

HOPKINS CITY COUNCIL

AGENDA

Tuesday, May 7, 2024

6:30 pm

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

Schedule HRA Meeting before City Council Meeting

I. CALL TO ORDER

II. ADOPT AGENDA

III. PRESENTATIONS

1. Public Safety Updates
 - A. Fire Chief Specken
 - B. Police Chief Johnson
2. Overview of 2024 Grants and Loans; Howard, Larson, and Needham
3. Sustainability Update; Larson

IV. CONSENT AGENDA

1. Minutes of the April 16, 2024, Regular Meeting Proceedings
2. Extensions of On-Sale Liquor License and Approval of Temporary Liquor License for LTD Brewing LLC DBA LTD Brewing Co.; Domeier
3. Extension of On-Sale Liquor License for BCD Ventures Inc. DBA Mainstreet Bar & Grill; Domeier
4. Extension of On-Sale Liquor License for Pizza Luce VI, Inc. DBA Pizza Luce VI; Domeier
5. Approval of Temporary Liquor License for Minnesota Food Truck Association; Domeier
6. Approval of Temporary Liquor License for BPOE Lodge 2221 DBA Hopkins Elks Lodge; Domeier
7. Approval of Temporary Liquor License for Oak Ridge Country Club Inc. DBA Oak Ridge Country Club; Domeier
8. Second Reading: Ordinance Amending Chapter 8 Article II of the Hopkins City Code; Kearney
9. Ratify Checks Issued in April 2024; Bishop
10. Resolution to Close Obsolete Funds and Transfer Balances; Bishop
11. Resolution Amending the Comprehensive Plan to assign the Commerce and Employment Future Land Use Designation for 9451 Excelsior Boulevard; Krzos
12. Approval of Revisions to Emergency Operations Plan; Specken

V. PUBLIC HEARINGS

VI. OLD BUSINESS

VII. NEW BUSINESS

1. Resolution Adopting an Energy Action Plan for the City of Hopkins; Howard
2. Resolution Ordering Topographic Survey and Preparation of a Project Scoping Study for Central Avenue Improvements, City Project 2024-10; Klingbeil

VIII. PUBLIC COMMENT

IX. ANNOUNCEMENTS

- Next City Council Regular Meeting: Tuesday, May 21 at 6:30 p.m.

X. ADJOURN



CITY OF HOPKINS

Fire & Police Departments

Memorandum

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

From: Dale Specken, Fire Chief
Brent Johnson, Police Chief

Date: May 7, 2024

Subject: Public Safety Updates

PURPOSE

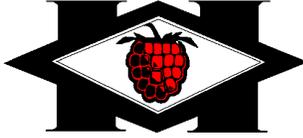
Fire Chief Specken and Police Chief Johnson will provide updates on the Hopkins Fire Department and Hopkins Police Department for the year 2023 and looking ahead to 2024.

INFORMATION

To find out more information about the Hopkins Fire and Police Departments, please visit the City's website at <https://www.hopkinsmn.com/252/Fire> and <https://www.hopkinsmn.com/308/Police>.

FUTURE ACTION

Presentation only.



CITY OF HOPKINS

Memorandum

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

From: Kurt Howard, Planner; Mikala Larson, Sustainability Specialist; Revée
Needham, Community Development Manager

Date: May 7, 2024

Subject: Overview of 2024 Grants and Loans

PURPOSE

Staff will share information and program changes on three funding opportunities for Hopkins businesses and residents. This is for information only; no action is needed.

INFORMATION

To better promote three City programs, staff have worked together to create a joint application and share information on three funding opportunities: Hopkins Climate Solutions Fund, Façade Improvement Program, and Hopkins Small Business Loans. More information on the programs can be found on the City website at: <https://www.hopkinsmn.com/1181/Grant-and-Loan-Opportunities>.

Hopkins Climate Solutions Fund (HCSF)

The Hopkins Climate Solutions Fund (HCSF) was established in 2023, driven by inquiries from residents and businesses regarding incentive opportunities for sustainable improvements such as solar, electric vehicle infrastructure and energy system improvements, and direction from City Council to develop a green cost share program for sustainable property improvements. Staff worked with local consultant, Local Climate Solutions, to develop an equity-centered program that focuses on providing incentives for items which are likely to have the greatest impact on resiliency. The program takes into consideration existing rebates from utility providers Xcel Energy and CenterPoint Energy, and planned State and Federal rebates and tax credits as part of the IRA legislation passed in 2022. In 2023, \$150,000 of American Rescue Plan Act (ARPA) funds were allocated to fund the Hopkins Climate Solutions Fund program. In the first year of the program, solar energy system installations and electric bicycle purchases were the two most popular projects.

HCSF will be available to the community for its second year in 2024. \$200,000 of franchise fees are budgeted for the program. The program structure will remain the same, with three separate buckets of funding for income-qualified residential, residential, and commercial projects. The program follows the Federal Justice 40 initiative by allocating 40% of the funding for the program to underserved communities. Ten technologies are available for income-qualified residential and residential applicants, including a Home Energy Squad Planner visit, insulation and air sealing, electric panel upgrade, cold climate air source heat pump system, heat pump or

tankless water heater, solar energy system, and electric bikes. Renters are eligible to apply for the program, but need property owner approval on all project applications, except for electric bicycles. There are six eligible technologies available for commercial projects including LED lighting upgrades, solar energy system, Level 2 electric vehicle charging equipment, and electric bikes. After receiving feedback from applicants, staff increased the LED lighting rebate from a maximum rebate of \$1,500, to a maximum rebate of \$10,000.

Using findings from the Heat Vulnerability Study, staff established the Green Infrastructure Bonus, that makes a bonus rebate available to eligible multifamily or commercial properties that are in the urban heat island area of concern along either the Blake Road or Excelsior Boulevard corridors. To access the Green Infrastructure Bonus, eligible properties would need to complete site improvements that increase shade, and/or convert 10% or more of dark impervious surfaces to cool pavement, provide shade trees, or replace rooftops with white membranes or green roofs.

Staff anticipate receiving more applications than funds are available, therefore a randomized lottery will select the winners. Projects must begin following the application closing on June 28. Projects must be completed by December 31, 2024. Complete Hopkins Climate Solutions Fund program guidelines are available online: <https://www.hopkinsmn.com/1149/Hopkins-Climate-Solutions-Fund>

Façade Improvement Program

The Façade Improvement Program was originally established in 2015 and has been offered approximately every other year, in 2015, 2017, 2019, and 2022. The purpose of the program is to strengthen the vitality of Mainstreet by improving the pedestrian experience, increasing building transparency, and beautifying buildings through façade revitalization efforts which will have a lasting impact on downtown Hopkins. The program offers technical and a total of \$100,000 financial assistance (up to \$25,000 per project) to property and business owners to help improve commercial building façades.

The Façade Improvement Program structures its financial assistance as forgivable loans which are structured as 10-year loans with no payments, and 10% of the original loan amount is forgiven each year over the 10-year term. If the building is sold before 10 years, the remaining balance of the loan must be repaid by the property owner.

To date, the City has invested \$285,000 into 16 façade improvement projects to leverage over \$1,000,000 in façade improvements in downtown Hopkins. To continue its momentum and expand the impact of this program, the area of eligibility has been expanded for the 2024 round of funding to include all commercial properties between 7th Avenue and Shady Oak Road and between 1st Street N and 1st Street S. Complete program guidelines are available online: <https://www.hopkinsmn.com/1009/Facade-Improvement-Program>

Hopkins Small Business Loans

In 2022, City Council discussed and approved the American Rescue Plan Act (ARPA) spending plan, which included \$75,000 in mini grants to small businesses to support economic development. The city has until the end of 2024 to allocate the ARPA funds.

The Small Business Loan program is a onetime program funded by ARPA. The program will be structured with no-interest forgivable loans, capped at \$5,000. The program will

be open to small businesses and nonprofit organizations within the city. Eligible expenses in the program include exterior publicly visible physical improvements such as awnings, lighting, painting, landscaping, fencing, outdoor seating, public art, and improvements that remove barriers for accessibility.

Staff anticipate more applications than funds are available, in which case a randomized lottery will select the winners. Recipients will enter into a loan agreement with the city and will receive their loan disbursement. After recipients report their approved expenses with recipients, the loan will be forgiven.

Complete program guidelines are available online:
<https://www.hopkinsmn.com/1185/Small-Business-Loan-Program>.

Promotion of the Programs

Staff are promoting the programs to the public via multiple measures. The programs have been or will be shared via the city's communication channels including Hopkins Highlights (May-June), Hopkins Connections, a press release, social media, and the city website. Staff are also targeting specific individuals and groups including Hopkins Apartment Managers Association (HAMA), Hopkins Business and Civic Association (HBCA), contractors, and Access Hopkins. In addition, staff will be mailing information about the HCSF to properties within the Green Infrastructure Bonus Zone and mailing information about the Façade Improvement Program to properties within the boundaries of the program. Staff have presented at the Hennepin County Library and will be presenting at an Energy Incentives Program Breakfast and HAMA meeting on May 7th, and tabling at the June 15th Farmers Market. Staff are preparing flyers to be distributed within the community. Staff welcome feedback on the selected promotional opportunities and any additional outreach ideas.

Application and Timeline

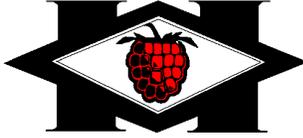
To streamline the programs and make it easier for folks to apply, staff created one application that covers all three programs.

The application will be available online from June 3 – June 28, 2024 at:
<https://www.hopkinsmn.com/1181/Grant-and-Loan-Opportunities>.

After the application deadline has passed, staff will review the submissions for completeness and contact the selected recipients for next steps.

FUTURE ACTION

Staff will share progress of the programs with City Council.



Engineering

CITY OF HOPKINS

Memorandum

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

From: Mikala Larson, Sustainability Specialist

Date: May 07, 2024

Subject: Sustainability Update

PURPOSE

Staff will present the yearly update on sustainability initiatives and accomplishments across departments. The update will encompass recent efforts and awards, grant tracking, and updates on ongoing initiatives. This is for information only; no action is needed.

INFORMATION

Recent Efforts

Electric Vehicle and Equipment Procurement

The City of Hopkins Public Works has procured its first electric vehicle, a 2024 F150 Lightning pickup truck, which is expected to arrive in Spring 2024. The vehicle will be used by the Streets Department at work sites or to haul crew around, and it will have a mounted arrow board to direct traffic. The vehicle replaces an old traffic pickup truck. The City qualified for a free Ford Pro AC Charger system to charge the vehicle, which has been installed at Public Works. The charger and software that staff signed up for allows for usage monitoring and setting charging time to off-peak times, which reduces cost and demand on the grid. Public Works has also procured an electric zero-turn mower that will be used in all parks. Staff has used the new mower twice so far this year and report that it's enjoyable and comfortable to use, easy to operate, and very quiet. Additionally, starting in 2021, the Public Works department has switched over to 100% battery operated power tools, including chainsaws, weed whips, blowers, and pull saws. Staff report that the switch was a great decision that reduces maintenance needs on the tools while increasing ease of operation and user experience, in addition to having positive environmental benefits liked improved air quality.

Hennepin County SCORE Multifamily Funding

Hennepin County receives funding from the state's Select Committee on Recycling and the Environment (SCORE) for the development and implementation of waste reduction and recycling programs. SCORE funds are based on revenue received by the State of Minnesota from the solid waste management tax (SWMT) on garbage services and are subject to change based on the SWMT revenue received by the state and funds allocated by the legislature. The City of Hopkins opted-in for the first time to receive Hennepin County SCORE Multifamily funding. The City is estimated to receive over \$11,000 in 2024 to conduct education to residents at multifamily properties. The funding

will create opportunities for connecting with property owners and residents at multifamily properties to engage about the City's solid waste ordinance and share education about waste reduction.

Partners in Energy (PiE) Energy Action Plan

The City of Hopkins Energy Action Plan is proposed to be adopted by the City Council at the May 7, 2024 City Council meeting. The Energy Action Plan documents a vision for Hopkins's energy future, including community-defined goals to generate positive impacts for residents, businesses, and the environment by saving energy, reducing costs, and avoiding greenhouse gas emissions. The Plan proposed for adoption is the culmination of more than a year's work by the Hopkins Energy Action Team, consisting of community members, city staff, members of Hopkins boards and commissions, and the Mayor, who participated in a series of workshops to develop energy-related goals and chart out a plan of action to achieve them. The planning process was made possible through Xcel Energy's Partners in Energy Program, which provides subject matter expertise, project management, and implementation support to communities that are selected for the program.

Pedestrian and Bicycle Planning

The City has been actively engaged in a variety of pedestrian and bicycle planning initiatives to respond to the needs of residents, expand transportation choices, and create connections that enable residents to comfortably incorporate active, economical, and sustainable transportation into their daily routines. Recent and current initiatives include community engagement and the pursuit of external funding to add a grade-separate bicycle facility to 17th Avenue when it gets reconstructed, applying to renew Hopkins's status as a Bike Friendly Community through the League of American Bicyclists' recognition program, securing a \$15,000 grant through Hennepin County Active Living to develop an End-of-Trip Facilities Plan, updating the Hopkins Pedestrian and Bicycle Plan, and applying for a 2024 Safe Streets for All grant for the development of a Safety Action Plan for the City of Hopkins.

Shared Micromobility Programming

In 2023, staff from the cities of Hopkins, St. Louis Park, and Golden Valley partnered to enter into a contract with Spin scooters to provide shared scooters for rental within the three cities. After a successful 2023 season, staff began discussions about renewing the contract with Spin for 2024 and to extend the program for a term of three years. Shortly after initiating those discussions, it was announced that Spin's parent company, Bird, Global, Inc. filed for Chapter 11 bankruptcy. Due to the uncertainty surrounding Spin's financial viability and ability to continue providing quality service, staff from the three partnering cities agreed to issue a request for proposals for shared micromobility providers. No bids were received. For this reason, no shared scooter service will be available in Hopkins in 2024. Staff will continue to monitor and look for opportunities to bring service back to Hopkins, including the potential to collaborate on a future request for proposals with a broader coalition of cities, including St. Louis Park, Golden Valley, Minneapolis, and St. Paul in 2025.

Sustainable Building Policy

At the direction of the City Council from the December 19, 2023 meeting, staff is developing a draft sustainable building policy which will hold new development to higher sustainability and energy efficiency standards when projects meet certain criteria. This criteria can include things like whether the project is receiving financial assistance from

the City or when a project is over a certain size. Beginning in May, City staff will hold a series of planning workshops to further develop a draft policy which is expected to be brought before Council in fall of 2024. These workshops will be facilitated by subject matter experts at the Center for Energy and Environment and were made possible through funding from Hennepin County. In addition to delivering on goals contained in the Hopkins 2040 Comprehensive Plan and the City Council's 2023 Strategic Action Plan, this plan will also build on the City's success in leveraging new development to advance sustainability by negotiating for sustainable project elements through the Planned Unit Development (PUD) process.

Sustainability Specialist Position

The City of Hopkins created a full-time Sustainability Specialist position to dedicate more resources and capacity to the City's sustainability work, including managing existing sustainability programs, researching and implementing new sustainability programs, applying for grant funding, and applying for and maintaining status in recognition programs. The new position is situated within Public Works, and reports to City Engineer Eric Klingbeil. The City of Hopkins hired Mikala Larson to fill the Sustainability Specialist position.

Sustainability Work Plan

The Sustainability Specialist is working with local consultant, Local Climate Solutions, to develop a work plan to guide and prioritize sustainability work. The plan will include ongoing and new initiatives and will be replaced in the future in the event of adoption of a climate action plan. The work plan is being developed, and the Sustainability Specialist will return to a future City Council meeting with a draft for Council to provide feedback.

Recent Awards

Charging Smart Silver Designation

In Spring 2023, the City of Hopkins was one of 50 communities accepted in the Charging Smart program, formerly known as EV Smart, through the Great Plains Institute (GPI) in partnership with the Interstate Renewable Energy Council (IREC) and Department of Energy (DOE). This program, similar to Green Steps Cities or SolSmart is a points-based recognition program, which helps cities prepare and promote electric vehicles and electric vehicle infrastructure. Staff submitted an application in February 2024 to be considered for a designation through the program. The City of Hopkins was one of two communities to receive Silver designation, and part of the first nine communities to receive designations through the program in the nation.

GreenStep Cities Step 5

The City has maintained its Step 5 recognition status in the GreenSteps Cities Program. In order to maintain this designation, the City must report on all required metrics, and improve in three or more Step 5-eligible metrics. This is the second year in a row the City has achieved Step 5, and this achievement marks the final recognition step in GreenStep Cities. Step recognition will be celebrated at the League of Minnesota Cities conference, along with receiving an award block to commemorate the City's achievement.

Tree City USA Community

In 2024, the City of Hopkins received Tree City USA status for the second year in a row. Tree City USA is a program which recognizes the City for ongoing efforts related to

expanding and maintaining the tree canopy. Participation in Tree City USA requires the community to celebrate Arbor Day annually with a proclamation and celebration. During this year's Arbor Day celebration on Thursday, April 25th, staff from Public Works and local contractor Heritage Shade Tree unveiled newly planted trees and new tree grates along Mainstreet, and gave residents a presentation on the benefits of trees and general tree information.

Grant Tracking

Climate Pollution Reduction Grants

The Climate Pollution Reduction Grants (CPRG) program, made possible by the Inflation Reduction Act passed in 2022, provides grants to states, local governments, tribes, and territories to develop and implement ambitious plans for reducing greenhouse gas emissions and other harmful air pollution. City staff submitted three applications for the Climate Pollution Reduction Grants in partnership with other municipalities. Applications include Create a Regional Electric Vehicle Carshare Service, Equitable Residential Decarbonization, and Twin Cities Commercial Energy Efficiency.

Elective Pay

The Inflation Reduction Act, passed in 2022, established a mechanism called elective pay (also known as direct pay). Elective pay allows applicable entities, including tax-exempt and governmental entities that would otherwise be unable to claim certain credits because they do not owe federal income tax, to benefit from some clean energy tax credits. City staff are tracking the elective pay guidelines in order to take advantage of the opportunity with future projects.

Energy Futures

The Energy Future Grants (EFG) from Department of Energy provides financial assistance and technical assistance to support local, state, and Tribal government-led partnership efforts that will help scale local strategies that increase resiliency and improve access to affordable clean energy. The City of Hopkins joined a proposal with a coalition of cities led by City of St. Paul to create an innovative new model, Remodel/Unburden, for a cold-climate residential energy transition that can be tailored to local circumstances and implemented at the community level. The coalition has received initial notice that the Energy Futures Planning Grant has been awarded for this proposal.

Metropolitan Council Water Efficiency Grant

Staff applied to receive nearly \$50,000 for water efficiency rebates for residents and commercial properties. The rebates could be applied for eligible products, like Water Sense and Energy Star certified toilets, dishwashers, or showerheads. The City will be notified of award status later in the year.

MPCA Local Climate Action Grant

The 2023 Minnesota Legislature set aside funds for local climate action grants to help communities across Minnesota reduce greenhouse gas emissions and prepare for climate change. Staff applied to receive nearly \$50,000 from the program to conduct a climate action and resiliency plan that centers community engagement and environmental justice. The City will be notified of award status later in the year.

Ongoing Initiatives

B3 Benchmarking

The City has partnered with B3 Benchmarking, a program funded by the MN Departments of Commerce and Administration, since 2006. B3 Benchmarking offers energy modeling, ENERGY STAR scores, target tracking, and dynamic reporting to help the City understand building energy performance. Data comes from Xcel Energy and CenterPoint Energy. City staff is updating the City's data through the B3 Benchmarking software and will continue to explore ways to leverage the platform further.

Energy Efficiency Upgrades at City Buildings

Public Works makes it a practice to consider energy efficiency upgrades when considering new projects or equipment replacements. Most recently, staff installed a high efficiency rooftop unit on the Fire Station, which will help save energy and money.

Electric Vehicle Charging Stations

The City oversees three Level 2 electric vehicle charging stations. Two are owned by the City and located in the municipal parking ramp. The third is operated by ZEF Energy and is located near Driskill's Downtown Market. City staff is exploring options for electric vehicle charging stations in Hopkins, including funding availability and feasibility of expanding the charging network.

Heat Vulnerability Study

The Heat Vulnerability Study was made possible by a grant from the Minnesota Pollution Control Agency (MPCA) in the amount of \$49,568. The Study assessed the climate vulnerability of properties along both the Blake Road and Excelsior Boulevard corridors. These areas are currently identified by the Metropolitan Council as areas which are extremely vulnerable to extreme heat and have less than the ideal tree canopy. In Spring 2023, the City, in partnership with LHB and Local Climate Solutions, developed and shared an online tool that documents the Heat Vulnerability Study including current conditions, community sourced recommendations, and solutions leveraged by similar communities experiencing the same conditions. City staff continue to utilize the findings from the Heat Vulnerability Study to make decisions about programs, educate community members, and apply for grant funding.

Hopkins Climate Solutions Fund

The Hopkins Climate Solutions Fund (HCSF) was established in 2023, driven by inquiries from residents and businesses regarding incentive opportunities for sustainable improvements such as solar, EV infrastructure and energy system improvements, and direction from City Council to develop a green cost share program for sustainable property improvements. Staff worked with local consultant, Local Climate Solutions, to develop an equity-centered program that focuses on providing incentives for items which are likely to have the greatest impact on resiliency. The program takes into consideration existing rebates from utility providers Xcel Energy and CenterPoint Energy, and planned State and Federal rebates and tax credits as part of the IRA legislation passed in 2022. In 2023, \$150,000 of ARPA funds were allocated to fund the program.

HCSF will be available to the community for its second year in 2024. \$200,000 of franchise fees are budgeted for the program. The program structure will remain the same, with three separate buckets of funding for income-qualified residential, residential, and commercial projects respectively. Ten technologies are available for income-qualified residential and residential applicants, including a Home Energy Squad

Planner visit, insulation and air sealing, electric panel upgrade, cold climate air source heat pump system, heat pump or tankless water heater, solar energy system, or an electric bike. There are six eligible technologies available for commercial projects including LED lighting upgrades, solar energy system, Level 2 electric vehicle charging equipment, or an electric bike. The program follows the Justice 40 initiative and allocates 40% of the funding for the program to income-qualified residential projects. Renters are eligible to apply for the program, but need property owner approval on all project applications, except for electric bicycles.

HOURCAR

In 2024, the City will host two HOURCAR EVie vehicles at its public housing building, Dow Towers, which will provide low-income residents with access to electric car sharing at a reduced cost.

Lighting Upgrades

Public Works staff has finished converting 100% of lighting in municipal buildings to LED lighting. Staff are also working to convert lighting controls from switches to motion sensors where applicable. Lighting control conversion helps to save electricity and money, because the lights automatically turn off in a room after no movement has been detected after a certain time. Public Works staff is approximately 70% completed with converting street, parking lot, and park lighting to LED lighting.

Organics Program

In January 2022, the City of Hopkins, through waste hauler Republic Services, began offering an opt-in organics service to residents on the city contract. Residents can opt-in to the program at no additional cost. To date, 850 participants have opted-in to the program. Staff continues to promote the program to the community and share education about how the program works, including what material is accepted.

Solar

The City of Hopkins has three solar arrays installed on municipal buildings at Public Works, the Fire Station, and the Hopkins Pavilion. City staff are researching additional opportunities to add solar. The City is subscribed to four solar gardens, located in Carver and Dakota Counties. The City maintains its SolSmart Silver designation.

Trees

Public Works staff continues to maintain and improve the City's tree canopy. Staff planted 175 trees in 2023, and Public Works is hiring a new seasonal waterer position that will be dedicated to watering all new trees. The City is still managing tree damage from Emerald Ash Borer and are prioritizing planting a diversified tree canopy throughout the city.

FUTURE ACTION

Staff is seeking feedback on the above programs and any further direction on sustainability programs and initiatives.

**HOPKINS CITY COUNCIL
REGULAR MEETING PROCEEDINGS
APRIL 16, 2024**

CALL TO ORDER

Pursuant to due call and notice thereof a regular meeting of the Hopkins City Council was held on Tuesday, April 16, 2024, 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, Garrido, Goodlund and Hunke attending. Others attending included City Manager Mornson, Assistant City Manager Casella, City Clerk Domeier, City Attorney Riggs, City Engineer Klingbeil, Planning and Economic Development Director Elverum, Building Inspector Snoddy, Finance Director Bishop and Director of Public Works Autio.

ADOPT AGENDA

Motion by Hunke. **Second** by Garrido.

Motion to Adopt the Agenda.

Ayes: Balan, Garrido, Goodlund, Hanlon, Hunke

Nays: None. Motion carried.

CONSENT AGENDA

Motion by Garrido. **Second** by Hunke.

Motion to Approve the Consent Agenda.

1. Minutes of the April 2, 2024, Regular Meeting Proceedings
2. Second Reading: Ordinance 2024-1207 Assigning the MX-S Zoning Designation for 9451 Excelsior Boulevard); Krzos
3. Resolution Approving Membership in the Hennepin County Fire Chiefs Association, Inc.; Specken
4. Resolution Establishing the Designated Routes for the Municipal State Aid System for the City of Hopkins; Klingbeil
5. Resolution for Award of Contract – 2024 Lift Station #2 Rehabilitation Project 2004-003; Moilanen
6. Resolution for Municipal State Aid Street Funds Advance; Klingbeil

Ayes: Balan, Garrido, Goodlund, Hanlon, Hunke

Nays: None. Motion carried.

NEW BUSINESS

VII.1. First Reading: Ordinance Amending Chapter 8 Article VI of the Hopkins City Code; Kearney

Chief Building Official Kearney summarized City Council Report 2024-041. The proposed ordinance adopts the new Minnesota State Commercial Energy Code.

Motion by Hunke. **Second** by Garrido.

Motion to Approve a First Reading of Ordinance 2024-1208 Amending Chapter 8, Article VI of the Hopkins City Code.

**HOPKINS CITY COUNCIL
REGULAR MEETING PROCEEDINGS
APRIL 16, 2024**

**Ayes: Balan, Garrido, Goodlund, Hanlon, Hunke
Nays: None. Motion carried.**

VII.2. Resolution Providing for the Sale of \$9,375,000 General Obligation Bonds, Series 2024 A; Bishop

Finance Director Bishop summarized City Council Report 2023-015. Adopting the resolution will allow City Staff to work with its municipal advisor Ehlers & Associates to prepare an official statement for the bond sale. The City Council is scheduled to award the sale of bonds on May 21. No taxes would be levied on the bonds until 2028.

Motion by Balan. **Second** by Goodlund.

Motion to adopt Resolution 2024-030: Providing for the Sale of \$9,375,000 General Obligation Bonds, Series 2024A.

**Ayes: Balan, Garrido, Goodlund, Hanlon, Hunke
Nays: None. Motion carried.**

VII.3. Fourth Quarter Financial Update; Bishop

Finance Director Bishop provided the fourth quarter financial report based on preliminary and unaudited results.

VII.4. Pavement Management Program and Debt Update; Bishop/Klingbeil

Finance Director Bishop and City Engineer Klingbeil provided an update on the pavement management program and the projected debt payments for the Central Avenue Street Project.

The City Council generally supported moving forward with the Pavement Management Plan. Council Member Goodlund questioned if the Central Avenues project could be extended another year. Mr. Klingbeil did note additional costs may arise due to design changes and additional project costs. Council Members Garrido and Hunke did not support extending the Central Avenue project for another year. Future discussions will be held on the Central Avenues project timeline and associated debt.

Council Member Hunke found the projected debt levy to be reasonable. Mayor Hanlon recognized the staff's creative solutions for the projected debt levy including project delays.

VII.5. 2024 Charter Commission Update; Domeier

City Clerk Domeier provided an update on proposed initiatives for the Charter Commission. Discussion was held regarding school district elections, current terms and implications, expenses, efficiency with even year elections and amendment process by ordinance.

**HOPKINS CITY COUNCIL
REGULAR MEETING PROCEEDINGS
APRIL 16, 2024**

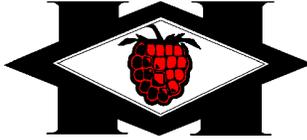
ADJOURNMENT

There being no further business to come before the City Council, and upon a motion by Balan, second by Goodlund, the meeting was unanimously adjourned at 7:39 p.m.

Respectfully Submitted,



Amy Domeier, City Clerk



CITY OF HOPKINS

Administration

City Council Report 2024-047

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

From: Amy Domeier, City Clerk

Date: May 7, 2024

Subject: Extensions of On-Sale Liquor License and Approval of Temporary
Liquor License for LTD Brewing LLC DBA LTD Brewing Co.

RECOMMENDED ACTION

MOTION TO Approve the Extension of On-Sale Liquor License and the Issuance of a Temporary On-Sale Liquor License to LTD Brewing LLC DBA LTD Brewing Co. (LTD) for their Anniversary Event scheduled for June 1, 2024, and the Extension of On-Sale Liquor License for the Hopkins Pride Event scheduled for June 15, 2024.

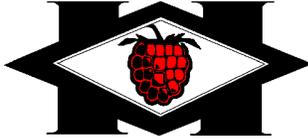
OVERVIEW

LTD submitted a request to extend their on-sale liquor license and an application for temporary liquor license for their anniversary event. The event and liquor sales will be located within their parking lot and extended into 8th Avenue and Lot 600. The liquor service will be Noon to 10 p.m. Temporary on-sale liquor licenses must be approved by the State of Minnesota, Alcohol & Gambling Enforcement Division. Brewers who manufacture less than 3,500 barrels of malt liquor in a year are permitted by state statute to apply for temporary liquor licenses for events to sell liquor without applying for a full-year liquor license. The applicant meets the requirements set for by State Statute to obtain a temporary liquor license. Staff has reviewed the request to ensure that all requirements and issues concerning liquor compliance and public safety have been met.

LTD submitted a request to extend their on-sale liquor license and an application for temporary liquor license for the Hopkins Pride Event. The event and liquor sales will be located within their parking lot and extended into 8th Avenue and Lot 600. The liquor service will be 10 a.m. to 7 p.m.

SUPPORTING INFORMATION

- The applications and certificate of insurance are on file in the City Clerk's office.



CITY OF HOPKINS

Administration

City Council Report 2024-047

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

From: Amy Domeier, City Clerk

Date: May 7, 2024

Subject: Extension of On-Sale Liquor License for BCD Ventures Inc. DBA
Mainstreet Bar & Grill

RECOMMENDED ACTION

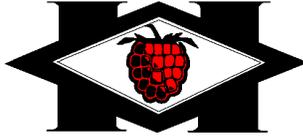
MOTION TO Approve the Extension of On-Sale Liquor License to BCD Ventures Inc. DBA Mainstreet Bar & Grill for their Raspberry Festival Event scheduled for July 20, 2024.

OVERVIEW

Mainstreet Bar & Grill has submitted a request to extend their on-sale liquor license for their Raspberry Festival event. The event and liquor sales will be located within their back business area and extended into Lot 200. The liquor service will be from 6 p.m. to 10 p.m. Staff has reviewed the request to ensure that all requirements and issues concerning liquor compliance and public safety have been met.

SUPPORTING INFORMATION

- The applications and certificate of insurance are on file in the City Clerk's office.



Administration

CITY OF HOPKINS

City Council Report 2024-049

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

From: Amy Domeier, City Clerk

Date: May 7, 2024

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

RECOMMENDED ACTION

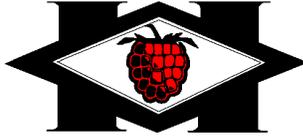
MOTION TO Approve the Extension of On-Sale Liquor License to Pizza Luce VI, Inc. DBA Pizza Luce VI (Pizza Luce) for their event scheduled for June 1, 2024.

OVERVIEW

Pizza Luce has submitted a request to extend their on-sale liquor for liquor sales that will be located within their parking lot. The extension is only valid for Saturday, June 1 from 8 a.m. to 5 p.m. for the Tour De Luce event (the event starts at 7:30 a.m. but State Statute does not allow for liquor sales to commence until 8 a.m.).

SUPPORTING INFORMATION

- The request and certificate of insurance are on file in the City Clerk's office.



Administration

CITY OF HOPKINS

City Council Report 2024-050

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

From: Amy Domeier, City Clerk

Date: May 7, 2024

Subject: Approval of Temporary Liquor License for Minnesota Food Truck Association

RECOMMENDED ACTION

MOTION TO Approve the Issuance of a Temporary On-Sale Liquor License to the Minnesota Food Truck Association for their Food Truck Festival scheduled for June 22, 2024.

OVERVIEW

The Minnesota Food Truck Association has applied for a temporary on-sale liquor license for their food truck event. The liquor service will be 11 a.m. to 9 p.m. Temporary on-sale liquor licenses must be approved by the State of Minnesota, Alcohol & Gambling Enforcement Division.

The applicant meets the requirements set for by State Statute to obtain a temporary liquor license. Staff has reviewed the request to ensure that all requirements and issues concerning liquor compliance and public safety have been met.

SUPPORTING INFORMATION

- The application and certificate of insurance are on file in the City Clerk's office.



Administration

CITY OF HOPKINS

City Council Report 2024-051

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

From: Amy Domeier, City Clerk

Date: May 7, 2024

Subject: Approval of Temporary Liquor License for BPOE Lodge 2221 DBA
Hopkins Elks Lodge

RECOMMENDED ACTION

MOTION TO Approve the Issuance of a Temporary On-Sale Liquor License to BPOE Lodge 2221 DBA Hopkins Elks Lodge (Elks) for Raspberry Festival events scheduled for July 19, 20 and 21, 2024.

OVERVIEW

The Elks have submitted an application for a temporary on-sale liquor license for their Raspberry Festival events. The liquor service will be 8 a.m. to 1 a.m. Temporary on-sale liquor licenses must be approved by the State of Minnesota, Alcohol & Gambling Enforcement Division.

The applicant meets the requirements set for by State Statute to obtain a temporary liquor license. Staff has reviewed the request to ensure that all requirements and issues concerning liquor compliance and public safety have been met.

SUPPORTING INFORMATION

- The application and certificate of insurance are on file in the City Clerk's office.



Administration

CITY OF HOPKINS

City Council Report 2024-054

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

From: Amy Domeier, City Clerk

Date: May 7, 2024

Subject: Approval of Temporary Liquor License for Oak Ridge Country Club Inc.
DBA Oak Ridge Country Club

RECOMMENDED ACTION

MOTION TO Approve the Issuance of a Temporary On-Sale Liquor License to the Oak Ridge Country Club Inc. DBA Oak Ridge Country Club for their event scheduled for June 9 and 10, 2024.

OVERVIEW

The Oak Ridge Country Club Inc. DBA Oak Ridge Country Club has applied for a temporary on-sale liquor license for an event. The liquor service will run concurrent with their normal business hours. Temporary on-sale liquor licenses must be approved by the State of Minnesota, Alcohol & Gambling Enforcement Division.

The applicant meets the requirements set for by State Statute to obtain a temporary liquor license. Staff has reviewed the request to ensure that all requirements and issues concerning liquor compliance and public safety have been met.

SUPPORTING INFORMATION

- The application and certificate of insurance are on file in the City Clerk's office.



CITY OF HOPKINS

City Council Report 2024-045

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

From: Christopher Kearney, Chief Building Official

Date: May 7, 2024

Subject: Second Reading: Ordinance Amending Chapter 8 Article II of the Hopkins City Code

RECOMMENDED ACTION

MOTION TO Adopt Ordinance 2024-1208 Amending Chapter 8, Article II of the Hopkins City Code.

OVERVIEW

Ordinance No. 2024-1208 revises Chapter 8 - Building & Construction Article II, Adoption of the 2024 Minnesota State Commercial Energy Code. Adoption of the State Building Code is required per Minn. Stat. Chapter 326B. This ordinance adopts the new Minnesota State Commercial Energy Code. No changes to the ordinance have been made since the April 16 First Reading.

SUPPORTING INFORMATION

- Draft Ordinance 2024-1208

**CITY OF HOPKINS
COUNTY OF HENNEPIN**

ORDINANCE NO. 2024-1208

**ORDINANCE AMENDING CHAPTER 8 ARTICLE II OF THE HOPKINS CITY CODE
PERTAINING TO THE MINNESOTA STATE BUILDING CODE**

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

SECTION 1. Hopkins City Code, Part II, Chapter 8, Article II, Division 1, Section 8-25, MN Rules 1323, 2020 Commercial Energy Code, is hereby repealed in its entirety and replaced with the following:

- (a) Adoption of the Building Code. The Minnesota State Building Code, as adopted by the Minnesota Commissioner of Labor and Industry pursuant to Minn. Stat. Ch. 326B, including all amendments, rules and regulations established, adopted and published from time to time. The 2024 Commercial Energy Code Minnesota Rules, 1323 is hereby adopted for the City of Hopkins.

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

First Reading:	April 16, 2024
Second Reading:	May 7, 2024
Date of Publication:	May 16, 2024
Date Ordinance Takes Effect:	May 16, 2024

Patrick Hanlon, Mayor

ATTEST:

Amy Domeier, City Clerk



Finance Department

CITY OF HOPKINS

City Council Report 2024-058

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

From: Nicholas Bishop, Finance Director

Date: May 7, 2024

Subject: Ratify Checks Issued in April 2024

RECOMMENDED ACTION

MOTION TO Ratify Checks issued between March 29, 2024 and April 30, 2024 with numbers 134387 thru 134645 for total distribution of \$997,912.63.

OVERVIEW

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

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

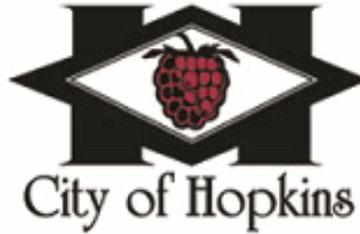
SUPPORTING INFORMATION

- Check Register

Accounts Payable

Checks by Date - Summary by Check Date

User: cdahlstrom@hopkinsmn.com
 Printed: 5/1/2024 9:42 AM



1010 First Street South
 Hopkins, MN 55343

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

Check No	Vendor No	Vendor Name	Check Date		Void Checks	Check Amount
134387	28422	ADVANCED IMAGING SOLUTIONS	04/04/2024		0.00	1,129.42
134388	01328	AIRGAS USA	04/04/2024		0.00	182.41
134389	31681	ANNE ANDRESS	04/04/2024		0.00	1,500.00
134390	28600	APPLE VALLEY FORD LINCOLN	04/04/2024		0.00	92,701.44
134391	28600	APPLE VALLEY FORD LINCOLN	04/04/2024		0.00	83.86
134392	01737	ASPEN MILLS	04/04/2024		0.00	476.40
134393	30481	BATTERIES PLUS BULBS #018	04/04/2024		0.00	94.60
134394	30899	BAUERS MINNOCO	04/04/2024		0.00	46.20
134395	14571	BLUE TARP FINANCIAL INC	04/04/2024		0.00	418.48
134396	27782	BOUND TREE MEDICAL LLC	04/04/2024	VOID	597.63	0.00
134397	26976	BUCKEYE INTERNATIONAL INC	04/04/2024		0.00	817.33
134398	03160	CENTERPOINT ENERGY MINNEGASC	04/04/2024		0.00	21.19
134399	28981	CHESTNUT CAMBRONNE PA	04/04/2024		0.00	19,067.27
134400	30127	CINTAS CORPORATION NO. 2	04/04/2024		0.00	97.53
134401	27467	CITY OF ST PAUL	04/04/2024		0.00	360.00
134402	30038	CIVICPLUS LLC	04/04/2024		0.00	835.00
134403	31158	CLARK COMPANIES INCORPORATED	04/04/2024		0.00	22,809.71
134404	26951	COMCAST	04/04/2024		0.00	14.98
134405	26951	COMCAST	04/04/2024		0.00	10.70
134406	26951	COMCAST	04/04/2024		0.00	142.06
134407	26951	COMCAST	04/04/2024		0.00	69.95
134408	26951	COMCAST	04/04/2024		0.00	2.14
134409	26951	COMCAST	04/04/2024		0.00	141.46
134410	26951	COMCAST	04/04/2024		0.00	10.70
134411	29981	CORE & MAIN LP	04/04/2024		0.00	400.00
134412	03640	CPT SERVICES, INC	04/04/2024		0.00	495.00
134413	28747	CULLIGAN BOTTLED WATER CO	04/04/2024		0.00	234.10
134414	03808	CUMMINS SALES AND SERVICE	04/04/2024		0.00	2,046.46
134415	04004	DALCO ENTERPRISES INC	04/04/2024		0.00	333.42
134416	30966	DELTA FIRE & SAFETY INC	04/04/2024		0.00	610.00
134417	28898	ECM PUBLISHERS INC	04/04/2024		0.00	36.60
134418	29491	FERGUSON WATERWORKS #2518	04/04/2024		0.00	6,700.00
134419	06567	FORCE AMERICA	04/04/2024		0.00	220.00
134420	30229	FORKLIFTS OF MINNESOTA, INC.	04/04/2024		0.00	558.60
134421	30555	MARGARET GONGOLL	04/04/2024		0.00	405.00
134422	07564	GOPHER STATE ONE-CALL, INC	04/04/2024		0.00	170.10
134423	31143	SARA HALPERN	04/04/2024		0.00	180.00
134424	29060	HD SUPPLY INC	04/04/2024		0.00	309.06
134425	08166	HENNEPIN CTY TREASURER	04/04/2024		0.00	1,984.60
134426	08576	HOPKINS F.D. RELIEF ASSOC	04/04/2024		0.00	900.00
134427	08620	HOPKINS ROTARY	04/04/2024		0.00	500.00
134428	09578	INNOVATIVE OFFICE SOLUTIONS LLC	04/04/2024		0.00	2,071.11
134429	30269	JANELLE JASPERS JONES	04/04/2024		0.00	400.00
134430	31674	JUNE TUNES MUSIC INC	04/04/2024		0.00	4,559.00
134431	15447	ALAN KRATTLEY	04/04/2024		0.00	401.84
134432	30165	THOMAS LORENTZ	04/04/2024		0.00	500.00
134433	31305	MARY MCCALLUM	04/04/2024		0.00	320.00

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
134434	13167	MENARDS	04/04/2024	0.00	252.94
134435	13275	MICRO CENTER	04/04/2024	0.00	18.99
134436	30363	MINNEAPOLIS OXYGEN COMPANY	04/04/2024	0.00	101.07
134437	13354	MN BENEFIT ASSOCIATION	04/04/2024	0.00	84.18
134438	30300	NORDIC SOLAR HOLDCO LLC	04/04/2024	0.00	4,452.34
134439	31452	NOW MICRO INC	04/04/2024	0.00	1,146.66
134440	26974	O'REILLY AUTO PARTS	04/04/2024	0.00	117.99
134441	31306	TERRI OSLAND	04/04/2024	0.00	240.00
134442	30575	PREMIER LIGHTING INC	04/04/2024	0.00	51.36
134443	28997	R & R SPECIALTIES OF WISCONSIN IN	04/04/2024	0.00	234.15
134444	19085	SCHINDLER ELEVATOR CORP	04/04/2024	0.00	443.01
134445	28834	SHI INTERNATIONAL CORP	04/04/2024	0.00	1,183.39
134446	29537	SMSC ENTERPRISES	04/04/2024	0.00	381.00
134447	19520	SNAP PRINT INC	04/04/2024	0.00	157.93
134448	29200	SPRINGBROOK SOFTWARE INC	04/04/2024	0.00	1,519.50
134449	30091	RAY STAFFORD	04/04/2024	0.00	480.00
134450	31607	THE MANITOWOC COMPANY INC	04/04/2024	0.00	333.99
134451	20687	TRI-STATE BOBCAT INC	04/04/2024	0.00	2,099.54
134452	03440	ULTIMATE SAFETY CONCEPTS INC	04/04/2024	0.00	1,619.26
134453	31479	USDN	04/04/2024	0.00	700.00
134454	29466	VERIZON WIRELESS	04/04/2024	0.00	1,361.80
134455	29490	VERIZON WIRELESS	04/04/2024	0.00	715.94
134456	31361	VIQ SOLUTIONS INC	04/04/2024	0.00	140.16
134457	25080	XCEL ENERGY	04/04/2024	0.00	283.94
134458	25080	XCEL ENERGY	04/04/2024	0.00	210.00
134459	26320	ZIEGLER, INC	04/04/2024	0.00	782.18
Total for 4/4/2024:				597.63	184,479.04
134460	19162	2ND WIND EXERCISE	04/11/2024	0.00	309.00
134461	01125	ADT SECURITY SERVICES	04/11/2024	0.00	8.65
134462	28422	ADVANCED IMAGING SOLUTIONS	04/11/2024	0.00	3,200.12
134463	29402	ANCHOR SCIENTIFIC INC	04/11/2024	0.00	219.00
134464	28602	APPLIED CONCEPTS INC	04/11/2024	0.00	240.75
134465	02047	BADGER METER INC	04/11/2024	0.00	55.51
134466	29300	BERGERSON-CASWELL INC	04/11/2024	0.00	3,275.00
134467	02563	BOLTON & MENK, INC	04/11/2024	0.00	39,664.74
134468	27822	BRADS PRO AUDIO	04/11/2024	0.00	400.00
134469	31568	CARE RESOURCE CONNECTION	04/11/2024	0.00	1,000.00
134470	03160	CENTERPOINT ENERGY MINNEGASC	04/11/2024	0.00	11,042.79
134471	31267	CINTAS CORPORATION	04/11/2024	0.00	2,108.58
134472	03331	CITY OF ST LOUIS PARK	04/11/2024	0.00	161.88
134473	27467	CITY OF ST PAUL	04/11/2024	0.00	6,000.00
134474	26951	COMCAST	04/11/2024	0.00	136.12
134475	31032	COVERALL NORTH AMERICA	04/11/2024	0.00	5,965.00
134476	03800	CULLIGAN - METRO	04/11/2024	0.00	72.00
134477	04690	DRISKILLS FOODS	04/11/2024	0.00	327.60
134478	04690	DRISKILLS FOODS	04/11/2024	0.00	109.86
134479	04690	DRISKILLS FOODS	04/11/2024	0.00	49.58
134480	28898	ECM PUBLISHERS INC	04/11/2024	0.00	412.60
134481	31603	ELEVATOR SERVICE HOLDINGS LLC	04/11/2024	0.00	198.45
134482	08001	HACH COMPANY	04/11/2024	0.00	282.09
134483	29748	HENNEPIN COUNTY PUBLIC WORKS	04/11/2024	0.00	10,710.00
134484	29748	HENNEPIN COUNTY PUBLIC WORKS	04/11/2024	0.00	10,680.26
134485	08166	HENNEPIN CTY TREASURER	04/11/2024	0.00	3,576.40
134486	08166	HENNEPIN CTY TREASURER	04/11/2024	0.00	277.80
134487	08179	HENNEPIN CTY TREASURER	04/11/2024	0.00	1,501.36

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
134488	08223	HENNEPIN CTY TREASURER	04/11/2024	0.00	9,573.38
134489	08576	HOPKINS F.D. RELIEF ASSOC	04/11/2024	0.00	120.00
134490	31034	INDIGO SIGNWORKS INC	04/11/2024	0.00	11,497.50
134491	27456	JAZZ88 KBEM	04/11/2024	0.00	400.00
134492	29249	JR'S ADVANCED RECYCLERS	04/11/2024	0.00	40.00
134493	11161	KENNEDY & GRAVEN, CHARTERED	04/11/2024	0.00	8,875.30
134494	03369	LEAGUE OF MN CITIES	04/11/2024	0.00	519.00
134495	28498	LEXIPOL LLC	04/11/2024	0.00	4,883.00
134496	31585	LOCKRIDGE GRINDAL NAUEN PLLP	04/11/2024	0.00	3,333.33
134497	31016	MED ALLIANCE GROUP INC	04/11/2024	0.00	350.00
134498	13167	MENARDS	04/11/2024	0.00	255.73
134499	28665	METRO ALARM & LOCK	04/11/2024	0.00	780.00
134500	13179	METROPOLITAN COUNCIL	04/11/2024	0.00	153,181.87
134501	13564	MOTOROLA SOLUTIONS INC	04/11/2024	0.00	1,171.00
134502	30199	PULSE ELECTRIC	04/11/2024	0.00	5,500.00
134503	17806	QWEST CORP	04/11/2024	0.00	61.81
134504	31120	REPUBLIC SERVICES INC	04/11/2024	0.00	33,830.67
134505	19012	SAFETY SIGNS	04/11/2024	0.00	1,683.60
134506	28309	SCOTT COUNTY TREASURER	04/11/2024	0.00	350.00
134507	19567	SOUTHWEST SUB CABLE COMM	04/11/2024	0.00	2,782.00
134508	19602	SPS COMPANIES INC	04/11/2024	0.00	1,353.81
134509	31663	PAUL SUMMERS	04/11/2024	0.00	8,750.00
134510	29254	TARGETSOLUTIONS LEARNING LLC	04/11/2024	0.00	2,277.10
134511	30093	TRANSUNION RISK AND ALTERNATIV	04/11/2024	0.00	185.40
134512	29475	VERIZON WIRELESS	04/11/2024	0.00	105.03
134513	30819	VERIZON WIRELESS	04/11/2024	0.00	390.50
134514	31361	VIQ SOLUTIONS INC	04/11/2024	0.00	96.62
134515	27900	WATER CONSERVATION SERVICES	04/11/2024	0.00	448.53
134516	25080	XCEL ENERGY	04/11/2024	0.00	43.77
134517	25080	XCEL ENERGY	04/11/2024	0.00	25.65
134518	25080	XCEL ENERGY	04/11/2024	0.00	3,605.20
134519	26320	ZIEGLER, INC	04/11/2024	0.00	9,787.02
Total for 4/11/2024:				0.00	368,241.96
134520	30364	ABDO LLP	04/18/2024	0.00	13,000.00
134521	01044	ABLE HOSE & RUBBER INC	04/18/2024	0.00	1,384.40
134522	01045	ABM EQUIPMENT & SUPPLY LLC	04/18/2024	0.00	11,604.78
134523	01328	AIRGAS USA	04/18/2024	0.00	299.11
134524	28600	APPLE VALLEY FORD LINCOLN	04/18/2024	0.00	1,106.56
134525	29512	BACHMAN'S	04/18/2024	0.00	551.00
134526	02323	BITUMINOUS ROADWAYS, INC	04/18/2024	0.00	57,143.98
134527	14571	BLUE TARP FINANCIAL INC	04/18/2024	0.00	152.98
134528	03001	CES IMAGING	04/18/2024	0.00	396.08
134529	30127	CINTAS CORPORATION NO. 2	04/18/2024	0.00	143.59
134530	27467	CITY OF ST PAUL	04/18/2024	0.00	400.00
134531	31676	COLLINS BROTHERS TOWING OF ST (04/18/2024	0.00	500.00
134532	26951	COMCAST	04/18/2024	0.00	404.93
134533	30509	COMMERCIAL RECREATION SPECIAL	04/18/2024	0.00	7,875.00
134534	30321	CONCRETE SCIENCE LLC	04/18/2024	0.00	2,113.00
134535	03800	CULLIGAN - METRO	04/18/2024	0.00	234.00
134536	03808	CUMMINS SALES AND SERVICE	04/18/2024	0.00	1,416.35
134537	04168	DEM-CON LANDFILL, INC	04/18/2024	0.00	82.52
134538	27569	EMERGENCY AUTOMOTIVE TECHN	04/18/2024	0.00	5,008.44
134539	27569	EMERGENCY AUTOMOTIVE TECHN	04/18/2024	0.00	4,431.92
134540	27569	EMERGENCY AUTOMOTIVE TECHN	04/18/2024	0.00	13,427.88
134541	29006	ENTERPRISE FLEET MANAGEMENT	04/18/2024	0.00	4,783.52

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
134542	29398	ENTERPRISE FLEET MANAGEMENT	04/18/2024	0.00	2,110.45
134543	06008	FASTENAL CO	04/18/2024	0.00	254.48
134544	30229	FORKLIFTS OF MINNESOTA, INC.	04/18/2024	0.00	535.95
134545	07003	GARTNER REFRIGERATION & MFG.	04/18/2024	0.00	850.00
134546	29377	GRAINGER, INC	04/18/2024	0.00	151.41
134547	31474	GRANITE TELECOMMUNICATIONS LI	04/18/2024	0.00	129.57
134548	31684	GREEN PRO SOLUTIONS	04/18/2024	0.00	3,120.70
134549	08004	HANCE HARDWARE, INC	04/18/2024	0.00	1,066.00
134550	08166	HENNEPIN CTY TREASURER	04/18/2024	0.00	1,984.60
134551	08184	HENNEPIN CTY TREASURER	04/18/2024	0.00	2,604.00
134552	27248	HENNEPIN CTY TREASURER	04/18/2024	0.00	1,684.00
134553	08571	HOPKINS BUSINESS & CIVIC ASSN	04/18/2024	0.00	150.00
134554	28537	IS LAX LLC	04/18/2024	0.00	1,920.00
134555	09002	I-STATE TRUCK CENTER	04/18/2024	0.00	3,016.31
134556	28601	JENN ARI GROUP	04/18/2024	0.00	1,506.62
134557	03369	LEAGUE OF MN CITIES	04/18/2024	0.00	275.00
134558	13012	MACQUEEN EQUIPMENT INC	04/18/2024	0.00	11,457.47
134559	29059	MANSFIELD OIL COMPANY	04/18/2024	0.00	22,134.00
134560	13047	MARCO	04/18/2024	0.00	282.00
134561	13167	MENARDS	04/18/2024	0.00	394.56
134562	13251	MINNEAPOLIS SAW INC	04/18/2024	0.00	427.10
134563	30129	MINNESOTA AIR, INC.	04/18/2024	0.00	49.76
134564	13399	MN SAFETY COUNCIL, INC	04/18/2024	0.00	23.00
134565	29437	NORTH AMERICAN SAFETY	04/18/2024	0.00	162.96
134566	14582	NORTHWEST ASPHALT INC	04/18/2024	0.00	133,268.12
134567	31460	PLAN IT SOFTWARE LLC	04/18/2024	0.00	1,200.00
134568	16566	POMPS TIRE SERVICE INC	04/18/2024	0.00	1,244.69
134569	27224	PPG ARCHITECTURAL FINISHES	04/18/2024	0.00	1,400.00
134570	16687	PRO-TEC DESIGN INC	04/18/2024	0.00	360.00
134571	30199	PULSE ELECTRIC	04/18/2024	0.00	8,880.00
134572	17806	QWEST CORP	04/18/2024	0.00	198.00
134573	30495	SPEEDWAY LLC	04/18/2024	0.00	120.00
134574	19602	SPS COMPANIES INC	04/18/2024	0.00	934.69
134575	20120	TDS METROCOM - MN	04/18/2024	0.00	81.31
134576	20560	TOLL GAS & WELDING SUPPLY	04/18/2024	0.00	76.26
134577	20687	TRI-STATE BOBCAT INC	04/18/2024	0.00	497.66
134578	29473	VERIZON WIRELESS	04/18/2024	0.00	495.72
Total for 4/18/2024:				0.00	331,506.43
134579	01125	ADT SECURITY SERVICES	04/25/2024	0.00	119.30
134580	29535	ADVANCED ENGINEERING	04/25/2024	0.00	1,365.00
134581	30728	AFSCME COUNCIL 5	04/25/2024	0.00	810.00
134582	30933	ANCHOR SOLAR INVESTMENTS LLC	04/25/2024	0.00	3,655.84
134583	20883	API GARAGE DOOR INC	04/25/2024	0.00	170.00
134584	01095	DANIEL ARETZ	04/25/2024	0.00	460.00
134585	31689	KRIS AUNE	04/25/2024	0.00	300.00
134586	30366	BERRY COFFEE COMPANY INC	04/25/2024	0.00	494.83
134587	27782	BOUND TREE MEDICAL LLC	04/25/2024	0.00	597.63
134588	27782	BOUND TREE MEDICAL LLC	04/25/2024	0.00	328.50
134589	31686	LEIGH BROWNING	04/25/2024	0.00	2,186.00
134590	26976	BUCKEYE INTERNATIONAL INC	04/25/2024	0.00	76.84
134591	30499	JAMES STANLEY BURPEE	04/25/2024	0.00	70.00
134592	31400	BZDOK INSPECTIONS INC	04/25/2024	0.00	1,947.00
134593	31573	JASON THOMAS CARDINAL	04/25/2024	0.00	1,125.00
134594	28987	CENTER FOR ENERGY & ENVIRONME	04/25/2024	0.00	535.00
134595	28430	CENTURY LINK	04/25/2024	0.00	33.41

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
134596	31267	CINTAS CORPORATION	04/25/2024	0.00	134.74
134597	30127	CINTAS CORPORATION NO. 2	04/25/2024	0.00	97.53
134598	26951	COMCAST	04/25/2024	0.00	161.80
134599	26951	COMCAST	04/25/2024	0.00	142.06
134600	26951	COMCAST	04/25/2024	0.00	2.14
134601	31384	CONSOLIDATED COMMUNICATIONS	04/25/2024	0.00	170.68
134602	31685	GARY DEVAAN	04/25/2024	0.00	1,500.00
134603	28898	ECM PUBLISHERS INC	04/25/2024	0.00	67.10
134604	05524	ENTENMANN-ROVIN CO	04/25/2024	0.00	175.50
134605	30330	FAE LSE 6 LLC	04/25/2024	0.00	6,765.47
134606	30601	FAE LSE 8 LLC	04/25/2024	0.00	6,789.22
134607	06008	FASTENAL CO	04/25/2024	0.00	73.21
134608	08038	HAWKINS, INC	04/25/2024	0.00	1,913.00
134609	08192	HENNEPIN CTY TREASURER	04/25/2024	0.00	594.78
134610	27454	HENNEPIN CTY TREASURER	04/25/2024	0.00	15,000.00
134611	29818	HIAWATHA TREE SERVICE INC.	04/25/2024	0.00	625.00
134612	08576	HOPKINS F.D. RELIEF ASSOC	04/25/2024	0.00	30.00
134613	08625	HOPKINS POLICE ASSOCIATION	04/25/2024	0.00	945.00
134614	30941	HOPKINS POLICE CRIME FUND	04/25/2024	0.00	48.78
134615	09801	I.U.O.E. CENTRAL PENSION FUND	04/25/2024	0.00	2,000.00
134616	31683	INTERNATIONAL ASSOC OF FIRE FIGI	04/25/2024	0.00	217.56
134617	31473	INVICTI SECURITY CORP	04/25/2024	0.00	4,500.00
134618	11161	KENNEDY & GRAVEN, CHARTERED	04/25/2024	0.00	7,186.43
134619	12012	LAW ENFORCEMENT LABOR SERVICE	04/25/2024	0.00	476.82
134620	29529	LEXISNEXIS RISK SOLUTIONS	04/25/2024	0.00	96.61
134621	30392	CIGNA LIFE INS COMP OF AMERICA -	04/25/2024	0.00	641.84
134622	30023	CIGNA LIFE INS COMP OF N AMERICA	04/25/2024	0.00	995.14
134623	30391	THE HARTFORD LTD	04/25/2024	0.00	2,474.30
134624	31257	SCOTT ANDREWS MARKS	04/25/2024	0.00	470.00
134625	28599	MN PUBLIC RADIO	04/25/2024	0.00	833.00
134626	29317	OFFICE OF MN IT SERVICES	04/25/2024	0.00	159.12
134627	29468	PARALLEL TECHNOLOGIES	04/25/2024	0.00	16,663.23
134628	16337	PIRTEK PLYMOUTH	04/25/2024	0.00	213.53
134629	30199	PULSE ELECTRIC	04/25/2024	0.00	698.00
134630	28245	QUADIEN FINANCES USA INC	04/25/2024	0.00	39.90
134631	04573	QUALITY RESOURCE GROUP INC	04/25/2024	0.00	48.52
134632	18164	RED WING BUSINESS ADVANTAGE AC	04/25/2024	0.00	661.47
134633	08568	RESOURCE WEST	04/25/2024	0.00	8.44
134634	28533	RODNEY J RODMAN	04/25/2024	0.00	2,000.00
134635	29143	SHRED IT USA	04/25/2024	0.00	78.59
134636	30390	THE HARTFORD STD	04/25/2024	0.00	3,430.88
134637	31183	SURE-CLOSE INC	04/25/2024	0.00	1,955.00
134638	31687	SURVEY SUPPLY INC	04/25/2024	0.00	631.43
134639	31688	TRIMBLE INC	04/25/2024	0.00	141.00
134640	27981	ULINE INC	04/25/2024	0.00	114.80
134641	21523	UNION LOCAL 49	04/25/2024	0.00	875.00
134642	21529	UNITED WAY	04/25/2024	0.00	38.46
134643	22002	VALLEY-RICH COMPANY, INC	04/25/2024	0.00	12,024.50
134644	29458	VERIZON WIRELESS	04/25/2024	0.00	3,785.52
134645	29490	VERIZON WIRELESS	04/25/2024	0.00	715.75
Total for 4/25/2024:				0.00	113,685.20
Report Total (259 checks):				597.63	997,912.63



CITY OF HOPKINS

City Council Report 2024-060

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

From: Nick Bishop, Finance Director

Date: May 7, 2024

Subject: Resolution to Close Obsolete Funds and Transfer Balances

RECOMMENDED ACTION

MOTION TO Approve Resolution No. 2024-037 to Close Obsolete Funds and Transfer Balances

OVERVIEW

The City of Hopkins maintains a fund accounting system which separates funds according to their sources and uses. A separate fund is created for each new debt issuance. Bonds associated with Fund 424 (2012A GO Improvement Bonds), Fund 433 (2005B GO TIF Bonds), Fund 436 (2009B GO Housing Improvement Bonds), Fund 439 (2010B GO Refunding) and Fund 444 (2014B GO Refunding Bonds) have been paid off and are no longer necessary. Transfers between funds would be used to close out any remaining balances or deficits. The chart below shows the required transfers, which require City Council approval.

<u>Transfer Out</u>	<u>Transfer In</u>				<u>Total</u>
	<u>Fund 204, Economic Development</u>	<u>Fund 231, Super Valu Tax Increment</u>	<u>Fund 424, 2012A GO Improvement Bonds</u>	<u>Fund 444, 2014B GO Refunding</u>	
Fund 101, General Fund	-	-	14,301	22,623	36,924
Fund 433, 2005B GO TIF Bonds	297	-	-	-	297
Fund 436, 2009B GO Housing Improvement Bonds	1,233	-	-	-	1,233
Fund 439, 2010B GO Refunding Bonds	-	188,429	-	-	188,429
Total	1,530	188,429	14,301	22,623	226,883

SUPPORTING INFORMATION

- Resolution No. 2024-037 Close Obsolete Funds and Transfer Balances

**CITY OF HOPKINS
HENNEPIN COUNTY, MINNESOTA**

RESOLUTION 2024-037

CLOSE OBSOLETE FUNDS AND TRANSFER BALANCES

WHEREAS, The City of Hopkins maintains a fund accounting system that separates funds according to their source and use ; and

WHEREAS, it is necessary to create certain Fund Accounts from time to time as the need arises, and to close certain Accounts as those needs disappear; and

WHEREAS, there is no longer need to maintain an Account for the following activities:

1. Fund 424, 2012A GO Improvement Bonds
2. Fund 433, 2005B GO TIF Bonds
3. Fund 436, 2009B GO Housing Improvement Bonds
4. Fund 439, 2010B GO Refunding Bonds
5. Fund 444 2014B GO Refunding Bonds, and

WHEREAS, it is necessary and appropriate to transfer money from closed funds within the City's account structure in order to eliminate the fund balances that currently exist in these accounts,

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Hopkins hereby authorizes the following transfer of money as follows:

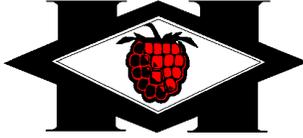
1. Transfer \$14,301 from Fund 101(General Fund) to Fund 424 to eliminate a deficit in Fund 424
2. Transfer the remaining balance of Fund 433, estimated to be \$297 to Fund 204-Economic Development
3. Transfer the remaining balance of Fund 436, estimated to be \$1,233 to Fund 204-Economic Development
4. Transfer the remaining balance of Fund 439, estimated to be \$188,429 to Fund 231-Super Valu Tax Increment
5. Transfer \$22,623 from Fund 101 to Fund 444 to eliminate a deficit in Fund 444

Adopted by the City Council of the City of Hopkins this 7th day of May, 2024.

By: _____
Patrick Hanlon, Mayor

ATTEST:

Amy Domeier, City Clerk



CITY OF HOPKINS

City Council Report 2024-061

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

From: Ryan Krzos, City Planner

Date: May 7, 2024

Subject: 9451 Excelsior Boulevard – Hopkins Depot – Comprehensive Plan Amendment.

RECOMMENDED ACTION

MOTION TO: Approve Resolution 2024-038 Amending the Comprehensive Plan to assign the Commerce and Employment Future Land Use Designation for 9451 Excelsior Boulevard.

OVERVIEW

The City on behalf of the property owner, the Metropolitan Council, requests a Comprehensive Plan Amendment for 9451 Excelsior Boulevard, the parcel containing the Depot Coffeehouse. The site does not have an assigned Future Land Use classification by the Comprehensive Plan. The request would assign the Commerce and Employment Future Land Use Category to the property. No modifications to the site or use are proposed. Based on the findings in this report, staff recommends approval of the request.

BACKGROUND

At the April 16, 2024 City Council meeting, a second reading of an Ordinance Amending the Zoning Map to assign the MX-S zone to the property was approved, effectuating the rezoning. The rezoning was necessary to facilitate an update to the City's permit to occupy the space for the Depot Coffeehouse. A condition of that rezoning approval was to formally amend the Comprehensive Plan with the corresponding Commerce and Employment future land use designation.

Community Engagement and Comment

The Comprehensive Plan Amendment procedure requires a public hearing. The City published notice of the Planning and Zoning Commission's May 1 public hearing in the official paper and mailed notices directly to property owners and residents within 500 feet of the subject property. The City did not receive any comments on this item, nor did any members of the public speak during the public hearing. The process for amending the Comprehensive Plan also requires that the City notify adjoining and affected jurisdictions and provide those administrations an opportunity to provide comments. Staff notified the Cities of St Louis Park and Edina, and the Minnesota

Department of Transportation. None of the entities provided comment on this request.

ANALYSIS

The Hopkins Comprehensive Plan establishes the vision and policies that govern a number of issues including the use and development of land in the city. The Comprehensive Plan is intended to be general and flexible, to be applicable across a wide range of circumstances. As such, the Plan recognizes that from time to time formal amendments to the Plan may be necessary to address changing conditions, development proposals, new information, and other factors. In this case, staff finds that the amendment is warranted to correct the typical practice of not assigning a category to public rights-of-way. Since activities and uses occur on the site beyond transportation, it is appropriate to have guidance from the Comprehensive Plan. The existing uses and characteristics of the site are consistent with the Commerce and Employment future land use category. Commerce and Employment areas are envisioned as being contemporary auto-oriented development supporting regional and interstate commerce. Uses in commerce and employment corridors is expected to include a mix of commercial, office, service, medical, research and technology uses. Secondary uses may include retail and office/showroom uses. A characteristic of the commerce and employment district is high visibility and excellent vehicle access.

ALTERNATIVES

1. Vote to approve a Comprehensive Plan amendment for 9451 Excelsior Boulevard. Approval of the Amendment by the Metropolitan Council is also required.
2. Vote to deny the Comprehensive Plan Amendment request. Should the City Council consider this option, it must also identify specific findings that support this alternative.
3. Continue for further information. If the City finds that further information is needed, the item may be continued.

SUPPORTING INFORMATION

- Resolution 2024-038
- Current Zoning Map
- Current Future Land Use Map

**CITY OF HOPKINS
HENNEPIN COUNTY, MINNESOTA**

RESOLUTION 2024-038

**A RESOLUTION AMENDING THE COMPREHENSIVE PLAN TO ESTABLISH THE
COMMERCE AND EMPLOYMENT FUTURE LAND USE DESIGNATION FOR THE
PROPERTY LOCATED AT 9451 EXCELSIOR BOULEVARD**

WHEREAS, The City, on behalf of the property owner the Metropolitan Council, has requested a Comprehensive Plan Amendment to assign the Commerce and Employment future land use designation for the property at 9451 Excelsior Boulevard with PID: 19-117-21-31-0002; and,

WHEREAS, this property is legally described in Exhibit A; and,

WHEREAS, the procedural history of the application is as follows:

1. That the above stated application was initiated by the City; and,
2. That the Hopkins Planning & Zoning Commission, pursuant to published and mailed notice, held a public hearing on the application on May 1, 2024 and all persons present were given an opportunity to be heard; and,
3. That written comments and analysis of City staff were considered; and,
4. That the Hopkins Planning & Zoning Commission reviewed this application during their May 1, 2024 meeting and recommended approval by the City Council; and,

WHEREAS, staff and the Planning and Zoning Commission recommended approval of the above stated application based on the findings outlined in City Council Report 2024-061 dated May 7, 2024.

NOW, THEREFORE, BE IT RESOLVED that the City of Hopkins City Council hereby approves an amendment to the Comprehensive Plan to assign the Commerce and Employment future land use category to the property with PID 19-117-21-31-0002, subject to approval by the Metropolitan Council.

Adopted this 7th day of May 2024.

ATTEST:

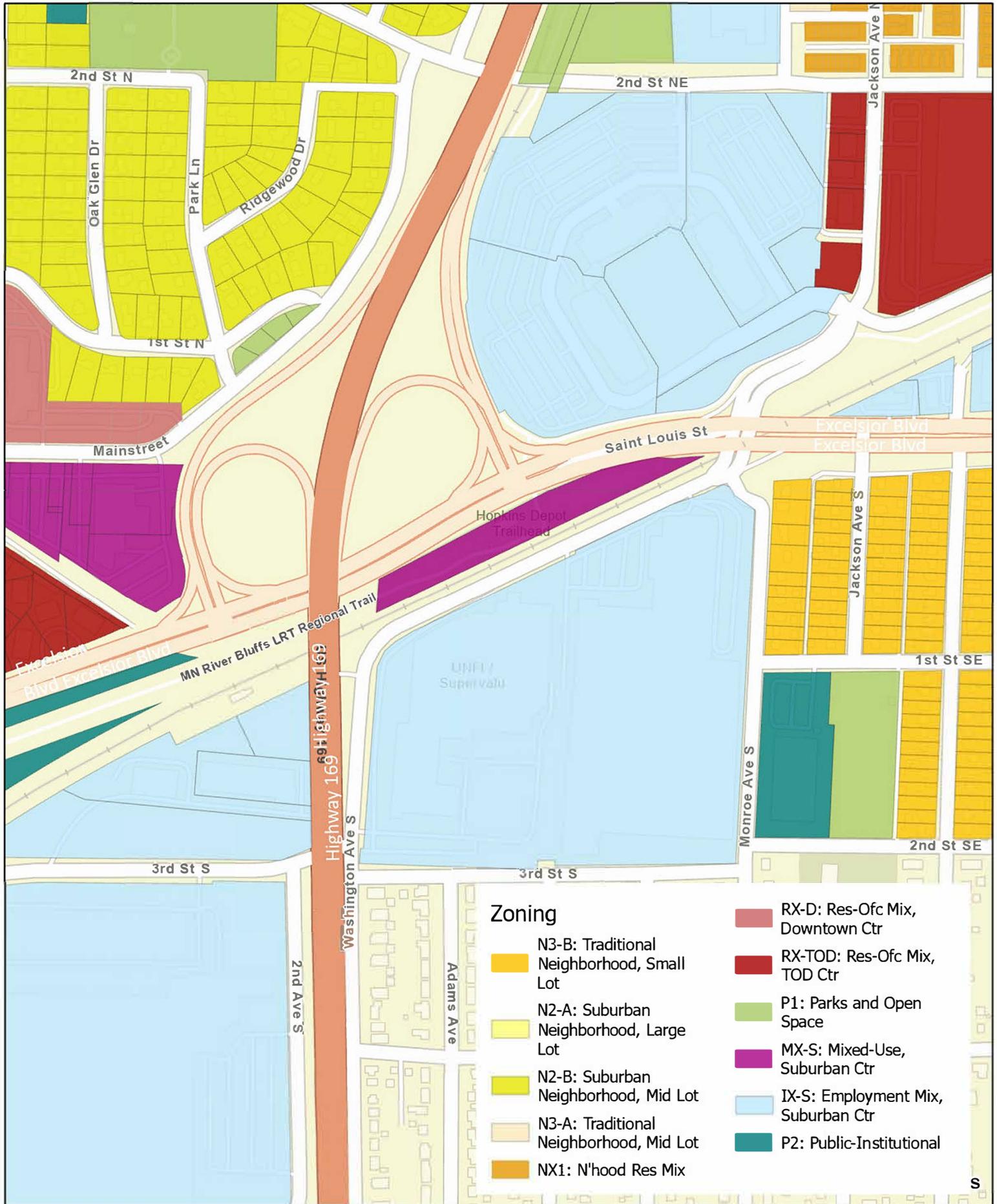
Patrick Hanlon, Mayor

Amy Domeier, City Clerk

Exhibit A
Legal Description of Subject Parcel

That part of the Southwest Quarter of Section 19, Township 117, Range 2, Hennepin County, Minnesota, bounded and described as follows:

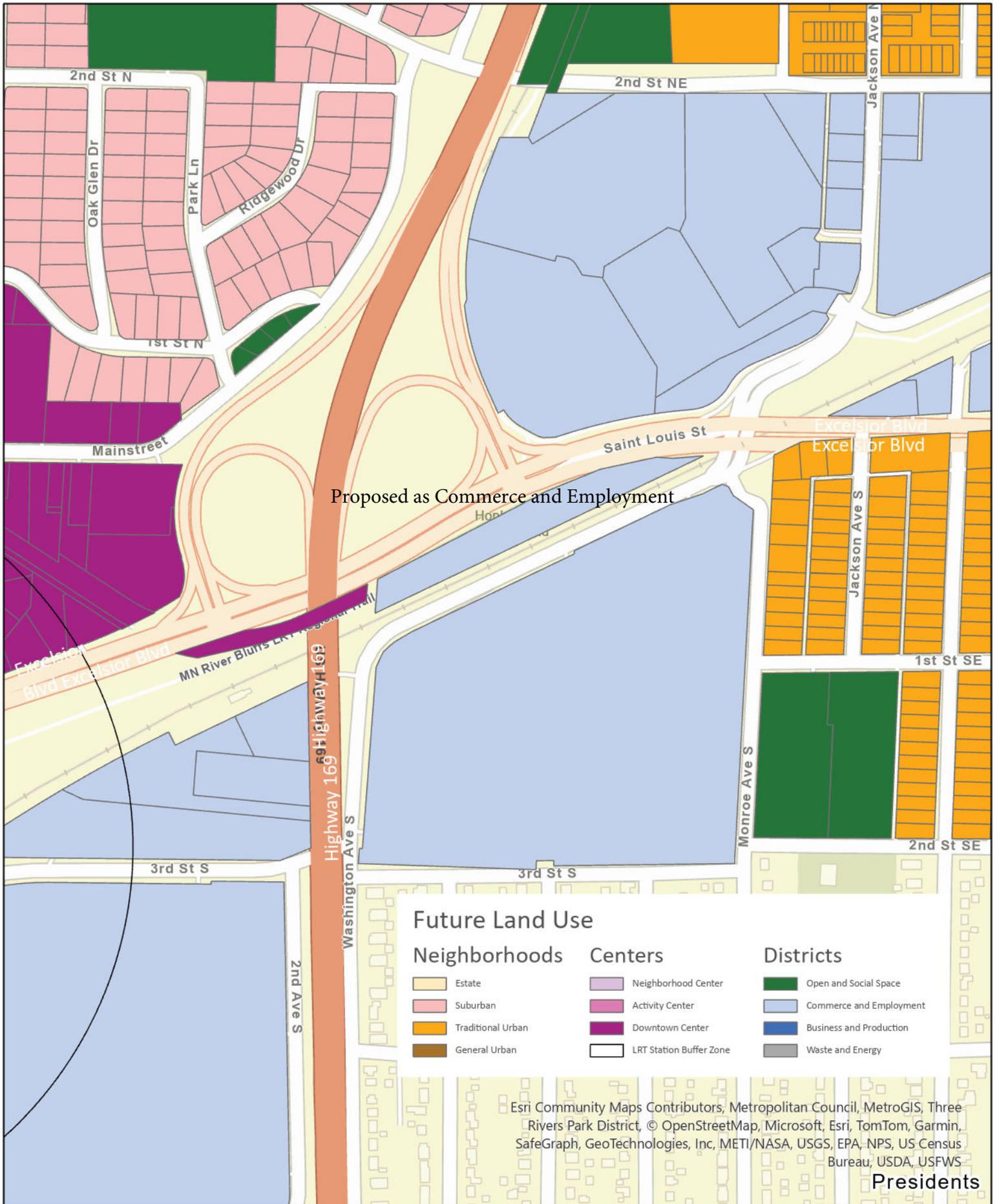
Beginning at a point on the Southerly line of Excelsior Road (now Excelsior Boulevard), as said Road was established prior to the widening and improvement thereof (1978), distant 71.6 feet Northwesterly, measured at right angles, from said original main track center line; thence Southwesterly parallel with said center line a distance of 302.47 feet; thence Southwesterly along a straight line a distance of 636.8 feet to a point on the East line of Washington Avenue, distant 50 feet Northwesterly, measured at right angles, from said original main track center line; thence Southerly along said East line of Washington Avenue a distance of 58 feet, more or less, to a point distant 15 feet Northwesterly, measured at right angles, from the center line of Chicago and North Western Transportation Company (formerly Minneapolis and St. Louis Railway Company) connecting track ICC No. 9, as said track is now located; thence Northeasterly parallel with the center line of said connecting track (and the continuation thereof to the center line of the Westbound main track of the Chicago Milwaukee, St. Paul and Pacific Railroad Company) a distance of 830 feet, more or less, to a point opposite the point of switch for said connecting track (at said last described main track center line); thence Southeasterly radial to the last described course a distance of 3 feet, more or less, to a point distant 50 feet Southeasterly, measured at right angles, from said original (Minneapolis and St. Louis Railway Company) main track center line; thence Northeasterly parallel with said original main track center line a distance of 430 feet, more or less, to a point on the Southerly line of said Excelsior Road; thence Westerly along said Southerly line of Excelsior Road a distance of 315 feet, more or less, to the point of beginning.



City of Hopkins - The Depot

3/14/2024





Presidents

City of Hopkins - The Depot

3/15/2024





CITY OF HOPKINS

Fire Department

City Council Report 2024-062

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

From: Dale Specken, Fire Chief

Date: May 7, 2024

Subject: Approval of Revisions to Emergency Operations Plan

RECOMMENDED ACTION

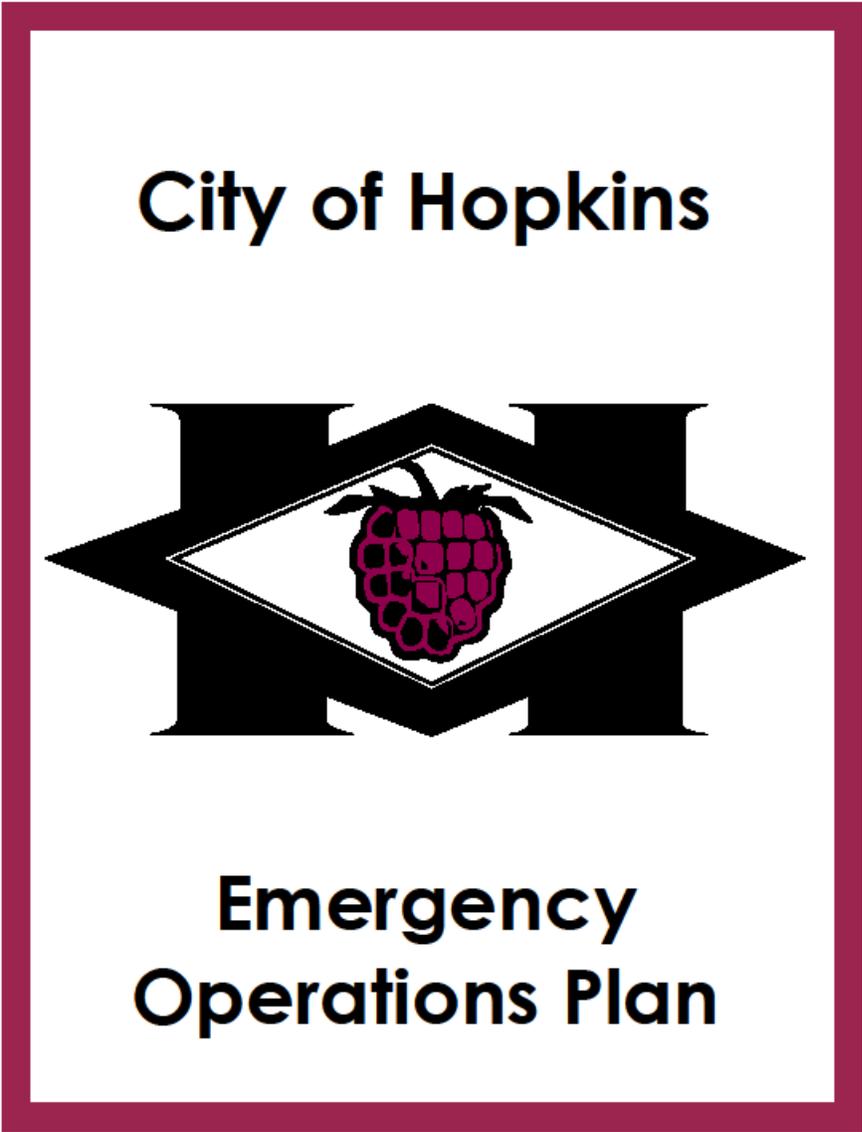
MOTION TO Approve Revisions to the Emergency Operations Plan.

OVERVIEW

The Fire Department has reviewed the Emergency Operations Plans (EOP) and has made changes that impact the City of Hopkins. Upon approval, the EOP will be forwarded to Hennepin County Emergency Management and the State of Minnesota Homeland Security and Emergency Management.

SUPPORTING INFORMATION

- Emergency Operations Plan



October, 2021

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THIS PAGE DOCUMENTS APPROVAL FOR THE BASIC PLAN AND ANNEXES

Prepared by: _____ Date: _____
Emergency Management Director

Approved By: _____ Date: _____
Mayor

Approved by: _____ Date: _____
Fire Chief

Plan Developed: Date: _____

Record of Revision:

Change Number	Date	Plan	Summary of Changes	Signature Person Entering Change
1	Aug 2007	Revision 9	Update Version	Filed/Archived
2	Sep 2010	Revision 10	Update Version	Filed/Archived
3	May 2015	Revision 11	Update Version	Filed/Archived
4	Aug 2019	Revision 12	Update Version	Filed/Archived
5	July 2020	Revision 13	Update Version	Filed / Archived
6	May 2024	Revision 14	Update Version	

FOREWORD

The basic purpose of this plan is to provide a guide for emergency operations. The plan is intended to assist key city officials and emergency organizations to carry out their responsibilities for the protection of life and property under a wide range of emergency conditions.

Although an organization may have the foresight to plan for anticipated situations, such planning is of little worth if it is not reduced to written form. Personnel with intimate knowledge of unwritten plans may be unavailable at the very time it becomes necessary to implement them. A written documentary record will serve to refresh the knowledge of key individuals and can be used to inform persons who become replacements.

TRANSFER OF OFFICE

THIS DOCUMENT SHALL REMAIN THE PROPERTY OF:

Upon termination of office by reason or resignation, election, suspension or dismissal, the holder of this document shall transfer it to his or her successor or to the Hopkins Emergency Management Director.

Copy No. _____ Assigned to: _____

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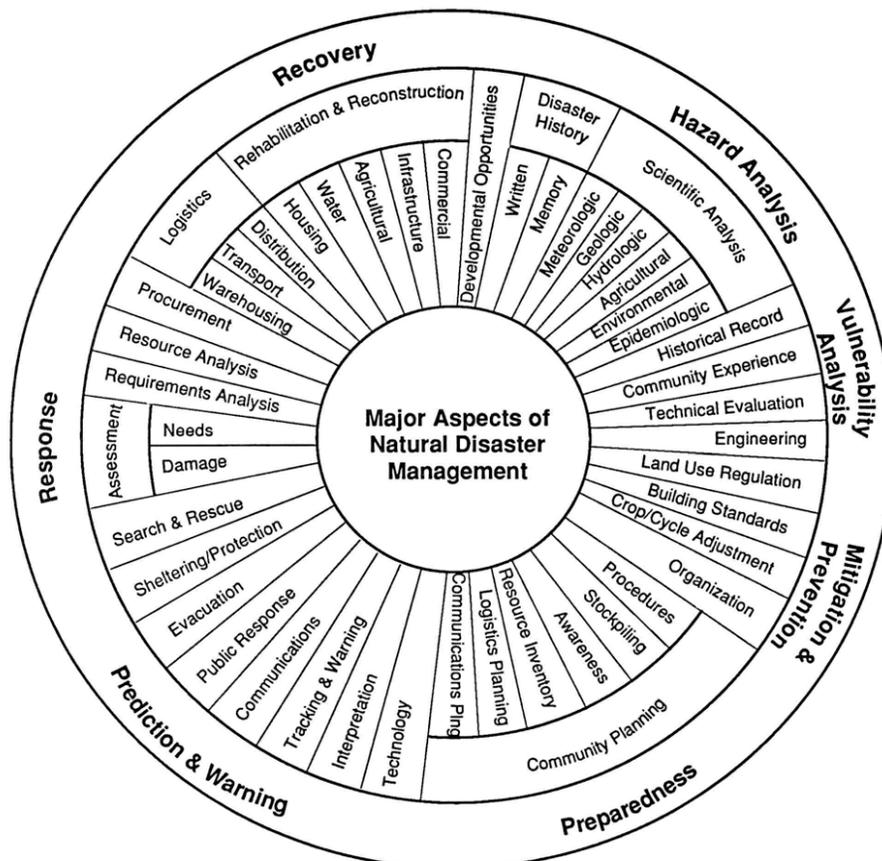
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Purpose

The purpose of this plan provides a process to carry out emergency functions to save lives; to establish responsibilities necessary in performing these functions; to prevent, minimize and repair damage; and to ensure continuity of government so that essential services continue to be provided to the City of Hopkins customers during a significant event.

This plan consists of three types of Annexes and only notes Essential Support Functions in relationship to the annexes that describe specific principal responsibilities for county departments and agencies in the event of an emergency. Each department or agency is responsible for having suggested operational guidelines, resource lists, and checklists required to accomplish its support duties.

This plan contains Incident Annexes (IA). The Incident Annexes describe a hazard to which Hopkins is vulnerable. Vulnerabilities have specific planning factors that are relevant to the types of response needed. Hopkins Emergency Management Division has conducted a vulnerabilities assessment and has determined the priority of threat that faces the City of Hopkins.



Scope

This plan establishes operational concepts and identifies tasks and responsibilities required to carry out a comprehensive emergency management program.

This plan may be activated during a community or multi-community crisis. This plan, though comprehensive, includes provisions for flexibility of methods, operations, and actions needed to facilitate the efforts of local governments and partners in accomplishing emergency management objectives.

This plan will remain consistent to ensure coordination of continuity of government in the event of a major disaster as well as the continuity of operation with local governments to provide protection and essential services to the residents of the county.

This plan is a multi-hazard plan that addresses mitigation, preparedness, response, and recovery either directly or through reference to other specific plans or appendices such as the Continuity of Operations Plan, and departmental plans.

The practices outlined in this document apply to all employees of Hennepin County and will be used as a reference and guideline to assist in coordination efforts involving emergency operations. For partners in other jurisdictions, please refer to your city Emergency Plans and cross reference with this county plan.

Strategic Objectives

The strategic objectives of City of Hopkins Emergency Management

City of Hopkins Overarching Goals	EM Objectives
Health	<ul style="list-style-type: none"> • Ensure public health readiness and response to disasters • Protect the environment during disasters
Protected and Safe	<ul style="list-style-type: none"> • Ensure effective and timely emergency warning and alerts • Provide support and resources to local jurisdictions • Provide decision-support and situational awareness to emergency responders and key leaders.
Assured Due Process	<ul style="list-style-type: none"> • Ensure Continuity of Government during emergencies
Self-Reliant	<ul style="list-style-type: none"> • Cultivate individual, family and business readiness • Assist in rapid and effective disaster recovery
Mobile	<ul style="list-style-type: none"> • Enhance the effective mobility of emergency responders • Develop plans for public disaster mobility

Authority

Someone in authority must remain in the Emergency Operations Center (EOC) – the Fire Department training room – at all times during the emergency. This will be either the Emergency Management Director, or one of the other EOC Department Heads designated by the Emergency Management Director.

Department Responsibilities

Each department should check its own facilities, report any damage back to the EOC, and repair significant damage if possible. See Annex B11-12 for specific responsibilities for each department.

Personnel

All personnel and equipment assignments will be reported to the EOC. During the emergency, no employees shall be sent home, even at the end of normal work shifts, without clearance from their department head in the EOC. Non-emergency personnel may be needed to issue passes for persons evacuated from their homes, or to place street barricades, or to perform other emergency functions as needed.

Traffic Control

It is likely that the biggest difficulty during an emergency will be traffic. Once people learn of the emergency, many will try to drive to see it and as a result will clog the roads for emergency vehicles and resources. Therefore, until mutual aid police arrive to assist with traffic control, it may be necessary for any of the City departments to provide personnel for temporary traffic control if they are not already assigned to more critical work.

Safety

Most injuries occur at the beginning of operations, when wires are live, glass and debris are in the streets, and people are pumping a lot of adrenaline. City personnel should remember to take it easy and play it safe.

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Someone in authority must remain in the Emergency Operation Center (EOC) – the Fire Department training room – at all times during the emergency. This will be either the Emergency Management Director, or one of the other EOC Department Heads designated by the Emergency Director.

Department Responsibilities

Each department should check its own facilities, report any damage back to the EOC, and repair significant damage if possible. See B13-15 for specific responsibilities for each department.

Personnel

All personnel and equipment assignments will be reported to the EOC. During the emergency, no employees shall be sent home, even at the end of normal work shifts, without clearance from their department head in the EOC. Non-emergency personnel may be needed to issue passes for persons evacuated from their homes, or to place street barricades, or to perform other emergency functions as needed.

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<u>Title</u>	<u>Address</u>	<u>Phone</u>
<u>Councilmembers</u>		
Mayor		
Councilmembers		(See attachment)
<u>City Facilities</u>		
City Hall	1010 First St S	(952) 935-8474
Emergency Operation Center	1010 First St S	(952) 939-1430
Fire Department	101 17 th Ave S	(952) 548-6450
Hopkins Activity Center	33 14 th Ave N	(952) 939-1333
Police Department	1010 First St S	(952) 938-8885
Public Works	11100 Excelsior Blvd	(952) 939-1382
<u>At-Risk Facilities</u>		
<u>Apartment Buildings with Seniors</u>		
Central Park Manor	1510 Mainstreet	(952) 938-0402
Chapel View Apts	605 Mtka. Mills Rd	(952) 938-2456
Dow Towers	22 5 th Ave S	(952) 939-1329
Gold Crest (c/o Stuart Co)	34 12 th Ave N	(952) 933-7751
Hopkins Village	9 7 th Ave S	(952) 938-5787
Mark IV	1221 Mainstreet	(952) 938-7681 or (952) 937-9393
Rosewood West	460 5 th Ave N	(952) 933-4047
St. Therese	1011 Feltl Ct	(952) 933-3333
<u>Nursing Homes</u>		
Hopkins Care Center	725 2 nd Ave S	(952) 935-3338
Chapel View Care Center	605 Minnetonka Mills Rd	(952) 938-2761
<u>Care Centers</u>		
Children’s World	101 Blake Rd N	(952) 935-4410
Harley Hopkins	125 Monroe Ave S	(952) 988-5051
Open Circle	34 10 th Ave South	(952) 935-8143
<u>Schools</u>		
Alice Smith Elementary	801 Minnetonka Mills Rd	(952) 988-4200
Eisenhower Elementary	1001 Hwy 7	(952) 988-4300
Ubah Medical Academy	1600 Mainstreet	(952) 988-4950
Blake	110 Blake Rd. S	(952) 988-3825
Chesterton Academy	1310 Mainstreet	(952-378-1779

<u>Title</u>	<u>Address</u>	<u>Phone</u>
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At Risk Facilities Cont.

Community Centers

Eisenhower Community Center	1001 Hwy 7	(952) 988-4066
Harley Hopkins Family Center	125 S Monroe Ave	(952) 988-5000
Hopkins Activity Center	33 14 th Ave N	(952) 939-1333

Agencies

American Red Cross (Bob Munson).....		(612) 871-7676
American Red Cross, South Hennepin Branch.....		(612) 861-1888
Associated General Contractors (Heavy Equipment).....		(763) 291-1102
Division of Emergency Management (State Duty Officer).....		(952) 649-5451
Hennepin County		
Ambulance Service		
Emergency.....		(612) 347-2140
Non-Emergency.....		(612) 347-2141
Community Health.....		(612) 348-3925
Emergency Preparedness.....		(612) 930-2525
Eric Wagge, Director		
Dr. Greg Jones.....		(763) 286-7727
Medical Examiner.....		(612) 215-6300
Sheriff’s Radio (Activation of Sirens).....		(763) 525-6210
Social Services		
Community Services/Family Services Department.....		(612) 348-2324
Economic Services Department.....		(612) 348-5198
Warning Point (Activate Sirens).....		(763) 525-6210
Alternate: MECC.....		(612) 348-2345
Hopkins Civil Defense Sirens (Reports & Problems).....		(952) 548-6451
Hopkins School District.....		(952) 988-4000
MCTO.....		(612) 349-7400
National Guard.....		(800) 424-8802
National Response Center (Hazmat).....		(952) 649-5451
		or (202) 426-2675 or (202) 267-2675
National Weather Service – Mpls/St. Paul.....		Emergency Only
Salvation Army (Bill Coleman).....		(763) 566-2040
State Duty Officer (Hazmat).....		(952) 649-5451
State Patrol – Helicopter Assistance.....		(651) 582-1511
Emergency Only		

HOSPITALS

Methodist Hospital	
Emergency.....	(952) 932-5353
Non-Emergency.....	(952) 932-5000
Fairview Southdale.....	(952) 924-5000
Hennepin County Medical Center	
Emergency.....	(612) 347-3131
Non-Emergency.....	(612) 347-2121
North Memorial.....	(763) 520-5542

MEDIA

TV

KARE.....	(763) 546-1111
WCCO.....	(612) 339-4444
KMSP.....	(952) 926-9999
KSTP.....	(763) 546-1111
Cable Community Bulletin Board.....	(City has direct computer access)

Radio

WCCO.....	(612) 370-0611
KSTP.....	(651) 481-9333

Newspaper

Star Tribune.....	(612) 673-4000
St. Paul Pioneer Press.....	(651) 222-5011
Hopkins-Minnetonka Sun Sailor.....	(952) 473-0890
Lakeshore Weekly News.....	(952) 473-0890

Utilities

Gopher State One-Call.....	(651) 454-0002
Excel.....	(612) 338-1176 or 347-7310
Qwest.....	(612) 620-2281 or 410-2234
Reliant Energy/Minnegasco.....	(612) 372-5050
Paragon Cable.....	(612) 522-7700
Water/Sewer (Hopkins Public Works).....	(952) 939-1382

Other

Driskills (Food/Water Supplies).....	(952) 938-6301
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Reason for Plan**

Tornadoes, floods, blizzards and other natural disasters can affect the city. In addition, major disasters such as train wrecks, plane crashes, explosions, accidental releases of hazardous materials, and enemy attack pose a potential threat to public health and safety in Hopkins

Purpose of Plan

The City has many capabilities and resources, which could be used in the response to any major disaster. These include the facilities, equipment manpower and skills of both government and non-government professions and groups. The purpose of this plan is to ensure the effective, coordinated use of these resources as to:

- Maximize the protection of life and property
- Ensure the continuity of government
- Sustain survivors
- Repair essential facilities and utilities

Legal Basis and References

- A. Public Law 920, as amended.
- B. Public Law 99-499 (Superfund amendments and Reauthorization Act (SARA) of 1986).
- C. Minnesota Statutes, Chapter 12, as amended.
- D. Minnesota Statutes, Chapter 353, Pipeline Safety Act.
- E. Minnesota Statutes, Chapter 315, Emergency Planning.
- F. City of Hopkins Code, Section 205.
- G. Minnesota Division of Emergency Management Bulletin #87-1.
- H. Hennepin County Emergency Plan.
- I. Mutual Aid Agreements.
- J. Metro West EMS Operational Plan.
- K. Facility Hazardous Materials Plans.

Organization

Existing government is the basis for emergency operations. That is, government agencies will perform emergency activities related to those they perform on a day-to-day basis. City organization and inter-relationships are shown on chart A of this plan.

Training and Training Records for Emergency Responders

Emergency responders and City employees who respond to hazardous materials incidents within the City of Hopkins have received training designed to help them respond to such incidents. At a minimum, in Hopkins, primary responders are trained at the First Responder Awareness Level, as defined in 29 CFR 1910.120.

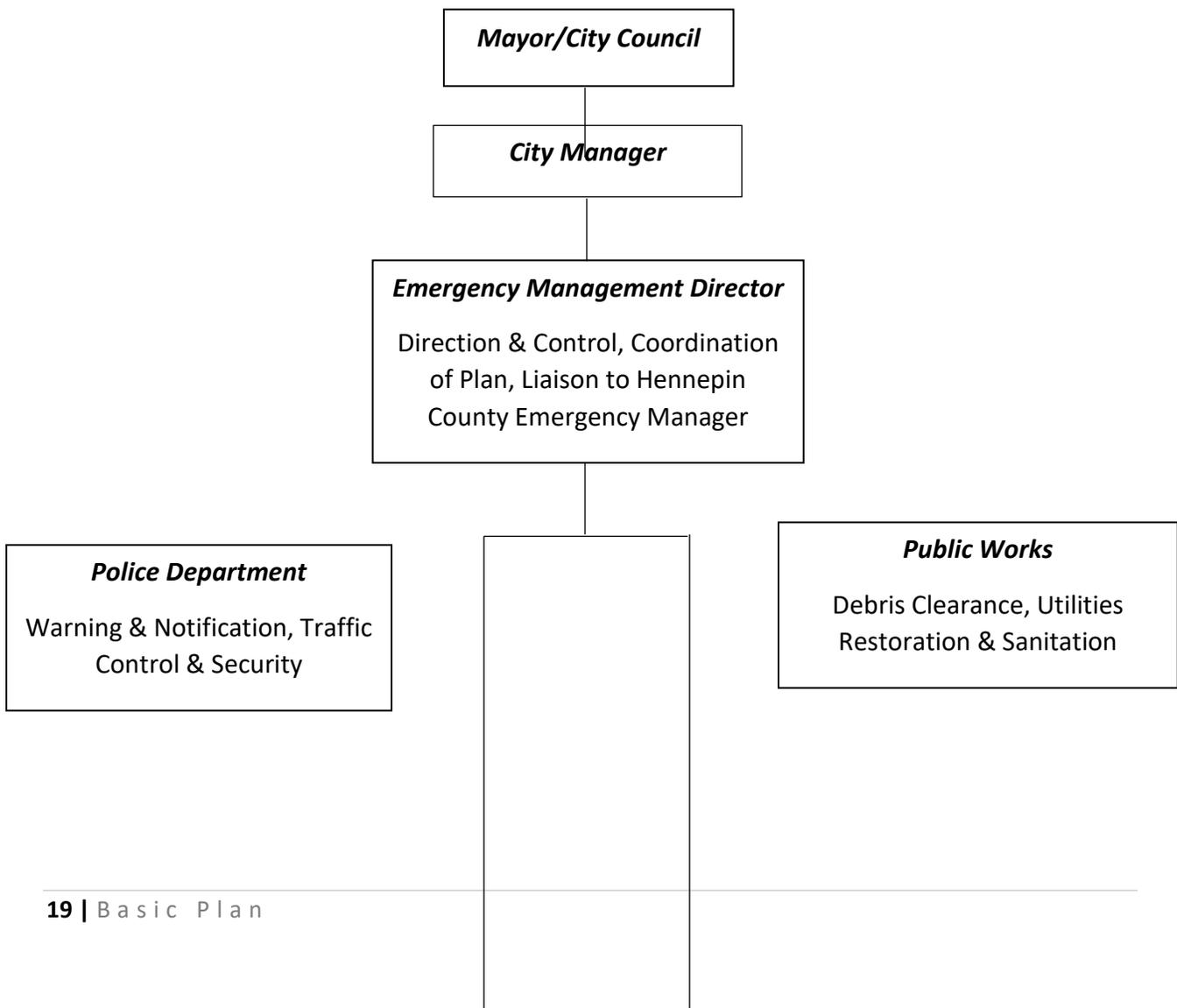
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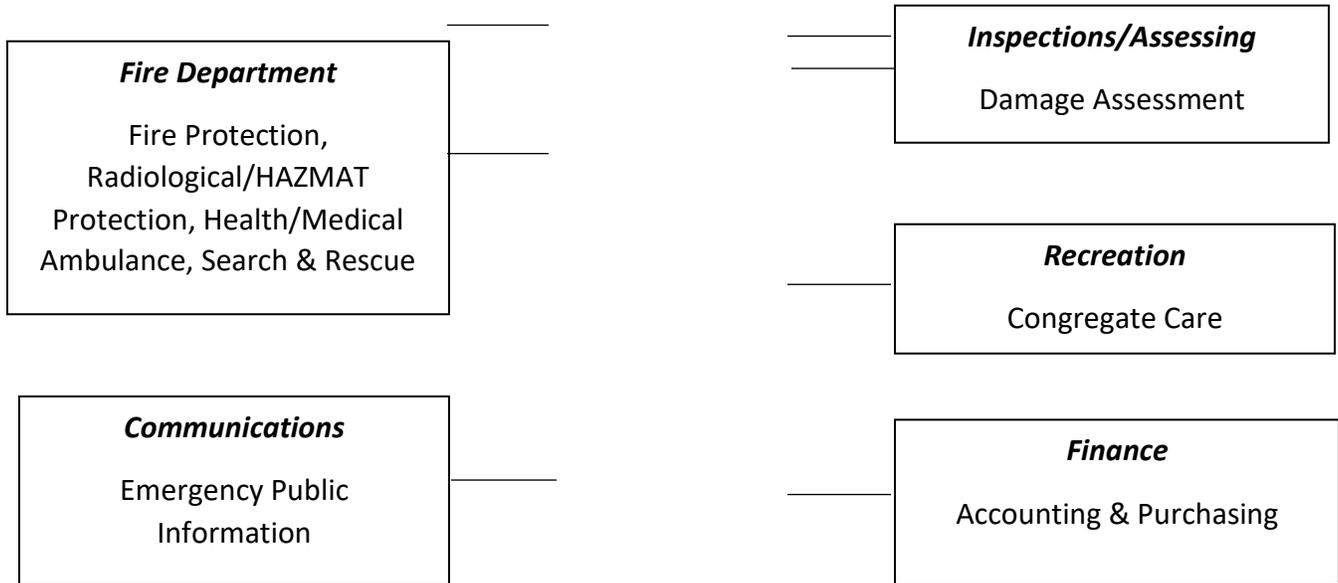
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Training records for City employees other than police, fire and EMS are maintained at City Hall by their respective departments, and by the Public Works Director at the Public Works building for Public Works personnel.

EMERGENCY OPERATIONS ORGANIZATIONAL CHART





Direction and Control

The direction and control of government operations from a central, protected facility with adequate communications and key personnel is essential to the conduct of emergency operations.

The Emergency Management Director is responsible for providing overall direction and control of city government resources involved in the response to a disaster. The Emergency Management Director will coordinate all aspects of this plan and will serve as liaison with the Hennepin County Emergency Management Director. The Emergency Management Director will report to the City Manager.

The Mayor and City Council will report to the EOC and be available to conduct emergency meetings, adopt emergency ordinances and act on other recommendations and advice from the City Manager.

Direction and control of the City's response to a major disaster will take place from the Hopkins Emergency Operations Center (EOC). The City EOC is located at 101 – 17th Avenue South in the classroom of the Fire Department. The incident commander is the ranking or senior officer of the responsible department.

(For additional EOC information, such as staffing, communications, etc. refer to the Direction and Control Annex to this plan).

Emergency Response Personnel and Equipment

Initial response to all emergencies in Hopkins will be done by the Hopkins Police and Fire Departments under the direction of the Police Chief and Fire Chief or their designee. Emergency equipment available for responders shall be maintained and inventoried by each respective.

Training

Training of local emergency response personnel is done under the direction of the Emergency Management Director. Records and schedules are maintained by the Hopkins Police Department and Hopkins Fire Department Training Officers. Training shall be based on criteria from the National Fire Academy, FEMA, and the State College and University System. The City of Hopkins will conduct or participate in a tabletop, functional or full-scale exercises to test the planning and operational components of its emergency operations plan. Upon completion of the exercise, an after action review is held to determine strengths and areas which may need improvement. Such exercises shall be in compliance with MN HSEM's Exercise Policy.

A copy of the City of Hopkins current methods and schedules for exercising its emergency plan are located at the Hopkins Fire Station at 101 – 17th Avenue South. Contact the Fire Chief for further information.

Volunteer Resources and Donations

Volunteer resources and donations shall be managed by the appropriate volunteer agencies under the direction of the Emergency Management Director.

Continuity of Government

All City electronic records shall be maintained on the main computer servers located in City Hall. A backup of these records shall be maintained on the computer in the Fire Station located at 101 – 17th Avenue South.

Emergency Responsibility Assignments

A summary of the City's emergency responsibility assignments, by function, is shown on Chart B. Heads of the various City government departments and agencies will be responsible for carrying out the assignments shown on this chart.

Responsibilities have been assigned by a code letter: "P", "S", or "C".

- "P" indicates the primary operational responsibility, which means the official or agency is in charge of, and responsible to make provision for that function.
- "S" indicates support responsibility, which means the agency so assigned will, if possible, support and assist the official or agency designed primarily responsible.

- “C” indicates *coordination* responsibility, and is assigned when several agencies have support capability but no specific official or agency has obvious primary responsibility. This will be especially true when non-governmental agencies are involved.

**CHART B:
EMERGENCY RESPONSIBILITY ASSIGNMENTS**

Code:	P = Primary	S = Support
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FUNCTION	RESPONSIBLE AGENCIES	REMARKS
<u>Annex:</u> A. Warning & Notification	Hennepin County (P) Warning Point Police Department (S) Fire Department (S)	Activation of Sirens
B. Direction and Control	Office of Emergency Preparedness (P) City Manager’s Office (S) Mayor/City Council (S)	
C. Emergency Public Information	Communication Coordinator (P) Assistant City Manager (S)	Public Information Officer
D. Search and Rescue	Fire Department (P) Police Department (S) Mutual Aid (S)	
E. Health and Medical	Hennepin County Medical Center (P) Methodist Hospital (S) Police Department (S) Fire Department (S) American Red Cross (S)	Emergency Medical Assistance First Response First Response Supplemental First Aid
F. Security, Evacuation and Traffic Control	Police Department (P) Fire Department (S) Mutual Aid (S)	First Student (School) Metro Transit (S)

G. Fire Protection	Fire Department (P) Mutual Aid (S)	
H. Damage Assessment	Inspections Department (P) Assessing Department (S) Public Works Department (S)	
I. Congregate Care	Recreation Department (P) Hopkins School District (S) American Red Cross (S) Salvation Army (S)	
J. Debris Clearance	Public Works Department (P) Mutual Aid (S) Associated General Contractors (S)	
K. Utilities Restoration	Public Works Department (P) Utility Companies (S)	Includes water & sewer department, Excel, Qwest, AT&T & Reliant Energy/Minnegasco
L. Radiological/HazMat Protection	Fire Department (P) Police Department (S) Hennepin County (S) Mutual Aid (S) State of Minnesota (S)	
M. Accounting/Purchasing	Finance Department (P)	

Operations Policies

- Protection of life and property during an emergency is the primary responsibility of the government at all levels.
- In an emergency affecting more than one political jurisdiction, officials of all jurisdictions will coordinate their services to the maximum extent possible.
- The Emergency Management Director or his/her designee will assist in providing resource coordination between government agencies and the private sector.
- City government resources must be utilized to the maximum before State or Federal assistance will be made available.
- Each agency, department or service of City government will provide for the maintenance of records during an emergency. These records should include work hours, equipment hours, supplies and materials consumed, injuries to personnel, and damage to public facilities and equipment.
- Special consideration must be given by the appropriate agency to those facilities, which are critical to the municipality.

Support

National Guard

1. Overview

When a natural disaster or other emergency is beyond the capability of local government, support from the National Guard may be available. Only the governor, as commander-in-chief of the Minnesota National Guard has the authority to activate the Guard. The purpose of the activation is to ensure the preservation of life and property and to support civil law enforcement agencies.

- National Guard assistance will compliment, and not be a substitute for City participation in emergency operations.
- If made available, National Guard personnel will remain under military command at all times, but will support and assist City forces in the accomplishment of a specific task or tasks.

2. Request Procedure

In the case of the County and all cities that are not of the first class, the sheriff must submit the request for assistance to the governor's office. Requests for activation of the National Guard should be submitted to the State duty officer by calling (651) 649-5451.

State and Federal Agencies

A summary of State and Federal Programs available to local governments which are expected or have experienced a disaster is contained in *Disaster Response and Recovery: A Handbook for Local Government*. This document was developed by the Minnesota Division of Emergency, and is on file with the Hopkins Emergency Management Director (EMD).

Information or assistance in securing State or Federal support may be obtained by contacting the Hennepin County Emergency Management Director.

Federal Assistance – Hazardous Materials Incidents

The following types of assistance can be accessed through the Division of Emergency Management (DEM) Duty Officer at (651) 649-5451 or (800) 422-0798.

The On-Scene Coordinator (OSC) is the Federal official pre-designated by the Environmental Protection Agency or the U.S. Coast Guard to coordinate and direct Federal responses and removals under the National Contingency Plan, or the Department of Defense (DOD) official designated to coordinate and direct the removal actions from releases of hazardous substances, pollutants or contaminants from DOD vessels and facilities.

When the National Response Center (NRC) receives notification of a pollutant incident, the NRC duty officer notifies the appropriate OSC, depending on the location of an incident. Based on this initial report and any other information that can be obtained, the OSC will go to the scene and monitor the response of the responsible party of State or local government. If the responsible party is unknown or not taking appropriate action, and the response is beyond the capability of State and local governments, the OSC may initiate Federal actions.

Using funding from the Federal Water Pollution Control Act Pollution Fund for oil discharges and the CERCLA Trust Fund (superfund) for hazardous substance releases, the Regional Response Team (RRT) are composed of representatives of Federal agencies and a representative from each state in the Federal region. During a response to a major hazardous materials incident involving transportation or a fixed facility, the OSC may request that the RRT be convened by the chairman when a hazardous materials discharge or release exceeds the response capability available to the OSC in the place where it occurs, crosses regional boundaries, or may pose a substantial threat to the public health, welfare or environment or to regionally significant amounts of property. Regional contingency plans specify detailed criteria for activation of RRTs. RRTs. May review plans developed in compliance with Title III if the local emergency planning committee so requests.

Private Equipment and Facilities

A listing of available emergency equipment and facilities owned and operated by the private facilities in Hopkins and available for use in response to a HAZMAT incident is contained within the facility plan. These plans are maintained at the fire department offices at 101 – 17th Avenue South.

Plan Updating and Distribution

- For the purpose of this plan, the Emergency Management director shall serve as the planning coordinator. As such, the director will have overall authority and responsibility for the maintenance of the plan.
- This plan will be reviewed and updated as necessary, but at least once annually. The Emergency Management Director will be responsible for ensuring that this updating occurs, and that it is in accord with the schedule and procedures established by the Minnesota Division of Emergency Management. In order to carry out this task, the Director may request assistance from the Hennepin County Emergency Management Director.
- The City is in compliance with the Division of Emergency Management and Federal Emergency Management Agency exercise requirements, as published.
- This plan will be distributed to all City government departments and agencies, which have emergency assignments in the event of a major disaster in the City. A plan distribution list will be maintained by the Emergency Management Director.

Reason for Plan

Tornadoes, floods, blizzards and other natural disasters can affect the city. In addition, major disasters such as train wrecks, plane crashes, explosions, accidental releases of hazardous materials, and enemy attack pose a potential threat to public health and safety in Hopkins

Purpose of Plan

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Legal Basis and References

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- O. Minnesota Statutes, Chapter 353, Pipeline Safety Act.
- P. Minnesota Statutes, Chapter 315, Emergency Planning.
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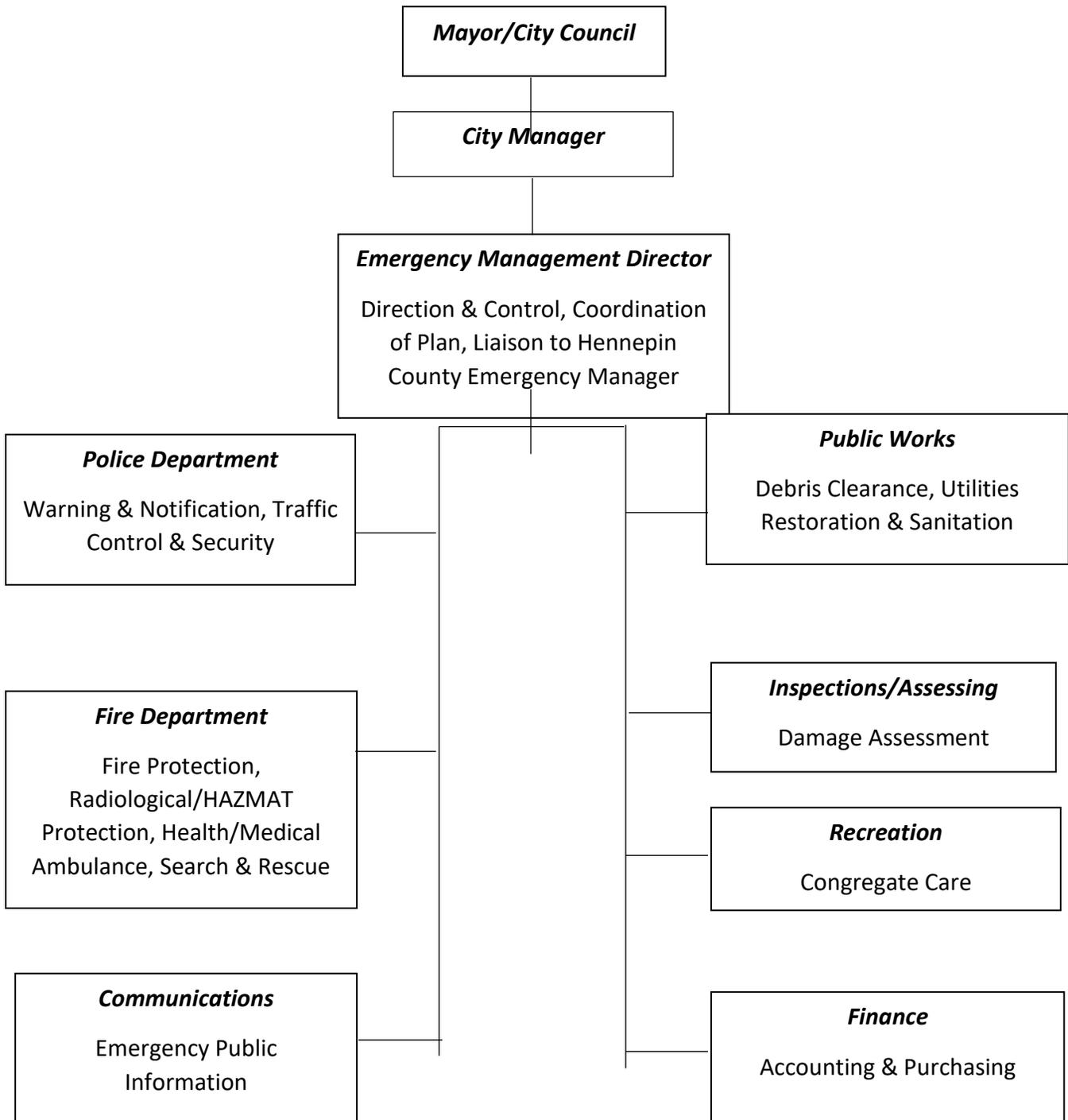
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EMERGENCY OPERATIONS ORGANIZATIONAL CHART



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(For additional EOC information, such as staffing, communications, etc. refer to the Direction and Control Annex to this plan).

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Initial response to all emergencies in Hopkins will be done by the Hopkins Police and Fire Departments under the direction of the Police Chief and Fire Chief or their designee. Emergency equipment available for responders shall be maintained and inventoried by each respective.

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EMERGENCY RESPONSIBILITY ASSIGNMENTS**

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B. Direction and Control	Office of Emergency Preparedness (P) City Manager’s Office (S) Mayor/City Council (S)	
C. Emergency Public Information	Communication Coordinator (P) Assistant City Manager (S)	Public Information Officer
D. Search and Rescue	Fire Department (P) Police Department (S) Mutual Aid (S)	
E. Health and Medical	Hennepin County Medical Center (P) Methodist Hospital (S) Police Department (S) Fire Department (S) American Red Cross (S)	Emergency Medical Assistance First Response First Response Supplemental First Aid
F. Security, Evacuation and Traffic Control	Police Department (P) Fire Department (S) Mutual Aid (S)	First Student (School) Metro Transit (S)
G. Fire Protection	Fire Department (P) Mutual Aid (S)	
H. Damage Assessment	Inspections Department (P) Assessing Department (S) Public Works Department (S)	

I. Congregate Care	Recreation Department (P) Hopkins School District (S) American Red Cross (S) Salvation Army (S)	
J. Debris Clearance	Public Works Department (P) Mutual Aid (S) Associated General Contractors (S)	
K. Utilities Restoration	Public Works Department (P) Utility Companies (S)	Includes water & sewer department, Excel, Qwest, AT&T & Reliant Energy/Minnegasco
L. Radiological/HazMat Protection	Fire Department (P) Police Department (S) Hennepin County (S) Mutual Aid (S) State of Minnesota (S)	
M. Accounting/Purchasing	Finance Department (P)	

Operations Policies

- Protection of life and property during an emergency is the primary responsibility of the government at all levels.
- In an emergency affecting more than one political jurisdiction, officials of all jurisdictions will coordinate their services to the maximum extent possible.
- The Emergency Management Director or his/her designee will assist in providing resource coordination between government agencies and the private sector.
- City government resources must be utilized to the maximum before State or Federal assistance will be made available.
- Each agency, department or service of City government will provide for the maintenance of records during an emergency. These records should include work hours, equipment hours, supplies and materials consumed, injuries to personnel, and damage to public facilities and equipment.
- Special consideration must be given by the appropriate agency to those facilities, which are critical to the municipality.

Support

National Guard

3. Overview

When a natural disaster or other emergency is beyond the capability of local government, support from the National Guard may be available. Only the governor, as commander-in-chief of the Minnesota National Guard has the authority to activate the Guard. The purpose of the activation is to ensure the preservation of life and property and to support civil law enforcement agencies.

- National Guard assistance will compliment, and not be a substitute for City participation in emergency operations.
- If made available, National Guard personnel will remain under military command at all times, but will support and assist City forces in the accomplishment of a specific task or tasks.

4. Request Procedure

In the case of the County and all cities that are not of the first class, the sheriff must submit the request for assistance to the governor's office. Requests for activation of the National Guard should be submitted to the State duty officer by calling (651) 649-5451.

State and Federal Agencies

A summary of State and Federal Programs available to local governments which are expected or have experienced a disaster is contained in *Disaster Response and Recovery: A Handbook for Local Government*. This document was developed by the Minnesota Division of Emergency, and is on file with the Hopkins Emergency Management Director (EMD).

Information or assistance in securing State or Federal support may be obtained by contacting the Hennepin County Emergency Management Director.

Federal Assistance – Hazardous Materials Incidents

The following types of assistance can be accessed through the Division of Emergency Management (DEM) Duty Officer at (651) 649-5451 or (800) 422-0798.

The On-Scene Coordinator (OSC) is the Federal official pre-designated by the Environmental Protection Agency or the U.S. Coast Guard to coordinate and direct Federal responses and removals under the National Contingency Plan, or the Department of Defense (DOD) official

designated to coordinate and direct the removal actions from releases of hazardous substances, pollutants or contaminants from DOD vessels and facilities.

When the National Response Center (NRC) receives notification of a pollutant incident, the NRC duty officer notifies the appropriate OSC, depending on the location of an incident. Based on this initial report and any other information that can be obtained, the OSC will go to the scene and monitor the response of the responsible party of State or local government. If the responsible party is unknown or not taking appropriate action, and the response is beyond the capability of State and local governments, the OSC may initiate Federal actions.

Using funding from the Federal Water Pollution Control Act Pollution Fund for oil discharges and the CERCLA Trust Fund (superfund) for hazardous substance releases, the Regional Response Team (RRT) are composed of representatives of Federal agencies and a representative from each state in the Federal region. During a response to a major hazardous materials incident involving transportation or a fixed facility, the OSC may request that the RRT be convened by the chairman when a hazardous materials discharge or release exceeds the response capability available to the OSC in the place where it occurs, crosses regional boundaries, or may pose a substantial threat to the public health, welfare or environment or to regionally significant amounts of property. Regional contingency plans specify detailed criteria for activation of RRTs. RRTs. May review plans developed in compliance with Title III if the local emergency planning committee so requests.

Private Equipment and Facilities

A listing of available emergency equipment and facilities owned and operated by the private facilities in Hopkins and available for use in response to a HAZMAT incident is contained within the facility plan. These plans are maintained at the fire department offices at 101 – 17th Avenue South.

Plan Updating and Distribution

- For the purpose of this plan, the Emergency Management director shall serve as the planning coordinator. As such, the director will have overall authority and responsibility for the maintenance of the plan.
- This plan will be reviewed and updated as necessary, but at least once annually. The Emergency Management Director will be responsible for ensuring that this updating occurs, and that it is in accord with the schedule and procedures established by the Minnesota Division of Emergency Management. In order to carry out this task, the Director may request assistance from the Hennepin County Emergency Management Director.
- The City is in compliance with the Division of Emergency Management and Federal Emergency Management Agency exercise requirements, as published.

- This plan will be distributed to all City government departments and agencies, which have emergency assignments in the event of a major disaster in the City. A plan distribution list will be maintained by the Emergency Management Director.



CITY OF HOPKINS

City Council Report 2024-057

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

From: Kurt Howard, Planner

Date: May 7, 2024

Subject: Resolution Adopting an Energy Action Plan for the City of Hopkins

RECOMMENDED ACTION

MOTION TO Adopt Resolution 2024-035, adopting an Energy Action Plan for the City of Hopkins.

OVERVIEW

The City of Hopkins Energy Action Plan provides a road map for Hopkins's energy future by documenting community-defined goals that will create benefits for residents, businesses, and the environment by saving energy, reducing costs, and avoiding greenhouse gas emissions. The Plan is the culmination of more than a year's work by the Hopkins Energy Action Team, consisting of community members, city staff, members of Hopkins boards and commissions, and the Mayor, who participated in a series of workshops to develop energy-related goals and chart out a plan of action to achieve them. The planning process was made possible by Xcel Energy's Partners in Energy Program, which provides free subject matter expertise, project management, and implementation support to communities that are selected for the program.

The Plan begins by establishing a baseline for Hopkins's current energy use by reviewing historic energy data provided by Xcel Energy and CenterPoint Energy. The Plan then documents a vision for Hopkins's desired future energy use as defined by the Energy Action Team, as well as a community-wide goal to avoid an additional 40% of energy-related greenhouse gas emissions by 2028 compared to a business-as-usual scenario, which would save the community \$1.9 million in the process. The team also established a stretch goal of avoiding an additional 95% of greenhouse gas emissions by 2028, which would save the community a total of \$3.5 million. The Plan proposes to meet this goal by implementing strategies and tactics associated with four focus areas: Energy Efficiency, Renewable Energy, Sustainable Development, and Electric Vehicle Infrastructure. The actions within the Plan will be implemented with inclusion and equity at the forefront, and with the need for the Hopkins community to have easy access to information and resources represented throughout all four focus areas.

SUPPORTING INFORMATION

- Resolution 2024-035 Adopting an Energy Action Plan for the City of Hopkins
- An Energy Action Plan for the City of Hopkins

**CITY OF HOPKINS
HENNEPIN COUNTY, MINNESOTA**

RESOLUTION 2024-035

**RESOLUTION ADOPTING AN ENERGY ACTION PLAN FOR THE CITY OF
HOPKINS**

WHEREAS, the Cultivate Hopkins 2040 Comprehensive Plan contains a goal of increasing the use of solar power and other renewable sources for city infrastructure, facilities, and operations and encouraging residents and businesses to make renewable energy improvements; and

WHEREAS, Xcel Energy offers cost-free services to assist communities in the development and implementation of an energy plan through its Partners in Energy program; and

WHEREAS, the City Council of the City of Hopkins directed staff to apply for participation in the Partners in Energy program at its Regular Meeting on October 4, 2022 and the City of Hopkins was accepted into the program on February 6, 2023; and

WHEREAS, an Energy Action Team, consisting of community members, city staff, members of Hopkins boards and commissions, and the Mayor, was convened and participated in a series of planning workshops to develop energy-related goals and associated implementation actions; and

WHEREAS, the goals and implementation actions identified by the Energy Action Team were documented in the form of an Energy Action Plan,

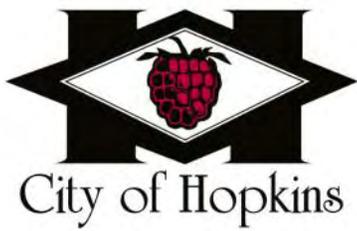
NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Hopkins hereby adopt an Energy Action Plan for the City of Hopkins.

Adopted by the City Council of the City of Hopkins this 7th day of May, 2024.

By: _____
Patrick Hanlon, Mayor

ATTEST:

Amy Domeier, City Clerk



An Energy Action Plan for The City of Hopkins 2024



PARTNERS IN ENERGY
An Xcel Energy Community Collaboration

ACKNOWLEDGEMENTS

Thank you to the following individuals who contributed many hours of service to developing this Energy Action Plan.

The content of this plan is derived from a series of planning workshops hosted by Xcel Energy’s Partners in Energy. Xcel Energy is the electric utility serving Hopkins. Partners in Energy is a two-year collaboration to develop and implement a community’s energy goals. For more information about the planning workshops, see Appendix 5: Xcel Energy’s Partners in Energy Planning Process.

Energy Action Team

NAME	AFFILIATION
Dominique Pierre-Toussaint	Director of Community Relations, ICA
Dan Poretti	Homeowner
Gary DeVaan	Homeowner
Jim Green	Planning and Zoning Commission, City of Hopkins
Jodene Riha	Board Member, Hopkins Business and Civic Association
Kersten Elverum	Director of Planning and Economic Development, City of Hopkins
Kristin Hanneman	Member, City of Hopkins Park Board
Kurt Howard	Planner, City of Hopkins; Partners in Energy Community Lead
Leigh Browning	Homeowner
Matthew Miller	Member, City of Hopkins Park Board
Molly Dionne	Homeowner
Patrick Hanlon	Mayor, City of Hopkins
PeggySue Imihy Bean	Special Projects and Initiatives Manager, City of Hopkins
Peter Leih	Homeowner
Utility Representatives and Facilitators	
Paolo Speirn	Partners in Energy Community Facilitator
Deirdre Coleman	Partners in Energy Community Facilitator
Kelsey Poljacik	Partners in Energy Community Facilitator
Michelle Frost	Partners in Energy Community Facilitator
Sofia Troutman	Program Manager, Xcel Energy's Partners in Energy

Adam Burr	Account Manager, Xcel Energy
Kathryn Knudson	Local Energy Policy Manager, CenterPoint Energy

This Energy Action Plan was funded by and developed in collaboration with Xcel Energy's Partners in Energy. Partners in Energy shall not be responsible for any content, analysis, or results if Hopkins has made modifications to the plan.

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HOPKINS ENERGY ACTION PLAN

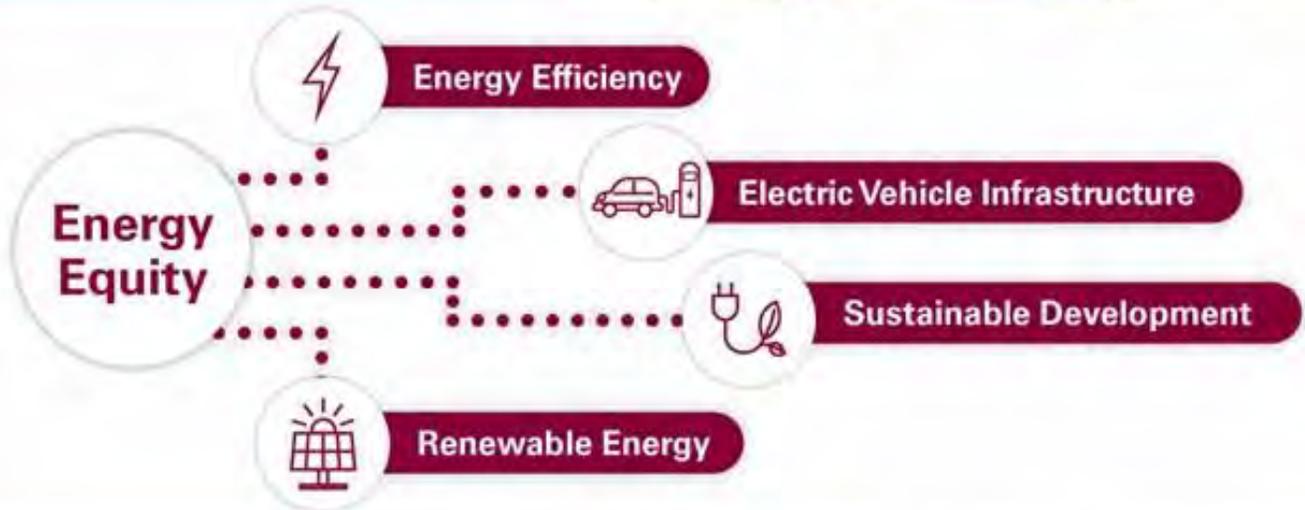
Executive Summary

Community Vision

Hopkins' Energy Action Plan will have a positive effect on residents, businesses, and the environment. The plan will save energy and greenhouse gas emissions through leadership, pragmatic action, and cost-effective solutions. Reflecting the values of the Hopkins community, the plan will create a more equitable, resilient city where residents and businesses have the opportunity to thrive.



Focus Areas



Goal

Hopkins will avoid an additional 40% of energy-related greenhouse gas emissions by 2028 compared to business as usual, saving the community \$1.9 million in the process.

As a stretch goal, the plan aims to avoid an additional 95% of greenhouse gas emissions by 2028, saving the community a total of \$3.5 million.

Energy Costs Avoided

\$3.5 million



2028

CO₂ Emissions Avoided

7,015 MTCO₂e

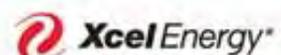


2028

■ Ambitious Impact ■ Business as Usual



HOPKINS AND XCEL ENERGY ARE PLEASED TO WORK TOGETHER TO ACHIEVE OUR COMMUNITY ENERGY GOALS. THE CONTENT OF THIS PLAN IS DERIVED FROM A SERIES OF PLANNING WORKSHOPS HOSTED BY XCEL ENERGY'S PARTNERS IN ENERGY. THANK YOU TO THE HOPKINS ENERGY ACTION TEAM WHO CONTRIBUTED MANY HOURS OF SERVICE TO CREATING OUR VISION, GOALS, AND STRATEGIES FOR THIS PLAN.



PARTNERS IN ENERGY
An Xcel Energy Community Collaboration

Energy Equity

The actions within this Energy Action Plan will be implemented with inclusion and equity at the forefront, to ensure this plan benefits all our community members. We will accomplish this by ensuring intentional engagement with, and support for, our most marginalized community members.

High-Level Strategies

- Develop energy efficiency outreach to residents and businesses to connect them with beneficial programs.
- Create a city-wide plan for EV infrastructure (including non-car EVs).
- Connect large developers to sustainable development programs and energy efficiency education.
- Incentivize energy and sustainability home retrofits including weatherization, renewable energy, and electrification projects.
- Develop a sustainable building policy.
- Grow and promote the Hopkins Climate Solutions fund.

Impact and Results of Plan Implementation

- Avoid 2,008–7,015 MTCO₂e emissions (that's equivalent to removing at least 447 gas-powered cars from the road for a year).
- Save the residents, businesses, and the City of Hopkins \$1.9–\$3.5 million in utility bills through 2028.
- Become a more climate-resilient community.
- Equitably serve residents, businesses, and institutions in sustainable energy action.



GLOSSARY OF TERMS

15 x 15: Xcel Energy’s privacy rule, which required all data summary statistics to contain at least 15 premises, with no single premise responsible for more than 15% of the total. Following these rules, if a premise(s) was responsible for more than 15% of the total for that data set, it was/they were removed from the summary. Prior to 2023, Partners in Energy used the 15 x 15 rule, including the baseline data for this plan.

4 x 50: Xcel Energy’s privacy rule, which requires all data summary statistics to contain at least four premises, with no single premise responsible for more than 50% of the total. Following these rules, if a premise(s) is responsible for more than 50% of the total for that data set, it is/they are removed from the summary. This rule is in effect starting in 2023 and will govern all data going forward.

Beneficial Electrification: The transition from fossil fuels to electricity where benefits are achieved through reduced emissions and energy costs.

British Thermal Unit (BTU): The amount of heat needed to raise one pound of water at maximum density through one-degree Fahrenheit.

Carbon-free: Carbon-free refers to sources of energy that will not emit additional carbon dioxide into the air. Wind, solar and nuclear energy are all carbon-free sources but only wind and solar are renewable.

Carbon-neutral: Carbon-neutral, also described as “net zero”, could include carbon-free sources but is broader and refers to energy that removes or avoids as much carbon dioxide as is released over a set period of time. Carbon-neutral is sometimes used to describe a site that produces an excess amount of electricity from a renewable energy source, such as solar, compared to what it consumes. That excess energy is put back into the grid in an amount that offsets the carbon dioxide produced from the electricity it draws from the grid when it is not producing renewable energy.

Demand Side Management (DSM): Modification of consumer demand for energy through various methods, including education and financial incentives. DSM aims to encourage consumers to decrease energy consumption, especially during peak hours, or to shift time-of-energy use to off-peak periods such as nighttime and weekend.

Energy Burden: Percentage of gross household income spent on energy costs.

Energy Efficiency: Using less energy to accomplish the same amount of heating, cooling, or other energy-dependent task. A building that now uses less energy to maintain a given interior temperature (by, for example, upgrading its insulation) has become more energy efficient.

Energy Reduction: The result of behavior changes that cause less energy to be used. For example, setting the thermostat to a lower temperature *reduces* the energy used in your home during the winter. Since energy reductions can be easily reversed, they are not accounted for when calculating changes in energy usage.

Energy Savings: Energy savings come from a permanent change that results in using less energy to achieve the same results. A new furnace uses X% less energy to keep your home at

the same temperature (all things being equal), resulting in energy *savings* of X%. For accounting purposes, energy savings are only counted in the year the new equipment is installed.

Greenhouse Gases (GHG): Gases in the atmosphere that absorb and emit radiation and significantly contribute to climate change. The primary greenhouse gases in the earth's atmosphere are water vapor, carbon dioxide, methane, nitrous oxide and ozone.

Grid Decarbonization: The current planned reduction in the carbon intensity of electricity provided by electric utilities through the addition of low- or no-carbon energy sources to the electricity grid.

Kilowatt-hour (kWh): A unit of electricity consumption.

Million British Thermal Units (MMBtu): A unit of energy consumption that allows electricity and natural gas consumption to be combined.

Metric Tons of Carbon Dioxide Equivalent (MTCO_{2e}): A unit of measure for greenhouse gas emissions. The unit "CO_{2e}" represents an amount of a greenhouse gas whose atmospheric impact has been standardized to that of one unit mass of carbon dioxide (CO₂), based on the global warming potential (GWP) of the gas.

Megawatt (MW): A unit of electric power equal to 1 million watts.

Premise: A unique combination of service address and meter. For residential customers, this is the equivalent of an individual house or dwelling unit in a multi-tenant building. For business customers, it is an individual business, or for a larger business, a separately metered portion of the business's load at that address.

Renewable Energy Certificate (REC): For every megawatt-hour of clean, renewable electricity generation, a renewable energy certificate (REC) is created. A REC embodies all the environmental attributes of the generation and can be tracked and traded separately from the underlying electricity. Also known as a Renewable Energy Credit.

Resilience: The ability to prepare for and adapt to changing conditions and withstand and recover rapidly from disruptions. Resilience includes the ability to withstand and recover from deliberate attacks, accidents, or naturally occurring threats or incidents.

Solar Garden: Shared solar array with grid-connected subscribers who receive bill credits for their subscriptions.

Solar Photovoltaic (PV): Solar cells/panels that convert sunlight into electricity (convert light, or photons, into electricity, or voltage).

Subscription: An agreement to purchase a certain amount of something in regular intervals.

Therm (thm): A unit of natural gas consumption.



INTRODUCTION

The City of Hopkins has made great progress toward becoming a sustainable and resilient city through participation in programs such as SolSmart and GreenStep Cities, which have helped it reach solar and other sustainability goals. The City also emphasizes sustainability in its 2040 comprehensive plan by focusing on resilience and clean energy.

Hopkins has already taken on projects to slow climate change impacts such as the extreme heat conditions mapping project and a collaborative project with HOURCAR and Xcel Energy to provide electric vehicle (EV) charger at Dow Towers, and is considering fleet electrification of City vehicles. Hopkins is proud to tout its bikeability, walkability and accessible infrastructure.

Engagement & Outreach Process

The creation of this Energy Action Plan was a six-month process that supported the Hopkins community to characterize its energy use, identify the community's energy-related goals, and develop engaging strategies to guide change toward Hopkins' energy future. Starting in May 2023, the Energy Action Plan was driven by a series of planning workshops held in the community with a planning team committed to representing local energy priorities in collaboration with City of Hopkins and Xcel Energy Partners in Energy. By the numbers, Partners in Energy engaged the community with 3 surveys, 5 workshops and 15 community participants. See Appendix 5: Xcel Energy's Partners in Energy Planning Process for more information.

Why We Want an Energy Action Plan

An Energy Action Plan will advance a community-driven planning process that will establish clear goals to deliver an energy future that reflects the community's values and commitment to sustainability. In the City's Comprehensive Planning process, sustainability was defined as meeting the needs of the present without compromising the ability of future generations to meet theirs. This planning effort is an important step in helping the community meet that definition of sustainability.

This plan establishes a baseline of the community’s current energy use, identifies benchmarks for progress toward defined goals, and helps the community evaluate opportunities to participate in energy-related programs in the future.

All census tracts in the City of Hopkins are defined by the Minnesota Pollution Control Agency as Environmental Justice Areas of Concern,¹ and the City is committed to reducing harm to low-income and BIPOC communities due to environmental injustices. As a community with a lower average annual income than most other urban Hennepin County cities, many households have expressed concern regarding energy and utility costs, especially residents who rent. In Hopkins, 67% of households rent, and just under half of those renters are housing cost-burdened, spending more than 30% of their income on housing.

There is also a great desire to access solar or other energy-powered sustainability products (heat pumps, induction stoves, etc.), but there is a lack of awareness regarding how the products function and whether they are even affordable for those interested. This plan ultimately aims to meet the unique needs of all of Hopkins’ residents and businesses.

DRAFT

¹ Minnesota Pollution Control Agency, “Understanding Environmental Justice in Minnesota”



WHERE WE ARE NOW

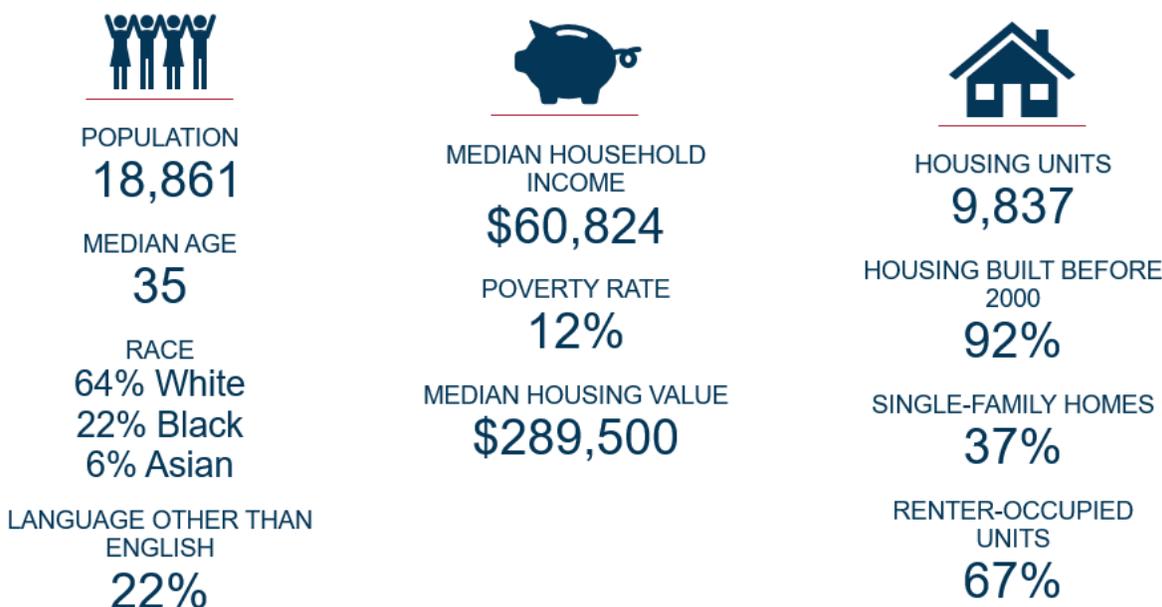
An integral part of the Partners in Energy planning process is reviewing historic energy data to inform Hopkins' community's energy baseline. Xcel Energy and CenterPoint Energy provided data on energy use, participation counts and utility energy conservation program savings for Hopkins, as detailed in the following sections. See Appendix 2: Baseline Energy Analysis for a comprehensive picture of Hopkins' baseline energy data.

Community Demographics

Population

According to the American Community Survey 2021 five-year estimates, Hopkins' population of almost 19,000 residents lived in around 10,000 housing units. Compared to other Twin Cities communities, Hopkins is a more racially and ethnically diverse community in which 36% of residents identify as non-white and 22% speak a language other than English. A poverty rate of 12% and a median household income of \$61,000 make the community less wealthy than some of its peer cities. With 92% of its housing built before 2000, most Hopkins residents live in housing stock with significant opportunity for energy efficiency improvements because of age and older building codes. Additionally, 67% of units in Hopkins are renter-occupied, presenting unique opportunities for energy efficiency measures targeted at renter-occupied units. See Figure 1 for a community demographic profile.

Figure 1. Overview of Hopkins' community demographics²



Energy Use and Savings

Xcel Energy and CenterPoint Energy provided data on energy use as well as participation and energy savings from utility energy conservation programs for the City of Hopkins, as detailed in the following sections. Electricity data from Xcel Energy and natural gas data from CenterPoint Energy was used to create a three-year baseline for Hopkins spanning 2020–2022.

Premises

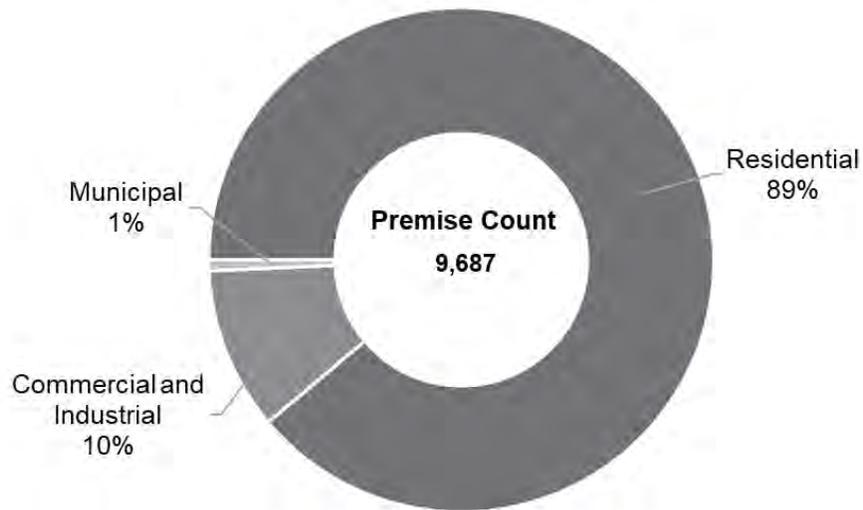
Xcel Energy provides electricity to Hopkins residents and businesses and CenterPoint Energy provides natural gas service. Hopkins consists of 9,663 electric premises, which are a unique combination of service addresses and meters.³ For residential customers, this is the equivalent of an individual house or dwelling unit in a multi-tenant building. For business customers, a premise may be an individual business, or for a larger business, a separately metered portion of the business's load at that address.

Most Hopkins premises are residential (8,613), followed by commercial and industrial (1,007) and finally municipal (63) (Figure 2).

² American Community Survey, 2021 five-year estimates

³ See Glossary of Terms for complete definitions of common energy terms.

Figure 2. Premise count and sector breakdown⁴



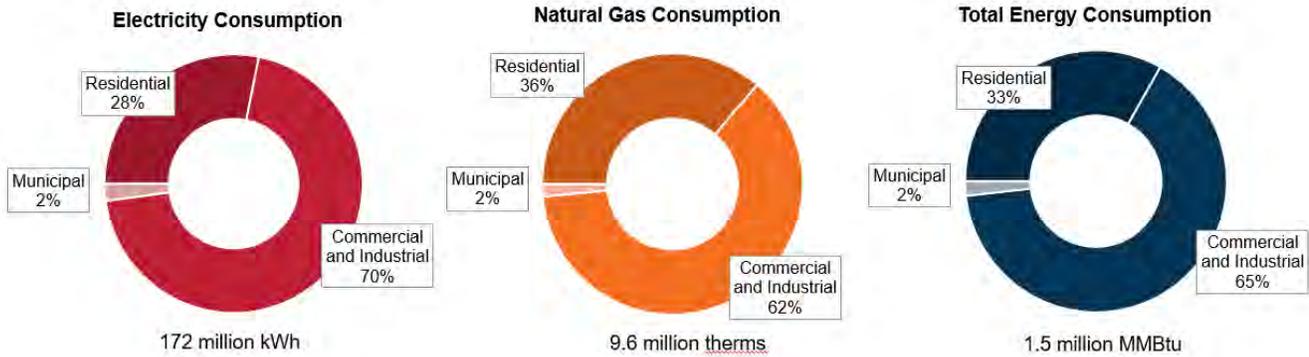
Grid Energy Use

On average, Hopkins consumes 172 million kWh of electricity and 9.6 million therms of natural gas across all sectors per year (Figure 3). Commercial and industrial premises, which represent 10% of all premises, consumed 70% of electricity and 62% of natural gas on average. Comparatively, residences make up 89% of all premises but consumed only 28% of electricity and 36% of natural gas in an average year. Municipal premises represent less than 1% of all premises and consumed 2% of electricity and 2% of natural gas in Hopkins.

To compare electricity and natural gas consumption, total energy consumption was calculated using both electricity and natural gas converted into million British thermal units (MMBtu). Taken together, the commercial industrial customers consumed the most energy in an average year, followed by residents and the municipal sector.

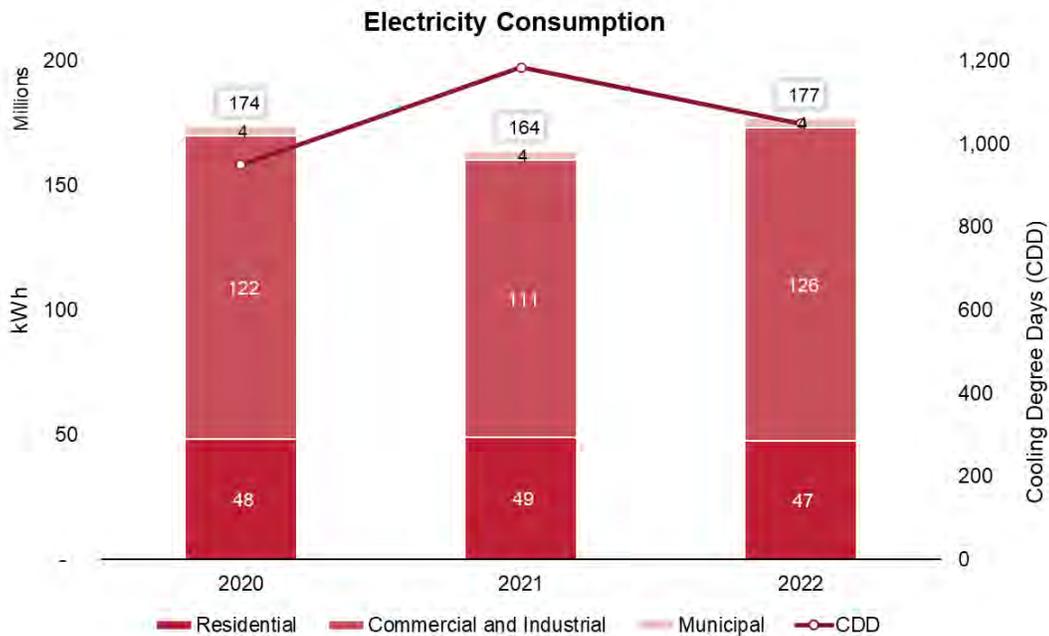
⁴ Xcel Energy, 2022

Figure 3. Residential and commercial and industrial energy consumption⁵



During the three-year baseline period, overall electricity consumption increased by 1.8% (Figure 4). Residential consumption decreased slightly (1.7%) while commercial and industrial consumption increased by 3.4%, leading to a total increase in electricity consumption. Consumption was lowest in 2021, despite having higher cooling degree days (CDD), which indicates a hotter summer and typically a greater need for cooling.

Figure 4. Electricity consumption by sector, 2020–2022⁶

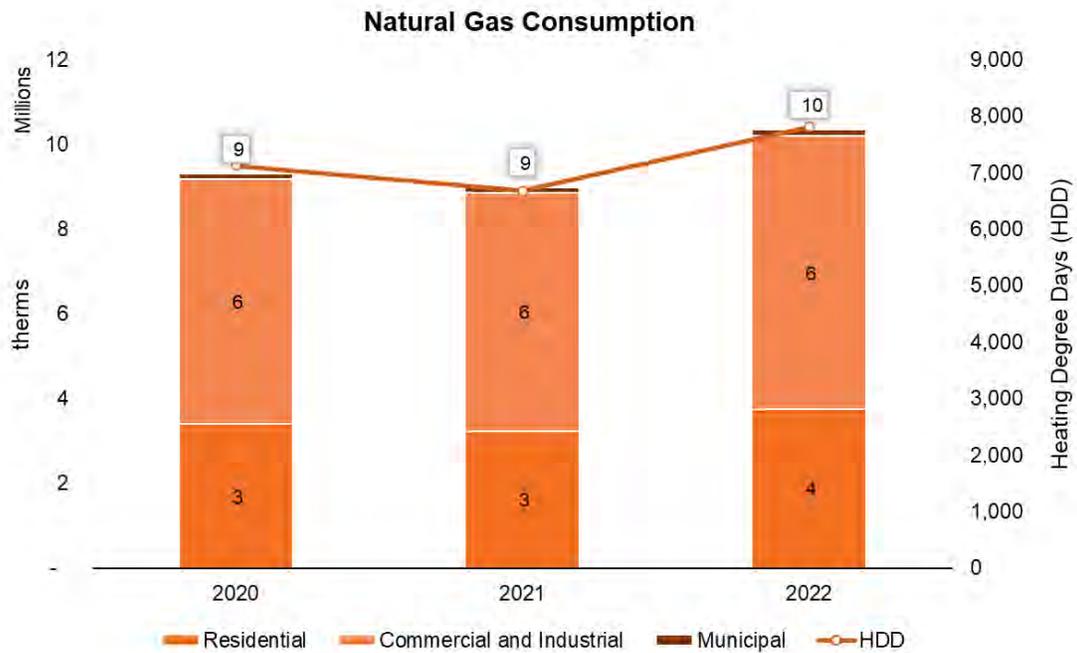


⁵ Xcel Energy, 2020–2022; CenterPoint Energy, 2020–2022

⁶ Xcel Energy, 2020–2022

Natural gas consumption increased across all sectors from 2020–2022, with a total increase of 11.2% (Figure 5). In the residential sector, natural gas consumption increased by 10.2%, and in the commercial and industrial sector, increased by 11.6%. The increase in natural gas consumption in Hopkins correlates with more heating degree days (HDD), which indicate a colder winter and typically a greater need for space heating.

Figure 5. Natural gas consumption by sector, 2020–2022⁷



Energy Costs and Energy Burden

In an average year, Hopkins residents and businesses spend a combined total of \$28 million across all sectors on energy (Figure 6). The average Hopkins residential premise spends \$1,523 on electricity and natural gas each year, while the average commercial and industrial premise spends \$18,482 each year.

⁷ CenterPoint Energy, 2020–2022

Figure 6. Total fuel costs sector breakdown⁸

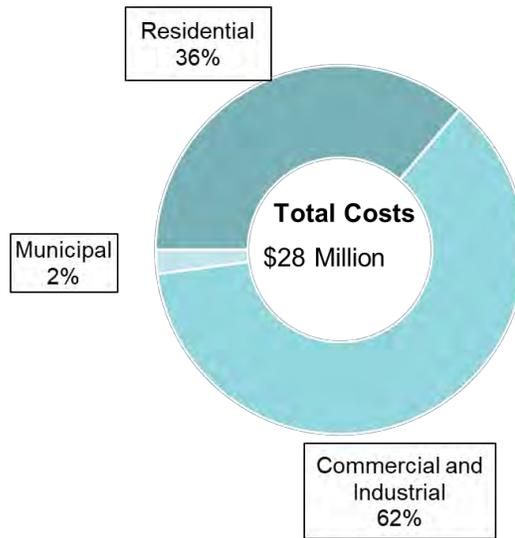


Table 1. Fuel costs by premise, by fuel and by sector⁹

Sector	Electricity Costs	Natural Gas Costs	Costs per Premise
Residential	\$6.5 million	\$3.6 million	\$1,523
Commercial & Industrial	\$13 million	\$4.2 million	\$18,482
Municipal	\$462,000	\$120,000	\$12,899

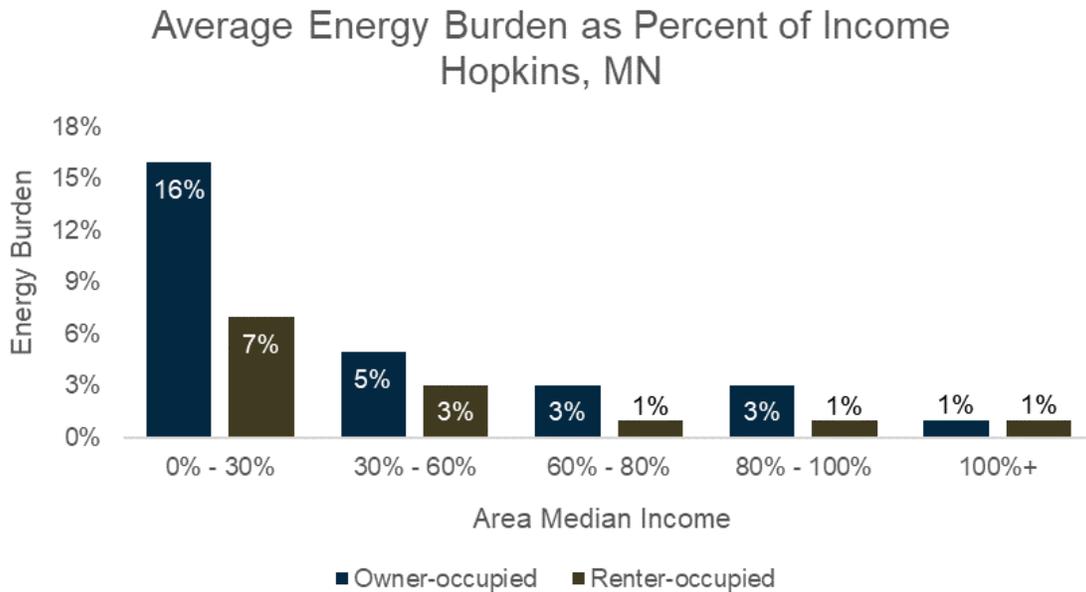
Energy burden is the percentage of total household income spent on annual utility bills (including electric, gas and/or other heating fuels). Homes that are energy inefficient may require greater spending on energy bills, which can increase energy burden. Low-income households may pay a greater proportion of their total income on utility bills, increasing their energy burden. American Council for an Energy Efficiency Economy (ACEEE) considers homes

⁸ Xcel Energy, 2020–2022; CenterPoint Energy, 2020–2022

⁹ Xcel Energy, 2020–2022; CenterPoint Energy, 2020–2022

with an energy burden of 6% or more of their income to be experiencing “high energy burden,” and 10% or more as “severely energy burdened.”¹⁰

Figure 7. Average annual energy burden in Hopkins, plotted against Area Median Income (AMI) and occupancy status¹¹



In Hopkins, baseline energy burden was examined as it correlates with area median income and occupancy status (owner-occupied or renter-occupied housing) (Figure 7). Energy burden was highest for residents with a household income at 0–30% of the total Area Median Income (AMI) living in owner-occupied housing. At 0–30% AMI, energy burden was 16% for residents in owner-occupied housing and 7% for residents in renter-occupied units. As household income increases in Hopkins, energy burden decreases. In all AMI brackets below 100%, energy burden is higher for owner-occupied households than renter-occupied units.

Greenhouse Gas Emissions

Greenhouse gas emissions were calculated for both electricity and natural gas consumption for all sectors in Hopkins.¹² In 2022, total energy-related greenhouse gas emissions in Hopkins amounted to just over 104,000 metric tons of carbon dioxide equivalent (MTCO_{2e}), a standard

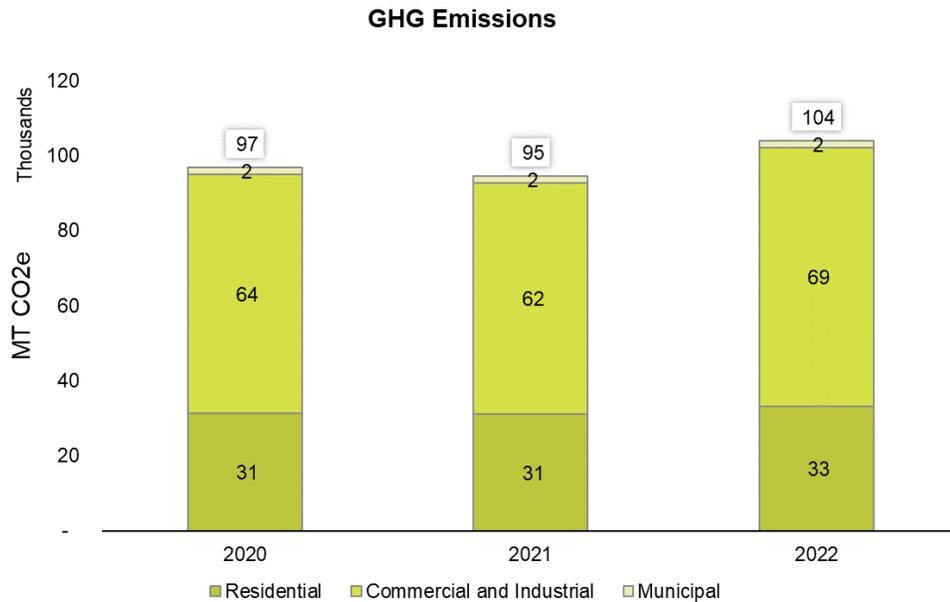
¹⁰ ACEEE: “How High Are Household Energy Burdens?” <https://www.aceee.org/energy-burden>

¹¹ Low-Income Energy Affordability Data (LEAD) Tool, National Renewable Energy Laboratory

¹² Electricity emissions are calculated using Xcel Energy’s preliminary and certified emissions factors for their Upper Midwest Fuel Mix for 2020, 2021 and 2022. Emissions factors used during the planning process to calculate greenhouse gas emissions from electricity consumption may change as Xcel Energy completes third-party verification for its emissions intensities. A universal emissions factor sourced from the EPA was used to calculate natural gas emissions. See Table 15 for the emissions factors used to calculate energy-related emissions in Hopkins.

measure of GHG emissions. Total greenhouse gas emissions increased in Hopkins by 7.4% from 2020 to 2022 (Figure 8). In 2022, residential premises represented 31.8% of the total energy-related greenhouse gas emissions, commercial and industrial premises represented another 66.4% of the total, while the remaining 1.8% of emissions related to municipal premises.

Figure 8. Energy-related greenhouse gas emissions in Hopkins, 2020–2022¹³



Renewable Energy

Hopkins residents and businesses use both subscription programs and on-site options to support renewable energy. In Hopkins, there are more residential participants in Xcel Energy’s renewable offerings than commercial/industrial participants, but commercial/industrial participants subscribe to more electricity (including Community Solar) than residential participants in these offerings (Table 2). Xcel Energy’s Windsource® (which transitioned into Renewable*Connect Flex in 2023) and Renewable*Connect® programs allow residents and businesses to access renewable energy directly from the utility to provide some or all a premise’s electricity from a renewable source. Solar*Rewards Community is a program that gives participants the opportunity to subscribe to a local, third-party community solar garden.

¹³ Xcel Energy, 2020–2022; CenterPoint Energy, 2020–2022

Table 2. Participation in Xcel Energy renewable energy offerings, 2022

	Residential	Commercial & Industrial
Windsorce® & Renewable*Connect®		
Subscriber Count	454	5
Total Annual Electricity Subscribed (kWh)	1,438,066	61,488
Community Solar Gardens - Solar*Rewards® Community		
Subscriber Count	72	45
Total Annual Electricity Subscribed (kWh)	525,831	6,163,925
Total Xcel Energy Subscription Renewable Energy Support		
Subscriber Count	526	50
Total Annual Electricity Subscribed (kWh)	1,963,897	6,225,413
Percent of Sector Xcel Energy Electricity Use ¹⁴	4.1%	4.8%

Residents and businesses also support renewable energy through on-site installations (Table 3). As of 2022, 30 residents and 12 businesses participated in Xcel Energy’s Solar*Rewards® or Net-Metering offerings, where participants install solar panels on-site.

Table 3. Participation in Xcel Energy on-site solar offerings¹⁵

On-site Solar - Solar*Rewards® and Net-Metering	Residential	Commercial & Industrial
Participant Count	30	12
Total Electricity Capacity (kW)	229	692

Energy Efficiency Program Participation and Savings

Xcel Energy and CenterPoint Energy offer energy conservation programs to residents and businesses to help them manage energy consumption at a home or business. Rebates for new equipment, audit programs, and other energy measures are available in addition to load management programs. Participation in these programs can result in energy savings through increased energy efficiency. From 2020 to 2022, participation in Xcel Energy residential and commercial and industrial offerings resulted in an average of 2.3 million kWh saved each year, across all sectors (Table 4). Municipal premises are included in the commercial and industrial aggregations.

¹⁴ Xcel Energy retains the renewable energy credits (REC) for community solar garden subscriptions. The percent reported here is provided to give a sense of the total size of renewable energy subscriptions compared to overall electricity use.

¹⁵ Xcel Energy Community Energy Report for Hopkins, 2022

Table 4. Average participation and electricity savings through Xcel Energy’s energy efficiency offerings, 2020–2022

Sector	Average Annual Participation	Average Electricity Savings (kWh)
Residential	386	104,660
Commercial and Industrial	82	2,215,254
Total	468	2,319,914

CenterPoint Energy’s energy efficiency programs for residents and businesses help them conserve natural gas through program participation. Over the three-year baseline period, residents and businesses saved an average of over 70,000 therms of natural gas each year (Table 5).

Table 5. Average participation and natural gas savings through CenterPoint Energy’s energy efficiency offerings, 2020–2022

Sector	Average Annual Participation	Average Natural Gas Savings (therms)
Residential	1,328	29,748
Commercial and Industrial	84	40,997
Total	1,412	70,745

Residents and businesses in Hopkins saw high levels of participation in select Xcel Energy offerings. Hopkins residents participated the most in Residential Heating and Cooling (Table 6), an offering for residents to receive rebates for upgrading to more efficient equipment, where the sector also saw the highest total electricity savings during the baseline period. However, residents saved the most electricity per participant through the Home Energy Squad, an in-home audit and direct install program that provides personalized home assessments to help residents identify ways to save energy as well as install free low-cost equipment.

Table 6. Average participation and savings from key Xcel Energy residential energy efficiency programs, 2020–2022

Residential Program	Average Annual Participation	Average Electricity Savings (kWh)	Average Savings per Premise (kWh)
Home Energy Savings Program	5	2,331	499
Home Energy Squad ¹⁶	14	15,198	1,060
Residential Heating and Cooling	154	57,373	372
Refrigerator Recycling	29	24,451	834
Residential Saver’s Switch	119	173	2

In the commercial and industrial sector (Table 7), businesses participated the most and saw the highest per-participant electricity savings from Lighting Efficiency; this program offers audits and rebates for businesses to upgrade to more energy efficient lighting.

Table 7. Average participation and savings from key Xcel Energy commercial and industrial energy efficiency programs, 2020–2022

Commercial and Industrial Program	Average Annual Participation	Average Electricity Savings (kWh)	Average Savings per Premise (kWh)
HVAC +R Efficiency	12	210,443	17,063
Lighting Efficiency	22	1,354,605	60,654
Multi-family Building Efficiency	13	127,970	9,844
Small Business Lighting	18	224,119	12,225

Electric Vehicle and Charging Infrastructure

Electric Vehicle and Charging Baseline

The state of Minnesota’s electric vehicle (EV) adoption rate increased by 221% from 2018 to 2020.¹⁷ Technology improvements in charging speed, battery range, and other factors impacted adoption rates according to Minnesota’s Department of Transportation.

Table 8. Electric vehicles by zip code¹⁸

Zip Code	Battery Electric Vehicles (BEV)	Plug-in Hybrid Electric Vehicles (PHEV)
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¹⁶ Home Energy Squad is provided by Xcel Energy and CenterPoint Energy and delivered by CEE

¹⁷ Minnesota Department of Transportation Electric Vehicle Dashboard, 2022

¹⁸ Minnesota Department of Transportation Electric Vehicle Dashboard, 2022

Minnesota also adopted an Electric Vehicle Infrastructure Plan in 2022.

55305	259	78
55343	145	56

There are 538 EVs in the two zip codes associated with the City of Hopkins.

Charging Infrastructure

There are four level 2 public charging stations in convenient locations throughout the city, including the municipal building's parking ramp and a popular grocer.

Figure 9: Hopkins area public EV charging stations¹⁹



¹⁹ Plug Share, plugshare.com



WHERE WE ARE GOING

Energy Vision Statement

During the planning process, the Energy Action Team created a vision statement for this Energy Action Plan. This statement helped guide the planning process and reflects the intention of the community.

Vision Statement

Hopkins' Energy Action Plan will have a positive effect on residents, businesses, and the environment. The plan will save energy and greenhouse gas emissions through leadership, pragmatic action, and cost-effective solutions. Reflecting the values of the Hopkins community, the plan will create a more equitable, resilient city where residents and businesses have the opportunity to thrive.

Focus Areas

To achieve a community-wide commitment to energy stewardship, the Energy Action Team identified the following focus areas to prioritize strategies and resources.

Energy Equity

Renewable
Energy

EV
Infrastructure

Energy
Efficiency

Sustainable
Development

These focus areas were chosen to reflect the distinct character, values, and population of Hopkins, and to both include Hopkins' existing work on energy conservation and broaden that work into new sectors. With new incentives coming to communities from the federal Inflation Reduction Act and new and updated utility programs delivered as part of the state of Minnesota's Energy Conservation and Optimization Act (ECO), the future of energy efficiency will be more affordable to residents. There will also be more opportunities for carbon reduction through beneficial electrification.

Energy Equity

This focus area aims to decrease energy burden and increase access to resources for the City's most vulnerable residents. Rather than siloing this work into a single focus area, it is an overarching intention for all work in this plan.

Renewable Energy

The purpose of this focus area is to increase access to wind and solar energy for residents, businesses and municipal buildings while increasing Hopkins' resilience.

EV Infrastructure

This focus area will promote chargers, electrical upgrades and other infrastructure to increase charging availability for a variety of electric vehicles, including micromobility.

Energy Efficiency

This focus area encompasses all measures to improve the energy efficiency of existing residential and commercial buildings, including single-family homes, multi-family buildings and businesses.

Sustainable Development

Maximizing energy efficiency, renewable energy and electrification opportunities, this focus area's strategies benefit the future buildings of Hopkins.

Community-Wide Goals

The Energy Action Team set goals during the planning process by deciding which metrics were important to the community, reviewing the energy baseline data to discuss ambition level and feasibility, and constructing a timeline to achieve these goals. Goals are measured against the 2020–2022 baseline period, so the goals are framed in terms of additional savings above and beyond a projected business-as-usual scenario.

Community-Wide Goal

Hopkins will avoid an additional 40% of energy-related greenhouse gas emissions by 2028 compared to business as usual, saving the community \$1.9 million in the process.

As a stretch goal, the plan aims to avoid an additional 95% of greenhouse gas emissions by 2028, saving the community a total of \$3.5 million.

The impact of the community-wide goal will help Hopkins reduce an additional 2,008 MTCO₂e by the end of 2028 compared to business as usual. These energy-related greenhouse gas emissions reductions are from electricity and natural gas use. The figure includes the greenhouse gas emissions avoided from both energy efficiency and renewable energy program participation, and grid decarbonization by the utility (but notably not reduced emissions from the transportation sector). Hopkins' greenhouse gas avoidance is equivalent to removing 447 passenger vehicles from the road for a year.²⁰

Energy Action Plan Impact

The energy action plan will impact many facets of Hopkins' energy future: increased utility program participation, reduced greenhouse gas emissions, changes in utility bills and energy savings. Table 9 summarizes the plan impact on these different sectors. Note that "participations" track each time a customer uses a program. For example, one customer who joins a renewable energy subscription program and has an energy efficiency audit of their home would count both as a participant in the efficiency program and a participant in the renewable energy program. For a full look at how these projections are made, see Appendix 2: Baseline Energy Analysis and Appendix 4: Methodology for Measuring Success.

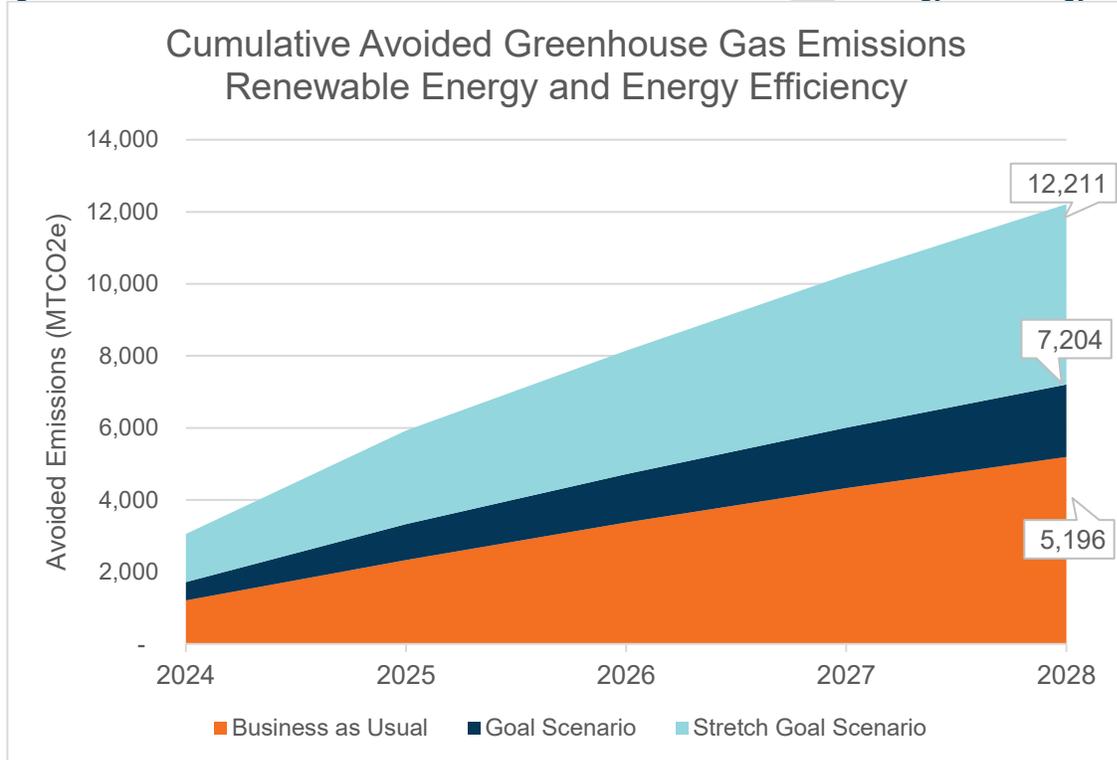
Table 9: Plan Impact Scenarios, 2024–2028

	Business as Usual, 2024–2028	Goal Scenario, 2024–2028	Stretch Goal Scenario, 2024–2028
Participations, Energy Efficiency	3,900	5,300	10,000
Participations, Renewable Energy	460	560	610
Greenhouse Gas Avoided, Energy Efficiency	3,900 MTCO ₂ e	5,700 MTCO ₂ e	10,600 MTCO ₂ e
Greenhouse Gas Reduced, Renewable Energy	1,300 MTCO ₂ e	1,500 MTCO ₂ e	1,600 MTCO ₂ e
Money Saved, Energy Efficiency	\$1.3 million	\$1.9 million	\$3.5 million
Electricity Saved, Energy Efficiency	12 million kWh	17 million kWh	28 million kWh
Natural Gas Saved, Energy Efficiency	350,000 therms	500,000 therms	700,000 therms

²⁰ U.S. Environmental Protection Agency Greenhouse Gas Equivalencies Calculator, <https://www.epa.gov/energy/greenhouse-gas-equivalencies-calculator>

To visualize the greenhouse gas emission reductions from the plan, Figure 10 shows the emissions avoided through business as usual (orange), meeting the goal (dark blue) and meeting the stretch goal (light blue). The business-as-usual scenario shows what would happen if Hopkins participated in energy efficiency and renewable energy programs at the same levels as past years. The team designed the main goal to be reasonable to reach (hence the narrow dark-blue band), with a stretch goal that is more aspirational and represents a large jump in energy savings and emissions reductions.

Figure 10: Cumulative Avoided Greenhouse Gas Emissions – Renewable Energy and Energy Efficiency



Along with reducing emissions, the plan would result in savings on utility bills. Figure 11 shows the savings for Hopkins residents, businesses, and the City under the business-as-usual, goal and stretch goal scenarios. These savings are the result of energy efficiency measures only (renewable energy measures do not necessarily result in dollar savings).

Figure 11: Total Dollar Savings from energy efficiency



For a full discussion of how Partners in Energy makes these projections, see Appendix 4: Methodology for Measuring Success.



HOW WE ARE GOING TO GET THERE

The following section outlines our implementation work plan, including focus areas, strategies and tactics to achieve Hopkins' goals. These initiatives will be led by the City of Hopkins and supported by Partners in Energy, Xcel Energy, the Energy Action Team and other City of Hopkins staff. Each focus area has background information, multiple strategies, and specific tactics describing the actions the plan prescribes. For a more detailed work plan with a timeline and responsibilities, see Appendix 1: Implementation Work Plan.

Umbrella Strategies: Energy Equity and Information Access

Strategy 1: Energy Equity

The actions within this Energy Action Plan will be implemented with inclusion and equity at the forefront, to ensure this plan benefits all Hopkins' community members. The plan will accomplish this by ensuring intentional engagement with, and support for, Hopkins' most marginalized community members. This section will connect equity to each strategy.

Strategy 2: Energy Information Access

The Energy Action Team identified a core need for the Hopkins community to have better access to information about energy efficiency and renewable energy. To meet this need, the City will provide accessible energy information (on Energy Efficiency, Renewable Energy, Sustainable Building and Electric Vehicle infrastructure) and resources through various communication methods, public conversations and web-based resource information hubs to meet the needs of community members.

Focus Area: Energy Efficiency

The Energy Action Team identified energy efficiency as a core way for the Hopkins community to lessen its environmental impact while managing energy costs. Residents, businesses and the City itself can all access tools and strategies to accomplish the same amount of work while using less energy, providing both sustainability and financial benefits. The City also has a part to play: the team envisions the City leading by example to take action on energy. Strategies in this focus area concern existing buildings, while the Sustainable Development focus area includes strategies for future buildings.

Strategy 3: Explore implementing energy efficiency measures in City of Hopkins facilities.

The Energy Action Team believes that the City of Hopkins should lead by example and show its community ways to take energy action. This strategy opens the door for the City to save energy while inspiring other community members to do the same.

Tactics

3A: Conduct energy audits in municipal buildings.

3B: Deliver findings and recommendations from the audits to City Council as appropriate.

Strategy 4: Create an energy efficiency outreach campaign to residents outlining opportunities and resources to save energy, with ample attention to renters.

While many programs exist for Hopkins residents to use energy more efficiently, the Energy Action Team determined that these programs are not very well known. This strategy aims to raise awareness of these opportunities and tailor energy efficiency opportunities to community members. Hopkins has a high proportion of renters, so we wanted this strategy to encompass multi-family buildings and renters as well as single-family residences and homeowners.

Tactics

4A: Develop an engagement plan and calendar outlining messages for various audiences, platforms, and time of year messaging and cadence.

4B: Design and create fliers and messaging highlighting renter-friendly energy efficiency programs.

4C: Work with multi-family building owners/managers to distribute energy efficiency kits.

4D: Promote an energy tip of the week on social media and relevant City communications.

4E: Promote energy assessments as a first step to improving energy efficiency.

4F: Continue City buy-downs for home energy assessments.

4G: Explore a City buy-down of audit programs for small, midsize and large businesses.

Strategy 5: Develop an outreach plan to businesses (including large industry) on energy efficiency best practices, resources and programs.

Ensuring that businesses in the community are made aware of the energy and dollar savings available to them through energy efficiency programs, this strategy aims to reach businesses of all sizes in Hopkins with programs that suit each of their needs and challenges.

Tactics

5A: Present energy efficiency opportunities at local business meetings and events.

5B: Feature case studies of energy actions by businesses in City communications.

5C: Host a tour of businesses that have implemented energy efficiency measures successfully.

5D: Develop a packet to distribute to building owners that communicates energy savings benefits and opportunities.

5E: Promote energy audits for all Hopkins buildings and businesses through City and Hopkins Business and Civic Association communications and by exploring incentives, requirements or connecting program resources.

5F: Explore the creation of a City-lead sustainable business recognition program

Strategy 6: Continue to grow and promote the Hopkins' Climate Solutions Fund.

The energy action team celebrated the existing work that Hopkins is doing to make our city greener, so the team wanted to recognize and amplify the Hopkins' Climate Solutions Fund (HCSF). The HCSF offers incentives to residents and businesses to accelerate our transition to cleaner and more efficient energy. Continuing the work of this program is an opportunity for the City to move toward both its climate and energy goals.

Tactics

6A: Explore additional funds and grants available to grow the HCSF program.

6B: Engage the community in opportunities to improve the program as it is implemented.

6C: Engage contractors and trade groups with the program.

Strategy 7: Incentivize energy and sustainability home retrofits including weatherization, renewable energy and electrification projects.

This strategy connects residents with existing programs and incentives to take energy action in their homes. It recognizes that making homes more energy efficient, switching to renewable energy and switching from fossil fuel to electric energy are interlocking ways to avoid household greenhouse gas emissions.

Tactics

7A: Continue to include community/home needs as a core element of Hopkins Climate Solutions Fund.

7B: Connect homeowners and contractors to resources and information for small-scale projects in homes through City communications and partnerships.

7C: Commit City staff to stay current on regulatory changes and seek funding opportunities for residential improvements.

Focus Area: Sustainable Development

Significant new construction projects are underway in Hopkins, with more in the pipeline. The Energy Action Team wanted to ensure that new construction projects considered energy efficiency and renewable energy as they were designed and built, resulting in the creation of this Sustainable Development focus area. Since many of these projects will be rental housing, this is an area where the plan can reach Hopkins' significant renter population. For example, increased energy efficiency in a multi-family building could result in lower energy costs for tenants.

Strategy 8: Connect large developers to sustainable development programs and educational opportunities.

Large building developments represent opportunities for large energy savings. This strategy aims to make large developers aware of programs that can reduce the energy use of their buildings, connect them with renewable energy and potentially lower the operating costs of their projects.

Tactics

8A: Host informational event with local developers on opportunities to incorporate sustainable practices.

8B: Leverage City permitting processes and internal and external City relationships to share messaging with local developers.

Strategy 9: Develop a sustainable building policy for the city.

By establishing an overall framework for building efficiency and energy use in Hopkins, a sustainable building policy could significantly impact the Hopkins community's energy use. This strategy recognizes and supports the work Hopkins continues to do to develop and implement that policy framework.

Tactics

9A: Consult with other cities with sustainable building policies to gain insight on processes, best practices and challenges.

9B: Develop parameters of the potential policy around what buildings will be included and what targets and compliance could look like — present this to stakeholders for feedback.

9C: Account for needs and challenges of renters.

Focus Area: Renewable Energy

As part of its commitment to avoid greenhouse gas emissions, the Energy Action Team wanted to increase the availability of renewable energy to the Hopkins community. Table 10 shows that some Hopkins residents and businesses already access renewable energy through utility subscription program and on-site solar, but there are significant opportunities to increase participation in these programs.

Table 10: Renewable Energy Program Use in Hopkins, 2020–2022

Xcel Energy	Residential	Commercial & Industrial
Subscription Programs - Windsorce® & Renewable*Connect®		
Subscriber Count	682	5
Total Annual Electricity Subscribed (kWh)	2,100,000	83,000
Community Solar Gardens - Solar*Rewards Community®		
Subscriber Count	71	44
Total Annual Electricity Subscribed (kWh)	525,199	6,155,922
On-site Solar - Solar*Rewards® and Net-Metering		
Subscriber Count	47	20
Total Electricity Capacity (kW)	331	4,628

Strategy 10: Explore feasibility of converting City of Hopkins operations to renewable energy.

Hopkins can lead by example by reviewing the possibility of running its own facilities with renewable energy. This strategy doesn't commit the City to using 100% renewables, only to consider the programs and changes it would need to implement to do so.

Tactics

10A: Review solar programs available for municipal premises.

10B: Consult solar suitability resources.

10C: Review budgetary and other considerations.

10D: Present to Council when appropriate.

Strategy 11: Launch a renewable energy program outreach campaign to residents using City and partner organization communications, with particular attention to renters.

Residents in Hopkins can access renewable energy through subscription programs and on-site infrastructure, often for less cost and inconvenience than they would expect. The Energy Action Team wants to make sure residents can make informed choices about renewable energy and will leverage connections to community organizations to promote these programs. Renters are highlighted in this strategy to balance the usual narrow focus on homeowners.

Tactics

11A: Promote subscription programs to renters, multi-family building tenants and other community members who may not have access to on-site renewable energy options.

11B: Use mapping to identify outreach opportunities.

11C: Promote on-site renewable options to homeowners and new home buyers.

Strategy 12: Develop a packet for businesses that features renewable energy information, resources and programs.

Businesses have a unique set of challenges in accessing renewable energy, but also a unique set of opportunities. This strategy aims to standardize an easy-to-circulate set of programs that could help them switch to renewables.

Tactics

12A: Distribute packet of information to building owners, businesses, other City departments and partner organizations that work in industry spaces.

Strategy 13: Explore hosting a large municipal solar array for community use/subscription.

As part of its leadership on renewable energy, Hopkins can explore creating a solar installation specifically for its residents and businesses to use. This strategy will consider the financing model and site for a potential installation and will build on lessons learned in other cities that host such arrays.

Tactics

13A: Consider the use of community solar gardens in open parking lots, multi-family buildings and the landfill.

13B: Consult with other communities who host municipal solar gardens to gain lessons learned and best practices for implementation to present to City Council for consideration.

Focus Area: Electric Vehicle Infrastructure

The Energy Action Team identified electric vehicles as an opportunity to move away from fossil fuels and reduce Hopkins' greenhouse gas emissions. The team wanted to promote EV cars and trucks as well as micro-mobility EVs like e-bikes, e-scooters and electric golfcarts, along with the charging infrastructure that will support these modes of transit. The team pointed out that Hopkins' relative density and existing bike paths make it a good fit for micro-mobility EVs.

Strategy 14: Provide EV charging educational materials and resource guides to large multi-family building owners/managers.

The Energy Action Team identified a gap in EV charging infrastructure for renters in multi-family buildings. These renters often can't access charging at home. This strategy addresses this gap by sharing information about charging programs with multi-family building owners and managers.

Tactics

14A: Develop a packet of information aimed at property owners that lays out best practices, benefits, and guides users to resources for EV charging.

14B: Develop building and owner list for mail, email and direct call outreach. Map existing relationships or contacts with other City departments or community partners.

Strategy 15: Host an e-bike, e-scooter and EV test drive event.

While EVs are becoming more common, many Hopkins community members still don't have any direct experience with them. This strategy will connect EV users with individuals who are curious about using them for their business or for general use.

Tactics

15A: Partner with EV Ride and Drive organizers, dealerships and utility programs.

15B: Create local EV ambassadors from resident enthusiasts. Feature resident stories in outreach.

Strategy 16: Create city-wide plan for EV infrastructure (including non-car EVs).

Hopkins can demonstrate its leadership in sustainability by creating a comprehensive plan to address EV charging infrastructure. Many resources exist to support this work. Including non-car EVs like e-bikes, e-scooters and electric golf carts will make the plan suitable to the widest variety of residents.

Tactics

16A: Develop EV micro-mobility opportunities and partnerships.

16B: Continue to work with EV Smart Cities to develop EV Plan.

16C: Connect micro-mobility to existing safe streets initiatives.

16D: Collect community input and feedback on plan contents.

16E: Explore fleet electrification options for City vehicles.



HOW WE STAY ON COURSE

This Energy Action Plan is a living document. Goals and strategies will be assessed and refined as needed based on data and community staff capacity.

Data and Reporting

Partners in Energy will provide biannual progress reports with metrics of success and overall progress toward goals for Xcel Energy rebates and programs. These reports will be available publicly and shared with both the community and Energy Action Team.

If available, ad hoc participation reports for specific Xcel Energy programs (e.g., Home Energy Squad) can be provided to measure success of campaigns and to determine if the plan needs to adjust course.

Project Management and Tracking

Partners in Energy will host regular project management check-in calls with the City Lead to ensure the plan stays on course to achieve its strategies. If necessary, an implementation check-in meeting with the Energy Action Team can be convened to assess progress toward goals and discuss strategy refinement.

Energy Action Team Commitment

Implementing the strategies outlined in this plan will require leadership and collaboration among the City of Hopkins, members of the Energy Action Team, community representatives and Xcel Energy.

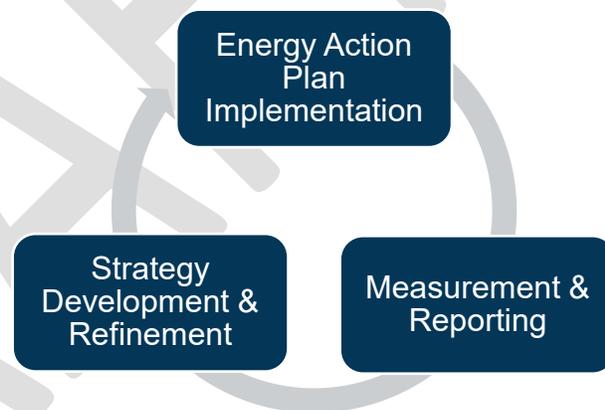


Figure 12. Actions and Tracking

City of Hopkins

The City of Hopkins will provide a primary point of contact for implementation and will assign members to attend regular project management check-ins. The City commits to leveraging existing communication channels and community connections to promote the Energy Action Plan. In addition, the City of Hopkins will lead strategies specific to City-owned buildings.

Energy Action Team

The Energy Action Team formed to create this plan will support implementation by serving as community connectors to their networks, promoting Hopkins' energy vision, encouraging participation in programs and outreach campaigns, and sharing success stories. When relevant, members will serve as partners and leaders in strategies targeting residents and businesses. Energy Action Team members may be invited to project management calls or other check-in meetings to ensure strategies are implemented successfully.

Xcel Energy

In addition to data reporting, project management and implementation tracking, Xcel Energy commits to supporting the first 18 months of implementation, including marketing and communications support and program expertise. Xcel Energy will also provide a dedicated community facilitator to serve as a primary point of contact. Partners in Energy digital resources, including webinars, community portal and community events, will be available to the Hopkins team. After the first 18 months of implementation, Xcel Energy will continue to provide ad hoc support and data to the Hopkins team.

APPENDIX 1: IMPLEMENTATION WORK PLAN

This appendix gives additional details for each strategy, including the implementation team, tasks, timeline and goals. This appendix will serve as a work plan for the City of Hopkins, the Energy Action Team and Partners in Energy.

Core Strategies: Energy Equity and Information Access									
Strategy	Tactic	Lead	Support	Q2 '24	Q3 '24	Q4 '24	Q1 '25	Q2 '25	Q3 '25
Strategy 1: The actions within this Energy Action Plan will be implemented with inclusion and equity at the forefront, to ensure this plan benefits all community members. The plan will accomplish this by ensuring intentional engagement with, and support for, Hopkins' most marginalized community members.		PiE	City						
Strategy 2: The City will provide accessible energy information (on energy efficiency, renewable energy, sustainable building and electric vehicle infrastructure) and resources through varying communication methods, public conversations and web-based resource information hubs to meet the needs of community members.		PiE	City						

Focus Area: Energy Efficiency									
Strategy	Tactic	Lead	Support	Q2 '24	Q3 '24	Q4 '24	Q1 '25	Q2 '25	Q3 '25
Strategy 3: Explore implementing energy efficiency measures in City of Hopkins facilities.	3A: Conduct energy audits in municipal buildings.	PiE	City						
	3B: Deliver findings and recommendations from the audits to City Council as appropriate.	City	PiE						
Strategy 4: Create an energy efficiency outreach campaign to residents outlining opportunities and resources to save energy, with ample attention to renters.	4A: Develop an engagement plan and calendar outlining messages for various audiences, platforms, and time of year messaging and cadence.	PiE	City						
	4B: Design and create fliers and messaging highlighting renter-friendly energy efficiency programs.	PiE	City						
	4C: Work with multi-family building owners/managers to distribute energy efficiency kits.	PiE	City						
	4D: Promote an energy tip of the week on social media and relevant City communications.	PiE	City						

	4E: Promote energy assessments as a first step to increasing energy efficiency.	PiE	City						
	4F: Continue City buy-downs for home energy assessments.	PiE	City						
	4G: Explore a City buy-down of audit programs for small, midsize and large businesses.	PiE	City						
Strategy 5: Develop an outreach plan to businesses (including large industry) on energy efficiency best practices, resources and programs.	5A: Present energy efficiency opportunities at local business meetings and events.	PiE	City						
	5B: Feature case studies of energy actions by businesses in City communications.	PiE	City						
	5C: Host a tour of businesses that have implemented energy efficiency measures successfully.	PiE	City						
	5D: Develop a packet to distribute to building owners that communicates energy savings benefits and opportunities.	PiE	City						
	5E: Promote energy audits for all Hopkins buildings and businesses through City and Hopkins Business and Civic Association communications and by exploring incentive, requirements or connecting program resources.	PiE	City						
	5F: Explore the creation of a City-led sustainable business recognition program.	City	PiE						

Strategy 6: Continue to grow and promote the Hopkins' Climate Solutions Fund.	6A: Explore additional funds and grants available to grow the HCSF program.	City	PiE						
	6B: Engage the community in opportunities for improving the program as it is implemented.	City	PiE						
	6C: Engage contractors and trade groups in the program.	City	PiE						
Strategy 7: Incentivize energy and sustainability home retrofits including weatherization, renewable energy and electrification projects.	7A: Continue to include community/home needs as a core element of Hopkins Climate Solutions Fund	City	PiE						
	7B: Connect homeowners and contractors to resources and information for small-scale projects in homes through City communications and partnerships.	PiE	City						
	7C: Commit City staff to staying current on regulatory changes and seeking funding opportunities for residential improvements.	City	PiE						

Focus Area: Sustainable Development									
Strategy	Tactic	Lead	Support	Q2 '24	Q3 '24	Q4 '24	Q1 '25	Q2 '25	Q3 '25
Strategy 8: Connect large developers to sustainable development programs and educational opportunities.	8A: Host informational event with local developers on opportunities to incorporate sustainable practices.	City	PiE						
	8B: Leverage City permitting processes and internal and external City relationships to share messaging with local developers.	PiE	City						
Strategy 9: Develop a City sustainable building policy.	9A: Consult other cities with sustainable building policies to gain insight on processes, best practices and challenges.	City	PiE						
	9B: Develop parameters for the potential policy around what buildings will be included and what targets and compliance could look like to get feedback from stakeholders.	City	PiE						
	9C: Account for needs and challenges of renters.	PiE	City						

Focus Area: Renewable Energy									
Strategy	Tactic	Lead	Support	Q2 '24	Q3 '24	Q4 '24	Q1 '25	Q2 '25	Q3 '25
Strategy 10: Explore feasibility of converting City of Hopkins operations to renewable energy.	10A: Review solar programs available for municipal premises.	PiE	City						
	10B: Consult solar suitability resources.	PiE	City						
	10C: Review budgetary and other considerations.	City	PiE						
	10D: Present to Council when appropriate.	City	PiE						
Strategy 11: Launch a renewable energy program outreach campaign to residents using City and partner organization communications, with particular attention to renters.	11A: Promote subscription programs to renters, multi-family building tenants and other community members who may not have access to on-site renewable energy options.	PiE	City						
	11B: Use mapping to identify outreach opportunities.	PiE	City						
	11C: Promote on-site renewable options to homeowners and new home buyers.	PiE	City						

Strategy 12: Explore hosting a large municipal solar array for community use/subscription.	12A: Consider the use of community solar gardens in open parking lots, multi-family buildings, and the landfill.	City	PiE						
	12B: Consult with other communities who host municipal solar gardens to gain lessons learned and best practices for implementation to present to City Council for consideration.	PiE	City						

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Focus Area: Electric Vehicle Infrastructure									
Strategy	Tactic	Lead	Support	Q2 '24	Q3 '24	Q4 '24	Q1 '25	Q2 '25	Q3 '25
Strategy 13: Provide EV charging educational materials and resource guides to large multi-family building owners/managers.	13A: Develop a packet of information aimed at property owners that lays out best practices and benefits, and guides users to resources for EV charging.	City	PIE						
	13B: Develop building and owner list for mail, email and direct call outreach. Map existing relationships or contacts with other City departments or community.	City	PIE						
Strategy 14: Host an e-bike, e-scooter and EV test drive event.	14A: Partner with EV Ride and Drive organizers, dealerships and utility programs.	City	PIE						
	14B: Create local EV ambassadors from resident enthusiasts. Feature resident stories in outreach.	PIE	City						
Strategy 15: Create city-wide plan for EV infrastructure (including non-car EVs).	15A: Develop EV micro-mobility opportunities and partnerships.	City	PIE						
	15B: Continue to work with EV Smart Cities to develop EV Plan.	City	PIE						
	15C: Connect micro-mobility to existing safe streets initiatives.	City	PIE						
	15D: Get community input and feedback on EV plan contents.	City	PIE						
	15E: Explore fleet electrification options for City vehicles.	PIE	City						



APPENDIX 2: BASELINE ENERGY ANALYSIS

Data was provided by Xcel Energy for all Hopkins premises for 2020–2022. Xcel Energy provides electric and natural gas service to the community. This data helped the Energy Action Team understand Hopkins’ energy use and opportunities for energy conservation and renewable energy. Data included in this section establishes a baseline against which progress toward goals will be compared in the future.

Electricity and Natural Gas Premises

Most Hopkins premises are residential. Of the 9,694 distinct premises in Hopkins in 2022, 89% (8,581) are residential, 10% (1,007) are commercial and industrial and the remaining 1% are municipal (74).

Table 11. Premise counts by sector, 2020–2022²¹

Sector	2020	2021	2022	Average
Residential	8,567	8,564	8,613	8,581
Commercial & Industrial	1,010	1,007	1,007	1,008
Municipal	67	67	67	67
Total	9,644	9,638	9,687	9,656

²¹ Xcel Energy, 2020–2022

Electricity and Natural Gas Consumption and Trends by Sector

On average, the Hopkins community consumes 171 million kWh of electricity and 9.6 million therms of natural gas across all sectors per year. Total energy consumption increased by 7.5% over the baseline period, which can be attributed to a large increase of 11.2% in natural gas consumption and a more modest increase in electric consumption.

Table 12. Annual energy consumption by sector and fuel type, 2020–2022²²

Fuel Type	Sector	2020	2021	2022	Average
Electricity (kWh)	Residential	48,297,701	48,970,894	47,487,215	48,251,937
	Commercial & Industrial	121,670,129	111,330,535	125,774,939	119,591,868
	Municipal	3,773,328	3,463,026	3,590,747	3,609,034
	Total	173,741,158	163,764,455	176,852,901	171,452,838
Natural Gas (therm)	Residential	3,405,721	3,238,190	3,754,360	3,466,090
	Commercial & Industrial	5,768,356	5,617,107	6,439,539	5,941,667
	Municipal	144,359	136,210	164,193	148,254
	Total	9,318,436	8,991,507	10,358,092	9,556,012
Total (MMBtu)	Residential	505,364	490,908	537,462	511,245
	Commercial & Industrial	991,974	941,570	1,073,098	1,002,214
	Municipal	27,310	25,437	28,671	27,139
	Total	1,524,648	1,457,915	1,639,231	1,540,598

Total energy consumption during the baseline period varied in each sector consistent with variation in weather. Hotter summers (those with more cooling degree days) and colder winters (those with more heating degree days) had higher energy consumption. For example, of the three years considered, Hopkins' natural gas consumption was at its highest level in 2022 which was also the coldest year with the most heating degree days.

Table 13. Cooling degree and heating degree days, 2020–2022²³

	2020	2021	2022
Cooling Degree Days	950	1,184	1,049
Heating Degree Days	7,128	6,678	7,812

²² Xcel Energy, 2020–2022

²³ [National Centers for Environmental Information, Local Climatological Data](#)

Greenhouse Gas Emissions and Trends

Hopkins' overall greenhouse gas emissions increased from 2020–2022, growing by over 7%. To calculate Hopkins' energy-related emissions, preliminary and certified emissions factors from Xcel Energy's Upper Midwest Fuel Mix and a standard emissions factor for natural gas emissions were used. As Xcel Energy completes third-party verification, the emissions factors used during the planning process to estimate greenhouse gas emissions (Table 15) may change slightly.

Table 14. Energy-related greenhouse gas emissions in MTCO₂e, 2020–2022²⁴

Fuel Type	Sector	2020	2021	2022	Average
Electricity	Residential	13,188	14,016	13,183	13,462
	Commercial & Industrial	33,224	31,865	34,915	33,335
	Municipal	1,030	991	997	1,006
	Total	47,443	46,873	49,095	47,803
Natural Gas	Residential	18,075	17,185	19,925	18,395
	Commercial & Industrial	30,613	29,811	34,175	31,533
	Municipal	766	723	871	787
	Total	49,454	47,719	54,971	50,715
Total	Residential	31,263	31,202	33,107	31,857
	Commercial & Industrial	63,837	61,676	69,091	64,868
	Municipal	1,796	1,714	1,868	1,793
Total		96,897	94,591	104,066	98,518

Table 15. Emissions factors used to calculate energy-related greenhouse gas emissions, 2020–2022²⁵

Fuel Type	2020	2021	2022
Electricity Emissions Factor (lbs/MWh)	602	631	612
Natural Gas Emissions Factor (MTCO ₂ e/Dth)	0.05307	0.05307	0.05307

Energy Costs

In total, Hopkins premises spent an estimated annual average of \$27.9 million on fuel costs during the baseline period. Hopkins commercial and industrial premises made up over 60% of that spending (\$17.2 million or 62%), while residential premises made up 36% (\$10.1 million). A small fraction of the spending was from municipal premises. Residential premises spent an

²⁴ Xcel Energy, 2020–2022

²⁵ [Xcel Energy 2022. Carbon Dioxide Emission Intensities.](#)

annual average of \$1,179 per premise on fuel costs. Commercial premises spent much more per premise on energy with an annual average of \$17,089 per premise.

Fuel Type	Sector	2020	2021	2022	Average	Average Annual Cost Per Premise
Electricity	Residential	\$6,258,314	\$6,368,825	\$6,909,596	\$6,512,245	\$759
	Commercial & Industrial	\$11,723,590	\$11,860,379	\$15,415,979	\$12,999,983	\$12,897
	Municipal	\$430,460	\$430,764	\$510,792	\$457,339	\$6,180
	Total	\$18,412,364	\$18,659,968	\$22,836,367	\$19,969,566	-
Natural Gas	Residential	\$2,882,709	\$3,295,770	\$4,642,698	\$3,607,059	\$764
	Commercial & Industrial	\$3,120,490	\$3,822,375	\$5,735,119	\$4,225,995	\$5,583
	Municipal	\$91,105	\$109,148	\$160,275	\$120,176	\$6,009
	Total	\$6,094,304	\$7,227,293	\$10,538,092	\$7,953,230	-
Total	Residential	\$9,141,023	\$9,664,595	\$11,552,294	\$10,119,304	\$1,523
	Commercial & Industrial	\$14,844,080	\$15,682,754	\$21,151,098	\$17,225,977	\$18,479
	Municipal	\$521,565	\$539,912	\$671,067	\$577,515	\$12,189
Total		\$24,506,668	\$25,887,261	\$33,374,459	\$27,922,796	-

Energy Burden

Energy burden is the percentage of income that residents spend on energy. Hopkins residents who own their homes and make 30% or less of the median area income spend up to 16% of their income on energy costs. Notably, energy burden is higher across every income group for homeowners rather than renters.

Table 16. Energy burden by unit occupancy and median income²⁶

Energy Burden		
Percent of Area Median Income	Own	Rent
0–30%	16%	7%
30–60%	5%	3%
60–80%	3%	1%

²⁶ Low-Income Energy Affordability Data (LEAD) Tool, National Renewable Energy Laboratory

80-100%	3%	1%
100% +	1%	1%

Program Participation and Savings

Hopkins already has a significant number of participants in energy efficiency programs from Xcel Energy and CenterPoint Energy, resulting in energy savings for residents and commercial premises. Participation in residential programs saved an average of 104,660 kWh and 29,748 therms each year during the baseline period. While fewer commercial premises participate, their participation results in larger savings per premise. In total, participation in commercial programs saved an annual average of 2,215,254 kWh and 40,997 therms over the baseline period.

To avoid double counting jointly offered utility programs, only the participant counts from Xcel Energy reports are included for those programs.

Table 17. Annual Xcel Energy residential sector efficiency program participation and savings, 2020–2022

Residential Sector Program	2020		2021		2022	
	Count	Savings (kWh)	Count	Savings (kWh)	Count	Savings (kWh)
Efficient New Home Construction	2	2,727	0	0	1	1,424
Home Energy Audit	0	-	6	-	19	-
Home Energy Savings Program	4	2,864	6	1,996	4	2,132
Home Energy Squad	14	21,258	10	11,527	19	12,808
Insulation Rebate	0	0	0	0	1	176
Low-Income Home Energy Squad	2	1,367	0	0	1	88
Multi-Family Energy Savings Program	0	0	0	0	27	5,608
Refrigerator Recycling	32	24,113	30	23,462	26	25,778
Residential HVAC	197	92,273	148	53,164	118	26,683
Residential Saver's Switch	128	266	141	149	89	103
Smart Thermostat	2	266	61	2,470	71	1,278
Total	381	145,134	402	92,768	376	76,078

Table 18. Annual Xcel Energy commercial/industrial sector efficiency program participation and savings, 2020–2022

Commercial/Industrial Sector Program	2020		2021		2022	
	Count	Savings (kWh)	Count	Savings (kWh)	Count	Savings (kWh)
Custom Efficiency	1	9,986	0	0	0	0
Efficiency Controls	1	513,976	0	0	0	0
Electric Rate Savings	0	0	6	-59,118	4	477
Energy Design Assistance	1	279,072	0	0	0	0
Fluid System Optimization	3	130,681	0	0	1	10,372
HVAC+R Efficiency	11	181,065	8	207,579	18	242,686
Lighting Efficiency	16	211,332	20	1,271,410	31	2,581,072
Multi-Family Building Efficiency	14	3,578	7	190,107	18	190,226
Peak Partner Rewards	0	-	6	-	4	-
Recommissioning	0	0	1	8,833	0	0
Saver's Switch for Business	3	6	11	53	4	13
Small Business Lighting	17	236,895	23	248,274	15	187,187
Turn Key Services	0	-	1	-	1	-
Total	67	1,566,591	83	1,867,138	96	3,212,033

Table 19. Participation and natural gas savings for select CenterPoint Energy efficiency programs by sector, 2020–2022.

Sector	2020		2021		2022	
	Count	Savings (therms)	Count	Savings (therms)	Count	Savings (therms)
Residential	350	31,459	224	27,825	175	28,665
Income-Qualified	8	935	2	42	7	318
Commercial and Industrial	76	48,553	52	31,388	55	43,049
Total	434	80,947	278	59,256	237	72,032

Renewable Energy Support

There is support for renewable energy in Hopkins with 526 residential premises and 50 commercial and industrial premises subscribing to Xcel Energy renewable programs. These premises receive a total of 1.9 million kWh and 6.2 million kWh of their electricity from renewable sources, respectively. While the commercial and industrial sector has fewer subscribers to renewable programs, these customers subscribe a larger amount. Additionally, 30 residential premises and 12 commercial premises have on-site solar generation.

Table 20. Participation in Xcel Energy renewable energy offerings

	Residential	Commercial & Industrial
Windsor[®] & Renewable*Connect[®]		
Subscriber Count	454	5
Total Annual Electricity Subscribed (kWh)	1,438,066	61,488
Community Solar Gardens - Solar*Rewards[®] Community		
Subscriber Count	72	45
Total Annual Electricity Subscribed (kWh)	525,831	6,163,925
Total Xcel Energy Subscription Renewable Energy Support		
Subscriber Count	526	50
Total Annual Electricity Subscribed (kWh)	1,963,897	6,225,413
Percent of Sector Electricity Use ²⁷	4.1%	4.8%

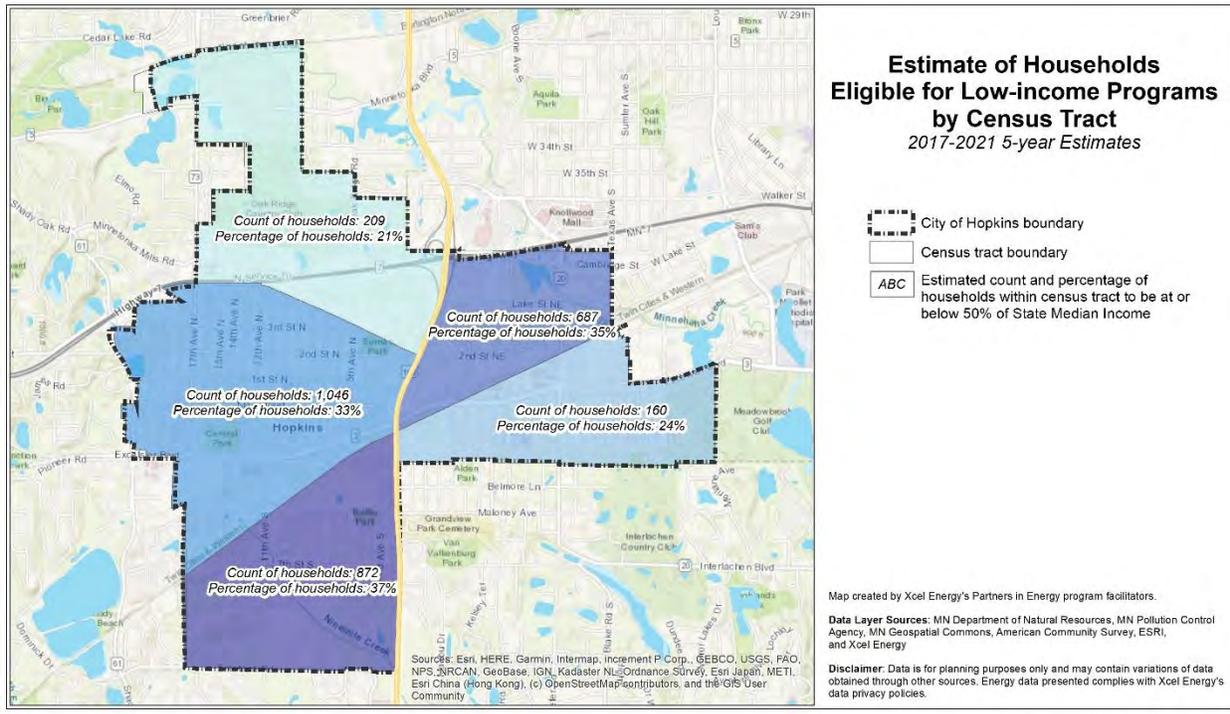
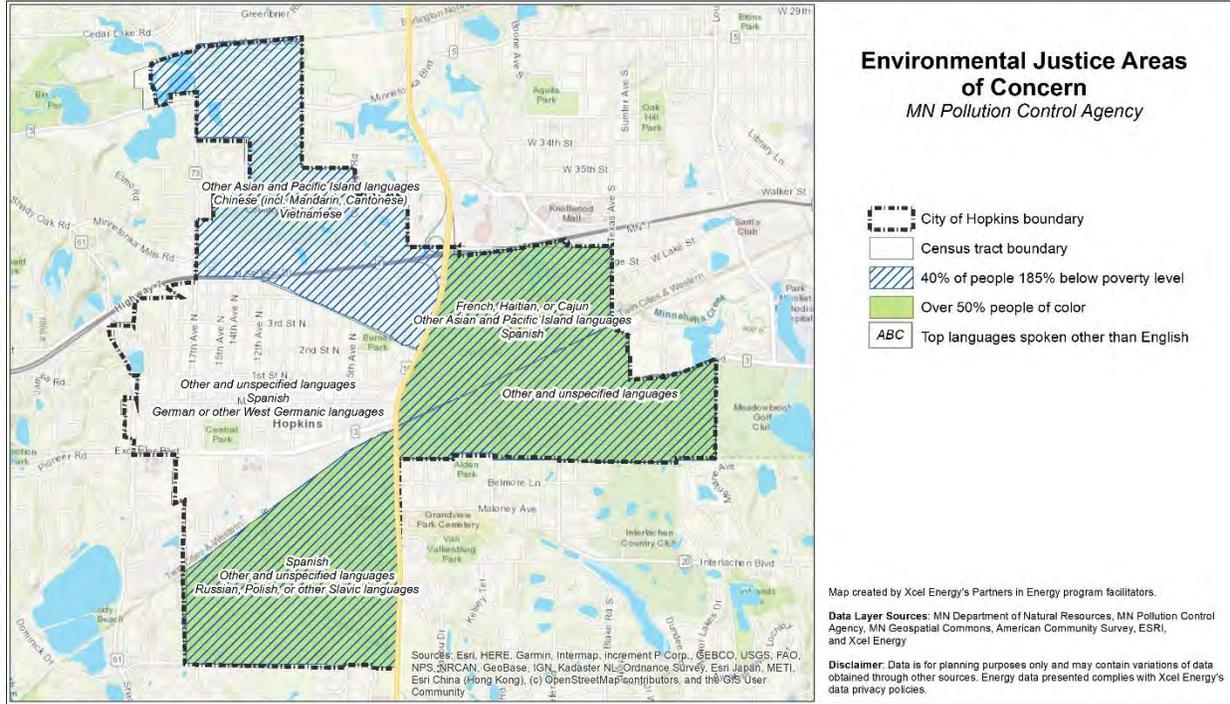
Table 21. Participation in Xcel Energy on-site solar offerings in 2022²⁸

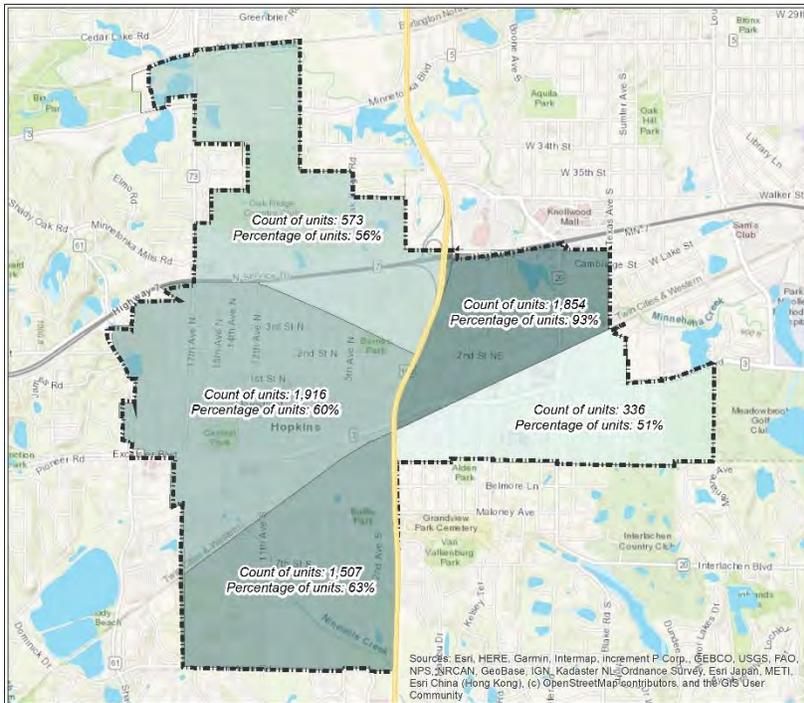
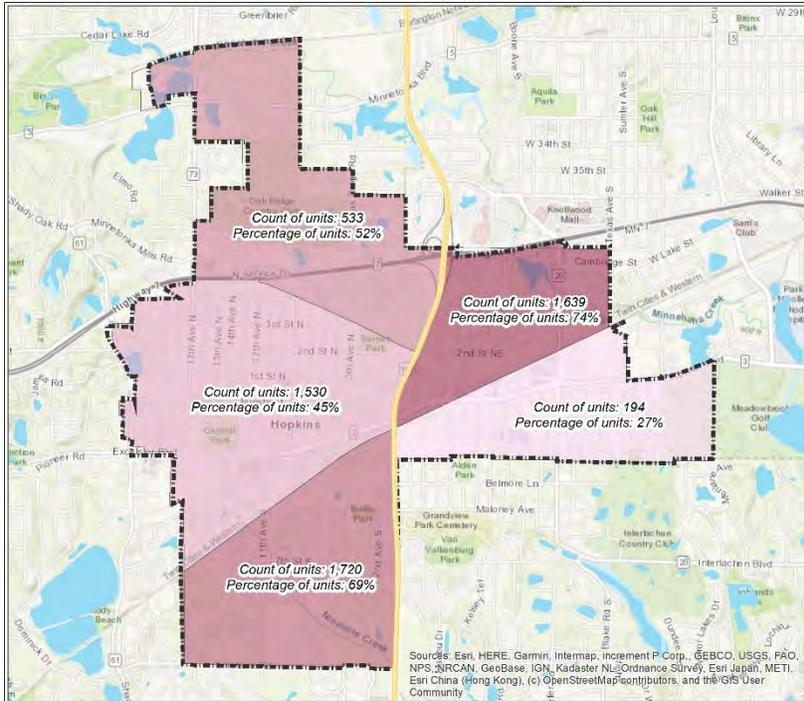
On-site Solar - Solar*Rewards[®] and Net-Metering	Residential	Commercial & Industrial
Participant Count	30	12
Total Electricity Capacity (kW)	229	692

²⁷ The percent reported here is provided to give a sense of the total size of renewable energy subscriptions compared to overall electricity use. Because Xcel Energy owns the renewable energy credits (REC) for community solar garden subscriptions, the City is not able to claim this portion of renewable energy generation.

²⁸ Xcel Energy Community Energy Report for Hopkins, 2022

APPENDIX 3: COMMUNITY ENERGY MAPS







APPENDIX 4: METHODOLOGY FOR MEASURING SUCCESS

As part of implementation support, Partners in Energy will provide biannual progress reports for Xcel Energy participation and savings data for Hopkins. All goals will be measured against Hopkins' three-year baseline of 2020–2022 data unless otherwise noted.

The following section outlines how to measure various aspects of the goals outlined in this Energy Action Plan, including details of which programs and activities may be included and any assumptions used to measure the goals.

Community-Wide Goal

- Hopkins will avoid an additional 40% of energy-related greenhouse gas emissions over baseline by 2028, saving the community \$1.9 million in the process.
- As a stretch goal, the plan aims to avoid an additional 95% of greenhouse gas emissions over baseline by 2028, saving the community \$3.5 million in the process.

Assumptions

This goal assumes that Xcel Energy's and CenterPoint Energy's demand side management program participation will continue business as usual (BAU) for the duration of the goal period.

This goal assumes a BAU savings scenario based on the three-year baseline. The community-wide goal will be measured comparing cumulative greenhouse gas emissions, estimated dollars saved and MMBtu equivalencies for electricity and natural gas savings for all sectors between early 2024 and 2028 against the estimated BAU value for the same time period. This goal includes current and future Xcel Energy and CenterPoint Energy efficiency programs and measures the first-year savings data provided by the utilities.

The community-wide goal assumes an annual participation increase in Xcel Energy's energy efficiency programs due to the impact of the Energy Action Plan and additional resources from Xcel Energy, the City of Hopkins and the community. An increase in program participation may

lead to increased annual energy savings, through which Hopkins community members can avoid energy costs and greenhouse gas emissions.

How to Measure

Energy Savings

The community-wide goal will be measured by comparing cumulative electricity and natural gas savings over 2024–2028 for all sectors against projected BAU savings during the same period. This goal includes all Xcel Energy and select CenterPoint Energy demand side management programs available to every sector and measures the first-year savings data provided by the utilities. Table 22 outlines the assumptions for energy savings in Hopkins.

Table 22. Hopkins target energy savings through 2028

Energy Efficiency Savings	2028 BAU Scenario	2028 Goal Scenario	2028 Stretch Goal Scenario
Xcel Energy DSM program participation, all sectors	2,342	2,963	5,213
CenterPoint Energy DSM program participation, all sectors	1,582	2,373	4,745
kWh savings	11,599,570	16,582,058	28,088,231
Therm savings	353,725	530,588	707,451
MMBtu savings	74,950	109,637	127,004

To avoid double counting jointly offered utility programs, only the participant counts from Xcel Energy reports will be included for those programs.

Avoided Energy Costs

Avoided energy costs are estimated using per kWh (electricity) and per therm (natural gas) rates, specific to fuel type and sector. These rates are applied to energy savings realized through energy efficiency program participation.

Table 23. Xcel Energy and CenterPoint Energy utility rates, 2021

Energy Cost	Rate per kWh	Rate per therm
Residential premise rate	\$0.113	\$.091
Commercial/Industrial premise rate	\$0.087	\$.06119

Using these residential and commercial and industrial energy rates, total cost avoidance is calculated from projected energy savings in Hopkins. These estimates include savings from both Xcel Energy and CenterPoint Energy programs.

Table 24. Hopkins energy savings targets through 2028

Energy Cost Avoidance by Utility	2028 BAU Scenario	2028 Goal Scenario	2028 Stretch Goal Scenario	
Xcel Energy	Residential	\$59,133	\$81,209	\$174,877
	Commercial/Industrial	\$963,635	\$1,380,116	\$2,530,997
CenterPoint Energy	Residential	\$135,355	\$203,033	\$433,138
	Commercial/Industrial	\$125,434	\$188,150	\$401,388
Total	All sectors	\$1,283,557	\$1,852,508	\$3,540,399

Greenhouse Gas Emissions Avoided

Projected greenhouse gas emissions avoided include cumulative emissions avoided from participation in Xcel Energy and CenterPoint Energy programs, as well as cumulative emissions avoided with renewable energy programs where the customers retain the Renewable Energy Credits. To estimate avoided greenhouse gas emissions, projected emissions factors were applied to the electricity and natural gas first-year savings estimates, as well as renewable electricity generated, for both the BAU and goal scenarios.

Table 25. Hopkins target greenhouse gas emissions avoided through 2028

Estimated Emissions Avoided by Program (MTCO ₂ e)	2028 BAU Scenario	2028 Goal Scenario	2028 Stretch Goal Scenario
DSM programs	3,878	5,718	10,634
Renewable energy	1,318	1,486	1,577
Total MTCO ₂ e avoided	5,196	7,204	12,211

Preliminary and certified emissions factors were obtained for Xcel Energy's Upper Midwest Fuel Mix for electricity, while greenhouse gas emissions per therm were determined using an equivalency from the Environmental Protection Agency,²⁹ representing natural gas burned as fuel.

Focus Area Goals

Energy Efficiency

2028 Targets

This goal will be measured by comparing actual program participation against the BAU scenario. Progress will be measured from April 2024 through December 2028. Total

²⁹ Greenhouse Gases Equivalencies Calculator - Calculations and References. <https://www.epa.gov/energy/greenhouse-gases-equivalencies-calculator-calculations-and-references>

participation targets are based on current Xcel Energy and CenterPoint Energy programs. For programs jointly offered by the utilities, participation counts will be included from Xcel Energy to avoid double counting. If new programs are offered by Xcel Energy and CenterPoint Energy, these programs will be included in this calculation at the discretion of the Hopkins team and Partners in Energy facilitators.

Sector targets for program participation in Xcel Energy program offerings are included in the Table 26.

Table 26. Xcel Energy program participation targets through 2028

Xcel Energy Efficiency Program Participation	2028 BAU Scenario	2028 Goal Scenario	2028 Stretch Goal Scenario
Residential participants	1,932	2,408	4,248
Commercial and industrial participants	410	555	964

Sector targets for program participation in CenterPoint Energy offerings are included in Table 27.

Table 27. CenterPoint Energy program participation targets through 2028

CenterPoint Energy Efficiency Program Participation	2028 BAU Scenario	2028 Goal Scenario	2028 Stretch Goal Scenario
Residential participants	1,277	1,915	3,830
Commercial and industrial participants	305	458	915

Sustainable Development

To measure success in the Sustainable Development focus area, the City of Hopkins aims to inform five developers of sustainable development program opportunities, reach 200 Hopkins residents and/or businesses with campaigns for home retrofits, and pass a sustainable building policy well before 2028.

Renewable Energy

2028 Targets

As of their 2022 baseline, Hopkins had 454 residential and 5 commercial and industrial subscribers to Xcel Energy's renewable energy subscription program.

This focus area aims to engage a total of 554 residents and 10 businesses in Xcel Energy's renewable energy subscription program offerings by 2028. In the 2028 goal scenario, the 10 business subscribers would subscribe at least 50% of their electricity needs to the renewable energy subscription program. In the 2028 stretch goal scenario, the aim is to have a total of 604 residential subscribers and 10 business subscribers who subscribe 100% of their annual electricity consumption to the program.

Table 28. Xcel Energy renewable energy program participation targets through 2028

Renewable Energy Subscribers	2028 BAU Scenario	2028 Goal Scenario	2028 Stretch Goal Scenario
Residential	454	554	604
Commercial and industrial	5	10 (at 50% of kWh subscribed)	10 (at 100% of kWh subscribed)
Total	459	564	614

The program included in this goal currently includes Renewable*Connect Flex, where the subscriber retains the Renewable Energy Credit (REC).

Electric Vehicle Infrastructure

This focus area will be considered a success if the City of Hopkins can host two EV test drive events, connect with ten multi-family building owners/managers and adopt a city-wide plan for EV infrastructure before 2028.



APPENDIX 5: XCEL ENERGY'S PARTNERS IN ENERGY PLANNING PROCESS

About Xcel Energy's Partners in Energy

Xcel Energy is an electric and natural gas utility that provides the energy that powers millions of homes and businesses across eight Western and Midwestern states. Each community Xcel Energy serves has its own unique priorities and vision for its energy future. The energy landscape is dynamically changing with communities leading the way in setting energy and sustainability goals. To continue to innovatively support their communities, Xcel Energy launched Partners in Energy in the summer of 2014 as a collaborative resource with tailored services to complement each community's vision. The program offerings include support to develop an energy action plan or electric vehicle plan, tools to help implement the plan and deliver results, and resources designed to help each community stay informed and achieve their outlined goals.



Partners in Energy Process for Success



Resources from Xcel Energy for Implementation

Plan Development Process

The content of this plan is derived from a series of planning workshops held in the community with a planning team committed to representing local energy priorities and implementing plan strategies. Along with community members and City staff, the workshops were attended by Xcel Energy and CenterPoint energy representatives. The workshops took place from May 2023 through October 2023.

Figure 13: Hopkins Energy Action Team members with Xcel Energy and CenterPoint Energy representatives and a Partners in Energy facilitator



Workshop 1

May 18, 2023

The Energy Action Team learned about Partners in Energy and got acquainted with other team members. Energy data from Xcel Energy and CenterPoint Energy were shared to help the team understand Hopkins' baseline energy use. After brainstorming what the future of energy action could look like in Hopkins, the team considered a vision for the Energy Action Plan.

Figure 14: Team members gather to connect and learn about Hopkins' energy use



Workshop 2:

June 29, 2023

The Energy Action Team received answers to their follow-up questions from the data presented in Workshop 1 and discussed focus areas they would like to pursue in Hopkins. They learned about utility programs for residents and businesses and how historic participation in these programs could help model their goals. They learned about the different elements of goal setting and continued to discuss the vision and focus areas.

Figure 15: Team members brainstorm focus areas as a Partners in Energy facilitator guides the discussion



Figure 16: A team member votes on how best to express Hopkins' energy goals



Workshop 3

August 10, 2023

The Energy Action Team finalized the elements of the goal, noting the metrics, timeline, ambition and approach, and had a final discussion of the vision statement. They defined the language and priorities of the focus areas. Team members then had a wide-ranging brainstorm about the strategies they would like to see in the plan.

Figure 17: Strategy brainstorm for one focus area



Workshop 4

September 21, 2023

The Energy Action Team reviewed data models of different goal scenarios and decided to include both a standard and stretch goal in the plan. Team members completed a guided activity to identify community assets and communication resources that could support energy initiatives in Hopkins, then considered the barriers and benefits for specific strategies to help finalize the action steps included in the plan.

Figure 18: Team members review potential strategies in small groups

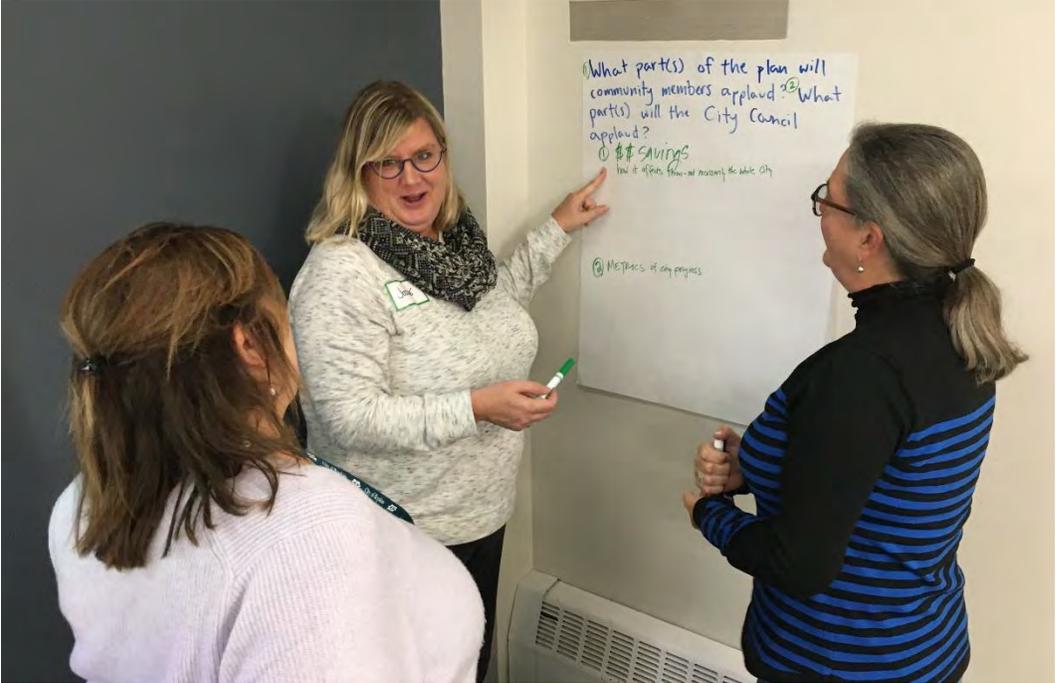


Workshop 5

October 26, 2023

The goal language and metrics were presented and finalized. The Energy Action Team reviewed the draft strategies for each focus area, adjusting and giving feedback to finalize them. They reviewed the components of the Energy Action Plan that they had created and completed small-group activity to celebrate their successes in the planning process and brainstorm how best to launch the plan in the community.

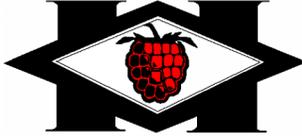
Figure 19: Team members consider how the community will receive the plan



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APPENDIX 6: IMPLEMENTATION MEMORANDUM OF UNDERSTANDING

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Public Works Dept.

CITY OF HOPKINS

City Council Report 2024-059

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

From: Eric Klingbeil, PE, City Engineer

Date: May 7, 2024

Subject: Order Project Scoping Study – Central Avenues Improvements, City Project 2024-10

RECOMMENDED ACTION

MOTION TO Adopt Resolution 2024-036 ordering topographic survey and preparation of a Project Scoping Study for Central Avenue Improvements, City Project 2024-10 and authorizing Mayor and City Manager to enter into an agreement with Bolton and Menk, Inc. to prepare the Study.

OVERVIEW

At the April 16, 2024 City Council meeting a pavement management plan update was provided, included in the discussion were the next projects identified in the Capital Improvement Plan. At that meeting, staff was directed to investigate the options for timing of the remaining work in the Central Avenues to continue with street and utility improvements as identified in the Capital Improvement Plan.

Traditionally, a feasibility report is the first stage of an assessable street and utility improvement project. With concerns of timing and project costs we are proposing completing a topographic survey and a Project Scoping Study of all remaining areas in the Central Avenues needing reconstruction. Currently these areas are identified in the Capital Improvement Plan for 2025 and 2026. This project Scoping Study can be considered a preliminary feasibility report for the entire area. This study will present multiple scenarios of phasing, contracts, timing, and cost of completing the remaining work. It will present the pros and cons of each alternative to provide Council with the information to direct staff on the best scenario to complete the work.

The attached project location map shows the proposed project sequencing. Based on current street and utility conditions, some segments that were not previously identified in the CIP have been added, while some segments have been reclassified to a street resurface project instead of a full reconstruction.

Staff has selected a qualified consultant to undertake topographic survey work, geotechnical evaluation, and the project scoping study. The cost of these services is \$236,045. The majority of this work would typically be completed in the feasibility stage of the project, but performing the work at this stage will provide Council a more complete picture of multiple scenarios. By having the work completed as part of this

report, future feasibility studies will be quicker and less expensive. Very little of this work will be duplicative.

By moving forward with this topographic survey and study, no commitment to future identified project areas is made. Ordering feasibility, conducting a public improvement hearing and ordering final plans will be Council action items at future meetings.

SUPPORTING INFORMATION

- Consultant Proposal
- Project Location Map
- Resolution 2024-036

**CITY OF HOPKINS
HENNEPIN COUNTY, MINNESOTA**

RESOLUTION 2024-036

**RESOLUTION ORDERING TOPOGRAPHIC SURVEY AND PREPARATION OF A
PROJECT SCOPING STUDY FOR CENTRAL AVENUES IMPROVEMENTS
CITY PROJECT 2024-10**

WHEREAS, the following streets are in need of reconstruction: 9th Avenue N from 1st Street N to 3rd Street N, 10th Avenue N from 1st Street N to 4th Street N, 11th Avenue N from 1st Street N to Minnetonka Mills Road, 12th Avenue N from 1st Street N to Minnetonka Mills Road, 13th Avenue N from the regional trail N to Minnetonka Mills Road, 2nd Street N from 8th Avenue N to 12th Avenue N, 3rd Street N from 9th Avenue N to 15th Avenue N, and 4th Street N from 9th Avenue N to 10th Avenue N and 11th Avenue N to 12th Avenue N; and

WHEREAS, City Staff is requesting that these streets be upgraded under the City's assessment policy even though no petition for the upgrade has been submitted; and

WHEREAS, Prior to a Feasibility Study being ordered, it is desired to complete a Project Scoping Study to determine the timing of such improvements,

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Hopkins hereby refers the proposed improvements to the firm Bolton and Menk, Inc. for study and that they be instructed to report to the Council with all convenient speed advising the Council in a primary way as to whether the proposed improvement is necessary, cost-effective, and feasible and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

Adopted by the City Council of the City of Hopkins this 7th day of May, 2024.

By: _____
Patrick Hanlon, Mayor

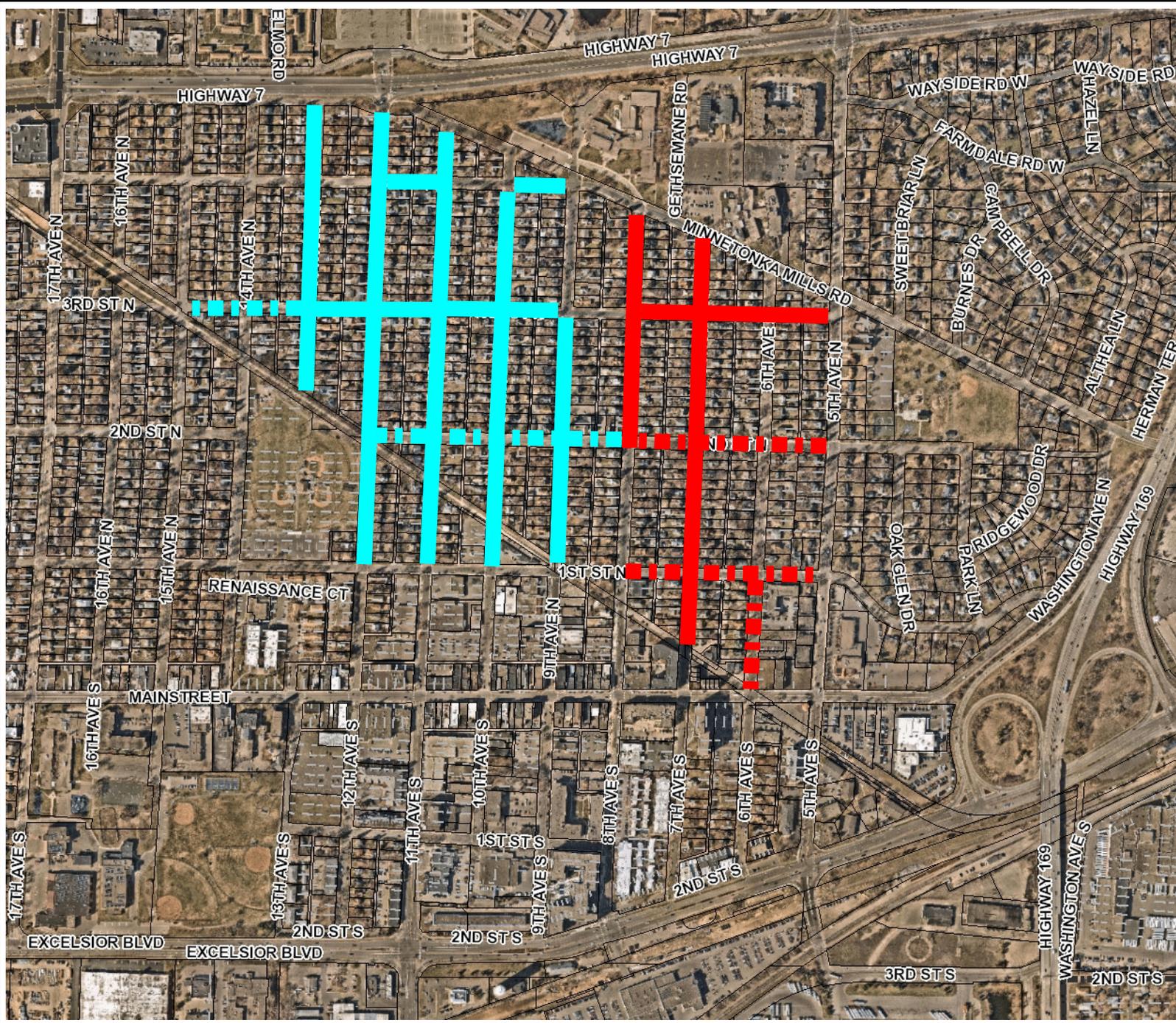
ATTEST:

Amy Domeier, City Clerk



Legend

- City Limits
- Parcels 01/18/2023
- Lot Lines
- 2024 Recon
- 2024 Resurface
- Proposed Recon (Year TBD)
- Proposed Resurface (Year TBD)



Central Avenues Improvements



Disclaimer:

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Hopkins is not responsible for any inaccuracies herein contained.





**BOLTON
& MENK**

Real People. Real Solutions.

12224 Nicollet Avenue
Burnsville, MN 55337-1649

Ph: (952) 890-0509
Fax: (952) 890-8065
Bolton-Menk.com

April 29, 2024

Mr. Eric Klingbeil, P.E., City Engineer
City of Hopkins
1010 1st St S
Hopkins, MN 55343

Re: Proposal for Professional Engineering and Surveying Services
Central Avenues Improvements – Phase 2: Topographic Survey & Project Scoping Study
City of Hopkins, Minnesota

Mr. Klingbeil:

We are pleased to offer you our proposal for professional engineering and surveying services for the scoping and topographic survey phase of the City of Hopkins' Central Avenues Improvements – Phase 2. This proposal is based on our previous conversations and review of the project area, and our knowledge of the project needs based on experience with similar infrastructure and recent projects within the City of Hopkins. Unlike past projects initiated with the City, we genuinely understand the City's desire to reduce capital spending and focus its limited resources on necessary, cost effective improvements. Our scope of work has been customized to strategically target these goals for the Central Avenues Phase 2 Improvements.

Our proposed fee for the topographic survey and scoping phase of this project is \$236,045 for 1172 proposed hours of labor and efforts by specialized subconsultants. In addition to our topographic survey and project scoping study, geotechnical work will also be performed by Braun Intertec to collect data on the existing pavement and underlying soil conditions.

This proposal has been prepared in the form of our standard agreement consistent with past projects. In addition to the enclosed standard agreement, Exhibit I details the scope of work to be performed. The schedule presented in Exhibit I illustrates a streamlined schedule to allow City Staff to make recommendations and order a feasibility report from Council with enough time to develop a feasibility report, plans, and specifications for bidding a project to start construction in 2025, if that is what is decided by Staff and Council. If you have any questions regarding this proposal or would like to discuss any of its details, please do not hesitate to contact either of us.

We truly appreciate and value our continued working relationship with the City of Hopkins.

Sincerely,

Bolton & Menk, Inc.

Nicholas J. Amatuccio, P.E.
Senior Associate Project Manager

Michael J. Waltman, P.E.
Principal Engineer
Burnsville Office Manager

AGREEMENT FOR PROFESSIONAL SERVICES

TOPOGRAPHIC SURVEY & PROJECT SCOPING PHASE
CENTRAL AVENUES IMPROVEMENTS – PHASE 2

CITY OF HOPKINS, MINNESOTA

This Agreement, made this 7th day of May 2024, by and between CITY OF HOPKINS, 1010 1st St S, Hopkins, MN 55343, hereinafter referred to as CLIENT, and BOLTON & MENK, INC., 12224 Nicollet Avenue, Burnsville, MN 55337, hereinafter referred to as CONSULTANT.

WITNESS, whereas the CLIENT requires professional services in conjunction with the CENTRAL AVENUES IMPROVEMENTS – PHASE 2 and whereas the CONSULTANT agrees to furnish the various professional services required by the CLIENT.

NOW, THEREFORE, in consideration of the mutual covenants and promises between the parties hereto, it is agreed:

SECTION I - CONSULTANT'S SERVICES

- A. The CONSULTANT agrees to perform the various Basic Services in connection with the proposed project as described in Exhibit I.
- B. Upon mutual agreement of the parties hereto, Additional Services may be authorized as described in Exhibit I or as described in Paragraph IV.B.

SECTION II - THE CLIENT'S RESPONSIBILITIES

- A. The CLIENT shall promptly compensate the CONSULTANT in accordance with Section III of this Agreement.
- B. The CLIENT shall place any and all information related to the project in its custody at the disposal of the CONSULTANT for its use. Such information shall include but shall not be limited boundary surveys, topographic surveys, preliminary sketch plan layouts, building plans, soil surveys, abstracts, deed descriptions, tile maps and layouts, aerial photos, utility agreements, environmental reviews, and zoning limitations. The CONSULTANT may rely upon the accuracy and sufficiency of all such information in performing services unless otherwise instructed, in writing, by CLIENT. This obligation shall not include information that is classified as private or confidential under the Minnesota Government Data Practices Act (MGDPA), unless access to such information is essential to the CONSULTANT's scope of services, in which case the CLIENT shall establish in writing, and CONSULTANT shall comply with, any conditions governing access to and use of such private or confidential information.
- C. The CLIENT will guarantee access to and make all provisions for entry upon both public and private portions of the project and pertinent adjoining properties.
- D. The CLIENT will give prompt notice to the CONSULTANT whenever the CLIENT observes or otherwise becomes aware of any defect in the proposed project.

- E. The CLIENT shall designate a liaison person to act as the CLIENT'S representative with respect to services to be rendered under this Agreement. Said representative shall have the authority to transmit instructions, receive instructions, receive information, interpret and define the CLIENT'S policies with respect to the project and CONSULTANT'S services.
- F. The CLIENT shall provide such legal, accounting, independent cost estimating and insurance counseling services as may be required for completion of the consultant services described in this agreement.
- G. The CLIENT will obtain any and all regulatory permits required for the proper and legal execution of the project.
- H. The CLIENT will hire, when requested by the CONSULTANT, an independent test company to perform laboratory and material testing services, and soil investigation that can be justified for the proper design and construction of the project. The CONSULTANT shall assist the CLIENT in selecting a testing company. Payment for testing services shall be made directly to the testing company by the CLIENT and is not part of this Agreement.

SECTION III - COMPENSATION FOR SERVICES

A. FEES.

1. The CLIENT will compensate the CONSULTANT in accordance with the following schedule of fees for the time spent in performance of Agreement services.

Schedule of Fees

<u>Classification</u>	<u>Hourly Rates</u>
Sr. Project Manager – Sr. Principal Engineer/Surveyor	\$200-320/Hour
Sr. Project Manager – Principal Engineer/Surveyor	\$180-261/Hour
Project Manager	\$145-231/Hour
Project/Design Engineer/Planner/Surveyor/Landscape Architect	\$115-201/Hour
Specialist (Nat. Resources; GIS; Traffic; Other)	\$95-226/Hour
Senior Technician (Inc. Survey ¹)	\$120-206/Hour
Technician (Inc. Survey ¹)	\$85-176/Hour
Administrative/Corporate Specialists	\$50-176/Hour
GPS/Robotic Survey Equipment	No Charge
CAD/Computer Usage	No Charge
Routine Photo Copying/Reproduction	No Charge
Routine Office Supplies	No Charge
Field Supplies/Survey Stakes & Equipment	No Charge
Mileage	No Charge

¹No separate charges will be made for GPS or robotic total stations on Bolton & Menk, Inc. survey assignments; the cost of this equipment is included in the rates for Survey Technicians.

2. Total cost for the services itemized under Exhibit I, Section A (Basic Services) is estimated to be \$236,045. Itemization of this cost is as shown in the attached DETAILED WORK PLAN and PROJECT FEES tables, attached hereto as Exhibit II.
3. In addition to the foregoing, CONSULTANT shall be reimbursed at cost plus an overhead fee (not-to-exceed 10%) for the following Direct Expenses when incurred in the performance of the work.
 - a. CLIENT approved outside (facilities not owned by CONSULTANT) computer services.
 - b. CLIENT approved outside professional and technical services.
 - c. Outside reproduction and reprographic charges.
 - d. Expendable field supplies and special field equipment rental.
 - e. Other costs for such additional items and services that the CLIENT may require the CONSULTANT to provide to fulfill the terms of this Agreement.
4. Additional services as outlined in Section I.B will vary depending upon project conditions and will be billed on an hourly basis at the rate described in Section III.A.1.
5. The payment to the CONSULTANT will be made by the CLIENT upon billing at intervals not more often than monthly at the herein rates. Itemized invoices identifying all work completed shall be submitted to the CLIENT by CONSULTANT and paid in the same manner as other claims made to the CLIENT.

SECTION IV - GENERAL

A. STANDARD OF CARE

Professional services provided under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the Consultant's profession currently practicing under similar conditions. No warranty, express or implied, is made.

B. CHANGE IN PROJECT SCOPE

In the event the CLIENT changes or is required to change the scope of the project from that described in Section I and/or the applicable addendum, and such changes require Additional Services by the CONSULTANT, the CONSULTANT shall be entitled to additional compensation at the applicable hourly rates. The CONSULTANT shall give notice to the CLIENT of any Additional Services, prior to furnishing such additional services and the CLIENT must approve an Additional Services in writing. The CLIENT may request an estimate of additional cost from the CONSULTANT, and upon receipt of the request, the CONSULTANT shall furnish such, prior to authorization of the changed scope of work.

C. INDEPENDENT CONTRACTOR

The CONSULTANT shall at times be deemed an independent contractor. The CONSULTANT is not to be deemed an employee or agent of the CLIENT and has no authority to make any binding commitments or obligations on behalf of the CLIENT except to the extent expressly provided herein. All services provided by the CONSULTANT pursuant to this agreement shall be provide on an independent contractor basis not as an employee of the CLIENT for any purpose including, but not limited to, income tax withholding, workers' compensation, unemployment compensation, FICA taxes, liability for torts, and eligibility for employee benefits.

D. LIMITATION OF LIABILITY

CONSULTANT shall indemnify, defend, and hold harmless CLIENT and its officials, agents and employees from any loss, claim, liability, and expense (including reasonable attorneys' fees and expenses of litigation) arising from, or based in the whole, or in any part, on any negligent act or omission by CONSULTANT'S employees, agents, or subconsultants. In no event shall CLIENT be liable to CONSULTANT for consequential, incidental, indirect, special, or punitive damages.

CLIENT shall indemnify, defend, and hold harmless CONSULTANT and its employees from any loss, claim, liability, and expense (including reasonable attorneys' fees and expenses of litigation) arising from, or based in the whole, or in any part, on any negligent act or omission by CLIENT'S employees, agents, or consultants. In no event shall CONSULTANT be liable to CLIENT for consequential, incidental, indirect, special, or punitive damages.

Nothing contained in this Agreement shall be construed as a limitation on or waiver of any immunities or limitations on liability otherwise available to the CLIENT. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the CLIENT or the CONSULTANT. The CONSULTANT'S services under this Agreement are being performed solely for the CLIENT'S benefit, and no other entity shall have any claim against the CONSULTANT because of this Agreement or the performance or nonperformance of services provided hereunder. The CLIENT agrees to include a provision in all

contracts with contractors and other entities involved in this project to carry out the intent of the paragraph.

E. INSURANCE

1. The CONSULTANT agrees to maintain, at CONSULTANT'S expense a commercial general liability and excess umbrella general liability insurance policy or policies insuring CONSULTANT against claims for bodily injury, death or property damage arising out of CONSULTANT'S general business activities. The general liability coverage shall provide limits of not less than \$2,000,000 per occurrence and not less than \$2,000,000 general aggregate. Coverage shall include Premises and Operations Bodily Injury and Property Damage; Personal and Advertising Injury; Blanket Contractual Liability; Products and Completed Operations Liability.
2. The CONSULTANT also agrees to maintain, at CONSULTANT'S expense, a single limit or combined limit automobile liability insurance and excess umbrella liability policy or policies insuring owned, non-owned and hired vehicles used by CONSULTANT under this Agreement. The automobile liability coverages shall provide limits of not less than \$1,000,000 per accident for property damage, \$2,000,000 for bodily injuries, death and damages to any one person and \$2,000,000 for total bodily injury, death and damage claims arising from one accident.
3. CLIENT shall be named Additional Insured for the above liability policies.
4. The CONSULTANT agrees to maintain, at the CONSULTANT'S expense, statutory worker's compensation coverage together with Coverage B, Employer's Liability limits of not less than \$500,000 for Bodily Injury by Disease per employee, \$500,000.00 for Bodily Injury by Disease aggregate and \$500,000 for Bodily Injury by Accident.
5. During the period of design and construction of the project, the CONSULTANT also agrees to maintain, at CONSULTANT'S expense, Professional Liability Insurance coverage insuring CONSULTANT against damages for legal liability arising from an error, omission or negligent act in the performance of professional services required by this agreement. The professional liability insurance coverage shall provide limits of not less than \$2,000,000 per claim and an annual aggregate of not less than \$2,000,000 on a claims-made basis.
6. Prior to commencement of this Agreement, the CONSULTANT will provide the CLIENT with certificates of insurance, showing evidence of required coverages. All policies of insurance shall contain a provision or endorsement that the coverage afforded will not be canceled or reduced in limits by endorsement for any reason except non-payment of premium, until at least 30 days' prior written notice has been given to the CLIENT, and at least 10 days' prior written notice in the case of non-payment of premium.

F. OPINIONS OR ESTIMATES OF CONSTRUCTION COST

Where provided by the CONSULTANT as part of Exhibit I or otherwise, opinions or estimates of construction cost will generally be based upon public construction cost information. Since the CONSULTANT has no control over the cost of labor, materials, competitive bidding process, weather conditions and other factors affecting the cost of construction, all cost estimates are opinions for general information of the CLIENT and the CONSULTANT does not warrant or guarantee the accuracy of construction cost opinions or estimates. The CLIENT acknowledges that

costs for project financing should be based upon contracted construction costs with appropriate contingencies.

G. CONSTRUCTION SERVICES

It is agreed that the CONSULTANT and its representatives shall not be responsible for the means, methods, techniques, schedules or procedures of construction selected by the contractor or the safety precautions or programs incident to the work of the contractor.

H. USE OF ELECTRONIC/DIGITAL DATA

Because of the potential instability of electronic/digital data and susceptibility to unauthorized changes, copies of documents that may be relied upon by CLIENT are limited to the printed copies (also known as hard copies) that are signed or sealed by CONSULTANT. Except for electronic/digital data which is specifically identified as a project deliverable by this AGREEMENT or except as otherwise explicitly provided in this AGREEMENT, all electronic/digital data developed by the CONSULTANT as part of the PROJECT is acknowledged to be an internal working document for the CONSULTANT'S purposes solely and any such information provided to the CLIENT shall be on an "AS IS" basis strictly for the convenience of the CLIENT without any warranties of any kind. As such, the CLIENT is advised and acknowledges that use of such information may require substantial modification and independent verification by the CLIENT (or its designees). Provision of electronic/digital data, whether required by this Agreement or provided as a convenience to the Client, does not include any license of software or other systems necessary to read, use or reproduce the information. It is the responsibility of the CLIENT to verify compatibility with its system and long-term stability of media. CLIENT shall indemnify and hold harmless CONSULTANT and its Subconsultants from all claims, damages, losses, and expenses, including attorneys' fees arising out of or resulting from third party use or any adaptation or distribution of electronic/digital data provided under this AGREEMENT, unless such third party use and adaptation or distribution is explicitly authorized by this AGREEMENT.

I. DATA PRACTICES

All data collected, created, received, maintained, or disseminated, or used for any purposes in the course of the CONSULTANT'S performance of the Agreement is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Section 13.01, et seq. or any other applicable state statutes and state rules adopted to implement the Act, as well as state statutes and federal regulations on data privacy. The Consultant agrees to abide by these statutes, rules and regulations and as they may be amended. In the event the CONSULTANT receives a request to release data, it shall notify CLIENT as soon as practical. The CLIENT will give instructions concerning release of data to requesting party and CONSULTANT will be reimbursed as Additional Services by CLIENT for its reasonable expenses in complying with the request.

J. PERIOD OF AGREEMENT

This Agreement will remain in effect for the longer of a period of two years or such other explicitly identified completion period, after which time the Agreement may be extended upon mutual agreement of both parties.

K. PAYMENTS

If CLIENT fails to make any payment due CONSULTANT for services and expenses within 60 days after date of the CONSULTANT'S itemized invoice, a service charge of one and one-half percent (1.5%) per month or the maximum rate permitted by law, whichever is less, will be charged on any unpaid balance. In addition after giving seven days' written notice to CLIENT, CONSULTANT may, without waiving any claim or right against the CLIENT and without incurring liability whatsoever to the CLIENT, suspend services and withhold project deliverables due under this Agreement until CONSULTANT has been paid in full all amounts due for services, expenses and charges.

L. TERMINATION

This Agreement may be terminated by the CLIENT for any reason or for convenience by the CLIENT upon seven (7) days written notice. The CONSULTANT may only terminate for non-payment by CLIENT upon CLIENT's failure to cure upon 30 days written notice.

M. CONTINGENT FEE

The CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT to solicit or secure this Contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon or resulting from award or making of this Agreement.

N. NON-DISCRIMINATION

The provisions of any applicable law or ordinance relating to civil rights and discrimination shall be considered part of this Agreement as if fully set forth herein.

The CONSULTANT is an Equal Opportunity Employer and it is the policy of the CONSULTANT that all employees, persons seeking employment, subcontractors, subconsultants and vendors are treated without regard to their race, religion, sex, color, national origin, disability, age, sexual orientation, marital status, public assistance status or any other characteristic protected by federal, state or local law.

O. CONTROLLING LAW

This Agreement is to be governed by the law of the State of Minnesota.

P. DISPUTE RESOLUTION

CLIENT and CONSULTANT agree to negotiate all disputes between them in good faith for a period of 30 days from the date of notice of dispute prior to proceeding to formal dispute resolution or exercising their rights under law.

Q. SURVIVAL

All obligations, representations and provisions made in or given in Section IV of this Agreement will survive the completion of all services of the CONSULTANT under this Agreement or the termination of this Agreement for any reason.

R. SEVERABILITY

Any provision or part of the Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon CLIENT and CONSULTANT, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

S. AUDIT DISCLOSURE

The CONSULTANT must allow the CLIENT, or its duly authorized agents, and the state auditor or legislative auditor reasonable access to the CONSULTANT's books, records, documents, and accounting procedures and practices that are pertinent to all services provided under this Agreement for a minimum of six years from the termination of this Agreement.

[remainder of the page intentionally blank]

SECTION V - SIGNATURES

THIS INSTRUMENT embodies the whole agreement of the parties, there being no promises, terms, conditions or obligation referring to the subject matter other than contained herein. This Agreement may only be amended, supplemented, modified or canceled by a duly executed written instrument signed by both parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in their behalf.

CLIENT: City of Hopkins, Minnesota

CONSULTANT: Bolton & Menk, Inc.

Mike Waltman, P.E., BMI Office Manager

Date

Date

EXHIBIT I

SCOPE OF WORK: TOPOGRAPHIC SURVEY AND PROJECT SCOPING STUDY FOR CITY OF HOPKINS, MINNESOTA CENTRAL AVENUES IMPROVEMENTS – PHASE 2

A. BASIC SERVICES

In accordance with the City of Hopkins Capital Improvements Plan and discussions with City Staff, the City has designated the remainder of the Central Avenues neighborhood for construction. The project construction may begin as early as 2025 and occur over multiple years, however these details are subject to future decision making by the City in part based on outcomes of professional engineering and surveying services to be completed in 2024. The following streets and respective underlying utilities in the Central Avenues neighborhood are to be evaluated in 2024:

Street and Utility Reconstruction:

- 9th Avenue N, 1st Street N to 3rd Street N
- 10th Avenue N, 1st Street N to 4th Street N
- 11th Avenue N, 1st Street N to Minnetonka Mills Rd
- 12th Avenue N, 1st Street N to Trunk Highway 7
- 13th Avenue N, southern dead end by Maetzold Field to South Service Dr
- 3rd Street N, 9th Avenue N to 13th Avenue N
- 4th Street N, 9th Avenue N to 10th Avenue N
- 4th Street N, 11th Avenue N to 12th Avenue N

Pavement Resurfacing:

- 2nd Street N, 8th Avenue N to 12th Avenue N
- 3rd Street N, 13th Avenue N to 15th Avenue N

A map of the project area is attached which includes streets currently being reconstructed in 2024 as well as streets anticipated to be reconstructed as early as 2025 within the ‘Central Avenues’ neighborhood.

Bolton & Menk, Inc. will complete a topographic survey and project scoping study for proposed improvements within the remaining streets scheduled for 2025 and beyond within the Central Avenues neighborhood. A description of our proposed services is detailed as follows:

Task 1: Project Scoping

Pavement Condition Rating & CIP Scoping Review

Bolton & Menk understands the City’s limited financial resources and its associated desire to reduce the financial burden. It is understood the City wishes to prioritize project area improvements which are needed in the near future, while maintaining an adequate level of infrastructure to serve its residents and avoiding substantially higher future costs. With those goals in mind; Bolton & Menk will review the existing conditions of the

Central Avenues project area and its underlying utilities to evaluate infrastructure criticality and recommended timing for each corridor.

In consideration of necessary utility replacements identified within each corridor, a geotechnical evaluation from Braun Intertec coupled with Bolton & Menk field review of pavement and curb conditions will be used to identify recommended pavement improvement methods and associated recommended timing. For example, corridors with limited underlying utility needs will have pavement sections evaluated to determine whether less invasive pavement rehabilitation is appropriate and if so, the latest timing that pavement rehabilitation can be cost effectively undertaken. Consideration of the proximity of adjacent similar improvements will also be integrated into the recommendations.

Preliminary Stormwater Management & Permitting Review

The Minnesota Pollution Control Agency recently updated municipal storm water (MS4) permitting for cities like Hopkins. The MS4 permit requires that storm water management (ponding, etc.) be implemented, or at minimum thoroughly evaluated and pursued, when the area of impervious surface being reconstructed surpasses a certain threshold. This threshold is anticipated to occur for this project area, no matter how the project area is broken up. The project area(s) are within the jurisdiction of the Nine Mile Creek Watershed District, which has effectively adopted these same rules for stormwater management, and as such the City will be required to demonstrate this effort or implement stormwater management to the satisfaction of NMCWD.

The implications of stormwater management requirements and associated proposed solutions will impact project cost and may impact project phasing. At a concept level, Bolton & Menk will review/consider permanent stormwater management needs for the project area as a whole, the probable methods for retrofitting stormwater management to the neighborhood or downstream of the neighborhood, and document how these requirements may impact the project scope, budget, and phasing.

Project Phasing

Alternatives exist for phasing of the project. The project is currently anticipated to be constructed over a 2-year period, with the potential to spread it out over a 3-year period. Bolton & Menk will evaluate and develop the proposed project phasing more specifically, including considerations of:

1. Utility construction methodology, such as initiation of construction activity at the downstream end of gravity utility assets to be reconstructed. Similarly, the implications of stormwater management requirements, solutions, and constructability will be incorporated.
2. Ease of temporary water service during varying phasing alternatives
3. Temporary vehicle/resident access considerations
4. Similar project scope across each phase, including potentially consolidating all/most pavement resurfacing to a single year phase for increased economies of scale at time of bidding.

5. Estimated project cost by phase by year and by construction contract. This information will be shared with the City's Finance Director to gauge the City's financial capacity to execute the recommended project phasing. Should a multi-year contract be proposed, this information will also be shared with and feedback collected from multiple general contractors who have competed on these construction contracts to gauge the contractor market's ability to competitively bond and bid on the improvements across multiple years.
6. Evaluation as to whether a single 2-year construction contract, two construction contracts (i.e. two 1-year contracts), or whether the project could efficiently be broken into 3 construction contracts for delivery over 3 years.

Bolton & Menk will review the existing conditions, utility networks, and access considerations to determine a proposed phasing plan that shows which streets will be constructed during each year. Discussions will then take place with City Staff to confirm the best approach to contracting.

Street Width Evaluation

The width of each road segment to be reconstructed will be evaluated with consideration given to the following criteria:

- Existing street widths
- City standard street width minimums and typical / nearby street widths
- Stormwater management requirements and opportunities to reduce proposed impervious areas to similarly reduce stormwater management (ponding) needs/costs
- The extension or widening of sidewalks for system connectivity and pedestrian safety
- Impacts to other features within the ROW including boulevard trees, fencing, retaining walls, and landscaping

The preliminary recommended street width determinations will be used to develop preliminary project cost estimates.

CIP (Capital Improvement Plan) Level Cost Estimating

Bolton & Menk, Inc. will prepare preliminary cost estimates for the proposed improvements throughout the project area. Estimates have been performed by Bolton & Menk within the last year for the Central Avenues neighborhood but will be revised with updated unit pricing and project scoping. Multiple estimates will be created to compare different project phasing, contract, and timing scenarios to show the pros and cons of each.

Bolton & Menk will also quantify, at concept level, the preliminary estimated amount of special assessment funding to be generated. Costs and funding will be broken down by source/need (i.e. streets, special assessments, and utility funds).

Project Scoping Report

The results of the scoping study including descriptions of existing infrastructure, proposed improvements, estimated costs, project area figures illustrating general scope of improvements, project phasing options/recommendations, and proposed project schedule will be detailed in a written memo or report for the City. Bolton & Menk will meet with City Staff prior to the Council meeting to review the scoping study and recommendations to finalize the associated staff memo for Council.

Bolton & Menk will assist the City in preparing and delivering a presentation on the proposed improvements, project phasing, and cost estimates at a City Council meeting upon request. It is anticipated that City Staff will have a recommendation for Council at this meeting to order a feasibility study for the next project area to be constructed, which would potentially be during the 2025 construction season at the Council's discretion.

Task 2: Topographic Survey and Mapping

Bolton & Menk, Inc. will complete a full topographic survey of the existing conditions along all remaining street segments designated for street and utility reconstruction in the Central Avenues neighborhood. The survey will be completed within the right-of-way and will include all visible features such as, but not limited to, pavements, curb lines, manholes, catch basins, valves, sidewalks, turf areas, driveways, power poles, trees, gardens, mailboxes, retaining walls, etc. All underground utility information will be located and described per available as-builts, field markings, and private utility map information. Manhole reports will also be completed for located manholes and catch basins. Right-of-way will be illustrated based on found field monumentation and plat information.

A limited topographic survey will be completed along all street segments designated for pavement resurfacing. Bolton & Menk survey crews will collect existing curb lines, manhole locations, catch basin locations, valve locations, and pedestrian ramp/sidewalk layouts.

Bolton & Menk will prepare and distribute a project notification letter to residents in the Central Avenues neighborhood prior to starting survey work in the field.

Task 3: Contracted Services By Others

Soil boring reports and pavement cores prepared by the geotechnical consultant will serve as the basis of our pavement evaluation. Bolton & Menk has secured a geotechnical consultant (Braun Intertec) as part of Task 3 for investigation of site soils and determination of an assumed R-Value. From this geotechnical report, Bolton & Menk will develop recommendations for pavement design to aid in developing CIP level cost estimates. The evaluations of this report will be summarized for inclusion in the final project scoping study.

Preliminary schedule for the Central Avenues Improvements – Phase 2:

Council Orders Topographic Survey & Project Scoping Study.....May 7, 2024

Resident Notification and GSOC Ticket Submittal May 8 – May 10, 2024

Topographic Survey, Collect Existing Condition DataMay 13 – July 31, 2024

Geotechnical EvaluationMay 20 – July 31, 2024

Draft Project Scoping MemoJuly 31, 2024

Meeting with City Staff – Finalize Project Scoping Memo..... August 1, 2024

Present Project Scoping Study and Staff Recommendations /

***Order Feasibility Report and Final Plans/Specifications August 20, 2024**

***The following is a preliminary schedule for feasibility, final design, and construction in 2025 if ordered by Council. These tasks are not included in the scope of this proposal and is subject to change based on outcomes of the scoping phase:**

Meeting with City Staff – Review Proposed Improvements September 10, 2024

Neighborhood Meeting 1October 2, 2024

Council Set Public Hearing Date / Present Feasibility ReportOctober 15, 2024

Neighborhood Meeting 2November 13, 2024

Present Feasibility Report / Conduct Public HearingNovember 19, 2024

Meeting with City Staff – Review Draft Plans December 20, 2024

Approve Final Plans & Specifications /

Authorize Advertisement for Bids January 21, 2025

Bid Opening February 21, 2025

Council Sets Public Assessment Hearing DateMarch 4, 2025

Neighborhood Meeting 3 March 26, 2025

Council Accepts Bids / Conduct Public Assessment Hearing /

Adopt Assessment Roll / Award Bid April 1, 2025

ConstructionApril 2025 – November 2025 (2026 if a 2-year project)

B. ADDITIONAL SERVICES

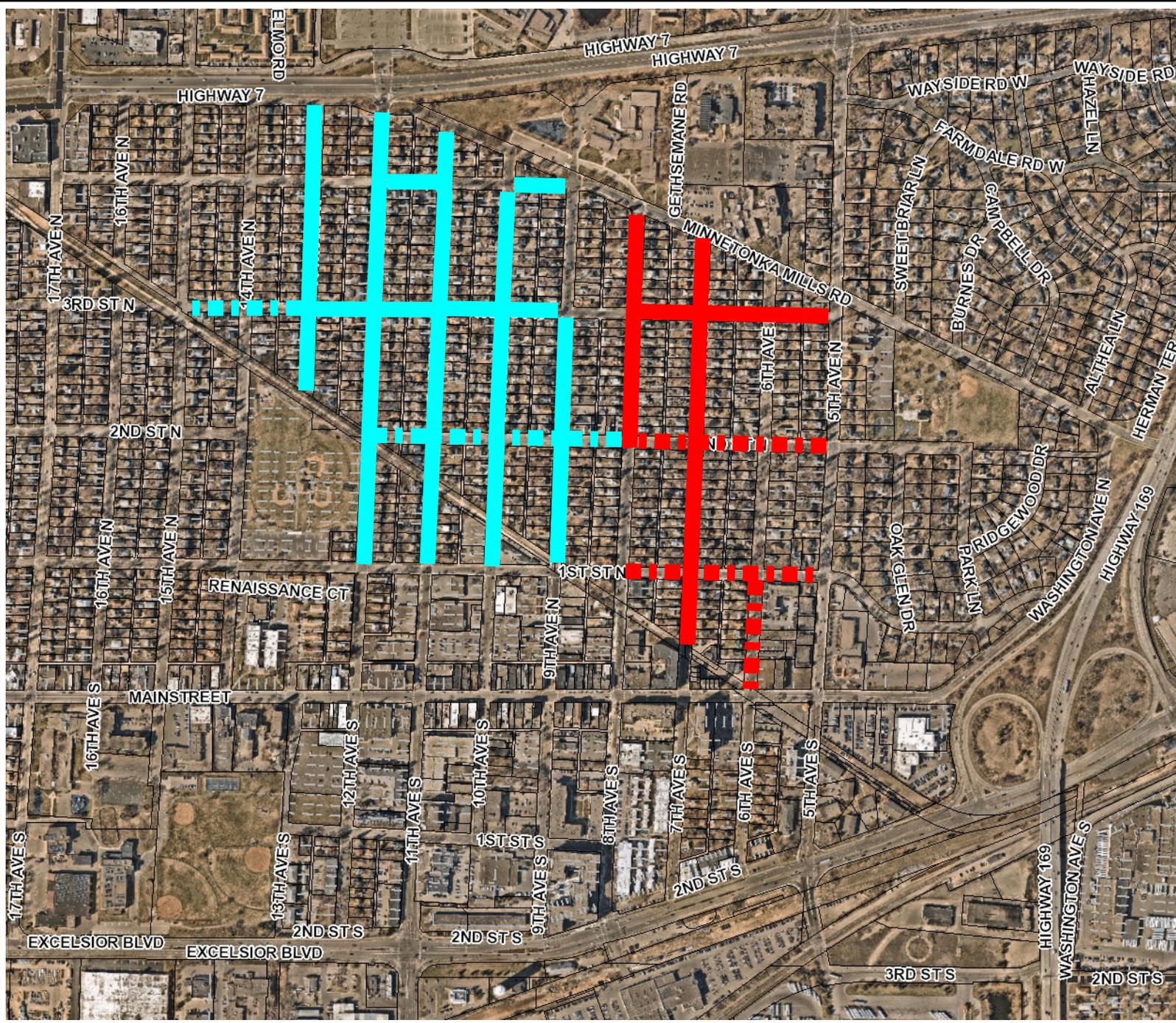
Consulting services performed other than those authorized under Section I.A. shall be considered not part of the Contract Services and may be authorized by the CLIENT as additional services. Additional Services consist of those services which are not generally considered to be Contract Services; or exceed the requirements of the Contract Services; or are not definable prior to the commencement of the project; or vary depending on the technique, procedures or schedule of the project contractor. Additional services may consist of the following:

1. Cost of postage for mass mailing (those with greater than 100 recipients).
2. Special benefit appraisals.
3. Topographic survey beyond the streets and scope identified herein.
4. Feasibility report preparation, final design, and bidding.
5. Construction services including administration, inspection, and materials testing.
6. All other services not specifically identified in Section A.



Legend

- City Limits
- Parcels 01/18/2023
- Lot Lines
- 2024 Recon
- 2024 Resurface
- Proposed Recon (Year TBD)
- Proposed Resurface (Year TBD)



Central Avenues Improvements



Disclaimer:

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Hopkins is not responsible for any inaccuracies herein contained.

0 714 Feet



DETAILED WORK PLAN
ESTIMATED PERSON-HOURS
CENTRAL AVENUES IMPROVEMENTS - PHASE 2
CITY OF HOPKINS, MINNESOTA

4/29/2024

CLIENT: CITY OF HOPKINS, MINNESOTA PROJECT: CENTRAL AVENUES IMPROVEMENTS - PHASE 2 CONSULTANT: BOLTON & MENK, INC.		ESTIMATED PERSON-HOURS											
Task No.	Work Task Description	Principal Engineer	Project Manager	Water Resources Engineer	Project Engineer	Engineering Technician	Reality Capture Technician	GIS Specialist	Survey Manager / L.S.	Survey Technician	Survey Crew	Clerical	Totals
1.0	PROJECT SCOPING STUDY												
1.1	Review Existing Utilities by Age, Condition, Criticality		4										4
1.2	Review Street PCI Ratings & Compare to Utility Needs		4										4
1.3	Review Geotechnical Report and Develop Recommendations	2	4										6
1.4	Review Stormwater Management Needs for MS4 and Watershed Requirements	2	2	12									16
1.5	Prepare/Mail Resident Notification of Survey and Geotechnical Field Work		2									4	6
1.6	Develop Preliminary Construction Phasing and Constructibility	2	4		8								14
1.7	Prepare CIP Level Cost Estimates for Different Phasing Scenarios		8		12								20
1.8	Develop Figures and Maps to Support Recommendations		4			8		12					24
1.9	Preapare Scoping Memo for Recommendations on Improvements	4	16										20
1.10	Meeting with City Staff & Finalize Project Scoping Memo	2	8	4									14
1.11	Prepare for and Attend Council Meeting	4	4										8
	SUBTOTAL HOURS: TASK 1	16	60	16	20	8	0	12	0	0	0	4	136
2.0	TOPOGRAPHIC SURVEY AND MAPPING												
2.1	Plat Research, GSOC, Calculations/Preparation for Field							12	20	48		36	116
2.2	UAV Drone Flight						16						16
2.3	Set Horizontal and Vertical Control								20	20	80		120
2.4	Topographic Survey - Reconstruction Area								40		360		400
2.5	Topographic Survey - Pavement Rehab Area								10		80		90
2.6	Manhole Inventories & Reports								10	20	80		110
2.7	Data Processing, Drafting, and Mapping							16	48	120			184
	SUBTOTAL HOURS: TASK 2	0	0	0	0	0	16	28	148	208	600	36	1036
	TOTAL HOURS	16	60	16	20	8	16	40	148	208	600	40	1172

ESTIMATE OF PROJECT FEES
CENTRAL AVENUES IMPROVEMENTS - PHASE 2
CITY OF HOPKINS, MINNESOTA

4/29/2024

CLIENT: CITY OF HOPKINS, MINNESOTA PROJECT: CENTRAL AVENUES IMPROVEMENTS - PHASE 2 CONSULTANT: BOLTON & MENK, INC.		PROJECT FEES												
		Principal Engineer	Project Manager	Water Resources Engineer	Project Engineer	Engineering Technician	Reality Capture Technician	GIS Specialist	Survey Manager / L.S.	Survey Technician	Survey Crew	Clerical	Contracted/ Specialty Services	Total
TASK	AVERAGE RATE:	\$211.00	\$181.00	\$166.00	\$166.00	\$141.00	\$144.00	\$151.00	\$201.00	\$141.00	\$189.00	\$106.00		
1.0	PROJECT SCOPING STUDY													
1.1	Review Existing Utilities by Age, Condition, Criticality	\$0.00	\$724.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$724.00
1.2	Review Street PCI Ratings & Compare to Utility Needs	\$0.00	\$724.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$724.00
1.3	Review Geotechnical Report and Develop Recommendations	\$422.00	\$724.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,146.00
1.4	Review Stormwater Management Needs for MS4 and Watershed Requirements	\$422.00	\$362.00	\$1,992.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,776.00
1.5	Prepare/Mail Resident Notification of Survey and Geotechnical Field Work	\$0.00	\$362.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$424.00	\$0.00	\$786.00
1.6	Develop Preliminary Construction Phasing and Constructibility	\$422.00	\$724.00	\$0.00	\$1,328.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,474.00
1.7	Prepare CIP Level Cost Estimates for Different Phasing Scenarios	\$0.00	\$1,448.00	\$0.00	\$1,992.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,440.00
1.8	Develop Figures and Maps to Support Recommendations	\$0.00	\$724.00	\$0.00	\$0.00	\$1,128.00	\$0.00	\$1,812.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,664.00
1.9	Preprepare Scoping Memo for Recommendations on Improvements	\$844.00	\$2,896.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,740.00
1.10	Meeting with City Staff & Finalize Project Scoping Memo	\$422.00	\$1,448.00	\$664.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,534.00
1.11	Prepare for and Attend Council Meeting	\$844.00	\$724.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,568.00
SUBTOTAL FEES: TASK 1		\$3,376.00	\$10,860.00	\$2,656.00	\$3,320.00	\$1,128.00	\$0.00	\$1,812.00	\$0.00	\$0.00	\$0.00	\$424.00	\$0.00	\$23,576.00
2.0	TOPOGRAPHIC SURVEY AND MAPPING													
2.1	Plat Research, GSOC, Calculations/Preparation for Field	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,812.00	\$4,020.00	\$6,768.00	\$0.00	\$3,816.00	\$0.00	\$16,416.00
2.2	UAV Drone Flight	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,304.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,304.00
2.3	Set Horizontal and Vertical Control	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,020.00	\$2,820.00	\$15,120.00	\$0.00	\$0.00	\$21,960.00
2.4	Topographic Survey - Reconstruction Area	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,040.00	\$0.00	\$68,040.00	\$0.00	\$0.00	\$76,080.00
2.5	Topographic Survey - Pavement Rehab Area	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,010.00	\$0.00	\$15,120.00	\$0.00	\$0.00	\$17,130.00
2.6	Manhole Inventories & Reports	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,010.00	\$2,820.00	\$15,120.00	\$0.00	\$0.00	\$19,950.00
2.7	Data Processing, Drafting, and Mapping	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,416.00	\$9,648.00	\$16,920.00	\$0.00	\$0.00	\$0.00	\$28,984.00
SUBTOTAL FEES: TASK 2		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,304.00	\$4,228.00	\$29,748.00	\$29,328.00	\$113,400.00	\$3,816.00	\$0.00	\$182,824.00
3.0	CONTRACTED SERVICES BY OTHERS													
3.1	Geotechnical Engineering by Braun Intertec												\$29,645.00	\$29,645.00
SUBTOTAL FEES: TASK 3		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,645.00	\$29,645.00
TOTAL FEES		\$3,376.00	\$10,860.00	\$2,656.00	\$3,320.00	\$1,128.00	\$2,304.00	\$6,040.00	\$29,748.00	\$29,328.00	\$113,400.00	\$4,240.00	\$29,645.00	\$236,045.00

April 25, 2024

Proposal QTB195683

Nick Amatuccio, PE
Bolton & Menk, Inc.
12224 Nicollet Avenue
Burnsville, MN 55337

Re: Proposal for a Geotechnical/Pavement Evaluation
Hopkins 2025 Central Avenues Improvements Project
Between 15th Avenue, Highway 7/Minnetonka Mills Road, 8th Avenue S and 1st Street N
Hopkins, Minnesota

Dear Mr. Amatuccio:

Braun Intertec Corporation appreciates the opportunity to provide this proposal to complete a geotechnical/pavement evaluation for Central Avenues Improvements Project in Hopkins, Minnesota.

Project Information

We understand the proposed project will include the construction of the various streets between the referenced site above. The proposed construction is to consist of either reconstruction of bituminous pavements, a full depth reclamation (FDR) process or a mill and overlay option. Additionally the project is to consist of spot or full utility repairs throughout the project area.

Previous Experience

We recently completed soil borings and a geotechnical evaluation, dated September 15, 2023, the 2024 street and utility improvements to the east (adjacent) to this proposed project. Soils in the area generally encountered fill soils underlain by native glacial outwash sands and this site may have similar subgrade conditions. This previous information will be helpful in developing a boring plan and anticipate conditions at this site.

Purpose

The purpose of our geotechnical evaluation will be to characterize subsurface geologic conditions at selected exploration locations, evaluate their impact on the project, and provide geotechnical recommendations for use in the design and construction of the planned roadway Improvement project.

Scope of Services

We propose the following tasks to help achieve the stated purpose. If we encounter unfavorable or unforeseen conditions during the completion of our tasks that lead us to recommend an expanded scope of services, we will contact you to discuss the conditions before resuming our services.

Site Access

Based on aerial photographs, it appears that the site is accessible to a truck-mounted drill rig equipped with core and auger equipment. We assume there will be no cause for delays in accessing the exploration locations. We are not including debris or obstruction removal or snow plowing.

Depending on access requirements, ground conditions or potential utility conflicts, our field crew may alter the exploration locations from those proposed to facilitate accessibility.

Our drilling activities may also impact the vegetation and may rut the surface to access boring locations. Restoration of vegetation and turf is not part of our scope of services.

Staking

We will stake prospective subsurface exploration locations, and obtain surface elevations at those locations using GPS technology. For purposes of linking the GPS data to an appropriate reference, we request that you provide CAD files indicating location/elevation references appropriate for this project, or give us contact information for the consultant that might have such information.

Utility Clearance

Prior to drilling or excavating, we will contact Gopher State One Call and arrange for notification of the appropriate utility vendors to mark and clear the exploration locations of public underground utilities. You, or your authorized representative, are responsible to notify us before we begin our work of the presence and location of any underground objects or private utilities that are not the responsibility of public agencies.

ROW Permits and Work Hours

Prior to mobilizing our field staff, we will obtain a right-of-way (ROW) permit with the City of Hopkins (City). At the time of this proposal, we assume the City will waive the associated permit fee as the work is being performed for them. Our work will take place primarily within the public road right-of-way and we assume we will not be required to follow any work hour restrictions (i.e., typical 8:00 AM to 4:00 PM workday will apply).

Traffic Control

To safely facilitate the drilling operations, our traffic control will be limited to signs and cones for the duration of the work based on the anticipated low volume of traffic in the residential project areas. We have included the warning sign costs within our budget. Should additional traffic control measures be warranted (i.e., flaggers), additional fees will apply.

Pavement Coring & Hand Auger Borings

For the proposed mill and overlay rehabilitated streets, we propose to extract 5 core samples of the in-place bituminous pavement with hand auger borings. The thickness of the core samples will be measured to the nearest 1/4-inch and the aggregate base course, where present, will be measured to the nearest 1 inch.

Additional laboratory testing and analysis of the pavement cores is not included. The cores will be retained for a period of 60 days should additional testing be requested.

These measurements will be identified on the Log of Boring sheets; the cores will be photographed and attached in a core photo log.

Soil Borings

For the requested soil borings, we propose to drill 22 standard penetration test (SPT) borings for the project, to nominal depths of 15 to 25 feet below existing grade surface. We will perform standard penetration tests at 2 1/2-foot vertical intervals to a depth of about 15 feet, and at 5-foot intervals at greater depths.

If the intended boring depths do not extend through unsuitable material, we may extend the borings 5 feet into suitable material at greater depths. If we identify a need for deeper (or additional) borings, we will contact you prior to increasing our total estimated drilled footage and submit a Change Order summarizing the anticipated additional effort and the associated cost, for your review and authorization.

Groundwater Measurements

If the borings encounter groundwater during or immediately after drilling of each boring, we will record the observed depth on the boring logs.

MDH Sealing Record

We are planning the deepest borings to be at least 15 feet and less than 25 feet. Therefore, the Minnesota Statutes require us to complete a Sealing Record after our completion of the borings. Our proposal includes the fees for the Minnesota Department of Health (MDH) Sealing Record. If borings are extended to deeper depths, additional fees will apply.

Borehole Abandonment

We will backfill our exploration locations immediately after completing the drilling at each location. Minnesota Statutes require sealing temporary borings that are 15 feet deep or deeper. Based on our proposed subsurface characterization depths, we will seal 25 linear feet of soil borings with grout. Our lump sum fee includes those fees associated with the sealing. Upon backfilling or sealing exploration locations, we will fill holes in pavements with a temporary bituminous cold patch.

Sealing boreholes with grout will prevent us from disposing of auger boring cuttings in the completed boreholes. Unless you direct us otherwise, we intend to thin-spread the cuttings near the soil borings in greenspace (easements/ROW areas). If we cannot thin-spread cuttings, additional fees will apply for off-site disposal.

Over time, subsidence of borehole backfill may occur, requiring releveling of surface grades or replacing bituminous or concrete patches. We are not assuming responsibility for re-leveling or re-patching after we complete our fieldwork.

Sample Review and Laboratory Testing

We will return recovered samples to our laboratory, where a geotechnical engineer will visually classify and log them. To help classify the materials encountered and estimate the engineering properties necessary to our analyses, we have budgeted to perform the following laboratory tests.

Table 1. Laboratory Tests

Test Name	ASTM Test Method	Purpose
Moisture content	D2216	Soil classification, moisture condition, and engineering properties
Percent passing #200 sieve	D1140	Soil classification, and evaluate frost susceptibility
Organic content	D2974	Evaluate suitability of soils for reuse

We will determine the actual laboratory testing for the project depending on the encountered subsurface conditions. If we identify a laboratory testing program that exceeds the budget included in this proposal but provides additional value to the project, we will request authorization for the additional fees through a Change Order.

Engineering Analyses

We will use data obtained from the subsurface exploration and laboratory tests to evaluate the subsurface profile and groundwater conditions, and to perform engineering analyses related to utilities and, pavement design and performance.

Report

We will prepare a report including:

- A sketch showing the exploration locations.
- Logs of the Borings describing the materials encountered and presenting the results of our groundwater measurements and laboratory tests.
- Logs of pavement cores and hand auger borings describing pavement thicknesses encountered and underlying subgrade.
- A summary of the subsurface profile and groundwater conditions.
- Discussion identifying the subsurface conditions that will impact design and construction.
- Discussion regarding the reuse of on-site materials during construction.
- Recommendations for preparing pavement subgrades, and the selection, placement and compaction of fill.
- Recommendations for the design and construction of pavements (including an assumed R-value) and utilities.

We will only submit an electronic copy of our report to you upon completion.

Schedule

We anticipate performing our work according to the following schedule.

- Drill rig mobilization – Within about 6 weeks following receipt of written authorization.
- Pavement coring mobilization – Within about 2 weeks following receipt of written authorization.
- Field exploration – 4 days on site to complete the soil borings and about 1 day to complete the pavement cores and hand auger borings.
- Classification and laboratory testing – Within 1 to 2 weeks after completion of field exploration
- Preliminary results – Within 2 weeks after completion of field exploration.
- Final report submittal – Within about 3 weeks after completion of field exploration.

If we cannot complete our proposed scope of services according to this schedule due to circumstances beyond our control, we may need to revise this proposal prior to completing the remaining tasks.

Fees

We will furnish the services described in this proposal for a lump sum fee of **\$26,950**. Table 2 provides a breakdown of the proposed fees.

Table 2. Proposed Fee Breakdown

Service	Fee
Staking and Utility Coordination	\$ 2,300
Pavement Coring & HABs	1,200
Drilling	15,900
Laboratory Testing & Sample Review	3,200
Engineering & Reporting	4,350
Total	\$26,950

Our work may extend over several invoicing periods. As such, we will submit partial progress invoices for work we perform during each invoicing period.

General Remarks

We will be happy to meet with you to discuss our proposed scope of services further and clarify the various scope components.

We appreciate the opportunity to present this proposal to you. Please sign and return a copy to us in its entirety.

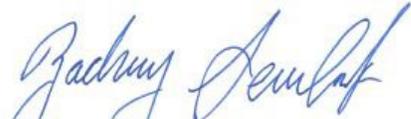
We based the proposed fee on the scope of services described and the assumptions that you will authorize our services within 30 days and that others will not delay us beyond our proposed schedule.

We will provide our services under the terms of the Subconsultant Master Agreement for Professional Services dated January 1, 2021.

To have questions answered or schedule a time to meet and discuss our approach to this project further, please contact Zachary Semlak at 651.788.5071 (zsemlak@braunintertec.com) or Bradley McCarter at 612.708.2790 (bmccarter@braunintertec.com).

Sincerely,

BRAUN INTERTEC CORPORATION



Zachary T. Semlak
Staff Engineer



Bradley J. McCarter, PE
Director, Senior Engineer

The proposal is accepted, and you are authorized to proceed.

Authorizer's Firm

Authorizer's Signature

Authorizer's Name (please print or type)

Authorizer's Title

Date