



**New Brighton Equity Commission
Agenda
Upper Level | Conference Room
New Brighton City Hall 803 Old Hwy 8 NW, New Brighton , MN
6:30 PM November 20, 2025**

Members of the Equity Commission will attend the meeting in person unless eligible to attend remotely per MN Stat. 13D.02.

To participate in this meeting, members of the public may:

- **Attend the meeting in person.**
- **Watch the meeting electronically.** Tune into CTV Channel 8023 (CenturyLink) or Channel 16 (Comcast). To observe the meeting as a livestream or a webcast, visit NBMN.info/View-A-Meeting

I. Call to Order and Roll Call

Chair Kami Miller	Commissioner Carlos Herrera
Vice Chair Cathy Forbes	Commissioner Michael Postle
Commissioner Kisten Thompson	Commissioner Melissa Spiess
Commissioner Ellen Weber	Commissioner Sophie Jung
Commissioner Liz Erstad-Hicks	

II. Approval of Agenda

III. Approval of Past Minutes

- a. October 16, 2025

IV. Business Items

- a. Discussion on Parks & Recreation Scholarship Program & Childcare Limitations
- b. Overview of Housing Policy Action Steps

V. City Staff Update

VI. Chair Update

VII. City Council Update

VIII. Adjournment

a. Next Meeting: December 18, 2025



MINUTES
New Brighton Equity Commission
Regular Meeting – October 16, 2025
6:30 p.m.

I. Call to Order

The meeting was called to order at 6:30 p.m.

II. Roll Call

Members Present: Commissioners Cathy Forbes, Liz Erstad-Hicks, Sophie Jung, Kami Miller, Michael Postle, Kisten Thompson and Ellen Weber.

Members Absent: Commissioners Carlos Herrera and Melissa Spiess

Also Present: DEI Coordinator Hue Schlieu

III. Approval of Agenda

Motion by Commissioner Thompson, seconded by Commissioner Postle to approve the agenda as presented.

Approved 7-0

IV. Approval of Minutes

Motion by Commissioner Forbes, seconded by Commissioner Weber to approve the minutes from the September 18, 2025 meeting.

Approved 7-0

V. Business Items

A. Council Strategic Priorities

Schlieu stated the Equity Commission is chartered by the City Council to advise on equity, good governance, and address policy impacts. The City Council finalized new strategic priorities this year and, by being in-tuned with Council's strategic priorities, Equity Commission can fulfill their role effectively and efficiently. Staff noted the Council's five strategic priorities which were to enhance financial sustainability, accelerate economic development, strengthen City assets, optimize staff capabilities, and foster community engagement and belonging. While the Equity Commission may address any of the priorities, this meeting focus will be on Community Engagement and Belonging.

Discussion included:

- Staff commented on how the City was working to create a housing policy and discussed how LAHA funding was being considered by the City Council.
- Staff explained the EV charging station installations had been delayed because Xcel Energy was unable to install a final part.
- Staff provided the Commission with an update on the great work being done by the Youth Community Connectors (YCC).
- The importance of effective two-way communication was discussed along with the value of community presentations at City functions.
- The Commission believed there was value in visiting with the multi-family apartment complexes in the community in order to build relationships with the renters in the City.
- The benefits of Commission pay were further discussed and emphasized.
- Staff reported that post commissioner interviews, Council reiterated interest for a potential Student Commission to capture the growing interest.
- The Commission was interested in learning more about the diversity of the YCC. Commission noted the potential difference racial diversity of YCC which is a paid group versus the diversity of Commissioners that are unpaid.
- Staff discussed the potential of having City Liaisons, which would be a version of Youth Community Connectors that elevate cultural, geographical, etc. leaders in the community. Relationships with these leaders would help connect with various groups and communities
- Staff described the LanguageLine contract the City had pursued.
- Staff provided further comment on the current strategies the City was pursuing which included a new resident webpage, communications committee, increased social media presence, YCC, community engagement guide, on-demand interpretation services and a multilingual pay policy.
- Staff discussed the monetary restrictions the City would be facing when it came to federal funding.
- The importance of engaging with the communities youth was further discussed.
- Staff commented on the benefit of a new resident academy.

VI. City Staff Update – Hue Schlieu, DEI Coordinator

Schlieu provided the Commission with an update on the great work the YCC were doing in the community. She stated a listening session was being proposed for March of 2026 and noted YCC was interested in co-hosting this event.

