

**HOPKINS CITY COUNCIL
AGENDA
Tuesday, September 7, 2021
7:00 pm**

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

Schedule HRA Meeting, 7 p.m. – City Council Meeting immediately following HRA Meeting

I. CALL TO ORDER

II. ADOPT AGENDA

III. PRESENTATIONS

IV. CONSENT AGENDA

1. Minutes of the August 17, 2021 City Council Regular Meeting Proceedings
2. Ratify Checks Issued in August 2021; Bishop
3. Extension of On-Sale Liquor License for LTD Brewing LLC; Domeier
4. Approval of Hennepin County Healthy Tree Canopy Grant Agreement; Stadler

V. PUBLIC HEARING

VI. OLD BUSINESS

VII. NEW BUSINESS

1. Conditional Use Permit Applications for Kid Zone Daycare at 715 2nd Avenue South.; Lindahl
2. 325 Blake Road Concept Review; Lindahl
3. Approval of Proposed 2022 Levy, Proposed 2022 General Fund Budget and Set Budget Meeting Date; Bishop
4. Approval of Proposed 2022 HRA/EDA Tax Levy; Bishop
5. Resolution Approving Hopkins Business Retention Pilot Program; Bishop

VIII. PUBLIC COMMENT

IX. ANNOUNCEMENTS

- Next City Council Work Session: Tuesday, September 14 at 6:30 p.m.
- Next Regular City Council Meeting: Tuesday, September 21 at 7:00 p.m.

X. ADJOURN

**HOPKINS CITY COUNCIL
REGULAR MEETING PROCEEDINGS
AUGUST 17, 2021**

CALL TO ORDER

Pursuant to due call and notice thereof a regular meeting of the Hopkins City Council was held on Tuesday, August 17, 2021 at 7:00 p.m. in the Council Chambers at City Hall, 1010 1st Street South.

Mayor Gadd called the meeting to order with Council Members Beck, Brausen and Halverson attending. Council Member Hunke was absent. Others attending included City Manager Mornson, Assistant City Manager Lenz, City Clerk Domeier, Director of Planning and Development Elverum, City Attorney Riggs, Community Development Coordinator Youngquist, Fire Chief Specken, Finance Director Bishop and City Planner Lindahl.

Mayor Gadd announced that the HRA Special Meeting would be held immediately following the adjournment of the City Council meeting.

ADOPT AGENDA

Motion by Brausen. **Second** by Beck.

Motion to Adopt the Agenda.

Ayes: All.

Nays: None. Absent: Hunke. Motion carried.

CONSENT AGENDA

Motion by Brausen. **Second** by Halverson.

Motion to Approve the Consent Agenda as amended.

1. Minutes of the August 2, 2021 City Council Regular Meeting Proceedings
2. Minutes of the August 10, 2021 City Council Work Session Proceedings
3. Second Reading of Ordinance 2021-1169; Lenz
4. Second Reading of Ordinance 2021-1172 rezoning properties in the northwest quadrant of Excelsior Boulevard and Blake Road to Mixed Use with a Planned Unit Development (PUD); Lindahl
5. Sub-Grant Agreement between the City of Hopkins and TF Hopkins LLC for a DEED Contamination and Cleanup Grant for Blake Road Station Site A; Youngquist

Ayes: All.

Nays: None. Absent: Hunke. Motion carried.

PUBLIC HEARING

V.1. Establish Tax Increment Financing District No. 1-6; Elverum

Director of Planning and Economic Development Elverum introduced Council Report 2021-077 and Stacie Kvilvang with Ehlers provided a summary of the report. The City and HRA are considering the establishment of Tax Increment Financing District 1-6 (325 Blake), a redevelopment district (District) to facilitate construction of approximately 600 apartments, 125 senior cooperative units, 50 town homes and 23,500 sq/ft of commercial

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REGULAR MEETING PROCEEDINGS
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space and finance infrastructure/public Improvements. In addition, the City and HRA anticipate utilizing up to 35 percent of the tax increment (including any administrative costs) for affordable housing objectives. They may decide to utilize a portion of the tax increment and return a portion to the County on an annual basis or they may take all of the tax increment in one year to assist eligible projects. The District will encompass 1 parcel located at 325 Blake Road.

Mayor Gadd clarified that the TIF is not obligating the City to any financial assistance amount. Ms. Kvilvang confirmed and Ms. Elverum provided more information about the financial assistance. Brief discussion was held on the TIF budget.

Mayor Gadd opened the Public Hearing at 7:10 p.m. No comments were received.

Motion by Halverson. **Second** by Beck.

Motion to close the Public Hearing.

Ayes: All.

Nays: None. Absent: Hunke. Motion carried. Public Hearing closed at 7:11 p.m.

Further discussion was held about the project and the selected developer.

Motion by Brausen. **Second** by Halverson.

Motion to approve Resolution 2021-045 Adopting a Modification to the Development Program for Redevelopment Project No. 1 and Establishing Tax Increment Financing District No. 1-6 (325 Blake) and Adopting a Tax Increment Financing Plan.

Ayes: All.

Nays: None. Absent: Hunke. Motion carried.

Motion by Brausen. **Second** by Beck.

Motion to approve Resolution 2021-046 Authorizing an Interfund Loan for Advance of Certain Costs in Connection with Tax Increment Financing District No. 1-6 (325 Blake).

Ayes: All.

Nays: None. Absent: Hunke. Motion carried.

NEW BUSINESS

VII.1. Approve Purchase of Fire Engine; Bishop

Finance Director Bishop provided a summary of Council Report 2021-078. Approval of the ERP amendment will allow staff to order a new fire engine and lock-in the price and delivery. He also provided financing options.

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Council Member Halverson stated that ordering the fire engine now locks the City into financial savings. Mr. Bishop concurred. Fire Chief Specken provided more information about the fire engine purchase including the projected use and cost savings. Council Member Beck questioned the amount of calls where the truck would be used. Mr. Specken anticipated over 1,200 calls in a year.

Council Member Brausen addressed a letter received about delaying the purchase. He cautioned the delay of the truck due to the department needs. The letter also included the thought of merging the department with a neighboring community. Mr. Brausen was against a department merge. Mayor Gadd agreed with Mr. Brausen's comments.

Motion by Beck. **Second** by Halverson.

Motion to the purchase of a fire engine at an estimated cost of \$771,000 and amend the 2021-2025 Equipment Replacement Plan to include the purchase.

Ayes: All.

Nays: None. Absent: Hunke. Motion carried.

VII.2. Second Quarter Financial Report; Bishop

Finance Director Bishop presented the second quarter financial report. The City Council thanked staff for the budget engagement work.

VII.3. Hopkins Business Retention Program; Bishop

Finance Director Bishop presented an outline of possible program guidelines and criteria for the proposed program.

The key elements included:

- Provide reimbursement of up to \$1,500 on capital costs
- The pilot program is open September 21 to December 31
- The total funding budget is \$12,000 (up to 8 businesses)
- Recipients must be part of a redevelopment project
- Designed for businesses located near SWLRT
- Recipients must have been in operation for 1 year
- Eligible improvements included are broad
- Recipients have to submit eligible expenses for reimbursements
- City forgives the loan for one year

Mayor Gadd thanked staff for developing a pilot program. He confirmed that businesses can only receive the reimbursement one time. He also questioned if the program could be expanded to include other areas of Hopkins.

Council Member Brausen suggested raising the \$1,500 amount but supported the other elements. City Manager Mornson offered to raise the amount to \$3,000. Council Member Beck supported the proposed increase. He also proposed including businesses that do

**HOPKINS CITY COUNCIL
REGULAR MEETING PROCEEDINGS
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business to business transactions. Council Member Brausen, Mayor Gadd and Council Member Halverson also supported the \$3,000 reimbursement option. Director of Planning and Development Director Elverum stated the \$3,000 option is feasible with current funding options. She added that staff is providing resources to the businesses to help them relocated in Hopkins.

Council Member Beck preferred that the program was offered citywide; however, he was OK starting with the current pilot program distance requirements.

ANNOUNCEMENTS

Mayor Gadd provided the upcoming meeting schedule.

ADJOURNMENT

There being no further business to come before the City Council and upon a motion by Brausen, second by Beck, the meeting was unanimously adjourned at 7:59 p.m.

Respectfully Submitted,
Amy Domeier, City Clerk

ATTEST:

Jason Gadd, Mayor

Amy Domeier, City Clerk

CITY OF HOPKINS

FINANCE DEPARTMENT

MEMORANDUM

Date: August 26, 2021
To: Honorable Mayor and Members of the City Council
From: Nicholas Bishop, Finance Director
Subject: Ratify Checks Issued in August 2021

The checks issued between July 30, 2021 to August 26, 2021 were number 123944 through 124242, for a total distribution of \$1,340,165.90.

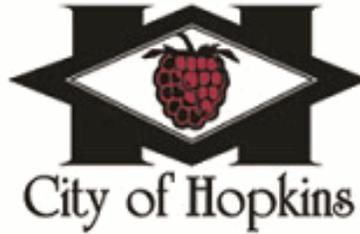
The checks issued, along with the purpose for those payments are attached for your review.

The check registers and detail of those checks can be reviewed at any time in the Finance Department.

Accounts Payable

Checks by Date - Summary by Check Date

User: jthoennes
Printed: 8/25/2021 1:52 PM



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		Void Checks	Check Amount
123944	01045	ABM EQUIPMENT & SUPPLY LLC	08/05/2021		0.00	245.60
123945	20310	ACTION SPORTS OF MN	08/05/2021		0.00	7,000.00
123946	01125	ADT SECURITY SERVICES	08/05/2021		0.00	335.04
123947	28427	ADVANCED IMAGING SOLUTIONS	08/05/2021		0.00	153.00
123948	31081	ALLEN'S SERVICE	08/05/2021		0.00	137.00
123949	30660	PATRICIA MAUREEN ANDERSON	08/05/2021		0.00	385.00
123950	28600	APPLE VALLEY FORD LINCOLN	08/05/2021		0.00	781.68
123951	31112	ALLYSON ASHLEY	08/05/2021		0.00	100.00
123952	02031	B & W SPECIALTY COFFEE CO	08/05/2021	VOID	1,071.40	0.00
123953	02047	BADGER METER INC	08/05/2021		0.00	224.46
123954	30899	BAUERS MINNOCO	08/05/2021		0.00	104.95
123955	30437	BCA	08/05/2021		0.00	33.25
123956	02162	BECKER ARENA PRODUCTS, INC	08/05/2021		0.00	168.05
123957	29326	CARBON BLACK INC	08/05/2021		0.00	14,220.06
123958	03160	CENTERPOINT ENERGY MINNEGASC	08/05/2021		0.00	33.38
123959	30127	CINTAS CORPORATION NO. 2	08/05/2021		0.00	383.07
123960	27487	CLIFTON LARSON ALLEN	08/05/2021		0.00	1,857.74
123961	26951	COMCAST	08/05/2021		0.00	94.48
123962	26951	COMCAST	08/05/2021		0.00	2.09
123963	31032	COVERALL NORTH AMERICA	08/05/2021		0.00	1,544.00
123964	31032	COVERALL NORTH AMERICA	08/05/2021		0.00	2,019.00
123965	31032	COVERALL NORTH AMERICA	08/05/2021		0.00	1,860.50
123966	28123	WRAP CITY GRAPHICS INC	08/05/2021		0.00	28.50
123967	27060	CROWN MARKING INC	08/05/2021		0.00	16.51
123968	28747	CULLIGAN BOTTLED WATER CO	08/05/2021		0.00	629.05
123969	29303	DIVERSIFIED COFFEE PRODUCTS	08/05/2021		0.00	85.00
123970	04690	DRISKILLS FOODS	08/05/2021		0.00	206.21
123971	29520	ECOLAB	08/05/2021		0.00	21.51
123972	05453	ELECTRIC PUMP INC	08/05/2021		0.00	943.65
123973	05930	EXPRESS PRESS INC	08/05/2021		0.00	82.25
123974	29610	EXPRESS SERVICES	08/05/2021		0.00	483.48
123975	07681	GRAINGER, INC	08/05/2021		0.00	53.28
123976	29745	GRAYBAR ELECTRIC COMPANY, INC.	08/05/2021		0.00	261.55
123977	30854	GREAT RIVER AUTOMATION LLC	08/05/2021		0.00	1,085.00
123978	29968	GROTH SEWER & WATER LLC	08/05/2021		0.00	7,750.00
123979	08004	HANCE HARDWARE, INC	08/05/2021		0.00	2,164.44
123980	30187	HENNEPIN COUNTY COURT ADMINIS	08/05/2021		0.00	26,730.17
123981	27248	HENNEPIN CTY TREASURER	08/05/2021		0.00	13,248.55
123982	27454	HENNEPIN CTY TREASURER	08/05/2021		0.00	7,603.19
123983	08336	HIRSHFIELDS	08/05/2021		0.00	176.92
123984	08576	HOPKINS F.D. RELIEF ASSOC	08/05/2021		0.00	120.00
123985	09085	ICMA - ROTH IRA - 706260	08/05/2021		0.00	1,198.17
123986	09578	INNOVATIVE OFFICE SOLUTIONS	08/05/2021		0.00	1,872.44
123987	30768	JAMES DUNCAN AND ASSOCIATES IN	08/05/2021		0.00	3,299.40
123988	30269	JANELLE JASPERS JONES	08/05/2021		0.00	480.00
123989	29249	JR'S ADVANCED RECYCLERS	08/05/2021		0.00	40.00
123990	29105	KEVIN J KELLEHER LLC	08/05/2021		0.00	885.00

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
123991	03369	LEAGUE OF MN CITIES	08/05/2021	0.00	25.00
123992	29529	LEXISNEXIS RISK SOLUTIONS	08/05/2021	0.00	91.06
123993	13012	MACQUEEN EQUIPMENT INC	08/05/2021	0.00	1,119.55
123994	13167	MENARDS	08/05/2021	0.00	110.31
123995	13275	MICRO CENTER	08/05/2021	0.00	184.96
123996	30363	MINNEAPOLIS OXYGEN COMPANY	08/05/2021	0.00	31.56
123997	31131	MINNESOTA POLLUTION CONTROL	08/05/2021	0.00	468.00
123998	13354	MN BENEFIT ASSOCIATION	08/05/2021	0.00	37.18
123999	13438	MN DEPT OF HEALTH	08/05/2021	0.00	40.00
124000	30300	NORDIC SOLAR HOLDCO LLC	08/05/2021	0.00	7,341.68
124001	26974	O'REILLY AUTO PARTS	08/05/2021	0.00	61.98
124002	15880	OWENS SERVICE CORP- CHEMTEX	08/05/2021	0.00	1,594.05
124003	30967	PAMLICO CARTGRAPH SYSTEMS HOI	08/05/2021	0.00	777.61
124004	29331	POSTMASTER	08/05/2021	0.00	300.00
124005	28285	PROFESSIONAL TURF & RENOV INC	08/05/2021	0.00	3,000.00
124006	30199	PULSE ELECTRIC	08/05/2021	0.00	384.00
124007	30452	RACO MANUFACTURING & ENGINEE	08/05/2021	0.00	1,315.00
124008	18164	RED WING BUSINESS ADVANTAGE AC	08/05/2021	0.00	274.49
124009	09084	ICMA RETIREMENT TRUST- 300824	08/05/2021	0.00	2,971.09
124010	18817	RUTLEDGE CONSTRUCTION CO	08/05/2021	0.00	3,442.00
124011	19117	SCHERER BROS. LUMBER CO.	08/05/2021	0.00	72.10
124012	29384	SITEONE LANDSCAPE SUPPLY	08/05/2021	0.00	178.54
124013	29590	SYN-TECH SYSTEMS	08/05/2021	0.00	1,175.00
124014	30093	TRANSUNION RISK AND ALTERNATIV	08/05/2021	0.00	154.00
124015	29473	VERIZON WIRELESS	08/05/2021	0.00	4.19
124016	30819	VERIZON WIRELESS	08/05/2021	0.00	200.05
124017	22321	VIKING ELECTRIC SUPPLY INC	08/05/2021	0.00	8,647.00
124018	31040	VSP	08/05/2021	0.00	391.89
124019	28624	MICHEAL J WHITE	08/05/2021	0.00	395.15
Total for 8/5/2021:				1,071.40	135,934.06
124020	01045	ABM EQUIPMENT & SUPPLY LLC	08/12/2021	0.00	245.60
124021	02031	B & W SPECIALTY COFFEE CO	08/12/2021	0.00	1,023.74
124022	30899	BAUERS MINNOCO	08/12/2021	0.00	130.58
124023	29817	GARY BINGER	08/12/2021	0.00	2,900.00
124024	27353	BLAISDELL & WESTLIE INC	08/12/2021	0.00	33,121.55
124025	02563	BOLTON & MENK, INC	08/12/2021	0.00	164,151.90
124026	27782	BOUND TREE MEDICAL LLC	08/12/2021	0.00	135.92
124027	29416	CDW GOVERNMENT	08/12/2021	0.00	2,324.61
124028	31135	CHRISTINE CINQUE	08/12/2021	0.00	297.50
124029	30127	CINTAS CORPORATION NO. 2	08/12/2021	0.00	797.20
124030	26951	COMCAST	08/12/2021	0.00	14.63
124031	26951	COMCAST	08/12/2021	0.00	10.45
124032	26951	COMCAST	08/12/2021	0.00	135.97
124033	03628	COMMERCIAL ASPHALT CO	08/12/2021	0.00	1,427.80
124034	29574	CONSOLIDATED FLEET SERVICES	08/12/2021	0.00	1,100.00
124035	30867	CREAM AND AMBER LLC	08/12/2021	0.00	351.00
124036	28123	WRAP CITY GRAPHICS INC	08/12/2021	0.00	180.00
124037	03800	CULLIGAN - METRO	08/12/2021	0.00	198.00
124038	04165	DELEGARD TOOL CO	08/12/2021	0.00	105.44
124039	04690	DRISKILLS FOODS	08/12/2021	0.00	625.98
124040	31134	DUNSMORE ASPHALT CO	08/12/2021	0.00	1,066.11
124041	28898	ECM PUBLISHERS INC	08/12/2021	0.00	160.65
124042	05481	EMERGENCY APPARATUS MAINT INC	08/12/2021	0.00	12,752.78
124043	29006	ENTERPRISE FLEET MANAGEMENT	08/12/2021	0.00	4,773.27
124044	29661	ESS BROTHERS & SONS	08/12/2021	0.00	403.92

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
124045	28628	FLEETPRIDE INC	08/12/2021	0.00	97.14
124046	06567	FORCE AMERICA	08/12/2021	0.00	180.00
124047	07564	GOPHER STATE ONE-CALL, INC	08/12/2021	0.00	373.95
124048	07681	GRAINGER, INC	08/12/2021	0.00	37.77
124049	29745	GRAYBAR ELECTRIC COMPANY, INC.	08/12/2021	0.00	133.23
124050	08038	HAWKINS, INC	08/12/2021	0.00	7,504.24
124051	08170	HENNEPIN CTY FIRE CHIEFS ASSN	08/12/2021	0.00	100.00
124052	08166	HENNEPIN CTY TREASURER	08/12/2021	0.00	1,760.52
124053	08166	HENNEPIN CTY TREASURER	08/12/2021	0.00	245.50
124054	08186	HENNEPIN CTY TREASURER	08/12/2021	0.00	87.00
124055	08223	HENNEPIN CTY TREASURER	08/12/2021	0.00	11,874.30
124056	08576	HOPKINS F.D. RELIEF ASSOC	08/12/2021	0.00	24.84
124057	08576	HOPKINS F.D. RELIEF ASSOC	08/12/2021	0.00	965.16
124058	09534	INTERSTATE BATTERY SYSTEM	08/12/2021	0.00	176.90
124059	12009	J. H. LARSON COMPANY	08/12/2021	0.00	287.79
124060	10585	JOHNSTONE SUPPLY	08/12/2021	0.00	274.82
124061	31136	KRISTI S KUDER	08/12/2021	0.00	315.00
124062	29358	MAILE ENTERPRISES INC	08/12/2021	0.00	695.59
124063	29524	MARTIN-MCALLISTER	08/12/2021	0.00	550.00
124064	13167	MENARDS	08/12/2021	0.00	405.36
124065	13207	MENARDS	08/12/2021	0.00	68.75
124066	13179	METROPOLITAN COUNCIL	08/12/2021	0.00	123,225.39
124067	13525	MIDNITE MARKET	08/12/2021	0.00	8.41
124068	31080	MINNESOTA TOPSOIL	08/12/2021	0.00	6,607.50
124069	13446	MN DEPT OF LABOR & INDUSTRY	08/12/2021	0.00	100.00
124070	14582	NORTHWEST ASPHALT INC	08/12/2021	0.00	103,989.43
124071	14582	NORTHWEST ASPHALT INC	08/12/2021	0.00	39,088.91
124072	15521	ON SITE COMPANIES	08/12/2021	0.00	500.00
124073	30334	OOUVERSON SEWER & WATER INC	08/12/2021	0.00	6,698.00
124074	16687	PRO-TEC DESIGN INC	08/12/2021	0.00	204.00
124075	18164	RED WING BUSINESS ADVANTAGE AC	08/12/2021	0.00	179.99
124076	29384	SITEONE LANDSCAPE SUPPLY	08/12/2021	0.00	638.86
124077	19520	SNAP PRINT INC	08/12/2021	0.00	75.00
124078	30495	SPEEDWAY LLC	08/12/2021	0.00	25.00
124079	29200	SPRINGBROOK SOFTWARE INC	08/12/2021	0.00	1,732.75
124080	19602	SPS COMPANIES INC	08/12/2021	0.00	677.17
124081	28590	ST CLOUD STATE UNIV	08/12/2021	0.00	910.00
124082	19777	STREICHERS	08/12/2021	0.00	4,802.86
124083	20294	THYSSENKRUPP ELEVATOR	08/12/2021	0.00	622.33
124084	28907	TILLER CORPORATION	08/12/2021	0.00	1,136.25
124085	20560	TOLL GAS & WELDING SUPPLY	08/12/2021	0.00	12.03
124086	20892	TWIN CITY HARDWARE INC	08/12/2021	0.00	179.00
124087	03440	ULTIMATE SAFETY CONCEPTS INC	08/12/2021	0.00	1,112.49
124088	29458	VERIZON WIRELESS	08/12/2021	0.00	4,301.30
124089	22563	VOSS LIGHTING	08/12/2021	0.00	108.54
124090	31132	ELIZABETH ANN WIENS	08/12/2021	0.00	315.00
124091	23720	WSB & ASSOCIATES INC	08/12/2021	0.00	1,197.75
124092	25080	XCEL ENERGY	08/12/2021	0.00	8,359.50
124093	25080	XCEL ENERGY	08/12/2021	0.00	23.97
124094	25080	XCEL ENERGY	08/12/2021	0.00	35.87
124095	25080	XCEL ENERGY	08/12/2021	0.00	13.27
124096	31133	LEAH YELLOWBIRD	08/12/2021	0.00	801.50
Total for 8/12/2021:				0.00	562,274.53
124097	29535	ADVANCED ENGINEERING	08/19/2021	0.00	136.00
124098	30728	AMERICAN FEDERATION OF STATE, C	08/19/2021	0.00	919.77

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
124099	01328	AIRGAS USA	08/19/2021	0.00	171.81
124100	31081	ALLEN'S SERVICE	08/19/2021	0.00	125.00
124101	28600	APPLE VALLEY FORD LINCOLN	08/19/2021	0.00	35.81
124102	02031	B & W SPECIALTY COFFEE CO	08/19/2021	0.00	419.35
124103	30899	BAUERS MINNOCO	08/19/2021	0.00	22.27
124104	30912	BRIN GLASS COMPANY	08/19/2021	0.00	75.00
124105	03160	CENTERPOINT ENERGY MINNEGASCI	08/19/2021	0.00	1,154.59
124106	28981	CHESTNUT CAMBRONNE PA	08/19/2021	0.00	14,277.49
124107	30127	CINTAS CORPORATION NO. 2	08/19/2021	0.00	466.53
124108	26951	COMCAST	08/19/2021	0.00	404.74
124109	26951	COMCAST	08/19/2021	0.00	149.74
124110	27060	CROWN MARKING INC	08/19/2021	0.00	138.06
124111	03800	CULLIGAN - METRO	08/19/2021	0.00	77.84
124112	04168	DEM-CON LANDFILL, INC	08/19/2021	0.00	125.02
124113	04217	DISCOUNT STEEL INC	08/19/2021	0.00	85.00
124114	29303	DIVERSIFIED COFFEE PRODUCTS	08/19/2021	0.00	244.70
124115	28898	ECM PUBLISHERS INC	08/19/2021	0.00	144.95
124116	29520	ECOLAB	08/19/2021	0.00	197.92
124117	05282	EHLERS AND ASSOCIATES, INC	08/19/2021	0.00	5,250.00
124118	05481	EMERGENCY APPARATUS MAINT INC	08/19/2021	0.00	665.80
124119	27569	EMERGENCY AUTOMOTIVE TECHNOI	08/19/2021	0.00	690.57
124120	29398	ENTERPRISE FLEET MANAGEMENT	08/19/2021	0.00	2,207.93
124121	07185	GENUINE PARTS	08/19/2021	0.00	264.68
124122	08001	HACH COMPANY	08/19/2021	0.00	666.72
124123	29748	HENNEPIN COUNTY PUBLIC WORKS	08/19/2021	0.00	10,169.97
124124	08166	HENNEPIN CTY TREASURER	08/19/2021	0.00	3,154.13
124125	08179	HENNEPIN CTY TREASURER	08/19/2021	0.00	1,238.13
124126	08224	HENNEPIN CTY TREASURER	08/19/2021	0.00	82,500.00
124127	08625	HOPKINS POLICE ASSOCIATION	08/19/2021	0.00	1,200.00
124128	30224	HOPKINS PUBLIC SCHOOLS	08/19/2021	0.00	30,000.00
124129	09801	I.U.O.E. CENTRAL PENSION FUND	08/19/2021	0.00	1,680.00
124130	09004	IAFC MEMBERSHIP RENEWAL	08/19/2021	0.00	240.00
124131	09085	ICMA - ROTH IRA - 706260	08/19/2021	0.00	1,198.17
124132	29345	IMPACT MAILING OF MN	08/19/2021	0.00	2,958.93
124133	28825	JOBS FOUNDATION	08/19/2021	0.00	407.23
124134	30929	KENDELL INTERMEDIATE CORPORAT	08/19/2021	0.00	3,956.68
124135	12012	LAW ENFORCEMENT LABOR SERVI	08/19/2021	0.00	508.00
124136	03369	LEAGUE OF MN CITIES	08/19/2021	0.00	80.00
124137	12160	LEAGUE OF MN CITIES	08/19/2021	0.00	195.87
124138	30392	CIGNA LIFE INS COMP OF AMERICA -	08/19/2021	0.00	366.94
124139	30391	CIGNA LIFE INS COMP OF AMERICA -	08/19/2021	0.00	2,646.44
124140	30390	CIGNA LIFE INS COMP OF AMERICA -	08/19/2021	0.00	2,604.84
124141	30023	CIGNA LIFE INS COMP OF N AMERICA	08/19/2021	0.00	800.65
124142	30165	THOMAS LORENTZ	08/19/2021	0.00	357.00
124143	13167	MENARDS	08/19/2021	0.00	273.00
124144	13375	MN DEPT OF HEALTH	08/19/2021	0.00	8,493.00
124145	31137	MRWA	08/19/2021	0.00	350.00
124146	19327	PATRICIA NELSON	08/19/2021	0.00	210.00
124147	27483	PFE CO	08/19/2021	0.00	2,395.40
124148	16700	PRAIRIE ELECTRIC COMPANY	08/19/2021	0.00	1,950.00
124149	17806	QWEST CORP	08/19/2021	0.00	61.15
124150	31120	REPUBLIC SERVICES INC	08/19/2021	0.00	14,564.55
124151	08568	RESOURCE WEST	08/19/2021	0.00	15.40
124152	09084	ICMA RETIREMENT TRUST- 300824	08/19/2021	0.00	2,971.09
124153	30374	RINK SYSTEMS INC	08/19/2021	0.00	227.70
124154	29143	SHRED IT USA	08/19/2021	0.00	65.47
124155	19520	SNAP PRINT INC	08/19/2021	0.00	140.23

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
124156	29115	MANUEL SOTELO	08/19/2021	0.00	3,180.00
124157	19777	STREICHERS	08/19/2021	0.00	69.99
124158	19824	SUNSHINE CAR WASH	08/19/2021	0.00	117.31
124159	20892	TWIN CITY HARDWARE INC	08/19/2021	0.00	179.00
124160	20887	TWIN CITY WATER CLINIC	08/19/2021	0.00	340.00
124161	21523	UNION LOCAL 49	08/19/2021	0.00	735.00
124162	29490	VERIZON WIRELESS	08/19/2021	0.00	693.11
124163	31040	VSP	08/19/2021	0.00	427.90
124164	28813	WALKER PARKING CONSULTANTS/EN	08/19/2021	0.00	4,700.00
124165	28624	MICHEAL J WHITE	08/19/2021	0.00	268.55
124166	26320	ZIEGLER, INC	08/19/2021	0.00	265.00
Total for 8/19/2021:				0.00	218,073.12
124167	UB*00669	SCOTT ACKERMANN	08/26/2021	0.00	10.69
124168	28427	ADVANCED IMAGING SOLUTIONS	08/26/2021	0.00	880.00
124169	30246	ALTEC, INC	08/26/2021	0.00	45.29
124170	30254	AMERICAN TRAFFIC SAFETY MATER	08/26/2021	0.00	1,014.00
124171	30933	ANCHOR SOLAR INVESTMENTS LLC	08/26/2021	0.00	423.11
124172	30933	ANCHOR SOLAR INVESTMENTS LLC	08/26/2021	0.00	1,276.26
124173	30933	ANCHOR SOLAR INVESTMENTS LLC	08/26/2021	0.00	1,754.71
124174	28600	APPLE VALLEY FORD LINCOLN	08/26/2021	0.00	624.23
124175	30899	BAUERS MINNOCO	08/26/2021	0.00	14.52
124176	UB*00673	BETH A BOLSTAD	08/26/2021	0.00	412.55
124177	02563	BOLTON & MENK, INC	08/26/2021	0.00	17,652.50
124178	27782	BOUND TREE MEDICAL LLC	08/26/2021	0.00	18.50
124179	30127	CINTAS CORPORATION NO. 2	08/26/2021	0.00	249.65
124180	26951	COMCAST	08/26/2021	0.00	2.09
124181	26951	COMCAST	08/26/2021	0.00	142.43
124182	03628	COMMERCIAL ASPHALT CO	08/26/2021	0.00	1,836.77
124183	31141	DMJ ASPHALT INC	08/26/2021	0.00	515.06
124184	UB*00674	MATTHEW DVORAK	08/26/2021	0.00	35.45
124185	28898	ECM PUBLISHERS INC	08/26/2021	0.00	172.55
124186	05282	EHLERS AND ASSOCIATES, INC	08/26/2021	0.00	6,568.75
124187	05453	ELECTRIC PUMP INC	08/26/2021	0.00	2,453.25
124188	30284	F.I.R.E.	08/26/2021	0.00	8,775.00
124189	30330	FAE LSE 6 LLC	08/26/2021	0.00	7,300.46
124190	30601	FAE LSE 8 LLC	08/26/2021	0.00	6,788.79
124191	UB*00672	RONALD FRICK	08/26/2021	0.00	104.60
124192	30288	GARY L FISCHLER & ASSOCIATES PA	08/26/2021	0.00	650.00
124193	UB*00668	SCOTT GRAFF	08/26/2021	0.00	200.00
124194	29377	GRAINGER, INC	08/26/2021	0.00	326.12
124195	28609	GRANICUS INC	08/26/2021	0.00	9,920.02
124196	31139	CHARLIE GREENMAN	08/26/2021	0.00	30.00
124197	29820	GROUP HEALTH PLAN INC	08/26/2021	0.00	1,025.00
124198	08001	HACH COMPANY	08/26/2021	0.00	424.75
124199	UB*00664	BEN HANKINSON	08/26/2021	0.00	11.70
124200	08336	HIRSHFIELDS	08/26/2021	0.00	58.87
124201	08627	HOME DEPOT CREDIT SERVICES	08/26/2021	0.00	147.98
124202	09534	INTERSTATE BATTERY SYSTEM	08/26/2021	0.00	125.90
124203	09535	INTERSTATE POWER SYSTEMS INC	08/26/2021	0.00	206.77
124204	UB*00660	AARON ISCHE	08/26/2021	0.00	80.55
124205	09002	I-STATE TRUCK CENTER	08/26/2021	0.00	308.16
124206	UB*00670	MARY JENSEN	08/26/2021	0.00	11.11
124207	11013	KATH FUEL OIL SERVICE	08/26/2021	0.00	1,376.00
124208	29366	KAY PARK & RECREATION	08/26/2021	0.00	731.00
124209	29201	KG LANDSCAPE MANAGEMENT	08/26/2021	0.00	11,806.57

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
124210	15447	ALAN KRATTLEY	08/26/2021	0.00	90.00
124211	UB*00667	MOLLY MCADAM	08/26/2021	0.00	80.00
124212	UB*00665	PATRICK MCCONNELL	08/26/2021	0.00	73.88
124213	13251	MINNEAPOLIS SAW INC	08/26/2021	0.00	1,343.95
124214	29883	NONHOF PAINTING SOLUTIONS, LLC	08/26/2021	0.00	17,423.75
124215	14582	NORTHWEST ASPHALT INC	08/26/2021	0.00	304,595.56
124216	29317	OFFICE OF MN IT SERVICES	08/26/2021	0.00	39.42
124217	UB*00666	JEAN OKEEFE	08/26/2021	0.00	43.24
124218	15521	ON SITE COMPANIES	08/26/2021	0.00	68.00
124219	15521	ON SITE COMPANIES	08/26/2021	0.00	68.00
124220	15880	OWENS SERVICE CORP- CHEMTEX	08/26/2021	0.00	489.50
124221	30522	OXYGEN FORENSICS INC	08/26/2021	0.00	2,899.00
124222	UB*00675	ANNETTE PAYETTE	08/26/2021	0.00	11.32
124223	30578	PETERSON SALT & WATER TREATMENT	08/26/2021	0.00	257.25
124224	18327	REINDERS INC	08/26/2021	0.00	991.22
124225	UB*00659	SUSAN K SALOKA	08/26/2021	0.00	39.89
124226	31140	SALSBURY INDUSTRIES INC	08/26/2021	0.00	4,036.02
124227	19117	SCHERER BROS. LUMBER CO.	08/26/2021	0.00	50.50
124228	UB*00662	RUTH M SCHLIEP	08/26/2021	0.00	34.38
124229	19287	SHORT ELLIOTT HENDRICKSON INC	08/26/2021	0.00	1,263.38
124230	19581	SOUTHWEST LOCK & KEY	08/26/2021	0.00	144.00
124231	30356	ST LOUIS PARK FIRE DEPARTMENT	08/26/2021	0.00	277.59
124232	19802	SUBURBAN RATE AUTHORITY	08/26/2021	0.00	922.00
124233	UB*00661	ARNOLD & DORIS SWANSON	08/26/2021	0.00	69.90
124234	28040	ROBERT JOSEPH TAYLOR	08/26/2021	0.00	40.00
124235	20120	TDS METROCOM - MN	08/26/2021	0.00	346.83
124236	28907	TILLER CORPORATION	08/26/2021	0.00	839.25
124237	29644	TRENCHERS PLUS	08/26/2021	0.00	574.26
124238	29489	VERIZON WIRELESS	08/26/2021	0.00	35.01
124239	22563	VOSS LIGHTING	08/26/2021	0.00	10.20
124240	UB*00663	DAVID WALVATNE	08/26/2021	0.00	55.50
124241	UB*00671	DOUGLAS WYCKOFF	08/26/2021	0.00	100.35
124242	26320	ZIEGLER, INC	08/26/2021	0.00	59.33
Total for 8/26/2021:				0.00	423,884.19
Report Total (299 checks):				1,071.40	1,340,165.90



September 7, 2021

Council Report 2021-082

Extension of On-Sale Liquor License for LTD Brewing LLC DBA LTD Brewing Co.

Proposed Action

Staff recommends adoption of the following motion: Approve Extension of On-Sale Liquor License for LTD Brewing LLC DBA LTD Brewing Co. to allow the sale of alcohol and live entertainment in fenced-in area on September 18, 2021.

Passage of this motion will result in the ability of the LTD Brewing Co. (LTD) to serve alcoholic beverages at their event on Saturday, September 18. The event is scheduled from 2 p.m. to 10 p.m.

Overview

The owners of LTD have requested an extension of their on-sale liquor license to cover the sale of alcohol in the fenced in area within their parking lot. The event will be extended into 8th Avenue with live music entertainment, beer tents, food trucks, and kid’s activities.

The Police Department reviewed the request and has no objection to the liquor license extension, provided LTD abides by regulations outlined in Legislative Policy 5-D – Special Events Policy. LTD security will assist the Police Department in clearing the event at 10:30 p.m. The 10 p.m. closing time should be prominently displayed throughout, so there is no confusion at the end of the evening when patrons are asked to leave. For the event, LTD will hire one uniformed police officer from 5 p.m. to 11 p.m. to supplement their security staff as required by the Police Department.

LTD will provided payment for all services required by the City for the special event. LTD is required to obtain an insurance certificate for the event and send a letter to the surrounding neighbors advising them of this outdoor event.

Primary Issues to Consider

- What measures will be taken to assure that persons under the age of 21 will not have access to alcohol? (See attached policy)
- What measures will be taken to assure that outdoor activities will cease at 10 p.m.? (See attached policy)

Supporting Documents

- Policy 5-D – Special Events Policy



Amy Domeier, City Clerk

Financial Impact: \$ _____ Budgeted: Y/N ____ Source: _____ Related Documents (CIP, ERP, etc.): _____ Notes: _____
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POLICY 5-D
SPECIAL EVENTS POLICY

1. PURPOSE

- 1.01 The purpose of this policy is to set forth procedures to be followed by organizers of Special Events who wish to use city property and/or require city services. Any organization wishing to sponsor or hold a Special Event in the City of Hopkins will be required to complete the Special Event Permit Application. The City will conduct a complete review of any Special Event Permit Application and inform the applicant if the event is allowed.

Special Events are defined as any parade, race, procession, carnival, community picnic, celebration, fundraiser, dance, concert, large assembly, or other special event on City property within the corporate limits of the City of Hopkins.

2. CITY SERVICES PROVIDED FOR SPECIAL EVENTS

- 2.01 **Pre-Approved Activities:** Pre-Approved Activities are special events for which the City provides some basic services without charge. Pre-Approved Activities include:

- a. St. Patrick's Day Parade
- b. Raspberry Festival Parade and Family Day
- c. Old Fashioned Holiday
- d. Mainstreet Days
- e. Farmer's Market
- f. National Night Out

- 2.02 **Other Events:** Approval of the following events is at the sole discretion of the City of Hopkins. Events must be determined to be in the general interest of the public. Events must also not require excessive staff support from the City. Approval of an event does not require the City to approve similar events or even the repeat of the same event. Each event will be reviewed separately.

- 2.03 **Co-Sponsored Events:** The City may co-sponsor certain events with other organizations, when the City Council determines that the event is in the general interest to the public and advances the City's public image. The City will provide financial support to these events as determined in the annual budget appropriation. These events must meet the other requirements of the Special Event Policy and must reimburse the City for any City costs in excess of the support level authorized by the budget appropriation. Approval of an event does not require the City to approve similar events or even the repeat of the same event. Each event will be reviewed separately.

- 2.04 **Other Non-Profit Events:** The City may provide up to \$300.00 in City labor costs and related fringe benefit costs, and use of City equipment to assist Special Events operated by non-profit organizations. These events must meet the requirements of the Special Event Policy and must reimburse the City for any costs in excess of this support level. Groups filing an application as a Non-Profit Event must be able to submit a current IRS 501C3 Statement. Approval of an event does not require the City to approve similar events or even the repeat of the same event. Each event will be reviewed separately.

- 2.05 **Other For-Profit Events:** The City may allow other Special Events operated by for-profit sponsors that are beneficial to the City and the public. These events are subject to an additional use charge for the use of the

public property. In addition, these events must pay 100% of all City costs related to the event. These events must meet the other requirements of the Special Event Policy and must reimburse the City for any City costs in addition to the payment of the established permit rate. The minimum additional use charge shall be \$250.00 per day. Approval of an event does not require the City to approve similar events or even the repeat of the same event. Each event will be reviewed separately.

3. FEES FOR SPECIAL EVENTS

3.01 **Hourly Rate** shall be the hourly cost for any employee working on a Special Event as established by City Administration. Please note that these rates are reviewed/adjusted annually. Please refer to Attachment A to confirm rates. The Hourly Rate shall include expenses related to the employee including fringe benefits.

3.02 **Purchased or Rental Materials** shall include all direct costs for all materials purchased or rented by the City of Hopkins for use at the event.

3.03 **Equipment Charges** shall be the current equipment usage rates as established by the City of Hopkins.

3.04 **A Replacement Cost** will be billed for missing and/or damaged equipment and supplies.

4. BILLINGS FOR SPECIAL EVENTS

4.01 Special Event billing by the City shall be itemized by the employee time of Public Works, Police and Fire; any purchased or rented materials; equipment charges; and any replacement costs for missing or damaged equipment/supplies.

4.02 If approved, event sponsors who have previously hosted the same event in the year prior AND paid their bill in a timely manner will be extended the courtesy of paying all City fees after their event is completed and billed for the current year.

4.03 If approved, new events or events that are repeating annually and did NOT pay their bill in a timely manner must submit either a cash deposit, check with payment of 75% of estimated expenses be used as a deposit to be credited against the final payment. Deposit fees must be paid not less than 30 days prior to the newly scheduled event.

5. REGULATIONS AND PROCEDURES

5.01 Any person or organization wishing to sponsor a Special Event must obtain a Special Event Permit not less than 45 days before the special event.

5.02 Applications for a permit for a Special Event will be available at the City Clerk's office, and if approved, shall become a part of the permit. Incomplete applications will be returned.

5.03 The permit fee shall accompany the application.

5.04 Special Events which are not sponsored by the City or deemed Pre-Approved may require a deposit of not less than \$200 or as determined by the City Manager.

- 5.05 The cash deposit will be calculated based on the anticipated and potential cost to the City of Hopkins, and shall be submitted no less than thirty (30) days before the special event.
- 5.06 The return of the deposit is conditioned upon the applicant having not requested nor received services which are a cost to the City of Hopkins and the applicant causing no damage to the public or private property in the City of Hopkins, and further conditioned upon the fact that the applicant will remove all dirt, paper, litter, or other debris generated by its operations, from the site of the event and the adjoining premises upon completion of the event.
- 5.07 Issuance of a Special Event Permit does not constitute a waiver of any Federal, State or Local laws. Applicants are responsible for complying with all applicable Federal, State, and Local laws.
- 5.08 Issuance of a Special Event Permit does not, in any way, imply City sponsorship of the Special Event.
- 5.09 Traffic Control Measures: Applicant is required to pay all costs for traffic control measures and traffic control personnel.
- 5.10 Traffic Barricades: The applicant shall through a bona fide contractor provide, install and remove all the equipment as stipulated by the Public Works Department. The installation and removal of barricades by Hopkins Public Works Department is subject to the Hourly Rates listed in Attachment A.
- 5.11 Notice to Property Owners: The applicant may be required to provide a 30-day notice to all property owners about a Special Event as stipulated by the City Clerk or designee. For events at the 8th Avenue Artery, the City Clerk will provide the applicant with a list of property owners to notify.
- 5.12 Insurance: Applicant must provide the City with a Certificate of Insurance showing proof of general liability insurance, automobile liability insurance (if applicable) and liquor liability insurance (if applicable) meeting the following minimum requirements:
- Applicant shall procure and maintain for the duration of the event commercial general liability insurance or equivalent special event coverages protecting it from claims for damages for bodily injury and property damage which may arise from or in connection with the event's operation and use of the City's property in the minimum amount of \$1,000,000 per occurrence.
 - If automobiles will be used during the event, Applicant shall provide automobile liability insurance with a minimum combined single limit of \$1,000,000 per occurrence. Coverage shall include liability for owned, non-owned and hired automobiles.
 - If alcohol will be sold or served, Applicant must have liquor liability (dram shop) insurance in the minimum amount of \$1,000,000 per occurrence.
 - The City shall be endorsed as an additional insured on all liability policies. Applicant's insurance shall be primary.
 - The City reserves the right to modify these insurance requirements depending on the nature and scope of the event.

- 5.13 Claims: Applicant agrees to defend and hold the City harmless from claims, demands, actions or causes of actions, of any nature of character, arising out of, or by reason of conduct of the event authorized by such premise extension, including attorney fees and all expenses.
- 5.14. Damages: Applicant will indemnify the City for all damages that may result to City property as a result of an event.
- 5.15 Supervision: Applicant will maintain adult supervision of the event at all times. Applicant will provide security as stipulated by the Chief of Police or designee. Security will be billed at the Hourly Rate outlined in Attachment A.
- 5.16 Clean-up: Applicant will, at no cost to the City, immediately clean up, remove and dispose of all litter or material of any kind, which is placed or left on the street because of the event. If the Applicant neglects or fails to proceed with clean up within a two-hour period immediately following the end of the event, or if the cleanup is done in an inadequate manner, the Director of Public Works or designee is authorized to cleanup and charge Applicant for clean-up at the Hourly Rate shown in Attachment A.
- 5.17 Trash Disposal: Applicant will provide plans for trash disposal including the company contracted for trash disposal as part of the Special Event Permit Application.
- 5,18 Restrooms. Applicant will provide plans for providing restrooms including the company contracted for supplying restrooms as part of the Special Event Permit Application.
- 5.19 Use of City Utilities: The Applicant will not use City utilities for any event unless permission has been granted by the Director of Public Works or designee. The electrical circuits in the Central Business District have a limited amperage capacity. Applicant will provide plans for events on the 8th Avenue Artery where the use of City utilities for events will be permitted.
- 5.20 Food Permits. The Applicant shall obtain a Minnesota Department of Health food license and shall comply at all times with the applicable health codes and regulations. Proof of license shall be provided to the City Clerk at least seven days before the event and kept on site for immediate inspection.
- 5.21 Mobile Food Units. The applicant shall obtain a Mobile Food Unit license from the City Clerk and shall comply with all conditions outlined in Legislative Policy 5-J Mobile Food Units. For units parked at the 8th Avenue Artery, all food sales must locate in the defined space.
- 5.22 Alcoholic Beverages on Public Property. The Applicant is required to follow the procedures listed in Legislative Policy 5-K Alcohol/Security/Conduct Policy at City Facilities. All of the below stipulations are inclusive of interior and exterior areas of any special events:
- Fencing surrounding the defined area for the service of alcoholic beverages will be secured to establish the outdoor event area. All liquor sales and containers used for consumption must remain in the defined space.
 - There should be controlled access to the event with event security personnel to identify and wrist band those of legal age to consume. The gate/emergency exit of the

- fenced area will need to be continuously staffed to prevent patrons from leaving with alcoholic beverages.
- Events are “21 and over” after 9 p.m. when alcohol is being served.
 - All alcohol service will cease at 10 p.m. All patrons must exit the defined space by 10:30 p.m.
 - Event security will assist the Police Department in clearing the event at closing time. The closing time should be prominently displayed throughout so there is no confusion at the end of the evening when patrons are asked to leave.
 - For events, applicants will be required to hire uniformed police officers to supplement their security staff as required by the Police Department. Monitoring of those consuming alcohol will be done by event coordinators and the Hopkins Police Officers who have been hired to assist with the oversight of the event.
- 5.23 Outdoor Music. No outdoor music or amplified sound is allowed during the hours of 10 p.m. and 7 a.m. The Police Chief or designee has the ability to direct the event manager to control the level of noise and/or terminate the event at any time. Any plans for outdoor music or amplified sound must be described in the Special Event Permit Application.
- 5.24 Outdoor Tents. Applications must be submitted for any tent permits exceeding 200 square feet. Erection of tents, canopies, or similar structures is allowed; however, the applicant cannot drive stakes, nails, screws, posts, or otherwise disturb either paved or unpaved surfaces within the right of way to secure such features.
- 5.25 Variances. The applicant shall provide in writing the condition or conditions that are requested to be modified, the modification that is request, and the factors that the City Manager or designee should consider when determining the modification. Variance requests must be submitted with the Special Event Permit application. Approval of a variance does not require the City to approve similar variances or even the repeat of the same event. Each variance will be reviewed separately.
- 5.26 Termination: The applicant may terminate this agreement at will by giving 14 days written notice to the City. If less than 24 hours’ notice is given to cancel an event that required contracted work, staff will be compensated for a 2-hour minimum charge. City staff has the authority to cancel or stop an event, or place additional restrictions on the event, if it is deemed that the public health, safety or welfare would be better served with additional restrictions.
- 5.27 City staff may place any additional requirements on any event. These requirements may include specific staff levels for Police, Fire, Public Works or other personnel. Expenses will be billed to the sponsoring organization under the terms of this policy.

Established: 5/19/88
Revised: 11/16/93
Revised: 01/19/16
Revised: 03/06/18
City of Hopkins

ATTACHMENT A
SPECIAL EVENT FEE SCHEDULE FOR SERVCIES
(this fee schedule may be reviewed and updated annually by the City Administration)

Public Works Personnel	Cost Per Hour (Minimum 3 hours per employee call-in)
• General Laborer	\$36 regular time; \$54 OT
• Supervisor	\$64
Police Department Personnel	Cost Per Hour
• Police Officer	\$78.71
Fire Department Personnel	Cost Per Hour
• Firefighter	\$15.53
Vehicles	Cost Per Hour
• Garbage truck	\$90
• Pick Up truck	\$35
• Dump truck	\$90
• Boom truck	\$90
• Fire truck	\$250

September 7, 2021



Council Report 2021-083

APPROVE HENNEPIN COUNTY HEALTHY TREE CANOPY GRANT AGREEMENT

Proposed Action.

Staff recommends that the Council approve the following motion: Move that Council approve a Hennepin County Healthy Tree Canopy Grant Agreement, Contract No. PR00003478 and authorize the Public Works Director to sign the contract on behalf of the City.

Overview:

The City was successful in securing a Hennepin County Healthy Tree Canopy grant in the amount of \$44,660. The City must provide a 25% match, or \$14,890. The grant funds will be used to supplement City funds expended for public Ash tree removals and replacement tree planting through December 1, 2022.

Supporting Information:

- Grant Agreement, Contract No: PR00003478
- Descriptions and costs of grant-funded activities

A handwritten signature in black ink, appearing to read 'S. Stadler', written over a horizontal line.

Steven J. Stadler
Public Works Director

GRANT AGREEMENT

This Agreement is between the COUNTY OF HENNEPIN, STATE OF MINNESOTA, A-2300 Government Center, Minneapolis, Minnesota 55487, on behalf of the Hennepin County Environment and Energy Department, 701 South Fourth Avenue, Suite 700, Minneapolis, Minnesota 55415 (“COUNTY”), and City of Hopkins, 11100 Excelsior Boulevard, Hopkins, MN 55343 (“GRANTEE”).

The parties agree as follows:

1. TERM AND AMOUNT OF GRANT

GRANTEE shall complete all grant requirements (“Grant Requirements”), if any, commencing September 15, 2021 and expiring December 1, 2022, unless cancelled or terminated earlier in accordance with the provisions herein.

The total amount of this grant, including all reimbursable expenses, is forty-four thousand six hundred sixty dollars (\$44,660) (“Grant Funds”).

2. GRANT REQUIREMENTS

The GRANTEE shall operate its healthy tree canopy grant project (“Project”), including the proposed Project budget, as described in the application submitted by the GRANTEE and kept on file with the COUNTY.

GRANTEE shall remove seventy five ash trees and plant eighty-five replacement trees. See attachment A for details regarding the project scope.

The GRANTEE shall provide twenty-five percentage matching funds as described in the project budget and project requirements, as well as provide proof of matching funds before reimbursement. See attachment B for budget details.

Submit to the DEPARTMENT in a format acceptable to the COUNTY a final report by December 1, 2022.

3. GRANT DISBURSEMENT

COUNTY shall pay Grant Funds directly to GRANTEE after completion of the Grant Requirements, if any, and upon the presentation of a claim as provided by law governing COUNTY's payment of claims and/or invoices. GRANTEE shall submit invoices quarterly on forms which may be furnished by COUNTY. Payment shall be made within thirty-five (35) days from receipt of the invoice.

The COUNTY shall pay all Tree Grant Funds once work is completed to the GRANTEE valued not-to-exceed \$44,660. Reimbursable expenses are limited to budget line items.

Any reimbursable expense which exceeds forty-four thousand six hundred sixty dollars (\$44,660) shall receive prior written approval from the Contract Administrator.

GRANTEE shall not provide services under this Agreement without receiving a purchase order or purchase order number supplied by COUNTY. All invoices shall display a Hennepin County purchase order number and be sent to the central invoice receiving address supplied by COUNTY.

4. INDEPENDENT CONTRACTOR

GRANTEE shall select the means, method, and manner of performing Grant Requirements, if any. Nothing is intended nor should be construed as creating or establishing the relationship of a partnership or a joint venture between the parties or as constituting GRANTEE as the agent, representative, or employee of COUNTY for any purpose. GRANTEE is and shall remain an independent contractor under this Agreement. GRANTEE shall secure at its own expense all personnel required in completing Grant Requirements, if any, under this Agreement. GRANTEE's personnel and/or subcontractors engaged to perform any work required by this Agreement will have no contractual relationship with COUNTY and will not be considered employees of COUNTY. COUNTY shall not be responsible for any claims related to or on behalf of any of GRANTEE's personnel, including without limitation, claims that arise out of employment or alleged employment under the Minnesota Unemployment Insurance Law (Minnesota Statutes Chapter 268) or the Minnesota Workers' Compensation Act (Minnesota Statutes Chapter 176) or claims of discrimination arising out of state, local or federal law, against GRANTEE, its officers, agents, contractors, or employees. Such personnel or other persons shall neither accrue nor be entitled to any compensation, rights, or benefits of any kind from COUNTY, including, without limitation, tenure rights, medical and hospital care, sick and vacation leave, workers' compensation, unemployment compensation, disability, severance pay, and retirement benefits.

5. NON-DISCRIMINATION

- A. In accordance with COUNTY's policies against discrimination, GRANTEE shall not exclude any person from full employment rights nor prohibit participation in or the benefits of any program, service or activity on the grounds of any protected status or class, including but not limited to race, color, creed, religion, national origin, sex, gender expression, gender identity, age, disability, marital status, sexual orientation, or public assistance status. No person who is protected by applicable law against discrimination shall be subjected to discrimination.
- B. COUNTY encourages GRANTEE to develop and implement a policy promoting diversity, equity, and inclusion in GRANTEE's workplace.

6. INDEMNIFICATION

GRANTEE shall defend, indemnify, and hold harmless COUNTY, its present and former officials, officers, agents, volunteers and employees from any liability, claims, causes of action, judgments, damages, losses, costs, or expenses, including attorney's fees, resulting directly or indirectly from any act or omission of GRANTEE, a subcontractor, anyone directly or indirectly employed by them, and/or anyone for whose acts and/or omissions they may be liable in the performance of this Agreement, and against all loss by reason of the failure of GRANTEE to perform any obligation under this Agreement. For clarification and not limitation, this obligation to defend, indemnify and hold harmless includes but is not limited to any liability, claims or actions resulting directly or indirectly from alleged infringement of any copyright or any property right of another, the employment or alleged employment of GRANTEE personnel, the unlawful disclosure and/or use of protected data, or other noncompliance with the requirements of these provisions.

7. INSURANCE

GRANTEE shall purchase insurance or utilize a self-insurance program sufficient to cover the maximum level of Minnesota tort liability limits under Minnesota Statute, Chapter 466.

8. DUTY TO NOTIFY

GRANTEE shall promptly notify COUNTY of any demand, claim, action, cause of action or litigation brought against GRANTEE, its employees, officers, agents or subcontractors, which arises out of this Agreement. GRANTEE shall also notify COUNTY whenever GRANTEE has a reasonable basis for believing that GRANTEE and/or its employees, officers, agents or subcontractors, and/or COUNTY, might become the subject of a demand, claim, action, cause of action, administrative action, criminal arrest, criminal charge or litigation arising out of this Agreement.

9. DATA PRIVACY AND SECURITY

A. GRANTEE, its officers, agents, owners, partners, employees, volunteers and subcontractors shall, to the extent applicable, abide by the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13 (MGDPA) and all other applicable state and federal laws, rules, regulations and orders relating to data or the privacy, confidentiality or security of data, which may include but is not limited to the Health Insurance Portability and Accountability Act of 1996 and its implementing regulations (HIPAA). For clarification and not limitation, COUNTY hereby notifies GRANTEE that the requirements of Minnesota Statutes section 13.05, subd. 11, apply to this Agreement. GRANTEE shall promptly notify COUNTY if GRANTEE becomes aware of any potential claims, or facts giving rise to such claims, under the

MGDPA or other data, data security, privacy or confidentiality laws, and shall also comply with the other requirements of this Section.

Classification of data, including trade secret data, will be determined pursuant to applicable law and, accordingly, merely labeling data as “trade secret” by GRANTEE does not necessarily make the data protected as such under any applicable law.

- B. In addition to the foregoing MGDPA and other applicable law obligations, GRANTEE shall comply with the following duties and obligations regarding County Data and County Systems (as each term is defined herein). As used herein, “County Data” means any data or information, and any copies thereof, created by GRANTEE or acquired by GRANTEE from or through COUNTY pursuant to this Agreement, including but not limited to handwriting, typewriting, printing, photocopying, photographing, facsimile transmitting, and every other means of recording any form of communication or representation, including electronic media, email, letters, works, pictures, drawings, sounds, videos, or symbols, or combinations thereof.

If GRANTEE has access to or possession/control of County Data, GRANTEE shall safeguard and protect the County Data in accordance with generally accepted industry standards, all laws, and all then applicable COUNTY policies, procedures, rules and directions. To the extent of any inconsistency between accepted industry standards and such COUNTY policies, procedures, rules and directions, GRANTEE shall notify COUNTY of the inconsistency and follow COUNTY direction. GRANTEE shall immediately notify COUNTY of any known or suspected security breach or unauthorized access to County Data, then comply with all responsive directions provided by COUNTY. The foregoing shall not be construed as eliminating, limiting or otherwise modifying GRANTEE’s indemnification obligations herein.

- C. Upon expiration, cancellation or termination of this Agreement:
- (1) At the discretion of COUNTY and as specified in writing by the Contract Administrator, GRANTEE shall deliver to the Contract Administrator all County Data so specified by COUNTY.
 - (2) COUNTY shall have full ownership and control of all such County Data. If COUNTY permits GRANTEE to retain copies of the County Data, GRANTEE shall not, without the prior written consent of COUNTY or unless required by law, use any of the County Data for any purpose or in any manner whatsoever; shall not assign, license, loan, sell, copyright, patent and/or transfer any or all of such County Data; and shall not do anything which in the opinion of COUNTY would affect COUNTY’s ownership and/or control of such County Data.

- (3) Except to the extent required by law or as agreed to by COUNTY, GRANTEE shall not retain any County Data that are confidential, protected, privileged, not public, nonpublic, or private, as those classifications are determined pursuant to applicable law. In addition, GRANTEE shall, upon COUNTY's request, certify destruction of any County Data so specified by COUNTY.

10. RECORDS – AVAILABILITY/ACCESS

Subject to the requirements of Minnesota Statutes section 16C.05, subd. 5, COUNTY, the State Auditor, or any of their authorized representatives, at any time during normal business hours, and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of GRANTEE and involve transactions relating to this Agreement. GRANTEE shall maintain these materials and allow access during the period of this Agreement and for six (6) years after its expiration, cancellation or termination.

11. SUCCESSORS, SUBCONTRACTING AND ASSIGNMENTS

- A. GRANTEE binds itself, its partners, successors, assigns and legal representatives to COUNTY for all covenants, agreements and obligations herein.
- B. GRANTEE shall not assign, transfer or pledge this Agreement whether in whole or in part, nor assign any monies due or to become due to it without the prior written consent of COUNTY. A consent to assign shall be subject to such conditions and provisions as COUNTY may deem necessary, accomplished by execution of a form prepared by COUNTY and signed by GRANTEE, the assignee and COUNTY. Permission to assign, however, shall under no circumstances relieve GRANTEE of its liabilities and obligations under the Agreement.
- C. GRANTEE shall not subcontract this Agreement whether in whole or in part, without the prior written consent of COUNTY. Permission to subcontract, however, shall under no circumstances relieve GRANTEE of its liabilities and obligations under the Agreement. Further, GRANTEE shall be fully responsible for the acts, omissions, and failure of its subcontractors in the performance of any specified contractual services, and of person(s) directly or indirectly employed by subcontractors. Contracts between GRANTEE and each subcontractor shall require that the subcontractor's services be performed in accordance with this Agreement. GRANTEE shall make contracts between GRANTEE and subcontractors available upon request. For clarification and not limitation of the provisions herein, none of the following constitutes assent by COUNTY to a contract between GRANTEE and a subcontractor, or a waiver or release by COUNTY of GRANTEE's full compliance with the requirements of this Section:
 - (1) COUNTY's request or lack of request for contracts between GRANTEE and

subcontractors; (2) COUNTY's review, extent of review or lack of review of any such contracts; or (3) COUNTY's statements or actions or omissions regarding such contracts.

- D. As required by Minnesota Statutes section 471.425, subd. 4a, GRANTEE shall pay any subcontractor within ten (10) days of GRANTEE's receipt of payment from COUNTY for undisputed services provided by the subcontractor, and GRANTEE shall comply with all other provisions of that statute.

12. MERGER, MODIFICATION AND SEVERABILITY

- A. The entire Agreement between the parties is contained herein and supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items that are referenced or that are attached are incorporated and made a part of this Agreement. If there is any conflict between the terms of this Agreement and referenced or attached items, the terms of this Agreement shall prevail.

GRANTEE and/or COUNTY are each bound by its own electronic signature(s) on this Agreement, and each agrees and accepts the electronic signature of the other party.

- B. Any alterations, variations or modifications of the provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement signed by the parties. Except as expressly provided, the substantive legal terms contained in this Agreement including but not limited to Indemnification, Insurance, Merger, Modification and Severability, Default and Cancellation/Termination or Minnesota Law Governs may not be altered, varied, modified or waived by any change order, implementation plan, scope of work, development specification or other development process or document.
- C. If any provision of this Agreement is held invalid, illegal or unenforceable, the remaining provisions will not be affected.

13. DEFAULT AND CANCELLATION/TERMINATION

- A. If GRANTEE fails to perform any of the provisions of this Agreement, fails to administer the work so as to endanger the performance of the Agreement or otherwise breaches or fails to comply with any of the terms of this Agreement, it shall be in default. Unless GRANTEE's default is excused in writing by COUNTY, COUNTY may upon written notice immediately cancel or terminate this Agreement in its entirety. Additionally, failure to comply with the terms of this Agreement shall be just cause for COUNTY to delay payment until GRANTEE's compliance. In the event of a decision to withhold payment, COUNTY shall furnish prior written notice to GRANTEE.

- B. Notwithstanding any provision of this Agreement to the contrary, GRANTEE shall remain liable to COUNTY for damages sustained by COUNTY by virtue of any breach of this Agreement by GRANTEE. Upon notice to GRANTEE of the claimed breach and the amount of the claimed damage, COUNTY may withhold any payments to GRANTEE for the purpose of set-off until such time as the exact amount of damages due COUNTY from GRANTEE is determined. Following notice from COUNTY of the claimed breach and damage, GRANTEE and COUNTY shall attempt to resolve the dispute in good faith.
- C. The above remedies shall be in addition to any other right or remedy available to COUNTY under this Agreement, law, statute, rule, and/or equity.
- D. COUNTY's failure to insist upon strict performance of any provision or to exercise any right under this Agreement shall not be deemed a relinquishment or waiver of the same, unless consented to in writing. Such consent shall not constitute a general waiver or relinquishment throughout the entire term of the Agreement.
- E. This Agreement may be canceled/terminated with or without cause by COUNTY upon thirty (30) days' written notice.
- F. If this Agreement expires or is cancelled or terminated, with or without cause, by either party, at any time, GRANTEE shall not be entitled to any payment, fees or other monies except for payments duly invoiced for then-delivered and accepted deliverables/milestones pursuant to this Agreement. In the event GRANTEE has performed work toward a deliverable that COUNTY has not accepted at the time of expiration, cancellation or termination, GRANTEE shall not be entitled to any payment for said work including but not limited to incurred costs of performance, termination expenses, profit on the work performed, other costs founded on termination for convenience theories or any other payments, fees, costs or expenses not expressly set forth in this Agreement.
- G. GRANTEE has an affirmative obligation, upon written notice by COUNTY that this Agreement may be suspended or cancelled/terminated, to follow reasonable directions by COUNTY, or absent directions by COUNTY, to exercise a fiduciary obligation to COUNTY, before incurring or making further costs, expenses, obligations or encumbrances arising out of or related to this Agreement.

14. SURVIVAL OF PROVISIONS

Provisions that by their nature are intended to survive the term, cancellation or termination of this Agreement do survive such term, cancellation or termination. Such provisions include but are not limited to: SERVICES TO BE PROVIDED GRANT REQUIREMENTS; INDEPENDENT CONTRACTOR; INDEMNIFICATION; INSURANCE; DUTY TO NOTIFY; DATA PRIVACY AND SECURITY; RECORDS-

AVAILABILITY/ACCESS; DEFAULT AND CANCELLATION/TERMINATION; MEDIA OUTREACH; and MINNESOTA LAW GOVERNS.

15. GRANT ADMINISTRATION

In order to coordinate the services of GRANTEE with the activities of the Hennepin County Department of Environment and Energy so as to accomplish the purposes of this Agreement, Jennifer Kullgren, senior environmentalist, who can be contacted at (612) 596-1175 at Jen.Kullgren@Hennepin.us or successor (Contract Administrator), shall manage this Agreement on behalf of the COUNTY and serve as liaison between the COUNTY and GRANTEE.

Jay Strachota, who can be contacted at 952-548-6372 and jstrachota@hopkinsmn.com, shall manage the agreement on behalf of GRANTEE. GRANTEE may replace such person but shall immediately give written notice to COUNTY of the name, phone number and email/fax number (if available) of such substitute person and of any other subsequent substitute person.

16. COMPLIANCE AND NON-DEBARMENT CERTIFICATION

- A. GRANTEE shall comply with all applicable federal, state and local statutes, funding sources, regulations, rules and ordinances currently in force or later enacted.
- B. GRANTEE certifies that it is not prohibited from doing business with either the federal government or the state of Minnesota as a result of debarment or suspension proceedings.

17. RECYCLING

COUNTY encourages GRANTEE to establish a recycling program for at least three materials, such as newsprint, office paper, glass, plastic, and metal.

18. NOTICES

Unless the parties otherwise agree in writing, any notice or demand which must be given or made by a party under this Agreement or any statute or ordinance shall be in writing, and shall be sent registered or certified mail. Notices to COUNTY shall be sent to the County Administrator with a copy to the originating COUNTY department at the address given in the opening paragraph of this Agreement. Notice to GRANTEE shall be sent to the address stated in the opening paragraph of this Agreement or to the address stated in GRANTEE's Form W-9 provided to COUNTY.

19. CONFLICT OF INTEREST

GRANTEE affirms that to the best of GRANTEE's knowledge, GRANTEE's involvement in this Agreement does not result in a conflict of interest with any party or entity which may be affected by the terms of this Agreement. Should any conflict or potential conflict of interest become known to GRANTEE, GRANTEE shall immediately notify COUNTY of the conflict or potential conflict, specifying the part of this Agreement giving rise to the conflict or potential conflict, and advise COUNTY whether GRANTEE will or will not resign from the other engagement or representation. Unless waived by COUNTY, a conflict or potential conflict may, in COUNTY's discretion, be cause for cancellation or termination of this Agreement.

20. MEDIA OUTREACH

GRANTEE shall notify COUNTY, prior to publication, release or occurrence of any Outreach (as defined below). The parties shall coordinate to produce collaborative and mutually acceptable Outreach. For clarification and not limitation, all Outreach shall be approved by COUNTY, by and through the Public Relations Officer or his/her designee(s), prior to publication or release. As used herein, the term "Outreach" shall mean all media, social media, news releases, external facing communications, advertising, marketing, promotions, client lists, civic/community events or opportunities and/or other forms of outreach created by, or on behalf of, GRANTEE (i) that reference or otherwise use the term "Hennepin County," or any derivative thereof; or (ii) that directly or indirectly relate to, reference or concern the County of Hennepin, this Agreement, the Grant Requirements performed hereunder or COUNTY personnel, including but not limited to COUNTY employees and elected officials.

21. MINNESOTA LAWS GOVERN

The laws of the state of Minnesota shall govern all questions and interpretations concerning the validity and construction of this Agreement and the legal relations between the parties and their performance. The appropriate venue and jurisdiction for any litigation will be those courts located within the County of Hennepin, state of Minnesota. Litigation, however, in the federal courts involving the parties will be in the appropriate federal court within the state of Minnesota.

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COUNTY ADMINISTRATOR APPROVAL

Reviewed for COUNTY by
the County Attorney's Office:

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COUNTY OF HENNEPIN
STATE OF MINNESOTA

By:

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Reviewed for COUNTY by:

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Document Assembled by:

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GRANTEE

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

By:

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By:

{{Sig_es_:signer3:signature}}

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*GRANTEE represents and warrants that it has submitted to COUNTY all applicable documentation (articles, bylaws, resolutions or ordinances) that confirms the signatory's delegation of authority. Documentation is not required for a sole proprietorship.

City of Hopkins

Ash Tree Removal,
Replacement and New
Tree Care
6/7/2021

Step 2

Directions: Complete this form in detail. Common line items are indicated for eligible expenses. Add or change categories and add rows as necessary. This form has formulas; double check to be sure totals are accurate. If you have any questions about the budget form, contact Jen Kullgren at 612-596-1175 or trees@hennepin.us.

<u>Expense</u>	<u>Description</u>	<u>Cost per Item</u>	<u>Number of items</u>	<u>Funds Requested</u>	<u>Match Supplied</u>
Contractor costs (ex. labor, services, supplies, and equipment)	Contractor planting services	65	85	4,140	1,385
Trees	Trees	165	85	10,520	3,505
Planting supplies (ex. water bags, grow tubes, bark protection, compost, etc.)	Tree protectors, water bags, stakes, webbing ties, hand pruners, compost	25	40	750	250
Site preparation					
Ash tree removal	Contractual ash tree removal	520	75	29,250	9,750
Insecticide treatments of ash trees					
Equipment (up to \$5,000 in total that are necessary to complete the project)	Battery chainsaw 14", charger, and 2 batteries		4	750	250
Software purchases (such as ArcGIS) or technology					
Gravel-bed construction materials (ex. pea gravel, barriers, and bare root trees)					
Education and outreach materials					
Local trainings or certifications					
Consultant time					
Other requests					
				\$ 44,660.00	\$ 14,890.00

BACKGROUND

The subject property contains a structure built in 1984 and is owned by Allina Health System and was most recently home to Aspen Medical Group for clinical services. The existing parking lot contains 127 parking spaces and significant tree and landscaping buffer around the property's perimeter.

The applicant's narrative detailing their development proposal is attached for your reference which details the proposed use for the property. Kid Zone Early Childcare Center is relocating from an existing space in Saint Louis Park where they have operated as a non-profit for 30 years. They are proposing to be a licensed facility for 152 students, 16 of which will be infants. They will have 30 teachers and staff members on site. The applicant is proposing minimal changes to the exterior of the building such as fencing, installation of a playground and eventual changes to the signage. Any needed building or sign permits for the renovation of the property will be applied for separately of this application.

Planning & Zoning Commission Action. The Planning & Zoning Commission held a public hearing to review this item during their August 24, 2021 regular meeting. During the meeting, the commission heard a summary presentation from staff and held a public hearing that produced no comments. Prior to the meeting, the City received one comment expressing support for the project from Scott Smith with Wildamere Capital Management. After some general discussion of the project with the applicant, the Planning & Zoning Commission voted to recommend the City Council approve this request.

CONDITIONAL USE PERMIT REVIEW

Legal Authority. This proposal includes a conditional use permit application which is considered a quasi-judicial action. For this type of application, the City is acting as a judge to determine if the regulations within the Comprehensive Plan, Zoning Ordinance and Subdivision Ordinance are being followed. Generally, if the applications meet these requirements they should be approved.

In evaluating a conditional use permit application, the Planning & Zoning Commission and City Council shall consider and require compliance with the general standards for conditional use permit found in City Code Part III, Chapter 102, Article III, Section 102-94 as well as the specific conditions found in City Code Part III, Article VII, Chapter 102, Section 102-216(4) for a daycare facility. The general conditional use permit standards as well as those specific to daycare facilities and staff's finding for each are detailed below. Based on these findings, staff recommends approval of this request, subject to conditions.

Section 102-94(o) General Standards for Conditional Use Permits.

- a. The consistency with the elements and objectives of the City's development plan, including the comprehensive plan and any other relevant plans at the time of the request.

FINDING: The 2040 Comprehensive Plan – Cultivate Hopkins Future Land Use guides the subject property as a Commerce and Employment district which often have specialized uses. The provision of daycare facilities play an important role in the economy and can be an amenity that strengthens local employment opportunities.

- b. Consistency with this ordinance;

FINDING: As proposed, the daycare facility appears to be consistent with the City's ordinance. The specific zoning standards for daycare facilities are addressed below.

- c. Creation of a harmonious relationship of buildings and open spaces with natural site features and with existing and future buildings having a visual relationship to the development;

FINDING: Staff finds this standard is not applicable to the proposed daycare facility.

- d. Creation of a functional and harmonious design for structures and site features, with special attention to the following:

- 1. An internal sense of order for the buildings and uses on the site and provision of a desirable environment for occupants, visitors and the general community;

FINDING: Staff finds this standard is not applicable to the proposed daycare facility as there are few changes to the built environment.

- 2. The amount and location of open space and landscaping;

FINDING: Staff finds this standard is not applicable to the proposed daycare facility as the amount and location of open space is not changing.

- 3. Materials, textures, colors and details of construction as an expression of the design concept and the compatibility of the same with the adjacent and neighboring structures and uses.

FINDING: The proposed daycare facility does not propose changes to the exterior of the building which has been located at the property since 1983.

- 4. Vehicular and pedestrian circulation, including walkways, interior drives, and parking in terms of location and number of access points to the public streets, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic and arrangements and amount of parking.

FINDING: The proposed use will generate similar traffic patterns to the previous use of the property as a medical office and will have more than enough parking for the proposed use. Staff finds that vehicular and pedestrian circulation and parking is sufficient.

- e. Promotion of energy conservation through design, location, orientation and elevation of structures, the use and location of glass in structures and the use of landscape materials and site grading;

FINDING: Staff finds this standard is not applicable to the proposed daycare as the existing building is not being modified.

- f. Protection of adjacent and neighboring properties through reasonable provision for surface water drainage, sound and sight buffers, preservation of views, light and air and those aspects of design not adequately covered by other regulations which may have substantial effects on neighboring land uses, and;

FINDING: Staff finds this standard is not applicable to the proposed daycare use as the previous building met these standards in its use as medical facility.

- g. The use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor tend to or actually diminish and impair property values within the neighborhood.

FINDING: The proposed daycare use will be functionally similar to the use of the property as a medical use and will not change the character or enjoyment of adjacent properties.

- h. In Institutional zoning districts, the Conditional Use Permit application shall comply with the standards, conditions and requirements stated in Section 542.03 of this Ordinance.

FINDING: This condition is not applicable as the use is not in the Institutional District.

- i. Traffic impacts such as increases in vehicular traffic, changes in traffic movements, traffic congestion, interference with other transportation systems or pedestrian traffic, and traffic hazards shall be considered by the Planning & Zoning Commission and City Council in evaluating an application for a Conditional Use Permit.

FINDING: Traffic impacts will be the same or similar to the previous use of the property as a medical office use. Staff believes the proposed use will not have adverse traffic impacts.

Section 102-216(4) – Daycare Facilities

- a. Shall obtain and maintain all applicable state, county and city licenses;

FINDING: The applicant is currently licensed to provide daycare services for their Saint Louis Park location and is in process of obtaining licensure for this new location. Staff recommends conditioning the approval on obtaining all necessary state and county licenses prior to operation.

- b. Within the B-2, central business district, no such use shall be located on a property that has frontage on or abuts Mainstreet;

FINDING: The proposed property is located within the B-1 district and is not subject to this condition.

- c. Conformance with all off-street parking requirements including provision of at least one parking space for each six children based on the licensed capacity of the child daycare facility or at least one stall for each five participants based on state licensed capacity of

the adult daycare;

FINDING: The proposed property has ample parking with 127 total spaces which would allow for 762 children to be served by the daycare, well over the maximum capacity allowed per state statutes for the size of the building.

- d. Conformance with all loading requirements. Child daycare facilities shall provide at least two off-street drop-off/pick-up stalls for vehicles. Adult daycare facilities shall provide at least one loading area for a van or bus. Such stalls or loading areas shall be located on private property and designed so as to not interfere with traffic and pedestrian movements.

FINDING: The proposed property would have four spaces for drop off and pick up.

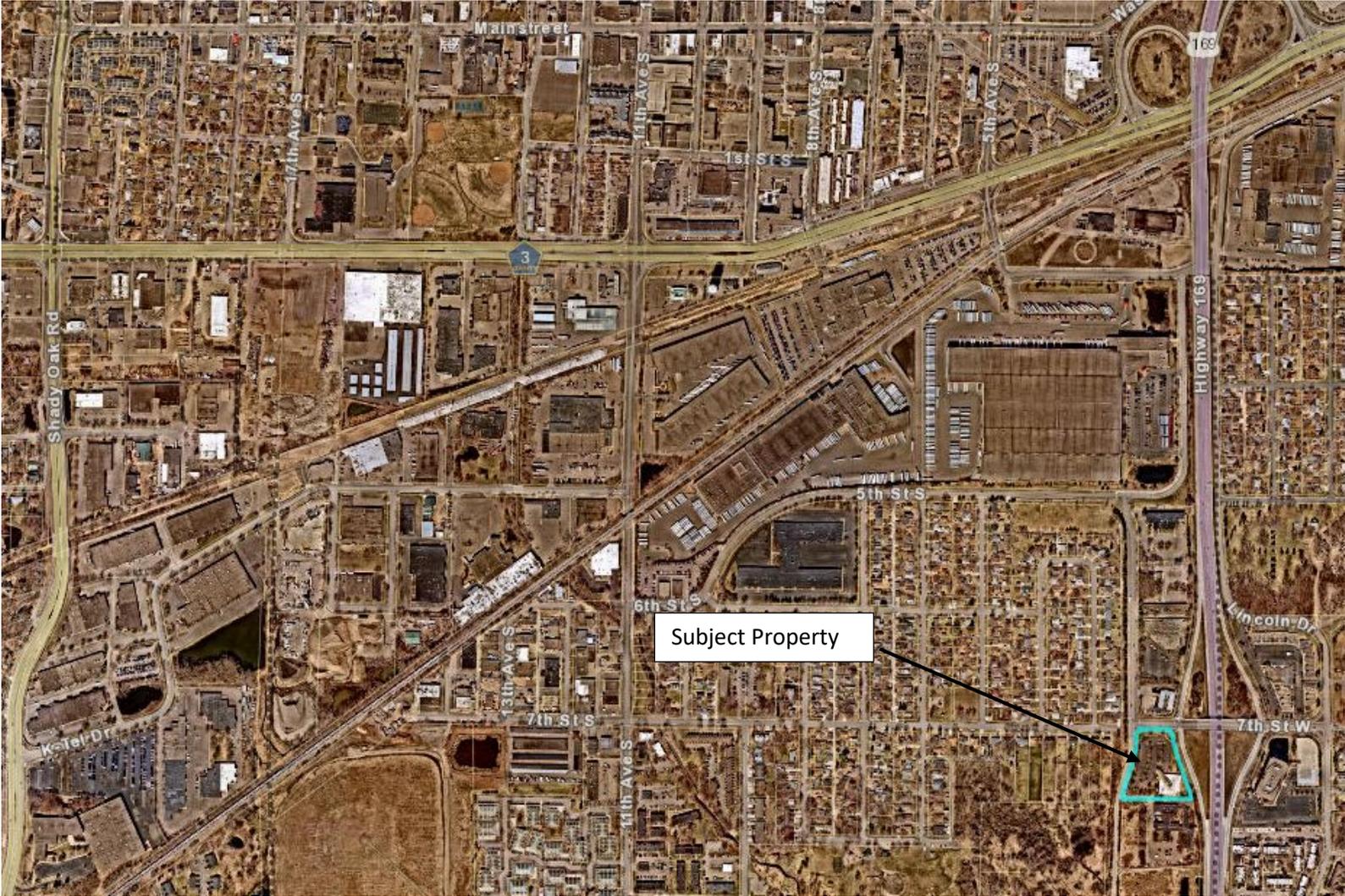
DEPARTMENT REVIEWS

The Engineering, Fire, and Police Departments have reviewed the application and did not offer comment.

ALTERNATIVES

1. **Vote to approve the conditional use permit application.** By voting to approve this application, the conditional use permit application for a daycare facility at 715 – 2nd Avenue South will be approved.
2. **Vote to deny the conditional use permit application.** By voting to deny this application, the conditional use permit application for a daycare facility at 715 – 2nd Avenue South will not be approved. Should the City Council consider this option, it must also identify specific findings that support this alternative.
3. **Continue for further information.** If the City Council finds that further information is needed, the item should be continued.

Site Location Map for 715 2nd Avenue South



CITY OF HOPKINS
Hennepin County, Minnesota

RESOLUTION 2021-051

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR A DAYCARE FACILITY FOR THE PROPERTY LOCATED AT 715 SECOND AVENUE SOUTH (PID 25-117-22-41-0001), SUBJECT TO CONDITIONS

WHEREAS, the applicant, Marcy Dearking with Kid Zone Early Learning Center, initiated an application for, a conditional use permit allowing a daycare facility at the property located at 715 Second Ave South (PID 25-117-22-41-0001); and

WHEREAS, this property is legally described as that part of the Northeast quarter of the Southeast Quarter, Section 25, Township 117, Township 22, described as commencing at the Northeast corner of said Northeast quarter of the Southeast quarter then North 89 degrees 45 minutes and 46 seconds west assumed; and

WHEREAS, the procedural history of the application is as follows:

1. That the above stated application was initiated by the applicant on July 22, 2021; and
2. That the Planning & Zoning Commission of the City of Hopkins, pursuant to published and mailed notice, held a public hearing on the application and reviewed such application on August 24, 2021: all persons present were given an opportunity to be heard; and,
3. That written comments and analysis of City staff were considered; and,
4. That the Hopkins Planning & Zoning Commission reviewed this application during their August 24, 2021 meeting and recommended approval by the City Council, subject to conditions; and
5. That the Hopkins City Council reviewed this application during their September 7, 2021 meeting and agreed with the findings of the Planning & Zoning Commission.

WHEREAS, staff recommended approval of the above stated application based on the findings outlined in the staff report dated September 7, 2021; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Hopkins hereby approves a conditional use permit for a daycare facility at the property located at 715 Second Ave South (PID 25-117-22-41-0001); subject to the conditions listed below.

1. The Applicant shall conform with all conditional use permit standards in City Code Part III, Chapter 102, Article III, Section 102-94 as well as the specific conditions found in City Code Part III, Article VII, Chapter 102, Section 102-216(4) for a daycare facility.
2. Approval of all necessary permits from the Building, Engineering and Fire Departments.
3. Approval of the development by the Minnehaha Creek Watershed District and conforms with all related conditions.
4. Payment of all applicable development fees including, but not limited to SAC and City Attorney fees.
5. The applicant obtains all necessary State and County licensure to operate a daycare facility.

Adopted by the City Council of the City of Hopkins this 7th day of September, 2021.

By: _____
Jason Gadd, Mayor

ATTEST:

Amy Domeier, City Clerk

Mr. Jason Lindahl
City Planner
City of Hopkins
1010 1st Street South
Hopkins, MN
55343

July 22, 2021 Revised August 10, 2021 changes shown in red

Dear Jason,

Below is the Detailed Narrative that is to accompany our Application for a Conditional Use Permit.

Detailed Narrative

For Kid Zone Early Learning Center

This narrative concerns the proposed conditional use permit for 715 Second Avenue South, Hopkins, Minnesota 55343, given a proposed change of use from B-1 to I-4, for a long-term lease by Kid Zone Early Learning Center. The site is zoned B-1 Limited Business, and the previous business that occupied this building was the Aspen Medical Clinic. The proposed new tenant, Kid Zone Early Learning Center, is classified as a primary occupancy of ~~E (Educational)~~ I-4 (Child Care Center), with a secondary occupancy of B (Business) based on the administrative and commercial kitchen portions of the project; food nutrition is an integral part of the curriculum, and all meals and snacks for all students are prepared and served onsite.

The existing surface parking lot has 127 spaces plus an additional 4 accessible spaces. The project does not propose any reduction in spaces. For the proposed use, a minimum of 16 spaces (95 students/6, 1 parking space per 6 students) are required, which can be met within the lot as currently striped. Proposed drop-off will utilize the existing drive for single-direction drop-off, with queueing accomplished within the footprint of the site's parking lot.

The proposed tenancy allows for interior renovation of the structure to accommodate proposed new uses and functions. The project proposes to utilize all existing exterior doors and windows. The addition of an exterior door may be required to provide secure access to the proposed playground spaces.

The existing one-story building construction type is Type V-B. The current building is fully sprinkled, and the proposed project will be fully sprinkled. The current stormwater from the building, parking lot and site is piped to a low point of the site and then travels through an 18" corrugated metal pipe to the Nine Mile Creek. The wastewater line is located on the northeast corner of the building. Gas service is located on the east side of the building near the loading dock. An electrical transformer is located on the south side of the building near the loading dock.

The proposed project will utilize the existing loading dock on the southwest corner of the building. The kitchen will be located near the loading dock. Playgrounds with permanent structures and play surfaces are proposed for the site and will not reduce permeable surface area; areas will have fences and gates for child safety and will comply with all applicable codes

and regulations. There will also be a kitchen gardens on site, including both in-ground and raised plantings for fruits, vegetables, and herbs. The proposed landscape scope will retain all of the existing trees onsite; final design is ongoing and may include new plantings in existing raised planters and at grade planting areas at the front of the building.

For nearly 30 years Kid Zone Early Learning Center has brought quality, enriching childcare to St. Louis Park and surrounding communities. Our philosophy is to Nurture the Natural Child, meaning that we celebrate each child as an individual, providing support and guidance to help them thrive. Our mission as an organization is to foster enthusiastic lifelong learning, for kindergarten and beyond. We do this in a number of ways:

- **We are a non-profit.** Kid Zone strives to create a strong feeling of community not just within our walls, but with our neighborhood and greater community as well. Through community partnership and civic participation, Kid Zone children and families have the opportunity to give back to the community in many ways throughout the year.
- **We utilize a Creative Curriculum.** We encourage active learning by using a child's natural curiosity to explore the world around them. We believe children learn best by doing, not just repeating. This approach fosters experiences using all five senses and prepares children for success in a school environment. Children feel ready and excited to start their Kindergarten journey. Kid Zone also offers many other enrichment activities, like music and physical fitness classes, field trips and special guests. All of these enrichment opportunities are included in tuition – meaning there are no extra fees to enjoy the extra fun!
- **Our focus on nutrition and healthy living.** A large part of what makes Kid Zone unique is our robust garden and nutrition program. Breakfast, lunch, and snack are prepared on-site daily by our own Nutrition Directors with a menu created to get kids excited about eating a wide variety of healthy foods. Everything is freshly prepared using organic ingredients whenever possible. Throughout the year the children take part in nutrition classes with our directors, who teach them about healthy foods, where they come from and how they help our bodies grow. In the summer months, the children are engaged in our Here We Grow! program, a garden curriculum to further learn where food comes from. They plant, tend to and harvest vegetables from our own organic garden, with the produce being incorporated into our daily food program.
- **We have room to play and grow.** We strive to offer plenty of room, both indoor and outdoor, for children to explore and learn. Having large muscle play areas available in any weather is an important part of our program, which we plan to incorporate into our future home.

Kid Zone is not just a daycare, it is a community dedicated to helping children thrive and become their best selves. The quality of our program is reflected in our Four-Star Parent Aware rating (the highest possible), low staff turnover, and extensive enrollment waitlist. Our philosophy

has nurtured hundreds of children over the past three decades, and we look forward to continuing our mission in a new space that will enable us to expand and grow to our full potential.

Sincerely,

A handwritten signature in black ink, appearing to read "Rm Ewert". The signature is stylized with a large "R" and "m" followed by "Ewert" in a cursive-like script.

Robert Ewert, AIA
Associate Partner
BKV Group

KID ZONE EARLY LEARNING CENTER

715 SECOND AVENUE SOUTH, HOPKINS, MN

CONSULTANTS

PROJECT TITLE

Kid Zone
Early Learning
Center

ISSUE #	DATE	DESCRIPTION
	07/22/2021	CONDITIONAL USE PERMIT

RENDERING



PROJECT LOCATION



PROJECT SUMMARY

Sheet List		
SHEET NUMBER	SHEET NAME	CONDITIONAL USE PERMIT
G100	COVER SHEET	X
A010	SITE PLAN	X
-	EXISTING GRADING PLAN	X
-	EXISTING LANDSCAPE PLAN	X
-	EXISTING ELEVATIONS	X

PROJECT TEAM

Owner:
Kid Zone
3700 Alabama Avenue South
St. Louis Park, Minnesota 55416
Phone: 952.929.7636
Contact: Marcy Dearing

Development Consultant/Owner's Rep:
KimbleCo
Minneapolis-St. Paul, Minnesota
Phone: 612.670.8552
Contact: Julie Kimble

Architect:
Boarman Kroos Vogel Group, Inc
222 North Second Street
Minneapolis, Minnesota 55401
Phone: 612.339.3752
Fax: 612.339.6212
Contact: Susan Morgan

Landscape:
Boarman Kroos Vogel Group, Inc
222 North Second Street
Minneapolis, Minnesota 55401
Phone: 612.339.3752
Fax: 612.339.6212
Contact: Brady Halverson

Interior Design:
Boarman Kroos Vogel Group, Inc
222 North Second Street
Minneapolis, Minnesota 55401
Phone: 612.339.3752
Fax: 612.339.6212
Contact: Kelly Naylor

Kitchen Consultant:
Rippe Associates
10400 Yellow Circle Drive #100
Minnetonka, Minnesota 55343
Phone: 952.955.8056
Contact: Eric Goodrich

CERTIFICATION

NOT FOR
CONSTRUCTION

DRAWN BY	JC
CHECKED BY	SM, RE
COMMISSION NUMBER	2470-01

SHEET TITLE

COVER SHEET

SHEET NUMBER

G100

CONSULTANTS

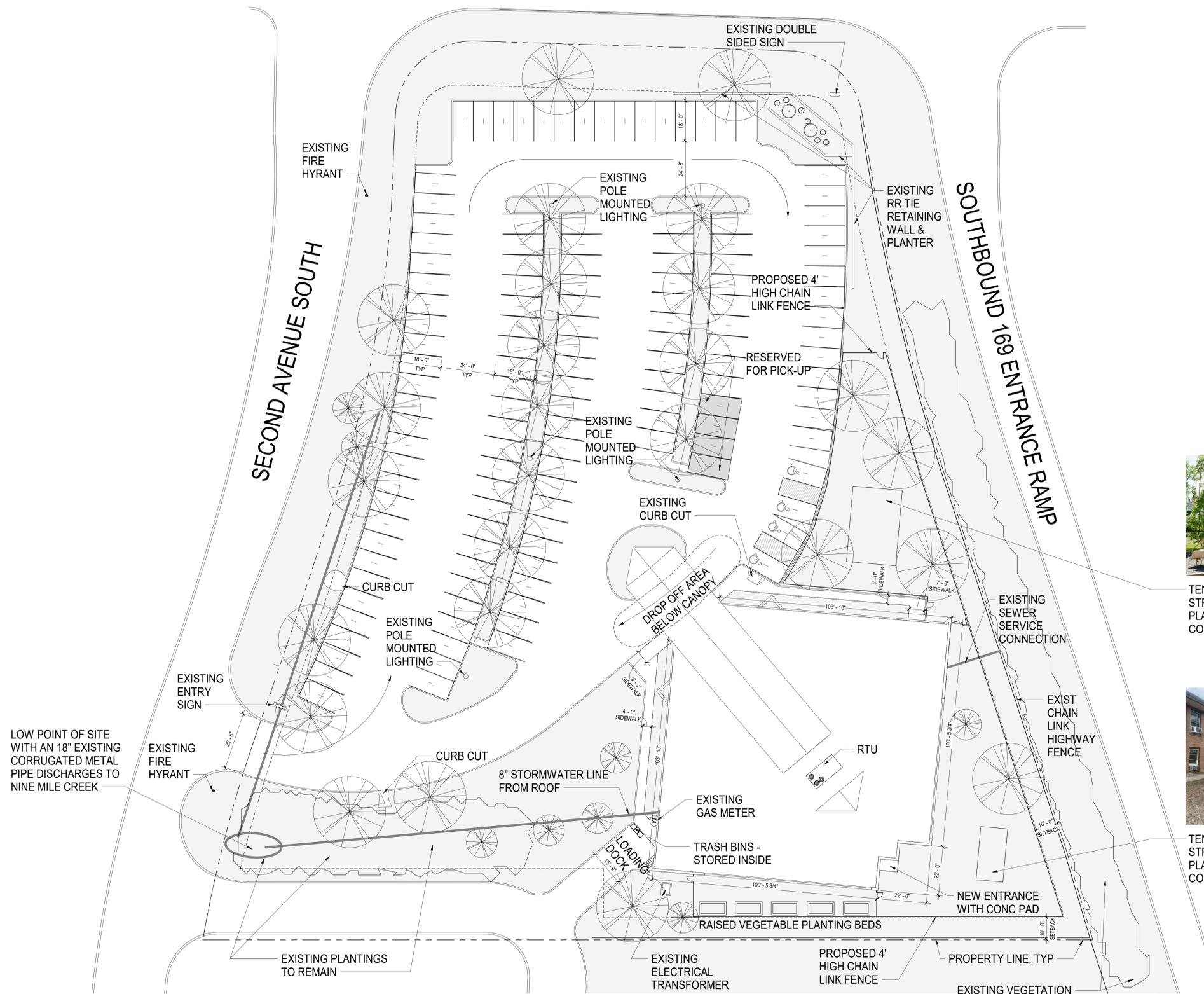
PROJECT TITLE

**Kid Zone
Early Learning
Center**

ISSUE #	DATE	DESCRIPTION
1	07/22/2021	CONDITIONAL USE PERMIT

- UNLESS NOTED OTHERWISE ALL EXISTING IMPERVIOUS SURFACE, LIGHTING, PLANTING, SIGNAGE, RETAINING WALLS AND EXTERIOR BUILDING FOOTPRINT TO REMAIN
- SITE PLAN SHOWS ACTUAL LOCATION OF EXISTING TREES THAT REMAIN FROM THE EXISTING 1984 LANDSCAPE DRAWINGS

SEVENTH STREET SOUTH



TENANT'S RELOCATED PLAY STRUCTURE. FINAL LOCATION AND PLAY SURFACE TBD. DESIGN TO COMPLY WITH CHAPTER 9503



TENANT'S RELOCATED PLAY STRUCTURE. FINAL LOCATION AND PLAY SURFACE TBD. DESIGN TO COMPLY WITH CHAPTER 9503

CERTIFICATION

NOT FOR CONSTRUCTION

DRAWN BY	HT, JC
CHECKED BY	SM, RE
COMMISSION NUMBER	2470-01

SHEET TITLE

SITE PLAN

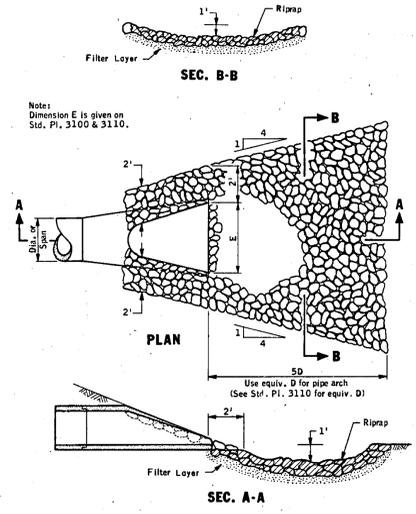
SHEET NUMBER

A010

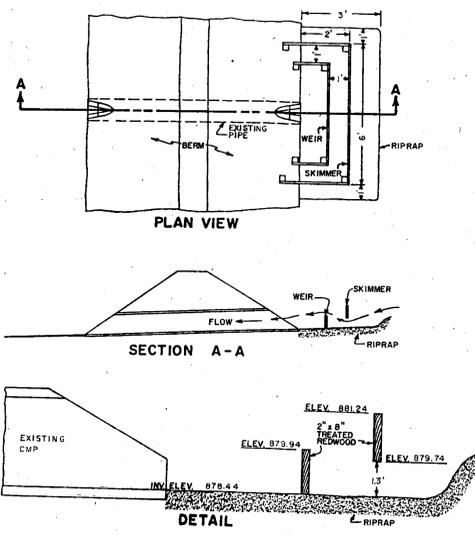


SEVENTH STREET SOUTH

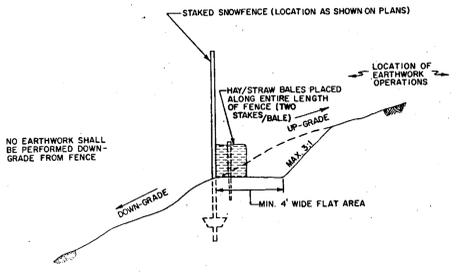
NOTE: CONTRACTOR SHALL CONTACT UTILITY COMPANIES FOR EXACT LOCATION OF UNDERGROUND LINES. CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING UTILITIES.



RIPRAP AT RCP OUTLETS

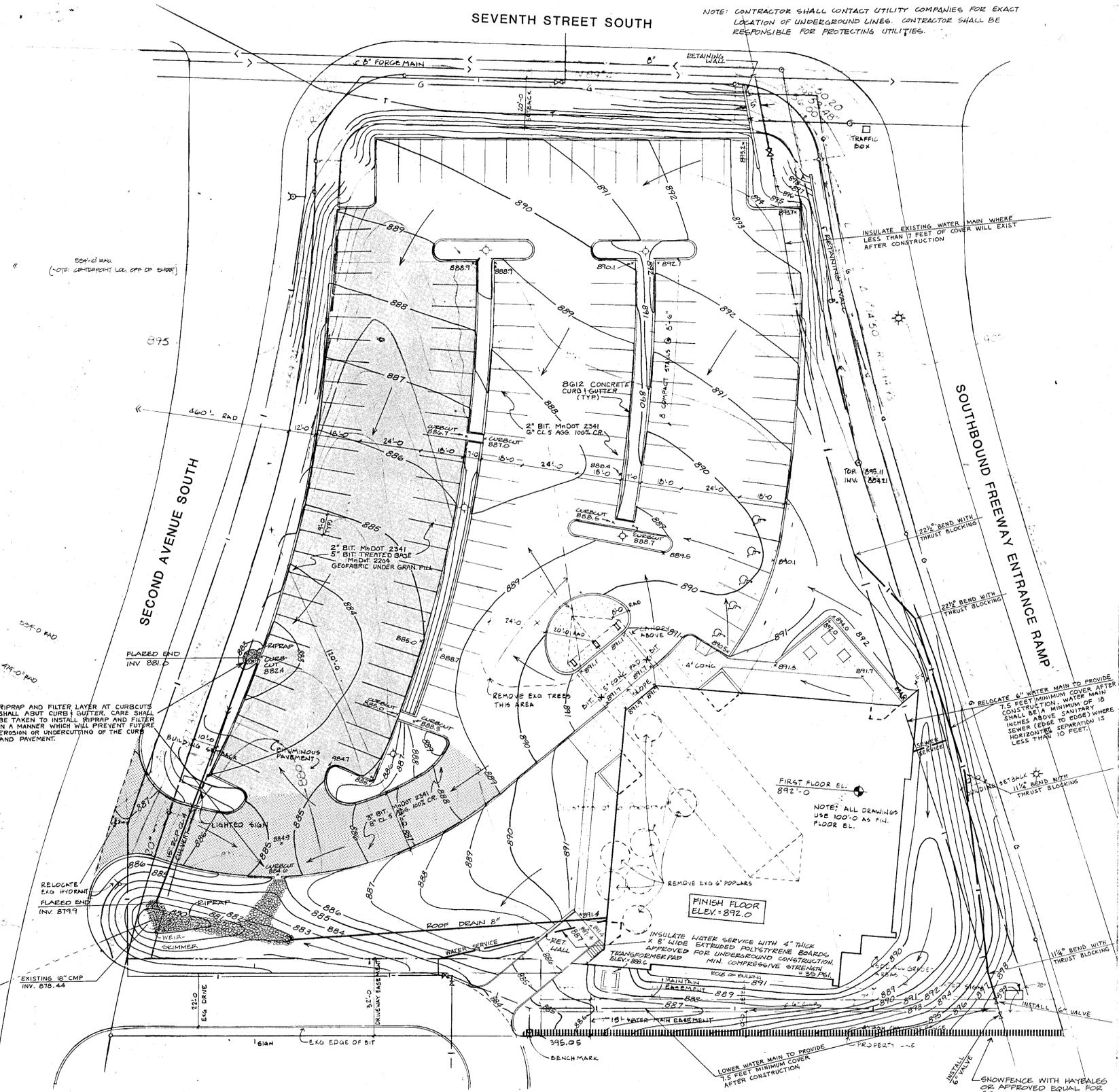


WEIR-SKIMMER DISCHARGE STRUCTURE



EROSION CONTROL FENCE FENCE WITH HAY BALES

NOTE: RIPRAP AND FILTER LAYER AT CURB CUTS SHALL ABUT CURB & GUTTER. CARE SHALL BE TAKEN TO INSTALL RIPRAP AND FILTER IN A MANNER WHICH WILL PREVENT FUTURE EROSION OR UNDERCUTTING OF THE CURB AND PAVEMENT.



EXISTING GRADING PLAN 1\"/>

Scale: L. 1/4\"/>

Hansen Thorp Pellinen Olsen Inc. Planning Engineers and Architects

SHARE CLING WORKING, MINNESOTA

GRADING PLAN DATE: AUG 2, 1984

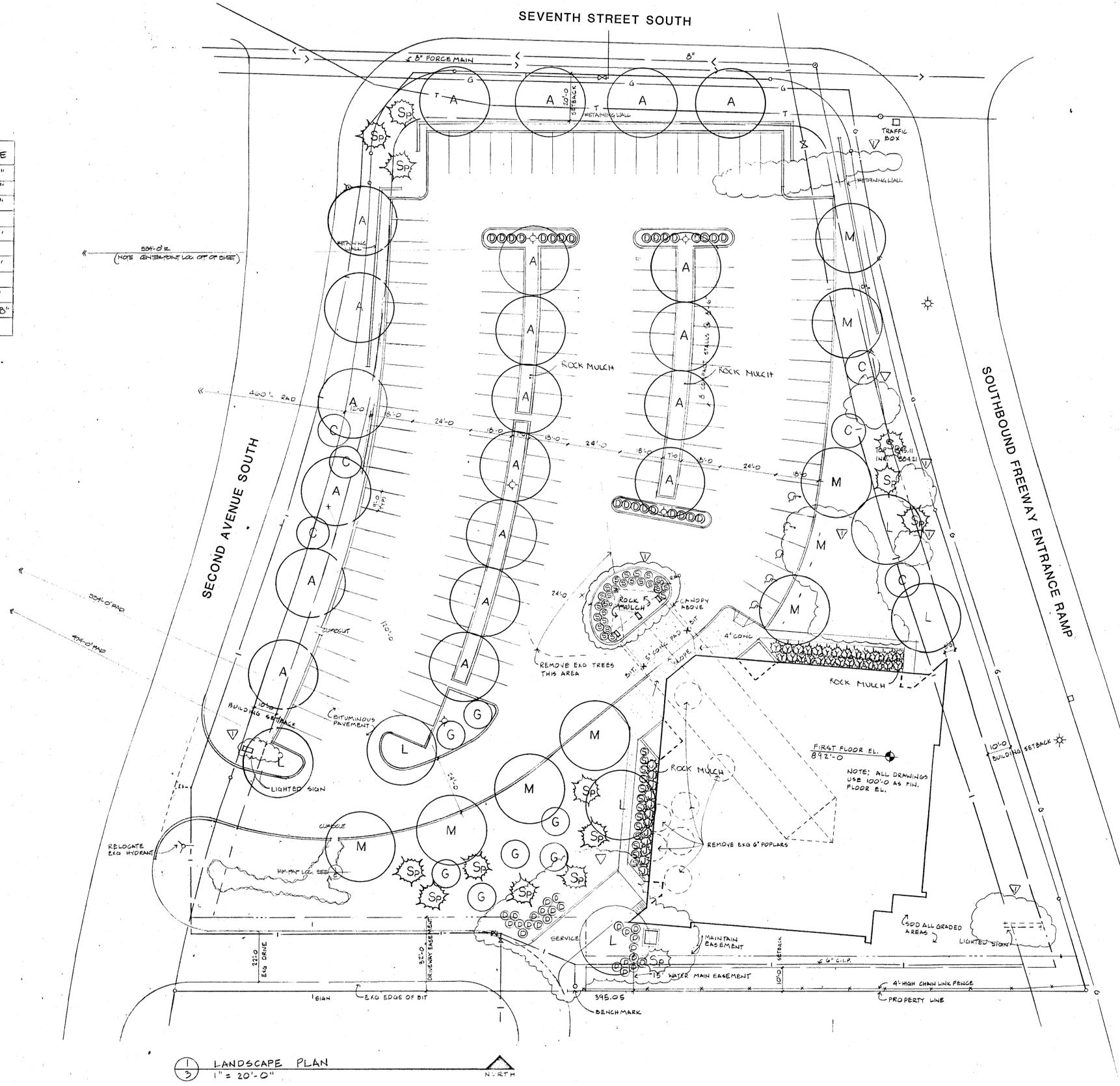
EXISTING GRADING PLAN

ORIGINAL DRAWING FROM 1984 SET BY HANSEN THORP PELLINEN OLSEN, INC FOR REFERENCE ONLY

BKV GROUP 222 NORTH SECOND STREET SUITE 101 MINNEAPOLIS, MN 55401 612.339.3752

ITEM	QUAN	PLANT TYPE	ROOT	SIZE
A	21	MARSHALL ASH	B'D	2 1/2"
L	6	HONEYLOCUST	B'D	2 1/2"
M	9	NORWAY MAPLE	B'D	2 1/2"
C	9	FLOWERING CRAP	B'D	2"
G	7	GINNALA MAPLE	B'D	7/8"
SP	15	BLACKHILLS SPRUCE	B'D	5"
D	25	ISANTI DOGWOOD	BARE ROOT	2/3"
S	14	A.W. SPIREA	BARE ROOT	15"
J	12	MINT JULIF JUNIPER	BARE ROOT	24"
Y	26	SPREADING YEW	BARE ROOT	15-18"

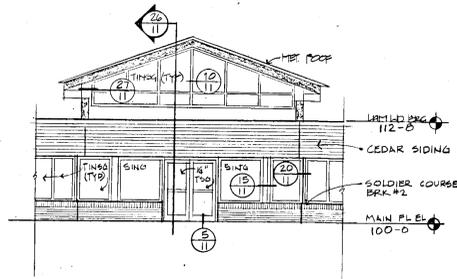
PLANTINGS TO BE INSTALLED FROM APRIL 15 TO MAY 15



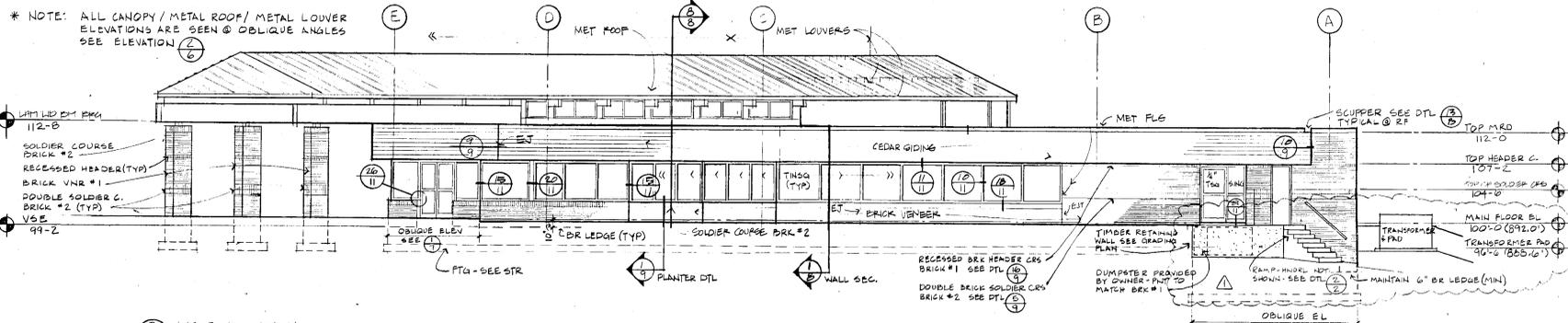
1 LANDSCAPE PLAN
3
1" = 20'-0"
NORTH

DRAWN BY: [] CHECKED BY: []
 DATE: AUG 01 1984
 REVISION: []
 LANDSCAPE PLAN
 SEEFFERT-HEINS NURSERY
 9105 HUDSON ROAD
 WOODBURY, MN. 55125
 HOPKINS, MINNESOTA

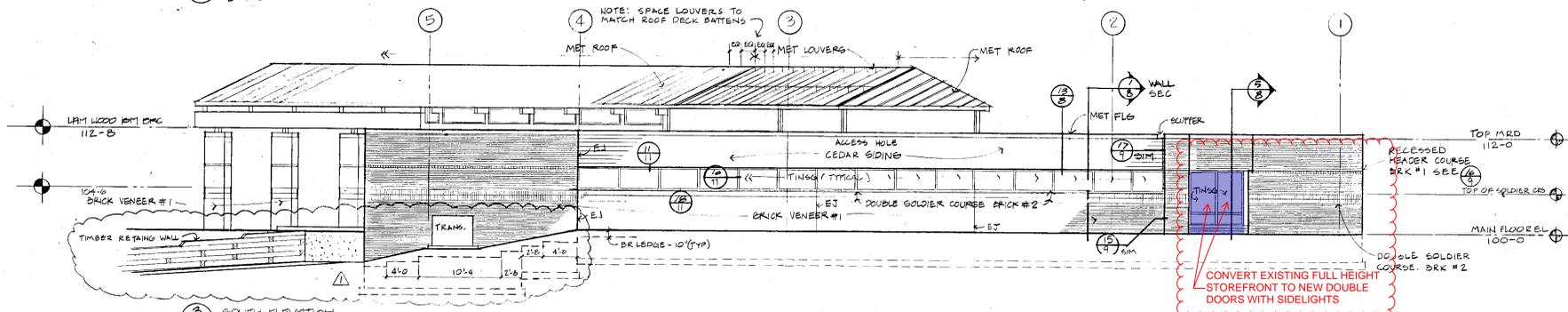
EXISTING LANDSCAPE PLAN
 ORIGINAL DRAWING FROM 1984 SET BY SEEFFERT-HEINS NURSERY
 FOR REFERENCE ONLY
 BKV GROUP
 222 NORTH SECOND STREET
 SUITE 101
 MINNEAPOLIS, MN 55401
 612.339.3752



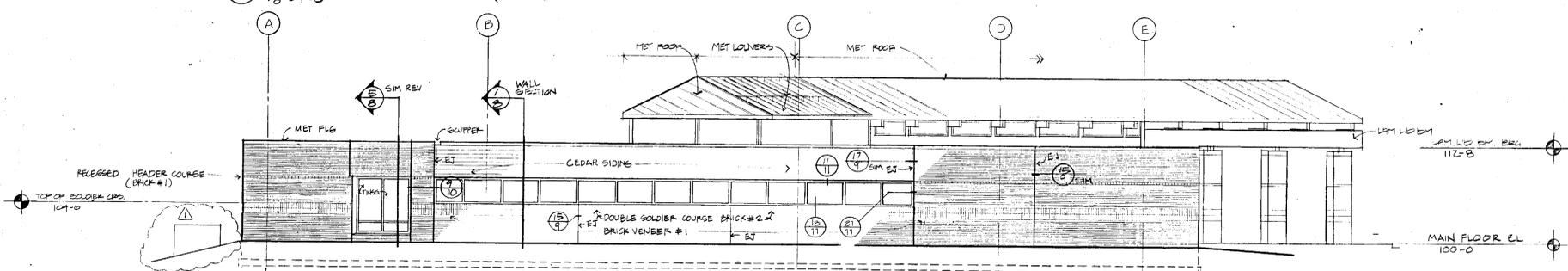
1 PARTIAL NORTHWEST ELEVATION
1/8" = 1'-0"



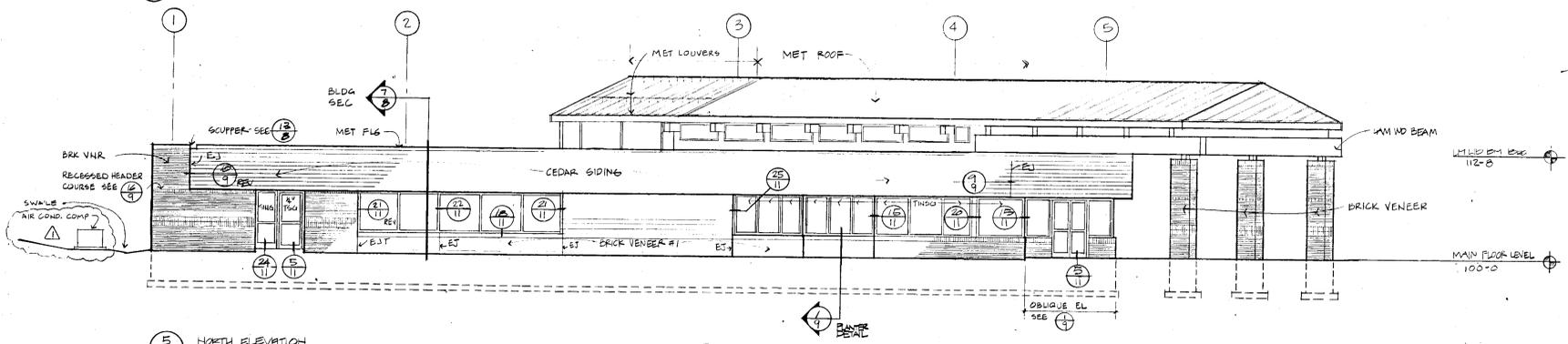
2 WEST ELEVATION
1/8" = 1'-0"



3 SOUTH ELEVATION
1/8" = 1'-0"



4 EAST ELEVATION
1/8" = 1'-0"



5 NORTH ELEVATION
1/8" = 1'-0"

DRAWN TP
 CHECKED PA
 REVISION
 DATE 10/20/84
 BY
 ELEVATIONS
 SHEET NO 7

SHARE CLING
 HOPKINS, MINNESOTA
 400 SIBLEY STREET
 MINNEAPOLIS, MN 55401
 612.339.3752

EXISTING ELEVATIONS

ORIGINAL DRAWING FROM 1984 SET BY BWBR ARCHITECTS

FOR REFERENCE ONLY

BKV GROUP
 222 NORTH SECOND STREET
 SUITE 101
 MINNEAPOLIS, MN 55401
 612.339.3752

From: [Scott Smith](#)
To: [Jason Lindahl](#)
Subject: [EXTERNAL] Kid Zone Early Learning Ctr. - Hopkins
Date: Wednesday, August 18, 2021 11:26:10 AM
Attachments: [doc20210817090813.pdf](#)

Hi Jason,

Thanks for sending us the Notice on the public hearing for a CUP on the Kid Zone Early Learning Center.

We own and operate the 4-story office building directly to the east on the other side of Hwy 169 at 5050 Lincoln Drive, Edina, MN (Interlachen Corp. Ctr.).

This is a great re-use for the vacant MOB on that site.

We fully support their CUP and hope to see it go through without delay.

I'm sure that many of our tenants will be glad that a new, well run and established daycare operation will be so close to our building.

Feel free to contact me with any questions.

Thanks, Scott

Scott Smith, CCIM, RPA

Sr. Vice President – Asset Management
Direct 952-746-3403 | Main 952-746-3400
Cell 612-802-7358 | ScottS@wildamere.com

Wildamere Capital Management LLC

6800 France Ave South, Suite 555
Edina, MN 55435

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BACKGROUND

Planning History. Planning and engagement for 325 Blake Road dates back over several years and includes the following studies and plans that examined redevelopment options for the site.

- Blake Road Corridor Small Area Plan (2009): The City and Hennepin County commissioned a small area plan to serve as a vision for the Blake Road Corridor with regard to redevelopment near the light rail line. A series of community engagement workshops informed the plan and redevelopment options for 325 Blake Road were explored.
- Blake Road Corridor LRT Station Area Guidelines (2015): The City, together with Local Initiatives Support Corporation (LISC), completed a Corridor Development Initiative (CDI) process with the community in 2015. Recommendations for 325 Blake Road and other sites were developed.
- Blake Road Station TOD Early Implementation (2017): This project explored the redevelopment potential of three key sites in the Blake Road Corridor, including 325 Blake Road, and developed principles and goals for the corridor as a whole and for each site. Guidance was also provided by the Urban Land Institute-Minnesota Technical Advisory Panel.

Existing Site. In 2011, the Minnehaha Creek Watershed District (MCWD) acquired the 17-acre property at 325 Blake Road as a key element in the restoration of the Minnehaha Creek Greenway. In 2018, in anticipation of future redevelopment the City and the MCWD worked together to demolish and remove the existing cold storage warehouse building. The Watershed District's original goal for the site was to implement a regional stormwater improvement project on approximately 5 acres of the site to treat polluted stormwater that flows into the creek from approximately 270 acres of the surrounding area and restore more than 1,000 feet of creek frontage.

The City of Hopkins and MCWD identified the potential to integrate a restored Minnehaha Creek with a transit-oriented, mixed-use development near the future Blake Road Southwest light rail transit station. In 2021, the City and MCWD began a process to select a preferred developer for this redevelopment site. To guide this process, the City and MCWD created a Development Vision (attached) which outlined the purpose, guiding principles, development parameters and potential financing and approval process for the site. In June, the City and MCWD selected Alatus, LLC as the preferred developer for the site.

Concept Plan Summary. Since being selected as the preferred developer for this site, Alatus has been working with the City, MCWD and the community to develop and refine their concept plan to redevelop 325 Blake Road. The latest version of their site plan is the basis for this concept plan review.

According to the applicant's narrative (attached), the latest version of the site plan arranges the site as originally intended in the Development Vision, with 4-5 acres reserved for Minnehaha Creek restoration and stormwater management and the remaining land available for redevelopment by Alatus. The applicant's plans call for the site to include 5 multi-story buildings, 33 3-story townhome units, and 2 restaurant pads. Community amenities planned for the site include multi-purpose trails, boathouse with pier and an ice rink. The makeup of the multi-story buildings and townhomes are summarized below and detailed in the attached narrative and concept site plan.

- Building I: 4-story, 109-unit low-income housing tax credit development (50% to 60% AMI rental and income restricted units) with 114 underground parking stalls
- Building II: 5-story, 116-unit for-sale senior co-op development with 180 underground parking stalls
- Building III & IV: 14-story, 172-unit multi-family market-rate Type I development; 5-story, 175-unit multi-family market-rate development; 472 above-ground parking stalls
- Building V: 5-story, 193-unit multi-family market-rate development with 276 above-ground parking stalls; some stalls available for flexible commercial space parking
- Townhomes: 3-story, 33-unit townhome units with variable pricing; 66 attached garage parking stalls

The applicant's concept plan also includes approximately 17,000 square feet of commercial space. The applicant envisions community oriented commercial uses intended to attract existing residents and those accessing the site as a pedestrian, bicyclists or transit rider. The applicant expects a mixture of locally sourced retreatants and/or brewery/distillery opportunities with both indoor and outdoor experiences for all seasons.

COMMUNITY COMMENT

Prior to the selection of Alatus as the master developer of the site, the City and MCWD identified the importance of community engagement in the plan development process. To this end, they developed a community engagement framework to serve as the foundation of community engagement for the development of the 325 Blake Road site.

As part of implementing this framework, the MCWD conducted a series of community listening sessions in Spring 2021. These began with virtual meetings with various City, Watershed, County and regional level planning staff as well as with the Hopkins City Council and MCWD Board of Managers. A virtual listening session was also conducted with the community, in which 42 residents participated.

In the summer 2021, one virtual meeting and one in-person open house were hosted for the community to get feedback on design preferences. Seventeen people participated in the virtual meeting and 65 people attended the open house. Additionally, MCWD's consultant team led a design charrette with Alatus and various community stakeholders to further view and refine the current design concept.

Neighborhood Meeting. While no public hearing is required as part of the concept review process, the City did require the applicant to hold a neighborhood meeting to gather community feedback. Alatus hosted a neighborhood meeting on August 19 to present their concept plan and gather community feedback. Approximately 33 people attended the meeting. Opportunities for community feedback included comment cards, an online survey, and an exercise where participants shared their vision for 325 Blake Road. General themes that emerged included support for senior housing, for-sale townhouses, affordable housing, restaurants, green space and creek access. Concerns were expressed regarding traffic and building height.

The City, MCWD and Alatus are partnering on developing a community engagement plan and will host a variety of additional community engagement activities as the project proceeds through the development review process.

Comments to the City. Prior to the Planning & Zoning Commission meeting, the City received 3 comments (see attached). These comments came from the Hopkins Housing Team and residents Wayne Faris and Butch Johnson. These comments expressed general support for the concept plan and the inclusion of affordable housing but also stated concerns about construction impacts on the surrounding neighborhood and the need to mix affordable housing into each part of the development.

Planning & Zoning Commission Review. The Planning & Zoning Commission reviewed the proposed concept plan during their August 24, 2021 meeting. The Commission was generally supportive of the concept plan and offered the comments listed below.

- Expressed support for the overall design including mix of housing types and affordability levels, central gathering place, commercial uses, ice rink, and pedestrian and bicycle access.
- Liked the sustainability focus with both the creek and the development.
- Encouraged to learn about solar, electric vehicle charging stations and the developer's intention to seek Leadership in Energy and Environmental Design (LEED) or a similar certification.
- General questions about exterior building materials. Commissioners suggested materials should help blend the development into the natural environment. The developer agreed with the need for high quality architecture and exterior materials.
- General discussion of traffic concerns. Encouraged to know a traffic study will be done.
- Liked the goal of including commercial within the development and suggested the developer should try to make it affordable.
- Suggested the developer have a goal to include minority contractors.
- Expressed support for the community engagement process.
- General discussion of height concerns. The discussion focused on Building 3 with 14-stories. The commission acknowledged that deviation from the current height standards should be considered to implement the transit oriented development density goals from the comprehensive plan. The commission noted the 2-story height deviation granted to the neighboring Blake Road Station development.

ENVIRONMENTAL REVIEW

Both Minnesota Rules 4410 and City Code Article II – Environmental Review require developments of this size and makeup to conduct an Environmental Assessment Worksheet (EAW). Notification of the need for this environmental review was provided to the Planning & Zoning Commission during the July 27th meeting and the City Council during the August 2nd meeting.

While the applicant conducts this study, the City of Hopkins acts as the Responsible Government Unit and reviews and acts on the final report. The applicant has agreed to conduct the required EAW and associated traffic study. Under the applicant's EAW timeline, the report is scheduled to have its required 30-day public comment period from October 5 to November 4, 2021. Interested parties will be able to review and comment on the 325 Blake Road EAW on the City's website during the 30-day comment period.

SUBDIVISION REVIEW

To facilitate the proposed concept plan, it is anticipated that the applicant will need to go

through the subdivision process including preliminary and final plat. At a minimum, subdivision will be necessary to insure each proposed building will fit on each lot, to dedicate any public land necessary for the development and to separate the land that will be retained by the Minnehaha Creek Watershed District for creek restoration and stormwater management. Because this project is along a county road, both the City of Hopkins and Hennepin County will review and approve any plat.

With any subdivision, the City has the ability to collect park dedication in the form of land or a fee-in-lieu. The current park dedication fee for multiple family residential subdivisions is \$3,000 per unit while the commercial fee is an amount equal to five (5) percent of the fair market value of the commercial land as estimated by the county assessor. Park dedication fees are typically due with final plat approval.

LAND USE & ZONING REVIEW

The land use and zoning section reviews the concept plan against the 2040 Comprehensive Plan and the specific zoning standards of the Mixed Use district. Staff's review and comments related to each standard are provided below. It is not expected that concept plans address every aspect of the comprehensive plan or zoning regulations. Rather, staff provides these comments as a basis for community discussion and to help guide the applicant in preparing future formal land use applications.

Land Use. The 2040 Comprehensive Plan Update – Cultivate Hopkins guides this property as Activity Center. According to the comprehensive plan, Activity Centers surround and support the planned Blake Road and Shady Oak light rail stations along the Southwest LRT Green Line Extension. These areas will include moderate to high density mixed use development designed to complement and enhance the existing development pattern in these areas and support the public investment in transit. The Activity Center areas are expected to experience significant reinvestment and redevelopment to absorb a substantial portion of the city's anticipated future growth.

Development in the Activity Center areas is expected to be medium to larger scale neighborhood and regional uses with an approximate mix of 75% residential and 25% commercial. Overall, densities in the Activity Center category will range from 20-60 units per acre; however, densities within ¼ mile of an LRT station platform must range between 75-150 units per acre within.

The applicant's concept plan illustrates a net residential density which is consistent with the Activity Center category standards; however, it falls short of the 25% commercial space guideline.

Zoning Review. The subject property is zoned I-2, General Industrial. Based on the goals and policies of the 2040 Comprehensive Plan and project needs, the applicant anticipates requesting rezoning to the Mixed Use District with a planned unit development (PUD). These standards and staff's comments for each are detailed below.

Height. The Mixed Use district height standard are 3-4 stories for residential structures and 5-6 stories for mixed use buildings. The concept plan calls for 5 separate buildings ranging in height from 4 to 14 stories (see table below).

Concept Plan Building Height Analysis			
Building	Zoning Standard	Proposed Height	Difference
I	3-4 stories	4-Stories	N/A
II	3-4 stories	5-Stories	+1
III	3-4 stories	14-Stories	+10
IV	3-4 stories	5-Stories	+1
V	3-4 stories	5-Stories	+1

All but one of the proposed buildings exceeds the Mixed Use district height standards. Generally, the City has found that additional height beyond the current zoning standard is necessary to achieve the 75-150 units/acre density goals of the comprehensive plan within ¼-mile of a light rail station. It is anticipated that the future revised zoning regulations will better coordinate the density goals of the comprehensive plan and height standards in the Mixed Use district. In the meantime, necessary deviations from the height standards may be managed through the Planned Unit Development (PUD) process.

Floor to Area Ratio (FAR). Floor to area ratio (FAR) is a measurement of density calculated by dividing the floor area of a building by the lot area of the parcel on which the building is located. In the Blake Road Station Area, the FAR standard is a minimum of 2 and a maximum of 3 for residential buildings and a minimum of 3 and a maximum of 5 for mixed use buildings. The applicant’s future final plan shall address this standard or request specific deviations through the Planned Unit Development (PUD) process.

Setbacks. Setback standards for the Mixed Use district are listed below. The applicant’s concept plans do not provide detailed setback information at this stage. The applicant shall examine their plans to insure compliance with these setback standards or request specific deviations through the Planned Unit Development (PUD) process.

Setback Standards for the Blake Road Station Area		
Setback	Residential	Office
Front (Along Blake & Excelsior)	15’ – 25’	5’ – 15’
Side	10’	10’
Rear	10’	10’

Off-Street Parking & Travel Demand Management. Parking within the Mixed Use District must be located in multi-level structures or in shared parking lots where feasible and with approval of the City. The following requirements will apply to all permitted uses located within the Mixed Use District if a travel demand management or shared parking study has not been completed and approved by the City Council.

- Residential buildings require a minimum of one enclosed parking stall per unit and one guest stall per 15 units.
- All uses other than residential shall require a parking study to determine the necessary parking required.
- Commercial, office or retail development five (5) acres or larger or residential developments 100 units and larger require a travel demand management study. Off-street parking requirements may be reduced subject to approval by the City Council, where a TDM plan, parking and transportation study is submitted. The TDM plan, parking and transportation study is conducted in accordance with accepted methodology approved by the City staff,

prepared by an independent traffic engineering professional under the supervision of the City, and paid for by the applicant. These plans must address the transportation impacts of the development and proposed TDM mitigating measures and show that parking demand will be decreased by access to nearby transit. Where a TDM plan is approved, a properly drawn legal instrument, executed by the parties concerned, must be filed on the property in the Recorder’s or Register’s Office of Hennepin County.

- Where practicable, ingress and egress from parking must be from side streets or alleys.

Based on the size and proposed uses in the concept plan, a travel demand management study is required. Since Blake is a County road, both Hennepin County and the City of Hopkins will have review authority over the study. The applicant has agreed to conduct this study as part of the Environment Assessment Worksheet (EAW). Both the parking study and EAW will inform development of the final plans.

Bicycle Parking. The applicant’s plans do not include information about bicycle parking. The bicycle parking requirements of the Mixed Used District are detailed below. The applicant’s future final plans shall meet these standards or request specific deviations through the Planned Unit Development (PUD) process.

- Bicycle parking facilities must be provided for all office and multi-family structures and freestanding commercial uses.
- Bicycle parking facilities must be located in a well-lighted area.
- All bicycle racks, lockers, or other facilities must be securely anchored to the ground or to a structure.
- All required bicycle parking must be located within 50 feet of central or well-used building entrances.
- The required number of bicycle parking spaces will be based on the following:

Mixed Use District Bicycle Parking Standards		
Use	Long Term	Short Term
Multifamily Residential	1 per 2 Units	1 per 20 Units
Retail	0.5 Space per Employee	0.5 Spaces per 1,000 Square Feet of Net Building Area
Office	0.25 Spaces per 1,000 Square Feet of Net Building Area	1 per 40,000 Square Feet of Net Building Area
Park & Ride Facility	10 Spaces per Acre	10% of Parking Stalls

Shadow Study. The Mixed Use district requires a shadow study for all buildings four stories or higher. Typically, shadow studies are not included at the concept plan review stage. However, the applicant will be required to include a shadow study with their future formal land use application.

Exterior Materials. The applicant’s concept plans do not include detailed exterior materials information. The Mixed Use district requires the primary exterior treatment of walls facing a public right-of-way or parking lot shall be brick, cast concrete, stone, marble or other material similar in appearance and durability. Regular or decorative concrete block, float finish stucco, EIFS-type stucco, cementitious fiberboard, or wood clapboard may be used on the front façade as a secondary treatment or trim but shall not be a primary exterior treatment of a wall facing a

public right-of-way. The applicant's future final plan shall meet these standards or request specific deviations through the Planned Unit Development (PUD) process.

Building Orientation. Buildings within the Mixed Use district must be oriented toward the pedestrian by providing a direct link between each building and the pedestrian walking system, with emphasis on directing people to a transit station. The applicant's concept plan appears to show all buildings will have pedestrian connections to the proposed internal trail and sidewalk system, surrounding city trail and sidewalk system and regional trail network. The final site design shall prioritize connections to the adjacent Blake Road light rail transit station.

Facade Articulation. The Mixed Use zoning standards require the primary street side facade of a building shall not consist of an unarticulated blank wall, flat front facades or an unbroken series of garage doors. The front of a building shall be broken up into individual bays of a minimum of 25 feet and maximum of 40 feet wide. The concept plan does not provide the level of detail needed to review this standard. The applicant's future formal application shall address this standard or request a specific deviation through the Planned Unit Development (PUD) process.

Block Design. According to the Mixed Use zoning standards, blocks must not exceed 600 feet in length and must provide pedestrian connectors. These pedestrian connectors can be pedestrian easements and pathways or through-building linkages at least every 300 feet.

The concept plan design was arranged within the existing block and street network but still appears consistent with this standard. Pedestrian and bicycle access to and through the site is one of the key design principles included in the Development Vision. There is approximately 950' of frontage along Blake Road and the concept plan calls for 3 pedestrian connections at the southwest corner, at 2nd Street Northeast and midway between 2nd Street Northeast and Lake Street Northeast. Similarly, there is approximately 1,200' frontage along the southern property line which abuts the Southwest light rail transit/Cedar Lake Regional Trail corridor and the concept plans includes 3 pedestrian connections at the southwest corner, midway along this frontage and at the southeast corner adjacent to the Minnehaha Creek.

Transparency. The Mixed Use district transparency standards are detailed below. The applicant's concept plans have not developed to a point that includes transparency information. Future final plans shall address these standards or request a specific deviation through the Planned Unit Development (PUD) process.

A require a minimum of 60 percent to a maximum of 75 percent of the front street-facing facade between two feet and eight feet in height must comprise clear windows that allow views of indoor nonresidential space or product display area. Side facades abutting a public right-of-way shall have a minimum of 30 percent clear windows.

The bottom edge of any window or product display window used to satisfy the transparency standard above may not be more than three feet above the adjacent sidewalk. Product display windows used to satisfy these requirements must have a minimum height of four feet and be internally lighted.

Transparent windows allowing visual access into and out of nonresidential buildings shall be required on the first floor frontage along the front yard. Thirty percent fenestration for windows above the first floor for all sides that abut a public right-of-way.

Sidewalks. The Mixed Use district requires a minimum 5-foot wide sidewalk along the frontage of all public streets and within and along the frontage of all new development or redevelopment. The applicant's concept plan appears to meet this standard. Dedication of additional right-of-way may be necessary to accommodate the required sidewalk.

Pedestrian/Streetscapes. The Mixed Use district requires pedestrian streetscape improvements along all sidewalks. If the existing right-of-way does not allow for street trees, landscaping, trees, planters or street furniture, they will be added to the interior side of the sidewalk where the setback will allow. Dedication of additional right-of-way may be necessary to accommodate required pedestrian and streetscape improvements (see also comments from Hennepin County).

Pedestrian improvements of at least 25 percent of the landscaping budget shall be included in the development. These improvements shall create a high quality pedestrian experience through the provision of benches, planters, drinking fountains, waste containers, median landscaping and the like.

Pedestrian-scale light fixtures that shine downward on the sidewalks and walkways shall be no greater than 12 feet in height and must be provided along all sidewalks and walkways to provide ample lighting during nighttime hours for employees, residents, and customers.

Landscaping. All open areas of a lot that are not used or improved for required parking areas and drives shall be landscaped with a combination of over-story trees, under-story trees, shrubs, flowers and ground cover materials. The plan for landscaping shall include ground cover, bushes, shrubbery, trees, sculptures, fountains, decorative walks or other similar site design features or materials.

The applicant's concept plan provides general landscaping and pedestrian streetscape improvement information but lacks the detail necessary for staff to provide a full review. The applicant's future formal plans shall include a detailed landscaping and pedestrian streetscape plan demonstrating compliance with the standards noted above or request a specific deviation through the Planned Unit Development (PUD) process.

Signs, Canopies and Awnings. Generally, concept plans do not include detailed sign plans. All signs must be approved through a separate administrative permit subject to conformance with the standards of the Mixed Use district and sign regulations contained in Article XXI - Signs.

Trash Enclosure. The applicant plans to store trash containers within the underground parking garage. The applicant shall designate an on-site location for trash pickup. Trash pick-up shall not occur within the public right-of-way.

Exterior Lighting. The applicant's concept plans did not include exterior lighting or photometric plans. The applicant's future formal application shall include these plans.

POTENTIAL REVIEW PROCESS

Based on the applicant's concept plan, staff anticipates this project will need the approvals listed

below. The applicant should use feedback from the concept plan review process to prepare these applications.

- Environmental Assessment Worksheet (EAW)
- Travel Demand Management Study approval by the City of Hopkins and Hennepin County
- Preliminary and Final Plat approval by the City of Hopkins and Hennepin County
- Rezoning from I-2, General Industrial to Mixed Use
- Planned Unit Development (PUD)
- Execution of a Planned Unit Development (PUD) Agreement
- Site Plan approval for each individual sites prior to construction
- Approvals from the Minnehaha Creek Watershed District

Planned Unit Development. The purpose of a planned unit development is to allow flexibility from traditional development standards in return for a higher quality development. Typically, the City looks for a developer to exceed other zoning standards, building code requirements or meet other goals of the Comprehensive Plan. In exchange for the flexibility offered by the planned unit development, the applicant is expected to detail how they intend to provide a higher quality development or meet other City goals. A list of items to consider when evaluating the use of a planned unit development for this site could include, but are not limited to, the items listed below.

- Transit Oriented Development (TOD) design
- Architectural design and building materials
- Natural resource protection and storm water management
- Pedestrian and bicycle facilities
- Affordable housing
- Enhance sustainability or livability elements
- Energy conservation and renewable energy
- Open space preservation
- Enhanced landscaping, streetscape or buffering
- Public art

Site Location Map for 325 Blake Road North

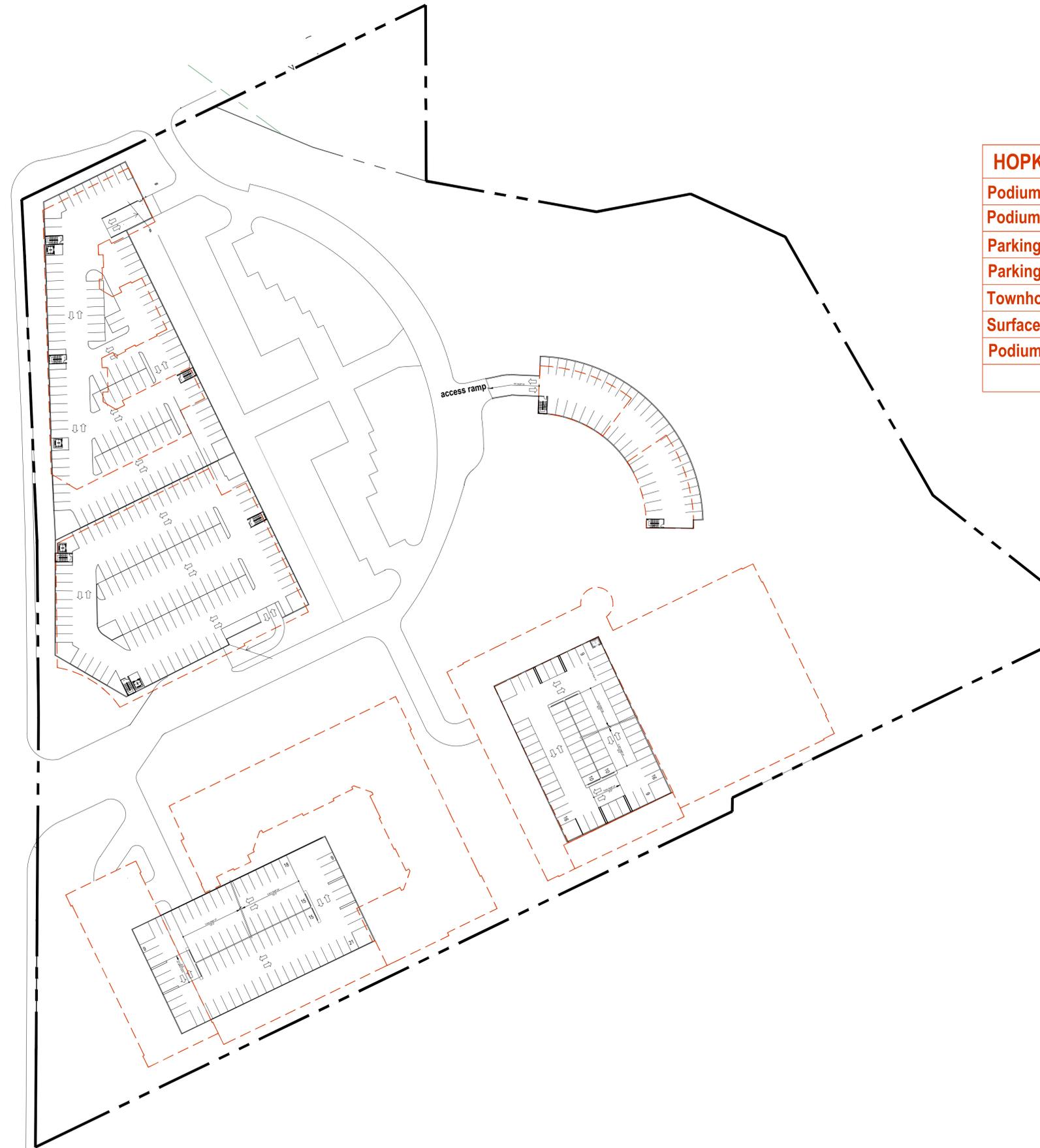






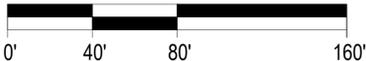






HOPKINS- parking count		
Podium -Bldg I	114 spaces	1 level
Podium -Bldg II	180 spaces	2 leveles
Parking - Bldgs III&IV	472 spaces	6 levels
Parking -Bldg V	276 spaces	5 levels
Townhomes garages	66 spaces	—
Surface parking	22 spaces	—
Podium restaurants	48 spaces	1 level
	1,184 spaces	

SCALE: 1" = 40' - 0" (24"x36" SHEET)



PARKING

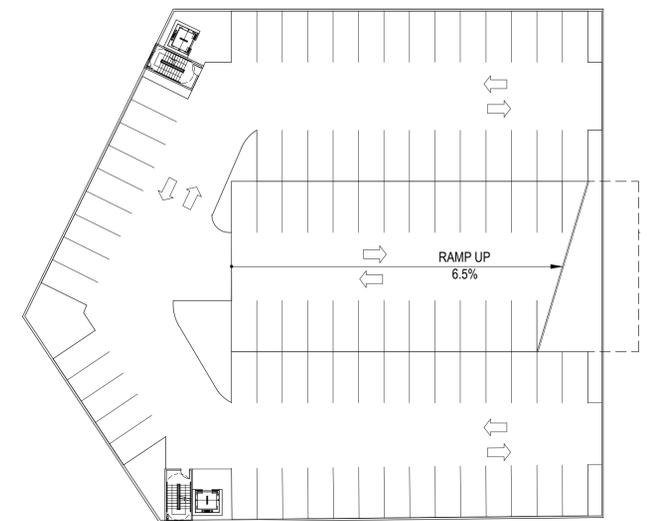
© 2016 by HUMPHREYS & PARTNERS ARCHITECTS, LP. The arrangements depicted herein are the sole property of Humphreys & Partners Architects, LP and may not be reproduced in any form without its written permission. Architectural conceptual site plans are for feasibility purpose only. Revisions may occur due to further investigation from regulatory authorities and building code analysis. Dimensions shown are of a strategic intent only. Refer to surveys and civil drawings for technical information and measurements.



first level-114 parking spaces

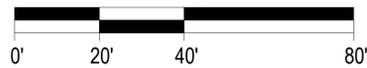
first level-115 parking spaces
2nd level-65 parking spaces
TOTAL- 180 parking spaces

**PODIUM PARKING -First
LEVEL**



**PODIUM PARKING -Second
LEVEL**

SCALE: 1" = 20' - 0" (24"x36" SHEET)





City of Hopkins
Planning & Zoning Department
Attn: Mr. Jason Lindahl
1010 1st Street South
Hopkins, MN 55343

Delivered via Email – Monday, August 16th, 2021

Mr. Jason Lindahl,

Alatus LLC is pleased to present the following Concept Site Plan Review application for the proposed redevelopment of the property located at 325 Blake Road N, Hopkins, MN 55343. Please note that Alatus LLC has received consent from the seller of the property, Minnehaha Creek Watershed District – located at 15320 Minnetonka Blvd., Minnetonka, MN 55345, to submit this application and said consent is contained in this application as an Exhibit.

Project goals and public benefits envisioned for the development site at 325 Blake Road N are as follows:

- **Environmentally and Fiscally Sustainable** – the project will not create negative environmental externalities while also fiscally supporting itself due to dense, usable infrastructure with a significant tax base to benefit projects outside of the Watershed development project for years to come. The process of ensuring that the project makes the space better than it was before will commence with a state-governed Environmental Assessment Worksheet and culminate with a state-of-the-art regional stormwater infrastructure installment in and around a dense, vibrant housing development, that will add vitality to the already vulnerable Minnehaha Creek Watershed District.
- **Spectrums of Housing & Affordability** – Market-rate, mixed-income, and low-income rental opportunities partnered with townhome living arrangements in for-sale product mean that a diverse demographic and socioeconomic population can live here and enjoy the same quality of life. The concept of the “15 Minute City” will further enhance affordability for residents, nearby residents, and the public alike by reducing dependency via the tax that is vehicular ownership, maintenance, etc. thanks in no small part to multi-modal connections with the Greenway LRT and Cedar Lake Trail bike and pedestrian corridor
- **Progressive Sub-Urban Design Concepts** – High quality housing, retail, and infrastructure improvements, along with a pedestrian and bicycle first infrastructure scope, that will be a baseline benchmark for future development projects in the city of Hopkins and in the larger Twin Cities region, at a minimum
- **Inclusivity of Natural and Man-Made Resources for All** – Too often natural resources in urban corridors are only eligible to the privileged able to afford a “lake” or “waterfront” private parcel. By inviting residents of Hopkins to enjoy the substantial investment from the Minnehaha Creek Watershed District into this regional corridor, this natural resource will remain a public attraction and amenity for all to enjoy for years to come in a multitude of ways

IDS Center
80 South 8th Street
Suite 4155
Minneapolis, MN 55402
Phone 612.455.0700
Fax 612.455.0740
www.alatusllc.com



The nature of the proposed development is concentrated on creating a spectrum of opportunities for community members of all different backgrounds. The proposed housing mix will include the creation of a 14-story tower for views unlike any seen in the west-suburb market, interspersed with low-rise market-rate developments, a low-income housing tax credit property with 50% to 60% AMI rental and income restrictions, and for-sale townhome / condominium offerings with affordable ownership opportunities as well. At this time the Concept Site Plan estimates the following unit types and counts for housing options on the development site:

- **Building I:** 4-story, 109-unit low-income housing tax credit development (50% to 60% AMI rental and income restricted units) with 114 underground parking stalls
- **Building II:** 5-story, 116-unit for-sale senior co-op development with 180 underground parking stalls
- **Building III & IV:** 14-story, 172-unit multi-family market-rate Type I development; 5-story, 175-unit multi-family market-rate development; 472 above-ground parking stalls
- **Building V:** 5-story, 193-unit multi-family market-rate development with 276 above-ground parking stalls; some stalls available for flexible commercial space parking
- **Townhomes:** 3-story, 33-unit townhome units with variable pricing; 66 attached garage parking stalls

The commercial space envisioned for the property, currently at approximately 17,000 sqft, is envisioned to be community oriented with an eye toward attracting the existing residents of Hopkins that enjoy the density of their Downtown Hopkins and also for the bike or pedestrian commuter stopping through on the public infrastructure tied into the backbone of the project. The impact of the Southwest LRT will be compounded with the proposed development improvements.

We expect to have a mixture of locally sourced restaurateurs, brewery and distillery opportunities with indoor and outdoor experiences for optimization of space in both the summer and winter, as well as more affordable commercial space leasing options for the relocation of existing Hopkins community retail locations that are having to make decisions about their upcoming leasehold interests.

Alatus LLC is looking forward to partnering with the City of Hopkins and the Minnehaha Creek Watershed District on this tremendous opportunity.

Sincerely,

Chris Osmundson

Director of Development

(O): 612.455.0712 | (C): 612.201.8487

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August 16th, 2021

City of Hopkins
Planning & Zoning Department
1010 1st Street South
Hopkins, MN 55343

Re: Owner Authorization of Zoning, Land Use and Related Applications

To Whom it May Concern:

I am the Project Planning Manager of Minnehaha Creek Watershed District (“Seller”), the current vested owner of the property described as 325 Blake Road N, PID #1911721140002, Hennepin County, Minnesota (the “Property”). Seller is under preliminary contract to sell the Property to Alatus Development LLC, or its permitted successors or assigns (“Alatus”) and is aware of Alatus’s proposed development of 325 Blake Road Redevelopment (the “Project”) to be located on the Property. I am authorized on behalf of Seller to consent to land use and related applications pertaining to the Property and/or the Project. On behalf of Seller, I hereby consent to zoning, land use, subdivision, site plan approval, permit or other related application(s) submitted or to be submitted by Alatus, its designated contractors, architects and/or engineers in conjunction with the Project with the understanding that this consent may be withdrawn by Seller at any time.

If you have any questions or comments, please contact me at your earliest convenience.

Very truly yours,



Michael Hayman
Project Planning Manager
Minnehaha Creek Watershed District

City of Hopkins and the Minnehaha Creek Watershed District

DEVELOPMENT VISION FOR 325 BLAKE ROAD

Purpose

This document memorializes the shared vision between the City of Hopkins (City) and the Minnehaha Creek Watershed District (MCWD) for the redevelopment of 325 Blake Road. It is intended to provide a shared understanding of the guiding principles for redevelopment, parameters of development, and approvals and financing by the City, MCWD, the community and potential development partners.

The MCWD and the City seek highly creative, water-focused development proposals for this unique redevelopment opportunity. Proposals should include sustainable development characteristics with the Minnehaha Creek as the central feature of the development and a special emphasis on multiple connections to amenities including the future Blake Road LRT Station. Inclusive community engagement will also be important to ensure this new neighborhood blends seamlessly into the broader Hopkins community.

Property Description

The 325 Blake Road site is owned by the MCWD and consists of a 16.84 acre parcel located at the southeast quadrant of the Blake Road North (CSAH 20) and Lake Street Northeast intersection; less than ¼-mile from both State Highway 7 to the north and Excelsior Boulevard (CSAH 3) to the south, and within 1 mile of Highway 169. The property is bounded by approximately 1100 feet of Minnehaha Creek, 1100 feet of Blake Road and 1200 feet of the Cedar Lake LRT Regional Trail and future METRO Green Line Extension.

Guiding principles for redevelopment

Creative design approach. Recognizing that the size and location of this property make it a unique development opportunity within a fully urbanized area, pursue a creative approach to design that is thoughtful of the environment, the social relationships between residents and the larger community, and brings something vibrant and new.

Transit Oriented Development. Embrace elements of Transit Oriented Development (TOD) based on its proximity to the Blake Road LRT Station, the adjacent Green Line Extension, and connections to trail systems. Consider recreational and commercial amenities within the vicinity of the Site. TOD densities, parking ratios and shared

parking within the Site are encouraged, as well as other transit-supportive uses such as jobs and neighborhood-serving retail.

Water-focused approach. Feature Minnehaha Creek, the Minnehaha Creek Greenway, and storm water management elements as central to the identity and orientation of the Site.

Sustainability. Incorporate sustainable development components, such as construction materials and techniques, water and energy efficiency, renewable energy, waste management, and educational elements.

Open design. Provide open design that establishes inviting views of Minnehaha Creek and allows for public access into the Site so that Minnehaha Creek becomes a community amenity. The design should permit easy access to and throughout the Site by pedestrians and bicyclists, while maintaining safety for all residents and users of the property.

Connections. Enhance physical and visual connections along and across Blake Road and to the Minnehaha Creek Greenway, Cedar Lake LRT Regional Trail, Blake Road LRT Station and Cottageville Park. Buildings should have minimal setbacks from Blake Road and an active first floor to enhance the pedestrian experience. The southwest corner of the Site is a key location due to its proximity to the Blake Road LRT Station, and development should embrace the prominence of this portion of the Site when looking at design and land use.

Inclusion. The site is located in a very economically and culturally diverse neighborhood with a significant number of naturally-occurring affordable housing units. It is the goal to embrace that diversity and develop the site in a way that is equitable, seeks to honor and preserve the existing community and does not aim to gentrify the neighborhood.

Housing mix. Consider a variety of housing types, including ownership and rental for people at a mix of income levels and household sizes. All efforts should be made to mix the affordable units with the market rate units. If financial barriers prevent that, site design should encourage interaction between buildings via shared common areas and amenity spaces throughout the Site. Because the majority of Hopkins housing units today are rental, the City is very interested in homeownership opportunities, especially for low and moderate income households.

Community Engagement. The City and MCWD are interested in engaging with the community early and in a way that is meaningful and helps to inform the site plan. It is the expectation that developing the engagement plan, with the development team (City, MCWD & Developer), will be a priority.

Development Parameters

Access

The primary access point for the Site shall extend from the existing signalized intersection of Blake Road and 2nd Street NE. Access from Lake Street will be dependent upon a traffic study to be paid for by the Developer. Any traffic study will be subject to review by both the City and Hennepin County, as Blake Road is under County jurisdiction.

Road Infrastructure

The City is interested in exploring concepts that have no or limited roads designed for cars but have strong pedestrian/bike connections through the Site. A precedent is Thornton Place, Seattle, WA.

If the Developer determines that access by automobiles is necessary to achieve the redevelopment goals, the roadways will be constructed by the Developer. If they are designed to City public street specifications, constructed in dedicated public right-of-way, and meet a clear public purpose, the maintenance of the roads from curb to curb will be taken on by the City.

Utilities

Utilities are stubbed in with the intent to serve the Site. Water service extends into the Site from the intersection of Blake Road and 2nd Street NE. To provide reliability and adequate flow, the water main must be looped through the Site and connect to the main in Lake Street NE right-of-way. There is a water service line into the Site that needed to remain active during the Blake Road construction and was reconnected. This line will need to be removed if it will no longer serve a building or hydrant.

A deep sanitary sewer manhole was placed in the northwest corner of the Site during the reconstruction of Blake Road with the intent to serve the Site. There are two other sanitary sewer services that were reconnected during adjacent reconstruction and will need to be removed if they will no longer serve a building.

The Developer will be required to pay for all on site utility connections and removal or relocation of any existing water lines or sanitary sewer services.

Storm Water

MCWD will design and construct a regional storm water management facility that treats storm water from approximately 270 acres surrounding the Site. This facility will clean and control the rate of storm water that would otherwise flow untreated directly into Minnehaha Creek. Open space amenities and a trail network connecting the Cedar Lake LRT Regional Trail and Cottageville Park will be interwoven with the storm water features. The Developer will remain responsible for meeting storm water regulations for the portion of the Site devoted to the future development. However, it is expected that the Developer and MCWD will work closely together to design an innovative, aesthetically pleasing, and integrated approach to management of all storm water, trail, and open space elements throughout the Site.

Land Use

The City is open to a range of development types on the Site if they are transit-supportive in nature. Included is housing, neighborhood-serving retail, and/or office uses.

Housing Density

The City and the Metropolitan Council's expectations for residential density on the Site is 75-150+ units per acre of buildable land.

Parking

TOD parking ratios and shared parking between uses are encouraged and expected. Parking that can be used by visitors to the Minnehaha Creek Greenway and Cottageville Park is desirable. Parking should be located underground and behind the buildings and not along Blake Road.

The City is open and flexible on parking requirements as long as the proposed development doesn't impact surrounding neighborhoods. The appropriate parking ratios will be determined through a parking and traffic study, paid for by the Developer. For planning purposes, the Developer should propose a parking ratio based on past experience and TOD best practices.

Sustainability

325 Blake Road is a very unique site, adjacent to both a future LRT station and bordered by Minnehaha Creek. It provides an opportunity to demonstrate environmentally-sensitive design as an example for other development to follow. The City and MCWD desire a development that utilizes sustainable design and materials, water and energy efficiency and education.

Housing Affordability

The City desires the Developer(s) to include 10-15% of the units as affordable and have them integrated with market rate units rather than as a standalone affordable development. If a mix of affordable and market rate units cannot be achieved, the site design should provide places for residents to come together and amenities that are shared between developments. If funding sources or Developer interest calls for a higher percentage of affordable units, the City is open to discussing that with the Developer.

Public Art

PLACES is an effort to bring public art to the Green Line Extension. The City believes there is an opportunity to use the PLACES initiative to inform both public art on the Site, as well as the overall development. The City is interested in working with artist(s), the community and the Developer to determine the long-term goals for public art, either through PLACES or independent of that process.

Approvals & Financing

Zoning

The Site is currently zoned Industrial but is guided in the 2040 Comprehensive Plan as Activity Center which calls for a moderate to high density mix of uses that support the public investment of transit.

The City acknowledges that existing zoning districts may not have the flexibility needed for development on a site that is so unique, including its irregular shape, the plans for regional storm water treatment, and the opportunity to achieve remarkable views and changes in grade. As a result, the City will consider using a Planned Unit Development (PUD) approach to better achieve the redevelopment goals.

Environmental Review

It is likely that the size and scope of this project will require environmental review under Minnesota Statute 4410 and City Code Part III, Chapter 100, Article II – Environmental Review Program. The City of Hopkins will serve as the Responsible Governmental Unit (RGU) for any environmental review. Any environmental review shall be paid for by the Developer.

Park Dedication Fee

The City is open to discussions about the fee as the development is shaped and the overall development plan is known.

Tax Increment Financing (TIF)

The City acknowledges that goals for the development may result in a financial gap in the project's pro forma. The City is willing to consider the establishment of a TIF district to make the project financially feasible and maximize the community benefits of the development.

Blight findings were documented for the cold storage facility that would allow for a TIF Redevelopment District to be established. However, because the building was demolished late 2018, a redevelopment district would need to be established by the end of 2021.

The City will rely on the Ehlers, the City's financial consultant, to advise on the appropriate level of public assistance based on a detailed TIF analysis of the Developer's pro forma for the proposed development.

Strategy for Partnerships with Other Agencies

The location of this site in proximity to LRT, combined with the innovative approach to storm water management, dedication to community engagement and goals of an integrated and inclusive community, make this redevelopment an excellent candidate for grant funds through the Metropolitan Council and Hennepin County.

Throughout the concept development stage, the development team will look for opportunities to maximize funds from other agencies through creative design, exemplifying TOD principles and innovative problem-solving.

325 Blake Road Community Engagement Framework

Purpose:

The Community Engagement Framework will serve as the foundation of a community engagement plan for the development of the 325 Blake Road site. The Minnehaha Creek Watershed District (District) and City of Hopkins (City) will use this framework to prepare a draft community engagement plan in coordination with a selected master developer.

The community engagement plan will be shaped by the following principles and goals.

Community Engagement Principles:

- 1) Reflect the neighborhood, community-wide and watershed-wide impact of the site;
- 2) Engage early and be meaningful;
- 3) Represent different stakeholder groups with an interest in the site;
- 4) Utilize remote tools to protect health and allow broader participation while pandemic restrictions remain in place.

Goals of Community Engagement:

- Create community ownership in the project by developing opportunities for community members to shape the project where it is feasible and is in alignment with broader community goals
- Provide an inclusive and equitable process which engages a diverse range of community stakeholders
- Identify new community assets, such as public trails and greenspace, that reflect the interests and needs of the neighborhood, city and watershed
- Develop community understanding of the project, its goals and the community's role in the process
- Provide clarity of project partner roles (City, District, developer) and their scope of authority/responsibility for the project
- Reflect the community engagement principles throughout the engagement plan
- Build on the community engagement processes conducted previously in the Blake Road Corridor

Community Engagement Background:

The 325 Blake Road project is a continuation of broader planning efforts within the city, watershed district and region to improve the Blake Road corridor and maximize opportunities created by new investments in public transit.

This project is located near multiple regional assets that include the District's Minnehaha Creek Greenway system, the Cedar Lake LRT Regional Trail, the newly reconstructed Blake Road, and the Southwest LRT/METRO Green Line Extension. Proximity to these assets presents new opportunities for the businesses and residents located in the Blake Road Corridor within Hopkins. To ensure the interests of the local community are considered in these planning efforts, engagement of the community has been and continues to be an integral part of the Blake Road Corridor planning process.

There is a long history of partnership, community engagement, and planning within the Blake Road Corridor. Below is a brief, chronological accounting of efforts to date.

Creating a Vision for the Blake Road Corridor

Blake Road Corridor Small Area Plan (2008-2009): To prepare for redevelopment opportunities created by the planned Southwest light rail transit corridor, the City and Hennepin County commissioned a small area plan to serve as a vision for the future of the Blake Road Corridor. A series of public meetings and workshops allowed for public input and participation throughout the entire project. This public process provided key insights into the study area. Comments related to the area's strengths, weaknesses, opportunities and liabilities were incorporated into the final plan and recommendations. The plan creates a vision for the Blake Road Corridor and recommends land use, urban design characteristics, and streetscape improvements in support of this vision. The Blake Road Corridor Small Area Plan was approved by the Hopkins City Council on May 19, 2009.

Stabilizing and Connecting the Corridor Community

Building Hope, Building Community: A Community Action Plan for the Blake Road Neighborhood (2008-2010): The Blake Road Corridor historically faced challenges with instability and crime. In 2005, the Hopkins Police Chief formed a task force to help stabilize the Blake Road community, which formally organized as the Blake Road Corridor Collaborative (BRCC). The BRCC consists of non-profit, faith, business, and government entities focused on building community in the corridor. As efforts shifted from short-term actions to a long-term focus, Wilder Research was contracted to conduct a survey of residents and businesses to clarify community members' concerns and inform a plan to address those concerns.

The Wilder Research community survey was supplemented by a community planning process led by the BRCC that helped inform the development of a community action plan. The goals of the planning process included staying connected to the interests and needs of the residents and businesses and supporting strategies to stabilize and improve the area. Over the past decade, the BRCC has implemented the community action plan to help stabilize and connect the corridor community.

Cottageville Park Expansion (2011-2015): As part of a project to restore Minnehaha Creek through its most heavily urbanized portion and upgrade a neighborhood park with crime issues, the City and District redesigned and expanded Cottageville Park. The City, in partnership with other members of the BRCC and District, led a robust community engagement process to shape the park plan, which resulted in new park and creek side amenities. Overall, the project transformed Cottageville Park by increasing the amount of green space along Blake Road, improving the water quality of the creek and increasing community access to the creek.

Refining and Implementing the Blake Road Corridor Vision

Blake Road Corridor LRT Station Area Guidelines (2015): In preparation for new light-rail transit investment in the corridor, the City and other members of the BRCC partnered with Twin Cities Local Initiatives Support Corporation (LISC) to explore different redevelopment scenarios with the community. At four community workshops facilitated by LISC, community members explored development options for sites along the corridor and developed recommendations that were integrated into the vision and guiding principles for the 325 Blake Road site.

Blake Road Station Transit Oriented Development Early Implementation (2017): This study took an in-depth look at potential redevelopment sites along the Blake Road corridor, including 325 Blake Road, and spent extensive time developing goals for each site and the corridor as a whole. Goals were refined and developed based on feedback from the community, obtained through a Local Initiative Support Corporation (LISC) Corridor Development Initiative (CDI) process and through City staff and City Council. Guidance on the goals was also provided by the Urban Land Institute-Minnesota Technical Advisory Panel.

325 Blake Road Project Engagement Outcomes to Date:

Shaped the Vision for the Site

The vision and guiding principles for the project at 325 Blake Road serve as important guides for the developer selection process and the redevelopment of the property. Community input collected during the above referenced Twin Cities LISC CDI process is reflected in the vision document and the guiding principles for the site.

Goals developed in the LISC CDI Process:

- Create stronger connections and walkability for the Blake Road area
- Preserve the neighborhood diversity
- Improve water and environmental quality
- Strengthen residential and neighborhood-oriented retail to enhance vitality and livability

These goals and their sub-elements were used to create the District and City's shared guiding principles for the restoration and development of the 325 Blake Road site. The City shared the draft development vision for the site with the community in September 2020, which encompasses the guiding principles stated below:

1. Creative design approach: Recognizing that the size and location of this property make it a unique development opportunity within a fully urbanized area, pursue a creative approach to design that is thoughtful of the environment, the social relationships between residents and the larger community, and brings something vibrant and new.
2. Transit Oriented Development: Embrace elements of Transit Oriented Development (TOD) based on its proximity to the Blake Road LRT Station, the adjacent Green Line Extension, and connections to trail systems. Consider recreational and commercial amenities within the vicinity of the Site. TOD densities, parking ratios and shared parking within the Site are

encouraged, as well as other transit-supportive uses such as jobs and neighborhood-serving retail.

3. Water focused approach: Feature Minnehaha Creek, the Minnehaha Creek Greenway, and storm water management elements as central to the identity and orientation of the Site.
4. Sustainability: Incorporate sustainable development components, such as construction materials and techniques, water and energy efficiency, renewable energy, waste management, and sustainability education elements.
5. Open design: Provide open design that establishes inviting views of Minnehaha Creek and allows for public access into the Site so that Minnehaha Creek becomes a community amenity. The design should permit easy access to and throughout the Site by pedestrians and bicyclists, while maintaining safety for all residents and users of the property.
6. Connections: Enhance physical and visual connections across Blake Road and to the Minnehaha Creek Greenway, Cedar Lake LRT Regional Trail, Blake Road LRT Station and Cottageville Park. The southwest corner of the Site is a key location due to its proximity to the Blake Road LRT Station, and development should embrace the prominence of this portion of the Site when looking at design and land use.
7. Inclusion: The Site is located in a very economically and culturally diverse neighborhood with a significant number of naturally-occurring affordable housing units. It is a goal to embrace that diversity and develop the site in a way that is equitable, seeks to honor and preserve the existing community and does not aim to gentrify the neighborhood.
8. Housing mix: Consider a variety of housing types, including ownership and rental for people at a mix of income levels and household sizes. All efforts should be made to mix the affordable units with the market rate units. If financial barriers prevent that, Site design should encourage interaction between buildings via shared common areas and amenity spaces throughout the Site. Because a majority of Hopkins housing units today are rental, the City is very interested in homeownership opportunities, especially for low and moderate income households.

325 Blake Road Project Engagement Moving Forward:

Through the community engagement plan, the City, District, and developer will commit to build upon the planning and community engagement work that has been done within the Blake Road Corridor to date, with authentic, inclusive, and robust engagement specific to the 325 Blake Road project. The community engagement plan will acknowledge that changes have occurred since the previous engagement and planning work (2008-2017) which may impact development of the site and should be taken into account, including adoption of the City's 2040 Comprehensive Plan, the market changes associated with the COVID-19 pandemic, and new residents in the community who should have an opportunity to participate and have their voices heard.

Project Partner Roles and Responsibilities:

- Minnehaha Creek Watershed District: The District currently owns the 17-acre site at 325 Blake Road. Once a developer has been selected and the necessary steps have been taken to reach a purchase agreement and satisfy all conditions of that agreement, ownership of approximately 12 acres of the site will be transferred to a developer. The District will retain approximately 5 acres of greenspace and creek frontage and lead efforts to restore the creek and connect it to the broader Minnehaha Creek Greenway.
- Developer: The selected developer will work collaboratively with the District, City, and community to develop a plan for the development, including integrating water and natural resources into the overall design. Once an acceptable development proposal is agreed to and the conditions of the purchase agreement are met, the developer will become the owner of approximately 12 acres of the 325 Blake Road site.
- City of Hopkins: The City will work with the developer to ensure that elements of the development such as land use, density, housing affordability, streets, parking and sustainability are consistent with the City's 2040 Comprehensive Plan, the zoning code, and other jurisdictional requirements. The developer would need to secure land use entitlements from the City Council to proceed with development.

Roles by project area:

Development: Developer & City lead this project area and related community engagement

- Development concept: housing, commercial, parking, bicycle and pedestrian flow through the site, connections to the Cedar Lake LRT Regional Trail, Blake Road LRT Station, and Cottageville Park
- Community space and amenities, such as plazas, public art, wayfinding, streetscape
- Aesthetics, such as architectural style and landscaping

Natural Area: District leads this project area and related community engagement

- Greenspace, such as level of active or passive uses for the greenspace
- Trail types
- Stormwater, such as type of water feature
- Number and type of access points along Minnehaha Creek (e.g., paddling access, view sheds)

Integration of natural area/development: The District, City and developer will collaborate to tie together the natural and built areas of the site

Stakeholder Overview:

The stakeholders with an interest in the 325 Blake Road site vary in scale from neighborhood level to regional. These stakeholder groups also have diverse interests in the development such as housing, commercial, recreational, environmental, fiscal impacts, and quality of life. Known stakeholder groups have been identified; however, given the size and scope of the development, additional stakeholders may be identified as the community engagement plan is developed.

Below is an overview of some of the key stakeholder groups that may have an interest in the project:

- Neighborhood – residents living near the site, local business employees working nearby, neighborhood organizations
- Business – Blake Road Corridor businesses, broader business community in the city of Hopkins
- Hopkins-wide – residents of Hopkins
- Local organizations—Blake Road Corridor Collaborative, Hopkins Business and Civic Association, Hopkins Apartments Managers Association
- Advocacy groups—Hopkins Housing Team, Access Hopkins, Hopkins Residents for Fiscal Responsibility
- Creek communities in the watershed – residents in the cities of St. Louis Park and Edina bordering Minnehaha Creek
- Recreational – people who recreate on Minnehaha Creek and use the Cedar Lake LRT Regional Trail
- Government –Metropolitan Council, Hennepin County, Three Rivers Park District

Methods of Engagement:

Project partners will engage stakeholders using a variety of methods to facilitate broad and diverse participation in a community engagement process that reflects neighborhood, city-wide and watershed-wide interests in the site.

Methods of engagement will:

- Go beyond the engagement processes required by statute and proactively seek to meet stakeholders where they are at in the community. Proactive engagement, such as attending existing stakeholder events within the community, will be used alongside the public meetings and comment periods which are required by law.
- Utilize remote and online tools such as virtual meetings, project websites, interactive mapping, surveys, videos, etc. to broaden the reach of engagement efforts and protect public health.

- Strive to ensure the process is accessible by addressing barriers related to technology, language, and physical access.
- Contain feedback loops which update community members on the outcomes of engagement processes and how input influenced the project.
- Undergo continual assessment and adjustment to reflect the needs and preferred engagement methods of the community.

Additional Elements of the Community Engagement Plan:

The community engagement plan will also include the following elements, to be determined in conjunction with the selected master developer:

- Schedule and timeline for engagement, including the number and type of engagement activities.
- Budget, which will take into account engagement materials, language translation and interpretation needs, refreshments, and other costs associated with implementation of the community engagement plan.
- Responsibilities of the District, City, and the selected master developer in implementing the community engagement plan.



August 9., 2021

Dear Neighbor and City of Hopkins Resident:

Alatus has applied to the City of Hopkins for concept plan review of our redevelopment proposal of the former Cold Storage Facility, located at 325 Blake Road North. This proposed redevelopment will consist of a spectrum of for-sale and rental housing for wide ranging affordability levels as well as a regional stormwater filtration facility and a revitalization of vital natural resources in the vicinity of the project. We are excited to share our proposed plans with our neighbors, listen to your feedback, and answer any questions regarding such plans. It is important to note that the concept plan review process allows us to share our plans with the public and the City of Hopkins and gather feedback. It does not either approve or deny the project. We will use this feedback to help further refine our plans and eventually apply for formal city approvals at a future time (most likely before the end of the year), so your input at this concept review level is an important part of our project development process.

We would like to invite you to attend a neighborhood meeting at Cottageville Park Pavilion, 415 Blake Road North, where plans for this project will be presented. The meeting will be held on August 19 at 6:30 pm.

As part of the concept plan review process, the City of Hopkins will also review and comment on our plans during two upcoming public meetings. It is our understanding that the Hopkins Planning & Zoning Commission will review our application on August 24 starting at 6:30 p.m., and the Hopkins City Council will review our application on September 7 starting at 7:00 p.m. More information about the meetings can be found on the City's website (www.hopkinsmn.com).

If you would like to speak with someone regarding the project proposal, or if you would like to request any documentation regarding our plans, you can contact Chris Osmundson, Director of Development. He can be reached at (612) 455-0712 or e-mail at cbosmundson@alatusllc.com.

Sincerely,

Chris

325 Blake Road Concept Plan Neighborhood Meeting

Alatus has applied to the City of Hopkins for concept plan review of the project proposed for 325 Blake Road North that includes a variety of housing and some commercial space.

We are excited to share our proposed plans with our neighbors, listen to your feedback, and answer any questions regarding the plans.

It is important to note that the concept plan review process allows us to share our plans with the public and the City of Hopkins and gather feedback. It **does not** either approve or deny the project.

We will use this feedback to help further refine our plans and eventually apply for formal city approvals at a future time.

Your input at this concept review level is an important part of our project development process and is the first of many opportunities to provide feedback on this project.

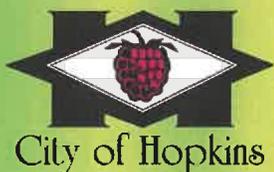
Learn more about the project:



Thursday, August 19

6:30 to 8 p.m. | Cottageville Park Pavilion
415 Blake Road N

A unique partnership between:



ALATUS



325 Blake Road

Concept Plan Neighborhood Meeting

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We are excited to share our proposed plans with our neighbors, listen to your feedback, and answer any questions regarding the plans.

It is important to note that the concept plan review process allows us to share our plans with the public and the City of Hopkins and gather feedback. It **does not** either approve or deny the project.

We will use this feedback to help further refine our plans and eventually apply for formal city approvals at a future time.

Your input at this concept review level is an important part of our project development process and is the first of many opportunities to provide feedback on this project.

Learn more about the project:



Thursday, August 19

6:30 to 8 p.m. | Cottageville Park Pavilion
415 Blake Road N

A unique partnership between:



From: butch@aabaca.com
To: [Jason Lindahl](#)
Cc: [Billee Kraut](#); [butch johnson External](#)
Subject: [EXTERNAL] 325 Blake Road Question
Date: Tuesday, August 24, 2021 10:13:22 AM

Dear Jason Lindahl,

Wondering why some of the rental properties proposed for the 325 Blake Road project are either totally affordable or totally market rate with some of the properties being mixed market rate. Why not have all of the rental properties mixed market? We understand that getting funding on the lower AMI rental properties is difficult. Aren't most of the affordable in this project proposed 50% AMI or above and would be available for mixed market funding?

We're supporters of inclusionary/mixed rate housing and believe it's important when building housing communities that all economic parties are allowed to reside in the same spaces. We believe when building housing communities it's important to encourage and allow neighbors to get to know each other.

Please share with the Planning & Zoning Commission.

Thanks

Butch Johnson & Billee Kraut

140 11th Ave. N

612-250-6309 cell

From: [Hopkins Community Housing Team](#)
To: [Jason Lindahl](#)
Subject: [EXTERNAL] 325 Blake Road - Concept Review
Date: Tuesday, August 24, 2021 3:21:42 PM

Hello Jason,

Could you please share the following comments with the Hopkins Planning & Zoning Commission this evening?

The Hopkins Community Housing Team would like to express support for the inclusion of affordable housing in the concept plans for 325 Blake Road, which includes units affordable at 50, 60, and 80% AMI. In addition to these planned units, we would also like to encourage the inclusion of units affordable at 30% AMI to ensure that there is a range of homes that are accessible for all families and to fully support the vision for an inclusive development. In addition to affordable rental units, we also support and encourage affordability related to the for-sale units to provide homeownership opportunities for Hopkins community members, including first time homebuyers. Lastly, we are supportive of affordability in the commercial spaces to provide opportunities for neighborhood-serving businesses.

Sincerely,
Hopkins Community Housing Team

-----Original Message-----

From: Amy Domeier <adomeier@HOPKINSmn.com>

Sent: Tuesday, August 17, 2021 1:35 PM

To: Kersten Elverum <kelverum@hopkinsmn.com>; Jan Youngquist <jyoungquist@HOPKINSmn.com>; Mike Mornson <mmornson@HOPKINSmn.com>

Subject: FW: [EXTERNAL] 325 Blake Rd

Amy Domeier, City Clerk

City of Hopkins | 1010 First Street South | Hopkins, MN 55343

Office: 952.548.6304 | Fax: 952.935.1834 | www.hopkinsmn.com

-----Original Message-----

From: wayne faris <waynefaris@hotmail.com>

Sent: Tuesday, August 17, 2021 1:32 PM

To: Amy Domeier <adomeier@HOPKINSmn.com>

Subject: [EXTERNAL] 325 Blake Rd

Dear Ms Domeier

I don't know if you're the correct person to whom this should be addressed but I'll start here.

I live in the Creekwood Apt Complex in Hopkins and have resided there for approximately 6 years. During the time when the facility at 325 Blake Rd was demolished there were apparently no noise mitigation procedures in place. Since the Creekwood complex (with 180 + apartments) is directly across the creek from 325 Blake Rd we bore the brunt of the demolition noise which in my mind was totally unreasonable. I was frequently awakened at or before 6:00 am with the screeching of metal being torn apart. Unreasonably early and unreasonably loud and also very frequent.

I would request that the City of Hopkins at least explore with the developer what noise mitigation might work for this development.

I think this development is positive for the community and I'm in no way suggesting it should be derailed. However, the demolition was very difficult to endure and I'd like to see at least some effort go into thinking about reducing the noise issues for this project in the future.

Thank you.

Wayne Faris.

Sent from my iPhone



**APPROVE PROPOSED 2022 LEVY, PROPOSED 2022 GENERAL
FUND BUDGET AND SET BUDGET MEETING DATE**

Proposed Action.

Staff recommends that the Council approve the following motion: Approve Resolution 2021-048 “Approving proposed 2022 tax levy, debt service levies at levels under those required in bond covenants, proposed general fund budget, and setting budget meeting dates”.

Adoption of resolution 2021-048 will set a maximum tax levy for 2022, will set debt levies at amounts sufficient to pay debt service requirement taking into consideration other revenue sources and fund reserves, approve a proposed 2022 general fund budget and set the Truth in Taxation hearing for Monday, December 6, 2021.

Overview:

The City is required to certify a proposed tax levy and submit to Hennepin County by September 30th. Approval could happen on September 7th or 21st. This will be the maximum levy for 2022 and can only be reduced. The certified levy amount is also used for truth in taxation notices.

The City must hold a public hearing on the budget between November 25th and December 28th. The proposed date of December 6th would allow time to consider comments heard at the public hearing before passing a final tax levy and budget. The date does not conflict with public hearings of Hopkins School District or Hennepin County.

A proposed tax levy and budget has been prepared and reviewed. Adoption of the final budget will occur in December 2021 following the public hearing.

Supporting Information:

- Overview of Preliminary Tax Levy and General Fund Budget
- 2022 Preliminary General Fund Budget
- 2022 Tax Levy Summary
- Truth in Taxation Insert
- 2022 Budget Preparation Schedule
- Resolution 2021-048

A handwritten signature in black ink, appearing to read 'Nick Bishop'.

Nick Bishop, Finance Director

Overview of Preliminary Tax Levy and General Fund Budget

A draft version of the 2022 Budget and Tax Levy was prepared by staff and presented to City Council on July 13th. The City also hosted a budget engagement session on August 16th that reviewed a similar version of the budget and tax levy. Local Government Aid amounts were certified and published the last week in July. We have incorporated the certified amount of \$880,066 in this budget. This is an increase of \$26,395 over the draft budget presented on July 13th and results in a reduction to the tax levy of the same amount.

2022 General Fund Budget

The proposed 2022 General Fund Budget will meet the needs of the community and provide the services residents have come to expect. The budget being presented restores previous reductions made for crack sealing, tree re-planting and pole painting.

The General Fund budget is balanced. Revenues and expenditures are both set at \$16,210,954, a \$460,116 or 2.92% increase from 2021. The general fund tax levy needed to support this budget is \$13,257,073, a \$448,521 or 3.50% increase from 2021.

2022 Tax Levy

The 2022 Tax Levy has been prepared based on debt service needs, prior year ERP/CIP documents and initial budgets for special revenue funds. The levy being presented restores reductions made for Burnes Park debt service, capital improvements and equipment. The total tax levy is \$18,409,708, this is a \$621,324 or 3.49% increase from 2021. Based on preliminary tax capacity information, city taxes on a median value home (\$315,000) would be \$2,037, which is a \$182 increase from 2021.

**City of Hopkins
General Fund Revenue Budget
For the Year Ending December 31, 2022**

Proposed
September 7, 2021

Department	2021 Budget	2022 Budget	% Increase (Decrease)
Property Taxes	12,893,552	13,342,073	3.48%
Intergovernmental Revenue			
Local Government Aid	853,671	880,066	
Intergovernmental Revenue - Other	621,000	622,000	
Total Intergovernmental Revenue	1,474,671	1,502,066	1.86%
Licenses, Permits & Fines			
Court Fines & Penalties	176,000	176,000	
Building Permits & Inspections	479,300	475,500	
Inspection Fines & Citations	6,000	2,500	
City Clerk - Business Licenses	7,000	7,000	
PD - Liquor, Animal Licenses & Penalties	97,800	98,300	
Fire - Licenses & Permits	300	2,300	
Public Works - Licenses & Permits	19,415	19,415	
Planning & Zoning - Licenses & Permits	1,000	1,000	
Total Licenses, Permits & Fines	786,815	782,015	-0.61%
Charges for Service			
Finance Department	5,500	5,500	
Assessing	3,000	3,000	
Inspections	103,900	109,400	
Police	35,000	35,000	
Fire	10,500	10,500	
Public Works	3,150	3,150	
Activity Center	67,500	90,000	
Total Charges for Service	228,550	256,550	12.25%
Miscellaneous Revenue			
Franchise Fees	296,200	296,200	
Miscellaneous	15,250	15,250	
Finance Department	2,000	3,000	
Police	500	500	
Fire	3,500	3,500	
Public Works	5,300	5,300	
Activity Center	14,500	4,500	
Community Development	30,000	-	
Total Miscellaneous	367,250	328,250	-10.62%
Total Revenues	15,750,838	16,210,954	2.92%

**City of Hopkins
General Fund Expenditure Budget
For the Year Ending December 31, 2022**

**Proposed
September 7, 2021**

Department	2021 Budget	2022 Budget	% Increase (Decrease)
City Council	102,095	104,699	2.55%
Administrative Services	866,311	920,069	6.21%
Finance	426,278	454,887	6.71%
Legal	200,000	225,000	12.50%
Municipal Building	390,560	383,927	-1.70%
Assessing	245,920	267,914	8.94%
City Clerk	176,656	217,382	23.05%
Inspections	879,588	908,710	3.31%
Police	6,242,453	6,388,375	2.34%
Fire	1,566,528	1,615,798	3.15%
Public Works	3,469,191	3,551,941	2.39%
Recreation	291,339	295,457	1.41%
Activity Center	456,798	465,998	2.01%
Planning & Zoning	233,000	203,108	-12.83%
Community Development	114,921	118,489	3.10%
Tuition Reimbursement	19,200	19,200	0.00%
Contingency	50,000	50,000	0.00%
Transfer to Other Funds	20,000	20,000	0.00%
Total Expenditures	15,750,838	16,210,954	2.92%

**City of Hopkins
Tax Levy
For the Year Ending December 31, 2022**

**Proposed
September 7, 2021**

Purpose	Actual FY2021	Proposed FY2022	% Increase (Decrease)
General Operations			
General Fund	12,808,552	13,257,073	3.50%
Capital Levy	-	200,000	100.00%
Arts Center	331,182	339,317	2.46%
Pavilion Fund	340,000	340,000	0.00%
Equipment Replacement	200,000	250,000	25.00%
Total General Operations	13,679,734	14,386,390	5.17%
Debt Levy	4,108,650	4,023,318	-2.08%
Total Levy	17,788,384	18,409,708	3.49%



City of Hopkins

2022 BUDGET/TAX SNAPSHOT

2022 PROPOSED TAX LEVY

On September 7, 2021 City Council adopted a 2022 proposed tax levy of \$18,409,708 or a 3.49 percent increase from 2021. **The City Council will meet and discuss the proposed tax levy throughout the fall.**

The final levy adopted in December must be at or lower than this amount. The levy provides for the continuation of outstanding customer service by City workers, exceptional police and fire protection and helps maintain a vibrant, authentic downtown.



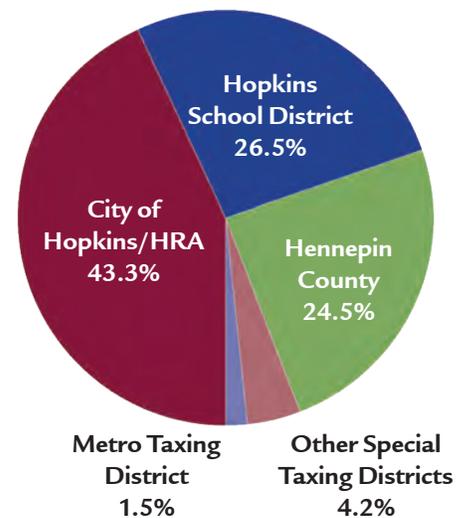
The tax levy supports the services listed in the chart to the right:

PROPERTY TAX OVERVIEW

The City portion of your property taxes may go up or down at a different rate than the City's **overall** tax levy. This is due to several factors, including the change in the value of your property and the changes in the values of other properties in Hopkins.

Your property taxes are divided among several taxing entities. In 2021, approximately 43 percent of your taxes went toward City Services and 57 percent to other taxing jurisdictions.

Property Taxes Paid (2021)



HOW CAN I PARTICIPATE IN THE BUDGET PROCESS?

Public participation is an important part of establishing a budget that meets the needs of our community.

The City previously hosted a budget engagement session on August 16. The session was recorded and available for viewing on the City's website at www.hopkinsmn.com/466/City-Budget-Process.

The Hopkins City Council will hold a public hearing Monday, December 6th, to give taxpayers the opportunity to comment on the proposed budget and tax levy. Written comments may also be submitted to the City in advance and can be sent to nbishop@hopkinsmn.com or through the City's website at www.hopkinsmn.com/466/City-Budget-Process.

The final budget and tax levy will be approved by City Council on December 6, 7 or 21.

City of Hopkins
2022 Budget Preparation Schedule for City Council

The following table outlines the **tentative** schedule for discussions on important aspects of the City’s Budget.

Meeting Date	Meeting Type	Subject	Details
January 19	Regular Meeting	Finance Update	-Overview of Community Engagement Plan and Budget Preparation Schedule for 2022 Budget
January-February	Regular Meetings & Work Sessions	Department Updates	-Planning and Development -Police and Fire -Public Works -Community Services and Administration
March 16	Work Session	Financial Management Plan	-Presentation on FMP -Decision on Infrastructure Projects in 2022 -Decision on Burnes Park Debt Service in 2022
April-July	N/A	Internal Preparations	-2020 Audit Ongoing -Departments Prepare Budgets, Equipment Replacement and Capital Improvement Schedules
July 13	Work Session	Review 2022 Tax Levy and General Fund Budget	-First Draft
August 10	Work Session	Review Capital Improvement Plan (CIP) and Equipment Replacement Plan (ERP)	-Park Dedication Fund -Permanent Improvement Revolving Fund (Street Projects) -Equipment Replacement Levy

City of Hopkins
2022 Budget Preparation Schedule for City Council

Meeting Date	Meeting Type	Subject	Details
August 16 (Monday)	Budget Engagement Session	Review 2022 Tax Levy and General Fund Budget	-Presentation -Question and Answer Session
September 7	Regular Meeting	Review 2022 Tax Levy and General Fund Budget	-Preliminary for approval on September 21
September 21	Regular Meeting	Approve Preliminary Tax Levy and General Fund Budget	-Must be approved by September 30
October 12	Work Session	Review Enterprise Fund Budgets and Utility Rates	-Water -Storm Sewer -Pavilion -Sewer -Refuse
November 3	Regular Meeting	Approve CIP, ERP and Utility Rates	
November 9	Work Session	Review Special Revenue Budgets and Activity Center Budget	-Chemical Assessment -Economic Development -Communications -Activity Center -Parking -Depot -Arts Center
December 6 (Monday)	Regular Meeting	Truth in Taxation Hearing	-Overview of 2022 Budget and Tax Levy -Public Comment
December 7	Regular Meeting	Approve Final Budget & Tax Levy	
December 21	Regular Meeting	Approve Final Budget & Tax Levy	-Last scheduled meeting to approve

CITY OF HOPKINS

Hennepin County, Minnesota

RESOLUTION NO. 2021-048

RESOLUTION APPROVING THE PROPOSED 2022 TAX LEVY, SETTING DEBT SERVICES LEVIES AT LEVELS UNDER THOSE REQUIRED IN THE BOND COVENANTS, APPROVING THE PROPOSED 2022 BUDGET, AND SETTING BUDGET MEETING DATE

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF HOPKINS, MINNESOTA,

That the following sums be levied for 2022 upon the taxable property in the City of Hopkins, for the following purposes.

General Levy

General \$14,386,390

Special Levies

Debt Levies	
2014A GO Bonds	97,000
2014B GO Refunding Bonds	675,000
2015A GO Street Reconstruction Bonds	250,000
2015B GO Tax Abatement Bonds	125,000
2016A GO Improvement Bonds	100,000
2016B GO Tax Abatement Bonds	38,041
2016C Equipment Certificates	240,000
2017A GO Street Reconstruction Bonds	915,000
2017B GO Tax Abatement Bonds	156,130
2018A GO Equipment Certificates	82,582
2018A GO Improvement Bonds	425,000
2019A GO Bonds	342,097
2019B GO Refunding Bonds	95,000
2020A GO Bonds	150,000
2020B GO Refunding Bonds	332,468

Subtotal Special Levies 4,023,318

Total Levy \$18,409,708

That based upon staff analysis of specials assessments currently levied for Permanent Improvement Bonds, alternative revenue sources for the Capital Improvement Bonds and Equipment Certificates, and available reserves within all debt service funds listed below, that the debt service levies for 2022 for the following issues be levied at amounts less than that provided by the bond covenants.

<u>Bond Issue</u>	<u>Net Debt Service Levy</u>
\$1,895,000 G.O. Improvement Bonds of 2014A (B2964)	\$ 97,000
\$6,345,000 G.O. Refunding Bonds of 2014B (B2983)	\$ 675,000
\$4,100,000 G.O. Street Reconstruction bonds of 2015A (B3031)	\$ 250,000
\$2,940,000 G.O. Tax Abatement Bonds of 2015B	\$ 125,000
\$4,335,000 G.O. Improvement Bonds of 2016A (B3123)	\$ 100,000
\$11,795,000 G.O. Street Reconstruction Bonds of 2017A (B3198)	\$ 915,000
\$3,170,000 G.O. General Obligation Bonds of 2017B	\$ 156,130
\$6,715,000 G.O. Bonds of 2018A (B3024)	\$ 425,000
\$12,185,000 G.O. Bonds of 2019A (B3025)	\$ 342,097
\$2,015,000 G.O. Refunding Bonds of 2019B (B3026)	\$ 95,000
\$8,585,000 G.O. Bonds of 2020A (B3027)	\$ 150,000

That the Proposed 2021 General Fund Budget be set at \$16,210,954.

That the budget meeting to discuss the 2022 budget and tax levy be set for December 6, 2021 at 7:00 PM in the City Council Chambers.

BE IT FURTHER RESOLVED that the City Clerk is hereby ordered and directed to transmit a certified copy of this resolution to the County Auditor of Hennepin County, Minnesota.

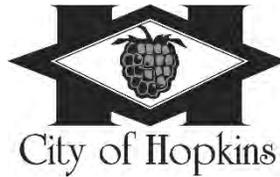
Adopted by the City Council of the City of Hopkins this 7th day of September 2021.

By _____
Jason Gadd, Mayor

ATTEST:

Amy Domeier, City Clerk

September 7, 2021



Council Report 2021-080

APPROVE PROPOSED 2022 HRA/EDA TAX LEVY

Proposed Action

Staff recommends adoption of the following motions:

Move to approve Resolution 2021-049 Approving proposed 2022 HRA tax levy.

Overview

The City is required to certify a proposed HRA/EDA tax levy and submit it to the county by September 30th. There are levy limits for HRA/EDA levies which are based on the market value of personal and real estate property. For Hopkins the market value is \$2,349,997,300 and the allowed levy is 0.0185% of total market value or \$434,749, which would be a \$56,679 or 14.99% increase from 2021. The proposed levy is \$391,302, which is an increase of \$13,232 or 3.50% from 2021.

A proposed Economic Development Fund budget is in the process of being prepared using the proposed levy. This is the main income source for our economic development activities and therefore the levy plays an important role in our continued efforts for redevelopment. When the budget is presented for review we have the opportunity to reduce but not increase the levy at that time.

Staff is recommending that council approve the resolution setting the proposed levy for HRA/EDA operations at \$391,302.

Supporting Information

- Resolution 2021-049

A handwritten signature in black ink, appearing to read 'Nick Bishop', is written over a horizontal line.

Nick Bishop, Finance Director

CITY OF HOPKINS
Hennepin County, Minnesota
RESOLUTION NO. 2021-049

RESOLUTION APPROVING THE
PROPOSED 2022 HRA TAX LEVY

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF HOPKINS, MINNESOTA,

That the following sum be levied for 2022 upon the taxable property in the City of Hopkins, for the following purposes.

HRA/EDA Levy

Housing & Redevelopment Authority Levy

\$ 391,302

That the levy is under the maximum allowable based on 0.01850% of market value as allowed by law for the City's Economic Development purposes.

BE IT FURTHER RESOLVED that the City Clerk is hereby ordered and directed to transmit a certified copy of this resolution to the County Auditor of Hennepin County, Minnesota.

Adopted by the City Council of the City of Hopkins this 7th day of September 2021.

By _____
Jason Gadd, Mayor

ATTEST:

Amy Domeier, City Clerk



**RESOLUTION APPROVING HOPKINS BUSINESS
RETENTION PILOT PROGRAM**

Proposed Action.

Staff recommends that the Council approve the following motion: Approve Resolution 2021-050 Approving Hopkins Business Retention Pilot Program.

Overview:

City Council has expressed an interest in creating a program to incentivize businesses to stay in Hopkins. Staff created an outline of a program that was discussed at the August 17th City Council meeting. Based on feedback received, a program is being presented tonight for approval.

The Hopkins Business Retention Pilot Program (the Program) is intended to support businesses that have been displaced by redevelopment near light rail stations. The Program will provide reimbursements of up to \$3,000 for businesses that choose to stay in Hopkins. This is a pilot program to gauge the effectiveness of the reimbursement. The Program budget is limited to \$24,000 and will be disbursed on a first come first serve basis. The Program is funded through the City's Economic Development Fund.

Reimbursements will be in the form of a forgivable loan with a 0.0% interest rate. Loan awards must be utilized within 6 months. Funds will be disbursed after recipients have provided documentation showing the loan has been utilized according to program guidelines. After one year of operations the new site, The City of Hopkins will forgive the loan.

The City may only use public funds when a public purpose for the expenditure exists. Providing payments to a closed business, a business no longer in Hopkins or a business already operating in a new location would not pass the public purpose test.

Supporting Information:

- Resolution 2021-050
- Program Guidelines

A handwritten signature in black ink, appearing to read 'Nick Bishop', written over a horizontal line.

Nick Bishop
Finance Director

**CITY OF HOPKINS
HENNEPIN COUNTY, MINNESOTA**

RESOLUTION 2021-050

**RESOLUTION APPROVING HOPKINS BUSINESS
RETENTION PILOT PROGRAM**

WHEREAS, Hopkins Businesses have been displaced due to redevelopment projects approved by City Council and given limited notices to vacate ; and

WHEREAS, due to these occurrences Hopkins Business will be impacted and experience financial or other hardships;

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Hopkins, Minnesota, that:

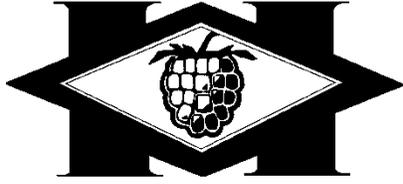
1. The City will establish a Business Retention Pilot Program to encourage Hopkins Businesses to remain in Hopkins by providing a reimbursement of up to \$3,000 for capital costs at the business new commercial space. The City authorizes a total of up to \$24,000 to be used for the program.
2. The City Manager and staff are hereby authorized and directed to create such program and enter into agreements.

Adopted by the City Council of the City of Hopkins this 7th day of September, 2021.

By: _____
Jason Gadd, Mayor

ATTEST:

Amy Domeier, City Clerk



City of Hopkins Business Retention Pilot Program

Purpose

The City of Hopkins is offering a forgivable loan program for businesses that are displaced by redevelopment. The purpose of the program is to encourage Hopkins businesses to stay in Hopkins by providing reimbursement of up to \$3,000 for capital costs at the businesses new commercial space. This is a pilot program to gauge the effectiveness of the reimbursement. The funds will be made available beginning September 8, 2021 and end on December 31, 2022. The program budget is limited to \$24,000 and will be disbursed to qualifying applicants on a first come first served basis.

Eligible Applicants

To be eligible to receive a forgivable loan through the program, applicants must meet all of the following criteria:

- Demonstrate that its business is being displaced due to a redevelopment project that has been approved by the City and that the business has received less than a 120 day notice to vacate;
- The current and new location for the business are within the City of Hopkins and have a physical address that is a brick and mortar facility for commercial use;
- The current location is within one-quarter mile radius of a light rail station;
- Be a business or non-profit entity that has been in operation one year prior to applying to the program;
- Be a legal entity registered and in good standing with the Minnesota Secretary of State or a sole-proprietorship operating under the owner's name and not required to register with the Minnesota Secretary of State
- Be in compliance with city ordinances, codes, licensing and must not have any delinquent taxes, bills, or other charges due to the City;
- The location and use of the new commercial space must be in compliance with 2020 MN State Building Code and the Hopkins Zoning Code, including being a conforming use.
- Owner of multiple business may only receive one loan; and
- Businesses may only receive one loan for the duration of the program or any similar program.

Ineligible Applicants

The Retention Incentive Loan is not available to businesses that:

- Do not have a physical commercial address located within the City of Hopkins.
- Derive income from passive investments without operation ties to operating businesses
- Generate income from adult-oriented activities.
- Are owned or operated by elected City Officials

Eligible Improvements

All costs must result in permanent building improvements

- Exterior/interior painting or re-siding
- Restoration of exterior/interior finishes and materials
- ADA Improvements
- Masonry repairs and tuck pointing
- Repair, replacement of installment of windows and doors
- Window and cornice flashing and repair
- Canopy or awning installation or repairs
- Installation or repair of exterior signage
- Removal of barriers to access inside or outside the building for people with disabilities
- Exterior/interior lighting
- Interior window displays
- Window, wall and hanging signage advertising the business name and identity
- Installation of walls, doors, outlets, cabinets or shelving
- Installation of new carpet or flooring
- Building permit fees

Ineligible Improvements

- Improvements in progress or completed prior to preliminary approval
- Improvement paid for by the landlord or through a tenant improvement allowance
- Routine maintenance
- Billboards
- Roofing
- Mechanical and HVAC systems
- Pylon, temporary, or roof signs
- Lease payments

Loan Guidelines

1. **Amount:** A business may apply for a one-time forgivable loan not to exceed \$3,000. Each approved business's maximum loan amount shall be limited to their identified eligible expenses.
2. **Interest Rate:** All loans shall have an interest rate of 0.0%.
3. **Term:** All loan awards must be utilized within six months of the date of the loan agreement.
4. **Forgiveness:** The loan will be forgiven and the loan agreement terminated by the City one year after the date of the loan agreement if the business is still operating in the commercial space that was improved using the retention loan proceeds.
5. **Termination:** Hopkins retains the right to terminate any agreement for funds and demand repayment of the loan if a loan recipient is found to be in violation of any conditions set forth in the eligibility guidelines or loan agreement.
6. **Right to Deny:** Hopkins retains the right to deny any application for funding.
7. **Funding Availability:** The program has limited funds available. Loans will be dispersed on a first come first served basis until the loan funds are exhausted.
8. **Indemnification:** All loan recipients shall be required to indemnify the City of Hopkins and any officers on their behalf.

Loan Process

There is no fee to apply for the Hopkins Retention Incentive Program.

Applications for the program are required to be submitted online at the City of Hopkins website. A completed online application with all question answered and itemized budget for use of the funds are required to apply. City staff will review the application to ensure eligibility.

Upon a successful loan application being awarded, the loan recipient shall enter into a loan agreement with the City of Hopkins. Funds shall be distributed on a reimbursement basis. The loan recipient will provide documentation of how the loan has been utilized and provide evidence in the form of paid invoices, statements, or similar documentation. The City will provide reimbursement within two weeks after receipt of acceptable documentation

After a one year of operations at the new site, the City of Hopkins will forgive the loan and terminate the loan agreement.