

Council Study Session
City Hall Council Chambers
October 24, 2022

AGENDA



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1. **City Council Discussion of Agenda Items and Questions - 6 p.m.**
 2. **Miscellaneous**
 3. **Discussion of Work Session Agenda Item as Time Permits**
 4. **Adjourn**

**CITY COUNCIL
MEETING**

City Hall Council Chambers
October 24, 2022

AGENDA



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

Provides an opportunity for the public to address the Council on items which are not on the agenda. Open Forum will be limited to 15 minutes, it is not televised, and it may not be used to make personal attacks, to air personality grievances, to make political endorsements, or for political campaign purposes. Council Members will not enter into a dialogue with presenter. Questions from the Council will be for clarification only. Open Forum will not be used as a time for problem solving or reacting to the comments made but, rather, for hearing the presenter for informational purposes only.

I will first call on those who notified the Clerk that they would like to speak during open forum, and then I will ask if anyone else connected to this meeting would like to speak. When I do, please indicate your name and then proceed when I call on you. Please be sure to state your name and address before speaking.

2. Invocation - Lawrence-Anderson - 7 p.m.

3. Call to Order Regular Business Meeting

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

4. Roll Call

5. Pledge of Allegiance

6. Approval of Agenda and Consent Agenda

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

a. Approval of Minutes

- Motion to approve the following minutes:

- Oct. 10 - Study Session
- Oct. 10 - Regular Session

b. Approval of Licenses

- Motion to approve the licenses as presented.

c. Resolution Awarding Audit Engagement Letter

- Motion to approve a Resolution Awarding an Audit Engagement Letter

7. Presentations/Proclamations/Recognitions/Donations

8. Public Hearings

- a. Resolution Ordering Improvements and Authorizing Preparation of Plans and Specifications for Improvement Project No. 2023-02, 50th Avenue Improvements

-Motion to:

- *Open the three street project public hearings concurrently;*
- *Take public input; and*
- *Close the public hearings.*

- Motion to approve a resolution ordering the 50th Avenue Improvements, Improvement Project No. 2023-02 and authorizing preparation of project plans and specifications.

- Motion to approve a resolution ordering the 51st Avenue Improvements, Improvement Project No. 2023-03 and authorizing preparation of project plans and specifications.

- Motion to approve a resolution ordering the Knox, James, and 54th Area Improvements, Improvement Project No. 2023-01 and authorizing preparation of project plans and specifications.

- b. Resolution Ordering Improvements and Authorizing Preparation of Plans and Specifications for Improvement Project No. 2023-03, 51st Avenue Improvements

- c. Resolution Ordering Improvements and Authorizing Preparation of Plans and Specifications for Improvement Project No. 2023-01, Knox, James, and 54th Area Improvements

9. Planning Commission Items

10. Council Consideration Items

11. Council Report

12. Adjournment

Council Regular Meeting

DATE: 10/24/2022

TO: City Council

FROM: Dr. Reggie Edwards, City Manager

THROUGH: N/A

BY: Barb Suciu, City Clerk/Interim Assistant City Manager

SUBJECT: Approval of Minutes

Requested Council Action:

- *Motion to approve the following minutes:*

- *Oct. 10 - Study Session*
- *Oct. 10 - Regular Session*

Background:

In accordance with Minnesota State Statute 15.17, the official records of all meetings must be documented and approved by the governing body.

Budget Issues:

None

Inclusive Community Engagement:

None

Antiracist/Equity Policy Effect:

None

Strategic Priorities and Values:

Operational Excellence

ATTACHMENTS:

Description	Upload Date	Type
10.10 Study Session	10/17/2022	Backup Material
10.10 Regular Session	10/19/2022	Backup Material

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
OCTOBER 10, 2022
CITY HALL – COUNCIL CHAMBERS

CALL TO ORDER

The Brooklyn Center City Council met in a Study Session called to order by Mayor Pro Tem Ryan at 6:02 p.m.

ROLL CALL

Mayor Pro Tem Dan Ryan and Councilmembers April Graves and Kris Lawrence-Anderson were present. Mayor Mike Elliott was absent and unexcused. Councilmember Butler was absent and excused. Also present were City Manager Reggie Edwards, Interim Community Development Director Jesse Anderson, Associate Planner Olivia Boerschinger, City Attorney Jason Hill, Communications and Community Engagement/Interim Assistant City Manager Angel Smith, and City Clerk/Interim Assistant City Manager Barb Suciu.

CITY COUNCIL DISCUSSION OF AGENDA ITEMS AND QUESTIONS

City Manager Reggie Edwards requested items 7b. Brooklyn Center Police Station Fence and 7c. Daunte Wright and Kobe Dimock-Heisler Community Safety and Violence Prevention Act Community Engagement Report be switched as currently scheduled on Regular Session Agenda Item 7. Presentations/Proclamations/Recognitions/Donations.

Mayor Pro Tem Ryan confirmed the two items could be switched. Item 7b. Brooklyn Center Police Station Fence became 7c. Brooklyn Center Police Station Fence. Additionally, 7c. Daunte Wright and Kobe Dimock-Heisler Community Safety and Violence Prevention Act Community Engagement Report became 7b. Daunte Wright and Kobe Dimock-Heisler Community Safety and Violence Prevention Act Community Engagement Report.

MISCELLANEOUS

NEW MEDIAN ON BROOKLYN BOULEVARD

Councilmember Lawrence-Anderson stated there is an issue for businesses to enter their driveways on Brooklyn Boulevard, such as Old National Bank. The change requires either a U-turn or for drivers to turn a block earlier. The church is also impacted by the new median. She asked what happened and what notifications were done.

COUNCIL'S WRITTEN RULES ON RECEIVING PRESENTATIONS

Mayor Pro Tem Ryan stated he would like to review the written procedure for when the Council receives a presentation. As it stands, the Council is supposed to receive a scheduled presentation with minimal comment and also for there to be no public comment. There are currently three presentations on the agenda, and there could be a long public comment session should it be allowed. At the last meeting, public comment lasted 45 minutes and it resulted in other important topics receiving limited time and consideration from the Council. He suggested the Council come to a consensus to agree to the procedures as written.

Councilmember Graves agreed with the comments of Mayor Pro Tem Ryan, noting the meeting didn't end until after 11:15 p.m. Also, the public comment lasted until after 9:00 p.m., which resulted in many important items being addressed at a late hour.

Councilmember Lawrence-Anderson noted her agreement with expediting the process and following the written procedures.

Mayor Pro Tem Ryan pointed out there was a consensus from the Council to follow the written procedures for receiving presentations. He encouraged the public to reach out to him directly if they have comments on any presentations.

JOINT CITY COUNCIL/FINANCE COMMISSION MEETING

Dr. Edwards stated the revenue meeting needed to be moved back, and that also impacted the schedule for facilities and enterprise discussions. He requested the budget meeting be held on October 17, 2022, and the utilities and enterprise fund presentation be held on November 21, 2022.

Mayor Pro Tem Ryan stated he would clear his schedule to prioritize the meeting dates. Councilmember Lawrence-Anderson and Councilmember Graves agreed they are available.

IMPLEMENTATION COMMITTEE TOWN HALL MEETING

Dr. Edwards noted Council directed Staff to coordinate a Town Hall meeting with the Implementation Committee. He stated Staff is planning with the Implementation Committee, and they will return to the Council with possible dates and times.

Mayor Pro Tem Ryan thanked Dr. Edwards for the update. He added he would like to see two separate Town Hall meetings for each of the topics and that the Staff offer multiple meeting times to accommodate alternative work schedules.

DISCUSSION OF WORK SESSION AGENDA ITEMS AS TIME PERMITS

ZONING CODE/UDO UPDATE DISCUSSION

Associate Planner Olivia Boerschinger explained the City has been working in partnership with consultant Bolton & Menk to update the City's Zoning Code. The key updates to Sections 7 and 8 include combining and replacing parts of current Chapter 35: Zoning Ordinance and all of Chapter 15: Platting, adding "minor amendment" language for Site Plan Approval and Conditional Use Permits (CUP), a new "minor subdivision" procedure, and considers Planned Unit Developments (PUD) under the CUP process rather than rezoning.

Ms. Boerschinger stated the new language applies to both Site Plan Approval and Conditional Use Permits. In both cases, Minor Amendments can be administratively approved by the Zoning Administrator provided they comply with the designated criteria. The City Council may appeal the Administrator's decision or the Zoning Administrator may determine the proposed Minor Amendment is a Major Amendment. Ms. Boerschinger showed a list of potential Minor Amendments.

Ms. Boerschinger stated the changes include a minor subdivision created to provide administrative approval of subdivisions or consolidations that meet specific criteria and waive them from the standard platting requirements, making the process more efficient. She showed a list of criteria the Minor Subdivision would have to comply with to qualify with the new Code.

Ms. Boerschinger noted under the current Zoning Code, PUDs follow the Rezoning procedure, which requires two readings for City Council approval. It additionally often includes a Text Amendment and Zoning Map Amendment. The proposed UDO draft has PUDs considered under the CUP process, with slightly modified amendment criteria.

Ms. Boerschinger added the proposed change encourages a pre-application meeting and concept review, a Staff review, a public hearing notice published, a Staff report, a Planning Commission recommendation, City Council review and approval, and recording the change with Hennepin within one year. In short, it would be a simplified and faster process for both applicants and Staff.

Ms. Boerschinger stated since the September Council Work Session, Staff and the consultants have reviewed and edited the full UDO draft. The public hearing was noticed and will go to the Planning Commission on Thursday, October 13, 2022, and then to the Council for two readings. The implementation of the UDO occurs 30 days after Council approval/

Councilmember Lawrence-Anderson stated she wants to learn more about businesses that are not allowed such as pawn shops and if that would change. She pointed out it wasn't the proper time, but she would like to discuss the topic with Staff.

Ms. Boerschinger stated the full draft of the proposed Code is available on the City website for review. Councilmember Lawrence Anderson requested a physical copy. Ms. Boerschinger stated the whole document is over 200 pages, but Staff could print off the section in question.

Councilmember Graves asked if there were any potential situations where notice would need to be made to surrounding properties during a Minor Addition. Ms. Boerschinger stated if something is

a Major Amendment, then it would default back to a full, new application. Part of the new application includes notices to nearby properties.

Mayor Pro Tem Ryan noted some issues mentioned by Councilmember Lawrence-Anderson relate to zoning but may also apply to licensing procedures. City Attorney Jason Hill stated licensing for businesses is a different process and can be tackled through the licensing process or the zoning process. The zoning authority is established under State Statute, and licensing is under police powers.

ADJOURN STUDY SESSION TO INFORMAL OPEN FORUM WITH CITY COUNCIL

Mayor Pro Tem Ryan adjourned the Study Session meeting at 6:29 p.m.

STATE OF MINNESOTA)
COUNTY OF HENNEPIN)
CITY OF BROOKLYN CENTER)

ss. Certification of Minutes

The undersigned, being the duly qualified and appointed City Clerk of the City of Brooklyn Center, Minnesota, certifies:

1. Attached hereto is a full, true, and complete transcript of the minutes of a Study Session of the City Council of the City of Brooklyn Center held on October 10, 2022.
2. That said meeting was held according to due call and notice thereof and was duly held at Brooklyn Center City Hall.
3. That the City Council adopted said minutes at its October 24, 2022, Regular Session.

City Clerk

Mayor

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
OCTOBER 10, 2022
CITY HALL – COUNCIL CHAMBERS

1. INFORMAL OPEN FORUM WITH THE CITY COUNCIL

CALL TO ORDER INFORMAL OPEN FORUM

The Brooklyn Center City Council met in an Informal Open Forum called to order by Mayor Pro Tem Dan Ryan at 6:44 p.m.

ROLL CALL

Mayor Pro Tem Dan Ryan and Councilmembers April Graves and Kris Lawrence-Anderson. Mayor Mike Elliott arrived at 6:45 p.m. Councilmember Marquita Butler was absent and excused. Also present were City Manager Reggie Edwards, City Clerk/Interim Assistant City Manager Barb Suci, Communications and Community Engagement/ Interim Assistant City Manager Angel Smith, Interim Community Development Director Jesse Anderson, Director of Fiscal and Support Services Angela Holm, and City Attorney Jason Hill.

Mayor Pro Tem Ryan opened the meeting with an Informal Open Forum.

Mayor Elliott arrived at 6:45 p.m.

Kevin S. noted Council requested Informal Open Forum be reserved for items not on the agenda, but that has not been the case for the past few months. Nonetheless, he wants to comment on the Regular Agenda Item Presentations/Proclamations/Recognitions/Donations 7b. Brooklyn Center Police Station Fence. The gas station near the Police Station is frequented by young people, and the fence is inconvenient. The fence is an eyesore and wastes the City's money. Also, the Police Department is not under attack. A new fence would look better and would protect the City's assets within the Department.

Julie B. pointed out it is Indigenous Peoples' Day. They stand and live on sacred ground. Brooklyn Center is located on land that belongs to various Native tribes. The Dakota name for the region is "the land where the water reflects the skies."

Julie B. noted another city has recently voted on whether or not they should recite the Pledge of Allegiance at Council meetings. After that time, Julie B. reflected on the words of the Pledge. She explained the words in the Pledge of Allegiance are incongruent with the experiences of Indigenous and Black people, among others. There is a lack of separation of church and State in the Pledge. Julie B. stated the Pledge is Eurocentric and does not address any Indigenous beliefs.

Mayor Mike Elliott left the meeting at 6:49 p.m.

Julie B. added the Pledge is not representative of the current Country. Not all are free. Thousands of people are incarcerated due to arbitrary interpretations of the law that have disproportionately impacted people of color.

Mayor Mike Elliott returned to the meeting at 6:50 p.m.

Julie B. suggested the Council implement a new Pledge that more accurately reflects Brooklyn Center. She encouraged people to lean into the discomfort they may feel regarding the truths of the proposed Pledge. Julie B. read a Pledge she wrote referencing genocide and the work of the Devil. She paused and noted the Councilmembers should not roll their eyes at her as she is a constituent. Julie B. continued to read her written statement and referenced stolen land and actions taken to conquer the land.

Julie B. added she didn't get in her nominations for Random Acts of Kindness. Matt Branch has continued to show up for the City and serve the community in several ways. John Solomon has dedicated countless hours to the City. Alfreda Daniels has started local grassroots efforts to ensure the needs of residents are fulfilled, particularly during the past civil unrest.

Laurie Ann M. explained she is speaking on behalf of a resident. She noted she would like Chief McDaniel to address the recent website postings targeting certain residents of Brooklyn Center. The comments are harassing and inappropriate. She asked if the Police Department is doing anything to address the social media complaints.

City Manager Reggie Edwards stated Staff will get a response back to Laurie Ann M. Staff doesn't police social media, but the Police Department will follow up on any crimes that have been committed.

Ken D. stated on Saturday, October 8, 2022, he sent an email to Mayor Elliott with the rest of the Council copied on it regarding a Facebook post on the Mayor's reelection page. The post incorrectly states Ken D. and his wife are targeting the Mayor's campaign volunteers, and it is untrue and should be removed.

Mayor Elliott stated the Informal Open Forum is not meant for campaign purposes. Ken D. stated he is not campaigning for the Mayor. Instead, he is pointing out the liable slander on Facebook. The Mayor is responsible for anyone that goes to Ken D.'s house to harass him.

Jean L. thanked Councilmember Graves and Mayor Elliott for accepting the invitation to the Barbershop and Black Congregation Cooperative's (BBCC) upcoming event. He suggested any other candidates join the event and corresponding conversation. He thanked Council for involving BBCC in the community engagement efforts for the Implementation Committee recommendation feedback.

Councilmember Lawrence-Anderson asked how the invitations were received. Jean L. stated it was by email and was only sent to candidates which could be why she didn't receive an invitation.

Mayor Elliott moved and Councilmember Graves seconded to close the Informal Open Forum at 7:00 p.m.

Motion passed unanimously.

2. INVOCATION

Councilmember Ryan read a quote from Dr. Martin Luther King, "We must come to see that the end we seek is a society at peace with itself, a society that can live with its conscience."

3. CALL TO ORDER REGULAR BUSINESS MEETING

The Brooklyn Center City Council met in a Regular Session called to order by Mayor Mike Elliott at 7:01 p.m.

4. ROLL CALL

Mayor Mike Elliott and Councilmembers April Graves, Dan Ryan, and Kris Lawrence-Anderson were present. Councilmember Marquita Butler was absent and excused. Also present were City Manager Reggie Edwards, City Clerk Barb Suciu, and City Attorney Jason Hill.

5. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

Mayor Elliott acknowledged the comments made by Julie B. It is Indigenous People's Day, and they must honor their history honestly.

6. APPROVAL OF AGENDA AND CONSENT AGENDA

Mayor Elliott moved and Councilmember Lawrence-Anderson seconded to approve the Agenda and Consent Agenda, with changes discussed during the Study Session where item 7b. Brooklyn Center Police Station Fence became 7c. Brooklyn Center Police Station Fence and item 7c. Daunte Wright and Kobe Dimock-Heisler Community Safety and Violence Prevention Act Community Engagement Report became 7b. Daunte Wright and Kobe Dimock-Heisler Community Safety and Violence Prevention Act Community Engagement Report, and the following consent items were approved:

6a. APPROVAL OF MINUTES

1. September 26, 2022 – Study Session
2. September 26, 2022 – Regular Session

6b. LICENSES

MECHANICAL

Comfort Solutions Heating & Cooling	11 1st Street NW Osseo, MN 55369
Genz-Ryan Plumbing & Heating Co	2200 W Highway 13 Burnsville, MN 55337
Jerry Dahl Heating & Air Conditioning	1933 164th Lane NE Ham Lake, MN 55304
SR Mechanical	6757 Oxford Street St Louis Park, MN 55426

RENTAL

INITIAL (TYPE III – one-year license)

5535 Bryant Avenue N	E H Mendoza & E C Coto Mejia
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INITIAL (TYPE II – two-year license)

5330 Queen Avenue N	Fong Xiong
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2307 Ericon Drive	Zakarita Abdulkadir Adeed
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7025 Grimes Avenue N	SFR ACQUISITIONS 3 LLC
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RENEWAL (TYPE IV – six-month license)

4309 63rd Avenue N	Azingo, LLC
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4935 Abbott Avenue N	R A Anderson & T A Anderson
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5640 Fremont Avenue N	Cel Monton LLC Doug Wahl
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6207 Chowen Avenue N	Doreen Kalema
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6342 June Avenue N	D A Swartout Jr/t L Swartout
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6725 Bryant Avenue N	Vong Duong & Ngoc-keiu Huynh
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7100 Lee Avenue N	Selene Avendano Miguel
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RENEWAL (TYPE III – one-year license)

4806 Twin Lake Avenue N	Pheng Lee
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4100 Lakebreeze Avenue N	PBK Properties Keia Isaacson
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5412 Fremont Avenue N	Gary Duane Anakkala
6000 Bryant Avenue N	Rto Investments Llc
<i>RENEWAL (TYPE II – two-year license)</i>	
1510 69th Avenue N	Marsha Darnell
7006 Morgan Avenue N	Hesham Y O Abdel Hakim
<i>RENEWAL (TYPE I – three-year license)</i>	
2100 55th Avenue N	Raymond & Cindy Scherbing
5357 71st Circle	Randy E White
6125 Dupont Avenue N	Prosperous Property Llc Xian Qiang Lin
6765 Humboldt Avenue N	Loan Nguyen
<u>SIGNHANGER</u>	
Vision Sign Company	704 11th Avenue SW Isanti, MN 55040

- 6c. RESOLUTION NO. 2022-103; DECLARING A PUBLIC NUISANCE AND ORDERING THE REMOVAL OF DEAD TREES AT CERTAIN PROPERTIES IN BROOKLYN CENTER, MINNESOTA**
- 6d. RESOLUTION NO. 2022-104; ACCEPTING A DONATION AGREEMENT WITH EICHI, INC., AND ACCEPTING THE DONATION OF REAL PROPERTY FROM EICHI, INC.**
- 6e. RESOLUTION NO. 2022-105; AUTHORIZING SUBMISSION OF AN APPLICATION FOR THE METROPOLITAN COUNCIL TAX BASE REVITALIZATION GRANT**
- 6f. AN ORDINANCE NO. 2022-07 AMENDING THE MAYOR AND COUNCIL SALARIES FOR 2023 AND 2024**
- 6g. RESOLUTION NO. 2022-106; ACCEPTING WORK PERFORMED AND AUTHORIZING FINAL PAYMENT, IMPROVEMENT PROJECT NO. 2018-05, BROOKLYN BOULEVARD CORRIDOR PROJECT PHASE 1 AND IMPROVEMENT PROJECT NO. 2018-06, 51ST AVENUE/FRONTAGE IMPROVEMENTS**

6h. RESOLUTION NO. 2022-107; CERTIFYING SPECIAL ASSESSMENTS FOR EMERGENCY PRIVATE UTILITY SERVICE REPAIRS TO THE HENNEPIN COUNTY PROPERTY TAX ROLLS

6i. RESOLUTION NO. 2022-108; SETTING THE DATE OF THE SALE OF \$4,670,000 GENERAL OBLIGATION IMPROVEMENT AND UTILITY REVENUE BONDS, SERIES 2022A TO FINANCE THE CONSTRUCTION OF WOODBINE AREA FOR NOVEMBER 14, 2022

Motion passed unanimously.

7. PRESENTATIONS/PROCLAMATIONS/RECOGNITIONS/DONATIONS

7a. RESOLUTION NO. 2022-109; EXPRESSING RECOGNITION AND APPRECIATION TO TAYLOR MCDONALD, OPERATIONS DIRECTOR OF THE HERITAGE CENTER OF BROOKLYN CENTER FORMERLY KNOWN AS THE EARLE BROWN HERITAGE CENTER FOR OVER 29 YEARS OF SERVICE TO THE CITY OF BROOKLYN CENTER

Mayor Elliott read in full a Resolution expressing appreciation to Taylor McDonald, Operations Director of The Heritage Center of Brooklyn Center, formerly known as the Earle Brown Heritage Center, for over 29 years of service to the City of Brooklyn Center.

Councilmember Ryan moved and Councilmember Graves seconded to adopt of RESOLUTION NO. 2022-109 recognizing Taylor McDonald, Operations Director at The Heritage Center of Brooklyn Center for his 29 years of service to the City of Brooklyn Center.

Motion passed unanimously.

Dr. Edwards noted Taylor McDonald was not present. People do not acknowledge operational efforts enough, and Mr. McDonald deserves ample recognition for his dedication and great work. He thanked Mr. McDonald for his service to Brooklyn Center.

Mayor Elliott thanked Staff for their tireless work within the City.

Councilmember Graves noted her agreement with the comments of Dr. Edwards. She thanked Dr. Edwards for bringing the term of service to the attention of the Council.

Councilmember Ryan agreed Mr. McDonald is deserving of acknowledgment for his work, dedication, and efforts to create a thriving Heritage Center.

Councilmember Lawrence-Anderson thanked Mr. McDonald for his service. She asked if the City is planning an exit party for Mr. McDonald. If so, she would like to be invited. Dr. Edwards stated Staff doesn't always like to have an exit party.

7b. DAUNTE WRIGHT AND KOBE DIMOCK-HEISLER COMMUNITY SAFETY AND VIOLENCE PREVENTION ACT COMMUNITY ENGAGEMENT REPORT

Dr. Edwards introduced the item and invited Community Engagement Administrator Margretta Getaweh to continue the Staff presentation. Ms. Getaweh stated FUSE fellows was started by President Obama, and Ms. Getaweh has been a FUSE fellow for one year.

Ms. Getaweh explained On May 15, 2021, the City Council of the City of Brooklyn Center adopted Resolution No. 2021-73, a resolution adopting the Daunte Wright and Kobe Dimock-Heisler Community Safety and Violence Prevention Act. The Act required the City to create a Community Safety and Violence Prevention Implementation Committee, which was created on February 28, 2022.

Ms. Getaweh explained it was her role to conduct a landscape analysis and stakeholder mapping, engage key stakeholders throughout the process, identify a shared vision with the community, City, and other key stakeholders, establish a Safety Act engagement plan outlining short and long-term goals, timelines, priority areas, clear roles of internal and external stakeholders, coordinate and leverage all resources for maximum impact; oversee implementation of strategies, and support the long-term implementation of the recommendations.

Ms. Getaweh noted she defined community as individuals who live, work, and worship in Brooklyn Center. She interviewed 40 people such as Staff, elected officials, businesses, and residents, and hosted four virtual teach-ins. She found over 60 percent of community members interviewed had a favorable view of the Resolution.

Ms. Getaweh added there was a lot of misinformation about the resolution leading to fear and confusion amongst various community groups. There was also a lack of consistent and frequent communication, a lack of trust and transparency, and a lack of awareness. Additionally, she noticed a negative conversational tone and the need to clearly define the role of Staff.

Ms. Getaweh showed a slide with quotes from key stakeholders. It noted concern about trust in the community, a lack of community understanding and education, and concerns about equity in the process.

Ms. Getaweh stated after the first initial check-in the project was scaled to focus only on community engagement for the Implementation Committee. There were interviews with key stakeholders to inform and address concerns; stakeholders included group homes, businesses, and community organizations.

Ms. Getaweh pointed out she had goals to establish partnerships with community organizations/ leaders to support the community engagement process, organize and co-facilitate community conversations to gather community input and feedback on issues out of the workgroups, and provide ongoing support to the Implementation Committee and Workgroups. She also developed a survey that was available to the public.

Ms. Getaweh showed a graph reflecting feedback from the community. It showed many community members are uncomfortable with the Resolution. There needs to be more education on calls for suspicious activity, unwanted person, civil matter, disturbance, customer trouble, drug overdose, and trespassing. Also, the City needs to address concerns such as welfare checks, mental health, animal complaints, and loud music.

Ms. Getaweh showed a graph reflecting community feedback on the updated vehicle stop policy. A majority of community members stated they are not comfortable with the updated policy. A proponent pointed out that police time could be used for more serious matters. Opponents of the updated vehicle stop policy pointed out potential safety issues if there are functional issues. Also, there has been a conversation about the safety measure that someone would need to take by knocking out the taillight if they were trapping in the trunk of a car.

Ms. Getaweh added there is overwhelming support for the proposed consent search policy. Community members feel disrespected when asked for a consent search and consent searches are often “fishing expeditions.” There is also a cultural component where certain groups know their rights, but they still value submitting to authority.

Ms. Getaweh stated next steps include community engagement by connecting with more organizations. There is hope for convening an advisory group with Group Homes and Assisted Living providers to provide ongoing support to expanded response strategy implementation. There needs to be a follow-up with community members who requested more conversations with the Brooklyn Center Police Department. Also, there is a necessary transition from community input sessions to community learning sessions down the line.

Ms. Getaweh noted a challenge was collaborating with Staff, and that was a recommendation she provided to FUSE to support an option for facilitation.

Councilmember Ryan asked what the sample size was for the results that showed 60 percent of Brooklyn Center support the Resolution. He asked how it was made to be a viable cross-section of the community.

Ms. Getaweh stated she interviewed a little over 100 people, and the data expert did an aggregate analysis. The demographics were reflective of the greater community. She noted she didn’t break down the responses by race because a proportion of the respondents did not identify their race.

Councilmember Ryan noted the favorable views of the Resolution could refer to the spirit of the Act or the details of the Act itself.