Commissioner Jung and Commissioner Thompson commented on the DEI Forum that was hosted by the city of Minnetonka. Commissioner Thompson mentioned that everyone looked to New Brighton as a guide and leader in the work.

Commissioner Forbes spoke to the value of being on a Commission as a non-voting non-citizen.

Chair Miller indicated she supported the City hosting a listening session in 2026.

VII. Chair Update – Kami Miller

Chair Miller had nothing additional to report at this time.

VIII. Adjournment – Next Meeting: November 20, 2025

The meeting adjourned at 8:17 p.m.

Respectfully submitted,

Hue Schlieu
DEI Coordinator



Agenda Section:	Business Items
Report Date:	11/14/2025
Meeting Date:	November 20, 2025

REQUEST FOR COUNCIL CONSIDERATION – EXECUTIVE SUMMARY

ITEM DESCRIPTION: Discussion on Parks & Recreation Scholarship Program & Childcare Limitations

Action Requested:	
Public Hearing	Motion
Discussion X	Informational
Form of Action:	
Resolution	Ordinance
Contract/Agreement	N/A or Other X
Votes Needed:	
3 Votes	4 Votes
5 Votes	N/A X

Summary Statement:	<p>Equity Commissioners expressed an interest in the City having accessible scholarships and providing childcare as two strategies that would greatly benefit community members overall and increase participation in City programs and civic opportunities.</p> <p>Parks and Recreation Director Jennifer Fink will provide an overview of the Fun Fund, including who is eligible, how they can access the funds, and the structure that supports it. Director Fink will also provide context around the City's legal abilities and limitations around providing childcare. She will elevate local opportunities currently available to</p>
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	<p>community members interested in becoming childcare providers.</p> <p>Commissioners may ask questions to better understand current programs and policies and/or advocate for new initiatives or approaches.</p>
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Recommendations:	None
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Applicable Deadlines:	None
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Community Impact:	<ul style="list-style-type: none"> • Childcare affects community members that either do not have access to family members or paid staff to watch their children. This directly impacts their ability to attend programs or volunteer during civic engagement opportunities such as focus groups, commissions, etc. Increasing access to affordable childcare ensures that the City is not missing out on valuable insight from parents and caregivers. • Scholarships impact community members that have limited income that may prevent them from accessing city programs that charge a fee. Addressing barriers and ensuring accessibility allows community members to fully participate like their neighbors and peers.
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Legislative History:	None
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Strategic Priority:	Financial Sustainability	Staff Capabilities
	Economic Development	<u>Community Engagement & Belonging X</u>
	City Assets	N/A

Fiscal Impact:	Financial Impact: Is there a financial consideration?		<u>No</u> X	Yes \$
	Financing Sources:	Budgeted	Budget Modification	

	New Revenue	Use of Reserves	Other
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Attachments:	1.	Fun Fund Overview
	2.	Childcare Limitations



The purpose of the City of New Brighton's Fun Fund is to provide access to the City's recreation and leisure services to individuals and families who may need financial assistance.

Qualifications

1. Recipients may be a resident or non-resident.
2. Individuals or families requesting financial assistance must provide documentation showing they qualify according to one of the following guidelines.
 1. Supplemental Nutrition Assistance Program (SNAP).
 2. Prior Years Tax information showing Gross Income Wage.
 3. Free or reduced lunch guidelines used by the School District.

- Prospective scholarship recipients can provide a copy of the approval form from the School District which satisfies that they met the guidelines for this scholarship program.

Income Eligibility Guidelines

Use the income chart below to see if you qualify for the free or reduced lunch program through the school district.

Maximum Total Income Household size	\$ Per Year	\$ Per Month	\$ Twice Per Month	\$ Per 2 Weeks	\$ Per Week
1	27,862	2,323	1,162	1,073	537
2	37,815	3,153	1,577	1,456	729
3	47,768	3,982	1,992	1,839	920
4	57,721	4,811	2,406	2,221	1,111
5	67,674	5,641	2,821	2,604	1,303
6	77,627	6,470	3,236	2,987	1,494
7	87,580	7,300	3,651	3,370	1,686
8	97,533	8,129	4,065	3,753	1,877
Add for each additional person	9,953	830	415	383	192

