

**HOPKINS CITY COUNCIL
AGENDA
Tuesday, August 18, 2020
7:00 pm**

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

I. CALL TO ORDER

II. ADOPT AGENDA

III. PRESENTATIONS

IV. CONSENT AGENDA

1. Minutes of the August 4, 2020 City Council Regular Meeting Proceedings

V. PUBLIC HEARING

VI. OLD BUSINESS

1. Second Reading of Ordinance 2020-1156; Lenz

VII. NEW BUSINESS

1. Resolution Approving an Exclusive Liquor Store On-Sale Liquor License for Projects in Person LLC DBA Projects in Person LLC; Domeier
2. Finance Update; Bishop
3. Resolution Approving Economic Support to Businesses & Individuals; Bishop

VIII. ANNOUNCEMENTS

- Next Regular City Council Meeting: Tuesday, September 1 at 7:00 p.m.

IX. ADJOURN

DUE TO THE COVID-19 HEALTH PANDEMIC, THE CITY COUNCIL'S REGULAR MEETING PLACE IS NOT AVAILABLE TO THE PUBLIC. MEMBERS OF THE PUBLIC WHO DESIRE TO MONITOR THE MEETING REMOTELY OR GIVE INPUT OR TESTIMONY DURING THE MEETING CAN FIND INSTRUCTIONS AT www.hopkinsmn.com/virtualmeetings OR BY CALLING CITY HALL AT 952-548-6302 (DURING NORMAL BUSINESS HOURS 8 AM TO 4:30 PM.)

**HOPKINS CITY COUNCIL
REGULAR MEETING PROCEEDINGS
AUGUST 4, 2020**

CALL TO ORDER

Pursuant to due call and notice thereof a regular meeting of the Hopkins City Council was held on Tuesday, August 4, 2020 at 7 p.m. in the Council Chambers at City Hall, 1010 1st Street South.

Mayor Gadd called the meeting to order with Council Members Beck, Brausen, Halverson and Hunke attending. Others attending included City Manager Mornson, Assistant City Manager Lenz, City Planner Lindahl, Housing Inspector Zasada, Code Enforcement Officer Page, Chief Building Official Kearney, City Attorney Riggs and Finance Director Bishop.

Mayor Gadd provided information on the meeting format and other opening remarks.

ADOPT AGENDA

Motion by Brausen. **Second** by Hunke.

Motion to Adopt Agenda.

Ayes: All.

Nays: None. Motion carried.

CONSENT AGENDA

Motion by Brausen. **Second** by Halverson.

Motion to Approve the Consent Agenda.

1. Minutes of the July 14, 2020 City Council Regular Meeting Proceedings
2. Minutes of the July 21, 2020 City Council Regular Meeting Proceedings
3. Ratify Checks Issued in July 2020; Bishop
4. Second Reading of Ordinance 2020-1147; Domeier
5. Second Reading of Ordinance 2020-1154; Kearney
6. Notification of Environmental Assessment Worksheet (EAW) for the Blake Road Station Redevelopment Project; Lindahl

Ayes. All.

Nays. None. Motion carried.

NEW BUSINESS

VII.1. First Reading: Ordinance Amending Chapter 6 of the Hopkins City Code Regarding Chickens; Lenz

Assistant City Manager Lenz, Code Enforcement Officer Page, Housing Inspector Zasada, Chief Building Official Kearney and City Planner Lindahl provided a summary of Council Report 2020-055 amending the City Code to allow for chickens in single-family residential neighborhoods.

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During the presentation, staff shared amendments revising the chicken coop, chicken run size and nuisances from the proposed ordinance:

Chicken coops requirements:

- (2) Maximum size must comply with the information detailed in the table below and must not exceed seven feet (7') in total height.

Maximum Size of Chicken Coop	
Maximum Number of Chickens Allowed	Maximum Size
Two (2) Chickens	Eight (8) square feet
Three (3) Chickens	Twelve (12) square feet
Four (4) Chickens	Sixteen (16) square feet

Chicken run requirements:

- (1) The maximum size must comply with the information detailed in the table below and must not exceed seven feet (7') in total height.

