are some changes that are correct regarding hotel Ordinance changes that are on a critical timeline. The items that the Council has questions on can be pulled, but maybe the rest can wait until the next two weeks, and ask if Ms. Tolar and City Clerk Shannon Pettit could weigh in and see if those need to be on the agenda tonight, or they can wait until the next meeting.

Ms. Pettit noted that the hotel ordinance, in particular, because it has already passed, it is okay to wait until the next meeting.

Councilmember Jerzak moved and Mayor Graves seconded to approve the Agenda and Consent Agenda, as amended, with amendments to the minutes as stated during the Study Session, and the removal of 6f. Updated 2026 Fee Schedule and the following consent items were approved:

6a. APPROVAL OF MINUTES

1. April 13, 2026 – Study Session
2. April 13, 2026 -- Regular Session

6b. LICENSES

HOSPITALITY ACCOMMODATIONS LICENSES

Baymont Inn & Suites	2050 Freeway Boulevard
Comfort Inn & Suites	2550 Freeway Boulevard
Embassy Suites	6300 Earle Brown Drive
Fairfield Inn & Suites	6250 Earle Brown Drive
Motel 6	2741 Freeway Boulevard
Quality Inn	1600 James Circle North
Super 8	6445 James Circle North
Travelodge Inn	6145 James Circle North

LIQUOR LICENSES

Brothers Taqueria	6056 Shingle Creek Parkway
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MECHANICAL

A&E Heating & Air Conditioning	1841 161 st Lane Northeast
Absolute Mechanical	7338 Ohms Lane

Advanced Heating and Air Conditioning	10550 County Road 81
AJ Mechanical LLC	8939 Kirkwood Circle North
All Climate Mechanical	298 Coon Rapids Boulevard Northwest
API HVAC Services LLC	1001 Labore Industrial Court
Blue Yeti Services LLC	6325 Cambridge Street
Centerpoint Energy	6161 Golden Valley Road
Daikin Applied Americas Inc	13600 Industrial Park Boulevard
Deans Home Services	6701 Parkway Circle
Egan Company	11611 Business Park Boulevard North
Elk River Heating & Air Conditioning Inc.	11110 Industrial Circle Northwest
Faircon Service Company	764 Vandalia Street
Falcon Mechanical	190 3 rd Street South
Finch Home Solutions LLC	8555 123 rd Street West
Forced Air Inc. DBA Wenzel Heating & Air Conditioning	4145 Old Sibley Highway
Forrest Heating LLC	588 Tower Road
Gr Mechanical	12401 Ironwood Circle #500
HAP E Homes	409 6 th Street West
Heidelberger Enterprises Inc.	30132 105 th Street Northwest
Hendrickson and Sons Plumbing	71909 312 th Street
Hero Home Services	10900 Hampshire Avenue South
HOME ENERGY CENTER	6901 East Fish Lake Road, #118

Home Express Delivery Service LLC	804 Valley Park Drive
Horwitz, LLC	7400 49 th Avenue North
Hurlburt Heating & Plumbing	3501 W 145 th Street
Install This Awning & Sign	4835 Lyndale Avenue North
JNS Co Inc	3731 Thurston Avenue
Joel Smith Heating & AC, Inc.	4672 236 th Lane Northeast
K & S Plumbing Llc	9572 Knox Avenue North
Logan Companies	13950 Raidum Street Northwest
Mad City Home Improvement Llc	2621 Fairview Avenue North Suite 2
Majestic Custom Heating & Air Conditioning	8800 Royal Court Northwest
MAJOR MECHANICAL LLC	7601 Northland Drive North
Massoglia Contracting Corp	264 119 th Avenue Northeast
Master Mechanical, Inc	1027 Gemini Road
MCB Plumbing & Mechanical Inc.	2340 56 th Street Northeast
Mechanical Air Systems	6995 20 th Avenue South
Mechanical Solutions Inc.	PO Box 167
Metro Heating and Cooling	1220 Cope Avenue East
Midwest Electric and Generator	10215 Twin Lakes Road Northwest
MK Mechanical Inc	23996 Olinda Trail North
Modern Heating & A/c	2318 First Street Northeast
Nordic Services	11965 Larc Industrial Boulevard #600

Northland Mechanical Contr	9001 Science Center Drive
Owens Companies, Inc	500 West 92 nd Street
Precision Point Plumbing	12315 61 st Avenue North
Professional Mechanical Services, Llc	19640 200 Avenue Northwest
Pronto Heating & A/c	7415 Cahill Road
Pure Comfort Solutions MN LLC	16862 221 st Avenue Northwest
Sddi Sign Systems	17125 Adelmann Street Southeast
St Paul Plumbing & Heating Co, (aka) Msp Plumbing	640 Grand Avenue
St. Cloud Refrigeration	604 Lincoln Avenue Northeast
Standard Heating & A/c	130 Plymouth Avenue North
Street Plumbing Inc.	1201 Cliff Road East
Sun Mechanical Inc	10834 178 th Circle
The Fireplace Guys	680 Hale Avenue North
Thelen Plumbing Heating & Air	19950 177 th Street
Tjk Plumbing	8633 Jefferson Highway
Total Home Solution	1008 Prospect Pointe Road
Uhl Company Inc	9065 Zachary Lane North
United States Mechanical, Inc	3526 88 th Avenue Northeast
Yale Mechanical	220 West 81 st Street
<u>SIGN HANGER'S</u> Indigo Signworks, Inc.	4133 Iowa Street
<u>RENTAL</u> <i>INITIAL (TYPE IV– six-month license)</i> 3213 63 rd Avenue North	J BECERRA & M CHAVEZ

<i>INITIAL (TYPE III – one-year license)</i> 5342 Logan Avenue North	Cindy Ann Beyer
5407 Lyndale Avenue North	Dustin Wayne Massie
<i>INITIAL (TYPE I – three-year license)</i> 5607 Lyndale Avenue North	BRETT R HILDRETH
<i>RENEWAL (TYPE IV – six-month license)</i> 6131 Bryant Avenue North	Jun Wang
<i>RENEWAL (TYPE III – one-year license)</i> 6700 Humboldt Avenue North	Mimg Clxxxiv Sterling Sq Sub
7212 Lee Avenue North	Qiang K Fang
<i>RENEWAL (TYPE II – two-year license)</i> 5444 Bryant Avenue North	Traiten Gunderson
5124 66 th Avenue North	Dominic T Minor
5228 Ewing Avenue North	Ih2 Property Illinois Lp
5302 Humboldt Avenue North	Mnsf Ii W1 Llc
6836 Dupont Avenue North	QZ Funding LLC
<i>RENEWAL (TYPE I – three-year license)</i> 5547 Lyndale Avenue North	Zoe M Hildreth
6001 Earle Brown Drive	Evercare Senior Living Llc
6121 Brooklyn Boulevard	Sanctuary Brooklyn Ctr Lp
4201 Lakeside Avenue North, #116	Cindy S Bohler
5329 Penn Avenue North	Dorothy Rouser
5408 Girard Avenue North	JDK Premier Properties
3307 63 rd Avenue North	Rosemond Coleman
5907 York Avenue North	Infinite Property LLC

6220 Perry Avenue North

M F & R M Remtula

7101 France Avenue North

Kris Kienzie

6c. RESOLUTION AUTHORIZING THE APPLICATION AND EXECUTION OF THE AGREEMENT TO REDEVELOP SOCCER FACILITIES AT WEST PALMER PARK UNDER THE PROVISIONS OF THE HENNEPIN YOUTH ACTIVITIES GRANTS PROGRAM

6d. RESOLUTION AUTHORIZING EXECUTION OF AN AGREEMENT, PROJECT NO. 2026-29, BROOKLYN CENTER COMMUNITY CENTER POOL

6e. RESOLUTION AUTHORIZING EXECUTION OF A CONSTRUCTION SERVICES AGREEMENT, PROJECT NO. 2026-29

6f. UPDATED 2026 FEE SCHEDULE

7. PRESENTATIONS/PROCLAMATIONS/RECOGNITIONS/DONATIONS

7a. RESOLUTION DECLARING APRIL 24, 2026, TO BE ARBOR DAY AND MAY 2026 TO BE ARBOR MONTH IN BROOKLYN CENTER

Mayor Graves read aloud a resolution declaring April 24, 2026, to be Arbor Day and May 2026 to be Arbor Month in the City of Brooklyn Center.

Councilmember Kragness moved and Councilmember Moore seconded to adopt a RESOLUTION declaring April 24, 2026, to be Arbor Day and May 2026 to be Arbor Month in Brooklyn Center.

Motion passed unanimously.

7b. RESOLUTION RECOGNIZING BROOKLYN CENTER AS A TREE CITY USA FOR THE THIRTY-FOURTH CONSECUTIVE YEAR

Mayor Graves read aloud a resolution recognizing Brooklyn Center as Tree City USA for the thirty-fourth consecutive year.

Councilmember Moore moved and Mayor Graves seconded to adopt a RESOLUTION Recognizing Brooklyn Center as a Tree City USA.

Motion passed unanimously.

8. PUBLIC HEARINGS

9. PLANNING COMMISSION ITEMS

04/27/26

-8-

DRAFT

9a. RESOLUTION FOR CONSIDERATION OF APPROVAL OF PLANNING COMMISSION APPLICATION 2026-003 FOR ISSUANCE OF A CONDITIONAL USE PERMIT FOR EAGLE RIDGE ACADEMY (PUBLIC OR PRIVATE ELEMENTARY AND SECONDARY SCHOOL OFFERING A REGULAR COURSE OF STUDY) ON THE SAINT ALPHONSUS CATHOLIC CHURCH PROPERTY AT 7025 HALIFAX AVE NORTH

Associate Planner Krystin Eldridge explained that this is a resolution for consideration of approval of the Planning Commission application for issuance of a conditional use permit for Eagle Ridge Academy on 7025 Halifax Avenue North, commonly addressed as 7031.

Ms. Eldridge noted that Eagle Ridge Academy is requesting review and approval of the conditional use permit to operate a charter school within the former Saint Alphonsus Catholic school. Eagle Ridge is proposing a school serving elementary-age children from kindergarten through fourth grade, with an initial enrollment of. Only enroll kindergarten and first-grade students and expand to fourth grade over the next five years. This property is on an 18-acre parcel with the church and is in a low-density residential district. She added that Saint Alphonsus Catholic School announced its closure on May 31, 2024, and because they have been closed for a whole year, they have to come back to the City Council to get a conditional use permit on the property.

Ms. Eldridge pointed out that Eagle Ridge Academy did address the City between January and March to discuss their operation and their decision to locate in Brooklyn Center. Their decision was based on the large school-age population in the City, and they are already oversubscribed for kindergarten, with over 1,200 students on the wait list. Eagle Ridge Academy will start in Fall 2026 with 128 students, with a 350-student enrollment at the end of the five years, and 15 staff members. The school will operate from 7:30 AM to 3 PM and will have limited after-school activities. The church on site operates mostly on Sundays, and there will not be much overlap between services. There are no plans to do any major modifications to the school as it is already ready for occupancy.

Ms. Eldridge added that the Applicant will use the curb cut on 70th right off 70th and Brooklyn Boulevard, and will exit off on Halifax at the traffic circle. At the Planning Commission meeting, there were questions raised from a resident about bus idling and queuing on Halifax, and that the preferred method would be for buses to stay on site. The Applicant then provided a new map to the Planning Commission that showed the preferred new bus route.

Ms. Eldridge noted that City code does require that the school restripes its parking lot, and that will have to be completed for approval before the beginning of the school year. The Applicant did state that there will be frequent large events, including parent-teacher conferences, and for larger events, the church has allowed them to use their parking lot. There are no plans to update lighting or landscaping, and the only request is that the Applicant replace any dead landscaping or site lighting that is not operational. There is an exposed trash pad on site, and City code requires trash to be screened from public view, so the request will be for the Applicant to fully screen any dumpsters on site.

Ms. Eldridge noted that the conditional use permit, as outlined under section 35–70 700, is the use that has been identified to regulate any location and special requirements and nature of operation, and did not see anything that did not meet this permit criteria. There were notifications sent out about this on March 26, 2026. At a Public Hearing, the Commissioners engaged in a discussion regarding the expansion, including occupancies, staffing, security, leasing agreements, dismissal, and class size. As stated before, one community member was in support but wanted to address the bus idling and gain clarification on their neighborhood circulation. There was also a lot of support from parents at the meeting. The Applicant provided the commissioners and attendees with an updated circulation map and addressed all questions. Following the close of the Public Hearing, the Planning Commission unanimously (6-0) recommended City Council approval of PC Application No. 2026-003.

Ms. Eldridge explained that for anticipated permitting and conditions of approval, the City would ask that the applicant follow up with the Department of Education to make sure they have all the licenses, and that the school buses are not queuing in the public right-of-way, and provide a bike or scooter parking area. There will also be the required designated parking lot striping, as well as dedicated ADA parking signage where necessary. Per City code, the Applicant will have to provide a screened-in trash enclosure and comply with the building officials' memorandum, and any sign permit application will have to be submitted to the City as well.

Ms. Eldridge added that the Applicant is present and can stand for any questions from the Council if needed.

Mayor Graves noted that she met with the Applicant as well and learned about Eagle Ridge Academy and the work they have been doing over the years at their previous location. She asked the Applicant to come up and give a short stump speech for the Council.

Jason Ulbrich of Eagle Ridge Academy stated he is honored to make this far in the process and is excited to move to Brooklyn Center. Currently, Eagle Ridge Academy is in the Hopkins, Minnetonka area with 1,550 students from kindergarten to 12th grade. This is their 22nd year of operation, and they are a stable, well-founded organization that has been around for a long time. The Board of Eagle Ridge Academy was very explicit in coming to Brooklyn Center in order to provide another high-quality public education for students. The ultimate goal is to help develop virtuous and wise citizens.

Councilmember Jerzak noted that he reviewed this project thoroughly, but asked if tuition is primarily private or how it is reimbursed.

Mr. Ulbrich stated that charter schools are a public education, so they are publicly funded by tax dollars and are free to students. Councilmember Jerzak pointed out that this is why he brought it up, because oftentimes charter schools are confused with private schools, and residents think they could never afford that.

Councilmember Kragness stated she is excited to have another charter school come to Brooklyn Center, and encouraged staff at the school to spend more time with the academic results of the charter school, as that can be difficult when it comes to charter schools.

Mr. Ulbrich stated that Eagle Ridge Academy is in the top 10 for academic results in the state and is a very diverse school, so all students are getting results. This is one of the reasons they want to come to Brooklyn Center and North Minneapolis.

Councilmember Jerzak moved seconded by Councilmember Kragness to adopt a RESOLUTION approving Planning Commission Application No. 2026-003 for issuance of a conditional use permit to operate Eagle Ridge Academy ("public or private elementary or secondary school offering a regular course of study") on the Saint Alphonsus Catholic Church property at 7025 Halifax Avenue North, based on the findings of fact and submitted application, and as amended by the conditions of approval in the resolution.

Motion passed unanimously.

9b. AN ORDINANCE AMENDING SECTION 35-4013 (ALLOWED USE TABLE) OF THE CITY CODE OF ORDINANCES REGARDING CEMETERIES IN THE PUBLIC OPEN SPACE ZONING DISTRICT AND CERTAIN AMENDMENTS TO SECTION 35-4409 (TEMPORARY USES AND STRUCTURES) – FIRST READING

Mr. Nyquist introduced City Planning Manager Ginny McIntosh to present this item.

Ms. McIntosh stated the request this evening is technically coming from the city of Brooklyn Center to request an ordinance amendment to chapter 35 of the UDO to permit cemeteries in the O (Public Open Space) district as a conditional use, to allow for mobile food units or food trucks to operate on O district properties, and outline a requirement that mobile food units must obtain a mobile food unit license from the Hennepin County Health Department and provide documentation of an inspection or complete an inspection with the city of Brooklyn Center Fire Department prior to operating within the City in accordance with chapter 5 of the City code. A Public Hearing notice was published in the Brooklyn Center *Sun Post* on March 26, 2026, and the notice was published on the City website.

Ms. McIntosh noted that the reason this all came about in the first place is that there was an application for Mound Cemetery that had requested approvals to construct a permanent structure on their cemetery property. When the city did a major overhaul of its zoning code back in 2023, the cemetery was rezoned from an R1 property to the designated O property. The O district did not exist prior to 2023, and while City Staff did have future guidance under the Comprehensive Plan for an open space, there was no guidance regarding the actual zoning district. The change was made, and there was no update to the allowed use table to reflect that cemeteries could be permitted in the O district as a conditional use. After doing a review around the O district in general, Staff noticed that there was not provisions for mobile food units or food trucks to operate within the O district, which is a problem because a large number of parks hold events during the

summer that allow food trucks to it seemed to make sense that the City should allow food trucks to operate under the temporary uses table in the zoning code. She added that recently, the Brooklyn Center Fire Department brought through amendments to Chapter 5 of the City code, and Staff wants to provide clarifying language so everything is in alignment.

Ms. McIntosh continued that the Staff did think about removing the C for cemetery from the R1 district; however, Staff did receive a call from a resident during this time frame who had been asking about establishing a cemetery on his property to bury some cremated remains, and in order to do so, you have to establish a cemetery so it did not seem appropriate at that time to remove that. If someone wanted to bury human or animal remains on their property, they would have to come through with a conditional use permit to have their property platted with designated boundaries and headstones. The other change to the code includes adding the P for permitted in the old category for mobile food units, and adding a footnote to provide clarification on the Chapter 5 changes to the fire code.

Ms. McIntosh added that whenever the City receives an Ordinance amendment, it is reviewed against certain criteria that need to be met, and that is what the City Council and the Planning Commission need to review these requests against. Some of these criteria are applicable to City requests, and some are specific to properties themselves. A clear benefit and need is one of the major ones, and alignment with Comprehensive Planning. She noted that 7.6 percent of the properties in the city have a future land use designation of parks, open space, and recreation under a Comprehensive Plan, and that covers certain uses that are active and passive park uses and natural preservation like fields, athletic complexes, publicly owned golf courses, zoos, nature areas, resource protection and behaviors, trails, picnic areas, public fishing, and similar uses. A large number of properties that are zoned O district right now are owned by the City. The City has 75 properties, of which 69 are owned by the City, the village, or the EDA. There are minimal concerns, at least with respect to cemeteries popping up in the City, and demand for those. A large number of the events that take place have food trucks on the O district's own properties, as mentioned before.

Ms. McIntosh explained that there was a Public Hearing at the Planning Commission meeting held on April 9, 2026, and no comments were received in advance or at the Public Hearing. The Commissioners discussed the proposed amendments and spent the majority of the time discussing the allowance of food trucks at O district properties. One Commissioner noted at the meeting that while it is time-consuming for Staff, he would like to see City Staff separate out Ordinance amendments and wanted additional discussion regarding food trucks on O district properties, as there was concern that food trucks would begin to set up in the parks without permission and set up shop on City-owned property. The general consensus at this meeting was to allow for cemeteries as a conditional use in the O district. The Planning Commission recommends approval of the Ordinance amendments (5-1), with one Commissioner dissenting to allow for Council to flag for additional review regarding food trucks operating on City properties on a continual basis. She added that historically, Staff has combined a large number of items that might not necessarily correlate to one another, but all fell under one chapter for efficiency's sake, and amendments were made in one fell swoop, rather than breaking them up for separate hearings and applications.

Ms. McIntosh noted that she would stand for any questions the Council may have.

Mayor Graves noted this seemed pretty straightforward.

Councilmember Jerzak asked when the conversation regarding food trucks setting up on City-owned property organically gets to the Council. He noted that while this is a valid concern, he asked where that conversation would go, if anywhere. Ms. McIntosh noted that it would start at the City Council level as some type of policy discussion on how food trucks operate or do not operate. Councilmember Jerzak stated at this point, this is not a problem and the Council has plenty of things to do, but acknowledged the concern raised by the Commissioner.

Ms. McIntosh noted that there have been businesses popping up on occasion on EDA-owned properties, whether it is a food truck or a rug sale business that popped up, and Code Enforcement went out and clarified that these businesses did not have permission to operate on the property at that time. If the Council wanted to have future discussions about this, or if businesses start operating on City properties, then there probably needs to be a bigger discussion.

Councilmember Moore moved seconded by Mayor Graves, to waive and conduct a first reading of the Ordinance amendments contemplated under Planning Commission Application No. 2026-004.

Motion passed unanimously.

Councilmember Moore moved seconded by Mayor Graves to schedule a second reading for May 11, 2026.

Motion passed unanimously.

10. COUNCIL CONSIDERATION ITEMS

11. COUNCIL REPORT

Councilmember Jerzak reported on his attendance at the following events and provided information on the following upcoming events:

- Acknowledged the efforts of individuals on Earth Day who were picking up litter in the City.

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

- Shared that there is a Crime Prevention meeting on April 28, and would not be able to be present.
- Shared that there is a Community Care and Connection gathering on April 28, as well as a Police Ceremony on April 29, where three new Officers will be sworn in.
- Shared asked if a Neighborhood meeting is happening on April 30, and she is unsure of the location.

- Shared that next week, she will be attending the Reimagine Black Youth Mental Health Summit to discuss policy work in partnership with the state of Minnesota.
- Shared that there is a Youth on Board event, Great River Greening, and a gravel pit planting party that will be happening at Centennial Park.

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

- Shared that she attended and was a speaker at the Liberian Women in Minnesota dinner and dance.
- Shared that she did a Police ride along, which was different than one she had done in the past, and she got to see the human side of Police Officers and listen to their perspective of taking things as a learning opportunity for the public versus a penalization.
- Shared that she competed in a bowling championship, and her team placed second out of 12 bowlers.

Mr. Nyquist commented that the Neighborhood meetings have been postponed and will only happen twice a year, once in the summer and once in the fall.

12. ADJOURNMENT

Mayor Graves moved and Councilmember Jerzak seconded the adjournment of the City Council meeting at 7:43 pm.

Motion passed unanimously.

Council Regular Meeting

DATE: 5/11/2026
TO: City Council
FROM:
THROUGH:
BY: Kat Ellgren, Deputy City Clerk
SUBJECT: Approval of Licenses

Requested Council Action:

-Motion to accept 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.

Garbage Haulers

Ace Solid Waste, Inc.	6601 McKinley Street NW, Ramsey, MN 55303
Aspen Waste	2951 Weeks Ave SE, Minneapolis, MN 55414
Curbside Waste	PO Box 43067, Brooklyn Park, MN 55443
Darling Ingredients	9000 382nd Ave, Blue Earth MN 56013
Suburban Waste MN LLC	7125 126th Street West #500, Savage, MN 55378

Lower-Potency Hemp Edibles Retailer Registration

Brooklyn Center Municipal Liquor Store #1	1350 Shingle Creek Crossing
Centerbrook Golf Course	5500 Lilac Dr
Premier Tobacco	6930 Brooklyn Blvd
Cloud 9, Brook Center Plus LLC	615 66th Ave N

Mechanical

API HVAC Services	7450 Flying Cloud Drive, Eden Prairie 55344
Air Express, Inc.	PO Box 490400, Blaine 55449
Anderson's Residential Heating & A/C 55432	1628 County Rd 10, #34, Spring Lake Park
Binder Heating & Air Conditioning	222 Hardman Ave., South St. Paul 55075
Bonfes Plumbing Heating & Air Service	455 Hardman Ave, South St. Paul 55075
Blue Ox Heating and Air	5720 International Parkway, New Hope 55428
Burnsville Heating & A/C 55337	3451 W Burnsville Parkway, Ste 120, Burnsville
Damyans Heating and Cooling LLC	2240 Chippewa Rd, Medina 55340
Genz-Ryan Plbg & Htg Co	2200 Highway 13 W, Burnsville 55337
Glowing Hearth and Home	5391 12 th Ave. E, Shakopee 55379
Harris St. Paul Inc.	909 Montreal Circle, St. Paul 55102
Hearth & Home Technologies LLC	7571 215 th Street W, Lakeville 55044
Heating & Cooling Two Inc.	18550 County Rd 81, Maple Grove 55369

Hoffman Refrigeration & Heating
Marsh Heating & A/C
MN Plumbing And Home Services
Midwest Maintenance & Mech
Newage Appliance Repair Service
Northern Heating & A/C Inc.
Professional Mechanical Services
RTS Mechanical LLC

Sign Hanger

Resolution Graphics, Inc.
Spectrum Sign Systems, Inc.
Topline Advertising

5660 Memorial Ave N, Stillwater 55082
6248 Lakeland Ave N, Brooklyn Park 55428
21017 Heron Way, #105, Lakeville 55044
750 Pennsylvania Ave S., Golden Valley 55426
2345 Skillman Ave E, North St. Paul 55109
9431 Alpine Drive NW, Ramsey 55303
19640 200th Ave NW, Ste 9, Big Lake 55309
795 Tower Drive, Hamel 55340

3770 Dunlap Street N, Arden Hills 55112
8786 W 35W Service Dr, Blaine 55449
16307 Aberdeen St NE, Ham Lake 55304

Budget Issues:

Inclusive Community Engagement:

Antiracist/Equity Policy Effect:

Strategic Priorities and Values:

ATTACHMENTS:

1. For Council Approval 5.11.26 FOR COUNCIL 4.14 to 4.28
2. Rental Criteria

Rental Licenses for Council Approval 5.11.26

Location Address	License Subtype	Renewal/Initial	Owner	Property Code Violations	License Type	Police CFS*	Final License Type**	Previous License Type***	Consecutive Type IV's
5307 Newton Ave N	Single	Initial	Moses S Gibson	2	Type I	N/A	Type II	N/A	N/A
5528 Humboldt Ave N	Single	Initial	JAY DEE HENZLIK	32	Type IV	N/A	Type IV	N/A	N/A
5601 Dupont Ave N	Single	Initial	Damien Francis Morgan	0	Type I	N/A	Type II	N/A	N/A
5603 Bryant Ave N	Single	Initial	Dwayne Meier	1	Type I	N/A	Type II	N/A	N/A
5700 Colfax Ave N	Single	Initial	Elijah Yarpah	16	Type IV	N/A	Type IV	N/A	N/A
1510 69th Ave N	Multiple Family 1 Bldg 4 Units	Renewal	JULIUS ASVELT COCHRAN	3 = 0.75 per unit	Type II	0	Type II	Type IV	N/A
819-21 55th Ave N	Two Family	Renewal	Stephanie Statz	0	Type I	0	Type I	Type I	N/A
4201 Lakeside Ave N, #101	Condo	Renewal	MEKUANINT TAYE	3	Type II	0	Type II	Type III	N/A
3612 Commodore Dr	Single	Renewal	lh2 Property Illinois Lp	2	Type I	0	Type I	Type IV	N/A
3815 52nd Ave N	Single	Renewal	Property Management Mn Llc	1	Type I	0	Type I	Type I	N/A
5421 Lyndale Ave N	Single	Renewal	Zoe & Brett R Hildreth	0	Type I	0	Type I	Type I	N/A
6342 June Ave N	Single	Renewal	D A Swartout Jr/t L Swartout	6	Type III	0	Type III	Type III	N/A

*CFS = Calls for service for renewal licenses only (Initial licenses are not applicable to CFS and will be listed as N/A)

**License type being issued

***Initial licenses will not show a Type I = 3 year, Type II - 2 year, Type III = 1 year, Types IV = 6 months

All properties are current on city utilities and property taxes

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

b. Police Service Calls.

