

**HOPKINS CITY COUNCIL  
AGENDA  
Tuesday, January 15, 2019  
7:00 pm**

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

**Schedule**      HRA Special Meeting, 7 p.m. – City Council Meeting immediately following HRA Meeting  
Work Session after close of Regular Meeting

**I. CALL TO ORDER**

**II. ADOPT AGENDA**

**III. PRESENTATIONS**

**IV. CONSENT AGENDA**

1. Minutes of the January 2, 2019 City Council Regular Meeting Proceedings
2. Minutes of the January 2, 2019 City Council Work Session following Regular Meeting Proceedings
3. Minutes of the January 8, 2019 City Council Special Meeting Proceedings
4. Minutes of the January 8, 2019 City Council Work Session Proceedings
5. Approval of the Pay Equity Implementation Report; Lenz

**V. PUBLIC HEARING**

**VI. OLD BUSINESS**

**VII. NEW BUSINESS**

**VIII. ANNOUNCEMENTS**

- Taste of Hopkins and State of the City Event at Hopkins Center for the Arts, 1111 Mainstreet: Thursday, January 31, 2019 starting at 5:00 p.m.

**IX. ADJOURN**

**OPEN AGENDA – PUBLIC COMMENTS/CONCERNS**

Public must fill out a Speaker Request Form. During this time, anyone wanting to address a topic **not listed on the agenda** may do so. Three minute time limit per person.

The Hopkins City Council Chambers are enabled with a hearing loop system and hearing amplification options are available. Please notify staff for assistance.

**HOPKINS CITY COUNCIL  
REGULAR MEETING PROCEEDINGS  
JANUARY 2, 2019**

**CALL TO ORDER**

Pursuant to due call and notice thereof a regular meeting of the Hopkins City Council was held on Wednesday, January 2, 2019 at 7:02 p.m. in the Council Chambers at City Hall, 1010 First Street South, Hopkins.

Mayor Cummings called the meeting to order with Council Members Kuznia, Halverson, Gadd, Hunke attending. Staff present included City Manager Mornson, City Attorney Anderson, Finance Director Bishop, Director of Planning and Development Elverum, Assistant City Manager Lenz, City Planner Lindahl, Public Works Director Stadler and Community Development Coordinator Youngquist.

**ADOPT AGENDA**

**Motion** by Gadd. **Second** by Kuznia.

**Motion** to Adopt Agenda.

**Ayes:** Kuznia, Halverson, Cummings, Gadd, Hunke.

**Nays:** None. **Motion carried.**

**CONSENT AGENDA**

**Motion** by Halverson. **Second** by Hunke.

**Motion** to Approve the Consent Agenda.

1. Minutes of the December 18, 2018 City Council Regular Meeting Proceedings
2. Minutes of the December 18, 2018 City Council Work Session following Regular Meeting Proceedings
3. Appointment of Mayor Pro Tempore for 2019
4. Authorize Out-of-State Travel
5. Designation of Official Newspaper
6. Ratify Checks Issued in December 2018
7. Designation of Official Depositories for 2019
8. Authorize the Prepayment and Redemption of the City's Taxable General Obligation Refunding Bonds, Series 2009B

**Ayes:** Kuznia, Halverson, Cummings, Gadd, Hunke.

**Nays:** None. **Motion carried.**

**PUBLIC HEARING**

**V.1. Public Hearing for the Purposes of Accepting Input on the 2019-2023 Five-Year Capital Improvement Plan as It Relates to the Funding of Capital Improvements to City Hall**

Finance Director Bishop discussed the purpose of the Public Hearing. Mr. Bishop explained that Ehlers, Inc. recommendation is to issue the general obligation capital improvement plan bonds in an amount not to exceed \$6,000,000 000 to finance various capital improvements to the City Hall. Mr. Bishop explained that the date on the

**HOPKINS CITY COUNCIL  
REGULAR MEETING PROCEEDINGS  
JANUARY 2, 2019**

resolution for the issuance of the bonds has been changed from January 18<sup>th</sup> to February 1<sup>st</sup>. Mayor Cummings questioned how a reserve referendum works and Franchise Fee funding for the project. Finance Director explained the reverse referendum process and discussed the projects costs, funding and 15-year bond.

Mayor Cummings opened the public hearing at 7:11 pm. No residents came forward to address the Council.

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

**Motion** to close the Public Hearing at 7:11 p.m.

**Ayes: Halverson, Kuznia, Cummings, Gadd, Hunke.**  
**Nays: None. Motion carried.**

Council Member Gadd commented that the process is the most efficient way to fund the project with the least amount of impact to the tax payers.