Guidelines

1. Recipients will receive a scholarship equal to 50% of the activity fee.
2. Each individual can receive a maximum of \$200 in scholarship funds annually.
3. Program is based on calendar year - January 1 – December 31.
4. All recreation and leisure services provided by the City of New Brighton are eligible **except** the following:
 - Adult sports (ex: softball, volleyball, golf leagues/tournaments)
 - Extended travel/trips (ex: Landmark Tours)
 - Birthday parties
 - Any activity with a daily admission (ex: Youth Daily Admission, Drop in Karate)
 - Facility rentals, i.e. pool, gym
 - Forestry services
 - Memberships to the NBCC/Brightwood Hills Golf Course (Group fitness classes are eligible)
 - Private instructional programs (personal training, private swim lessons, private soccer lessons, private tennis lessons, etc.)
 - Greens Fees (Golf)
 - Individual Golf Lessons
 - Others as determined by the Director of Parks & Recreation

Special Circumstances

Scholarship requests for special circumstances will be reviewed by the Director of Parks and Recreation. If approved, the individual or family will receive a scholarship equal to 50% of the activity fee. A scholarship for special circumstances will only be approved once during a calendar year.

Funding

Funding for the Fun Fund is provided by individual, community, and corporate donations. In the event that the Fun Fund is depleted, scholarships may not be available until additional donations are received.

Arden Hills Residents

Thanks to a generous donation from the Arden Hills Foundation, New Brighton Parks & Recreation has \$1,000 in scholarship funds just for Arden Hills residents to use towards swimming lessons. If you live in Arden Hills and would like to participate in New Brighton Parks & Recreation swimming lessons with this scholarship click apply below and apply for a scholarship TODAY!

Donate to the Fun Fund

We accept donations of all sizes! Every cent you donate goes directly to registration fees for New Brighton kids from low-income families. [Email Lori Hokenson](#) or call 651-638-2124 to set up your donations, or [donate on our website](#).

Parks and Recreation – Limitations in Child Care

Overview

Minnesota law outlines clear limitations on when Parks and Recreation departments may provide childcare. These rules are found in Minnesota Statutes § 245A.03, which governs when childcare licensure is required and when specific programs are exempt.

Parks and Recreation programming is generally **not licensed as childcare** when the primary purpose is **recreation, enrichment, or social activity**. However, certain types of supervision fall outside of that exemption and may require careful review.

Key Statutory Exemptions

1. Recreation Program Exemption

Minnesota Statutes § 245A.03, subd. 2(a)(10)

Recreation programs that are operated or approved by a park and recreation board are exempt from childcare licensure if the primary purpose of the program is to provide social or recreational activities.

This exemption covers most traditional Parks and Recreation offerings such as camps, classes, special events, and youth programs designed for **enrichment** rather than custodial supervision.

2. Short Duration Supervision Exemption

Minnesota Statutes § 245A.03, subd. 2(a)(6)

Programs that provide care or supervision for less than three hours per day are exempt if:

- The parent or legal guardian remains in the same building or in another building that is directly contiguous, and
- The program does not function as a substitute for longer term childcare.

This exemption applies to short duration "drop in" supervision only when the parent is on site.

What Parks and Recreation Cannot Do

1. Operate Drop-In Care When Parents Leave the Building

If parents leave the building entirely, the < 3-hour exemption does not apply.

Supervision in this situation can be considered childcare, which would require licensure unless it clearly meets the recreation program exemption criteria.

2. Provide Care That Exceeds Three Hours Without Meeting the Recreation Purpose Test

Programs that function as custodial care, babysitting, or school age childcare fall outside the Parks and Recreation exemption. These require licensure if they exceed three hours or if parents are not physically present.

3. Advertise Child Care Services

If a program markets itself as “childcare”, “drop off care”, or “supervision while you leave”, DHS may classify it as a childcare program regardless of content.

Practical Guidance for Parks and Recreation

- Ensure all offerings are framed clearly as recreational programs with defined activities.
- If offering any type of short-term supervision, limit it to less than three hours and require parents to remain in the building to maintain exemption eligibility.
- Avoid creating programs designed primarily to hold children while adults leave the facility for unrelated activities.
- When evaluating new ideas, consider whether the primary purpose is recreation or custodial supervision.



Agenda Section:	Business Items
Report Date:	11/14/2025
Meeting Date:	November 20, 2025

REQUEST FOR COUNCIL CONSIDERATION – EXECUTIVE SUMMARY

ITEM DESCRIPTION: Overview of Housing Policy Action Steps

Action Requested:

- | | |
|----------------|-------------------------------|
| Public Hearing | Motion |
| Discussion | <u>Informational X</u> |

Form of Action:

Resolution	Ordinance
Contract/Agreement	<u>N/A or Other X</u>

Votes Needed:

- | | |
|---------|---------------------|
| 3 Votes | 4 Votes |
| 5 Votes | <u>N/A X</u> |

Summary Statement:	Both the Council and Equity Commission are interested in the actualization of a Housing Policy. A Housing Study was completed in 2023 to understand current housing stock and identify strategies to preserve current housing units as well as increase housing stock to address growing housing needs. The Housing Policy will help City staff prioritize values, strategies, and action items in addition to getting clearer guidance on how to spend Local Affordable Housing Aid (LAHA) dollars
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	<p>that materialized from the State's implementation of the Metro Area Sales Tax, which is a dedicated sales tax in the seven-county metropolitan area to fund affordable housing projects.</p> <p>While the Economic Development Commission leads the efforts, they have requested input and perspective from Equity Commissioners at various stages throughout the policy creation process. DEI Coordinator Schlieu will provide an overview of the project.</p>
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| Recommendations: | <ul style="list-style-type: none"> • Ask clarifying questions to better understand Commissioner's role in the process |
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|------------------------------|---|
| Applicable Deadlines: | <ul style="list-style-type: none"> • Watch the November 5th EDC meeting prior to the November 20th Equity Commission meeting. • Review the presentation shared with EDC prior to the November 20th EC meeting. • Complete the Housing Action Priorities Survey by November 30, 2025. |
|------------------------------|---|

- | | |
|--------------------------|---|
| Community Impact: | <ul style="list-style-type: none"> • Having a well-defined housing policy can ensure staff spend available dollars responsibly. • A housing policy can guide action steps that lead to better preservation of current housing stock, develop appropriate new housing units, and positively impact the affordability of housing in New Brighton. • A housing policy can impact both renters and homeowners of single-family units or multifamily units. |
|--------------------------|---|

Legislative History:	
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Strategic Priority:	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Financial Sustainability</td> <td style="width: 50%;">Staff Capabilities</td> </tr> </table>	Financial Sustainability	Staff Capabilities
Financial Sustainability	Staff Capabilities		

	<u>Economic Development</u> <input checked="" type="checkbox"/>	Community Engagement & Belonging
	City Assets	N/A

Fiscal Impact:	Financial Impact: Is there a financial consideration?		No	<u>Yes \$</u> <u>Varies</u> <input checked="" type="checkbox"/>
	Financing Sources:	Budgeted	Budget Modification	
	New Revenue	Use of Reserves	<u>Other</u> <input checked="" type="checkbox"/> <u>Combination of LAHA, TIF, etc.</u>	

Attachments:	1.	Intro to the Housing Action Plan
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New Brighton

Housing Action Plan Project Introduction

EDC Meeting – November 5, 2025

Equity Commission – November 20, 2025

City Council Meeting – November 25, 2025

Why are we doing
this?

Improve city's existing housing stock and build more housing for its residents

Plan for use of LAHA funds (state approved metro sales tax direct to cities)

Implement the plans from prior years

Leverage grant dollars from Metropolitan Council

Previous Work on Housing



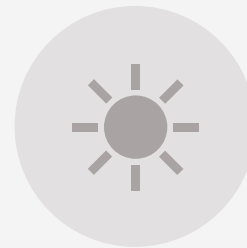
Housing Study



Comprehensive
Plan



Zoning Code



Climate Action
Plan

Other Recent Housing Initiatives



Creation of Accessory Dwelling Unit regulations



Revamping of the City's rental licensing approach to require licenses for ALL rentals (not just multifamily)



Tenant notification of potential building sale is now required



Short-term rental permit creation (i.e. Air B&B regs)



Updates to parking standards

Housing Policy/Programs

Strategy	Source	Status
Housing Development Fund Creation	Housing Study	
Establish a home re-hab program	Housing Study	
Mobile home revised rules that are enforceable	Housing Study	Completed
tenant notification ordinance	Housing Study	Completed
small home loan or grants for manufactured homes	Housing Study	
co-operative conversion support	Housing Study	
land trust conversion initiative	Housing Study	
rental license program re-vamp	Housing Study	Completed
developer recruitment for new housing developments, including senior co-ops	Housing Study	
allow multi-family in more areas of city - zoning	Housing Study	
ADUs- zoning	Housing Study	Completed
inclusionary housing ordinance or incentive program	Housing Study	
site selection and suitability/pre-development for market rate housing	Housing Study	
first time homebuyer DPA (first generation or existing NB renter DPA)	Comp Plan	
evaluate condition of existing housing stock	Comp Plan	
review code maintenance requirements	Comp Plan	
housing re-hab renovation program	Comp Plan	
infrastructure investment	Comp Plan	
housing committee	Comp Plan	
coordination with Section 8 program	Comp Plan	
Participate in local housing coalitions	Comp Plan	
Redevelopment strategies for Old Highway 8 and other key areas	Comp Plan	
Energy efficiency updates	Climate action Plan	

Housing Finance Tools

Tax Increment Financing

Low Income Housing Tax Credit Support

Metropolitan Council grants

Minnesota Housing grants

Re-development Fund (pooled TIF)

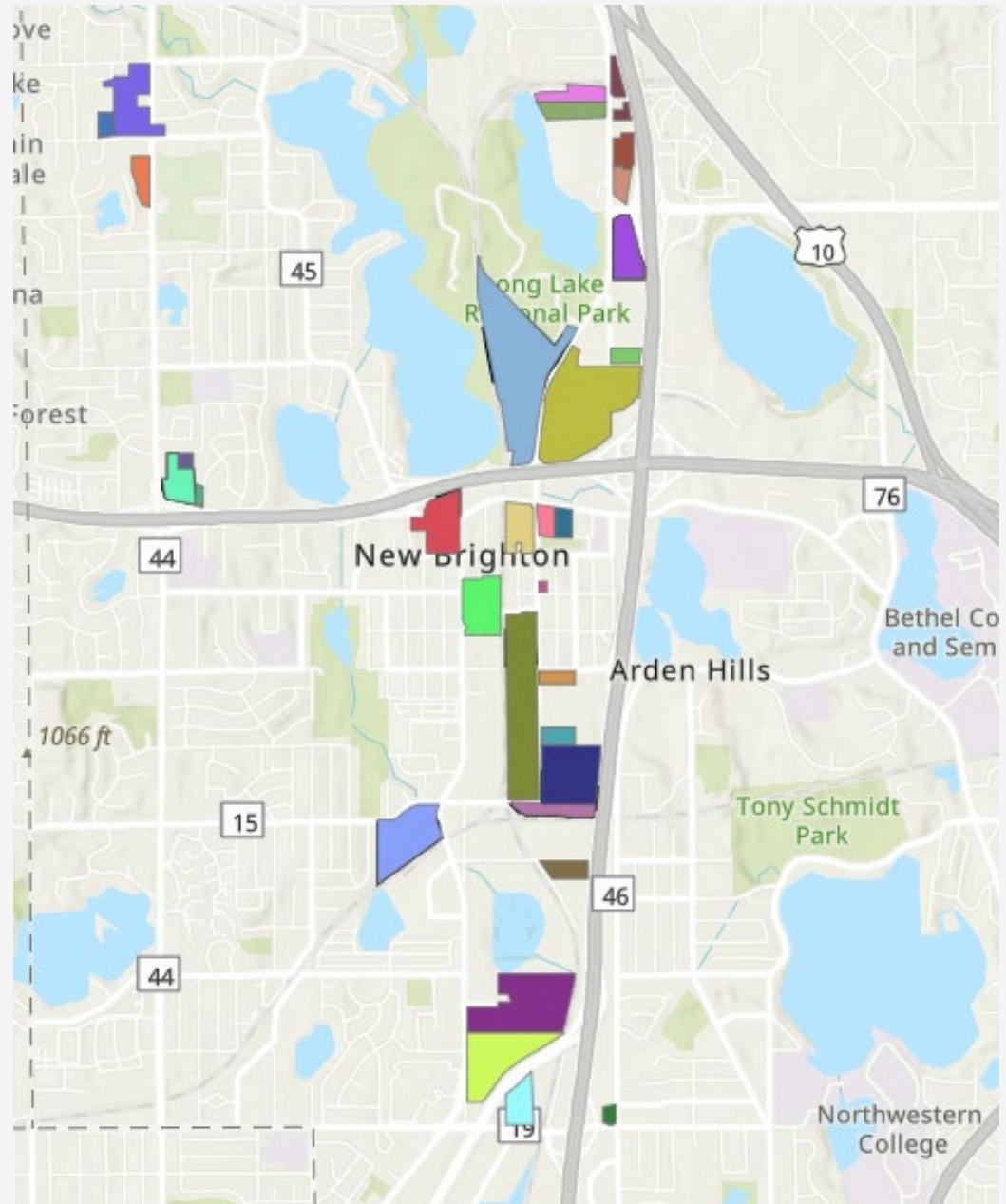
Tax Increment Financing Districts

- Estimated over \$226 million in new tax base from TIF districts for housing only*

*TIF #23, #34, and #35 properties participate in 4d (property tax incentive for affordable projects)

- 29 mapped TIF districts since 1987

	# Decertified	# Active
Housing use	4	3
Comm/Indus Use	15	6
Mixed Use		1
Total	19	10



What are we doing as
part of this project?

Phase I: Level-Setting and Project Introduction

- History of New Brighton housing and redevelopment initiatives
- Data summary and analysis
- What current plans say (summary)
- Council presentation to introduce and summarize current initiatives and garner feedback from them on desired housing direction
- Bi-weekly staff coordination meetings

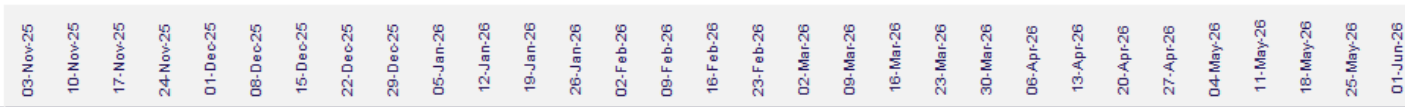
Phase II: Housing Action Plan Development

- Develop a Housing Action Plan, with feedback from Council and policymakers on priorities

Phase III: Policy Writing and Presentation

- Write and present **three** priority policy or programs, including research and policy writing

When will the work be completed?



TASK ID	TASK NAME	START DATE	END DATE	WEEKS	W45	W46	W47	W48	W49	W50	W51	W52	W53	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12	W13	W14	W15	W16	W17	W18	W19	W20	W21	W22	W23		
1	Project Kick-Off and Duration	11/4/2025	3/4/2026	18	[Green bar]																																
1.1	Bi-Monthly staff check ins	11/4/2025	3/4/2026			x		x		x		x		x		x		x		x		x															
1.2	EDC/Council priority exercise	11/25/2025	11/25/2025																																		
1.2	History, data, and analysis	11/4/2025	11/19/2025		[Green bar]																																
1.3	Current plan summary	11/4/2025	11/19/2025	3	[Green bar]																																
1.4	slide deck	11/25/2025	11/25/2025	1																																	
1.5	council presentation-priorities	11/25/2025	11/25/2025	1																																	
1.6	Policy Survey	11/1/2025	12/1/2025		[Green bar]																																
2	Draft housing action items	11/25/2025	1/1/2026	6				[Green bar]																													
2.1	Slide deck	1/1/2026	1/13/2026	3																																	
2.2	Council presentation	1/13/2026	1/13/2026	1																																	
3	Policy #1																																				
3.1	Draft Policy	1/1/2026	2/10/2026	7																																	
3.2	Slide deck	2/1/2026	2/1/2026	1																																	
3.3	Presentation to Council/Commissions	2/1/2026	2/10/2026	3																																	
4	Policy #2																																				
4.1	Draft policy	2/1/2026	3/3/2026	6																																	
4.2	Slide deck	2/18/2026	3/3/2026	3																																	
4.3	Presentation to Council/Commission	3/3/2026	3/4/2026	1																																	
5	Policy #3																																				
5.1	Draft policy	3/3/2026	4/2/2026	5																																	
5.2	Slide deck	4/7/2026	4/7/2026	1																																	
5.3	Presentation to Council/Commission	4/7/2026	4/7/2026	1																																	
5	Final Approval of All Policies	5/12/2026	5/12/2026	1																																	

What does the Council
need to do?

1. Complete the Housing Action Priorities Survey!

<https://docs.google.com/forms/d/e/1FAIpQLSehaMu22ZSgck-fmgZv8Lu3B9rq1j3dDYazpQTXFyppltnEg/viewform?usp=header>



2. Review survey results from Council and Commissions and approve the work plan for policy development in the form of a Housing Action Plan (January)

3. Consider 3 Housing Policy/Programs, one at a time and provide feedback (February, March, and April)

4. Review all final versions of all three policies and approve (May and June)

One Month Look Ahead

January

- Evaluate Survey Data
- Present to EDC, Equity Commission, and Council
- Develop a 3 year housing action plan and use of LAHA funds
- Start drafting top selected housing policies or programs