Police call rates will be based on the average number of valid police calls per unit per year. Police incidences for purposes of determining licensing categories shall include disorderly activities and nuisances as defined in Section 12-911, and events categorized as Part I crimes in the Uniform Crime Reporting System including homicide, rape, robbery, aggravated assault, burglary, theft, auto theft and arson.

Calls will not be counted for purposes of determining licensing categories where the victim and suspect are “Family or household members” as defined in the Domestic Abuse Act, Minnesota Statutes, Section 518B.01, Subd. 2 (b) and where there is a report of “Domestic Abuse” as defined in the Domestic Abuse Act, Minnesota Statutes, Section 518B.01, Subd. 2 (a).

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

Council Regular Meeting

DATE: 5/11/2026
TO: City Council
FROM:
THROUGH:
BY: Shannon Pettit, City Clerk
SUBJECT: Commission Appointments

Requested Council Action:

- Motion to approve the appointments to the Parks & Recreation Commissions

Background:

After review of applications, applicant interviews with staff and liaisons, as well as the council, the suggested appointment to the Park & Recreation Commission is Dylan Nitzkowski and Steve Spaulding.

Budget Issues:

Inclusive Community Engagement:

Antiracist/Equity Policy Effect:

Strategic Priorities and Values:

ATTACHMENTS:

None

Council Regular Meeting

DATE: 5/11/2026
TO: City Council
FROM: Ginny McIntosh, Planning Manager
THROUGH: Daren Nyquist, Interim City Manager
BY: Ginny McIntosh, Planning Manager
SUBJECT: An Ordinance Amending Section 35-4013 (Allowed Use Table) of the City Code of Ordinances Regarding Cemeteries in the Public Open Space Zoning District and Certain Amendments to Section 35-4409 (Temporary Uses and Structures) — 2nd Reading

Requested Council Action:

(1) Motion to approve a second reading of an ordinance amending Section 35-4013 (Allowed Use Table) of the City Code of Ordinances regarding cemeteries in the Public Open Space Zoning District and certain amendments to Section 35-4409 (Temporary Uses and Structures), as contemplated under Planning Commission Application No. 2026-004.

(2) Motion to approve a resolution for summary publication of the aforementioned ordinance amendments in the Brooklyn Center Sun Post.

Background:

The City of Brooklyn Center (“the Applicant”) is requesting an ordinance amendment to Chapter 35 of the City Code to (1) permit cemeteries in the O (Public Open Space) District as a conditional use and amend Section 35-4409 (*Permitted Temporary Structures and Uses*) to (2) allow for Mobile Food Units to operate on O District properties, and (3) outline a requirement that Mobile Food Units must obtain a Mobile Food Unit License from the Hennepin County Health Department and provide documentation of an inspection or complete an inspection with the City of Brooklyn Center Fire Department prior to operating within the City in accordance with Chapter 5 of the City Code of Ordinances.

Due to the nature of the request, a public hearing notice was published in the Brooklyn Center *Sun Post* on March 26, 2026 (Exhibit A), and the public hearing notice was posted to the City of Brooklyn Center’s website.

A public hearing was held at the Planning Commission meeting on April 9, 2026. No public comments were received in advance of or at the meeting. The Commissioners engaged in discussion around the three proposed amendments, with the majority of time dedicated to discussions about allowing Mobile Food Units (food trucks) to operate on O (Public Open Space) District zoned properties. One of the Commissioners noted that, while it was time-consuming, he indicated a preference for splitting up ordinance amendments and reviewing them on a case-by-case basis.

City staff noted that it was not out of the ordinary to bring forward multiple ordinance amendment revision requests at the same time and that it was the most efficient way to handle them as they take many months to go into effect. In this particular case, City staff noted that the three amendments requested were, for the most part, administrative. The request to allow for "cemeteries" as a conditional use in the O District was known by both the Planning Commission and City Council as it was a condition of approval for Planning Commission Application No. 2026-002. The Commissioners noted that, generally, there was support for this ordinance amendment.

Regarding the request to allow for Mobile Food Units (food trucks) on O District properties, this was an oversight of City staff as, effectively, all O District properties are owned by the City of Brooklyn Center and the City has been allowing food trucks to operate at City Parks as part of Special Event Permits. The Commissioner noted concern that, by allowing Mobile Food Units to operate in City Parks, it would be seen as allowing anyone to set up their food truck in the park on an ongoing basis.

City staff noted that the City might face that whether it's permitted or not, and has previously shut down businesses that were operating on City and EDA-owned properties. Ultimately, the O District properties are almost entirely owned by the City and the City Council would need to make a policy decision as to whether they wanted Mobile Food Units to operate on an ongoing basis in City Parks. At this time, the only mechanism for having Mobile Food Units operate are as part of an approved event (Special Events Permit), and not as a standalone operation.

Minimal comments were made with respect to the requested footnote amendments to Section 35-4409 that provides clarifying language around the necessity of a valid Hennepin County Health Department Mobile Food Unit License and proof of an inspection of completion of an inspection by the City of Brooklyn Center Fire Department prior to operating within the City.

The Planning Commission ultimately recommended approval (5-1) of the requested ordinance amendments contemplated under Planning Commission Application No. 2026-004.

At the April 27, 2026 City Council meeting, City Council unanimously approved (4-0) a first reading of Planning Commission Application No. 2026-004, which contemplates the aforementioned ordinance amendments, and scheduled the second reading for May 11, 2026.

A copy of the staff report with exhibits, April 27, 2026 PowerPoint presentation, and draft ordinance language are included with this report, along with a resolution authorizing approval of a summary publication in the Brooklyn Center *Sun Post*.

If approved, the aforementioned ordinance amendments will go into effect 30 days from publication in the *Sun Post*.

Budget Issues:

None to consider at this time.

Inclusive Community Engagement:**Antiracist/Equity Policy Effect:****Strategic Priorities and Values:**

-1

ATTACHMENTS:

1. Summary Publication Resolution (Ordinance Amendment) — Planning Commission Application No. 2026-004
2. Staff Report with Exhibits — Planning Commission Application No. 2026-004
3. PowerPoint Presentation — Planning Commission Application No. 2026-004 (1st Reading)

Member
and moved its adoption:

introduced the following resolution

CITY OF BROOKLYN CENTER
HENNEPIN COUNTY

RESOLUTION NO. 2026-

RESOLUTION APPROVING SUMMARY PUBLICATION OF AN ORDINANCE
AMENDING SECTION 35-4103 ALLOWED USE TABLE OF THE CITY CODE OF
ORDINANCES REGARDING CEMETERIES IN THE PUBLIC OPEN SPACE ZONING
DISTRICT AND SECTION 35-4409 TEMPORARY USES AND STRUCTURES CERTAIN
AMENDMENTS

WHEREAS, the City Council of the City of Brooklyn Center acted at its May 11, 2026 meeting to adopt Ordinance No. 2026-___ “An Ordinance Amending Section 35-4103 Allowed Use Table of the City Code of Ordinances Regarding Cemeteries in the Public Open Space Zoning District and Section 35-4409 Temporary Uses and Structures Certain Amendments;” and

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

WHEREAS, the City Council determines publishing the entire text of the Ordinance is not in the best interests of the City as the Ordinance is readily available to the public on the City’s website and by contacting City Hall; and

WHEREAS, the City Council determines the following summary clearly informs the public of the intent of Ordinance and where to obtain a copy of the full text.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Brooklyn Center hereby approves publication of the following summary language as publication of the Ordinance:

CITY OF BROOKLYN CENTER
SUMMARY PUBLICATION
Ordinance No. 2026-___

AN ORDINANCE AMENDING SECTION 35-4103 ALLOWED USE TABLE OF THE CITY
CODE OF ORDINANCES REGARDING CEMETERIES IN THE PUBLIC OPEN SPACE
ZONING DISTRICT AND SECTION 35-4409 TEMPORARY USES AND STRUCTURES
CERTAIN AMENDMENTS

The Brooklyn Center City Council adopted the above-referenced ordinance amending Section 35-4103 of the City Code to make cemeteries conditional uses in the Public Open Space Zoning District. The ordinance also amends Section 35-4409 to make mobile food units permitted uses in

the Public Open Space Zoning District. It also requires them to obtain a mobile food unit license from Hennepin County and provide evidence of an inspection or complete an inspection with the City's Fire Department prior to operating within the City. The ordinance is in effect 30 days from this publication. The full text of the ordinance is available on the City's website and can be obtained by contacting City Hall.

Date

Mayor

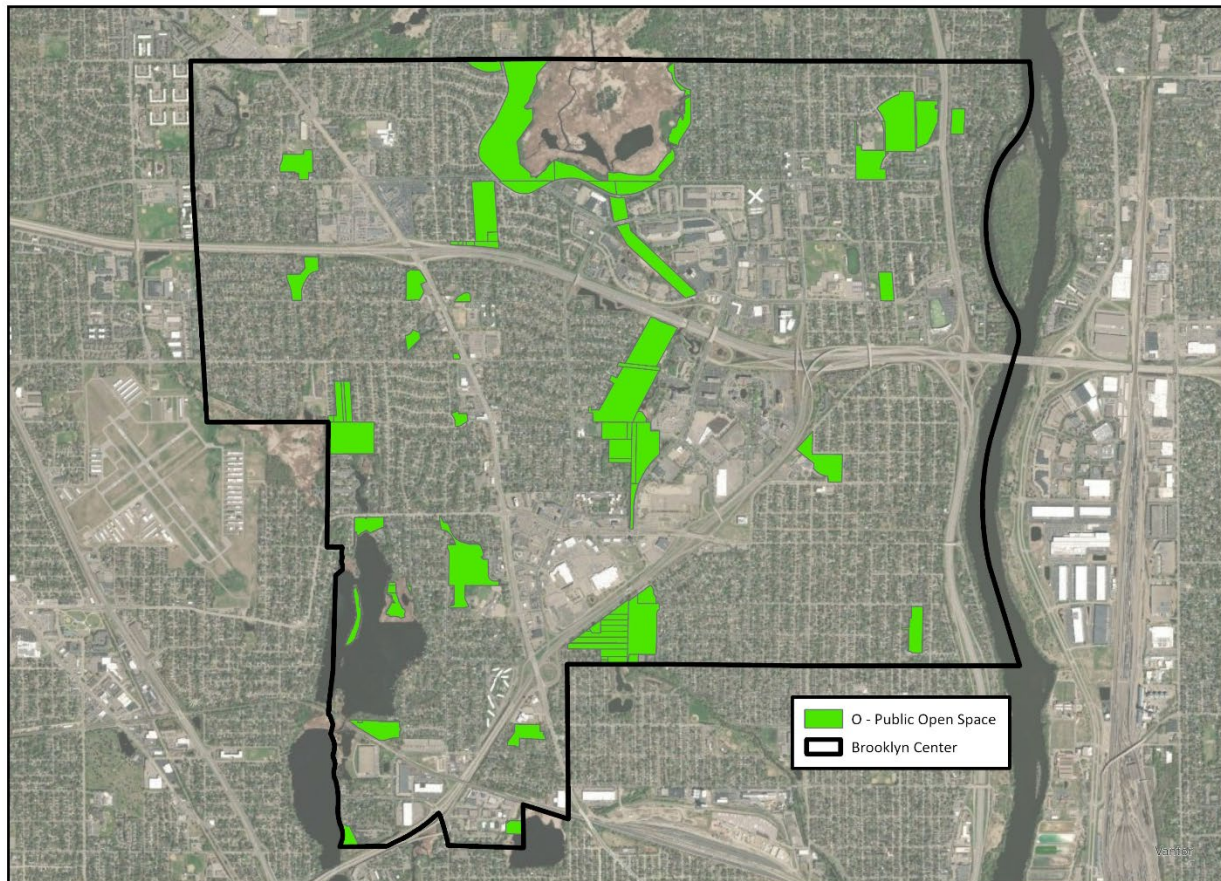
ATTEST: _____
City Clerk

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.

Planning Commission Report
Meeting Date: April 9, 2026

- Application Filed: 03/10/2026
- Review Period (60-day) Deadline:
- Extension Declared: No
- Extended Review Period Deadline:

Application No. 2026-004
Applicant: City of Brooklyn Center
Request: Ordinance Amendment (Text)



Map 1. Public Open Space (O) District Properties.

REQUESTED ACTION

The City of Brooklyn Center (“the Applicant”) is requesting an ordinance amendment to Chapter 35 of the City Code to (1) permit cemeteries in the O (Public Open Space) District as a conditional use and amend Section 35-4409 (*Permitted Temporary Structures and Uses*) to (2) allow for Mobile Food Units to operate on O District properties, and (3) outline a requirement that Mobile Food Units must obtain a Mobile Food Unit License from the Hennepin County Health Department and provide documentation of an inspection or complete an inspection with the City of Brooklyn Center Fire Department prior to operating within the City in accordance with Chapter 5 of the City Code of Ordinances.

Due to the nature of the request, a public hearing notice was published in the Brooklyn Center *Sun Post*

on March 26, 2026 (Exhibit A), and the public hearing notice was posted to the City of Brooklyn Center's website.

ORDINANCE AMENDMENT (TEXT)

Background

Per Section 35-71301 (*Applicability*), an amendment of the City's Unified Development Ordinance may be initiated by the City Council, Planning Commission, or a City property owner. In this particular case, the amendment request was in light of discussions with the applicant for Planning Commission Application No. 2026-002, which was a request to construct a permanent office and maintenance building at Mound Cemetery (3515 69th Avenue North and County addressed as 6705 Beard Avenue North).

During those discussions, City staff realized that, when the City updated Chapter 35 of the City Code, "cemeteries," as outlined under Section 35-4103 (*Allowed Use Table*), were permitted as a conditional use in the R1 (Low Density Residential) District, but *not* the City's O (Public Open Space) District, which is a new zoning district as of 2023. As the City's only cemetery, Mound Cemetery had long been zoned R1 District; however, the changes made to Chapter 35 in 2023 resulted in the property being rezoned to an O District property. This change was not reflected when the Allowed Use Table under Section 35-4103 was updated.

In conversing with the City Attorney, City staff were advised to proceed with the site and building plan and conditional use permit requests outlined under Planning Commission Application No. 2026-002, but directed to place a condition on the approvals that would require the City to amend Chapter 35 of the City Code and update Section 35-4103 to allow for cemeteries in the O District as a conditional use.

While there were initial discussions about removing cemeteries as a conditional use in the R1 District, City staff, at that time, were in communication with a property owner who expressed interest in burying cremated remains on their R1-zoned property. As the proposed ordinance amendment was in process during these discussions, City staff elected to not pursue any changes to the R1 District at this time with respect to "cemeteries" as the burial of cremated remains would require a property owner to establish a "cemetery" per State Statute Chapter 307 (*Private Cemeteries*).

As City staff were reviewing the requested ordinance amendment, it was further noted that Mobile Food Units (i.e. food trucks) were not permitted as a temporary use in the City's O District despite many events taking place in O District-zoned City Parks. City staff determined Section 35-4409 (*Permitted Temporary Uses and Structures*) should also be updated for consistency and clarifying language included with respect to recent amendments to Chapter 5 of the City Code, which now require Mobile Food Units to either provide evidence or undergo an inspection with the City of Brooklyn Center Fire Department before operating in the City.

City staff worked with the City attorney to amend certain language within Sections 35-4103 and 35-4409 to read as follows:

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 35-4103 ALLOWED USE TABLE OF THE CITY CODE OF ORDINANCES REGARDING CEMETERIES IN THE PUBLIC OPEN SPACE ZONING DISTRICT AND SECTION 35-4409 TEMPORARY USES AND STRUCTURES CERTAIN AMENDMENTS

THE CITY COUNCIL OF THE CITY OF BROOKLYN CENTER DOES ORDAIN AS FOLLOWS:

Article I. Brooklyn Center City Code, Chapter 35, Section 35-4103 Allowed Use Table is amended by adding the following double-underlined language ~~strikeout~~ indicates matter to be deleted:

P = PERMITTED USE, C = CONDITIONAL USE, I = INTERIM USE, A = ACCESSORY USE														
	Residential					Commercial/ Mixed Use				Nonresidential				Use-Specific Standards
	R1	R2	R3	R4	R5	M X- N1	M X- N2	M X- C	TO D	C	MX- B	I	O	
PUBLIC, INSTITUTIONAL, AND CIVIC USES														
COMMUNITY AND CULTURAL FACILITIES														
Cemetery	C												<u>C</u>	

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

Article II. Brooklyn Center City Code, Chapter 35, Section 35-4409 Permitted Temporary Uses and Structures double-underlined language, ~~strikeout~~ indicates matter to be deleted:

Use Category and Use Type	Construction Dumpster	Garage/ Yard Sale	Outdoor Dining*	Outdoor Sales*	Portable Storage Container	Mobile food units	Signs, Temporary
O						<u>P</u>	P
Use Specific Standards in Section:	35-4409(g)(1)	35-4409(g)(2)	35-4409(g)(3)	35-4409(g)(4)	35-4405 35-4409(d)	35-4409(g) (7)-(6)	See sign code

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

6) Mobile Food Units must obtain a Mobile Food Unit License from Hennepin County Health Department and provide documentation of an inspection or complete an inspection with the City of Brooklyn Center Fire Department in accordance with Chapter 5 of the City Code of Ordinances.

In reviewing requests for ordinance amendments, certain amendment criteria shall be considered as outlined under Section 35-71304 (*Amendment Criteria*). The Planning Commission and City Council shall review the necessary submittal requirements, facts, circumstances of the proposed amendment, and make a recommendation and decision on the amendment based on, but not limited to, consideration of the following criteria and policies:

- a. Whether there is a clear and public need or benefit;
- b. Whether the proposed amendment is consistent with and compatible with surrounding land use classifications;
- c. Whether all permitted uses in the proposed zoning district can be contemplated for development of the subject property;
- d. Whether there have been substantial physical or zoning classification changes in the area since the subject property was zoned;
- e. Whether there is an evident, broad public purpose in the case of City-initiated rezoning proposals;
- f. Whether the subject property will bear fully the UDO development restrictions for the proposed zoning districts;
- g. Whether the subject property is generally unsuited for uses permitted in the present zoning district, with respect to size, configuration, topography, or location;
- h. Whether the rezoning will result in the expansion of a zoning district, warranted by:
 - 1) Comprehensive Planning;
 - 2) The lack of developable land in the proposed zoning district; or
 - 3) The best interests of the community.
- i. Whether the proposal demonstrates merit beyond the interests of an owner or owners of an individual parcel.
- j. The specific policies and recommendations of the Comprehensive Plan and other City plans;
- k. The purpose and intent of this UDO, or in the case of a map amendment, whether it meets the purpose and intent of the individual district; and
- l. If applicable, the adequacy to buffer or transition between potentially incompatible districts.

2040 Comprehensive Plan

Prior to the 2023 update to the City's zoning code, the majority of the City's open spaces and parks were zoned R1 (Low Density Residential), and no zoning district was truly dedicated for the preservation or encouragement of lands designated for public park and open space use. This was despite the City's past Comprehensive Plans designating lands for open space and parks usage. One of the three major principles identified in the 2040 Comprehensive Plan focuses on the protection and enhancement of connected parks, open spaces, natural areas, and the integration of neighborhood-based services.

Approximately 7.66 percent (%) or approximately 410 acres of the City of Brooklyn Center, have a future land use designation of "Parks, Open Space, Recreation" under the 2040 Comprehensive Plan, with Mound Cemetery comprising approximately 13.7 acres of that total. This designation is intended for active and passive park uses and natural preservation. Uses within this designation include active park areas, including playfields, athletic complexes, publicly owned golf courses, zoos, and other similar uses, while passive park areas may include nature areas, resource protection and buffer areas, trails, picnic areas, public fishing and similar uses.

When initially reviewing Mound Cemetery and its existing zoning designation, City staff initially considered rezoning the property back to R1 (Low Density Residential) District; however, there were two main reasons why this was not pursued: 1) A rezoning would have resulted in a comprehensive plan amendment, and 2) cemeteries have historically been viewed as permanent "open space" with many similarities to public parks, and this protects the use.

Unified Development Ordinance (Chapter 35)

There are 75 properties zoned O (Public Open Space) District, with 69 of those owned by the City,

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Village, or Economic Development Authority of Brooklyn Center. Many of these properties are adjacent to one another and their combined parcels make up a city park. Examples include: Centennial Park, Evergreen Park, Eugene H. Hagel Arboretum and Kylawn Park, and Centerbrook Golf Course and Lions Park.

Other uses currently allowed, either by right or as a conditional use in the City's O (Public Open Space) District, include: libraries and art galleries, commercial urban agriculture, golf courses and essential accessory buildings, public recreational uses of a noncommercial nature (i.e. as provided by the state or a local government and dedicated to public uses, including parks, scenic overlooks, observation platforms, trails, docks, fishing piers, picnic shelters, water access ramps, and other similar water-oriented facilities used for recreation), and other uses similar in nature as determined by the City Council.

Mound Cemetery was established in 1862 and predates both the City of Brooklyn Center and the State of Minnesota, with some of the graves dating back to 1855. The rezoning of the property from R1 to O District in 2023 ultimately resulted in the cemetery becoming a nonconforming use. As Mound Cemetery was re-platted in 2020 under Planning Commission Application No. 2020-009 to take back formerly leased property from the City of Brooklyn Center to allow for the expansion needs of the cemetery, it would not be in the best interest of the community to constrain the cemetery as the need for the use is apparent in Brooklyn Center and the surrounding community.

As almost all of the O District-zoned properties are owned by the City in some form, City staff are not necessarily concerned about other O District properties converting to a cemetery use, and any requests to allow for additional cemeteries to be established would require an applicant to submit a Planning Commission application for consideration by the Planning Commission and City Council and follow the process set out by Minnesota State Statute to establish a public or private cemetery under Chapters 306 and 307, respectively.

With respect to the changes to Section 35-4409, the majority of large events held in the City are at O District-zoned properties and specifically City parks. These events not only serve the City but the community at large by bringing people together for a variety of community and cultural events, and allowing small businesses, some of which are based out of Brooklyn Center, to participate and sell their products and allow opportunities to advertise their business.

The City's Special Events Permit allows for the presence of Mobile Food Units or "food trucks" during events and as Chapter 5 was recently amended to require copies of a Mobile Food Unit license from Hennepin County as well as evidence of an inspection or completion of an inspection by the Brooklyn Center Fire Department, there is an evident, broad public purpose, and it is in the City's interest to ensure the City's various policies, permit applications, and codes are all speaking to one another.

RECOMMENDATION

Based on the above noted findings, and in response to Section 35-71304 (Amendment Criteria) of the City Code, City staff recommends the Planning Commission recommend City Council approval of Planning Commission Application No. 2026-004, which would amend Sections 35-4103 (Allowed Use Table) and 35-4409 (Permitted Temporary Uses and Structures) to (1) allow for "cemeteries" as a conditional use in the O (Public Open Space) District, (2) allow Mobile Food Units to operate on O District properties, and (3) provide clarifying language that Mobile Food Units must obtain a Mobile Food Unit license from the Hennepin County Health Department and provide documentation of an

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PC 04/09/2026

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inspection or complete an inspection with the Brooklyn Center Fire Department in accordance with Chapter 5 of the City Code of Ordinances.

Attachments

Exhibit A- Public Hearing Notice, published in the Brooklyn Center *Sun Post*, and dated March 26, 2026.

Exhibit B- Map of Existing O (Public Open Space) District Properties.

