

**CITY OF PLYMOUTH
AGENDA
Regular City Council
Council Chambers
3400 Plymouth Boulevard, Plymouth, MN
August 26, 2025, 7:00 PM**

- 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. PLYMOUTH FORUM** - Individuals may address the council about any item not contained on the regular agenda. A maximum of three minutes is allotted per individual with a total of 15 minutes for the forum. If the full 15 minutes are not needed for the forum, the City Council will continue with the agenda. The City Council will take no official action on items discussed at the forum, with the exception of referral to staff or commission or committee for future report.
- 4. PRESENTATIONS AND PUBLIC INFORMATION ANNOUNCEMENTS**
- 5. APPROVE AGENDA** - Council members may add items to the agenda including items contained in the Council Information Memorandum for discussion purposes or staff direction only. The council will not normally take official action on items added to the agenda.
- 6. CONSENT AGENDA** - These items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a council member or individual so requests, in which event the item will be removed from the consent agenda and placed elsewhere on the agenda.
 - 6.1** Adopt proposed minutes
 1. August 11 Special
 2. August 12 Special
 3. August 12 Regular
 - 6.2** Approve disbursements
 1. Invoice Expense Distribution
 2. City Council Resolution 2025-221
 - 6.3** Award contract for the Plymouth Boulevard Landscaping Project (ST240003)
 1. Bid Tabulation
 2. Award Recommendation Letter
 3. City Council Resolution 2025-222
 - 6.4** Approve School Resource Officer Contract with Robbinsdale Area School District #281
 1. Contract

2. City Council Resolution 2025-223
- 6.5** Award contract for the 2025-2026 Miscellaneous Concrete Work Project (ST259007)
 1. Location Map
 2. Bid Tabulation
 3. City Council Resolution 2025-224
- 6.6** Adopt council policy amendments
 1. Conduct of regular meetings
 2. Council communications
 3. Code of ethics
 4. Commission appointments and performance
 5. City attorney work
 6. Building dedication plaques
 7. Expense reimbursement and travel
 8. Human services funding
 9. Proclamation
 10. Use and retention of government data
 11. Council Policies with Track Changes
 12. City Council Resolution 2025-225
- 6.7** Approve temporary liquor license application of St. Paul Fire Foundation at Hilde Performance Center located at 3500 Plymouth Boulevard on September 27
 1. City Council Resolution 2025-226

7. PUBLIC HEARINGS

8. GENERAL BUSINESS

- 8.1** Deny variances for Rob Lundquist to allow a recently-constructed accessory building that does not comply with city code regulations to remain in place, for property located at 4870 Zachary Lane (Rob Lundquist -- 2025-044)
 1. Presentation
 2. Applicant's Presentation
 3. Planning Commission minutes
 4. Planning Commission report
 5. Location map
 6. Aerial map
 7. June 13, 2025 Notice of violation letter
 8. Building permit application form -- received June 25, 2025
 9. June 26, 2025 Email from city to homeowner
 10. July 2, 2025 Official Order Letter
 11. July 7, 2025 Email from homeowner to city

12. July 9, 2025 Email from city to homeowner
13. Applicant's narrative response
14. Photo of rear yard
15. Survey
16. Resolution (No Action)

9. REPORTS AND STAFF RECOMMENDATIONS

10. ADJOURNMENT



To: Dave Callister, City Manager

Prepared by: Jodi Gallup, City Clerk

Reviewed by: Maria Solano, Deputy City Manager

Item: **Adopt proposed minutes**

1. Action Requested:

Adopt proposed minutes.

2. Background:

Not applicable.

3. Budget Impact:

Not applicable.

4. Attachments:

1. August 11 Special
2. August 12 Special
3. August 12 Regular

Proposed Minutes Special Council Meeting August 11, 2025

Deputy Mayor Peterson called a Special Meeting of the Plymouth City Council to order at 5:05 p.m. at the Wayzata Public Schools District Service Center, 13305 12th Avenue N., on August 11, 2025.

COUNCIL PRESENT: Deputy Mayor Peterson, Councilmembers Gregor, Pointner, Aldrich, Nelson, and Spoonheim.

COUNCIL ABSENT: Mayor Wosje.

STAFF PRESENT: City Manager Callister, Deputy City Manager Solano, Public Safety Director Fadden, Fire Chief Coppa, Public Works Director Thompson, Community and Economic Development Director Fernelius, Parks and Recreation Director Tomlinson, Human Resources Director Timpone, and City Clerk/Administrative Coordinator Gallup.

Joint Meeting with Wayzata School Board and Plymouth City Council

Council received a tour of the Wayzata Public Schools District Service Center. Plymouth staff provided city updates to the school board. School district staff provided district updates to the city council.

Adjournment

Deputy Mayor Peterson adjourned the meeting at 6:26 p.m.

Jodi M. Gallup, City Clerk/Administrative Coordinator

Proposed Minutes Special Council Meeting August 12, 2025

Mayor Wosje called a Special Meeting of the Plymouth City Council to order at 5:00 p.m. at Plymouth City Hall, 3400 Plymouth Boulevard, on August 12, 2025.

COUNCIL PRESENT: Mayor Wosje, Councilmembers Gregor, Pointner, Peterson, Aldrich, Nelson, and Spoonheim. Councilmembers Peterson and Spoonheim participated via interactive technology due to being unable to attend in-person pursuant to State Statute 13D.02.

COUNCIL ABSENT: None.

STAFF PRESENT: City Manager Callister, Deputy City Manager Solano, Public Safety Director Fadden, Fire Chief Coppa, Public Works Director Thompson, Community and Economic Development Director Fernelius, Parks and Recreation Director Tomlinson, Human Resources Director Timpone, Finance Director Rich, Parks and Forestry Manager Swartzler, and City Clerk/Administrative Coordinator Gallup.

Yard Waste Site Management

Staff provided an update on the yard waste site management and options for council consideration. Council asked questions, provided feedback, and directed staff to move forward with keeping the yard waste site operations at its current location and explore funding options.

Council Policies

Staff reviewed proposed changes to the council policies to ensure effectiveness, legal compliance, and align with the city's goals and operating procedures. Council asked questions and provided feedback on the policy changes.

Council discussed interactions with boards and commissions, the process to amend work plans mid-year, continuing the student seat on the Park and Recreation Advisory Board for another year, and the option for council members to schedule listening sessions to hear from residents.

Set Future Study Sessions

The following study sessions were scheduled:

- 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 25 at 5 p.m.
- Move budget meeting number four (if needed) to November 10 at 5 p.m.

Adjournment

Mayor Wosje adjourned the meeting at 6:57 p.m.

Jodi M. Gallup, City Clerk/Administrative Coordinator

Proposed Minutes Regular City Council Meeting August 12, 2025

Mayor Wosje called a Regular Meeting of the Plymouth City Council to order at 7:00 p.m. in the Council Chambers of City Hall, 3400 Plymouth Boulevard, on August 12, 2025.

COUNCIL PRESENT: Mayor Wosje, Councilmembers Gregor, Pointner, Peterson, Aldrich, and Nelson. Councilmember Peterson participated via interactive technology due to being unable to attend in-person pursuant to State Statute 13D.02.

COUNCIL ABSENT: Councilmember Spoonheim.

STAFF PRESENT: City Manager Callister, Deputy City Manager Solano, Public Safety Director Fadden, Fire Chief Coppa, Public Works Director Thompson, Community and Economic Development Director Fernelius, Parks and Recreation Director Tomlinson, Human Resources Director Timpone, Finance Director Rich, Economic Development Coordinator Erickson, Planning Manager Sommers, City Attorney Brooksbank, and City Clerk/Administrative Coordinator Gallup.

Plymouth Forum

Scott Johnson, 15420 3rd Avenue N., encouraged the City Council to continue to strive to be a better city.

Presentations and Public Information Announcements

(4.1) Proclamation declaring August 22, 2025, as Arbor Day

Mayor Wosje read the proclamation and declared August 22, 2025, as Arbor Day in the City of Plymouth.

Approval of Agenda

Motion was made by Councilmember Pointner, and seconded by Councilmember Nelson, to approve the agenda. With all members voting in favor, by roll call vote, the motion carried.

Consent Agenda

Russ Vinyard with General Contractors of Minnesota, Inc., requested that item 6.3 be pulled from the consent agenda. Mayor Wosje removed item No. 6.3 from the Consent Agenda and placed under General Business as item No. 8.2.

Motion was made by Councilmember Gregor, and seconded by Councilmember Nelson, to adopt the Consent Agenda that included the following items:

- (6.1)** Council minutes from special and regular meetings of July 22, 2025.
- (6.2)** Resolution approving disbursements ending August 1, 2025 (Res2025-207).
- (6.3)** (This item was removed from the Consent Agenda and placed under General Business as item No. 8.2).
- (6.4)** Resolution rejecting all bids for Lake Camelot Park renovations (PR260001) (Res2025-208).
- (6.5)** Resolution approving final closeout for the Old Rockford Road Trail Project (PR230001) (Res2025-209).
- (6.6)** Resolution awarding contract for the 2025 Sanitary Sewer Lining and Maintenance Project (SS259001) (Res2025-210).
- (6.7)** Resolution approving memorandum of understanding between the City of Plymouth, Minnesota and Allina Health System (Res2025-211).
- (6.8)** Resolution approving expenditure from DWI forfeiture resource fund for purchase of traffic enforcement equipment (Res2025-212).
- (6.9)** Resolution approving amendment No. 1 to the development contract for “the boulevard” for property located in the southeast quadrant of Bass Lake Road and I-494 (2024034) (Res2025-213).
- (6.10)** Resolution approving supplemental agreement for the Lancaster Lift Station Rehabilitation and Electrical Renovation Project (ST250001) (Res2025-214).
- (6.11)** Resolution approving an encroachment agreement for a retaining wall on right-of-way at Sunset Bluff (Res2025-215).
- (6.12)** Resolution awarding a contract to Gabriel Roofing, LLC for roof replacement at Plymouth Towne Square (Res2025-216).
- (6.13)** Resolution approving preliminary plat, final plat, and site plan for Plateau properties, LLC, for “Shorewood Enclave” for property located at 10900 South Shore Drive (2025009) (Res2025-217).
- (6.14)** Resolution approving a site plan and variance for Solbakken for property located at 18035 Old Rockford Road (2025030) (Res2025-218).

With all members voting in favor, by roll call vote, the motion carried.

Public Hearings

(7.1) Public hearing on the on-sale intoxicating liquor license application with Sunday sales of Angela's Kitchen LLC d/b/a Charcuterie Bar, 10160 6th Avenue North, Unit #122

City Clerk/Administrative Coordinator Gallup presented this item, noted law enforcement found no reason to deny the license, and property owners within 500 feet have been notified.

Mayor Wosje opened the public hearing.

Angel with Angela's Kitchen LLC introduced her business and provided an anticipated opening date of September 3, 2025.

Mayor Wosje closed the public hearing.

Motion was made by Councilmember Pointner, and seconded by Councilmember Aldrich, to adopt Resolution approving on-sale intoxicating liquor license application with Sunday sales of Angela's Kitchen LLC d/b/a Charcuterie Bar, 10160 6th Avenue North, Unit #122 (Res2025-219). With all members voting in favor, by roll call vote, the motion carried.

General Business

(8.1) Update on the Plymouth Plaza Project, 1455 County Rd 101

Economic Development Coordinator Erickson and Tim Marco with Marco McLane Development presented this item and described the developers' plans to redevelop the site by demolishing a portion of the existing commercial building, retaining some of the existing building, constructing a new single story retail building, and constructing a four-story mixed-income apartment building.

Mr. Marco provided details about the updated sketch plan and his TIF application to ensure affordability. He stated the TIF request would meet the city's inclusionary housing policy.

In response to questions from the City Council, Economic Development Coordinator Erickson, Tim Marco with Marco McLane Development, and Community and Economic Development Director Fernelius provided the following information:

- Total of 195 units with 39 under the inclusionary housing project, which would provide a variety of bedroom sizes
- Provided a brief description of the rooftop amenities
- Affordable rent is calculated using the city's inclusionary housing policy

Councilmember Pointner exited the city council meeting.

(8.2) Approve bid and authorize construction of the Northwest Greenway Park & Ride (TRN25002) (previously item No. 6.3)

Parks and Recreation Director Tomlinson presented this item and noted that the protest of the awarded bid to the second-lowest bidder is due to exterior signage language in the bid application. City Attorney

Mattick previously stated that the lowest bidder, General Contractors of Minnesota, Inc., was non-responsive, and staff was directed to award the bid to the second lowest bidder.

City Attorney Brooksbank stated City Council is not legally allowed to consider changes or to consider an amended bid after the public bid opening.

Russ Vinyard with General Contractors of Minnesota, Inc., expressed his concern regarding an ambiguous statement in the application that he acknowledged he misinterpreted.

In response to questions from the City Council, City Attorney Brooksbank and Parks and Recreation Director Tomlinson provided the following information:

- There is a process for bidders to submit questions, get answers, and amend bids prior to the public bid opening
- The city received 10 bids, and this was the only bid that was considered non-responsive

Motion was made by Councilmember Gregor, and seconded by Councilmember Nelson, to adopt Resolution approving the bid and authorize construction of the Northwest Greenway Park & Ride (TRN25002) (Res2025-220). With all members voting in favor, by roll call vote, the motion carried.

Reports and Staff Recommendations

There were no staff reports.

Adjournment

Mayor Wosje recessed the regular meeting at 7:45 p.m. to go into the City Manager's Quarterly Update in the Medicine Lake Room. Mayor Wosje adjourned the regular meeting at 8:00 p.m.

Jodi Gallup, City Clerk/Administrative Coordinator

To: Dave Callister, City Manager

Prepared by: Tammy Geurkink, Accounting Specialist

Reviewed by: Andrea Rich, Finance Director

Item: **Approve disbursements**

1. Action Requested:

Adopt resolution approving disbursements.

2. Background:

Attached are lists of city fund disbursements for the period ending 8/15/2025.

3. Budget Impact:

Not applicable.

4. Attachments:

1. Invoice Expense Distribution
2. City Council Resolution 2025-221

Invoice Expense Distribution for Period Ended 8/15/25 Council Meeting 8/26/25

FUND	100	General Fund	291,489.64
	200	Recreation Fund	62,113.30
	210	Parker's Lake Cemetery Maint	0.00
	215	Destination Marketing Org Fund	4,057.93
	220	Transit System Fund	2,992.88
	234	Economic Development Fund	0.00
	240	Lawful Gambling	3,000.00
	250	Comm Dev Block Grant Fund	0.00
	254	HRA Section 8 Fund	0.00
	254	HAP Check Summary	0.00
	258	HRA General Fund	2,588.00
	280	Opioid Settlement Fund	0.00
	308	2005A TIF #1-1	0.00
	310	2009A TIF #7-5A Refund 1998A	0.00
	312	2010A GO Open Space	0.00
	314	2012A GO Refunding 2004A	0.00
	315	2015A GO Open Space	0.00
	316	Plymouth Creek Center Bonds	0.00
	400	General Capital Projects Fund	156,643.66
	401	Minnesota State Aid Fund	0.00
	404	Community Improvement	0.00
	405	Park Replacement Fund	7,718.75
	406	Street Reconstruction Fund	0.00
	407	Project Administration Fund	0.00
	408	Park Construction	0.00
	409	Capital Improvement Fund	0.00
	412	Water Sewer Replace	0.00
	413	Improvement Project Construction	3,912,026.61
	417	Project Warranty Repairs	0.00
	418	Utility Trunk System Expansion	0.00
	420	Water Sewer Construction	0.00
	421	ENT-Water Resources Constrctn	0.00
	422	TIF 7-4 PTP Construction	0.00
	423	TIF 7-5 Rottlund (Const)	0.00
	424	TIF 7-6 Berkshire	0.00
	425	TIF Housing Assistance Program	0.00
	426	TIF 7-7 Stonecreek	0.00
	427	TIF 1-1 Shops at Plymth Crk	0.00
	428	TIF 1-2 Vicksburg Commons	368.75
	429	TIF HRA 1-3 Crossroads Station	0.00
	432	TIF 7-8 Quest	0.00
	433	TIF 7-9 Four Seasons	0.00
	434	TIF 7-10 Sands	0.00
	435	Plymouth Creek Center Expansion	0.00
	436	Doran Bassett Creek	0.00
	437	CON - Fire Stations	0.00
	438	TIF 7-12-Prudential/Blvd	2,100.00
	500	Water Fund	238,611.25
	510	Water Resources Fund	31,740.12
	520	Sewer Fund	2,676.12
	530	Solid Waste Management Fund	100.00
	540	Ice Center Fund	57,475.97
	550	Field House Fund	0.00
	600	Central Equipment Fund	214,995.79
	610	Public Facilities Fund	120,500.05
	620	Information Technology Fund	323,109.39
	630	Risk Management Fund	2,536.65
	640	Employee Benefits Fund	388,378.12
	660	Resource Planning	0.00
	700	Parkers's Lake Cemetery	0.00
	800	Investment Trust Fund	0.00
	850	Plymouth Town Square	0.00
	851	Vicksburg Crossing	0.00

Total Invoice Expense Distribution:

5,825,222.98

CITY OF PLYMOUTH

RESOLUTION No. 2025-221

RESOLUTION APPROVING DISBURSEMENTS ENDING AUGUST 15, 2025

WHEREAS, a list of disbursements for the period ending August 15, 2025 was presented to the City Council for approval.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA that the payment of the list of disbursements of the following funds is approved.

US Bank – Check Register

General & Special Revenue	\$ 363,653.75
Construction & Debt Service	\$ 4,078,857.77
Enterprise & Internal Service	\$ 1,380,123.46
Housing Redevelopment	<u>\$ 2,588.00</u>
Check Register Total	\$ 5,825,222.98

US Bank – Housing Assistance Payments

Housing & Redevelopment Authority	\$ <u>0.00</u>
	\$ 0.00

GRAND TOTAL FOR ALL FUNDS \$ 5,825,222.98

Additionally, the US Bank Check Register amounts split by type of payment follow:

EFT	93,548.30
Check (#177316-177653)	5,731,674.68
Total	\$ 5,825,222.98

APPROVED by the City Council on this 26th day of August, 2025.

To: Dave Callister, City Manager

Prepared by: Michael Payne, City Engineer/Deputy Public Works Director

Reviewed by: Michael Thompson, Public Works Director

Item: **Award contract for the Plymouth Boulevard Landscaping Project (ST240003)**

1. Action Requested:

Adopt attached resolution awarding contract for the Plymouth Boulevard Landscaping Project (ST240003)

2. Background:

The Plymouth Boulevard Landscaping Project is included in the 2025-2034 Capital Improvement Plan for construction in 2025 and includes placemaking, landscaping, and streetscape improvements that follow the roadway and pedestrian improvements constructed in 2024. The significant investment in Plymouth Boulevard is designed to promote the vision of the City Center through the implementation of elements that improve traffic flow (roundabouts), pedestrian mobility, lighting, landscaping and aesthetic/art components, and enhancements at the Hilde Plaza entrance and major intersections. The project continues thematic elements established in the Vicksburg Lane reconstruction in 2022 and 2023. Landscaping features will improve the aesthetic appeal of the corridor with trees, shrubs, grasses, and perennials planted in boulevards, medians, and roundabout centers.

On July 24, 2025, bids were publicly opened for the project and a total of five bids were received as detailed in the attached bid tabulation. The lowest bid of \$1,832,514.90, submitted by Hoffman & McNamara Co., exceeded the engineer's estimate of \$1,450,963.90. Despite all bids being higher than the engineers' estimate, there was only \$67,367.64 separating the top three bids, which suggests the bids were competitive and reflective of current market conditions. The project team is currently working with the contractor on a change order to better align costs with the engineer's estimate. To help facilitate substantial completion of the project this fall, staff

recommend awarding the contract at the August 26 council meeting, with the negotiated change order to be presented for approval at the September 9 council meeting. If awarded, construction is anticipated to start in early September and be substantially completed this fall. The project would be fully completed by the spring of 2026.

3. Budget Impact:

The total estimated project cost based on the lowest bid received is \$2,114,000 and includes improvements in the amount of \$1,832,514.90, engineering and administration in the amount of \$190,100, and contingencies in the amount of \$91,385.10. Funding for the project includes \$1,500,000 from the Street Reconstruction Fund, which will have additional near-term funding through an interfund loan(s) and/or potential debt issuance to be repaid with anticipated future TIF revenues. The project will be brought before council on September 9 with a revised project cost and funding package reflecting the change order negotiated with the contractor.

4. Attachments:

1. Bid Tabulation
2. Award Recommendation Letter
3. City Council Resolution 2025-222

BID TABULATION

Plymouth Blvd Landscape Project (#9699121)

City of Plymouth

City Project No. ST240003

WSB Project No. 027218-000

Bids Received: 07/24/2025 10:00 AM CDT



DENOTES CORRECTED FIGURE												
Line #	Item #	Item Description	Units	Quantity	Engineer Estimate		Hoffman & McNamara Co.		Pember Companies, Inc.		Cedar Ridge Landscaping, Inc	
					Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
BASE BID												
1	2021.501	MOBILIZATION	LS	1	\$62,506.90	\$62,506.90	\$55,114.00	\$55,114.00	\$60,475.00	\$60,475.00	\$58,550.00	\$58,550.00
2	2101.502	TREE CLEARING	EACH	14	\$350.00	\$4,900.00	\$122.00	\$1,708.00	\$120.00	\$1,680.00	\$580.00	\$8,120.00
3	2101.502	TREE GRUBBING	EACH	14	\$350.00	\$4,900.00	\$261.00	\$3,654.00	\$80.00	\$1,120.00	\$410.00	\$5,740.00
4	2104.503	REMOVE CURB AND GUTTER	LF	20	\$35.00	\$700.00	\$63.00	\$1,260.00	\$12.00	\$240.00	\$125.00	\$2,500.00
5	2106.603	REMOVALS/GRADING	LS	1	\$15,000.00	\$15,000.00	\$76,748.00	\$76,748.00	\$23,000.00	\$23,000.00	\$14,250.00	\$14,250.00
6	2118.507	AGGREGATE SURFACING	SQ FT	5187	\$1.00	\$5,187.00	\$6.00	\$31,122.00	\$9.75	\$50,573.25	\$1.75	\$9,077.25
7	2123.61	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	8	\$250.00	\$2,000.00	\$150.00	\$1,200.00	\$180.00	\$1,440.00	\$100.00	\$800.00
8	2504.601	IRRIGATION SYSTEM	LS	1	\$280,000.00	\$280,000.00	\$322,958.00	\$322,958.00	\$651,000.00	\$651,000.00	\$448,111.00	\$448,111.00
9	2504.601	IRRIGATION SYSTEM REPAIR	L S	1	\$60,000.00	\$60,000.00	\$10,800.00	\$10,800.00	\$30,000.00	\$30,000.00	\$45,000.00	\$45,000.00
10	2511.602	LANDSCAPE BOULDERS	EACH	16	\$500.00	\$8,000.00	\$456.00	\$7,296.00	\$245.00	\$3,920.00	\$1,120.00	\$17,920.00
11	2521.518	CONCRETE MAINTENANCE STRIP (4" THICK)	SQ FT	10115	\$12.00	\$121,380.00	\$17.50	\$177,012.50	\$11.80	\$119,357.00	\$12.77	\$129,168.55
12	2521.518	4" CONCRETE WALK	S F	630	\$12.00	\$7,560.00	\$12.00	\$7,560.00	\$12.90	\$8,127.00	\$21.00	\$13,230.00
13	2521.518	4" COLORED CONCRETE WALK	S F	70	\$25.00	\$1,750.00	\$44.00	\$3,080.00	\$46.55	\$3,258.50	\$38.50	\$2,695.00
14	2521.518	6" CONCRETE WALK	S F	45	\$18.00	\$810.00	\$22.00	\$990.00	\$14.40	\$648.00	\$45.00	\$2,025.00
15	2540.602	HILDE GATEWAY (LARGE MONUMENT)	LS	1	\$110,000.00	\$110,000.00	\$94,900.00	\$94,900.00	\$110,500.00	\$110,500.00	\$155,909.00	\$155,909.00
16	2540.602	MONUMENT SIGNAGE (STANDARD MONUMENT)	EACH	2	\$50,000.00	\$100,000.00	\$53,822.00	\$107,644.00	\$43,000.00	\$86,000.00	\$81,000.00	\$162,000.00
17	2540.602	PRECAST BENCH	EACH	2	\$3,000.00	\$6,000.00	\$2,080.00	\$4,160.00	\$2,000.00	\$4,000.00	\$2,600.00	\$5,200.00
18	2540.602	PRECAST KEY WALL	EACH	3	\$6,000.00	\$18,000.00	\$2,080.00	\$6,240.00	\$2,000.00	\$6,000.00	\$2,600.00	\$7,800.00
19	2540.602	WAYFINDING SIGNAGE	EACH	6	\$2,500.00	\$15,000.00	\$5,897.00	\$35,382.00	\$4,730.00	\$28,380.00	\$4,500.00	\$27,000.00
20	2540.602	WAYFINDING SIGNAGE FOOTINGS	EACH	6	\$1,000.00	\$6,000.00	\$1,469.00	\$8,814.00	\$7,800.00	\$46,800.00	\$4,800.00	\$28,800.00
21	2540.603	LANDSCAPE EDGER	L F	180	\$30.00	\$5,400.00	\$17.00	\$3,060.00	\$8.70	\$1,566.00	\$12.05	\$2,169.00
22	2545.501	LIGHTING SYSTEM	LS	1	\$200,000.00	\$200,000.00	\$326,678.00	\$326,678.00	\$293,100.00	\$293,100.00	\$368,444.00	\$368,444.00
23	2563.601	TRAFFIC CONTROL	.UMP SUM	1	\$35,000.00	\$35,000.00	\$32,714.00	\$32,714.00	\$46,300.00	\$46,300.00	\$22,000.00	\$22,000.00
24	2571.502	DECIDUOUS TREE 2" CAL	EACH	81	\$600.00	\$48,600.00	\$900.00	\$72,900.00	\$500.00	\$40,500.00	\$765.00	\$61,965.00
25	2571.502	DECIDUOUS SHRUB NO 5 CONT	EACH	1330	\$75.00	\$99,750.00	\$105.00	\$139,650.00	\$48.65	\$64,704.50	\$69.55	\$92,501.50
26	2571.502	PERENNIAL GRASS NO 1 CONT	EACH	1905	\$22.00	\$41,910.00	\$33.00	\$62,865.00	\$14.10	\$26,860.50	\$26.44	\$50,368.20
27	2571.502	PERENNIAL NO 1 CONT	EACH	2740	\$22.00	\$60,280.00	\$33.00	\$90,420.00	\$14.00	\$38,360.00	\$26.44	\$72,445.60
28	2574.507	BOULEVARD TOPSOIL MIX (4" DEPTH)	CU YD	748	\$75.00	\$56,100.00	\$75.00	\$56,100.00	\$83.50	\$62,458.00	\$61.02	\$45,642.96
29	2575.507	MULCH MATERIAL TYPE 6 (3" DEPTH)	C Y	567	\$90.00	\$51,030.00	\$108.00	\$61,236.00	\$75.60	\$42,865.20	\$53.44	\$30,300.48
30	2575.605	SEEDING - TYPE 1 FINE FESCUE TURF SEED	ACRE	1.2	\$8,000.00	\$9,600.00	\$10,086.00	\$12,103.20	\$7,530.00	\$9,036.00	\$3,500.00	\$4,200.00
31	2575.605	SEEDING - TYPE 2 TURF SEED	ACRE	1.7	\$8,000.00	\$13,600.00	\$10,086.00	\$17,146.20	\$7,530.00	\$12,801.00	\$3,500.00	\$5,950.00
TOTAL BASE BID						\$1,450,963.90		\$1,832,514.90		\$1,875,069.95		\$1,899,882.54

BID TABULATION

Plymouth Blvd Landscape Project (#9699121)

City of Plymouth

City Project No. ST240003

WSB Project No. 027218-000

Bids Received: 07/24/2025 10:00 AM CDT



DENOTES CORRECTED FIGURE

Line #	Item #	Item Description	Units	Quantity	Engineer Estimate		Peterson Companies		Urban Companies	
					Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
BASE BID										
1	2021.501	MOBILIZATION	LS	1	\$62,506.90	\$62,506.90	\$115,675.00	\$115,675.00	\$136,000.00	\$136,000.00
2	2101.502	TREE CLEARING	EACH	14	\$350.00	\$4,900.00	\$292.00	\$4,088.00	\$600.00	\$8,400.00
3	2101.502	TREE GRUBBING	EACH	14	\$350.00	\$4,900.00	\$287.00	\$4,018.00	\$600.00	\$8,400.00
4	2104.503	REMOVE CURB AND GUTTER	LF	20	\$35.00	\$700.00	\$25.00	\$500.00	\$50.00	\$1,000.00
5	2106.603	REMOVALS/GRADING	LS	1	\$15,000.00	\$15,000.00	\$62,125.00	\$62,125.00	\$325,000.00	\$325,000.00
6	2118.507	AGGREGATE SURFACING	SQ FT	5187	\$1.00	\$5,187.00	\$2.50	\$12,967.50	\$4.00	\$20,748.00
7	2123.61	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	8	\$250.00	\$2,000.00	\$480.00	\$3,840.00	\$200.00	\$1,600.00
8	2504.601	IRRIGATION SYSTEM	LS	1	\$280,000.00	\$280,000.00	\$371,360.00	\$371,360.00	\$650,000.00	\$650,000.00
9	2504.601	IRRIGATION SYSTEM REPAIR	L S	1	\$60,000.00	\$60,000.00	\$18,690.00	\$18,690.00	\$40,000.00	\$40,000.00
10	2511.602	LANDSCAPE BOULDERS	EACH	16	\$500.00	\$8,000.00	\$397.00	\$6,352.00	\$500.00	\$8,000.00
11	2521.518	CONCRETE MAINTENANCE STRIP (4" THICK)	SQ FT	10115	\$12.00	\$121,380.00	\$18.59	\$188,037.85	\$15.50	\$156,782.50
12	2521.518	4" CONCRETE WALK	S F	630	\$12.00	\$7,560.00	\$13.03	\$8,208.90	\$12.00	\$7,560.00
13	2521.518	4" COLORED CONCRETE WALK	S F	70	\$25.00	\$1,750.00	\$46.69	\$3,268.30	\$58.50	\$4,095.00
14	2521.518	6" CONCRETE WALK	S F	45	\$18.00	\$810.00	\$23.13	\$1,040.85	\$38.50	\$1,732.50
15	2540.602	HILDE GATEWAY (LARGE MONUMENT)	LS	1	\$110,000.00	\$110,000.00	\$118,860.00	\$118,860.00	\$185,000.00	\$185,000.00
16	2540.602	MONUMENT SIGNAGE (STANDARD MONUMENT)	EACH	2	\$50,000.00	\$100,000.00	\$55,515.00	\$111,030.00	\$105,000.00	\$210,000.00
17	2540.602	PRECAST BENCH	EACH	2	\$3,000.00	\$6,000.00	\$1,645.00	\$3,290.00	\$2,200.00	\$4,400.00
18	2540.602	PRECAST KEY WALL	EACH	3	\$6,000.00	\$18,000.00	\$3,085.00	\$9,255.00	\$2,200.00	\$6,600.00
19	2540.602	WAYFINDING SIGNAGE	EACH	6	\$2,500.00	\$15,000.00	\$2,770.00	\$16,620.00	\$3,500.00	\$21,000.00
20	2540.602	WAYFINDING SIGNAGE FOOTINGS	EACH	6	\$1,000.00	\$6,000.00	\$3,335.00	\$20,010.00	\$2,500.00	\$15,000.00
21	2540.603	LANDSCAPE EDGER	L F	180	\$30.00	\$5,400.00	\$10.95	\$1,971.00	\$15.00	\$2,700.00
22	2545.501	LIGHTING SYSTEM	LS	1	\$200,000.00	\$200,000.00	\$300,365.00	\$300,365.00	\$350,000.00	\$350,000.00
23	2563.601	TRAFFIC CONTROL	UMP SUM	1	\$35,000.00	\$35,000.00	\$67,705.00	\$67,705.00	\$80,000.00	\$80,000.00
24	2571.502	DECIDUOUS TREE 2" CAL	EACH	81	\$600.00	\$48,600.00	\$715.00	\$57,915.00	\$850.00	\$68,850.00
25	2571.502	DECIDUOUS SHRUB NO 5 CONT	EACH	1330	\$75.00	\$99,750.00	\$92.45	\$122,958.50	\$100.00	\$133,000.00
26	2571.502	PERENNIAL GRASS NO 1 CONT	EACH	1905	\$22.00	\$41,910.00	\$26.95	\$51,339.75	\$30.00	\$57,150.00
27	2571.502	PERENNIAL NO 1 CONT	EACH	2740	\$22.00	\$60,280.00	\$23.85	\$65,349.00	\$30.00	\$82,200.00
28	2574.507	BOULEVARD TOPSOIL MIX (4" DEPTH)	CU YD	748	\$75.00	\$56,100.00	\$108.25	\$80,971.00	\$65.00	\$48,620.00
29	2575.507	MULCH MATERIAL TYPE 6 (3" DEPTH)	C Y	567	\$90.00	\$51,030.00	\$107.60	\$61,009.20	\$70.00	\$39,690.00
30	2575.605	SEEDING - TYPE 1 FINE FESCUE TURF SEED	ACRE	1.2	\$8,000.00	\$9,600.00	\$26,500.00	\$31,800.00	\$15,000.00	\$18,000.00
31	2575.605	SEEDING - TYPE 2 TURF SEED	ACRE	1.7	\$8,000.00	\$13,600.00	\$26,500.00	\$45,050.00	\$15,000.00	\$25,500.00
TOTAL BASE BID						\$1,450,963.90		\$1,965,669.85		\$2,717,028.00

Certified By:

Date:

July 24, 2025

License No.

42976

August 15, 2025

Honorable Mayor and City Council
City of Plymouth
3400 Plymouth Boulevard
Plymouth, MN 55447

Re: Plymouth Boulevard Landscape Project
City of Plymouth
WSB Project No. 027218-000

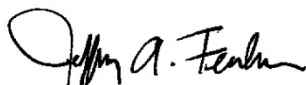
Dear Mayor and Council Members:

Bids were received for the above-referenced project on Thursday, July 24, 2025, and were opened and read aloud. Five bids were received. The bids were checked for mathematical accuracy. Please find enclosed the bid summary indicating the low bid as submitted by Hoffman and McNamara Co., Hastings, Minnesota in the amount of \$1,832,514.90. The Engineer's Estimate was \$1,450,963.90. While pricing came in higher than the estimate, bids were competitive and reflective of current market variability in pricing.

We recommend that the City Council consider these bids and award a contract to Hoffman and McNamara Co. based on the results of the bids received.

Sincerely,

WSB



Jeffrey A. Feulner, PLA
Senior Professional Landscape Architect

Attachments

jsc

CITY OF PLYMOUTH

RESOLUTION No. 2025-222

RESOLUTION AWARDING CONTRACT FOR PLYMOUTH BOULEVARD LANDSCAPING PROJECT (ST240003)

WHEREAS, pursuant to an advertisement for bids for the Plymouth Boulevard Landscaping Project, bids were received, opened and tabulated according to State law, and the following bids were received complying with the advertisement:

Contractor	Total Bid
Hoffman & McNamara Co.	\$1,832,514.90
Pember Companies, Inc.	\$1,875,069.95
Cedar Ridge Landscaping, Inc.	\$1,899,882.54
Peterson Companies	\$1,965,669.85
Urban Companies	\$2,717,028.00
<i>Engineers Estimate</i>	<i>\$1,450,963.90</i>

WHEREAS, Hoffman & McNamara Co. of Hastings, MN, is the lowest responsible bidder, complying with the minimum qualifications, and;

WHEREAS, the City Engineer recommends awarding the project to Hoffman & McNamara Co.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA:

1. The Mayor and City Manager are authorized and directed to enter into the contract with Hoffman & McNamara Co. of Hastings, MN, in the name of the City of Plymouth for the Plymouth Boulevard Landscaping Project according to the plans and specifications therefore approved by the City Council and on file in the office of the City Engineer in the amount of \$1,832,514.90.
2. The total cost of the project is \$2,114,000 and includes the improvements in the amount of \$1,832,514.90, engineering and administration in the amount of \$190,100, and contingency in the amount of \$91,385.10.

BE IT FURTHER RESOLVED, that funding for the project includes \$1,500,000 from the Street Reconstruction Fund, which will be via interfund loan and/or debt issuance to be repaid with future TIF revenue. A revised financing plan showing full funding of the project will be brought forward at a future meeting.

APPROVED by the City Council on this 26th day of August, 2025.

To: Dave Callister, City Manager

Prepared by: Michael Reed, Police Captain

Reviewed by: Erik Fadden, Public Safety Director

Item: **Approve School Resource Officer Contract with Robbinsdale Area School District #281**

1. Action Requested:

Adopt resolution approving the School Resource Officer contract with Robbinsdale Area School District #281.

2. Background:

For more than three decades, the Plymouth Police Department has proudly partnered with Robbinsdale Area Schools by providing dedicated School Resource Officers (SROs). This enduring collaboration has strengthened relationships between students, staff, law enforcement, and the community, while enhancing school safety and fostering positive engagement. The SRO program continues to receive strong support and favorable feedback from school officials, parents, and community members. Robbinsdale Area Schools has now proposed a new contract for the 2025–2026 school year to continue this successful partnership.

3. Budget Impact:

Robbinsdale Area School District will compensate the City of Plymouth for each day an SRO is assigned to their schools. For the 2025-2026 school year, this amounts to a total of \$56,627 per SRO.

4. Attachments:

1. Contract
2. City Council Resolution 2025-223

SCHOOL RESOURCE OFFICER AGREEMENT BY AND BETWEEN THE INDEPENDENT SCHOOL DISTRICT 281 AND THE CITY OF PLYMOUTH

THIS SCHOOL RESOURCE OFFICER AGREEMENT (“**Agreement**”) is made by and between the INDEPENDENT SCHOOL DISTRICT 281, a Minnesota school district, (“**School District**”) and the CITY OF PLYMOUTH a Minnesota municipal corporation (“**City**”). The District and City may be identified individually as a “Party” or collectively as the “Parties.”

Recitals

- A. Independent School District 281 and the City desire the creation of a high-quality learning environment for students, staff and families. As such, we are entering into this agreement to engage the services of a school resource officer (“**SRO**”) from the City’s police department. While this Agreement refers to a single SRO, more than one SRO may be provided and the terms of this Agreement shall apply to each such SRO.
- B. The Safe Schools Levy provides monetary funds to school districts to hire school resource officers to help address safety related issues within schools.
- C. To that end, the School District desires to obtain the services of, and the City agrees to provide, SRO(s) in accordance with the terms and conditions of this Agreement.

Agreement

In consideration of the terms and conditions contained herein, the Parties hereby agree as follows:

- 1. SRO SERVICES.** The City agrees to provide the School District a SRO to provide services at the school identified herein, and the School District agrees to provide funding for the SRO, in accordance with the terms and conditions of this Agreement.
- 2. TERM.** The Term of this Agreement shall be for a ten month period from September 2 to June 3, 2025.
- 3. TERMINATION.** Either Party may terminate this Agreement upon a sixty (60) days written notice to the other of such termination. In the event of a termination, any payments due to the City shall be prorated based on the period of SRO services provided.
- 4. PROGRAM FUNDING.** The School District will meet with the Chief Law Enforcement Officer, or designee, of the City to discuss the allocation of available funds to support the SRO services. The City will invoice the School District for the first half of the payment on January 1 and for the second half of the payment on June 30. The funding the School District shall provide to the City for the 2025-2026 school year will be \$56,627.00 per full time equivalent (“**FTE**”) SRO provided by the City (“**FTE Funding**”). Pursuant to paragraph 8, the City will document all days the SRO is not on site and discount the first or second half payment at a rate of \$339.08 per day. Notwithstanding the termination provision contained herein, the City may terminate

this Agreement upon ten (10) days written notice of termination to the School District if the City determines the School District does not have sufficient funds to pay the FTE Funding.

5. SCHOOLS SERVED. Armstrong High School, 10635 36th Avenue N., Plymouth, MN 55441(“School”) will receive SRO services under this Agreement.

6. NUMBER OF SROs. The City will assign two (2) FTE police officers to serve as the SRO at the School during the regular school year. The City will work collaboratively with the school district to determine which of its police officers to assign to serve as the SRO under this Agreement. The number of police officers serving in the SRO position at the School may be modified at any time upon the written agreement of the City and the School District. The provision of all such SRO(s) shall be subject to the terms and conditions of this Agreement. The School District agrees to pay the City the FTE Funding amount for each FTE SRO provided at the School. There will be no SRO(s) when the school district is in e- learning at any of the schools. No payments will be made to the cities when SRO(s) are not on site.

7. RELATIONSHIP OF THE PARTIES. The SRO(s) assigned to the School District is an employee of the City and will not be considered an employee of the School District. The SRO) will be subject to the control, supervision, policies, procedures, and general orders of the City and its Police Department as well as the policies and procedures of Independent School District 281. At all times, the SRO(s) will be considered law enforcement for the purposes where the law requires school districts to make referrals to law enforcement. It is agreed that nothing contained in this Agreement is intended or should be construed in any manner as creating or establishing a partnership or joint venture between the Parties. Neither party agrees to accept responsibility for the acts of the other Party or of the other Party’s officers, personnel, employees, agents, contractors, or servants. Any claims arising out of the employment or alleged employment, including without limitation claims of discrimination, by or against a Party’s officers, personnel, employees, agents, contractors, or servants will in no way be the responsibility of the other Party. Neither Party will have any authority to bind the other by or with any contract or agreement, nor to impose any liability upon the other. All acts and contracts of each Party will be in its own name and not in the name of the other, unless otherwise provided herein.

8. COMPENSATION TO SRO. The City will be responsible for all payments regarding compensation, benefits, pension plans and withholdings for its officer(s) serving as the SRO(s) at the School. The Parties will, except as provided herein, act in their individual capacities and not as agents, employees, partners, joint ventures or associates of the other. Neither of the Parties, nor its personnel, employees, agents, contractors, or servants, shall be entitled to any benefits of the other. The Parties will not provide any insurance coverage to the other or their employees including, but not limited to, workers’ compensation insurance. Each Party will pay all wages, salaries and other amounts due its employees and will be responsible for all reports, obligations, and payments pertaining to social security taxation, income tax withholding, workers’ compensation, unemployment compensation, group insurance coverage, collective bargaining agreements or any other such similar matters.

9. DUTIES AND EVALUATION OF THE OFFICER. The law enforcement services provided to the School District by the SRO(s) will be at the sole discretion of the City. Officer

standards of performance, conduct and discipline of the officer, performance reviews and other internal matters related to the SRO(s) services shall be under the authority of the City. Time spent by the SRO(s) in excess of eight (8) hours in a day in the performance of SRO duties at the School will be on a specific, case-by-case basis requiring the advance approval of the City and the School District. The City retains the authority to recall the SRO(s) if the person is needed to respond to an emergency occurring off of School grounds.

10. DUTIES:

(a) A school resource officer's contractual duties with a school district or charter school shall include:

- (1) fostering a positive school climate through relationship building and open communication;
- (2) protecting students, staff, and visitors to the school grounds from criminal activity;
- (3) serving as a liaison from law enforcement to school officials;
- (4) providing advice on safety drills;
- (5) identifying vulnerabilities in school facilities and safety protocols;
- (6) educating and advising students and staff on law enforcement topics; and
- (7) enforcement of criminal laws.

(b) A school district or charter school may contract with a school resource officer's employer for the officer to perform additional duties to those described in paragraph (a).

(c) A school resource officer must **not** use force or the authority of their office solely to enforce school rules or policies or participate in the enforcement of discipline for violations of school rules.

(d) Nothing in this subdivision limits any other duty or responsibility imposed on peace officers; limits the expectation that peace officers will exercise professional judgment and discretion to protect the health, safety, and general welfare of the public when carrying out their duties; or creates a duty for school resource officers to protect students, staff, or others on school grounds that is different from the duty to protect the public as a whole.

(e) To the extent possible and consistent with other responsibilities, the SRO will wear appropriate civilian attire while working at the School.

(f) Speak to and provide curriculum support for classrooms on age appropriate subjects to present to School students as requested by School administration.

(g) It is required of Independent School District 281 to have any School Resource Officer participate in school diversion efforts, which are in alignment with our District Discipline Policy.

11. STUDENT DISCIPLINE. The SRO(s) will not recommend, determine or provide input on student discipline by the School. The SRO is not responsible for responding to any situation

that other school personnel can adequately handle. The Parties understand and agree incidents such as disorderly conduct, bullying, cyberbullying, disruption of school assembly or activities, profanity, dress code, and fighting that does not involve physical injury or a weapon, shall be considered School discipline issues to be handled by other School officials, unless the presence of the SRO(s) are necessary to protect the physical safety of students, school personnel, or public. Nothing in this Agreement prevents or limits the authority of the SRO(s) to exercise his or her duties as a law enforcement officer regardless of whether the exercise of those duties occurs on or off School grounds.

12. ACCESS TO EDUCATIONAL DATA. The Parties are subject to the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, and the School District is subject to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (“**FERPA**”). The SRO position is **not** a designated “school official” with regard to the FERPA while under contract and providing SRO services to the School District. The City agrees to comply with the requirements of FERPA to the extent its police officer serving as the SRO obtains data from the School District subject to FERPA.

13. PUBLIC DATA. School District officials will allow the SRO(s) to inspect and copy any public records maintained by the School District to the extent allowed by law.

14. PRIVATE EDUCATIONAL DATA. If information in a student’s record is needed in an emergency to protect the health or safety of the student or other individuals, School District officials will disclose to the SRO(s) the information needed to respond to the emergency situation based upon the seriousness of the threat to someone’s health or safety, the need of the information in order to meet the emergency situation, and the extent to which time is of the essence. If student record information is needed by an SRO, but no emergency situation exists, the information may be released only as allowed by law.

15. ADDITIONAL OFFICER DUTIES. The SRO(s) will respond to emergency calls, attend police training, and any other special duties as assigned by the City while fulfilling the SRO requirements under this Agreement.

16. TRAINING. The School District agrees to provide the following training at its own cost.

Role of the SRO(s). The School District will provide training to School personnel regarding the appropriate role of the SRO(s) and when personnel may request help from the SRO(s). The training will also emphasize that personnel are not to refer students to law enforcement because of conduct in the classroom unless the presence of the SRO(s) is necessary to protect the physical safety of students, school personnel, or public.

17. OFFICER SUPPLIES AND EQUIPMENT. The School shall not be required to provide the SRO(s) any clothing, uniforms, vehicles, or other equipment necessary to perform the required duties under this Agreement.

18. INDEMNIFICATION. Each Party shall be responsible for its own acts and omissions and the results thereof to the greatest extent authorized by law. Neither Party agrees to accept the liability of the other. Each Party agrees to defend, indemnify and hold the other harmless from any and all liability, claims, causes of action, judgments, damages, losses, costs, or expenses, including reasonable attorney's fees, directly resulting from the indemnifying Party's own negligent actions or inactions, or the negligent actions or inactions of the indemnifying Party's employees and officers. The Party seeking to be indemnified and defended shall provide timely notice to the others when the claim is brought. The Party undertaking the defense shall retain all rights and defenses available to the indemnified Party and no immunities or limitations on liability are hereby waived that are otherwise available to either Party. Nothing herein shall be construed to waive or limit any immunity from, or limitation on, liability available to either party, whether set forth in Minnesota Statutes Chapter 466 or otherwise. The Agreement is a service contract. The parties do not intend to undertake or create, and nothing herein shall be construed a creating, a joint powers agreement, joint venture, or joint enterprise between the parties.

19. NONDISCRIMINATION. Both Parties agree they will not discriminate against any employee or applicant for employment to be employed in the performance of this Agreement with respect to hire, tenure, terms, conditions, or privileges of employment because of the race, color, religion, sex, disability, or national origin or similarly protected statues of the employee or applicant. Neither Party will, in the performance of this Agreement, discriminate or permit discrimination in violation of federal or state laws or local ordinances.

20. NOTICE. Any notice, demand, request or other communication that may or will be given or served by the Parties, will be deemed to have been given or served on the date the same is deposited in the United States mail, registered or certified postage prepaid and addressed as follows:

If to the City:	If to the School District:
Erik Fadden Police Chief Plymouth Police Department 3400 Plymouth Blvd. Plymouth, MN 55447	Bo Powell Director of Security 4148 Winnetka Avenue North New Hope, MN 55427

21. APPLICABLE LAW. The Parties to this Agreement will comply with all applicable federal, state, and local laws, rules, regulations, and ordinances in the performance of their respective obligations under this Agreement. Minnesota law will govern the terms and the performance under this Agreement.

22. ENTIRE AGREEMENT; AMENDMENTS. This Agreement, including the recitals which are incorporated herein, constitutes the entire agreement between the Parties and no other agreement prior to this Agreement or contemporaneous to this Agreement will be effective except

as expressly set forth or incorporated in this Agreement. Any purported amendment to this Agreement will not be effective unless it is set forth in writing and executed by both Parties.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their respective duly authorized officers effective as of the date indicated above.

CITY OF PLYMOUTH

INDEPENDENT SCHOOL DISTRICT 281

By _____
Mayor

By _____
Chief Financial Officer

By _____
City Manager

CITY OF PLYMOUTH

RESOLUTION No. 2025-223

RESOLUTION AUTHORIZING CONTRACT WITH ROBBINSDALE INDEPENDENT SCHOOL DISTRICT #281 FOR SCHOOL RESOURCE OFFICER SERVICES

WHEREAS, the Police Department has a continuing program with the Robbinsdale Independent School District #281 to provide three School Resource Officers; and

WHEREAS, both the School District and the Police Department believe it is in the best interest of the community and all parties concerned to continue this program.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA that the contract agreement is approved and the Mayor and City Manager are authorized to execute said agreement.

APPROVED by the City Council on this 26th day of August, 2025.

To: Dave Callister, City Manager

Prepared by: Chris McKenzie, Engineering Services Manager

Reviewed by: Michael Thompson, Public Works Director

Item: **Award contract for the 2025-2026 Miscellaneous Concrete Work Project (ST259007)**

1. Action Requested:

Adopt attached resolution awarding contract for the 2025-2026 Miscellaneous Concrete Work Project (ST259007).

2. Background:

The City performs spot-concrete repair work throughout the year to restore areas impacted by water main breaks, sewer main repairs, sidewalk and curb repairs, and other miscellaneous needs. This contract allows for a contractor to be utilized for these items on an as-needed basis at established contract pricing for 2025 and 2026. The contract also covers the removal and installation of concrete sidewalks, curbs, and ADA-compliant pedestrian curb ramps at locations not otherwise included in upcoming Capital Improvement Plan projects.

Bids were opened on August 15, 2025, with three bids received as summarized in the attached tabulation. The lowest bid was submitted by Create Construction LLC. Staff has reviewed the bid for compliance with responsible bidder requirements and determined the submittal to be acceptable. Create Construction has completed similar projects in neighboring cities and the company has the capability to complete the project.

3. Budget Impact:

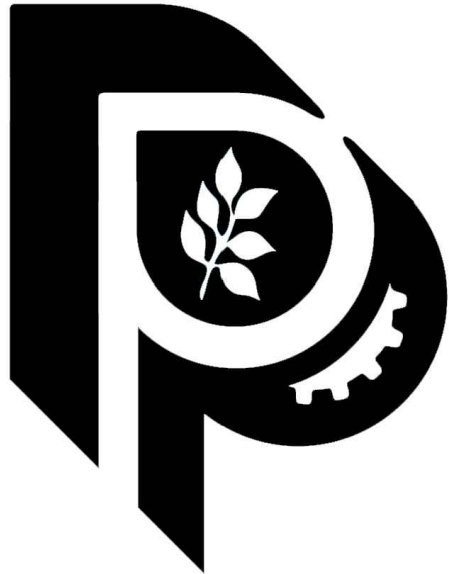
The total project cost will vary depending on the number of repair items completed through 2026, but is estimated at \$430,000 based on the low bid from Create Construction LLC. This amount includes the improvements (\$390,155) and contingencies (\$39,845). The project will be funded by various operational budgets

including street maintenance, water, sewer, and water resources, as well as the Street Reconstruction and MSA funds.

4. Attachments:

1. Location Map
2. Bid Tabulation
3. City Council Resolution 2025-224

O:\Projects\Current Projects\2020-2029\22-ST229008 26th and W Medicine Lake Drive Intersection Improvements\Design\CAD\1_PLANSHEETS\OTHER PROJECTS\1 - COVERSHEET.dwg 4/6/2025 12:24 PM

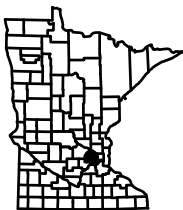


CITY OF PLYMOUTH
HENNEPIN COUNTY, MINNESOTA
2025 MISCELLANEOUS CONCRETE WORK
CITY PROJECT NO. ST-259007

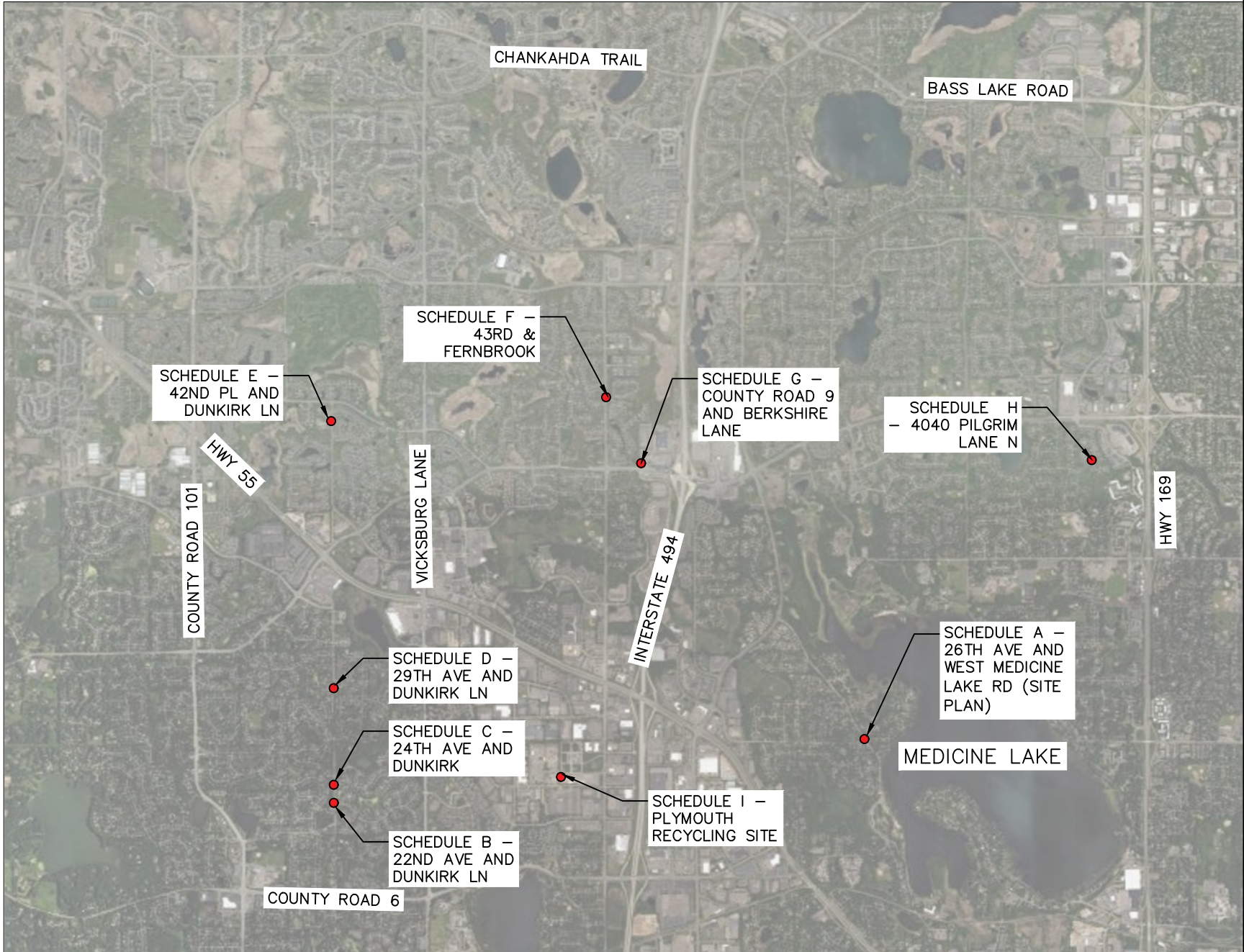
THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY LEVEL QUALITY D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

NOTE: THE EXACT LOCATION OF UNDERGROUND UTILITIES SUCH AS GAS, TELEPHONE, WATER, ETC. ARE UNKNOWN. THE CONTRACTOR SHALL CONTACT THE APPROPRIATE UTILITIES BEFORE COMMENCING EXCAVATION.

GOPHER STATE ONE CALL: (651) 454-0002



PLAN REVISIONS		
DATE	SHEET NO.	APPROVED BY



PROJECT LOCATION MAP

GOVERNING SPECIFICATIONS

THE FOLLOWING SPECIFICATIONS SHALL GOVERN THIS PROJECT, EXCEPT AS MODIFIED BY THE PROJECT MANUAL SPECIAL PROVISIONS:

THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION THE MOST CURRENT "STANDARD SPECIFICATIONS FOR CONSTRUCTION",

THE JANUARY 2024 CITY OF PLYMOUTH ENGINEERING GUIDELINES & STANDARD DETAIL SPECIFICATIONS FOR SANITARY SEWER, WATERMAIN, STORM SEWER & STREET CONSTRUCTION,

THE CONTRACT DOCUMENTS, INCLUDING THE SPECIAL PROVISIONS,

ALL APPLICABLE FEDERAL, STATE AND LOCAL LAWS AND ORDINANCES SHALL BE COMPLIED WITH IN THE CONSTRUCTION OF THIS PROJECT.

ALL TRAFFIC DEVICES SHALL CONFORM TO THE MMUTCD, INCLUDING "FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS" - CURRENT EDITION.

SHEET DESCRIPTION	
SHEET NO.	TITLE
1	TITLESHEET
2	GENERAL NOTES AND CITY DETAILS
3	CITY DETAILS
4	MNDOT STANDARD CURB RAMP DETAILS
5	MNDOT STANDARD CURB RAMP DETAILS
6	MNDOT STANDARD CURB RAMP DETAILS
7	MNDOT STANDARD CURB RAMP DETAILS
8	MNDOT STANDARD CURB RAMP DETAILS
9	MNDOT STANDARD CURB RAMP DETAILS
10	SCHEDULE A - 26TH AVE AND WEST MEDICINE LAKE RD (DEMO PLAN)
11	SCHEDULE A - 26TH AVE AND WEST MEDICINE LAKE RD (SITE PLAN)
12	SCHEDULE B - 22ND AVE AND DUNKIRK LN
13	SCHEDULE C - 24TH AVE AND DUNKIRK
14	SCHEDULE D - 29TH AVE AND DUNKIRK LN
15	SCHEDULE E - 42ND PL AND DUNKIRK LN
16	SCHEDULE F - 43RD & FERNBROOK
17	SCHEDULE G - COUNTY ROAD 9 AND BERKSHIRE LANE
18	SCHEDULE H - 4040 PILGRIM LANE N
19	SCHEDULE I - PLYMOUTH RECYCLING SITE
20	SCHEDULE J - FUTURE WORK SCHEDULE



3400 PLYMOUTH BLVD.
PLYMOUTH, MN 55447
763-509-5500

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

ENGR.
CHRISTOPHER MCKENZIE, P.E.

Reg. No. 48260 Date 8/1/2025

STATE AID
PROJECT NO.
N/A

CITY
PROJECT NO.
ST-259007

SHEET
1
OF
20



2025/2026 MISCELLANEOUS CONCRETE WORK

CITY PROJECT: 25-ST259007

Bids Opened: August 15th, 2025, 10:00am

BID TABULATION

				Engineers Estimate		Bid #1 Create Construction, LLC		Bid #2 JL Theis, Inc.		Bid #3 Klein Underground	
Line Item	Item Description	Unit	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
SCHEDULE A - 26TH AND WEST MEDICINE LAKE											
1	MOBILIZATION	L.S.	1	\$1,000.00	\$1,000.00	\$3,000.00	\$3,000.00	\$2,500.00	\$2,500.00	\$1,500.00	\$1,500.00
2	TRAFFIC CONTROL	L.S.	1	\$500.00	\$500.00	\$2,000.00	\$2,000.00	\$2,500.00	\$2,500.00	\$21,000.00	\$21,000.00
3	CLEARING	TREE	1	\$1,200.00	\$1,200.00	\$1,750.00	\$1,750.00	\$800.00	\$800.00	\$3,500.00	\$3,500.00
4	GRUBBING	TREE	1	\$800.00	\$800.00	\$2,000.00	\$2,000.00	\$800.00	\$800.00	\$3,500.00	\$3,500.00
5	REMOVE CONCRETE CURB AND GUTTER (ALL TYPES)	L.F.	310	\$10.00	\$3,100.00	\$8.00	\$2,480.00	\$20.00	\$6,200.00	\$7.00	\$2,170.00
6	REMOVE BITUMINOUS PAVEMENT	S.Y.	410	\$7.00	\$2,870.00	\$37.00	\$15,170.00	\$34.00	\$13,940.00	\$36.00	\$14,760.00
7	REMOVE CONCRETE FLATWORK	S.F.	181	\$5.00	\$905.00	\$9.00	\$1,629.00	\$3.00	\$543.00	\$4.50	\$814.50
8	SALVAGE AND REINSTALL CASTING	EACH	2	\$1,300.00	\$2,600.00	\$500.00	\$1,000.00	\$500.00	\$1,000.00	\$850.00	\$1,700.00
9	SAWCUT BITUMINOUS AND CONCRETE PAVEMENT (FULL DEPTH)	L.F.	250	\$5.00	\$1,250.00	\$7.00	\$1,750.00	\$8.00	\$2,000.00	\$6.25	\$1,562.50
10	COMMON EXCAVATION (EV)	C.Y.	68	\$40.00	\$2,720.00	\$50.00	\$3,400.00	\$66.00	\$4,488.00	\$50.00	\$3,400.00
11	SUBGRADE EXCAVATION (EV)	C.Y.	7	\$20.00	\$140.00	\$250.00	\$1,750.00	\$44.00	\$308.00	\$50.00	\$350.00
12	SELECT GRANULAR BORROW (CV)	C.Y.	7	\$20.00	\$140.00	\$50.00	\$350.00	\$55.00	\$385.00	\$55.00	\$385.00
13	AGGREGATE BASE CL 5 (16-60 TON) (FROM CITY STOCKPILE)	C.Y.	43	\$20.00	\$860.00	\$50.00	\$2,150.00	\$67.00	\$2,881.00	\$40.00	\$1,720.00
14	BITUMINOUS PATCH PAVING SPWEA240B (16-60 TON)	TON	25	\$250.00	\$6,250.00	\$300.00	\$7,500.00	\$344.00	\$8,600.00	\$300.00	\$7,500.00
15	BITUMINOUS TRAIL PAVING SPWEA240B (16-60 TON)	TON	39	\$250.00	\$9,750.00	\$275.00	\$10,725.00	\$344.00	\$13,416.00	\$300.00	\$11,700.00
16	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	4	\$175.00	\$700.00	\$175.00	\$700.00	\$3.00	\$12.00	\$155.00	\$620.00
17	WATER FOR DUST CONTROL	MGAL	1	\$250.00	\$250.00	\$1,000.00	\$1,000.00	\$33.00	\$33.00	\$750.00	\$750.00
18	CONCRETE CURB & GUTTER DESIGN B618 OR D412 (OVER 150 LF)	L.F.	310	\$40.00	\$12,400.00	\$35.00	\$10,850.00	\$65.00	\$20,150.00	\$65.00	\$20,150.00
19	CONCRETE PEDESTRIAN RAMP WITH TRUNCATED DOMES	EACH	3	\$2,000.00	\$6,000.00	\$3,750.00	\$11,250.00	\$4,230.00	\$12,690.00	\$12,000.00	\$36,000.00
20	STORM DRAIN INLET PROTECTION	EACH	4	\$250.00	\$1,000.00	\$250.00	\$1,000.00	\$188.00	\$752.00	\$500.00	\$2,000.00
21	SILT FENCE TYPE MS	L.F.	285	\$10.00	\$2,850.00	\$5.00	\$1,425.00	\$6.00	\$1,710.00	\$6.00	\$1,710.00
22	COMMON TOPSOIL BORROW (LV)	C.Y.	30	\$55.00	\$1,650.00	\$50.00	\$1,500.00	\$88.00	\$2,640.00	\$55.00	\$1,650.00
23	EROSION CONTROL BLANKET CATEGORY 20 (STRAW FIBER) NATURAL NETTING	S.Y.	406	\$10.00	\$4,060.00	\$7.00	\$2,842.00	\$5.00	\$2,030.00	\$9.00	\$3,654.00
24	SITE RESTORATION, SEED MIX 25-131	S.Y.	406	\$5.00	\$2,030.00	\$5.00	\$2,030.00	\$3.00	\$1,218.00	\$11.25	\$4,567.50
SCHEDULE A TOTAL:					\$65,025.00		\$89,251.00		\$101,596.00		\$146,663.50
SCHEDULE B - 22ND AVE AND DUNKIRK LN											
25	MOBILIZATION	L.S.	1	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$2,500.00	\$2,500.00	\$1,000.00	\$1,000.00
26	TRAFFIC CONTROL	L.S.	1	\$500.00	\$500.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,300.00	\$2,300.00
27	REMOVE CONCRETE CURB AND GUTTER (ALL TYPES)	L.F.	50	\$10.00	\$500.00	\$8.00	\$400.00	\$34.00	\$1,700.00	\$7.00	\$350.00
28	REMOVE BITUMINOUS PAVEMENT	S.Y.	25	\$7.00	\$175.00	\$50.00	\$1,250.00	\$34.00	\$850.00	\$36.00	\$900.00
29	SAWCUT BITUMINOUS AND CONCRETE PAVEMENT (FULL DEPTH)	L.F.	85	\$5.00	\$425.00	\$8.00	\$680.00	\$10.00	\$850.00	\$6.25	\$531.25
30	COMMON EXCAVATION (EV)	C.Y.	6	\$40.00	\$240.00	\$50.00	\$300.00	\$122.00	\$732.00	\$50.00	\$300.00
31	SUBGRADE EXCAVATION (EV)	C.Y.	1	\$20.00	\$20.00	\$250.00	\$250.00	\$88.00	\$88.00	\$50.00	\$50.00
32	SELECT GRANULAR BORROW (CV)	C.Y.	1	\$20.00	\$20.00	\$50.00	\$50.00	\$55.00	\$55.00	\$55.00	\$55.00
33	AGGREGATE BASE CL 5 (1-15 TON) (FROM CITY STOCKPILE)	C.Y.	3	\$25.00	\$75.00	\$50.00	\$150.00	\$88.00	\$264.00	\$40.00	\$120.00
34	BITUMINOUS PATCH PAVING SPWEA240B (1-15 TON)	TON	2	\$450.00	\$900.00	\$300.00	\$600.00	\$433.00	\$866.00	\$300.00	\$600.00
35	BITUMINOUS TRAIL PAVING SPWEA240B (1-15 TON)	TON	2	\$450.00	\$900.00	\$300.00	\$600.00	\$433.00	\$866.00	\$300.00	\$600.00
36	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	4	\$175.00	\$700.00	\$175.00	\$700.00	\$3.00	\$12.00	\$155.00	\$620.00
37	CONCRETE CURB & GUTTER DESIGN B618 OR D412 (0 TO 50 LF)	L.F.	50	\$80.00	\$4,000.00	\$35.00	\$1,750.00	\$78.00	\$3,900.00	\$65.00	\$3,250.00
38	CONCRETE PEDESTRIAN RAMP WITH TRUNCATED DOMES	EACH	2	\$2,000.00	\$4,000.00	\$3,000.00	\$6,000.00	\$5,000.00	\$10,000.00	\$12,000.00	\$24,000.00
39	STORM DRAIN INLET PROTECTION	EACH	3	\$250.00	\$750.00	\$250.00	\$750.00	\$188.00	\$564.00	\$500.00	\$1,500.00
40	SITE RESTORATION, SEED MIX 25-131	S.Y.	12	\$5.00	\$60.00	\$10.00	\$120.00	\$44.00	\$528.00	\$56.00	\$672.00
SCHEDULE B TOTAL:					\$14,265.00		\$16,600.00		\$25,775.00		\$36,848.25



**2025/2026 MISCELLANEOUS CONCRETE
WORK**

CITY PROJECT: 25-ST259007

Bids Opened: August 15th, 2025, 10:00am

BID TABULATION

				Engineers Estimate		Bid #1 Create Construction, LLC		Bid #2 JL Theis, Inc.		Bid #3 Klein Underground	
Line Item	Item Description	Unit	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
	SCHEDULE C - 24TH AVE AND DUNKIRK LN										
41	MOBILIZATION	L.S.	1	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00
42	TRAFFIC CONTROL	L.S.	1	\$500.00	\$500.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,300.00	\$2,300.00
43	REMOVE CONCRETE CURB AND GUTTER (ALL TYPES)	L.F.	50	\$10.00	\$500.00	\$8.00	\$400.00	\$34.00	\$1,700.00	\$7.00	\$350.00
44	REMOVE BITUMINOUS PAVEMENT	S.Y.	25	\$7.00	\$175.00	\$50.00	\$1,250.00	\$34.00	\$850.00	\$36.00	\$900.00
45	SAWCUT BITUMINOUS AND CONCRETE PAVEMENT (FULL DEPTH)	L.F.	85	\$5.00	\$425.00	\$8.00	\$680.00	\$12.00	\$1,020.00	\$6.25	\$531.25
46	COMMON EXCAVATION (EV)	C.Y.	6	\$40.00	\$240.00	\$50.00	\$300.00	\$133.00	\$798.00	\$50.00	\$300.00
47	SUBGRADE EXCAVATION (EV)	C.Y.	1	\$20.00	\$20.00	\$250.00	\$250.00	\$133.00	\$133.00	\$50.00	\$50.00
48	SELECT GRANULAR BORROW (CV)	C.Y.	1	\$20.00	\$20.00	\$50.00	\$50.00	\$133.00	\$133.00	\$55.00	\$55.00
49	AGGREGATE BASE CL 5 (1-15 TON) (FROM CITY STOCKPILE)	C.Y.	3	\$25.00	\$75.00	\$50.00	\$150.00	\$133.00	\$399.00	\$40.00	\$120.00
50	BITUMINOUS PATCH PAVING SPWEA240B (1-15 TON)	TON	2	\$450.00	\$900.00	\$300.00	\$600.00	\$500.00	\$1,000.00	\$300.00	\$600.00
51	BITUMINOUS TRAIL PAVING SPWEA240B (1-15 TON)	TON	2	\$450.00	\$900.00	\$300.00	\$600.00	\$500.00	\$1,000.00	\$300.00	\$600.00
52	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	4	\$175.00	\$700.00	\$175.00	\$700.00	\$3.00	\$12.00	\$155.00	\$620.00
53	CONCRETE CURB & GUTTER DESIGN B618 OR D412 (0 TO 50 LF)	L.F.	50	\$80.00	\$4,000.00	\$35.00	\$1,750.00	\$90.00	\$4,500.00	\$75.00	\$3,750.00
54	CONCRETE PEDESTRIAN RAMP WITH TRUNCATED DOMES	EACH	2	\$2,000.00	\$4,000.00	\$3,000.00	\$6,000.00	\$5,000.00	\$10,000.00	\$12,000.00	\$24,000.00
55	STORM DRAIN INLET PROTECTION	EACH	3	\$250.00	\$750.00	\$250.00	\$750.00	\$188.00	\$564.00	\$500.00	\$1,500.00
56	SITE RESTORATION, SEED MIX 25-131	S.Y.	12	\$5.00	\$60.00	\$10.00	\$120.00	\$40.00	\$480.00	\$56.00	\$672.00
	SCHEDULE C TOTAL:				\$14,265.00		\$16,600.00		\$26,589.00		\$37,348.25
	SCHEDULE D - 29TH AVE AND DUNKIRK LN										
57	MOBILIZATION	L.S.	1	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$2,500.00	\$2,500.00	\$1,000.00	\$1,000.00
58	TRAFFIC CONTROL	L.S.	1	\$500.00	\$500.00	\$2,000.00	\$2,000.00	\$2,500.00	\$2,500.00	\$2,300.00	\$2,300.00
59	REMOVE CONCRETE CURB AND GUTTER (ALL TYPES)	L.F.	50	\$10.00	\$500.00	\$8.00	\$400.00	\$34.00	\$1,700.00	\$7.00	\$350.00
60	REMOVE BITUMINOUS PAVEMENT	S.Y.	41	\$7.00	\$287.00	\$50.00	\$2,050.00	\$34.00	\$1,394.00	\$36.00	\$1,476.00
61	SAWCUT BITUMINOUS AND CONCRETE PAVEMENT (FULL DEPTH)	L.F.	74	\$5.00	\$370.00	\$8.00	\$592.00	\$12.00	\$888.00	\$6.25	\$462.50
62	COMMON EXCAVATION (EV)	C.Y.	8	\$40.00	\$320.00	\$50.00	\$400.00	\$133.00	\$1,064.00	\$50.00	\$400.00
63	SUBGRADE EXCAVATION (EV)	C.Y.	1	\$20.00	\$20.00	\$250.00	\$250.00	\$133.00	\$133.00	\$50.00	\$50.00
64	SELECT GRANULAR BORROW (CV)	C.Y.	1	\$20.00	\$20.00	\$50.00	\$50.00	\$133.00	\$133.00	\$55.00	\$55.00
65	AGGREGATE BASE CL 5 (1-15 TON) (FROM CITY STOCKPILE)	C.Y.	4	\$25.00	\$100.00	\$50.00	\$200.00	\$133.00	\$532.00	\$40.00	\$160.00
66	BITUMINOUS PATCH PAVING SPWEA240B (1-15 TON)	TON	2	\$450.00	\$900.00	\$300.00	\$600.00	\$433.00	\$866.00	\$300.00	\$600.00
67	BITUMINOUS TRAIL PAVING SPWEA240B (1-15 TON)	TON	4	\$450.00	\$1,800.00	\$300.00	\$1,200.00	\$433.00	\$1,732.00	\$300.00	\$1,200.00
68	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	4	\$175.00	\$700.00	\$175.00	\$700.00	\$3.00	\$12.00	\$155.00	\$620.00
69	CONCRETE CURB & GUTTER DESIGN B618 OR D412 (0 TO 50 LF)	L.F.	50	\$80.00	\$4,000.00	\$35.00	\$1,750.00	\$100.00	\$5,000.00	\$75.00	\$3,750.00
70	CONCRETE V CURB	L.F.	20	\$80.00	\$1,600.00	\$35.00	\$700.00	\$120.00	\$2,400.00	\$65.00	\$1,300.00
71	CONCRETE PEDESTRIAN RAMP WITH TRUNCATED DOMES	EACH	2	\$2,000.00	\$4,000.00	\$3,000.00	\$6,000.00	\$5,000.00	\$10,000.00	\$12,000.00	\$24,000.00
72	STORM DRAIN INLET PROTECTION	EACH	4	\$250.00	\$1,000.00	\$250.00	\$1,000.00	\$188.00	\$752.00	\$500.00	\$2,000.00
73	SITE RESTORATION, SEED MIX 25-131	S.Y.	13	\$5.00	\$65.00	\$10.00	\$130.00	\$16.00	\$208.00	\$56.00	\$728.00
	SCHEDULE D TOTAL:				\$17,182.00		\$19,022.00		\$31,814.00		\$40,451.50
	SCHEDULE E - 42ND PL AND DUNKIRK LN										
74	MOBILIZATION	L.S.	1	\$1,000.00	\$1,000.00	\$3,000.00	\$3,000.00	\$2,500.00	\$2,500.00	\$1,000.00	\$1,000.00
75	TRAFFIC CONTROL	L.S.	1	\$500.00	\$500.00	\$2,000.00	\$2,000.00	\$2,500.00	\$2,500.00	\$2,300.00	\$2,300.00
76	CLEARING	TREE	1	\$1,200.00	\$1,200.00	\$1,000.00	\$1,000.00	\$1,230.00	\$1,230.00	\$3,500.00	\$3,500.00
77	GRUBBING	TREE	1	\$800.00	\$800.00	\$1,500.00	\$1,500.00	\$1,230.00	\$1,230.00	\$3,500.00	\$3,500.00
78	REMOVE CONCRETE CURB AND GUTTER (ALL TYPES)	L.F.	25	\$10.00	\$250.00	\$8.00	\$200.00	\$34.00	\$850.00	\$7.00	\$175.00
79	REMOVE BITUMINOUS PAVEMENT	S.Y.	19	\$7.00	\$133.00	\$50.00	\$950.00	\$34.00	\$646.00	\$36.00	\$684.00
80	SAWCUT BITUMINOUS AND CONCRETE PAVEMENT (FULL DEPTH)	L.F.	45	\$5.00	\$225.00	\$8.00	\$360.00	\$14.00	\$630.00	\$6.25	\$281.25



**2025/2026 MISCELLANEOUS CONCRETE
WORK**

CITY PROJECT: 25-ST259007

Bids Opened: August 15th, 2025, 10:00am

BID TABULATION

				Engineers Estimate		Bid #1 Create Construction, LLC		Bid #2 JL Theis, Inc.		Bid #3 Klein Underground	
Line Item	Item Description	Unit	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
81	COMMON EXCAVATION (EV)	C.Y.	9	\$40.00	\$360.00	\$50.00	\$450.00	\$155.00	\$1,395.00	\$50.00	\$450.00
82	SUBGRADE EXCAVATION (EV)	C.Y.	1	\$20.00	\$18.00	\$250.00	\$225.00	\$155.00	\$139.50	\$50.00	\$45.00
83	SELECT GRANULAR BORROW (CV)	C.Y.	1	\$20.00	\$18.00	\$50.00	\$45.00	\$155.00	\$139.50	\$55.00	\$49.50
84	AGGREGATE BASE CL 5 (1-15 TON) (FROM CITY STOCKPILE)	C.Y.	5	\$25.00	\$125.00	\$50.00	\$250.00	\$155.00	\$775.00	\$40.00	\$200.00
85	BITUMINOUS PATCH PAVING SPWEA240B (1-15 TON)	TON	1	\$450.00	\$450.00	\$300.00	\$300.00	\$433.00	\$433.00	\$300.00	\$300.00
86	BITUMINOUS TRAIL PAVING SPWEA240B (1-15 TON)	TON	4	\$450.00	\$1,800.00	\$300.00	\$1,200.00	\$433.00	\$1,732.00	\$300.00	\$1,200.00
87	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	4	\$175.00	\$700.00	\$175.00	\$700.00	\$3.00	\$12.00	\$155.00	\$620.00
88	CONCRETE CURB & GUTTER DESIGN B618 OR D412 (0 TO 50 LF)	L.F.	25	\$80.00	\$2,000.00	\$35.00	\$875.00	\$122.00	\$3,050.00	\$75.00	\$1,875.00
89	CONCRETE PEDESTRIAN RAMP WITH TRUNCATED DOMES	EACH	1	\$2,000.00	\$2,000.00	\$3,500.00	\$3,500.00	\$5,000.00	\$5,000.00	\$12,000.00	\$12,000.00
90	STORM DRAIN INLET PROTECTION	EACH	2	\$250.00	\$500.00	\$250.00	\$500.00	\$188.00	\$376.00	\$500.00	\$1,000.00
91	SITE RESTORATION, SEED MIX 25-131	S.Y.	6	\$5.00	\$30.00	\$10.00	\$60.00	\$77.00	\$462.00	\$56.00	\$336.00
SCHEDULE E TOTAL:					\$12,109.00		\$17,115.00		\$23,100.00		\$29,515.75
SCHEDULE F - 43RD AND FERNBROOK											
92	MOBILIZATION	L.S.	1	\$1,000.00	\$1,000.00	\$3,000.00	\$3,000.00	\$2,500.00	\$2,500.00	\$1,000.00	\$1,000.00
93	TRAFFIC CONTROL	L.S.	1	\$500.00	\$500.00	\$2,000.00	\$2,000.00	\$2,500.00	\$2,500.00	\$2,300.00	\$2,300.00
94	REMOVE CONCRETE CURB AND GUTTER (ALL TYPES)	L.F.	45	\$10.00	\$450.00	\$8.00	\$360.00	\$40.00	\$1,800.00	\$7.00	\$315.00
95	REMOVE BITUMINOUS PAVEMENT	S.Y.	33	\$7.00	\$231.00	\$50.00	\$1,650.00	\$40.00	\$1,320.00	\$36.00	\$1,188.00
96	SAWCUT BITUMINOUS AND CONCRETE PAVEMENT (FULL DEPTH)	L.F.	73	\$5.00	\$365.00	\$8.00	\$584.00	\$15.00	\$1,095.00	\$6.25	\$456.25
97	COMMON EXCAVATION (EV)	C.Y.	10	\$40.00	\$400.00	\$50.00	\$500.00	\$133.00	\$1,330.00	\$50.00	\$500.00
98	SUBGRADE EXCAVATION (EV)	C.Y.	1	\$20.00	\$20.00	\$250.00	\$250.00	\$133.00	\$133.00	\$50.00	\$50.00
99	SELECT GRANULAR BORROW (CV)	C.Y.	1	\$20.00	\$20.00	\$50.00	\$50.00	\$133.00	\$133.00	\$55.00	\$55.00
100	AGGREGATE BASE CL 5 (1-15 TON) (FROM CITY STOCKPILE)	C.Y.	5	\$25.00	\$125.00	\$50.00	\$250.00	\$133.00	\$665.00	\$40.00	\$200.00
101	BITUMINOUS PATCH PAVING SPWEA240B (1-15 TON)	TON	2	\$450.00	\$900.00	\$300.00	\$600.00	\$344.00	\$688.00	\$300.00	\$600.00
102	BITUMINOUS TRAIL PAVING SPWEA240B (1-15 TON)	TON	4	\$450.00	\$1,800.00	\$400.00	\$1,600.00	\$344.00	\$1,376.00	\$300.00	\$1,200.00
103	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	4	\$175.00	\$700.00	\$175.00	\$700.00	\$3.00	\$12.00	\$155.00	\$620.00
104	CONCRETE CURB & GUTTER DESIGN B618 OR D412 (0 TO 50 LF)	L.F.	45	\$80.00	\$3,600.00	\$35.00	\$1,575.00	\$133.00	\$5,985.00	\$75.00	\$3,375.00
105	CONCRETE PEDESTRIAN RAMP WITH TRUNCATED DOMES	EACH	2	\$2,000.00	\$4,000.00	\$4,750.00	\$9,500.00	\$5,000.00	\$10,000.00	\$12,000.00	\$24,000.00
106	STORM DRAIN INLET PROTECTION	EACH	3	\$250.00	\$750.00	\$250.00	\$750.00	\$188.00	\$564.00	\$500.00	\$1,500.00
107	SITE RESTORATION, SEED MIX 25-131	S.Y.	10	\$5.00	\$50.00	\$10.00	\$100.00	\$50.00	\$500.00	\$56.00	\$560.00
SCHEDULE F TOTAL:					\$14,911.00		\$23,469.00		\$30,601.00		\$37,919.25
SCHEDULE G - COUNTY ROAD 9 AND BERKSHIRE LANE											
108	MOBILIZATION	L.S.	1	\$1,000.00	\$1,000.00	\$3,000.00	\$3,000.00	\$2,500.00	\$2,500.00	\$1,000.00	\$1,000.00
109	TRAFFIC CONTROL	L.S.	1	\$500.00	\$500.00	\$2,000.00	\$2,000.00	\$2,500.00	\$2,500.00	\$2,300.00	\$2,300.00
110	CORE DRILL AND INSTALL SIGN COLLAR	EACH	1	\$500.00	\$500.00	\$1,000.00	\$1,000.00	\$800.00	\$800.00	\$475.00	\$475.00
111	REMOVE CONCRETE CURB AND GUTTER (ALL TYPES)	L.F.	90	\$10.00	\$900.00	\$8.00	\$720.00	\$34.00	\$3,060.00	\$7.00	\$630.00
112	REMOVE BITUMINOUS PAVEMENT	S.Y.	10	\$7.00	\$70.00	\$50.00	\$500.00	\$34.00	\$340.00	\$36.00	\$360.00
113	REMOVE CONCRETE MEDIAN NOSE	EACH	1	\$500.00	\$500.00	\$1,000.00	\$1,000.00	\$400.00	\$400.00	\$1,500.00	\$1,500.00
114	SAWCUT BITUMINOUS AND CONCRETE PAVEMENT (FULL DEPTH)	L.F.	100	\$5.00	\$500.00	\$8.00	\$800.00	\$22.00	\$2,200.00	\$6.25	\$625.00
115	BITUMINOUS PATCH PAVING SPWEA240B (1-15 TON)	TON	4	\$450.00	\$1,800.00	\$300.00	\$1,200.00	\$344.00	\$1,376.00	\$300.00	\$1,200.00
116	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	4	\$175.00	\$700.00	\$175.00	\$700.00	\$3.00	\$12.00	\$155.00	\$620.00
117	CONCRETE CURB & GUTTER DESIGN B618 OR D412 (OVER 150 LF)	L.F.	90	\$40.00	\$3,600.00	\$35.00	\$3,150.00	\$77.00	\$6,930.00	\$75.00	\$6,750.00
118	INSTALL CONCRETE MEDIAN NOSE	EACH	1	\$1,000.00	\$1,000.00	\$2,000.00	\$2,000.00	\$688.00	\$688.00	\$6,500.00	\$6,500.00
119	STORM DRAIN INLET PROTECTION	EACH	2	\$250.00	\$500.00	\$250.00	\$500.00	\$188.00	\$376.00	\$500.00	\$1,000.00
SCHEDULE G TOTAL:					\$11,570.00		\$16,570.00		\$21,182.00		\$22,960.00



2025/2026 MISCELLANEOUS CONCRETE WORK

CITY PROJECT: 25-ST259007

Bids Opened: August 15th, 2025, 10:00am

BID TABULATION

				Engineers Estimate		Bid #1 Create Construction, LLC		Bid #2 JL Theis, Inc.		Bid #3 Klein Underground	
Line Item	Item Description	Unit	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
SCHEDULE H - 4040 PILGRIM LANE											
120	MOBILIZATION	L.S.	1	\$1,000.00	\$1,000.00	\$250.00	\$250.00	\$200.00	\$200.00	\$500.00	\$500.00
121	CONCRETE SURFACE GRINDING	L.F.	5	\$100.00	\$500.00	\$50.00	\$250.00	\$77.00	\$385.00	\$800.00	\$4,000.00
SCHEDULE H TOTAL:					\$1,500.00		\$500.00		\$585.00		\$4,500.00
SCHEDULE I - PLYMOUTH RECYCLING SITE											
122	MOBILIZATION	L.S.	1	\$1,000.00	\$1,000.00	\$3,000.00	\$3,000.00	\$2,500.00	\$2,500.00	\$1,000.00	\$1,000.00
123	TRAFFIC CONTROL	L.S.	1	\$500.00	\$500.00	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$1,500.00	\$1,500.00
124	REMOVE CONCRETE CURB AND GUTTER (ALL TYPES)	L.F.	36	\$10.00	\$360.00	\$8.00	\$288.00	\$34.00	\$1,224.00	\$7.00	\$252.00
125	REMOVE BITUMINOUS PAVEMENT	S.Y.	8	\$7.00	\$56.00	\$50.00	\$400.00	\$34.00	\$272.00	\$36.00	\$288.00
126	SAWCUT BITUMINOUS AND CONCRETE PAVEMENT (FULL DEPTH)	L.F.	40	\$5.00	\$200.00	\$8.00	\$320.00	\$34.00	\$1,360.00	\$6.25	\$250.00
127	COMMON EXCAVATION (EV)	C.Y.	28	\$40.00	\$1,120.00	\$50.00	\$1,400.00	\$155.00	\$4,340.00	\$50.00	\$1,400.00
128	SUBGRADE EXCAVATION (EV)	C.Y.	3	\$20.00	\$60.00	\$250.00	\$750.00	\$155.00	\$465.00	\$50.00	\$150.00
129	SELECT GRANULAR BORROW (CV)	C.Y.	3	\$20.00	\$60.00	\$50.00	\$150.00	\$155.00	\$465.00	\$55.00	\$165.00
130	AGGREGATE BASE CL 5 (1-15 TON) (FROM CITY STOCKPILE)	C.Y.	14	\$25.00	\$350.00	\$50.00	\$700.00	\$155.00	\$2,170.00	\$50.00	\$700.00
131	BITUMINOUS PATCH PAVING SPWEA240B (1-15 TON)	TON	2	\$450.00	\$900.00	\$300.00	\$600.00	\$400.00	\$800.00	\$300.00	\$600.00
132	BITUMINOUS TRAIL PAVING SPWEA240B (1-15 TON)	TON	6	\$450.00	\$2,700.00	\$300.00	\$1,800.00	\$400.00	\$2,400.00	\$300.00	\$1,800.00
133	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	4	\$175.00	\$700.00	\$175.00	\$700.00	\$3.00	\$12.00	\$155.00	\$620.00
134	WATER FOR DUST CONTROL	MGAL	1	\$250.00	\$250.00	\$1,000.00	\$1,000.00	\$3.00	\$3.00	\$750.00	\$750.00
135	CONCRETE CURB & GUTTER DESIGN B618 OR D412 (0 TO 50 LF)	L.F.	36	\$80.00	\$2,880.00	\$35.00	\$1,260.00	\$120.00	\$4,320.00	\$75.00	\$2,700.00
136	STORM DRAIN INLET PROTECTION	EACH	2	\$250.00	\$500.00	\$250.00	\$500.00	\$188.00	\$376.00	\$500.00	\$1,000.00
137	SILT FENCE TYPE MS	L.F.	60	\$10.00	\$600.00	\$20.00	\$1,200.00	\$7.00	\$420.00	\$9.00	\$540.00
138	SITE RESTORATION, SEED MIX 25-131	S.Y.	10	\$5.00	\$50.00	\$100.00	\$1,000.00	\$44.00	\$440.00	\$65.00	\$650.00
SCHEDULE I TOTAL:					\$12,286.00		\$16,068.00		\$22,067.00		\$14,365.00
SCHEDULE J (Location to be determined)											
1	CLEARING	EACH	2	\$1,200.00	\$2,400.00	\$1,500.00	\$3,000.00	\$1,200.00	\$2,400.00	\$3,000.00	\$6,000.00
2	GRUBBING	EACH	2	\$800.00	\$1,600.00	\$1,500.00	\$3,000.00	\$1,200.00	\$2,400.00	\$3,000.00	\$6,000.00
3	REMOVE CONCRETE CURB AND GUTTER (ALL TYPES)	L.F.	50	\$10.00	\$500.00	\$8.00	\$400.00	\$34.00	\$1,700.00	\$8.00	\$400.00
4	SAWCUT BITUMINOUS AND CONCRETE PAVEMENT (FULL DEPTH)	L.F.	40	\$5.00	\$200.00	\$8.00	\$320.00	\$34.00	\$1,360.00	\$6.25	\$250.00
5	REMOVE BITUMINOUS PAVEMENT	S.Y.	56	\$7.00	\$392.00	\$50.00	\$2,800.00	\$25.00	\$1,400.00	\$37.00	\$2,072.00
6	REMOVE CONCRETE FLATWORK	S.Y.	56	\$5.00	\$280.00	\$50.00	\$2,800.00	\$25.00	\$1,400.00	\$40.00	\$2,240.00
7	COMMON EXCAVATION (EV)	C.Y.	25	\$40.00	\$1,000.00	\$55.00	\$1,375.00	\$100.00	\$2,500.00	\$50.00	\$1,250.00
8	SUBGRADE EXCAVATION (EV)	C.Y.	25	\$20.00	\$500.00	\$55.00	\$1,375.00	\$100.00	\$2,500.00	\$50.00	\$1,250.00
9	SELECT GRANULAR BORROW (CV)	C.Y.	25	\$20.00	\$500.00	\$55.00	\$1,375.00	\$100.00	\$2,500.00	\$55.00	\$1,375.00
10	UTILITY CREW	HOURL	10	\$1,500.00	\$15,000.00	\$150.00	\$1,500.00	\$900.00	\$9,000.00	\$375.00	\$3,750.00
11	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	2	\$175.00	\$350.00	\$175.00	\$350.00	\$122.00	\$244.00	\$155.00	\$310.00
12	WATER FOR DUST CONTROL	MGAL	1	\$250.00	\$250.00	\$1,000.00	\$1,000.00	\$66.00	\$66.00	\$750.00	\$750.00
13	AGGREGATE BASE CL 5 (1-15 TON) (FROM CITY STOCKPILE)	TON	13	\$25.00	\$325.00	\$50.00	\$650.00	\$88.00	\$1,144.00	\$50.00	\$650.00
14	AGGREGATE BASE CL 5 (16-60 TON) (FROM CITY STOCKPILE)	TON	25	\$20.00	\$500.00	\$50.00	\$1,250.00	\$88.00	\$2,200.00	\$50.00	\$1,250.00
15	AGGREGATE BASE CL 5 (OVER 60 TONS) (FROM CITY STOCKPILE)	TON	70	\$15.00	\$1,050.00	\$50.00	\$3,500.00	\$88.00	\$6,160.00	\$50.00	\$3,500.00
16	AGGREGATE BASE CL 5 (OVER 60 TONS) (CONTRACTOR BOUGHT)	TON	70	\$45.00	\$3,150.00	\$55.00	\$3,850.00	\$100.00	\$7,000.00	\$65.00	\$4,550.00
17	BITUMINOUS PATCH PAVING SPWEA240B (1-15 TON)	TON	12	\$450.00	\$5,400.00	\$310.00	\$3,720.00	\$344.00	\$4,128.00	\$300.00	\$3,600.00
18	BITUMINOUS PATCH PAVING SPWEA240B (16-60 TON)	TON	55	\$250.00	\$13,750.00	\$310.00	\$17,050.00	\$344.00	\$18,920.00	\$300.00	\$16,500.00
19	BITUMINOUS PATCH PAVING SPWEA240B (OVER 60 TONS)	TON	80	\$125.00	\$10,000.00	\$300.00	\$24,000.00	\$219.00	\$17,520.00	\$275.00	\$22,000.00
20	EDGE MILL BITUMINOUS SURFACE	S Y	15	\$5.00	\$75.00	\$125.00	\$1,875.00	\$79.00	\$1,185.00	\$45.00	\$675.00
21	4" OR 6" PERF SCH 40 PVC PIPE DRAIN	L F	100	\$25.00	\$2,500.00	\$5.00	\$500.00	\$33.00	\$3,300.00	\$40.00	\$4,000.00
22	4" OR 6" PVC PIPE DRAIN CLEANOUT	EACH	1	\$500.00	\$500.00	\$500.00	\$500.00	\$600.00	\$600.00	\$750.00	\$750.00



2025/2026 MISCELLANEOUS CONCRETE WORK

CITY PROJECT: 25-ST259007

Bids Opened: August 15th, 2025, 10:00am

BID TABULATION

				Engineers Estimate		Bid #1 Create Construction, LLC		Bid #2 JL Theis, Inc.		Bid #3 Klein Underground	
Line Item	Item Description	Unit	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
23	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH	1	\$500.00	\$500.00	\$1,000.00	\$1,000.00	\$3,000.00	\$3,000.00	\$1,000.00	\$1,000.00
24	SALVAGE AND REINSTALL CASTING	EACH	2	\$1,300.00	\$2,600.00	\$500.00	\$1,000.00	\$700.00	\$1,400.00	\$1,125.00	\$2,250.00
25	CASTING ASSEMBLY R-3067-V	EACH	1	\$1,000.00	\$1,000.00	\$1,500.00	\$1,500.00	\$800.00	\$800.00	\$957.00	\$957.00
26	CASTING ASSEMBLY R-3290A	EACH	1	\$1,000.00	\$1,000.00	\$1,500.00	\$1,500.00	\$800.00	\$800.00	\$1,084.00	\$1,084.00
27	GEOTEXTILE FILTER TYPE 4	S.Y.	50	\$5.00	\$250.00	\$20.00	\$1,000.00	\$5.00	\$250.00	\$45.00	\$2,250.00
28	CONCRETE CURB & GUTTER DESIGN B618 OR D412 (0 TO 50 LF)	L.F.	45	\$80.00	\$3,600.00	\$36.00	\$1,620.00	\$77.00	\$3,465.00	\$75.00	\$3,375.00
29	CONCRETE CURB & GUTTER DESIGN B618 OR D412 (51 TO 150 LF)	L.F.	125	\$60.00	\$7,500.00	\$36.00	\$4,500.00	\$77.00	\$9,625.00	\$65.00	\$8,125.00
30	CONCRETE CURB & GUTTER DESIGN B618 OR D412 (OVER 150 LF)	L.F.	200	\$40.00	\$8,000.00	\$36.00	\$7,200.00	\$77.00	\$15,400.00	\$65.00	\$13,000.00
31	4" CONCRETE FLATWORK (1-30 SY)	SY	29	\$175.00	\$5,075.00	\$100.00	\$2,900.00	\$233.00	\$6,757.00	\$185.00	\$5,365.00
32	4" CONCRETE FLATWORK (31-80 SY)	SY	79	\$150.00	\$11,850.00	\$100.00	\$7,900.00	\$233.00	\$18,407.00	\$135.00	\$10,665.00
33	4" CONCRETE FLATWORK (OVER 80 SY)	SY	150	\$135.00	\$20,250.00	\$100.00	\$15,000.00	\$233.00	\$34,950.00	\$135.00	\$20,250.00
34	6" CONCRETE FLATWORK (1-15 SY)	SY	10	\$175.00	\$1,750.00	\$125.00	\$1,250.00	\$233.00	\$2,330.00	\$185.00	\$1,850.00
35	6" CONCRETE FLATWORK (16-50 SY)	SY	45	\$150.00	\$6,750.00	\$125.00	\$5,625.00	\$233.00	\$10,485.00	\$155.00	\$6,975.00
36	6" CONCRETE FLATWORK (OVER 50 SY)	SY	75	\$135.00	\$10,125.00	\$125.00	\$9,375.00	\$233.00	\$17,475.00	\$155.00	\$11,625.00
37	8" CONCRETE FLATWORK (1-10 SY)	SY	10	\$200.00	\$2,000.00	\$125.00	\$1,250.00	\$233.00	\$2,330.00	\$190.00	\$1,900.00
38	8" CONCRETE FLATWORK (11 TO 40 SY)	SY	35	\$175.00	\$6,125.00	\$125.00	\$4,375.00	\$233.00	\$8,155.00	\$160.00	\$5,600.00
39	8" CONCRETE FLATWORK (OVER 40 SY)	SY	75	\$150.00	\$11,250.00	\$125.00	\$9,375.00	\$233.00	\$17,475.00	\$160.00	\$12,000.00
40	CONCRETE PEDESTRIAN RAMP WITH TRUNCATED DOMES	EACH	2	\$2,000.00	\$4,000.00	\$3,750.00	\$7,500.00	\$5,300.00	\$10,600.00	\$12,000.00	\$24,000.00
41	STORM DRAIN INLET PROTECTION	EACH	2	\$250.00	\$500.00	\$250.00	\$500.00	\$188.00	\$376.00	\$500.00	\$1,000.00
42	SILT FENCE TYPE MS	L.F.	100	\$10.00	\$1,000.00	\$20.00	\$2,000.00	\$5.00	\$500.00	\$6.00	\$600.00
43	SEDIMENT CONTROL BIOROLL LOG TYPE WOOD FIBER	L.F.	100	\$10.00	\$1,000.00	\$10.00	\$1,000.00	\$5.00	\$500.00	\$8.00	\$800.00
44	COMMON TOPSOIL BORROW (LV)	C.Y.	30	\$55.00	\$1,650.00	\$55.00	\$1,650.00	\$88.00	\$2,640.00	\$65.00	\$1,950.00
45	EROSION CONTROL BLANKET CATEGORY 20 (STRAW FIBER) NATURAL NETTING	S.Y.	50	\$10.00	\$500.00	\$25.00	\$1,250.00	\$30.00	\$1,500.00	\$10.50	\$525.00
46	SITE RESTORATION, SEED MIX 25-131	S.Y.	50	\$5.00	\$250.00	\$50.00	\$2,500.00	\$30.00	\$1,500.00	\$60.00	\$3,000.00
47	MOBILIZATION (10% OF SCHEDULE TOTAL)	L.S.	1	\$16,900.00	\$16,900.00	\$3,000.00	\$3,000.00	\$26,000.00	\$26,000.00	\$22,326.80	\$22,326.80
48	TRAFFIC CONTROL 5% OF SCHEDULE TOTAL)	L.S.	1	\$8,000.00	\$8,000.00	\$3,000.00	\$3,000.00	\$13,000.00	\$13,000.00	\$11,163.40	\$11,163.40
SCHEDULE J (Location to be determined)					\$ 193,647.00		\$174,960.00		\$299,347.00		\$256,758.20
Total Bid					\$356,760.00		\$390,155.00		\$582,656.00		\$627,329.70

CITY OF PLYMOUTH

RESOLUTION No. 2025-224

RESOLUTION AWARDING CONTRACT FOR THE 2025-2026 MISCELLANEOUS CONCRETE WORK PROJECT (ST259007)

WHEREAS, pursuant to an advertisement for bids for the 2025-2026 Miscellaneous Concrete Work Project, bids were received, opened and tabulated according to State law, and the following bids were received complying with the advertisement:

Contractor	Total Bid
Create Construction LLC	\$390,155.00
JL Theis, Inc.	\$582,656.00
Klein Underground, LLC	\$627,329.70
Engineer's Estimate	\$356,760.00

WHEREAS, Create Construction LLC from Maple Grove, Minnesota is the lowest responsible bidder complying with the minimum qualifications; and

WHEREAS, the City Engineer recommends awarding the project to Create Construction LLC.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA that:

- 1) The Mayor and City Manager are authorized and directed to enter into a contract with Create Construction LLC, Inc. in the name of the City of Plymouth for the 2025-2026 Miscellaneous Concrete Work Project according to the plans and specifications on file in the office of the City Engineer in the amount \$390,155.
- 2) The total cost of the project is \$430,000 and includes the improvements in the amount of \$390,155 and administration and contingency in the amount of \$39,845.

BE IT FURTHER RESOLVED, that the project may be funded through a combination of operational budgets including street maintenance, water, sewer, and water resources, as well as the Street Reconstruction and MSA funds.

APPROVED by the City Council on this 26th day of August, 2025.

To: Dave Callister, City Manager

Prepared by: Jodi Gallup, City Clerk

Reviewed by: Maria Solano, Deputy City Manager

Item: **Adopt council policy amendments**

1. Action Requested:

Adopt resolution approving council policy amendments.

2. Background:

Over the last year, staff conducted a comprehensive review of city policies to ensure effectiveness, legal compliance, and alignment with the city's goals and operating procedures. A comprehensive update to human resources and finance policies was adopted by council on February 20, 2024, May 14, 2024, June 25, 2024, September 24, 2024, and October 22, 2024. Council held a study session on August 12, 2025 to review updates to council policies and direct staff to bring back the following policy changes:

Policy	Changes
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.

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.
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).

3. Budget Impact:

Not applicable.

4. Attachments:

1. Conduct of regular meetings
2. Council communications
3. Code of ethics
4. Commission appointments and performance
5. City attorney work
6. Building dedication plaques
7. Expense reimbursement and travel
8. Human services funding
9. Proclamation
10. Use and retention of government data
11. Council Policies with Track Changes
12. City Council Resolution 2025-225

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

- 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 the public. 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 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. Individuals are invited to offer comments up to 3 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 individuals choose a spokesperson for the group.
 - Request that 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 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.

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.

Res. No. 2025-__, August 26, 2025; Supersedes Ord. No. 96–1, February 1, 1996

Policy for 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 Councilmembers, 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 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 role in the process, are implemented to facilitate effective communications both between Councilmembers and between the council and staff. 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, 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.

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 Councilmembers. Prepared on a weekly basis, each information memorandum is formatted to contain topics in the following order: upcoming meetings and events, correspondence and reports and other articles of interest. 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.

Maintenance of the Policy

The City Manager will be responsible for periodically reviewing this policy with the council to ensure 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.

Res. No. 2025-__, August 26, 2025; Supersedes Res. 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 residents 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.
6. 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

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. Council, Board and Commission members, elected or appointed, shall no later than 30 days following election or appointment to office and each year thereafter, complete the disclosure form and return it to the City Clerk. 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

Code of Ethics

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.

Policy Violation 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 listed in the appointment and performance of persons appointed to boards and commissions and committees policy.

Policy Violation 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 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 or may adopt a resolution of censure. Such member shall not participate in the council's deliberations or vote with respect thereto.

Res. No 2025-__, August 26, 2025; Supersedes Res. No. 85-968, December 2, 1985; Res. No. 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.

If none, check box: ☐

Name of Organization	Position Held	Compensation Involved
		Yes ☐ No ☐
		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).

If none, check box: ☐

Property Item	Address/Property Identification Number

3. 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 exceeds 10 percent of the total ownership.

If none, check box: ☐

Name of Organization(s):

Signature: _____

Date: _____

Typed name serves as signature

Policy Relating to Appointment and Performance 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 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.

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 November of every year. On the basis of this information, the council would request staff to solicit applications.
2. Resident 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 resident 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 Response: 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.

Res. No. 2025-__, August 26, 2025; Supersedes Res. No. 2022-229, September 13, 2022; Res. No. 2013-198, June 25, 2013; Res. No. 2004-398, September 28, 2004; Res. No. 91-265, May 6, 1991; Res. No. 81-31, January 5, 1985; Res. No. 85-103, January 28, 1985; Res. No. 86-506, August 18, 1986

Policy Regarding City Attorney Work

The City Attorney is not to do more than 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.

Res. No. 2025-__, August 26, 2025; Supersedes 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)

Res. No. 2025-__, August 26, 2025; Supersedes 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
- C. Lodging (single rate)
- D. Per diem for meals

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):
Local transportation costs (e.g. to/from city meetings, ribbon cuttings and trainings)	Conference/event registration fees for approved/budgeted events	Transportation costs for approved out of state travel (e.g. airfare, ride-hailing services, taxi, parking, mileage reimbursement, car rental)
Meals/food outside of conferences approved for per diem	Hotel/lodging expense for approved conferences/events	Per Diem (meals) during the following approved events: - LMC annual conference - NLC city summit - NLC congressional conference - Other out-of-area approved conference

- 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. 2025-__, August 26, 2025; Supersedes Res. No. 2024-265, September 24, 2024; 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. All funding requests shall be evaluated for effectiveness and appropriateness as needed.
 - 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.
 - 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.
 - D. Funding requests will normally be considered in relation to existing city human service commitments and the target populations served.
 - 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.
 - F. The City Council may establish additional guidelines or criteria for consideration of human service funding requests.

3. Upon request, 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.

Res. No. 2025-__, August 26, 2025; Supersedes Res. No. 84-506, July, 23, 1984

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 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.

Res. No. 2025-__, August 26, 2025; Supersedes Res. No. 2025-132, April 22, 2025

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.

Res. No. 2025-__, August 26, 2025; Supersedes Res. No. 2003-521, November 10, 2003



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 Council~~members. Prepared on a weekly basis, each information memorandum is formatted to contain topics in the following order: upcoming meetings and events, ~~correspondence and 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-residents~~ 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.

Policy Violation 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~~ Policy Violation 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, ~~or~~ 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-November~~ of every year. On the basis of this information, the Council would request staff to solicit applications ~~by advertisement or newspaper article~~.
2. ~~Citizen-Resident~~ 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-resident~~ 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 Response: 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)***



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

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

CITY OF PLYMOUTH

RESOLUTION No. 2025-225

RESOLUTION APPROVING COUNCIL POLICY AMENDMENTS

WHEREAS, staff provided an overview of council policies and recommended updates at the August 12, 2025 study session; and

WHEREAS, the City Council wishes to identify clear guidelines to ensure effectiveness, legal compliance, alignment with the city's goals and operating procedures, formatting and other housekeeping issues.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA that the policy amendments to the following policies are approved:

- Conduct of regular meetings
- Council communications
- Code of ethics
- Commissioner appointments and performance
- City attorney work
- Building dedication plaques
- Expense reimbursement and travel
- Human services funding
- Proclamation
- Use and retention of government data

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA that the Meal and Refreshment Policy is repealed due to duplication in the Public Purpose and Expenditure Policy.

APPROVED by the City Council on this 26th day of August, 2025.

To: Dave Callister, City Manager

Prepared by: Natalie Dorcy, Office Support Specialist

Reviewed by: Jodi Gallup, City Clerk

Item: **Approve temporary liquor license application of St. Paul Fire Foundation at Hilde Performance Center located at 3500 Plymouth Boulevard on September 27**

1. Action Requested:

Adopt attached resolution approving temporary liquor license application of St. Paul Fire Foundation at Hilde Performance Center located at 3500 Plymouth Boulevard on September 27.

2. Background:

St. Paul Fire Foundation has submitted a temporary liquor license application and certificate of liquor liability coverage for Minnesota Monthly's 4th Annual Rhythm & Brews, at the Hilde Performance Center. The event will offer live music and unlimited sampling of beers, seltzers, ready-to-drink cocktails, and more. Guests will be able to enjoy a corn hole and ladder ball tournament, shop from local artisans, and participate in activities.

Rhythm & Brews will use the entire Hilde Performance Center, enclosed and gated at all access points. This is a 21+ event, and they will have one access point for ticket scanning, ID check and wristbands. St. Paul Fire Foundation are working with the Plymouth Police Department for security and will have staff located at all gated access points to direct guests to the main event entry location. In addition, they will also have multiple safe serve staff captains in the event space, monitoring guests and exhibitors. These teams will also be used to monitor alcohol consumption and service.

3. Budget Impact:

License fee of \$50 per event and liability insurance have been received.

4. Attachments:

1. City Council Resolution 2025-226

CITY OF PLYMOUTH

RESOLUTION No. 2025-226

RESOLUTION APPROVING TEMPORARY LIQUOR LICENSE APPLICATION OF ST. PAUL FIRE FOUNDATION

WHEREAS, St. Paul Fire Foundation has submitted a temporary liquor license application for an event at Hilde Performance Center located at 3500 Plymouth Boulevard on September 27; and

WHEREAS, the required fees and certificate of liquor liability insurance have been received.

NOW, THEREFORE BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA, that the temporary liquor license application for St. Paul Fire Foundation at 3500 Plymouth Boulevard on September 27 is approved.

APPROVED by the City Council on this 26th day of August, 2025.

To: Dave Callister, City Manager

Prepared by: Shawn Drill, Senior Planner

Reviewed by: Grant Fernelius, CED Director

Item: **Deny variances for Rob Lundquist to allow a recently-constructed accessory building that does not comply with city code regulations to remain in place, for property located at 4870 Zachary Lane (Rob Lundquist -- 2025-044)**

1. Action Requested:

Adopt attached resolution denying variances for a recently-constructed accessory building to allow: 1) a second accessory building of over 200 square feet on the lot; and 2) a side yard setback as close as 2.8 feet where a minimum setback of 6 feet is required, for property located at 4870 Zachary Lane, as recommended by the Planning Commission.

Approval of the resolution to deny the variances requires a 4/7 vote of the City Council.

2. Background:

On August 6, the Planning Commission reviewed the proposal, conducted the required public meeting, and subsequently voted 3-1 (Anderson voted nay) to recommend denial of the requested variances. Other than the applicant, no one from the public wished to speak on the matter. The Planning Commission minutes and report are attached.

Notice of the Planning Commission's public meeting was mailed to all property owners within 200 feet of the site.

3. Budget Impact:

N/A

4. Attachments:

1. Presentation
2. Applicant's Presentation
3. Planning Commission minutes
4. Planning Commission report
5. Location map
6. Aerial map
7. June 13, 2025 Notice of violation letter
8. Building permit application form -- received June 25, 2025
9. June 26, 2025 Email from city to homeowner
10. July 2, 2025 Official Order Letter
11. July 7, 2025 Email from homeowner to city
12. July 9, 2025 Email from city to homeowner
13. Applicant's narrative response
14. Photo of rear yard
15. Survey
16. Resolution (No Action)



Request:
Rob Lundquist
Variances for a shed
-4870 Zachary Lane-



Aerial Map

- Zoned RSF-1
- Corner lot,
0.51-acre site
- Home built in
1958
- Owned by
applicant since
1995



Request for

Two variances to allow a recently-built shed to remain:

- 1) To allow a second accessory building of over 200 Sq. Ft.
- 2) To allow a setback as close as 2.8' from south lot line, where a min. setback of 6' is required



Background

- MAY 28th – City Inspector noticed shed being built; stopped & spoke with Homeowner; directed Homeowner to cease construction until all needed corrections, permits & approvals were obtained
- JUNE –
 - 6th – Electrical inspection for the shed failed, as the required building permit had not yet been applied for
 - 13th – “Notice of Violation” was mailed to Homeowner, giving him until June 25 to apply for & receive approval of the required Building Permit
 - 25th – City Inspector observed that the shed was being finished with no permit, & while under an active “Stop Work Order”
 - 25th – Homeowner submitted an incomplete Building Permit application (no survey)
 - 26th – Staff informed Homeowner that the Building Permit application was incomplete, & therefore could not be reviewed or acted upon

Background – Cont.

- JULY –
 - 2nd – “Official Order” (2nd letter) was mailed to Homeowner that cited deficiencies, & informed Homeowner the matter would be referred to the City Attorney unless corrected by July 10
 - 7th – Homeowner notified City he had commissioned a survey and that he’ll be applying for variances for both the size & setback of the shed
 - 9th – City responded: Informed Homeowner that did not see any justification for variances and could not provide a positive recommendation
 - 16th – Homeowner delivered an application for variances; included photos showing that the shed was fully constructed

Required Findings for Variance Approval (all must be met)

1. **Would the variance(s), and any resulting construction or project, be in harmony with the general purposes and intent of the zoning ordinance, and consistent with the comprehensive plan?**

Staff & Planning Commission Finding: *The requested variances would not be in harmony with the general purposes or intent of the zoning regulations, which are to limit the amount of accessory structures containing over 200 square feet to one, & to ensure that structures are set back a reasonable minimum distance from lot lines & neighboring properties.*

The request would be consistent with the comprehensive plan, where homes & their related accessory structures are allowable uses in LA-1 guided areas.

Required Findings for Variance Approval (all must be met)

- 2. Has the applicant satisfactorily established that there are “practical difficulties” in complying with the City Code? “Practical difficulties” include:**
 - a. Does the applicant propose to use the property in a reasonable manner permitted by this Chapter?**
 - b. Is the plight of the landowner due to circumstances unique to the property that were not created by the landowner?**
 - c. Would the variances and their resulting construction or project, if granted, alter the essential character of the locality?**

Required Findings for Variance Approval (all must be met)

2.a. Does the applicant propose to use the property in a reasonable manner permitted by this Chapter?

Staff & Planning Commission Finding: *Although reasonable to have a shed related to a residential use, the extent of the setback variance request – at over 50% of the requirement (2.8 feet requested versus 6 feet required) – is not reasonable given the context, size, & shape of the site. The 0.51-acre (~22,250-square-foot) site is a typical rectangular shape that is large enough to accommodate the shed without the setback variance.*

Required Findings for Variance Approval (all must be met)

2.b. Is the plight of the landowner due to circumstances unique to the property that were not created by the landowner?

Staff & Planning Commission Finding: *There are no unique or unusual circumstances related to the context, shape, or size of the site. Furthermore, the variance request is due to circumstances that were self-created by the applicant's own actions.*

Required Findings for Variance Approval (all must be met)

2.c. Would the variances and their resulting construction or project, if granted, alter the essential character of the locality?

Staff & Planning Commission Finding: *The shed likely would not alter the character of the neighborhood.*

Required Findings for Variance Approval (all must be met)

3. Variance requests cannot be based exclusively upon economic considerations; would it be?

Staff & Planning Commission Finding: *At this point (after completion of the shed), the requested variances are based solely on economic considerations, as would cost the applicant money to modify and relocate the shed in a manner that complies with the size and setback regulations of the city code.*

Required Findings for Variance Approval (all must be met)

4. Would the variance(s), and any resulting construction or project, be detrimental to the public welfare or injurious to other land or improvements in the neighborhood?

Staff & Planning Commission Finding: *The newly-completed shed would not be detrimental to the public welfare, and – based upon support letters the applicant provided from current neighboring landowners – it likely would not be injurious to other land or improvements within the neighborhood.*

Required Findings for Variance Approval (all must be met)

5. Would the variance(s), and any resulting construction or project, impair a adequate supply of light and air to adjacent properties? Or would it substantially increase traffic congestion in public streets, increase the danger of fire, endanger the public safety, or substantially diminish property values within the neighborhood?

Staff & Planning Commission Finding: *The newly-completed shed likely would not impair an adequate supply of light and air to adjacent properties. The newly-completed shed would not impact traffic congestion, increase the risk of fire endanger the public safety, or substantially diminish property values in the neighborhood.*

Required Findings for Variance Approval (all must be met)

6. Is the requested variance the minimum action required to address or alleviate the practical difficulties?

Staff & Planning Commission Finding: *This standard is not applicable because:*

- 1) the shed is already constructed; and*
- 2) there are no practical difficulties or unique/unusual circumstances related to the site.*

Staff & Planning Commission Findings for Denial -- Summary

- Would not be in harmony with the general purposes or intent of the city code (intent is to limit the amount of accessory buildings of over 200 square feet to one, and to ensure that buildings are set back a reasonable minimum distance from lot lines)
- Extent of the setback variance – at over 50% of the requirement (2.8' requested versus 6' required) – is not reasonable given the context, size, and shape of the site (the half-acre lot is a typical rectangular shape)
- Nothing unique or unusual related to the context, shape, or size of the lot – but rather, the variance request is due to circumstances that were created by the applicant
- Variances cannot be based solely on economic reasons, but this request appears to be – as there are no other evident reasons the shed could not comply with city code regulations

Recommendation:

- Deny the Variances (*Planning Commission voted 3-1 to Deny*)

If City Council wishes to approve...

- Must develop findings that support approval



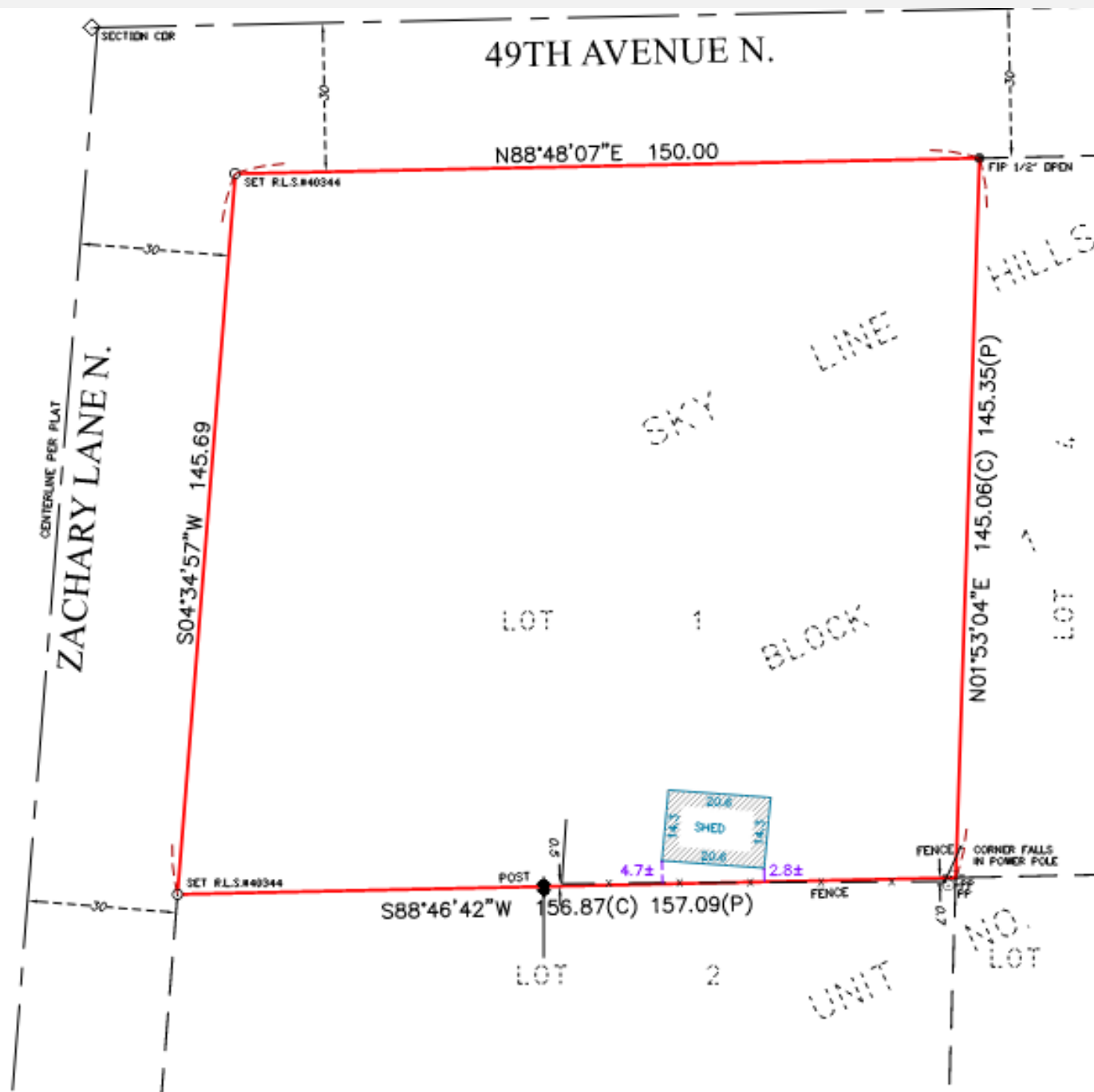
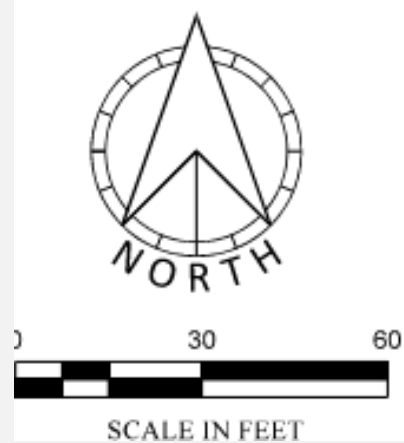
If Denied, next step...

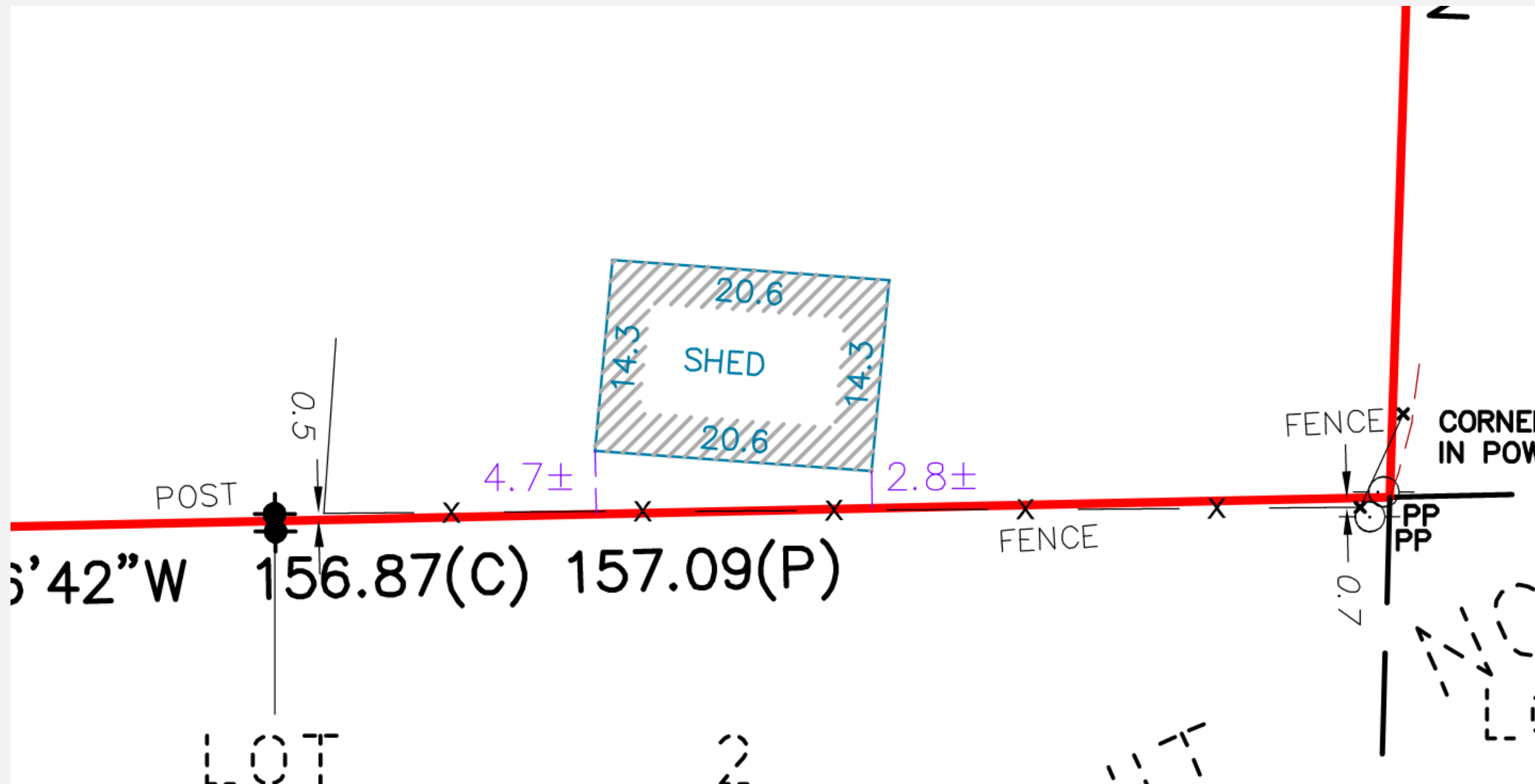
- City would order either removal, or modification & relocation of the illegal shed within **30 days**; City Attorney involvement may be required

Zachary Ln

49th Ave



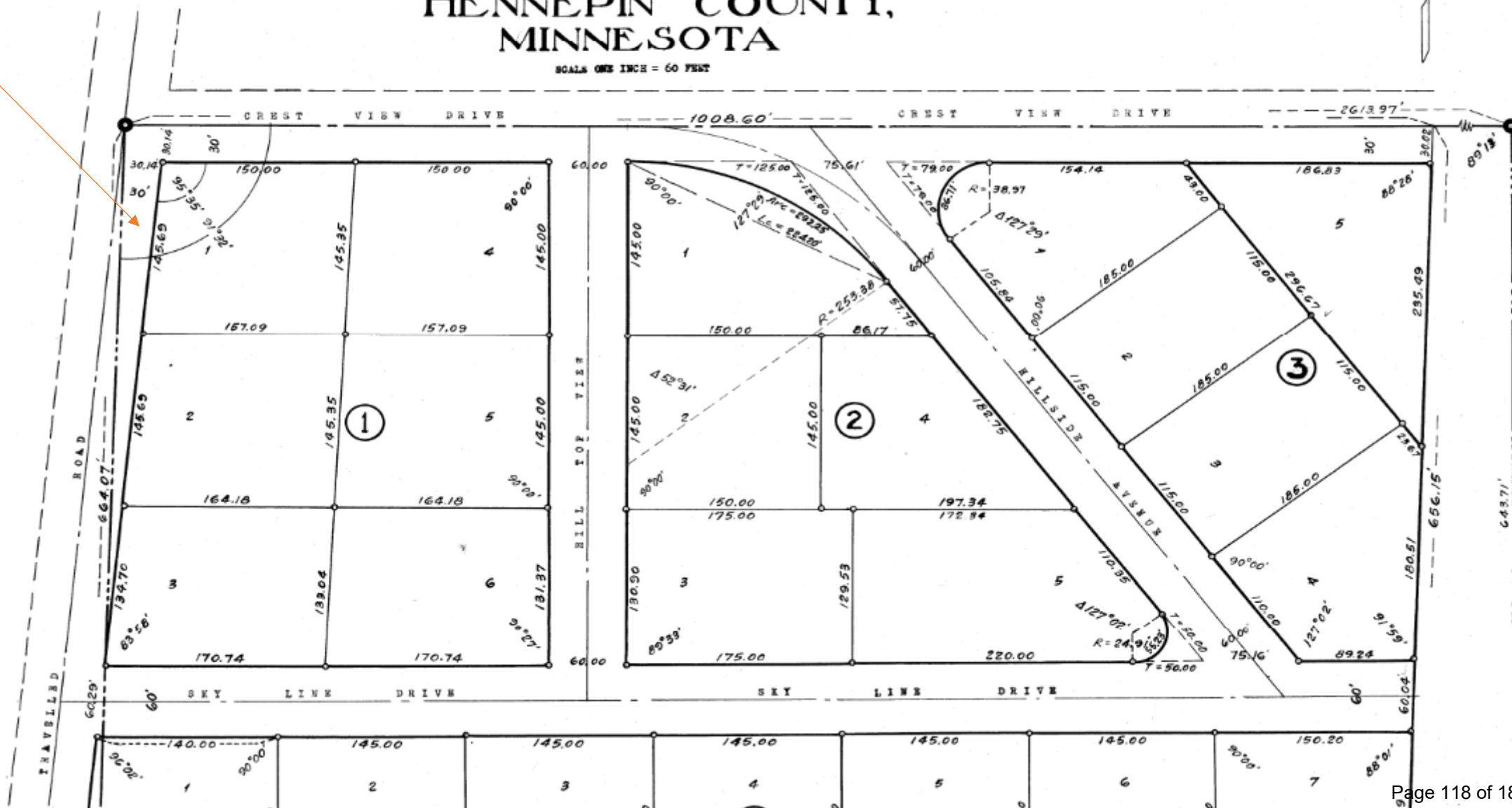






Lot 1,
Block 1

SCALE ONE INCH = 60 FEET









CITY OF PLYMOUTH

RESOLUTION No. 2025-

RESOLUTION DENYING VARIANCES FOR A DETACHED ACCESSORY BUILDING THAT WOULD EXCEED THE SIZE REGULATION AND ENCROACH INTO THE MINIMUM SETBACK REQUIRED FOR PROPERTY LOCATED AT 4870 ZACHARY LANE (2025044)

WHEREAS, Rob Lundquist has requested approval of variances, as follows: 1) to allow a second accessory building containing over 200 square feet in area on the lot; and 2) to allow said accessory building to be set back as close as 2.8 feet (ranges from 2.8 feet to 4.7 feet) from the south side property line, where a minimum of 6 feet is required; and

WHEREAS, the property is legally described as Lot 1, Block 1, Sky Line Hills Unit No. 1, Hennepin County, Minnesota; and

WHEREAS, the Planning Commission has reviewed said request at a duly called public meeting and recommends denial.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA, that it should and hereby does deny the July 16, 2025 request by Rob Lundquist for variances at 4870 Zachary Lane to allow a second accessory building containing over 200 square feet on the lot, and to allow said accessory building to be set back as close as 2.8 feet from the south side property line where 6 feet is required, in accordance with the following findings:

1. The requested variances would not be in harmony with the general purposes or intent of either the 'accessory building' regulations or 'RSF-1' zoning regulations, as the intent of the regulations is to limit the amount of accessory structures containing over 200 square feet to one, and to ensure that structures are set back a reasonable minimum distance from lot lines and neighboring properties.
2. The extent of the setback variance request – at over 50 percent of the requirement (2.8 feet requested versus 6 feet required) – is not reasonable given the context, size, and shape of the site. The 0.51-acre (~22,250-square-foot) site is a typical rectangular shape.
3. There are no unique or unusual circumstances related to the context, shape, or size of the site. Rather, the variance request is due to circumstances that were self-created by the applicant's own actions.
4. The requested variances are based solely on economic considerations, as the shed is already in place and it would cost the applicant money to modify and relocate the shed in a manner that complies with the size and setback regulations of the city code.



City of Plymouth, MN Project Plan: New Shed

4870 Zachary Lane N

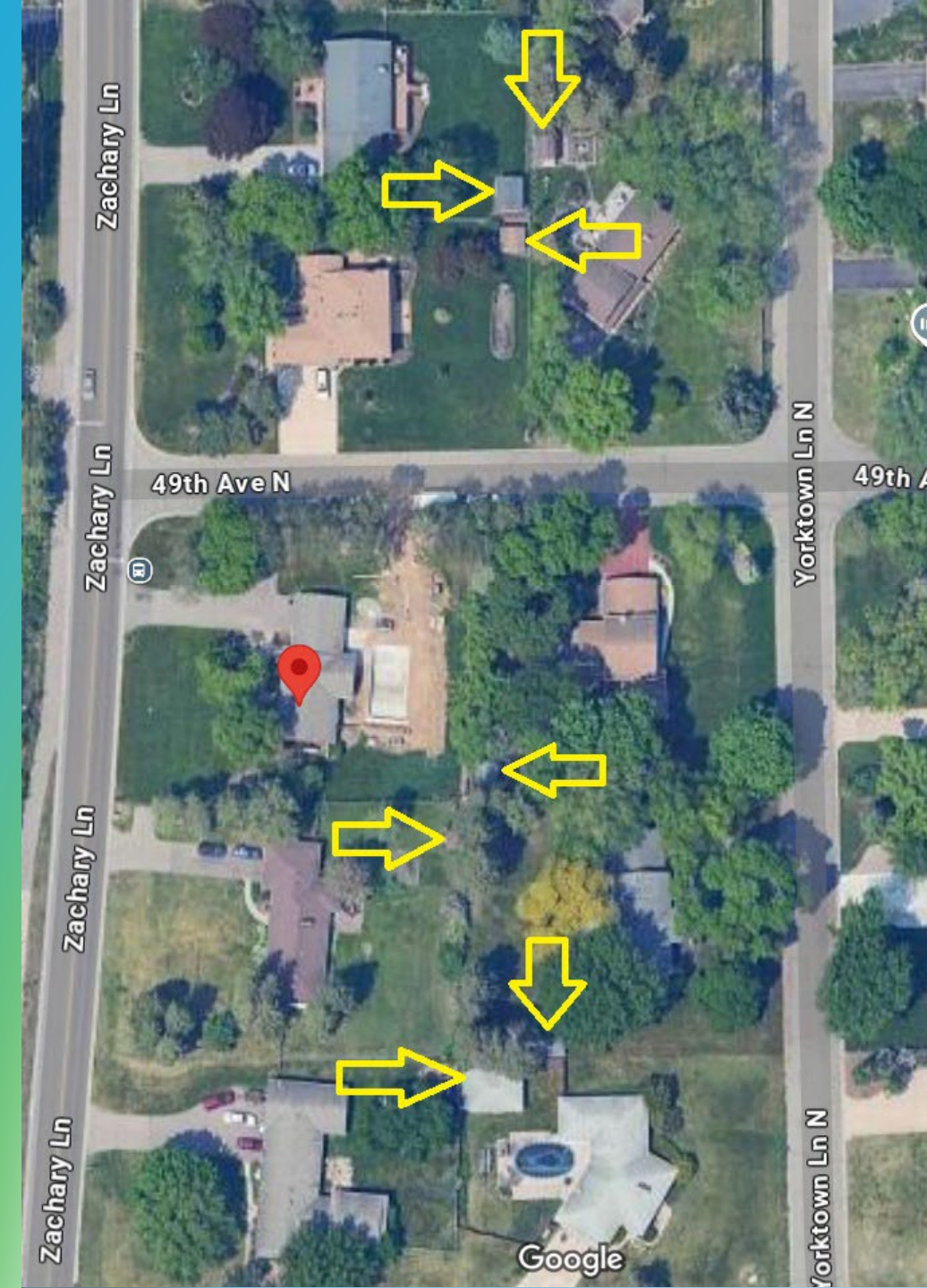
Plymouth, MN 55442

4870 Zachary Lane N Site Plan Documents

1. Application form: Attached to email
2. Variance Application checklist: Attached to email
3. Certified Survey: Attached to email
4. Project Summary
5. Variance request logic
6. Neighbor support emails
7. Site Photos

Project Summary

1. Rob and Katy Lundquist have been maintaining, improving and taking pride in 4870 Zachary Lane N for over 30 years. Katy's parents built the home in 1958
2. Major backyard renovation in 2022 added a pool and gazebo. Final piece of backyard redesign was to build a 200 sq/ft shed that provides functionality and incorporates the style of the rest of the backyard
3. Our complete backyard renovation was professionally designed with the intention of maintaining and continuing to improve our home, neighborhood and value in the area like we have done for over 30 years.



City issue #1

- Shed is built too close to side yard. Does not allow for 6' setback.

Resident Response #1

- Requesting approval of current location as shed was built to be parallel with pool and gazebo. Current setback is 4'7" +/- on one corner of shed and 2'8" +/- on the other corner.
- All adjacent neighbors support shed and it's location. (See emails)
- Current shed location is needed due to French Drain that routes water from sump pump and roof gutter system
- Picture to left is aerial view of resident's property (Red dot).
- Yellow arrow indicates (7) neighbors with existing sheds that also violate 6' setback rule.
- Resident is requesting same latitude from City on set back rule as other neighbors.



City issue #2

- Resident has (2) structures that exceed 200 sq/ft

Resident Response #2

- Requests that City of Plymouth view shed as it's actual size of 200 sq/ft
- Existing Gazebo near pool is 12'x18' (216 sq/ft)
- Shed structure is 20'x10' (200 sq/ft) but has a 4'x20' front porch. See photo to left. This was a late add on so it would better blend/flow with the rest of the backyard.
- Resident and area neighbors all have oversized, .5 acre lots so there is still plenty of room for grass, plants, etc
- No impact to other residents or neighborhood. Full support by adjoining neighbors (see letters)



RICHARD PLATO <rhplato@comcast.net>

To: You <rob_lundquist@msn.com>



Sun 7/13/2025 2:23 PM

To whom it may concern:

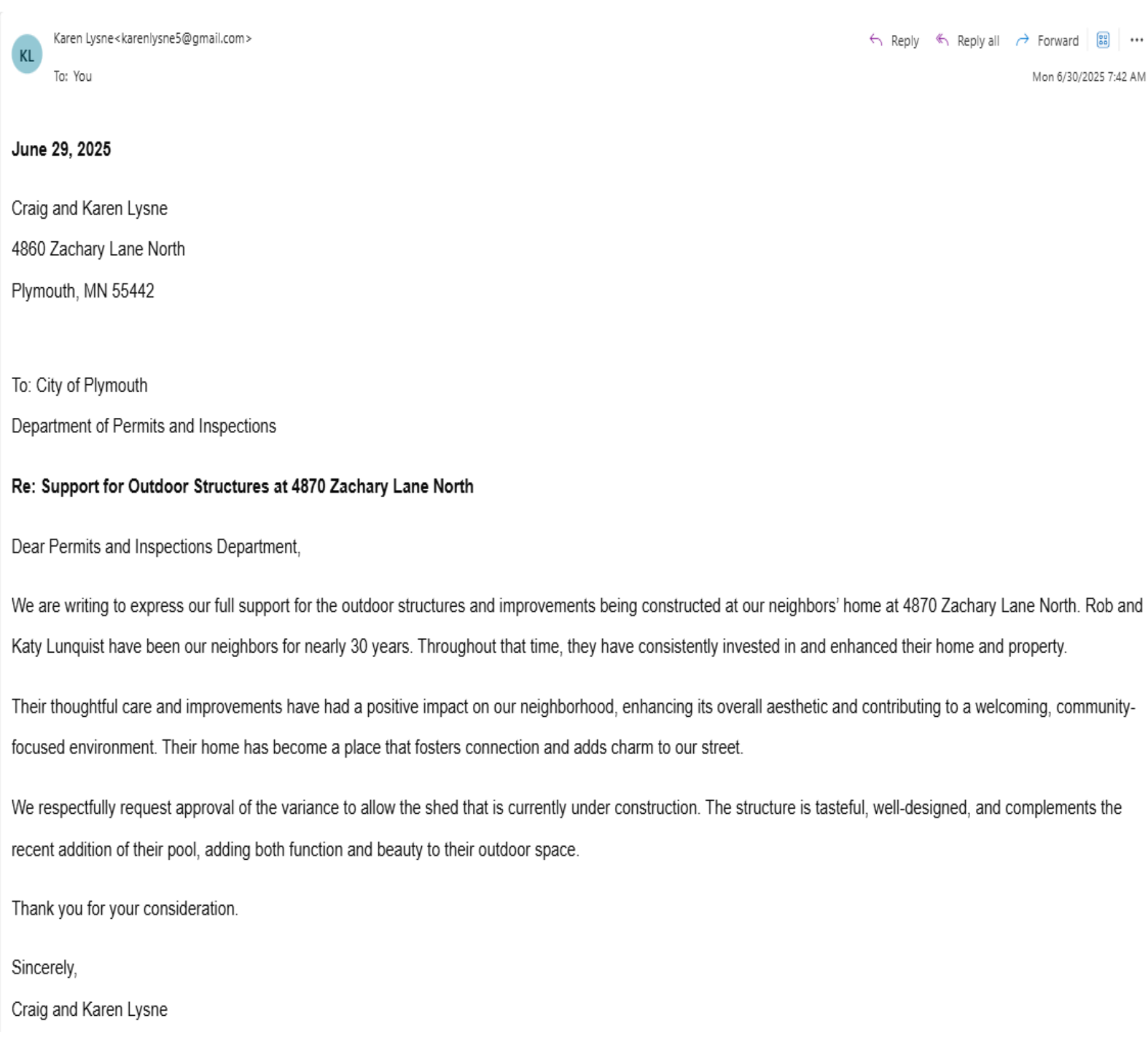
We just want to say how impressed we are with all the improvements and landscaping done to the Rob Lundquist property at 4870 Zachary Lane. We really like the new shed. It looks like it belongs there and is so much nicer than some of the old sheds in our neighborhood. We particularly like the gazebo. Since we recently lost 5 ash trees and all of our shade, we would sure enjoy having something like that in our yard. Rob's new structures improve the look and value of our neighborhood and we appreciate his efforts.

Rick and Sandy Plato
4915 Yorktown Lane
Plymouth, MN

Neighborhood support for new shed

Rick & Sandy Plato

Neighbors for over 30 years



Neighborhood support for new shed

Craig and Karen Lysne
Neighbors for 30 years



NOEL OLSON <mimi111322@comcast.net>

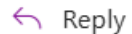
To: You



Sun 6/29/2025 1:22 PM

Good Afternoon

My name is Noel Olson and I am a neighbor to Rob and Katy Lundquist. My home is across 49th ave from them. I am sending this email in support of them being able to have 2 structures on their property. Their backyard layout with both buildings is exceptionally put together and have no issue with it at all. In fact, I believe what they have done with their property actually adds value to our neighborhood. I don't see any reason that they should not be allowed have the shed and gazebo on their property. Thank you - Noel Olson



Reply



Forward

Neighborhood support for new shed

Noel Olson

Neighbors for over 30 years



CHRISTINA MONTGOMERY <christina.coleman@comcast.net>

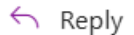
To: You



Sat 6/28/2025 8:56 PM

Hello - we are neighbors of Rob Lundquist and writing to you regarding the buildings on their property. We as neighbors do not have an issue with them having a shed and a gazebo. We can see their extremely nice yard/home from our backyard and think the shed / gazebo fit perfectly with their property. Thy layout that they have done in their yard is very well put together and fits in appropriately with the neighborhood and I feel that it enhances our neighborhood. Please feel free to call or email to discuss further as I would be more than happy to. Once again we want to stress our support for them having the gazebo and shed on their property.

Ryan and Christina Montgomery
4930 Zachary Lane No
651-206-2488



Reply



Forward

Neighborhood support for new shed

Ryan and Christina Montgomery

Neighbors for over 20 years



jdbown9@comcast.net

To: You <rob_lundquist@msn.com>



Tue 7/1/2025 6:09 PM

Hi Rob,

Just confirming our conversation earlier today, Kim and I have no concerns regarding the two structures you have in your backyard. I am referring to the open air covering by the pool, and the storage unit you are building on the south side of your back lawn. There are no issues from our perspective. Thanks

John Bown

jdbown9@comcast.net

651.756.0734

"...be quick to listen, slow to speak, and slow to become angry." James 1:19(b)



Reply



Forward

Neighborhood support for new shed

John and Kim Bown

Neighbors for over 30 years

View of new
shed from
Southwest lot
corner



View of new
shed from
Southeast lot
corner



View of new
shed from
Northeast lot
corner



View from new
shed overlooking
pool and gazebo



View of new
shed from
gazebo
overlooking pool



West view of new shed. Enclosed area of shed is 10'x20'. Front porch was a late add for shed to compliment and flow with the rest of backyard.



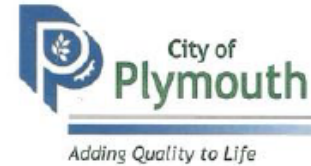
East view of new shed. Front porch was added so it looked LESS like a shed and would blend in better with rest of back yard.



Shed style built to
match house, will
be painted to
match house
color



Planting Plymouth Proud Award Letter showing commitment of long-term property improvement



October 21, 2010

Robert & Kathleen Lundquist
4870 Zachary La N
Plymouth, MN 55442

Dear: Robert & Kathleen Lundquist

As the fall is ending, it's time to look back on our gardening efforts for the 2010 year. Your gardening efforts were recognized as beautifying your neighborhood in the Planting Plymouth Proud program.

To qualify for the program, the gardens must:

- Be located in Plymouth,
- Have a visual impact on its immediate neighborhood,
- Have an obvious plan or design scheme,
- Include environmental friendly benefits, i.e. wildlife habitat, lower water & chemical usage, erosion control, etc,
- Feature a variety of plant types,
- Feature flowering plants that create a season long display of color, and
- Be well maintained through the growing season, free from litter & weeds.

The Stewards for Greening Plymouth graded all nominated gardens and your garden scored of 23.5 out of a possible 30. In recognition of your efforts, please accept the enclosed Certificate of Appreciation.

The Stewards for Greening Plymouth mission is to enhance the visual image of the City of Plymouth and foster the appreciation of green spaces based on the City's unique ecosystems through volunteer involvement & educational opportunities.

Sincerely,

A handwritten signature in black ink that reads 'Paul Buck'.

Paul Buck
Forester
763.509.5944
pbuck@plymouthmn.gov



Planting Plymouth Proud Certificate

PLANTING PLYMOUTH PROUD CERTIFICATE OF APPRECIATION



CITY OF PLYMOUTH

THIS CERTIFICATE IS AWARDED TO
ROBERT & KATHLEEN LUNDQUIST

IN RECOGNITION OF BEAUTIFUL AND
VALUABLE CONTRIBUTIONS TO THEIR
NEIGHBORHOOD

Paul M. Burke

Signature

10/21/10

Date



Response to Compliance Standard #1

1. Would the variance(s), and any resulting construction or project, be in harmony with the general purposes and intent of the zoning ordinance and consistent with the comprehensive plan?

Finding: Complaint with comprehensive plan, not compliant with accessory building and RSF-1 regulations

Response: Per City's 2040 Comprehensive Plan Vision Statement:

- **Maintain and enhance housing quality and diversity.** Plymouth values housing that is attractive, well constructed and maintained to ensure quality of life for all residents.
- **Promote and strengthen economic vitality.** Plymouth recognizes, however, that as the community ages, maintenance of its assets as well as redevelopment will be necessary components of the community's economic vitality.

Response to Compliance Standard #2a

2a. Has the variance applicant satisfactorily established that there are “practical difficulties” in complying with the City Code? “Practical difficulties” include: a. Does the applicant propose to use the property in a reasonable manner permitted by this Chapter?

Finding: Reasonable to have a shed, not reasonable setback

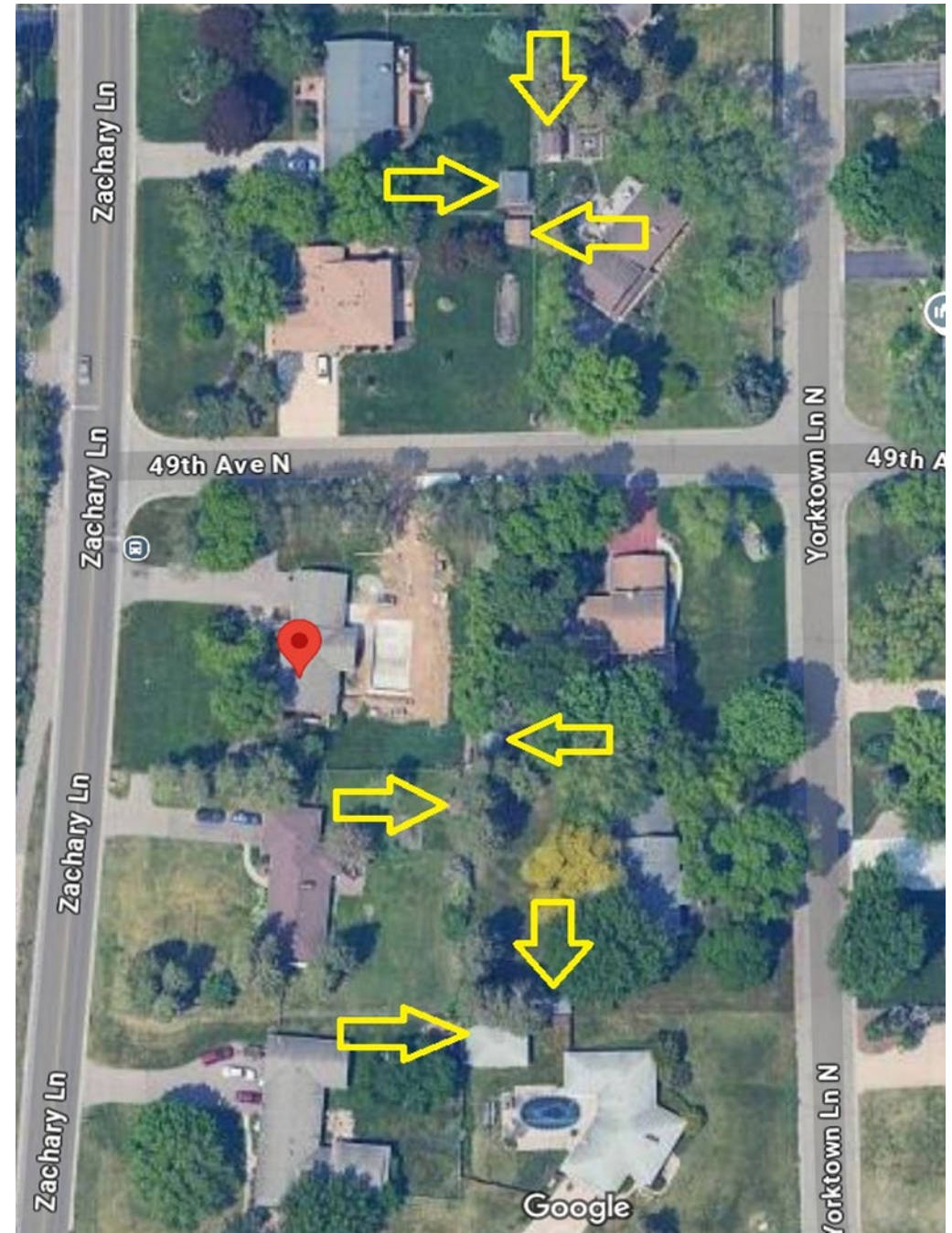
Response:

- Limited set back due to French drain that routes sum pump and roof downspout
- Setback is consistent with (7) existing sheds within 1 block of 4870 Zachary Lane N

Setback is impacted by French drain that handles sump pump water removal and roof gutter downspout



7 sheds within 1 block
that are not compliant to
RFS-1 setback rule



Response to Compliance Standard #2b

2b. Is the plight of the landowner due to circumstances unique to the property that were not created by the landowner?

Finding: No unique circumstances and created by homeowner.

Response: Addition of (4'x20') porch was a spur of the moment add to make overall backyard flow while making structure NOT look like a shed. Shed itself (walls) is 10'x20'.

Pure oversight thinking a porch would increase size of shed. History of working with city:

2022: Pool

2002: Kitchen addition

Response to Compliance Standard #2c

2c. Would the variances and their resulting construction or project, if granted, alter the essential character of the locality?

Finding: Would not alter character of neighborhood.

Response: Surrounding neighbors have all written emails and are here tonight in support of shed.

Response to Compliance Standard #3

C3. Variance requests cannot be based exclusively upon economic considerations; would it be?

Finding: Variance is based on economic considerations

Response: Variance is based on desire to make improvements to the home and provide updated, attractive storage for outdoor living space.

- Front porch (4'x20') is purely aesthetics and was only built to compliment look of structure
- Shed compliments property and is in line with City of Plymouth's 2040 Comprehensive Vision Statement

Response to Compliance Standard #4

4. Would the variance(s), and any resulting construction or project, be detrimental to the public welfare or injurious to other land or improvements in the neighborhood?

Finding: Shed would not be detrimental

Response: Shed would improve the property value, neighborhood appeal, and be in alignment with City's 2040 Comprehensive Vision statement.

Response to Compliance Standard #5

5. Would the variance(s), and any resulting construction or project, impair an adequate supply of light and air to adjacent properties? Or would it substantially increase traffic congestion in public streets, increase the danger of fire, endanger the public safety, or substantially diminish property values within the neighborhood?

Finding: Shed would not impair light and air to adjacent properties.

Response: Shed would improve the property value, neighborhood appeal, and be in alignment with City's 2040 Comprehensive Vision statement.

Response to Compliance Standard #6

6. Is the requested variance the minimum action required to address or alleviate the practical difficulties?

Finding: Not applicable as shed is constructed.

Response: Minimum action required would be to approve the (2) requested variances.



Thank you for your
consideration.
We look forward
to working
together to get
this resolved.

Rob and Katy Lundquist

4870 Zachary Lane N

612-558-1753

Proposed Minutes Planning Commission Meeting August 6, 2025

Chair Boo called a Meeting of the Plymouth Planning Commission to order at 7:00 p.m. in the Council Chambers of City Hall, 3400 Plymouth Boulevard, on August 6, 2025.

COMMISSIONERS PRESENT: Chair Michael Boo, Marc Anderson, Julie Olson, and Josh Fowler

COMMISSIONERS ABSENT: Bill Wixon, Neha Markanda, and Jim Willis

STAFF PRESENT: Planning Manager Lori Sommers and Senior Planner Shawn Drill

New Business

(6.1) Variances to allow a recently constructed accessory building that does not comply with city code regulations to remain in place, for property located at 4870 Zachary Lane (Rob Lindquist – 2025-044)

Senior Planner Drill presented the staff report.

Commissioner Anderson asked for more information on the size of the shed.

Senior Planner Drill replied that the city allows up to two accessory structures on a property, one of which may contain over 200 square feet and one of which must then contain under 200 square feet. He noted that in this case, both the existing gazebo and the new shed contain over 200 square feet.

Commissioner Anderson asked why the gazebo would be considered a structure when it does not have sides, only a roof.

Senior Planner Drill replied gazebos are defined as accessory buildings by the city code.

Chair Boo introduced the applicant, Rob Lindquist, who stated that he has lived in his home for 30 years and this is his first interaction with the city. He stated that they purchased the home from his in-laws and worked with the city on previous improvements to the property. He stated that when the inspector originally stopped by, he took measurements and was friendly, but does not recall that he was told to stop building the shed. He stated that they had a tarp over it during the winter and had planned to complete it in the spring. He stated that they decided to finish the roof and install windows and doors in order to prevent rotting while they worked with the city. He stated that the shed complements their backyard, and that they wanted to design it not look like a shed, as it was the last piece of their backyard design. He stated that the shed was

professionally designed, and their goal was to build a 200-square-foot building to contain their accessory items. He stated that their neighbors submitted emails in support of the shed, and he provided photos of the structure from different viewpoints. He stated that the actual shed building is 10 feet x 20 feet, but at the last minute, they decided to add a front porch. He stated that he was unaware that the late addition of the porch area would increase the size of the structure to be over 200 square feet. He stated that the shed was built parallel to the pool and gazebo. He commented that the materials of the shed match the home and gazebo. He stated that the windows, door, and porch were added to make it look more appealing and less like a shed. He commented that they have been a good steward of the city and even received an award for the improvement of their property and landscaping. He noted a French drain that was installed, and the shed avoids that drainage area. He stated that seven neighboring properties on their block have similar sheds on their property that would not meet the current six-foot setback rule.

Chair Boo commented that it is a good-looking shed and property, and asked why the applicant did not obtain a building permit.

Mr. Lundquist responded that the goal was to build a 200 square foot shed, and a permit is not required for that size.

Senior Planner Drill stated that structures of 200 square feet or smaller do not require a building permit; however, any overhangs that exceed two feet are considered by ordinance to be part of the square footage of the structure.

Chair Boo appreciated the letters submitted by the neighbors and acknowledged those in attendance tonight to support the applicant.

Commissioner Olson asked if the neighbor to the south (abutting where the shed is located) supports the request. That neighbor confirmed they do support the request.

Commissioner Anderson stated that this is a good-looking shed and that he understands the mistake about the porch overhang. He stated that the setback is a little concerning, but with no objections from the neighbors and the location of the drain tile, he does not see an issue in letting the shed remain.

Commissioner Fowler asked if the city received design drawings of the shed.

Senior Planner Drill stated that the applicant did apply for a building permit after, but is unsure of the design plans that were submitted.

Commissioner Fowler commented that in this case, the situation is caused by the landowner and therefore he struggles to justify the variance criteria. He stated that if the shed was reduced to 200 square feet by removing some of the porch, and then moved northerly to be within the same foundation footprint as the porch, that would resolve the issues of size and setback. He agreed that it is a nice shed that he does not want to see removed, but could not justify the variance findings.

Chair Boo stated that he tends to lean toward the comments of Commissioner Fowler that the shed could have been moved to the north edge of its concrete pad and reduced in size to remove the request for variances. He recognized that the landowner had created the problem, and the city is now in a position where it must consider the request after the fact.

Motion was made by Chair Boo, and seconded by Commissioner Fowler, to recommend denial of the variances requested for the recently constructed accessory building at 4870 Zachary Lane. With a vote of 3 – 1 (Anderson opposed), the motion carried.

To: Planning Commission

Prepared by: Shawn Drill, Senior Planner

Reviewed by: Grant Fernelius, CED Director

Item: **Variances to allow a recently-constructed accessory building that does not comply with city code regulations to remain in place, for property located at 4870 Zachary Lane (Rob Lundquist -- 2025-044)**

1. Action Requested:

Conduct the public meeting and move to recommend denial of the requested variances, subject to the findings listed in the attached resolution.

2. Background:

See attached Planning Report.

3. Budget Impact:

N/A

4. Attachments:

1. Planning Report
2. Location Map
3. Aerial Map
4. June 13, 2025 "Notice of Violation" Letter
5. Building Permit Application Form -- Received June 25, 2025
6. June 26, 2025 Email from City to Homeowner
7. July 2, 2025 "Official Order" Letter
8. July 7, 2025 Email from Homeowner to City
9. July 9, 2025 Email from City to Homeowner
10. Applicant's Narrative Response
11. Applicant's PowerPoint
12. Photo of Rear Yard
13. Survey

To: Plymouth Planning Commission

From: Shawn Drill, Senior Planner (763-509-5456)
Community and Economic Development Department

Applicant: Rob Lundquist, homeowner

Subject: Variances to allow a recently-constructed accessory building that does not comply with city code regulations to remain in place, for property located at 4870 Zachary Lane (City File No. 2025-044)

Deadline: November 13, 2025

SUMMARY

The applicant is requesting the following two variances, as follows: 1) to allow a second accessory building containing over 200 square feet in area on the lot; and 2) to allow said accessory building to be set back as close as 2.8 feet (ranges from 2.8 feet to 4.7 feet) from the south side property line, where a minimum setback of 6 feet is required. The requested variances would allow a newly-completed shed to remain in place.

RECOMMENDED ACTION

Community and Economic Development Department staff is recommending denial of the request, subject to the findings in the resolution.



SITE INFORMATION

Zoning and Land Use

	Use	Zoning	Land Use Guiding Designation (2040 Comprehensive Plan)
Subject Site	Single-family home	RSF-1	LA-1
North <i>(across 49th Ave.)</i>	Single-family development	RSF-1	LA-1
West <i>(across Zachary Ln.)</i>	Open space HOA outlot for the "Jamestown" subdivision, and Single-family development	RSF-1	LA-1
East	Single-family development	RSF-1	LA-1
South	Single-family development	RSF-1	LA-1

Site Characteristics

The subject site contains roughly 22,250 square feet (0.51 acres). The site: 1) lies in the Bassett Creek drainage district; 2) is not located within the flood plain or shoreland overlay district; and 3) does not contain any wetlands.

Previous Actions Affecting Property

The existing home was constructed in 1958. The applicant has owned the property since 1995. Within the past few years, an outdoor swimming pool and metal-roofed accessory canopy structure (similar to an open-sided gazebo) have been constructed in the rear yard area. The canopy structure is located directly north of the swimming pool.

Background pertaining to Shed Construction

- May 28, 2025 – City staff observed a partially-constructed shed (no roofing, siding, doors, or windows) being built in the area south of the swimming pool, and without the required building permit. Additionally, the shed appeared to be located less than the required minimum setback of six feet from the south side property line. A City Building Inspector stopped at the site on the same day and spoke with the homeowner to advise on building permit and setback requirements. The homeowner was ordered not to proceed with construction until all necessary corrections, permits, and permissions had been obtained.

- June 6, 2025 – The same City Building Inspector that went to the site on May 28 accompanied the City Electrical Inspector to the site after the homeowner applied for an “over the counter” electrical permit for the shed. The electrical permit failed inspection due to the fact that the required building permit (as discussed with the application on May 28) had not yet been applied for or approved.
- June 13, 2025 – “Notice of Violation” letter (copy attached) was sent from the City Building Department to the homeowner citing building code and city code deficiencies, and provided the homeowner until June 25, 2025 to make corrections, and to submit and receive approval of the required building permit.
- June 25, 2025 – The same City Building Inspector that went to the site on May 28 and June 6 drove past the site and observed that roofing, siding, and windows were being installed on the shed with no building permit – and while the shed was under an active “stop work order”. Later that same day, the homeowner submitted a building permit application to the city for the shed. The building permit application materials did not include the required survey showing the location of the shed on the site (a copy of the building permit application is attached).
- June 26, 2025 – City Planning staff notified the homeowner that the building permit application was incomplete and could not be reviewed/approved until the city receives: 1) a survey showing that the shed complies with 6-foot minimum setback regulation; and 2) revised plans showing that the size of either the new shed or the existing canopy structure be reduced such that one of the structures contains 200 square feet or less (a copy of the June 26 email is attached).
- July 2, 2025 – “Official Order” letter (copy attached) was sent from the City Building Official to the homeowner, again citing building code and city code deficiencies, and informing the homeowner that the matter would be referred to the City Attorney’s office unless corrective action was taken by July 10, 2025.
- July 7, 2025 – The homeowner provided an email to city staff stating that a survey was underway, and also stating that he would be submitting a variance application for both the size and setback of the shed by the end of that week, which would be July 11. (A copy of the July 7 email is attached.)
- July 9, 2025 – City Planning staff responded to the homeowner’s July 7 email. In the interest of full disclosure and transparency, staff informed the homeowner that it sees no justification for variances in this case, and could not provide a positive recommendation. Staff urged the homeowner to instead make the previously-discussed corrections so no variances would be needed. (A copy of the July 9 email is attached.)

- July 16, 2025 – The homeowner submitted an application for variances for both the size and setback of the shed, together with photos showing that the shed construction has since been fully completed. The homeowner’s June 25 building permit application remains “on hold” until the City Council takes its action to either approve or deny the requested variances.

ANALYSIS

As previously stated, the applicant is requesting two variances, as follows:

1. to allow a second accessory building containing over 200 square feet in area on the lot; and
2. to allow said accessory building – the newly-completed shed – to be set back as close as 2.8 feet (ranges from 2.8 feet to 4.7 feet) from the south side property line, where 6 feet is the minimum building setback required.

The shed that is the subject of this request for variances has already been fully constructed.

Section 21005.02 of the Plymouth City Code (definitions) defines **Accessory Buildings, Structures, and Uses** as follows:

“A subordinate building, structure, or use which is located on the same lot on which the principal building or use is situated and which is reasonably necessary, appropriate and incidental to the conduct of the primary use of such building or main use. Accessory buildings or structures may be attached to or detached from the principal building, and typically include (but are not limited to) garages, sheds, storage or workshop areas, docks, gazebos, coops, and the like.”

With respect to the first variance requesting a **second accessory building containing over 200 square feet in area** on the lot, Section 21120.03, Subd. 4 of the Plymouth City Code (accessory buildings – general requirements) states as follows:

“A maximum of two detached accessory buildings shall be allowed per single- or two-family lot, of which not more than one may contain over 200 square feet in gross floor area.”

Section 21005.02 of the Plymouth City Code (definitions) defines **Gross Floor Area**, in part, as follows:

“The sum of the gross horizontal areas of the several floors of a building or portion thereof devoted to a particular use, as measured from the inside perimeter walls of the building or portion thereof devoted to a particular use, except that the gross floor area for detached accessory structures shall also include the area or roof overhangs that extend more than 24 inches beyond the exterior walls of the building.” [Note: *A subsequent sentence pertaining to basements and cellars is not relevant and has therefore been omitted.*]

The **existing canopy** structure located directly north of the swimming pool contains over 200 square feet. The roof size of the canopy structure is roughly 17 feet by 23 feet. The canopy structure contains roughly 248 square feet after the two-foot eave overhang around the perimeter is deducted (see photos below). The homeowner installed the canopy structure without obtaining the required building permit.

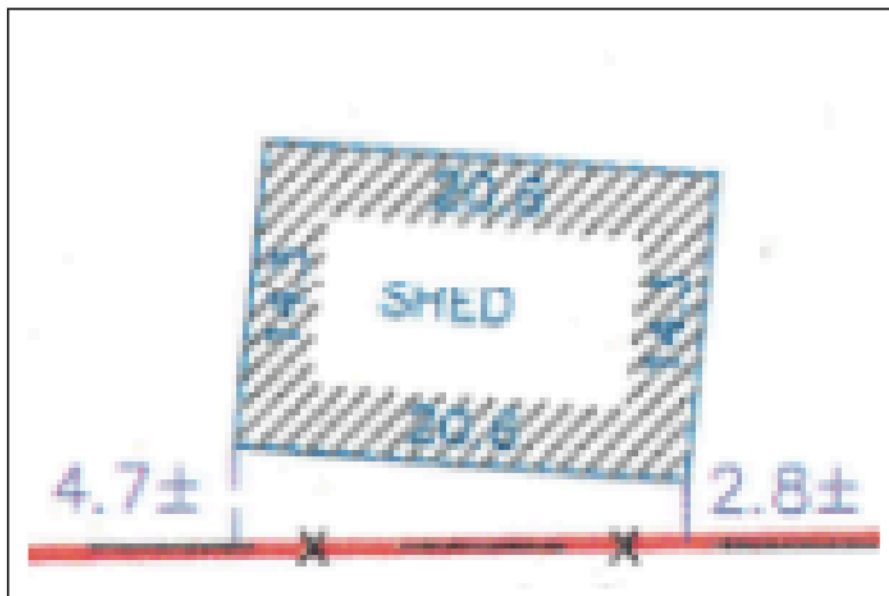
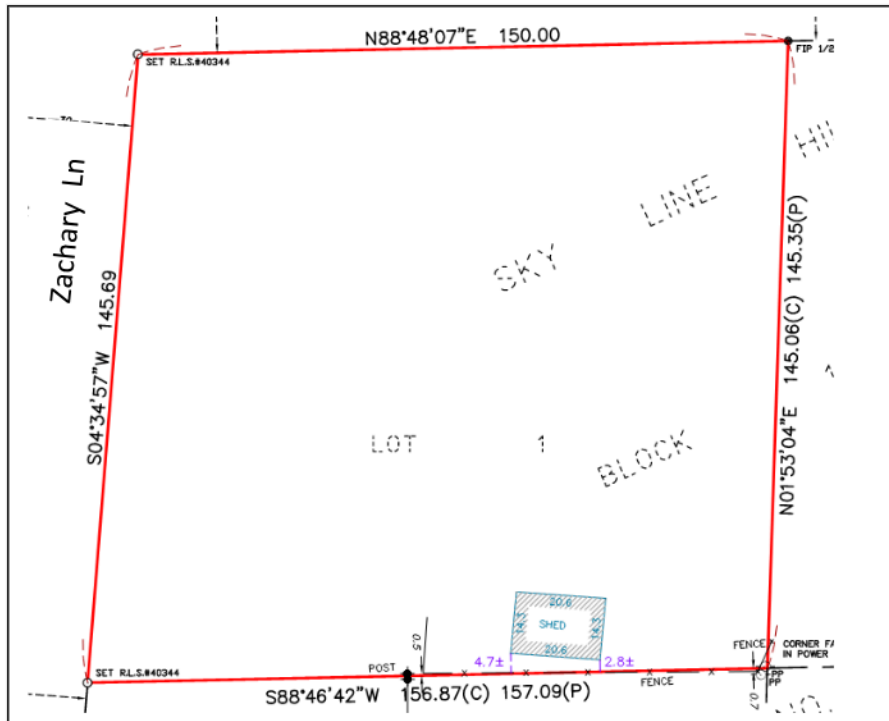


The **newly-completed shed** located in the area south of the swimming pool contains over 200 square feet. The walled area of the shed is 10 feet by 20 feet. The shed includes a four-foot roof overhang along the north wall of the shed, for a total size of 14 feet by 20 feet. The shed is deemed by the City Code definition to contain 240 square feet after two feet of the four-foot roof overhang at the front of the shed is deducted (see photo to the right).



With respect to the second variance requesting that the newly-completed shed be **set back as close as 2.8 feet (ranges from 2.8 feet to 4.7 feet) from the south side property line**, Section 21355.13 the Plymouth City Code (RSF-1 – area requirements and construction limitations) specifies a minimum setback of six feet.

A copy of the survey is attached. Below are excerpts of the survey showing: 1) the shed location on the lot; and 2) a zoomed-in view of the shed setback from the south lot line:



Design of Accessory Buildings

Section 21120.03, Subd. 7 (a) of the Plymouth City Code (accessory buildings – general requirements) states as follows:

“Except in the FRD Zoning District, all accessory building in excess of 200 square feet shall be designed to be architecturally consistent with the principal building, and shall incorporate similar or complementary design elements and colors, except that solariums and greenhouses (attached or detached) shall be exempt from this provision.”

The wall siding material for the newly-completed shed is compatible with the existing home. The applicant states that the exterior walls of the shed would be painted to match the color of the existing home. The roof material for the newly-completed shed is metal and does not match the asphalt shingles on the existing home – but rather, would be compatible with the metal roofing on the existing canopy structure located north of the swimming pool.

In the narrative, the applicant states that the added shed space would allow for indoor storage of lawn maintenance equipment, patio furniture, and similar items, such that – when relocated from the garage into the shed – the applicant could then park both of their vehicles inside the existing two-car garage attached to the home.

LEVEL OF DISCRETION IN DECISION-MAKING

The city’s discretion in approving or denying a variance is limited to whether the proposal meets the standards for a variance. The city has a relatively high level of discretion with a variance because the burden of proof is on the applicant to show that they meet the standards for a variance.

FINDINGS

The Planning Commission must review the requested variances for compliance with six standards, as listed in Section 21030.03 of the Plymouth City Code. The standards are outlined below. In order to approve the variances, there must be a determination that all six of these standards have been met. Staff used the standards to review the request and has found that the request does not meet all six standards, as follows:

- 1. Would the variance(s), and any resulting construction or project, be in harmony with the general purposes and intent of the zoning ordinance and consistent with the comprehensive plan?**

Finding: Staff finds that the requested variances to: 1) allow a second accessory building containing over 200 square feet in area on the lot; and 2) to allow said accessory building to be set back as close as 2.8 feet from the south side property line where a minimum setback of 6 feet is required, would not be in harmony with the general purposes or intent of either the 'accessory building' regulations or 'RSF-1' zoning regulations. The intent of the regulations is to limit the amount of accessory structures containing over 200 square feet to one, and to ensure that structures are set back a reasonable minimum distance from lot lines and neighboring properties. The request would be consistent with the city's comprehensive plan, where homes and their related accessory structures are allowable uses in LA-1 guided areas.

2. Has the variance applicant satisfactorily established that there are "practical difficulties" in complying with the City Code? "Practical difficulties" include:

a. Does the applicant propose to use the property in a reasonable manner permitted by this Chapter?

Finding: Staff finds that although it is reasonable to have a shed related to a residential use, the extent of the setback variance request – at over 50 percent of the requirement (2.8 feet requested versus 6 feet required) – is not reasonable given the context, size, and shape of the site. The 0.51-acre (~22,250-square-foot) site is a typical rectangular shape.

b. Is the plight of the landowner due to circumstances unique to the property that were not created by the landowner?

Finding: Staff finds that there are no unique or unusual circumstances related to the context, shape, or size of the site. Furthermore, staff finds that the variance request is due to circumstances that were self-created by the applicant's own actions.

c. Would the variances and their resulting construction or project, if granted, alter the essential character of the locality?

Finding: Staff finds that the presence of the newly-completed shed likely would not alter the character of the neighborhood.

3. Variance requests cannot be based exclusively upon economic considerations; would it be?

Finding: Staff finds that, at this point (post completion of shed construction), the requested variances are based solely on economic considerations, as would cost the applicant money to modify and relocate the shed in a manner that complies with the size and setback regulations of the city code.

- 4. Would the variance(s), and any resulting construction or project, be detrimental to the public welfare or injurious to other land or improvements in the neighborhood?**

Finding: Staff finds that the newly-completed shed would not be detrimental to the public welfare, and that – based upon support letters the applicant provided from current neighbors – it likely would not be injurious to other land or improvements within the neighborhood.

- 5. Would the variance(s), and any resulting construction or project, impair an adequate supply of light and air to adjacent properties? Or would it substantially increase traffic congestion in public streets, increase the danger of fire, endanger the public safety, or substantially diminish property values within the neighborhood?**

Finding: Staff finds that the newly-completed shed likely would not impair an adequate supply of light and air to adjacent properties. Staff also finds that the newly-completed shed would not impact traffic congestion, increase the risk of fire, endanger the public safety, or substantially diminish property values in the neighborhood.

- 6. Is the requested variance the minimum action required to address or alleviate the practical difficulties?**

Finding: Staff finds this standard is not applicable because: 1) the shed is already constructed; and 2) staff found no practical difficulties or unique/unusual circumstances related to the site.

The analysis and findings above were written for denial of the requested variances. If the Planning Commission determines that it should recommend approval of the variances, it must develop – for the record – findings that support approval of the requested variances.

Mailed notice of the public meeting was sent to all property owners within 200 feet of the site.





2025-044
Rob & Katy Lundquist
4870 Zachary Ln
Variances



Zachary Ln

49th Ave



VIOLATION NOTICE

June 13, 2025

Property Owner and Address:

ROBERT A LUNDQUIST AND KATHLEEN M
LUNDQUIST
4870 ZACHARY LN N
PLYMOUTH, MN 55442

Description of real estate ("Property"):

4870 ZACHARY LN N
PLYMOUTH, MN 55442
PID: 12-118-22-32-0001

Background:

The City of Plymouth has received a complaint(s) regarding the property located at 4870 ZACHARY LN N. The property does not meet the minimum requirements of the Plymouth City Code and/or the Minnesota State Building Code as adopted by the City. In response to this complaint, an inspection of the property was conducted on May 28, 2025. At that time the following code violations were observed.

Description of Violation:

A 280 square foot accessory structure was built without a permit along the south property line. The owner was notified that a permit is required.

Code Section Violation:

Uncorrected

Accessory Structure Setback 21120.03 Subd. 5. Accessory structures for residential uses shall be set back from adjoining lots as described in the applicable zoning district.

MN Rule 1300.0120 Subpart 1. Required Permits. An owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert, or replace any gas, mechanical, electrical, plumbing system, or other equipment, the installation of which is regulated by the code; or cause any such work to be done, shall first make application to the building official and obtain the required permit.

CORRECTION ORDER:

Pursuant to Plymouth City Code Section 2010 subdivision 2 and the Minnesota State Building Code you are hereby ordered to correct the above listed items. A re-inspection of the property will be completed on **June 25, 2025** to ensure the violation(s) as cited have been corrected.

If you have questions regarding the content of this letter you may contact me directly by email gheins@plymouthmn.gov or by phone (763) 509-5434.





Adding Quality to Life

Sincerely,

Garrett Heins
Building Inspector
City of Plymouth





Building Permit Application

Appl # 2025-05165

3400 Plymouth Blvd • Plymouth, MN 55447

\$ _____

763-509-5430 • 763-509-5407 (fax)

www.plymouthmn.gov • inspections@plymouthmn.gov

REV: 01/29/2020

PROPERTY INFORMATION

SITE ADDRESS OR SUBDIVISION, LOT AND BLOCK

4870 Zachary Lane NJUN 25 2025

LOT _____

BLOCK _____

SUITE _____

DATE

6/25/2025

OR PROPERTY I.D. (PIN) NO.

12-118-22-32-0001

PROPERTY OWNER / TENANT

Rob & Katy Lundquist

APPLICANT INFORMATION

Applicant is: ☒ Owner ☐ Contractor ☐ Tenant ☐ Other

COMPANY NAME

APPLICANT'S NAME

Rob Lundquist

COMPANY ADDRESS

EMAIL ADDRESS

rob_lundquist@msn.com

CITY

STATE

ZIP

PHONE NUMBER

612-558-1753

LEAD FIRM CERT # If constructed prior to 1978. If none see supplemental form

STATE LIC #

ARCHITECT / ENGINEER

COMPANY NAME

JD Deck Creations

CONTACT PERSON

Jon Dimich

PHONE

612-418-3677

FAX / E-MAIL

USE TYPE

☐ Commercial ☐ Multi-Family ☒ Residential☐ Addition ☐ Alteration ☒ New Construction

CONSTRUCTION CATEGORY

☐ Church ☐ Commercial ☐ Industrial ☐ Other ☐ Public☐ Multi-Fam ☒ Single Fam Det. ☐ Townhouse ☐ Two Family

DESCRIPTION OF WORK

☒ Accessory Structure ☐ Footing/Foundation ☐ Replace/Repair ☐ Garage ☒ Shed ☐ Pool ☐ Moving☐ Deck ☐ Other ☐ Windows☐ Demolition ☐ Reroof☐ Fence/Retain Wall ☐ Reside

DETAILED DESCRIPTION OF WORK:

14x20 shed built as accessory building for pool areaProject Valuation \$
15000

BUILDING INFORMATION

Proposed sq ft: 280Number of dwelling units: 1

Sprinkled per NFPA _____

Applicant: Please read and sign below

I hereby certify that I have read and examined this document and know the same to be true and correct. I understand and agree that the work for which the permit is issued shall be performed according to the State Building Code and applicable city approvals, ordinances and codes. I further certify that I am the owner or the owner's authorized agent and that the proposed work is authorized by the owner. I understand that the work shall not begin until permit is issued, that I am responsible for calling for all required inspections, that work shall be accessible for the inspection, that a final inspection approval and Certificate of Occupancy are required prior to occupying the building. This permit shall become invalid unless the work authorized is commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days.

Separate permits are required for Plumbing, Mechanical and Electrical work

APPLICANT'S SIGNATURE

Rob Lundquist

DATE

6/25/2025

OFFICE USE ONLY

Permit remarks:

CODE EDITION

☐ Footing ☐ Lath ☐ Special Insp. Rep☐ Foundation ☐ Fire Assembly ☐ Erosion Control

CONST. TYPE

☐ Pre Backfill ☐ As-Built Survey ☐ Henn. Co Health☐ Slab ☐ Final ☐ Tree Pres.

OCCUPANCY/GROUP

☐ Framing ☐ Other☐ Insulation

Other Reviews or N/A

MCES SAC _____ ☐Fire Division _____ ☐Planning Division _____ ☐

A FILE #

TREE DEPOSIT

ONE _____ TWO _____

TOTAL:

PLANNING SIGNATURE:

DATE:

6/25/2025

PERMIT FEE: \$ _____

PLAN CHECK FEE: _____

SURCHARGE: _____

MCES SAC: _____

SREC: _____

WREC: _____

OTHER: _____

REDUCED PLAN CHECK: _____

TOTAL FEE: \$ _____

Page 172 of 184

Shawn Drill

From: Shawn Drill
Sent: Thursday, June 26, 2025 4:10 PM
To: rob-lundquist@msn.com
Cc: Tyson Jenkins; Lori Sommers
Subject: Shed permit application -- 4870 Zachary Ln
Attachments: 20250625_113556.pdf

Hello Mr. Lundquist: We have received your building permit application for a 14' x 20' shed, however, you did not include the required lot survey showing that the shed would comply with the 6-foot minimum setback to side and rear lot lines. That is required before we can proceed with our review. The attachment is the building permit plan set/aerial plan you provided. –Based on your aerial plan, it appears that the shed would not comply with the 6' minimum setback from the south side lot line. Also, it appears you already have an accessory structure (canopy-type structure north of the swimming pool) of over 200 square feet on your property. Only one accessory structure over 200 square feet is allowed per property. The existing canopy-type structure would need to be removed to allow the new shed. The survey must include a note indicating that the existing structure will be removed. Lastly, accessory structures over 200 square feet must have architectural compatibility with the house regarding design, materials, and colors. Please show how the proposed shed would meet that requirement. Thank you.

Sincerely,

Shawn B. Drill, AICP | Senior Planner
City of Plymouth, Minnesota
3400 Plymouth Boulevard
Plymouth, MN 55447
Phone: (763) 509-5456



OFFICIAL ORDER

July 2, 2025

Description of real estate ("Property"):

4870 ZACHARY LN N

PID: 12-118-22-32-0001

Property Owner and Address:

ROBERT A LUNDQUIST AND

KATHLEEN M LUNDQUIST

4870 ZACHARY LN N

PLYMOUTH, MN 55442

The City of Plymouth received a complaint about the property located at **4870 Zachary Lane N**. A Violation Notice was issued on **June 13, 2025**. The compliance date set in this matter was **June 25, 2025**. A re-inspection was conducted. At that time, the violation(s) as cited were not brought into compliance with the MN State Building Code & Plymouth City Code.

Description of Violation:

A 280 square foot accessory structure was built without a permit along the south property line. The owner was notified that a permit is required and to cease any construction work. Work has continued with the installation of windows, roofing and siding. The owner applied for a permit on June 25, 2025 but has not provided the required information for the City to verify code compliance. No permit has been issued.

Code Section Violation(s):

Uncorrected

MN Rule 1300.0120 Subpart 1. Required Permits. An owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert, or replace any gas, mechanical, electrical, plumbing system, or other equipment, the installation of which is regulated by the code; or cause any such work to be done, shall first make application to the building official and obtain the required permit.

Uncorrected

21120.03 Subd. 5. - Accessory structures for residential uses shall be set back from adjoining lots as described in the applicable zoning district.

Uncorrected

21120.03 Subd. 4. - A maximum of two detached accessory buildings shall be allowed per single or two-family lot, of which not more than one may contain over 200 square feet in gross floor area.



FINAL CORRECTION ORDER:

The compliance date in this matter is **July 10, 2025**. A re-inspection of the property will be completed on the compliance date to ensure the violation(s) as cited have been corrected. **If the code violations have not been corrected this matter will be referred to the Plymouth City Attorney's office.**

If you have questions regarding the content of this letter you may contact me directly by email tjenkins@plymouthmn.gov or phone 763-509-5430.

Sincerely,

Tyson Jenkins
Building Official



Shawn Drill

From: Rob Lundquist <rob_lundquist@msn.com>
Sent: Monday, July 7, 2025 8:07 AM
To: Shawn Drill <SDrill@plymouthmn.gov>
Cc: Tyson Jenkins <tjenkins@plymouthmn.gov>; Lori Sommers <lsommers@plymouthmn.gov>
Subject: Re: Shed permit application -- 4870 Zachary Ln

Shawn, thank you for the email and Tyler, we received your letter last week.

We are working though the items needed to bring this to an acceptable resolution.

1. Since there is no survey on file, we have a company coming out today and expect it be completed by end of the week.
2. We will be submitting a variance request for the items out of compliance which are:
 - a. Shed may be too close to side yard
 - b. Shed is 2nd structure over 200sq ft on property

I expect to have everything submitted back to you by the end of the week. Appreciate the help and let me know if you have any questions.

Rob Lundquist
612-558-1753

Shawn Drill

From: Shawn Drill
Sent: Wednesday, July 9, 2025 10:18 AM
To: Rob Lundquist
Cc: Tyson Jenkins; Lori Sommers
Subject: RE: Shed permit application -- 4870 Zachary Ln

Hello Rob. Thank you for your response. It is good that you are getting your property surveyed. To be completely transparent and upfront about the variances you mentioned, you could apply, but I do not see anything unique or unusual about your property to justify a staff recommendation of approval. I would recommend, and you should consider relocating the shed so that it complies with minimum setback requirements -- and reducing the size so it complies with the city's maximum size regulations, or removing the other existing canopy-type accessory structure as noted in my original e-mail below.

Thanks,

Shawn B. Drill, AICP | Senior Planner
City of Plymouth, Minnesota
3400 Plymouth Boulevard
Plymouth, MN 55447
Phone: (763) 509-5456

Variance Application Checklist

Please submit digital (emailed, USB) copies of the following items via email to planning@plymouthmn.gov to submit your application.
Applications will be processed once all items on this checklist are submitted.

Requirements

- **Completed [Application Form](#)**, signed by the property owner.
- **Answers** to the questions on page 2.
- **Accurate Certified Survey** showing the proposal, drawn to scale, including all dimensions and square footages.
- **Site Plan** showing any applicable changes in landscaping, signage, lighting, and grading.
- **Application Fee** payable to the City of Plymouth:
 - \$200 for 1 and 2 family lots
 - \$300 for all other lots, plus for non-residential uses within 500 lineal feet of any residential property, an additional \$165 fee for a development sign on one street frontage and \$50 per sign for each additional street frontage.

The fee for staff-prepared mailing labels is included in the application fee. Please contact planning@plymouthmn.gov to set up online payment. Or submit a check or cash with the request.

Additional information may be requested concerning operational factors or to retain expert testimony with the consent and at the expense of the applicant as necessary to establish performance conditions in relation to all pertinent sections of the zoning ordinance. For a complete list of required materials, refer to Section 21030 of the Plymouth Zoning Ordinance.



What is the proposed project? Explain what you're doing and why you need a variance.

New 200 sq/ft shed to complement pool and gazebo that were built over the past 3 years. Requesting variance due to 2 issues:
with newly constructed shed. 1. side yard property line is between 4'7"+/- and 2'8"+/-. The distance is comparable to 7
existing neighboring sheds within 1 block. No impact to neighbors and all have provided full support.
2. Second structure over 200 sq/ft. Actual shed size (walls) is 20'x10' or 200 sq/ft. In order to complement the whole backyard
environment, a 4' front porch was built. City is taking into account this front porch to make the size over 200 sq/ft

Would the variance, and its resulting construction or project, be in harmony with the general purposes and intent of the Zoning Ordinance, and consistent with the comprehensive plan? Explain.

Yes, we had a landscape architect design our whole backyard. We are on an oversized .5 acre lot. Everything during the
backyard build (pool, gazebo, shed, landscaping, etc) were intended to boost curb appeal, home value and neighborhood
impact. There is plenty of space and all surrounding neighbors have written emails in support of shed. (See Project plan)

Would the variance, and its resulting construction or project, be detrimental to the public welfare, or injurious to other land or improvements in the neighborhood? Explain.

No, the new shed compliments the complete backyard build. All surrounding neighbors support this project. Approval of this
variance will encourage existing and new home owners to maintain as well as improve their own homes which will result in
increased property values.

Would the variance, and resulting project, impair an adequate supply of light and air to adjacent properties, substantially increase traffic congestion in public streets, increase the danger of fire, endanger the public safety, or substantially diminish property values within the neighborhood? Explain.

The shed is built on the south end of the property. Existing and neighboring properties are all .5 acre lots. Our home and all
adjacent homes still have plenty of access to sunlight. The shed is built in the backyard and will not impact traffic or life safety
services. Per all the neighbors support, there is full consensus that the shed as well as the other improvements we have made
will increase property values within the neighborhood.

Explain the "practical difficulties" present by answering the following questions:

Is the variance the minimum action required to address or alleviate the practical difficulties? Explain.

Yes, the shed is already built. As mentioned previously, the shed itself is 20'x10' with a 4' porch build solely for aesthetics and
to compliment the rest of the backyard. Given all the work that went into putting in the pool and gazebo, we need a place for
additional storage but did not want it to look like another shed. We believe the end result accomplishes that ties all the
improvements together. Moving/altering the shed would have a detrimental impact to the whole backyard.

Do you plan to use the property in a reasonable manner, permitted by the Zoning Ordinance? Explain.

Yes, the shed was built to accommodate additional storage needed. At present, we have to park our second vehicle outside.
Once everything gets moved to the shed, our second vehicle will be parked in the garage and there will not have to be any
misc items left outside or on the side of the house. This will be an additional benefit to us and the neighborhood.



Would the variance, if granted, alter the essential character of the locality?

No, the variance would allow the original vision of the designed backyard to be complete. We would encourage anyone involved in this decision to come out and inspect the property to ensure that it is inline with our and city's expectations of home improvements. The 4' porch which makes the shed non compliant was a last minute change to allow the shed to flow better with rest of back yard.

Is the variance request based exclusively upon economic considerations? Explain.

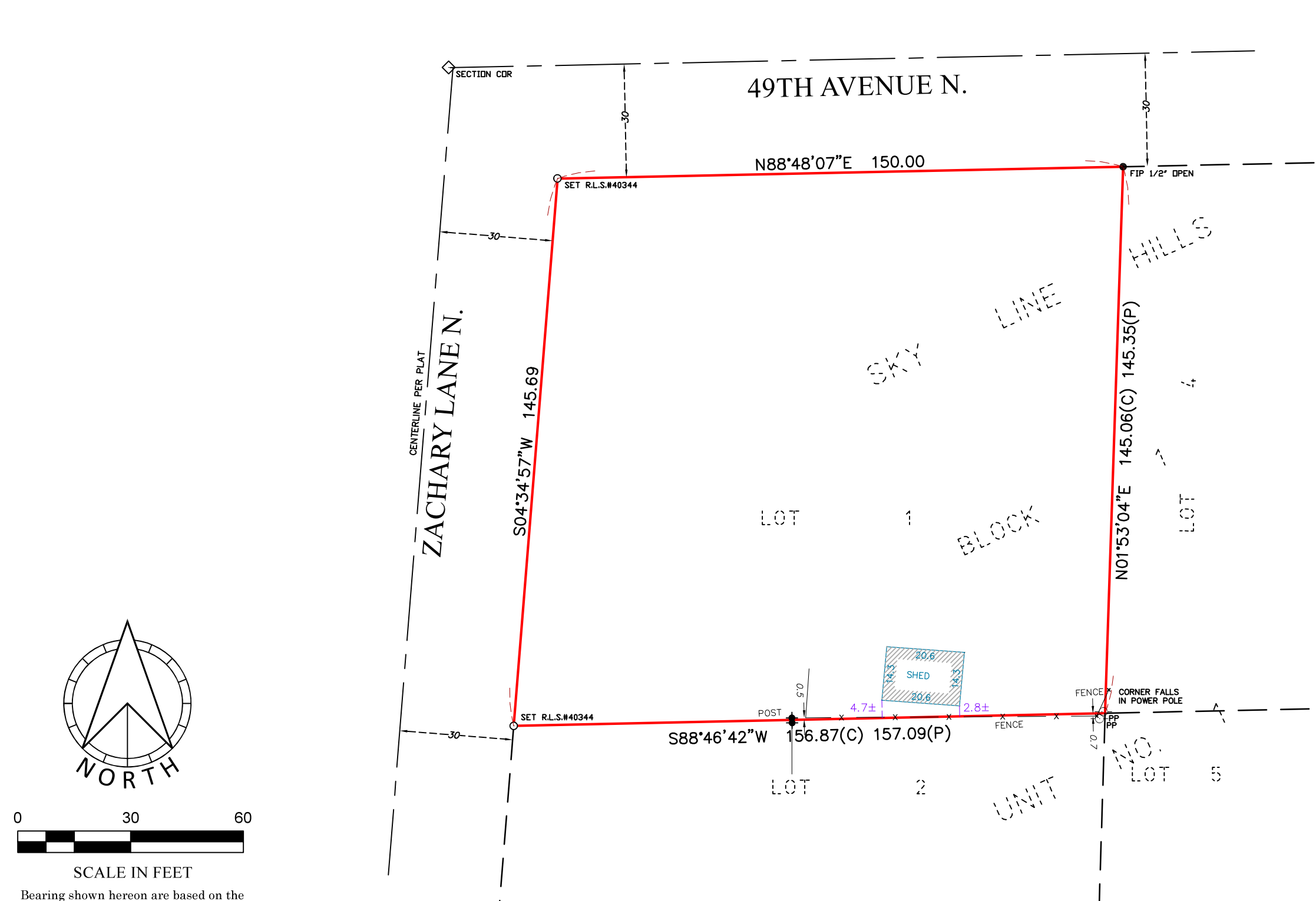
No, the approved variance would allow the original vision of the professionally designed backyard be complete. As mentioned prior, I feel confident that once someone from the city comes onto the property to review this will also make sense.

Is the difficulty due to circumstances unique to the property and was the issue created by the property owner? Explain.

The issue was due to my misinterpretation of the city guidelines. The shed we built is 200 sq/ft. A small porch was added on the front to asthetics. Looking back, I should have contacted the city prior to the build but the intent was to put up a shed that was smaller than city requirements for a permit. As a 30 year resident, there have never been any prior issues with the city and we have always maintained our property to the highest standards (See Planting Plymouth Proud Certificate).







PARCEL LEGAL DESCRIPTION
Lot 1, Block 1, SKY LINE HILLS - UNIT NO. 1, according to the recorded plat thereof, Hennepin County, Minnesota.

NOTES

- Parcel Area Information:** 22,254 s.f. ~ 0.51 acres
- Utilities:** Underground utilities shown hereon are by observed evidence only. We have not placed a Gopher State One Call for this survey. There may or may not be underground utilities in the mapped area, therefore extreme caution must be exercise before any excavation takes place on or near this site. It is the clients responsibility to create a Gopher State One Call ticket.
- Title Commitment:** No title commitment or title opinion was provided as part of this survey. Easements dedicated on the plat are shown hereon. Other easements may exist that we are unaware of without documentation provided by the client.
- Building Information:** Building shown here on are located to the exterior siding unless otherwise noted.

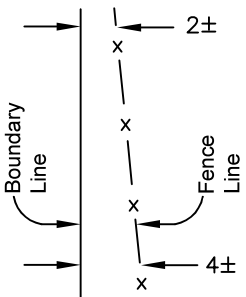


~LEGEND~

- MONUMENTS**
- SET RLS#40344
 - FOUND MON. AS DENOTED
 - ◇ SECTION CORNER

- MEASUREMENTS**
- (P) PLAT DISTANCE
 - (M) MEASURED DISTANCE
 - (C) COMPUTED DISTANCE

- LINE WORK/FEATURES**
- x — x — FENCE ~ AS DENOTED
 - POWER POLE



Fence/Building ties are shown on the side of the boundary line that the fence/Building is located on.

45 NORTH
LAND SURVEYING
Tel: 612-597-0453
www.45NORTHLS.COM

CERTIFICATE OF SURVEY
PREPARED FOR:
Robert Lundquist
4870 Zachary Lane N., Plymouth, MN 55442

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly licensed land surveyor under the laws of the State of Minnesota dated this 8th day of July, 2025.

David B. Pemberton

David B. Pemberton Minnesota License No. 40344

PROJECT NO.: 25-069	SEC.12 TWP.118 RNG.22	SHEET #: 1 OF 1
---------------------	-----------------------	-----------------

CITY OF PLYMOUTH

RESOLUTION No. 2025-

RESOLUTION DENYING VARIANCES FOR A DETACHED ACCESSORY BUILDING THAT WOULD EXCEED THE SIZE REGULATION AND ENCROACH INTO THE MINIMUM SETBACK REQUIRED FOR PROPERTY LOCATED AT 4870 ZACHARY LANE (2025044)

WHEREAS, Rob Lundquist has requested approval of variances, as follows: 1) to allow a second accessory building containing over 200 square feet in area on the lot; and 2) to allow said accessory building to be set back as close as 2.8 feet (ranges from 2.8 feet to 4.7 feet) from the south side property line, where a minimum of 6 feet is required; and

WHEREAS, the property is legally described as Lot 1, Block 1, Sky Line Hills Unit No. 1, Hennepin County, Minnesota; and

WHEREAS, the Planning Commission has reviewed said request at a duly called public meeting and recommends denial.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA, that it should and hereby does deny the July 16, 2025 request by Rob Lundquist for variances at 4870 Zachary Lane to allow a second accessory building containing over 200 square feet on the lot, and to allow said accessory building to be set back as close as 2.8 feet from the south side property line where 6 feet is required, in accordance with the following findings:

1. The requested variances would not be in harmony with the general purposes or intent of either the 'accessory building' regulations or 'RSF-1' zoning regulations, as the intent of the regulations is to limit the amount of accessory structures containing over 200 square feet to one, and to ensure that structures are set back a reasonable minimum distance from lot lines and neighboring properties.
2. The extent of the setback variance request – at over 50 percent of the requirement (2.8 feet requested versus 6 feet required) – is not reasonable given the context, size, and shape of the site. The 0.51-acre (~22,250-square-foot) site is a typical rectangular shape.
3. There are no unique or unusual circumstances related to the context, shape, or size of the site. Rather, the variance request is due to circumstances that were self-created by the applicant's own actions.
4. The requested variances are based solely on economic considerations, as the shed is already in place and it would cost the applicant money to modify and relocate the shed in a manner that complies with the size and setback regulations of the city code.

ADOPTED by the City Council on this _____ day of _____, _____.

STATE OF MINNESOTA)
COUNTY OF HENNEPIN) SS

The undersigned, being the duly qualified and appointed City Clerk of the City of Plymouth, Minnesota, certifies that I compared the foregoing resolution adopted at a meeting of the Plymouth City Council on August 26, 2025, with the original thereof on file in my office, and the same is a correct transcription thereof.

WITNESS my hand officially as such City Clerk and the corporate seal of the city this _____ day of _____, _____.

City Clerk