

**CITY OF PLYMOUTH
AGENDA
Regular Environmental Quality Committee
Medicine Lake Room
3400 Plymouth Boulevard, Plymouth, MN
February 11, 2026, 7:00 PM**

1. CALL TO ORDER

- 2. PUBLIC FORUM** - Individuals may address the committee 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 committee will continue with the agenda. The committee will take no official action on items discussed at the forum, with the exception of referral to staff for future report.

3. PRESENTATIONS AND PUBLIC INFORMATION ANNOUNCEMENTS

- 4. APPROVE AGENDA** - Environmental Quality Committee members may add items to the agenda for discussion purposes or staff direction only. The committee will not normally take official action on items added to the agenda.

- 5. 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 committee member or individual so requests, in which event the item will be removed from the consent agenda and placed elsewhere on the agenda.

- 5.1** Adopt proposed minutes
1. EQC 01-14-2026

6. GENERAL BUSINESS

- 6.1** Training session on open meeting law, data practices, conflict of interest, gift law and rules of order
1. Presentation
2. Training Documents

- 6.2** Election of Environmental Quality Committee Chairperson and Vice Chairperson for 2026

- 6.3** Review and approve the Environmental Quality Committee Mission/Organization Statement
1. Environmental Quality Committee Policy Establishment Resolution - 2026 Update - Clean
2. Environmental Quality Committee Policy Establishment Resolution - 2026 Update - Redline
3. Council Policy - Boards and Commissions

- 6.4 Plymouth Environmental Academy
 - 1. Plymouth Environmental Academy Memo

7. **REPORTS AND STAFF RECOMMENDATIONS**

- 7.1 Upcoming Events

- 8. **FUTURE MEETINGS** - Regular Environmental Quality Committee Meeting - March 11, 2026 - 7:00pm - Plymouth City Hall

9. **ADJOURNMENT**



To: Dave Callister, City Manager

Prepared by: Ben Scharenbroich, Water Resources Supervisor

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

Item: **Adopt proposed minutes**

1. Action Requested:

Adopt proposed Environmental Quality Committee minutes from January 14, 2026

2. Background:

N/A

3. Budget Impact:

N/A

4. Attachments:

1. EQC 01-14-2026

Proposed Minutes Environmental Quality Committee Meeting January 14, 2026

Acting Chair Dmytrenko called a Regular Meeting of the Plymouth Environmental Quality Committee to order at 7:00 p.m. in the Medicine Lake Room of City Hall, 3400 Plymouth Boulevard, on January 14, 2026.

COMMITTEE MEMBERS PRESENT: Acting Chair Dmytrenko, Committee members Babcock, Matthiesen, Polzin, Tinjum, and Vavreck.

COMMITTEE MEMBERS ABSENT: Chair Blakely.

STAFF PRESENT: Water Resources Supervisor Scharenbroich, Environmental Stewardship Coordinator Anderson, and Parks and Recreation Director Tomlinson.

OTHERS PRESENT: Councilmember Gregor.

Plymouth Forum

There was no one present to address the Committee.

Presentations and Public Information Announcements

Water Resources Supervisor Scharenbroich announced the winter open house, which will be held next Friday from 2 – 5 p.m. at the Plymouth Maintenance Facility.

Approval of Agenda

Motion was made by Committee member Polzin and seconded by Committee member Matthiesen to approve the agenda as presented. With all members voting in favor, the motion carried.

Consent Agenda

Motion was made by Committee member Polzin and seconded by Committee member Babcock to approve the consent agenda that included the following item:

(5.1) Adopt December 10, 2025, Regular Environmental Quality Committee Minutes

With all members voting in favor, the motion carried.

General Business

(6.1) City parks, trails, and open space maintenance practices

Water Resources Supervisor Scharenbroich introduced the Parks and Recreation Director.

Parks and Recreation Director Tomlinson presented information on the park system overview, maintenance by type of landcover, the prairie program, urban tree canopy, and transforming landscapes. She provided additional details on prairies, their locations, and the educational information that is available to share with members of the public who may be interested in similar prairie development on their property.

A committee member asked how a chrono-log could be requested for a project near where they live, noting a project near their home at St. Mary's Park.

Parks and Recreation Director Tomlinson replied that was done as part of Station 73 and confirmed that a chrono-log could be added. She noted that is an affordable way to track progress and engage the public.

A committee member referenced plant biodiversity and asked for more information.

Parks and Recreation Director Tomlinson stated that they implement that when they can, but the native honeysuckle grass is quick-growing and was something they could plant and get established all at once. She commented that once established, they will determine there is an opportunity to add to it.

A committee member asked if there is a cost benefit at Parkers Lake to using annual seeds rather than perennials.

Parks and Recreation Director Tomlinson replied that they began using annuals to ensure the plantings would be successful, and now that it has been shown that they can be successful, they will transition to perennials. She provided information on salt damage to plantings and how the right-of-way planting palette has been changed in response.

