

HOPKINS CITY COUNCIL

AGENDA

Tuesday, March 4, 2025

6:30 pm

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

Schedule HRA Meeting at 6:30 p.m.

I. CALL TO ORDER

II. ADOPT AGENDA

III. PRESENTATIONS

1. Proclamation Celebrating March as Women's History Month; Imihy

IV. CONSENT AGENDA

1. Approval of Minutes of the February 18 Regular Meeting Proceedings; Domeier
2. Approval of Preliminary Development Agreement between Hopkins Housing and Redevelopment Authority, the City of Hopkins and Footprint Development, LLC; Elverum
3. Resolution Supporting Hennepin County Transit Orientated Communities Grant Application by Footprint Development LLC; Needham
4. Resolution Increasing the Benefit Amount for the Hopkins Fire Department Relief Association; Specken
5. Resolution to Transfer Funds to the Affordable Housing Trust Fund and Close the Local Affordable Housing Aid Fund; Bishop
6. Second Reading: Ordinance Amending Chapter 20 of the Hopkins City Code, Establishing an Affordable Housing Trust Fund; Needham
7. Amendment to the 2025-2029 Equipment Replacement Plan for Video Servers; Bishop
8. Enter into Cooperative Agreement between City of Hopkins and Nine Mile Creek Watershed District; Imihy
9. Ratify Checks Issued in February, 2025; Bishop

V. PUBLIC HEARINGS

VI. OLD BUSINESS

VII. NEW BUSINESS

1. First Reading: Ordinance Amending Chapter 102 of the Hopkins City Code relating to Nonconforming Structures; Krzos
2. First Reading: Ordinance Amending Chapter 32 of the Hopkins City Code relating to Parks and Recreation; Imihy
3. Resolution Approving Letter of Agreement with Hennepin County Housing and Redevelopment Authority for the Shady Oak Station Area Redevelopment Plan Update; Needham

VIII. PUBLIC COMMENT

IX. ANNOUNCEMENTS

- Next City Council Regular Meetings: Tuesday, March 18 at 6:30 p.m.

X. ADJOURN



Administration

CITY OF HOPKINS

City Council Report 2025-028

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

From: Laila Imihy, AICP, Special Projects and Initiatives Manager

Date: March 4, 2025

Subject: Proclamation Celebrating March as Women's History Month

RECOMMENDED ACTION

MOTION TO Adopt a Proclamation celebrating March as Women's History Month in Hopkins.

OVERVIEW

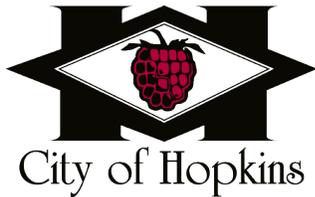
The celebration of Women's History Month dates back to 1987 and is commemorated annually in March.

Women have played an invaluable part in the growth our nation and our community here in Hopkins with roles in community groups, as leaders in business, and as City staff and elected officials. These positions have come from years of struggle against gender discrimination, unequal protection under the law, and pay disparities which still exist.

Tonight, the City wishes to celebrate Women's History Month to recognize and honor the innumerable achievements of women throughout history and the ways in which women have made Hopkins the wonderful community it is today. With this celebration comes reflection upon the difficult path that led to this point and the journey ahead, with its work to create an even more just and equal world for the women of tomorrow.

SUPPORTING INFORMATION

- Proclamation Celebrating March as Women's History Month



A Proclamation Celebrating Women's History Month

WHEREAS, March has been designated in the United States as Women's History Month every year since 1987 to coincide with the celebration of International Women's Day on March 8th, and

WHEREAS, the progress of the nation is inextricably linked to the countless stories, those told and untold, of women's involvement in education, volunteerism, civic institutions, and the workforce; and

WHEREAS, the fight for fair treatment in civil, legal, and societal matters is an undeniable aspect of the history of women in our country that continues on to this day; and

WHEREAS, women in Hopkins have persevered through these iniquities while taking up important roles in community and cultural groups, as political leaders, and as business owners; and

WHEREAS, Women's History Month is an opportunity for everyone to recognize the barriers women face every day while considering the role they may personally be playing in keeping them in place; and

WHEREAS, it is also a good reminder to contemplate and honor the amazing achievements and contributions that women around the world have made to every aspect of our lives; and

NOW THEREFORE, I, Patrick Hanlon, Mayor of the City of Hopkins in the State of Minnesota, along with my fellow Council Members, recognize, adopt, and proclaim March as a celebration of Women's History Month and invite all residents to explore this history and reflect upon the accomplishments of women locally and around the world.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Hopkins, Minnesota to be affixed this 4th day of March in the year 2025.

Patrick Hanlon, Mayor

**HOPKINS CITY COUNCIL
REGULAR MEETING PROCEEDINGS
FEBRUARY 18, 2025**

CALL TO ORDER

Pursuant to due call and notice thereof a special meeting of the Hopkins City Council was held on Tuesday, February 18, 2025, at 6:30 p.m. in the Council Chambers at City Hall, 1010 1st Street South.

Mayor Hanlon called the meeting to order with Council Members Garrido, Goodlund, Hunke and Kuznia attending. Others attending included City Manager Mornson, Assistant City Manager Casella, City Clerk Domeier, Finance Director Bishop, Director of Planning and Development Elverum and Community Development Manager Needham.

ADOPT AGENDA

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

Motion to Adopt the Agenda.

Ayes: Garrido, Goodlund, Hanlon, Hunke, Kuznia

Nays: None. Motion carried.

CONSENT AGENDA

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

Motion to Approve the 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

Ayes: Garrido, Goodlund, Hanlon, Hunke, Kuznia

Nays: None. Motion carried.

NEW BUSINESS

V11.1. First Reading: Ordinance Amending Chapter 20 of the Hopkins City Code, Establishing an Affordable Housing Trust Fund; Needham

Community Development Manager Needham summarized City Council Report 2025-023. There is a one-time grant opportunity 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. To apply for the funds, the city needs to establish a housing trust fund.

Further discussion was held about the grant funds, opportunities, timelines and city funding.

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

Motion to Approve a First Reading of Ordinance 2025-1222 Amending the Hopkins City Code.

Ayes: Garrido, Goodlund, Hanlon, Hunke, Kuznia

**HOPKINS CITY COUNCIL
REGULAR MEETING PROCEEDINGS
FEBRUARY 18, 2025**

Nays: None. Motion carried.

ANNOUNCEMENTS

Mayor Hanlon shared the City Council meeting schedule. City Manager Mornson spoke to the Public Works Director retirement and recruitment and the Police Department ICPOET program expanding in April. He also shared that the bid opening is coming up for the central avenues project.

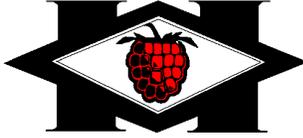
ADJOURNMENT

There being no further business to come before the City Council, and upon motion by Hunke, second by Goodlund, the meeting was unanimously adjourned at 6:45 p.m.

Respectfully Submitted,



Amy Domeier, City Clerk



CITY OF HOPKINS

Planning & Economic
Development

City Council Report 2025-032

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

From: Kersten Elverum, Director of Planning & Development

Date: March 4, 2025

Subject: Preliminary Development Agreement – 501/525 Mainstreet; 15 6th Ave North

RECOMMENDED ACTION

MOTION TO approve Preliminary Development Agreement between the Hopkins Housing and Redevelopment Authority, the City of Hopkins and Footprint Development , LLC.

OVERVIEW

Based on developer interest and a desire to put HRA-owned land into productive use, the City of Hopkins issued a Request for Proposals (RFP) in October 2024 for four development sites: 102 10th Avenue North (Lot 800) and 501 Mainstreet, 525 Mainstreet and 15 6th Avenue North. Proposals were accepted through December 20, 2024. One proposal was received from Footprint Development for the Mainstreet and 15 6th Avenue North properties.

The proposal was reviewed by the City Council in a closed-door meeting on January 14, 2025. Based on City feedback, the developer adjusted the site plan to add additional parking, and the proposal was discussed at the February 4, 2025, closed-door City Council meeting. The proposal is for two phases; the first phase (501 Mainstreet and 15 6th Avenue North) would have 38 housing units and 27 parking stalls. It would be built to Passive House Institute of the U.S. standards, meet the City's Inclusionary Housing Policy and be designed to attract residents that want a car-light lifestyle. The second phase (525 Mainstreet) would follow after parking demand and other factors are proven.

The City Council elected to continue discussions and take next steps with the developer through a Preliminary Development Agreement (PDA). The PDA provides the opportunity for the public to weigh in on the development proposal before entering into a purchase agreement. The terms of the PDA include:

- Grants exclusive rights to the Developer now and for 16-24 months following the execution of a Purchase Agreement
- Outlines a development review process that includes a concept review at the Hopkins Planning & Zoning Commission
- Establishes a process to establish sale price

- Commits the City/HRA to update Phase I & II Environmental Site Assessments and remediation cost estimates

Under the Agreement, the developer will submit a Concept Review Application to be on the March 25, 2025, Planning & Zoning Commission agenda. Prior to that meeting, there will be a neighborhood meeting hosted by the developer, tentatively scheduled for March 12, 2025, at Hopkins City Hall. The concept will be brought forward to the City Council in April, the project proforma reviewed by the City's financial advisor and environmental site assessments will be updated. After those steps are completed, staff and the City Attorney will negotiate the terms of a Purchase and Development Agreement which will be brought to the HRA and City Council for approval, anticipated in June 2025.

The Lot 800 discussion, including proposals received and City Council direction, will be scheduled for a HRA/City Council meeting in April 2025.

SUPPORTING INFORMATION

- Preliminary Development Agreement
- Concept Plan

PRELIMINARY DEVELOPMENT AGREEMENT

THIS PRELIMINARY DEVELOPMENT AGREEMENT (the “Agreement”) is made and entered into as of _____, 2025, by and among the Housing and Redevelopment Authority in and for the City of Hopkins (“HRA”), the City of Hopkins, Minnesota, a Minnesota municipal corporation (the “City”) and Footprint Development LLC, a Minnesota limited liability company or its affiliated successors and assigns as permitted in this Agreement (the “Developer”).

RECITALS:

A. The City has selected Developer as the preferred private developer for the Development Project. Attached hereto as Exhibit B is Developer’s concept site plan for the Development Project (the “Concept Plan”), which will be presented for preliminary review by the City Planning and Zoning Commission and City Council (the “Concept Plan”) consistent with the City’s Development Review Process as hereinafter defined.

B. The Developer is currently negotiating a definitive purchase agreement (the “Purchase and Development Agreement”) pursuant to which City, as seller, and Developer, as purchaser, will sell and purchase the development site located at 15 6th Avenue N, 501 Mainstreet and 525 Mainstreet (the “Development Site”) and as legally described in Exhibit A, for Developer’s development and construction of the project as set forth in the Concept Plan (the “Development Project”). The property located at 525 Mainstreet will be sold and developed as part of a Phase II of the Development Project subject to the City and Developer agreeing to conditions and milestones for the Phase II development.

C. The parties desire to enter into this agreement to outline the parties’ respective expectations, rights, and obligations regarding the Development Site and the Development Project and to provide for further investigation and refinement of a final development plan (developed through the City’s land use approval process) for the Development Project (the “Final Development Plan”).

AGREEMENT:

NOW, THEREFORE, in consideration of the promises and the mutual covenants of the parties hereinafter expressed, it is hereby agreed as follows:

1. Undertaking and Exclusive Rights. In consideration of the time, effort and expenses to be incurred by Developer in pursuing the Development Project, the City hereby agrees that during the negotiation of the Purchase and Development Agreement (and for a period of sixteen (16) months after any mutual execution of the Purchase and Development Agreement (collectively the “Exclusive Period”), Developer will have the exclusive right to make specific proposals and negotiate the terms of land use entitlements and site plan approvals with respect to the Development Site for the Final Development Plan, and definitive development contracts, if necessary, with the City for the development of the Development Site and financial assistance for such Development Project (the “Final Development Contracts”).

2. Development Review Process; Coordination. Subject to the terms and conditions of this Agreement, the City and Developer agree to consult with each other for input on development parameters and the Final Development Plan, as well as a coordinated community engagement, and communications strategy to supplement the City’s Development Review Process as set forth in Exhibit C. Furthermore, each party will agree to keep the other party informed about the status of the development process for the Development Project, including, without limitation, negotiation of the Purchase and Development

Agreement, the Final Development Contracts, if any, the status of and changes to the proposed Final Development Plan and the status of the City entitlement approval process.

3. Development Project. The parties acknowledge and agree that it is the parties' collective intent that the Development Project will consist of the development of the Development Site in a manner consistent with the Concept Plan.

4. Purchase and Development Agreement; Acknowledgment of Purchase Price. Following the completion of the Concept Review process as defined in the City's codes or policies, the Developer and City shall negotiate in good faith to reach agreement on definitive Purchase and Development Agreements for the Development Site by June 17, 2025. The City may, at its own expense, conduct a financial analysis of the Development Project to determine the ability to pay market value for the Development Site. The analysis will be a basis for discussions on purchase price that will be established through negotiations of the Purchase and Development Agreement, including potentially a to be negotiated look-back provision. The parties agree that the Purchase and Development Agreement shall include, without limitation, the following key terms and conditions:

(a) Developer shall conduct any and all due diligence Developer deems appropriate in its sole discretion with respect to 501 Mainstreet and 15 6th Avenue North commencing on the Effective Date of the Development Agreement and continuing through sixteen (16) months (the "Phase I Due Diligence Period").

(b) Developer shall conduct any and all due diligence Developer deems appropriate in its sole discretion with respect to 525 Main Street commencing on the Effective Date of the Development Agreement and continuing through twenty four (24) months (the "Phase II Due Diligence Period").

(c) Developer and its agents may enter the Property upon reasonable advance notice to Sellers for purposes of performing any and all inspections and tests, including minimally invasive tests and soil borings. Among other conditions of closing to be specified in the Purchase and Development Agreement, Developer's obligation to close is contingent on satisfying the following conditions on or before the expiration of the Due Diligence Period:

1. Physical inspections by Developer and Developer's contractors
2. Approval of a new Phase I and Phase II Environmental Site Assessment and any prior reports.
3. Approval of ALTA survey and title commitment
4. Issuance of entitlements for the development project by the City, determined to be acceptable in Developer's sole discretion
5. Approval of Developer and Developer's lender of financing for the Development Project
6. Commitments for needed project equity
7. Other commercially reasonable conditions requested by the Developer.

(d) Investigations will be assisted by the City, at no cost to the City except as specified in the following section (d)6. The City will provide all documents relevant to property value and marketability to the Developer, including, but not limited to:

1. Environmental reports of any kind, including hazardous material surveys, cleanup cost estimates, information about any funding sources

available to complete any remaining remediation, whether known or unknown

2. Appraisals, if any
3. Previous survey and title reports, if any
4. Previous market study, if any
5. Previous site plans for developing the parcels, if any
6. The City shall work with Developer to obtain an updated Phase I Environmental Site Assessment, Phase II Environmental Site Assessment, and remediation cost estimates at the City's cost or funded through grants pursued collaboratively. Developer will reimburse 100% of direct costs incurred by the City at closing. All environmental reports shall name both the City and Developer as reliance parties. The City and Developer agree to work together regarding any professional services consultant agreement to be entered into for the Development Project.

(e) The City shall support an application for the Development Project to the Met Council's LCA Pre-Development grant program in the 2025 application cycle.

(f) The City shall deliver the property free from any tenant interest at closing.

(g) Closing on the purchase of the Development Site must occur no later than one hundred and twenty (120) days following the completion of the Due Diligence Period. Note this extended period correlates with construction period. An additional sixty (60) days may be requested upon the sole discretion of the Developer.

5. Binding Effect. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective heirs, personal representatives, successors, assigns and transferees.

6. Notices. Each notification required by this Agreement must be made to the project representative. The project representatives of the parties are:

City:

Kersten Elverum, Director of Development and Planning
City of Hopkins
1010 1st Street South
Hopkins, MN 55343
Email: kerverum@hopkinsmn.com

Developer:

Footprint Development LLC
1017 Ashland Avenue
St. Paul, MN 55104
Attn: Cody Fischer
Email: cody@footprintdev.com

Contact information will be kept current. Contact information may be changed by a party by written notification to the other parties.

7. Amendments. An amendment to this Agreement must be in writing and will not be effective until it has been approved and executed by the parties. A party to this Agreement may not assign or transfer any right or obligation hereunder without an assignment agreement executed by the parties and the assignee.

8. Term, Termination. Notwithstanding any other provision in this Agreement to the contrary, this Agreement may be terminated as follows: (1) the parties, by mutual written agreement, may terminate this Agreement at any time; (2) the parties may terminate this Agreement in the event of a breach of the Agreement by another party, upon providing 30 days' written notice to the party, unless such breach is cured before the expiration of said 30-day period.

9. Compliance with Laws. The parties shall exercise reasonable care to comply with applicable federal, state, and local laws, rules, ordinances, and regulations in effect as of the date of this Agreement.

10. Compliance with the Minnesota Government Data Practices Act. Data provided, produced, or obtained under this Agreement shall be administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13. The parties shall immediately report to the other party any requests from third parties for information relating to this Agreement. The parties agree to promptly respond to inquiries from the other party concerning data requests.

11. Choice of Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of Minnesota. Any disputes, controversies, or claims arising under this Agreement shall be heard in the state or federal courts of Minnesota and the parties waive any objections to jurisdiction.

12. Non-Assignment. This Agreement may not be assigned by any party without the prior written consent of the other parties, except that Footprint Development, LLC may assign this Agreement or enter into the Purchase and Development Agreement to an entity or entities which are owned in part by and managed by Cody Fischer .

13. Survivability. The provisions of this Agreement concerning Indemnification, Compliance with Laws, Compliance with the Minnesota Government Data Practices Act, Audit, Choice of Law and Venue shall survive the expiration or termination of this Agreement.

14. Severability. The provisions of this Agreement shall be severable. If any portion of this Agreement is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the remaining provisions of the Agreement.

15. Waiver. Any waiver by any party of a breach of any provision of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement.

16. Counterparts. This Agreement may be executed in one or more counterparts or in multiple originals, either one of which is as valid as the other and when taken together shall constitute one agreement.

[Remainder of Page Intentionally Left Blank. Signature Pages Follows]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

DEVELOPER:

Footprint Development LLC,
a Minnesota limited liability company

By: _____
Name: Cody Fischer _____
Its: President _____

CITY:

City of Hopkins, Minnesota
a Minnesota municipal corporation

By: _____
Name: Patrick Hanlon
Its: Mayor

By: _____
Name: Michael Mornson
Its: City Manager

HRA:

**Housing and Redevelopment Authority in and
for the City of Hopkins**

By: _____
Name: Patrick Hanlon
Its: President

By: _____
Name: Mike Mornson
Its: Executive Director

EXHIBIT A
DEVELOPMENT SITE LEGAL DESCRIPTIONS

Phase I:

15 6th Avenue N - PID 2411722420017

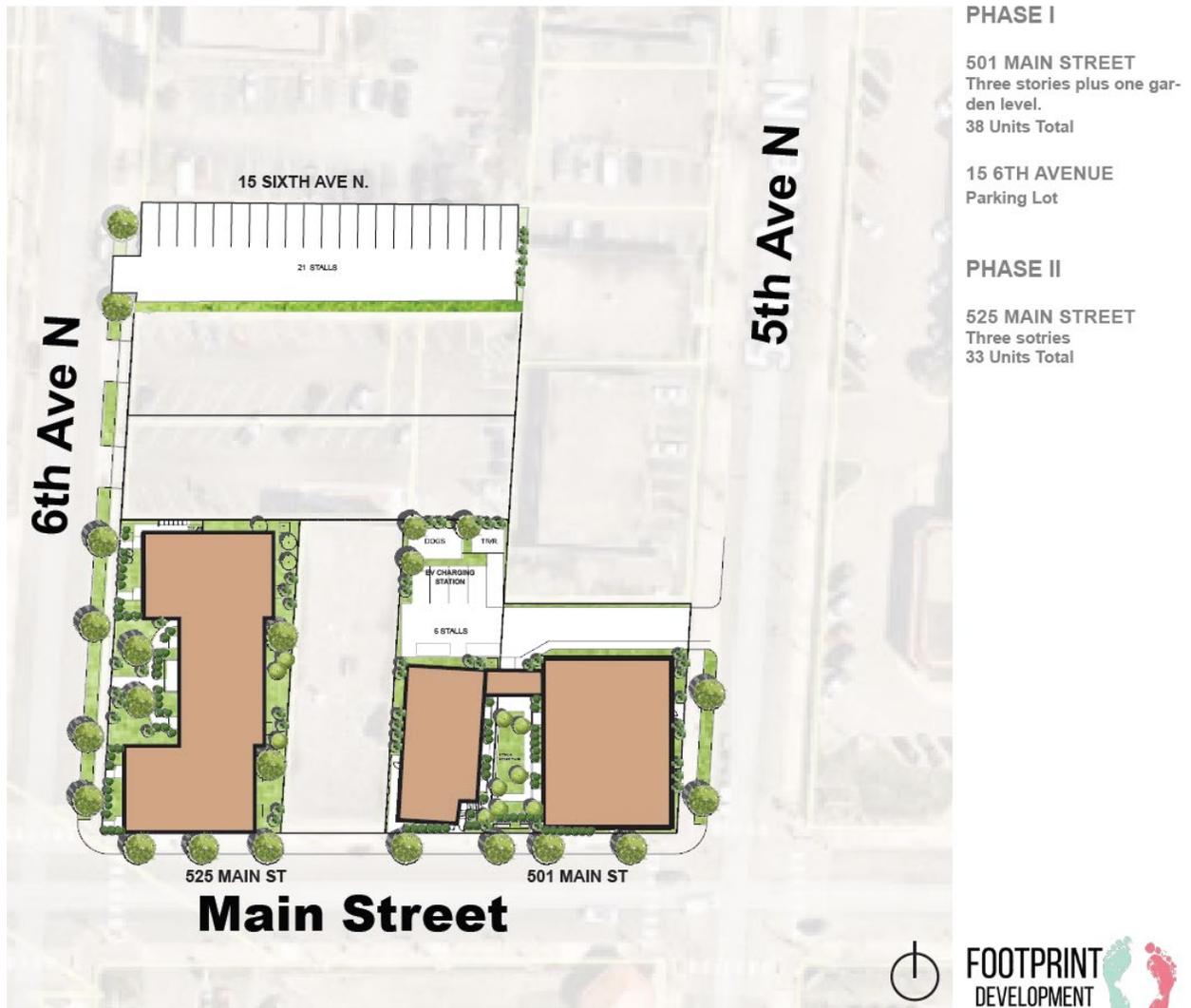
501 Mainstreet - PID 2411722420009

Phase II: (to follow construction of Phase I):

525 Mainstreet - PID 2411722420166

EXHIBIT B
CONCEPT PLAN

The preliminary Concept Plan includes ~70 housing units and ~27 parking stalls developed over two project phases. The 3-story buildings in this concept are 100% residential, multifamily rentals. As communicated by the Developer's original RFP response and in subsequent meetings with City staff, the Developer also intends to explore a 4-story concept as part of the design development process.



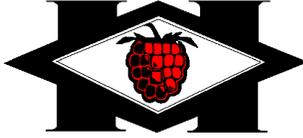
CONCEPT PLAN REVIEW | SITE PLAN



EXHIBIT C

DEVELOPMENT REVIEW PROCESS

March 4, 2025	City Council – Preliminary Development Agreement
March 5, 2025	Developer applies for Concept Review
March 10 – March 18, 2025	Developer holds neighborhood meeting
March 25, 2025	City Planning & Zoning Commission – Concept Review
April 1 or April 15, 2025	City Council – Concept Review



CITY OF HOPKINS

Planning & Economic
Development

City Council Report 2025-030

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

From: Revée Needham, Community Development Manager

Date: March 4, 2025

Subject: Support for Footprint Development's Application to the Hennepin County TOC Program

RECOMMENDED ACTION

MOTION TO approve Resolution 2025-011 supporting Footprint Development's grant application to the Hennepin County TOC Program.

OVERVIEW

Footprint Development has proposed a development project on City-owned property. The design of the project, and the goals of the developer, make it a strong candidate for the Hennepin County Transit Oriented Communities (TOC) Program that provides funding for development that enhances transit uses. Developers that have been awarded TOC Program funding work directly with Hennepin County in administering the funds, although Hennepin County requires a resolution of support from the City for the project. There is no financial obligation or staff involvement from the City with the administration of these funding awards.

Supporting the application to the TOC program does not commit the City to grant land use approvals or to sell the property.

SUPPORTING INFORMATION

- Resolution 2025-011
- [Hyperlink to Hennepin County TOC Program Webpage](#)

**CITY OF HOPKINS
HENNEPIN COUNTY, MINNESOTA**

RESOLUTION 2025-011

**RESOLUTION SUPPORTING HENNEPIN COUNTY TRANSIT ORIENTED
COMMUNITIES GRANT APPLICATION BY FOOTPRINT DEVELOPMENT LLC**

WHEREAS, the City of Hopkins acknowledges the Hennepin County Housing and Redevelopment Authority (HCHRA) authorized approximately \$2.2 million in funding for the Transit Oriented Communities (TOC) Program in 2025; and

WHEREAS, proposed housing and redevelopment projects undertaken by the HCHRA pursuant to authority established by Minnesota Statutes § 383B.77, subd. 3, require approval of the local governing body where the project(s) will be located; and

WHEREAS, Footprint Development LLC is submitting an application requesting grant funds from the HCHRA TOC Program; and

WHEREAS, the grant funds will be used for certain public improvement costs associated with the redevelopment project at 501 Mainstreet in the City of Hopkins; and

WHEREAS, the HCHRA TOC program guidelines require a resolution of support from the City of Hopkins for submission of a grant application; and

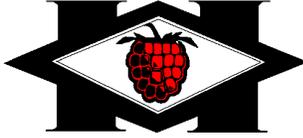
NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Hopkins, in accordance with Minnesota Statutes § 383B.77, subd. 3, hereby supports Footprint Development's funding application to the Hennepin County Housing and Redevelopment Authority.

Adopted by the City Council of the City of Hopkins this 4th day of March, 2025.

By: _____
Patrick Hanlon, Mayor

ATTEST:

Amy Domeier, City Clerk



CITY OF HOPKINS

Fire Department

City Council Report 2025-027

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

From: Dale Specken, Fire Chief

Date: March 4, 2025

Subject: Benefit Amount Increase for the Hopkins Fire Department Relief Association

RECOMMENDED ACTION

MOTION TO Adopt Resolution 2025-010 Increasing the Benefit Amount for the Hopkins Fire Department Relief Association.

OVERVIEW

In March 2022, the Hopkins Fire Department Relief Association raised the pension amount from \$8,400 to \$8,600 per year of service.

The Relief Association, in consultation with the accounting firm, has verified that the market and funds are conducive to raising the pension fund amount and have elected to be conservative and increase it to \$10,000. The pension fund will still be protected if the market falls and will continue to be funded with this increase at 129%. The Relief Association auditor has recommended amending City Council Resolution 2022-013 to reflect the increase to \$10,000.

SUPPORTING INFORMATION

- Resolution 2025-010

**CITY OF HOPKINS
HENNEPIN COUNTY, MINNESOTA**

RESOLUTION 2025-010

**RESOLUTION INCREASING THE BENEFIT AMOUNT FOR THE HOPKINS FIRE
DEPARTMENT RELIEF ASSOCIATION**

WHEREAS, the City of Hopkins Fire Department Relief Association has requested the benefit amount to be increased from \$8,600 to \$10,000 per year of service; and

WHEREAS, the City of Hopkins provides the Relief Association with a set amount of funding each year and has agreed to allow the Relief Association to determine the benefit amount as long as no additional City funds are requested; and

WHEREAS, according to Minnesota state law, the Relief Association can maintain the new benefit amount without any additional City contributions,

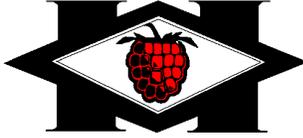
NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Hopkins hereby approves an increase of the Hopkins Fire Department Relief Association benefit amount up to \$10,000 per year of service.

Adopted by the City Council of the City of Hopkins this 4th day of March, 2025.

By: _____
Patrick Hanlon, Mayor

ATTEST:

Amy Domeier, City Clerk



Finance Department

CITY OF HOPKINS

City Council Report 2025-034

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

From: Nick Bishop, Finance Director

Date: March 4, 2025

Subject: Resolution to Transfer Funds to Affordable Housing Trust Fund

RECOMMENDED ACTION

MOTION TO Approve Resolution No. 2025-013 to Transfer Funds to the Affordable Housing Trust Fund and Close the Local Affordable Housing Aid Fund.

OVERVIEW

Approval of the resolution will allow staff to make two transfers into the newly created Affordable Housing Trust Fund.

1. \$150,000 from the Economic Development Fund. Staff will also apply to the Local Housing Trust Fund Grant Program offering a one-to-one match.
2. \$173,190 from the Local Affordable Housing Aid (LAHA) Special Revenue Fund. This represents the balance of LAHA received in 2024. The fund will be closed after the transfer is made. Additional LAHA will be deposited into the Affordable Housing Trust Fund.

Transfers between funds require City Council approval.

SUPPORTING INFORMATION

- Resolution No. 2025-013 Transfer Funds to the Affordable Housing Trust Fund and Close the Local Affordable Housing Aid Fund

**CITY OF HOPKINS
HENNEPIN COUNTY, MINNESOTA**

RESOLUTION 2025-013

**Transfer Funds to the Affordable Housing Trust Fund and
Close the Local Affordable Housing Aid Fund**

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

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

WHEREAS, there is no longer need to maintain fund 208, Local Affordable Housing Aid Special Revenue Fund; and

WHEREAS, it is necessary and appropriate to transfer money between funds within the City's account structure; and

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

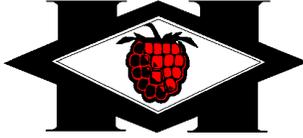
1. Transfer \$150,000 from Fund 204 (Economic Development) to Fund 510 (Local Affordable Housing Trust Fund)
2. Transfer \$173,190 from Fund 208 (Local Affordable Housing Aid) to Fund 510 (Local Affordable Housing Trust Fund)

Adopted by the City Council of the City of Hopkins this 4th day of March, 2025.

By: _____
Patrick Hanlon, Mayor

ATTEST:

Amy Domeier, City Clerk



CITY OF HOPKINS

Planning & Economic
Development

City Council Report 2025-029

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

From: Revée Needham, Community Development Manager

Date: March 4, 2025

Subject: Second Reading of Ordinance 2025-1222 Amending Chapter 20 of the Hopkins City Code, Establishing an Affordable Housing Trust Fund

RECOMMENDED ACTION

MOTION TO Approve the Second Reading of Ordinance 2025-1222 Amending Chapter 20 of the Hopkins City Code, Establishing an Affordable Housing Trust Fund.

OVERVIEW

Ordinance 2025-1222 establishes an Affordable Housing Trust Fund. The ordinance was presented at the February 18, 2025 Council meeting and the staff report is attached as a hyperlink. The first reading was approved by City Council with a 7-0 vote. No changes have been made to the Ordinance since the first reading.

SUPPORTING INFORMATION

- Ordinance 2025-1222
- [Hyperlink to February 18, 2025 Council Packet](#)

**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.

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

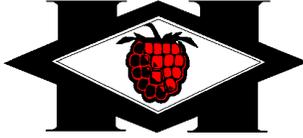
First Reading:	February 18, 2025
Second Reading:	March 4, 2025
Date of Publication:	March 13, 2025
Date Ordinance Takes Effect:	March 14, 2025

By: _____

Patrick Hanlon, Mayor

ATTEST:

Amy Domeier, City Clerk



Finance Department

CITY OF HOPKINS

City Council Report 2023-018

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

From: Nick Bishop, Finance Director

Date: March 4, 2025

Subject: Amend 2025-2029 Equipment Replacement Plan for Video Servers

RECOMMENDED ACTION

MOTION TO approve an amendment to the 2025-2029 Equipment Replacement Plan adding a new project Video Servers for \$60,000.

OVERVIEW

The requested action would allow City staff to purchase two video data servers to continue work on the parking ramp camera system. The cost of the project is \$60,000 and would use existing fund balance in the Equipment Replacement Fund. The fund is projected to end 2025 with a fund balance of \$808,827.

The ownership of 36 cameras in the parking ramp was transferred by Hennepin County to the City of Hopkins. The approved 2025-2029 Capital Improvement Plan included a \$25,000 project to integrate the existing cameras with Hopkins camera system. The City's current video data servers are inadequate for the additional cameras.

The 2025-2029 Equipment Replacement Plan was approved by City Council on November 12, 2024.

SUPPORTING INFORMATION

- Project Detail for Video Servers (as amended)
- Projected Cashflows (as amended)

2025 thru 2029

Capital Improvement Plan

Hopkins, MN ERP

Project # None
Project Name Video Servers

Total Project Cost	\$60,000	Contact	IT Director
Department	Comm Svcs - IT	Type	Equipment
Category	Trans: Parking Facilities	Priority	1 Urgent
Status	Active	Useful Life	3 years

Description

Purchase two video servers to support the existing video cameras in the parking ramp. The ownership of the video cameras was transferred from Hennepin County to the City of Hopkins. The video servers are needed to make them functional.

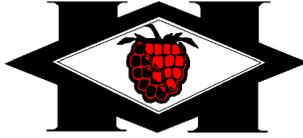
Justification/Sustainability

Video cameras help prevent and deter crime in the parking ramp.

Expenditures	2025	2026	2027	2028	2029	Total
Equipment	60,000	0	0	0	0	60,000
Total	60,000	0	0	0	0	60,000

Funding Sources	2025	2026	2027	2028	2029	Total
Equipment Replacement Fund	60,000	0	0	0	0	60,000
Total	60,000	0	0	0	0	60,000

Equipment Replacement Fund - Projected Cash Flows (Amended)		
	2025	2026
Beginning Fund Balance	1,431,321	808,827
Revenues & Other Financing Sources		
Tax Levy	220,000	250,000
Equipment Charges	797,688	845,549
Sale of Equipment	35,000	35,000
Interest Earnings	14,313	8,088
Total Revenue & Other Financing Sources	1,067,001	1,138,637
Expenditures & Other Financing Uses		
Current Expenditures	35,000	35,000
Capital Projects		
Community Services - Activity Center	-	6,700
Community Services - Information Technology	439,324	509,688
Video Servers	60,000	-
Community Services - Inspections	16,231	-
Fire Vehicles & Equipment	870,300	45,000
Police Vehicles & Equipment	268,640	251,640
Public Works: Building/Equipment Services	-	40,000
Public Works: Streets/Traffic	-	136,400
Total Expenditures and Other Financing Sources	1,689,495	1,024,428
Increase (Decrease) in Fund Balance	(622,494)	114,209
Projected Ending Fund Balance	808,827	923,036



Administration

CITY OF HOPKINS

City Council Report 2025-032

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

From: Laila Imihy, Special Projects and Initiatives Manger

Date: March 4, 2025

Subject: Cooperative Agreement between City of Hopkins and Nine Mile Creek Watershed District

RECOMMENDED ACTION

MOTION TO enter into a cooperative agreement with the Nine Mile Creek Watershed District to be 2025 ACE Program host site.

OVERVIEW

The ACE Program is an internship program for young adults ages 16-24 who traditionally face a barrier to employment. The program connects young people to employment within the cities of Hopkins and Minnetonka and their city departments. Additionally, it connects them to experiences and professional social networks needed to develop pathways to college and careers. As this program grows, it has become necessary to add an array of internship positions beginning with close partners such as the City of Minnetonka, who signed a Joint Powers Agreement with the Youth Advisory Board and ACE Program. The City of Minnetonka began with one intern in 2023, five in 2024, and six beginning this June.

Nine Mile Creek Watershed District wishes to participate in the ACE Program as an employer for summer 2025. In considering the programs and the desire from both partners to provide internship opportunities for young adults, the city and the watershed district have agreed to enter into a cooperative agreement.

SUPPORTING INFORMATION

- Cooperative Agreement between the City of Hopkins and Nine Mile Creek Watershed District

**Cooperative Agreement
Between the City of Hopkins and Nine Mile Creek Watershed District**

2025 ACE PROGRAM

This cooperative agreement is made by and between the City of Hopkins, a home rule charter city under Article XII of the Minnesota Constitution (Hopkins), and Nine Mile Creek Watershed District, a special purposes unit of government created pursuant to Minnesota Statutes chapters 103B and 103D (NMCWD), for NMCWD's participation in Hopkins' ACE Program, which employs youth in meaningful professional work.

Whereas the ACE Program is a program developed and administered by Hopkins that connects young people facing barriers to employment with skills, experiences and professional social networks needed to develop pathways to college and career;

Whereas NMCWD wishes to participate in the ACE Program as an employer for summer 2025; and

Whereas Hopkins and NMCWD are authorized by Minnesota Statutes section 471.59 to enter into this cooperative agreement for NMCWD's participation as an employer in the ACE Program and provide internship opportunities in summer 2025 (the NMCWD Internships).

Agreement

Now, therefore, Hopkins and NMCWD enter into this agreement to document their mutual understanding as to the scope of the NMCWD Internships, facilitate communication and cooperation to successfully complete the NMCWD Internships.

1. Conduct of the NMCWD Internships

- a. NMCWD will provide Hopkins with descriptions of one or more internship opportunities at NMCWD for Hopkins' review and approval, which is not to be unreasonably withheld.
- b. After Hopkins' approval of one or more NMCWD internship descriptions, Hopkins will advertise for and seek participants in the ACE Program generally and the NMCWD Internships specifically, and will oversee and administer the NMCWD Internships in collaboration with NMCWD.
- c. Hopkins will designate participants in the ACE Program suited for the NMCWD Internships and will provide NMCWD with contact information and relevant application data from ACE Program participants to NMCWD, including but not limited to written parental consent to duties involving travel throughout the watershed and taking place evenings and weekends.

- d. NMCWD will select one or more interns for the NMCWD Internships from among the candidates provided by Hopkins.
- e. The parties will ensure that no person is excluded from participation in or the benefits of the NMCWD Internships on the basis of race, color, creed, religion, age, sex, disability, marital status, sexual orientation, public assistance status or national origin, and no person who is protected by applicable federal or state laws, rules or regulations against discrimination otherwise will be subjected to discrimination.
- f. Either party may terminate this agreement prior to the termination date stated in subsection 10 on 10 days' notice to the other. Obligations incurred prior to the date of termination will survive termination, except that on Hopkins' termination in accordance with this paragraph it will constitute release of NMCWD from its obligation under paragraph 2h.

2. NMCWD's rights and responsibilities. NMCWD will:

- a. Provide the participants in the NMCWD Internships with meaningful, project-focused work experience supporting professional skills development, including support for invasive goldfish and carp removals, fish surveys, and pilot field studies such as aquatic revegetation trials.
- b. Provide all training necessary for each participant in the NMCWD Internships, including safety training as needed and provide a safe and healthy worksite that conforms to all applicable federal and state health and safety standards.
- c. Provide professional supervision for participants in the NMCWD Internships, including but not limited to written and oral guidance and performance reviews for all participants. Each NMCWD supervisor will oversee and direct the work on no more than six interns at any one time. NMCWD will ensure supervision in compliance with this subsection and the agreement generally at all times for the NMCWD Internships.
- d. Timely advise the ACE Program contact named below of any major performance issue with a participant in the NMCWD Internships.
- e. Track participants' internship time and submit record thereof weekly to Hopkins.
- f. Will maintain worker's compensation and general liability insurance covering participants in the NMCWD Internships.
- g. Will participate in in-person and telephone interviews conducted by Hopkins' authorized representatives.
- h. Pay a \$500 administrative fee to Hopkins within 35 days of the conclusion of the NMCWD Internships.

- i. Comply with all applicable local, state and federal laws applicable to NMCWD's employment of participants in the NMCWD Internships.
- j. May terminate a participant's participation in the NMCWD Internships on five days' notice to Hopkins.

3. Hopkins' rights and responsibilities. Hopkins:

- a. Will be solely responsible for compensation of participants in the NMCWD Internships.
- b. May visit work locations of participants in the NMCWD Internships for ACE Program purposes and interview participants in the NMCWD Internships and their supervisor(s).

4. Independent relationship; liability; no warranty. This agreement does not create a joint powers board or organization within the meaning of Minnesota Statutes section 471.59, and no party agrees to be responsible for the acts or omissions of the any other pursuant to subdivision 1(a) of the statute. Only contractual remedies are available for the failure of a party to fulfill the terms of this agreement.

NMCWD and Hopkins enter this agreement solely for the purposes of facilitating the NMCWD Internships. Accordingly, with respect to any and all activity undertaken pursuant to this agreement: (1) Hopkins will hold harmless, defend and indemnify the NMCWD, its officers, employees and agents for all claims, damages, liabilities, losses and expenses asserted against either party or both parties at any time by a third party, including any governmental body, provided that any such claim, damages, loss or expense arises out of a negligent act or omission or willful misconduct of an officer, official, agent or employee of Hopkins; and (2) NMCWD will hold harmless, defend and indemnify Hopkins, its officers, officials employees and agents for all claims, damages, liabilities, losses and expenses asserted against either party or both parties at any time by a third party, including any governmental body, that arise out a negligent act or omission or willful misconduct of an officer, manager, agent or employee of NMCWD. This agreement creates no right in and waives no immunity, defense or liability limitation with respect to any third party. The parties do not waive any limitation of liability provided under Minnesota Statutes chapter 466.

5. Contacts. The representatives of the parties with respect to this agreement are as follows:

NMCWD:

Administrator
Nine Mile Creek Watershed District
esniegowski@ninemilecreek.org
952-358-2276
12800 Gerard Dr.

Eden Prairie MN 55346

Hopkins:

Laila Imihy
Special Projects and Initiatives Manager
City of Hopkins
limihy@hopkinsmn.com
1010 1st Street South
Hopkins MN 55343

6. **Data Practices.** All data created, collected, received, maintained or disseminated for any purpose in the course of this agreement are governed by the Data Practices Act, Minnesota Statutes chapter 13, any other applicable state statute, or any state rules adopted to implement the act, as well as federal regulations on data privacy.
7. **Entire agreement.** This agreement contains the complete and entire agreement among the parties relating to the subject matter hereof, and supersedes all prior negotiations, agreements, representations and understandings, if any, among the parties respecting such matters, and amendments, addenda, alterations, or modifications to the terms and conditions of this agreement shall be in writing and signed by both parties. The recitals stated at the outset are incorporated into and are a part of the agreement.
8. **Venue; governing law.** Venue for any adjudication arising from this agreement will be in the district court of Hennepin County, Minnesota, and the agreement will be construed and governed by the laws of the State of Minnesota.
9. **Waiver.** The waiver by NMCWD or Hopkins of any breach or failure to comply with any provision of this agreement by either or both of the other parties will not be construed as nor will it constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this agreement.
10. **Term; termination.** This agreement is effective on execution by both parties and will terminate on September 30, 2025, or on the written agreement of both parties, subject to the terms herein.

IN WITNESS WHEREOF, the parties have caused the agreement to be duly executed intending to be bound thereby.

[Signature page follows.]

City of Hopkins

By _____
Its _____

Date: _____

By _____
Its _____

Date: _____

Approved as to form & execution:

City of Hopkins counsel

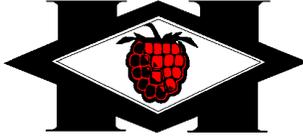
Nine Mile Creek Watershed District

Larry Olson, President

Date: _____

Approved as to form & execution

NMCWD counsel



Finance Department

CITY OF HOPKINS

City Council Report 2025-035

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

From: Nick Bishop, Finance Director

Date: March 4, 2025

Subject: Ratify Checks Issued February 2025

RECOMMENDED ACTION

MOTION TO Ratify Checks issued between Jan 30, 2025 and February 27, 2025 with numbers 137745 thru 138096 for total distribution of 2,287,070.41.

This section ONLY includes the motion.

OVERVIEW

The checks issues, 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.

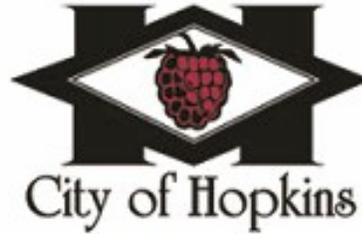
SUPPORTING INFORMATION

- Check Register

Accounts Payable

Checks by Date - Summary by Check Date

User: mschrick@hopkinsmn.com
Printed: 2/27/2025 11:25 AM



1010 First Street South
Hopkins, MN 55343

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

Check No	Vendor No	Vendor Name	Check Date	Check Amount
137745	28422	ADVANCED IMAGING SOLUTIONS	01/30/2025	514.94
137746	01328	AIRGAS USA	01/30/2025	154.12
137747	01493	AMERICAN PRESSURE, INC	01/30/2025	240.95
137748	30933	ANCHOR SOLAR INVESTMENTS LLC	01/30/2025	3,730.72
137749	28600	APPLE VALLEY FORD LINCOLN	01/30/2025	1,002.72
137750	27782	BOUND TREE MEDICAL LLC	01/30/2025	180.87
137751	31573	JASON THOMAS CARDINAL	01/30/2025	828.75
137752	31931	CATALYST	01/30/2025	215.00
137753	29416	CDW GOVERNMENT	01/30/2025	826.44
137754	30127	CINTAS CORPORATION NO. 2	01/30/2025	97.53
137755	26951	COMCAST	01/30/2025	15.12
137756	26951	COMCAST	01/30/2025	2.16
137757	26951	COMCAST	01/30/2025	69.95
137758	26951	COMCAST	01/30/2025	14.98
137759	30560	COMPUTER INTEGRATION TECHNOLOG	01/30/2025	20,263.32
137760	04217	DISCOUNT STEEL INC	01/30/2025	108.90
137761	01523	EARL F. ANDERSEN, INC	01/30/2025	200.00
137762	05282	EHLERS AND ASSOCIATES, INC	01/30/2025	12,475.00
137763	31845	EJ EQUIPMENT, INC.	01/30/2025	6,173.21
137764	29430	ELECTRICAL PRODUCTION SERVICES	01/30/2025	31,308.00
137765	31603	ELEVATOR SERVICE HOLDINGS LLC	01/30/2025	432.60
137766	29491	FERGUSON WATERWORKS #2518	01/30/2025	71,587.25
137767	31930	FITNESS MACHINE TECHNICIANS	01/30/2025	195.00
137768	06567	FORCE AMERICA	01/30/2025	440.00
137769	29377	GRAINGER, INC	01/30/2025	325.35
137770	08001	HACH COMPANIES	01/30/2025	1,271.98
137771	08038	HAWKINS, INC	01/30/2025	10.00
137772	08192	HENNEPIN CTY TREASURER	01/30/2025	1,963.75
137773	27248	HENNEPIN CTY TREASURER	01/30/2025	196.00
137774	31342	HI-LINE ELECTRIC COMPANY INC	01/30/2025	209.91
137775	08336	HIRSHFIELDS	01/30/2025	46.98
137776	29345	IMPACT MAILING OF MN	01/30/2025	2,620.34
137777	04004	IMPERIAL BAG & PAPER CO LLC	01/30/2025	1,710.84
137778	28537	IS LAX LLC	01/30/2025	120.00
137779	09002	I-STATE TRUCK CENTER	01/30/2025	241.23
137780	28601	JENN ARI GROUP	01/30/2025	410.74
137781	12200	LHB INC	01/30/2025	13,420.12
137782	31895	LIFE-ASSIST	01/30/2025	475.29
137783	30165	THOMAS LORENTZ	01/30/2025	500.00
137784	30145	ZACH LUNDBERG	01/30/2025	23,125.00
137785	31257	SCOTT ANDREWS MARKS	01/30/2025	1,450.00
137786	31505	MARTIN MARIETTA MATERIALS INC	01/30/2025	978.25
137787	13167	MENARDS	01/30/2025	366.29
137788	30591	METRO FURNITURE SOLUTIONS BY F	01/30/2025	6,214.01
137789	13275	MICRO CENTER	01/30/2025	669.91
137790	29688	MINNESOTA STREET SUPERINTENDE	01/30/2025	150.00
137791	13363	MN CITY/COUNTY MGMT ASSOC	01/30/2025	219.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
137792	29598	MN DVS RENEWAL/TITLE & REGISTR	01/30/2025	15.25
137793	29598	MN DVS RENEWAL/TITLE & REGISTR	01/30/2025	15.25
137794	29598	MN DVS RENEWAL/TITLE & REGISTR	01/30/2025	15.25
137795	13399	MN SAFETY COUNCIL, INC	01/30/2025	23.00
137796	19181	MN SECRETARY OF STATE - NOTARY	01/30/2025	120.00
137797	13760	MTI DISTRIBUTING INC	01/30/2025	345.97
137798	29317	OFFICE OF MN IT SERVICES	01/30/2025	334.95
137799	31666	OIL-AIR PRODUCTS LLC	01/30/2025	392.69
137800	15521	ON SITE COMPANIES	01/30/2025	73.00
137801	30352	PQL INC	01/30/2025	270.00
137802	30199	PULSE ELECTRIC	01/30/2025	1,987.00
137803	16801	PUMP & METER SERVICE, INC	01/30/2025	2,085.40
137804	04573	QUALITY RESOURCE GROUP INC	01/30/2025	57.27
137805	18164	RED WING BUSINESS ADVANTAGE AC	01/30/2025	206.99
137806	19004	SAMARITAN TIRE COMPANY	01/30/2025	686.24
137807	19117	SCHERER BROS. LUMBER CO.	01/30/2025	18.12
137808	28834	SHI INTERNATIONAL CORP	01/30/2025	25,616.77
137809	29143	SHRED IT USA	01/30/2025	81.62
137810	19520	SNAP PRINT INC	01/30/2025	407.91
137811	28590	ST CLOUD STATE UNIV	01/30/2025	250.00
137812	28837	UNIVERSAL ATHLETIC LLC	01/30/2025	263.75
137813	29466	VERIZON WIRELESS	01/30/2025	1,488.70
137814	29473	VERIZON WIRELESS	01/30/2025	506.30
137815	30017	VERIZON WIRELESS	01/30/2025	2,286.82
137816	27692	VESSCO INC	01/30/2025	4,569.63
137817	31361	VIQ SOLUTIONS INC	01/30/2025	166.44
137818	27900	WATER CONSERVATION SERVICES	01/30/2025	500.30
137819	31634	WELD KRAFT INC	01/30/2025	900.00
137820	30381	WL HALL COMPANY	01/30/2025	752.00
137821	28123	WRAP CITY GRAPHICS INC	01/30/2025	290.00
137822	30728	AFSCME COUNCIL 5	01/30/2025	381.46
137823	09801	I.U.O.E. CENTRAL PENSION FUND	01/30/2025	2,640.00
Total for 1/30/2025:				255,520.60
137824	31904	4IMPRINT	02/06/2025	1,519.35
137825	31331	ACME ELECTRIC MOTOR INC	02/06/2025	701.69
137826	28422	ADVANCED IMAGING SOLUTIONS	02/06/2025	4,298.05
137827	31798	AEQUO BUILDERS LLC	02/06/2025	8,681.76
137828	31776	ALATUS HOPKINS LIHTC I LLC	02/06/2025	17,714.11
137829	UB*01054	JILEEN ARENDT	02/06/2025	80.00
137830	31932	BAR SIENA	02/06/2025	200.00
137831	31418	BEAR CAVE BREWING	02/06/2025	200.00
137832	02563	BOLTON & MENK, INC	02/06/2025	197,268.28
137833	27782	BOUND TREE MEDICAL LLC	02/06/2025	128.37
137834	31655	BRASA 4 LLC	02/06/2025	200.00
137835	03160	CENTERPOINT ENERGY MINNEGASC	02/06/2025	198.58
137836	31267	CINTAS CORPORATION	02/06/2025	465.79
137837	03328	CITY OF MINNETONKA	02/06/2025	21,957.94
137838	26951	COMCAST	02/06/2025	233.14
137839	26951	COMCAST	02/06/2025	10.80
137840	03640	CPT SERVICES, INC	02/06/2025	570.00
137841	28747	CULLIGAN BOTTLED WATER CO	02/06/2025	129.00
137842	30436	DORAN 810 APARTMENTS LLC	02/06/2025	839,879.83
137843	29306	DORAN MARKETPLACE LLC	02/06/2025	22,383.98
137844	29398	ENTERPRISE FLEET MANAGEMENT	02/06/2025	2,988.95
137845	29491	FERGUSON WATERWORKS #2518	02/06/2025	1,383.87

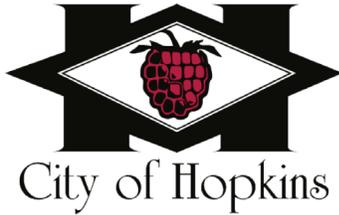
Check No	Vendor No	Vendor Name	Check Date	Check Amount
137846	UB*01052	STEVE FURLONG	02/06/2025	115.43
137847	UB*01056	GAVNAT PROPERTIES LLC	02/06/2025	12.75
137848	08001	HACH COMPANIES	02/06/2025	28.59
137849	31143	SARA HALPERN	02/06/2025	255.00
137850	29748	HENNEPIN COUNTY PUBLIC WORKS	02/06/2025	10,723.32
137851	30875	HOPKINS 1022 ENTERPRISE LLC	02/06/2025	200.00
137852	30941	HOPKINS POLICE CRIME FUND	02/06/2025	423.87
137853	09578	INNOVATIVE OFFICE SOLUTIONS LLC	02/06/2025	1,617.04
137854	30269	JANELLE JASPERS JONES	02/06/2025	320.00
137855	UB*01050	HOLLIE KROEHLER	02/06/2025	92.14
137856	29774	LAURSEN PIANO SERVICE	02/06/2025	205.00
137857	03369	LEAGUE OF MN CITIES	02/06/2025	250.00
137858	28496	LINCOLN FINANCIAL GROUP	02/06/2025	3,405.10
137859	13012	MACQUEEN EQUIPMENT INC	02/06/2025	13,605.31
137860	31305	MARY MCCALLUM	02/06/2025	120.00
137861	13182	METROPOLITAN AREA MANAGERS A	02/06/2025	35.00
137862	13354	MN BENEFIT ASSOCIATION	02/06/2025	84.18
137863	13383	MN FIRE SERVICE CERT BOARD	02/06/2025	2,288.75
137864	31933	NEW CENTURY SERVICE	02/06/2025	3,458.04
137865	29452	OFFICE OF MN IT SERVICES	02/06/2025	293.59
137866	31782	ORACLE AMERICA INC	02/06/2025	12,531.83
137867	31796	DAVID OSTLUND	02/06/2025	520.00
137868	29698	PERMITWORKS, LLC	02/06/2025	5,675.00
137869	29286	PUB 819	02/06/2025	200.00
137870	UB*01053	ANDREW RANSAVAGE	02/06/2025	49.01
137871	UB*01051	BEN SCHLEUSS	02/06/2025	86.62
137872	31657	SHAUGHNESSY PLATING LLC	02/06/2025	200.00
137873	28834	SHI INTERNATIONAL CORP	02/06/2025	4,799.97
137874	29200	SPRINGBROOK SOFTWARE INC	02/06/2025	1,542.50
137875	UB*01055	MARA STEVENS	02/06/2025	102.35
137876	02326	T T & J VENTURES LLC	02/06/2025	200.00
137877	31688	TRIMBLE INC	02/06/2025	128.00
137878	30876	TUTTLE HOPKINS RECREATION INC	02/06/2025	200.00
137879	03440	ULTIMATE SAFETY CONCEPTS INC	02/06/2025	653.20
137880	29475	VERIZON WIRELESS	02/06/2025	105.03
137881	25080	XCEL ENERGY	02/06/2025	38.17
137882	25080	XCEL ENERGY	02/06/2025	74.30
137883	25080	XCEL ENERGY	02/06/2025	515.13
137884	25080	XCEL ENERGY	02/06/2025	12.61
137885	25080	XCEL ENERGY	02/06/2025	244.81
137886	25080	XCEL ENERGY	02/06/2025	116.60
137887	25080	XCEL ENERGY	02/06/2025	107.98
137888	25080	XCEL ENERGY	02/06/2025	133.43
137889	08576	HOPKINS F.D. RELIEF ASSOC	02/06/2025	750.00
Total for 2/6/2025:				1,187,713.14
137890	29466	VERIZON WIRELESS	02/07/2025	1,538.64
Total for 2/7/2025:				1,538.64
137891	31825	7-ELEVEN INC	02/13/2025	40.00
137892	31874	ACCESS WIRELESS DATA SOLUTIONS	02/13/2025	39,496.09
137893	01328	AIRGAS USA	02/13/2025	155.40
137894	02047	BADGER METER INC	02/13/2025	279.56
137895	30899	BAUERS MINNOCO	02/13/2025	188.88
137896	29817	GARY BINGER	02/13/2025	4,200.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
137897	14571	BLUE TARP FINANCIAL INC	02/13/2025	479.93
137898	02563	BOLTON & MENK, INC	02/13/2025	14,763.00
137899	31837	ELIZABETH BOOR	02/13/2025	100.00
137900	31400	BZDOK INSPECTIONS INC	02/13/2025	1,435.50
137901	31573	JASON THOMAS CARDINAL	02/13/2025	845.00
137902	31568	CARE RESOURCE CONNECTION	02/13/2025	1,250.00
137903	29416	CDW GOVERNMENT	02/13/2025	47,550.00
137904	28981	CHESTNUT CAMBRONNE PA	02/13/2025	14,875.42
137905	31267	CINTAS CORPORATION	02/13/2025	76.24
137906	30127	CINTAS CORPORATION NO. 2	02/13/2025	97.53
137907	26951	COMCAST	02/13/2025	136.12
137908	03640	CPT SERVICES, INC	02/13/2025	240.00
137909	03696	CRYSTEEL TRUCK EQUIPMENT	02/13/2025	162.44
137910	03800	CULLIGAN - METRO	02/13/2025	1,818.98
137911	28747	CULLIGAN BOTTLED WATER CO	02/13/2025	240.10
137912	31616	DAN LARSON ENTERPRISES INC	02/13/2025	1,054.93
137913	04217	DISCOUNT STEEL INC	02/13/2025	417.00
137914	31845	EJ EQUIPMENT, INC.	02/13/2025	211.36
137915	05481	EMERGENCY APPARATUS MAINT INC	02/13/2025	2,220.87
137916	29398	ENTERPRISE FLEET MANAGEMENT	02/13/2025	3,004.67
137917	31229	KIRI ANN FAUL	02/13/2025	665.00
137918	06336	FIRST HOSPITAL LAB INC	02/13/2025	683.48
137919	31700	CALLIE FLYNN	02/13/2025	100.00
137920	07564	GOPHER STATE ONE-CALL, INC	02/13/2025	104.00
137921	29377	GRAINGER, INC	02/13/2025	487.80
137922	29820	GROUP HEALTH PLAN INC	02/13/2025	528.00
137923	30336	GS SYSTEMS INC AND AFFILIATES	02/13/2025	14,000.00
137924	08001	HACH COMPANIES	02/13/2025	272.93
137925	31701	KRISTIN HANNEMAN	02/13/2025	100.00
137926	08038	HAWKINS, INC	02/13/2025	1,928.62
137927	08166	HENNEPIN CTY TREASURER	02/13/2025	5,542.97
137928	08223	HENNEPIN CTY TREASURER	02/13/2025	11,796.40
137929	31342	HI-LINE ELECTRIC COMPANY INC	02/13/2025	1,618.38
137930	08336	HIRSHFIELDS	02/13/2025	511.84
137931	08570	HOPKINS AUTO BODY	02/13/2025	13,623.00
137932	09801	I.U.O.E. CENTRAL PENSION FUND	02/13/2025	20.00
137933	09534	INTERSTATE BATTERY SYSTEM	02/13/2025	1,898.70
137934	09002	I-STATE TRUCK CENTER	02/13/2025	319.01
137935	31702	CARSYN JOHNSON	02/13/2025	100.00
137936	31934	JASON KARL KEMBERLING	02/13/2025	91.00
137937	30747	KORTERRA INC	02/13/2025	3,178.08
137938	29529	LEXISNEXIS RISK SOLUTIONS	02/13/2025	99.51
137939	31895	LIFE-ASSIST	02/13/2025	1,614.24
137940	30703	JONATHAN LYKSETT	02/13/2025	100.00
137941	13012	MACQUEEN EQUIPMENT INC	02/13/2025	6,146.86
137942	13167	MENARDS	02/13/2025	342.41
137943	13179	METROPOLITAN COUNCIL	02/13/2025	160,234.51
137944	27324	MIDWEST OVERHEAD CRANE	02/13/2025	893.47
137945	31703	MATTHEW MILLER	02/13/2025	100.00
137946	30363	MINNEAPOLIS OXYGEN COMPANY	02/13/2025	250.64
137947	13446	MN DEPT OF LABOR & INDUSTRY	02/13/2025	100.00
137948	28599	MN PUBLIC RADIO	02/13/2025	833.00
137949	31064	MR CUTTING EDGE LLC	02/13/2025	175.00
137950	31933	NEW CENTURY SERVICE	02/13/2025	462.50
137951	15880	OWENS SERVICE CORP- CHEMTEX	02/13/2025	6,400.00
137952	29468	PARALLEL TECHNOLOGIES	02/13/2025	39.46
137953	16337	PIRTEK PLYMOUTH	02/13/2025	1,239.69

Check No	Vendor No	Vendor Name	Check Date	Check Amount
137954	16566	POMPS TIRE SERVICE INC	02/13/2025	5,819.22
137955	30125	PROJECT COMPANY FINCO PHASE III	02/13/2025	55,111.14
137956	16687	PRO-TEC DESIGN INC	02/13/2025	349.80
137957	04573	QUALITY RESOURCE GROUP INC	02/13/2025	56.40
137958	17806	QWEST CORP	02/13/2025	263.22
137959	18164	RED WING BUSINESS ADVANTAGE AC	02/13/2025	206.99
137960	31120	REPUBLIC SERVICES INC	02/13/2025	34,982.79
137961	31448	SAFETY VEHICLE SOLUTIONS	02/13/2025	18,615.30
137962	19004	SAMARITAN TIRE COMPANY	02/13/2025	159.78
137963	19117	SCHERER BROS. LUMBER CO.	02/13/2025	1,193.73
137964	28309	SCOTT COUNTY TREASURER	02/13/2025	900.00
137965	27124	SHERWIN WILLIAMS	02/13/2025	219.79
137966	29537	SMSC ENTERPRISES	02/13/2025	390.00
137967	19520	SNAP PRINT INC	02/13/2025	3,583.38
137968	19602	SPS COMPANIES INC	02/13/2025	1,964.56
137969	20294	THYSSENKRUPP ELEVATOR	02/13/2025	698.51
137970	20560	TOLL GAS & WELDING SUPPLY	02/13/2025	486.14
137971	30093	TRANSUNION RISK AND ALTERNATIV	02/13/2025	193.40
137972	20687	TRI-STATE BOBCAT INC	02/13/2025	2,278.43
137973	27981	ULINE INC	02/13/2025	875.22
137974	29898	UTILITY LOGIC LLC	02/13/2025	12,299.44
137975	30819	VERIZON WIRELESS	02/13/2025	350.49
137976	31670	VERIZON WIRELESS SERVICES LLC	02/13/2025	170.00
137977	31640	WENDY WOODFILL	02/13/2025	100.00
137978	28123	WRAP CITY GRAPHICS INC	02/13/2025	380.00
137979	25080	XCEL ENERGY	02/13/2025	44.89
137980	25080	XCEL ENERGY	02/13/2025	11,773.85
137981	25080	XCEL ENERGY	02/13/2025	27.96
137982	26000	ZARNOTH BRUSH WORKS, INC	02/13/2025	2,122.95
137983	08576	HOPKINS F.D. RELIEF ASSOC	02/13/2025	120.00
Total for 2/13/2025:				527,676.90
137984	31331	ACME ELECTRIC MOTOR INC	02/20/2025	291.97
137985	27839	BATTERIES R US	02/20/2025	186.38
137986	14571	BLUE TARP FINANCIAL INC	02/20/2025	139.99
137987	15447	CARPENTERS SMALL ENGINE	02/20/2025	37.50
137988	03160	CENTERPOINT ENERGY MINNEGASC	02/20/2025	24,255.94
137989	31935	CITY OF SHAKOPEE	02/20/2025	234.09
137990	31384	CONSOLIDATED COMMUNICATIONS I	02/20/2025	328.94
137991	27060	CROWN MARKING INC	02/20/2025	114.66
137992	31937	ECHO DATA ANALYTICS	02/20/2025	9,000.00
137993	29006	ENTERPRISE FLEET MANAGEMENT	02/20/2025	4,050.49
137994	29491	FERGUSON WATERWORKS #2518	02/20/2025	240.00
137995	31468	ABBY FINIS	02/20/2025	3,785.00
137996	30490	GO PERMIT LLC REF#10887268	02/20/2025	176.00
137997	07689	GRAFIX SHOPPE	02/20/2025	3,550.00
137998	08001	HACH COMPANIES	02/20/2025	135.68
137999	08166	HENNEPIN CTY TREASURER	02/20/2025	2,289.60
138000	31938	HYDRALULIC SPECIALITY INC	02/20/2025	1,993.81
138001	31592	INFINITE HEALTH COLLABORATIVE I	02/20/2025	525.00
138002	29366	KAY PARK & RECREATION	02/20/2025	4,445.00
138003	03369	LEAGUE OF MN CITIES	02/20/2025	350.00
138004	28103	LIBERTY TIRE RECYCLING LLC	02/20/2025	167.25
138005	31895	LIFE-ASSIST	02/20/2025	1,317.23
138006	31257	SCOTT ANDREWS MARKS	02/20/2025	650.00
138007	30011	SUZI MCARDLE HOOD	02/20/2025	100.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
138008	13160	MEDICINE LAKE TOURS	02/20/2025	715.00
138009	13167	MENARDS	02/20/2025	283.92
138010	13173	METRO CHIEF FIRE OFFICERS ASSN	02/20/2025	200.00
138011	31936	NORTHLAND MECHANICAL	02/20/2025	419.42
138012	30258	PETRO CHOICE	02/20/2025	611.73
138013	30125	PROJECT COMPANY FINCO PHASE III	02/20/2025	19,807.43
138014	19287	SHORT ELLIOTT HENDRICKSON INC	02/20/2025	1,314.75
138015	28590	ST CLOUD STATE UNIV	02/20/2025	645.00
138016	19777	STREICHERS	02/20/2025	7,836.70
138017	20560	TOLL GAS & WELDING SUPPLY	02/20/2025	81.84
138018	20887	TWIN CITY WATER CLINIC	02/20/2025	340.00
138019	22002	VALLEY-RICH COMPANY, INC	02/20/2025	7,671.10
138020	29458	VERIZON WIRELESS	02/20/2025	3,871.31
138021	31361	VIQ SOLUTIONS INC	02/20/2025	188.34
138022	29480	CHARLES WEINSTEIN	02/20/2025	5,500.00
138023	28388	WITMER PUBLIC SAFETY GROUP INC	02/20/2025	420.95
Total for 2/20/2025:				108,272.02
138024	31921	1816 MAINSTREET	02/27/2025	1,031.63
138025	01125	ADT SECURITY SERVICES	02/27/2025	119.30
138026	29535	ADVANCED ENGINEERING	02/27/2025	4,560.00
138027	30933	ANCHOR SOLAR INVESTMENTS LLC	02/27/2025	3,730.72
138028	28600	APPLE VALLEY FORD LINCOLN	02/27/2025	209.64
138029	01722	ASPEN EQUIPMENT CO	02/27/2025	500.42
138030	01737	ASPEN MILLS	02/27/2025	48.00
138031	30278	AT&T	02/27/2025	120.00
138032	30611	BAYCOM INC	02/27/2025	7,768.00
138033	14571	BLUE TARP FINANCIAL INC	02/27/2025	597.81
138034	27782	BOUND TREE MEDICAL LLC	02/27/2025	144.48
138035	31713	CALCULATED KINETICS LLC	02/27/2025	1,923.58
138036	03160	CENTERPOINT ENERGY MINNEGASC	02/27/2025	1.27
138037	03160	CENTERPOINT ENERGY MINNEGASC	02/27/2025	375.57
138038	28430	CENTURY LINK	02/27/2025	417.20
138039	31267	CINTAS CORPORATION	02/27/2025	428.44
138040	30127	CINTAS CORPORATION NO. 2	02/27/2025	97.53
138041	03328	CITY OF MINNETONKA	02/27/2025	13.00
138042	31676	COLLINS BROTHERS TOWING OF ST C	02/27/2025	125.00
138043	26951	COMCAST	02/27/2025	809.86
138044	26951	COMCAST	02/27/2025	593.70
138045	26951	COMCAST	02/27/2025	152.08
138046	28898	ECM PUBLISHERS INC	02/27/2025	251.11
138047	05282	EHLERS AND ASSOCIATES, INC	02/27/2025	5,955.00
138048	29491	FERGUSON WATERWORKS #2518	02/27/2025	15,245.00
138049	07185	GENUINE PARTS	02/27/2025	661.02
138050	07689	GRAFIX SHOPPE	02/27/2025	348.72
138051	29745	GRAYBAR ELECTRIC COMPANY, INC.	02/27/2025	1,366.10
138052	08001	HACH COMPANIES	02/27/2025	144.43
138053	08038	HAWKINS, INC	02/27/2025	10.00
138054	29748	HENNEPIN COUNTY PUBLIC WORKS	02/27/2025	10,809.99
138055	08179	HENNEPIN CTY TREASURER	02/27/2025	1,765.96
138056	31940	IBURG ELECTRIC	02/27/2025	10.00
138057	09002	I-STATE TRUCK CENTER	02/27/2025	94,002.00
138058	31941	LANO EQUIPMENT INC	02/27/2025	549.88
138059	12160	LEAGUE OF MN CITIES	02/27/2025	1,000.00
138060	28498	LEXIPOL LLC	02/27/2025	2,521.28
138061	31939	LIFELOC TECHNOLOGIES	02/27/2025	4,381.50

Check No	Vendor No	Vendor Name	Check Date	Check Amount
138062	30145	ZACH LUNDBERG	02/27/2025	4,888.00
138063	13012	MACQUEEN EQUIPMENT INC	02/27/2025	6,659.23
138064	13167	MENARDS	02/27/2025	18.15
138065	13275	MICRO CENTER	02/27/2025	509.98
138066	13383	MN FIRE SERVICE CERT BOARD	02/27/2025	131.00
138067	29317	OFFICE OF MN IT SERVICES	02/27/2025	192.15
138068	31666	OIL-AIR PRODUCTS LLC	02/27/2025	185.90
138069	15521	ON SITE COMPANIES	02/27/2025	277.00
138070	29331	POSTMASTER	02/27/2025	409.06
138071	30199	PULSE ELECTRIC	02/27/2025	3,088.00
138072	19117	SCHERER BROS. LUMBER CO.	02/27/2025	971.62
138073	29143	SHRED IT USA	02/27/2025	81.97
138074	19520	SNAP PRINT INC	02/27/2025	2,229.76
138075	19567	SOUTHWEST SUB CABLE COMM	02/27/2025	2,245.00
138076	28590	ST CLOUD STATE UNIV	02/27/2025	1,170.00
138077	19777	STREICHERS	02/27/2025	64.99
138078	20120	TDS METROCOM - MN	02/27/2025	251.81
138079	29729	T-MOBILE USA, INC.	02/27/2025	200.00
138080	29490	VERIZON WIRELESS	02/27/2025	3,549.18
138081	30017	VERIZON WIRELESS	02/27/2025	2,287.11
138082	30728	AFSCME COUNCIL 5	02/27/2025	762.48
138083	08576	HOPKINS F.D. RELIEF ASSOC	02/27/2025	30.00
138084	08625	HOPKINS POLICE ASSOCIATION	02/27/2025	459.00
138085	30941	HOPKINS POLICE CRIME FUND	02/27/2025	57.44
138086	31875	HOPKINS POLICE K9 FUND	02/27/2025	56.00
138087	09801	I.U.O.E. CENTRAL PENSION FUND	02/27/2025	1,680.00
138088	31683	INTERNATIONAL ASSOC OF FIRE FIGI	02/27/2025	435.12
138089	12012	LAW ENFORCEMENT LABOR SERVICI	02/27/2025	1,735.32
138090	30392	CIGNA LIFE INS COMP OF AMERICA -	02/27/2025	753.30
138091	30023	CIGNA LIFE INS COMP OF N AMERICA	02/27/2025	1,253.58
138092	30391	THE HARTFORD LTD	02/27/2025	2,587.54
138093	08568	RESOURCE WEST	02/27/2025	5.18
138094	30390	THE HARTFORD STD	02/27/2025	3,545.02
138095	21523	UNION LOCAL 49	02/27/2025	735.00
138096	21529	UNITED WAY	02/27/2025	55.00
Total for 2/27/2025:				206,349.11
Report Total (352 checks):				2,287,070.41



City Council Report 2025-031

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

From: Ryan Krzos, City Planner

Date: March 4, 2025

Subject: First Reading of a Development Code Amendment to Nonconforming Building Height Regulations

REQUEST

Staff proposes an amendment to the Development Code regulations to allow minor expansions to single story buildings in the MX-D zone.

RECOMMENDATION

The City Council is asked to adopt, by motion, Resolution No 2025-012 approving a first reading of Ordinance 2025-1223 amending the Development Code for Expansions to Buildings with Nonconforming Height.

ANALYSIS

The MX-D, Mixed Use Downtown Center Zone encompasses the heart of downtown Hopkins, covering the property along Mainstreet, generally from 7th to 15th Streets – See [Zoning Map](#). In the MX-D Zone buildings have a minimum height of two stories and a maximum height of four stories per the current regulations.

The purpose of the requirement is to advance good urban form through regulating building scale and massing consistent with the existing downtown character. Minimum building heights also seek to discourage underutilization of property within amenity-rich Downtown Hopkins.

Article 15 of the [Development Code](#) and State statute establish the framework for how buildings/sites are treated when not meeting zoning regulations, known as nonconformities. By Law, nonconformities may be continued, including through repair, replacement, restoration, maintenance, or improvement. Cities can enable expansions in nonconforming buildings, which Hopkins allows provided the extent of the nonconformity is not increased and all other applicable codes are met.

As it currently relates to height, single-story buildings cannot be expanded in a manner that extends noncompliance with the story height requirement. In other

words, a single-story addition to a building, whether or not said building is already a single story, is prohibited.

Staff is proposing an exemption to the expansion prohibition, allowing limited single-story building additions to single-story buildings. The extent of the allowed nonconforming addition would be limited to no more than 30% of the existing building's footprint. This amendment would not enable a single-story addition to existing two or more-story buildings.

This amendment would pertain to 33 out of the 57 (58%) buildings within the MX-D zone that are single-story buildings and thus are considered nonconforming.

Review Criteria:

Staff finds that the proposed code amendment meets the criteria for approval. In making decisions about development code text amendments, the City must consider all relevant factors, including at least the following criteria:

1. Whether the proposed development code text amendment is in conformity with the comprehensive plan

The development code amendment is consistent with the goals and policies of the 2040 Comprehensive Plan. The Plan's Land Use Section states a goal to reinforce Hopkins' unique identity and sense of community through high quality urban design. The amendment would allow for incremental improvements to the downtown's existing building stock. Staff finds that the long-term vision of downtown would not be substantially compromised by the types of minor additions enabled by the amendment.

The amendment would also be consistent with the Plan's goals for the downtown to: maintain a viable downtown core that serves as an economic and social center for the community; and to continue to grow Downtown's population and jobs base.

2. Whether the proposed development code text amendment corrects an error or inconsistency or will help meet the challenge of a changed or changing condition.

The challenge met by the development code amendment is the balance of incrementally increased utilization of downtown property, while maintaining and furthering the character of the area. This change in policy is intended to promote the ability for existing downtown businesses to make small additions that allow them to maintain and/or expand their presence, while also preserving opportunities for long-term redevelopment and maintaining downtown's character and scale.

Staff finds the character of the downtown would not be deterred since, in any new building addition, the applicable design requirements would still apply, addressing aspects such as building materials, window percentages, and the like. In general, the small additions that the amendment enables would be

much less practical to build with two stories, given the space that would be needed for stairs and/or elevators.

Planning and Zoning Commission Recommendation:

The Planning and Zoning Commission review this amendment at their February 25, 2025 meeting. The Commission agreed with staff's analysis and findings and approved a resolution recommending approval.

Community Input and Engagement:

- This issue was brought out in discussing requirements with a downtown property owner that is interested in a single-story addition to their single-story building in the MX-D zone.
- No community members commented on this item as of the writing of this report.
- No community members spoke during the public hearing conducted at the February 25th Planning and Zoning Commission meeting.

Engagement Activities:

- The Planning and Zoning Commission's public hearing.
- Published notice of this public hearing in the City's official paper.

Alternatives:

Development Code Text Amendments are considered legislative action. The City has a wide degree of discretion in creating legislation, but it must be reasonable and promote public health, safety, and/or general welfare.

The Council could consider the following alternatives:

- Recommend modifications the proposal – such as a change to the size of an allowable expansion.
- Recommend denial of the proposal.

NEXT STEPS

If approved for a first reading, the required second reading of the Ordinance will be scheduled for the March 18 regular City Council meeting. Publication of the ordinance amendment in the City's official paper is required to make the changes effective.

CITY OF HOPKINS
HENNEPIN COUNTY, MINNESOTA

ORDINANCE 2025-XXXX

AN ORDINANCE AMENDING CHAPTER 102 OF THE HOPKINS CITY CODE
RELATED TO NONCONFORMING STRUCTURES

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

SECTION 1. Hopkins City Code, Part III, Chapter 102, Article 15, Subsubsection 102-1540(c), is hereby amended by adding the double-underlined language as follows:

102-1540 (c) ALTERATIONS AND EXPANSIONS

Alterations, including enlargements and expansions, are prohibited unless the proposed alteration or expansion complies with all applicable building siting and height regulations, and does not increase the extent of the existing nonconformity, except as provided in paragraph (1) below. A building with a nonconforming side setback, for example, may be expanded to the rear as long as the expansion complies with applicable rear setbacks and all other building siting and height regulations. On the other hand, building additions on the side, may not increase or extend the side setback nonconformity.

(1) In the MX-D Zone, a single-story enlargement or expansion of a structure that does not meet the minimum height requirement may occur provided the expanded area does not exceed 30 percent of the building footprint and all other applicable building siting regulations are met.

SECTION 2. The effective date of this ordinance shall be March 27, 2025.

First Reading: March 4, 2025
Second Reading: March 18, 2025
Date of Publication: March 27, 2025
Date Ordinance Takes Effect: March 27, 2025

By: _____

Patrick Hanlon, Mayor

ATTEST:

Amy Domeier, City Clerk

**CITY OF HOPKINS
HENNEPIN COUNTY, MINNESOTA**

RESOLUTION NO. 2025-012

**A RESOLUTION APPROVING A FIRST READING OF ORDINANCE 2025-1223
AMENDING CHAPTER 102 OF THE HOPKINS CITY CODE RELATED TO EXPANSIONS
TO BUILDINGS WITH NONCONFORMING HEIGHT IN THE MX-D ZONE**

WHEREAS, the Hopkins Development Code is intended to establish the development standards to implement the community vision and enact the vision, goals and policies of the 2040 Comprehensive Plan – Cultivate Hopkins; and

WHEREAS, City staff is requesting a Development Code Text Amendment to modify requirements for building height for single-story buildings in the MX-D zone; and

WHEREAS, the procedural history of the Development Code Text Amendment is as follows:

1. That the above stated Development Code Text Amendment was initiated by the City; and,
2. That the Hopkins Planning & Zoning Commission, pursuant to published notice, held a public hearing on the application and reviewed such application on February 25, 2025 and all persons present were given an opportunity to be heard; and,
3. That written comments and analysis of City staff were considered; and,
4. The Hopkins Planning & Zoning Commission adopted a resolution recommending approval of the proposed Ordinance; and,

WHEREAS, staff recommended approval of the above stated application based on the findings outlined in the City Council Report 2025-012 dated February 25, 2025.

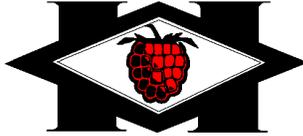
NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Hopkins hereby approves a first reading of ordinance 2025-1223 amending the Hopkins Development Code related to expansions to buildings with nonconforming height in the MX-D zone.

Adopted this 4th day of March 2025.

ATTEST:

Patrick Hanlon, Mayor

Amy Domeier, City Clerk



CITY OF HOPKINS

City Council Report 2025-033

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

From: Laila Imihy, Special Projects and Initiatives Manager

Date: March 4, 2025

Subject: First Reading of Ordinance 2025-1224 Amending the City Code relating to Parks and Recreation

RECOMMENDED ACTION

MOTION TO Approve for First Reading Ordinance 2025-1224 Amending the Hopkins City Code relating to Parks and Recreation.

OVERVIEW

As a part of their 2024 work plan, the Hopkins Park Board formed a working group to review the City Code relating to Parks and Recreation to update the text with any language that may be outdated or incongruent with City policies or State law.

The group of Park Board members worked with City Staff and met with community groups such as Access Hopkins to gain feedback on the changes.

The result is several text changes to the City Code, Chapter 32, Parks and Recreation which modernize this chapter of the City's code. Examples of these changes include:

- Clarifying who can make decisions relating to the parks. The City's Park and Recreation Director, Kelly O'Dea offices at the City of Minnetonka, meaning he is not always the best person to carry out a task such as returning a lost item. In many cases, language here has been updated to "the park director or their designee," to allow for Hopkins Staff to make more decisions.
- Aligning with current law enforcement practices and state laws. The code currently contains outdated language on the level of violation an officer would issue for a violation of the Code. Additionally, the code prohibits the carrying of firearms in the parks which is a violation of state statute.
- Clarifying that items such as signage and alcohol use must also follow established city permitting processes.

Tonight, Staff seeks a motion to approve the proposed changes and adopt Ordinance 2025-1224 for a first reading.

SUPPORTING INFORMATION

- Ordinance 2025-1224

**CITY OF HOPKINS
HENNEPIN COUNTY, MINNESOTA**

ORDINANCE NO. 2025-1224

AMENDMENT OF THE HOPKINS CITY CODE, CHAPTER 32

The City Council of the City of Hopkins, upon recommendation of and from the Hopkins Park Board 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 Code of Ordinances:

SECTION 1. Section 32.1 – Parks and Recreation is amended by adding the underlined language and deleting ~~stricken~~ material as follows:

Section 32-1. Definitions. The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

~~*Park* means an open or enclosed space, area, or facility wherever located which is owned, operated or controlled by the city or located within the city, but owned, operated or controlled by another political body which space is reserved, designated or used for or as a playground, picnic area, school ground, beach, park, arena, concession, playing field or court, structure or building and devoted, designated or intended for active or passive recreation; the term "park" includes parking lots, paths or roadways appurtenant to or used therewith and further includes the definition of passive open space.~~

Park means any open space, area, playground, swimming pool, lake, pond, stream, trail, nature area, or recreation center. It shall also mean any other property owned, leased, used, or controlled, wholly or partly, by the city for park and recreation use.

Park director or director means the department director to whom the specific duties have been assigned by the city manager.

Passive open space means an open space designated or intended only for passive recreation activities such as walking paths and the observation of wildlife.

Picnic shelter area means that portion of a park facility containing a picnic shelter and picnic tables and all areas within 50 feet of the shelter and tables.

Vehicle means a wheeled conveyance, machine whether motor powered, animal-drawn, or self-propelled; the term includes any trailer ~~in tow~~ towing of any kind and snowmobiles, but not city, state or state-authorized vehicles or wheelchairs and other power-driven mobility devices.

SECTION 2. Section 32.2 – Parks and Recreation is amended by adding the underlined language and deleting ~~stricken~~ material as follows:

Section 32-2. Violations constitute misdemeanors. All visitors on park property must observe and follow posted signs stating park policies. Violation of a regulatory provision or posted policies in of this section is a ~~petty~~ misdemeanor.

SECTION 3. Section 32.23 – Parks and Recreation is amended by adding the underlined language and deleting ~~stricken~~ material as follows:

Section 32-23. Authority of director to ~~promulgate~~ add additional rules. ~~The director may from time to time make and establish rules and regulations, either emergency, temporary or permanent, concerning the use of any park or any part thereof. The rules and regulations shall be posted at the entrance to any park thus regulated or in one or more conspicuous places therein and such rules or regulations thus posted shall have the same force and effect as though they were a part of this section.~~

To protect public health, safety and welfare, and to preserve the property of the city, the director is authorized and directed to establish additional written regulations which shall define the procedures to be followed in the use of the parks. Whether this would be permanent or temporary. The rules and regulations shall be posted at the entrance to any park.

SECTION 4. Section 32-26 – Parks and Recreation is amended by adding the underlined language and deleting ~~stricken~~ material as follows:

Section 32-26. Lost and found articles. The finding of lost articles by park attendants shall be reported to the director, or their designee who shall make every reasonable effort to locate the owners. ~~The park director~~ The parks and recreation department shall make every reasonable effort to find articles reported as lost.

SECTION 5. Section 32-28 – Parks and Recreation is amended by adding the underlined language and deleting ~~stricken~~ material as follows:

Section 32-28. Pollution of waters. It is unlawful for a person to throw or discharge ~~or otherwise place or cause to be placed into~~ the waters of any fountain or , pond, lake, ~~stream, bay or other~~ body of water in or adjacent to any park or any tributary, stream, storm sewer, or drain flowing into such waters, any substance ~~matter or thing, liquid or solid,~~ which will or may result in the pollution of said waters. Pollution has meaning per Minnesota State Statute 116.06.

SECTION 6. Section 32-29 – Parks and Recreation is amended by adding the underlined language and deleting ~~stricken~~ material as follows:

Section 32-29. Littering; refuse and trash. It is unlawful for a person to dump, deposit or leave any bottles, broken glass, ashes, paper, boxes, cans, dirt, rubbish, waste, garbage or snow, refuse, or trash in a park except in proper receptacles as permitted by this division. No refuse or trash shall be placed in any waters in or contiguous to any park, nor left anywhere on the grounds thereof, but shall be placed in the proper receptacles where these are provided. Where receptacles are not so provided, all such rubbish or waste shall be carried away from the park by the person responsible for its presence, and properly disposed of elsewhere. Rubbish, waste, and trash must be placed in the proper receptacle or carried out of the park properly to be disposed of elsewhere.

SECTION 7. Section 32-30 – Parks and Recreation is amended by adding the underlined language and deleting stricken material as follows:

Section 32-30. Merchandising, advertising and signs. The following acts are prohibited in a park:

- (1) *Vending and peddling.* Exposing or offering for sale any article or thing, or stationing or placing any stand, cart or vehicle for the transportation, sale or display of any such article or thing, except by a regularly licensed concessionaire acting by and under the authority and regulation of the park director or as permitted by an approved special event permit or an approved park use agreement.
- (2) *Advertising.* Announcing, advertising or calling the public attention in any way to any service for sale of hire, without prior authorization from the director.
- (3) *Signs.* Pasting, gluing, tacking or otherwise posting any signs, placard, advertisement, or inscription whatever, erecting or causing to be erected any sign, whatever on any public lands, parks or highways or roads adjacent to a park, without prior authorization from the director and in compliance with an approved sign permit.

SECTION 8. Section 32-34 – Parks and Recreation is amended by adding the underlined language and deleting stricken material as follows:

Section 32-34. Restrooms or Washrooms. It is unlawful for a person to fail to cooperate in maintaining restrooms and washrooms in a neat and sanitary condition. ~~No person over the age of four years shall use the restrooms and washrooms designated for the opposite sex.~~

SECTION 9. Section 32-35 – Parks and Recreation is amended by adding the underlined language and deleting stricken material as follows:

Section 32-35. Games. The playing of games involving thrown or otherwise propelled objects such as balls, stones, arrows, javelins or ~~model airplanes~~ aircrafts except in areas set apart for such forms of recreation is prohibited. The playing of rough or comparatively dangerous games such as golf, football, baseball and soccer is prohibited except on the fields and courts or areas provided therefor. Inline skating and skateboarding shall be confined to those areas specifically designed for such pastimes.

SECTION 10. Section 32-38 – Parks and Recreation is amended by adding the underlined language and deleting stricken material as follows:

Section 32-38. Domestic Animals. ~~No animals other than dogs are permitted in parks. All animals within parks must be leashed.~~ Dogs are permitted only in such areas as may be clearly marked by the signs bearing the words "leashed dogs are allowed on trails and open areas only." Nothing herein shall be construed as permitting the running of dogs at-large. Dogs in those areas where such animals are permitted shall be restrained at all times on adequate leashes not greater than eight feet in length. ~~No person may walk more than two dogs in a city park at one time.~~ Service animals and police dogs are exempt from these restrictions.

SECTION 11. Section 32-39 – Parks and Recreation is amended by adding the underlined language and deleting stricken material as follows:

Section 32-39. Fishing. ~~It is unlawful for any person in a park to fish in any waters by the use of hook and line, net, trap, or other device, except in water designated by the director for that use, and under such regulations and restrictions as have been or may be prescribed by the park director.~~ Fishing by the use of hook-and-line, net, trap, or other device, is only allowed in designated areas and must follow state laws governing fishing.

SECTION 12. Section 32-40 – Parks and Recreation is amended by adding the underlined language and deleting stricken material as follows:

Section 32-40. Tampering with wildlife; hunting and trapping prohibited.
(a) —It is unlawful for a person to hunt, molest, harm, frighten, kill, trap, chase, tease, shoot or throw objects at an animal, reptile or bird or to remove or have in his possession the young of any wild animal, or the eggs or nest, or young of any reptile or bird. It is unlawful for any person in a park to pursue wildlife at any time.
(b) —~~No person shall give or offer, or attempt to give to any animal or bird any tobacco, alcohol or other known noxious substance.~~

SECTION 13. Section 32-41 – Parks and Recreation is amended by adding the underlined language and deleting stricken material as follows:

Section 32-41. Firearms. No person shall ~~use, carry, or possess~~ discharge firearms of any description or air rifles, spring guns, bow and arrow (except in an area designated for archery by the director), slings or any other form of weapons potentially inimical to wildlife or dangerous to human safety, or any instrument that can be loaded with and fire blank cartridges, or any kind of trapping device. Shooting into park areas from beyond park boundaries is prohibited.

SECTION 14. Section 32-44 – Parks and Recreation is amended by adding the underlined language and deleting stricken material as follows:

Section 32-44. Alcoholic Intoxicating Beverages.

(a) *Prohibition.* Except as provided in this section, the possession of ~~alcoholic~~ intoxicating beverages and the drinking of alcoholic beverages is prohibited in a park. Beer and wine may be consumed in Central Park, Shady Oak Beach, Burnes Park and Valley Park in areas designated by the director by permit only. The term "alcoholic beverage" has the meaning given by M.S.A. § 340A.101. No person shall bring beer into a park in kegs, barrels or other bulk tap quantities except by permit issued by the director.

(b) *Exceptions.* At certain specifically designated recreation centers where meals or lunches are served under concession privileges, the sale of alcoholic beverages by such concessionaire are permitted in accordance with City and State liquor laws and with approval of the necessary permits. ~~under the regulation and control of the director. Sale of alcoholic beverages may be made only in individual drinks (not in original packages or otherwise in bulk) and must be served for consumption solely on the immediate premises of the concession.~~

(c) *Drunkenness.* No person shall enter or remain in a park under the influence of intoxicating substances ~~liquor.~~

SECTION 15. Section 32-62 – Parks and Recreation is amended by adding the underlined language and deleting stricken material as follows:

Section 32-62. Operation Requirements.

(a) *State motor vehicle laws apply.* All applicable provisions of the state motor vehicle traffic laws in regard to equipment and operation of vehicles and the traffic regulations of this Code apply in parks.

(b) *Enforcement of traffic regulations.* Persons in parks shall obey traffic officers and park employees, such persons being hereby authorized and instructed to direct traffic whenever and wherever needed in the parks and on the highways, streets or roads immediately adjacent thereto in accordance with provisions of this section and such supplementary regulations as may be issued by the park director.

~~(c) Traffic signs. Persons in parks shall comply with all traffic signs indicating speed, direction, caution, stopping, or parking, and all other signs posted for proper control and to safeguard life and property.~~

(c ~~d~~) *Speed of vehicles.* No person shall ride or drive a vehicle at a rate of speed exceeding ten miles an hour in a park, except upon such roads as the director may designate, by posted signs, for speedier travel.

(d ~~e~~) *Operation confined to roads.* No person shall drive a vehicle on any area except the paved park roads or parking areas, or such other areas as may on occasion be specifically designated by the director as temporary parking areas except as otherwise provided for semi-annual trash drop-offs.

SECTION 16. Section 32-64 – Parks and Recreation is amended by adding the underlined language and deleting stricken material as follows:

Section 32-64. Bicycles.

(a) *Confined to roads.* No person may ride a bicycle in a park other than on a paved vehicular road or path designated for that purpose. A bicyclist must push a bicycle by hand over a grassy area or wooded trail or on a paved area reserved for pedestrian use unless prohibited by appropriate posting.

(b) *Operation.* No person may ride a bicycle in a park other than on the right-hand side of the road paving as close as conditions permit. Bicycles shall be kept in single file when two or more are operating as a group. Bicyclists must at all times operate their machines with reasonable regard to the safety of others, signal all turns, pass to the right of any vehicle they are overtaking, and pass to the right of any vehicle they may be meeting.

~~(c) Rider prohibited. Only one person per seat is permitted on a bicycle.~~

(c ~~d~~) *Racks.* No person may leave a bicycle in a place other than a bicycle rack when such is provided and there is a space available. Bicycles shall not be left lying on the ground or paving or set against trees, or in any place or position where other persons may trip over to be injured by them.

~~(e) Immobile bikes. No person may leave a bicycle lying on the ground or paving or set against trees, or in any place or position where other persons may trip over to be injured by them.~~

(d ~~f~~) *Night operation.* No person may ride a bicycle on any road or path between ten minutes after sunset and ten minutes before sunrise without an attached headlight plainly visible at least 200 feet in front of, and without a red taillight or red reflector plainly visible from at least 200 feet from the rear of the bicycle.

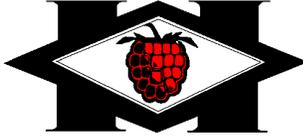
SECTION 17. The effective date of this ordinance shall be effective 90 days after publication.

First Reading: March 4, 2025
Second Reading: March 18, 2025
Date of Publication: March 27, 2025
Date Ordinance Takes Effect: March 27, 2025

By _____
Patrick Hanlon, Mayor

ATTEST:

Amy Domeier, City Clerk



CITY OF HOPKINS

Planning & Economic
Development

City Council Report 2025-026

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

From: Revée Needham, Community Development Manager

Date: March 4, 2025

Subject: Letter of Agreement for Hennepin County Planning Grant Award

RECOMMENDED ACTION

MOTION TO adopt Resolution 2025-009 Approving Letter of Agreement with Hennepin County Housing and Redevelopment Authority for the Shady Oak Station Area Redevelopment Plan Update.

OVERVIEW

The City of Hopkins was awarded a \$50,000 Planning Grant from Hennepin County to complete an update to the Shady Oak Station Development Strategy. To accept the grant award, the City needs to approve a Letter of Agreement with Hennepin County and a Professional Services Agreement with the selected consultant, Van Meter Williams Pollack.

Background on Grant Program

Hennepin County offers Planning Grants to help cities plan for a vibrant future, shape land-use patterns, and guide private investment to best achieve community goals. Hennepin County seeks land use and development planning projects that address county priorities, including:

- Compact, efficient land use that promotes walking, biking, and transit use
- Economic growth, increased prosperity and economic inclusion
- Climate change mitigation and climate resilience
- Reducing disparities in housing, transportation and access to destinations

Public agencies, including municipal governments, park districts, watershed districts, within Hennepin County are eligible to apply for Planning Grants. The Planning Grants program supports land use planning and development-related projects that are at a small geographic scale, rather than city-wide plans, such as small area plans, station area plans, and public realm plans. Hennepin County typically offers up to \$200,000 between their Planning Grants and Business District Initiative programs.

City of Hopkins Grant Award

The City of Hopkins applied for and was awarded a \$50,000 Planning Grant to support the update of the Shady Oak Station Development Strategy. The grant requires a match based on the city population. For the City of Hopkins' population, this match would normally be \$15,000. However, Hennepin County agreed to reduce the City's

match to \$7,500 due to the City's financial constraints. The matching funds will be paid out of the Economic Development fund and is included within the Planning & Economic Development 2025 budget.

Through the review process, Hennepin County and the City of Hopkins staff selected Van Meter Williams Pollack (VMWP) as the consultant to complete the work. Hennepin County Housing and Redevelopment Authority (HCHRA) contracts directly with VMWP for their portion of the grant award (\$50,000) and the City of Hopkins also contracts directly with VMWP for our portion of the grant award (\$7,500).

The Planning Grant will fund an update to the 2015 Shady Oak Station Development Strategy to better reflect current market conditions, post-COVID, and a residential/mixed-use station area that is vibrant, safe, walkable, and well-connected to the community. The work will include engagement with targeted property owners, businesses, the Youth Advisory Board, Nine Mile Creek Watershed, community members, and city staff at Hopkins and Minnetonka. The consultant will produce high quality visual images of the station area's vision to energize interested developers and the community. A more detailed scope of work is included within the attached Professional Services Agreement. Upon completion, the updated Development Strategy Update will be brought to the Planning Commission and City Council for review this fall.

SUPPORTING INFORMATION

- Resolution 2025-009
- Letter of Agreement
- Professional Services Agreement with Van Meter Williams Pollack
- Hyperlink to [Hennepin County Planning Grant Website](#)

**CITY OF HOPKINS
HENNEPIN COUNTY, MINNESOTA**

RESOLUTION 2025-009

**RESOLUTION APPROVING LETTER OF AGREEMENT WITH HENNEPIN COUNTY
HOUSING AND REDEVELOPMENT AUTHORITY FOR THE SHADY OAK STATION
AREA REDEVELOPMENT PLAN UPDATE**

WHEREAS, Hennepin County solicited applications for the 2024 Planning Grant program to help cities plan for a vibrant future, shape land-use patterns, and guide private investment to best achieve community goals; and

WHEREAS, the City of Hopkins submitted an application to the Hennepin Planning Grant program to update the Shady Oak Station Development Strategy; and

WHEREAS, the City of Hopkins was notified via email to receive a \$50,000 grant through the 2024 Hennepin County Planning Grant Program to complete the Shady Oak Station Area Redevelopment Plan Update; and

WHEREAS, the Letter of Agreement has been reviewed by the City Attorney; and

WHEREAS, the City Council finds that it is appropriate to accept the grant award and the City Manager or his designee is authorized to execute the Letter of Agreement.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Hopkins hereby accepts the grant described above.

Adopted by the City Council of the City of Hopkins this 4th day of March, 2025.

By: _____
Patrick Hanlon, Mayor

ATTEST:

Amy Domeier, City Clerk

Hennepin Planning Grants Program
Letter of Agreement
City of Hopkins Shady Oak Station Area Redevelopment Plan Update

A. Overview

This Hennepin Planning Grant (“HPG”) Letter of Agreement (“the LOA”) describes how the Hennepin County Housing and Redevelopment Authority (“AUTHORITY”) and the City of Hopkins (“City”) will collaborate to update the Shady Oak Station Area Redevelopment Plan (“the Project”). The City applied to Authority’s Hennepin Planning Grants Program for support for the Project. The AUTHORITY and City have jointly selected Van Meter Williams Pollack (“the Consultant”) to carry out the Project. The specific scope is included as Attachment 1.

The AUTHORITY is investing up to \$50,000 to support the Project and will contract directly with the Consultant for Authority funding. The City is required to provide a minimum match of \$7,500 and will contract directly with the Consultant for its funding. AUTHORITY will also pay additional HPG program consultants’ fees to participate in a design workshop for the Project, if one is to be held.

B. Project Description

Per the City’s application to the HPG program, the City desires to update the Shady Oak Station Redevelopment Strategy to better reflect a new vision for the area that reflects the current environment, current market conditions, and ridership estimates. The desired result is a mixed-use, higher density, walkable neighborhood.

- Work with elected officials and collaborate with the City of Minnetonka and Metropolitan Council to develop a shared vision for the area, including a review and update of the current redevelopment strategy that can be used to attract and guide future development.
- Develop a neighborhood identity for the area through:
 - Placemaking and interim activation strategies
 - Incorporation of outcomes from previous engagement efforts into the current project
 - Investigation into potential redevelopment prospects of up to three opportunity sites utilizing development test fits
- High-quality images and communication that can be used to communicate the city’s vision to developers and other stakeholders.

C. Project elements and deliverables

In order to accomplish Project objectives, the City will work with the AUTHORITY to develop a project with the following elements to be delivered by the Consultant:

- **Work item 1:** Executive summary

- **Work item 2:** Engagement summary
- **Work item 3:** Updates to 2015 Redevelopment Strategy
 - **Work item 3.1:** Updated fundamental concept
 - **Work item 3.2:** Land use framework
 - **Work item 3.3:** Circulation framework
 - **Work item 3.4:** Project phasing
 - **Work item 3.5:** Key development standards
- **Work item 4:** New content
 - **Work item 4.1:** Development test fits
 - **Work item 4.2:** Placemaking and activation
 - **Work item 4.3:** Artistic renderings

D. Responsibilities

The City, together with the AUTHORITY, and the Consultant will develop a joint work plan with a refined project objective, task list, schedule, and deliverables, within 30 days of consultant selection. The work plan will distinguish the County and City's respective components of the work scope.

The AUTHORITY will be responsible for:

- Contracting directly with Consultant to complete the portion of the work scope covered directly by its funding contribution.
- Contracting directly with program consultants participating in a possible design workshop.
- Reviewing and approving invoices by consultants on a reimbursement basis.
- Participating in regular project team meetings at a mutually agreed upon schedule
- Reviewing and approving project deliverables

City will be responsible for:

- Contracting directly with Consultant for the portion of the work scope covered by its funding contribution
- Reviewing and approving invoices by consultants on a reimbursement basis.
- Participating in regular project team meetings
- Coordinating review of deliverables by city staff and other stakeholders in a timely manner
- Approving project deliverables
- Being primary contact with Consultant for all project-related questions
- Managing city review, engagement, and approvals process

E. Project Costs

The AUTHORITY is agreeing to provide funds not to exceed \$50,000 for this Project to be paid directly to the Consultant through reimbursement for completed work tasks. The AUTHORITY

expects invoices to be submitted monthly by the Consultant. The AUTHORITY is unable to reimburse for local government staff time, capital costs or equipment purchases.

City is agreeing to provide \$7,500 for this Project to be paid directly to the Consultant through reimbursement for completed work tasks.

It is understood by the City that any failure by the City to fund, cooperate, or deliver as described in this LOA may lead the AUTHORITY to rescind its award to the Consultant; this concept has been memorialized in the AUTHORITY's grant agreement entered into between the AUTHORITY and the Consultant on December 21, 2023].

F. Timeline

All work must be completed prior to December 31, 2025. Timeline may be extended with prior written approval.

CITY APPROVAL

CITY, having signed this agreement, and the AUTHORITY having duly approved this agreement on the 4TH day of March, 2025, and pursuant to such approval, the parties hereto agree to be bound by the provision herein set forth.

The CITY certifies that the person who executed this Agreement is authorized to do so on behalf of the CITY as required by applicable articles, bylaws, resolutions or ordinances. *

By: _____
Patrick Hanlon

Title: Mayor, City of Hopkins

Date: _____

By: _____
Michael Mornson

Title: City Manager, City of Hopkins

Date: _____

*CITY shall submit applicable documentation (articles, bylaws, resolutions or ordinances) that confirms the signatory's delegation of authority. This documentation shall be submitted at the time CITY returns the Agreement to the County. Documentation is not required for a sole proprietorship.

PROFESSIONAL SERVICES AGREEMENT FOR SHADY OAK STATION AREA DEVELOPMENT STRATEGY UPDATE

This Agreement is made and entered into on the 4th day of March 2025, between the **CITY OF HOPKINS**, 1010 1st Street South, Hopkins, MN 55343 ("City") and **Van Meter Williams Pollack LLP**, ("Consultant").

Preliminary Statement

The purpose of this Agreement is to set forth terms and conditions for the provision of professional services by the Consultant for the City for the following described Project:

Shady Oak Station Planning Update

- A. Consultant is engaged in the business of urban design and master planning consulting services.
- B. The City desires to hire Consultant to provide urban design consulting services to update the Shady Oak Station Area Development Strategy ("Plan").
- C. The city is partnering with Hennepin County through the Hennepin County Planning Grant program to help fund a portion of the cost of creating the Plan.
- D. Consultant represents that they have the professional expertise and capabilities to provide the City with the requested services and creation of the Plan.
- E. The City desires to engage Consultant to provide the services described in this Agreement and Plan development and Consultant is willing to provide such services on the terms and conditions in this Agreement.
- F. Per the City's Agreement with Hennepin County, depicted in the attached Exhibit A, the Consultant will need to complete the services no later than December 31, 2025.

The City and Consultant agree as follows:

1. **Consultant's Services.** The Consultant agrees to provide professional services as described in the attached Exhibit B, Scope of Work, and any addenda thereto. The Consultant shall serve as the City's professional consultant in the specified

work and shall provide consultation and advice to the City during the performance of its services. The requirements of this section may be waived by the City if the Community Development Manager determines that they are not necessary for the successful completion of the project. Any waivers of a previously agreed to condition must be agreed to in writing and signed by both parties.

2. **Term.** The term of this Agreement will be from March 4, 2025 through December 31, 2025, the date of signature by the parties notwithstanding. This Agreement may be extended upon the written mutual consent of the parties for such additional period as they deem appropriate, and upon the terms and conditions as herein stated.
3. **Compensation for Services.** City agrees to pay the Consultant \$7,500 for services as described in Exhibit B, attached and made a part of this Agreement, which may be amended from time to time by mutual agreement by City and Consultant.

The Agreement amount shall include all services to be rendered by the Consultant as part of this Agreement (including all travel, living and overhead expenses incurred by the Consultant in connection with performing the services herein) except for special services authorized in writing by the City. The amount stipulated shall be considered a "Not to Exceed" cost to the City.

The Consultant must keep track of the costs billable under this contract at all times. Any work in excess of the negotiated amount shall not be eligible for payment unless preapproved in writing. The Consultant must notify the City if the Consultant anticipates that the negotiated amount might be exceeded in order to determine whether or not the City is prepared to increase the compensation. This notification and approval must occur in advance of the work occurring to be considered for compensation.

5. **Payment of Fees.** The Consultant must submit itemized bills for services provided to the City on a monthly basis. The monthly billing must summarize the progress of the project as certified by the Consultant. Consultant must verify all statements submitted for payment in compliance with Minnesota Statutes Section 471.38. For reimbursable expenses, the Consultant must provide such documentation as reasonably required by the City. Consultant bills submitted will be paid in the same manner as other claims made to the City.
6. **Audit Disclosure.** The Consultant must allow the City or its duly authorized agents reasonable access to such of the Consultant's books and records as are pertinent to all services provided under this Agreement.

Any reports, information, data, etc. given to, or prepared or assembled by the Consultant under this Agreement which the City requests to be kept confidential must not be made available to any individual or organization without the City's prior written approval. All finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the Consultant will become the property of the City upon termination of this Agreement, but Consultant may retain copies of such documents as records of the services provided and may reuse standard portions of such documents in the normal course of its business.

7. **Termination.** This Agreement may be terminated by City by seven day's written notice to Consultant. Upon termination under this provision, the Consultant will be paid for services rendered and reimbursable expenses until the effective date of termination.

If, through any cause (except those reasonably beyond Consultant's control), the Consultant fails to fulfill in timely and proper manner its obligations under this Contract, or if the Consultant violates any of the covenants, agreements, or stipulation of this Contract, the City shall thereupon have the right to terminate this Contract by giving written notice to the Consultant of such termination and specifying the effective date thereof, at least five (5) days before the effective date of termination. In that event the Consultant shall have sixty (60) days to furnish all finished or unfinished documents, computer programs, data, studies, surveys, drawings, maps, models, photographs, and reports or other material prepared by the Consultant under this Contract, which shall, at the option of the City, become its property, and the Consultant shall be entitled to receive just, equitable compensation for any satisfactory work completed on such documents and other materials prior to the effective date of termination.

Notwithstanding the above, the Consultant shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of the Contract by the Consultant, and the City may withhold any payments to the Consultant for the purpose of setoff until such time as the exact amount of damages due the City from the Consultant is determined.

In the event this Contract is terminated for cause, then the City may take over and complete the work, by contract or otherwise, and the Consultant and its sureties shall be liable to the City for any costs over the amount of this contract thereby occasioned by the City. In any such case the City may take possession of, and utilize in completing the work, such materials, appliances and structures as may be on the work site and are necessary for completion of the work. The foregoing

provisions are in addition to, and not in limitation of, any other rights which the City may have.

The City may terminate this Contract at any time, with or without cause, by giving written notice to the Consultant of such termination and specifying the effective date thereof, at least fifteen (15) days before the effective date of such termination. In that event, the Consultant shall have sixty (60) days to furnish all finished or unfinished documents, computer programs, data, studies, surveys, drawings, maps, models, photographs, and reports or other material prepared by the Consultant under this Contract, which shall, at the option of the City, become its property. If the Contract is terminated by the City as provided in this paragraph, the Consultant will be paid an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services of the Consultant covered by this Contract, less payments or compensation previously made.

8. **Subcontractor.** The Consultant must not enter into subcontracts for any of the services provided for in this Agreement without the express written consent of the City.
9. **Independent Contractor.** At all times and for all purposes hereunder, the Consultant is an independent contractor and not an employee of the City. No statement herein shall be construed so as to find the Consultant an employee of the City.
10. **Assignment.** Neither party will assign this Agreement, nor any interest arising herein, without the written consent of the other party.
11. **Services not Provided for.** No claim for services furnished by the Consultant not specifically provided for herein will be honored by the City.
12. **Severability.** The provisions of this Agreement are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision will not affect the remaining provisions of the Agreement.
13. **Entire Agreement.** The entire agreement of the parties is contained herein. This Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement will be valid only when expressed in writing and duly signed by the parties unless otherwise provided herein.

14. **Compliance with Laws and Regulations.** In providing services hereunder, the Consultant must abide by all statutes, ordinances, rules and regulations pertaining to the provision of services to be provided. Any violation will constitute a material breach of this Agreement and entitle the City to immediately terminate this Agreement.
15. **Equal Opportunity.** During the performance of this contract, the Consultant must not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, or age. The Consultant must post in places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause and stating that all qualified applicants will receive consideration for employment. The Consultant must incorporate the foregoing requirements of this paragraph in all of its subcontracts for program work, and will require all of its subcontractors for such work to incorporate such requirements in all subcontracts for program work.
16. **Waiver.** Any waiver by either party of a breach of any provisions of this Agreement will not affect, in any respect, the validity of the remainder of this Agreement.
17. **Liability and Indemnity.** The Consultant indemnifies and holds harmless the City, its employees and agents, for all claims, damages, losses, and expenses, including, but not limited to, attorney's fees, which they may suffer or for which they may be held liable, as a result of, and to the extent of, the negligent or wrongful acts of the Consultant, his employees, or anyone else for whom he is legally responsible in the performance of this Agreement.

The Consultant assumes full responsibility for relations with its subcontractors, and must hold the City harmless and defend and indemnify the City, its employees and agents, for any claims, damages, losses, and expenses in any manner caused by such subcontractors, arising out of or connected with this contract.

18. **Insurance.** During the term of this Agreement, Consultant must procure and maintain during the life of this Contract, and provide the City with a certificate of insurance showing, the following coverage for each occurrence and in aggregate:
 - A. Comprehensive General Liability Insurance, including Property Damage, Completed Operations and Contractual Liability for limits not less than \$1,500,000 each occurrence for damages of bodily injury or death to one or more persons and \$1,500,000 each occurrence for damage to or destruction of property.

B. Comprehensive Automobile Liability Insurance, in an amount not less than \$1,500,000 for each occurrence. Coverage shall include all owned autos, non-owned autos, and hired autos.

C. Workmen's Compensation insurance for all its employees as required by the Minnesota Worker's Compensation Act.

D. The City of Hopkins must be named as "ADDITIONALLY INSURED" on the insurance described in paragraphs A, B, and C, and must receive notice ten (10) days prior to the cancellation or expiration of the specified insurance. If the deductible provisions of the Consultant's coverage or any subcontractor's coverage is questioned by the City, the Consultant shall provide the City, upon request, "Proof of Assets".

This policy must provide, as between the City and the Consultant, that the Consultant's coverage shall be the primary coverage in the event of a loss. If the Consultant is providing either architectural or engineering services, the Consultant must also maintain during the term of this Agreement a professional liability insurance policy with the same limits as for general liability. A certificate of insurance on the City's approved form which verifies the existence of these insurance coverages must be provided to the City before work under this Agreement is begun.

19. **Governing Law.** This Agreement will be controlled by the laws of the State of Minnesota.
20. **Whole Agreement.** This Agreement embodies the entire agreement between the parties including all prior understanding and agreements, and may not be modified except in writing signed by all parties.

Executed as of the day and year first written above.

CITY OF HOPKINS

VAN METER WILLIAMS POLLACK LLP

By: _____
Patrick Hanlon, Mayor

By: _____
Laura Shagalov

Date: _____

Its: Partner, Architect

Date: _____

By: _____
Michael Mornson, City Manager

Date: _____

EXHIBIT A – Letter of Agreement

Hennepin Planning Grants Program
Letter of Agreement
City of Hopkins Shady Oak Station Area Redevelopment Plan Update

A. Overview

This Hennepin Planning Grant (“HPG”) Letter of Agreement (“the LOA”) describes how the Hennepin County Housing and Redevelopment Authority (“AUTHORITY”) and the City of Hopkins (“City”) will collaborate to update the Shady Oak Station Area Redevelopment Plan (“the Project”). The City applied to Authority’s Hennepin Planning Grants Program for support for the Project. The AUTHORITY and City have jointly selected Van Meter Williams Pollack (“the Consultant”) to carry out the Project. The specific scope is included as Attachment 1.

The AUTHORITY is investing up to \$50,000 to support the Project and will contract directly with the Consultant for Authority funding. The City is required to provide a minimum match of \$7,500 and will contract directly with the Consultant for its funding. AUTHORITY will also pay additional HPG program consultants’ fees to participate in a design workshop for the Project, if one is to be held.

B. Project Description

Per the City’s application to the HPG program, the City desires to update the Shady Oak Station Redevelopment Strategy to better reflect a new vision for the area that reflects the current environment, current market conditions, and ridership estimates. The desired result is a mixed-use, higher density, walkable neighborhood.

- Work with elected officials and collaborate with the City of Minnetonka and Metropolitan Council to develop a shared vision for the area, including a review and update of the current redevelopment strategy that can be used to attract and guide future development.
- Develop a neighborhood identity for the area through:
 - Placemaking and interim activation strategies
 - Incorporation of outcomes from previous engagement efforts into the current project
 - Investigation into potential redevelopment prospects of up to three opportunity sites utilizing development test fits
- High-quality images and communication that can be used to communicate the city’s vision to developers and other stakeholders.

C. Project elements and deliverables

In order to accomplish Project objectives, the City will work with the AUTHORITY to develop a project with the following elements to be delivered by the Consultant:

- **Work item 1:** Executive summary

- **Work item 2:** Engagement summary
- **Work item 3:** Updates to 2015 Redevelopment Strategy
 - **Work item 3.1:** Updated fundamental concept
 - **Work item 3.2:** Land use framework
 - **Work item 3.3:** Circulation framework
 - **Work item 3.4:** Project phasing
 - **Work item 3.5:** Key development standards
- **Work item 4:** New content
 - **Work item 4.1:** Development test fits
 - **Work item 4.2:** Placemaking and activation
 - **Work item 4.3:** Artistic renderings

D. Responsibilities

The City, together with the AUTHORITY, and the Consultant will develop a joint work plan with a refined project objective, task list, schedule, and deliverables, within 30 days of consultant selection. The work plan will distinguish the County and City's respective components of the work scope.

The AUTHORITY will be responsible for:

- Contracting directly with Consultant to complete the portion of the work scope covered directly by its funding contribution.
- Contracting directly with program consultants participating in a possible design workshop.
- Reviewing and approving invoices by consultants on a reimbursement basis.
- Participating in regular project team meetings at a mutually agreed upon schedule
- Reviewing and approving project deliverables

City will be responsible for:

- Contracting directly with Consultant for the portion of the work scope covered by its funding contribution
- Reviewing and approving invoices by consultants on a reimbursement basis.
- Participating in regular project team meetings
- Coordinating review of deliverables by city staff and other stakeholders in a timely manner
- Approving project deliverables
- Being primary contact with Consultant for all project-related questions
- Managing city review, engagement, and approvals process

E. Project Costs

The AUTHORITY is agreeing to provide funds not to exceed \$50,000 for this Project to be paid directly to the Consultant through reimbursement for completed work tasks. The AUTHORITY

expects invoices to be submitted monthly by the Consultant. The AUTHORITY is unable to reimburse for local government staff time, capital costs or equipment purchases.

City is agreeing to provide \$7,500 for this Project to be paid directly to the Consultant through reimbursement for completed work tasks.

It is understood by the City that any failure by the City to fund, cooperate, or deliver as described in this LOA may lead the AUTHORITY to rescind its award to the Consultant; this concept has been memorialized in the AUTHORITY's grant agreement entered into between the AUTHORITY and the Consultant on December 21, 2023].

F. Timeline

All work must be completed prior to December 31, 2025. Timeline may be extended with prior written approval.

CITY APPROVAL

CITY, having signed this agreement, and the AUTHORITY having duly approved this agreement on the 4TH day of March, 2025, and pursuant to such approval, the parties hereto agree to be bound by the provision herein set forth.

The CITY certifies that the person who executed this Agreement is authorized to do so on behalf of the CITY as required by applicable articles, bylaws, resolutions or ordinances. *

By: _____
Patrick Hanlon

Title: Mayor, City of Hopkins

Date: _____

By: _____
Michael Mornson

Title: City Manager, City of Hopkins

Date: _____

*CITY shall submit applicable documentation (articles, bylaws, resolutions or ordinances) that confirms the signatory's delegation of authority. This documentation shall be submitted at the time CITY returns the Agreement to the County. Documentation is not required for a sole proprietorship.

EXHIBIT B – Scope of Work



2/19/25

Kersten Elverum
Director of Planning and Economic Development
City of Hopkins
952-548-6340
kerverum@hopkinsmn.com

Reeve Needham
Community Development Manager
City of Hopkins
952-548-6343
rneedham@hopkinsmn.com

Ryan Kelley
Manager, Transit Oriented Communities
Hennepin County Housing & Economic Development
Ryan.kelley@hennepin.us

Laura Fredrick
Principal Planning Analyst
Hennepin County Housing & Economic Development
laura.fredrick@hennepin.us

Re: Shady Oak Station Area Development Strategy Update

Dear Kersten, Reeve, Ryan and Laura,

Van Meter Williams Pollack LLP, along with Toole Design, are pleased to work with the City of Hopkins and Hennepin County on the Shady Oak Station Area Development Strategy Update. Please see our proposed scope and schedule below.

Sincerely,

A handwritten signature in blue ink that reads "Laura Shagalov".

Laura Shagalov
Partner/Architect

Scope of Work

The project will have 7 fundamental phases of work:

Task 1: Existing Conditions Review

Task 2: Engagement

Task 3: Circulation Strategy Update

Task 4: Land Use and Phasing/Implementation Strategy Update

Task 5: Development Test Flts

Task 6: Activation and Placemaking

Task 7: Visualization

The following is an outline description of each of these tasks/phases of work, including deliverables and fees. VMWP's hourly rates and proposed schedule are also attached.

Task 1: Existing Conditions Review (Hennepin County)

The consultant team will develop a comprehensive understanding of the Hopkins Shady Oak Station area through an existing conditions review. The documents below will be reviewed to understand the City's goals for the area, demographics, land use and physical conditions. The consultant team will meet with the core client team to collaboratively produce a constraints and opportunities analysis. The deliverable will be an aerial map with graphic notes generated at the meeting.

- Comprehensive Plan: Cultivate Hopkins
- Hopkins Sustainable Building Policy (Draft)
- Hopkins Heat Vulnerability Study
- 2015 Shady Oak Station Development Strategy
- 1-2 Documents recommended by the City of Minnetonka
- Concept plans for Central Park, when available for review.

Task 1 Deliverables: Constraints and Opportunities Map

Task 1 Fee Breakdown:

VMWP	\$ 1,250
Toole Design	\$ 1,250
Task 1 Total:	\$ 2,500

Task 2: Engagement (Hennepin County)

The City has requested limited and targeted engagement for the Development Strategy update, to supplement past engagement and parallel efforts the City is working on currently. The team assumes the following activities:

- One (1) online stakeholder meeting with property owners and businesses or individual phone calls targeted to up to six (6) property owners selected by city staff. (1 hour total, VMWP)
- One (1) online stakeholder meeting with development community focus group convened by Community Development Staff or up to six (6) individual phone calls facilitated by Staff (1 hour total, VMWP)
(Alternately, development community outreach may be gathered through City's market analysis team.)
- One (1) virtual meeting with Nine Mile Creek Watershed (up to 30 min, VMWP)
- One (1) in person meeting with Youth Advisory Board members (up to 30 min, VMWP)
- One (1) in person HPG workshop with Hennepin County consultants and core client team, if requested by the County (up to 1.5 hours, VMWP & Toole Design)
- One (1) in person Activation & Placemaking Workshop (up to 2 hours, VMWP & Toole Design)
- One (1) in person Planning Commission meeting, if scheduled for a date prior to Hennepin County project deadline of September 30, 2025 (VMWP)
- One (1) in person City Council meeting, if occurs prior to Hennepin County project deadline of September 30, 2025 (VMWP)

VMWP will work with the City and County on participants and schedule for the above events. The City will be responsible for inviting participants, providing an online platform and in-person meeting locations, and advertising the events as needed. The City will be responsible for hosting a web site for the project if desired, gathering public comments and providing them to the consultant team for review. The consultant team will work with the City to provide equitable and accessible opportunities to participate in the project, regardless of education, ability or language. The City is responsible for providing translation services if desired. Photodocumentation of engagement activities will be provided.

A final presentation to the community to share project outcomes is not included in the scope of this project but could be requested by the City for an additional fee.

Task 2 Deliverables: 1-page engagement summary for inclusion in the final document. Engagement results will be integrated into other Task deliverables.

Task 2 Fee Breakdown:

VMWP	\$ 7,500
Toole Design	\$ 4,500
Task 2 Total:	\$12,000

Task 3: Circulation Framework Update (Hennepin County)

Beginning with the existing conditions analysis undertaken by the consultant team, Toole Design will update the 2015 Circulation Framework to reflect a vibrant, mixed-use neighborhood. The consultant team assumes only minor updates to the circulation plan from 2015. 17th Avenue plans will be incorporated. Revised street section graphics will be provided. Guidance on intersection design for safe crossings will also be included.

Task 3 Deliverables: Updated Circulation Framework

Task 3 Fee Breakdown:

VMWP	\$ -
Toole Design	<u>\$ 5,500</u>
Task 3 Total:	\$ 5,500

Task 4: Land Use & Phasing/Implementation Update (Hennepin County)

VMWP will provide an update to key components of the 2015 Development Strategy including the Fundamental Concept for the area, Land Use framework, and specific Development Standards selected through consultation with Community Development Staff that inform neighborhood character and interface with the public realm. Recommended land use changes will be included. VMWP will synthesize tasks into an updated phasing and implementation plan that will provide a road map for the City of Hopkins. Short, mid and long-term implementation strategies will be included.

Task 4 Deliverables: Updated Fundamental Concept, Land Use Framework, Key Development Standards and Phasing, based on the 2015 Development Strategy.

Task 5 Fee Breakdown:

VMWP:	\$14,000
Toole:	<u>\$ -</u>
Task 4 Total:	\$14,000

Task 5: Development Test Fits (Hennepin County)

VMWP will utilize spatial modeling to evaluate current zoning and built form regulations, as well as test proposed regulations for alignment with desired economic outcomes, on up to three (3) opportunity sites selected by Community Development Staff (Alternately the client team can elect for VMWP to study 1 site with up to 3 options each). VMWP will work with City staff to identify sites and assumes at least 1 site be located on Metropolitan Council land. Diagrammatic 3D views and floor plans will be generated along with project statistics including parking and a breakdown of building areas.

Task 4 Deliverables: Up to 3 Test Fits for development feasibility in graphic form with data tables.

Task 4 Fee Breakdown:

VMWP	\$8,500
Toole	<u>\$ -</u>
Task 4 Total:	\$8,500

Task 6: Activation and Placemaking (Hennepin County)

Toole Design will synthesize the results of the Placemaking & Activation engagement workshop into a Strategy Memo, to be incorporated into the final document. Public art and interim strategies for public space will be considered along with streetscape opportunities. The consultant team will work with City staff to identify community partners to participate in the workshop. The City's coordination effort across neighboring cities through collaboration with PLACES will also be incorporated. (Workshop shall be up to two (2) hours)

Task 6 Deliverables: Activation and Placemaking Memo

Task 6 Fee Breakdown:

VMWP:	\$ - (attendance only)
Toole:	\$ 7,500
Task 6 Total:	\$ 7,500

Task 7: Visualization & Reimbursables (City of Hopkins)

VMWP will provide up to three artistic 3D views of the project to communicate the project vision to community members and interested developers. One of the three images will be an aerial view. The consultant team will work with City staff to select views. VMWP will collaborate with Jeffrey Michael George Architectural Illustration (JMG) to produce artistic renderings. Task 7 also includes a reimbursable allowance of up to \$500. The reimbursable allowance includes mileage at the IRS 2025 rate of \$0.70/mile, engagement activity supplies and printing.

Task 7 Fee Breakdown:

VMWP (including JMG fee)	\$ 7,250
Toole Design	\$ 250
Task 7 Total:	\$ 7,500

Meetings:

The consultant team assumes one monthly one (1) hour meeting with the core team which will consist of Hopkins staff, Minnetonka staff, Hennepin County staff and VMWP. Toole Design will attend select meetings depending on the agenda. VMWP is also prepared to attend one in-person Planning Commission meeting and one in-person City Council meeting, and present the project at those meetings, as long as they occur prior to September 30, 2025 based on the Hennepin County agreement.

Final Deliverables:

The 2025 Development Strategy Update will include key updated content from 2015 as well as new content. The City has requested an abbreviated document for the ease of users, particularly the development community. Formatting will follow the 2015 document unless decided otherwise by the consultant team and City staff. Please note the consultant team will make one round of revisions based on consolidated comments from the core project team prior to submitting the final report.

The Final product will consist of the following:

- Executive Summary
- Engagement Summary
- Updated, Abbreviated Content:
 - Fundamental Concept
 - Land Use Framework
 - Circulation Framework
 - Project Phasing
 - Key Development Standards
- New Content:
 - Development Test Fits
 - Placemaking & Activation
 - Artistic Renderings

Fee Summary:

Task 1: Existing Conditions	\$ 2,500	(Hennepin County)
Task 2: Engagement	\$12,000	(Hennepin County)
Task 3: Circulation Updates	\$ 5,500	(Hennepin County)
Task 4: Land Use Updates	\$13,500	(Hennepin County)
Task 5: Development Test Fits	\$ 9,000	(Hennepin County)
Task 6: Placemaking & Activation	\$ 7,500	(Hennepin County)
Task 7: Visualization & Reimbursables	\$ 7,500	(City of Hopkins)
Project Total:	\$57,500	

Total VMWP Fee:	\$38,500
Total Toole Design Fee:	\$19,000

Schedule:

See preliminary monthly work plan attached.