

**CITY OF PLYMOUTH
AGENDA
Regular City Council
Council Chambers
3400 Plymouth Boulevard, Plymouth, MN
February 24, 2026, 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** Recognize outgoing advisory board members
 - 4.2** Receive presentation from board/committee chairs on 2026 Work Plans
 1. Presentation
 2. HRA Work Plan
 3. Planning Commission Work Plan
 4. EQC Work Plan
 5. DMO Work Plan
 6. PRAC Work Plan
- 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. February 10 Special
 2. February 10 Regular
 - 6.2** Approve disbursements
 1. Invoice Expense Distribution
 2. City Council Resolution 2026-061

- 6.3** Approve the 2026 Work Plans and Advisory Board Officer Appointments for the Planning Commission, Environmental Quality Committee, Housing and Redevelopment Authority, Destination Marketing Organization Advisory Board and Park and Recreation Advisory Commission
1. HRA Work Plan
 2. Planning Commission Work Plan
 3. EQC Work Plan
 4. DMO Work Plan
 5. PRAC Work Plan
- 6.4** Approve agreements with the cities of Wayzata, Long Lake and Medicine Lake to provide yard waste disposal service
1. Long Lake Agreement
 2. Medicine Lake Agreement
 3. Wayzata Agreement
 4. City Council Resolution 2026-062
- 6.5** Approve final closeout for the Outlet Structure Improvement Project at 6105 Vicksburg Lane North (WR180006)
1. Location Map
 2. Pay Application 3 & Final
 3. City Council Resolution 2026-063
- 6.6** Approve time period to file a written request for the recording of write-in votes for city offices
1. City Council Resolution 2026-064
- 6.7** Approve update to Plymouth Metrolink 2026 Title VI
1. Language Assistance Plan
 2. Plymouth Metrolink Title VI Update
 3. City Council Resolution 2026-065
- 6.8** Approve purchase of fire engine
1. Proposal
 2. City Council Resolution 2026-066
- 6.9** Award contract for the Wood Creek Stream Stabilization Project (WR260002)
1. Project Location Map
 2. Bid Tabulation
 3. Recommendation Letter
 4. City Council Resolution 2026-067
- 6.10** Approve joint powers agreement between the City of Plymouth and the City of Corcoran for the Plymouth SWAT team
1. Agreement
 2. City Council Resolution 2026-068

6.11 Approve revisions to Environmental Quality Committee Mission/Organization Statement

1. Policy - Current
2. Policy - Markup
3. Policy - Clean
4. City Council Resolution 2026-069

6.12 Approve two authorized designees for check signatures

1. Financial Management policy mark-up
2. Financial Management policy clean
3. City Council Resolution 2026-070

7. PUBLIC HEARINGS

7.1 Public hearing on establishing Tax Increment Financing District 7-13 (Plymouth Plaza)

1. Presentation
2. Tax Increment Financing (TIF) Plan
3. Term Sheet for Plymouth Plaza Redevelopment
4. City Council Resolution 2026-071

7.2 Public hearing on vacation of easement areas of Lots 1, 2, 3, 4, 5 and 6, Block 2, The Boulevard

1. Presentation
2. Location Map
3. Easement Vacation Exhibit
4. Lot Line Adjustment Exhibit
5. City Council Resolution 2026-072

8. GENERAL BUSINESS

9. REPORTS AND STAFF RECOMMENDATIONS

10. ADJOURNMENT

To: Dave Callister, City Manager

Prepared by: Colton Ashley, Office Support Representative

Reviewed by: Jodi Gallup, City Clerk

Item: **Recognize outgoing advisory board members**

1. Action Requested:

Recognize outgoing advisory board members.

2. Background:

Recognize outgoing advisory board members: Troy Reding (Destination Marketing Organization), Michelle Soderberg (Housing and Redevelopment Authority), Kim Vohs (Housing and Redevelopment Authority), Pragya Thakur (Park and Recreation Advisory Commission), Bill Wixon (Planning Commission), Monika Vadali (Bassett Creek Watershed Management Commission), Catherine Cesnik (Elm Creek Watershed Management Commission), Clark Gregor (Elm Creek Watershed Management Commission).

3. Budget Impact:

N/A

4. Attachments:

To: Dave Callister, City Manager

Prepared by: Jodi Gallup, City Clerk

Reviewed by: Amanda Kaufman, Deputy City Manager

Item: **Receive presentation from board/committee chairs on 2026 Work Plans**

1. Action Requested:

Receive presentation from board/committee chairs on 2026 Work Plans.

2. Background:

The chair of each committee/commission will be present at the meeting to provide a high-level overview of their 2026 work plans and answer any questions. Approval of the work plans will take place on the consent agenda.

3. Budget Impact:

Not applicable.

4. Attachments:

1. Presentation
2. HRA Work Plan
3. Planning Commission Work Plan
4. EQC Work Plan
5. DMO Work Plan
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2026 Advisory Board Work Plans

February 24, 2026



Commission Purpose

The Plymouth Housing and Redevelopment Authority (HRA) promotes and contributes to the economic health of the community through the creation and maintenance of affordable, workforce and life-cycle housing and active participation in the City's development and redevelopment processes.

	GOALS/PLANNING	Strategic Themes
ON-GOING	Monitor the HRA's housing programs and services; the operations and finances of two senior buildings.	☒ 1 ☒ 2 ☐ 3 ☐ 4 ☒ 5 ☐ N/A
FIRST QUARTER	- Review programing of LAHA funds - Review CDBG Annual Action Plan - Economic Development Strategy review	☐ 1 ☒ 2 ☐ 3 ☒ 4 ☒ 5 ☐ N/A ☐ 1 ☒ 2 ☐ 3 ☒ 4 ☒ 5 ☐ N/A ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ N/A
SECOND QUARTER	2050 Comp plan housing chapter - Review HRA budget and tax levy - Joint Study Session with City Council	☒ 1 ☒ 2 ☐ 3 ☒ 4 ☒ 5 ☐ N/A ☐ 1 ☒ 2 ☐ 3 ☒ 4 ☒ 5 ☐ N/A ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ N/A
THIRD QUARTER	- Update HRA Strategic Plan - Review Housing Choice Voucher Administrative plan - Bring it Home Program update	☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ N/A ☐ 1 ☒ 2 ☐ 3 ☒ 4 ☒ 5 ☐ N/A ☐ 1 ☒ 2 ☐ 3 ☒ 4 ☒ 5 ☐ N/A
FOURTH QUARTER	- Review annual Work Plan and new initiatives for 2027 - Adopt HRA budget and tax levy	☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ N/A ☐ 1 ☒ 2 ☐ 3 ☒ 4 ☒ 5 ☐ N/A

2026 Work Plan**City Council Strategic Themes**

1. City Center Reimagined - A vibrant hub for living, working, dining and recreating.
2. A Connected and Thriving Community - Residents have a safe place to live with high quality infrastructure and recreational opportunities.
3. Environmental Stewardship - Plymouth's environment and natural resources are clean and healthy for future generations.
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2. To initiate, direct, and review, from time to time, a study of the provisions of the Zoning Ordinance and the subdivision regulations and to report to the Council its advice and recommendations with respect thereto.
3. To study applications and proposals for amendments to the Zoning Ordinance and applications for special permits and to advise the Council of its recommendations thereon.
4. To study preliminary plats and to advise the Council of its recommendations thereof.
5. To act in an advisory capacity to the Council in all matters wherein powers are assigned to the Council by the Charter or state law, concerning

	GOALS/PLANNING	Strategic Themes
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FIRST QUARTER	- New Commissioner Orientation - Appoint Commission Chair & Vice Chair - Educational Topic - City Council Strategic Priorities - Educational Topic – Complete Streets - Annual City Code Updates - Comprehensive Plan – Roundtable Workshop	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 X N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 X N/A X 1 X 2 X 3 X 4 X 5 ☐ N/A ☐ 1 X 2 ☐ 3 ☐ 4 ☐ 5 ☐ N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ N/A X 1 X 2 X 3 X 4 X 5 ☐ N/A
SECOND QUARTER	- Comprehensive Plan – Community Kick-off Open House Event 2025 Annual CED Department Report – Routed as Informational - Climate Action & Resiliency Plan – Routed as Informational	X 1 X 2 X 3 X 4 X 5 ☐ N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ N/A
THIRD QUARTER	- Policies Review - Economic Development Strategic Plan Review - Parks & Recreation Commission - update	☐ 1 X 2 ☐ 3 ☐ 4 ☐ 5 ☐ N/A X 1 X 2 ☐ 3 X 4 ☐ 5 ☐ N/A ☐ 1 X 2 ☐ 3 ☐ 4 ☐ 5 X N/A
FOURTH QUARTER	Comprehensive Plan – Review	X 1 X 2 X 3 X 4 X 5 ☐ N/A

comprehensive planning, zoning, platting, changes in streets, and other matters of a general planning nature.

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	GOALS/PLANNING	Strategic Themes
ON-GOING	- GreenStep Cities Implementation - Volunteer participation and community leadership at events - Climate Action & Resiliency Plan	☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ N/A ☒ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ N/A ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ N/A
FIRST QUARTER	- Receive presentation regarding City property maintenance - Refresher, Committee Orientation and Organization - Appoint Committee Chair & Vice Chair - Environmental Academy Introduction and Planning - Water Resources & Environmental Stewardship Education Plan	☒ 1 ☒ 2 ☒ 3 ☐ 4 ☒ 5 ☐ N/A ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5 ☐ N/A ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5 ☐ N/A ☐ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ N/A ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☒ 5 ☐ N/A
SECOND QUARTER	- Solid Waste and Recycling Presentation - Adopt-A-Street (Spring) - Drop off Day Evaluation - Environmental Academy Planning - Climate Action & Resiliency Plan Draft Review - MS4 Permit Draft Review - Sustainable Purchasing Policy Review	☐ 1 ☒ 2 ☒ 3 ☐ 4 ☒ 5 ☐ N/A ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☒ 5 ☐ N/A ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☒ 5 ☐ N/A ☐ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ N/A ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ N/A ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☒ 5 ☐ N/A ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☒ 5 ☐ N/A
THIRD QUARTER	- Environmental Academy Planning & Sessions - TMDL and MS4 Permit Review - SWPPP Public Information Meeting - Climate Action & Resiliency Plan Final Review	☐ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ N/A ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☒ 5 ☐ N/A ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☒ 5 ☐ N/A ☐ 1 ☒ 2 ☒ 3 ☒ 4 ☐ 5 ☐ N/A
FOURTH QUARTER	- Environmental Academy Sessions - Adopt-A-Street (Fall) - MS4 Permit & TMDL Submittal Review - FEMA Flood Mitigation Map Changes	☐ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ N/A ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☒ 5 ☐ N/A ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☒ 5 ☐ N/A ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☒ 5 ☐ N/A

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Commission Purpose

To promote Plymouth as a City of Choice – offering vibrant activities and events, quality dining, robust hotel options, engaging attractions, and premier recreation opportunities while fostering economic impact and enhancing the quality of life.

2026 Work Plan

	GOALS/PLANNING	Strategic Themes
ON-GOING	Work in an advisory capacity regarding marketing initiatives to promote Plymouth as a destination.	☐ 1 ☐ 2 ☐ 3 ☒ 4 ☒ 5 ☐ N/A
FIRST QUARTER	- Commission orientation - Appoint Commission Chair & Vice Chair - Plan Yearly Marketing Initiatives 2025 Goal Review	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ N/A ☐ 1 ☐ 2 ☐ 3 ☒ 4 ☒ 5 ☐ N/A
SECOND QUARTER	- Annual Report - 2025 - Annual Meeting – 2026 - Quarterly Special Event Review/Upcoming Event Update - Sales Tax Update	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ N/A ☐ 1 ☒ 2 ☐ 3 ☐ 4 ☒ 5 ☐ N/A ☐ 1 ☒ 2 ☐ 3 ☐ 4 ☒ 5 ☐ N/A
THIRD QUARTER	- Familiarization (FAM) Tour - Marketing Initiatives sent by email	☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5 ☐ N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ N/A
FOURTH QUARTER	- Strategic Plan Review 2027 Goals - Review Marketing Initiatives - Quarterly Special Event Review/Upcoming Event Update	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ N/A ☐ 1 ☐ 2 ☐ 3 ☒ 4 ☒ 5 ☐ N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ N/A ☐ 1 ☒ 2 ☐ 3 ☐ 4 ☒ 5 ☐ N/A

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2026 Work Plan

	GOALS/PLANNING	Strategic Priorities
ON-GOING	Review current and future community park and recreation needs, programs, and facilities and recommend actions which will promote the implementation of the City's Park and Recreation plans	☒ 1 ☒ 2 ☒ 3 ☐ 4 ☒ 5
FIRST QUARTER	- Appoint Commission Chair & Vice Chair (January) 2026 PRAC Work Plan (January) 2026 Special Events (January) - Annual Capital Project Update (January) - Smart Tree Inventory Update (January) - Parks & Forestry Update (February) - Community Survey Results (February) - Climate Action Plan (February) - Plymouth Community Center Update (March) 2025 Annual Report (March) - Volunteer Update (March) - Comprehensive Plan Overview	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ N/A ☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5 ☐ N/A ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☐ 5 ☐ N/A ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5 ☐ N/A ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5 ☐ N/A ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5 ☐ N/A ☐ 1 ☒ 2 ☐ 3 ☐ 4 ☒ 5 ☐ N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ N/A ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☒ 5 ☐ N/A
SECOND QUARTER	Annual Parks Tour (June)	☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5 ☐ N/A
THIRD QUARTER	- Fees and Policies (September) - Plymouth Ice Center Update (September) - Hello Plymouth! Destination Marketing Organization Update (September)	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ N/A ☒ 1 ☒ 2 ☐ 3 ☐ 4 ☒ 5 ☐ N/A ☒ 1 ☒ 2 ☐ 3 ☒ 4 ☐ 5 ☐ N/A
FOURTH QUARTER	2027 Meeting Schedule (November)	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ N/A

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2026 Work Plan

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SECOND QUARTER	- Comprehensive Plan – Community Kick-off Open House Event 2025 Annual CED Department Report – Routed as Informational - Climate Action & Resiliency Plan – Routed as Informational	☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ N/A
THIRD QUARTER	- Policies Review - Economic Development Strategic Plan Review - Parks & Recreation Commission - update	☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5 ☐ N/A ☒ 1 ☒ 2 ☐ 3 ☒ 4 ☐ 5 ☐ N/A ☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5 ☒ N/A
FOURTH QUARTER	Comprehensive Plan – Review	☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ N/A

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FIRST QUARTER	- Receive presentation regarding City property maintenance - Refresher, Committee Orientation and Organization - Appoint Committee Chair & Vice Chair - Environmental Academy Introduction and Planning - Water Resources & Environmental Stewardship Education Plan	☒ 1 ☒ 2 ☒ 3 ☐ 4 ☒ 5 ☒ N/A ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5 ☒ N/A ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5 ☐ N/A ☐ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ N/A ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☒ 5 ☐ N/A
SECOND QUARTER	- Solid Waste and Recycling Presentation - Adopt-A-Street (Spring) - Drop off Day Evaluation - Environmental Academy Planning - Climate Action & Resiliency Plan Draft Review - MS4 Permit Draft Review - Sustainable Purchasing Policy Review	☐ 1 ☒ 2 ☒ 3 ☐ 4 ☒ 5 ☐ N/A ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☒ 5 ☐ N/A ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☒ 5 ☐ N/A ☐ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ N/A ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ N/A ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☒ 5 ☐ N/A ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☒ 5 ☐ N/A
THIRD QUARTER	- Environmental Academy Planning & Sessions - TMDL and MS4 Permit Review - SWPPP Public Information Meeting - Climate Action & Resiliency Plan Final Review	☐ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ N/A ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☒ 5 ☐ N/A ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☒ 5 ☐ N/A ☐ 1 ☒ 2 ☒ 3 ☒ 4 ☐ 5 ☐ N/A
FOURTH QUARTER	- Environmental Academy Sessions - Adopt-A-Street (Fall) - MS4 Permit & TMDL Submittal Review - FEMA Flood Mitigation Map Changes	☐ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ N/A ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☒ 5 ☐ N/A ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☒ 5 ☐ N/A ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☒ 5 ☐ N/A

City Council Strategic Themes

1. City Center Reimagined – A vibrant hub for living, working, dining and recreating.
2. Connected & Thriving Community – Residents have a safe place to live with high quality infrastructure and recreational opportunities.
3. Environmental Stewardship – Plymouth's environment and natural resources are clean and healthy for future generations.
4. Economic Stability & Vitality – A business-friendly environment that fosters economic opportunities and innovation.
5. Operational Excellence – A community where residents choose to live, businesses choose to grow, employees choose to work and visitors choose to return.

Commission Purpose

To promote Plymouth as a City of Choice – offering vibrant activities and events, quality dining, robust hotel options, engaging attractions, and premier recreation opportunities while fostering economic impact and enhancing the quality of life.

2026 Work Plan

	GOALS/PLANNING	Strategic Themes
ON-GOING	Work in an advisory capacity regarding marketing initiatives to promote Plymouth as a destination.	☐ 1 ☐ 2 ☐ 3 ☒ 4 ☒ 5 ☐ N/A
FIRST QUARTER	- Commission orientation - Appoint Commission Chair & Vice Chair - Plan Yearly Marketing Initiatives 2025 Goal Review	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ N/A ☐ 1 ☐ 2 ☐ 3 ☒ 4 ☒ 5 ☐ N/A
SECOND QUARTER	- Annual Report - 2025 - Annual Meeting – 2026 - Quarterly Special Event Review/Upcoming Event Update - Sales Tax Update	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ N/A ☐ 1 ☒ 2 ☐ 3 ☐ 4 ☒ 5 ☐ N/A ☐ 1 ☒ 2 ☐ 3 ☐ 4 ☒ 5 ☐ N/A
THIRD QUARTER	- Familiarization (FAM) Tour - Marketing Initiatives sent by email	☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5 ☐ N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ N/A
FOURTH QUARTER	- Strategic Plan Review 2027 Goals - Review Marketing Initiatives - Quarterly Special Event Review/Upcoming Event Update	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ N/A ☐ 1 ☐ 2 ☐ 3 ☒ 4 ☒ 5 ☐ N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ N/A ☐ 1 ☒ 2 ☐ 3 ☐ 4 ☒ 5 ☐ N/A

City Council Strategic Themes

1. City Center Reimagined – A vibrant hub for living, working, dining and recreating.
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2026 Work Plan

	GOALS/PLANNING	Strategic Priorities
ON-GOING	Review current and future community park and recreation needs, programs, and facilities and recommend actions which will promote the implementation of the City's Park and Recreation plans	☒ 1 ☒ 2 ☒ 3 ☐ 4 ☒ 5
FIRST QUARTER	- Appoint Commission Chair & Vice Chair (January) 2026 PRAC Work Plan (January) 2026 Special Events (January) - Annual Capital Project Update (January) - Smart Tree Inventory Update (January) - Parks & Forestry Update (February) - Community Survey Results (February) - Climate Action Plan (February) - Plymouth Community Center Update (March) 2025 Annual Report (March) - Volunteer Update (March) - Comprehensive Plan Overview	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ N/A ☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5 ☐ N/A ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☐ 5 ☐ N/A ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5 ☐ N/A ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5 ☐ N/A ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5 ☐ N/A ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5 ☐ N/A ☐ 1 ☒ 2 ☐ 3 ☒ 4 ☐ 5 ☐ N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ N/A ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☒ 5 ☐ N/A
SECOND QUARTER	Annual Parks Tour (June)	☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5 ☐ N/A
THIRD QUARTER	- Fees and Policies (September) - Plymouth Ice Center Update (September) - Hello Plymouth! Destination Marketing Organization Update (September)	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ N/A ☒ 1 ☒ 2 ☐ 3 ☐ 4 ☒ 5 ☐ N/A ☒ 1 ☒ 2 ☐ 3 ☒ 4 ☐ 5 ☐ N/A
FOURTH QUARTER	2027 Meeting Schedule (November)	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ N/A

City Council Strategic Themes

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To: Dave Callister, City Manager

Prepared by: Jodi Gallup, City Clerk

Reviewed by: Amanda Kaufman, Deputy City Manager

Item: **Adopt proposed minutes**

1. Action Requested:

Adopt proposed minutes.

2. Background:

Not applicable.

3. Budget Impact:

Not applicable.

4. Attachments:

1. February 10 Special
2. February 10 Regular

Proposed Minutes Special Council Meeting February 10, 2026

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 February 10, 2026.

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

COUNCIL ABSENT: None.

STAFF PRESENT: City Manager Callister, Deputy City Manager Kaufman, Public Works Director Thompson, Public Safety Director Fadden, Community and Economic Development Director Fernelius, Parks and Recreation Director Tomlinson, Finance Director Rich, Human Resources Director Timpone, Fire Chief Etzel, Housing Manager Schmidt, Parks & Forestry Manager Swartzner, City Attorney Mattick and City Clerk/Administrative Coordinator Gallup.

Discuss City of Plymouth response related to immigration enforcement activities

Staff led discussion on various topics related to immigration enforcement activities. Council discussed the topics and provided feedback. There was consensus from council to move forward with considering the adoption of a resolution during the regular meeting. There was additional consensus in further exploring a community meeting and donating funds to human services organizations.

Set future study sessions and agenda topics

This item was moved to the regular agenda.

Adjournment

Mayor Wosje adjourned the meeting at 6:56 p.m.

Jodi M. Gallup, City Clerk/Administrative Coordinator

Proposed Minutes Regular City Council Meeting February 10, 2026

Mayor Wosje called a Regular Meeting of the Plymouth City Council to order at 7:05 p.m. in the Council Chambers of City Hall, 3400 Plymouth Boulevard, on February 10, 2026.

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

COUNCIL ABSENT: None.

STAFF PRESENT: City Manager Callister, Deputy City Manager Kaufman, Public Works Director Thompson, Public Safety Director Fadden, Community and Economic Development Director Fernelius, Finance Director Rich, Human Resources Director Timpone, Fire Chief Etzel, Parks & Forestry Manager Swartzner, Assistant Public Works Director/City Engineer Payne, Assistant City Engineer Shamla, Engineering Project Manager Miller, Planning Manager Sommers, Housing Manager Schmidt, Project Supervisor Rippe, City Attorney Mattick and City Clerk/Administrative Coordinator Gallup

Mayor Wosje reordered the agenda to move presentations and public information announcements before the public forum.

Presentations and Public Information Announcements

(4.1) Public Safety Department Citizen Award

Public Safety Director Fadden presented citizen awards to those who helped residents in a variety of situations.

(4.2) Receive update from Metropolitan Mosquito Control District

Alex Carlson, Metropolitan Mosquito Control District, presented this item and updated everyone on the past year and what is planned moving forward.

(4.3) Proclamation recognizing Black History Month

City Councilmember Gregor read and proclaimed February 2026 as Black History Month in the City of Plymouth.

Plymouth Forum

Scott Johnson, Ward 2 resident, suggested everyone meet in the middle regarding their political views.

Paul Hechler, Ward 1 resident, expressed his frustration regarding an incident with border patrol officers on his property and the Plymouth Police Department's response to the incident.

Paul Wardell, Ward 1 resident, expressed his concern about putting the Plymouth Police Department in the middle of the situation with ICE.

Kevin Peterson, Ward 2 resident, suggested a full understanding of the asylum law and suggested as much education as possible to make an informed opinion on current issues.

Lisa Anderson, resident, complimented the communication during the study session and provided information to the city council.

Audra Rudys, Ward 2 resident, expressed her appreciation for having difficult conversations with residents.

Daniel Woo, Ward 1 resident, shared a story about the observation of a border patrol agent's action.

Cheryl HolmHansen, resident, stated she is a constitutional observer and encouraged the City Council to take stronger actions.

Craig Britton, Ward 4 resident, expressed his frustration with the lack of response from the Plymouth Police Department.

Audra Britton, Ward 4 resident, noted her training as a constitutional observer and expressed her appreciation for the members of DEI.

Robert Courtney, Ward 3 resident, encouraged the City Council to take action on the resolution he provided to them.

Sarah Anderson, resident, expressed her concern with the current immigration issues.

Approval of Agenda

Agenda Item 8.4 was added to the agenda regarding a resolution affirming community values and stewardship of community resources amidst immigration enforcement operations.

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

Consent Agenda

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

(6.1) Council minutes from special and regular meeting of January 27, 2026.

(6.2) Resolution approving disbursements ending January 30, 2026 (Res2026-051).

(6.3) Ordinance amending Chapter 21 of the Plymouth City Code entitled the Plymouth Zoning Ordinance (2026 001) (Ord2026-01), Ordinance amending Chapters 1-11, 13-14, and 20 of the Plymouth City Code (2026 001) (Ord2026-02), Resolution approving summary publication of Ordinance No. 2026-01 and Ordinance No. 2026-02 (Res2026-052).

(6.4) Resolution approving the bid and authorize renovation of Lake Camelot Park (PR260001) (Res2026-053).

(6.5) Resolution approving the bid and authorize renovation of South Shore Park (PR260003) (Res2026-054).

(6.6) Resolution approving purchase of police department radios (Res2026-055).

(6.7) Resolution approving purchase of single axle dump truck and one tandem axle dump truck for road and snow maintenance (Res2026-056).

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

Public Hearings

There were no public hearings.

General Business

(8.1) Accept small area plan for the southeast quadrant of 494 and 55

Community and Economic Development Director Fernelius introduced this item.

Sam McKinney, TKDA, provided background information, initial design concept, stakeholder and developer feedback, potential traffic concerns and a final concept plan.

After questions from the City Council, Sam McKinney, TKDA, and Community and Economic Development Director Fernelius provided the following information:

- Approximately 4-5 development firms have shown interest in the concept design, with housing as the highest priority
- Role of the city regarding the acquisition of multiple parcels
- Report showed a phased approach regarding existing businesses
- Other businesses did not provide a lot of feedback and appeared interested
- Staff have had conversations on how to incorporate existing businesses into the plan

Motion was made by Councilmember Aldrich, and seconded by Councilmember Pointner, to adopt Resolution accepting the small area plan for the southeast quadrant of 494 and 55 (Res2026-057). With all members voting in favor by roll call vote, the motion carried.

Mayor Wosje called for a short recess at 8:41 p.m.

Mayor Wosje reconvened the meeting at 8:48 p.m.

(8.2) Adopt 4d(1) Affordable Housing Incentive Program and Housing Improvement Area Policy

Housing Manager Schmidt presented this item and introduced the housing policy. He provided an overview of the Housing Improvement Area designed for owner-occupied properties. He noted the types of improvement that would be eligible for the area. The process is determined by state statute, and he explained the steps of that process. He stated that staff are currently working with two Homeowner Associations that are interested in this policy, and staff recommended approval.

After questions from the City Council, Housing Manager Schmidt and Community and Economic Development Director Fernelius provided the following information:

- Monies for this policy would come through the issuance of bonds and not be set aside on an annual basis
- Money for this policy would be initiated by the Homeowner Association itself

Housing Manager Schmidt presented the 4d Affordable Housing Incentive Program, which offers a lower-class rate offered to property owners who participate in the program. Owners must agree to keep a minimum of 20% of their units affordable at or below 60% Area Median Income (AMI). He explained the owner's responsibilities and added that in the event of a sale, the declaration remains with the building. The program starts with a five-year eligibility agreement and a two-year pilot program starting in 2026. Funding for the start-up costs would be paid out of the Housing and Redevelopment Authority (HRA) reserves. Housing Manager Schmidt discussed the three options for adoption.

After questions from the City Council, Housing Manager Schmidt and Community and Economic Development Director Fernelius provided the following information:

- Preliminary discussions showed a consensus of a 20-25-year maximum
- Annual compliance is placed on the owner each year
- Clarified the approximate rent cost according to the U.S. Department of Housing and Urban Development (HUD)

Motion was made by Councilmember Pointner, and seconded by Councilmember Spoonheim, to amend the 4d Program policy to include a 5 year minimum and 25 year maximum term, adopt Resolution authorizing the adoption and implementation of the Plymouth 4d Affordable Housing Incentive Program (Res2026-058), and adopt Resolution authorizing the adoption and implementation of the Plymouth housing improvement area policy (Res2026- -059). With all members voting in favor by roll call vote, the motion carried.

(8.3) Discuss proposed improvements to Vinewood Lane

Assistant City Engineer Shamla presented this item and provided background information on the proposed improvements, including a 3-lane conversion, proposed trail, and right-of-way acquisition with

a project cost of \$2.1 million. He explained the pros and cons of the two intersection options: a 4 way stop or a roundabout.

After questions from the City Council, Assistant City Engineer Shamla provided the following information:

- West side trail could help keep people off the road and improve connectivity
- Decrease in traffic delays with the intersection improvements
- Right-of-way acquisition costs and timeline
- Parking for the Sunshine Factory would remain the same
- Construction impact for either option would be approximately 7-14 days

The council agreed with the recommendation from Assistant City Engineer Shamla that the roundabout would be the best option.

(8.4) Adopt resolution affirming community values and stewardship of community resources amidst immigration enforcement operations

Mayor Wosje and Councilmember Spoonheim introduced this item and noted the intent would be to adopt a resolution expressing the city's values amidst immigration and enforcement operations. Councilmember Spoonheim read the drafted resolution.

Councilmembers provided their thoughts, concerns, suggestions and grammatical corrections of the resolution.

City Attorney Mattick stated City Clerk/Administrative Coordinator Gallup will provide the appropriate grammatical corrections when finalizing the resolution language.

Motion was made by Councilmember Spoonheim, and seconded by Councilmember Peterson, to adopt Resolution affirming community values and stewardship of community resources amidst immigration enforcement operations (Res2026-060). With all members voting in favor by roll call vote, the motion carried.

Reports and Staff Recommendations

Council scheduled the following special meetings:

- Review Climate Action and Resiliency Plan on June 9 at 5 p.m.
- Discuss transportation items on April 13 at 5 p.m.

Deputy City Manager Kaufman provided an update on the tobacco licensing ordinance timeline.

Councilmember Gregor requested council feedback on the format for the State of the City Address.

Adjournment

Mayor Wosje adjourned the regular meeting at 9:58 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 for period ending February 13, 2026.

2. Background:

Not applicable.

3. Budget Impact:

Not applicable.

4. Attachments:

1. Invoice Expense Distribution
2. City Council Resolution 2026-061

Invoice Expense Distribution for Period Ended 2/13/26 Council Meeting 2/24/26

FUND	100	General Fund	358,246.18
	200	Recreation Fund	36,263.04
	210	Parker's Lake Cemetery Maint	0.00
	215	Destination Marketing Org Fund	9,534.01
	220	Transit System Fund	481,918.80
	234	Economic Development Fund	0.00
	240	Lawful Gambling	0.00
	250	Comm Dev Block Grant Fund	12,236.40
	254	HRA Section 8 Fund	80.00
	254	HAP Check Summary	0.00
	258	HRA General Fund	620.16
	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	2,250.00
	400	General Capital Projects Fund	178,038.71
	401	Minnesota State Aid Fund	0.00
	404	Community Improvement	0.00
	405	Park Replacement Fund	0.00
	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	131,278.16
	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	1,350.00
	437	CON - Fire Stations	0.00
	438	TIF 7-12-Prudential/Blvd	0.00
	500	Water Fund	64,098.83
	510	Water Resources Fund	54,552.94
	520	Sewer Fund	116,314.13
	530	Solid Waste Management Fund	253,535.75
	540	Ice Center Fund	75,979.64
	550	Field House Fund	7,165.97
	600	Central Equipment Fund	29,418.92
	610	Public Facilities Fund	38,965.59
	620	Information Technology Fund	78,803.40
	630	Risk Management Fund	100.00
	640	Employee Benefits Fund	89,019.14
	660	Resource Planning	0.00
	700	Parkers's Lake Cemetery	0.00
	800	Investment Trust Fund	0.00
	850	Plymouth Town Square	0.00
	851	Vicksburg Crossing	0.00

Total Invoice Expense Distribution:

2,019,769.77

CITY OF PLYMOUTH

RESOLUTION No. 2026-061

RESOLUTION APPROVING DISBURSEMENTS ENDING FEBRUARY 13, 2026

WHEREAS, a list of disbursements for the period ending February 13, 2026 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	\$ 898,198.43
Construction & Debt Service	\$ 312,916.87
Enterprise & Internal Service	\$ 807,954.31
Housing Redevelopment	<u>\$ 700.16</u>
Check Register Total	\$ 2,019,769.77

US Bank – Housing Assistance Payments

Housing & Redevelopment Authority	\$ 0.00
	<u>\$ 0.00</u>
GRAND TOTAL FOR ALL FUNDS	\$ 2,019,769.77

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

EFT	83,720.71
Check (#181749-182033)	1,936,049.06
Total	\$ 2,019,769.77

APPROVED by the City Council on this 24th day of February, 2026.

To: Dave Callister, City Manager

Prepared by: Jodi Gallup, City Clerk

Reviewed by: Amanda Kaufman, Deputy City Manager

Item: **Approve the 2026 Work Plans and Advisory Board Officer Appointments for the Planning Commission, Environmental Quality Committee, Housing and Redevelopment Authority, Destination Marketing Organization Advisory Board and Park and Recreation Advisory Commission**

1. Action Requested:

Approve the 2026 Work Plans and Advisory Board Officer Appointments for the Planning Commission, Environmental Quality Committee, Housing and Redevelopment Authority, Destination Marketing Organization Advisory Board and Park and Recreation Advisory Commission.

2. Background:

Each year, advisory boards create an annual work plan to be approved by the City Council. Advisory boards approved their draft work plans at the following meetings:

- Planning Commission: January 7
- Housing and Redevelopment Authority: January 22
- Park and Recreation Advisory Commission: January 8
- Environmental Quality Committee: December 10
- Destination Marketing Organization: January 28

Advisory boards appointed the following officers for 2026:

- Planning Commission: Michael Boo, Chair and Marc Anderson, Vice Chair
- Park and Recreation Advisory Commission: Hannah Wegner, Chair and John McCulloch, Vice Chair

- Environmental Quality Committee: Aaron Tinjum, Chair and Genevieve Vavreck, Vice Chair
- Housing and Redevelopment Authority: James Williams, Chair and Wayne Peterson, Vice Chair
- Destination Marketing Organization: Lynda Ellingson, Chair and Tim Naumann, Vice Chair

3. Budget Impact:

Not applicable.

4. Attachments:

1. HRA Work Plan
2. Planning Commission Work Plan
3. EQC Work Plan
4. DMO Work Plan
5. PRAC Work Plan

Commission Purpose

The Plymouth Housing and Redevelopment Authority (HRA) promotes and contributes to the economic health of the community through the creation and maintenance of affordable, workforce and life-cycle housing and active participation in the City's development and redevelopment processes.

	GOALS/PLANNING	Strategic Themes
ON-GOING	Monitor the HRA's housing programs and services; the operations and finances of two senior buildings.	☒ 1 ☒ 2 ☐ 3 ☐ 4 ☒ 5 ☐ N/A
FIRST QUARTER	- Review programing of LAHA funds - Review CDBG Annual Action Plan - Economic Development Strategy review	☐ 1 ☒ 2 ☐ 3 ☒ 4 ☒ 5 ☐ N/A ☐ 1 ☒ 2 ☐ 3 ☒ 4 ☒ 5 ☐ N/A ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ N/A
SECOND QUARTER	2050 Comp plan housing chapter - Review HRA budget and tax levy - Joint Study Session with City Council	☒ 1 ☒ 2 ☐ 3 ☒ 4 ☒ 5 ☐ N/A ☐ 1 ☒ 2 ☐ 3 ☒ 4 ☒ 5 ☐ N/A ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ N/A
THIRD QUARTER	- Update HRA Strategic Plan - Review Housing Choice Voucher Administrative plan - Bring it Home Program update	☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ N/A ☐ 1 ☒ 2 ☐ 3 ☒ 4 ☒ 5 ☐ N/A ☐ 1 ☒ 2 ☐ 3 ☒ 4 ☒ 5 ☐ N/A
FOURTH QUARTER	- Review annual Work Plan and new initiatives for 2027 - Adopt HRA budget and tax levy	☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ N/A ☐ 1 ☒ 2 ☐ 3 ☒ 4 ☒ 5 ☐ N/A

2026 Work Plan

City Council Strategic Themes

1. City Center Reimagined - A vibrant hub for living, working, dining and recreating.
2. A Connected and Thriving Community - Residents have a safe place to live with high quality infrastructure and recreational opportunities.
3. Environmental Stewardship - Plymouth's environment and natural resources are clean and healthy for future generations.
4. Economic Stability and Vitality - A business-friendly environment that fosters economic opportunities and innovation.
5. Operational Excellence - A community where employees choose to work, residents choose to live, businesses choose to grow, and visitors choose to return.

Commission Purpose

1. To prepare a Comprehensive Plan for the future development of the city to be submitted to the Council for implementation and to recommend amendments of the Plan to the Council periodically as may be necessary or desirable.
2. To initiate, direct, and review, from time to time, a study of the provisions of the Zoning Ordinance and the subdivision regulations and to report to the Council its advice and recommendations with respect thereto.
3. To study applications and proposals for amendments to the Zoning Ordinance and applications for special permits and to advise the Council of its recommendations thereon.
4. To study preliminary plats and to advise the Council of its recommendations thereof.
5. To act in an advisory capacity to the Council in all matters wherein powers are assigned to the Council by the Charter or state law, concerning

	GOALS/PLANNING	Strategic Themes
ON-GOING	- Review applications, hold public hearings and make recommendations to the City Council. - Educational opportunities (e.g. SLUC lunches) sent to PC - State Legislative updates/trends sent to PC - Comprehensive Plan – Volunteer participation/Engagement	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ N/A ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ N/A
FIRST QUARTER	- New Commissioner Orientation - Appoint Commission Chair & Vice Chair - Educational Topic - City Council Strategic Priorities - Educational Topic – Complete Streets - Annual City Code Updates - Comprehensive Plan – Roundtable Workshop	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ N/A ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ N/A ☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5 ☐ N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ N/A ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ N/A
SECOND QUARTER	- Comprehensive Plan – Community Kick-off Open House Event 2025 Annual CED Department Report – Routed as Informational - Climate Action & Resiliency Plan – Routed as Informational	☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ N/A
THIRD QUARTER	- Policies Review - Economic Development Strategic Plan Review - Parks & Recreation Commission - update	☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5 ☐ N/A ☒ 1 ☒ 2 ☐ 3 ☒ 4 ☐ 5 ☐ N/A ☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5 ☒ N/A
FOURTH QUARTER	Comprehensive Plan – Review	☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ N/A

comprehensive planning, zoning, platting, changes in streets, and other matters of a general planning nature.

City Council Strategic Themes

1. City Center Reimagined – A vibrant hub for living, working, dining and recreating.
2. Connected & Thriving Community – Residents have a safe place to live with high quality infrastructure and recreational opportunities.
3. Environmental Stewardship – Plymouth’s environment and natural resources are clean and healthy for future generations.
4. Economic Stability & Vitality – A business-friendly environment that fosters economic opportunities and innovation.
5. Operational Excellence – A community where residents choose to live, businesses choose to grow, employees choose to work and visitors choose to return.

Committee Purpose

To provide guidance for the review, consideration, initiation, and recommendation to the City Council such policies, plans or projects which will enhance and preserve the natural environment of the City. The EQC's scope includes but is not limited to matters of water quality, wetland preservation, ground water protection, solid waste collection and disposal, recycling and reuse programs, ecological preservation, erosion control, and air, noise, and light pollution.

	GOALS/PLANNING	Strategic Themes
ON-GOING	- GreenStep Cities Implementation - Volunteer participation and community leadership at events - Climate Action & Resiliency Plan	☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ N/A ☒ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ N/A ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ N/A
FIRST QUARTER	- Receive presentation regarding City property maintenance - Refresher, Committee Orientation and Organization - Appoint Committee Chair & Vice Chair - Environmental Academy Introduction and Planning - Water Resources & Environmental Stewardship Education Plan	☒ 1 ☒ 2 ☒ 3 ☐ 4 ☒ 5 ☒ N/A ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5 ☒ N/A ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5 ☐ N/A ☐ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ N/A ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☒ 5 ☐ N/A
SECOND QUARTER	- Solid Waste and Recycling Presentation - Adopt-A-Street (Spring) - Drop off Day Evaluation - Environmental Academy Planning - Climate Action & Resiliency Plan Draft Review - MS4 Permit Draft Review - Sustainable Purchasing Policy Review	☐ 1 ☒ 2 ☒ 3 ☐ 4 ☒ 5 ☐ N/A ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☒ 5 ☐ N/A ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☒ 5 ☐ N/A ☐ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ N/A ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ N/A ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☒ 5 ☐ N/A ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☒ 5 ☐ N/A
THIRD QUARTER	- Environmental Academy Planning & Sessions - TMDL and MS4 Permit Review - SWPPP Public Information Meeting - Climate Action & Resiliency Plan Final Review	☐ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ N/A ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☒ 5 ☐ N/A ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☒ 5 ☐ N/A ☐ 1 ☒ 2 ☒ 3 ☒ 4 ☐ 5 ☐ N/A
FOURTH QUARTER	- Environmental Academy Sessions - Adopt-A-Street (Fall) - MS4 Permit & TMDL Submittal Review - FEMA Flood Mitigation Map Changes	☐ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ N/A ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☒ 5 ☐ N/A ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☒ 5 ☐ N/A ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☒ 5 ☐ N/A

City Council Strategic Themes

1. City Center Reimagined – A vibrant hub for living, working, dining and recreating.
2. Connected & Thriving Community – Residents have a safe place to live with high quality infrastructure and recreational opportunities.
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Commission Purpose

To promote Plymouth as a City of Choice – offering vibrant activities and events, quality dining, robust hotel options, engaging attractions, and premier recreation opportunities while fostering economic impact and enhancing the quality of life.

2026 Work Plan

	GOALS/PLANNING	Strategic Themes
ON-GOING	Work in an advisory capacity regarding marketing initiatives to promote Plymouth as a destination.	☐ 1 ☐ 2 ☐ 3 ☒ 4 ☒ 5 ☐ N/A
FIRST QUARTER	- Commission orientation - Appoint Commission Chair & Vice Chair - Plan Yearly Marketing Initiatives 2025 Goal Review	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ N/A ☐ 1 ☐ 2 ☐ 3 ☒ 4 ☒ 5 ☐ N/A
SECOND QUARTER	- Annual Report - 2025 - Annual Meeting – 2026 - Quarterly Special Event Review/Upcoming Event Update - Sales Tax Update	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ N/A ☐ 1 ☒ 2 ☐ 3 ☐ 4 ☒ 5 ☐ N/A ☐ 1 ☒ 2 ☐ 3 ☐ 4 ☒ 5 ☐ N/A
THIRD QUARTER	- Familiarization (FAM) Tour - Marketing Initiatives sent by email	☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5 ☐ N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ N/A
FOURTH QUARTER	- Strategic Plan Review 2027 Goals - Review Marketing Initiatives - Quarterly Special Event Review/Upcoming Event Update	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ N/A ☐ 1 ☐ 2 ☐ 3 ☒ 4 ☒ 5 ☐ N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ N/A ☐ 1 ☒ 2 ☐ 3 ☐ 4 ☒ 5 ☐ N/A

City Council Strategic Themes

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2026 Work Plan

	GOALS/PLANNING	Strategic Priorities
ON-GOING	Review current and future community park and recreation needs, programs, and facilities and recommend actions which will promote the implementation of the City's Park and Recreation plans	☒ 1 ☒ 2 ☒ 3 ☐ 4 ☒ 5
FIRST QUARTER	- Appoint Commission Chair & Vice Chair (January) 2026 PRAC Work Plan (January) 2026 Special Events (January) - Annual Capital Project Update (January) - Smart Tree Inventory Update (January) - Parks & Forestry Update (February) - Community Survey Results (February) - Climate Action Plan (February) - Plymouth Community Center Update (March) 2025 Annual Report (March) - Volunteer Update (March) - Comprehensive Plan Overview	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ N/A ☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5 ☐ N/A ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☐ 5 ☐ N/A ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5 ☐ N/A ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5 ☐ N/A ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5 ☐ N/A ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5 ☐ N/A ☐ 1 ☒ 2 ☐ 3 ☐ 4 ☒ 5 ☐ N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ N/A ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☒ 5 ☐ N/A
SECOND QUARTER	Annual Parks Tour (June)	☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5 ☐ N/A
THIRD QUARTER	- Fees and Policies (September) - Plymouth Ice Center Update (September) - Hello Plymouth! Destination Marketing Organization Update (September)	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ N/A ☒ 1 ☒ 2 ☐ 3 ☐ 4 ☒ 5 ☐ N/A ☒ 1 ☒ 2 ☐ 3 ☒ 4 ☐ 5 ☐ N/A
FOURTH QUARTER	2027 Meeting Schedule (November)	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ N/A

City Council Strategic Themes

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To: Dave Callister, City Manager

Prepared by: Paul Buck, Forester

Reviewed by: Jennifer Tomlinson, Parks and Recreation Director

Item: **Approve agreements with the cities of Wayzata, Long Lake and Medicine Lake to provide yard waste disposal service**

1. Action Requested:

Adopt attached resolution approving yard waste site contracts with the cities of Long Lake, Medicine Lake and Wayzata.

2. Background:

Plymouth maintains a yard waste site at the Maintenance Facility (14900 23rd Ave N). The cities of Long Lake, Medicine Lake and Wayzata have contracted with the City of Plymouth to allow their residents to use the yard waste site during normal hours of operation. Non-Plymouth visits accounted for 4% of the total visits (51,650) last year. The previous fees were \$2.50 per capita but with increased contractor operating costs, the fees going forward are \$5 per capita.

3. Budget Impact:

The new contracts will account for \$32,556 in yearly fees to maintain the Plymouth yard waste site.

4. Attachments:

1. Long Lake Agreement
2. Medicine Lake Agreement
3. Wayzata Agreement
4. City Council Resolution 2026-062

**AGREEMENT
FOR USE OF CITY OF PLYMOUTH
YARD WASTE SITE BY CITY OF LONG LAKE**

This Agreement is made this 24th day of ____February____, 2026 by and between the City of Plymouth, a Minnesota municipal corporation [hereinafter “Plymouth”] and the City of Long Lake, a Minnesota municipal corporation [hereinafter “Long Lake”].

A. **AUTHORITY.** This Agreement is entered into pursuant to Minnesota Statute 471.59.

B. **PURPOSE.** The purpose of this Agreement is to provide yard waste disposal service for the residents of Long Lake.

C. PROCEDURES AT SITE.

1. Plymouth maintains a yard waste site at 14900 - 23rd Avenue North in Plymouth.
2. Plymouth will accept yard and wood waste, excluding stumps, from residents of the City of Long Lake and the City of Long Lake.
3. The Plymouth yard waste site attendant will verify residency, or city employment, or city contract, of site users according to an agreed upon method, and will record their usage in writing.
4. No money will be accepted at the Plymouth site.
5. Plymouth will provide complete information to Long Lake on the hours, rules, location and materials accepted at the Plymouth yard waste site.
6. Long Lake will inform their residents of the above information via their preferred method of communication.

D. **PAYMENT and NOTIFICATION.** Long Lake shall annually pay Plymouth a fee calculated by \$5.00 per capita. The fee in 2026 is \$8,705.00. Payment shall be made on or before January 1st, (and annually thereafter should the agreement be extended). Annually, on or before November 31, Plymouth shall notify Long Lake in writing or electronically of the required payment for the following calendar year.

E. **TERM.** This Agreement shall automatically be renewed for succeeding one-year periods unless prior to January 1 annually one party notifies the other party that the Agreement is not renewed.

F. **INDEMNIFICATION.** Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. Each party's liability shall be governed by the provisions of Minnesota Statutes 466 and other applicable law.

G. **SIGNATURES.** Executed as of the day and year first written above.

CITY OF PLYMOUTH

Jeffrey Wosje, Mayor

Dave Callister, City Manager

CITY OF LONG LAKE



Charlie Miner, Mayor



Jeannette Moeller, City Clerk

**AGREEMENT
FOR USE OF CITY OF PLYMOUTH
YARD WASTE SITE BY CITY OF MEDICINE LAKE**

This Agreement is made this __ 24th__ day of __February____, 2026 by and between the City of Plymouth, a Minnesota municipal corporation [hereinafter “Plymouth”] and the City of Medicine Lake, a Minnesota municipal corporation [hereinafter “Medicine Lake”].

A. **AUTHORITY.** This Agreement is entered into pursuant to Minnesota Statute 471.59.

B. **PURPOSE.** The purpose of this Agreement is to provide yard waste disposal service for the residents of Medicine Lake.

C. PROCEDURES AT SITE.

1. Plymouth maintains a yard waste site at 14900 - 23rd Avenue North in Plymouth.
2. Plymouth will accept yard and wood waste, excluding stumps, from residents of the City of Medicine Lake and the City of Medicine Lake.
3. The Plymouth yard waste site attendant will verify residency, or city employment, or city contract, of site users according to an agreed upon method, and will record their usage in writing.
4. No money will be accepted at the Plymouth site.
5. Plymouth will provide complete information to Medicine Lake on the hours, rules, location and materials accepted at the Plymouth yard waste site.
6. Medicine Lake will inform their residents of the above information via their preferred method of communication.

D. **PAYMENT and NOTIFICATION.** Medicine Lake shall annually pay Plymouth a fee calculated by \$5.00 per capita. The fee in 2026 is \$1,685.00. Payment shall be made on or before January 1st, (and annually thereafter should the agreement be extended). Annually, on or before November 31, Plymouth shall notify Medicine Lake in writing or electronically of the required payment for the following calendar year.

E. **TERM.** This Agreement shall automatically be renewed for succeeding one-year periods unless prior to January 1 annually one party notifies the other party that the Agreement is not renewed.

F. **INDEMNIFICATION.** Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. Each party's liability shall be governed by the provisions of Minnesota Statutes 466 and other applicable law.

G. **SIGNATURES.** Executed as of the day and year first written above.

CITY OF PLYMOUTH

Jeffry Wosje, Mayor

Dave Callister, City Manager

CITY OF MEDICINE LAKE

Chris Heim

Chris Heim (Jan 19, 2026 16:23:31 CST)

Chris Heim, Mayor

TPolum

Therese Polum (Jan 15, 2026 10:56:28 CST)

Therese Polum, City Clerk

**AGREEMENT
FOR USE OF CITY OF PLYMOUTH
YARD WASTE SITE BY CITY OF WAYZATA**

This Agreement is made this 24th day of February , 2026 by and between the City of Plymouth, a Minnesota municipal corporation [hereinafter “Plymouth”] and the City of Wayzata, a Minnesota municipal corporation [hereinafter “Wayzata”].

A. **AUTHORITY.** This Agreement is entered into pursuant to Minnesota Statute 471.59.

B. **PURPOSE.** The purpose of this Agreement is to provide yard waste disposal service for the residents of Wayzata.

C. PROCEDURES AT SITE.

1. Plymouth maintains a yard waste site at 14900 - 23rd Avenue North in Plymouth.
2. Plymouth will accept yard and wood waste, excluding stumps, from residents of the City of Wayzata and the City of Wayzata.
3. The Plymouth yard waste site attendant will verify residency, or city employment, or city contract, of site users according to an agreed upon method, and will record their usage in writing.
4. No money will be accepted at the Plymouth site.
5. Plymouth will provide complete information to Wayzata on the hours, rules, location and materials accepted at the Plymouth yard waste site.
6. Wayzata will inform their residents of the above information via their preferred method of communication.

D. **PAYMENT and NOTIFICATION.** Wayzata shall annually pay Plymouth a fee calculated by \$5.00 per capita. The fee in 2026 is \$22,166.00. Payment shall be made on or before January 1st, (and annually thereafter should the agreement be extended). Annually, on or before November 31, Plymouth shall notify Wayzata in writing or electronically of the required payment for the following calendar year.

E. **TERM.** This Agreement shall automatically be renewed for succeeding one-year periods unless prior to January 1 annually one party notifies the other party that the Agreement is not renewed.

F. **INDEMNIFICATION.** Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. Each party's liability shall be governed by the provisions of Minnesota Statutes 466 and other applicable law.

G. **SIGNATURES.** Executed as of the day and year first written above.

CITY OF PLYMOUTH

CITY OF WAYZATA

Jeffry Wosje, Mayor

Andrew Mullin, Mayor

Dave Callister, City Manager

Aurora Yager, Interim City Manager

CITY OF PLYMOUTH

RESOLUTION No. 2026-062

RESOLUTION TO APPROVE YARD WASTE CONTRACTS WITH THE CITY OF LONG LAKE, THE CITY OF MEDICINE LAKE AND THE CITY OF WAYZATA

WHEREAS, Plymouth maintains a yard waste site at the Maintenance Facility; and

WHEREAS, residents of Long Lake, Medicine Lake and Wayzata have access to use the yard waste site during normal hours of operation; and

WHEREAS, Plymouth yearly invoices the cities; and

WHEREAS, all parties agree to a fee of \$5 per capita.

NOW, THEREFORE BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA, that the yard waste contracts with Long Lake, Medicine Lake and Wayzata are approved.

APPROVED by the City Council on this 24th day of February 2026.

To: Dave Callister, City Manager

Prepared by: Ben Scharenbroich, Water Resources Supervisor

Reviewed by: Michael Thompson, Public Works Director

Item: **Approve final closeout for the Outlet Structure Improvement Project at 6105 Vicksburg Lane North (WR180006)**

1. Action Requested:

Adopt attached resolution approving final closeout for the Outlet Structure Improvement Project at 6105 Vicksburg Lane North (WR180006).

2. Background:

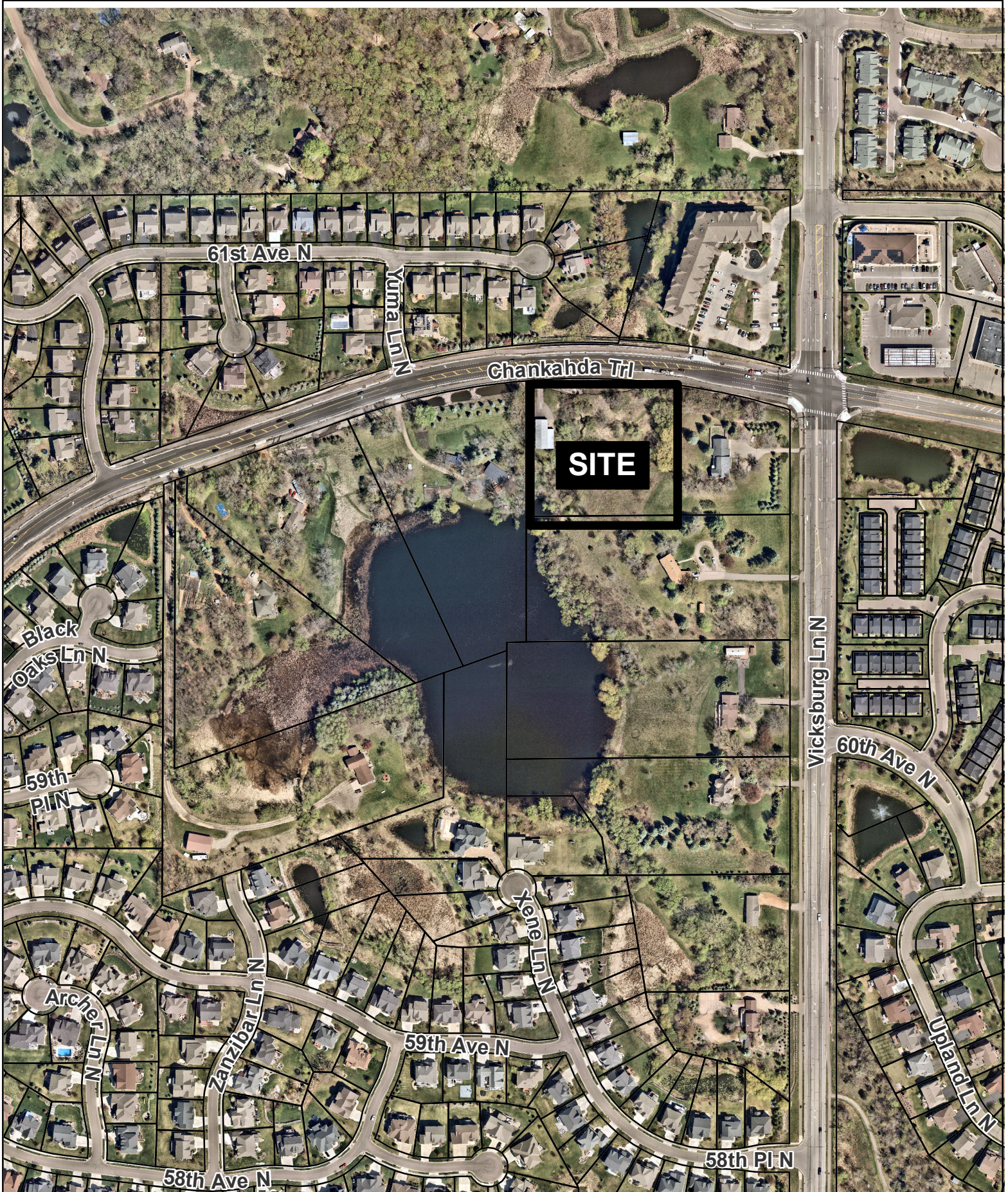
This project included the removal and replacement of the storm sewer pipe that regulates the water levels in Cates Lake (MnDNR Basin 27-598W) in the southwest corner of Vicksburg Lane and Chankahda Trail. The work has been completed and certified as meeting project specifications by the city engineer. Warranty items that arise will be completed as necessary through the remainder of the warranty period.

3. Budget Impact:

Council previously approved a budget of \$309,325 for this project. At project completion, the total cost of the project was \$313,604.28, which includes the improvements (\$210,223.73) and engineering and administration (\$103,380.55). The project is funded by the Water Resources Fund.

4. Attachments:

1. Location Map
2. Pay Application 3 & Final
3. City Council Resolution 2026-063



Contractor's Application for Payment

Owner: <u>City of Plymouth</u> Engineer: <u>Moore Engineering, Inc.</u> Contractor: <u>Vada Contracting, LLC</u> Project: <u>Outlet Structure Improvements at 6105 Vicksburg</u> Contract: _____	Owner's Project No.: <u>WR18006</u> Engineer's Project No.: <u>24543</u> Contractor's Project No.: <u>24-104</u>																								
Application No.: <u>3</u> Application Date: <u>10/1/2025</u>																									
Application Period: From <u>3/27/2025</u> to <u>9/30/2025</u>																									
<table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 70%;">1. Original Contract Price</td><td style="width: 30%; text-align: right;">\$ 208,693.00</td></tr><tr><td>2. Net change by Change Orders</td><td style="text-align: right;">\$ -</td></tr><tr><td>3. Current Contract Price (Line 1 + Line 2)</td><td style="text-align: right;">\$ 208,693.00</td></tr><tr><td>4. Total Work completed and materials stored to date (Sum of Column J Unit Price Total)</td><td style="text-align: right;">210223.73</td></tr><tr><td>5. Retainage</td><td></td></tr><tr><td> a. <u>0%</u> X <u>\$ 210,223.73</u> Work Completed</td><td style="text-align: right;">\$ -</td></tr><tr><td> b. _____ X _____ Stored Materials</td><td></td></tr><tr><td> c. Total Retainage (Line 5.a + Line 5.b)</td><td style="text-align: right;">\$ -</td></tr><tr><td>6. Amount eligible to date (Line 4 - Line 5.c)</td><td style="text-align: right;">\$ 210,223.73</td></tr><tr><td>7. Less previous payments (Line 6 from prior application)</td><td style="text-align: right;">\$ 199,712.54</td></tr><tr><td>8. Amount due this application</td><td style="text-align: right;">\$ 10,511.19</td></tr><tr><td>9. Balance to finish, including retainage (Line 3 - Line 6)</td><td style="text-align: right;">\$ (1,530.73)</td></tr></table>		1. Original Contract Price	\$ 208,693.00	2. Net change by Change Orders	\$ -	3. Current Contract Price (Line 1 + Line 2)	\$ 208,693.00	4. Total Work completed and materials stored to date (Sum of Column J Unit Price Total)	210223.73	5. Retainage		a. <u>0%</u> X <u>\$ 210,223.73</u> Work Completed	\$ -	b. _____ X _____ Stored Materials		c. Total Retainage (Line 5.a + Line 5.b)	\$ -	6. Amount eligible to date (Line 4 - Line 5.c)	\$ 210,223.73	7. Less previous payments (Line 6 from prior application)	\$ 199,712.54	8. Amount due this application	\$ 10,511.19	9. Balance to finish, including retainage (Line 3 - Line 6)	\$ (1,530.73)
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Payment Recommended By Engineer \$ <u>10,511.19</u> (Line 8 or other - attach explanation of the other amount)																									
Payment Approved by Owner \$ _____ (Line 8 or other - attach explanation of the other amount)																									

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: <u>Vada Contracting, LLC</u>	
Signature: _____	Date: <u>10/6/2025</u>

Recommended by Engineer By: <u>Daniel Elemes</u> Date: 2025.10.06 16:01:51-05'00' Daniel Elemes, PE Title: <u>Project Engineer</u> Date: <u>10/6/2025</u> Approved by Funding Agency By: _____ Title: _____ Date: _____	Approved by Owner By: _____ Title: _____ Date: _____ OK to Pay PO # 2025-0234 G/L # _____ Project # _____ ID # 7119 Close PO By: _____ Title: _____ Date: _____
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Vada Contracting, LLC

P.O. Box 1082
 Cokato, MN 55321
 763-443-7276



**Project : Outlet Structure Improvements at 6105
 Vicksburg**

Owner: City of Plymouth
 3400 Plymouth Blvd
 Plymouth, MN 55447

Pay Application #3

Pay Application Period: 4/25/25-9/30/25

DESCRIPTION	Contract QTY	Unit Price	Previous Pay App Quantity	Current Pay App Quantity	Current Pay Request Amount	Total Quantity To Date	Total Pay to date
1 Mobilization	1	\$8,725.00	1	0	0	1	\$8,725.00
2 Rock Exit to Construction Site	1	\$1,750.00	1	0	0	1	\$1,750.00
3 Inlet Protection	6	\$250.00	3	0	0	3	\$750.00
4 SILT FENCE, TYPE MS	465	\$5.00	342.5	0	0	342.5	\$1,712.50
5 Traffic Control	1	\$4,000.00	1	0	0	1	\$4,000.00
6 Remove Drainage Structure	1	\$875.00	1	0	0	1	\$875.00
7 Remove Storm Pipe	50	\$13.00	50	0	0	50	\$650.00
8 Clear	30	\$220.00	30	0	0	30	\$6,600.00
9 Grub	30	\$182.00	30	0	0	30	\$5,460.00
10 Common Excavation - Dispose Offsite	240	\$39.00	336	0	0	336	\$13,104.00
11 Common Excavation - Place On-site	215	\$15.00	215	0	0	215	\$3,225.00
12 Clay Material - Import	590	\$32.75	639.32	0	0	639.32	\$20,937.73
13 Drainage Structure Headwall	1	\$11,400.00	1	0	0	1	\$11,400.00
14 Drainage Structure - Manhole with Weir	1	\$12,100.00	1	0	0	1	\$12,100.00
15 Drainage Structure Manhole	1	\$9,025.00	1	0	0	1	\$9,025.00
16 18" RCP	74	\$140.00	74	0	0	74	\$10,360.00
17 Hand Placed Granite Rip Rap	70	\$97.00	67	0	0	67	\$6,499.00
18 Seeding	1200	\$4.00	2550	0	0	2550	\$10,200.00
19 Erosion Control Blanket	1200	\$5.50	2550	0	0	2550	\$14,025.00
20 Trees	15	\$1,000.00	0	0	0	0	\$0.00
21 Seepage Filter and CLSM Backfill	1	\$39,250.00	1	0	0	1	\$39,250.00
22 Stormwater Management	1	\$29,575.50	1	0	0	1	\$29,575.50
TOTAL					\$0.00		\$210,223.73

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
requester. Do not
send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) Vada Contracting, LLC	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☒ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) S Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐	
	5 Address (number, street, and apt. or suite no.). See instructions. PO Box 1082	Requester's name and address (optional)
6 City, state, and ZIP code Cokato, MN 55321		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

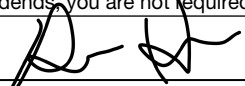
Social security number									
			-				-		
or									
Employer identification number									
8	8		-	3	0	0	4	9	3
								2	

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person 	Date 5/22/2025
------------------	--	--------------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-672-230-368
Submitted Date and Time:	1-Oct-2025 6:15:22 PM
Legal Name:	VADA CONTRACTING LLC
Federal Employer ID:	88-3004932
User Who Submitted:	VADA Contracting LLC
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	536293376
Minnesota ID:	8217763
Project Owner:	CITY OF PLYMOUTH
Project Number:	24-104
Project Begin Date:	15-Jan-2025
Project End Date:	01-Oct-2025
Project Location:	PLYMOUTH MN
Project Amount:	\$210,223.73
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

Please [print this page](#) for your records using the print or save functionality built into your browser.

Conditional Waiver and Release Upon Progress Payment

Upon receipt by the undersigned of a checks from **City of Plymouth** in the sum of \$ **10,511.19** made payable to **Vada Contracting, LLC** and when the check has been properly endorsed and has been paid by the bank upon which it is drawn, this document shall become effective to release that amount of any mechanic's lien or bond right the undersigned has on the job of **Outlet Structure Improvements : 6105 Vicksburg Lane, Plymouth, MN**

This release covers a final payment for labor, services, equipment, or material furnished on the job, through **September 30, 2025** only, and does not cover any retention or items furnished after said date. Before any recipient of this document relies on it, said party should verify evidence of payment to the undersigned:

Contractor: Vada Contracting
Name: Aaron Haho
Signature: 
Title: Project Manager
Date: 10/1/2025

AIA® Document G707™ – 1994
Consent of Surety to Final Payment**PROJECT:** *(Name and address)*City Project No WR180006; Outlet Structure
Improvements at 6105 Vicksburg; City of Plymouth,
Minnesota**ARCHITECT'S PROJECT NUMBER:**OWNER ☐**CONTRACT FOR:**ARCHITECT ☐CONTRACTOR ☐**TO OWNER:** *(Name and address)*City Of Plymouth
3400 Plymouth Boulevard
Plymouth, MN 55447-1482**CONTRACT DATED:** 2/10/2025SURETY ☐OTHER ☐

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(Insert name and address of Surety.)

Granite Re, Inc.
14001 Quailbrook Drive
Oklahoma City, OK 73134

on bond of
(Insert name and address of Contractor.)

VADA Contracting LLC
175 - 1st Street SW P.O. Box 1082
Cokato, MN 55321

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve
the Surety of any of its obligations to
(Insert name and address of Owner.)

City Of Plymouth
3400 Plymouth Boulevard
Plymouth, MN 55447-1482

as set forth in said Surety's bond.

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date: September 18th 2025
(Insert in writing the month followed by the numeric date and year.)

Granite Re, Inc.
(Surety)

(Signature of authorized representative)

Troy Staples, Attorney-in-fact
(Printed name and title)

Attest:
(Seal)

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

AIA® Document G707™ – 1994 Instructions

Consent of Surety to Final Payment

GENERAL INFORMATION

Purpose. AIA Document G707™ is intended for use as a companion to AIA Document G706™, Contractor's Affidavit of Payment of Debts and Claims, on construction projects where the Contractor is required to furnish a bond. By obtaining the Surety's approval of final payment to the Contractor and its agreement that final payment will not relieve the Surety of any of its obligations, the Owner may preserve its rights under the bond.

Related Documents. This document may be used with most of the AIA's Owner-Contractor agreements and general conditions, such as A201 and its related family of documents. As noted above, this is a companion document to AIA Document G706.

Use of Current Documents. Prior to using any AIA Contract Document, users should consult www.aia.org or a local AIA component to verify the most recent edition.

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The AIA hereby grants the purchaser a limited license to reproduce a maximum of ten copies of a completed G707, but only for use in connection with a particular project. The AIA will not permit reproduction outside of the limited license for reproduction granted above, except upon written request and receipt of written permission from the AIA.

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To report copyright violations of AIA Contract Documents, e-mail The American Institute of Architects' legal counsel, copyright@aia.org.

CHANGES FROM THE PREVIOUS EDITION

Changes in the location of various items of information were made, without revision to the substance of the document.

COMPLETING G707-1994

General. The bond form is the usual source of required information such as the contract date and the names and addresses of the Surety, Owner, Contractor and Project.

Architect's Project No. This information is typically supplied by the Architect and entered on the form by the Contractor.

Contract For. This refers to the scope of the contract, such as "General Construction" or "Mechanical Work."

EXECUTING THE DOCUMENT

AIA Document G707 requires both the Surety's seal and the signature of the Surety's authorized representative.

GRANITE RE, INC.
GENERAL POWER OF ATTORNEY

Know all Men by these Presents:

That GRANITE RE, INC., a corporation organized and existing under the laws of the State of MINNESOTA and having its principal office at the City of OKLAHOMA CITY in the State of OKLAHOMA does hereby constitute and appoint:

TOM LAHL; TOM KEMP; LISA M. FRANCOUR; JENNIFER BOYLES; ZACHARY PATE; TROY STAPLES; NICHOLAS HOCHBAN; NICK DENN its true and lawful Attorney-in-Fact(s) for the following purposes, to wit:

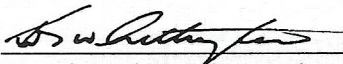
To sign its name as surety to, and to execute, seal and acknowledge any and all bonds, and to respectively do and perform any and all acts and things set forth in the resolution of the Board of Directors of the said GRANITE RE, INC. a certified copy of which is hereto annexed and made a part of this Power of Attorney; and the said GRANITE RE, INC. through us, its Board of Directors, hereby ratifies and confirms all and whatsoever the said:

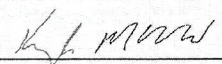
TOM LAHL; TOM KEMP; LISA M. FRANCOUR; JENNIFER BOYLES; ZACHARY PATE; TROY STAPLES; NICHOLAS HOCHBAN; NICK DENN may lawfully do in the premises by virtue of these presents.

In Witness Whereof, the said GRANITE RE, INC. has caused this instrument to be sealed with its corporate seal, duly attested by the signatures of its President and Assistant Secretary, this 31st day of July, 2023.

STATE OF OKLAHOMA)
) SS:
COUNTY OF OKLAHOMA)





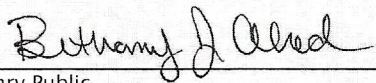
Kenneth D. Whittington, President


Kyle P. McDonald, Assistant Secretary

On this 31st day of July, 2023, before me personally came Kenneth D. Whittington, President of the GRANITE RE, INC. Company and Kyle P. McDonald, Assistant Secretary of said Company, with both of whom I am personally acquainted, who being by me severally duly sworn, said, that they, the said Kenneth D. Whittington and Kyle P. McDonald were respectively the President and the Assistant Secretary of GRANITE RE, INC., the corporation described in and which executed the foregoing Power of Attorney; that they each knew the seal of said corporation; that the seal affixed to said Power of Attorney was such corporate seal, that it was so fixed by order of the Board of Directors of said corporation, and that they signed their name thereto by like order as President and Assistant Secretary, respectively, of the Company.

My Commission Expires:
April 21, 2027
Commission #: 11003620





Notary Public

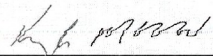
GRANITE RE, INC.
Certificate

THE UNDERSIGNED, being the duly elected and acting Assistant Secretary of Granite Re, Inc., a Minnesota Corporation, HEREBY CERTIFIES that the following resolution is a true and correct excerpt from the July 15, 1987, minutes of the meeting of the Board of Directors of Granite Re, Inc. and that said Power of Attorney has not been revoked and is now in full force and effect.

"RESOLVED, that the President, any Vice President, the Assistant Secretary, and any Assistant Vice President shall each have authority to appoint individuals as attorneys-in-fact or under other appropriate titles with authority to execute on behalf of the company fidelity and surety bonds and other documents of similar character issued by the Company in the course of its business. On any instrument making or evidencing such appointment, the signatures may be affixed by facsimile. On any instrument conferring such authority or on any bond or undertaking of the Company, the seal, or a facsimile thereof, may be impressed or affixed or in any other manner reproduced; provided, however, that the seal shall not be necessary to the validity of any such instrument or undertaking."

IN WITNESS WHEREOF, the undersigned has subscribed this Certificate and affixed the corporate seal of the Corporation this
18th day of September, 2025.





Kyle P. McDonald, Assistant Secretary

CITY OF PLYMOUTH

RESOLUTION No. 2026-063

RESOLUTION APPROVING FINAL CLOSEOUT FOR THE OUTLET STRUCTURE IMPROVEMENTS AT 6105 VICKSBURG LANE NORTH PROJECT (WR180006)

WHEREAS, the City of Plymouth as the owner, and Vada Contracting, LLC. as the contractor, have entered into an agreement for the Outlet Structure Improvements at 6105 Vicksburg. Said agreement was approved by the City Council on January 28, 2025; and

WHEREAS, the City Engineer has certified his acceptance of the work and his approval of the request for final payment.

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

1. That the original contract amount between the owner and the contractor was \$208,693 and the final contract amount is \$210,223.73, or 0.73% over the contract amount.
2. That the work performed by the contractor for the Outlet Structure Improvements at 6105 Vicksburg and certified to the council by the engineer as acceptable, being the same, is released from the contract except as to the conditions of the performance bond, any and all legal rights of the owner, required guarantees, and correction of faulty work after final payment.
3. The total project cost is \$313,604.28, which includes the improvements (\$210,223.73) and engineering and administration (\$103,380.55).

BE IT FURTHER RESOLVED, that funding for this project is from the Water Resources Fund.

APPROVED by the City Council on this 24th day of February, 2026.

To: Dave Callister, City Manager

Prepared by: Jodi Gallup, City Clerk

Reviewed by: Amanda Kaufman, Deputy City Manager

Item: **Approve time period to file a written request for the recording of write-in votes for city offices**

1. Action Requested:

Adopt attached resolution approving the time period to file a written request for the recording of write-in votes for city offices

2. Background:

At the November 25, 2025 City Council meeting, the council adopted an ordinance amending the City Charter, which will go into effect 90 days after adoption (February 23, 2026).

The charter amendment included amending Section 4.05, which previously required write-in candidates for mayor and city council to register no later than seven days before the general election in order for their votes to be tallied individually. State law now requires write-in candidates to register at least 19 days before the election. The charter amendment removed the fixed registration deadline from the City Charter and references a period specified by council resolution to ensure consistency with state law and flexibility for future changes.

Adoption of the attached resolution fulfills the requirements of state law and the amended city charter.

3. Budget Impact:

Not applicable.

4. Attachments:

1. City Council Resolution 2026-064

CITY OF PLYMOUTH

RESOLUTION No. 2026-064

RESOLUTION APPROVING THE TIME PERIOD TO FILE A WRITTEN REQUEST FOR THE RECORDING OF WRITE-IN VOTES FOR CITY OFFICES

WHEREAS, the City of Plymouth regularly holds elections for local elective office; and

WHEREAS, voters at the elections may cast a ballot for a write-in candidate for a local elective office; and

WHEREAS, Minnesota Statute 204B.09, subd. 3(b) allows for the governing body of a statutory or home rule charter city to adopt a resolution governing the counting of write-in votes for local elective office; and

WHEREAS, Plymouth City Charter Section 4.05 requires a write-in candidate for mayor or city council who wants their write-in votes to be counted in the general election to file a written request with the city clerk before the general election within the time period specified by City Council resolution; and

WHEREAS, Minnesota Statute 204B.09, subd.3(b)(1) requires the candidate to file a written request with the chief election official no later than the 19th day before the city election if the candidate wants to have the candidate's write-in votes individually recorded.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA that votes for write-in candidates for mayor or city council will only be counted if a written request is filed with the city clerk no later than the 19th day before the city election.

APPROVED by the City Council on this 24th day of February, 2026.

To: Dave Callister, City Manager

Prepared by: Nur Kasin, Transit Administrator

Reviewed by: Michael Thompson, Public Works Director

Item: **Approve update to Plymouth Metrolink 2026 Title VI**

1. Action Requested:

Adopt the attached resolution approving Plymouth Metrolink Title VI plan update.

2. Background:

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin in programs and activities receiving federal financial assistance. As a recipient of federal transit funding through the Metropolitan Council, Plymouth Metrolink is required to comply with all Title VI requirements established by the Federal Transit Administration (FTA).

FTA regulations require public transit providers to prepare, maintain and submit a Title VI Program and Language Assistance Plan every three years (triennially). These documents outline how Plymouth Metrolink ensures equitable service delivery, conducts public outreach, addresses limited English proficiency (LEP) needs and monitors compliance with civil rights requirements.

The updated Title VI Program and Language Assistance Plan reflect current service conditions, demographic data and compliance practices. City Council approval is required to formally adopt the updated documents and certify compliance with applicable federal and state civil rights laws, as well as funding requirements of the Metropolitan Council.

Approval of the updated Title VI Program and Language Assistance Plan allows Plymouth Metrolink to remain eligible for continued transit funding and ensures ongoing compliance with Title VI and related nondiscrimination obligations.

3. Budget Impact:

Approval of this item has no fiscal impact.

4. Attachments:

1. Language Assistance Plan
2. Plymouth Metrolink Title VI Update
3. City Council Resolution 2026-065

TITLE VI
LIMITED ENGLISH PROFICIENCY
LANGUAGE PLAN



Plymouth Metrolink

February 2026

ABOUT PLYMOUTH METROLINK

In 1984, the Plymouth City Council exercised its legal right and approved a Plymouth transit authority separate from regional transit authority. The Plymouth Metrolink transit system provides express commuter bus service, reverse commuter bus service, local fixed route service, and Click-and-Ride, a shared curb-to-curb service. Plymouth Metrolink fixed route is the greatest portion of the service.

Fixed route buses provide an average of 1,944 rides each weekday to residents. Express commuter services connect riders between Plymouth, downtown Minneapolis, and the University of Minnesota on weekdays. Metrolink also provides reverse commuter service between Plymouth and downtown. Fixed local shuttle buses travel through neighborhoods, to and from express service stops, transit hubs, and between local destinations.

Plymouth Metrolink Click-and-Ride service provides an average 130 shared rides each weekday and about 40 daily rides on weekend. Click-and-Ride is a shared, curb-to-curb, demand response service available to everyone for \$3.00 per ride. The Plymouth Metrolink Click-and-Ride service is available weekdays from 6 a.m. to 8:30 p.m., Saturday 6 a.m. to 6:30 p.m., and Sunday 7 a.m. to 6:00 p.m. within Plymouth and to select destinations and transit hubs such as Ridgedale Mall and Wayzata.

All Plymouth Metrolink buses are wheelchair accessible and have wheelchair lifts and bike racks. The Plymouth Metrolink fleet consists of 44 buses, which are operated and maintained for the city under contract by First Transit. Plymouth Metrolink facilities and amenities are operated and maintained by the City of Plymouth.

LANGUAGE ASSISTANCE PLAN

A Limited English Proficiency (LEP) person is one who does not speak English as their primary language, and who has a limited ability to read, speak, write, or understand English.¹ Recent immigrants to the United States, including those persons who speak English, use public transportation at higher rates than those who were born in the U.S.² However, an immigrant's use of public transit tends to decrease with their length of residence in the United States.³ Many immigrants switch from transit to personal vehicles because they view a personal vehicle as a symbol of assimilation, and because a personal vehicle provides greater mobility or access to economic and social opportunities beyond a transit system's service area.⁴ Recent immigrants elect to continue using transit if their experience with public transportation is positive.⁵ For transit agencies seeking to increase the number of "choice riders," it may be easier to retain riders who have had positive impressions of the system, than to attract people who have never used, or rarely used public transit.

¹ 1 LEP Executive Order 13166, August, 2000

² The U.S. Department of Transportation Federal Transit Administration Implementing the Department of Transportation's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons: A Handbook for Public Transportation Providers; April 13, 2008, p. 5.

³ Ibid.

⁴ Ibid.

⁵ Ibid.

Agencies that provide language assistance to LEP persons in a competent and effective manner will help ensure that their services are safe, reliable, convenient, and accessible to those persons. These efforts may attract riders who would otherwise be excluded from participating in the service because of language barriers and should encourage riders to continue using the system after they are proficient in English and/or have more transportation options. Catering to LEP persons may also help increase and retain ridership among the agency's broader immigrant communities in two important ways:

- Agencies that reach out to recent immigrant populations to conduct a needs assessment and prepare a language implementation plan (pursuant to U.S. Department of Transportation LEP Guidance) send a positive message to these persons that they are valued; and
- Community outreach designed to identify appropriate language assistance measures can also assist the agency in identifying the transportation needs of immigrant populations and ensuring that an agency's transit routes, hours and days of service, and other service parameters are responsive to the needs of these populations.⁶

Background Information/Purpose

The Language for LEP Persons can be a barrier to accessing important benefits or services, understanding, and exercising important rights, complying with applicable responsibilities, or understanding other information. This Title VI Limited English Proficiency Language Assistance Plan for the Metrolink establishes the Plymouth Metro link's commitment to ensure access to all individuals who would like to use Plymouth Metrolink services. Furthermore, this plan guides Metrolink staff who interact with LEP individuals.

For questions or to request translation of this document, please contact the Title VI Manager:

Nur Kasin / Transit Administrator
Plymouth / Plymouth Metrolink
Plymouth City Hall, 3400 Plymouth Boulevard, Plymouth, MN 55447-1482
Phone: 763-509-5013 Fax: 763-509-5510 TDD: 763-509-5065
Email: nkasin@plymouthmn.gov

Plan

The City of Plymouth Transit Program has developed this Limited English Proficiency Language Plan to help identify reasonable steps to provide language assistance for LEP persons seeking meaningful access to Plymouth Metrolink services including Commuter Express, Reverse Commuter Express, Local Fixed Route, Click-and-Ride shared ride, and other transportation services as required.⁷

⁶ The U.S. Department of Transportation Federal Transit Administration Implementing the Department of Transportation's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons: A Handbook for Public Transportation Providers; April 13, 2008, p. 5.

⁷ Executive Order 13166, Limited English Proficiency (LEP), August, 2000.

LEP Definition

A LEP person is one who does not speak English as a primary language and who has a limited ability to read, speak, write, or understand English. For the purposes of this LEP language plan, LEP persons are Plymouth Metrolink riders or potential riders, and the people who live and work with the riders and potential riders.

This plan details procedures on how to identify a person who may need language assistance, the ways in which assistance may be provided, training staff, how to notify LEP persons that assistance is available, and information for future updates. In developing the plan, the City of Plymouth Transit Program conducted the U.S. Department of Transportation four factor LEP analyses which considered the following:

- Number or proportion of LEP persons eligible in the Plymouth Metrolink service area likely to encounter a Plymouth Metrolink program, activity, or service;
- Frequency with which LEP individuals come in contact with Plymouth Metrolink services;
- Nature and importance of the Plymouth Metrolink program, activity or service provided to the LEP population and resources available to Plymouth Metrolink; and
- Overall cost to provide LEP assistance.

A description of these considerations is provided in the Section V of this plan.

Community Outreach

The City of Plymouth conducts community outreach efforts to engage the public in planning and decision-making processes, as well as marketing and outreach activities such as attending annual citywide public outreach events.

In order to ensure that we are serving all of our customers, Plymouth Metrolink is focusing outreach to minorities, new immigrants, people of color and low income populations. One way in which Plymouth Metrolink does this is through working with Interfaith Outreach & Community Partners which is a social service agency in Plymouth that works on outreach of above said communities. We provide transit materials to this agency so they can include them in their new client packets and make them aware that we are willing to provide translation of all Metrolink materials if needed. We communicate with this agency on all Metrolink service changes and detours.

The following includes details of recent community outreach efforts:

- In April 2025, Plymouth Metrolink attended “Discover Plymouth” a community event where local vendors, city departments and elected officials engage with the community and provide information about city services. This was held on a Saturday morning at the Plymouth Community Center.
- Metrolink customer service line staff and City Hall front desk staff are prepared to provide translation services through Language line/MNIT.
- Flyers state that translation of materials are available by request. The goal is to have the availability of translation stated on all printed and online materials.

- The City Transit Division tracks requests for service in a customer service log. Information on complaints may be reviewed by the public upon request and in compliance with the MN Data Privacy Act.
- When a major change to an existing service or new service is proposed, the City of Plymouth conducts community outreach efforts to engage the public in planning and decision-making processes, as well as marketing and outreach activities.
- Citizens and passengers may contact Plymouth transit staff or contracted staff to file a complaint or comment. All complaints and comments are input into the customer service log, distributed as appropriate, and resolved. These issues are reviewed as received.
- The Plymouth Metrolink page on the City of Plymouth web site has transit information including: policies, maps, schedules, news, rider alerts, links, and meeting notices. This section clearly states contact information for the City of Plymouth and lists the “Commitment to Fairness” policy. All this information is also located on all Plymouth Metrolink buses and in facilities.
- The City of Plymouth has an eNotify sign-up system on the city web site for people to receive email updates on transit information, weather emergencies, new maps and schedules, new policies, news, rider alerts, and meeting notices.
- Transit rider alerts, surveys and other information are directly distributed to passengers on buses by the drivers, posted at transit stations, park and ride lots, bus shelters and city facilities. The rider alerts and other information are also distributed electronically.
- In addition to the transit stations, the Plymouth Metrolink bus schedules and maps are distributed in public places including all city facilities, the downtown area, Interfaith Outreach Community Partners and at the Metro Transit locations in downtown Minneapolis and on the Metro Transit web site.
- Plymouth Metrolink contact information, the city web site, and the “Commitment to Fairness” policy are included on every schedule.
- Annually in the fall, the city conducts a thorough on-board passenger survey of fixed route and Click-and-Ride program, service, fleet, and facilities. Any passenger comments are listed separately and reviewed by the appropriate city staff person. Passengers are offered many ways in which to submit their surveys, opinions, and comments (on the bus, email, fax, phone, walk, mail).
- The Plymouth Metrolink buses are present, and staff participates in city and community events, including the spring event City Sampler, the summer event Music in Plymouth, and Night to Unite.

Four Factors

This Limited English Proficiency Plan has been prepared to address the City of Plymouth’s responsibilities as a recipient of federal transit funds as they relate to the needs of individuals with limited English language skills accessing the transit services offered by the City of Plymouth.

This LEP Plan identifies reasonable steps for providing language assistance to LEP people who wish to access Plymouth Metrolink transit services. As defined in Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English.⁸

⁸ Ibid.

The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42. 2000d, et. seq., and its implementing regulations, which state that no person shall be subjected to discrimination on the basis of race, color or national origin. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, indicates that differing treatment based upon a person's inability to speak, read, write or understand English is a type of national origin discrimination.⁹

This Executive Order directs each federal agency to publish guidance for its respective recipients clarifying recipients' obligations to ensure that such discrimination does not take place.¹⁰ This Executive Order applies to all state and local agencies which receive federal funds relating to services and facilities, and thus includes the City of Plymouth through the Plymouth Metrolink buses and facilities. This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available.

In order to prepare this plan, the City of Plymouth conducted the following U.S. Department of Transportation four factor LEP analysis. The number or proportion of LEP persons in the service area who may be served or are likely to encounter the City of Plymouth program, activity or service. The frequency with which LEP persons come in contact with the City of Plymouth programs, activities or services. The nature and importance of programs, activities or services provided by the City of Plymouth to the LEP population. The resources available to the City of Plymouth and overall cost to provide LEP assistance.

This LEP Plan includes: The results of the four-factor analysis, including a description of the LEP population(s) served by Plymouth Metrolink transit program, a description of how the city provides language assistance services, a description of how the city provides notice to LEP persons about the availability of language assistance.

Four Factor Analysis

The City of Plymouth developed its LEP Plan as outlined below based on this four-factor analysis.

The Number or Proportion of LEP Persons Served

The first factor is the number or proportion of LEP persons in the service area eligible to be served or are likely to encounter a City of Plymouth program, activity, or service. For Plymouth Metrolink, this is anyone eligible to ride the Plymouth Metrolink transit system for the rate charged, or, if a person meets certain criteria they may qualify for a reduced fare. The City of Plymouth staff reviewed the population estimates of 2024 American Community Survey. For the purposes of this analysis, the service area for Plymouth Metrolink is considered the City of Plymouth.

In 2023, Estimated population of Plymouth was 74,230 - 81,020 According to the 2023 American Community Survey (ACS), 19.36% of the Plymouth population (14,370 residents) indicated they speak a language other than English in the home (Chart 1).

⁹ Executive Order 13166, Limited English Proficiency (LEP), August, 2000

¹⁰ Ibid.

The Frequency with which LEP Persons Encounter the Program

The second factor is the frequency with which LEP persons encounter transit programs, activities, or services. To assess the frequency transit staff interacts with LEP persons, city staff surveys all Plymouth Metrolink riders annually during one week in the fall. The survey is also distributed to seniors at the Plymouth Creek Center and to the Adult Education classes at Wayzata Central Middle School. Bus drivers ask passengers to place completed surveys in a special enclosed plastic box on the bus or communicate responses to transit staff at City Hall.

Plan Plymouth Metrolink surveys

The surveys are presented on-line or on a two-sided sheet of paper, and only in English. Paper surveys are distributed on the buses with pencils. The completed surveys are accepted on the bus in a secured box when the passengers exit the bus, and through the next week via fax, by email, by mail, by phone and in person. Respondents wrote their own languages in blanks provided in the survey. In 2014 and beyond, these surveys will be offered in the predominant languages indicated for Plymouth riders. In the future, surveys will be offered to the public in alternative languages. To date, there has been no request for a translated survey form.

Of the 75 Plymouth Metrolink surveys returned in 2024, about 97% reported English to be their primary language.¹¹ About 1.79% said they speak Hindi and 3.57% said they speak Spanish. While the Plymouth Hindi speaking Indian population is Plymouth, Hindi is one of the main languages spoken in India where English is also used as an official language by their central government. We believe this is why we are not receiving translation requests from the Hindi speaking population of Plymouth. 2024 US census Demographics data shows 2.76% of Plymouth residents consider Spanish as their primary language. However, we have not had Spanish translation requests. See Language Spoken at Home analysis below.

In the US census population 2024 language data,¹² there are three summary categories in Plymouth that required additional analysis to determine if the threshold prescribed in the Safe Harbor Act of 1,000 or 5% has been met in Plymouth.

We investigated three data sets from the US census bureau. Data set C16001 languages spoken at home by residents of Plymouth for the past 5 Years, and Census data Public Use Microdata Areas PUMA which provides data for a larger area adding other cities see map. Hennepin County--Plymouth, Maple Grove (West) & Medicine Lake Cities.

¹¹ Plymouth Metrolink Click-and-Ride Survey, 2022-2024

¹² .LANGUAGES SPOKEN AT HOME FOR THE POPULATION 5 YEARS AND OVER Universe: Population 5 years and over more information.

Chart 1 – City of Plymouth, Languages spoken at home.

2024 Languages Spoke at Home

Plymouth City, Minnesota (ACS 5-Year Estimates)

Language Category	Estimate	Percentage
Total Population age 5+	74,322	100.00%
Speak only English	61,071	82.17%
Speak a language other than English	13,251	17.83%
Spanish (total)	2,053	2.76%
- <i>Speak English "very well" / English only</i>	1,220	1.64%
- <i>Speak English less than "very well"</i>	833	1.12%
Other Indo-European languages (total)	2,890	3.89%
- <i>Speak English "very well" / English only</i>	2,321	3.12%
- <i>Speak English less than "very well"</i>	569	0.77%
Asian and Pacific Island languages (total)	6,725	9.05%
- <i>Speak English "very well" / English only</i>	5,731	7.71%
- <i>Speak English less than "very well"</i>	994	1.34%
Other languages (total)	1,583	2.13%
- <i>Speak English "very well" / English only</i>	1,380	1.86%
- <i>Speak English less than "very well"</i>	203	0.27%

Our analysis according to this census data shows that there are no significant numbers of the population of the languages in these three summary languages, Asian and Pacific Island, Russian, Polish, or other Slavic languages and Other Indo-European languages in Plymouth that meet the safe harbor provision threshold.

Therefore, we will continue to provide Transit customer communication materials in English only. The City of Plymouth will continue to make translation services available when requested, using resources available through the State of Minnesota.

Chart 2 – Other Indo-European Languages

Northern Frisian (frr)
Western Frisian (fry)
Icelandic (isl)
Faroese (fao)
Belgium N.E.C.
Occitan (post 1500)(oci)
Catalan (cat)
Aromanian (aen)
Ladin (lld)
Romansh (roh)
Welsh (cym)
Breton (bre)
Cornish (cor)
Manx (glv)
Scottish Gaelic (gal)
Scots (sco)
Belarusian (bel)
Lower Sorbian (dsb)
Upper Sorbian (hsb)
Kashubian (csb)
Silesian (szl)
Slovenian (slv)

Chart 3 – Asian and Pacific Island Languages

Chinese (incl. Mandarin, Cantonese)	Mandarin Chinese, Min Nan Chinese (incl. Taiwanese), Yue Chinese (Cantonese)
Japanese	Japanese
Korean	Korean
Hmong	Hmong
Vietnamese	Vietnamese
Khmer	Central Khmer (Cambodian)
Thai, Lao, or other Tai-Kandai languages	Thai, Lao
Other languages of Asia	Burmese, Karen, Turkish, Uzbek
Tagalog (incl. Filipino)	Tagalog, Filipino
Ilocano Samoan, Hawaiian, or other Austronesian languages	Cebuano (Bisayan), Hawaiian, Iloko (Ilocano), Indonesian, Samoan

Chart 4 – Russian, Polish, or other Slavic languages

East Slavic	Russian, Ukrainian, Belarusian
West Slavic	Polish, Czech, Slovak
South Slavic	Serbian, Croatian, Bosnian, Slovenian, Bulgarian, Macedonian

Of the 101 Plymouth Metrolink fixed route commuter surveys returned in 2024, 5.36% of respondents speak a language other than English at home.¹⁴ For 94.64% of riders English is their primary (or only) language.¹⁵

The four language areas other than English spoken in the home by a majority of the commuter survey respondents are listed below.¹⁶ Hindi, Spanish, Telugu, Kannada and Tamil.

All languages indicated by respondents in the 2024 Plymouth Metrolink ridership surveys are listed in Chart 5 and Chart 6.

Chart 5 –2024 Plymouth Metrolink Fixed Route Survey Respondents Who Speak a Language Other Than English at Home.

Fixed Route 2024

Demographics – Primary Language

Language	Responses	Percentage
English	53	94.64%
Hindi	1	1.79%
Spanish	2	3.57%
Russian	0	0.00%
Total	56	100.00%

Chart 6 –2024 Plymouth Metrolink Click -and-Ride Survey Respondents Who Speak a Language Other Than English at Home.

Click and Ride 2024

Demographics – Primary Language

Language	Responses	Percentage
English	19	95.00%
Other (none specified)	1	5.00%
Total	20	100.00%

Staff maintains an electronic Customer Service Log to track all requests and a field in the Customer Service Log tracks LEP requests specifically. The Customer Service Log does not indicate any requests for LEP assistance received by city transit staff.

The Nature and Importance of the Program

The third factor is the nature and importance of the program, activity or service provided by Plymouth Metrolink to the LEP population. There is no single large geographic concentration of LEP group living in the Plymouth service area. The majority of the residential and school population in Plymouth and the surrounding communities speak primarily English.

Plymouth Metrolink provides LEP services to anyone who requests it. Plymouth provides as much information as possible in graphic or numerical form. Information is also provided online, verbally by phone and in person, and through a Telecommunication Device for the Deaf (TDD) service.

The Resources Available and Cost to Recipient

The fourth factor is resources available to Plymouth Metrolink for LEP outreach, and the overall costs to provide LEP assistance and outreach. Currently, the City of Plymouth has a Telecommunication Device for the Deaf (TDD) phone line published and available for use by anyone. The line is intercepted by an operator who works with a TTY (teletype terminal) that lets people who are deaf, hard of hearing, or speech-impaired communicate via telephone through synchronized conversation. It is similar to digital (cell) texting, although the land lines at City Hall do not have digital text capabilities.

The City of Plymouth assessed its available resources that could be used for providing LEP assistance, and has determined:

- The City of Plymouth has narrowed down the options to assist LEP individuals to utilize Plymouth Metrolink Click-and-Ride transit services, commuter express routes, and local fixed routes.
- Professional interpreter and document translation services will be provided as needed or requested, given the overall low percentage of LEP persons within the City of Plymouth service area.

LEP Plan Based Upon the Four Factor Analysis

The City of Plymouth developed its LEP Plan as outlined above on the four-factor analysis and although there are 11 non-English languages spoken in Plymouth, with very small percentages, the City of Plymouth has narrowed down the options to assist LEP individuals to utilize Plymouth Metrolink Click-and-Ride transit services, commuter express routes, and local fixed routes.

Language Assistance Measures

Although there is a very low percentage in the total Plymouth service area of LEP individuals (persons who speak English “not well” or “not at all”), the City of Plymouth will ensure that the following measures are in place:

- The City of Plymouth Title VI Program and Limited English Proficiency Plan is posted on the city web site at plymouthmn.gov/CommitmentToFairness.
- The City of Plymouth Title VI Policy and Limited English Proficiency Plan is posted at all transit facilities and in all buses.
- When an interpreter is needed, in person or on the telephone, staff will attempt to determine what language is required and then access language assistance service. A translated document is available to generate such assistance. Dispatchers, managers and those who frontline staff are aware of the availability of translation services if needed.

Staff Training

The following training will be provided to the City of Plymouth staff that is directly involved with the transit services:

- Information on the City of Plymouth's Title VI Policy and LEP responsibilities.
- Description of language assistance services offered to the public.
- Documentation of language assistance and document translation requests via the customer service log.
- Proper Handling of a Title VI/LEP Complaint according to the Title VI Complaint Procedures.

Outreach Techniques

- In its outreach effort, Plymouth Metrolink monitors customer service logs, annual passenger's surveys, work with Interfaith Outreach, and the Northwestern Islamic Community Center in order to see if there is need for language assistance.
- Metrolink customer service line staff and City Hall front desk staff are prepared to provide translation services through Language line/MNIT if needed. Staff has yet to use this service.
- Metrolink states on its materials that translation is available if requested. Furthermore, when staff attends a meeting which consist of primarily LEP individual's staff asks if they need translation assistance. There has not been any request for translation since 2016.

Monitoring and Updating the LEP Plan

The LEP Plan will be reviewed and updated as needed and as required by the Metropolitan Council and the U.S. Department of Transportation. The plan was reviewed and updated using 2024: ACS 5-Year Estimates Data, City of Plymouth will continue to monitor LEP population number based annual rider survey and US Census data.

Dissemination of the City of Plymouth LEP Plan

The City of Plymouth's LEP Plan is available at plymouthmn.gov/CommitmentToFairness.
The Title VI Program is available at plymouthmn.gov/CommitmentToFairness.

Any person or agency may contact the City Clerk to request a copy of the plans. In addition, the City of Plymouth will, if possible, provide translations of its title VI program, LEP plan or any of its materials if requested. Any person or agency may request a copy of the plan via telephone, fax, mail, or in person, and shall be provided a copy of the plan at no cost. LEP individuals may request a translated copy of the plan which the City of Plymouth will provide, if feasible.

If you need translation services, please contact Metrolink at transit@plymouthmn.gov or call 763-509-5535.

TITLE VI

PROGRAM UPDATE

IN COMPLIANCE WITH FTA CIRCULAR 4703.1B



Plymouth Metrolink

February 2026

TITLE VI COMPLIANCE AND IMPLEMENTATION PLAN

Adopted by the Plymouth City Council on February 24, 2026.

Jeffry Wosje, Mayor

Kimberly Nelson, Council Member, Ward 1

Julie Peterson, Council Member, Ward 2

Scott Aldrich, Council Member, Ward 3

Julie Pointner, Council Member, Ward 4

Clark Gregor, Council Member, At Large

Joel Spoonheim, Council Member, At Large

Reviewed by

Dave Callister, City Manager

Amanda Kaufman, Deputy City Manager

Michael Thompson, Public Works Director

Mike Payne, Deputy Public Works Director

Soren Mattick, City Attorney

Prepared by:

Nur Kasin, Transit Administrator

INTRODUCTION

The purpose of this document is submittal of the City of Plymouth's Title VI Plan and Limited English Proficiency Plan to the Metropolitan Council in compliance with the Title VI Civil Rights Act of 1964¹ and accompanying federal laws. The Metropolitan Council is the primary recipient of federal transit funds for the region, which are distributed to regional transit providers, including Plymouth Metrolink, and the City of Plymouth's transit service. Recipients of federal funds are required to publish or advertise that the program is an equal opportunity program and indicate that federal law prohibits discrimination.²

Title VI Compliance and Implementation Plan, guarantees rights of all, regardless of race, color, national origin.

The City of Plymouth's objective is to provide service and assistance to everyone in a fair, competent and effective manner to ensure each person's services are equally safe, reliable, convenient, and accessible.

PLAN CONTENTS

The City of Plymouth, as a sub recipient of Federal Transit Administration funds, is required to submit to the Metropolitan Council a Title VI program that includes the following items:³

- ✓ Title VI Public Notice of Rights, Dissemination and Translation
- ✓ Title VI Complaint Procedure for filing and investigating a complaint
- ✓ Title VI Complaint Form
- ✓ List of allegations of discrimination based on Title VI including complaints, investigations and lawsuits
- ✓ Limited English Proficiency Plan
- ✓ Public Participation Plan including proactive strategies, procedures and desired outcome
- ✓ A table depicting racial composition of advisory councils non-elected membership
- ✓ A narrative or description for ensuring any sub recipients comply with Title VI Copies of any Title VI facility siting equity analyses
- ✓ City Council Resolution for the approval of the Title VI Program
- ✓ Information on system wide service standards and policies.

¹ Title VI of the Civil Rights Act of 1964, 42 U.S.C. Section 2000d; Federal Transit Administration (FTA) Circular 4702.1.B, October 1, 2012

² Ibid. ³ Quick Reference (FTA) Title VI Circular 4702.1B, October 3, 2012.

Title VI Program Overview

This Title VI Plan was developed to guide the City of Plymouth in administration and management of Title VI related activities.

PLYMOUTH'S RESPONSIBILITIES AS A SUB-RECIPIENT

Title VI Program Review, Acceptance, and Self Certification

A sub-recipient of funding from the Federal Transit Administration, the City of Plymouth must comply with Title VI of the Civil Rights Act of 1964. Plymouth Metrolink must demonstrate its compliance with Title VI by submitting its Title VI Program to the Metropolitan Council for review and acceptance triennially.

Appoint and Identify the Title VI coordinator or Civil Rights Staff.

This person or unit has primary responsibility for developing the local government Title VI implementation plan, answering questions on compliance efforts, and investigating complaints.

Minority representation on transit planning boards and commissions

- What is the racial makeup of planning and advisory boards?
- How are people notified of the existence of advisory and planning bodies?
- Are citizens provided an equal opportunity to participate as members?
- What is the process for selection of committee or commission members?

Public notification

- Is a citizen participation plan in place to inform citizens of new and existing program initiatives?
- Are there mechanisms to disseminate information to minority media and minority organizations?
- Are posters and brochures displayed and printed in the languages spoken by those affected by projects and programs?
- Reasonable efforts must be initiated to meet the needs of individuals who are Limited English Proficient (LEP). Generally, if 5% or more of the individuals affected by a project or program speak a language other than English, the printing of documents in the language spoken should be considered.
- How are individuals informed of their rights to file complaints?

Complaint procedure

- Develop a Title VI or discrimination complaint procedure.
- Ensure that employees and the public are aware of complaint procedure.
- Information regarding the complaint procedure should be readily available when requested.

Consider program delivery issues

- Consider whether a project is performed in an equitable manner (project decisions must be nondiscriminatory).
- The location, eligibility requirements, hours of service, and the methodology of service delivery should not have an adverse effect on minority applicants/beneficiaries based on race, color, or national

- origin.
- Determine whether the level of service provided is the same for minority and non- minority beneficiaries.
 - Does the entity employ staff in beneficiary contact positions without regard to race, color, or national origin?
 - Consider whether or not staff members are aware of their responsibility to provide services without racial/ethnic discrimination.
 - If discrimination is discovered, follow established procedures to ensure compliance.

YOUR RIGHTS UNDER TITLE VI

Rights are guaranteed under Title VI of the 1964 Civil Rights Act and related statutes which state in part:

That no person in the United States shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, receiving federal financial assistance.⁴

This mandate requires recipients of federal funds to take affirmative steps to ensure that discrimination, as addressed by Title VI, does not occur in its organization or by its sub-recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest and other participants.⁵ The City of Plymouth is committed to ensuring that no person is excluded from participation in, or denied the benefits of transit services on the basis of race, color, or national origin, as protected by Title VI.⁶

In addition, the City of Plymouth supports the requirement that “each federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations.”⁷

Contact Information for the Title VI Manager:

Nur Kasin, / Transit Administrator

Plymouth / Plymouth Metrolink

Plymouth City Hall, 3400 Plymouth Boulevard, Plymouth, MN 55447-1482

Phone: 763-509-5052 Fax: 763-509-5510 TDD: 763-509-5065 | nkasin@plymouthmn.gov

⁴ Title VI of the Civil Rights Act of 1964, 42 U.S.C. Section 2000d; Federal Transit Administration (FTA) Circular 4702.1.B, October 1, 2012.

⁵ Ibid. ⁶ Ibid. ⁷ Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low- Income Populations, 1994

THE CITY'S COMMITMENT TO FAIRNESS PLEDGE

The City of Plymouth, also known as Plymouth Metrolink, pledges that you will have access to all services and benefits without regard to race, color, and national origin. The City of Plymouth will not tolerate discrimination by its employees or entities it contracts with for products and services. Certain rights are guaranteed to you under Title VI of the Civil Rights Act of 1964, which says in part: No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

If you believe that you have been discriminated against in relationship to the City of Plymouth, Plymouth Metrolink, or First Transit because of your race, color or national origin, go online to visit plymouthmn.gov/CommitmentToFairness to file a complaint, or contact:

Jodi Gallup / Plymouth City Clerk

Plymouth City Hall, 3400 Plymouth Boulevard, Plymouth, MN 55447-1482

Phone: 763-509-5000 Fax: 763-509-5510 TDD 763-509-5065

Email: cityclerk@plymouthmn.gov

For questions or to request translation of this document, contact customer service at transit@plymouthmn.gov or 763-509-5535.

GENERAL REQUIREMENTS

DISSEMINATION OF TITLE VI POLICY INFORMATION

Recipients of federal financial assistance are required to publish or advertise that the program is an equal opportunity program and/or indicate that federal law prohibits discrimination.

The Public.

The City of Plymouth Title VI information posters are prominently and publicly displayed in Plymouth Metrolink facilities, on Plymouth Metrolink revenue vehicles, on Plymouth Metrolink bus schedules, and as well as the city of Plymouth's web site at plymouthmn.gov/commitmenttofairness.

Title VI Program 2026 update

Plymouth Metrolink Title VI Program is available at [plymouthmn.gov/commitmenttofairness/ /titleVI2026Update](http://plymouthmn.gov/commitmenttofairness/titleVI2026Update)

Posters, schedules and electronic information provide the public with information regarding the city's Title VI program and the federal guaranteed rights. See Exhibit 7 for copy of Title VI informational poster. The City of Plymouth Title VI contact information and the complaint form are posted on the city's web site, at plymouthmn.gov/commitmenttofairness.

Staff

All city transit employees receive information regarding the Title VI Program, a copy of the full Title VI Program, the LEP Plan and the Acknowledgement of Receipt (Appendix C: Acknowledgement of Receipt of Title VI and Limited English Proficiency Plans).

During orientation, new transit employees will receive a copy of the Commitment to Fairness, be informed of the provisions of Title VI, including the city's expectations of all employees to uphold the Commitment to Fairness and the Title VI Program. New employees will receive a copy of the Title VI Program and will be required to sign the Acknowledgement of Receipt (Appendix C: Acknowledgement of Receipt of Title VI and Limited English Proficiency Plans).

Title VI information shall be disseminated to all city staff via the city's intranet site.

This will remind staff of the city's Title VI policy statement and the responsibilities employees have as city representatives during their daily duties.

TRANSIT RELATED TITLE VI INVESTIGATIONS, COMPLAINTS, AND LAWSUITS

NOTE: NO TRANSIT RELATED TITLE VI COMPLAINTS HAVE BEEN FILED TO DATE.

The City of Plymouth will maintain permanent records, which include, but are not limited to, signed acknowledgements of receipt, copies of Title VI complaints and related documentation, records of correspondence to and from complainants, and the Procedures for Complaints of Discrimination under Title VI are intended to provide aggrieved persons a way to raise complaints of discrimination regarding the City of Plymouth's programs, activities and services as required by statute.

Intimidation or retaliation of any kind is prohibited by law.⁸ these complaint procedures apply to all complaints filed under Title VI, relating to any program or activity administered by the city or its sub-recipients, consultants, and contractors and includes all Title VI complaints of discrimination against city employees, contractors, and vendors.⁹ The purpose of the discrimination complaint procedures is to describe the process used by the City of Plymouth for processing complaints of discrimination under Title VI¹⁰ these procedures still allow the complainant to file complaints with other government agencies, and to seek private counsel for complaints alleging discrimination. The City of Plymouth's administrative process does not accommodate remedies such as punitive damages or compensation.

Administrative Process

The City of Plymouth shall make every effort to address all complaints in a prompt and thorough manner. Every effort will be made to conclude each Title VI complaint within sixty (60) business days of receipt of the written complaint. The city's representatives will make every effort to resolve the complaint.

All complaints alleging discrimination based on the terms of race, color or national origin in a service or benefit provided by the City of Plymouth will be directly addressed by the City of Plymouth. The term refers to the complainant's protected group status.

During initial interviews, the city may request information regarding specific relief and settlement opportunities. Mediation meetings with the parties are encouraged and may be utilized at any stage of the process to achieve resolution. Except for the final determination, which shall be determined to be substantiated, not substantiated, inconclusive, dismissed, withdrawn, or closed, the complaint, subsequent investigation, and all documentation relating to the complaint, is not public information and will be considered confidential by the city.

All Title VI and related statute complaints are considered formal as there is no informal process.¹¹

⁸ Title VI of the Civil Rights Act of 1964, 42 U.S.C. Section 2000d; Federal Transit Administration (FTA) Circular 4702.1.B, October 1, 2012.⁹ Ibid.

¹⁰ Ibid. ¹¹ Metropolitan Council, Title VI Compliance and Implementation Plan, 2022, p.

How to File Title VI Complaint

1. Who May File a Complaint?

Any individual, group of individuals, or entity that believes they have been, Discriminated against by a city employee, city contractor or city vendor, because of the complainant's race, color or national origin, may file a written complaint with the City Clerk.

2. Discrimination Complaint Forms (Appendix D: City of Plymouth Discrimination Complaint Form) are available at Plymouth City Hall and on the city's web site at plymouthmn.gov/commitmenttofairness or by contacting the City Clerk: 763-509-5080, 763-509-5560 (fax), 763-509-5065 (TDD), and jgallup@plymouthmn.gov

3. Submit Complaint Submit Complaint to City within 180 days of Alleged Discrimination

Complainants alleging discrimination against the City of Plymouth (Plymouth Metrolink), its employees, or its contractors because of race, color or national origin, must file a signed, written complaint with the City Clerk at the Plymouth City Hall within 180 days from the date of the alleged discrimination, or from the date when the alleged discrimination became known to the complainant.

4. Assistance will be provided

The City of Plymouth shall provide appropriate assistance to complainants, including those persons with disabilities, and those who are limited in their ability to communicate in English. Persons requesting an American Sign Language (ASL) or foreign language interpreter, or other reasonable accommodation, may contact the City Clerk, Jodi Gallup, at 763-509-5080, TDD: 763-509-5065, or jgallup@plymouthmn.gov. Language Line is a translation phone service that may be utilized as well. To date, there have not been any requests for a translated complaint form.

5 Required Elements of a Complaint

a. Written

All complaints must be submitted to the City Clerk on paper (hard copy) to be processed. The complainant is required to submit a signed, original copy of the complaint. Allegations received verbally (by telephone or in person) or electronically (by fax or by e-mail) must be submitted as signed, written complaints before the complaint will be processed.

b. Signed

The complainant(s) must complete and sign the complaint form.

c. The date of occurrence

The complaint must state the date of the alleged act of discrimination, or the date when the complainant(s) became aware of the alleged discrimination, or the date on which that conduct was discontinued (the latest instance of the conduct).

d. Description

Present a detailed description of the occurrence and issues, including names and job titles of those individuals perceived as parties in the incident being described. The description must include the basis for the complaint as it relates to Title VI regarding race, color or national origin.¹²

The allegation must involve a program or activity of a recipient of federal aid, a sub-recipient, or a contractor.

e. Submit To the City Clerk

Plymouth City Clerk
3400 Plymouth Boulevard
Plymouth, MN 55447-1482
Phone: 763-509-5080 Fax: 763-509-5060 TDD: 763-509-5065 jgallup@plymouthmn.gov

It is the responsibility of the complainant to certify all mail sent through the U.S. Postal Service and/or ensure that all written correspondence can be tracked and reaches its destination in a timely manner.

¹² Title VI of the Civil Rights Act of 1964, 42 U.S.C. Section 2000d; Federal Transit Administration (FTA) Circular 4702.1.B, October 1, 2012.

Process

Acknowledge Complaint

The City Clerk will send the complainant a written acknowledgement within seven (7) Calendar days of receiving the written complaint (meeting the requirements listed). The city will send a similar written notification that it received the complaint to the entity or entities alleged to have committed the violation. The entity or entities will have ten (10) calendar days from the date of receiving the written notification to respond in writing to the city.

In addition to the city's complaint process, the city may notify the complainant that he/she may file a Title VI complaint with the following offices: Metropolitan Council

Office of Equal Opportunity – Title VI

560 6th Ave N

Minneapolis, MN 55114

Phone: 651-602-1000

titlevicomplaints@metc.state.mn.us

Federal Transit Administration Office of Civil Rights Attention: Title VI Program Coordinator East Building, 5th Floor – TCR 1200 New Jersey Ave., SE Washington, D.C. 20590.

Jurisdiction and Initial Investigation

Upon receipt of the complaint, staff will determine its jurisdiction, acceptability, and need for additional information, as well as investigate the merit of the complaint. In cases where the complaint is against a contractor of the City of Plymouth, the City of Plymouth will assume jurisdiction and will investigate the case. Complaints against other agencies may be referred to those agencies, the Metropolitan Council, or the appropriate federal agency for proper disposition pursuant to their procedures.

The city will send a written notification that it received the complaint to the entity alleged to have discriminated as listed in the complaint. The entity or entities will have ten (10) calendar days from the date of receipt of the written notification to supply a written response to the allegations.

Request for Additional Information

Upon request by the city or any other investigating agency, the complainant must provide a written response with the information requested within ten (10) calendar days of the request. A complainant's failure to provide the requested information may result in the administrative closure of the complaint.

Dismissed and Withdrawn Complaints

The city may dismiss or close a complaint for one of the following reasons:

- 1) the complainant may request the withdrawal of the complaint.
- 2) The complainant fails to respond, or does not respond in a timely manner, to requests for additional information needed to process or investigate the complaint.
- 3) The complainant cannot be located after reasonable attempts to contact the complainant.

Investigation

All complaints will be thoroughly investigated.

Investigators

The investigation will be conducted in a full, fair, and impartial manner by the Transit Administrator (Title VI Manager), other city representatives, or the Metropolitan Council's Office of Equal Opportunity.

Information. Upon request by investigating agency, the complainant must provide additional information in writing, or an appropriate response to the request in writing, within ten (10) calendar days of the request. A complainant's failure to provide the requested information may result in the administrative closure of the complaint.

Final Determination

Complaints will be determined or deemed to be substantiated, not substantiated, inconclusive, withdrawn, dismissed, or closed. Results of the investigation will be presented to the City Manager or designee for a determination. Every effort will be made to respond to Title VI complaints within sixty (60) business days of receipt of such complaints.

Post-Investigation

the city will notify the parties of its final determination. The city's final investigative report and a copy of the complaint will be forwarded to the Metropolitan Council and the affected parties within sixty (60) business days of the acceptance of the complaint.

Following the investigation, the city will send a final written letter to the complainant(s) identifying the final determination of the complaint. In a letter notifying complainant that the complaint is not substantiated, the complainant will be advised of his or her right to:

- 1) Appeal within seven (7) calendar days of receipt of the final letter of determination; and/or
- 2) File a complaint externally with the Metropolitan Council's Office of Diversity and Equal Opportunity, the U.S. Department of Transportation and/or the Federal Transit Administration Office of Civil Rights.

If the complainant is not satisfied with the results of the investigation or the determination regarding the alleged discrimination and practices, the complainant will be advised of the right to appeal to the Metropolitan Council or the appropriate federal agency.

Metropolitan Council
Office of Equal Opportunity – Title VI
560 6th Ave N.
Minneapolis, MN 55114
Phone: 651-602-1000

titlevicomplaints@metc.state.mn.us

Federal Transit Administration Office of Civil Rights Attention:
Title VI Program Coordinator East Building, 5th Floor – TCR
1200 New Jersey Ave., SE, Washington, D.C. 20590

DEMOGRAPHICS OF NON-ELECTED COMMITTEES AND COUNCILS

1. Plymouth Department Directors Chart

Department	Name	Gender	Race
City Manager	Dave Callister	M	W
Deputy City Manager	Amanda Kaufman	F	W
Public Works Director	Michael Thompson	M	W
Public Safety Director	Erik Fadden	M	W
Community Development -Director	Grant Fernelius	M	W
Ali Timpone	Human Resources Director	F	W
Park and Recreation Director	Jennifer Tomlinson	F	W
Fire Chief	Andy Etzel	M	W
Finance Director	Andrea Rich	F	W

APPROVAL OF TITLE VI PROGRAM

Exhibit 8 City Council approval of the 2026 Title VI Program.