A committee member asked for the number of acres that are mowed.

Parks and Recreation Director Tomlinson provided information on the mowing that is completed by the parks department and how transitions are considered.

(6.2) Review the environmental quality committee mission/organization statement

Water Resources Supervisor Scharenbroich stated that staff used the feedback from the committee at the last meeting to develop the draft that was included in the packet.

A committee member commented that it appears the committee is supposed to react to what is sent to it by the council and asked for more information.

Water Resources Supervisor Scharenbroich stated that the EQC sets its work plan for the year, which is approved by the city council, and therefore, the work within the plan is then considered to be direction from the city council.

Committee members provided some grammatical suggestions to be incorporated. There was additional discussion related to the language within the mission/organization statement, the relationship between the council and committee, and how staff work as liaisons between the committee and council.

A committee member stressed the importance of environmental justice and equity.

Water Resources Supervisor Scharenbroich stated that is something that is built into the process and climate action plan already, but could also be called out in this document and/or the work plan. There was additional discussion of the committee on that topic and whether that language should be used or not.

Water Resources Supervisor Scharenbroich reviewed the items that he will work to incorporate into the draft. He stated that he will bring back an updated draft for the committee to review at the February meeting, which will be the last opportunity for the committee to make changes before the document goes before the city council.

(6.3) Plymouth environmental academy

Environmental Stewardship Coordinator Anderson stated that the purpose of the discussion tonight is to discuss the future of the Plymouth environmental academy, including potential rebranding and restructuring of the program and its format, and improve public engagement and participation. They stated that based on a follow-up with communications and the marketing that was completed, it was determined that was most likely not the reason for the decline in participation. They provided some suggestions to be considered in order to increase resident participation.

Committee members expressed an interest in being more involved in the marketing.

A committee member reviewed some of the confusion they had related to the program, whether there was an available budget for certain items, and the planning process for the events. It was acknowledged that the content and format could be the problem.

A committee member provided ideas for rebranding, removing the city element, and the focus of city speakers. Different suggestions were made for tour opportunities as well as ways to survey residents on topics they may be interested in.

Environmental Stewardship Coordinator Anderson asked if the committee wants to continue to lead and plan the academy or whether it would like her to take over that role and the committee be in more of a support role.

A committee member acknowledged that the committee has not been the best with project leadership and deadlines. It was also noted that some of the new ideas involve funds, and there is no budget for this.

Water Resources Supervisor Scharenbroich explained how some funds could be justified and how some ideas would not qualify for those funds. He stated that regardless of whether the committee or staff takes ownership of the program, there needs to be more structure.

A committee member suggested that they focus on the program structure before discussing potential topics, as the structure and objective will help to identify the desired topics for the sessions.

Water Resources Supervisor Scharenbroich stated that the branding of EQC could be removed from marketing as well in order to make it more generally focused on environmental topics.

A committee member volunteered to create an example for the committee to consider at the next meeting, in addition to the information staff will prepare for review.

Reports and Staff Recommendations

There were no reports and staff recommendations.

Future Meetings

Noted.

Adjournment

Acting Chair Dmytrenko adjourned the meeting at 9:02 p.m.

To: Environmental Quality Committee

Prepared by: Amy Gottschalk, Deputy City Clerk

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

Item: **Training session on open meeting law, data practices, conflict of interest, gift law and rules of order**

1. Action Requested:

Attend training session on open meeting law, data practices, conflict of interest, gift law and rules of order.

2. Background:

The Deputy City Clerk/Office Support Lead, Amy Gottschalk, will present information and answer questions on the open meeting law, data practices, conflict of interest, gift law and rules of order.

3. Budget Impact:

Not applicable.

4. Attachments:

1. Presentation
2. Training Documents



Environmental Quality Committee



EQC Refresher & Orientation

- EQC Duties & Responsibilities
- Meeting Procedures
- Open Meeting Law
- Data Practices
- Ethics/Conflicts of Interest



EQC Duties & Responsibilities

Review and recommend to council on environmental matters

- Water quality
- Wetland preservation
- Ground water protection
- Solid waste
- Recycling and reuse
- Ecological preservation
- Control of soil erosion
- Air, noise, and light pollution, etc.

