

**HOPKINS CITY COUNCIL
AGENDA
Tuesday, March 6, 2018
7:00 pm**

**THIS AGENDA IS SUBJECT TO CHANGE
UNTIL THE START OF THE CITY COUNCIL MEETING**

Schedule HRA Meeting, 7 p.m. – City Council Meeting immediately following HRA Meeting
Work Session after close of Regular Meeting

I. CALL TO ORDER

II. ADOPT AGENDA

III. PRESENTATIONS

1. Oath of Office – Police Officer Erin Winkler; Johnson/Domeier
2. Sheriff Stanek – HCSO 2018 Priorities Presentation; Stanek/Cummings
3. Hopkins Police Department 2017 Annual Report; Johnson

IV. CONSENT AGENDA

1. Minutes of the February 20, 2018 City Council Regular Meeting Proceedings
2. Minutes of the February 20, 2018 City Council Work Session following Regular Meeting Proceedings
3. Resolution Amending Legislative Policy 5-D – Special Event Policy; Domeier
4. Ratify Checks Issued in February 2018; Bishop

V. PUBLIC HEARING

VI. OLD BUSINESS

VII. NEW BUSINESS

1. Approve Final Plans and Order Bids – 2018 Street and Utility Improvements, City Project 2017-10; Stanley
2. First Reading: Ordinance Amending Chapter 1200.17 of the Hopkins City Code Pertaining to On-Sale 3.2 Percent Malt Liquor Sales; Domeier

VIII. ANNOUNCEMENTS

- Annual Empty Bowls Fundraiser for Hunger at the Hopkins Center for the Arts, 1111 Mainstreet: Tuesday, March 13, 2018 11 a.m. to 7 p.m.
- World's Shortest St. Patrick's Day Parade from the American Legion to Hopkins Elks Lodge #2221: Saturday, March 17 2:00 to 3:00 p.m.
- Hopkins Academy will be held on April 5, 12, 19 and 26.

IX. ADJOURN

OPEN AGENDA – PUBLIC COMMENTS/CONCERNS

Public must fill out a Speaker Request Form. During this time, anyone wanting to address a topic **not listed on the agenda** may do so. Three minute time limit per person.

The Hopkins City Council Chambers are enabled with a hearing loop system and hearing amplification options are available. Please notify staff for assistance.

**CITY OF HOPKINS, MINNESOTA
OATH OF POLICE OFFICER**

On March 6, 2018 the following Oath of Office was administered to

Erin Winkler

I, Erin Winkler, solemnly swear that I will support the Constitution of the United States and the State of Minnesota and faithfully discharge the duties as Police Officer for the City of Hopkins, in the County of Hennepin and State of Minnesota, to the best of my judgment and ability. So help me God.

In Witness Thereof:

Erin Winkler, Police Officer

Brent Johnson, Police Chief

Subscribed and sworn to before me this
6th day of March, 2018.

Amy Domeier, City Clerk



HOPKINS POLICE DEPARTMENT

2017

ANNUAL REPORT

LETTER FROM THE CHIEF

As we close out another year, I reflect upon all of the hard work and positive changes that we have made internally and in the community.

First, we hired four outstanding officers: Andrew Johnson, Chris Harriman, Adam Seamans and Erin Winkler. They are all excellent additions to our team. Additionally, Officer Greg Pilon was promoted to Sergeant, and has hit the ground running with numerous administrative tasks and training functions.

We also created the Community Outreach and Relationship Enhancement Team, also known as the CORE team. This group of employees works day in and day out to increase positive police and community relations within our diverse community. We have held and participated in over 270 community events this year alone.

The police department activities committee also hosted many positive and impactful community events for our youth and seniors, including Cops n Kids Fishing and Shopping, Bingo, Halloween and Coffee with a Cop. All of these events are directed at building positive relationships between our staff and the community.

This past year we focused on numerous advanced training courses, which include Crisis Intervention Training, De-Escalation, Procedural Justice, Implicit Bias, Narcan Opioid Treatment and Less Lethal Munitions. Less lethal force options are critical in providing our officers with the ability to keep themselves and the public safe from harm.

We are the first agency in the state to implement the Procedural Justice training for all of our employees, along with a community workshop, to increase the community's knowledge and understanding of our policing practices. The Center for Public Safety at the University of Illinois and the United States Department of Justice's Office of Community Oriented Policing Services sponsored this course.

The department held successful and well-attended community academies and tours, with the goal of a more informed community that better understands why we do what we do. We also created another police department branding video to demonstrate who we are and what we represent as an organization. Transparency is our goal!

In 2017, we held an immigration forum, participated in a racial justice panel, hosted town hall forums, participated in Hopkins Race and Equity panels and hosted Multi-Cultural Advisory Committee meetings.

The department also raised money for two different non-profits: Hopkins Volunteers and the Special Olympics torch run.

All department staff participated in the first Chief's Community Policing Challenge. Each specific team within the department was tasked with creating a project that would benefit the community. These projects are highlighted within this annual report.

Lastly, the core function of any police department is to respond to calls for service, prevent and deter crime, and improve the quality of life for residents. I am proud to say that we have had a 3.4 percent decrease in overall crime from last year, with an overall 3.8 percent decrease in violent crime.



A handwritten signature in black ink that reads "Brent Johnson".



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Cops ‘n’ Kids Events

The Hopkins Police Department recognizes the importance of reaching out to youth in the community and creating positive social interactions with law enforcement in an effort to cultivate partnerships that secure the future. With this in mind, the department participates each year in Cops ‘n’ Kids Fishing and Cops ‘n’ Kids Shopping.

While Hopkins doesn’t have any lakes on which to launch a boat, staff again took several youth from the area to Lake Minnetonka for Cops ‘n’ Kids Fishing. Thanks to Bay to Bay Boat Club, it was the first time on a boat for many of the students. Many fish were caught using bait from Cities Live Bait. Each student came home with a fish tale to tell, as well as a life jacket and fishing pole donated by Cabin Fever in Victoria. Even more exciting was docking the boats at Maynards, where everyone enjoyed a delicious lunch donated by the restaurant. In 2017, the department also partnered with the St. Louis Park Police Department on their inaugural event “Fishin’ with a Cop,” which was sponsored by the Minnesota Department of Natural Resources.



Cops ‘n’ Kids Fishing on Lake Minnetonka



Cops ‘n’ Kids Shopping at Kiddywampus

For the second year in a row, students from Hopkins area schools enjoyed an evening of Cops ‘n’ Kids Shopping at Hopkins area businesses. Not only were the students given money to buy gifts for themselves, they were given additional money to buy gifts for other household members. The department is grateful for the partnership with some of the amazing businesses and civic organizations in Hopkins, such as JCI-Hopkins, Kiddywampus, Driskill’s Downtown Market, DNR Screenprinting, City View Limo, Hance Hardware and many others, who have helped the department keep Cops ‘n’ Kids events local.

School Resource Officer

Now more than ever, it is important to build positive, lasting relationships with the youth in the community. Officer Jessica Thomas is the designated School Resource Officer, covering all eight public, private and charter schools, located within the city limits of Hopkins. Her role as the school resource officer is focused on building positive relationships while helping ensure the safety of the schools. When “Officer Jessica” is mentioned to many of the youth around town, most tend to know her or have seen her at their school. Not only is she at the schools in Hopkins, she also educates students at Hopkins West and North Junior High schools on internet safety, driver safety, and drug and alcohol awareness. The drug and alcohol awareness education includes a demonstration and practical application of the “fatal vision goggles,” as well as a view of the drug presentation box.



Officer Jessica Thomas reads to children at the department

Summer Youth Program

This year's Summer Youth Program saw some new activities, training and experiences. The objective of the program is to connect with youth that are in transitional grades from junior high to senior high school, and to break down barriers that sometimes exist between youth and the police.



Summer Youth Program participants play rugby

Learning to square dance was not on many of the youths' summer list of things to do, however, they thoroughly enjoyed learning how to do so from seniors at the Hopkins Activity Center.

Another activity brought the youth and adult members to MSP Escape, where they were split into two teams and worked together to solve the puzzle and "escape the room" within one hour. While neither team was able to escape the room, it was a valuable lesson in working together to solve problems.



Summer Youth Program graduate Paul Nsubuga with JCPP Liaison Julia Ross and Chief Johnson

Want to learn more about the Hopkins Police Department's outreach events? Find us on social media at [facebook.com/hopkinspolice](https://www.facebook.com/hopkinspolice) and twitter.com/hopkinspolice.



Vitals Aware Service

The Hopkins Police Department is consistently looking for new innovations, tools, trainings, and ways to improve safety for officers and the residents and visitors staff come in contact with.

In 2017, the police department rolled out the new Vitals app to help improve communication and increase understanding between the police and those living with invisible disabilities such as mental health, autism and dementia, among others.

What does the Vitals app do? It provides officers with the following information:

- Individual demographics
- Behavior triggers and de-escalation techniques
- Primary and secondary conditions
- Medications
- Medical information
- Contact information
- Videos and photos.

Residents who would like more information about the Vitals app can contact the Hopkins Police Department or visit www.thevitalsapp.com.



Officers hand out popsicles at the Kick-Off to Summer Safety

Kick-Off to Summer Safety

The Hopkins Police Department, in partnership with Hopkins Fire Department and Hopkins/Minnetonka Recreation Department, hosts the Kick-Off to Summer Safety event annually on the first Saturday in May. Families can gather information from experts on safe practices, and meet bike patrol officers, lifeguards and firefighters.

While at the event, children can enjoy bubble fun and sidewalk chalk drawing, while their parents have the opportunity to purchase half-price bike helmets and have their children's car seats inspected. In the event the car seat is expired or unsafe, parents are provided with a new child safety seat.

All participants are encouraged to enter the drawing for a bicycle donated by Tonka Cycle.



National Night Out

National Night Out in 2017 was the biggest ever in Hopkins, with 51 neighborhoods participating. The Hobby Acres Homeowners Association hosted the National Night Out kick-off event.

Local Monks from Wat Thai Temple, in partnership with restaurant Amazing Thailand, sponsored fun activities and provided diverse food for everyone in the neighborhood.

Officers and firefighters, as well as Mayor Molly Cummings, City Council members, and other City staff welcomed new Hopkins School District Superintendent Rhoda Mhiripiri-Reed to visit many of the neighborhood parties.

It was a great night to celebrate Hopkins' strong police-community partnerships.



Children at the National Night Out kick-off event



Officer Leland Coleman with Thai Monk Pra Than Va at National Night Out

Hopkins Police Chaplains

Police departments benefit immensely from chaplains' services. Chaplains improve the overall functioning of police departments through involvement with community-police relations, assisting with death notifications, crisis intervention, and improving the well-being of officers and police department staff.

The Hopkins Police Department has had a police chaplaincy program for several years and currently has four dedicated chaplains. These men and women will occasionally ride along with patrol officers and assist with calls for service. They are also available "on call" to assist with crisis situations, day or night.

Hopkins police chaplains have connections to a variety of faith community leaders and can call on them to assist with problem solving and to provide additional resources to families in need.

One of the greatest strengths of a chaplaincy program is the ability to offer a variety of services. The Hopkins police chaplains created a brochure to help residents through one of the most difficult experiences of life – the loss of a loved one.

The booklet assists families with preparation for funeral arrangements and offers advice on working through grief. It also provides valuable advice on home security and fraud prevention, which are some of the last things on one's mind at this time. The brochure is available in the English and Spanish languages.

Because we care...

Basic Information for Survivors
When a Death Occurs



Hopkins Police Chaplaincy Corps,
c/o Hopkins Police Department
1010 1st Street South
Hopkins, MN 55343
952-938-8885

Halloween in Hopkins was a Huge Success!

Incredible things can happen when creative partners come together. In 2017, the police department made Halloween even more fun by partnering with the Hopkins Business & Civic Association to feature a haunted jail tour and trick-or-treating on Mainstreet at local businesses. Hundreds of children and their families came out for the Saturday event, which provided families a safe and fun environment, and allowed officers to have some fun as well.

The annual trick-or-treating event was held at the police department on October 31. An inflatable Halloween arch greeted kids and parents as they entered the department lobby, which was decorated with lights, pumpkins, cobwebs and spiders.

The kids received a treat, took pictures with officers and created some great memories.



Officer Chris Harriman with a trick-or-treater on Halloween

Supporting our Youth

Secure detention of juveniles has been shown to have a negative impact on behavior and often leads to a higher risk of recidivism.

In accordance with the Juvenile Detention Alternative Initiative (JDAI), the Hopkins Police Department collaborates with several local organizations to limit instances of secure detention of juveniles, instead offering families positive and constructive options. Organizations include:

The Juvenile Supervision Center

The Juvenile Supervision Center is a non-detention, 24/7 supervised space for youth who have been arrested/cited for low-level crimes or who are at a high risk for trafficking.

Northern Star Juvenile Diversion Program

Juveniles who are arrested/cited for low-level offenses are referred to the Northern Star Juvenile Diversion in lieu of prosecution.

Bridge for Youth

The Bridge for Youth is a place where youth between 10-17 years can go for a night or longer. They offer counseling for the child, parents and families with the hope of reuniting them and keeping the child from becoming homeless.

Coffee with a Cop Expanded in 2017



Coffee with a Cop at Starbucks

As part of National Community Policing Week in October, Hopkins Police partnered with the Department of Justice Community Oriented Policing Services (COPS offices) to host National Coffee with a Cop at Starbucks. Partners from the Hopkins Fire Department and the Minnetonka Police Department joined officers and staff at the event.

Hopkins police also participated in Coffee with a Cop events at the Hopkins Activity Center and other senior centers such as Open Circle, The Glenn and Hopkins Health Services. Staff also joined Minnetonka police at their Coffee with a Cop events at McDonald's just across the Hopkins border.

These events allow the public to see and interact with officers in a non-enforcement capacity, and provide a relaxed, informal and welcoming environment to ask questions and learn from one another.



Police department support services staff pack bags for Teaming Up for Teens

Chief Johnson’s Community Policing Challenge - Team Projects

In 2017, Chief Johnson challenged each patrol team to identify a community policing project where they could make a positive impact in the community. Some of the community projects included volunteering at a children’s hospital, meeting new residents and providing them with a welcome packet full of resources, connecting with seniors in various care facilities, and providing underprivileged families with meals. It truly is a team effort in to build a connected and healthy community.



McGruff and a child at the Masonic Children’s Hospital

University of Minnesota Masonic Children’s Hospital

Patrol officers and McGruff the crime-fighting dog went to the at the University of Minnesota Masonic Children’s Hospital to visit with the children. Officers interacted with the children, decorated cookies, and provided the children with police souvenirs and stuffed animals.

Parks and Recreation Partnership

Patrol officers attended multiple playground activities and interacted with the children ranging in age from four to 12-years-old. Officers worked on establishing positive relationships with the younger community members through participating in games and events at five different parks in the City.

Teaming Up for Teens with the Hopkins Elks Lodge #2221

The police department's support services staff worked together with Joint Community Police Partnership (JCPP) Liaison Julia Ross to help pack bags for local youth for the Teaming Up for Teens project. This Hopkins Elks Lodge #2221 program assists local at-risk teens with basic living incidentals, including shampoo, deodorant, school supplies and other seasonally appropriate items.

In some cases, there are local teens in transition between homes and are sometimes able to find a friend's home to sleep at, but they don't always have access to basic hygiene or school necessities. This program helps these teens with this gap. To learn more about the program or to donate, visit the program website at tup4t.hopkinselks.org.

Thanksgiving Meal Delivery

Investigators and the Community Outreach and Relationship Enhancement Team chose to bring Thanksgiving meals to families in need throughout the City. They identified the families with the help of school personnel at North Junior High, Alice Smith Elementary, Eisenhower Elementary and Gatewood Elementary.

The team secured a \$2,500 grant from Cargill's SALT division and a discounted price of \$100 per pre-cooked meal was negotiated with Driskill's Downtown Market. The meals consisted of a full turkey and all the fixings. On November 22, the team delivered 11 meals to families in need. In addition, the families were given a \$100 gift card to Driskill's, healthy eating tips and ICA Food Shelf information. Lastly, families were also given a holiday wish list to complete and return. On December 20, gifts from their wish list were delivered to the families.



Officers deliver Thanksgiving meals to families in need

New Resident Welcome and Information Brochure

Recognizing the need for new residents to have valuable, timely information and resources, a group of patrol officers produced a brochure to welcome residents to the City of Hopkins.

The brochure provides an overview of the police department, along with parking information, community outreach activities and partnerships, and a list of references for parents and their children. The brochure is available in a printed and electronic format.



Police Department staff visit with Hopkins Activity Center members

Senior Community Outreach

Patrol officers met with members of the senior community for "Coffee with a Cop" sessions to discuss consumer protection and fraud trends.

Officers also participated in the National Drug Take Back Day and other forums to discuss proper disposal of prescription medications.



Cadet Erin Miller helps with Cops 'n' Kids Fishing

JCPP Cadet Program

The Hopkins Police Cadet program, which is partially funded by Hennepin County through the Joint Community Police Partnership, is intended to diversify the department by recruiting underrepresented populations to work in law enforcement.

This program provides grants for law enforcement students who are beginning their education and provides them with a paid position within the police department to learn the many facets of the profession. This program also provides partial funding for college tuition in a law enforcement program.

In May of 2017, the cadet program welcomed Erin Winkler, who was promoted to a patrol officer in August.

Joint Community Police Partnership

The Joint Community Police Partnership (JCPP) is a collaborative effort between Hennepin County and the cities of Hopkins, St. Louis Park, Brooklyn Center, Brooklyn Park, Crystal, Richfield and Bloomington. The mission of the JCPP Mission "is to enhance communication and understanding between law enforcement officers and multi-cultural residents."



JCPP liaisons within these cities employ the following strategies to aid them in their work:

- Establish a Multicultural Advisory Committee (MAC)
- Provide education for both officers and community members
- Focus on community outreach and engagement
- Establish and maintain the Cadet Program.

Multicultural Advisory Committee

Since 2008, the Joint Community Police Partnership's Multicultural Advisory Committee (MAC) members have been representing various cultural groups in the City of Hopkins. The Hopkins MAC provides advice, suggestions and assistance to the Hopkins Police Department to aid officers in better serving, communicating with, and understanding the many cultures that live, work, worship and visit our community. Focused recruitment efforts have helped us to create a space where all voices can be honored.

MAC activities in 2017 included:

- Roll Call training for police officers
- Procedural Justice Training
- Celebration of Community Event
- Community building through fostering diverse relationships.

Hopkins Race and Equity Initiative



Residents at an HREI Community Book Read

The Hopkins Race and Equity Initiative (HREI) is a collaborative effort creating opportunities to increase awareness and understanding of race, equity and diversity, while promoting a sense of community that welcomes and values its residents. This unique partnership represents the Hopkins Police Department, the City of Hopkins, Gethsemane Lutheran Church and Hopkins Public Schools.

In its second year, the HREI collaborative sponsored two events that helped to facilitate conversations around race and equity. The group continues to move conversations while promoting a sense of community in Hopkins.



Hopkins Police Reserve Unit & Volunteer Group

The Hopkins Police Reserve Unit is an essential component of the Hopkins Police Department. In 2017, the dedicated men and women of the reserve unit volunteered over 2,200 hours of service to the City of Hopkins.

Reserve officers have a variety of duties, such as parking enforcement, motor vehicle lockouts, animal control and motorist assists. Many reserve officers are trained as Emergency Medical Responders and can respond to medical related calls as well. Reserve officers can also supplement sworn officers by assisting on calls for service.

Reserve officers are committed to furthering the Hopkins Police Department's community policing philosophy and participate in many outreach initiatives. The Hopkins Police Department is committed to providing a high level of training to its employees, including the reserve unit. During monthly meetings, reserve officers receive training on a variety of topics including, defensive tactics, firearms familiarization, policy and procedure, report writing and dealing with people in mental crisis.



Police Services Liaison Anne Marie Buck, Reserve Officer Jordan Ellis and Volunteer Sue Rhodes

Residents interested in becoming a member of the Hopkins Police Reserve Unit can contact Officer Kevin Frederick at 952-938-8885 (kfrederick@hopkinsmn.com).

Additionally in 2017, the Hopkins Police Department established a civilian volunteer group. The Police Volunteers assist the agency in several ways. Volunteers help officers at outreach events such as Cops 'n' Kids Shopping and with the Summer Youth Program. Volunteers also assist at the department with clerical tasks and building tours.

For more information on how to become a Police Volunteer, contact Police Liaison Anne Marie Buck at 952-548-6407 (abuck@hopkinsmn.com) or JCPP Liaison Julia Ross at 952-548-6428 (jross@hopkinsmn.com).

In 1977, two Hopkins residents started the Hopkins Project, which later became known as The Sojourner Project. The Sojourner Project is a local domestic abuse shelter that now serves over 1,000 women and children a year.

In 1982, the shelter partnered with the Hopkins Police Department. When officers responded to a domestic assault, they would contact the Sojourner Project and provide them information on the incident. However, in 2017, the Hopkins Police Department expanded upon the partnership with the Sojourner Project.

There are domestic related calls, to which officers respond, where the victim is hesitant to report the abuse. With the new, expanded partnership, officers contact the shelter regarding calls in which they suspect domestic abuse is occurring, but the victim(s) are reluctant to report it. At a later time, Sojourner Project staff will partner with an officer and connect with the involved persons. This second meeting provides an opportunity for people affected by domestic assault to confidentially and safely speak with a Sojourner Project Advocate, and to learn more about the services offered by the shelter. Additionally, Hopkins Police Department officers present quarterly at the domestic abuse shelter on topics such as personal safety and internet safety.

Residents affected by domestic abuse can contact the Hopkins Police Department at 952-258-5323 or the Sojourner Domestic Abuse Shelter at 952-933-7422 or www.sojournerproject.org.

SOJOURNER PARTNERSHIP



2017 Statistics

- 172 adult residents received a total of 932.3 hours of intervention advocacy consultation and support in criminal cases
- 107 adult residents received a total of 835.8 hours of more intensive advocate support related to extended safety planning
- 15 residents in non-arrest cases received home visits and follow-up advocacy services as a result of referrals by the Hopkins Police Department.



The Hopkins Police Department continues to provide the highest level of training and education to its employees and the community, carrying out several recommendations from the President’s Task Force on 21st Century Policing to ensure officers are providing the best service to the community. The Hopkins Police Department is constantly evaluating new training concepts and technology to enhance its training program.



Captain Kreiling at the Procedural Justice Training workshop

Procedural Justice Training

The Hopkins Police Department completed the Procedural Justice training series developed by the Department of Justice’s Community Oriented Policing Services Division. The series culminated with a community workshop titled “A Dialogue to Change.” Members of the police department, school district and community participated in the workshop, which focused on the Four Pillars of Procedural Justice: Fairness, Voice, Transparency, and Impartiality. The Hopkins Police Department is proud to be the first agency in the state of Minnesota to complete the Procedural Justice training series.

Implicit Bias Training

As a progressive law enforcement agency, the Hopkins Police Department recognizes the need to understand how implicit biases can affect how the police and community interact. Two members of the department are trained as implicit bias instructors and in 2017, all members of the Hopkins Police Department received training in understanding implicit biases. The training is now being expanded to all City staff.

Roll Call Training

Throughout the year, police department staff received training through numerous roll call trainings. During these informal training sessions, officers received information on a variety of topics, including child protection services, sexual violence resources, community mediation resources and a background of Indian culture.

Community Academy

In an ongoing effort to educate and build relationships with the community, the Hopkins Police Department held a series of Community Academies in 2017. The Community Academies serve as a way for residents to learn about the police department and interact with police department staff. Community Academy attendees were given an overview of the department, learned about the use of force, toured the police department and observed a traffic stop demonstration.



A group photo of Community Academy participants

Combatting Opioid Abuse

Law enforcement continues to battle opioid abuse and overdoses by promoting awareness and education. In addition to the deployment of Naloxone in 2016, the Hopkins Police Department acquired and began disbursing medical disposal bags in 2017. The bags facilitate the safe deactivation of prescription pills, liquids and patches. The availability of abused drugs is reduced by safely and effectively deactivating prescriptions and controlled substances.

The Hopkins Police Department also participated in the National Drug Take Back Day in October, which resulted in over 100 pounds of prescription medications being turned over for proper disposal.

Community Support

Community Support for the police department in 2017 was unparalleled. The department is fortunate to have strongly rooted partnerships with businesses, civic organizations, the school district, faith leaders and residents.

Partners supported the police department with over \$20,000 in monetary donations for community outreach efforts, as well as hundreds of hours of volunteer time and in-kind services.

It is through this support and collaboration that the department is able to make positive things happen in Hopkins. The entire police department thanks the community for their trust, dedication and ongoing support.



Hopkins JCI's present the police department with a check for Cops 'n' Kids Shopping

Crime Fund

The Hopkins Police Department Crime Fund helps provide monetary rewards for crime information, leads or arrests through a non-profit, tax-exempt fund. The Crime Fund also provides funding for crime prevention initiatives, public awareness and community building opportunities, and is used to support programs that are not within the scope of the City's general fund budget.

The fund is overseen by a board of directors who represent local businesses and residential areas. The Chief of Police makes recommendations to the board for funding based on the needs of the community and the department. Many recent donations to the crime fund have been invested in the youth of Hopkins.

Donations and funds are also used for engaging in activities and cooperating with other groups for the purpose of preventing crime or apprehending criminals.



The DWI Officer's designated squad car

Grant Funding

The Hopkins Police Department continues to evaluate operational expenditures, and seek out new and innovative ways to provide services to the community.

In the past year, the police department administered valuable grant initiatives through the Minnesota Department of Public Safety's Office of Traffic Safety.

These grants included:

- A dedicated DWI Officer
- Child Passenger Safety Seat Distribution
- Toward Zero Deaths (TZD).

Funding Awards

The Hopkins Police Department sought and received funding for equipment and programs from federal, state and private sources.

The following funding awards were received during 2017:

- State of Minnesota, Office of Traffic Safety grants (DWI and TZD)
- Bulletproof Vest Partnership (ongoing federal grant)
- Minnesota Bulletproof Vest Partnership (ongoing state grant)
- Private corporation and civic group donations



Investigations

When criminal cases need additional follow-up, such as interviewing witnesses, victims and suspects, writing and executing search warrants and submitting cases to prosecution for criminal charges, the investigations unit will take over the case. This helps to keep patrol officers on the street and available for calls.

Because of this, investigators work closely with the Hopkins City Attorney and the Hennepin County Attorney’s Office to provide the best possible service to the community and further cases through the criminal justice system. They also partner with the Hennepin County Crime Lab regarding the forensic collection and processing of evidence, as well as with Hennepin County Child Protection and Adult Protection when there are concerns for children and vulnerable adults in the community.

Investigators also handle administrative tasks, including pre-employment background checks, gun permits and information sharing with other law enforcement agencies.



Hopkins Police Bicycle Patrol Unit Officer Hanson with a child during a Summer Safety Camp

Bike Patrol

The Hopkins Police Bicycle Patrol Unit consists of 14 officers and/or public service officers who completed a challenging one-week course on bicycle skills and tactics.

Having officers out in the community on bicycles increases positive contacts with community members. This helps reinforce efforts to establish relationships of trust between the community and the department. Bicycle patrol officers also provide education, safety camps, security and enforcement while on patrol.

Residents are likely to see Hopkins Bike Patrol Officers at various city events, such as the Raspberry Festival, National Night Out and Celebration of Community.

Parking Enforcement

The parking enforcement officer issued 662 citations for parking and registration violations in 2017.

The parking enforcement officer position is a non-sworn position, meaning that the officer does not have arrest or other authority granted to sworn police officers. The parking enforcement officer’s job is to respond to parking complaints and to patrol the city, looking for parking violations, expired registration and vehicles parked in designated areas over the time limit allowed.

Traffic & DWI Enforcement

In 2015, the Hopkins Police Department received a \$500,000 grant from the Minnesota Office of Traffic Safety to fund a DWI officer position for 4 years. The officer assigned to this position focuses solely on traffic enforcement, with the main objective being to arrest impaired drivers and keep roads safe. The officer assigned to this position works during the peak hours for DWI arrests based on past data.

In September 2017, Officer Lucas Wilcox was assigned to the position and has since made 565 traffic stops, with a total of 7,191 traffic stops made by all officers. Through traffic enforcement, not only did officers arrest 103 impaired drivers in 2017, they also removed guns and drugs from the street, as well as take wanted persons into custody.

Additionally, the Hopkins Police Department continues to participate in the Towards Zero Deaths (TZD) campaign funded by the state of Minnesota. TZD is the state’s cornerstone traffic safety program, utilizing an enforcement and education approach to lowering the number of traffic crashes, injuries and deaths on Minnesota roads.



Hopkins SWAT Team

The Hopkins Police Department has a ten-person SWAT team, which is utilized when a situation exceeds the capabilities of patrol. The SWAT team members train at least once a month in order to maintain a high level of proficiency in all tactical fields.

The Hopkins SWAT team routinely trains together with partners in the Southwest SWAT consortium, Edina, Minnetonka, St. Louis Park and Eden Prairie. The partnership with these police departments allows the Hopkins Police Department to call upon a significant amount of resources, if needed.

The Hopkins Police Department SWAT team is a member of the Minnesota Tactical Officers Association (MTOA), the Special Operations Training Association and the National Tactical Officers Association. By participating in regionally and nationally recognized training, the department is ensuring that the citizens of Hopkins receive the most professional service possible from its SWAT Team.

HopkinsVolunteers.org

The City of Hopkins is fortunate to have an excellent network of educational, charitable, medical and civic organizations helping to support residents in need. These organizations rely on volunteers to maximize the reach and effectiveness of their programs. HopkinsVolunteers.org connects those who want to serve and the organizations that need their help.

The Hopkins Police Department SWAT Team partnered with Hopkinsvolunteers.org and committed to raise money for their operating costs. As a show of support, members of the SWAT Team ran the five-mile Raspberry Race and raised over \$5,000 that went directly to HopkinsVolunteers.org to maintain a high level of service to the community.



Hennepin County Traffic Enforcement Group

The Hopkins Police Department partners with several law enforcement agencies in Hennepin County, the Hennepin County Sheriff's Office and the Minnesota State Patrol to conduct monthly, high-visibility enforcement details throughout the year.

The agencies work together to identify traffic patterns, crash data and crime trends to allocate resources to the most beneficial areas.



The department's SWAT Team raised over \$5,000 for HopkinsVolunteers.org

Drug Task Force

Hopkins police dedicate one investigator to the Southwest Hennepin Drug Task Force (SWHDTF). Members of the drug task force work diligently to rid the community of dangerous narcotics.

Task force officers conduct their own investigations and also regularly assist local departments when patrol officers encounter narcotics. In addition to enforcement and proactive police work, members of the SWHDTF also educate the community about narcotics by presenting at community meetings, town-hall events, and apartment manager meetings. The SWHDTF is comprised of several south metro police agencies, including Edina, St Louis Park, Minnetonka, Eden Prairie, and the Hennepin County Sheriff's Office.



Crime Free Multi-Housing

The Crime Free Multi-Housing (CFMH) program designed for rental property continues to be a valuable program.



To become a certified CFMH property, the rental property must meet these specific criteria:

- One-day training for managers.
- The use of the crime-free, drug-free lease addendum.
- Criminal background checks on all prospective tenants.
- Annual property inspection for physical security measurements (locks, lighting, landscaping, signage).
- Participation in Neighborhood Watch.
- An active management to ensure safety and address quality of life issues.

Currently, Hopkins has five rental properties that have the distinguished designation as fully certified. Several others have work plans in place to achieve this distinction.

Crime Assessment and Planning

The police department hosts Crime Assessment and Planning meetings to bring members of various departments together to address community concerns. Active representation includes members from; Inspections, Public Works, Planning and Economic Development, the Fire Department and the City Attorney's Office. Staff from the Hennepin County adult and juvenile probation offices also attend.

By focusing on current crime statistics and trends, this collaborative effort successfully strategizes for improving crime prevention methods.

Nuisance Property Ordinance

Nuisance property enforcement continues to be a focus of the police department and the City of Hopkins.

The police department utilizes the rental property ordinance to remedy quality of life issues that arise in the community, which include:

- Any illegal drug activity
- Verbal and physical altercations (fights)
- Harassing communications
- Weapons offenses
- Obstructing legal process
- Loud noise
- Use of vulgar language or any act that offends public decency
- Any act that annoys, injures or endangers the safety, health or comfort of a considerable number of persons.

Notification of a violation is made to property owners after the first incident occurs. If further violations occur, the property owner must provide the city a written plan of action to abate the behavior. Further violations within a 12-month period at the property may result in suspension, revocation or non-renewal of the rental license.

In 2017, police and city inspectors partnered to investigate 124 nuisance property cases. Of those cases, 15 resulted in a second instance of nuisance property, which resulted in written plans of action submitted to the city. There was one case of a third instance of nuisance property reported, where habitual offenders were evicted by property owners for failing to abide with the requirements of ordinance.

The partnership between rental property owners, managers, city inspections and the police department worked to increase the quality of life throughout the community.

Crime Mapping

The Hopkins Police Department continued efforts in 2017 to reduce crime and traffic crashes through crime mapping.

LexisNexis Community Crime Map data is available to all citizens of Hopkins. This program allows citizens to do their own crime mapping and analysis to find out what is happening in their neighborhoods.



Visit www.communitycrimemap.com to view the map.



Crime Comparison

Part I Offenses reported in 2017 showed an overall decrease of 10.7 percent from 2016. Part I Offenses reflect information on eight serious crime classifications and are generally referred to as the crime index measurement.

Part II Offenses represent less serious crime classifications that include assault, vandalism, fraud, narcotics, liquor laws, drunk driving, family/children and disorderly conduct. Part II Offenses reported in 2017 showed an increase of 0.9 percent with an overall total crime reduction of 3.4 percent from 2016.

	2017	2016	2007	1-Year Change	10-Year Change
Part I Violent Crimes					
Homicide	1	0	0	+100.0%	+100.0%
Rape	6	13	11	-53.8%	-45.5%
Robbery	13	15	16	-13.3%	-18.8%
Aggravated Assault	30	24	18	+25%	+66.7%
Total Violent Crimes	50	52	45	-3.8%	+11.1%
Part I Property Crimes					
Burglary	71	65	124	+9.2%	-42.7%
Larceny/Theft	268	336	332	-20.2%	-19.3%
Auto Theft	34	18	59	+88.9%	-42.4%
Arson	3	6	0	-50.0%	+300.0%
Total Property Crimes	376	425	515	-11.5%	-27.0%
Total Part I Crimes	426	477	560	-10.7%	-23.9%
Part II Crimes					
Assault	141	128	167	+10.2%	-15.6%
Forgery/Counterfeiting	27	12	19	+125.0%	+42.1%
Fraud	102	91	65	+12.1%	+56.9%
Embezzlement	1	0	0	+100.0%	+100.0%
Possess Stolen Property	8	7	9	+14.3%	-11.1%
Vandalism	164	140	345	+17.1%	-52.5%
Weapons	11	10	11	+10.0%	0.0%
Prostitution	0	0	2	0.0%	-200.0%
Criminal Sexual Conduct	16	15	6	+6.7%	+166.7%
Narcotics	84	102	117	-17.6%	-28.2%
Gambling	0	0	0	0.0%	0.0%
Family/Children	3	7	1	-57.1%	+200.0%
DUI	100	103	178	-2.9%	-43.8%
Liquor Violations	6	11	65	-45.5%	-90.8%
Disorderly Conduct	58	61	87	-4.9%	-33.3%
Vagrancy	0	0	0	0.0%	0.0%
All Other Offenses	107	134	192	-20.1%	-44.3%
Total Part II Crimes	828	821	1,264	+0.9%	-34.5%
Total Crimes	1,254	1,298	1,824	-3.4%	-31.3%

Calls for Service

Hopkins Police Department recorded 26,724 calls for service in 2017, an 8.9 percent increase from 2016.



Calls for service included a variety of calls including theft, assault, burglary, fraud, domestic assault and other crime events, as well as suspicious activity, lockouts, medicals, alarms, welfare checks and disturbances.

A total of 658 motor vehicle crashes were reported in 2017. These included motor vehicle property damage, hit and run property damage, and hit and run personal injury crashes.

Medical calls for service increased in 2017 by 3.3 percent, with a total of 1,655 calls.

Hopkins Fire Rescue responded to 626 medical or assistance calls for service during daytime hours, Monday through Friday. The assistance the daytime rescue crew provides to the police department is critical in that it allows the on-duty police officers sufficient time to handle other calls for service during the day.

Many of the requests for assistance require two certified First Responders. In addition to all officers being trained First Responders, Hopkins Police Public Service Officers and a number of experienced Police Reserve Officers have been certified for emergency medical response.



Use of Force

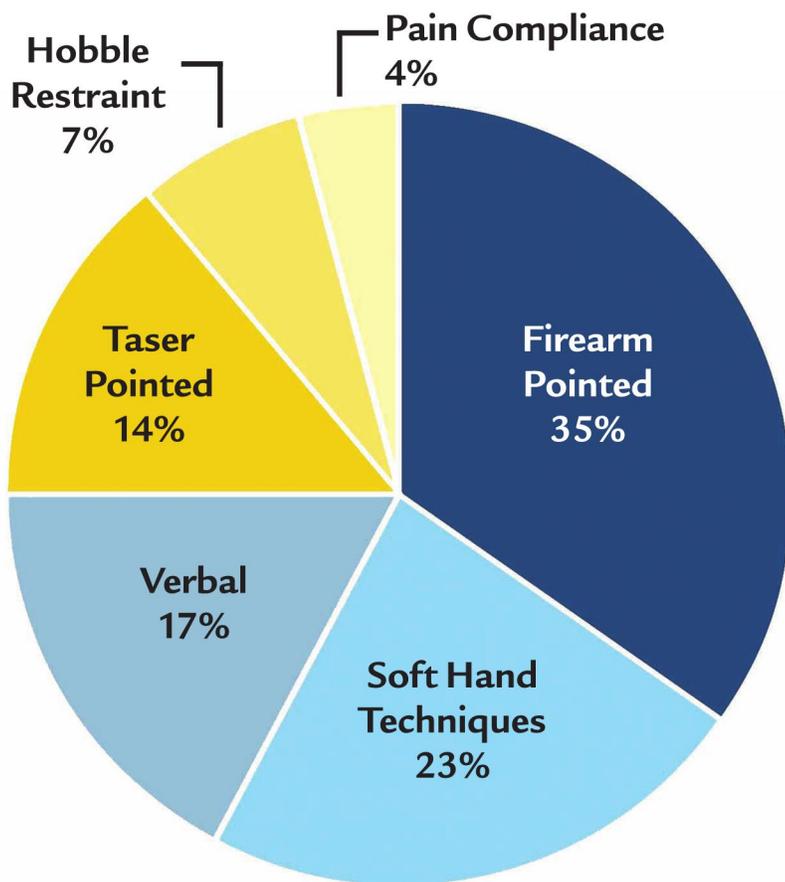
The force used by an officer in a given situation needs to be reasonable and necessary given the totality of the circumstances. Officers may lawfully use force to control an individual during varying and rapidly unfolding circumstances, which are often unpredictable.

The Hopkins Police Department trains officers to the highest of standards, and attempts to use de-escalation and crisis intervention techniques. The department provides officers with state of the art technology, such as Tasers and less lethal munitions.

The Use of Force continuum used to train officers begins with verbal skills and escalates incrementally to lethal force. Officers must document force used upon an individual in accordance with the department's Use of Force policy.

Officers responded to approximately 27,000 calls for service in 2017. During these interactions, officers used force requiring documentation in 50 incidents or less than one percent of the time. Each documented use of force incident requires a thorough review for training and policy compliance to ensure officers are performing to the highest of professional standards.

The entire Hopkins Police Department policy manual, including the Use of Force policy, is available on the police department's website.



Use of Force Definitions

Verbal Use of Force

When an officer gives commands to an individual in a situation.

Soft Hand Techniques

When an officer places their hands on an individual to escort or direct them.

Pain Compliance

When an officer inflicts momentary discomfort to achieve compliance.

Hobble Restraint

A device used to restrain the lower body of an individual who is violent or resisting.

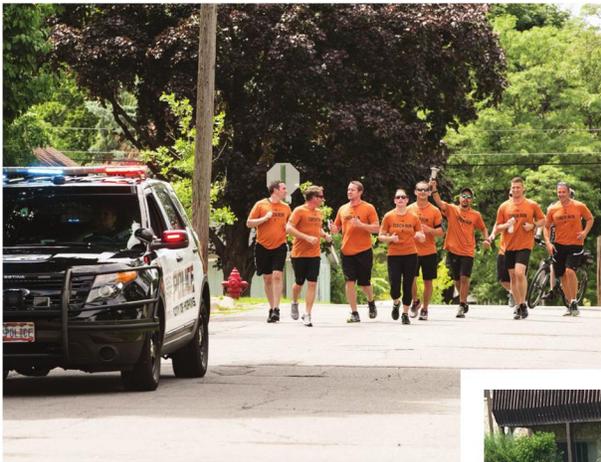
Taser Pointed

When a Taser is pointed at an individual to gain compliance but is not discharged.

Firearm Pointed

When a firearm is pointed at an individual to gain compliance, but is not discharged.

A Year in Photos



Clockwise from top left: Officers assist with Drug Take Back Day; HPD staff and community members at the Celebration of Community event; HPD staff at Mainstreet Days; School Resource Officer Jessica Thomas fits helmets at the Kick-Off to Summer Safety event; Officer Wilcox with Junior Life Saving Award recipients; HPD staff participate in the Torch Run for Special Olympics

HOPKINS

MISSION

Service to the community with honesty, integrity and respect.

VISION STATEMENT

To be recognized as a progressive law enforcement agency striving to enhance the quality of life for all citizens. We seek to collaborate with all stakeholders to continually improve our community. The Hopkins Police Department will recruit, hire and retain the most qualified personnel to fulfill this vision.

CORE VALUES

ETHICAL-

We employ personnel of the highest ethical character who are guided by the principles of honesty, integrity and respect.

DEDICATED-

Being committed to oneself, partner, department and the public which we serve where going above and beyond the call of duty is the expectation, not exception.

PROGRESSIVE-

Looking ahead to find new ways, procedures, and tools to best serve the community.

PROBLEM SOLVERS-

We are committed to identifying and solving problems through building positive community partnerships.

POLICE

**HOPKINS CITY COUNCIL
REGULAR MEETING PROCEEDINGS
FEBRUARY 20, 2018**

CALL TO ORDER

Pursuant to due call and notice thereof a regular meeting of the Hopkins City Council was held on Tuesday, February 20, 2018 at 7:01 p.m. in the Council Chambers at City Hall, 1010 First Street South, Hopkins.

Mayor Cummings called the meeting to order with Council Members Kuznia, Halverson, Gadd and Campbell attending. Staff present included City Manager Mornson, Director of Planning and Development Elverum, Fire Chief Specken and Public Works Director Stadler.

ADOPT AGENDA

Motion by Gadd. **Second** by Kuznia.

Motion to Adopt Agenda.

Ayes: Kuznia, Halverson, Cummings, Gadd, Campbell.

Nays: None. **Motion carried.**

PRESENTATIONS

III.1. Update on the 20th Annual Empty Bowls Fundraiser

Mayor Cummings congratulated Ms. Tarrah Palm and ResourceWest for being awarded HBCA Non-Profit of the Year.

Empty Bowls representative Tarrah Palm gave an overview of the 20th annual Empty Bowls event on Tuesday, March 13 at the Hopkins Center for the Arts. All proceeds benefit the ICA Food Shelf and ResourceWest. Volunteer and donation opportunities are still available. Mayor Cummings thanked Ms. Palm and Empty Bowls for this great community engagement opportunity. Ms. Palm commented that the community has helped raise \$1.1 million over the last 20 years.

III.2. Hopkins Fire Department 2017 Annual Report

Fire Chief Specken gave an overview of the Hopkins Fire Department 2017 Annual Report. Chief Specken discussed call statistics, fire incidents, fire loss by property, mutual aid and the Chemical Assessment Team (CAT). The Hopkins Fire Department average response time is 4.2 minutes. The Fire Department continues to provide many hours of public education opportunities. Chief Specken reviewed the 2018 goals including recruitment and retention efforts, updates to the Emergency Operations Plan, training and mentoring of members to take Command Staff Positions and the addition of mental health and PTSD programs. The Annual Report is available at City Hall, the Fire Department and the Hopkins Library.

There was Council discussion about the cause of structure fires and the Park Nicollet programs. Chief Specken commented that kitchen fires are the most common cause of fires. The Fire Department and Park Nicollet continue to collaborate on the Post-

**HOPKINS CITY COUNCIL
REGULAR MEETING PROCEEDINGS
FEBRUARY 20, 2018**

Hospital Discharge Visit Program and are exploring a partnership on Growing Through Grief, a school support program. Chief Specken will keep the Council updated. Chief Specken discussed the health and wellness initiatives for fire fighters.

Mayor Cummings thanked Chief Specken for his leadership.

CONSENT AGENDA

Motion by Gadd. **Second** by Halverson.

Motion to Approve the Consent Agenda.

1. Minutes of the February 5, 2018 City Council Regular Meeting Proceedings
2. Minutes of the February 5, 2018 City Council Work Session following Regular Meeting Proceedings
3. Minutes of the February 13, 2018 City Council Work Session Proceedings
4. Second Reading: Ordinance 2018-1128 Revisions to City Charter
5. Approve Central Park Use Agreement
6. Approve Cooperative Construction Agreement Between City of Hopkins, Hennepin County and Minnesota Department of Transportation
7. Approve Resolution 2018-021 Declaring the Official Intent of the City of Hopkins to Reimburse Certain Expenditures from the Proceeds of Bonds to be Issued by the City
8. Approving Resolution 2018-022 Declaring the Official Intent of the City of Hopkins to Reimburse Certain Expenditures from the Proceeds of Equipment Certificates to be Issued by the City

Ayes: Kuznia, Halverson, Cummings, Gadd, Campbell.

Nays: None. Motion carried.

John Kuhl, Hopkins Fastpitch Association (HFA) Board President, came forward and gave an overview of the softball program. Visit www.hopkinsfastpitch.com for registration information. Public Works Director Stadler commented that the Central Park ballfields could accommodate HFA.

PUBLIC HEARING

V.1. 2018 Community Development Block Grant (CDBG) Program;

Director of Planning and Development Elverum discussed the Community Development Block Grant (CDBG) program. The City of Hopkins is eligible to receive an estimated \$137,000 to support community needs. Fifteen percent of the allocation is set aside for social service programming. New this year, the social service activities will be awarded through Hennepin County. The balance of the CDBG funds will be used for the Housing Rehabilitation Program. There was discussion about the Housing Rehabilitation Program. Ms. Elverum commented that there are two families on the wait list and applications are available at City Hall and Hennepin County. The program is promoted through City publications and at the Home Remodeling Fair.

**HOPKINS CITY COUNCIL
REGULAR MEETING PROCEEDINGS
FEBRUARY 20, 2018**

Mayor Cummings opened the public hearing at 7:34 pm. No residents came forward to address the Council.

Motion by Kuznia. **Second** by Campbell.

Motion to close the Public Hearing at 7:34 p.m.

Ayes: Halverson, Kuznia, Cummings, Gadd, Campbell.

Nays: None. Motion carried.

Motion by Campbell. **Second** by Kuznia.

Motion to Approve Resolution 2018- 015, Resolution Approving Proposed Use of 2018 Urban Hennepin County Community Development Block Grant Program Funds and Authorizing Execution of Subrecipient Agreement with Hennepin County.

Ayes: Kuznia, Halverson, Cummings, Gadd, Campbell.

Nays: None. Motion carried.

ANNOUNCEMENTS

- Annual Empty Bowls Fundraiser for Hunger at the Hopkins Center for the Arts, 1111 Mainstreet: Tuesday, March 13, 2018 11 a.m. to 7 p.m.
- World's Shortest St. Patrick's Day Parade from the American Legion to Hopkins Elks Lodge #2221: Saturday, March 17 2:00 to 3:00 p.m.
- Garden Plot registration begins March 6.

ADJOURNMENT

There being no further business to come before the City Council and upon a motion by Kuznia, second by Campbell, the meeting was unanimously adjourned at 7:36 p.m.

OPEN AGENDA – PUBLIC COMMENTS AND CONCERNS

The City Council did not receive any comments or concerns.

Respectfully Submitted,
Debbie Vold

ATTEST:

Molly Cummings, Mayor

Amy Domeier, City Clerk

**MINUTES OF THE CITY COUNCIL WORK SESSION PROCEEDINGS
AT CONCLUSION OF THE REGULAR CITY COUNCIL MEETING
Tuesday, February 20, 2018**

CALL TO ORDER

Pursuant to due call and notice thereof a work session of the Hopkins City Council was held on Tuesday, February 20, 2018 at 7:39 p.m. in the Council Chambers at City Hall, 1010 First Street South, Hopkins.

Mayor Cummings called the meeting to order with Council Members Kuznia, Halverson, Gadd and Campbell attending. Staff present included City Manager Mornson and Public Works Director Stadler.

City Council:

- Council Member Gadd discussed the Highway 7 MnDOT improvement project and asked about flashing yellow upgrades to the 12th Avenue stop lights. Public Works Director Stadler will update the Council.
- Council Member Halverson asked about the Excelsior Blvd. LED street lights. Public Works Director Stadler commented that Xcel Energy is changing to more energy efficient and less light pollution street lighting. Public information will be in the March Highlights.
- Council Member Kuznia will be attending the Interlachen neighborhood meeting Wednesday, February 21.
- Mayor Cummings discussed recent and upcoming meetings and conferences.
- Mayor Cummings announced HBCA yearly award winners.
- Mayors Cummings discussed the Leaders Lab program.

City Manager Mornson provided the following updates:

- HBCA had positive comments regarding the relationship with the City
- Discussion of recommended news articles for the Council to review
- Discussion of the appointment process of commission and board members

ADJOURNMENT

There being no further business to come before the City Council and upon a motion by Campbell, seconded by Kuznia the meeting was unanimously adjourned at 7:57 p.m.

Respectfully Submitted,
Debbie Vold

ATTEST:

Molly Cummings, Mayor

Amy Domeier, City Clerk



**Resolution Amending Legislative Policy 5-D
Special Events Policy**

Proposed Action

Staff recommends adoption of the following motion: Motion that the Hopkins City Council adopt Resolution 2018-023 Amending Legislative Policy 5-D Special Events Policy.

Approval of this motion will revise language in Policy 5-D in order to update the City’s policy on issuing Special Event Permits.

Overview

Staff is requesting City Council to consider changes to the current Special Event Policy. Staff receives a number of special event applications each year and anticipates more events will be held in the newly created Artery. Staff has reviewed and suggested changes to the current policy. The amendments include updates to the following:

- List of pre-approved activities
 - Removal of Music in the Park
 - Clarification on Raspberry Festival events

- Regulations and Procedures
 - Notification requirements
 - Trash disposal, restrooms, utilities
 - Mobile Food Units and Alcohol
 - Outdoor music and tents
 - Variances to the policy

- Fee Schedule for Services
 - Public Works Personnel cost per hour
 - Police Department Personnel cost per hour

Primary Issues to Consider:

- Outdoor music/amplified sound will be allowed per current ordinance from 7 a.m. to 10 p.m.
- Street closures will continue to be determined on a case by case basis
- Legislative Polices require City Council approval

Supporting Information:

- Resolution 2018-023
- Revised Policy 5-D Special Events Policy

Amy Domeier

Amy Domeier, City Clerk

Financial Impact: \$ _____ Budgeted: Y/N _____ Source: _____ Related Documents (CIP, ERP, etc.): _____ Notes: _____

**CITY OF HOPKINS
HENNEPIN COUNTY, MINNESOTA**

RESOLUTION 2018-023

REVISING LEGISLATIVE POLICY 5-D – SPECIAL EVENTS POLICY

WHEREAS, the City Council of the City of Hopkins has approved a document entitled the Legislative Policy Manual to provide uniform guidelines on City policies so that actions taken are consistent and fair; and

WHEREAS, the City Council of the City of Hopkins has established Legislative Policy 5-D in order to set forth procedures to be followed by organizers of Special Events who wish to use City property and/or require City services; and

WHEREAS, the City Council of the City of Hopkins has determined the existing policy needs to be revised to update the list of pre-approved activities, regulations, procedures and fee schedule.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Hopkins hereby adopts the revisions to Legislative Policy 5-D Special Event Policy as proposed in Council Report CR2018-034.

Adopted by the City Council of the City of Hopkins this 6th day of March, 2018.

By: _____
Molly Cummings, Mayor

ATTEST:

Amy Domeier, City Clerk

POLICY 5-D
SPECIAL EVENTS POLICY

1. PURPOSE

- 1.01 The purpose of this policy is to set forth procedures to be followed by organizers of Special Events who wish to use city property and/or require city services. Any organization wishing to sponsor or hold a Special Event in the City of Hopkins will be required to complete the Special Event Permit Application. The City will conduct a complete review of any Special Event Permit Application and inform the applicant if the event is allowed.

Special Events are defined as any parade, race, procession, carnival, community picnic, celebration, fundraiser, dance, concert, large assembly, or other special event on City property within the corporate limits of the City of Hopkins.

2. CITY SERVICES PROVIDED FOR SPECIAL EVENTS

- 2.01 **Pre-Approved Activities:** Pre-Approved Activities are special events for which the City provides some basic services without charge. Pre-Approved Activities include:
- a. ~~Music In the Park activities~~
 - b. St. Patrick's Day Parade
 - c. Raspberry Festival Parade and Family Day
 - d. Old Fashioned Holiday
 - e. Mainstreet Days
 - f. Farmer's Market
 - g. National Night Out
- 2.02 **Other Events:** Approval of the following events is at the sole discretion of the City of Hopkins. Events must be determined to be in the general interest of the public. Events must also not require excessive staff support from the City. Approval of an event does not require the City to approve similar events or even the repeat of the same event. Each event will be reviewed separately.
- 2.03 **Co-Sponsored Events:** The City may co-sponsor certain events with other organizations, when the City Council determines that the event is in the general interest to the public and advances the City's public image. The City will provide financial support to these events as determined in the annual budget appropriation. These events must meet the other requirements of the Special Event Policy and must reimburse the City for any City costs in excess of the support level authorized by the budget appropriation. Approval of an event does not require the City to approve similar events or even the repeat of the same event. Each event will be reviewed separately.

- 2.04 **Other Non-Profit Events:** The City may provide up to \$300.00 in City labor costs and related fringe benefit costs, and use of City equipment to assist Special Events operated by non-profit organizations. These events must meet the requirements of the Special Event Policy and must reimburse the City for any costs in excess of this support level. Groups filing an application as a Non-Profit Event must be able to submit a current IRS 501C3 Statement. Approval of an event does not require the City to approve similar events or even the repeat of the same event. Each event will be reviewed separately.
- 2.05 **Other For-Profit Events:** The City may allow other Special Events operated by for-profit sponsors that are beneficial to the City and the public. These events are subject to an additional use charge for the use of the public property. In addition, these events must pay 100% of all City costs related to the event. These events must meet the other requirements of the Special Event Policy and must reimburse the City for any City costs in addition to the payment of the established permit rate. The minimum additional use charge shall be \$250.00 per day. Approval of an event does not require the City to approve similar events or even the repeat of the same event. Each event will be reviewed separately.

3. FEES FOR SPECIAL EVENTS

- 3.01 **Hourly Rate** shall be the hourly cost for any employee working on a Special Event as established by City Administration. Please note that these rates are reviewed/adjusted annually. Please refer to Attachment A to confirm rates. The Hourly Rate shall include expenses related to the employee including fringe benefits.
- 3.02 **Purchased or Rental Materials** shall include all direct costs for all materials purchased or rented by the City of Hopkins for use at the event.
- 3.03 **Equipment Charges** shall be the current equipment usage rates as established by the City of Hopkins.
- 3.04 **A Replacement Cost** will be billed for missing and/or damaged equipment and supplies.

4. BILLINGS FOR SPECIAL EVENTS

- 4.01 Special Event billing by the City shall be itemized by the employee time of Public Works, Police and Fire; any purchased or rented materials; equipment charges; and any replacement costs for missing or damaged equipment/supplies.
- 4.02 If approved, event sponsors who have previously hosted the same event in the year prior AND paid their bill in a timely manner will be extended the courtesy of paying all City fees after their event is completed and billed for the current year.
- 4.03 If approved, new events or events that are repeating annually and did NOT pay their bill in a timely manner must submit either a cash deposit, check with payment of 75% of estimated expenses be used as a deposit to be credited against the final payment. Deposit fees must be paid not less than 30 days prior to the newly scheduled event.

5. REGULATIONS AND PROCEDURES

- 5.01 Any person or organization wishing to sponsor a Special Event must obtain a Special Event Permit not less than 45 days before the special event.
- 5.02 Applications for a permit for a Special Event will be available at the City Clerk's office, and if approved, shall become a part of the permit. Incomplete applications will be returned.
- 5.03 The permit fee shall accompany the application.
- 5.04 Special Events which are not sponsored by the City or deemed Pre-Approved may require a deposit of not less than \$200 or as determined by the City Manager.
- 5.05 The cash deposit will be calculated based on the anticipated and potential cost to the City of Hopkins, and shall be submitted no less than thirty (30) days before the special event.
- 5.06 The return of the deposit is conditioned upon the applicant having not requested nor received services which are a cost to the City of Hopkins and the applicant causing no damage to the public or private property in the City of Hopkins, and further conditioned upon the fact that the applicant will remove all dirt, paper, litter, or other debris generated by its operations, from the site of the event and the adjoining premises upon completion of the event.
- 5.07 Issuance of a Special Event Permit does not constitute a waiver of any Federal, State or Local laws. Applicants are responsible for complying with all applicable Federal, State, and Local laws.
- 5.08 Issuance of a Special Event Permit does not, in any way, imply City sponsorship of the Special Event.
- 5.09 Traffic Control Measures: Applicant is required to pay all costs for traffic control measures and traffic control personnel.
- 5.10 Traffic Barricades: The applicant shall through a bona fide contractor provide, install and remove all the equipment as stipulated by the Public Works Department. The installation and removal of barricades by Hopkins Public Works Department is subject to the Hourly Rates listed in Attachment A.
- 5.11 Notice to Property Owners: The applicant may be required to provide a 30-day notice to all property owners about a Special Event as stipulated by the ~~City Administration~~City Clerk or designee. For events at the 8th Avenue Artery, the City Clerk will provide the applicant with a list of property owners to notify.
- 5.12 Insurance: Applicant must provide the City with a Certificate of Insurance showing proof of general liability insurance, automobile liability insurance (if applicable) and liquor liability insurance (if applicable) meeting the following minimum requirements:
 - Applicant shall procure and maintain for the duration of the event commercial general liability insurance or equivalent special event coverages protecting it from claims for damages for bodily injury and property damage which may arise from or in connection with the event's operation and use of the City's property in the minimum amount of \$1,000,000 per occurrence.
 - If automobiles will be used during the event, Applicant shall provide automobile liability insurance with a minimum combined single limit of \$1,000,000 per

occurrence. Coverage shall include liability for owned, non-owned and hired automobiles.

- If alcohol will be sold or served, Applicant must have liquor liability (dram shop) insurance in the minimum amount of \$1,000,000 per occurrence.
- The City shall be endorsed as an additional insured on all liability policies. Applicant's insurance shall be primary.
- The City reserves the right to modify these insurance requirements depending on the nature and scope of the event.

5.13 Claims: Applicant agrees to defend and hold the City harmless from claims, demands, actions or causes of actions, of any nature of character, arising out of, or by reason of conduct of the event authorized by such premise extension, including attorney fees and all expenses.

5.14. Damages: Applicant will indemnify the City for all damages that may result to City property as a result of an event.

5.15 Supervision: Applicant will maintain adult supervision of the event at all times. Applicant will provide security as stipulated by the Chief of Police or designee. Security will be billed at the Hourly Rate outlined in Attachment A.

5.16 Clean-up: Applicant will, at no cost to the City, immediately clean up, remove and dispose of all litter or material of any kind, which is placed or left on the street because of the event. If the Applicant neglects or fails to proceed with clean up within a two-hour period immediately following the end of the event, or if the cleanup is done in an inadequate manner, the Director of Public Works or designee is authorized to cleanup and charge Applicant for clean-up at the Hourly Rate shown in Attachment A.

5.17 Trash Disposal: Applicant will provide plans for trash disposal including the company contracted for trash disposal as part of the Special Event Permit Application.

5.18 Restrooms. Applicant will provide plans for providing restrooms including the company contracted for supplying restrooms as part of the Special Event Permit Application.

5.1719 Use of City Utilities: The Applicant will not use City utilities for any event unless permission has been granted by the Director of Public Works or designee. The electrical circuits in the Central Business District have a limited amperage capacity. Applicant will provide plans for events on the 8th Avenue Artery where the use of City utilities for events will be permitted.

5.1820 Food Permits. The Applicant shall obtain a Minnesota Department of Health food license and shall comply at all times with the applicable health codes and regulations. Proof of

license shall be provided to the City Clerk at least seven days before the event and kept on site for immediate inspection.

5.21 Mobile Food Units. The applicant shall obtain a Mobile Food Unit license from the City Clerk and shall comply with all conditions outlined in Legislative Policy 5-J Mobile Food Units. For units parked at the 8th Avenue Artery, all food sales must locate in the defined space.

5.22 Alcoholic Beverages on Public Property. The Applicant is required to follow the procedures listed in Legislative Policy 5-K Alcohol/Security/Conduct Policy at City Facilities. All of the below stipulations are inclusive of interior and exterior areas of any special events:

- Fencing surrounding the defined area for the service of alcoholic beverages will be secured to establish the outdoor event area. All liquor sales and containers used for consumption must remain in the defined space.
- There should be controlled access to the event with event security personnel to identify and wrist band those of legal age to consume. The gate/emergency exit of the fenced area will need to be continuously staffed to prevent patrons from leaving with alcoholic beverages.
- Events are “21 and over” after 9 p.m. when alcohol is being served.
- All alcohol service will cease at 10 p.m. All patrons must exit the defined space by 10:30 p.m.
- Event security will assist the Police Department in clearing the event at closing time. The closing time should be prominently displayed throughout so there is no confusion at the end of the evening when patrons are asked to leave.
- For events, applicants will be required to hire uniformed police officers to supplement their security staff as required by the Police Department. Monitoring of those consuming alcohol will be done by event coordinators and the Hopkins Police Officers who have been hired to assist with the oversight of the event.

5.23 Outdoor Music. No outdoor music or amplified sound is allowed during the hours of 10 p.m. and 7 a.m. The Police Chief or designee has the ability to direct the event manager to control the level of noise and/or terminate the event at any time. Any plans for outdoor music or amplified sound must be described in the Special Event Permit Application.

5.24 Outdoor Tents. Applications must be submitted for any tent permits exceeding 200 square feet. Erection of tents, canopies, or similar structures is allowed; however, the applicant cannot drive stakes, nails, screws, posts, or otherwise disturb either paved or unpaved surfaces within the right of way to secure such features.

5.25 Variances. The applicant shall provide in writing the condition or conditions that are requested to be modified, the modification that is request, and the factors that the City Manager or designee should consider when determining the modification. Variance requests must be submitted with the Special Event Permit application. Approval of a variance does not require the City to approve similar variances or even the repeat of the same event. Each variance will be reviewed separately.

5.~~19~~26 Termination: The applicant may terminate this agreement at will by giving 14 days written notice to the City. If less than 24 hours' notice is given to cancel an event that required contracted work, staff will be compensated for a ~~2-hour~~2-hour minimum charge. City staff has the authority to cancel or stop an event, or place additional restrictions on the event, if it is deemed that the public health, safety or welfare would be better served with additional restrictions.

5.~~20~~27 City staff may place any additional requirements on any event. These requirements may include specific staff levels for Police, Fire, Public Works or other personnel. Expenses will be billed to the sponsoring organization under the terms of this policy.

Established: 5/19/88

Revised: 11/16/93

Revised: 01/19/16

Revised: 2018

City of Hopkins

ATTACHMENT A
SPECIAL EVENT FEE SCHEDULE FOR SERVICIES
(this fee schedule may be reviewed and updated annually by the City Administration)

Public Works Personnel	Cost Per Hour (Minimum 2.53 hours per employee call-in)
• General Laborer	\$36 regular time; \$54 OT
• Supervisor	\$64
Police Department Personnel	Cost Per Hour
• Police Officer	\$70.45 <u>74.10</u>
Fire Department Personnel	Cost Per Hour
• Firefighter	\$14.95
Vehicles	Cost Per Hour
• Garbage truck	\$90
• Pick Up truck	\$35
• Dump truck	\$90
• Boom truck	\$90
• Fire truck	\$250

CITY OF HOPKINS

FINANCE DEPARTMENT

MEMORANDUM

Date: February 28th, 2018
To: Honorable Mayor and Members of the City Council
From: Nicholas Bishop, Finance Director
Subject: Ratify Checks Issued in February 2018

The checks issued between February 1, 2018 and February 28, 2018, were numbers 108880 through 109188, for a total distribution of \$2,400,814.59.

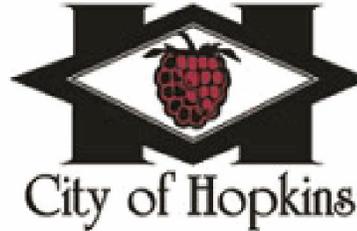
The checks issued, along with the purpose for those payments are attached for your review.

The check registers and detail of those checks can be reviewed at any time in the Finance Department.

Accounts Payable

Checks by Date - Summary by Check Date

User: kpearsall
Printed: 3/1/2018 8:18 AM



1010 First Street South
Hopkins, MN 55343

952-935-8474
M-F, 8 am-4:30 pm
www.hopkinsmn.com

Check No	Vendor No	Vendor Name	Check Date	Check Amount
108880	01001	AABACA INC	02/01/2018	20.00
108881	01125	ADT SECURITY SERVICES	02/01/2018	341.25
108882	28427	ADVANCED IMAGING SOLUTIONS	02/01/2018	329.00
108883	01328	AIRGAS USA	02/01/2018	239.51
108884	29924	ATTN: LAWSON MISC. BILLING ALLIN	02/01/2018	647.00
108885	01472	AMERICAN PLANNING ASSOCIATION	02/01/2018	25.00
108886	01497	AMERICAN WATER WORKS ASSN	02/01/2018	202.00
108887	28600	APPLE VALLEY FORD LINCOLN	02/01/2018	98.42
108888	02031	B & W SPECIALTY COFFEE CO	02/01/2018	870.31
108889	14571	BLUE TARP FINANCIAL INC	02/01/2018	624.20
108890	27782	BOUND TREE MEDICAL LLC	02/01/2018	401.39
108891	29416	CDW GOVERNMENT	02/01/2018	5,208.12
108892	30005	CENTRAL POWER DISTRIBUTORS	02/01/2018	123.69
108893	28430	CENTURY LINK	02/01/2018	41.55
108894	26951	COMCAST	02/01/2018	2.11
108895	26951	COMCAST	02/01/2018	69.95
108896	26951	COMCAST	02/01/2018	144.85
108897	03579	CORNERHOUSE	02/01/2018	3,640.64
108898	28123	CRITTERS UNLIMITED INC	02/01/2018	67.50
108899	04328	DISPLAY SALES	02/01/2018	528.00
108900	29303	DIVERSIFIED COFFEE PRODUCTS	02/01/2018	1,010.32
108901	04600	DPC INDUSTRIES, INC	02/01/2018	939.00
108902	04690	DRISKILLS FOODS	02/01/2018	460.72
108903	05481	EMERGENCY APPARATUS MAINT INC	02/01/2018	371.25
108904	30082	EXPRESSIVE PRINTING, INC.	02/01/2018	376.70
108905	29491	FERGUSON WATERWORKS	02/01/2018	3,259.82
108906	30081	FRED PRYOR SEMINARS	02/01/2018	149.00
108907	29377	GRAINGER, INC	02/01/2018	281.25
108908	08000	H & L MESABI	02/01/2018	891.08
108909	29063	HART HOWERTON LTD	02/01/2018	3,608.50
108910	29302	HENNEPIN CTY TREASURER	02/01/2018	972.00
108911	08336	HIRSHFIELDS	02/01/2018	73.18
108912	30083	HOLIDAY STATIONSTORES, LLC	02/01/2018	9,850.00
108913	29345	IMPACT MAILING OF MN	02/01/2018	3,005.59
108914	30087	INTEGRITY EMPLOYEE BENEFITS, LL	02/01/2018	1,000.00
108915	10172	JEFFERSON FIRE & SAFETY	02/01/2018	5,995.00
108916	11327	KILLMER ELECTRIC CO INC	02/01/2018	538.88
108917	29154	MARK KROPIDLOWSKI	02/01/2018	140.00
108918	29059	MANSFIELD OIL COMPANY OF GAINE	02/01/2018	17,928.25
108919	13167	MENARDS - EDEN PRAIRIE	02/01/2018	12.40
108920	13207	MENARDS - GOLDEN VALLEY	02/01/2018	15.99
108921	13172	METRO ELEVATOR, INC	02/01/2018	155.00
108922	13275	MICRO CENTER	02/01/2018	1,523.91
108923	13354	MN BENEFIT ASSOCIATION	02/01/2018	37.18
108924	27576	MN POLLUTION CONTROL AGENCY	02/01/2018	400.00
108925	13412	MN TROPHIES	02/01/2018	10.40
108926	28540	OAK RIDGE COUNTRY CLUB	02/01/2018	241.18

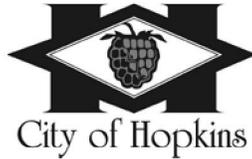
Check No	Vendor No	Vendor Name	Check Date	Check Amount
108927	29317	OFFICE OF MN IT SERVICES	02/01/2018	20.25
108928	16801	PUMP & METER SERVICE, INC	02/01/2018	273.00
108929	29196	QUAKER SALES & DISTRIBUTION	02/01/2018	80.51
108930	17806	QWEST CORP	02/01/2018	3,854.11
108931	18805	RUMPCA COMPANIES, INC	02/01/2018	10,400.00
108932	30084	SELA INVESTMENTS LTD, LLP	02/01/2018	37,500.00
108933	30015	SERVICE GRINDING & SHARPENING I	02/01/2018	63.50
108934	29143	SHRED IT USA	02/01/2018	48.84
108935	19520	SNAP PRINT INC	02/01/2018	446.19
108936	30086	SOLID WASTE ASSOCIATION OF NOR	02/01/2018	843.00
108937	29115	MANUEL SOTELO	02/01/2018	6,480.00
108938	19602	SPS COMPANIES INC	02/01/2018	65.63
108939	20120	TDS METROCOM - MN	02/01/2018	338.98
108940	28482	DOUGLAS A TORVUND JR	02/01/2018	9,603.75
108941	30085	TWINTOWN IRRIGATION, INC.	02/01/2018	1,950.00
108942	30017	VERIZON WIRELESS	02/01/2018	35.01
108943	22563	VOSS LIGHTING	02/01/2018	1,052.24
108944	29480	CHARLES WEINSTEIN	02/01/2018	2,500.00
108945	28624	MICHEAL J WHITE	02/01/2018	533.05
108946	28960	WIMACTEL INC	02/01/2018	60.00
108947	13082	WM H MCCOY PETROLEUM FUELS	02/01/2018	34.00
108948	23720	WSB & ASSOCIATES INC	02/01/2018	382.50
108949	25080	XCEL ENERGY	02/01/2018	11,612.06
108950	25080	XCEL ENERGY	02/01/2018	11,823.62
108951	26000	ZARNOTH BRUSH WORKS, INC	02/01/2018	557.30
108952	26160	ZEE MEDICAL SERVICE	02/01/2018	119.90
108953	26320	ZIEGLER, INC	02/01/2018	1,547.91
Total for 2/1/2018:				169,096.44
108954	30097	ANOKA COUNTY SHERIFF'S OFFICE	02/07/2018	883.34
Total for 2/7/2018:				883.34
108955	28422	ADVANCED IMAGING SOLUTIONS	02/08/2018	3,597.22
108956	28600	APPLE VALLEY FORD LINCOLN	02/08/2018	54.17
108957	29905	ARTSPACE PROJECTS, INC.	02/08/2018	17,500.00
108958	02031	B & W SPECIALTY COFFEE CO	02/08/2018	491.81
108959	02012	BATTERIES PLUS BULBS	02/08/2018	5.85
108960	29817	GARY BINGER	02/08/2018	2,500.00
108961	27822	BRADS PRO AUDIO	02/08/2018	350.00
108962	29011	JESSICA BRAUN	02/08/2018	240.00
108963	29928	C.E.L. PUBLIC RELATIONS, INC.	02/08/2018	4,677.50
108964	03160	CENTERPOINT ENERGY MINNEGASC	02/08/2018	21,243.01
108965	29205	CHRIS STRONER	02/08/2018	360.00
108966	03362	CITY OF MINNEAPOLIS	02/08/2018	645.30
108967	26951	COMCAST	02/08/2018	14.75
108968	26951	COMCAST	02/08/2018	144.85
108969	26951	COMCAST	02/08/2018	16.85
108970	03568	COMO LUBE & SUPPLIES INC	02/08/2018	162.50
108971	29981	CORE & MAIN LP	02/08/2018	7,466.55
108972	03640	CPT SERVICES, INC	02/08/2018	148.75
108973	03800	CULLIGAN - METRO	02/08/2018	190.00
108974	03808	CUMMINS NPOWER LLC	02/08/2018	691.92
108975	29896	DATAWORKS PLUS LLC	02/08/2018	116.00
108976	04165	DELEGARD TOOL CO	02/08/2018	65.99
108977	04690	DRISKILLS FOODS	02/08/2018	49.36

Check No	Vendor No	Vendor Name	Check Date	Check Amount
108978	28898	ECM PUBLISHERS INC	02/08/2018	70.50
108979	29070	ENGAGE PRINT INC	02/08/2018	272.55
108980	28971	EXCELSIOR MOTOR VEHICLE CENTE	02/08/2018	63.00
108981	29491	FERGUSON WATERWORKS	02/08/2018	47.97
108982	30094	GOLIATH HYDRO-VAC, INC.	02/08/2018	1,241.25
108983	28609	GRANICUS INC	02/08/2018	275.00
108984	08000	H & L MESABI	02/08/2018	1,569.50
108985	30095	HAMLIN SCHOOL OF BUSINESS	02/08/2018	605.00
108986	08012	HARMON AUTOGLASS	02/08/2018	245.00
108987	08179	HENNEPIN CTY TREASURER	02/08/2018	663.00
108988	08186	HENNEPIN CTY TREASURER	02/08/2018	51.00
108989	08223	HENNEPIN CTY TREASURER	02/08/2018	9,674.64
108990	30048	RICH HILL	02/08/2018	486.24
108991	08627	HOME DEPOT CREDIT SERVICES	02/08/2018	1,732.20
108992	08576	HOPKINS F.D. RELIEF ASSOC	02/08/2018	900.00
108993	27494	HORIZON GRAPHICS	02/08/2018	313.23
108994	12009	J. H. LARSON COMPANY	02/08/2018	76.96
108995	11327	KILLMER ELECTRIC CO INC	02/08/2018	4,615.00
108996	12160	LEAGUE OF MN CITIES	02/08/2018	1,000.00
108997	29381	LEAGUE OF MN CITIES	02/08/2018	3,060.00
108998	30096	MASTER CRAFT LABELS, INC.	02/08/2018	637.67
108999	29919	MCCD	02/08/2018	5,000.00
109000	13167	MENARDS - EDEN PRAIRIE	02/08/2018	132.95
109001	29177	RENEE A MEUWISSEN	02/08/2018	345.00
109002	29842	MEYER CONTRACTING, INC.	02/08/2018	1,345,636.69
109003	13275	MICRO CENTER	02/08/2018	59.98
109004	13362	MN CHIEFS OF POLICE ASSOC	02/08/2018	1,087.00
109005	13271	MN DEPT OF PUBLIC SAFETY	02/08/2018	25.00
109006	27519	MN DEPT OF TRANSPORTATION	02/08/2018	45.00
109007	15521	ON SITE SANITATION	02/08/2018	332.52
109008	30090	GREGORY POPE	02/08/2018	10.00
109009	29331	POSTMASTER	02/08/2018	125.00
109010	16687	PRO-TEC DESIGN INC	02/08/2018	88.00
109011	29196	QUAKER SALES & DISTRIBUTION	02/08/2018	46.96
109012	26912	QUALITY PROPANE	02/08/2018	2.00
109013	04573	QUALITY RESOURCE GROUP INC	02/08/2018	51.89
109014	18327	REINDERS INC	02/08/2018	611.61
109015	09084	ICMA RETIREMENT TRUST- 457 3008	02/08/2018	2,192.30
109016	18575	ROC, INC	02/08/2018	4,298.56
109017	28533	RODNEY J RODMAN	02/08/2018	2,675.00
109018	29165	ROOT-O-MATIC	02/08/2018	305.00
109019	19117	SCHERER BROS. LUMBER CO.	02/08/2018	34.88
109020	19085	SCHINDLER ELEVATOR CORP	02/08/2018	342.78
109021	30015	SERVICE GRINDING & SHARPENING I	02/08/2018	127.00
109022	28588	NANCY SHIELDS	02/08/2018	90.00
109023	30089	SLOW CURVE TOURING, INC.	02/08/2018	10,080.00
109024	19520	SNAP PRINT INC	02/08/2018	83.54
109025	19561	SOJOURNER PROJECT, INC	02/08/2018	15,000.00
109026	30091	RAY STAFFORD	02/08/2018	480.00
109027	29371	SUBURBAN ELECTRIC INC	02/08/2018	40.00
109028	19824	SUNSHINE CAR WASH	02/08/2018	259.92
109029	08009	TRANSITIONS HOME CARE	02/08/2018	170.00
109030	30093	TRANSUNION RISK ALTERNATIVE DA	02/08/2018	107.26
109031	29029	CATHERINE TURNER	02/08/2018	45.00
109032	30088	ULTIMATE TRAINING MUNITIONS	02/08/2018	1,458.53
109033	29466	VERIZON WIRELESS	02/08/2018	1,698.27
109034	29473	VERIZON WIRELESS	02/08/2018	246.69

Check No	Vendor No	Vendor Name	Check Date	Check Amount
109035	29475	VERIZON WIRELESS	02/08/2018	105.03
109036	22563	VOSS LIGHTING	02/08/2018	68.80
109037	27091	BENJAMIN MERCER WALKER III	02/08/2018	320.00
109038	28624	MICHEAL J WHITE	02/08/2018	185.80
109039	23720	WSB & ASSOCIATES INC	02/08/2018	75,147.38
109040	25080	XCEL ENERGY	02/08/2018	6,108.12
109041	26160	ZEE MEDICAL SERVICE	02/08/2018	522.70
Total for 2/8/2018:				1,564,124.25
109042	29680	AIDAN HENRY	02/15/2018	62.00
109043	27929	ALLINA HEALTH SYSTEM	02/15/2018	405.00
109044	01774	ATSSA	02/15/2018	290.00
109045	02031	B & W SPECIALTY COFFEE CO	02/15/2018	899.65
109046	02162	BECKER ARENA PRODUCTS, INC	02/15/2018	108,474.32
109047	30104	KIRA BETCHER	02/15/2018	36.00
109048	30110	BENNET BLUMBERG	02/15/2018	60.00
109049	28242	BMI	02/15/2018	314.10
109050	02563	BOLTON & MENK, INC	02/15/2018	96,792.00
109051	02569	BOYER TRUCK PARTS	02/15/2018	255.24
109052	UB*00270	TONI M BRAY	02/15/2018	87.63
109053	29416	CDW GOVERNMENT	02/15/2018	11,615.90
109054	03001	CES IMAGING	02/15/2018	1,485.00
109055	29342	CITY OF MINNETONKA	02/15/2018	1,508.81
109056	26951	COMCAST	02/15/2018	126.02
109057	14561	COMPASS MINERALS AMERICA	02/15/2018	9,431.05
109058	03800	CULLIGAN - METRO	02/15/2018	130.10
109059	30107	JOSH DANDERAND	02/15/2018	80.00
109060	29303	DIVERSIFIED COFFEE PRODUCTS	02/15/2018	526.95
109061	29306	DORAN COMPANIES	02/15/2018	84,667.13
109062	28898	ECM PUBLISHERS INC	02/15/2018	293.75
109063	29520	ECOLAB	02/15/2018	488.59
109064	05282	EHLERS AND ASSOCIATES, INC	02/15/2018	10,898.19
109065	05484	EMBROIDERY SHOP	02/15/2018	281.10
109066	29398	ENTERPRISE FLEET MANAGEMENT	02/15/2018	2,911.69
109067	30109	NATHANIEL ESSMA	02/15/2018	26.00
109068	06008	FASTENAL CO	02/15/2018	145.16
109069	29903	FIRST HOSPITAL LABORATORIES INC	02/15/2018	50.95
109070	29992	Ford of Hibbing	02/15/2018	123,596.00
109071	28978	G & B ENVIRONMENTAL INC	02/15/2018	68.00
109072	07185	GENUINE PARTS	02/15/2018	886.21
109073	07681	GRAINGER, INC	02/15/2018	123.41
109074	29377	GRAINGER, INC	02/15/2018	74.82
109075	08000	H & L MESABI	02/15/2018	2,510.26
109076	30095	HAMLIN SCHOOL OF BUSINESS	02/15/2018	605.00
109077	29748	HENNEPIN COUNTY PUBLIC WORKS	02/15/2018	5,706.66
109078	08166	HENNEPIN CTY TREASURER	02/15/2018	4,079.50
109079	30099	HIAWATHA COURT, LLC	02/15/2018	1,000.00
109080	08570	HOPKINS AUTO BODY	02/15/2018	5,263.80
109081	30116	HOPKINS GARMENT LETTERING	02/15/2018	20.00
109082	09534	INTERSTATE BATTERY SYSTEM	02/15/2018	817.80
109083	30113	ANNA JONES	02/15/2018	30.00
109084	30115	KNOLLWOOD TOWERS WEST, LLP	02/15/2018	15,041.00
109085	29858	KNOWBE4, INC.	02/15/2018	1,594.69
109086	30101	ALEX KOESTER	02/15/2018	70.00
109087	30106	BOB KORKOWSKI	02/15/2018	28.00
109088	30105	TAYLOR KRAEMER	02/15/2018	40.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
109089	30114	ZACH KUNESH	02/15/2018	220.00
109090	30102	VICTORIS MALAWAY	02/15/2018	24.00
109091	13031	MATTS AUTO SERVICE, INC	02/15/2018	1,867.00
109092	13167	MENARDS - EDEN PRAIRIE	02/15/2018	333.96
109093	30100	NOLAN MESCHKE	02/15/2018	50.00
109094	13179	METROPOLITAN COUNCIL	02/15/2018	74.53
109095	29842	MEYER CONTRACTING, INC.	02/15/2018	42,035.68
109096	13275	MICRO CENTER	02/15/2018	282.45
109097	30098	MINNESOTA VIKINGS	02/15/2018	400.00
109098	13446	MN DEPT OF LABOR & INDUSTRY	02/15/2018	100.00
109099	19181	MN SECRETARY OF STATE	02/15/2018	120.00
109100	13412	MN TROPHIES	02/15/2018	73.65
109101	29634	MAX MUSICANT	02/15/2018	11,421.25
109102	29917	JOE NORTON	02/15/2018	22.00
109103	15880	OWENS SERVICE CORP- CHEMTEX	02/15/2018	3,200.00
109104	UB*00274	RAYMOND PIIRAINEN	02/15/2018	154.98
109105	29196	QUAKER SALES & DISTRIBUTION	02/15/2018	102.68
109106	17806	QWEST CORP	02/15/2018	59.62
109107	18164	RED WING SHOES	02/15/2018	355.48
109108	UB*00271	JAMES RENNEBERG	02/15/2018	156.84
109109	18326	RICOH USA INC	02/15/2018	219.26
109110	UB*00269	ROGER RIENSTRA	02/15/2018	132.22
109111	29613	ROGNESS SERVICE & SALES	02/15/2018	209.85
109112	30108	HENRY RYNDERS	02/15/2018	112.00
109113	UB*00257	NICOLE SAILER	02/15/2018	31.54
109114	19004	SAMARITAN TIRE COMPANY	02/15/2018	1,303.60
109115	30015	SERVICE GRINDING & SHARPENING I	02/15/2018	63.50
109116	26975	SPRINT	02/15/2018	1,712.80
109117	19602	SPS COMPANIES INC	02/15/2018	4.46
109118	UB*00273	JAMES STROM	02/15/2018	95.00
109119	UB*00272	THE ESTATE OF WILLIAM J DEFORE	02/15/2018	5.67
109120	20560	TOLL GAS & WELDING SUPPLY	02/15/2018	11.04
109121	29708	TOXALERT INTERNATIONAL INC.	02/15/2018	374.00
109122	21543	UNIVERSITY OF MN	02/15/2018	840.00
109123	22563	VOSS LIGHTING	02/15/2018	121.90
109124	23003	WASTE MANAGEMENT OF WI-MN	02/15/2018	9,568.00
109125	30112	MARISSA WEAVER	02/15/2018	32.00
109126	28624	MICHEAL J WHITE	02/15/2018	351.20
109127	30103	AUSTIN WILLETTE	02/15/2018	42.00
109128	UB*00275	DOUGLAS A WRIGHT	02/15/2018	76.05
109129	23720	WSB & ASSOCIATES INC	02/15/2018	6,999.00
109130	25080	XCEL ENERGY	02/15/2018	3,978.38
109131	25080	XCEL ENERGY	02/15/2018	6,696.08
109132	25080	XCEL ENERGY	02/15/2018	4,290.33
109133	25080	XCEL ENERGY	02/15/2018	60.63
109134	25080	XCEL ENERGY	02/15/2018	61.76
109135	25080	XCEL ENERGY	02/15/2018	11,595.48
109136	25080	XCEL ENERGY	02/15/2018	11,853.42
109137	26320	ZIEGLER, INC	02/15/2018	178.61
109138	30111	COLE ZIELSKE	02/15/2018	60.00
Total for 2/15/2018:				616,031.38
109139	01328	AIRGAS USA	02/22/2018	175.21
109140	02031	B & W SPECIALTY COFFEE CO	02/22/2018	435.57
109141	02569	BOYER TRUCK PARTS	02/22/2018	245.78
109142	03443	CLEAN N PRESS	02/22/2018	70.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
109143	26951	COMCAST	02/22/2018	239.85
109144	28747	CULLIGAN BOTTLED WATER CO	02/22/2018	142.35
109145	29303	DIVERSIFIED COFFEE PRODUCTS	02/22/2018	583.15
109146	01523	EARL F. ANDERSEN, INC	02/22/2018	1,140.60
109147	05282	EHLERS AND ASSOCIATES, INC	02/22/2018	290.00
109148	27569	EMERGENCY AUTOMOTIVE TECHNO	02/22/2018	3,370.33
109149	30117	EMERGENCY MEDICAL PRODUCTS, II	02/22/2018	10,308.00
109150	06008	FASTENAL CO	02/22/2018	19.61
109151	28294	FINANCE AND COMMERCE	02/22/2018	321.28
109152	07000	G & K SERVICES INC	02/22/2018	821.92
109153	29377	GRAINGER, INC	02/22/2018	29.88
109154	08170	HENNEPIN CTY FIRE CHIEFS ASSN	02/22/2018	100.00
109155	08593	HOPKINS CARPET ONE	02/22/2018	650.35
109156	08641	HOPKINS HISTORICAL SOCIETY	02/22/2018	671.57
109157	12009	J. H. LARSON COMPANY	02/22/2018	77.93
109158	10172	JEFFERSON FIRE & SAFETY	02/22/2018	713.14
109159	13012	MACQUEEN EQUIPMENT INC	02/22/2018	1,763.64
109160	13275	MICRO CENTER	02/22/2018	60.98
109161	13377	MN DEPT OF NATURAL RESOURCES C	02/22/2018	20.00
109162	13377	MN DEPT OF NATURAL RESOURCES C	02/22/2018	293.00
109163	13377	MN DEPT OF NATURAL RESOURCES C	02/22/2018	293.00
109164	13412	MN TROPHIES	02/22/2018	60.00
109165	29452	OFFICE OF MN IT SERVICES	02/22/2018	1,723.33
109166	29470	ONSITE MEDICAL SERVICES	02/22/2018	575.00
109167	17806	QWEST CORP	02/22/2018	2,236.16
109168	28745	SAFE STEP LLC	02/22/2018	14,655.68
109169	19802	SUBURBAN RATE AUTHORITY	02/22/2018	886.00
109170	20120	TDS METROCOM - MN	02/22/2018	342.11
109171	29659	URBAN LAND INSTITUTE	02/22/2018	40.00
109172	29489	VERIZON WIRELESS	02/22/2018	35.01
109173	29490	VERIZON WIRELESS	02/22/2018	1,211.03
109174	29172	WEST PUBLISHING CORP	02/22/2018	154.35
109175	28624	MICHEAL J WHITE	02/22/2018	340.15
109176	29764	JACOB ZWEIGBAUM	02/22/2018	100.00
Total for 2/22/2018:				45,195.96
109181	29669	AVESIS	02/23/2018	163.70
109182	08625	HOPKINS POLICE ASSOCIATION	02/23/2018	1,050.00
109183	12012	LAW ENFORCEMENT LABOR SERVICE	02/23/2018	392.00
109184	30023	CIGNA LIFE INS COMPANY OF N AME	02/23/2018	849.14
109185	08568	RESOURCE WEST	02/23/2018	46.32
109186	09084	ICMA RETIREMENT TRUST- 457 3008	02/23/2018	2,192.30
109187	21523	UNION LOCAL 49	02/23/2018	759.00
109188	21529	UNITED WAY	02/23/2018	30.76
Total for 2/23/2018:				5,483.22
Report Total (305 checks):				2,400,814.59



March 6, 2018

Council Report 2018-035

**APPROVE FINAL PLANS AND ORDER BIDS
2018 STREET AND UTILITY IMPROVEMENTS
CITY PROJECT 2017-10**

Proposed Action

Staff recommends the following motion: adopt Resolution 2018-024, Resolution Approving Plans and Specifications and Authorizing Advertisement for Bids, 2018 Street and Utility Improvements, City Project 2017-10.

This action continues an assessable project for street and utility improvements.

Overview

At its December 5th, 2017 meeting, the Hopkins City Council conducted a public hearing concerning the street and utility improvements proposed for the 2018 Street and Utility Improvement Project. Council directed the project to proceed and authorized the preparation of final plans and specifications. The final plans are substantially complete, staff now asks the council to approve these plans and authorize advertisement for bids.

Primary Issues to Consider

- Scope of Improvements
- Public Input
- Estimated Costs and Funding
- Project Schedule
- Staff Recommendation

Supporting Information

- Engineer's Estimate
- Final Plans (available upon request)
- Project Location Map
- Resolution 2018-024

Eric Klingbeil, P.E., Assistant City Engineer

Financial Impact: \$5,827,500 Budgeted: Y/N Y Source: PIR, SA, Water, Sanitary, Storm
Related Documents (CIP, ERP, etc.): CIP Notes: _____

ANALYSIS OF ISSUES

Scope of Improvements

This project includes reconstruction of the following streets:

- Division Street
- Cambridge Street
- Oxford Street
- Lake Street Northeast
- Murphy Avenue
- Texas Avenue South
- Alley south of Lake Street

Proposed street improvements include full reconstruction of streets and new curb and gutter throughout the project area; width improvements are also proposed.

Water main is proposed to be replaced throughout the project area. All water services will be replaced from the main to the property line unless they are copper and less than 10 years old.

Sanitary sewer improvements include the removal and replacement of the main, manholes and service lines to the property line. Several segments are also proposed to be rehabilitated via trenchless means.

Proposed storm sewer improvements include removal and replacement of the storm sewer main, addition of storm sewer inlets to reduce water ponding in the street and improvements to reduce sediment accumulation.

Bicycle facilities include installation of “sharrows” on the Hopkins portion of Texas Avenue and “sharrows” on Lake Street Northeast. St. Louis Park has designated Texas Avenue South as a bicycle corridor, and will be installing bicycle lanes on their portion of Texas Avenue South. The bicycle improvements will provide continuity between existing bicycle lanes on Texas Avenue South and the proposed bicycle improvements on Blake Road. Additional sidewalks were considered for the neighborhood; however the vast majority of resident respondents indicated they did not want new sidewalks added.

During the scoping for this project, it was determined that there was some other work that should be included in the project, due not only to proximity, but to capitalize on pricing. This additional work will be funded by separate items in the CIP and Budget and includes the following:

- Storm manhole rehabilitation/replacement in the intersection of 17th Avenue South and 1st Street South
- Sanitary Sewer Lining in areas across the City identified by the Public Works Department.
- Citywide spot alley and sidewalk repairs
- Mill and Overlay of 11th Avenue South from 5th Street to south of 7th Street

The municipal boundary between Hopkins and St. Louis Park runs down the middle of Division Street and Texas Avenue south of Division Street. Both of these streets will be reconstructed in their entirety, and to govern the work a Joint Powers Agreement was executed in 2017. Hopkins will be the project lead for all work and coordinate with St. Louis Park.

Metropolitan Council Environmental Services (MCES) is currently reconstructing the L27 lift station, which is currently located at 420 Blake Road. The new lift station will be located at 402 Hiawatha Avenue, approximately 600 feet west of Blake Road. As part of the project, a new force main needs to be extended from the lift station into St. Louis Park. Staff has been coordinating with MCES on the placement of the new force main along Lake Street, and plan to incorporate the work into the 2018 improvements scope. A cooperative agreement between Hopkins and MCES was established prior to construction of the lift station, and will be updated to account for the additional work.

Public Input

Two public informational meetings regarding the improvements were held on September 6 and 15. The meeting format consisted of a presentation of the overall project, but focused detailed discussion on assessments. Between the two meetings, a total of approximately 30 people attended the meetings.

A questionnaire was sent to all properties in the project area in advance of the neighborhood meeting. Drainage concerns and a desire for improved street surface were the most notable comment in the responses.

Bolton & Menk and City staff has met with individual property owners in person to discuss concerns and look at options to minimize issues; it is anticipated meetings will continue as design progresses.

Assessments

The proposed street assessments are based on the City's assessment policy, whereby 70% of the street reconstruction cost and 50% of the water and sewer service replacement are assessed to benefiting properties. The policy also allows for assessments to be capped should assessments exceed previous year assessments by 20%; the costs for this project will trigger the assessment cap. A preliminary assessment roll has been calculated and can be found in the appendix of the attached Feasibility Report.

The assessment cap for residential properties is \$88.89 per front foot based on adding 3% to the 2017 cap. Without the cap assessments could be double the capped rate.

Project Budget and Costs

The estimate for this project, which includes contingency, legal, administrative, and engineering costs for all the work totals to \$5,827,500. Project costs and funding sources are as follows:

Funding Source	CIP Budget	Hopkins Costs	Costs by Others
PI-PIR/General Obligation Bonds	\$1,000,000	\$1,000,000	
Assessments	900,000	965,020	
Storm Sewer Fund	350,000	350,000	
Sanitary Sewer Fund	500,000	925,280	
Water Fund	700,000	1,089,100	
Metropolitan Council			797,400
City of St. Louis Park			700,700
Total	3,450,000	\$4,329,400	\$1,498,100

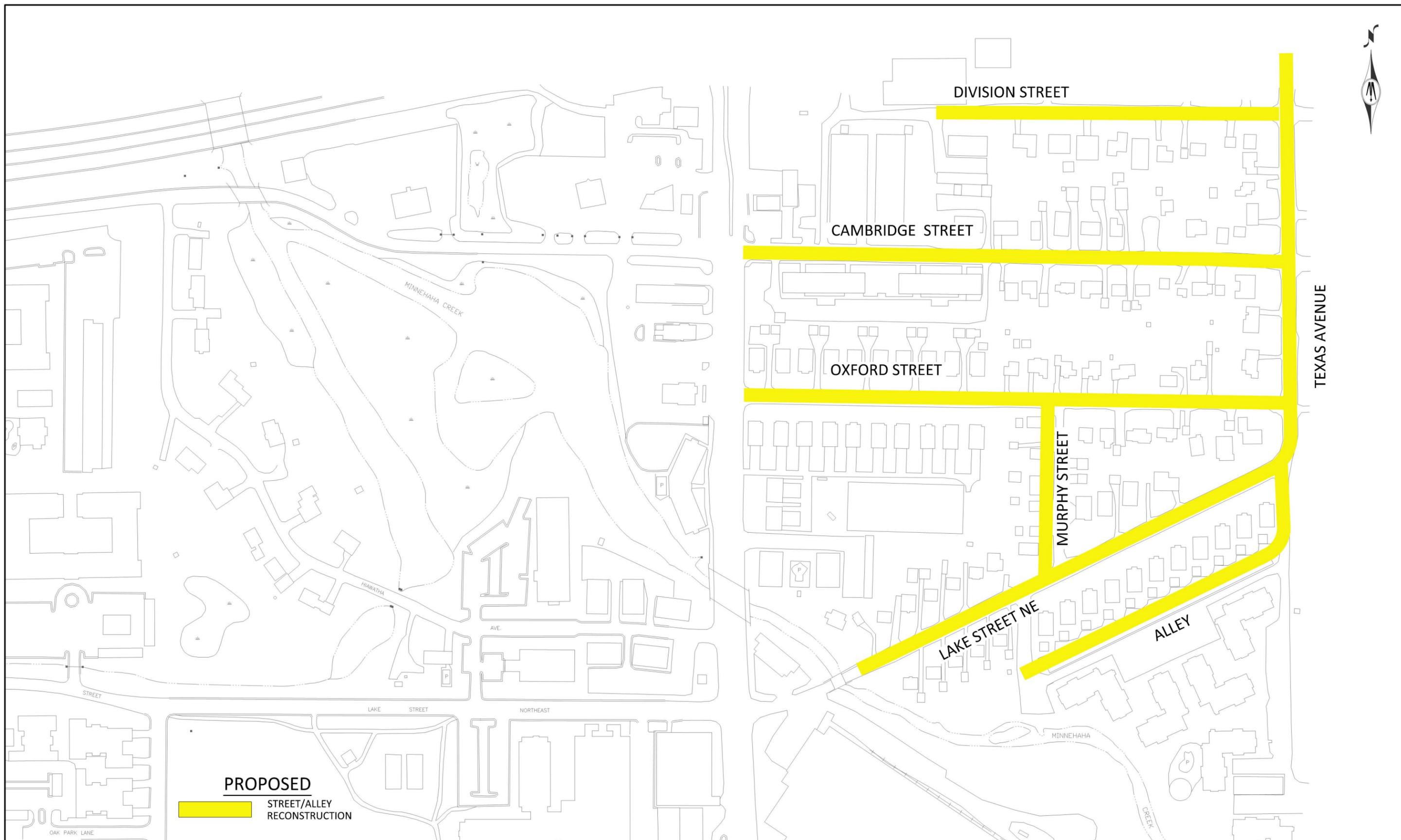
It should be noted that the current estimate exceeds the CIP budgeted amount for some items. Costs for utilities have been increased due to further in-depth analysis of other factors that can affect construction costs, such as poor soil conditions, depth, and capacity upgrades. Public Works staff has been working with the Finance Director to assure the project as proposed can be funded.

Project Schedule

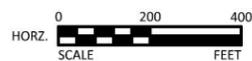
Approve final plans/order bids	March 6, 2018
Receive and Open Bids	April 10, 2018
Order Assessment Hearing	April 17, 2018
Conduct Public Assessment Hearing/ Adopt Assessment Roll/Award Contract	May 15, 2018
Public Information/Neighborhood Meeting #4	May, 2018
Begin Construction	June, 2018
Complete Construction	November, 2018

Staff Recommendation

Staff recommends approving final plans and ordering bids with adoption of resolution 2018-024.



PROPOSED
 STREET/ALLEY
 RECONSTRUCTION



BOLTON & MENK

12224 NICOLLET AVENUE
 BURNSVILLE, MINNESOTA 55337
 Phone: (952) 890-0509
 Email: Burns@bolton-menk.com
 www.bolton-menk.com



CITY OF HOPKINS, MINNESOTA
 2018 STREET & UTILITY IMPROVEMENTS
 PROJECT LOCATION MAP

NOVEMBER, 2017

SHEET 1.0

ENGINEER'S ESTIMATE

2018 STREET & UTILITY IMPROVEMENTS

CITY OF HOPKINS, MN

CITY PROJECT NO. 2017-10

BMI PROJECT NO. T19.114259

ITEM NO.	ITEM	NOTES	UNIT	UNIT PRICE	ST. LOUIS PARK TOTAL	MET COUNCIL	HOPKINS TOTAL	TOTAL QUANTITY	ST. LOUIS PARK COST	MET COUNCIL COST	HOPKINS COST	TOTAL ESTIMATED COST
SCHEDULE A - HOPKINS & ST. LOUIS PARK STREETS & UTILITIES												
1	MOBILIZATION		LUMP SUM	\$ 200,000.00	0.11	0.13	0.76	1.00	\$ 22,000.00	\$ 26,000.00	\$ 152,000.00	\$ 200,000.00
2	TRAFFIC CONTROL		LUMP SUM	\$ 25,000.00	0.11	0.13	0.76	1.00	\$ 2,750.00	\$ 3,250.00	\$ 19,000.00	\$ 25,000.00
3	LANDSCAPE ALLOWANCE		LUMP SUM	\$ 20,000.00	0.00	0.00	1.00	1.00	\$ -	\$ -	\$ 20,000.00	\$ 20,000.00
4	TREE TRIMMING		LUMP SUM	\$ 2,500.00	0.11	0.00	0.89	1.00	\$ 275.00	\$ -	\$ 2,225.00	\$ 2,500.00
5	GRUBBING (TREE)		EACH	\$ 150.00	4	0	31	35	\$ 600.00	\$ -	\$ 4,650.00	\$ 5,250.00
6	CLEARING (TREE)		EACH	\$ 150.00	4	0	31	35	\$ 600.00	\$ -	\$ 4,650.00	\$ 5,250.00
7	EXPLORATORY EXCAVATION		hour	\$ 500.00	4	0	82	86	\$ 2,000.00	\$ -	\$ 41,000.00	\$ 43,000.00
8	REMOVE BITUMINOUS PAVEMENT (TRAILS AND DRIVEWAYS)		SQ YD	\$ 5.50	100	0	1292	1392	\$ 550.00	\$ -	\$ 7,106.00	\$ 7,656.00
9	REMOVE BITUMINOUS PAVEMENT (ALLEY)		SQ YD	\$ 4.00	0	0	3826	3826	\$ -	\$ -	\$ 15,304.00	\$ 15,304.00
10	REMOVE CONCRETE PAVEMENT (WALKS, DRIVEWAYS, STREETS, AND ALLEYS)		SQ YD	\$ 7.00	256	0	2559	2815	\$ 1,792.00	\$ -	\$ 17,913.00	\$ 19,705.00
11	REMOVE CONCRETE PAVEMENT (SPOT REPLACEMENT)		SQ YD	\$ 10.00	0	0	320	320	\$ -	\$ -	\$ 3,200.00	\$ 3,200.00
12	REMOVE CURB & GUTTER		LIN FT	\$ 3.00	2275	0	5365	7640	\$ 6,825.00	\$ -	\$ 16,095.00	\$ 22,920.00
13	REMOVE CURB & GUTTER (SPOT REPLACEMENT)		LIN FT	\$ 8.00	0	0	404	404	\$ -	\$ -	\$ 3,232.00	\$ 3,232.00
14	REMOVE CONCRETE STEP		EACH	\$ 175.00	0	0	34	34	\$ -	\$ -	\$ 5,950.00	\$ 5,950.00
15	REMOVE RETAINING WALL (ALL TYPES)		LF	\$ 30.00	5	0	120	125	\$ 150.00	\$ -	\$ 3,600.00	\$ 3,750.00
16	REMOVE SIGN		EACH	\$ 40.00	11	0	35	46	\$ 440.00	\$ -	\$ 1,400.00	\$ 1,840.00
17	REMOVE GUARD RAIL		LIN FT	\$ 20.00	92	0	0	92	\$ 1,840.00	\$ -	\$ -	\$ 1,840.00
18	SAWING CONCRETE PAVEMENT (FULL-DEPTH)		LIN FT	\$ 4.50	98	0	1998	2096	\$ 441.00	\$ -	\$ 8,991.00	\$ 9,432.00
19	SAWING BITUMINOUS PAVEMENT (FULL-DEPTH)		LIN FT	\$ 3.00	308	0	1524	1832	\$ 924.00	\$ -	\$ 4,572.00	\$ 5,496.00
20	SALVAGE & REINSTALL HANDRAIL		EACH	\$ 500.00	0	0	2	2	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00
21	SALVAGE & REINSTALL FENCE (VINYL OR WOOD)		LIN FT	\$ 30.00	80	0	126	206	\$ 2,400.00	\$ -	\$ 3,780.00	\$ 6,180.00
22	SALVAGE & REINSTALL MODULAR BLOCK/STONE RETAINING WALL		SQ FT	\$ 35.00	0	0	331	331	\$ -	\$ -	\$ 11,585.00	\$ 11,585.00
23	SALVAGE & REINSTALL WOOD TIMBER RETAINING WALL		SQ FT	\$ 30.00	0	0	236	236	\$ -	\$ -	\$ 7,080.00	\$ 7,080.00
24	SALVAGE & REINSTALL PAVERS		SQ FT	\$ 15.00	0	0	183	183	\$ -	\$ -	\$ 2,745.00	\$ 2,745.00
25	MODULAR BLOCK RETAINING WALL		SQ FT	\$ 45.00	0	0	402	402	\$ -	\$ -	\$ 18,090.00	\$ 18,090.00
26	COMMON EXCAVATION	(EV)(P)	CU YD	\$ 16.00	3777	0	12590	16367	\$ 60,430.27	\$ -	\$ 201,441.73	\$ 261,872.00
27	SUBGRADE EXCAVATION	(EV)	CU YD	\$ 16.00	302	0	2136	2438	\$ 4,832.00	\$ -	\$ 34,176.00	\$ 39,008.00
28	STABILIZING AGGREGATE		CU YD	\$ 50.00	84	0	643	727	\$ 4,200.00	\$ -	\$ 32,150.00	\$ 36,350.00
29	SELECT GRANULAR BORROW		TON	\$ 12.00	3659	720	8144	12523	\$ 43,908.00	\$ 8,640.00	\$ 97,728.00	\$ 150,276.00
30	GEOTEXTILE FABRIC		SQ YD	\$ 1.50	5373	0	12046	17419	\$ 8,059.50	\$ -	\$ 18,069.00	\$ 26,128.50
31	TOPSOIL BORROW (SPECIAL)	(LV)	CU YD	\$ 35.00	215	0	1196	1412	\$ 7,542.15	\$ -	\$ 41,865.83	\$ 49,407.98
32	CLASS 5 AGGREGATE BASE		TON	\$ 13.00	2314	840	7981	11135	\$ 30,082.00	\$ 10,920.00	\$ 103,753.00	\$ 144,755.00
33	CLASS 2 AGGREGATE SURFACING (GRAVEL DRIVEWAY)		TON	\$ 36.00	2	0	22	24	\$ 72.00	\$ -	\$ 792.00	\$ 864.00
34	SELECT GRANULAR TRENCH BACKFILL		TON	\$ 12.00	80	0	1645	1725	\$ 960.00	\$ -	\$ 19,740.00	\$ 20,700.00
35	RECLAIM BITUMINOUS SURFACE		SQ YD	\$ 2.00	4593	0	18188	22781	\$ 9,186.00	\$ -	\$ 36,376.00	\$ 45,562.00
36	MILL BITUMINOUS SURFACE (2 INCH DEPTH)		SQ YD	\$ 3.00	0	0	6974	6974	\$ -	\$ -	\$ 20,922.00	\$ 20,922.00
37	BITUMINOUS WEARING COURSE (SPWEA240C)		TON	\$ 62.00	441	146	2516	3103	\$ 27,342.00	\$ 9,052.00	\$ 155,992.00	\$ 192,386.00
38	BITUMINOUS NON-WEARING COURSE (SPNWB230C)		TON	\$ 56.00	441	146	1701	2288	\$ 24,696.00	\$ 8,176.00	\$ 95,256.00	\$ 128,128.00
39	BITUMINOUS MATERIAL FOR TACK COAT		GAL	\$ 3.00	201	90	749	1040	\$ 603.00	\$ 270.00	\$ 2,247.00	\$ 3,120.00
40	3" BITUMINOUS PAVEMENT (TRAIL/DRIVEWAY) (SPWEA240B)		SQ YD	\$ 30.00	74	0	1383	1457	\$ 2,220.00	\$ -	\$ 41,490.00	\$ 43,710.00
41	2" BITUMINOUS ROADWAY PATCH (SPWEA240C)		SQ YD	\$ 20.00	0	0	79	79	\$ -	\$ -	\$ 1,580.00	\$ 1,580.00
42	JOINT ADHESIVE		LIN FT	\$ 0.75	2456	0	9585	12041	\$ 1,842.00	\$ -	\$ 7,188.75	\$ 9,030.75
43	4" CONCRETE WALK		SQ FT	\$ 5.00	5965	0	16455	22420	\$ 29,825.00	\$ -	\$ 82,275.00	\$ 112,100.00
44	4" CONCRETE WALK (SPOT REPLACEMENT)		SQ FT	\$ 6.50	0	0	2800	2800	\$ -	\$ -	\$ 18,200.00	\$ 18,200.00
45	TRUNCATED DOMES		SQ FT	\$ 50.00	140	0	80	220	\$ 7,000.00	\$ -	\$ 4,000.00	\$ 11,000.00
46	CONCRETE STEP		LIN FT	\$ 50.00	0	0	136	136	\$ -	\$ -	\$ 6,800.00	\$ 6,800.00
47	CONCRETE CURB & GUTTER DESIGN B618		LIN FT	\$ 16.00	1176	180	8945	10301	\$ 18,816.00	\$ 2,880.00	\$ 143,120.00	\$ 164,816.00
48	CONCRETE CURB & GUTTER DESIGN B618 (SPOT REPLACEMENT)		LIN FT	\$ 25.00	0	20	404	424	\$ -	\$ 500.00	\$ 10,100.00	\$ 10,600.00
49	CONCRETE CURB & GUTTER DESIGN B660		LIN FT	\$ 45.00	250	0	0	250	\$ 11,250.00	\$ -	\$ -	\$ 11,250.00
50	CONCRETE CURB & GUTTER DESIGN B666		LIN FT	\$ 50.00	980	0	0	980	\$ 49,000.00	\$ -	\$ -	\$ 49,000.00
51	CONCRETE CURB & GUTTER DESIGN S512		LIN FT	\$ 15.00	0	0	640	640	\$ -	\$ -	\$ 9,600.00	\$ 9,600.00
52	6" CONCRETE WALK PEDESTRIAN RAMPS		SQ YD	\$ 85.00	110	0	45	155	\$ 9,350.00	\$ -	\$ 3,825.00	\$ 13,175.00
53	6" CONCRETE WALK PEDESTRIAN RAMPS (SPOT REPLACEMENT)		SQ YD	\$ 90.00	0	0	50	50	\$ -	\$ -	\$ 4,500.00	\$ 4,500.00
54	6" CONCRETE DRIVEWAY PAVEMENT (RESIDENTIAL)		SQ YD	\$ 60.00	270	0	984	1254	\$ 16,200.00	\$ -	\$ 59,040.00	\$ 75,240.00
55	7" CONCRETE VALLEY GUTTER		SQ YD	\$ 75.00	80	0	0	80	\$ 6,000.00	\$ -	\$ -	\$ 6,000.00
56	6" CONCRETE ALLEY		SQ YD	\$ 60.00	0	0	632	632	\$ -	\$ -	\$ 37,920.00	\$ 37,920.00
57	6" CONCRETE ALLEY (SPOT REPLACEMENT/HIGH EARLY)		SQ YD	\$ 65.00	0	0	80	80	\$ -	\$ -	\$ 5,200.00	\$ 5,200.00
58	DRILL & GROUT REINF BAR - NO. 4 (EPOXY COATED)		EACH	\$ 15.00	0	0	112	112	\$ -	\$ -	\$ 1,680.00	\$ 1,680.00
59	8" CONCRETE DRIVEWAY PAVEMENT (COMMERCIAL/ALLEY)		SQ YD	\$ 75.00	40	0	137	177	\$ 3,000.00	\$ -	\$ 10,275.00	\$ 13,275.00
60	8" CONCRETE ROADWAY PATCH (HIGH EARLY)		SQ YD	\$ 100.00	0	0	86	86	\$ -	\$ -	\$ 8,600.00	\$ 8,600.00
61	SAW & SEAL CONCRETE JOINTS (SPOT REPLACEMENT)		LIN FT	\$ 25.00	0	0	50	50	\$ -	\$ -	\$ 1,250.00	\$ 1,250.00
62	CROSSWALK - WHITE EPOXY		SQ FT	\$ 2.50	360	0	1960	2320	\$ 900.00	\$ -	\$ 4,900.00	\$ 5,800.00
63	4" SOLID WHITE - EPOXY		LIN FT	\$ 1.00	0	0	243	243	\$ -	\$ -	\$ 243.00	\$ 243.00
64	4" DOUBLE SOLID YELLOW - EPOXY		LIN FT	\$ 1.50	430	0	2763	3193	\$ 645.00	\$ -	\$ 4,144.50	\$ 4,789.50
65	4" DASHED YELLOW - EPOXY		LIN FT	\$ 1.50	0	0	2914	2914	\$ -	\$ -	\$ 4,371.00	\$ 4,371.00
66	12" SOLID WHITE - EPOXY		LIN FT	\$ 4.00	0	0	88	88	\$ -	\$ -	\$ 352.00	\$ 352.00
67	PAVEMENT MESSAGE (ARROW) - EPOXY		EACH	\$ 300.00	0	0	2	2	\$ -	\$ -	\$ 600.00	\$ 600.00
68	PAVEMENT MESSAGE (SHARROW) - EPOXY		EACH	\$ 115.00	10	0	14	24	\$ 1,150.00	\$ -	\$ 1,610.00	\$ 2,760.00
69	PAVEMENT MESSAGE (BIKE LANE) - EPOXY		EACH	\$ 115.00	8	0	0	8	\$ 920.00	\$ -	\$ -	\$ 920.00
70	TRAFFIC SIGN POST (WITH FOUNDATION)		EACH	\$ 175.00	6	0	18	24	\$ 1,050.00	\$ -	\$ 3,150.00	\$ 4,200.00
71	TRAFFIC SIGN POST (U-CHANNEL)		EACH	\$ 100.00	16	0	21	37	\$ 1,600.00	\$ -	\$ 2,100.00	\$ 3,700.00
72	SIGN PANELS (TYPE C)		SQ FT	\$ 20.00	117	0	169	286	\$ 2,330.00	\$ -	\$ 3,380.00	\$ 5,710.00
73	SIGN PANELS (TYPE D)		SQ FT	\$ 20.00	0	0	54	54	\$ -	\$ -	\$ 1,080.00	\$ 1,080.00
74	SALVAGE AND REINSTALL SIGN		EACH	\$ 120.00	12	0	14	26	\$ 1,440.00	\$ -	\$ 1,680.00	\$ 3,120.00
75	DECIDUOUS TREE 2" CAL B & B (HACKBERRY)		EACH	\$ 375.00	0	0	4	4	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00

ENGINEER'S ESTIMATE

2018 STREET & UTILITY IMPROVEMENTS

CITY OF HOPKINS, MN

CITY PROJECT NO. 2017-10

BMI PROJECT NO. T19.114259

ITEM NO.	ITEM	NOTES	UNIT	UNIT PRICE	ST. LOUIS PARK TOTAL	MET COUNCIL	HOPKINS TOTAL	TOTAL QUANTITY	ST. LOUIS PARK COST	MET COUNCIL COST	HOPKINS COST	TOTAL ESTIMATED COST
SCHEDULE A - HOPKINS & ST. LOUIS PARK STREETS & UTILITIES												
76	DECIDUOUS TREE 2" CAL B & B (HONEY LOCUST)		EACH	\$ 375.00	0	0	4	4	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00
77	DECIDUOUS TREE 2" CAL B & B (LITTLE LEAF LINDEN)		EACH	\$ 375.00	0	0	4	4	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00
78	DECIDUOUS TREE 2" CAL B & B (SWAMP WHITE OAK)		EACH	\$ 375.00	0	0	4	4	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00
79	DECIDUOUS TREE 2" CAL B & B (SUGAR MAPLE)		EACH	\$ 375.00	0	0	5	5	\$ -	\$ -	\$ 1,875.00	\$ 1,875.00
80	DECIDUOUS TREE 2" CAL B & B (PARKWAY NORWAY MAPLE)		EACH	\$ 375.00	0	0	5	5	\$ -	\$ -	\$ 1,875.00	\$ 1,875.00
81	DECIDUOUS TREE 2" CAL B & B (PRINCETON AMERICAN ELM)		EACH	\$ 375.00	0	0	4	4	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00
82	DECIDUOUS TREE 2" CAL B & B (RED OAK)		EACH	\$ 375.00	0	0	5	5	\$ -	\$ -	\$ 1,875.00	\$ 1,875.00
83	TREE WATERING BAG		EACH	\$ 200.00	0	0	35	35	\$ -	\$ -	\$ 7,000.00	\$ 7,000.00
84	LIMESTONE BLOCK		EACH	\$ 1,000.00	5	0	0	5	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
85	STORM DRAIN INLET PROTECTION		EACH	\$ 200.00	20	2	53	75	\$ 4,000.00	\$ 400.00	\$ 10,600.00	\$ 15,000.00
86	SILT FENCE		LIN FT	\$ 2.50	83	300	182	565	\$ 207.50	\$ 750.00	\$ 455.00	\$ 1,412.50
87	FLOATING SILT CURTAIN		LIN FT	\$ 25.00	0	0	45	45	\$ -	\$ -	\$ 1,125.00	\$ 1,125.00
88	STREET SWEEPER WITH OPERATOR		hour	\$ 125.00	20	0	110	130	\$ 2,500.00	\$ -	\$ 13,750.00	\$ 16,250.00
89	LAWN TYPE SOD		SQ YD	\$ 4.00	1959	128	6829	8916	\$ 7,836.00	\$ 512.00	\$ 27,316.00	\$ 35,664.00
90	HYDRONMULCH & SEED MIX 270		SQ YD	\$ 2.00	185	0	118	303	\$ 370.00	\$ -	\$ 236.00	\$ 606.00
91	HYDRONMULCH & SEED MIX 270 (SPOT REPLACEMENT)		SQ YD	\$ 3.00	0	0	250	250	\$ -	\$ -	\$ 750.00	\$ 750.00
92	CATEGORY 3 EROSION CONTROL BLANKET & SEED MIX 270		SQ YD	\$ 2.00	0	0	100	100	\$ -	\$ -	\$ 200.00	\$ 200.00
93	6" PERF PVC UNDERDRAIN		LIN FT	\$ 10.00	787	0	3061	3848	\$ 7,870.00	\$ -	\$ 30,610.00	\$ 38,480.00
94	6" PVC UNDERDRAIN CLEANOUT		EACH	\$ 250.00	7	0	12	19	\$ 1,750.00	\$ -	\$ 3,000.00	\$ 4,750.00
95	2 - 2" NON-METALLIC CONDUITS		LIN FT	\$ 10.00	1155	0	0	1155	\$ 11,550.00	\$ -	\$ -	\$ 11,550.00
96	HANDHOLE		EACH	\$ 1,000.00	2	0	0	2	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
97	CONNECT TO EXISTING HANDHOLE		EACH	\$ 750.00	2	0	0	2	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
98	REMOVE SANITARY SEWER PIPE		LIN FT	\$ 6.00	0	0	5300	5300	\$ -	\$ -	\$ 31,800.00	\$ 31,800.00
99	ABANDON SANITARY SEWER PIPE		LIN FT	\$ 6.00	230	0	0	230	\$ 1,380.00	\$ -	\$ -	\$ 1,380.00
100	REMOVE SANITARY MANHOLE		EACH	\$ 400.00	0	0	22	22	\$ -	\$ -	\$ 8,800.00	\$ 8,800.00
101	SANITARY SEWER CASTING (R1733)		EACH	\$ 800.00	6	0	0	6	\$ 4,800.00	\$ -	\$ -	\$ 4,800.00
102	SANITARY SEWER CASTING (SPECIAL)		EACH	\$ 1,000.00	0	0	26	26	\$ -	\$ -	\$ 26,000.00	\$ 26,000.00
103	8" PVC SDR 35 SANITARY SEWER PIPE (0 - 10' DEPTH)		LIN FT	\$ 46.00	0	0	2108	2108	\$ -	\$ -	\$ 96,968.00	\$ 96,968.00
104	8" PVC SDR 35 SANITARY SEWER PIPE (> 10' DEPTH)		LIN FT	\$ 65.00	0	0	1900	1900	\$ -	\$ -	\$ 123,500.00	\$ 123,500.00
105	12" PVC SDR 35 SANITARY SEWER PIPE (0 - 10' DEPTH)		LIN FT	\$ 70.00	0	0	1124	1124	\$ -	\$ -	\$ 78,680.00	\$ 78,680.00
106	12" PVC SDR 35 SANITARY SEWER PIPE (> 10' DEPTH)		LIN FT	\$ 105.00	0	0	189	189	\$ -	\$ -	\$ 19,845.00	\$ 19,845.00
107	CIPP LINE 8" SANITARY SEWER PIPE		LIN FT	\$ 22.00	0	0	3269	3269	\$ -	\$ -	\$ 71,918.00	\$ 71,918.00
108	TRIM PROTRUDING TAP		EACH	\$ 275.00	0	0	5	5	\$ -	\$ -	\$ 1,375.00	\$ 1,375.00
109	6" PVC SDR 26 SANITARY SEWER SERVICE PIPE		LIN FT	\$ 35.00	58	0	3287	3345	\$ 2,030.00	\$ -	\$ 115,045.00	\$ 117,075.00
110	8" x 6" SDR 26 PVC SERVICE WYE		EACH	\$ 400.00	1	0	69	70	\$ 400.00	\$ -	\$ 27,600.00	\$ 28,000.00
111	12" x 6" SDR 26 PVC SERVICE WYE		EACH	\$ 500.00	0	0	35	35	\$ -	\$ -	\$ 17,500.00	\$ 17,500.00
112	6" PVC SANITARY SEWER CLEANOUT		EACH	\$ 450.00	0	0	10	10	\$ -	\$ -	\$ 4,500.00	\$ 4,500.00
113	SANITARY MANHOLE		LIN FT	\$ 267.00	0	0	237	237	\$ -	\$ -	\$ 63,279.00	\$ 63,279.00
114	CONSTRUCT 4" INSIDE DROP		EACH	\$ 4,000.00	0	1	0	1	\$ -	\$ 4,000.00	\$ -	\$ 4,000.00
115	RECONNECT SANITARY SEWER SERVICE		EACH	\$ 350.00	1	0	104	105	\$ 350.00	\$ -	\$ 36,400.00	\$ 36,750.00
116	CONNECT TO EXISTING SANITARY SEWER MANHOLE		EACH	\$ 2,000.00	0	0	1	1	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00
117	CONNECT TO EXISTING SANITARY SEWER PIPE		EACH	\$ 1,250.00	0	0	2	2	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00
118	SEAL SANITARY MANHOLE		EACH	\$ 2,000.00	0	0	13	13	\$ -	\$ -	\$ 26,000.00	\$ 26,000.00
119	SANITARY SEWER SPOT REPAIR (0' - 10' DEPTH)		EACH	\$ 5,000.00	0	0	1	1	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00
120	SANITARY SEWER SPOT REPAIR (>10' DEPTH)		EACH	\$ 10,000.00	0	0	1	1	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00
121	CONNECT TO EXISTING SANITARY SEWER SERVICE (PRIVATE)		EACH	\$ 1,500.00	0	0	5	5	\$ -	\$ -	\$ 7,500.00	\$ 7,500.00
122	CONNECT TO EXISTING WATER SERVICE (PRIVATE)		EACH	\$ 2,500.00	0	0	5	5	\$ -	\$ -	\$ 12,500.00	\$ 12,500.00
123	1" TYPE K COPPER SERVICE PIPE (PRIVATE)		LIN FT	\$ 40.00	0	0	150	150	\$ -	\$ -	\$ 6,000.00	\$ 6,000.00
124	6" PVC SDR 26 SANITARY SEWER SERVICE PIPE (PRIVATE)		LIN FT	\$ 50.00	0	0	150	150	\$ -	\$ -	\$ 7,500.00	\$ 7,500.00
125	TELEWISE SANITARY SEWER SERVICE LINE		EACH	\$ 500.00	0	0	10	10	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00
126	ADJUST VALVE BOX		EACH	\$ 300.00	0	0	6	6	\$ -	\$ -	\$ 1,800.00	\$ 1,800.00
127	REMOVE WATERMAIN		LIN FT	\$ 4.50	87	0	5530	5617	\$ 391.50	\$ -	\$ 24,885.00	\$ 25,276.50
128	ABANDON WATERMAIN		LIN FT	\$ 6.00	0	0	385	385	\$ -	\$ -	\$ 2,310.00	\$ 2,310.00
129	REMOVE HYDRANT		EACH	\$ 400.00	0	0	9	9	\$ -	\$ -	\$ 3,600.00	\$ 3,600.00
130	CONNECT TO EXISTING WATERMAIN		EACH	\$ 1,500.00	3	0	14	17	\$ 4,500.00	\$ -	\$ 21,000.00	\$ 25,500.00
131	HYDRANT		EACH	\$ 5,500.00	0	0	13	13	\$ -	\$ -	\$ 71,500.00	\$ 71,500.00
132	6" GATE VALVE & BOX		EACH	\$ 1,300.00	1	0	15	16	\$ 1,300.00	\$ -	\$ 19,500.00	\$ 20,800.00
133	8" GATE VALVE & BOX		EACH	\$ 1,900.00	0	0	16	16	\$ -	\$ -	\$ 30,400.00	\$ 30,400.00
134	12" BUTTERFLY VALVE & BOX		EACH	\$ 2,200.00	0	0	21	21	\$ -	\$ -	\$ 46,200.00	\$ 46,200.00
135	6" SPOT VALVE REPLACEMENT		EACH	\$ 5,000.00	1	0	0	1	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
136	12" SPOT VALVE REPLACEMENT		EACH	\$ 6,000.00	4	0	0	4	\$ 24,000.00	\$ -	\$ -	\$ 24,000.00
137	6" WATER MAIN DUCTILE IRON CL 52		LIN FT	\$ 46.00	55	0	179	234	\$ 2,530.00	\$ -	\$ 8,234.00	\$ 10,764.00
138	8" WATERMAIN DUCTILE IRON CL 52		LIN FT	\$ 55.00	0	0	2401	2401	\$ -	\$ -	\$ 132,055.00	\$ 132,055.00
139	12" WATERMAIN DUCTILE IRON CL 52		LIN FT	\$ 70.00	32	0	3060	3092	\$ 2,240.00	\$ -	\$ 214,200.00	\$ 216,440.00
140	8" RJ PVC WATERMAIN (TRENCHLESS)		LIN FT	\$ 100.00	0	0	308	308	\$ -	\$ -	\$ 30,800.00	\$ 30,800.00
141	12" DR18 HDPE WATERMAIN (TRENCHLESS)		LIN FT	\$ 175.00	0	0	200	200	\$ -	\$ -	\$ 35,000.00	\$ 35,000.00
142	12" WATERMAIN INSIDE EXISTING CASING		LIN FT	\$ 125.00	0	0	50	50	\$ -	\$ -	\$ 6,250.00	\$ 6,250.00
143	1" TYPE K COPPER SERVICE PIPE		LIN FT	\$ 30.00	0	0	2396	2396	\$ -	\$ -	\$ 71,880.00	\$ 71,880.00
144	1.5" TYPE K COPPER SERVICE PIPE		LIN FT	\$ 40.00	0	0	20	20	\$ -	\$ -	\$ 800.00	\$ 800.00
145	1" PE SERVICE PIPE (TRENCHLESS)		LIN FT	\$ 75.00	0	270	0	270	\$ -	\$ 20,250.00	\$ -	\$ 20,250.00
146	FORD TYPE A-1 CURB BOX COVERS		EACH	\$ 150.00	0	0	12	12	\$ -	\$ -	\$ 1,800.00	\$ 1,800.00
147	1" CURB STOP & BOX		EACH	\$ 350.00	0	0	100	100	\$ -	\$ -	\$ 35,000.00	\$ 35,000.00
148	1.5" CURB STOP & BOX		EACH	\$ 450.00	0	0	1	1	\$ -	\$ -	\$ 450.00	\$ 450.00
149	1" CORPORATION STOP		EACH	\$ 450.00	0	0	100	100	\$ -	\$ -	\$ 45,000.00	\$ 45,000.00
150	1.5" CORPORATION STOP		EACH	\$ 500.00	0	0	1	1	\$ -	\$ -	\$ 500.00	\$ 500.00

ENGINEER'S ESTIMATE

2018 STREET & UTILITY IMPROVEMENTS

CITY OF HOPKINS, MN

CITY PROJECT NO. 2017-10

BMI PROJECT NO. T19.114259

ITEM NO.	ITEM	NOTES	UNIT	UNIT PRICE	ST. LOUIS PARK TOTAL	MET COUNCIL	HOPKINS TOTAL	TOTAL QUANTITY	ST. LOUIS PARK COST	MET COUNCIL COST	HOPKINS COST	TOTAL ESTIMATED COST
SCHEDULE A - HOPKINS & ST. LOUIS PARK STREETS & UTILITIES												
151	CONNECT TO EXISTING WATER SERVICE		EACH	\$ 250.00	0	0	101	101	\$ -	\$ -	\$ 25,250.00	\$ 25,250.00
152	TEMPORARY WATER SERVICE		EACH	\$ 500.00	0	0	100	100	\$ -	\$ -	\$ 50,000.00	\$ 50,000.00
153	TEMPORARY WATER SERVICE SPECIAL		EACH	\$ 5,000.00	0	0	6	6	\$ -	\$ -	\$ 30,000.00	\$ 30,000.00
154	POLYSTYRENE INSULATION (1 1/2 INCH THICKNESS)		SQ FT	\$ 2.50	0	2695	300	2995	\$ -	\$ 6,737.50	\$ 750.00	\$ 7,487.50
155	DUCTILE IRON FITTINGS		POUND	\$ 8.00	420	0	4124	4544	\$ 3,360.00	\$ -	\$ 32,992.00	\$ 36,352.00
156	LOWER HYDRANT		EACH	\$ 2,500.00	0	0	1	1	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00
157	HYDRANT EXTENSION		EACH	\$ 1,000.00	0	0	1	1	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00
158	REMOVE STORM SEWER PIPE		LIN FT	\$ 9.00	200	0	640	840	\$ 1,800.00	\$ -	\$ 5,760.00	\$ 7,560.00
159	REMOVE DRAINAGE STRUCTURE		EACH	\$ 350.00	10	0	19	29	\$ 3,500.00	\$ -	\$ 6,650.00	\$ 10,150.00
160	INSTALL CASTING (CATCH BASIN R-3067-V)		EACH	\$ 625.00	5	0	22	27	\$ 3,125.00	\$ -	\$ 13,750.00	\$ 16,875.00
161	INSTALL CASTING (CATCH BASIN R-3067-L)		EACH	\$ 650.00	3	0	4	7	\$ 1,950.00	\$ -	\$ 2,600.00	\$ 4,550.00
162	INSTALL CASTING (STORM MANHOLE) (R1733)		EACH	\$ 700.00	1	0	2	3	\$ 700.00	\$ -	\$ 1,400.00	\$ 2,100.00
163	ADJUST FRAME, RING, & CASTING (STORM)		EACH	\$ 450.00	5	0	0	5	\$ 2,250.00	\$ -	\$ -	\$ 2,250.00
164	12" PIPE SEWER (STORM)		LIN FT	\$ 45.00	120	0	601	721	\$ 5,400.00	\$ -	\$ 27,045.00	\$ 32,445.00
165	15" PIPE SEWER (STORM)		LIN FT	\$ 50.00	120	0	311	431	\$ 6,000.00	\$ -	\$ 15,550.00	\$ 21,550.00
166	18" PIPE SEWER (STORM)		LIN FT	\$ 60.00	29	0	29	58	\$ 1,740.00	\$ -	\$ 1,740.00	\$ 3,480.00
167	CONSTRUCT STORM MH DES 48"-4020"		EACH	\$ 1,750.00	1	0	2	3	\$ 1,750.00	\$ -	\$ 3,500.00	\$ 5,250.00
168	CONSTRUCT STORM MH DES 48"-4022" (WEIR)		EACH	\$ 3,000.00	0	0	1	1	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00
169	CONSTRUCT STORM MH DES 48"-4022"		EACH	\$ 1,750.00	1	0	5	6	\$ 1,750.00	\$ -	\$ 8,750.00	\$ 10,500.00
170	STORM CATCH BASIN - DESIGN R-1, 2'X3'		EACH	\$ 1,200.00	7	0	20	27	\$ 8,400.00	\$ -	\$ 24,000.00	\$ 32,400.00
171	CONNECT TO EXISTING STORM PIPE		EACH	\$ 1,000.00	3	0	7	10	\$ 3,000.00	\$ -	\$ 7,000.00	\$ 10,000.00
172	CONNECT TO EXISTING DRAINAGE STRUCTURE		EACH	\$ 1,500.00	2	0	7	9	\$ 3,000.00	\$ -	\$ 10,500.00	\$ 13,500.00
SCHEDULE B - MET COUNCIL UTILITIES												
1	UTILITY RELOCATION ALLOWANCE		LS	\$ 50,000.00		1		1		\$ 50,000.00		\$ 50,000.00
2	POTHOLE EXISTING UTILITIES ALLOWANCE		LS	\$ 20,000.00		1		1		\$ 20,000.00		\$ 20,000.00
3	DIRECTED WORK TIME AND MATERIAL ALLOWANCE		LS	\$ 50,000.00		1		1		\$ 50,000.00		\$ 50,000.00
4	JERSEY BARRIER		LF	\$ 50.00		150		150		\$ 7,500.00		\$ 7,500.00
5	BIOROLL		LF	\$ 2.00		200		200		\$ 400.00		\$ 400.00
6	TEMPORARY HYDROMULCH WITH SEED MIX 25-151		SY	\$ 3.00		500		500		\$ 1,500.00		\$ 1,500.00
7	TEMPORARY CONVEYANCE OF WASTEWATER		LS	\$ 200,000.00		1		1		\$ 200,000.00		\$ 200,000.00
8	REMOVE 24-INCH SANITARY FORCEMAIN		LF	\$ 40.00		1107		1107		\$ 44,280.00		\$ 44,280.00
9	CONNECT TO EXISTING FORCEMAIN		EA	\$ 2,000.00		4		4		\$ 8,000.00		\$ 8,000.00
10	18-INCH PVC C900 DR 18 FORCEMAIN (DUAL)		LF	\$ 200.00		1111		1111		\$ 222,100.00		\$ 222,100.00
11	AIR RELEASE STRUCTURE - AR-1		LS	\$ 60,000.00		1		1		\$ 60,000.00		\$ 60,000.00
12	FINAL CCTV INSPECTION OF INTERCEPTOR		LF	\$ 2.00		2221		2221		\$ 4,442.00		\$ 4,442.00
13	PASSIVE ELECTRONIC MARKERS		EA	\$ 125.00		11		11		\$ 1,375.00		\$ 1,375.00
14	BITUMINOUS PAVEMENT WEAR COURSE (SPWEB340C)		TN	\$ 170.00		150		150		\$ 25,500.00		\$ 25,500.00
TOTAL ESTIMATED CONSTRUCTION COST									\$ 571,267.92	\$ 797,434.50	\$ 3,712,208.81	\$ 5,080,911.23

**CITY OF HOPKINS
HENNEPIN COUNTY, MINNESOTA**

RESOLUTION NO. 2018-024

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND
AUTHORIZING ADVERTISEMENT FOR BIDS
2018 STREET AND UTILITY IMPROVEMENTS
CITY PROJECT 2017-10**

WHEREAS, pursuant to a resolution of the City Council adopted the 5th day of December 2017, plans and specifications were developed for improvements along Division Street, Cambridge Street, Oxford Street, Lake Street Northeast, Murphy Avenue, Texas Avenue South, and the alley south of Lake Street, including pavement, curbing, sidewalk, signage, drainage, water and sanitary sewer improvements and all necessary appurtenances, and

WHEREAS, plans and specifications for City Project No. 2017-10 have been prepared by Bolton & Menk, Inc., and have been presented to Council for approval, and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Hopkins, Minnesota:

1. Such plans and specification, a copy of which are attached hereto and made a part hereof; are hereby approved and ordered placed on file in the office of the City Clerk.
2. The City Clerk shall prepare and cause to be inserted in the official paper and in the Construction Bulletin an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published three times, at least three weeks before date set for bid opening, shall specify the work to be done, shall state that bids will be received by the clerk until 1:30 p.m., on the 10th day of April, 2018, at the City Hall and that no bids shall be considered unless sealed and filed with the clerk and accompanied by a certified check or bid bond, payable to the City of Hopkins, Minnesota for 5% of the amount of such bid.
3. The clerk and city engineer are hereby authorized and instructed to receive, open, and read aloud bids received at the time and place herein noted, and to tabulate the bids received. The Council will consider the bids and award of contract at the May 15, 2018 meeting in the Council Chambers.

Adopted by the City Council of the City of Hopkins, Minnesota, this 6th day of March 2018.

By _____
Molly Cummings, Mayor

ATTEST:

Amy Domeier, City Clerk



March 6, 2018

Council Report 2018-036

**First Reading: Ordinance Amending Section 1200.17 of the Hopkins City Code
Pertaining to On-Sale 3.2 Percent Malt Liquor Sales**

Proposed Action

Staff recommends adoption of the following motion: Move to adopt for first reading Ordinance 2018-1129, An Ordinance Amending Section 1200.17 of the Hopkins City Code Pertaining to On-Sale 3.2 Percent Malt Liquor Sales.

Adoption of this motion will begin the process of amending Section 1200 of the Hopkins City Code to allow for establishments defined as “golf courses” to obtain on-sale 3.2 percent liquor licenses.

Overview

Minnesota Statute 340A.411 allows cities to issue on-sale 3.2 percent malt liquor licenses to drugstores, restaurants, hotels, clubs, bowling centers, golf courses and establishments used exclusively for the sale of 3.2 percent malt liquor with the incidental sale of tobacco and soft drinks.

Staff is requesting that the City Council adopt language adding establishments defined as “golf courses” as a permitted establishment to receive a 3.2 percent on-sale liquor license. The Minneapolis Park Board held an on-sale 3.2 percent malt liquor license for many years at Meadowbrook Golf Course before their clubhouse closed in 2015. They obtained that liquor license because they were defined as a “restaurant”. However, because Meadowbrook no longer has a clubhouse that meets the “restaurant” definition we explored other options for them to obtain a liquor license.

The draft ordinance has been reviewed by the City Attorney. A second reading of the Ordinance is tentatively scheduled for March 20. The Minneapolis Park Board plans to apply for the license immediately following the second reading.

Primary Issues to Consider

- State law allows for this type of license to be issued by the City

Supporting Documents

- Proposed Ordinance 2018-1129

Amy Domeier, City Clerk

**CITY OF HOPKINS
COUNTY OF HENNEPIN**

ORDINANCE 2018-1129

**ORDINANCE AMENDING SECTION 1200.17 OF THE HOPKINS CITY CODE
PERTAINING TO ON-SALE 3.2 PERCENT MALT LIQUOR SALES**

THE COUNCIL OF THE CITY OF HOPKINS HEREBY ORDAINS AS FOLLOWS:

Section 1. That Section 1200.17 of the Hopkins City Code be amended to add the double-underlined material and delete the ~~stricken~~ material as follows:

1200.17 3.2 percent malt liquor, on-sale. An on-sale 3.2 percent malt liquor license may only be issued to drugstores, restaurants, hotels, clubs, bowling centers, and golf courses, where food is prepared and served for consumption on the premises ~~and bona fide clubs~~, and shall permit the sale of beer for consumption on the premises only.

Section 2. The effective date of this ordinance shall be the date of publication.

First Reading:	March 6, 2018
Second Reading:	March 20, 2018
Date of Publication:	March 29, 2018
Date Ordinance Takes Effect:	March 29, 2018

By: _____
Molly Cummings, Mayor

ATTEST:

Amy Domeier, City Clerk