

**HOPKINS CITY COUNCIL
AGENDA
Tuesday, January 2, 2024
6:30 pm**

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

Schedule HRA Meeting will start immediately following adjournment of City Council meeting

I. CALL TO ORDER

1. Oath of Office for Mayor Hanlon and Council Members Goodlund and Hunke; Mornson/Domeier

II. ADOPT AGENDA

III. PRESENTATIONS

IV. CONSENT AGENDA

1. Minutes of the December 19, 2023, Regular Meeting Proceedings
2. Appointment of Mayor Pro Tempore for 2024; Domeier
3. Designation of the Official Newspaper for 2024; Domeier
4. Designation of Official Depositories for 2024; Bishop
5. Authorization Out-of-State Travel; Domeier
6. Resolution Amending Legislative Policy Manual; Domeier

V. PUBLIC HEARINGS

VI. OLD BUSINESS

VII. NEW BUSINESS

1. Recognition of Assistant City Manager Lenz; Mornson

VIII. PUBLIC COMMENT

IX. ANNOUNCEMENTS

- Next City Council Regular Meetings: Tuesday, January 9 and 16 at 6:30 p.m.

X. ADJOURN



CITY OF HOPKINS

Administration

Memorandum

To: Honorable Mayor and Council Members
From: Mike Mornson, City Manager
Date: January 2, 2024
Subject: Oath of Office for Mayor and Council Members

PURPOSE

City Clerk Domeier will administer the Oath of Office to Council Members Goodlund and Hunke and Mayor Hanlon.

**HOPKINS CITY COUNCIL
REGULAR MEETING PROCEEDINGS
DECEMBER 19, 2023**

CALL TO ORDER

Pursuant to due call and notice thereof a regular meeting of the Hopkins City Council was held on Tuesday, December 19, 2023, at 6:30 p.m. in the Council Chambers at City Hall, 1010 1st Street South.

Mayor Hanlon called the meeting to order with Council Members Balan, Beck, Garrido and Hunke attending. Others attending included City Manager Mornson, Assistant City Manager Lenz, City Clerk Domeier, Finance Director Bishop, Director of Planning and Development Elverum, City Planner Krzos, Planner Howard, Special Projects and Initiatives Manager Imihy Bean and City Attorney Riggs.

ADOPT AGENDA

Mayor Hanlon added a proclamation recognizing the Hopkins Lions Club.

Motion by Balan. **Second** by Hunke.

Motion to Adopt the Agenda with the addition of the Hopkins Lions Club Proclamation.

Ayes: Balan, Beck, Garrido, Hanlon, Hunke

Nays: None. Motion carried.

PRESENTATIONS

III.1. Proclamation Recognizing Hopkins Lions Club; Hanlon

Mayor Hanlon recognized the Hopkins Lions Club for their 85 years of service.

Motion by Garrido. **Second** by Balan.

Motion to adopt the Proclamation.

Ayes: Balan, Garrido, Hanlon, Hunke

Nays: None. Absent: Beck. Motion carried.

III.2. 2023 Hopkins Community Image Awards Presentation; Elverum

The City Council presented the owners of 610 Drillane Road with the 2023 Community Image Award.

III.3. Sustainability Update; Howard/Imihy Bean

Special Projects and Initiatives Manager Imihy Bean presented a sustainability update and Planner Howard reported on Hopkins' participation in Xcel Energy's Partners in Energy program.

CONSENT AGENDA

Motion by Balan. **Second** by Garrido.

Motion to Approve the Consent Agenda.

1. Minutes of December 4, 2023, City Council Regular Meeting Proceedings
2. Minutes of December 5, 2023, City Council Regular Meeting Proceedings
3. Minutes of December 5, 2023, City Council Closed Meeting Proceedings

**HOPKINS CITY COUNCIL
REGULAR MEETING PROCEEDINGS
DECEMBER 19, 2023**

4. Second Reading: Ordinance Granting Centerpoint Energy a Franchise for Gas Energy; Bishop
5. Second Reading: Ordinance Amending Chapter 102 of the Hopkins City Code Regarding Signage; Krzos
6. Resolution Approving Laws of Minnesota 2023, Chapter 64, Article 8, Section 2, Relating to Tax Increment Financing District 2-11; Elverum
7. Joint Powers Agreement with the City of Minnetonka for Youth Advisory Board and ACE Programs; Imihy Bean

Ayes: Balan, Garrido, Hanlon, Hunke
Nays: None. Absent: Beck. Motion carried.

NEW BUSINESS

VII.1. Sustainability Building Policy Discussion; Howard

Planner Howard provided information on sustainable building policies and sought direction for potential policy development. Generally the City Council supported moving forward with developing a policy and finding balances between third party rating systems and city-specific criteria.

VII.2. Recognition of Council Member Alan Beck; Hanlon

The City Council thanked Council Member Beck for his service to the community.

ANNOUNCEMENTS

Mayor Hanlon reviewed the upcoming meeting schedule.

PUBLIC COMMENT

William Anderson, 101 Wayside Road West, thanked Council Member Beck for his service.

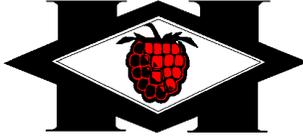
ADJOURNMENT

There being no further business to come before the City Council, and upon a motion by Beck, second by Hunke, the meeting was unanimously adjourned at 7:37 p.m.

Respectfully Submitted,



Amy Domeier, City Clerk



Administration

CITY OF HOPKINS

City Council Report 2024-001

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

From: Amy Domeier, City Clerk

Date: January 2, 2024

Subject: Appointment of Mayor Pro Tempore for 2024

RECOMMENDED ACTION

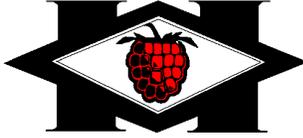
MOTION TO appoint Council Member Hunke as Mayor Pro Tempore for 2024.

OVERVIEW

Minnesota State Statute section 412.121 and Hopkins City Charter section 2.06 states that at the first meeting of each year the City Council shall choose a Mayor Pro Tempore. The Mayor Pro Tempore shall serve as the presiding officer and Acting Mayor of the Council in the absence of the Mayor. Traditionally the Council Member who has served the longest serves as Mayor Pro Tempore.

SUPPORTING INFORMATION

- N/A



Administration

CITY OF HOPKINS

City Council Report 2024-002

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

From: Amy Domeier, City Clerk

Date: January 2, 2024

Subject: Designation of the Official Newspaper for 2024

RECOMMENDED ACTION

MOTION TO designate the Hopkins/Minnetonka Sun-Sailor as the 2024 Official Newspaper for the City of Hopkins.

OVERVIEW

MN Statute 331A.02 and City Charter section 12.01 require that the City Council designate the official newspaper for the year at the first regular Council Meeting. All required legal documents and notices for the City of Hopkins will be published in the official newspaper.

The City received a bid from the *Hopkins/Minnetonka Sun-Sailor* for the legal newspaper designation. Staff is proposing to keep *Hopkins/Minnetonka Sun-Sailor* as the official newspaper because it reaches a majority of our residents in print and the working relationship the City has with their staff and reporters.

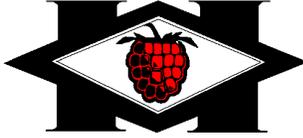
The following rate structure for legal notices would be effective January 1, 2024:

First insertion: \$12.20 per column inch
Subsequent insertions: \$7.00 per column inch

All published legal notices will be posted on the *Sun-Sailor* website at no additional charge. This item is budgeted in all departments.

SUPPORTING INFORMATION

- N/A



CITY OF HOPKINS

Finance Department

City Council Report 2024-005

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

From: Nick Bishop, Finance Director

Date: January 2, 2024

Subject: Designation of Official Depositories for 2024

RECOMMENDED ACTION

MOTION TO: Approve Resolution 2024-002 Designating Official Depositories for City Funds in 2024.

OVERVIEW

MN Statute 118A.02 requires that the City Council designate banks and financial institutions as official depositories for City Funds. This list gives staff authority to deposit funds with these institutions only.

The City worked with Wells Fargo Bank, N.A., Wells Fargo Securities LLC, Pershing Wealth Solutions BNY Mellon and Ehlers Investment Partners LLC in 2023. The City would like to continue these relationships in 2023.

SUPPORTING INFORMATION

- Resolution 2024-002

**CITY OF HOPKINS
HENNEPIN COUNTY, MINNESOTA**

RESOLUTION 2024-002

**DESIGNATING OFFICIAL DEPOSITORIES
FOR CITY FUNDS IN 2024**

WHEREAS, the City of Hopkins is required by law to designate depositories and financial institutions for City Funds; and

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Hopkins hereby designates Wells Fargo Bank , N.A. as an official depository for City Funds, both checking and savings; and

BE IT FURTHER RESOLVED, that the City Council of the City of Hopkins hereby designates as depositories and financial institutions for City funds, Wells Fargo Securities, LLC and Pershing Wealth Solutions BNY Mellon for all authorized and suitable investments covered under the City's Investment Policy, Legislative Policy 6-B.

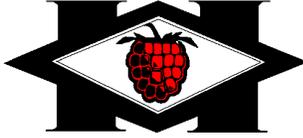
BE IT FURTHER RESOLVED, that the City Council of the City of Hopkins hereby designates Wells Fargo Securities LLC and Ehlers Investment Partners LLC as agent/brokers for all authorized and suitable investments covered under the City's Investment Policy, Legislative Policy 6-B.

Adopted by the City Council of the City of Hopkins this 2nd day of January, 2024.

By: _____
Patrick Hanlon, Mayor

ATTEST:

Amy Domeier, City Clerk



CITY OF HOPKINS

City Council Report 2024-003

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

From: Amy Domeier, City Clerk

Date: January 2, 2024

Subject: Authorization of Out-of-State Travel

RECOMMENDED ACTION

MOTION TO authorize attendance at the National League of Cities Conferences as required by the Travel Reimbursement Policy.

OVERVIEW

In 2005, the Minnesota Legislature adopted a law, M.S. 471.661, requiring local units of government to adopt a policy that controls travel outside the state of Minnesota. The policy had to specify:

- (1) when travel outside the state is appropriate;
- (2) applicable expense limits; and
- (3) procedures for approval of the travel.

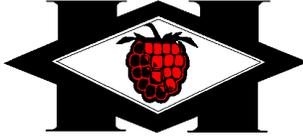
The City's Travel and Reimbursement Policy requires the City Council to approve, in advance, travel outside the state of Minnesota for elected officials. Travel can be authorized for the following reasons:

- The elected official will be receiving training on issues relevant to the city or to his or her role as the Mayor or as a council member;
- The elected official will be meeting and networking with other elected officials from around the country to exchange ideas on topics of relevance to the City or on the official roles of local elected officials.

The National League of Cities Conference provides opportunities for the City Council to accomplish both these objectives.

SUPPORTING INFORMATION

- N/A



Administration

CITY OF HOPKINS

City Council Report 2024-004

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

From: Amy Domeier, City Clerk

Date: January 2, 2024

Subject: Resolution Amending Legislative Policy Manual

RECOMMENDED ACTION

MOTION TO adopt Resolution 2024-001 Amending the Legislative Policy Manual.

OVERVIEW

The Legislative Policy Manual provides uniform guidelines on City policies so that actions that are taken are consistent and fair. The staff has reviewed Chapters 2 to 6 and is requesting the City Council to consider changes to the policies. Most of the policy changes are to align with current procedures due to advances in technology and the way the public interacts with local government. Some changes are due to updates in statute or changes in City services. Policies that were not changed within a chapter are not included in the attachments.

SUPPORTING INFORMATION

- Resolution 2024-001
- Legislative Policy Manual proposed changes

**CITY OF HOPKINS
HENNEPIN COUNTY, MINNESOTA**

RESOLUTION 2024-001

RESOLUTION AMENDING LEGISLATIVE POLICY MANUAL

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

WHEREAS, the City Council of the City of Hopkins has determined the existing policy needs to be amended to include various changes related to City processes and services and align with state statute.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Hopkins hereby adopts the revisions to the Legislative Policy Manual Chapter 2 through 6.

Adopted by the City Council of the City of Hopkins this 2nd day of January, 2024.

By: _____
Patrick Hanlon, Mayor

ATTEST:

Amy Domeier, City Clerk

**POLICY 2-F
ETHICS AND GIFTS**

1. DEDICATION TO VALUES OF HONESTY AND INTEGRITY

- 1.01 The City Council finds and declares that the proper operation of democratic government requires that public officials and employees be honest, impartial, and responsible to the people; that government decisions and policy be made in the proper channels of the government structure; and that public office not be used for personal gain; so that the public will have confidence in the integrity and the ability of its government. In recognition of these goals, this policy is established to guide all officials and employees of the City of Hopkins, whether elected or appointed, paid or unpaid, including members of boards, committees, commissions, and volunteers of the city.

2. DEFINITIONS

- 2.01 "Business" means any corporation, general or limited partnership, sole proprietorship (including a private consultant operation) joint venture, unincorporated association or firm, institution, trust, foundation, or other organization, whether or not organized for profit.
- 2.02 "Confidential Information" means all information, whether transmitted verbally or in writing, which is of such a nature that it is not, at the time, a matter of public record or public knowledge.
- 2.03 "Interest", except as otherwise specifically provided, means direct or indirect pecuniary or material benefit accruing to a public official or employee as the result of a contract, transaction, zoning decision, or other matter which is or may be the subject of an official act or action by or with the City except for such contracts, transactions, zoning decisions, or other matters which by their terms and by the substance of their provisions confer the opportunity and right to realize the accrual of similar benefits to all other persons and/or property similarly situated.
- 2.04 "Official Act or Action" means any legislative, administrative, appointive or discretionary act of any official or employee of the City or any agency, board, committee or commission thereof.
- 2.05 "Public Official" means the Mayor, the City Council Members, and members of any board, committee, or commission thereof.
- 2.06 "Public Employee" unless otherwise stated in this policy, means any person working for the City, either full or part time, who is paid through the City's payroll system.
- 2.07 "Volunteer" means any person holding a position by appointment or employment in the service of the City who is not paid through the City's payroll system.

3. CONFLICT OF INTEREST

- 3.01 The Mayor and all members of the City Council who have an interest in any action or proposed legislative action of the City Council may wish to consult with the City attorney about the legality of participating in the discussion and/or vote.
- 3.02 Any other official, employee, or volunteer who has an interest in any action or proposed legislative action of the City Council and who participates in the discussion with or gives an official opinion or recommendation to the City Council or supervisor, should not determine the relevancy of the interest, but shall disclose the interest to his or her supervisor before or during their initial involvement.
- The employee may be removed from the policy process if the supervisor determines the person's judgment and/or ability to perform his or her duties are no longer independent from his or her interests.
- 3.03 No public official or employee shall disclose confidential information concerning the property, government, or affairs of the city, nor shall he or she use such information to advance the financial or other private interest of himself or herself or any other person.
- 3.04 No public official, employee, or volunteer shall engage in or accept private employment or render service, for private interests, when such employment or service is incompatible with the proper discharge of his or her official duties or would tend to impair his or her independence of judgment or action in the performance of his or her official duties, unless otherwise permitted by law.
- 3.05 No public official, employee, or volunteer shall request or permit the unauthorized use of city-owned vehicles, equipment, materials or property for personal convenience or profit.
- 3.06 No public official, employee, or volunteer shall grant any special consideration, ~~treatment~~treatment, or advantage to any ~~citizen~~community member beyond that which is available to every other ~~citizen~~community member.

4. GIFTS TO INDIVIDUALS

- 4.01 DEFINITIONS. The definitions in this subdivision apply to this section.
- (a) "Gift" means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment, that is given and received without the giver receiving consideration of equal or greater value in return.¹
- (b) "Interested person" means a person or a representative of a person or association that has a direct financial interest in a decision that a local official is authorized to make.²
- (c) "Local official" means an elected or appointed official of the city or of an agency, authority, or instrumentality the city.

¹Gifts include, but are not limited to, food, beverages, tickets to sporting events, and free travel or lodging.

²A "direct financial interest" is not the general interest that every taxpayer has in the decisions of a local official but is rather the more immediate and personal interest that one has in a decision that affects one differently from others, such as a tax abatement on a particular parcel.

- 4.02 PROHIBITION. An interested person may not give a gift or request another to give a gift to a local official. A local official may not accept a gift from an interested person.
- 4.03 EXCEPTIONS. (a) The prohibitions in this section do not apply if the gift is:
1. anything of monetary value that is given or loaned to a candidate or committee for a political purpose;
 2. services to assist an official in the performance of official duties, including but not limited to providing advice, consultation, information, and communication in connection with legislation, and services to constituents;
 3. services of insignificant monetary value;
 4. a plaque or similar memento recognizing individual services in a field of specialty or to a charitable cause;
 5. a trinket or memento of insignificant value;³
 6. informational material of unexceptional value; or
 7. food or a beverage given at a reception, meal, or meeting away from the recipient's place of work by an organization before whom the recipient appears to make a speech or answer questions as part of a program.
- (b) The prohibitions in this section do not apply if the gift is given:
1. because of the recipient's membership in a group, a majority of whose members are not local officials, and an equivalent gift is given to the other members of the group; or
 2. by an interested person who is a member of the family of the recipient, unless the gift is given on behalf of someone who is not a member of that family.

5. GIFTS TO THE CITY

- 5.01 PURPOSE. The City of Hopkins encourages gifts and donations to enhance the quality of life in the City and to improve the efficiency and effectiveness of city services. The purpose of this policy is to set up procedures for receipt of gifts and donations to the City of Hopkins.
- 5.02 GIFTS OF SUBSTANTIAL VALUE - POLICY AND PROCEDURES
- (a) All potential donors are urged to consult with the City Manager or his or her designee(s) before proceeding with plans to ensure maximum utilization of gifts and donations.
 - (b) No public official, employee, or volunteer may solicit gifts or donations without first receiving permission from the City Manager. Departments may receive a single authorization to solicit funds for the entire year for a specific program or programs. Major changes in funding of these programs and new programs must receive specific authorization from the City Manager. This policy applies to all departments.
 - (c) All departments which receive gifts or donations must report the receipt of the gift to the City Council.
 - (d) The City Council shall make the final determination on the acceptability of a gift or donation.
 - (e) All gifts and donations become City property under the complete jurisdiction of the

³The Ethical Practices Board has interpreted this exemption as not covering either a leatherette pocket calendar and insert, valued at \$11.00, nor even a \$2.00 pocket calendar.

City Council. At the discretion of the City Manager, gifts may be given to the Hopkins Historical Society for safekeeping.

- (f) Recognition shall be given to the individuals or groups providing gifts and donations to the City, unless otherwise stipulated by the donor.
- (g) The gift or donation must meet City criteria to be accepted.

5.03 CRITERIA

- (a) The gift or donation must have a purpose consistent with those of the City.
- (b) The gift or donation must be offered by a source acceptable to the City.
- (c) The gift or donation shall not result in ongoing costs which the City Council would be unwilling to fund when the gift or donation funds are exhausted unless specific authorization to the contrary is given by the City Council at the time the gift or donation is accepted.
- (d) If such up front authorization is not given, sufficient gifts or donations to meet all anticipated staff and material costs need to be in hand before City commitment is made to personnel and/or materials.
- (e) The gift or donation shall not bring undesirable or hidden costs to the City. No gift or donation shall place restrictions on the City that are unacceptable to the City Council.
- (f) The gift or donation shall not be inappropriate or harmful to the residents of the City.
- (g) The acceptance of a gift or donation shall not imply City endorsement of any product or service.
- (h) The gift or donation shall not be in conflict with any provision of federal, state or municipal law.

5.04 GIFT LIST. The City Manager shall maintain a list of needed equipment or projects which are not currently being funded by the City. This "Gift List" shall be made available to groups or individuals who are interested in making gifts or donations to the City.

6. POLITICAL ACTIVITIES OF PUBLIC OFFICIALS AND EMPLOYEES

- 6.01 In the matter of elections held by the City of Hopkins, no employee or volunteer may use any official authority or influence for the purpose of interfering with or affecting the result of the election, nor may funds be solicited or contributions be received from other employees for political purposes, except by collective bargaining organizations.
- 6.02 Bumper stickers and posters may be displayed on private vehicles parked in employee parking areas; however, these materials may not be displayed on either City vehicles or property.

Established 8/17/93
Revised: 9/5/95
Revised: 1/2/24
City of Hopkins

**POLICY 2-H
TRAVEL REGULATIONS
&
REIMBURSEMENT POLICIES**

1. PURPOSE

1.01 The purpose of this policy is to provide guidelines and procedures to be used when employees and elected officials are reimbursed for travel or conference/workshop/training expenses.

2. OUT-OF-STATE TRAVEL FOR ELECTED OFFICIALS

2.01 The event, workshop, conference or assignment must be approved in advance by the City Council at an open meeting and must include an estimate of travel costs. In evaluating the out-of-state travel request, the Council will consider the following:

- Whether the elected official will be receiving training on issues relevant to the city or to their role as the Mayor or as a Council Member;
- Whether the elected official will be meeting and networking with other elected officials from around the country to exchange ideas on topics of relevance to the City or on the official roles of local elected officials.
- Whether the elected official will be viewing a city facility or function that is similar in nature to one that is currently operating at, or under consideration by the City where the purpose for the trip is to study the facility or function to bring back ideas for the consideration of the full council.
- Whether the elected official has been specifically assigned by the City Council to visit another city for the purpose of establishing a goodwill relationship such as a “sister-city” relationship.
- Whether the elected official has been specifically assigned by the City Council to testify on behalf of the city at the United States Congress or to otherwise meet with federal officials on behalf of the city.
- Whether the City has sufficient funding available in the budget to pay the cost of the trip.

2.02 No reimbursements will be made for attendance at events sponsored by or affiliated with political parties.

2.03 The City may make payments in advance for airfare, lodging, ~~and~~ registration and per diem if specifically approved by the council. Otherwise all payments will be made as reimbursements to the elected official.

2.04 The City will reimburse for transportation, lodging, meals, registration, and incidental costs using the same procedures, limitations and guidelines outlined in this policy for out-of-state travel by City employees.

3. APPROVAL AND ADVANCES

- 3.01 Reimbursement for City business related travel, conference, seminar and meeting expenses are intended to refund actual costs incurred by employees and elected officials of the City of Hopkins.
- 3.02 Cash advances may be obtained by submitting forms required by the Finance Department. Cash advances will be made through payroll so all forms should be submitted per payroll deadlines. .

4. ALLOWABLE EXPENSES-LODGING

- 4.01 Accommodations shall be selected at a reasonable cost consistent with the facilities available and convenient to the location of the conference, seminar or meeting attended.
- 4.02 Only the costs of single occupancy will be reimbursed. If a double occupancy occurs (i.e. a spouse/guest accompanies ~~the employee~~) the employee-traveler is responsible for the additional cost of double over single occupancy.
- 4.03 Lodging for the night before the commencement of a conference, seminar or meeting may be claimed.
- 4.04 Reimbursement for lodging shall be limited to the period of time required if commercial air transportation were used. Generally this includes one travel day prior to the conference and one travel day after the conference. If a conference does not start until the late afternoon or evening, that day shall be considered the travel day.
- 4.05 Lodging within the Twin Cities metro area will not be reimbursed.
- 4.06 Exceptions to lodging procedures due to availability, location, or overall cost savings may be authorized by the employee's supervisor or the City Manager.

5. ALLOWABLE EXPENSES-TRANSPORTATION

- 5.01 Allowable transportation costs shall include reimbursement for mileage accumulated on a personal vehicle at the standard IRS rate per mile or the actual round trip coach-class airfare rate, whichever is less. When two or more employees are traveling in one automobile, reimbursement shall be made to one employee.
- 5.02 Air transportation shall be coach-class or economy fares unless such service is unavailable. If the reservation is not going to be used, it must be canceled immediately.
- 5.03 Airline travel credit. Whenever public funds are used to pay for airline travel by an elected official or City employee, any credits or other benefits issued by any airline must accrue to the benefit of the City. In the event the issuing airline will not honor a transfer or assignment of any credit or benefit, the individual passenger shall report receipt of the credit or benefit to the City Council within 90 days of receipt.
- 5.04 Local transportation such as taxicab, mobility service provider and bus fares to and from the place of lodging and conference, seminar or meeting are reimbursable only if circumstances require such travel. Costs for local transportation not pertaining directly to City business will not be reimbursed.
- 5.05 Rental cars may be reimbursed if they are necessary for transportation to and from the conference. Employees-Travelers will not be reimbursed for rental cars used for personal use such as sightseeing. Rental cars must be an economy-sized car. Approval from the employee's

supervisor or the City Manager must be obtained prior to renting a vehicle for the expense to be eligible for reimbursement.

6. ALLOWABLE EXPENSES-MEALS

6.01 Reimbursement for meals while on authorized travel shall include only actual expenditures including tax and tip with a maximum gratuity of 20% when applicable. Receipts for meals must clearly indicate whether the requested reimbursement is for BREAKFAST, LUNCH, or DINNER, and the date of the meal. Detailed meal receipts should be obtained indicating the actual items purchased. Reimbursement will not be provided for any meals which are included as part of registration, tuition or fees. Scanned or emailed copies of receipts will be accepted.

6.02 Due to the general difficulty in acquiring receipts for meals and incidentals, any official or employee may claim a per diem reimbursement for actual and necessary expenses.

The per diem for meals and miscellaneous subsistence expenses for employees who travel on City business shall be at the per diem rate established by the U.S. General Services Administration. .

6.03 The per diem allowance includes all charges for meals, all gratuities and taxes, all fees and tips to bellhops and porters, any laundry and/or cleaning expenses and any other similar expenses.

6.04 Reimbursement is not allowed for alcoholic beverages.

6.05 Reimbursement for actual meal costs that exceed the daily allowance will be made only when documented by receipts.

6.06 If meals are included in tuition or registration fees and/or only a fraction of the day is authorized for travel, the per diem or expense allowance will be reduced per the per diem rates established by the U.S. General Services Administration.

7. ALLOWABLE EXPENSES – GENERALLY

7.01 Expenses incurred by a spouse or guest attending a conference with an employee must be paid by the employee.

7.02 The city will not ~~reimburse for~~reimburse recreational expenses such as golf or tennis except when activity is part of the overall conference fee. This does not apply to conference hosted tours for educational purposes.

7.03 Premiums for travel insurance or air insurance are not reimbursable.

7.04 Any questions of interpretation of this policy will be decided by the City Manager.

8. EXPENSE REPORTS

8.01 Required expense forms shall be submitted to the Finance Department within thirty (30) days of the date of the conclusion of the conference, seminar, or other purpose for reimbursement by person claiming reimbursement including any receipts required. The forms must contain a statement certifying that the claim(s) for that particular item(s) is accurate and require a copy of the conference registration/brochure.

8.02 Any unused portion of a travel advance must be promptly returned to the City. Attendees shall be billed for nonreimbursable expenses paid by the City.

Established 8/18/87
Revised 3/28/90
Revised 12/2005
Revised 10/2012
Revised 8/2013
Revised 6/20/2022
Revised 1/2/2024

POLICY 3-G SOCIAL MEDIA POLICY

~~1. SOCIAL MEDIA POLICY~~

~~1.01 The City of Hopkins uses social media, such as Facebook, Instagram, Nextdoor and Twitter, as a means to provide two-way communication with the public. Although the City welcomes participation/comments from the public on its social media platforms, they are not a public forum.~~

~~1.02 The City reserves the right to delete comments that:~~

- ~~• Contain vulgar language~~
- ~~• Are personal attacks of any kind~~
- ~~• Are offensive~~
- ~~• Are prejudiced or hurtful remarks made toward any person or entity, including any ethnic, racial or religious group~~
- ~~• Are spam~~
- ~~• Include sales/promotion of goods or services, or links to other sites~~
- ~~• Are off topic~~
- ~~• Advocate illegal activity~~
- ~~• Promote services, products or political organizations~~
- ~~• Infringe on copyrights or trademarks~~

~~1.03 The City Manager or designee is authorized to block any user who violates section 1.02 of the adopted Social Media Policy.~~

~~1.04 Please note that comments expressed on the City's social networking sites do not reflect the opinions or positions of the City of Hopkins, its employees or elected officials.~~

~~1.05 The City of Hopkins has made every effort to ensure the accuracy of the information provided on its social media platforms. However, several factors that are beyond the City's control (including unauthorized modification of electronic data, transmission errors, browser incompatibilities, information that has been cached on the local computer or storage device, or other aspects of electronic communication) can affect the quality of the information displayed on this site. For that reason, the City does not guarantee the accuracy of the information provided on its social media platforms and is not liable for reliance on this information.~~

~~Revised: 6/20/2022~~

(INTERNAL)

1. PURPOSE

1.01 Social networking in government serves two primary functions:

- To communicate and deliver messages directly to citizens; and
- To encourage community involvement, interaction, and feedback.

Social media is used for social networking, and this policy seeks to ensure proper administration of the City of Hopkins's social media sites by its representatives.

1.02 The City of Hopkins' social media accounts will be used for incidental, non-vital communication and general information only. It is not the purpose of the City's social media accounts to be a medium for transactions of city business. The one exception is in the case of a natural or man-made disaster, if it is determined by the City that the best means of communicating with the public is through the social media account(s).

1.03 The City of Hopkins wishes to establish a positive and informative social media presence. City representatives have the responsibility to use the City's social media resources in an efficient, effective, ethical, and lawful manner pursuant to all existing City policies.

2. SOCIAL MEDIA POLICY

2.01 The City of Hopkins will determine, at its discretion, how its web-based social media resources will be designed, implemented and managed as part of its overall communication and information sharing strategy.

2.02 City of Hopkins social media accounts are considered a City asset and administrator access to these accounts will be securely administered by the City's Communications Manager and/or Assistant City Manager. The City reserves the right to shut down any of its social media sites or accounts for any reason without notice.

2.03 All social media websites created and utilized during the course and scope of an employee's performance of their job duties will be identified as belonging to the City of Hopkins, including a link to the City's official website. The City of Hopkins does not create or maintain social media accounts for its elected officials.

3. SCOPE

3.01 This policy applies to any existing or proposed social media websites sponsored,

established, registered, or authorized by the City of Hopkins. The City's social media accounts are exclusively the following:

- i. City of Hopkins Facebook account at <https://www.facebook.com/hopkinsmn>
- ii. City of Hopkins Instagram account at <https://www.instagram.com/cityofhopkinsmn/>
- iii. City of Hopkins Nextdoor account at <https://nextdoor.com/agency-detail/mn/hopkins/city-of-hopkins/>
- iv. City of Hopkins Twitter account at <https://twitter.com/CityofHopkins>.
- v. Depot Coffee House Facebook account at <https://www.facebook.com/thedepotcoffeehouse>
- vi. Depot Coffee House Instagram account at <https://www.instagram.com/depotfreightroom/>
- vii. Depot Coffee House Twitter account at <https://twitter.com/DepotCoffee>
- viii. Hopkins Activity Center Facebook account at <https://www.facebook.com/HopkinsActivityCenter>
- ix. Hopkins Center for the Arts Facebook account at <https://www.facebook.com/hopkinsartscenter>
- x. Hopkins Center for the Arts Instagram account at <https://www.instagram.com/hopkinsartscenter4>
- xi. Hopkins Center for the Arts Twitter account at <https://twitter.com/HopkinsArtsCtr>
- xii. Hopkins Fire Department Facebook account at <https://www.facebook.com/HopkinsFD>
- xiii. Hopkins Pavilion Facebook account at <https://www.facebook.com/HopkinsPavilion>
- xiv. Hopkins Police Department Facebook account at <https://www.facebook.com/hopkinspolice>
- xv. Hopkins Police Department Instagram account at <https://www.instagram.com/hopkinspolicemn/>
- xvi. Hopkins Police Department Nextdoor account at <https://nextdoor.com/agency-detail/mn/hopkins/hopkins-police-department/>
- xvii. Hopkins Police Department Twitter account at <https://twitter.com/HopkinsPolice>
- xviii. Think Hopkins Facebook account at <https://www.facebook.com/thinkhopkins>
- xix. Think Hopkins Instagram account at <https://www.instagram.com/thinkhopkins/>

3.02 The City does not create, collect, disseminate or regulate use of any other social media accounts, including the personal accounts of its elected officials and staff.

4. DEFINITION

4.01 Social media are internet and mobile-based applications, websites, and functions, other than email, for sharing and discussing information, where users can post photos, video, comments, and links to other information to create content on any imaginable topic.

Social media includes, but is not limited to:

- Social networking sites and apps such as Facebook, LinkedIn, Twitter, and Nextdoor
- Blogs
- Social news sites such as Reddit and BuzzFeed
- Video and photo sharing sites and apps such as YouTube, Instagram, SnapChat, and Flickr
- Wikis, or shared encyclopedias, such as Wikipedia
- An ever-emerging list of new web-based platforms generally regarded as social media or having many of the same functions as those listed above

4.02 As used in this policy, “employees and agents” means all City representatives, including its employees and other agents of the City, such as independent contractors or councilmembers.

4.03 “Social media manager” means any City employee or agent with administrator access who, when posting or responding to a post, appears to be the City social media account owner.

5. RULES OF USE

5.01 City social media managers are responsible for managing City social media accounts or websites.

5.02 Facilities or departments wishing to have a new social media presence must initially submit a request to the Communications Manager in order to ensure social media accounts are kept to a sustainable number and policies are followed and there is deemed organizational benefit justifying the creation of a new page. All approved sites will be clearly marked as a site of the City of Hopkins and will be linked with the official City or facility website. No one may establish social media accounts or websites on behalf of the City unless authorized in accordance with this policy.

- 5.03 The City's social media page must conspicuously display or link to a public notice that informs the public of the purpose of the social media presence and the terms one agrees to in accessing, using, or posting to the City's social media page.
- 5.04 Administration of all City social media websites will comply with applicable laws, regulations and policies, as well as proper business etiquette.
- 5.05 City social media accounts covered by this policy will not be used by social media managers for private or personal purposes or for the purpose of expressing private or personal views on personal, political or policy issues, or to express personal views or concerns pertaining to City employment relations matters.
- 5.06 No City social media account may be used by the City or any social media manager to disclose private or confidential information. No social media website should be used to disclose sensitive information; if there is any question as to whether information is private, confidential, or sensitive, contact the Assistant City Manager.
- 5.07 Outside of situations of disaster, no City social media account will be used for transactions of city business. In the event a user initiates a request, application, or question through social media that affects city business or requires another city policy or process to be followed, follow up with that user by phone, email, or other channels. If comments are allowed, in the event of a question of general interest, a response may be given in comments, the initial post may be edited, or a subsequent post may be created to include the information.
- 5.08 City of Hopkins' social media managers will not edit any posted comments. However, comments posted by members of the public may be removed if they fall into at least one of the following categories:
- a. Comments expressly advocating direct violence or other illegal activity;
 - b. Comments containing or linking to obscenity, which is defined as sexually explicit and/or pornographic content that is patently offensive, appeals to prurient interest, and lacks serious literary, artistic, political, or scientific value;
 - c. Comments that expressly encourage or advocate our agency to illegally discriminate based on race, age, religion, gender, national origin, disability, sexual orientation, veteran status, or any other legally protected class;
 - d. Comments containing links to malware and/or malicious content that affects the normal functioning of a computer system, server, or browser;
 - e. Duplicate comments posted repeatedly within a short period of time;

- f. Comments containing actual defamation against a specifically named person or organization, either as determined by a court or comments that are patently defamatory by easily discovered facts;
- g. Comments that contain images or other content that violate the intellectual property or copyright rights of someone else, if the owner of that property notifies us that the property was posted in a comment on our social media account.
- h. Comments that contain a hyperlink to any website other than those controlled by the City of Hopkins. This will be done without regard to the viewpoint of the comment containing such a link or the content of the site to which the link redirects.

Retention. When a comment containing any of the above content is posted to our social media account, a copy or electronic record of that content may be retained or archived pursuant to our records retention policy, along with a brief description of the reason the specific content was deleted. Once documented, the content will be removed, where possible, from our social media account.

5.09 A member of the public whose comment is removed may appeal the removal of the comment and seek reconsideration of its removal by contacting the City in writing and explaining how the comment does not fall into one of the categories for removal. A written response should be provided as soon as reasonably possible.

5.10 A member of the public who disputes the legality of any portion of this policy may dispute the particular portion in writing. The City should acknowledge the claim promptly and, upon consultation of the city attorney, respond to the claim concerning legality of the policy portion as soon as reasonably possible under the circumstances.

5.11 The City of Hopkins has made every effort to ensure the accuracy of the information provided on its social media platforms. However, several factors that are beyond the City's control (including unauthorized modification of electronic data, transmission errors, browser incompatibilities, information that has been cached on the local computer or storage device, or other aspects of electronic communication) can affect the quality of the information displayed on this site. For that reason, the City does not guarantee the accuracy of the information provided on its social media platforms and is not liable for reliance on this information.

6. DATA OWNERSHIP AND RETENTION

6.01 All communications or messages within social media accounts covered by this policy composed, sent, or received on city or personal equipment are the property of the City and will be subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public upon request. As no transactions of city

business shall be conducted through social media accounts (outside of disasters), in accordance with the City's records retention schedule, the City shall retain all social media messages only until read.

(EXTERNAL)

Terms and Conditions for Users of City of Hopkins Social Media Sites

PURPOSE

Because many of our residents and other stakeholders utilize social media for news and communications, the City of Hopkins has developed its own social media accounts, which help us inform the public about our work and mission.

The City of Hopkins' social media accounts will be used for incidental, non-vital communication and general information only. It is not the purpose of the City's social media accounts to be a medium for transactions of city business. The one exception is in the case of a natural or man-made disaster, if it is determined by the City that the best means of communicating with the public is through the social media account(s).

The City of Hopkins wishes to establish a positive and informative social media presence. City representatives have the responsibility to use the City's social media resources in an efficient, effective, ethical, and lawful manner pursuant to all existing City policies.

The City of Hopkins relies on our own free speech rights to communicate our selected messages. Comments left on our social media sites reflect the views of the commenters, not the views of this agency.

The City of Hopkins is committed to fully complying with the freedom of speech clause of the First Amendment of the U.S. Constitution and other similar legal obligations surrounding free speech. Since we follow the law, there may be times when what some people perceive to be offensive comments left by members of the public will remain visible on our social media posts, if such comments are legally protected speech.

The City of Hopkins has an important interest in assuring the accuracy and consistency of information associated with our social media sites. These terms and conditions establish guidelines for the public's use of our social media sites in a way that balances these values.

DEFINITIONS

1. "Social media" means digital content created by us and communicated on platforms that allow sharing, commenting, and engagement by the public. Examples of social media accounts we may use are Facebook, Twitter, Instagram, YouTube, Nextdoor and LinkedIn.
2. "Comments" include any digital content, information, links, images, videos, or any other form of communicative content posted in reply or response to a social media account post posted by us on one of our social media sites.
3. "User" means a member of the public who views or interacts with one or more of our social media accounts.
4. "Employees and agents" means all City representatives, including its employees and other agents of the City, such as independent contractors or councilmembers.

5. “Social media manager” means any City employee or agent with administrator access who, when posting or responding to a post, appears to be the City social media account owner.

EXPECTATIONS

1. City of Hopkins leaders believe that honest, civil, and productive discussions provide the best environment for residents and other stakeholders to understand the work of their government.
2. We ask commenters to consider that our social media feeds may be viewed by children and other impressionable people. Please avoid profanity, slurs, personal attacks, bullying, or use of false information.

ACCOUNTABILITY

The City of Hopkins commits to regularly train its employees on this policy and relevant freedom of speech caselaw and also commits to hold employees accountable if they violate policy or law.

GENERAL GUIDELINES

1. These terms and conditions apply to all our social media sites. Where possible, a link to these terms and conditions will be made available as a hyperlink or posted as text somewhere on our social media accounts.
2. Users should know that social media posts we make, comments and replies to those posts, and any direct or private messages sent to us may be public records subject to applicable public records release.
3. Our social media accounts are not monitored 24/7 and no one should utilize our social media accounts to seek emergency services. Anyone in need of emergency help should call 9-1-1.
4. We do not guarantee we will respond to comments or messages sent on our social media accounts.

CONTENT MODERATION

2. **Limited Public Forum.** Our social media accounts are created and maintained as limited public forums under the caselaw pertaining to the freedom of speech clause of the First Amendment to the U.S Constitution. We invite members of the public to view and, where possible and permitted, provide comments or other engagement on our social media posts. However, the law permits us to hide and/or delete comments that are not protected speech under the First Amendment and relevant caselaw. As a general rule, we will not hide and/or delete comments solely because such comments are critical of the City of Hopkins or its officials.
3. **Prohibited Content.** As indicated above, we may hide or delete:

- a. Comments expressly advocating direct violence or other illegal activity;
 - b. Comments containing or linking to obscenity, which is defined as sexually explicit and/or pornographic content that is patently offensive, appeals to prurient interest, and lacks serious literary, artistic, political, or scientific value;
 - c. Comments that expressly encourage or advocate our agency to illegally discriminate based on race, age, religion, gender, national origin, disability, sexual orientation, veteran status, or any other legally protected class;
 - d. Comments containing links to malware and/or malicious content that affects the normal functioning of a computer system, server, or browser;
 - e. Duplicate comments posted repeatedly within a short period of time;
 - f. Comments containing actual defamation against a specifically named person or organization, either as determined by a court or comments that are patently defamatory by easily discovered facts;
 - g. Comments that contain images or other content that violate the intellectual property or copyright rights of someone else, if the owner of that property notifies us that the property was posted in a comment on our social media account.
 - h. Comments that contain a hyperlink to any website other than those controlled by the City of Hopkins. This will be done without regard to the viewpoint of the comment containing such a link or the content of the site to which the link redirects.
4. **Retention.** When a comment containing any of the above content is posted to our social media account, a copy or electronic record of that content may be retained or archived pursuant to our records retention policy, along with a brief description of the reason the specific content was deleted. Once documented, the content will be removed, where possible, from our social media account.

APPEAL

1. If our staff hides or deletes a user's comment pursuant to these terms and conditions, the user has the right to appeal that decision by sending an email or letter to the City attorney within five business days.
2. Upon receipt of an appeal, our attorney will determine whether the comment at issue contained content protected by law. If the appeal is successful, the comment may (if possible) be restored for public view, or the user may be permitted to repost the comment. Upon a determination that the comment was not protected by law, the user will be notified that the appeal was denied.

3. *Blocking or Banning a User.* When we determine that a user has violated these terms and conditions on three or more occasions within a twelve-month rolling period, we may block or ban the offending user from the social media account where the violations occurred.

If we block or ban a user, we will (a) reasonably attempt to notify the user; (b) describe the violation(s); and (c) explain the appeal process.

If the appeal is successful and the user has not violated this policy three times within a rolling 12-month period, we will unblock or unban the user from the social media account. If the appeal is not successful, our decision will stand.

Established: 3/20/2018

Revised: 6/2022

Revised: 01/02/2024

POLICY 5-A
SALE OF PROPERTY

1. PURPOSE

- 1.01 The City of Hopkins owns various items of personal property or parcels of real property which may be surplus to operating needs.

2. PERSONAL PROPERTY POLICY

- 2.01 Disposal of personal property is covered in Section ~~305-2-134~~ of the Hopkins City Code.

3. REAL PROPERTY

- 3.01 A resolution declaring property to be surplus shall be approved by the City Council. Prior to this action, the City Council shall direct the staff to undertake the following:
1. Notify HRA and Park Board of the availability of the property.
 2. Review with the ~~Zoning and Planning~~ Planning & Zoning Commission to determine if the disposition complies with the Comprehensive Plan.
- 3.02 The sale of land shall be made available at a price that shall take into consideration the estimated fair market value of the cleared land. However, the City Council, based upon the specific situation, shall have the right to accept an offer for more or less than the fair market value.
- 3.03 The City Council shall have the ability to undertake a negotiated sale of land without public bidding, but only following a public hearing, and after published notice in the official newspaper at least once, and not less than 10 days nor more than 30 days prior to the date of the hearing.
- 3.04 When the public bidding process is followed in the sale of property, a notice shall be placed in the official newspaper at least once providing a minimum 30 day period for submission of bids.
- 3.05 The City Council is authorized to establish any guidelines and specifications determined appropriate to govern the sale and development of surplus property.
- 3.06 When the public bidding process is followed, the City Council has the right to award the sale of surplus property based upon the highest responsible bid which complies with any established guidelines and specifications. The City Council shall have the right to reject any or all bids.
- 3.07 The City Council is authorized to sell or donate surplus property to the Hopkins Housing and Redevelopment Authority to facilitate redevelopment activities.
- 3.08 The City Attorney shall draft legal documents and coordinate the consummation of the sale of surplus property.

Established 8/18/87
Revised 8/1/89
Revised 01/02/2024
City of Hopkins

**POLICY 5-C
USE OF CITY BUILDINGS**

1. PURPOSE

1.01 City-owned buildings are in fact owned by the ~~citizens-residents of the community~~ in trust to the City Council and City Manager. Therefore, ~~citizens-community memebrs~~ should be permitted and encouraged to use these facilities. These policies are to ~~assure~~ensure that facilities are available in an orderly fashion and neat condition.

2. TYPES OF PROPERTY

2.01 Separate policies shall be established for the City Hall, Hopkins Center for the Arts, Hopkins Pavilion, Hopkins Activity Center and City parks. ~~property including parks and the Activity Center.~~

2.02 ~~Users of the facilities are classified into the following two categories:~~

~~— Group 1. City Council and other official boards and commissions of the City of Hopkins.~~

~~— Group 2. Quasi-public groups which consist primarily to serve a broad community interest. Examples of such groups include, but are not limited to:~~

- ~~• Raspberry Association~~
- ~~• Political parties~~
- ~~• Jaycees~~
- ~~• Rotary~~
- ~~• Various community groups~~

~~2.03 Reservations and Scheduling—Generally, reservations are made on a first come/first served basis. However, it is recognized that all groups do not schedule their meetings as far in advance as others, and unforeseen events will often require special meetings. Therefore, Group 1 organizations will have a priority over Group 2 organizations. Within classification groups, an organization with regularly established meeting times will have priority over those who do not meet on a regular schedule.~~

~~2.04 Facilities managers shall allow any group using space at a Hopkins facility to post signs banning guns at the Hopkins facility. Facility managers shall review such requests to ensure that the group is legally entitled to post signs and to ensure that the signs meet the requirements set out in the state statutes, are uniform in appearance, and are posted in the appropriate places. Licensed police officers are exempted from any prohibition on carrying firearms.~~

2.05 ~~Groups leasing or using space at a Hopkins facility shall, as a condition of the lease or use, agree to prohibit the possession of firearms during the event or activity at the Hopkins property. No person participating in the event or activity, including the members, employees, volunteers, or vendors of the group sponsoring the event and including any person attending the event or activity, shall carry a firearm during the event or activity. Groups shall post signs that meet the notice requirements for "private establishments", as set forth in state law, to prohibit persons from carrying firearms at the event or activity.~~

3. FEES

3.01 The City and each facility may set fees to cover the cost of operations and use.

Established 8/18/87
Revised 10/7/2003
Revised 01/02/2024
City of Hopkins

**POLICY 5-D
SPECIAL EVENTS POLICY**

1. PURPOSE

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

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

2. CITY SERVICES PROVIDED FOR SPECIAL EVENTS

- 2.01 **Pre-Approved Activities:** Pre-Approved Activities are special events for which the City provides some basic services without charge. Detailed applications including street closure permits, liability insurance and site plans are required. -Pre-Approved Activities include:

a. World's Shortest St. Patrick's Day Parade

b. Raspberry Festival ~~Parade and Family Day~~

~~b.c.~~ Halloween in Hopkins

~~e.d.~~ Old Fashioned Holiday Annual Holiday in Hopkins & Small Business Saturday

~~d.e.~~ Mainstreet Days

f. Farmer's-Farmers' Market

~~e.g.~~ Hopkins Summerfest

~~f.h.~~ National Night Out

- 2.02 ~~**Other Events:** Approval of the following events is at the sole discretion of the City of Hopkins. Events must be determined to be in the general interest of the public. Events must also not require excessive staff support from the City. Approval of an event does not require the City to approve similar events or even the repeat of the same event. Each event will be reviewed separately.~~

- 2.03 **Co-Sponsored Events:** The City may co-sponsor certain events with other organizations, when the City Council determines that the event is in the general interest to the public and advances the City's public image. The City will provide financial support to these events as determined in the annual budget appropriation. These events must meet the other requirements of the Special Event Policy and must reimburse the City for any City

costs in excess of the support level authorized by the budget appropriation. Approval of an event does not require the City to approve similar events or even the repeat of the same event. Each event will be reviewed separately.

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

3. FEES FOR SPECIAL EVENTS

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

4. BILLINGS FOR SPECIAL EVENTS

- 4.01 Special Event billing by the City ~~shall be itemized will include by the~~ employee time of Administration, Public Works, Police and Fire; any purchased or rented materials; equipment charges; and any replacement costs for missing or damaged equipment/supplies.
- 4.02 ~~If approved, event sponsors who have previously hosted the same event in the year prior AND paid their bill in a timely manner will be extended the courtesy of paying all City fees after their event is completed and billed for the current year.~~

- 4.03 ~~If approved, new events or events that are repeating annually and did NOT pay their bill in a timely manner must submit either a cash deposit, check with payment of 75% of estimated expenses be used as a deposit to be credited against the final payment. Deposit fees must be paid not less than 30 days prior to the newly scheduled event.~~

5. REGULATIONS AND PROCEDURES

- 5.01 Any person or organization wishing to sponsor a Special Event must obtain a Special Event Permit not less than ~~45~~ 60 days before the special event.
- 5.02 Applications for a permit for a Special Event will be available at the City Clerk's office, and if approved, shall become a part of the permit. Incomplete applications will be returned.
- 5.03 The permit fee shall accompany the application.
- 5.04 Special Events which are not sponsored by the City or deemed Pre-Approved may require a deposit ~~of not less than \$200 or as~~ determined by the City Manager.
- 5.05 The cash deposit will be calculated based on the anticipated and potential cost to the City of Hopkins, and shall be submitted no less than thirty (30) days before the special event.
- 5.06 The return of the deposit is conditioned upon the applicant having not requested nor received services which are a cost to the City of Hopkins and the applicant causing no damage to the public or private property in the City of Hopkins, and further conditioned upon the fact that the applicant will remove all dirt, paper, litter, or other debris generated by its operations, from the site of the event and the adjoining premises upon completion of the event.
- 5.07 Issuance of a Special Event Permit does not constitute a waiver of any Federal, State or Local laws. Applicants are responsible for complying with all applicable Federal, State, and Local laws.
- 5.08 Issuance of a Special Event Permit does not, in any way, imply City sponsorship of the Special Event.
- 5.09 Traffic Control Measures: Applicant is required to pay all costs for traffic control measures and traffic control personnel.
- 5.10 Traffic Barricades: The applicant shall through a bona fide contractor provide, install and remove all the equipment as stipulated by the Public Works Department. The installation and removal of barricades by Hopkins Public Works Department is subject to the ~~Hourly Rates listed in Attachment A~~ street closure rates established by the Public Works Department.
- 5.11 Notice to Property Owners: The applicant may be required to provide a 30-day notice to all property owners about a Special Event as stipulated by the City Clerk or designee. ~~For events at the 8th Avenue Artery, the City Clerk will provide the applicant with a list of property owners to notify.~~
- 5.12 Insurance: Applicant must provide the City with a Certificate of Insurance showing proof of general liability insurance, automobile liability insurance (if applicable) and liquor liability insurance (if applicable) meeting the following minimum requirements:

- Applicant shall procure and maintain for the duration of the event commercial general liability insurance or equivalent special event coverages protecting it from claims for damages for bodily injury and property damage which may arise from or in connection with the event's operation and use of the City's property in the minimum amount of \$1,000,000 per occurrence.
 - If automobiles will be used during the event, Applicant shall provide automobile liability insurance with a minimum combined single limit of \$1,000,000 per occurrence. Coverage shall include liability for owned, non-owned and hired automobiles.
 - If alcohol will be sold or served, Applicant must have liquor liability (dram shop) insurance in the minimum amount of \$1,000,000 per occurrence.
 - The City shall be endorsed as an additional insured on all liability policies. Applicant's insurance shall be primary.
 - The City reserves the right to modify these insurance requirements depending on the nature and scope of the event.
- 5.13 Claims: Applicant agrees to defend and hold the City harmless from claims, demands, actions or causes of actions, of any nature of character, arising out of, or by reason of conduct of the event authorized by such premise extension, including attorney fees and all expenses.
- 5.14. Damages: Applicant will indemnify the City for all damages that may result to City property as a result of an event.
- 5.15 Supervision: Applicant will maintain adult supervision of the event at all times. Applicant will provide security as stipulated by the Chief of Police or designee. Security will be billed at the ~~Hourly Rate outlined in Attachment A~~ staffing rate established by the Police Department.
- 5.16 Clean-up: Applicant will, at no cost to the City, immediately clean up, remove and dispose of all litter or material of any kind, which is placed or left on the street because of the event. If the Applicant neglects or fails to proceed with clean up within a two-hour period immediately following the end of the event, or if the cleanup is done in an inadequate manner, the Director of Public Works or designee is authorized to cleanup and charge Applicant for clean-up at the ~~Hourly Rate shown in Attachment A~~ rate established by the Public Works Department
- 5.17 Trash Disposal: Applicant will provide plans for trash disposal including the company contracted for trash disposal as part of the Special Event Permit Application.
- 5.18 Restrooms. Applicant will provide plans for providing restrooms including the company contracted for supplying restrooms as part of the Special Event Permit Application.

- 5.19 Use of City Utilities: The Applicant will not use City utilities for any event unless permission has been granted by the Director of Public Works or designee. The electrical circuits in the Central Business District have a limited amperage capacity. Applicant will provide plans for events on the 8th Avenue Artery where the use of City utilities for events will be permitted.
- 5.20 Food Permits. The Applicant shall obtain a Minnesota Department of Health food license and shall comply at all times with the applicable health codes and regulations. Proof of license shall be ~~provided to the City Clerk at least seven days before the event and~~ kept on site for immediate inspection.
- 5.21 Mobile Food Units. The applicant shall ~~obtain/register~~ a Mobile Food Unit ~~license from with the~~ the City Clerk, ~~and shall comply with all conditions outlined in Legislative Policy 5-J Mobile Food Units. For units parked at the 8th Avenue Artery, all food sales must locate in the defined space.~~
- 5.22 Alcoholic Beverages on Public Property. The Applicant is required to follow the procedures listed in Legislative Policy 5-K Alcohol/Security/Conduct Policy at City Facilities. All of the below stipulations are inclusive of interior and exterior areas of any special events:
- Fencing surrounding the defined area for the service of alcoholic beverages will be secured to establish the outdoor event area. All liquor sales and containers used for consumption must remain in the defined space.
 - There should be controlled access to the event with event security personnel to identify and wrist band those of legal age to consume. The gate/emergency exit of the fenced area will need to be continuously staffed to prevent patrons from leaving with alcoholic beverages.
 - Events are “21 and over” after 9 p.m. when alcohol is being served.
 - All alcohol service will cease at 10 p.m. All patrons must exit the defined space by 10:30 p.m.
 - Event security will assist the Police Department in clearing the event at closing time. The closing time should be prominently displayed throughout so there is no confusion at the end of the evening when patrons are asked to leave.
 - For events, applicants will be required to hire uniformed police officers to supplement their security staff as required by the Police Department. Monitoring of those consuming alcohol will be done by event coordinators and the Hopkins Police Officers who have been hired to assist with the oversight of the event.
- 5.23 Outdoor Music. No outdoor music or amplified sound is allowed during the hours of 10 p.m. and 7 a.m. The Police Chief or designee has the ability to direct the event manager to control the level of noise and/or terminate the event at any time. Any plans for outdoor music or amplified sound must be described in the Special Event Permit Application.
- 5.24 Outdoor Tents. Applications must be submitted for any tent permits exceeding 200 square feet. Erection of tents, canopies, or similar structures is allowed; however, the

applicant cannot drive stakes, nails, screws, posts, or otherwise disturb either paved or unpaved surfaces within the right of way to secure such features.

- 5.25 Variances. The applicant shall provide in writing the condition or conditions that are requested to be modified, the modification that is request, and the factors that the City Manager or designee should consider when determining the modification. Variance requests must be submitted with the Special Event Permit application. Approval of a variance does not require the City to approve similar variances or even the repeat of the same event. Each variance will be reviewed separately.
- 5.26 Termination: The applicant may terminate this agreement at will by giving 14 days written notice to the City. If less than 24 hours' notice is given to cancel an event that required contracted work, staff will be compensated for a 2-hour minimum charge. City staff has the authority to cancel or stop an event, or place additional restrictions on the event, if it is deemed that the public health, safety or welfare would be better served with additional restrictions.
- 5.27 City staff may place any additional requirements on any event. These requirements may include specific staff levels for Police, Fire, Public Works or other personnel. Expenses will be billed to the sponsoring organization under the terms of this policy.

Established: 5/19/88
Revised: 11/16/93
Revised: 01/19/16
Revised: 03/06/18
Revised: 01/02/2024
City of Hopkins

ATTACHMENT A
SPECIAL EVENT FEE SCHEDULE FOR SERVICES

(this fee schedule may be reviewed and updated annually by the City Administration)

Public Works Personnel	Cost Per Hour (Minimum 3 hours per employee call-in)
• General Laborer	\$36 regular time; \$54 OT
• Supervisor	\$64
Police Department Personnel	Cost Per Hour
• Police Officer	\$74.10
Fire Department Personnel	Cost Per Hour
• Firefighter	\$14.95
Vehicles	Cost Per Hour
• Garbage truck	\$90
• Pick Up truck	\$35
• Dump truck	\$90
• Boom truck	\$90
• Fire truck	\$250

POLICY 5-E
PAVILION (ICE ARENA) OPERATION

1. — PURPOSE

~~1.01 — The purpose of this policy is to establish policies and procedures for the operation of the Hopkins Pavilion (Ice Arena).~~

2. — GENERAL

~~2.01 — The City of Hopkins will employ a Pavilion/Ice Arena Manager, Receptionist Clerk, Maintenance II Worker, Seasonal Pavilion Technicians and Ice Guards as required to operate the Pavilion. An employee of the City will be in the Pavilion during all operational hours.~~

~~2.02 — In order to operate a clean, safe and cost efficient facility, rules and regulations are required and will be set forth in the ice rental agreement and agreement attachments and dry floor use agreements.~~

~~2.03 — The Pavilion concessions will be operated by an approved operator under agreement with the Hopkins Pavilion. Terms of the agreement will run as designated and will be renewable each year at the recommendation of the Hopkins Pavilion Staff.~~

~~2.04 — The Hopkins Pavilion personnel will make every effort to supply quality and pleasant surroundings for user groups, spectators and visitors.~~

~~2.05 — During maximum usage, the facility will be open from 5:30 a.m. until 1:30 a.m.~~

~~2.06 — The facility will close after the last hour of rented time.~~

~~2.07 — All user groups who are renting time hourly or daily will be required to sign a rental agreement with the City of Hopkins.~~

~~2.08 — Organized groups and associations that rent large amounts of time at the Pavilion, may at the City of Hopkins discretion, be billed for the rental time. All other user groups and individuals will use the Pavilion on a C.O.D. basis.~~

~~2.09 — Organized groups and associations that purchase rental time at the Pavilion are responsible for the distribution of time fairly within their own organization for purposes of gender equity.~~

~~2.10 — All rental rates will be determined by recommendation from the Pavilion Manager and Park Board and approval by the City Council.~~

~~3. ICE RENTAL~~

- ~~3.01 The Pavilion has the capacity to operate as an ice arena from September 1 through May 31. Actual opening and closing dates will be dictated by ice time, turf and dry floor requests.~~
- ~~3.02 On weekdays when the early morning hours are not rented the facility will be opened at 8:00 a.m.~~
- ~~3.03 Ice time will be rented in back to back periods, with resurface and maintenance periods between user groups. Due to cost of wages and utilities requests for late evening hours will be granted only if the preceding hour is rented.~~
- ~~3.04 Prime time hours will be as follows:~~
- ~~Weekdays Hours starting at or after 2:00 p.m. until 10:00 p.m. Hours starting before 2:00 p.m. and at or after 10:00 p.m. will be non-prime.~~
- ~~Weekends Hours starting at or after 7 a.m. until 10:00 p.m. are prime hours. All other hours will be non-prime.~~
- ~~3.05 Current rates are prime \$195.00/hour and non-prime \$140.00/hour.~~
- ~~3.06 Public open skating sessions will be offered in the Hopkins Pavilion. The sessions will be 1 or 1 1/2 hours in length. Current rates are \$4 per adult and \$3 for 18 and under, per session. Open skating will be scheduled a minimum of 9 hours per week. Hours scheduled for open skating may be expanded at the discretion of the Pavilion staff.~~
- ~~3.07 In the event of a conflict in times requested by various user groups, priority consideration will be given to Hopkins residents and resident organizations to the degree that it is economically efficient to grant the ice time request and the ice time can be scheduled to offer time to a diversity of user groups.~~

~~4. ICE USER GROUPS~~

- ~~4.01 Ice user groups will include, but are not limited to the following groups; The general public, Hopkins/Minnetonka Recreation department, youth hockey associations, figure skating clubs, junior hockey teams, private figure skating instructors, broomball organizations, community organizations, schools and organizations for the handicapped.~~

~~5. TURF RENTAL~~

- ~~5.01 The Pavilion has the capacity to operate with indoor artificial turf from March 15 May 15. Actual opening and closing dates will be dictated by demand for indoor turf usage~~
- ~~5.02 On weekdays when morning hours are not rented the facility will be opened at 8:00 a.m.~~
- ~~5.03 Turf rentals will be rented in back to back periods with no time between rentals.~~
- ~~5.04 The Pavilion staff will operate an indoor soccer league during the turf rental season. Current rates for hourly turf rental and soccer team fees are as follows:~~
- ~~Turf rental hourly rate: \$80.00~~
- ~~Team fee for soccer league: \$775 per team~~
- ~~5.05 Priority consideration will be given the Hopkins residents for turf rental and team entrance into the soccer league, to the degree that it is economically efficient to grant priority.~~

~~6. TURF USER GROUPS~~

- ~~6.01 Turf user groups will include, but are not limited to the following groups; the general public, Hopkins/Minnetonka Recreation Department, youth soccer associations, lacrosse organizations, youth baseball organizations, schools and craft, antique, and ballcard shows.~~

~~7. DRY FLOOR RENTAL~~

~~7.01 The Pavilion has the capacity to operate dry floor events from May 15 through September 15. Actual opening and closing dates will be dictated by requests for indoor dry floor events.~~

~~7.02 On days when there are no dry floor events scheduled the facility will be open Tuesday through Friday 8:00 am—2:30 p.m. The Pavilion can be used free of charge during these hours for various small picnics or gatherings. Large groups are encouraged to reserve the Pavilion to avoid conflicts in scheduling for their organization.~~

~~7.03 Dry floor events will normally be scheduled on a one event per calendar day only. This will avoid conflicts in both maintenance and setup for the user groups. Due to the cost of wages and utilities, requests for late evening hours will be granted only with approval of the Pavilion Manager.~~

~~7.04 Large groups who wish to have exclusive use of the Pavilion are required to reserve, contract, and pay appropriate fees for the event date. The current daily dry floor rental rates are as follows, which are in addition to a \$200/event cash damage deposit; Residents and/or Resident Non-profit Organizations: \$300/day; setup day or additional days \$200/day.~~

~~Non-Residents and/or Non-Resident, Non-profit Organizations: \$400/day; setup day or additional days \$250/day.~~

~~Profit Organizations: \$500/day; setup day or additional days \$300/day.~~

~~Hopkins Jaycees: \$150/day; setup day or additional days \$100/day; for up to five (5) separate events. After five separate events rates go to resident non-profit rate schedule.~~

~~— The Pavilion will be rented by the hour for athletic activities. These activities include but are not limited to rollerskating, rollerhockey, volleyball and floor hockey. The current hourly rental rate is \$50.00/hr tax included. Request for hourly rentals will be granted only if it is economically efficient to grant the request.~~

~~7.05 In the event of a conflict in times requested by various user groups, priority consideration will be given in the following order;~~

~~— 1) Hopkins Residents~~

~~— 2) Hopkins Jaycees~~

~~— 3) Other Resident non-profit organizations~~

~~— 4) Other Non-resident, non-profit organizations~~

~~— 5) Profit organizations or events.~~

~~7.06 Requests for tentative dates will be held up until 30 days prior to the scheduled use date at which time a signed contract and required deposits must be made. If the signed contract or required deposits are not made the management reserves the right to release the date to another party, cancel the engagement, or enter into a binding contract with required deposits made as contractually agreed upon.~~

~~8. DRY FLOOR USER GROUPS~~

~~8.01 The Pavilion will be used for dry floor events by user groups that may include, but are not limited to the following groups; the general public, Hopkins Jaycees, Hopkins Business and Civic Association, Heritage Days, Special Olympics, Raspberry Festival, rollerblade~~

~~hockey, non-profit organizations, craft shows, antique shows, home shows, sports shows, building shows, dog shows and concerts.~~

~~Established 10/16/90~~

~~Revised 4/21/92~~

~~Revised 5/2/95~~

~~Revised 8/5/2013~~

POLICY 5-F
ASSIGNING BILLBOARD SPACE

1. ~~PURPOSE~~

~~1.01 The purpose of this policy is to regulate the use of billboard space made available to the City of Hopkins.~~

2. ~~GENERAL~~

~~2.01 The space available to the City of Hopkins for billboard signage is as follows: one face of the billboard for two months each year; or, both faces of the billboard for one month each year.~~

~~2.02 The City of Hopkins may elect annually to use the billboard for municipal messages or to assign the billboard space to another organization. Municipal uses of the billboard may include:~~

~~— Promoting such municipal events as the Home Remodeling Fair and the City-wide Open House, etc.;~~

~~— Highlighting municipal messages concerning fire prevention, public safety, parks and recreation, etc.~~

~~2.03 Any City department wanting to use the billboard for the upcoming year must submit a request to the City Manager's office by September 1 for the upcoming year.~~

3. ~~CRITERIA FOR ASSIGNING BILLBOARD SPACE~~

~~3.01 Once the City's uses have been determined, and if there is space available, the following criteria apply for assigning billboard space:~~

~~3.02 Only non-profit organizations that are located in Hopkins will be eligible for billboard space.~~

~~3.03 The organization must advertise a city-wide or community event.~~

~~3.04 No organization will be assigned use of the billboard space for more than two consecutive years unless space is available and no other organization has requested use of the billboard or meets the policy criteria.~~

~~4. PROCEDURE FOR REQUESTING SPACE~~

~~4.01 By October 1, any organization that wishes to use the City billboard space in the following calendar year must have submitted to the City Manager's office an application, on a form made available by the City, indicating the dates requested and the proposed billboard message.~~

~~4.02 Applications for use of the City billboard space must be approved by the City Council, and it is at the sole discretion of the City Council to assign billboard space to an organization.~~

~~5. COST~~

~~5.01 The organization using the billboard space is responsible for any costs incurred in connection with said use, and the City of Hopkins shall have no responsibility for such costs.~~

~~Established: January 7, 1997~~

POLICY 5-G
TOBACCO-FREE PARKS

1. ~~PURPOSE~~

1.01 ~~The purpose of this policy is to set forth the rules and enforcement for banning the use of tobacco products in City parks and park facilities, thus creating a safer, more enjoyable environment for all park users.~~

2. ~~DEFINITIONS~~

2.01 ~~Tobacco products mean cigarettes, cigars, pipes, plus smokeless forms including dipping tobacco and snuff.~~

2.02 ~~Designated parking area means a marked parking stall or a city designated and signed temporary parking area or parking along a street where on-street parking is allowed.~~

3. ~~REGULATIONS AND PROCEDURES~~

3.01 ~~No person may use tobacco products on city-owned parkland, park facilities, recreational or open spaces, except within the confines of a vehicle in a designated parking area.~~

3.02 ~~Compliance and enforcement procedures~~

- ~~(1) the emphasis in enforcing this policy is through voluntary compliance~~
- ~~(2) appropriate city-owned parkland, park facilities and open spaces will be signed~~
- ~~(3) City staff will provide information regarding this policy to Hopkins Minnetonka Recreation staff and sports league leaders and coaches~~

~~Established: 10/19/2010~~

POLICY 6-A PURCHASING POLICY

1. POLICY

- 1.01 The purchasing policies of the City are established by the City Charter, the City Council, and state statute. Under state statute annual adoption of the operating budget shall constitute Council appropriations for purchases made throughout the year. No purchase is final until approved by the City Council.
- 1.02 The responsibility to adhere to a department budget shall be with the department head. Accordingly, the department head has full responsibility for the purchases which occur within ~~his/her~~their department. A department head may designate a subordinate to act for the department head. The role of the City Manager is to monitor the purchasing actions of the department head. The role of the Finance Director is to ~~insure~~ensure that proper purchasing and payment procedures are adhered to.
- 1.03 Large purchases for all departments of the City are to be made centrally, as nearly as possible, ~~through the Purchasing Agent.~~
- 1.04 All purchases shall be of a quality to suit the intended purpose at the lowest cost.
- 1.05 Wherever practical and appropriate, materials with recycled content will be used in the construction or remodeling of municipal facilities.
- 1) Specifications will promote, and not prohibit, the use of recycled products or materials.
 - 2) Specifications shall require that employees of the City and of the contractors bidding, cooperate and promote the use of recycled products and materials.

2. RELATIONS WITH SUPPLIERS' REPRESENTATIVES

- 2.01 Purchasing Relationships. The relationship between the purchaser and the seller should be one of mutual understanding. The departments should not be burdened with, nor encourage visits from, suppliers except in those cases where special equipment, chemicals, etc. are to be purchased or where it will be helpful to the ~~Purchasing Agent~~City; neither should they become involved in the routine of purchasing.
- ~~2.02 The City Clerk's office shall maintain a file on possible suppliers, as well as catalogues, advertising, etc.~~
- ~~2.03 When necessary for City departments to correspond with suppliers on some technical matter, copies of the correspondence shall be forwarded to the Purchasing Agent.~~
- 2.0~~2~~4 All employees of the City shall keep themselves free of obligation to any of the City's suppliers.

3. REQUIREMENTS FOR PURCHASING

- 3.01 For purchases less than \$1,000, department head approval is necessary. Purchases greater than \$25,000 that are part of a cooperative purchasing agreement and are within the

adopted budget for that department do not need approval from the ~~city~~ City Council. Purchasing under \$25,000 that are part of a cooperative agreement and are within the adopted budget for that department, quotations are not needed.

3.02 ~~Purchase Orders. Generally the following thresholds apply~~

- (1) ~~\$1,000—\$10,000~~ 25,000 or less - ~~Requisition signed~~ Approval by Department Head. ~~Attach two informal quotes.~~
- (2) ~~\$10,000~~ 25,000 - ~~\$25~~ 175,000 - Requisition signed by Department Head and City Manager. ~~Attach two written quotes.~~ Done by sealed bids, direct negotiation, written quotes or on State contract.
- (3) ~~\$25,000—\$50,000~~ - ~~Requisition signed by Department Head and City Manager. Three written quotes or RFPs. Approval is required from City Council for purchase.~~
- (4) ~~\$50,000~~ 175,000 and above - Advertise/sealed bids per M.S.S. 471.345 or done through State Contract. Approval is required from City Council for purchase. ~~Signed contract replaces need for purchase order.~~

3.03 All non-budgeted purchase requests must be accompanied by a staff report justifying the expenditure. Requisition must be signed by the City Manager.

~~3.04—DEFINITIONS~~

~~Capital Outlay—the purchase of any item or equipment costing over \$1,000.00 and having a useful life of at least 3 years.~~

~~Operating and Maintenance Supplies—non-capital outlay items, equipment, or services necessary for normal operations and maintenance.~~

3.05 Multiple item purchases from a single vendor are to be placed on one purchase order.

3.06 A purchase order is prepared for each requisition when the vendor requires such a document and will be mailed or faxed to vendors upon request.

~~4.—PURCHASE REQUISITION~~

~~4.01—The purchasing requisition serves to inform the Purchasing Agent of the needs of the requisitioning department and to define exactly the material supply or service requested.~~

~~4.02—Requisitions shall be prepared far enough in advance to allow sufficient time for delivery to be made prior to the actual need of the requisitioned material or service. This applies to all purchases except emergency purchases (see Section 6) which should be kept to a minimum since they tend to disrupt normal purchasing procedure and lessen budgetary control.~~

~~4.03—All requisitions shall be signed by the head of the department or someone authorized to act for him/her. Such authorization shall be filed in writing with the PURCHASING AGENT. Requisitions for budgeted purchases of \$10,000.00 or more shall be signed by the City Manager.~~

~~4.04—A properly processed purchase requisition shall contain the following information:~~

- ~~1) Date—The date the requisition was prepared.~~

- ~~2) Department.~~
 - ~~3) Delivery Point—Address where merchandise or service is to be delivered or furnished.~~
 - ~~4) Terms—Indicate who pays shipping charges and if a discount is applicable.~~
 - ~~5) Company Name and Address.~~
 - ~~6) Quantity Requested.~~
 - ~~7) Description—A complete and accurate description of the item requisitioned must be given so an understandable purchase order may be prepared. This includes size, color, type, grade, etc. If the purchase is of a technical nature, specifications should accompany the requisition. If the item cannot be described, except with a great amount of detail, a brief description may be given, followed by the trade name and model of an acceptable item or "equal". All specifications shall be approved by the Purchasing Agent.~~
 - ~~8) Cost—The cost shall be given. When definite costs figures are not available, a reasonable estimate shall be given. When an estimate is given it will be designated as such.~~
 - ~~9) Appropriation—Designate the account number to which the purchase is to be charged.~~
 - ~~10) If the item has been bid, or it is over \$25,000, show the date of council approval.~~
 - ~~11) The signature (or signatures) of the person authorized to sign the requisition is required.~~
 - ~~12) Quotations required for the purchase must be attached to the requisition.~~
- ~~4.05—Two copies of the requisition should be prepared. The original is to be submitted directly to the Finance Department for budgetary authorization of such purchase and the duplicate or copy should be retained by the department initiating the purchase requisition.~~
- ~~4.06—If a requisition is incomplete or not properly prepared, it shall be returned to the department initiating such requisition for additional information.~~
- ~~4.07—The requisitioner shall not split orders to circumvent any provisions of the City Charter or any policy established by the City.~~
- ~~4.08—When several pages of a requisition are required for a purchase, pages shall be numbered consecutively. In such cases only the first page need be signed by the authorizing department.~~
- ~~**5. ISSUANCE OF PURCHASE ORDERS**~~
- ~~5.01—A purchase order authorizes the vendor to ship and invoice materials or services, or both, as specified.~~
- ~~5.02—Purchase orders shall be issued only upon receipt of an acceptable requisition, except under emergency conditions as set forth in the "Emergency Purchases" section of this policy.~~
- ~~5.03—The authorized Purchasing Agent shall issue purchase order. All purchase order shall be transmitted to the supplier by the Finance Department, except under emergency conditions as set forth in the "Emergency Purchases" Section 6 of this manual.~~

~~5.04 — A standard purchase order form, containing an original and three copies, is needed to make all purchases and is routed as follows:~~

- ~~1) — Original (white copy) is forwarded to the supplier.~~
- ~~2) — First copy (yellow) is retained by the Purchasing Agent in a numerical file.~~
- ~~3) — Second copy (pink) is used by Accounts Payable to maintain an open purchase order file.~~
- ~~4) — Third copy (goldenrod) is attached to requesting department's requisition and sent to the requesting department as a receiving copy. This is returned to the Finance Department attached to the invoice as the using department's acknowledgment of dated receipt and approval for payment.~~

6. EMERGENCY PURCHASES

6.01 Emergency purchases are those made by departments only when normal operation of the department would be hampered by the delay resulting from adherence to the ~~requisition/purchase order system. Purchasing guidelines and Minn. Stat. 471.345.~~

6.02 In cases of emergency, an employee, with the approval of the ~~Purchasing Agent~~Department Head, may purchase directly any materials, supplies, or services necessary to the immediate continuation of the work of the department. Such purchases and the emergency causing them shall be reported in writing to the ~~Purchasing Agent~~Finance Department no later than the ~~work day~~workday following such purchase.

~~6.03 If an emergency occurs during regular working hours, the employee, upon securing purchase approval, must then request a confirming purchase order from the Purchasing Agent or Department Head. This number is given to the supplier for inclusion on his invoice and should also be placed on the departmental requisition.~~

6.04 When the purchase is made, an invoice or sales ticket shall be obtained by the purchaser.

~~6.05 At the first opportunity, the purchase order, with the invoice or sales ticket attached, shall be submitted to the Purchasing Agent. Terms of the transaction indicating price and any discount allowed shall be shown.~~

6.06 In cases where the purchase is for a non-budgeted item, written justification of the purchase shall be submitted to the City Manager.

~~7. — PAYMENT PROCEDURES~~

~~7.01 — The City will make payments only on original invoices. If a vendor cannot issue an invoice separate from statements the vendor must note on the statement they do not issue invoices and that their statement is the only form of billing that will be rendered. If the original invoice is lost, the vendor must submit a copy of the invoice and state thereon that payment has not been received with current date of such notation.~~

~~7.02 — Requesting payment for a purchase will require the following file:~~

- ~~● — Original invoice;~~
- ~~● — Goldenrod copy of purchase order or requisition;~~

- ~~• Copies of formal or informal quotes (if applicable);~~
- ~~• Signature, date, and proper account code.~~

~~— If remittance advice or other items are to be returned with the check they must be paper clipped to the back of the file.~~

~~7.03 — If the requester has a valid reason to receive the check for mailing, paper clip a note to the front of the file. Normal procedure is for the check signer to mail out checks.~~

~~7.04 — For certain limited uses a "Request for Check" form can be submitted to have a check prepared (e.g. travel advance, certain repetitive agreement payments if no invoice is available, etc.)~~

~~7.05 — All costs incurred by an employee for travel, seminars, meetings, parking, etc. are to be submitted on a "Travel Expense Voucher".~~

~~7.06 — Please forward all requests to Accounts Payable as they are completed daily.~~

~~7.07 — When a payment will exceed \$100,000 you must notify Finance two weeks in advance. Also if there is some uncertainty about when a check needs to be released, notify Finance if you hold a check exceeding \$50,000 for more than three days.~~

~~7.08 — Partial payments on a purchase order shall not be made except in extreme situations. If necessary, a copy of the purchase order should be forwarded with the partial payment and the goldenrod copy forwarded with the final payment on the purchase order.~~

~~7.09 — Manual checks will only be issued with approval from the Finance Director (City Manager if Finance Director is absent.).~~

~~8. — PETTY CASH~~

~~8.01 — Two petty cash funds are maintained:~~

- ~~1. City Hall Receptionist~~
- ~~2. Public Works Administration~~

~~8.02 — Petty cash purchases shall be kept to a minimum. A sales slip or petty cash voucher must include explanation of what was purchased, account code and signature or person receiving the cash. The petty cash funds will be maintained on an imprest system.~~

Established 8/18/87
Revised 6/26/92
Revised 3/19/2002
[Revised 1/2/2024](#)
City of Hopkins

POLICY 6-B
STANDARDS FOR INVESTMENTS

I. PURPOSE

- 1.01 It is the policy of the City to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow requirements of the City and conforming to all state and local statutes governing the investment of public funds. The purpose of this Policy statement is to establish standards governing the investment of City funds. In accordance with Minnesota Statutes 385.05 and 118A.02 the Finance Director is authorized to invest the City's funds in accordance with Minnesota Statutes 118A.04 and 118A.05 which defines the types of securities and financial instruments the City is allowed to purchase.

2. SCOPE

- 2.01 This Policy applies to the investment and deposit of all funds of the City.

A. Pooling of Funds

Except for cash in certain restricted and special funds, the City will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated monthly to the various funds based on average cash balance for the month and in accordance with generally accepted accounting principles.

3. OBJECTIVE

- 3.01 At all times, investments of the City shall be in accordance with Minnesota Statutes Chapter 118A and amendments thereto. The primary objectives of the City's investment activities shall be the following, in order of priority:

A. Safety

Safety of principal is the foremost objective of the investment portfolio. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk, interest rate risk, and custodial risk.

1. *Credit Risk*: Credit Risk is the risk of loss due to failure of the security issuer or backer. Thus, designated depositories shall have insurance through the FDIC (Federal Insurance) or the SIPC (Securities Investor Protection Corporation). To ensure safety, it is the policy of the City that when considering an investment, all depositories under consideration be cross-checked against existing investments to make certain that funds in excess of insurance limits are not made in the same institution unless collateralized as outlined below. Furthermore, the City Council will approve all financial institutions, brokers, and advisers with which the City will do business.
2. *Interest Rate Risk*: Interest Rate Risk is the risk that the market value of securities in the portfolio will fall due to changes in general interest rates. The City will

minimize Interest Rate Risk by structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.

3. *Custodial Risk:* The City will minimize deposit Custodial Risk, which is the risk of loss due to failure of the depository bank (or credit union), by obtaining collateral or bond for all uninsured amounts on deposit, and by obtaining necessary documentation to show compliance with state law and a perfected security interest under federal law.

B. Liquidity

The investment portfolio shall remain sufficiently liquid to meet projected disbursement requirements. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Generally, investments shall have “laddered” maturities so that money becomes available on a regular schedule. Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). However, the City of Hopkins practices the philosophy of “buy and hold”, meaning that when a security is purchased it is the intention of the City to hold the security until maturity.

C. Yield

The investment portfolio shall be designed with the objective of attaining a market rate of return given cash flow characteristics of the portfolio. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity except when the liquidity needs of the portfolio require that the security be sold.

4. STANDARDS OF CARE

4.01 Prudence

The standard of prudence to be used by investment officials shall be the “prudent investor”, and shall be applied in the context of managing the investments. All investment transactions shall be made in good faith with the degree of judgment and care, under the circumstances, that a person of prudence, discretion and intelligence would exercise in the management of their own affairs. This standard of prudence shall mean not for speculation, and with consideration of the probable safety of the capital as well as the probable investment return derived from assets.

4.02 Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the

investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City of Hopkins.

4.03 Delegation of Authority

In accordance with Minnesota Statute 118A.02, the City Council authorizes the Finance Director/~~Treasurer~~ to designate depositories, subject to ratification, and further authorizes the Finance Director/~~Treasurer~~ to make investments for the City. The authorized individuals, when acting in accordance with this Policy and exercising due diligence, shall not be held responsible for losses, provided that the losses are reported immediately and that appropriate action is taken to control further losses.

5. AUTHORIZED FINANCIAL INSTITUTIONS

5.01 A list will be maintained of financial institutions and depositories authorized to provide investment services. The City will conduct its investment transactions with several legal, competing, reputable investment securities dealers or banks located in the Minneapolis/St. Paul metropolitan area. The City will obtain a completed “Notification to Broker and Certification by Broker” statement of investment restrictions from each dealer in accordance with Minnesota Statute 118A.04.

6. SAFEKEEPING AND CUSTODY

6.01 Delivery vs. Payment

All trades where applicable will be executed by delivery vs. payment (DVP). This ensures that securities are deposited in the eligible financial institution prior to the release of funds. Securities will be held by a third party custodian as evidenced by safekeeping receipts.

6.02 Safekeeping

Securities will be held by an independent third-party custodian selected by the entity as evidenced by safekeeping receipts in the City’s name.

6.03 Internal Controls

The investment officer is responsible for establishing and maintaining an internal control structure designed to prevent loss of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognized that (1) the cost of the control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

7. AUTHORIZED INVESTMENTS

7.01 All City investments and deposits shall be those allowable by Minnesota Statutes Chapter 118A.04-.05 and amendments thereto which are categorized as follows:

- A. United States securities-governmental bonds, notes, bills, mortgages (excluding high-risk mortgage-backed securities), and other securities, which are direct obligations or are guaranteed or insured issues of the United States, its agencies, its instrumentalities, or organizations created by the Acts of Congress.
- B. State and Local securities-general obligations securities of any state or local government rated “A” or better, revenue obligation securities of any state or local government rated “AA” or better; and a general obligation of the Minnesota housing finance agency which is a moral obligation of the State and is rated “A” or better.
- C. Commercial paper-unsecured promissory notes by corporations that are rated in the highest quality category by at least two nationally recognized rating agencies and matures in 270 days or less.
- D. Time deposits-certificates of deposit fully insured by the Federal Deposit Insurance Corporation or bankers acceptances of United State banks; or have full collateral by the financial institution.
- E. Repurchase agreements (Repos)-contracts whereby a holder of securities sells the securities to an investor and agrees to repurchase them at a fixed price on a fixed date. The City in effect lends money to another party and holds the security as collateral until it is repurchased by the other party.
- F. Money market mutual funds-shares of a Minnesota joint powers investment trust whose investments are restricted to securities described in (1) through (5) above, or shares of an investment company that meets the requirements of Minnesota Statutes 118A.05, subd. 4 (4).

8. AUTHORIZED COLLATERALIZATION

- 8.01 In accordance with MN Statutes 118A, collateralization will be required on all demand deposit accounts, including checking, savings, and money market accounts, and non-negotiable certificates of deposit in excess of federal deposit insurance.

State law defines the types of securities that a financial institution may pledge as collateral for public deposits. These securities include:

- United States Treasury Issues
- Issues of US Government Agencies and Instrumentalities
- Obligations of State and Local Governments
- Time Deposits (Certificates of Deposits fully insured by the federal deposit insurance company or federal agency).

Since the amount a public entity has on deposit will vary from time to time, the financial institution needs sufficient amounts of pledged collateral to cover 110% of the uninsured amount on deposit during peak deposit times.

9. DIVERSIFICATION

- 9.01 The City will attempt to diversify its investments according to type and maturity. The portfolio, as much as possible, will contain both short-term and long-term investments. The City will attempt to match its investments with anticipated cash flow requirements. Extended maturities may be utilized to take advantage of higher yields.

10. BROKER REPRESENTATIONS

10.01 Municipalities must obtain from their brokers certain representations regarding future investments. Pursuant to Minnesota Statutes 118A, the City shall provide each broker with the City's investment policy, and the securities broker shall submit a certification annually to the City stating that the officer has reviewed the investment policies and objectives, as well as applicable state law, and agrees to disclose potential conflicts of interest or risk to public funds that might arise out of business transactions between the firm and the City. All financial institutions shall agree to undertake reasonable efforts to preclude imprudent transactions involving the City's funds.

11. REPORTING

11.01 The Finance Director will report at least quarterly to the City Council on the total of all funds invested, the types of securities held, the amount held in each class of security and the total interest received on all securities year to date.

12. POLICY CONSIDERATIONS

12.01 This policy shall be reviewed on an annual basis by the Finance Director. Any changes must be approved by the Finance Director and the City Council.

13. APPROVAL OF INVESTMENT POLICY

13.01 The investment policy shall be formally approved and adopted by the City Council of the City of Hopkins.

Established 8/18/87
Revised 9/21/2010 (Res. 2010-063)
[Revised 1/2/2024](#)
City of Hopkins

POLICY 6-C
USE OF CONTINGENCY FUNDS

1. PURPOSE

1.01 The purpose of this policy is to establish guidelines for the use of contingency funds in the City of Hopkins.

2. USE

2.01 The annual city budget provides a dollar amount to cover unforeseen expenditure needs. Use of these funds must be approved by the City Manager prior to commitments being made.

2.02 The City Manager will inform the Council as to the use of these funds, at ~~his~~their discretion up to the budgeted amount., ~~for items up to \$5,000.00. Above \$5,000.00 it shall be mandatory to secure prior Council approval~~City Council approval will be required for any use exceeding the budget except in the case of an emergency.

2.03 Use of contingency funds shall not preclude adherence to bidding and purchasing policies.

2.04 ~~Annually the Council shall approve by resolution transfers of funds from the contingency account to the budget account which was exceeded by an emergency need.~~

Established 8/18/87
Reviewed 11/2010
[Revised 1/2/2024](#)
City of Hopkins

POLICY 6-D CONTRACT CHANGE ORDERS

1. PURPOSE

- 1.01 In order to establish a consistent policy for administering contracts, it is desirable to establish procedures for administering contract change orders, cost overruns and final contract acceptance and initiation of contract warranty periods.

2. POLICY

- 2.01 When the City Council awards a construction contract, a 5-10% contingency item will also be added to the project financing to cover change orders. A percentage range is used as each project differs in its susceptibility to potential change orders, i.e., some projects are much more straight-forward and more easily and accurately specified. A 5% limit on change orders will be established. No council action will be required if the total value of contract change orders processed does not exceed 5% of the original contract award amount. If construction contract change orders exceed the 5%, council review and approval of each change order is required.
- 2.02 When the budget is established for an approved professional services agreement, a 5% contingency will be used. Similar to construction contracts, no council action would be necessary as long as additional engineering services fees are within 5% of the original agreement amount.

~~2.03 The following procedure will be used for final approval of a construction project:~~

- ~~1) After the project has been reviewed in the field with the engineer and contractor and all final "punch list" items have been corrected, the Public Works Director shall certify to the council that the work has been completed in accordance with the plans and specifications. A recommendation for final payment will also be made.~~
- ~~2) The council shall consider a resolution which would accept the work and authorize final payment.~~
- ~~3) The date on which the council adopts this resolution will be used as a date for the city's final acceptance of the project and initiation of the normal one year contract warranty.~~
- ~~4) After adoption of the resolution, final payment shall be made to the contractor.~~

~~3. COUNCIL NOTIFICATION OF CHANGE ORDERS~~

- ~~3.01 City staff will provide notice of all contract or service agreement change orders via the weekly Council Update.~~

Established 2/4/97
Reviewed 11/2010
[Revised 1/2/2024](#)

POLICY 6-E
FINANCE BILLING COLLECTION POLICY

1. PURPOSE

- 1.01 The purpose of this policy is to establish procedures to ensure the collection of utility bills and accounts receivable invoices.

2. POLICY

- 2.01 Utility Bills. Utility bills will be sent out on the ~~third~~ first working day of the month and are due in 20 days, with a three day grace period. ~~Payments received in the mail will not be charged a penalty if postmarked before the due date. Payments received in the night deposit by 8:00AM the day after the due date will not be charged a penalty.~~ A penalty of 10% of the water, sanitary, sewer, storm sewer and refuse charges will be charged if the bill becomes delinquent.
- 2.02 Accounts Receivable Invoices. Invoices for tree removal, rental of city space, repairs to City property, and other miscellaneous charges are billed and due 20 days from the bill date.
- 2.03 Certification of Delinquent Amounts. Delinquent amounts dated prior to June 1st of the year will be processed for assessment certification on a yearly basis to Hennepin County. Written notice shall be mailed to each such debtor during the month of June, advising ~~him~~ or her ~~them~~ of this policy. There shall be a \$100.00 service charge added on each such utility account or accounts receivable invoice.

3. SERVICE DISCONTINUATION POLICY

- 3.01 Refuse service may be discontinued for a period of ~~no less than~~ between thirty (30) and ninety (90) days. The resident must contact the City and make a request for a discontinuation of service.

Established: 1982 (Res. 82-3039)
Incorporated into Legislative Policy: June, 1998
Revised: Sept 2006 (Res. 2006-052)
Revised: Aug 2010 (Res. 2010-042)
[Revised 01/02/2024](#)

POLICY 6-H DEBT MANAGEMENT POLICY

The following debt management policy should be used to provide the general framework for planning and reviewing debt proposals. City Council recognizes there are no absolute rules or easy formulas that can substitute for a thorough review of all information affecting the City's debt position. Debt decisions should be the result of deliberative consideration of all factors involved.

1. GENERAL DEBT POLICY

- 1.01 The City shall seek to maintain and improve its current bond rating so borrowing costs are minimized and access to credit is preserved. It is imperative that the City demonstrate to rating agencies, investment bankers, creditors and taxpayers that City officials are following a prescribed financial plan. The City will follow a policy of full disclosure by communicating with bond rating agencies to inform them of the City's financial condition.
- 1.02 Every bond issue proposal will be accompanied by an analysis of the sources and uses of funds for the project to be financed with the bond proceeds and sources of funding for the repayment of the bonds. The analysis will reflect how the new bond will fit with the City's existing debt structure.
- 1.03 The City will confine long-term borrowing to capital improvements or projects that cannot be funded from operating revenues and/or a reasonable amount of other resources.
- 1.04 Bonds will be sold on a competitive basis unless it is in the best interest of the City to conduct a negotiated sale. Competitive sales will be the preferred method. Negotiated sales may occur when selling bonds for a defeasance of existing debt, for current or advanced refunding of debt or for other appropriate reasons.

2. TAXPAYER EQUITY

- 2.01 Hopkins' property taxpayers and ~~citizens-residents~~ who benefit from projects financed by bonds should be the source of the related debt service funding. This principle of taxpayer equity should be a primary consideration in determining the type of projects selected for financing through bonds. Furthermore, the principle of taxpayer equity shall be applied for setting rates in determining net revenues for bond coverage ratios.

3. USES

- 3.01 Acceptable uses of bond proceeds can be viewed as items which may be capitalized, according to financial reporting standards and practices. Non-capital furnishings and supplies will not be financed from bond proceeds.
- 3.02 Bond proceeds should be limited to financing the costs of project planning and design, land acquisition, buildings and other permanent structures, attached fixtures, equipment and/or other costs as permitted by law. Utility revenue bond proceeds may be used to establish a debt service reserve as allowed by State law. Refunding bond issues designed to restructure currently outstanding debt are an acceptable use of bond proceeds
- 3.03 The City will not use ~~short term~~short-term borrowing to finance operating needs except in the case of an extreme financial emergency which is beyond its control or reasonable ability to forecast.

4. DECISION ANALYSIS

- 4.01 Whenever the City is contemplating a possible bond issue, information will be developed concerning the following categories commonly used by rating agencies assessing the City's creditworthiness.
- 4.02 The City may use the services of qualified internal staff and outside advisors to assist in the analysis, evaluation and decision process, including bond counsel and financial advisors. This policy is intended to ~~insure~~ensure that potential debt complies with all laws and regulations, as well as sound financial principles.

5. DEBT PLANNING

- 5.01 General obligation bond borrowing should be ~~planned~~planned, and the details of the plan will be incorporated in the City's Five Year Capital Improvement Plan.

6. COMMUNICATION AND DISCLOSURE

- 6.01 Financial reporting and disclosure requirements will be fulfilled annually according to the disclosure guidelines of the Government Finance Officers Association of the U.S. and Canada.

7. GENERAL OBLIGATION BONDS

- 7.01 Capital projects proposed for financing through general obligation debt should be accompanied by a full analysis of the future operating and maintenance costs associated with the project.
- 7.02 Bonds cannot be issued for a longer maturity schedule than a conservative estimate of the useful life of the asset to be financed. The City will attempt to keep the average maturity of general obligation bonds at or below 20 years.
- 7.03 The city will comply with MN Statutes 475.53 limits debt of municipalities at 3% of the market value of taxable property in the municipality.

8. REVENUE BONDED DEBT

- 8.01 It will be a long term goal that each utility or enterprise will ensure future capital financing needs are met by using a combination of current operating revenues and revenue bond financing.
- 8.02 Each utility or enterprise should provide adequate debt service coverage. A specific factor established by the City Council that the net of enterprise revenues and expenditures (exclusive of depreciation/amortization) shall be a minimum of 1.20 times the annual debt service costs.

Established 10/16/2012
Revised 01/02/2024
City of Hopkins

POLICY 6-J
PRIVATE ACTIVITY REVENUE BOND FINANCING

1. GENERAL

- 1.01 Under the Minnesota Municipal Industrial Development Act, Minnesota Statutes, Sections 469.152 to 469.1655 (the “Industrial Development Act”), the City of Hopkins has authority to issue revenue bonds or notes to attract or promote economically sound industry and commerce to the City.
- 1.02 Under Minnesota Statutes, Chapter 462C (the “Housing Act”) the City is authorized to issue housing revenue bonds to finance multi-family residential housing projects for low and moderate income persons and elderly persons. Projects must be embodied in a Housing Program as that term is defined in the Housing Act.
- 1.03 The Hopkins City Council (the “Council”) is aware that such financing for certain private activities may be of benefit to the City and will consider requests for tax-exempt financing subject to these Guidelines. The Council considers tax-exempt financing to be a privilege, not a right.
- 1.04 It is the judgment of the Council that the City should use tax-exempt financing on a selective basis to encourage certain development that offers a benefit to the City as a whole, including significant employment and housing opportunities. It is the applicant's responsibility to demonstrate the benefit to the City, both in writing and at the required public hearing. The applicant should understand that although the City may have approved the issuance of financing for a similar project or a similar debt structure, that approval is not a basis that the Council will use for granting future financing approvals. The City will judge each application on the merits of the project as it relates to the public purposes of the Housing Act or the Industrial Development Act and the benefit to the City at the time the request for financing is being considered.
- 1.05 In no event will the City issue private activity bonds for the purpose of financing the operating expenses of any borrower. However, bond proceeds may fund reasonable operating and replacement reserves where the primary use of proceeds is to finance capital expenditures.

2. GUIDELINES

- 2.01 The Council will consider tax-exempt financing for commercial, industrial health care, and any other projects authorized to be financed under the Industrial Development Act (referred to as “non-housing projects”), and housing projects under the Housing Act. An applicant for tax-exempt financing for non-housing projects pursuant to the Industrial Development Act must complete and submit an Application for Tax-Exempt Financing, which may be obtained from the City’s Finance Department. An applicant for tax-exempt financing for housing projects pursuant to the Housing Act must complete and submit an Application for Tax-Exempt Financing, which may be obtained from the City’s Finance Department.

- 2.02 The application must include the items identified in the addendum to the application and an indemnification letter of agreement, both of which can be found in the application packet. In addition, the applicant must furnish a description of the project, a site plan, elevation of proposed buildings, landscape, lighting, and site preparation, together with a brief description of applicant and the proposed financing in such form as required at the time of application.
- 2.03 Projects must be compatible with the overall development plans and objectives of the City and shall meet all applicable zoning and land use regulations of the City.
- 2.04 The Council will not consider an application until the City makes a tentative finding that all City requirements have been met with respect to zoning, building plans, platting, streets, and utility services.
- 2.05 The project must be a positive benefit to the City. The project must be of a nature that the City wishes to attract, or an existing business that the City wishes to have expanded within the City, considering employment opportunities, incentive for further development, impact on City services, and support for the industrial, commercial or health care or educational facilities currently located in the City. A housing project must provide significant housing opportunities for low and moderate income persons or the elderly.
- 2.06 The Council will, if requested, grant an applicant a pre-application review. The purpose of the pre-application review is to inform applicants of the possibility of rejection or the possible bases for such rejection. The fact that the project is not rejected at the pre-application stage is not to be construed as approval of the project or as an indication that the project will be approved upon formal request to the Council. The City may reject requests for tax-exempt financing by the City whether or not the project was submitted to a pre-application review and regardless of the outcome or recommendation of that pre-application review.

A request for pre-application review must be in writing, addressed to the City Finance Director, and set forth the following information: the name of the project; the type of project intended; and the name, address and telephone number of the person(s) who will be representing the applicant at the pre-application review, together with such additional information as the applicant desires to submit.

- 2.07 During the application process, the applicant must identify an underwriter, lender or financial advisor it is working with to obtain financing. For projects financing under the Industrial Development Act, the underwriter, lender or financial advisor will be required to submit a letter that establishes the financial feasibility of the project.

The applicant must receive approval from the appropriate state agencies, secure financing and commence construction within one year of the date of the resolution giving preliminary approval to the project or the housing program. Upon application, the Council may approve an extension of the preliminary approval.

The City will appoint bond counsel for the bond issue, which will normally be the City's regularly retained bond counsel.

- 2.08 Pursuant to the Industrial Development Act and the Housing Act, consideration of an application for tax-exempt financing must be done at a public hearing held by the Council. Changes or modifications to the project after the public hearing and preliminary Council approval must be consistent with the scope of the project as proposed at the time of preliminary approval.
- 2.09 The City is to be reimbursed and held harmless for and from any out-of-pocket expenses related to the tax-exempt financing including, but not limited to, legal fees, financial advisor fees, bond counsel fees, the City staff's expenses in connection with the application, and any deposits or application fees required under state law in order to secure allocation of bonding authority. The applicant must execute a letter to the City undertaking to pay all such expenses, whether or not the bonds are issued. A non-refundable City application fee in the amount of \$1,000 must be included with the submission of the application.
- 2.10 Prior to closing and delivery of the bonds for the project, the applicant must pay, or commit to pay at closing an administrative fee in the amount of 1% of par of the bonds, or as negotiated based upon size of issuance. The administrative fees required by this paragraph will be adjusted at or paid prior to delivery of the bonds if necessary to ensure compliance with the Internal Revenue Code and regulations.
- 2.11 If the City determines that issuance of the bonds requested by the applicant is reasonably expected to cause governmental bonds issued by the City in that calendar year to be ineligible for designation as "qualified tax-exempt obligations" under Section 265(b)(3) of the Internal Revenue Code of 1986, as amended (also known as "bank qualified"), the applicant will be required to reimburse the City, at the time of issuance of the City's bonds, for any interest rate differential between bank qualified and non-bank qualified bonds.
- 2.12 The Council may, in its sole discretion, impose conditions exceeding those required under the City Code in respect to exterior building materials, landscaping, signage lighting, and such other aspects as the Council may consider appropriate on a case-by-case basis.
- 2.13 The Council may, in its discretion, withdraw its preliminary approval of a project any time if in its judgment the purposes of the Industrial Development Act and/or Housing Act will not be served by going forward with the project and its financing.

3. MISCELLANEOUS MATTERS

- 3.01 Refundings. The Council will normally approve the refunding of a tax-exempt issue but only upon a showing by the applicant of (i) substantial debt service savings, (ii) the removal of bond covenants significantly impairing the financial feasibility of the project, or (iii) both. In the case of refundings of bonds for which the administrative fee listed in Section 2.10 have been paid in full, no new administrative fees are required; but the non-refundable application fee must be paid together with all City expenses related to the refunded bonds in excess of that fee. If new project costs are being financed with the refunding, then the administrative fee will be required for the new money portion of the bonds, as well as an application fee.

In the case of refundings of bonds where no administrative fee has been paid, the administrative fees listed in Section 2.10 must be paid and an application fee submitted.

- 3.02 Subsequent Proceedings. Where changes to the underlying documents or credit facilities of outstanding bond issues are to be made and require Council action (including changes that are a “deemed reissuance” under Internal Revenue Service regulations), the City will not charge an administrative fee but the actual costs incurred by the City must be reimbursed. No formal application form is required.
- 3.03 IRS Audits or other Investigations. If the bond issue or project is audited by the IRS or is the subject of any type of investigation, the City will require the applicant to pay for all fees and expenses incurred with respect to such audit or investigation, including the legal fees and financial advisor fees.
- 3.04 Issue by Another Political Subdivision. The City will consider requests for tax-exempt financing of projects in the City by other political subdivisions. In these cases the non-refundable application fee must be paid and all procedures through the approval of the preliminary resolution followed. The City will not charge an administrative fee but the actual costs incurred by the City must be reimbursed. The City reserves the right to reject such requests for any reason, including without limitation, a determination by the City that such issuance by another political subdivision would impair the City’s ability to issue governmental bonds as “bank qualified bonds” (as defined in Section 2.11) in that calendar year.
- 3.05 City Contact. Initial contacts about tax-exempt financing are made by contacting:
- City of Hopkins
Finance Department
1010 First St S
Hopkins, MN 55343
952-548-6330
- 3.06 Deadlines. The Council conducts all tax-exempt financing matters at regularly scheduled Council meetings held on the first, second and third Tuesdays of each month. Documents for Council consideration must be at the City office by noon on the Thursday preceding the Council meeting at which the matter is to be considered. In the case of a publicly offered bond issue the documents, when submitted, may specify a maximum principal amount.
- 3.07 Post-Issuance Compliance. The City will require that each borrower demonstrate to the City that the borrower has post-issuance bond compliance procedures in place and will satisfy all the requirements of both the tax code and state statute with respect to the bonds issued for its project. The City may require that borrowers retain a trustee and/or an independent arbitrage consultant for the term of the bonds.

Established 10/1/2013
Revised 1/2/2024
City of Hopkins

LEGISLATIVE POLICY 6-F PUBLIC PURPOSE EXPENDITURES

1. PURPOSE

- 1.01 Every City of Hopkins expenditure must be valid based upon the public purpose for which it is purchased and the specific or implied authority for the expenditure found in the City Charter and state statutes.
- 1.02 The following items are deemed to meet the Council definition of public purpose expenditures, i.e. an expenditure authorized by law which is reasonably necessary and convenient in accomplishing the functions of the City.

2. MEALS AND REFRESHMENTS.

- 2.01 The City Council recognizes that situations in which City business needs to be discussed can and do occur during meal hours (e.g. luncheon meetings). In addition, there are public and employee meetings and events in which reasonable refreshments may add to the success of the meeting and/or event and create a more productive work force. The following items are deemed to meet the Council definition of public purpose expenditures ~~in regards to~~in regard to food and meals.
- a. City business meetings in which the character of the meeting would involve predominately non-city employees.
 - b. When they are part of a breakfast/lunch/dinner meeting for official city business when it is the only practical time to meet and when it involves non-city employee participants (i.e. business developers or business representatives). Only the expenses incurred by city employee(s) may be reimbursed. The City Manager may allow exceptions when deemed in the interest of the City.
 - c. During non-routine, official meetings of the City Council, Commissions or Committees when the meeting does not allow interruptions for meal breaks or must be held over typical meal periods.
 - d. When they are part of the structured agenda for a conference, workshop, seminar, or meeting in which the City Manager or a department director has authorized the employee to attend (this does not include routine staff meetings).
 - e. For department-sponsored meetings, conferences or workshops where the majority of invited participants are not city employees.
 - f. At department-sponsored events where registration fees are charged and the majority of invited participants are not city employees.
 - g. At meetings consisting primarily of city employees when the refreshment and/or meals are an integral part of the event and are necessary to sustain the flow of the meeting and to retain the captive audience, and if the meeting is one of the following:
 - i. A department division or city-wide annual/quarterly staff meeting for all employees;
 - ii. A non-routine ~~senior~~ staff or organizational meeting;
 - iii. To welcome new employee(s).
 - iv. Planned employee engagement and structured training sessions approved by Department Directors.

- ~~ii.v.~~ When a meeting is scheduled to last 4 hours or more or must be held over a meal period and does not allow interruptions for a break.
- ~~iii.vi.~~ With the exception of Except for structured training sessions, for the purpose of this policy, the meetings described shall be held no more frequently than once per quarter. All meetings shall be scheduled to minimize inclusion of meals.
- h. During official meetings of the City Council, council committees, advisory boards/commissions, and task forces, when they are of a non-routine basis or when special events are held (i.e. as retirements or recognition).
- i. Snacks and a dinner meal to be allowed for staff during performance of election related duties on Election Day.
- j. Lunch for all members of ~~oral board~~ interview panels for candidate interviews ~~when held~~ held over a meal period.
- k. ~~Police Department Command~~ Department or City Leadership Staff Meetings and yearly staff retreat- food costs for meals and occasionally lodging if held out of area.
- l. Emergency Response Team-food and beverage during training once a month. ~~Also because emergency~~ Emergency personnel related trainings or emergencies where is is required are often called to perform for extended periods of times where refreshments are important to duty performance, firefighters, police officers and other emergency response personnel may be provided refreshments or food when it is deemed appropriate by the City Manager or Department Director to assure the delivery of quality emergency response service.

3. COMMUNITY RECOGNITION EVENTS/PURCHASES.

- 3.01 Community Image Awards (Plaque and gift certificate) - As part of its ongoing efforts and redevelopment, the City has undertaken a program to recognize residents and businesses that make significant improvements to their properties. These property owners are awarded a plaque and a gift certificate.
- 3.02 The purchase of small nominal gift cards or prizes for the purpose of encouraging public engagement and/or incentivize participation, or as a gratitude or hospitality. The City Manager or their designee shall determine these gifts and amount.

4. EMPLOYEE RECOGNITION EVENTS/PURCHASES.

- 4.01 The City of Hopkins City Council recognizes the hard work and service performed by the employees of the City through a formal Employee Recognition Program. The City Council believes the benefits of attracting, retaining and motivating employees through an Employee Recognition Program support employee job satisfaction, which in turn impacts cooperation and productivity. The result is to provide excellent public and customer service to better serve the interests of the ~~citizens~~ residents of the community.
- 4.02 The Employee Recognition Program is considered “additional compensation” for work performed by employees but is entirely dependent on receiving funding from year-to-year. No provisions of this policy, or its administration, shall be subject to review under the grievance or arbitration provisions of any collective bargaining agreement. These items are approved annually by the City Council as a part of the overall budget approval process which includes a public hearing on the proposed budget.

- a. As refreshments for recognition or special one-time or once-per-year events when provided at modest level with prior City Manager approval, such as:
 - 1) Annual Employee Picnic
 - 2) Annual Holiday Party
 - 3) Annual Employee Recognition Celebration
 - 4) Police Department Recognition dinner. Includes meals for all HPD employees and a guest, City Manager or designee, Mayor and City Council.
- b. Annual Employee Recognition Awards
 - 1) Years of service awards for regular full and part-time employees ~~recognized~~are recognized at 5-year intervals and are awarded at the Annual Recognition Event. Recognition gift purchases must be at a nominal cost not to exceed ~~\$175.00~~250.00 depending on the number of years an employee has been with the City.

5. VOLUNTEER RECOGNITION EVENTS

- a. City Board and Commission Recognition - Expenditures include food and simple gifts.
- b. Police Reserve Dinner includes meals for reserve and a guest, coordinators, City Manager or designee, Mayor and Council. Associated costs for awards that are presented.

6. SPECIAL EVENTS

- a. Such as Raspberry Festival, National Night Out, and other events that involve or invite participation by the general public.
- b. Expenditures for meals and participation fees are allowed, and representative staff members may participate in events that directly benefit the marketing of the City. Such expenditures will be approved by the Hopkins Redevelopment Authority as Public Relations Expenditures pursuant to Minnesota Statute 469.101, Subd. 16.

7. TRAINING AND SEMINARS

- 7.01 Expenditures are allowed for reasonable registration, tuition and travel expenses for conferences, seminars, workshops, tuition and approved City employment-related course work in accordance with City of Hopkins Personnel Policy.
- 7.02 Expenditures are allowed for reasonable registration and travel expenses for City Council conferences, seminars, and workshops, in accordance with City ~~of Hopkins Travel Regulation and Reimbursement~~Legislative and Personnel PolicyPolicies.

8. EMPLOYEE WELLNESS PROGRAM

- 8.01 The City Council recognizes the importance of employee fitness and health as it relates to the overall work and life satisfaction of the employee and the overall impact on the City's health insurance program. As such, the City Council supports the Employee Engagement and Wellness Program, which has been designed to educate employees on fitness/health, engagement and wellness issues.
- 8.02 The cost of the Employee Engagement & Wellness Program will be included as a separate line item in the City Budget. ~~This line item will be~~ approved annually by the City Council

as a part of the overall budget approval process which includes a public hearing on the proposed budget.

9. MEMBERSHIPS AND DUES

9.01 The City Council has determined that the City will fund memberships and dues in professional organizations and City social and community organizations when the purpose is to promote, advertise, improve or develop the City's relationships, resources and advantages and not for personal interest or gain.

9.02 The cost of memberships/dues is included in the departments' memberships/dues line-item in the Hopkins Budget. These ~~line-items~~line items are approved annually by the City Council as a part of the overall budget approval process which includes a public hearing on the proposed budget.

10. CLOTHING AND OTHER ITEMS

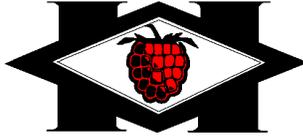
10.01 Employees may receive T-shirts, and other sundry items of nominal value (\$5.00) when these items are made available to the general public or if these items are determined by the City Manager to be important to the successful involvement of employees in special city-sponsored or city-supported events (i.e. National Night Out, Raspberry Festival, etc.). Employees may be supplied with uniforms, clothing, boots and other gear necessary for the performance of their job.

10.02 Employees may be supplied with uniform, clothing, boot and other gear necessary for their job.

11. ALCOHOLIC BEVERAGES

11.01 The purchase of alcoholic beverages is not allowed.

Established 12/3/2002
Revised 1/2/2024
City of Hopkins



CITY OF HOPKINS

Administration

Memorandum

To: Honorable Mayor and Council Members
From: Mike Mornson, City Manager
Date: January 2, 2024
Subject: Recognition of Assistant City Manager Lenz

PURPOSE

It is my honor to recognize our Assistant City Manager, Ari Lez, for over 7 years of loyal and dedicated service to the City of Hopkins. Together we will thank Ari for the part she played in maintaining our commitment to excellence to Inspire, Educate, Involve and Communicate.