FACILITY SITING EQUITY ANALYSIS

The City of Plymouth did not build a transit facility in the last 3 years and does not own or operate a Transit Operations/Maintenance Facility, and therefore is not required to complete a Title VI Facility Siting Analysis.

LANGUAGE ASSISTANCE PLAN SUMMARY

For more information about Plymouth's Limited English assistance plane see attached
A Limited English Proficiency (LEP) person is one who does not speak English as their primary language, and who has a limited ability to read, speak, write, or understand English.¹³

Recent immigrants to the United States, including those persons who speak English, use public transportation at higher rates than those who were born in the U.S.¹⁴ However, an immigrant's use of public transit tends to decrease with their length of residence in the United States.¹⁵

Many immigrants switch from transit to personal vehicles because they view a personal vehicle as a symbol of assimilation, and because a personal vehicle provides greater mobility or access to economic and social opportunities beyond a transit system's service area.¹⁶ Recent immigrants elect to continue using transit if their experience with public transportation is positive.¹⁷ For transit agencies seeking to increase the number of "choice riders," it may be easier to retain riders who have had positive impressions of the system, than to attract people who have never used, or rarely used public transit.

Agencies that provide language assistance to LEP persons in a competent and effective manner will help ensure that their services are safe, reliable, convenient, and accessible to those persons. These efforts may attract riders who would otherwise be excluded from participating in the service because of language barriers and should encourage riders to continue using the system after they are proficient in English and/or have more transportation options.

Catering to LEP persons may also help increase and retain ridership among the agency's broader immigrant communities in two important ways: agencies that reach out to recent immigrant populations in order to conduct a needs assessment and prepare a language implementation plan (pursuant to the U.S. Department of Transportation LEP Guidance) send a positive message to these persons that they are valued; and community outreach designed to identify appropriate language assistance measures can also assist the agency in identifying the transportation needs of immigrant populations and ensuring that an agency's transit routes, hours and days of service, and other service parameters are responsive to the needs of these populations.¹⁸

¹³ LEP Executive Order 13166, August, 2000.

¹⁴ ~~The U.S. Department of Transportation Federal Transit Administration~~ Implementing the Department of Transportation's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons: A Handbook for Public Transportation Providers; April 13, 2008, p. 5. ¹⁵ Ibid. ¹⁶ Ibid. ¹⁷ Ibid. Page 1

¹⁸ The U.S. Department of Transportation Federal Transit Administration Implementing the Department of Transportation's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons:

PURPOSE

Language for Limited English Proficiency Persons (LEP) can be a barrier to accessing important benefits or services, understanding and exercising important rights, complying with applicable responsibilities, or understanding other information. The City of Plymouth Transit Program has developed this Limited English Proficiency Plan (LEP) to help identify reasonable steps to provide language assistance for LEP persons seeking meaningful access to Plymouth Metrolink services including Commuter Express, Reverse Commuter Express, Local Fixed Route, Click-And-Ride shared ride, and other transportation services as required.¹⁹

LEP Definition

A Limited English Proficiency (LEP) person is one who does not speak English as a primary language and who has a limited ability to read, speak, write, or understand English. For the purposes of this LEP plan, LEP persons are Plymouth Metrolink riders or potential riders, and the people who live and work with the riders and potential riders. This plan details procedures on how to identify a person who may need language assistance, the ways in which assistance may be provided, training staff, how to notify LEP persons that assistance is available, and information for future plan updates. In developing the plan, the City of Plymouth Transit Program conducted the U.S. Department of Transportation four factor LEP analyses which considered the following:

- 1) Number or proportion of LEP persons eligible in the Plymouth Metrolink service area likely to encounter a Plymouth Metrolink program, activity, or service;
 - 2) Frequency with which LEP individuals come in contact with Plymouth Metrolink services;
 - 3) Nature and importance of the Plymouth Metrolink program, activity or service provided to the LEP population; and
 - 4) Resources available to Plymouth Metrolink and overall cost to provide LEP assistance. A description of these considerations is provided in the Section V of this LEP Plan.
- The U.S. Department of Transportation Federal Transit Administration Implementing the Department of Transportation's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons: A Handbook for Public Transportation Providers; April 13, 2008, p. 5.

¹⁹ A Handbook for Public Transportation Providers; April 13, 2008, p. 5.41 Executive Order 13166, Limited English Proficiency (LEP), August, 2000.

PUBLIC PARTICIPATION PLAN

As local government, the City of Plymouth promotes inclusive public participation in all planning and decision making processes, as well as its marketing and outreach activities.

Desired Outcomes

- Draw public attention to public transit.
- A clear understanding of all effects of any change in the system.
- Public participation in the planning and decision-making process.
- Public was given an opportunity to be heard.

RECENT OUTREACH ACTIVITIES

In order to ensure that we are serving all of our customers, Plymouth Metrolink is focusing on outreach to minorities.

Plymouth Metrolink works with Interfaith Outreach Agency which is a social service agency in Plymouth that works on outreach of above said communities.

We provide transit materials to this agency and let them know that we are willing to provide if any translations of Metrolink materials is needed.

We communicate with Interfaith Outreach on all Metrolink service changes and detours. Metrolink staff visits and delivers Transit information materials to Interfaith Agency so that Interfaith Agency can include information about Metrolink in their new client packets.

The City of Plymouth conducts community outreach efforts to engage the public in planning and decision-making processes, as well as marketing and outreach activities.

Each year Plymouth Metrolink attends City of Plymouth's annual public outreach events. In 2025 Metrolink attended City sponsored annual public outreach events which is conveniently held on a Saturday morning at Plymouth community center.

Plymouth Metrolink also uses the following methods or locations to outreach about service:

- Alternative advertising platforms
- City web site
- Sun Sailor (official city newspaper)
- Local cable television
- City Council meetings
- Mailed letters
- Rider Alerts posters in facilities and on buses
- Rider Alert emails
- Social media
- Interfaith Outreach Community Partners
- Adult education classes
- Senior citizen center
- Hennepin County Adult Corrections Facility
- School Districts
- Business community
- Chamber of Commerce
- Other transit agencies
- Other governments
- Developers
- Outreach meetings in public spaces

CONTRACTORS, SUBCONTRACTORS AND VENDORS

All contractors, subcontractors and vendors who receive payments from the City of Plymouth Transit Enterprise Fund, in matters where funding originates from any federal assistance are subject to the provisions of Title VI of the Civil Rights Act of 1964 as amended.¹⁵ Written contracts shall contain non-discrimination language, either directly, or in the bid/proposal specification package, which becomes a part of the contract.

All maintenance and operation contracted employees shall receive a copy of the city's Title VI policy statement and be informed of the provisions of Title VI, including the city's expectations of all employees to uphold the Commitment to Fairness and the Title VI Program. The contractor's employees will be required to sign an Acknowledgement of Receipt (Appendix C: Acknowledgement of Receipt of Title VI and Limited English Proficiency Plans).

PROCEDURAL GUIDELINES FOR PLYMOUTH TITLE VI TRANSIT PROGRAM EVALUATION

The City of Plymouth transit operations will routinely review the effects of major changes in the transit system's structure, Click-And-Ride fares, transit services, transit facilities, and capital investments in regards to the Federal Transit Administration's Title VI requirements, specifically to assure nondiscriminatory actions regarding the minorities in Plymouth.

Major Service changes will be considered as being subject to analysis for Title VI compliance and reporting. Major Capital Investment.

The City of Plymouth transit operations will routinely review the capital investment in the transit system facilities and fleet in regards to the U.S. Federal Transit Administration's Title VI requirements and the regional requirements, specifically to assure nondiscriminatory actions regarding the minorities in the Plymouth community.

This includes investment of transit capital funds in major public facilities that may impact service delivery, access and mobility, and passenger amenities including transit centers, transit stations, bus shelters and waiting stations, park and ride lots (leased or purchased), transfer and layover facilities, maintenance and storage facilities, transit advantages, and transit ways. Any significant change or impacts will be analyzed for Title VI compliance and reporting and be taken into consideration as part of the proposed capital investment

ENVIRONMENTAL JUSTICE ASSESSMENTS ON CONSTRUCTION PROJECTS

The City of Plymouth follows the policies and standards as outlined in Chapter 6 of the Metropolitan Council's 2040 Transportation Policy Plan to help prevent discriminatory service designs and operational decisions.

TRANSIT PROVIDER REQUIREMENTS - SERVICE STANDARDS

The FTA requires all fixed route transit providers of public transportation to develop quantitative standards and qualitative policies. ²¹ If a fixed route transit provider operates a fleet of fewer than 50 buses, as is the case with Plymouth Metrolink, then the transit provider is only required to set system-wide standards and policies, and is not required to collect and report demographic data, evaluate service and fare equity changes, nor monitor transit service. ²²

The service standards and policies are required for each specific fixed route mode of service provided, and must address how the service is distributed across the transit system. The FTA lists these effective practices to fulfill the service standard requirements: vehicle load, vehicle headway, on-time performance, service availability, distribution of transit amenities, and vehicle assignment.

There will be no financial impact as a result of adopting these service standards and policies.

Quantitative Service Standards

Vehicle Load

Vehicle load is the ratio of passengers to the number of seats on a vehicle, relative to the vehicle's maximum load point. This value is used to determine whether a bus is overloaded and additional service is needed. The result may be greater than 100% if some standing passengers are acceptable on a particular bus. All Plymouth Metrolink fixed route vehicle loads are peak rush hour, except midday route 795. ²¹

All express routes are 40-foot, low-floor buses and 45-foot Motor Coach buses. For purposes of this assessment only, maximum vehicle load calculations are calculated assuming no passengers in wheelchairs are present. On a 45-Foot MCI bus 57 Seat bus, a vehicle load of 1.4 means full and approximately 20 passengers are standing. On a 40-seat bus, a vehicle load of 1.3 means all seats are filled and there are approximately 12 people standing in the bus.

Chart 1: Plymouth Metrolink Maximum Allowable Vehicle Loads

Bus-Size	Seating Capacity	Standing Passengers	Maximum Vehicle Loads
45-foot bus	57	12	1.4
40-foot bus	38	20-30	1.3
20-foot bus	10	0	1

²¹ Title VI of the Civil Rights Act of 1964, 42 U.S.C. Section 2000d; Federal Transit Administration (FTA) Circular 4702.1.B, October 1, 2012. ²² *Ibid*

Chart 2: Regional Vehicle Load Guidelines for Area III²³

Type of Route	Number of Vehicle Seats	Percent of Seats Filled peak Period
Fixed Route	38-57	15%
Click-and-Ride	10 or 20	30%

Regional guidelines are based on the number of seats on the vehicle, measured at the maximum load point of the route. These standards are flexible on the fringe of a peak period. The maximum customer load average is over a 15 minute period on a consistent basis. The vehicle load measured is per trip for each route.

Vehicle Headways

Vehicle headway is the amount of time between two vehicles traveling in the same direction on a given line or combination of lines. The vehicle headway standard is designed to ensure that passengers have equitable wait times for transit vehicles. Vehicle headways are measured as the amount of time between the departure of two subsequent buses along the same route or service corridor.

Plymouth Metrolink differentiates between two types of fixed route bus service: local shuttle routes provide service within Plymouth to and from park and ride lots during peak periods, while express routes provide service between Plymouth and downtown Minneapolis during peak periods.

Service Type	Route
Fixed Route Express	774,776,777,790, 795
Fixed Route Reverse	747
Local Service	Click and Ride

The regional standard is a maximum headway of 30 minutes during peak periods along all fixed routes.²⁴ Improved headways will be considered along routes in cases where the maximum load factor is exceeded and resources are available to improve service. For example, at Station 73 the headway was reduced to 15 minutes during peak rush hours. All Plymouth Metrolink fixed routes operate during peak rush hours, except two midday routes (774 & 795).

Additional express bus service will be considered along routes with a demonstrated or projected daily ridership that supports at least two round-trips carrying 10 passengers per trip on average when resources are available to improve service. All Plymouth Metrolink routes meet the regional standards of three express trips during rush hour (peak) and 60 minutes minimal frequency on each route during rush hour.²⁵

²³ Metropolitan Council 2030 Transportation Policy Plan, Appendix G, Tables G-10 and G-11

²⁴ Metropolitan Council 2040 Transportation Policy Plan, Appendix G.

²⁵ *Ibid*.

On Time Performance

The on-time performance standard is designed to ensure that the reliability of transit service is equitable for passengers. On-time performance is measured as the percentage of trips that depart time points within a certain number of minutes of published schedules.

The recommended standard for Plymouth Metrolink bus service is 95%. A bus is considered not on time if it departs a time point more than two (2) minutes earlier than the published time, or three (3) minutes later than the published time, and if the noncompliance is the result of non-rider, non-traffic, and non-weather related occurrences.²⁶

Service Availability

Service Availability is the general measure of the distribution of routes within an agency's service area.

The service availability standard is a broadly defined measure of geographic access to transit services.

Plymouth Metrolink measures the availability of bus service in a manner that reflects the ability to modify bus service. The City of Plymouth is in Area III, for which there are transit market area service availability standards delineated by the region.²⁷ Plymouth provides express, and public Click ad Ride service.

Plymouth Metrolink fixed route bus service is provided to Plymouth residents and people who commute to Plymouth on the following basis: The routes are distributed evenly throughout the city of Plymouth in areas that are established and fully developed as residential, industrial, and commercial areas and depend upon access to a major highway, and operational feasibility.

²⁶ City of Plymouth Transit Maintenance and Operations Agreement, December 2012, App. A, Sec. 14.1, p. 18.

²⁷ Metropolitan Council 2040 Transportation Policy Plan, Appendix G. ²⁷ Metropolitan Council 2040 Transportation Policy Plan, Appendix G.

Qualitative Service Practices

Distribution of Transit Amenities

Installation of transit amenities along bus routes are based on the number of passenger boarding at stops and stations along those routes. Plymouth Metrolink will also consider other amenities along the bus routes and exposure to inclement weather to waiting passengers along the routes. Plymouth Metrolink shuttle/local routes stop along the route in Plymouth when signaled by a waiting rider or a passenger on the bus. Too many stops increase bus travel time, so express buses have specific stops and do not stop until they become local shuttles.

The City of Plymouth is within the regional minimum standards for transit amenities.²⁸ These include lights, heaters, trash receptacles, and standalone benches at transit centers (Station 73 and The Reserve); lights at park and ride lots (Nathan Lane and St. Philip the Deacon); and lights and heaters at most bus shelters. The trash receptacles are currently provided at all bus shelters, but will be removed from the shelters not associated with park and ride lots to conform to regional standards. Other amenities are provided depending upon the size, location and use of the facility

Vehicle Assignments

Plymouth Metrolink has peak express and local feeder fixed routes. All Plymouth Metrolink buses are equipped with air conditioning, heaters, automated stop announcement systems, lifts, bicycle racks and route information. All 40-foot buses are low-floor buses. Buses will be assigned to the four quadrants of Plymouth such that the average age of the fleet serving each area does not exceed 12 years. Low-floor, 40-foot buses are deployed on express and feeder routes, so these buses carry a higher share of the overall ridership than the local shuttle buses.

Local shuttle routes with lower ridership may be assigned 20-foot to 30-foot buses rather than the 40-foot buses. Bus assignments take into account the operating characteristics of buses of various lengths, which are matched to the operating characteristics of the route. For safety reasons, any routes requiring tight turns on residential streets are operated with smaller (20-foot to 30-foot) buses rather than the 40-foot buses.

²⁸

Metropolitan Council Transportation Policy Plan, Appendix G, Table G-9 Facility Amenities. 29 Title VI of the Civil Rights Act of 1964, 42 U.S.C. Section 2000d; Federal Transit Administration (FTA) Circular 4702.1.B, October 1, 2012. 30 Ibid; and Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, 1994.

TITLE VI CERTIFICATION AND ASSURANCES

The City of Plymouth submits an annual Title VI Certification and Assurance to the Metropolitan Council upon request (Appendix B). The City of Plymouth requires a signed Affirmative Action Certification of Compliance Form with all contracts (Appendix B). The City of Plymouth includes Title VI assurance language in contracts (Appendix E). These Title VI assurances must be submitted as part of a standard list of assurances provided by subrecipients to their direct recipient(s).²⁹ The Metropolitan Council is the recipient of Federal Transit Authority (FTA) funds that are sometimes passed to other transit providers. The City of Plymouth recognizes that Title VI and related statutes, as well as the Environmental Justice (EJ) Nondiscrimination Policy impacts all transportation decision making.³⁰ However, only those departments and divisions having significant Title VI responsibilities are identified below.

Administration Department City Clerk Division

Communication Division
Finance Division
Community Development
Housing Division
Human Resources Department
Parks and Recreation Department
Park Maintenance and Forestry Division
Police Department
Public Works Department
Engineering Division
Facilities and Maintenance Division
Transit Division

²⁹ Title VI of the Civil Rights Act of 1964, 42 U.S.C. Section 2000d; Federal Transit Administration (FTA) Circular 4702.1.B, October 1, 2012.

³⁰ Ibid; and Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, 1994.

PLYMOUTH ADMINISTRATION

The City of Plymouth is classified as a home rule charter city under Minnesota law. A home rule charter city receives its enabling authority through the adoption of a city charter. The Plymouth city charter is the city's constitution, which provides for the type of government and outlines the functions, structure and procedures of city government. The charter was drafted by Plymouth residents and adopted in 1993. The City of Plymouth has a council-manager form of government. The City Council exercises the legislative power of the city, determines matters of policy, sets the direction for the city, and appoints a city manager.

The city manager is responsible to the City Council for the proper administration of city affairs and handles the daily operations. The organizational chart displays the Plymouth organization and the governance affecting the transit program (Appendix F: City of Plymouth Organizational Chart). The city also has a relationship with First Transit, the maintenance and operation contractor for Plymouth Metrolink, and the Metropolitan Council.

Governance

The Plymouth City Council has seven members who are elected by the residents of Plymouth. The city is divided into four wards of roughly equal population each represented by a council member. Two council members and the mayor serve the city at large. All meetings of the Plymouth City Council and its committees are open to the public. The Plymouth City Council appoints several citizen commissions and committees, to study and advise the City Council on a variety of issues. The City Council makes appointments to boards and commissions each year

DESIGNATION

Responsibility for Title VI Program Implementation

The Plymouth City Council has overall responsibility for the Title VI program and performs the role of providing policy leadership regarding the implementation of the program.

The Transit Administrator has responsibility for establishing and maintaining a City of Plymouth Title VI program. The Transit Administrator is also the designated Plymouth Title VI Liaison to the Metropolitan Council Title VI Liaison. The Transit Manager communicates through the Public Works Director and the City Manager with the Plymouth City Council and communicates directly with the Metropolitan Council Title VI Liaison regarding Title VI program matters.

City Manager and Department Directors

The City Managers and Directors have the ultimate responsibility for effectively implementing and promoting the Title VI program throughout all departments with a focus on the following:

Foster awareness of nondiscrimination requirements.

Participate in the development and implementation of the Title VI Program and Guidelines.

Identify and prioritize areas of vulnerability and/or need.

Formulate and prioritize strategies to address areas of vulnerability.

Develop a Title VI Work Plan.

Establish program roles and responsibilities

Act on the Title VI Program Plan.

Continuously assess the plan's effectiveness.

Department	Name	Gender	Race
City Manager	Dave Callister	M	W
Deputy City Manager	Amanda Kaufman	F	
Public Works Director	Michael Thompson	M	W
Public Safety Director	Erik Fadden	M	W
Community Development - Director	Grant Fernelius	M	W
Ali Timpone	Human Resources Director	F	W
Park and Recreation Director	Jennifer Tomlinson	F	W
Fire Chief	Andy Etzel	M	W
Finance Director	Andrea Rich	F	W

Title VI Liaison

The Transit Manager shall be appointed and act as Title VI Liaison for the city. The Title VI Liaison shall work on the Title VI Program Plan and Guidelines and play a participatory lead role in the development and implementation of Federal Transit Administration (FTA) Title VI Compliance Program citywide. The Transit Manager shall consult and cooperate with the Metropolitan Council Title VI Liaison and other Title VI experts and consultants upon occasion.

Transit Manager as Title VI Liaison shall do the following:

Provide guidance and technical assistance on Title VI matters and be responsible for the overall program, review required Title VI compliance, develop procedures, and monitor for: Prompt processing and resolution of Title VI complaints Collection of statistical data (race, ethnicity, color or national origin, on participants in, and beneficiaries of the city's programs, activities and services Identification of discrimination

Elimination of discrimination when discrimination is found to exist

Prompt resolution in deficient areas

Review for compliance with Title VI requirements

Ensure Title VI requirements are included in transit policy directives and that the procedures used have built-in safeguards to prevent discrimination.

Correct Title VI problems or discriminatory practices or policies found when conducting self-monitoring and compliance review activities. Ensure Title VI discrimination complaints are investigated.

Assure that Title VI information for public dissemination is developed in languages other than English, where appropriate. Refer Title VI discrimination complaints to the Metropolitan Council Director, Equal Opportunity, when appropriate. Consult occasion. Title VI Interdisciplinary Team The City of Plymouth Title VI Liaison shall assemble a Title VI Interdisciplinary Team as necessary to provide guidance to the city manager, department directors, transit manager/Title VI liaison, and program personnel and serve as advisors to fully implement the Title VI Program.

This coordinated and cooperative team approach is essential to sufficiently mitigate the effects to adversely impacted communities and to ensure mechanisms are in place to avoid discrimination. The Title VI Interdisciplinary Team would be composed of city staff and at least one representative from First Transit. The process described above with the Metropolitan Council Title VI Liaison and other Title VI experts and consultants and the city attorney upon is reactive in nature and the Transit Administrator is responsible to oversee said team.

To date, the Title VI Interdisciplinary Team has not been assembled as there have been no Title VI complaints received by the City.

Appendix A:

Plymouth Metrolink Transit Facilities and Amenities

Station 73, 10905 Highway 55, Plymouth, MN 55441

Station 73 is a park and ride four-level parking ramp with parking for 288 vehicles. It has outdoor and indoor stairwells and an elevator. The climate controlled lobby has two rest rooms. A bicycle rack is sheltered and located near the outside stairwell.

The bicycle lockers were removed because they were never used. The benches and trash containers are located both inside and outside. Recycling is located inside the lobby. A cigarette container is located in the bus loading area. There are security cameras inside at the outside stairwells, all levels, inside stairwell all levels, bus layover area and entrance and exit to the ramp. The facility is ADA compliant. There is an area for route maps and transit information in the lobby. A locked information board holds transit information.

The Reserve Passenger Waiting Station, 5300 Cheshire Lane, Plymouth, MN 55447

The Reserve is a climate controlled building for passenger use only. The building is located in a high-density residential area. The building has two restrooms and is ADA accessible. There is a locked information board with transit information. There are benches, and an area with route maps and transit information for people to take.

The Northwest Greenway Park and Ride, 5250 Peony Lane, Plymouth, MN 55446

The Northwest Greenway building is a climate controlled passenger ADA accessible lobby with two rest rooms, inside and outside benches.

Bus Shelter Locations

Address or Intersection	Heater	Bench
Lancaster Ln N / Pilgrim Ln N (on Lancaster)	Y	Y
Lancaster Ln N / Pilgrim Ln N (on Lancaster)	Y	Y
Lancaster Ln N / 36th Ave N (on Lancaster)	N	Y
Nathan Ln N / 45th Ave N (on 45th)	Y	Y
17205 County Rd 6, Plymouth, MN 55447	Y	Y
34th Ave N / Harbor Ln (on 34th Ave)	N	Y
34th Ave N / Harbor Ln (on Harbor Ln N)	N	Y
Plymouth Blvd/Rockford Rd	N	Y
1405 Xenium Ln N, Plymouth, MN 55441(On Xenium)	N	Y
The Reserve (54th/Annapolis Ln)	N	Y
The Reserve (Annapolis Ln /53rd)	N	Y

Appendix B Certification and Assurances Signed

Certifications and Assurances

Fiscal Year 2025

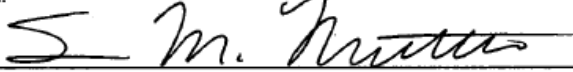
Name Michael Thompson Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): City of Plymouth/Plymouth Metrolink

As the undersigned Attorney for the above-named Applicant, I hereby affirm the Applicant has the authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature  Date: 6/6/25

Name SURGEON M. MATTICK Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.

Appendix C

Acknowledgement of Receipt of Title VI and Limited English Proficiency Plans

Acknowledgement of Receipt of Title VI and Limited English Proficiency Plans

All City of Plymouth Transit Division employees are expected to consider, respect, and observe this Plan in their daily work and duties. If anyone approaches you with a question or a complaint, direct him or her to the Transit / Solid Waste Manager who is the Title VI Manager.

I hereby acknowledge the receipt of the City of Plymouth Title VI Program and the Limited English Proficiency Plan. I have read the plan and am committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.A, and any subsequent amendments to 49 CFR part 21 and related executive orders and federal circulars.

Your Signature_____ Date_____

Print your name_____

Title_____

Print Your Department_____ Organization_____

Appendix D Title VI Complaint Form

Complainant Information

*Name:

First Name: _____ Last Name: _____

Address: _____

Street Number and Name: _____

City: _____ State/Province/Region: _____ Postal/Zip Code: _____

*Telephone Number: _____ Other Phone: _____ Ext: _____

*Email Address: _____

Aggrieved Individual (if other than Complainant)

Name:

First Name: _____ Last Name: _____

Address: _____

Street Number and Name: _____

City: _____ State/Province/Region: _____ Postal/Zip Code: _____

Telephone Number _____

Other Phone: _____ Ext: _____

*Email Address: _____

Nature of the Complaint

Which of the following best describes the reason you believe the discrimination took place?

☐ Race

☐ Color

☐ National Origin

*Date of Occurrence: _____

*Description of Violation:

*Requested Action of City to Correct Alleged Violation:

Complaint Continued

- * Have you filed this complaint with another agency or court? (Federal, state or local)
- ☐ Yes
 - ☐ No

Comments

Additional Comments:

Signature: _____ Date: _____
For questions or to request translation of this document, contact customer service at transit@plymouthmn.gov or 763-509-5535

Appendix E: City of Plymouth Title VI Assurance Contract Language³¹

The City and the Contractor, as it applies to the Contractor as the operator of the Plymouth Metrolink fleet, will carry out the U.S. Department of Transportation's Title VI regulations (49 CFR part 21) and integrate into the City and Contractor's programs and activities the considerations expressed in the Department's Order on Environmental Justice (Order 5610.2), and Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient ("LEP") Persons (70 FR 74087, December 14, 2005), Title VI and Title VI-Dependent Guidelines for FTA Recipients (C 4702.1A, May 13, 2007), any subsequent amendments to 49 CFR part 21, and related executive orders and federal circulars.

Compliance with Laws, Policies, and Regulations³²

The Contractor shall comply with all of City's resolutions, policies, and ordinances applicable to this Agreement and with any local, state or federal laws or regulations applicable to the services provided under this Agreement.

Licenses and Taxes

The Contractor and its subcontractors shall procure and keep current any and all licenses, permits, or certificates which are or may be required by properly constituted authorities for the performance of the service.

Nondiscrimination

The proposers must agree to comply with all of the provisions of Minnesota Statutes, Section 181.59, which relate to civil rights and discrimination and all state and federal statutes regarding employment and discrimination. Service shall be provided without regard to race, color, creed, religion, national origin, and without regard to sex, age, disability, public assistance status, or sexual orientation. Proposers must agree to comply with employment practices whereby no applicant for employment or employee hired shall be discriminated against with respect to that person's hire, tenure, compensation, terms, upgrading, conditions, facilities, or privileges of employment by reason of race, color, creed, religion, national origin, age, sex, disability, public assistance status, or sexual orientation, except as may be based upon bona fide occupational qualifications.

Certificate of Compliance for Public Contracts

Under the provisions of Minnesota Statutes section 473.144, the City may not accept a bid or proposal for over \$100,000 from any business having more than forty (40) full-time employees.

³¹ City of Plymouth Agreement for the Operation and Maintenance of Plymouth Metrolink Public Transit Services 2011-2016, p. 13.

³² City of Plymouth Request for Proposals for the Operation and Maintenance of Plymouth Metrolink Public Transit Services, February 15, 2011, pp. 22-23.

In Minnesota on a single working day during the previous twelve (12) months, unless that business has submitted an affirmative action plan to the Minnesota Commissioner of Human Rights for approval. The City may not execute a contract for over \$100,000 with any business having more than forty (40) full-time employees in Minnesota on a single working day during the previous twelve (12) months, unless that business has an approved affirmative action plan, evidenced by a Certificate of Compliance from the Minnesota Department of Human Rights.

A certificate is valid for 2 years. In addition, for any business which did not have more than forty (40) full-time employees in Minnesota, but which had more than forty (40) full-time employees on a single working day during the previous twelve (12) months in the state in which it has its primary place of business, the City may not execute a contract with such a business unless the business has an approved affirmative action plan, evidenced by a Certificate of Compliance from the Minnesota Department of Human Rights, or the business certifies to the City that the business is in compliance with federal affirmative action requirements.

To ensure compliance with this statute, proposers must submit with their proposal EITHER:

A. A copy of the proposer's currently effective affirmative action Certificate of Compliance issued by the Minnesota Department of Human Rights; OR B. A signed Affirmative Action Certification Statement (Section 14 to the RFP) with information which indicates that the City can accept the proposer's proposal.

Failure to submit one of these documents along with the proposal will result in the proposal being rejected and returned to the proposer as non-responsive. Proposers are advised that the City may verify representations made by a proposer in any Affirmative Action Certification Statement which is submitted.

If a proposer submits an Affirmative Action Plan for approval of the Minnesota Commissioner of Human Rights in order to qualify for acceptance of its proposal by the City and becomes the selected vendor, the City will not execute the contract for services until the Proposer has actually been issued a Certificate of Compliance from the Minnesota Department of Human Rights. The City is under no obligation to delay the award and execution of a contract until a proposer has completed the human rights certification process. It is the sole responsibility of a proposer to apply for and obtain a human rights certificate prior to contract award and execution.

FTA Regulations ³³

Specific provisions in this contract include, in part certain standard terms and conditions required by USDOT, whether or not expressly set forth in the contract provisions. All contractual provisions required by USDOT, as set forth in 49 CFR section 18.36 and FTA Circular 4220.1D, dated April 15, 1996, are hereby incorporated by reference. Notwithstanding anything to the contrary in this contract, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this contract. The contractor shall not perform any act, fail to perform any act, or refuse to comply with any city requests which would cause a local government violation of the FTA terms and conditions.

33 City of Plymouth Request for Proposals for the Operation and Maintenance of Plymouth Metrolink Public Transit Services, February 15, 2011, pp. 22-2

Appendix F: City of Plymouth Organizational Chart



2023 Organizational Chart

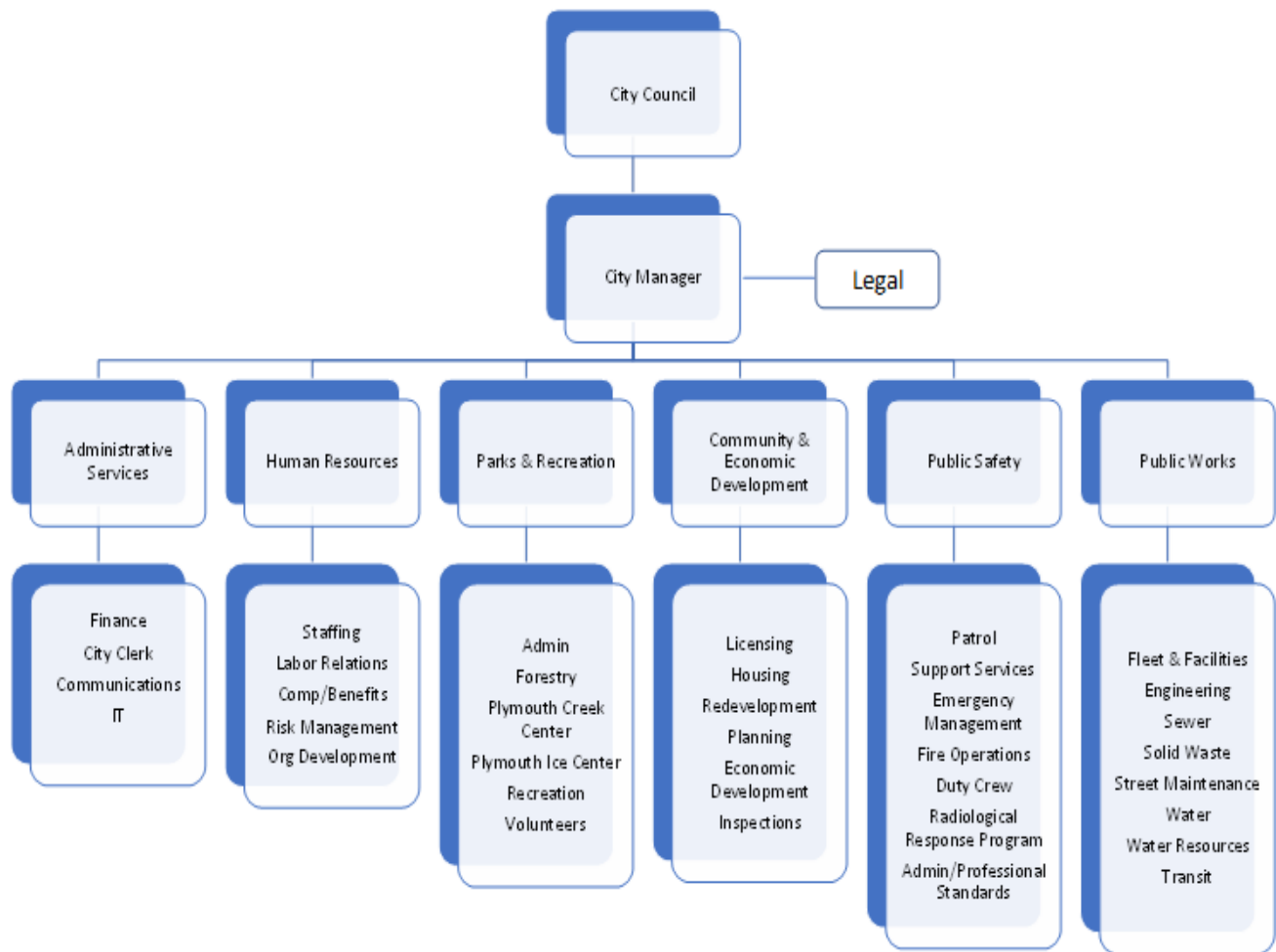


Exhibit 1: Affirmative Action Certification of Compliance Form

Proposer Company Name _____ Contract # _____

Project Name: _____

(NOTE: If the proposal amount exceeds \$100,000, EITHER this form OR a currently effective affirmative action Certificate of Compliance for the Proposer, issued by the Minnesota Department of Human Rights, MUST be submitted with the proposal.)

CHECK ONLY ONE BOX!

1. The business executing this certification did have more than 40 full-time employees within the State of Minnesota on one or more working days during the 12 months previous to the date this proposal is due. IN ADDITION, the business either:

☐

- a. Has submitted an Affirmative Action Plan for the employment of minority persons, women, and qualified disabled individuals to the Commissioner of Human Rights for approval; or
- b. Has a currently effective Certificate of Compliance from the Commissioner of Human Rights indicating that it has an approved affirmative action plan.

Note: Prior to execution of any agreement arising out of this procurement, the Proposer will be required to provide the city with a copy of its currently effective Certificate of Compliance.

2. The business executing this certification did not have more than 40 full-time employees within the State of Minnesota on any working day during the 12 months previous to the date this proposal is due.

Note: Prior to execution of any agreement arising out of this procurement, the Proposer will be required to provide the city with at least one of the following on a form to be provided by the city:

☐

- a. A certification that the Proposer has a currently effective Certificate of Compliance issued by the Commissioner of Human Rights along with the copy of that document; or
- b. A certification that the business is in compliance with federal affirmative action requirements; or
- c. A certification that the business' primary place of business is not in the United States; or
- d. A certification that the business did not have more than 40 full-time employees on any working day during the 12 months prior to the date on which it submitted its proposal, in the state where the business has its primary place of business.

Instructions: If a proposal is in an amount greater than \$100,000, the city cannot accept the proposal unless the Proposer can affirm either Statement #1 or Statement #2 below. The Proposer must select (by checking the appropriate box) and certify as true one of the two statements below, if it is able to do so. In making its certification, the Proposer should carefully bear in mind the post-submittal requirements noted in connection with each statement. After submittal of the proposal the city reserves the right to require documentation from the Proposer supporting the certification or to otherwise verify the accuracy of the certification. If neither statement can be affirmed, no proposal should be submitted.

CERTIFICATION

On behalf of the Proposer, I certify that the above response is true as of the date this form is signed. I have read and understand the requirements related to this certification statement.

Proposer Name: _____

Signature: _____ Date: _____ Printed Name: _____ Title: _____

Exhibit 3 Plymouth Metrolink Transit Route Summary

Exhibit 3 Plymouth Metrolink Transit Route Summary						
Route Number	Type of Service	Origin of Route	Number of Trips East	Number of Trips West	Frequency Per Hr	Station Stop
747	Reverse Regular and Express Commute	Medina Rd & Holly Ln N	10	8	30	73
774	Regular Express Commute	Dunkirk Park and Ride	8	8	30	73
776	Regular Express Commute	Vickburg & Co.Rd 47	5	5	40	
777	Regular Express Commute	Peony Ln & Old Rockford Rd	5	7	30	73
790	Regular Express Commute	Quinwood & Bass Lake Rd	5	5	40	
795	Mid-day Regular Express Commute	Oak St/Delaware St Ne	0	2	120	73

Exhibit 2 Fleet and equipment inspection Form



PLYMOUTH METROLINK BUS INSPECTION REPORT

DATE: _____

Unit # _____

LOCATION: _____

	Acceptable	Deficient	Explanation
Brake System			
Front			
Rear			
Park			
Parking Brake			

	Acceptable	Deficient	Explanation
Control Panel			
APC			
AVL & Login			
Brakelights, Tail lights			
Destination Sign			
Directional Signals & Flashers			
Dispatch communication / radio			
Door operation			
Driver alarms			
Emergency exits & alarms			
Fare Box			
Fire extinguisher charge & exp date			
Go - To			
Headlights			
Horn			
Kneel System			
Speaker			
Wheelchair Lift			
Windshield wipers, fluid			

	Acceptable	Deficient	Explanation
Suspension			
Axles			
Bellows			
Miscellaneous			
Rods			
Shocks			
Trail Arms			

	Acceptable	Deficient	Explanation
Steering Unit			
Hydraulics			
Power Unit			
Steer Rods			
Sway Bars			

Exhibit 4: Plymouth Metrolink Transit Route Map

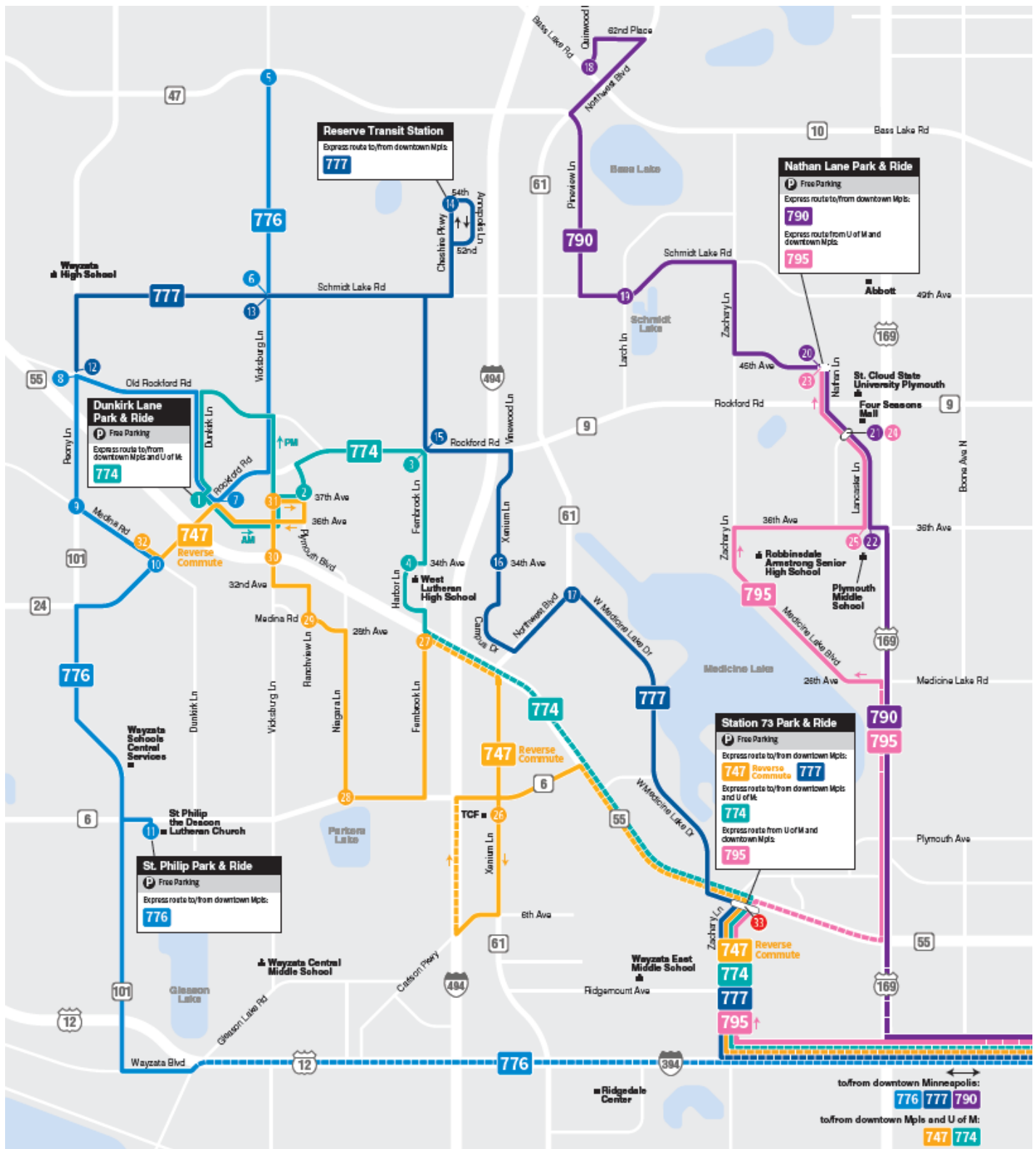


Exhibit 5: Definitions

- a. **Adverse Effect:** the totality of significant individual or cumulative human health or environmental effects, including interrelated social and economic effects, which may include, but are not limited to bodily impairment, infirmity, illness, or death; air, noise, and water pollution and soil contamination; destruction or disruption of man-made or natural resources; destruction or diminution of aesthetic values; destruction or disruption of community cohesion or a community's economic vitality; destruction or disruption of the availability of public and private facilities and services; vibration; adverse employment effects; displacement of persons, businesses, farms, or non-profit organizations; increased traffic congestion, isolation, exclusion or separation of individuals within a given community or from the broader community; and the denial of, reduction in, or significant delay in the receipt of benefits of DOT programs, policies, or activities.
- b. **Age:** Persons of any age. Age is a protected category under Title VI. Example: A person 21 years old.
- c. **Bus:** For Plymouth's purposes, any motor vehicle designed, constructed or used for the transportation of 9 or more passengers.
- d. **Compliance:** a satisfactory condition existing when a recipient has effectively implemented all of the Title VI requirements or can demonstrate that every good faith effort toward achieving this end has been made.
- e. **Color:** color of skin, including shade of skin within a racial group, is a protected category under Title VI. Examples: black, white, light brown, dark brown, etc.
- f. **Deficient:** a condition where, after a review of a recipient's or subrecipient's practices, and barring an adequate justification from the recipient or subrecipient, the FTA determines that the entity has not followed specific provisions of the FTA required guidance and procedures (FTA Circular 4702.1C).
- g. **Disability:** a person with a physical or mental impairment, permanent or temporary, or perceived as such. This is a category protected under Title VI. Examples: blind, alcoholic, para-amputee, epileptic, diabetic, arthritic.
- h. **Discrimination:** any act or inaction, whether intentional or unintentional, in any program or activity of a federal aid recipient, subrecipient, or contractor that results in disparate treatment, disparate impact, or perpetuating the effects of prior discrimination based on race, color, or national origin. 77 Metropolitan Council, Title VI Compliance and Implementation Plan, 2011, pp. 6-9, 43; U.S. Census Data, www.census.gov; and www.metrocouncil.org/data; Federal Transit Administration, www.fta.gov; and the City of Plymouth's Plymouth Metrolink.
- i. **Disparate Impact:** neutral policies or practices that have the effect of disproportionately excluding or adversely affecting members of a group protected under Title VI, and the recipient's policy or practice does not have substantive justification.
- j. **Disparate Treatment:** actions that result in circumstances where similarly situated persons are

treated differently (i.e., less favorably) than others because of their race, color, or national origin.

k. **Disproportionately High and Adverse Effect on Minority and Low-income Populations:** an adverse effect that:

- 1) Is predominately borne by a minority population and/or a low-income population, or
- 2) Will be suffered by the minority population and/or low-income population and is appreciably more severe or greater in magnitude than the adverse effect that will be suffered by the non-minority population and/or non-low-income population.

Environmental Justice Activity: an action taken by DOT, FTA, or a recipient or subrecipient of FTA funding to identify and address adverse and disproportionate effects of its policies, programs, or activities on minority and/or low-income populations, consistent with Executive Order 12898 and the DOT Order 5610.2 on Environmental Justice.⁷⁸

n. **Ethnicity:** A Title VI protected group category. Examples: Hispanic and Latino populations, which includes persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

o. **Fixed Guideway:** a public transportation facility using and occupying a separate right-of-way or rail for the exclusive use of public transportation and other high occupancy vehicles, or using a fixed catenary system and a right-of-way usable by other forms of transportation.

p. **Federal Financial Assistance:**

- 1) Grants and loans of federal funds;
- 2) the grant or donation of federal property and interests in property;
- 3) the detail of federal personnel;
- 4) the sale and lease of, and the permission to use (on other than a casual or transient basis), federal property or any interest in such property without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient; and
- 5) Any federal agreement, arrangement, or other contract that has as one of its purposes the provision of assistance.

q. **FTA:** the Federal Transit Administration, an agency within the United States Department of Transportation.

r. 78 Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, 59 FR 7629, Feb. 11, 1994; EJ Circular 4703.1, August 2012, (as amended).

s. **FTA Activity:** any program of assistance authorized by the Federal Transit Laws at 49 U.S.C. Chapter 53 or the Federal Highway Laws of Title 23 United States Code that are administered by the Federal Transit Administration.

t. **Grantee:** A direct or indirect recipient of federal financial assistance from the FTA.

u. **iWATCH Program:** A community awareness program created to educate the public about behaviors and activities that may have a connection to criminal activity; a partnership between the community and the Plymouth Police Department to be aware, look out for each other, and report behavior and activity that may indicate any type of crime may occur. iWATCH is about behaviors and activities, not about how a person looks.

v. Limited English Proficient (LEP) Persons: persons for whom English is not a primary language and who have a limited ability to speak, understand, read, or write the English language. This includes people who reported to the U.S. Census that they do not speak English well or do not speak English at all.

w. Low-Income: a person whose median household income is at or below the Department of Health and Human Services' poverty guidelines.

X .Low-Income Population: any readily identifiable groups of low-income persons who live in geographic proximity, and, if circumstances warrant, geographically dispersed/transient persons who will be similarly affected by a proposed DOT program, policy, or activity.

y. Minimal Frequency: The average number of minutes between transit vehicles on a given route or line, moving in the same direction. (See Vehicle Headway.)

z. Minority Persons include the following:

a) American Indian and Alaska Native, which refers to people having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

b) Asian, which refers to people having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent.

c) Black or African American Populations, which refers to peoples having origins in any of the Black racial groups of Africa.

d) Hispanic or Latino Populations, which includes persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

e) Native Hawaiian and Other Pacific Islander, which refers to people having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

aa. Minority Population: any readily identifiable group of minority persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient populations who will be similarly affected by a proposed DOT program, policy, or activity.

bb. National Origin: the particular nation in which a person was born, or where the person's parents or ancestors were born.

aa. Noncompliance: a FTA determination that the recipient or subrecipient has engaged in activities that have had the purpose or effect of denying persons the benefits of, excluding from participation in, or subjecting persons to discrimination in the recipient's program or activity.

bb. On-Time Performance: A measure of runs completed as scheduled.

cc. Passenger: a person who is on board, boarding, or alighting from a transit vehicle for the purpose of travel.

dd. Persons: where designation of persons by race, color, or national origin is required, the following designations ordinarily may be used: White not of Hispanic origin, Black not of Hispanic origin, Hispanic, Asian or Pacific Islander, Native American Indian or Alaskan Native. Additional subcategories based on national origin or primary language spoken may be used where appropriate, on either a national or regional basis.

ee. Predominantly Minority Area: a geographic area, such as a neighborhood, Census tract, or traffic analysis zone, where the proportion of minority persons residing in that area exceeds the average proportion of minority persons in the recipient's service area.

ff. Predominantly Low-Income Area: a geographic area, such as a neighborhood, Census tract, or traffic analysis zone, where the proportion of low-income persons residing in that area exceeds the average proportion of low-income persons in the recipient's service area.

gg. Race: An individual belonging to one of the accepted anthropological racial groups; or the perception, based usually on physical characteristics that a person is a member of a racial group. Examples: Black or African American, White (Caucasian), Asian, Native American or Alaskan Native, Asian Indian, Chinese, Filipino, Guamanian or Chamorro, Japanese, Korean, Native Hawaiian, Other Pacific Islander, Samoan, Other Asian, Other Race.

hh. Recipient: any political subdivision, instrumentality, or any public or private agency, institution, department or other organizational unit receiving financial assistance from the FTA.

ii. Rider: a person or passenger who is on board, boarding, or alighting from a transit vehicle for the purpose of travel.

jj. Route Deviation: A departure from the route's primary street to serve a specific transit generator.

kk. Service Area: either the geographic area in which a transit agency is authorized by its charter to provide service to the public, or the planning area of a state department of transportation or metropolitan planning organization.

ll. Sex: Gender is a protected category under Title VI. Examples: women and men.

mm. Service availability: A general measure of the distribution of routes within an agency's service area.

nn. Service Span: Number of hours during the day between the start and end of service on a transit route.

oo. Service Standard or Policy: an established policy or service performance measure used by a transit provider or other recipient, or subrecipient as a means to plan or distribute services and benefits within its service area.

pp. Subrecipient: any entity that receives FTA financial assistance as a pass-through from another entity.

qq. TDD: A Telecommunication for the Deaf Device sometimes referred to as a TTY. A telephone conversation is conducted via relay with the Minnesota Relay Service (person and/or machine) which can translate or communicate the information between the parties.

rr. Title VI Program or Plan: a recipient's submission, provided to the FTA or to the subrecipient's direct recipient every three years, containing information in response to the requirements of the FTA Circular 4702.1.

ss. Transit Hub: a bus stop location that provides scheduled connections to at least one fixed route local or express bus route, and has passenger amenities.

tt. Vehicle Headway: The amount of time between two vehicles traveling in the same direction on a given route or combination of routes. (See Minimal Frequency.)

uu. Vehicle Load: Generally expressed as the ratio of passengers to the number of seats on a vehicle, relative to the vehicle's maximum load point. For example, on a 40-seat bus, a vehicle load of 1.3 means all seats are filled and there are approximately 12 standees.

EXHIBIT 6: AUTHORITIES AND REFERENCES

1. City of Plymouth Agreement for the Operation and Maintenance of Plymouth Metrolink Public Transit Services 2011-2016, December, 2012.

2. City of Plymouth Transit Maintenance and Operations Agreement, December, 2012,

Appendix A.

3. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, 1994.

4. Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, 59 FR 7629, Feb. 11, 1994; EJ Circular 4703.1, August 2012, (as amended).

5. Executive Order 13166, Limited English Proficiency (LEP), August, 2000.

6. Federal Transit Administration, Title VI Overview of C. 4702.1B, November 5, 2012.

7. Federal Transit Laws, as amended, 49 U.S.C., Chapter 53, et seq.

8. Metropolitan Council 2030 Transportation Policy Plan, Appendix G: Regional Transit Standards, November 2010.

9. Metropolitan Council Research 2011, U.S. Census Bureau Data 2011, American Community Survey 5 Yr Summary File 2007-2011, Based on C16004 Age by Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over – Universe: Population 5 Years and Over; Data Set 2007 – 2011 American Community Survey 5 – Year Estimates, http://stats.metc.state.mn.us/data_download/DD_Years.aspx?datasource=cen&comms='05302396242'&subjects='LANGATHOME'&level=COCTU, September 17, 2013.

10. Metropolitan Council Research, 2012, www.metrocouncil.org/data.

11. Metropolitan Council, Title VI Compliance and Implementation Plan, 2011.

12. North American Industry Classification System (NAICS) Business Inventory Workbook, November, 2012.

13. Plymouth Metrolink Annual Click-And-Ride Survey, 2017-2019.

14. Plymouth Metrolink Annual Fixed Route Commuter Survey, 2017-2019
15. Quick Reference (FTA) Title VI Circular 4702.1B, October 3, 2012.
16. Title VI of the Civil Rights Act of 1964, 42 U.S.C. Section 2000d; Federal Transit Administration (FTA) Circular 4702.1.B, October 1, 2012.
17. U.S. Census Data 2011, American Community Survey 5 Year Summary File 2007-2011, Metropolitan Council Research 2011, www.metrocouncil.org/data.
18. U.S. Department of Transportation Federal Transit Administration; Implementing the Department of Transportation's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons: A Handbook for Public Transportation Providers; April 13, 2007. 19. U.S. Department of Transportation Federal Transit Administration; Implementing the Department of Transportation's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons: A Handbook for Public Transportation Providers; April 13, 2008. 20. U.S. Department of Transportation FTA Policy Guidance, January 22, 2001. 21. World Media Group, LLC 2013; U.S. Census Bureau Data 2010; American Community Survey 5 Yr Summary File 2006-2010; Based on C16004 Age by Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over – Universe: Population 5 Years and Over; Data Set 2006 – 2010 American Community Survey 5 – Year Estimates; <http://www.usa.com/school-district-2731780-population-and-races.htm>, September 17, 2013

Exhibit 7 List of Federal Non-Discrimination Laws under Title VI.

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

Title VI of the 1964 Civil Rights Act, Section 60142 U.S.C. §2000d, provides that: No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Prohibits discrimination in impacts, services, and benefits of, access to, participation in, and treatment under federal-aid recipients' programs or activities

SECTION 324 FEDERAL-AID HIGHWAY ACT

23 U.S.C. 324 provides that: No person shall on the ground of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any 47 program or activity receiving Federal assistance under this title or carried on under this title.

Prohibits discrimination on the basis of sex.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973, provides that: —(N)o qualified handicapped person shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity that receives or benefits from Federal financial assistance.

Prohibits discrimination based on physical or mental handicap.

AGE DISCRIMINATION ACT OF 1975

The Age Discrimination Act of 1975, 42 U.S.C. §6101, provides that: (N)o person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Prohibits discrimination based on age.

CIVIL RIGHTS RESTORATION ACT OF 1987

The Civil Rights Restoration Act of 1987, P.L. 100-209, provides clarification of the original intent of Congress in Title VI of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973.

Restores the broad, institution-wide scope and coverage of the non-discrimination statutes to include all programs and activities of federal-aid recipients, sub-recipients and contractors, whether such programs and activities are federally assisted or not.

EXECUTIVE ORDER 12898 ENVIRONMENTAL JUSTICE

Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, 59 FR 7629, Feb. 11, 1994; EJ Circular 4703.1, August 2012, (as amended). Each federal agency, recipient and subrecipient of federal funds shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations.

This includes proactive steps to promote enforcement of all health and environmental statutes in areas with minority populations and low-income populations, ensure greater public participation, and improve research and data collection, and identification of patterns and consumption. Section 5-5 of this EO includes the LEP to provide concise, understandable, readily accessible information, documents and hearings to the public, including limited English speaking populations. An EJ transportation analysis will not satisfy Title VI requirements.

Title VI does not include low-income populations. Protects minority and low-income populations against adverse environmental and health effects, and prohibits discrimination based upon low-income and low proficiency Eng

EXECUTIVE ORDER 13166, LIMITED ENGLISH PROFICIENCY

This Executive Order directs Federal agencies, recipients and sub-recipients of Federal financial assistance to examine services they provide, identify any need for services to those with limited English proficiency (LEP), and develop and implement a system to provide services so LEP persons have meaningful access to them. In addition, Federal agencies develop and implement a plan to improve the language-accessibility of their programs by December 11, 2000. NEPA National Environmental Policy Act of 1969, 42 U.S.C 4321 et seq. Federal law that mandates the consideration of environmental impacts before any Federal action likely to significantly affect the environment is undertaken and establishes the Environmental Impact Statement process

Exhibit 8: Title VI Metrolink Poster



Plymouth Metrolink

YOUR RIGHTS UNDER TITLE VI

PLEDGE

The City of Plymouth, also known as Plymouth Metrolink, pledges that you will have access to all services and benefits without regard to race, color or national origin.

PROHIBITS DISCRIMINATION

The City of Plymouth will not tolerate discrimination by its employees or entities it contracts with for products and services.

GUARANTEED RIGHTS

Certain rights are guaranteed to you under Title VI of the Civil Rights Act of 1964, which says in part: No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

HOW TO FILE A COMPLAINT

If you believe that you have been discriminated against in relationship to the City of Plymouth, Plymouth Metrolink, or First Transit because of your race, color or national origin, go online to visit plymouthmn.gov/CommitmentToFairness to file a complaint, or contact:

Plymouth City Clerk
763-509-5000 (TDD 763-509-5065)
administration@plymouthmn.gov

REQUEST TRANSLATION

For questions or to request translation of this document, contact customer service at transit@plymouthmn.gov or 763-509-5535.