Apr 9 PH Amending Ord

[Save](#)[Share](#)

Details for Apr 9 PH Amending Ord

15 hrs ago

CITY OF BROOKLYN CENTER NOTICE OF PUBLIC HEARING Please take notice that the Planning Commission of the City of Brooklyn Center will hold a public hearing on Thursday, April 9, 2026 at 7:00 p.m. at Brooklyn Center City Hall, located at 6301 Shingle Creek Parkway, Brooklyn Center, MN 55430 to hear from the public, discuss, and make a recommendation upon an ordinance amending (1) Chapter 35 of the City Code to permit cemeteries in the O (Public Open Space) District and (2) Section 35-4409 Permitted Temporary Structures and Uses. Public hearing materials can be accessed and will be available in advance of the meeting by visiting the City of Brooklyn Center's website at: <https://www.brooklyncentermn.gov/>. Interested persons are welcome to attend the hearing and be heard regarding this matter. Comments and questions may be forwarded to Ginny McIntosh, Interim Deputy Community Development Director and Planning Manager at gmcintosh@brooklyncentermn.gov or (763) 569-3319 up until 4:30 pm on the day of the hearing. Auxiliary aids for persons with disabilities are available upon request at least 96 hours in advance. ORDINANCE NO. _____ AN ORDINANCE AMENDING SECTION 35-4103 ALLOWED USE TABLE OF THE CITY CODE OF ORDINANCES REGARDING CEMETERIES IN THE PUBLIC OPEN SPACE ZONING DISTRICT AND SECTION 35-4409 TEMPORARY USES AND STRUCTURES CERTAIN AMENDMENTS THE CITY COUNCIL OF THE CITY OF

adding the following double-underlined language ~~indicates matter to be deleted~~: Article II. Brooklyn Center City Code, Chapter 35, Section 35-4409 Permitted Temporary Uses and Structures double-underlined language, ~~indicates matter to be deleted~~: 6) Mobile Food Units must obtain a Mobile Food Unit License from Hennepin County Health Department and provide documentation of an inspection or complete an inspection with the City of Brooklyn Center Fire Department in accordance with Chapter 5 of the City Code of Ordinances. Article III. Severability. Should any section or part of this ordinance be declared by a court of competent jurisdiction to be invalid, such decision will not affect the validity of the ordinance as a whole or any part other than the part declared invalid. Article III. Effective Date. This ordinance shall become effective after adoption and upon thirty days following its legal publication. Adopted this ____ day of _____, 2026. April Graves, Mayor
ATTEST: Shannon Pettit, City Clerk (~~Strikeout indicates matter to be deleted~~, double-underline indicates new matter.) Published in the Sun Post March 26, 2026 1526099

CITY OF BROOKLYN CENTER

Please take notice that the Planning Commission of the City of Brooklyn Center will hold a public hearing on Thursday, April 9, 2026 at 7:00 p.m. at Brooklyn Center City Hall, located at 6301 Shingle Creek Parkway, Brooklyn Center, MN 55430 to hear from the public, discuss, and make a recommendation upon an ordinance amending (1) Chapter 35 of the City Code to permit cemeteries in the O (Public Open Space) District and (2) Section 35-4409 Permitted Temporary Structures and Uses. Public hearing materials can be accessed and will be available in advance of the meeting by visiting the City of Brooklyn Center's website at: <https://www.brooklyncentermn.gov/>. Interested persons are welcome to attend the hearing and be heard regarding this matter.

Comments and questions may be forwarded to Ginny McIntosh, Interim Deputy Community Development Director and Planning Manager at gmcintosh@brooklyncentermn.gov or (763) 569-3319 up until 4:30 pm on the day of the hearing.

Auxiliary aids for persons with disabilities are available upon request at least 96 hours in advance.

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 35-4103 ALLOWED USE TABLE OF THE CITY CODE OF ORDINANCES REGARDING CEMETERIES IN THE PUBLIC OPEN SPACE ZONING DISTRICT AND SECTION 35-4409 TEMPORARY USES AND STRUCTURES CERTAIN AMENDMENTS

THE CITY COUNCIL OF THE CITY OF BROOKLYN CENTER DOES ORDAIN AS FOLLOWS:

Article I. Brooklyn Center City Code, Chapter 35, Section 35-4103 Allowed Use Table is amended by adding the following double-underlined language ~~strikeout~~ indicates matter to be deleted:

P = PERMITTED USE, C = CONDITIONAL USE, I = INTERIM USE, A = ACCESSORY USE														
	Residential					Commercial/ Mixed Use				Nonresidential				Use-Specific Standards
	R1	R2	R3	R4	R5	M X- N1	M X- N2	M X- C	TO D	C	MX- B	I	O	
PUBLIC, INSTITUTIONAL, AND CIVIC USES														
COMMUNITY AND CULTURAL FACILITIES														
Cemetery	C												<u>C</u>	

Article II. Brooklyn Center City Code, Chapter 35, Section 35-4409 Permitted Temporary Uses and Structures double-underlined language, ~~strikeout~~ indicates matter to be deleted:

Use Category and Use Type	Construction Dumpster	Garage/ Yard Sale	Outdoor Dining*	Outdoor Sales*	Portable Storage Container	Mobile food units	Signs, Temporary
O						<u>P</u>	P
Use Specific Standards in Section:	35-4409(g)(1)	35-4409(g)(2)	35-4409(g)(3)	35-4409(g)(4)	35-4405 35-4409(d)	35-4409(g) (7) <u>(6)</u>	See sign code

6) Mobile Food Units must obtain a Mobile Food Unit License from Hennepin County Health Department and provide documentation of an inspection or complete an inspection with the City of Brooklyn Center Fire Department in accordance with Chapter 5 of the City Code of Ordinances.

Article III. Severability. Should any section or part of this ordinance be declared by a court of competent jurisdiction to be invalid, such decision will not affect the validity of the ordinance as a whole or any part other than the part declared invalid.

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

Adopted this ____ day of _____, 2026.

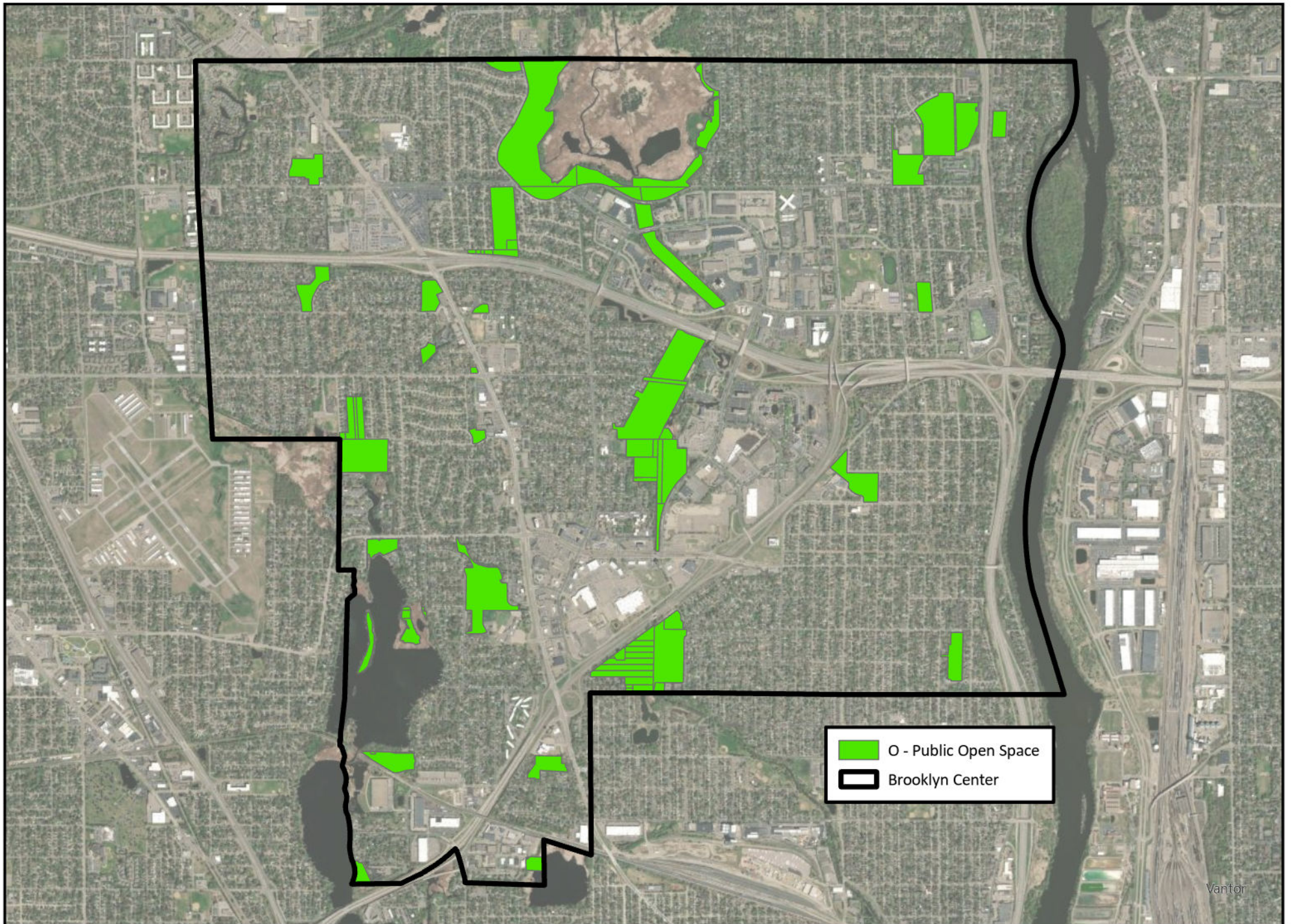
April Graves, Mayor

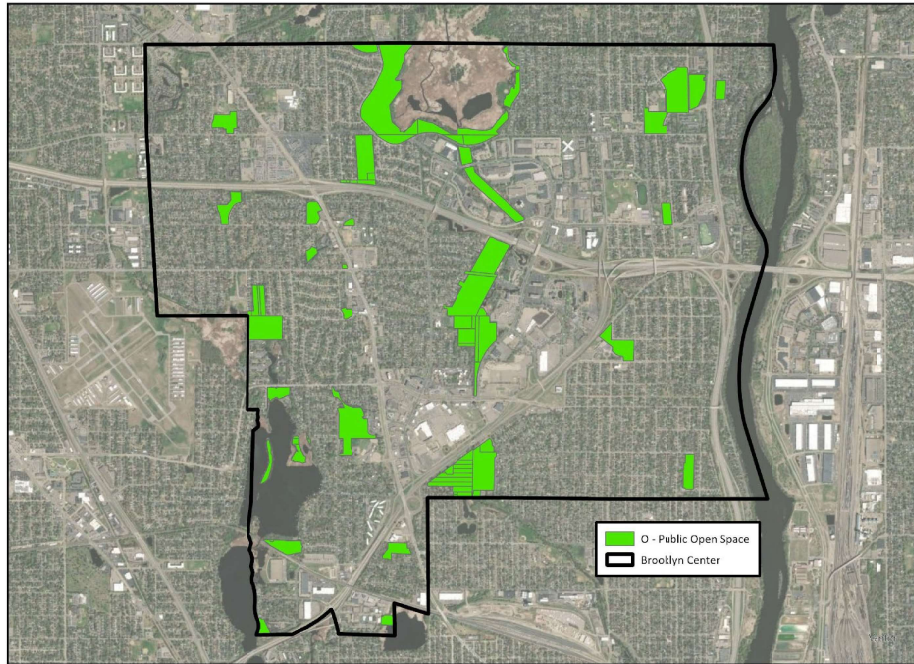
ATTEST: _____
Shannon Pettit, City Clerk

Date of Publication _____

Effective Date _____

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





Ordinance Amendment to Chapter 35 — 1st Reading



City Council Meeting | April 27, 2026
Ginny McIntosh, Interim Deputy Community Development Director and Planning Manager

Background

- The City of Brooklyn Center (“the Applicant”) is requesting ordinance amendments to Chapter 35 of the City Code to:
 - (1) Permit cemeteries in the O (Public Open Space) District as a conditional use
 - (2) Allow for Mobile Food Units to operate on O District Properties; and
 - (3) Outline a requirement that Mobile Food Units must obtain a Mobile Food Unit License from the Hennepin County Health Department and provide documentation of an inspection or complete an inspection with the City of Brooklyn Center Fire Department prior to operating within the City in accordance with Chapter 5 of the City Code of Ordinances.
- A public hearing notice was published in the Brooklyn Center *Sun Post* on March 26, 2026, and the notice was published to the City website.



Request for Ordinance Amendment (Text)

- Discussions around allowing cemeteries as a conditional use in the O District began following the submittal of Planning Commission Application No. 2026-002 when City staff realized Mound Cemetery had been rezoned to O (*Public Open Space*) District in 2023, but Section 35-4103 (*Allowed Use Table*) had not been updated to allow “cemeteries” as a conditional use in the O District.
 - Following discussions with City Attorney, staff were advised to proceed with application but place a condition on the approval to ensure the ordinance was amended.
- Following City staff review of Chapter 35 and the O District, City staff also noted Section 35-4409 (*Permitted Temporary Uses and Structures*) did not provide provisions for mobile food units to operate within the O District, where the majority of food trucks have operated in the City during events.
- As Brooklyn Center Fire recently brought through amendments to Chapter 5 of the City Code, City staff wanted to provide clarifying language for mobile food units (i.e. food trucks) as the Brooklyn Center Fire Department now requires an inspection or proof of an inspection and verified Hennepin County Health Department licensure for any food truck operating in Brooklyn Center.



3

Request for Ordinance Amendment (Text)

THE CITY COUNCIL OF THE CITY OF BROOKLYN CENTER DOES ORDAIN AS FOLLOWS:

Article I. Brooklyn Center City Code, Chapter 35, Section 35-4103 Allowed Use Table is amended by adding the following double-underlined language ~~strikeout~~ indicates matter to be deleted:

P = PERMITTED USE, C = CONDITIONAL USE, I = INTERIM USE, A = ACCESSORY USE														
	Residential					Commercial/ Mixed Use				Nonresidential				Use-Specific Standards
	R1	R2	R3	R4	R5	M X- N1	M X- N2	M X- C	TO D	C	MX- B	I	O	
PUBLIC, INSTITUTIONAL, AND CIVIC USES														
COMMUNITY AND CULTURAL FACILITIES														
Cemetery	C												C	



4

Request for Ordinance Amendment (Text)

Article II. Brooklyn Center City Code, Chapter 35, Section 35-4409 Permitted Temporary Uses and Structures double-underlined language, ~~strikeout~~ indicates matter to be deleted:

Use Category and Use Type	Construction Dumpster	Garage/ Yard Sale	Outdoor Dining*	Outdoor Sales*	Portable Storage Container	Mobile food units	Signs, Temporary
O						P	P
Use Specific Standards in Section:	35-4409(g)(1)	35-4409(g)(2)	35-4409(g)(3)	35-4409(g)(4)	35-4405 35-4409(d)	35-4409(g) (7)-(6)	See sign code

6) Mobile Food Units must obtain a Mobile Food Unit License from Hennepin County Health Department and provide documentation of an inspection or complete an inspection with the City of Brooklyn Center Fire Department in accordance with Chapter 5 of the City Code of Ordinances.



5

Request for Ordinance Amendment (Text)

- In reviewing requests for ordinance amendments, certain amendment criteria shall be considered as outlined under Section 35-71304 (*Amendment Criteria*). The Planning Commission and City Council shall review the necessary submittal requirements, facts, circumstances of the proposed amendment, and make a recommendation and decision on the amendment based on, but not limited to, consideration of the following criteria and policies.
 - Whether there is a clear and public need or benefit;
 - Whether the proposed amendment is consistent with and compatible with surrounding land use classifications;
 - Whether all permitted uses in the proposed zoning district can be contemplated for development of the subject property;



6

Request for Ordinance Amendment (Text)

- Whether there have been substantial physical or zoning classification changes in the area since the subject property was zoned;
- Whether there is an evident, broad public purpose in the case of City-initiated rezoning proposals;
- Whether the subject property will bear fully the UDO development restrictions for the proposed zoning districts;
- Whether the subject property is generally unsuited for uses permitted in the present zoning district, with respect to size, configuration, topography, or location;
- Whether the rezoning will result in the expansion of a zoning district, warranted by:
 - Comprehensive Planning;
 - The lack of developable land in the proposed zoning district; or
 - The best interests of the community.



7

Request for Ordinance Amendment (Text)

- Whether the proposal demonstrates merit beyond the interests of an owner or owners of an individual parcel.
- The specific policies and recommendations of the Comprehensive Plan and other City plans;
- The purpose and intent of this UDO, or in the case of a map amendment, whether it meets the purpose and intent of the individual district; and
- If applicable, the adequacy to buffer or transition between potentially incompatible districts.



8

Request for Ordinance Amendment (Text)

2040 Comprehensive Plan

- Prior to the 2023 update to the City's zoning code, the majority of the City's open spaces and parks were zoned R1 (Low Density Residential) and no zoning district was truly dedicated for the preservation or encouragement of lands designated for public park and open space use.
- Major principle around the 2040 Plan and land use goals focuses on the protection and enhancement of connected parks, open spaces, and natural areas, and integration of neighborhood-based services.
- Approximately 7.66% (410 acres) of the City have a future land use designation of "Parks, Open Space, Recreation" under the 2040 Comprehensive Plan.
 - This designation is intended for active and passive park uses and natural preservation like playfields, athletic complexes, publicly owned golf courses, zoos, nature areas, resource protection and buffer areas, trails, picnic areas, public fishing, and similar uses.



9

Request for Ordinance Amendment (Text)

Unified Development Ordinance

- City's O zoning district was created in response to 2040 Comprehensive Plan.
- 75 properties are zoned O (*Public Open Space*) District, with 69 of those owned by the City, Village, or EDA of Brooklyn Center.
 - Minimal concerns regarding increased demands for new cemeteries at this time and conditional use permit process would need to be followed (i.e. Planning Commission application) and there are no notable amounts of land that are not owned by the City in the O District
 - Majority of large-scale events and events in general are held at O District zoned properties in the City, many of which feature mobile food units or food trucks, and as allowed for through Special Event Permit process.
 - Evident, broad public purpose and in City interest to ensure City policies, permits, and codes speak to one another.
- Uses allowed by right or as a conditional use include: libraries and art galleries, commercial urban agriculture, golf courses and essential accessory buildings, recreational uses of a noncommercial nature, and other similar uses.



10

Summary

A public hearing was held at the Planning Commission meeting on April 9, 2026.

Public Comments

No comments were received in advance of or at the public hearing.

Commission Comments

- The Commissioners discussed the proposed amendments and spend the majority of time discussing the allowance of food trucks (Mobile Food Units) at O District properties.
- General consensus to allow for cemeteries as a conditional use in the O District.
- Planning Commission **recommended approval of the ordinance amendments (5-1)**, with one Commissioner dissenting to allow for Council to flag for additional review. He noted that while it is time consuming for staff, he would like to see City staff separate out ordinance amendments and wanted additional discussion regarding food trucks on O District properties as there was concern food trucks would begin to set up in the parks without permission.



11

Requested City Council Action

- (1) Motion to waive and conduct a first reading of the ordinance amendments contemplated under Planning Commission Application No. 2026-004.
- (2) Motion to schedule a second reading for May 11, 2026.



12

Council Regular Meeting

DATE: 5/11/2026
TO: City Council
FROM: Lydia Ener, City Engineer
THROUGH: Elizabeth Heyman, Director of Public Works
BY: Lydia Ener, City Engineer
SUBJECT: Resolution Accepting Bid and Awarding a Contract, Improvement Project No. 2026-13 Police Station 2026 Roof Replacement

Requested Council Action:

- Motion to approve the resolution accepting the lowest responsible bid and award a contract to Palmer West Construction Company, Inc. of Rogers, Minnesota for Project No. 2026-13 Police Station 2026 Roof Replacement.

Background:

Bids for the Improvement Project 2026-13 Police Station 2026 Roof Replacement were received and opened on April 30th 2026. The bidding results are tabulated below:

Bidder Total Base Bid

Palmer West Construction Co., Inc. \$471,500.00

Central Roofing Company \$524,000.00

McPhillips Bros Roofing Co. \$525,500.00

Commercial Roofing and Sheet Metal, Inc. \$545,640.00

Berwald Roofing Co., Inc. \$559,950.00

Peterson Bros. Roofing and Construction, Inc. \$571,750.00

Mint Roofing \$591,790.00

John A. Dalsin & Sons, Inc. \$651,594.00

Of the eight (8) bids received, the lowest responsible bid of **\$471,500.00** was submitted by Palmer West Construction Company, Inc. of Rogers, Minnesota.

Budget Issues:

The bid amount of \$471,500.00, for the Base Bid, is within the budgeted amount for the project. (see attached Resolution – Costs and Revenues tables).

Inclusive Community Engagement:

Antiracist/Equity Policy Effect:

Strategic Priorities and Values:

ATTACHMENTS:

1. Police Station 2026 Roof Replacement - Bid Award - Res

Member introduced the following resolution and moved its adoption:

RESOLUTION NO. _____

RESOLUTION ACCEPTING BID AND AWARDING A CONTRACT,
IMPROVEMENT PROJECT NO. 2026-13 POLICE STATION 2026 ROOF
REPLACEMENT

WHEREAS, pursuant to an advertisement for bids for Improvement Project No. 2026-13, bids were received, opened and tabulated on the 30th day of April, 2026. Said bids were as follows:

<u>Bidder</u>	<u>Total Base Bid</u>
Palmer West Construction Co., Inc.	\$471,500.00
Central Roofing Company	\$524,000.00
McPhillips Bros Roofing Co.	\$525,500.00
Commercial Roofing and Sheet Metal, Inc.	\$545,640.00
Berwald Roofing Co., Inc.	\$559,950.00
Peterson Bros. Roofing and Construction, Inc.	\$571,750.00
Mint Roofing	\$591,790.00
John A. Dalsin & Sons, Inc.	\$651,594.00

WHEREAS, it appears that **Palmer West Construction Company, Inc.** of Rogers, Minnesota is the lowest responsible bidder.

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

1. The Mayor and City Manager are hereby authorized and directed to enter into a contract with Palmer West Construction Company, Inc. of Rogers, Minnesota in the name of the City of Brooklyn Center, for Improvement Project No. 2026-13, according to the plans and specifications therefore approved by the City Council and on file in the office of the City Engineer.

RESOLUTION NO. _____

2. The estimated project costs are as follows:

<u>COSTS</u>	<u>Engineers</u> <u>Estimate</u>	<u>Amended</u> <u>per Low Bid</u>
Contract	\$ 600,000.00	\$ 471,500.00
Contingency	\$ 60,000.00	\$ 50,000.00
Subtotal Construction Cost	\$ 660,000.00	\$ 521,500.00
 Admin/Legal/Engr.	 \$ 66,000.00	 \$ 55,000.00
Total Estimated Project Cost	\$ 726,000.00	\$ 576,500.00

May 11, 2026

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 Regular Meeting

DATE: 5/11/2026
TO: City Council
FROM:
THROUGH:
BY: Shannon Pettit, City Clerk
SUBJECT: Updated 2026 Fee Schedule

Requested Council Action:

- Motion to approve the 2026 Fee Schedule with Updates

Background:

It was brought to the attention of the staff that a few typos and the addition of the Hospitality Accommodation License fees within the document:

Low Potency Hemp Products - Fee was not included in the document;
Utility Services - Fees were not reflective of the approved Resolutions in 2025;
Delinquent License Fee: License fee plus 50% of the rental license fee; and
Rental License Transfer Fee: 75% of the rental license fee amount.

Budget Issues:

Inclusive Community Engagement:

Antiracist/Equity Policy Effect:

Strategic Priorities and Values:

ATTACHMENTS:

1. 2026 FEE SCHEDULE WORKING DOC 5.11.26



2026 FEE SCHEDULE

Approved 4.27.2026

Introduction

In March 1987, the Brooklyn Center City Council approved an amendment to the City Ordinances that removed the fees for licenses and permits from the City Ordinances and established fees by Council resolution. The resolutions establishing fees for licenses and permits were collated into the following fee schedule, and it is updated whenever fees are amended, or new fees are established. It provides a means by which fees for permits, licenses, and miscellaneous services are incorporated into one document to aid employees who need to collect fees or provide public information regarding fees. Fees for licenses and permits are set forth by Council resolution. Fees for copies, research projects, maps, and ordinances are generally set by the City Manager.

Fees relating to the Community Center can be obtained directly from the Recreation Department and are not included in this fee schedule.

Fees relating to the Centerbrook Golf Course can be obtained directly from the Centerbrook Golf Course and are not included in this fee schedule.

Fees relating to the Heritage Center of Brooklyn Center can be obtained directly from the Heritage Center and are not included in this fee schedule.

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Filming & Photography.....	1
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Liquor – Off-Sale Microdistillery.....	2
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Liquor – On-Sale Brew Pub	2
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Liquor – On-Sale Sunday Sales	2
Liquor – On-Sale Temporary	2
Liquor – On-Sale Wine	2
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Appendix A

<i>Opportunity Site Stormwater Map</i>	17G
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City Clerk's Office Licenses

License Type	Annual Fee/ Renewal Fee	Expiration	City Code Reference
Amusement Device Operator Kiddie Ride	\$15/location, plus \$15/machine \$10/ride	June 30	23-2101 Minn. Stat. Res. 87-31
Animals (Cats and Dogs) Commercial Kennel	Res. No. 97-180 \$100	September 30	1-102
Bowling Alley	Res. No. 97-180 \$20/alley	December 31	23-209.01
Cannabis Registration Cannabis Mezzobusiness Cannabis Microbusiness Cannabis Retailer Lower Potency Hemp Edible Retailer Medical Cannabis Combination Business Municipal Cannabis Retailer Temporary Cannabis Event Permit	Res. No. 2025-41 \$500/\$1000 \$125/\$1000 \$500/\$1000 \$125/\$125 \$500/\$1000 \$500/\$1000 \$100 application fee Additional fees may be charged	One Year from the Date of Issuance	23-2709 Minn. Stat. 342.11 23-2750 Minn. Stat
Cannabis- Civil Penalties <u>Offense</u> <u>Civil Fine</u> <u>Suspension/Rev</u> 1 st Offense..... \$1000 None 2 nd Offense..... \$1250 None 3 rd Offense..... \$1500 7 day Suspension 4 th Offense..... \$2000 30 day Suspension	Res. No. 2025-41		23-2717 Minn. Stat. 342.22
Christmas Tree Sales Deposit	Res. No. 97-180 \$60/lot \$100/lot	January 5	23-1301
Entertainment	Res. No. 2020-17 \$300	December 31	23-301
Filling Station First Nozzle/Hose Each Additional Nozzle/Hose	Res. No. 2023-115 \$100 \$15	December 31	23-402
Filming & Photography	\$400		23-2500 Ord. No. 2017-02
Fireworks Temporary Stand Permanent Structure	Res. No. 2004-65 \$350/location \$100/location	December 31	19-403
Garbage and/or Rubbish Collection Company Vehicle	Res. No. 2023-115 \$250 \$50	June 30	7-103
Hospitality Accommodation License Investigation	Res. No. 2026-038 \$200/\$200 \$150	April 30	23-2405
Liquor – Civil Penalties <u>Offense</u> <u>Civil Fine</u> <u>Suspension/Rev</u> 1 st Offense.....\$ 500..... None 2 nd Offense..... \$1,0001-day Suspension 3 rd Offense..... \$1,5003-day Suspension 4 th Offense..... \$2,0005-day Suspension 5 th Offense..... \$2,000.....Revocation	Res. No. 2019-116		11-107
Liquor-Investigation	\$150		

License Type	Annual Fee	Expiration	City Code Reference
Liquor – Consumption and Display Temporary (maximum 10 days for City)	Res. No. 2017-203 \$300 \$25	December 31 N/A	11-106
Liquor – Off-Sale Brew Pub	Res. No. 2017-203 \$200	December 31	11-106
Liquor – Off-Sale Microdistillery	Res. No. 2017-203 \$200	December 31	11-106
Liquor – Off-Sale Small Brewer License	Res. No. 2017-203 \$200	December 31	11-106
Liquor – On-Sale 3.2 Malt Liquor Temporary	Res. No. 2017-203 \$500 \$10/day	December 31 N/A	11-106
Liquor – On-Sale Brew Pub On-Sale Intoxicating On-Sale 3.2 Percent Malt Liquor	Res. No. 2017-203 \$6,500 \$500	December 31	11-106
Liquor – On-Sale Brewer Taproom	Res. No. 2017-203 \$600	December 31	11-106
Liquor – On-Sale Club Up to 200 members 201-500 members 501-1,000 members 1,001-2,000 members 2,001-4,000 members 4,001-6,000 members Over 6,000 members	Res. No. 2017-203 \$300 \$500 \$650 \$800 \$1,000 \$2,000 \$3,000	December 31	11-106
Liquor – On-Sale Intoxicating	Res. No. 2017-203 \$6,500	December 31	11-106
Hotels & Clubs	\$6,500		
Culinary Class Liquor – On-Sale Microdistillery Cocktail Room	\$100 Res. No. 2017-203 \$600	December 31	11-106
Liquor – On-Sale Sunday Sales	Res. No. 2017-203 \$200	December 31	11-106
Liquor – On-Sale Temporary Maximum 3 consecutive days; no more than 12 days per year Special Event Permit Maximum 10 consecutive days; no more than 40 days per year	\$25/per day \$25/per day		11-106
Liquor – On-Sale Wine	Res. No. 2017-203 \$2000	December 31	11-106
Massage Establishment Establishment Investigation – Establishment Masseur/Masseuse Investigation –Masseur/Masseuse	Res. No. 87-31 \$500 initial, \$200 renewal \$150 \$100 \$50	December 31	23-1703

License Type	Annual Fee	Expiration	City Code Reference
Motor Vehicle Dealer Class A Class B	Res. No. 97-180 \$250 \$75	April 30	23-1202
Pawnbroker Establishment Investigation	Res. No. 2004-101 \$3,000 \$1,500	December 31	23-603
Rap Parlors, Conversation Parlors, Adult Encounter Groups, Adult Sensitivity Groups, Escort Services, Model Services, Dancing Services, or Hostess Services Investigation	Res. No. 87-31 \$1,500 \$1,500	December 31	23-1804
Saunas or Sauna Baths Establishment Investigation	Res. No. 87-31 \$3,000 \$1,500	December 31	23-1602
Secondhand Goods Dealer Investigation	Res. No. 98-227 \$750, plus \$1.50 per Reportable transaction \$1,500	December 31	23-652
Sign Hanger	Res. No. 97-180 \$60	April 30	34-160
Special Events	\$100 application fee Additional fees may be charged		23-2600 Res. No 2022-25
Taxicab	Res. No. 2004-101 \$100/vehicle	December 31	23-702
Tobacco Related Products License Fee Investigation	Res. No. 2023-115 \$300 \$150	December 31	23-101

Community Development Permits/Licenses

Permit Type	Fee	City Code Reference
Building and Fire Protection		3-103
Valuation \$1 to \$1,000 Valuation \$1,001 to \$2,000	\$49.50 for the first 1,000 plus \$3.25 for each additional \$100 or fraction thereof, to and including \$2,000	Res. No. 2018-09
Valuation of \$2,001 to \$25,000	\$82.00 for the first \$2,000 plus \$14.85 for each additional \$1,000 or fraction thereof, to and including \$25,000	
Valuation of \$25,001 to \$50,000	\$423.55 for the first \$25,000 plus \$10.70 for each additional \$1,000 or fraction thereof, to and including \$50,000	
Valuation of \$50,001 to \$100,000	\$691.05 for the first \$50,000 plus \$7.45 for each additional \$1,000 or fraction thereof, to including \$100,00	
Valuation of \$100,001 to \$500,000	\$1,063.55 for the first \$100,000 plus \$6.00 for each additional \$1,000 or fraction thereof, to and including \$500,00	
Valuation of \$500,001 to \$1,000,000	\$3,463.55 for the first \$500,00 plus \$5.10 for each additional \$1,000 or fraction thereof, to and including \$1,000,000	
Valuation of \$1,000,001 and up	\$6,013.55 for the first \$1,000,000 plus \$4 for each additional \$1,000 or fraction thereof	
Plan Check Fee	65% of the amount of the permit fee	
Investigation Fee	Same amount as building permit fee	
Residential Siding Replacement up to 4 units	\$150 per unit	
Residential Siding Replacement up to 4 units not including flat roofs	\$150 per unit	
Residential Solar Panel Installation	\$200	
Egress Window	\$100 up to two windows; \$150 for 3 more	
Window or Door Replacement	\$100 up to two windows, \$150 for 3 or more	
Residential Deck	up to 120 sq ft \$150; over 120 sq ft \$250	
Residential Driveway (non-ROW)	\$25	
Residential Fence	\$25	
Inter-Agency Inspections (MDH or DHS)	\$150	
Residential Dwelling Conversion to Assisted Living	\$500	M.S. 326B.103

Permit Type	Fee	City Code Reference
Cesspool Cleaning Permit	\$18.75	7-502 Res. No. 87-32
Courtesy Bench Permit Inspection	\$50/bench \$50/bench	23-902 23-903 Res. No. 2007-47
Demolition Residential Commercial	\$75 \$150	23-1501 Res. No. 2005-65
Electrical Minimum Fee for one inspection trip Two trip fee (Every job where wiring will be covered needs a rough-in and final inspection. Examples: remodel or new bath, kitchen, porch, basement, laundry, detached garage, swimming pool, etc.) Service changeout Temporary service Service changeout with one or two remodeled or added rooms Subpanel change out New or major remodel of apartment or condominium (this includes main service, feeders, house panel, circuit breakers, and temp power) Residential maximum (includes new houses, townhouses, remodels with 50% or more of the lights, receptacles and switches being replaced) Outside electrical reinstalled after siding replacement, house, duplex, triplex, four-plex, attached townhouses, and apartments Electronic inspection fee for these items only: furnace, air conditioning, bath fan, fireplace, or receptacle for water heater vent. Must email require pictures. Solar fees for PV System: Residential & Commercial 0 – 5,000 watts 5,001 – 10,000 watts 10,001 – 20,000 watts 20,001 – 30,000 watts 30,001 – 40,000 watts	\$50 per trip \$100 (includes two inspections) \$110 \$55 \$160 includes two inspections \$50 \$100 per unit \$190 includes three inspections \$50 first unit plus \$25 each additional unit \$40 \$90 \$150 \$225 \$300 \$375 plus \$25 for each additional	3-103 Res. No. 2020-20

Commercial Electrical Permit	Fee Calculation
<u>Description</u>	<u>Fee calculation</u>
Valuation \$1 to \$1,000	\$60.00 Per Trip
Valuation \$1,001 to 2,000	\$60.00 for the first \$1,000 plus \$3.25 for each additional \$100 or fraction thereof, to and including \$2,000
Valuation \$2,001 to \$25,000	\$82.00 for the first \$2,000 plus \$14.85 for each additional \$1,000 or fraction thereof, to and including \$25,000
Valuation \$25,001 to \$50,000	\$423.55 for the first \$25,000 plus \$10.70 for each additional \$1,000 or fraction thereof, to and including \$50,000
Valuation \$50,001 to \$100,000	\$691.05 for the first \$50,000 plus \$7.45 for each additional \$1,000 or fraction thereof, to and including \$100,000
Valuation \$100,001 to \$500,000	\$1,063.55 for the first \$100,000 plus \$6.00 for each additional \$1,000 or fraction thereof, to and including \$500,000
Valuation \$500,000 to \$1,000,000	\$3,463.55 for the first \$500,000 plus \$5.10 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
Valuation \$1,000,000 and up	\$6,013.55 for the first \$1,000,000 plus \$4 for each additional \$1,000 or fraction thereof
Re-inspection Fee (in addition to all other fees)	\$60.00
Investigation Fee (working without a permit)	The fee is doubled
Refunds issued only for permits over	\$120.00

State Surcharge is .0005 times the project value: \$ _____

Total Permit Fee Submitted: \$ _____

Minimum fee permits expire in 6 months. Permits over the minimum fee and up to \$1,000 expire in 12 months from the filing date. A service charge of \$35.00 will be added for all dishonored checks.

Permit Type	Fee	City Code Reference
Flood Plain Use Up to 1 acre 1 acre to 5 acres Over 5 acres	\$50 \$50/acre \$250 plus \$37.50 per acre for each acre or fraction thereof over 5 acres	35-2182 Res. No. 2005-65
House moving Permit Code Compliance Review Prior to Moving Structure into City	\$200 \$100	23-1501 Res. No. 2005-65
Land Disturbing Activities Permit	Res. No. 2005-162 \$50	35-7900
Mechanical Systems License	Res. No. 97-180 \$60	April 30 23-1500
Mechanical Systems Valuation \$0 to \$500 Valuation \$501 to \$50,000 Valuation Over \$50,000 Mechanical Plan Review (only when submitted without a building permit) 2" and less diameter pipe 1-3 fixtures Additional openings 2" and over diameter pipe 1-3 fixtures Additional opening Residential Air Conditioner Installation Residential Air Conditioner & Furnace Installation Residential Boiler or Fireplace up to 4 units Residential Furnace Installation Residential Gas Stove or Dryer up to 4 units	Res. No. 2018-09 \$75 \$75 plus 2% of value of any amount in excess of \$500 \$1,012.50 plus 1% of value of any amount in excess of \$50,000 65% of base permit fee \$5.75 each \$2.50 each \$15 each \$3.25 each \$75 \$125 \$75 \$100 \$75	3-103
Planning Commission Fees - For all Planning Commission Applications, a refundable escrow of \$1,000 will be added to the fee to cover any additional costs associated with the review of the application. Additional escrows may be required subject to the determination of the City Planner. Zoning Code Text Amendment Rezonings Site and Building Plan and Major Amendments Preliminary Plat Final Plat Variance Interim Use Permit (IUP) IUP Extension/Amendment Conditional Use Permit (CUP) CUP Amendment Permit Appeal Planned Unit Development (PUD) PUD Amendment - Major Comprehensive Plan Amendment	\$500 \$1,050 \$750 \$400 \$200 \$200 \$250 \$150 \$250 \$250 \$200 \$1,800 \$700 \$1,050	35-71300 35-71300 35-7600 35-8106 35-8107 35-71000 35-7800 35-7800 35-7700 35-7700 35-7300 35-8300 35-8300 35-71200

Permit Type	Fee	City Code Reference
Plumbing Minimum Fee Repair or alteration of existing system New residential or commercial building Plumbing Plan Review (only when submitted without a building permit) Residential Water Heater up to 4 units Residential Water Softener up to 4 units Residential Water Heater and Softener up to 4 units Plumbing Fixtures RPZ Installation/Rebuild RPZ Test	Res. No. 2018-09 <u>\$75</u> 2% of estimated cost 2% of estimated cost 65% of base permit fee \$85 \$85 \$85 \$75 up to 3 fixtures; \$15 for each additional \$50 (plus \$1 state surcharge) \$25 (plus \$1 state surcharge)	3-103
Rental Single Family Dwelling Initial License/New Owner Renewal License (no change in license holder) Two Family Dwelling Each Rental Unit Multiple Family Dwelling Each Building Each Unit Minimum Base Fee License Reinstatement Delinquent License Fee Rental License Transfer Fee Conversion to Rental A residential property converted to a rental property, or a registered residential vacant building reoccupied as a rental property. This applies to lawful single-family and Single-family attached dwellings.	Res. No. 2005-152 \$400 \$300 \$200 \$200 \$18 \$450; Res. No. 2011-65 License fee plus 50% of rental license fee 75% of rental license fee amount \$500; Res. No. 2008-150	12-901 12-910 12-902
Right-Of-Way Administration Fee Excavation Fee Obstruction Fee Pole Attachment Fee Extension <u>Penalties:</u> Delay Penalty	Res. No. 2018-42 \$100 per permit \$250 per permit \$200 per permit \$1,500 per site \$50 per permit \$50/day for pavement; \$25/day for boulevard/turf	25-1009

Sign	Res. No. 2005-65	35-6000
50 sq. ft in area or less	\$50	
Over 50 sq. ft in area	\$50/1st 50 sq. ft and \$15.00 for each additional 50 sq. ft or fraction	
Minimum Fee	\$50	
Footing inspection, when required	\$50	
Temporary Sign	\$25	

Miscellaneous Services

Service	Fee
Abatement Application (Assessing) Taxpayer caused only (others no charge)	\$45
Abatement (City-Facilitated)/Administrative Service Charge \$999 or less \$1,000 or Higher	Res. No. 2008-150 \$75 \$75
Accident Reports (Police)	< 10 pages no charges \$0.25 per page \$0.15 per page, if subject of data \$0.50 per report, commercial user [defined as a user who requests access to more than five reports per month M.S. § 169.09, Subd. 13(5) (f)]
Administrative Penalty System Fees Level 1 Level 2 Level 3 - 1-4 Units - 5+ Units Violation Type (Ordinance reference) Waste container setback violation (7-102) and Vehicle storage (19-103.14) Local Traffic and Parking (27) All other city code violations, designated as a misdemeanor or petty misdemeanor Animal (1-130 & 1-140) Failure to register a vacant property (12-1500) Failure to obtain a permit or license	\$50 \$100 \$300 \$500 Maximum fine total amount cannot exceed \$2,000 per assessment period. Fine cannot be doubled and issued per day. Level 1 1 2 2 3
Appeal Filing Fee – Chapters 12 and 19	\$50 Res. No. 2005-65
Alarm Fire Elevator Nuisance Call Failure to Repair Alarm Panel Food Truck Inspection & Certification (Fees starting January 1 st , 2026) Police	1 st – 3 rd No charge 4 th -- \$150 5 th - \$300 After 5 th , each alarm increases by \$100 1-3 every 30 days – No Charge Each call afterwards \$150 10 th Day - \$100 Every day after increases by \$100 \$100 1 -4 - No charge 5 th - \$50 After 5 th alarm, each alarm increases by \$25 Res. No. 93-233
Accessory Dwelling Unit (ADU) Administrative Review	\$100
Beekeeping Registration	\$40 Res No. 2019-26

Service	Fee
Copy Charges for Public Government Data Requests Not from the Data Subject 100 Pages or Fewer Black and White Photocopies 8.5 x 11 or 8.5 x 14 Two-Sided Copy (8.5 x 11 or 8.5 x 14) All Other Public Government Data Requests The city will charge the requester actual costs of <i>searching</i> for and <i>retrieving</i> the data, including the cost of employee time, and for <i>making, certifying, compiling, and transmitting</i> copies of the data or the data themselves Exception: There will be no charges for searching, retrieving, compiling, and electronically transmitting readily available data	Minn. Stat. 13.03, Subd. 3 (c) < 10 pages no charge \$0.25 \$0.50 Actual Costs Labor – \$0.40 per minute Paper – \$0.01 per sheet Black/White Photocopier – \$0.01 per page Color Photocopier - \$0.07 per page Black/White Printer – \$0.02 per page Color LaserJet Printer – \$0.09 per color page Other Actual Costs that may or may not be included – refer to the document <i>Fees for Providing Copies of Public Government Data</i> compiled by the State of Minnesota, Department of Administration, Information Policy Analysis Division at www.ipad.state.mn.us or 651-296-6733 Total Actual Costs require that you add labor cost at \$0.40 per minute to the supply and materials costs to establish total actual costs
Copy Charges for Public Government Data Requests by the Subject of Data When the requester is the subject of the data, the city <i>will not charge for searching for and retrieving data</i> . The requester will be charged the actual costs associated with <i>making, certifying, compiling, or transmitting</i> copies of the data themselves. Exception: There will be no charge for compiling and electronically transmitting readily available data.	Actual Costs <10 pages no charge \$0.15 per page
Dogs Registration – Dangerous and Potentially Dangerous Contest Declaration Hearing Fee Review Declaration Hearing Fee Contest Sterilization Requirement for Potentially Dangerous Boarding Fee Impounding Penalty	\$35/annual Res. No. 2004-132 \$250 Res. No. 2014-43 \$100 Res. No. 2014-43 \$250 Res. No. 2015-31 Joint & Cooperative Agreement with PUPS \$31/day
Fingerprinting (Police) Brooklyn Center resident or Brooklyn Center business owner and/or owner's employees (Saturday 1:00 pm to 7:00 pm)	\$10/card
Franchise (Natural Gas) Residential Commercial A Commercial Industrial B Commercial C SVDF A SVDF B LVDF	Ord. No. 2019-03 \$1.66/month \$1.74/month \$5.63/month \$22.50/month \$56.23/month \$107.96/month \$107.96/month

Service	Fee
Franchise (Electric) Residential Small Commercial & Industrial – Non-Demand Small Commercial & Industrial – Demand Large Commercial & Industrial Public Street Lighting Municipal Pumping – Non-Demand Municipal Pumping – Demand	Ord. No. 2023-08 \$1.65/month \$4.25/month \$22.75/month \$103.00/month \$13.50/month \$13.50/month \$13.50/month
Hearing Request Deposit	\$50
Inspections Fire Inspection, Commercial Initial Inspection First Re-Inspection Second Re-Inspection Third Re-Inspection Fourth and Subsequent Re-Inspections Fire Inspection, Daycare Re-inspection A re-inspection fee for the second re-inspection and each subsequent re-inspection shall be collected from the applicant, owner, or responsible party. Properties with 1 to 3 units Properties with 4 or more units Re-Occupancy Inspection - A property maintenance re-occupancy inspection fee is required for registered vacant buildings. Apartment/Condo Townhome Single Family Duplex (same owner) Triplex (same owner) Fourplex (same owner)	Res. No. 2011-55 No Charge No Charge \$100 \$150 \$200 \$50/each Res. No. 2009-130 Res. No. 2008-150 \$100 \$100 for each common area, plus \$50 for each unit/Res. No. 2008-151 \$115 \$195 \$195 \$275 \$415 Res. No. 2009-29 \$550 Res. No. 2009-29
Intoxilyzers Logs (Police)	\$5/page
Lot Combination	\$100
Maps 8 ½ x 11 8 12 x 11 with Imaging (aerials) 11 x 17 11 x 17 with Imaging (aerials) 24 x 24 24 x 24 with Imaging (aerials) 23 x 36 23 x 36 with Imaging (aerials)	\$3 \$5 \$4 \$6 \$10 \$15 \$15 \$25
NSF Check (Finance)	\$30
Opportunity Site Stormwater Fee (per acre of developable property See Appendix A for map)	\$97,250.18

Service	Fee
Police Reports (Police)	< 10 pages no charge \$0.25 per page \$0.15 per page, if subject of data \$0.50 per page, commercial user
PUD Amendment (Minor)	\$350
Public Subsidy Application Fee	\$3,000
Escrow for consulting services related to review of application	\$10,000
Site and Building Plan Amendment (minor)	\$375
Special Assessment Charge for unpaid fine amounts that are specially assessed	\$30
Special Assessment Interest Rate	Res. No. 2025-112 6.6 Percent (6.6%)
Tall Grass Abatement	
Tree Abatement	0%
Administrative Penalty/Citations	0%
Administratively Register Vacant Building	0%
Abatement Costs	0%
Special Computer Search (Police)	\$7/each address
Subdivision (Minor)	\$300
Support Services	
Street Closure – Weekend	\$500
Street Closure – Weekday	\$275
Electrical Supply Check	\$36/hour
Street Sweeping	\$36/hour
City Personnel (cost per hour) Minimum 2-hour employee call in for police, 2.5-hours for Public Works	
Firefighter	\$25.00/hour
Police Officer	\$105/hour
Community Service Officer	\$26.66/hour
Public Works General Laborer	\$40/hour (\$60/hour overtime)
Public Works Supervisor	\$40/hour (\$60/hour overtime)
Vehicles (Cost per hour)	
Boom Truck	\$90/hour
Dump Truck	\$90/hour
Fire Truck	\$175/hour
Mobile Command	\$100/hour
Garbage Truck	\$36/hour
Pick-Up Truck	\$36/hour
Permits & Licenses	
Parade Permit	\$0
No Parking Signs	\$36/hour
Additional Park Maintenance	\$36/hour
Delivery of Additional Equipment	\$36/hour
Additional Trash Removal	\$36/hour
Tow to City Property (Police)	Tow charge plus \$15 admin fee
Tree Contractor Registration	Res. No. 2000-09 \$35

Service	Fee
Tree Removal Each non-assessed diseased tree /stump removed (by agreement) Special Assessment Service Charge Capitalized interest charge (assessed trees only)	\$50 \$30/parcel in which a special assessment is levied \$30/per tree
Vacant Building Registration An annual registration fee shall be collected from the applicant, owner, or the party responsible. The categories shall apply to residential properties of 4 or fewer units: <u>Category 1</u> – property vacant for less than 1 year and does not have any code violation or has not been issued a compliance notice for code violations. <u>Category 2</u> – property vacant for less than 1 year and has a code violation(s) or has been issued a compliance notice for code violations. <u>Category 3</u> – property vacant for 1 or more years. Below will apply to residential properties of 5 or more units and all commercial properties: Less than 10,000 sq ft Less than 10,000 sq ft and vacant for more than 1 year Less than 10,000 sq ft and vacant for more than 1 year More than 10,001 sq ft More than 10,001 sq ft and vacant for more than 1 year More than 10,001 sq ft and vacant for more than 2 years	Res. No. 2008-151/2023-115 \$100 \$400 \$1,000/ year \$1,000/ year \$2,000/ year \$3,000/ year \$2,000/ year \$5,000/ year \$7,500/ year
Vacation – Street, Alley, Easement (Engineering)	\$125 Res. No. 92-132
Video Tape Duplicating (Police)	\$20
Weed Inspection/Removal Weed cutter's fee Special assessment service charge Capitalized interest charge (assessed weeds only)	\$60/hour minimum 2 hours \$30 per parcel on which a special assessment is levied
Well Water Test	\$10
Zoning Letter (Community Development)	\$75

Utility Services

Service	Fee
Recycling Utility Minimum charge per household per quarter Organics Recycling Service Certification for collection with property taxes	Res. No. 2025-110 \$34.79/quarter \$2.90 (increases to \$3.75 when participation reaches 2301 residents.) \$50
Sanitary Sewer Utility Base Rate Quarterly Residential Single Family Apartment Senior Citizen Non-Residential Rate SAC Charges set by MCES Certification with property taxes Line cleaning charge Sanitary Sewer Connection	Res. No. 2025-107 \$117.88 \$82.79 \$64.44 \$4.98 per 1,000 gallons Fee established by MCES \$50 Labor, materials, equipment and overhead Established annually by resolution
Storm Sewer Utility (quarterly rates) Base Rate Cemeteries and Golf Course Parks Single Family, Duplex, Townhouse School, Government Buildings Multiple Family, Churches Commercial, Industrial Vacant Land Certification for collection with property taxes Private facility cleaning charge	Res. No, 2025-108 \$84.67 per acre \$21.18 per acre \$42.33 per acre \$21.18/lot \$105.85 per acre \$254.06 per acre \$423.46 per acre As assigned \$50 Labor, materials, equipment and overhead
Street Light Utility (quarterly rates) Single, Double, and Multiple Family Residential Parks Schools, Government Buildings, Churches Retail and Service-Office Commercial and Industrial Vacant Land and Open Space Certification for collection with property taxes	Res. No. 2025-109 \$9.71/dwelling unit \$16.53 \$33.08 \$49.61 \$49.61 As Assigned \$50

Street and Storm Drainage Special Assessment Rates <u>Land Use</u> R-1 zoned, used as one-family that cannot be subdivided R-2 zoned, used as a two-family site that cannot be subdivided R-3 zoned (per unit) Partial Street Construction R-1 zoned, used one-family that cannot be subdivided R-2 zoned, or used as a two-family site that cannot be subdivided R-3 zoned (per unit) Pavement Rehabilitation R-1 zoned, used one-family that cannot be subdivided R-2 zoned, or used as a two-family site that cannot be subdivided R-3 zoned (per unit) The residential assessment rates for street and storm drainage construction and pavement rehabilitation shall not apply to R-4 and R-5 zoned districts. The assessment rates for street reconstruction and pavement rehabilitation for R-4 and R-5 zoned property shall be based on evaluation of the project cost and the project benefit for each project.	Res. No. 24-115 \$5,338 per lot (street) \$1,601 per lot (storm drainage) \$71.1733 per front foot with a \$5,338 per lot minimum (street) \$21.3467 per front foot with a \$1,601 per lot minimum (storm drainage) <u>Assessable frontage x \$71.1733 (street)</u> Number of residential units <u>Assessable frontage x \$21.3467 (storm)</u> Number of residential units \$4,002 per lot (street) \$53.3600 per front foot with a \$4,002 per lot minimum (street) <u>Assessable frontage x \$53.3600 (street)</u> Number of residential units \$1,764 per lot (street) \$23.5200 per front foot with a \$1,764 per lot minimum (street) <u>Assessable frontage x \$23.5200 (street)</u> Number of residential units
Water and Sanitary Sewer Connection Commercial/Industrial Water > 5 Acres Commercial/Industrial Sewer > 5 Acres Commercial/Industrial Water < 5 Acres Commercial/Industrial Sewer < 5 Acres Retail/Office Water > 5 Acres Retail/Office Sewer > 5 Acres Retail/Office Water < 5 Acres Retail/Office Sewer < 5 Acres Multi Family Water > 5 Acres Multi Family Sewer > 5 Acres Multi Family Water < 5 Acres Multi Family Sewer < 5 Acres Water per connection Single Family Sewer per connection	Res. No. 2001-161 \$10,000 \$5,000 \$5,000 \$3,000 \$5,000 \$3,000 \$3,000 \$1,500 \$5,000 \$3,000 \$3,000 \$1,500 \$1,000 \$1,000

Water Utility	Res. No. 2025-106
Water Conservation	
Rate 5/8" and 3/4" meter	\$35.61
0-30,000 gallons per quarter	\$5.94 per 1,000 gallons
30,001-60,000 gallons per quarter	\$7.41 per 1,000 gallons
60,001 or more gallons per quarter	\$11.05 per 1,000 gallons
Base Rate	
Quarterly minimum rate	
1" meter	\$103.45
1 1/2 " meter	\$133.01
2" meter	\$258.65
3" meter	\$517.40
4" meter	\$872.20
6" meter	\$1,995.75
8" meter	\$3,779.85
10" meter	\$5,039.82
Water Meter Charge 5/8" or 3/4"	\$149.00
Water Meter Charge larger than 3/4"	Actual cost + \$2.00
Certification for collection with property tax	\$50
Quarterly fire service line charge	\$12.50/Res. No. 2007-140
Fire Protection inspection	\$52
Private hydrant maintenance	Labor, materials, equipment and overhead
Service restoration, Monday – Friday (except holidays)	
Between the hours of 7:30 a.m. and 3:00 p.m.	\$31
Service restoration, Saturday, Sunday and holidays	
Between the hours of 3:00 p.m. and 7:30 a.m.	\$83
Assistance with seasonal shut-down and restoration of commercial irrigation systems, Monday – Friday (except holidays)	
Between the hours of 7:30 a.m. and 3:00 p.m.	\$45/ hour with 1 hour minimum
Hydrant Meters (water use will be billed at the commercial rate in addition to the meter rental fee)	
5/8" or 3/4" meter	
Deposit	\$250
Rental fee (per month or portion thereof)	\$25
3" meter	
Deposit	\$2,500
Rental fee (per month or portion thereof)	\$150
Penalty for violation of odd-even sprinkling	\$25
Water Conservation Violations (based on preceding 12-month period)	Res. No. 2020-80
First offense	Warning
Second offense	\$25
Subsequent offenses	\$50

APPENDIX A

OPPORTUNITY SITE

CITY OF BROOKLYN CENTER

STORMWATER AREAS

SEPTEMBER 2022

BOLTON
& MENK



Council Regular Meeting

DATE: 5/11/2026
TO: City Council
FROM:
THROUGH:
BY: Shannon Pettit, City Clerk
SUBJECT: Proclamation Recognizing and Acknowledging May 2026 as Mental Health Awareness Month

Requested Council Action:

- Motion accepting the Proclamation Recognizing and Acknowledging May 2026 as Mental Health Awareness Month

Background:

Budget Issues:

Inclusive Community Engagement:

Antiracist/Equity Policy Effect:

Strategic Priorities and Values:

ATTACHMENTS:

1. Mental Health Awareness Month



PROCLAMATION RECOGNIZING AND ACKNOWLEDGING MAY 2026 AS “MENTAL HEALTH AWARENESS” MONTH

WHEREAS, mental health is essential to everyone’s overall health and wellbeing. Every day, millions of people face stigma related to mental health and may feel isolated and alone, going years before receiving any help; and

WHEREAS, Half of the United States’ population will experience some type of mental health challenge over the course of a lifetime. Mental health challenges are one of the most common health conditions in Minnesota; and

WHEREAS, One out of every twenty Minnesota adults and one out of every six (age 6-17) youth have an experience with a serious mental illness or disorder and if left untreated, have life expectancies 25 years shorter than the general population; and

WHEREAS, Prevention is an effective way to reduce the burden of mental health conditions. Recovery can and does happen, and all Brooklyn Center residents should know that support and help is available regardless of any individual’s situation; and

WHEREAS, Mental health conditions are real and prevalent in our country, creating a community where everyone feels comfortable reaching out for the support they deserve is crucial to ending the stigma around mental health; and

WHEREAS, Access to support and ending the stigma is of paramount importance; and

WHEREAS, The City of Brooklyn Center wishes to enhance public awareness of mental health; and

NOW, THEREFORE, I, April Graves, Mayor of the City of Brooklyn Center, do hereby proclaim May 2026, as “Mental Health Awareness Month” in the City of Brooklyn Center, and encourage our residents to educate themselves and show compassion for others who are navigating mental health challenges. Further, I publicly commend the service of staff and community partners who center mental health well-being for all.

May 11, 2026

Date

Mayor

ATTEST: _____
City Clerk

Council Regular Meeting

DATE: 5/11/2026
TO: City Council
FROM: Lydia Ener, City Engineer
THROUGH: Elizabeth Heyman, Director of Public Works
BY: Lydia Ener, City Engineer
SUBJECT: Resolution Declaring May 17 - 23, 2026, National Public Works Week in the City of Brooklyn Center, and Recognizing May 16, 2026, as Big Wheels & Big Works Day at Brooklyn Center Public Works

Requested Council Action:

- Motion to approve a resolution declaring May 17 through May 23, 2026, as National Public Works Week in Brooklyn Center, and Recognizing May 16, 2026, as Big Wheels & Big Works Day at Brooklyn Center Public Works

Background:

National Public Works Week is a celebration of the tens of thousands of people in North America who provide and maintain the infrastructure and services collectively known as public works. Instituted as a public education campaign by the American Public Works Association (APWA) in 1960, the weeklong celebration calls attention to the importance of public works in community life. The week seeks to enhance the prestige of professionals who serve the public good every day with quiet dedication.

This year's theme, "Rooted in Service, Powered by Community," highlights three cornerstone ideals that motivate public works professionals to serve in their communities every day. Meeting the needs of people is what gives public works its sense of purpose. Many times, public works professionals will never meet those whose lives have been impacted because when things are going right, no one knows that public works is there. Yet, with or without fanfare, public works is ever present, working in the background to advance quality of life for all.

The Brooklyn Center Public Works Department employs 41 full-time and 19 seasonal employees in the six divisions of the department - engineering, street maintenance, park maintenance, public utilities, central garage, and building and grounds maintenance. All divisions work together as a team to provide high-quality service for people who visit, live, or work in Brooklyn Center.

Many of the tasks like plowing streets, mowing parks, putting up signs, pumping water, maintaining large equipment, maintaining all City facilities and grounds, and improvement projects are high profile. Many more tasks are completed almost unnoticed except in their absence.

Many people do not realize that significant efforts of the department take place while everyone else is sleeping. It is not unusual for street or park employees to get called out in the middle of the night after a storm to clear fallen trees from the road, to plow or provide ice control during a winter storm, or utility employees to be called out to respond to a sewer backup or water main break. Our Public Works employees take great pride in their work.

This year, the Brooklyn Center Public Works Department is inviting the community to the “Big Wheels & Big Works Day” open house at the public works garage. Residents will have the opportunity to see the blizzard bosses and big rigs that keep Brooklyn Center running. Younger attendees will earn their “Junior Public Works Operator” certificate and a prize by visiting all of the equipment station and learning about the teams that work in public works. Staff look forward to this opportunity to share their passion for public works with the public.

Budget Issues:

Inclusive Community Engagement:

Antiracist/Equity Policy Effect:

Strategic Priorities and Values:

ATTACHMENTS:

1. 2026 Public Works Week Resolution

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____

RESOLUTION DECLARING MAY 17-23, 2026, NATIONAL PUBLIC WORKS WEEK IN THE CITY OF BROOKLYN CENTER

WHEREAS, Public Works services provided in our community are an integral part of our citizens' everyday lives; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as engineering, water, wastewater, storm drainage, streets and highways, parks and central vehicle fleet maintenance; and

WHEREAS, the health, safety and comfort of this community greatly depend on these facilities and services; and

WHEREAS, the quality and effectiveness of these facilities including their planning, design, construction, operation and maintenance are vitally dependent upon the efforts and skill of Public Works personnel; and

WHEREAS, Brooklyn Center Public Works has designated May 16, 2026, as "Big Wheels & Big Works Day" with an open house to share the mission of public works with the community.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Center, Minnesota, that May 17-23, 2026, as "National Public Works Week" in the City of Brooklyn Center, and May 16, 2026, as "Big Wheels & Big Works Day" at Brooklyn Center Public Works; and I call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions which Public Works personnel make every day to our health, safety, comfort and quality of life.

May 11, 2026

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:

RESOLUTION NO. _____

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

Council Regular Meeting

DATE: 5/11/2026
TO: City Council
FROM: Garrett Flesland, Chief of Police
THROUGH:
BY: Marie Strempeke, Police Administrative Assistant
SUBJECT: Resolution Recognizing May 10 through May 16, 2026, as Police Week and May 15, 2026, as Police Officers Memorial Day

Requested Council Action:

- Motion to approve the Resolution Recognizing May 10 through May 16, 2026, as Police Week and May 15, 2026, as Police Officers Memorial Day

Background:

In 1962, Congress and the President of the United States designated May 15 as Peace Officers Memorial Day, and the week in which it falls as Police Week. Observance of Police Week and Peace Officers Memorial Day will help recognize our Brooklyn Center Police Department and other law enforcement agencies, as well as officers who died or were disabled in the line of duty.

Budget Issues:

Inclusive Community Engagement:

Antiracist/Equity Policy Effect:

Strategic Priorities and Values:

ATTACHMENTS:

1. Law Enforcement Memorial Week Memo 2026
2. LE_memorial_week_Resolution_2026

COUNCIL ITEM MEMORANDUM

DATE: May 5, 2026

TO: Daren Nyquist, Interim City Manager

FROM: Garrett Flesland, Chief of Police

SUBJECT: Observance of Police Week and Peace Officer Memorial Day

Recommendation:

It is recommended that the City Council consider approval/adoption of a Council Resolution, which observes May 15, 2025 as Peace Officers Memorial Day; and the week of May 10 through May 16, 2026 as Police Week.

Background:

In 1962, Congress and the President of the United States designated May 15 as Peace Officers Memorial Day, and the week in which it falls as Police Week. Observance of Police Week and Peace Officers Memorial Day will help recognize our Brooklyn Center Police Department and other law enforcement agencies, as well as officers who died or were disabled in the line of duty.

Budget Issues:

There are no budget issues to consider.

Strategic Priorities:

- Enhanced Community Image

Member
moved its adoption:

introduced the following resolution and

RESOLUTION NO.

RESOLUTION RECOGNIZING MAY 10 THROUGH MAY 16, 2026 AS
POLICE WEEK AND MAY 15, 2026, AS POLICE OFFICERS MEMORIAL DAY

WHEREAS, the Congress and President of the United States has designated
May 15 as Peace Officers Memorial Day, and the week in which it falls as Police Week; and

WHEREAS, the members of the law enforcement agency of Brooklyn Center
play an essential role in safeguarding the rights and freedoms of the citizens of Brooklyn Center;
and

WHEREAS, it is important that all citizens know and understand the problems,
duties and responsibilities of their police department, and that members of our police department
recognize their duty to serve the people by safeguarding life and property, by protecting them
against violence or disorder, and by protecting the innocent against deception and the weak against
oppression or intimidation; and

WHEREAS, the police department of Brooklyn Center has grown to be a modern
and scientific law enforcement agency which unceasingly provides a vital public service.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of
Brooklyn Center, Minnesota, that the citizens of Brooklyn Center and all patriotic, civil and
educational organizations be called upon to observe the week of May 10 through 16, 2026, as
Police Week with appropriate ceremonies in which all of our people may join in commemorating
police officers, past and present, who by their faithful and loyal devotion to their responsibilities
have rendered a dedicated service to their communities and, in doing so, have established for
themselves an enviable and enduring reputation for preserving the rights and security of all
citizens.

FURTHER, be it resolved that all citizens of Brooklyn Center be called upon to
observe Thursday, May 15, 2026 as Peace Officers Memorial Day in honor of those peace officers
who, through their courageous deeds, have lost their lives or have become disabled in the
performance of duty.

Date

Mayor

ATTEST: _____
City Clerk

RESOLUTION NO. _____

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 Regular Meeting

DATE: 5/11/2026
TO: City Council
FROM: Daren Nyquist, Interim City Manager
THROUGH:
BY: Shannon Pettit, City Clerk
SUBJECT: 5 Year Financial Management Plan

Requested Council Action:

- Accept the presentation

Background:

Staff, in coordination with Ehlers Public Finance Advisors, will present a Financial Management Plan (FMP) for the City funds supported by the general fund. The FMP is a 10-year, long-term operating budget and capital improvement financial planning tool that can help guide the City's financial future. It will help determine how the City can fund its capital and operating needs over the next ten years while setting a common foundation of knowledge for staff and the City Council as they begin to work together on a 2027 budget.

Budget Issues:

Inclusive Community Engagement:

Antiracist/Equity Policy Effect:

Strategic Priorities and Values:

ATTACHMENTS:

1. 2026 Brooklyn Center FMP Presentation



2026 Financial Management Plan

City of Brooklyn Center, Minnesota

May 11, 2026

What is a Financial Management Plan?

A multi-year fiscal plan for all property tax supported funds



The Financial Management Plan (FMP) integrates...

City Council Actions

Current & Future
Operating Costs

Current & Future
Debt

Capital Improvement
Plans

Tax Base Changes



Roadmap for the City to achieve capital, maintenance & staffing needs

What Are The Benefits?

Translates Vision into Action

Identifies Funding Sources for Priorities

Manages Community Expectations

Identifies Assets & Appropriate Fund Balances

Reduces Stress in the Budgeting Process

Communicates Long-Term Plans to External Parties

Reduces Reactivity in Unpredictable Situations

FMP Funds

General Fund

EDA Fund

Special
Assessment
Construction
Fund

MSA Fund

Capital
Improvements
Fund

Street
Reconstruction
Fund

Capital
Reserve
Emergency
Fund

Technology
Fund

Centerbrook
Golf Course
Fund

Heritage
Center Fund

Central Garage
Fund

Employee
Retirement
Benefits Fund

10 Debt
Service Funds

Assumptions & Other Factors (Selected)

- Inflationary & Other Adjustments
 - ✓ 2% annual non-tax revenue growth
 - ✓ 4% annual operating expense growth
 - ✓ 2% annual tax base growth
 - ✓ 1% interest earnings
- Unrestricted General Fund balance between 50%-52% of next year's operating budget
- No additional Full-Time Equivalents (FTEs)
- Includes the 2026 Capital Improvement Plan (CIP)
 - ✓ Street projects assessed according to CIP & City Policy
 - ✓ Future bonds issued at 10- and 20-year terms & 4.0% - 4.5% rate

Plan Assumptions, Continued...

Capital Projects Summary							
Fund	2026	2027	2028	2029	2030	2031-2036	Total
Capital Improvements Fund	\$ 1,148,000	\$ 6,781,043	\$ 1,666,201	\$ 1,824,453	\$ 1,747,633	\$ 9,406,851	\$ 22,574,181
Municipal State Aid for Construction Fund	576,010	9,755,000	-	1,897,000	-	20,925,000	33,153,010
Special Assessment Construction Fund	620,000	1,090,000	1,510,000	1,020,000	1,290,000	6,590,000	12,120,000
Street Reconstruction Fund	3,333,000	2,775,000	3,800,000	32,769,000	7,377,409	22,610,000	72,664,409
Central Garage Fund	4,056,330	1,556,301	1,440,649	1,315,719	889,595	11,686,305	20,944,899
Total	9,733,340	21,957,344	8,416,850	38,826,172	11,304,637	71,218,156	161,456,499

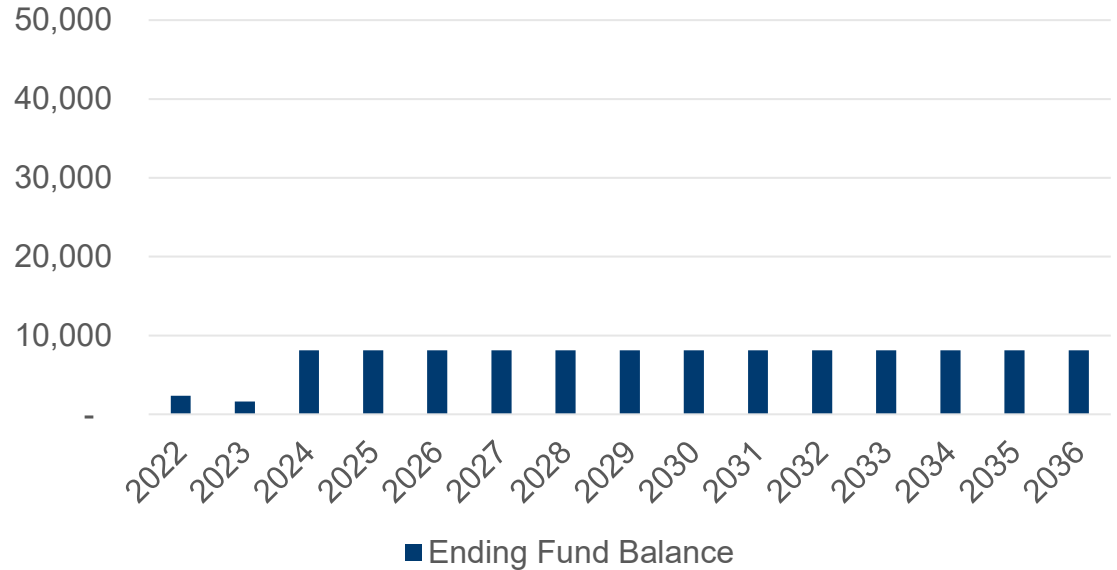
Debt Assumptions							
Fund	2026	2027	2028	2029	2030	2031-2036	Total
Capital Improvements Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Municipal State Aid for Construction Fund	-	-	-	-	-	7,180,000	7,180,000
Special Assessment Construction Fund	-	-	-	-	-	-	-
Street Reconstruction Fund	-	-	-	-	7,400,000	16,265,000	23,665,000
Central Garage Fund	-	-	-	-	-	-	-
Total	-	-	-	-	7,400,000	23,445,000	30,845,000

* Assumptions presented are for funds in FMP only; "placeholder" estimates in 2036 for capital

Housing & Redevelopment Authority (HRA) Fund

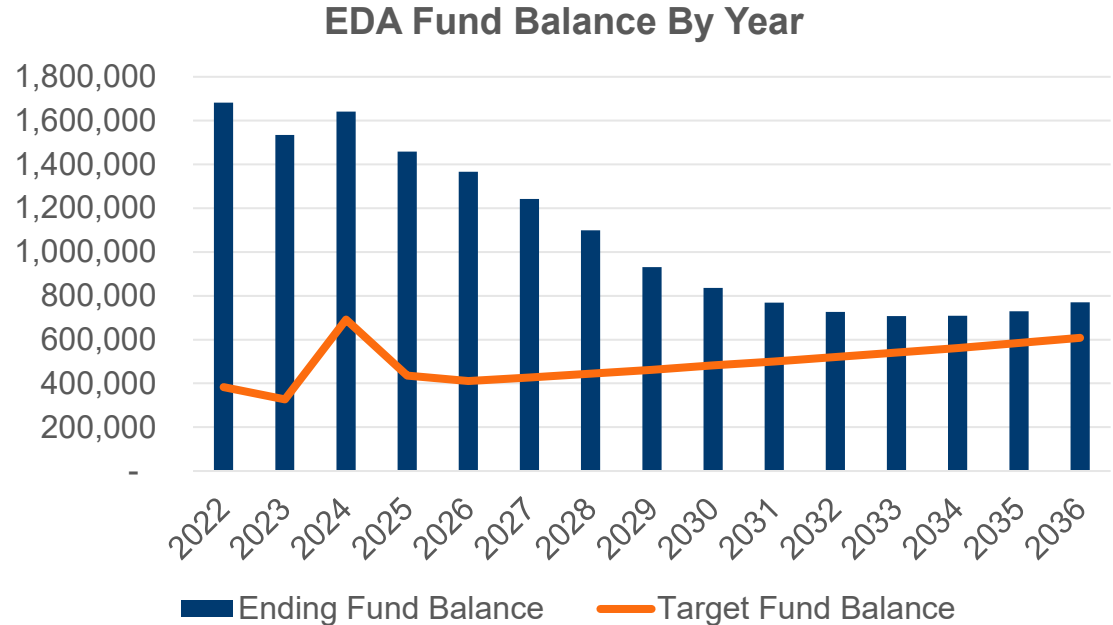
- **\$622K** annual property tax levy (statutory max)
 - ✓ Transferred entirely to EDA fund
- No other current or planned activities
- Target Fund Balance
 - ✓ No target fund balance due to no activity

HRA Fund Balances By Year



Economic Development Authority (EDA) Fund

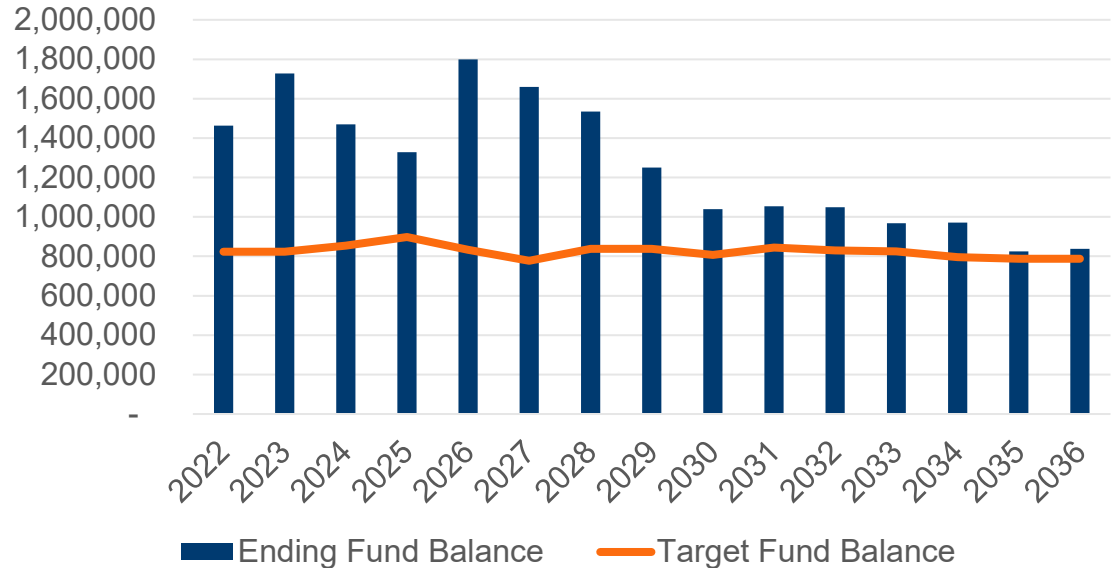
- Primary funding source
 - ✓ Transfer from HRA
 - ✓ Consider levying directly into the fund
- The fund maintains a structural imbalance
 - ✓ Between 2030 and 2036, the City must transfer-in **\$1.75M**
- Target Fund Balance
 - ✓ Goal = **50%** operating expenditures



Capital Improvement Fund

- Primary funding sources
 - ✓ **\$1.5M** in local government aid
 - ✓ **\$5.1M** in grants
- Capital
 - ✓ **\$22.5M** in total capital outlays
 - ✓ Includes **\$520K** annual placeholders starting in 2027
 - ✓ Public Works Garage project excluded from the projection
- Target Fund Balance
 - ✓ Goal = **50%** of five-year rolling average
 - ✓ Excludes large projects

