

**HOPKINS CITY COUNCIL
AGENDA
Tuesday, October 5, 2021
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

I. CALL TO ORDER

II. ADOPT AGENDA

III. PRESENTATIONS

IV. CONSENT AGENDA

1. Minutes of the September 21, 2021 City Council Regular Meeting Proceedings
2. Approval of the 2022 City Council Meeting Schedule; Domeier
3. Extension of On-Sale Liquor License for Pizza Luce VI, Inc. DBA Pizza Luce VI; Domeier
4. Resolution Amending Fees in Appendix A of the Hopkins City Code; Domeier
5. Resolution Appointing Election Judges for the November 2, 2021 General Election; Domeier
6. Resolution Approving LG230 Application to Conduct Off-Site Lawful Gambling by Hopkins Youth Hockey Association at the Hopkins Pavilion; Domeier
7. Ratify Checks Issued in September 2021; Bishop
8. Approval of Contract for Audit Services; Bishop

V. PUBLIC HEARING

VI. OLD BUSINESS

VII. NEW BUSINESS

1. Resolution Approving an Exclusive Liquor Store On-Sale Liquor License for Mess Hall LLC DBA Mess Hall; Domeier
2. Approval of Amendment to Residential Recycling Service Contract to Include the Provision of Residential Curbside Organics Recycling Service; Hove
3. Sustainability Update; Imihy Bean

VIII. PUBLIC COMMENT

IX. ANNOUNCEMENTS

- Next City Council Work Session: Tuesday, October 12 at 6:30 p.m.
- Next Regular City Council Meeting: Tuesday, October 19 at 7:00 p.m.

X. ADJOURN

**HOPKINS CITY COUNCIL
REGULAR MEETING PROCEEDINGS
SEPTEMBER 21, 2021**

CALL TO ORDER

Pursuant to due call and notice thereof a regular meeting of the Hopkins City Council was held on Tuesday, September 21, 2021 at 7:00 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 Engineer Stanley, City Clerk Domeier, Director of Planning and Development Elverum, City Attorney Riggs, Assistant City Engineer Klingbeil and Director of Public Works Stadler.

ADOPT AGENDA

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

Motion to Adopt the 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 September 7, 2021 City Council Regular Meeting Proceedings
2. Minutes of the September 14, 2021 City Council Work Session Proceedings
3. Order Public Assessment Hearing – 2021 Miscellaneous Special Assessments; Bishop
4. Approve Special Assessment of Private Waterline Repairs; Bishop
5. Sub-Grant Agreements between the City and Vista 44 LLC; Youngquist
6. Livable Communities Demonstration Account Funding for 325 Blake Road; Youngquist

Ayes: All.

Nays: None. Motion carried.

PUBLIC HEARING

V.1. Spending Plan for TIF Districts 1-2, 2-9 and 2-11; Elverum

Director of Planning and Development Elverum and Stacie Kvilvang with Ehlers provided a summary of Council Report 2021-090. The State Legislature amended the TIF law in 2021 to provide flexibility to cities to utilize unobligated TIF balances in existing districts in order to promote construction and job creation in their communities. The law allows HRAs/EDAs/cities to provide assistance for private development that creates or retains jobs, without counting against the pooling limitations of the districts. By approving the Spending Plan, the City does not commit any specific assistance to a development project but rather reserves the right to do so in the future by utilizing an incentive available by the State of Minnesota.

**HOPKINS CITY COUNCIL
REGULAR MEETING PROCEEDINGS
SEPTEMBER 21, 2021**

Brief discussion was held about the timing, use and pooling of funds.

Mayor Gadd opened the Public Hearing at 7:10 p.m. Ms. Elverum confirmed that no comments were received before the meeting.

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

Motion to close the Public Hearing.

Ayes: All.

Nays: None. Motion carried.

The Public Hearing closed at 7:11 p.m.

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

Motion to approve Resolution 2021-057 Approving the Spending Plan for TIF Districts 1-2, 2-9 and 2-11.

Ayes: All.

Nays: None. Motion carried.

NEW BUSINESS

VII.1. Order Public Improvement Hearing - 2022 Street and Utility Improvements, City Project 2021-10; Klingbeil

Assistant City Engineer Klingbeil and Nick Amatuccio with Bolton & Menk provided a summary of Council Report 2021-086. At its May 18, 2021 meeting, the Hopkins City Council authorized Bolton & Menk, Inc. to prepare a feasibility report concerning street and utility improvements along 6th Avenue South and 7th Avenue South from Mainstreet to 2nd Street South.

Council Member Brausen recommended adding trees along 6th Avenue South. He also recognized the work staff and Bolton and Menk have done on street and utility improvement projects. Mayor Gadd thanked the team for evaluating the project options. Council Member Hunke appreciated the addition of 2nd Street South to the project.

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

Motion to adopt Resolution 2021-054, Resolution Ordering Public Improvement Hearing for 2022 Street and Utility Improvements.

Ayes: All.

Nays: None. Motion carried.

**HOPKINS CITY COUNCIL
REGULAR MEETING PROCEEDINGS
SEPTEMBER 21, 2021**

ANNOUNCEMENTS

Mayor Gadd provided the upcoming meeting schedule. He added that a Special HRA Meeting will immediately follow the adjournment of the meeting.

ADJOURNMENT

There being no further business to come before the City Council and upon a motion by Hunke, second by Brausen, the meeting was unanimously adjourned at 7:45 p.m.

Respectfully Submitted,
Amy Domeier, City Clerk

ATTEST:

Jason Gadd, Mayor

Amy Domeier, City Clerk



Approval of the 2022 City Council Meeting Schedule

Proposed Action.

Staff recommends adoption of the following motion: Move to approve the 2022 City Council Meeting Schedule.

Overview:

Regular City Council meetings will be held the first and third Tuesday of each month at 7:00 p.m. Work Session meetings will be held the second Tuesday of each month at 6:30 p.m. Occasionally meeting dates are changed to avoid conflicts with holidays or other events. Staff has reviewed the potential conflicts and proposes the following changes:

July

- The meetings in July have been changed due to the July 4 Independence Holiday. The City Council Work Session will be held on Tuesday, July 12. The HRA Meeting and City Council Meeting will be held on Tuesday, July 19.

August

- National Night Out is Tuesday, August 2. The HRA Meeting and City Council Meeting will be held on Monday, August 1.
- The State Primary Election is Tuesday, August 9. The City Council Work Session will be held on Wednesday, August 10.

November

- Election Day is Tuesday, November 8. The HRA Meeting and City Council Meeting will be held on Wednesday, November 9.

Primary Issues to Consider:

- Does the proposed meeting schedule outline all meetings of the City Council?

When creating the calendar staff attempts to foresee all dates and times for meeting, and attempts to address as many potential conflicts as possible; there are times where a special meeting may need to be scheduled during the course of the year.

Supporting Information:

- Proposed 2022 City Council Meeting Calendar

Amy Domeier, City Clerk

2022 City Council Schedule

Friday	December	31	2021	New Year's Day Holiday	City Hall Closed
Tuesday	January	4	2022	HRA Meeting	7:00 PM
Tuesday	January	4	2022	City Council Meeting	7:05 PM
Tuesday	January	11	2022	City Council Work Session	6:30 PM
Monday	January	17	2022	Martin Luther King Day	City Hall Closed
Tuesday	January	18	2022	City Council Meeting	7:00 PM
Monday	January	24	2022	Park Board	6:30 PM
Tuesday	January	25	2022	Zoning & Planning Commission	6:30 PM
Thursday	January	28	2022	STATE OF THE CITY	
Tuesday	February	1	2022	HRA Meeting	7:00 PM
Tuesday	February	1	2022	City Council Meeting	7:05 PM
Tuesday	February	8	2022	City Council Work Session	6:30 PM
Tuesday	February	15	2022	City Council Meeting	7:00 PM
Monday	February	21	2022	President's Day	City Hall Closed
Monday	February	21	2022	Park Board	6:30 PM
Tuesday	February	22	2022	Zoning & Planning Commission	6:30 PM
Tuesday	March	1	2022	HRA Meeting	7:00 PM
Tuesday	March	1	2022	City Council Meeting	7:05 PM
Tuesday	March	8	2022	City Council Work Session	6:30 PM
Monday	March	15	2022	City Council Meeting	7:00 PM
Tuesday	March	22	2022	Zoning & Planning Commission	6:30 PM
Monday	March	28	2022	Park Board	6:30 PM
Tuesday	April	5	2022	HRA Meeting	7:00 PM
Tuesday	April	5	2022	City Council Meeting	7:05 PM
Tuesday	April	12	2022	City Council Work Session	6:30 PM
Tuesday	April	19	2022	City Council Meeting	7:00 PM
Monday	April	25	2022	Park Board	6:30 PM
Tuesday	April	26	2022	Zoning & Planning Commission	6:30 PM
Tuesday	May	3	2022	HRA Meeting	7:00 PM
Tuesday	May	3	2022	City Council Meeting	7:05 PM
Tuesday	May	10	2022	23	6:30 PM
Tuesday	May	17	2022	City Council Meeting	7:00 PM
Monday	May	23	2022	Park Board	6:30 PM
Tuesday	May	24	2022	Zoning & Planning Commission	6:30 PM
Monday	May	30	2022	Memorial Day	City Hall Closed

Tuesday	June	7	2022	HRA Meeting	7:00 PM
Tuesday	June	7	2022	City Council Meeting	7:05 PM
Tuesday	June	14	2022	City Council Work Session	6:30 PM
Tuesday	June	21	2022	City Council Meeting	7:00 PM
Monday	June	27	2022	Park Board	6:30 PM
Tuesday	June	28	2022	Zoning & Planning Commission	6:30 PM
Monday	July	4	2022	Independence Day Holiday	City Hall Closed
Tuesday	July	12	2022	City Council Work Session	6:30 PM
Tuesday	July	19	2022	City Council Meeting	7:05 PM
Monday	July	25	2022	Park Board	6:30 PM
Tuesday	July	26	2022	Zoning & Planning Commission	6:30 PM
Monday	August	1	2022	HRA Meeting	7:00 PM
Monday	August	1	2022	2City Council Meeting	7:05 PM
Tuesday	August	2	2022	NATIONAL NIGHT OUT	
Tuesday	August	9	2022	State Primary Election	
Wednesday	August	10	2022	City Council Work Session	6:30 PM
Tuesday	August	16	2022	City Council Meeting	7:00 PM
Monday	August	22	2022	Park Board	6:30 PM
Tuesday	August	23	2022	Zoning & Planning Commission	6:30 PM
Monday	September	5	2022	Labor Day	City Hall Closed
Tuesday	September	6	2022	HRA Meeting	7:00 PM
Tuesday	September	6	2022	City Council Meeting	7:05 PM
Tuesday	September	13	2022	City Council Work Session	6:30 PM
Tuesday	September	20	2022	City Council Meeting	7:00 PM
Monday	September	26	2022	Park Board	6:30 PM
Tuesday	September	27	2022	Zoning & Planning Commission	6:30 PM
Tuesday	October	4	2022	HRA Meeting	7:00 PM
Tuesday	October	4	2022	City Council Meeting	7:05 PM
Tuesday	October	11	2022	City Council Work Session	6:30 PM
Tuesday	October	18	2022	City Council Meeting	7:00 PM
Monday	October	24	2022	Park Board	6:30 PM
Tuesday	October	25	2022	Zoning & Planning Commission	6:30 PM
Tuesday	November	1	2022	HRA Meeting	7:00 PM
Tuesday	November	1	2022	City Council Meeting	7:05 PM
Tuesday	November	8	2022	Election Day General	
Wednesday	November	9	2022	City Council Work Session	6:30 PM
Friday	November	11	2022	Veteran's Day Holiday	City Hall Closed
Tuesday	November	15	2022	City Council Meeting	7:00 PM

Monday	November	21	2022	Park Board	6:30 PM
Tuesday	November	22	2022	Zoning & Planning Commission	6:30 PM
Thursday	November	24	2022	Thanksgiving Day	City Hall Closed
Friday	November	25	2022	Thanksgiving Friday	City Hall Closed
Tuesday	December	6	2022	HRA Meeting	7:00 PM
Tuesday	December	6	2022	City Council Meeting	7:05 PM
Tuesday	December	13	2022	City Council Work Session	6:30 PM
Tuesday	December	20	2022	City Council Meeting	7:00 PM
Monday	December	26	2022	Christmas Day Holiday	City Hall Closed
Monday	December	26	2022	Park Board	6:30 PM
Tuesday	December	27	2022	Zoning & Planning Commission	6:30 PM



October 5, 2021

Council Report 2021-096

**Extension of On-Sale Liquor License for
Pizza Luce VI, Inc. DBA Pizza Luce VI**

Proposed Action

Staff recommends adoption of the following motion: Approve Extension of On-Sale Liquor License for Pizza Luce VI, Inc. DBA Pizza Luce VI to allow the sale of alcohol in fenced-in area on October 10, 17 and 31, 2021.

Overview

The manager of Pizza Luce has requested an extension of the on-sale liquor license to cover the sale of alcohol in the fenced in area within their parking lot.

The Police Department reviewed the request and has no objection to the liquor license extension, Pizza Luce is required to obtain an insurance certificate that includes the extension of the licensed premise.

Primary Issues to Consider

- The premise extension is limited to the following dates and times:
 - ✓ October 10th....Vikings Game 12:00PM - 3:00PM Event Starting at 11am ending at 5pm
 - ✓ October 17th....Vikings Game 12:00PM - 3:00PM Event Starting at 11am ending at 5pm
 - ✓ October 31st....Vikings Game 7:20PM - 10:30PM Event Starting at 5pm ending at Close

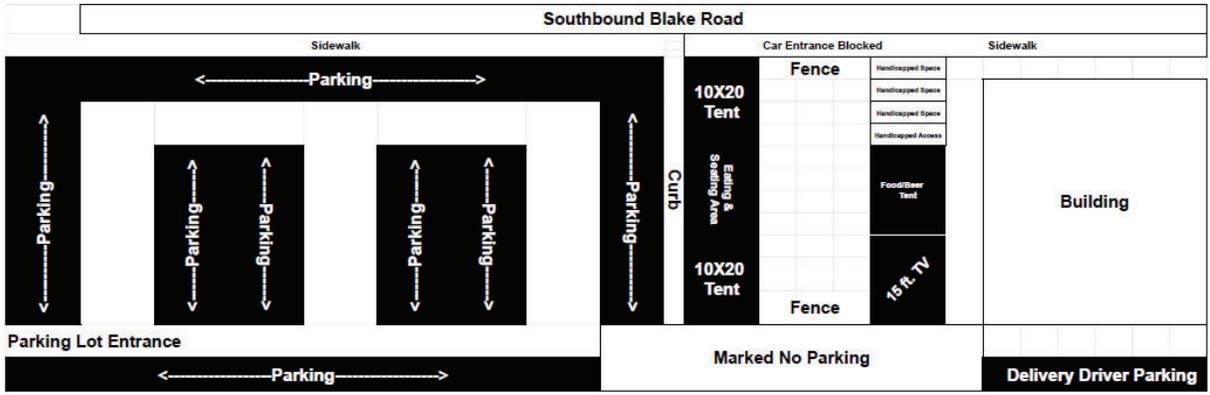
Supporting Documents

- Location map

Amy Domeier

Amy Domeier, City Clerk

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





October 5, 2021

Council Report 2021-094

Resolution Amending Fees in Appendix A of the Hopkins City Code

Staff recommends approval of the following motion: Move to approve Resolution 2021-059 Amending Fees in Appendix A of the Hopkins City Code.

Overview

The common fees for all City departments are adopted by resolution and included in the City Code. Staff presented at the August 10 Work Session that they have been working to establish baseline charges that included calculated amounts of staff time and overhead costs involved for each fee. It is anticipated this review will happen every October going forward; however, we do expect additional fee changes later this year after the full review is complete.

Administrative fees such as liquor license amendments, special event permits, transient merchants, sign permits, fence permits, notary services for non-residents and parking fees are included in the attached resolution for consideration. Fees proposed to be removed are due to the changes in licensing requirements (3.2% temporary liquor licenses and mobile food trucks) and the truth in housing program ending.

Primary Issues to Consider

- The proposed fee changes more accurately reflect the City’s staff time and costs associated for services.

Staff Recommendation

Staff recommends adjusting fees as outlined in Resolution 2021-059.

Supporting Documentation

- Resolution 2021-059

Amy Domeier, City Clerk

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

**CITY OF HOPKINS
HENNEPIN COUNTY, MINNESOTA**

RESOLUTION 2021-059

RESOLUTION AMENDING FEES IN APPENDIX A OF THE HOPKINS CITY CODE

WHEREAS, the City of Hopkins has reviewed Appendix A of the Hopkins City Code in order to establish logical and defensible fees; and

WHEREAS, The City of Hopkins has found certain fees and rates in need of adjustments and is hereby amended to add the double-underlined language and delete the ~~stricken~~ language as follows:

Intoxicating alcohol		
Liquor license amendment	<u>\$60.00</u>	<u>Per amendment</u>
3.2 percent malt liquor		
3.2 on-sale – per event (one to three days)	\$35.00	One to three days
Business and regulatory		
Truth in housing evaluator	\$60.00	Per year
Transient merchants, peddlers, solicitors	\$45.00 <u>\$60.00</u>	Per investigation
Mobile food unit (up to six days)	\$50.00	Per year
Mobile food unit temp. (up to two days)	\$10.00	Per event
Signage		
Temporary signs	\$15.00 <u>\$50.00</u>	As per ordinance <u>Valid 30 days</u>
Permanent signs	<u>\$100.00</u>	
Less than 60 sq. ft.	\$35.00	
61 to 100 sq. ft.	\$45.00	
101 to 200 sq. ft.	\$70.00	
201 and more sq. ft.	\$100.00	
Fences		
Residential fences	\$10.00 <u>\$35.00</u>	
Miscellaneous		
Special event permit	\$35.00 <u>\$50.00</u>	Per event
Truth in housing filing fee	\$35.00	Per evaluation
<u>Notary Services (non-resident fee)</u>	<u>\$5.00</u>	<u>Per signature</u>
Parking Fees		
2021 <u>2022</u> monthly permit	\$38.00 <u>\$39.00</u>	
2021 <u>2022</u> quarterly permit	\$90.00 <u>\$92.00</u>	
2021 <u>2022</u> Annual Permit	\$296.00 <u>\$302.00</u>	

Permit – lot #800	Free	
Daily Permit	\$3.00	
Overnight parking	\$40.00 <u>\$41.00</u>	
Electric car – quarterly	\$113.00 <u>\$115.00</u>	
Electric car – annual	\$395.00 <u>\$403.00</u>	

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Hopkins hereby adopts the fee adjustments as outlined above.

Adopted by the City Council of the City of Hopkins this 5th day of October, 2021.

By: _____
Jason Gadd, Mayor

ATTEST:

Amy Domeier, City Clerk



October 5, 2021

Council Report 2021-092

**Resolution Appointing Election Judges for
the November 2, 2021 General Election**

Proposed Action

Staff recommends adoption of the following motion: Adopt Resolution 2021-058 appointing Election Judges for the November 2, 2021 General Election.

Overview

Minnesota Election Law 204B.21 requires that the governing body of the municipality appoint election judges to administer the polling places at least 25 days before each election. Staff requests the authority to replace or substitute judges as necessary before Election Day.

In addition, Hennepin County will be acting on behalf of the City of Hopkins as part of our Absentee Ballot Board so they are included in our appointing resolution.

Election expenses for the judges are included in the adopted 2021 budget. Election judge hourly pay is as follows: \$10.25 Election Judges and \$12.00 for Assistant and Head Judges. Judges assigned to work at the Edina precinct under the agreement with Hopkins ISD 270 will receive the same amount of pay.

Supporting Information

- Resolution 2021-058 Appointing Election Judges for the November 2, 2021 General Election

Amy Domeier, City Clerk

Financial Impact: \$ _____ Budgeted: Y/N <u>Y</u> Source: _____ Related Documents (CIP, ERP, etc.): _____ Notes: _____
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**CITY OF HOPKINS
HENNEPIN COUNTY, MINNESOTA**

RESOLUTION 2021-058

**RESOLUTION APPOINTING ELECTION JUDGES FOR THE
NOVEMBER 2, 2021 GENERAL ELECTION**

WHEREAS, Minnesota Election Law 204B.21 requires that persons serving as election judges be appointed by the City Council at least 25 days before the election.

BE IT RESOLVED by the Hopkins City Council that the following election judges are on file in the office of the City Clerk and should be appointed as the General Election Judges for November 2, 2021 (Municipal Election and Hopkins ISD 270 Election); and

Ann	Anderson	Rebecca	Luxford
Dana	Anderson-Helstrom	Laurie	McNeill
Kim	Bachand	Theresa	Melles
Romaine	Bechir	Sonja	Milkovich
Shel	Berg	Rachel	Molepske
Dawn	Cruze	Catherine	O'Neil
Peter	Demarest	Donald	Rademacher
Cyndi	DeRidder	David	Specken
Peggy	DeVaen	Lisa	Stroessner
Kent	Dolphay	Whitney	Terrill
Carol	Dunn	Ann	Van Sickle
Douglas	Dyrland	Mark	Weber
Patrick	Gambill-Read	Jane	Specken
Susan	Gauthier	Karen	Murray
Chris	Gilson	Laura	Wolfson
James	Green	Alise	Hofstad-Parkhill
Emily	Grodzik		
Patrick	Guire		
Kristin	Hanneman		
Jane	Heimerl		
Ryan	Hemauer		
Amy	Hendrickson		
Brynn	Hirsch		
Peter	Hirsch		
William	Johnson		
Allan	Johnson		
Todd	Kalk		
Bonita	Kearns		
Jackie	Kesterton		
Jessica	Klugman		
Axel	Kornfuehrer		
Mark	Krafve		
Terri	Kruger		
Lisa	Lang		
Jillane	Lawrence		
Briana	Lee		
Peter	Leih		

BE IT FURTHER RESOLVED the Hopkins City Council also appoints other individuals and all members appointed to the Hennepin County Absentee Ballot Board as authorized under Minnesota Statute 204B.21, subd 2 under the direction of the Hennepin County Election Manager to serve as members of the Hopkins Absentee Ballot Board; and

BE IT FURTHER RESOLVED that the City Clerk is with this, authorized to make any substitutions or additions as deemed necessary.

Adopted by the City Council of the City of Hopkins this 5th day of October, 2021.

Jason Gadd, Mayor

ATTEST:

Amy Domeier, City Clerk



October 5, 2021

Council Report 2021-095

Resolution Approving LG230 Application to Conduct Off-Site Lawful Gambling by Hopkins Youth Hockey Association at the Hopkins Pavilion

Proposed Action

Staff recommends adoption of the following motion: Adopt Resolution 2021-060 Approving LG230 Application to Conduct Off-Site Lawful Gambling by Hopkins Youth Hockey Association at the Hopkins Pavilion.

Overview

Hopkins Youth Hockey Association (HYHA) has submitted an Application to Conduct Off-Site Gambling, Gambling Control Board Form LG230, to conduct a raffle in the City of Hopkins. The raffle will be held during the HYHA Thanksgiving Hockey Tournament at the Hopkins Pavilion. While typically a raffle may be administratively approved, because HYHA has a premise permit elsewhere, their application must be approved by City Council Resolution.

Primary Issues to Consider

- Acknowledgement by City Council is needed for the off-site gambling and approval of the attached resolution meets the requirements.

Supporting Documents

- Resolution No. 2021-060

A handwritten signature in blue ink, appearing to read 'Amy Domeier', is written over a light blue rectangular background.

Amy Domeier, City Clerk

**CITY OF HOPKINS
HENNEPIN COUNTY, MINNESOTA
RESOLUTION 2021-060**

**RESOLUTION APPROVING LG230 APPLICATION TO CONDUCT
OFF-SITE LAWFUL GAMBLING BY HOPKINS YOUTH HOCKEY ASSOCIATION
AT THE HOPKINS PAVILION.**

WHEREAS, Minnesota Statutes Chapter 349 provides that organizations licensed by the Gambling Control Board must obtain authority from the Board to conduct lawful gambling at a specific location. The statute also stipulates that the application will not be approved unless the organization submits a resolution of approval by the local unit of government; and

WHEREAS, Hopkins Youth Hockey Association has submitted an LG230 Application to Conduct Off-Site Gambling at the Hopkins Pavilion, 11000 Excelsior Boulevard, Hopkins; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Hopkins, Minnesota, hereby approves the lawful gambling application to conduct a raffle on November 19-21 and November 26-28, 2021 at the Hopkins Pavilion.

.Adopted by the City Council of the City of Hopkins, Minnesota, this 5th day of October, 2021.

By: _____
Jason Gadd, Mayor

ATTEST:

Amy Domeier, City Clerk

CITY OF HOPKINS

FINANCE DEPARTMENT

MEMORANDUM

Date: Septmber 30, 2021
To: Honorable Mayor and Members of the City Council
From: Nicholas Bishop, Finance Director
Subject: Ratify Checks Issued in September 2021

The checks issued between August 27, 2021 to September 30, 2021 were number 124243 through 124588, for a total distribution of \$3,275,394.48.

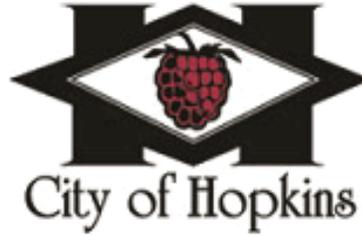
The checks issued, along with the purpose for those payments are attached for your review.

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: jthoennes
Printed: 9/29/2021 10:29 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	Void Checks	Check Amount
124243	28422	ADVANCED IMAGING SOLUTIONS	09/02/2021	0.00	4,596.32
124244	28427	ADVANCED IMAGING SOLUTIONS	09/02/2021	0.00	89.36
124245	31081	ALLEN'S SERVICE	09/02/2021	0.00	125.00
124246	02031	B & W SPECIALTY COFFEE CO	09/02/2021	0.00	672.35
124247	30481	BATTERIES PLUS BULBS #018	09/02/2021	0.00	189.34
124248	29817	GARY BINGER	09/02/2021	0.00	2,900.00
124249	27353	BLAISDELL & WESTLIE INC	09/02/2021	0.00	215.00
124250	29416	CDW GOVERNMENT	09/02/2021	0.00	731.72
124251	03160	CENTERPOINT ENERGY MINNEGASC	09/02/2021	0.00	36.49
124252	28430	CENTURY LINK	09/02/2021	0.00	687.20
124253	30127	CINTAS CORPORATION NO. 2	09/02/2021	0.00	44.85
124254	26951	COMCAST	09/02/2021	0.00	146.85
124255	30560	COMPUTER INTEGRATION TECHNOL	09/02/2021	0.00	1,927.00
124256	27060	CROWN MARKING INC	09/02/2021	0.00	53.19
124257	04165	DELEGARD TOOL CO	09/02/2021	0.00	40.86
124258	28898	ECM PUBLISHERS INC	09/02/2021	0.00	101.15
124259	05484	EMBROIDERY SHOP	09/02/2021	0.00	966.08
124260	05524	ENTENMANN-ROVIN CO	09/02/2021	0.00	461.00
124261	28628	FLEETPRIDE INC	09/02/2021	0.00	22.55
124262	30555	MARGARET GONGOLL	09/02/2021	0.00	405.00
124263	29377	GRAINGER, INC	09/02/2021	0.00	348.85
124264	31143	SARA HALPERN	09/02/2021	0.00	240.00
124265	08004	HANCE HARDWARE, INC	09/02/2021	0.00	1,465.04
124266	08038	HAWKINS, INC	09/02/2021	0.00	1,339.00
124267	27248	HENNEPIN CTY TREASURER	09/02/2021	0.00	770.00
124268	30048	RICH HILL	09/02/2021	0.00	500.00
124269	31056	HOPKINS MENS SHED	09/02/2021	0.00	183.33
124270	27494	HORIZON GRAPHICS	09/02/2021	0.00	823.91
124271	09085	ICMA - ROTH IRA - 706260	09/02/2021	0.00	1,198.17
124272	29249	JR'S ADVANCED RECYCLERS	09/02/2021	0.00	50.00
124273	31142	KILLIAN MASONRY & CONCRETE INC	09/02/2021	0.00	735.80
124274	11327	KILLMER ELECTRIC CO INC	09/02/2021	0.00	1,702.91
124275	03369	LEAGUE OF MN CITIES	09/02/2021	0.00	81.44
124276	29059	MANSFIELD OIL COMPANY	09/02/2021	0.00	18,095.76
124277	13172	METRO ELEVATOR, INC	09/02/2021	0.00	175.00
124278	29177	RENEE A MEUWISSEN	09/02/2021	0.00	345.00
124279	13275	MICRO CENTER	09/02/2021	0.00	769.95
124280	30363	MINNEAPOLIS OXYGEN COMPANY	09/02/2021	0.00	559.69
124281	31144	MONTAGE ENTERPRISES INC	09/02/2021	0.00	492.80
124282	13760	MTI DISTRIBUTING INC	09/02/2021	0.00	33.46
124283	29953	MUNICODE	09/02/2021	0.00	224.56
124284	29317	OFFICE OF MN IT SERVICES	09/02/2021	0.00	365.57
124285	29452	OFFICE OF MN IT SERVICES	09/02/2021	0.00	1,714.79
124286	30600	ROBERT OLSON	09/02/2021	0.00	435.00
124287	15521	ON SITE COMPANIES	09/02/2021	0.00	1,510.00
124288	26974	O'REILLY AUTO PARTS	09/02/2021	0.00	85.05
124289	17806	QWEST CORP	09/02/2021	0.00	61.15

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
124290	09084	ICMA RETIREMENT TRUST- 300824	09/02/2021	0.00	2,971.09
124291	19602	SPS COMPANIES INC	09/02/2021	0.00	163.10
124292	30091	RAY STAFFORD	09/02/2021	0.00	480.00
124293	19766	STAR TRIBUNE	09/02/2021	0.00	293.80
124294	29205	CHRIS STRONER	09/02/2021	0.00	360.00
124295	29729	T-MOBILE USA, INC.	09/02/2021	0.00	360.00
124296	27981	ULINE INC	09/02/2021	0.00	474.08
124297	30189	VAN PAPER SUPPLY COMPANY	09/02/2021	0.00	288.49
124298	29466	VERIZON WIRELESS	09/02/2021	0.00	1,165.20
124299	29473	VERIZON WIRELESS	09/02/2021	0.00	340.22
124300	29475	VERIZON WIRELESS	09/02/2021	0.00	105.03
124301	30017	VERIZON WIRELESS	09/02/2021	0.00	1,537.32
124302	22321	VIKING ELECTRIC SUPPLY INC	09/02/2021	0.00	19,043.00
124303	22563	VOSS LIGHTING	09/02/2021	0.00	224.13
124304	25080	XCEL ENERGY	09/02/2021	0.00	15.35
124305	26320	ZIEGLER, INC	09/02/2021	0.00	68.16
124306	14582	NORTHWEST ASPHALT INC	09/02/2021	0.00	1,405,164.23
124307	14582	NORTHWEST ASPHALT INC	09/02/2021	0.00	900,668.86
Total for 9/2/2021:				0.00	2,382,439.60
124308	30660	PATRICIA MAUREEN ANDERSON	09/09/2021	0.00	315.00
124309	31112	ALLYSON ASHLEY	09/09/2021	0.00	125.00
124310	02047	BADGER METER INC	09/09/2021	0.00	224.52
124311	30127	CINTAS CORPORATION NO. 2	09/09/2021	0.00	116.61
124312	26951	COMCAST	09/09/2021	0.00	69.95
124313	31032	COVERALL NORTH AMERICA	09/09/2021	0.00	2,019.00
124314	31032	COVERALL NORTH AMERICA	09/09/2021	0.00	1,544.00
124315	31032	COVERALL NORTH AMERICA	09/09/2021	0.00	1,860.50
124316	03800	CULLIGAN - METRO	09/09/2021	0.00	254.12
124317	28747	CULLIGAN BOTTLED WATER CO	09/09/2021	0.00	145.15
124318	04690	DRISKILLS FOODS	09/09/2021	0.00	356.76
124319	31134	DUNSMORE ASPHALT CO	09/09/2021	0.00	735.80
124320	05453	ELECTRIC PUMP INC	09/09/2021	0.00	7,090.36
124321	29006	ENTERPRISE FLEET MANAGEMENT	09/09/2021	0.00	3,375.62
124322	30094	GOLIATH HYDRO-VAC, INC.	09/09/2021	0.00	3,705.00
124323	07564	GOPHER STATE ONE-CALL, INC	09/09/2021	0.00	390.15
124324	08001	HACH COMPANY	09/09/2021	0.00	138.38
124325	08038	HAWKINS, INC	09/09/2021	0.00	4,517.79
124326	29493	HENNEPIN CTY TREASURER	09/09/2021	0.00	75.00
124327	08576	HOPKINS F.D. RELIEF ASSOC	09/09/2021	0.00	990.00
124328	09578	INNOVATIVE OFFICE SOLUTIONS	09/09/2021	0.00	1,367.89
124329	28537	IS LAX LLC	09/09/2021	0.00	5,542.99
124330	30269	JANELLE JASPERS JONES	09/09/2021	0.00	400.00
124331	28469	KELLY GREEN IRRIGATION INC	09/09/2021	0.00	5,177.28
124332	03369	LEAGUE OF MN CITIES	09/09/2021	0.00	17,229.00
124333	12160	LEAGUE OF MN CITIES	09/09/2021	0.00	85,834.00
124334	29529	LEXISNEXIS RISK SOLUTIONS	09/09/2021	0.00	91.06
124335	29025	METERING & TECHNOLOGY SOLUTIC	09/09/2021	0.00	2,230.31
124336	13525	MIDNITE MARKET	09/09/2021	0.00	8.25
124337	30363	MINNEAPOLIS OXYGEN COMPANY	09/09/2021	0.00	38.68
124338	13354	MN BENEFIT ASSOCIATION	09/09/2021	0.00	37.18
124339	13446	MN DEPT OF LABOR & INDUSTRY	09/09/2021	0.00	100.00
124340	13387	MN MAYORS ASSOC - FINANCE DEPT	09/09/2021	0.00	30.00
124341	13412	MN TROPHIES	09/09/2021	0.00	76.34
124342	30840	MULTIVENTURES PROPERTY INC	09/09/2021	0.00	60.00
124343	30975	NACAC	09/09/2021	0.00	75.00

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
124344	30300	NORDIC SOLAR HOLDCO LLC	09/09/2021	0.00	6,805.34
124345	31146	OAKS ON MAINSTREET HOA	09/09/2021	0.00	60.00
124346	26974	O'REILLY AUTO PARTS	09/09/2021	0.00	15.88
124347	18164	RED WING BUSINESS ADVANTAGE AC	09/09/2021	0.00	841.45
124348	30979	REGENCY MASTER ASSOCIATION	09/09/2021	0.00	60.00
124349	31120	REPUBLIC SERVICES INC	09/09/2021	0.00	14,593.65
124350	28845	RIGID HITCH INCORPORATED	09/09/2021	0.00	418.86
124351	30368	THOMAS S ROBERTS	09/09/2021	0.00	260.00
124352	30976	KAIRUS RUDINA	09/09/2021	0.00	75.00
124353	19602	SPS COMPANIES INC	09/09/2021	0.00	128.37
124354	19777	STREICHERS	09/09/2021	0.00	139.98
124355	19805	SUSA	09/09/2021	0.00	125.00
124356	30093	TRANSUNION RISK AND ALTERNATIV	09/09/2021	0.00	215.00
124357	20883	TWIN CITY GARAGE DOOR INC	09/09/2021	0.00	1,725.00
124358	03440	ULTIMATE SAFETY CONCEPTS INC	09/09/2021	0.00	425.00
124359	30819	VERIZON WIRELESS	09/09/2021	0.00	200.05
124360	31145	DAVID L WILSON	09/09/2021	0.00	177.50
124361	25080	XCEL ENERGY	09/09/2021	0.00	24.03
124362	25080	XCEL ENERGY	09/09/2021	0.00	36.28
Total for 9/9/2021:				0.00	172,673.08
124363	01044	ABLE HOSE & RUBBER INC	09/16/2021	0.00	13.03
124364	01328	AIRGAS USA	09/16/2021	0.00	171.81
124365	02563	BOLTON & MENK, INC	09/16/2021	0.00	10,937.00
124366	03160	CENTERPOINT ENERGY MINNEGASC	09/16/2021	0.00	2,745.02
124367	28981	CHESTNUT CAMBRONNE PA	09/16/2021	0.00	16,052.32
124368	30127	CINTAS CORPORATION NO. 2	09/16/2021	0.00	182.55
124369	26951	COMCAST	09/16/2021	0.00	404.74
124370	26951	COMCAST	09/16/2021	0.00	10.45
124371	26951	COMCAST	09/16/2021	0.00	149.74
124372	26951	COMCAST	09/16/2021	0.00	135.97
124373	26951	COMCAST	09/16/2021	0.00	14.63
124374	03628	COMMERCIAL ASPHALT CO	09/16/2021	0.00	4,481.80
124375	27060	CROWN MARKING INC	09/16/2021	0.00	28.51
124376	28898	ECM PUBLISHERS INC	09/16/2021	0.00	53.55
124377	27569	EMERGENCY AUTOMOTIVE TECHNO	09/16/2021	0.00	2,743.42
124378	29398	ENTERPRISE FLEET MANAGEMENT	09/16/2021	0.00	2,297.93
124379	06008	FASTENAL CO	09/16/2021	0.00	295.61
124380	07185	GENUINE PARTS	09/16/2021	0.00	651.03
124381	29377	GRAINGER, INC	09/16/2021	0.00	555.34
124382	29820	GROUP HEALTH PLAN INC	09/16/2021	0.00	846.00
124383	29748	HENNEPIN COUNTY PUBLIC WORKS	09/16/2021	0.00	9,909.71
124384	08166	HENNEPIN CTY TREASURER	09/16/2021	0.00	3,228.90
124385	08166	HENNEPIN CTY TREASURER	09/16/2021	0.00	1,760.52
124386	08166	HENNEPIN CTY TREASURER	09/16/2021	0.00	245.50
124387	08179	HENNEPIN CTY TREASURER	09/16/2021	0.00	621.80
124388	08186	HENNEPIN CTY TREASURER	09/16/2021	0.00	87.00
124389	29818	HIAWATHA TREE SERVICE INC.	09/16/2021	0.00	5,030.00
124390	31149	HITESMAN LAW PA	09/16/2021	0.00	3,057.00
124391	08570	HOPKINS AUTO BODY	09/16/2021	0.00	3,594.21
124392	09085	ICMA - ROTH IRA - 706260	09/16/2021	0.00	1,198.17
124393	29249	JR'S ADVANCED RECYCLERS	09/16/2021	0.00	30.00
124394	28469	KELLY GREEN IRRIGATION INC	09/16/2021	0.00	974.90
124395	11583	KONE INC	09/16/2021	0.00	418.98
124396	12012	LAW ENFORCEMENT LABOR SERVICE	09/16/2021	0.00	508.00
124397	03369	LEAGUE OF MN CITIES	09/16/2021	0.00	230.00

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
124398	28498	LEXIPOL LLC	09/16/2021	0.00	9,561.20
124399	30392	CIGNA LIFE INS COMP OF AMERICA -	09/16/2021	0.00	366.94
124400	30391	CIGNA LIFE INS COMP OF AMERICA -	09/16/2021	0.00	2,646.44
124401	30390	CIGNA LIFE INS COMP OF AMERICA -	09/16/2021	0.00	2,604.84
124402	30023	CIGNA LIFE INS COMP OF N AMERICA	09/16/2021	0.00	800.65
124403	28154	MCCLURE AUTOMOTIVE INC	09/16/2021	0.00	2,031.49
124404	13167	MENARDS	09/16/2021	0.00	617.47
124405	13182	METROPOLITAN AREA MANAGERS A	09/16/2021	0.00	37.50
124406	13179	METROPOLITAN COUNCIL	09/16/2021	0.00	123,225.39
124407	13446	MN DEPT OF LABOR & INDUSTRY	09/16/2021	0.00	100.00
124408	13412	MN TROPHIES	09/16/2021	0.00	76.34
124409	31147	MIKE OERTEL	09/16/2021	0.00	75.00
124410	15521	ON SITE COMPANIES	09/16/2021	0.00	1,127.00
124411	15521	ON SITE COMPANIES	09/16/2021	0.00	68.00
124412	15521	ON SITE COMPANIES	09/16/2021	0.00	90.07
124413	16566	POMPS TIRE SERVICE INC	09/16/2021	0.00	1,202.00
124414	30199	PULSE ELECTRIC	09/16/2021	0.00	160.00
124415	18164	RED WING BUSINESS ADVANTAGE AC	09/16/2021	0.00	166.49
124416	09084	ICMA RETIREMENT TRUST- 300824	09/16/2021	0.00	2,971.09
124417	31043	ROHN INDUSTRIES INC	09/16/2021	0.00	50.00
124418	19012	SAFETY SIGNS	09/16/2021	0.00	430.35
124419	19117	SCHERER BROS. LUMBER CO.	09/16/2021	0.00	177.04
124420	29384	SITEONE LANDSCAPE SUPPLY	09/16/2021	0.00	14.39
124421	19520	SNAP PRINT INC	09/16/2021	0.00	89.57
124422	30495	SPEEDWAY LLC	09/16/2021	0.00	55.00
124423	29200	SPRINGBROOK SOFTWARE INC	09/16/2021	0.00	1,239.50
124424	19777	STREICHERS	09/16/2021	0.00	982.72
124425	19824	SUNSHINE CAR WASH	09/16/2021	0.00	101.82
124426	30279	SUNSHINE DETAIL CENTER	09/16/2021	0.00	150.00
124427	20120	TDS METROCOM - MN	09/16/2021	0.00	348.11
124428	20560	TOLL GAS & WELDING SUPPLY	09/16/2021	0.00	12.03
124429	20887	TWIN CITY WATER CLINIC	09/16/2021	0.00	340.00
124430	27981	ULINE INC	09/16/2021	0.00	530.41
124431	21523	UNION LOCAL 49	09/16/2021	0.00	770.00
124432	29458	VERIZON WIRELESS	09/16/2021	0.00	2,262.08
124433	31040	VSP	09/16/2021	0.00	427.90
124434	29343	W. WELLS & ASSOCIATES LLC	09/16/2021	0.00	1,500.00
124435	27900	WATER CONSERVATION SERVICES	09/16/2021	0.00	300.08
124436	31148	WORLD WIDE CUSTOM CREATIONS L	09/16/2021	0.00	957.50
124437	25080	XCEL ENERGY	09/16/2021	0.00	8,196.83
124438	26160	ZEE MEDICAL SERVICE	09/16/2021	0.00	175.35
124439	08576	HOPKINS F.D. RELIEF ASSOC	09/16/2021	0.00	495.00
124440	08625	HOPKINS POLICE ASSOCIATION	09/16/2021	0.00	1,200.00
Total for 9/16/2021:				0.00	242,398.73
124441	UB*00676	ANN M SCHULER ACKERBERG	09/23/2021	0.00	37.05
124442	UB*00669	SCOTT ACKERMANN	09/23/2021	0.00	50.27
124443	01125	ADT SECURITY SERVICES	09/23/2021	0.00	18.49
124444	28422	ADVANCED IMAGING SOLUTIONS	09/23/2021	0.00	4,596.23
124445	01456	ALLIED BLACKTOP CO	09/23/2021	0.00	50,273.10
124446	30933	ANCHOR SOLAR INVESTMENTS LLC	09/23/2021	0.00	423.11
124447	30933	ANCHOR SOLAR INVESTMENTS LLC	09/23/2021	0.00	1,276.26
124448	30933	ANCHOR SOLAR INVESTMENTS LLC	09/23/2021	0.00	1,754.71
124449	UB*00681	ASPEN MEDICAL GROUP	09/23/2021	0.00	1,200.00
124450	02031	B & W SPECIALTY COFFEE CO	09/23/2021	0.00	517.51
124451	30481	BATTERIES PLUS BULBS #018	09/23/2021	0.00	670.45

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
124452	27782	BOUND TREE MEDICAL LLC	09/23/2021	0.00	281.05
124453	UB*00691	ROBERT BRASCH	09/23/2021	0.00	180.00
124454	29416	CDW GOVERNMENT	09/23/2021	0.00	65.00
124455	30127	CINTAS CORPORATION NO. 2	09/23/2021	0.00	155.51
124456	26951	COMCAST	09/23/2021	0.00	249.53
124457	26951	COMCAST	09/23/2021	0.00	355.35
124458	26951	COMCAST	09/23/2021	0.00	348.35
124459	26951	COMCAST	09/23/2021	0.00	94.51
124460	26951	COMCAST	09/23/2021	0.00	142.43
124461	30560	COMPUTER INTEGRATION TECHNOLOG	09/23/2021	0.00	1,383.00
124462	03800	CULLIGAN - METRO	09/23/2021	0.00	77.84
124463	29303	DIVERSIFIED COFFEE PRODUCTS	09/23/2021	0.00	518.00
124464	UB*00683	ANGELA DODGE	09/23/2021	0.00	75.00
124465	UB*00689	TIMOTHY DUNLAP	09/23/2021	0.00	77.14
124466	29520	ECOLAB	09/23/2021	0.00	219.43
124467	29070	ENGAGE PRINT INC	09/23/2021	0.00	120.00
124468	UB*00677	DREW EVERETT	09/23/2021	0.00	84.04
124469	06567	FORCE AMERICA	09/23/2021	0.00	670.38
124470	06567	FORCE AMERICA	09/23/2021	0.00	3,013.57
124471	UB*00679	GREGORY GENGLER	09/23/2021	0.00	11.72
124472	07681	GRAINGER, INC	09/23/2021	0.00	65.44
124473	UB*00688	HASSAN GRAMS	09/23/2021	0.00	245.71
124474	UB*00682	MICHAEL HAYNES	09/23/2021	0.00	91.70
124475	08223	HENNEPIN CTY TREASURER	09/23/2021	0.00	12,824.51
124476	27454	HENNEPIN CTY TREASURER	09/23/2021	0.00	8,969.00
124477	30362	HENRICKSEN & COMPANY INC	09/23/2021	0.00	3,415.30
124478	08336	HIRSHFIELDS	09/23/2021	0.00	111.22
124479	UB*00693	HOPKINS MAINSTREET INC	09/23/2021	0.00	955.44
124480	29345	IMPACT MAILING OF MN	09/23/2021	0.00	3,052.99
124481	30311	IRON MALTESE ATHLETICS	09/23/2021	0.00	1,777.75
124482	29249	JR'S ADVANCED RECYCLERS	09/23/2021	0.00	30.00
124483	UB*00684	DAVID KENADY	09/23/2021	0.00	22.95
124484	UB*00687	GARY C KENDRICK	09/23/2021	0.00	49.39
124485	11327	KILLMER ELECTRIC CO INC	09/23/2021	0.00	563.20
124486	03369	LEAGUE OF MN CITIES	09/23/2021	0.00	68.86
124487	13167	MENARDS	09/23/2021	0.00	3.99
124488	30591	METRO FURNITURE SOLUTIONS BY F	09/23/2021	0.00	1,256.77
124489	13275	MICRO CENTER	09/23/2021	0.00	504.81
124490	13251	MINNEAPOLIS SAW INC	09/23/2021	0.00	729.88
124491	04188	MN DEPT OF MOTOR VEHICLES	09/23/2021	0.00	28.25
124492	29953	MUNICODE	09/23/2021	0.00	1,242.55
124493	UB*00692	RICHARD NIEMANN	09/23/2021	0.00	345.85
124494	31150	MOHAMMAD NOORI	09/23/2021	0.00	42.00
124495	29437	NORTH AMERICAN SAFETY	09/23/2021	0.00	841.50
124496	29317	OFFICE OF MN IT SERVICES	09/23/2021	0.00	115.34
124497	31151	OLYMPIC COMMUNICATIONS INC	09/23/2021	0.00	1,030.00
124498	26974	O'REILLY AUTO PARTS	09/23/2021	0.00	99.74
124499	30334	OUIVERSON SEWER & WATER INC	09/23/2021	0.00	2,873.00
124500	27622	PERFORMANCE PLUS LLC	09/23/2021	0.00	5,444.00
124501	16566	POMPS TIRE SERVICE INC	09/23/2021	0.00	952.00
124502	28245	QUADIANT FINANCES USA INC	09/23/2021	0.00	3,129.05
124503	14188	QUADIANT LEASING INC	09/23/2021	0.00	2,058.03
124504	04573	QUALITY RESOURCE GROUP INC	09/23/2021	0.00	49.29
124505	UB*00678	JORN ROKKJAER	09/23/2021	0.00	51.36
124506	31153	PAULA ROSENGREN	09/23/2021	0.00	22.00
124507	19004	SAMARITAN TIRE COMPANY	09/23/2021	0.00	590.92
124508	29143	SHRED IT USA	09/23/2021	0.00	63.40

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
124509	31152	RAGHDA SKEIK	09/23/2021	0.00	245.00
124510	UB*00685	JOSHUA SMITH	09/23/2021	0.00	36.39
124511	19520	SNAP PRINT INC	09/23/2021	0.00	164.57
124512	19766	STAR TRIBUNE	09/23/2021	0.00	165.26
124513	30226	SUNBELT RENTALS, INC.	09/23/2021	0.00	657.50
124514	UB*00680	DEAN THOMAS	09/23/2021	0.00	137.32
124515	UB*00686	PETER TIMINSKI	09/23/2021	0.00	75.28
124516	31156	NICKDOKHT TORKZADEH	09/23/2021	0.00	245.00
124517	20687	TRI-STATE BOBCAT INC	09/23/2021	0.00	297.76
124518	29490	VERIZON WIRELESS	09/23/2021	0.00	711.61
124519	22563	VOSS LIGHTING	09/23/2021	0.00	845.10
124520	UB*00690	CONNIE WARING	09/23/2021	0.00	78.35
124521	31155	DIANE LESLIE WEINERMAN	09/23/2021	0.00	105.00
124522	31154	CAROL CYNTHIA WHITE	09/23/2021	0.00	140.00
124523	28624	MICHEAL J WHITE	09/23/2021	0.00	591.40
124524	28123	WRAP CITY GRAPHICS INC	09/23/2021	0.00	625.00
124525	UB*00671	DOUGLAS WYCKOFF	09/23/2021	0.00	25.74
Total for 9/23/2021:				0.00	127,802.50
124526	30728	AMERICAN FEDERATION OF STATE, C	09/30/2021	0.00	1,379.53
124527	28600	APPLE VALLEY FORD LINCOLN	09/30/2021	0.00	356.40
124528	29512	BACHMAN'S	09/30/2021	0.00	96.18
124529	02563	BOLTON & MENK, INC	09/30/2021	0.00	104,886.50
124530	28848	BOUNDLESS NETWORK INC	09/30/2021	0.00	334.73
124531	28430	CENTURY LINK	09/30/2021	0.00	687.20
124532	30127	CINTAS CORPORATION NO. 2	09/30/2021	0.00	44.85
124533	26951	COMCAST	09/30/2021	0.00	69.95
124534	03628	COMMERCIAL ASPHALT CO	09/30/2021	0.00	3,611.90
124535	27060	CROWN MARKING INC	09/30/2021	0.00	28.51
124536	01523	EARL F. ANDERSEN, INC	09/30/2021	0.00	1,011.30
124537	30330	FAE LSE 6 LLC	09/30/2021	0.00	6,793.82
124538	30601	FAE LSE 8 LLC	09/30/2021	0.00	6,142.91
124539	29491	FERGUSON WATERWORKS #2518	09/30/2021	0.00	947.52
124540	06567	FORCE AMERICA	09/30/2021	0.00	99.77
124541	30555	MARGARET GONGOLL	09/30/2021	0.00	405.00
124542	07681	GRAINGER, INC	09/30/2021	0.00	464.84
124543	29968	GROTH SEWER & WATER LLC	09/30/2021	0.00	4,650.00
124544	08004	HANCE HARDWARE, INC	09/30/2021	0.00	856.37
124545	08243	HENNEPIN HEALTHCARE	09/30/2021	0.00	150.00
124546	28297	HERITAGE SHADE TREE CONSULTAN	09/30/2021	0.00	1,650.00
124547	30048	RICH HILL	09/30/2021	0.00	500.00
124548	08627	HOME DEPOT CREDIT SERVICES	09/30/2021	0.00	294.45
124549	09801	I.U.O.E. CENTRAL PENSION FUND	09/30/2021	0.00	2,640.00
124550	09085	ICMA - ROTH IRA - 706260	09/30/2021	0.00	1,198.17
124551	09539	INTERNATIONAL CODE COUNCIL	09/30/2021	0.00	237.00
124552	11013	KATH FUEL OIL SERVICE	09/30/2021	0.00	1,970.90
124553	11161	KENNEDY & GRAVEN, CHARTERED	09/30/2021	0.00	19,816.51
124554	11161	KENNEDY & GRAVEN, CHARTERED	09/30/2021	0.00	27,030.44
124555	31115	JEANNE KENTON	09/30/2021	0.00	400.00
124556	29201	KG LANDSCAPE MANAGEMENT	09/30/2021	0.00	11,806.57
124557	03369	LEAGUE OF MN CITIES	09/30/2021	0.00	55.00
124558	13160	MEDICINE LAKE TOURS	09/30/2021	0.00	1,800.00
124559	29177	RENEE A MEUWISSEN	09/30/2021	0.00	345.00
124560	13525	MIDNITE MARKET	09/30/2021	0.00	7.64
124561	13548	MN ASSOC OF SENIOR SERVICES	09/30/2021	0.00	25.00
124562	13399	MN SAFETY COUNCIL, INC	09/30/2021	0.00	460.00

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
124563	13412	MN TROPHIES	09/30/2021	0.00	165.00
124564	30600	ROBERT OLSON	09/30/2021	0.00	435.00
124565	26974	O'REILLY AUTO PARTS	09/30/2021	0.00	9.94
124566	16035	PACE ANALYTICAL SERVICES INC	09/30/2021	0.00	479.55
124567	30967	PAMLICO CARTGRAPH SYSTEMS HOI	09/30/2021	0.00	34,175.91
124568	30125	PROJECT COMPANY FINCO PHASE III	09/30/2021	0.00	65,438.27
124569	30199	PULSE ELECTRIC	09/30/2021	0.00	1,183.00
124570	28861	RAINBOW TREE COMPANY	09/30/2021	0.00	5,877.75
124571	18327	REINDERS INC	09/30/2021	0.00	442.45
124572	31120	REPUBLIC SERVICES INC	09/30/2021	0.00	14,608.20
124573	31120	REPUBLIC SERVICES INC	09/30/2021	0.00	4,718.91
124574	08568	RESOURCE WEST	09/30/2021	0.00	23.10
124575	09084	ICMA RETIREMENT TRUST- 300824	09/30/2021	0.00	2,970.17
124576	29272	SIR LINES-A-LOT	09/30/2021	0.00	9,344.04
124577	29115	MANUEL SOTELO	09/30/2021	0.00	750.00
124578	19581	SOUTHWEST LOCK & KEY	09/30/2021	0.00	184.00
124579	30091	RAY STAFFORD	09/30/2021	0.00	480.00
124580	29205	CHRIS STRONER	09/30/2021	0.00	360.00
124581	31157	THOMPSON INSPECTIONS INC	09/30/2021	0.00	1,848.50
124582	20687	TRI-STATE BOBCAT INC	09/30/2021	0.00	49.05
124583	20892	TWIN CITY HARDWARE INC	09/30/2021	0.00	53.61
124584	29466	VERIZON WIRELESS	09/30/2021	0.00	1,239.08
124585	29473	VERIZON WIRELESS	09/30/2021	0.00	340.04
124586	30017	VERIZON WIRELESS	09/30/2021	0.00	1,601.13
124587	27692	VESSCO INC	09/30/2021	0.00	17.15
124588	25080	XCEL ENERGY	09/30/2021	0.00	32.76
Total for 9/30/2021:				0.00	350,080.57
Report Total (346 checks):				0.00	3,275,394.48



Approve Contract for Audit Services

Proposed Action.

Staff recommends that the Council approve the following motion: Approve contract with Abdo, Eick & Meyers, LLP for audit services for the years 2021-2023

Overview:

The City of Hopkins has had the audit firm CliftonLarsonAllen LLP since 2007 and this year decided it was in our best interest to re-bid audit services. A request for proposal (RFP) was prepared and advertised. The RFP was for a three year contract with a two year optional renewal. We received four proposals from quality accounting firms, including our current auditor. All four firms could successfully complete our audit. After careful review, staff is recommending the firm of Abdo, Eick & Meyers, LLP. Factors that influenced our decision were ability to complete the audit and; the qualifications and experience of the firm, partners and personnel.

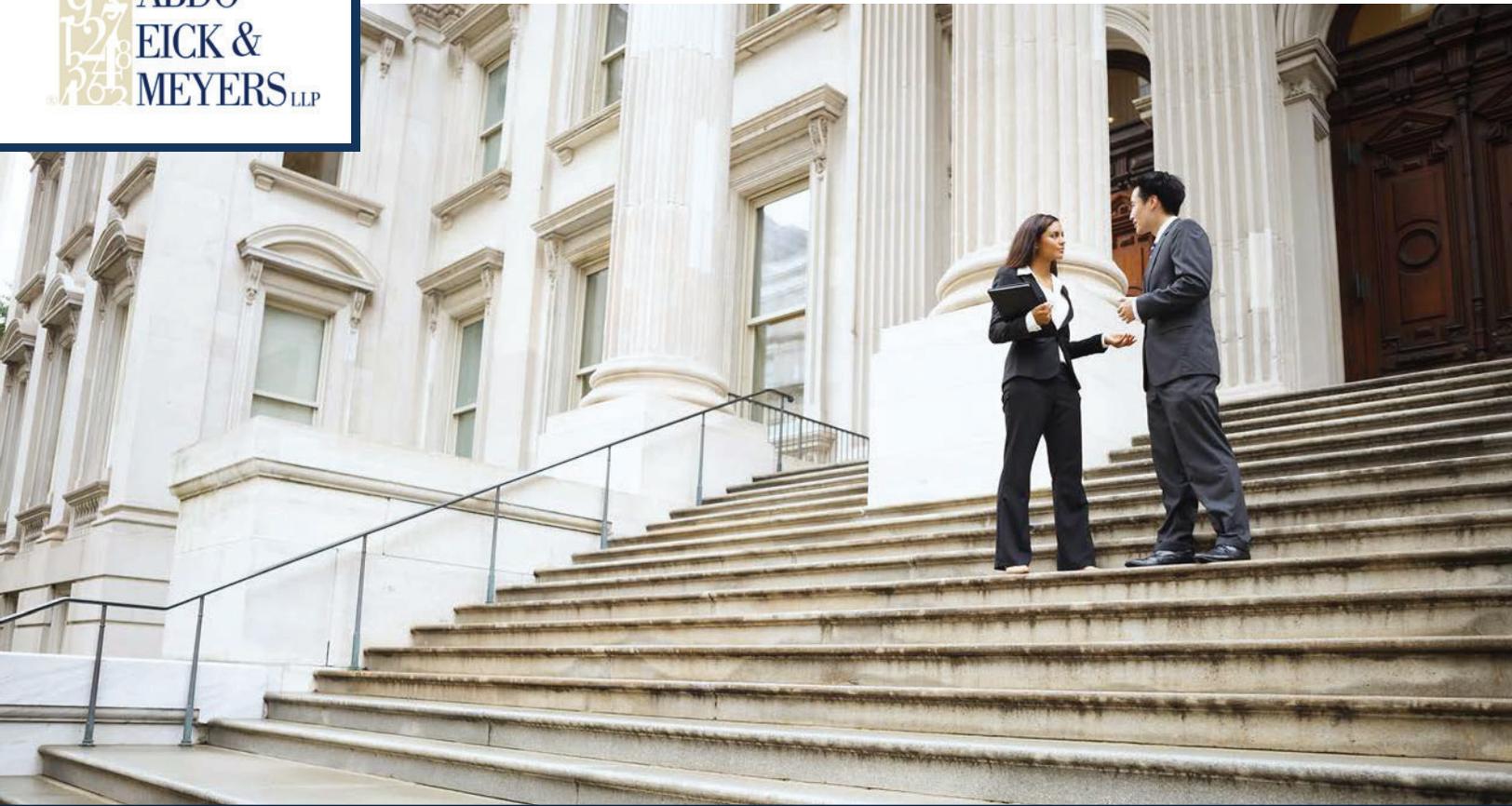
The costs proposed for services are as follows.

	2021	2022	2023	2024 (renewal)	2025 (renewal)
Financial Statement Audit	\$38,000	\$38,800	\$39,500	\$40,300	\$41,100
Single Audit (if required)	\$4,300	\$4,400	\$4,500	\$4,600	\$4,700

Supporting Information:

- Proposal from Abdo, Eick & Meyers, LLP

Nick Bishop, CPA
Finance Director



Proposal for Audit Services for:

City of Hopkins

1010 First Street South
Hopkins, Minnesota 55343

Proposed by:

Brad Falteysek, CPA
Partner | Abdo, Eick & Meyers, LLP
brad.falteysek@aemcpas.com
Direct Line (952) 715-3004

Abdo, Eick & Meyers, LLP
Edina
5201 Eden Avenue, Suite 250, Edina, Minnesota 55436
Office: (952) 835-9090 / Fax: (952) 835-3261

Mankato
100 Warren Street, Suite 600, Mankato, Minnesota 56001
Office: (507) 625-2727 / Fax: (507) 389-9139



Nick Bishop, Finance Director
City of Hopkins
1010 First Street South
Hopkins, Minnesota 55343

September 15, 2021

Dear Nick,

Thank you for the opportunity to submit this proposal to City of Hopkins (the City) for audit services. We appreciate the opportunity to work with you. Based on our experience with clients like you, we are confident that Abdo, Eick & Meyers, LLP (the Firm) would be a great fit.

We work hard for those who matter most - clients, employees, family, and community - and celebrate their successes as our own. Our success has been driven by our philosophy of going beyond the numbers for our clients. This belief is represented through our commitment to people and knowledge, process and you. We will utilize staff that is experienced and dedicated in the area of government. Our process is centered on meeting your needs, exceeding your expectations, and incorporating technology to deliver unparalleled solutions. This includes delivering prompt and effective service of the highest quality to you. The quality of our service allows us an opportunity to be an integral part of your finance team. We believe this investment should make a difference for you, our valued client. We focus on the challenges and needs that are relevant to your City, which allows us to be thoughtful in our approach in providing you with the best solutions, and leaves you assured in the value of our deliverable.

The attached proposal will demonstrate to you that we will be a great service provider and partner for your City. We look forward to meeting with you to discuss our proposal and appreciate this opportunity to present our firm for your consideration. We will follow up with you within two weeks to answer any questions or concerns you may have and to provide any further information you may need.

Sincerely,

Abdo, Eick & Meyers, LLP

Brad Falteysek, CPA
Partner, Abdo, Eick & Meyers, LLP

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in Minnesota

Forbes
Named Top Accounting
Firm Nationwide



Executive Summary

We are pleased to present our proposal for audit services to the City of Hopkins. We have prepared our proposal based on our understanding of your organization's needs from the request for proposal we received and the response we received from Mr. Bishop from our questions submitted via email.

We understand that the key requirements you have of your selected advisors include:

- » Great communication during audit fieldwork
- » Deliver both concise and informative information to the Council
- » Demonstrate familiarity, knowledge and experience in the industry
- » Provide a timely and efficient audit completed after April fieldwork

We understand that the requested work to be completed includes the following services:

- » Annual Financial Statement Audit
- » Single Audit (If applicable)
- » Management Letter
- » Presentation to the Council

Based on our work with more than 100 local governments similar to yours, we confidently believe we can meet your requirements and exceed your expectations for the reasons listed below and referenced in our proposal.

- » We provide timely services and currently adhere to an 18-day turnaround time from fieldwork for the delivery of draft reports to the client.
- » Our Council presentation uses ratios and comparisons of trends that give snapshots of metrics for your Organization through graphs and charts.
- » We have a dedicated team of 40 partners, managers and staff that serve governments exclusively.
- » Our government experience extends beyond just audit and compliance. We also provide the following services to government organizations.
 - Human Resource solutions
 - Long-term financial planning
 - One-on-one personalized and group-focused training opportunities
 - Process improvement- lean process and process evaluation
 - 990 preparation
- » Integral to our mission is a philosophy that we help organizations reach their maximum potential through open communications and teamwork. **We enjoy answering questions any time of the year, and at no cost!**

We commit to providing an excellent level of client service and helping you move beyond the numbers through communication, support and customized guidance. As you review the details of this proposal, please do not hesitate to contact us with questions or for clarification. We look forward to partnering with the City of Hopkins.

Meet Your Team

Based on our ability to provide the requested services, our shared core values, and an understanding of your unique needs, we firmly believe we would be a great fit for your city. We have the resources, knowledge, people and services to provide you with the solutions you're looking for.

We have assembled a team with relevant experience who are committed to performing these services to meet the expected deadlines. Each team member is briefly profiled below, and full biographies can be found on the following pages.



Brad Falteysek, CPA

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Thomas Olinger, CPA

Partner

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Brad Falteysek, CPA

Government Partner

MSRB Municipal Advisor Representative (Series 50)

brad.falteysek@aemcpas.com

Direct Line (952) 715.3004

Brad joined the Firm in 1998. He graduated Cum Laude from Winona State University, and worked for two years with the Minnesota Office of the Legislative Auditor's Office. He is registered and licensed to practice as a CPA in Minnesota. His work includes audit and accounting for many of the Firm's governmental clients, including audits regulated under Uniform Guidance.

Education

- » Bachelor of Science in Accounting, Winona State University
 - » Minor in Economics
 - » Graduated Cum Laude
- » Continuing professional education as required by AICPA and Government Accountability Office

Professional Memberships

- » Minnesota Government Finance Officers Association
- » Minnesota Society of Certified Public Accountants
- » American Institute of Certified Public Accountants (AICPA)
- » Minnesota Association of School Business Officials

Qualifications

- » 23 years of experience auditing local governments and schools in Minnesota
- » Over 90 percent of billable time relates to governmental clients
- » Experienced in municipal government utility rate studies and long term financial plans
- » Presented at the Minnesota Association of School Business Officials Annual Conference, the Minnesota Government Finance Officers Association Annual Conference, and the Minnesota Clerks and Finance Officers Association Annual Conference
- » MSRB Municipal Advisor Representative (Series 50)

**ABDO, EICK & MEYERS
MINNEAPOLIS, MINNESOTA
CONTINUING PROFESSIONAL EDUCATION ATTENDANCE RECORD
FOR BRAD FALTEYSEK**

Completion Date	Course Title	Sponsor	Gov't Audit	Technical	Non-Technical	Ethics	Total CPE
07/13/2018	School Import Training	Abdo, Eick & Meyers, LLP	1.5				1.5
07/17/2018	Abdo Eick & Meyers Business Transformation Playbook	Boomer Consulting			12.5		12.5
08/15/2018	Governmental Accounting and Auditing Update Conference 2018	AICPA	21.5				21.5
08/17/2018	OPEB Overview - Schools	Abdo, Eick & Meyers, LLP	1.5				1.5
09/28/2018	MNGFOA Conference - 2018	GFOA			4.5		4.5
10/8/2018	Mental Health in the Workplace	Optum			1		1
10/22/2018	Audits of Local Governments Conference	MNCPA	7			1	8
10/29/2018	Key Lessons Learned in Identifying, Developing & Retaining Top Performers	Upstream Academy			1		1
11/1/2018	Annual Government GAAP Update	GFOA	4				4
11/26/2018	The 2018 Yellow Book Revision	Surgent McCoy CPE	4				4
11/27/2018	Governmental Standards Updates and Best Practices Seminar	Abdo, Eick & Meyers, LLP		6			6
12/14/2018	City Council Presentation Skills	Abdo, Eick & Meyers, LLP			4.5		4.5
01/03/2019	AEM All-Firm Connect More Conference	Abdo, Eick & Meyers, LLP			5		5
01/21/2019	GASB 75: OPEB Testing for Cities	Abdo, Eick & Meyers, LLP	1				1
01/25/2019	Municipal Audit Report Council Presentation Practice	Abdo, Eick & Meyers, LLP			2.5		2.5
02/07/2019	Understanding the Preparation for the Annual Audit	MASBO	3				3
04/12/2019	GASB 75: OPEB Workpaper for Cities Refresher	Abdo, Eick & Meyers, LLP	1				1
04/19/2019	Municipal Quarterly Reporting	Abdo, Eick & Meyers, LLP	1.5				1.5
04/26/2019	Municipal Advising Series 50 CPE and Municipal Budgeting	Abdo, Eick & Meyers, LLP	2				2
05/03/2019	Arbitrage Reporting: Purpose, Process and People	Abdo, Eick & Meyers, LLP		1.5			1.5
06/03/2019	MNCPA School District Audits Conference	MNCPA	6.5			1.5	8
06/18/2019	Screencasting 101 - Edina Session 1	Abdo, Eick & Meyers, LLP			1		1
07/22/2019	OPEB Refresher: Schools	Abdo, Eick & Meyers, LLP	1				1
07/24/2019	CFO/Director of Accounting/Finance Director: What's the Difference and Why Does it Matter?	Abdo, Eick & Meyers, LLP			1		1
08/08/2019	Prolaera Content Creator Training	Abdo, Eick & Meyers, LLP			1.5		1.5
09/20/2019	Assessing and Improving your Personal BD Style	Upstream Academy			1		1
09/25/2019	Road Map of the Audit Process	Abdo, Eick & Meyers, LLP		3			3
10/21/2019	MNCPA Audits of Local Governments Conference	MNCPA	5.5		1.5	1	8
10/29/2019	Government Audit: Solving Cash Differences	Abdo, Eick & Meyers, LLP	1.5				1.5
11/07/2019	Setting Your 2020 Vision	Abdo, Eick & Meyers, LLP			6		6
11/15/2019	UGGI: Consistent Time & Effort Reporting for Federal Programs	MASBO		1			1
12/05/2019	Annual Governmental GAAP Update	GFOA	4				4
12/16/2019	AEM FS Audit Preparation: Day 1	Abdo, Eick & Meyers, LLP	6				6
12/17/2019	AEM FS Audit Preparation: Day 2	Abdo, Eick & Meyers, LLP	6				6
12/18/2019	Audit Risk Assessment and Planning	Abdo, Eick & Meyers, LLP		4			4
01/06/2020	AEM 100 All Firm Deliver More Conference	Abdo, Eick & Meyers, LLP			4		4
04/17/2020	Managing During a Crisis	Upstream Academy			1		1
05/07/2020	Making Sound People Decisions in the Midst of a Crisis	Upstream Academy			1		1
05/12/2020	Making Sound Financial Decisions in the Midst of a Crisis	Upstream Academy			1		1
05/28/2020	AEM 10- Metro Firms Ethical Webinar	Abdo, Eick & Meyers, LLP				4	4
06/11/2020	Encourage Expertise	Upstream Academy			1		1
06/24/2020	Benford's Law: A Valuable Audit Tool	Business Professionals' Network, Inc.	2				2
06/26/2020	Cultivate an Advisory Mindset	Upstream Academy			1		1
07/10/2020	Encourage Development of a Leaders Voice	Upstream Academy			1		1
07/27/2020	Provide Effective Constructive Feedback	Upstream Academy			1		1
08/11/2020	Teach a High Yield Low Maintenance Attitude	Upstream Academy		1			1
08/18/2020	Governmental Accounting and Auditing Update Conference 2020	AICPA	8.5	1.5			10
10/01/2020	AEM 200 Upstream Series: Leading Remotely	Abdo, Eick & Meyers, LLP			0.5		0.5
10/28/2020	LR3 - Clients	Upstream Academy			1		1
10/28/2020	AEM 200 Upstream Series: Leading Remotely	Abdo, Eick & Meyers, LLP			0.5		0.5
11/10/2020	LR4 - Growth	Upstream Academy			1		1
12/10/2020	OMB Supplement Addendum and the Latest COVID-19 Single Audit Implications	AICPA	2				2
12/16/2020	AEM 100: Introduction to AEM Equipping Advisors Academy	Abdo, Eick & Meyers, LLP			1		1
01/06/2021	AEM 100: All Firm Event: Managing 2021 Style	Abdo, Eick & Meyers, LLP			1		1
01/13/2021	AEM 100: Checkpoint Training for Audit and Tax	Abdo, Eick & Meyers, LLP			0.5		0.5
03/01/2021	Risk Assessment Deep Dive: How to Avoid Common Misteps	AICPA	3.5				3.5
05/19/2021	AEM 100 Current Issues In Business Ethics	Abdo, Eick & Meyers, LLP				4	4
		TOTAL	94.5	18	59.5	11.5	183.5



Tom Olinger, CPA

Government Partner

thomas.olinger@aemcpas.com

Direct Line (507) 304.6802

Tom joined the Firm in 1995 after graduating from Minnesota State University, Mankato with a B.S. Degree in Accounting. He oversees many of the Mankato office's municipal, fire relief, insurance, and school district audit engagements as well as Single Audit and nonprofit audits.

Education

- » Bachelor of Science in Accounting, Minnesota State University, Mankato
- » Continuing professional education

Professional Memberships

- » American Institute of Certified Public Accountants (AICPA)
- » Minnesota Society of Certified Public Accountants
- » Minnesota Government Finance Officers Association

Qualifications

- » 25 years of experience auditing local governments and schools in Minnesota
- » Over 90 percent of billable time relates to governmental clients
- » Experience in municipal long-term financial plans and utility rate studies

ABDO, EICK & MEYERS
MINNEAPOLIS, MINNESOTA
CONTINUING PROFESSIONAL EDUCATION ATTENDANCE RECORD
FOR TOM OLINGER

Completion Date	Course Title	Sponsor	Gov't Audit	Technical	Non-Technical	Ethics	Total CPE
01/17/2018	You Are Who You Are: Practical Application of the Kolbe Inventory	Abdo, Eick & Meyers, LLP			1.5		1.5
05/25/2018	What Are Your Biggest Paradigms Holding Firms Back	Upstream Academy			1		1
06/04/2018	MNCPA School District Audits Conference	MNCPA	7			1	8
10/11/2018	Mental Health in the Workplace	Optum			1.5		1.5
11/01/2018	Annual Governmental GAAP Update	GFOA	4				4
11/27/2018	Governmental Standards Updates and Best Practices Seminar	Abdo, Eick & Meyers, LLP		6			6
12/14/2018	City Council Presentation Skills	Abdo, Eick & Meyers, LLP			1.5		1.5
01/03/2019	AEM All-Firm Connect More Conference	Abdo, Eick & Meyers, LLP			5		5
01/21/2019	GASB 75: OPEB Testing for Cities	Abdo, Eick & Meyers, LLP	1				1
02/22/2019	BOOK Club	Abdo, Eick & Meyers, LLP			1		1
04/12/2019	GASB 75: OPEB Workpaper for Cities Refresher	Abdo, Eick & Meyers, LLP	1				1
04/30/2019	2019 GAQC Annual Update Webcast	AICPA	2				2
05/22/2019	2019 Ethics Seminar	Abdo, Eick & Meyers, LLP				4	4
06/03/2019	MNCPA School District Audits Conference	MNCPA	6.5			1.5	8
06/05/2019	2019 Compliance Supplement and Single Audit Update	AICPA	2				2
08/14/2019	BTC 2 Summit Meeting	Boomer Consulting			11		11
09/04/2019	Overview of Technology Trends in Accounting	Boomer Consulting			1		1
10/21/2019	MNCPA Audits of Local Governments Conference	MNCPA	5.5		1.5	1	8
10/29/2019	Government Audit: Solving Cash Differences	Abdo, Eick & Meyers, LLP	6				6
10/30/2019	Setting Your 2020 Vision	Abdo, Eick & Meyers, LLP			6		6
11/15/2019	AEM 200 Split Sheet: Developing a Beyond the Engagement Mindset	Abdo, Eick & Meyers, LLP			1.5		1.5
11/18/2019	Developing and Executing a Personal BD Plan	Upstream Academy			1		1
12/02/2019	Data Analytics Workshop	Abdo, Eick & Meyers, LLP		8.5			8.5
12/11/2019	Improving Your Personal BD Skill Set	Upstream Academy			1		1
12/18/2019	Audit Risk Assessment and Planning	Abdo, Eick & Meyers, LLP		4			4
01/06/2020	AEM 100 All Firm Deliver More Conference	Abdo, Eick & Meyers, LLP			4		4
05/07/2020	Making Sound People Decisions in the Midst of a Crisis	Upstream Academy			1		1
05/12/2020	Making Sound Financial Decisions in the Midst of a Crisis	Upstream Academy			1		1
05/28/2020	AEM 10- Metro Firms Ethical Webinar	Abdo, Eick & Meyers, LLP				4	4
05/29/2020	Create a Path for Continual Growth	Upstream Academy			1		1
06/11/2020	Encourage Expertist	Upstream Academy			1		1
06/26/2020	Cultivate an Adivsory Mindset	Upstream Academy			1		1
07/27/2020	Provide Effective Constructive Feedback	Upstream Academy			1		1
08/25/2020	Build Business Development Skills	Upstream Academy			1		1
10/01/2020	LR2 - People	Upstream Academy			1		1
10/01/2020	AEM 200 Upsteam Series: Leading Remotely	Abdo, Eick & Meyers, LLP			0.5		0.5
10/28/2020	LR3 - Clients	Upstream Academy			1		1
10/28/2020	AEM 200 Upsteam Series: Leading Remotely	Abdo, Eick & Meyers, LLP			0.5		0.5
11/10/2020	LR4 - Growth	Upstream Academy			1		1
02/19/2021	Risk Assessment Deep Dive: How to Avoid Common Missteps	AICPA		3.5			3.5
03/11/2021	Uniform Guidance Revisions: What you need to know	AICPA	2				2
05/19/2021	AEM 100 Current Issues in Business Ethics - 2021	Abdo, Eick & Meyers, LLP				4	4
06/21/2021	Exploring the Revised Procurement Standards	BPN	2				2
06/23/2021	Common Yellow Book & Single Audit Deficiencies	BPN	4				4
TOTAL			43	22	49.5	15.5	130



Justin Nilson, CPA

Senior Manager

justin.nilson@aemcpas.com

Direct Line (952) 715.3011

Justin joined the Firm in 2012 after graduating from Saint John's University. His work experience includes assisting in the audits of several municipal, school district and Single Audits.

Education

- » Bachelor of Arts in Accounting, Saint John's University
- » Continuing professional education as required by AICPA and Government Accountability Office

Professional Memberships

- » American Institute of Certified Public Accountants (AICPA)
- » Minnesota Society of Certified Public Accountants
- » Minnesota Government Finance Officers Association

Qualifications

- » 9 years of experience auditing local governments and schools in Minnesota
- » Over 90 percent of billable time relates to governmental clients
- » Experienced in municipal government long term financial plans
- » Experienced in models for various municipal government specific areas such as utility rate, tax levy and debt analysis

**ABDO, EICK & MEYERS
MINNEAPOLIS, MINNESOTA
CONTINUING PROFESSIONAL EDUCATION ATTENDANCE RECORD
FOR JUSTIN NILSON**

Completion Date	Course Title	Sponsor	Gov't Audit	Technical	Non-Technical	Ethics	Total CPE
07/17/2018	Abdo Eick & Meyers Business Transformation Playbook	Boomer Consulting			12.5		12.5
08/06/2018	Charter School Grant Training	Abdo, Eick & Meyers, LLP	9				9
08/15/2018	Interview Skills Training	Abdo, Eick & Meyers, LLP			1		1
08/17/2018	OPEB Overview - Schools	Abdo, Eick & Meyers, LLP	1.5				1.5
10/22/2018	MGMT-Transitioning Leadership Responsibilities Effectively From One Generation to Another	CCH			2		2
10/22/2018	Tech-Becoming a Cherished Advisor: Utilizing AI and Machine Learning to Create Human Connections	CCH			2		2
10/22/2018	MGMT-The Future-Ready Firm and the Role of Innovation	CCH			2		2
10/22/2018	CCH Connections: User Conference 2018 - Opening General Session	CCH			1		1
10/23/2018	A&A-Elevate Your Audits with Data Analytics	CCH			2		2
10/23/2018	MGMT-Understanding Change Management: Implementing New Technologies and Processes Effectively	CCH			2		2
10/23/2018	MGMT-Positioning Yourself to be a Partner - Your Way!	CCH			2		2
10/23/2018	MGMT-How to Innovate When Your Boss Says "No"	CCH			2		2
10/24/2018	A&A-Tips for Transforming Your Audit Practice	CCH			2		2
10/24/2018	CCH Connections: User Conference 2018 - Closing General Session	CCH			1		1
10/29/2018	Key Lessons Learned in Identifying, Developing and Retaining Top Performers	Upstream Academy			1		1
11/01/2018	Annual Government GAAP Update	GFOA	4				4
11/07/2018	Tax Reform Overview	Abdo, Eick & Meyers, LLP		1			1
11/09/2018	Capital Asset Conversion Training	Abdo, Eick & Meyers, LLP			2		2
11/14/2018	Government Audit: Taxes and Assessments Section	Abdo, Eick & Meyers, LLP	3				3
11/27/2018	Governmental Standards Updates and Best Practices Seminar	Abdo, Eick & Meyers, LLP		6			6
11/30/2018	Government Audit: Analytical Review Procedures	Abdo, Eick & Meyers, LLP		4.5			4.5
12/20/2018	Driving Change: Finding and Inspiring Your Firm's Change Agents	Upstream Academy			1		1
01/03/2019	All AEM All-Firm Connect More Conference	Abdo, Eick & Meyers, LLP			5		5
01/21/2019	GASB 75: OPEB Testing for Cities	Abdo, Eick & Meyers, LLP	1				1
01/25/2019	Municipal Audit Report Council Presentation Practice	Abdo, Eick & Meyers, LLP			2.5		2.5
04/26/2019	Municipal Advising Series 50 CPE and Municipal Budgeting	Abdo, Eick & Meyers, LLP	3.5				3.5
05/22/2019	2019 Ethics Seminar	Abdo, Eick & Meyers, LLP				2	2
06/03/2019	MNCPA School District Audits Conference	MNCPA	6.5			1.5	8
08/20/2019	BOOK CLUB: Leading Through Organizational Transformation	Abdo, Eick & Meyers, LLP			1.5		1.5
08/22/2019	Transforming Audit Today: Reimagine Possibilities	Boomer Consulting			1		1
08/23/2019	Charter School Audit: Grants Section	Abdo, Eick & Meyers, LLP	9				9
09/04/2019	Overview of Technology Trends in Accounting	Boomer Consulting			1		1
09/20/2019	Assessing and Improving Your Personal BD Style	Upstream Academy			1		1
10/21/2019	MNCPA Audits of Local Governments Conference	MNCPA	5.5		1.5	1	8
10/29/2019	Government Audit: Solving Cash Differences	Abdo, Eick & Meyers, LLP	2				2
10/30/2019	Setting Your 2020 Vision	Abdo, Eick & Meyers, LLP			6		6
12/18/2019	Audit Risk Assessment and Planning	Abdo, Eick & Meyers, LLP		4			4
01/06/2020	AEM 100 All Firm Dilever More Conference	Abdo, Eick & Meyers, LLP			4		4
02/07/2020	Implementing a Process for Dealing with Your Clients with the Worst Realization	Upstream Academy			1		1
05/28/2020	AEM 100 Metro Firms Ethical Webinar	Abdo, Eick & Meyers, LLP				4	4
06/11/2020	Encourage Expertise	Upstream Academy			1		1
07/10/2020	Encourage Development of a Leader's Voice	Upstream Academy			1		1
07/27/2020	Provide Effective Constructive Feedback	Upstream Academy			1		1
08/25/2020	Build Business Development Skills	Upstream Academy			1		1
08/26/2020	Financial Forecasting Using Excel	Wellspring CPE		2			2
10/01/2020	LR2 - People	Upstream Academy			1		1
10/01/2020	AEM 200 Upstream Series: Leading Remotely	Abdo, Eick & Meyers, LLP			0.5		0.5
10/19/2020	Audits of Local Governments Conference	MNCPA	5		2	1	8
12/18/2020	Single Audit Fundamentals Part 3: Compliance Requirements and Internal Control over Compliance	AICPA	2				2
12/18/2020	Single Audit Fundamentals Part 4: Overview of Sampling and Single Audit Reporting Requirements	AICPA	2				2
01/14/2021	Power BI - Introduction to MS Power BI Tools	AICPA			2		2
01/14/2021	Power BI - Prepare Your Data Efficiently to Excel Analysis	AICPA			2		2
01/19/2021	Power BI - Create Excel Dashboards for Maximum Impact	AICPA			2		2
01/22/2021	Power BI - Analyze Your Data with Excel Pivot Tables	AICPA			4		4
02/15/2021	Power BI - Go Beyond Pivot Tables with Power Pivot	AICPA			4		4
03/17/2021	Annual Comprehensive Financial Report Review Session	BergankKDV	1				1
05/19/2021	AEM 100 Current Issues in Business Ethics - 2021					4	4
06/02/2021	MNCPA Audits of School Districts Conference	MNCPA	3		1	1	5
06/17/2021	Finance and UFARS Seminar	Arrowhead Regional Computing Consortium	4				4
		TOTAL	62	17.5	82.5	14.5	176.5



Jeffery Hines, CPA

Senior Associate

jeff.hines@aemcpas.com

Direct Line (952) 449.6239

Jeffery joined the Firm in 2018 as an Associate after completing his Accounting and Finance degrees from Michigan Technological University. He was a government intern for AEM during the 2018 audit season.

Education

- » Bachelor of Science in Accounting, Michigan Technological University
- » Bachelor of Science in Finance, Michigan Technological University
 - » Minor in Economics
- » Master of Accountancy and Professional Consultancy, Villanova University
- » Continuing professional education

Professional Memberships

- » Minnesota Society of Certified Public Accountants
- » Government Finance Officers Association

Qualifications

- » Experience in auditing local governments and schools in Minnesota
- » Over 90 percent of billable time relates to governmental clients
- » Works extensively with Microsoft Office, as well as accounting software like Banyon and QuickBooks

ABDO, EICK & MEYERS
MINNEAPOLIS, MINNESOTA
CONTINUING PROFESSIONAL EDUCATION ATTENDANCE RECORD
FOR JEFF HINES

Completion Date	Activity Title	Sponsor	Gov't Audit	Technical	Non-Technical	Ethics	Total CPE
07/13/2018	School Import Training	Abdo, Eick & Meyers, LLP	3				3
08/06/2018	Charter School Grant Training	Abdo, Eick & Meyers, LLP	3				3
08/17/2018	OPEB Overview - Schools	Abdo, Eick & Meyers, LLP	1.5				1.5
10/03/2018	Increasing Business Acumen	Abdo, Eick & Meyers, LLP			2		2
10/08/2018	Mental Health in the Workplace	Optum			1		1
11/01/2018	Annual Government GAAP Update	GFOA	4				4
11/01/2018	Asking Better Questions	Abdo, Eick & Meyers, LLP			2		2
11/07/2018	Tax Reform Overview	Abdo, Eick & Meyers, LLP		1			1
11/09/2018	Capital Asset Conversion Training	Abdo, Eick & Meyers, LLP			2		2
11/14/2018	Government Audit: Taxes and Assessments Section	Abdo, Eick & Meyers, LLP	3				3
11/14/2018	Government Audit: Understanding Long-Term Municipal Debt	Abdo, Eick & Meyers, LLP	3				3
11/28/2018	Helping Clients Get Better	Abdo, Eick & Meyers, LLP			2		2
11/29/2018	Municipal Audit: In-charge Responsibilities and Use of SMART Practice to Generate Audit Programs	Abdo, Eick & Meyers, LLP	1.5				1.5
11/30/2018	Government Audit: Analytical Review Procedures	Abdo, Eick & Meyers, LLP	1.5				1.5
11/30/2018	Governmental Audit: Payroll Auditing & Risk Factors	Abdo, Eick & Meyers, LLP	4				4
12/03/2018	Inventory Observation Training	Abdo, Eick & Meyers, LLP			0.5		0.5
12/06/2018	Governmental Standards Updates and Best Practices Seminar	Abdo, Eick & Meyers, LLP		6			6
12/14/2018	City Council Presentation Skills	Abdo, Eick & Meyers, LLP			1.5		1.5
01/03/2019	AEM All-Firm Connect More Conference	Abdo, Eick & Meyers, LLP			5		5
01/11/2019	Government Audit XCM Process Training	Abdo, Eick & Meyers, LLP			1		1
01/21/2019	GASB 75: OPEB Testing for Cities	Abdo, Eick & Meyers, LLP	1				1
01/21/2019	Capital Assets Section	Abdo, Eick & Meyers, LLP	3				3
01/26/2019	GASB 68 Workpaper Update	Abdo, Eick & Meyers, LLP	2				2
04/12/2019	GASB 75: OPEB Workpaper for Cities Refresher	Abdo, Eick & Meyers, LLP	1				1
04/19/2019	Municipal Quarterly Reporting	Abdo, Eick & Meyers, LLP	3				3
04/26/2019	Municipal Advising Series 50 CPE and Municipal Budgeting	Abdo, Eick & Meyers, LLP	4.5				4.5
05/03/2019	Arbitrage Reporting: Purpose, Process and People	Abdo, Eick & Meyers, LLP		1.5			1.5
05/20/2019	Recent Frauds Occurring in Not-for-Profit Entities and Governments	MNCPA	4				4
05/22/2019	2019 Ethics Seminar	Abdo, Eick & Meyers, LLP				4	4
05/24/2019	QuickBooks Desktop 200 & 300	Abdo, Eick & Meyers, LLP		1.5			1.5
07/22/2019	OPEB Refresher: Schools	Abdo, Eick & Meyers, LLP	1				1
08/23/2019	Charter School Audit: Grants Section	Abdo, Eick & Meyers, LLP	3				3
10/29/2019	Government Audit: Solving Cash Differences	Abdo, Eick & Meyers, LLP	2				2
11/07/2019	Setting Your 2020 Vision	Abdo, Eick & Meyers, LLP			6		6
11/13/2019	AEM 200 Split Sheet: Developing a Beyond the Engagement Mindset	Abdo, Eick & Meyers, LLP			1.5		1.5
12/16/2019	AEM FS Audit Preparation: Day 1	Abdo, Eick & Meyers, LLP	6				6
12/17/2019	AEM FS Audit Preparation: Day 2	Abdo, Eick & Meyers, LLP	6				6
12/18/2019	Audit Risk Assessment and Planning	Abdo, Eick & Meyers, LLP		4			4
01/06/2020	AEM 100 All Firm Dliever More Conference	Abdo, Eick & Meyers, LLP			4		4
05/28/2020	AEM 100 Metro Firms Ethical Webinar	Abdo, Eick & Meyers, LLP				4	4
06/23/2020	AEM 200 Upstream Career Development Series: Effectively Manging Others, Sessions 1: Understanding Your Role	Abdo, Eick & Meyers, LLP			0.5		0.5
06/24/2020	Benford's Law: A Valuable Audit Tool	Business Professionals' Network, Inc.		2			
06/25/2020	Understanding Your Role in Managing Others	Upstream Academy			1		
07/27/2020	AEM 200 Upstream Career Development Series: Effectively Managing Others Session 2: The Art of Delegation	Abdo, Eick & Meyers, LLP			0.5		0.5
08/06/2020	GOV 200: Charter School Grants Training	Abdo, Eick & Meyers, LLP	2				2
08/21/2020	Communicate While Managing	Upstream Academy			1		1
08/21/2020	AEM 200 Upstream Career Development Series: Effectively Managing Others, Session 3: Communicate While Managing	Abdo, Eick & Meyers, LLP			0.5		0.5
09/28/2020	AEM 200 Upstream Career Development Series: Effectively Managing Others, Session 4: Successful Engagements	Abdo, Eick & Meyers, LLP			0.5		0.5
12/14/2020	Effetive Goal Setting for Yourself and Others	Upstream Academy			1		1
01/06/2021	AEM 100 All Firm Event - Managing 2021 Style	Abdo, Eick & Meyers, LLP			1		1
05/19/2021	AEM 100 Current Issues in Business Ethics - 2021	Abdo, Eick & Meyers, LLP				4	4
06/02/2021	MNCPA Audits of Local Governments Conference	MNCPA	3.5		3.5	1	8
		TOTAL	66.5	16	38	13	133.5



Erik Wagner

Senior Associate

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Direct Line (952) 715.3012

Erik joined the Firm in 2019 as an Associate after obtaining his Bachelor's Degree from Minnesota State University, Mankato. Prior to joining AEM full-time in 2019, Erik was a government intern during the 2017 and 2018 audit seasons.

Education

- » Bachelor of Science in Accounting, Minnesota State University, Mankato
- » Continuing professional education

Qualifications

- » Experience in auditing local governments and schools in Minnesota
- » Over 90 percent of billable time relates to governmental clients
- » Works extensively with Microsoft Office, as well as accounting software like Banyon and QuickBooks

**ABDO, EICK & MEYERS
MINNEAPOLIS, MINNESOTA
CONTINUING PROFESSIONAL EDUCATION ATTENDANCE RECORD
FOR ERIK WAGNER**

Completion Date	Activity Title	Sponsor	Gov't Audit	Technical	Non-Technical	Ethics	Total CPE
10/21/2019	MNCPA Audits of Local Governments Conference	MNCPA	5.5		1.5	1	8
10/29/2019	Government Audit: Solving Cash Differences	Abdo, Eick & Meyers, LLP	2				2
11/07/2019	Setting Your 2020 Vision	Abdo, Eick & Meyers, LLP			6		6
11/14/2019	AEM 200 Split Sheet: Developing a Beyond the Engagement Mindset	Abdo, Eick & Meyers, LLP			1.5		1.5
12/13/2019	A&A 100 Review Analytics Basics	Abdo, Eick & Meyers, LLP		2			2
12/16/2019	AEM FS Audit Preparation: Day 1	Abdo, Eick & Meyers, LLP	6				6
12/17/2019	AEM FS Audit Preparation: Day 2	Abdo, Eick & Meyers, LLP	6				6
12/18/2019	Audit Risk Assessment and Planning	Abdo, Eick & Meyers, LLP		4			4
01/06/2020	AEM 100 All Firm Dliever More Conference	Abdo, Eick & Meyers, LLP			4		4
05/28/2020	AEM 100 Metro Firms Ethical Webinar	Abdo, Eick & Meyers, LLP				4	4
06/23/2020	AEM 200 Upstream Career Development Series: Effectively Manging Others, Sessions 1: Understanding Your Role	Abdo, Eick & Meyers, LLP			0.5		0.5
07/27/2020	Master the Art of Delegation	Upstream Academy			1		1
07/27/2020	AEM 200 Upstream Career Development Series: Effectively Managing Others Session 2: The Art of Delegation	Abdo, Eick & Meyers, LLP			0.5		0.5
08/06/2020	GOV 200: Charter School Grants Training	Abdo, Eick & Meyers, LLP	2				2
08/21/2020	Communicate While Managing	Upstream Academy			1		1
08/21/2020	AEM 200 Upstream Career Development Series: Effectively Managing Others, Session 3: Communicate While Managing	Abdo, Eick & Meyers, LLP			0.5		0.5
09/28/2020	Manage Successful Engagements	Upstream Academy			1		1
10/19/2020	Deal With Performance and Behavior Issues	Upstream Academy			1		1
10/19/2020	AEM 200 Upstream Career Development Series: Effectively Managing Others, Session 5: Performance & Behavior Issues	Abdo, Eick & Meyers, LLP			0.5		0.5
12/14/2020	Effective Goal Setting for Yourself and Others	Upstream Academy			1		1
01/11/2021	Avoid the Traps in Managing Others	Upstream Academy			1		1
01/11/2021	Effectively Manaing Others	Abdo, Eick & Meyers, LLP			0.5		0.5
05/19/2021	Current Issues in Business Ethics - 2021	Abdo, Eick & Meyers, LLP				4	4
TOTAL			21.5	6	21.5	9	58

Government Experience

You can have confidence in our 57 years of quality auditing services and partnership in the government space. Since 1963, we've served cities just like yours. With an unwavering commitment to streamlining processes, training staff, and finding technology-based solutions, we proudly offer excellence in city auditing.

Out of our 160-strong, talented staff, over 40 team members are 100% focused on government clients, including services for over 100 cities and various municipalities. By serving cities across Minnesota, we have become experts in the nuances of how to best support your City.

Our expertise affords you an audit experience that's painless. We do this by communicating up front, coming better prepared, and being available throughout the year to support you.

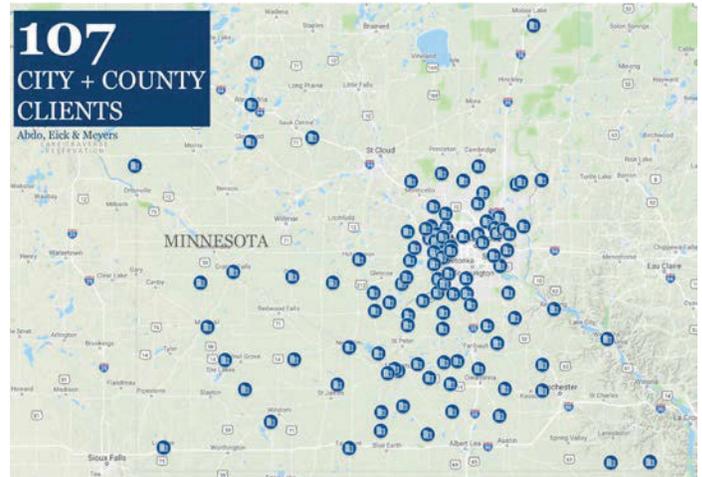
Process

Our methods are centered around incorporating technology to deliver unparalleled solutions for government organizations. In addition to our audit experience, our firm expertly performs outsourcing for governments giving us a wealth of experience in a finance director role. We don't believe in a one-size-fits-all mentality, so together we'll focus on the needs that are relevant to your city and provide the right services to meet them with a tailored audit approach. We're focused on efficiency and deliver the draft reports within 3 weeks of completing fieldwork is completed bringing you accuracy and value.

Focus

Through continuous training and growth opportunities, we've established an environment with a focus on serving local governments. We spend more than 100 hours training and onboarding to ensure success for our clients.

We truly hope that you allow us to be your partner. Together, we'll go beyond the numbers to best support your City.



Our Qualifications

- » GFOA and MnGFOA Association members
- » We speak and train on government accounting and auditing topics
- » Audit services for over 100 cities
- » We've assisted many cities in preparing for the GFOA's Certificate of Achievement for Excellence awards in financial reporting
- » Our clients represent top tier governments with 19 municipal clients receiving the GFOA's Certificate of Achievement for Excellence in Financial Reporting
- » Audit services for EDA's and HRA's

Audit Approach

Audit Services That Move City of Hopkins Beyond the Numbers

We deliver auditing services that are more than just a compliance service. We exceed what’s considered “standard audit support,” placing a strong emphasis on a relationship-driven approach that facilitates a partnership with your City. We work together to ensure we have a clear understanding of your City’s needs, challenges and financial information. Together with your City’s team, we’ll help to leverage this information to increase efficiency and effectiveness.

Partnership

Integral to our mission is a philosophy that we help cities reach their maximum potential through open communication and teamwork. We enjoy answering questions any time of the year, and at no cost! We also believe in:

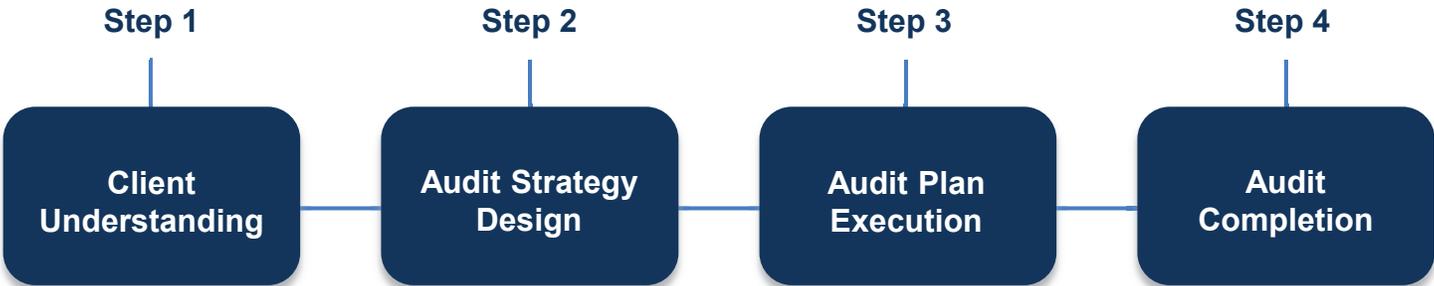
- » Consistent, clear, proactive communication that offers suggestions and makes your work easier.
- » Returning phone calls and questions promptly.
- » Gathering information through dialog, not checklists.
- » Conducting listening calls with you outside of the engagement to understand your City, build a long-term relationship with you and learn how we can improve.

People

Our value comes from our experience and the education we can provide. Our professionals go beyond the required standards to make sure we have a clear understanding of your City. We work with your management team to leverage this information to increase efficiency and profitability. You can learn more about your audit team in the team section.

Process

While we will audit the financial statements of your City for the years ended December 31, 2021, 2022, 2023, 2024, and 2025, in accordance with the applicable regulatory standards, our process is designed to go far beyond that. Our process enables us to gain a thorough understanding of the processes, procedures, and general operations of your City.



Client Understanding

Your leadership team plays an important role in your financial reporting. We always begin our process with a face-to-face conversation to gain a thorough understanding of your City, internal controls, processes and procedures. Our experience with cities like yours allows us to develop a customized audit and communications plan. We will prepare an audit timeline detailing significant steps in the audit process from beginning to end.

Audit Strategy Design

Your City is unique and therefore your audit plan will be tailored to your operations and will include the relevant and appropriate standards. Your audit strategy is based on our understanding of your City. It will also encompass:

- » Leadership concerns and expectations
- » Risk Assessment
- » Testing
- » Understanding of internal controls

Audit Plan Execution

Our execution of your audit strategy begins with fieldwork and ends with a presentation of your draft financial statements. Your team, including partners and managers, will be present during fieldwork and we'll be in continuous communication with your staff.

Fieldwork is where we document internal controls, conduct walkthroughs, and obtain audit evidence to support financial statement amounts and disclosures. Our paperless audit approach allows us to do much of the fieldwork from our office. We will discuss your preference for the amount of onsite work and agree on a mutually beneficial schedule.

During fieldwork, we will discuss any potential audit adjustments with your staff to ensure we agree on the need for the audit adjustment and amount. We will also address any potential internal control deficiencies to verify our understanding and discuss potential solutions. We want to be problem solvers, not problem reporters.

After reviewing the financial statements, notes and supplementary schedules, if any, we will provide any recommendations coming from our internal review. We will also send a list of audit adjustments (if any) noting the reasons for each adjustment.

Audit Completion

After the previous segments mentioned are complete, we will be ready to finalize the audit. We will report the results of your audit to the finance committee or any other group desired. We will also deliver a management letter that identifies critical financial trends and recommendations for improvement, provides required communications, and discusses changes in the environment in which your City operates.

During this stage we will also complete the following procedures:

- » Complete subsequent events review procedures and review legal and representation letters
- » Complete final overall analytical review procedures
- » Communicate significant deficiencies and material weaknesses
- » Conduct an exit conference
- » Issue an audit opinion

Additional Approach Details

Analytical Procedures

Analytical procedures are defined in Statement on Auditing Standards No. 56, “Analytical Procedures” as evaluations of financial information made by a study of plausible relationships around both financial and non-financial data. They are required in the planning and final review stage, but our firm encourages staff to use in substantive testing where possible. Our firm management directs the use of analytical procedures as follows:

Planning

The objective for analytical procedures at this stage is to direct attention to likely misstatements. We use trend analysis to meet our objective in planning. Examples of trend analysis would be a comparison to the budget for funds that adopt a budget and/or comparison to prior year. We also may consider a comparison among three to five years. Additional testing may result if the expectations established at the start of the trend analysis are not met.

Substantive Testing

The objective of analytical procedures at this stage is to support or refute financial statement account balances. We have found that analytical procedures are more efficient and can be more effective than tests of details. Depending on the make-up of the account, we will use trend analysis, ratio analysis and/or modeling.

Final Review

The objective is to review the reasonableness of financial statement account balances. We use trend analysis to meet our objectives. This trend analysis is completed on final audited amounts.

Additional Approach Details *(continued)*

Approach to be Taken to Gain and Document an Understanding of the Organization's Internal Control Structure

Our goal in preliminary fieldwork is to gain a thorough understanding of your internal controls, processes, and procedures. The completion of these elements allows us to minimize the fieldwork required to complete the audit.

Approach to be Taken in Determining Laws and Regulations Subject to Audit Test Work

We are required to obtain an understanding of the possible financial statement effect of laws and regulations that have a direct and material effect on the determination of financial statement amounts. The determination of laws and regulations are addressed in the planning stage through reading available grant documentation, client inquiries, and a preliminary review of finance system accounts and search of the City Council minutes. We also have a working knowledge of the types of laws and regulations Minnesota governments operate under. Further discussion is provided in the section Firm Qualifications and Experience. In addition, we obtain further information about federal laws and regulations through the Catalog of Federal Domestic Assistance (CFDA) and the U.S. Office of Management and Budget (OMB) Compliance Supplement.

Approach to be Taken in Drawing Audit Samples for Purposes of Tests of Compliance

Since each program or grant agreement is different, we use a variety of statistical designs in our compliance testing. The size of the sample considers many program factors; size, maturity, complexity, level of oversight and prior audit findings. Ultimately, our professional judgment determines that a representative number of transactions have been selected. You can be confident in our judgment because only senior level (partner, president, manager, and supervisor) staff makes decisions on planned compliance testing.

Identification of Anticipated Potential Audit Problems

At this time, we do not anticipate any potential audit problems. If problems did arise, we carefully work with the Organization to resolve the matter.





Technology

We believe technology should enhance our service offerings, making our work less intrusive, our time with you more productive and everyone's data more secure. The use of technology in our audit services enables us to streamline our processes and helps to automate certain functions of our work so we are able to spend more time analyzing our results and working directly with you.

Through the outbreak of COVID-19, our team has been able to seamlessly move to a completely remote work environment with no loss of productivity, cooperation, or communication. Since March 17, 2020, our staff has been successfully conducting remote audits using the latest video conferencing and secure file sharing technology. Through Zoom, Microsoft Teams, or whatever technology your organization may use, our team will continue to work through normal procedures, including regular meetings with you during the fieldwork phase to ensure effective collaboration with your team.

We take the security of our client's data - and our own - very seriously. A number of systems are in place to ensure the safety of your City's data. We operate in a completely remote hosted environment. This not only allows our staff to securely work from any computer, anywhere, any time, but also provides large-scale, cutting edge technology and security for your data. Your data is housed in a secure data warehouse, not on laptops or local servers which could be stolen or misplaced

It also means:

- » All firm staff use dual authentication to ensure that every login to our remote environment is secure and authorized.
- » All data is saved on redundant servers so if one server fails, another immediately takes over with no data lost.
- » All data is backed up continually which means we always have an extra copy for safe-keeping.
- » All incoming emails and embedded links are scanned for viruses prior to landing in our inbox, which allows us to operate with more protection from phishing emails, malware attacks, and other digital threats.

Our remote host vendor works exclusively with public accounting firms like ours and their client base includes approximately 300 firms. They maintain a Service Organization Control 2 (SOC 2) report covering their organizational controls over security, processing integrity, etc. This report is available for your review upon request.

Service Timeline

We prepare a timeline each year for our audits. Timelines are based on when City staff are able to complete their necessary year-end work. Please see below for an anticipated timeline that identifies what you can expect, and when. Once hired we will work with you on an exact timeline that fits your needs. This is an example of a typical timeline. Additionally, the table below outlines our proposed segmentation of the engagement.



Hours					
Date / Segment	Partner	Manager	Accounting Staff	Support Staff	Total
December Preliminary Fieldwork	4	5	24	1	34
April Fieldwork	18	46	125	3	192
May Report Preparation/Review	3	5	13	6	27
May Exit Conference & Draft Discussion	1	1	-	-	2
June Presentation at Council Meeting	1	1	-	-	2
TOTAL HOURS	27	58	162	10	257

Value

We at AEM help our clients improve their city and achieve their financial goals. We heard you say that the following factors were important in our relationship:

- » Completing work in advance of due dates by creating a schedule of work agreed upon by AEM and the City
- » Providing excellent communication throughout the audit process
- » Meeting regularly throughout the year to stay on top of industry trends and work together to achieve your goals
- » Having great managers and partners you can reach out to if any questions come up throughout the year

We will provide services that deliver on these factors that are important to you.

Our fees range from \$100 to \$404 per hour based upon the experience and level of the individuals to be assigned to perform the audit. Fees are also based on the assumption that your city's staff will be assisting us whenever possible with audit schedules. We will provide a detailed audit plan and prepare a list of requested schedules upon proposal acceptance.

We do not believe in charging for phone calls, emails, or routine communications. Instead, we *encourage* clients to call us for questions, advice, or just update us on what is happening in their city throughout the year. We want to be a resource for you – without any worry about whether or not the meter is running. When our communications identify additional service needs, we'll discuss these needs with you and provide an additional fee range as needed.

We have not anticipated any additional hours for new audit or accounting standards. Accounting or audit standard changes may result in increased hours.

A complete summary of professional fees can be found in the separate Dollar Cost Proposal.

What Our Clients Say

Client References

One of the things we enjoy most about our work is developing long-term relationships with our clients and watching their city thrive as we help them to evolve and grow. Our clients listed below serve as a sample of references of those we partner with for their audit services. All have partner, manager or supervisor staffing for the fieldwork process and have received the Certificate of Achievement for Excellence in Financial Reporting Award. Additional references are available upon request.

City of Savage

Julie Stahl

952-882-2691

Audit year 2020 – 250 Hours
(includes Single Audit)

Engagement partner:
Brad Falteysek

City of White Bear Lake

Kerri Kindsvater

651-429-8517

Audit year 2020 – 200 Hours
(includes Single Audit)

Engagement partner:
Brad Falteysek

City of Inver Grove Heights

Amy Hove

651-450-2521a

Audit year 2020 – 265 Hours
(includes Single Audit)

Engagement partner:
Brad Falteysek

Abdo, Eick & Meyers have been valued service providers and a fantastic resource to the City of Red Wing over the past 10 years. City leadership views Abdo, Eick & Meyers not only as our auditors but as trusted and capable financial advisors and educators. They are staffed with experienced personnel who provide consistent, timely, and excellent service.

They have been instrumental in improving the City’s external financial reporting and assisting us in being awarded the GFOA’s Certificate of Excellence in Financial Reporting. The entire team at Abdo, Eick & Meyers have been an integral part of our success at the City of Red Wing.

City of Red Wing
Marshall Hallock
Finance Director

License & Independence

Licensed to Practice in Minnesota

The Firm and its entire CPA staff hold licenses to practice in the state of Minnesota. All licenses are in good standing. The Firm and several partners and staff are licensed in other states and also are in good standing. The Firm's CPAs are all members in good standing with the Minnesota Society of CPAs and the AICPA. Our professional staff and membership in professional associations indicates that the services we provide to your City will be of the highest quality.

Independence

Our standards require that we be without bias with respect to your operations. The Firm is independent of the City as defined by auditing standards generally accepted in the United States of America.

The Firm has not been engaged by the City or any of its agencies, component units or oversight units for the past five years, except for the Hopkins Fire Department Relief Association. We are engaged as the auditor for the Relief Association. Because the Firm is required to follow GAO independence standards mentioned in the previous paragraph, any prior relationships would not constitute any conflicts of interest relative to performing the proposed audits. Also, the Firm shall give the City written notice of any relevant professional relationships entered into during the period of this agreement.

The Firm is a member of the American Institute of Certified Public Accountants Division of Firms and has received an unmodified opinion on its Peer Review. Our Peer Review was completed in 2020 and resulted in a pass rating. A copy of this letter can be found in Appendix B.

The Firm has not had any federal or state desk reviews or field reviews of its audits in the last three years. We have had no disciplinary action taken or pending against the Firm during the past three years with state regulatory bodies or professional organizations.

We maintain library facilities which include current professional literature and specific information for the industries that we serve. The Firm library is also reviewed as part of the external quality review program. The Firm has in-house training programs specific to the industries we serve in order to maintain a knowledge-base relevant to our unique clients. We also perform auditing and accounting updates for our clients that are organized by our staff. These practices ensure the quality of our staff over the term of engagement.



Why Partner with AEM

AEM. Your Partner to Financial Success.

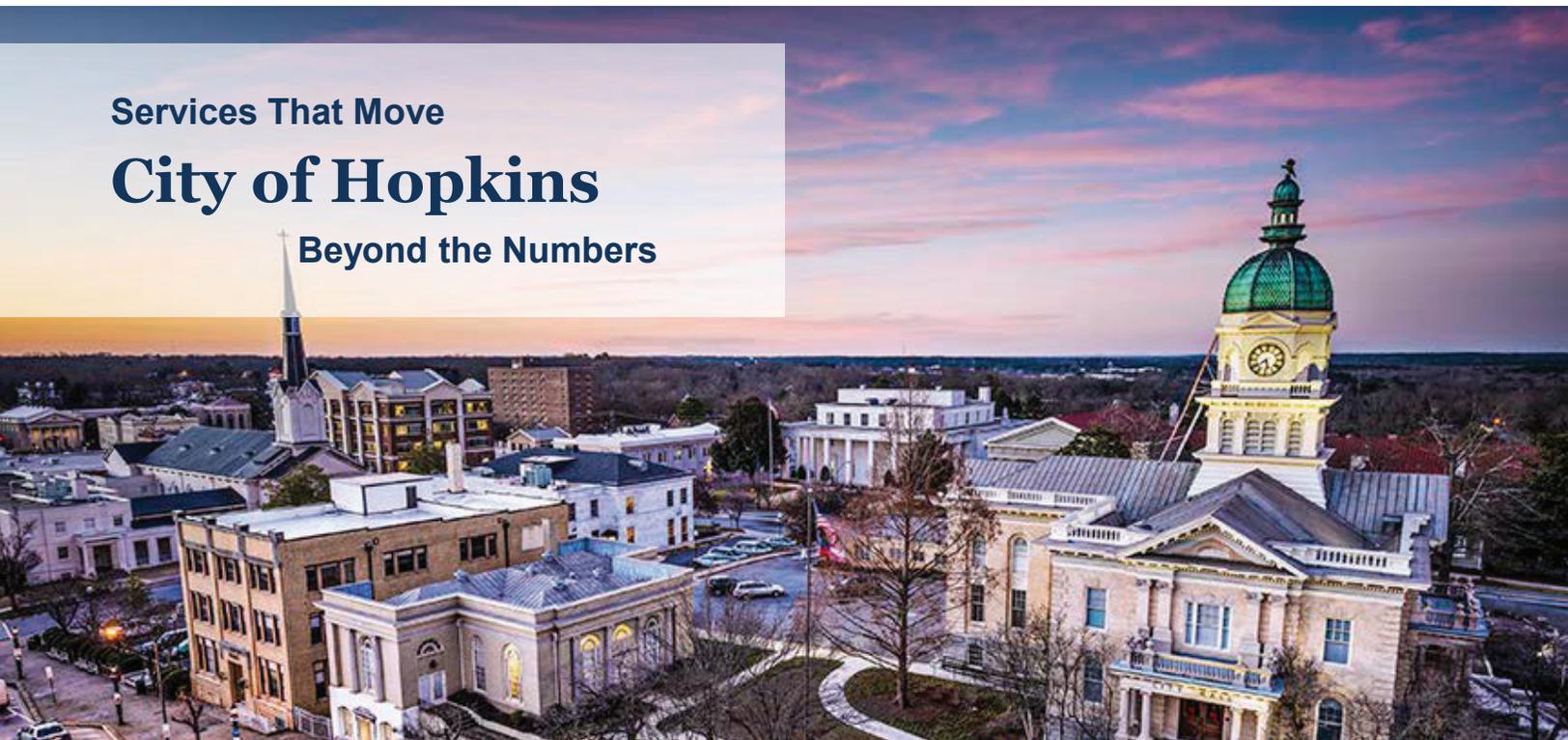
We're here because our clients need solutions to their challenges--not a commodity product. Through our dedication to teamwork, development and relationships, we help our clients thrive. Our investment into People + Process makes a big difference for you and your City's future. We focus on the challenges and needs that are relevant to your City. This allows us to be thoughtful in our approach to providing you with the best solutions, and leaves you assured in the value of our deliverable.

The Firm, established in 1963, has a professional staff of more than 150 in its Edina and Mankato offices. The two offices serve clients of all sizes and industries. Our services include audits, reviews and compilations, monthly accounting, tax planning and preparation, management advisory services and Human Resources outsourcing. In addition, Abdo, Eick & Meyers is recognized as one of the Top 150 firms in the United States and the 10th largest firm in Minnesota.

We Listen. We Engage. We Deliver.

You'll know you're in the right hands throughout the entire engagement process. And with our commitment to your unique needs, you can be sure that you'll receive great value that is worthy of your invested time. Active engagement with DFK International and domestic industry associations allows us to provide maximum value to your City. Combining our client-centric approach, our internal expertise and technological resources with what we've learned about your City allows us to deliver a solution that exceeds your expectations.

Services That Move
City of Hopkins
Beyond the Numbers





Diversity, Equity & Inclusion

At Abdo, Eick & Meyers, LLP, we recognize the need for continuous improvement in diversity, equity and inclusion initiatives throughout our firm and the accounting industry at large. We believe that when we understand each other better, we grow better together. Through our annual Affirmative Action reporting, we identify areas where improvement is needed and take steps to address these areas.

Over the past year, we have increased our efforts to promote diversity, equity, and inclusion within our firm and community through implicit/unconscious bias, anti-harassment, and interview training. In 2021, our Diversity, Equity, and Inclusion Committee looks forward to implementing a full scope of ideas, projects, and initiatives to move our firm forward through learning, understanding, and improving on these issues.

We have increased our number of women at the highest leadership level in recent years, with the last four additions to our partner group being female. We strive for continued growth in our ability to attract and retain women and people of color within our firm and we are working towards greater equity and diversity for all within our industry.

In order to build a more inclusive work environment, the firm has implemented diversity and inclusion education and have required all employees to attend a series of monthly sessions provided by the Greater Mankato Diversity Council. A video training resource on the topic of empathy is also being developed for further employee education and awareness. Additional DEI initiatives are listed on the following page. Please let us know if you have any questions or concerns regarding our DEI activity or have additional ideas on how we can improve diversity, equity, and inclusion at Abdo, Eick & Meyers.



56.8%

of our Employees
are Female

(industry average: 47%)



42.9%

of our Management Level
Employees are Female

(industry average: 23%)



10.5%

of our 2021 Interns
were people of color

[Source: AICPA 2019 Trends Report]

Diversity, Equity & Inclusion – Additional Initiatives



In 2020, the firm applied to be a co-sponsor for the **AICPA PCPS George Willie Ethnically Diverse Student Scholarship & Internship**, which allows 10 ethnically diverse accounting students the opportunity to be awarded internships with a firm that has been selected by the AICPA as co-sponsors of the program. Earlier this year, we found out that we were one of 10 firms in the nation to be selected as a co-sponsor for 2022. As a co-sponsor, we will host an ethnic minority accounting student to work alongside our CPAs and advisors during the 2022 internship season.



We are committed to the continued support and advancement of women in our firm and in our communities and one of the ways we do this is through partnership with YWCA Mankato, an organization that is continually empowering women in our communities to enhance their individual strengths and build leadership skills. In 2020, we were proud to be a sponsor of the **Elizabeth Kearney Women's Leadership Program** and we continue to be an annual attendee of the Women's Leadership Conference – which was held virtually last year with great success!



For years, Minnesota State University, Mankato has been the primary university we recruit from for our summer program participants and interns. Recently, we met with the leaders of the newly formed **National Association of Black Accountants chapter at Minnesota State University, Mankato** and elected to be a sponsor for the 2021-2022 academic year. We believe this partnership is a starting point towards increasing the diversity of our future summer program participants and interns.



In 2021, we celebrated International Women's Day with the Edina Chamber of Commerce as the sponsor of the Healing & Moving Forward Together webinar - part of their **Women Inspiring Leadership & Learning (W.I.L.L.)** series. Attendees heard from Jasmine Stringer - speaker, lifestyle expert, and author - as she guided us through how to communicate, be a better ally, and become connected, informed and engaged in support of our colleagues of color within the workplace and the community.

Value Added Services

When you partner with AEM, you get access to our entire catalog of services. Below is a selection of the services that we believe could be of great value to your City. If you have need of these services, please reach out to us so we can help! Our additional service offerings can be found at www.aemcpas.com.

HR & Payroll Services

We help employers better support their most valuable resource... their people. Having clear and consistent HR practices that best suit the individuality of your bank is key, even more so in today's tight employment environment. And because the right policies are just as important, we lend our HR expertise to help you strategically plan for your future.

We help cities with:

- » *Employee management and development*
- » *Regulatory compliance*
- » *Benefits analysis and administration, including the Affordable Care Act (ACA) and workers' compensation*
- » *HR/Payroll software implementation and management*
- » *Advisory services such as specialized labor cost analysis, compensation studies, and HR process development and implementation*

Technology & Data Solutions

Empowering you with advanced data analytics & insights. Data is one of your City's most powerful assets. Using it to your advantage, however, can be a challenge. Our Technology and Data Solutions are designed to give you the information you need—how, when, and where you need it. Our consultants leverage a powerful mix of technology and tools to support you with the data analytics and insights you need. From creating user-friendly dashboards and reports to managing software implementations, we deliver solutions that work for you.

We help cities with:

- » *Strategic data analytics*
- » *Software solutions: evaluation, selection & implementation*
- » *Financial reporting solutions*
- » *Automation solutions*

Process Solutions

“Because we’ve always done it this way” is an easy trap to fall into. But outdated processes or systems rarely get results. Instead, they often lead to redundancies, unreliable outcomes, and frustrated staff. An ineffective process can become your Achilles heel in a crisis. Our customized process improvement solutions will meet you where you are — and guide you to a better tomorrow.

Our Process Solutions Services Include:

- » **Process Mapping Documentation** -- *How do transactions and data flow through your City?*
- » **AEM ProEval** -- *Removing waste in your processes allows your team members to focus on what they were hired to do—and to spend more time on value-added initiatives.*
- » **AEM ProEval - Kaizen** -- *Does the project seem too large, or the change too overwhelming? The Kaizen approach is a pared-down version of our ProEval service. Instead of a full operational review, we'll focus on one aspect of your operations.*
- » **Software Inventory & Assessment** – *Including recommendations for increasing efficiency and, if possible, reducing software-related costs.*

Appendix A

Proposer Guarantees & Warranties

1. Proposer warrants that it is willing and able to comply with State of Minnesota Laws with respect to foreign (non-State of Minnesota) corporations.
2. Proposer warrants that it is willing and able to obtain an “errors and omissions” insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
3. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the City of Hopkins, Hopkins Minnesota.
4. The proposer certifies that it can and will provide and make available at a minimum, all services set forth in Section II, Nature of Services Required.
5. Proposer warrants that all information provided in this proposal is true and accurate.



Signature of Official

Name (typed)

Title

Firm

Date

Brad Falteysek

Partner

Abdo, Eick & Meyers, LLP

September 15, 2021

Appendix B



REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

November 10, 2020

To the Partners of
Abdo, Eick and Meyers, LLP
and the Peer Review Committee of the Nevada Society
of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Abdo, Eick and Meyers, LLP (the firm) in effect for the year ended May 31, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act; audits of employee benefit plans, and an audit performed under FDICIA.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

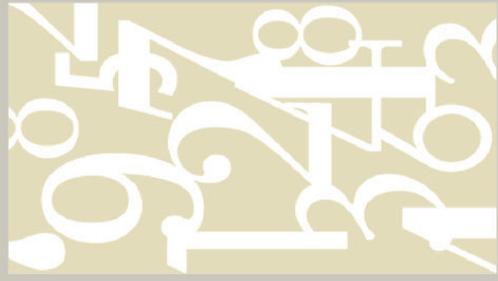
Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Abdo, Eick and Meyers, LLP in effect for the year ended May 31, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Abdo, Eick and Meyers, LLP has received a peer review rating of *pass*.

A handwritten signature in black ink that reads "Brady Martz". The signature is written in a cursive, flowing style.

Brady Martz and Associates, P.C.

Appendix C



**ABDO
EICK &
MEYERS** LLP

Certified Public Accountants & Consultants

**City of
Sample**

**20xx
Financial
Statement
Audit**

Introduction



Audit Opinion and Responsibility

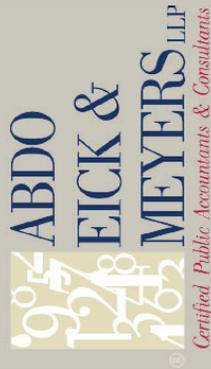
General Fund Results

Other Governmental Funds

Enterprise Funds

Ratios

Audit Results



Auditor's Opinion

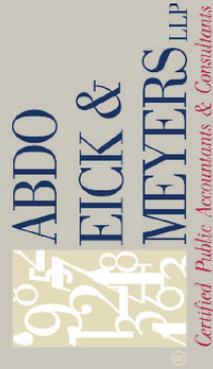


Minnesota Legal Compliance



Audit Results

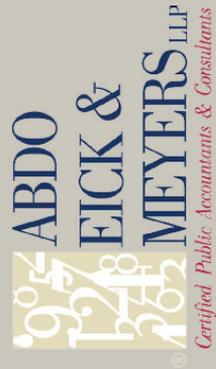
2018 Audit Findings



Liquor Store Transfers

- Legal Compliance Finding

General Fund - Fund Balances

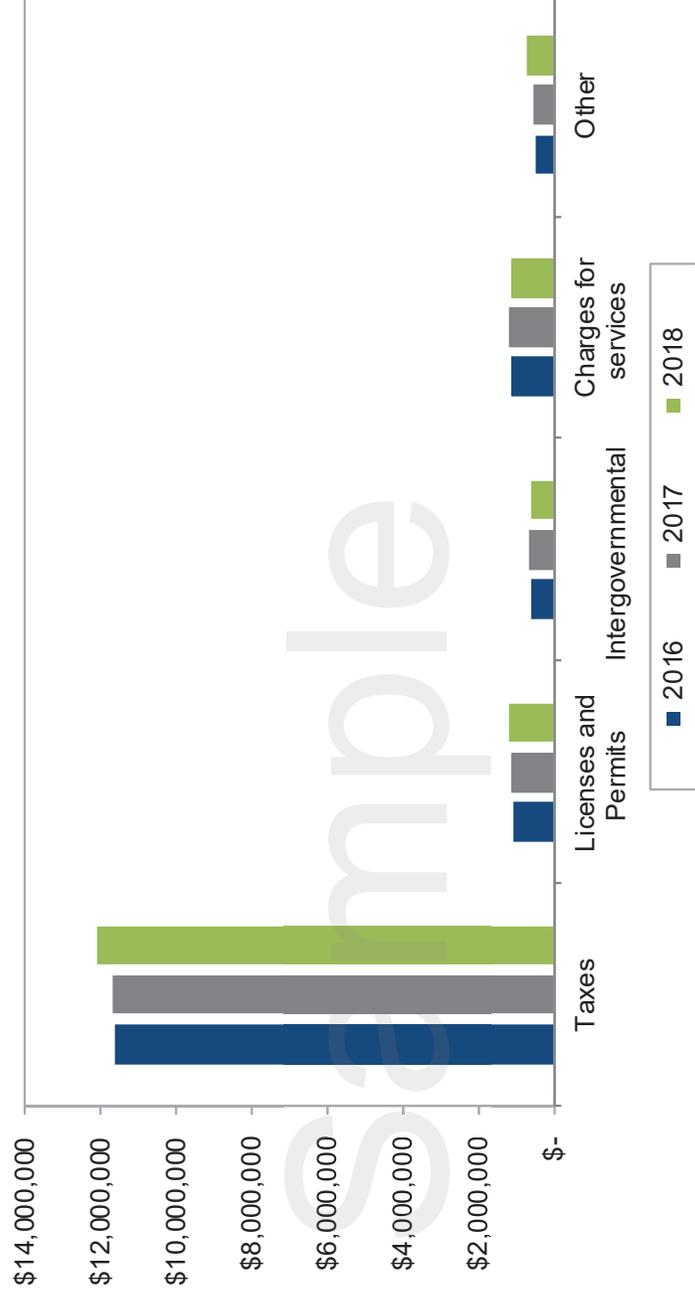
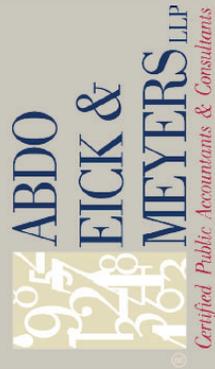


General Fund Budget to Actual

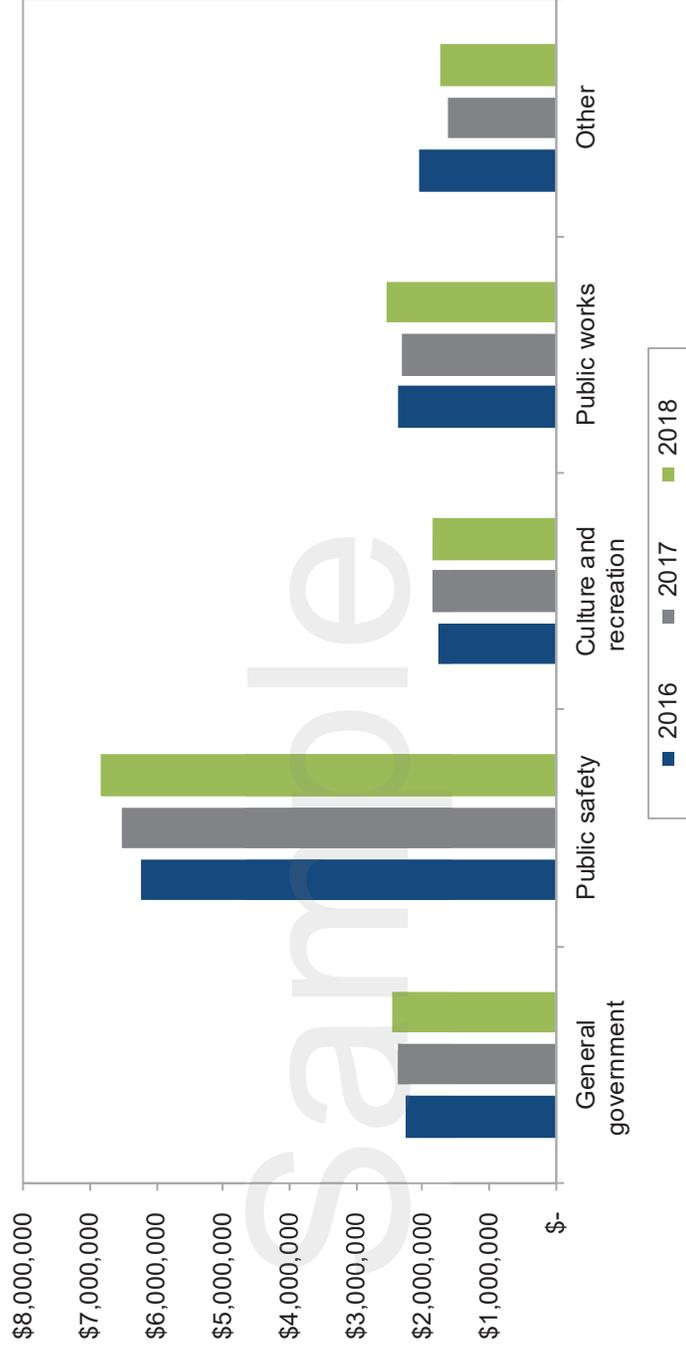


	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final		
Revenues	\$ 14,255,020	\$ 14,400,314	\$ 15,454,557	\$ 1,054,243
Expenditures	14,456,520	14,943,984	14,706,435	237,549
Excess of Revenues Over Expenditures	(201,500)	(543,670)	748,122	1,291,792
Other Financing Sources (Uses)				
Sale of capital assets	1,500	1,500	2,040	540
Transfers in	200,000	338,000	338,000	-
Transfers out	-	-	(740,000)	(740,000)
Net Change in Fund Balances	-	(204,170)	348,162	552,332
Fund Balances, January 1	7,452,744	7,452,744	7,452,744	-
Fund Balances, December 31	\$ 7,452,744	\$ 7,248,574	\$ 7,800,906	\$ 552,332

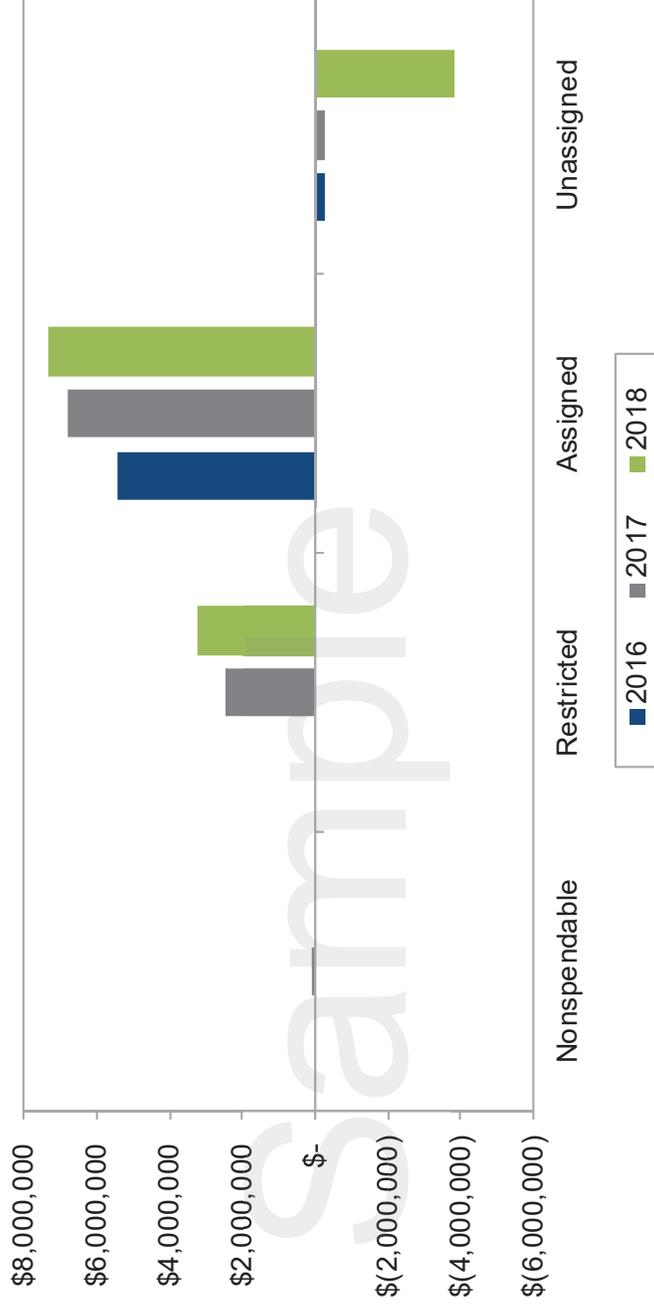
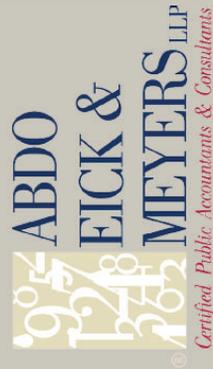
General Fund Revenues by Type



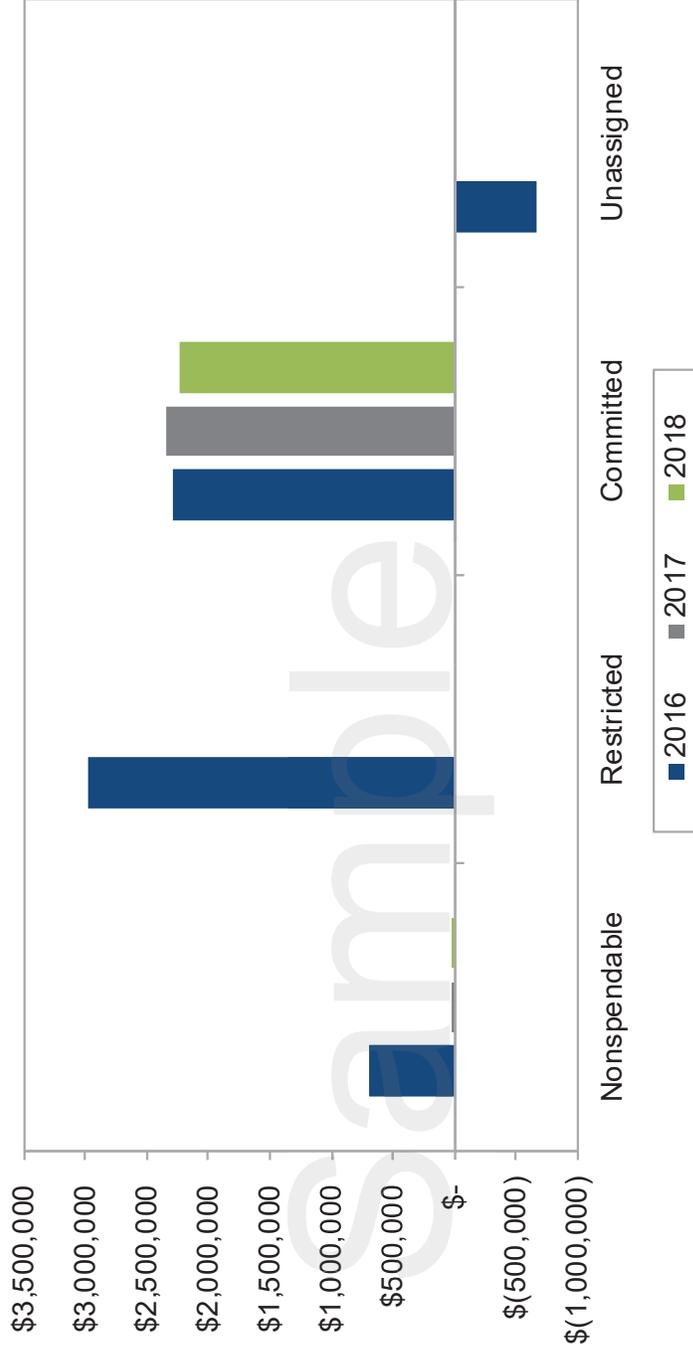
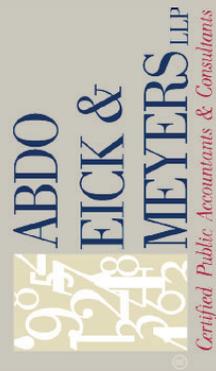
General Fund Expenditures by Type



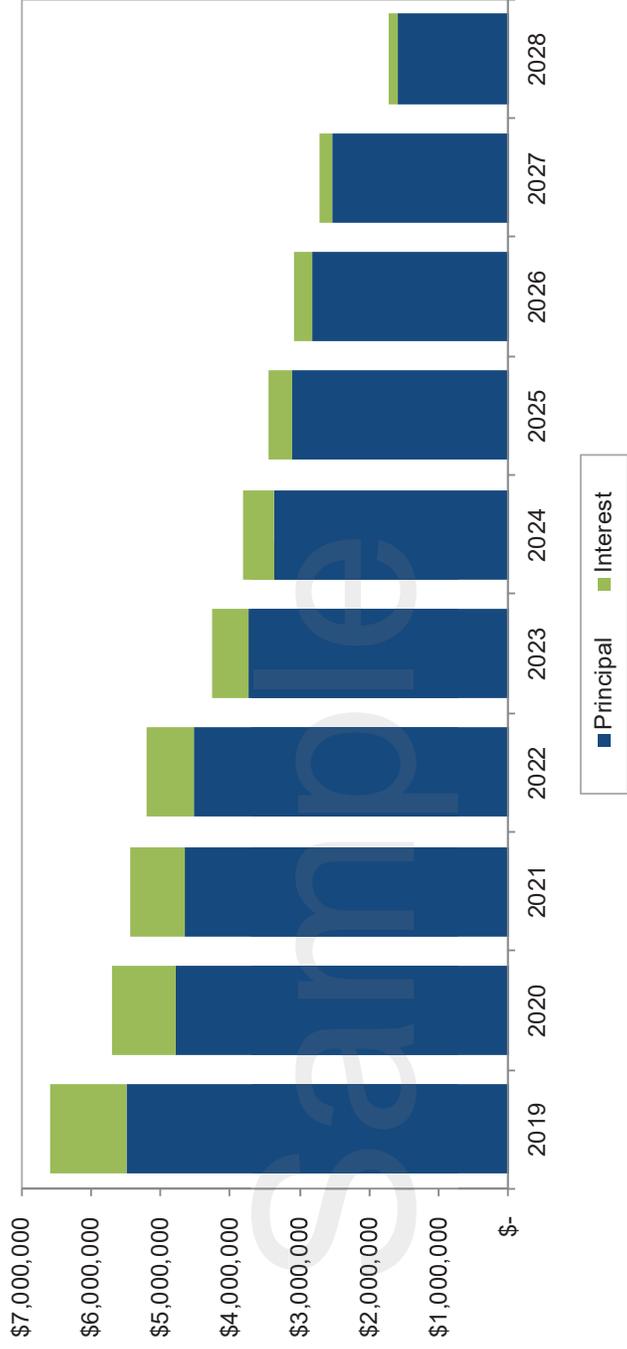
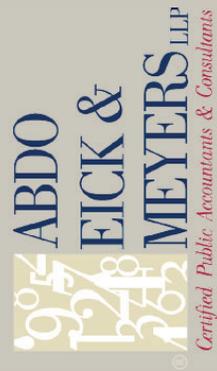
Capital Projects Fund Balances



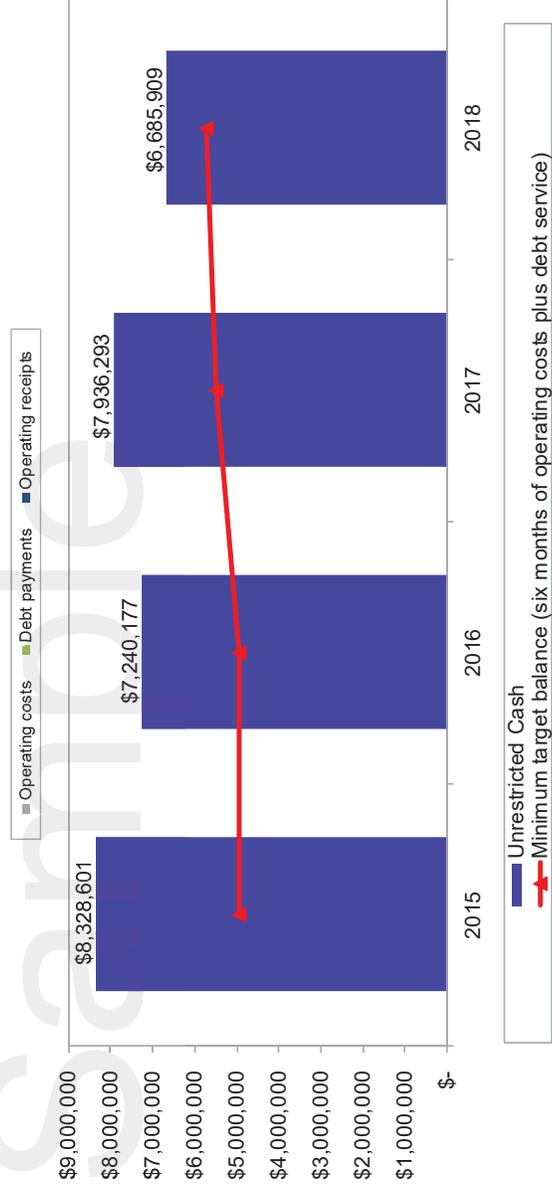
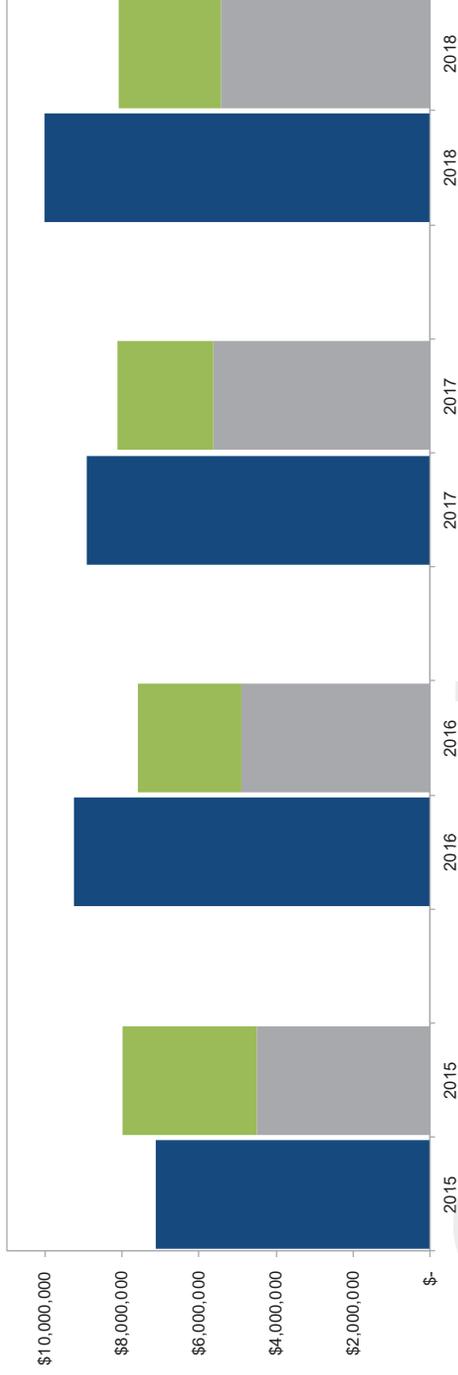
Special Revenue Fund Balances



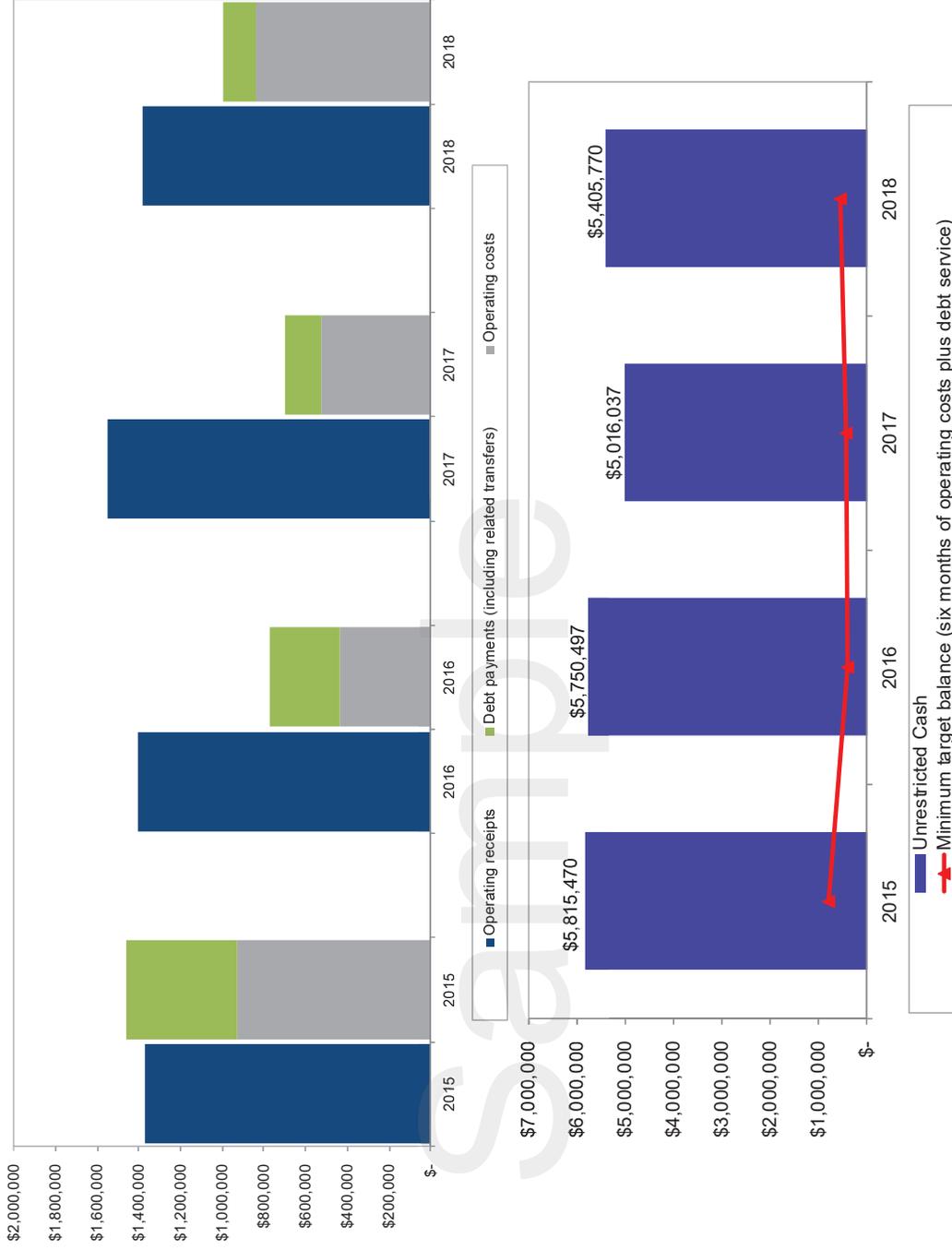
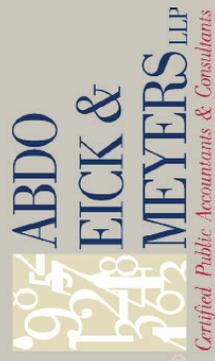
Debt Service Funds



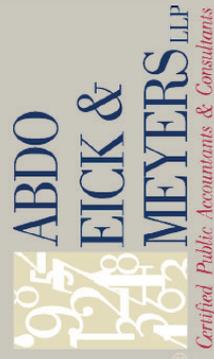
Water and Sewer Fund - Cash Flows from Operations and Cash Balances



Storm Water Fund - Cash Flows from Operations and Cash Balances

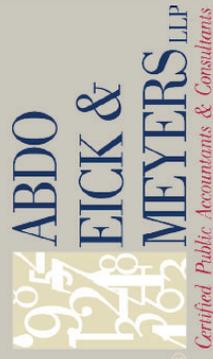


Municipal Liquor Store Fund - Change in Net Position and Cash Balances



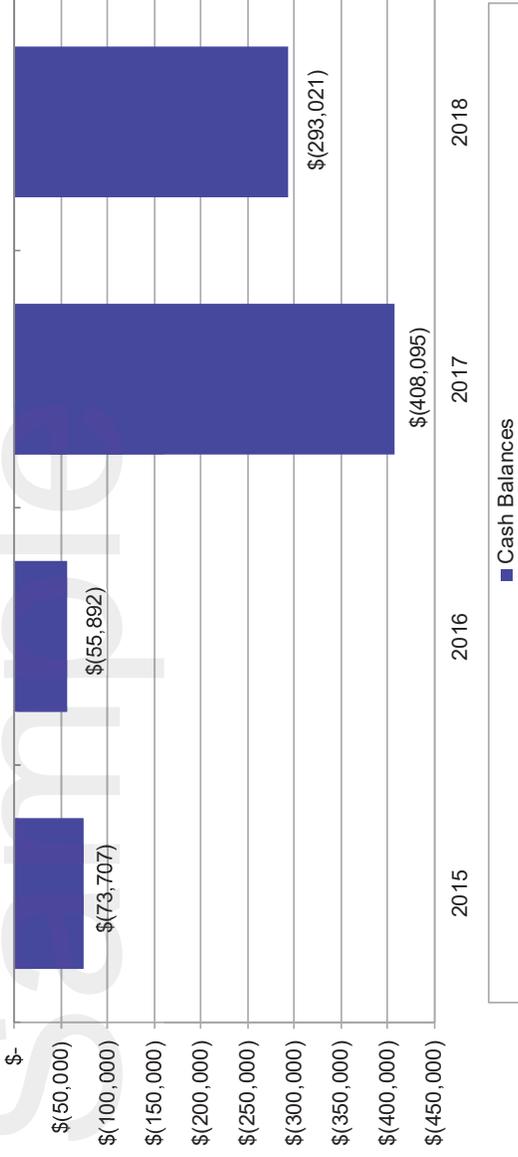
	2016		2017		2018	
	Total	Percent	Total	Percent	Total	Percent
Sales	\$ 3,719,308	100.0 %	\$ 4,794,923	100.0 %	\$ 5,239,748	100.0 %
Cost of Sales	2,873,784	77.3	3,710,540	77.4	4,105,625	78.4
Gross Profit	845,524	22.7	1,084,383	22.6	1,134,123	21.6
Other Revenue	84,426	2.3	92,865	1.9	101,532	1.9
Operating Expenses	(994,530)	(26.7)	(1,171,384)	(24.4)	(1,080,836)	(20.6)
Operating Income (Loss)	(64,580)	(1.7)	5,864	0.1	154,819	2.9
Nonoperating Revenues	368	-	-	-	-	-
Nonoperating Expenses	(41,963)	(1.5)	(79,333)	(2.1)	(12,658)	(0.3)
Change in Net Position	\$ (106,175)	(3.2) %	\$ (73,469)	(2.0) %	\$ 142,161	2.6 %
Cash Balance	\$ (55,892)		\$ (408,095)		\$ (293,021)	

Municipal Liquor Store Fund - Comparative Analysis of Operations and Cash Balances

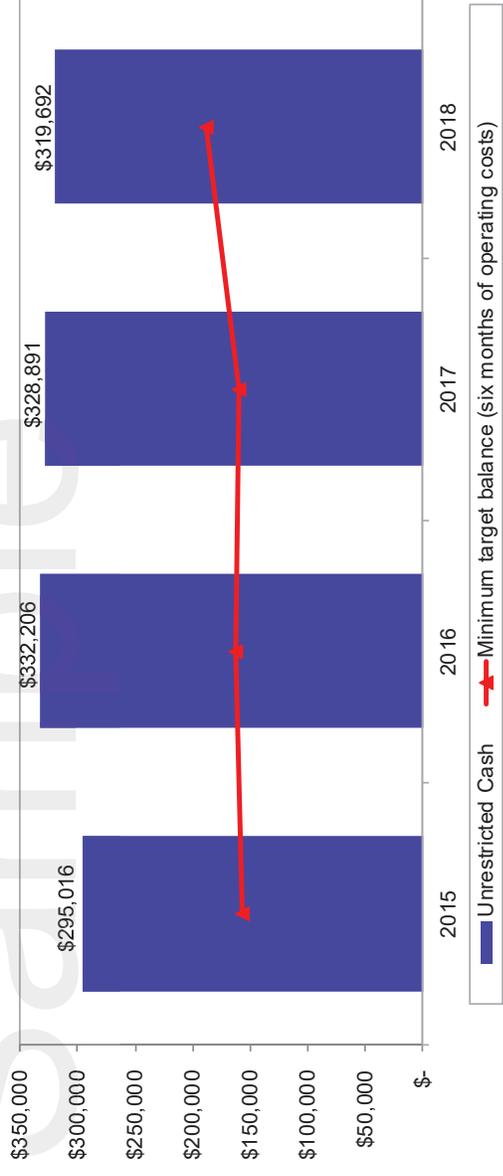
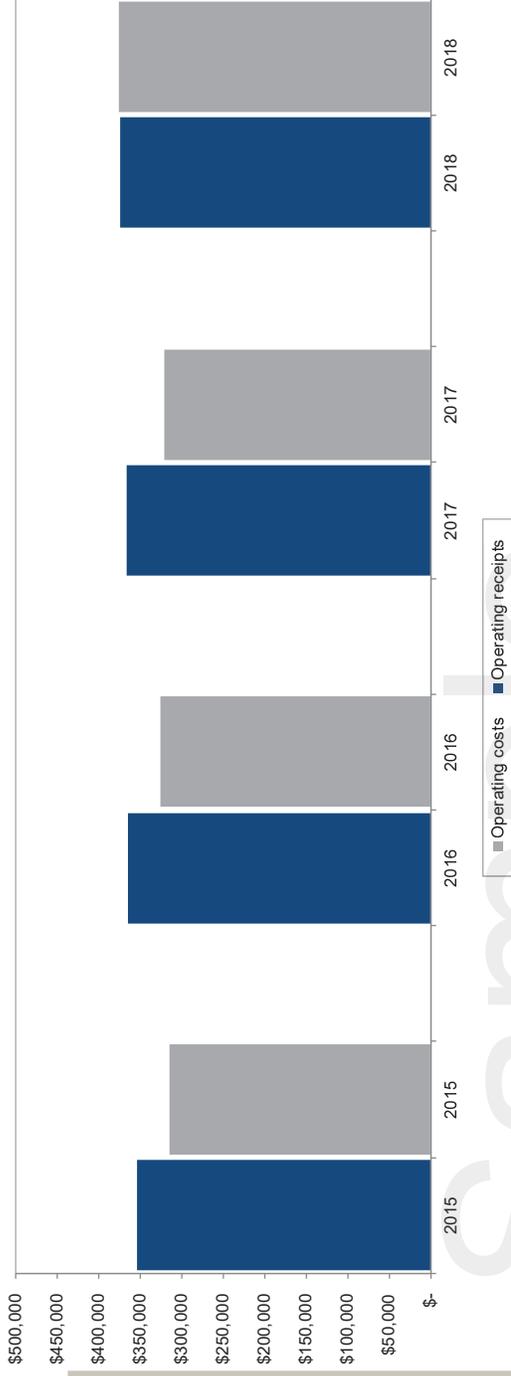
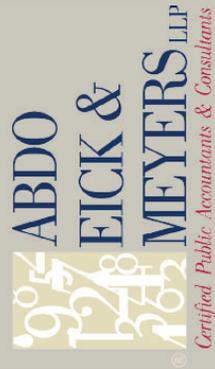


Off Sale Only Stores			
	2015	2016	2017
	Percent of Sales	Percent of Sales	Percent of Sales
Sales	100.0 %	100.0 %	100.0 %
Cost of Sales	74.3	75.6	75.9
Gross Profit	25.7	24.4	24.1
Operating Expenses	17.6	26.1	24.0
Operating Income	8.1	(1.7)	0.1
Nonoperating Revenue (Expense)	-	(1)	(1.6)
Income Before Transfers	8.1 %	(2.8) %	(1.5) %

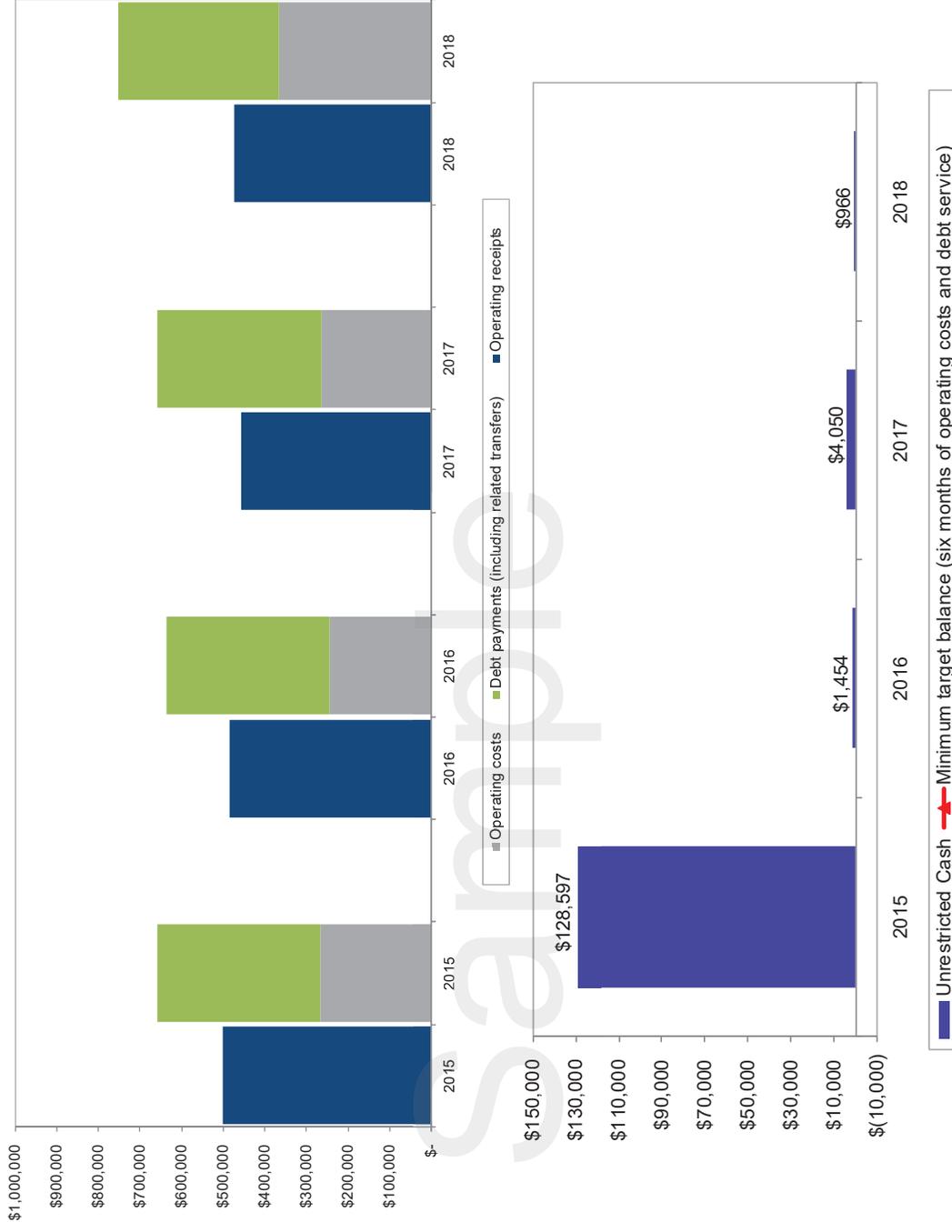
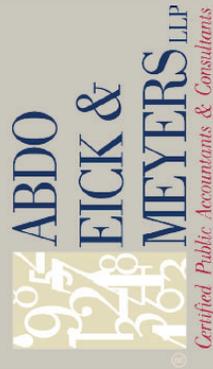
Source: Analysis of Municipal Liquor Store Operations, for the year ended December 31, 2017. Published by the Minnesota Office of the State Auditor



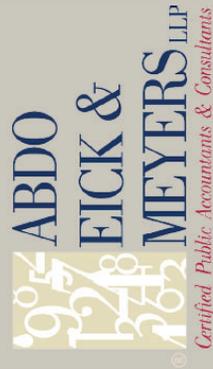
Street Light Fund - Cash Flows from Operations and Cash Balances



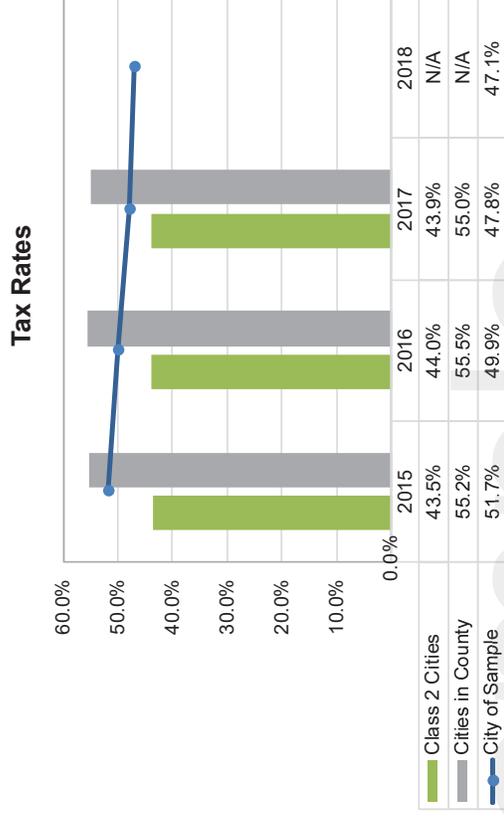
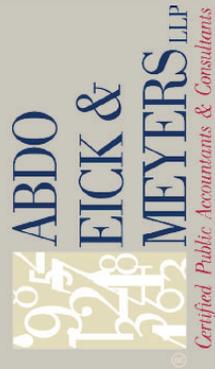
Sports Center Fund - Cash Flows from Operations and Cash Balances



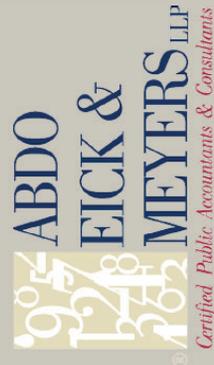
Cash and Investments by Balances by Fund Type



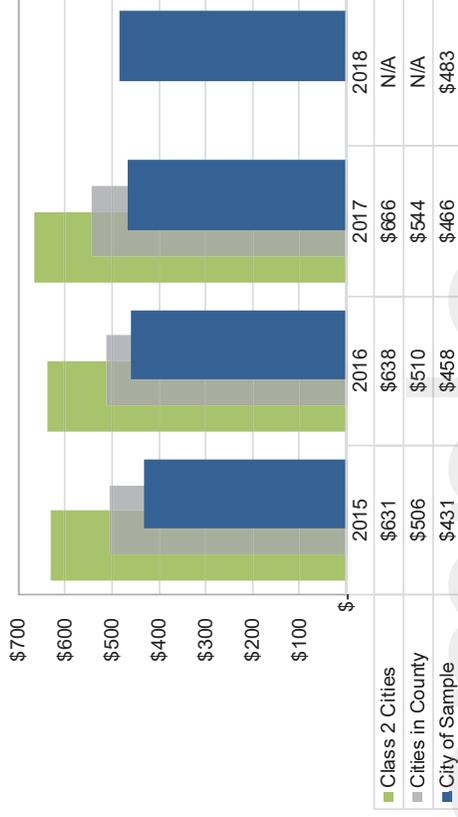
Key Ratios



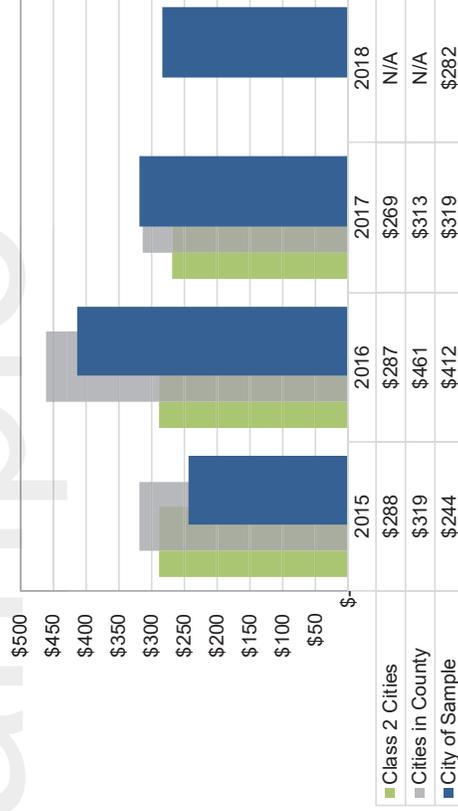
Key Ratios



Current Expenditures Per Capita



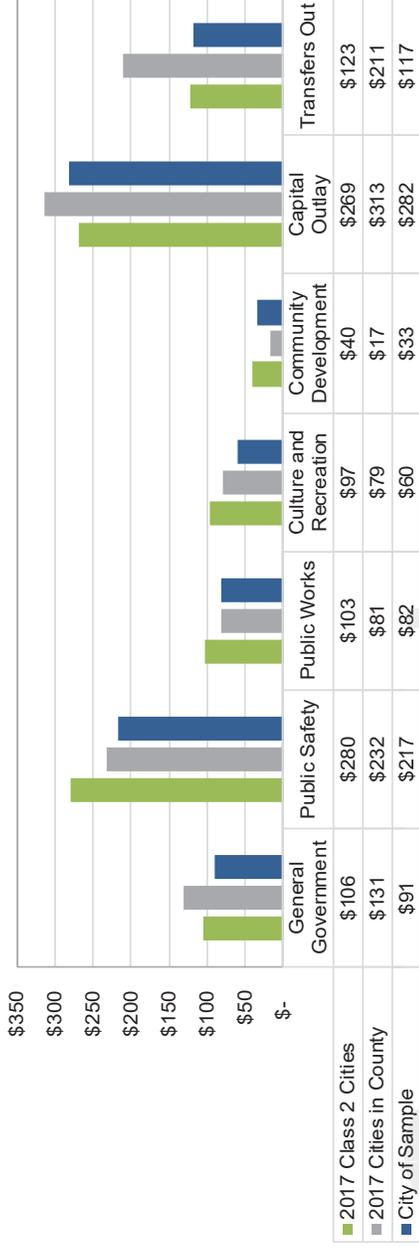
Capital Expenditures Per Capita



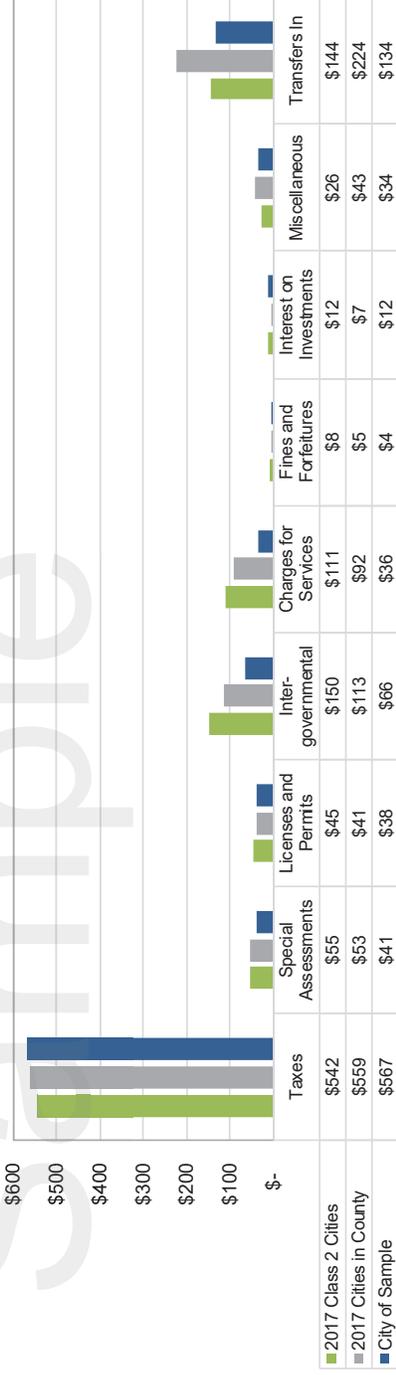
Key Ratios

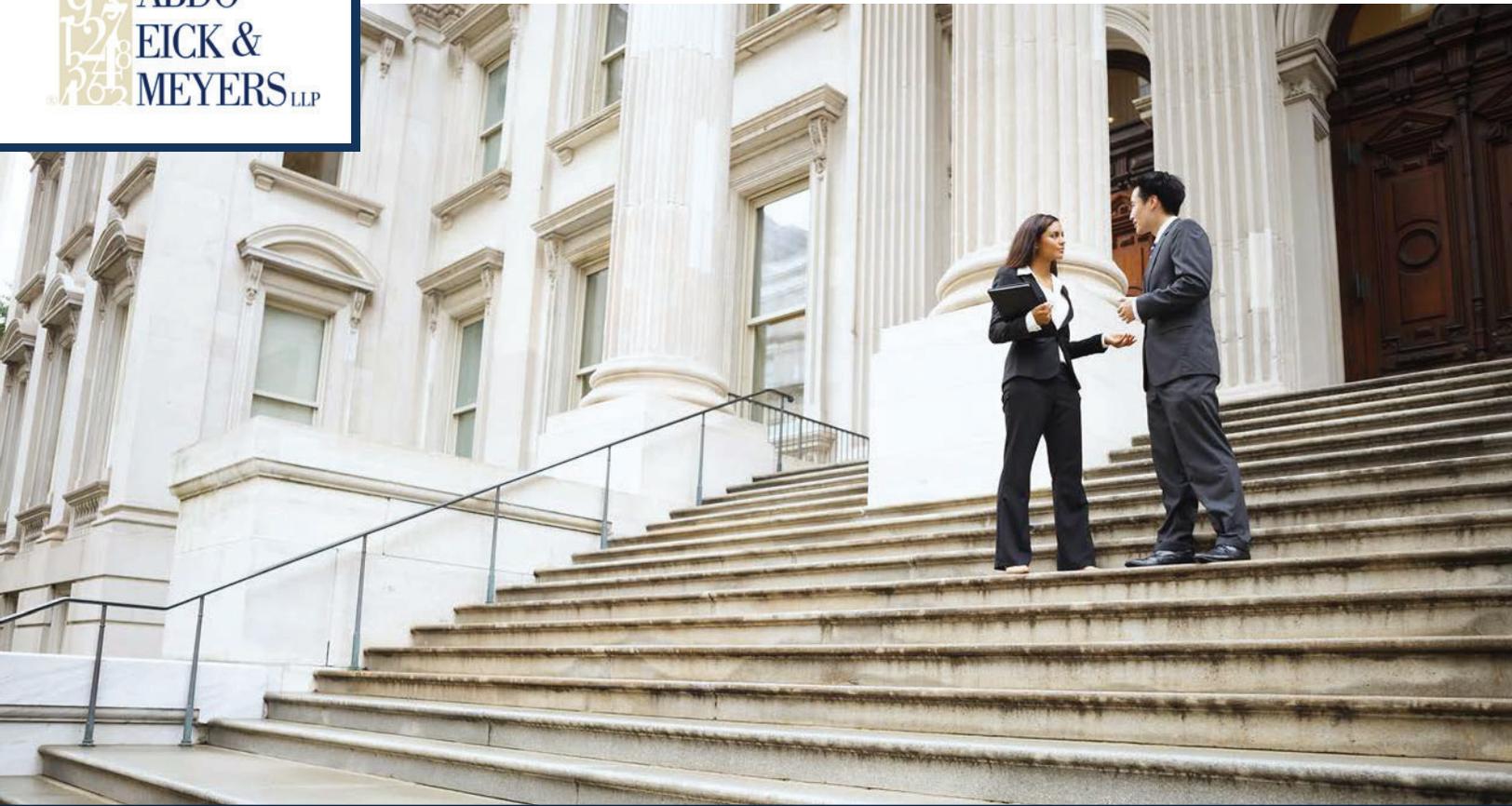


Expenditures by Program Per Capita



Per Capita Revenues by Source





Dollar Cost Proposal For:

City of Hopkins

1010 First Street South
Hopkins, Minnesota 55343

Proposed by:

Brad Falteysek, CPA
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Schedule of Professional Fees and Expenses for the Audits of the 2021-2025 Financial Statements City of Hopkins

	Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Partners	27	\$ 404	\$ 210	\$ 5,670
Managers	58	236	153	8,874
Supervisory Staff	-0-	-0-	-0-	-0-
Staff	164	184	138	22,632
Other People	8	105	105	840
Expenses (4 printed reports)				300
Rounding				(316)
Total all- inclusive maximum price for 2021 audit				\$ 38,000
Total all- inclusive maximum price for 2022 audit				\$ 38,800
Total all- inclusive maximum price for 2023 audit				\$ 39,500
Total all- inclusive maximum price for 2024 audit				\$ 40,300
Total all- inclusive maximum price for 2025 audit				\$ 41,100
Single Audit Cost (A-133), if required for 2021				\$ 4,300
Single Audit Cost (A-133), if required for 2022				\$ 4,400
Single Audit Cost (A-133), if required for 2023				\$ 4,500
Single Audit Cost (A-133), if required for 2024				\$ 4,600
Single Audit Cost (A-133), if required for 2025				\$ 4,700



October 5, 2021

Council Report 2021-097

Resolution Approving an Exclusive Liquor Store On-Sale Liquor License for Mess Hall LLC DBA Mess Hall

Proposed Action

Staff recommends adoption of the following motion: Move to grant an Exclusive Liquor Store On-Sale Liquor License to Mess Hall LLC DBA Mess Hall by adopting Resolution 2021-061.

Overview

In accordance with City Code Chapter 4, the City Council will consider and allow for public comment on the application from Alexandra Star, owner of Mess Hall. The application is for an exclusive liquor store on-sale liquor license 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. The Mess Hall 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, 2022.

Supporting Information

- Resolution 2021-061
- The complete application is on file in the City Clerk’s office.

Amy Domeier

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 2021-061

**APPROVING AN EXCLUSIVE LIQUOR STORE ON-SALE LIQUOR LICENSE
TO MESS HALL LLC DBA MESS HALL**

WHEREAS, the City Council, pursuant to City Code Chapter 4, allowed public comment on October 5, 2021, with respect to the issuance of an Exclusive Liquor Store On-Sale Liquor License to Mess Hall LLC DBA Mess Hall, 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:

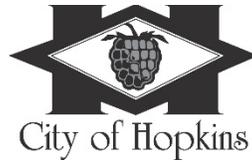
1. To grant and approve an On-Sale Exclusive Liquor Licenses to Mess Hall LLC DBA Mess Hall for the premise located at 906 Mainstreet.
2. The license is conditioned on the applicant's ongoing compliance with its application that is on file with the City Clerk, and is further subject to the following:
 - A. All terms and conditions of the City Code Chapter 4 Alcoholic Beverages and Minnesota Statute 340A.
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, 2022.

Adopted by the City Council of the City of Hopkins this 5th day of October, 2021.

Jason Gadd, Mayor

ATTEST:

Amy Domeier, City Clerk



APPROVE AMENDMENT TO RESIDENTIAL RECYCLING SERVICE CONTRACT TO INCLUDE THE PROVISION OF RESIDENTIAL CURBSIDE ORGANICS RECYCLING SERVICE

Proposed Action

Staff recommends the following motion: Approve Amendment to Residential Recycling Service Contract to Include the Provision of Residential Curbside Organics Recycling Service.

Overview

Organic material makes up 30 percent of our waste. Diverting organics from the trash reduces emissions of greenhouse gases, especially methane, which is generated from the decomposition of organic materials in landfills. It also creates compost for healthier soils and creates energy through anaerobic digestion. Therefore, Hennepin County has deemed that the recycling of food and other organic material is the greatest opportunity to achieve their goals of recycling 75 percent of waste and sending zero waste to landfills by 2030. Hennepin County revised their recycling ordinance mandating that cities must make organics recycling service available to all households with curbside recycling service (single-family and dwellings up to four units) by January 1, 2022.

	Year 1 (2022)	Year 2 (2023)	Year 3 (2024)	Year 4 (2025)
32 Gallon Cart	\$5.50	\$5.69	\$5.89	\$6.10

Staff have evaluated different approaches to complying with this mandate and recommend that Council approve an amendment to the current recycling contract with Republic Services to provide for residential curbside organics recycling service. Effective January 1, 2022, all residents who have curbside recycling service through the City’s contract with Republic Services will see a new charge of \$5.50 on their utility bill for this required, new organics recycling program. Those who wish to participate will need to contact Public Works to request delivery of a cart.

Supporting Information

- Amendment to Residential Recycling Service Contract

Pam Hove

Pam Hove, Solid Waste Coordinator

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

AMENDMENT TO RESIDENTIAL RECYCLING SERVICE CONTRACT

This Amendment to Residential Recycling Service Contract (this "Amendment") is dated effective the 1st day of January 2022 (the "Effective Date"), between **Allied Waste Services of North America, LLC dba Republic Services of the Twin Cities - Blaine** ("Contractor") and **City of Hopkins** ("City") (collectively referred to herein as the "Parties" and individually as a "Party").

WHEREAS, Contractor and City are parties to Residential Recycling Service Contract dated May 01, 2021 (hereinafter referred to as "Contract") to provide certain services in accordance with the Contract;

AND WHEREAS, the Parties now desire to amend certain terms of the Contract which shall take effect from January 1st, 2022.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which the parties acknowledge, the parties agree to the following terms and conditions:

1. **Definitions:** Following definition needs to be added at the end of this section:

“Organics: Food waste, non-recyclable paper, and other targeted compostable household organic materials that are source separated for recovery. The term Organics does not include Yard Waste for purposes of this Contract.”

2. **Section 3.1, Collection:** Following words need to be added at the end of this section:

“Contractor shall provide the weekly collection services of Organics from each Residential Unit and residents may request Carts from the City for such services.

3. **Section 9, Service Fees:** The Contractor’s service fees for Organics collection is as follows:

	2022	2023	2024	2025
32 Gallon Cart	\$5.50	\$5.69	\$5.89	\$6.10

4. Except as specifically provided in this Amendment, each and every provision of the Contract, as amended through the date hereof, remains, and is, in all respects, in full force and effect.

IN WITNESS WHEREOF, the parties hereto have signed these presents for the purposes herein contained the day and year stated below:

**Allied Waste Services of North America,
LLC dba Republic Services of the Twin
Cities - Blaine**

City of Hopkins

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____



CITY OF HOPKINS

Memorandum

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

From: PeggySue Imihy, Management Analyst

Date: October 5, 2021

Subject: Sustainability Update

Purpose

Following a sustainability update in June, tonight, staff will present an update on sustainability initiatives and accomplishments across departments. This will include:

- Introduction of the City's GreenCorps Member, Pazey Yang
- An update regarding existing initiatives such as B3 Benchmarking, GreenSteps Cities
- Potential new initiatives such as Xcel Energy's Partners in Energy Program

Background

At the June 8th meeting staff discussed the awarding of a GreenCorps Member position to the city from the Minnesota Department of Pollution Control. This Member will work on behalf of the city until August 2022, focusing on Community Readiness and Outreach related to recycling, organics and waste management, air pollution and overall community readiness for climate resiliency. Our Member, Pazey Yang, started with the City on September 20, 2021. Pazey (pronounced: Pay-zee) Yang, has a B.S. in Environmental Science, Policy and Management, and a minor in Sustainability Studies from the University of Minnesota Twin Cities. Hopkins was her first-choice location for her GreenCorps Service.

A handful of potential initiatives were identified for staff to continue to research and determine the work necessary to advance at the June meeting. Staff has taken the summer to do this research and has begun to plan for increased sustainability work in 2022. Below is a short summary regarding each of the initiatives:

GreenStep Cities advancement – accomplishing steps 4 & 5

Staff has discussed the work necessary to accomplish step 4 in 2022 with other communities as well as the Minnesota Pollution Control Agency who runs the program and has determined that this should be an easily accomplished goal in 2022. This work will require about 40-50 hours of effort in the early spring of 2022, but that the city should achieve Step 4 by the summer.

Participating in Xcel Energy's Partners in Energy Program

The Xcel Energy Partners in Energy (PIE) Program helps communities plan for reduced energy consumption through energy efficiency best practices. Staff met with Xcel Energy over the summer to determine if this program would be a good fit for the community. Staff was especially interested in how the program addressed communities like Hopkins with large rental populations. Xcel expressed that they have worked in communities like Hopkins and had success working with renters and rental properties. Program applications are accepted in July and January each year, and Staff believes that the best timing would be January 2023, following the awarding of Step 4 from GreenSteps cities as achieving Step 5 can be done through the PIE Program.

Energy benchmarking through B3 Benchmarking and/or Regional Indicators Initiative

Staff had recommended energy benchmarking through an external program, however while researching B3 Benchmarking it was discovered that this is already in process by our Public Works department. Staff will continue to utilize this benchmarking information to make sustainability decisions and is integral to achieving Steps 4 and 5 in GreenSteps cities.

Native plantings and pollinator gardens on city-owned parcels and in city parkland

Over the summer, the City applied for a grant to the Nine Mile Creek Watershed District which had a grant opportunity for improving water quality within the watershed. The city was awarded \$12,540 for a demonstration project at Valley Park which would have native plantings, pollinator species, and fescue as well as informational signage, benches and bike racks which can serve as a location for teaching and learning about improving water quality through alternative plantings. This partnership will help city staff teach residents about these types of plantings as well as help the city learn about how these types of plantings could be incorporated into city-owned land. Planting and installation of this project is scheduled for Spring 2022.

Increase communication and messaging around sustainability

With the addition of the GreenCorps member, whose role is focused heavily on community outreach and education, communication and messaging are set to increase significantly over the next year. Additionally, Staff is working to improve messaging and information available on the website and in other communications available to residents.

Involvement in external programs

Staff is also continuing to participate in programs that help showcase the sustainability efforts of the city. One program that the city has expressed interest in participating in but has not fully completed is being recognized as a Sol Smart Designee. Staff in Planning and Inspections are working to finalize an application to be a designee through updates to the permitting process for solar, training on solar for inspections team members and more clear information on how to install solar. This process should be complete by the end of 2021.

Staff was also asked at the June meeting and recently at the last planning commission meeting if the city is still a participant in the Tree City USA program. The City is not currently a participant, but is looking to pursue this designation again in 2022.

Continued Collaboration with Staff

Staff is also planning to advance these efforts through continued collaboration across departments. In 2022, staff will begin organizing sustainability meetings which bring together staff from various departments to discuss sustainability efforts and how to better communicate these efforts with residents.

Next Steps

Staff will continue to advance the above sustainability efforts and will provide another update to council in the first quarter of 2022.