Councilmember Graves thanked Ms. Getaweh and pointed out the advisory group of group homes will be beneficial.

Councilmember Lawrence-Anderson thanked Ms. Getaweh for the presentation.

Mayor Elliott thanked Ms. Getaweh for her work with Brooklyn Center.

Councilmember Graves moved and Mayor Elliott seconded to hear and accept a presentation of the Daunte Wright and Kobe Dimock-Heisler Community Safety and Violence Prevention Act engagement report

Motion passed unanimously.

7c. BROOKLYN CENTER POLICE STATION FENCE

Dr. Edwards explained the fence is not just a fence. Maslow's Hierarchy of Needs shows safety is a core need for people to be their very best.

Dr. Edwards stated in April 2021, the City erected temporary fencing along the front of the police station. There was existing permanent fencing on three sides of the police station. On Monday, October 25, 2021, the City Manager presented to the Council information relating to the addition of the existing fence at the Brooklyn Center Police station. The Council asked for additional information on the fence.

Dr. Edwards noted on Monday, November 8, 2021, the City Manager conducted a presentation during a Work Session portion of the Council meeting. Following the presentation, Council deliberated on the issue and took comments from the public. Several issues were raised during the session including grant funding, community relations, and federal funding impact on immigration security.

Dr. Edwards stated discussions were conducted with community members and staff in various formal and informal settings to learn about diverse perspectives on the significance of the fence, as well as, insights on a path to move forward that addresses the various perspectives. The fence is not just a fence. Maslow's Hierarchy of Needs shows safety is a core need for people to be their very best.

Dr. Edwards pointed out the Police Station was built in 1999-2000. The current back permanent fence was erected at that time, and the current side permanent fence was erected in 2003-2004. Staff request for a permanent fence around the Station was in 2015. Permanent funding was secured in April 2021. The outer temporary fence was erected in March 2022.

Dr. Edwards showed a slide with a plantation with a fence around it. Fences meant that enslaved people would be shot and killed if running from the fenced area. Fences also represent land taken and reservations created for Indigenous communities. In the mid-1900s, lynching was institutionalized, particularly for people of color.

Dr. Edwards added in 1955, Emmett Till was brutalized and thrown into a river tied with barbed wire. He was unidentifiable. The incident shows the strained relationship between the community and law enforcement. Police have been used as a tool to carry out heinous events in society. Dr.

Edwards summarized fences mean historic trauma and harm, death, enslavement, oppression, discrimination, and distrust.

Dr. Edwards acknowledged policing is a dangerous profession. In 1995, Timothy McVey bombed a Federal building where 168 people died. In Minneapolis, there was a precinct that was burned down. Also, Ferguson included many police vehicles destroyed.

Dr. Edwards noted there has been an evolution in the fence location. The City needs to move forward in a way that recognizes what a fence represents and the unsafe working conditions of law enforcement. He showed a photo of the preexisting permanent fence and an outline of the temporary fencing added during the civil unrest.

Dr. Edwards then showed the previous first proposal option for the fence and the final balance permanent fence addition, which takes into consideration both the history of fences and the unsafe role of law enforcement. There would still be front-door access to the Police Station with minimal impact on the green space. The parking area would be fenced in.

Dr. Edwards stated the final design considers social and public safety issues of understanding and operational and public safety issues of understanding. The proposed fence promotes human connectedness, community accessibility, approachability, a sense of belonging and ownership, a safe working environment, vehicle security, building security, togetherness and understanding, and crisis de-escalation.

Councilmember Ryan asked if the pandemic has had a negative impact on the Brooklyn Center Police Department's outreach and engagement efforts. Dr. Edwards agreed the pandemic made community involvement efforts more difficult. Staff is trying to figure out ways to boost connection and relationships despite low staffing numbers and concerns about COVID-19.

Councilmember Ryan explained he has concerns regarding the fairness of the law and the exploitation of vulnerable populations through laws. It is foundational for Brooklyn Center Police Department to value the sanctity of human life and balances safety and service. The fence is a symptom of division in the City rather than a cause.

Councilmember Ryan noted is the role of the Council to determine a balance and bridge the gap while securing the Police Station as weapons, evidence, and Staff needs protection. He asked if the reconfiguration of the fence included consideration of architectural concepts such as the glass entryway. Dr. Edwards stated there haven't been in-depth conversations about securing other aspects of the building yet.

Dr. Edwards added the fence is about more than a fence. It is about real history and real experience. Brooklyn Center needs to acknowledge that while considering the safety of Staff. The fence by itself won't take the City where it needs to go.

Mayor Elliott asked if there is currently a gate on the south side of the building. Dr. Edwards stated there is only one gate, and it is on the north side of the building.

Mayor Elliott noted Dr. Edwards has had strong feelings about the fence during previous conversations. They all support peace officers. Both supporters of the police and those who do not support police, both sides agree that erecting a wall in the wake of a tragic killing is not the right thing to do. It is a mistake to respond to the tragedy and uprising with the addition of a fence. The work underway in the City will ensure there is no need for a fence around the Police Station.

Mayor Elliott explained the Council needs to honor the community voices that do not want a fence. He stated he does not support the fence and encouraged the other Councilmembers to join him in opposition to the fence. If there is a need for a fence in the future, they can put up a temporary fence as they did last year.

Councilmember Lawrence-Anderson thanked Dr. Edwards for the presentation. She explained she does not agree with the Mayor. The Council has a duty to safeguard assets. For example, the Water Treatment Plant and the Public Works Department are both fenced in. The Police Station has sensitive data, numerous vehicles, weapons, and important evidence for criminal proceedings and should also be protected.

Councilmember Lawrence-Anderson pointed out there could be a flower garden added to promote pollinators. She added the community has repeatedly expressed the temporary fence is ugly, and the proposed fence would be much more attractive.

Councilmember Graves thanked Dr. Edwards for the presentation and noted it reflects the necessary balance required by elected representatives. She added the fence is not a response to the killing of Duante Wright, as mentioned by Mayor Elliott. The fence has been in discussions since 2015. When the Council became more engaged in the process after the civil unrest, there was a decision to slow down the fence-building process.

Councilmember Graves acknowledged there isn't agreement across the board, but the Council must consider safeguarding its assets while promoting accessibility. The situation requires empathy for both sides of the matter. The staff has shown commitment and responsiveness to meeting the needs of the community.

Mayor Elliott stated the fence is a reaction to the killing of Duante Wright, and it cannot be argued otherwise. Racism within law enforcement and governmental decisions has been well-documented throughout the research. History has shown the response to community tragedies has been militarizing law enforcement and fortifying buildings.

Mayor Elliott noted he supports law enforcement and wants them to be safe. However, the City cannot overcorrect and must maintain the values of accessibility within Brooklyn Center. The fence would be an overreaction, and they will be able to see that in the future. The fence was erected when it was needed and Staff remained safe, and they can do that again if need be. The fence will create permanent distrust in the community. It is wrong, and it is the wrong decision for Brooklyn Center.

Councilmember Ryan noted his agreement with Councilmember Lawrence-Anderson and Councilmember Graves. The City said no to a fence in 2015 and then found they badly needed one in 2021. Fences are not militarization, and other City buildings have fencing. Refusing a fence will not bridge the gap between the community and law enforcement. Instead, it will be due in part to the leadership of the new Chief of Police and other City leaders working to build trust. He stated he is in favor of completing the stress.

Councilmember Ryan added the City has spent over \$100,000 on the temporary fence when they could have just built it after the trial of Kim Potter, which would have saved the City money. There is also grant funding available for the project.

Mayor Elliott stated a community member pointed out the implications of the fence and accepting the grant money, such as the impact on privacy for certain immigrants in the community. Dr. Edwards explained Staff has done extensive research on the grant. There are no ties between the grant for the fence and Immigration and Customs Enforcement (ICE).

Mayor Elliott asked what the name of the grant is. Police Chief Kellace McDaniel stated the grant is through Homeland Security, and the grant has no relation to ICE. Mayor Elliott asked what the name of the grant is. Chief McDaniel stated he would send the grant materials to the Mayor for review.

Mayor Elliott stated the fence is a big decision. The topic needs public input, and that should be scheduled. Dr. Edwards stated the presentation is informational, and the fence is scheduled to be erected in October. If the Council wants to dictate Staff to stop and return the funds, then they may do so.

Mayor Elliott asked if there is a timeline for the funds. Dr. Edwards stated the funds have been secured already. Mayor Elliott asked if there is a time when the funds expire. Dr. Edwards stated the work is to begin in mid-October. The bill will be paid by the end of October, and the grant is a reimbursement to the City.

Mayor Elliott stated the expenditures would be from General Fund dollars and would be reimbursed. Dr. Edwards confirmed the reimbursement has been lined up. The project will cost \$190,000, and the budget is fully covered by the grant and forfeiture funds.

Mayor Elliott asked if the grant funds expire. Dr. Edwards stated once the fence is erected, the funds will be used for the fence. Mayor Elliott asked if there is an expiration date on the grant. Dr. Edwards stated he is not aware of an expiration date on the grant, but Staff could look into it.

Chief McDaniel stated the expiration date of the grant has passed. Mayor Elliott asked if they can still use the grant if it expired. Dr. Edwards stated the funds have been secured and will be released to the City once they show the fence has been paid for.

Mayor Elliott stated the Council agreed there would be no public comment on Presentations during a conversation in the Study Session.

Mayor Elliott moved to open a Public Hearing.

Councilmember Ryan noted Dr. Edwards alluded to community engagement regarding the fence. He asked for details on community engagement. Dr. Edwards stated Staff has spoken with around 40 individuals about the fence at various locations such as barbershops and local churches. The Community Crisis Response Team has also considered the fence.

Councilmember Ryan stated he sees no reason to extend the process as the money is available, there is a clear need, and the community has been engaged throughout the process.

Mayor Elliott noted the Implementation Committee included the engagement of more than 40 people throughout the year. Yet, the Council still wants to hold public listening sessions on the recommendations presented by the Implementation Committee. Public input is only convenient to certain members of the Council in certain circumstances. There should be public input on the topic as it is an important issue.

Councilmember Graves stated the comparison between the recommendations of the Implementation Committee to change the policies, procedures, and interactions of the Police Department and erecting a fence is unfair. She stated the Council needs to balance the needs of police to feel safe and supported by leadership with the community feel heard and connected.

Councilmember Graves added the decision is for practical purposes in that it protects assets while promoting accessibility. The Council needs to make sure the Police Department is attractive to new officers. No option will make everyone happy. The work of the Staff and community members is sound and considerate.

Mayor Elliott pointed out there are folks present at the meeting who would like to comment on the matter.

Councilmember Graves stated she would prefer not to take public comment because it is not on the agenda, and there are many other important matters to still address on the agenda. Also, the Council came to a consensus to follow the written procedures of the Council while Mayor Elliott was absent from the meeting. Also, the Council isn't voting on anything besides accepting the presentation.

Mayor Elliott stated some individuals would like to comment on the topic, and he would like to hear from them.

Councilmember Graves moved and Councilmember Ryan seconded to accept a presentation regarding fencing at the Brooklyn Center Police Station.

Motion passed unanimously.

8. PUBLIC HEARINGS

8a. PUBLIC HEARING ON PROPOSED SPECIAL ASSESSMENTS FOR NUISANCE ABATEMENT COSTS, ADMINISTRATIVE FINES/CITATIONS, TALL GRASS, AND WEED ABATEMENT COSTS, AND DEAD DISEASE TREE ABATEMENT COSTS

City Manager Reggie Edwards introduced the item and invited Interim Community Development Director Jesse Anderson to make the Staff presentation.

Mr. Anderson pointed out Minnesota State law allows cities to recover the costs of certain types of services through a special assessment of the property. The City incurs costs associated with these public service programs and activities. If unpaid, these costs may be specially assessed to the property.

Mr. Anderson explained four Public Hearings are scheduled for October 10, 2022, to consider certification of proposed special assessments including long grass and weeds abatements, dead and diseased trees abatements, nuisance abatement costs, and administrative citation. The Notice of Public Hearing was posted in the City's official newspaper, Sun Post, on September 22, 2022. All potentially affected property owners have been notified by certified mail of the date of the Public Hearing and the amount of the proposed special assessments. As of September 30, 2022, a formal appeal has not been made to City Staff.

Mr. Anderson stated grass and tree abatements are used in instances where properties are found to be in violation, and there is a written Compliance Notice provided and a follow-up inspection conducted. The staff makes every effort to make in-person contact with residents in order to gain voluntary compliance. If compliance is not achieved, the City will take corrective action. In certain cases, the property owner may provide a written agreement to a City-facilitated abatement. The City bills the owner of record for the portion of costs the City has incurred including a service fee.

Mr. Anderson explained Administrative Citation and Penalties are issued for non-compliance with City Ordinance. Notices are issued before the citation, and contact is attempted to be made with the Owner. The penalties double each time issued up to \$2,000 and are issued to the property owner. The penalties increase enforcement on unlicensed rental Properties. Administrative Citations were issued for Operating without a rental license, expired licenses, failure to apply for a new license, and failure to renew an expired license. He noted Staff has resumed normal code enforcement activity due to the pandemic.

Mr. Anderson pointed out that once an assessment roll is adopted by the Council, the owner of each property has the option to pay the entire amount of the special assessment without interest by November 23, 2022, or to pay taxes in 2023. The total principal will be payable in annual installments. Based on feedback from the City Council, the County has granted Brooklyn Center permission to accept partial payments before the assessments are certified to Hennepin County.

Councilmember Lawrence-Anderson asked if a recent email from a constituent regarding a \$50

fee refers to special assessments. Dr. Edwards stated the email referred to utilities.

Councilmember Lawrence-Anderson asked if the special assessment fee could be refunded. Mr. Anderson explained if someone paid the assessment that day or the next, the person wouldn't be charged the \$40 fee.

Councilmember Graves moved and Councilmember Ryan seconded to open the Public Hearings concurrently.

Motion passed unanimously.

No one appeared to address this item.

Councilmember Ryan moved and Councilmember Graves seconded to close the concurrent Public Hearings.

Motion passed unanimously.

Councilmember Graves moved and Councilmember Ryan seconded to adopt RESOLUTION NO. 2022-110; Certifying Special Assessments for Administrative citations to the Hennepin County Property Tax Rolls.

Motion passed unanimously.

Councilmember Graves moved and Councilmember Ryan seconded to adopt RESOLUTION NO. 2022-111; Certifying Special Assessments for Diseased Tree Removal Costs to the Hennepin County Property Tax Rolls.

Motion passed unanimously.

Councilmember Ryan moved and Councilmember Lawrence-Anderson seconded to adopt RESOLUTION NO. 2022-112; Certifying Special Assessments for Weed Removal Costs to the Hennepin County Property Tax Rolls.

Motion passed unanimously.

Councilmember Ryan moved and Councilmember Graves seconded to adopt RESOLUTION NO. 2022-113; Certifying Special Assessments for Abatements Costs to the Hennepin County Property Tax Rolls.

Motion passed unanimously.

8b. AN ORDINANCE NO. 2022-08; VACATING STORM SEWER, DRAINAGE AND UTILITY EASEMENTS WITHIN LOT 1, BLOCK 1 OF THE PLAT OF

**BROOKDALE SQUARE 2ND ADDITION, AND LOT 1 AND LOT 2, BLOCK 2 OF
THE PLAT OF BROOKDALE SQUARE (2ND READING)**

City Manager Reggie Edwards introduced the item and Ginny McIntosh made the Staff presentation.

Ms. McIntosh explained the City Council of the City of Brooklyn Center approved Planning Commission Application No. 2022-003 at their meeting on August 8, 2022. The Economic Development Authority of the City of Brooklyn Center (EDA) is the fee owner of certain real property located near the intersection of County Road 10 and Shingle Creek Parkway and legally described in attached Exhibits A, B, and C. City staff determined during the review of Planning Commission Application No. 2022-003 that there is no public need to maintain the easements contemplated under this request and that failure to vacate the aforementioned easements would interfere with the proposed Phase I redevelopment of the Opportunity Site and the re-plat of lands necessary to move the project forward.

Ms. McIntosh stated consistently with the City's Charter, a first reading of the proposed ordinance to vacate certain easements was presented and approved by City Council on September 26, 2022, with a subsequent request to schedule the second reading and public hearing on October 10, 2022. A public hearing notice was submitted to the Brooklyn Center Sun Post for publication on September 22, 2022, and notifications were sent to those utility companies impacted by the requested vacations.

Councilmember Lawrence-Anderson left the meeting at 8:59 p.m.

Ms. McIntosh pointed out that the proposal is largely administrative. She showed a slide with an overview of the necessary easements.

Councilmember Ryan moved and Councilmember Graves seconded to open the Public Hearing.

Motion passed unanimously.

No one appeared to address this item.

Councilmember Graves moved and Councilmember Ryan seconded to close the Public Hearing.

Motion passed unanimously.

Councilmember Graves moved and Councilmember Ryan seconded to approve a Second Reading, and adopt ORDINANCE NO. 2022-08 vacating certain storm sewer, drainage and utility easements located on the City's Opportunity Site and generally located on certain real property commonly addressed as 2500 County Road 10 and 5900 Shingle Creek Parkway.

Councilmember Lawrence-Anderson returned at 9:02 p.m.

Motion passed unanimously.

Councilmember Ryan moved and Councilmember Graves seconded to adopt RESOLUTION NO. 2022-114; approving a Summary Publication for the aforementioned ordinance in the Brooklyn Center Sun Post.

Motion passed unanimously.

8c. RESOLUTION NO. 2022-103; CERTIFYING SPECIAL ASSESSMENTS FOR DELINQUENT 2022 PUBLIC UTILITY SERVICE ACCOUNTS TO THE HENNEPIN COUNTY PROPERTY TAX ROLLS

City Manager Reggie Edwards introduced the item and invited Finance Director Angela Holm to make the staff presentation.

Ms. Holm explained the City of Brooklyn Center annually certifies delinquent utility bills to Hennepin County. Minnesota State law allows cities to recover costs of certain types of services through special assessment of the property. The City incurs costs associated with these public service programs and activities. If unpaid, these costs may be specially assessed to the property.

Ms. Holm stated customers receive a regular utility bill. Balances of \$200 or more are past due as of August 13, 2022. She noted the process starts with a letter to the customer notifying them that their account is past due and that the amount will be certified against their property taxes. This letter details the process and the legal authority for certification. Recipients of this letter are advised they may dispute the charges at a public hearing. The date, time, and location of the public hearing were published in the official newspaper of the City. As of October 7, 2022, no appeals have been received. Customers that do not pay after receipt of this letter are included in the final assessment roll.

Ms. Holm pointed out that once an assessment roll is adopted by the Council, the owner of each property has the option to pay the entire amount of the special assessment without interest by November 23, 2022, or to pay taxes in 2023. The total principal will be payable in annual installments. Based on feedback from the City Council, the County has granted Brooklyn Center permission to accept partial payments before the assessments are certified to Hennepin County.

Ms. Holm stated total unpaid charges are \$767,523.00, with \$465,412.14 from 2021 and \$377,574.76 in 2020. There are 851 total unpaid accounts. 77 percent of certifications are under \$1,000. Ms. Holm summarized the appeal process.

Ms. Holm added the assessment fee is \$50 applied to everyone's account, and the fees stand unless the entire amount is vacated that day. There is a large amount of administrative work to be done by Staff and technology partners.

Councilmember Lawrence-Anderson reminded the public there are costs associated with repeated bills. At one point in the past, the Council stopped certain penalties. Ms. Holm stated there was a

change in 2019, so there are no longer late fees.

Councilmember Lawrence-Anderson asked if the lack of late fees has promoted later payments. Ms. Holm stated it is hard to say what people's motivations are, however, there has been an increase in delinquent utilities. She noted some people are thankful that the water bill is added to their tax assessment.

Mayor Elliott moved and Councilmember Ryan seconded to open the Public Hearing.

Motion passed unanimously.

No one appeared to address this item.

Councilmember Ryan moved and Mayor Elliott seconded to close the Public Hearing.

Motion passed unanimously.

Councilmember Ryan moved and Councilmember Graves seconded to adopt of RESOLUTION NO. 2022-115; certifying special assessments for delinquent public utility service accounts to the Hennepin County property tax rolls.

Motion passed unanimously.

9. PLANNING COMMISSION ITEMS

10. COUNCIL CONSIDERATION ITEMS

10a. CITY COMMISSION APPOINTMENTS

Mayor Elliott explained there are both new appointments and reappointments recommended. To the Housing Commission, there are three new appointees. He explained he has interviewed the individuals, but parts of their applications were blank. Most applicants have experience serving on boards or other committees and some have experience relevant to the respective Commissions.

Mayor Elliott stated, for the Finance Commission, Leonard Brown and Carmina Pratt are new appointees. Teneshia Kragness's current term doesn't expire until 2023. The current commissioners Taofeek Ishola and Dean Van Der Werf are recommended to be reappointed.

Councilmember Graves asked if there would be any vacancies on the Finance Commission. Mayor Elliott stated there is still one opening and someone is going through the interview process. After that recommendation, there will six of the seven spots filled.

Councilmember Ryan noted his support of the appointments. He would like to see the Finance Commission filled and asked for Mayor Elliott to consider Christian Paeas. His application was complete and he has ample experience related to the Finance Commission.

Councilmember Graves added she felt the same way about Rose Keller. There were several strong applications, so the whole Finance Commission should be filled. She pointed out Yolanda also had a strong application. She explained Rose, Yolanda, and Christian all completed the applications more fully and seem to have more experience than the folks recommended by Mayor Elliott. However, the conversations with the recommended parties may have revealed more information about their experience.

Councilmember Lawrence-Anderson noted her agreement with the recommendations presented by Mayor Elliott. She explained there is a reason that Rose Keller is not in the running, but it is not appropriate to be shared publicly. Mayor Elliott added Rose Keller was previously at the top of the list for appointees.

Councilmember Lawrence-Anderson agreed with the idea to review the consideration of Christian. Mayor Elliott stated he doesn't have his interview notes, but he likely reached out to both Christian and Yolanda but didn't hear back.

Mayor Elliott stated there are three new appointments to the Housing Commission including Moneak Curry, Jerry Gayflor, and Florence Williams. Jason Yang's appointment is expiring soon and should be reappointed. All of the individuals have experience in housing and have a strong interest in it. He noted one of the applicants worked at the County level in housing, but he doesn't have his notes with him to remember who it was.

Councilmember Lawrence-Anderson stated most of the applications provided to the Council were incomplete. However, she had a conversation with Mayor Elliott regarding the applicants that provided more relevant information to Mayor Elliott in their interviews.

Mayor Elliott stated six of the seven openings on the Housing Commission would be filled with his recommendations.

Councilmember Graves stated Elizabeth was a strong applicant for the Housing Commission, and she could take the seventh opening. Mayor Elliott stated he reached out to Elizabeth, but she didn't respond to him. Councilmember Graves stated it would be nice to have all of the Commissions filled. Mayor Elliott confirmed he would reach out to Elizabeth, Christian, and Yolanda.

Mayor Elliott explained Alexander Koenig, Paris Dunn, and Peter Omari would be reappointed to the Planning Commission. The new appointee is Lovetee Polahn. There are also new appointees to the Parks and Recreation Commission, but they would consider those at a later date because the details were not provided in the meeting packet.

Dr. Edwards noted the packet says Lovetee Polahn didn't apply to the Planning Commission. Mayor Elliott stated he had a conversation with Lovetee and she indicated she would like to serve on the Housing Commission or Planning Commission. He added he doesn't have his notes, so he couldn't provide more details.

Councilmember Lawrence-Anderson asked how many openings would be on the Planning Commission. Mayor Elliott stated there would still be one opening on the Planning Commission.

Councilmember Lawrence-Anderson stated she would like to see Randy Christensen back on the Planning Commission because he has a lot of experience with zoning and other planning items. Mayor Elliott confirmed he would reach out to Randy.

Councilmember Ryan agreed Randy would be a great appointment and noted he has been waiting to be reappointed for about one year. He added Peter Omari recently died in a tragic accident, so he will be unable to serve on the Planning Commission. Councilmember Lawrence-Anderson stated it was Paul Oman who passed.

Mayor Elliott stated there is one opening on all of the Commissions.

Councilmember Graves stated three people are serving with expired terms for over two years on the Parks and Recreation Commission. Also, there is someone who recently left the Commission. The Commission needs new members, so she looks forward to recommendations from the Mayor and for the current members to be reappointed. Mayor Elliott confirmed the Parks and Recreation Commission would be addressed at the next meeting.

Dr. Edwards noted Peter Omari and Lovetee Polahn come from the same area of Brooklyn Center. The southeast quadrant and northwest quadrant of the City are not covered by the Planning Commission. Mayor Elliott stated the next appointee for the Planning Commission would be from an unrepresented area.

Councilmember Graves pointed out Elizabeth is from an unrepresented area.

Mayor Elliott stated he and Councilmember Lawrence-Anderson reviewed the map of applicants during their meeting. Councilmember Lawrence-Anderson added Randy would fill the northwest quadrant of the Planning Commission.

Dr. Edwards asked if the Planning Commission would just not have a representative of the southeast area. Mayor Elliott stated he would try to appoint someone to fill the southeast area.

Dr. Edwards stated only seven people can be on the Planning Commission, so someone on the current list would have to be removed to allow for a southeast representative. Mayor Elliott stated the interview process tries to consider geographic areas, and all but one geographic area would be covered by the Planning Commission. The next opening can be filled with someone from the southeast quadrant.

Councilmember Lawrence-Anderson asked which area Lovetee is from. Dr. Edwards stated Mr. Omari and Ms. Polahn are from the northeast.

Mayor Elliott stated he would like to make the appointments and then cover the southeast area later on. Councilmember Lawrence-Anderson explained there are still one or two areas not

represented, but there is a double representation for the northeast. There will be an opening in January to deal with better representation. The Planning Commission hasn't met in several months due to a lack of quorum, so it is important they move forward with appointments.

Mayor Elliott offered to find a representative of the southeast area to replace one of the two representatives from the northeast. Councilmember Ryan stated it is ideal to have proper representation, but it is imperative to have a quorum. Three of the last six Planning Commissions lacked a quorum. Councilmember Graves noted her agreement.

Mayor Elliott stated all of the new appointees can serve for multiple years. City Clerk Barb Suciú explained to applicants that those who are filling open seats have a different term length to ensure proper overlap in years.

Councilmember Ryan noted the process requires a timely reappointment. Councilmember Graves stated some appointments may only have a few months left in their appointment because they have served without reappointment for so long.

Mayor Elliott pointed out that the bylaws stated when someone is appointed, it is for a term of three years. Councilmember Lawrence-Anderson stated there are some people on the Parks and Recreation Commission that has been serving since 2019 without reappointment. Mayor Elliott stated Travis on Parks and Recreation has since been in 2019.

Councilmember Lawrence-Anderson stated no one should be removed before the end of 2022 after they have been serving for three years without reappointment.

Mayor Elliott asked City Attorney Jason Hill for clarification on the bylaws. Mr. Hill stated the Planning Commission Resolution states if someone is appointed to a previously unfilled seat, then the appointed person is only able to serve the remainder of the term. Mayor Elliott stated the Planning Commission is governed by State Statute. Mr. Hill stated the Planning Commission Resolution is under the control of the City.