Promote environmental initiatives at community events

- Environmental Academy
- Drop-Off Days & Adopt a Street
- Music in Plymouth
- Others



EQC Duties & Responsibilities - continued

Attend Regular Meetings

- 100% attendance expected, with 80% minimum

Major Areas of Accountability

- Review agenda packets thoroughly
- Become familiar with Comprehensive Plan, Surface Water Management Plan, SWPPP, EQC Work Plan, initiatives, budget, etc.
- Conduct site visits as appropriate
- Solicit and receive input from affected parties and public
- Meaningfully participate in consideration of agenda items
- Understands role as advisory, not policy maker
- Actively participate in community events
- Represents overall good for community – does not further personal agenda



Agendas & Meetings



Packets are available electronically



A quorum is required to hold the meeting



Robert's Rules of Order

Order of Business:

- A. Call to Order
- B. Public Forum
- C. Approve Agenda
- D. Consent Agenda – routine/noncontroversial items (can be pulled to discuss)
- E. Public Hearings – notice usually mailed and published
- F. General Business
- G. Reports and Staff Recommendations
- H. Future Meetings
- I. Adjournment

Motions, Resolutions, Ordinances

- A motion is a matter of parliamentary procedure and can be used to introduce a resolution, ordinance, or take any other action.
 - Motion is “moved” and “seconded”; each member has opportunity to discuss before taking action.
- A resolution is used for actions of a temporary, routine, or administrative nature. (i.e. submittal of grant applications, approval of the budget, lending support to projects).
- An ordinance is a Council enactment that regulates people or property and provides a penalty if violated. It is the law of the City.

Open Meeting Law

Requires that all meetings are open to the public (except when allowed to be closed under certain circumstances)

- Prevents actions from being taken in secret
- Ensures the public's right to be informed
- Gives the public an opportunity to present its views

Common Exceptions

- Employee performance reviews or misconduct investigations
- Labor negotiations
- Attorney-client privilege
- Purchase or sale of property

Potential Problem Areas

- Social gatherings
- Telephone, Email and Social Media
- Serial Meetings

Open Meeting Law Changes

ARTICLE 6

LOCAL GOVERNMENT POLICY

Section 1. Minnesota Statutes 2024, section 13D.02, subdivision 1, is amended to read:

Subdivision 1. **Conditions.** (a) A meeting governed by section [13D.01, subdivisions 1, 2, 4, and 5](#), and this section may be conducted by interactive technology so long as:

- (1) all members of the body participating in the meeting, wherever their physical location, can hear and see one another and can hear and see all discussion and testimony presented at any location at which at least one member is present;
- (2) members of the public present at the regular meeting location of the body can hear and see all discussion and testimony and all votes of members of the body;
- (3) at least one member of the body is physically present at the regular meeting location; ~~and~~
- (4) all votes are conducted by roll call so each member's vote on each issue can be identified and recorded; ~~and~~,
- (5) ~~each location at which a member of the body is present is open and accessible to the public.~~

(b) ~~A meeting satisfies the requirements of paragraph (a), although a member of the public body participates from a location that is not open or accessible to the public, if the member has not participated more than three times in a calendar year from a location that is not open or accessible to the public, and:~~

- (1) ~~the member is serving in the military and is at a required drill, deployed, or on active duty; or~~
- (2) ~~the member has been advised by a health care professional against being in a public place for personal or family medical reasons.~~

Sec. 2. Minnesota Statutes 2024, section 13D.02, subdivision 4, is amended to read:

Subd. 4. **Notice of regular and all member meeting locations.** If interactive technology is used to conduct a regular, special, or emergency meeting, the public body shall provide notice of the regular meeting location and ~~notice of any location where a member of the public body will be participating~~ the fact that members may participate in the meeting by interactive technology, except for the locations of members participating pursuant to subdivision 1, paragraph (b). The timing and method of providing notice of the regular meeting location must be as described in section [13D.04](#).

SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4	5	6	7
8	9	10 5:00 PM SPECIAL COUNCIL MEETING Traffic update Medicine Lake Room 7:00 PM REGULAR COUNCIL MEETING Council Chambers	11 7:00 PM ENVIRONMENTAL QUALITY COMMITTEE MEETING Medicine Lake Room	12 6:00 PM PARKS & REC ADVISORY COMMISSION MEETING Council Chambers	13	14
15	16  PRESIDENTS DAY CITY OFFICES CLOSED	17	18 7:00 PM PLANNING COMMISSION MEETING Council Chambers	19	20	21
22	23	24 5:30 PM Voluntary Advisory Board Recognition Event City Hall Lobby 7:00 PM REGULAR COUNCIL MEETING Council Chambers	25	26 7:00 PM HOUSING AND REDEVELOPMENT AUTHORITY MEETING Council Chambers	27	28

3400 Plymouth Boulevard
Plymouth, MN 55447

OFFICIAL CITY CALENDAR

763-509-5000
plymouthmn.gov

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



Data Practices

- Under the Minnesota Government Data Practices Act, all government data is presumed *public* unless a state statute, federal law or temporary classification deems it otherwise.
 - This presumption is reversed for personnel data (data on individuals employed by the city) and all personnel data is presumed *private* unless a state statute or federal law deems it public
- Data Practices Responsible Authority: Dave Callister, City Manager
- Data Practices Compliance Official: Jodi Gallup, City Clerk
 - Classifies, maintains and secures data
 - Responds to data requests
- Access to data is no greater than that of the general public unless their “work assignment reasonably requires access” to information that has been classified as not-public
- Committee members should be aware that all files, documents, email messages and internet logs are owned by the City and may be subject to open records requests. Users should have no expectation of privacy.

