

**CITY OF PLYMOUTH
AGENDA
Special City Council
Medicine Lake Room
3400 Plymouth Boulevard, Plymouth, MN
August 12, 2025, 5:00 PM**

1. CALL TO ORDER

2. TOPICS

- 2.1** Yard waste site management follow-up discussion
 - 1. Yard Waste Site Presentation
- 2.2** Review council policies and discuss listening sessions
 - 1. Council Policies Presentation
 - 2. Conduct of Regular Meetings Policy
 - 3. Council Communications Policy
 - 4. Code of Ethics Policy
 - 5. Commission Appointments and Performance Policy
 - 6. Memo on Commissioner Removal Process
 - 7. City Attorney Work Policy
 - 8. Building Dedication Plaques Policy
 - 9. Expense Reimbursement and Travel Policy
 - 10. Human Services Funding Policy
 - 11. Meal and Refreshment Policy (to be repealed)
 - 12. Public Purpose Expenditure Policy (adopted May 2024 as reference)
 - 13. Proclamation Policy
 - 14. Use and Retention of Government Data Policy
 - 15. Role of Council Coordinating Representative
 - 16. Bloomington - Listening Session Guidelines
 - 17. Eagan - Listening Session Information
 - 18. Red Wing - Listening Session Example (budget)
 - 19. Rochester - Listening Session Example (redistricting)
 - 20. Memo on Responding to Resident Questions
- 2.3** Set future study sessions
 - 1. Calendar

3. ADJOURNMENT

To: Dave Callister, City Manager

Prepared by: Jennifer Tomlinson, Parks and Recreation Director

Reviewed by:

Item: Yard waste site management follow-up discussion

1. Action Requested:

Review options for the City of Plymouth Yard Waste Site.

2. Background:

On April 8, 2025, Council heard a presentation from staff on the history and issues associated with the current yard waste site. Council was briefed on the capacity issues the site is facing, details on the amount of yard waste processed on site and potential options moving forward. Staff presented an option for the future that included partnering with a third party to relocate and run the site. The council gave staff the direction to explore the concept in more detail.

The location presented for potential relocation is adjacent to the Nature Canyon property located along 494 off Schmidt Lake Road. In order to make the relocation feasible for the third party, the adjoining property owner was contacted to understand their interest in expanding our use of their property to include a public-facing operation. The property owner has declined our request due to their potential future uses. The resulting deficit of space makes relocation impractical.

Staff will present the following options for council consideration:

1. Continue to operate out of the current space
2. Close the site to the public with no relocation plan
3. Opt in to the Maple Grove site
4. Explore curbside collection

3. Budget Impact:

No budget impact at this time.

4. Attachments:

1. Yard Waste Site Presentation



Yard Waste Site Follow up

Jennifer Tomlinson, Parks and Recreation Director

Michael Thompson, Public Works Director



Agenda

- Recap of April meeting
- Neighboring cities examples
- Invasives
- Options moving forward

History

The current ~2-acre Yard Waste site was created to assist residents with disposal of leaves and grass clippings over 40 years ago.

In the early- 1990's, burning diseased tree debris was banned by the state. Trees and brush were added to the list of acceptable items.

In 2001, grass clippings were no longer accepted as environmentally friendly disposal alternatives were available (backyard compost pile/bins, contractor pick up, mulching mowers, etc.)

The City population and corresponding yard waste quantities have grown, but the site remained the same size resulting in more frequent screening, grinding and hauling.

The market for the yard waste material finished products has fluctuated greatly resulting in larger disposal costs.



What is the yard waste site?

- Designated area for yard waste for residents of Plymouth, Medicine Lake, Wayzata and Long Lake. Need proof of residence (drivers license or utility bill).
- No commercial haulers or landscapers-new change last year
- Open April – November:
 - Wednesday –Friday: 3 – 8 pm
 - Saturday – Sunday: 10 am – 5:30 pm
 - Monday and Tuesday: closed for site maintenance
- Materials must be separated, debugged and unloaded by the resident. Empty bags must be taken, there are no trash receptacles on site.
- After residents drop off their material, the site collects material until the grinding and hauling contractor can come in and either grind the material into mulch or remove it.
- Paid for by every household through utility billing and subsidies from the Park and Recreation general fund and Public Works budgets.



Accepted items	Unacceptable items
Spring/Fall rakings and thatch	Grass clippings
Leaves	Sod or soil
Soft, vegetative garden waste	Retaining wall bricks or landscape rock
Tree waste	Stumps
Diseased trees, brush and logs	Christmas trees

Current operation



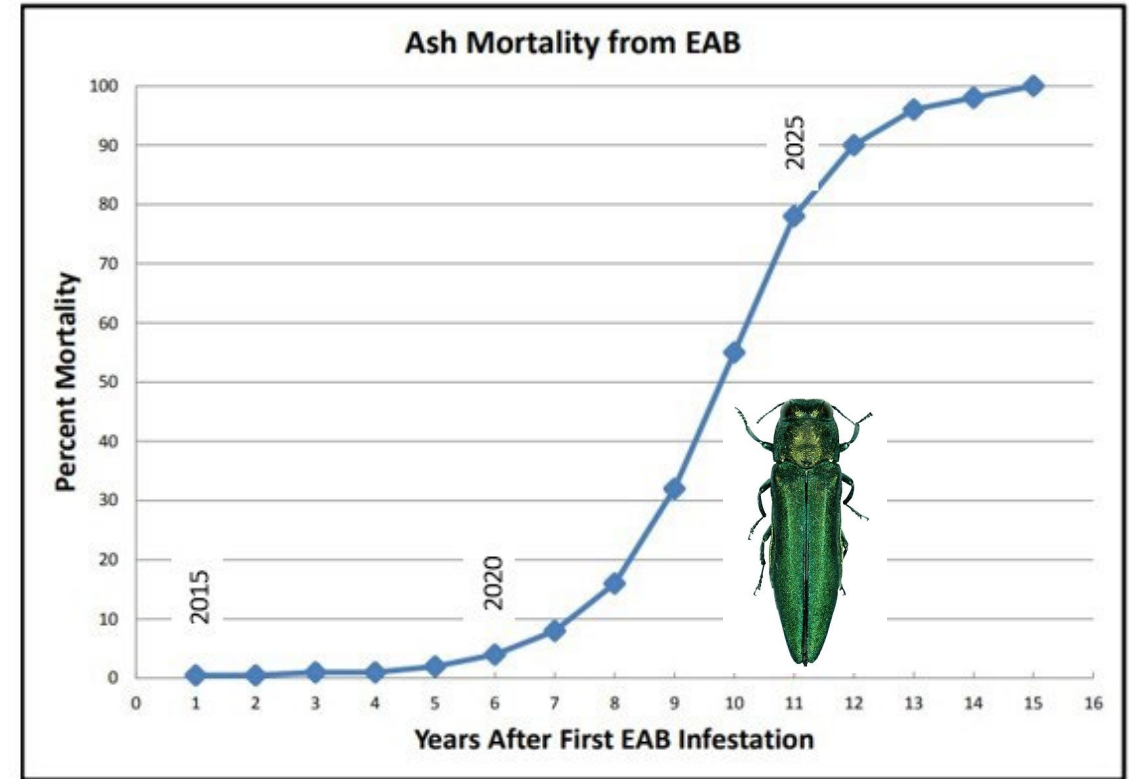
Comparable Cities

City	City	Program	None	Notes
Apple Valley			X	
Lakeville			X	
Edina			X	
Burnsville			X	
Eagan			X	
Eden Prairie	X			Does not offer curbside collection, accepts grass clippings
Golden Valley		X		Offers annual curbside brush pick-up and leaf drop off, 3 weeks/weekends each
Bloomington		X		Optional fee for yard waste pickup along with trash collection(full season subscription \$95.42) April-November weekly
Maple Grove	X			Brooklyn Center, Brooklyn Park, Dayton, Champlin, New Hope, Crystal, Rogers all opt-in to this site run by Lynde.
St. Louis Park	X	X		Offers curbside collection(no additional charge) and has site run ⁶ by a private contractor



Issues

- Site has not grown to accommodate increased population.
- Increase in volume is a direct result of Emerald Ash borer (EAB) infestation in Plymouth. 2015 had the first positive identification of EAB in Plymouth. The infestation follows a predictable curve, and Plymouth is in the steepest ascent of ash mortality. We are not unique; the metro is considered heavily infested.
- Based on mortality, we anticipate another 5-10 years of mass removals of EAB infested ash trees.
- The market for wood waste has evaporated. There is too much supply and minimal demand for raw material.
- Increase in population and number of single-family homes.

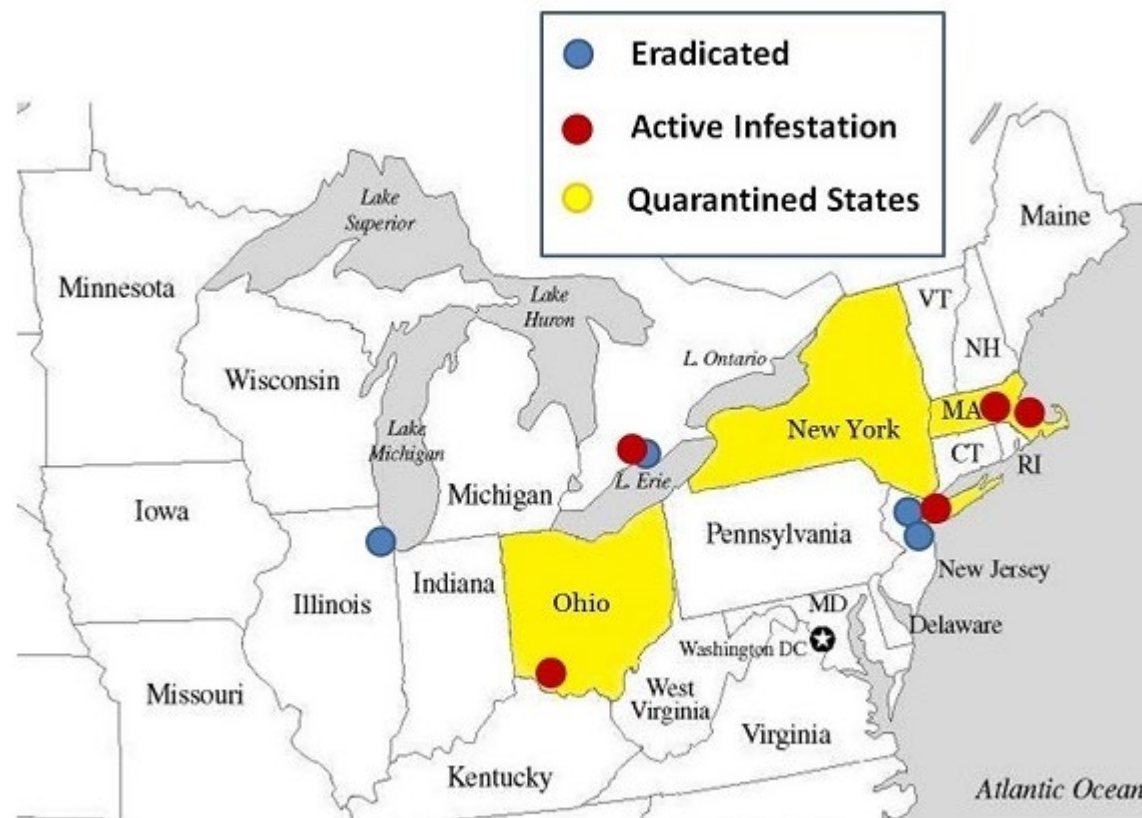


DAVEY 

Asian long horned beetle

This beetle prefers maple species including boxelder, norway, red, silver and sugar maples. Secondary hosts include birch, buckeye, elms and willows.

High potential threat due to the abundance of maples in our current inventory. Early eradication has been successful with diversification being the key to lowering future impacts.

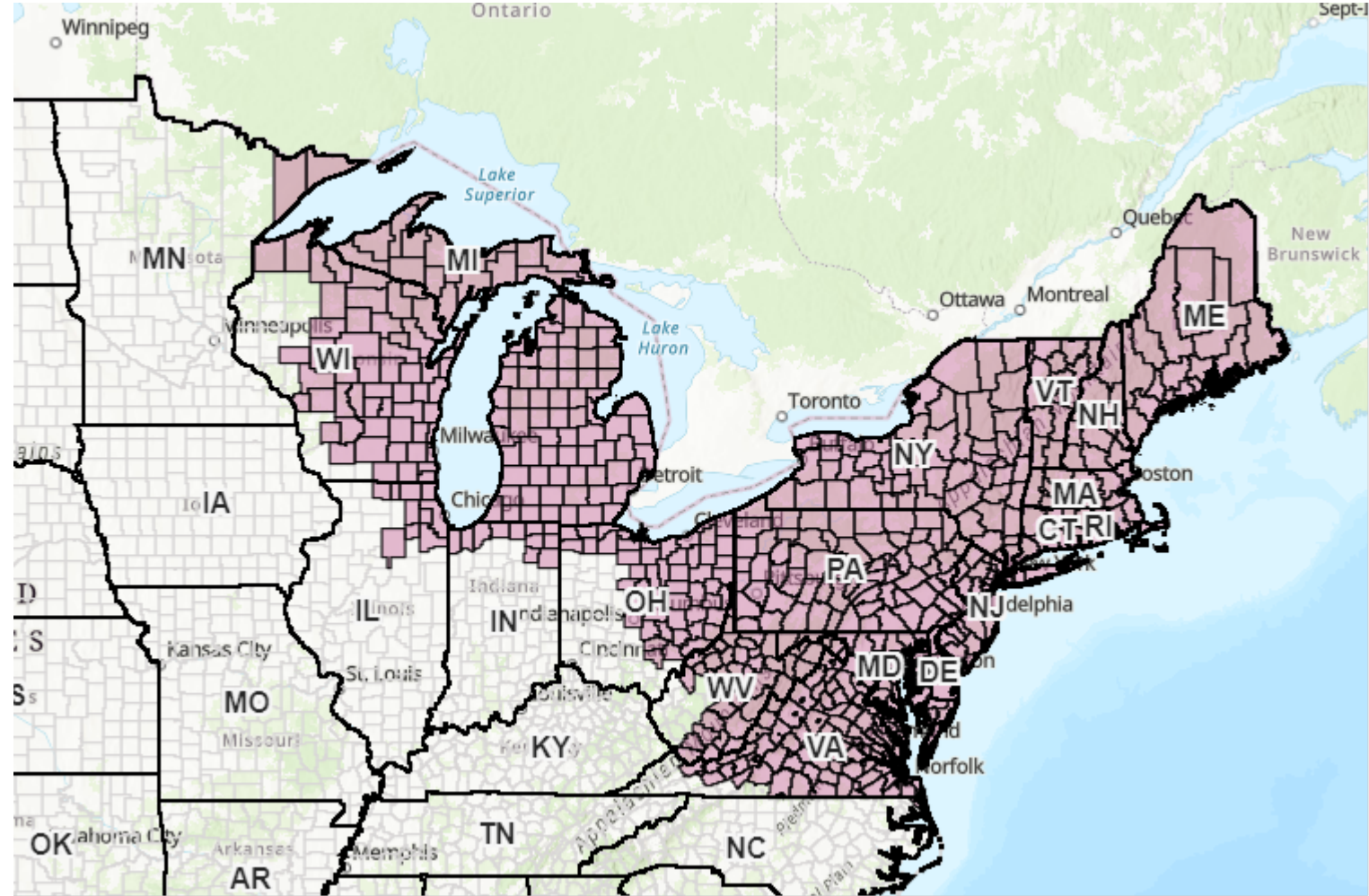


Map: Iowa Tree Pests website (2022) http://iowatreepests.com/alb_home.html

Spongy moth

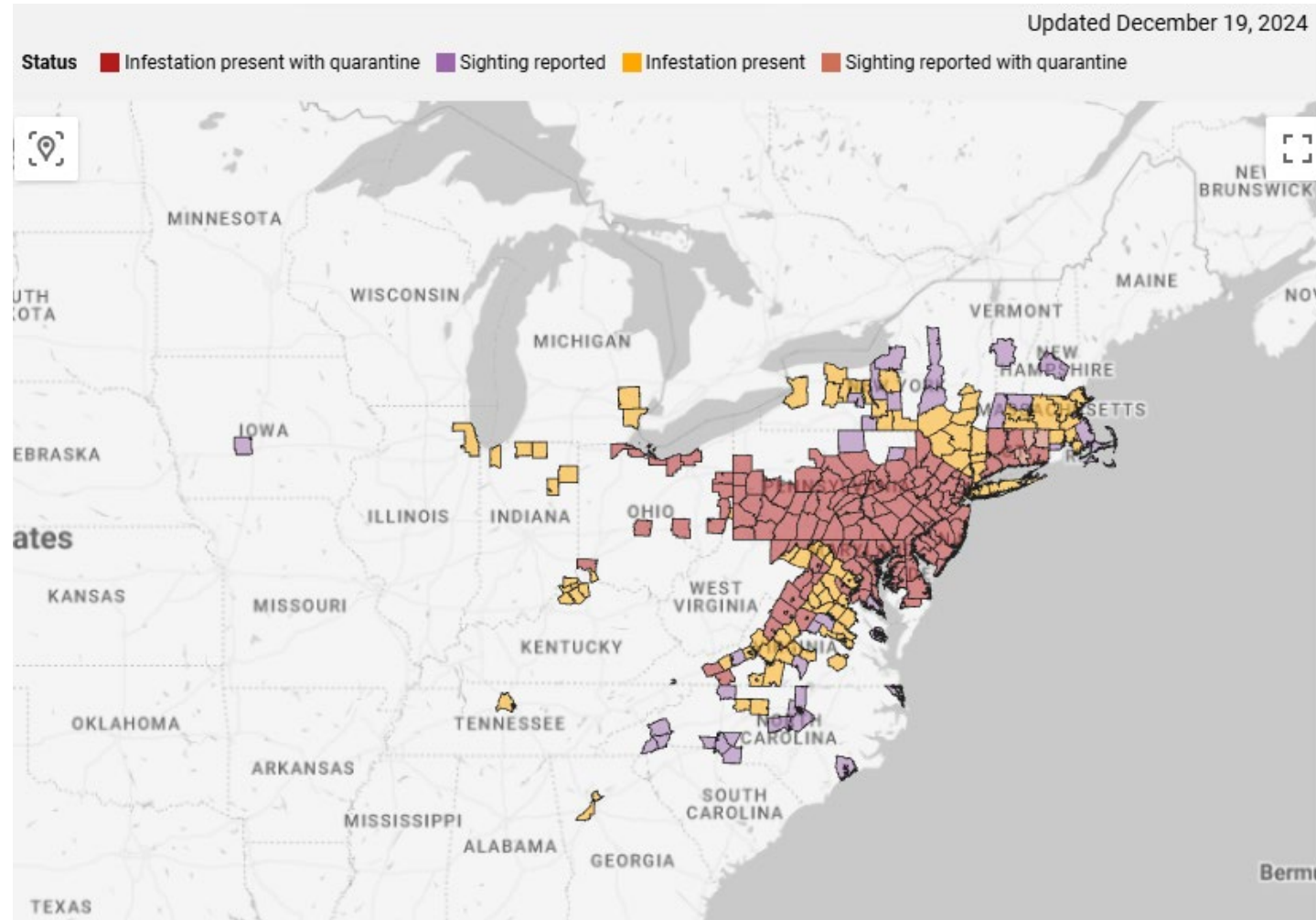
This moth's larvae defoliate a large range of species and prefers oak, willow, apple, crabapple, birch, basswood/linden, pine and spruce. Secondary hosts include maple, cherry, elm, hackberry, cottonwood, boxelder and ironwood.

Medium threat as multiple years of defoliation required for tree decline/death. MDA has been spraying to slow the spread but this year's treatments(including Coon Rapids, Grand Rapids and Winona) are cancelled due to the USDA federal funding issues.



Spotted Lanternfly

Larvae feed on a wide range of species including tree of heaven, maple, willow, poplar and fruit trees. Secondary hosts include basswood, birch, black cherry, black walnut, oaks and elms.



Efforts to address EAB

- Have engaged neighboring communities to determine the feasibility of sites in Corcoran and Medina with no success.
- Staff are working across multiple fronts to address the issue.
- Partnership with Storm Trees Inc.
- Partnering with Minnetonka to use their mill at our maintenance facility.
- Purchased a wood drying kiln with grant funding from MPCA for wood diversion.
- Participating in urban wood network and lifecycle planning.



STORM TREES

LOCALLY SALVAGED TIMBER

Q1 - QUARTERLY REPORT UTILIZATION RE

Total Board Feet (BF) Produced - 3640 BF

BF by Species

--Ash - 1338 BF

--Maple - 722BF

--Red Oak - 762 BF

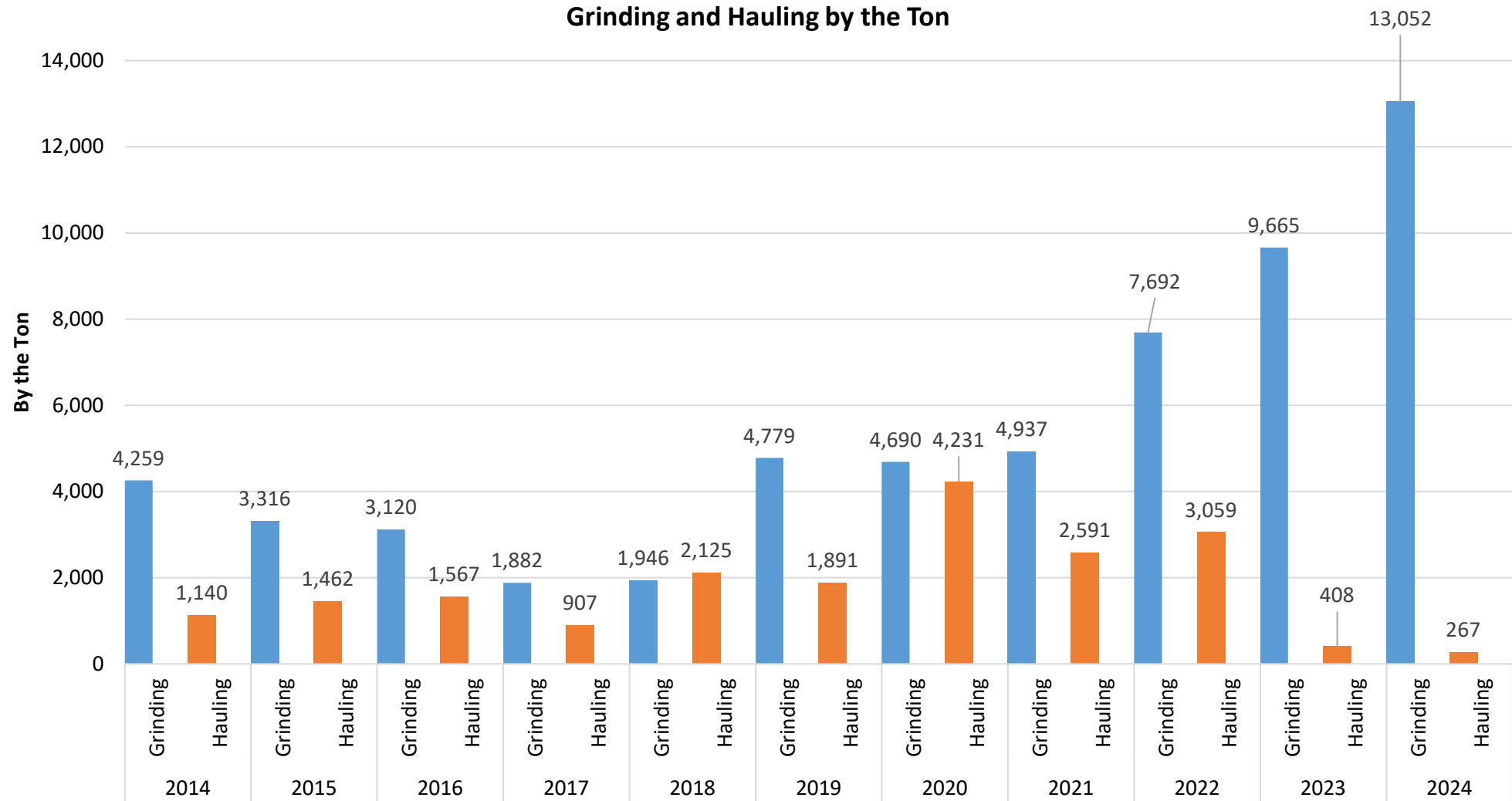
--White Oak - 312 BF

--Other - 506

Total Carbon Sequestration - 4545 lbs*

Total Carbon Dioxide Sequestration - 6192 lbs*

Statistics



Statistics



Statistics-total operating and revenue

	A	B	C	D	E	F	G	H
1	Process Status	Posted						
2	Journal Type	Journal Entry						
3	Organization Set.Level 4	75301 Yard Waste						
4								
5	Actual Amount - Reporting	Column Labels						
		Fiscal Calendar	Fiscal Calendar	Fiscal Calendar	Fiscal Calendar	Fiscal Calendar	Fiscal Calendar	Fiscal Calendar
5	Row Labels	2018	2019	2020	2021	2022	2023	2024
7	530 Solid Waste Mgmt							
3	Expenses							
9	⊕ COSV - Contractual Services	11,728.86	80,704.20	124,521.59	115,873.93	120,954.10	222,769.72	319,870.68
0	⊕ DEPR - Depreciation	5,683.43	5,683.42	691.25	10,675.61	691.25	10,675.61	5,683.43
1	⊕ MTSU - Materials and Supplies		25,502.44	875.00	2,167.22			
2	⊕ OTHR - Other	1,800.00	600.00	1,200.00	1,200.00	1,800.00	1,200.00	1,200.00
3	⊕ PRSV - Personal Services	32,798.32	31,782.04	38,596.53	40,061.37	44,915.89	39,079.10	50,711.70
4	Expenses Total	52,010.61	144,272.10	165,884.37	169,978.13	168,361.24	273,724.43	377,465.81
5	Revenue							
6	⊕ INGV - Intergovernmental	5,837.00	5,837.00	11,674.00	13,572.00	13,024.00	13,024.00	16,280.00
7	Revenue Total	5,837.00	5,837.00	11,674.00	13,572.00	13,024.00	13,024.00	16,280.00

Options moving forward

1. No change resulting in increased costs of hauling material and maintenance yard space constraints, traffic, etc.
2. Close the site and let residents find alternative solutions on their own
3. Contract with Maple Grove Yard Waste site, privately operated by Lynde & McLeod, Inc. at 610 and Maple Grove Parkway
 - Current partner cities include; Maple Grove, Brooklyn Center, Brooklyn Park, Champlin, Crystal, Dayton, New Hope and Rogers.
 - Estimated cost of Plymouth participation = \$364,275-\$463,034 annually
4. Curbside collection

Curbside Collection

City / Area	Service Model	Notes
Plymouth	✗ No curbside yard waste service	Yard waste must be brought to the city drop-off site (Wed–Sun, Apr–Nov); only available to residents of Plymouth, Wayzata, Long Lake, Medicine Lake. Grass clippings not accepted.
Minneapolis	Municipal curbside collection	Weekly pickup April–Nov; compostable bags or reusable containers; branches ≤3 ft and 3 in diameter.
Moorhead	Municipal weekly curbside	April–Nov; compostable bags or labeled reusable containers; yard waste composted for public use.
Hastings	Hauler-based seasonal pickup	Subscription required via Tennis Sanitation; mid-April to mid-November.
St. Louis Park	Contracted curbside collection	Weekly pickup April–Nov by Waste Container Systems; compostable bags, containers, or bundles ≤40 lbs; branches >4 ft or 4 in diameter must go to brush drop-off site.

St. Louis Park Additional Information (Organized)

SLP has been offering curbside collection of yard waste successfully for many years:

- All residents with city collection service have access to weekly yard waste collection, whether they choose to participate or not.
- Cost is part of the solid waste rates ([see here](#)) which depend on garbage cart size (recycling, organics, yard waste provided, and level of participation doesn't affect rate, other than if residents do well at recycling and organics they should ideally be able to reduce the garbage cart size and save money)
- Collection season: typically first full week of April through the week of Thanksgiving.
- Collection method: Curb or alley, resident owned carts (specifics on size/type on website) or paper/compostable yard waste bags. Contractor collects in a rear-load truck.
- Accepted materials: Brush, branches, grass clippings, leaves, weeds/garden waste. All containers must weigh less than 40 lbs. and restrictions on size of branches (4" diam. & 4' long & bundle/bag)
- Pay contractor per household and monthly (similar to organics) despite the seasonal collection, this is standard in the industry.
- For 5 years SLP co-collected YW and organics together, then due to contracting and permitting at the compost facilities SLP no longer had an option to co-collect. They are now collected separately.

More info on our program here: www.stlouisparkmn.gov/yard-waste



Council direction

1. No change resulting in increased costs of hauling material and continued operational impacts
2. Close the site and let residents find alternative solutions on their own
3. Contract with Maple Grove Yard Waste site, privately operated by Lynde & McLeod, Inc.(located 10 miles north of city hall)

Estimated cost of Plymouth participation = \$364,275-\$463,034 annually

4. Explore curbside collection
 - 4a option-organized collection
 - 4b option-open market

To: Dave Callister, City Manager

Prepared by: Jodi Gallup, City Clerk

Reviewed by: Maria Solano, Deputy City Manager

Item: **Review council policies and discuss listening sessions**

1. Action Requested:

Review council policies, discuss listening sessions, and provide recommendations.

2. Background:

Over the last year, staff have conducted a comprehensive review of city policies to ensure effectiveness, legally compliance, and alignment with the city's goals and operating procedures. A comprehensive update to human resources and finance policies was adopted by council throughout 2024 on February 20, 2024, May 14, 2024, June 25, 2024, September 24, 2024, and October 22, 2024. This study session will focus on reviewing and discussing policy updates to council policies. Below is a high-level summary of the draft changes to each policy for discussion:

Policy	Draft Changes/Discussion Items
Conduct of regular meetings	Added attendance/voting requirements and a section on standards of conduct addressing respectful behavior, orderly participation, public comment, and enforcement.
Council communications	Added language on digital communications including emails, text messaging and social media correspondences, updated CIM information, and added City Manager quarterly update.
Code of ethics	Added language to the standards of conduct, updated disclosure, added information regarding the process for the potential removal of a commissioner.
Commission appointments and performance	Added member removal process (see memo on this item for additional details).

City attorney work	Added language asking council member to notify the City Manager when using the city attorney.
Building dedication plaques	Updated to reflect the current process.
Expense reimbursement and travel	Clarified out-of-area expense reimbursement table for council, based on current practice.
Human Services funding	Updated to reflect the current process.
Meal and refreshment	Repeal due to duplication in the Public Purpose and Expenditure Policy.
Plymouth proclamation	Clarified current practice of the mayor issuing proclamations to welcome events being held in Plymouth and added additional examples for council proclamations highlighting major local, national or international events that are culturally or historically significant.
Use and retention of government data	Added purpose statement and clarifying language addressing both public and private data (current policy focused only on private data).

Council Interactions with Boards and Commissions

Three council members requested a discussion on this item during the council policies review. The city currently does not have a formal policy on council interactions with boards and commissions other than the attached Council Coordinating Representative job description. Staff seeks additional council direction on whether a policy is desired.

Listening Session Discussion

Three council members requested this item. In searching for draft policies from other communities, staff found that the cities of Bloomington and Eagan conduct listening sessions prior to the regular meeting rather than holding a public forum to allow for a dedicated time to be heard. Northfield also implemented listening sessions in advance of their meetings in 2024, but has since reverted back to the public forum at their regular meetings, because there was not a lot of participation during the scheduled listening session times. Staff also found examples of cities that have held listening sessions in the community centered on a specific topic, such as budget and redistricting. Staff have provided sample guidelines and information from other communities on this topic and seek additional council direction on whether a policy is desired.

Responding to Resident Questions/Concerns

Staff recognize that council receive many questions and concerns from residents. To support the council, staff developed the document attached to provide options/recommendations on efficient ways to respond to resident questions and

concerns. Staff will review the document and answer any questions.

3. Budget Impact:

Not applicable.

4. Attachments:

1. Council Policies Presentation
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19. Rochester - Listening Session Example (redistricting)
20. Memo on Responding to Resident Questions



Council Policies Review

August 12, 2025



Policy	Draft Change/Discussion Items
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Use and retention of government data	Added purpose statement and clarifying language addressing both public and private data (current policy focused only on private data).

Additional Discussion Items

- Council Interactions with Boards and Commissions
- Listening Sessions
- Responding to Resident Questions/Concerns



POLICY ON THE CONDUCT OF REGULAR MEETINGS OF THE PLYMOUTH CITY COUNCIL

Parliamentary Procedure

The Council has adopted Robert's Rules of Order, Revised, to be the parliamentary procedure for its regular meetings.

Council Meeting Schedules

The City Council annually establishes a schedule of meetings for each year.

The Council normally holds its regular meetings on the second and fourth Tuesdays of each month and has established 10:00 p.m. as the normal adjournment time. If there is sufficient business, a third council meeting may be held on an alternate date.

Attendance and Voting

Regular attendance at City Council meetings is important to be able to conduct city business. A majority of all the members of the City Council elected constitutes a quorum. A majority vote of all members of the City Council (4/7) is required for approval of ordinances and resolutions, unless a larger number is required by the Charter or State law. Situations which require additional votes include:

- 7/7 votes needed to approve a charter amendment by ordinance (M.S. § 410.12, subd. 7)
- 6/7 votes needed to order improvement projects (M.S. § 429.031, subd. 1(f)), vacate easements (M.S. § 412.851), and approve summary publication of ordinances (M.S. § 412.191, subd. 4)
- 5/7 votes needed to approve increase in tax rate (City Charter 7.15), adopt comprehensive plan amendments (M.S. § 462.355, subd. 3), accept donations (M.S. § 465.03), and change zoning from residential to commercial or industrial (M.S. § 462.357, subd. 2(b))

Per City Code 200.25, if the Mayor or any Council member fails to attend at least one meeting of the Council in any month, they shall forfeit their full salary for one month. Exceptions will be made if notice is given to the City Manager regarding being sick or on vacation.

Public Hearings

Public hearings will be conducted as required by state laws and regulations, the City Charter, the City Code, and these procedures where they are not in conflict with them. Public hearings on development issues are held by the Planning Commission. The City Council does not conduct another public hearing but welcomes public comment, especially if new information is available.

Guidelines for Public Comment ~~Outside of Public Hearings~~

- A. Presentations by Applicants and Petitioners. The Council expects that applicants and petitioners, or their representatives, can make presentations to the Council within 15 minutes, not including time for answering questions by the Council. Upon request, the Mayor may extend the time subject to the consent of the Council. Submission of written material in advance is requested. The Council requests that previously submitted written material not be read in its entirety.
- B. Comments by ~~Citizen~~the public. ~~Citizens-Individuals~~ may request permission to speak on agenda items by completing a blue card found on the table at the rear of the Council Chambers and handing it to ~~city staff~~the City Clerk, the Mayor, or Council. Please state on the card whether you are pro, con or “Other” on the issue if applicable to assist the Mayor and Council in hearing all sides. Speakers will not normally be recognized more than once on any agenda item. ~~Citizens-Individuals~~ are invited to offer comments up to ~~35~~ minutes in length, not including time for answering questions by the Council and staff. Upon request, the Mayor may extend the time of any speaker subject to the consent of the Council.
- C. Agenda Items of High Public Interest. If numerous requests to speak on an agenda item are received, the Mayor will inform the Council of the number of requests. The Mayor or any member of the Council may propose a total length of time for public comment on the item, which must be approved by the majority of Council members to be effective. The Mayor will use the gavel to indicate when the time for public comment is in order. In addition, the Mayor may request some or all of the following procedures to be followed:
- Ask that groups of ~~citizens-individuals~~ choose a spokesperson for the group.
 - Request that ~~the~~ speakers do not repeat previous speakers, but simply indicate agreement or disagreement with an argument previously made.
 - Announce the order of speakers and ask that the following speaker to be seated near the podium area.
 - Ask for a show of hands in support or opposition to an issue.
 - Defer and consolidate any questions asked during the ~~citizen~~-comment period.
 - Ask for a motion from the Council prior to public debate to help the audience members determine if they wish to speak to the proposed course of action.

~~Conduct of Speakers~~

~~Speakers are to first give their name and address and then direct all comments to the Mayor and Council as a body. Proper decorum is expected at all times and speakers are asked to treat everyone with respect.~~

Standards of Conduct

All participants, including elected officials, staff, and the public, are expected to maintain decorum to ensure the orderly and respectful exchange of ideas while conducting official business. These standards of conduct are established to promote respect, order, and efficiency during public meetings.

1. Respectful Behavior:

- a. All individuals shall treat one another with dignity and respect, regardless of differing opinions.
- b. Personal attacks, threats, or disruptive language are strictly prohibited.

2. Orderly Participation:

- a. Speakers must be recognized by the Mayor or presiding officer before speaking.
- b. Comments must be directed to the Council and not to individual members of the public, staff, or others in attendance.
- c. Interruptions, outbursts, cheering, or any form of disruptive conduct are not permitted.
- d. Signs, banners, or other visual displays are not allowed if they obstruct views or interfere with proceedings.

3. Public Comment:

- a. Public comment must adhere to established time limits and remain relevant to the topic under discussion.
- b. Speakers must state their name, city of residence including ward if within the City of Plymouth (and affiliation, if applicable) for the record.
- c. Profane, slanderous, or threatening language is not permitted.

4. Enforcement: The Mayor or presiding officer has authority to enforce standards of conduct, including:

- a. Calling individuals to order.
- b. Giving warnings for violations.
- c. Calling for a meeting recess, tabling the agenda item being discussed, or early adjournment to allow time to restore order.
- d. Asking the individual to remove themselves from the chambers for displaying continued or serious misconduct.
- e. Requesting law enforcement to restore order and ensure safety.

Ordinance No. 96-1, February 1, 1996



POLICY FOR ~~FACILITATING~~ COMMUNICATIONS AMONG COUNCILMEMBERS AND BETWEEN THE COUNCIL AND CITY STAFF

In General

As the policy setting body for the City of Plymouth, it is essential that council members, individually and as a group, have access to information which is necessary for the effective discharge of their responsibilities. The sharing of such information not only improves the process of policy formation, but also assists in maintaining a high level of ongoing communications, confidence, and trust among all councilmembers.

The City Manager and ~~his~~ staff members are responsible for providing pertinent information to the Council in a timely manner. The City Manager is responsible for assuring that the provisions of this policy, with respect to ~~their~~~~his~~ role in the process, are implemented to facilitate effective communications both between councilmembers and between the Council and staff.

~~Councilmembers are individually responsible to insure that information they receive is shared with all other councilmembers.~~ It is the intent of this policy that all councilmembers receive the same information, in the same format, and at the same time.

Communications between the Council, Commissions, ~~and Staff~~ and Residents

All emails sent through the City server shall be saved per the City's data retention policies. Each council member is assigned a city email. Council members are strongly advised to use their dedicated city email exclusively for city business related communications. The use of a personal email for city business could create government data on their personal account subjecting them to retention laws and possibility of discovery if the city received a data request.

Emails sent to the council@plymouthmn.gov are received by all members of the council, the city manager and the city managers designees.

Council members emails should be directed to the City Manager or department director, copying the City Manager. General communications related to specific staff functions of the City Clerk (i.e. scheduling of meetings, records retention, proclamation requests, data practices, etc.) and the Communications Manager (i.e. press releases, general correspondences) may be emailed directly while copying the City Manager.

City staff will blind carbon copy council members to avoid a virtual quorum. Email communications exchanged between a quorum or more of Council members that are related to

official City business are prohibited. Any Council member desiring to communicate information relating to official City business to the other Council members through e-mail or other electronic means must direct that communication to the City Manager.

Communications through other forms of digital communication such as text messaging and social media correspondences are also subject to the data practices act.

The City Council ~~may~~has directed that annual joint meetings be scheduled with the city boards and commissions Council, Planning Commission and Park and Recreation Advisory Commission. The purpose of such meetings is to afford commission members an opportunity to request clarification from the Council on issues of concern and for the Council to share and receive information and provide direction. about short and long range issues.

Council Information Memorandum (CIM)

The Council Information Memorandum (CIM) is the primary vehicle for sharing written materials which are not part of a current agenda with the City Councilmembers. Prepared on a weekly basis, each information memorandum is formatted to contain topics in the following order: upcoming meetings and events, reports and other articles of interest and staff memoradums. To be included in the information memorandum, a subject or topic must meet the following criteria:

1. The information is likely to be of interest to councilmembers.
2. The information is not restricted from release by State statute, especially the Data Practices Act.
3. The materials are not pertinent to the anticipated or actual legal action, administrative hearing, labor negotiations, or appeals. Such materials will be provided to the Council through other means.

The Council Information Memorandum will be distributed to all councilmembers, department directors and will be posted on the city's website.

City Manager Quarterly Updates

The City Manager will hold quarterly City Manager Update meetings with individual council members or with the whole council after a regular council meeting. During quarterly updates, the City Manager will share informational topics and updates of interest to the city council. Special Council/Staff meetings are also held in order that the Council can meet with City department heads at least once per year to discuss programs underway, receive clarification on current issues facing the department, as well as to provide for a more detailed overview to councilmembers regarding department objectives and activities.

~~Communications between Councilmembers~~

~~Correspondence originated, or received, by one or more councilmembers, but not the City Manager, will be distributed by the Manager in the Information Memorandum at the request of a councilmembers. Councilmembers recognize and reaffirm through this policy the belief that the decision making process is enhanced when all members having access to information share that information on a timely basis with all other members.~~

Maintenance of the Policy

The City Manager will be responsible for periodically reviewing this policy with the Council to insure that it is current and that it reflects the desire of the Council with respect to tools for open communications within the Council and between the councilmembers, staff and commissions. Individual councilmembers are responsible to promptly bring to the attention of the Mayor any instances where a breakdown in the policy is believed to have occurred.

Resolution No. 85-1009, December 16, 1985



POLICY ESTABLISHING CODE OF ETHICS FOR PLYMOUTH CITY COUNCIL, BOARD AND COMMISSION MEMBERS

Purpose

The City Council of the City of Plymouth confirms its determination that ethical standards among its members and members of the various city boards and commissions are essential to the proper conduct of municipal public affairs. By eliminating conflicts of interest and providing a guide for conduct in city matters, the City Council strives to promote the faith and confidence of the citizens of Plymouth in their government. The following standards of conduct are intended to serve as guidelines for members of the City Council, board and commissions in carrying out their public responsibilities. This policy is in addition to any statutory requirements, attorney general opinions or court rulings which prescribe allowable actions for City Council, board and commission members.

Standards of Conduct

1. Councilmembers or members of any board or commission, shall not use their positions to secure special privileges or exemptions for themselves or others or to intentionally jeopardize the position or employment of others.
2. Councilmembers or members of a board or commission may not participate in deliberations in any matter before the Council, board or commission which affects that member's financial interests directly or indirectly or those of a business with which the member is associated. Whenever such conflict is recognized, the affected members shall disclose for the record such interest prior to any discussion or vote and disqualify themselves from any further official activity on the issue.
3. Councilmembers or members of a board or commission shall not act as an agent or attorney for another in any matter before the City Council or any board or commission or before any court, administrative board or tribunal in any matter in which the City is a party.
4. Councilmembers or members of a board or commission shall not directly or indirectly receive, or agree to receive, any compensation, gift or reward or gratuity as an inducement to support or influence any matter or proceeding connected with, or related to, the duties of the office.
5. Councilmembers or members of a board or commission shall not request or permit the unauthorized use of City-owned vehicles, equipment, materials, property, labor or services for personal convenience or profit.
65. Councilmembers or members of a board or commission shall not enter into any contract with the City of Plymouth. Any Councilmember or member of a board or commission who is an officer director, partner, agent, proprietor or employee of any firm or has a proprietary interest of 10 percent or more in any company, business, enterprise or corporation, partnership, labor union or association doing business with the City shall make known that interest in writing as provided in the Disclosure Section of the policy.

Disclosures

~~No later than 30 days after the date of the adoption of this policy existing Council members and~~, board and commission members shall receive a copy of this policy no later than 30 days after council approval of any revisions to this policy. ~~and the disclosure form and return the completed form to the City Clerk.~~ Council, Board and Commission members, elected or appointed, shall no later than 30 days following election or appointment to office and each year thereafter ~~by December 1,~~ complete the disclosure form and return it to the City Clerk. ~~All subsequent applicants for membership on City boards and commissions shall file a completed disclosure form together with the application form for Board/Commission membership.~~ Within 30 days after the acquisition or sale of any property, each Councilmember or member of a board or commission shall file as a public record with the City Clerk, a list of all real property in the City of Plymouth owned by such person, that person's spouse, or child, or in which the member has a beneficial interest, disclosing each individual item held, and by whom. Homestead shall be excluded from the above disclosure. Each Councilmember and member of a board or commission shall disclose all positions as officer, director, partner, agent, proprietor or employee of any firm in which such member has a proprietary interest of 10% or more in any company, business, enterprise, corporation, partnership, labor union or association doing business with the City of Plymouth, and indicate with respect to each such relationship whether services are gratuitous or for compensation.

Disclosure Form

The disclosure information required by this policy shall be set forth on a form which shall be made available by the City Clerk.

Process for appointed board/commission members

Any person who questions the ethical conduct of any appointed board/commission member shall notify the city manager and/or member of the council. The council will follow the process for potential member removal ~~process~~ listed in the appointment and performance of persons appointed to boards and commissions and committees policy.

Discipline Process for elected officials

Upon the signed written complaint of any person questioning adherence to this policy or on the Council's own volition, the Council shall refer the matter to the City Attorney for investigation and the City Attorney shall report the results of ~~their~~^{his} investigation to the City Council within 45 days thereafter. A copy of such report shall be furnished to the person complained against. Such person may request a hearing on this matter before the Council which request shall be filed with the City Clerk not later than 10 days following receipt by such person of the City Attorney's report.

Upon receipt of the City Attorney's report and at the conclusion of any hearing on the matter, the Council by majority vote may dismiss the complaint as having no merit, may adopt a resolution of censure, ~~or with respect to members of advisory boards and commissions, the Council may remove a member from such boards and commissions. In the event the complaint is against a member of the City Council,~~ Such member shall not participate in the Council's deliberations or vote with respect thereto.

Resolution No. 85-968, December 2, 1985
(Supersedes Resolution 82-343, July 12, 1982)

CITY OF PLYMOUTH
CODE OF ETHICS DISCLOSURE FORM

All Councilmembers, Board and Commission members for the City of Plymouth are required to complete and file this disclosure form with the City Clerk in accordance with the provisions of the Policy Establishing a Code of Ethics for Plymouth City Council, Board and Commission Members.

1. Affiliations with Agencies Doing Business with the City of Plymouth

Identify all positions as officer, director, partner, proprietor or employee of any firm or proprietary interest of 10 percent or more in any company, business, enterprise, corporation, partnership, labor union or association doing business with the City of Plymouth.

Name of Organization

Position Held

Compensation Involved

Yes ____

No ____

2. Real Property Owned in the City of Plymouth

Real property items owned or being purchased by the Councilmember, board of commissioner, spouse, or child, or in which the member has a beneficial interest. The actual value of any item is not required. (Exclude homestead property).

Property Item

Address/Property Identification Number

Assets

Identify all ownership or beneficial interests in any company, business, enterprise, corporation, partnership, labor union or association doing business with the City of Plymouth where such interest exceed 10 percent of the total ownership.

Name of Organization

Date

Council, Commission or Board Member



POLICY RELATING TO ~~SELECTION, APPOINTMENT AND~~ PERFORMANCE ~~AND ORIENTATION~~ OF PERSONS APPOINTED TO BOARDS, COMMISSIONS, AND COMMITTEES

Purpose

The material in this policy is supplemental to that set forth in Plymouth City Code Section 305 and Minnesota Statutes with respect to advisory commissions. This policy shall apply to all boards, commissions and committees appointed by the City Council unless exceptions are expressly made by the Council.

This policy is designed to accomplish the following:

1. Generally describe the ~~function of each commission, the~~ role of the individual commissioners, and the time commitment required for successful participation.
2. Acquaint applicants and incumbents with performance standards against which their performance will be annually evaluated by the City Council.
3. Concisely outline the legal and civic expectations of commissioners and commissions.
4. Familiarize commissioners with the formal duties and responsibilities of individual commissions with respect to legal and procedural requirements.
5. Establish the general procedures the City Council will follow for appointment and reappointment of members to boards, commissions and committees.

Format

The format of the orientation program consists of both written material and oral information provided by City staff, commission chairpersons and the City Council to prospective members.

1. Written material.
 - A. Summary of position and responsibilities. Attached to the board/commission application will be the job description for positions on boards and commissions.

B. Introductory Packet. Assembled by respective staff liaison, and commissions, the packet consists of information such as: a general overview of the legal and procedural aspects of advisory commissions per statutes, ordinances and policies; description of agenda and staff report functions, format for conducting public hearings, including basic parliamentary procedures and approved “flow process” relative to items of business before the advisory commission and City council. ~~Also included are copies of applicable ordinances, portions of the Comprehensive Plan, a copy of the City's Goals and Objectives and Criteria for development, a sample staff report, agenda and minutes, and appropriate maps.~~

2. Oral Information

- A. Conveyed to prospective commissioners by the Mayor and City Council primarily at the interview and selection stage of the appointment process. Special emphasis is placed upon the expectations of the Council and current commissioners for new commission members.
- B. Provided initially and on an ongoing basis by the Commission chairpersons, particularly about procedures and participation in a group setting. A “buddy system” is used to assign more experienced commissioners to help orient and advise new commission members.
- C. Provided by staff, particularly in answering questions raised following review of the written materials and with respect to technical information regarding specific commission business.

Performance Standards for Board and Commission Members

The Council will annually review board and commission members on the following:

- 1. A minimum of 80% annual attendance at meetings and work sessions and 75% attendance for those committees that meet quarterly.
- 2. Commissioners spend from 10 to 40 hours per month as needed for commission preparation and meeting attendance.
- 3. Consistent active participation in meetings which demonstrates completion of:
 - a. Background research
 - b. Site visitations
 - c. Reading all report materials to gain an understanding of the issues before the commission.
- 4. Behavior confirms that the commissioner understands that the role of the commission is advisory by statute and not policy making.

5. In all decisions the commissioner considers overall benefit to the City, not parochial considerations.
6. The commissioner displays an understanding that Council may take final action which varies from Commission recommendations after consideration and deliberation.

Selection and Appointment Process

Following is an outline of the appointment process and the way in which the orientation program integrates with it:

1. The City Manager's office will maintain a record of all council appointments to boards, commissions, and committees and will notify the Council of: a) vacancies; and b) existing members who do not wish to be reappointed. This information would be provided to the Council by September of every year. On the basis of this information, the Council would request staff to solicit applications ~~by advertisement or newspaper article~~.
2. Citizen inquiries about position.
3. This policy, "Information to Applicants" and an application form are provided to applicant.
4. The appointee meets with the chairperson of the commission and discusses in particular the rules and procedures followed by the commission as well as techniques for assuming the role of an active commissioner.
5. The appointee meets with staff. The appointee would be provided with the written material at this stage and the discussion with staff would include a brief overview of the significance of the particular material as well as the procedures and legal requirements.

Length of Terms and Maximum Service

1. The Council recognizes that there is a need for reasonable continuity on its permanent boards and commissions, and to a lesser degree, other bodies which generally tend to be appointed for specific tasks. The Council also recognizes that there exists in the community a reservoir of citizen talent willing to serve on boards, commissions, and committees. In order to strike a balance between continuity of membership and providing additional opportunities for volunteer service, the Council has determined that initial appointments to its boards, commissions, and committees shall be for one full term; if members wish to continue serving after their first full term, they must reapply and interview for each additional term thereafter.

2. In the event of a vacancy on a board or commission position during the term of the position, it should be the Council's practice to fill the position for the unexpired portion of that term.

Member Removal Process

Members appointed by the Council may be removed from a commission by a majority vote of the Council. The following are the procedures and grounds for the removal of members from commissions:

Grounds for removal includes, but is not limited to:

- Violation of applicable laws, regulations, code of ethics, code of conduct, etc.
- Conflict of interest not disclosed or resolved
- Inactivity or repeated unexcused absences from meetings
- Conduct detrimental to the integrity or functioning of the commission
- Breach of confidentiality or misuse of information

Removal process:

1. Initiation: A written complaint or formal concern must be submitted to the City Manager.
2. Investigation: The City Manager or designee will investigate the matter.
3. Notice and Resonse: The member in question will be given written notice of the concerns and an opportunity to respond in writing or in person.
4. Review: The matter will be reviewed by the Council.
5. Decision: After review, the Council will make a decision on the removal by majority vote. A written notice of the final decision will be given to the member in question.
6. Appeals: Removal decisions are not subject to appeal.

Current members who move within the city from the ward they were appointed to will be allowed to complete their term. Terms of current members who move outside the city shall end immediately.

Annual Work Plan

Each commission shall develop an annual work plan and present it to the Council for acceptance in the first quarter of each year and report on the previous year's work.

Resolution No. 2022-229, September 13, 2022

(Supersedes Resolution No. 2013-198, June 25, 2013; Resolution 2004-398, September 28, 2004; Resolution 91-265, May 6, 1991; Resolution 81-31, January 5, 1985; Resolution 85-103, January 28, 1985; Resolution 86-506, August 18, 1986)

To: Dave Callister, City Manager
From: Jodi Gallup, City Clerk/Administrative Coordinator
Date: August 1, 2025
Item: Policy Discussion on Commissioner Removal Process

Background:

In light of the council's discussions last year regarding the process for removing current board and commission members, staff has conducted a review of past practices related to such removals.

Based on conversations with former Mayor Kelli Slavik, former Mayor Judy Johnson and current Mayor Wosje, it is our understanding that historically, matters involving the removal of commission members have been handled directly by the mayor. This approach typically included notifying council members of the circumstances and, in some instances, requesting a member's resignation or recommending against reappointment.

To the best of our knowledge, the following is a list of cases in which board or commission members either resigned or were removed from their positions. While the official meeting minutes offer limited detail, they do provide dates and basic references to the resignations.

- March 2002 – A Planning Commissioner was asked to resign due to failing to obtain a building permit for a construction project at their home. Complaints were received that the Commissioner was boasting that they did not need any building permits for their construction project because they were a planning commissioner. The mayor, at the time, asked them to resign. They submitted a resignation in March 2002.
- January 2007 - Complaints were received from city staff and others about how a Parks and Recreation Advisory Commissioner was treating staff. Issues involved directing or micro-managing staff, strong opinions, and making people feel uncomfortable. It appeared that said commissioner resigned in January 2007.
- November 2007 – The Parks and Recreation Advisory Commission meeting minutes stated a commissioner had submitted their resignation immediately. It appears there were conflict of interest issues regarding the Plymouth Ice Center. This may have been due to the role as a hockey coach and PRAC member and allegedly crossed the line in how they worked with others.
- December 2021 – A Planning Commissioner submitted their resignation. Mayor Wosje talked to the Commissioner regarding the failure to recuse themselves from the planning commission discussion and vote on the Hollydale residential development due to their position as President of the Golfview Estates Homeowners Association, which directly abuts the Hollydale development. In response to the conversation, they submitted their resignation.
- October 2018 – A Planning Commissioner was involved in several property disputes with a neighbor and during investigation, admitted to harassing the neighbor which violated several city policies. No record of whether this was voluntary resignation or forced removal. This commissioner missed three meetings in 2018.

Policy Considerations:

If council has interest in adding policy language to ensure a clear, consistent, and transparent process for handling future removals, staff have drafted the following language for your review and discussion:

Member Removal Process

Members appointed by the Council may be removed from a commission by a majority vote of the Council. The following are the procedures and grounds for the removal of members from commissions:

Grounds for removal includes, but is not limited to:

- Violation of applicable laws, regulations, code of ethics, code of conduct, etc.
- Conflict of interest not disclosed or resolved
- Inactivity or repeated unexcused absences from meetings
- Conduct detrimental to the integrity or functioning of the commission
- Breach of confidentiality or misuse of information

Removal process:

1. Initiation: A written complaint or formal concern must be submitted to the City Manager.
2. Investigation: The City Manager or designee will investigate the matter.
3. Notice and Resonse: The member in question will be given written notice of the concerns and an opportunity to respond in writing or in person.
4. Review: The matter will be reviewed by the Council.
5. Decision: After review, the Council will make a decision on the removal by majority vote. A written notice of the final decision will be given to the member in question.

Appeals: Removal decisions are not subject to appeal.

Next Steps:

Staff recommends that the council review the proposed policy language and provide direction regarding its adoption or any necessary revisions. A finalized version may be brought forward for council approval at a future meeting.



POLICY REGARDING CITY ATTORNEY WORK

—The City Attorney is not to do more than ~~approximately~~ one hour's worth of work for an individual Council member without full Council notification. Council members should notify the City Manager when using the City Attorney, unless the discussion is about the City Manager.

The City Attorney or their designee will use their professional judgment to manage workload from individual council members, and may seek clarification or direction from the City Manager, unless the discussion is about the City Manager.

October 4, 1993



POLICY REGARDING BUILDING DEDICATION PLAQUES

Building dedication plaques serve as permanent records to commemorate the completion of a facility and acknowledge key individuals, public officials, and contributors involved in its development.

The following names and titles will appear on the plaques for public buildings:

- The names of the present Councilmembers, at the time the contract for construction is awarded
- City representatives including the City Manager and Department Director
- Design and construction firms (Architect and General Contractor)
- Statement of purpose or dedication (optional);

~~————The names of firefighters assigned to each station as of the project completion date is to be placed on the plaque at each fire station.~~

September 16, 1991

EXPENSE REIMBURSEMENT AND TRAVEL POLICY

Policy

The City of Plymouth supports the growth and development of employees for the increased efficiency and effectiveness of the organization. This policy establishes guidelines and procedures for the payment and reimbursement of travel and other city expenses incurred by employees and officials in the conduct of approved official city business.

Applicability

This policy applies to all employees and city officials including temporary, regular full and part-time employees, the mayor, Council members and members of city commissions or committees.

Authorization

- Employees must receive written supervisor approval for reimbursement of expenses.
- Supervisors shall approve mileage reimbursement only to conduct official city business due to lack of availability of a city vehicle or inappropriateness of staff vehicles for the intended work objective.
- The city manager shall provide notification of anticipated travel to the City Council in advance of the event, or as soon as possible in case of an emergency.
- No reimbursement will be made for attendance at events sponsored by or affiliated with political parties.

Expense Reimbursement Procedure

- All reimbursement requests shall be submitted within 30 days of the date incurred to the finance department for processing.
- The city manager may, under unique circumstances, approve reimbursement for items submitted after the 30 day limit.
- Expense reimbursements less than \$25 may be submitted to petty cash for payment with detailed documentation and appropriate approvals.
- Expense reimbursements in excess of \$25 will be paid by check but separate from payroll checks.
- The city will reimburse mileage at the standard IRS rate per mile. Motorcycles or similar vehicles do not qualify for mileage reimbursement.
- Employees shall submit a completed reimbursement form to their supervisor for written approval with detailed documentation (e.g., mileage form, receipts, conference agenda, GSA rates, etc.).

Travel

Out of Area Travel

Defined as official travel outside the seven-county metropolitan area (Anoka, Dakota, Hennepin, Ramsey, Scott, Washington and Carver) for an event/activity which may or may not require overnight lodging. The following are reimbursable expenses for official city business:

- A. Registration fees
- B. Transportation
 - Where possible, employees are to use city vehicles in the conduct of city business.
 - Costs shall generally be based on a comparison between the cost and convenience of the lowest available air fare and travel by Personally Owned Vehicle (POV) or city vehicle with associated meals, lodging, parking and loss of work time costs. The city manager must approve any exception to this general rule.
 - Ground transportation, including buses, taxis, rental cars and parking shall be reimbursed if receipts are provided. The most cost effective and efficient mode of ground transportation shall be used.
 - Travel to and from the worksite (commuting) is not eligible for reimbursement, including evenings and weekends.
 - Travel may be reimbursable when an employee proceeds directly from their residence to official city business away from their regular or secondary worksite. Only the distance from their residence to the alternative destination minus the distance of their typical commute to their regular worksite is eligible.
- C. Lodging
 - Accommodations shall be appropriate to the purpose of the trip.
 - Rates for accommodations shall be comparable to those of other facilities in the area.
 - The hotel hosting a convention shall be deemed to be an appropriate accommodation.
 - The city will pay the single rate if the employee or official is accompanied by a guest or family member.
- D. Meals
 - Workshops, events or training in which meals are not included in the registration or fee, and public purpose is met in accordance with the Meal and Refreshment Policy, meal costs shall be reimbursed.
 - Expenses for meals, including a maximum gratuity of 20% when applicable, will be reimbursed in accordance with the US General Services Administration (GSA) Domestic Per Diem rates (www.gsa.gov) including the first and last day of travel.
 - Per diem meal expenses at the applicable daily rate do not require receipts.

- Reimbursement for alcoholic beverages is prohibited.
- If meals are provided at a conference/workshop and are included in the registration/fees, an employee may not request per diem for that specific meal.

Metro Area Travel

Defined as official travel inside the seven-county metropolitan area for an event/activity.

- Transportation
 - Travel to and from the worksite (commuting) is not eligible for reimbursement, including evenings and weekends.
 - Travel may be reimbursable when an employee proceeds directly from their residence to official city business away from their regular or secondary worksite. Only the distance from their residence to the alternative destination minus the distance of their typical commute to their regular worksite is eligible.
- Meals
 - City-required attendance at day-long training/workshops with morning and afternoon sessions when no meal is provided between the two sessions. Meals before or after the event are not reimbursable.
 - Expenses for meals, including a maximum gratuity of 20% when applicable, will be reimbursed in accordance with the US General Services Administration (GSA) Domestic Per Diem rates (www.gsa.gov).
 - Reimbursement for alcoholic beverages is prohibited.
 - If meals are provided at a conference/workshop and are included in the registration/fees, an employee may not request per diem for that specific meal.

Mayor, City Council, Commissions or Committees

- When possible, the mayor and council members should have out of area travel events approved in advance by a vote of the City Council at an open meeting including an estimated cost of the travel. In evaluating the request, the City Council will consider whether:
 - They will receive training on issues relevant to the city or to their role as the mayor or as a council member.
 - They will meet and network with other elected officials to exchange ideas on relevant topics or the role of local elected officials.
 - They will tour a facility or function that is similar in nature or under consideration by Plymouth where the purpose for the trip is to study the facility or function to bring back ideas for consideration.
 - They were assigned by the City Council to visit another city for the purpose of establishing a goodwill relationship such as a "sister-city" relationship.

- They were assigned by the City Council to testify on behalf of the city before congress or to meet with federal officials on behalf of the city.
- Sufficient, budgeted funding is available to pay for the trip.
- The mayor and Council members receive monthly compensation as set forth in the Plymouth City Code, which is intended to defray certain costs (e.g., transportation to/from city meetings, ribbon cuttings and training) incurred for official city business. Expenses incurred by the mayor and Council members are reimbursable as outlined below:

Council Salary Includes (i.e., no reimbursement):	City staff will pay on behalf of Council:	Council eligible for reimbursement of the following (in addition to salary):
Transportation costs: Ride-hailing services, taxi, parking, mileage reimbursement, car rental	Airfare for approved out of state travel	Per Diem (meals) during the following approved events: • LMC annual conference • NLC city summit • NLC congressional conference • Other out-of-area approved conference
Meals/food outside of conferences approved for per diem	Conference/event registration fees for approved/budgeted events	
	Hotel/lodging expense for approved conferences/events	

Council Salary Includes (i.e., no reimbursement):	City staff will pay on behalf of Council:	Council eligible for reimbursement of the following (in addition to salary):
<u>Local transportation costs (e.g. to/from city meetings, ribbon cuttings and trainings)</u>	<u>Conference/event registration fees for approved/budgeted events</u>	<u>Transportation costs for approved out of state travel (e.g. airfare, ride-hailing services, taxi, parking, mileage reimbursement, car rental)</u>
<u>Meals/food outside of conferences approved for per diem</u>	<u>Hotel/lodging expense for approved conferences/events</u>	<u>Per Diem (meals) during the following approved events:</u> • <u>LMC annual conference</u> • <u>NLC city summit</u> • <u>NLC congressional conference</u> • <u>Other out-of-area approved conference</u>

- Reimbursable expenses are subject to other sections of this policy.
- The city manager or designee shall approve City Council travel expense reimbursements.
- The City Council may authorize funds in the budget to defray the costs of events for which they are invited to represent the city.
- City board and commission members serve on a purely voluntary basis. The city does not reimburse any ordinary out-of-pocket expenses. Requests for reimbursement of other than ordinary expenses shall be considered on a case-by-case basis and requires city manager approval.
- No reimbursement will be made for attendance at events sponsored by or affiliated with political parties.

References

For further information, please reference the following information or consult your supervisor or department director.

- *Equipment and Vehicle Operation – Plymouth Safety Policy*
- *Fleet Operation, Maintenance and Replacement Policy*
- *Resolution No. 2005-412, November 8, 2005 – Elected official Out-of-State Travel Policy*

Res. No. 2024-265, September 24, 2024; supersedes: Res. No. 2024-086, February 20, 2024, Res. No. 2003-175, April 8, 2003 – Travel and Expense Policy, Res. No. 94-460, August 1, 1994; Res. No. 94-401, July 18, 1994; Res. No. 96-649, November 20, 1996; Res. No. 95-223, April 4, 1995; Res. No. 94-399, July 18, 1994

Res. No. 93-253, May 3, 1993 – Mileage Reimbursement Policy and Procedures

Res. No. 83-199, April 11, 1983 – Policy Relating to Reimbursement of Ordinary Expenses to City Council, Commission and Board Members

Res. No. 80-730 – Urging and Directing Members of Advisory Commissions to Physically View and Inspect Properties and Sites Which are Subject of Commission Deliberations

Res. No. 2011-080, March 8, 2011



POLICY RELATING TO CITY FUNDING OF HUMAN SERVICE AGENCIES

The Plymouth City Council is responsible for periodically determining whether a financial or in-kind contribution will be made by the City to assist human service agencies. Human service funding requests will be considered as part of the annual budget cycle.

1. Any City contribution to a human service agency shall be for a public purpose and shall be expressly authorized by statute, and this information shall be forwarded to the City Council with the funding request.
2. The City Council will consider the following guidelines in determining which human service agencies, if any, receive funding. This policy should not be construed to obligate the City Council to provide funding or in-kind human service contributions.

~~A. Agencies must submit funding requests and all required information within the established time frame to be considered for funding.~~

~~B.A.~~ All funding requests shall be evaluated for effectiveness and appropriateness ~~as needed each year.~~

~~C.B.~~ If requested, Human service agencies will be expected to provide data substantiating the need for their specific types of service within the Plymouth community. Specific figures on the Plymouth population served through their efforts, fiscal analysis of cost of delivery of such services and documentation that their services do not duplicate those of other agencies serving the Plymouth population.

~~D.C.~~ The City Council will only consider funding programs or agencies which can demonstrate that the funds are used solely to provide services to Plymouth residents.

~~E.D.~~ Funding requests will normally be considered in relation to existing City human service commitments and the target populations served.

~~F.E.~~ Preference will be given to agencies or programs which:

1. Have taken affirmative efforts to raise funds to support their efforts.
2. Demonstrate in their budgets that there is a continuing concentration on minimizing administrative and overhead costs.
3. Cannot be effectively or fully funded through other sources.

4. Sponsor programs which have verifiable benefits to the community at large for example, programs that put people to work or enhance the effectiveness of City service delivery programs.
5. Make effective use of volunteer skills and in-kind contributions to reduce the cost of program/service delivery.

G.F. The City Council may establish additional guidelines or criteria for consideration of human service funding requests.

3. Upon request, Before any human service agency receives funding, an agreement or contract between the City and the human service agency shall be executed to ensure that the funds will be spent on a program which meets the public purpose and statutory authority requirements and, when appropriate, to establish that the agency is providing a service for the City in exchange for a contribution.



MEAL AND REFRESHMENT POLICY

Commented [JG1]: Repeal policy due to duplication in the Public Purpose and Expenditure Policy

The following guidelines will direct when meals and/or refreshments will be provided to employees, Council and Commission members, volunteers and the public:

- Generally, meetings must be scheduled to avoid the inclusion of meals.

When necessary, meals and/or refreshments may be provided at the following:

- At City hosted meetings in which the meeting involves primarily non-City employees but where some City employees are providing staffing services.
- When City Council, official Commissions or subgroups are meeting during a time commonly earmarked for breakfast, lunch or dinner. In general, meals will be provided for meetings beginning at or before 6:00 p.m. that run through the evening hours.
- During meetings consisting primarily of City employees when the refreshment and/or meals allow employees to continue the program with minimal disruption (particularly when the meal time is less than that normally allotted for lunch or dinner). All day training, retreats, candidate assessment processes are examples of this type of meeting.
- During emergencies and elections when there is little control over the flow of work and employees are obligated to work much longer than normal.
- During occasional department or employee committee or group meetings. This type of event must have an agenda. Refreshments will typically be provided to a group no more than once or twice per year and at a cost of no more than \$1.00 per attending employee.

Resolution No. 2003-176, April 8, 2003

PUBLIC PURPOSE EXPENDITURE POLICY RELATED TO EMPLOYEE DEVELOPMENT, WELLNESS/SAFETY AND RECOGNITION PROGRAMS

Purpose

The City of Plymouth recognizes the hard work and contributions of active and retiring employees through a formal Employee Recognition Program. The recognition program encourages productivity, creativity, and engagement.

This policy is intended to provide guidelines regarding authorized expenditures that meet the definition of public purpose and are authorized in accordance with the city's annual budgeting process. The City Council finds the expenditures contained in this policy necessary to achieve the objectives of the employee wellness and recognition program.

Even though a limited personal employee benefit may be derived from some of the authorized expenditures outlined in this policy, these expenditures are identified as meeting public purpose of recruitment, retention and development of the city's largest asset, its personnel.

The City Council and staff recognize that public funds may only be spent if the expenditure meets a public purpose which is defined in the Minnesota Supreme Court as an expenditure that meets all of the following:

- The activity will benefit the community as a body.
- The activity is directly related to functions of the government.
- The activity does not have as its primary objective the benefit of a private interest.

The policy is not intended to be all-inclusive but provide examples for guidance on acceptable purchases.

Authorized Public Purpose Expenditures

Employee Service Recognition

The City of Plymouth will recognize the longevity of its employees by presenting monetary bonus awards for years of service. Regular, benefit-earning staff and part-time/on-call firefighters are eligible to receive a certificate and service award in increments of five years up to a maximum award of \$400.

Years of Service	Award
5	\$50
10	\$100
15	\$150
20	\$200
25	\$250
30	\$300
35	\$350
40 (and every 5 years after)	\$400

Citywide Employee Recognition and Appreciation Event

Annually, the city will hold a recognition and appreciation event for all staff in which regular benefit-earning employees and part-time/on-call firefighters will be recognized for their milestone anniversaries. The event may also include recognition of department and employee accomplishments. The event includes a meal that is provided to employees.

Volunteer Recognition Event

A recognition event may be held for all volunteers and the city employees who supervise them. The event may include a meal that is provided to staff and volunteers.

Public Safety Department Recognition Event

A recognition event is held each year to recognize public safety achievements. Members of the public who are scheduled to receive awards and all public safety staff are invited. A meal may be served. Officers, staff and citizens may receive awards. The employee awards are selected in order to further the goals of the employee recognition program and are specified in the Department's Policy and Operations Procedures Manual.

New Hire Celebration

A department may offer light refreshments to encourage team building and welcome new employees.

Promotion/Professional Award Celebration

A department may offer light refreshments to celebrate an employee's or council member's professional award or an employee's promotion.

Voluntary Resignations and Retirements

The city will recognize a departing employee's service by providing memorabilia and/or light refreshments, the total cost of which may not exceed \$150. Any employee with 10 or more years of service who resigns or retires from the city in good standing shall be eligible. No employee is required to be recognized under this provision.

Wellness and Safety Program

The City Council recognizes wellness and safety activities for their public purpose of improving the health and wellness of employees. Expenditures are allowed for refreshments, training and activities that encourage improved levels of health and safety for employees. The city recognizes the ultimate goals of controlling the cost of city-provided health insurance, a lower frequency and cost of workers' compensation claims, and an improved quality of life for employees.

Clothing

Certain employees are provided with articles of clothing and/or vests that clearly identify them as city employees. The employee must be required to wear the clothing as a condition of employment and the clothing is not suitable for everyday wear as it clearly identifies the employee as City of Plymouth Staff.

The city will provide an allowance of \$250 once every twelve months to certain employees who by the nature of their work assignment are required to wear footwear meeting ASTM and/or ANSI ratings as defined by Minnesota OSHA. Department directors are responsible for determining who meets this requirement (typically maintenance employees and building inspectors), and the city manager has final discretion for implementing this policy. Qualifying personnel are expected to wear the required footwear for the job duties being performed and are not permitted to wear the footwear when not on duty for the city.

City Owned Mobile Technology

The purpose of the mobile technology allowance is to improve service response and mitigate city exposure in mobile device management. When the city does not provide mobile technology devices to staff or elected officials but determines that they must remain accessible or have access to mobile technology due to the nature of their job duties, employees and elected officials may be eligible to receive a monthly allowance for verifiable costs attributable to city business at the discretion of the city manager.

Directors are responsible for determining which employees qualify for a mobile technology allowance, in lieu of providing city-owned technology, based on the nature of their job duties. Typically such allowances are reserved for staff who: are expected to respond to customers in a timely fashion, have need for immediate communication with staff or others to perform job tasks, have a primary work location away from an office with traditional wired communication devices, need to access data or phone communications where wired access is not available and/or have job duties that require immediate response to urgent matters.

Recipients of the mobile technology allowance must follow all requirements set forth by IT staff for security, availability and access to data.

Trainee Programs

The city wishes to enhance recruiting efforts in order to eliminate barriers of entry into public sector careers by offering employment and training programs based on requirements and successful performance as determined by department heads and the city manager. The purpose of the program is to widen the pool of qualified applicants for future job vacancies. Individuals selected to participate and successfully perform in a trainee program authorized by the city manager may receive wages and benefits in accordance with provisions for a regular employee of the city and may also be eligible for payment or reimbursement of tuition, books, required supplies and uniforms paid by the city as approved by the city manager. Wages and benefits are subject to IRS limitations and taxability requirements.

Meals and Refreshments

Costs associated with meals and/or refreshments will be permitted for the following:

- City meetings and events that have the purpose of discussing city issues or providing training. These meetings would normally have an agenda. This provision does not include regular staff meetings.

- During emergency situations as determined by the department director. City manager must sign off on the receipts before submitting to finance.
- Refreshments for staff working in extreme weather conditions (e.g., water and isotonic drinks for hydration purposes, etc.).
- Meetings related to city business to promote the city (economic development activities) or network with other public officials (e.g., city manager meetings with other governmental agencies).
- Professional association meetings and/or accreditation processes.
- Work activities requiring continuous service when it is difficult to break for meals (e.g., election days, water main breaks, participation in all-day interview panel, high profile criminal investigation, community events).
- Refreshments for people who volunteer for city sponsored activities (e.g., seniors working on administrative projects, community events).
- City Council or commission meetings held during or adjacent to a meal hour.
- Meals that are connected with official city business travel pursuant to the Expense Reimbursement and Travel policy.

Use of city funds are prohibited for the following:

- Alcoholic beverages.
- Tipping of more than 20% on city approved reimbursable meals.
- Employee functions or celebrations that are solely social in nature (e.g., birthdays, holidays, ice cream socials).
- Fundraisers for non-city related events (e.g., Chamber of Commerce).
- Participation in optional activities that are not included in the regular conference registration fee (optional golf rounds, sporting events, concerts).
- Meetings between staff members that are not in accordance with the permitted uses above such as routine staff meetings.
- Gifts to private individuals or organizations.
- Donations to non-city related events (gift baskets with city clothing, products or offering services).

Special Requests

From time to time, there may be an event that is a proper public expenditure, but that is not contemplated by this policy. Departments may submit to the city manager a request for such a public expenditure in writing. This request must identify how the expenditure is related to a public purpose as stated in the public purpose criteria outlined above and given to the finance department for processing upon approval.

Resolution No. 2024-168, May 14, 2024

(Supersedes Resolution No. 2019-085, March 26, 2019; Resolution No. 2009-288, November 24, 2009; Resolution 2007-431, October 9, 2007; Resolution 2003-176, April 8, 2003)

Proclamations

Proclamations are ceremonial documents issued to recognize a day, week or month. The goal of a proclamation is to honor, celebrate or create awareness of an event or issue of significance to Plymouth and its residents.

The city has the right to decline any request for a proclamation that does not follow the guidelines below. The city may revise suggested text of any proposed proclamation. The mayor will have prior notice of requests for proclamations to be made at city council meetings or other venues.

The city may proclaim more than one event, cause or achievement simultaneously.

I. Mayoral Proclamations

- a. The mayor may issue proclamations outside of council meetings to welcome events being held in Plymouth and to recognize significant achievements by Plymouth residents and organizations (e.g., birthdays of 90 or more years, milestone anniversaries of businesses, sports team achievements, etc.).
- b. Council members will be notified of all mayoral proclamations.

II. Proclamations Issued by the City Council - The city council may issue proclamations at city council meetings to:

- a. Recognize a community event that the city sponsors or in which the city participates (e.g., Arbor Day, Earth Day, etc.).
- b. Raise awareness on an important issue of broad interest impacting the city that is consistent with the city's mission and values (e.g., Small Business Saturday, TBI Awareness Month, etc.).
- c. Acknowledge the city's role in a significant event or achievement (e.g., DMO related events, Green Step Cities, recognizing city awards, etc.).
- d. Highlight major local, national or international events that are culturally or historically significant as recommended by staff each year (e.g., Black History Month, Asian American and Pacific Islander Heritage Month, Indigenous People's DayFair-Day, etc.).
- e. Recognize employees who retire (eligible to draw PERA pension) after 10 or more years of service with the city.

III. Not Allowed in Proclamations - The following items are not allowed in proclamations:

- a. Items that promote or foster discrimination;
- b. Matters of political controversy, or ideological or religious belief;
- c. Events, individuals or organizations with no direct relationship to the City of Plymouth;
- d. Solicitations of commerce, political, charitable or religious viewpoints or causes;
- e. Events or causes contrary to the city's mission, vision or policies;
- f. No official interest with the city;
- g. Outside of the purview of city governance.



POLICY ON USE AND RETENTION OF GOVERNMENT DATA BY MEMBERS OF THE CITY COUNCIL AND CITY BOARDS AND COMMISSIONS

Purpose

This policy establishes guidelines for the retention, access, and appropriate use of government data by members of the City Council and City boards and commissions to ensure compliance with applicable laws, maintains public trust through transparency of public data, and ensures the integrity and security of private data.

General

The Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, controls how government data is collected, created, maintained, and released. “Government data” includes all data collected, created, received, maintained, or disseminated by the City.

Use of Private Data

In the course of their duties, council members and board and commission members may receive private, confidential, nonpublic and protected nonpublic data. For convenience, all such data in this policy will be referred to as “private data.” Council members and board/commission members may only maintain and disseminate private data in accordance with this policy and the Minnesota Government Data Practices Act.

Dissemination Policy

The City’s data practices policies for data subjects and members of the public outline the process for requesting and responding to data requests, which is handled through the city clerk.

City Council members and board/commission members may generally disseminate private data only to other city council members and board/commission members, respectively, to the city attorney, and to staff members who have the need for such information in conjunction with their official duties. Any question about what is “private data” or its dissemination should be directed to the Responsible Authority designated by the City Council or to the City Attorney.

Retention Policy

All government data created, received, or maintained by council members and board and commissions in the course of official duties must be retained in accordance with the city's records retention schedule and applicable state or federal laws.

City Council and board/commission members should only retain private data when needed to fulfill their official duties. When it is no longer needed, the data should be returned to the city clerk or, if there is a copy that is part of the city records, shredded. Upon leaving office, city council and board/commission members must shred or return all private data to the city clerk.

Resolution No. 2003-521, November 10, 2003

Role of Council Coordinating Representative

The City of Plymouth is a home rule charter city operating under the Council-Manager form of government. Under this plan the City Council is the policy-establishing legislative body. To assist in obtaining information required to make policy decisions, the City Council is advised by voluntary advisory commissions. To be well informed, the Council must also maintain a close liaison between itself and other organizations, agencies and governmental bodies serving City residents. Consequently, the Council has deemed it appropriate to establish Council Coordinating Representatives (CCR's). Each Councilmember is assigned as a CCR to one or more bodies annually, generally in January.

The singular, essential function of a CCR is to assure two-way communication between the City Council and the body to which the Council member serves as CCR. In performing this function, the CCR must be both a listener and communicator. To keep the Council appropriately advised of that body's activities, the Council member must be aware of issues which have or will be facing the body, the objectives of the organization, its resources and other matters which might influence the organization's ability, desire, or capacity to accomplish its day-to-day ends. With this information, the CCR is able to both provide the Council with information and actions taken by the body, as well as an appreciation for why or how those actions took place, and what may be expected in the future.

The CCR must also be a good listener to advise the Council of the impact of its actions, positions, plans or lack of action upon that respective body. This is essentially a matter of maintaining a high degree of trust and cooperation.

A CCR is also responsible for advising the body of the City Council's positions on various issues, and the impact that the body's action may have on the City.

To be an effective CCR, the Council member should periodically expect to provide other Councilmembers with a short verbal report to keep them advised of the actions or conditions affecting the body or agency they represent.

CITY OF BLOOMINGTON
CITY COUNCIL LISTENING SESSION GUIDELINES

- 5:45-6:15 p.m. (Council meeting starts at 6:30 p.m.)
- Civic Plaza Conference Room
- Occurs when there is a regularly scheduled council meeting that same Monday (see Council's approved calendar)
- "Regular Meeting" under the Minnesota Open Meeting Law
- Each Listening Session meeting will be posted on the city's calendar/website.
- Audio recorded only (no video recording or live broadcast)
- Call in option available.
- Information will be published on the agenda packet.
- Subject to the Minnesota Open Meeting Law.
- A quorum is needed to open the meeting and take action, except less than a quorum can vote to adjourn.
- Preregistration (with topic) is requested by contacting the Council Secretary. The Council Secretary will request the speaker's topic(s). Those that have preregistered will be called on to speak before those that have not preregistered.
- Listening Session testimony is permitted on any topic except those that have a scheduled public hearing the City Council agenda that same day.
- Five minutes per speaker/topic.
- Process must be content-neutral
- If everyone that has preregistered or otherwise desires to speak has spoken but it's not yet 6:15 p.m., then the City Council can adjourn early.
- Minutes will be taken (with actions and attendance recorded).
- The Mayor, or its designee, is the Presiding Officer.
- City Manager and City Attorney, or their designees, shall also attend.
- A sergeant at arms will be present.
- City Manager may request additional staff attend based on topics indicated at preregistration.
- ADA accommodation available upon request; at least two business days' notice is requested.
- Section 21 of the City Council's Rules of Procedure (Enforcement of Decorum) are applicable to these Listening Sessions as if they occurred in the Council Chambers.
- The City Council's Rules of Procedure and Robert's Rules of Order (most current edition) shall be consulted for parliamentary procedures, when needed.

Last Edited March 17, 2025.

Eagan Listening Sessions

Non-Agenda Items - Visitors to be Heard & Listening Sessions

Individuals wishing to appear at regular meetings of the City Council relative to items not included on an agenda may speak or make presentations under the sections of the agenda entitled, Visitors to be Heard. The Visitors to be Heard section is scheduled at the end of the meeting and the total time limit for all speakers is 10 minutes. No Council action on a visitor's presentation should be expected at this meeting, since the Council will want to study all proposals or requests before making a decision.

*Listening Sessions are held prior to each regular City Council meeting (generally beginning at 6:00 p.m. in the Eagan Room of City Hall), also for the purpose of addressing items not included on the City Council agenda. Individuals wishing to address the City Council may speak or make presentations in this less formal meeting format. If you would like to discuss addressing the Council in this setting, please call [651-675-5005](tel:651-675-5005).



CITY COUNCIL LISTENING SESSIONS – AUGUST 2023

Report to the Red Wing City Council and Residents

What: The City of Red Wing held a series of six 90-minute listening sessions over four days from August 21 through August 24, 2023. A detailed list of the locations and the Council and staff participants is included at the end of this document. A note of how the sessions were publicized is also at the end of this document.

Purpose: The purpose of the listening sessions was for City Council members to hear from residents across the community about concerns, ideas, and questions, including on issues related to the Council's upcoming 2024 budget decisions.

How this information will be used: A final report will be published on the City's website and City Beat, attached to a Council budget workshop packet, and included in a Council agenda packet.

How the sessions were run: Four to seven Council members and the mayor attended each meeting. The meetings were all publicly noticed so any member could attend without concerns of a quorum. Between four and nine staff members also attended each meeting. When residents arrived, they were asked to individually write down their answers to four questions: (a) What is your favorite thing about living in Red Wing?; (b) What do you think is the most serious issue in Red Wing? (c) What topics do you want covered in this session? (d) What questions do you have for City Council members at this session? Residents wrote their answers on sticky notes and placed the notes on large sheets on the walls. The City's Community Engagement Facilitator, Michelle Leise, facilitated each session, grouping the conversation by topic based on what people had written. Residents were also asked at the end of each meeting to write down their answer to this question on a sticky note: "How would you cut costs?" After each session, residents were also invited to stay a bit afterward to connect with individual Council members and staff if desired.

A total of 121 people attended the sessions, including 114 unique individuals. (7 residents attended more than one session.) Residents were, in general, older in age than the median demographic age in Red Wing.

MOST COMMON TOPICS RAISED BY RESIDENTS & DISCUSSED IN SESSIONS

- Potential Tax Increase in 2024 Budget
- More Housing for All Ages and Incomes (especially affordable options)
- Concern About City Overspending
- Business Development in Downtown and Old West Main Street areas
- More Opportunities for Teens and Young Adults in Jobs, Entertainment, and Housing
- Speeding (plus additional questions on roads and construction)
- Parking
- Marijuana (mostly legal questions based on the state's new ruling)



Select Language

A A A

Registration still open for remaining redistricting listening sessions

Olmsted County and the City of Rochester are encouraging residents to take part in the 2022 [redistricting process](#). This includes participating in an upcoming virtual listening session. Four listening sessions took place in December 2021. Recordings of those sessions can be found on the [City of Rochester redistricting website](#) under the **Events** tab.

What is a listening session?

Redistricting listening sessions are an opportunity for you to share valuable information with local governments before redistricting occurs. This can include sharing perspectives from communities of interest, such as a neighborhood, community, or group of people who have common policy concerns and would benefit from being maintained in a single district. A community of interest is a way for a community to tell its own story about what neighbors have in common, and what makes it unique when compared to surrounding communities. Olmsted County and City of Rochester staff will review and consider all listening session input prior to the redrawing of electoral boundaries.

Can I bring forward questions at the redistricting listening sessions?

The listening sessions are designed as a forum for residents to share their thoughts and ideas related to redistricting. Attendees can ask questions, but they will be answered following the session on our websites. If you have questions about the redistricting process, please visit the [City of Rochester](#) and [Olmsted County](#) redistricting websites for a list of frequently asked questions. You can also submit questions and view more information about redistricting on those websites.

How do I register to speak at an upcoming listening session?

To register for a speaking slot at a redistricting listening session, visit the [Olmsted County Public Registrations website](#).

Once on the site, please read the registration guidelines before choosing a listening session date and time.

Want to listen but not speak in a listening session?

If you would prefer to just listen in on a redistricting call and not speak, you can still attend the event via this [Zoom link](#). Your microphone will be muted, and your camera will be turned off. If time is available following all registered speakers, the facilitator may ask audience members if they would like to speak. Those interested will be chosen, at random, based on the remaining time available.

Listening session dates/times

- **City of Rochester Wards 1 & 2**
 - January 11, 2022, Noon – 1 p.m.
 - January 11, 2022, 6 – 7 p.m.
- **City of Rochester Wards 3 & 4**
 - January 13, 2022, Noon – 1 p.m.

- January 13, 2022, 6 – 7 p.m.
- **City of Rochester Wards 5 & 6**
 - January 19, 2022, Noon – 1 p.m.
 - January 19, 2022, 6 – 7 p.m.
- **General Community - Olmsted County**
 - January 22, 2022 – 9-10 a.m.

If you are having difficulty registering for a virtual listening session event, email Olmsted County's Policy, Analysis, and Communications (PAC) department at PACsupport@co.olmsted.mn.us. Please include your full name, address, and the listening session date and time you would like to select.

Registration is limited to 16 participants who wish to speak at each virtual listening session. Sessions are one hour and will include a brief introduction on the redistricting process. Olmsted County and City of Rochester officials will not be available to answer questions during the listening sessions. Answers to frequently asked questions are available on the city and county redistricting websites.

Unable to attend a virtual event?

If you are unable to attend a virtual event and would still like to submit your comments on redistricting, please email comments to PACsupport@co.olmsted.mn.us. You can also mail comments to:

Olmsted County Government Center
c/o PAC
151 4th St SE
Rochester, MN 55904

More redistricting-related events may be announced in the next several months. Updates can be found on the [Olmsted County](#) and [City of Rochester](#)

redistricting websites.

###

Media Contact: [Gretchen Williamson](#), Communications Manager, 507-328-6024

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Practices

Greater Minnesota Transportation
Sales and Use Tax

Local Option Sales and Use Tax

Posting on website policy

Responding to Resident Questions/Concerns

Staff recognizes that council members receive many questions and concerns from residents. There are several options council members have when responding to residents. The information below provides options/recommendations on efficient ways to respond.

Key points:

- Centralized point of contact: City staff acts as a central hub to direct resident concerns to the relevant department/division.
- Faster response times: By contacting City Hall or using myPlymouth, resident issues can be routed quickly to the appropriate department for immediate attention.
- Comprehensive understanding: City staff have a holistic view of city operations and can provide guidance on navigating issues.
- Council support: Staff understand that council members have varying schedules and demands outside of their council role. Staff's role is to support the council and respond to resident concerns.

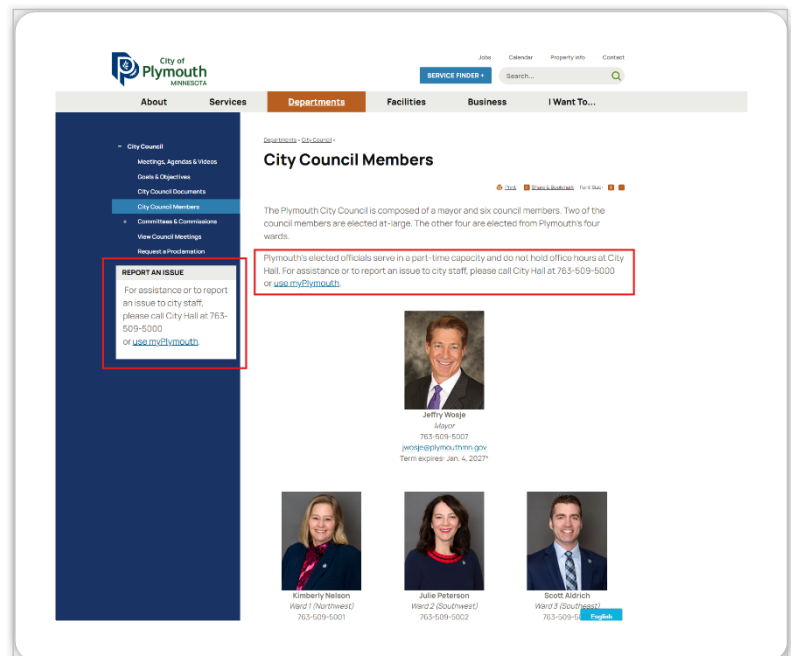
Option 1: Contact the city directly (call or myPlymouth)

For the most efficient way to address concerns with city operations, please encourage residents to contact city staff directly, call the front desk at 763-509-5000 or report an issue through [myPlymouth](#) instead of routing questions through individual council members. This ensures that resident issues reach the appropriate department for prompt action and resolution.

Residents can use myPlymouth 24/7 to report issues, such as potholes, street or park issues, overgrown vegetation, snow plowing problems, graffiti, hydrant issues and more. MyPlymouth can also be used to start/stop city utility service and make inquiries. To submit an issue via myPlymouth, or to download the app, visit plymouthmn.gov/myplymouth.

Information on myPlymouth has been added to the council webpage to help residents report issues.

Note: Council Members should not submit requests on behalf of residents on myPlymouth as it will link the council members contact information with the resident in the system.



Sample response:

Hello [Resident Name],

Thank you for reaching out about [issue]. While I'm happy to stay informed about issues in our community, [Department Name] is best equipped to handle this directly.

Please contact [Staff Contact Name] at [email] or [phone], or [myPlymouth](#) to submit the request formally. This ensures the team can log, track, and respond to your concern efficiently.

If you run into any issues getting a response, don't hesitate to circle back to me.

Option 2: Forward concerns to staff

Council members can also forward resident concerns to staff as soon as possible. Staff will respond promptly and copy the council member. If the email was sent to all council members at council@plymouthmn.gov, staff also receive the email and will blind copy all council members on the response.

If a council member receives a phone call and does not want to direct resident to myPlymouth, the suggestion is to send a brief email to staff as soon as possible so staff can respond.

Sample response:

Dear [Resident Name],

Thank you for bringing this to my attention. I appreciate you taking the time to share your concern about [brief summary of issue].

For the most direct assistance, I've forwarded your message to [Staff Member Name/Department], who handles this type of request. You may also contact them directly at [phone/email] if you'd like to follow up.

Please feel free to keep me updated if the issue is not addressed in a timely manner—I'm always happy to help advocate where needed.

Other

Council does not need to send emails to staff when a resident is expressing opposition/support to a policy issue or concerns unless a response is needed.

Examples:

Business owner emails council member regarding the status of a planning application.

- Less efficient solution: Council member forwards email to staff. Staff responds to council member. Council member then responds to applicant.
- Most efficient solution: Council member forwards the email to the appropriate staff (in this scenario Lori Sommers or Grant Fernelius), staff responds to the applicant and copies the council member. When in doubt, send to Dave or Maria and we will forward to the appropriate person for resolution.

Resident emails council member with concerns regarding speeding in their neighborhood.

- Less efficient solution: Council member asks staff about traffic data, calls the resident back to explain, then contacts staff with additional questions.
- Most efficient solution: Council member forwards the concerns to staff, staff reviews the history of neighborhood and does a speed analysis (if warranted), staff follows up with the resident and answers questions from a public safety and engineering perspective and copies councilmember.

Resident emails council to request a meeting with the HOA to discuss a street project.

- Less efficient solution: Council member agrees to meet with resident without communicating with staff. Council member is at meeting without having the information needed to answer resident questions.
- Most efficient: Council members ask residents to work directly with staff on the concern. Staff will follow up with the council member explaining the outcome.

Resident calls council member to submit a complaint about a pothole.

- Less efficient solution: Council member enters the complaint in myPlymouth using their name and the resident's address. The pothole gets addressed but now the residents address is linked to the council member in the system and the resident does not receive an update on the concern.
- Most efficient: Council member directs the resident to enter the complaint to myPlymouth or forward the email to the appropriate staff (in this scenario Michael). Staff will respond to the resident and copy the council member.

Resident emails the council to share that their trash was not picked up this week.

- Less efficient solution: Council member emails staff, staff emails council member, council member emails resident, resident asks more questions and the cycle repeats.
- Most efficient solution: Council member directs the resident to enter the complaint to myPlymouth or forward the email to the appropriate staff (in this scenario Michael). Staff will respond to the resident.

Resident emails council member to complain about e-bikes on city streets and asks for more police enforcement.

- Less efficient solution: Council member calls staff and then calls the resident to explain e-bike regulations and safety.
- Most efficient solution: Council member directs the resident to the appropriate staff (in this case Erik Fadden). Staff will respond to the resident.

Council members can certainly respond how ever they wish. We are simply providing suggestions to assist us all in being as efficient as we can in responding to customers.

For questions or further clarifications, please contact Dave or Maria.

To: Dave Callister, City Manager

Prepared by: Jodi Gallup, City Clerk

Reviewed by: Maria Solano, Deputy City Manager

Item: **Set future study sessions**

1. Action Requested:

Schedule study sessions and/or add topics as desired. The calendar for the remainder of the year is attached to assist with scheduling.

2. Background:

Pending study session topics (at least three council members have approved the following study items on the list):

- None at this time.

Staff requests for meeting topics and/or changes:

- Receive update from MnDOT on Highway 169 Corridor Study on September 23 at 5 p.m.
- Review tobacco licensing ordinance on October 14 at 5 p.m.
- Conduct city manager performance review in a closed meeting on November 10 at 5 p.m. (this meeting will be on Monday due to Veterans Day Holiday being on Tuesday)

3. Budget Impact:

Not applicable.

4. Attachments:

1. Calendar

SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	6 7:00 PM PLANNING COMMISSION MEETING Council Chambers	7	8	9
10	11 5:00 PM SPECIAL COUNCIL MEETING Wayzata School Board and Plymouth City Council joint meeting Wayzata Public Schools District Service Center	12 5:00 PM SPECIAL COUNCIL MEETING Yard waste site management/ Council policies and listening session discussion Medicine Lake Room 7:00 PM REGULAR COUNCIL MEETING Council Chambers	13 7:00 PM ENVIRONMENTAL QUALITY COMMITTEE MEETING Medicine Lake Room	14	15	16
17	18	19	20 7:00 PM PLANNING COMMISSION MEETING Council Chambers	21	22	23
24	25	26 5:00 PM SPECIAL COUNCIL MEETING Budget Meeting #1 Medicine Lake Room 7:00 PM REGULAR COUNCIL MEETING Council Chambers	27	28 7:00 PM HOUSING AND REDEVELOPMENT AUTHORITY MEETING Council Chambers	29	30
31						



City of
Plymouth

September 2025

SUN	MON	TUES	WED	THUR	FRI	SAT
	1  LABOR DAY CITY OFFICES CLOSED	2	3 7:00 PM PLANNING COMMISSION MEETING Council Chambers	4	5	6
7	8	9 5:00 PM SPECIAL COUNCIL MEETING Budget Meeting #2 Medicine Lake Room 7:00 PM REGULAR COUNCIL MEETING Council Chambers	10 7:00 PM ENVIRONMENTAL QUALITY COMMITTEE MEETING Medicine Lake Room	11 6:00 PM PARK & REC ADVISORY COMMISSION MEETING Council Chambers	12	13
14	15	16	17 7:00 PM PLANNING COMMISSION MEETING Council Chambers	18	19	20
21	22	23 7:00 PM REGULAR COUNCIL MEETING Council Chambers	24	25 7:00 PM HOUSING AND REDEVELOPMENT AUTHORITY MEETING Council Chambers	26	27
28	29	30				

3400 Plymouth Boulevard
Plymouth, MN 55447

OFFICIAL CITY CALENDAR

763-509-5080
plymouthmn.gov

*Per MN Statute 13D.02, members may be attending remotely.

SUN	MON	TUES	WED	THUR	FRI	SAT
			1	2	3	4
5	6	7	8 7:00 PM ENVIRONMENTAL QUALITY COMMITTEE MEETING Council Chambers	9	10	11
12	13	14 7:00 PM REGULAR COUNCIL MEETING Council Chambers	15 7:00 PM PLANNING COMMISSION MEETING Council Chambers	16	17	18
19	20	21	22 10:00 AM DESTINATION MARKETING ORGANIZATION ADVISORY BOARD MEETING Council Chambers	23 7:00 PM HOUSING AND REDEVELOPMENT AUTHORITY MEETING Council Chambers	24	25
26	27	28 5:00 PM SPECIAL COUNCIL MEETING Budget Meeting #3 Medicine Lake Room 7:00 PM REGULAR COUNCIL MEETING Council Chambers	29	30	31	



City of
Plymouth

November 2025

SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3	4	5 7:00 PM PLANNING COMMISSION MEETING Council Chambers	6	7	8
9	10 7:00 PM REGULAR COUNCIL MEETING Council Chambers	11  VETERANS DAY CITY OFFICES CLOSED	12 7:00 PM ENVIRONMENTAL QUALITY COMMITTEE MEETING Medicine Lake Room	13 7:00 PM PARK & REC ADVISORY COMMISSION MEETING Council Chambers	14	15
16	17	18	19 7:00 PM PLANNING COMMISSION MEETING Council Chambers	20	21	22
23 30	24	25 5:00 PM SPECIAL COUNCIL MEETING Budget Meeting #4 (if needed) Medicine Lake Room 7:00 PM REGULAR COUNCIL MEETING Council Chambers	26	27 THANKSGIVING HOLIDAY CITY OFFICES CLOSED	28 THANKSGIVING HOLIDAY CITY OFFICES CLOSED	29

3400 Plymouth Boulevard
Plymouth, MN 55447

OFFICIAL CITY CALENDAR

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*Per MN Statute 13D.02, members may be attending remotely.



City of
Plymouth

December 2025

SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2	3 7:00 PM PLANNING COMMISSION MEETING Council Chambers	4 7:00 PM HOUSING AND REDEVELOPMENT AUTHORITY MEETING Council Chambers	5	6
7	8	9 7:00 PM REGULAR COUNCIL MEETING Council Chambers	10 7:00 PM ENVIRONMENTAL QUALITY COMMITTEE MEETING Council Chambers 7:00 PM CHARTER COMMISSION ANNUAL MEETING Medicine Lake Room	11	12	13
14	15	16	17 7:00 PM PLANNING COMMISSION MEETING Council Chambers	18	19	20
21	22	23	24 CHRISTMAS HOLIDAY CITY OFFICES CLOSED	25 CHRISTMAS HOLIDAY CITY OFFICES CLOSED	26	27
28	29	30	31			

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