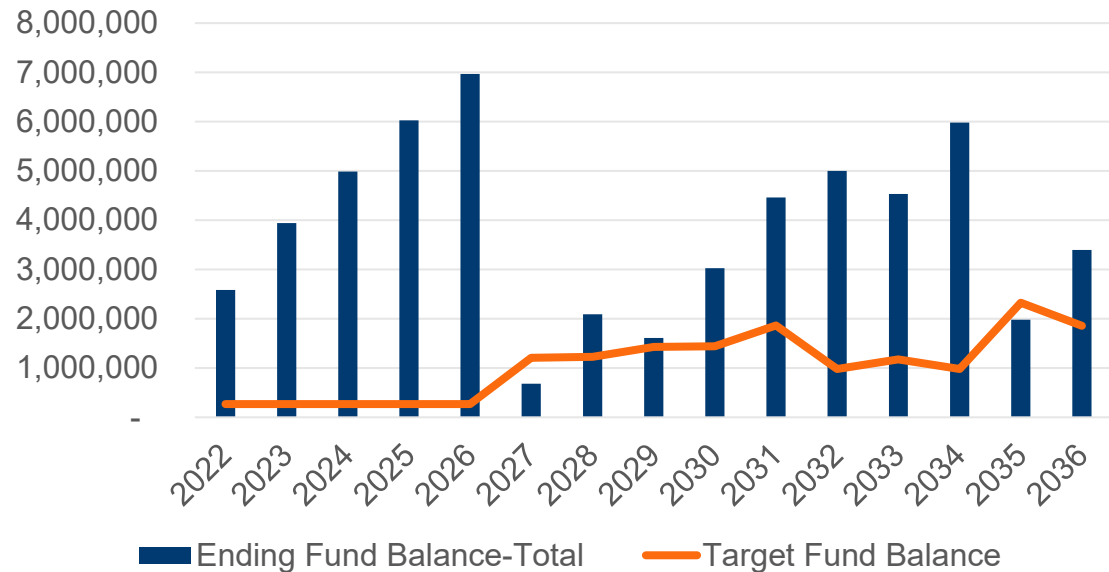
Capital Improvement Fund Balances By Year



Municipal State Aid (MSA) Construction Fund

- Primary Funding Sources
 - ✓ MSA, intergovernmental aids & grants, debt
- Capital
 - ✓ **\$3M** of average annual capital outlays
 - ✓ **\$33.2M** in total capital outlays
 - ✓ **\$7.2M** bond issuances
- Target Fund Balance
 - ✓ Goal = **50%** of five-year rolling average
 - ✓ Includes both capital & maintenance activities

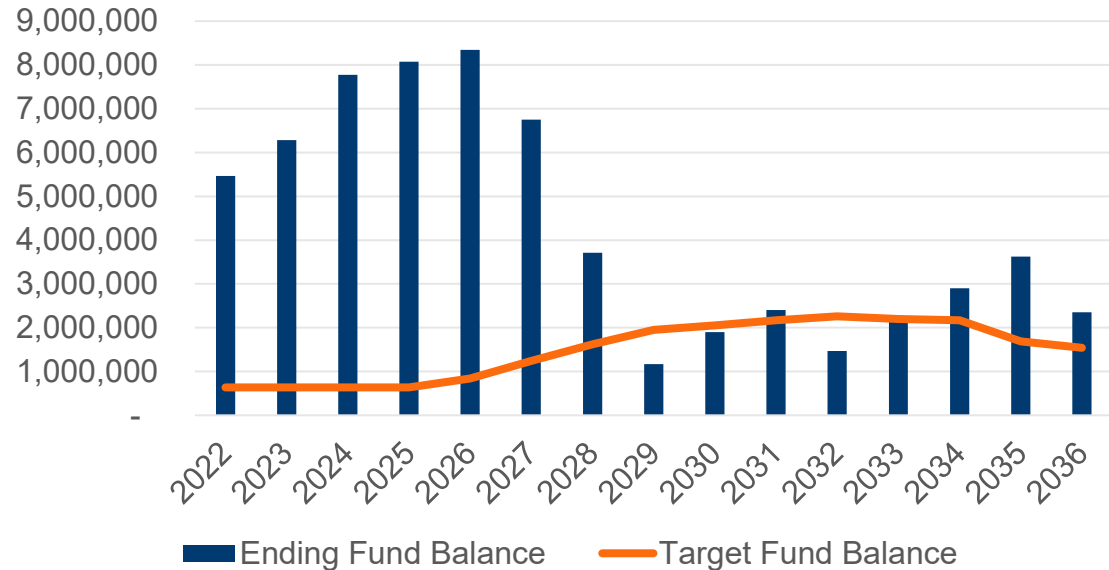
MSA Construction Fund Balance By Year



Street Reconstruction Fund

- Primary Funding Sources
 - ✓ Franchise fees, debt
- Capital
 - ✓ **\$72.7M** in total capital outlay
 - ✓ **\$23.7M** of bond issuances
- The fund maintains annual deficit beginning in 2027 thru 2036
- Target Fund Balance
 - ✓ Goal = **50%** of five-year rolling average (excludes large projects)

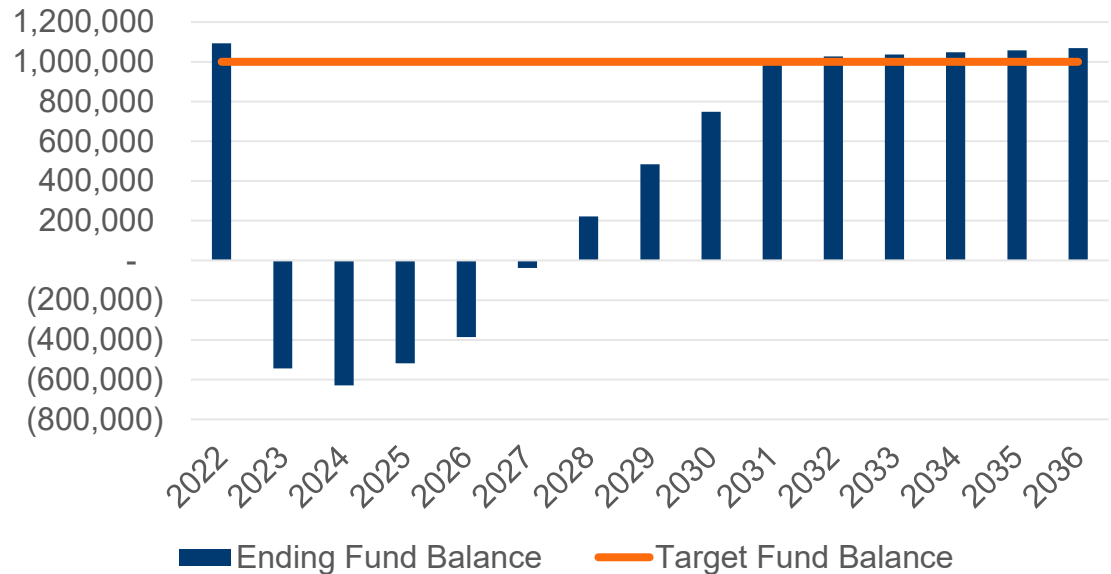
Street Reconstruction Fund Balances By Year



Capital Reserve Emergency Fund

- Target Fund Balance
 - ✓ Goal = **\$1M** per adopted fund balance policy
 - ✓ Must replenish when below this requirement
- 2023 outlay created a negative **\$629K** fund balance as of 2024
 - ✓ No replenishment to date
- Planning to levy **\$260K** annually from 2027 to 2031 to replenish fund
 - ✓ Also planning to transfer-in about **\$338K** from unused debt service funds

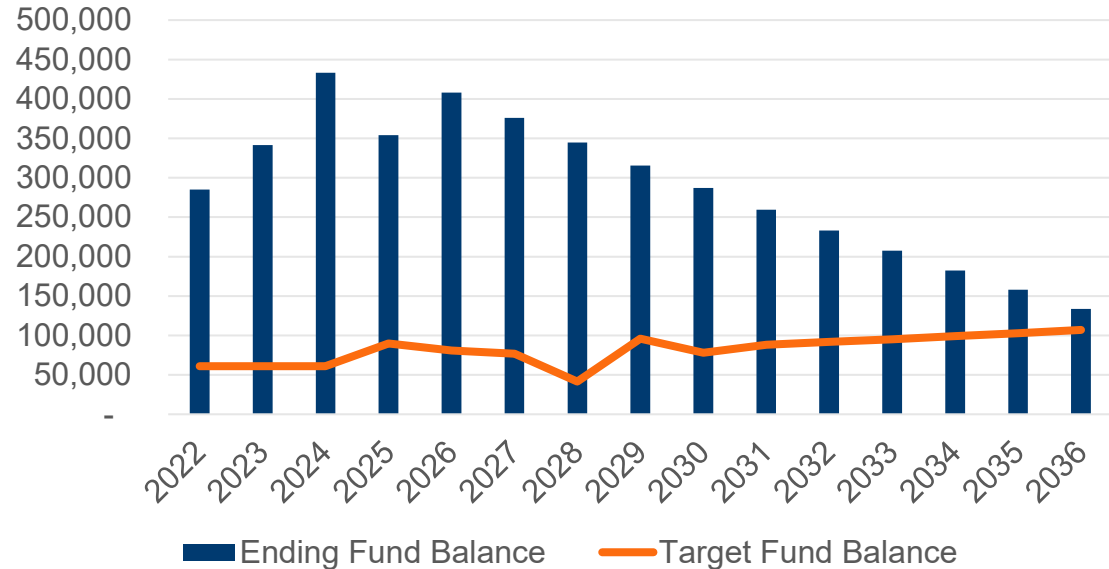
Capital Reserve Emergency Fund Balances By Year



Technology Fund

- Primary Funding Source
 - ✓ Transfers-in from the General Fund
- No current CIP for this fund
 - ✓ About \$977K of current expenditures between 2027 and 2036
 - ✓ Without any capital outlays, the City could combine it with the General Fund
- Target Fund Balance
 - ✓ Goal = five-year rolling average
 - ✓ Reducing transfers-in from General Fund to reduce fund balances

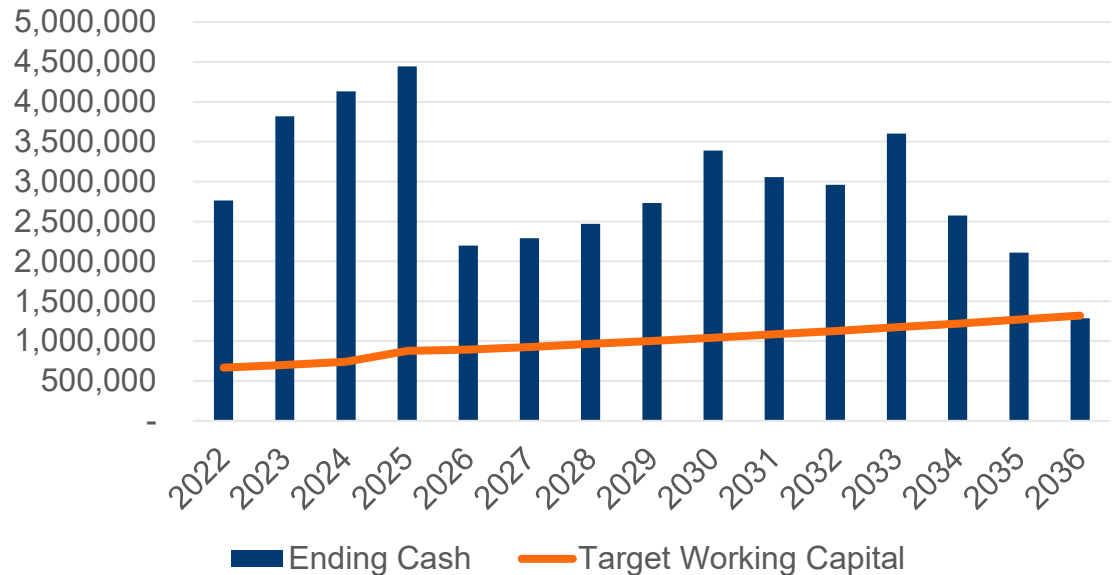
Technology Fund Balances By Year



Central Garage Fund

- Target Working Capital
 - ✓ Internal service fund
 - ✓ Goal = 6 months operating expenses less depreciation
- Funding sources
 - ✓ Fuel sales
 - ✓ Service charges for overhead & maintenance
 - ✓ Contributions for new equipment
- Capital
 - ✓ \$20.9M total capital outlay
 - ✓ No debt currently planned for the fund at this time

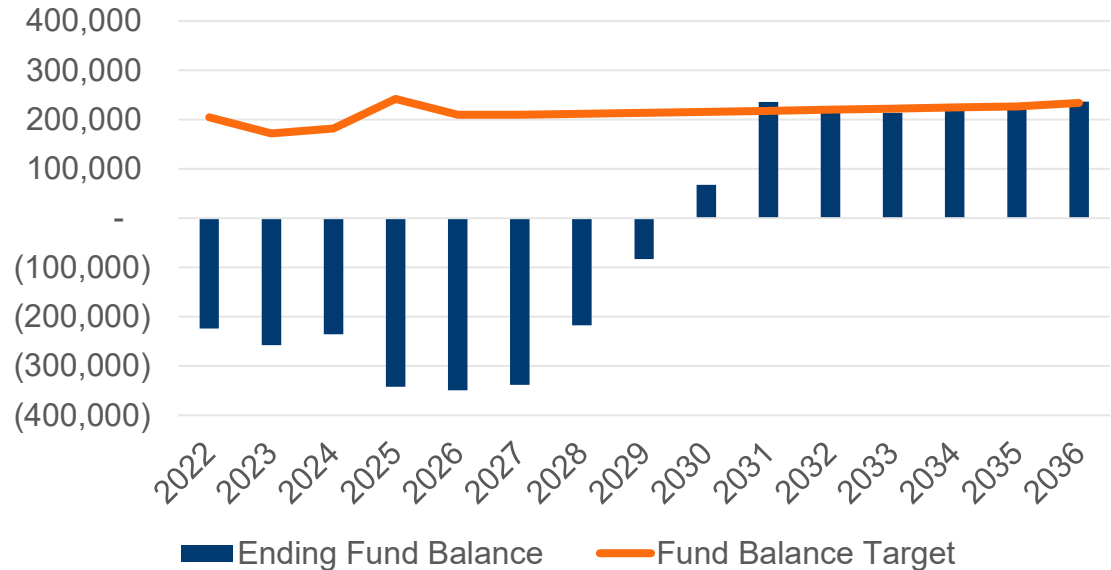
Central Garage Internal Service Fund Balances By Year



Centerbrook Golf Course Fund

- Target Fund Balance
 - ✓ Special revenue fund
 - ✓ Goal = 40% operating expenditures
- Primary Funding Sources
 - ✓ Charges for Services
 - ✓ General Fund transfers-in
- Funding Plan
 - ✓ 5% annual increases to charges for services
 - ✓ 2027 to 2031 transfers-in: \$231k average per year to build fund balance
 - ✓ 2031 to 2034 transfers-in: \$42k per year to maintain fund balance
 - ✓ Transfers end by 2035
- No current CIP for this fund

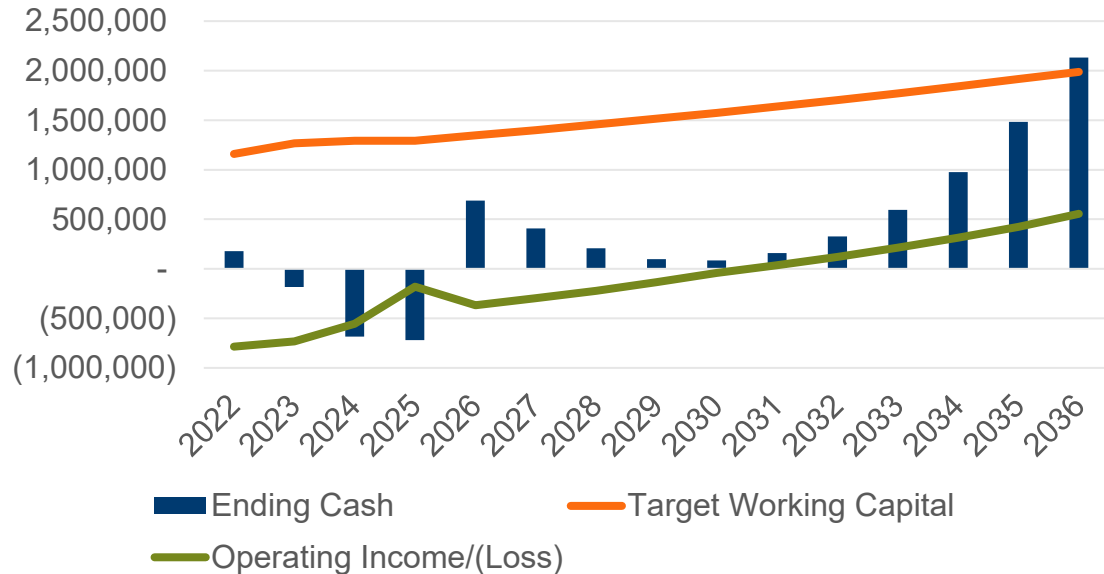
Centerbrook Golf Course Fund Balances By Year



Heritage Center Fund

- Target Cash Balance
 - ✓ Goal = 50% operating expenditures
- Primary Funding Sources
 - ✓ Charges for Services
- Additional revenue needed to support fund
 - ✓ Rate increases
 - 2027-2030: 6% per year
 - 2021-2036: 5.5% per year
 - ✓ Assumes 10-year \$1.6M interfund loan in 2026 from general fund to help negative cash position
- No current CIP for this fund

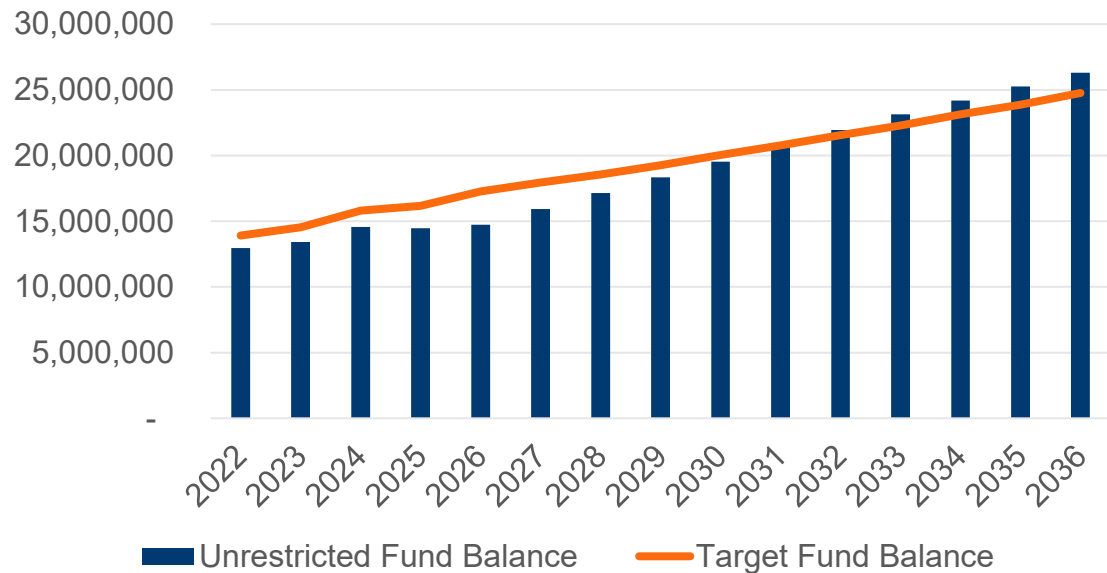
Heritage Center Cash Balances By Year



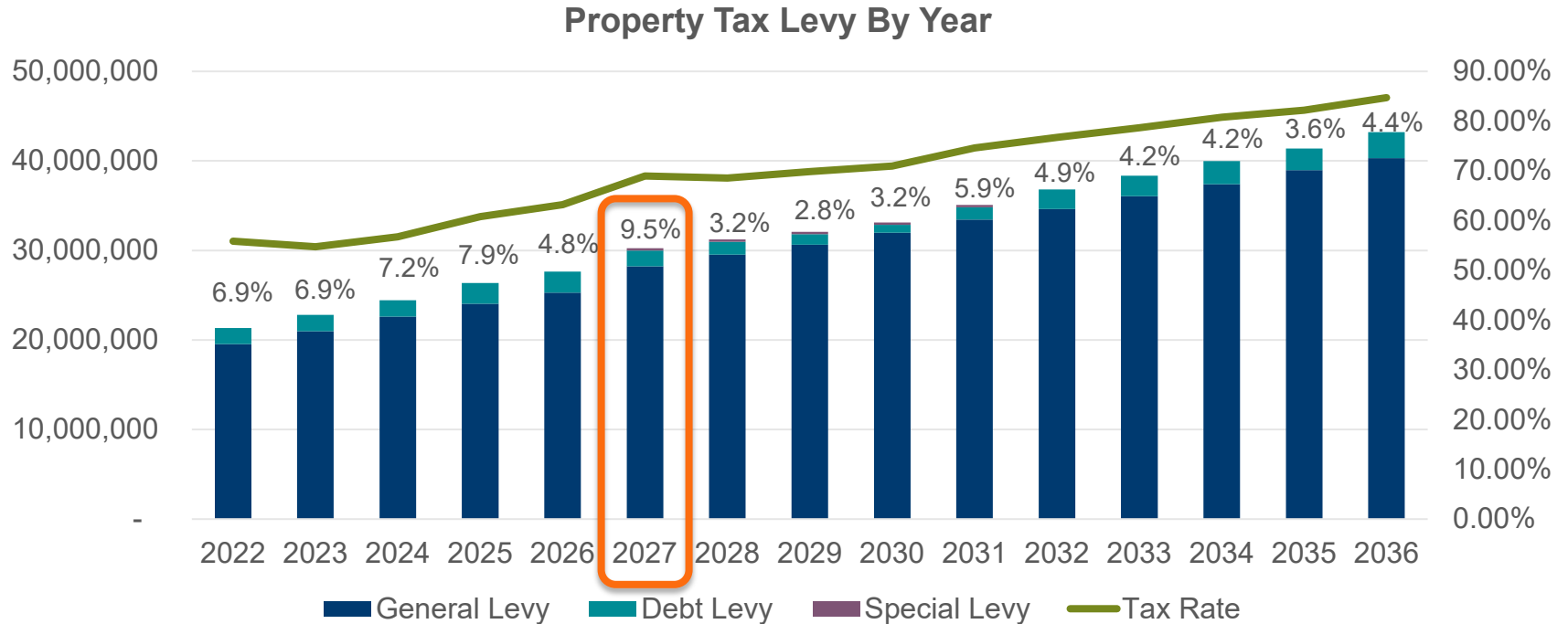
General Fund

- Target Fund Balance
 - ✓ Goal = 50%–52% per fund balance policy
 - ✓ Office of the State Auditor and Government Finance Officers Association recommends between 42%-50%
- Need to levy additional property taxes to maintain fund balance requirement
 - ✓ 2027–2033: \$1.15M annually
 - ✓ 2034–2036 : \$1M annually
- No additional FTEs planned for the projection period

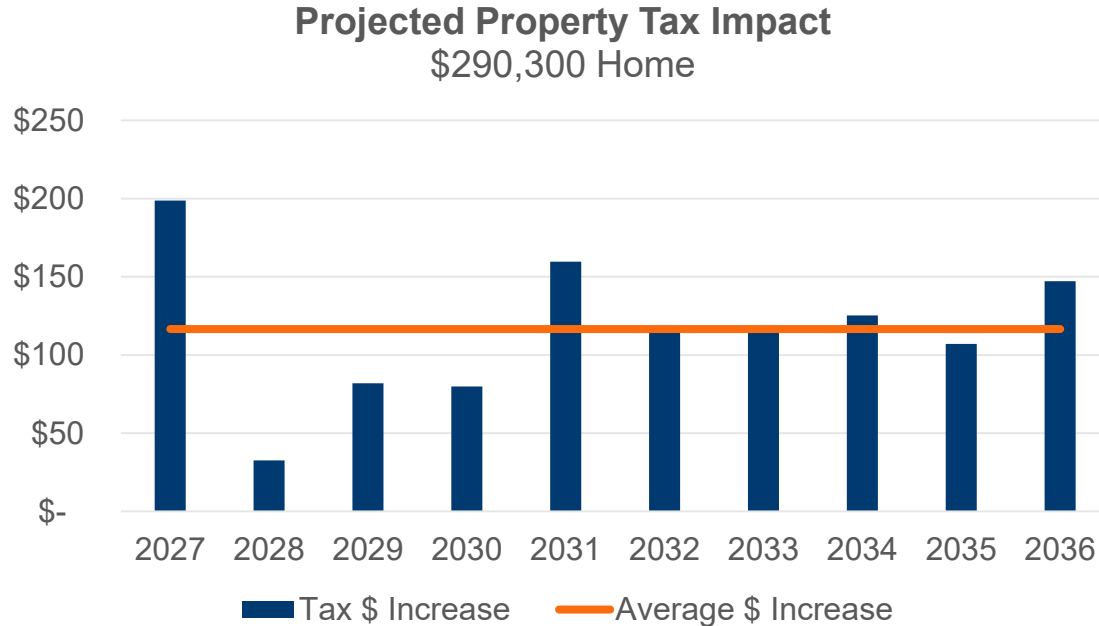
General Fund Balances By Year



Tax Levy & Rate Trends



\$290,300 Median Valued Home Impacts

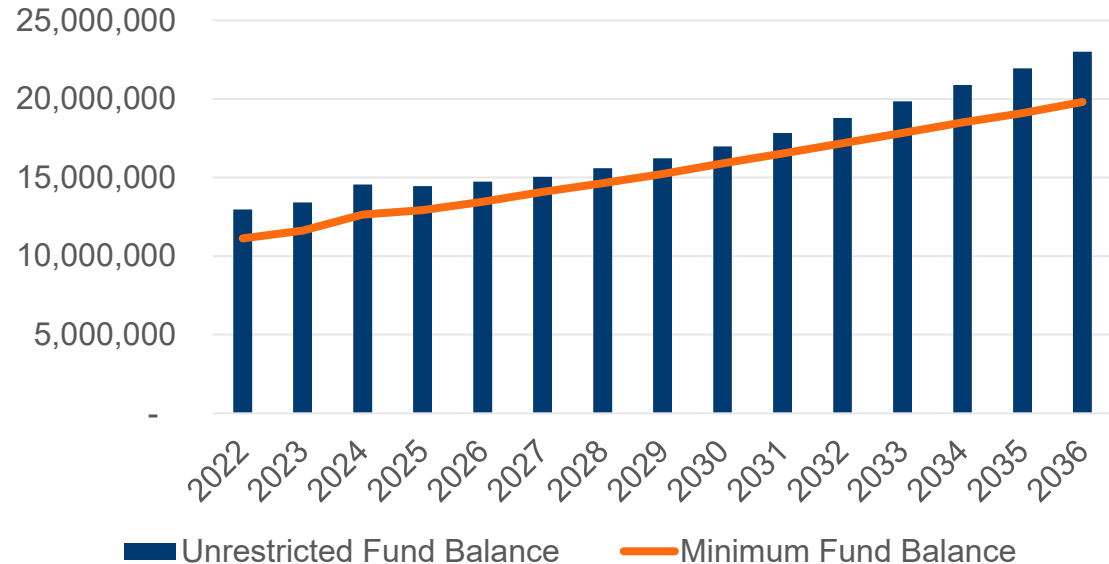


- Projected Property Tax Impacts
 - ✓ 2027: \$199
 - ✓ 2028: \$33
 - ✓ 2029: \$82
 - ✓ 2030-2036 Average: \$122

General Fund - Alternative

- Target Fund Balance
 - ✓ Recommendation = 40%–50% fund balance policy with an annual target of 45%
 - ✓ Office of the State Auditor and Government Finance Officers Association recommends between 42%-50%
- Contingency to build fund balance
 - ✓ 2027–2033: average of \$625k annually
 - ✓ 2033–2036: \$1M annually
- No additional FTEs planned for the projection period

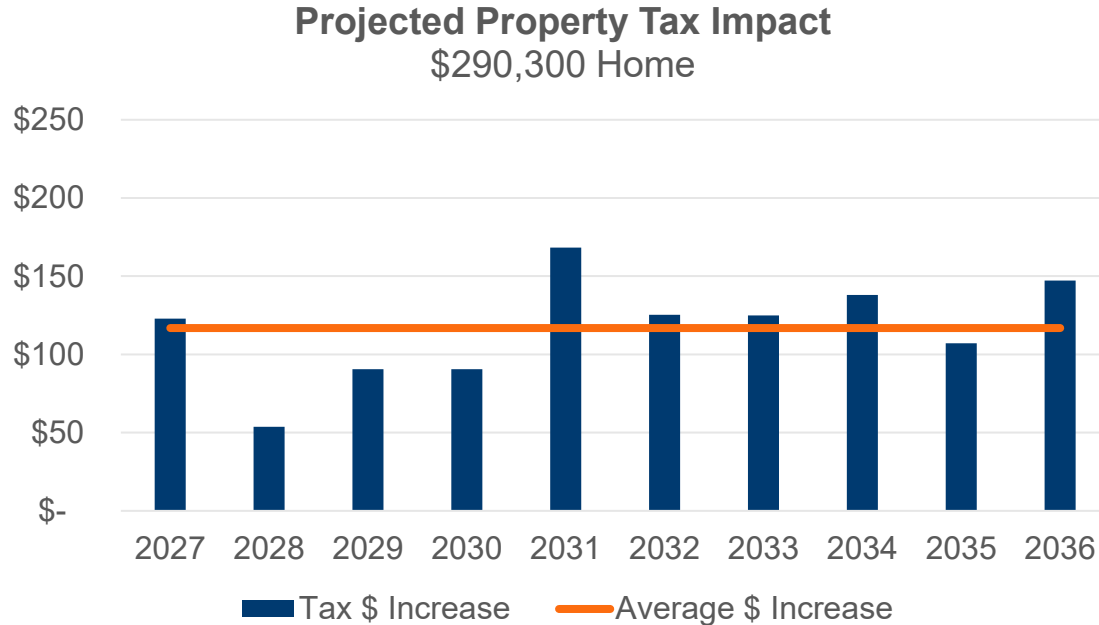
General Fund Balances By Year



Tax Levy & Rate Trends – Alternative



\$290,300 Median Valued Home Impacts - Alternative



- Projected Property Tax Impacts
 - ✓ 2027: \$123
 - ✓ 2028: \$54
 - ✓ 2029: \$90
 - ✓ 2030-2036 Average: \$129

Recommendations

General Fund

- Consider revising fund balance policy
- Monitor FTE needs throughout the projection period

EDA Fund

- Consider levying directly into fund, OR
- Consider combining HRA and EDA funds

Central Garage Fund

- Review chargeback revenue calculations
- Consider funding fire trucks with cash rather than debt

Centerbrook Golf Course

- Consider raising rates consistent with the FMP
- Monitor general fund transfers-in
- Consider establishing target working capital requirement

Recommendations

Capital Emergency Reserve Fund

- Consider plan to replenish fund, OR
- Consider combining with the General Fund

Heritage Center Fund

- Consider raising rates consistent with the FMP
- Consider an interfund loan to offset negative cash & help build balances
- Consider establishing target working capital

Technology Fund

- Consider combining with the General Fund, OR
- Consider developing a CIP for the fund

Other Considerations

- Consider establishing target fund balances for funds in the FMP

FMP Next Steps

Refine Financial Management Plan

- Include City Council feedback

Finalize Financial Management Plan

Review & Update Annually

Let's Talk!



Council Regular Meeting

DATE: 5/11/2026
TO: City Council
FROM: Xiong Thao, Housing and Community Standards Manager
THROUGH: Ginny McIntosh, Planning Manager
BY: Xiong Thao, Housing and Community Standards Manager
SUBJECT: Ordinance Amending Chapter 12 Rental License Program – 2nd Reading and Public Hearing

Requested Council Action:

(1) Motion to approve the second reading of an ordinance amending Chapter 12, Sections 12-901, 12-902, 12-906, 12-908, 12-910, 12-911 through 916, and Section 12-1504(4)(b) of the Brooklyn Center City Code of Ordinances regarding Rental Licensing and Vacant Property Exceptions within the City of Brooklyn Center.

(2) Motion to approve a resolution for summary publication of the aforementioned ordinance amendments in the Brooklyn Center Sun Post.

Background:

During the April 13, 2026 City Council meeting, staff presented the ordinance changes and submitted the ordinance as part of council packet. A first reading of the ordinance was completed.

The changes to the ordinance are:

1. Eliminate the performance-based rental licenses program. Adopt a two-year rental license program for all licenses, replacing the current 6-month, 1-year, 2-year, and 3-year license types.
2. Rental licenses will be administratively issued by City staff and will no longer require City Council approval. Staff will provide periodic updates to city council on rental license program.
3. The rental license will be issued prior to passing a rental license inspection.
4. The rental license inspection must pass within 90 days of issuing the rental license. The inspection will be completed at initial license and at the time of renewal. 100% of the units will be inspected once every 2 years.
5. If the rental license inspection does not pass within 90 days, the rental license application is considered incomplete and will be canceled. The applicant would then need to reapply for a new license.
6. Rental licenses are transferable if the property was issued a rental license within the last 6 months, paid a transfer fee, and passed the rental license inspection.
7. Remove the following requirements:
 - 8-hour Crime Free Housing training requirement
 - Crime Prevention Through Environmental Design (CPTED) inspection requirement
 - Submission of an Action or Mitigation Plan for Type III (1-year) and Type IV (6-month) licenses

- Police calls for service to determine rental license types.

A first reading was passed by Council on April 13, 2026 to amend the rental license program.

If the second reading is passed by Council, the new ordinance would become effective 30 days from the publication date.

Budget Issues:

There will be additional costs associated with revamping the rental licensing process within the City's online permitting system, iMS (Intuitive Municipal Solutions), to reflect the proposed changes.

Inclusive Community Engagement:

Antiracist/Equity Policy Effect:

Strategic Priorities and Values:

ATTACHMENTS:

1. PowerPoint Presentation — Chapter 12 Amendments (2nd Reading and Public Hearing)
2. Summary Publication Resolution — Chapter 12 Amendments (Rental Licensing)
3. Chapter 12 Ordinance Amendments — Strikethrough Version
4. Chapter 12 Ordinance Amendments — Clean Version
5. PowerPoint Presentation — Chapter 12 Amendments (1st Reading)

Rental License Program – Ordinance Amendment (Second Reading and Public Hearing)



City Council Meeting, May 11, 2026
Xiong Thao, Housing and Community Standards Manager

Background

- On April 13, 2026, a first reading of the new rental license ordinance amendment was brought to Council for consideration.
- A first reading was approved by Council.



Proposed Ordinance Recap

- Eliminates the performance based rental license program. Implement a rental license that is valid for two (2) years.
- The rental license will be issued administratively by staff and will no longer go to City Council for approval. Periodic reporting will be provided to Council on the rental license program.
- The rental license will be issued **prior** to passing the rental license inspection.
- Rental license inspection must pass within 90 days of issuing the rental license. 100% of the units will be inspected every 2 years.
- The ordinance would allow for a rental license transfer if the transfer fee is paid, and the rental inspection has passed and is within 6 months of issuing the license.



Proposed Ordinance (Cont.)

- For rental licenses that do not pass the inspection within 90 days after the license has been issued, the rental license application would be considered **incomplete**, and the rental license would be cancelled. The property owner would have to re-apply for a new license.
- Removes the 8-hour Crime Free Housing training requirement.
- Removes the requirement for a Crime Prevention through Environmental Design (CPTED) inspection requirement.
- Removes the requirement for the submission of an Action or Mitigation Plan.
- Removes police calls for service in determining the license type.



Next Steps

- Tonight is the second reading of the requested ordinance amendment and a public hearing.
- If the ordinance amendment is adopted tonight, the change would go into effect 30 days following newspaper publication of the ordinance language.



Requested Council Action

Motion to open the public hearing for ordinance amending Chapter 12, Sections 12-901, 12-902, 12-906, 12-908, 12-910, 12-911 through -916, and Section 12-1504(4)(b) of the Brooklyn Center City Code of Ordinances regarding Rental Licensing and Vacant Property Exceptions within the City of Brooklyn Center.

- Open the public hearing;
- Take public comment; and
- Close the public hearing



Requested Council Action

- (1) Motion to approve the second reading of an ordinance amending Chapter 12, Sections 12-901, 12-902, 12-906, 12-908, 12-910, 12-911 through -916, and Section 12-1504(4)(b) of the Brooklyn Center City Code of Ordinances regarding Rental Licensing and Vacant Property Exceptions within the City of Brooklyn Center.
- (2) Motion to approve a resolution for summary publication of the aforementioned ordinance amendments in the Brooklyn Center Sun Post.



Member
and moved its adoption:

introduced the following resolution

CITY OF BROOKLYN CENTER
HENNEPIN COUNTY

RESOLUTION NO. 2026-__

RESOLUTION APPROVING SUMMARY PUBLICATION OF AN ORDINANCE
AMENDING CHAPTER 12, SECTIONS 12-901-902, 12-906, 12-908-12-910, 12-911-916,
AND SECTION 12-1504(4)(B) OF THE BROOKLYN CENTER CODE OF ORDINANCES
REGARDING RENTAL LICENSING AND VACANT PROPERTY EXCEPTIONS WITHIN
THE CITY OF BROOKLYN CENTER

WHEREAS, the City Council of the City of Brooklyn Center acted at its May 11, 2026 meeting to adopt Ordinance No. 2026-__ “Chapter 12, Sections 12-901-902, 12-906, 12-908-12-910, 12-911-916, and Section 12-1504(4)(b) of the Brooklyn Center Code of Ordinances regarding Rental Licensing and Vacant Property Exceptions within the City of Brooklyn Center;” and

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

WHEREAS, the City Council determines publishing the entire text of the Ordinance is not in the best interests of the City as the Ordinance is readily available to the public on the City’s website and by contacting City Hall; and

WHEREAS, the City Council determines the following summary clearly informs the public of the intent of Ordinance and where to obtain a copy of the full text.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Brooklyn Center hereby approves publication of the following summary language as publication of the Ordinance:

CITY OF BROOKLYN CENTER
SUMMARY PUBLICATION
Ordinance No. 2026-__

AN ORDINANCE AMENDING CHAPTER 12, SECTIONS 12-901-902, 12-906, 12-908-12-910, 12-911-916, AND SECTION 12-1504(4)(B) OF THE BROOKLYN CENTER CODE OF ORDINANCES REGARDING RENTAL LICENSING AND VACANT PROPERTY EXCEPTIONS WITHIN THE CITY OF BROOKLYN CENTER

The Brooklyn Center City Council adopted the above-referenced ordinance amending Chapter 12, Sections 12-901-902, 12-906, 12-908-12-910, 12-911-916, and Section 12-1504(4)(b) of the Brooklyn Center Code of Ordinances regarding Rental Licensing and Vacant Property Exceptions within the City of Brooklyn Center to revise the rental licensing structure within the City by eliminating licensing types, modifying exceptions for rental licenses, clarifying rental license fees and penalties, terminating provisional licenses, and discontinuing the Crime Free Housing Program. The ordinance is in effect 30 days from this publication. The full text of the ordinance is available on the City's website and can be obtained by contacting City Hall.

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.

CITY OF BROOKLYN CENTER

Notice is hereby given that a public hearing will be held on the ____ day of ____, 2026, 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 amending Chapter 12, Sections 12-901-902, 12-906, 12-908-12-910, 12-911-916, and Section 12-1504(4)(b) of the Brooklyn Center Code of Ordinances regarding Rental Licensing and Vacant Property Exceptions within the City of Brooklyn Center.

Auxiliary aid for handicapped persons are available upon request at least 96 hours in advance. Please contact the City Clerk at 763-569-3300 to make arrangements.

ORDINANCE NO. 2026-XX

AN ORDINANCE AMENDING CHAPTER 12 OF THE CITY OF BROOKLYN CENTER
REGARDING RENTAL LICENSING

The City Council of the City of Brooklyn Center does ordain as follows:

Article 1. Brooklyn Center City Code, Chapter 12, Sections 12-901 and 12-902 are amended as follows:

Section 12-901. LICENSING OF RENTAL UNITS.

1. License Required.

- a. No person shall operate a rental dwelling without first having obtained a license to do so from the City of Brooklyn Center. A license will be granted as a two-year license Type I, Type II, Type III, or Type IV Provisional based on criteria recommended by the City Manager, and approved by the City Council. Any rental license received under this article shall commence upon the date of issuance and, unless revoked or suspended, shall remain valid until the next applicable renewal date.
- b. Operating without a License. A person who operates a rental dwelling after the rental license has expired is operating an unlicensed rental dwelling. Operating a rental dwelling without a rental license is a violation of this ordinance and may be subject to administrative citations pursuant to Chapter 18-102 of the Brooklyn Center City Code.
- c. License Transfer. Rental licenses may be transferred if the license is within 6-months 6 months of issuance and have passed the rental license inspection. The rental license may be transferred upon completion of a license transfer application and payment of the license transfer fee.

a.d. Exceptions. No license shall be required under the following circumstances:

- 1) ~~A single family dwelling or a dwelling unit in a duplex occupied by the building owner for a minimum of six months per calendar year.~~
- 12) Rented rooms within an owner occupied dwelling unit who utilizes the unit as their primary residence. An owner rents no more than (2) sleeping rooms within their home. The premises must be occupied by the owner as owner's primary residence, and the owner must provide proof of residency by submitting a notarized affidavit to the City. (See Chapter 35, Section 35-4103.)
- 23) A residential property owned by a "snowbird" an individual or individuals where the property is rented to or occupied by another person for a maximum period of less than 120 consecutive days while the owner is residing out of the State of Minnesota. The owner must occupy the property during the remainder of the year. This circumstance shall be referred to as "Seasonal Leave." "Seasonal Leave" is defined as: the departure of a person or persons from their residential premises on a temporary basis for vacation purposes or to reside elsewhere for a season who have the intent to return to their primary residence."
- 3) As defined in Chapter 35, Section 35-9200 of this code, Accessory Dwelling Units (ADU) shall not require a rental license and shall comply with Section 35-4403.
- 4) Unoccupied dwelling units that have been issued a Vacant Building Registration.

2. License Term. ~~Licenses will be issued for a time period according to the license type as indicated in Diagram I. All licenses may be reviewed at any time after the beginning of the license term to determine whether the property continues to have the appropriate Type license.~~

Diagram I

Licensing Category	Licensing Period	Min. Inspection Frequency	Crime Free Housing	Plans
Type I	3 year	Min. 1 time in 3 years, upon request, or as needed as determined by City	Phase I Recommended	
Type II	2 year	Min. 1 time in 2 years, upon request, or as needed as determined by City	Phase I Required	

Type III	1 year	Min. 1 time per year, upon request, or as needed as determined by City	Phase I, II Required	Action Plan Required
Type IV Provisional	6 months	Min. every 6 months, upon request, or as needed as determined by City, or as otherwise specified by Mitigation Plan	Phase I, II, and III Required	Mitigation Plan Required

3. New Licenses. Properties that have legally not been required to have a rental license due to new construction may ~~qualify for a Type II, Type III, or Type IV~~ receive a two-year License. Properties that have changed from owner occupied to rental may ~~qualify for a receive a Type II, Type III, or Type IV two-year License~~. Properties found operating without a valid rental license from the City or failing to meet City Code requirements or that have been the subject of enforcement actions such as criminal prosecution or civil penalties for violation of this Chapter, will ~~only qualify for a Type III or Type IV License~~ only qualify for a one-year license.
4. License Renewals. All rental properties are subject to review and ~~may~~ shall be required to apply and ~~qualify for a different license Type based on the level of compliance~~ comply with City Codes and applicable regulations.
5. ~~Failure to Meet License Category Requirements.~~ At any time during a license period, if a rental property does not meet or exceed the criteria established for the current license Type, the license may be brought forth to the City Council for consideration of license suspension, revocation, and/or license Type review.
6. ~~Type IV Provisional Licenses.~~ Rental properties under Type IV Provisional Licensing must meet the requirements set forth in Section 12-913.
7. ~~License Category Criteria.~~ License type will be determined on the basis of established criteria based on Police incidents and property Code and nuisance violations as recommended by the City Manager and approved by the City Council as City policy. A copy of the City policy shall be distributed to each licensee.
 - a. ~~Police Incidents.~~ Frequency of police calls will be based on the average number of valid police calls per unit. Police incidences for purposes of determining licensing categories shall include disorderly activities and nuisances as defined in Section 12-911 and events categorized as Part I crimes in the Uniform Crime Reporting System including homicide, rape, robbery, aggravated assault, burglary, theft, auto theft, and arson. Calls will not be counted for purposes of determining licensing categories where the victim and suspect are "Family or household members" as defined in the Domestic Abuse Act, Minnesota Statutes, Section 518B.01, Subd. 2 (b) and where there is a report of "Domestic Abuse" as defined in the Domestic Abuse Act, Minnesota Statutes, Section 518B.01, Subd. 2 (a).

- b. ~~Property Code and Nuisance Violations.~~ Standards for property maintenance will be based on compliance with City and other applicable Codes as determined through inspections and investigations.

58. License Process and Renewal.

- a. Renewals. License renewals shall be filed at least 90 days prior to the license expiration date. Within two weeks of receipt of a complete application and of the license fee required by Section 12-902, the Compliance Official shall schedule an inspection.
- b. Inspection. ~~No~~ After an application for an initial license ~~shall be~~ has been submitted to the ~~City Council~~ City Manager for approval, the property shall pass an inspection within 90 days of the rental license issuance. ~~until the Compliance Official has determined that all life, health safety violations, or discrepancies have been corrected. In cases where a weather deferral for repairs has been granted by the Compliance Official, the license may be brought forward for consideration of granting a license conditioned on completing repairs. Failure to pass the inspection may result in license revocation, suspension, cancellation, issuance of an Administrative Citation, or a formal complaint.~~
- c. Transfer of Building Ownership. The new owner of a rental dwelling is required to obtain a rental permit from the City in order to continue renting the rental dwelling. When ownership of an affordable housing building is transferred, the new owner is required to obtain a new rental license for the property under this Section and comply with Section 12-912D. The new owner shall include in its application for a new license the affidavit of having provided notice to the tenants and, if required, having paid relocation assistance in accordance with Section 12-912D. The new owner shall not be eligible for a new rental license if it failed to provide the notice or failed to pay, if required, relocation benefits in accordance with Section 12-912D.
- d. Incomplete Applications or Process. If the license application is incomplete, or the applicant does not meet the requirements of the licensing process within 120-90 days of the ~~submittal~~ license approval date, the application will be canceled and the applicant must reapply and pay for a new license.
9. Condition of License. ~~Licensees with three or more units must be current on the payment of all utility fees, taxes, assessments, fines, penalties, or other financial claims due to the City on the licensed property and any other rental real property in the City owned by the license holder at all times. Licensees with less than three units must be current on the payment of all utility fees, taxes, assessments, fines, penalties, or other financial claims due to the City on the licensed property and any~~

~~other rental real property in the City owned by the license holder prior to issuance or renewal of a license. In the event a suit has been commenced under Minnesota Statutes, Section 278.01-278.03, questioning the amount or validity of taxes, the City Council may on application waive strict compliance with this provision; no waiver may be granted, however, for taxes or any portion thereof that remain unpaid for a period exceeding one (1) year after becoming due.~~

Section 12-902. LICENSE FEES AND PENALTIES. License fees, as set forth by City Council resolution, shall be due 90 days prior to the license expiration date; in the cases of new unlicensed dwellings, license fees shall be due at the time of application.

1. Residential Rental Conversion Fee. When a residential single-family home or single family attached property is converted to a rental property, the owner or applicant shall pay a conversion fee as established by City Council resolution. The rental conversion fee also applies to residential properties registered as vacant properties.
2. License Fees, Delinquent Payments Penalties. Operating without a rental license is subject to a delinquency penalty pursuant to the fee schedule adopted by the City Council. Late payment of a rental license fee or rental license renewal is subject to a delinquency penalty pursuant to the fee schedule adopted by the City Council. Once issued, a license may be transferred pursuant to Section 12-901(1)(c) and the licensee shall not be entitled to a refund of any license fee. Upon revocation, or suspension, or if the application is withdrawn, an application, or in the case of an incomplete application or application process, or or if an application is canceled application cancellation, the fee is nonrefundable. A delinquency penalty of 2550% of the license fee for each day of operating on without a valid license shall be charged operators of rental dwellings. A delinquency penalty of 50% of the license fee for late rental license renewals shall be charged operators of rental dwellings. ~~Once issued, a license is nontransferable may be transferred and the licensee shall not be entitled to a refund of any license fee. Upon revocation or suspension or if the applicant withdraws an application, or in the case of an incomplete application or process, or if an application is canceled, the fee is nonrefundable.~~
3. Reinspection Fees. All reinspection fees are set by City Council resolution. If the reinspection is being performed as part of the licensing process, fees must be paid prior to the time of license issuance or renewal for the property, in the case of rental housing and at the time of recertification of occupancy for nonresidential properties. If a reinspection fee or any portion is not paid within 60 days after billing, or within 60 days after any appeal becomes final, the City Council may certify the unpaid cost against the property in accordance with the process set forth in Section 19-105 of this Code.
4. Transfer Fee. Rental License Transfer Fees are subject to the fee schedule adopted by the City Council.

Article 2. Brooklyn Center City Code, Chapter 12, Section 12-906 is amended as follows:

Section 12-906. LICENSE INSPECTION REQUIRED. No operating license shall be issued or renewed unless the owner of rental units agrees in his application to permit inspections pursuant to Section 12-1001. Licensed rental dwellings are subject to the Compliance Official's right to inspect the rental dwelling and dwelling units to determine whether they are in compliance with the code and state law. The Compliance Official will provide reasonable notice to the owner or operator of the date and time of the inspection.

Article 3. Brooklyn Center City Code, Chapter 12, Sections 12-908-12-910 are amended as follows:

~~Section 12-908. Rental licenses may be transferred if the license is within 6 months of issuance and have passed the rental license inspection. The rental license may be transferred upon completion of a license transfer application and payment of the license transfer fee. LICENSE NOT TRANSFERABLE. No operating license shall be transferable to another person or to another rental dwelling. Every person holding an operating license shall give notice in writing to the Compliance Official within ten (10) business days after having legally transferred or otherwise disposed of the legal control of any licensed rental dwelling. Such notice shall include the name and address of the person succeeding to the ownership or control of such rental dwelling or dwellings.~~

Section 12-908.9. OCCUPANCY REGISTER REQUIRED.

1. Every owner of a licensed rental dwelling shall keep, or cause to be kept, a current register of occupancy for each dwelling unit that provides the following information:
 - a. Dwelling unit address.
 - b. Number of bedrooms in dwelling unit and the maximum number of occupants.
 - c. Legal names and date of birth of adult occupants and number of adults and children (under 18 years of age) currently occupying the dwelling units.
 - d. Dates renters occupied and vacated dwelling units.
 - e. A chronological list of complaints and requests for repair by dwelling unit occupants, which complaints and requests are related to the provisions of this Code of Ordinances.
 - f. A similar chronological list of all corrections made in response to such requests and complaints.

Such register shall be made available for viewing or copying by the Compliance Official at all reasonable times.

2. All nonresidential properties (commercial, industrial, and similar) shall keep, or cause to be kept, a current register of occupancy for each building that provides the following:
 - a. Building address.
 - b. List of all tenants occupying building.
 - c. Nature of business conducted by each tenant in building.
 - d. Contact person for each tenant.
 - e. Gross floor area leased by each tenant.

Such register shall be made available for viewing or copying by the Compliance Official at all reasonable times.

Section 12-90910. LICENSE SUSPENSION, REVOCATION, DENIAL AND NON-RENEWAL.

1. Applicability. Every license issued under the provisions of this Chapter is subject to suspension or revocation by the City Council.
2. Unoccupied or Vacated Rental Units. In the event that a license is suspended, revoked, or not renewed by the City Council, it shall be unlawful for the owner or the owner's duly authorized agent to thereafter permit any new occupancies of vacant or thereafter vacated rental units until such time as a valid license may be restored by the City Council.
3. Grounds for License Action. The Council may revoke, suspend, or decline to renew any license issued under this Chapter upon any of the following grounds:
 - a. false statements, misrepresentations, or fraudulent statements on any application or other information or report required by this Chapter to be given by the applicant or licensee.
 - b. failure to pay any application fee, fine or penalty, reinspection fees, reinstatement fee, special assessments, real estate taxes, or other financial claims due to the City as required by this Chapter and City Council resolution.
 - c. failure to continuously comply with any property maintenance, zoning,

health, building, nuisance, or other City Codes; or failure to correct deficiencies noted in Compliance Notices in the time specified in the notice.

- d. ~~failure to comply with the provisions of an approved mitigation plan or not submitting an action plan as required.~~
- e. ~~failure to qualify for the type of license held or applied for.~~
- f. excessive police calls for service in accordance with criteria determined by the City Manager and approved by the City Council as City policy, based on the number and nature of the calls when, after owner notification, the owner has failed to supply an appropriate written action plan to reduce the police calls for service
- g. failure to actively pursue the eviction of tenants who have violated the provision of this Chapter or Crime Free Lease Addendum or have otherwise created a public nuisance in violation of City, state, or applicable laws.
- h. the failure to eliminate imminent health and life safety hazards as determined by the City, or its authorized representatives.
- i. conviction of any crime related to the business or entity licensed and failure to show by competent evidence the rehabilitation and ability to perform the duties of the business.
- j. the abandonment of the property by the property owner as determined by the inability to make contact with the owner or his/her manager or local agent due to inaccurate or invalid contact information.
- k. failure to operate or maintain the licensed premises in conformity with all applicable state and local laws and Ordinances.

- 4. License Action Sections. Revocation, suspension, and non-renewal may be brought under either this Section or Section 12-911, or both. Each section provides an independent basis on which to take a license action and only the procedures required of the particular Section being relied upon must be followed to pursue the action.

5. Notification, Hearing, and Decision Basis.

- a. Written Notice, Hearing. A decision to revoke, suspend, deny, or not renew a license shall be preceded by written notice to the applicant or licensee of the alleged grounds therefor and the applicant or licensee will be given an opportunity for a hearing before the City Council before final action to

revoke, suspend, deny, or not renew a license.

- b. Decision Basis. The Council shall give due regard to the frequency and seriousness of violations, the ease with which such violations could have been cured or avoided and good faith efforts to comply and shall issue a decision to deny, not renew, suspend or revoke a license only upon written findings.
6. Affected Facility. The Council may suspend or revoke a license or not renew a license for part or all of a facility.
7. License Actions, Reapplication.
 - a. Suspension. Licenses may be suspended for up to ninety (90) days and may, after the period of suspension, be reinstated subject to compliance with this Chapter and any conditions imposed by the City Council at the time of suspension.
 - b. Revocation, Denial, Nonrenewal. Licenses that are revoked will not be reinstated until the owner has applied for and secured a new license and complied with all conditions imposed at the time of revocation. Upon a decision to revoke, deny or not renew a license, no approval of any application for a new license for the same facility will be effective until after the period of time specified in the Council's written decision, which shall not exceed one year. The Council shall specify in its written decision the date when an application for a new license will be accepted for processing. A decision not to renew a license may take the form of a suspension or revocation. A decision to deny an initial application for a new facility will not take the form of a suspension or revocation unless false statements have been made by the applicant in connection with the application. A decision to deny an initial application shall state conditions of reapplication.
 - c. Reinstatement Fees. All new applications must be accompanied by a reinstatement fee, as specified by Council resolution, in addition to all other fees required by this Chapter.
8. Written Decision, Compliance. A written decision to revoke, suspend, deny, or not renew a license or application shall specify the part or parts of the facility to which it applies. Thereafter, and until a license is reissued or reinstated, no rental units becoming vacant in such part or parts of the facility may be re-let or occupied. Revocation, suspension or non-renewal of a license shall not excuse the owner from compliance with all terms of state laws and Codes and this Code of Ordinances for as long as any units in the facility are occupied. Failure to comply with all terms of this Chapter during the term of revocation, suspension or non-renewal is a misdemeanor and grounds for extension of the term of such revocation or suspension or continuation of non-renewal, or for a decision not to reinstate the

license, notwithstanding any limitations on the period of suspension, revocation or non-renewal specified in the City Council's written decision or in paragraph 6 of this Section.

9. New Licenses Prohibited. A person who has a rental license revoked may not receive a rental license for another property within the City for a period of one year from the date of revocation. The person may continue to operate other currently licensed rental properties if the properties are maintained in compliance with City Codes and other applicable regulations.

Article 4. Brooklyn Center City Code, Chapter 12, Sections 12-911-916 are ~~amended~~ renumbered as follows:

Section 12-910~~1~~. CONDUCT ON LICENSED PREMISES.

Section 12-911~~2A~~. NO RETALIATION.

Section 12-912~~AB~~. FALSELY REPORTING VIOLATIONS.

Section 12-912~~BC~~. TENANT RESPONSIBILITIES.

Section 12-912~~CD~~. TENANT PROTECTIONS.

Section 12-913. ~~TYPE IV PROVISIONAL LICENSES.~~

Section 12-914. ~~CRIME FREE HOUSING PROGRAM.~~

Section 12-913~~5~~. CRIME FREE/DRUG FREE HOUSING LEASE ADDENDUM REQUIREMENTS.

Section 12-914~~6~~. TENANT BACKGROUND CHECKS.

Article 5. Brooklyn Center City Code, Chapter 12, Section 12-1504(4)(b) is amended as follows:

Section 12-1504. VACANT BUILDING REGISTRATION.

4. Exemptions.

- a. *Fire Damage.* A building that has suffered fire damage is exempt from the registration requirement for a period of ninety (90) days after the date of the fire if the owner submits a request for exemption in writing to the Compliance Official.

A request for exemption must be approved by the Code official and include the following information supplied by the owner:

- i. A description of the premises;
 - ii. The name and address of owner or owners;
 - iii. A statement of intent to repair and reoccupy the building in an expeditious manner and the time frame for completion;
 - iv. Actions the owner will take to ensure the property does not become a nuisance for the neighborhood.
- b. ~~“Snowbirds.” Those persons who leave their residential buildings on a temporary basis for vacation purposes or to reside elsewhere during the winter season and have the intent to return are exempt from the registration requirement. An exemption as a “snowbird” for Seasonal Leave will be granted with proper verification. “Seasonal Leave” refers to the departure of a person or persons from their residential premises on a temporary basis for vacation purposes or to reside elsewhere for a season who have the intent to return to their primary residence.”~~

Article 6.- This ordinance shall take effect and be in force after its passage and publication in accordance with Section 3.09 of the City Charter and applicable State law.

Passed and adopted this ____ day of ____, 2026, by the City Council of the City of Brooklyn Center

Date

April Graves, Mayor

ATTEST: _____
Shannon Petit, City Clerk

First Reading: , 2026

Second Reading: , 2026

Publication Date: , 2026

Effective Date: , 2026

CITY OF BROOKLYN CENTER

Notice is hereby given that a public hearing will be held on the ____ day of ____, 2026, 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 amending Chapter 12, Sections 12-901-902, 12-906, 12-908-12-910, 12-911-916, and Section 12-1504(4)(b) of the Brooklyn Center Code of Ordinances regarding Rental Licensing and Vacant Property Exceptions within the City of Brooklyn Center.

Auxiliary aid for handicapped persons are available upon request at least 96 hours in advance. Please contact the City Clerk at 763-569-3300 to make arrangements.

ORDINANCE NO. 2026-XX

AN ORDINANCE AMENDING CHAPTER 12 OF THE CITY OF BROOKLYN CENTER
REGARDING RENTAL LICENSING

The City Council of the City of Brooklyn Center does ordain as follows:

Article 1. Brooklyn Center City Code, Chapter 12, Sections 12-901 and 12-902 are amended as follows:

Section 12-901. LICENSING OF RENTAL UNITS.

1. License Required.

- a. No person shall operate a rental dwelling without first having obtained a license to do so from the City of Brooklyn Center. A license will be granted as a two-year license by the City Manager, and approved by the City Council. Any rental license received under this article shall commence upon the date of issuance and, unless revoked or suspended, shall remain valid until the next applicable renewal date.
- b. Operating without a License. A person who operates a rental dwelling after the rental license has expired is operating an unlicensed rental dwelling. Operating a rental dwelling without a rental license is a violation of this ordinance and may be subject to administrative citations pursuant to Chapter 18-102 of the Brooklyn Center City Code.
- c. License Transfer. Rental licenses may be transferred if the license is within 6 months of issuance and have passed the rental license inspection. The rental license may be transferred upon completion of a license transfer application and payment of the license transfer fee.
- d. Exceptions. No license shall be required under the following circumstances:

- 1) An owner rents no more than two (2) sleeping rooms within their home. The premises must be occupied by the owner as owner's primary residence, and the owner must provide proof of residency by submitting a notarized affidavit to the City. (*See Chapter 35, Section 35-4103.*)
 - 2) A residential property owned by an individual or individuals where the property is rented to or occupied by another person a maximum period of 120 consecutive days while the owner is residing out of the State of Minnesota. The owner must occupy the property during the remainder of the year. This circumstance shall be referred to as "Seasonal Leave." "Seasonal Leave" is defined as: the departure of a person or persons from their residential premises on a temporary basis for vacation purposes or to reside elsewhere for a season who have the intent to return to their primary residence."
 - 3) As defined in Chapter 35, Section 35-9200 of this code, Accessory Dwelling Units (ADU) shall not require a rental license and shall comply with Section 35-4403.
 - 4) Unoccupied dwelling units that have been issued a Vacant Building Registration.
3. New Licenses. Properties that have not been required to have a rental license due to new construction may receive a two-year License. Properties that have changed from owner occupied to rental may receive a two-year License. Properties found operating without a valid rental license from the City or failing to meet City Code requirements or that have been the subject of enforcement actions such as criminal prosecution or civil penalties for violation of this Chapter, will only qualify for a one-year license.
 4. License Renewals. All rental properties are subject to review and shall be required to apply and comply with City Codes and applicable regulations.
 5. License Process and Renewal.
 - a. Renewals. License renewals shall be filed at least 90 days prior to the license expiration date. Within two weeks of receipt of a complete application and of the license fee required by Section 12-902, the Compliance Official shall schedule an inspection.
 - b. Inspection. After an application for an initial license has been submitted to the City Manager for approval, the property shall pass an inspection within 90 days of the rental license issuance. Failure to pass the inspection may result in license revocation, suspension, cancellation, issuance of an Administrative Citation, or a formal complaint.

- c. Transfer of Building Ownership. The new owner of a rental dwelling is required to obtain a rental permit from the City in order to continue renting the rental dwelling. When ownership of an affordable housing building is transferred, the new owner is required to obtain a new rental license for the property under this Section and comply with Section 12-912D. The new owner shall include in its application for a new license the affidavit of having provided notice to the tenants and, if required, having paid relocation assistance in accordance with Section 12-912D. The new owner shall not be eligible for a new rental license if it failed to provide the notice or failed to pay, if required, relocation benefits in accordance with Section 12-912D.
- d. Incomplete Applications or Process. If the license application is incomplete, or the applicant does not meet the requirements of the licensing process within 90 days of the license approval date, the application will be canceled and the applicant must reapply and pay for a new license.

Section 12-902. LICENSE FEES AND PENALTIES. License fees, as set forth by City Council resolution, shall be due 90 days prior to the license expiration date; in the cases of new unlicensed dwellings, license fees shall be due at the time of application.

- 1. Residential Rental Conversion Fee. When a residential single-family home or single family attached property is converted to a rental property, the owner or applicant shall pay a conversion fee as established by City Council resolution. The rental conversion fee also applies to residential properties registered as vacant properties.
- 2. License Fees, Delinquent Payment Penalties. Operating without a rental license is subject to a delinquency penalty pursuant to the fee schedule adopted by the City Council. Late payment of a rental license fee or rental license renewal is subject to a delinquency penalty pursuant to the fee schedule adopted by the City Council. Once issued, a license may be transferred pursuant to Section 12-901(1)(c) and the licensee shall not be entitled to a refund of any license fee. Upon revocation, suspension, application withdrawal, incomplete application or application process, or application cancellation, the fee is nonrefundable.
- 3. Reinspection Fees. All reinspection fees are set by City Council resolution. If the reinspection is being performed as part of the licensing process, fees must be paid prior to the time of license issuance or renewal for the property, in the case of rental housing and at the time of recertification of occupancy for nonresidential properties. If a reinspection fee or any portion is not paid within 60 days after billing, or within 60 days after any appeal becomes final, the City Council may certify the unpaid cost against the property in accordance with the process set forth in Section 19-105 of this Code.

4. Transfer Fee. Rental License Transfer Fees are subject to the fee schedule adopted by the City Council.

Article 2. Brooklyn Center City Code, Chapter 12, Section 12-906 is amended as follows:

Section 12-906. LICENSE INSPECTION REQUIRED. No operating license shall be issued or renewed unless the owner of rental units agrees in his application to permit inspections pursuant to Section 12-1001. Licensed rental dwellings are subject to the Compliance Official's right to inspect the rental dwelling and dwelling units to determine whether they are in compliance with the code and state law. The Compliance Official will provide reasonable notice to the owner or operator of the date and time of the inspection.

Article 3. Brooklyn Center City Code, Chapter 12, Sections 12-908-12-910 are amended as follows:

Section 12-908. OCCUPANCY REGISTER REQUIRED.

1. Every owner of a licensed rental dwelling shall keep, or cause to be kept, a current register of occupancy for each dwelling unit that provides the following information:
 - a. Dwelling unit address.
 - b. Number of bedrooms in dwelling unit and the maximum number of occupants.
 - c. Legal names and date of birth of adult occupants and number of adults and children (under 18 years of age) currently occupying the dwelling units.
 - d. Dates renters occupied and vacated dwelling units.
 - e. A chronological list of complaints and requests for repair by dwelling unit occupants, which complaints and requests are related to the provisions of this Code of Ordinances.
 - f. A similar chronological list of all corrections made in response to such requests and complaints.

Such register shall be made available for viewing or copying by the Compliance Official at all reasonable times.

2. All nonresidential properties (commercial, industrial, and similar) shall keep, or cause to be kept, a current register of occupancy for each building that provides the following:

- a. Building address.
- b. List of all tenants occupying building.
- c. Nature of business conducted by each tenant in building.
- d. Contact person for each tenant.
- e. Gross floor area leased by each tenant.

Such register shall be made available for viewing or copying by the Compliance Official at all reasonable times.

Section 12-909. LICENSE SUSPENSION, REVOCATION, DENIAL AND NON-RENEWAL.

1. Applicability. Every license issued under the provisions of this Chapter is subject to suspension or revocation by the City Council.
2. Unoccupied or Vacated Rental Units. In the event that a license is suspended, revoked, or not renewed by the City Council, it shall be unlawful for the owner or the owner's duly authorized agent to thereafter permit any new occupancies of vacant or thereafter vacated rental units until such time as a valid license may be restored by the City Council.
3. Grounds for License Action. The Council may revoke, suspend, or decline to renew any license issued under this Chapter upon any of the following grounds:
 - a. false statements, misrepresentations, or fraudulent statements on any application or other information or report required by this Chapter to be given by the applicant or licensee.
 - b. failure to pay any application fee, fine or penalty, reinspection fees, reinstatement fee, special assessments, real estate taxes, or other financial claims due to the City as required by this Chapter and City Council resolution.
 - c. failure to continuously comply with any property maintenance, zoning, health, building, nuisance, or other City Codes; or failure to correct deficiencies noted in Compliance Notices in the time specified in the notice.
 - d. excessive police calls for service in accordance with criteria determined by the City Manager and approved by the City Council as City policy, based on the number and nature of the calls when, after owner notification, the owner has failed to supply an appropriate written action plan to reduce the

police calls for service

- e. failure to actively pursue the eviction of tenants who have violated the provision of this Chapter or Crime Free Lease Addendum or have otherwise created a public nuisance in violation of City, state, or applicable laws.
 - f. the failure to eliminate imminent health and life safety hazards as determined by the City, or its authorized representatives.
 - g. conviction of any crime related to the business or entity licensed and failure to show by competent evidence the rehabilitation and ability to perform the duties of the business.
 - h. the abandonment of the property by the property owner as determined by the inability to make contact with the owner or his/her manager or local agent due to inaccurate or invalid contact information.
 - i. failure to operate or maintain the licensed premises in conformity with all applicable state and local laws and Ordinances.
4. License Action Sections. Revocation, suspension, and non-renewal may be brought under either this Section or Section 12-911, or both. Each section provides an independent basis on which to take a license action and only the procedures required of the particular Section being relied upon must be followed to pursue the action.
5. Notification, Hearing, and Decision Basis.
- a. Written Notice, Hearing. A decision to revoke, suspend, deny, or not renew a license shall be preceded by written notice to the applicant or licensee of the alleged grounds therefor and the applicant or licensee will be given an opportunity for a hearing before the City Council before final action to revoke, suspend, deny, or not renew a license.
 - b. Decision Basis. The Council shall give due regard to the frequency and seriousness of violations, the ease with which such violations could have been cured or avoided and good faith efforts to comply and shall issue a decision to deny, not renew, suspend or revoke a license only upon written findings.
6. Affected Facility. The Council may suspend or revoke a license or not renew a license for part or all of a facility.
7. License Actions, Reapplication.
- a. Suspension. Licenses may be suspended for up to ninety (90) days and may,

after the period of suspension, be reinstated subject to compliance with this Chapter and any conditions imposed by the City Council at the time of suspension.

- b. Revocation, Denial, Nonrenewal. Licenses that are revoked will not be reinstated until the owner has applied for and secured a new license and complied with all conditions imposed at the time of revocation. Upon a decision to revoke, deny or not renew a license, no approval of any application for a new license for the same facility will be effective until after the period of time specified in the Council's written decision, which shall not exceed one year. The Council shall specify in its written decision the date when an application for a new license will be accepted for processing. A decision not to renew a license may take the form of a suspension or revocation. A decision to deny an initial application for a new facility will not take the form of a suspension or revocation unless false statements have been made by the applicant in connection with the application. A decision to deny an initial application shall state conditions of reapplication.
 - c. Reinstatement Fees. All new applications must be accompanied by a reinstatement fee, as specified by Council resolution, in addition to all other fees required by this Chapter.
8. Written Decision, Compliance. A written decision to revoke, suspend, deny, or not renew a license or application shall specify the part or parts of the facility to which it applies. Thereafter, and until a license is reissued or reinstated, no rental units becoming vacant in such part or parts of the facility may be re-let or occupied. Revocation, suspension or non-renewal of a license shall not excuse the owner from compliance with all terms of state laws and Codes and this Code of Ordinances for as long as any units in the facility are occupied. Failure to comply with all terms of this Chapter during the term of revocation, suspension or non-renewal is a misdemeanor and grounds for extension of the term of such revocation or suspension or continuation of non-renewal, or for a decision not to reinstate the license, notwithstanding any limitations on the period of suspension, revocation or non-renewal specified in the City Council's written decision or in paragraph 6 of this Section.
9. New Licenses Prohibited. A person who has a rental license revoked may not receive a rental license for another property within the City for a period of one year from the date of revocation. The person may continue to operate other currently licensed rental properties if the properties are maintained in compliance with City Codes and other applicable regulations.

Article 4. Brooklyn Center City Code, Chapter 12, Sections 12-911-916 are renumbered as follows:

<u>Section 12-9101.</u>	CONDUCT ON LICENSED PREMISES.
<u>Section 12-9112A.</u>	NO RETALIATION.
<u>Section 12-912AB.</u>	FALSELY REPORTING VIOLATIONS.
<u>Section 12-912BC.</u>	TENANT RESPONSIBILITIES.
<u>Section 12-912CD.</u>	TENANT PROTECTIONS.
<u>Section 12-9135.</u>	CRIME FREE/DRUG FREE HOUSING LEASE ADDENDUM REQUIREMENTS.
<u>Section 12-9146.</u>	TENANT BACKGROUND CHECKS.

Article 5. Brooklyn Center City Code, Chapter 12, Section 12-1504(4)(b) is amended as follows:

Section 12-1504. VACANT BUILDING REGISTRATION.

4. Exemptions.

- a. *Fire Damage.* A building that has suffered fire damage is exempt from the registration requirement for a period of ninety (90) days after the date of the fire if the owner submits a request for exemption in writing to the Compliance Official. A request for exemption must be approved by the Code official and include the following information supplied by the owner:
 - i. A description of the premises;
 - ii. The name and address of owner or owners;
 - iii. A statement of intent to repair and reoccupy the building in an expeditious manner and the time frame for completion;
 - iv. Actions the owner will take to ensure the property does not become a nuisance for the neighborhood.
- b. An exemption for Seasonal Leave will be granted with proper verification. “*Seasonal Leave*” refers to the departure of a person or persons from their residential premises on a temporary basis for vacation purposes or to reside elsewhere for a season who have the intent to return to their primary residence.”

Article 6. This ordinance shall take effect and be in force after its passage and publication in accordance with Section 3.09 of the City Charter and applicable State law.

Passed and adopted this ____ day of ____, 2026, by the City Council of the City of Brooklyn Center
City of Brooklyn Center 12-8 *City Ordinance*

Date

April Graves, Mayor

ATTEST: _____
Shannon Petit, City Clerk

First Reading: , 2026

Second Reading: , 2026

Publication Date: , 2026

Effective Date: , 2026

Rental License Program – Ordinance Amendment (First Reading)



City Council Meeting, April 13, 2026
Xiong Thao, Housing and Community Standards Manager

1

Background

- Staff met with Council during several work sessions to discuss changes to the rental license program.
- Staff has received feedback and incorporated the feedback to develop a new rental license ordinance.
- During the work session meeting on March 9, 2026, a draft ordinance was presented to Council. After the presentation, it was requested that an ordinance amendment be brought forward for consideration.



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Proposed Ordinance

- Eliminates the performance based rental license program. Implement a rental license that is valid for two (2) years.
- The rental license will be issued administratively by staff and will no longer go to City Council for approval. Periodic reporting will be provided to Council on the rental license program.
- The rental license will be issued **prior** to passing the rental license inspection.
- Rental license inspection must pass within 90 days of issuing the rental license.
- The ordinance would allow for a rental license transfer if the transfer fee is paid, and the rental inspection has passed and is within 6 months of issuing the license.



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Proposed Ordinance (Cont.)

- For rental licenses that do not pass the inspection within 90 days after the license has been issued, the rental license application would be considered **incomplete**, and the rental license would be cancelled. The property owner would have to re-apply for a new license.
- Removes the 8-hour Crime Free Housing training requirement.
- Removes the requirement for a Crime Prevention through Environmental Design (CPTED) inspection requirement.
- Removes the requirement for the submission of an Action or Mitigation Plan.
- Removes police calls for service in determining the license type.



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Next Steps

- Staff met with the Housing Commission on March 17 and the Commissioners provided input on the changes to the rental license program.
 - Overall, the Commission likes that the rental license program retains the rental license inspection and the City is still able to regulate tenant behavior on the property.
 - Concerns:
 - Who is asking for the rental program changes;
 - Why is the City rewarding Type III and Type IV licenses with longer licenses.
- Tonight is the first reading of the requested ordinance amendment. It will require a 2nd reading and a public hearing. Due to noticing requirements, the soonest the public hearing can be scheduled is May 11th City Council meeting.
- If the ordinance amendment is adopted on May 11th, the change would go into effect 30 days following newspaper publication of the ordinance language.



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Requested Council Action

(1) Motion to approve a first reading of an ordinance amending Chapter 12, Section 12-901, 12-902, 12-906, 12-908, 12-910, 12-911 through 916, and Section 12-1504(4)(b) of the Brooklyn Center City Code of Ordinances regarding Rental Licensing and Vacant Property Exceptions within the City of Brooklyn Center

(2) Motion to schedule a second reading of the requested ordinance amendment and public hearing for May 11, 2026.



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