Ethics

- State law prohibits elected and appointed officials from receiving gifts from any interested person
 - “gift” is defined as money, property, service, loan, forbearance or forgiveness of debt or a promise of future employment.
 - “interested person” is defined as a person or representatives of a person or association that has a direct financial interest in a decision that a local official is authorized to make.
- Conflicts of Interest
 - No member of the city council may have a direct *or indirect* interest in any contract the council makes. This applies to boards and committees as well.
 - Several exceptions exist and the interested party can disclose his or her interest.
 - Courts have followed similar principles in non-contractual situations.
 - Best Practices:
 - Consult with city attorney - potential conflict of interest situations are each unique.
 - Abstain – meaning refrain from vote and discussion on item.

“PASSING THE TORCH TO ANOTHER GREAT YEAR”



You're invited to attend a

COMMITTEE & COMMISSION RECOGNITION EVENT

TUESDAY, FEB. 24

Plymouth City Hall, 3400 Plymouth Blvd.

SOCIAL EVENT

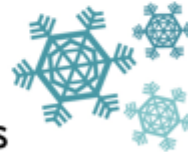
5:30-6:45 P.M. | CITY HALL LOBBY

Enjoy hors d'oeuvres and meet with
Plymouth City Council

RECOGNITION

7 P.M. | COUNCIL CHAMBERS

Recognition of outgoing committee
and commission members at the
beginning of the Council meeting



RSVP to Colton Ashley at
cashley@plymouthmn.gov
by Friday, Feb. 13





CAMPBELL KNUTSON

PROFESSIONAL ◆ ASSOCIATION

TRAINING MATERIALS

for

Open Meeting Law

Data Practices

Conflicts of Interest

Gift Law

Rules of Order

for

City of Plymouth

Staff & Environmental Quality

Committee

February 2023

I. OPEN MEETING LAW

A. OPEN MEETINGS. Pursuant to Minnesota Statutes § 13D.01 - .07, almost all meetings of the City Council must be open to the public. A meeting exists when a quorum of the city council is together and:

1. Make a decision concerning city business; or
2. Discuss city business; or
3. Obtain information on city business.

Be wary of serial communications: do not use the “reply all” function in emails. If a discussion occurs on social media, then that discussion must be open for participation by the public.

B. OTHER ELECTRONIC COMMUNICATION. Serial communication occurs when one councilmember consults another, who consults another, and so forth. This is not permitted under the Open Meeting Law. One of the main goals of the Open Meeting Law is to ensure that deliberations take place in a public setting.

1. It is not advisable to substantively discuss City matters via text message even with one other councilmember. Text messaging and/or other electronic communication to other councilmembers during a meeting about City matters is also not permitted. Be careful about engaging in discussions on your personal devices. Discussions about city matters are generally public data, subject to mandatory retention periods and accessible to the public upon request. Deliberations and discussions must occur in a public forum.
2. Similarly, a quorum of members having a discussion about public business on social media, such as in the comment section of a private Facebook page, could constitute a meeting in violation of the Open Meeting Law. Minn. Stat. §13D.065.

C. NOTICE REQUIREMENTS. The City Council must give the following notices:

1. A schedule of the regular meetings shall be kept on file at the Council’s primary offices. Regularly scheduled meetings on your adopted meeting schedule require no additional notice.
2. Special meetings require mailed & posted or published notice at least three days before the day of the meeting.
3. Emergency meetings - as soon as reasonably practicable.

D. CLOSED MEETINGS. Notice of the meeting is required stating why the meeting will be closed and the subject of the meeting. The meeting is still recorded. Closed meetings are allowed in limited circumstances:

1. Labor negotiations.
2. Pending litigation.
3. Preliminary consideration of charges against an employee.

4. Evaluation of a person subject to its authority.
5. To determine the asking price of property being sold.
6. To review confidential appraisal data.
7. To develop counteroffers for the purchase or sale of property.
8. To discuss active investigative data.
9. If it would identify victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors.

E. PENALTIES. If a court finds that an individual intentionally violated this open meeting law, penalties include:

1. Individual fine of \$300.00 per occurrence for an intentional violation, which may not be paid by the City.
2. Three intentional violations in three separate actions can result in removal from office.
3. Additional costs and attorney's fees may be imposed up to \$13,000.00. The City may pay this amount.

II. DATA PRACTICES

A. DATA. The Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public. The Data Practices Act obligates all levels of state and local government besides the legislature and the courts to preserve created data and respond to data requests.

1. “Government data” means all data collected, created, received, maintained or disseminated by state or local government, regardless of its physical form, storage media, or conditions of use. Data includes: paper documents, emails, CDs, videotapes, and computer files.