Mayor Elliott asked what the rules are for the other Commissions. Mr. Hill stated he doesn't have the other bylaws in front of him, but it is standard to have reappointments follow a consistent timeline. Dr. Edwards confirmed the appointment process is the same across Commissions. Because it has been a while since the reappointment, the Council could consider a new appointment schedule. He added the City Charter details appointment to Commissions based on geography. Staff can review the schedule and the geography and present it to the Council.

Mayor Elliott asked if the Charter refers to all Commissions. Dr. Edwards stated he would confirm which Commissions the Charter refers to. Mayor Elliott stated he has never had a chart to work off of.

Councilmember Ryan moved to delay the City Commission appointments pending a Staff report.

Mayor Elliott stated he would like to have all geographic areas represented, but there are only three

members of the Housing Commission currently. Dr. Edwards confirmed the Charter requires all Commissions to have geographic consideration.

Mayor Elliott stated two of the three proposed Housing Commissioners can be appointed without doubling up on any one region. He stated Jerry and Moneak are from the same geographic area. It is important to have at least five people on the Commission so they can meet. He recommended the Council appoints Jerry and Florence to the Housing Commission.

Councilmember Graves asked if Elizabeth would be in a new region. Mayor Elliott confirmed Elizabeth is from an unrepresented geographic area. Councilmember Graves suggested the Council appoint Elizabeth. Mayor Elliott stated he hasn't had an opportunity to interview Elizabeth.

Councilmember Ryan withdrew his motion.

Mayor Elliott moved and Councilmember Graves seconded to appoint Jerry Gaylor and Florence Williams to the Housing Commission and delay the rest of the City Commission appointments.

Councilmember Lawrence-Anderson asked if Mayor Elliott would look into interviewing Elizabeth before the next meeting. Mayor Elliott confirmed he would reach out to Elizabeth before the next meeting.

Motion passed unanimously.

Councilmember Graves added the applications and the current members of the Parks and Recreation Commission include two people that would complete geographic representation. Those people are Jennifer Omulak and Jeffrey Noah. Also, the three current members have been serving without reappointment for quite some time.

Mayor Elliott pointed out he doesn't have his notes in front of him to confirm if he has spoken to those applicants yet, but he would ensure he has reached out to the two recommendations of Councilmember Graves.

Dr. Edwards noted there is a community member with a hand raised. Mayor Elliott explained they are not taking public comment.

11. COUNCIL REPORT

12. ADJOURNMENT

Councilmember Graves moved and Councilmember Ryan seconded adjournment of the City Council meeting at 9:50 p.m.

Motion passed unanimously.

COUNTY OF HENNEPIN)
CITY OF BROOKLYN CENTER)

ss. Certification of Minutes

The undersigned, being the duly qualified and appointed City Clerk of the City of Brooklyn Center, Minnesota, certifies:

1. Attached hereto is a full, true, and complete transcript of the minutes of a Regular Session of the City Council of the City of Brooklyn Center held on October 10, 2022.
2. That said meeting was held according to due call and notice thereof and was duly held at Brooklyn Center City Hall.
3. That the City Council adopted said minutes at its October 24, 2022, Regular Session.

City Clerk

Mayor

Council Regular Meeting

DATE: 10/24/2022

TO: City Council

FROM: Dr. Reggie Edwards, City Manager

THROUGH: N/A

BY: Alix Bentrud, Deputy City Clerk

SUBJECT: Approval of Licenses

Requested Council Action:

- Motion to approve the 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.

Gasoline Service Stations Licenses

Casey's General Store	2101 Freeway Blvd Brooklyn Center MN 55430
YD Holdings dba Holiday Station Store	5710 Xerxes Ave N Brooklyn Center MN 55430

Mechanical Licenses

SC Service LLC	28815 111Th St NW Zimmerman MN 55378
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Tobacco Related Products Licenses

Casey's General Store	2101 Freeway Blvd Brooklyn Center MN 55430
Family Dollar	2105 57th Ave N Brooklyn Center MN 55430
Premier Tobacco	Winner Gas 6930 Brooklyn Blvd Brooklyn Center MN 55429
Walmart	1200 Shingle Creek Pkwy Brooklyn Center MN 55430
YD Holdings dba Holiday Station Store	5710 Xerxes Ave N Brooklyn Center MN 55430

Budget Issues:

Inclusive Community Engagement:

Antiracist/Equity Policy Effect:

Strategic Priorities and Values:

Operational Excellence

ATTACHMENTS:

Description	Upload Date	Type
Rental Criteria	3/16/2021	Backup Material
Rentals 10-24-2022	10/18/2022	Backup Material

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

Rental Licenses for Council Approval 10.24.22

Location Address	License Subtype	Renewal/Initial	Owner	Property Code		License Type	Police CFS*	Final License Type**	Previous License Type***
				Violations					
2836 67th La N	Single	Initial	Jose A Aguilar	4		Type II		Type II	N/A
5418 70th Cir	Single	Initial	Jazz Properties MN LLC	0		Type I		Type II	N/A
5818 June Ave N	Single	Initial	Herman Capital Partners VII, LLC	0		Type I		Type II	N/A
5301 Russell Ave N	Multiple Family 2 Bldgs 36 Units	Renewal	Amaz Sommerset LLC Lee Yan Did not meet requirements	360 = 10 per unit	7/7/22 Aggravated Assault 12/15/21 Aggravated Assault	Type IV		Type IV	Type III
5338 Queen Ave N	Two Family 2 units	Renewal	Thanh Kim Oan Did not meet requirements	8		Type III	N/A	Type IV	Type IV
509 61st Ave N	Single	Renewal	Timothy Martin Daniel	8		Type III	N/A	Type III	Type II
1325 68th La N	Single	Renewal	Roth Wagner 2 Llc Konrad Wagner Did not meet requirements	2		Type I	N/A	Type III	Type III
2223 Brookview Ave N	Single	Renewal	Willie Mae Overstreet Did not meet requirements	22		Type IV	N/A	Type IV	Type IV
3612 Commodore Dr	Single	Renewal	lh2 Property Illinois Lp Did not meet requirements	2		Type I	N/A	Type III	Type III
3813 61st Ave N	Single	Renewal	Deluxe Properties Llc Dhaneshwarie Himraj Did not meet requirements	8		Type III	N/A	Type IV	Type IV
4416 69th Ave N	Single	Renewal	DMOW Llc - Diane Wright	1		Type I	N/A	Type I	Type I
5250 Great View Ave N	Single	Renewal	Cosco Property 5 Llc	8		Type III	N/A	Type III	Type II
5432 Dupont Ave N	Single	Renewal	Xiangming Guan & Ping He Met requirements	13		Type IV	N/A	Type IV	Type III
5500 Knox Ave N	Single	Renewal	Mnsf li W1 Llc	7		Type III	N/A	Type III	Type II
5541 Morgan Ave N	Single	Renewal	5541 Morgan Ave LLC	3		Type II	N/A	Type II	Type I
5700 Camden Ave N	Single	Renewal	Danmark Properties Llc Did not meet requirements	9		Type IV	N/A	Type IV	Type IV
5937 Vincent Ave N	Single	Renewal	Jack Johnson 2017 1 lh Borrower L P	11		Type IV	N/A	Type IV	Type I
6130 Scott Ave N	Single	Renewal	Did not meet requirements	0		Type I	N/A	Type IV	Type IV

6212 Chowen Ave N	Single	Renewal	Doreen Kalema Did not meet requirements	2	Type I	N/A	Type III	Type III
6424 Girard Ave N	Single	Renewal	LIVEWELL HOME CARE LLC R Sowemimo & O Sowemimo Met requirements	2	Type I	N/A	Type I	Type IV
6749 Humboldt Ave N	Single	Renewal	Patrick Nguyen	10	Type IV	N/A	Type IV	Type I
6800 Dupont Ave N	Single	Renewal	Caml LLC	12	Type IV	N/A	Type IV	Type II
6800 Scott Ave N	Single	Renewal	Hija Mwadini & Emmanuel Williams Did not meet requirements	11	Type IV	N/A	Type IV	Type III
6820 Fremont Pl N	Single	Renewal	Sharon McGary	25	Type IV	N/A	Type IV	Type II
7018 Girard Ave N	Single	Renewal	Carmen Ganga Did not meet requirements	7	Type III	N/A	Type IV	Type IV
7021 Unity Ave N	Single	Renewal	Geri L Williams Met requirements	5	Type II	N/A	Type II	Type IV

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

** License type being issued

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

All properties are current on City utilities and property taxes

Member introduced the following resolution and moved its adoption:

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE EXECUTION OF A LETTER OF ENGAGEMENT WITH A PUBLIC ACCOUNTING FIRM FOR AUDIT SERVICES

WHEREAS, the City Council Code of Policies Section 2.80 requires that the City solicit proposals for audit of its financial statements no less frequently than every six (6) years and adopt a schedule under which proposals were to be solicited for audit services in 2022; and

WHEREAS, proposals were solicited in August 2022 through a Request for Proposals for Professional Auditing Services; and

WHEREAS, five (5) proposals were received from 10 firms solicited; and

WHEREAS, a Committee appointed by the City Council following the Code of Policies Section 2.80 has reviewed the proposals and recommended awarding of the engagement for auditing services to Abdo.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Center, Minnesota, that the firm of Abdo is awarded an engagement letter for performing the annual audit of the City's Annual Comprehensive Financial Statement content in accordance with generally accepted accounting principles and generally accepted auditing practice and that the City Manager is hereby authorized and requested to negotiate a Letter of Engagement for those audit services to be reviewed and considered for approval by the City Council.

October 24, 2022

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: 10/24/2022

TO: City Council

FROM: Dr. Reggie Edwards, City Manager

THROUGH: Elizabeth Heyman, Director of Public Works

BY: James Soltis, P.E., Assistant City Engineer

SUBJECT: Resolution Ordering Improvements and Authorizing Preparation of Plans and Specifications for Improvement Project No. 2023-02, 50th Avenue Improvements

Requested Council Action:

-Motion to:

- *Open the three street project public hearings concurrently;*
- *Take public input; and*
- *Close the public hearings.*

- Motion to approve a resolution ordering the 50th Avenue Improvements, Improvement Project No. 2023-02 and authorizing preparation of project plans and specifications.

- Motion to approve a resolution ordering the 51st Avenue Improvements, Improvement Project No. 2023-03 and authorizing preparation of project plans and specifications.

- Motion to approve a resolution ordering the Knox, James, and 54th Area Improvements, Improvement Project No. 2023-01 and authorizing preparation of project plans and specifications.

Background:

Tonight is a public hearing to consider ordering improvements and authorize preparation of plans and specifications for Improvement Project No. 2023-02. All potentially affected property owners have been notified by mail of the date of the improvement public hearing and the amount of proposed special assessments.

An assessment public hearing to consider certification of proposed special assessments for street improvements for Improvement Project No. 2023-02 will be held on December 12, 2022. A separate Notice of Public Hearing on proposed special assessments will be sent to properties that are proposed to be assessed in November 2022.

I. Explanation of Improvements

The proposed project includes roadway and utility improvements for 50th Avenue North between France Avenue North and Drew Avenue North. The project was previously established by the City Council on July 25, 2022, by Resolution 2022-70. On September 26, 2022, the City Council received the project feasibility report and called for a public hearing to be held on October 24, 2022, to consider these improvements.

The project feasibility report provides a description of recommended improvements for the neighborhood

and an estimated project budget. The proposed improvements are as follows:

1. **Street Improvements** – Partial street reconstruction which includes full depth pavement replacement, miscellaneous repairs of concrete curb and gutter and driveway aprons, bituminous trail replacement, and boulevard restoration.
2. **Storm Drainage Improvements** - The recommended storm sewer improvements include replacing catch basin castings as necessary within the project areas, and replacing or repairing catch basins and laterals where necessary or impacted by other utility work.
3. **Sanitary Sewer Improvements** - The recommended sanitary sewer improvements include replacing individual sanitary service lines and coordinating with the Metropolitan Council Environmental Services to replace or adjust sanitary manhole castings and lids within the project area.
4. **Water Main Improvements** - The recommended water main improvements include complete replacement of the existing cast iron water main with new ductile iron water main, replacement of all existing valves and hydrants, replacement of water services extending from the water main in the street to the water curb stop or service valve located at the property line, and insulating one water service that has a history of freezing in the past.

II. Summary of Assessments

special assessments are proposed as one of several funding sources for the improvements located on 50th Avenue. The 2023 special assessment rates for street improvements will be established in accordance with the City's Special Assessment Policy. The 2023 rates are anticipated to be established by the City Council on November 14, 2022.

The feasibility report includes a preliminary assessment roll identifying approximately six residential properties that are zoned "R4", five industrial properties, and one commercial property. See attached Appendix B–Pending Assessment Roll and Figure 6–Assessment Map from the project feasibility report. The special assessments will not exceed the amounts on the attached special assessment roll.

Assessments for Partial Street Reconstruction (Full Depth Pavement Replacement)

The commercial properties, industrial properties and multi-family properties that are zoned R4 within the project area would be assessed based on an area basis. An "A" zone benefit includes the area abutting the street to be improved, extended to the depth of 200-feet and a "B" zone of lesser benefit for the remainder of the property area. The "A" zone rate is based on assessing 70 percent of the total street project cost deemed to benefit the property and the "B" zone rate is based on 30 percent. Based on cost estimates for full street reconstruction, the full unit rate has been determined to be "A" zone rate of \$0.4292 per square foot and a "B" zone rate of \$0.1839 per square foot. It should be noted that historically the assessments have been levied based on estimated costs rather than actual costs, understanding that the project costs are levied at a reduced percentage (70 and 30 percent as indicated above).

III. Recommended Council Procedure

Public Hearing to Order Improvements: Staff recommends that a presentation be provided to the City Council prior to holding the improvement public hearing. Following the presentation, a public hearing to consider ordering the improvement project should be conducted to receive public comments. Public comments concerning special assessments should be deferred to the Assessment Public Hearing in December 2022. A resolution ordering the improvements and authorizing preparation of plans and specifications is provided for City Council consideration upon closing of the public hearing. A four-fifths

majority vote of the City Council present for the hearing is required for the improvements to proceed.

Budget Issues:

The proposed street and utility improvements are included in the 2023 Capital Improvement Program for the City of Brooklyn Center. The total project cost is estimated to be \$410,000. Funding sources for the project are budgeted from sources as described in the project feasibility report previously accepted by the City Council on September 26, 2022. The funding source amounts that were included in the September 19, 2022 Feasibility Report are listed below:

Special Assessments	\$ 52,265.67
Sanitary Sewer Utility Fund	\$ 20,000.00
Water Utility Fund	\$ 160,000.00
Storm Drainage Utility Fund	\$ 40,000.00
<u>Street Reconstruction Fund</u>	<u>\$ 137,734.33</u>
Total	\$ 410,000.00

Inclusive Community Engagement:

Antiracist/Equity Policy Effect:

Strategic Priorities and Values:

Key Transportation Investments

ATTACHMENTS:

Description	Upload Date	Type
1_50th Ave Improvement PH Res	10/18/2022	Cover Memo
50th Ave Improvement - Figure	10/18/2022	Cover Memo
50th Ave Improvements - Feasibility Report	10/18/2022	Cover Memo

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____

RESOLUTION ORDERING IMPROVEMENTS AND AUTHORIZING PREPARATION OF PLANS AND SPECIFICATIONS FOR IMPROVEMENT PROJECT NOS. 2023-02, 50th AVENUE IMPROVEMENTS

WHEREAS, the Brooklyn Center City Council on July 25, 2022, authorized consideration of street, storm drainage and utility improvements in the area generally described as “50th Avenue Improvements”, more specifically described as follows: 50th Avenue N from France Avenue N to Drew Avenue N; and

WHEREAS, the City Council has received and accepted a feasibility report for said proposed improvements, as prepared under the City Engineer’s supervision; and

WHEREAS, said improvements are necessary, cost effective and feasible as detailed in the feasibility report; and

WHEREAS, the City Council on September 26, 2022, adopted a resolution setting a date for a public hearing regarding the proposed improvements for the 50th Avenue Improvements; and

WHEREAS, ten days published notice of hearing was given and the hearing was held on October 24, 2022, at which time all persons desiring to be heard were given the opportunity to be heard thereon; and

WHEREAS, the City Council has considered all comments, testimony, evidence and reports offered at or prior to the October 24, 2022, hearing; and

WHEREAS, the City reasonably expects to spend monies from the Infrastructure Construction Fund on a temporary basis to pay the expenditures described in this resolution; and

WHEREAS, the City reasonably expects to reimburse itself for such expenditures from the proceeds of taxable or tax-exempt bonds, the debt service of which is expected to be paid from property taxes, special assessments or utility fees. The maximum amount of special assessment obligations expected to be issued for such project is \$52,265.67; and

RESOLUTION NO. _____

WHEREAS, the Engineering Division is prepared to develop plans and specifications for said public improvement project.

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

1. Improvement Project No. 2023-02, 50th Avenue Improvements, are hereby ordered and the Engineering Division is authorized to prepare plans and specifications for said improvements.
2. This resolution is intended to constitute official intent to issue taxable or tax exempt reimbursement bonds for purposes of Treasury Regulations and any successor law, regulation, or ruling. This resolution will be modified to the extent required or permitted by Treasury Regulations or any successor law, regulation, or ruling.

October 24, 2022

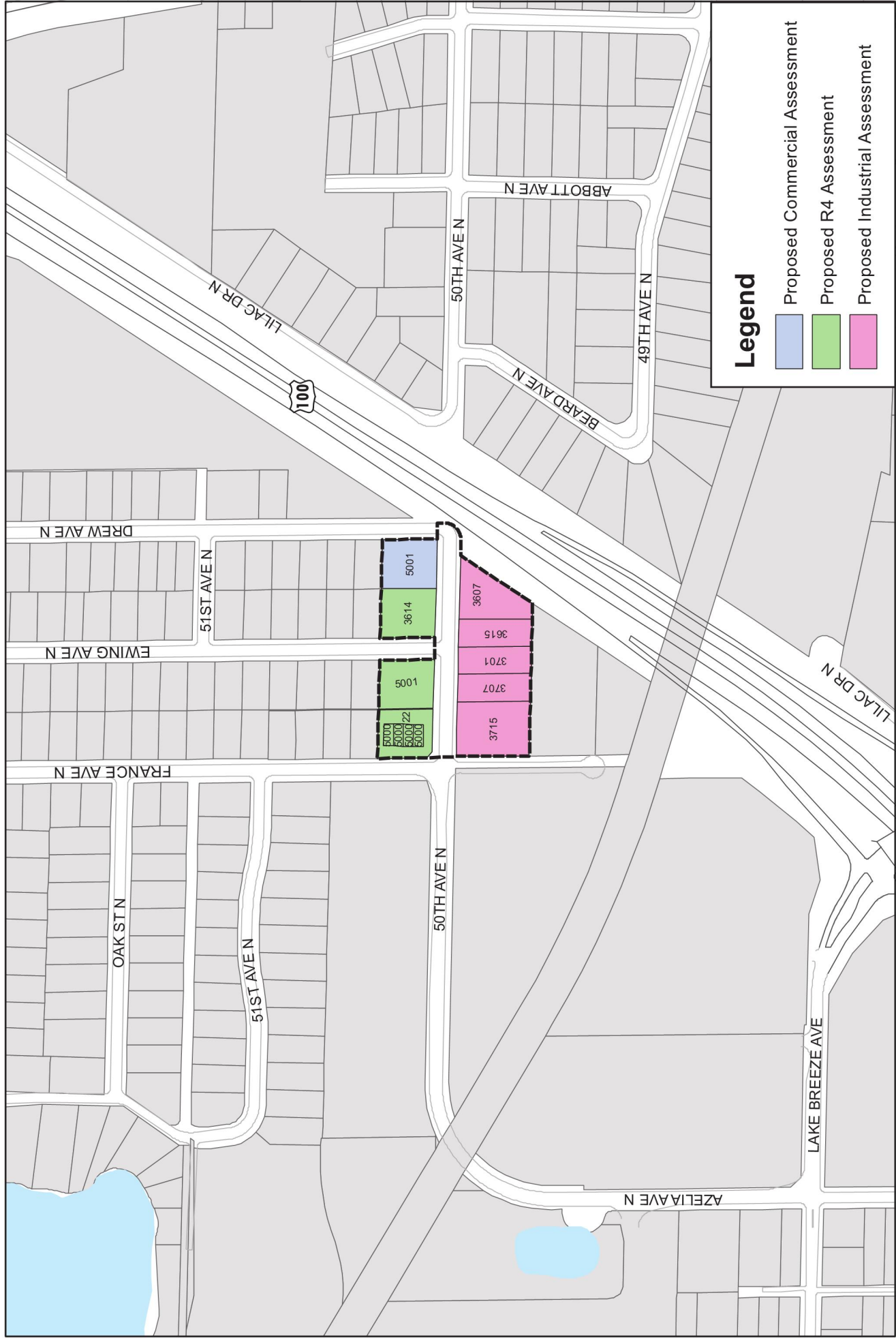
Date

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 PROPOSED PENDING ASSESSMENT ROLL

September 19, 2022

2023 50TH AVENUE IMPROVEMENTS
IMPROVEMENT PROJECT NO. 2023-02**DRAFT**

PROPERTY ID	HOUSE	STREET NAME	LEVY#	STREET	NOTES
1011821130059	3607	50th Ave N		\$ 9,308.25	Industrial I2 (A) 21,687.45 sf (B) 0 sf
1011821130051	3614	50th Ave N		\$ 4,340.24	Multi Family R4 (A) 10,112.40 sf (B) 0 sf
1011821130083	3615	50th Ave N		\$ 6,440.16	Industrial I2 (A) 15,005.04 sf (B) 0 sf
1011821130061	3701	50th Ave N		\$ 6,440.25	Industrial I2 (A) 15,005.04 sf (B) 0 sf
1011821130062	3707	50th Ave N		\$ 6,440.16	Industrial I2 (A) 15,005.03 sf (B) 0 sf
1011821130080	3715	50th Ave N		\$ 6,445.30	Industrial I2 (A) 15,017.01 sf (B) 0 sf
1011821130073	5000	France Ave N; Unit D		\$ 1,056.47	Multi Family R4 - Split between 4 units (A) 2,461.49 sf (B) 0 sf
1011821130074	5000	France Ave N; Unit C		\$ 1,056.47	Multi Family R4 - Split between 4 units (A) 2,461.49 sf (B) 0 sf
1011821130075	5000	France Ave N; Unit B		\$ 1,056.47	Multi Family R4 - Split between 4 units (A) 2,461.49 sf (B) 0 sf
1011821130076	5000	France Ave N; Unit A		\$ 1,056.47	Multi Family R4 - Split between 4 units (A) 2,461.49 sf (B) 0 sf
1011821130003	5001	Drew Ave N		\$ 4,343.16	Commercial C1 (A) 10,119.21 sf (B) 0 sf
1011821130042	5001	Ewing Ave N		\$ 4,282.27	Multi Family R4 (A) 9,977.32 sf (B) 0 sf
Total Assessments				\$ 52,265.67	

Council Regular Meeting

DATE: 10/24/2022

TO: City Council

FROM: Dr. Reggie Edwards, City Manager

THROUGH: Elizabeth Heyman, Director of Public Works

BY: James Soltis, P.E., Assistant City Engineer, Cynthia Majors, Public Works Admin Assistant

SUBJECT: Resolution Ordering Improvements and Authorizing Preparation of Plans and Specifications for Improvement Project No. 2023-03, 51st Avenue Improvements

Requested Council Action:

Background:

Tonight is a public hearing to consider ordering improvements and authorize preparation of plans and specifications for Improvement Project No. 2023-03. All potentially affected property owners have been notified by mail of the date of the improvement public hearing and the amount of proposed special assessments.

An assessment public hearing to consider certification of proposed special assessments for street improvements for Improvement Project No. 2023-03 will be held on December 12, 2022. A separate Notice of Public Hearing on proposed special assessments will be sent to properties that are proposed to be assessed in November 2022.

I. Explanation of Improvements

The proposed project includes roadway and utility improvements for 51st Avenue North from 185 feet south of Oak Street on Twin Lake Boulevard to France Avenue. The project was previously established by the City Council on July 25, 2022, by Resolution 2022-71. On September 26, 2022, the City Council received the project feasibility report and called for a public hearing to be held on October 24, 2022, to consider these improvements.

The project feasibility report provides a description of recommended improvements for the neighborhood and an estimated project budget. The proposed improvements are as follows:

1. **Street Improvements** – Partial street reconstruction which includes full depth pavement replacement, miscellaneous repairs of concrete curb and gutter and driveway aprons, bituminous trail replacement, and boulevard restoration.
2. **Storm Drainage Improvements** - The recommended storm sewer improvements include replacing catch basin castings as necessary within the project areas, and replacing or repairing catch basins and laterals where necessary or impacted by other utility work.
3. **Water Main Improvements** - The recommended water main improvements include replacement the valve and hydrant (the moving parts) of the water main system as these parts

tend to wear and fail prior to the remainder of the water main system.

II. Summary of Assessments

Special assessments are proposed as one of several funding sources for the improvements located on 51st Avenue. The 2023 special assessment rates for street improvements will be established in accordance with the City's Special Assessment Policy. The 2023 rates are anticipated to be established by the City Council on November 14, 2022.

The feasibility report includes a preliminary assessment roll identifying approximately twenty-five residential properties that are zoned "R1". See attached Appendix B–Pending Assessment Roll and Figure 7–Assessment Map from the project feasibility report. The special assessments will not exceed the amounts on the attached special assessment roll.

Assessments for Partial Street Reconstruction (Full Depth Pavement Replacement)

The standard 2023 residential street assessment rate is estimated to be \$3,914 per R1 zoned residential property.

III. Recommended Council Procedure

Public Hearing to Order Improvements: Staff recommends that a presentation be provided to the City Council prior to holding the improvement public hearing. Following the presentation, a public hearing to consider ordering the improvement project should be conducted to receive public comments. Public comments concerning special assessments should be deferred to the Assessment Public Hearing in December 2022. A resolution ordering the improvements and authorizing preparation of plans and specifications is provided for City Council consideration upon closing of the public hearing. A four-fifths majority vote of the City Council present for the hearing is required for the improvements to proceed.

Budget Issues:

The proposed street and utility improvements are included in the 2023 Capital Improvement Program for the City of Brooklyn Center. The total project cost is estimated to be \$380,000. Funding sources for the project are budgeted from sources as described in the project feasibility report previously accepted by the City Council on September 26, 2022. The funding source amounts that were included in the September 19, 2022 Feasibility Report are listed below:

Special Assessments	\$ 97,850.00
Sanitary Sewer Utility Fund	\$ 10,000.00
Water Utility Fund	\$ 10,000.00
Storm Drainage Utility Fund	\$ 70,000.00
Street Light Utility Fund	\$ 20,000.00
<u>Street Reconstruction Fund</u>	<u>\$ 172,150.00</u>
Total	\$ 380,000.00

Inclusive Community Engagement:

Antiracist/Equity Policy Effect:

Strategic Priorities and Values:

Key Transportation Investments

ATTACHMENTS:

Description	Upload Date	Type
51st Ave Improvement PH Res	10/18/2022	Cover Memo
51st Ave Assessment Map DRAFT 220727	10/18/2022	Cover Memo
51st Ave BC202303 1st Improvements - Feasibility	10/18/2022	Cover Memo

Member _____ introduced the following resolution and moved
its adoption:

RESOLUTION NO. _____

RESOLUTION ORDERING IMPROVEMENTS AND AUTHORIZING
PREPARATION OF PLANS AND SPECIFICATIONS FOR IMPROVEMENT
PROJECT NO. 2023-03, 51ST AVENUE IMPROVEMENTS

WHEREAS, the Brooklyn Center City Council on July 25, 2022, authorized consideration of street, storm drainage and utility improvements in the area generally described as “51st Avenue Improvements”, more specifically described as follows: 51st Avenue N from 185 feet south of Oak Street N on Twin Lake Blvd E to France Avenue N; and

WHEREAS, the City Council has received and accepted a feasibility report for said proposed improvements, as prepared under the City Engineer’s supervision; and

WHEREAS, said improvements are necessary, cost effective and feasible as detailed in the feasibility report; and

WHEREAS, the City Council on September 26, 2022, adopted a resolution setting a date for a public hearing regarding the proposed improvements for the 51st Avenue Improvements; and

WHEREAS, ten days published notice of hearing was given and the hearing was held on October 24, 2022, at which time all persons desiring to be heard were given the opportunity to be heard thereon; and

WHEREAS, the City Council has considered all comments, testimony, evidence and reports offered at or prior to the October 24, 2022, hearing; and

WHEREAS, the City reasonably expects to spend monies from the Infrastructure Construction Fund on a temporary basis to pay the expenditures described in this resolution; and

WHEREAS, the City reasonably expects to reimburse itself for such expenditures from the proceeds of taxable or tax-exempt bonds, the debt service of which is expected to be paid from property taxes, special assessments or utility fees. The maximum amount of special assessment obligations expected to be issued for such project is \$97,850.00; and

RESOLUTION NO. _____

WHEREAS, the Engineering Division is prepared to develop plans and specifications for said public improvement project.

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

1. Improvement Project No. 2023-03, 51st Avenue Improvements, are hereby ordered and the Engineering Division is authorized to prepare plans and specifications for said improvements.
2. This resolution is intended to constitute official intent to issue taxable or tax exempt reimbursement bonds for purposes of Treasury Regulations and any successor law, regulation, or ruling. This resolution will be modified to the extent required or permitted by Treasury Regulations or any successor law, regulation, or ruling.

October 24, 2022

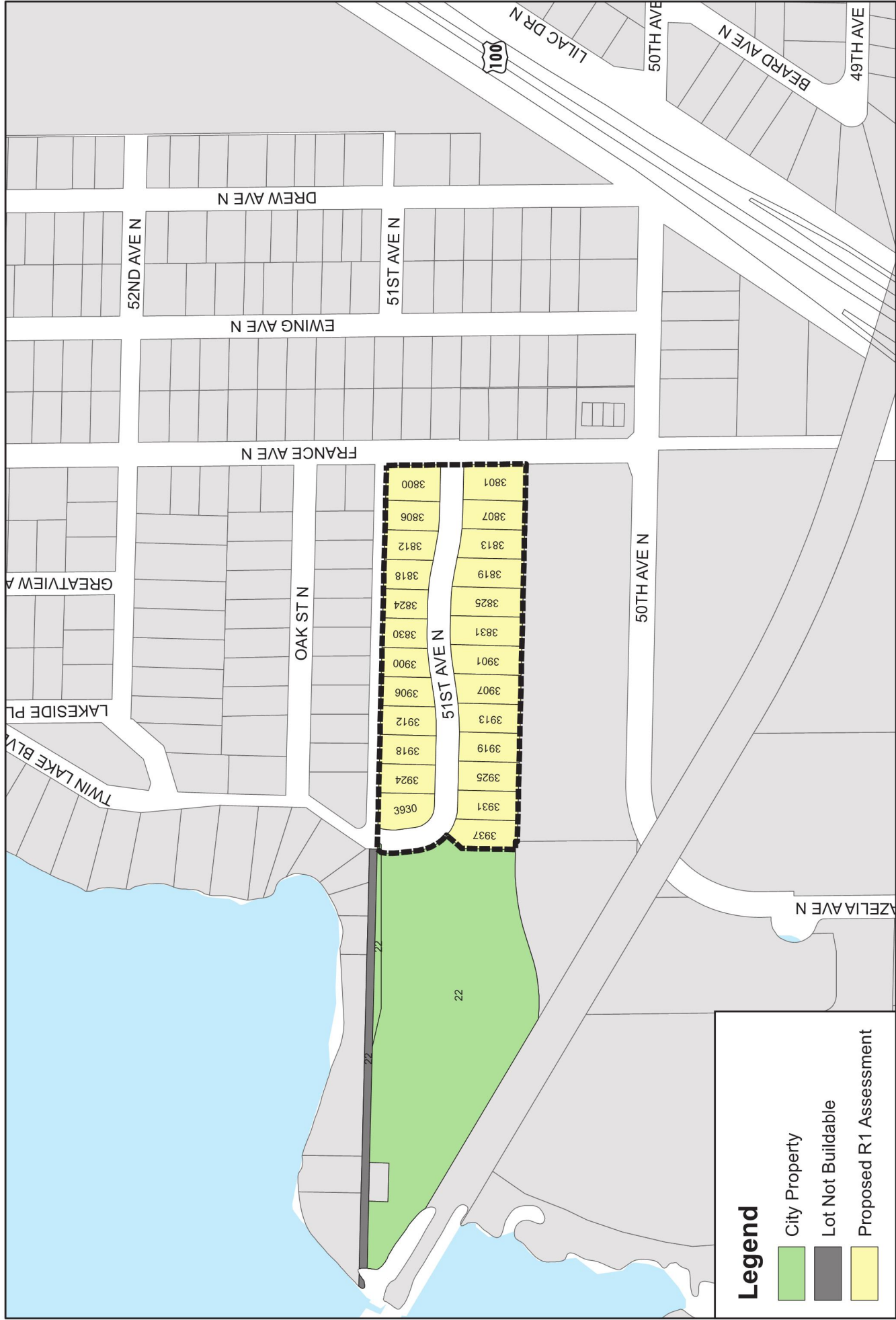
Date

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.



Assessment Map 51st Avenue Street and Utility Improvements

CITY OF BROOKLYN CENTER PROPOSED PENDING ASSESSMENT ROLL

September 19, 2022

2023 51ST AVENUE IMPROVEMENTS
IMPROVEMENT PROJECT NO. 2023-03**DRAFT**

PROPERTY ID	HOUSE	STREET NAME	LEVY#	STREET	NOTES
1011821240006	3800	51st Ave N		\$ 3,914.00	R1 - Corner
1011821240018	3801	51st Ave N		\$ 3,914.00	R1 - Corner
1011821240007	3806	51st Ave N		\$ 3,914.00	R1
1011821240019	3807	51st Ave N		\$ 3,914.00	R1
1011821240008	3812	51st Ave N		\$ 3,914.00	R1
1011821240020	3813	51st Ave N		\$ 3,914.00	R1
1011821240009	3818	51st Ave N		\$ 3,914.00	R1
1011821240021	3819	51st Ave N		\$ 3,914.00	R1
1011821240010	3824	51st Ave N		\$ 3,914.00	R1
1011821240022	3825	51st Ave N		\$ 3,914.00	R1
1011821240011	3830	51st Ave N		\$ 3,914.00	R1
1011821240023	3831	51st Ave N		\$ 3,914.00	R1
1011821240012	3900	51st Ave N		\$ 3,914.00	R1
1011821240024	3901	51st Ave N		\$ 3,914.00	R1
1011821240013	3906	51st Ave N		\$ 3,914.00	R1
1011821240025	3907	51st Ave N		\$ 3,914.00	R1
1011821240014	3912	51st Ave N		\$ 3,914.00	R1
1011821240026	3913	51st Ave N		\$ 3,914.00	R1
1011821240015	3918	51st Ave N		\$ 3,914.00	R1
1011821240027	3919	51st Ave N		\$ 3,914.00	R1
1011821240016	3924	51st Ave N		\$ 3,914.00	R1
1011821240028	3925	51st Ave N		\$ 3,914.00	R1
1011821240017	3930	51st Ave N		\$ 3,914.00	R1
1011821240029	3931	51st Ave N		\$ 3,914.00	R1
1011821240030	3937	51st Ave N		\$ 3,914.00	R1
Total Assessments				\$ 97,850.00	

Council Regular Meeting

DATE: 10/24/2022

TO: City Council

FROM: Dr. Reggie Edwards, City Manager

THROUGH: Elizabeth Heyman, Director of Public Works

BY: James Soltis, P.E., Assistant City Engineer, Cynthia Majors, Public Works Admin Assistant

SUBJECT: Resolution Ordering Improvements and Authorizing Preparation of Plans and Specifications for Improvement Project No. 2023-01, Knox, James, and 54th Area Improvements

Requested Council Action:

Background:

Tonight is a public hearing to consider ordering improvements and authorize preparation of plans and specifications for Improvement Project No. 2023-01. All potentially affected property owners have been notified by mail of the date of the improvement public hearing and the amount of proposed special assessments.

An assessment public hearing to consider certification of proposed special assessments for street improvements for Improvement Project No. 2023-01 will be held on December 12, 2022. A separate Notice of Public Hearing on proposed special assessments will be sent to properties that are proposed to be assessed in November 2022.

I. Explanation of Improvements

The proposed project includes roadway and utility improvements extend from Logan Avenue to James Avenue, and from 53rd Avenue to 55th Avenue. The project was previously established by the City Council on July 25, 2022, by Resolution 2022-69. On September 26, 2022, the City Council received the project feasibility report and called for a public hearing to be held on October 24, 2022, to consider these improvements.

The project feasibility report provides a description of recommended improvements for the neighborhood and an estimated project budget. The proposed improvements are as follows:

1. **Street Improvements** – Partial street reconstruction which includes full depth pavement replacement, miscellaneous repairs of concrete curb and gutter and driveway aprons, and boulevard restoration.
2. **Storm Drainage Improvements** - The recommended storm sewer improvements include replacing catch basin castings as necessary within the project areas, and replacing or repairing catch basins and laterals where necessary or impacted by other utility work.
3. **Water Main Improvements** - The recommended water main improvements include replacement the valve and hydrant (the moving parts) of the water main system as these parts

tend to wear and fail prior to the remainder of the water main system.

II. Summary of Assessments

Special assessments are proposed as one of several funding sources for the improvements located on Knox, James, and 54th. The 2023 special assessment rates for street improvements will be established in accordance with the City's Special Assessment Policy. The 2023 rates are anticipated to be established by the City Council on November 14, 2022.

The feasibility report includes a preliminary assessment roll identifying approximately sixty-eight residential properties that are zoned "R1" and "R2". See attached Appendix B—Pending Assessment Roll and Figure 5—Assessment Map from the project feasibility report. The special assessments will not exceed the amounts on the attached special assessment roll.

Assessments for Partial Street Reconstruction (Full Depth Pavement Replacement)

The standard 2023 residential street assessment rate is estimated to be \$3,914 per R1 zoned residential property. The properties that are zoned R2 would be assessed based on a frontage basis with a \$3914 per lot minimum in accordance with the 2023 assessment rates. Staff recommends that the assessment rate for all R2 properties within the project should be capped at \$3,914 because the benefits from the street improvement for R2 properties are similar to the single family R1 residential properties within the project area.

III. Recommended Council Procedure

Public Hearing to Order Improvements: Staff recommends that a presentation be provided to the City Council prior to holding the improvement public hearing. Following the presentation, a public hearing to consider ordering the improvement project should be conducted to receive public comments. Public comments concerning special assessments should be deferred to the Assessment Public Hearing in December 2022. A resolution ordering the improvements and authorizing preparation of plans and specifications is provided for City Council consideration upon closing of the public hearing. A four-fifths majority vote of the City Council present for the hearing is required for the improvements to proceed.

Budget Issues:

The proposed street and utility improvements are included in the 2023 Capital Improvement Program for the City of Brooklyn Center. The total project cost is estimated to be \$1,170,000. Funding sources for the project are budgeted from sources as described in the project feasibility report previously accepted by the City Council on September 26, 2022. The funding source amounts that were included in the September 19, 2022 Feasibility Report are listed below:

Special Assessments	\$ 266,152.00
Sanitary Sewer Utility Fund	\$ 30,000.00
Water Utility Fund	\$ 100,000.00
Storm Drainage Utility Fund	\$ 250,000.00
<u>Street Reconstruction Fund</u>	<u>\$ 523,848.00</u>
Total	\$ 1,170,000.00

Inclusive Community Engagement:

Antiracist/Equity Policy Effect:

Strategic Priorities and Values:

Key Transportation Investments

ATTACHMENTS:

Description	Upload Date	Type
Knox James 54th Improvement PH Res	10/18/2022	Cover Memo
Knox James 54th Assessment Map DRAFT 220727	10/18/2022	Cover Memo
BC202301 Knox James 54th Improvements - Feasibility	10/18/2022	Cover Memo
BC202301 50th, 51st, Knox Areas - Council Presentation	10/18/2022	Cover Memo
BC202201 50th, 51st, Knox Areas - Info Meeting - Presentation	10/18/2022	Cover Memo
BC202201 Woodbine - Improvement Public Hearing - Presentation	10/18/2022	Cover Memo

Member _____ introduced the following resolution and moved
its adoption:

RESOLUTION NO. _____

RESOLUTION ORDERING IMPROVEMENTS AND AUTHORIZING
PREPARATION OF PLANS AND SPECIFICATIONS FOR IMPROVEMENT
PROJECT NO. 2023-01; KNOX, JAMES, AND 54TH AREA IMPROVEMENTS

WHEREAS, the Brooklyn Center City Council on July 25, 2022, authorized consideration of street, storm drainage and utility improvements in the area generally described as “Knox, James, and 54th Area Improvements”, more specifically described as follows: Logan Avenue to James Avenue, and from 53rd Avenue to 55th Avenue; and

WHEREAS, the City Council has received and accepted a feasibility report for said proposed improvements, as prepared under the City Engineer’s supervision; and

WHEREAS, said improvements are necessary, cost effective and feasible as detailed in the feasibility report; and

WHEREAS, the City Council on September 26, 2022, adopted a resolution setting a date for a public hearing regarding the proposed improvements for the Knox, James, and 54th Area Improvements; and

WHEREAS, ten days published notice of hearing was given and the hearing was held on October 24, 2022, at which time all persons desiring to be heard were given the opportunity to be heard thereon; and

WHEREAS, the City Council has considered all comments, testimony, evidence and reports offered at or prior to the October 24, 2022, hearing; and

WHEREAS, the City reasonably expects to spend monies from the Infrastructure Construction Fund on a temporary basis to pay the expenditures described in this resolution; and

WHEREAS, the City reasonably expects to reimburse itself for such expenditures from the proceeds of taxable or tax-exempt bonds, the debt service of which is expected to be paid from property taxes, special assessments or utility fees. The maximum amount of special assessment obligations expected to be issued for such project is \$266,152.00; and

RESOLUTION NO. _____

WHEREAS, the Engineering Division is prepared to develop plans and specifications for said public improvement project.

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

1. Improvement Project No. 2023-01, Knox, James, and 54th Area Improvements, are hereby ordered and the Engineering Division is authorized to prepare plans and specifications for said improvements.
2. This resolution is intended to constitute official intent to issue taxable or tax exempt reimbursement bonds for purposes of Treasury Regulations and any successor law, regulation, or ruling. This resolution will be modified to the extent required or permitted by Treasury Regulations or any successor law, regulation, or ruling.

October 24, 2022

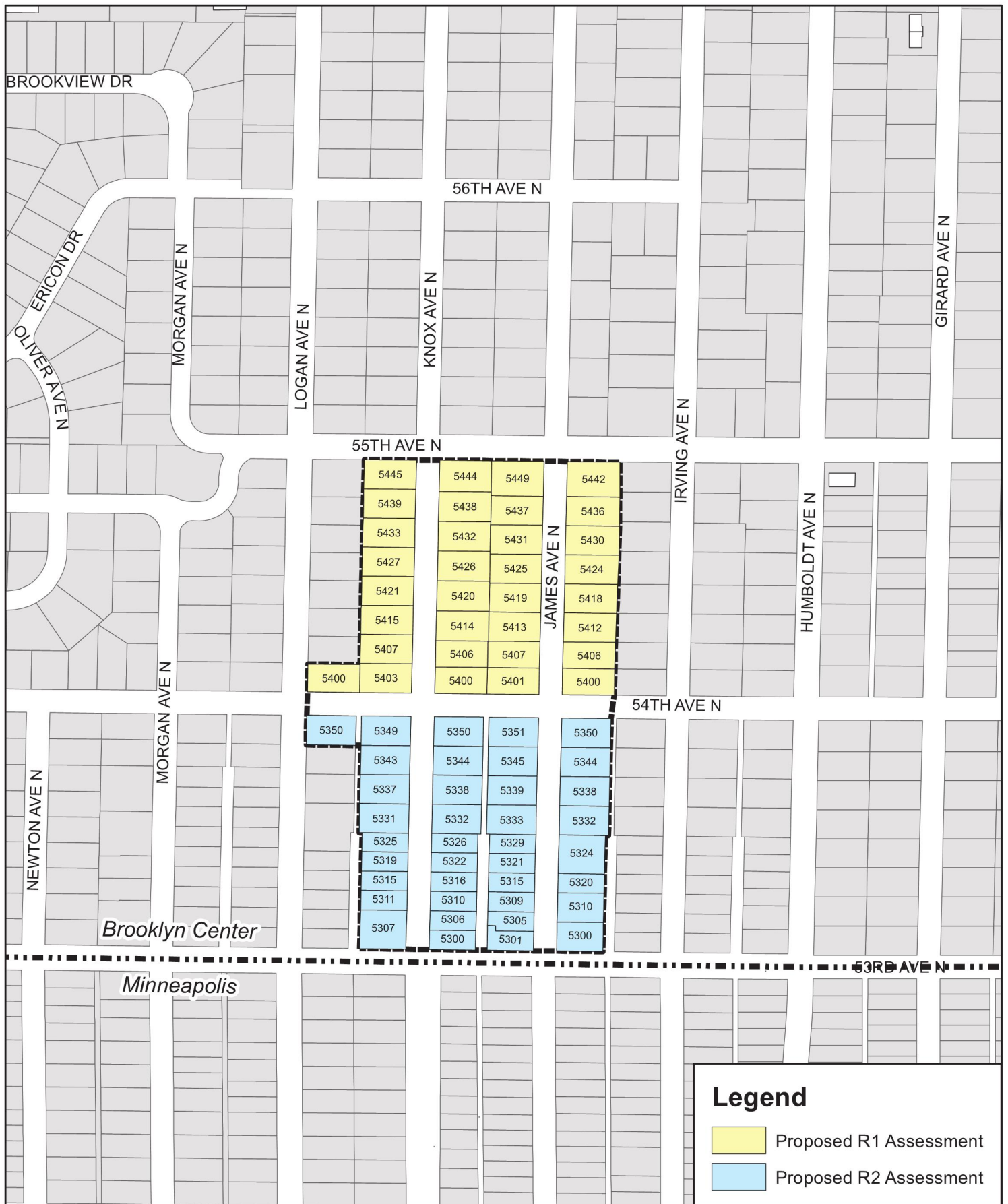
Date

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.



Assessment Map Knox, James & 54th Street and Utility Improvements



CITY OF BROOKLYN CENTER PROPOSED PENDING ASSESSMENT ROLL

September 19, 2022

2023 KNOX, JAMES & 54TH AREA IMPROVEMENTS
IMPROVEMENT PROJECT NO. 2023-01**DRAFT**

PROPERTY ID	HOUSE	STREET NAME	LEVY#	STREET	NOTES
0211821440050	5300	James Ave N		\$ 3,914.00	R2 - Corner
0211821440054	5301	James Ave N		\$ 3,914.00	R2 - Corner
0211821440055	5305	James Ave N		\$ 3,914.00	R2
0211821440056	5309	James Ave N		\$ 3,914.00	R2
0211821440051	5310	James Ave N		\$ 3,914.00	R2
0211821440057	5315	James Ave N		\$ 3,914.00	R2
0211821440052	5320	James Ave N		\$ 3,914.00	R2
0211821440058	5321	James Ave N		\$ 3,914.00	R2
0211821440053	5324	James Ave N		\$ 3,914.00	R2
0211821440059	5329	James Ave N		\$ 3,914.00	R2
0211821440108	5332	James Ave N		\$ 3,914.00	R2
0211821440099	5333	James Ave N		\$ 3,914.00	R2
0211821440109	5338	James Ave N		\$ 3,914.00	R2
0211821440098	5339	James Ave N		\$ 3,914.00	R2
0211821440110	5344	James Ave N		\$ 3,914.00	R2
0211821440097	5345	James Ave N		\$ 3,914.00	R2
0211821440111	5350	James Ave N		\$ 3,914.00	R2
0211821440096	5351	James Ave N		\$ 3,914.00	R2
0211821440090	5400	James Ave N		\$ 3,914.00	R1
0211821440093	5401	James Ave N		\$ 3,914.00	R1
0211821440091	5406	James Ave N		\$ 3,914.00	R1
0211821440092	5407	James Ave N		\$ 3,914.00	R1
0211821440125	5412	James Ave N		\$ 3,914.00	R1
0211821440131	5413	James Ave N		\$ 3,914.00	R1
0211821440124	5418	James Ave N		\$ 3,914.00	R1
0211821440130	5419	James Ave N		\$ 3,914.00	R1
0211821440123	5424	James Ave N		\$ 3,914.00	R1
0211821440129	5425	James Ave N		\$ 3,914.00	R1
0211821440122	5430	James Ave N		\$ 3,914.00	R1
0211821440128	5431	James Ave N		\$ 3,914.00	R1
0211821440121	5436	James Ave N		\$ 3,914.00	R1
0211821440127	5437	James Ave N		\$ 3,914.00	R1
0211821440120	5442	James Ave N		\$ 3,914.00	R1 - Corner
0211821440060	5300	Knox Ave N		\$ 3,914.00	R2 - Corner
0211821440061	5306	Knox Ave N		\$ 3,914.00	R2
0211821440066	5307	Knox Ave N		\$ 3,914.00	R2 - Corner
0211821440062	5310	Knox Ave N		\$ 3,914.00	R2
0211821440067	5311	Knox Ave N		\$ 3,914.00	R2
0211821440068	5315	Knox Ave N		\$ 3,914.00	R2
0211821440063	5316	Knox Ave N		\$ 3,914.00	R2
0211821440069	5319	Knox Ave N		\$ 3,914.00	R2
0211821440064	5322	Knox Ave N		\$ 3,914.00	R2
0211821440070	5325	Knox Ave N		\$ 3,914.00	R2
0211821440065	5326	Knox Ave N		\$ 3,914.00	R2
0211821440006	5331	Knox Ave N		\$ 3,914.00	R2
0211821440100	5332	Knox Ave N		\$ 3,914.00	R2
0211821440005	5337	Knox Ave N		\$ 3,914.00	R2
0211821440101	5338	Knox Ave N		\$ 3,914.00	R2

CITY OF BROOKLYN CENTER PROPOSED PENDING ASSESSMENT ROLL

September 19, 2022

**2023 KNOX, JAMES & 54TH AREA IMPROVEMENTS
IMPROVEMENT PROJECT NO. 2023-01**

DRAFT

PROPERTY ID	HOUSE	STREET NAME	LEVY#	STREET	NOTES
0211821440004	5343	Knox Ave N		\$ 3,914.00	R2
0211821440102	5344	Knox Ave N		\$ 3,914.00	R2
0211821440003	5349	Knox Ave N		\$ 3,914.00	R2
0211821440103	5350	Knox Ave N		\$ 3,914.00	R2
0211821440094	5400	Knox Ave N		\$ 3,914.00	R1
0211821440022	5403	Knox Ave N		\$ 3,914.00	R1
0211821440095	5406	Knox Ave N		\$ 3,914.00	R1
0211821440023	5407	Knox Ave N		\$ 3,914.00	R1
0211821440015	5414	Knox Ave N		\$ 3,914.00	R1
0211821440021	5415	Knox Ave N		\$ 3,914.00	R1
0211821440014	5420	Knox Ave N		\$ 3,914.00	R1
0211821440020	5421	Knox Ave N		\$ 3,914.00	R1
0211821440013	5426	Knox Ave N		\$ 3,914.00	R1
0211821440019	5427	Knox Ave N		\$ 3,914.00	R1
0211821440012	5432	Knox Ave N		\$ 3,914.00	R1
0211821440018	5433	Knox Ave N		\$ 3,914.00	R1
0211821440011	5438	Knox Ave N		\$ 3,914.00	R1
0211821440017	5439	Knox Ave N		\$ 3,914.00	R1
0211821440010	5444	Knox Ave N		\$ 3,914.00	R1 - Corner
0211821440016	5445	Knox Ave N		\$ 3,914.00	R1 - Corner
Total Assessments				\$ 266,152.00	

Preliminary Project Schedule

• <u>Neighborhood Informational Meeting</u>	<u>September 15, 2022</u>
• City Council Receives Feasibility Report	September 26, 2022
• Improvement Public Hearing/Order Plans	October 24, 2022
• Establish 2023 Assessment Rates	November 14, 2022
• Assessment Public Hearing/Certify Assessment Roll	December 12, 2022
• Approve Plans/Advertise for Bids	January 2023
• Accept Bids/Award Project	February/March 2023
• Begin Construction	Spring/Summer 2023
• Substantial Completion	October 2023



Knox, James and 54th Avenues Area
Improvements (2023-01)

50th Avenue Improvements (2023-02)

51st Avenue Improvements (2023-03)



FRAMING

- In early design
- Scope may change slightly as we move into detailed design

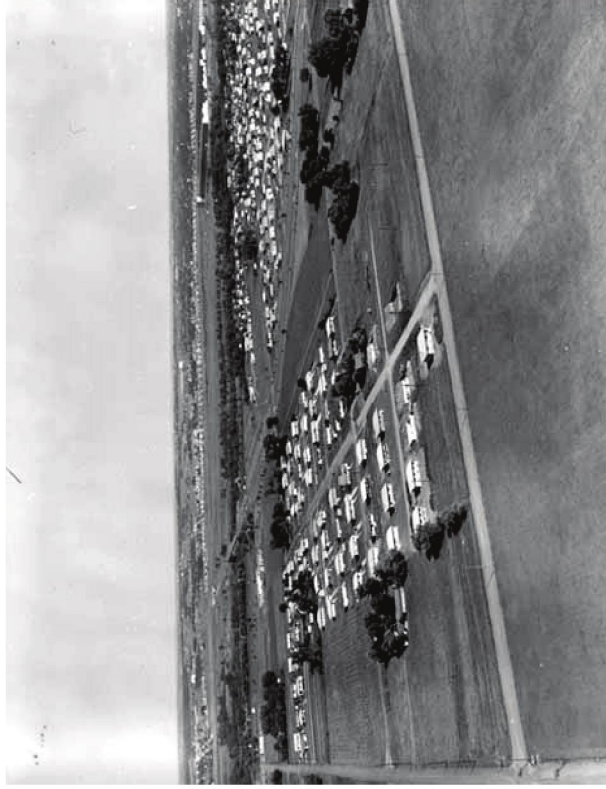


Meeting Agenda

- Introductions
- History of Project
- Project Planning
 - Plans
 - Costs
- Funding/Special Assessments
- Project Schedule
- Where do we go from here?