Maximum Size of Chicken Run	
Maximum Number of Chickens Allowed	Maximum Size
Two (2) Chickens	Twenty (20) square feet
Three (3) Chickens	Thirty (30) square feet
Four (4) Chickens	Forty (40) square feet

Updated nuisance language:

- (4) The licensee has exceeded the maximum number of chickens permitted in their zoning district.
- (5) The licensee has an active arrest warrant for a Property Maintenance Code or Zoning Ordinance violation pertaining to any property which the licensee, applicant or property manager has a legal or equitable ownership interest or is involved in management or maintenance.
- (6) The licensee or his or her agent is denying the building official or authorized representative to perform a license review inspection.
- (7) The licensee or any person(s) who has had an interest in two (2) or more licenses revoked pursuant to this article or canceled pursuant to section 6.32 or a combination of revocations or cancellations shall be ineligible to hold or have an interest in a chicken license for a period of five (5) years.
- (8) The dwelling is in substandard condition.

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- (9) The owner has allowed weeds, vegetation, junk, debris or rubbish to accumulate repeatedly on the exterior of the premises so as to create a nuisance condition. If the city is required to abate such nuisance conditions, or collect, gather up or haul solid waste more than three (3) times during a period of twelve (12) months or less, it shall be sufficient grounds to deny, revoke, suspend or refuse to renew a license.

Mayor Gadd shared an online comment received from Abbie Seba regarding the fees proposed plus the costs of the coop, run, feed and maintenance being too high for the limited number of birds. He also shared an online comment received from Kimberly Stanek and allowed her to also speak her concerns regarding the restriction on the number of chickens and the proposed license fee in the Avenues neighborhood. Ms. Zasada explained the research and information compiled in determining the number of chickens per lot while considering noise and sanitation.

Council Member Hunke shared the same concerns as Ms. Stanek's comments and suggested that a max size on the chicken coop and run should be based on the number of chickens you have licensed. Ms. Lenz further clarified the amendment proposed and the Council was in general agreement with the amendment.

Council Member Brausen asked what cities were researched for chicken requirements and how residents may find educational opportunities about chicken ownership. Ms. Zasada shared that staff researched chicken requirements in Golden Valley, Edina, Minnetonka, St. Louis Park, Eden Prairie, Bloomington, Brooklyn Park and Burnsville. She shared the results of her research and how each city handles complaints. Educational handouts will be provided to license holders. Staff will report back on any additional educational opportunities. Ms. Stanek added that Egg Plant Supply in St. Paul offers online education.

Mayor Gadd agreed that education will be key in having urban chickens. He appreciated that staff did research what other cities are doing. He was open to the idea of a two-year license with the proposed fee which still makes it feasible for license holders. Ms. Lenz stated that some of the requirements are similar to the requirements of receiving a rental license. Staff looks at previous code enforcement complaints when considering issuing a license or revoking a license.

Discussion ensued regarding laying of eggs, lifespan and butchering of chickens. Butchering is not allowed on premise. Further discussion was held regarding the proposed setbacks and proposed license fees.

Motion by Hunke. **Second** by Brausen.

Motion to adopt for First Reading Ordinance 2020-1156 An Ordinance Amending Chapter 6 of the Hopkins City Code Regarding Chickens and including the amendment revising the chicken coop and chicken run size and the amendment relating to previous nuisances. .

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Ayes: All.

Nays: None. Motion carried.

Mayor Gadd stated that the ordinance second reading will be held on Tuesday, August 18.

VII.2. 210 – 7th Avenue North Variance Request; Lindahl

City Planner Lindahl provided a summary of Council Report 2020-058 where the applicant, Daniel Martin, requested a variance from the two-family dwelling (duplex) minimum lot size standard in the R-1-A district.

Council Member Hunke stated that the applicant has some really good ideas but knows it would be hard to do on a case by cases basis. He suggested that this issue be discussed during the zoning code update. Mr. Lindahl shared that the current standards will be discussed among the zoning code update group and more information on his conversations with the applicant. Council Member Beck questioned if was new construction. Mr. Lindahl stated the applicant did include some basis constructions plans that include adding some square footage to the second level of the home. Council Member Beck did support modifying the ordinance for accessory dwelling units in the future. Council Member Brausen stated that the Planning Commission and City Council should meet to discuss this accessory dwelling uses considering the change in times. Mayor Gadd concurred.

Motion by Brausen. **Second** by Halverson.

Motion to adopt Resolution 2020-040, denying the variance request from Daniel Martin for the property located at 210 – 7th Avenue North (PID 24-117-22-13-0061).

Ayes: All.

Nays: None. Motion carried.

VII.3. 425 Madison Avenue Concept Plan Review; Lindahl

City Planner Lindahl provided a summary of Council Report 2020-057 where the applicant, Xijing Zhang, requested concept plan review of the proposal to subdivide the exiting 1.48 acre single family property into three single family lots.

Discussion was held regarding the lot width and minimum lot size standards. Mr. Lindahl also explained more about the private driveways, parking and adequate turn around space. Council Member Beck supported the concept plan. Mayor Gadd was looking forward to seeing more about the lot sizes and access. Council Members Halverson and Hunke supported the PUD process and having further discussion on the single family homes. Mayor Gadd noted it was a unique situation for Hopkins and liked the idea of adding single family homes.

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VII.4. 2019 Audit and Comprehensive Annual Financial Report (CAFR); Bishop

Finance Director Bishop along with John Lorenzini and Lance Lauinger of CliftonLarsenAllen, LLC provided the results of the audit.

Mayor Gadd thanked everyone for their work on the audit in the current settings. He stated that further discussions will need to be held on the fund balance. Council Member Beck asked for clarification on the water fund operating expense increases. Mr. Bishop responded that it was due to deferred maintenance and other costs related to the water treatment plant.

VII.5. Resolution Approving Refunds for On-Sale Liquor License Fees; Bishop

Finance Director Bishop provided a summary of Council Report 2020-056 approving a Resolution that will provide a three-month refund of license fees to all on-sale liquor license holders. The refunds are considered targeted financial assistance to businesses affected by COVID-19 and will be reimbursed under the CARES funds received by the City.

Mayor Gadd and Council Member Halverson shared their appreciation for helping local businesses.

Motion by Halverson. **Second** by Hunke.

Motion to Approve Resolution 2020-039 a Resolution Approving Refunds for On-Sale Liquor License Fees.

Ayes: All.

Nays: None. Motion carried.

ANNOUNCEMENTS

The following announcements were shared: a virtual budget engagement session on will be held on Monday, August 17 at 6 p.m.; and the next regular City Council meeting will be on Tuesday, August 18 at 7 p.m.

ADJOURNMENT

There being no further information to come before the City Council and upon a motion by Brausen, second by Hunke, the meeting was unanimously adjourned at 8:53 p.m.

Respectfully Submitted,
Amy Domeier, City Clerk

ATTEST:

Jason Gadd, Mayor

Amy Domeier, City Clerk



CITY OF HOPKINS

Memorandum

To: Honorable Mayor and Council Members
From: Ari Lenz, Assistant City Manager
Copy: Mike Mornson, City Manager
Date: August 18, 2020
Subject: Second Reading of Ordinance 2020-1156

Staff recommends that the Council approve the following motion: Move that the Hopkins City Council adopt Ordinance 2020-1156 an Ordinance Amending Chapter 6 of the Hopkins City Code Regarding Chickens for second reading.

The first reading of Ordinance 2020-1156 was held on August 4. At the August 4 reading, the purpose of amending the City Code is to allow for the chickens in single-family residential neighborhoods in the city. Council received requests earlier this year regarding chickens and asked staff to review the issue.

The schedule for this ordinance and process is as follows:

Planning Commission Public Hearing:	July 27, 2020
First Reading:	August 4, 2020
Second Reading:	August 18, 2020
Date of Publication/Ordinance Takes Effect:	August 27, 2020

Attachment:
Ordinance 2020-1156

Ari Lenz, Assistant City Manager

**CITY OF HOPKINS
COUNTY OF HENNEPIN**

ORDINANCE NO. 2020-1156

**ORDINANCE AMENDING CHAPTER 6 OF THE
HOPKINS CITY CODE REGARDING CHICKENS**

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

SECTION 1. Hopkins City Code, Part II, Chapter 6, Article II, Section 6-1 is hereby amended by adding the double-underlined language and deleting the ~~stricken~~ language as follows:

Sec. 6-1. – Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Animal means any warm-blooded mammal, inclusive of, but not limited to, dogs and cats, as well as any reptiles or birds. The term "animal" does not include non-domesticated animals.

Animal control authority means the city police department.

Animal shelter means premises designated by the council for the purpose of caring for animals impounded pursuant to this chapter.

Butchering means to slaughter or cut up (an animal) for food.

Chicken means a domesticated fowl of the genus Gallus or species G. Gallus.

Chicken coop means an enclosed structure used for the housing of chickens.

Chicken run means an enclosed outside yard for the keeping and exercising of chickens.

Dangerous animal as defined by state law.

Dog at-large or running at-large means a dog not on the owner's premises and not under restraint.

Dwelling unit has the meaning provided in section 102-4.

Farm animal means an animal that is normally found on a farm, ranch or stable. Such animals include, but are not limited to, horses, cattle, sheep, goats, and swine, ~~and chickens~~.

Harvesting means the slaughtering of chickens.

Hen means a female chicken.

Non-domesticated animal means any wild animal, reptile or fowl that is not naturally tame or gentle but is of a wild nature or disposition and which, because of its size, vicious nature or other characteristics would constitute a danger to human life or property.

Other poultry means domesticated fowls, such as turkeys, geese and ducks excluding chickens.

Owner means a person who owns, keeps or harbors an animal.

Potentially dangerous animal means as defined by state law.

Premises means a building, structure, shelter or land where a dog or other animal is kept or confined.

Rooster means a male chicken.

Tag means the license tag required under this chapter.

Under restraint means on a leash of not more than six feet in length and in the custody of a person of sufficient age to adequately control the dog; in a vehicle, or on the owner's property.

SECTION 2. Hopkins City Code, Part II, Chapter 6, Article II is hereby amended by adding the double-underlined language as follows:

Sec. 6-30. – Chicken licenses.

- (a) *Purpose.* The purpose and intent of sections 6-30 through 6-32 is to permit the keeping of chickens in certain residential areas in a manner that is clean and sanitary and unlikely to become a nuisance or otherwise become detrimental to the public health, safety and welfare of the community. These sections are intended to only allow hens pursuant to the requirements contained herein and the keeping or harboring of roosters and other poultry is expressly prohibited.
- (b) *License required.* No person may keep, harbor, maintain, care for, or control chickens in the City without a license issued pursuant to this section. Chicken licenses may only be issued to persons located in requesting to keep chickens in the City's R-1 zoning districts (R-1-A, R-1-B, R-1-C, R-1-D, R-1-E).
- (c) *Application for license.* A person applying for a chicken license must supply the information required on a City-provided license application, which shall include, but not necessarily be limited to, the number of chickens to be kept, dimensions and materials of a chicken coop and/or chicken run, a site plan showing the location of a proposed chicken coop and/or chicken run in relation to other existing structures and lot lines, and a written plan for keeping the premises clean and free of waste material, objectionable odors, and predators. For non-homesteaded properties, written permission from the owner of the property must also be submitted with any license application.
- (d) *License fee.* A license fee may be established by the City and included in the City's fee schedule, and said fee must be paid at the time of making application.

- (e) License issuance; term. A license may be issued by the City if all requirements of the Hopkins City Code are deemed satisfied and will remain satisfied upon the issuance of the license under the circumstances proposed. A license shall be valid for two years and a renewal application must be submitted by a licensee at least 30 days prior to license expiration to ensure no lapse in licensure.

Sec. 6-31. – Proper confinement, care and maintenance of chickens.

- (a) Chicken requirements. In addition to obtaining a license, all chicken owners within the City shall adhere to the following requirements:

- (1) Only hens may be may kept, harbored, maintained, cared for, or controlled in the City. The keeping, harboring, maintaining, caring for, or controlling of roosters or any other poultry is prohibited under all circumstances.
- (2) The maximum number of chickens allowed shall comply with the information detailed in the table below.

<u>Maximum Number of Chickens Allowed in Residential Districts</u>	
<u>District</u>	<u>Number of Chickens Allowed⁴</u>
<u>R-1-A & R-1-B</u>	<u>2 plus 1 additional Chicken for every 4,356 square feet of lot area over 6,000 square feet (maximum of 4).</u>
<u>R-1-C</u>	<u>3 plus 1 additional Chicken for every 4,356 square feet of lot area over 12,000 square feet (maximum of 4).</u>
<u>R-1-D & R-1-E</u>	<u>4</u>

- (3) Chickens must at all times remain confined on the premises and in a chicken coop and/or chicken run located in the property’s rear yard, as that term is defined in Hopkins City Code, section 102-4.
- (4) Chickens may not be located in any part of a dwelling, garage, or any other accessory structure other than a chicken coop or chicken run, except that chickens under the age of six weeks may be temporarily kept indoors for brooding purposes.
- (5) Licensees must provide City staff with access to the premises at any time requested to verify compliance with the City’s chicken regulations or in response to any complaint of a violation.
- (6) The harvesting or butchering of chickens on the premises is prohibited.
- (7) Selling chickens or chicken eggs on the premises is prohibited.
- (8) No chickens may be kept or raised in a manner as to cause injury or annoyance to persons or other animals on other properties in the vicinity of the premises, whether due to noise, odor, filth, or otherwise.

- (9) All grain and food stored for the use of the chickens shall be kept in rodent-proof and leak-proof containers with tight-fitting covers.
 - (10) Chicken coops and chicken runs shall be maintained in a clean and sanitary condition, and in good repair. Flies, rodents and objectionable odors shall be contained.
 - (11) Chicken coops and chicken runs shall be kept free of accumulated fecal matter and all collected fecal material shall be bagged and properly disposed of at least once a week. Stored fecal matter must be kept in a leak-proof container with a tight-fitting cover until removal from the premises.
 - (12) Chicken feces, discarded chicken feed, and dead chickens shall not be composted.
- (b) Chicken coop requirements. All chicken coops in the City shall adhere to the following requirements:
- (1) Must be constructed to adequately keep chickens in and predators out. A coop shall be fully enclosed and wind proof with a well-ventilated roof to prevent escape by chickens or entrance by migratory birds and rodents.
 - (2) Maximum size must comply with the information detailed in the table below and must not exceed seven feet (7') in total height.

<u>Maximum Size of Chicken Coop</u>	
<u>Maximum Number of Chickens Allowed</u>	<u>Maximum Size</u>
<u>Two (2) Chickens</u>	<u>Eight (8) square feet</u>
<u>Three (3) Chickens</u>	<u>Twelve (12) square feet</u>
<u>Four (4) Chickens</u>	<u>Sixteen (16) square feet</u>

- (3) Be screened from view by a fence or landscaped buffer with a minimum height of four (4) feet. A fence shall require a separate permit consistent with the standards in Section 102-13. Landscaping may consist of shrubs or trees but shall provide a minimum 50 percent opacity screen when planted.
- (4) Provide adequate protection from the elements and be able to be winterized. Heaters are strictly prohibited.
- (5) Be located in the rear yard of the premises and shall be setback at least five (5) feet from any on-site or adjacent residential structure or business and conform with the property line setbacks detailed in the table below.

<u>Chicken Coop Minimum Setback Requirements</u>	
<u>District</u>	<u>Setback from all property lines</u>
<u>R-1-A & R-1-B</u>	<u>10 Feet from a side (including corner lots) or rear property line. 3 feet from a rear property line abutting an alley.</u>
<u>R-1-C</u>	<u>15 Feet</u>
<u>R-1-D & R-1-E</u>	<u>20 Feet</u>

(6) May be made mobile, but must meet all requirements of this section at all times and must be returned to their proper location while unattended or after sunset.

(c) Chicken run requirements. All chicken runs in the City shall adhere to the following requirements:

(1) The maximum size must comply with the information detailed in the table below and must not exceed seven feet (7') in total height.

<u>Maximum Size of Chicken Run</u>	
<u>Maximum Number of Chickens Allowed</u>	<u>Maximum Size</u>
<u>Two (2) Chickens</u>	<u>Twenty (20) square feet</u>
<u>Three (3) Chickens</u>	<u>Thirty (30) square feet</u>
<u>Four (4) Chickens</u>	<u>Forty (40) square feet</u>

(2) Must be enclosed with fencing, weather resistant/green treated wood and/or sealed with a weather resistant product and/or woven wire materials, and may allow chickens to contact the ground.

(3) Must have a protective overhead netting to keep the chickens separated from other animals.

(4) A fence permit may be required pursuant to Hopkins City Code, Section 102-13.

(5) Must be located in the rear yard of the premises and shall be setback at least five (5) feet from any on-site or adjacent residential structure or business and conform with the property line detailed in the table below.

<u>Chicken Run Minimum Setback Requirements</u>	
<u>District</u>	<u>Setback from all property lines</u>
<u>R-1-A & R-1-B</u>	<u>10 Feet from a side (including corner lots) or rear property line. 3 feet from a rear property line abutting an alley.</u>
<u>R-1-C</u>	<u>15 Feet</u>
<u>R-1-D & R-1-E</u>	<u>20 Feet</u>

(6) May be made mobile, but must meet all requirements of this section at all times and must be returned to their proper location while unattended or after sunset.

Sec. 6-32. – Revocation; denial.

(a) A license applied for or issued under section 6-30 may be denied or revoked for any of the following reasons:

- (1) The licensee has violated any regulation or provision of this code applicable to the keeping, harboring, maintaining, caring for, or controlling of chickens.
 - (2) The licensee has failed to continuously comply with any conditions attached to the license.
 - (3) The licensee has been convicted of any crime in any jurisdiction that relates to the mistreatment of or cruelty toward animals.
 - (4) The licensee has exceeded the maximum number of chickens permitted in their zoning district.
 - (5) The licensee has an active arrest warrant for a Property Maintenance Code or Zoning Ordinance violation pertaining to any property which the licensee, applicant or property manager has a legal or equitable ownership interest or is involved in management or maintenance.
 - (6) The licensee or his or her agent is denying the building official or authorized representative to perform a license review inspection.
 - (7) The licensee or any person(s) who has had an interest in two (2) or more licenses revoked pursuant to this article or canceled pursuant to section 6.32 or a combination of revocations or cancellations shall be ineligible to hold or have an interest in a chicken license for a period of five (5) years.
 - (8) The dwelling is in substandard condition.
 - (9) The owner has allowed weeds, vegetation, junk, debris or rubbish to accumulate repeatedly on the exterior of the premises so as to create a nuisance condition. If the city is required to abate such nuisance conditions, or collect, gather up or haul solid waste more than three (3) times during a period of twelve (12) months or less, it shall be sufficient grounds to deny, revoke, suspend or refuse to renew a license.
- (b) The city council may revoke a license at any time after giving the licensee at least seven days' notice by registered mail at the licensee's address shown on the license application, or, if no address is shown, at the licensee's last-known address. The notice shall state the intention of the council to revoke the license and the reasons, and it shall give the licensee an opportunity to appear before the council at a date certain for the purpose of being heard with regard to the revocation.

SECTION 3. Hopkins City Code, Appendix A, which contains the City’s fee schedule, is hereby amended by adding the double-underlined language as follows:

LICENCE FEES

<u>Chicken License</u>	<u>\$150.00</u>	<u>Initial Term or any changes requiring site plan review and re-inspection</u>
<u>Chicken License Re-Inspection</u>	<u>\$60.00</u>	<u>Re-inspection</u>

Chicken License Renewal	\$30.00	Renewal – No changes.
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SECTION 4. In accordance with Section 3.03 of the City Charter and Minn. Stat. § 412.191, subd. 4, due to the significant length of this Ordinance, City staff shall have the following summary printed in the official City newspaper in lieu of the complete ordinance:

On August 18, 2020, the Hopkins City Council adopted Ordinance 2020-1156 that amends Chapter 6 of the Hopkins City Code. The purpose of amending the City Code is to allow for the chickens in single-family residential neighborhoods in the city. Council received requests earlier this year regarding chickens and asked staff to review the issue. By adding language regarding chickens, to our City Code, residents in single-family residential neighborhoods would have the option to have chickens on their property with certain restrictions and regulations.

A printed copy of the ordinance is available for inspection during regular business hours at Hopkins City Hall and is available online at the City’s web site located at www.hopkinsmn.com.

SECTION 5. The effective date of this ordinance shall be the date of publication.

First Reading:	August 4, 2020
Second Reading:	August 18, 2020
Date of Publication:	August 27, 2020
Date Ordinance Takes Effect:	August 27, 2020

By: _____
Jason Gadd, Mayor

ATTEST:

Amy Domeier, City Clerk



August 18, 2020

Council Report 2020-059

**Resolution Approving an Exclusive Liquor Store On-Sale Liquor License
for Projects in Person LLC DBA Projects in Person LLC**

Proposed Action

Staff recommends adoption of the following motion: Move to grant an Exclusive Liquor Store On-Sale Liquor License to Projects in Person LLC DBA Projects in Person LLC by adopting Resolution 2020-041.

Overview

In accordance with City Code Chapter 4, the City Council will consider and allow for public comment on the application from Jill Miller, owner of Projects in Person LLC. The application is for an exclusive liquor store on-sale liquor license at Projects in Person located at 906 Mainstreet. The licensed premise includes the leased interior space at 906 Mainstreet.

The Police Department reviewed the application. The Police Department has no reservations in approving the license based upon the results of that investigation. As a liquor license holder, representatives will be required to attend liquor control training and will be subject to alcohol compliance checks.

On August 4, 2020 the City Council adopted Ordinance 2020-1147 that allows for experienced-based businesses to receive a liquor license. Ms. Miller has provided the required business plan and staff finds it meets the spirit and intent of the ordinance. Projects in Person, LLC will be limited to only selling liquor at ticketed events to customers participating in an entertainment activity. Sales are not allowed on Sundays, for private rentals or to-go sales.

Upon City Council approval of the liquor license request, the State application will be sent to the Minnesota Department of Public Safety, Alcohol and Gambling Enforcement Division, for certification. The liquor licenses will expire on June 30, 2021.

Supporting Information

- Resolution 2020-041
- Projects in Person Business Plan
- The complete application is on file in the City Clerk's office.

Amy Domeier, City Clerk

Financial Impact: _____ Budgeted: Y/N <u>N</u> Source: _____ Related Documents (CIP, ERP, etc.): _____ Notes: _____

**CITY OF HOPKINS
HENNEPIN COUNTY, MINNESOTA**

RESOLUTION 2020-041

**APPROVING AN EXCLUSIVE LIQUOR STORE ON-SALE LIQUOR LICENSE
TO PROJECTS IN PERSON LLC DBA PROJECTS IN PERSON LLC**

WHEREAS, the City Council, pursuant to City Code Chapter 4, allowed public comment on August 18, 2020, with respect to the issuance of an Exclusive Liquor Store On-Sale Liquor License to Projects in Person LLC DBA Projects in Person LLC, for its interior retail space located at 906 Mainstreet, Hopkins; and

WHEREAS, the Hopkins Police Department has reviewed the application as it is on file with the City Clerk and has no reservations about the licensers being issued.

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

1. To grant and approve an On-Sale Exclusive Liquor Licenses to Projects in Person LLC DBA Projects in Person LLC for the premise located at 906 Mainstreet.
2. The license is conditioned on the applicant's ongoing compliance with its application that is on file with the City Clerk, and is further subject to the following:
 - A. All terms and conditions of the City Code Chapter 4 Alcoholic Beverages and Minnesota Statute 340A.
 - B. Compliance with PIP Business Plan on file with the City Clerk.
3. The Mayor and City Clerk are hereby authorized to execute said license.
4. This license shall expire at 11:59 p.m. on June 30, 2021.

Adopted by the City Council of the City of Hopkins this 18th day of August, 2020.

Jason Gadd, Mayor

ATTEST:

Amy Domeier, City Clerk



PROJECTS IN PERSON



A DIY EXPERIENCE

ON-SALE EXPERIENCE-BASED ENTERTAINMENT LIQUOR LICENSE

PIP BUSINESS MODEL

PROJECTS IN PERSON



A DIY EXPERIENCE

**PROJECTS IN PERSON
OFFERS DO-IT-YOURSELF
EXPERIENCES AND EVENTS
TO TICKETED ATTENDEES.**



MODEL OVERVIEW: GUIDED WORKSHOPS WALK-IN WORKSHOPS EXPERIENCE EXTENSIONS

PROJECTS IN PERSON



A DIY EXPERIENCE

GUIDED WORKSHOPS

ATTENDEES PURCHASE TICKETS TO OUR CURATED LINE UP OF WORKSHOPS. WE SUPPLY ATTENDEES WITH THE MATERIALS, TOOLS, AND GUIDED INSTRUCTION TO BUILD CUSTOM HOME DECOR



INSTRUCTOR LED DIY WORKSHOPS: PRIMARILY WOOD-BASED PROJECTS, TYPICALLY A 2 HOUR EVENT

ADDITIONAL OCCASIONAL CONTRACT WORKSHOPS MAY INCLUDE: WREATH MAKING, WEAVING, AND OTHER CRAFT EXPERIENCES



PROJECTS IN PERSON



A DIY EXPERIENCE

WALK-IN WORKSHOPS

SMALLER PROJECTS COMPLETED IN SHORTER WORKSHOP DURATIONS. APPROXIMATELY 1 HOUR TIME COMMITMENT
INSTRUCTOR FACILITATED: PRIMARILY WOOD-BASED PROJECTS



PROJECTS IN PERSON



A DIY EXPERIENCE

EXPERIENCE EXTENSIONS

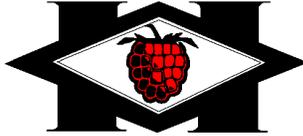
EXPERIENCES AND EDUCATION AROUND DIY, HOME REPAIR SKILLS, AND INTERACTIVE GAMES USING TOOLS



EXAMPLES: POWER TOOLS 101 DIY HOME REPAIR CRASH COURSE HAMMERSCHLAGEN EXPERIENCE EXTENSIONS

**WE ARE SEEKING THIS LICENSE TO ENHANCE THE EXPERIENCE FOR OUR ATTENDEES
DRAWING A LARGER AUDIENCE TO OUR SHOP AND ADDITIONAL VISITORS TO THE
HOPKINS MAINSTREET BUSINESS DISTRICT - THANK YOU FOR YOUR CONSIDERATION**





Finance

CITY OF HOPKINS

Memorandum

To: Honorable Mayor and Council Members
Mike Mornson, City Manager

From: Nick Bishop, Finance Director

Date: August 18, 2020

Subject: Finance Update

The Finance Update will cover 2nd Quarter results and updated 2020 Budget Projections. A full presentation will be given at the city council meeting.



**RESOLUTION APPROVING ECONOMIC SUPPORT
TO BUSINESSES & INDIVIDUALS**

Proposed Action.

Staff recommends that the Council approve the following motion: Motion to Approve Resolution 2020-042 Approving Economic Support to Businesses & Individuals.

Overview:

Due to the COVID-19 pandemic, Minnesota Governor Walz has issued needed executive orders that have impacted businesses and individuals. In recognition of these impacts staff is proposing a plan to provide economic support to Hopkins' businesses and residents. The City has also received \$1.485 million of Coronavirus Aid, Relief, and Economic Security (CARES) Act funding. The CARES funding must be used for eligible expenditures, including providing economic support to businesses and individuals.

Staff recommends authorizing the City Manager to create programs or enter into agreements for the following three purposes:

1. Establish the Hopkins Small Business Emergency Assistance Loan Program. The eligibility requirements, loan guidelines and application process are still being finalized. The resolution is authorizing a maximum of \$100,000 for this program, with individual loans of up to \$5,000. The loans are non-interest bearing and forgivable.
2. Establish an Emergency Housing Assistance Program. The eligibility requirements are still being determined. The City would enter into an agreement with ICA Food Shelf to administer the program. The resolution is authorizing a maximum of \$50,000 for this program.
3. Enter into a service agreement with Hopkins Public Schools to provide child care for essential workers for an amount of up to \$50,000. The terms of the agreement are still being established.

The total amount of programs and agreements being considered is \$200,000.

Primary Issues to Consider:

- CARES Act
- Financial Impacts

Supporting Information:

- Draft Resolution 2020-042

A handwritten signature in black ink, appearing to read 'Nick Bishop'.

Nick Bishop, Finance Director

CARES Act

The City has received a \$1.485 million distribution of CARES act funding. A broad range of uses are permissible, which include medical expenses, public health expenses, payroll expenses, compliance with public health measures and economic support. Any expenses in these categories that are considered necessary due to COVID-19, not included in the City's most recent budget and spent between March 1 and November 15 are eligible. Any unexpended funds will be transferred to Hennepin County Medical Center. The City has previously refunded \$37,401 of on-sale liquor licenses to be reimbursed through the CARES act.

Financial Impacts

The resolution authorizes expenditures of \$200,000 for economic support purposes within Hopkins. Staff believes that all expenditures are eligible for reimbursement.

**CITY OF HOPKINS
HENNEPIN COUNTY, MINNESOTA**

RESOLUTION 2020-042

**RESOLUTION APPROVING ECONOMIC SUPPORT
TO BUSINESSES & INDIVIDUALS**

WHEREAS, Novel Coronavirus Disease 2019, commonly known as “COVID-19,” which is a respiratory disease that can result in serious injury or death, is spreading globally and has been identified by the World Health Organization (“WHO”) as a pandemic; and

WHEREAS, on March 13, 2020, President Donald Trump declared that the COVID-19 outbreak in the United States constitutes a National Emergency; and

WHEREAS, on March 13, 2020, Governor Tim Walz declared a Peacetime State of Emergency to authorize any and all necessary resources to be used in support of the COVID-19 response; The Governor has subsequently issued 80 additional Executive Orders to combat the impacts of COVID-19 within the State of Minnesota, which have created a great deal of uncertainty and dramatically impacted local businesses and residents.

WHEREAS, on March 16, 2020, the City of Hopkins declared that the COVID-19 pandemic constitutes a local emergency within the City of Hopkins, effective March 16, 2020, with all the powers and responsibilities attending thereto as provided in Minn. Stat. Ch. 12, and as otherwise provided for in the City of Hopkins’ Charter, City Code and Emergency Operations Plan (EOP); and

WHEREAS, due to these needed actions, many businesses have been greatly impacted by a significant loss of revenue and have caused individuals to experience financial and other hardships; and

WHEREAS, a request has been made to consider refunds of liquor license fees during the time of closure of bars and restaurants.

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

1. The City will establish a “Small Business Emergency Forgivable Loan Program”. The City authorizes a total of \$100,000 to be used for the loan program with individual loans of up to \$5,000.
2. The City will establish an “Emergency Housing Assistance Program” to provide temporary relief for households in the City that are experiencing financial hardships. The City authorizes up to \$50,000 to be used for the program.

3. The City will enter into an agreement with Hopkins Public Schools to provide child care for essential workers. The City authorizes a contract amount of up to \$50,000 for this program.
2. The City Manager and staff are hereby authorized and directed to create such programs and enter into agreements.

Adopted by the City Council of the City of Hopkins on this 18th day of August, 2020.

Jason Gadd, Mayor

ATTEST

Amy Domeier, City Clerk