

**HOPKINS CITY COUNCIL**  
**AGENDA**  
**Tuesday, October 1, 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. Appointment to Planning Commission and Oath of Office; Domeier
2. Sustainable Building Policy Update and Stakeholder Engagement Plan; Howard

**IV. CONSENT AGENDA**

1. Minutes of the September 18, 2024, Regular Meeting Proceedings
2. Minutes of the September 18, 2024, Closed Meeting Proceedings
3. Resolution Appointing Election Judges for November 5; Domeier
4. Accept the City Manager Annual Performance Review Summary; Casella
5. Resolution Supporting Fire Lane Designation at West Side Village; Specken
6. Approval of Tobacco License for Cooperative Ctrl Inc. DBA Grow+Op; Domeier
7. Amendment to the 2024-2028 Capital Improvement Plan; Bishop
8. Ratify Checks Issued in September, 2024; Bishop

**V. PUBLIC HEARINGS**

1. First Reading: Ordinance No. 2024-1212 Amendment of the Hopkins Charter by Ordinance; Domeier
2. First Reading: Ordinance No. 2024-1213 Amendment of the Hopkins Charter by Ordinance; Domeier
3. First Reading: Ordinance No. 2024-1209 Amendment of the Hopkins Charter by Ordinance; Bishop
4. First Reading: Ordinance No. 2024-1210 Amendment of the Hopkins Charter by Ordinance; Bishop

**VI. OLD BUSINESS**

**VII. NEW BUSINESS**

1. Special Revenue Fund Budgets and Activity Center Budget Review; Bishop
2. Enterprise Fund Budgets and Utility Rate Review; Bishop

**VIII. PUBLIC COMMENT**

**IX. ANNOUNCEMENTS**

- Next City Council Regular Meeting: Tuesday, October 8 and October 15 at 6:30 p.m.

**X. ADJOURN**



Administration

CITY OF HOPKINS

## City Council Report 2024-118

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

From: Amy Domeier, City Clerk

Date: October 1, 2024

Subject: Appointment to Planning Commission and Oath of Office

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### **RECOMMENDED ACTION**

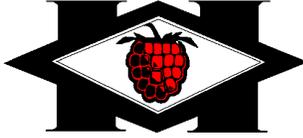
**MOTION TO** appoint Joshua Montgomery to the Planning for a term ending on June 30, 2026.

### **OVERVIEW**

City Code establishes that appointments to boards and commissions shall be made by the City Council. Mr. Montgomery is being appointed to fill the remainder of James Green's term. City Clerk Domeier will issue the Oaths of Office Mr. Montgomery.

### **SUPPORTING INFORMATION**

- N/A



CITY OF HOPKINS

Planning & Economic  
Development

## Memorandum

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

From: Kurt Howard, Planner

Date: October 1, 2024

Subject: Sustainable Building Policy Update and Stakeholder Engagement Plan

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### PURPOSE

The purpose of this item is to update the City Council on staff's progress towards developing a Hopkins Sustainable Building Policy and seek input on the proposed Hopkins-specific standards before beginning a stakeholder engagement process.

### INFORMATION

Over the past year, the City has been developing a sustainable building policy. Sustainable building policies are tools that enable local jurisdictions to increase the degree to which new development contributes to improvements in public health, environmental justice, and environmental and economic sustainability. This is accomplished by requiring, incentivizing, or encouraging development to occur in ways that contribute to sustainability goals, such as reductions in carbon emissions, protection of natural areas, mitigation of stormwater, and incentivizing the use of renewable energy sources.

At its meeting on December 19, 2023, the City Council was presented with a general policy framework based on several other Minnesota cities that have adopted formal sustainable building policies, as well as resources and guidance provided by the Center for Energy and Environment (CEE). The key components of this policy framework involve:

- Establishing policy triggers that control which types of development the policy does and does not apply to
- Leveraging existing third-party rating systems by requiring applicable developments to receive certification from at least one of the following: LEED, Minnesota B3 Benchmarking, MN GreenStar Home, or Enterprise Green Communities green building program
- Developing a city-specific list of sustainability standards or "universal requirements" that must be met by all developments to which the sustainable building policy applies

The City Council expressed support for this general policy framework and staff has since been partnering with subject matter experts at CEE to further develop detail on the various components of a Hopkins Sustainable Building Policy, as outlined below.

## **Policy Triggers**

Policy triggers enable to cities to determine what scales and types of development a sustainable building policy should apply to in order to help strike an effective balance that both delivers on the sustainability goals of the policy but also avoids being overly burdensome such that development becomes infeasible. The triggers for a Hopkins Sustainable Building Policy that are currently under consideration would have the policy apply to developments that have occupiable building space above a certain number of square feet and meet one or more of the following conditions:

- Publicly owned
- Requesting discretionary land use approvals (e.g. Planned Unit Development (PUD), Rezoning, Comprehensive Plan amendment)
- Requesting over \$300,000 in City financial assistance (e.g. Tax Increment Financing, grant dollars from other organizations that pass through the City)

One question that has been identified that could be informed by direction from the City Council and stakeholder engagement is whether an exception should be carved out for townhome or condo developments given the goal of bringing more home-ownership opportunities to Hopkins.

## **Third-Party Rating Systems**

Incorporating existing third-party rating systems into the policy helps establish a level of standardization across the policies of different cities in Minnesota, reduces the administrative costs of implementing the policy, and also covers many of the fundamental bases of sustainable building design, including energy efficiency, greenhouse gas reduction, use of renewable energy, stormwater mitigation, and electric vehicle infrastructure. The third-party rating systems that are currently under consideration include:

- U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED)
- Minnesota Sustainable Building Guidelines (B3)
- Enterprise Green Communities
- Green Communities - MN Overlay

## **Universal Requirements**

The city-specific universal requirements component of a sustainable building policy gives cities the ability to customize their policy to reflect the unique sustainability goals of the community, helps fill any gaps not covered by the third-party rating systems, and also ensures that certain priorities are advanced with every single project to which the policy applies. The universal requirements currently under consideration for a Hopkins Sustainable Building Policy include:

- Greenhouse gas emission reduction
- Renewable energy
- Cool roofs and passive cooling
- Resilience and backup energy
- Waste management
- Electric vehicle charging
- Low salt design

Based on an initial analysis of the practicality of developing and administering standards related to each of these topics, the universal requirements under consideration to be

included in a first draft of a Hopkins Sustainable Building Policy are greenhouse gas reduction, renewable energy, electric vehicle charging, and low salt design. These universal requirements will be a key topic for stakeholder engagement and can be modified with future revisions and evolutions of the policy.

### **Stakeholder Engagement Plan**

Depending on the feedback received during this discussion, staff plans to commence a stakeholder engagement process over the next several weeks. Stakeholder engagement will include presentations to both the Planning and Zoning Commission and the Park Board, in-person community engagement to collect input at the Hopkins Fire Department Open House, one-on-one meetings as requested, and the development of an online tool to engage the development community. The feedback gathered will be incorporated into a draft policy that will be brought to the Planning & Zoning Commission for a Public Hearing before subsequently going back to the City Council for proposed adoption.

### **FUTURE ACTION**

If there is agreement on the framework and content of the elements of a Hopkins Sustainable Building Policy covered in this discussion, staff will begin a process of stakeholder engagement to inform a draft policy to be proposed for adoption before the end of 2024

**HOPKINS CITY COUNCIL  
REGULAR MEETING PROCEEDINGS  
SEPTEMBER 18, 2024**

**CALL TO ORDER**

Pursuant to due call and notice thereof a regular meeting of the Hopkins City Council was held on Wednesday, September 18, 2024, at 6:30 p.m. in the Council Chambers at City Hall, 1010 1<sup>st</sup> Street South.

Mayor Hanlon called the meeting to order with Council Members Garrido, Goodlund, Hunke, and Kuznia attending. Others attending included City Manager Mornson, Assistant City Manager Casella, City Clerk Domeier, Director of Planning and Economic Development Elverum, Planner Krzos, Community Development Manager Needham, Special Projects and Initiatives Manager Imihy Bean and City Attorney Riggs.

**ADOPT AGENDA**

Mayor Hanlon proposed allowing a public comment related to cannabis during item the Old Business item.

**Motion** by Hunke. **Second** by Goodlund.

**Motion** to Adopt the Agenda with the amendment.

**Ayes: Garrido, Goodlund, Hanlon, Hunke, Kuznia**

**Nays: None. Motion carried.**

**PRESENTATIONS**

**III.1. Charter Commission Update; Domeier/Lenz**

City Clerk Domeier and Charter Commission Chair Lenz provided an update on the recent Charter Commission meetings and proposed City Charter Amendments. Discussion was held about the Charter Commission role, legislative issues and the proposed amendments. The public hearings for the four amendments will be held on Tuesday, October 1 at 6:30 p.m.

**CONSENT AGENDA**

**Motion** by . **Second** by .

**Motion** to Approve the Consent Agenda.

1. Minutes of the September 10, 2024, Regular Meeting Proceedings
2. Resolution Approving an Off-Sale Intoxicating Liquor License for Mahadev LLC DBA MGM Hopkins; Domeier
3. Approval of 2024-2025 Union Contract with IAFF #1275 and Corresponding MOUs; Casella

**Ayes: Garrido, Goodlund, Hanlon, Hunke, Kuznia**

**Nays: None. Motion carried.**

**OLD BUSINESS**

**VI.1. Continued Cannabis Business Discussion; Krzos**

City Planner Krzos requested the additional input and discussion on the cannabis retail registrations, retail separation requirements, and municipal cannabis sales study. The

**HOPKINS CITY COUNCIL  
REGULAR MEETING PROCEEDINGS  
SEPTEMBER 18, 2024**

City Council supported moving forward with three to five retail registrations and a 350-foot buffer from parks and schools but did not support doing a study for municipal sales.

William Anderson, 102 Wayside Road West, Hopkins, shared his concerns about the cannabis regulations.

**NEW BUSINESS**

**VII.1. Resolution Establishing Legislative Policy 7-I Housing Improvement Area Policy; Needham**

Community Development Manager Needham summarized City Council Report 2024-114. The proposed HIA policy has been updated to reflect current State Statute and best practices and will be located within the legislative policy manual.

**Motion** by Kuznia. **Second** by Hunke.

**Motion** to Adopt Resolution 2024-058 Establishing Legislative Policy 7-I – Housing Improvement Area Policy.

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

**VII.2. Disposition of City-Owned Property; Elverum**

Director of Planning and Development Elverum led discussion to determine the City Council's interest in selling one or more parcels owned by the City/HRA. The City Council supported moving forward with RFPs for Lot 800, 15 6th Avenue North, 501 Mainstreet, and 525 Mainstreet.

**PUBLIC COMMENT**

Al Breitbarth, 613 7<sup>th</sup> Avenue South, Hopkins, shared his concern about some code enforcement issues 605 7<sup>th</sup> Avenue South and lack of handicap parking on Mainstreet.

**ANNOUNCEMENTS**

Mayor Hanlon shared the City Council meeting schedule.

**ADJOURNMENT**

There being no further business to come before the City Council, and upon a motion by Kuznia, second by Goodlund, the meeting was unanimously adjourned at 7:54 p.m.

Respectfully Submitted,



Amy Domeier, City Clerk

**HOPKINS CITY COUNCIL  
SPECIAL MEETING PROCEEDINGS  
SEPTEMBER 18, 2024**

**CALL TO ORDER**

Pursuant to due call and notice thereof a special meeting of the Hopkins City Council was held on Wednesday, September 18, 2024, at 8 p.m. in the Council Chambers at City Hall, 1010 1<sup>st</sup> Street South.

Mayor Hanlon called the meeting to order with Council Members Garrido, Goodlund, Hunke, and Kuznia attending. Others attending included City Manager Mornson.

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

**Motion** to Close the meeting for the purpose of conducting a performance evaluation of the City Manager Mike Mornson pursuant to MN Statute 13D.05 subd. 3(a).

**Ayes: Garrido, Goodlund, Hanlon, Hunke, Kuznia**

**Nays: None. Motion carried.**

**ADJOURNMENT**

There being no further business to come before the City Council, and upon a motion by Goodlund, second by Kuznia, the meeting was unanimously adjourned at 9:15 p.m.

Respectfully Submitted,



Amy Domeier, City Clerk



CITY OF HOPKINS

## City Council Report 2024-120

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

From: Amy Domeier, City Clerk

Date: October 1, 2024

Subject: Resolution Appointing Election Judges for the November 5, 2024, General Election

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### RECOMMENDED ACTION

**MOTION TO** Adopt Resolution 2024-061 Appointing Election Judges for the November 5, 2024, General Election.

### OVERVIEW

Minnesota Election Law 204B.21 requires that the governing body of the municipality appoint election judges to administer the polling places at least 25 days before each election. Staff requests the authority to replace or substitute judges as necessary before Election Day. Election expenses for the judges are included in the adopted 2022 budget. Election judge hourly rates are \$11.25 for Election Judges and \$13.00 for Assistant and Head Judges. In addition, Hennepin County will be acting on behalf of the City of Hopkins as part of our Absentee Ballot Board, so they are included in our appointing resolution.

### SUPPORTING INFORMATION

- Draft Resolution 2024-061

**CITY OF HOPKINS  
HENNEPIN COUNTY, MINNESOTA**

**RESOLUTION 2024-061**

**RESOLUTION APPOINTING ELECTION JUDGES FOR THE  
NOVEMBER 5, 2024, GENERAL ELECTION**

**WHEREAS**, Minnesota Statute 204B.21 requires that persons serving as election judges be appointed by the City Council at least 25 days before the election and Minnesota Statute 203B.21 allows for deputy clerks trained in the processing and counting of absentee ballots to serve on the absentee ballot board.

**BE IT RESOLVED** by the Hopkins City Council that the following election judges are on file in the office of the City Clerk and should be appointed as the Election Judges for the November 5, 2024 General Election:

|                        |                  |
|------------------------|------------------|
| Heidi Anderson         | Peter Leih       |
| Dana Anderson-Helstrom | Arden Lovagnini  |
| Kim Bachand            | Rebecca Luxford  |
| Guy Bailey             | Andrew Marlow    |
| Romaine Bechir         | Laurie McNeill   |
| Michael Breckenridge   | Joan Meath       |
| Mary Kay Brokaw        | Theresa Melles   |
| Joen Condon            | Rachel Molepske  |
| Peter Demarest         | Suzanne Mullen   |
| Peggy DeVaan           | Karen Norum      |
| Kent Dolphay           | Catherine O'Neil |
| Caitlyn Hirsch         | Roger Pavelle    |
| Carol Dunn             | Amy Schneider    |
| James Elliott          | David Specken    |
| Patrick Gambill-Read   | Lisa Stroessner  |
| Susan Gauthier         | Patricia Sykes   |
| Christopher Gilson     | Ann Van Sickle   |
| Sally Goddard          | Mark Warne       |
| James W Green          |                  |
| Patrick Guire          |                  |
| Kristi Halverson       |                  |
| Kristin Hanneman       |                  |
| Andrew Hawkins         |                  |
| Jane Heimerl           |                  |
| Amy Hendrickson        |                  |
| Judy Johnson           |                  |
| William Johnson        |                  |
| Bonita Kearns          |                  |
| Janine Keller          |                  |
| Jackie Kesterton       |                  |
| Jessica Klugman        |                  |
| Axel Kornfuehrer       |                  |
| Mark Krafve            |                  |
| Terri Kruger           |                  |
| Lisa Lang              |                  |
| Osa Hanneman           |                  |

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

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

Adopted by the City Council of the City of Hopkins this 1<sup>st</sup> day of October 2042.

\_\_\_\_\_  
Patrick Hanlon, Mayor

ATTEST:

\_\_\_\_\_  
Amy Domeier, City Clerk



CITY OF HOPKINS

Administration

## City Council Report 2024-117

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

From: Casey Casella, Assistant City Manager

Date: October 1, 2024

Subject: Accept the City Manager Annual Performance Review Summary

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### **RECOMMENDED ACTION**

**MOTION TO** accept the 2023-2024 City Manager's Annual Performance Review Summary.

### **OVERVIEW**

Annually the City Council provides a performance evaluation to the City Manager. The City Council conducted this review on September 18, 2024. The average overall rating for 2023 – 2024 of the City Manager is a 4 out of 5 “above expectations” rating. The Council authorized an annual step increase.



Fire Dept.

CITY OF HOPKINS

## City Council Report 2024-116

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

From: Dale Specken, Fire Chief

Date: October 1, 2024

Subject: Resolution Supporting Fire Lane Designation at West Side Village

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### RECOMMENDED ACTION

**MOTION TO** adopt Resolution 2024-060 a Resolution in Support of Fire Lane Designation for West Side Village.

### OVERVIEW

The Management at Westside Village Apartments reached out to both the Fire Department and the Police Department on residents parking along the curb line causing the drive lane to be narrowed. The Police Department and the Fire Department went to Westside Village and observed vehicle parking along the curb line. Our observation is that with vehicles parked along the curb line it would restrict emergency vehicles from getting access to the buildings. We spoke with the Westside Village Management staff and they are in favor of the resolution because they have tried to enforce it in the past and have been unsuccessful. It is important for us to enforce this area so that police and fire have access to the buildings.

For the police department to enforce parking restriction we must designate fire lanes by council resolution. Westside Village has met with the Fire Marshal and both agree with the designation on the map attached to Resolution 2024-060.

### SUPPORTING INFORMATION

- Resolution 2024-060

**CITY OF HOPKINS  
HENNEPIN COUNTY, MINNESOTA**

**RESOLUTION 2024-060**

**RESOLUTION IN SUPPORT OF FIRE LANE DESIGNATION  
FOR WEST SIDE VILLAGE**

**WHEREAS**, it has been deemed advisable for the City of Hopkins to declare fire lanes at the Westside Village curblin between 97 and 103 and from Excelsior Boulevard to east garages; and

**WHEREAS**, said fire lanes have been requested by Westside Village staff; and

**WHEREAS**, said fire lanes have also been approved by the Hopkins Fire Marshal.

**NOW THEREFORE BE IT RESOLVED**, that the City Council of the City of Hopkins hereby supports the designation of the fire lanes on the property known as Westside Village to be in compliance with the attached map.

Adopted by the City Council of the City of Hopkins this 1st day of October 2024.

By: \_\_\_\_\_  
Patrick Hanlon, Mayor

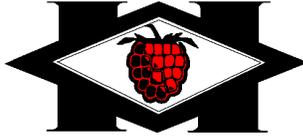
ATTEST:

\_\_\_\_\_  
Amy Domeier, City Clerk

# westside apartments

101 North Blake Road  
Hopkins, MN 55343





Administration

CITY OF HOPKINS

## City Council Report 2024-119

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

From: Amy Domeier, City Clerk

Date: October 1, 2024

Subject: Approval of Tobacco License for Cooperative Ctrl Inc. DBA Grow+Op

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### **RECOMMENDED ACTION**

**MOTION TO** approve a Tobacco License for Cooperative Ctrl Inc. DBA Grow+Op located at 907 1st Street North for the license term ending June 30, 2025.

### **OVERVIEW**

Cooperative Ctrl Inc. has applied for a tobacco license to sell tobacco and tobacco related products at 907 1st Street North. The license will be effective upon passage of the motion and expire on June 30, 2025. The application will be required to renew their license again for July 1, 2025 to continue operations. The application is in order and may be approved by the City Council.

### **SUPPORTING INFORMATION**

- The complete application is on file in the City Clerk's office.



Finance Department  
Public Work Department

CITY OF HOPKINS

## City Council Report 2024-125

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

From: Nick Bishop, Finance Director  
Dustin Pavek, Assistant Public Works Director

Date: October 1, 2024

Subject: Amend 2024-2028 Capital Improvement Plan

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### RECOMMENDED ACTION

**MOTION TO** approve an amendment to the 2024-2028 Capital Improvement Plan adding \$60,000 for the purchase of street lights and authorizing the transfer of \$60,000 from the Equipment Replacement Fund to the Permanent Improvement Fund.

### OVERVIEW

The City Council approved the 2024-2028 Capital Improvement Plan (CIP) on November 21, 2023. The approved CIP did not include any City Street Light Upgrades in 2024. Prior street lighting projects have been installed by both private contractors and City crews. City staff would like to purchase replacement lights before a rebate program ends in November. The lights would be stored at Public Works and installed by City crews as time and workload allows.

The Equipment Replacement Fund is projected to end 2025 with a \$929,427 fund balance. A transfer of funds to the permanent improvement fund would allow the City to continue to replace street lights.

### SUPPORTING INFORMATION

- Project Detail for 20-CIP-S002 (as amended)

**CAPITAL IMPROVEMENT PLAN**

2024 *thru* 2028

Department Public Works: Streets/Traffic

**City of Hopkins, MN - CIP**

Contact Public Works Director

Project # 20-CIP-S002  
 Project Name City Street Lighting Upgrades

Type Improvement

Useful Life

Category Trans: Street Lights

Future

Priority n/a

**Description** Total Project Cost: \$875,000

Street lighting upgrades are needed to replace deteriorated poles, electrical feedpoints and old, energy inefficient fixtures.

2025: Hobby Acres neighborhood streets, replace 17th poles and fixtures to match Xcel Energy upgraded poles/lights and three electrical feedpoints.

2026: Westbrooke Way street lighting, upgrade 22 lights, poles and wiring via new Xcel Energy agreement to replace expired 30-year agreement

2027: 11th Ave S, south of 7th St S, replace 18 poles and fixtures and one electrical feedpoint.

2028: Upgrade/Replace 8 Power Feed Points

**Justification**

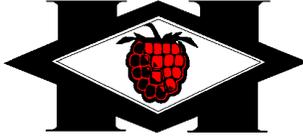
A replacement plan is needed as these lighting and electrical feed systems are reaching the end of their useful life, with out-dated electrical cabinets, poles and bases and old, energy inefficient light fixtures.

| Expenditures | 2024          | 2025           | 2026          | 2027           | 2028          | Total          |
|--------------|---------------|----------------|---------------|----------------|---------------|----------------|
| Construction | 60,000        | 200,000        | 90,000        | 225,000        | 60,000        | 575,000        |
| <b>Total</b> | <b>60,000</b> | <b>200,000</b> | <b>90,000</b> | <b>225,000</b> | <b>60,000</b> | <b>575,000</b> |

| Funding Sources                   | 2024          | 2025           | 2026          | 2027           | 2028          | Total          |
|-----------------------------------|---------------|----------------|---------------|----------------|---------------|----------------|
| PI - PIR/General Obligation Bonds | 60,000        | 200,000        | 90,000        | 225,000        | 60,000        | 575,000        |
| <b>Total</b>                      | <b>60,000</b> | <b>200,000</b> | <b>90,000</b> | <b>225,000</b> | <b>60,000</b> | <b>575,000</b> |

**Budget Impact/Other**



Finance Department

CITY OF HOPKINS

## City Council Report 2024-126

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

From: Nicholas Bishop, Finance Director

Date: October 1, 2024

Subject: Ratify Checks Issued in September 2024

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### **RECOMMENDED ACTION**

**MOTION TO** Ratify Checks issued between August 30, 2024 and September 26, 2024 with numbers 136097 thru 136357 for total distribution of \$2,027,486.55.

### **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.

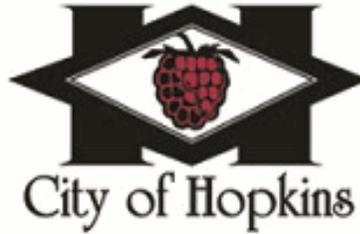
### **SUPPORTING INFORMATION**

- Check Register

# Accounts Payable

## Checks by Date - Summary by Check Date

User: cdahlstrom@hopkinsmn.com  
Printed: 9/26/2024 10:28 AM



1010 First Street South  
Hopkins, MN 55343

952-935-8474  
M-F, 8 am-4:30 pm  
[www.hopkinsmn.com](http://www.hopkinsmn.com)

| Check No | Vendor No | Vendor Name                     | Check Date | Void Checks | Check Amount |
|----------|-----------|---------------------------------|------------|-------------|--------------|
| 136097   | 31784     | A BRIGHTER IMAGE INC            | 09/05/2024 | 0.00        | 1,364.00     |
| 136098   | 28422     | ADVANCED IMAGING SOLUTIONS      | 09/05/2024 | 0.00        | 4,213.60     |
| 136099   | 02162     | BECKER ARENA PRODUCTS, INC      | 09/05/2024 | 0.00        | 1,377.63     |
| 136100   | 29817     | GARY BINGER                     | 09/05/2024 | 0.00        | 4,000.00     |
| 136101   | 02323     | BITUMINOUS ROADWAYS, INC        | 09/05/2024 | 0.00        | 35,600.00    |
| 136102   | 27782     | BOUND TREE MEDICAL LLC          | 09/05/2024 | 0.00        | 414.07       |
| 136103   | 31568     | CARE RESOURCE CONNECTION        | 09/05/2024 | 0.00        | 1,250.00     |
| 136104   | 12331     | CEDAR CROSS INC                 | 09/05/2024 | 0.00        | 6,923.25     |
| 136105   | 03160     | CENTERPOINT ENERGY MINNEGASC    | 09/05/2024 | 0.00        | 29.21        |
| 136106   | 30127     | CINTAS CORPORATION NO. 2        | 09/05/2024 | 0.00        | 97.53        |
| 136107   | 31676     | COLLINS BROTHERS TOWING OF ST C | 09/05/2024 | 0.00        | 125.00       |
| 136108   | 26951     | COMCAST                         | 09/05/2024 | 0.00        | 171.80       |
| 136109   | 26951     | COMCAST                         | 09/05/2024 | 0.00        | 2.14         |
| 136110   | 26951     | COMCAST                         | 09/05/2024 | 0.00        | 10.70        |
| 136111   | 31551     | CROSSROADS BANK                 | 09/05/2024 | 0.00        | 27,025.33    |
| 136112   | 30064     | DOOR SERVICE COMPANY            | 09/05/2024 | 0.00        | 6,577.00     |
| 136113   | 04690     | DRISKILLS FOODS                 | 09/05/2024 | 0.00        | 528.82       |
| 136114   | 04690     | DRISKILLS FOODS                 | 09/05/2024 | 0.00        | 41.04        |
| 136115   | 04690     | DRISKILLS FOODS                 | 09/05/2024 | 0.00        | 248.01       |
| 136116   | 05282     | EHLERS AND ASSOCIATES, INC      | 09/05/2024 | 0.00        | 1,800.00     |
| 136117   | 05484     | EMBROIDERY SHOP INC             | 09/05/2024 | 0.00        | 17.50        |
| 136118   | 29491     | FERGUSON WATERWORKS #2518       | 09/05/2024 | 0.00        | 31,400.00    |
| 136119   | 31781     | FORVIS MAZARS LLP               | 09/05/2024 | 0.00        | 2,500.00     |
| 136120   | 08001     | HACH COMPANY                    | 09/05/2024 | 0.00        | 5,103.00     |
| 136121   | 08038     | HAWKINS, INC                    | 09/05/2024 | 0.00        | 7,033.35     |
| 136122   | 29818     | HIAWATHA TREE SERVICE INC.      | 09/05/2024 | 0.00        | 4,375.00     |
| 136123   | 08324     | HIGHVIEW PLUMBING INC           | 09/05/2024 | 0.00        | 6,667.75     |
| 136124   | 08627     | HOME DEPOT CREDIT SERVICES      | 09/05/2024 | 0.00        | 1,687.47     |
| 136125   | 04004     | IMPERIAL BAG & PAPER CO LLC     | 09/05/2024 | 0.00        | 2,130.24     |
| 136126   | 09578     | INNOVATIVE OFFICE SOLUTIONS LLC | 09/05/2024 | 0.00        | 899.55       |
| 136127   | 30269     | JANELLE JASPERS JONES           | 09/05/2024 | 0.00        | 360.00       |
| 136128   | 13167     | MENARDS                         | 09/05/2024 | 0.00        | 405.49       |
| 136129   | 13251     | MINNEAPOLIS SAW INC             | 09/05/2024 | 0.00        | 151.76       |
| 136130   | 13375     | MN DEPT OF HEALTH               | 09/05/2024 | 0.00        | 8,590.00     |
| 136131   | 30300     | NORDIC SOLAR HOLDCO LLC         | 09/05/2024 | 0.00        | 7,917.63     |
| 136132   | 29463     | NORTH HILL PARTNERS             | 09/05/2024 | 0.00        | 2,250.00     |
| 136133   | 31782     | ORACLE AMERICA INC              | 09/05/2024 | 0.00        | 210.00       |
| 136134   | 15880     | OWENS SERVICE CORP- CHEMTEX     | 09/05/2024 | 0.00        | 510.00       |
| 136135   | 17806     | QWEST CORP                      | 09/05/2024 | 0.00        | 62.38        |
| 136136   | 19581     | SOUTHWEST LOCK & KEY            | 09/05/2024 | 0.00        | 2,089.00     |
| 136137   | 19602     | SPS COMPANIES INC               | 09/05/2024 | 0.00        | 20.40        |
| 136138   | 19777     | STREICHERS                      | 09/05/2024 | 0.00        | 320.99       |
| 136139   | 31783     | TRANSPORTATION DESIGN GROUP LI  | 09/05/2024 | 0.00        | 632.00       |
| 136140   | 31688     | TRIMBLE INC                     | 09/05/2024 | 0.00        | 96.00        |
| 136141   | 29473     | VERIZON WIRELESS                | 09/05/2024 | 0.00        | 465.57       |
| 136142   | 29475     | VERIZON WIRELESS                | 09/05/2024 | 0.00        | 105.03       |
| 136143   | 31128     | VIKING AUTOMATIC SPRINKLER      | 09/05/2024 | 0.00        | 11,520.00    |

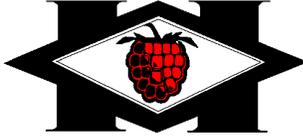
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| 136144              | 25080     | XCEL ENERGY                     | 09/05/2024 | 0.00        | 188.74       |
| 136145              | 25080     | XCEL ENERGY                     | 09/05/2024 | 0.00        | 4,656.44     |
| 136146              | 25080     | XCEL ENERGY                     | 09/05/2024 | 0.00        | 64.80        |
| 136147              | 26320     | ZIEGLER, INC                    | 09/05/2024 | 0.00        | 57,695.00    |
| Total for 9/5/2024: |           |                                 |            | 0.00        | 251,924.22   |
| 136148              | 01045     | ABM EQUIPMENT & SUPPLY LLC      | 09/12/2024 | 0.00        | 220.59       |
| 136149              | 01445     | ALL SAFE INC                    | 09/12/2024 | 0.00        | 806.64       |
| 136150              | 20006     | AXON ENTERPRISES, INC.          | 09/12/2024 | 0.00        | 990.00       |
| 136151              | 02047     | BADGER METER INC                | 09/12/2024 | 0.00        | 277.16       |
| 136152              | 02563     | BOLTON & MENK, INC              | 09/12/2024 | 0.00        | 2,467.70     |
| 136153              | 29507     | EMILIE BOUVIER                  | 09/12/2024 | 0.00        | 945.00       |
| 136154              | 31410     | CARLSON PRINTING COMPANY        | 09/12/2024 | 0.00        | 4,441.68     |
| 136155              | 29416     | CDW GOVERNMENT                  | 09/12/2024 | 0.00        | 2,714.04     |
| 136156              | 28981     | CHESTNUT CAMBRONNE PA           | 09/12/2024 | 0.00        | 14,707.49    |
| 136157              | 31267     | CINTAS CORPORATION              | 09/12/2024 | 0.00        | 168.94       |
| 136158              | 30127     | CINTAS CORPORATION NO. 2        | 09/12/2024 | 0.00        | 97.53        |
| 136159              | 30038     | CIVICPLUS LLC                   | 09/12/2024 | 0.00        | 9,946.68     |
| 136160              | 31384     | CONSOLIDATED COMMUNICATIONS     | 09/12/2024 | 0.00        | 171.55       |
| 136161              | 31032     | COVERALL NORTH AMERICA          | 09/12/2024 | 0.00        | 5,965.00     |
| 136162              | 28747     | CULLIGAN BOTTLED WATER CO       | 09/12/2024 | 0.00        | 336.95       |
| 136163              | 03808     | CUMMINS SALES AND SERVICE       | 09/12/2024 | 0.00        | 796.36       |
| 136164              | 29430     | ELECTRICAL PRODUCTION SERVICES  | 09/12/2024 | 0.00        | 63,996.63    |
| 136165              | 31603     | ELEVATOR SERVICE HOLDINGS LLC   | 09/12/2024 | 0.00        | 3,132.00     |
| 136166              | 29006     | ENTERPRISE FLEET MANAGEMENT     | 09/12/2024 | 0.00        | 4,193.95     |
| 136167              | 29398     | ENTERPRISE FLEET MANAGEMENT     | 09/12/2024 | 0.00        | 2,110.45     |
| 136168              | 29610     | EXPRESS SERVICES INC            | 09/12/2024 | 0.00        | 648.00       |
| 136169              | 29491     | FERGUSON WATERWORKS #2518       | 09/12/2024 | 0.00        | 46,625.00    |
| 136170              | 07564     | GOPHER STATE ONE-CALL, INC      | 09/12/2024 | 0.00        | 295.65       |
| 136171              | 31474     | GRANITE TELECOMMUNICATIONS LI   | 09/12/2024 | 0.00        | 260.22       |
| 136172              | 29745     | GRAYBAR ELECTRIC COMPANY, INC.  | 09/12/2024 | 0.00        | 10,157.44    |
| 136173              | 08001     | HACH COMPANY                    | 09/12/2024 | 0.00        | 300.22       |
| 136174              | 08179     | HENNEPIN CTY TREASURER          | 09/12/2024 | 0.00        | 1,050.00     |
| 136175              | 08336     | HIRSHFIELDS                     | 09/12/2024 | 0.00        | 85.96        |
| 136176              | 08576     | HOPKINS F.D. RELIEF ASSOC       | 09/12/2024 | 0.00        | 810.00       |
| 136177              | 08576     | HOPKINS F.D. RELIEF ASSOC       | 09/12/2024 | 0.00        | 90.00        |
| 136178              | 28537     | IS LAX LLC                      | 09/12/2024 | 0.00        | 2,000.00     |
| 136179              | 12160     | LEAGUE OF MN CITIES             | 09/12/2024 | 0.00        | 141,481.00   |
| 136180              | 28498     | LEXIPOL LLC                     | 09/12/2024 | 0.00        | 11,646.19    |
| 136181              | 29529     | LEXISNEXIS RISK SOLUTIONS       | 09/12/2024 | 0.00        | 99.51        |
| 136182              | 31585     | LOCKRIDGE GRINDAL NAUEN PLLP    | 09/12/2024 | 0.00        | 3,333.33     |
| 136183              | 13012     | MACQUEEN EQUIPMENT INC          | 09/12/2024 | 0.00        | 3,845.37     |
| 136184              | 29524     | MARTIN-MCALLISTER               | 09/12/2024 | 0.00        | 3,125.00     |
| 136185              | 13160     | MEDICINE LAKE TOURS             | 09/12/2024 | 0.00        | 10,115.00    |
| 136186              | 13167     | MENARDS                         | 09/12/2024 | 0.00        | 222.42       |
| 136187              | 13179     | METROPOLITAN COUNCIL            | 09/12/2024 | 0.00        | 153,181.87   |
| 136188              | 13354     | MN BENEFIT ASSOCIATION          | 09/12/2024 | 0.00        | 84.18        |
| 136189              | 28599     | MN PUBLIC RADIO                 | 09/12/2024 | 0.00        | 833.00       |
| 136190              | 30125     | PROJECT COMPANY FINCO PHASE III | 09/12/2024 | 0.00        | 72,602.60    |
| 136191              | 16687     | PRO-TEC DESIGN INC              | 09/12/2024 | 0.00        | 1,280.85     |
| 136192              | 17806     | QWEST CORP                      | 09/12/2024 | 0.00        | 198.00       |
| 136193              | 31735     | JANSON RAPISARDA                | 09/12/2024 | 0.00        | 5,000.00     |
| 136194              | 31120     | REPUBLIC SERVICES INC           | 09/12/2024 | 0.00        | 33,952.80    |
| 136195              | 30360     | JULIA ROSS                      | 09/12/2024 | 0.00        | 29.97        |
| 136196              | 31786     | NICOLE SALGAR                   | 09/12/2024 | 0.00        | 5,000.00     |
| 136197              | 31785     | SCHOOL OUTFITTERS LLC           | 09/12/2024 | 0.00        | 4,119.52     |

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| 136198               | 29532     | SERGEANT LABORATORIES                     | 09/12/2024 | 0.00        | 6,389.16     |
| 136199               | 28834     | SHI INTERNATIONAL CORP                    | 09/12/2024 | 0.00        | 2,060.07     |
| 136200               | 19520     | SNAP PRINT INC                            | 09/12/2024 | 0.00        | 298.30       |
| 136201               | 30495     | SPEEDWAY LLC                              | 09/12/2024 | 0.00        | 70.00        |
| 136202               | 29200     | SPRINGBROOK SOFTWARE INC                  | 09/12/2024 | 0.00        | 1,552.50     |
| 136203               | 31766     | IL Dept of Healthcare - Child Support STA | 09/12/2024 | 0.00        | 154.02       |
| 136204               | 30093     | TRANSUNION RISK AND ALTERNATIV            | 09/12/2024 | 0.00        | 185.80       |
| 136205               | 20887     | TWIN CITY WATER CLINIC                    | 09/12/2024 | 0.00        | 340.00       |
| 136206               | 27981     | ULINE INC                                 | 09/12/2024 | 0.00        | 205.42       |
| 136207               | 30819     | VERIZON WIRELESS                          | 09/12/2024 | 0.00        | 313.08       |
| 136208               | 31128     | VIKING AUTOMATIC SPRINKLER                | 09/12/2024 | 0.00        | 4,730.00     |
| 136209               | 31361     | VIQ SOLUTIONS INC                         | 09/12/2024 | 0.00        | 89.28        |
| 136210               | 25080     | XCEL ENERGY                               | 09/12/2024 | 0.00        | 31.63        |
| 136211               | 25080     | XCEL ENERGY                               | 09/12/2024 | 0.00        | 4,431.54     |
| 136212               | 25080     | XCEL ENERGY                               | 09/12/2024 | 0.00        | 25.65        |
| 136213               | 25080     | XCEL ENERGY                               | 09/12/2024 | 0.00        | 271.97       |
| Total for 9/12/2024: |           |   |            | 0.00        | 652,107.86   |
| 136214               | 01045     | ABM EQUIPMENT & SUPPLY LLC                | 09/19/2024 | 0.00        | 1,276.87     |
| 136215               | 29535     | ADVANCED ENGINEERING                      | 09/19/2024 | 0.00        | 1,013.00     |
| 136216               | 01328     | AIRGAS USA                                | 09/19/2024 | 0.00        | 194.99       |
| 136217               | 01445     | ALL SAFE INC                              | 09/19/2024 | 0.00        | 3,164.52     |
| 136218               | 30933     | ANCHOR SOLAR INVESTMENTS LLC              | 09/19/2024 | 0.00        | 3,696.24     |
| 136219               | 28600     | APPLE VALLEY FORD LINCOLN                 | 09/19/2024 | 0.00        | 155.76       |
| 136220               | 01728     | ASTLEFORD INTERNATL & ISUZU               | 09/19/2024 | 0.00        | 100.87       |
| 136221               | 30230     | BARNA, GUZY & STEFFEN, LTD.               | 09/19/2024 | 0.00        | 150.00       |
| 136222               | 30899     | BAUERS MINNOCO                            | 09/19/2024 | 0.00        | 110.74       |
| 136223               | 31246     | BLAINE BROTHERS MAINTENANCE II            | 09/19/2024 | 0.00        | 862.18       |
| 136224               | 28391     | BNR IRRIGATION SERVICES INC               | 09/19/2024 | 0.00        | 473.49       |
| 136225               | 02563     | BOLTON & MENK, INC                        | 09/19/2024 | 0.00        | 13,205.50    |
| 136226               | 31400     | BZDOK INSPECTIONS INC                     | 09/19/2024 | 0.00        | 2,198.25     |
| 136227               | 29416     | CDW GOVERNMENT                            | 09/19/2024 | 0.00        | 500.00       |
| 136228               | 03160     | CENTERPOINT ENERGY MINNEGASC              | 09/19/2024 | 0.00        | 989.99       |
| 136229               | 28430     | CENTURY LINK                              | 09/19/2024 | 0.00        | 24.39        |
| 136230               | 31267     | CINTAS CORPORATION                        | 09/19/2024 | 0.00        | 333.25       |
| 136231               | 31158     | CLARK COMPANIES INCORPORATED              | 09/19/2024 | 0.00        | 13,759.71    |
| 136232               | 26951     | COMCAST                                   | 09/19/2024 | 0.00        | 404.93       |
| 136233               | 26951     | COMCAST                                   | 09/19/2024 | 0.00        | 171.80       |
| 136234               | 26951     | COMCAST                                   | 09/19/2024 | 0.00        | 136.12       |
| 136235               | 03568     | COMO LUBE & SUPPLIES INC                  | 09/19/2024 | 0.00        | 142.50       |
| 136236               | 30560     | COMPUTER INTEGRATION TECHNOL              | 09/19/2024 | 0.00        | 4,811.00     |
| 136237               | 04168     | DEM-CON LANDFILL, INC                     | 09/19/2024 | 0.00        | 943.66       |
| 136238               | 04324     | DIAMOND VOGEL INC                         | 09/19/2024 | 0.00        | 1,315.00     |
| 136239               | 31788     | PAUL DOMINO                               | 09/19/2024 | 0.00        | 4,096.50     |
| 136240               | 01523     | EARL F. ANDERSEN, INC                     | 09/19/2024 | 0.00        | 1,755.95     |
| 136241               | 28898     | ECM PUBLISHERS INC                        | 09/19/2024 | 0.00        | 701.50       |
| 136242               | 05453     | ELECTRIC PUMP INC                         | 09/19/2024 | 0.00        | 1,130.42     |
| 136243               | 06567     | FORCE AMERICA                             | 09/19/2024 | 0.00        | 320.00       |
| 136244               | 30229     | FORKLIFTS OF MINNESOTA, INC.              | 09/19/2024 | 0.00        | 479.71       |
| 136245               | 30428     | GALLAGHER BENEFIT SERVICES INC            | 09/19/2024 | 0.00        | 250.00       |
| 136246               | 07003     | GARTNER REFRIGERATION & MFG.              | 09/19/2024 | 0.00        | 6,557.00     |
| 136247               | 07185     | GENUINE PARTS                             | 09/19/2024 | 0.00        | 1,002.47     |
| 136248               | 29377     | GRAINGER, INC                             | 09/19/2024 | 0.00        | 1,673.86     |
| 136249               | 29820     | GROUP HEALTH PLAN INC                     | 09/19/2024 | 0.00        | 7,746.00     |
| 136250               | 08001     | HACH COMPANY                              | 09/19/2024 | 0.00        | 58.50        |
| 136251               | 29748     | HENNEPIN COUNTY PUBLIC WORKS              | 09/19/2024 | 0.00        | 10,768.66    |

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| 136252               | 08166     | HENNEPIN CTY TREASURER         | 09/19/2024 | 0.00        | 2,187.96     |
| 136253               | 08166     | HENNEPIN CTY TREASURER         | 09/19/2024 | 0.00        | 4,978.46     |
| 136254               | 08166     | HENNEPIN CTY TREASURER         | 09/19/2024 | 0.00        | 277.80       |
| 136255               | 08179     | HENNEPIN CTY TREASURER         | 09/19/2024 | 0.00        | 2,306.56     |
| 136256               | 08223     | HENNEPIN CTY TREASURER         | 09/19/2024 | 0.00        | 13,158.68    |
| 136257               | 08324     | HIGHVIEW PLUMBING INC          | 09/19/2024 | 0.00        | 1,040.09     |
| 136258               | 08336     | HIRSHFIELDS                    | 09/19/2024 | 0.00        | 691.30       |
| 136259               | 27828     | HSK LLC                        | 09/19/2024 | 0.00        | 775.00       |
| 136260               | 29345     | IMPACT MAILING OF MN           | 09/19/2024 | 0.00        | 2,629.45     |
| 136261               | 31034     | INDIGO SIGNWORKS INC           | 09/19/2024 | 0.00        | 11,497.50    |
| 136262               | 28601     | JENN ARI GROUP                 | 09/19/2024 | 0.00        | 2,757.89     |
| 136263               | 29249     | JR'S ADVANCED RECYCLERS        | 09/19/2024 | 0.00        | 90.00        |
| 136264               | 11583     | KONE INC                       | 09/19/2024 | 0.00        | 467.49       |
| 136265               | 03369     | LEAGUE OF MN CITIES            | 09/19/2024 | 0.00        | 6,320.00     |
| 136266               | 13012     | MACQUEEN EQUIPMENT INC         | 09/19/2024 | 0.00        | 1,103.95     |
| 136267               | 29059     | MANSFIELD OIL COMPANY          | 09/19/2024 | 0.00        | 21,477.41    |
| 136268               | 31505     | MARTIN MARIETTA MATERIALS INC  | 09/19/2024 | 0.00        | 2,202.28     |
| 136269               | 13167     | MENARDS                        | 09/19/2024 | 0.00        | 236.10       |
| 136270               | 13275     | MICRO CENTER                   | 09/19/2024 | 0.00        | 309.99       |
| 136271               | 30363     | MINNEAPOLIS OXYGEN COMPANY     | 09/19/2024 | 0.00        | 101.07       |
| 136272               | 13446     | MN DEPT OF LABOR & INDUSTRY    | 09/19/2024 | 0.00        | 100.00       |
| 136273               | 13446     | MN DEPT OF LABOR & INDUSTRY    | 09/19/2024 | 0.00        | 100.00       |
| 136274               | 13412     | MN TROPHIES & GIFTS            | 09/19/2024 | 0.00        | 168.00       |
| 136275               | 13760     | MTI DISTRIBUTING INC           | 09/19/2024 | 0.00        | 543.73       |
| 136276               | 15521     | ON SITE COMPANIES              | 09/19/2024 | 0.00        | 2,256.00     |
| 136277               | 15521     | ON SITE COMPANIES              | 09/19/2024 | 0.00        | 73.00        |
| 136278               | 26974     | O'REILLY AUTO PARTS            | 09/19/2024 | 0.00        | 40.15        |
| 136279               | 15880     | OWENS SERVICE CORP- CHEMTEX    | 09/19/2024 | 0.00        | 48,450.00    |
| 136280               | 31632     | PACE SYSTEMS INC               | 09/19/2024 | 0.00        | 3,500.00     |
| 136281               | 31791     | MARY PAULSON                   | 09/19/2024 | 0.00        | 420.00       |
| 136282               | 27622     | PERFORMANCE PLUS LLC           | 09/19/2024 | 0.00        | 8,272.00     |
| 136283               | 30352     | PQL INC                        | 09/19/2024 | 0.00        | 56.00        |
| 136284               | 30199     | PULSE ELECTRIC                 | 09/19/2024 | 0.00        | 564.00       |
| 136285               | 14188     | QUADIENT LEASING INC           | 09/19/2024 | 0.00        | 2,058.03     |
| 136286               | 18327     | REINDERS INC                   | 09/19/2024 | 0.00        | 6,080.00     |
| 136287               | 19004     | SAMARITAN TIRE COMPANY         | 09/19/2024 | 0.00        | 5,288.41     |
| 136288               | 31789     | SANITATION PRODUCTS INC        | 09/19/2024 | 0.00        | 756.00       |
| 136289               | 31790     | MARIAN SCHMIDT                 | 09/19/2024 | 0.00        | 80.00        |
| 136290               | 28834     | SHI INTERNATIONAL CORP         | 09/19/2024 | 0.00        | 10,599.89    |
| 136291               | 29384     | SITEONE LANDSCAPE SUPPLY       | 09/19/2024 | 0.00        | 545.65       |
| 136292               | 31301     | SMSC ENTERPRISES               | 09/19/2024 | 0.00        | 1,074.40     |
| 136293               | 19520     | SNAP PRINT INC                 | 09/19/2024 | 0.00        | 30.13        |
| 136294               | 29279     | SOME'S WORLD-WIDE UNIFORMS INC | 09/19/2024 | 0.00        | 113.00       |
| 136295               | 31183     | SURE-CLOSE INC                 | 09/19/2024 | 0.00        | 1,955.00     |
| 136296               | 20120     | TDS METROCOM - MN              | 09/19/2024 | 0.00        | 81.40        |
| 136297               | 20167     | TENNANT SALES & SERVICE CO     | 09/19/2024 | 0.00        | 1,392.64     |
| 136298               | 20560     | TOLL GAS & WELDING SUPPLY      | 09/19/2024 | 0.00        | 79.06        |
| 136299               | 29644     | TRENCHERS PLUS                 | 09/19/2024 | 0.00        | 49.94        |
| 136300               | 27981     | ULINE INC                      | 09/19/2024 | 0.00        | 219.59       |
| 136301               | 03440     | ULTIMATE SAFETY CONCEPTS INC   | 09/19/2024 | 0.00        | 6,042.00     |
| 136302               | 29458     | VERIZON WIRELESS               | 09/19/2024 | 0.00        | 3,805.04     |
| 136303               | 27900     | WATER CONSERVATION SERVICES    | 09/19/2024 | 0.00        | 348.34       |
| 136304               | 29480     | CHARLES WEINSTEIN              | 09/19/2024 | 0.00        | 6,000.00     |
| 136305               | 31113     | SANDRA F WERTS                 | 09/19/2024 | 0.00        | 52.75        |
| 136306               | 23325     | WILSONS NURSERY                | 09/19/2024 | 0.00        | 4,900.00     |
| Total for 9/19/2024: |           |                                |            | 0.00        | 277,378.46   |

| Check No             | Vendor No | Vendor Name                               | Check Date | Void Checks | Check Amount |
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| 136307               | 01125     | ADT SECURITY SERVICES                     | 09/26/2024 | 0.00        | 119.30       |
| 136308               | 28427     | ADVANCED IMAGING SOLUTIONS                | 09/26/2024 | 0.00        | 1,002.76     |
| 136309               | 30728     | AFSCME COUNCIL 5                          | 09/26/2024 | 0.00        | 818.74       |
| 136310               | 28602     | APPLIED CONCEPTS INC                      | 09/26/2024 | 0.00        | 723.75       |
| 136311               | 30611     | BAYCOM INC                                | 09/26/2024 | 0.00        | 5,124.00     |
| 136312               | 27782     | BOUND TREE MEDICAL LLC                    | 09/26/2024 | 0.00        | 288.97       |
| 136313               | 26951     | COMCAST                                   | 09/26/2024 | 0.00        | 142.07       |
| 136314               | 26951     | COMCAST                                   | 09/26/2024 | 0.00        | 286.85       |
| 136315               | 31795     | RONN EASTON                               | 09/26/2024 | 0.00        | 3,358.50     |
| 136316               | 28898     | ECM PUBLISHERS INC                        | 09/26/2024 | 0.00        | 128.10       |
| 136317               | 05481     | EMERGENCY APPARATUS MAINT INC             | 09/26/2024 | 0.00        | 21,973.33    |
| 136318               | 29610     | EXPRESS SERVICES INC                      | 09/26/2024 | 0.00        | 1,518.75     |
| 136319               | 31468     | ABBY FINIS                                | 09/26/2024 | 0.00        | 525.00       |
| 136320               | 31696     | GMH ASPHALT CORPORATION                   | 09/26/2024 | 0.00        | 773,143.66   |
| 136321               | 31752     | SHAUN HAGGERTY                            | 09/26/2024 | 0.00        | 1,000.00     |
| 136322               | 08004     | HANCE HARDWARE, INC                       | 09/26/2024 | 0.00        | 1,423.12     |
| 136323               | 27248     | HENNEPIN CTY TREASURER                    | 09/26/2024 | 0.00        | 945.00       |
| 136324               | 27248     | HENNEPIN CTY TREASURER                    | 09/26/2024 | 0.00        | 3,441.00     |
| 136325               | 29818     | HIAWATHA TREE SERVICE INC.                | 09/26/2024 | 0.00        | 2,753.45     |
| 136326               | 08576     | HOPKINS F.D. RELIEF ASSOC                 | 09/26/2024 | 0.00        | 30.00        |
| 136327               | 08625     | HOPKINS POLICE ASSOCIATION                | 09/26/2024 | 0.00        | 980.00       |
| 136328               | 30941     | HOPKINS POLICE CRIME FUND                 | 09/26/2024 | 0.00        | 46.86        |
| 136329               | 09801     | I.U.O.E. CENTRAL PENSION FUND             | 09/26/2024 | 0.00        | 1,920.00     |
| 136330               | 31683     | INTERNATIONAL ASSOC OF FIRE FIGI          | 09/26/2024 | 0.00        | 435.12       |
| 136331               | 29249     | JR'S ADVANCED RECYCLERS                   | 09/26/2024 | 0.00        | 40.00        |
| 136332               | 31792     | CATHERINE LANGE                           | 09/26/2024 | 0.00        | 59.13        |
| 136333               | 12012     | LAW ENFORCEMENT LABOR SERVICE             | 09/26/2024 | 0.00        | 476.82       |
| 136334               | 30392     | CIGNA LIFE INS COMP OF AMERICA -          | 09/26/2024 | 0.00        | 625.02       |
| 136335               | 30023     | CIGNA LIFE INS COMP OF N AMERICA          | 09/26/2024 | 0.00        | 958.12       |
| 136336               | 30391     | THE HARTFORD LTD                          | 09/26/2024 | 0.00        | 2,454.06     |
| 136337               | 13012     | MACQUEEN EQUIPMENT INC                    | 09/26/2024 | 0.00        | 517.10       |
| 136338               | 31257     | SCOTT ANDREWS MARKS                       | 09/26/2024 | 0.00        | 180.00       |
| 136339               | 04521     | MEYER INK SCREEN PRINTING & EM            | 09/26/2024 | 0.00        | 581.70       |
| 136340               | 31767     | MGMT FIVE INC                             | 09/26/2024 | 0.00        | 169.99       |
| 136341               | 31782     | ORACLE AMERICA INC                        | 09/26/2024 | 0.00        | 1,740.00     |
| 136342               | 16566     | POMPS TIRE SERVICE INC                    | 09/26/2024 | 0.00        | 5.00         |
| 136343               | 08568     | RESOURCE WEST                             | 09/26/2024 | 0.00        | 8.44         |
| 136344               | 28309     | SCOTT COUNTY TREASURER                    | 09/26/2024 | 0.00        | 2,650.00     |
| 136345               | 28834     | SHI INTERNATIONAL CORP                    | 09/26/2024 | 0.00        | 87.22        |
| 136346               | 29143     | SHRED IT USA                              | 09/26/2024 | 0.00        | 83.03        |
| 136347               | 19520     | SNAP PRINT INC                            | 09/26/2024 | 0.00        | 197.48       |
| 136348               | 31766     | IL Dept of Healthcare - Child Support STA | 09/26/2024 | 0.00        | 219.48       |
| 136349               | 30390     | THE HARTFORD STD                          | 09/26/2024 | 0.00        | 3,400.25     |
| 136350               | 30506     | TONKADALE INC                             | 09/26/2024 | 0.00        | 27.87        |
| 136351               | 31783     | TRANSPORTATION DESIGN GROUP LI            | 09/26/2024 | 0.00        | 4,074.00     |
| 136352               | 21523     | UNION LOCAL 49                            | 09/26/2024 | 0.00        | 840.00       |
| 136353               | 21529     | UNITED WAY                                | 09/26/2024 | 0.00        | 38.46        |
| 136354               | 30017     | VERIZON WIRELESS                          | 09/26/2024 | 0.00        | 2,254.51     |
| 136355               | 31794     | VINCENT PROMOTIONS LLC                    | 09/26/2024 | 0.00        | 1,685.00     |
| 136356               | 31793     | NATHAN VISTE-ROSS                         | 09/26/2024 | 0.00        | 385.00       |
| 136357               | 28123     | WRAP CITY GRAPHICS INC                    | 09/26/2024 | 0.00        | 190.00       |
| Total for 9/26/2024: |           |   |            | 0.00        | 846,076.01   |

| Check No                   | Vendor No | Vendor Name | Check Date | Void Checks | Check Amount |
|----------------------------|-----------|-------------|------------|-------------|--------------|
| Report Total (261 checks): |           |             |            | 0.00        | 2,027,486.55 |



Administration

CITY OF HOPKINS

## City Council Report 2024-121

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

From: Amy Domeier, City Clerk

Date: October 1, 2024

Subject: Ordinance No. 2024-1212 Amendment of the Hopkins Charter by Ordinance

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### RECOMMENDED ACTION

**MOTION TO** Approve for First Reading Ordinance 2024-1212 Amendment of the Hopkins Charter by Ordinance.

### OVERVIEW

Staff have received inquiries from residents along with previous and former council members about the length of the mayor's term. To be consistent with the council members' terms, staff is proposing amending the Charter to also have the mayor serve a four-year term. The change to the term-start date would bring the charter into line with statutory language on elected official terms.

The Charter Commission reviewed the proposed ordinance language change at their May 29 and July 31 meetings. The Charter Commission voted 8-3 to amend Chapter 2 of the Charter. The majority of the Charter Commission supported the amendment to provide consistency in leadership and the opportunity to build relationships with the City Council and other government agencies; bring stability with a longer term; less energy would be used on campaigning; and the mayor could be focused on the work of the City Council. The dissenting votes did not support changing the mayor's term to allow for the option to flip the City Council membership every two years.

The Ordinance Amendment requires a 5-0 City Council vote to move forward for a second reading on October 8. If the Ordinance Amendment does not have a unanimous vote it will be sent back to the Charter Commission.

### SUPPORTING INFORMATION

- Ordinance 2024-1212
- Election Data and Deadlines

## ELECTION DATA

The LMC has shared the data on Mayor's terms. The statistics provided are based on 855 self-reported cities.

- 434 MN cities have two-year terms for Mayor
- 30 out of 107 MN home rule cities have two-year terms for Mayor
  - Anoka
  - Barnesville
  - Benson
  - Biwabik
  - Breckenridge
  - Browerville
  - Chatfield
  - Columbia Heights
  - Ely
  - Eveleth
  - Excelsior
  - Gilbert
  - Hopkins
  - Hutchinson
  - Lake Crystal
  - Lino Lakes
  - Madison
  - Minnetonka Beach
  - Montevideo
  - Mounds View
  - New Prague
  - Pipestone
  - Rushford
  - Saint Charles
  - St. Francis
  - St. James
  - Staples
  - Waseca
  - West St. Paul
  - Winthrop

The city has averaged 2 mayoral candidates per election since 2013.

| Candidates Per Election |          |
|-------------------------|----------|
| <b>2013</b>             | <b>3</b> |
| <b>2015</b>             | <b>3</b> |
| <b>2017</b>             | <b>2</b> |
| <b>2019</b>             | <b>1</b> |
| <b>2021</b>             | <b>3</b> |
| <b>2023</b>             | <b>1</b> |

## ELECTION DEADLINES

Changing the term of the Mayor's office term from 2-year to 4-year requires two statutory processes: 1) following the process in Minn. Stat. 205.07; and ii) amending the City Charter under 410.12.

***Process under Minn. Stat. 205.07*** – The timeline under Minn. Stat. 205.07 requires that the city pass an ordinance at least 180 calendar days before the first day to file candidacy in the next municipal election. The 2025 municipal election in Hopkins is on November 4. The first day to file under Minn. Stat. 205.13 is 98 days before Election Day, which is July 29, 2025. 180 days before July 29, 2025, is January 30, 2025. Meaning the City would be required to enact such an ordinance by January 30, 2025.

The ordinance passed under Minn. Stat. 205.07 must also include a number of different provisions dictating how the change will impact the current Mayor's term and other implementation elements.

***Charter Amendment under Minn. Stat. 410.12*** – Timelines for amending the City Charter will vary depending on if amendment is made by Charter Commission proposal, City Council proposal, or Charter Commission recommendation that the charter be amended by ordinance.

Both general statutory process and the charter amendment process include an option for citizens to submit a petition that would require the question to be put to the voters at a special or general election. If such a petition were submitted, the timelines would be delayed.

**CITY OF HOPKINS  
HENNEPIN COUNTY, MINNESOTA**

**ORDINANCE NO. 2024-1212**

**AMENDMENT OF THE HOPKINS CHARTER BY ORDINANCE**

The City Council of the City of Hopkins, upon recommendation of and from the Hopkins City Charter Commission does hereby ordain and thus amend and adopt the following changes, deletions, and amendments of or from the following chapters and sections of the Hopkins City Charter:

SECTION 1. Section 2.03 – Elected Officials is hereby amended by deleting ~~stricken~~ material as follows:

Section 2.03. Elected Officials. The elected officials shall be a mayor and four council members who shall all be qualified voters. They shall all be elected at-large. The mayor and the four council members will shall ~~serve for a term of two years, and the four council members shall serve for~~ terms of four years each. The terms of all elected officials shall commence on January 1 and all shall serve until their successors are elected and qualify. After the city general election, the city council shall, at their next regularly scheduled meeting, meet as the canvassing board and declare the results of the election. The candidate receiving the highest number of votes for a particular office is elected. If the election results in a tie, then the winner should be determined by lot in the presence of the council acting as the canvassing board.

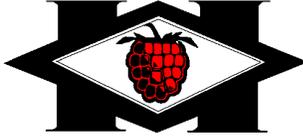
SECTION 2. The effective date of this ordinance shall be effective 90 days after publication.

|                              |                  |
|------------------------------|------------------|
| First Reading:               | October 1, 2024  |
| Second Reading:              | October 8, 2024  |
| Date of Publication:         | October 17, 2024 |
| Date Ordinance Takes Effect: | January 15, 2025 |

By \_\_\_\_\_  
Patrick Hanlon, Mayor

ATTEST:

\_\_\_\_\_  
Amy Domeier, City Clerk



Administration

CITY OF HOPKINS

## City Council Report 2024-122

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

From: Amy Domeier, City Clerk

Date: October 1, 2024

Subject: Ordinance No. 2024-1213 Amendment of the Hopkins Charter by Ordinance

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### RECOMMENDED ACTION

**MOTION TO** Approve for First Reading Ordinance 2024-1213 Amendment of the Hopkins Charter by Ordinance.

### OVERVIEW

Staff is proposing amending the Charter to move from odd-year to even-year municipal elections, update candidate filing language to be consistent with state statute and changing the process for counting write-in votes.

Both even-year and odd-year elections have their own set of benefits and drawbacks. City Council races can have a more direct impact on communities. Voter turnout in odd-year elections is generally lower, but this can also mean that voters who do participate may have a greater influence on the outcome of the election. Even-year elections, which typically coincide with major state and federal elections (such as presidential elections every four years), tend to have higher voter turnout. This is because they often feature more high-profile races and issues that attract greater attention from voters. Additionally, the infrastructure for managing elections, such as polling places and election administration resources, is already in place due to the state and federal elections. Even-year elections offer a range of benefits that contribute to a more robust and inclusive democratic process at the local level including higher voter turnout; streamlined election administration; increased city engagement; and cost savings. Amending the Charter related to candidate filing would align with the process and dates outlined in state statute. The current write-in vote counting process is overly time consuming and unnecessary.

The Ordinance Amendment requires a 5-0 City Council vote to move forward for a second reading on October 8. If the Ordinance Amendment does not have a unanimous vote it will be sent back to the Charter Commission.

### SUPPORTING INFORMATION

- Ordinance 2024-1213
- Current and proposed City Council terms, election data, cost savings and deadlines

## CURRENT AND PROPOSED CITY COUNCIL TERMS

| City Council Seat             | Current term expires | Proposed term expires |
|-------------------------------|----------------------|-----------------------|
| Patrick Hanlon, Mayor         | December 31, 2025    | December 31, 2026     |
| Aaron Kuznia, Council Member  | December 31, 2025    | December 31, 2026     |
| Heidi Garrido, Council Member | December 31, 2025    | December 31, 2026     |
| Ben Goodlund, Council Member  | December 31, 2027    | December 31, 2028     |
| Brian Hunke, Council Member   | December 31, 2027    | December 31, 2028     |

## ELECTION DATA

The LMC has shared the data on municipal elections. The statistics provided are based on 855 self-reported cities.

- 18 MN cities have odd-year elections
- 10 out of the 18 MN Cities are home rule cities with odd-year elections
  - Bloomington
  - Duluth
  - Hopkins
  - Lino Lakes
  - Minneapolis
  - Minnetonka
  - Rushford
  - Saint Paul
  - St. Louis Park
  - White Bear Lake

## COST SAVINGS

| Odd Year Stats (2013-2021)     |                    |
|--------------------------------|--------------------|
| <b>Average Turnout</b>         | <b>17.50%</b>      |
| <b>Average Annual Cost</b>     | <b>\$60,232.39</b> |
| <b>Average Cost Per Vote</b>   | <b>\$34.45</b>     |
| Even Year Stats (2014-2022)    |                    |
| <b>Average Turnout</b>         | <b>76.60%</b>      |
| <b>Average Annual Cost</b>     | <b>\$62,594.48</b> |
| <b>Average Cost Per Vote</b>   | <b>\$7.93</b>      |
| Facility Use (2024 rates)      |                    |
| <b>Hopkins Activity Center</b> | <b>\$900</b>       |
| <b>Hopkins Pavilion</b>        | <b>\$1,690</b>     |

## ELECTION DEADLINES

Moving from odd to even election cycles requires two statutory processes: 1) following the process in Minn. Stat. 205.07; and ii) amending the City Charter under 410.12.

***Process under Minn. Stat. 205.07*** – The timeline under Minn. Stat. 205.07 requires that the city pass an ordinance at least 180 calendar days before the first day to file candidacy in the next municipal election. The 2025 municipal election in Hopkins is on November 4. The first day to file under Minn. Stat. 205.13 is 98 days before Election Day, which is July 29, 2025. 180 days before July 29, 2025, is January 30, 2025. Meaning the City would be required to enact such an ordinance by January 30, 2025.

The ordinance passed under Minn. Stat. 205.07 must also include a number of different provisions dictating how the change will impact other implementation elements.

***Charter Amendment under Minn. Stat. 410.12*** – Timelines for amending the City Charter will vary depending on if amendment is made by Charter Commission proposal, City Council proposal, or Charter Commission recommendation that the charter be amended by ordinance.

Both general statutory process and the charter amendment process include an option for citizens to submit a petition that would require the question to be put to the voters at a special or general election. If such a petition were submitted, the timelines would be delayed.

**CITY OF HOPKINS  
HENNEPIN COUNTY, MINNESOTA**

**ORDINANCE NO. 2024-1213**

**AMENDMENT OF THE HOPKINS CHARTER BY ORDINANCE**

The City Council of the City of Hopkins, upon recommendation of and from the Hopkins City Charter Commission does hereby ordain and thus amend and adopt the following changes, deletions, and amendments of or from the following chapters and sections of the Hopkins City Charter:

SECTION 1. Section 4.01 – Municipal Elections is amended by deleting ~~stricken~~ material as follows:

~~Section 4.01. Municipal Elections. The regular election for the choice of the elected officials of the city shall be held on the first Tuesday after the first Monday in November in odd numbered years beginning in 1995. The city manager shall give notice of all elections in the manner prescribed by state law for cities of the same classification as this city, but failure to give such notice shall not invalidate such election. The regular city election is held on the first Tuesday after the first Monday in November of even numbered years. The election is held at the place or places designated by resolution of the city council. Notice of the election is given in the manner provided by law. Failure to give notice of the election does not invalidate the election.~~ The council may, by resolution, order a special election on any question which it desires to submit to a vote of the voters, fix the time for holding the same, and provide all means for holding such special election. The procedure at such election shall conform as nearly as possible to that herein provided for other municipal elections.

SECTION 2. Section 4.02 – Candidates is amended by deleting ~~stricken~~ material as follows:

~~Section 4.02. Candidates. A candidate for a city office shall file an affidavit not more than 70 days and not less than 56 days before the municipal general election with the city clerk, or application on behalf of any qualified voter of the city whom they desire to be a candidate may be made as per state law. In either case, The filing fee shall be \$25.00. Such affidavit or application shall state that the candidate is a qualified voter of the city, and name the office for which he is a candidate. Any candidate may withdraw not later than 12:00 noon of the day following the last day for filing by filing a notice of withdrawal with the city clerk. An eligible voter of the city may file for election in the manner prescribed by law.~~

The City Council must adopt a resolution requiring a write-in candidate for mayor or city council who wants their write-in votes to be counted in the general election to file a written request with the city clerk within the timeline established in Minnesota Statutes, section 204B.09, subdivision 3. All write-in votes cast for candidates who have not filed a written request to have these votes counted shall be treated collectively as votes for a single candidate.

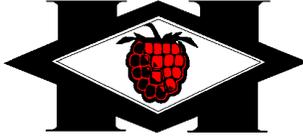
SECTION 3. The effective date of this ordinance shall be effective 90 days after publication.

First Reading: October 1, 2024  
Second Reading: October 8, 2024  
Date of Publication: October 17, 2024  
Date Ordinance Takes Effect: January 15, 2025

By \_\_\_\_\_  
Patrick Hanlon, Mayor

ATTEST:

\_\_\_\_\_  
Amy Domeier, City Clerk



Finance

CITY OF HOPKINS

## City Council Report 2024-123

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

From: Nick Bishop, Finance Director

Date: October 1, 2024

Subject: Ordinance 2024-1209 Amendment of the Hopkins Charter by Ordinance

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### **RECOMMENDED ACTION**

**MOTION TO** Approve for First Reading Ordinance 2024-1209 Amendment of the Hopkins Charter by Ordinance.

### **OVERVIEW**

The current Charter language in Chapter 6 is not consistent with the Legislative Policy Manual Section 6-A on Purchasing. Policy 6-A was updated in January 2024. The proposed changes to the City Charter allow City Council to regulate the City Manager's powers over purchasing through the Legislative Policy Manual.

The Ordinance Amendment requires a 5-0 City Council vote to move forward for a second reading on October 8. If the Ordinance Amendment does not have a unanimous vote it will be sent back to the Charter Commission.

### **SUPPORTING INFORMATION**

- Ordinance 2024-1209

**CITY OF HOPKINS  
HENNEPIN COUNTY, MINNESOTA**

**ORDINANCE NO. 2024-1209**

**AMENDMENT OF THE HOPKINS CHARTER BY ORDINANCE**

The City Council of the City of Hopkins, upon recommendation of and from the Hopkins City Charter Commission does hereby ordain and thus amend and adopt the following changes, deletions, and amendments of or from the following chapters and sections of the Hopkins City Charter:

SECTION 1. Section 6.06 – Purchases and Contracts is hereby amended by deleting ~~stricken~~ material as follows:

Section 6.06. Purchases and Contracts. The city manager shall be the chief purchasing agent of the city as provided herein. All city purchases and contracts shall be made or let by the city manager when the amount involved does not exceed an amount ~~established at least annually by the city council by resolution~~ established in the City’s Legislative Policy Manual. All other purchases and contracts shall be reviewed and approved by the city council. Contracts shall be made in compliance with Minnesota law, including all applicable competitive bidding requirements. All contracts, bonds, and instruments of any kind to which the city is a party shall be signed by the mayor and the city manager on behalf of the city and shall be executed in the name of the city. The city council may, by ordinance or resolution, adopt further regulations regarding the process for the making of bids and the letting of contracts, including the further delegation of authority to the city manager as the city council deems appropriate.

SECTION 2. The effective date of this ordinance shall be effective 90 days after publication.

|                              |                  |
|------------------------------|------------------|
| First Reading:               | October 1, 2024  |
| Second Reading:              | October 8, 2024  |
| Date of Publication:         | October 17, 2024 |
| Date Ordinance Takes Effect: | January 15, 2025 |

By \_\_\_\_\_  
Patrick Hanlon, Mayor

ATTEST:

\_\_\_\_\_  
Amy Domeier, City Clerk



Finance

CITY OF HOPKINS

## City Council Report 2024-1210

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

From: Nick Bishop, Finance Director

Date: October 1, 2024

Subject: Ordinance 2024-1210 Amendment of the Hopkins Charter by Ordinance

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### **RECOMMENDED ACTION**

**MOTION TO** Approve for First Reading Ordinance 2024-1210 Amendment of the Hopkins Charter by Ordinance.

### **OVERVIEW**

The City of Hopkins no longer has a local board of equalization for property valuations. Hennepin County hosts “Open Book” meetings at various locations (Hopkins property owners can attend any such meeting). Formal appeals are made to the Hennepin County Board of Equalization. Removing the specific language on budget presentations gives staff the discretion to present budgetary information in a clear and concise manner. A preliminary budget and tax levy needs to be approved before September 30<sup>th</sup> each year, not 30 days before final approval. The Disbursement changes remove outdated language and allow flexibility for the city to implement modern approval systems. The current practice for preparing quarterly financial reports is outdated and the Charter Commission supported allowing staff to determine how the reports are presented.

The Ordinance Amendment requires a 5-0 City Council vote to move forward for a second reading on October 8. If the Ordinance Amendment does not have a unanimous vote it will be sent back to the Charter Commission.

### **SUPPORTING INFORMATION**

- Ordinance 2024-1210

**CITY OF HOPKINS  
HENNEPIN COUNTY, MINNESOTA**

**ORDINANCE NO. 2024-1210**

**AMENDMENT OF THE HOPKINS CHARTER BY ORDINANCE**

The City Council of the City of Hopkins, upon recommendation of and from the Hopkins City Charter Commission does hereby ordain and thus amend and adopt the following changes, deletions, and amendments of or from the following chapters and sections of the Hopkins City Charter:

SECTION 1. Section 7.03 – Board of Equalization is deleted in its entirety.

SECTION 2. Section 7.04 – Preparation of the Annual Budget is amended by deleting ~~stricken~~ material as follows:

Section 7.04. Preparation of Annual Budget. The annual budget shall provide a complete financial plan for the budget year by fund, showing all proposed expenditures and estimates of all anticipated revenues applicable to proposed expenditures and any other information the council may require, or the city manager may deem desirable. ~~In parallel columns shall be shown the budgeted amount for the, if any, granted and expended under similar heads for the past two complete fiscal years and, as far as possible, for the current year.~~ The council may include or exclude at its discretion any fund, except the general fund. The budget shall be submitted to the council at a regular council meeting, ~~in a manner prescribed by state statute, not less than 30 days prior to final approval.~~ no later than the first regular monthly meeting in September. It shall be a public record open to public inspection. ~~by anyone and the city manager shall cause sufficient copies thereof to be prepared for distribution to the mayor, members of the council and interested persons.~~

SECTION 3. Section 7.10 – Disbursements is amended by deleting ~~stricken~~ material as follows:

Section 7.10. Disbursements. ~~Disbursement of city funds shall be made by a negotiable instrument bearing the actual or authorized facsimile signature of the authorized city officer.~~ No disbursements shall be issued until the claim to which it relates has been supported by an itemized bill, payroll, time-sheet, voucher or the like approved and signed by the responsible city officer who vouches for its correctness and reasonableness. No check shall be issued until there is money to the credit of the fund out of which it is to be paid sufficient to pay the same. The council may by ordinance make further regulations for the safekeeping and disbursements of the funds of the city.

SECTION 4. Section 7.13 – Accounts and Reports is amended by deleting ~~stricken~~ material as follows:

Section 7.13. ACCOUNTS AND REPORTS. The city manager shall be the chief accounting officer of the city and shall submit to the council a statements ~~each month~~ containing information relative to the finances of the city as the council may require. Each year the city manager shall submit a report to the council, no later than June 30, covering the entire financial operations of the city for the past year. This report shall follow the style and form, as far as practicable, prescribed for

annual city financial reports ~~and copies~~ will be made available to interested parties.

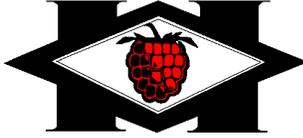
SECTION 5. The effective date of this ordinance shall be effective 90 days after publication.

|                              |                  |
|------------------------------|------------------|
| First Reading:               | October 1, 2024  |
| Second Reading:              | October 8, 2024  |
| Date of Publication:         | October 17, 2024 |
| Date Ordinance Takes Effect: | January 15, 2025 |

By \_\_\_\_\_  
Patrick Hanlon, Mayor

ATTEST:

\_\_\_\_\_  
Amy Domeier, City Clerk



**CITY OF HOPKINS**

## Memorandum

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

From: Nick Bishop, Finance Director

Date: October 1, 2024

Subject: Special Revenue Fund Budgets and Activity Center Budget Review

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**PURPOSE**

No formal action is required at this meeting. Staff is requesting input on the proposed budgets for special revenue funds. The proposed Activity Center fund budget is shown for informational purposes.

**INFORMATION**

Chemical Assessment Team Fund (Special Revenue)

The State Chemical Assessment Team provides emergency response for assessment of chemical hazards, the maintenance of state owned equipment and training of personnel. The response area includes Hennepin, Scott, Carver, McLeod and Renville Counties. The State of Minnesota reimburses the City quarterly for actual costs. The Chemical Assessment Team does not receive any tax levy support from the City.

|   | <b>2024</b>          | <b>Proposed</b>      | <b>Percentage</b>         |
|---|----------------------|----------------------|---------------------------|
|   | <b><u>Budget</u></b> | <b><u>Budget</u></b> | <b><u>Incr (Decr)</u></b> |
| <b>Revenues</b>                           | \$ 65,000            | \$ 65,000            | 0.00%                     |
| <b>Expenditures</b>                       | \$ 65,000            | \$ 65,000            | 0.00%                     |
| <b>Revenues over (under) Expenditures</b> | \$ -                 | \$ -                 |                           |

## Economic Development Fund (Special Revenue)

The Economic Development Fund coordinates the economic development processes not directly funded by specific project budgets and also supports Artstreet and marketing. The main revenue sources of the fund are the Hopkins Housing and Redevelopment Authority (HRA) property tax levy and excess tax increment financing (TIF). A preliminary HRA levy of \$515,010 was set on September 3rd; excess TIF is budgeted at \$50,000.

The major expenditures of the fund are salaries, benefits and grants. The 2025 budget includes the additions for 1/3 of the planner position focusing on micromobility, bike and pedestrian planning one mural project and increased marketing. The planner position and mural project were previously funded through federal grants.

|   | <b>2024</b>          | <b>Proposed</b>      |                           |
|---|----------------------|----------------------|---------------------------|
|   | <b><u>Budget</u></b> | <b><u>Budget</u></b> | <b>Percentage</b>         |
|   |                      |                      | <b><u>Incr (Decr)</u></b> |
| <b>Revenues</b>                           | \$ 557,706           | \$ 595,010           | 6.69%                     |
| <b>Expenditures</b>                       | \$ 520,278           | \$ 555,646           | 6.80%                     |
| <b>Revenues over (under) Expenditures</b> | \$ 37,428            | \$ 39,364            |                           |

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## Parking Fund (Special Revenue)

The Parking Fund accounts for activities related to parking enforcement and parking operations in the City. The major sources of revenue are parking permits, parking leases, fines and property taxes. The major expenditures are salaries and benefits.

The revenue budget for parking permits has been reduced based on a decrease in permit sales due to trends caused by COVID-19. In 2025, the fund will rely on a \$75,000 tax levy to balance the budget.

|   | <b>2024</b>          | <b>Proposed</b>      |                           |
|---|----------------------|----------------------|---------------------------|
|   | <b><u>Budget</u></b> | <b><u>Budget</u></b> | <b>Percentage</b>         |
|   |                      |                      | <b><u>Incr (Decr)</u></b> |
| <b>Revenues</b>                           | \$ 125,000           | \$ 164,000           | 31.20%                    |
| <b>Expenditures</b>                       | \$ 159,894           | \$ 161,185           | 0.81%                     |
| <b>Revenues over (under) Expenditures</b> | \$ (34,894)          | \$ 2,815             |                           |

### Communications Fund (Special Revenue)

The Communications Fund provides two-way communication between the City and its residents, employees, businesses; its civic and service organizations; and other communities and government agencies. Some examples of the services provided are Hopkins Highlights, the City’s website and the State of the City event. The main source of revenue is cable franchise fees, which have declined over the past several years. The main expenditures are salaries, benefits and printing/mailing costs. In 2025, the fund will rely on a \$40,000 tax levy to balance the budget.

|   | <b>2024</b>          | <b>Proposed</b>      | <b>Percentage</b>         |
|---|----------------------|----------------------|---------------------------|
|   | <b><u>Budget</u></b> | <b><u>Budget</u></b> | <b><u>Incr (Decr)</u></b> |
| <b>Revenues</b>                           | \$ 230,000           | \$ 270,961           | 17.81%                    |
| <b>Expenditures</b>                       | \$ 281,487           | \$ 270,961           | -3.74%                    |
| <b>Revenues over (under) Expenditures</b> | \$ (51,487)          | \$ -                 |                           |

### Sustainability Fund (Special Revenue)

The Sustainability Fund was established in 2024. The fund will continue the Hopkins Climate Solution Fund grant program which offers incentives to residents and businesses to accelerate the transition to cleaner and more efficient energy. Grant funding available in 2025 is budgeted at \$150,000. The fund will continue to support one full-time employee and add 1/3 of the planner position focused on the Partners in Energy Plan and Sustainable Building Policy. The source of revenue from the fund is gas and electric franchise fees. The City adopted ordinances to increase the fees beginning on 1/1/2024, with \$385,000 of the increase going towards sustainability.

|   | <b>2024</b>          | <b>Proposed</b>      | <b>Percentage</b>         |
|---|----------------------|----------------------|---------------------------|
|   | <b><u>Budget</u></b> | <b><u>Budget</u></b> | <b><u>Incr (Decr)</u></b> |
| <b>Revenues</b>                           | \$ 385,000           | \$ 385,000           | 100.00%                   |
| <b>Expenditures</b>                       | \$ 385,000           | \$ 385,000           | 100.00%                   |
| <b>Revenues over (under) Expenditures</b> | \$ -                 | \$ -                 |                           |

## Depot Fund (Special Revenue)

The Depot Fund will operate under a new model in 2024/2025. The Depot Youth Board will still exist to fulfill the mission of providing a place of community and learning in which student involvement and youth development are encouraged in a chemically-free environment. The ACE program will continue to operate as a youth workforce development program with the City of Minnetonka as a participant. During its third year (2024) the ACE program provided eleven young adults with resume-building professional experience through internships. The 2025 budget includes support from Hopkins General Fund (\$61,800), City of Minnetonka (\$61,800), Hopkins School District (\$50,000) and Three Rivers Park District (\$19,500).

As a result of issues stemming from the Green Line Extension and COVID-19 Pandemic, Depot Coffee operations were suspended in early 2023. The City has been unable to find an interested business operator for the Depot. In July, City Council approved an amendment to the Capital Improvement Plan for a Depot remodel. The newly remodeled Depot will open in the fall of 2024 and be operated by the Hopkins Center for the Arts. Operations will include expanded programming, revenue generation through rental reservations and a re-opened trailhead with concessions.

|   | <b>2024</b>          | <b>Proposed</b>      |                           |
|---|----------------------|----------------------|---------------------------|
|   | <b><u>Budget</u></b> | <b><u>2024</u></b>   | <b>Percentage</b>         |
|   |                      | <b><u>Budget</u></b> | <b><u>Incr (Decr)</u></b> |
| <b>Revenues</b>                           | \$ 203,832           | \$ 285,611           | 40.12%                    |
| <b>Expenditures</b>                       | \$ 183,832           | \$ 270,611           | 47.21%                    |
| <b>Revenues over (under) Expenditures</b> | \$ 20,000            | \$ 15,000            |                           |

## Arts Center Fund (Special Revenue)

The Hopkins Center for the Arts is a premiere cultural and artistic destination drawing over 250,000 visitors annually. Its amenities include a 715 seat theater, black-box theater, art gallery, dance studio, classroom, meeting and multipurpose spaces. The main revenue sources are property tax levy, rents, leases, ticket sales, grants, and transfers in. The preliminary tax levy amount is \$380,000. Major expenditures include salaries, benefits and payments to artists.

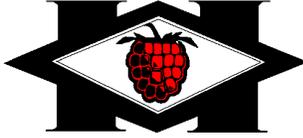
Since 2020, City Council has worked to eliminate a \$1 million deficit fund balance through both a tax levy and federal grant allocations. The fund is expected to eliminate its deficit position during 2024.

|   | <b>2024</b>          | <b>Proposed</b>      |                           |
|---|----------------------|----------------------|---------------------------|
|   | <b><u>Budget</u></b> | <b>2025</b>          | <b>Percentage</b>         |
|   |                      | <b><u>Budget</u></b> | <b><u>Incr (Decr)</u></b> |
| <b>Revenues</b>                           | \$ 1,172,650         | \$ 1,232,470         | 5.10%                     |
| <b>Expenditures</b>                       | \$ 1,144,097         | \$ 1,219,259         | 6.57%                     |
| <b>Revenues over (under) Expenditures</b> | \$ 28,553            | \$ 13,211            |                           |

## Activity Center (General Fund)

The Hopkins Activity Center is a community facility with a gym, kitchen and meeting rooms. The Activity Center’s mission is to provide pathways to “Experience the Upside of Aging”. It is a gathering place for mature adults to participate in recreational, social, educational, fitness and volunteer activities. The main sources of revenue are member fees and facility rentals. The main expenditures are salaries, benefits and payments to instructors or for other programming. Program revenues are \$441,194 less than program expenditures. The indirectly funded amount is provided through property taxes, local government aid, franchise fees and interest. The Activity Center is part of the City’s General fund.

|                                 | <b>2024</b>          | <b>Proposed</b>      |                           |
|---------------------------------|----------------------|----------------------|---------------------------|
|                                 | <b><u>Budget</u></b> | <b>2025</b>          | <b>Percentage</b>         |
|                                 |                      | <b><u>Budget</u></b> | <b><u>Incr (Decr)</u></b> |
| <b>Revenues</b>                 | \$ 132,500           | \$ 168,500           | 27.17%                    |
| <b>Expenditures</b>             | \$ 554,995           | \$ 609,694           | 9.86%                     |
| <b>Indirectly funded amount</b> | \$ (422,495)         | \$ (441,194)         |                           |



**CITY OF HOPKINS**

## **Memorandum**

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

From: Nick Bishop, Finance Director

Date: October 1, 2024

Subject: Enterprise Fund Budgets and Utility Rate Review

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**PURPOSE**

No formal action is required at this meeting. Staff is requesting input on the proposed budgets for enterprise funds and utility rates.

**INFORMATION**

Pavilion Fund

The Hopkins Pavilion is a multi-use, year-round arena and community facility. The arena is used for a multitude of activities including ice skating, broomball, soccer, lacrosse, inline skating, rugby, baseball, softball, concerts, company picnics and other community and private events. The main revenue sources are a property tax levy, facility rentals and leases. The main expenses are depreciation, salary, benefits and bond interest. The 2025 budget includes \$102,500 for capital projects (replacement of entrance doors and a scissor lift). The budget is projecting a decrease in net position of \$280,851, which includes \$480,000 of depreciation. The funds cash flow is projected to increase.

| <b>Pavilion</b>                           | <b>2024</b>   | <b>Proposed</b> |                    |
|---|---------------|-----------------|--------------------|
|   | <b>Budget</b> | <b>2025</b>     | <b>%age</b>        |
|   | <b>Budget</b> | <b>Budget</b>   | <b>Incr (Decr)</b> |
| <b>Revenues</b>                           | \$ 913,700    | \$ 931,500      | 1.95%              |
| <b>Expenditures</b>                       | \$ 1,133,473  | \$ 1,212,351    | 6.96%              |
| <b>Revenues over (under) Expenditures</b> | \$ (219,773)  | \$ (280,851)    |                    |

## Utility Funds

The City has four separate utility funds to provide: water, sanitary sewer, storm sewer and refuse collection services. They are classified as enterprise or business-type funds. The main source of revenue for all funds is user charges. The main expenses are salaries, benefits, depreciation, bond costs, municipal wastewater charges and contracted services for recycling and organic pickup. Collectively, the funds are projected to end the year with a cash balance of \$6.9 million and a net position (fund balance) of 27.8 million. The sanitary sewer and storm sewer have a positive cash flow projection in 2025. The water fund is projected to slightly decrease cash position in 2025, which can be absorbed within the fund. The refuse fund will slightly decrease its cash position based on projected operating revenues and operating expenditures. The planned purchase of a \$350,000 refuse truck would further reduce the fund cash position to \$602,000.

| <b>Water</b>                              | <b>Proposed</b>        |                        | <b>%age<br/>Incr (Decr)</b> |
|---|------------------------|------------------------|-----------------------------|
|   | <b>2024<br/>Budget</b> | <b>2025<br/>Budget</b> |                             |
| <b>Revenues</b>                           | \$ 2,892,400           | \$ 3,101,000           | 7.21%                       |
| <b>Expenditures</b>                       | \$ 2,858,975           | \$ 2,995,096           | 4.76%                       |
| <b>Revenues over (under) Expenditures</b> | \$ 33,425              | \$ 105,904             |                             |

| <b>Sanitary Sewer</b>                     | <b>Proposed</b>        |                        | <b>%age<br/>Incr (Decr)</b> |
|---|------------------------|------------------------|-----------------------------|
|   | <b>2024<br/>Budget</b> | <b>2025<br/>Budget</b> |                             |
| <b>Revenues</b>                           | \$ 3,635,000           | \$ 3,835,000           | 5.50%                       |
| <b>Expenditures</b>                       | \$ 3,584,058           | \$ 3,685,007           | 2.82%                       |
| <b>Revenues over (under) Expenditures</b> | \$ 50,942              | \$ 149,993             |                             |

| <b>Storm Sewer</b>                        | <b>Proposed</b>        |                        | <b>%age<br/>Incr (Decr)</b> |
|---|------------------------|------------------------|-----------------------------|
|   | <b>2024<br/>Budget</b> | <b>2025<br/>Budget</b> |                             |
| <b>Revenues</b>                           | \$ 810,332             | \$ 810,332             | 0.00%                       |
| <b>Expenditures</b>                       | \$ 826,094             | \$ 776,094             | -6.05%                      |
| <b>Revenues over (under) Expenditures</b> | \$ (15,762)            | \$ 34,238              |                             |

| <b>Refuse</b>                             | <b>Proposed</b>        |                        | <b>%age<br/>Incr (Decr)</b> |
|---|------------------------|------------------------|-----------------------------|
|   | <b>2024<br/>Budget</b> | <b>2025<br/>Budget</b> |                             |
| <b>Revenues</b>                           | \$ 1,340,085           | \$ 1,398,603           | 4.37%                       |
| <b>Expenditures</b>                       | \$ 1,477,104           | \$ 1,519,451           | 2.87%                       |
| <b>Revenues over (under) Expenditures</b> | \$ (137,019)           | \$ (120,848)           |                             |

## Water & Sanitary Sewer Rates

Proposed Water and Sanitary Sewer fund budgets have been prepared for 2025. The Water and Sanitary Sewer budgets being proposed include rate increases of approximately 7.6% and 5.5%, respectively. Rates are based on operational needs, capital needs and debt repayment. The City has a tiered rate structure for water consumption.

| Water and Sanitary Sewer Rates       |                        |                         |                            |
|--------------------------------------|------------------------|-------------------------|----------------------------|
|                                      | 2024<br><u>Adopted</u> | 2025<br><u>Proposed</u> | Percent<br><u>Increase</u> |
| Flat Rates Per Meter Per Month       |                        |                         |                            |
| Residential - 5/8" meter             | 3.87                   | 4.16                    | 7.49%                      |
| Residential - 1" meter               | 3.87                   | 4.16                    | 7.49%                      |
| Apt/Commercial - 1-1/2" to 2" meter  | 7.76                   | 8.35                    | 7.60%                      |
| Apt/Commercial - 3" meter            | 11.65                  | 12.54                   | 7.64%                      |
| Apt/Commercial - 4" meter            | 15.49                  | 16.67                   | 7.62%                      |
| Apt/Commercial - 6" meter            | 23.25                  | 25.02                   | 7.61%                      |
| Consumption Rates, Per 1,000 Gallons |                        |                         |                            |
| Residential and Multi-Family         |                        |                         |                            |
| 0 - 3,000 gallons                    | 3.97                   | 4.27                    | 7.56%                      |
| 3,001 - 5,000 gallons                | 4.57                   | 4.92                    | 7.66%                      |
| 5,001 and over                       | 5.24                   | 5.64                    | 7.63%                      |
| Commercial                           |                        |                         |                            |
| 0 - 10,000 gallons                   | 3.79                   | 4.08                    | 7.65%                      |
| 10,001 - 20,000 gallons              | 4.35                   | 4.68                    | 7.59%                      |
| 20,001 and over                      | 5.01                   | 5.39                    | 7.58%                      |
| Irrigation - all usage               | 4.74                   | 5.10                    | 7.59%                      |
| Production meter                     | 4.00                   | 4.30                    | 7.50%                      |
| Sanitary Sewer                       | 7.96                   | 8.40                    | 5.54%                      |

The two following charts show the impact of the water and sewer rate increases for different user types.

| Impact on Low, Median and High Residential User |             |               |             |            |
|---|-------------|---------------|-------------|------------|
|   | Actual 2024 | Proposed 2025 | \$ Increase | % Increase |
| Single Family Residential (Lower User)          |             |               |             |            |
| Water (1,500 Gallons)                           | \$ 9.83     | \$ 10.57      | \$ 0.74     | 7.53%      |
| Sewer (1,500 Gallons)                           | \$ 11.94    | \$ 12.60      | \$ 0.66     | 5.53%      |
| Total Monthly Bill                              | \$ 21.77    | \$ 23.17      | \$ 1.40     | 6.43%      |
| Single Family Residential (Median User)         |             |               |             |            |
| Water (4,000 Gallons)                           | \$ 20.35    | \$ 21.89      | \$ 1.54     | 7.57%      |
| Sewer (3,000 Gallons)                           | \$ 23.88    | \$ 25.20      | \$ 1.32     | 5.53%      |
| Total Monthly Bill                              | \$ 44.23    | \$ 47.09      | \$ 2.86     | 6.47%      |
| Single Family Residential (High User)           |             |               |             |            |
| Water (8,800 Gallons)                           | \$ 44.83    | \$ 48.24      | \$ 3.41     | 7.61%      |
| Sewer (4,800 Gallons)                           | \$ 38.21    | \$ 40.32      | \$ 2.11     | 5.53%      |
| Total Monthly Bill                              | \$ 83.04    | \$ 88.56      | \$ 5.52     | 6.65%      |

| Impact on Low and High Commercial User          |             |               |             |            |
|---|-------------|---------------|-------------|------------|
|   | Actual 2023 | Proposed 2024 | \$ Increase | % Increase |
| Commercial Property (Low User with a 1" Meter)  |             |               |             |            |
| Water (3,000 Gallons)                           | \$ 19.13    | \$ 20.59      | \$ 1.46     | 7.63%      |
| Sewer (3,000 Gallons)                           | \$ 23.88    | \$ 25.20      | \$ 1.32     | 5.53%      |
| Total Monthly Bill                              | \$ 43.01    | \$ 45.79      | \$ 2.78     | 6.46%      |
| Commercial Property (High User with a 2" Meter) |             |               |             |            |
| Water (35,000 Gallons)                          | \$ 164.31   | \$ 176.80     | \$ 12.49    | 7.60%      |
| Sewer (35,000 Gallons)                          | \$ 278.60   | \$ 294.00     | \$ 15.40    | 5.53%      |
| Total Monthly Bill                              | \$ 442.91   | \$ 470.80     | \$ 27.89    | 6.30%      |

## Storm Sewer Rates

A proposed Storm Sewer fund budget has been prepared for 2025. Residential storm sewer fees are \$5.00/month. There is no proposed rate increase.

## Refuse Rates

A proposed Refuse fund budget has been prepared for 2025. Refuse increases of approximately 4.5% are being proposed for operational needs. The City has a five-year contract with an outside service provider to provide recycling and organic recycling. Rates increases of approximately 3.6% are being proposed based the contract. Fees for yard waste stickers, bulk pickup, brush pickup and other miscellaneous fees will also be increased for 2025.

| Refuse, Recycling and Organic Recycling Rates |                        |                         |                            |
|---|------------------------|-------------------------|----------------------------|
|   | 2024<br><u>Current</u> | 2025<br><u>Proposed</u> | Percent<br><u>Increase</u> |
| Refuse Collection                             |                        |                         |                            |
| 35 Gallon - Every Other Week                  | 14.55                  | 15.21                   | 4.54%                      |
| 35 Gallon                                     | 19.80                  | 20.70                   | 4.55%                      |
| 65 Gallon                                     | 24.00                  | 25.09                   | 4.54%                      |
| 95 Gallon                                     | 27.60                  | 28.85                   | 4.53%                      |
| Recycling                                     | 5.64                   | 5.84                    | 3.55%                      |
| Organic Recycling                             | 5.89                   | 6.10                    | 3.57%                      |

## Annual Service Cost for Median Value Home

Based on the preliminary tax levy passed, franchise fee ordinances and the utility rates proposed in this memo the annual service cost for a median value home is projected to increase by \$133.08 or \$11.09 per month. The median value home was \$369,300 in 2024 and \$378,800 in 2025.

| City of Hopkins<br>Annual Service Cost for Median Value Home<br>Actual 2024 and Proposed 2025   |                    |                    |                  |              |
|---|--------------------|--------------------|------------------|--------------|
|   | Actual<br>2024     | Projected<br>2025  | \$ Increase      | % Increase   |
| City Property Taxes (5.61% Levy Increase)   | \$ 2,191.00        | \$ 2,245.00        | \$ 54.00         | 2.46%        |
| Water - Consumption   |                    |                    |                  |              |
| 7,500 gallons per month   |                    |                    |                  |              |
| \$3.97/\$4.57/\$5.24 Tiered Rates   | \$ 456.24          |                    |                  |              |
| \$4.27/\$4.92/\$5.64 Tiered Rates   |                    | \$ 490.92          | \$ 34.68         | 7.60%        |
| Sewer - Consumption   |                    |                    |                  |              |
| 5,000 gallons per month   |                    |                    |                  |              |
| \$7.96/ 1,000 gallons   | \$ 477.60          |                    |                  |              |
| \$8.40/ 1,000 gallons   |                    | \$ 504.00          | \$ 26.40         | 5.53%        |
| Refuse Collection   |                    |                    |                  |              |
| Garbage, 65 Gallon  | \$ 288.00          | \$ 301.08          | \$ 13.08         | 4.54%        |
| Recycling   | \$ 67.68           | \$ 70.08           | \$ 2.40          | 3.55%        |
| Organic Recycling   | \$ 70.68           | \$ 73.20           | \$ 2.52          | 3.57%        |
| Storm Sewer   | \$ 60.00           | \$ 60.00           | \$ -             | 0.00%        |
| Franchise Fees (based on average)   | \$ 91.32           | \$ 91.32           | \$ -             | 0.00%        |
| <b>Total</b>  | <b>\$ 3,702.52</b> | <b>\$ 3,835.60</b> | <b>\$ 133.08</b> | <b>3.59%</b> |
| Based on preliminary levy adopted on 9/3/2024, proposed utility rates reviewed on 10/1/2024 and projected franchise fees implemented on 1/1/2024. |                    |                    |                  |              |