**Motion** by Halverson. **Second** by Gadd.

**Motion** to Approve Resolution 2019-002 Adopting a Capital Improvement Plan and Providing Preliminary Approval for the Issuance of Bonds Thereunder.

City Attorney Anderson advised the Council to amend the resolution with date changes.

**Motion** by Gadd. **Second** by Halverson.

**Motion** to Amend Resolution 2019-002 Adopting a Capital Improvement Plan and Providing Preliminary Approval for the Issuance of Bonds Thereunder with the date changes per the City Attorney recommendation.

**Ayes: Halverson, Kuznia, Cummings, Gadd, Hunke.**  
**Nays: None. Motion carried.**

**NEW BUSINESS**

**VII.1. Conditional Use Permit for Jacob's Trading, LLC (Dock 1 Bargains) located at 8098 Excelsior Boulevard (PID 19-117-21-14-0006)**

City Planner Lindahl discussed the staff report regarding the Conditional Use Permit (CUP) for Jacob's Trading. Mr. Lindahl gave an overview of the business, location and zoning. The Planning and Zoning Commission recommended approval of the CUP. Mr. Lindahl discussed the CUP standards and explained that the business began operations without a CUP. Staff contacted the property owner and violations have been corrected. Mr. Lindahl explained that staff is recommending approval of the CUP subject to conditions. Council Member Hunke questioned the exterior lighting and signage

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issues. Mr. Lindahl commented that the property owner was responsive and the issues have been corrected.

**Motion** by Gadd. **Second** by Kuznia.

**Motion** to Adopt Resolution 2018-005, approving a conditional use permit for Jacob's Trading, LLC (Dock 1 Bargains) to operate a subordinate retail use in an Industrial zoning district at 8098 Excelsior Boulevard (PID 19-117-21-14-0006), subject to conditions.

**Ayes:** Kuznia, Halverson, Cummings, Gadd, Hunke.

**Nays:** None. **Motion carried**

**VII.2. Engelbret Minimum Lot Size Variance for PID 20-117-21-33-0016**

City Planner Lindahl discussed the request for a minimum lot size variance at 137 Maple Hill Road. The Planning and Zoning Commission has reviewed the request and recommends approval. Mr. Lindahl discussed the proposed lot size and explained that the proposal puts the lot at 105 square feet smaller than the zoning district's median size. Mr. Lindahl reviewed the variance criteria and commented that staff recommends approval of the variance. Mayor Cummings asked about neighborhood feedback. Mr. Lindahl commented that staff received four general comments from neighbors and one not in support of the variance. Council Member Halverson asked about moving the garage before the lots are split. Mr. Lindahl commented that staff would discuss the timing with the applicant and that the applicant would need a plan for garage placement that meets city standards.

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

**Motion** to Adopt 2019-004, approving a minimum lot size variance from David and Karen Engelbret for the property located at 137 Maple Hill Road (PID 20-117-21-33-0016)

**Ayes:** Kuznia, Halverson, Cummings, Gadd, Hunke.

**Nays:** None. **Motion carried**

**ANNOUNCEMENTS**

- City Hall services available at the Fire Station starting Wednesday, January 2, 2019 until the City Hall remodel is complete.
- Taste of Hopkins and State of the City Event at Hopkins Center for the Arts, 1111 Mainstreet: Thursday, January 31, 2019 starting at 5:00 p.m.
- Free Christmas tree pick up is the week of January 7. Trees should be placed on the boulevard and all lights and decorations removed.

**ADJOURNMENT**

**HOPKINS CITY COUNCIL  
REGULAR MEETING PROCEEDINGS  
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There being no further business to come before the City Council and upon a motion by Halverson, second by Kuznia, the meeting was unanimously adjourned at 7:28 p.m.

**OPEN AGENDA – PUBLIC COMMENTS AND CONCERNS**

The City Council did not receive any comments or concerns.

Respectfully Submitted,  
Debbie Vold

ATTEST:

\_\_\_\_\_  
Molly Cummings, Mayor

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

**MINUTES OF THE CITY COUNCIL WORK SESSION PROCEEDINGS  
AT CONCLUSION OF THE REGULAR CITY COUNCIL MEETING  
Wednesday, January 2, 2019**

**CALL TO ORDER**

Pursuant to due call and notice thereof a work session of the Hopkins City Council was held on Wednesday, January 2, 2019 at 7:29 p.m. in the Council Chambers at City Hall, 1010 First Street South, Hopkins.

Mayor Cummings called the meeting to order with Council Members Kuznia, Halverson, Gadd and Hunke attending. Staff present included City Manager Mornson, Finance Director Bishop, Director of Planning and Development Elverum, Assistant City Manager Lenz, Public Works Director Stadler and Community Development Coordinator Youngquist.

**Community Development**

Director of Planning and Development Elverum and Community Development Coordinator Youngquist discussed the draft of a Fair Housing Policy and Tenant Protection Ordinance. Ms. Youngquist commented that the policy would assist the City when applying for Livable Community Grant funds. Ms. Youngquist commented that the policy would reaffirm the City's commitment to fair housing and provide staff with internal practices. The Policy is scheduled to be on the January 15 City Council agenda.

Ms. Youngquist discussed the Tenant Protection Ordinance, protection for displacement of tenants, sales of affordable rental buildings and the definition of affordable housing. Ms. Youngquist discussed the 90-day transition period and relocation guidelines. Staff has studied the ordinances and penalties of other communities and has worked through the language in the Ordinance. Staff would continue to work on how to publicize and administer the Ordinance. The Ordinance is scheduled to be on a February City Council agenda. There was discussion about affordable rents and Council commented that the policy and ordinance is a good step for the City. Mayor Cummings asked about the Drug-Free Crime-Free housing policies. Staff commented that Hopkins has a process in place and that staff would continue to discuss best practices. Council can address any questions or comments with staff.

Ms. Elverum updated that Council on commercial properties for sale and sold in Hopkins. Ms. Elverum commented that there continues to be a lot of interest in the Hopkins market.

**Public Works and Finance**

Public Works Director Stadler discussed the City Hall construction budget. Due to some changes the bids and quotes came in 4% higher. The bids are scheduled to be awarded at the January 8 Special Council Meeting. Finance Director Bishop discussed the total amount of bonding and increase in the levy for the project. Mr. Bishop discussed the funding sources and commented that a portion of the project is included in the Capital

Improvement Project (CIP) fund. Mayor Cummings asked about the Franchise Fees. Mr. Bishop discussed the increase to Franchise Fees and how the funds are used. Assistant City Manager Lenz discussed Communication Fund categories and use of the funds. Council Member Halverson asked about upgrades to the software. Ms. Lenz commented that the plan is to upgrade software to high definition.

**City Council**

- Mayor Cummings visited “The Caterers”

**Administration:**

City Manager Mornson gave the following updates:

- Council should review the Legislative Policy and let staff know if there are any questions, changes or suggestions.
- The Hopkins Police banquet is Thursday, January 10.

**ADJOURNMENT**

There being no further business to come before the City Council and upon a motion by Gadd, seconded by Kuznia, the meeting was unanimously adjourned at 8:20 p.m.

Respectfully Submitted,  
Debbie Vold

ATTEST:

\_\_\_\_\_  
Molly Cummings, Mayor

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

**HOPKINS CITY COUNCIL  
SPECIAL MEETING PROCEEDINGS  
JANUARY 8, 2019**

**CALL TO ORDER**

Pursuant to due call and notice thereof the Hopkins City Council held a special meeting on Tuesday, January 8, 2019 at the Hopkins Fire Station, 101 17<sup>th</sup> Avenue South, Hopkins. Mayor Cummings called the meeting to order at 6:15 p.m. with Council Members Gadd, Halverson, Hunke and Kuznia attending. Staff present included City Manager Mornson, Assistant City Manager Lenz, Finance Director Bishop, City Clerk Domeier and Director of Public Works Stadler.

**NEW BUSINESS**

**II.1. Adopt Resolution 2019-006 Awarding and Authorizing Assignment of Construction Contracts – City Hall Remodel Project, City Project No. G009-009; Stadler & II.2. Adopt Resolution 2019-007 A Resolution for Award of Bid, Work Category 26-A, City Hall Remodel Project, City Project G009-009.**

City Manager Mornson explained the process for the approval of the items. Director of Public Works Stadler provided a summary of the bids and quotes received for the City Hall renovation project. The Resolution provided in the original packet sent to the City Council was revised to reflect changes to the electrical contract. Council was asked to consider a second resolution awarding the bid for the electrical contract. Mr. Stadler along with Jason Rentmeester of Kraus Anderson answered questions related to the bids and changes to the previously given estimates.

Finance Director Bishop provided information on the funding for the project. The project will require a \$75,000 annual tax levy to pay for the additional project costs and updated interest assumptions.

**Motion** by Kuznia. **Second** by Halverson.

**Motion** to Adopt Resolution 2019-006 Awarding Construction Contracts and Authorizing Assignment of Contracts to Kraus-Anderson Construction – City Hall Remodel Project.

**Ayes: 5**

**Nays: 0. Motion carried.**

**Motion** by Gadd. **Second** by Hunke.

**Motion** to Adopt Resolution 2019-007 A Resolution for Award of Bid, Work Category 26-A, – City Hall Remodel Project, City Project G-009-009.

**Ayes: 5**

**Nays: 0. Motion carried.**

Mr. Rentmeester shared information on the next steps for the project.

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**ADJOURNMENT**

There being no further business to come before the City Council and upon a motion by Halverson and second by Gadd the meeting was unanimously adjourned at 6:30 p.m.

Respectfully Submitted,  
Amy Domeier, City Clerk

ATTEST:

\_\_\_\_\_  
Molly Cummings, Mayor

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

**HOPKINS CITY COUNCIL  
WORK SESSION PROCEEDINGS  
JANUARY 8, 2019**

**CALL TO ORDER**

Pursuant to due call and notice thereof the Hopkins City Council held a special meeting on Tuesday, January 8, 2019 at the Hopkins Fire Station, 101 17<sup>th</sup> Avenue South, Hopkins. Mayor Cummings called the meeting to order at 6:15 p.m. with Council Members Gadd, Halverson, Hunke and Kuznia attending. Staff present included City Manager Mornson, Assistant City Manager Lenz, City Clerk Domeier, Director of Planning and Economic Development Elverum and Community Development Coordinator Youngquist.

**THINK HOPKINS MARKETING STRATEGY**

Community Development Coordinator Youngquist introduced the item. Alan Schutte of Plat Hollow Road provided information about the strategic briefing process that will help the City Council and participants develop ways to strengthen the City's marketing campaign, Think Hopkins. Over 40 Hopkins residents and business owners were in attendance to learn more about the process. The brief is due by Monday, February 4 with a follow-up meeting scheduled for Tuesday, March 19.

**ARTSPACE MARKET STUDY**

Director of Planning and Economic Development Elverum introduced the item. Representatives from Artspace were in attendance to present the findings of the Artspace market study. Over 40 residents, business owners and interested persons were in attendance and participated in discussion about the proposed project.

**ART CENTER UPDATE**

Bonnie Hamel, Friends of the Hopkins Center for the Arts Board Chair provided the City Council with updates on the Friends' Board 2019 Goals. Mayor Cummings requested that Ms. Hamel provide another update in six months. Assistant City Manager Lenz stated that Ms. Anderson has provided the Hopkins Center for the Art update within the packet and if anyone has questions after their review to contact Ms. Lenz.

**UPDATES**

Council Member Kuznia stated that residents have asked him if recycling bins could be placed on Mainstreet. Staff will investigate the request.

Council Member Halverson stated she would not be able to the next Community Works meeting. Council Member Kuznia is the alternate representative and may be interested in attending. City Clerk Domeier will provide the Council with the committee roster of representation on committees for review.

Council Member Halverson questioned the Hopkins Housing Team correspondence. Ms. Elverum provided an update on information received about the group. Staff will share a draft of the fair housing policy and tenant protection ordinance information with the group.

**HOPKINS CITY COUNCIL  
WORK SESSION PROCEEDINGS  
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Ms. Elverum provided an update on property located at Shady Oak Road and Mainstreet. She also stated that further discussion is needed for Artspace.

Council Member Gadd thanked the Police Department for their work on a recent issue.

City Manager Mornson stated that demolition has started at the OMF site; FTA is closed with the government shutdown; the police banquet is Thursday; and Goal Setting is Friday. He added that the State of the City invites were sent out this week and provided information on the promotion of the event. Discussion was held regarding the Jeopardy presentation. The Board and Commission recruitment discussion will be on January 15 after the regular meeting. The Alumni Academy event is May 9.

**ADJOURNMENT**

There being no further business to come before the City Council and upon a motion by Gadd and second by Hunke the meeting was unanimously adjourned at 9:30 p.m.

Respectfully Submitted,  
Amy Domeier, City Clerk

ATTEST:

\_\_\_\_\_  
Molly Cummings, Mayor

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



January 15, 2019

Report 2019-009

## **APPROVAL OF THE PAY EQUITY IMPLEMENTATION REPORT**

### **Proposed Action.**

Staff recommends adoption of the following motion: Move that the Hopkins City Council approve the attached Pay Equity Implementation Report.

Adoption of this motion will allow the City to submit its Pay Equity Implementation Report as required by state law.

### **Overview.**

In 1984 the Minnesota Legislature passed a "Comparable Worth" or Pay Equity law. The purpose of this law was to reduce the perceived wage disparity between government jobs held largely by males and those predominantly held by females. Each local government jurisdiction must periodically submit a Pay Equity Implementation Report, as provided by Minnesota Statutes, section 471.9981, to determine whether it is in compliance with the law. The City of Hopkins is required to submit a report to the Department of Employee Relations (DOER) by January 31, 2016. This report must be based upon the employees hired and salaries paid as of December 31, 2017.

Attached is a copy of the Compliance report that the City must send to DOER.

### **Primary Issues to Consider.**

- Is the City in compliance with the comparable worth law?
- Has the City submitted reports to DOER in the past?

### **Supporting Information.**

- Pay Equity Compliance Report
- Pay Equity Implementation Report
- Pay Equity Background

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Ari Lenz  
Assistant City Manager

**Analysis of the Issues:**

- Is the City in compliance with the comparable worth law?

The City has entered data into the computer program that DOER uses to determine compliance with the law. Based upon this program, the City should be found in compliance with the law. The program compares salary data to determine if female classes are paid consistently below male classes of comparable work value (job points). (There are also balanced classes which contain both males and females. These classes are not used to determine compliance.)

There are two tests to determine whether a City is in compliance, the Underpayment Ratio and the T-Test Results. The minimum requirement to pass the statistical analysis test is an underpayment ratio of 80%. The underpayment ratio is calculated by dividing the percentage of male classes below predicted pay by the percentage of female classes below predicted pay. The City's Underpayment Ratio of 92.57% is above 80%.

If the underpayment ratio is less than 80%, a jurisdiction may still pass the statistical analysis test if the t-test results are not statistically significant. The t-test is a statistical measure of how significant is the difference between two numbers. The City's value of T, -4.093, means that the difference in predicted pay between male and female classes is not statistically significant. This is a major improvement from our ratings in 2016 where although our underpayment ratio was in compliance at 81.48% our T-value was 5.594, which was statistically significant. This is due to the implementation of the class and compensation study results.

Two other tests are mentioned on the compliance report. The Salary Range Test examines how long it takes male classes and female classes to get to the maximum salary. As you can see there is no difference. The last test is the Exceptional Service Pay Test which examines additional pay such as longevity. Although only two unions receive longevity (police officers and sergeants), several other positions as the result of implementing the new pay system are over their maximums. The majority of those classes are categorized as female and have aided our Exceptional Service Pay Test results. Many of these classes are temporary and will be removed through attrition.

- Has the City submitted reports to DOER in the past?

The City last submitted a report in 2016. It was found to be in compliance with the law at that time.

**Alternatives:**

The City has no alternative at this time except to submit the report. There are fines up to \$100 per day for non-compliance.

## Compliance Report

Jurisdiction: Hopkins  
1010 - 1st Street South

Report Year: 2019  
Case: 7 - 2019 Data (Private (Jur Only))

Hopkins MN 55343

Contact: Ari Lenz

Phone: (952) 548-6303

E-Mail: jobs@hopkinsmn.com

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

### I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	35	18	3	56
# Employees	87	31	8	126
Avg. Max Monthly Pay per employee	6,531.47	6,186.13		6,495.38

### II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 92.57 \*

	Male Classes	Female Classes
a. # At or above Predicted Pay	26	13
b. # Below Predicted Pay	9	5
c. TOTAL	35	18
d. % Below Predicted Pay (b divided by c = d)	25.71	27.78

\*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

### B. T-test Results

Degrees of Freedom (DF) = 116	Value of T = -4.093
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a. Avg. diff. in pay from predicted pay for male jobs = \$0

b. Avg. diff. in pay from predicted pay for female jobs = \$0

### III. SALARY RANGE TEST = 100.00 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 13.00

B. Avg. # of years to max salary for female jobs = 13.00

### IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

A. % of male classes receiving ESP 8.57 \*

B. % of female classes receiving ESP 22.22

\*(If 20% or less, test result will be 0.00)

**Part A: Jurisdiction Identification**

Jurisdiction: Hopkins  
1010 - 1st Street South

Jurisdiction Type: City

Hopkins MN 55343

Contact: Ari Lenz Phone: (952) 548-6303 E-Mail: jobs@hopkinsmn.com

**Part B: Official Verification**

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was: Consultant's System

Description:

A new system - Decision Band Method

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and:

There is no difference and female classes are not at a disadvantage.

3. An official notice has been posted at:

101 17th Ave S Hopkins, MN 55343  
(prominent location)

informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

Hopkins City Council

(governing body)

Molly Cummings

(chief elected official)

Mayor

(title)

**Part C: Total Payroll**

\$9,823,732.00

is the annual payroll for the calendar year just ended December 31.

Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

Date Submitted: