

**CITY OF PLYMOUTH
AGENDA
Regular City Council
Council Chambers
3400 Plymouth Boulevard, Plymouth, MN
October 14, 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**
 - 4.1** Proclamation recognizing October as National Community Planning Month
 1. Proclamation
- 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. September 23 Special
 2. September 23 Regular
 - 6.2** Approve disbursements
 1. Invoice Expense Distribution
 2. City Council Resolution 2025-259
 - 6.3** Designate consultant engineer for 2027 Street Reconstruction Project (ST279001)
 1. Location Map
 2. Agreement
 3. City Council Resolution 2025-260

- 6.4** Approve Grant Agreement with the Metropolitan Council for the Station 73 Transit and Regional Improvement Program (ST230003)
 - 1. Grant Agreement
 - 2. City Council Resolution 2025-261
- 6.5** Appoint Student Member to the Parks and Recreation Advisory Commission
 - 1. City Council Resolution 2025-262
- 6.6** Approve master services agreement with Paymentus Corporation
 - 1. Agreement
 - 2. City Council Resolution 2025-263
- 6.7** Adopt resolution supporting local control of transit services and opposing the dissolution of suburban transit providers
 - 1. City Council Resolution 2025-264
- 6.8** Authorize the submission of an application to the Metropolitan Council for a TBRA Scattered Site Investigation Grant for the Cornerstone Auto site (3901 Vinewood Ln N) and additional commercial corridor sites
 - 1. City Council Resolution 2025-265
- 6.9** Approve Community Development Block Grant (CDBG) resolution on 2024 Consolidated Annual Performance and Evaluation Report
 - 1. Plymouth 2024 CAPER
 - 2. City Council Resolution 2025-266

7. PUBLIC HEARINGS

8. GENERAL BUSINESS

- 8.1** Authorize 2050 Comprehensive Plan Request for Proposals (RFP) for consultant services
 - 1. Presentation
 - 2. RFP - Comp Plan
 - 3. City Council Resolution 2025-267

9. REPORTS AND STAFF RECOMMENDATIONS

10. ADJOURNMENT

To: Dave Callister, City Manager

Prepared by: Lori Sommers, Planning Manager

Reviewed by: Grant Fernelius, CED Director

Item: **Proclamation recognizing October as National Community Planning Month**

1. Action Requested:

Proclamation recognizing October as National Community Planning Month

2. Background:

October marks National Community Planning Month, a time to recognize and celebrate the vital role that planning plays in shaping strong, vibrant, and livable communities. Planning professionals work every day to improve the well-being of all residents and businesses by applying their expertise, using data-driven insights, and focusing on a long-term, comprehensive vision. This thoughtful and collaborative approach leads to safer, more resilient, equitable, and prosperous communities for everyone.

In Plymouth, planning is essential to achieving a balanced and high quality of life for our residents and businesses. It provides a structured process to gather and consider community input, ensuring that development aligns with the values and goals outlined in our Comprehensive Plan. We take this opportunity to recognize the dedication and commitment of our Planning staff, the Planning Commission, and the many engaged community members who contribute their voices and perspectives. Together, they help guide responsible development and shape the future of our city. Sponsored by the American Planning Association, National Community Planning Month highlights the lasting impact of planning on communities nationwide. Please join us in celebrating and appreciating the important work being done here in Plymouth to build a better future for all.

3. Budget Impact:

NA

4. Attachments:

1. Proclamation



PROCLAMATION

WHEREAS, the month of October is designated as National Community Planning Month throughout the United States, offering an opportunity to highlight how planning builds stronger, more connected communities; and

WHEREAS, change is constant and affects all cities, including the City of Plymouth. Plymouth has grown into Minnesota's seventh-largest city and boasts the state's fourth-largest economy – all while maintaining its welcoming character, natural beauty, and strong sense of community; and

WHEREAS, thoughtful planning in Plymouth has guided projects such as City Center Reimagined, The Boulevard, The Brooks, Trillium Woods, The Wren, Doran Harbor, and Jet 6 Tech Center, with over \$460 million worth of community investment in the last year; and

WHEREAS, Plymouth's nationally recognized parks and trail system, access to Medicine Lake, and preservation of natural spaces are the direct result of careful planning that balances growth with environmental stewardship; and

WHEREAS, community planning provides opportunities for Plymouth residents, businesses, and community organizations to actively shape decisions about housing, transportation, and land use that determine the city's future; and

WHEREAS, the benefits of planning in Plymouth are made possible through the leadership and support of elected officials and the dedication of appointed Planning Commission members who volunteer their time and expertise; and

WHEREAS, Plymouth's professional planning staff, working in collaboration with regional partners, play an essential role in addressing key challenges such as sustainable growth, housing variety, economic vitality, and climate resilience; and

WHEREAS, the City of Plymouth proudly recognizes the contributions of its planning staff, Planning Commission, and community partners whose work ensures Plymouth remains a thriving, resilient, and welcoming place for current and future generations.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the month of October 2025 is hereby designated as

Community Planning Month

in the City of Plymouth, in conjunction with the celebration of National Community Planning Month.



To: Dave Callister, City Manager

Prepared by: Jodi Gallup, City Clerk

Reviewed by:

Item: Adopt proposed minutes

1. Action Requested:

Adopt proposed minutes.

2. Background:

Not applicable.

3. Budget Impact:

Not applicable.

4. Attachments:

1. September 23 Special
2. September 23 Regular

Proposed Minutes Special Council Meeting September 23, 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 September 23, 2025.

COUNCIL PRESENT: Mayor Wosje, Councilmembers Gregor, Pointner, Aldrich, Nelson, Spoonheim, and Peterson (arrived at 5:30 p.m.).

COUNCIL ABSENT: None.

STAFF PRESENT: City Manager Callister, Public Safety Director Fadden, Public Works Director Thompson, Community and Economic Development Director Fernelius, Parks and Recreation Director Tomlinson, Human Resources Director Timpone, Finance Director Rich, Assistant Public Works Director/City Engineer Payne, Engineering Services Manager McKenzie, Planning Manager Sommers, and City Clerk/Administrative Coordinator Gallup.

MnDOT Highway 169 Multimodal Planning Study Update

Engineering Services Manager McKenzie and representatives from the Minnesota Department of Transportation provided an update on the Highway 169 Multimodal Planning Study. The study is looking at infrastructure condition, mobility and safety, and multimodal connectivity needs across the highway to achieve improved connections between residential areas, employment hubs, educational institutions, and commercial centers.

Council members asked questions and provided feedback on the study.

2050 Comprehensive Plan Update

Planning Manager Sommers and a Metropolitan Council representative gave an update on the planning process for the 2050 Comprehensive Plan. The Comp Plan is a guiding document that outlines the long-term vision, goals, and strategies for a city's growth and development. It typically addresses key areas such as land use, housing, transportation, infrastructure, water resources, environmental sustainability, and parks.

Council members asked questions and provided feedback.

Set Future Study Sessions

The following study session topics were scheduled:

- Receive update on the Economic Development Strategic Plan during the October 14 study session
- Review the I-494/Hwy 55 Small Area Study during the October 14 study session
- Move the tobacco licensing ordinance review to the October 28 study session
- Receive update from project architect on potential sales tax designs during the November 10 study session
- Review advisory board applications and select interview candidates during the November 25 study session
- Interview advisory board candidates on December 2 at 5 p.m.

Adjournment

Mayor Wosje adjourned the meeting at 6:52 p.m.

Jodi M. Gallup, City Clerk/Administrative Coordinator

Proposed Minutes Regular City Council Meeting September 23, 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 September 23, 2025.

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

COUNCIL ABSENT: None.

STAFF PRESENT: City Manager Callister, 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, Deputy Public Works Director/City Engineer Payne, Planning Manager Sommers, Environmental Stewardship Coordinator Anderson, City Attorney Mattick, and City Clerk/Administrative Coordinator Gallup.

Plymouth Forum

Scott Johnson, resident, suggested the use of solar panels across the City of Plymouth.

Presentations and Public Information Announcements

(4.1) Wayzata Youth Hockey Association donation to the Plymouth Ice Center

Jaclyn Hill and Greg Gibbson, Wayzata Youth Hockey Association, presented a check for the proposed fourth sheet of ice at the Plymouth Ice Center.

(4.2) Fusion Soccer donation to the City of Plymouth for the Four Seasons Sports Complex

Keith Pavelka, Fusion Soccer Club, presented a check and expressed his excitement about partnering with the City of Plymouth.

Approval of Agenda

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

Consent Agenda

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

- (6.1)** Council minutes from special and regular meeting of September 9, 2025.
- (6.2)** Resolution approving disbursements ending September 12, 2025 (Res2025-237).
- (6.3)** Resolution approving Application for Standalone Noise Barrier Program and Cost Sharing with the Minnesota Department of Transportation (Res2025-238).
- (6.4)** Resolution approving an Encroachment Agreement for a retaining wall and fence on property located at 4290 Inland Lane North (Res2025-239).
- (6.5)** Resolution approving final closeout for the Schmidt Woods Park (PR240002) (Res2025-240).
- (6.6)** Resolution approving Conditional Use Permit for Summit Dance Shoppe to allow dance instruction in an industrial district, for property located at 1940 Fernbrook Lane (2025052) (Res2025-241).
- (6.7)** Resolution approving a Conditional Use Permit for Golf Specifics, LLC for property located at 12700 Industrial Park Boulevard (2025054) (Res2025-242).
- (6.8)** Resolution accepting streets for continual maintenance for Hollydale 2nd Addition (2022023) (Res2025-243).
- (6.9)** Resolution approving the purchase of The Kompan Playground for Lake Camelot Park (PR260001) (Res2025-244).
- (6.10)** Resolution approving consumption and display permit for 4 Community Theatre, 2705 Annapolis Lane North (Res2025-245).
- (6.11)** Resolution awarding contract for the 2025 Storm Maintenance Project (WR229002) (Res2025-246).
- (6.12)** Resolution approving tobacco license application of Green X LLC d/b/a Wandering Spirits, 3435 Highway 169 North #B (Res2025-247).
- (6.13)** Resolution establishing the 2026 state bonding request for the City Center Redevelopment and Revitalization Project. (Res2025-248).
- (6.14)** Resolution awarding contract for schematic design for The Plymouth Ice Center improvements and The Plymouth Community Center Fieldhouse Improvement (Res2025-249).
- (6.15)** Resolution approving the facility expansion costs for Pets Under Police Security (PUPS) (Res2025-250).

(6.16) Resolution authorizing execution of agreement with the Department of Public Safety, Office of Traffic Safety for the DWI Officer Grant (Res2025-251).

With all members voting in favor, the motion carried.

Public Hearings

(7.1) Public hearing for certification of delinquent utility accounts, false alarms, tree removals, and weed eradication charges

Finance Director Rich presented this item and provided an overview of delinquent utility accounts, false alarms, tree removals, and weed eradication charges.

Mayor Wosje opened the public hearing.

Mayor Wosje closed the public hearing.

Motion was made by Councilmember Pointner, and seconded by Councilmember Nelson, to adopt Resolution approving certification to the County for delinquent utility accounts and other delinquent miscellaneous bills (Res2025-252). With all members voting in favor, the motion carried.

(7.2) Public hearing on off-sale intoxicating liquor license application of Green X LLC d/b/a Wandering Spirits, 3435 Highway 169 North #B

City Clerk/Administrative Coordinator Gallup presented this item and 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.

Mareena Lor expressed her excitement to be a business owner in the City of Plymouth.

Mayor Wosje closed the public hearing.

Motion was made by Councilmember Pointner, and seconded by Councilmember Aldrich, to adopt Resolution approving off-sale intoxicating liquor license application of Green X LLC d/b/a Wandering Spirits, 3435 Highway 169 North #B (Res2025-253). With all members voting in favor, the motion carried.

General Business

(8.1) Approve Energy Action Plan

Environmental Stewardship Coordinator Anderson and Partners in Energy presented this item, provided information on previous workshop discussions, and addressed the concerns about trees.

Partners in Energy provided a high-level overview of the plan and thanked those who participated in the plan. They explained their vision, focus areas, strategies, and goals. They detailed the community-wide energy savings the plan would create.

Council expressed its gratitude for participation in the program and promotion of energy efficiency in new construction.

Motion was made by Councilmember Gregor, and seconded by Councilmember Spoonheim, to adopt Resolution approving the adoption of an Energy Action Plan (Res2025-254). With all members voting in favor, the motion carried.

(8.2) Consider ordinance to establish an Affordable Housing Trust Fund and take related funding actions

Community and Economic Development Director Fernelius presented this item and recommended plans to enact an Affordable Housing Trust Fund.

Community and Economic Development Director Fernelius stated that affordable housing trust funds are authorized under MN Statutes and are designed to accomplish development, rehabilitation, and financing of affordable housing, down payment assistance, rental assistance, and home buyer counseling services.

Community and Economic Development Director Fernelius noted that 13 cities in metro areas have adopted affordable housing trust funds. He detailed the funding sources and their limitations. He also recommended an initial deposit of \$100,000 with the option to add other resources as needed in the future.

Community and Economic Development Director Fernelius stated the current drafted ordinance requires the city council to oversee the Affordable Housing Trust Fund, but it can be changed at a future date if desired. Staff recommended ordinance and resolution adoption and would direct the HRA to appropriate \$100,000 from its General Fund reserves.

Community and Economic Development Director Fernelius explained the reason for the initial deposit amount, the demonstration of commitment for this project, and the adequate amount of funds in the general reserves.

Motion was made by Councilmember Spoonheim, and seconded by Councilmember Pointner, to adopt Ordinance establishing an Affordable Housing Trust Fund (Ord2025-10), Resolution approving summary publication of Ordinance No. 2025-10 (Res2025-255). With all members voting in favor, the motion carried.

(8.3) Approve 2026 preliminary General Fund Budget, HRA Levy and General Property Tax Levy and set budget public hearing date

Finance Director Rich presented this item and noted the various factors involved in the budget process. She reviewed the strategic priorities, budget goals, and the city fund structure based on the 2024 actual expenses. She explained the general fund revenues and expenditures by category and levy changes.

Finance Director Rich provided a summary of the levies with a proposed 7.3% levy increase. She provided the levy history back to 2020, specifically looking at the levy increase and tax rate. She explained the financial impact to residents and property owners. She showed a levy comparison of surrounding cities and recommended approval of the levy amount and the public hearing date. In response to questions from the City Council, Finance Director Rich provided the following information:

- Explained the home appreciation amount
- Budget goals are stable
- Will provide information regarding dollar amounts for levy percentages

Motion was made by Councilmember Peterson, and seconded by Councilmember Gregor, to adopt Resolution adopting preliminary tax levies for taxes payable 2026 (Res2025-256), Resolution authorizing the 2026 HRA levy (Res2025-257), and Resolution approving the 2026 preliminary budget (Res2025-258). 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 adjourned the meeting at 8:10 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 10/03/2025.

3. Budget Impact:

Not applicable.

4. Attachments:

1. Invoice Expense Distribution
2. City Council Resolution 2025-259

Invoice Expense Distribution for Period Ended 10/3/25 Council Meeting 10/14/25

FUND	100	General Fund	416,005.14
	200	Recreation Fund	89,413.54
	210	Parker's Lake Cemetery Maint	0.00
	215	Destination Marketing Org Fund	17,653.33
	220	Transit System Fund	463,381.18
	234	Economic Development Fund	0.00
	240	Lawful Gambling	13,615.50
	250	Comm Dev Block Grant Fund	116,419.30
	254	HRA Section 8 Fund	770.00
	254	HAP Check Summary	336,612.33
	258	HRA General Fund	1,647.60
	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	968,833.70
	401	Minnesota State Aid Fund	0.00
	404	Community Improvement	0.00
	405	Park Replacement Fund	31,242.97
	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	6,733,636.14
	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	0.00
	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	0.00
	500	Water Fund	1,370,924.95
	510	Water Resources Fund	60,194.69
	520	Sewer Fund	57,905.36
	530	Solid Waste Management Fund	257,410.55
	540	Ice Center Fund	49,564.27
	550	Field House Fund	1,446.79
	600	Central Equipment Fund	160,287.10
	610	Public Facilities Fund	649,367.73
	620	Information Technology Fund	511,339.76
	630	Risk Management Fund	24,137.77
	640	Employee Benefits Fund	468,008.10
	660	Resource Planning	0.00
	700	Parkers's Lake Cemetery	0.00
	800	Investment Trust Fund	3,584.72
	850	Plymouth Town Square	0.00
	851	Vicksburg Crossing	0.00

Total Invoice Expense Distribution:

12,803,402.52

CITY OF PLYMOUTH

RESOLUTION No. 2025-259

RESOLUTION APPROVING DISBURSEMENTS ENDING OCTOBER 3, 2025

WHEREAS, a list of disbursements for the period ending October 3, 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	\$ 1,116,487.99
Construction & Debt Service	\$ 7,733,712.81
Enterprise & Internal Service	\$ 3,614,171.79
Housing Redevelopment	<u>\$ 2,417.60</u>
Check Register Total	\$12,466,790.19

US Bank – Housing Assistance Payments

Housing & Redevelopment Authority	<u>\$ 336,612.33</u>
	\$ 336,612.33
GRAND TOTAL FOR ALL FUNDS	\$12,803,402.52

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

EFT	2,045,701.10
Check (#178389-178924)	10,421,089.09
Total	\$12,466,790.19

APPROVED by the City Council on this 14th day of October, 2025.

To: Dave Callister, City Manager

Prepared by: Tony Miller, Engineering Project Manager

Reviewed by: Michael Thompson, Public Works Director

Item: **Designate consultant engineer for 2027 Street Reconstruction Project (ST279001)**

1. Action Requested:

Adopt attached resolution designating consultant engineer for the 2027 Street Reconstruction Project (ST279001).

2. Background:

This project is included in the 2025-2034 Capital Improvement Plan (CIP) with construction scheduled for 2027. The project area includes streets in the Sunny Acres neighborhood as shown in the attached map. Improvements proposed with the project include the full reconstruction of streets to an urban section with curb and gutter, replacement of the existing water main and water services, and improvements to other utilities. The existing streets within the project area are a rural design with minimal storm sewer. A Request for Proposal was solicited for engineering services which includes a feasibility report, public engagement, private utility coordination, permitting, design and construction document preparation, and bidding assistance. The proposal submitted by Bolton and Menk, Inc. shows the consultant has a good understanding of the project. The total estimated engineering fees proposed by Bolton and Menk, Inc. are \$535,438. Staff has evaluated the cost and estimated hours included in the proposal and found it comparable to other recent street reconstruction projects. Bolton and Menk, Inc. has selected a project team with the experience necessary to deliver the project and has successfully completed previous projects in the city. Staff recommends designating Bolton and Menk, Inc. as the engineering consultant for this project.

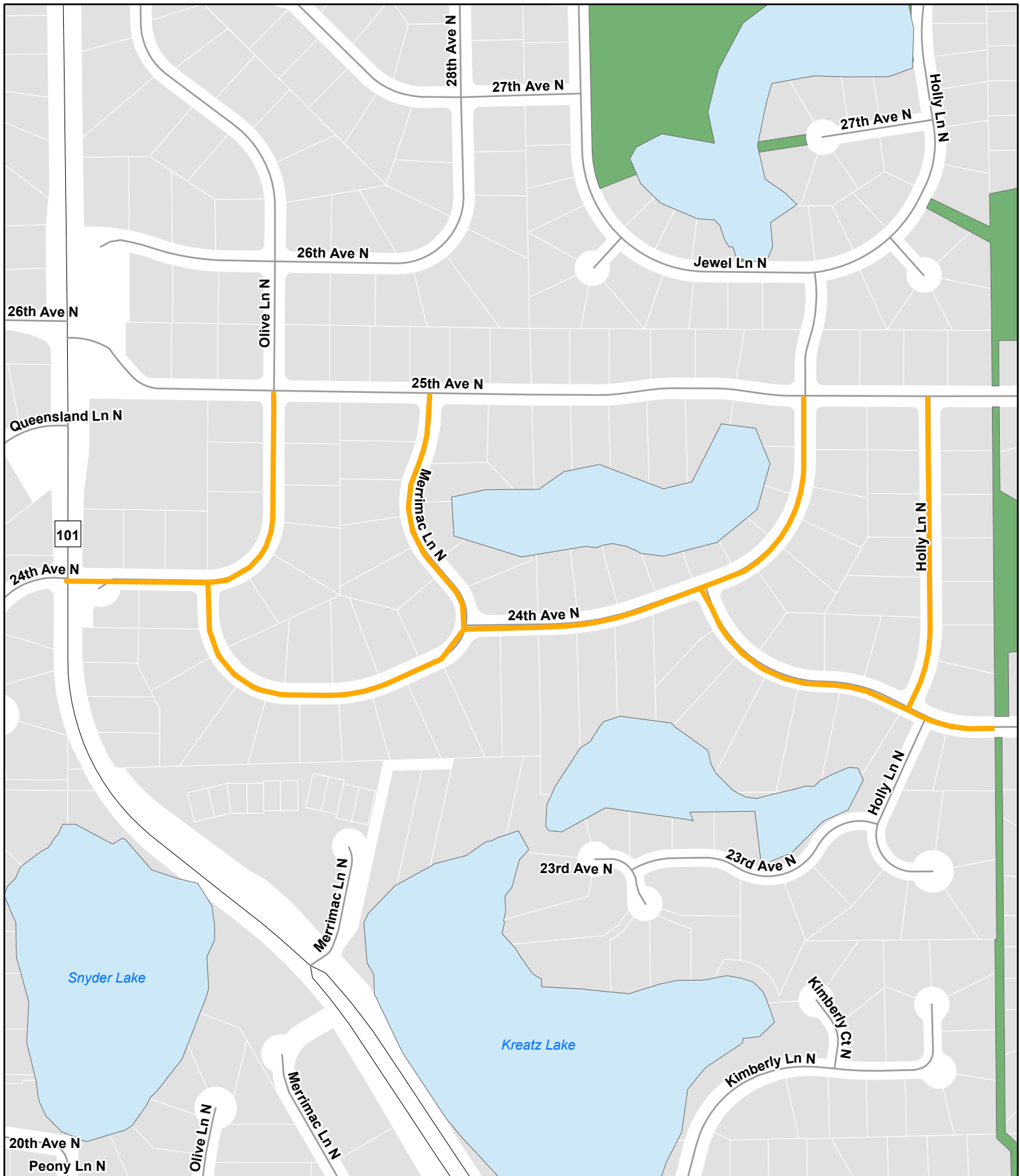
3. Budget Impact:

This project is included in the 2025-2034 CIP for construction in 2027 at an estimated

cost of \$5,010,000.

4. Attachments:

1. Location Map
2. Agreement
3. City Council Resolution 2025-260



2027 Street Reconstruction Project

Sunny Acres
City Project #ST279001

— Reconstruction



AGREEMENT FOR ENGINEERING SERVICES

THIS AGREEMENT is made on the **14nd day of October 2025**, between the **CITY OF PLYMOUTH**, a Minnesota municipal corporation (“CITY”), and **BOLTON & MENK, INC.**, a Minnesota corporation (“ENGINEER”).

The CITY and the ENGINEER agree as follows:

1. **Contract Documents.** The ENGINEER agrees to provide engineering services to the CITY in accordance with the following contract documents which are incorporated herein by reference:
 - A. This Agreement for Engineering Services.
 - B. ENGINEER’s Proposal for Professional Services for **2027 Street Reconstruction Project**, submitted on **September 10, 2025** (attached).
 - C. ENGINEER’s Current Hourly Fee Schedule.
- In the event of conflict among the documents, the conflict shall be resolved in descending order of priority, with the document listed first having the highest priority and the document listed last having the lowest priority.
2. **Compensation.** ENGINEER shall be paid by the CITY on an hourly basis in accordance with the hourly fee schedule but not to exceed **\$535,438.00** inclusive of reimbursable expenses as reflected in the estimate of cost exhibit in the **Proposal for Professional Engineering Services - 2027 Street Reconstruction Project**. The not to exceed fees shall not be adjusted if the estimated hours to perform a task, the number of estimated required meetings or any other estimate or assumption is exceeded.
3. **Optional Services.** Not applicable.
4. **Method of Payment.** ENGINEER may request progress payments as the work is performed. The CITY will normally make payment within thirty-five (35) days of receipt of a properly itemized bill.
5. **Change Orders.** All change orders, regardless of amount, must be approved in advance and in writing by the CITY. No payment will be due or made for work done in advance of such approval.
6. **Standard of Care.** ENGINEER shall exercise the same degree of care, skill, and diligence in the performance of the services as is ordinarily possessed and exercised by a professional engineer under similar circumstances. No other warranty, expressed or implied, is included in this Agreement or in any drawing, specification, report, or opinion

produced pursuant to this Agreement. ENGINEER shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections resulting from errors and omissions on the part of ENGINEER without additional compensation.

7. **Subcontractor.** ENGINEER shall not enter into subcontracts for services provided under this Agreement without the express written consent of the CITY, which consent shall not be unreasonably withheld. The ENGINEER shall pay any subcontractor involved in the performance of this Agreement within ten (10) days of the ENGINEER'S receipt of payment by the CITY for undisputed services provided by the subcontractor. If the ENGINEER fails within that time to pay the subcontractor any undisputed amount for which the ENGINEER has received payment by the CITY, the ENGINEER shall pay interest to the subcontractor on the unpaid amount at the rate of 1-1/2 percent per month or any part of a month. The minimum monthly interest penalty payment for an unpaid balance of \$100 or more is \$10. For an unpaid balance of less than \$100, the ENGINEER shall pay the actual interest penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from the ENGINEER shall be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action.
8. **Independent Contractor.** The CITY hereby retains the ENGINEER as an independent contractor upon the terms and conditions set forth in this Agreement. The ENGINEER is not an employee of the CITY and is free to contract with other entities as provided herein. ENGINEER shall be responsible for selecting the means and methods of performing the work. ENGINEER shall furnish any and all supplies, equipment, and incidentals necessary for ENGINEER'S performance under this Agreement. CITY and ENGINEER agree that ENGINEER shall not at any time or in any manner represent that ENGINEER or any of ENGINEER'S agents or employees are in any manner agents or employees of the CITY. ENGINEER shall be exclusively responsible under this Agreement for ENGINEER'S own FICA payments, workers compensation payments, unemployment compensation payments, withholding amounts, and/or self-employment taxes if any such payments, amounts, or taxes are required to be paid by law or regulation.
9. **Non-Discrimination.** During the performance of this Agreement, the ENGINEER shall not discriminate against any employee or applicants for employment because of race, color, creed, religion, national origin, sex, sexual orientation, marital status, status with regard to public assistance, disability, or age. The ENGINEER shall post, in places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause and stating that all qualified applicants will receive consideration for employment. The ENGINEER shall incorporate the foregoing requirements of this paragraph in all of its subcontracts for program work, and will require all of its subcontractors for such work to incorporate such requirements in all subcontracts for program work.
10. **Assignment.** Neither party shall assign this Agreement, nor any interest arising herein, without the written consent of the other party. Any Assignment in violation of this provision is null and void.

11. **Indemnification.** The ENGINEER shall indemnify and hold harmless the CITY, its officials, agents, and employees, of and from any and all claims, demands, actions, causes of action, including costs and attorney's fees, arising out of or by reason of the execution or performance of the work or services provided for herein, to the extent caused by the negligent acts, errors or omissions, willful misconduct, or breach of any substantive provision of this Agreement by the ENGINEER, its officials, agents or employees in the execution, performance, or failure to adequately perform the ENGINEER'S obligations pursuant to this Agreement.
12. **Insurance.**
- A. **General Liability.** During the term of this Agreement, ENGINEER shall maintain a general liability insurance policy with limits of at least \$2,000,000 for each person, and each occurrence, for both personal injury and property damage. This policy shall name the CITY as an additional insured for the services provided under this Agreement and shall provide that the ENGINEER'S coverage shall be the primary coverage in the event of a loss.
 - B. **Worker's Compensation.** The ENGINEER shall secure and maintain such insurance as will protect ENGINEER from claims under the Worker's Compensation Act and from claims for bodily injury, death, or property damage which may arise from the performance of ENGINEER'S services under this Agreement.
 - C. **Professional Liability Insurance.** The ENGINEER shall secure and maintain a professional liability insurance policy. Said policy shall insure payment of damages for legal liability arising out of the performance of professional services for the CITY, in the insured's capacity as ENGINEER, if such legal liability is caused by an error, omission, or negligent act of the insured or any person or organization for whom the insured is legally liable. Said policy shall provide minimum limits of \$2,000,000 with a deductible maximum of \$125,000. The policy shall also insure the indemnification obligation contained in Paragraph 10 above.
 - D. **Certificate of Insurance.** A certificate of insurance on a form acceptable to the CITY which verifies the existence of this insurance coverage must be provided to the CITY before work under this Agreement is begun.
13. **Records Access.** The ENGINEER shall provide the CITY access to any books, documents, papers, and records which are directly pertinent to the specific contract, for the purpose of making audits, examinations, excerpts, and transcriptions, for three (3) years after final payments and all other pending matters related to this Agreement are closed.

14. **Minnesota Government Data Practices Act.** ENGINEER must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to (1) all data provided by the CITY pursuant to this Agreement, and (2) all data, created, collected, received, stored, used, maintained, or disseminated by the ENGINEER pursuant to this Agreement. ENGINEER is subject to all the provisions of the Minnesota Government Data Practices Act, including but not limited to the civil remedies of Minnesota Statutes Section 13.08, as if it were a government entity. In the event ENGINEER receives a request to release data, ENGINEER must immediately notify CITY. CITY will give ENGINEER instructions concerning the release of the data to the requesting party before the data is released. The terms of this paragraph shall survive the cancellation or termination of this Agreement.
15. **Ownership of Documents.** ENGINEER retains ownership and copyright in all plans, diagrams, analyses, reports, and information (the "Instruments of Service") generated in connection with the performance of this Agreement. Upon full payment of amounts due under this Agreement, ENGINEER shall provide an irrevocable non-exclusive license to the City to use the Instruments of Service. The CITY may use the Instruments of Service or related information for its purposes. Any modifications made by the CITY to any of the ENGINEER'S Instruments of Service without written authorization or adaptation by the ENGINEER will be at the CITY'S sole risk and without liability to the ENGINEER. Under no circumstances shall transfer of Instruments of Service be deemed a sale by ENGINEER.
16. **Copyright/Patent.** ENGINEER shall defend actions or claims charging infringement of any copyright or patent by reason of the use or adoption of any designs, drawings or specifications supplied by it, and it shall hold harmless the CITY from loss or damage resulting therefrom.
17. **Governing Law/Venue.** This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota, without giving effect to the principles of conflict of laws. All proceedings related to this contract shall be venued in the Hennepin County District Court.
18. **Permits.** ENGINEER shall obtain all necessary permits required for completion of ENGINEER'S services.
19. **Entire Agreement.** The entire agreement of the parties is contained herein. This Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein.
20. **Termination.** CITY may terminate this Agreement without cause by written notice delivered to the ENGINEER. . Upon termination under this provision if there is no fault of the ENGINEER, the ENGINEER shall be paid for services rendered and reimbursable

expenses until the effective date of termination. If however, the CITY terminates the Agreement because the ENGINEER has failed to perform in accordance with this Agreement, no further payment shall be made to the ENGINEER, and the CITY may retain another contractor to undertake or complete the work identified in the Contract Documents. If as a result, the CITY incurs total costs for the work (including payments to both the present contractor and a future contractor) which exceed the not to exceed amount specified in the Contract Documents, if any, then the ENGINEER shall be responsible for the difference between the cost actually incurred and the Agreement amount.

21. **Waiver of Claims for Personal Liability.** It is intended by the parties to this Agreement that ENGINEER's services shall not subject ENGINEER'S employees, officers or directors to any personal legal exposure for the risks associated with this Agreement. Therefore, and notwithstanding anything to the contrary contained herein, the City agrees that as the CITY's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against ENGINEER, and not against any of ENGINEER's individual employees, officers or directors.

CITY OF PLYMOUTH

BOLTON & MENK, INC.

By: _____

Jeffrey Wosje
Mayor

By: _____

Dave Callister
City Manager

By: Mike Waltman
Mike Waltman (Sep 15, 2025 10:53:52 CDT)

Mike Waltman
Municipal Group Leader | Principal

REVIEWED BY: _____

Michael Thompson, PE
Public Works Director



Real People. Real Solutions.

12224 Nicollet Avenue
Burnsville, MN 55337-1649

Ph: (952) 890-0509
Fax: (952) 890-8065
Bolton-Menk.com

September 10, 2025

Mr. Tony Miller, P.E.
Engineering Project Manager
City of Plymouth
3400 Plymouth Boulevard
Plymouth MN 55447

Re: Proposal for Professional Engineering Services
2027 Street Reconstruction Project
City of Plymouth, Minnesota

Mr. Miller:

Enclosed is our proposal for professional services for the 2027 Street Reconstruction Project. Our proposed fee for this project is \$535,438 for 2,768 proposed hours of labor by Bolton & Menk as well as work by our subconsultant, American Engineering Testing, Inc. These fees and hours encompass all of Bolton & Menk's efforts through the bidding of the project, including design, public engagement, survey, and geotechnical engineering.

If you have any questions regarding this proposal or would like to discuss any of its details, please do not hesitate to contact me at 612-965-3926 or nickam@bolton-menk.com.

Sincerely,

Bolton & Menk, Inc.

Nick Amatuuccio, P.E.
Municipal Project Manager | Principal

Cc: Joe Shamla, P.E., Assistant City Engineer, City of Plymouth
Mike Payne, P.E., City Engineer/Deputy Public Works Director, City of Plymouth
Mike Waltman, P.E., Municipal Group Leader | Principal, Bolton & Menk

2027 Street Reconstruction Project

City of Plymouth



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PROJECT UNDERSTANDING

Project Location & Proposed Scope:

- The project involves reconstruction of the streets and utilities within the Sunny Acres neighborhood. Public streets within the project area include 24th Ave from Olive Ln to Holly Ln, Holly Ln from 24th Ave to 25th Ave, Jewell Ln from 24th Ave to 25th Ave, Merrimac Ln from 24th Ave to 25th Ave, and Olive Ln from 24th Ave to 25th Ave. The project area also includes the 24th Ave cul-de-sac between Olive Ln and County Rd 101 but does not include the private road south of the cul-de-sac along the east side of County Rd 101.
- The scope of improvements generally includes:
 - Bituminous pavement reconstruction.
 - Addition of concrete curb and gutter and replacement of partial bituminous and concrete curb throughout the project area.
 - Storm sewer modifications to match the street reconstruction improvements and accommodate drainage needs of the area.
 - Stormwater management to meet MS4 and watershed requirements.
 - Replacement of existing 6" cast iron watermain (1969 original installation) with new 8" watermain and services meeting City standards.
 - Sanitary manhole casting adjustments and ring replacements as necessary. The existing 9" VCP sanitary sewer was lined in 2018 per City records, and therefore sanitary sewer mainline improvements nor service line improvements are anticipated.

Project Funding Sources:

- Special Assessments
- Local Funding
- Municipal State Aid Construction Funds are not planned to be used.

PROJECT SCHEDULE

The project is planned for 2027 construction. Below is a proposed schedule for the project, subject to review and acceptance by City Staff.



PROJECT SCHEDULE

Tasks	2025				2026												2027	
	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F
Authorization to Proceed	◆																	
Data Collection		■	■	■														
Project Kickoff Meeting with City Staff			◆															
60% Plan Preparation				■	■	■	■	■	■									
Neighborhood Meeting 1									◆									
90% Plan Preparation and Specifications									■	■	■	■	■	■				
Neighborhood Meeting 2														◆				
Feasibility Report Preparation														■	■	■		
100% Plan Preparation and Specifications														■	■	■		
Order Improvement / Improvement Hearing / Order Plans / Approve Plans																◆		
Bidding & Bid Opening																	■	◆
Design Phase																		

PROPOSED SCOPE OF WORK

The City of Plymouth can expect our team to be fully committed to the success of this project. Our team has determined the following tasks are key components of the project.

Task 1: Data Collection

Task 1.1: Topographic & Boundary Survey

Bolton & Menk, Inc. will complete a topographic survey of the existing conditions for the streets in the project area listed above. The survey will be completed through the full right-of-way plus approximately 10 feet beyond the right-of-way on each side as needed. The limits of the topographic survey will extend approximately 100 feet before the start of the project and 100 feet after the end of the project, including 100 feet down each side street. Horizontal control will be established based on Hennepin County Coordinates NAD 83, 1986 Adjustment. Vertical Control will be established based City provided benchmarks.

The survey will include all visible features such as, but not limited to, pavements, curb lines, manholes, catch basins, valves, sidewalks, turf areas, driveways, power poles, trees greater than 4" in diameter, gardens, mailboxes, retaining walls, etc. Trees larger than 24" in diameter will include survey shots on both the street side and building side of the tree. The diameter for each tree that is surveyed will be included and displayed on the preliminary and final plans.

All underground utility information will be located and described per City provided as-builts, field markings from a Gopher One Call coordinated by Bolton & Menk, and private utility map information. Bolton & Menk will coordinate with Plymouth Public Works staff to locate and survey all curb stop locations. Collection of pipe sizes, material, and invert elevations within storm and sanitary sewer structures will be completed by Bolton & Menk.

Bolton & Menk will complete research of subdivision plats and order O&E reports for abstract properties to obtain limits of current easements and property boundaries. Property corners throughout the project corridor will also be located and used to establish property boundaries coupled with our property research efforts.

A UAV flight over the Sunny Acres neighborhood will be completed by Bolton & Menk Staff for updated aerial imagery to use in layouts and figures. This flight will occur after leaf off in Fall of 2025. Bolton & Menk will also perform a 360-degree street collection in late Summer/early Fall 2026 before leaf off for updated street view imagery along the streets and front yards.

Bolton & Menk will complete wetland delineations along the ponds in the Sunny Acres neighborhood if required for possible reconstruction of the pond outfalls.

Bolton & Menk will draft the collected survey data to develop a Civil 3D base map of the project area, which will be used as the basis for final design.

Task 1.2: Geotechnical Design & Coordination

Enclosed is a proposal by our proposed subconsultant, American Engineering Testing (AET). AET will collect site data and recommendations consistent with their proposal. Bolton & Menk staff will review and apply the geotechnical recommendations in the project design, and coordinate with AET during development of the project typical sections and construction specifications as necessary. Bolton & Menk will coordinate with AET to include the surveyed soil boring locations in the plans.

2027 Street Reconstruction Project

City of Plymouth



Task 2: Feasibility Report

Bolton & Menk will prepare a feasibility report with information consistent with City of Plymouth standards and as required by the MN 429 statute for special assessments. The feasibility report will be prepared based upon the content of the 90% design. A preliminary assessment roll will be prepared based on the 90% design and estimated cost. The final roll will be updated based on bids received and available for viewing at a public meeting held prior to adoption of the assessment roll and prior to construction. The City may separately complete a special benefit appraisal report to substantiate the proposed assessment amounts, which Bolton & Menk can use for comparison to policy based, calculated assessment amounts.

Task 3: Public Engagement, Project Meetings, & Coordination

Task 3.1: Design Team Meetings & Meetings with City Staff

During the core design process, Bolton & Menk's design team will routinely meet internally to develop a cohesive project design. Up to four meetings with City Staff are also planned to occur at the following stages:

1. Kickoff meeting following collection of site topographic data and geotechnical data.
2. Design phase progress meeting at a time/date identified by Bolton & Menk to provide an update to City staff but also timed to collect feedback and direction on specific items such as stormwater management and updating the City's Standard Specifications. This meeting could also occur during either the kickoff meeting or the 60% design meeting depending on the overall project schedule.
3. 60% design meeting and consider direction prior to Public Information Meeting 1.
4. 90% design meeting and confirm improvements prior to Public Information Meeting 2.

Task 3.2: Stormwater Management Meetings with Minnehaha Creek Watershed District

Bolton & Menk will lead up to two meetings with Minnehaha Creek Watershed District (MCWD) and City Staff to discuss the project scope and the feasibility of installing stormwater management facilities within the Sunny Acres project area.

1. The first meeting would be intended to go through options for stormwater management and explain to MCWD what would and wouldn't be feasible based on available space, budget, and maintenance resources.
2. The second meeting would focus on confirming the stormwater management facilities proposed, if any, and the MCWD permit application requirements.

Task 3.3: Utility Coordination & Meetings

Bolton & Menk will facilitate the required utility coordination process including the following efforts:

1. Design phase utility coordination meeting – Bolton & Menk will distribute the project plans to utility owners after the 60% comments are addressed, share the proposed 2027 timing of the construction project, and solicit feedback from utility owners on:
 - a. Verifying the existing location of their utilities as shown on the plans
 - b. Proposed replacements desired / planned by the utility owner within the project area
 - c. Plans for relocation based on conflicts identified to date with the proposed improvements
2. Bolton & Menk will distribute the 90% and/or 100% construction plans to utility owners including the construction staging/phasing plan and communicate the following with utility owners:
 - a. Planned relocation deadlines for owners
 - b. Confirm relocation planned dates by the utility owner and proposed locations of the relocated utilities

Task 3.4: Design Phase Public Engagement

Bolton & Menk will lead the project's public engagement effort to inform the public and allow opportunities for questions/answers along the way.

- Design Phase Project Notices & Mailings for Meetings: Mailings will be sent out prior to each Neighborhood Meeting inviting the attendance of all residents. It is also anticipated that some additional mailings may be

required between meetings to either the entire neighborhood or specific properties within the neighborhood. An estimated \$1,500 has been included for estimated postage costs associated with this task.

- One-on-One Resident Meetings: Bolton & Menk plans to attend an assumed five one-on-one resident meetings in response to any property-specific questions or concerns that develop over the course of the design. Where appropriate, that input will be incorporated into the construction plan content or requirements to be adhered to by the contractor.
- Neighborhood Meeting 1: At approximately 60% design – provide an overview of the project improvements and generally what to expect during construction through a PowerPoint presentation created and delivered by Bolton & Menk staff. ‘Boards’ illustrating the proposed improvements, a sign in sheet, and comment cards will be produced by Bolton & Menk for this meeting.
- Neighborhood Meeting 2: At approximately 90% design – A 2nd neighborhood meeting will be conducted at this level of design to inform the public about the final design plans with particular focus on items of interest to the public during the first neighborhood meeting. More detailed information, if available, will also be provided regarding proposed construction staging/phasing for the project. It is expected that this meeting will be in the format of an open house with no formal presentation.
- All digital documents shared with the public will be accessible and meet ADA requirements where feasible.

Task 4: Final Design & Bidding

Task 4.1: 60% Plans & Estimate

Bolton & Menk will produce 60% construction plans and an accompanying project cost estimate for City review. The 60% plans will be completed to City of Plymouth standards and will include the following:

1. Title sheet, legend sheet, construction details, and typical sections
2. Existing conditions / removals plans
3. Construction plan and profiles sheets for all streets in the project area following the City’s roadway design standards.
4. Storm Water Pollution Prevention Plans (SWPPP)
5. Utility plan and profile sheets for areas of storm sewer installation
6. Utility plan and profile sheets for areas of watermain replacement which will also depict the existing sanitary sewer mains to remain in place. Proposed watermain will be shown in the color blue.
7. Cross sections all streets in the project area, with frequencies of every 25’ and at every driveway location.
8. Spread calculations and storm sewer modeling will be completed for the storm sewer design. Preliminary layout of stormwater management facilities and associated sizing will be completed for the 60% plan set.

Task 4.2: 90% Plans & Estimate

Our team will produce 90% construction plans and an accompanying project cost estimate for City review. The 90% plans will be completed to City of Plymouth standards and will include all 60% plan sheets updated to a 90% level of completion. The project plans will specify temporary traffic control (TC) requirements to be met in general, but detailed TC plans will be required of the contractor. Any stormwater management facilities will be confirmed with City staff at this time and incorporated into the design. A Statement of Estimated Quantities (SEQ) will also be included in the plans at this time with MnDOT standard item numbers as applicable and notes for particular items.

Task 4.3: 100% Plans, Estimate, & Specifications

Following City 90% review, the plans will be updated based on city comments and Bolton & Menk QA/QC. A 100% complete plan set, specifications/project manual, and estimate/bid form will be prepared and readied for bidding by contractors. A stormwater summary report will be prepared by Bolton & Menk and provide to the City.

2027 Street Reconstruction Project

City of Plymouth



Task 4.4: Updating the City's Standard Specifications and Standard Detail Plates

Bolton & Menk will assist the City with updating their Standard Specifications and Detail Plates to reference as much content from the MnDOT Standard Specifications for Construction and the CEAM Construction Standard Specifications as possible. The goal would be to simplify and shorten the City's Standard Specifications to only include materials or processes that are unique to the City of Plymouth, while the majority of the specifications for construction will reference sections in the MnDOT and CEAM specifications.

The work to update the City's Standard Specifications will coincide with the creation of the Project Manual and Specifications for the 2027 Street Reconstruction Project for efficiency. It is not expected that the updated City of Plymouth Standard Specifications would be ready for implementation during the 2026 construction season but will be ready prior to the 2027 construction season.

Task 4.5: Permitting

Bolton and Menk will apply and pay the required fees (\$7,500 used for budgetary purposes) for the following permits which are anticipated:

1. Minnehaha Creek Watershed - Erosion Control & Stormwater Management
2. MDH Permit for Public Watermain Construction
3. NPDES Permit
4. Possible DNR/USACE permitting for wetland impacts/disturbances
5. Possible Hennepin County permitting for work within County Road Right-of-Way

Task 4.6: Bidding, Contractor Questions, & Revisions

We will place the bidding documents on QuestCDN and facilitate an online bid opening for the project. During the time the project is being advertised, Bolton & Menk staff will field bidder questions, make revisions if necessary, and issue necessary addenda prior to the opening of bids. Following the bid opening, we will compile the bids received in a tabulation and abstract and make recommendation to the City regarding the bid award. Additionally, based upon the bids received, we will update the assessment roll per unit prices provided in the lowest responsible bid.

Potential Future Services Not Included

Through development of the project, Bolton & Menk will work with the City to gauge potential future service needs for:

1. Easement acquisition services, such as survey work, appraisals, and professional acquisition services
2. Construction phase support, including construction administration, construction inspection, survey staking, construction phase plan modifications, and record drawings.

PROPOSED FEES

A detailed cost breakdown including hours is shown in the attached Detailed Cost Estimate. Our total proposed hourly not-to-exceed fee for this project is \$535,438.

Respectfully submitted by,

Bolton & Menk, Inc.

Nick Amatuccio, P.E.

Municipal Project Manager | Principal

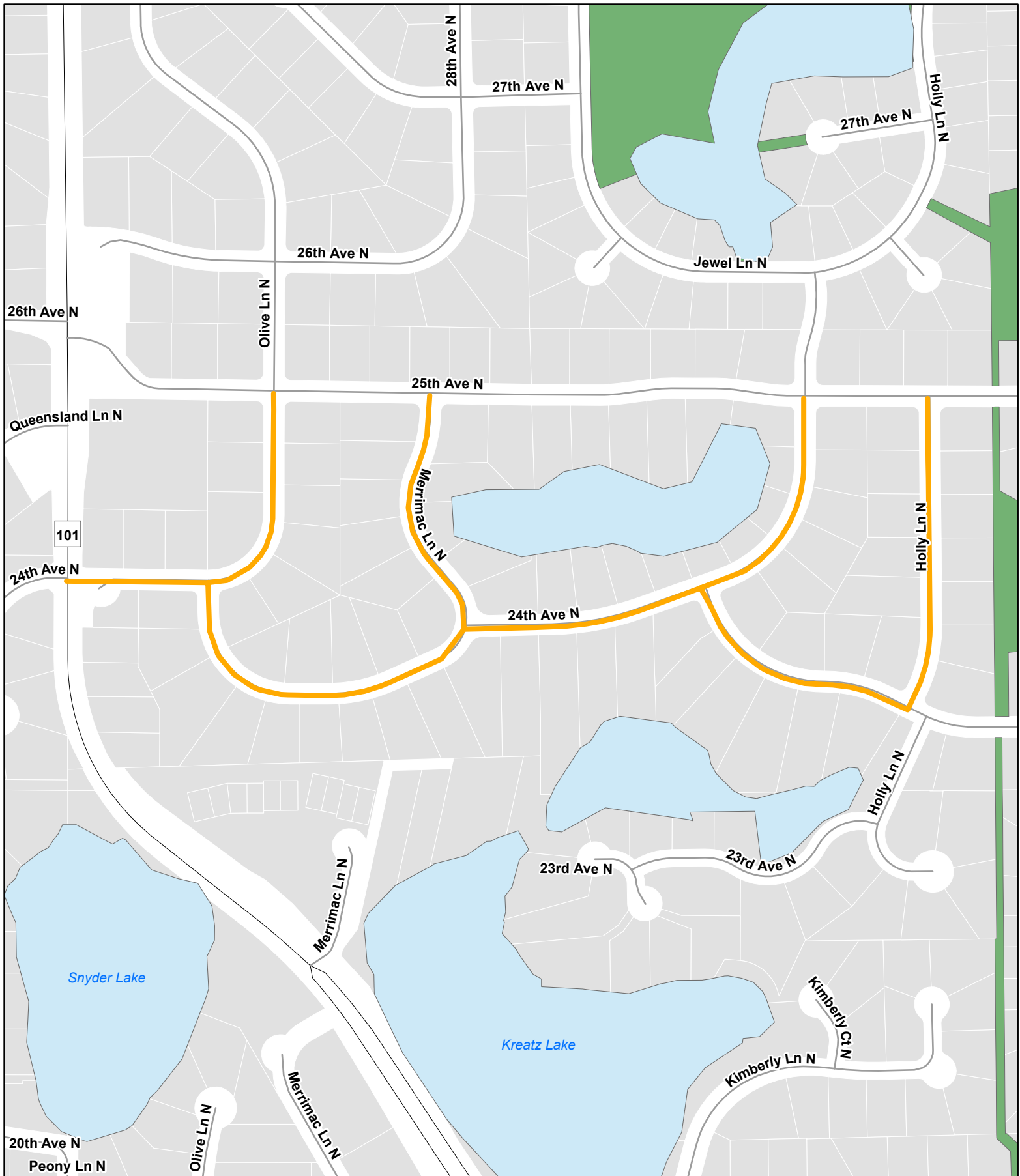
C: 612-965-3926

nickam@bolton-menk.com

Date: 9/10/2025

Detailed Cost Estimate

Client: City of Plymouth Project: 2027 Street Reconstruction Project		Bolton & Menk, Inc. Team Members																	
Task No.	Work Task Description	Principal-In-Charge	Project Manager	Water Resources Project Manager	Water Resources Project Engineer	Project Engineer	Engineering Technician	Communications Specialist	GIS Specialist	Natural Resources Specialist	Reality Capture Technician	Design Engineer	Professional Land Surveyor	Survey Crew Chief	Survey Technician	Administrative / Clerical	Indirect Expense or Lump Sum Fee	Total Hours	Total Cost
1.0	Data Collection	4	14	2	5	0	0	0	2	60	25	0	32	206	56	4	\$ 10,213	410	\$91,798
2.0	Feasibility Report	8	32	0	2	0	4	0	16	0	0	0	0	0	0	4	\$ -	66	\$12,670
3.0	Public Engagement, Meetings, & Coordination	20	80	20	56	20	20	28	0	0	0	20	0	0	0	16	\$ 1,500	280	\$54,000
4.0	Final Design & Bidding	70	406	204	218	244	524	0	0	0	0	244	0	0	0	102	\$ 7,500	2012	\$376,970
Total Hours		102	532	226	281	264	548	28	18	60	25	264	32	206	56	126	\$ 19,213	2768	
Average Hourly Rate		\$240.00	\$205.00	\$230.00	\$185.00	\$190.00	\$160.00	\$150.00	\$170.00	\$185.00	\$160.00	\$165.00	\$220.00	\$205.00	\$200.00	\$115.00			
Subtotal		\$24,480	\$109,060	\$51,980	\$51,985	\$50,160	\$87,680	\$4,200	\$3,060	\$11,100	\$4,000	\$43,560	\$7,040	\$42,230	\$11,200	\$14,490	\$19,213		
Total Proposed Fee																		\$535,438	



2027 Street Reconstruction Project

Sunny Acres
City Project #ST279001

— Reconstruction



August 28, 2025

Bolton & Menk, Inc.
10400 Viking Drive Suite 100
Eden Prairie, Minnesota, 55344



Attn: Nick Amatuccio, PE
nicholas.amatuccio@bolton-menk.com

RE: Proposal for Geotechnical Services
2027 Street Reconstruction Project
City Project ST-27-9001
Plymouth, Minnesota
AET Proposal No. P-0046398

Dear Mr. Amatuccio:

American Engineering Testing (AET) is pleased to submit a proposal for this project. In this proposal, we present our understanding of the project, an outline of the scope of services we are to provide, our anticipated schedule, and an estimate of our fees.

1.0 PROJECT INFORMATION

We understand the City of Plymouth (City) is designing the 2027 Street Reconstruction Project (Sunny Acres), which includes the following road segments:

- 24th Ave N from Olive Ln N to Merrimac Ln N
- 24th Ave N from Jewell Ln N to Holly Ln N
- Holly Ln N from 24th Ave N to 25th Ave N
- Jewell Ln N from Merrimac Ln N to 25th Ave N
- Merrimac Ln N from 24th Ave N to 25th Ave N
- Olive Ln N from Cul-de-sac to 25th Ave N

The total length of street improvements is about 1.1 miles. We understand the proposed improvements will likely include reconstruction of the pavement with an urban section including storm sewer and watermain replacement.

2.0 SCOPE OF SERVICES

We propose the following scope of services per your request.

2.1 Field Exploration

- Mark the borings in the field, based on the general locations chosen by the project team. Our drill crew may adjust the boring locations depending on the location of utilities and rig access.
- Arrange for clearance of underground public utilities at the boring locations through Gopher State One-Call System.

550 Cleveland Avenue North | Saint Paul, MN 55114

Phone (651) 659-9001 | (800) 972-6364 | Fax (651) 659-1379 | teamAET.com | AA/EEO

This document shall not be reproduced, except in full, without written approval from American Engineering Testing, Inc.

- Perform 8 standard penetration test (SPT) borings to 14 ½ feet each for a total of 116 linear feet of drilling within the various roadway segments.
- Document the as-drilled boring locations and elevations using GPS equipment with submeter accuracy.

Before we drill, we will contact Gopher State One Call to locate public underground utilities. Gopher State One Call does not currently charge for this service, but they will not locate private underground utilities or structures. The marking of any private utilities must be arranged by the property owner prior to our drill crew mobilization. Please see our discussion regarding private underground utilities later in this proposal.

We anticipate the roadway segments will have low volumes of traffic, and that flaggers will not be required. We plan to use traffic signs and cones (Layout 6K-4).

We will drill the borings using hollow stem augers or by rotary mud drilling, with sampling by the split-barrel method (ASTM D1586). We will collect samples at 2 or 2½-foot intervals to the planned termination depths.

The borings will be drilled and sampled to the depths previously listed, or to refusal, whichever occurs first. Rock coring is not included with our cost estimate. If we encounter organic and/or unsuitable soils at the planned boring termination depths, we may extend that boring into competent soils.

Our crew will keep field logs noting the methods of drilling and sampling, the Standard Penetration Values (N-values, “blows per foot”), preliminary soil classification, and observed groundwater levels. Representative portions of recovered samples will be sealed in jars to prevent moisture loss and submitted to our laboratory for review, testing, and final classification.

We will backfill the boreholes to comply with the Minnesota Department of Health Regulations. For those borings drilled through the existing pavement, we will remove excess cuttings from the pavement surface and patch the holes at the surface with bituminous cold patch. Even after backfilling, some sloughing of the backfill may occur, resulting in a potential tripping hazard to pedestrians. We assume that the City will backfill and repair any boreholes that may slough after our exploration is complete. AET cannot accept any liability associated with injury after we leave the site.

2.2 Laboratory Testing

We will initiate routine laboratory testing by reviewing each recovered soil sample to assess the major and minor soil components, while also noting the color, degree of saturation, and lenses or seams in the samples. Our services will include laboratory testing of selected soil samples to aid in judging engineering properties of the soils. We propose to perform moisture content tests on all cohesive soils. We also plan to perform passing the #200 sieve and organic tests on selected samples.

On completion of testing, we will visually/manually classify each sample based on texture and plasticity in accordance with the Unified Soil Classification System (USCS) and the American Association of State Highway and Transportation Officials (AASHTO) classification system.

2.3 Report

Following the field and laboratory services, we will prepare and submit a report. The report will include a soil boring location figure, subsurface boring logs, and laboratory test results. The report will also include descriptions of drilling, sampling, testing, and classification methods, as well as our geotechnical engineering opinions and recommendations regarding the following:

- A summary of the encountered pavement and apparent aggregate base thickness.
- A review of the soil and groundwater conditions encountered, as well as pertinent engineering properties of the soils.
- Descriptions of sampling, testing, and classification methods.
- Figures illustrating the final test locations.
- Discussion of suitable rehabilitation methods for the pavement, such as full depth reclamation (FDR) or reconstruction.
- Bituminous pavement sections recommendations.
- Utility installation, including excavation, bedding support, backfill materials, and compaction.
- Comments on other items which may affect final performance or constructability, such as frost heave, settlement, drainage, and dewatering considerations.

3.0 SCHEDULE

Based on our current backlog and weather permitting, the field exploration can be performed in about 3 to 4 weeks following authorization. The field exploration should be completed within about 1 day. We can submit the geotechnical report within 4 weeks following completion of the field exploration.

4.0 FEES

Our fees for the scope of services described above will be charged on a lump sum basis for \$8,375.

In the event the scope of our services needs to be revised, such as additional or deeper borings and additional field or laboratory testing, we will review such scope adjustments and the associated fees with you and receive your approval before proceeding. Additional services will be charged in accordance with the attached fee schedule or proposed to you if the services are not listed on the fee schedule. Our fees will be in effect for 30 days following the date of this proposal, and fees for services authorized after this expiration date will be subject to review and possible escalation.

5.0 UNDERGROUND UTILITIES

Before we drill, we will contact Gopher State One Call to locate public underground utilities. Gopher State One Call does not currently charge for this service, but they will not locate private

underground utilities or structures. Examples of private utilities include, but are not limited to, propane lines, sewer laterals, sprinkler systems, site lighting, and electric and data lines between buildings. **Gopher State One Call indicates that the property owner is responsible for locating all private underground utilities and structures.** Please provide us with any maps, plans, and records showing the location of all private utilities and structures.

We can provide you with names and contact information for private utility locators. These companies usually charge a fee for their services. Also, please note that private locators cannot guarantee that all private utilities will be located. For the private locator to be accurate and effective, the property owner must provide maps, plans and records showing the location of all private utilities and structures. The property owner must also provide a knowledgeable site representative to meet with the private locator and AET personnel.

AET shall be entitled to rely upon the accuracy of all location information supplied by any source. We will not be responsible for any damages to underground utilities or structures not located or incorrectly identified by the property owner, any maps, plans or records, or public or private utility locator providers.

6.0 ENVIRONMENTAL CONCERNS

This proposal is presented for engineering services to evaluate the structural properties of the soil at the specified site. This proposal does not cover an environmental assessment of the site or environmental testing of the soil or groundwater. If you wish to have us provide these additional services, please contact us.

7.0 TERMS AND CONDITIONS

Our services will be performed per the Subconsultant Master Agreement for Professional Services (Task Orders) between Bolton & Menk, Inc. and American Engineering Testing, Inc., updated by Amendment #1 dated December 8, 2023 through December 31, 2026.

8.0 ACCEPTANCE

AET requests written acceptance of this proposal in the Proposal Acceptance box below, but the following actions shall constitute your acceptance of this proposal together with the Terms and Conditions and Amendments: 1) issuing an authorizing purchase order for any of the Services described above, 2) authorizing AET's presence on site, or 3) written or electronic notification for AET to proceed with any of the Services described in this proposal. Please indicate your acceptance of this proposal by signing below and returning a copy to us. When you accept this proposal, you represent that you are authorized to accept on behalf of the Client.

AET appreciates the opportunity to provide this service for you and looks forward to working with you on this project. If you have questions or need additional information, please contact us.

Sincerely,
American Engineering Testing, Inc.



Neil G. Lund, PE (MN)
Principal Engineer
nlund@teamAET.com
612-369-3163



Brian J. Schreurs, PE (MN)
Senior Engineer
bschreurs@teamAET.com
320-241-9965

ACCEPTANCE AND AUTHORIZATION: AET Proposal No. P-0046398

SIGNATURE: _____
PRINTED NAME: _____
COMPANY: _____
ADDRESS: _____
PHONE NUMBER AND EMAIL: _____
DATE: _____

INVOICING INFORMATION (Provide Company AP Department Information, if present.)

AP CONTACT NAME: _____
BILLING/MAILING ADDRESS: _____
AP PHONE NUMBER AND INVOICE EMAIL: _____
P.O. NO./ PROJECT NO.: _____

CITY OF PLYMOUTH

RESOLUTION No. 2025-260

RESOLUTION DESIGNATING CONSULTING ENGINEER FOR THE 2027 STREET RECONSTRUCTION PROJECT (ST279001)

WHEREAS, the 2027 Street Reconstruction Project is listed in the 2025-2034 Capital Improvement Plan (CIP); and

WHEREAS, a request for proposal was sent to an engineering firm that has expertise to deliver the project; and

WHEREAS, a proposal was received and evaluated by city staff; and

WHEREAS, staff recommends that Bolton & Menk, Inc. be designated as the consulting engineer for this project.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA that Bolton & Menk, Inc. is designated as the city's consulting engineer for the 2027 Street Reconstruction Project (ST279001) in the amount of \$535,438.

APPROVED by the City Council on this 14th day of October, 2025.

To: Dave Callister, City Manager

Prepared by: Nur Kasin, Transit Administrator

Reviewed by: Michael Thompson, Public Works Director

Item: **Approve Grant Agreement with the Metropolitan Council for the Station 73 Transit and Regional Improvement Program (ST230003)**

1. Action Requested:

Adopt the attached resolution approving a grant agreement with the Metropolitan Council for the Station 73 Transit and Regional Improvement Program (ST230003).

2. Background:

The Station 73 Transit and Regional Improvement Program (TRIP) is identified in the 2025-2034 Capital Improvement Plan, with construction scheduled for 2025-2026. The project includes the reconstruction of a portion of Highway 55 near County Road 73, the addition of a multi-use trail underneath Highway 55, transit inline bus platforms, realignment of County Road 73, construction of the Eagle Lake Regional Trail from Luce Line Trail south towards the City of Minnetonka, and improvements of South Shore Drive and 10th Avenue.

The city was awarded \$2,000,000 in grant funding for the Station 73 TRIP by the Metropolitan Council. The Metropolitan Council has a limited amount of Regional Transit Capital (RTC) budgeted in its Capital Improvement Plan available to support federal grant applications by Suburban Transit Providers. The grant by the Metropolitan Council leverages the \$15,000,000 in grant funding the city was awarded as part of the federal 2022 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Program.

3. Budget Impact:

The Council previously approved a budget for the project in the amount of \$34,949,657.

The Transit Financial Assistance Grant Agreement with the Metropolitan Council would provide reimbursement for up to \$2,000,000 in construction costs.

4. Attachments:

1. Grant Agreement
2. City Council Resolution 2025-261

**Transit Financial Assistance Grant Agreement
Regional Sales and Use Tax**

SG-25M-PM-13

Grantee: City of Plymouth		SG-25M-PM-13
Address: 3400 Plymouth Blvd.; Plymouth, MN 55447		
Project: Local Match to the City of Plymouth’s Federal RAISE Grant		
Maximum Grant Amount: \$2,000,000	Council Action: Business Item No. 2025-107 JT 2025-166	
	Council Action Date: June 25, 2025 July 23, 2025	
Funding Authority: Minnesota Statutes, section 473.4465		
Funding Source: Regional Transportation Sales and Use Tax Revenue		
Effective Date: Date Agreement is Executed		
Project Activity Period: June 25, 2025 through October 31, 2027		
Grant Administrator: Arin Knutson		

AGREEMENT

THIS GRANT AGREEMENT is made and entered into by and between the Metropolitan Council (“Council”) and the City of Plymouth (“Grantee”) each acting by and through their duly authorized representatives.

RECITALS:

WHEREAS, the Council Transit Capital Improvement Plan (“CIP”) provides funding for projects such as vehicle acquisition or refurbishment, public transit and support facilities, computer/communication equipment acquisition, transit equipment acquisition, and demonstration projects to help provide safe and convenient access to transit services; and

WHEREAS, the Council is authorized by Minnesota Statutes, section 473.375, subdivision 13, to provide financial assistance to providers of public transit in the metropolitan area; and

WHEREAS, the Grantee is an eligible recipient for transit financial assistance and applied for a transit grant; and

WHEREAS, the Council has determined that the Grantee’s proposed Project is consistent with the Council’s Transit CIP and awarded the Grantee this Transit Financial Assistance Grant; and

Transit Financial Assistance Grant Agreement

Regional Sales and Use Tax

SG-25M-PM-13

WHEREAS, Minnesota Statutes, section 297A.9915, requires the Council to impose a metropolitan-area regional transportation sales and use tax and under Minnesota Statutes, section 473.4465, the Council must specify the purposes for which the “sales tax revenue” must be used; and

WHEREAS, the Council is providing sale tax revenue to the Grantee as a local match for a federal RAISE grant that Grantee was awarded from the U.S. DOT for the Project.

NOW, THEREFORE, the Council and the Grantee agree as follows:

I. PROJECT; APPROVED BUDGET AND MATERIAL REPRESENTATIONS

1.01 Project. The Grantee agrees to perform and complete in a satisfactory and proper manner the Project specified in Exhibit A in accordance with the terms and conditions of this Agreement. The Project describes the activities to be completed by the Grantee and a proposed schedule for the completion of the Project. All Project activities must be consistent with the approved scope of work and the approved budget detailed below. Any proposed change in the scope of work must be submitted to the Council’s Grant Administrator for prior written approval. A change in the scope of work is not effective until the Grantee receives written approval from the Council’s Grant Administrator.

1.02 Approved Budget; Budget Line Variances. The Grantee will complete the Project in accordance with the approved budget specified in Exhibit A. A variance of 10 percent in the budget line amounts for Project activities identified in Exhibit A shall be considered acceptable without Council approval, provided: the Council is notified of the variance prior to implementation; and no budget line amount for any Project activities may be increased by more than 10 percent of the initial budget line amounts. Budget variances among Project activities identified in Exhibit A exceeding 10 percent must be made by written amendment of this Agreement. Notwithstanding the aggregate or net effect of any variances, the Grant Funds made available under this Agreement shall not exceed the Maximum Grant Amount identified at Page 1 of this Agreement.

1.03 Use of Contractors. The Grantee may engage contractors to perform Project activities. However, the Grantee retains sole responsibility to the Council for performance of the Project activities and the use of contractors does not relieve the Grantee from any of the Grantee’s obligations under this Agreement. If the Grantee contracts with any contractors to perform any part of the Project activities, the contract shall include provisions requiring the contractor to:

- A. Maintain all records and provide all reporting as required by this Agreement; and
- B. Defend, indemnify, and hold harmless the Council and its members, employees, and agents from and against all claims, suits, demands, damages, judgments, costs, interest, and expenses relating to the contractor’s performance of the contracted work; and

Transit Financial Assistance Grant Agreement

Regional Sales and Use Tax

SG-25M-PM-13

- C. Provide and maintain insurance carrying levels and types of coverage appropriate for the contracted work and naming the Council as an additional insured, and provide to the Grantee—prior to commencement of the contracted work—a certificate of insurance evincing such insurance coverage; and
- D. Be an independent contractor for the purposes of completing the contracted work; and
- E. Acknowledge that the contract between the Grantee and the contractor does not create any contractual relationship between the Council and the contractor.

1.04 Material Representations. All representations made or contained in the Grantee's application for grant assistance are material representations of fact upon which the Council relied in awarding this grant assistance and are incorporated by reference into this Agreement.

II. AUTHORIZED USE OF GRANT FUNDS

2.01 Authorized Uses. The Grantee is authorized to use the Grant Funds only for costs directly incurred for the Project activities specified in Exhibit A and only during the Project Activity Period specified in Paragraph 7.01. No other use of the Grant Funds is permitted.

III. MAXIMUM GRANT AMOUNT AND DISBURSEMENTS

3.01 Maximum Grant Amount. The Council will make available to the Grantee a grant of up to the "Maximum Grant Amount" identified on page 1 for the Project. The Council's obligation under this Agreement shall not exceed the Maximum Grant Amount. The Council shall bear no responsibility for cost overruns that may be incurred by the Grantee, or any of its contractors, in the performance of the Project activities.

3.02 Disbursement of Grant Funds. Grant Funds will be disbursed by the Council as follows:

- A. All disbursements to the Grantee shall be made on a reimbursement basis only.
- B. To obtain reimbursement under this Agreement, the Grantee must submit a Grantee Invoice using the form attached as Exhibit B.
- C. Each invoice must describe the eligible Project activities undertaken during the invoice period, itemize the expenditures for which reimbursement is requested, and identify the corresponding grant activity line. Each request must also include supporting documentation pursuant to Paragraph 4.01.
- D. Subject to verification of each invoice (and the required documentation) and approval for consistency with this Agreement, the Council will disburse a requested amount to the Grantee within thirty-five (35) days after receipt of a properly

Transit Financial Assistance Grant Agreement

Regional Sales and Use Tax

SG-25M-PM-13

completed and verified invoice. The Council may deny part or all of any reimbursement request believed to be unwarranted or unjustified.

- E. No reimbursement payment will be made which would cause the disbursement of Grant Funds to exceed, cumulatively through such payment, the Maximum Grant Amount.
- F. Disbursement of any Grant Funds or approval of any report is not a Council waiver of any Grantee noncompliance with this Agreement.

3.03 Repayment of Unauthorized Use of Grant Funds. If the Council determines the Grantee has made an unauthorized or undocumented use of the Grant Funds, and upon a demand for repayment by the Council, the Grantee will promptly repay such amounts to the Council.

3.04 Reversion of Unexpended Grant Funds. All Grant Funds not expended for eligible Project activities during the Project Activity Period shall revert to and become part of the Council's transit capital fund and may be reallocated or expended by the Council for other transit capital projects.

3.05 Council Fund Requirement. Notwithstanding anything to the contrary in this Agreement, the payment of Grant Fund shall be made by the Council within the time frames specified in this article only if the Council has adequate "sales tax revenue" on hand at the time that payment is due.

IV. ACCOUNTING AND RECORDKEEPING REQUIREMENTS

4.01 Documentation of Project Costs. All costs charged to the Project must be supported by proper documentation, including properly executed invoices, contracts, receipts for expenses, or vouchers, evidencing in detail the nature and propriety of the charges. The Grantee must submit any additional information or documentation requested by the Council to justify and support the Grantee's reimbursement request.

4.02 Establishment and Maintenance of Project Information. The Grantee must establish and maintain accurate, detailed, and complete separate books, accounts, financial records, documentation, and other evidence relating to: (a) the Grantee's performance under this Agreement; and (b) the receipt and expenditure of all Grant Funds. These documents shall include any property records that may be required under Article V of this Agreement. The Grantee shall establish and maintain all such information in accordance with generally accepted accounting principles and practices and shall retain all Project information until the latest of:

- A. The complete performance of this Agreement; or
- B. Six (6) years following the Term of this Agreement; or

Transit Financial Assistance Grant Agreement

Regional Sales and Use Tax

SG-25M-PM-13

- C. If any litigation, claim, or audit is commenced during either such period, when all such litigation, claims or audits have been resolved.

If the Grantee engages any contractor to perform any part of the Project activities, the Grantee must include in its contract provisions requiring the contractor to establish and maintain Project information in accordance with the provisions of this Paragraph 4.02 and to allow audits in accordance with Paragraph 4.03.

4.03 Audit. The accounts and records of the Grantee relating to this Agreement and the Project activities shall be audited in the same manner as all other accounts and records of the Grantee are audited during the retention period(s) prescribed in Paragraph 4.02. The books, records, documents, and accounting procedures and practices of the Grantee, that are relevant to this Agreement, are subject to examination by authorized representatives of the Council, and the Legislative Auditor and/or State Auditor in accordance with Minnesota Statutes, section 16C.05, subdivision 5. The Grantee will provide access to all such books records, documents, accounting practices and procedures, and other information for purposes of inspection, audit, and copying during normal business hours. The Grantee will provide proper facilities for such access and inspection.

V. SEMI-ANNUAL AND FINAL REPORTING

5.01 Semi-Annual Reporting. During the Grant Activity Period the Grantee must submit semi-annual progress reports to the Council by July 31 and January 31 of each calendar year of this Agreement. In its report, the Grantee shall describe the current Project spending and projected spending from January to June, and from July to December. The report shall also include the construction, programming and/or consulting activities taken during the reporting period. The Grantee shall provide sufficient documentation thereof and such other information as the Council's staff reasonably requests.

5.02 Final Report. Prior to the final reimbursement, the Grantee shall submit to the Council a final project report for Council review and approval. The Grantee must submit the closeout requirements in a format determined by the Council providing the total Project receipts and expenditures, summarizing all Project activities, an inventory list including any real property (if any) acquired, and containing a certification by the Grantee's authorized financial representative (e.g., CFO, Financial Director) that all Grant Funds were expended in accordance with this Agreement.

Transit Financial Assistance Grant Agreement Regional Sales and Use Tax

SG-25M-PM-13

VI. MONITORING AND CONSULTATION REQUIREMENTS

6.01 Monitoring Activities. To assist the Council in monitoring compliance with this Agreement, the Grantee agrees to attend Grantee meetings as requested by the Council and to permit site visits by Council staff during business hours upon reasonable notice. The Grantee agrees to submit to the Council a copy of any promotional information regarding the Project disseminated by the Grantee during the term of this Agreement.

6.02 Changed Conditions. The Grantee must notify the Council immediately of any changes in conditions, law, ordinance, or regulation, or any other event that may affect the Grantee's ability to complete the Project activities in accordance with the terms of this Agreement.

6.03 Consultation. The Grantee will review and solicit recommendations and advice from the Grant Administrator at the earliest possible time should the Grantee expect the following will or may occur:

- A. The cost for any portion of the Project will be higher than the Grantee's projected costs for that portion of the Project, or
- B. The total cost of the Project will exceed the Maximum Grant Amount.

If the Grantee, for any reason, determines that the Project or any portion of it should not be undertaken, or that there should be a change in the scope of costs of the Project activities or any portion of them, the Grantee shall submit to the Grant Administrator a statement describing the situation and the reasons for the Grantee's determination. The Grantee may, simultaneously with the submission of the statement or within a reasonable time thereafter, recommend for Council approval alternative projects, activities, uses, expenditures, or allocations of the Grant Funds consistent with the legislatively specified purposes.

VII. PROJECT ACTIVITY PERIOD; TERM; TERMINATION

7.01 Project Activity Period. The Grantee will complete all Project activities during the period identified as "Project Activity Period" on page 1. Grant Funds may not be used by the Grantee to reimburse costs for any Project activities taking place prior to or after the Project Activity Period.

7.02 Term. The term of this Agreement shall extend from the date this Agreement is effective to a date sixty (60) calendar days following the end of the Project Activity Period to permit close out of this Agreement. If outstanding claims related to Project activities that occurred during the Project Activity Period still exist sixty (60) calendar days following the end of the Project Activity Period, the Term of this Agreement shall automatically extend for an additional ninety (90) calendar days in order to resolve the outstanding claims.

7.03 Termination by Council for Just Cause. The Council may terminate this Agreement for just cause, as reasonably determined by the Council, by providing the Grantee (30)

Transit Financial Assistance Grant Agreement

Regional Sales and Use Tax

SG-25M-PM-13

days written notice of such termination. Upon such termination, the Grantee shall be entitled to compensation for eligible Project activities expenses in accordance with this Agreement which were incurred prior to the effective date of the termination, but not exceeding the Maximum Grant Amount.

7.04 Termination by Council for Noncompliance. If the Council finds that the Grantee failed to comply with the terms and conditions of this Agreement, the Council may terminate this Agreement at any time following seven (7) calendar days written notice to the Grantee and upon failure of the Grantee to cure the noncompliance within the seven-day period. Noncompliance includes failure to make reasonable progress toward completion of the Project. Upon the Council finding of noncompliance, the Council may cease payment of invoices during any period of noncompliance and may require the Grantee to repay the Grant Funds in full or in a portion determined by the Council. Nothing herein shall be construed to limit the Council's legal remedies to recover the Grant Funds.

7.05 Effect of Grant Closeout or Termination. The closeout or termination of this Agreement does not invalidate continuing obligations imposed on the Grantee by this Agreement. The closeout or termination of this Agreement does not alter the Council's authority to disallow costs and recover Grant Funds on the basis of a later audit or other review and does not alter the Grantee's obligation to return any Grant Funds due to the Council as a result of later refunds, corrections, or other transactions.

VIII. CONTACT PERSONS, GRANT ADMINISTRATOR

8.01 Contact Persons. The authorized contact persons for receipt of notices, reports, invoices, and approvals under this Agreement are:

Metropolitan Council:

Arin Knutson
Metropolitan Council
390 Robert Street North
St. Paul, MN 55101-1805
(612) 349-7643
Arin.Knutson@metc.state.mn.us

Grantee:

Michael Thompson, P.E.
City of Plymouth
3400 Plymouth Blvd.
Plymouth, MN 55447
(763) 509-5501
mthompson@plymouthmn.gov

Or such other person(s) as may be designated in writing for itself by either party.

8.02 Notices. Any notice in connection with this Agreement will be in writing and delivered by (a) personal delivery, (b) an overnight express courier, (c) confirmed e-mail, or (d) certified or registered mail, postage prepaid and return receipt requested. Notices will be deemed to be effective upon personal delivery, one (1) day after deposit with an overnight express courier, five (5) days after deposit in the mail, or upon receipt of the notice e-mail. Notices will be sent to a Party at its address set forth above or such other address as that Party may specify in writing pursuant to this section.

Transit Financial Assistance Grant Agreement

Regional Sales and Use Tax

SG-25M-PM-13

8.02 Council's Grant Administrator. The Council's Grant Administrator for purposes of administration of this Agreement is the person identified as the "Grant Administrator" on Page 1 of this Agreement, or such other person as may be designated in writing by the Council. The Grant Administrator is not authorized to execute amendments to this Agreement on behalf of the Council.

IX. GENERAL CONDITIONS

9.01 Conflict of Interest. The members, officers, and employees of the Grantee must comply with all applicable state statutory and regulatory conflict of interest laws and provisions.

9.02 Warranty of Legal Capacity. The individuals signing this Agreement on behalf of the Grantee and on behalf of the Council represent and warrant on the Grantee's and the Council's behalf respectively that the individuals are duly authorized to execute this Agreement on the Grantee's and the Council's behalf respectively and that this Agreement constitutes the Grantee's and the Council's valid, binding, and enforceable agreements.

9.03 Effective Date. This Agreement is effective on the date this Agreement is fully executed by both Parties' authorized representatives.

9.04 Amendments. The Council and the Grantee may amend the terms of this Agreement by mutual agreement. Amendments shall be effective only upon the execution of written amendments signed by the Council's and the Grantee's authorized representatives.

9.05 Assignment Prohibited. Except as provided in Paragraph 1.01, the Grantee shall not assign this Agreement to any third party nor transfer any Project activities responsibilities without receiving the prior express written consent of the Council. The Council may condition such consent on compliance by the Grantee with terms and conditions specified by the Council.

9.06 Indemnification. The Grantee assumes liability for and agrees to defend, indemnify, and hold harmless the Council, its members, officers, employees, and agents, from and against all losses, damages, expenses, liability, claims, suits, or demands including, without limitation, attorney's fees arising out of, resulting from, or relating to, the performance of the Project activities by the Grantee or the Grantee's employees, agents, or contractors. Neither the Council nor the Grantee waives any immunities or limits on liability provided by Minnesota Statutes chapter 466 or other applicable state or federal law.

9.07 Nondiscrimination. The Grantee agrees not to discriminate against any employee, applicant for employment, or participant because of race, color, creed, religion, national origin, sex, gender identity, marital status, status with regard to public assistance, membership or activity in a local civil rights commission, disability, sexual orientation, or age; and further agrees to take action to ensure that applicants and employees are treated equally with respect to all aspects of employment, including selection for training, rates of pay, and other forms of compensation. When the Project is completed, the Grantee will operate and maintain the Project in compliance

Transit Financial Assistance Grant Agreement Regional Sales and Use Tax

SG-25M-PM-13

with Minnesota Statutes, section 363A.12, regarding non-discrimination in the provision of public services.

9.08 Acknowledgement. The Grantee will appropriately acknowledge the financial assistance made available by the Council under this Agreement in any promotional materials, reports, and publications relating to the Project.

9.09 Compliance with Law; Obtaining Permits, Licenses and Authorizations. The Grantee will conduct the Project activities in compliance with all applicable federal, state, and local laws, ordinances, or regulations. The Grantee is responsible for obtaining and complying with all federal, state, or local permits, licenses, and authorizations necessary for conducting the Project activities.

9.10 Workers' Compensation; Tax Withholdings. The Grantee represents that it is in compliance with the workers' compensation coverage requirements of Minnesota Statutes, section 176.181, subdivision 2, and that it, and any of its contractors or materials suppliers, if any, under this Agreement, comply with the tax withholding on wage requirements of Minnesota Statutes, section 290.92.

9.11 Construction. This Agreement is intended to assist in implementing the Council's Transit CIP and Transportation Policy Plan and shall be interpreted consistently with those documents.

9.12 Jurisdictions, Venue, and Governing Law. Venue for all legal proceedings arising out of this Agreement, or breach of this Agreement, shall be in a state or federal court with competent jurisdiction in Ramsey County, Minnesota. All matters relating to the performance and interpretation of this Agreement shall be controlled by and determined in accordance with the laws of the State of Minnesota, excluding its choice of laws rules.

9.13 Execution in Counterpart; Electronic Signatures. This Agreement may be executed in counterpart. Electronic signatures of the Parties' duly authorized signatories, by facsimile or email/Portable Document Format (PDF) transmission, shall be valid as an original signature of the authorized signatories and shall be effective to bind the Parties under this Agreement.

**Transit Financial Assistance Grant Agreement
Regional Sales and Use Tax**

SG-25M-PM-13

IN WITNESS WHEREOF, the Grantee and the Council have caused this Agreement to be executed by their duly authorized representatives on the dates set forth below. This Agreement is effective on the date this Agreement is executed by the Council.

METROPOLITAN COUNCIL

GRANTEE

By: _____
Charles Carlson, MTS Executive Director

Date: _____

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

**Transit Financial Assistance Grant Agreement
Regional Sales and Use Tax**

SG-25M-PM-13

List of Exhibits

Exhibit	Description
A	Project Scope and Budget
B	Invoice Form

EXHIBIT A

Project Details			
Project Title	Local Match to the City of Plymouth's Federal Raise Grant		
Grant Agreement Number	SG-25M-PM-13		
Grantee/Subrecipient	City of Plymouth		
Grantee/Subrecipient Address	3400 Plymouth Blvd.		
	Plymouth, MN 55447		
Grantee/Subrecipient Project Manager	Michael Thompson		
Project Manager Phone	(763) 509-5501		
Project Start Date	6/25/2025		
Project End Date	10/31/2027		
Total Grant Request	\$2,000,000.00		
Type or Project (capital or operating)	Capital		
Work Scope: <i>Description of the project including any anomalies. Please attach additional information</i>			
The City of Plymouth will use these funds to make capital infrastructure investments around the Metrolink Station 73 Transit Facility at the intersection of Highway 55, County Road 73 and South Shore. Improvements include the addition of inline bus platforms in each direction, a grade separated crossing of the highway to connect transit users to the transit station, enhancements to improve multi-mobility options for transit users, and other infrastructure elements to improve traffic operations and safer movement for bicyclists and pedestrians.			
Grant Budget			
Item Description or Purpose: <i>Please provide copies of written cost estimates and other budget</i>	Quantity	Unit Cost	Line Total
Construction			\$ 2,000,000.00
			\$ -
			\$ -
Grand Total			\$ 2,000,000.00

EXHIBIT B

Subrecipient Invoice

Note: Revised 4/1/2014
Supersedes all previous versions

Remit to: _____

Address: _____

Federal Grant No.: _____

Met Council Contract No.: _____

Grant period: _____

Is this the FINAL invoice? Yes _____ No _____

Invoice # _____

Dates covered by invoice: _____

Attach itemized detail and copies of receipts for all non-recurring expenditures

Income Sources	Approved Income budget	Income recognized this period	Income recognized year to date	Unrecognized income
INCOME				
	\$ -			\$ -
				\$ -
				\$ -
Total Income	\$ -	\$ -	\$ -	\$ -
Approved Budget Expense Category*	Approved Budget Amount	Expenses incurred this period	Year to Date Actual	Balance Remaining
EXPENSE				
	\$ -			\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -
Local Match (20%)	\$ -	\$ -	\$ -	\$ -
Amount of Reimbursement (Federal)	\$ -	\$ -	\$ -	\$ -

Amount of Reimbursement : _____ (total expense less match provided by Subrecipient)

Certification: I certify the expenditures reflected in this invoice are true and correct and have been made for the purpose of and in accordance with applicable terms and conditions of the award. I have examined the expenditures reflected on this bill and determined that each reflects a reasonable price based on market prices offered by the vendors to the general public. Appropriate documentation to support these authorized expenditures is on file and available for review. These expenditures are not reimbursable from other sources and have not been previously claimed.

I further certify the sufficient use of local funds as match for the total expenditures requested. Appropriate documentation to support the use of local funds as match is available for review as required under the terms and conditions of this grant award. (Financial Report to be provided Quarterly)

Authorized Signature: _____ **Date:** _____

* Copies of invoices for all non-recurring expenses should be included as attachments to this invoice. Invoices are submitted in triplicate. Please sign all three.

CITY OF PLYMOUTH

RESOLUTION No. 2025-261

RESOLUTION APPROVING GRANT AGREEMENT WITH THE METROPOLITAN COUNCIL FOR THE STATION 73 TRANSIT AND REGIONAL IMPROVEMENT PROGRAM (TRIP) (ST230003)

WHEREAS, the Station 73 Transit and Regional Trail Improvement Program (TRIP) is listed in the 2025-2034 Capital Improvement Plan (CIP); and

WHEREAS, the project involves construction pedestrian and regional bicycle trail systems, a pedestrian and bicycle underpass on Highway 55, inline bus platforms on Highway 55, improvements to South Shore Drive and 10th Avenue, realignment of CSAH 73, and Station 73 Transit Station mobility improvements; and

WHEREAS, the city received \$15,000,000 in funding as part of the federal 2022 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Program; and

WHEREAS, the city applied for Regional Transit Capital (RTC) funding from the Metropolitan Council as a local match to the city's RAISE grant; and

WHEREAS, the Metropolitan Council has given notice that funding for this project is available; and

WHEREAS, the amount of the grant has been determined to be \$2,000,000; and

WHEREAS, a Grant Agreement between the Metropolitan Council and the city is necessary to utilize the grant funds for the project.

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

1. The Grant Agreement (Metropolitan Council Agreement No. SG-25M-PM-13) between the Metropolitan Council and the City of Plymouth is approved.
2. The Mayor and City Manager are authorized and directed to execute said grant agreement, and any amendments to the agreement.

APPROVED by the City Council on this 14th day of October, 2025.

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 October 14, 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
_____, _____.

City Clerk

To: Dave Callister, City Manager

Prepared by: Jodi Gallup, City Clerk

Reviewed by:

Item: **Appoint Student Member to the Parks and Recreation
Advisory Commission**

1. Action Requested:

Adopt resolution appointing Charlie Stensland as the Student Member to the Parks and Recreation Advisory Commission.

2. Background:

The city received three applicants for the Parks and Recreation Advisory Commission (PRAC) student member position. The subcommittee, consisting of Councilmembers Nelson, Peterson, and Aldrich, interviewed all three candidates on September 29.

The subcommittee has recommended Wayzata High School Junior Charlie Stensland for appointment with a term expiring August 31, 2026. The student member's first PRAC meeting will be held on November 13.

3. Budget Impact:

Not applicable.

4. Attachments:

1. City Council Resolution 2025-262

CITY OF PLYMOUTH

RESOLUTION No. 2025-262

RESOLUTION APPOINTING STUDENT MEMBER TO THE PARKS AND RECREATION ADVISORY COMMISSION

BE IT RESOLVED by the City Council of the City of Plymouth, Minnesota, that the following individual is appointed as the Student Member to the Parks and Recreation Advisory Commission:

<u>Name</u>	<u>Commission</u>	<u>Seat</u>	<u>Term Expires</u>
Charlie Stensland	Parks & Rec. Advisory Comm.	Student Member	August 31, 2026

APPROVED by the City Council on this 14th day of October, 2025.

To: Dave Callister, City Manager

Prepared by: Andrea Rich, Finance Director

Reviewed by:

Item: **Approve master services agreement with Paymentus Corporation**

1. Action Requested:

Adopt resolution approving master services agreement with Paymentus Corporation.

2. Background:

The city currently uses PSN for online customer payments for utility billing and miscellaneous billing. PSN does not integrate with the new ERP/utility billing system; thus, the city did an RFI for payment portal vendors. The city received eight RFI responses, reviewed and selected four vendors to provide demonstrations. The city selection team then chose Paymentus primarily due to the integration with SpryPoint (new utility billing software), robust customer payment options and navigation of payment site, and city support. Currently, PSN provides resident customer support. With the move to Paymentus, all resident customer support will be provided by the city.

Paymentus also offers the ability to manage bill printing (currently performed by RevSpring) and check scanning (currently performed through US Bank) in the future. Pricing is included in this agreement.

The previous 12 months of spend with PSN is \$200,000 and Paymentus annual spend is estimated to be similar (reduced fees and more credit card volume).

3. Budget Impact:

NA

4. Attachments:

1. Agreement
2. City Council Resolution 2025-263

MASTER SERVICES AGREEMENT

Client:	The City of Plymouth, MN
Client Address:	3400 Plymouth Boulevard, Plymouth, MN 55447
Contact for Notices to Client:	Andrea Rich – Finance Director
Estimated Number of Yearly Payments:	123,170 Annual Payments

This Master Services Agreement (“Agreement”) is entered into as of the date of the last of the signatures set forth below (“Effective Date”), by and between the Client identified above and Paymentus Corporation, a Delaware Corporation, with a principal place of business at 11605 N. Community House Road, Suite 300, Charlotte, North Carolina 28277. Client and Paymentus are also referred to as “Party” and collectively as the “Parties”.

STATEMENT OF PURPOSE

Paymentus desires to provide, Client desires to receive electronic bill payment services as more particularly described in this Agreement under the terms, and conditions set forth herein.

AGREEMENT

In consideration of the mutual covenants hereinafter set forth, the receipt and sufficiency of which are hereby acknowledged, the parties, intending to be legally bound, hereby covenant and agree as follows. This Agreement consists of the following documents:

- (i) this signature page
- (ii) the General Terms and Conditions; and
- (iii) the following Schedules:

Schedule A: Paymentus Service Fee Schedule
Schedule B: Client Payment Data

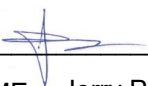
This Agreement represents the entire agreement between the parties with respect to its subject matter, supersedes all prior written or oral agreements or understandings related to the subject matter hereof, and may be changed only by agreements in writing signed by the authorized representatives of each of the parties.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed by their duly authorized representatives.

CLIENT:

By: _____
NAME: _____
TITLE: _____
DATE: _____

PAYMENTUS CORPORATION

By:  _____
NAME: Jerry Portocalis
TITLE: Chief Commercial Officer
DATE: 9/29/2025

CONFIDENTIAL AND PROPRIETARY

GENERAL TERMS AND CONDITIONS

BY AND BETWEEN PAYMENTUS CORPORATION AND City of Plymouth, MN

1 **Definitions:**

For the purposes of the Agreement, the following terms and words have the meaning ascribed to them, unless the context clearly indicates otherwise.

- 1.1 **"Affiliates"** means (i) any entities that control, are controlled by, or are under common control with a Party.
- 1.2 **"Agent Dashboard"** means a web based portal that enables Client to manage and monitor its' customers' payments and accounts including such features as the ability to add and manage users, look up payment schedules, make payments manually on behalf of the customers, and generate payment reports.
- 1.3 **"Agreement" or "Master Agreement"** means the Master Services Agreement between the parties, as amended from time to time, including the Signature Page, these General Terms and Conditions and all Schedules.
- 1.4 **"Average Bill Amount"** means the total amount of Payments processed through Paymentus in a given month divided by the number of the Payments for the same month.
- 1.5 **"Custom Enhancement(s)"** means one or more enhancements to the Services which is either unique to Client, or which was expedited prior to being developed pursuant to a Statement of Work entered into by the Parties in which Client agrees to pay Professional Services Fees for the Work done in connection therewith.
- 1.6 **"Customer Information Files" or "CIF"** means a computerized file used by a company that stores all customer data such as the customer's personal and account information.
- 1.7 **"Custom Implementation"** means implementation of Client's Custom Integration and Custom Enhancements in accordance with the applicable SOW.
- 1.8 **"Custom Integration"** customization of the Platform to integrate with Client's billing system using non-standard file specifications or application programming interfaces ("APIs") supported by Client's billing system
- 1.9 **"Effective Date"** has the meaning set forth on the signature page above, unless the Agreement is submitted to Client for acceptance in a manner that does not call for Paymentus to execute it, in which event the Effective Date shall be the date that Client signs the Agreement.
- 1.10 **"Excess Payment Amount"** means the Payment Amounts from Non-Qualified Transactions processed in a calendar month.
- 1.11 **"Fee Assumptions"** means information used to calculate the Paymentus Fee (as defined in Section 3.2) as provided by Client in good faith, including (i) the projected Average Bill Amount, and (ii) the projected payment method mix (credit vs debit vs e-check) of all card Payments processed that month.
- 1.12 **"IPN" or "Instant Payment Network"™** means the network developed by Paymentus to enable customer engagement, bill presentment and receipt of payments by businesses through multiple channels as enabled from time to time by Paymentus.
- 1.13 **"Launch Date"** means the date on which Client completes the introduction to Users of all of the Services set forth on Schedule A or in any applicable SOW as of the Effective Date of this Agreement.
- 1.14 **"Minimum Monthly Commitment"** means a fixed amount agreed to by the Parties that is based upon the expected number of transactions to occur each month during the Term times the Average Bill Amount.
- 1.15 **"Non-Qualified Transaction"** means any payment where the Paymentus Fee is lower than the cost of processing such payment (including the cost of Third Party Fees).
- 1.16 **"Payment"** means payment by a User through the Platform for Client's services, Client's bills, or other amounts owed to Client.
- 1.17 **"Payment Amount"** means the amount of a Payment.
- 1.18 **"Paymentus Authorized Processor"** means a Paymentus authorized merchant account provider or payment processing intermediary or gateway.

- 1.19 **"Paymentus Fee"** is the amount charged for the Services as set forth on Schedule A.
- 1.20 **"Platform"** is defined in Section 2.1.
- 1.21 **"Professional Services"** means the work to be performed for Client by Paymentus as described in the Statement of Work, which may be changed from time to time in accordance with the Change Order process described in the SOW.
- 1.22 **"Professional Services Fees"** means the fees charged for the Professional Services described on a Statement of Work.
- 1.23 **"Reversed or Chargeback Transactions"** means cancelled transactions due to User error, a User's challenge to Payment authenticity, or action by a financial institution or a Paymentus Authorized Processor (commonly referred to as ACH or eCheck returns or credit/debit card chargebacks).
- 1.24 **"Services"** means the performance by Paymentus of the payment and related services selected by Client as set forth in Schedule A and as provided in Section 2.2.1.
- 1.25 **"Standard Implementation"** means (i) the initial integration between the information systems of both parties so that Paymentus can receive Client's customer data to be used in the provision of the Services, and Client can receive payment and other related data from Paymentus, (ii) the setup of the payment processor and bank deposit accounts, (iii) the setup of the payment channels described on Schedule A to this Agreement and (iv) the creation of business rules to be applied to the acceptance of payments, all as further described in the applicable SOW or Paymentus documentation. Any changes following the initial integration will be handled through the Change Order process.
- 1.26 **"Statement of Work" or "SOW"** means the statement of work entered into between the Parties, which shall be substantially in the form attached as Schedule C, which is attached hereto and incorporated herein by reference.
- 1.27 **"System Availability"** means that date on which Paymentus notifies Client's that the Platform is ready process User data.

- 1.28 **"Term"** means the Initial Term and any renewal term as defined in Section 7.1 of this Agreement.
- 1.29 **"Third Party Fees"** is defined in Section 2.1 of this Agreement.
- 1.30 **"User"** means a Client customer who uses the Services to pay its Client bills.
- 1.31 **"Work" or "Work Product"** means the customizations that are performed by Paymentus as part of the Professional Services described in the SOW.

2 Description of Services to be Performed

2.1 Scope of Services

When selected on Schedule A, Paymentus will provide Users the opportunity to view and receive bills, make Payments using the payment methods provided under Schedule A and other payment methods and wallets as offered by Paymentus from time to time. The payment methods and other services provided may be used within the channels described on Schedule A or on other websites or mobile/web apps or chatbots or voice assistants that are part of the Instant Payment Network, (collectively referred to as the "Platform"). Paymentus will provide a mechanism by which Client may select the channels and payment methods Client wishes to offer Users. Paymentus will be the exclusive provider to Client of all electronic bill payment and related services substantially similar to the Services.

2.2 Professionalism

Paymentus will perform the Services in a professional and commercially reasonable manner.

2.3 New or Enhanced Services

From time to time Paymentus may offer Client new or enhanced services, such as new functionality within the IPN, the ability to accept other payment methods, methods of bill presentment, the ability to access alternative payment processors or other service providers or Paymentus Authorized Processors or otherwise modify the terms and conditions under which the Services are provided ("Service Enhancements"). Paymentus will provide Client with notice through the Agent Dashboard disclosing the terms, including any contracts or contract amendments, under which the Service Enhancements will be made available. If the Service Enhancements will result in additional fees to or impose additional material obligations on Client or Users, Client will have thirty (30) days after the date

the notice is posted on the Agent Dashboard to opt-out of the Service Enhancements in the manner provided in the notice. If Client does not opt-out in a timely manner, then when the Service Enhancements are introduced they will form part of the Services and Client will be bound by the additional terms as disclosed in the notice, and the Paymentus Service Fee (Schedule A) will be deemed amended to reflect changes in the Services and fees in connection with the Service Enhancements.

3 Compensation and Payment Terms

3.1 Implementation

3.1.1 Charge for Standard Implementation. Paymentus will charge the fees related to Standard Implementation that are set forth on the applicable Statement of Work.

3.1.2 Custom Implementation. If Client requests customizations during the implementation process, the SOW will contain an estimate of the amount of custom Work that will be required to be performed on a time and materials basis, which Work will be performed at a blended hourly rate set forth therein in accordance with the payment terms set forth in the SOW. If there are changes following the execution of the Statement of Work, the parties will follow the change order process detailed in the SOW. Custom implementation shall be billed as set forth in the SOW.

3.2 Paymentus Fee

3.2.1 Party to be charged the Paymentus Fee. The party to be charged the Paymentus Fee is identified on Schedule A.

3.2.1.1 Where the "User Box" is checked on Schedule A, User will be charged the Paymentus Fee.

3.2.1.2 If the "User Box" is not checked on Schedule A, Client will be charged the Paymentus Fee.

3.2.2 Third Party Payments. Paymentus will pay the corresponding processing and related fees to the applicable third parties out of the Paymentus Fee ("Third Party Fees"), except for fees related to Reversed or Chargeback Transactions.

3.2.3 Adjustments to the Paymentus Fee. The Paymentus Fee may be adjusted thirty (30) days following the date of delivery by Paymentus' of prior written notice to Client due to one of the following:

3.2.3.1 Mistake in connection with the Fee Assumptions. A mistake by either of the parties with respect to the Fee Assumptions, including but not limited to changes in (a) the average Payment Amount made by the Users, (b) the mix of payment methods utilized by the Users or (c) the interchange rates applied to transactions.

3.2.3.2 Charges for Non-qualified Transactions. Client will be billed additional Paymentus Fees equal to 2.95% of the Excess Payment Amount for each month.

3.2.3.3 Changes in Third Party Fees. Changes in the card or payment system rules, changes in payment processing fees or other changes in Third Party Fees that are outside of Paymentus' control that increase Paymentus' cost of processing transactions.

3.2.3.4 Changes due to increases in the Consumer Price Index. Beginning on the first anniversary of the Launch Date, and continuing on each anniversary of the Launch Date thereafter during the initial term and any renewal terms, the Paymentus Fee may be increased annually by a percentage equal to the increase in the Consumer Price Index, "U.S. City Average/All Items for All Urban Consumers (CPI-U) (1982-84 = 100)" not to exceed 3%.

3.3 Payment Terms.

3.3.1 User Paid Invoices. When User pays the Paymentus Fees (as designated on Schedule A), User will pay the Paymentus Fees together with the corresponding Payment at the time of the transaction.

3.3.2 Client Paid Invoices. When Client is obligated to pay the Paymentus Fee (as shown on Schedule A), Paymentus will invoice Client promptly following the end of each full or partial calendar month during the Term and Client's bank account will be debited for Paymentus Fees. In addition, Client will be billed for applicable Professional Services Fees as described in the SOW in accordance with the terms set forth therein. Client shall notify Paymentus in writing of any alleged errors or discrepancies detected by Client in Paymentus' calculation of the Paymentus Fees, or Professional Services Fees contained in the applicable invoice(s) within thirty (30) days from the invoice date ("Due Date"). To the extent that any portion of an invoice is disputed in good faith ("Disputed Amount"), Client shall timely pay on or prior to the Due Date the undisputed portion of any invoice, and promptly notify Paymentus in writing of the Disputed Amount, providing a reasonably detailed explanation for such Disputed Amount ("Invoice

Dispute Notice"). The parties shall work together in good faith to resolve all issues identified in the Invoice Dispute Notice within ten (10) days of Paymentus' receipt thereof. Charges on invoices which are not disputed within thirty (30) days of the invoice date shall be deemed accepted and Paymentus shall have no obligation to correct any calculation errors identified after such period. Undisputed invoices that are not timely paid shall be subject to interest from the Due Date at the higher of 18% per annum or the then current legal rate of interest.

4 Payment Processing

4.1 Integration with Client's Billing System

Paymentus will provide implementation services to Client in accordance with the terms of Schedule C, which is attached hereto and incorporated herein by reference.

4.2 PCI Compliance

To the extent that either party receives payment card information subject to the Payment Card Industry Data Security Standards ("PCI-DSS") in connection with providing the Services, such party will comply with all requirements of the PCI-DSS with respect to storage, transmission and disclosure of payment card information.

4.3 Explicit User Confirmation

Paymentus will electronically confirm to the User the dollar amount of all Payments, and when paid by the User, the corresponding Paymentus Fee to be charged for the transaction, and electronically obtain the User's approval of the charges prior to initiating payment authorizations transaction.

4.4 Merchant Account

If described as part of implementation services in the applicable SOW, Paymentus will assist Client in setting up a merchant account directly with the Paymentus Authorized Processor for processing and settlement of transactions.

4.5 Payment Authorization

For authorization purposes, Paymentus will electronically transmit all card or other payment transactions to the appropriate processing center, in real time as the transactions occur or as provided in applicable rules. In its sole discretion, Paymentus may refuse to process any transaction that it reasonably believes is (i) submitted in violation of its terms of use or (ii) necessary to protect Client, Users,

itself or others from actual or potentially illegal, fraudulent or harmful activity.

4.6 Settlement

Paymentus together with a Paymentus Authorized Processor will forward the payment transactions, to the appropriate organizations for settlement directly to Client's depository bank account previously designated by Client ("Client Bank Account") as a positive amount of payment processing funds, net of any User paid Paymentus Fee and any Reversed or Chargeback Transactions (described below). When Client pays the Paymentus Fee, Paymentus will invoice Client and debit the fees from the Client Bank Account on a monthly basis.

Paymentus together with the Paymentus Authorized Processor will continuously review its settlement and direct debit processes for its simplicity and efficiencies. Client and Paymentus agree to fully co-operate with each other if Paymentus were to change its settlement and invoicing processes.

4.7 Reversed or Chargeback Transactions

With respect to all Reversed or Chargeback Transactions, Client authorizes Paymentus and Paymentus Authorized Processor (and/or the respective payment organizations) to debit the Client Bank Account for the Payment Amount and/or offset the Payment Amount against future payouts and Paymentus will refund the applicable amount to the payment organization for credit back to the User the corresponding Paymentus Fee, if any.

Paymentus together with Paymentus Authorized Processor will continuously review its processes for Reversed or Chargeback Transactions for simplicity and efficiencies. Client and Paymentus agree to fully cooperate with each other if Paymentus requires any change to its settlement and invoicing processes for these transactions.

5 General Conditions of Services

5.1 Service Reports

Paymentus will provide Client with reports summarizing use of the Services by Users for a given reporting period, which period shall be designated by Client during the Standard Implementation process. Such standard reports are available through the Agent Dashboard.

5.2 User Adoption Communication by Client

Client will prominently communicate the Services as a primary payment option to its customers wherever

Client usually communicates its other payment options.

Client will make the Services known or available to its customers by different means of customer communication including (i) on the face of bills, invoices and other notices; (ii) on any marketing or advertising materials that include payment options; (iii) if direct payments have been activated, by providing Interactive Voice Response ("IVR") and Web payment details prominently on Client's website including a "Pay Now" or similar link on a mutually agreed prominent place on the web site; (iv) if IVR payments have been activated, through Client's general IVR/Phone system; and (v) other channels or means available to Client or reasonably suggested by Paymentus.

Paymentus will provide Client with logos, graphics and other marketing materials solely for Client's use in its communications with its customers regarding the Services and/or Paymentus.

5.3 Independent Contractor

Paymentus is an independent contractor. Paymentus is not acting as an agent or fiduciary of the Client or its Users.

5.4 Client's Responsibilities

In order for Paymentus to provide the Services, Client will fully cooperate with Paymentus by:

- (i) Entering into (and authorizing Paymentus to do so on its behalf) all applicable merchant processing, cash management, ACH origination, or kiosk agreements, provided that Client is given notice of and approves any additional fees associated with those agreements, and providing information and consents reasonably requested in connection with the agreements.
- (ii) Maintaining throughout the duration of the Agreement during which direct payments via the web is activated, a bill payment link connecting to the Paymentus Platform at a prominent and mutually agreed location on Client's website. If the IVR channel is activated, the phone number for IVR payments will also be added to the web site and as an option as part of Client's general phone system.
- (iii) Sharing User Adoption Communication as described in Section 5.2 (User Adoption Communication by Client).
- (iv) Providing Customer Information to Paymentus. As part of the information transfer required for

implementation, Client will provide Paymentus with CIF on all Client customers serviced by Client. The CIF shall also identify customers by payment type.

- (v) Client will be implementing new enterprise resource planning (ERP) and utility billing software that will be integrated with the Service. Client and Paymentus will coordinate System implementation with Client's ERP and utility billing software implementation. Paymentus will notify Client in writing of System Availability. Client will have five (5) days following such notification to confirm that there are no material defects in the System and ERP and utility billing systems have been implemented ("Testing Period"). If material defects in the System are identified or if ERP and/or utility billing system implementation systems are delayed, Client shall provide reasonable detail to Paymentus about such defects/delays, and the System Availability date will be extended until Paymentus notifies Client again of System Availability, and following an additional Testing Period, Client confirms there are no material defects in the System or delays in ERP and/or utility billing software implementation.
- (vi) Dedicating sufficient properly trained and fully engaged personnel to support the implementation process and its use of the Services in compliance with all laws applicable to its use of the Services.
- (vii) Providing Paymentus with the file format specification currently used to post payments to the billing system to allow Paymentus to provide Client with a posting file for posting to Client's billing system.
- (viii) Fully cooperating with Paymentus and securing the cooperation of its software and service providers and providing the information required to integrate with Clients' billing system.
- (viii) Fully cooperating with Paymentus to integrate its systems with the Paymentus Platform through the use of Paymentus' APIs to enable Client's access to the IPN, if selected.
- (ix) Promptly provide Paymentus notice within a reasonable time (not to exceed 48 hours) if Client encounters a cyber-incident or a data security breach which could reasonably be expected to compromise Paymentus data.

6 Indemnification and Limitation of Liability

6.1 Paymentus Indemnification and Hold Harmless

Paymentus agrees to defend, hold harmless and indemnify Client and its directors, officers or governing officials, and employees (collectively, the "Client Indemnitees") from and against all liabilities, demands, losses, damages, costs or expenses (including reasonable attorney's fees and costs), incurred by any Client Indemnatee arising from a claim or demand brought by a third party to the extent such claim or demand alleges that the Services provided under this Agreement infringe the intellectual property rights of the third-party.

6.2 Client Indemnification and Hold Harmless

Client agrees to defend, hold harmless and indemnify Paymentus and its directors, officers, employees, and Affiliates (collectively, the "Paymentus Indemnitees") from and against all liabilities, demands, losses, damages, costs or expenses (including reasonable attorney's fees and costs), incurred by any Paymentus Indemnatee arising from a claim or demand brought by a third party to the extent the claim or demand relates to the underlying relationship or obligations of Client and its Users.

6.3 Indemnification Procedure

The indemnified party will give the indemnifying party prompt written notice of any claim for which indemnification is sought. The indemnifying party will have the right to control the defense and settlement of any claim, provided that any settlement that admits liability on behalf of the indemnified party, or adversely affects the indemnified party shall (i) require the indemnified party's prior written consent, which consent will not be unreasonably conditioned, delayed or withheld and (ii) to the extent legally permitted, shall remain confidential.

6.4 Warranty Disclaimer

EXCEPT AS EXPRESSLY SET FORTH IN THE AGREEMENT, PAYMENTUS MAKES NO OTHER REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED AND DISCLAIMS ALL OTHER REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, MADE TO CLIENT OR ANY OTHER PERSON, INCLUDING WITHOUT LIMITATION, ANY WARRANTIES REGARDING QUALITY, SUITABILITY, MERCHANTABILITY, FITNESS, FOR A PARTICULAR PURPOSE OR OTHERWISE OF ANY SERVICES OR ANY GOOD

PROVIDED INCIDENTAL TO THE SERVICES PROVIDED UNDER THE AGREEMENT.

6.5 Limitation of Liability

NOTWITHSTANDING THE FOREGOING, PAYMENTUS WILL NOT BE LIABLE FOR ANY LOST PROFITS, LOST SAVINGS OR OTHER SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES, EVEN IF IT HAS BEEN ADVISED OF OR COULD HAVE FORESEEN THE POSSIBILITY OF THESE DAMAGES. IN NO EVENT WILL PAYMENTUS BE LIABLE FOR ANY LOSSES OR DAMAGES RESULTING FROM THE ACTS, OMISSIONS OR ERRORS OF THIRD PARTIES OR OF CLIENT OR FOR PROVIDING AGREEMENTS, INSTRUCTIONS OR INFORMATION TO USERS AS INSTRUCTED BY CLIENT. PAYMENTUS' TOTAL LIABILITY FOR DAMAGES FOR ANY AND ALL ACTIONS ASSOCIATED WITH THE AGREEMENT OR THE SERVICES WILL IN NO EVENT EXCEED (I) FOR AN ERROR OR OTHER ACTION AFFECTING THE PROCESSING OF ONE OR MORE PAYMENTS, THE AMOUNT OF THE PAYMENTUS FEE ASSOCIATED WITH EACH PAYMENT, (II) FOR ALL OTHER CLAIMS, THE AMOUNT OF THE PAYMENTUS FEE (NET OF DIRECT PROCESSING AND OTHER FEES PAID BY PAYMENTUS) PAID TO PAYMENTUS ("NET FEES") IN THE SIX (6) MONTHS BEFORE THE EVENTS GIVING RISE TO THE CLAIM OR CLAIMS ARISING FROM THE SAME CIRCUMSTANCES; AND (III) IN NO EVENT, MORE THAN THE LESSER OF \$500,000.00 OR THE NET FEES UNDER THE AGREEMENT.

7 Term and Termination

7.1 Term

The term of the Agreement will commence on the Effective Date and continue for a period of 5 (five) years ("Initial Term") from the Launch Date.

At the end of the Initial Term, the Agreement will automatically renew for successive one (1) year period unless either Client or Paymentus provides the other party with not less than 6 (six) months prior written notice before the automatic renewal date that it elects not to automatically renew the term of the Agreement.

7.2 Material Breach

A material breach of the Agreement will be cured within 90 (ninety) business days ("Cure Period") after a party notifies the other in writing of the breach in accordance with the Notice Provisions of this

Agreement and with reasonable details regarding the material breach. In the event a material breach has not been cured within the Cure Period, the non-breaching party can terminate the Agreement by providing the other party with a 30 business days' written notice.

7.3 Upon Termination

Upon termination of the Agreement, the parties agree to cooperate with one another to ensure that all Payments are accounted for and all refundable transactions have been completed. During any period between the date of the notice of non-renewal or termination, if applicable, and the termination date set forth therein, Client shall maintain transaction volumes materially consistent with historical usage of Paymentus' Platform. Upon termination, Paymentus will cease all Services being provided hereunder unless otherwise agreed in writing.

8. Confidentiality

Except where inconsistent with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, the parties agree that notwithstanding anything in this Agreement to the contrary, they will each abide by the terms of the Mutual Confidentiality Agreement or other mutual non-disclosure agreement signed by the parties in connection with the commencement of the negotiation of this Agreement ("NDA"), which NDA shall be incorporated herein by reference, with the exception that the Term of the NDA shall be extended from the Effective Date of the NDA for three years following the termination or earlier expiration of this Agreement (the Confidentiality Period"). Furthermore, during the Confidentiality Period, Client will not for any purpose inconsistent with the Agreement disclose to any third party or use any Paymentus confidential or proprietary non-public information that Client has obtained during the procurement process or during the term of the Agreement about Paymentus' business, including the terms of the Agreement, operations, financial condition, technology, systems, know-how, products, Services, suppliers, clients, marketing data, plans, and models, and personnel except where disclosure is required by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. Except as required by law, Paymentus will not for any purpose inconsistent with the Agreement or its privacy policy in effect from time to time disclose to any third party or use any confidential User information it receives in connection with its performance of the Services other than as required in

connection with the third parties described in Section 5.4(i) (applicable merchant processing, cash management, ACH origination, or kiosk agreements) above.

9. FOIA Requests

If a request for information is made to Client under any federal, state or other governmental freedom of information act or similar law, rule or regulation seeking disclosure of any of the confidential information of Paymentus, this Agreement or other information provided to Client before and after the Effective Date in connection with or pursuant to this Agreement, Client shall (i) promptly provide Paymentus written notice of (email shall suffice) such request (along with a copy of the request) so that Paymentus may seek, at Paymentus' sole expense, a protective order or other appropriate remedy to protect the requested information to the extent legally permitted and (ii) provide reasonable cooperation (at Paymentus' request and sole expense, including but not limited to Client's legal fees reasonably incurred to protect the requested information) to resist or limit any disclosure pursuant to this paragraph.

10. Intellectual Property

In order that Client may promote the Services and Paymentus' role in providing the Services, Paymentus grants to Client a revocable, non-exclusive, royalty-free, license to use Paymentus' logo and other service marks (the "Paymentus Marks") for this purpose only. Client does not have any right, title, license or interest, express or implied in and to any object code, software, hardware, trademarks, service mark, trade name, formula, system, know-how, telephone number, telephone line, domain name, URL, copyright image, text, script (including, without limitation, any script used by Paymentus on the IVR or the Website) or other intellectual property right of Paymentus ("Paymentus Intellectual Property"). All Paymentus Marks, Paymentus Intellectual Property, and the Platform and all rights therein (other than rights expressly granted herein) and goodwill pertain thereto belong exclusively to Paymentus.

11. Miscellaneous

11.1 Authorized Representative

Each party will designate an individual to act as its representative, with the authority to transmit instructions and receive information. The parties may from time to time designate and notify the other party of other individuals or change the individuals.

11.2 Notices

All notices of any type hereunder ("Notices") will be in writing and sent to the addresses indicated on the signature page and except as otherwise provided in these Terms and Conditions will be given by certified mail, a national courier or by hand delivery. Notices will be considered to have been given or received on the date the notice is physically received. Any party by giving notice in the manner set forth herein (or by electronic mail) may unilaterally change the name of the person to whom notice is to be given or the address at which the notice is to be received, by sending Notice to the other party. Notices to Paymentus shall also be copied to the attention of the Legal Department at the Paymentus address.

11.3 Interpretation

It is the intent of the parties that no portion of the Agreement will be interpreted more harshly against either of the parties as the drafter.

11.4 Governing Law

The Agreement will be governed by the laws of the state of Minnesota, without giving effect to any principles of conflicts of law.

11.5 Severability

If a word, sentence or paragraph herein is declared illegal, unenforceable, or unconstitutional, that word, sentence or paragraph will be severed from the Agreement, and the Agreement will be read as if that word, sentence or paragraph did not exist.

11.6 Attorney's Fees

Should any litigation or other dispute requiring the involvement of attorneys arise between the parties concerning the Agreement, the parties agree to bear their own costs and attorney's fees.

11.7 Force Majeure

Each of the Party's will be excused from performing the Services or other non-monetary obligations to the extent such Party's performance is directly delayed, impaired or rendered impossible due to acts of God or other events that are beyond such Party's reasonable control and without its fault or judgment, including without limitation, natural disasters, war, terrorist acts, riots, acts of a governmental entity (in a sovereign or contractual capacity), fire, storms, floods, labor strikes, labor walk-outs, pandemics or other wide-scale health crisis, quarantine and related restrictions, explosions, extra-ordinary loss of utilities (including telecommunications services), or external

computer "hacker" attacks and/or delays of common carrier.

11.8 No Third Party Beneficiaries.

Nothing in this Agreement, express or implied, is intended to confer rights, benefits, remedies, obligations or liabilities on any person (including Users or customers of the parties) other than the parties or their respective successors and permitted assigns.

11.9 Entire Agreement

The Agreement represents the entire agreement between the parties with respect to its subject matter and supersedes all prior written or oral agreements or understandings related to its subject matter and except as provided in the Agreement may be changed only by agreements in writing signed by the authorized representatives of the parties. Paymentus may amend this Agreement as reasonably necessary to comply with laws, regulations or rules applicable to the Services provided under this Agreement.

11.9 Counterparts

The Agreement and any amendment or other document related to the Agreement may be executed in counterparts, each of which will constitute an original, and all of which will constitute one agreement. The Agreement and any amendment or other document related to the Agreement may be signed electronically. A photographic or facsimile copy of the signature evidencing a party's execution of the Agreement will be effective as an original signature.

Schedule A – Paymentus Service Fee Schedule

The Services will initially consist of the Services indicated by a check box on the following table. The Paymentus Fee will be as specified below, and will be paid by the Client, unless designated as a User paid fee.

Channel	Channels	Services	Payment Methods & Channels	User will make payments
☒	Instant Payment Network™	Ebill Presentment and Customer Engagement	All payment channels and methods offered under IPN such as PayPal, Venmo, PayPal Credit, Secure PDF Push, Chatbot, Advanced Notification Service (ECM), Text 2 Pay, Voice Assistants, Mobile Apps and others as offered by Payments from time to time	See Table Below
☒	Direct Payments (Web, IVR, Scheduled)	Ebill Presentment and Customer Engagement	Credit, Debit, ACH	See Table Below

Payment Type and Pricing Model UTILITY BILLING – ABSORB (Flat Fee)

Transaction Fees	
ACH/eCheck Includes Account Validation for <u>Nacha</u> Compliance	\$0.45
Qualified Credit Cards, Debit Cards and Digital Wallets (Includes Auto Updater, Visa, Mastercard, Discover, American Express, PayPal, Venmo, Google Pay, Apple Pay)	\$1.57
Non-Qualified Cards	2.95%
Enterprise Payment Aggregator (Set-up fees WAIVED)	\$0.10

Additional Notes:

- Average Bill Amount: \$190.00
- Maximum payment amount per transaction \$5,000.00. Multiple payments can be made.
- Chargebacks and returned checks will be billed at \$9.95 per item.
- Outbound Messaging (SMS, Email and phone) to be included at no cost for all automated messages. Ad hoc messages to be provided at no cost up to 15,000 messages monthly. Additional messages to be billed at \$0.20 each.
- Seamless integration with SpryPoint & SpryEngage

Payment Type and Pricing Model Misc./Parks – ABSORB (Percentage Fee)

Transaction Fees	
ACH/eCheck Includes Account Validation for <u>Nacha</u> Compliance	\$0.45
Credit Cards, Debit Cards and Digital Wallets (Includes Auto Updater, Visa, Mastercard, Discover, American Express, PayPal, Venmo, Google Pay, Apple Pay)	2.95%
Enterprise Payment Aggregator (Set-up fees WAIVED)	\$0.10

Note:

- Maximum ACH payment amount per transaction \$50,000.00. Multiple payments can be made.
- Maximum card/digital wallet payment amount per transaction \$25,000.00. Multiple payments can be made.
- Minimum payment fee of \$1.00 per non-ACH for non-utility
- Chargebacks and returned checks will be billed at \$9.95 per item.
- Outbound Messaging (SMS, Email and phone) to be included at no cost for all automated messages. Ad hoc messages to be provided at no cost up to 15,000 messages monthly. Additional messages to be billed at \$0.20 each.
- Seamless integration with SpryPoint & SpryEngage.

EMV Point-of Sale Solutions (optional):

Link 2500 WiFi	\$464
Lane3000 Standard	\$539
Lane7000 Standard	\$760

SmartSource Micro Elite-RNIJ Check Scanner:	There is no cost from Paymentus to enable the check reader integration. The physical check scanner is purchased by the biller directly from the provider - \$545
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Bill Print & Mail:

Print and Statement Services		
Setup and Implementation	File processing, printing, inserting and mail preparation for a single page, simplex (one-sided) document with required envelopes, not including the cost of paper products.	\$0.00
Application Development	Initial implementation effort is estimated at 60 hours.	\$0.00
API Integration	Provides a connector for client to access PDFs.	\$0.00
Color and Duplex Printing	Printing on the back of the paper. Optional color printing in place of standard black and white.	\$0.00
Paper	8.5 x 11" white paper, each	\$0.00
Envelope and Return Envelope	Dual window envelope and return envelope.	\$0.00
Bill Suppression	Records suppressed by client business rules and provided to the client.	\$0.00
NCOA Link	Corrections from USPS National Change of Address database. Corrections reported to update client records and prevent future charges.	\$0.00
Postage Rates	Based on U.S. Postage Rates	Current Rate

First Page Statements, Letters	Includes front/back color or b/w printing	\$0.12
Each Additional Page	Each new sheet required after first page (Duplex)	\$0.10
E-Statements Delivery	Digital delivery of notification and PDF of bill	\$0.00
PDF Copy and Bill Archive	Includes 12 Months of Storage	\$0.03
Fast Forwarding (optional)	Each piece of mail forwarded to new address	\$0.40

Statement of Work for Paymentus Print Services Powered by Matrix

1. Processing Requirements

- 1.1. Letters are processed and mailed daily, Monday – Friday, business days.
- 1.2. Daily Mail Volume Estimate is 3,000 mail pieces, with daily variances up to 5,000 pieces.
- 1.3. Volumes greater than 25% the estimated daily mail volume must be agreed upon with two (2) business days advance notice. The schedule and volume limits are subject to revision at any time, upon mutual agreement.
- 1.4. Variable page counts possible in processing and mail package.
- 1.5. Each document will be supplied by CLIENT as an individually pre-composed PDF or data file. Index files will be uploaded and zipped with letter PDF records, via SFTP. Data files will be accompanied by a mapping document.
- 1.6. Processing will occur daily at predetermined and agreed upon schedules.
- 1.7. Matrix to process files through CASS and NCOA; ACS available upon request.
- 1.8. Address changes that change the delivery point location state, will be rejected for reprocessing at CLIENT.
- 1.7. Printing is full-color, duplex digital printing.
- 1.8. All pieces will be mailed via first class USPS.

2. Reporting

- 2.1. Data Summary Report – This report shall be generated after each record processing cycle. The report is on a one-to-one basis, matching file received by Matrix to file processed by Matrix. The report shall be transmitted one time per processing event or as required.
- 2.2. Data Rejection Summary - This report shall be generated after each record processing cycle. The report provides the reason or reasons a file is invalid.
- 2.3. USPS Mail Confirmation Report - This report shall be generated one time per business processing day. The report contains a summary of records that are shipped and by what courier service (such as USPS).
- 2.4. Online real-time access via Matrix Remote or Matrix Access.

3. Materials:

- 3.1. Paper, 8.5 x 11, standard 24# Plain White
- 3.2. #10 Pistol Window Envelope, Security inside tint
- 3.3. #9 Window Return, Security inside tint

4. Service Level Agreement (SLA)

4.1.Performance Guarantee

Matrix will deliver Client 'Packages within an average of one Business Day from the applicable Determination Date (defined below). Such average time period will be determined by measuring the number of elapsed business days between each respective Determination Date and the date which 95% or more packages were mailed for consecutive three (3) month period or a minimum of six (6) production cycles.

4.2.Determination Date

The "Determination Date" is the **date** which data is received via electronic transmission if prior to 12:00 PM (Noon), Central Time. If data is received after 12:00 PM (Noon), Central Time, the Determination Date is the business day immediately following the date data is received. If data is received on a non-business day (weekend or national holiday) the Determination Date will be the next consecutive business day.

File received before noon Central Time on:	Determination Date is	Mail will deliver		File received after noon Central Time on:	Determination Date is	Mail will deliver
Sunday	Monday	Tuesday		Sunday	Monday	Tuesday
Monday	Monday	Tuesday		Monday	Tuesday	Wednesday
Tuesday	Tuesday	Wednesday		Tuesday	Wednesday	Thursday
Wednesday	Wednesday	Thursday		Wednesday	Thursday	Friday
Thursday	Thursday	Friday		Thursday	Friday	Monday
Friday	Friday	Monday		Friday	Monday	Tuesday
Saturday	Monday	Tuesday		Saturday	Monday	Tuesday

5.

6. Approval and/or Business Rule Exception

6.1.If an Approval has been required by the Client and defined in the business rules for each production run, then the Determination Date will be set by the date and time of the Approval instead of the receipt of data as defined above. As to any production run, the Performance Guarantee will not apply if Client has not provided all data and documentation necessary (as dictated by required business rules) to permit Matrix to produce the bills in a timely manner, or if Client fails to approve or report required changes to Matrix in order to complete the work in a timely manner.

7. Shipping will only occur on business days on which the United States Postal Service ("USPS") or other shipping entity accepts packages. The holidays when USPS mail will not be processed are:

New Year's Day	Martin Luther King, Jr. Day
President's Day	Memorial Day
Independence Day	Labor Day
Columbus Day	Veterans' Day
Thanksgiving Day	Christmas Day

8.

5. Notice

5.1.Matrix will notify CLIENT promptly upon knowledge of any incident that could result in failure to meet the designated turn-around time and/or accuracy requirements.

5.2.Root cause and action items will follow within three (3) business days after any problem is reported.

6. Pricing

6.1.Postage: Pre-funded postage account required; Matrix will not mail without postage funds present.

6.2.Materials: Material purchases such as forms, paper, and envelopes are subject to change according to procurement cost fluctuations. Stock replenishment purchase costs, if applicable, will be provided to CLIENT for review in writing or as outlined in the Master Services Agreement.

Matrix Imaging Solutions, LLC

Name:

Title:

Signature:

Date:

Paymentus

Name:

Jerry Portocalis

Title:

Chief Commercial Officer

Signature:



Date:

9/29/2025

Schedule B – Client Payment Data

The following provides transactional information for all online payments for utility and miscellaneous billing and scanned checks for all checks received by the city:

Payment Method	Annual Volume \$	Transactions per Year (#)	Average Payment Amount (\$)	Largest \$ Transaction Processed
Credit/Debit Card	\$8,034,067	43,086	\$186.47	\$10,000
e-Check/ACH	\$10,522,909	55,102	\$190.97	\$20,373
Scanned checks	\$20,994,390	24,982	\$840.38	\$717,500
Total	\$39,551,366	123,170	\$321.11	

The below information summarizes returned transactions for all online payments for utility and miscellaneous billing and scanned checks for all checks received by the city:

	Returned Transactions per Year (#)	Total Dollars Returned per Year (\$)
Credit/Debit	22	\$3,994
Checks	126	\$50,506
Total	148	\$54,500

CITY OF PLYMOUTH

RESOLUTION No. 2025-263

RESOLUTION APPROVING MASTER SERVICES AGREEMENT WITH PAYMENTUS CORPORATION

WHEREAS, the city is implementing new Enterprise Resource Planning (ERP) systems with Workday for finance and human resources and with SpryPoint for utility billing; and

WHEREAS, the city's current vendor for online customer payments for utility billing and miscellaneous billing does not integrate with the new ERP utility billing system; and

WHEREAS, the city issued a request for information for said services; and

WHEREAS, eight proposals were received, and four vendors were selected for demonstrations;
and

WHEREAS, the city has selected Paymentus Corporation as the new customer payment vendor for utility billing and miscellaneous billing.

NOW, THEREFORE BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA, that the Master Services Agreement with Paymentus Corporation is approved.

APPROVED by the City Council on this 14th day of October, 2025.

To: Dave Callister, City Manager

Prepared by: Jodi Gallup, City Clerk

Reviewed by: Michael Thompson, Public Works Director

Item: **Adopt resolution supporting local control of transit services and opposing the dissolution of suburban transit providers**

1. Action Requested:

Adopt the attached resolution supporting local control of transit services and opposing the dissolution of suburban providers.

2. Background:

Plymouth operates its own transit system, Plymouth Metrolink, which provides efficient, flexible, and locally responsive service. The suburban transit provider model allows Plymouth to maintain oversight, accountability, and service tailored to the needs of our community while coordinating with the Metropolitan Council for regional mobility.

Recent policy discussions have raised the possibility of eliminating suburban transit providers and consolidating all operations under Metro Transit. Such a change would remove local control and could reduce service quality and responsiveness in Plymouth.

If adopted, this resolution will be shared with the Minnesota Legislature, the Governor, and the Metropolitan Council as part of Plymouth's ongoing advocacy for strong, locally governed transit service.

3. Budget Impact:

Not applicable.

4. Attachments:

1. City Council Resolution 2025-264

CITY OF PLYMOUTH

RESOLUTION No. 2025-264

RESOLUTION SUPPORTING LOCAL CONTROL OF TRANSIT SERVICES AND OPPOSING THE DISSOLUTION OF SUBURBAN TRANSIT PROVIDERS

WHEREAS, the City of Plymouth operates its own transit system, Plymouth Metrolink, a high-performing, locally governed transit agency; and

WHEREAS, Plymouth Metrolink has been recognized for its efficiency, innovation, and customer satisfaction, and has successfully adapted service levels and innovations to meet the unique needs of Plymouth residents and employers; and

WHEREAS, the suburban transit provider model has allowed Plymouth to maintain local oversight, ensuring accountability, flexibility, and a direct connection to the residents and businesses who rely on and fund the service; and

WHEREAS, Plymouth Metrolink, while locally governed, remains integrated into the broader regional transit planning framework, coordinating with the Metropolitan Council to facilitate cohesive mobility options for all metropolitan residents; and

WHEREAS, recent policy discussions have suggested potentially eliminating suburban transit providers and consolidating transit operations under Metro Transit, removing local control and potentially diminishing service quality and responsiveness for suburban communities; and

WHEREAS, a one-size-fits-all regional model could limit Plymouth Metrolink's ability to respond to changing demographics, employment patterns, and ridership preferences in Plymouth; and

WHEREAS, local control is essential for ensuring responsible use of taxpayer dollars, timely innovation, and equitable service tailored to the specific needs of the Plymouth community.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF PLYMOUTH, MINNESOTA that the City of Plymouth encourages the Minnesota Legislature, the Governor, and the Metropolitan Council to continue working in partnership with suburban transit communities to preserve and strengthen a transit system that respects local governance, builds on past success, and reflects the diverse needs of the region.

BE IT FURTHER RESOLVED THAT the City of Plymouth:

- Reaffirms its support for the continuation and strengthening of the suburban transit framework as a critical tool for ensuring service responsiveness in public transportation;
- Does not support any proposal to eliminate suburban transit services, recognizing their essential role in providing responsive, high-quality transportation for Plymouth residents;
- Supports efforts to ensure suburban providers have long-term, stable funding to meet the needs of our community; and

- Encourages ongoing collaboration between the suburban transit providers and the Metropolitan Council, recognizing that effective regional transit outcomes depend on a balanced approach to governance, resource allocation, and service planning.

APPROVED by the City Council on this 14th day of October, 2025.

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 October 14, 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

To: Dave Callister, City Manager

Prepared by: Jennifer Erickson, Economic Development Coordinator

Reviewed by: Grant Fernelius, CED Director

Item: **Authorize the submission of an application to the Metropolitan Council for a TBRA Scattered Site Investigation Grant for the Cornerstone Auto site (3901 Vinewood Ln N) and additional commercial corridor sites**

1. Action Requested:

Adopt the attached resolution authorizing the submission of a Metropolitan Council Tax Base Revitalization Account (TBRA) Scattered Site Investigation Grant for the Cornerstone Auto site located at 3901 Vinewood Lane N, and other as-yet-undetermined sites along commercial corridors.

2. Background:

Staff is recommending that the city apply for a Metropolitan Council Tax Base Revitalization Account (TBRA) Scattered Site Investigation Grant of \$150,000 for cleanup investigation at the Cornerstone Auto site and at least two other as-yet-undetermined sites in the city.

The Cornerstone Auto site at 3901 Vinewood Lane N has been vacant for two years. Multiple developers have expressed interest in the site, but have decided not to pursue redevelopment due to known contamination and concern over the expected cost of cleanup. The site is 5.61 acres, zoned PUD and guided Commercial. It is well situated just off of I-494 and Rockford Road, with active commercial properties to the north and east, and could be a good candidate for redevelopment.

The property is currently owned by Cornerstone Plymouth LLC. A 23,015 square foot automotive sales and service building, constructed in 1987, sits on the western portion of the site, and much of the remainder of the site is paved. The northeastern portion of the site operated as a BP gas station from 1988 until the early 2010s. The eastern

portion of the property was historically part of the Begin Dump and Demolition Landfill, which accepted demolition and, at times, mixed and municipal waste (1970–1979) before its closure in 1979. Minnesota Pollution Control Agency controls are in effect for the landfill area, so any disturbance of the site for redevelopment will require cleanup.

Prior investigation of the site has taken place, but there are gaps in the information known, such as the precise location and depth of the waste. Without this information, it is difficult to develop a plan or estimate the potential costs for cleanup, making it unlikely that private redevelopment will happen on its own.

The Metropolitan Council's TBRA Site Investigation grants are "intended for applicants that have a redevelopment site with suspected or perceived contamination and are seeking public funding to determine the scope and severity of the contamination and to develop a cleanup plan for a specific project." The grant funding requested would cover investigation to understand the type, extent and costs related to contamination that are barriers to redevelopment. This could include Environmental Site Assessments, other surveys and assessments, and in some cases, development of a Response Action Plan (RAP). These funds would not be used for cleanup, but investigation of a site is generally a prerequisite to applying for cleanup funds.

The Scattered Site Investigation Grant Pilot allows for investigation of one identified site, and additional undetermined sites in an area during the three-year grant period, offering flexibility to pursue investigation without being tied to the Met Council's twice-yearly TBRA funding cycle. In addition to the Cornerstone Auto site, additional sites would fall within commercial corridors along I-494, Highway 169, and Highway 55.

A maximum of \$50,000 can be used on a single site. If the investigation on a site is less than \$50,000, the remaining funding would be available for additional sites. A match of at least 25% of the total investigation costs must be paid by the city or other party (e.g. owner, developer). Matching costs may include eligible investigation activities incurred up to 180 days prior to the date of application.

The submission of this application does not commit the city to acquiring, or approving any proposed development, of the Cornerstone Auto site or other sites. Rather, it is an opportunity to gain information that is currently lacking to spur redevelopment by the private sector.

3. Budget Impact:

The budget impact is unknown at this time. If awarded a grant, the city could require the owner or developer to contribute part or all of the required 25% match, or the city could choose to contribute some or all of the match.

4. Attachments:

1. City Council Resolution 2025-265

CITY OF PLYMOUTH

RESOLUTION No. 2025-265

RESOLUTION APPROVING APPLICATION TO THE TAX BASE REVITALIZATION ACCOUNT (TBRA) SITE INVESTIGATION GRANT PROGRAM

WHEREAS, the City of Plymouth has identified properties in commercial corridors in the city that are priorities for redevelopment and plans to submit a Scattered Site Tax Base Revitalization Account Site Investigation Grant Application (the "Application") to the Metropolitan Council on November 3, 2025, for the investigation of contamination (the "Project"), as identified in the Application, at sites including the Cornerstone Auto site located at 3901 Vinewood Lane N; and

WHEREAS, the City of Plymouth is a participant in the Livable Communities Act's Local Housing Incentives Account Program for 2025 as determined by the Metropolitan Council, and is therefore eligible to apply for funds under the Tax Base Revitalization Account; and

WHEREAS the City has identified the Cornerstone Auto site and other sites within the City that meet the Tax Base Revitalization Account's purposes and criteria and are consistent with and promote the purposes of the Metropolitan Livable Communities Act and the policies of the Metropolitan Council's adopted metropolitan development guide; and

WHEREAS the City has the institutional, managerial and financial capability to ensure adequate project and grant administration; and

WHEREAS the City certifies that it will comply with all applicable laws and regulations as stated in the contract grant agreements; and

WHEREAS the City finds that the required contamination investigation will not occur through private or other public investment within the reasonably foreseeable future without Tax Base Revitalization Account grant funding; and

WHEREAS, the City represents that it has undertaken reasonable and good faith efforts to procure funding for the activities for which Livable Communities Act Tax Base Revitalization Account funding is sought but was not able to find or secure from other sources funding that is necessary for site investigation and states that this representation is based on the following reasons and supporting facts:

1. The Cornerstone Auto site includes part of the former Begin Municipal Landfill, as well as a former gas station. Waste and contamination on the site has been confirmed.
2. The site has been vacant for two years. Multiple developers have expressed an interest in redevelopment of the site, but all withdrew because the extent of the contamination is unknown, and therefore the extent and cost of the required cleanup is also unknown. Without further information, redevelopment of the site is unlikely to happen.
3. As a previous municipal landfill, the Minnesota Pollution Control Agency is monitoring the site, but funding for site investigation for the purposes of redevelopment is not available.

4. Additional redevelopment projects in the commercial corridor are anticipated but not yet identified, and the Metropolitan Council Scattered Site Tax Base Revitalization Account Site Investigation Grant is currently the only program that would allow for future investigation projects without submitting new applications.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA that the City Council of Plymouth authorizes the City Manager to submit an application for Metropolitan Council Tax Base Revitalization Account grant funds and, if the City is awarded a Tax Base Revitalization Account grant for this project, the City will be the grantee and agrees to act as legal sponsor to administer and be responsible for grant funds expended for the project contained in the Tax Base Revitalization grant application submitted on November 3, 2025.

BE IT FURTHER RESOLVED that the City of Plymouth has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure adequate project administration.

BE IT FURTHER RESOLVED that the City of Plymouth has not violated any Federal, State or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the state, the City of Plymouth may enter into an agreement with the Metropolitan Council for the Project, and that the City of Plymouth certifies that it will comply with all applicable laws and regulation as stated in all contract agreements.

APPROVED by the City Council on this 14th day of October, 2025.

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 October 14, 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

To: Dave Callister, City Manager

Prepared by: Steven Schmidt, Housing Manager

Reviewed by: Grant Fernelius, CED Director

Item: **Approve Community Development Block Grant (CDBG) resolution on 2024 Consolidated Annual Performance and Evaluation Report**

1. Action Requested:

Approve resolution for CDBG 2024 Consolidated Annual Performance and Evaluation Report.

2. Background:

The Community Development Block Grant (CDBG) is a federally funded program administered by the U.S. Department of Housing & Urban Development (HUD). It's intended to support community development activities to build stronger and more resilient communities. The CDBG program has three national objectives and in order for an activity to be eligible, it must meet one of the three national objectives listed below.

1. Benefit low- and moderate-income individuals
2. Aid in the prevention or elimination of slums or blight
3. Meet community needs that present a serious or immediate threat to the overall health or welfare of the community

Since 1994, the City of Plymouth has annually received a CDBG allocation for being an entitlement community and a member of the Hennepin County Consortium. The HRA continues to carry out identified activities that best serve the housing and community development needs of the city. These activities include preserving the city's housing stock, improving housing affordability, providing essential social services, and supporting fair housing activities.

The attached 2024 Consolidated Annual Performance and Evaluation Report (CAPER) reviews the City of Plymouth's accomplishments towards meeting the five-year goals defined in the Consolidated Plan, as required by the Department of Housing and Urban Development (HUD), for communities receiving Community Development Block Grant (CDBG) funding. The 2024 program year began July 1, 2024 and ended June 30, 2025 and is the fifth grant period of the 2020-2024 Consolidated Plan.

The City of Plymouth is one of three CDBG entitlement jurisdictions among 43 suburban communities within Hennepin County and remains a part of the Hennepin County Consortium for the purposes of the Five-Year Consolidated Plan. The five-year goals of the Consolidated Plan are the quantitative unit goals for the Hennepin County Consortium, which includes Hennepin County, and the cities of Bloomington, Eden Prairie, and Plymouth.

The City of Plymouth has used its allocations according to the directives given in the 2024 Annual Action Plan. Of the total estimated 2024 CDBG budget of \$347,284 (2024 allocation of \$267,284 and \$80,000 in program income), combined with \$170,121.17 in funding via unexpended funds from previous program years, \$85,738.61 was expended for homeowner occupied affordable housing projects, \$26,052.02 was expended for rehabilitation and physical improvements to affordable rental units serving people with disabilities in Plymouth, \$175,000 was expended for Homeownership Assistance Programs such as First Time Home Buyer Program, and support for the Affordable Housing Land Trust, \$40,603.55 was expended for public service activities, \$2,500 was expended for fair housing activities, and \$34,900.62 was expended for the administration of the CDBG program.

Support of public services is a high priority for the City of Plymouth. Through CDBG funds, Plymouth supports family, and housing services for seniors, disabled, and low-income residents. CDBG assistance supported 635 individuals through partnerships with five subgrantee organizations.

In addition, the city started projects with two additional households under the owner-occupied rehabilitation program, while continuing one and completing projects with three homeowners who started owner-occupied rehabilitation projects in the 2023 program year.

The Consolidated Plan accomplishments also support the Plymouth Housing and Redevelopment Authority (HRA) and city housing goals. In 2024, CDBG funded activities addressed the following strategies:

- Affordable Housing
- Rehabilitation of Private Property
- First-time Homebuyer Assistance
- Public Services

In the city's Comprehensive Plan, there are 19 implementation strategies included in the Housing Plan. CDBG funded activities addressed seven of these strategies, these included:

- Livability of Housing and Neighborhoods
- Financial Support and Technical Assistance for Maintenance and Development of Affordable Housing
- Financial Support for Existing Low- and Moderate-Income Rental Housing
- Long Term Affordability
- Livability of Housing and Neighborhoods
- Housing Conditions
- Housing Maintenance
- Fair Housing

HUD requires at least two public meetings be held each year to provide opportunities for residents and interested stakeholders to be involved in reviewing program activities for the proposed uses of CDBG funds. The City of Plymouth will hold two public hearings in the upcoming year. The first public hearing was held September 25, 2025 at the Housing and Redevelopment Board of Commissioners meeting, specific to the 2024 CAPER. No comments were received during the public hearing or submitted in writing during the open public comment period which ran from September 4, 2025 through September 19, 2025. In addition, the City of Plymouth's CAPER was advertised in coordination with the Hennepin County Consortium public comment period and public hearing held on September 16, 2025. Comments received prior to or at that hearing will also be submitted to HUD. The City of Plymouth's second public hearing and public comment period will be held by the Plymouth HRA in early 2026 to obtain public comment on proposed activities for CDBG funding in the 2026 program year as part of its 2026 Annual Action Plan development.

At the September 25, 2025 meeting, the Housing and Redevelopment Board of Commissioners adopted a resolution recommending the City Council approve the submission of the 2024 Consolidated Annual Performance and Evaluation Report (CAPER) to the Department of Housing and Urban Development (HUD).

RECOMMENDATION:

Approve the attached resolution for the submission of the 2024 Consolidated Annual Performance and Evaluation Report (CAPER) to the Department of Housing and Urban Development (HUD).

3. Budget Impact:

N/A

4. Attachments:

1. Plymouth 2024 CAPER
2. City Council Resolution 2025-266

2024 Consolidated Annual Performance and Evaluation Report (CAPER) Draft

For the Community Development Block Grant Program

Public comment period 9/4/2025 – 9/19/2025

Public hearing at Plymouth HRA meeting on 9/25/2025 at 7pm

Written comments must be submitted by 4:30 p.m. on September 19, 2025 and addressed to Grace Scoonover, Plymouth HRA, 3400 Plymouth Boulevard, Plymouth, MN 55447 or sent via email to gscoonover@plymouthmn.gov. A copy of the comment letter will be included in documents submitted to HUD.

Physical copies of the Draft 2024 CAPER will be available for review at Plymouth City Hall, the Plymouth library, and the Plymouth Community Center for the duration of the public comment period. The Draft 2024 CAPER will also be available on the City's website at www.plymouthmn.gov. If you would like a copy of the draft report or if you have questions, please contact Grace Scoonover at 763-509-5413 or gscoonover@plymouthmn.gov.



CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The City of Plymouth is a recipient of Community Development Block Grant (CDBG) entitlement funds through the U.S. Department of Housing and Urban Development (HUD). These funds are allocated and expended for activities benefitting City of Plymouth residents. HUD requires a summary submission of the annual performance for the programs. The following is an overview of accomplishments for the most current reporting period of July 1, 2024 - June 30, 2025. This is the fifth reporting period in the 2020-2024 Consolidated Plan cycle.

The City of Plymouth is one of three CDBG entitlement jurisdictions among 43 suburban communities within Hennepin County and remains a part of the Hennepin County Consortium for the purposes of the Five-Year Consolidated Plan.

The City of Plymouth has used its allocations according to the directives given in the 2024 Annual Action Plan. Of the total estimated 2024 CDBG budget \$347,284 (2024 allocation of \$267,284 and \$80,000 in program income) combined with \$170,121.17 in funding via unexpended funds from previous program years, \$85,738.61 was expended for homeowner occupied affordable housing projects, \$26,052.02 was expended for rehabilitation and physical improvements to residential group homes serving people with disabilities in Plymouth, \$175,000 was expended for Homeownership Assistance Programs including the First Time Home Buyer Program and support for the Affordable Housing Land Trust, \$36,311.91 was expended for public service activities, \$2,500 was expended for fair housing activities, and \$34,900.62 was allocated for the administration of the CDBG program.

As of the 2023 program year, the City of Plymouth has spent down more than 95% of the \$426,390 of CDBG-CV funds provided to the City of Plymouth through the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). The funds made a significant impact throughout the Plymouth community. In the 2023 program year, CDBG-CV dollars were disbursed to provide rental assistance payments to renters facing eviction. In the 2024 program year, remaining CDBG-CV dollars were not expended.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Administration	Program Administration	CDBG: \$	Other	Other	0	0				
Direct homebuyer assistance	Affordable Housing	CDBG: \$	Direct Financial Assistance to Homebuyers	Households Assisted	15	6	40.00%	4	4	100.00%
Emergency Services	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	10	0	0.00%			
Facilities for Persons with Disabilities	Non-Homeless Special Needs	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	27		0	19	
Facilities for Persons with Disabilities	Non-Homeless Special Needs	CDBG: \$	Rental units constructed	Household Housing Unit	0	0		4	0	0.00%
Facilities for Persons with Disabilities	Non-Homeless Special Needs	CDBG: \$	Rental units rehabilitated	Household Housing Unit	0	0				
Fair Housing	Fair Housing	CDBG: \$	Other	Other	0	0				

Homelessness prevention	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	40	89	222.50%	0	5	
Homelessness prevention	Non-Housing Community Development	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0		17	0	0.00%
Homelessness prevention	Non-Housing Community Development	CDBG: \$	Homelessness Prevention	Persons Assisted	0	0				
Homeowner education	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0		50	0	0.00%
Homeowner education	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0				
Homeowner education	Non-Housing Community Development	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	250	134	53.60%			

Homeowner rehabilitation assistance	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	50	38	76.00%	7	3	42.86%
Rental housing rehabilitation	Affordable Housing Non-Homeless Special Needs	CDBG: \$	Rental units rehabilitated	Household Housing Unit	8	20	250.00%			
Senior services	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0		56	0	0.00%
Senior services	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	91		0	73	
Senior services	Non-Housing Community Development	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	325	188	57.85%			
Tenant counseling	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	526		0	480	

Tenant counseling	Non-Housing Community Development	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	1250	537	42.96%	220	0	0.00%
Youth services	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0				
Youth services	Non-Housing Community Development	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	500	67	13.40%			
Youth services	Non-Housing Community Development	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	0	0				

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

The City of Plymouth has three high priority needs that are addressed within the Consolidated Plan: 1. Preserve and Create Single Family Homeownership; 2. Preserve and Create Rental Housing; 3. Education, Outreach and Services. The City of Plymouth has worked to address these goals in a variety of ways, including rehabilitation of single-family owner-occupied properties and preservation of multifamily rental opportunities. Of the five sub-grantees working in Education, Outreach and Services, three met or exceeded their annual goals. The two subgrantees that did not meet their annual goals still carried out their activities and performed according to their plans, but provided

homelessness prevention or emergency assistance amounts to fewer households who were facing greater amounts of overdue expenses. Nine Plymouth families received homelessness prevention or emergency assistance, and 480 individuals received legal assistance to answer questions on eviction proceedings and rental unit repair issues. In addition, the owner-occupied Home Rehabilitation Program assisted three homeowners with necessary home repairs. The City also met its goal of assisting in the rehabilitation of four group homes comprising affordable rental residences for 19 individuals. The City of Plymouth also provided financial assistance to three homebuyers through the First Time Homebuyer loan program.

Plymouth staff will continue to assist sub-grantees with achieving their indicated goals through increased communication and research of additional programs applicable under federal guidelines that serve a need in the City.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	309
Black or African American	173
Asian	32
American Indian or American Native	7
Native Hawaiian or Other Pacific Islander	0
Total	521
Hispanic	17
Not Hispanic	504

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

The 2022 American Community Survey (ACS) 1-year population estimate notes Plymouth's population as 78,669. 76.3% of Plymouth's population identified as white alone, 4.5% identified as Black or African-American, and 9.3% identified as Asian. The percentage of households identifying as Black or African-American that were assisted with CDBG funds (33.21%) is higher than the proportion of Black or African-American households in the City overall. The percentage of white identifying households assisted (59.31%) is lower than the proportion of White households in Plymouth's total population.

Table 2 does not include data for households identifying as multi-racial or other. As a result, these households are not included in the total above.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	637,650	360,503
LIHTC	public - federal	0	
Section 8	public - federal	0	
Tax Exempt Bond Proceeds	public - local	0	
Tax Increment Financing	public - local	0	
Other	public - local	0	
Other	public - state	0	

Table 3 - Resources Made Available

Narrative

The CDBG resources made available amount includes the prior years unexpended amount of \$170,121.17 and the actual program income received of \$200,245.19, added to the entitlement grant amount of \$267,284.

The City of Plymouth uses CDBG funding in addition to funding provided through the HRA Affordable Housing Account, Local HRA Tax Levies, and the City of Plymouth Economic Development Fund. CDBG is just one resource available for the City's continual upkeep and improvement of housing throughout the City. The HRA Tax Levy is utilized to assist in the subsidizing of rental housing for senior citizen households throughout the City's senior housing portfolio. The HRA also provided funding to assist residents with energy audits and potential home improvements along with architectural design consultations for older housing stock. Finally, the Plymouth Economic Development Fund is available to provide funding for activities that help to create jobs, increase business activities, and increase the tax base within the City.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
City of Plymouth	100		

Table 4 – Identify the geographic distribution and location of investments

Narrative

Plymouth CDBG-funded programs are available to low- and moderate-income households throughout the City and are not otherwise geographically targeted. All qualifying residents within the City of Plymouth are able to receive assistance through the programs.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

The City of Plymouth does not have any specific matching requirements associated with the CDBG program. The City uses funding from the HRA tax levy to assist with ongoing maintenance and upkeep of senior housing throughout the City. Additionally, the City has limited funding for an HRA-funded Rehabilitation program to support additional owner-occupied rehabilitation needs in the City.

The City works with the State of Minnesota's Center for Energy and Environment (CEE) to provide low-cost home energy assessment that may aid in decreasing energy costs for homeowners. Due to an aging housing stock in Plymouth, the HRA also funds an Architectural Design Program which provides architectural guidance to homeowners looking to make additions or remodel their current homes.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	4	4
Number of Special-Needs households to be provided affordable housing units	0	0
Total	4	4

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	17	5
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	4	3
Number of households supported through Acquisition of Existing Units	4	4
Total	25	12

Table 6 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

The City of Plymouth is part of the larger Hennepin County HOME Consortium, which focuses on affordable goals for Hennepin County. Plymouth used 2024 program year funds to assist households at or below 80% of area median income (AMI), as defined by HUD. Plymouth provides assistance to residents through both a homebuyer assistance program and rehabilitation assistance for current homeowners. Despite high median home prices in Plymouth (see attached Local Market Update from the Minneapolis Association of Realtors for June 2024) making it difficult for potential first time

homebuyers to find affordable properties, the city was able to meet it's goal of assisting three FTHB households. Due to an aging housing stock, the Rehabilitation Program has been generally successful in meeting goals outlined in the Annual Action Plan. However, challenges have continued in the 2024 program year due to contractor issues which have impacted key rehabilitation items.

Hammer Residences, Inc. was a 2024 subrecipient of CDBG funds, and rehabilitated 4 of their rental group homes which combined have 19 housing units. Hammer's units are made available to disabled individuals who are typically low or extremely-low income.

Finally, 2024 recipients People Responding in Social Ministry (PRISM) and Interfaith Outreach, provided rental assistance to clients participating in their respective programs. Plymouth CDBG funds granted to PRISM and Interfaith Outreach help provide rental assistance to Plymouth families for the purpose of homelessness prevention.

Discuss how these outcomes will impact future annual action plans.

The City of Plymouth will continue to analyze economic trends that contribute to the relative successes of the First Time Homebuyer and Home Rehabilitation programs. More deeply subsidized affordable housing through tools such as Community Land Trusts may be a more effective tool to utilize in the future to better support first-time homebuyers within the CDBG program income limits. We are also interested in leveraging funding opportunities with other available state and county funds to support first-time homebuyers, such as Minnesota Housings Impact fund or other programs offered through the Metropolitan Council. At the same time, the City will continue to target outreach towards households that are in need of assistance and meet income requirements - as well as local and regional organizations that work with these households - in order to spread awareness of available funding. Overall, the City will monitor the programs and adjust future Annual Action Plans accordingly.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	16	0
Low-income	12	0
Moderate-income	20	0
Total	48	0

Table 7 – Number of Households Served

Narrative Information

The median household income for a family of four in the Minneapolis-St. Paul-Bloomington, MN-WI HUD Metro FMR Area, including the City of Plymouth, increased from \$124,200 to \$132,400 late in the 2024 Program Year (spring of 2025). The numbers in the table above are representative of populations that are part of Plymouth. The number of households assisted in the extremely low-income and low-

income categories show people most in need of receiving assistance have increasingly had access to resources. The City CDBG program assists residents with extremely-low, low- and moderate-incomes at or below 80% AMI.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City of Plymouth is part of the Hennepin County Consortium and when presented with someone needing access to services to reduce or end homelessness, would refer them to our network of social service agencies as well as Hennepin County. The accomplishments stated within this objective are those of the Hennepin County Consortium.

Hennepin County hosts robust outreach programs for the unsheltered homeless populations provided by nonprofit organizations, including extensive specialist youth outreach connected to Sexually Exploited Youth programming and other youth specific services. Outreach is provided at locations where people experiencing homelessness are known to congregate in the evening, including parks, overpasses, abandoned structures, and other places not meant for human habitation. Outreach efforts have extended to public transit, as people experiencing homelessness have gravitated to the new light rail system that operates all night. During the day, outreach staff focus on locations where unsheltered individuals gather, meal programs, the downtown library, common panhandling streets, and drop-in centers. Outreach programs conduct initial engagement, harm minimization, and connection to services for people who are unsheltered. They conduct assessments and refers people directly to housing through the Continuum of Care's (CoC) Coordinated Entry System (CES). Hennepin County's Healthcare for the Homeless staff regularly accompany outreach teams to provide healthcare directly to those unsheltered or living outdoors. To address the disproportionate number of unsheltered Native Americans in the community, Hennepin County worked with a Native American-specific agency to launch new culturally specific outreach and low-barrier housing programs. As of 2021, there were three housing programs offering a total of 52 units of non-time limited supportive housing for people coming directly from the streets with chemical dependency issues and desiring culturally specific services. Additionally, two Native agencies opened up overnight drop-in centers in the last year in which people can seek respite during the evening hours and get connected to services. Hennepin County supports two daytime Opportunity Centers, which serve as one-stop shop service centers for single adults and youth. The Opportunity Centers are a key component to engage people into the shelter and Coordinated Entry system and also host Healthcare for the Homeless clinics.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City of Plymouth works with the network of services that Hennepin County has available. Soon after the first confirmed COVID-19 case in Minnesota, Hennepin County moved hundreds of seniors and others at greatest risk of complications from COVID-19 from shelters into protective and isolation shelter in leased hotel rooms. Hennepin was one of the first in the nation to do so, and we attribute our lack of major COVID-19 outbreak amongst people experiencing homelessness to this early

intervention. Hennepin used ESG-CV and CARES Act Coronavirus Relief Funds to increase shelter case management, 24-7 capacity, and safety protocols, to create a successful “Hotels to Housing” team, to finance the “indoor village” and Native shelter referenced above, and to purchase four properties to continue protective and isolation shelter past December 2020.

As of 2021, the community provided 115 family shelter rooms (with overflow provided as needed in line with our shelter-all commitment), 734 congregate shelter beds for single adults, and 76 youth-specific shelter beds. In addition, the County provided emergency and isolation shelter to 171 people in non-congregate hotel-based shelters set up in response to COVID-19. The Adult Shelter Connect bed reservation system and shared HMIS allow us to allocate resources more efficiently while reducing the level of daily trauma and stress experienced by people experiencing homelessness.

In response to the increases in single adult and unsheltered homelessness since 2019, Hennepin County has drastically increased its support of the homeless response system for single adults. The County has funded new case management services in the larger shelter, converted shelters to accommodate couples together, provided more systematic training, and established a new small-scale women-only shelter in 2020.

Hennepin has retained some Transitional Housing, particularly for youth or households experiencing domestic violence, while others have been reshaped into Rapid Rehousing opportunities in line with HUD’s overall direction on transitional housing.

In addition, the City of Plymouth continues to work with a network of social service providers such as Interfaith Outreach and PRISM to assist persons experiencing homelessness or needing emergency shelter.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The City of Plymouth works with People Responding in Social Ministry (PRISM) and Interfaith Outreach as well as other social service agencies to address homeless issues. PRISM offers help with temporary housing assistance and payments in order to prevent homelessness for a small window of time. Interfaith Outreach's Project Success similarly offers rental assistance to families whose head of household is pursuing an educational degree. With any situation, when presented to the City of Plymouth, the issue would be addressed by any means possible as well as using Hennepin County's assistance and programs. As part of the County Consortium, the City of Plymouth has access to the following resources:

To the extent possible, people who are not literally homeless are first directed to “non-homeless” resources to assist in housing stability. Hennepin County and the state of Minnesota offered emergency assistance for rent or utility bill arrears to keep people in their current housing. The county uses state dollars from Family Homeless Prevention and Assistance Program (FHPAP) for people needing additional

financial assistance, supportive services, and case management. FHPAP resources are targeted to households with the greatest risk of homelessness using a targeting tool based on local and national resources.

Hennepin County's Housing Stability office works with county staff to identify and develop mainstream-funded housing opportunities for people being discharged from institutions. The county works across Departments and with local providers and foundations to coordinate homeless prevention programs and move homeless prevention assistance upstream to the point before an eviction is filed in civil court. This collaboration led to the establishment in 2020 of a Tenant Resource Center in the zip code with the highest concentration of evictions. The Tenant Resource Center offers co-located and coordinated financial assistance, mediation, legal aid, and homelessness prevention services such as the County's Emergency Assistance and Emergency General Assistance as well as homeless prevention dollars from Minnesota (Family Homeless Prevention and Assistance Program). During the pandemic, the Tenant Resource Center shifted to a phone-based resource, but the County used CARES Act Coronavirus Relief Fund to create a 'virtual' web-based Tenant Resource Center at the end of 2020.

In 2020, Hennepin County allocated \$16.2 million of CARES Act CRF to emergency rental assistance, along with its first round of CDBG-CV. In 2021, Hennepin was one of the first jurisdictions to start distributing Emergency Rental Assistance. These funds were successfully distributed to households at highest risk of housing instability and of COVID-19 impacts. This support, together with the State's emergency eviction moratorium, led to cutting the number of families using shelter in half.

Many people exiting institutions meet the definition of long-term and often also chronic homelessness, and thus are housed through the Coordinated Entry System. The Corrections Department developed an effort to include stable housing as part of the discharge planning from jail for those with serious behavioral health needs, and a program to connect people with serious mental illness booked into the pre-adjudication jail with mental health in-reach prior to release from jail. Hennepin County's Healthcare for the Homeless team has developed discharge specialist capacity to work on preventing discharges from the Hennepin County Medical Center to homelessness and launched a 30-bed recuperative care facility for people experiencing homelessness in fall 2021.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City of Plymouth has access to the services provided by Hennepin County and refers anyone needing help to these services and to the extent possible, follows up to ensure the proper assistance was provided.

The county's Coordinated Entry System identifies people most appropriate for permanent supportive housing and those who can benefit from rapid rehousing or transitional housing. Priority is given to veterans who cannot be served through veteran specific resources, and then to individuals who are

chronically homeless.

The family shelter system offers additional supports, and uses a case conferencing model, for families not eligible for existing housing interventions.

Hennepin County makes extensive use of by-name lists and case conferencing to problem solve for difficult households. Using this approach, as of 2021, 1104 individual Veterans have been stably housed in Hennepin County since 2015, and 831 chronically homeless individuals were housed since June 2017 (93% over 26- month average since being housed). As of 2021, there were 157 homeless Veterans actively engaged on the Homeless Registry in the Hennepin CoC. 95 of those Veterans were actively engaging housing providers to establish a housing stability plan. 50 Veterans had a housing plan and the resources necessary to move into a unit and were simply waiting for a landlord to say yes.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

The City of Plymouth has no federal public housing within its jurisdiction. The Plymouth HRA does administer approximately 375 Housing Choice Vouchers (HCV). HCV's provide federal rent subsidies for low-income individuals and families in privately owned, existing market-rate housing. The funding from HUD is paid directly to the owner of the property.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

The City of Plymouth does not have any public housing within its jurisdiction; however, the Plymouth Housing and Redevelopment Authority (HRA) has two resident advisory boards - one for its HCV program and the other for the locally financed 99-unit subsidized senior housing development. The HCV Resident Advisory committee advises the HRA on policy development and review. The senior development - Plymouth Towne Square - has a residents' council which advises the HRA on management and resident services.

Actions taken to provide assistance to troubled PHAs

The Plymouth HRA administers the HCV Program and has been given the designation of a High Performing PHA.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

The City does not face any significant negative effects due to public policies within the community. There are, however, state and/or federal regulations and taxing policies that may have a negative impact on the provision of affordable housing. The City collaborates with other public entities whenever possible to identify and mitigate policies, as well as other barriers to affordable housing. When partnering with developers and developments that encourage affordable housing, the City looks to assist in funding with Tax Increment Financing (TIF), and by working with the developers to mitigate costs and potential land issues that may arise.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

The City of Plymouth continues to look for different ways to assist with affordable housing needs. Plymouth provides financial assistance to rehabilitate low- and moderate-income owner-occupied units, as well as down payment, closing cost, homebuyer counseling and education assistance for income-qualifying households.

The City assists in funding the Center for Energy and Environment's Home Energy Squad program, which allows Plymouth homeowners to receive an energy audit for lower cost than normally offered by local utility companies. This audit helps discover energy conservation and efficiency options, while also providing homeowners with energy efficient products such as CFL lightbulbs and programmable thermostats.

In 2024, the City adopted an Inclusionary Housing Policy to ensure that housing developments receiving city financial assistance include a certain percentage of units reserved for and leased or sold to households of low or moderate income, and that the rents or sale price of a unit is affordable for such households.

In 2017, the City approved the preliminary plat and site plan for the Cranberry Ridge development, which provides 45 affordable units at or below 60% AMI and will be made available to Housing Choice Voucher clients. Of the 45 units, 10 are set aside for clients at or below 30% AMI. The development received financial assistance in the amount of \$527,000 from pooled Tax Increment Financing (TIF) funds. Additionally, \$250,000 of fees were waived associated with the project. The Metropolitan Council has also awarded the project an additional 10 project-based vouchers.

In early 2020, the City approved the PUDA for the Element. This development has 61 units, all of which will be made available to households at or below 60% AMI. Four of the units are held for households at or below 30% AMI. The development received Tax Increment Financing in the amount of \$459,000, four Housing Choice Vouchers, and financial assistance from the Plymouth Housing and Redevelopment Authority in the amount of \$241,000 to assist with fees.

Finally, in August of 2020, the Plymouth Housing and Redevelopment Authority (HRA) purchased a .62-

acre parcel and constructed a twin home that will provide affordable and stable housing for veterans and their families who are either experiencing or at risk of experiencing homelessness. The twin home, named Valor Place, is fully occupied by two families.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

As part of the City's Rental Housing Licensing Program, all rental properties in the City are inspected at least every three years. The inspector has satisfied HUD's Risk Assessment Course and is a Certified Risk Assessor. All participants in the City's Housing Choice Voucher program that reside in housing built before 1978 receive copies of the EPA brochure "Protect Your Family From Lead in Your Home". All program participants in the City's Rehabilitation and First Time Homebuyer programs are also given the EPA brochure, regardless of the year their home was built.

The Plymouth HRA has incorporated procedures in the guidelines for all federally-funded programs in order to meet the requirements of federal Lead-Based Paint (LBP) regulations. Discussion of the LBP requirements occurs at any initial meetings with HRA staff, and all files require a Certification of Receipt of LBP regulations form signed by the applicant. All homes built prior to 1978 with deteriorated paint surfaces that may require lead hazard reduction work receive lead testing. Plymouth HRA contracts with a certified Risk Assessor to perform the needed tests to identify and clear lead hazard risks. Clearance reports are issued to all homeowners who had work done disturbing painted surfaces, and a copy is kept by the HRA in the homeowner's file.

Since 2004, Hennepin County has taken a comprehensive approach to preventing childhood lead poisoning, including community outreach and education, in-home education visits, lead risk assessments, lead hazard reduction, and contractor training. Hennepin County is currently administering a 2017 HUD Office of Lead Hazard Control and Healthy Homes grant in the amount of \$3.4 million to continue the program through 2021. Since 2003 and as of 2021, the lead grant programs have completed over 4,700 lead hazard reduction projects. Hennepin County also received a grant award from the Centers for Disease Control which will allow the County to increase outreach and education, especially to the most at-risk populations and geographies through mini-grants to community partners already serving those at-risk populations. These grants demonstrate the County's continued efforts to provide affordable and safe housing to its residents while working toward the goal of eliminating childhood lead poisoning. The funds may be used throughout Hennepin County.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

Whenever possible, the City of Plymouth works diligently through its programs to identify and assist individuals and families at or below the poverty level. Collaboration with Public Safety and the Plymouth Housing Inspector helps identify homeowners and/or renters who may be in need of additional services. Through an established network of relationships with social service agencies, the City refers clients to appropriate areas and assists with CDBG resources when applicable. There are also programs offered through the City of Plymouth, the Plymouth HRA and local non-profits that assist individuals and families experiencing poverty. PRISM and Interfaith Outreach are local organizations that help assist Plymouth residents at risk of or experiencing homelessness. HOME Line offers legal assistance to tenants engaged

in rental disputes with their landlord or property manager. Senior Community Services assists low- and moderate-income senior homeowners with necessary home maintenance. As a member of the Hennepin County Consortium, Plymouth works closely with case managers from Hennepin County to alert the County whenever an individual in the jurisdiction may need additional assistance.

In 2017, the City approved the preliminary plat and site plan for the Cranberry Ridge development, which provides 45 affordable units at or below 60% AMI and will be made available to Housing Choice Voucher clients. Of the 45 units, 10 are set aside for clients at or below 30% AMI. The development received financial assistance in the amount of \$527,000 from pooled Tax Increment Financing (TIF) funds. Additionally, \$250,000 of fees were waived associated with the project. The Metropolitan Council has also awarded the project an additional 10 project-based vouchers.

The recently completed Cranberry Ridge development provides 45 units of affordable housing at or below 60% AMI. 10 of those units are set aside for families at or below 30% AMI (extremely low-income levels). The Element development provides 61 units of affordable housing at or below 60% AMI. Four of those units will be held for households at or below 30% AMI. City staff continue to seek out developments that can provide rents to families who have 80% AMI or below.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The City of Plymouth continues to coordinate with other institutions in the delivery of housing and community development programs. Whenever possible, the Plymouth HRA leverages CDBG funds with other state and local programming. The City coordinates with Hennepin County to deliver Healthy Homes grant funding to help with lead-based paint hazard reduction in conjunction with the CDBG Rehabilitation Loan Program. Minnesota Housing is also a resource recommended to potential homebuyers and current homeowners seeking to make home improvements.

The City also offers two programs to all homeowners for the explicit purpose of addressing specific needs in aging homes. The first is the Home Energy Squad program, which is a collaboration between the Center for Energy and Environment (CEE) and the Plymouth HRA to provide home energy audits to homeowners at a reduced cost. The HRA also funds the Architectural Design Program, which subsidizes the cost of having a qualified architect give remodeling advice to homeowners seeking to make improvements to their aging (30+ years old) homes.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The City of Plymouth has developed and maintained a strong collaborative relationship with other social service agencies and housing providers. Specifically, the city works with People Responding in Social Ministry (PRISM), Metropolitan Interfaith Council on Affordable Housing (MICAHA), Habitat for Humanity, the Housing Justice Center, Outreach Development Corporation (ODC) and Interfaith Outreach. All First Time Homebuyer loan recipients are required to attend HUD-approved homebuyer workshops presented by Home Stretch accredited workshops. Completing these required programs provides first time buyers with the information and education necessary to purchase a home.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

The City of Plymouth is a member of the Fair Housing Implementation Council (FHIC) established in 2002 to coordinate regional efforts to comply with obligations affirmatively furthering fair housing throughout the Twin Cities Metropolitan housing market area. During the 2024 program year, the FHIC continued to address recommendations brought forth in the Regional Analysis of Impediments to Fair Housing (AI).

The FHIC initiates activities that are designed to stop discrimination and promote integration. Such activities are a response to the 2001 AI, funded by participating metropolitan jurisdictions. The City of Plymouth has been an active member of this council, designating time and resources to ensure fair housing for all people - not only within the jurisdiction, but also the broader metropolitan area. Per the recommendations of the AI, Plymouth has worked as part of the Hennepin County Consortium. The Consortium provided funding to the Center for Urban and Regional Affairs (CURA) in order to study displacement of lower income and people of color in the suburbs specifically. Additional resources have gone to Fair Housing training for staff and potential decisionmakers in entitlement communities, as well as to work on Fair Housing trainings in a variety of languages.

The City of Plymouth specifically has worked to address items in the AI recommendations targeting Plymouth and other entitlement jurisdictions. Plymouth continues to be an active member of the FHIC, including distributing the recent RFQ to suburban-focused agencies in order to advance additional community engagement in the suburbs. Fair Housing workshops funded by CDBG distributed through the FHIC have continued through the 2024 program year. Plymouth provides vouchers for renters through the Housing and Redevelopment Authority, and subsequently follows all guidelines of Fair Housing as required by the Section 8 and HCV programs. The City encourages landlords to accept vouchers whenever possible to assist with more affordable housing options. The City also has Fair Housing Policy. Staff continually monitors new state legislation to ensure programs are in compliance with existing and new statutes. The HRA continues to provide funding for rehabilitation and acquisition of existing affordable housing to assist low- and moderate-income households with the maintenance and purchase of homes within Plymouth. Finally, the Plymouth Community Development department employs a Housing Inspector who works as an intermediary between public safety, non-profit and assistance agencies, tenants and citizens.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

Contracts are executed with all organizations implementing activities identified in the Consolidated Plan. The Plymouth HRA is responsible for contract administration and compliance. Activities of organizations receiving a CDBG funding allocation are documented and reviewed for ongoing compliance.

Funding Agreement - For each program or project funded through consolidated plan resources, the applicant will be required to enter into a funding agreement covering at least the following items:

- Schedule for project implementation.
- Financial management of program funds and required matching funds.
- Compliance with related federal regulations.
- Appropriate long-term affordability/access requirements.
- Schedules for project compliance documentation.
- Repayment requirements for noncompliance.

The funding agreement provides a basis for assessing the development and tracking implementation of funded activities. Provisions of the agreement serve as a benchmark that is reviewed for compliance. Appropriate remedial actions are taken and evaluated in a timely manner. Compliance with the terms of the agreement is required prior to approving any request for funding.

Monitoring - Plymouth HRA staff consults with representatives from each community organization receiving a CDBG funding allocation in addition to evaluating contract performance on a quarterly basis, at a minimum. This includes an in-depth review of project outcomes, reporting requirements, financial management, and other funding compliance-related functions. More structured on-site monitoring is also expected of subgrantees.

Document Review - The documents submitted with reimbursement requests are reviewed for completeness and accuracy. When a problem is discovered, HRA staff discusses the issue(s) with project staff to correct the situation and ensure the problem is understood. Reimbursement does not occur until all requirements are met. If subsequent problems are encountered, the project receives a "high-risk" status, which could result in additional risk-based monitoring.

Performance Report - The completion of the Consolidated Annual Performance Evaluation Report (CAPER) is another important tool used to evaluate program effectiveness in meeting CDBG objectives. If a significant discrepancy between goals and performance is found, consultation occurs. A lack of progress in meeting indicated goals will impact the applicant's chances for future funding.

Timeliness - Timeliness is a requirement of all CDBG funded grantees and entities. All grantees must adhere to a schedule for the expenditure of funds. If a project is found to be falling behind on expenditures, they are contacted regarding the problem to develop an adjusted timeline.

Evaluation - Continued evaluation of the monitoring process for the City of Plymouth is performed to

ensure project/program compliance.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

The Plymouth Housing and Redevelopment Authority (HRA) will hold a public comment period on the 2024 CAPER from September 4, 2025 - September 19, 2025. A public hearing on the 2024 CAPER will be held at the HRA Board of Commissioners meeting on September 25, 2025. Notice of the public comment period and public hearing was posted on the city's website on September 4, 2025 and also posted in the local newspaper on September 11, 2025. Draft copies of this plan were made available at the local library, community center, and City Hall for review for the duration of the comment period.

Hennepin County also holds a public hearing and public comment period on behalf of the County Consortium. This report will be submitted to Hennepin County prior to the comment period for the Consortium CAPER.

Finally, and in addition to this CAPER, the following reports are available to the public and have been previously submitted to HUD:

- 2020-2024 Hennepin County Consortium Consolidated Plan
- 2025-2029 Hennepin County Consortium Consolidated Plan
- 2025 City of Plymouth Annual Action Plan
- Regional Analysis of Impediments to Fair Housing (2020)

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

The City of Plymouth has used the resources made available to assist homeowners in a variety of ways throughout the program year. Plymouth staff continually keeps in close contact with sub-grantees to ensure all stated Action Plan goals are met. In addition, staff conducts outreach with new potential sub-grantees throughout the year to ensure that presently unmet goals are accounted for in annual and long-term planning

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI)

grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

The City of Plymouth has used the resources made available to assist homeowners in a variety of ways throughout the program year. Plymouth staff continually keeps in close contact with sub-grantees to ensure all stated Action Plan goals are met. In addition, staff conducts outreach with new potential sub-grantees throughout the year to ensure that presently unmet goals are accounted for in annual and long-term planning

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	0	0	0	0	0
Total Labor Hours					
Total Section 3 Worker Hours					
Total Targeted Section 3 Worker Hours					

Table 8 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers					
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.					
Direct, on-the job training (including apprenticeships).					
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding child care.					
Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					

Other.					
--------	--	--	--	--	--

Table 9 – Qualitative Efforts - Number of Activities by Program

Narrative

Section 3 projects are housing rehabilitation, housing construction, and other public construction projects assisted under HUD programs that provide housing and community development financial assistance when the total amount of assistance to the project exceeds a threshold of \$200,000. The City of Plymouth's 2024 CDBG program year had no single contractor or subcontractor of a rehabilitation project receive a contract for \$100,000 or more in grant assistance. The City of Plymouth does not allocate any additional federal funding to housing rehabilitation, housing construction, or other construction projects. The 2024 program year did not exceed \$200,000 to Section 3 covered projects and therefore is not subject to requirements under Section 3.

Attachment

Plymouth Housing Market Update

Plymouth

- 5.5%

Change in
New Listings

- 19.0%

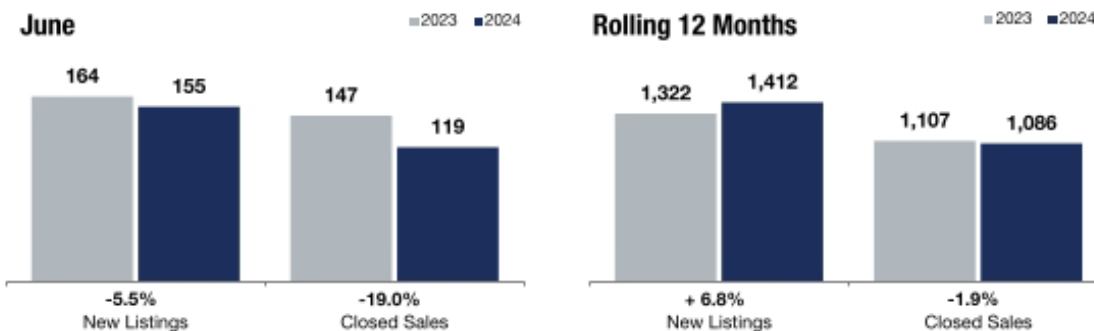
Change in
Closed Sales

+ 16.4%

Change in
Median Sales Price

	June			Rolling 12 Months		
	2023	2024	+ / -	2023	2024	+ / -
New Listings	164	155	-5.5%	1,322	1,412	+ 6.8%
Closed Sales	147	119	-19.0%	1,107	1,086	-1.9%
Median Sales Price*	\$472,400	\$550,000	+ 16.4%	\$461,712	\$505,000	+ 9.4%
Average Sales Price*	\$571,189	\$640,507	+ 12.1%	\$535,936	\$601,865	+ 12.3%
Price Per Square Foot*	\$214	\$222	+ 3.6%	\$208	\$219	+ 6.2%
Percent of Original List Price Received*	100.9%	99.5%	-1.4%	99.2%	99.6%	+ 0.4%
Days on Market Until Sale	25	38	+ 52.0%	33	37	+ 12.1%
Inventory of Homes for Sale	182	191	+ 4.9%	--	--	--
Months Supply of Inventory	2.0	2.1	+ 5.0%	--	--	--

* Does not account for seller concessions. | Activity for one month can sometimes look extreme due to small sample size.



** Each dot represents the change in median sales price from the prior year using a 6-month weighted average. This means that each of the 6 months used in a dot are proportioned according to their share of sales during that period.

Current as of July 8, 2024. All data from NorthstarMLS. | Copyright ShowingTime Plus, LLC.



Office of Community Planning and Development
U.S. Department of Housing and Urban Development
Integrated Disbursement and Information System
PR26 - CDBG Financial Summary Report
Program Year 2024
PLYMOUTH , MN

DATE: 09-04-25
TIME: 9:59
PAGE: 1

PART I: SUMMARY OF CDBG RESOURCES

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	170,121.17
02 ENTITLEMENT GRANT	267,284.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	200,245.19
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	637,650.36

PART II: SUMMARY OF CDBG EXPENDITURES

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	327,394.18
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	327,394.18
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	37,400.62
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	364,794.80
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	272,855.56

PART III: LOWMOD BENEFIT THIS REPORTING PERIOD

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	327,394.18
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	327,394.18
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%

LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS

23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: PY: PY:
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%

PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	36,311.91
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	36,311.91
32 ENTITLEMENT GRANT	267,284.00
33 PRIOR YEAR PROGRAM INCOME	36,940.28
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	304,224.28
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	11.94%

PART V: PLANNING AND ADMINISTRATION (PA) CAP

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	37,400.62
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	37,400.62
42 ENTITLEMENT GRANT	267,284.00
43 CURRENT YEAR PROGRAM INCOME	200,245.19
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	467,529.19
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	8.00%



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U.S. Department of Housing and Urban Development
Integrated Disbursement and Information System
PR26 - CDBG Financial Summary Report
Program Year 2024
PLYMOUTH , MN

DATE: 09-04-25
TIME: 9:59
PAGE: 2

LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17

No data returned for this view. This might be because the applied filter excludes all data.

LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18

No data returned for this view. This might be because the applied filter excludes all data.

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2024	4	333	7020585	Facilities for persons with Disabilities	03B	LMC	\$17,219.00
2024	4	333	7051017	Facilities for persons with Disabilities	03B	LMC	\$8,833.02
					03B	Matrix Code	\$26,052.02
2024	6	335	6976678	Senior Community Services (SCS)	05A	LMC	\$8,380.00
2024	6	335	7020585	Senior Community Services (SCS)	05A	LMC	\$3,620.00
					05A	Matrix Code	\$12,000.00
2024	11	340	6968156	Tenant Counseling (HOME Line)	05K	LMC	\$4,750.84
2024	11	340	6986755	Tenant Counseling (HOME Line)	05K	LMC	\$4,555.60
2024	11	340	7051017	Tenant Counseling (HOME Line)	05K	LMC	\$415.56
					05K	Matrix Code	\$9,722.00
2024	7	336	6968156	Homelessness Prevention-- PRISM	05Q	LMC	\$2,714.91
2024	7	336	7051017	Homelessness Prevention-- PRISM	05Q	LMC	\$1,875.00
2024	8	337	6976678	Homelessness Prevention-- INTERFAITH	05Q	LMC	\$10,000.00
					05Q	Matrix Code	\$14,589.91
2024	5	334	6968156	Homeownership Counseling (LSS)	13A	LMH	\$442.64
2024	5	334	7020585	Homeownership Counseling (LSS)	13A	LMH	\$2,856.91
2024	5	334	7051017	Homeownership Counseling (LSS)	13A	LMH	\$992.09
					13A	Matrix Code	\$4,291.64
2024	2	331	7020585	2024 First Time Home Buyer	13B	LMH	\$35,000.00
2024	2	331	7060932	2024 First Time Home Buyer	13B	LMH	\$70,000.00
2024	3	332	6986755	Affordable Housing Land Trust	13B	LMH	\$70,000.00
					13B	Matrix Code	\$175,000.00
2024	1	330	6968156	2024 Housing Rehab	14A	LMH	\$3,850.00
2024	1	330	6976678	2024 Housing Rehab	14A	LMH	\$16,402.61
2024	1	330	6986755	2024 Housing Rehab	14A	LMH	\$12,215.68
2024	1	330	7051017	2024 Housing Rehab	14A	LMH	\$53,270.32
					14A	Matrix Code	\$85,738.61
Total							\$327,394.18

LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity to prevent, prepare for, and respond to Coronavirus	Activity Name	Grant Number	Fund Type	Matrix Code	National Objective	Drawn Amount
2024	6	335	6976678	No	Senior Community Services (SCS)	B24MC270009	PI	05A	LMC	\$8,380.00
2024	6	335	7020585	No	Senior Community Services (SCS)	B24MC270009	EN	05A	LMC	\$3,620.00
								05A	Matrix Code	\$12,000.00
2024	11	340	6968156	No	Tenant Counseling (HOME Line)	B24MC270009	PI	05K	LMC	\$4,750.84
2024	11	340	6986755	No	Tenant Counseling (HOME Line)	B24MC270009	PI	05K	LMC	\$4,555.60
2024	11	340	7051017	No	Tenant Counseling (HOME Line)	B24MC270009	EN	05K	LMC	\$415.56
								05K	Matrix Code	\$9,722.00
2024	7	336	6968156	No	Homelessness Prevention-- PRISM	B24MC270009	PI	05Q	LMC	\$2,714.91
2024	7	336	7051017	No	Homelessness Prevention-- PRISM	B23MC270009	EN	05Q	LMC	\$3.20
2024	7	336	7051017	No	Homelessness Prevention-- PRISM	B24MC270009	EN	05Q	LMC	\$1,871.80
2024	8	337	6976678	No	Homelessness Prevention-- INTERFAITH	B24MC270009	PI	05Q	LMC	\$10,000.00
								05Q	Matrix Code	\$14,589.91
				No	Activity to prevent, prepare for, and respond to Coronavirus					

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity to prevent, prepare for, and respond to Coronavirus	Activity Name	Grant Number	Fund Type	Matrix Code	National Objective	Drawn Amount
Total										\$36,311.91

LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2024	10	339	6955072	Program Administration	21A		\$6,494.56
2024	10	339	6968156	Program Administration	21A		\$1,143.24
2024	10	339	6976678	Program Administration	21A		\$23.88
2024	10	339	6986755	Program Administration	21A		\$1,836.41
2024	10	339	7000247	Program Administration	21A		\$8,296.01
2024	10	339	7007390	Program Administration	21A		\$9,005.51
2024	10	339	7020585	Program Administration	21A		\$8,101.01
					21A	Matrix Code	\$34,900.62
2024	9	338	7020585	Fair Housing	21D		\$2,500.00
					21D	Matrix Code	\$2,500.00
Total							\$37,400.62

CITY OF PLYMOUTH

RESOLUTION No. 2025-266

RESOLUTION FOR APPROVAL AND SUBMISSION OF THE FISCAL YEAR 2024 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)

WHEREAS, the City of Plymouth received a Community Development Block Grant (CDBG) funding allocation of \$267,284 for CDBG fiscal year 2024; and

WHEREAS, submission of a Consolidated Annual Performance and Evaluation Report (CAPER) is required in order for grant recipients to report on their accomplishments and progress toward Consolidated Plan goals; and

WHEREAS, on September 4, 2025, the Plymouth Housing and Redevelopment Authority opened a fifteen-day public comment to allow interested parties to express their opinion; and

WHEREAS, the Housing and Redevelopment Authority in and for the City of Plymouth, MN has reviewed the program activities and accomplishments from the 2024 program year, which lasted from July 1, 2024 to June 30, 2025, and determined those activities and accomplishments to be an appropriate use of Community Development Block Grant funds in accordance with federal guidelines and the City's HUD approved Consolidated Plan.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA, that it hereby authorizes the submission of the 2024 Consolidated Annual Performance and Evaluation Report - covering the period July 1, 2024, to June 30, 2025 - to the U.S. Department of Housing and Urban Development.

APPROVED this 14th day of October, 2025.

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 October 14th, 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

To: Dave Callister, City Manager

Prepared by: Lori Sommers, Planning Manager

Reviewed by: Grant Fernelius, CED Director

Item: **Authorize 2050 Comprehensive Plan Request for Proposals (RFP) for consultant services**

1. Action Requested:

Approve the Request for Proposals (RFP) and direct staff to release the RFP.

2. Background:

A 2050 Comprehensive Plan update, and a draft RFP was presented to council at the September 23 study session. Consultant services are being requested to ensure the development of a high-quality, inclusive, and forward-thinking plan to hire a qualified planning consultant. The selected consultant will lead the technical analysis, public engagement process, and drafting of the plan in close coordination with city staff.

3. Budget Impact:

The Planning Resource Fund has been budgeted at \$300,000 to support the main planning consultant. Additional Technical Studies are anticipated to require an estimated \$300,000–\$800,000. Staff will identify funding sources for the additional studies at a future date.

4. Attachments:

1. Presentation
2. RFP - Comp Plan
3. City Council Resolution 2025-267



2050 Comprehensive Plan RFP



What is a Comprehensive Plan?

A guiding document that outlines the long-term vision, goals, and strategies for a city’s growth and development.

Key Areas	
Land Use	Parks and Trails
Housing	Climate
Transportation	Natural Systems
Water Resources	Implementation

Purpose
Guidance for Future Development Provides a framework for decision-making on zoning, development proposals, and capital investments
Community Vision Reflects the values and priorities of residents, businesses, and stakeholders gathered through public engagement.
Policy Integration Ensures alignment and coordination among city departments and regional planning efforts.
Legal Foundations Serves as the basis for land use regulations and can help protect the city from legal challenges related to planning decisions.



Required Plan Elements

Plan Element pages outline requirements for your comprehensive plan, ways to get more out of your plan, and resources to support your plan update.



Land Use

Forecasts, Existing & Future
Land Use, Density, etc.



Housing

Existing Housing Need,
Projected Housing Need,
Implementation



Transportation

Roadways, Transit, Biking, etc.



Water Resources

Wastewater, Water Supply,
Surface Water



Parks and Trails

Regional Parks and Trails,
Local Parks and Trails



Climate

Climate Mitigation &
Adaptation



Natural Systems

Natural Systems Mapping Tool,
Natural Systems StoryMap



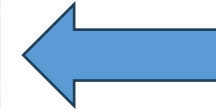
Implementation

Implementation



Comprehensive Plan - Timeline *Draft*

2050 Comprehensive Plan Timeline	
Project Kick Off	September 23, 2025
Receive System Statement	September 25, 2025
★ Request for Proposals (RFP)	October 14, 2025
Deadline to submit proposals	November 13, 2025
Selection interviews by staff, if needed	November 24, 2025
Main Consultant Selection	December 9, 2025
Refine Plan Schedule	Jan. - March. 2026
Public Input/Workshops	June - Oct. 2026
Draft Plan	January 2027
Final Plan	April 2027



Questions?



City of Plymouth

Request for Proposals – Comprehensive Plan

1. GENERAL INFORMATION

1.1 Purpose

The City of Plymouth, Minnesota is soliciting proposals for consulting services for development and adoption of a new city-wide comprehensive plan in compliance with the requirements of Minnesota Statute 473.858 and the Metropolitan Council issued City of Plymouth System Statement and Imagine 2050. The consultant is expected to lead an extensive, inclusive, and innovative community engagement process, develop a new comprehensive plan that builds on the City Councils adopted Strategic Priorities with prioritized implementation steps to achieve a viable, sustainable, diverse and inclusive city, and guide successful adoption of the plan by the City Council.

The city is seeking these services for an estimated period of 12-18 months with an expected start date of December 2025.

1.2 About the Community

Plymouth is a 35.3-square mile suburb located 12 miles west of Minneapolis in Hennepin County. Plymouth is nationally recognized as a thriving community offering an excellent quality of life, extensive trails and parks, quality housing and neighborhoods, highly regarded school districts, and innovative companies and industries. Boasting Minnesota's fourth largest economy, the city is home to an established commercial industrial base, thriving manufacturing, med-tech, and healthcare sectors. According to the 2020 census, the city's population was 81,026 persons. Plymouth is a landlocked community that continues to experience growth via innovation and redevelopment.

1.3 Past Planning Initiatives

The City of Plymouth is required by the Metropolitan Council to adopt an updated comprehensive plan every 10-years. The current comprehensive plan was adopted in July 2019 and since then, several comprehensive plan amendments has been approved as well as approved small area planning documents. The small area planning documents have been created by the city for a specific need or focus. The collection of numerous documents forming the city's guiding policy is challenging for citizens, stakeholders and staff to regularly utilize. The desired outcome is a unified comprehensive plan that replaces, references, aggregates, and/or incorporates previous plan elements as applicable.

Existing documents found on city plans webpage

- [2040 Comprehensive Plan](#)
- [List of Comprehensive Plan Amendments](#)
- [City Center 2.0 Study](#)

- [City Center Design Standards](#)
- [Station 73 TRIP](#) and [County Road 73 Study](#)
- Housing Studies and Policies:
 - [Inclusionary Housing Policy](#)
 - [2018 Rental Housing Study](#)
- [Planned Unit Development \(PUD\) Policy](#)
- [Strategic Priorities](#)

Other documents

- State Highway 55 Bus Rapid Transit (BRT) Study *(In process)*
- [State Highway 169 Multimodal Corridor Study](#) *(In process)*
- Met Council Housing Nexus Study *(In process)*

2. SCOPE OF WORK

The proposed scope of work for this project consists of the items outlined below. This represents minimum requirements for how to approach this project, and the city welcomes and encourages consultant's ideas that may go beyond or otherwise vary from what is outlined in this request for proposal.

2.1 Service Area

The comprehensive plan is a city-wide document.

2.2 Plan Objectives

The results of this plan will help city staff, elected officials, stakeholders, and community members guide decision-making. We are seeking consultants with extensive experience developing innovative comprehensive plans for cities similar to Plymouth in size and characteristics. The selected consultant will be responsible for the development of a plan consistent with Minnesota Statute 473.858 and the Metropolitan Council issued City of Plymouth System Statement and Imagine 2050 (see Appendix A) in cooperation with city staff, City Council, Plan Commissioners, elected officials, and the community.

This project will take a fresh look at previous studies and plans, existing conditions, market and economic realities, and resident and stakeholder input to develop a strategically prepared plan. The plan should provide a measured assessment of present conditions and future opportunities using a solid, data-driven basis to evaluate city needs to formulate goals and implementation strategies. The plan should also explore redevelopment nodes and evaluate outcomes.

Preferred consultants will have proven success designing municipal planning processes that set a city's long-term vision, values, goals, and deliverables to synergize local planning, policy, land use, zoning, capital improvement, and investment decisions. The preferred consultant should also have proven success in innovative engagement and outreach strategies.

2.3 Consultant Responsibilities and Public Participation Activities

The consultant will coordinate work with Planning Division staff, the Plan Commission, and any established support committees for this project. The Planning Manager will oversee the direction and quality of work of this consultant.

At minimum, the consultant is responsible for undertaking the following public participation activities:

- Provide content for the project website and social media.
- Kickoff meeting with city staff.
- Focus group sessions/interviews with city staff, elected officials, school district representatives, community and business representatives, and citizen members from relevant city boards and commissions.
- Up to Four community visioning workshops or forums.
- Design and administer surveys for public input.
- Regular attendance at Plan Commission meetings to review and present draft documents as they are prepared.
- Up to four public open houses to review the draft plan.
- Up to four meetings for final plan approval, including attendance, preparation and presentation to the Plan Commission, City Council, as deemed necessary by city staff.

The consultant will continue to work closely with all city staff and meet and/or provide updates on a regular basis on site, virtually, or email for the duration of the contract.

2.4 Deliverables

A draft plan submittal will be required for review and comment by the city staff prior to completing the final report and plan. The consultant will be responsible for maintaining a website devoted to the project for the duration of the process plus at least one month post City Council approval, including integration with the city's website.

The city shall also receive all original documents electronically in Microsoft Word, Excel, and PDF formats, including a PDF version of the entire plan for city use. Maps and plans shall be delivered electronically with an ability for the city to modify, if necessary, and be compatible with the city AutoCAD standards and GIS software. Any public facing documents including PDFs, websites, and mobile applications created for the City of Plymouth must conform to Web Content Accessibility Guidelines (WCAG) 2.1 Level AA guidelines.

The plan shall also include an executive summary highlighting the major changes, goals, objectives, and action items using of maps, charts, photos, tables, images, and graphics.

3. REQUEST FOR PROPOSAL (RFP) REQUIREMENTS AND EVALUATION CRITERIA

3.1 General Expectations

Consultants shall submit a concise proposal describing their capacity to manage the project and their experience with similar projects. The proposals should include a clear, dated outline of how the consultant will complete all tasks involved with this project.

3.2 Proposal Elements

Although no specific proposal format is required, the following guidelines highlight features that are expected to be included within the proposal:

- **Cover Page**
- **Cover Letter**
 - a. No more than 2 pages
 - b. Identify the primary point of contact
- **Firm Description:** Include a brief history and other pertinent information in relation to each firm on your proposed team.
- **Identify Qualifications of Assigned Personnel:** The name(s) of the principal-in-charge and key technical/professional personnel to be assigned to the city together with a resume describing the experience and qualifications of each. An organization chart is also requested.
- **References:** Provide names, phone numbers and email addresses for three (3) public client references who will attest to your firm's ability to undertake similar projects.
- **Recent Project Examples:** A clear and concise statement, with examples, indicating the consultant's past performance and familiarity with the type of work sought under this RFP.
- **Project Understanding and Approach:** Provide a statement describing how your project team understands our project. The consultant shall describe in detail its proposed approach to the project.
- **Schedule:** Provide a timeline for the project. Provide key milestones.
- **Fee Proposal:** A lump sum fee and fee statement shall be provided.
- **Service Agreement/Contract:** provide one copy of your firm's typical service agreement or contract.

3.3 Criteria

The proposal review team, consisting of city staff, will review the proposals according to the following evaluation criteria:

1. Qualifications of Consultant

- Experience completing this type of master planning
- Experience working in similar communities
- Experience developing consensus including discussing redevelopment options, housing, and having difficult community conversations

2. Proposed Methodology

- Project approach and creativity
- Sources and uses of data
- Interaction with community – community outreach

3. Understanding of RFP

- Community context
- Goals and purpose of plan

4. Adherence to a Timeline

5. Cost of Services

- Project cost estimate and the ability to stay within a budget

3.4 Submittal Review Process

The process of selecting a consultant requires the accumulation of comprehensive and accurate information to ensure that a knowledgeable, objective decision can be made. The City of Plymouth reserves the right to accept or reject any or all proposals of portions thereof without stated cause. The City of Plymouth reserves the right to re-issue any Request for Proposals.

Upon selection of a finalist, the city by its proper officials shall attempt to negotiate and reach a final agreement with the finalist. If the city, for any reason, is unable to reach a final agreement with this finalist, the city then reserves the right to attempt to reject such finalist and negotiate a final agreement with another finalist who has the next most viable proposal or bid. The city may also elect to reject all proposals and re-issue a new RFP.

Clarification of proposals: The city reserves the right to obtain clarification of any point in a Proposer's proposal or obtain additional information.

The City of Plymouth is not bound to accept the proposal with the lowest cost but may accept the proposal that demonstrates the best ability to meet the needs of the city.

The City reserves the right to waive any formalities, defects, or irregularities, in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of the city.

The city reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the Proposer.

Questions on this RFP should be directed to Lori Sommers, Planning Manager, City of Plymouth, at 763-509-5457 or by email at lsommers@plymouthmn.gov.

3.5 Selection Interview

The proposal review team may select a short list of proposers to make an oral presentation, if needed. The presentation, limited to 20 minutes, shall serve to confirm proposal representations, answer city questions, provide supplemental information, and allow the city the opportunity to meet and assess the project consultants.

3.6 Budget and Type of Contract

The city will enter into a contract for professional consulting services based on a fixed-price (or lump sum) to the contractor for the specified scope of services. Incremental payments to the consultant will be made at the completion of major tasks with a “not to exceed” contract amount. Ten (10) percent of the contract price will be held as final payment upon delivery of the final products. The exact payment schedule will be negotiated and determined as part of the contract and shall be based on the budget provided with the proposal.

The City of Plymouth shall not be liable for any costs incurred by a consultant in responding to this request for proposals or for any costs associated with discussions required for clarification of items related to this proposal.

3.7 Public Information

Information supplied by the proposer and chosen consultant to the City of Plymouth is subject to the Minnesota Public Records Law. Such information shall become public unless it falls within one of the exceptions in the statute, such as security information, trade secret information, or labor relations information. If the Proposer believes any information which is not public will be supplied in response to this RFP, the vendor shall take reasonable steps to identify for the city with data, if any, it believes falls within the exceptions. If the proposal data is not marked in such a way as to identify non-public data, the city will treat the information as public and release it upon request. In addition, the city reserves the right to make the final determination of whether data identified by the proposer as not public falls within the exceptions within the statute. The same laws apply to the final plan documents and all information obtained to complete the final plan and the city retains ownership of all documents.

3.8 Proposal Time Schedule

The anticipated project duration is approximately 12-18 months after the city directs the Consultant(s) to begin the project. Listed below are estimated dates and times of actions related to this RFP:

October 15, 2025: RFP Release Date

2 PM on November 13, 2025: Deadline to submit proposals to:

Lori Sommers, Planning Manager
City of Plymouth
3400 Plymouth Boulevard
Plymouth, MN 55447

November 24, 2025: Selection interviews, if needed

December 9, 2025: Contract Inception Date – Council contract approval

3.9 Notification of Award

The City of Plymouth intends to select a consultant by December 2025. Should either party fail to execute a contract within 30 days of notification of award, the city reserves the right to rescind the award and select services from another interested firm.

3.10 Contract & Insurance

The contract between the City of Plymouth and the selected consultant will be based on the city's standard terms and conditions. All insurance and professional liability requirements are included in the standard terms and conditions document. The selected consultant will be required to show proof that all requirements within the terms and conditions are met.

Appendix A – City of Plymouth System Statement



**CITY OF
PLYMOUTH**

2025 SYSTEM STATEMENT



IMAGINE²⁰₅₀



2025 SYSTEMS STATEMENT CITY OF PLYMOUTH

Regional Development Plan Adoption

On February 12, 2025, the Met Council adopted Imagine 2050 as a comprehensive development guide for the Twin Cities metro region. Imagine 2050 includes regional systems plans, including the 2050 Transportation Policy Plan, the 2050 Water Policy Plan, the 2050 Regional Parks and Trails Policy Plan, and the 2050 Housing Policy Plan. The development guide also outlines land use policies and community designations important for local comprehensive planning updates.

The Metropolitan Council is now issuing systems statements pursuant to [State statute](#).

Systems Statements

Metropolitan systems plans are long-range comprehensive plans for the regional systems – transit, highways, and airports; wastewater services; and parks and open space – along with the capital budgets for those systems. Systems statements explain the implications of metropolitan system plans for each community in the region. They are intended to help communities prepare or update their comprehensive plan, as required by the Metropolitan Land Planning Act:

Within nine months after receiving a system statement for an amendment to a metropolitan system plan, and within three years after receiving a system statement issued in conjunction with the decennial review required under [section 473.864, subdivision 2](#), each affected local governmental unit shall review its comprehensive plan to determine if an amendment is necessary to ensure continued conformity with metropolitan system plans. If an amendment is necessary, the governmental unit shall prepare the amendment and submit it to the council for review.

The system statement includes information specific to a community, including:

- community designation or designation(s)
- forecasted population, households, and employment through the year 2050
- guidance on appropriate densities to ensure that regional services and costly regional infrastructure can be provided as efficiently as possible
- affordable housing need allocation.

In the following sections, this systems statement contains an overview of key changes and updates to the policies and plans from the previous 2040 regional development guide and specific system changes that affect your community:

- Transportation, including metropolitan highways, aviation, and transit
- Water Resources, including wastewater, surface water, and water supply planning

- Regional parks and trails

Regional Development Guide

The development guide adopted in February 2025 reflects the vision and plans adopted by communities for a prosperous, equitable, and resilient region with abundant opportunities for all to live, work, play, and thrive.

Regional values are shared core beliefs or principles that guide the work of developing and implementing Imagine 2050. The values build on those identified in Thrive MSP 2040 and incorporate what we've learned over the last ten years as well as the common values expressed by local governments and partners across the region. These values guide the Met Council in building partnerships and developing policies and programs to support Imagine 2050.

The Met Council has endorsed the following goals for our region to achieve through our policies, practices, programs, and partnerships:

- Our region is equitable and inclusive.
- Our communities are healthy and safe.
- Our region is dynamic and resilient.
- We lead on addressing climate change.
- We protect and restore natural systems.

Dispute Process

If your community disagrees with elements of this systems statement or has any questions about the process, please contact your Sector Representative, Freya Thamman, at 651-602-1750, to review and discuss potential issues or concerns. The Council and local government units and districts have usually resolved issues relating to the system statement through discussion.

Request for Hearing

If a local governmental unit and the Met Council are unable to resolve disagreements over the content of a system statement, the unit or district may, by resolution, request that a hearing be conducted by the Met Council's Land Use Advisory Committee or by the State Office of Administrative Hearings to consider amendments to the system statement. According to Minnesota Statutes [section 473.857](#), the request shall be made by the local governmental unit or school district within 60 days after receiving the system statement. If the Met Council does not receive a hearing request within 60 days, the statement becomes final.

Next Steps in the Regional Planning Cycle

Receipt of this system statement and the metropolitan system plans triggers a community's obligation to review and amend its comprehensive plan by December 2028. Local comprehensive plans and amendments will be reviewed by the Met Council for conformance to

metropolitan system plans, consistency with Met Council policies, and compatibility with adjacent and affected governmental units. Updated local comprehensive plans are due to the Met Council for review by Dec. 31, 2028.

Forecasts

The Met Council uses the forecasts developed as part of Imagine 2050 to plan for regional systems. Communities should base their planning work on these forecasts. Given the nature of long-range forecasts and the planning timeline undertaken by most communities, the Met Council will maintain on-going dialogue with communities to consider any changes in growth that may have an impact on regional systems.

Imagine Forecasts for the City of Plymouth

	2020 (actual)	2030	2040	2050
Population	81,026	81,700	86,000	91,700
Households	32,041	33,200	35,200	37,600
Employment	52,025	57,400	60,600	66,000

Housing Policy

The purpose of the Housing Policy Plan, adopted by the Metropolitan Council in February 2025, is to provide leadership and guidance on regional housing needs and challenges and to support Imagine 2050. The Housing Policy Plan provides an integrated policy framework that unifies our existing roles in housing and identifies opportunities to expand our role in supporting safe, affordable and dignified housing in the region.

Consistent with state statute (Minn. Stat. 473.859, subd. 2(c) and subd. 4), cities and townships must include a housing element and implementation program in their local comprehensive plans that address existing and projected housing needs.

The Met Council has determined the regional need for low-income housing for the decade of 2031-2040 (see Appendix B in the Housing Policy Plan).

Based on regional forecasts, the regional need for future affordable housing units is 39,700. Plymouth's share of the region's future need for low-income housing is 1,035 new units of affordable housing. Of these new units, the need is for 599 affordable to households earning at or below 30% of AMI, 358 affordable to households earning 31% to 50% of AMI, and 78 affordable to households earning 51% to 60% of AMI.

Affordable Housing Need Allocation for the City of Plymouth

	Units
At or below 30% AMI	599
31 to 50% AMI	358
51 to 60% AMI	78
Total Units	1,035

Future Affordable Housing Need allocations may be updated throughout the decade if local projected sewerage growth changes.

Plymouth should consult the complete Housing Policy Plan when preparing its local comprehensive plan. In addition, Plymouth should consult Imagine 2050 and the Local Planning Handbook for specific requirements necessary for the housing element and housing implementation programs of local comprehensive plans.

Climate Policy

In 2023, the State legislature amended the Metropolitan Land Planning Act ([Minn Stat. § 473.859, subd. 2 and 7](#)) to include new requirements that comprehensive plans address climate mitigation and adaptation. In climate policy, mitigation strategies focus on minimizing contributions to climate change through efficiency measures and reducing greenhouse gas emissions. Adaptation strategies focus on how to change policies and practices to adjust to ongoing and future impacts of climate change.

The Met Council will assist communities in addressing climate mitigation and adaptation elements by providing communities with greenhouse gas inventories and technical assistance for identifying appropriate strategies.

Community Designation

Community designations group jurisdictions with similar characteristics for the application of regional policies. The Council uses community designations to guide regional growth and development; establish land use expectations including overall development densities and patterns; and outline the respective roles of the Council and individual communities, along with strategies for planning for forecasted growth. If there are discrepancies between the Imagine 2050 Community Designations Map and the Community Designation map contained within this systems statement, communities should follow the specific guidance contained in this document. Imagine identifies the City of Plymouth with the community designation of Suburban on the Community Designation map.

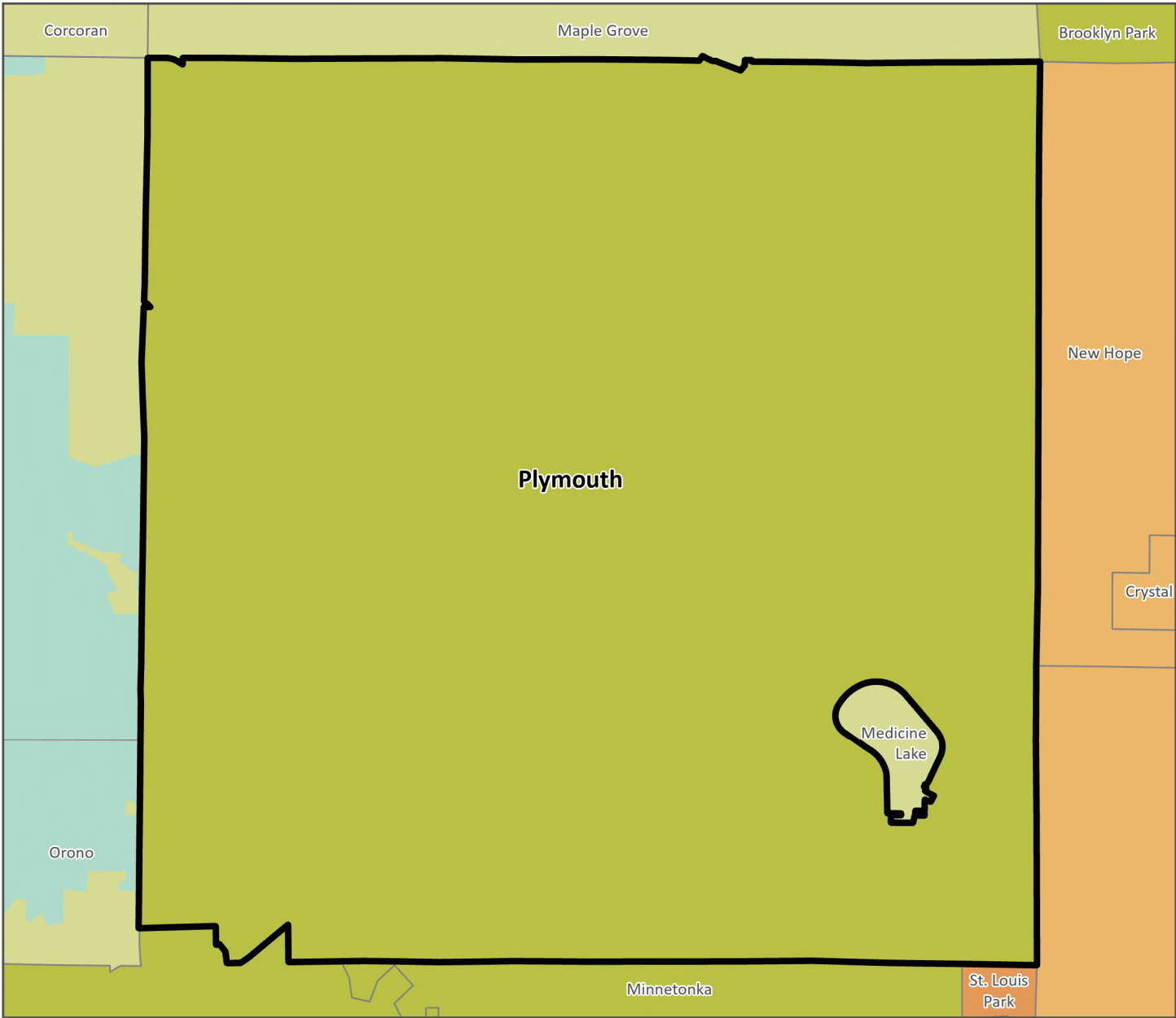
Suburban areas are primarily residential, featuring auto-oriented, medium-density housing developments. Many Suburban jurisdictions have a downtown or core area with a more urban development pattern, reflecting their initial phase of development; however, all of these municipalities experienced most of their growth in the 1980s and early 1990s. This has resulted in an overall development pattern of expansive subdivisions that prioritize vehicle access and exhibit limited intersection density, which affects the efficiency of public transit. Many Suburban areas also feature park-and-ride facilities to enhance connectivity to larger transit networks, supporting commuter needs. Unlike Urban and Urban Edge cities, these jurisdictions often include small amounts of undeveloped land, providing opportunities for future development or green space conservation. Additionally, as the last of their greenfield areas are developed and their earlier developments age, these municipalities are experiencing opportunities for infill and redevelopment, often at higher densities than the prevailing development pattern. As these areas continue to grow, they face challenges such as rising

surface temperatures and strains on local water supplies, emphasizing the importance of integrated resource management strategies.

Specific strategies for Plymouth can be found on your [Community Page](#) in the [Local Planning Handbook](#).

City of Plymouth Community Designations

Suburban



Urban Service Areas

- Urban
- Urban Edge
- Suburban
- Suburban Edge

Rural Service Areas

- Rural Center
- Diversified Rural
- Rural Residential
- Agricultural
- Non-Council Community

2025 TRANSPORTATION SYSTEM STATEMENT CITY OF PLYMOUTH

Transportation Policy Plan Overview

The 2050 Transportation Policy Plan (TPP) is the metropolitan system plan for transportation – including highways, transit, bicycle, pedestrian, freight, aviation, and travel demand management – to which local comprehensive plans must conform. It also includes regional transportation objectives, supporting policies and actions, and regional performance measures. The full TPP can be found at the following url:

<https://imagine2050.metrocouncil.org/chapters/transportation>.

This system statement summarizes the regional systems and any significant changes to them, other important regional transportation considerations, and changes made to the 2050 TPP since the 2040 TPP was adopted in 2015. Additionally, this system statement highlights those elements of the system plan that apply to your community. The TPP incorporates the policy direction and the new 2050 socioeconomic forecasts adopted by the Met Council in the regional development guide, Imagine 2050, and extends the planning horizon from 2040 to 2050.

Federal and State Requirements

The TPP meets both state requirements outlined in statute for a metropolitan system plan, and federal requirements as a fiscally constrained long-range investment plan for surface transportation. As the region has recently received a significant number of new and increased sources of transportation revenue, the 2050 TPP does not include an increased revenue scenario, but it does include additional opportunities for investment. The plan also continues to assume competitive transportation funding (e.g., state and federal discretionary programs like INFRA and Corridors of Commerce) will be sought and amended into the plan as awarded.

Under the Metropolitan Land Planning Act, local comprehensive plans are expected to conform to the projects currently identified as funded in the fiscally constrained plan, which is the official metropolitan system plan. The additional opportunities for investment may be identified separately in local plans as unfunded proposals.

Federal requirements also call for metropolitan transportation plans to be performance based, so the TPP includes objectives, policies, and actions for the regional transportation system. These objectives, policies, and actions guide the Met Council and regional partners in planning and investment in the surface transportation system.

In addition to reviewing this system statement, consult the TPP to ensure that your community's local comprehensive plan and plan amendments conform to the metropolitan transportation system plan. Communities should also review the Imagine 2050 Land Use Policy for land use considerations near certain transportation infrastructure. The format of this plan is different than past TPPs. The plan is no longer separated by chapter, rather each modal plan is distinguished from each other as individual investment or system plans. If the Met Council has a role in the funding of a regional system, the plan is identified as an

investment plan. If not, then it is identified as a system plan. There is no appendix in the 2050 TPP, supporting documentation is combined directly with the specific investment or system plan and identified as support documentation.

2050 Transportation Policy Plan Regional Systems

Adopted by the Met Council in February 2025, the TPP identifies the regional transportation systems, regional transportation objectives and policies, and other regional transportation issues communities should consider when producing their own comprehensive plans. This section will cover descriptions of each system and key changes made to these systems.

Regional Transportation Policies and Actions

In addition to identifying regional systems and investment needs, the TPP includes a set of policies and related actions to guide investments, planning and priorities for the regional transportation system. The policies and actions cover many topics including safety, highway planning priorities, complete streets, non-motorized transportation, equity, climate, and natural systems. Communities are encouraged to incorporate regional policies in their local plans.

Regional Highway System

The Metropolitan Highway System is made up of principal arterials, shown in Figure 1 of the Highway Investment Plan and included with this system statement. This system is federally known as the National Highway System. The Metropolitan Highway System is a vital element of the regional transportation system; while minor arterials are lower order roadways that provide connectivity and relieve congestion in the principal arterial system. Principal and minor arterials combined represent the Regional Highway System.

Key Changes from the 2040 TPP

- A major shift from the previous TPP is that potential new revenues are no longer considered a means to resolve unmet needs on the system. The 2050 TPP does not have a current and increased revenue scenario as a result. Instead, it identifies funded projects in the fiscally constrained plan and additional opportunities beyond what is funded. Multiple studies completed since the 2040 TPP identified additional opportunities for investment, shown in figures 8 and 10.
- The 2050 TPP identifies highway investments in five major categories:
 - Safety: Figure 7 in the Highway Investment Plan shows regionally significant safety investments.
 - Spot mobility: Figure 8 in the Highway Investment Plan shows funded regionally significant spot mobility projects alongside identified additional opportunities for investment.
 - Interchanges: Figure 9 in the Highway Investment Plan shows funded and planned regionally significant interchange investments.
 - Managed lanes: Figure 10 in the Highway Investment Plan shows the existing, under construction, and planned E-ZPass system. It also includes managed lane corridors which are identified as additional opportunities for investment.

- Targeted regional capacity: Figure 11 in the Highway Investment Plan shows funded and planned regionally significant highway capacity investments. It also includes potential future capacity enhancements identified in studies.
- Modifications were made to the 2050 TPP that removed appendix naming found in previous plans and reworks previous chapters. Support documents for the Highway Investment Plan include Functional Classification, Preliminary Interchange Approval Process, and Congestion Management Process. The project list appendix item is now a separate section of the TPP, titled Long Range Highway and Transit Capital Project List. This updated list identifies projects from 2025 to 2050.

Regional Transit System

The regional transit system comprises the region's transitways, regular route bus services, demand response services, transit centers and park and rides, and transit advantages. This system is operated by six different service providers in the region. The COVID-19 pandemic upended transit, and some services vary dramatically from pre-pandemic levels. Many routes were suspended in the region and are still in the process of restructuring.

Key Changes from the 2040 TPP

- A major shift from the previous TPP is from new revenues raised to fill budget gaps in the system. A new source of revenue for transit was created in 2023 to fund operations and maintenance for the region. Similar to highways, the Transit Investment Plan no longer contains a current and increased revenue scenario. The projects shown in the 2050 TPP are those in the fiscally constrained plan. Additional opportunities for investment are also identified in the plan and these may be incorporated into local comprehensive plans.
- Several transitways have been implemented and opened, and additional transitways have been identified in the region. Multiple arterial bus rapid transit (BRT) routes are completed and operational, while more alignments have been identified in studies for future implementation. The Transit Investment Plan identifies investments planned to be implemented in the 2050 TPP:
 - Two light rail extensions (Green Line Extension, Blue Line Extension)
 - Two dedicated BRT routes (Gold Line, Purple Line)
 - Five arterial BRT routes (B Line, E Line, F Line, G Line, H Line)
- Modifications were made to the 2050 TPP that removed appendix naming found in previous plans and reworks previous chapters. Support documents for the Transit Investment Plan include Transit Design and Performance Guidelines.

Regional Aviation System

The regional aviation system includes Minneapolis-Saint Paul International Airport, eight publicly owned regional airports, and two privately owned seaplane bases. These regional airports are owned and operated by the Metropolitan Airports Commission (MAC) and local communities.

Key Changes from the 2040 TPP

- The MAC completed an update to the Long-Term Comprehensive Plan (LTCP) for the Minneapolis-Saint Paul International Airport in 2024. This update moves the planning horizon to 2040 with new operation forecasts, anticipated noise impacts, and capital project needs.
- The Aviation System Plan now identifies all facilities beyond regional airports with aviation activity. These facilities may be incorporated into and considered in local planning. Aviation appendix items of the TPP are now included as a single support document titled Aviation Supporting Information.

Regional Bicycle System

The regional bicycle system is identified through the Regional Bicycle Transportation Network (RBTN). It is made up of alignments and corridors. Corridors are shown where more specific alignments within those corridors have not yet been designated. The process used to develop the RBTN, the general principles and analysis factors used in its development, and studies done to analyze and update the network can be found in the Bicycle Investment Plan. The RBTN was established in the 2040 TPP to achieve the following goals:

- Establish an integrated and seamless network of on-street bikeways and off-road trails.
- Provide the vision for a “backbone” arterial network to serve daily bicycle trips by connecting regional destinations and local bicycle networks.
- Encourage cities, counties, park agencies, and the state to plan and implement future bikeways in support of the network vision.

The RBTN also incorporates regional bicycle barriers which are established in the TPP as the region’s most significant physical barriers to everyday bicycle travel. These barriers include freeways and expressways, railroad corridors, and secondary rivers and streams. They were developed and analyzed through the [Regional Bicycle Barrier Study](#). The barriers are included on the [Regional Bicycle Barriers Map](#).

Key Changes from 2040 TPP

- The RBTN has been refined and expanded since it was first implemented in the 2040 TPP. Requests from local governments to add and revise RBTN corridors and alignments prompted the [Regional Bicycle Guidelines and Measures Study](#), which developed specific measures to review updates and requests from local agencies.
- The RBTN undergoes a formal update of alignments and corridors about every two years. The next formal update will take place in 2025 prior to the 2026 Regional Solicitation.

Regional Freight System

The regional freight system includes interconnecting transportation modes, some of which are unique to freight, and some which overlap with passenger travel modes. There are five distinct modes of freight transportation: highway trucks, railroads, river barges, air freight, and pipelines. Combined with intermodal or warehouse/distribution terminals and supporting

infrastructure, these modes of transportation comprise the regional freight system, known as the Metropolitan Freight System.

Key Changes from 2040 TPP

- E-commerce has become an increasingly important segment of freight movements and deliveries of goods to homes. The [Urban Freight Distribution Study](#) focused on e-commerce trends and impacts or opportunities of last-mile parcel deliveries in regional communities. The study notes that as urban deliveries become more common, local communities are encouraged to create curb management policies, consider delivery needs in their complete streets planning, and identify microhubs for last-mile parcel distribution.

Pedestrian System

The Met Council coordinates with local partners on pedestrian issues and trends, and aids in funding for pedestrian needs.

Key Changes from 2040 TPP

- In the previous TPP pedestrian and bicycle travel were combined into one chapter and discussed together. The pedestrian system is now discussed and considered as an independent investment section.
- To address rising pedestrian danger on our streets, the Met Council developed the [Pedestrian Safety Action Plan](#) in 2022. It includes analysis of crash trends in the region, recommended actions to increase pedestrian safety, and a weighted crash score on every road to aid in future safety planning and project prioritization. Communities are encouraged to incorporate the plan's findings into the pedestrian elements of their comprehensive plans.

Travel Demand Management

Travel demand management (TDM) is the application of strategies, programs, and policies to increase the efficiency of transportation systems by reducing travel demand, or redistributing this demand in space or in time. These initiatives are intended to inspire new travel habits to support infrastructure investments while reducing the demand for personal vehicle trips.

Key Changes from 2040 TPP

- TDM has its own dedicated investment plan and discussion in the 2050 TPP. The section identifies key regional partners in TDM as well as their roles and responsibilities. Local communities are being asked to discuss how they include travel demand management strategies in their local plans, since some of them have relationships to land use controls and ordinances.
- The Met Council conducted the Regional Travel Demand Management Study in 2023. It concluded with the [Regional Travel Demand Management Action Plan](#). The action plan outlines structure for a regional TDM program to implement strategies, programs, and incentives to change travel behaviors and reduce single-occupant vehicle trips, vehicle-miles traveled, and greenhouse gas emissions. The action plan is summarized in the 2050 TPP Travel Demand Management Investment Plan.

System Plan Considerations Affecting Your Community

Your community should consult the complete TPP in preparing your local comprehensive plan. In addition, your community should consult Imagine 2050 and the current version of the Met Council's Local Planning Handbook (LPH) for specific comprehensive plan requirements. Specific system plan considerations affecting your community are detailed below.

Regional Highway System

There are principal arterials located within your community:

- Interstate 494
- US Highway 169
- Trunk Highway 55

Regional Transit System

Your community is located within the following Transit Market Areas: TMA 2 Emerging, TMA 3, and TMA 4.

- TMA 2 Emerging market areas are locations with significant pockets of higher density, but conditions in the surrounding area still limit the success of local transit. These areas should be a focus for future development that will connect them with areas of higher transit intensity, specifically looking at extensions of existing routes or connections.
- TMA 3 is mainly lower density Urban Edge and Suburban communities. It is characterized by lower density and less transit-supportive street networks and land use but with some pockets of denser development. Transit service in this market area includes suburban local routes, express and commuter service, and non-regular route transit services, usually dial-a-ride, providing basic transportation access.
- TMA 4 is mostly Suburban Edge communities along with portions of Suburban communities. It is characterized by low population and job densities that do not support frequent local transit service and a spread out, often circuitous, street network that hinders efficient routing. Transit service in Market Area 4 is mainly peak-period express and commuter service at park-and-rides which can effectively gather the lower density transit demand into one spot. There are some suburban local routes, including suburb-to-suburb connectors, although service is typically very infrequent. Non-regular route transit, usually dial-a-ride, is generally available.

Your community is located within the Transit Capital Levy District.

The TPP includes additional opportunities for investment in transitways in your community that are under study for mode and alignment, which should be acknowledged and considered in planning. These transitways still under study are: Highway 55 BRT.

Your community should also identify potential stations along planned transitways (once identified) and adopt guiding land use policies, station-area plans, and associated zoning, infrastructure, and implementation tools that support future growth around transit stations consistent with Imagine 2050. Communities can find further guidance for station-area planning in the Transportation section of the LPH and the [Transit Oriented Development Guide](#).

Regional Aviation System

All communities must include an aviation element in the transportation sections of their comprehensive plans. The degree of aviation planning and development considerations that need to be included in the comprehensive plan varies by community. Even those communities not impacted directly by an airport have a responsibility to include airspace protection in their comprehensive plan. The protection element should include potential hazards to air navigation including electronic interference. Local comprehensive plans can also begin to consider other aviation uses which do not take place at airports, like drones.

Local communities should also consider other facilities which may generate aviation activity, such as heliports or private air facilities. To see all aviation facilities in the region including those that are not defined as a part of the regional aviation system, refer to Figure 6 of the Aviation System Plan.

Regional Bicycle Planning

The RBTN is depicted on Figure 2 of the Bicycle Investment Plan. The network consists of Tier 1 and Tier 2 corridors and alignments. These are not intended to be the only bicycle facilities in the region. Local units should also include local network plans in their communities.

In your community there are 7 RBTN corridors and 7 alignments. Your community should incorporate the RBTN map within your local bicycle plan maps and use your comprehensive planning process to identify suitable alignments within and along the RBTN corridors for future incorporation into the TPP. In addition, agencies should plan their local on and off-road bikeway networks to connect to the designated Tier 1 and Tier 2 alignments, as well as any new network alignments within RBTN corridors to be proposed in local comprehensive plans. Bikeway projects that complete segments of, or connect to, the RBTN are given priority for federal transportation funds through the Transportation Advisory Board's biannual regional solicitation.

In your community there are one or more identified bicycle barrier crossings. Please review the [Regional Bicycle Barriers Online Map](#) to determine which regional bicycle barriers and prioritized barrier crossing improvement locations are in your community. The tiered crossing improvement locations are used as one alternative criterion in the Regional Solicitation to distribute federal transportation funds. Communities are encouraged to analyze and address the need for new bicycle barrier crossings or improved bicycle facilities at existing barrier crossings.

Regional Freight Planning

The Met Council encourages all local governments to plan for freight movement in their communities. Trucks are the major mode of freight movement in the region and across the nation to distribute consumer goods as well as move manufactured goods and commodities, and they operate in every community.

The Metropolitan Freight System and the National Highway Freight Network are shown in Figures 1 and 5 of the Freight Investment Plan, respectively. The following regional freight facilities are located within your community: two active freight railroads, I-494. These networks and facilities should be incorporated into your local comprehensive plan. The local plan should also plan for compatible adjacent land uses, consider last-mile freight delivery needs and curb

management strategies for local deliveries, if applicable. Refer to the Urban Freight Distribution Study for specific guidance on how to consider e-commerce and local deliveries on the local transportation system.

Other Transportation Policy Plan Considerations

Pedestrian Planning

The Met Council encourages local governments to address pedestrian needs for transportation in their local comprehensive plans. An adopted pedestrian, active transportation, or multimodal plan can be included as an addendum to or in addition to the comprehensive plan. This planning should also include ensuring your local community has a current Americans with Disabilities Act (ADA) self-evaluation that covers the public rights-of-way for transportation. Agencies with 50 or more employees must also have an adopted ADA transition plan, not just a self-evaluation.

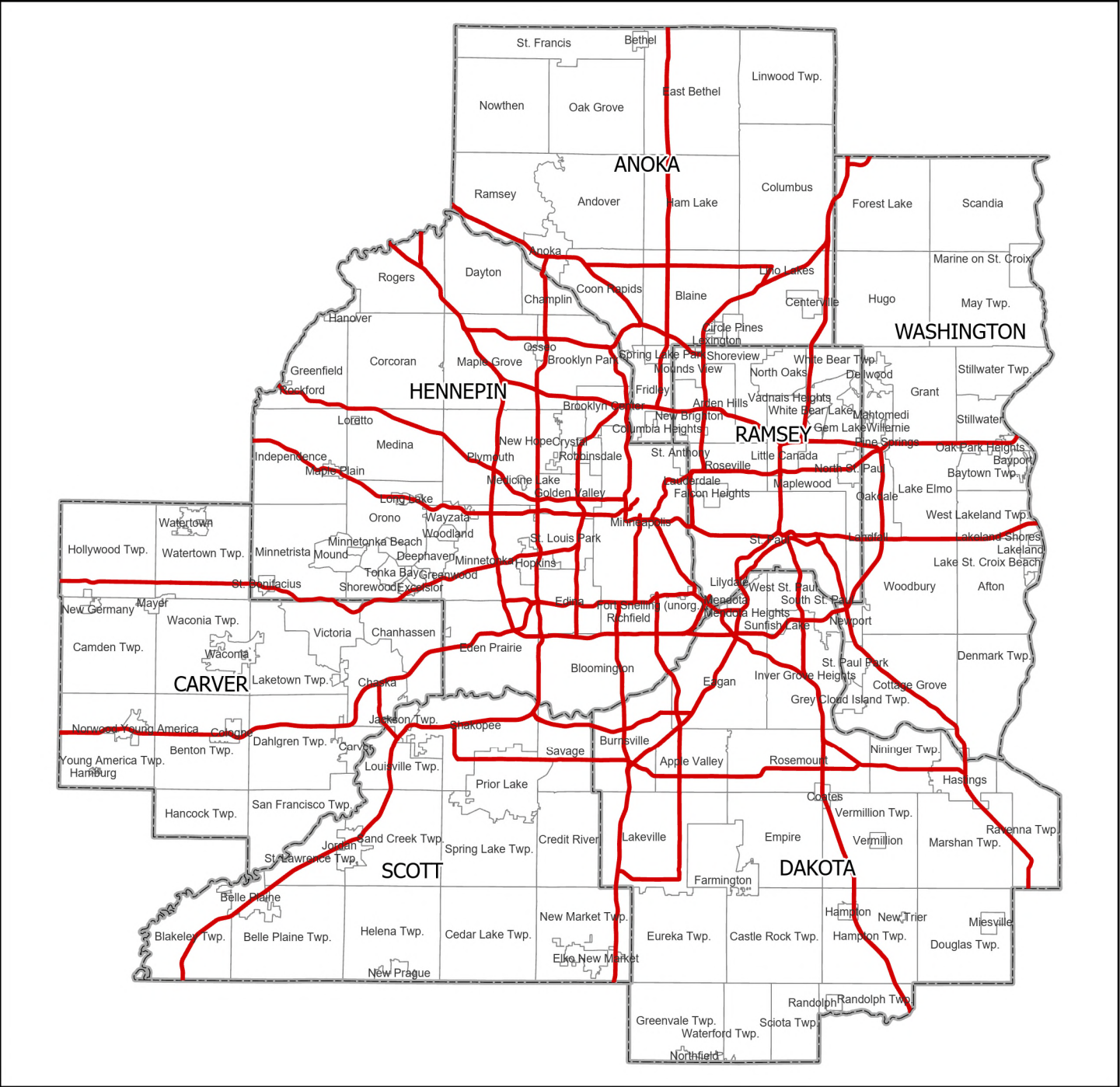
Travel Demand Management

The Met Council encourages local governments to address travel demand management needs for areas which experience traffic congestion. Your community is served by 494 Commuter Services. Local governments should identify the transportation management organization which serves their community and describe any policies, ordinances, practices or programs in place which would aid in regional TDM work in their local comprehensive plans.

Greenhouse Gas Emissions

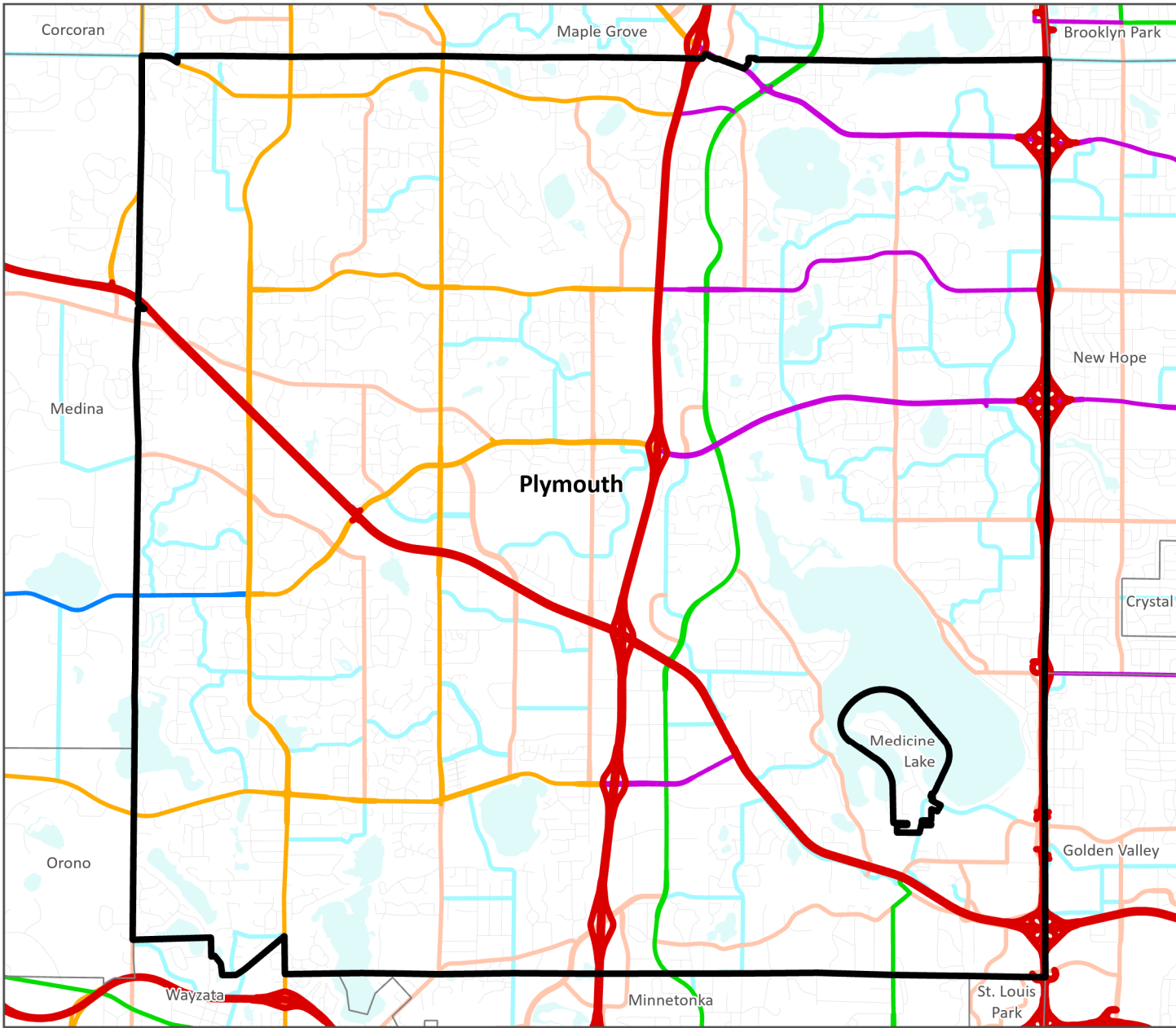
State law directs the Minnesota Department of Transportation to establish targets to meet greenhouse gas (GHG) emissions reduction for the seven-county metro region to reach net-zero emissions in the transportation sector by 2050. Your community must include plans or strategies to limit GHG emissions on the surface transportation system in your comprehensive plan to meet the designated regional targets.

Principal Arterial Highways



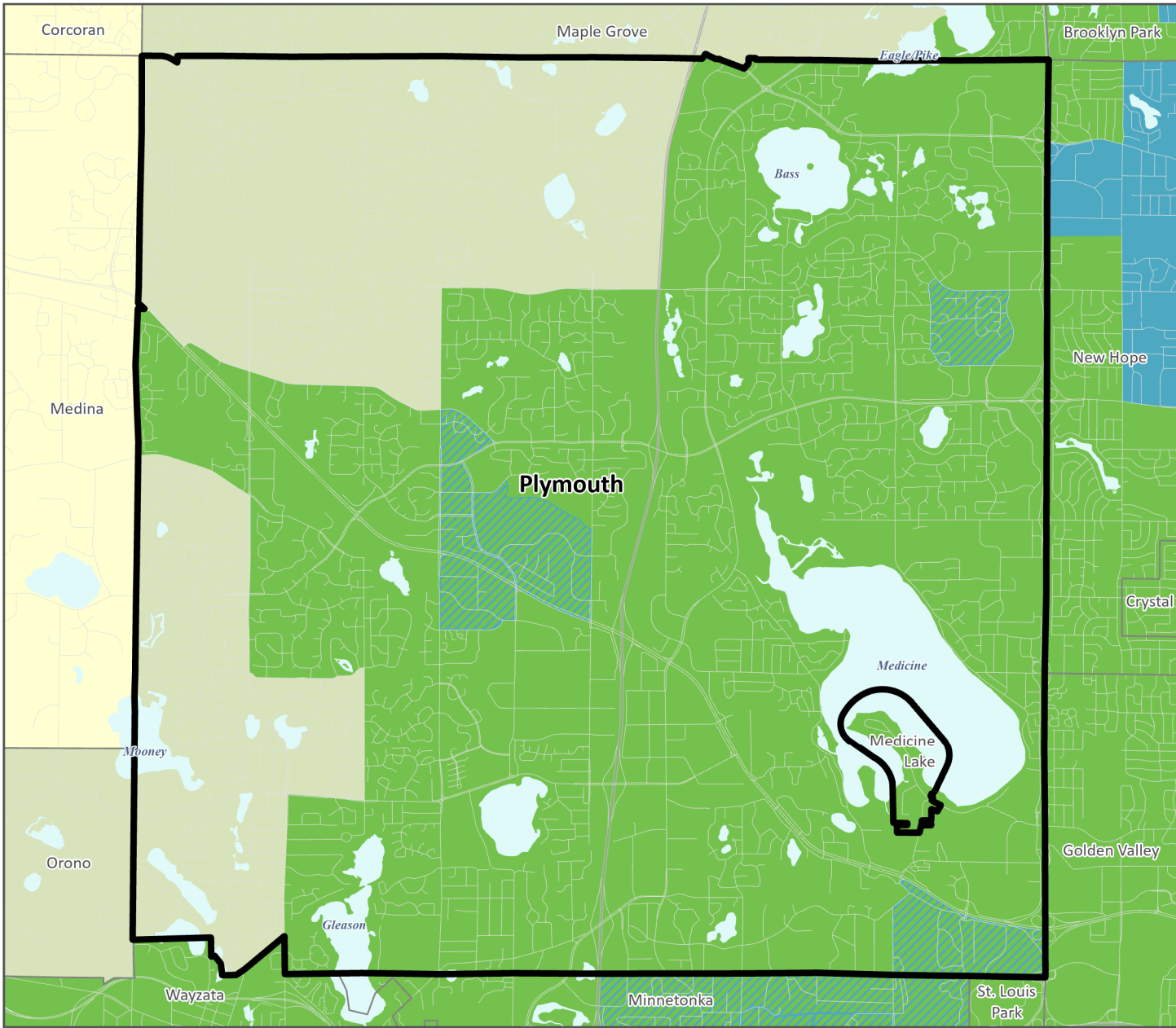
Principal Arterial Roads

City of Plymouth
Functional Class - All Roads



- Functional Class**
- Principal Arterial
 - Minor Arterial Augmentor
 - Minor Arterial Reliever
 - Minor Arterial Expander
 - Minor Arterial Connector
 - Major Collector
 - Minor Collector
 - Local Roads

City of Plymouth Transit Market Areas



Transit Market Areas

TMA 1

TMA 2

Emerging TMA 2

TMA 3

Emerging TMA 3

TMA 4

TMA 5

Freestanding Town Center

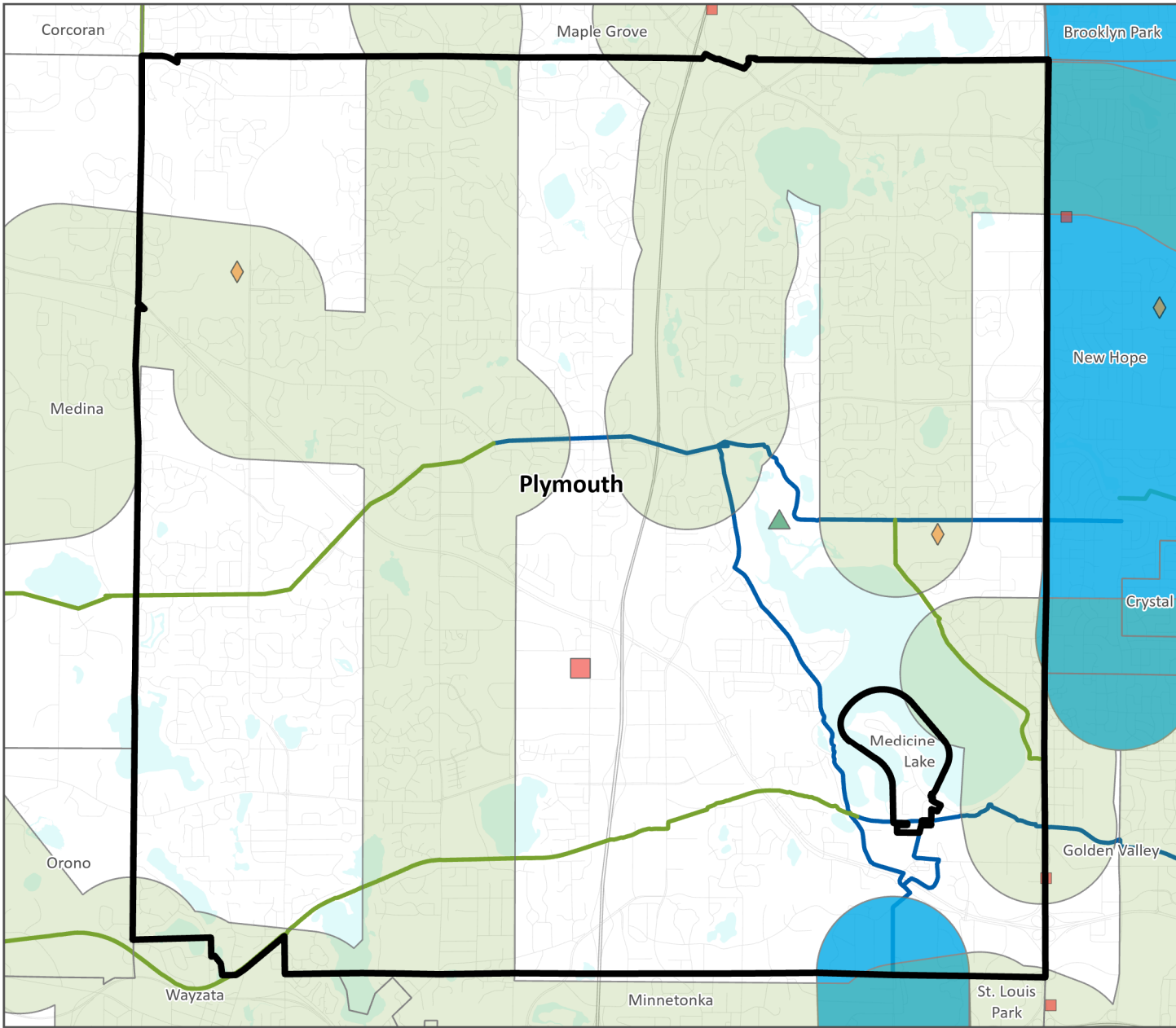
2025 SYSTEM STATEMENT

TRANSPORTATION

17

Page 153 of 176

City of Plymouth Regional Bicycle Transportation Network



Alignments

- Tier 1
- Tier 2

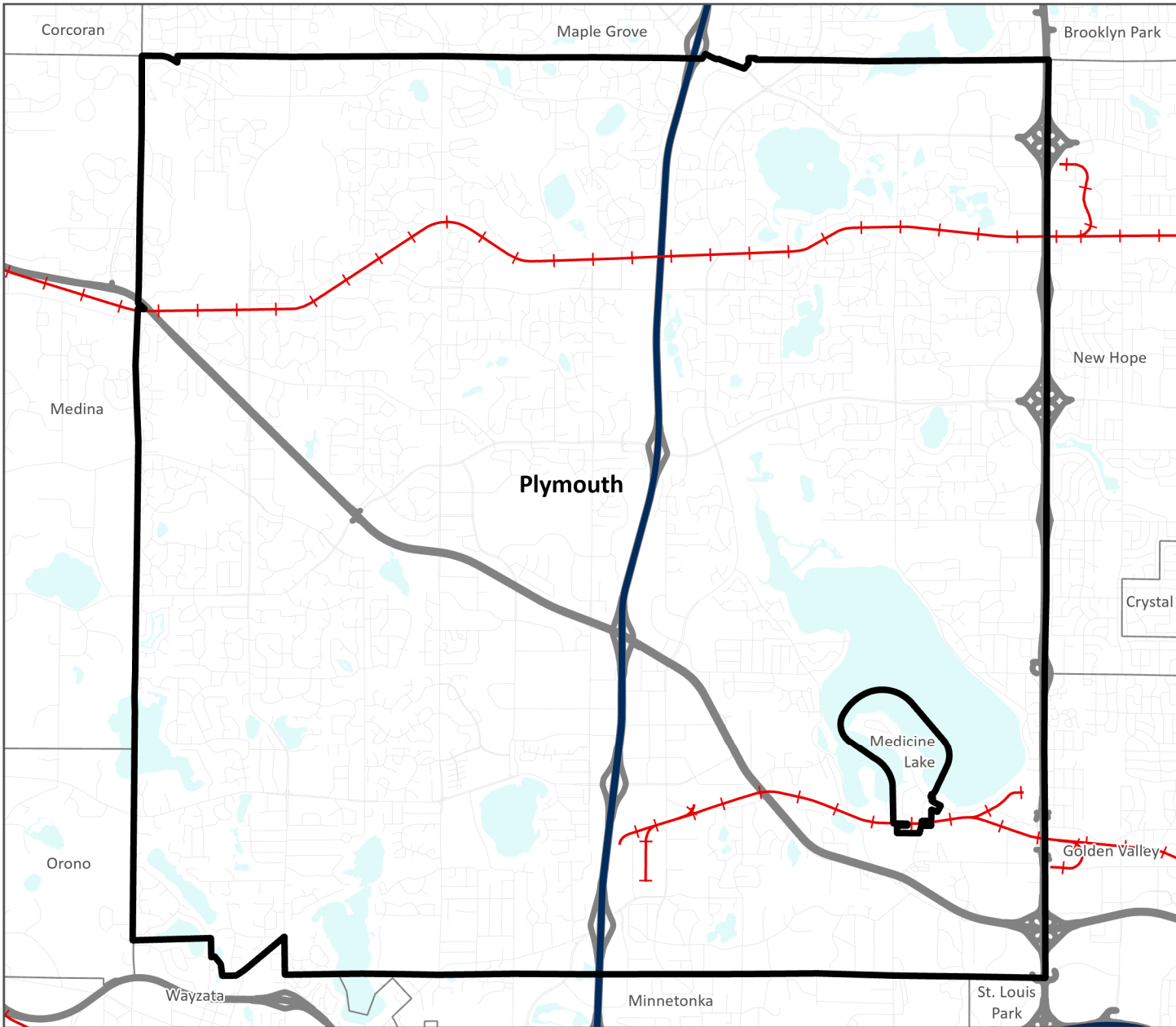
Corridors

- Tier 1
- Tier 2

Regional Destination Subgroup

- Metropolitan Job Centers (> 50,000 Jobs)
- Regional Job Centers (15,000 - 50,000 Jobs)
- Subregional Job Centers (7,000 - 15,000 jobs)
- Colleges & Universities (>2,000 Students)
- Large High Schools (> 2,000 Students)
- Major Sports & Entertainment Centers
- Regional Parks (> 400,000 visits/year)

City of Plymouth Metropolitan Freight System



Terminal Type

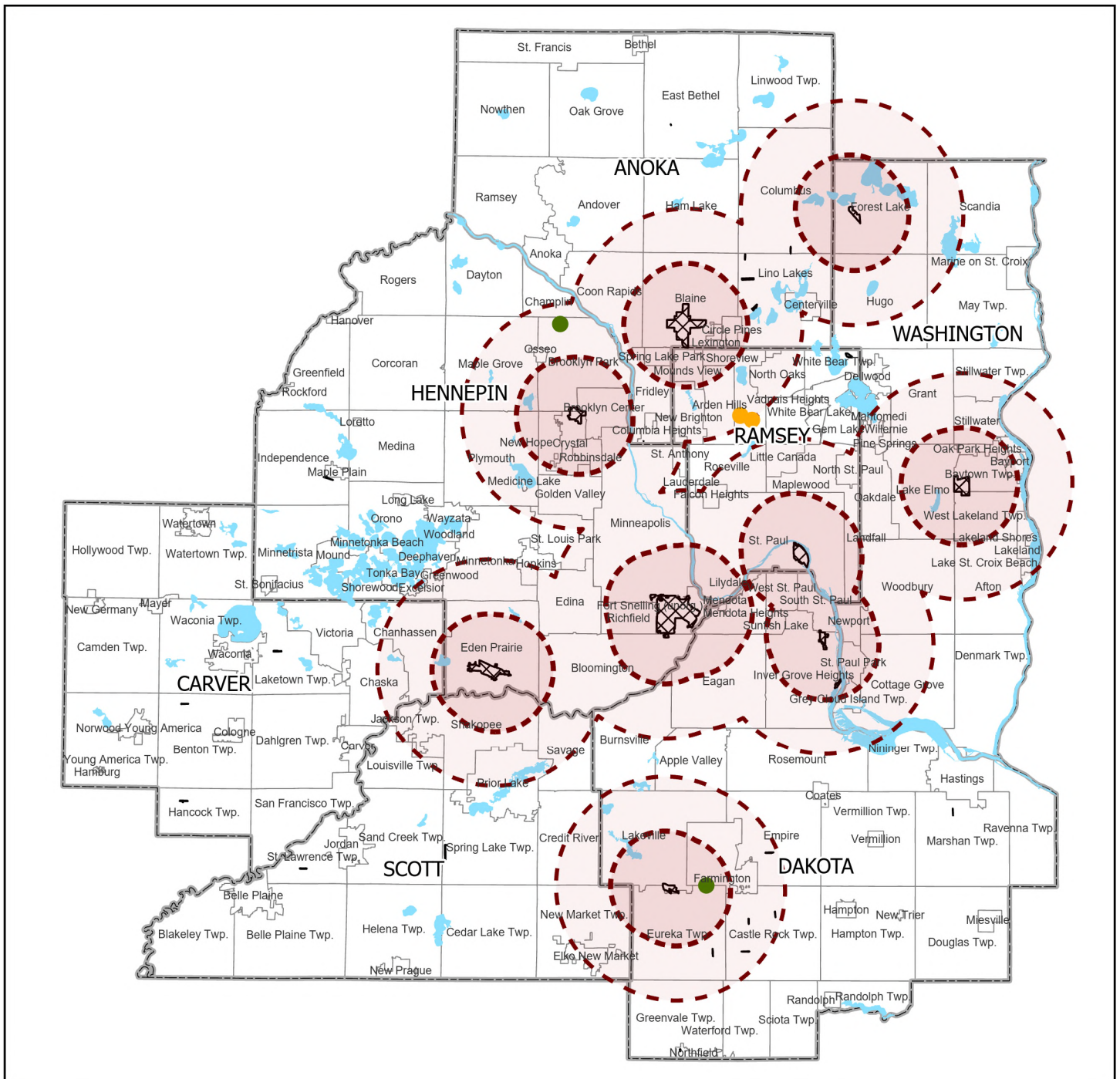
- Airport Terminal
- Pipeline
- Rail Terminal - Container
- Rail Terminal - Non Container
- River Terminal
- Trucking Terminal / Warehouse

Railroad Class

- Class I Railroads
- Class III Railroads

- Primary Highway Freight System
- Non-Primary Highway Freight System Interstates
- Critical Urban and Rural Freight Corridors

Regional Aviation System and Airport Influence Areas



- Tall Tower
- VOR
- 3 Mile Airport Influence Area - Noise, Zoning, Infrastructure
- 6 Mile Airport Influence Area - Landfills, Wind Towers
- Airport Land Area
- Aircraft Permitted Water

2025 WATER RESOURCES SYSTEM STATEMENT CITY OF PLYMOUTH

Water Policy Plan Overview

The 2050 Water Policy Plan includes policies and strategies to achieve four objectives that support our regional goals:

- **CLIMATE:** The region's waters and water services are protected from and made resilient to the ongoing and future effects of climate change.
- **INVESTMENTS:** Water protection, planning, management, and infrastructure investments are optimized to ensure public and ecosystem health are fully protected now and for future generations.
- **HEALTH:** Natural waters, source waters, water services, and infrastructure are managed, restored, and enhanced to protect public and ecosystem health that ensures a high quality of life in the region.
- **EQUITY:** The benefits of clean and abundant water and water services are defined by local needs and environmental context, accessible, and justly shared by all residents and communities.

These objectives help to protect our region's groundwater and surface water, ensure the sustainability of water sources and utility service providers, support public and ecosystem health, and promote a thriving economy, sound development decisions, and a high quality of life for all who call this region home.

The Water Policy Plan strives to generate innovative actions, including water reuse, resource recovery, and nature-based approaches, that have multiple benefits at both the local and regional scales. Additionally, the plan includes policies and strategies to address the impacts of climate change, equitable access to water benefits, and water sector workforce concerns. The region has a strong history of water planning and management, and the 2050 Water Policy Plan continues this tradition. It progresses our organization and the region to ensure clean and abundant water for current and future generations.

Key Concepts

Adopted by the Metropolitan Council in February 2025, the 2050 Water Policy Plan - including the regional water policies, Wastewater System Plan, and the Metro Area Water Supply Plan - outline the conditions for regional wastewater service, surface water management, and water supply planning. Local comprehensive plans shall conform to these conditions. The Policy Plan incorporates the following changes:

Integrated Planning (next steps)

The Water Policy Plan is a guide for managing wastewater, water supply, surface waters, and groundwater. It takes an integrated approach to water planning and management from local to federal and Tribal levels, which helps to ensure a clean and plentiful water future. Water planning organizations need to work together to address issues that transcend political boundaries to achieve holistic water management.

Subregional Approach to Planning

The Met Council is committed to continuing and broadening the subregional approach to integrated water planning. Subregional groups will be expanded to include stakeholders from Tribal Nations, state agencies, county planning staff, municipal public works and planning staff, watershed organizations, non-governmental organizations, and others who want to participate in discussions about localized, integrated water concerns.

Water Equity

The Water Policy Plan prioritizes equitable access to clean water and water services, especially for historically marginalized communities. Reaching these outcomes requires initiatives such as prioritizing investments in overburdened communities, addressing historical harms, creating accessible information and communications, and including diverse perspectives of community members in water planning and management decisions.

Climate and Natural Systems

The Water Policy Plan includes climate and natural systems objectives, policies, and actions, which guide the Met Council and communities to employ approaches that lead to sustainable water and water services. This includes building water resiliency, limiting risks, and benefiting a growing and a thriving economy through convening partners, new tools and technologies, water conservation and protection efforts, and water planning and technical assistance.

Considerations Affecting Your Community

Regional Sewer Service

The treatment of wastewater is foundational to ensure public health and protect the region's natural environments. Reclamation of water and byproducts from the wastewater treatment process can help our region meet sustainability and climate goals. To operate and steward the regional wastewater system, it is essential for the Met Council to understand local conditions, identify current and future needs, and take innovative approaches to address the region's water sustainability challenges.

Local governments are required to submit both a wastewater plan element to their comprehensive plan and a comprehensive sewer plan describing service needs from the Met Council (Minnesota Statutes 473.513). A complete list of requirements for the comprehensive sewer plan, depending on wastewater service methods in your community, can be found in the Water Resources section of the [Local Planning Handbook](#).

Forecasts

The forecasts of population, households, employment, and wastewater flows for Plymouth can be found on your Community Page in the Local Planning Handbook. These forecasts are for sewer development. The sewer forecasts were estimated using Met Council's census block forecast data, individual and communal sewage treatment system data, Sewer Availability Charge (SAC) data, annual city reports, current trends, existing and future local wastewater service areas and other municipal information. The wastewater flows are based on historical wastewater flow data, future wastewater generation rates, and the sewer population and employment forecast data.

The Met Council will use these growth and wastewater flow forecasts to plan future regional wastewater conveyance and treatment system improvements needed to serve your community.

Plymouth, through its comprehensive planning process, must decide the location and staging of development, and then plan and design its local wastewater collection system to serve this development.

Wastewater Service

Metropolitan Council Environmental Services (Environmental Services) designs, constructs, and operates the regional wastewater system (Metropolitan Disposal System): a publicly owned system of regional sanitary sewers and water resource recovery facilities (wastewater treatment plants), for the conveyance, treatment and disposal of domestic waste, industrial waste and other waste from residential, commercial, institutional, and industrial users in the metropolitan area. The regional wastewater system currently serves 111 communities and through its work it protects public health, protects the environment, and fosters the economic growth of the seven-county Twin Cities Metropolitan Area.

A Regional Sanitary Sewer System map is provided to assist in the completion of your community's comprehensive sewer plan. The map shows Environmental Services' wastewater infrastructure located within your community's boundaries, if your community is provided regional wastewater service.

A complete list of items required for inclusion in your community's comprehensive sewer plan, depending on wastewater service methods in your community, can be found in the Local Planning Handbook. A comprehensive plan will be found incomplete for review if all submittal requirements are not met.

If your community has multiple methods of wastewater service (including regional service, local (municipal) wastewater treatment system, private communal systems, and/or subsurface sewage treatment systems), review the information in each corresponding section and refer to the Local Planning Handbook for a complete list of requirements that must be included in the comprehensive sewer plan for these systems. We strongly encourage you to include this information in a water chapter of your comprehensive plan.

Areas Served by the Regional System

Current wastewater treatment services are provided to the City by Environmental Services. All wastewater generated within the City is conveyed through Met Council Interceptors 9004-2, 7027-1, 8655-384, 1-PM-466, and 1-PM-467. The majority of flow is treated at the Metropolitan Water Resource Recovery Facility in St. Paul. Two small areas of the City are provided service through a connection to the City of Wayzata and City of Minnetonka's sanitary systems. Flow generated in these areas of Plymouth is treated at the Blue Lake Water Resource Recovery Facility in Shakopee.

Regional Inflow and Infiltration Program

The Met Council is continuing implementation of its inflow and infiltration (I/I) reduction program and will continue to establish I/I goals for all communities discharging wastewater to the regional wastewater system. Communities that have excessive I/I in their sanitary sewer systems will be required to eliminate the excessive I/I. Those communities will be required to submit a work plan that details work activities to identify and eliminate I/I sources from both municipal and private sources. The Met Council will not design future regional sanitary sewer improvements or water resource recovery facilities to handle peak hourly flows in excess of the allowable rate for your community. Increases in service may be limited in communities that do not demonstrate progress in reducing excess I/I.

Two grant programs are currently available for communities with excessive I/I in their sanitary sewer systems: The Municipal Inflow and Infiltration Grant Program and the Private Property Inflow and Infiltration Grant Program. It is recommended that communities review these programs and determine if participation fits into their I/I work plan. The Municipal Inflow and Infiltration Grant Program is based on annual legislative action and funding amount and availability may vary year to year.

Areas Served by Local Wastewater Treatment System

The requirements of this element do not apply because Plymouth does not have a local wastewater treatment system.

Areas Served by Private Communal Treatment Systems and/or Subsurface Sewage Treatment Systems

The Met Council's position is that private communal wastewater treatment systems should only be permitted in areas not programmed for regional sewer service in the foreseeable future and they are provided for in a community's comprehensive plan. The community is responsible for permitting all private communal or cluster wastewater treatment systems consistent with current Minnesota Pollution Control Agency standards (Minnesota Rules Chapter 7080-7083). The Met Council will not provide financial support to assist communities if these systems fail.

Communities with individual subsurface sewage treatment systems (SSTS), commonly known as septic systems, must adopt a management program consistent with current Minnesota Pollution Control Agency regulations (Minnesota Rules Chapter 7080-7083). A description of

the management plan and current SSTS ordinance must be included in the community's comprehensive sewer plan.

Surface Water Management

The metro region consists of hundreds of miles of rivers, streams, thousands of acres of wetlands, and nearly a thousand lakes. These surface waters define our region. They are where we play, exercise, find peace, and celebrate with friends and family. They support the region's ecosystems and biodiversity. They provide drinking water for the region's residents and energy for industry. They are critical transportation corridors and places to recreate, fueling local economies. Yet these waters are threatened by complex issues like ongoing pollution stress, climate change, and unsustainable development pressures. Comprehensive community planning includes surface water planning to ensure the region's residents, businesses, and ecosystems can benefit from clean and abundant water.

In 1995, Minnesota Statutes Section 473.859, subd. 2 was amended to make the local water plan (often referred to as local surface water management plans) required by Section 103B.235 a part of the land use plan of the local comprehensive plan. Minnesota Rules Chapter 8410, updated in July of 2015, includes the requirements for local water management plans. All communities in the metro region must update their local water plan between Jan. 1, 2027 and Dec. 31, 2028. This means that Plymouth must update its local water plan as part of the comprehensive plan update. The community's updated local water plan should be submitted to the Met Council for its review concurrent with the review by the local watershed management organizations.

The Surface Water Features map shows the watershed management organizations, Bassett Creek WMC, Elm Creek WMO, Minnehaha Creek WD, and Shingle Creek WMC, that have jurisdiction in Plymouth.

Failure to have an updated local water plan approved by your watershed management organizations will result in the comprehensive plan being incomplete for review. Local water plans shall be submitted to the Met Council for review in the timeframe described above, comments are sent from the Met Council to the appropriate watersheds for inclusion in their review and approval of the plan, and finally the plan is approved by the appropriate watersheds.

Local water plans must meet the requirements for local water plans in Minnesota Statutes, section 103B.235 and Minnesota Rules Chapter 8410. In general, local water plans need to include a summary of the priorities and problems in the community; structural, nonstructural and programmatic actions to take to address the priorities and problems; and clearly identified funding mechanisms to fix the problems.

More detailed guidance for the local water plans can be found in Appendix A of the [2050 Water Policy Plan](#) and in the Met Council's current Local Planning Handbook.

Priority Waters List

The Met Council updated its Priority Waters List (formerly Priority Lakes List) in July 2022. This new version includes rivers, lakes, and streams. With more than 950 lakes and hundreds of miles of rivers and streams in the region, waterbodies needed to be prioritized to adequately dedicate staff and financial resources. The Met Council uses the Priority Waters List to focus its limited resources. The list is also used in the environmental review process. The Surface Water Features map and Priority Waters List table show the priority waters for Plymouth .

When using this Priority Waters List, for projects near a specific waterbody, we recommend you connect with local residents to understand how they value and interact with the waterbody. The Twin Cities region is home to many diverse communities with different cultural and personal relationships to water, so it's important to incorporate those perspectives in addition to the Priority Waters List when working on local-scale projects. Communities should identify the Priority Waters and the projects and/or programs that will protect or restore these waters.

The Water Contamination and Impaired Waters map includes any water bodies that are on the Minnesota Pollution Control Agency's 303d Impaired Waters List.

Table of Priority Waters for the City of Plymouth

Waterbody Type	Name	DNR Lake ID	DNR Kittle Number
Lake	Medicine	27010400	---
Lake	Parkers	27010700	---
River/stream	Bass Creek	---	M-058-005
River/stream	Bassett Creek	---	M-057
River/stream	Elm Creek	---	M-062

Water Supply

Water supply is not a regional system. However, water supply information is required for local comprehensive plan updates to meet statutory requirements and for consistency with regional policy.

To ensure that there is a safe and plentiful supply of water—for a wide range of residential, commercial, institutional, industrial, recreational, and other purposes—it is important to make sure local water supply sources, infrastructure, and planned investments are aligned with planned land use changes.

The Met Council recognizes the local responsibility and authority for water supply planning. However, a regional perspective is also valuable, because the effects of local water supply decisions do not stop at community boundaries. The Met Council provides regional planning, guidance, and resources to support communities and help safeguard our shared water resources.

Water supply plan-related requirements generally include:

- Clearly identifying the locations of water sources and amount of water that is currently used and is planned to be used for things like agriculture, homes, businesses,

industries, and other public and private purposes. This includes areas that affect those water sources, such as source water protection areas.

- Creating a program for how to implement local rules and regulations about water supply, including when and how these rules will be developed, adopted, and administered.

Communities served by a municipal community public water supply system must fulfill part of these requirements by attaching a local water supply plan approved by the Minnesota Department of Natural Resources as an appendix to the comprehensive plan.

The Water Supply Considerations map illustrates some key content for your community, including Drinking Water Supply Management Areas, Special Well and Boring Construction Areas, and Priority Waters qualifying as drinking water sources.

We strongly encourage you to include any required information that isn't in the local water supply plan—such as source water protection and privately-owned wells—in a water chapter of your comprehensive plan.

A customized checklist of minimum requirements for your community is included in the Local Planning Handbook, along with resources to help you meet and go beyond minimum requirements.

Source Water Protection

Your comprehensive plan should consider water use (including water supply sources) as part of land use planning, to promote land use practices and development decisions that protect public health for your community and the region. Include information about the location of both groundwater and surface water source water protection areas and their vulnerability for all community public drinking water source(s) within your community's borders and associated contaminant threats. Also include a commitment to collaborate with neighbors on source water protection, when applicable.

Privately-Owned Wells and Nonmunicipal Public Water Supply Systems

Your comprehensive plan should include information about the current and planned use and management strategies for privately-owned wells and nonmunicipal public water supply systems, because people, institutions, and businesses in your community use those sources for a wide range of agricultural, residential, commercial, industrial and/or other nonmunicipal purposes.

If a new municipal community public water supply system is planned by 2050, a water chapter of the updated comprehensive plan should include details about the planned system.

Municipal Community Public Water Supply Systems

Water Supply System Information

Because people, institutions, and businesses in your community get water through a municipal community public water supply system, you must include information about that system and an implementation program in your comprehensive plans, to demonstrate the availability of clean,

safe drinking water to meet projected water demand consistent with the Met Council's forecasts.

The Minnesota Department of Natural Resources (DNR)-approved local water supply plan for the municipal public water supplier providing service to your community must be attached as an appendix to the comprehensive plan. To ensure that the DNR-approved local water supply plan is consistent with regional policies and is compatible with adjacent and affected governmental units, you should provide the Met Council and adjacent and affected jurisdictions with the opportunity to review and comment on your draft local water supply plan update. Failure to include an updated local water supply plan approved by the DNR will result in the comprehensive plan being incomplete for review until the required plan is submitted to the Met Council.

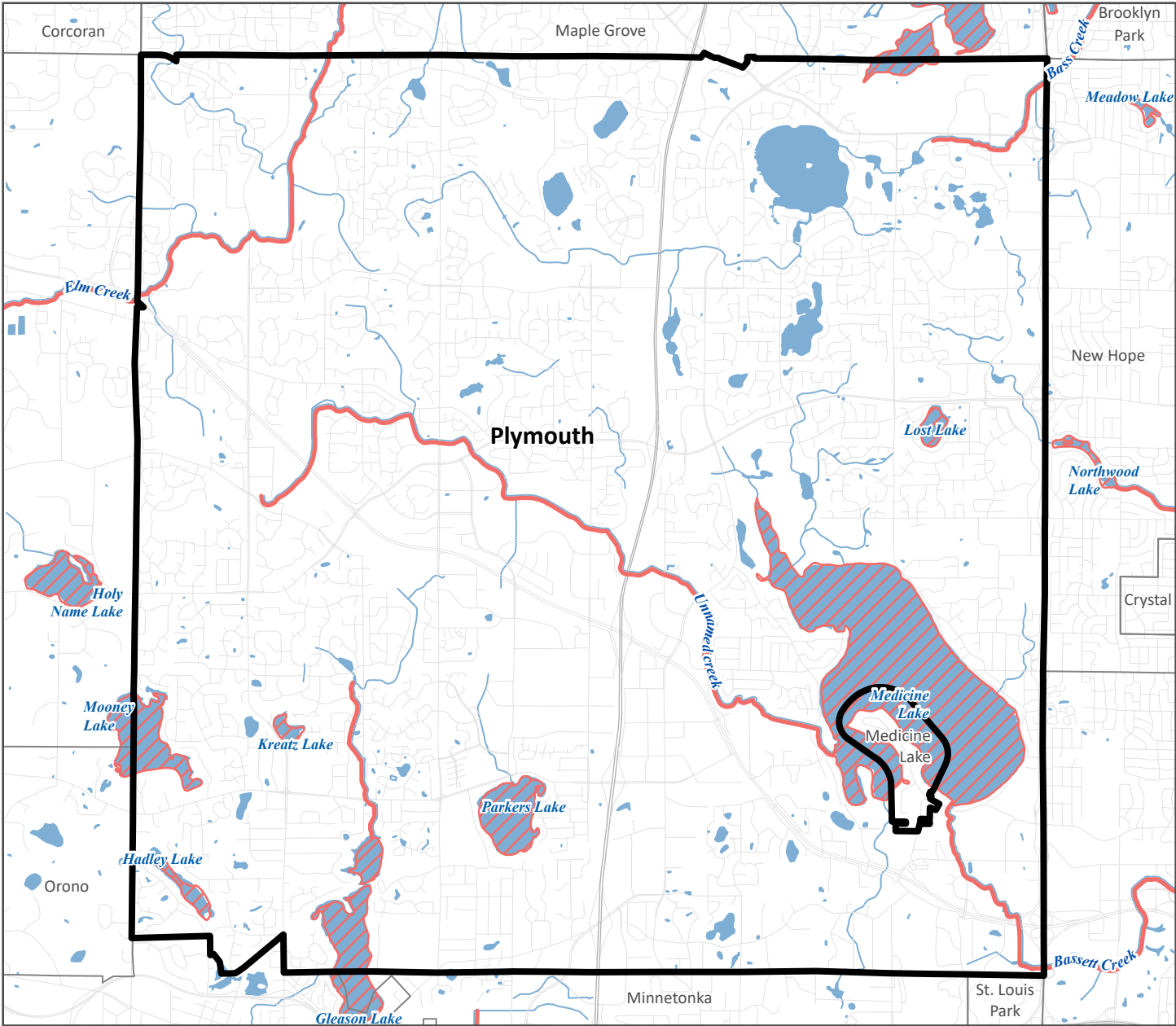
The map displays the municipality of Plymouth, Minnesota, and its surrounding areas. Key features include:

- Municipalities:** Corcoran, Maple Grove, Brooklyn Park, New Hope, Golden Valley, St. Louis Park, Wayzata, Minnetonka, and Plymouth.
- Water Bodies:** Medicine Lake.
- Roads:** 9004-2, 1-PM-466, 1-PM-467, 7027-1, 8655-384.
- Highways:** M232, M241, M226, M228, M221 (A, B, C, D), M114, M118, M117, M113 (A, B), M437 (A, B), M410, M133.
- Other Labels:** M242, M242, M119A, M119A, L29, 7027-1, 8655-384, M118, M437 (A, B), Wayzata, Minnetonka, M410, St. Louis Park, M133.

To Meter M###	Not Served
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City of Plymouth

Water Contamination and Impaired Waters



Minnesota Groundwater Contamination Atlas

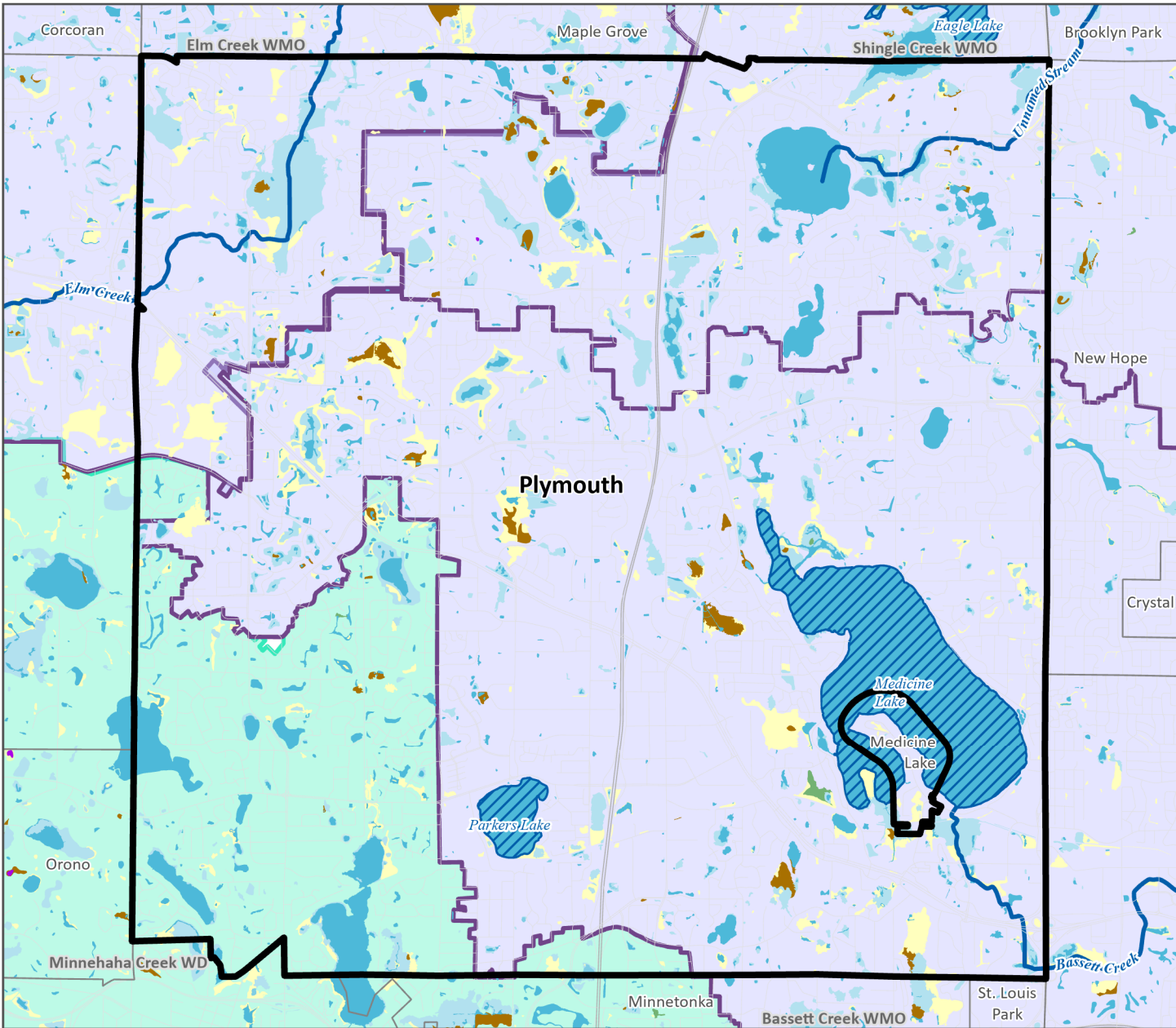
- High Confidence Boundary
- Low Confidence Boundary
- Groundwater area of concern *

Minnesota's 2024 Impaired Waters List

- Impaired Rivers or Streams
- Impaired Lake

* darker shades of purple represent multiple overlapping areas of concern

City of Plymouth Surface Water Features



Watershed Management Type

- County Administered Planning
- Watershed District (WD)
- Watershed Management Organization (WMO)

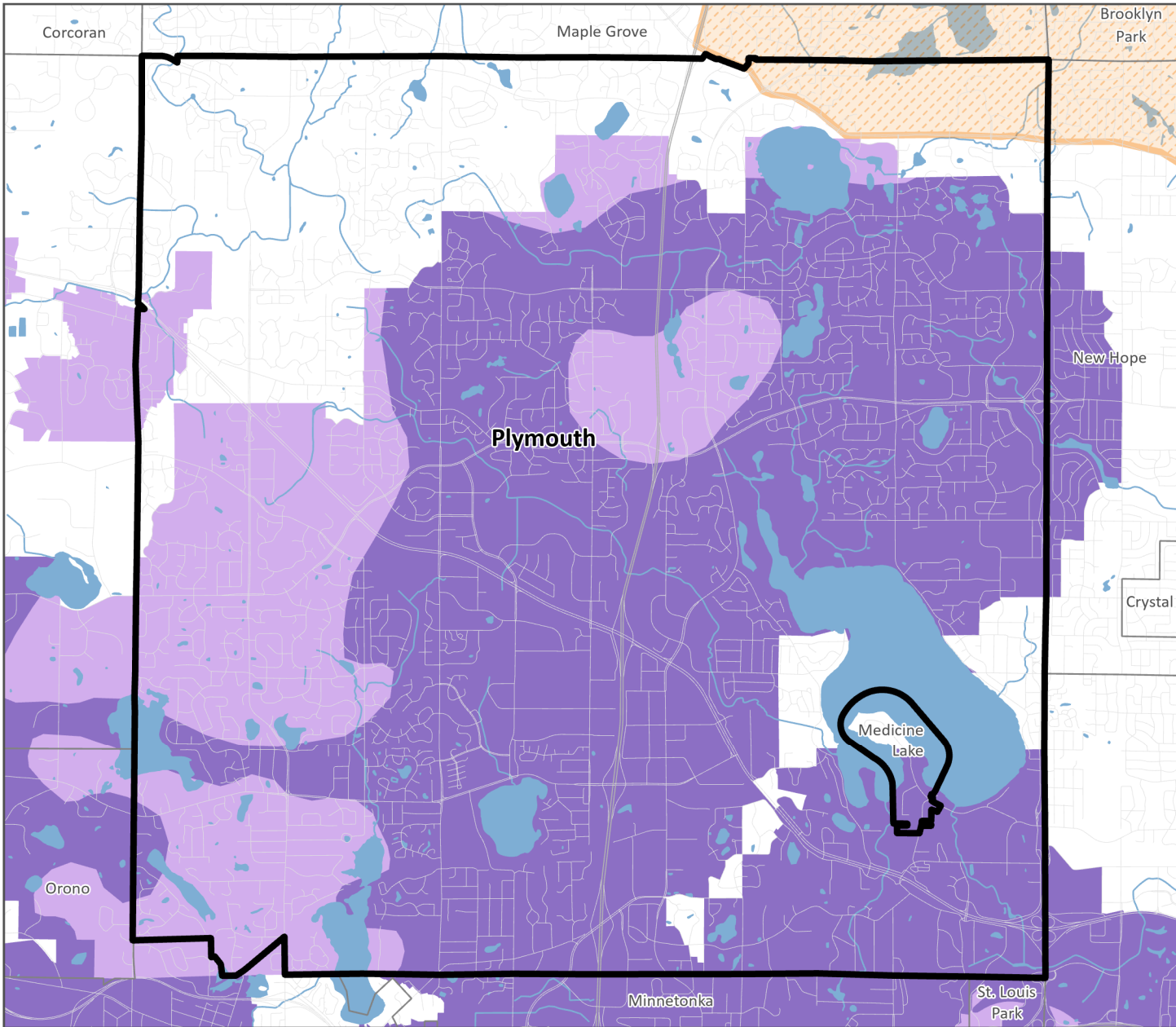
Wetland Type

- Seasonally Flooded Basin or Flat
- Wet Meadow
- Shallow Marsh
- Deep Marsh
- Shallow Open Water
- Shrub Swamp
- Wooded Swamp
- Bog

Priority Water

- Priority River or Stream
- Priority Lake

City of Plymouth Water Supply Considerations



Drinking Water Supply Management Areas for Groundwater (DWSMA)

- High Vulnerability
- Moderate Vulnerability
- Low Vulnerability

Drinking Water Supply Management Areas for Surface Water (DWSMA)

- Surface Water DWSMA Priority Area A
- Special Well and Boring Construction Area
- Priority river or stream qualifying as a drinking water source
- Priority lake qualifying as a drinking water source

REGIONAL PARKS AND TRAILS SYSTEM STATEMENT CITY OF PLYMOUTH

Overview of the Regional Parks and Trails System

The Regional Parks and Trails System includes 66 regional parks, park reserves, and special features, plus more than 487 miles of regional trails that showcase the unique landscapes of the region and provide year-round recreation. The Regional Parks and Trails System is well-loved by our region's residents and attracted over 69 million visits in 2023.

The organizational structure of the Regional Parks and Trails System is unique, built upon a strong partnership between the Met Council and the ten regional park implementing agencies that own and operate Regional Parks and Trails System units. The regional park implementing agencies are:

Anoka County	Ramsey County
City of Bloomington	City of Saint Paul
Carver County	Scott County
Dakota County	Three Rivers Park District
Minneapolis Park and Recreation Board	Washington County

The 2050 Regional Parks and Trails Policy Plan advances the Imagine 2050 regional goals and core values including Equity, Leadership, Accountability, and Stewardship by striving to:

- **Foster equity and belonging:** Connect people with nature, community, and cultural landscapes to better support their physical, mental, and emotional well-being
- **Take care of what we have:** Reinvest in existing regional parks and trails to maintain and enhance visitor experiences
- **Protect and restore:** Protect and restore natural systems to safeguard the well-being of all living things
- **Adapt and mitigate:** Increase the region's resilience to climate change through land stewardship practices that mitigate greenhouse gases and adapt to future climates
- **Meet future needs:** Meet the growing demand for regional parks and trails through strategic and timely land acquisition and development.

Key Concepts in the 2050 Regional Parks and Trails Policy Plan

The 2050 Regional Parks and Trails Policy Plan includes the following policies, each with specific associated strategies:

- **System Plan policy:** Maintain a robust and current set of data, maps, plans, processes, and applications to support regional parks and trails planning.
- **Natural Systems policy:** Identify lands with high-quality natural features and/or with high restoration potential that are desirable for Regional Parks and Trails System activities and put these lands in a protected status so they will be available for recreational uses and preservation purposes in perpetuity.
- **Climate Resilience policy:** Adapt and enhance the Regional Parks and Trails System to promote resilience to climate change, including the mitigation of greenhouse gas emissions.

- **Planning policy:** Promote long-range planning and help provide integrated resource planning across jurisdictions in order to create a seamless system that connects everyone to the outdoors.
- **System Protection policy:** Protect public investments in acquisition and development by assuring that every component in the system is able to fully carry out its designated role.
- **Recreation, Facilities, and Programming policy:** Foster a sense of belonging by providing a wide spectrum of leisure and play opportunities while connecting people, places, and the natural world.
- **Finance policy:** The Met Council administers, provides financial oversight, and collaborates with a range of partners to fund the ten regional park implementing agencies in support of the Regional Parks and Trails System.

The 2050 Regional Parks and Trails Policy Plan is the metropolitan system plan for regional recreation open space with which local comprehensive plans must conform. This system statement highlights the elements of the system plan which apply specifically to your community. Find the complete text of the 2050 Regional Parks and Trails Policy Plan at the following url:

<https://imagine2050.metrocouncil.org/chapters/regional-parks-and-trails>.

Key Changes in the 2050 Regional Parks and Trails Policy Plan

Adopted by the Met Council in February 2025, the 2050 Regional Parks and Trails Policy Plan incorporates the following changes:

- Unit name changes
 - Anoka County
 - “Northwest Search Area” changed to “Sugar Hills Search Area”
 - Dakota County
 - “Lebanon Hills-Big Rivers Greenway Trail Search Corridor” changed to “Lebanon Hills-Minnesota River Greenway Trail Search Corridor”
 - “Lebanon Hills-Mendota Greenway Regional Trail, Highway 62 segment” changed to “Lebanon Hills Greenway Regional Trail”
 - Scott County
 - “Scott West Regional Trail” changed to “Big Woods Regional Trail”
 - “Minnesota River Bluffs Extension and Scott County Connection Regional Trail” changed to “Merriam Junction Regional Trail”
 - “Louisville Trail Search Corridor” changed to “Merriam Junction Regional Trail”
 - Portion of “Southern Scott Trail Search Corridor” changed to “Shallow Waters Regional Trail”
- Trail refinements
 - Three Rivers Park District’s Dakota Rail Regional Trail Search Corridor Extension moving the trail terminus from Highway 494 to Minnetonka City Hall
 - Three Rivers Park District is transferring a portion of the Lake Minnetonka Regional Trail to Carver County
- Future 2028/2029 system additions process candidates
 - Ramsey County’s Rice Creek North Regional Trail Boundary Adjustment adding 2,407 acres to the current 792 acres at the former Twin Cities Army Ammunition Plant
 - Three Rivers Park District’s 5.5-mile West Minnehaha Creek Trail Corridor Study Area
 - Dakota County’s 58-acre Thompson County Park Study Area in West St. Paul serving the outdoor recreational needs of the more than 50,000 residents who live in the northern portion of Dakota County

The 2050 Regional Parks and Trails System Plan Map is depicted in Figure 1. Plymouth should consult the complete 2050 Regional Parks and Trails Policy Plan in preparing its local comprehensive plan. In addition, your community should consult Imagine 2050 and the current version of the Met Council's Local Planning Handbook for specific comprehensive plan requirements.

2050 Regional Parks and Trails System Units

The Regional Parks and Trails System comprises four main types of units: regional parks, park reserves, special features and regional trails.

- **Regional parks** contain a diversity of natural features, either naturally occurring or restored, and are typically 200-500 acres in size. Regional parks accommodate a variety of outdoor recreation activities. In 2024, a total of 46 regional parks are open to the public.
- **Park reserves**, like regional parks, provide for a diversity of outdoor recreation activities. One major distinguishing feature is that the minimum size for a park reserve is 1,000 acres. Additionally, regional park implementing agencies are required to manage at least 80% of the park reserve as natural lands that protect the ecological functions of the native landscape. As of 2024, a total of 12 park reserves were open to the public.
- **Special features** provide opportunities not generally found in the regional parks, park reserves, or trail corridors. Special features often require a unique managing or programming effort. As of 2024, there are eight special features open to the public.
- **Regional trails:** The Met Council has defined two major types of trails to serve the region: destination or greenway trails and linking trails. Destination or greenway trails typically follow along corridors with high-quality natural features that make the trail itself a destination. Linking trails are predominately intended to provide connections between various Regional Parks and Trails System units. As of 2024, 56 regional trails totaling approximately 487 miles were open for public use.

2050 Regional Parks and Trails System Components

The 2050 Regional Parks and Trails Policy Plan identifies five components which together comprise the vision for the Regional Parks and Trails System in 2050, as described below.

- **Existing Regional Parks and Trails System facilities** are open for public use and include land that is owned by regional park implementing agencies. They may include inholding parcels within the boundaries of these parks and trail corridors that have not yet been acquired. Existing regional trails may include planned segments that will be developed in the future.
- **Planned Regional Parks and Trails System facilities (not yet open to the public)** have a Council-approved long-range plan and may be in stages of acquisition and development but are not yet open for public use.
- **Regional Parks and Trails System boundary adjustments** include general areas identified as potential additions to existing Regional Parks and Trails System facilities to add recreational opportunities or protect natural resources. Specific adjustments to park or trail corridor boundaries have not yet been planned.
- **Regional Park and Special Feature search areas** include general areas for future regional parks and special features to meet the recreational needs of the region by 2050 where the regional park boundary has not yet been planned.
- **Regional trail search corridors** include proposed regional trails to provide connections between Regional Parks and Trails System facilities where the trail alignment has not yet been planned.

System Plan Considerations Affecting Your Community

The following Regional Parks and Trails System Components within Plymouth are identified in the 2050 Regional Parks and Trails Policy Plan:

Regional Parks, Park Reserves, and Special Features

- **Clifton E. French Regional Park:** This is an existing regional park with an established boundary. Clifton E. French Regional Park, at nearly 320 acres, is located in Plymouth and connects to Medicine Lake Regional Trail. It includes opportunities for fishing, paddling, and boating on the lake, biking, hiking, and geocaching along the trails, and snowshoeing or cross-country skiing in the winter. The regional park boundary as shown in Figure 2 should be acknowledged in the comprehensive plan.
- **Eagle Lake Regional Park:** This is an existing regional park with an established boundary. Eagle Lake Regional Park, at nearly 230 acres, is located in Plymouth and Maple Grove and connects the planned and search corridor portions of Eagle Lake Regional Trail. It provides opportunities for biking, hiking, cross-country skiing, skijoring, snow shoeing, and more. The regional park boundary as shown in Figure 2 should be acknowledged in the comprehensive plan.

Regional Trails

- **Bassett Creek Regional Trail:** This is a regional trail that includes segments that are open to the public as well as planned segments that will be developed in the future. The regional trail travels through Plymouth, New Hope, Crystal, and Golden Valley as it connects French Regional Park, Medicine Lake Regional Trail, Theodore Wirth Regional Park, and Victory Memorial Parkway Regional Trail. The regional trail alignment as shown in Figure 2 should be acknowledged in the comprehensive plan.
- **Eagle Lake Regional Trail:** This is a planned regional trail that is not yet open to the public. The planned regional trail travels through Maple Grove, Plymouth, Medicine Lake, and Minnetonka as it connects Eagle Lake Regional Trail Search Corridor, Eagle Lake Regional Park, Lake Sarah Regional Trail Search Corridor, Bassett Creek Regional Trail, Medicine Lake Regional Trail, Luce Line Regional Trail, Dakota Rail Extension Regional Trail Search Corridor, and Lake Minnetonka Regional Trail. The planned regional trail alignment as shown in Figure 2 should be acknowledged in the comprehensive plan.
- **Luce Line Regional Trail:** This is an existing regional trail that is open to the public. The regional trail travels through Minneapolis, Golden Valley, Plymouth, and Medicine Lake as it connects the Cedar Lake Regional Trail, Theodore Wirth Regional Park, Canadian Pacific Rail Regional Trail Search Corridor, Medicine Lake Regional Trail, Eagle Lake Regional Trail, and Luce Line State Trail. The regional trail alignment as shown in Figure 2 should be acknowledged in the comprehensive plan.
- **Medicine Lake Regional Trail:** This is a regional trail that includes segments that are open to the public as well as planned segments that will be developed in the future. The regional trail travels through Plymouth, Maple Grove, and Dayton as it connects Eagle Lake Regional Trail, Luce Line Regional Trail, Bassett Creek Regional Trail, French Regional Park, Lake Sarah Regional Trail Search Corridor, Fish Lake Regional Park, Gray's Bay Regional Trail Search Corridor, Weaver Lake Regional Trail Search Corridor, Elm Creek Park Reserve, and Rush Creek Regional Trail. The regional trail alignment as shown in Figure 2 should be acknowledged in the comprehensive plan.
- **Gray's Bay Regional Trail Search Corridor:** The regional trail search corridor travels through Minnetonka, Woodland, Wayzata, Plymouth, and Maple Grove as it connects Lake Minnetonka Regional Trail, Dakota Rail Extension Regional Trail Search Corridor, Lake Sarah Regional Trail

Search Corridor, and Medicine Lake Regional Trail. Three Rivers Park District will lead a planning process in the future to determine the alignment of the regional trail. When preparing its comprehensive plan, Plymouth should verify whether a long-range plan has been approved by the Metropolitan Council. If a long-range plan has been approved, the planned regional trail alignment should be acknowledged in the comprehensive plan. Otherwise, the general search corridor as shown in Figure 2 should be acknowledged in the comprehensive plan

- **Lake Sarah Regional Trail Search Corridor:** The regional trail search corridor travels through Rockford, Greenfield, Independence, Loretto, Medina, Plymouth, and New Hope as it connects Lake Rebecca Park Reserve, the planned Crow River Regional Trail, Lake Sarah Regional Park, Lake Independence Regional Trail, Baker Park Reserve, the planned Diamond Lake Regional Trail, Gray's Bay Regional Trail Search Corridor, Medicine Lake Regional Trail, the planned Eagle Lake Regional Trail, and Canadian Pacific Regional Trail Search Corridor. Three Rivers Park District will lead a planning process in the future to determine the alignment of the regional trail. When preparing its comprehensive plan, Plymouth should verify whether a long-range plan has been approved by the Metropolitan Council. If a long-range plan has been approved, the planned regional trail alignment should be acknowledged in the comprehensive plan. Otherwise, the general search corridor as shown in Figure 2 should be acknowledged in the comprehensive plan.

Please contact Three Rivers Park District for more information regarding Regional Parks and Trails System Components in Plymouth.

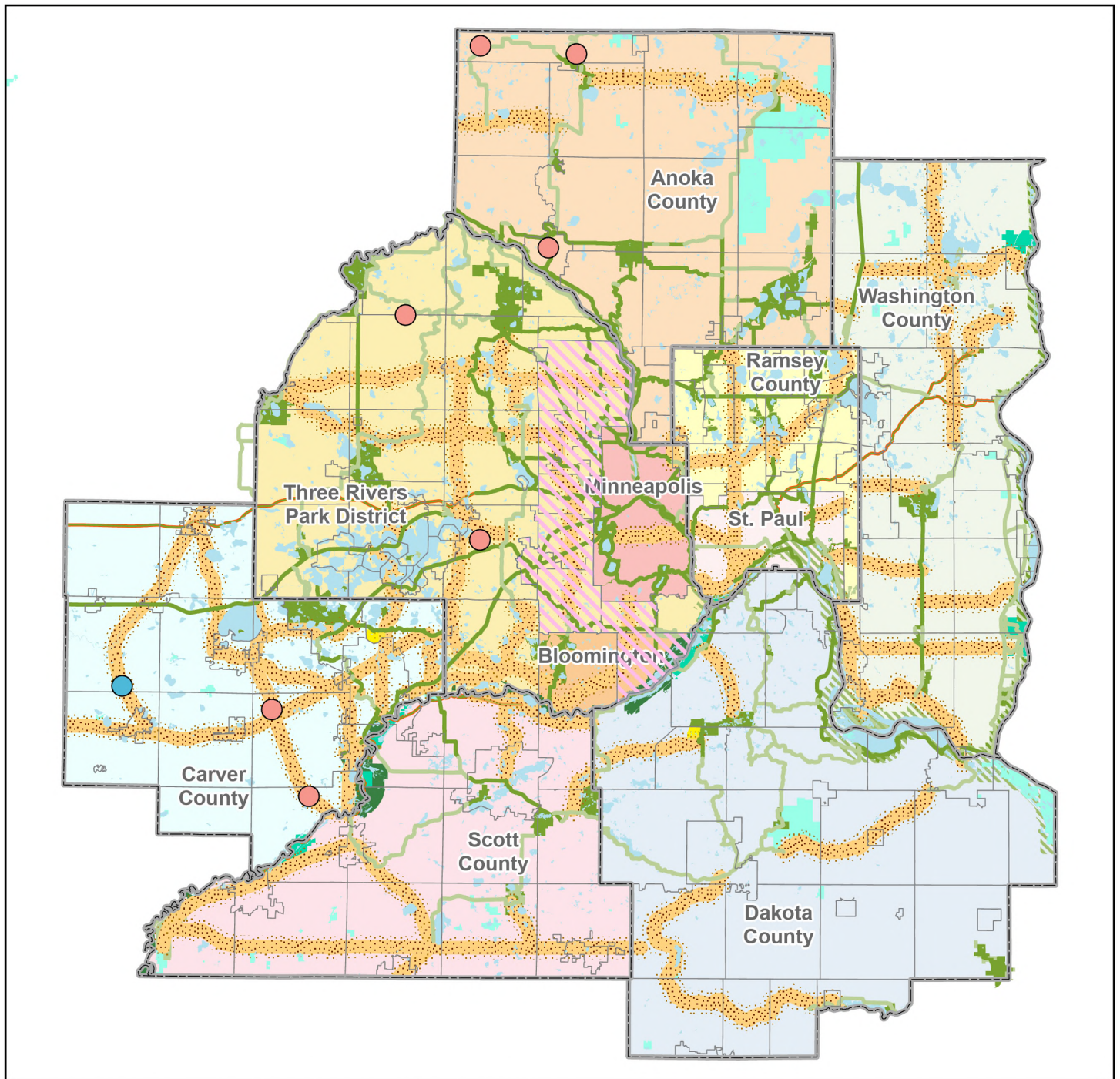
State or Federal Lands in Your Community

State and federal park and open space units that provide outdoor recreation opportunities and natural resource conservation for the public complement the Regional Parks and Trails System and are recognized in the 2050 Regional Parks and Trails Policy Plan. The following state or federal lands as shown in Figure 2 are within Plymouth and should be acknowledged in its comprehensive plan.

- Luce Line State Trail — Minnesota Department of Natural Resources

Please contact the Minnesota Department of Natural Resources for more information about State lands.

Regional Parks and Trails System



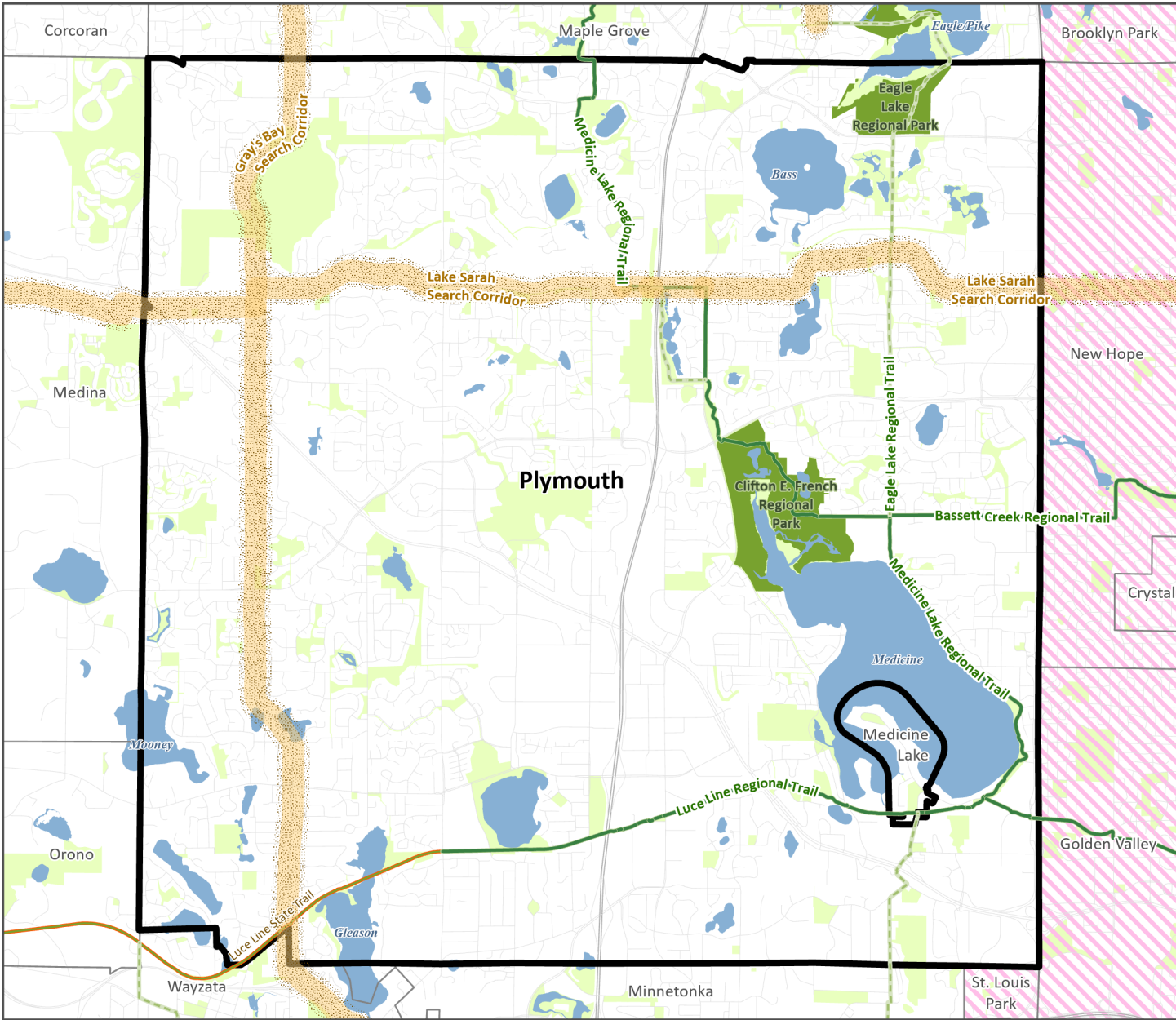
Long-Range Plan Boundary Adjustments and Search Areas

- Boundary Adjustment
- Park Search Area
- ▨ Special Feature Search Area

- ▨ Regional Trail Search Corridor
- Regional Trail (Open to the Public)
- Planned Regional Trail (Not Open to the Public)
- State Trails

- Regional Park (Open to the Public)
- Planned Regional Park (Not Open to the Public)
- ▨ Lower St. Croix National Scenic Riverway
- ▨ Mississippi National River & Recreation Area
- State Wildlife Management Areas
- State Parks and Recreation Areas
- MN Valley National Wildlife Refuge
- Special State Recreation Features

City of Plymouth Regional Parks and Trails System



Regional Parks and Trails Systems

Other State and National Features

- | | | | |
|---|---|---|---|
|  Boundary Adjustment |  Regional Trail (Open to the Public) |  State Trails |  Other Parks, Preserves, Refuges and Natural Areas |
|  Search Area |  Planned Regional Trail (Not Open to the Public) |  State Parks and Recreation Areas |  Lower St. Croix National Scenic Riverway |
|  Special Feature Search Area |  Regional Park (Open to the Public) |  State Wildlife Management Areas |  Mississippi National River & Recreation Area |
|  Regional Trail Search Corridor |  Planned Regional Park (Not Open to the Public) |  Special State Recreation Features |  MN Valley National Wildlife Refuge |

CITY OF PLYMOUTH

RESOLUTION No. 2025-267

RESOLUTION APPROVING A REQUEST FOR PROPOSAL AND AUTHORIZE RELEASE OF REQUEST FOR PROPOSAL FOR CONSULTANT SERVICES FOR THE COMPREHENSIVE PLAN UPDATE

WHEREAS, in 1996 the Minnesota Legislature adopted amendments to the Metropolitan Land Planning Act which require all cities in the Metro Area to update their comprehensive plans every ten years; and

WHEREAS, the Metropolitan Council has adopted Imagine 2050, a development guide for the Twin Cities metro region; and

WHEREAS, the city has received the Metropolitan Council 2025 Systems Statement for the City of Plymouth; and

WHEREAS, the next update is due in 2028; and

WHEREAS, staff prepared a Request For Proposals for the 2050 Comprehensive Plan update.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA, that the Request For Proposals, a copy of which is attached hereto, or available in the office of the Planning Manager, and made a part hereof, is hereby approved and the Planning Manager is authorized to release the Request For Proposals for consideration by consultants.

APPROVED by the City Council on this 14th day of October, 2025.