Brooklyn Center Development Era

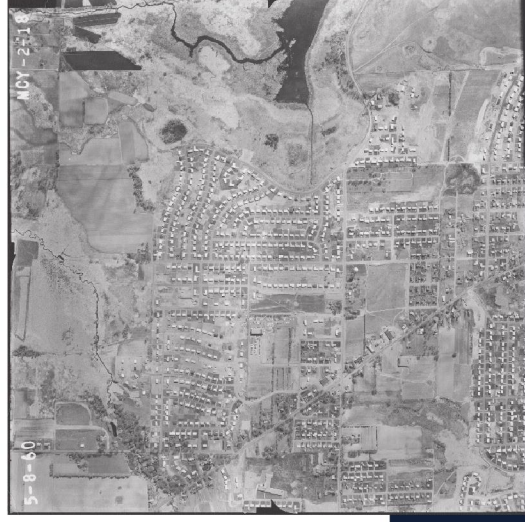


Fremont Avenue and 65th Avenue — Brooklyn Center
Minnesota Historical Society
Photograph 1956

Aerial 1945

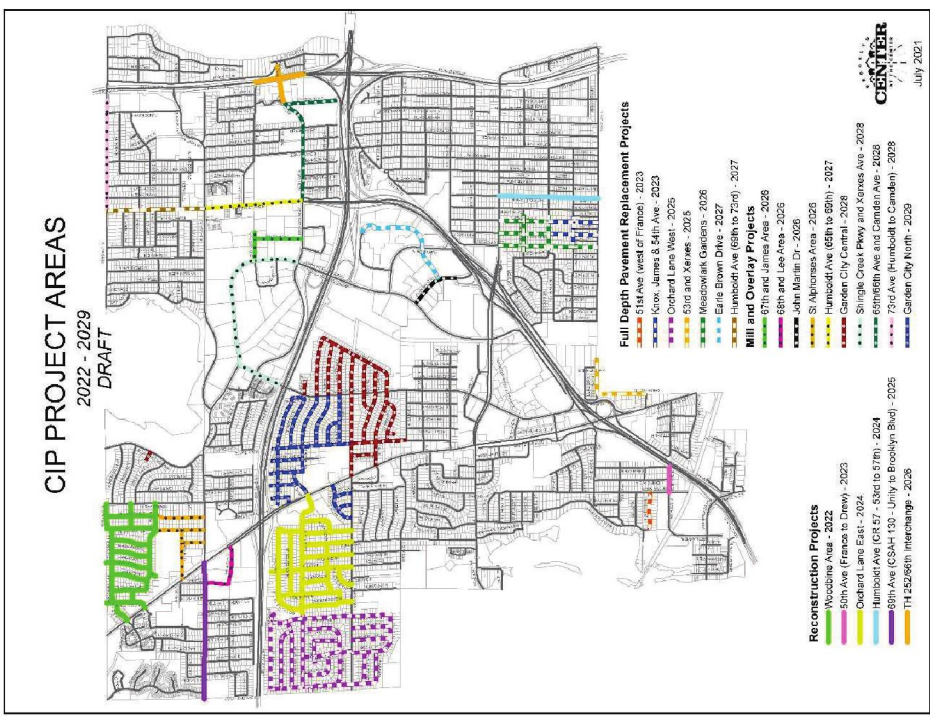


Aerial 1960



Capital Improvement Program

- City Initiated Program in 1993
- Reconstruct Aging Public Streets and Utilities
- Est. Cost 2023-2037 CIP: \$201.7 million



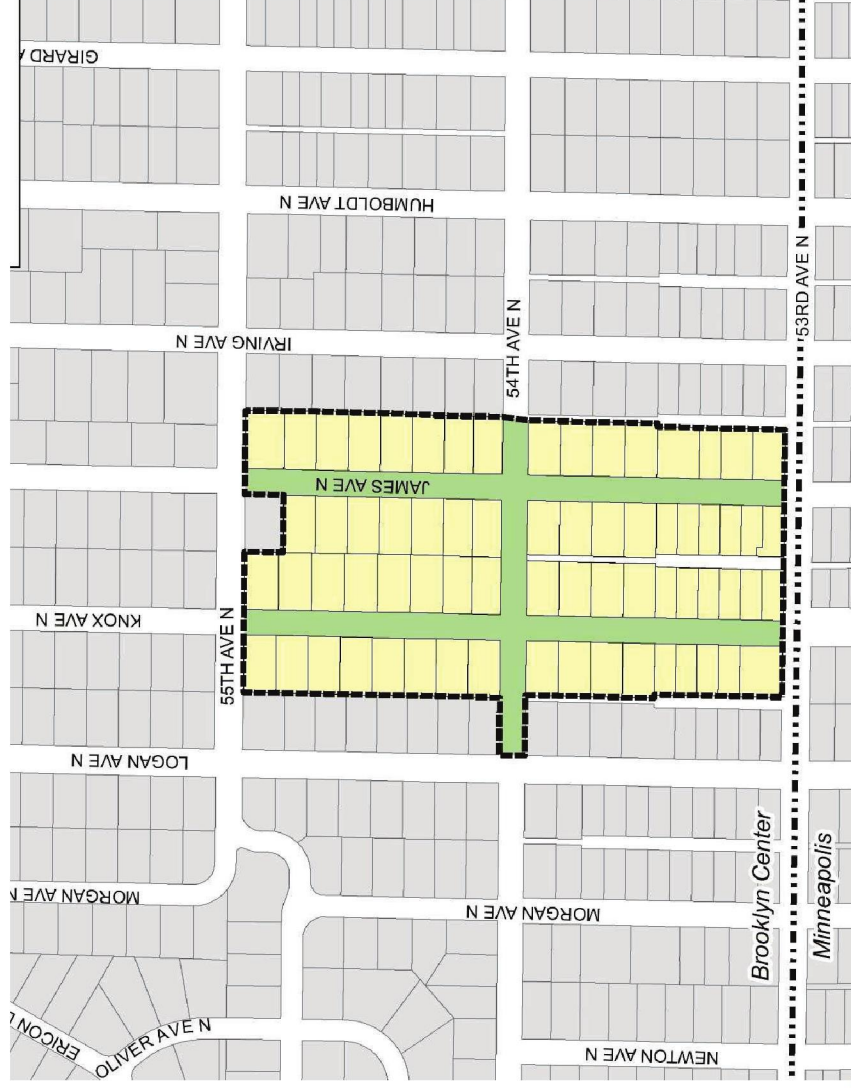
Project Planning

Project Evaluation

- Sanitary Sewer
 - Root intrusion, inflow and infiltration, sags, broken pipe
- Water Main
 - Corrosion, leaks, frozen water services, water quality, pipe material
- Storm Drainage
 - Local flooding, pavement preservation
- Streets, Sidewalks and Trails
 - Pavement deterioration, curb and gutter condition, sidewalk and trail system gaps
- Street Lights
 - Evaluate condition of lighting system



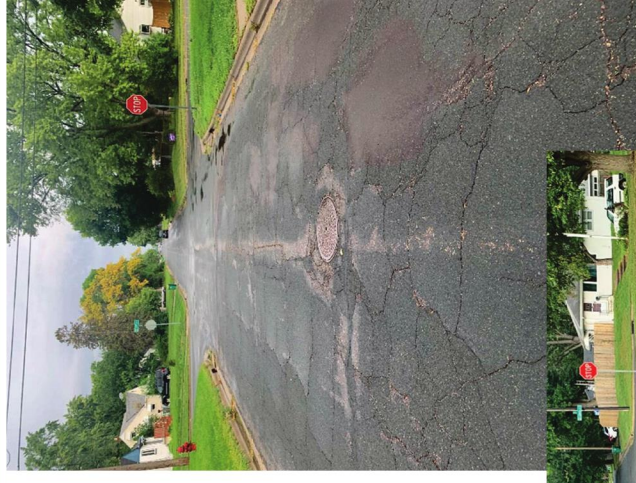
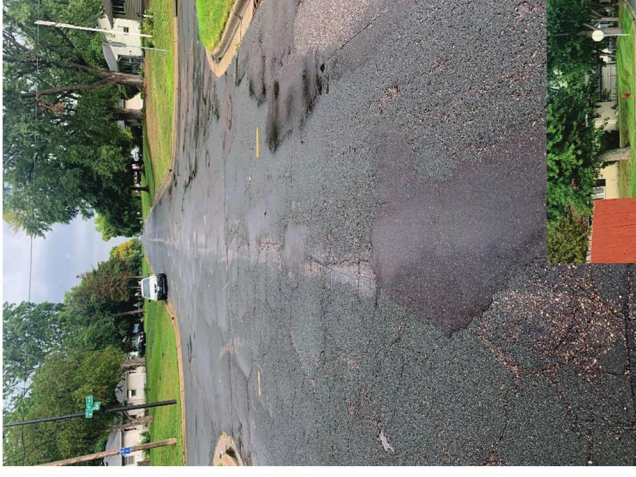
Knox, James and 54th Avenues Area Improvements



Street Improvements – Knox, James and 54th Avenues Area

Proposed Improvements

- Full Depth Pavement Replacement
- Spot Repair Curb and Gutter and Driveway Aprons
- Turf Restoration: Sod Where Impacted Due to Work
- Replacement of Gatevalves and Hydrants (moving parts)
- Replacement of Storm and Sanitary castings



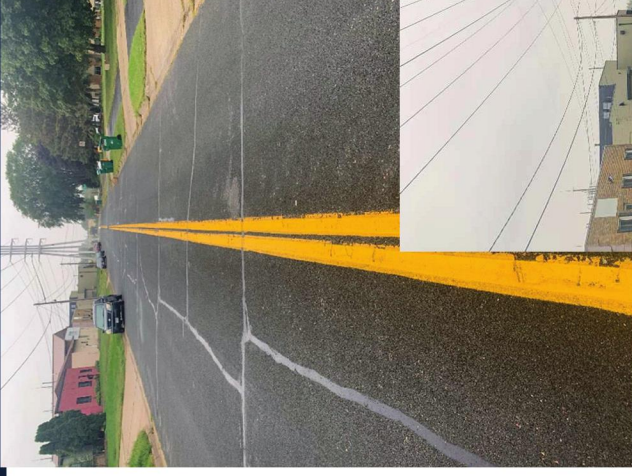
50th Avenue Improvements (France Ave to Drew Ave)



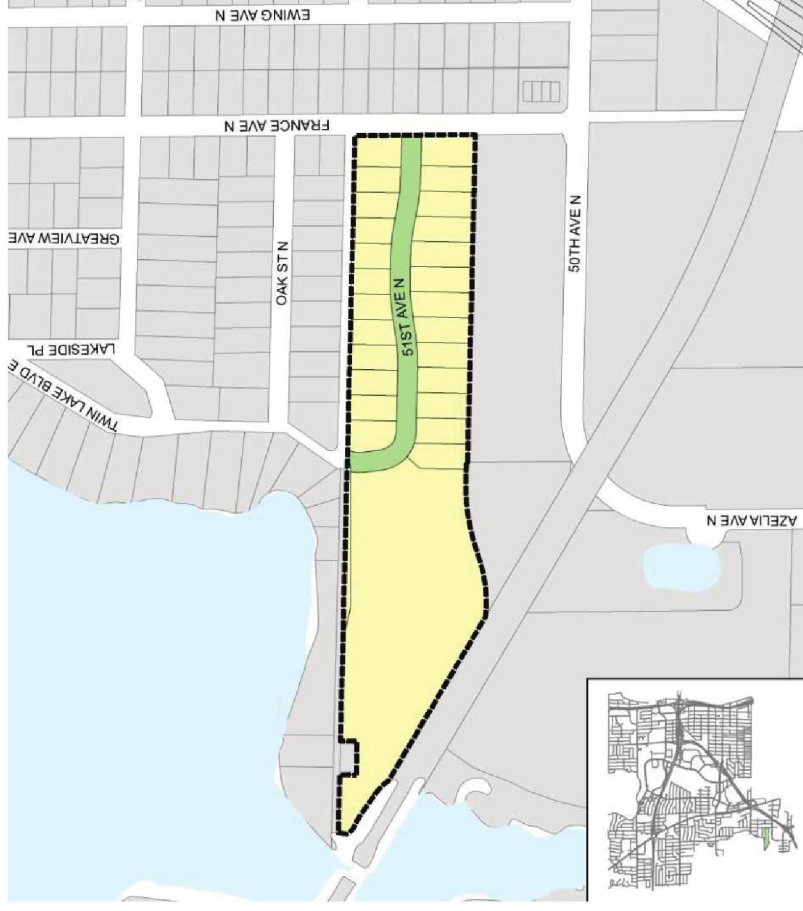
Street and trail Improvements – 50th Avenue Area

Proposed Improvements

- Full Depth Pavement Replacement
- Spot Repair Curb and Gutter and Driveway Aprons and where impacted by utility work
- Pedestrian Curb Ramps will be reconstructed at all cross streets with the Project
- Replace bituminous trail and the bottom portion of driveways to reduce the cross slope where feasible.
- Turf Restoration: Sod Where Impacted Due to Work
- Replacement of Watermain and components (moving parts)



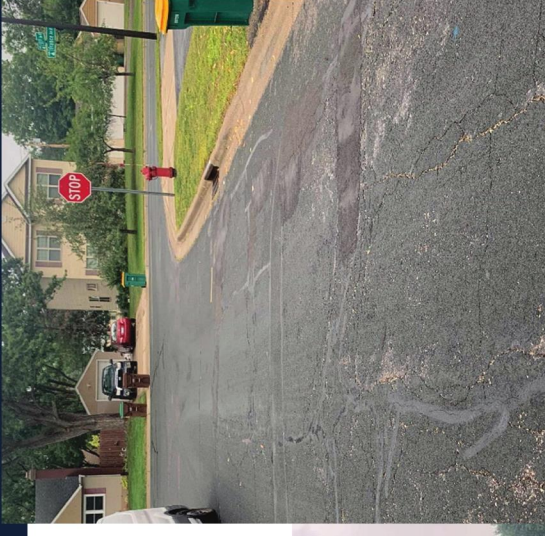
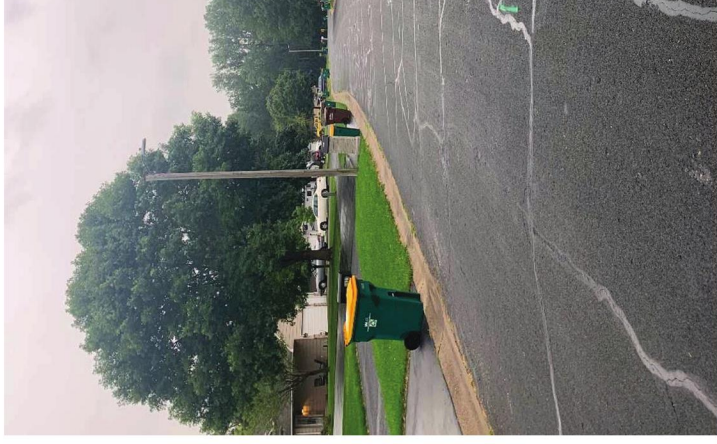
51st Avenue Improvements (Twin Lake Blvd to France Ave)



Street and trail Improvements – 51st Avenue Area

Proposed Improvements

- Full Depth Pavement Replacement
- Spot Repair Curb and Gutter and Driveway Aprons
- Pedestrian Curb Ramps will be reconstructed at all cross streets with the Project
- Replace bituminous trail and the bottom portion of driveways to reduce the cross slope where feasible.
- Turf Restoration: Sod Where Impacted Due to Work
- Replacement of Gatevalves and Hydrants (moving parts)



Project Summary

Location	PROJECT TYPE	SANITARY	STORM	WATER	LIGHTING	PAVEMENT
KNOX, JAMES, 54 TH AVE N	REHABILITATION	CASTINGS	SPOT REPAIRS	HYDRANTS, GATEVALVES	N/A	FULL DEPTH
50 TH AVE N	PARTIAL RECONSTRUCTION	SERVICES, CASTINGS	SPOT REPAIRS	FULL REPLACEMENT	N/A	FULL DEPTH
51 ST AVE N	REHABILITATION	CASTINGS	SPOT REPAIRS	HYDRANTS, GATEVALVES	2 LIGHT POLES	FULL DEPTH



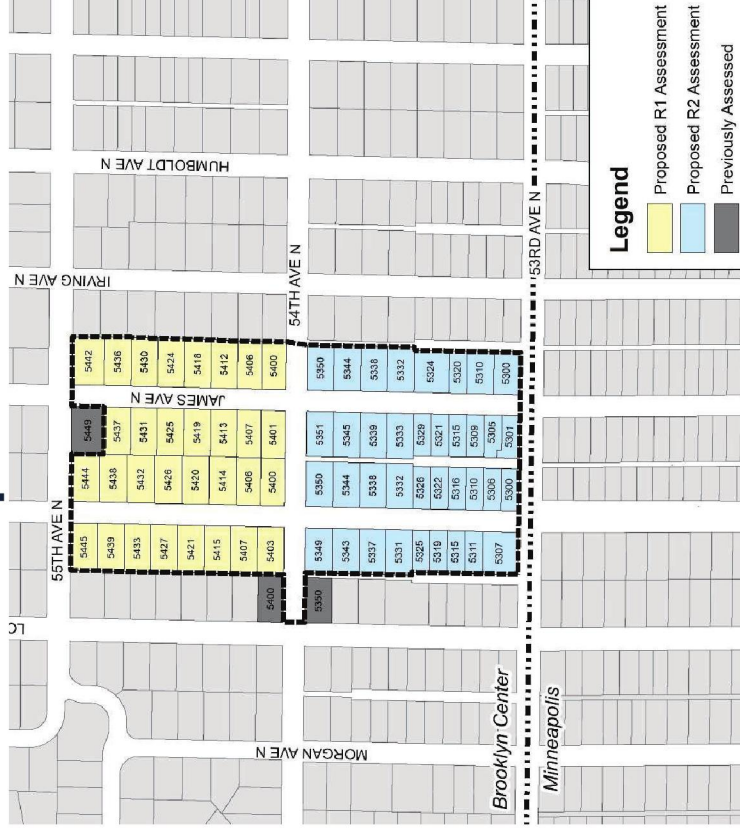
Preliminary Project Budget

	Knox, James, 54th		51st Ave N		50th Ave N	
	<u>Project Amount</u>	<u>Total</u>	<u>Project Amount</u>	<u>Total</u>	<u>Project Amount</u>	<u>Total</u>
Special Assessment	\$ 266,152.00	22.7%	\$ 97,850.00	25.8%	\$ 52,265.67	12.8%
Sanitary Sewer Utility	\$ 30,000.00	2.6%	\$ 10,000.00	2.6%	\$ 20,000.00	4.9%
Water Utility	\$ 100,000.00	8.5%	\$ 10,000.00	2.6%	\$ 160,000.00	39.0%
Storm Drainage Utility	\$ 250,000.00	21.4%	\$ 70,000.00	18.4%	\$ 40,000.00	9.7%
Street Light Utility Fund	\$ 0.00	0.0%	\$ 20,000.00	5.3%	\$ 0.00	0.00%
<u>Street Reconstruction Fund</u>	<u>\$ 523,848.00</u>	<u>44.8%</u>	<u>\$ 172,150.00</u>	<u>45.3%</u>	<u>\$ 137,734.33</u>	<u>33.6%</u>
Total	\$ 1,170,000.00	100%	\$ 380,000.00	100%	\$ 410,000.00	100%

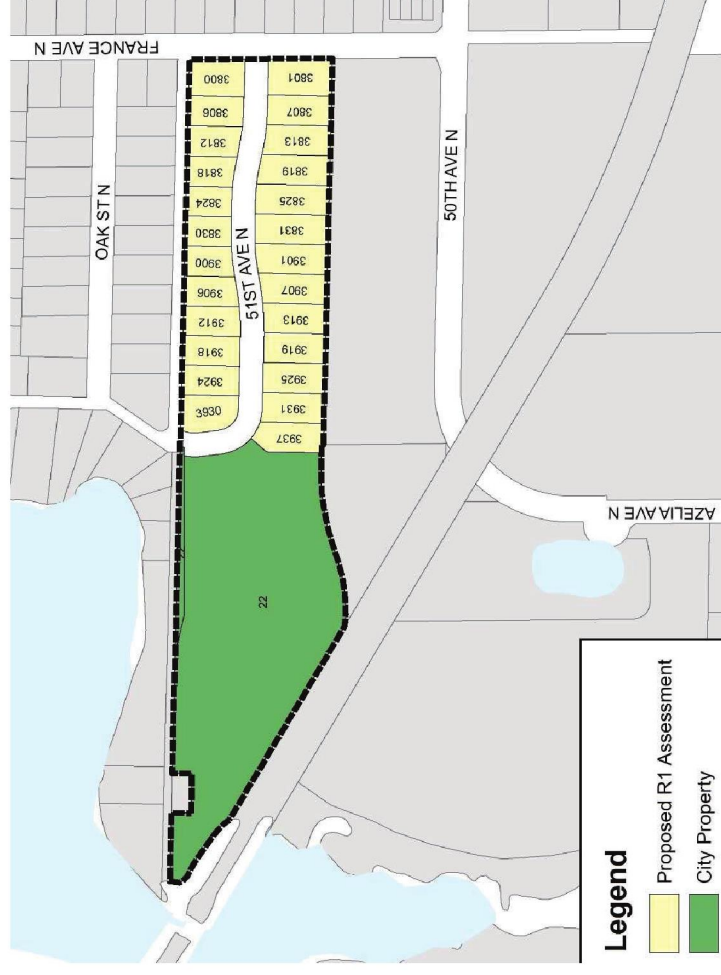
Note: These are only preliminary estimated amounts – these amounts will change. Costs and funding will be further updated and revised in the final design stage and bidding of the project.



Preliminary Assessment Area - Knox, James and 54th Avenues Area Improvements



Preliminary Assessment Area- 51st Avenue Improvements (Twin Lake Blvd to France Ave)



Preliminary Assessment Area - 50th Avenue Improvements (France Ave to Drew Ave)



Special Assessments - Estimated Amounts & Payment Options

The City has an Assessment Policy that outlines how street improvement projects are funded. Each year the City Council establishes assessment rates for residential and commercial zoned properties based on the City's Special Assessment Policy. It is anticipated that the assessment and interest rates will be adopted by the City Council at the November 14, 2022 Council Meeting. The following are estimated 2023 assessment amounts for properties zoned R1.

Assessment Rate for Full Depth Pavement Replacement Improvement Projects:

- Tentative 2023 Assessment Rates for R1 and R2 properties: Street assessment = **\$3,914 Per Property***
 - Estimated 6% increase from 2022 assessment rates
- 2023 Assessment Rates for C/I/R4 properties: based on acreage with a "A" zone rate and a "B" zone rate
- Tentative 2023 Interest Rate: 3.5% (same as 2022)

*For properties which may be legally subdividable into two or more lots, the assessment to be applied shall equal the maximum number of lots allowable times the unit R1 assessment

Payment Options:

1. Pay in full - No interest between April 15 & Sept. 30, 2023
2. Pay in full from Oct. 1 to Nov. 17, 2023 with interest from Oct. 1
3. Pay in installments with property taxes over a 10-year period starting in 2024
 - Partial prepayments cannot be accepted
 - If the project is approved an Assessment Reminder Letter will be sent
 - Deferral Questions: Contact Engineering at 763-569-3340



Estimated Payment Amount

Assessment Amount:		\$3,914.00	Partial Street Reconstruction, R1	
Assessment Interest Rate:		3.50%	(Full Depth Pavement Replacement)	
Assessment Term:		10 Years		
Year	Annual Payment	Principle	Interest	Balance
1	\$562.64	\$391.40	\$171.24	\$3,522.60
2	\$514.69	\$391.40	\$123.29	\$3,131.20
3	\$500.99	\$391.40	\$109.59	\$2,739.80
4	\$487.29	\$391.40	\$95.89	\$2,348.40
5	\$473.59	\$391.40	\$82.19	\$1,957.00
6	\$459.90	\$391.40	\$68.50	\$1,565.60
7	\$446.20	\$391.40	\$54.80	\$1,174.20
8	\$432.50	\$391.40	\$41.10	\$782.80
9	\$418.80	\$391.40	\$27.40	\$391.40
10	\$405.10	\$391.40	\$13.70	\$0.00
Totals:	\$4,701.70	\$3,914.00	\$787.70	

Note: These are only preliminary estimated amounts – these amounts will change dependent on when interest starts accruing. Approximate monthly payment ranges from \$34 - \$47.



Project Information

- Improvement Public Hearing (October 24, 2022)
- Newsletters (monthly during construction)
- Attention Flyers/Door Hangers (as needed)
- City Construction Coordinator
- Engineering Division:
 - Phone: 763-569-3340
 - publicworks@ci.brooklyn-center.mn.us



Recommended Action

1. *Motion to Open the public hearings concurrently*
2. *Motion to Close the public hearings.*
3. *Motion to Adopt Resolution Certifying Special Assessments for Diseased Tree Removal Costs to the Hennepin County Property Tax Rolls*
4. *Motion to Adopt Resolution Certifying Special Assessments for Weed Removal Costs to the Hennepin County Property Tax Rolls*
5. *Motion to adopt Resolution Certifying Special Assessments for Administrative Citations to the Hennepin County Property Tax Rolls*
6. *Motion to Adopt Resolution Certifying Special Assessments for Nuisance Abatement Costs to the Hennepin County Property Tax Rolls*



Conclusion

- Resident Survey Forms
- Questions



Knox, James and 54th Avenues Area
Improvements (2023-01)

50th Avenue Improvements (2023-02)

51st Avenue Improvements (2023-03)



Meeting Agenda

- Introductions
- Issues/Concerns
- History of Project
- Project
 - Plans
 - Costs
- Funding/Special Assessments
- Project Schedule
- Where do we go from here?



Input Opportunities

Purpose of this meeting is to inform and gather public input from YOU.

- Tell us/Phone us
- Write/Email us
- 1 on 1 or small group meetings
- Participate at the Public Hearing

Engineering Division: 763-569-3340 or publicworks@ci.brooklyn-center.mn.us



Issues/Concerns We Know About:

- Roadway Issues:
 - The bituminous surface is showing signs of deterioration such as lateral cracking throughout area and some potholes and some surface failure in locations
 - Some heaving/settling issues in the curb and gutter, driveway aprons and sidewalk panels.
 - Some utility castings in need of adjustment in the pavement
- Pedestrian Ramps need upgrading
- Irrigation systems adjacent to the curb
- Inconvenience (e.g. access, noise, etc.)

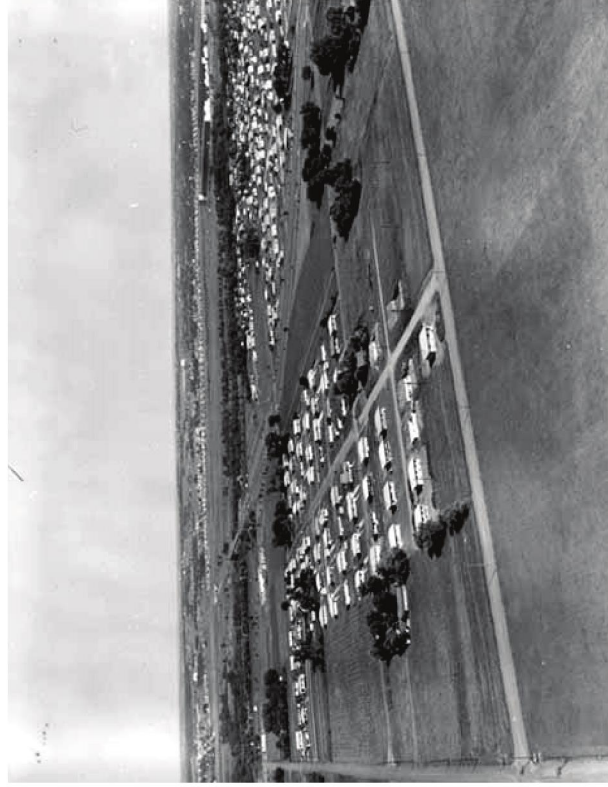


Issues/Concerns we do NOT know about:

- Please forward comments to us
 - Engineering Division: 763-569-3340
 - publicworks@ci.brooklyn-center.mn.us



Brooklyn Center Development Era

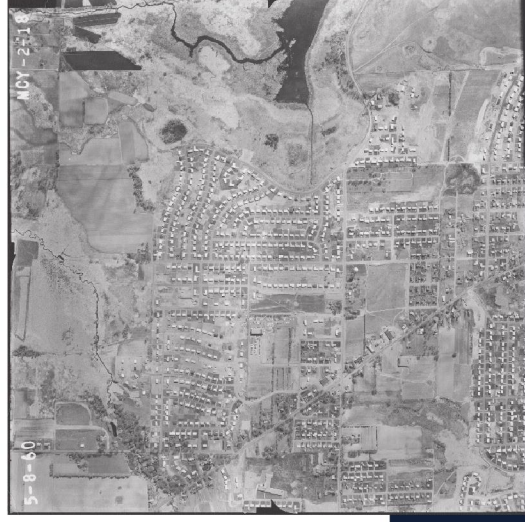


Fremont Avenue and 65th Avenue — Brooklyn Center
Minnesota Historical Society
Photograph 1956

Aerial 1945



Aerial 1960



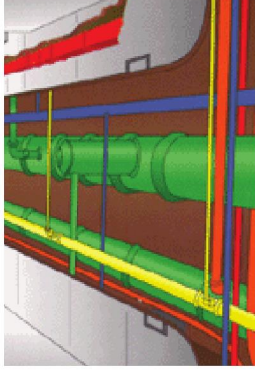
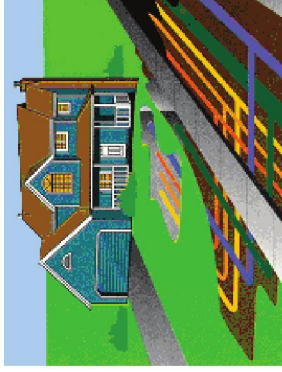
- City Initiated Program in 1993
- Reconstruct Aging Public Streets and Utilities
- Est. Cost 2023-2037 CIP: \$201.7 million



Municipal Infrastructure

City Infrastructure

- Street – 105 miles
- Water Main – 117 miles
- Sanitary Sewer – 106 miles
- Storm Sewer – 90 miles
- Sidewalks/Trails – 66 miles



Other Private Infrastructure

- Natural Gas
- Electric
- Telephone
- Cable TV
- Fiber Optic
- Transmission Lines

Project Planning

Project Evaluation

- Sanitary Sewer
 - Root intrusion, inflow and infiltration, sags, broken pipe
- Water Main
 - Corrosion, leaks, frozen water services, water quality, pipe material
- Storm Drainage
 - Local flooding, pavement preservation
- Streets, Sidewalks and Trails
 - Pavement deterioration, curb and gutter condition, sidewalk and trail system gaps
- Street Lights
 - Evaluate condition of lighting system

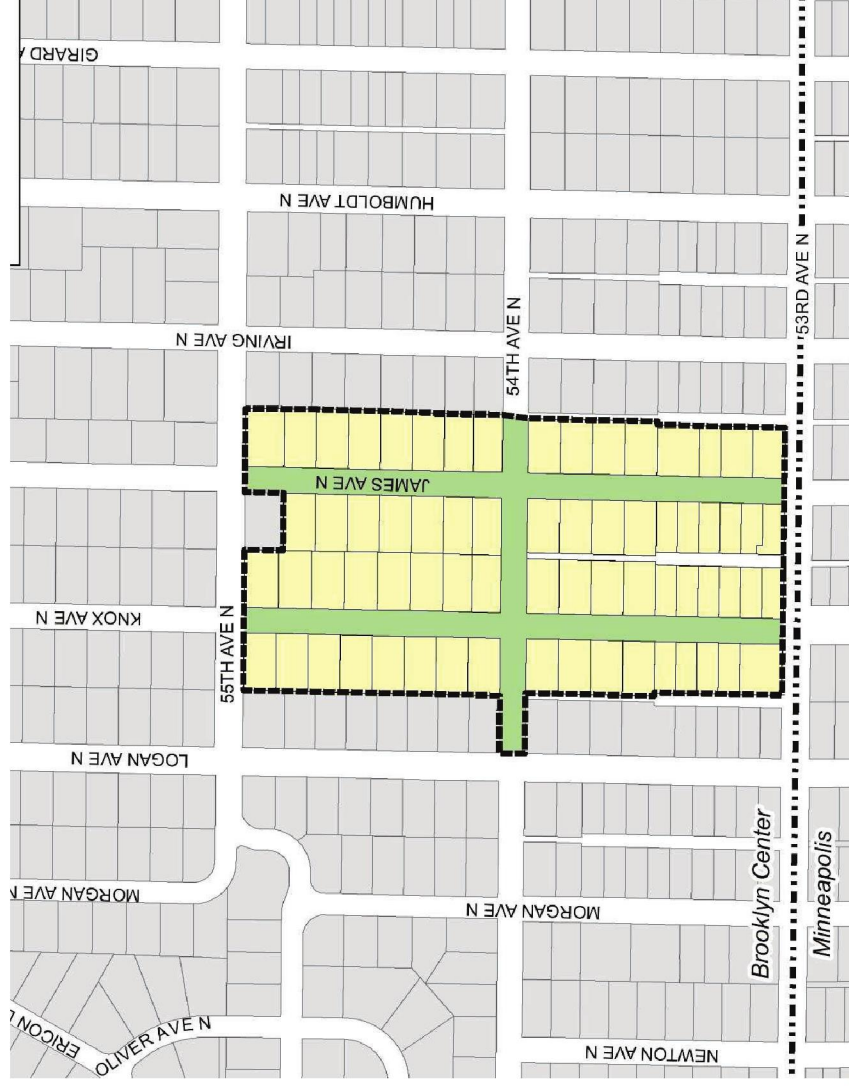


Public Right-of-Way

- Right-of-way and easements are dedicated to the public for construction and maintenance of streets and utilities
- Delineated on subdivision plats.
- Typical right-of-way width
 - 66' for 50th Avenue Area
 - 60' for 51st Avenue Area
 - 60' for Knox, James and 54th Area
 - Right-of-way edge is approx. 10'-20' beyond the edge of street pavement/ back of curb.



Knox, James and 54th Avenues Area Improvements



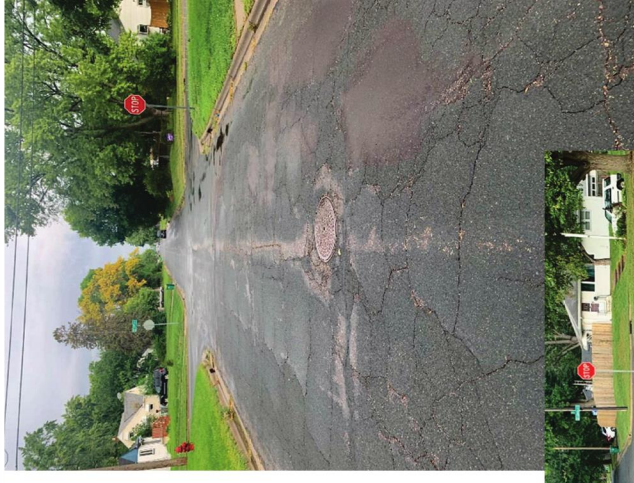
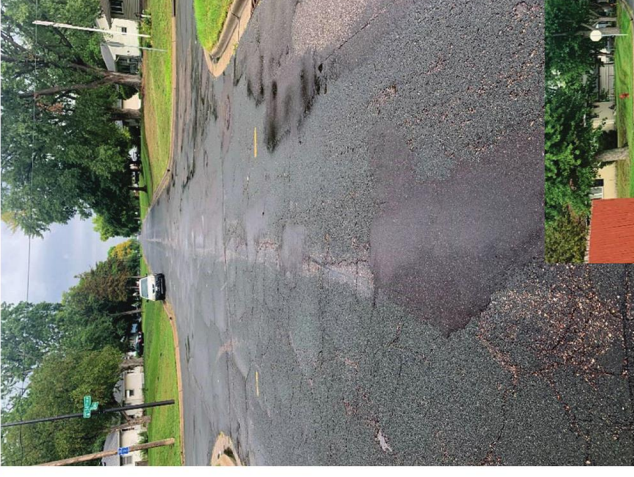
Utility Improvements – Knox, James and 54th Avenues Area

- Sanitary Sewer
 - Installed in 1994
 - 10" Polyvinyl Chloride (PVC)
 - Televised and in Good Condition
 - Replace castings with external seal
- Water Main
 - Installed in 1994
 - 6" Ductile Iron Pipe (DIP)
 - Hydrants and hydrant valves from 1965
 - 0 watermain breaks and 0 frozen water services
 - Replace valves and hydrants
- Storm Drainage
 - Installed in 1994
 - 12" – 18" Reinforced Concrete Pipe (RCP)
 - Televised and in Good Condition
 - Replace castings as needed
- Street Lighting
 - No Improvements are proposed
 - Existing street lights within the project area are either on multiuse poles that have overhead power service with cobra-head type LED light fixtures or Free-Standing Street Lights with Fiberglass Poles and LED light fixtures



Street Improvements – Knox, James and 54th Avenues Area

- Existing Conditions
 - Roadway reconstructed in 1994 with curb and gutter
 - Pavement Material Deterioration and lateral cracking throughout the project area
- Proposed Improvements
 - Full Depth Pavement Replacement
 - Spot Repair Curb and Gutter and Driveway Aprons
 - Turf Restoration: Sod Where Impacted Due to Work



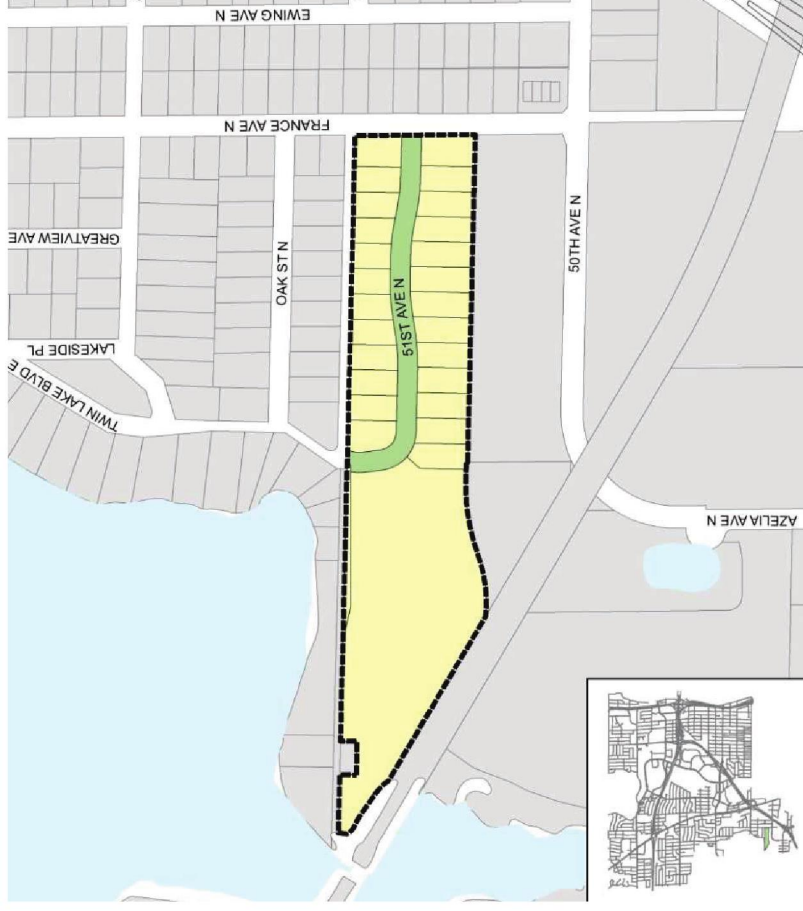
Preliminary Project Budget – Knox, James and 54th Avenues Area Improvements

	CIP – Est.	Percent
	<u>Project Amount</u>	<u>Total</u>
Special Assessments	\$ 266,152.00	22.7%
Sanitary Sewer Utility	\$ 30,000.00	2.6%
Water Utility	\$ 100,000.00	8.5%
Storm Drainage Utility	\$ 250,000.00	21.4%
<u>Street Reconstruction Fund</u>	<u>\$ 523,848.00</u>	<u>44.8%</u>
Total	\$ 1,170,000.00	100%

Note: These are only preliminary estimated amounts – these amounts will change. Costs and funding will be further updated and revised in the final design stage and bidding of the project.



51st Avenue Improvements (Twin Lake Blvd to France Ave)



Utility Improvements – 51st Avenue Area

- Sanitary Sewer

- Installed in 1990
- 8" Polyvinyl Chloride (PVC)
- Televised and in Good Condition
- Replace castings with external seal

- Water Main

- Installed in 1990
- 8" Ductile Iron Pipe (DIP)
- 0 watermain breaks and 0 frozen water services
- Replace valves and hydrants

- Storm Drainage

- Installed in 1990
- 15" – 21" Reinforced Concrete Pipe (RCP)
- Televised and in Good Condition
- Replace castings as needed

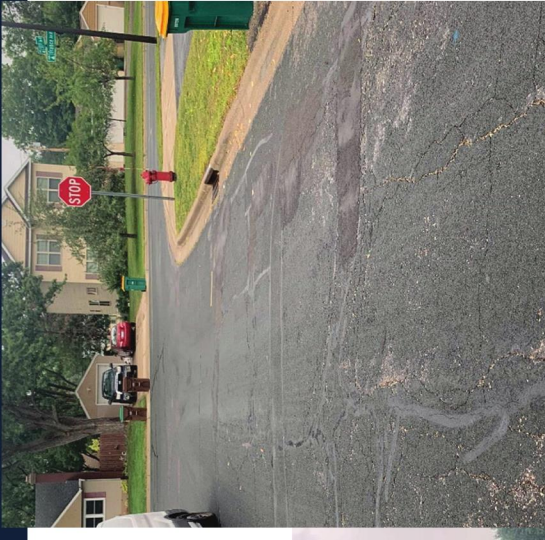
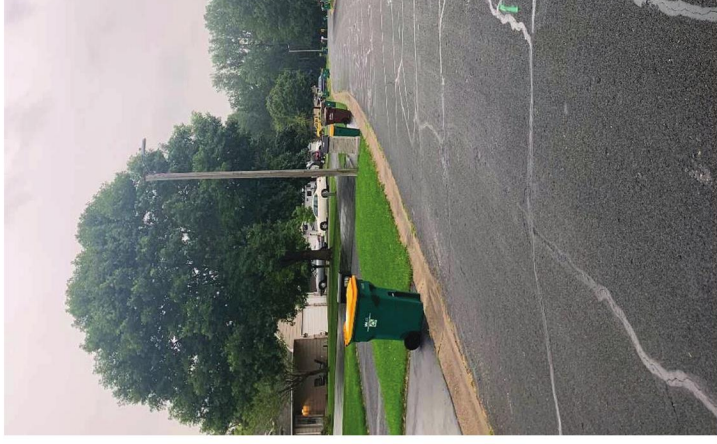
- Street Lighting

- 2 street lights on free standing wood poles
- Replace 2 Free-Standing Street Lights with Fiberglass Poles and LED light fixtures



Street and trail Improvements – 51st Avenue Area

- Existing Conditions
 - Roadway constructed in 1990 with curb and gutter
 - Pavement Material Deterioration and lateral cracking throughout the project area
 - Trail exists along the south side of 51st Ave is deteriorating and slopes exceed 5% in many area
- Proposed Improvements
 - Full Depth Pavement Replacement
 - Spot Repair Curb and Gutter and Driveway Aprons
 - Pedestrian Curb Ramps will be reconstructed at all cross streets with the Project
 - Replace bituminous trail and the bottom portion of driveways to reduce the cross slope where feasible.
 - Turf Restoration: Sod Where Impacted Due to Work



Preliminary Project Budget – 51st Avenue Improvements

	CIP – Est.	Percent
	<u>Project Amount</u>	<u>Total</u>
Special Assessments	\$ 97,850.00	25.8%
Sanitary Sewer Utility	\$ 10,000.00	2.6%
Water Utility	\$ 10,000.00	2.6%
Storm Drainage Utility	\$ 70,000.00	18.4%
Street Light Utility Fund	\$ 20,000.00	5.3%
<u>Street Reconstruction Fund</u>	<u>\$ 172,150.00</u>	<u>45.3%</u>
Total	\$ 380,000.00	100%

Note: These are only preliminary estimated amounts – these amounts will change. Costs and funding will be further updated and revised in the final design stage and bidding of the project.



50th Avenue Improvements (France Ave to Drew Ave)



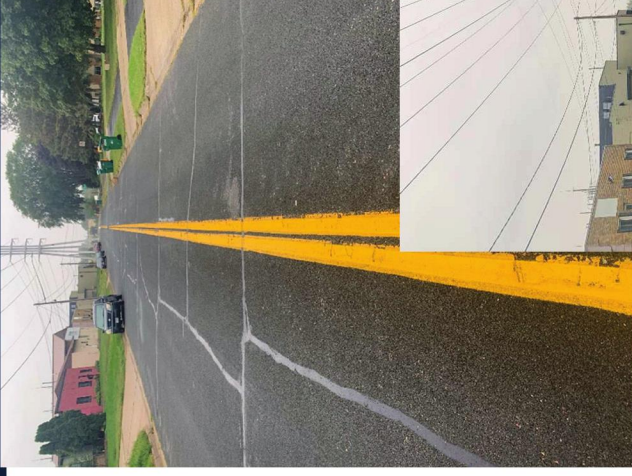
Utility Improvements – 50th Avenue Area

- Sanitary Sewer
 - Installed in 1955
 - 24" Reinforced Concrete Pipe (RCP)
 - Owned and maintained by the Metropolitan Council Environmental Services (MCES)
 - Adjust castings as needed
 - Replace service lines up to property line within streets
- Storm Drainage
 - Installed in 1988
 - 15" – 24" Reinforced Concrete Pipe (RCP)
 - Televised and in Good Condition
 - Replace castings as needed
 - Replace lateral storm sewer if impacted by utility work as needed
- Water Main
 - Installed in 1958 and 1966.
 - 8" and 10" Cast Iron Pipe (CIP)
 - 1 watermain breaks and 1 frozen water services
 - Complete Replacement of Water Main
 - Replace valves and hydrants throughout project area
 - Replace service lines up to property line, and new Curb Stops
 - Insulate services with previous freezing history
- Street Lighting
 - No Improvements are proposed
 - Existing street lights within the project area are on multiuse poles the have overhead power service with cobra-head type LED light fixtures



Street and trail Improvements – 50th Avenue Area

- Existing Conditions
 - Roadway reconstructed in 1988 with curb and gutter
 - Pavement Material Deterioration and lateral cracking throughout the project area
 - Trail exists along the north side of 50th Ave is deteriorating and slopes exceed 5% in many area
- Proposed Improvements
 - Full Depth Pavement Replacement
 - Spot Repair Curb and Gutter and Driveway Aprons and where impacted by utility work
 - Pedestrian Curb Ramps will be reconstructed at all cross streets with the Project
 - Replace bituminous trail and the bottom portion of driveways to reduce the cross slope where feasible.
 - Turf Restoration: Sod Where Impacted Due to Work



Preliminary Project Budget – 51st Avenue Improvements

	CIP – Est.	Percent
	<u>Project Amount</u>	<u>Total</u>
Special Assessments	\$ 52,265.67	12.8%
Sanitary Sewer Utility	\$ 20,000.00	4.9%
Water Utility	\$ 160,000.00	39.0%
Storm Drainage Utility	\$ 40,000.00	9.7%
<u>Street Reconstruction Fund</u>	<u>\$ 137,734.33</u>	<u>33.6%</u>
Total	\$ 410,000.00	100%

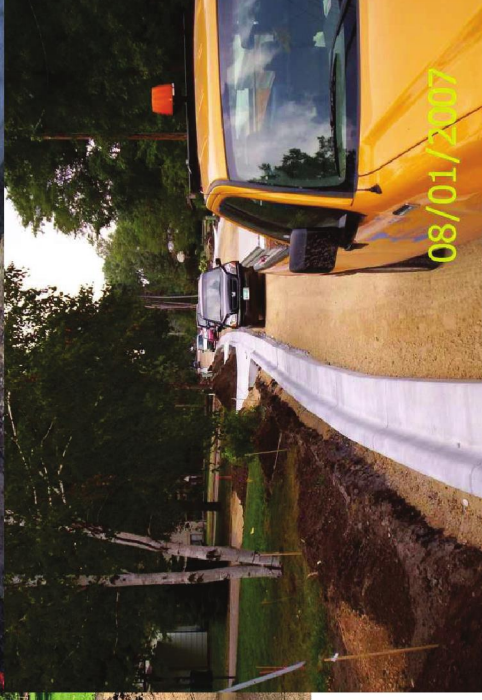
Note: These are only preliminary estimated amounts – these amounts will change. Costs and funding will be further updated and revised in the final design stage and bidding of the project.



During Construction



During Construction



During Construction - 51st Avenue Improvements and Knox, James and 54th Avenues Area Improvements

How long will the project last?

- The Full Depth Pavement Replacement projects can take up to a few months to complete.
- General Activities
 - Utility replacement
 - Curb and gutter replacements
 - Milling the roadway
 - Paving the roadway
 - There may be delay between activities

Will I lose water or sewer service during construction?

- Sanitary sewer service will not be interrupted during construction.
- Water service may have temporary water shutoffs and road closures while the hydrants and gate valves are being replaced. Notices will be provided in advance.



During Construction - 50th Avenue Improvements

How long will the project last?

- The project can take 2-3 months to complete.
- General Activities
 - Removals (existing pavement and misc. items)
 - Utility replacements
 - Curb and gutter replacements
 - Paving the roadway
 - Boulevard restoration

Will I lose water or sewer service during construction?

- Sanitary sewer service will not be interrupted during construction.
- A Temporary water system will be provided but some short term water disruptions may occur.
 - You will receive advance notices of these occurrences so that you can plan accordingly.



During Construction

Will I have access to my driveway?

- For the majority of the construction project you will have access to your driveway.
- However, the main interruption to access of your driveway will be if the concrete curb and gutter is replaced in front of your driveway. For this work, access to your driveway will not be available for approximately 7-10 days while the concrete cures.
- There may be other times when you will not have access to your driveway for limited periods during reconstruction of the existing roadway or trail section but generally driveways will be accessible by the end of the day

How will the Boulevard be repaired?

- Boulevards are disturbed due to street and utility repairs. Boulevards will be restored with new topsoil and sod.
- The contractor is responsible for watering of the new sod for 30 calendar days following installation, after which it is the property owner's responsibility.
- All residents will receive mailings notifying them of the end dates of the contractor's sod maintenance period, as well as tips on how best to care for new sod.



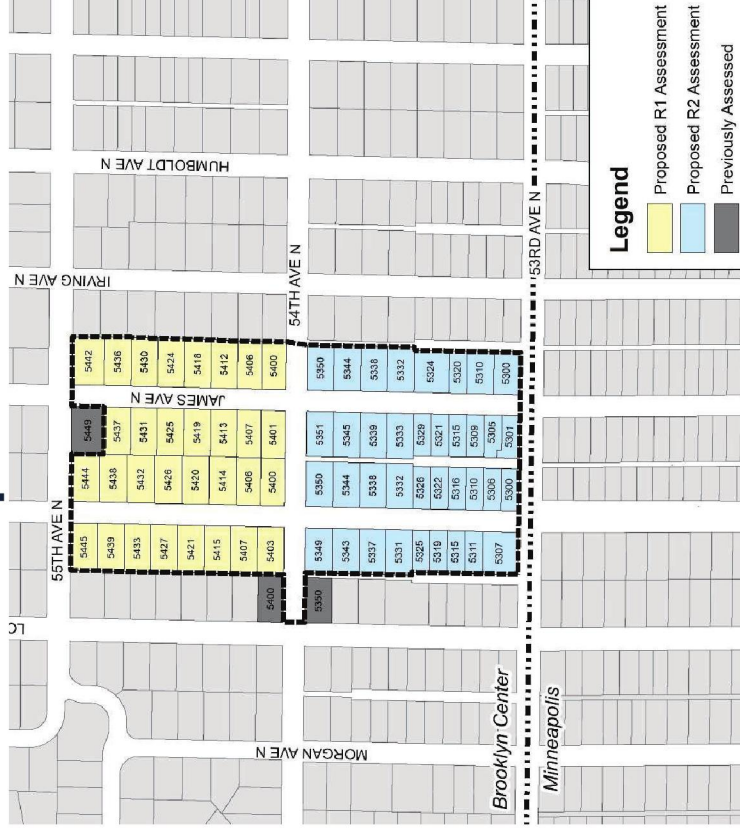
During Construction

What should I do if I have an issue or something seems odd?

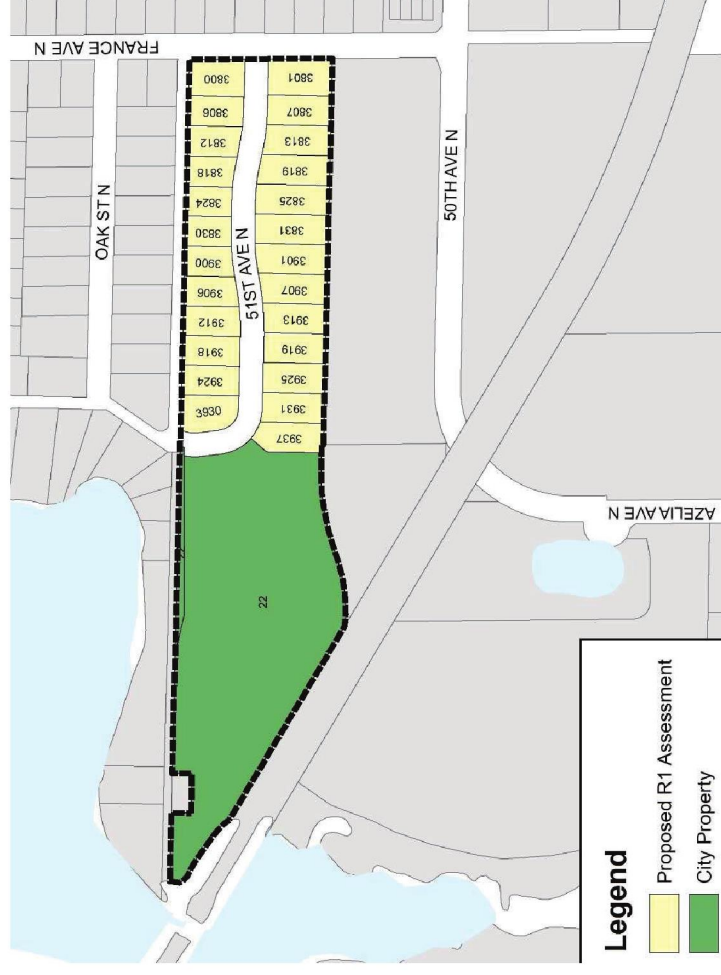
- Please contact the City engineering staff for assistance or to get your questions answered during construction.



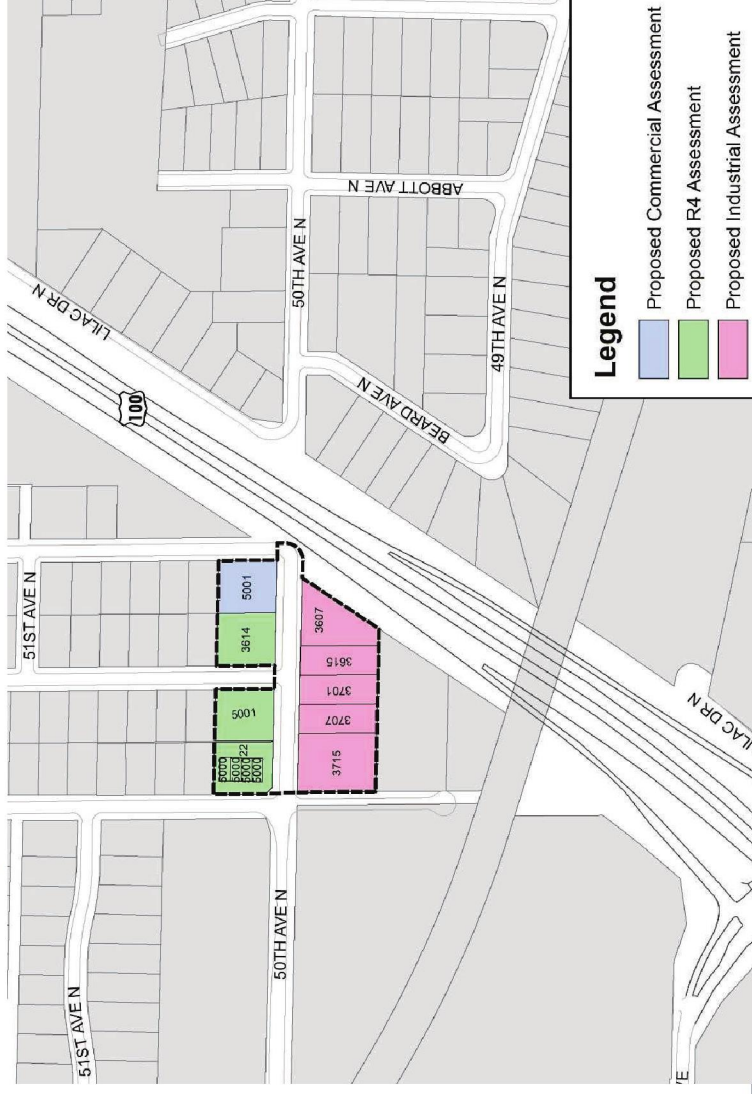
Preliminary Assessment Area - Knox, James and 54th Avenues Area Improvements



Preliminary Assessment Area- 51st Avenue Improvements (Twin Lake Blvd to France Ave)



Preliminary Assessment Area - 50th Avenue Improvements (France Ave to Drew Ave)



Special Assessments - Estimated Amounts & Payment Options

The City has an Assessment Policy that outlines how street improvement projects are funded. Each year the City Council establishes assessment rates for residential and commercial zoned properties based on the City's Special Assessment Policy. It is anticipated that the assessment and interest rates will be adopted by the City Council at the November 14, 2022 Council Meeting. The following are estimated 2023 assessment amounts for properties zoned R1.

Assessment Rate for Full Depth Pavement Replacement Improvement Projects:

- Tentative 2023 Assessment Rates for R1 and R2 properties: Street assessment = **\$3,914 Per Property***
 - Estimated 6% increase from 2022 assessment rates
- 2023 Assessment Rates for C/I/R4 properties: based on acreage with a "A" zone rate and a "B" zone rate
- Tentative 2023 Interest Rate: 3.5% (same as 2022)

*For properties which may be legally subdividable into two or more lots, the assessment to be applied shall equal the maximum number of lots allowable times the unit R1 assessment

Payment Options:

1. Pay in full - No interest between April 15 & Sept. 30, 2023
2. Pay in full from Oct. 1 to Nov. 17, 2023 with interest from Oct. 1
3. Pay in installments with property taxes over a 10-year period starting in 2024
 - Partial prepayments cannot be accepted
 - If the project is approved an Assessment Reminder Letter will be sent
 - Deferral Questions: Contact Engineering at 763-569-3340



Estimated Payment Amount

Assessment Amount:		\$3,914.00	Partial Street Reconstruction, R1	
Assessment Interest Rate:		3.50%	(Full Depth Pavement Replacement)	
Assessment Term:		10 Years		
Year	Annual Payment	Principle	Interest	Balance
1	\$562.64	\$391.40	\$171.24	\$3,522.60
2	\$514.69	\$391.40	\$123.29	\$3,131.20
3	\$500.99	\$391.40	\$109.59	\$2,739.80
4	\$487.29	\$391.40	\$95.89	\$2,348.40
5	\$473.59	\$391.40	\$82.19	\$1,957.00
6	\$459.90	\$391.40	\$68.50	\$1,565.60
7	\$446.20	\$391.40	\$54.80	\$1,174.20
8	\$432.50	\$391.40	\$41.10	\$782.80
9	\$418.80	\$391.40	\$27.40	\$391.40
10	\$405.10	\$391.40	\$13.70	\$0.00
Totals:	\$4,701.70	\$3,914.00	\$787.70	

Note: These are only preliminary estimated amounts – these amounts will change dependent on when interest starts accruing. Approximate monthly payment ranges from \$34 - \$47.



Preliminary Project Schedule

• <u>Neighborhood Informational Meeting</u>	<u>September 15, 2022</u>
• City Council Receives Feasibility Report	September 26, 2022
• Improvement Public Hearing/Order Plans	October 24, 2022
• Establish 2023 Assessment Rates	November 14, 2022
• Assessment Public Hearing/Certify Assessment Roll	December 12, 2022
• Approve Plans/Advertise for Bids	January 2023
• Accept Bids/Award Project	February/March 2023
• Begin Construction	Spring/Summer 2023
• Substantial Completion	October 2023



Project Information

- Improvement Public Hearing (October 24, 2022)
- Newsletters (monthly during construction)
- Attention Flyers/Door Hangers (as needed)
- City Construction Coordinator
- Engineering Division:
 - Phone: 763-569-3340
 - publicworks@ci.brooklyn-center.mn.us



Conclusion

- Resident Survey Forms
- Questions



Public Hearing on Proposed Improvements Woodbine Area Street and Utility Improvements (2022)



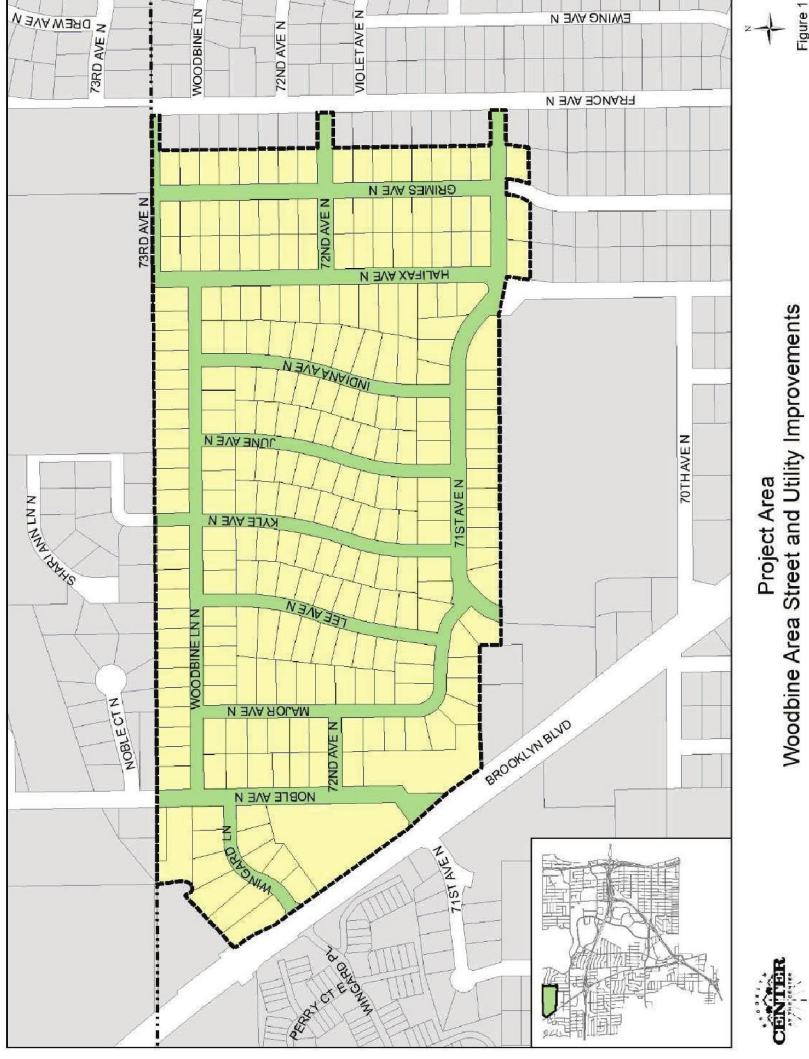
City Council Meeting, October 25, 2021
Mike Albers, City Engineer

Public Hearing to Order Improvements

- Woodbine Area Street and Utility Improvements, Improvement Project Nos. 2022-01, 02, 03 and 04
- Local public improvements to the City's infrastructure based on State of Minnesota Statute Chapter 429

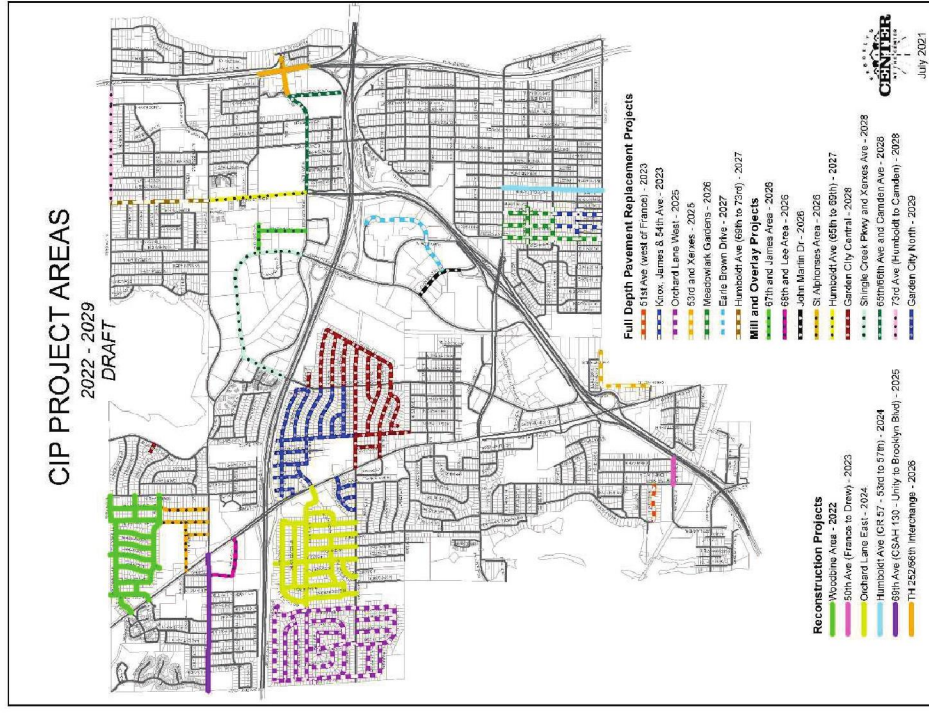


Woodbine Area Street and Utilities Improvements



Capital Improvement Program

- City Initiated Program in 1993
- Reconstruct Aging Public Streets and Utilities
- Est. Cost 2022-2036 CIP: \$187.5 million



Project Planning

Project Evaluation

- Sanitary Sewer
 - Root intrusion, inflow and infiltration, sags, broken pipe
- Water Main
 - Corrosion, leaks, frozen water services, water quality, pipe material
- Storm Drainage
 - Local flooding, pavement preservation
- Streets, Sidewalks and Trails
 - Pavement deterioration, curb and gutter condition, sidewalk and trail system gaps
- Street Lights
 - Evaluate condition of lighting system



A circular, textured object, possibly a globe or a piece of art, set against a dark, textured background. The object has a mottled, organic appearance with various shades of brown, tan, and black. It is positioned in the upper left quadrant of the page.

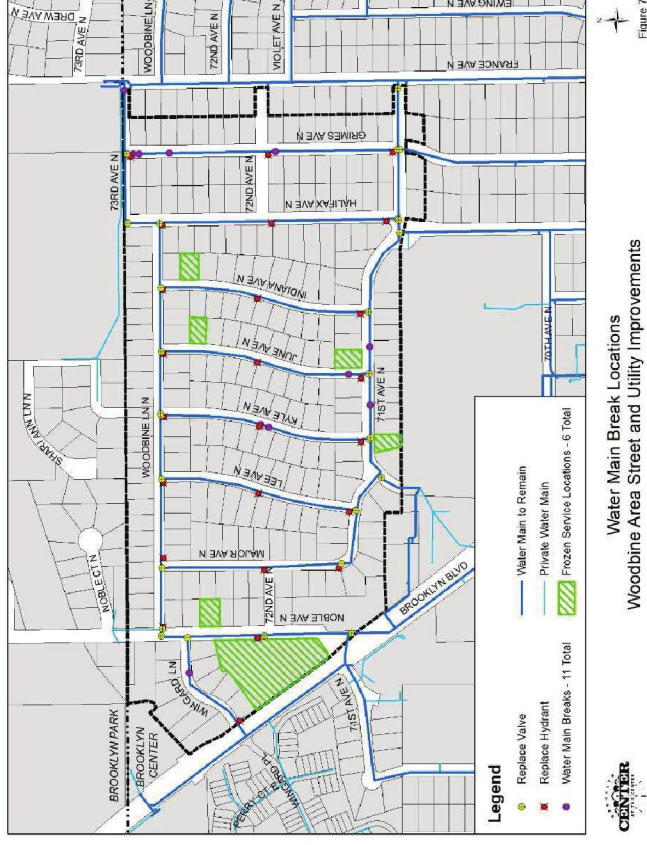
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Center for the Study of the Child, Youth, & Family

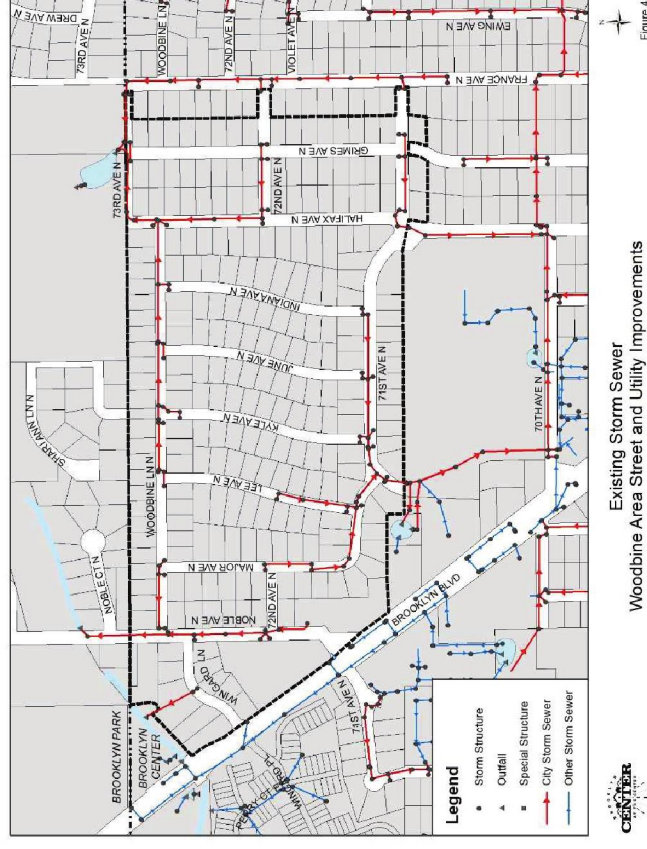
Utility Improvements: Water Distribution System

- Distribution System Installed in 1956-1959
 - 6" and 8" Cast Iron Pipe (CIP)
- Cast Iron Pipe in relatively good condition (couple issue areas)
- Proposed Improvements
 - Replace valves and hydrants throughout project area
 - Replace curb stops throughout the project area
 - Insulate services with previous freezing history



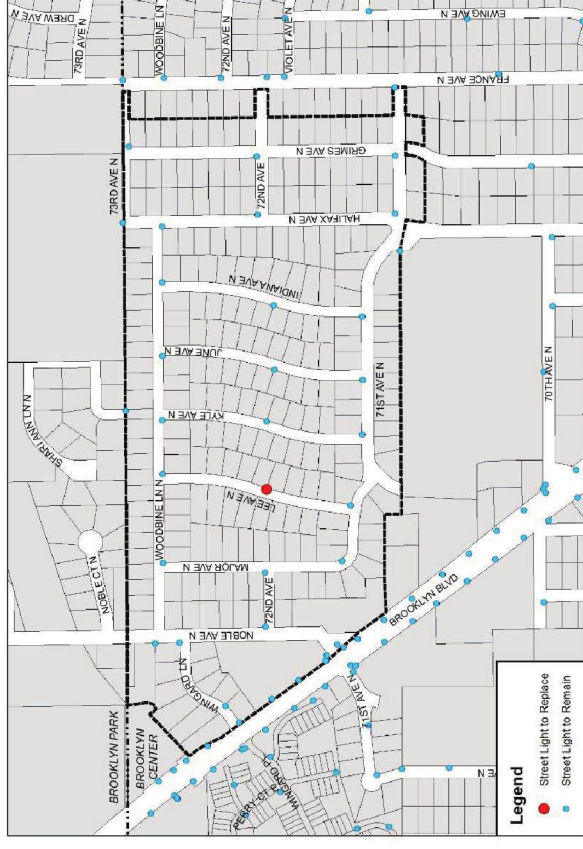
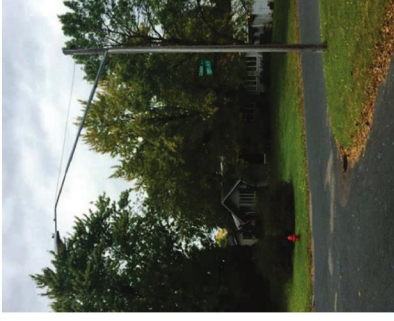
Utility Improvements: Storm Sewer System

- Existing storm sewer system is developed throughout neighborhood - Installed between 1958-1995
 - 12" - 36" Reinforced Concrete Pipe (RCP)
 - Pipe in relatively good condition
- Some standing water in gutters and at intersections
- Proposed Improvements
 - Replace storm castings as needed



Utility Improvements: Street Lighting

- 29 street lights within project area (combination of multi-use poles and free standing fiberglass poles)
 - Street lights have been converted to LED light fixtures where feasible
- 1 street light on free standing wood pole
- Proposed Improvements
 - Existing Lights on Multi-Use Poles or Free Standing Fiberglass Poles to Remain
 - Replace 1 Free-Standing Street Lights with Fiberglass Poles and LED light fixtures



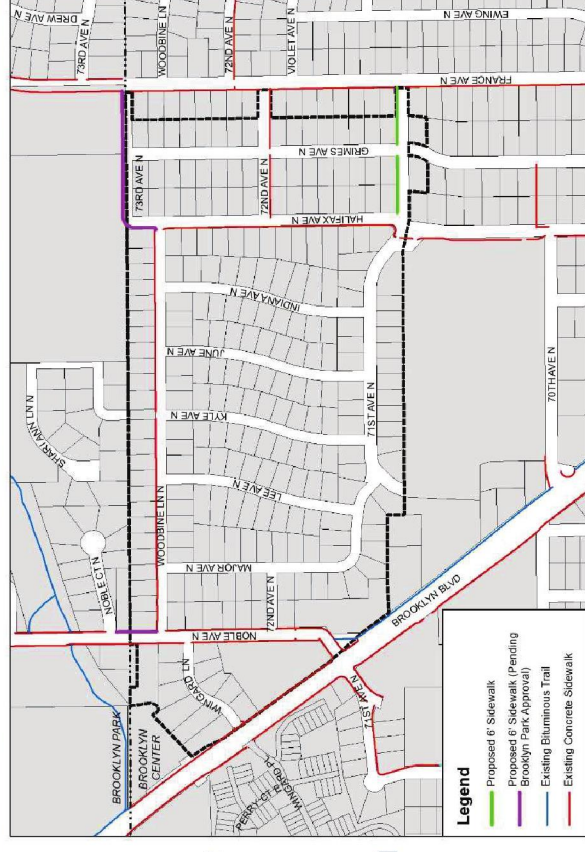
Street Improvements

- Roadway reconstructed in 1995. Most streets have concrete curb and gutter
- Subgrade (Foundation) Condition – good condition
- Some minor drainage issues
- Pavement Material Deterioration
- Proposed Improvements
 - Full depth pavement replacement
 - Spot repairs for curb & gutters and sidewalks



- Proposed Improvements
 - Spot repairs on existing sidewalks

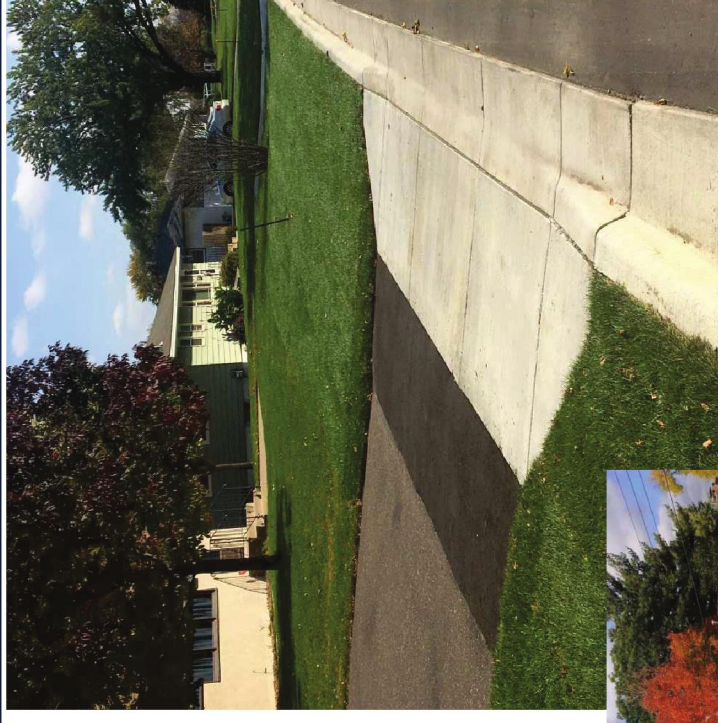
- 72nd Ave, Halifax Ave, Noble Ave and Woodbine Ln
- Pedestrian Curb Ramps will be reconstructed at all cross streets with the Project
- New 6' concrete sidewalk on north side of 71st Ave from Halifax Ave to France Ave (Identified gap per Safe Routes to School plan)
- Sidewalks which may be considered and coordinated with Brooklyn Park
 - Evaluate New 6' concrete sidewalk along the north side of 73rd Ave from Halifax Ave/Woodbine Ln to France Ave.
 - Evaluate New 6' concrete sidewalk along the east side of Noble Ave from Woodbine Ln to Noble Ct



Sidewalks and Trails

Restoration

- Driveways that are disturbed due to the street and utility repairs will be replaced.
- Disturbed boulevard areas will be restored with topsoil and sod.



During Construction



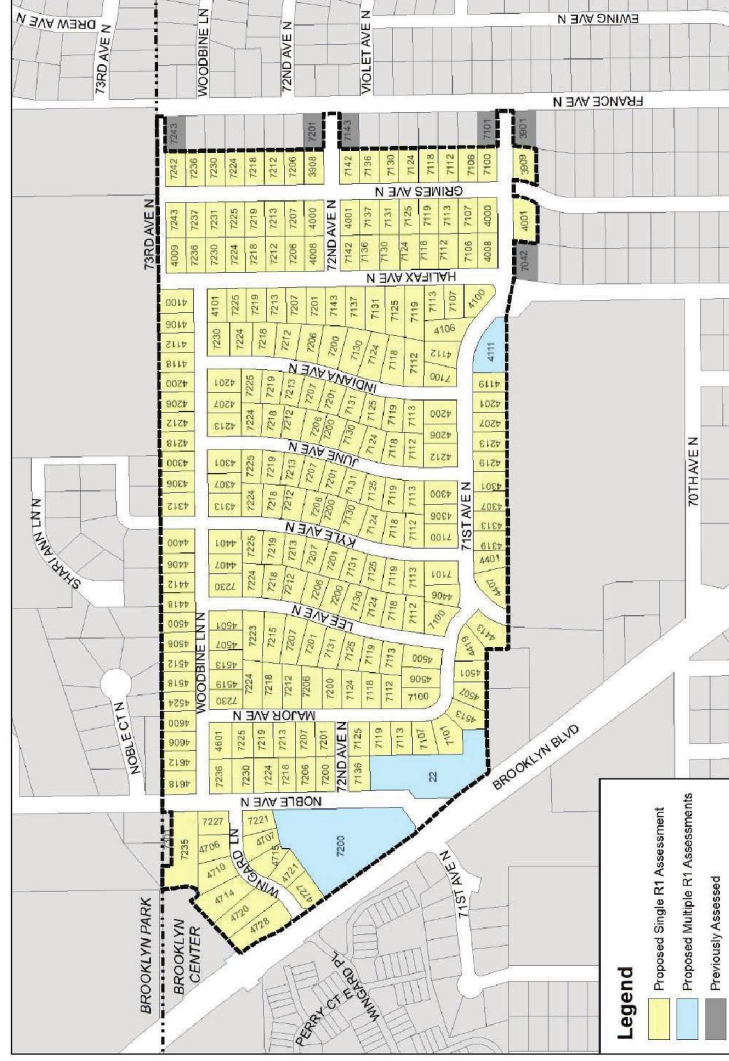
Preliminary Project Budget

	CIP – Est.	Percent
	<u>Project Amount</u>	<u>Total</u>
Special Assessments	\$ 959,358.00	13.7%
Sanitary Sewer Utility	\$ 990,000.00	14.1%
Water Utility	\$ 1,700,000.00	24.3%
Storm Drainage Utility	\$ 850,000.00	12.1%
Street Reconstruction Fund	\$ 2,280,642.00	32.6%
MSA Fund	\$ 200,000.00	2.9%
<u>Street Light Utility</u>	<u>\$ 20,000.00</u>	<u>0.3%</u>
Total	\$ 7,000,000.00	100%

Note: These are only preliminary estimated amounts – these amounts will change. Costs and funding will be further updated and revised in the final design stage and bidding of the project.