763-509-5535 | plymouthmn.gov/metrolink

Exhibit 9: 2022-2024 Language Spoken at Home Analysis from Annual Rider Survey

Fixed Route 2024			Click and Ride 2024		
Demographics - Primary Language			DEMOGRAPHICS - LANGUAGE		
English	53	94.64%	English	20	100.00%
Hindi	1	1.79%	Hindi	0	0.00%
Spanish	2	3.57%	Other (none specified)	1	5.00%
Russian	0	0.00%	TOTAL	20	100.00%
Total Responses	56	0.00%			

Fixed Route 2023			Click and Ride 2023		
Demographics - Primary Language			DEMOGRAPHICS - LANGUAGE		
English	96	95.05%	English	55	84.62%
Hindi	0	0.00%	Spanish	5	7.69%
Spanish	2	1.98%	Hindi	1	1.54%
Telugu	0	0.00%	Other (none specified)	4	6.15%
Tamil	2	1.98%	TOTAL	65	100.00%
Amharic	0	0.00%			
Chinese	0	0.00%			
Kannada	1	0.99%			
Total Responses	101	100.00%			

Fixed Route 2022			Click and Ride 2022		
Demographics - Primary Language			DEMOGRAPHICS - LANGUAGE		
English	34	94.44%	English	40	95.24%
Hindi	1	2.78%	Hindi	2	4.76%
Spanish	1	2.78%	Other (none specified)	3	7.14%
Russian	0	0.00%	TOTAL	42	100.00%
Total Responses	36	0.00%			

Exhibit 10 City Council Resolution

Will be placed here when approved.

CITY OF PLYMOUTH

RESOLUTION No. 2026-065

RESOLUTION APPROVING UPDATES TO TITLE VI PROGRAM AND LANGUAGE ASSISTANCE PLAN FOR PLYMOUTH METROLINK

WHEREAS, Plymouth Metrolink is a public transit agency operated by the City of Plymouth; and

WHEREAS, funding is received from the Metropolitan Council to operate the service; and

WHEREAS, as part of the funding requirement, the city must have an approved Title VI Program and Language Assistance Plan for Plymouth Metrolink to comply with the Title VI Civil Rights Act of 1964 and all associated federal laws and requirements.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA that the updated Title VI Program and Language Assistance Plan for Plymouth Metrolink are approved.

APPROVED by the City Council on this 24th day of February, 2026.

To: Dave Callister, City Manager

Prepared by: Amy Hanson, Facilities and Fleet Manager

Reviewed by: Michael Thompson, Public Works Director

Item: **Approve purchase of fire engine**

1. Action Requested:

Adopt attached resolution approving purchase of fire engine to support fire services.

2. Background:

The 2025–2034 Capital Improvement Plan (CIP) includes the scheduled replacement of one fire engine, the 2015 Rosenbauer Engine E-21 (Unit 51). In addition to responding to fire suppression incidents, the Fire Department utilizes its engines for a wide range of emergency and service calls, including medical emergencies, downed electrical wires, traffic control assistance, smoke detector and fire alarm activations and other public safety responses.

Fire Operations, in partnership with the Fleet Division, determines maintenance and replacement schedules for fire apparatus and equipment in accordance with guidelines and recommendations published by the National Fire Protection Association (NFPA). Replacement timelines are based on multiple factors, including anticipated service life, mileage, engine hours, evolving operational demands, technological advancements and rising maintenance costs.

Engine E-21 has been in service since 2015. As of year-to-date 2026, Engine E-21 has accumulated 129,711 miles and has responded to 8,983 calls since 2020, reflecting operational utilization. The unit has incurred \$142,531 in lifetime maintenance expenses, excluding fuel costs. Preventative maintenance is performed every 5,000 miles or annually, whichever occurs first. This service includes oil and filter changes, lubrication, comprehensive visual inspections to meet Department of Transportation (DOT) standards and all required NFPA performance testing and fire equipment

maintenance.

The existing unit will be sold once the replacement apparatus is placed into service.

3. Budget Impact:

The total cost of the replacement fire engine is \$1,133,453. The engine will be purchased through the Cooperative Purchasing Program under Sourcewell Contract No. 082025-RVG-1 from Fire Safety U.S.A. The city will receive an estimated deduction of \$31,500 with an 18-month lead time by utilizing a phased payment structure throughout the build process. The proposed payment schedule is as follows: Initial Deposit: \$250,000, Pre-Build Deposit: \$250,000, Chassis Deposit: \$150,000 and Final Payment Less Interest Earned: \$451,953. This phased approach reduces the overall purchase price. Funding for this apparatus replacement will be provided through the Central Equipment Fund. Cost Summary: Fire Safety U.S.A. — \$1,133,453.00, deduction for installment payments — (\$31,500), total expense is \$1,101,953.

4. Attachments:

1. Proposal
2. City Council Resolution 2026-066



PLYMOUTH (MN) FIRE DEPARTMENT

E-ONE CYCLONE RESCUE PUMPER

PROPOSAL & PRICING





PLYMOUTH (MN) FIRE DEPARTMENT E-ONE CYCLONE RESCUE PUMPER

CONTRACT PROPOSAL





PROPOSAL PRICING FOR:
**PLYMOUTH (MN)
FIRE DEPARTMENT**



E-ONE SELECT SERIES RESCUE PUMPER

\$1,133,453.00

QUOTED: FEBRUARY 19TH, 2026

QUOTE: 328 SELECT SERIES LOW HOSEBED RESCUE PUMPER

LEAD TIME: 24 MONTHS OR FEWER

INCLUDED IN QUOTED PRICE IN ADDITION TO COMPONENT LIST

- **TWO (2) YEAR BUMPER TO BUMPER WARRANTY**
- **LIFETIME FRAME WARRANTY / 10 YEAR PAINT WARRANTY / 25 YEAR FRAME RAIL CORROSION**
- **FREE PUMP / APPARATUS CERTIFICATION 1 YEAR AFTER DELIVERY ON FIRE SAFETY U.S.A.**
- **SHELVING ALLOWANCE OF \$15,000.00**
- **CHANGE ORDER / LOOSE EQUIPMENT ALLOWANCE OF \$35,000.00**
 - **NFPA GROUND LADDERS AND PIKE POLES**
 - **PREBUILD TRIP TO OCALA FL x4 PEOPLE**
 - **FINAL INSPECTION TRIP TO OCALA FL x4 PEOPLE**
- **ALL SPECIFICATIONS AND UPDATED CAD FILES FOR APPROVAL**
- **PRICING CONCESSION AND DISCOUNTS USING SOURCEWELL**

OPTIONS

- **PRE-PAYMENT OPTION: 4.5% SIMPLE INTEREST DEPOSIT TO COMPLETION E-ONE.**



FIRE SAFETY U.S.A. INC.

3253 19th STREET NW
ROCHESTER, MN 55901

TOLL-FREE: 1-877-699-3473

PHONE: 507-529-8444

FAX: 507-529-8111

WWW.FIRESAFETYUSA.COM



PLYMOUTH (MN) FIRE DEPARTMENT

E-ONE CYCLONE RESCUE PUMPER

DRWAINGS & RENDERS



PLYMOUTH FIRE DEPARTMENT



PLYMOUTH FIRE DEPARTMENT





PLYMOUTH (MN) FIRE DEPARTMENT

E-ONE CYCLONE RESCUE PUMPER

COMPONENT LIST



Fire Apparatus Quotation for:

CITY OF PLYMOUTH

Quote/Order: Q0000000328

Model: XPAL-CYCN

Revision: 1

Product: Select Series - Pumper - E-ONE Chassis

Status: Bid Review

Salesperson: Chirs Efta

TESTING COMPLIANCE STANDARD

Salescode	Exntended Description	Qty
1001-0103	The E-ONE supplied components of the vehicle shall meet the requirements of NFPA 1900, 2024 edition.	1
3090-0002	OAH. Unit has no overall height restrictions.	1
3090-0004	OAL. Unit has no overall length restrictions.	1
3090-0006	The hose bed is to have the capacity for the following hose. Hose load shall be listed from driver to officer. Lay 1 - 300 ft. of 1.75 DJLay 2 - 250 ft. of 2.50 DJLay 3 - 800 ft. of 3.00 DJLay 4 - 1000 ft. of 5.00 LDHLay 5 - 300 ft. of 1.50 DJLay 6 - 300 ft. of 1.50 DJEstimated Weight - 2136 lbs.	1
3340-1137-12B	Equipment allowance on the apparatus shall be 2000 lbs. This allowance is in addition to the weight of the hoses and ground ladders listed in the shop order as applicable.	1

INSPECTIONS AND PENALTIES

Salescode	Exntended Description	Qty
1002-0001	Final inspection trip.	1

BUMPERS

Salescode	Exntended Description	Qty
1160-0008	3/16" Front Bumper Gravel Shield.	1
1160-0014	20" Front Bumper Gravel Shield Extension.	1

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1160-0346	Heavy duty, formed, 12" front bumper with full wrap around. Corners to be tapered for an 8.5" wide mounting area (Units with drop style frame extension and recess notch mayl reduce size of mounting area). Includes support wings for outboard sides (as applicable). To be painted as specified. Unpainted	1
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BUMPER TRAYS

Salescode	Exntended Description	Qty
1150-0095	Hinged diamond plate lid for center bumper tray. Includes: seal, D-Ring latch and gas shock hold open device.	1
1150-0115-B45	Notch bumper tray lid for preconnected hose. Notch location: 4" front to rear x 3" side to side centered on officer side of center tray lid.	1
1150-0169	Bumper tray center of bumper without slats 12 inches deep.	1
1150-0354-000-13	Dri-Dek Brand Black floor matting covering on center bumper tray floor.	1

FRAME ASSEMBLY

Salescode	Exntended Description	Qty
1250-0011	Rear underbody support frame.	1
1250-0080	Frame assembly with 10.25 x 3.5 x .375 powder coated galvanized rails.	1
1250-0092	GEOMET coated frame assembly fasteners.	1

AXLE OPTIONS

Salescode	Exntended Description	Qty
1025-0016	Meritor RS-24-160 single rear axle 24,000 lb. capacity.	1
1025-0028	Koni shock absorbers for front axle - adjustable.	1
1025-0030	Stemco sight glass for front axle hubs. Inboard wheel seals will be Chicago Rawhide (or equivalent).	1
1025-0209	Meritor FL-943 front axle 20,000 lb. Includes maintenance free bushings.	1

SUSPENSIONS

Salescode	Exntended Description	Qty
1070-0012	Reyco rear suspension springs rated equal to the capacity of the axle. Can only be used up to 31,000.	1

WHEEL OPTIONS

Salescode	Exntended Description	Qty
1050-0001	Alcoa aluminum wheels for front axle (2).	1
1050-0003	Alcoa aluminum wheels for rear axle (4).	1
1050-0017	Each inside wheel of the single rear axle shall have valve stem extensions.	1
1050-0126	Alcoa front wheels (2) to be Dura-black IPOS finish (w/o center cap). Available with 941/943 and MFS axle up to 21.5K, DANA up to 24K and Reyco IFS. Cannot be used with 445 tires due to max rim width of 12.5". N/A with EzTrac hyd frt drive.	1

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1050-0127	Alcoa wheels (4) for single rear axle to be Dura-black IPOS finish (w/o center cap).	1
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TIRE OPTIONS

Salescode	Exntended Description	Qty
1060-0015	Four Michelin 11R rear tires with XDN2 all weather tread.	1
1060-0043	Two Michelin 425 tires model XYZ3 for front axle.	1
1060-0117	RWC AirGuard LED tire pressure monitoring valve stem caps (6) for single rear axle applications.	1

BRAKE SYSTEMS

Salescode	Exntended Description	Qty
1100-0001	Meritor EX225H 17" disc brakes for front axle.	1
1100-0003	Meritor EX225H 17" disc brakes for rear axle, maximum capacity 27,000 lbs.	1
1100-0005	Brake system air 4X2/4X4.	1
1100-0006	Parking brake release mounted on the driver's side lower dash.	1
1100-0024	G4 Electronic Stability Control (4x2), Includes RSC and ATC. Not available on mechanical 4x4, commercial chassis or tiller. (Available with Ez-Trac 4x4).	1

AIR SYSTEM OPTIONS

Salescode	Exntended Description	Qty
1110-0000-001	Inlet for air system. Location: driver door jamb.	1
1110-0002	Air dryer Bendix AD-9.	1
1110-0005	Automatic moisture ejectors, heated.	1
1110-0006	Air lines nylon.	1
1110-0026	Air horns Hadley e-tone recessed in bumper (PR).	1
1110-0027	Isolated air tank. Includes pressure protection valve.	1
1110-0043	Auxiliary air tank to be plumbed to the following optional accessories (if equipped): Chassis air horns, brake system air outlet, air reel, light tower, air primer, air operated devices and or customer/dealer installed pneumatic add-on(s).	1

ENGINES & TRANSMISSIONS

Salescode	Exntended Description	Qty
1200-0017	Push-button transmission shift selector.	1
1200-0021	TranSynd, Shell Spirax S6ATF A295, or equivalent synthetic transmission fluid for EVS4000 series.	1
1200-0097	Electronic limiting of speed to 68 MPH maximum. Note: Axle gear ratio will be as low as possible while allowing for 68 MPH top speed to improve acceleration. Note: Max speed may be set at 65 MPH due to tire rating.	1
1200-0490	Eng/Trans Cummins X10 450HP/1650TQ with EVS4000P transmission. 2027 EPA Compliant. Includes Acumen telematics and Certified Clean Idle holographic decal. Note: Until the 2027 EPA engine integration is finalized, option availability and body design relative to	1

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engine and aftertreatment are subject to change. Additional costs associated with the 2027 EPA engine will be passed on to the end user. No exceptions.

1200-0495	Transmission cooler. Required with 2027 EPA engine/trans w/o trans retarder.	1
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SECONDARY BRAKING

Salescode	Exntended Description	Qty
1125-0002	Jacobs engine compression brake. Note: Brake lights will illuminate when auxiliary brake is activated.	1
1125-0023	Transmission to seek second gear when Jacobs engine brake or Telma retarder is engaged. N/A with Trans retarder.	1

EXHAUST OPTIONS

Salescode	Exntended Description	Qty
1225-0086	Firwin exhaust blanket from the turbo down to the DPF and between the DPF and SCR. Required on 2027 EPA engines.	1

COOLING PACKAGE

Salescode	Exntended Description	Qty
1800-0041	Cooling system for use with Typhoon and Cyclone chassis. For use with 2027 EPA engines. Includes fan clutch.	1

FUEL SYSTEMS

Salescode	Exntended Description	Qty
1350-0003	Fuel system 50 gallon.	1
1350-0013	Racor fuel/water separator to be a bottom drop out style. Shall include indicator light and audible alarm.	1
1350-0022	Fuel line hose rubber.	1

ALTERNATOR

Salescode	Exntended Description	Qty
1700-0027	Alternator Leece Neville 420 amp. 420 amp SAE/369 amp NFPA.	1

BATTERIES

Salescode	Exntended Description	Qty
1400-0032	Battery five group 31 1000 CCA (two left / three right). For use with below cab DEF tank only.	1

CHASSIS OPTIONS

Salescode	Exntended Description	Qty
1680-0007	Drivelines 1810. Required on 1550 lb/ft torque or greater engines. N/A with EVS3000 transmission.	1
1680-0008	Tow eyes front painted below bumper/cab (PR). Tow eyes will be integral when used with a drop style frame extension. Unpainted	1
1680-0011	Tow eyes rear below body, painted.	1
1680-0250-M58	Diesel Exhaust Fluid (DEF) 5 gallon tank. Location: left side below rear of cab.	1
1680-0284	Radiator mounted power steering cooler.	1

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1680-0438	Insulation for heater hoses.	1
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CAB MODEL

Salescode	Exntended Description	Qty
1520-0244	Cyclone long cab - 100" wide (67.5" CA).	1

CAB ROOF TYPE

Salescode	Exntended Description	Qty
1615-0041	Vista cab roof 4F/12R. Includes 4" front raise and 12" rear raise (8" step up). Does not include front or front side Vista windows. For use with 100" wide Cyclone only.	1

CAB BADGE PACKAGE

Salescode	Exntended Description	Qty
1610-0000	Cab and body to have applicable E-ONE logos.	1

CAB DOOR OPTIONS

Salescode	Exntended Description	Qty
1550-0003	Rear crew cab doors in the medium position.	1
1550-0084	All cab exterior entry doors to have 1250 keyed locks.	1
1550-0146-000-HN	color to match rear striping Chevron "A" individual stripe on lower cab door panel approx 12" high. Stainless steel/painted door panels only. E-ONE cabs only.	1
1550-0159	Interior cab door locks - manual. Will be individually actuated from each respective door. Includes key lock on each exterior cab door handle.	1
1550-0180	Cab door panels stainless steel. Includes upper and lower panels with seam below handrail.	1
1550-0245	Anodized aluminum trim on the vertical edge of the exterior cab compartment openings. Includes wheel well and rear compartments (as applicable).	1
1550-0265	Anodize aluminum trim on bottom edge of the exterior cab compartment openings. Includes wheel well and rear compartments (as applicable).	1
1550-0285	Driver and officer door windows to be power actuated with HD regulators. Switches to be located at center dash. For use with new Typhoon and 100" wide Cyclone cabs.	1
1550-0286	Rear crew cab door windows to be power actuated with HD regulators. Switches to be located on each door with add'l switches accessible by driver. For use with new Typhoon and 100" wide Cyclone cabs.	1
1550-0287	Cab doors to be barrier style. For use with new Typhoon and Cyclone only.	1
1550-0377	All cab doors shall have exterior pull style handles with integral key lock (glass reinforced nylon).	1

CAB STEP OPTIONS

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Salescode	Exntended Description	Qty
1640-0045-158	Step below cab door. Open back style with angled corners. Located driver's front door. Steps under front cab doors shall not interfere with approach angle.	1
1640-0045-159	Step below cab door. Open back style with angled corners. Located officer's front door. Steps under front cab doors shall not interfere with approach angle.	1
1640-0045-160	Step below cab door. Open back style with angled corners. Located driver side rear door. Steps under front cab doors shall not interfere with approach angle.	1
1640-0045-161	Step below cab door. Open back style with angled corners. Located officer side rear door. Steps under front cab doors shall not interfere with approach angle.	1
1640-0047	Lower steps to extend 3.5" past cab. For use with legacy Typhoon / Cyclone with barrier style doors and new Typhoon / Cyclone with barrier style or extended doors.	1

MIRRORS

Salescode	Exntended Description	Qty
1670-0001-274	Ramco 8001FFR mirrors. Remote controlled with top CAS750 manual convex. Location: mounted on front corners of cab.	1
1670-0031	2" extension for Ramco mirrors.	1
1670-0088	Driver and officer Ramco cab mirrors to be heated. Includes all surfaces (flat and convex, as applicable).	1

MISC EXTERIOR CAB OPTIONS

Salescode	Exntended Description	Qty
1535-0464	Paint Drip Rails. All exterior drip rails over cabinets, etc including vertical drip rails ahead of front cab doors to be painted job color (two tone as applicable).	1
1550-0035	No window on the driver side of the cab	1
1550-0036	No window on the officer side of the cab.	1
1675-0022	Pair of 18" handrails located just behind driver and officer front door one each side.	1
1675-0024	Pair of 36" handrails located just behind driver and officer rear door (ALS doors if equipped) one each side.	1
1675-0030	Mud flaps, front, black with E-ONE logo.	1
1675-0046	Rear cab wall to be smooth 3/16" aluminum plate. Cab wall to be finish painted to match the cab paint scheme.	1
1675-0201	Large radius cab wheel well. Includes bolt-on adjustable wheel well trim.	1
1675-0202	Mounting plate for battery charger receptacle, indicator, air inlet, etc (if applicable). Plate to be removable brushed stainless steel.	1

HVAC

Salescode	Exntended Description	Qty
1515-0133	Air conditioning with roof top mounted condenser. Includes reduced profile evaporator w/powder coated cover, brushless motors and a rear fan speed switch on the driver side of the rear air distribution housing. Requires A/C controls in multiplex display.	1

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1685-0057	Heaters cab rear with covers (PR), and front heater with heat to the feet for the driver and officer.	1
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SEATS

Salescode	Exntended Description	Qty
1510-0203-147	Bracket SCBA IMMI SmartDock Gen2 restraint system. Location: officer's seat.	1
1510-0203-513	Bracket SCBA IMMI SmartDock Gen2 restraint system. Location: center rear wall.	2
1510-0301	Seats, Valor brand.	1
1510-0302	Seat cover material Valor Tech XD (previously identified as Cordura).	1
1510-0303	Seat color black with red stitching.	1
1510-0328	Driver seat USSC Valor P1A air ride.	1
1510-0329	Officer seat USSC Valor fixed SCBA.	1
1510-0332	Two man bench centered on rear wall with Valor SCBA backs. Includes angled corners.	1
1685-0031	Seating capacity tag of four occupants.	1

MEDICAL CABINETS

Salescode	Exntended Description	Qty
1535-0202	Finish. Cab medical/storage cabinet(s) finish to be multi-tone gray. Includes interior/exterior of cabinet and shelves/trays if equipped.	1
1535-0236	Compartment rear side of cab "under riser" type. Approx 9W x 30H opening. Includes single pan hinged door with 1/4 turn d-ring handles. Long cab with medium door location only. Location: driver and officer side.	1
1535-0844-2ND	Shelf, Medical cabinet. Location: officer side cab wheel well medical cabinet.	2
1535-0844-N63	Shelf, Medical cabinet. Location: driver side cab wheel well medical cabinet.	2
1535-0852-2ND	Rear facing cargo net cover. Location: officer side cab wheel well medical cabinet.	1
1535-0852-N63	Rear facing cargo net cover. Location: driver side cab wheel well medical cabinet.	1
1535-0853-2ND	Exterior door single vertical hinged painted. Location: officer side cab wheel well medical cabinet	1
1535-0853-N63	Exterior door single vertical hinged painted. Location: driver side cab wheel well medical cabinet	1
1535-0862-4DG	Wheel well cabinet 42H x 28W x 25D (22D on Typhoon cab) with exterior access. Finish to match cab interior. Location: driver side wheel well.	1
1535-0862-4DH	Wheel well cabinet 42H x 28W x 25D (22D on Typhoon cab) with exterior access. Finish to match cab interior. Location: officer side wheel well.	1

MISC INTERIOR CAB OPTIONS

Salescode	Exntended Description	Qty
1685-0006	Padded sun visors, driver and officer's side overhead.	1
1685-0094	Storage below rear bench seat. (1) horizontal hinged door on the front of the rear bench seat.	1
1685-0187	Severe duty engine cover, molded polyurethane.	1

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1685-0285	Cup holder / tray for engine cover painted to match cab interior. Approx 14" wide x 10" long with tapered front corners and cup holders at each rear corner. For use in Typhoon and CII with severe duty engine cover.	1
1685-0446	Severe duty overhead console. Includes driver, center and officer overhead ahead of air conditioning plenum. Center overhead includes siren mounting locations. Overhead to match cab interior.	1
1685-0490	Control lanyard Y type with "Heavy-Duty" (keyring) attachment for air horns. Aircraft style cable (1/8" wire cable covered with clear plastic/nylon tubing).	1
1685-0669	Severe duty dash package with low profile center section. Cast alum construction. Includes smooth plate alum lower kick panels; all painted to match cab interior.	1
1685-0692	Cab insulation package. Includes insulation for ceiling, front wall, rear wall, side walls, below seat risers and in doors.	1
1685-0891	Cab interior padding to be gray.	1

CAB ELECTRICAL OPTIONS

Salescode	Extended Description	Qty
1750-0024-179-04	Auto-Eject receptacle inlet 20 amp located outside driver's door next to handrail with a Yellow cover.	1
1750-0029	Switch horn button two position DOT/air horn.	1
1750-0046-195	Cab Headlights. Position: lower.	1
1750-0071-587	Mount customer supplied antenna on cab roof. Location: officer side forward with coaxial cable terminating at the center of the dash board. Note: New antenna with original packaging only, used antenna not acceptable.	1
1750-0072-592	12 VDC electrical outlet wired battery hot. Location: driver side dash.	1
1750-0072-593	12 VDC electrical outlet wired battery hot. Location: officer side dash.	1
1750-0073-587	Antenna base Tessco P/N 90942 (NMO Motorola Style - also called MATM style) on cab roof. Location: officer side forward with coaxial cable terminating at the center of the dash board.	1
1750-0166	ATC override switch.	1
1750-0198-176	Battery charger to be located up high in driver side wheel well medical cabinet offset forward.	1
1750-0265	Speedometer for officer side multiplex display.	1
1750-0449	Momentary DPF regeneration override switch.	1
1750-0482	Control push-button switch officer switch panel for Q2B siren.	1
1750-0483	Control push-button switch on officer's switch panel for Q2B siren brake.	1
1750-0554	FireTech LED cab headlights.	1
1750-0580	Light EON LED (EA) mounted in riser height compartment.	2
1750-0582	Light EON LED (EA) mounted in bench seat riser. The light(s) shall be wired through the compartment door switch(s) or rocker switch as applicable if equipped with cargo nets.	1
1750-0768	TecNiq D07 LED cab door step area lighting. Includes (2) lights at each door area. Lights to be switched with door ajar.	1

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1750-0796	Turn signal TecNiq LED strip (PR) with clear lens and polished alum housing located between quad headlight bezels (New Typhoon and Cyclone only).	1
1750-0936	Dome Lts TecNiq Red/White LED. Package includes two lights mounted in the front and two mounted in the rear of the cab. White light wired through door and light assembly switch. Red light through light assembly switch.	1
1750-1004	Battery charger Kussmaul Chief Series. 120/240 volt inlet, 40 amp output. Includes remote and built-in touch screen displays.	1
1750-1013-545	Dual port USB charging receptacle in the cab wired battery hot. Includes USB-A and USB-C ports. Location: In cab driver side on 3 x 3 post rear facing just above engine cover (or seat riser if in a Hush).	1
1750-1013-546	Dual port USB charging receptacle in the cab wired battery hot. Includes USB-A and USB-C ports. Location: In cab officer side on 3 x 3 post rear facing just above engine cover (or seat riser if in a Hush).	1
1750-1013-592	Dual port USB charging receptacle in the cab wired battery hot. Includes USB-A and USB-C ports. Location: driver side dash.	1
1750-1013-593	Dual port USB charging receptacle in the cab wired battery hot. Includes USB-A and USB-C ports. Location: officer side dash.	1
1750-1016	Digital dash display for driver.	1

BODY COMPT LEFT SIDE

Salescode	Exntended Description	Qty
3100-0148	Driver side body with full height 42" wide forward and 56" wide rearward compartmentation. Includes (1) 56" wide compartment over the wheel well.	1
3100-0380	(2) driver side roof top compartments. Includes hinged raised compartment lids with turn latches and grab handle(s). Each lid to have (3) bracket mounted EON LED lights and to be wired to door ajar indicator in cab.	1

BODY COMPT RIGHT SIDE

Salescode	Exntended Description	Qty
3120-0268	Officer side body with full height 42" wide forward and 56" wide rearward compartmentation. Includes (1) 56" wide compartment over the wheel well.	1
3120-0553	(2) officer side roof top compartments. Includes hinged raised compartment lids with turn latches and grab handle(s). Each lid to have (3) bracket mounted EON LED lights and to be wired to door ajar indicator in cab.	1

BODY COMPT REAR

Salescode	Exntended Description	Qty
3110-0042	Single low rear compartment. For use with low hosebed. Includes smooth plate panels. This compartment shall be transverse through to the side rear compartments.	1
3110-0158	Bolt-on diamond plate 16" tailboard (full width of body). Includes handrails- (2) vertical on trailing edge of body and horizontal mounted handrail(s) below hosebed.	1

DOORS

Salescode	Exntended Description	Qty
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3300-0017-027	Door roll up short (up to 45") with satin finish ROM. Location(s): B1.	1
3300-0021-004	Door roll up short (up to 45") with painted finish ROM. Location(s): L2.	1
3300-0021-016	Door roll up short (up to 45") with painted finish ROM. Location(s): R2.	1
3300-0022-003	Door roll up tall (greater than 45") with painted finish ROM. Location(s): L1.	1
3300-0022-005	Door roll up tall (greater than 45") with painted finish ROM. Location(s): L3.	1
3300-0022-015	Door roll up tall (greater than 45") with painted finish ROM. Location(s): R1.	1
3300-0022-017	Door roll up tall (greater than 45") with painted finish ROM. Location(s): R3.	1
3300-0368	Pull-down bungee type straps for full height and high side roll-up door(s) on body / pump module. For use with ROM and AMDOR doors only.	1

COVERS

Salescode	Exntended Description	Qty
3305-0025	Nylon black cargo net on sides for crosslay cover.	1
3305-0034-000-13	Vinyl Black hose bed cover without rear flap(s). Requires rear cover option.	1
3305-0038-000-13	Vinyl Black crosslay cover top only.	1
3305-0466	Nylon black cargo net on rear of the hosebed. Includes airline style quick release buckles at each corner. The top and bottom buckles attached to a vertical lanyard pull release to allow net to drop down/fold either side for rapid deployment.	1
3305-0921-000-13	Vinyl top cover for misc.storage tunnel on top of the body. The cover shall be attached using Velcro on all the sides. Color: Black	1

PUMP MODULE

Salescode	Exntended Description	Qty
3130-0167	Pump module to be 76" wide (side to side). Includes upper, lower, crosswalk, speedlay and tranverse module(s) if applicable.	1
3130-0523	Side mount pump module. Extruded aluminum with runningboards.	1
3130-0532	Pump panel opening is 39" wide. Pumper / tanker only.	1
3130-0540	Pump module height is 80". Pumper / tanker only.	1

PUMP PANELS

Salescode	Exntended Description	Qty
3134-0016	Stainless steel driver and officer side pump panels.	1
3134-0064	The gauge panel(s) on the driver side of the Side Mount module to be hinged upward. Panel(s) to include (2) mechanical/pneumatic (as applicable to panel size) hold opens and latches.	1
3134-0143	Officer side pump panel to be vertical hinged on forward extrusion. Panel to be (3) pieces with upper (2) panels secured in the closed position with push button latches. Upper panel to be held open with gas shock.	1

MISC PUMP PANEL OPTIONS

Salescode	Exntended Description	Qty
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4460-0003	Pump panel tags color coded per NFPA compliance.	1
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PUMP MODULE OPTIONS

Salescode	Exntended Description	Qty
3136-0000-202	Air horn switch at pump panel. Switch to be labeled "Evacuation Alert". Location: driver side pump panel.	1
3136-0006	Two (2) pump compartment heaters are to be mounted in the pump area. Locate as low as possible.	1
3136-0011	P-Rubber in flex joint(s) between pump module and/or body modules.	1
3136-0048	Notched crosslay divider(s) on both ends for preconnect line(s) nozzle end storage with NFPA cover(s) in closed position.	1
3136-0050	Heat pan extensions. Includes bolt-on plates added to the front and rear of the heat pan extending up as close as possible to the chassis frame rails and other components to fill all open gaps, further enclosing the pump module for increased heat retention.	1
3136-0058	E-ONE logo mounted one each side on pump module/preconnect panels or at upper body section as shown on approval drawing. Logos to be sized as applicable to available space on panels.	1
3136-0064	Heat pan. The lower area of the pump compartment to have a four (4) sided heat pan with two (2) removable (side to side) bottoms. Bottoms to be secured in the closed position with butterfly latches.	1
3136-0138	Pump module storage pan.	1
3136-0142	Crosslay triple 4.25/4.25/5" wide single stack to hold up to 200' of 2.0" DJ (each) in front lays and 150' to 200' of 2.5" DJ hose in rear lay.	1
3136-0241	Crosslays to be lowered as shown on the apparatus layout/sales drawing.	1

WATER TANK

Salescode	Exntended Description	Qty
4010-0064	780 Gallon" L" shape Water Tank. Includes lowered rear section for lower hosebed height. Note: Any foam cell(s) optioned will reduce the overall water capacity. Tank capacity is 780 US gallon / 649 Imperial gallons / 2952 Liters.	1
4010-0099	Fill tower(s) to be located offset to officer side of water tank.	1
4010-0511	Water tank and foam cell(s) (if applicable) shall be UPF (United Plastic Fabricating) brand.	1

TANK PLUMBING

Salescode	Exntended Description	Qty
4450-0010	2" tank fill Akron manual valve.	1
4450-0119	3" tank to pump Akron manual valve w/4" tank connection.	1

LADDER STORAGE / RACKS

Salescode	Exntended Description	Qty
3365-0049	Brand of ladders capable of being carried on unit to be Alco-Lite.	1
3365-0075-097	Officer side vertical storage tunnel. For use with low hose bed. Tunnel to hold: (1) 2-section, (1) roof, (1) attic, (2) pike poles, (1) backboard in Officer. Includes vertical hinged rear smooth plate door(s) with push-button latch.	1

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3365-0086-B99	Pike pole(s) capable of being stored are to be the following length: (2) 10' pike poles.	1
3365-0087-Z71	The length of ladders capable of being stored shall be the following: 24' 2-section, 14' roof ladder and 10' attic ladder w/shoes.	1
3365-1625	Miscellaneous storage located in the officer side tunnel above the ladder storage. Includes a rear access door matching the ladder storage door and hosebed style floor material with open top. Note: Requires top cover added separately.	1

HANDRAILS / STEPS

Salescode	Extended Description	Qty
3330-0277	Innovative Controls dual lighted LED folding steps rear NFPA. Includes folding steps on driver side rear of the body. (staggered stepped as applicable with tailboard depth) for NFPA hosebed access and handrail mounted on driver side upper hosebed side (as applicable).	1
3330-0278	Innovative Controls dual lighted LED folding steps rear NFPA. Includes folding steps on officer side rear of the body. (staggered stepped as applicable with tailboard depth) for NFPA hosebed access and handrail mounted on officer side upper hosebed side (as applicable).	1
3330-0279-060	Innovative Controls dual lighted LED folding step. Location: officer side front compartment face. Each location requires a minimum of (1) handrail per NFPA.	4
3330-0279-062	Innovative Controls dual lighted LED folding step. Location: driver side front compartment face. Each location requires a minimum of (1) handrail per NFPA.	4
3330-0336	Step rear 10" intermediate embossed treadplate with tapered corners. Locate below hosebed, includes two (2) or three (3) as applicable hand hold cut-outs on top of the step in place of the hand rail.	1

MISC BODY OPTIONS

Salescode	Extended Description	Qty
3340-0004	Hosebed above the booster tank. Includes forward hosebed and tower(s) cover plate work (as applicable). Hosebed adjustable divider extrusion in the forward area and rearward area of the hose bed to run full width of the hosebed (as is practical with other hosebed mounted equipment).	1
3340-0035	Divider Long. To run full length of hose bed (front to rear).	5
3340-0049	Hosebed storage pan. Locate in forward area of hosebed.	1
3340-0058	Recessed fuel fill driver side wheel well.	1
3340-0075	Body mainframe and hosebed side assemblies for a 90" high body.	1
3340-0079	Locate Tank Fill Tower(s) in the hose bed storage pan as applicable.	1
3340-0093	Mud flaps, rear, black with E-ONE logo.	1
3340-0102	(Boston style) Angled tailboard corners.	1
3340-0145	Rub rail for the body and pump area module(s).	1
3340-0191	Divider Support to run full width of hosebed (side to side) at the front of the hosebed and towards the rear of the hosebed at top of the divider(s). Attach to each hosebed divider to provide additional support.	1

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3340-0520	Smooth plate single axle wheel well painted job color. Includes bolt-on composite wheel well liners and bolt-on polished alum fenderettes.	1
3340-0681	Body mainframe layout line to be 24". Includes body and all applicable modules.	1
3340-1648	Anodized aluminum trim on bottom edge of all body compartment openings including pump enclosure if applicable with painted edges.	1
3340-2668	The outboard panels of the roof top compartments (or full width hosebed if applicable) to have painted smooth plate overlays that are flush with the body sides. Note: The front and rear of the panel will have a shallow vertical seam. Long bodies may also have a center seam.	1
3340-2761	Raise floor in right side compartment(s) as required to clear engine after-treatment system. Door opening(s) to remain standard height. This modification affects compartment dimensions in specs. See sales drawing for updated dimensions.	1

SCBA BOTTLE STORAGE

Salescode	Exntended Description	Qty
3320-0182-497	E-ONE designed (1) SCBA bottle storage driver side rear wheel well offset rearward with hinged door and push button latch. Door material to match wheel well material. Holds standard size SCBA bottle, 20lbs ABC Extinguisher (10.25"x7"x24") or 2.5 gal Water Extinguisher (9"x7"x24.5"). Door shall cover the recessed fuel fill if located in the wheel well adjacent to the SCBA storage.	1
3320-0184-495	E-ONE designed (3) SCBA bottle storage driver side rear wheel well offset forward with hinged door and push button latch. Door material to match wheel well material. Holds standard size SCBA bottles. Upper storage troughs hold standard size 20lbs ABC Extinguisher (10.25"x7"x24") or 2.5 gal Water Extinguisher (9"x7"x24.5") in each trough.	1
3320-0184-498	E-ONE designed (3) SCBA bottle storage officer side rear wheel well offset forward with hinged door and push button latch. Door material to match wheel well material. Holds standard size SCBA bottles. Upper storage troughs hold standard size 20lbs ABC Extinguisher (10.25"x7"x24") or 2.5 gal Water Extinguisher (9"x7"x24.5") in each trough.	1
3320-0184-500	E-ONE designed (3) SCBA bottle storage officer side rear wheel well offset rearward with hinged door and push button latch. Door material to match wheel well material. Holds standard size SCBA bottles. Upper storage troughs hold standard size 20lbs ABC Extinguisher (10.25"x7"x24") or 2.5 gal Water Extinguisher (9"x7"x24.5") in each trough.	1

PUMPS

Salescode	Exntended Description	Qty
4005-0031	Rating 1500 GPM.	1
4005-0201	Waterous CSU 1500-2250 GPM single stage pump. Requires primer option.	1

PUMP CERTIFICATION

Salescode	Exntended Description	Qty
4475-0000	Pump certification 750-2250 GPM (or metric/imperial equivalent).	1

PUMP OPTIONS

Salescode	Exntended Description	Qty
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4015-0041-202	Valve Monarch Electric - Waterous. With Waterous intake relief Location: driver side pump panel.	1
4015-0041-203	Valve Monarch Electric - Waterous. With Waterous intake relief Location: officer side pump panel.	1
4015-0041-340	Valve Monarch Electric - Waterous. With Waterous intake relief Location: 5 in. front intake.	1
4015-0044	Anodes for Waterous pump - (Pair) (1) discharge side and (1) intake side.	1
4015-0053-198	Steamers to be Flush + 1". Location: driver's side.	1
4015-0053-199	Steamers to be Flush + 1". Location: officer's side.	1
4015-0098	Manual operated master pump drain. The master drain shall be clearly marked and placed in accessible location on pump panel.	1
4015-0130-340	Additional Trident Primer Valve, Located: 5 in. front intake. Requires aux air tank if connected to front or rear intake.	1
4015-0165	Pump seal mechanical for Waterous pump.	1
4015-0265	Trident W/3 barrel Automatic Pump Primer. For use with 1250 GPM and larger pumps. Requires 15.6 CFM or large engine air compressor.	1
4015-0384	2-Button electric pump shift.	1

INTAKES

Salescode	Exntended Description	Qty
4440-0005	2.5" Left Intake Akron Manual Valve.	1
4440-0006	2.5" Right intake Akron manual valve.	1
4440-0014	5" front intake without valve. Includes fixed 90 degree elbow above bumper when swivel option not selected. (Requires NST adapter if no swivel).	1

DISCHARGES AND PRECONNECTS

Salescode	Exntended Description	Qty
4415-0008	1.5" Front bumper discharge Akron manual valve.	1
4415-0012-853	1.5" Crosslay with Akron manual valve. Location: crosslay 1.	1
4415-0012-A22	1.5" Crosslay with Akron manual valve. Location: crosslay 2.	1
4415-0014-581	2.5" Left Pump Panel Discharge Akron Manual Valve. Location: left side discharge 1.	1
4415-0014-582	2.5" Left Pump Panel Discharge Akron Manual Valve. Location: left side discharge 2.	1
4415-0016-584	2.5" Right Pump Panel Discharge Akron Manual Valve. Location: right side discharge 2.	1
4415-0022-350	2.5" Left Rear Discharge Akron Manual Valve. Location: left rear discharge.	1
4415-0041	3" Deck Gun Discharge, Akron manual valve. (outlet shall terminate with MNPT threads unless extend gun is install)	1
4415-0058-655	2.5" Crosslay Akron Manual Valve. Location: crosslay 3.	1
4415-0178-532	Polished Stainless Steel Swivel Located on Top of Bumper officer's side of center tray for Front Bumper Discharge.	1
4415-1219-583	4" Panel discharge w/ Akron electric valve and cap. Requires valve controller option. Location: right side discharge 1.	1

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4415-1248	Decontamination discharge 3/4" with valve; heated. Includes pressure reducing valve, heat exchanger, and thermostatic mixing valve. Location: Officer side pump panel.	1
4417-0106-L65	Deck gun piping to be positioned centered in deck gun channel.	1

DISCHARGE OPTIONS

Salescode	Extended Description	Qty
4417-0175	Innovative Controls push/pull valve controls with locking T handles.	1
4417-0177	Innovative Controls 3/4" bleeder/drain valve include 1/4 turn T-handle.	10
4417-0185	Innovative Controls discharge and intake bezels with integral color code and verbiage for side mount pump panel.	1
4417-0246	Dealer/Customer installed monitor, nozzle and/or tips, make and model as specified. Elkhart Vulcan	1
4417-0475-583	Akron 9343 Navigator Pro 2 electric valve controller with full color LCD display. Locate on pump operator panel to control right side discharge 1.	1

PRESSURE GOVERNORS

Salescode	Extended Description	Qty
4465-0047	FRC PumpBoss Max pressure governor (PBA500 series). Includes engine monitor gauges.	1

GAUGES

Salescode	Extended Description	Qty
4435-0347-295	IC 10 LED SL series/Whelen PSTank2 water tank level gauge package. Location of Whelen PSTank2 Strip Lights: each side of cab towards rear.	1
4435-0451	Innovative Controls TC Series 2.5" (63MM) pressure gauge with chrome bezel.	10
4435-0453	Innovative Controls TC Series 4" (100MM) Master pressure gauges with dual chrome bezel. Includes integrated test ports and alarm.	1
4435-0458	Pump panel pressure gauges to be 0-400 / Master Intake gauge to be 30-0-400.	1

WINTERIZATION

Salescode	Extended Description	Qty
4455-0004	Gasket Material around all Discharges, Intakes and Handle Slots on Pump Panel to hold in heat of Module Plumbing	1

ELECTRICAL SYSTEMS

Salescode	Extended Description	Qty
5010-0049	Vehicle data recorder - 2009 / 2016 / 2024 NFPA compliant. Includes occupant detection shown in multiplex display. E-ONE chassis only.	1
5010-0094	Nanoprotech (or equivalent) corrosion inhibiting spray coating to be applied on all exposed electrical connections.	1
5010-0145	HVAC Controlled through multiplex display(s).	1
5010-0153	ControlMaxx Electrical system for pumper / tanker / rescue / ARFF.	1

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5010-0158-168	10" display for multiplex electrical system. Location: officer's side engine cover.	1
5010-0158-649	10" display for multiplex electrical system. Location: driver's side engine cover.	1

LIGHT BARS

Salescode	Extended Description	Qty
5300-0504	Whelen MKEZ7 1.5" standard mount for front light bar (PR).	1
5300-0506-000-4V	Front light bar LED color: Red/White with clear lenses (If applicable, includes side facing when colors are the same.)	1
5300-0511	Light bar Whelen Freedom IV Model F4X7 72" with 8 LED modules. Location: Centered on the front cab roof.	1

WARNING LIGHTS

Salescode	Extended Description	Qty
5600-0106	Warning light Roto Ray LED with clear lenses, light diode color is (2) red and (1) clear. Locate on front of cab centered below windshield.	1
5600-0346	All warning lights to have black bezels ipo chrome where applicable.	1
5600-0787-3RH-4T	Warning light Whelen M2W Wide Angle Super LED warning lights (PR). Surface mounted w/chrome flanges (if applicable). Location: (1) each side NFPA/ULC required lower zone rear side facing, color will be RED with CLEAR lenses.	1
5600-0850-170	Hazard (door ajar) light TecNiq S38 LED red. Location: center overhead.	1
5600-0948-3RE-4T	Warning light Whelen M6 series Linear Super LED (PR) RED with CLEAR lenses. Location: (1) each side NFPA/ULC required lower zone front facing.	1
5600-0948-3RF-4T	Warning light Whelen M6 series Linear Super LED (PR) RED with CLEAR lenses. Location: (1) each side NFPA/ULC required lower zone forward side facing.	1
5600-0948-3RG-4T	Warning light Whelen M6 series Linear Super LED (PR) RED with CLEAR lenses. Location: (1) each side NFPA/ULC required lower zone midship side facing.	1
5600-0948-3RI-4T	Warning light Whelen M6 series Linear Super LED (PR) RED with CLEAR lenses. Location: (1) each side NFPA/ULC required lower zone rear facing.	1
5600-0948-463-4T	Warning light Whelen M6 series Linear Super LED (PR) RED with CLEAR lenses. Location: (1) each side in front quad inboard of NFPA warning light.	1
5600-0948-464-4T	Warning light Whelen M6 series Linear Super LED (PR) RED with CLEAR lenses. Location: (1) each side of cab down low just ahead of rear doors.	1
5600-0949-457-4T	Warning light Whelen M9 series Super LED (PR) RED with CLEAR lenses. Location: (1) each side of body rear facing up high.	1
5600-0949-G98-4T	Warning light Whelen M9 series Super LED (PR) RED with CLEAR lenses. Location: (1) each side of body side facing upper forward.	1
5600-0949-G99-4T	Warning light Whelen M9 series Super LED (PR) RED with CLEAR lenses. Location: (1) each side of body side facing upper rearward.	1

DIRECTIONAL LIGHT BARS

Salescode	Extended Description	Qty
5310-0017	Whelen Traffic Advisor model TAL65 LED - 36" long.	1

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5310-0159	Directional light bar control is to be located per dash layout.	1
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SIRENS

Salescode	Exntended Description	Qty
5500-0009	Federal PA300 electronic siren recessed (if applicable) mounted.	1
5500-0011-209	Federal Q2B siren - Pedestal mounted on bumper. Location: driver side front bumper. Requires activation switch.	1
5500-0024-170	The primary electronic siren control is to be located center overhead.	1

SPEAKERS

Salescode	Exntended Description	Qty
5510-0029-209	Speaker, Federal Signal Dynamax ES100 with "E-ONE" grille through bumper. Location: driver side front bumper.	1
5510-0029-211	Speaker, Federal Signal Dynamax ES100 with "E-ONE" grille through bumper. Location: officer side front bumper.	1

DOT LIGHTING

Salescode	Exntended Description	Qty
5150-0017	License plate light LED with chrome housing located at the rear of the body.	1
5150-0151	Marker light package cab / body LED. Body lights to be .75" Dia for custom pumpers and tankers.	1
5150-0299-5WD	Front (if applicable) and rear turn signal flash pattern: sequential arrow.	1
5150-0303	Whelen M6 series LED vertical mount tail lights. Includes LED stop/tail, turn and back-up lights with vertical 3 light housing and weatherproof connectors. Requires turn signal flash pattern.	1

LIGHTS - COMPARTMENT, STEP & GROUND

Salescode	Exntended Description	Qty
5380-0323	The auxiliary steps below the cab doors and/or below pump module/body (if applicable) to have EON LED lights to illuminate the stepping surface and ground below (IPO lights indicated in the main ground light package).	1
5380-0382	Ground light package TecNiq E10 LED - large.	1
5380-0473	Compartment light package TecNiq E45 LED for medium bodies. Includes two lights per compartment (four if transverse).	1
5380-0476	Compartment light TecNiq E45 LED for medical cabinet (EA).	2

LIGHTS - DECK AND SCENE

Salescode	Exntended Description	Qty
5390-0264-457	FireTech FT-GESM scene lights (PR) with chrome flange (when required) and weatherproof connectors. Switch in cab (driver and officer side lights switched separately). Locate: (1) each side of body rear facing up high.	1
5390-0264-861	FireTech FT-GESM scene lights (PR) with chrome flange (when required) and weatherproof connectors. Switch in cab (driver and officer side lights switched separately). Locate: driver side forward and rearward areas of roof top storage compartment (inboard of warning lights if equipped).	1

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5390-0264-862	FireTech FT-GESM scene lights (PR) with chrome flange (when required) and weatherproof connectors. Switch in cab (driver and officer side lights switched separately). Locate: officer side forward and rearward areas of roof top storage compartment (inboard of warning lights if equipped).	1
5390-0328	All scene lights lights to have black bezels ipo chrome where applicable.	1
5390-0381	Hose bed light, Tecniq E45 LED strip light. Locate at the front area of hose bed. Switched with work light switch in cab.	1

LIGHTS - NON-WARNING

Salescode	Extended Description	Qty
5400-0185	LED pump compartment light (EA).	1
5400-0224	Engine compartment light Optronics LED Series ILL22 (EA).	1
5400-0259	TecNiq model E10 pump panel LED light package with (3) lights per side pump panel. Pump panels over 45" may require additional lights. Side mount only.	1

CONTROLS / SWITCHES

Salescode	Extended Description	Qty
5100-0006-198	Foot switch to control Q2B located driver's side.	1
5100-0165	Audible door ajar alarm wired through door ajar light. For use with multiplex display(s) only.	1

CAMERAS / INTERCOM

Salescode	Extended Description	Qty
5350-0182	Safety Vision officer's side camera SV-622RS w/ SV-512 cable. Requires Safety Vision back-up camera option. Camera to be located on front cab corner interlocked with right turn signal. Camera to be approx 31" up from bottom of cab (35" with lowered cab step option). Camera only - does not include monitor.	1
5350-0192	Safety Vision back-up camera wired through multiplex display. Video displays automatically when transmission is in reverse. Camera only - does not include monitor.	1

MISC ELECTRICAL

Salescode	Extended Description	Qty
5110-0017	Back-up alarm 97 dB.	1
5110-0219-762	Blue Sea 12V power distribution module model 5032. Location: behind officer's seat.	1

BREAKER BOXES

Salescode	Extended Description	Qty
1750-0328	Auto transfer switch 120 volt. Includes 8 place breaker box. Allows interior receptacles to be powered by either shore power or inverter. Locate adjacent to the main breaker box or as specified.	1

LIGHTS - AREA

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Salescode	Exntended Description	Qty
5450-0321	FireTech 75" 12V brow light with integrated marker lights and black housing. Includes switch accessible to driver. Replaces front brow marker lights. Requires special bracket 5450-0340 on aerials with waterway trough. Not available on aerials with deep trough.	1
5450-0395-493	FireTech 35" 12V mini brow light (EA) with black housing and flood optics. Includes switch in cab (driver and officer side facing lights switched separately). Location: driver and officer side over rear cab door	2

RECEPTACLES

Salescode	Exntended Description	Qty
5470-0004-545	Receptacle household 20A/110V duplex 3-prong NEMA 5-20 with cover plate interior mounted wired to inlet receptacle. Location: In cab driver side on 3 x 3 post rear facing just above engine cover (or seat riser if in a Hush).	1
5470-0004-546	Receptacle household 20A/110V duplex 3-prong NEMA 5-20 with cover plate interior mounted wired to inlet receptacle. Location: In cab officer side on 3 x 3 post rear facing just above engine cover (or seat riser if in a Hush).	1
5470-0004-553	Receptacle household 20A/110V duplex 3-prong NEMA 5-20 with cover plate interior mounted wired to inlet receptacle. Location: driver back wall of cab.	1
5470-0004-554	Receptacle household 20A/110V duplex 3-prong NEMA 5-20 with cover plate interior mounted wired to inlet receptacle. Location: center back wall of cab.	1
5470-0004-555	Receptacle household 20A/110V duplex 3-prong NEMA 5-20 with cover plate interior mounted wired to inlet receptacle. Location: officer back wall of cab.	1
5470-0004-663	Receptacle household 20A/110V duplex 3-prong NEMA 5-20 with cover plate interior mounted wired to inlet receptacle. Location: L1 high on forward wall.	1
5470-0004-744	Receptacle household 20A/110V duplex 3-prong NEMA 5-20 with cover plate interior mounted wired to inlet receptacle. Location: R1 high on forward wall.	1

MISC ELECTRICAL 110V

Salescode	Exntended Description	Qty
5050-0019-003	Inverter prewire for dealer/customer installed 3KW inverter. Includes 12 volt wiring and A/C cabling to breaker box (if applicable). Prewire to L1.	1

MISC LOOSE EQUIPMENT

Salescode	Exntended Description	Qty
7900-0014	DOT Required Drive Away Kit - Kit includes three (3) triangular warning reflectors with carrying case. This kit is for the end user and is to remain with the truck.	1

EXTERIOR PAINT

Salescode	Exntended Description	Qty
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8100-0064	Cab paint break - standard with dip to grille. Break is 31.5" inches below the drip rail on Typhoon and Cyclone cabs. (100" wide Cyclone cab with 4" front raised roof to use 8100-0710).	1
8100-0089	All applicable pump/pre-connect application modules are to have a sanded finish (not painted job color). Includes upper and lower pump modules, crosswalk module and/or speedlay/pre-connect module (as applicable). Rear mounted body/pump module to be painted job color.	1
8100-0116	Rear body surface to have a sanded finish (not painted job color). Includes hinged doors that do not have discrete sales codes and removable panels.	1
8100-0421-000-BZ	Paint air conditioning condenser cover (Non-metallic color). Paint color: to match upper cab color.	1
8100-0518	Paint Drip Rails. Paint all body compartment drip rails (hinged and/or rollup door) job color.	1
8100-0658	Paint front 5" intake elbow job color above gravelshield (if applicable).	1
8100-0838	PPG brand paint will be used on the E-ONE supplied components.	1
8100-0839	Paint Body - Small - For Pumpers, Rear Mounts, S/A Tankers and Rescues (non-metallic). Color: Red	1
8100-0851	Paint E-ONE cab - (non-metallic) paint. Color: Red	1
8100-0853	Paint cab two-tone (non-metallic) color. Upper area of cab to be painted: Black	1

INTERIOR PAINT

Salescode	Extended Description	Qty
8150-0011	The interior of the cab to be painted multi-tone gray finish.	1

PROTECTIVE COATINGS

Salescode	Extended Description	Qty
8175-0086-000-39	The top perimeter of the bumper to have Job Color Scorpion finish. Includes top lip, radius, and approx. 1" down. Requires formed heavy duty bumper.	1

STRIPING

Salescode	Extended Description	Qty
8300-0042	White rubrail scotchlite insert.	1
8300-0061-000-7W	Chevron "A" style 6" individual Scotchlite striping full width on rear of body. Includes rear facing extrusions, panels and doors. Colors to be As Specified. Black/Red	1
8300-0142-000-7W	Chevron "A" style 6" individual Scotchlite striping on front bumper. Colors to be As Specified.	1
8300-0333	Single NFPA Scotchlite Stripe - upto 10" wide with hockey style, Z or S style or other customer specific design style. Stripe to be installed on cab and the body. Size, color and location as specified by the customer.	1
8300-0338	Paint break Scotchlite cab stripe - 3/4" wide with customer specified color. To be located above existing paint break.	1

FIRE SAFETY USA
3253 19TH STREET NW
ROCHESTER, MN 55901 USA

Generated on: February 18, 2026

Quote/Order: Q0000000328

8300-0381	Yellow perimeter marking to indicate designated standing / walking areas above 48" high in compliance with NFPA 1900/1901 consisting of individual Reflexite diamonds approximately 1" wide. Steps, ladders and areas with a railing or structure at least 12" high are excluded from this requirement.	1
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GRAPHICS

Salescode	Extended Description	Qty
8400-0060	Graphics drawing showing striping, lettering and logos. Requires E-ONE installed graphics.	1
8400-0067	E-ONE logo with grey backing on M6 series vertical tail light housing (PR).	1

WARRANTY / STANDARD & EXTENDED

Salescode	Extended Description	Qty
9100-0101	Meritor 5 year / unlimited miles parts and labor warranty for front non-drive axle. Exceptions: MFS rated at 22,800 includes a 2 year / 200K miles parts and labor warranty and a front drive axle includes a 2 year / unlimited miles parts and labor warranty.	1
9100-0102	Meritor 5 year unlimited miles, parts and labor rear drive single or rear drive tandem axle warranty.	1
9100-0117	General One (1) year or 24,000 Miles Limited Warranty (RFW0001).	1
9100-0126	Custom chassis One (1) Year or 18,000 Miles Limited Warranty (RFW0101).	1
9100-0132	Electrical One (1) Year or 18,000 Miles Limited Warranty (RFW0201).	1
9100-0136	Body Structure Aluminum Ten (10) years or 100,000 Miles Limited Warranty (RFW0502).	1
9100-0138	Cab Structural Ten (10) Years or 100,000 Miles Limited Warranty (RFW0602).	1
9100-0139	Plumbing and piping (Stainless Steel) Ten (10) years or 100,000 Miles Limited Warranty (RFW0800).	1
9100-0140	Paint and Finish (Exterior Clear coated) Ten (10) Years Limited Warranty (RFW0710).	1
9100-0141	Cab Paint and Finish (Exterior Clear coated) Ten (10) Years Limited Warranty (RFW0710).	1
9100-0151	Frame Rail Corrosion (Zinc Plate and Powder Coat) Twenty Five (25) Years or 150,000 Miles Limited Warranty (RFW0316).	1
9100-0165	Frame Rail Lifetime (50) Years or 250,000 Miles Limited Warranty (RFW0305).	1
9100-0168	Regulated Emissions Systems Ten (10) Years or 450,000 Miles or 22,000 Engine Hours Limited Warranty (RFW0144).	1
9100-0169	Regulated Emissions Two (2) Year or 24,000 Miles Tire Warranty (RFW0145).	1
9100-0170	Regulated Emissions Five (5) Year or 100,000 Miles AC Leak Warranty (RFW0146).	1

SUPPORT, DELIVERY, INSPECTIONS AND MANUALS

Salescode	Extended Description	Qty
9300-0009	Manuals, Operator and Service in digital format.	1
9300-0012	Pump panel approval drawings. Will be provided on purchased units prior to construction.	1
9300-0016	Approval Drawings-Standard.	1
9300-0031	Dash/Console panel layout approval drawings. Will be provided on purchased units prior to construction.	1
9300-0316	Fire Apparatus Safety Guide published by FAMA, latest edition.	1

FIRE SAFETY USA
3253 19TH STREET NW
ROCHESTER, MN 55901 USA

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FIRE SAFETY USA
3253 19TH STREET NW
ROCHESTER, MN 55901 USA

Generated on: February 18, 2026

Quote/Order: Q0000000328

ADD:

Enclosed Pump Panel

2 Additional (3 total) 2.5" rear discharges

2 Single stack speedlays with trays

FoamPro 2001 system with 30g tank

Front bumper to be plumbed inside tray

Slide and lift aluminium hose bed cover

Trident slow close valves

REMOVE:

Front bumper intake

2.5" on driver side of pump panel

Folding steps on front of body

CITY OF PLYMOUTH

RESOLUTION No. 2026-066

RESOLUTION APPROVING PURCHASE OF FIRE ENGINE TO SUPPORT FIRE SERVICES

WHEREAS, the 2025-2034 Capital Improvement Plan (CIP) and 2026 budget include the purchase of one fire engine for fire services replacing the current E-21; and

WHEREAS, the city may make purchases from the cooperative purchasing contract; and

WHEREAS, Fire Safety U.S.A., has a contract for engine and related accessories and has a cooperative purchasing contract with Sourcewell Co. No. 082025-RVG-1; and

WHEREAS, the disposal of the existing asset, fire engine (E-21), shall be through auction anticipated in 2028, after delivery of the completed new fire engine.

NOW, THEREFORE BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA, that the purchase of one E-One Select Series Rescue Pumper and related fire services attachments from Fire Safety U.S.A. is approved.

BE IT FURTHER RESOLVED, the amount due to Fire Safety U.S.A. for one engine complete with chassis and attachments is \$1,133,453 (no sales tax is due); and a deduct of \$31,500 from this amount is realized by paying in proposed payment schedule.

BE IT FURTHER RESOLVED, the proposed payment schedule is Initial Deposit of \$250,000, Pre-Build Deposit of \$250,000, Chassis Deposit of \$150,000 and Final Payment Less Interested Earned is \$451,953.

BE IT FURTHER RESOLVED that funding would be from Central Equipment Fund 600-70-760-76001-8100.500 in the amount of \$1,101,953.

APPROVED by the City Council on this 24th of February, 2026.

To: Dave Callister, City Manager

Prepared by: Ben Scharenbroich, Water Resources Supervisor

Reviewed by: Michael Thompson, Public Works Director

Item: **Award contract for the Wood Creek Stream Stabilization Project (WR260002)**

1. Action Requested:

Adopt the attached resolution awarding the contract for the Wood Creek Stream Stabilization Project (WR260002).

2. Background:

The project is located east of East Medicine Lake Boulevard, between 32nd Avenue North and 34th Avenue North, and west of 33rd Avenue North. The proposed project consists of stream erosion improvements, including bank slope grading, minor sediment removal and boulder stream enhancements to control and slow water flow within the stream. The goal of these improvements is to reduce soil erosion caused by high stormwater flows that are contributing to the degradation of Medicine Lake. It is anticipated that some tree removals will be necessary.

On February 12, 2026, nine bids were opened for this project as detailed in the attached bid tabulation. The low bid, submitted by Sunram Construction, Inc., was 42% under the engineer's estimate. Staff reviewed the information submitted by Sunram Construction, Inc. to comply with the responsible bidder criteria and finds the information acceptable. Staff have previously worked with Sunram Construction, Inc. and believes they are capable of conducting the project in accordance with the approved plans and specifications. If awarded, tree removals are anticipated to start in March with the remainder of the stabilization project to be completed in late fall and early winter 2026.

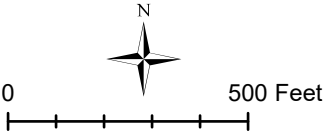
3. Budget Impact:

This project is included in the 2025-2034 Capital Improvement Plan (CIP) with a budget

of \$1,000,000. The total estimated project cost based on the low bid is \$332,000 and includes construction (\$167,797), engineering and permitting (\$129,145), and contingency (\$35,058). Funding for the project will be from the Water Resources Fund.

4. Attachments:

1. Project Location Map
2. Bid Tabulation
3. Recommendation Letter
4. City Council Resolution 2026-067



Wood Creek Stabilization Project
City Project #WR260002

Project Area



BID TABULATION Contract: Wood Creek Stream Stabilization Project (#10032734) Owner: City of Plymouth, MN Solicitor: City of Plymouth, MN Bid Open: 2/11/2026 - 9am 																
					Engineer Estimate			Sunram Construction, Inc.			JC Hallet Construction			Kurilla Contracting		
Item No	Item Code	Item Description	Unit	Quantity												
Base Bid - Spring Tree Removal					Unit Price	Amount		Unit Price	Amount		Unit Price	Amount		Unit Price	Amount	
1	2021.501/00010	SPRING MOBILIZATION & DEMOBILIZATION (LIMIT TO 5% OF PROJECT TOTAL)	LS	1	\$ 3,375.00		\$3,375.00	\$1,575.00		\$1,575.00	\$7,500.00		\$7,500.00	\$4,000.00		\$4,000.00
2	2101.501/00020	CLEARING AND GRUBBING (~118 TREES)	LS	1	\$ 67,500.00		\$67,500.00	\$31,500.00		\$31,500.00	\$50,150.00		\$50,150.00	\$33,000.00		\$33,000.00
Base Bid - Fall Stream Restoration					\$70,875.00			\$33,075.00			\$57,650.00			\$37,000.00		
3	2051.501/00010	FALL MOBILIZATION & DEMOBILIZATION (LIMIT TO 5% OF PROJECT TOTAL)	LS	1	\$ 10,250.00		\$10,250.00	\$6,415.75		\$6,415.75	\$7,500.00		\$7,500.00	\$7,000.00		\$7,000.00
4	2051.501/00010	SITE ACCESS AND STAGING AREA RESTORATION	LS	1	\$ 15,000.00		\$15,000.00	\$5,550.00		\$5,550.00	\$2,000.00		\$2,000.00	\$2,500.00		\$2,500.00
5	2104.520/	REMOVE & REPLACE WOOD PRIVACY FENCE TO MATCH EXISTING	Ln Ft	16	\$ 30.00		\$480.00	\$200.00		\$3,200.00	\$50.00		\$800.00	\$165.60		\$2,649.60
6	2104.520/	FIX OR REPLACE DOG FENCE IF PRESENT AND DAMAGED	Ln Ft	20	\$ 75.00		\$1,500.00	\$50.00		\$1,000.00	\$20.00		\$400.00	\$30.00		\$600.00
7	2104.520/	FIX OR REPLACE LAWN IRRIGATION IF PRESENT AND DAMAGED	Ln Ft	20	\$ 50.00		\$1,000.00	\$55.00		\$1,100.00	\$20.00		\$400.00	\$36.28		\$725.60
8	2573.503/00060	SEDIMENT CONTROL LOG TYPE STRAW	Ln Ft	220	\$ 5.00		\$1,100.00	\$4.25		\$935.00	\$3.00		\$660.00	\$4.97		\$1,093.40
9	2573.503/00020	SILT FENCE	Ln Ft	1185	\$ 5.00		\$5,925.00	\$2.25		\$2,666.25	\$3.00		\$3,555.00	\$3.70		\$4,384.50
10	2573.522/	INLET PROTECTION - TYPE SPECIAL	Ea	3	\$ 2,500.00		\$7,500.00	\$150.00		\$450.00	\$200.00		\$600.00	\$337.00		\$1,011.00
11	2573.521/	STREET SWEEPING	Hr	10	\$ 160.00		\$1,600.00	\$135.00		\$1,350.00	\$110.00		\$1,100.00	\$180.00		\$1,800.00
12	2105.607/00016	STREAMBANK REGRADING (P) (ON SITE)	Cu Yd	240	\$ 50.00		\$12,000.00	\$23.25		\$5,580.00	\$15.00		\$3,600.00	\$47.49		\$11,397.60
13	2511.507/00014	2" TO 4" FIELDSTONE	Ton	95	\$ 110.00		\$10,450.00	\$143.00		\$13,585.00	\$125.00		\$11,875.00	\$160.00		\$15,200.00
14	2511.507/00014	RIPRAP, CLASS II - FIELDSTONE	Ton	25	\$ 120.00		\$3,000.00	\$104.00		\$2,600.00	\$80.00		\$2,000.00	\$228.00		\$5,700.00
15	2511.507/00014	RIPRAP, CLASS III - FIELDSTONE	Ton	115	\$ 120.00		\$13,800.00	\$104.00		\$11,960.00	\$95.00		\$10,925.00	\$175.00		\$20,125.00
16	2511.507/00014	18" - 30" BOULDERS - FIELDSTONE	Ton	290	\$ 150.00		\$43,500.00	\$104.00		\$30,160.00	\$115.00		\$33,350.00	\$175.00		\$50,750.00
17	2511.509/00020	GRANULAR FILTER MATERIAL	Ton	170	\$ 110.00		\$18,700.00	\$78.00		\$13,260.00	\$60.00		\$10,200.00	\$54.22		\$9,217.40
18	2575.505/00021	SEEDING	Acre	0.95	\$ 5,000.00		\$4,750.00	\$1,050.00		\$997.50	\$1,500.00		\$1,425.00	\$1,116.95		\$1,061.10
19	2575.508/36711	SEED, MIXTURE 36-711 WOODLAND EDGE CENTRAL	PLS POUND	35	\$ 50.00		\$1,750.00	\$15.00		\$525.00	\$23.00		\$805.00	\$20.70		\$724.50
20	2575.508/25131	SEED, MIXTURE 25-131 LOW MAINTENANCE TURF	PLS POUND	20	\$ 10.00		\$200.00	\$4.00		\$80.00	\$5.00		\$100.00	\$30.00		\$600.00
21	2575.504/00320	TEMPORARY EROSION PREVENTION BLANKET, CATEGORY 20	Sq Yd	2160	\$ 4.00		\$8,640.00	\$2.50		\$5,400.00	\$2.50		\$5,400.00	\$3.27		\$7,063.20
22	2575.504/00337	TEMPORARY EROSION PREVENTION BLANKET, CATEGORY 37	Sq Yd	1720	\$ 6.00		\$10,320.00	\$6.00		\$10,320.00	\$6.00		\$10,320.00	\$4.20		\$7,224.00
23	2575.530/	SPREAD WOODCHIP STOCKPILES FROM TREE REMOVAL (~0.5 ACRES)	LS	1	\$ 5,000.00		\$5,000.00	\$5,550.00		\$5,550.00	\$2,500.00		\$2,500.00	\$1,000.00		\$1,000.00
24	2575.509/00010	HYDRO MULCH	Ton	0.5	\$ 5,000.00		\$2,500.00	\$4,275.00		\$2,137.50	\$2,000.00		\$1,000.00	\$5,675.00		\$2,837.50
25	2575.530/	INSTALL SALVAGED LOGS AS SLOPE CHECKS	Ea	17	\$ 225.00		\$3,825.00	\$200.00		\$3,400.00	\$75.00		\$1,275.00	\$173.00		\$2,941.00
26	2104.504/00120	REMOVE & REPLACE BITUMINOUS DRIVEWAY	LS	1	\$ 35,400.00		\$35,400.00	\$6,500.00		\$6,500.00	\$9,500.00		\$9,500.00	\$4,000.00		\$4,000.00
Total Bid					\$289,065.00			\$167,797.00			\$178,940.00			\$198,605.40		
								Sunram Construction, Inc.			JC Hallet Construction			Kurilla Contracting		

BID TABULATION																
Contract:		Wood Creek Stream Stabilization Project (#10032734)														
Owner:		City of Plymouth, MN														
Solicitor:		City of Plymouth, MN														
Bid Open:		2/11/2026 - 9am														
					Engineer Estimate			Vada Contracting, LLC			Veit & Company, Inc.			McLafferty Contracting Group, LLC		
Item No	Item Code	Item Description	Unit	Quantity												
Base Bid - Spring Tree Removal					Unit Price	Amount		Unit Price	Amount		Unit Price	Amount		Unit Price	Amount	
1	2021.501/00010	SPRING MOBILIZATION & DEMOBILIZATION (LIMIT TO 5% OF PROJECT TOTAL)	LS	1	\$ 3,375.00		\$3,375.00	\$6,840.00		\$6,840.00	\$10,000.00		\$10,000.00	\$1,500.00		\$1,500.00
2	2101.501/00020	CLEARING AND GRUBBING (~118 TREES)	LS	1	\$ 67,500.00		\$67,500.00	\$31,000.00		\$31,000.00	\$35,000.00		\$35,000.00	\$35,260.00		\$35,260.00
Base Bid - Fall Stream Restoration					\$70,875.00			\$37,840.00			\$45,000.00			\$36,760.00		
3	2051.501/00010	FALL MOBILIZATION & DEMOBILIZATION (LIMIT TO 5% OF PROJECT TOTAL)	LS	1	\$ 10,250.00		\$10,250.00	\$1,800.00		\$1,800.00	\$10,500.00		\$10,500.00	\$7,500.00		\$7,500.00
4	2051.501/00010	SITE ACCESS AND STAGING AREA RESTORATION	LS	1	\$ 15,000.00		\$15,000.00	\$9,665.00		\$9,665.00	\$2,050.00		\$2,050.00	\$8,280.00		\$8,280.00
5	2104.520/	REMOVE & REPLACE WOOD PRIVACY FENCE TO MATCH EXISTING	Ln Ft	16	\$ 30.00		\$480.00	\$138.00		\$2,208.00	\$170.00		\$2,720.00	\$108.00		\$1,728.00
6	2104.520/	FIX OR REPLACE DOG FENCE IF PRESENT AND DAMAGED	Ln Ft	20	\$ 75.00		\$1,500.00	\$5.00		\$100.00	\$114.00		\$2,280.00	\$15.00		\$300.00
7	2104.520/	FIX OR REPLACE LAWN IRRIGATION IF PRESENT AND DAMAGED	Ln Ft	20	\$ 50.00		\$1,000.00	\$5.00		\$100.00	\$55.00		\$1,100.00	\$20.00		\$400.00
8	2573.503/00060	SEDIMENT CONTROL LOG TYPE STRAW	Ln Ft	220	\$ 5.00		\$1,100.00	\$4.00		\$880.00	\$4.70		\$1,034.00	\$2.45		\$539.00
9	2573.503/00020	SILT FENCE	Ln Ft	1185	\$ 5.00		\$5,925.00	\$4.00		\$4,740.00	\$2.55		\$3,021.75	\$3.00		\$3,555.00
10	2573.522/	INLET PROTECTION - TYPE SPECIAL	Ea	3	\$ 2,500.00		\$7,500.00	\$200.00		\$600.00	\$570.00		\$1,710.00	\$150.00		\$450.00
11	2573.521/	STREET SWEEPING	Hr	10	\$ 160.00		\$1,600.00	\$150.00		\$1,500.00	\$210.00		\$2,100.00	\$68.00		\$680.00
12	2105.607/00016	STREAMBANK REGRADING (P) (ON SITE)	Cu Yd	240	\$ 50.00		\$12,000.00	\$35.00		\$8,400.00	\$112.00		\$26,880.00	\$25.00		\$6,000.00
13	2511.507/00014	2" TO 4" FIELDSTONE	Ton	95	\$ 110.00		\$10,450.00	\$143.00		\$13,585.00	\$131.75		\$12,516.25	\$131.00		\$12,445.00
14	2511.507/00014	RIPRAP, CLASS II - FIELDSTONE	Ton	25	\$ 120.00		\$3,000.00	\$160.00		\$4,000.00	\$324.75		\$8,118.75	\$205.00		\$5,125.00
15	2511.507/00014	RIPRAP, CLASS III - FIELDSTONE	Ton	115	\$ 120.00		\$13,800.00	\$143.00		\$16,445.00	\$144.50		\$16,617.50	\$213.00		\$24,495.00
16	2511.507/00014	18" - 30" BOULDERS - FIELDSTONE	Ton	290	\$ 150.00		\$43,500.00	\$137.00		\$39,730.00	\$124.50		\$36,105.00	\$251.00		\$72,790.00
17	2511.509/00020	GRANULAR FILTER MATERIAL	Ton	170	\$ 110.00		\$18,700.00	\$125.00		\$21,250.00	\$55.00		\$9,350.00	\$41.00		\$6,970.00
18	2575.505/00021	SEEDING	Acre	0.95	\$ 5,000.00		\$4,750.00	\$1,000.00		\$950.00	\$1,745.00		\$1,657.75	\$3,500.00		\$3,325.00
19	2575.508/36711	SEED, MIXTURE 36-711 WOODLAND EDGE CENTRAL	PLS POUND	35	\$ 50.00		\$1,750.00	\$20.00		\$700.00	\$25.60		\$896.00	\$38.00		\$1,330.00
20	2575.508/25131	SEED, MIXTURE 25-131 LOW MAINTENANCE TURF	PLS POUND	20	\$ 10.00		\$200.00	\$5.00		\$100.00	\$6.40		\$128.00	\$22.00		\$440.00
21	2575.504/00320	TEMPORARY EROSION PREVENTION BLANKET, CATEGORY 20	Sq Yd	2160	\$ 4.00		\$8,640.00	\$4.50		\$9,720.00	\$2.40		\$5,184.00	\$2.00		\$4,320.00
22	2575.504/00337	TEMPORARY EROSION PREVENTION BLANKET, CATEGORY 37	Sq Yd	1720	\$ 6.00		\$10,320.00	\$6.50		\$11,180.00	\$4.00		\$6,880.00	\$3.00		\$5,160.00
23	2575.530/	SPREAD WOODCHIP STOCKPILES FROM TREE REMOVAL (~0.5 ACRES)	LS	1	\$ 5,000.00		\$5,000.00	\$2,063.00		\$2,063.00	\$2,290.00		\$2,290.00	\$1,500.00		\$1,500.00
24	2575.509/00010	HYDRO MULCH	Ton	0.5	\$ 5,000.00		\$2,500.00	\$4,500.00		\$2,250.00	\$2,910.00		\$1,455.00	\$3,000.00		\$1,500.00
25	2575.530/	INSTALL SALVAGED LOGS AS SLOPE CHECKS	Ea	17	\$ 225.00		\$3,825.00	\$240.00		\$4,080.00	\$335.50		\$5,703.50	\$217.00		\$3,689.00
26	2104.504/00120	REMOVE & REPLACE BITUMINOUS DRIVEWAY	LS	1	\$ 35,400.00		\$35,400.00	\$14,500.00		\$14,500.00	\$14,150.00		\$14,150.00	\$15,238.00		\$15,238.00
Total Bid					\$289,065.00			\$208,386.00			\$219,447.50			\$224,519.00		
								Vada Contracting, LLC			Veit & Company, Inc.			McLafferty Contracting Group, LLC		

BID TABULATION																
Contract:		Wood Creek Stream Stabilization Project (#10032734)														
Owner:		City of Plymouth, MN														
Solicitor:		City of Plymouth, MN														
Bid Open:		2/11/2026 - 9am														
					Engineer Estimate			MNL			Geomorphic Restoration			Clark Companies		
Item No	Item Code	Item Description	Unit	Quantity												
Base Bid - Spring Tree Removal					Unit Price	Amount		Unit Price	Amount		Unit Price	Amount		Unit Price	Amount	
1	2021.501/00010	SPRING MOBILIZATION & DEMOBILIZATION (LIMIT TO 5% OF PROJECT TOTAL)	LS	1	\$ 3,375.00		\$3,375.00	\$5,000.00		\$5,000.00	\$12,500.00		\$12,500.00	\$7,975.00		\$7,975.00
2	2101.501/00020	CLEARING AND GRUBBING (~118 TREES)	LS	1	\$ 67,500.00		\$67,500.00	\$37,375.00		\$37,375.00	\$40,000.00		\$40,000.00	\$63,600.00		\$63,600.00
Base Bid - Fall Stream Restoration					\$70,875.00			\$42,375.00			\$52,500.00			\$71,575.00		
3	2051.501/00010	FALL MOBILIZATION & DEMOBILIZATION (LIMIT TO 5% OF PROJECT TOTAL)	LS	1	\$ 10,250.00		\$10,250.00	\$5,000.00		\$5,000.00	\$12,500.00		\$12,500.00	\$16,800.00		\$16,800.00
4	2051.501/00010	SITE ACCESS AND STAGING AREA RESTORATION	LS	1	\$ 15,000.00		\$15,000.00	\$12,500.00		\$12,500.00	\$5,000.00		\$5,000.00	\$14,664.00		\$14,664.00
5	2104.520/	REMOVE & REPLACE WOOD PRIVACY FENCE TO MATCH EXISTING	Ln Ft	16	\$ 30.00		\$480.00	\$300.00		\$4,800.00	\$100.00		\$1,600.00	\$275.00		\$4,400.00
6	2104.520/	FIX OR REPLACE DOG FENCE IF PRESENT AND DAMAGED	Ln Ft	20	\$ 75.00		\$1,500.00	\$50.00		\$1,000.00	\$50.00		\$1,000.00	\$98.80		\$1,976.00
7	2104.520/	FIX OR REPLACE LAWN IRRIGATION IF PRESENT AND DAMAGED	Ln Ft	20	\$ 50.00		\$1,000.00	\$50.00		\$1,000.00	\$50.00		\$1,000.00	\$312.50		\$6,250.00
8	2573.503/00060	SEDIMENT CONTROL LOG TYPE STRAW	Ln Ft	220	\$ 5.00		\$1,100.00	\$5.00		\$1,100.00	\$4.00		\$880.00	\$6.63		\$1,458.60
9	2573.503/00020	SILT FENCE	Ln Ft	1185	\$ 5.00		\$5,925.00	\$5.00		\$5,925.00	\$3.00		\$3,555.00	\$5.57		\$6,600.45
10	2573.522/	INLET PROTECTION - TYPE SPECIAL	Ea	3	\$ 2,500.00		\$7,500.00	\$300.00		\$900.00	\$100.00		\$300.00	\$468.42		\$1,405.26
11	2573.521/	STREET SWEEPING	Hr	10	\$ 160.00		\$1,600.00	\$250.00		\$2,500.00	\$100.00		\$1,000.00	\$262.50		\$2,625.00
12	2105.607/00016	STREAMBANK REGRADING (P) (ON SITE)	Cu Yd	240	\$ 50.00		\$12,000.00	\$20.00		\$4,800.00	\$75.00		\$18,000.00	\$26.59		\$6,381.60
13	2511.507/00014	2" TO 4" FIELDSTONE	Ton	95	\$ 110.00		\$10,450.00	\$170.00		\$16,150.00	\$150.00		\$14,250.00	\$203.21		\$19,304.95
14	2511.507/00014	RIPRAP, CLASS II - FIELDSTONE	Ton	25	\$ 120.00		\$3,000.00	\$170.00		\$4,250.00	\$150.00		\$3,750.00	\$271.50		\$6,787.50
15	2511.507/00014	RIPRAP, CLASS III - FIELDSTONE	Ton	115	\$ 120.00		\$13,800.00	\$170.00		\$19,550.00	\$150.00		\$17,250.00	\$242.09		\$27,840.35
16	2511.507/00014	18" - 30" BOULDERS - FIELDSTONE	Ton	290	\$ 150.00		\$43,500.00	\$160.00		\$46,400.00	\$150.00		\$43,500.00	\$254.51		\$73,807.90
17	2511.509/00020	GRANULAR FILTER MATERIAL	Ton	170	\$ 110.00		\$18,700.00	\$160.00		\$27,200.00	\$150.00		\$25,500.00	\$71.44		\$12,144.80
18	2575.505/00021	SEEDING	Acre	0.95	\$ 5,000.00		\$4,750.00	\$1,300.00		\$1,235.00	\$1,000.00		\$950.00	\$4,509.47		\$4,284.00
19	2575.508/36711	SEED, MIXTURE 36-711 WOODLAND EDGE CENTRAL	PLS POUND	35	\$ 50.00		\$1,750.00	\$32.00		\$1,120.00	\$100.00		\$3,500.00	\$22.26		\$779.10
20	2575.508/25131	SEED, MIXTURE 25-131 LOW MAINTENANCE TURF	PLS POUND	20	\$ 10.00		\$200.00	\$5.00		\$100.00	\$100.00		\$2,000.00	\$11.64		\$232.80
21	2575.504/00320	TEMPORARY EROSION PREVENTION BLANKET, CATEGORY 20	Sq Yd	2160	\$ 4.00		\$8,640.00	\$3.50		\$7,560.00	\$4.00		\$8,640.00	\$4.68		\$10,108.80
22	2575.504/00337	TEMPORARY EROSION PREVENTION BLANKET, CATEGORY 37	Sq Yd	1720	\$ 6.00		\$10,320.00	\$7.00		\$12,040.00	\$6.50		\$11,180.00	\$5.32		\$9,150.40
23	2575.530/	SPREAD WOODCHIP STOCKPILES FROM TREE REMOVAL (~0.5 ACRES)	LS	1	\$ 5,000.00		\$5,000.00	\$3,000.00		\$3,000.00	\$1,000.00		\$1,000.00	\$3,915.00		\$3,915.00
24	2575.509/00010	HYDRO MULCH	Ton	0.5	\$ 5,000.00		\$2,500.00	\$5,000.00		\$2,500.00	\$10,000.00		\$5,000.00	\$2,307.50		\$1,153.75
25	2575.530/	INSTALL SALVAGED LOGS AS SLOPE CHECKS	Ea	17	\$ 225.00		\$3,825.00	\$400.00		\$6,800.00	\$500.00		\$8,500.00	\$349.41		\$5,939.97
26	2104.504/00120	REMOVE & REPLACE BITUMINOUS DRIVEWAY	LS	1	\$ 35,400.00		\$35,400.00	\$15,600.00		\$15,600.00	\$14,000.00		\$14,000.00	\$20,217.00		\$20,217.00
Total Bid					\$289,065.00			\$245,405.00			\$256,355.00			\$329,802.23		
								MNL			Geomorphic Restoration			Clark Companies		

Technical Memo



To: Ben Scharenbroich, Water Resources Supervisor
3400 Plymouth Boulevard
Plymouth, MN 55447

Date: February 12, 2026

Subject: Wood Creek Stabilization – City Project No. WR26-0002
Recommendation to Award Contract

Midwest Wetland Improvements, LLC (MWI) issued bidding documents for the Wood Creek Stabilization Project in accordance with the Contract Documents and Advertisement for Bids. Bids were received electronically through QuestCDN and publicly opened on February 11, 2026, at 9:00 a.m., as specified in the bidding requirements. The Wood Creek project was budgeted for \$289,065.00. Nine bids were received, ranging from \$167,797.00 to \$329,802.23 in total project cost.

MWI has reviewed the bids received and evaluated them for responsiveness, completeness, accuracy of unit pricing, compliance with bid security requirements, acknowledgment of addenda, and submission of all required bid forms, including the Affidavit of Non-Collusion and Responsible Contractor verification. Based on review of the bid tabulation and evaluation worksheet, Sunram Construction is the lowest bidder based on the Total Base Bid.

MWI further evaluated Sunram Construction's qualifications and experience performing similar public improvement projects, including streambank stabilization, grading, riprap installation, erosion control, and site restoration comparable in scope and complexity to this project. The review included assessment of prior public project experience, schedule performance, change order history, bonding capacity, and compliance with the Minnesota Responsible Contractor Statute.

Sunram Construction has satisfied the minimum criteria for a responsible bidder and has demonstrated the experience, capacity, and resources necessary to complete the Work in accordance with the Contract Documents and within the Contract Times established for this project.

MWI also reviewed the unit price schedule for reasonableness and balance across major bid items, including mobilization, clearing and grubbing, streambank regrading, riprap, boulders, granular filter material, seeding, erosion control blanket, driveway replacement, and associated restoration components. No material discrepancies or unbalanced pricing concerns were identified.

Based on this evaluation, Midwest Wetland Improvements, LLC recommends award of the Wood Creek Stabilization Project (City Project No. WR26-0002) to **Sunram Construction** as the lowest, responsive, responsible, and qualified bidder and in the best interest of the City of Plymouth.

Ben Scharenbroich
Water Resources Supervisor
City of Plymouth
February 12, 2026

Sincerely,



Lucius Jonett, PLA (MN, WI, ND, IA)
Landscape Architect

Midwest Wetland Improvements, LLC
P.O. Box 448
Victoria, MN 55386

MN: (952) 261-9990
WI: (715) 207-9850
Email lucius@midwestwetlands.com

CITY OF PLYMOUTH

RESOLUTION No. 2026-067

RESOLUTION AWARDING CONTRACT FOR THE WOOD CREEK STREAM STABILIZATION PROJECT (WR260002)

WHEREAS, pursuant to an advertisement for bids for the Wood Creek Stream Stabilization Project, bids were received, opened and tabulated according to State law, and the following bids were received complying with the advertisement:

Contractor	Total Bid
Sunram Construction, Inc	\$167,797.00
JC Hallet Construction	\$178,940.00
Kurilla Contracting	\$198,605.40
Vada Contracting, LLC	\$208,386.00
Veit & Company, Inc.	\$219,447.50
McLafferty Contracting Group, LLC	\$224,519.00
MNL	\$245,405.00
Geomorphic Restoration	\$256,355.00
Clark Companies	\$329,802.23
Engineer's Estimate	\$289,065.00

WHEREAS, Sunram Construction, Inc. from Corcoran, Minnesota is the lowest responsible bidder complying with the minimum qualifications; and

WHEREAS, the City Engineer recommends awarding the project to Sunram Construction, Inc.

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

- 1) The Mayor and City Manager are authorized and directed to enter into a contract with Sunram Construction, Inc., in the name of the City of Plymouth, for the Wood Creek Stream Stabilization Project according to the plans and specifications on file in the office of the City Engineer in the amount \$167,797.
- 2) The total cost of the project is \$332,000 and includes the improvements in the amount of \$167,797, engineering and permitting in the amount of \$129,145, and contingency in the amount of \$35,058.

BE IT FURTHER RESOLVED, that the project would be funded from the Water Resources Fund.

APPROVED by the City Council on this 24th day of February, 2026.

To: Dave Callister, City Manager

Prepared by: Drew Gilmore, Deputy Police Chief
Erik Fadden, Public Safety Director

Reviewed by: Erik Fadden, Public Safety Director

Item: **Approve joint powers agreement between the City of Plymouth and the City of Corcoran for the Plymouth SWAT team**

1. Action Requested:

Adopt the resolution allowing the City of Plymouth to enter into a joint powers agreement with the City of Corcoran formalizing a partnership for tactical police response (SWAT).

2. Background:

The police department has had a SWAT team for decades. Its purpose is to respond to life-threatening emergencies and serve high-risk warrants. The SWAT team has a long-standing history of informally partnering with neighboring agencies to provide tactical response to critical incidents. The police department has a goal of formalizing these partnerships in order to provide consistent tactics, strategies and training between neighboring agencies in the region.

The Corcoran Police Department does not have its own SWAT team but desires to have two sworn officers assigned to a neighboring SWAT team. This partnership would provide their department with two officers who have a higher level of expertise in police tactics. Adding additional, trained officers to the Plymouth SWAT Team benefits the police department by having additional, highly trained, tactical officers ready to respond to a critical incident without increasing costs, impacting daily police staffing levels and reducing the response time during a SWAT activation.

This joint powers agreement is the first step toward regionalizing the SWAT Team with neighboring agencies, including the City of Maple Grove, which has long been an

informal partner with the police department's SWAT team. When that goal is accomplished, our neighboring communities will be safer. A regionalized SWAT team provides an adequate number of tactical officers who operate under a single chain of command while sharing the costs of expensive, specialized equipment.

Corcoran officers assigned to the Plymouth SWAT team will operate under the operational control of the Plymouth Police Department during SWAT activities. In the event that the City of Corcoran requests the assistance of a SWAT team for an incident in their city, the Plymouth SWAT Team would respond to assist their department. This is an existing practice under the Hennepin County Mutual Aid Agreement. In the past five years, the City of Corcoran has had one incident which required a SWAT response. The Plymouth SWAT Team responded to that incident in a mutual aid capacity.

The attached joint powers agreement has been thoroughly reviewed by Plymouth and Corcoran City Attorneys.

3. Budget Impact:

There is no impact to the budget. The costs incurred by the two additional officers are paid for by the City of Corcoran.

4. Attachments:

1. Agreement
2. City Council Resolution 2026-068

PLYMOUTH METRO SWAT
JOINT POWERS AGREEMENT 2026

The parties to this agreement are the City of Plymouth and the City of Corcoran (collectively, “Parties”). The Parties are all units of government responsible for critical incident response in their respective jurisdictions. This Agreement is made pursuant to the authority conferred upon the Parties by Minn. Stat. §471.59, Minn. Stat. §626.84, and related provisions of Minnesota law governing peace officer standards and tactical response authority. This Agreement shall become effective only upon the approval and execution hereof by duly authorized officials of all the Parties.

NOW, THEREFORE, the undersigned Parties, in the joint and mutual exercise of their powers, agree as follows:

1. Name: PLYMOUTH SWAT

- 2. General Purpose:** The purpose of this Joint Powers Agreement is to establish a multi-agency organization to coordinate efforts to develop and provide joint response to critical incidents or high-risk entries where there is a risk of criminal violence occurring within and outside of the parties’ jurisdictions, and to allow for the addition of two (2) qualified officers from the City of Corcoran Police Department to serve as members of the Plymouth SWAT Team under the operational control of the Plymouth Police Department during SWAT activities.

3. Budget and Finance

- 3.1 Budget. The Plymouth Police Department shall provide a budget for the basic operations of the PLYMOUTH SWAT. The Plymouth Police Department shall provide budgeting and accounting services as necessary or convenient for the PLYMOUTH SWAT.
- 3.2 Expenses. Each party will fund any additional training, travel, phone applications, and equipment costs through each party’s own department budget. Each party shall ensure its assigned SWAT officers are fully equipped consistent with Plymouth SWAT equipment standards, including body armor, rifle, helmet, and other required gear.

4. Team Leadership

- 4.1 The Plymouth Police Department shall appoint a Team Commander from the Plymouth Police Department to oversee PLYMOUTH SWAT.
- 4.2 The Team Commander shall appoint an Assistant Team Commander from the Plymouth Police Department.
- 4.3 The Team Commander and Assistant Commander shall appoint POST-licensed peace officers to serve as PLYMOUTH SWAT Team Leaders. Appointment as a Team

Leader pursuant to this Agreement shall not obligate any Party to pay its employees so appointed supervisory or other premium pay except as provided by the collective bargaining agreement between the Party and its employees.

- 4.4 Team Leaders assigned to the PLYMOUTH SWAT, at all times, will remain employees of the leaders' own jurisdiction and will not be employees of the Plymouth Police Department or the PLYMOUTH SWAT.
- 4.5 Team Leaders shall be the liaison between the Team members and the Team Commander or Assistant Commander when the PLYMOUTH SWAT has been deployed pursuant to this Agreement. Team leaders may fill the role of Team Commander or Assistant Commander when asked to do so by the Team Commander or the Assistant Commander.

5. Team Members

- 5.1 The chief law enforcement officer of each Party approves POST-licensed peace officers from their law enforcement agency who meet the minimum qualifications, as set by the Team Commander, to test for the PLYMOUTH SWAT.
- 5.2 The City of Corcoran will have two (2) designated positions for PLYMOUTH SWAT. The Team Commander holds the right to refuse applicants based on the selection process, and the City of Corcoran is not guaranteed to always have two officers on the PLYMOUTH SWAT. Corcoran officers must meet and maintain PLYMOUTH SWAT minimum training, fitness, and performance standards. Officers shall be subject to annual requalification to remain on the team.
- 5.3 Appointment as a Team Member pursuant to this Agreement shall not obligate any Party to pay its employees so appointed any premium pay except as provided by the collective bargaining agreement between the Party and its employees.
- 5.4 Team members assigned to the PLYMOUTH SWAT may be removed from PLYMOUTH SWAT by the Team Commander based on performance, safety, participation, or PLYMOUTH Policy regardless of the members' own jurisdictions.
- 5.5 The City of Plymouth will continue to provide their current number of team members.

6. Operations.

- 6.1 Training. The Assistant Team Commander shall be responsible for arranging monthly and annual training events for team members, consistent with directions from the Team Commander. The Assistant Team Commander shall also be responsible for maintaining records of the training received by team leaders and members as well as records of all other activities undertaken by the Team Commander, Assistant Team Commanders, team leaders and team members pursuant to this Agreement. PLYMOUTH SWAT will train annually 10.5 hours per month, taking into account NTOA's guidance on training hours per year. All members must attend all trainings, absent exigent circumstances.

6.2 Deployment.

- 6.2.1 Request for Assistance. Whenever a party, in its sole discretion, determines that conditions within its jurisdiction cannot be adequately addressed by that jurisdiction's personnel and resources because of a critical incident or need for high-risk entry, the party may request, in accordance with policies and procedures, that the PLYMOUTH SWAT deploys a PLYMOUTH SWAT team to assist the party's jurisdiction. Upon request for assistance, a PLYMOUTH SWAT team may be dispatched to the requested party, in accordance with the policies and procedures. A party may decline to make its personnel available in response to any such request. Failure to aid in response to a request made pursuant to this Agreement will not result in any liability to a party or PLYMOUTH SWAT. Corcoran's Chief of Police shall be notified anytime its officers are deployed. The Team Commander will report to the Chief's of Police quarterly regarding any assistance provided to a party pursuant to this Agreement. The Team Commander or an Assistant Team Commander may at any time and in his/her sole judgment recall the team. The decision to recall a team provided pursuant to this Agreement will not result in liability to the PLYMOUTH SWAT, any party, or to the Team Commander or Assistant Team Commander who recalled the team.
- 6.2.2 Direction and Control. A party may at any time recall its personnel or equipment if it is in the best interests of party to do so. PLYMOUTH SWAT team members will be under the tactical control of the Team Commander or other person in command of the scene, until a party withdraws its personnel or equipment. The Requesting Party will be in control of the scene, however, tactical command will remain with the PLYMOUTH SWAT Commander or their designee. Nothing in this provision shall limit the Team Commander's ability to establish Team Member protocol to take emergency action in response to immediate threats to an officer or public safety in accordance with the law.
- 6.2.3 Compensation. When PLYMOUTH SWAT provides services to a requested party, the personnel of the PLYMOUTH SWAT shall be compensated by their respective employers just as if they were performing the duties within and for the jurisdiction of their employer. No charges will be levied by the PLYMOUTH SWAT or by the parties for specialized response operations provided to a requesting party pursuant to this Agreement. If the assistance provided pursuant to this Agreement is reimbursable by an outside source, any Party whose officers provided assistance for the PLYMOUTH SWAT may submit itemized bills for the actual cost of any assistance provided, including salaries, overtime, materials, and supplies, to the PLYMOUTH SWAT Team Commander. The PLYMOUTH SWAT shall submit the invoices to the reimbursing entity. The reimbursing entity shall reimburse the

PLYMOUTH SWAT for the actual cost, and the PLYMOUTH SWAT shall forward the reimbursement to the Responding Party.

- 6.2.4 Workers' Compensation. Each party to this Agreement shall be responsible for injuries to or death of its own employees in connection with services provided pursuant to this Agreement. Each party shall maintain workers' compensation coverage or self-insurance coverage, covering its own personnel while they are providing assistance as a member of the PLYMOUTH SWAT. Each party to this Agreement waives the right to sue any other party for any workers' compensation benefits paid to its own employee or their dependents, even if the injuries were caused wholly or partially by the negligence of any other party or its officers, employees, or agents. The Team Commander, Assistant Commander, and team members are not employees of the PLYMOUTH SWAT.
- 6.2.5 Damage to Equipment. Each party shall be responsible for damage to or loss of its own equipment occurring during deployment of the PLYMOUTH SWAT. Each party waives the right to sue any other party for any damages to or loss of its equipment, even if the damages or losses were caused wholly or partially by the negligence of any other party or its officers, employees, or agents.
- 6.2.6 Liability and Indemnification. The PLYMOUTH SWAT is a separate and distinct public entity to which the parties have transferred all responsibility and control for actions taken pursuant to this Agreement. The PLYMOUTH SWAT shall defend and indemnify the parties and their officers, employees, volunteers, and agents from and against all claims, damages, losses, and expenses, including reasonable attorney fees, arising from the PLYMOUTH SWAT activities or operations, including deployments of a PLYMOUTH SWAT team, decisions of the Board, and PLYMOUTH SWAT training activities. To the full extent permitted by law, this Agreement is intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of liability, all as set forth in Minnesota Statutes, Section 471.59, subd. 1a(a); provided further that for purposes of that statute, each party to this Agreement expressly declines responsibility for the acts or omissions of the other parties. Nothing in this Agreement shall constitute a waiver of the statutory limits on liability set forth in Minnesota Statutes, Chapter 466 or a waiver of any available immunities or defenses. Under no circumstances shall a party be required to pay on behalf of itself and any other parties any amounts in excess of the limits of liability established in Minnesota Statutes Ch. 466 applicable to any third-party claim. The statutory limits of liability for some or all of the parties may not be added together or stacked to increase the maximum amount of liability for any third-party claim. Any excess or uninsured liability shall be borne equally by all the parties, but this does not include the liability of any individual

officer, employee, or agent which arises from his or her own malfeasance, willful neglect of duty, or bad faith. Nothing herein shall be construed to provide insurance coverage or indemnification to an officer, employee, or volunteer of any member for any act or omission for which the officer, employee or volunteer is guilty of malfeasance in office, willful neglect of duty, or bad faith.

6.3 Aid to Non-Parties

6.3.1 Upon a request for assistance from a governmental unit that is not a party to this Agreement, a PLYMOUTH SWAT team may be dispatched to such governmental unit, in accordance with policies and procedures, for a period of time not to exceed 24 hours, provided that City of Plymouth Public Safety Director, or his/her designee, has consented to such deployment of his or her respective employees. Failure to provide assistance in response to any such request shall not result in any liability to a party or PLYMOUTH SWAT. The Team Commander or Assistant Team Commander shall notify chief's any time such assistance is provided. The Team Commander or Assistant Team Commander may at any time and in his/her sole judgment recall the team. The decision to recall a team hereunder shall not result in any PLYMOUTH SWAT liability.

6.3.2 Any party whose officers provided assistance pursuant to this paragraph may, at the direction of the Team Commander, submit itemized bills for the actual cost of any assistance provided, including salaries, overtime, materials and supplies to the PLYMOUTH SWAT and the PLYMOUTH SWAT shall submit the invoices to the requesting entity. The PLYMOUTH SWAT shall forward any payments it receives in connection with such invoices to the invoicing party.

7. **Term.** The term of this Agreement shall be effective only when all parties have signed this Agreement. The chair of the Board shall notify the parties in writing of the effective date of this Agreement. This Agreement shall continue in effect until terminated in accordance with paragraph 10.2 or December 31, 2028, whichever first occurs.

8. Withdrawal and Termination.

8.1 Withdrawal. Any party may withdraw from this Agreement upon 90 days' written notice to other parties. Withdrawal by any party shall not terminate this Agreement with respect to any parties who have not withdrawn. Withdrawal shall not discharge any liability incurred by any party prior to withdrawal. Such liability shall continue until discharge by law or agreement.

8.2 Termination. This Agreement shall terminate upon the occurrence of any one of the following events: (a) when necessitated by operation of law or as a result of a decision by a court of competent jurisdiction; or (b) when a majority of remaining parties agrees to terminate the Agreement upon a date certain.

- 8.3 Effect of Termination. Termination shall not discharge any liability incurred by the PLYMOUTH SWAT or by the parties during the term of this agreement. Upon termination and after payment of all outstanding obligations, property or surplus money held by the PLYMOUTH SWAT shall then be distributed to the parties in proportion to their contributions.

9. Miscellaneous.

- 9.1 Amendments. This agreement may be amended only in writing and upon the consent of each of the parties' governing bodies.
- 9.2 Records, accounts and reports. The books and records of the PLYMOUTH SWAT shall be subject to the provisions of Minn. Stat. Ch. 134.
- 9.3 Counterparts. This agreement may be executed with two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. Counterparts shall be filed with the City of Plymouth Public Safety Director.
- 9.4 Additional Parties. Any other municipality may become a party to this Agreement upon approval of that municipality's governing body, approval of the City of Plymouth Public Safety Director, adoption of a resolution by the entity's governing body, execution of this Agreement, and filing of the same with the City of Plymouth Public Safety Director.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates indicated below.

Approved by City of Plymouth City Council

Resolution No.: 25-_____

Dated: _____

Approved as to form:

City Attorney / Date

CITY OF PLYMOUTH

By: _____

Name: _____

Title: _____

Date of Signature: _____

CITY OF PLYMOUTH

By: _____

Name: _____

Title: _____

Date of Signature: _____

CITY OF CORCORAN

By: _____

Name: _____

Title: _____

Date of Signature: _____

CITY OF CORCORAN

By: _____

Name: _____

Title: _____

Date of Signature: _____

|

CITY OF PLYMOUTH

RESOLUTION No. 2026-068

RESOLUTION APPROVING A JOINT PARTNERSHIP BETWEEN THE CITY OF PLYMOUTH AND THE CITY CORCORAN TO JOIN THE PLYMOUTH SWAT TEAM

WHEREAS, the Plymouth Police Department operates a SWAT team to respond to life threatening incidents; and

WHEREAS, the police department has a goal to regionalize its SWAT team and establish formal partnerships with neighboring police agencies; and

WHEREAS, the Corcoran Police Department does not have a SWAT team; and

WHEREAS, the Corcoran Police Department desires to assign two sworn officers to a SWAT Team; and

WHEREAS, the Plymouth SWAT team would benefit from adding additional tactical officers at no cost to the department.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA that the joint powers agreement between the City of Plymouth and the City of Corcoran is approved.

APPROVED by the City Council on this 24th day of February, 2026.

To: Dave Callister, City Manager

Prepared by: Ben Scharenbroich, Water Resources Supervisor

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

Item: **Approve revisions to Environmental Quality Committee Mission/Organization Statement**

1. Action Requested:

Adopt the attached resolution approving revisions to the Environmental Quality Committee's Mission/Organization Statement.

2. Background:

The 2025 Work Plan for the Environmental Quality Committee (EQC) included the review and update of 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, January 2026 and February 2026 EQC meetings, the proposed revisions to the mission/organization statement for council consideration include:

1. Modifications to the objective section to identify specific environmental programs and initiatives that the city works on.
2. Addition of a term limit to the composition section to align with city policy.
3. Inclusion of an objective for the EQC to participate in education and outreach activities hosted by the city.

3. Budget Impact:

N/A

4. Attachments:

1. Policy - Current
2. Policy - Markup
3. Policy - Clean
4. City Council Resolution 2026-069

**POLICY ESTABLISHING
PLYMOUTH ENVIRONMENTAL QUALITY COMMITTEE
MISSION/ORGANIZATION STATEMENT**

Resolution 2007-028
January 9, 2007

(Supersedes Resolution 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 shall review, consider, initiate and recommend to the City Council such policies, plans or projects which will enhance and preserve the natural environment of the City. The Committee's scope shall include, but not necessarily be limited to matters of water quality, wetland preservation, ground water protection, solid waste collection and disposal, recycling and reuse programs, ecological preservation, control of soil erosion and air, noise and light pollution. The Committee shall also review upon request environmental assessment worksheets and environmental impact statements referred to from time 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 a six-year maximum as set forth in 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. 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.
2. Review environmentally related city policies and ordinances and recommend appropriate revisions to the City Council.
3. 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)

Objective

The Plymouth Environmental Quality Committee (EQC) shall review and recommend to the City Council such policies, plans or projects that will enhance and preserve the natural environment of the City. The EQC will conduct their work with the consideration of environmental justice 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 COMMITTEE

MISSION/ORGANIZATION STATEMENT

~~Resolution 2007-028~~

~~January 9, 2007~~

~~{Supersedes Resolution 2003-317, July 22, 2003; Resolution 2003-260, May 27, 2003; Resolution 2002-216, January 8, 2002; Resoultion 94-4, January 24, 1994; Resolution 95-140, February 21, 1995}~~

Objective

~~The Plymouth Environmental Quality Committee shall review, consider, initiate and recommend to the City Council such policies, plans or projects which will enhance and preserve the natural environment of the City. The Committee's scope shall include, but not necessarily be limited to matters of water quality, wetland preservation, ground water protection, solid waste collection and disposal, recycling and reuse programs, ecological preservation, control of soil erosion and air, noise and light pollution. The Committee shall also review upon request environmental assessment worksheets and environmental impact statements referred to from time 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. 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.~~
- ~~2. Review environmentally related city policies and ordinances and recommend appropriate revisions to the City Council.~~
- ~~3. 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)

Objective

The Plymouth Environmental Quality Committee (EQC) shall review and recommend to the City Council such policies, plans or projects that will enhance and preserve the natural environment of the City. The EQC will conduct their work with the consideration of environmental justice 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.

CITY OF PLYMOUTH

RESOLUTION No. 2026-069

AMENDED POLICY ESTABLISHING THE PLYMOUTH ENVIRONMENTAL QUALITY COMMITTEE MISSION/ORGANIZATION STATEMENT

WHEREAS, the city has a policy that establishes the Plymouth Environmental Quality Committee's Mission/Organization Statement; and

WHEREAS, this policy has been discussed at various Environmental Quality Committee meetings in the recent past; and

WHEREAS, the Environmental Quality Committee recommended approval of the amendment to the policy at the February 11, 2026 regular Environmental Quality Committee Meeting.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA that the amended Policy Establishing the Plymouth Environmental Quality Committee's Mission/Organization Statement is approved.

APPROVED by the City Council on this 24th day of February, 2026.

To: Dave Callister, City Manager

Prepared by: Andrea Rich, Finance Director

Reviewed by: Amanda Kaufman, Deputy City Manager

Item: **Approve two authorized designees for check signatures**

1. Action Requested:

Adopt attached resolution approving two authorized city designees for check signatures

2. Background:

At the November 25, 2025 City Council meeting, the Council adopted an ordinance amending the City Charter, which will go into effect 90 days after adoption (February 23, 2026).

The charter amendment included amending Section 7.09, which previously required three signatures on disbursements (Mayor, City Manager and Chief Financial Officer). The city's new Enterprise Resource Planning (ERP) software accommodates two authorized signatures for check issuance. The charter amendment updated the required signatures from three to two and changed the wording from specific positions (Mayor, City Manager and Chief Financial Officer) to authorized designees per policy.

The proposed amended Financial Management policy is included in this item showing the list of authorized designees.

Adoption of the attached resolution amends the Financial Management policy to align with the City Charter.

3. Budget Impact:

Not applicable.

4. Attachments:

1. Financial Management policy mark-up
2. Financial Management policy clean
3. City Council Resolution 2026-070

FINANCIAL MANAGEMENT POLICIES

Purpose

The City of Plymouth is responsible to its citizens to carefully account for public funds, to manage municipal finances wisely and to plan the adequate funding of services desired by the public, including the provision and maintenance of public facilities. The city is also accountable for providing both short-term and long-term financial stability. The city must ensure that it is capable of adequately funding and providing local government services needed by the community.

These financial policies provide the framework for the overall fiscal management of the city. Operating independently of changing circumstance and conditions, the policies assist the decision-making processes of the City Council and management.

Most of the policies represent long standing principles, tradition and practices which have guided the city in the past and have helped maintain financial stability over the past years. These financial policies will be reviewed periodically to determine if changes are necessary.

Objectives

To achieve this purpose, the plan has the following objectives for the city's fiscal performance:

- Provide sufficient financial stability to prevent fiscal difficulties which may encumber or impact the City Council's ability to make important decisions.
- Provide sound policies to guide those decision of the City Council and management which may have significant fiscal effects.
- Provide adequate, timely and accurate information to facilitate the City Council and management decision making.
- Establish policies which ensure efficient and effective city operations.
- Minimize investment and financial risk.
- Employ policies which promote sustainable revenue sources.
- Employ fair user charges where the direct benefit is identifiable and the cost is measurable.
- Provide and maintain adequate, good quality public facilities and infrastructure.
- Protect and enhance the city's credit rating.
- Ensure the legal use and protection of all city funds through a sound system of financial and internal controls.
- Maintain a risk management program that minimizes the impact of legal liabilities, natural disasters or other emergencies (see separate Risk Management Policy).
- Leverage private enterprise to perform public services whenever it is reasonably possible to do so without undue risk.
- Enhance and protect the quality and diversity of the tax base.
- Have a long-range point of view on all major decisions.

- Enter into intergovernmental agreements to provide services and facilities when economies can be realized.
- Seek cost savings in operations wherever possible without affecting service levels.

Financial Management Policies

Capital Improvement Budget Policies

- The city will adopt a ten-year capital improvement and expenditure plan and update it biennially.
- The city will alternate development of the capital improvement budget with the development of the operating budget with the capital budget updated in even years and operating budget in odd years (e.g., build 2024/25 operating budget in 2023). Future operating costs associated with new capital improvement will be projected and included in operating budget forecasts.
- The city will project its equipment replacement and maintenance needs for the next 25 years and will update this projection biennially in conjunction with the capital budget. Based on the projection, a maintenance and replacement schedule will be developed and included in the operating budget. The city will strive to maintain all of its assets at a level adequate to protect the city's capital investment and to minimize future maintenance and replacement costs.
- The city staff will identify the estimated costs and potential funding sources, including the consideration of joint ventures with other public or private entities, for each capital project proposal before it is submitted to the City Council for approval.
- The city will determine the least costly financing method considering the life of the asset.
- The city will develop long-range plans and forecasts relating to future development of the city.

Revenue Policies

- The city will estimate its annual revenue by a conservative and analytical process.
- The city will maintain sound property appraisal procedures. Property value will be re-assessed at least every four years at the legally mandated market value for each class of property.
- Whenever user charges and fees are determined to be appropriate and the direct benefits are identifiable, the city will establish user charges and fees at a level related to the cost of providing the service (operating, direct, indirect and capital). Fees will be reviewed annually.
- The city will set fees and user charges for each enterprise fund, such as water, sewer and solid waste, at a level which fully supports the total direct and indirect costs of the activity, subject to market conditions. Indirect costs include the cost of annual depreciation of capital assets acquired with enterprise funds.
- The city will establish an ongoing program to assure the recovery of net property tax delinquencies and abatements from any year in setting the annual property tax levy.
- The city will develop contingency plans for the potential losses of federal, state and county aid.

Debt Policies

- The city will confine long-term borrowing to capital improvements or projects which cannot be financed from current revenues. In addition, the city will not incur debt to support current operations.
- When the city finances capital projects by issuing bonds, it will pay back the bonds within a period not to exceed the expected useful life of the project.
- In all bond issues, at least 50% of the principal shall be retired within ten years.
- The city will attempt to keep the maturity of general obligation bonds and general obligation guaranteed bonds at or below 20 years.
- Total general obligation debt will not exceed 2% of the market valuation of taxable property.
- Where possible, the city will use special assessment, revenue or other self-supporting bonds instead of general obligation Ad Valorem bonds.
- The city will maintain open communications with bond rating agencies regarding its financial condition. The city will follow a policy of full disclosure in every financial report and bond prospectus.
- The city will develop a set of written policies concerning the use of Tax Increment Financing (TIF) as a development incentive.

Enterprise Fund Reserve Policy

- Each non-utility enterprise fund shall set rates and charges/user fees such that there is a reasonable rate of cost recovery.
- Rate studies shall be performed for the utility funds to ensure funding for the enterprise operating costs and capital. The funding may be in the form of rates, charges/user fees, bond issuance, etc.

General Fund Reserve and Operating Surplus Policy

- The city shall not use tax anticipation borrowings to cover operating expenses.
- The year-end unassigned fund balance shall be equal to 40% of the following year's general fund expenditure budget.
- The city shall maintain assigned fund balance in the General Fund for investment gains as calculated by the difference between market value and amortized value of investments held by the city at year-end. This will allow an offset for a loss in a following year.
- In the event that there is a general fund operating surplus in a given year, it shall be utilized in the following manner:
 - Allocate funds to the general fund balance to the level that the year end fund balance is equal to 40% of the following year's general fund expenditure budget.
 - Allocate funds to provide additional financing for insolvent or high percentage annual increase reserve funds (e.g., park replacement fund, central equipment fund, public facilities fund, information technology fund and risk management fund, etc.).

- Allocate funds to pay off existing multi-year general fund obligations financed through inter-fund loans.
- Allocate funds to the capital improvement fund.
- Purchase high priority one-time capital needs.

- Allocate funds to reduce future debt service requirements.
- Allocate funds in a manner that provides non-escalating future taxation and helps preserve city assets.

Cash Management Policy

- It is the policy of the city to pool cash balances from all funds to maximize investment earnings. Exceptions include legal and specific practical requirements that demand segregation of funds.
- Funds received are to be deposited into an interest bearing account with the city's currently designated official depository within a reasonable time, usually by the next business day.
- Cash on hand is to be kept to the minimum required to meet daily operational needs.
- Funds shall be kept in an interest bearing account with the city's currently designated official depository in an amount sufficient to fully cover all outstanding checks.
- Funds at the city's currently designated official depository shall be monitored on a daily basis to make certain that they never exceed the amount of collateralization provided.
- **Two authorized designees are required for check signatures per City Charter. The two authorized designees may be the Mayor, City Manager or Chief Financial Officer.**

Investment Policies

Objectives

The city will invest public funds in a manner which will provide the highest investment return with minimum risk while meeting the daily cash flow demands of the entity and conforming to all federal, state and local regulations governing the investment of public funds. The primary objectives, in priority order, of investment activities shall be safety, liquidity and yield:

- **Safety** – Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.
 - **Credit Risk** – The city will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by:
 - Limiting investments to the safest types of securities.
 - Diversifying the investment portfolio so that potential losses on individual securities will be minimized.
 - **Interest Rate Risk** – The city will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirement for ongoing operation, thereby avoiding the need to sell securities on the open market prior to maturity.
 - Investing a share of funds sufficient to cover current operation in shorter-term securities such as commercial paper, agency discount notes and money market funds.
- Liquidity – The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). A portion of the portfolio also may be placed in money market funds which offer same-day liquidity for short-term funds.
- Yield – The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:
 - A security with declining credit quality may be sold early to minimize loss of principal.
 - A security swap would improve the quality, yield or target duration in the portfolio.
 - Liquidity needs of the portfolio requires that the security be sold.

Standards of Care

- Prudence – The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the sale of securities are carried out in accordance with the terms of this policy.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

- Ethics and Conflicts of Interest – Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interest in financial institutions with which they conduct business. They shall further disclose any personal

financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of the city.

- Delegation of Authority – Authority to manage the investment program is granted to the finance director. The finance director may authorize other individuals to act on his/her behalf in accordance with established procedures and internal controls for the operation of the investment program.
- Safekeeping and Custody – The city will conduct investment transactions only with authorized broker/dealers that have met the following criteria:
 - They act as primary or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (Uniform Net Capital Rule).
 - They submit a Minnesota State Auditor Broker Certification form annually to the finance director.

All broker /dealer relationships, providing they meet the above requirements, will be approved by and maintained at the discretion of the finance director. The city will maintain at least three broker/dealers to seek to diversify and allow for comparable quotes on investment transactions. All investments must be purchased from institutional brokers.

Delivery vs Payment – All trades where applicable will be executed by delivery vs. payment to ensure that securities are deposited in an eligible financial institution prior to release of funds. Securities will be held by a third-party custodian as evidenced by safekeeping receipts.

Suitable and Authorized Investments

Under Minnesota Statutes there are a number of ways in which available funds can be invested; however, it is the intent of this policy to limit the available investment options to the following:

- Governmental bonds, notes, bills, mortgages or other securities which are direct obligations (or guaranteed or insured issues) of the United States, its agencies, its instrumentalities, or organizations created by an act of Congress. Mortgage-backed securities that are defined as high risk according to MN Statutes 118A.04 Subd. 6 or certificates of deposit secured by letter of credit issued by federal home loan banks are not permissible investments.
- General obligation bonds of state or local governments with taxing powers rated “A” or better by a national bond rating service.
- Revenue obligations of a state or local government with taxing powers rated “AA” or better by a national bond rating service.
- General obligation bonds of the Minnesota Housing Finance Agency rated “A” or better by a national bond rating service.
- Certificates of Deposits (time deposits) that are fully insured by the Federal Deposit Insurance Corporation or National Credit Union Administration.

- Bankers acceptances of United States banks, eligible for purchase by the Federal Reserve System, that mature in 270 days or less. The accepting bank must be rated a minimum “A” (very strong bank) by a nationally recognized rating agency.
- Commercial paper issued by United States corporations or their Canadian subsidiaries with a maturity of 270 days or less, rated in the highest tier (A-1, P-1 or F-1) by at least two nationally recognized rating agencies.
- Repurchase agreements consisting of collateral allowable in Minnesota Statute, Section 118A.04.
- Securities lending agreements as authorized by state statute Section 118A Subdivision 2, clause of Subdivision 2 is restricted to the securities described in Section 118A.05 and Section 118A.04.
- Money market mutual funds that are rated “Aa” or higher by at least one nationally recognized statistical rating organization, invest in securities with a final maturity no longer than 13 months, are generally government backed and do not have a floating Net Asset Value (NAV).

Investment Parameters

- Diversification – The investments shall be diversified with the following restraints:

Security Type	% of Portfolio (Type)	% of Portfolio (Issuer)
US Treasuries	Up to 100%	Up to 100%
GSE Agency Notes	Up to 100%	Up to 100%
Mortgage-Backed Securities	Up to 50%	Up to 50%
Municipal Obligations	Up to 100%	Up to 50%
Certificates of Deposits	Up to 50%	FDIC Insurance Limit
Bankers Acceptances	Up to 50%	Up to 10%
Commercial Paper	Up to 25%	Up to 5%
Money Market Funds	Up to 100%	Up to 100%
Repurchase Agreements	Up to 25%	Up to 5%

Due to fluctuation in the value of the portfolio, maximum percentages for a particular issuer or investment type may be exceeded subsequent to the purchase or maturity of a specific security. Securities should not be liquidated to realign the portfolio; however, this should be considered when making future purchases.

- Maximum Maturities – The city has an investment time frame of up to fifteen years with a majority of investments maturing within five years. Investments over five years in length will only be made if a superior return can be realized and the funds will not be needed for that length of time.

Reporting

The finance director shall prepare an investment report quarterly providing an analysis of the current investment portfolio (including return analysis and investment income).

Designation of Official Bank

The City of Plymouth will designate an official general depository to provide ACH deposits, receipts of deposits, general and payroll checking, sweep account for investment of available balances, escrow savings accounts and wire transfer services. The following steps must be undertaken to designate an official general depository:

- The city will periodically seek proposals from all financial institutions that have an office in the City of Plymouth. Selection will be based on qualifications, service provided and cost of service.
- The official general depository must be officially approved by the City Council on an annual basis.
- Collateral must be maintained by the official general depository in a form allowed by State Statute, and in an amount sufficient to cover overnight bank balances plus 10%.
 - The city must have an executed "Depository Agreement" on file which requires the depository to pledge appropriate collateral to secure all funds deposited. Such agreement requires the depository to deliver appropriate collateral for safekeeping to an independent third party financial institution.
 - The city must have the necessary "Escrow Agreement" in place. The escrow agreement is an agreement with a third party who has agreed to hold all pledged collateral in safekeeping subject to the conditions set forth in the agreement.

Accounting, Auditing and Financial Reporting Policies

- The city will attempt to maintain the GFOA Certificate of Excellence in Financial Reporting.
- Accounting policies will reflect the principle of charging current taxpayers and/or users for the full cost of providing current services.
- Regular monthly reports will present a summary of financial activity by major types of funds as compared to budget.
- An independent public accounting firm will perform an annual audit and will publicly issue an opinion concerning the city's finances.

Operating Budgeting Policies

- The city will adopt a balanced budget in accordance with the city charter.
- The city will match all current expenditures with current revenues. The city will avoid budgetary procedures that balance current expenditures at the expense of meeting future years' revenues.
- The city will annually appropriate a contingency appropriation in the general fund budget, not to exceed 5% of the total budget, to provide for unanticipated expenditures of a non-recurring nature.
- The city manager, when submitting the proposed budget to the City Council, will submit a balanced budget in which appropriations will not exceed the total of the estimated general fund revenue and the fund balance available after applying the general fund reserve policy.
- In the event there is an unanticipated shortfall of revenues in a current year budget, the city manager may recommend the use of a portion of the general fund balance, not to exceed the

amount available after deducting amounts reserved for items not readily convertible to cash or reserved for working capital or already appropriated to the general fund current budget, as shown on the most recent general fund reserve policy as established by the City Council.

- The budget will provide for adequate maintenance of the capital facilities and equipment, and for their orderly replacement.
- The budget will provide for adequate funding of all retirement systems and labor agreements.
- The city administration will prepare regular monthly reports comparing actual revenues and expenditures to the budgeted amount.
- The operating budget will describe the major goals to be achieved and the services and programs to be delivered for the level of funding provided.
- Before adding a new program or service, the city will consider cost benefit analysis of using outside contractors versus in-house provided services.

Res. No 2026-XXX, February 24, 2026 supersedes Res. 2024-283, October 24, 2024; Res. No 2024-086, February 20, 2024; Res. No. 2002-554, December 17, 2002; Res. No. 96-533, October 2, 1996; Res. No. 2000-216, April 25, 2000

FINANCIAL MANAGEMENT POLICIES

Purpose

The City of Plymouth is responsible to its citizens to carefully account for public funds, to manage municipal finances wisely and to plan the adequate funding of services desired by the public, including the provision and maintenance of public facilities. The city is also accountable for providing both short-term and long-term financial stability. The city must ensure that it is capable of adequately funding and providing local government services needed by the community.

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Most of the policies represent long standing principles, tradition and practices which have guided the city in the past and have helped maintain financial stability over the past years. These financial policies will be reviewed periodically to determine if changes are necessary.

Objectives

To achieve this purpose, the plan has the following objectives for the city's fiscal performance:

- Provide sufficient financial stability to prevent fiscal difficulties which may encumber or impact the City Council's ability to make important decisions.
- Provide sound policies to guide those decision of the City Council and management which may have significant fiscal effects.
- Provide adequate, timely and accurate information to facilitate the City Council and management decision making.
- Establish policies which ensure efficient and effective city operations.
- Minimize investment and financial risk.
- Employ policies which promote sustainable revenue sources.
- Employ fair user charges where the direct benefit is identifiable and the cost is measurable.
- Provide and maintain adequate, good quality public facilities and infrastructure.
- Protect and enhance the city's credit rating.
- Ensure the legal use and protection of all city funds through a sound system of financial and internal controls.
- Maintain a risk management program that minimizes the impact of legal liabilities, natural disasters or other emergencies (see separate Risk Management Policy).
- Leverage private enterprise to perform public services whenever it is reasonably possible to do so without undue risk.
- Enhance and protect the quality and diversity of the tax base.
- Have a long-range point of view on all major decisions.

- Enter into intergovernmental agreements to provide services and facilities when economies can be realized.
- Seek cost savings in operations wherever possible without affecting service levels.

Financial Management Policies

Capital Improvement Budget Policies

- The city will adopt a ten-year capital improvement and expenditure plan and update it biennially.
- The city will alternate development of the capital improvement budget with the development of the operating budget with the capital budget updated in even years and operating budget in odd years (e.g., build 2024/25 operating budget in 2023). Future operating costs associated with new capital improvement will be projected and included in operating budget forecasts.
- The city will project its equipment replacement and maintenance needs for the next 25 years and will update this projection biennially in conjunction with the capital budget. Based on the projection, a maintenance and replacement schedule will be developed and included in the operating budget. The city will strive to maintain all of its assets at a level adequate to protect the city's capital investment and to minimize future maintenance and replacement costs.
- The city staff will identify the estimated costs and potential funding sources, including the consideration of joint ventures with other public or private entities, for each capital project proposal before it is submitted to the City Council for approval.
- The city will determine the least costly financing method considering the life of the asset.
- The city will develop long-range plans and forecasts relating to future development of the city.

Revenue Policies

- The city will estimate its annual revenue by a conservative and analytical process.
- The city will maintain sound property appraisal procedures. Property value will be re-assessed at least every four years at the legally mandated market value for each class of property.
- Whenever user charges and fees are determined to be appropriate and the direct benefits are identifiable, the city will establish user charges and fees at a level related to the cost of providing the service (operating, direct, indirect and capital). Fees will be reviewed annually.
- The city will set fees and user charges for each enterprise fund, such as water, sewer and solid waste, at a level which fully supports the total direct and indirect costs of the activity, subject to market conditions. Indirect costs include the cost of annual depreciation of capital assets acquired with enterprise funds.
- The city will establish an ongoing program to assure the recovery of net property tax delinquencies and abatements from any year in setting the annual property tax levy.
- The city will develop contingency plans for the potential losses of federal, state and county aid.

Debt Policies

- The city will confine long-term borrowing to capital improvements or projects which cannot be financed from current revenues. In addition, the city will not incur debt to support current operations.
- When the city finances capital projects by issuing bonds, it will pay back the bonds within a period not to exceed the expected useful life of the project.
- In all bond issues, at least 50% of the principal shall be retired within ten years.
- The city will attempt to keep the maturity of general obligation bonds and general obligation guaranteed bonds at or below 20 years.
- Total general obligation debt will not exceed 2% of the market valuation of taxable property.
- Where possible, the city will use special assessment, revenue or other self-supporting bonds instead of general obligation Ad Valorem bonds.
- The city will maintain open communications with bond rating agencies regarding its financial condition. The city will follow a policy of full disclosure in every financial report and bond prospectus.
- The city will develop a set of written policies concerning the use of Tax Increment Financing (TIF) as a development incentive.

Enterprise Fund Reserve Policy

- Each non-utility enterprise fund shall set rates and charges/user fees such that there is a reasonable rate of cost recovery.
- Rate studies shall be performed for the utility funds to ensure funding for the enterprise operating costs and capital. The funding may be in the form of rates, charges/user fees, bond issuance, etc.

General Fund Reserve and Operating Surplus Policy

- The city shall not use tax anticipation borrowings to cover operating expenses.
- The year-end unassigned fund balance shall be equal to 40% of the following year's general fund expenditure budget.
- The city shall maintain assigned fund balance in the General Fund for investment gains as calculated by the difference between market value and amortized value of investments held by the city at year-end. This will allow an offset for a loss in a following year.
- In the event that there is a general fund operating surplus in a given year, it shall be utilized in the following manner:
 - Allocate funds to the general fund balance to the level that the year end fund balance is equal to 40% of the following year's general fund expenditure budget.
 - Allocate funds to provide additional financing for insolvent or high percentage annual increase reserve funds (e.g., park replacement fund, central equipment fund, public facilities fund, information technology fund and risk management fund, etc.).

- Allocate funds to pay off existing multi-year general fund obligations financed through inter-fund loans.
- Allocate funds to the capital improvement fund.
- Purchase high priority one-time capital needs.

- Allocate funds to reduce future debt service requirements.
- Allocate funds in a manner that provides non-escalating future taxation and helps preserve city assets.

Cash Management Policy

- It is the policy of the city to pool cash balances from all funds to maximize investment earnings. Exceptions include legal and specific practical requirements that demand segregation of funds.
- Funds received are to be deposited into an interest bearing account with the city's currently designated official depository within a reasonable time, usually by the next business day.
- Cash on hand is to be kept to the minimum required to meet daily operational needs.
- Funds shall be kept in an interest bearing account with the city's currently designated official depository in an amount sufficient to fully cover all outstanding checks.
- Funds at the city's currently designated official depository shall be monitored on a daily basis to make certain that they never exceed the amount of collateralization provided.
- Two authorized designees are required for check signatures per City Charter. The two authorized designees may be the Mayor, City Manager or Chief Financial Officer.

Investment Policies

Objectives

The city will invest public funds in a manner which will provide the highest investment return with minimum risk while meeting the daily cash flow demands of the entity and conforming to all federal, state and local regulations governing the investment of public funds. The primary objectives, in priority order, of investment activities shall be safety, liquidity and yield:

- Safety – Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.
 - Credit Risk – The city will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by:
 - Limiting investments to the safest types of securities.
 - Diversifying the investment portfolio so that potential losses on individual securities will be minimized.
 - Interest Rate Risk – The city will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirement for ongoing operation, thereby avoiding the need to sell securities on the open market prior to maturity.
 - Investing a share of funds sufficient to cover current operation in shorter-term securities such as commercial paper, agency discount notes and money market funds.
- Liquidity – The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). A portion of the portfolio also may be placed in money market funds which offer same-day liquidity for short-term funds.
- Yield – The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:
 - A security with declining credit quality may be sold early to minimize loss of principal.
 - A security swap would improve the quality, yield or target duration in the portfolio.
 - Liquidity needs of the portfolio requires that the security be sold.

Standards of Care

- Prudence – The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the sale of securities are carried out in accordance with the terms of this policy.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

- Ethics and Conflicts of Interest – Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interest in financial institutions with which they conduct business. They shall further disclose any personal

financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of the city.

- Delegation of Authority – Authority to manage the investment program is granted to the finance director. The finance director may authorize other individuals to act on his/her behalf in accordance with established procedures and internal controls for the operation of the investment program.
- Safekeeping and Custody – The city will conduct investment transactions only with authorized broker/dealers that have met the following criteria:
 - They act as primary or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (Uniform Net Capital Rule).
 - They submit a Minnesota State Auditor Broker Certification form annually to the finance director.

All broker /dealer relationships, providing they meet the above requirements, will be approved by and maintained at the discretion of the finance director. The city will maintain at least three broker/dealers to seek to diversify and allow for comparable quotes on investment transactions. All investments must be purchased from institutional brokers.

Delivery vs Payment – All trades where applicable will be executed by delivery vs. payment to ensure that securities are deposited in an eligible financial institution prior to release of funds. Securities will be held by a third-party custodian as evidenced by safekeeping receipts.

Suitable and Authorized Investments

Under Minnesota Statutes there are a number of ways in which available funds can be invested; however, it is the intent of this policy to limit the available investment options to the following:

- Governmental bonds, notes, bills, mortgages or other securities which are direct obligations (or guaranteed or insured issues) of the United States, its agencies, its instrumentalities, or organizations created by an act of Congress. Mortgage-backed securities that are defined as high risk according to MN Statutes 118A.04 Subd. 6 or certificates of deposit secured by letter of credit issued by federal home loan banks are not permissible investments.
- General obligation bonds of state or local governments with taxing powers rated “A” or better by a national bond rating service.
- Revenue obligations of a state or local government with taxing powers rated “AA” or better by a national bond rating service.
- General obligation bonds of the Minnesota Housing Finance Agency rated “A” or better by a national bond rating service.
- Certificates of Deposits (time deposits) that are fully insured by the Federal Deposit Insurance Corporation or National Credit Union Administration.

- Bankers acceptances of United States banks, eligible for purchase by the Federal Reserve System, that mature in 270 days or less. The accepting bank must be rated a minimum “A” (very strong bank) by a nationally recognized rating agency.
- Commercial paper issued by United States corporations or their Canadian subsidiaries with a maturity of 270 days or less, rated in the highest tier (A-1, P-1 or F-1) by at least two nationally recognized rating agencies.
- Repurchase agreements consisting of collateral allowable in Minnesota Statute, Section 118A.04.
- Securities lending agreements as authorized by state statute Section 118A Subdivision 2, clause of Subdivision 2 is restricted to the securities described in Section 118A.05 and Section 118A.04.
- Money market mutual funds that are rated “Aa” or higher by at least one nationally recognized statistical rating organization, invest in securities with a final maturity no longer than 13 months, are generally government backed and do not have a floating Net Asset Value (NAV).

Investment Parameters

- Diversification – The investments shall be diversified with the following restraints:

Security Type	% of Portfolio (Type)	% of Portfolio (Issuer)
US Treasuries	Up to 100%	Up to 100%
GSE Agency Notes	Up to 100%	Up to 100%
Mortgage-Backed Securities	Up to 50%	Up to 50%
Municipal Obligations	Up to 100%	Up to 50%
Certificates of Deposits	Up to 50%	FDIC Insurance Limit
Bankers Acceptances	Up to 50%	Up to 10%
Commercial Paper	Up to 25%	Up to 5%
Money Market Funds	Up to 100%	Up to 100%
Repurchase Agreements	Up to 25%	Up to 5%

Due to fluctuation in the value of the portfolio, maximum percentages for a particular issuer or investment type may be exceeded subsequent to the purchase or maturity of a specific security. Securities should not be liquidated to realign the portfolio; however, this should be considered when making future purchases.

- Maximum Maturities – The city has an investment time frame of up to fifteen years with a majority of investments maturing within five years. Investments over five years in length will only be made if a superior return can be realized and the funds will not be needed for that length of time.

Reporting

The finance director shall prepare an investment report quarterly providing an analysis of the current investment portfolio (including return analysis and investment income).

Designation of Official Bank

The City of Plymouth will designate an official general depository to provide ACH deposits, receipts of deposits, general and payroll checking, sweep account for investment of available balances, escrow savings accounts and wire transfer services. The following steps must be undertaken to designate an official general depository:

- The city will periodically seek proposals from all financial institutions that have an office in the City of Plymouth. Selection will be based on qualifications, service provided and cost of service.
- The official general depository must be officially approved by the City Council on an annual basis.
- Collateral must be maintained by the official general depository in a form allowed by State Statute, and in an amount sufficient to cover overnight bank balances plus 10%.
 - The city must have an executed “Depository Agreement” on file which requires the depository to pledge appropriate collateral to secure all funds deposited. Such agreement requires the depository to deliver appropriate collateral for safekeeping to an independent third party financial institution.
 - The city must have the necessary “Escrow Agreement” in place. The escrow agreement is an agreement with a third party who has agreed to hold all pledged collateral in safekeeping subject to the conditions set forth in the agreement.

Accounting, Auditing and Financial Reporting Policies

- The city will attempt to maintain the GFOA Certificate of Excellence in Financial Reporting.
- Accounting policies will reflect the principle of charging current taxpayers and/or users for the full cost of providing current services.
- Regular monthly reports will present a summary of financial activity by major types of funds as compared to budget.
- An independent public accounting firm will perform an annual audit and will publicly issue an opinion concerning the city’s finances.

Operating Budgeting Policies

- The city will adopt a balanced budget in accordance with the city charter.
- The city will match all current expenditures with current revenues. The city will avoid budgetary procedures that balance current expenditures at the expense of meeting future years’ revenues.
- The city will annually appropriate a contingency appropriation in the general fund budget, not to exceed 5% of the total budget, to provide for unanticipated expenditures of a non-recurring nature.
- The city manager, when submitting the proposed budget to the City Council, will submit a balanced budget in which appropriations will not exceed the total of the estimated general fund revenue and the fund balance available after applying the general fund reserve policy.
- In the event there is an unanticipated shortfall of revenues in a current year budget, the city manager may recommend the use of a portion of the general fund balance, not to exceed the

amount available after deducting amounts reserved for items not readily convertible to cash or reserved for working capital or already appropriated to the general fund current budget, as shown on the most recent general fund reserve policy as established by the City Council.

- The budget will provide for adequate maintenance of the capital facilities and equipment, and for their orderly replacement.
- The budget will provide for adequate funding of all retirement systems and labor agreements.
- The city administration will prepare regular monthly reports comparing actual revenues and expenditures to the budgeted amount.
- The operating budget will describe the major goals to be achieved and the services and programs to be delivered for the level of funding provided.
- Before adding a new program or service, the city will consider cost benefit analysis of using outside contractors versus in-house provided services.

Res. No 2026-XXX, February 24, 2026 supersedes Res. 2024-283, October 24, 2024; Res. No 2024-086, February 20, 2024; Res. No. 2002-554, December 17, 2002; Res. No. 96-533, October 2, 1996; Res. No. 2000-216, April 25, 2000

CITY OF PLYMOUTH

RESOLUTION No. 2026-070

RESOLUTION APPROVING TWO CHECK SIGNATURES ON CITY DISBURSEMENTS

WHEREAS, two check signatures is the standard configuration in the new Enterprise Resource Planning (ERP) system; and

WHEREAS, Plymouth City Charter Section 7.09 was amended at the November 25, 2025 City Council meeting changing the number of check signatures from three specific positions to two authorized designees managed by policy; and

WHEREAS, the Plymouth Financial Management Policy has been updated to reflect the authorized designees.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA that check signatures have been amended to two authorized designees and the Financial Policy has been updated with the authorized designees.

APPROVED by the City Council on this 24th day of February, 2026.

To: Dave Callister, City Manager

Prepared by: Jennifer Erickson, Economic Development Coordinator

Reviewed by: Grant Fernelius, CED Director

Item: **Public hearing on establishing Tax Increment Financing District 7-13 (Plymouth Plaza)**

1. Action Requested:

Conduct public hearing, accept comments and adopt the attached resolution approving the modification to the Development District No. 7; establishing Tax Increment Financing (TIF) District 7-13 (Plymouth Plaza) within Development District No. 7; and approving the Tax Increment Financing Plan.

2. Background:

The city has been working with Marco McLane Development (Marco McLane) on their proposed redevelopment of Plymouth Plaza at 1455 County Road 101 for multifamily residential and commercial mixed uses. Marco McLane is co-developing with Mithun Companies. On December 8, 2025, the City Council approved a land use guide plan amendment, rezoning, PUD general plan and preliminary plat for the redevelopment, and on January 27, 2026, the City Council approved a final plat for the first phase of the project.

Marco McLane has requested financial assistance from the city in the form of Tax Increment Financing (TIF) assistance. The proposed project includes demolition of a portion of the existing building and construction of a 195-unit apartment building, of which 39 (20%) of the units will be reserved for residents making 60% Area Median Income (AMI) or less. Marco McLane has agreed to meet the requirements of the city's Inclusionary Housing Policy, which is a prerequisite for city financial assistance. LHB conducted an inspection of the existing building and determined it to be blighted, allowing the city to establish a Redevelopment TIF District to capture the increment for TIF-eligible costs. Ehlers conducted an analysis of the developer's costs in light of the assistance request and determined that the development would not reasonably be

expected to proceed without public assistance. They recommended \$4,768,000 in TIF assistance, structured as a 20-year pay-as-you-go note. On November 25, 2025, the City Council approved a TIF term sheet and authorized the development of a TIF Plan for the development. A development agreement between Marco McLane and the city, based on the agreed terms, is under review and will be brought forward for approval at a later meeting.

The TIF Plan allows the city to capture tax increment for up to 25 years after receipt of first increment, which is anticipated to start in 2028. The district would terminate after 2053, or when the TIF Plan is satisfied. After the 20 years of payments to the developer are completed, the city can choose to decertify the district, or hold it open for housing activities outside the district. Over the life of the district, the project is estimated to collect \$19,663,498 in TIF revenue, plus accrued interest. The total project costs, including interest, is a maximum amount, and cannot exceed the amount of tax increment collected. \$4,768,000 of the increment would be pledged to the developer per the agreed terms, which would cover extraordinary costs attributable to the site constraints, as well as to offset the costs associated with offering 20% affordable units.

The city may have some out-of-pocket expenses prior to TIF being received in the district. State Statute requires the city to approve an interfund loan for any of these expenses prior to realizing the cost (or within 60 days of the expenditure). Approval for an interfund loan of up to \$25,000 is requested, for which any advances would be repaid at 5% interest when TIF is available.

3. Budget Impact:

The creation of the TIF district does not in and of itself create a financial impact to the city. The new taxes that are generated as a result of the improvements are captured and a portion of those will be used to pay the developer in the form of a pay-as-you-go note.

4. Attachments:

1. Presentation
2. Tax Increment Financing (TIF) Plan
3. Term Sheet for Plymouth Plaza Redevelopment
4. City Council Resolution 2026-071



**Public Hearing on TIF District 7-13
Plymouth Plaza**
February 24, 2026

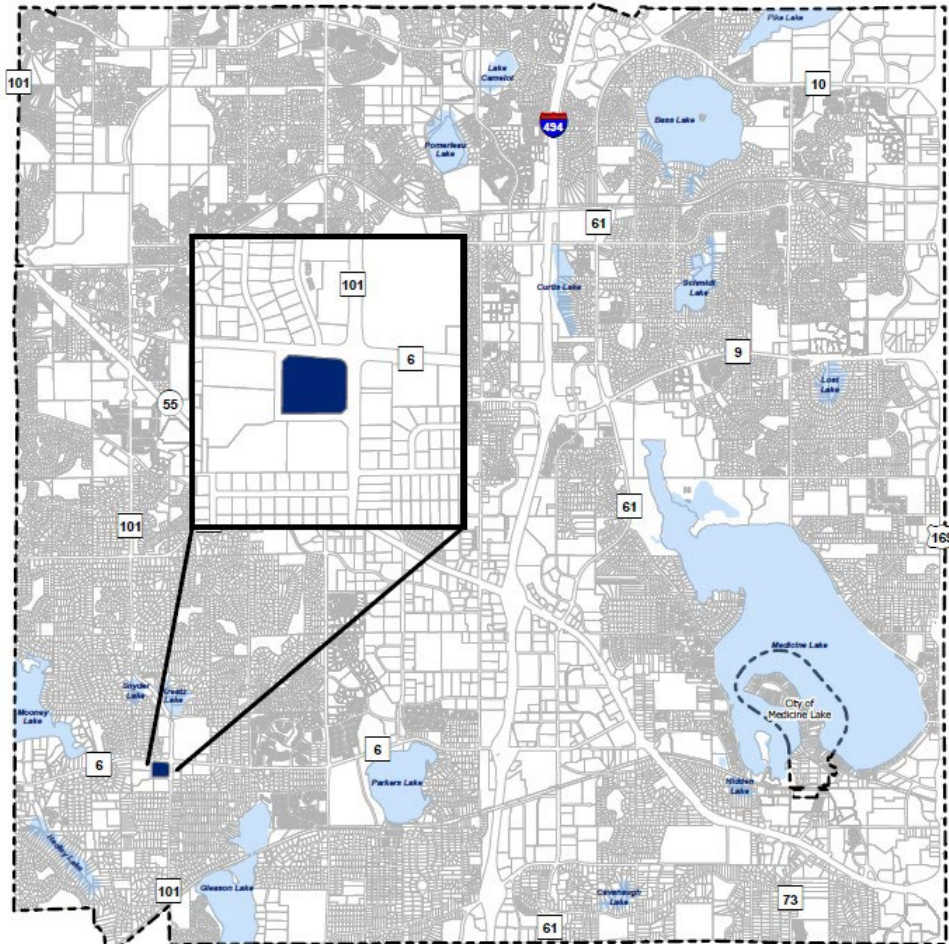


Overview

- Plymouth Plaza Redevelopment
- Purpose of Public Hearing
- Tonight's Actions/Future Actions
- Ehlers' Presentation

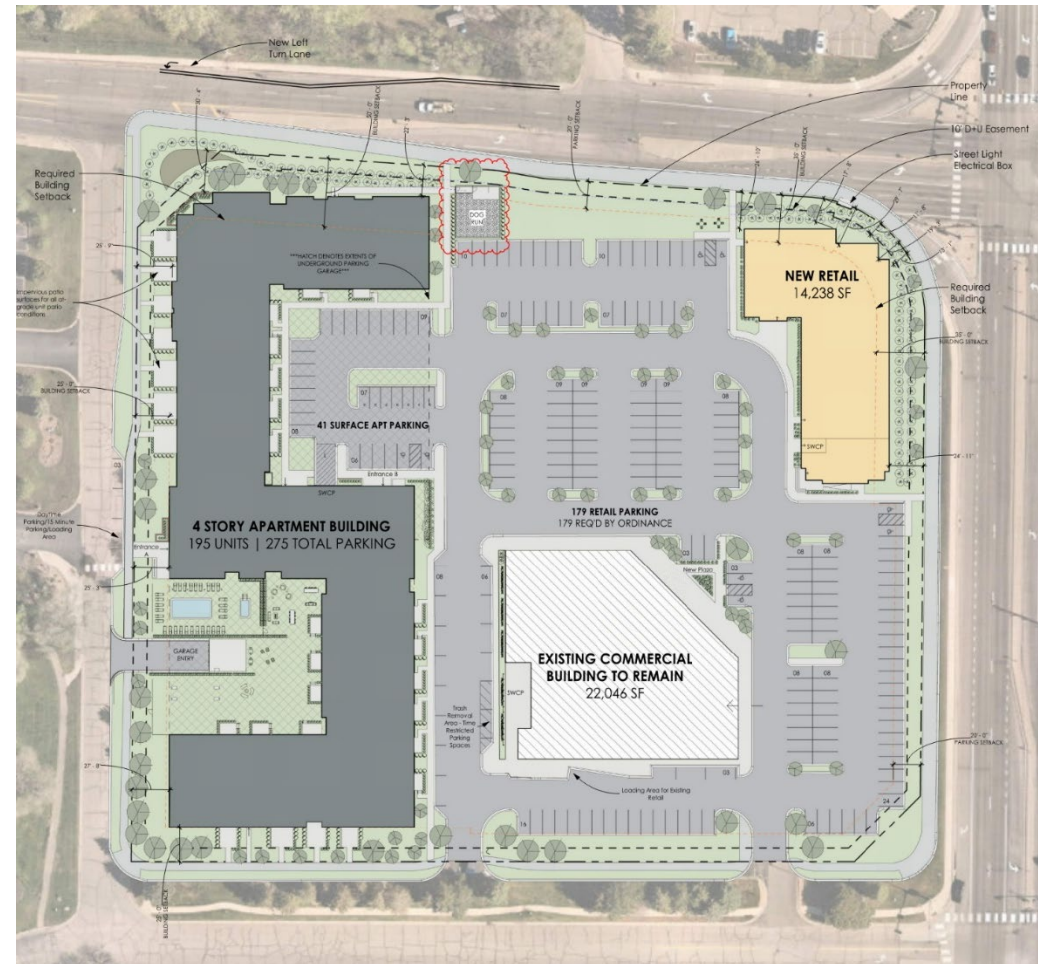


Tax Increment Financing District 7-13 (Plymouth Plaza)



Marco McLane Development Proposal

- Mixed-use redevelopment
 - Existing and new commercial buildings
 - Retention of all commercial tenants
 - 195-unit apartment building
 - 20% affordable units at 60% AMI
- Phased development
 - Received approval for mixed-use development in November 2025
 - Approval of final plat for first phase (new commercial building) in January 2026



Purpose of Public Hearing and City Council Approval

- Establish the type of TIF district
- Establish boundaries of the TIF district
- Set statutory maximum term of the District
- Set first year of the District
- Set maximum budget
- But For Finding

Tax Increment Financing District 7-13

Tonight's Actions

- TIF public hearing
- Adopt resolution approving modification to Development Program for District 7; establish TIF District 7-13; approve TIF Plan; approve interfund loan.

Future Actions

- Development Agreement to be approved at a future meeting (tentative March 2026)
- Final Plat for Phase 2 in the future.





Plymouth Plaza – TIF Plan (7-13)

City of Plymouth
February 24, 2026

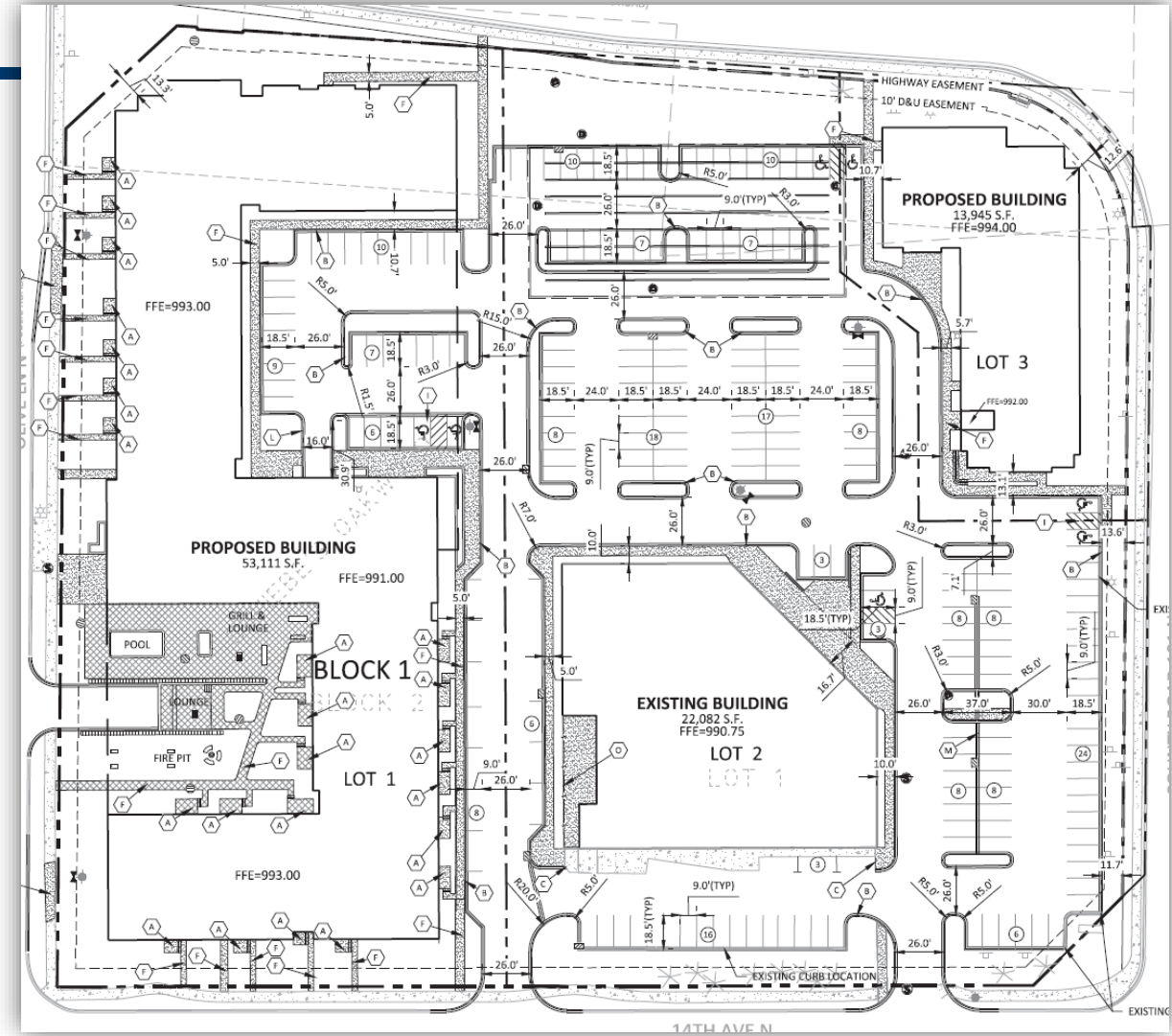
Agenda

- Project Overview
- Process
- TIF Plans Generally – What they are and what they are not
- Plymouth Plaza TIF Plan
- Recommendation

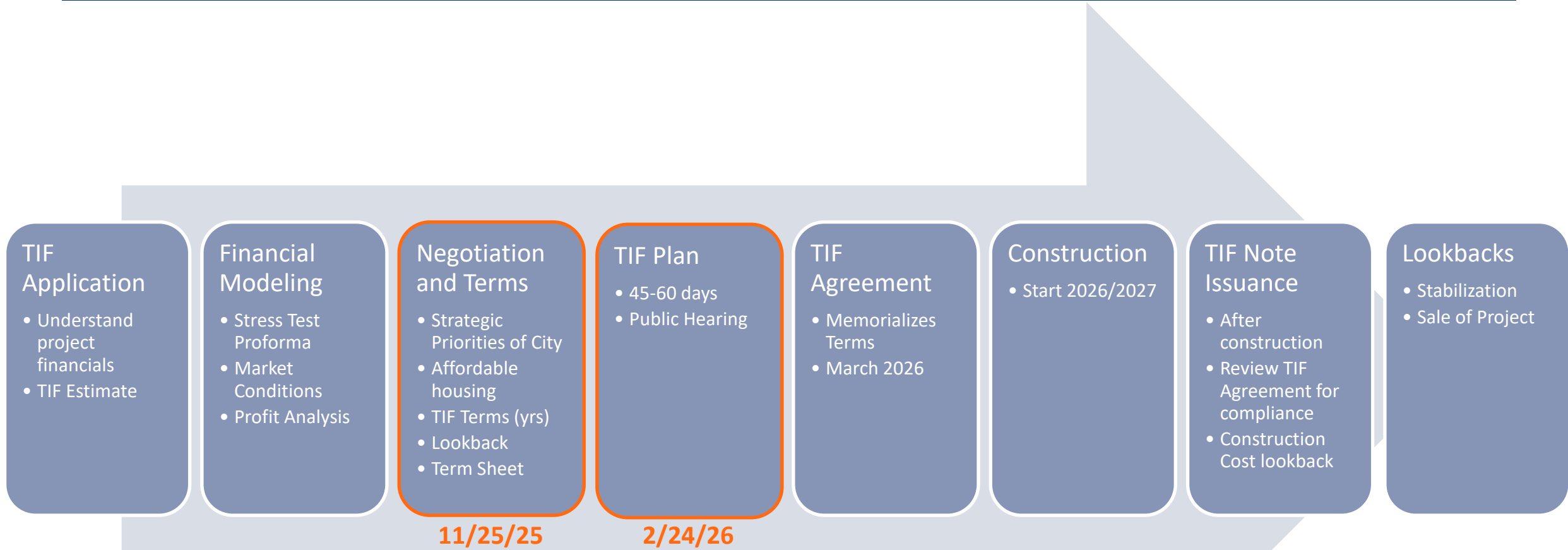
Project Overview

Type	60% AMI	Market Rate	Total	Percent Affordable
Studio	4	14	18	22%
1BR	21	84	105	20%
2BR	12	50	62	19%
3BR	2	8	10	20%
Totals	39	156	195	
Percent	20%	80%		

- \$62M development cost
- TIF needed for financeability
- **20 Years** of TIF, \$4.768M



Process



TIF Plans - Generally

- Documents set forth policy objectives for the project
- Identifies the geographic location of the project
- Provides **maximum budget** authority for TIF revenues and expenditures **planning document** that allows for creation of a TIF district
- **DOES NOT:** Identify an amount of or grant any assistance to the developer – TIF Agreement does this

TIF Plan for Plymouth Plaza

- Established as a **Redevelopment** TIF District
- Qualifies by meeting
 - ✓ Blight test (substandard building)
 - ✓ Site coverage test
 - ✓ LHB Report
- TIF can pay for certain eligible project costs
- **26-year** maximum duration

TIF Plan for Plymouth Plaza

- Anticipates **Pay-as-You-Go** payments to the developer
 - ✓ From TIF only - no other repayment required from the City, County or School
- Includes a 10% allowance for City admin. costs
- Base value taxes continue to be paid to all jurisdictions
- Project would not occur **But-For** the TIF assistance

Requested Action

Hold Public Hearing and Pass resolution approving the TIF Plan





Adoption Date: February 24, 2026

City of Plymouth

Hennepin County, Minnesota

MODIFICATION TO THE DEVELOPMENT PROGRAM

Development District No. 7

&

Tax Increment Financing (TIF) Plan

Establishment of Tax Increment Financing District No. 7-13
(Plymouth Plaza)
(a redevelopment district)



Prepared by:

Ehlers
3001 Broadway Street, Suite 320
Minneapolis, Minnesota 55413

BUILDING COMMUNITIES. IT'S WHAT WE DO.

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Modification to the Development Program for Development District No. 7

FOREWORD

The following text represents a Modification to the Development Program for Development District No. 7. This modification represents a continuation of the goals and objectives set forth in the Development Program for Development District No. 7. Generally, the substantive changes include the establishment of Tax Increment Financing District No. 7-13 (Plymouth Plaza).

For further information, a review of the Development Program for Development District No. 7, is recommended. It is available from the Community and Economic Development Director at the City of Plymouth. Other relevant information is contained in the tax increment financing plans for the tax increment financing districts located within Development District No. 7.

Tax Increment Financing Plan for Tax Increment Financing District No. 7-13 (Plymouth Plaza)

FOREWORD

The City of Plymouth (the "City"), staff and consultants have prepared the following information to expedite the Establishment of Tax Increment Financing District No. 7-13 (Plymouth Plaza) (the "District"), a redevelopment tax increment financing district, located in Development District No. 7.

STATUTORY AUTHORITY

Within the City, there exist areas where public involvement is necessary to cause development or redevelopment to occur. To this end, the City has certain statutory powers pursuant to *Minnesota Statutes ("M.S.")*, Sections 469.124 - 469.133, inclusive, as amended, and *M.S.*, Sections 469.174 to 469.1794, inclusive, as amended (the "TIF Act"), to assist in financing public costs related to this project.

This section contains the Tax Increment Financing Plan (the "TIF Plan") for the District. Other relevant information is contained in the Modification to the Development Program for Development District No. 7.

STATEMENT OF OBJECTIVES

The District currently consists of one (1) parcel of land and adjacent roads and internal rights-of-way. The District is being created to facilitate the construction of a multiple-phase, mixed-use redevelopment including market rate apartments, affordable apartments, and commercial uses in the City. The City has designated Macro McLane Development as the developer and anticipates entering into a development agreement shortly after approval of the District. Development is anticipated to begin in 2026. This TIF Plan is expected to achieve many of the objectives outlined in the Development Program for Development District No. 7.

The activities contemplated in the Modification to the Development Program and the TIF Plan do not preclude the undertaking of other qualified development or redevelopment activities. These activities are anticipated to occur over the life of Development District No. 7 and the District.

DEVELOPMENT PROGRAM OVERVIEW

Pursuant to the Development Program and authorizing state statutes, the City is authorized to undertake the following activities in the District:

1. Property to be Acquired - Selected property located within the District may be acquired by the City and is further described in this TIF Plan.
2. Relocation - Relocation services, to the extent required by law, are available pursuant to *M.S., Chapter 117* and other relevant state and federal laws.
3. Upon approval of a developer's plan relating to the project and completion of the necessary legal requirements, the City may sell to a developer selected properties that it may acquire within the District or may lease land or facilities to a developer.
4. The City may perform or provide for some or all necessary acquisition, construction, relocation, demolition, and required utilities and public street work within the District.

DESCRIPTION OF PROPERTY IN THE DISTRICT AND PROPERTY TO BE ACQUIRED

The District encompasses all property and adjacent roads rights-of-way and abutting roadways identified by the parcels listed below.

Parcel number	Address	Owner
3011822440011	1455 Co Rd No 101	Plymouth Plaza Llc Et Al

Note: The parcel being included in the District will be replatted into three parcels.

Please also see the map in Appendix A for further information on the location of the District.

The City may acquire any parcel within the District including interior and adjacent street rights of way. Any properties identified for acquisition will be acquired by the City only in order to accomplish one or more of the following: storm sewer improvements; provide land for needed public streets, utilities and facilities; carry out land acquisition, site improvements, clearance and/or development to accomplish the uses and objectives set forth in this plan.

The City may acquire property by gift, dedication, condemnation or direct purchase from willing sellers in order to achieve the objectives of this TIF Plan. Such acquisitions will be undertaken only when there is assurance of funding to finance the acquisition and related costs.

The City does not own the parcel of the property to be included in the District.

DISTRICT CLASSIFICATION

The City, in determining the need to create a tax increment financing district in accordance with *M.S., Sections 469.174 to 469.1794*, as amended, inclusive, finds that the District, to be established, is a redevelopment district pursuant to *M.S., Section 469.174, Subd. 10(a)(1)*.

- The District is a redevelopment district consisting of one (1) parcel.
- An inventory shows that parcels consisting of more than 70% of the area in the District are occupied by buildings, streets, utilities, paved or gravel parking lots or other similar structures.
- An inspection of the buildings located within the District finds that more than 50% of the buildings are structurally substandard as defined in the TIF Act. (See Appendix D).

Pursuant to *M.S., Section 469.176, Subd. 7*, the District does not contain any parcel or part of a parcel that qualified under the provisions of *M.S., Sections 273.111, 273.112, or 273.114 or Chapter 473H* for taxes payable in any of the five calendar years before the filing of the request for certification of the District.

DURATION & FIRST YEAR OF DISTRICT'S TAX INCREMENT

Pursuant to *M.S., Section 469.175, Subd. 1, and Section 469.176, Subd. 1*, the duration and first year of tax increment of the District must be indicated within the TIF Plan. Pursuant to *M.S., Section 469.176, Subd. 1b.*, the duration of the District will be 25 years after receipt of the first increment by the City (a total of 26 years of tax increment). The City elects to receive the first tax increment in 2028, which is no later than four years following the year of approval of the District.

Thus, it is estimated that the District, including any modifications of the TIF Plan for subsequent phases or other changes, would terminate after 2053, or when the TIF Plan is satisfied. The City reserves the right to decertify the District prior to the legally required date.

ORIGINAL TAX CAPACITY, TAX RATE & ESTIMATED CAPTURED NET TAX CAPACITY VALUE/INCREMENT & NOTIFICATION OF PRIOR PLANNED IMPROVEMENTS

Pursuant to *M.S., Section 469.174, Subd. 7 and M.S., Section 469.177, Subd. 1*, the Original Net Tax Capacity (ONTC) as certified for the District will be based on the market values placed on the property by the assessor in 2025 for taxes payable 2026.

Pursuant to *M.S., Section 469.177, Subds. 1 and 2*, the County Auditor shall certify in each year (beginning in the payment year 2028) the amount by which the original value has increased or decreased as a result of:

1. Change in tax exempt status of property;
2. Reduction or enlargement of the geographic boundaries of the District;
3. Change due to adjustments, negotiated or court-ordered abatements;
4. Change in the use of the property and classification;
5. Change in state law governing class rates; or
6. Change in previously issued building permits.

In any year in which the current Net Tax Capacity (NTC) value of the District declines below the ONTC, no value will be captured and no tax increment will be payable to the City.

The original local tax rate for the District will be the local tax rate for taxes payable 2026, assuming the request for certification is made before June 30, 2026. The final rates for 2026 were not available at the time the District was established, therefor we have used the preliminary 2026 rates for this plan. The ONTC and the Original Local Tax Rate for the District appear in the table below.

Pursuant to *M.S., Section 469.174 Subd. 4 and M.S., Section 469.177, Subd. 1, 2, and 4*, the estimated Captured Net Tax Capacity (CTC) of the District, within Development District No. 7, upon completion of the projects within the District, will annually approximate tax increment revenues as shown in the table below. The City requests 100% of the available increase in tax capacity be used for repayment of the obligations of the City and current expenditures, beginning in the tax year payable 2028. The Project Tax Capacity listed is an estimate of value when the projects within the District are completed.

Project Tax Capacity		
Estimated Development Tax Capacity upon completion	1,237,192	
Less: Original Net Tax Capacity (ONTC)	108,085	
Less: Fiscal Disparities	67,587	
Estimated Captured Tax Capacity (CTC)	1,061,521	
Original Local Tax Rate	97.3130%	Preliminary 2026
Estimated Annual Tax Increment	\$1,032,998	
Percent Retained by the City	100%	

Note: Tax capacity includes a 3% inflation factor for the duration of the District. The tax capacity included in this chart is the estimated tax capacity of the District in year 26. The tax capacity of the District in year one is estimated to be \$175,088.

Pursuant to *M.S., Section 469.177, Subd. 4*, the City shall, after a due and diligent search, accompany its request for certification to the County Auditor or its notice of the District enlargement pursuant to *M.S., Section 469.175, Subd. 4*, with a listing of all properties within the District or area of enlargement for which building permits have been issued during the eighteen (18) months immediately preceding approval of the TIF Plan by the municipality pursuant to *M.S., Section 469.175, Subd. 3*. The County Auditor shall increase the original net tax capacity of the District by the net tax capacity of improvements for which a building permit was issued.

The City has reviewed the area to be included in the District and determined that no building permits have been issued during the 18 months immediately preceding approval of the TIF Plan by the City that cause an increase in market value.

SOURCES OF REVENUE/BONDS TO BE ISSUED

The total estimated tax increment revenues for the District are shown in the table below:

SOURCES	
Tax Increment	\$ 17,875,907
Interest	1,787,591
TOTAL	\$ 19,663,498

The costs outlined in the Uses of Funds will be financed primarily through the annual collection of tax increments. The City reserves the right to issue bonds (as defined in the TIF Act) or incur other indebtedness as a result of the TIF Plan. As presently proposed, the projects within the District will be financed by pay-as-you-go notes and interfund loans.

Any refunding amounts will be deemed a budgeted cost without a formal modification to this TIF Plan.

This provision does not obligate the City to incur debt. The City will issue bonds or incur other debt only upon the determination that such action is in the best interest of the City.

The City may issue bonds secured in whole or in part with tax increments from the District in a maximum principal amount of \$12,472,708. Such bonds may be in the form of pay-as-you-go notes, revenue bonds or notes, general obligation bonds, or interfund loans. This estimate of total bonded indebtedness is a cumulative statement of authority under this TIF Plan as of the date of approval.

USES OF FUNDS

Currently under consideration for the District is a proposal to facilitate the construction of a multiple-phase, mixed-use redevelopment including market rate apartments, affordable apartments, and commercial uses. The City has determined that it will be necessary to provide assistance to the project(s) for certain District costs, as described herein.

The City hereby elects to increase by ten percentage points the permitted amount of expenditures from the District for housing activities located outside the geographic area of the District, as permitted under *M.S. 469.1763, Subd. 2(d)* of the TIF Act. Expenditures that meet the requirements under this subdivision of the TIF Act are legally permitted expenditures of the District, notwithstanding *M.S., Section 469.176, Subd. 4j*.

The estimate of public costs and uses of funds associated with the District and other affordable housing projects is outlined in the following table.

The City has studied the feasibility of the development or redevelopment of property in and around the District. To facilitate the establishment and development or redevelopment of the District, this TIF Plan authorizes the use of tax increment financing to pay for the cost of certain eligible expenses. The estimate of public costs and uses of funds associated with the District is outlined in the following table.

USES	
Land/Building Acquisition	\$ 2,000,000
Site Improvements/Preparation	500,000
Affordable Housing	6,256,568
Utilities	500,000
Other Qualifying Improvements	1,428,549
Administrative Costs (up to 10%)	1,787,591
PROJECT COSTS TOTAL	\$ 12,472,708
Interest	7,190,790
PROJECT AND INTEREST COSTS TOTAL	\$ 19,663,498

The total project cost, including financing costs (interest) listed in the table above does not exceed the total projected tax increments for the District as shown in the Sources of Revenue section.

Estimated costs associated with the District are subject to change among categories without a modification to the TIF Plan. The cost of all activities to be considered for tax increment financing will not exceed, without formal modification, the budget above pursuant to the applicable statutory requirements. Pursuant to *M.S., Section 469.1763, Subd. 2*, no more than 35% of the tax increment paid by property within the District will be spent on activities related to development or redevelopment outside of the District but within the boundaries of Development District No. 7, (including administrative costs, which are considered to be spent outside of the District) subject to the limitations as described in the TIF Plan.

FISCAL DISPARITIES ELECTION

Pursuant to *M.S., Section 469.177, Subd. 3*, the City may elect one of two methods to calculate fiscal disparities.

The City will choose to calculate fiscal disparities by clause b (inside).

ESTIMATED IMPACT ON OTHER TAXING JURISDICTIONS

The estimated impact on other taxing jurisdictions assumes that the redevelopment contemplated by the TIF Plan would occur without the creation of the District. However, the City has determined that such development or redevelopment would not occur "but for" tax increment financing and that, therefore, the fiscal impact on other taxing jurisdictions is \$0. The estimated fiscal impact of the District would be as follows if the "but for" test was not met:

Impact on Tax Base			
Entity	Preliminary 2025/Pay 2026 Total NTC	CTC upon completion	Percent of CTC to Entity Total
Hennepin County	2,657,866,502	1,061,521	0.0399%
City of Plymouth	197,127,580	1,061,521	0.5385%
ISD 284 (Wayzata Public Schools)	243,946,777	1,061,521	0.4351%

Impact on Tax Rates				
Entity	Preliminary Pay 2026 Extension Rate	Percent of Total	CTC	Potential Taxes
Hennepin County	39.1900%	40.27%	1,061,521	\$ 416,010
City of Plymouth	27.6160%	28.38%	1,061,521	293,150
ISD 284 (Wayzata Public Schools)	22.2000%	22.81%	1,061,521	235,658
Other	8.3070%	8.54%	1,061,521	88,181
	97.3130%	100.00%		\$1,032,998

The estimates listed above display the captured tax capacity when all construction is completed. The tax rate used for calculations is the Preliminary Pay 2026 rate. The total net capacity for the entities listed above are based on Preliminary Pay 2026 figures. The District will be certified under the Final Pay 2026 rates, which were unavailable at the time this TIF Plan was prepared.

Pursuant to *M.S., Section 469.175 Subd. 2(b)*:

- (1) Estimate of total tax increment. It is estimated that the total amount of tax increment that will be generated over the life of the District is \$17,875,907;
- (2) Probable impact of the District on city provided services and ability to issue debt. An impact of the District on police protection is expected. With any addition of new residents or businesses, police calls for service will be increased. New developments add an increase in traffic, and additional overall demands to the call load. The City does not expect that the proposed development, in and of itself, will necessitate new capital investment in vehicles or facilities.

The probable impact of the District on fire protection is not expected to be significant. Typically new buildings generate few calls, if any, and are of superior construction. The City does not expect that the proposed development, in and of itself, will necessitate new capital investment in vehicles or facilities.

The impact of the District on public infrastructure is expected to be minimal. The development is not expected to significantly impact any traffic movements in the area. The current infrastructure for sanitary sewer, storm sewer and water will be able to handle the additional volume generated from the proposed development. Based on the development plans, there are no additional costs associated with street maintenance, sweeping, plowing, lighting and sidewalks.

The probable impact of the issuance of any general obligation tax increment bonds payable from tax increment revenues from the District on the City's ability to issue debt for general fund purposes is expected to be minimal. It is not anticipated that there will be any general obligation debt issued in relation to this project, therefore there will be no impact on the City's ability to issue future debt or on the City's debt limit.

- (3) Estimated amount of tax increment attributable to school district levies. It is estimated that the amount of tax increments over the life of the District that would be attributable to school district levies, assuming the school district's share of the total local tax rate for all taxing jurisdictions remained the same, is \$4,078,028;
- (4) Estimated amount of tax increment attributable to county levies. It is estimated that the amount of tax increments over the life of the District that would be attributable to county levies, assuming the county's share of the total local tax rate for all taxing jurisdictions remained the same, is \$7,199,055;
- (5) Additional information requested by the county or school district. The City is not aware of any standard questions in a county or school district written policy regarding tax increment districts and impact on county or school district services. The county or school district must request additional information pursuant to *M.S., Section 469.175 Subd. 2(b)* within 15 days after receipt of the tax increment financing plan.

No requests for additional information from the county or school district regarding the proposed development for the District have been received.

SUPPORTING DOCUMENTATION

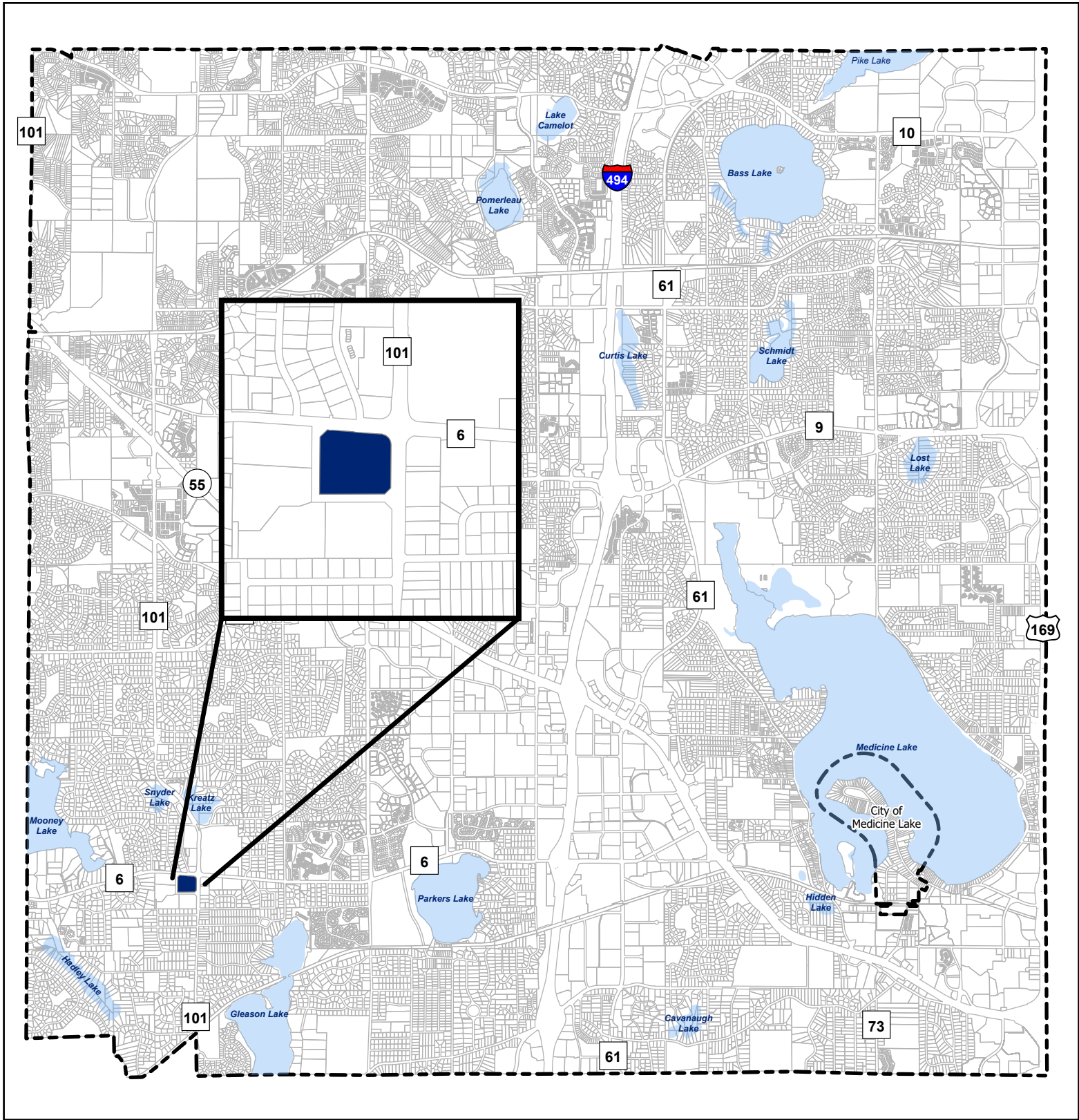
Pursuant to *M.S., Section 469.175, Subd. 1 (a), clause 7* this TIF Plan must contain identification and description of studies and analyses used to make the determination set forth in *M.S., Section 469.175, Subd. 3, clause (b)(2)* and the findings are required in the resolution approving the District.

- (i) In making said determination, reliance has been placed upon (1) written representation made by the Developer to such effects, (2) review of the Developer's proforma; and (3) City staff awareness of the feasibility of developing the project site within the District, which is further outlined in the City Council resolution approving the establishment of the District and Appendix C.
- (ii) A comparative analysis of estimated market value both with and without establishment of the District and the use of tax increments has been performed. Such analysis is included with the cashflow in Appendix B and indicates that the increase in estimated market value of the proposed development (less the indicated subtractions) exceeds the estimated market value of the site absent the establishment of the District and the use of tax increments.

DISTRICT ADMINISTRATION

Administration of the District will be handled by the Community and Economic Development Director.

Appendix A: Map of Development District No. 7 and the TIF District



The boundaries of Development District No. 7 are coterminous with the corporate limits of the City of Plymouth.

Tax Increment Financing District No. 7-13 (Plymouth Plaza)

Development District No. 7

City of Plymouth
Hennepin County, MN

Legend

- Parcels
- Municipal Boundary
- TIF District 7-13 (Plymouth Plaza)

Appendix B: Estimated Cash Flow for the District

Marco Mclane - Plymouth Plaza Housing

City of Plymouth, MN

195 Mixed Income Apartment and Commercial Project



ASSUMPTIONS AND RATES

DistrictType:	Redevelopment
District Name/Number:	
County District #:	
First Year Construction or Inflation on Value	2026
Existing District - Specify No. Years Remaining	26
Inflation Rate - Every Year:	3.00%
Interest Rate:	4.00%
Present Value Date:	1-Aug-27
First Period Ending	1-Feb-28
Tax Year District was Certified:	Pay 2026
Cashflow Assumes First Tax Increment For Development:	2028
Years of Tax Increment	26
Assumes Last Year of Tax Increment	2053
Fiscal Disparities Election [Outside (A), Inside (B), or NA]	Inside(B)
Incremental or Total Fiscal Disparities	Incremental
Fiscal Disparities Contribution Ratio	39.0432% Preliminary 2026
Fiscal Disparities Metro-Wide Tax Rate	132.6750% Preliminary 2026
Maximum/Frozen Local Tax Rate:	97.313% Preliminary 2026
Current Local Tax Rate: (Use lesser of Current or Max.)	97.313% Preliminary 2026
State-wide Tax Rate (Comm./Ind. only used for total taxes)	29.0000% Preliminary 2026
Market Value Tax Rate (Used for total taxes)	0.20000% Preliminary 2026

Tax Rates		
Exempt Class Rate (Exempt)		
0.00%		
Commercial Industrial Preferred Class Rate (C/I Pref.)		
First	\$150,000	1.50%
Over	\$150,000	2.00%
Commercial Industrial Class Rate (C/I)		
2.00%		
Rental Housing Class Rate (Rental)		
1.25%		
Affordable Rental Housing Class Rate (Aff. Rental)		
First	\$100,000	0.25%
Over	\$100,000	0.25%
Non-Homestead Residential (Non-H Res. 1 Unit)		
First	\$500,000	1.00%
Over	\$500,000	1.25%
Homestead Residential Class Rate (Hmstd. Res.)		
First	\$500,000	1.00%
Over	\$500,000	1.25%
Agricultural Non-Homestead		
1.00%		

BASE VALUE INFORMATION (Original Tax Capacity)

Map ID	PID	Owner	Address	Land Market Value	Building Market Value	Total Market Value	Percentage Of Value Used for District	Original Market Value	Tax Year Original Market Value	Property Tax Class	Current Original Tax Capacity	Class After Conversion	After Conversion Orig. Tax Cap.	Area/ Phase
1	3011822440011	Plymouth Plaza Llc Et Al	1455 Co Rd No 101	3,430,000	3,070,000	6,500,000	42%	2,722,057	Pay 2026	C/I Pref.	53,691	Rental	34,026	Apts
2	3011822440011	Plymouth Plaza Llc Et Al	1455 Co Rd No 101	3,430,000	3,070,000	6,500,000	46%	2,964,232	Pay 2026	C/I Pref.	58,535	C/I Pref.	58,535	Exist
3	3011822440011	Plymouth Plaza Llc Et Al	1455 Co Rd No 101	3,430,000	3,070,000	6,500,000	13%	813,711	Pay 2026	C/I Pref.	15,524	C/I Pref.	15,524	New Retail
							100%	6,500,000			127,750		108,085	

- Note:
- 1. Base values are for pay 2026 based on review of County website on 8-7-25.
 - 2. Located in SD #284, WS #3.

Marco Mclane - Plymouth Plaza Housing

City of Plymouth, MN
195 Mixed Income Apartment and Commercial Project



PROJECT INFORMATION (Project Tax Capacity)													
Area/Phase	New Use	Estimated Market Value Per Sq. Ft./Unit	Taxable Market Value Per Sq. Ft./Unit	Total Sq. Ft./Units	Total Taxable Market Value	Property Tax Class	Project Tax Capacity	Project Tax Capacity/Unit	Percentage Completed 2026	Percentage Completed 2027	Percentage Completed 2028	Percentage Completed 2029	First Year Full Taxes Payable
1	Apartments	245,000	245,000	156	38,220,000	Rental	477,750	3,063	25%	75%	100%	100%	2030
2	Aff Apartments	245,000	245,000	39	9,555,000	Aff. Rental	23,888	613	25%	75%	100%	100%	2030
3	Ex Comercial	150	150	22,046	3,306,900	C/I Pref.	65,388	3.0	33%	100%	100%	100%	2029
4	Prop Commercial	200	200	14,238	2,847,600	C/I Pref.	56,202	3.9	50%	100%	100%	100%	2029
TOTAL					53,929,500		623,228						
Subtotal Residential				195	47,775,000		501,638						
Subtotal Commercial/Ind.				36,284	6,154,500		121,590						

Note:

1. Market values are based upon email from Assessor on 9-15-25.

TAX CALCULATIONS									
New Use	Total Tax Capacity	Fiscal Disparities Tax Capacity	Local Tax Capacity	Local Property Taxes	Fiscal Disparities Taxes	State-wide Property Taxes	Market Value Taxes	Total Taxes	Taxes Per Sq. Ft./Unit
Apartments	477,750	0	477,750	464,913	0	0	76,440	541,353	3,470.21
Aff Apartments	23,888	0	23,888	23,246	0	0	4,778	28,023	718.54
Ex Comercial	65,388	25,530	39,858	38,787	33,871	18,310	6,614	97,583	4.43
Prop Commercia	56,202	21,943	34,259	33,338	29,113	15,646	5,695	83,793	5.89
TOTAL	623,228	47,473	575,755	560,284	62,984	33,956	93,527	750,751	

Note:

1. Taxes and tax increment will vary significantly from year to year depending upon values, rates, state law, fiscal disparities and other factors which cannot be predicted.

WHAT IS EXCLUDED FROM TIF?	
Total Property Taxes	750,751
less State-wide Taxes	(33,956)
less Fiscal Disp. Adj.	(62,984)
less Market Value Taxes	(93,527)
less Base Value Taxes	(77,042)
Annual Gross TIF	483,242

MARKET VALUE BUT / FOR ANALYSIS	
Current Market Value - Est.	6,500,000
New Market Value - Est.	53,929,500
Difference	47,429,500
Present Value of Tax Increment	9,921,858
Difference	37,507,642
Value likely to occur without Tax Increment is less than:	37,507,642



Marco McLane - Plymouth Plaza Housing
City of Plymouth, MN
195 Mixed Income Apartment and Commercial Project

TAX INCREMENT CASH FLOW														
% of OTC	Project Tax Capacity	Original Tax Capacity	Fiscal Disparities Incremental	Captured Tax Capacity	Local Tax Rate	Annual Gross Tax Increment	Semi-Annual Gross Tax Increment	State Auditor 0.36%	Admin. at 10%	Semi-Annual Net Tax Increment	Semi-Annual Present Value	PERIOD ENDING Yrs.	Tax Year	Payment Date
100%	175,088	(108,085)	-	67,004	97.313%	65,203	32,602	(117)	(3,248)	29,236	28,101	0.5	2028	02/01/28
							32,602	(117)	(3,248)	29,236	55,650	1	2028	02/01/29
100%	497,818	(108,085)	(18,558)	371,176	97.313%	361,202	180,601	(650)	(17,995)	161,956	205,273	1.5	2029	08/01/29
							180,601	(650)	(17,995)	161,956	351,961	2	2029	02/01/30
100%	626,875	(108,085)	(19,982)	498,809	97.313%	485,406	242,703	(874)	(24,183)	217,646	545,225	2.5	2030	08/01/30
							242,703	(874)	(24,183)	217,646	734,699	3	2030	02/01/31
100%	645,681	(108,085)	(21,449)	516,148	97.313%	502,279	251,140	(904)	(25,024)	225,212	926,915	3.5	2031	08/01/31
							251,140	(904)	(25,024)	225,212	1,115,362	4	2031	02/01/32
100%	665,052	(108,085)	(22,960)	534,008	97.313%	519,659	259,829	(935)	(25,889)	233,005	1,306,507	4.5	2032	08/01/32
							259,829	(935)	(25,889)	233,005	1,493,904	5	2032	02/01/33
100%	685,003	(108,085)	(24,516)	552,403	97.313%	537,560	268,780	(968)	(26,781)	241,031	1,683,956	5.5	2033	08/01/33
							268,780	(968)	(26,781)	241,031	1,870,281	6	2033	02/01/34
100%	705,554	(108,085)	(26,119)	571,350	97.313%	555,998	277,999	(1,001)	(27,700)	249,298	2,059,218	6.5	2034	08/01/34
							277,999	(1,001)	(27,700)	249,298	2,244,450	7	2034	02/01/35
100%	726,720	(108,085)	(27,770)	590,866	97.313%	574,989	287,495	(1,035)	(28,646)	257,814	2,432,253	7.5	2035	08/01/35
							287,495	(1,035)	(28,646)	257,814	2,616,374	8	2035	02/01/36
100%	748,522	(108,085)	(29,470)	610,967	97.313%	594,550	297,275	(1,070)	(29,620)	266,584	2,803,026	8.5	2036	08/01/36
							297,275	(1,070)	(29,620)	266,584	2,986,017	9	2036	02/01/37
100%	770,977	(108,085)	(31,222)	631,671	97.313%	614,698	307,349	(1,106)	(30,624)	275,618	3,171,501	9.5	2037	08/01/37
							307,349	(1,106)	(30,624)	275,618	3,353,347	10	2037	02/01/38
100%	794,107	(108,085)	(33,026)	652,996	97.313%	635,450	317,725	(1,144)	(31,658)	284,923	3,537,646	10.5	2038	08/01/38
							317,725	(1,144)	(31,658)	284,923	3,718,332	11	2038	02/01/39
100%	817,930	(108,085)	(34,884)	674,961	97.313%	656,825	328,412	(1,182)	(32,723)	294,507	3,901,433	11.5	2039	08/01/39
							328,412	(1,182)	(32,723)	294,507	4,080,945	12	2039	02/01/40
100%	842,468	(108,085)	(36,798)	697,585	97.313%	678,841	339,420	(1,222)	(33,820)	304,379	4,262,835	12.5	2040	08/01/40
							339,420	(1,222)	(33,820)	304,379	4,441,159	13	2040	02/01/41
100%	867,742	(108,085)	(38,770)	720,888	97.313%	701,517	350,759	(1,263)	(34,950)	314,546	4,621,826	13.5	2041	08/01/41
							350,759	(1,263)	(34,950)	314,546	4,798,951	14	2041	02/01/42
100%	893,774	(108,085)	(40,800)	744,889	97.313%	724,874	362,437	(1,305)	(36,113)	325,019	4,978,385	14.5	2042	08/01/42
							362,437	(1,305)	(36,113)	325,019	5,154,300	15	2042	02/01/43
100%	920,587	(108,085)	(42,892)	769,611	97.313%	748,932	374,466	(1,348)	(37,312)	335,806	5,332,490	15.5	2043	08/01/43
							374,466	(1,348)	(37,312)	335,806	5,507,186	16	2043	02/01/44
100%	948,205	(108,085)	(45,046)	795,075	97.313%	773,711	386,855	(1,393)	(38,546)	346,916	5,684,123	16.5	2044	08/01/44
							386,855	(1,393)	(38,546)	346,916	5,857,591	17	2044	02/01/45
100%	976,651	(108,085)	(47,265)	821,302	97.313%	799,234	399,617	(1,439)	(39,818)	358,360	6,033,267	17.5	2045	08/01/45
							399,617	(1,439)	(39,818)	358,360	6,205,499	18	2045	02/01/46
100%	1,005,951	(108,085)	(49,550)	848,316	97.313%	825,522	412,761	(1,486)	(41,127)	370,147	6,379,908	18.5	2046	08/01/46
							412,761	(1,486)	(41,127)	370,147	6,550,897	19	2046	02/01/47
100%	1,036,129	(108,085)	(51,904)	876,141	97.313%	852,599	426,299	(1,535)	(42,476)	382,288	6,724,032	19.5	2047	08/01/47
							426,299	(1,535)	(42,476)	382,288	6,893,771	20	2047	02/01/48
100%	1,067,213	(108,085)	(54,329)	904,800	97.313%	880,488	440,244	(1,585)	(43,866)	394,793	7,065,627	20.5	2048	08/01/48
							440,244	(1,585)	(43,866)	394,793	7,234,112	21	2048	02/01/49
100%	1,099,229	(108,085)	(56,826)	934,319	97.313%	909,214	454,607	(1,637)	(45,297)	407,673	7,404,683	21.5	2049	08/01/49
							454,607	(1,637)	(45,297)	407,673	7,571,909	22	2049	02/01/50
100%	1,132,206	(108,085)	(59,398)	964,724	97.313%	938,802	469,401	(1,690)	(46,771)	420,940	7,741,192	22.5	2050	08/01/50
							469,401	(1,690)	(46,771)	420,940	7,907,155	23	2050	02/01/51
100%	1,166,173	(108,085)	(62,048)	996,040	97.313%	969,277	484,638	(1,745)	(48,289)	434,604	8,075,146	23.5	2051	08/01/51
							484,638	(1,745)	(48,289)	434,604	8,239,843	24	2051	02/01/52
100%	1,201,158	(108,085)	(64,776)	1,028,297	97.313%	1,000,666	500,333	(1,801)	(49,853)	448,679	8,406,539	24.5	2052	08/01/52
							500,333	(1,801)	(49,853)	448,679	8,569,968	25	2052	02/01/53
100%	1,237,192	(108,085)	(67,587)	1,061,521	97.313%	1,032,998	516,499	(1,859)	(51,464)	463,175	8,735,368	25.5	2053	08/01/53
							516,499	(1,859)	(51,464)	463,175	8,897,525	26	2053	02/01/54
Total							17,940,493	(64,586)	(1,787,591)	16,088,317				
Present Value From 08/01/2027							9,921,858	(35,719)	(988,614)	8,897,525				

Appendix C: Findings Including But/For Qualifications

The reasons and facts supporting the findings for the adoption of the Tax Increment Financing Plan (TIF Plan) for Tax Increment Financing District No. 7-13 (Plymouth Plaza) (the “District”), as required pursuant to *Minnesota Statutes (M.S.), Section 469.175, Subdivision 3* are as follows:

1. *Finding that Tax Increment Financing District No. 7-13 (Plymouth Plaza) is a redevelopment district as defined in M.S., Section 469.174, Subd. 10.*

The District consists of one (1) parcels and right-of-way, with plans to redevelop the area for the construction of a multiple-phase, mixed-use redevelopment including market rate apartments, affordable apartments, and commercial uses. Parcels consisting of 70% of the area of the District are occupied by buildings, streets, utilities, paved or gravel parking lots or other similar structures and more than 50% of the buildings in the District, not including outbuildings, are structurally substandard to a degree requiring substantial renovation or clearance. (See Appendix D of the TIF Plan.)

2. *Finding that the proposed development, in the opinion of the City Council, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future and that the increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in the market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for the maximum duration of Tax Increment Financing District No. 7-13 (Plymouth Plaza) permitted by the TIF Plan.*

The proposed development, in the opinion of the City, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future: This finding is supported by the fact that the redevelopment proposed in the TIF Plan meets the City's objectives for redevelopment. Due to the high cost of redevelopment on the parcels currently occupied by a substandard building, the cost of affordable housing, and the cost of financing the proposed improvements, this project is feasible only through assistance, in part, from tax increment financing.

The increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for the maximum duration of the District permitted by the TIF

Plan: This finding is justified on the grounds that the cost of site and public improvements and utilities add to the total redevelopment cost. Historically, construction costs, site and public improvements costs in this area have made redevelopment infeasible without tax increment assistance. The City reasonably determines that no other redevelopment of similar scope is anticipated on this site without substantially similar assistance being provided to the development.

Therefore, the City concludes as follows:

- a. The City's estimate of the amount by which the market value of the entire District will increase without the use of tax increment financing is \$0.
 - b. If the proposed development occurs, the total increase in market value will be \$47,429,500.
 - c. The present value of tax increments from the District for the maximum duration of the district permitted by the TIF Plan is estimated to be \$9,921,858.
 - d. Even if some development other than the proposed development were to occur, the Council finds that no alternative would occur that would produce a market value increase greater than \$37,507,642 (the amount in clause b less the amount in clause c) without tax increment assistance.
3. *Finding that the TIF Plan for the District conforms to the general plan for the development or redevelopment of the municipality as a whole.*

The City Council reviewed the TIF Plan and found that the TIF Plan conforms to the general development plan of the City.

4. *Finding that the TIF Plan for Tax Increment Financing District No. 7-13 (Plymouth Plaza) will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the development or redevelopment of Development District No. 7 by private enterprise.*

The project to be assisted by the District will result in increased employment in the City and the State of Minnesota, the renovation of substandard properties, increased tax base of the State and add a high-quality development to the City.

Through the implementation of the TIF Plan, the City will increase the availability of safe and decent life-cycle housing in the City.

Appendix D: Redevelopment Qualifications for the District

July 18, 2025

Grant Fernelius
Community and Economic Development Director
City of Plymouth
3400 Plymouth Boulevard
Plymouth, MN 55447

TIF ANALYSIS FINDINGS FOR 1455 COUNTY ROAD 101

LHB was hired to inspect one building on one parcel in Plymouth, Minnesota, to determine if it meets the definition of "Substandard" as defined by *Minnesota Statutes, Section 469.174, subdivision 10*. The building parcel may potentially be part of a future Redevelopment TIF District, so will need to be compliant with all the statutes pertaining to a Redevelopment District.

The building is located at 1455 County Road 101 (Parcel A in Diagram 1).

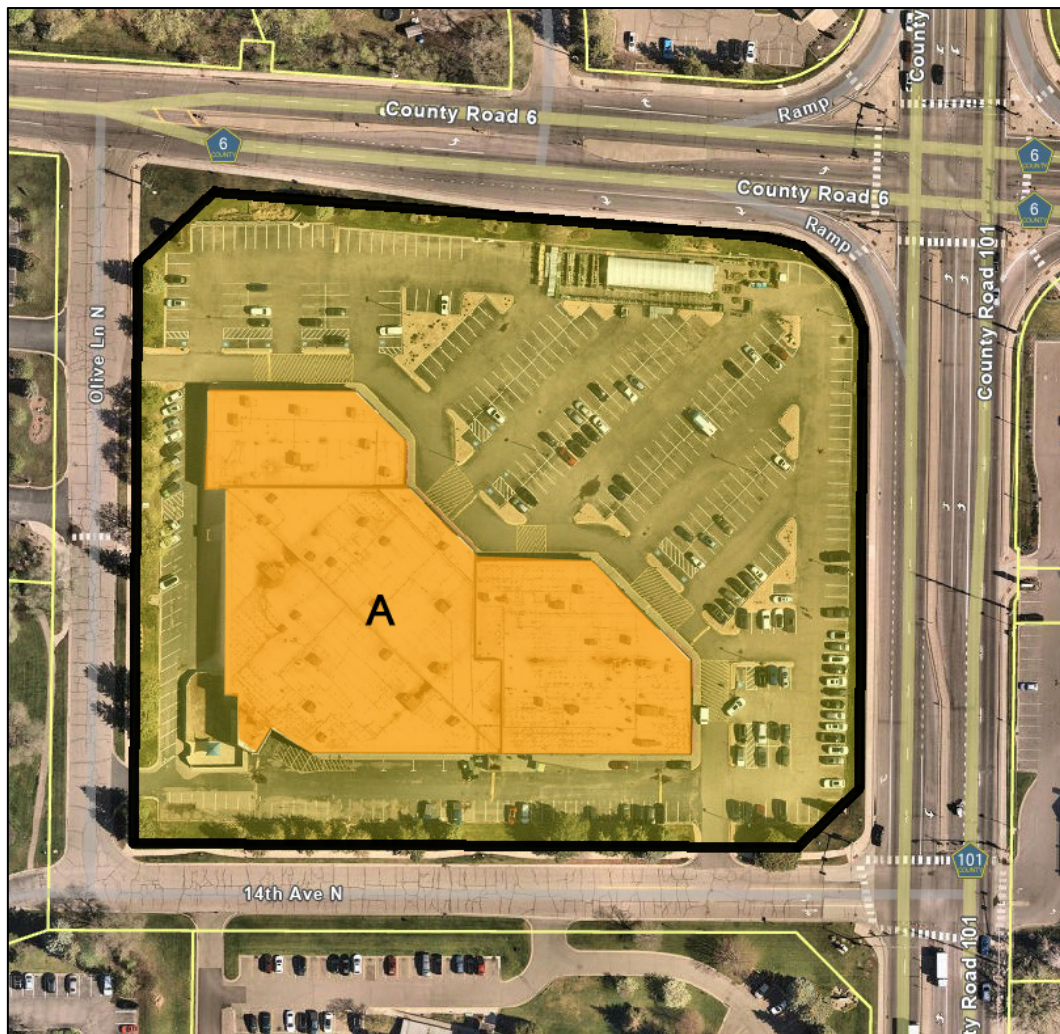


Diagram 1

CONCLUSION

After evaluating the condition of the building on June 26, 2025 and applying current statutory criteria for a Redevelopment District under *Minnesota Statutes, Section 469.174, Subdivision 10*, it is our professional opinion that the building qualifies as substandard.

The remainder of this letter and attachments describe our process and findings in detail.

MINNESOTA STATUTE 469.174, SUBDIVISION 10 REQUIREMENTS

The properties were inspected in accordance with the following requirements under *Minnesota Statutes, Section 469.174, Subdivision 10(c)*, which states:

INTERIOR INSPECTION

"The municipality may not make such determination [that the building is structurally substandard] without an interior inspection of the property..."

EXTERIOR INSPECTION AND OTHER MEANS

"An interior inspection of the property is not required, if the municipality finds that

(1) the municipality or authority is unable to gain access to the property after using its best efforts to obtain permission from the party that owns or controls the property; and

(2) the evidence otherwise supports a reasonable conclusion that the building is structurally substandard."

DOCUMENTATION

"Written documentation of the findings and reasons why an interior inspection was not conducted must be made and retained under section 469.175, subdivision 3, clause (1)."

QUALIFICATION REQUIREMENTS

Minnesota Statutes, Section 469.174, Subdivision 10 (a) (1) requires two tests for occupied parcels:

1. Coverage Test

"...parcels consisting of 70 percent of the area of the district are occupied by buildings, streets, utilities, or paved or gravel parking lots..."

The coverage required by the parcel to be considered occupied is defined under *Minnesota Statutes, Section 469.174, Subdivision 10(e)*, which states:

"For purposes of this subdivision, a parcel is not occupied by buildings, streets, utilities, paved or gravel parking lots, or other similar structures unless 15 percent of the area of the parcel contains buildings, streets, utilities, paved or gravel parking lots, or other similar structures."

The LHB team reviewed the following parcels:

Parcel A ID Number 30.118.22.44.0011

- The parcel is approximately 285,839 sf and is 90 percent covered by buildings, parking lots or other improvements.

Findings

The parcel is covered by buildings, parking lots or other improvements, exceeding the 15 percent parcel requirement.

2. Condition of Buildings Test

Minnesota Statutes, Section 469.174, Subdivision 10(a) states:

"...and more than 50 percent of the buildings, not including outbuildings, are structurally substandard to a degree requiring substantial renovation or clearance;"

Structurally substandard is defined under Minnesota Statutes, Section 469.174, Subdivision 10(b), which states:

"For purposes of this subdivision, 'structurally substandard' shall mean containing defects in structural elements or a combination of deficiencies in essential utilities and facilities, light and ventilation, fire protection including adequate egress, layout and condition of interior partitions, or similar factors, which defects or deficiencies are of sufficient total significance to justify substantial renovation or clearance."

We do not count energy code deficiencies toward the thresholds required by *Minnesota Statutes, Section 469.174, Subdivision 10(b)*) defined as "structurally substandard", due to concerns expressed by the State of Minnesota Court of Appeals in the *Walser Auto Sales, Inc. vs. City of Richfield* case filed November 13, 2001.

Findings

The building exceeds the criteria required to be determined a substandard building (see the attached Building Code, Condition Deficiency and Context Analysis Reports).

Buildings are not eligible to be considered structurally substandard unless they meet certain additional criteria, as set forth in *Subdivision 10(c)* which states:

"A building is not structurally substandard if it follows the building code applicable to new buildings or could be modified to satisfy the building code at a cost of less than 15 percent of the cost of constructing a new structure of the same square footage and type on the site. The municipality may find that a building is not disqualified as structurally substandard under the preceding sentence based on reasonably available evidence, such as the size, type, and age of the building, the average cost of plumbing, electrical, or structural repairs, or other similar reliable evidence."

"Items of evidence that support such a conclusion [that the building is not disqualified] include recent fire or police inspections, on-site property tax appraisals or housing inspections, exterior evidence of deterioration, or other similar reliable evidence."

LHB counts energy code deficiencies toward the 15 percent code threshold required by *Minnesota Statutes, Section 469.174, Subdivision 10(c)*) for the following reasons:

- The Minnesota energy code is one of ten building code areas highlighted by the Minnesota Department of Labor and Industry website where minimum construction standards are required by law.
- Chapter 13 of the *2015 Minnesota Building Code* states, "Buildings shall be designed and constructed in accordance with the International Energy Conservation Code." Furthermore, *Minnesota Rules, Chapter 1305.0021 Subpart 9* states, "References to the International Energy Conservation Code in this code mean the Minnesota Energy Code..."

- Chapter 11 of the 2015 Minnesota Residential Code incorporates Minnesota Rules, Chapters, 1322 and 1323 Minnesota Energy Code.
- The Senior Building Code Representative for the Construction Codes and Licensing Division of the Minnesota Department of Labor and Industry confirmed that the Minnesota Energy Code is being enforced throughout the State of Minnesota.
- In a January 2002 report to the Minnesota Legislature, the Management Analysis Division of the Minnesota Department of Administration confirmed that the construction cost of new buildings complying with the Minnesota Energy Code is higher than buildings built prior to the enactment of the code.

Proper TIF analysis requires a comparison between the replacement value of a new building built under current code standards with the repairs that would be necessary to bring the existing building up to current code standards. For an equal comparison to be made, all applicable code chapters should be applied to both scenarios. Since current construction estimating software automatically applies the construction cost of complying with the Minnesota Energy Code, energy code deficiencies should also be identified in the existing structures.

Findings

The building has code deficiencies exceeding the 15 percent building code deficiency criteria required to be determined substandard (see the attached Building Code, Condition Deficiency and Context Analysis Reports).

TEAM CREDENTIALS

MICHAEL A. FISCHER, AIA, LEED AP - PROJECT PRINCIPAL / TIF ANALYST

Michael has 39 years of experience as project principal, project manager, project designer and project architect on planning, urban design, educational, commercial, and governmental projects. He has become an expert on Tax Increment Finance District analysis assisting over 130 cities with strategic planning for TIF Districts. He is an Architectural Principal and Vice President at LHB.

Michael completed a two-year Bush Fellowship, studying at MIT and Harvard in 1999, earning master's degrees in City Planning and Real Estate Development from MIT. He has served on more than 50 committees, boards, and community task forces, including City Council President in Superior, Wisconsin, Chair of the Duluth/Superior Metropolitan Planning Organization, and Chair of the Edina, Minnesota Planning Commission. Most recently, he served as a member of the Edina city council and Secretary of the Edina HRA. Michael has also managed and designed several award-winning architectural projects and was one of four architects in the Country to receive the AIA Young Architects Citation in 1997.

PHIL FISHER – INSPECTOR

For 35 years, Phil Fisher worked in the field of Building Operations in Minnesota including White Bear Lake Area Schools. At the University of Minnesota, he earned his Bachelor of Science in Industrial Technology. He is a Certified Playground Safety Inspector, Certified Plant Engineer, and is trained in Minnesota Enterprise Real Properties (MERP) Facility Condition Assessment (FCA). His FCA training was recently applied to the Minnesota Department of Natural Resources Facilities Condition Assessment project involving over 2,000 buildings.

ATTACHMENTS

We have attached a Building Code, Condition Deficiency and Context Analysis Report, Replacement Cost Report, Code Deficiency Report, and thumbnail photo sheets of the building.

Please contact me at (612) 752-6920 if you have any questions.

LHB, INC.

A handwritten signature in blue ink, appearing to read "MA Fischer", followed by a horizontal line and a period.

MICHAEL A. FISCHER, AIA, LEED AP

c: LHB Project No.250395.00

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1455 County Road 101 Redevelopment TIF District

Building Code, Condition Deficiency and Context Analysis Report

Parcel A

Plymouth Plaza

Address:	1455 County Road 101, Plymouth, Minnesota 55447
Parcel ID:	3011822440011
Inspection Date(s) & Time(s):	June 26, 2025, p:30 am
Inspection Type:	Interior and Exterior
Summary of Deficiencies:	It is our professional opinion that this building is Substandard because: - Substantial renovation is required to correct Conditions found. - Building Code deficiencies total more than 15% of replacement cost, NOT including energy code deficiencies.

Estimated Replacement Cost:	\$10,795,598
Estimated Cost to Correct Building Code Deficiencies:	\$2,788,893
Percentage of Replacement Cost for Building Code Deficiencies:	25.8%

DEFECTS IN STRUCTURAL ELEMENTS

1. Steel lintels should be protected from rusting per code.
2. Concrete windowsills are damaged and should be repaired or replaced.

COMBINATION OF DEFICIENCIES

1. Essential Utilities and Facilities
 - a. There is no accessible route to all levels of the building as required by code.
 - b. Restrooms do not comply with code.
 - c. The staff breakroom sink does not comply with the accessibility code.
2. Light and Ventilation
 - a. The lighting system does not comply with code.
 - b. The HVAC system does not comply with code.
3. Fire Protection/Adequate Egress
 - a. Sidewalks are damaged creating an impediment to emergency egress which is contrary to code.
 - b. Thresholds do not comply with code for maximum height.
 - c. Non-code-compliant door hardware should be replaced.
 - d. Floor tile is damaged creating an impediment to emergency egress which is contrary to code.
 - e. Fire caulking should be installed to comply with code.
 - f. Sheet rock panels should be taped to comply with code.
 - g. The emergency notification system does not comply with code.

- h. There are no code required smoke detectors.
4. Layout and Condition of Interior Partitions/Materials
- a. Interior walls should be repaired and repainted.
 - b. Rubber baseboard material should be replaced.
 - c. Missing damaged ceiling tile should be replaced to comply with code.
 - d. Interior windowsills are damaged from water intrusion and should be repaired.
 - e. The carpet should be cleaned.
5. Exterior Construction
- a. Exterior caulking is failing allowing for water intrusion which is contrary to code.
 - b. Steel doors and frames are rusting and should be repaired or replaced.
 - c. Exterior block walls should be repainted.
 - d. Window gasket seals are failing allowing for water intrusion which is contrary to code.
 - e. The parking lot is failing and should be repaired or replaced.
 - f. Graffiti should be removed, according to the city code.
 - g. The roofing materials are failing allowing for water intrusion which is contrary to code.

DESCRIPTION OF CODE DEFICIENCIES

- 1. Protect steel lintels from rusting per code.
- 2. Create a code required accessible route to all levels of the building.
- 3. Modify restrooms to comply with code.
- 4. Modify staff break room to comply with accessibility code.
- 5. Install code compliant lighting.
- 6. Install a code compliant HVAC system.
- 7. Repair sidewalks to create a code required unimpeded means for emergency egress.
- 8. Modify thresholds to comply with code for maximum height.
- 9. Install code compliant door hardware where needed.
- 10. Repair or replace damaged floor tile to create a code required unimpeded means for emergency egress.
- 11. Install code required fire caulking.
- 12. Fireproof sheet rock panels to comply with code.
- 13. Install a code compliant emergency notification system.
- 14. Install code required smoke detectors.
- 15. Replace damaged and missing ceiling tile to comply with code.
- 16. Replace failed exterior caulking to prevent water intrusion per code.
- 17. Replace window gasket seals to prevent water intrusion per code.
- 18. Remove graffiti to comply with the city code.
- 19. Replace failed roofing materials to prevent water intrusion per code.

OVERVIEW OF DEFICIENCIES

This shopping center was built in 1987. The parking lot needs repair. The sidewalks need repair to create a code required unimpeded means for emergency egress. A code required accessible route to all levels should be established. Restrooms should be modified to comply with code. Steel lintels should be protected from rusting per code. The hollow metal exterior doors are rusting and should be repaired and repainted. Exterior concrete windowsills are failing and should be repaired or replaced. The exterior concrete block walls should be repainted. Exterior caulking has failed and should be removed and replaced to prevent water intrusion per code. A code compliant lighting system should be installed. A code-compliant HVAC system should be installed. Thresholds should be modified to comply with code. Non-code-compliant door hardware should be replaced. Install code required fire caulking. Properly enclose sheetrock joints, per fire code. Install a code compliant emergency notification system. Install code required smoke detectors. Replace failed window gaskets to prevent water intrusion per code. Replace failed roofing materials to prevent water intrusion per code.

ENERGY CODE DEFICIENCIES

In addition to the building code deficiencies listed above, the existing building does not comply with the current energy code. These deficiencies are not included in the estimated costs to correct code deficiencies and are not considered in determining whether the building is substandard.

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1455 County Road 101 Redevelopment TIF District

Replacement Cost Report

RSM Means data
from SERRIAN

Square Foot Cost Estimate Report

Date:

7/2/2025

Estimate Name:	1455 County Rd 101	
Building Type:	Store, Retail with Brick / Rigid Steel	
Location:	PLYMOUTH, MN	 Costs are derived from a building model with basic components. Scope differences and market conditions can cause costs to vary significantly.
Story Count:	1	
Story Height (L.F.):	14.00	
Floor Area (S.F.):	76816	
Labor Type:	OPN	
Basement Included:	No	
Data Release:	Year 2025 Quarter 2	
Cost Per Square Foot:	\$140.54	
Building Cost:	\$10,795,598.23	

		Quantity	% of Total	Cost Per S.F.	Cost
A	Substructure		9.72%	\$11.88	\$912,298.49
A1010	Standard Foundations			\$3.45	\$264,908.61
A10101051560	Foundation wall, CIP, 4' wall height, direct chute, .148 CY/LF, 7.2 PLF, 12" thick	1300		\$1.93	\$148,469.10
A10101102700	Strip footing, concrete, reinforced, load 11.1 KLF, soil bearing capacity 6 KSF, 12" deep x 24" wide	1300		\$1.06	\$81,737.50
A10102107410	Spread footings, 3000 PSI concrete, load 100K, soil bearing capacity 6 KSF, 4' - 6" square x 15" deep	57.61		\$0.45	\$34,702.01
A1030	Slab on Grade			\$7.99	\$613,454.11
A10301202240	Slab on grade, 4" thick, non industrial, reinforced	76816		\$7.99	\$613,454.11
A2010	Basement Excavation			\$0.44	\$33,935.77
A20101104560	Excavate and fill, 10,000 SF, 4' deep, sand, gravel, or common earth, on site storage	76816		\$0.44	\$33,935.77
B	Shell		33.17%	\$40.53	\$3,113,364.27
B1020	Roof Construction			\$17.15	\$1,317,190.07
B10201083400	Roof, steel joists, beams, 1.5" 22 ga metal deck, on columns and bearing wall, 25'x25' bay, 20" deep, 40 PSF superimposed load, 60 PSF total load	76816		\$7.55	\$579,681.19
B10201123300	Roof, steel joists, beams, 1.5" 22 ga metal deck, on columns, 25'x25' bay, 20" deep, 40 PSF superimposed load, 60 PSF total load	76816		\$9.60	\$737,508.88
B2010	Exterior Walls			\$8.58	\$658,867.30
B20101355140	Brick wall, core, standard face, 8" CMU back-up, 12" thick, perlite core fill	15470		\$8.58	\$658,867.30
B2020	Exterior Windows			\$2.20	\$169,177.13
B20202101100	Aluminum flush tube frame, for 1/4" glass, 1-3/4"x4", 5'x6' opening, no intermediate horizontals	182		\$0.08	\$6,360.95
B20202201000	Glazing panel, insulating, 1/2" thick, 2 lites 1/8" float glass, clear	2548		\$2.12	\$162,816.18
B2030	Exterior Doors			\$3.10	\$238,138.53
B20301106700	Door, aluminum & glass, without transom, bronze finish, hardware, 3'-0" x 7'-0" opening	28.81		\$2.58	\$197,858.62
B20302203450	Door, steel 18 gauge, hollow metal, 1 door with frame, no label, 3'-0" x 7'-0" opening	9.6		\$0.52	\$40,279.91
B3010	Roof Coverings			\$9.47	\$727,530.92
B30101203400	Roofing, single ply membrane, EPDM, 60 mils, loosely laid, stone ballast	76816		\$2.52	\$193,762.98
B30103202700	Insulation, rigid, roof deck, extruded polystyrene, 40 PSI compressive strength, 4" thick, R20	76816		\$6.30	\$483,710.35
B30104201400	Roof edges, aluminum, duranodic, .050" thick, 6" face	1300		\$0.45	\$34,556.73
B30106305100	Gravel stop, aluminum, extruded, 4", mill finish, .050" thick	1300		\$0.20	\$15,500.86
B3020	Roof Openings			\$0.03	\$2,460.32
B30202100300	Roof hatch, with curb, 1" fiberglass insulation, 2'-6" x 3'-0", galvanized steel, 165 lbs	1		\$0.03	\$2,460.32
C	Interiors		22.64%	\$27.66	\$2,125,043.47
C1010	Partitions			\$1.49	\$114,173.18
C10101265400	Metal partition, 5/8" fire rated gypsum board face, no base, 3'-5/8" @ 24" OC framing, same opposite face, no insulation	12802.67		\$1.05	\$80,545.42
C10101280700	Gypsum board, 1 face only, exterior sheathing, fire resistant, 5/8"	15470		\$0.28	\$21,222.37
C10101280960	Add for the following: taping and finishing	15470		\$0.16	\$12,405.39

1455 County Road 101
LHB Project No. 250395.00

C1020	Interior Doors			\$1.29	\$98,841.43
C10201022600	Door, single leaf, kd steel frame, hollow metal, commercial quality, flush, 3'-0" x 7'-0" x 1-3/8"	67.21		\$1.29	\$98,841.43
C1030	Fittings			\$0.32	\$24,859.00
C10301100460	Toilet partitions, cubicles, ceiling hung, stainless steel	9.6		\$0.32	\$24,859.00
C3010	Wall Finishes			\$0.94	\$72,175.24
C30102300140	Painting, interior on plaster and drywall, walls & ceilings, roller work, primer & 2 coats	15470		\$0.23	\$17,914.26
C30102300140	Painting, interior on plaster and drywall, walls & ceilings, roller work, primer & 2 coats	23044.8		\$0.35	\$26,685.88
C30102301940	Ceramic tile, thin set, 4-1/4" x 4-1/4"	2560.53		\$0.36	\$27,575.10
C3020	Floor Finishes			\$3.71	\$285,345.32
C30204101600	Vinyl, composition tile, maximum	76816		\$3.71	\$285,345.32
C3030	Ceiling Finishes			\$19.91	\$1,529,649.30
C30302107400	Acoustic ceilings, 3/4" mineral fiber, 12" x 12" tile, concealed 2" bar & channel grid, suspended support	76816		\$19.91	\$1,529,649.30
D	Services		34.48%	\$42.14	\$3,236,770.49
D1010	Elevators and Lifts			\$1.16	\$88,768.50
D10101102200	Hydraulic, passenger elevator, 3000 lb, 2 floors, 100 FPM	1		\$1.16	\$88,768.50
D2010	Plumbing Fixtures			\$2.99	\$229,556.14
D20101102000	Water closet, vitreous china, tank type, 2 piece close coupled	19.2		\$0.47	\$36,164.78
D20102102000	Urinal, vitreous china, wall hung	1		\$0.03	\$2,051.63
D20103101560	Lavatory w/trim, vanity top, PE on CI, 20" x 18"	19.2		\$0.41	\$31,728.08
D20104404340	Service sink w/trim, PE on CI, wall hung w/rim guard, 24" x 20"	19.2		\$1.51	\$115,658.97
D20108201880	Water cooler, electric, wall hung, dual height, 14.3 GPH	9.6		\$0.57	\$43,952.68
D2020	Domestic Water Distribution			\$0.30	\$22,755.00
D20202502220	Gas fired water heater, commercial, 100< F rise, 500 MBH input, 480 GPH	1		\$0.30	\$22,755.00
D2040	Rain Water Drainage			\$1.87	\$143,476.92
D20402104200	Roof drain, CI, soil, single hub, 4" diam, 10' high	48.01		\$1.68	\$128,676.40
D20402104240	Roof drain, CI, soil, single hub, 4" diam, for each additional foot add	192.04		\$0.19	\$14,800.52
D3050	Terminal & Package Units			\$10.66	\$818,482.16
D30501502560	Rooftop, single zone, air conditioner, department stores, 10,000 SF, 29.17 ton	76816		\$10.66	\$818,482.16
D4010	Sprinklers			\$5.15	\$395,832.85
D40104101080	Wet pipe sprinkler systems, steel, ordinary hazard, 1 floor, 10,000 SF	76816		\$5.15	\$395,832.85
D4020	Standpipes			\$1.84	\$141,394.73
D40203101540	Wet standpipe risers, class III, steel, black, sch 40, 4" diam pipe, 1 floor	9.6		\$1.84	\$141,394.73
D5010	Electrical Service/Distribution			\$0.40	\$30,505.11
D50101200320	Overhead service installation, includes breakers, metering, 20' conduit & wire, 3 phase, 4 wire, 120/208 V, 400 A	1		\$0.10	\$7,947.78
D50102300320	Feeder installation 600 V, including RGS conduit and XHHW wire, 400 A	50		\$0.08	\$6,303.55
D50102400200	Switchgear installation, incl switchboard, panels & circuit breaker, 120/208 V, 3 phase, 400 A	1		\$0.21	\$16,253.78
D5020	Lighting and Branch Wiring			\$16.04	\$1,232,510.99
D50201100440	Receptacles incl plate, box, conduit, wire, 8 per 1000 SF, .9 watts per SF	76816		\$3.79	\$291,310.85
D50201350360	Miscellaneous power, 1.5 watts	76816		\$0.55	\$42,341.75
D50201400280	Central air conditioning power, 4 watts	99860.8		\$1.11	\$85,600.68
D50202100520	Fluorescent fixtures recess mounted in ceiling, 1.6 watt per SF, 40 FC, 10 fixtures @32watt per 1000 SF	96020		\$10.59	\$813,257.71
D5030	Communications and Security			\$1.74	\$133,488.09
D50309100452	Communication and alarm systems, fire detection, addressable, 25 detectors, includes outlets, boxes, conduit and wire	3.46		\$1.22	\$93,800.86
D50309100460	Fire alarm command center, addressable without voice, excl. wire & conduit	9.6		\$0.52	\$39,687.23

E	Equipment & Furnishings		0.00%	\$0.00	\$0.00
E1090	Other Equipment			\$0.00	\$0.00
F	Special Construction		0.00%	\$0.00	\$0.00
G	Building Sitework		0.00%	\$0.00	\$0.00

SubTotal		100%	\$122.21	\$9,387,476.72
Contractor Fees (General Conditions,Overhead,Profit)		15.0%	\$18.33	\$1,408,121.51
Architectural Fees		0.0%	\$0.00	\$0.00
User Fees		0.0%	\$0.00	\$0.00
Total Building Cost			\$140.54	\$10,795,598.23

1455 County Road 101 Redevelopment TIF District

Code Deficiency Cost Report

Parcel A - 1455 County Road 101, Plymouth, Minnesota 55447

Parcel ID 3011822440011

Building Name or Type

Plymouth Plaza

Code	Related Cost Items	Unit Cost	Units	Unit Quantity	Total
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Accessibility Items

Accessible Route

Create a code required accessible route to all levels of the building	\$	1.16	SF	76,816	\$	89,106.56
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Restrooms

Modify restrooms to comply with code	\$	0.91	SF	30,000	\$	27,300.00
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Staff Breakroom

Modify staff breakroom to comply with accessibility code	\$1,000.00	Lump	1	\$	1,000.00
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Structural Elements

Steel Lintels

Protect steel lintels from rusting per code	\$1,000.00	Lump	1	\$	1,000.00
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Exiting

Sidewalks

Replace or repair damaged sidewalks to create a code required unimpeded means for emergency egress	\$	7.99	SF	1,000	\$	7,990.00
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Thresholds

Modify thresholds to comply with code for maximum height						
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Door Hardware

Install code compliant door hardware where needed	\$	100.00	EA	20	\$	2,000.00
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Floor Tile

Replace damaged floor tile to create a code required unimpeded means for emergency egress	\$	3.71	SF	50	\$	185.50
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Emergency Notification System

Install a code compliant emergency notification system	\$	0.52	SF	76,816	\$	39,944.32
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Fire Protection

Fire Caulking

Install code required fire caulking	\$	0.03	SF	76,816	\$	2,304.48
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Sheetrock

Fireproof sheetrock in storage rooms per code	\$	500.00	Lump	1	\$	500.00
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Smoke Detectors

Install code required smoke detectors	\$	1.22	SF	76,816	\$	93,715.52
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Ceiling Tile

Install missing ceiling tile to comply with code	\$	10.00	SF	500	\$	5,000.00
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Exterior Construction

Caulking

Code	Related Cost Items	Unit Cost	Units	Unit Quantity	Total
	Replace failed caulking to prevent water intrusion per code	\$ 0.05	SF	76,816	\$ 3,840.80
	Windows				
	Replace failed window gaskets to prevent water intrusion per code	\$ 0.15	SF	76,816	\$ 11,522.40
	Remove grafitti from windows per city code	\$ 50.00	Lump	1	\$ 50.00
Roof Construction					
	Roofing Material				
	Replace failed roofing materials to prevent water intrusion per code	\$ 11.34	SF	76,816	\$ 871,093.44
Mechanical - Electrical					
	Mechanical				
	Install a code compliant HVAC system	\$ 10.66	SF	76,816	\$ 818,858.56
	Electrical				
	Install a code compliant lighting system	\$ 10.59	SF	76,816	\$ 813,481.44
Total Code Improvements					\$ 2,788,893

1455 County Road 101 Redevelopment TIF District | Parcel A



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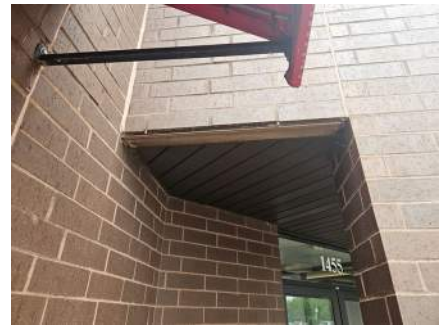
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1455 County Road 101 Redevelopment TIF District | Parcel A



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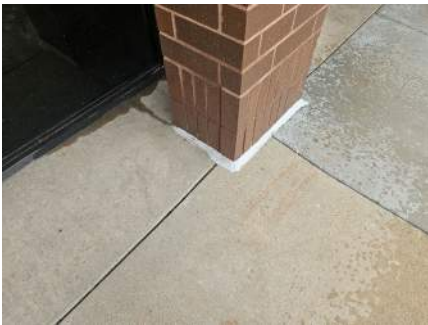
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1455 County Road 101 Redevelopment TIF District | Parcel A



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1455 County Road 101 Redevelopment TIF District | Parcel A



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1455 County Road 101 Redevelopment TIF District | Parcel A



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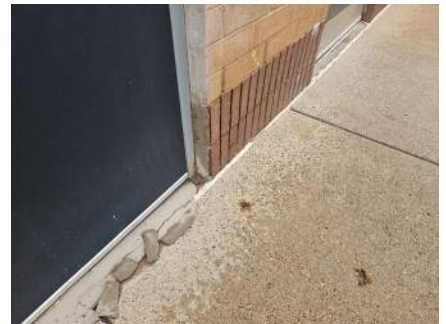
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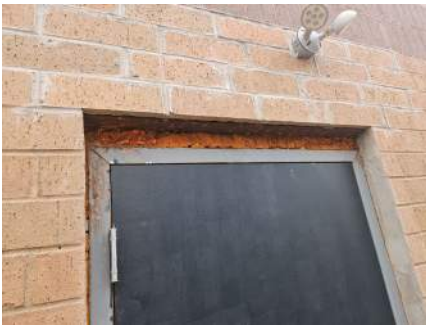
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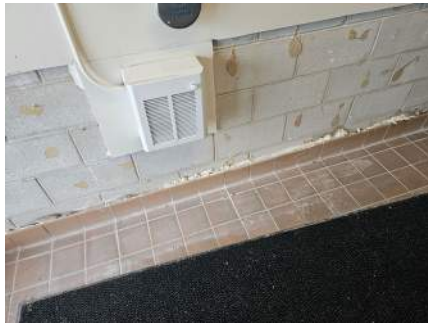
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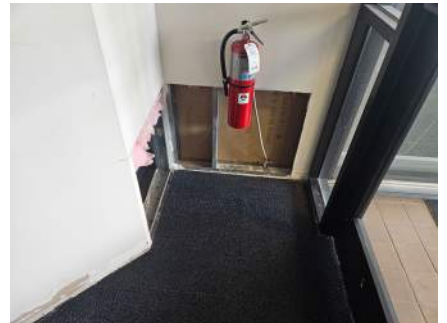
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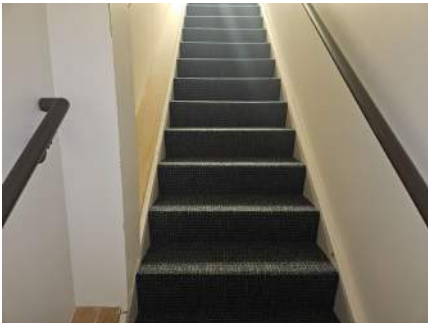
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1455 County Road 101 Redevelopment TIF District | Parcel A



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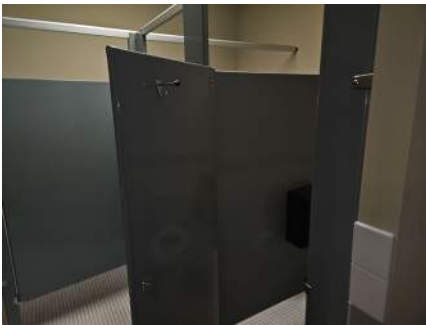
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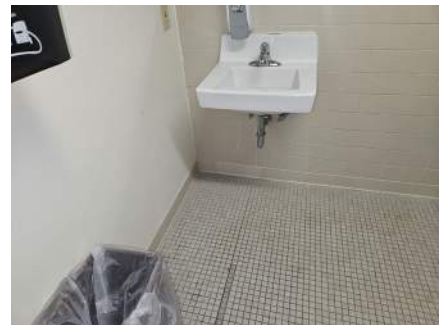
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1455 County Road 101 Redevelopment TIF District | Parcel A



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1455 County Road 101 Redevelopment TIF District | Parcel A



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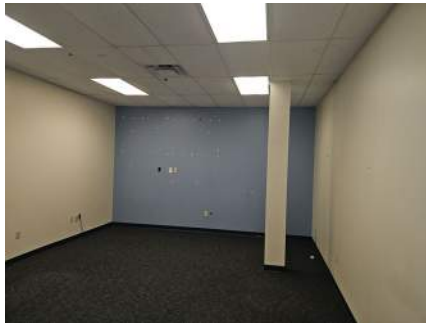
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1455 County Road 101 Redevelopment TIF District | Parcel A



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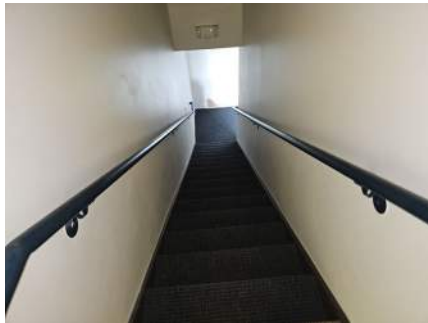
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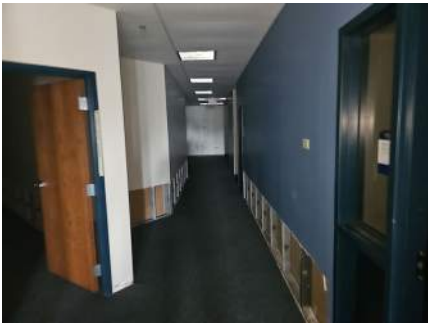
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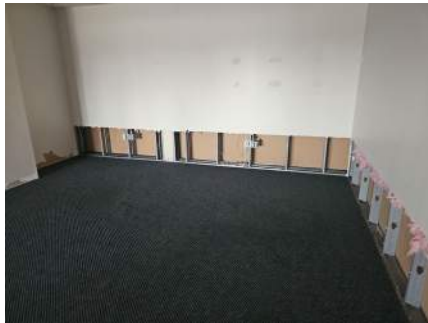
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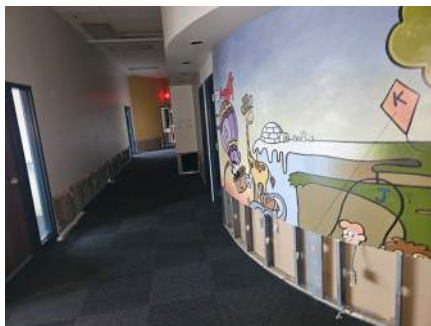


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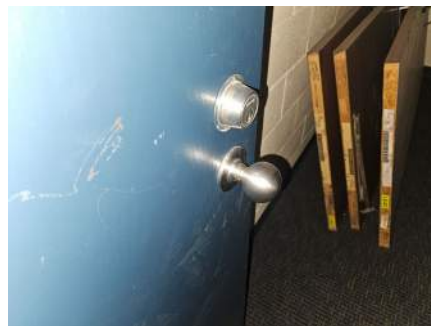
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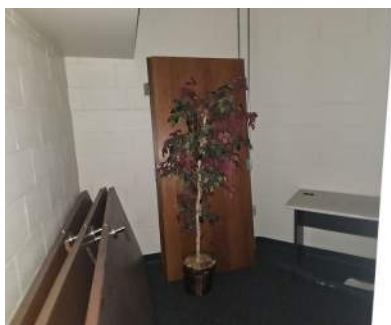
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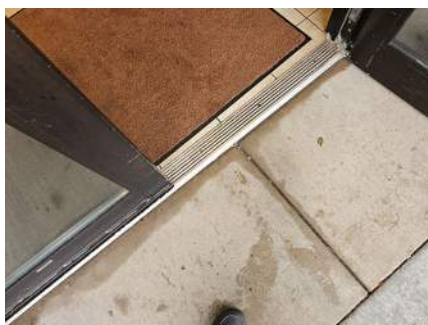
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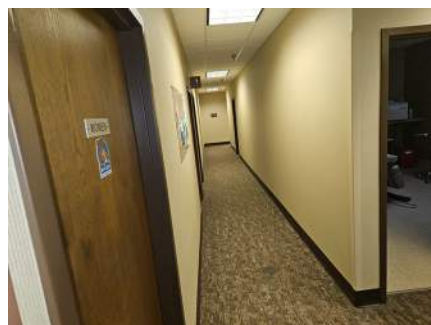
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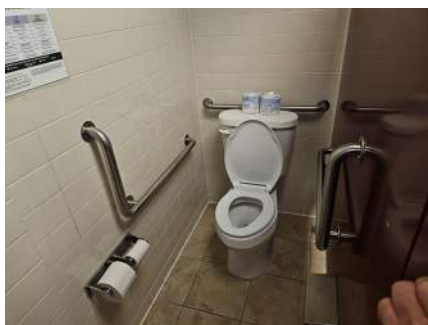
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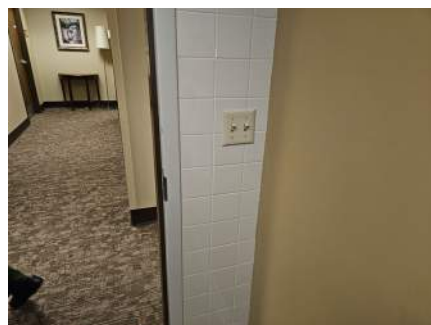
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E-mail Remittance: LHBFinance@LHBcorp.com

Invoice Total	\$5,200.00
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7709



June 10, 2025

Grant Fernelius
Community & Economic Development Director
City of Plymouth
3400 Plymouth Boulevard
Plymouth, MN 55447

AGREEMENT FOR INVESTIGATIVE SERVICES 1455 COUNTY ROAD 101 LETTER OF FINDING

Thank you for the opportunity to submit our proposal to provide TIF analysis and a Letter of Finding for the property at 1455 County Road 101 in Plymouth, MN.

LHB is a full-service architecture, planning, and engineering firm with a total of 250 staff located in our Minneapolis, Duluth, and Cambridge, Minnesota, and Superior, Wisconsin offices.

Our Government Studio has extensive experience working with local governments on their planning, design, architectural and engineering needs. Having been personally involved on various city councils and planning commissions, I understand how cities function and the importance of maintaining the support of appointed and elected officials and community throughout the process.

Below outlines our previous experience, team credentials, and scope of services. This proposal, if approved, will service as the Agreement between LHB and Client.

I. PREVIOUS EXPERIENCE

LHB has significant experience with a variety of inspection and facility assessment projects, including the analysis of over 450 TIF Districts. Some examples include:

- City of Columbia Heights TIF Inspection Services
- City of St. Paul TIF Inspection Services
- City of St. Anthony Village, NW Quadrant TIF Inspection Services
- City of St. Louis Park TIF Inspection Services
- City of Mount TIF District "1-2" Inspection Services
- City of Osseo TIF Inspection Services
- City of New Richmond (Wisconsin) TIF Inspection Services
- Minnesota State System Facility Assessments
- State of Minnesota Facility Assessments
- Property Condition Assessments for the St. Paul Department of Planning and Economic Development (Franklin/Emerald Neighborhood)
- Condition Surveys for every DNR Facility in the State of Minnesota, 2014

II. TEAM CREDENTIALS

Michael A. Fischer, AIA, LEED AP – Project Principal/TIF Analyst

Michael is a Principal and Vice President at LHB, with over 39-years of experience serving as a Project Principal, Project Manager, Project Designer and Project Architect on planning, urban design, educational, commercial, and governmental projects, he has become an expert on Tax Increment Finance District (TIF) analysis assisting over 125 cities with strategic planning for TIF Districts.

Michael completed a two-year Bush Fellowship, studying at MIT and Harvard in 1999, earning master's degrees in City Planning and Real Estate Development from MIT. He has served on more than 50 committees, boards, and community task forces, including City Council President in Superior, Wisconsin, Chair of the Duluth/Superior Metropolitan Planning Organization, and Chair of the Edina, Minnesota Planning Commission. Most recently, he served as a member of the Edina city council and Secretary of the Edina HRA. Michael has also managed and designed several award-winning architectural projects and was one of four architects in the Country to receive the AIA Young Architects Citation in 1997.

Phil Fisher - Inspector

For 35-years, Phil worked in the field of Building Operations in Minnesota including White Bear Lake Area Schools. At the University of Minnesota, he earned his Bachelor of Science in Industrial Technology. He is a Certified Playground Safety Inspector, a Certified Plant Engineer, and trained in Minnesota Enterprise Real Properties (MERP) Facility Condition Assessment (FCA). His FCA training was recently applied to the Minnesota Department of Natural Resources Facilities Condition Assessment project involving over 2,000 buildings.

III. SCOPE OF SERVICES

1. Survey the TIF District to Determine if it Meets Applicable Coverage Test

- a. To meet the coverage test, parcels consisting of 70 percent of the area of the district must be “occupied” by buildings, streets, utilities, or paved or gravel parking lots.
- b. A parcel is not considered “occupied” unless at least 15 percent of its total area contains improvements.

2. Conduct Visual Review of Building Interior and Exterior

- a. Obtain property owner’s consent for inspection.
- b. Document property conditions relative to Minnesota Statutes Section 469.174 Subdivision 10.

3. Estimate Building Replacement Cost

- a. Replacement cost is the cost of constructing a new structure of the same square footage and type on the site.
- b. A base cost will be calculated by establishing the building class, type, and construction quality.
- c. Identify amenities, which increase the value of the building over the standard construction quality level.
- d. Review building permits for each parcel.
- e. The base cost and cost of amenities will be totaled to determine the replacement cost for the property.

4. Evaluate Building Existing Condition

- a. Evaluate condition of the building based on Minnesota Statutes Section 469.174 Subdivision 10 definition of structurally substandard:
 - i. “Structurally substandard shall mean containing defects in structural elements or a combination of deficiencies in essential utilities and facilities, light and ventilation, fire protection including adequate

egress, layout and condition of interior partitions, or similar factors, which defects, or deficiencies are of sufficient total significance to justify substantial renovation or clearance.”

5. Determine Building(s) Code Deficiencies

- a. Determine technical conditions, which are not in compliance with current building code applicable to new buildings.
- b. Provide opinion of probable cost to correct identified deficiencies.
- c. Compare cost of deficiency corrections to replacement value of building.

6. Prepare and Deliver Letter of Finding:

- a. LHB will prepare a Letter of Finding describing why the property does or does not meet the criteria as “structurally substandard” as established in Minnesota Statutes Section 469.174, subdivision 10.
- b. Deliver final reports in .pdf format via Email.

IV. ASSUMPTIONS

1. The preliminary boundaries of the district area are as follows:
 - a. One parcel with one multi-tenant commercial building at 1455 County Road 101 in Plymouth, MN.
2. Client will provide the following:
 - a. A scalable parcel map and/or aerial photo of the area to be inspected, including GIS information with specific parcel data.
 - b. A list of all parcels affected, including name of owner and current known business or resident name and address.
 - c. Available information regarding the requirements of the engagement, and reports on the condition of the structures.
3. LHB shall be entitled to rely upon the information provided by the Client.
4. A building is not considered structurally substandard if it is in compliance with building code applicable to new buildings or could be modified to satisfy the code at a cost which is less than 15 percent of its replacement cost.

V. STANDARD OF CARE

LHB shall perform its services consistent with the professional skill and care ordinarily provided by other professionals practicing in the same or similar locality under the same or similar circumstances. LHB shall perform its services in a timely manner consistent with the professional skill and care required for the orderly progress of the engagement.

Any report prepared by LHB represents a professional opinion based upon information available and arrived at in accordance with generally accepted professional standards. Other than as contained in the report, LHB makes no express or implied warranty.

Short of complete deconstruction to examine every element at every location, no assessment can reveal all conditions which may exist. Additional testing, assessment, or demolition may uncover conditions which would make it necessary to modify LHB’s conclusions or recommendations.

Any report prepared for the purpose described in this Agreement is for the exclusive use by those to whom the report is addressed. LHB will not and cannot be held liable for the unauthorized reliance upon this report by any third party.

VI. COMPENSATION

We propose to provide services on an hourly basis with the following key staff:

- Project Principal, Michael Fischer \$290/hour
- Project Manager \$165/hour
- Project Architect/Inspector \$145/hour
- Project Coordinator \$ 95/hour

Compensation shall be on an hourly basis, not to exceed Five Thousand Two Hundred Dollars (\$5,200), including reimbursable expenses, for the inspection of the property and Letter of Finding.

VII. PAYMENT TERMS

Payments are due and payable upon receipt of our invoice. Unpaid balances 60-days after invoice date shall bear interest at the rate of 8% per annum or 0.67% per month on the unpaid balance.

Failure to make timely payment to LHB is a material breach of this Agreement and may, at LHB's sole discretion, result in a suspension or termination of services, and may, at LHB's sole discretion, result in the termination of the Client's limited license authorization to use LHB's copyrighted Instruments of Service.

VIII. ADDITIONAL SERVICES

If there is a material change in the circumstances or conditions that affect the scope of work, schedule, allocation of risks or other material terms, LHB shall notify Client. Client and LHB shall promptly and in good faith enter into negotiation to address the changed conditions including equitable adjustment to compensation. The fees and costs for any additional services will be based upon LHB's 2025 Standard Hourly Rate Schedule and 2025 Reimbursable Expenses Schedule.

IX. SCHEDULE

LHB can proceed to start the Work upon receipt of a signed copy of this Agreement.

The final report typically requires 30 to 45 days to complete from the time we inspect the building(s). We can make preliminary conclusions prior to our full report being completed, if necessary, to allow other consultants and the client to begin their work.

X. CONSEQUENTIAL DAMAGES

LHB and Client waive consequential damages for claims, disputes or other matters in question arising out of, or relating to, this Agreement.

XI. LIMITATION OF LIABILITY

To the maximum extent permitted by law, Client agrees to limit LHB's liability for Client's damages to the sum of Ten Thousand Dollars (\$10,000) or LHB's fee, whichever is greater. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.

XII. USE OF LHB'S DOCUMENTS

The documents prepared by LHB, including Documents in electronic format, are solely for use with respect to this Project. All Documents prepared or furnished by LHB pursuant to this Agreement are the Instruments of Service to the Project and LHB shall retain all common law, statutory and other reserved rights, including copyright. LHB grants to Client a nonexclusive limited license solely for the purposes of evaluating and executing the Project. Client shall not assign, delegate, sublicense, or otherwise transfer any license granted herein to another party.

To the extent the documents are transferred or are modified, supplemented or otherwise altered by Client, subsequent design professional, or any other party, Client agrees to indemnify, defend and hold LHB harmless for any claims, demands, damages or causes of action arising out of such transfer or modification, supplementation or alteration.

XIII. OTHER CONDITIONS

The laws of the State of Minnesota shall govern this Agreement. Any provision of this agreement later held to violate a law or regulation shall be deemed void. All remaining provisions shall continue in force.

Client recognizes that materials prepared by others may be subject to copyright protection and warrants to LHB that any documents provided by Client do not infringe upon the copyright held by another.

Unless the parties mutually agree otherwise, the parties shall endeavor to settle disputes by mediation. A demand for mediation shall be filed, in writing, within a reasonable period of time after a claim, dispute or other matter in question has arisen.

LHB and the Client, acting through the Client's legal representative, will, to the fullest reasonable extent, cooperate and coordinate efforts in preparing necessary responses to any third-party challenges to the inspections. The Client agrees to pay LHB its regular hourly rates spent as a result of a third-party legal challenge

If the terms and conditions of this Agreement are acceptable, please sign and return a copy to LHB.

LHB, Inc.



Signature

Michael Fischer

Printed Name

Its: Vice President

Title

CITY OF PLYMOUTH

Signature

Printed Name

Its:

Title

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Term Sheet for Plymouth Plaza Redevelopment

The following non-binding term sheet (the “Term Sheet”) outlines the proposed terms and conditions upon which Marco McLane Development LLC, (“Developer”) or their assigns, would enter into negotiations with the City of Plymouth, Minnesota (“City”) for the development of a real estate project as outlined below (“Project”), subject to the negotiation, documentation and approval of final Tax Increment Financing agreement (the “TIF Agreement”).

1. Project
 - a. 195 Unit Mixed Income Multifamily Housing Project
2. Affordability Requirements
 - a. 20% of units affordable at 60% AMI
 - b. Declaration of Restrictive Covenants to be recorded against the property
 - c. Required to report to the City annually for 25 years that Project is meeting affordability requirements
3. Schedule
 - a. Begin Construction: July 1, 2027
 - b. Complete Construction: June 30, 2029
4. TIF Assistance
 - a. Pay-as-you go TIF Note
 - b. Amount: \$4,768,000
 - c. Maximum Term: 20 years
 - d. Annual share of TIF to Project: 90%
 - e. ** Amount and term to be reduced by any amounts dedicated via Local Affordable Housing Aid **
5. Lookback
 - a. Construction Completion: At certificate of occupancy, if the total development costs (“TDC”) are less than the estimated total development cost in the attached exhibit, then the TIF Note will be reduced by 50% of the amount of the difference
 - b. Stabilization: If at the time of stabilization (95% occupied), if the projected 10-year IRR exceeds 15%, the TIF note will be adjusted down by half of the amount over the threshold
 - c. Sale: If the Developer sells the property within 7 years, the same IRR analysis will be completed as noted in b above, except the IRR threshold is 16%
6. Fees
 - a. Developer acknowledges they have deposited \$20,000 to cover the City’s costs and will deposit additional dollars as needed to pay all costs of the City in creating the TIF district and reviewing, negotiating, and drafting of all the required documents for assistance.
7. Minimum Assessment Agreement (“MAA”)
 - a. Required to file an MAA with the County ensuring a valuation upon completion of \$47,775,000
 - b. MAA is in effect through the earlier of pay off of the applicable TIF Note or termination of the District
8. Taxes
 - a. Project must pay property taxes

Term Sheet for Plymouth Plaza Redevelopment

- b. Developer must inform the City if they petition the current tax value of the property (cannot go below the MAA amount) during the term of the TIF Note
 - c. City may suspend payments due under the TIF Note or pay out at the MAA value until the tax petition is resolved
9. Non-Binding Provision
- a. Notwithstanding (a) anything contained in this Term Sheet to the contrary, (b) subsequent negotiations, (c) any action taken hereafter by either party, or (d) any actual or claimed reliance, this Term Sheet is meant as an expression of intent only, shall not be deemed an offer, an agreement, a contract or any other similar instrument, and does not constitute or create, and shall not be deemed to constitute or create, any legally binding or enforceable obligation on the part of either party to this Term Sheet. A binding commitment will only result from the execution and delivery of an agreement containing such terms and conditions of the proposed transaction as shall be agreed upon by the parties, and then only in accordance with the terms and conditions of such agreement.

CITY OF PLYMOUTH

RESOLUTION No. 2026-071

RESOLUTION APPROVING THE MODIFICATION TO THE DEVELOPMENT PROGRAM FOR DEVELOPMENT DISTRICT NO. 7; ESTABLISHING TAX INCREMENT FINANCING DISTRICT NO. 7-13 (PLYMOUTH PLAZA) WITHIN DEVELOPMENT DISTRICT NO. 7; APPROVING THE TAX INCREMENT FINANCING PLAN THEREFOR AND AUTHORIZING THE TERMS OF AN INTERFUND LOAN

WHEREAS, it has been proposed that the City of Plymouth, Minnesota (the "city") (1) modify the Development Program for Development District No. 7 (the "Development District"); (2) establish Tax Increment Financing District No. 7-13 (Plymouth Plaza) therein (the "TIF District"); (3) approve and adopt the proposed Tax Increment Financing Plan therefor under the provisions of Minnesota Statutes, Sections 469.174 to 469.1794, as amended (the "Act"); and (4) authorize the terms of an interfund loan related thereto ; and

WHEREAS, the City Council has investigated the facts and has caused to be prepared the Modification to the Development Program for the Development District (the "Development Program Modification"), and has caused to be prepared a proposed tax increment financing plan for the TIF District therein (the "TIF Plan"); and

WHEREAS, the city has performed all actions required by law to be performed prior to the approval of the establishment of the TIF District and the adoption of the Development Program Modification and TIF Plan, including, but not limited to, notification of Hennepin County and Independent School District No. 284 having taxing jurisdiction over the property to be included in the TIF District and the holding of a public hearing upon published and mailed notice as required by law; and

WHEREAS, the city may pay for certain costs identified in the TIF Plan (the "Qualified Costs") incurred in connection with the TIF District and development of land within the TIF District, which costs may be financed on a temporary basis from city funds available for such purposes; and

WHEREAS, under Minnesota Statutes, Section 469.178, Subd. 7, the city is authorized to advance or loan money from the city's general fund or any other fund from which such advances may be legally made, to finance the Qualified Costs; and

WHEREAS, the city intends to reimburse itself for the payment of the Qualified Costs, plus interest thereon, from tax increments derived from the TIF District in accordance with the terms of this resolution (which terms are referred to collectively as the "Interfund Loan").

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

- (1) The city is not modifying the boundaries of the Development District.
- (2) The Development Program Modification, a copy of which is on file in the office of the Community and Economic Development Director, is adopted.

- (3) There is hereby established in the city within the Development District, the TIF District, a redevelopment tax increment financing district, the initial boundaries of which are fixed and determined as described in the TIF Plan.
- (4) The TIF Plan is adopted as the tax increment financing plan for the TIF District, and the City Council makes the following findings:
 - (a) The TIF District is a redevelopment district as defined in Minnesota Statutes, Section 469.174, Subd. 10 the specific basis for such determination is set forth in Appendix C of the TIF Plan.
 - (b) The proposed development, in the opinion of the city, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future. The reasons for such determination are set forth in Appendix C of the TIF Plan.
 - (c) In the opinion of the city, the increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in the market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for the maximum duration of the TIF District permitted by the TIF Plan. The reasons for such determination are set forth in Appendix C of the TIF Plan.
 - (d) The TIF Plan for the TIF District conforms to the general plan for development or redevelopment of the city. The reasons for supporting this finding are set forth in Appendix C of the TIF Plan.
 - (e) The TIF Plan will afford maximum opportunity, consistent with the sound needs of the city, for the development or redevelopment of the Development District by private enterprise. The reasons supporting this finding are set forth in Appendix C of the TIF Plan.
 - (f) Appendix C of the TIF Plan is incorporated herein by reference.
- (5) The city hereby elects to calculate tax capacity and fiscal disparities using the method set forth in Minnesota Statutes, Section 469.177, Subd. 3(b).
- (6) The adoption of the TIF Plan for the TIF District within the Development District conforms in all respects to the requirements of the Act and will help fulfill a need to develop an area of the State which is already built up to provide safe, decent, sanitary housing for residents of the city, to provide employment opportunities, to improve the tax base and to improve the general economy of the State and thereby serves a public purpose.
- (7) The Auditor of Hennepin County is requested to certify the original net tax capacity of the TIF District as described in TIF Plan, and to certify in each year thereafter the amount by which the original net tax capacity has increased or decreased in accordance with the Act; and the Community and Economic Development Director is authorized and directed to forthwith transmit this request to the County Auditor in such form and content as the Auditor may specify, together with a list of all properties within the TIF District for which building permits have been issued during the 18 months immediately preceding the adoption of this Resolution.
- (8) The Community and Economic Development Director is further authorized and directed to file a copy of the Modification and TIF Plan for the TIF District with the Commissioner of Revenue and the Office of the State Auditor.
- (9) Terms of Interfund Loan.
 - (a) The city hereby authorizes the advance of up to \$25,000, from the city's general fund or any other fund designated by the city, or so much thereof as may be paid as Qualified Costs. The city shall reimburse itself for such advances together with interest at the rate stated below. Interest accrues on the principal amount from the date of each advance. The maximum rate of interest permitted to be charged is limited to the greater of the rates specified under Minnesota Statutes, Section 270C. 40 or Section 549.09 as of the date the loan or advance is authorized, unless the written agreement states that the maximum interest rate will fluctuate as the interest rates specified under Minnesota Statutes, Section 270C. 40 or Section 549.09 are from time to time adjusted. The interest rate shall be 5.00% and will not fluctuate.

- (b) Principal and interest on the Interfund Loan (the "Payments") shall be paid annually on each December 31 commencing with the date the tax increments from the TIF District are available and not otherwise pledged to and including the earlier of (i) the date the principal and accrued interest of the Interfund Loan is paid in full, or (ii) the date of last receipt of tax increment from the TIF District ("Payment Dates") which Payments will be made in the amount and only to the extent of available tax increments. Payments shall be applied first to accrued interest, and then to unpaid principal.
- (c) Payments on the Interfund Loan are payable solely from the tax increment generated in the preceding twelve (12) months with respect to the TIF District and remitted to the city by Hennepin County, all in accordance with Minnesota Statutes, Sections 469.174 to 469.1794, as amended. Payments on this Interfund Loan are subordinate to any outstanding or future bonds, notes or contracts secured in whole or in part with tax increment, and are on parity with any other outstanding or future interfund loans secured in whole or in part with tax increments.
- (d) The principal sum and all accrued interest payable under this Interfund Loan are pre-payable in whole or in part at any time by the city without premium or penalty. No partial prepayment shall affect the amount or timing of any other regular payment otherwise required to be made under this Interfund Loan.
- (e) The Interfund Loan is evidence of an internal borrowing by the city in accordance with Minnesota Statutes, Section 469.178, Subd. 7, and is a limited obligation payable solely from tax increment pledged to the payment hereof under this resolution. The Interfund Loan and the interest hereon shall not be deemed to constitute a general obligation of the State of Minnesota or any political subdivision thereof, including, without limitation, the city. Neither the State of Minnesota, nor any political subdivision thereof shall be obligated to pay the principal of or interest on the Interfund Loan or other costs incident hereto except out of tax increment, and neither the full faith and credit nor the taxing power of the State of Minnesota or any political subdivision thereof is pledged to the payment of the principal of or interest on the Interfund Loan or other costs incident hereto. The city shall have no obligation to pay any principal amount of the Interfund Loan or accrued interest thereon, which may remain unpaid after the termination of the TIF District.
- (f) The city may amend the terms of the Interfund Loan at any time by resolution of the City Council, including a determination to forgive the outstanding principal amount and accrued interest to the extent permissible under law.

APPROVED by the City Council on this 24th day of February, 2026.

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 February 24, 2026, 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: Robert Glisky, Graduate Engineer

Reviewed by: Michael Thompson, Public Works Director

Item: **Public hearing on vacation of easement areas of Lots 1, 2, 3, 4, 5 and 6, Block 2, The Boulevard**

1. Action Requested:

Hold public hearing and adopt attached resolution for vacation of easement areas of Lots 1, 2, 3, 4, 5 and 6, Block 2, The Boulevard.

Approval requires a 6/7 vote of Council.

2. Background:

Dan Salzer of Scannell Properties, representing the property owner of Lots 1, 2, 3, 4, 5 and 6, Block 2, The Boulevard, is requesting a vacation of easement areas in conjunction with relocation of lot lines within the subject lots. The lot line adjustment was approved administratively to allow Block 2 of the Boulevard to accommodate commercial users of the properties. The proposed vacation of easement areas is conditional upon the dedication of replacement easement areas in alignment with the adjusted lot lines. Notification to utility companies revealed no conflict with the proposed vacation of easements. A notice of the public hearing was published as required and adjacent property owners were duly notified by mail. City staff has reviewed the proposed vacation and has no objection.

3. Budget Impact:

The \$450 fee was paid by the petitioner to cover the city's cost of administration and publishing the public hearing notice.

4. Attachments:

1. Presentation

2. Location Map
3. Easement Vacation Exhibit
4. Lot Line Adjustment Exhibit
5. City Council Resolution 2026-072



Public Hearing on Vacation of Easements

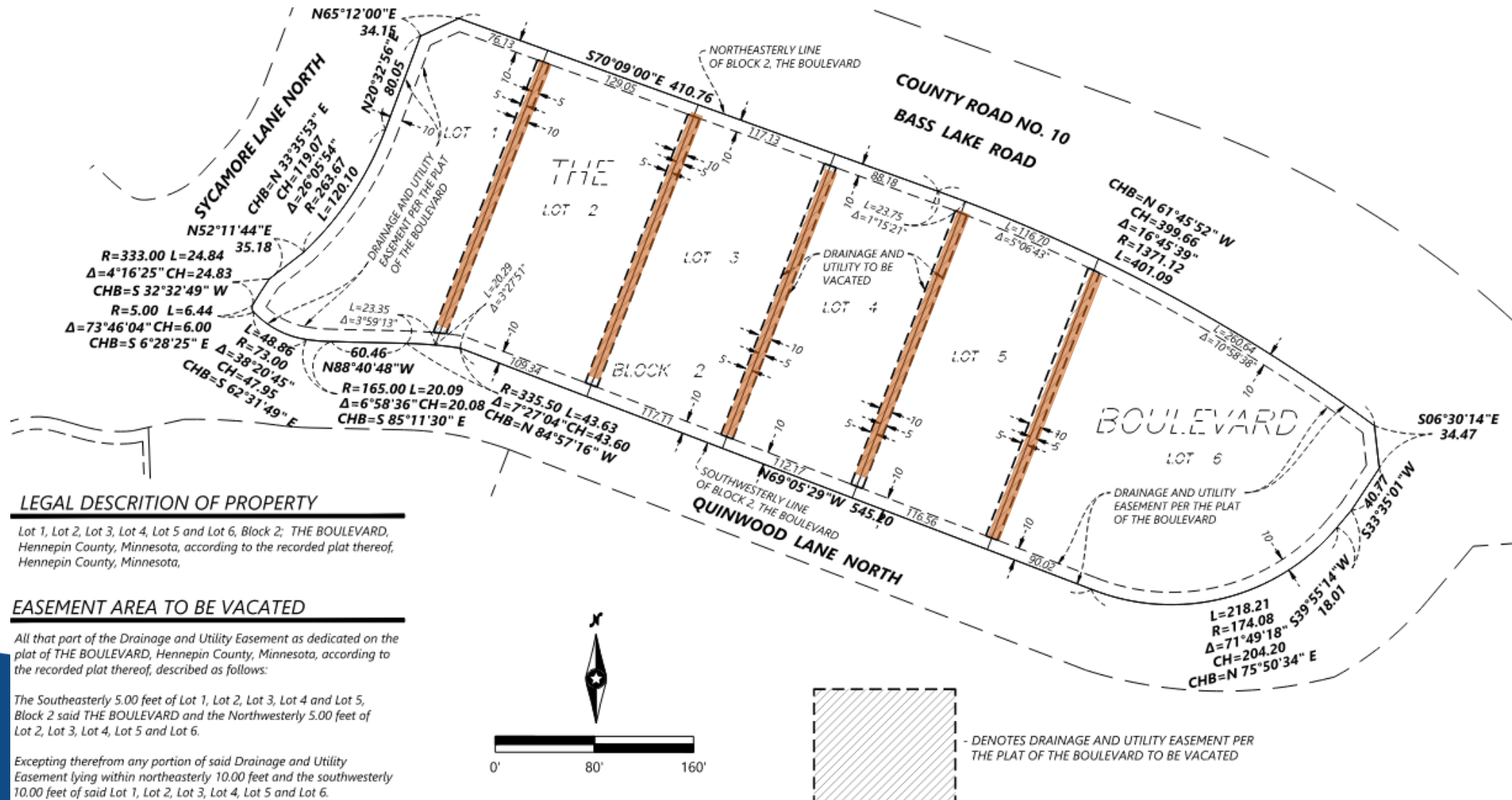
Block 2, The Boulevard



- Applicant: Dan Salzer, Scannell Properties
- Properties: Lots 1, 2, 3, 4, 5 and 6, Block 2, The Boulevard
- Requesting easements to be vacated in conjunction with lot line adjustments.
- Vacations shall be accomplished with the recording of replacement easements.
- Utility company notification revealed no objections.
- Notice of hearing was published as required and adjacent property owners were duly notified.
- City staff have no objections.

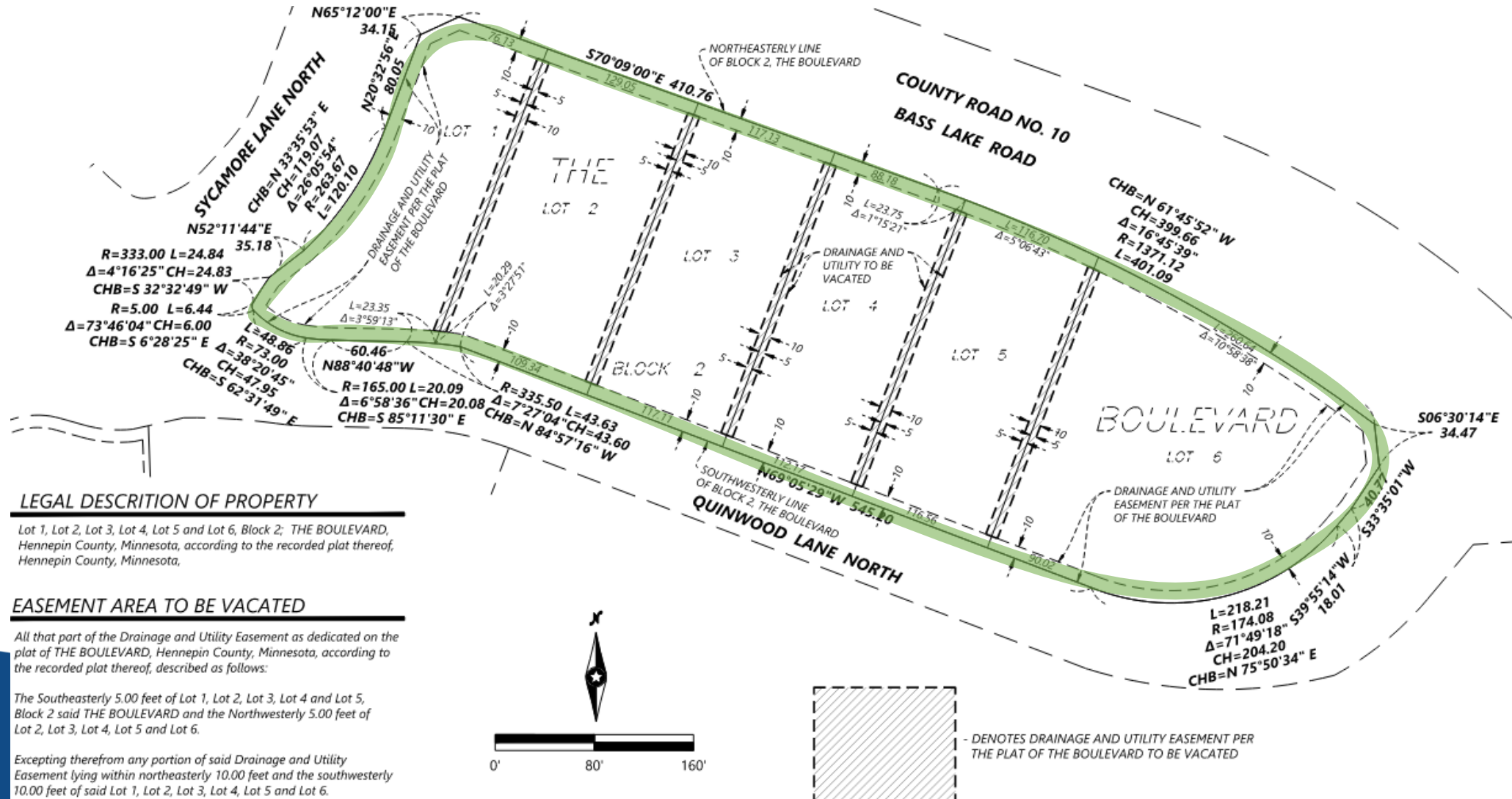
Easement Vacation

Vacate interior easements within lots as originally platted



Easement Vacation

Maintain existing easements along exterior lot lines



Replacement easements to be established on new lot lines

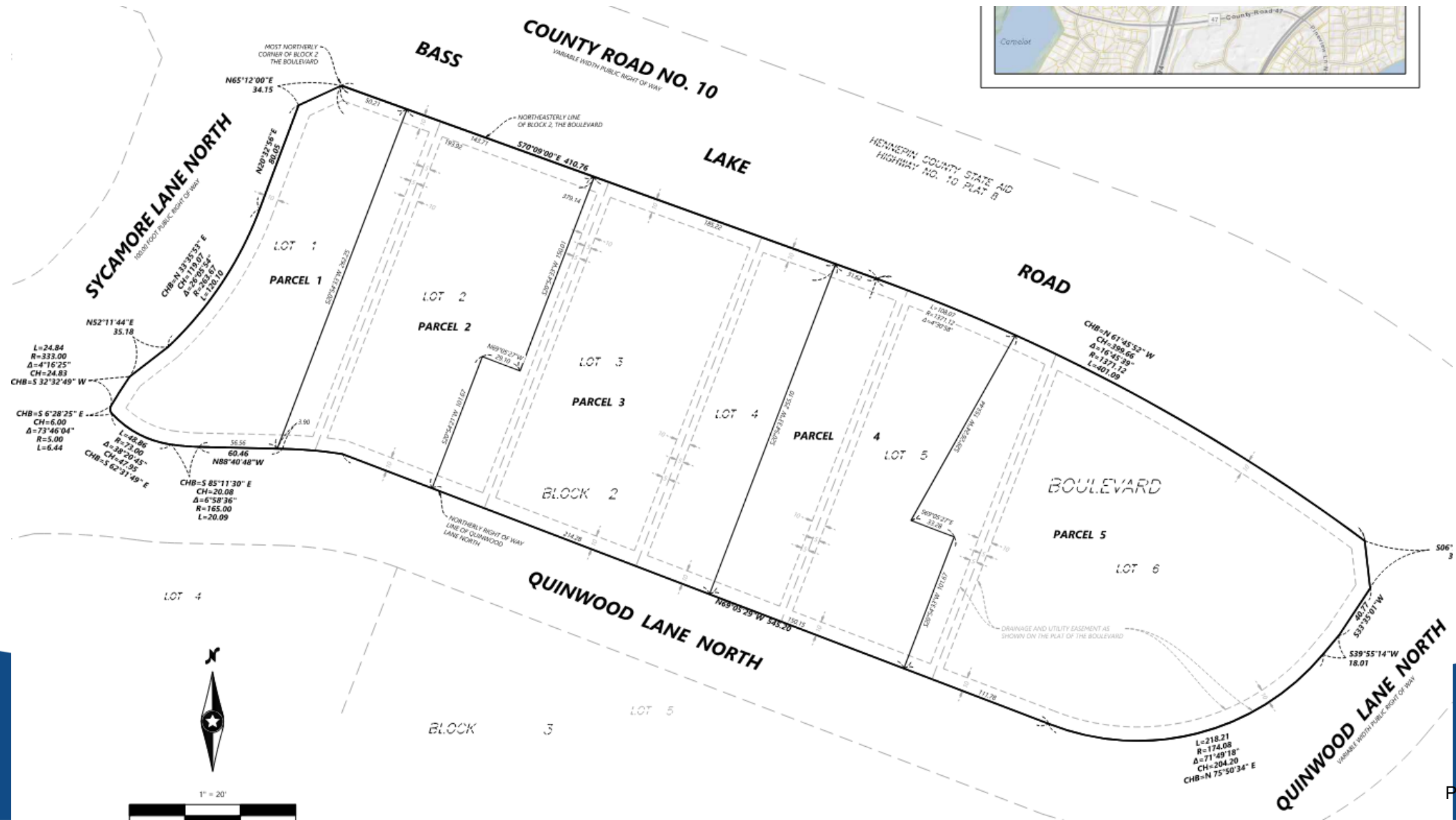
Replacement easements to be established on new lot lines



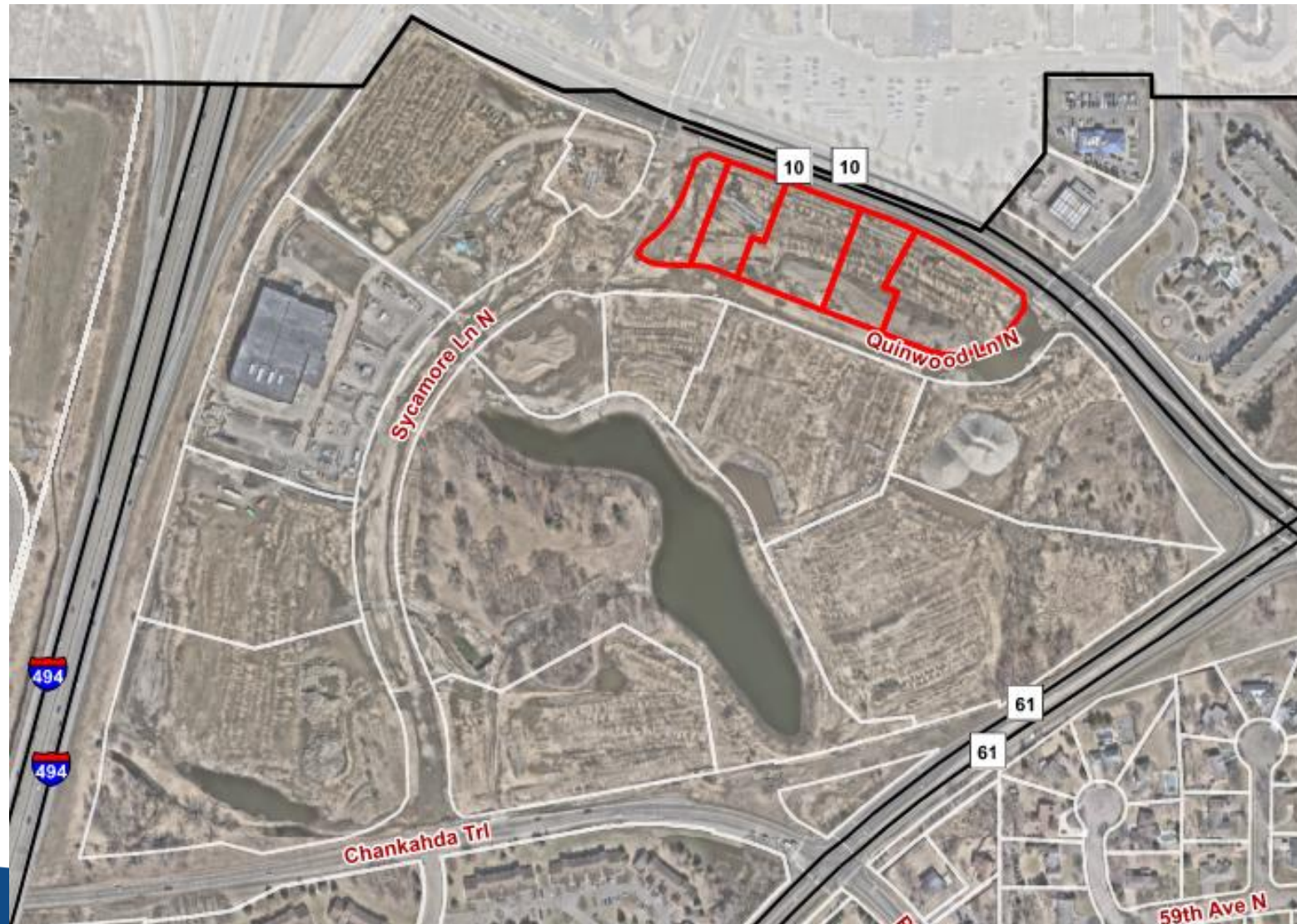
Recommendation

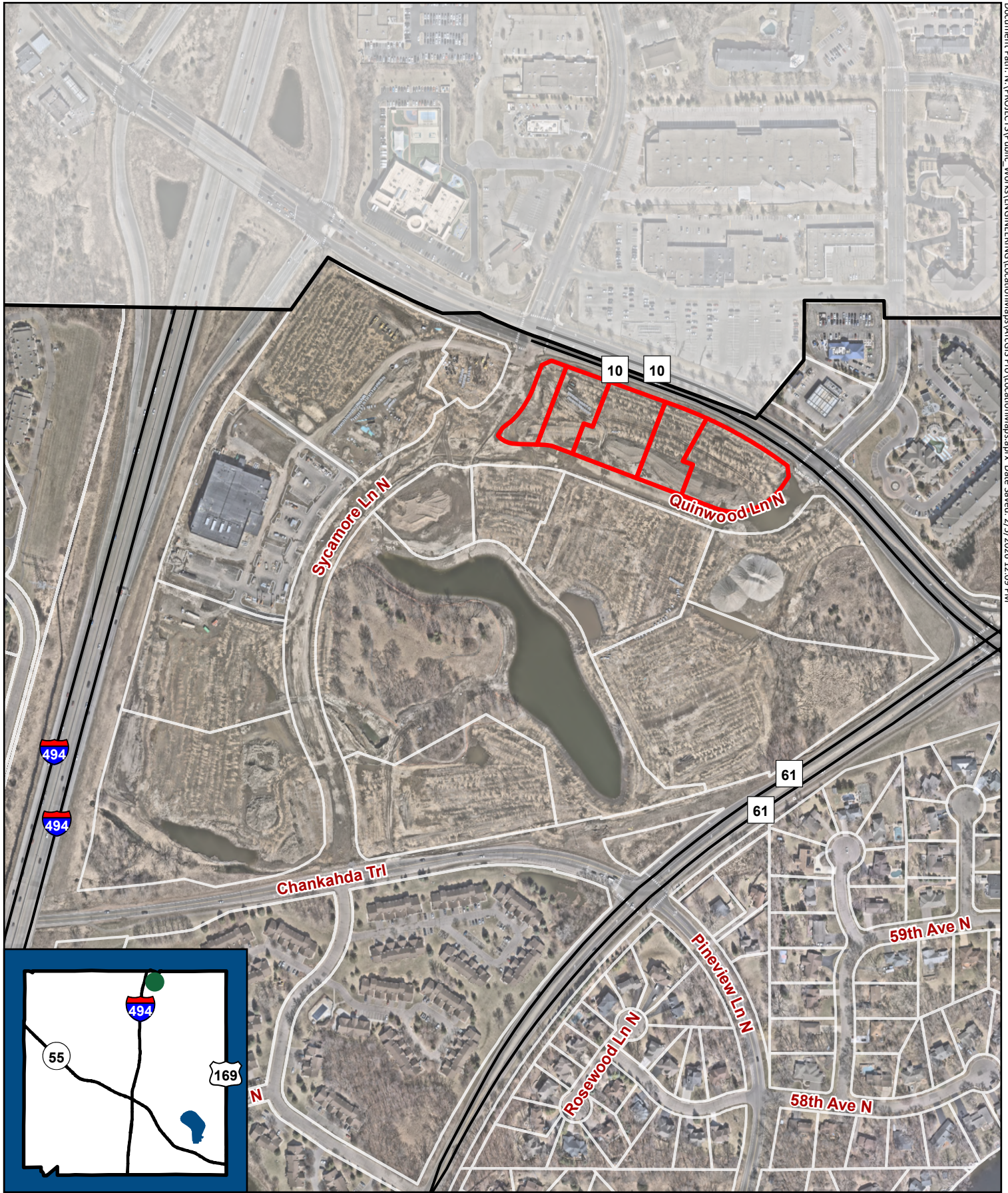
- Hold public hearing and adopt resolution for vacation of easements on Lots 1, 2, 3, 4, 5 and 6, Block 2, The Boulevard.
 - Approval requires 6/7 vote

Lot Line Adjustment Exhibit

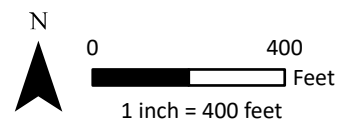


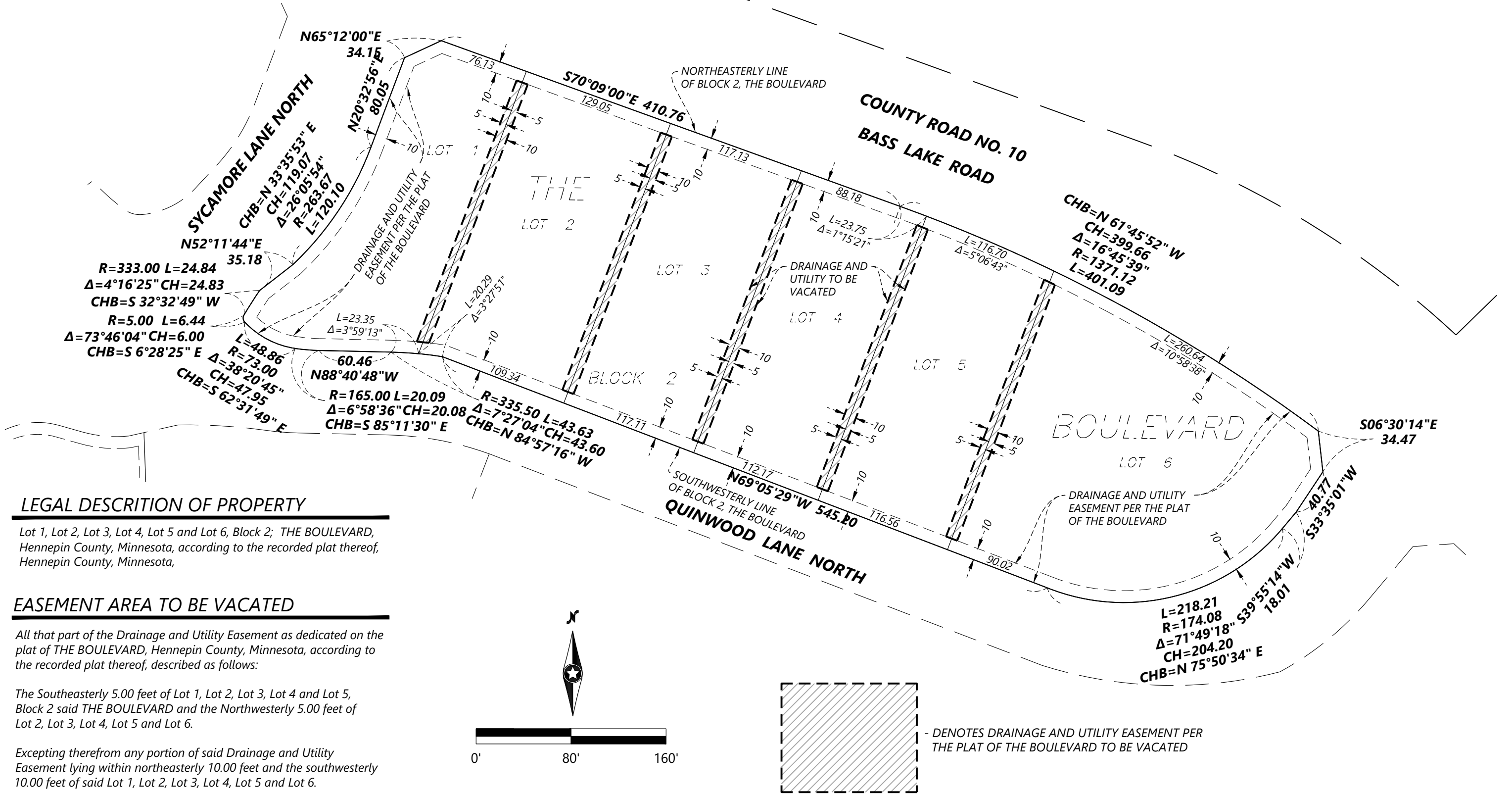
Location Map





Block 2, The Boulevard
Easement Vacation Location Map
Plymouth City Council, February 24, 2026





DESIGNED:	
CHECKED:	MJW
DRAWN:	BTW

PREPARED FOR:

SPRC LAND VENTURES
PLYMOUTH, LLC

THE BOULEVARD
PLYMOUTH, MINNESOTA

Westwood

Phone (952) 937-5150 12701 Whitewater Drive, Suite #300
Fax (952) 937-5822 Minnetonka, MN 55343
Toll Free (888) 937-5150 westwoodps.com

Westwood Professional Services, Inc.
TBPELS ENGINEERING FIRM REGISTRATION NO. 11756
TBPELS SURVEYING FIRM REGISTRATION NO. 10074301

EASEMENT VACATION
SKETCH

SHEET NUMBER:

1 OF

1

DATE: 01/08/2026

PROJECT NUMBER: 0035764.01

GENERAL NOTES

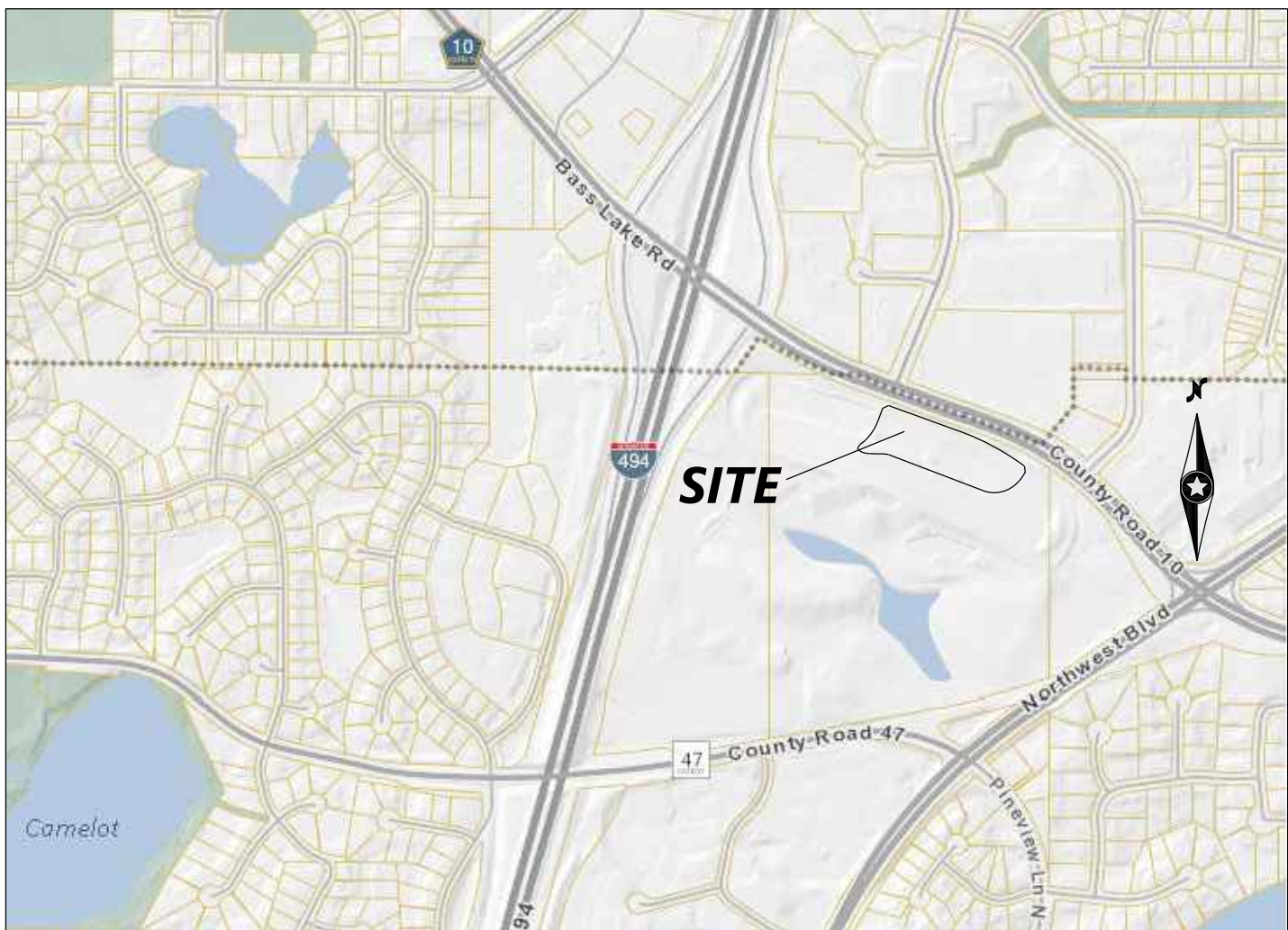
- Bearings of property lines shown hereon are based on the Hennepin coordinate system, (NAD 83 - 1986 Control Adjustment).
- Lengths of lines and distances between features are measured in US-Survey Feet.

PROPOSED PARCEL AREA CHART

PARCEL	PARCEL AREA (ACRE)	PARCEL AREA (SQ.FT.)
PARCEL 1	0.543 AC.	23,634 SQ.FT.
PARCEL 2	0.764 AC.	33,289 SQ.FT.
PARCEL 3	1.145 AC.	49,883 SQ.FT.
PARCEL 4	0.803 AC.	34,989 SQ.FT.
PARCEL 5	1.467 AC.	63,922 SQ.FT.
TOTAL	4.722 AC.	205,717 SQ.FT.

VICINITY MAP

(NOT TO SCALE)



LEGAL DESCRIPTION

Real property in the City of Plymouth, County of Hennepin, State of Minnesota, described as follows:

Lot Nos. 1, 2, 3, 4, 5 and 6, Block 2; THE BOULEVARD, Hennepin County, Minnesota

(Abstract Property)

PROPOSED LEGAL DESCRIPTION

PARCEL 1

All that part of LOT 1, BLOCK 2, THE BOULEVARD, according to the recorded plat thereof, Hennepin County, Minnesota, lying westerly of the following described line. Commencing at the most northerly corner of said BLOCK 2, thence South 70 degrees 09 minutes 00 seconds East, along the northeasterly line of said BLOCK 2, a distance of 50.21 feet to the point of beginning; thence South 20 degrees 54 minutes 33 seconds West, a distance of 262.25 feet, to the northerly right of way line of Quinwood Lane North and said line there terminating.

PARCEL 2

All that part of LOT 1, BLOCK 2, THE BOULEVARD, according to the recorded plat thereof, Hennepin County, Minnesota, lying easterly of the following described line. Commencing at the most northerly corner of said BLOCK 2, thence South 70 degrees 09 minutes 00 seconds East, along the northeasterly line of said BLOCK 2, a distance of 50.21 feet to the point of beginning; thence South 20 degrees 54 minutes 33 seconds West, a distance of 262.25 feet, to the northerly right of way line of Quinwood Lane North and said line there terminating.

AND

All that part of LOT 2, BLOCK 2, THE BOULEVARD, according to the recorded plat thereof, Hennepin County, Minnesota, lying westerly of the following described line. Commencing at the most northerly corner of said BLOCK 2, thence South 70 degrees 09 minutes 00 seconds East, along the northeasterly line of said BLOCK 2, a distance of 193.92 feet to the point of beginning; thence South 20 degrees 54 minutes 33 seconds East, a distance of 150.01 feet; thence North 69 degrees 05 minutes 27 seconds West, a distance of 29.10 feet; thence South 20 degrees 54 minutes 21 seconds West, a distance of 101.67 feet, to the northerly right of way line of Quinwood Lane North and said line there terminating.

PARCEL 3

All that part of LOT 2, BLOCK 2, THE BOULEVARD, according to the recorded plat thereof, Hennepin County, Minnesota, lying easterly of the following described line. Commencing at the most northerly corner of said BLOCK 2, thence South 70 degrees 09 minutes 00 seconds East, along the northeasterly line of said BLOCK 2, a distance of 193.92 feet to the point of beginning; thence South 20 degrees 54 minutes 33 seconds East, a distance of 150.01 feet; thence North 69 degrees 05 minutes 27 seconds West, a distance of 29.10 feet; thence South 20 degrees 54 minutes 21 seconds West, a distance of 101.67 feet, to the northerly right of way line of Quinwood Lane North and said line there terminating.

AND

LOT 3, BLOCK 2, THE BOULEVARD, according to the recorded plat thereof, Hennepin County, Minnesota.

AND

All that part of LOT 4, BLOCK 2, THE BOULEVARD, according to the recorded plat thereof, Hennepin County, Minnesota, lying westerly of the following described line. Commencing at the most northerly corner of said BLOCK 2, thence South 70 degrees 09 minutes 00 seconds East, along the northeasterly line of said BLOCK 2, a distance of 379.14 feet to the point of beginning; thence South 20 degrees 54 minutes 33 seconds West, a distance of 255.10 feet, to the northerly right of way line of Quinwood Lane North and said line there terminating.

PARCEL 4

All that part of LOT 4, BLOCK 2, THE BOULEVARD, according to the recorded plat thereof, Hennepin County, Minnesota, lying easterly of the following described line. Commencing at the most northerly corner of said BLOCK 2, thence South 70 degrees 09 minutes 00 seconds East, along the northeasterly line of said BLOCK 2, a distance of 379.14 feet to the point of beginning; thence South 20 degrees 54 minutes 33 seconds West, a distance of 255.10 feet, to the northerly right of way line of Quinwood Lane North and said line there terminating.

AND

All that part of LOT 5, BLOCK 2, THE BOULEVARD, according to the recorded plat thereof, Hennepin County, Minnesota, lying westerly of the following described line. Commencing at the most northerly corner of said BLOCK 2, thence South 70 degrees 09 minutes 00 seconds East, along the northeasterly line of said BLOCK 2, a distance of 410.76 feet; thence southeasterly along a tangential curve concave to the southwest, having a radius of 1371.12 feet, a central angle of 04 degrees 30 minutes 58 seconds, a distance of 108.07 feet to the point of beginning; thence South 29 degrees 26 minutes 24 seconds West, a distance of 153.44 feet; thence South 69 degrees 05 minutes 27 seconds East, a distance of 33.28 feet; thence South 20 degrees 54 minutes 33 seconds West, a distance of 101.67 feet, to the northerly right of way line of Quinwood Lane North and said line there terminating.

PARCEL 5

All that part of LOT 5, BLOCK 2, THE BOULEVARD, according to the recorded plat thereof, Hennepin County, Minnesota, lying easterly of the following described line. Commencing at the most northerly corner of said BLOCK 2, thence South 70 degrees 09 minutes 00 seconds East, along the northeasterly line of said BLOCK 2, a distance of 410.76 feet; thence southeasterly along a tangential curve concave to the southwest, having a radius of 1371.12 feet, a central angle of 04 degrees 30 minutes 58 seconds, a distance of 108.07 feet to the point of beginning; thence South 29 degrees 26 minutes 24 seconds West, a distance of 153.44 feet; thence South 69 degrees 05 minutes 27 seconds East, a distance of 33.28 feet; thence South 20 degrees 54 minutes 33 seconds West, a distance of 101.67 feet, to the northerly right of way line of Quinwood Lane North and said line there terminating.

AND

LOT 6, BLOCK 2, THE BOULEVARD, according to the recorded plat thereof, Hennepin County, Minnesota.



DESIGNED: _____
CHECKED: NAS
DRAWN: PMP
HORIZONTAL SCALE: 1" = 20'
VERTICAL SCALE: _____

INITIAL ISSUE: 11/17/2025
REVISIONS: 12/19/2025: UPDATE PROPOSED LOT AREAS
12/22/2025: UPDATE PARCEL AREAS
1/9/2026: UPDATE PARCEL 5 LEGAL

PREPARED FOR:

SCANNELL
PROPERTIES

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

Mathew J. Welinski
DATE: 11/17/2025 LICENSE NO. 53596

THE BOULEVARD

Westwood

Phone (952) 937-5150 12701 Whitewater Drive, Suite #300
Fax (952) 937-5822 Minnetonka, MN 55343
Toll Free (888) 937-5150 westwoodps.com
Westwood Professional Services, Inc.
TPELS ENGINEERING FIRM REGISTRATION NO. 11156
TPELS SURVEYING FIRM REGISTRATION NO. 10074301

LOT LINE
ADJUSTMENT

PROJECT NUMBER: 0035764.01

SHEET NUMBER:

1

OF

1

CITY OF PLYMOUTH

RESOLUTION No. 2026-072

RESOLUTION APPROVING THE VACATION OF EASEMENTS OF LOTS 1, 2, 3, 4, 5 AND 6, BLOCK 2, THE BOULEVARD

WHEREAS, a public hearing with respect to said vacation was scheduled for February 24, 2026, in accordance with Minnesota Statutes 412.851 and the City Charter Section 12.06; and

WHEREAS, a notice of publication of said hearing was published and posted at least 10 calendar days prior to the meeting of February 24, 2026; and

WHEREAS, all property owners adjacent to the proposed vacation were duly notified by mail; and

WHEREAS, the City Council held a public hearing on February 24, 2026, to inform any and all interested parties relevant to the vacation of easements of Lot 1, Lot 2, Lot 3, Lot 4, Lot 5 and Lot 6, Block 2, THE BOULEVARD; and

WHEREAS, it was determined by the City Council that said easements are not needed for public purposes.

NOW, THEREFORE BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA, that the following easements be vacated:

All that part of the Drainage and Utility Easement as dedicated on the plat of THE BOULEVARD, Hennepin County, Minnesota, according to the recorded plat thereof, described as follows:

The Southeasterly 5.00 feet of Lot 1, Lot 2, Lot 3, Lot 4 and Lot 5, Block 2 said THE BOULEVARD and the Northwesterly 5.00 feet of Lot 2, Lot 3, Lot 4, Lot 5 and Lot 6.

Excepting therefrom any portion of said Drainage and Utility Easement lying within northeasterly 10.00 feet and the southwesterly 10.00 feet of said Lot 1, Lot 2, Lot 3, Lot 4, Lot 5 and Lot 6.

BE IT FURTHER RESOLVED that recording of this vacation resolution shall be accomplished with the recording of the replacement drainage and utility easement granted by the petitioner.

APPROVED by the City Council on this 24th day of February, 2026.

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 February 24, 2026, 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