B. CLASSIFICATION. To balance the need for transparency with the need to protect individual rights, state and federal law provide for classifications to limit access for private or confidential data.

1. Requests for data can come from the subject of the data (such as an employee) or a member of the public. Responses to data requests depend on how the data is classified.

C. THE LIFE CYCLE OF A REQUEST.

1. A person submits a data request to the Responsible Authority in the City. If the request is for private information, the City may ask for proof of identity. It is impermissible to request for a member of the public’s identity when fulfilling a request for public data.
2. If the request is from the member of the public, the City must respond within a “reasonable amount of time.”
3. If the request is from the data subject, meaning the data is about the requesting individual, then the City is required to respond within ten business days.
4. The City staff then retrieves the data responsive to the request, if there is any.
5. Then the City review the data and determines if there is a justification to deny access to some or all of the data. If responsive data is withheld the City must inform the requestor and cite to the specific law that allows the redaction.
6. The City provides access to the data and collects copy costs, if requested.

III. CONFLICTS OF INTEREST

- A. CONTRACTS.** Under Minn. Stat. §471.87, with limited exceptions, a council member may not have a personal financial interest in a sale, lease, or contract with the City. This law applies to all public officers who are "authorized to take part in any manner in making any sale, lease, or contract in official capacity." Exceptions and special approval procedure may be available in a given fact situation. Simply abstaining from voting is not enough. Violation of this prohibition is a crime.
- B. NON-CONTRACTS.** The general rule is that any official who has a personal financial interest in a non-contract action is disqualified from participating in the action. Courts evaluate certain factors to determine when a conflict requires disqualification. These include:
- the nature of the decision being made
 - the nature of the financial interest
 - the number of interested officials
 - the need, if any, for the interested official to make the decision
 - other means available, if any, such as an opportunity for review of the decision, that serves to insure that the officials will not act arbitrarily to further their selfish interests.
- C. BEST PRACTICE.** If you have an actual or potential financial interest in a decision to be made, disclose the conflict, abstain from voting, and do not participate in the discussion. If you have any concerns, discuss them with the city attorney. Avoid even the appearance of a conflict.
- D. ABSTAINING.** Abstaining means to refrain from a vote. In this case, a member of a body would be present at the meeting but would not partake in discussion or voting of the issue before the body.

IV. GIFT LAWS.

A. Pursuant to Minn. Stat. § 471.895, “An interested person may not give a gift or request another to give a gift to a local official. A local official may not accept a gift from an interested person.”

- “Local Official” means an elected or appointed official of a city.
- “Interested Person” means a person who has a direct financial interest in a decision that a local official is authorized to make.
- “Gift” means money, real or personal property, a service or loan, forgiving a debt or a promise of future employment without the giver being paid equal value.

Exceptions include:

- campaign contributions
- plaques or mementos recognizing service
- trinket or memento of insignificant value
- food if you appear to make a speech
- gifts given because of your membership in a group, a majority of whose members are not local officials
- gifts by a member of your family

When the City receives a gift/donation, it must be accepted by a two-thirds vote of the City Council. Minn. Stat. § 465.03.

V. RULES OF ORDER & MEETING PROCEDURES

A. Robert's Rules. Except where other procedures are specified in statute or ordinance, the City Council does business using Robert's Rules of Order. City Code § 200.17

B. Motions. All formal council actions must be by motion.

1. The language to make a motion must be similar to, "I move to _____."
2. Motions must be seconded, and the council may consider only one motion at a time.
3. Once a motion is duly made and seconded, the Mayor shall state the question before the council and open the matter for debate.
 - a. The maker of the motion shall be permitted to speak first.
 - b. Everyone who wishes to speak on the motion must be allowed to do so before any member may speak a second time.

C. Secondary Motions. While the council considers a motion, members may make secondary motions. Secondary motions do not require a second.

1. Motion to amend the original motion. A motion may be amended only twice before it must be withdrawn and resubmitted,
2. Motion to take a brief recess of no more than 20 minutes,
3. Motion to withdraw the motion by the motion's maker,
4. Motion to divide a complex question,
5. Motion to defer consideration to a later date,
6. Motion to refer an issue to committee,
7. Motion to limit debate,
8. Motion for an immediate vote on the issue, or
9. Motion for a call to order.

Secondary motions do not require a second, and must be resolved before returning to the original motion. Motions for an immediate vote and motions for a call to order are the only motions that may be made interrupting the current speaker. A motion for an immediate vote may only be made after 20 minutes of debate or after every member has been permitted to speak at least once.

