

**HOPKINS CITY COUNCIL**  
**AGENDA**  
**Tuesday, February 18, 2025**  
**6:30 pm**

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

- I. **CALL TO ORDER**
- II. **ADOPT AGENDA**
- III. **PRESENTATIONS**
- IV. **CONSENT AGENDA**
  - 1. Minutes of February 4, 2025, Regular Meeting Proceedings
  - 2. Minutes of February 4, 2025, Closed Meetings Proceedings
  - 3. Amendment to the 2025-2029 Capital Improvement Plan; Bishop
  - 4. Resolution Accepting Gifts and Donations Received by the City in 2024; Bishop
- V. **PUBLIC HEARINGS**
- VI. **OLD BUSINESS**
- VII. **NEW BUSINESS**
  - 1. First Reading: Ordinance Amending Chapter 20 of the Hopkins City Code, Establishing an Affordable Housing Trust Fund; Needham
- VIII. **PUBLIC COMMENT**
- IX. **ANNOUNCEMENTS**
  - Next City Council Regular Meetings: Tuesday, March 4 and 18 at 6:30 p.m.
- X. **ADJOURN**

**HOPKINS CITY COUNCIL  
REGULAR MEETING PROCEEDINGS  
JANUARY 21, 2025**

**CALL TO ORDER**

Pursuant to due call and notice thereof a special meeting of the Hopkins City Council was held on Tuesday, January 21, 2025, 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, Finance Director Bishop, Special Projects and Initiatives Manager Imihy, Arts Center Director Anderson and City Attorney Riggs.

**ADOPT AGENDA**

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

**Motion** to Adopt the Agenda.

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

**Nays: None. Motion carried.**

**PRESENTATIONS**

**III.1. Update from Hennepin County Commissioner Edelson; Hanlon**

Hennepin County Commissioner Edelson provided an update to the City Council on District 6 and other Hennepin County items.

**III.2. Craft and Crew Update on Pub 819 Operations; Hanlon**

Luke Derheim with Craft and Crew provided an update on Pub 819 operations. Mr. Derheim shared his appreciation of the city department and City Council for their support during and after the building fire.

**III.3. Hopkins Center for the Arts Update; Anderson**

Arts Center Director Anderson summarized the memo provided in the packet. Additional information was provided by Stages representatives.

**CONSENT AGENDA**

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

**Motion** to Approve the Consent Agenda.

1. Minutes of the January 7, 2025, Regular Meeting Proceedings
2. Minutes of the January 14, 2025, Work Session Proceedings
3. Minutes of the January 14, 2025, Closed Session Proceedings
4. Approval of Cooperative Agreement with the City of Minnetonka for Joint Recreation Services; Imihy
5. Approval of the Pay Equity Compliance Report; Casella

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

**Nays: None. Motion carried.**

**HOPKINS CITY COUNCIL  
REGULAR MEETING PROCEEDINGS  
JANUARY 21, 2025**

**PUBLIC HEARING**

**V.1. First Reading: Ordinance Amending Chapter 2 of the Hopkins Charter (Mayor's term); Domeier**

City Clerk Domeier summarized City Council Report 2025-008. The Hopkins Charter Commission is proposing amending the City Charter to change the length of the mayor's term of office to a four-year term.

Mayor Hanlon opened the Public Hearing at 7:43.

Nathan White, Charter Commissioner, resident at 421 Wayside Road, shared his support for the proposed amendment.

Michelle Maurer, Charter Commissioner, resident at 306 10<sup>th</sup> Avenue North, shared her support for the proposed amendment.

Jason Gadd, Charter Commissioner, resident at 209 Wayside Road West, shared his support for the proposed amendment.

William Anderson, 108 Wayside Road West, shared that he did not support the proposed amendment.

Carol Dunn, Charter Commissioner, resident at 421 Hazel Lane, shared her support for the proposed amendment.

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

**Motion** to Close the Public Hearing.

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

**Nays: None. Motion carried.**

Mayor Hanlon and Council Members Garrido, Hunke and Kuznia shared their support for the amendment change. Reasonings for support included the stability of the mayor's term, the opportunity to build relationships with other government officials and agencies and the amount of time campaigning takes away from the regular mayoral duties.

Council Member Goodlund did not support the amendment change. Reasonings for not supporting the amendment were to have a checks and balance in place and to be more accountable to the resident's constant shifting of community needs. He wanted to see the item on the next ballot.

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

**Motion** to Approve for First Reading Ordinance 2025-1218 Amendment of the Hopkins Charter by Ordinance.

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

**Nays: Goodlund. Motion failed.**

**HOPKINS CITY COUNCIL  
REGULAR MEETING PROCEEDINGS  
JANUARY 21, 2025**

City Clerk Domeier stated that the amendment would be sent back to the Charter Commission.

**V.2. First Reading: Ordinance Amending Chapter 4 of the Hopkins Charter (Municipal Elections); Domeier**

City Clerk Domeier summarized City Council Report 2025-009. The Hopkins Charter Commission is proposing amending the City Charter to change municipal elections from odd-year to even-year. Ms. Domeier also explained that the School District is responsible for conducting their own elections in off-year where a municipality does not have an election.

Mayor Hanlon opened the Public Hearing at 8:37 pm.

Kristin Hanneman, Charter Commissioner, resident at 154 Meadowbrook Road, shared her support for the proposed amendment.

Carol Dunn, Charter Commissioner, resident at 421 Hazel Lane, shared her support for the proposed amendment.

Jason Gadd, Charter Commissioner, resident at 209 Wayside Road West, shared his support for the proposed amendment.

Nathan White, Charter Commissioner, resident at 421 Wayside Road West, shared his support for the proposed amendment.

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

**Motion** to Close the Public Hearing.

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

**Nays: None. Motion carried.**

Council Member Goodlund did not support the amendment change. Reasonings for not supporting the amendment were to advocate for democracy, find other ways to save money in the budget, local candidates would be crowded out by a national election and that the issue should go back to the voters.

Mayor Hanlon and Council Members Garrido, Hunke and Kuznia shared their support for the amendment change. Reasonings for support included the voter turnout in the even years, election data provided by staff, cost and time savings, creating efficiencies, voter fatigue, and having a fiscal responsibility to the residents.

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

**Motion** to Approve for First Reading Ordinance 2025-1219 Amendment of the Hopkins Charter by Ordinance.

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

**Nays: Goodlund. Motion failed.**

**HOPKINS CITY COUNCIL  
REGULAR MEETING PROCEEDINGS  
JANUARY 21, 2025**

City Clerk Domeier stated that the amendment would be sent back to the Charter Commission.

**V.3. First Reading: Ordinance Amending Chapter 4 of the Hopkins Charter (Candidate Filing); Domeier**

City Clerk Domeier summarized City Council Report 2025-010. The Hopkins Charter Commission is proposing amending the City Charter to change the candidate filing language to align with the process and dates outlined in state statute.

Mayor Hanlon opened the Public Hearing at 9:01 p.m.

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

**Motion** to Close the Public Hearing.

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

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

**Motion** to Approve for First Reading Ordinance 2025-1220 Amendment of the Hopkins Charter by Ordinance.

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

City Clerk Domeier stated that the amendment would be on the February 4, 2024, City Council agenda.

**V.4. First Reading: Ordinance Amending Chapter 4 of the Hopkins Charter (Write-in Candidates); Domeier**

City Clerk Domeier summarized City Council Report 2025-010. The Hopkins Charter Commission is proposing amending the City Charter to change the process for counting write-in votes during municipal elections.

Mayor Hanlon opened the Public Hearing at 9:11 p.m.

Jason Gadd, Charter Commissioner, resident at 209 Wayside Road West, shared his support for the proposed amendment.

William Anderson, 108 Wayside Road West, shared that he did not support the proposed amendment.

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

**Motion** to Close the Public Hearing.

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

**HOPKINS CITY COUNCIL  
REGULAR MEETING PROCEEDINGS  
JANUARY 21, 2025**

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

**Motion** to Approve for First Reading Ordinance 2025-1221 Amendment of the Hopkins Charter by Ordinance.

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

City Clerk Domeier stated that the amendment would be on the February 4, 2024, City Council agenda.

**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 Hunke, second by Goodlund, the meeting was unanimously adjourned at 9:26 p.m.

Respectfully Submitted,



Amy Domeier, City Clerk

**HOPKINS CITY COUNCIL  
CLOSED MEETING PROCEEDINGS  
FEBRUARY 4, 2025**

**CALL TO ORDER**

Pursuant to due call and notice thereof a closed session of the Hopkins City Council was held on Tuesday, February 4, 2025, at 7:52 p.m. in the Raspberry Room 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, Special Projects and Initiatives Manager Imihy, Director of Planning and Development Elverum, Community Development Manager Needham, Planner Krzos, Finance Director Bishop and City Attorney Riggs.

**Motion** by Kuznia. **Second** by Garrido.

**Motion** to go into closed session pursuant to Minnesota Statutes, Sections 13D.05, subd. 3(c) and 13.44, subd. 3, to conduct a closed council meeting concerning the properties identified as (PID's and location): 102 10<sup>th</sup> Avenue North (PID No. 2411722310095; PID No. 2411722310094; PID No. 2411722310002); 501 Mainstreet (PID No. 2411722420009); 525 Main Street (PID No. 2411722420166); 15 6<sup>th</sup> Avenue North (PID No. 2411722420017) (hereinafter collectively referred to as the "Properties") and to consider strategies and to develop or consider offers or counteroffers for the purchase or sale of the Properties and to review confidential appraisal information for the Properties. The need for confidentiality outweighs the purposes of the open meeting law because the City Council, City staff and City Attorney intend to candidly discuss the City's options and potential strategies related to these Properties.

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

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

**Motion** to go out of closed session.

**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 Hunke , second by Kuznia, the meeting was unanimously adjourned at 8:42 p.m.

Respectfully Submitted,



Amy Domeier, City Clerk

**HOPKINS CITY COUNCIL  
CLOSED MEETING PROCEEDINGS  
FEBRUARY 4, 2025**

**CALL TO ORDER**

Pursuant to due call and notice thereof a closed session of the Hopkins City Council was held on Tuesday, February 4, 2025, at 8:46 p.m. in the Raspberry Room 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, Special Projects and Initiatives Manager Imihy, Director of Planning and Development Elverum, Community Development Manager Needham, Finance Director Bishop and City Attorney Riggs.

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

**Motion** to go into closed session pursuant to Minnesota Statutes Sections 13D.05, subdivision 3(c) and 13.44, subdivision 3, to conduct a closed meeting concerning real property located at the address of 101 Oakwood Road (PID No. 19-117-21-44-0039) in the City of Hopkins, to consider strategies and to develop or consider offers or counteroffers for the sale of the property and to review confidential appraisal information for such property.

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

**Nays: None. Motion carried.**

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

**Motion** to go out of closed session.

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

**Nays: None. Motion carried.**

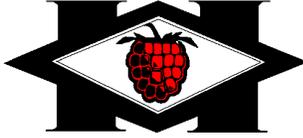
**ADJOURNMENT**

There being no further business to come before the City Council, and upon a motion by Goodlund, second by Hunke , the meeting was unanimously adjourned at 9:21 p.m.

Respectfully Submitted,



Amy Domeier, City Clerk



Finance Department  
Public Work Department

CITY OF HOPKINS

## City Council Report 2025-024

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

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

Date: February 18, 2025

Subject: Amend 2025-2029 Capital Improvement Plan

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### RECOMMENDED ACTION

**MOTION TO** approve an amendment to the 2025-2029 Capital Improvement Plan adding \$90,000 for the construction of a yard waste storage building.

### OVERVIEW

The City Council approved the 2025-2029 Capital Improvement Plan (CIP) on November 12, 2024. The approved CIP did not include the yard waste storage building. Currently, storage space is congested and trailers are kept outside in the elements.

With the addition of this project, the Refuse Fund is projected to end 2025 with a \$862,853 fund balance, which is appropriate for its operational needs.

### SUPPORTING INFORMATION

- Project Detail for 24-CIP-U024

2025 thru 2029

## Capital Improvement Plan

Hopkins, MN CIP

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Project # 24-CIP-U024  
Project Name Yard Waste Storage Building

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Total Project Cost	\$90,000	Contact	Public Works Director
Department	Public Works: Utilities	Type	Improvement
Category	Utilities: Refuse	Priority	2 Very Important
Status	Active	Useful Life	25 years

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### Description

Storage building for seasonal equipment and trailers.

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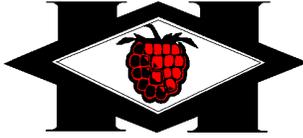
### Justification/Sustainability

Currently, the main shop is congested with seasonal equipment and trailers sit outside in the elements

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Expenditures	2025	2026	2027	2028	2029	Total
Construction	90,000	0	0	0	0	90,000
<b>Total</b>	<b>90,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>90,000</b>

Funding Sources	2025	2026	2027	2028	2029	Total
RF - Refuse Fund	90,000	0	0	0	0	90,000
<b>Total</b>	<b>90,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>90,000</b>



Finance Department

CITY OF HOPKINS

## City Council Report 2025-025

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

From: Nick Bishop, Finance Director

Date: February 18, 2025

Subject: Accept 2024 Gifts and Donations

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### RECOMMENDED ACTION

**MOTION TO** adopt Resolution 2025-008 Accepting Gifts and Donations Received by the City in 2024.

### OVERVIEW

Minnesota State Statute 465.03 requires that the City Council officially accept gifts to the City through a resolution. The attached resolution includes all gifts and donations received throughout 2024, totaling \$39,265.18.

Certain gifts and donations are reflected in the annual budget due to their recurring nature. Acceptance of additional gifts or donations may result in additional or offsetting expenditures. Acceptance 2024 Gifts and Donations will not create any additional long-term costs or expenditures for the City.

### SUPPORTING INFORMATION

- Resolution 2025-008 Accepting Gifts and Donations Received by the City in 2024

**CITY OF HOPKINS  
HENNEPIN COUNTY, MINNESOTA**

**RESOLUTION 2025-008**

**RESOLUTION ACCEPTING GIFTS AND DONATIONS  
RECEIVED BY THE CITY IN 2024**

**WHEREAS**, MN Statute 465.03 requires that cities accept donations for the benefit of its residents in accordance with the terms prescribed by the donor; and

**WHEREAS**, MN Statute 465.03 requires that all gifts and donations be accepted only with the adoption of a resolution of the governing body by two-thirds of its members; and

**WHEREAS**, additional revenues received may require the City to incur additional expenditures in order to comply with restricted donations; and

**WHEREAS**, the City has received the following gifts and donations during 2024:

<b>Donor</b>	<b>Amount</b>	<b>Designated Use</b>
Anonymous	20.00	Depoty Youth Advisory Board
Anonymous	1,297.72	Arts Center
Depot Gala Silent Auction	906.00	Depoty Youth Advisory Board
Donations through ActiveNet Registration	11,186.60	Activity Center
Donations through AudienceView Ticketing	1,009.00	Arts Center
Friends of HCA	12,500.00	Arts Center
Fundraising	6,622.10	Activity Center
Gethsemane Lutheran	2,000.00	Hopkins Race & Equity Initiative
Hopkins ISD #270	2,000.00	Hopkins Race & Equity Initiative
Karen Monson	150.00	Arts Center
Kennedy & Graven Chartered	250.00	Depot Youth Advisory Board
LHB, Inc.	250.00	Depot Youth Advisory Board
Nathan Viste-Ross	120.00	Arts Center
Payroll Contributions	139.91	Activity Center
Payroll Contributions	279.93	Depot
Payroll Contributions	533.92	Arts Center

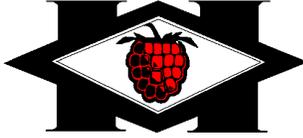
**NOW THEREFORE BE IT RESOLVED**, that the gifts and donations are hereby officially accepted by City Council with acknowledgement and gratitude to the donors.

Adopted by the City Council of the City of Hopkins this 18th day of February, 2025.

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

ATTEST:

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



CITY OF HOPKINS

Planning & Economic  
Development

## City Council Report 2025-023

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

From: Revée Needham, Community Development Manager

Date: February 18, 2025

Subject: Ordinance Amending Chapter 20 of the Hopkins City Code, Establishing an Affordable Housing Trust Fund

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### RECOMMENDED ACTION

**MOTION TO** Approve a First Reading of Ordinance 2025-1222 Amending the Hopkins City Code.

### OVERVIEW

There is a one-time grant opportunity for the City of Hopkins to secure approximately \$150,000 to fund affordable housing programs through the Local Housing Trust Fund Grant Program. The program matches funds 1:1 up to \$150,000 for applicants to fund housing trust funds. In order to apply for these funds, the City of Hopkins needs to establish a housing trust fund.

#### Local Housing Trust Fund Grant Program

In 2021, the Minnesota Legislature appropriated \$1 million in funding for a local housing trust funds grant program. The program uses state funding to match a portion of new housing trust fund dollars to encourage local investment in affordable housing across Minnesota. These funds may come from any source other than the state or federal government. In 2023, the Minnesota Legislature appropriated an additional \$4.8 million to the program. The grant funds:

- Must be used for households at or below 115% of state median income
- May be used for
  - Development, rehabilitation or financing of housing
  - Downpayment assistance
  - Rental assistance
  - Homebuyer counseling services
  - Administrative expenses, up to 10% of grant
- Must be used within five years. Any unspent funds must be returned to Minnesota Housing.

Eligible applicants to the grant program include cities, counties, tribal governments, and collaborations between multiple eligible entities. The grant program provides a one-to-one match on the first \$150,000 of new revenue invested in housing trust funds by cities and counties, and a one-to-two match on the next \$150,000 of available funds, pending fund availability. The RFP for the grant program opened on February 12, 2025,

with applications due in March 19, 2025. To take advantage of this program, staff are proposing establishing an affordable housing trust fund and applying to the program.

### Affordable Housing

The City Council has heard several presentations on affordable housing in the recent years including on [September 13, 2022](#), [March 14, 2023](#) and [May 21, 2024](#). A more comprehensive overview of affordable housing and specific affordable housing units in Hopkins can be found in those presentations. In addition, the City Council has identified affordable housing policies as a goal for the past several years. Cultivate Hopkins identifies Affordable Housing as a goal and includes policy directives to support the preservation, production, and protection of affordable housing units.

### Local Housing Trust Funds

Local Housing Trust Funds (LHTF) are funds established by local governments by dedicating local public revenue for housing. They are a consistent, flexible resource for housing within a local jurisdiction. Trust funds help communities leverage public and private resources and jumpstart projects that draw investment and jobs. LHTFs enable prioritizing developments that maximize benefit to the community. As of February 2023, there were over 20 LHTFs in Minnesota, including neighboring cities Eden Prairie, Edina, Minnetonka, and St. Louis Park.

The common funding sources for LHTFs include:

- HRA levy
- TIF pooling
- Housing related funds (including land sale proceeds, in lieu of fees, etc.)
- Federal and State Formula Funds (CDBG, HOME, ARPA, etc.)
- One-time Funds (initial funding, annual appropriations, etc.)
- Donations (individual and organizational)

LHTFs are notable in their flexibility for responding to community needs. LHTFs can fund a variety of programs and can be tailored to specific geographic areas, income groups, types of housing, housing gaps (i.e. senior housing, etc.), and more. These programs can change over time to adapt to the changing community.

Common programs include:

- Homebuyer Assistance
- Preservation (single family rehab, multi-family rehab, NOAH preservation)
- Gap financing (new construction, redevelopment)
- Creating deeper affordability
- Housing Stability (emergency housing assistance)

### Hopkins Affordable Housing Trust Fund

Staff drafted an ordinance based on peer cities and State Statute. The attached draft ordinance was reviewed by the City Attorney. This ordinance is simple and largely mirrors State Statute requirements. Further program specifics would be developed later.

The City can fund the AHTF through multiple sources including the existing balance in the Economic Development Fund, Local Affordable Housing Aid (LAHA) and/or a General Tax Levy.

- Staff would recommend using existing fund balance in the Economic Development Fund as a one-time match for Minnesota Housing's Local Housing Trust Fund Grant Program.
- While not eligible for the grant program local match, LAHA could be transferred into the AHTF. In 2024, the City received \$172,642. The Minnesota Department of Revenue has not yet certified amounts for 2025.
- The City Council could also levy additional taxes for this purpose. The grant application is scored higher if additional funds are committed to the AHTF after the grant funds have been expended.

Through approval of this ordinance, City Council would authorize staff to apply to the program. Staff will return on March 4<sup>th</sup> with a resolution for an internal transfer from the Economic Development Fund to fund the AHTF to meet the grant program match requirements. The maximum grant award is \$225,000 if an entity matches with \$300,000 in local funds, depending upon application demand and availability. However, given the high interest in the program, the maximum grant award may be \$150,000 if an entity matches with \$150,000 in local funds.

#### AHTF Uses, LAHA, and Community Engagement

Staff are recommending the establishment of the AHTF and application to the State matching program and then returning to the City Council with a funding plan when we have a more complete picture. In addition to not knowing if we will receive the additional AHTF dollars from the State, at this time, there is also uncertainty over cuts to federal housing programs which could impact the funding for Dow Towers. We are also waiting to hear back on available state funding for the sprinkler system at Dow Towers. Therefore, staff are recommending waiting on final decisions for LAHA and other AHTF fund uses until we know more about other funding sources.

Staff are recommending that we ask for feedback on the funding plan from the community. There has been interest from several housing providers, developers, and other interested members of the public regarding LAHA and other affordable housing programs. To gather feedback, staff are proposing to add a webpage to the City website outlining these affordable housing funding sources and distribute an online survey to assess the prioritization of multiple areas of opportunity for affordable housing policies (i.e. homeownership, rental rehabilitation, new construction, etc.). This survey would also be shared with a more targeted list of service providers in Hopkins, such as ICA Food Shelf, ResourceWest, and others. After gathering feedback and hearing back on the local housing trust fund grant program application, staff would return with recommendations on developing any policies or programs for the AHTF and/or LAHA funds.

#### **SUPPORTING INFORMATION**

- Ordinance 2025-1222
- [Hyperlink to Minnesota Statute 426C.16](#)
- [Hyperlink to Minnesota Housing Partnership's Local Housing Trust Fund Overview](#)
- [Hyperlink to Local Housing Trust Fund Grants Program Webpage](#)

**CITY OF HOPKINS  
HENNEPIN COUNTY, MINNESOTA**

**ORDINANCE 2025-1222**

**AN ORDINANCE AMENDING CHAPTER 20 OF THE HOPKINS CITY CODE  
ESTABLISHING AN AFFORDABLE HOUSING TRUST FUND**

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

**SECTION 1.** Amending Chapter 20 of the Hopkins City Code to amend Article II, Section 20-19 to Section 20-23 as follows:

**ARTICLE II. – AFFORDABLE HOUSING TRUST FUND.**

**Sec. 20-19. - Purpose**

Pursuant to Minnesota Statutes, Section 462C.16, the City of Hopkins (the “City”) is authorized to establish a local housing trust fund. The City is creating an Affordable Housing Trust Fund to encourage the creation of affordable housing for rental housing and owner-occupied housing, to promote the preservation of existing affordable housing and naturally occurring affordable housing, and to provide rental assistance and homeownership assistance to persons of very low income, low income, and moderate-income.

**Sec. 20-20. – Definitions**

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning. Additionally, the words and phrases used in this article which are defined in Minnesota Statutes, Section 462C.16, shall have the meanings ascribed to them in those statutes.

*Persons of very low income* means individuals or families whose incomes do not exceed 50 percent of area median income as most recently determined by the United States Department of Housing and Urban Development for the Minneapolis-St. Paul-Bloomington, Minnesota Metropolitan Statistical Area, as adjusted for family size.

*Persons of low income* means individuals or families whose incomes do not exceed 80 percent of the area median income as most recently determined by the United States Department of Housing and Urban Development for the Minneapolis-St. Paul-Bloomington, Minnesota Metropolitan Statistical Area, as adjusted for family size.

*Persons of moderate-income* means individuals or families whose incomes exceed 80 percent, but do not exceed 120 percent, of area median income, as most recently determined by the United States Department of Housing and Urban Development for the Minneapolis-St. Paul-Bloomington, Minnesota-Wisconsin Metropolitan Statistical Area, as adjusted for family size.

### **Sec. 20-21. – Establishing the Affordable Housing Trust Fund**

Pursuant to the authority granted to the City under Minnesota Statutes, Section 462C.16, an affordable housing trust fund is established to provide the following:

- (a) Grants, loans, and loan guarantees for the development, rehabilitation, or financing of housing.
- (b) Match other funds from federal, state, or private resources for housing projects.
- (c) Downpayment assistance.
- (d) Rental assistance to persons of very low, low, and moderate income.
- (e) Homebuyer counseling services.
- (f) Payment of administrative expenses of the Affordable Housing Trust Fund in the maximum amount of ten percent of the balance of the Affordable Housing Trust Fund.

### **Sec. 20-22. – Funding Sources**

The City Council may pledge sources of funding to the Affordable Housing Trust Fund, which may include, but are not limited to:

- (a) Private donations from individuals and corporations designated for the Affordable Housing Trust Fund.
- (b) Grants or loans from a state, federal or local government or private sources.
- (c) The sale of real and personal property.
- (d) Local government appropriations, development fees, and other funds as designated from time to time by the City Council.

- (e) Investment earnings from the Affordable Housing Trust Fund.
- (f) Tax Increment Finance (TIF) pooled funds.
- (g) Housing and Redevelopment levy funds.
- (h) Payments in lieu of participation in current or future affordable housing programs.
- (i) Other sources of funding approved by the City Council.

**Sec. 20-23. – Administration of the Affordable Housing Trust Fund**

- (a) The Housing Redevelopment Authority in and for the City of Hopkins (the “Authority”) shall administer the Affordable Housing Trust Fund on behalf of the City.
- (b) *Terms and Conditions of Repayment.* The Authority shall determine the terms and conditions of repayment of loans and grants from the Affordable Housing Trust Fund, including but not limited to, the appropriate security and interest, if any, should repayment be required. Interest on loans and grants shall be established by the Authority from time to time or at the time of approval of a specific project or program.
- (c) *Annual Report.* The Authority shall report annually to the City on the use of the Affordable Housing Trust Fund, including the number of loans and grants made, the number and types of residential units assisted, and the number of households provided rental assistance and down payment assistance. The City shall post the report on its website.

**Sec. 20-24 – 20-118. – Reserved**

**SECTION 2. SUMMARY PUBLICATION.**

In accordance with Section 3.03 of the City Charter and Minnesota Statutes Section 412.191, the City Council determines the publication of the title and a summary of the Ordinance would clearly inform the public of its intent and effect, and so City staff shall have the following summary printed in the official City newspaper in lieu of the complete ordinance:

**ORDINANCE NO. 2025-1222**

**AN ORDINANCE ESTABLISHING AN AFFORDABLE HOUSING TRUST FUND**

On March 4, 2025, the Hopkins City Council adopted Ordinance 2025-1222 that amends Chapter 20 of the Hopkins City Code. The purpose of amending the City Code was to establish an Affordable Housing Trust Fund.

A printed copy of the ordinance is available for inspection during regular business hours at Hopkins City Hall and at the Hopkins Library and is available online at the City's website located at [www.hopkinsmn.com](http://www.hopkinsmn.com).

**SECTION 3. EFFECTIVE DATE.** The effective date of this ordinance shall be March 14, 2025.

First Reading:	February 18, 2025
Second Reading:	March 4, 2025
Date of Publication:	March 13, 2025
Date Ordinance Takes Effect:	March 14, 2025

By: \_\_\_\_\_

Patrick Hanlon, Mayor

ATTEST:

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