Preliminary Assessment Area



Assessment Map
Woodbine Area Street and Utility Improvements



Figure 8



Special Assessments - Estimated Amounts & Payment Options

The City has an Assessment Policy that outlines how street improvement projects are funded. Each year the City Council establishes assessment rates for residential and commercial zoned properties based on the City's Special Assessment Policy. It is anticipated that the assessment and interest rates will be adopted by the City Council at the November 8, 2021 Council Meeting. The following are estimated 2022 assessment amounts for properties zoned R1.

Assessment Rate for Full Depth Pavement Replacement Improvement Projects:

- Tentative 2022 Assessment Rates for R1 properties:
Street assessment = **\$3,777 Per Property***
 - Estimated 7% increase from 2021 assessment rates
- Tentative 2022 Interest Rate: 3.5% (Up 0.5% from 2021)

*For properties which may be legally subdividable into two or more lots, the assessment to be applied shall equal the maximum number of lots allowable times the unit R1 assessment

Payment Options:

1. Pay in full - No interest between April 15 & Sept. 30, 2022
 2. Pay in full from Oct. 1 to Nov. 18, 2022 with interest from Oct. 1
 3. Pay in installments with property taxes over a 10-year period starting in 2023
- Partial prepayments **can** be accepted.
 - If the project is approved an Assessment Reminder Letter will be sent
 - Deferral Questions: Contact Engineering at 763-569-3340



Estimated Payment Amount

Assessment Amount:		\$3,777.00	Partial Street Reconstruction, R1	
Assessment Interest Rate:		3.50%	(Full Depth Pavement Replacement)	
Assessment Term:		10 Years		
Year	Annual Payment	Principle	Interest	Balance
1	\$542.94	\$377.70	\$165.24	\$3,399.30
2	\$496.68	\$377.70	\$118.98	\$3,021.60
3	\$483.46	\$377.70	\$105.76	\$2,643.90
4	\$470.24	\$377.70	\$92.54	\$2,266.20
5	\$457.02	\$377.70	\$79.32	\$1,888.50
6	\$443.80	\$377.70	\$66.10	\$1,510.80
7	\$430.58	\$377.70	\$52.88	\$1,133.10
8	\$417.36	\$377.70	\$39.66	\$755.40
9	\$404.14	\$377.70	\$26.44	\$377.70
10	\$390.92	\$377.70	\$13.22	\$0.00
Totals:	\$4,537.14	\$3,777.00	\$760.14	

Note: These are only preliminary estimated amounts – these amounts will change dependent on when interest starts accruing. Approximate monthly payment ranges from \$33 - \$45.



Preliminary Project Schedule

• Neighborhood Informational Meeting	September 16, 2021
• City Council Receives Feasibility Report	September 27, 2021
• Improvement Public Hearing/Order Plans	October 25, 2021
• Establish 2021 Assessment Rates	November 8, 2021
• Assessment Public Hearing/Certify Assessment Roll	December 13, 2021
• Approve Plans/Advertise for Bids	January 2022
• Accept Bids/Award Project	February/March 2022
• Begin Construction	Spring/Summer 2022
• Tree Replacements	Fall 2022
• Substantial Completion	October 2022



Recommended Action

Public Hearing to Order Improvements – 4/5 Vote to Pass

- Motion to open Public Hearing to Order Improvements
- Take public input on the improvements
- Motion to close the Public Hearing
- Consideration of comments and motion to adopt resolution Ordering Improvements and Authorizing Preparation of Plans and Specifications



**Council/EDA Work
Session**

City Hall Council Chambers
October 24, 2022

AGENDA



ACTIVE DISCUSSION ITEMS

1. Purchasing Policy

PENDING LIST FOR FUTURE WORK SESSIONS

1. Upcoming Items
 - City Attorney RFP Process
 - Grant Discussion
 - Strategic and Outcomes Plans for years 2023-2025
 - Review Special Assessment Policy/Franchise Fees
 - Emerald Ash Borer Policy Review
 - Community-Wide Survey
 - Memorial Policy

Council/EDA Work Session

DATE: 10/24/2022

TO: City Council

FROM: Dr. Reggie Edwards, City Manager

THROUGH: N/A

BY: Dr. Reginald Edwards, City Manager

SUBJECT: Purchasing Policy

Requested Council Action:

Background:

As requested, here is the current purchasing policy. This will be the initial discussion of this item.

Budget Issues:

Antiracist/Equity Policy Effect:

Strategic Priorities and Values:

Resident Economic Stability, Safe, Secure, Stable Community, Operational Excellence

ATTACHMENTS:

Description	Upload Date	Type
Purchasing Policy	10/20/2022	Backup Material



City of Brooklyn Center

Minnesota

Purchasing Policy

Adopted: 5/1996

Updated: 7/2000, 8/2008,
4/25/2016, 12/2017, 8/2018, 4/2019, 10/2019

City of Brooklyn Center Purchasing Policy

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- 2. POLICY**
- 3. PROCEDURES**
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 - b. Federal Grants
 - c. Invoices
 - d. Accepting Delivery
 - e. Payment of Bills
 - f. Municipal Contracting Law
 - g. Routine Transactions
 - h. Splitting of Contracts
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 - j. Bonds
 - k. Capital Purchases
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 - q. Technology Expenses
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 - s. Billing Address
 - t. Conflicts of Interest
 - u. Sales Tax Exemptions
 - v. Use of City Funds to Purchase Food, Beverages and Related Supplies
- 4. PURCHASE ORDERS**

APPENDIX A: AUTHORIZED EMPLOYEES

APPENDIX B: PETTY CASH PROCEDURES

APPENDIX C: CREDIT CARD POLICY

1. PURPOSE

Assure that all purchases are made in accordance with the laws of the State of Minnesota, the City Charter, City ordinance, and other policies of the City of Brooklyn Center. The policy will provide uniform purchasing procedures within the City's departments. Also to allow the City Manager adequate controls over purchasing functions which are well established and adhered to, and which also may be modified by the City Manager as needed for efficient operations within the organization.

2. POLICY

Disbursements must be properly authorized, appropriately classified within the City's chart of accounts, and accurately recorded in the financial system.

3. PROCEDURES

a. Authorization

Authorized employees for approving purchases are identified in Appendix A of this policy.

Quick Reference – Authorization Thresholds	
< \$1,000	May be approved by authorized purchaser
\$1,000 - \$9,999	Department Head approval of invoice
\$10,000 - \$24,999	Purchase order required with Department Head preapproval of purchases, 2 quotes required or purchased through a cooperative purchasing program, Department Head approval of invoice
\$25,000 - \$174,999	Purchase order required with Department Head preapproval of purchase, 2 quotes required or purchased through a cooperative purchasing program, Department Head & City Manager approval of invoice
> \$175,000	Formal bidding process

Purchases less than \$1,000

Authorization: Invoices of \$1,000 or less may be approved by any of the authorized employees as identified in Appendix A of this policy.

Purchases between \$1,000 and \$9,999

Authorization: Invoices must be approved by the Department Head.

If the amount of the purchase is estimated to be \$10,000 or less, quotations are not required. However, if the purchase is made upon quotation, it will be based on at least two quotations which will be kept on file for a period of at least one year after their receipt. Purchases from a cooperative purchasing program do not require quotations.

Purchases between \$10,000 and \$24,999

Authorization: Purchase orders are required for all purchases in excess of \$10,000 prior to the placement of any order for goods, services, training, repairs, service calls, etc. It is acceptable to use an estimate of the cost of goods and services when filling out a purchase order. All purchases greater than \$10,000 must be preapproved by the Department Head. Invoices in excess of \$10,000 must be approved by the Department Head.

Purchases between \$10,000 and \$24,999 may be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase when possible, unless it can be shown that the product or service is only available from one source, or purchased through a cooperative purchasing program. All quotations should be submitted to Finance with the purchase order, or when applicable retained by the department, and will be kept on file for a period of at least one year after receipt thereof.

Purchases between \$25,000 and \$174,999

Authorization: Purchase orders are required for all purchases in excess of \$25,000 prior to the placement of any order for goods, services, training, repairs, service call, etc. It is acceptable to use an estimate of the cost of goods and services when filling out a purchase order. All purchases greater than \$25,000 must be preapproved by the Department Head and City Manager. Invoices in excess of \$25,000 must be approved by the Department Head and City Manager.

Purchases between \$25,000 and \$174,999 may be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, unless it can be shown that the product or service is only available from one source, or purchased through a cooperative purchasing program. All quotations should be submitted to Finance with the purchase order, or when applicable retained by the department, and will be kept on file for a period of at least one year after receipt thereof.

Contracts or purchases over \$175,000

Authorization: Formal bidding process is required. Invoices over \$175,000 must be approved by the Department Head and City Manager prior to payment.

All purchases covered by the Uniform Municipal Contracting Law, over \$175,000 require preparation of formal bids and specifications. Bids must be advertised in the City's legal newspaper at least 10 days in advance of the last day for the submission for the bids. Advertising for bids must be coordinated with the City Clerk.

The contract is awarded by Council resolution upon recommendation by City Manager. With limited exceptions, all contracts for the purchase of supplies, materials or equipment must be rewarded to the lowest responsible bidder.

b. Federal Grants

Under the Uniform Grant Guidance competitive quotations will be required for all federally funded purchases over \$10,000. If competitive quotations do not occur, the purchaser must document one of the following exceptions; the item is available only from a single source, an emergency will not allow a delay from competitive solicitation, or the federal awarding agency authorizes noncompetitive proposals in writing.

The City will follow the requirements for allowable costs/cost principles that are contained in the A-102, OMB A-133 (2 CFR section 200.302(b)(7)).

The City will follow the requirements for cash management that are contained in the A-102, OMB Circular A-133 (2 CFR section 200.302(b)(6)).

c. Invoices

Finance will forward original or electronic copy of original invoices received to the Department Head or authorized staff member for approval of final payment. Original invoice or electronic copy of original invoice with approval must be returned to the Finance Department. Departments will be responsible for the proper account coding and a short description of the invoice.

d. Accepting Delivery

Before accepting delivery, the department receiving the goods or services must determine that the purchase received reflects the order, that they are in a good, usable condition and that the correct quantity is present. If a receiving slip is included, it must be reviewed for these factors before it is signed.

e. Payment of Bills

Payment of all bills will be on a schedule and procedure established by the Finance Director. Currently invoices are required to be delivered to the Finance Department on Friday afternoon for processing with the payments made the following Thursday. Invoices must be processed and submitted to Finance in order to be paid within 35 days of the invoice date, in compliance with State Statutes, unless the invoice is in dispute. Departments should notify the Finance Department of any invoices in dispute and the dispute should be documented on the invoice or accompanying the invoice (this can be done through a notes field attached to an electronic copy of the invoice). Payments, prior to department approval, may be authorized by the Finance Director on a case by case basis, if it is determined to be advantageous to receive early payment discounts or to avoid late penalties.

f. Municipal Contracting Law

The City should follow Minnesota State Statute 471.345 Uniform Municipal Contracting Law when entering into any agreement for the sale or purchase of supplies, materials, equipment or the rental thereof, or the construction, alteration, repair or maintenance of real or personal property. For construction projects that are competitively bid, responsible contractor laws must be followed which require contractors to meet certain minimum criteria to be eligible to be awarded a construction contract.

g. Routine Transactions

Routine transactions, as defined by the Finance Director, such as utility bills and insurance payments will be processed and approved by the finance department.

h. Splitting of Contracts

Authorization and bidding requirements cannot, and shall not, be avoided by splitting a contract into several contracts, each of which is below the minimum amount requiring bids. For example, the City cannot purchase \$250,000 of lumber in several transactions, each involving an expenditure of less than \$175,000. If there are questions about whether a contract may be split into several contracts, the City Manager must be consulted.

i. Cooperative Purchasing Programs

A municipality may contract for the purchase of supplies, materials, or equipment without regard to the competitive bidding requirements of this section if the purchase is through a municipal

association's purchasing alliance or cooperative created by a joint powers agreement that purchases items from more than one source on the basis of competitive bids or competitive quotations.

The City of Brooklyn Center encourages participation with the State of Minnesota, Hennepin County or other governmental agencies in cooperative purchasing where the result of the purchase is in the best interest of the City.

j. Bonds

The City will follow state law for contractors bonds which are required for projects as stated in MN Statutes 574.26. The City Manager may require performance bonds for purchase of equipment, where there is an extended length of time between the order and completion and delivery of the equipment.

k. Capital Purchases

Capital equipment and improvements should be included in the annual budget. Purchases of capital equipment and improvements that were not included in the budget or additional funds are needed that exceed \$1,000 require approval by the City Manager prior to the purchase. It is recommended that this is completed through a signed purchase order.

l. Emergency Purchases

In the event of an emergency, where there are extenuating conditions that need to be addressed immediately, the City Manager must be informed, and will make the determination on how to proceed.

m. Liquor Store

The City will routinely purchase merchandise for resale in our off-sale liquor operations. Inventory purchases must be approved by the Liquor Operations Manager. Inventory levels will be reviewed on a monthly basis, with inventory minimum and maximum goals defined by the Liquor Operations Manager in accordance with market best practices. A listing of approved vendors will be maintained by BC Liquor, the vendor list shall be approved by the Liquor Operations Manager and Finance Director.

n. Expense Reimbursement

Employee expense reimbursements, including mileage and meals, are to be reimbursed by submitting forms specific to those expenses to the Finance Department.

o. Budgetary Compliance

All departments, divisions and operations of the City of Brooklyn Center must follow purchasing procedures. Purchases must be made in accordance with the adopted budget. Charges or expenditures which may be in excess of your division's appropriated budget must have prior approval by the City Manager. It is recommended that this is completed through a signed purchase order.

p. General Office Supplies

General office supplies will be coordinated by the Finance Department. Supplies should be ordered through the designated supply vendor, unless a lower priced vendor is available,

limitations will be made for each department.

q. Technology Expenses

Expenditures for Technology (computers, etc.), must be made in accordance with the City's Information Technology Policy. Expenditures for technology not made by the Information Technology Department must be pre-approved by Information Technology Department. It is recommended that this is completed through a signed purchase order. Purchases and rentals of technology equipment for clients of the Earle Brown Heritage Center do not require prior approval from the Information Technology Department.

r. Central Garage

Expenditures for capital equipment (purchases, repairs & maintenance, etc.), that are not made by the Central Garage Department must be pre-approved by Central Garage Department. It is recommended that this is completed through a signed purchase order.

s. Billing Address

When the vendor ships the product, the vendor must invoice the City. You can inform the vendor that the shipping address is separate from the billing address so products are shipped to the proper location. The billing address for invoices is the City of Brooklyn Center attention Finance Department. Invoices may also be directly emailed to the Finance Department using the email address ap@ci.brooklyn-center.mn.us. Unless invoices are attached to products for delivery, all invoices must be directed to the Finance Department, not an individual office or person.

t. Conflicts of Interest

Employees are required to provide notice to the Finance Director of any conflicts of interest prior to entering into transactions on behalf of the City. No employee, officer, or agent must participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediately family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the City must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

u. Sales Tax Exemptions

Most City purchases are exempt from State sales tax. Vendors should be notified of this exemption when making a purchase and each vendor should be provided a Certificate of Exemption (ST3 Form).

v. Use of City Funds to Purchase Food, Beverages and Related Supplies

Circumstances exist when the use of City funds for these items in connection with the conducting of official business of the City is justified. It is recognized that clear guidelines need to be established defining the types of purchases that are allowed. Food and beverages purchased from City Funds (that do not fall under the policy for personnel expense reimbursement related to travel) must be authorized by a Department Head, purchases over \$500 must be authorized by the City Manager or Deputy City Manager in the City Manager's absence. All purchases should be supported with an itemized receipt and sufficient description of the event.

The following situations will be considered for approval:

- a. Coffee, refreshments, and modest snacks for meetings that are open to the public, for example, Neighborhood Meetings, Association of Responsible Management (ARM), etc.
- b. When staff are required to arrive before or stay beyond their regular working time to respond to unusual or emergency events.
- c. When training sessions continue through meal times and cannot be scheduled at an alternative time
- d. City sponsored recognition or events
- e. Support and promote grant programs, and which are paid for from grant funds
- f. Any other expenditure for coffee, refreshments, or related supplies that the City Manager has issued prior approval

The following will not be considered for approval and would be considered unauthorized purchases:

- a. Any alcoholic beverage of any kind
- b. Coffee, food, or refreshments purchased in the course of normal daily employee business
- c. Coffee, food, or refreshments purchased for any departmental or division meetings

Public Purpose Expenditures

For an expenditure of public funds to qualify as a lawful expenditure a public purpose must exist. Specific or implied authority for the expenditures must arise out of a statute or from the city's charter. This chart sets forth criteria to help determine the validity of a public expenditure, an expenditure that does not affirmatively meet all the following questions may not represent a proper public expenditure:

Test	Answer	Public expenditure NOT authorized	Public expenditure authorized
1. Does a statute or charter provision specifically or implicitly authorize the specific expenditure?	Yes		✓
	No	✓	
2. Does the expenditure benefit the community as a whole?	Yes		✓
	No	✓	
3. Is the expenditure directly related to the functions of government?	Yes		✓
	No	✓	
4. Does the expenditure have as its primary objective the benefit of a private interest?	Yes	✓	
	No		✓

4. Purchases of food, beverages, and related supplies that are not authorized by this policy must be reimbursed to the City by the employee who made the purchase.

PURCHASE ORDERS

Purchase orders may be used for any purchase, but are required for all purchases in excess of \$10,000. It is recommended that purchase orders are used for any purchase which requires documented pre-approval. When used the following procedures are recommended:

- a. Information which must be completed on the purchase order is the date; company where goods will be purchased; program (five digit activity) number; account number (four digit); quantity; general description of purchase; and cost or estimated cost of purchase. All purchase orders must be completed and signed by authorized personnel in each department (please see Section 5 of this policy).
- b. The white copy of the purchase order goes to the vendor when necessary. Purchase orders are forwarded to the Finance Department.
- c. The Public Works Garage and EBHC divisions have the option of holding their purchase orders until invoices are received at their divisions. The Public Works Garage and EBHC will then attach purchase orders to the proper invoice, code and forward to Finance for bill payment.

The following is a list of positions that are authorized by the City Manager to purchase goods or services for the City within the requirements of the Purchasing Policy.

Administration

- *City Manager
- *Assistant City Manager
- Information Technology Manager
- Human Resources Director
- City Clerk
- Human Resources Specialist
- Communications Coordinator

Community Development

- *Community Development Director
- Deputy Director of Building & Community Standards
- Housing Community Standards Supervisor
- Administrative Assistant
- Planning & Zoning Specialist
- Business & Workforce Development Specialist

Community Activities, Recreation & Services (CARS)

- *Community Activities, Recreation & Services Director
- Program Supervisor(s)
- Administrative Assistant
- Golf Course Superintendent
- Maintenance Supervisor
- Earle Brown Heritage Center Director
- Earle Brown Heritage Center Secretary/Billing Clerk
- Earle Brown Heritage Center Operations Director
- Earle Brown Heritage Center Sales Director
- Earle Brown Heritage Center Maintenance

Fiscal & Support Services

- *Fiscal and Support Services Director
- Assistant Finance Director
- Accountant
- Account Technician II
- Utility Billing Technician
- Liquor Operation Manager
- Liquor Store Manager(s)
- Assistant Store Manager
- Liquor Store Office Assistant

Fire

*Fire Chief

Deputy Fire Chief

Administrative Coordinator

Police

*Chief of Police

Commander(s)

Administrative Assistant

Support Services Manager

Public Works

*Director of Public Works

City Engineer

Assistant City Engineer

Project Engineer

Engineering Technician

Public Works Administrative Assistant

Deputy Director of Public Works

Supervisor of Streets and Parks

Supervisor of Public Utilities

Administrative Technician(s)

**Denotes Department Head*

The City has petty cash available for minor purchases made out of pocket by the employee. All departments, divisions, and operations of the City must follow the petty cash procedures. The maximum amount of petty cash one can be reimbursed is \$30. The following are authorized to maintain a system of petty cash: City Clerk, EBHC Manager, Recreation Director, and Police Chief or Police Chief's designee. Original receipts are required to obtain petty cash reimbursement.

1. Petty Cash Procedures - Employee Reimbursement

For purchases over \$30, employees must submit a voucher to the Finance Department for reimbursement. For purchases under \$30, employees may be reimbursed using the petty cash procedures outlined below from the City Clerk or their department's custodian of petty cash:

- a. An employee requesting petty cash reimbursement must submit the original receipt to the custodian of petty cash. **Petty cash will be reimbursed to a maximum of \$30.00.**
- b. The petty cash receipt (provided by the custodian) must be completed including the description of the item, amount, date, account number, received by signature and approved by signature. **The employee must provide the account number.**
- c. The receipt of petty cash is stapled to the original receipt.
- d. The employee is reimbursed the requested amount.

2. Petty Cash Procedures – Petty Cash Account

- a. The custodian of the petty cash shall at all times have a record of the total cash entrusted to him/her.
- b. The cash on hand and the receipts accepted from employees shall at all times equal the total.
- c. Cash shall never be removed from the petty cash account for any reason other than to reimburse employees who have submitted complete and proper receipts.
- d. The custodian will periodically balance the cash account and submit the receipts to the Finance Department for reimbursement. All receipts for expenses and petty cash must be reconciled for December 31st.

AUTHORIZED PETTY CASH ACCOUNTS AS OF January 1, 2018

City Clerk	\$200.00
Police Administration	\$130.00
Community Center	\$100.00
Earle Brown Heritage Center	\$200.00

APPENDIX C: CREDIT CARD USE POLICY

Adopted 09/19/2007

Revised 3/24/2014, 4/25/2016, 1/1/2018, 10/2019

Authorized Account Holders

The City will issue credit cards to the following positions:

City Manager
City Clerk
City Manager's Designee
Chief of Police
Public Works Director
Community Activities, Recreation & Services Director
Earle Brown Heritage Center Director
Recreation Program Supervisor
Finance Director
Assistant City Manager
Community Development Director
Fire Chief

Staff authorized by the City's Purchasing Policy to purchase on behalf of the City may make charges to a City issued credit card by contacting one of the authorized account holders for account information. Staff that are not authorized account holders as identified in this policy, shall not retain credit card information or make purchases using a City issued credit card without prior approval from an authorized account holder.

The Finance department will be responsible for establishing, updating, and closing all City issued credit card accounts. The credit limit on these accounts will be established individually, based on an appropriate level of need, not to exceed \$5,000. The credit limit on these accounts will be in accordance with the City's Purchasing policy.

Upon termination of employment with the City, the City issued credit card will be returned to the Finance Department on or before the employee's last day of employment.

Use of City Issued Credit Cards

Purchases using a City issued credit card authorized by this policy include those purchases that cannot readily be made through the City's normal vendor payment process, as outlined in the City's Purchasing Policy. These items include, but are not limited to: airline and hotel accommodations for authorized conferences and training, training and conference registrations, purchases made over the internet for items that cannot be purchased by other means or for cost savings, and purchases or rentals of equipment that

require immediate payment (i.e., delivering and retrieving election equipment from voting places).

City issued credit cards are to be used for authorized City purchases only. No personal use of the City issued credit card is allowed. No single purchase shall be made on a City issued credit card that exceeds the credit limit available on that card.

Documentation for Purchases

The billing statement from the credit card issuer does not contain sufficient information to document a purchase made. Appropriate documentation is required for all purchases to verify compliance with this policy and the City's Purchasing Policy.

A copy of the invoice or receipt for payment must be included to verify the amount charged on the card. Receipts from vendors that only list the total charged are not considered sufficient documentation. The receipt must identify all products or services purchased, shipping charges, and sales tax. A printed confirmation of an internet purchase may be sufficient to comply with this requirement. If an invoice is not immediately available, the invoice must be forwarded to the Finance department when it becomes available and another form of documentation must accompany the original charge.

**Note: Use tax will be added to any item that would be subject to sales tax if purchased in Minnesota. Card users should ensure that the proper tax rate is used when a vendor collects sales tax for Minnesota, 6.875%. For purchases that are exempt from sales tax, the City is required to provide the vendor with a completed Minnesota Certificate of Exemption (ST3 Form). The City is not required to pay local sales tax, such as the Hennepin County Stadium sales tax of 0.15% or the Minneapolis Stadium sales tax of 0.5%. (The zip code 55430 includes property in both Brooklyn Center and Minneapolis, so some vendors may incorrectly charge the Minneapolis sales tax.) However, the City is required to pay any special sales tax, such as a hospitality tax charged on hotel or dining within another City or County.*

The budget account to which the purchase should be charged must accompany all documentation included with each statement. Staff may contact the Finance Department with questions on the appropriate account codes.

Any meals charged to a City issued credit card should include an explanation of those in attendance and the purpose of meeting held.

In any instance where a product or service purchased with a City issued credit card is returned or canceled the transaction must be refunded to the credit card account.

Review and Payment of City Issued Credit Card Statements

All credit card statements will be reviewed by the Finance Department for compliance with this policy. Additional documentation may be requested from a card user to ensure compliance with this policy and the City's Purchasing Policy.

Payment of the outstanding balance of City issued credit cards will typically be made through the City's

normal vendor payment process, however, the Finance Department reserves the right to pay the credit card bill outside the normal vendor payment process if necessary to avoid finance charges. Upon receiving the monthly credit card statement, account holders should match credit card charges with supporting documentation to ensure all charges have been accounted for. The documentation shall be forwarded to the Finance department within 5 business days from when the current statement is received, to ensure prompt payment and to avoid finance charges.

The Finance Department will periodically review the use of the City issued credit cards to determine if accounts can be established with vendors where repetitive purchases are made. If an account has been established with a vendor, all purchases should be made through that process, unless extenuating circumstances exist.

Unauthorized Purchases/Noncompliance with Policy

Personal use of the City issued credit card is prohibited.

Each card holder will be responsible for ensuring that purchases made with their card comply with this policy and the City's Purchasing Policy. Purchases that do not comply with this policy, or that are not approved by the City Council, may become the personal responsibility of the card holder and/or purchaser.

Not covered under this policy

This policy does not restrict the use of personal credit cards for purchases/payments eligible for reimbursement from the City in accordance with the City's Purchasing Policy.

Additional Retail Credit Card Accounts

In addition to the City credit card accounts the City has credit cards with the following vendors:

Home Depot

Sam's Club

A list of cardholders is maintained by the Finance Department for these accounts. After a purchase is made the receipt/purchase order should be approved, coded and sent to the Finance Department to reconcile with the monthly bill.

Council/EDA Work Session

DATE: 10/24/2022

TO: City Council

FROM: Dr. Reggie Edwards, City Manager

THROUGH: N/A

BY: Dr. Reginald Edwards, City Manager

SUBJECT: Upcoming Items

Requested Council Action:

- City Attorney RFP Process
- Grant Discussion
- Strategic and Outcomes Plans for years 2023-2025
- Review Special Assessment Policy/Franchise Fees
- Emerald Ash Borer Policy Review
- Community-Wide Survey
- Memorial Policy

Background:

Budget Issues:

Antiracist/Equity Policy Effect:

Strategic Priorities and Values: