

HOPKINS CITY COUNCIL

AGENDA

Tuesday, June 17, 2025

6:30 pm

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

I. CALL TO ORDER

II. ADOPT AGENDA

III. PRESENTATIONS

1. Hopkins Raspberry Festival Update; Halverson
2. Hopkins Climate Solutions Fund Update; Larson

IV. CONSENT AGENDA

1. Approval of Minutes of June 3, 2025, Regular Meeting Proceedings; Domeier
2. Approval of Temporary On-Sale Liquor License for JCI Hopkins; Domeier
3. Approval of Temporary On-Sale Liquor License for St. Gabriel the Archangel Church; Domeier
4. Resolution Accepting Bids and Awarding Contract Supervisory Control and Data Acquisition Phase Two Fiber Improvements; Moilanen
5. Second Reading: Ordinance Amending the Development Code for Backyard Cottage Regulations; Krzos

V. PUBLIC HEARINGS

VI. OLD BUSINESS

VII. NEW BUSINESS

1. First Reading: Ordinance Amending the Hopkins City Code Clarifying Certain Regulations Related to Cannabis and Hemp Businesses; Krzos

VIII. PUBLIC COMMENT

IX. ANNOUNCEMENTS

- Next City Council Regular Meeting: Tuesday, July 15 at 6:30 p.m.
- Hopkins Raspberry Festival: July 17 to 20
- National Night Out: Tuesday, August 5
- City Council Regular Meetings in August: Monday, August 4 and Tuesday, August 19 at 6:30 p.m.

X. ADJOURN



CITY OF HOPKINS

Administration

Memorandum

To: Honorable Mayor and Council Members
From: Mike Mornson, City Manager
Date: June 17, 2025
Subject: Hopkins Raspberry Festival Update

PURPOSE

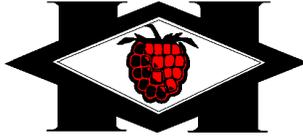
The Raspberry Festival will take place July 16-20, 2025. Kristi Halverson with the festival committee will provide an update on the events.

INFORMATION

To find out more information about the 2025 Hopkins Raspberry Festival, please visit <http://www.raspberrycapital.com/> .

FUTURE ACTION

N/A



Engineering

CITY OF HOPKINS

Memorandum

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

From: Mikala Larson, Sustainability Specialist

Date: June 17, 2025

Subject: Update on Hopkins Climate Solutions Fund

PURPOSE

Update City Council of the status of the Hopkins Climate Solutions Fund.

INFORMATION

Background

The Hopkins Climate Solutions Fund (HCSF) was established in 2023, driven by inquiries from residents and businesses regarding incentive opportunities for sustainable improvements such as solar, EV infrastructure and energy system improvements, and direction from City Council to develop a green cost share program for sustainable property improvements. Staff worked with local consultant, Local Climate Solutions, to develop an equity-centered program that focuses on providing incentives for items which are likely to have the greatest impact on resiliency. The program takes into consideration existing rebates from utility providers Xcel Energy and CenterPoint Energy, and state and federal incentives.

The program structure offers three separate buckets of funding for income-qualified residential, non-income qualified residential, and commercial projects. Projects available for residential applicants include a Home Energy Squad Planner visit, insulation and air sealing, electric panel upgrade, air source heat pump, electrified water heater, solar energy system, and an electric bike. Eligible technologies for commercial projects include LED lighting upgrades, solar energy system, Level 2 electric vehicle charging equipment, or an electric bike. Renters are eligible to apply for the program, but need property owner approval. Commercial properties located in the urban heat island area of concern (along Excelsior Boulevard and Blake Road) have the opportunity to pursue a bonus rebate when they complete an eligible site improvement.

2025 Program

The Hopkins Climate Solutions Fund is currently open for its third year. Applications opened January 1 and are open until December 1 or funds are allocated. The program is funded using Franchise Fees, and \$125,000 was budgeted for the program in 2025. Over 25% of this year's program budget has been allocated.

Outreach efforts include email blasts, articles in the Hopkins Connections and Highlights, tabling at and hosting community events, and partnering with organizations to do outreach and mailings. Nearly 230 community members have been engaged so

far at community events in 2025. The City will hold a Green Ribbon Cutting ceremony to celebrate 2024 projects on Wednesday, July 23rd. This will be an opportunity to celebrate completed projects, learn about the program, and connect with community members.

Hopkins Climate Solutions Fund Program Report as of June 2025:

Metric Categories	Funding Category	June 2025
Applicants	NIQR	26
	IQR	5
	Commercial	2
	Total	33

Completed Project	NIQR	4
	IQR	4
	Commercial	0
	Total	8

Funds Available	NIQR	\$25,000
	IQR	\$75,000
	Commercial	\$25,000
	Total	\$125,000

Funds Allocated	NIQR	\$21,147.59
	IQR	\$8,800
	Commercial	\$3,995
	Total	\$33,942.59

Project Types Applied For	Home Energy Squad Planner Visit	0
	Insulation & Air Sealing	2
	Induction Range	4
	Electric Panel Upgrade	1
	Heat Pump Water Heater	0
	Heat Pump Dryer	0
	Tankless Water Heater	0
	ASHP Heating and Cooling System	2
	Electric Dryer	4
	Solar Energy System	4
	Battery Storage	1
	EV Charging Equipment	0
	Electric Bike	14
	LED Lighting	0
	Other Technologies	1
Total Projects	33	

Tracking Success

We track the success of the program in the following ways:

- Number of applications received and projects completed
- Cost savings reported by participants
- Energy savings reported by participants
- Participant survey
- Completed permits

A conservative estimate of \$7,500 in savings is reported by applicants across the program so far for 2025 projects.

Staff is reviewing opportunities to gain better data on cost and energy savings. While some applicants report their estimated savings, these numbers aren't consistently reported and there is room for improvement. Staff is currently working with partner cities and organizations to establish a more comprehensive way to track cost and energy savings

Overall, the program receives extremely positive comments from the community. Businesses and residents consistently share how appreciative and proud of their community they are to have access to a green cost share program. A handful of program participants have commented that they recently moved to Hopkins because the community aligns with their values, including leading on sustainability efforts.

New Program

Electric bicycles have been the most popular project each year of the program. In consideration of this, City staff applied for a grant opportunity from the State of Minnesota to pilot a separate, dedicated electric bicycle program. The City of Hopkins was awarded a Local Climate Action Implementation grant from the Minnesota Pollution Control Agency for the project Incentivizing Sustainable Transportation Through Electric Bicycle Rebates. Establishing a dedicated program using grant funds will free up Hopkins Climate Solutions Fund budget for home or business electrification and energy efficiency projects, while still offering electric bicycle rebates for which the demand has been demonstrated.

In Summary

The Hopkins Climate Solutions Fund is a successful program offering incentives for energy efficiency, electrification, renewable energy, and sustainable transportation to community members, including residents and businesses. Program staff receive positive comments regarding the program from community members and peer communities alike, and have presented about the program and its success to both local and national audiences, making the City of Hopkins a leader and a resource for these types of programs.

FUTURE ACTION

- None

**HOPKINS CITY COUNCIL
REGULAR MEETING PROCEEDINGS
JUNE 3, 2025**

CALL TO ORDER

Pursuant to due call and notice thereof a regular meeting of the Hopkins City Council was held on Tuesday, June 3, 2025, at 6:31 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, Deputy City Clerk Baker, Special Projects and Initiatives Manager Imihy, Director of Planning and Development Elverum, City Planner Krzos, Fire Chief Specken, Deputy Fire Chief Wenshau, and City Attorney Ketchum.

ADOPT AGENDA

Motion by . **Second** by .

Motion to Adopt the Agenda.

Ayes: Garrido, Goodlund, Hanlon, Hunke, Kuznia

Nays: None. Motion carried.

PRESENTATIONS

III.1. Appointment of New Commissioners and Oath of Office; Baker

Deputy City Clerk Baker administered the oath of office to new Park Board and Planning & Zoning commissioners.

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

Motion to appoint Amy Shadis and Annette Wilkus to the Park Board; reappoint Callie Flynn and Wendy Woodfill to the Park Board; appoint Adam Minter and Michael Ujifusa to the Planning & Zoning Commission; and reappoint Diane Ilstrup to the Planning & Zoning Commission, all with terms ending on June 30, 2027.

Ayes: Garrido, Goodlund, Hanlon, Hunke, Kuznia

Nays: None. Motion carried.

III.2. Proclamation Commemorating Juneteenth; Imihy

Special Projects and Initiatives Manager Imihy summarized City Council Report 2025-103. The City of Hopkins wishes to commemorate Juneteenth and the history and meaning it carries with staff members, volunteers, and residents.

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

Motion to adopt a Proclamation commemorating June 19th, 2025, as Juneteenth in Hopkins.

Ayes: Garrido, Goodlund, Hanlon, Hunke, Kuznia

Nays: None. Motion carried.

CONSENT AGENDA

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

**HOPKINS CITY COUNCIL
REGULAR MEETING PROCEEDINGS
JUNE 3, 2025**

Motion to Approve the Consent Agenda.

1. Approval of Minutes of May 20, 2025, Regular Meeting Proceedings; Domeier
2. Approval of Minutes of May 20, 2025, Closed Meeting Proceedings; Domeier
3. Ratify Checks Issued in May, 2025; Bishop

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

NEW BUSINESS

VII.1. First Reading: Zoning Text Amendment – Backyard Cottages; Krzos

City Planner Krzos summarized City Council Report 2025-101. City staff are recommending an amendment to the Development Code regulations that would modify regulations for backyard cottages (detached accessory dwelling units). The changes to the Code would allow these structures to be built closer to principal buildings as well as increasing the allowed height and square footage.

Discussion was held regarding the rear and side yard setbacks, building materials and neighborhood character.

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

Motion to Adopt Resolution 2025-040 approving a first reading of Ordinance 2025-1227 amending the Development Code for Backyard Cottage Regulations.

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

VII.2. Preliminary Development Agreement – 102 10th Ave N; Elverum

Director of Planning and Development Elverum summarized City Council Report 2025-099. Following a closed-door meeting in January, City Council chose to continue conversations with Kaleidoscope on the 102 10th Avenue North site through a Preliminary Development Agreement. Representatives from Kaleidoscope provided more information about the proposed project.

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

Motion to approve Preliminary Development Agreement between the City of Hopkins and Kaleidoscope – Brighter Living LLC.

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

VII.3. Amend 2025 General Fund Budget for Full Time Firefighter Positions; Mornson/Specken

City Manager Mornson and Fire Chief Specken summarized City Council Report 2025-098. A proposed budget amendment of \$88,000 would allow Hopkins Fire Department to hire two additional full-time firefighters and would reduce the use of paid on call and part-time firefighters.

**HOPKINS CITY COUNCIL
REGULAR MEETING PROCEEDINGS
JUNE 3, 2025**

Motion by Goodlund. **Second** by Kuznia.

Motion to Amend the 2025 General Fund Budget and Authorize an Expenditure Increase of \$88,000.

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

PUBLIC COMMENT

Lynn Baulick, 5th Avenue North, shared comments about the amount of time the Fire Department spends at Augustana Chapel View.

ANNOUNCEMENTS

Mayor Hanlon shared the City Council meeting schedule.

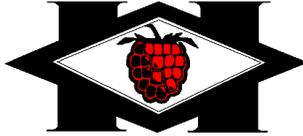
ADJOURNMENT

There being no further business to come before the City Council, and upon motion by Hunke, second by Garrido, the meeting was unanimously adjourned at 7:49 p.m.

Respectfully Submitted,



Amy Domeier, City Clerk



Administration

CITY OF HOPKINS

City Council Report 2025-106

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

From: Amy Domeier, City Clerk

Date: June 17, 2025

Subject: Approval of Temporary Liquor License for JCI Hopkins

RECOMMENDED ACTION

MOTION TO Approve the Issuance of a Temporary On-Sale Liquor License to JCI Hopkins for their Raspberry Festival event scheduled for July 19, 2025.

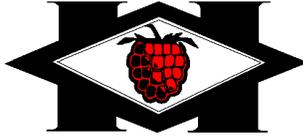
OVERVIEW

JCI Hopkins has applied for a temporary on-sale liquor license for their Raspberry Festival event at Central Park. Temporary on-sale liquor licenses must be approved by the State of Minnesota, Alcohol & Gambling Enforcement Division.

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

SUPPORTING INFORMATION

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



Administration

CITY OF HOPKINS

City Council Report 2025-107

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

From: Amy Domeier, City Clerk

Date: June 17, 2025

Subject: Approval of Temporary Liquor License for St. Gabriel the Archangel Church

RECOMMENDED ACTION

MOTION TO Approve the Issuance of a Temporary On-Sale Liquor License to St. Gabriel the Archangel Church for their Raspberry Festival event scheduled for July 19, 2025.

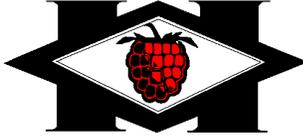
OVERVIEW

The Church has submitted an application for a temporary on-sale liquor license for their Raspberry Festival event at 10 13th Ave. Hopkins. Temporary on-sale liquor licenses must be approved by the State of Minnesota, Alcohol & Gambling Enforcement Division.

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

SUPPORTING INFORMATION

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



CITY OF HOPKINS

City Council Report 2025-104

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

From: Sean Moilanen, Utilities Superintendent

Date: June 17, 2025

Subject: Award Contract, Supervisory Control and Data Acquisition Phase Two
Fiber Improvements- City Project 2025-001

RECOMMENDED ACTION

MOTION TO Adopt Resolution 2025-041, Resolution Accepting Bids, Supervisory Control and Data Acquisition Phase Two Fiber Improvements, City Project 2025-001.

OVERVIEW

This project is part of the 2025 CIP that was approved on November 12, 2024. The bid opening for the Supervisory Control and Data Acquisition Phase Two Fiber Improvements was held May 30, 2025. This project involves installing fiber optic cables to better secure the city's critical infrastructure. Two add-alternates were added to the phase two project from the 2026 phase three project due to expected favorable prices.

The low base bid was \$300,962.75; the base bid with two add-alternates was \$520,930.75, submitted by Kramer Service Group. A total of four (4) bids were received. Staff is recommending award of the project contract to Kramer Service Group.

SUPPORTING INFORMATION

- Consultant Recommendation
- Resolution 2025-041
- Abstract of Bid
- Bid Tab

ANALYSIS OF ISSUES

Project Summary

Our current system of monitoring and controlling our critical infrastructure can be vulnerable to hackers and environmental conditions. Our current radio signals can be intercepted by unauthorized individuals using radio scanners or other devices. By converting the current system to fiber optic, our critical infrastructure will be much more protected from unauthorized people, and environmental conditions. This safe and reliable management of critical infrastructure helps to ensure continued utility service to all of Hopkins.

Bid Results and Analysis

<u>Contractor</u>	<u>Base Bid</u>
Kramer Service Group	\$300,962.75
Castrejon Incorporated	\$303,537.00
Electrical Production Services, Inc	\$356,886.40
Midwest CATV	\$595,665.25
Engineers Estimate	\$432,291.25

Project Costs

Funding Source	2025 CIP Budget	2026 CIP Budget	Total Budget	Estimated Cost*
Sanitary Sewer Fund	200,000	112,556	312,556	312,556
Water Fund	200,000	112,556	312,556	312,556
Total	\$400,000	120,930	\$625,116	\$625,116

Bids received were significantly lower than the engineers estimate. Due to efficiencies in construction and project management costs staff recommends including both add alternates to complete the entire project and not require a separate project in the near future. Staff has worked with finance to ensure that appropriate CIP budget exists.

Project Schedule

Award Contract
Begin Project
Complete Project

June 17, 2025
Summer 2025
Fall 2025



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June 10, 2025

Mr. Sean Moilanen, Utilities Superintendent
City of Hopkins
11100 Excelsior Blvd
Hopkins, MN 55343

RE: Fiber Improvements Phase 2
City of Hopkins, Minnesota
Project No.: 25X.137947

Dear Mr. Moilanen,

Bids on the above-referenced project were opened at 11:00 a.m. on May 30, 2025. There were four bidders for the project; a tabulation of bids received and a detailed bid abstract are enclosed. The low bidder on the project is Kramer Service Group with a base bid of \$300,962.75 and a total bid of \$520,930.75 including alternates 1 & 2. Kramer Service Group has previous experience on projects of this size and complexity in Minnesota and Iowa.

Based on Kramer Service Group's experience, acceptable bid prices, and the competitive bids the City received, we recommend the City of Hopkins award the project, including the base bid and both alternates, to Kramer Service Group at the regular City Council meeting on June 17, 2025.

If you have any questions regarding this award recommendation, please contact me at your convenience.

Sincerely,

Bolton & Menk, Inc.

Nicholas J. Amatuuccio, P.E.
Municipal Project Manager | Principal

**CITY OF HOPKINS
HENNEPIN COUNTY, MINNESOTA**

RESOLUTION 2025-041

**RESOLUTION FOR AWARD OF CONTRACT SUPERVISORY CONTROL AND DATA
ACQUISITION PHASE TWO FIBER IMPROVEMENTS**

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Hopkins that the lowest bid of Kramer Service Group in the amount of \$520,930.75 is the lowest responsible bid for the Supervisory Control and Data Acquisition phase two fiber improvements, City Project 2025-001, and the Mayor and the City Manager are hereby authorized and directed to enter into contract with said bidder for and on behalf of the City.

Adopted by the City Council of the City of Hopkins on the 17th day of June 2025.

By: _____
Patrick Hanlon, Mayor

ATTEST:

Amy Domeier, City Clerk

Abstract

Fiber Improvements Phase 2

City of Hopkins, MN

BMI Project No. 25X.137947

Bid: 05/30/2025 11:00 AM CDT

Section Title	Line Item	Item Code	Item Description	UofM	Quantity	Engineer Estimate		1 Kramer Service Group		2 Castrejon Incorporated		3 Electrical Production Services, Inc.		4 Midwest CATV	
						Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
BASE BID															
	1	-	MOBILIZATION	LUMP SUM	1	\$10,000.00	\$10,000.00	\$2,500.00	\$2,500.00	\$5,000.00	\$5,000.00	\$550.00	\$550.00	\$11,596.00	\$11,596.00
	2	-	TRAFFIC CONTROL	LUMP SUM	1	\$5,000.00	\$5,000.00	\$3,800.00	\$3,800.00	\$2,000.00	\$2,000.00	\$4,500.00	\$4,500.00	\$25,000.00	\$25,000.00
	3	-	1.25" NMC DIRECTIONAL BORE	LIN FT	25430	\$10.00	\$254,300.00	\$6.75	\$171,652.50	\$6.50	\$165,295.00	\$8.68	\$220,732.40	\$12.03	\$305,922.90
	4	-	30" X 48" X 36" HANDHOLE	EACH	35	\$1,200.00	\$42,000.00	\$1,800.00	\$63,000.00	\$1,700.00	\$59,500.00	\$1,789.00	\$62,615.00	\$1,500.00	\$52,500.00
	5	-	144 STRAND FIBER OPTIC CABLE	LIN FT	16065	\$4.00	\$64,260.00	\$2.10	\$33,736.50	\$2.55	\$40,965.75	\$2.55	\$40,965.75	\$2.54	\$40,805.10
	6	-	TRACER WIRE	LIN FT	12925	\$0.25	\$3,231.25	\$0.35	\$4,523.75	\$0.65	\$8,401.25	\$0.80	\$10,340.00	\$0.45	\$5,816.25
	7	-	LOCATE POST	EACH	35	\$100.00	\$3,500.00	\$250.00	\$8,750.00	\$125.00	\$4,375.00	\$90.95	\$3,183.25	\$115.00	\$4,025.00
	8	-	PAVEMENT RESTORATION	LUMP SUM	1	\$30,000.00	\$30,000.00	\$5,000.00	\$5,000.00	\$10,000.00	\$10,000.00	\$8,000.00	\$8,000.00	\$100,000.00	\$100,000.00
	9	-	EROSION CONTROL	LUMP SUM	1	\$5,000.00	\$5,000.00	\$3,800.00	\$3,800.00	\$3,000.00	\$3,000.00	\$2,000.00	\$2,000.00	\$15,000.00	\$15,000.00
	10	-	TURF RESTORATION	LUMP SUM	1	\$15,000.00	\$15,000.00	\$4,200.00	\$4,200.00	\$5,000.00	\$5,000.00	\$4,000.00	\$4,000.00	\$35,000.00	\$35,000.00
Base Bid Total:							\$432,291.25		\$300,962.75		\$303,537.00		\$356,886.40		\$595,665.25
ADD ALTERNATE 1															
	A.1	-	MOBILIZATION	LUMP SUM	1	\$10,000.00	\$10,000.00	\$1,000.00	\$1,000.00	\$3,000.00	\$3,000.00	\$550.00	\$550.00	\$11,596.00	\$11,596.00
	A.2	-	TRAFFIC CONTROL	LUMP SUM	1	\$5,000.00	\$5,000.00	\$500.00	\$500.00	\$1,000.00	\$1,000.00	\$2,500.00	\$2,500.00	\$25,000.00	\$25,000.00
	A.3	-	1.25" NMC DIRECTIONAL BORE	LIN FT	9330	\$10.00	\$93,300.00	\$6.75	\$62,977.50	\$6.50	\$60,645.00	\$8.68	\$80,984.40	\$12.03	\$112,239.90
	A.4	-	30" X 48" X 36" HANDHOLE	EACH	12	\$1,200.00	\$14,400.00	\$1,800.00	\$21,600.00	\$1,700.00	\$20,400.00	\$1,789.00	\$21,468.00	\$1,500.00	\$18,000.00
	A.5	-	144 STRAND FIBER OPTIC CABLE	LIN FT	5865	\$4.00	\$23,460.00	\$2.10	\$12,316.50	\$2.55	\$14,955.75	\$2.55	\$14,955.75	\$2.54	\$14,897.10
	A.6	-	TRACER WIRE	LIN FT	4737	\$0.25	\$1,184.25	\$0.35	\$1,657.95	\$0.65	\$3,079.05	\$0.80	\$3,789.60	\$0.45	\$2,131.65
	A.7	-	LOCATE POST	EACH	12	\$100.00	\$1,200.00	\$250.00	\$3,000.00	\$125.00	\$1,500.00	\$90.95	\$1,091.40	\$115.00	\$1,380.00
	A.8	-	PAVEMENT RESTORATION	LUMP SUM	1	\$30,000.00	\$30,000.00	\$3,500.00	\$3,500.00	\$5,000.00	\$5,000.00	\$2,500.00	\$2,500.00	\$36,670.00	\$36,670.00
	A.9	-	EROSION CONTROL	LUMP SUM	1	\$5,000.00	\$5,000.00	\$500.00	\$500.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$15,000.00	\$15,000.00
	A.10	-	TURF RESTORATION	LUMP SUM	1	\$15,000.00	\$15,000.00	\$2,500.00	\$2,500.00	\$2,000.00	\$2,000.00	\$2,500.00	\$2,500.00	\$16,740.00	\$16,740.00
Alt 1 Total							\$198,544.25		\$109,551.95		\$112,579.80		\$131,339.15		\$253,654.65
ADD ALTERNATE 2															
	B.1	-	MOBILIZATION	LUMP SUM	1	\$10,000.00	\$10,000.00	\$1,000.00	\$1,000.00	\$3,000.00	\$3,000.00	\$550.00	\$550.00	\$11,596.00	\$11,596.00
	B.2	-	TRAFFIC CONTROL	LUMP SUM	1	\$5,000.00	\$5,000.00	\$500.00	\$500.00	\$1,000.00	\$1,000.00	\$3,500.00	\$3,500.00	\$25,000.00	\$25,000.00
	B.3	-	1.25" NMC DIRECTIONAL BORE	LIN FT	9722	\$10.00	\$97,220.00	\$6.75	\$65,623.50	\$6.50	\$63,193.00	\$8.68	\$84,386.96	\$12.03	\$116,955.66
	B.4	-	30" X 48" X 36" HANDHOLE	EACH	11	\$1,200.00	\$13,200.00	\$1,800.00	\$19,800.00	\$1,700.00	\$18,700.00	\$1,789.00	\$19,679.00	\$1,500.00	\$16,500.00
	B.5	-	144 STRAND FIBER OPTIC CABLE	LIN FT	5961	\$4.00	\$23,844.00	\$2.10	\$12,518.10	\$2.55	\$15,200.55	\$2.55	\$15,200.55	\$2.54	\$15,140.94
	B.6	-	TRACER WIRE	LIN FT	4927	\$0.25	\$1,231.75	\$0.35	\$1,724.45	\$0.65	\$3,202.55	\$0.80	\$3,941.60	\$0.45	\$2,217.15
	B.7	-	LOCATE POST	EACH	11	\$100.00	\$1,100.00	\$250.00	\$2,750.00	\$125.00	\$1,375.00	\$90.90	\$999.90	\$115.00	\$1,265.00
	B.8	-	PAVEMENT RESTORATION	LUMP SUM	1	\$30,000.00	\$30,000.00	\$3,500.00	\$3,500.00	\$5,000.00	\$5,000.00	\$2,500.00	\$2,500.00	\$36,670.00	\$36,670.00
	B.9	-	EROSION CONTROL	LUMP SUM	1	\$5,000.00	\$5,000.00	\$500.00	\$500.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$15,000.00	\$15,000.00
	B.10	-	TURF RESTORATION	LUMP SUM	1	\$15,000.00	\$15,000.00	\$2,500.00	\$2,500.00	\$2,000.00	\$2,000.00	\$2,500.00	\$2,500.00	\$17,460.00	\$17,460.00
Alt 2 Total							\$201,595.75		\$110,416.05		\$113,671.10		\$134,258.01		\$257,804.75



Real People. Real Solutions.

BID TABULATION
Fiber Improvements Phase 2
City of Hopkins
Hopkins, MN
25X.137947

Bid Taken: May 30, 2025
Time: 11:00 a.m.

Addendums: N/A

	BIDDERS	BASE BID	ALT 1	ALT 2
1	Kramer Service Group	\$300,962.75	\$109,551.95	\$110,416.05
2	Castrejon Incorporated	\$303,537.00	\$112,579.80	\$113,671.10
3	Electrical Production Services, Inc.	\$356,886.40	\$131,339.15	\$134,258.01
4	Midwest CATV	\$595,665.25	\$253,654.65	\$257,814.75



CITY OF HOPKINS

City Council Report 2025-108

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

From: Ryan Krzos, City Planner

Date: June 17, 2025

Subject: Second Reading of an Ordinance Amending the Development Code for Backyard Cottages

RECOMMENDATION

The City Council is asked to, by motion adopt for second reading, Ordinance 2025-1227, amending the Development Code for Backyard Cottage Regulations.

REQUEST

The proposed Ordinance amendment to the Development Code modifies the regulations for backyard cottages (detached accessory dwelling units). The Ordinance is unchanged from the first reading conducted at the June 3, 2025 City Council meeting. Approval of a second reading of the proposed Ordinance is the next step in the process to officially adopt the regulations.

NEXT STEPS

If approved for a second reading, the ordinance will be published in the City's official paper, as is required to make it effective.

**CITY OF HOPKINS
HENNEPIN COUNTY, MINNESOTA**

ORDINANCE 2025-1227

**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 6, Subsubsection 102-620(h), is hereby amended by deleting the stricken language and adding the double-underlined language as follows:

102-620 (h) SITING ON LOT

The accessory structure tables for each building type (see Article 2 and Article 3) establish siting and setback regulations for backyard cottages. In addition, backyard cottages must be separated from the principal building by a minimum distance of 4~~5~~ 10 feet.

SECTION 2. Hopkins City Code, Part III, Chapter 102, Article 6, Subsubsection 102-620(i), is hereby amended by deleting the stricken language and adding the double-underlined language as follows:

102-620 (i) HEIGHT

(1) Backyard cottages may not exceed 4.5 two stories in height.

(2) Floor-to-floor height regulations applicable to the principal building on the lot apply to backyard cottages.

SECTION 3. Hopkins City Code, Part III, Chapter 102, Article 6, Subsubsection 102-620(j), is hereby amended by deleting the stricken language and adding the double-underlined language as follows:

102-620 (j) SIZE AND FLOOR AREA

The floor area of a backyard cottage may not exceed ~~800~~ 1,000 square feet. Note: Lot coverage limitations for the subject zone and principal building type may further limit the size of a backyard cottage.

SECTION 4. Hopkins City Code, Part III, Chapter 102, Article 6, Subsubsection 102-620(l), is hereby amended by deleting the stricken language and adding the double-underlined language as follows:

102-620 (l) ENTRANCES

Entrances to backyard cottages may not face the nearest side or rear lot line of the subject lot unless there is an alley abutting that lot line.

DESIGN

The design regulations of this subsection apply to all newly constructed backyard cottages.

~~(1) Exterior Finish Materials.~~ The exterior finish material must be the same or visually match in type, size and placement, the exterior finish material of the principal building on the lot.

~~(2) Roof Pitch.~~ The roof pitch must substantially similar as the predominant roof pitch of the principal building on the lot.

~~(3) Trim.~~ Type, size and location of trim elements must be the same or visually match those of the principal building on the lot.

~~(4) Entrances.~~ Entrances to backyard cottages may not face the nearest side or rear lot line of the subject lot unless there is an alley abutting that lot line.

SECTION 5. Hopkins City Code, Part III, Chapter 102, Article 6, Subsubsection 102-610(b)(3), is hereby amended by adding the double-underlined language as follows:

(5) Design. Accessory buildings with a building footprint of 200 square feet or more must be substantially similar to the principle building on the lot in terms of roof form, building materials, and overall appearance not withstanding Backyard Cottages per Section 102-620.

SECTION 6. The effective date of this ordinance shall be June 26, 2025.

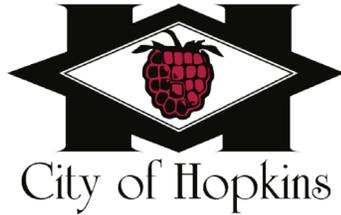
First Reading: June 3, 2025
Second Reading: June 17, 2025
Date of Publication: June 26, 2025
Date Ordinance Takes Effect: June 26, 2025

By: _____

Patrick Hanlon, Mayor

ATTEST:

Amy Domeier, City Clerk



City Council Report 2025-105

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

From: Ryan Krzos, City Planner

Date: June 17, 2025

Subject: First Reading of an Ordinance Amendment Clarifying Cannabis Retail Regulations

RECOMMENDED ACTION

MOTION TO Approve for First Reading Ordinance 2025-1228 Amending the Hopkins City Code clarifying cannabis retail regulations.

OVERVIEW

The proposed ordinance changes are based on aligning the City Code language with amendments to the Cannabis Act enacted this past legislative session as well as one change amending the date of which the city will determine when a buffer is established.

Preapproval v. Preliminary License Approval

The Cannabis Act previously required cities to issue retail registrations to businesses with an approved license or a *license preapproval*. A license preapproval was an approval limited to social equity applicants. Due to complications related to the state's delay in implementing the social equity license lottery, the Cannabis Act was amended to now require the city to issue a registration to businesses with a license or *preliminary* license approval. A preliminary license approval is an approval available to all cannabis businesses, not just social equity applicants.

Date Establishing The Buffer

The change related to the date on which the city will establish the buffer distances is proposed to provide a potential cannabis retailer with additional assurances/confidence that they will ultimately be allowed to open a cannabis retailer prior to investing significant funds into acquiring or remodeling a business property.

Linking the date the buffers are established to the retail registration process is especially important in Hopkins because of the buffer between cannabis retailers that was adopted in [Ordinance 2024-1216](#), approved in late 2024.

SUPPORTING INFORMATION

- Ordinance 2025-1228

**CITY OF HOPKINS
HENNEPIN COUNTY, MINNESOTA**

ORDINANCE 2025-1228

**AN ORDINANCE AMENDING THE HOPKINS CITY CODE CLARIFYING CERTAIN
REGULATIONS RELATED TO CANNABIS AND HEMP BUSINESSES**

THE CITY COUNCIL OF THE CITY OF HOPKINS HEREBY ORDAINS:

SECTION 1. Amending Chapter 10, Article XVIII of the Hopkins City Code by adding the following underlined text and deleting ~~stricken~~ material, as follows:

ARTICLE XVIII. – CANNABIS AND HEMP BUSINESSES

Sec. 10-650. - Findings and Purpose

The City of Hopkins makes the following legislative findings: The purpose of this ordinance is to protect the public health, safety, welfare in the City by implementing regulations pursuant to Minnesota Statutes, chapter 342 related to cannabis and hemp businesses within the City. The City finds and concludes that these regulations are appropriate and lawful, that the proposed amendments will promote the community's interest in reasonable stability in the development and redevelopment of the City for now and in the future, and that the regulations are in the public interest and for the public good.

Sec. 10-651. - Definitions

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this article, 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 342.01 and the rules promulgated pursuant to Minnesota Statutes, Chapter 342, shall have the meanings ascribe to them in those statutes and rules.

Applicant means an entity with a license, preliminary license approval,, endorsement, or other applicable written approval issued by the OCM that is applying for an initial registration or for registration renewal.

The Act means Minnesota Statutes, Chapter 342, as it may be amended from time to time.

Cannabis Business has the same meaning as defined in Minnesota Statutes, section 342.01.

Cannabis Retailer means a business with a cannabis retailer license, preliminary license approval,, cannabis retail endorsement, or other applicable written approval from OCM.

OCM means the Minnesota Office of Cannabis Management.

Park Feature means an attraction within a public park that is regularly used by minors, including a playground or athletic field.

Potential Licensee means an entity that has not received a license from the OCM and is seeking a pre-license zoning certification.

Retailer means every business that is licensed under the Act and required to register with the city under Minnesota Statutes, section 342.22, including cannabis businesses and lower-potency hemp edible retailers.

School means a public school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, 13, and 17, or a nonpublic school, or church or religious organization in which a child is provided instruction in compliance with this section and section 120A.24, but does not include a home school.

Sec. 10-652. - Pre-License Zoning Certification of Cannabis Businesses

- (a) The City Manager, or designee, is authorized to certify whether a proposed cannabis business complies with the city’s zoning ordinances, this article, and if applicable, with state fire code and building code pursuant to Minnesota Statutes, section 342.13.
- (b) Potential licensees are responsible for obtaining all necessary zoning approvals prior to the city receiving the request for certification from the OCM. If a potential licensee fails to obtain necessary zoning approvals prior to the city receiving a request for certification, the city will inform the OCM that the potential licensee does not meet zoning and land use laws. If, at the time the city receives a request for zoning certification, there are no further intended alterations to the building where the business is to be conducted, the city will also certify compliance with building and fire code regulations, provided that the potential licensee has obtained inspections prior the city’s receipt of a request for certification from the OCM. Building and fire code inspections will be valid for 1 year from completion.

Sec. 10-653 Distance Requirements

- (a) The city prohibits the establishment and operation of a cannabis retailer within the following buffer zones:
 - 350 from a school
 - 350 feet from an attraction with a park feature
 - 500 feet from another cannabis retailer
- (b) The buffers in this section will be measured from the potential licensee’s proposed business location based on the location of schools, park features, and cannabis retailers on the earlier of the date the city receives the request from the OCM for

certification pursuant to section 10-652 that is ultimately successful or the date the city receives a complete application for a retail registration pursuant to section 10-654. Buffer distances will be measured from the property line of the proposed cannabis retailer to the property line of a school or cannabis retailer, and the border line of a park feature.

- (c) Nothing in this section shall prohibit a cannabis retailer from continuing to operate at the same location if a school or park feature establishes within the buffer zone.

Sec. 10-654. - Retailer Registration

- (a) *Retail Registration Required.* Before making retail sales to customers or patients, a retailer must register with the city. Making retail sales to customers or patients without an active registration is prohibited. Subject to Minn. Stat. 342.22, subd. 5(e) the city may impose a civil penalty, as specified in the city's fee schedule, for making a sale to a customer or patient without a valid registration from the city and a valid license from the OCM.

- (b) *Cannabis Retail Registration Limits.*

- (1) The city will issue three (3) registrations to cannabis retailers.

- (2) Registrations issued to businesses with a cannabis retailer license, preliminary license approval, or other applicable written approval from the OCM will count toward the city's registration limit.

- (c) *Processing Registrations.*

- (1) Applications will be processed on a first-come, first-served basis based on the city receiving a complete application. Applications will be considered complete when all materials in Section 10-654 (d) are received by the city and include all required information and the require registration or renewal fee is received

- (2) The date a certification under Section 10-652 is issued will have no impact on the applicant's registration processing.

- (d) *Application.* The applicant must submit a registration application or renewal form provided by the city. The form may be amended from time to time by the City Clerk, but must include or be accompanied by:

- (1) Name of the property owner.

- (2) Name of the applicant.

- (3) Address and parcel ID for the property for which the registration is sought.

- (4) Certification that the applicant complies with the requirements of this article.

- (5) *Fee Required.* At the time of initial application, and prior to the city's consideration of any renewal application, each Retailer must pay fees or initial registration and renewal as established in the city's fee schedule. Initial registration fees and renewal registration fees are nonrefundable.
 - (6) Proof of taxes, assessments, utility charges or other financial claims of the city or the state are current for both the applicant and the proposed location.
 - (7) A copy of a valid state license, preliminary license approval, or other applicable written approval from the OCM.
- (e) *Preliminary Compliance Check.* Prior to issuing any retail registration, the city shall conduct a preliminary compliance check to ensure compliance with this article and any other regulations established pursuant to Minnesota Statutes, section 342.13.
- (f) *Reasons for Denial.* The city shall not issue a registration or renewal if any of the following conditions are true:
- (1) The applicant has not submitted a complete application.
 - (2) The applicant does not comply with the requirements of this article.
 - (3) The applicant does not comply with applicable zoning and land use regulations.
 - (4) The applicant is found to not comply with the requirements of the Act or this article at the preliminary compliance check.
 - (5) The applicant is not current on all property taxes and assessments at the location where the retailer is located.
 - (6) The maximum number of registrations, pursuant to Section 10-654 (b), have been issued by the city.
 - (7) The applicant does not have a valid license, preliminary license approval, or other applicable written approval from the OCM.
- (g) *Issuing the Registration or Renewal.* The city shall issue the registration or renewal if the Retailer meets the requirements of this article, including that none of the reasons for denial in Section 10-654 (f) are true.
- (h) *Nontransferable.* A registration is not transferable to another person, entity, or location.
- (i) *Registration Enforcement.*
- (1) *Generally.* The city council may impose a fine or suspend a registration under this article on a finding that the registered business has failed to

comply with the requirements of this article or any applicable statute or regulation.

- (2) *Notice and Right to Hearing.* Prior to imposing a fine or suspending any registration under this article, the city shall provide the registered business with written notice of the alleged violations and inform the registered business of his or her right to a hearing on the alleged violation.
 - a. Notice shall be delivered in person or by regular mail to the address of the registered business and shall inform the registered business of its right to a hearing. The notice will indicate that a response must be submitted within ten (10) business days of receipt of the notice, or the right to a hearing will be waived.
 - b. The registered business will be given an opportunity for a hearing before the city's hearing officer before final action to fine or suspend a registration. Provided, the registered business has submitted a written application for appeal within 10 business days after the notice was served. The hearing officer shall give due regard to the frequency and seriousness of the violations, the ease with which such violations could have been cured or avoided and good faith efforts to comply and shall issue a decision to fine or suspend the registration only upon written findings. Within ten (10) business days of the hearing officers order, the decision may be appealed to the city council.
 - c. If no request for a hearing is received within ten (10) business days following the service of the notice, the matter shall be submitted to the city council for imposition of the fine or suspension of the registration.
- (3) *Emergency.* If, in the discretion of the City Manager, a registered business poses an imminent threat to the health or safety of the public, the City Manager may immediately suspend the registration and provide notice of the right to hold a subsequent hearing as prescribed in part (2) of this section.
- (4) *Reinstatement.* The city may reinstate a registration if it determines that the violations have been resolved. The city shall reinstate a registration if the OCM determines the violations have been resolved.

Sec. 10-655. - Compliance Checks

The city shall complete at minimum one compliance check per calendar year of every registered business to assess if the business meets age verification requirements, as required under Minn. Stat. 342.22, subd. 4(b), and any applicable cannabis or hemp regulations adopted by the city.

Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the city.

Any failures under this section are a basis for enforcement action and must be reported to the OCM.

Sec. 10-656. - Hours of Operation. Cannabis Retailers may only make retail sales of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between the hours of 8:00am-10:00pm Monday-Saturday; and 10:00am-10:00pm on Sunday.

Sec. 10-657. - Cannabis Business Complaints

The City Manager is authorized to make complaints to the OCM related to any cannabis business the city believes is in violation of the act or the administrative rules adopted pursuant thereto. The City Manager is also authorized to file a complaint against a cannabis business that poses an immediate threat to the health or safety of the public and request immediate action by the OCM.

Sec. 10-658. - Penalties Administration and Enforcement

Any violation of the provisions of this article or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by law. Each day each violation continues or exists, constitutes a separate offense. Violations of this ordinance can occur regardless of whether or not a permit is required for a regulated activity listed in this ordinance. Violations of this article may also be addressed under City Code, Chapter 2, Article VII – Administrative Penalties.

Violation of this article shall be grounds for enforcement against any business license issued by the City of Hopkins.

Sec. 10-659. - Severability

If any section, clause, provision, or portion of this article is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this art shall not be affected thereby.

SECTION 8. EFFECTIVE DATE. The effective date of this ordinance shall be the date of publication.

First Reading:

Second Reading:

Date of Publication:

Date Ordinance Takes Effect:

By:

Patrick Hanlon, Mayor

ATTEST:

Amy Domeier, City Clerk