D. Other Motions. Other specific motions include:

1. Motion to adjourn. Motions to adjourn are made by the Mayor or presiding member, are not subject to debate, and do not require a second or a vote.
2. Motion to go into closed session. Must be made pursuant to the Minnesota Open Meeting Law, using language similar to, “I move to close the meeting in order to consider _____ pursuant to _____ of the Minnesota Open Meeting Law.”
3. Motion to leave a closed session. “I move to open the meeting.”
4. Motion to revive an issue. Made to request consideration of an issue tabled, deferred, or referred to committee at a *prior* meeting.
5. Motion to reconsider. Made to request reconsideration of an issue voted upon previously at the *same* meeting. May only be made by a member on the prevailing side of the prior vote.
6. Motion to rescind or repeal. Made to repeal an action taken at a prior meeting.

A simple majority vote of the EQC is required for approval (4 out of 7 members)

ENVIRONMENTAL QUALITY COMMITTEE MEETING PROCEDURES

Agenda

The Water Resources Supervisor prepares the agenda for each EQC meeting. The agenda is generally closed to the addition of new material the Wednesday prior to an EQC meeting. Members should advise Water Resources Supervisor of items they wish to have added to the agenda.

Once the agenda has been sent to the EQC members along with the accompanying packet material, no item is added or deleted prior to the EQC meeting. A majority of the EQC members may amend the agenda by adding, deleting, or changing items during “Approve Agenda” at the beginning of the EQC meeting.

The order of business on the EQC meeting agenda is as follows:

- Call to Order
- Public Forum
- Approve Agenda
- Consent Agenda
- Public Hearing
- General Business
- Reports and Staff Recommendations
- Future Meetings
- Adjourn

Regular Meetings

Regular meetings of the EQC are currently held on the second Wednesday of each month at 7:00 PM (unless otherwise noted) in the Medicine Lake Room on the upper level of City Hall.



Attendance

Committee members are expected to attend 100% of all regular meetings with an 80% minimum unless previously arranged with staff and/or the chair. Attendance at outside events is strongly encouraged but not required.

A member is considered present if attending the meeting in person. If a member is unable to attend due to a COVID-19 quarantine, the following will apply:

- If committee member is attending via phone, they will be:
 - Marked as absent
 - Minutes will reflect the person is attending remotely but is a non-voting member for that meeting.
 - Committee member cannot participate in committee discussions.

Record of the Meetings – Minutes

Minutes of each EQC meeting are kept by the EQC recording secretary and approved at a future EQC meeting. The minutes are considered the official record of the EQC meeting.

To: Environmental Quality Committee

Prepared by: Ben Scharenbroich, Water Resources Supervisor

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

Item: **Election of Environmental Quality Committee Chairperson and Vice Chairperson for 2026**

1. Action Requested:

Elect a Chairperson and Vice Chairperson of the EQC for 2026.

2. Background:

Each year, the EQC shall elect a Chairperson and a Vice Chairperson. The Chairperson is responsible for conducting EQC meetings in accordance with Robert's Rules of Order and serving as the primary point of contact between the EQC and city staff. If the Chairperson is unable to attend a meeting, the Vice Chairperson shall assume responsibility for conducting the meeting.

While not required, it is common practice for Plymouth committees to rotate leadership on an annual basis.

3. Budget Impact:

N/A

4. Attachments:

To: Environmental Quality Committee

Prepared by: Ben Scharenbroich, Water Resources Supervisor

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

Item: **Review and approve the Environmental Quality Committee Mission/Organization Statement**

1. Action Requested:

Review and approve the amended Environmental Quality Committee mission/organization statement.

2. Background:

As part of the 2025 Work Plan, the Environmental Quality Committee (EQC) determined it should review the mission/organization statement for the Committee. The current objective statement, last approved on January 9, 2007, is attached for reference.

Following discussion at the December 2025 and January 2026 EQC meetings, staff prepared a revised mission/organization statement for Committee review. At this meeting, the Committee should review and discuss the revised mission/organization statement. Any recommended amendments would be addressed by staff and sent to City Council for consideration on February 24, 2026.

3. Budget Impact:

Not applicable.

4. Attachments:

1. Environmental Quality Committee Policy Establishment Resolution - 2026 Update - Clean
2. Environmental Quality Committee Policy Establishment Resolution - 2026 Update - Redline
3. Council Policy - Boards and Commissions

Policy Establishing Plymouth Environmental Quality Committees Mission & Organization Statement

Resolution 2026-
February 24, 2026

(Supersedes Resolution 2007-028, January 9, 2007, 2003-317, July 22, 2003; Resolution 2003-260, May 27, 2003; Resolution 2002-216, January 8, 2002; Resolution 94-4, January 24, 1994; Resolution 95-140, February 21, 1995)

Objective

The Plymouth Environmental Quality Committee will conduct their work with the consideration of environmental justice and shall review and recommend to the City Council such policies, plans or projects which will enhance and preserve the natural environment of the City; and support the strategic themes of the City Council as they relate to the environment.

The Committee's scope shall include, but not be limited to, the review and implementation of environmental programs and initiatives, such as; GreenStep Cities, the Climate Action and Resiliency Plan, the Municipal Separate Storm Sewer System (MS4) Program, the solid waste program, the Energy Action Plan, and efforts related to ecological and natural resource protection, preservation, and enhancement. The Committee shall also review other matters referred to it by the Planning Commission or City Council.

Composition

The Committee shall consist of seven members, with one member from each of the city's four wards, and three members at-large. Members shall serve three-year terms, commencing on February 1, subject to Council policy. The Chair shall be selected by the membership. The City Engineer or designee shall provide staff assistance to the Committee.

Areas of Concentration

To accomplish their objective, the Committee will:

1. Actively participate in education and outreach activities that align with the goals of the city's environmental stewardship initiatives.
2. Become familiar with state statutes, federal regulations, agency rules, and city ordinances on the subject of issues. Receive information regarding role of Watershed Management Organizations, municipalities, Department of Natural Resources, and Army Corps of Engineers and other regulatory agencies on environmental issues. Review related data.
3. Act in an advisory capacity by reviewing environmentally related City policies and ordinances and recommending appropriate revisions to the Council.
4. Recommend actions to the Council for consideration in the city budget to preserve and enhance environmental quality throughout Plymouth.

Policy Establishing Plymouth Environmental Quality Committees Mission & Organization Statement

Resolution 2026-
February 24, 2026

(Supersedes Resolution 2007-028, January 9, 2007, 2003-317, July 22, 2003; Resolution 2003-260, May 27, 2003; Resolution 2002-216, January 8, 2002; Resolution 94-4, January 24, 1994; Resolution 95-140, February 21, 1995)

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Policy Relating to Appointment and Performance of Persons Appointed to Boards, Commissions, and Committees

Purpose

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

This policy is designed to accomplish the following:

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

Format

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

1. Written material.
 - A. Summary of position and responsibilities. Attached to the board/commission application will be the job description for positions on boards and commissions.
 - B. Introductory Packet. Assembled by respective staff liaison, and commissions, the packet consists of information such as: a general overview of the legal and procedural aspects of advisory commissions per statutes, ordinances and policies; description of agenda and staff report functions, format for conducting public hearings, including basic parliamentary procedures and approved "flow process" relative to items of business before the advisory commission and City Council.

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

Performance Standards for Board and Commission Members

The council will annually review Board and Commission Members on the following:

1. A minimum of 80% annual attendance at meetings and work sessions and 75% attendance for those committees that meet quarterly.
2. Commissioners spend from 10 to 40 hours per month as needed for commission preparation and meeting attendance.
3. Consistent active participation in meetings which demonstrates completion of:
 - a. Background research
 - b. Site visitations
 - c. Reading all report materials to gain an understanding of the issues before the commission.
4. Behavior confirms that the Commissioner understands that the role of the commission is advisory by statute and not policy making.
5. In all decisions the Commissioner considers overall benefit to the city, not parochial considerations.
6. The Commissioner displays an understanding that council may take final action which varies from commission recommendations after consideration and deliberation.

Selection and Appointment Process

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

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

Length of Terms and Maximum Service

1. The council recognizes that there is a need for reasonable continuity on its permanent boards and commissions, and to a lesser degree, other bodies which generally tend to be appointed for specific tasks. The council also recognizes that there exists in the community a reservoir of resident talent willing to serve on boards, commissions, and committees. In order to strike a balance between continuity of membership and providing additional opportunities for volunteer service, the council has determined that initial appointments to its boards, commissions, and committees shall be for one full term; if members wish to continue serving after their first full term, they must reapply and interview for each additional term thereafter.
2. In the event of a vacancy on a board or commission position during the term of the position, it should be the council's practice to fill the position for the unexpired portion of that term.

Member Removal Process

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

Grounds for removal includes, but is not limited to:

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

Removal process:

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

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

Annual Work Plan

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

Res. No. 2025-225, August 26, 2025; Supersedes Res. No. 2022-229, September 13, 2022; Res. No. 2013-198, June 25, 2013; Res. No. 2004-398, September 28, 2004; Res. No. 91-265, May 6, 1991; Res. No. 81-31, January 5, 1985; Res. No. 85-103, January 28, 1985; Res. No. 86-506, August 18, 1986

To: Environmental Quality Committee

Prepared by: MK Anderson, Environmental Stewardship Coordinator

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

Item: **Plymouth Environmental Academy**

1. Action Requested:

2026 Plymouth Environmental Academy Update.

2. Background:

The Environmental Quality Committee 2026 Work Plan includes a continuation of the Plymouth Environmental Academy (PEA) set to begin in the first quarter of 2026. At the January 2026 meeting, Committee members had a lengthy discussion on the future of the Academy. This discussion included, but was not limited to, the potential options for the restructuring and rebranding of the Academy.

At the February 2026 meeting, the Committee will continue discussing the rebranding of the Academy, program leadership and implementation, as well as the proposed 2026 framework.

3. Budget Impact:

N/A

4. Attachments:

1. Plymouth Environmental Academy Memo

To: Environmental Quality Committee

From: MK Anderson, Environmental Stewardship Coordinator

Subject: Plymouth Environmental Academy Rebranding & Restructuring

Date: January 14, 2026

1. Purpose

The purpose of this memo is to discuss the future of the Plymouth Environmental Academy (PEA), including potential rebranding and restructuring of the program format, to improve public engagement and participation.

2. Background

The Environmental Quality Committees (EQC) 2026 Work Plan includes continuation of the Plymouth Environmental Academy, with programming anticipated to begin later in the year. Following lower than expected attendance during the 2025 Academy, staff conducted an internal review to better understand potential barriers to participation and evaluate opportunities for improvement.

As part of this review, staff met with the Communications Division to assess the effectiveness of 2025 promotional efforts and discuss potential adjustments to marketing, branding, and program delivery. This discussion was intended to identify whether changes to the Academy's structure or messaging could improve accessibility, relevance, and overall community interest moving forward.

3. 2025 Plymouth Environmental Academy Marketing

Promotional efforts for the 2025 Academy included:

- Articles in the March/April and July/August editions of Plymouth News
- An eNotify email distributed to the cities subscriber list (13,000+ subscribers)
- Social media posts on July 11, July 24 and August 8 and August 12
- A news item on the city website
- Event listing on the City website calendar
- Electronic billboard advertisements on Highway 169 and Interstate 494

Based on the scope of these efforts, staff concluded that limited awareness or insufficient reach was not a primary contributing factor to lower than expected attendance. Instead, factors such as topic framing, perceived time commitment or overall program format are more likely influencing participation.



4. Rebranding and Program Structure Considerations

Staff recommends rebranding the Academy to improve engagement and broaden its appeal. Feedback suggests that terms such as “environment”, “environmental” or “climate” may discourage some audiences from engaging and participating. Reframing or renaming the program may help attract a wider range of participants and increase participation.

Additional considerations for discussion include:

- Restructuring the Academy into quarterly, standalone events rather than a multi-session series, allowing residents to attend individual events without the perception of missing prior content.
- Incorporating hands on activities that provide a tangible takeaway for participants, similar to activities offered at Discover Plymouth, Music in Plymouth and the Environmental Fair events.
- Eliminating event registration requirements to reduce barriers to participation.

5. Program Leadership and Implementation Moving Forward

The EQC will need to determine whether it wishes to continue leading the Academy or transition primary responsibility to the Environmental Stewardship Coordinator, with EQC members serving in a supporting role.

If the EQC remains the lead, improvements to planning and coordination will be necessary, including earlier topic selection, advance confirmation of speakers, locations and activities, and increased EQC member participation at each event.

6. Proposed 2026 Planning Framework

Regardless, of whether the EQC or City staff serve as the primary coordinators, a more structured planning approach is recommended. Due to the proposed new format, staff suggests limited the 2026 program to three events. A preliminary planning timeline is outlined below:

Quarter 1

- Discuss rebranding options
- Select a 2026 theme
- Confirm event locations and dates
- Identify topics, and potential speakers

Quarter 2-3

- Plan and host the first and second events
- Provide regular updates to the EQC

Quarter 4

- Plan and host the third event
- Begin planning for the 2027 program, including theme, topics, speakers, activities, locations and dates
- Initiate planning for the first 2027 event
- Provide regular updates to the EQC





To: Environmental Quality Committee

Prepared by: Ben Scharenbroich, Water Resources Supervisor

Reviewed by: Ben Scharenbroich, Water Resources Supervisor

Item: **Upcoming Events**

1. Action Requested:

Review upcoming City events.

2. Background:

Winter Maintenance Open House – February 13, 2026 – 2:00pm - 5:00pm – Plymouth Maintenance Facility (14900 23rd Avenue North)

Climate Action and Resiliency Plan Listening Sessions:

February 17, 2026 – 6:00pm - 8:30pm – Plymouth Community Center (14800 34th Avenue North)

February 19, 2026 – 6:00pm - 8:30pm – Parkers Lake Building (15205 County Road 6)

February 24, 2026 – 6:00pm - 8:30pm – Fire Station 1 (13205 County Road 6)

February 26, 2026 – 6:00pm - 8:30pm – Bass Lake Park Building (5450 Northwest Blvd)

Regular Environmental Quality Committee Meeting – March 11, 2026 – 7:00pm – Plymouth City Hall (3400 Plymouth Boulevard)

Discover Plymouth – March 21, 2026 – 9:00am - 1:00pm – Plymouth Community Center (14800 34th Avenue North)

3. Budget Impact:

N/A

4. Attachments: