



CITY COUNCIL WORK SESSION
City Hall: 3750 Bridge St NW
Monday, February 23, 2026 at 5:30 PM

AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. AGENDA ITEMS**
 - A. Anoka Regional Crime, Technology, and Information Center (ARCTIC)
 - B. Everbridge Nixle Notification System
 - C. Community Park Sign Replacement
 - D. The Homeserve Service Line Warranty Program
 - E. 2050 Comprehensive Plan Scope and Budget Discussion
- 4. ADJOURNMENT**



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Anoka Regional Crime, Technology, and Information Center (ARCTIC)
DATE: February 23, 2026

OVERVIEW:

The Anoka County Sheriff's Office is in the process of implementing a real time crime center otherwise known as the Anoka Regional Crime, Technology, and Information Center (ARCTIC). The project will include the use of Automated License Plate Reader cameras (ALPR), strategically placed live view cameras, Drones as First Responder Technology (DFR), and other types of technology as part of a Safe County Initiative. Sheriff's office representatives have been periodically meeting with representatives from all jurisdictions within Anoka County providing information and updates about the project.

ACTION TO BE CONSIDERED:

Discuss and support the implementation of an ARCTIC pilot program within Anoka County to include the City of St. Francis.

BUDGET IMPLICATION:

Discussed during the work session.

Attachments:

- PowerPoint

Safe County Initiative

Anoka Regional Crime, Technology, and Information Center (ARCTIC)

Project Overview

Automated License Plate Reader
cameras (ALPR)

Live view cameras

Drone as First Responder

Technology

Automated License Plate Reader Cameras

- ◆ What it is
 - ◆ Photos of the rear of vehicle capturing the vehicle make, model, color and the license plate.
 - ◆ The algorithm reads the characters on the plate and identifies the state of the plate based on the characteristics of the plate.
 - ◆ The algorithm compares the characters on the plate to a 'hotlist' that is uploaded to the vendor by the Bureau of Criminal Apprehension every 6-12 hours



BCA Hotlists – what are they

- ◇ This is a list that is sent to the vendor every 6-12 hours and contains 'hits' for:
 - ◇ Commercial Vehicle Operator's license – Revoked
 - ◇ Canadian Police Information Center Alerts
 - ◇ Disqualified Driver
 - ◇ Extreme Risk Protection Order (Red Flag Law)
 - ◇ Group Member Capability
 - ◇ Gang Member, Foreign Terrorist Organization Member, Etc.
 - ◇ KOPS Alerts
 - ◇ 24-hour alert for officer safety related to a specific incident
- ◇ Minnesota Warrants
- ◇ Missing Persons
- ◇ National Sex Offender Registry (non-compliant)
- ◇ Protection Orders
- ◇ Revoked License
- ◇ Stolen License Plate
- ◇ Stolen Vehicle
- ◇ Supervised Release
- ◇ Suspended License
- ◇ Violent Person alerts
- ◇ Amber Alerts

ALPR cont.

ALPR Cameras do not:

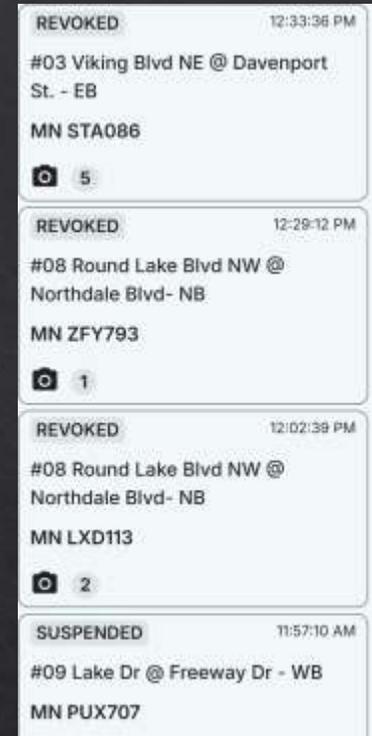
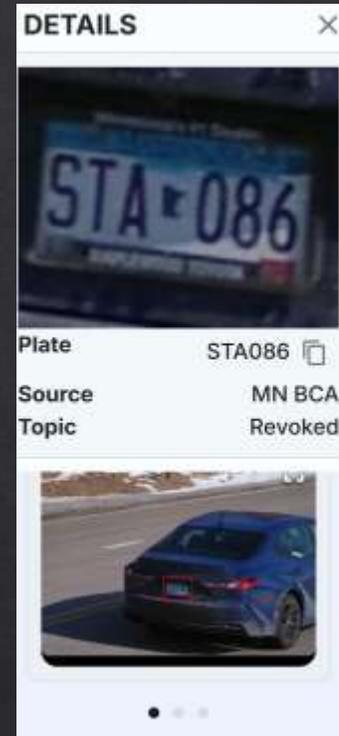
- Use facial recognition technology
- Have any direct access to CJIS (criminal justice information systems) data
 - The only access they have is to the Hotlist by BCA
- They do not provide any personally identifiable data across the system
 - Each officer must still run each plate that is alerted on to verify the hit
 - Verify the validity of the hit before taking action
 - Matching vehicle, characters, state, etc

If the plate is not a match to anything on the hot list, no action is taken. The photo remains in the system for 30 days before being automatically deleted.

- It can, however, be searched for investigations within that time frame to help identify potential suspects

- ◇ There are concerns about data retention being brought up around the country
 - ◇ While the concerns are valid, there are safeguards that are in place in Minnesota
 - ◇ MN stopped Nationwide search capabilities.
 - ◇ No longer can an agency from outside of Minnesota do a random search and get hits in Minnesota.
 - ◇ The only way that this type of search can be done is if the searching agency has a 1-to-1 sharing agreement, and then they can only search the cameras that are on the requested agency's system.
 - ◇ If an officer/detective is trying to establish a pattern of life or to track down a person via their vehicle, a signed search warrant is required prior to conducting that part of the investigation.

Data Retention



Alerts

What does an alert look like? Is there personal information on the alert?

Searching in FlockOS

Search   0

 Investigative Purpose 

Offense Type*  * Required Field

Case Number* * Required Field

Reason* * Required Field

 Vehicle Details

License Plate  * Required Field

Plate State 

Include Partial Plate Statewide (MN) 

Vehicle Fingerprint  

License Plate 

Plate State 

Include Partial Plate Statewide (MN) 

Vehicle Fingerprint  

 Location & Time

Location   Map & Devices

Start - End

IN 2024, ANOKA COUNTY AGENCIES CONDUCTED **708 TOTAL UAS FLIGHTS.**



2025 BCA reporting is currently in progress

2025 added two additional search warrant exemptions (Missing person and imminent evidence destruction)

Drone as First Responder – what is it?

- ◇ DFR is a resource that is able to put ‘eyes’ on scene before first responders arrive.
 - ◇ This allows for faster ‘arrival’ of first resources
 - ◇ Typically, within 90 seconds from launch
- ◇ Law Enforcement
 - ◇ Response time to the scene
 - ◇ Location of missing persons
 - ◇ Officer needs help calls
 - ◇ Potential assistance during pursuits
 - ◇ Depends on location and speeds.



Drone as First Responder – what is it?



Fire Response

- Response time to scenes
- Hot spot detection using the onboard FLIR/Thermal
- Wind weather spread intel while units are enroute
- Faster up or down staffing response



EMS

- Crash information while enroute
- Approach/Eventuation routes



Emergency Management

- Damage assessments during natural disasters
- Faster Information for resource requests



“Dock”



A Drone Dock is a self-contained base station that stores, charges and launches drones at the command of remote pilots

- A rugged, environmentally sealed enclosure that houses the drone.
- When the drone lands in the dock, it either charges the batteries or swaps for fresh ones
- Autonomously launches the drone at the command of the pilot (opens and closes lid, conducts preflight checks, and takes off automatically)
- Docks are staged on rooftops at key locations across the county.

FLOCK ALPHA



DJI Matrice 4TD

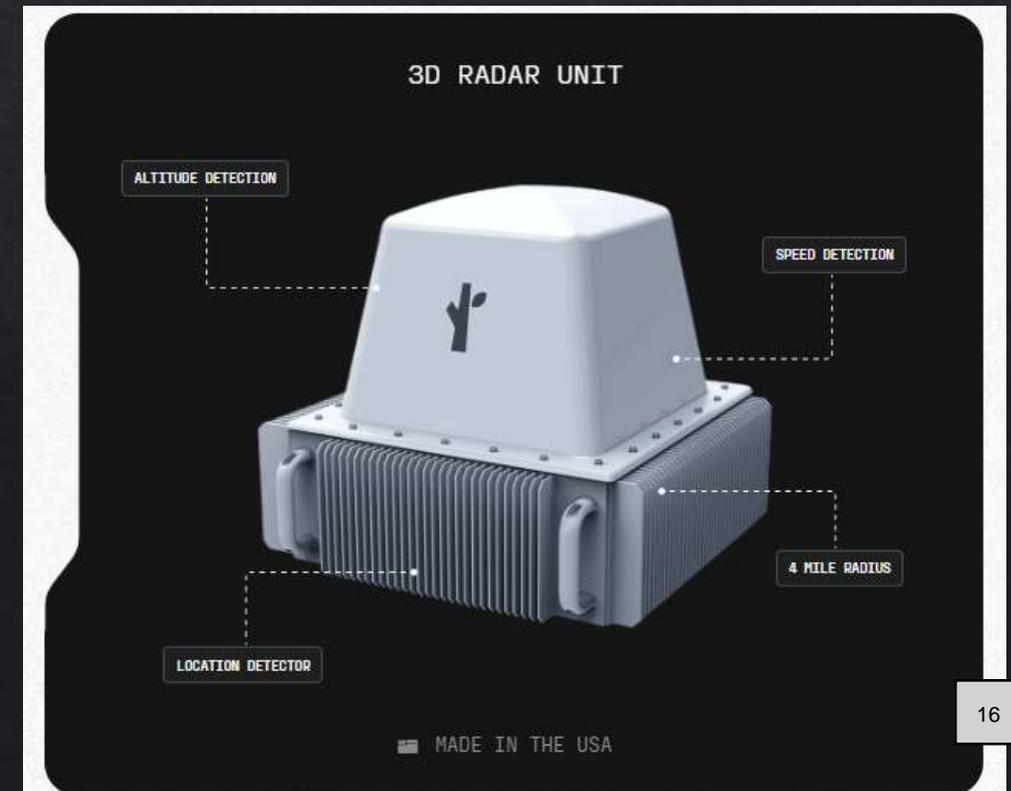
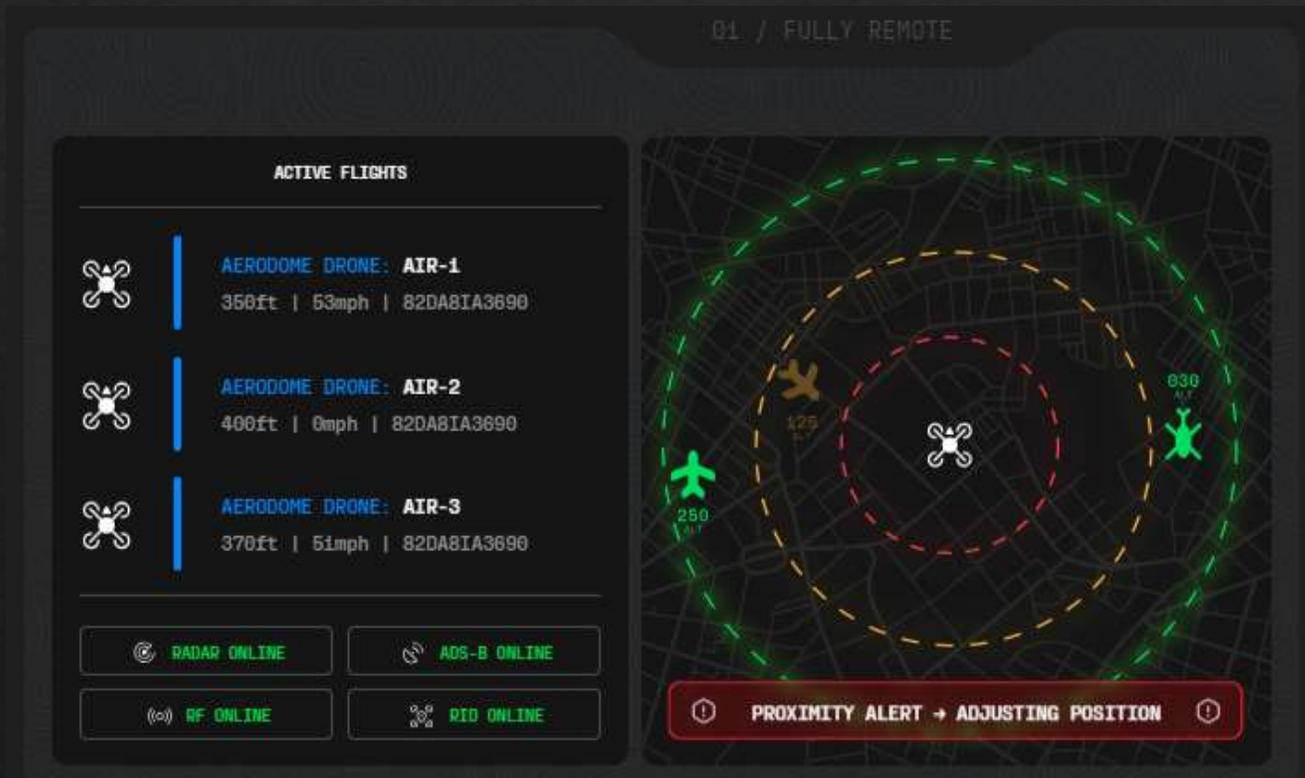


Industrial Grade drones designed for Public Safety

- 40–50 minute flight times based on weather and environment
- Ruggedized for weather: can fly in rain, wind and snow (IP55 rating)
- 45MPH+ flight speeds to respond quickly
- 3-4 mile radius range for large response coverage areas
- Telephoto camera lenses capable of detailed close ups of incidents
- Thermal camera for detecting heat signatures like missing people, wanted fugitives or fire hotspots

Safety and Flight Deconfliction

- ◆ DFR Radar provides 3D radar coverage around critical areas like Blaine Airport. Detects manned aircraft, drones, birds, and obstacles in real time.
- ◆ Triggering route adjustments or launch delays if airspace is not clear.



Anoka County DFR Plan

DFR Plan

8 Drone Locations
3 Radar locations

Legend

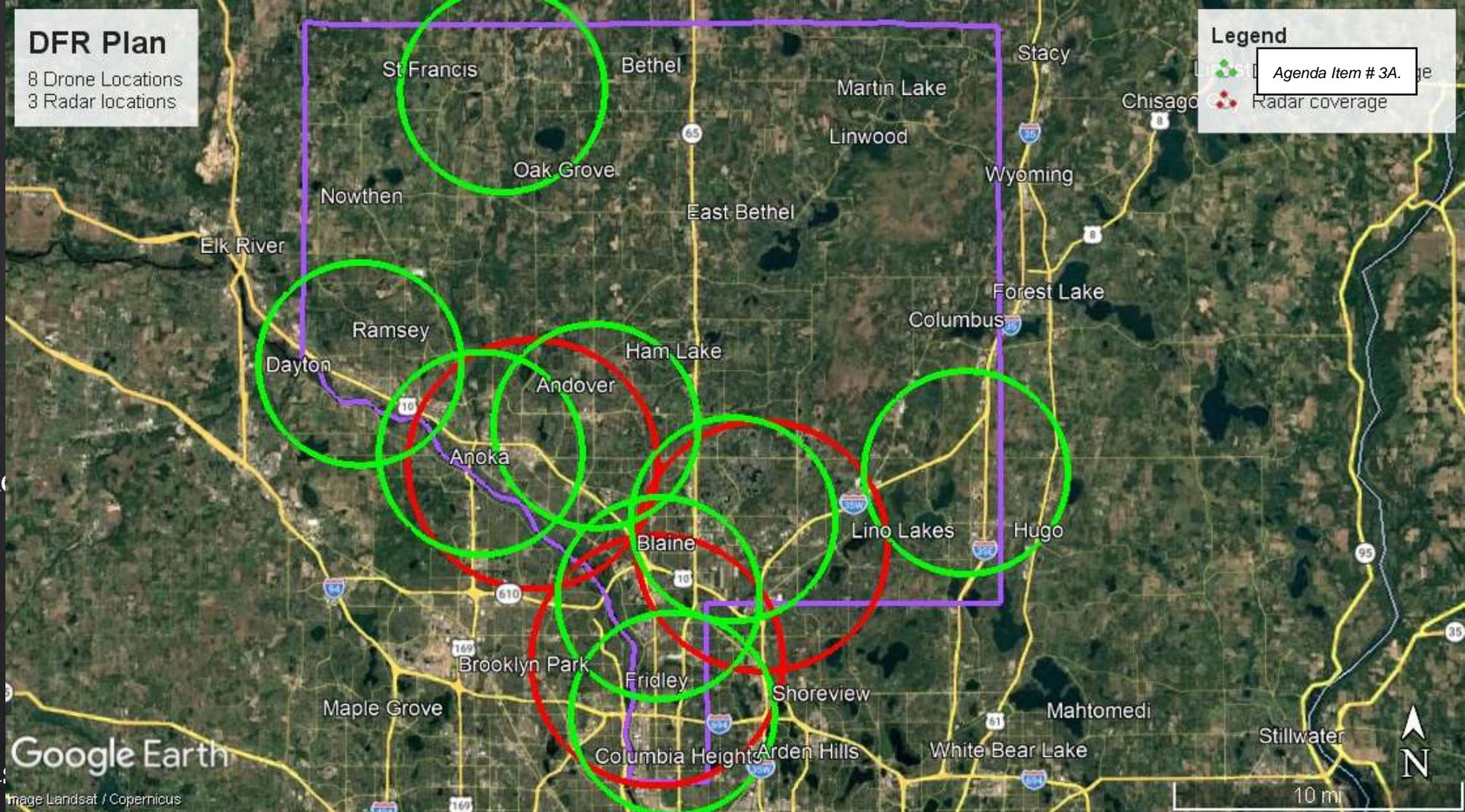
- Agenda Item # 3A.
- Radar coverage

Drone Dock Locations:

1. Medtronic building
2. Northtown - Blaine
3. ACSO
4. Anoka Public Works
5. Ramsey Fire Dept
6. Blaine PD
7. Eagle Brook Lino Lake
8. St Francis PD

Radar Locations:

1. Anoka County HHW Facility
2. Fridley PD
3. Riverdale Coon Rapids



Technology

- ◇ FlockOS premium subscription
 - ◇ This is the base operating system that the ALPR, Live View Cameras, and DFR will operate out of.
- ◇ Flock911
 - ◇ A product that will allow dispatch to stream 911 calls, audio, and real-time transcriptions directly to patrol squads' computers.
 - ◇ Also aids in the dispatching of DFR drones to the area of the caller.
- ◇ Flock Safety's Gateway
 - ◇ Similar to the Axon Core devices, this will allow us, with agreements, integrate 3rd party video streams into the Fusus Ecosystem.
- ◇ Freeform
 - ◇ This assists with a specialized search engine for all the camera systems we have pulled into the FlockOS ecosystem.

Additional Technology

Traffic Analytics Package

- Utilizing Flock cameras, this technology can provide real-time, actionable data on vehicle volumes, speed trends, and traffic flow in the area where the cameras are located.

Flock Nova

- A comprehensive data integration platform that connects all our disparate technology systems into one easily searchable system.

Cost / Funding

- ◇ Axon will remain an agency purchase
 - ◇ This is an individual agency subscription for their Tasers, BWC, and Fleet cameras.
- ◇ Flock Safe County is slated to be an ACSO purchase for the first 2 years, and then the remaining 7 years are proposed to be funded through the JLEC via the same funding percentages as the PSDS system.
 - ◇ Year 1 = \$0.00
 - ◇ Year 2 = \$245,000
 - ◇ Years 3-10 = \$1,772,500 Annually
 - ◇ ACSO would have a 5% responsibility, and ACECC would have a 60.58% responsibility for the cost of the annual fee for years 3-10
 - ◇ 200 cameras countywide
 - ◇ 12 community partner cameras
 - ◇ 8 DFR Drone + Docking stations
 - ◇ 3 Detect and Avoid Radar stations.

Cost / Funding

Total Package	\$1,772,500.00
Anoka County Sheriff's Office	\$88,625.00
Anoka Police Department	\$46,262.25
Blaine Police Department	\$97,842.00
Centennial Lakes Police Department	\$20,561.00
Columbia Heights Police Department	\$48,389.25
Coon Rapids Police Department	\$107,059.00
Fridley Police Department	\$67,177.75
Lino Lakes Police Department	\$21,801.75
Ramsey Police Department	\$30,132.50
St. Francis Police Department	\$10,989.50
Spring Lake Park Police Department	\$16,129.75
Anoka County Emergency Communications Center	\$1,073,780.50
Fire	\$143,749.75
	\$1,772,500.00

Anoka County Total owed

1,162,405.50

Questions?



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Everbridge Nixle Notification System
DATE: February 23, 2026

OVERVIEW:

Everbridge Nixle is a Community Information Service dedicated to providing the public with timely, accurate, and important information. The City of St. Francis entered into a subscription with Everbridge Nixle in June of 2017. Everbridge now owns Nixle and is currently migrating users from the legacy Nixle platform to the more advanced Everbridge system. City staff have utilized the notification system numerous times since the inception date to communicate and provide important information to the public by means of text message, email, and landline. The city has the capability to reach approximately 1,400 residents by text message and email as well as an additional 1,392 residents by land line phone. Everbridge Nixle continues to be a valuable tool for city staff to disperse important information to the public.

The director of the Anoka County Emergency Communications Center (ECC) recently announced that Anoka County Administration along with the ECC have signed a 3-year contract with Everbridge as a platform to send out Integrated Public Alert and Warning System (IPAWS) notifications. IPAWS is a FEMA-managed system to geo-target specific locations and warn of immediate threats, such as severe weather, AMBER alerts, or local emergencies directly to mobile devices. With the Everbridge platform in place the ECC also has the capability to send out non-emergency communications to all communities within Anoka County. These would be the same types of alerts and advisories that the City of St. Francis has used the Everbridge Nixle platform for since 2017.

ACTION TO BE CONSIDERED:

City Council to discuss the use of the City’s current Everbridge Nixle notification system and potentially consider two options:

- Maintain the city’s current Everbridge Nixle subscription and use the Anoka County Emergency Communications Center (ECC) for notifications after hours only.
- Replace the city’s Everbridge Nixle subscription with the Anoka County Emergency Communications Center (ECC) Everbridge capability for all community-based notifications to St. Francis residents.

BUDGET IMPLICATION:

The current annual subscription fee between the City of St. Francis and Everbridge Nixle is approximately \$4,400. There would be no additional fees to the city for use of the ECC Everbridge notification system.

Attachments:

- ECC PowerPoint
- Assorted Everbridge Nixle Documentation

City of St. Francis

Overview [Message Center](#) [Groups](#) [Collect Contacts](#) [Tipping](#) [Reporting](#)

Public Groups		Private Groups					
Public Groups <small>Help with this page</small>		Expand All Groups		Collapse All Groups		Create New Group	
<u>Group Name</u>	<u>Description</u>	<u>Keyword</u> <small>(3 of 5 in use)</small>	<u>Contacts</u>	<u>SMS</u>	<u>Email</u>	<u>Voice</u>	<u>Actions</u>
Nixle Wire	Citizens registered through nixle.com or mobile zip code opt-in	FRANCIS	1,422	1,386	288	227	
Nixle Dial		None	1,392	0	0	1,392	
City Training	Training	SF2018	14	14	0	0	
Total Contacts:			2,828	1,400	288	1,619	

[Help](#) [Contact](#) [Terms of Service](#) [Privacy Policy](#) [FAQs](#)

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City of St. Francis

Overview **Message Center** Groups Collect Contacts Typing Reporting

New Message Sent Messages Scheduled Messages Email Template Message Widgets Rebroadcasts

Create New Message [Help with this page](#)

Message Type: Alert Advisory Community [Need help choosing?](#)

Message Template (Optional):

Reach Recipients by:

- Email, Web & Mobile App (Attach images)
- SMS (Text Message)
- Voice Dialing

Message recipients:

Public Groups [Check all](#) | [Uncheck all](#)

- Nixie Wire (Main Public Group)
- Nixie Dial (Main Public Group)
- City Training (Public Group)

Private Groups [Check all](#) | [Uncheck all](#)

- SF DEPT HEADS (Private Group)
- SFPolice (Private Group)

Geographic Filtering:

- Custom Area
- Point and Radius
- City/Town name or Zip Code

When would you like to send?:

- Send Message Now
- Schedule for Future Delivery

Web Message Expiration: (Optional)

Set Message Expiration [Help](#)
The default expiration time is set to 24 hours after delivery

Date: [Calendar](#)

Time: p.m.

Also Send To Social Media:

- [Twitter™ \(settings\)](#)
SMS or Email required
- [Facebook™ \(settings\)](#)
Email required

[Preview Message](#)

Anoka County Community Notifications

Sign up for Anoka County's Community Alert Program

Get critical updates fast—right when you need them. Select your address/addresses and areas of interest such as:

- Unexpected Major Traffic Disruptions
- Missing person alerts
- Public Health Alerts (boil water, etc.)
- Evacuations and neighborhood emergencies
- Emergency Community alerts not meeting iPAWS (Integrated Public Alert and Warning System) criteria (authenticated emergencies and life-saving information)
- And other important community news such as community event cancellations or postponements

You choose how you're contacted:

- Home, mobile, or business phone
- Email
- Text message

You pick the method.

Don't miss out—sign up today and stay prepared!

Sign Up

Anoka County Community Notifications

Sign up for Anoka County's Community Alert Program

Get critical updates fast—right when you need them. Examples include:

- Unexpected Major Traffic Disruptions
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You choose how you're contacted:

- Home, mobile, or business phone
- Email
- Text message

You pick the method **Don't miss out—sign up today and stay prepared!**

Sign In to your account

Username *

Password *

[Forgot Username or Forgot Password](#)
[Don't have an account? Sign Up](#)

Powered by [Everbridge](#) [Terms of Use](#) [Privacy Policy](#)

Please be advised that our Privacy Policy has changed effective November 14, 2024.

© 2024 Everbridge, Inc. 25.11.0.7-b5b18e0-2025-11-27-00 51 FE-VERSION: 26 0.1.392d6b9 ebs-member-portal-891548b89-f1j78



Mass notification system with incident communications

IPAWS VS COMMUNITY ALERTS

Alert System (EAS or WEA) Checklist for Alert Originators

In general, the following conditions should be considered in determining whether the issuance of an EAS or WEA is warranted:

EAS / WEA Activation Checklist

YES

NO

Is this a sudden, unforeseen, or unpredictable situation?

Does the situation pose an imminent threat to life or property?

Does the situation have the potential to adversely affect a significant population or geographic area?

Are other means of disseminating information inadequate to ensure rapid delivery of the information?

IPAWS VS COMMUNITY ALERTS

Examples of Community Alerts

- Community Event Updates
- Community Safety Alerts
- Miscellaneous
- Runaways from juvenile facilities
- Bar None / Nexus / Lino Lakes Juvenile Center



Select Template

Search template and scenario

Individual Incidents

Community Alerts >

IPAWS >



Select a template from the list to get started.

DECEMBER 29, 2026 GAS LEAK

SENT 12/29/2025 02:31:33 EXPIRES 12/29/2025 04:44:45

HEADLINE EN
Evacuation

AREA
Anoka, MN

SENDER
200627,Anoka County - Resident,Anoka County Emergency Communications Center

WEA 360CH EN
Anoka County Sheriff's Office: Natural gas leak. at Northern Natural Gas 14371 7th Avenue NW Andover. EVACUATE NOW area of Bunker Lake Blvd north to 144th Lane NW east to Blackfoot St NW in the city of Andover. Evacuate to Anoka High School 3939 7th Ave Anoka.

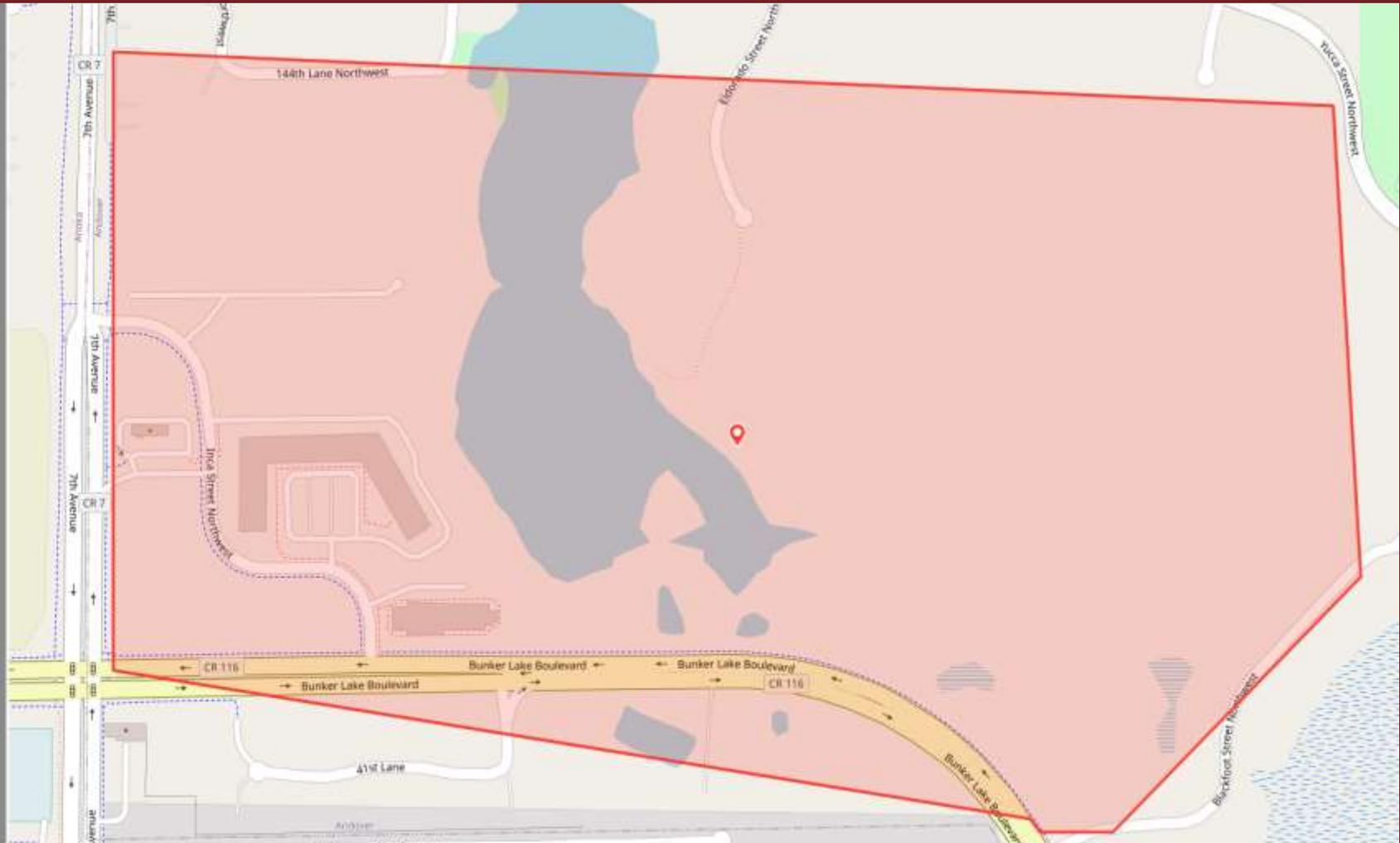
WEA 90CH EN
ACSO: Natural gas leak.. EVACUATE NOW if within one half mile of 14371 7th Ave NW Andover

INSTRUCTIONS EN
Evacuate to Anoka High School, 3939 7th Ave Anoka.

ID
b1dbe8c2

ALERT HISTORY (2)

ORIGINAL Evacuation



DECEMBER 30, 2026 GAS INCIDENT

NOTIFICATION DETAILS:

Community Alerts: Subscriptions



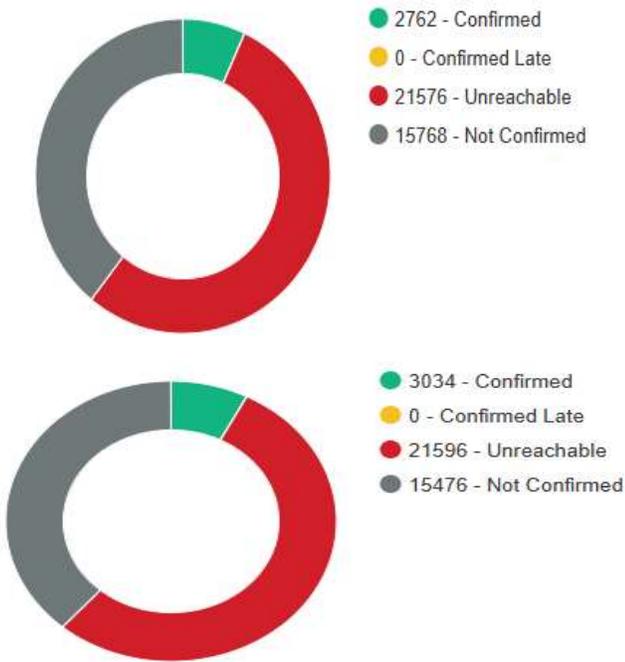
Auto Refresh

Sent Notification ID: 2310934534227819

Status Method

Details

Message



Notification Mode: Live

Notification Type: Standard

Imminent Threat to Life: No

Priority Greeting: No

Sent From: Web Manager Portal

Start: Dec 30, 2025 19:38:02 CST

End: Dec 31, 2025 19:38:02 CST

Sent by: Amber Kockelman

Sent to: 40106 contacts

Voice Recording: None

Message Format: Text

Escalation: No

Incident Subscribers: No

Community Alerts: Subscriptions

Anoka County Emergency Management Update – No gas leaks have been found in the area per CenterPoint. CenterPoint is responding with additional equipment to broaden their search in the area for any gas leaks. Previous reports of a chemical spill were unfounded. Utility companies are continuing to monitor the area and Emergency Services continue to standby in the area to respond. Do not call 9-1-1 for updates.

COMMUNITY ALERTS

Parade cancelled

Fireworks postponed / cancelled

Weather related event cancellation

Unexpected road closure

Boil water advisory

Public Safety update – doesn't meet IPAWS criteria

BENEFITS

Opt-In

Choose the type of alert(s) you want to receive

Alerts received via text or email (phone call)

Alerts received regardless of your location

IPAWS is location based

Even if you have your own mass alerting application -
we can do this afterhours for you at no cost

WHAT WE NEED

Communities need to contact ECC

Communities need to promote this to your citizens

Representatives meet with our ECC to choose your alerts

Residents sign up via a link

Residents select which alerts they want to receive

THANK YOU

For additional information or to sign our city up:

Contact:

Kari Morrissey, Director Emergency Communications

Kari.Morrissey@anokacountymn.gov

763-324-5801



WORK SESSION AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: Community Park Sign Replacement
DATE: February 23, 2026

OVERVIEW:

The St. Francis digital Community Park Sign was installed in 2010 and is at the end of its life cycle. The existing digital sign is roughly two and a half feet by eight feet in size and has resolution of 25 mm, it is difficult to read while driving on Hwy 47 and can only be accessed by one computer in the city to change the message. The structure that is holding the sign shows its age and the concrete welcome sign is cracked in the middle.

Staff have reached out to Think Digital Signs for estimates and recommendations on the digital sign size and design.

DISCUSSION:

Decisions for council to consider:

- Should staff move forward with this project?
- Is the location still acceptable?
- Sign Design.
- Sign Size.
- Funding sources.

Attachments:

- Community Park Sign Design and Replacement Examples

St. Francis

Minnesota

St. Francis Community Park

22825 St Francis Blvd NW

St Francis, MN 55070

Sign Examples_1
Budget Estimates
February – 2026



Estimates Provided Under
Sourcewell Buying Cooperative Contract

Watchfire Contract ID: 030223-WCH





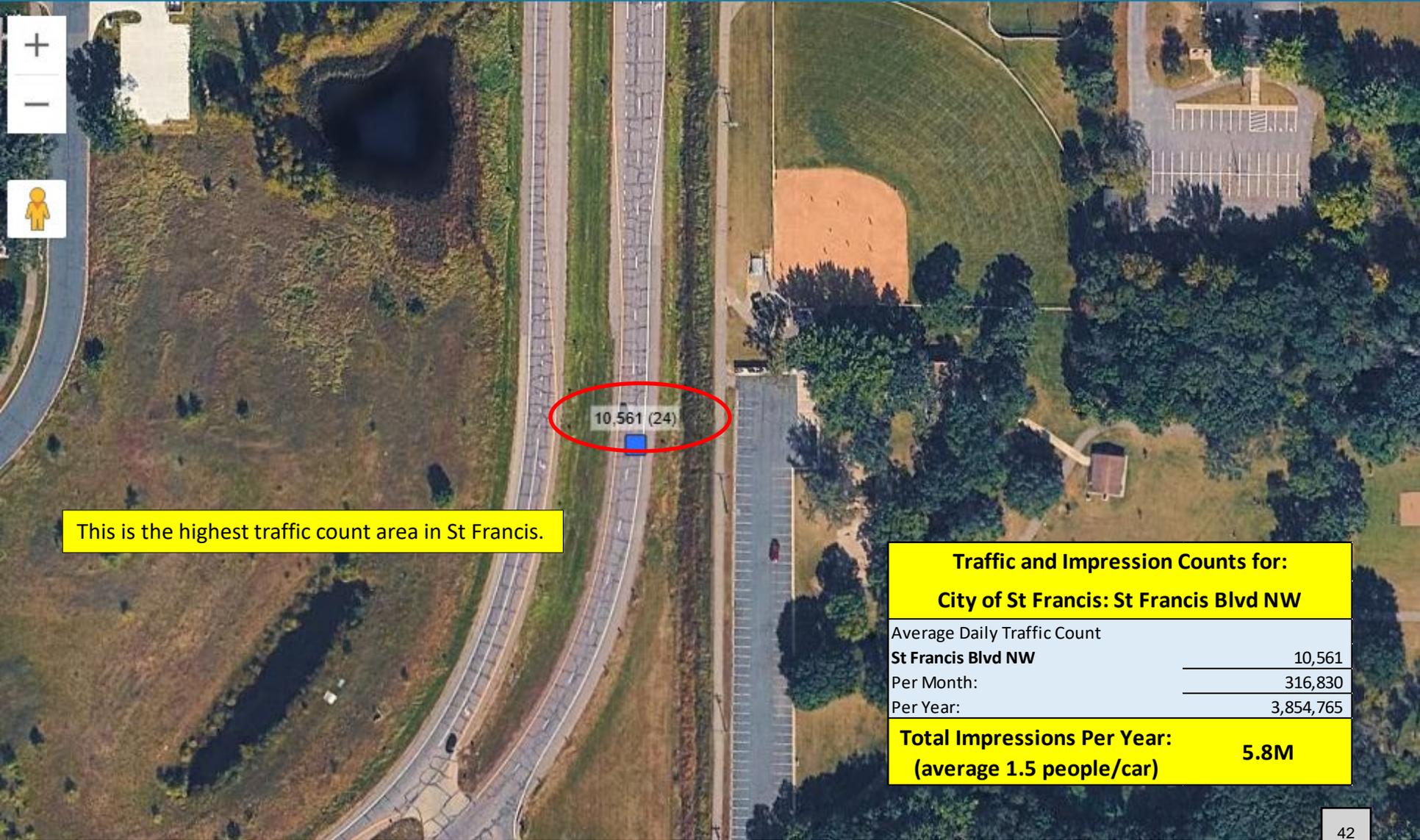
MN DOT Traffic Count Data: 5.8M Views/Impressions per Year

Agenda Item # 3C.



Traffic Viewer

22825 St Francis Blvd NW, Saint Francis, MN, USA



10,561 (24)

This is the highest traffic count area in St Francis.

Traffic and Impression Counts for:	
City of St Francis: St Francis Blvd NW	
Average Daily Traffic Count	
St Francis Blvd NW	10,561
Per Month:	316,830
Per Year:	3,854,765
Total Impressions Per Year:	5.8M
(average 1.5 people/car)	



Lines of Sight & Impactful Viewing Distances & Time

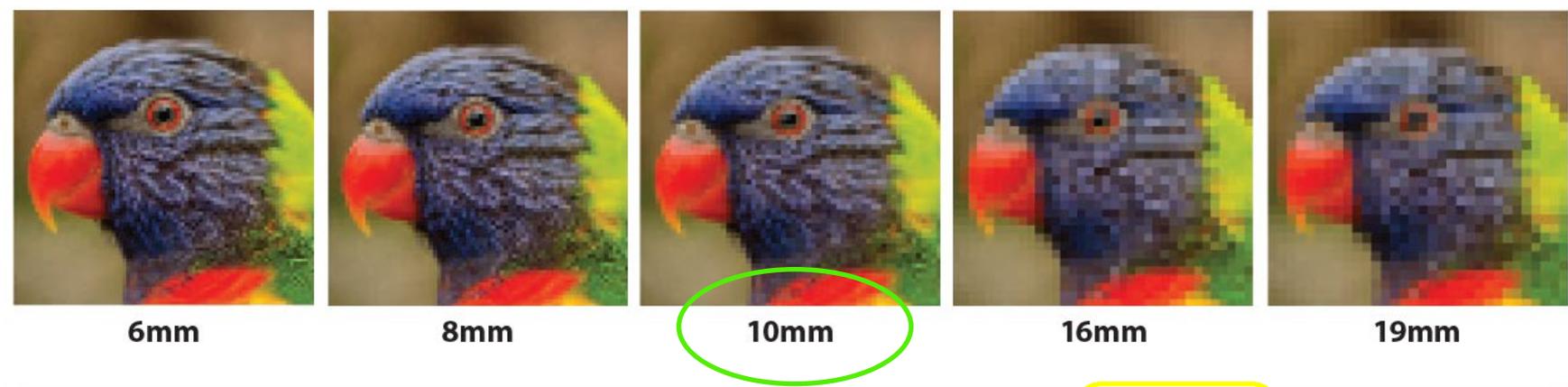
MPH	70	65	60	55	50	45	40	35	30	Agenda Item # 3C.	
Ft/Sec	103	95	88	81	73	66	58	51	44	37	29



-  235'
-  330' Impactful Travel Viewing
-  480' Impactful Reach with 15" Text
-  125'
-  330' Impactful Travel Viewing
-  425' Impactful Reach With 15" Text

~5 Seconds impactful Viewing Time
15" text traveling at 45 mph limit.

SIGN RESOLUTIONS AND MINIMUM VIEWING DISTANCE



Character Height	2.5"	3.5"	4.5"	5"	10"	12"	15"	18"	24"
Max. Viewing Range	75'	105'	135'	150'	300'	360'	450'	540'	720'
Max. View Time at 24 MPH	2 sec.	3 sec.	4 sec.	4 sec.	8 sec.	10 sec.	12 sec.	15 sec.	20 sec.
Max. View Time at 55 MPH	1 sec.	1 sec.	2 sec.	2 sec.	4 sec.	4 sec.	6 sec.	7 sec.	9 sec.

USSC Legibility Index states 1 inch sign characters are readable at a distance of approximately 30 feet.

Pitch	6mm	8mm	10mm	16mm	19mm
Pixels/Square Foot	2304	1296	900	324	256

3-5 seconds of impactful viewing (12" – 15" text)

10mm resolution recommended for St Francis monument sign.

Note: "Rule of 10" – Multiply the Resolution by 10 for optimal viewing distance without noticeable pixelization. Example: 10mm x 10 = 100. After 100', for most people, the eye won't notice the pixelization of images and text.

10ft. 0in.

5ft. 0in.

FARMERS MARKET
CITY OF ST. FRANCISCO

**Farmers
Market**

Wednesday 3-7pm

15in.

12in.

CHESS CLUB

@ The Library

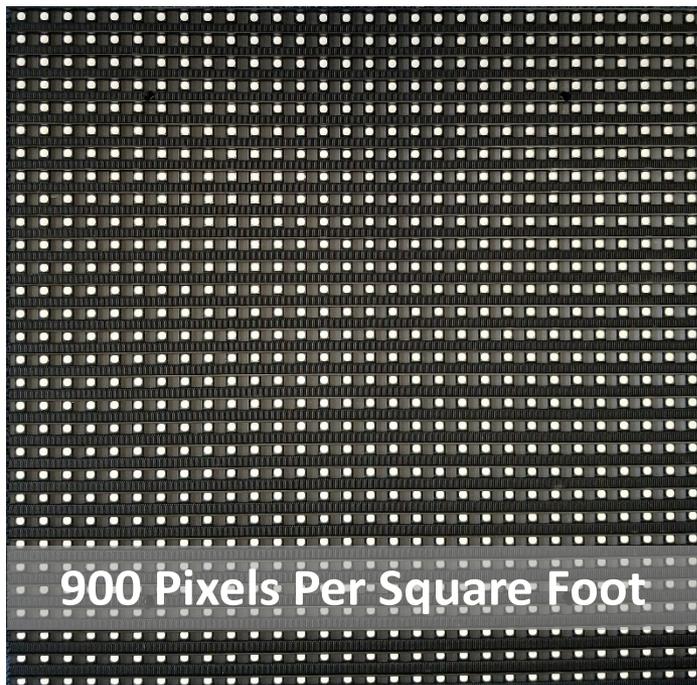
JAN 3RD 10:30am

15in.

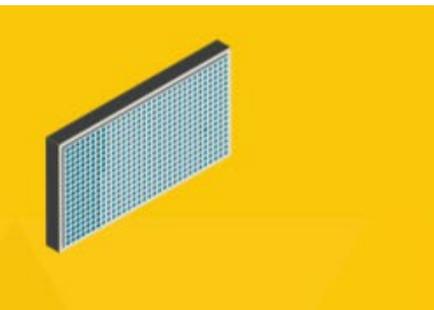
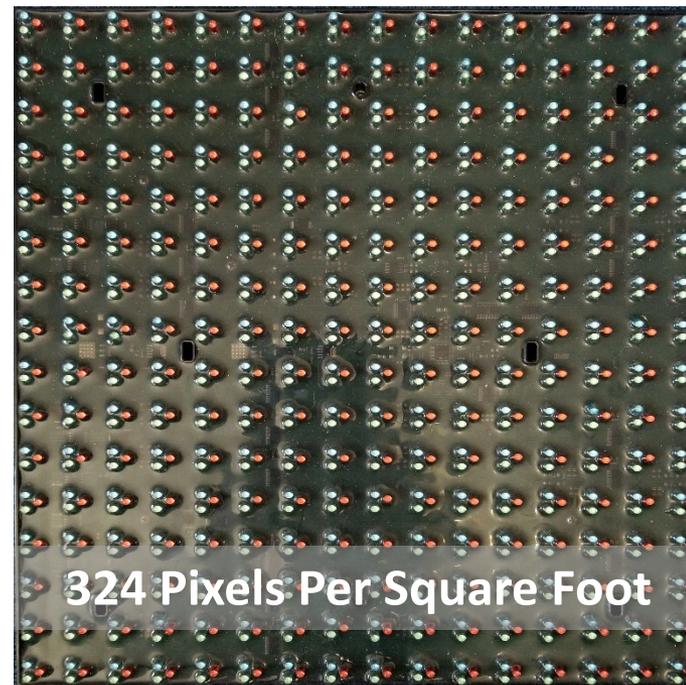
12in.

LED Sign resolution is measured by the distance between the LED pixels. The smaller the number → the higher the resolution.

10mm Surface Mount LEDs

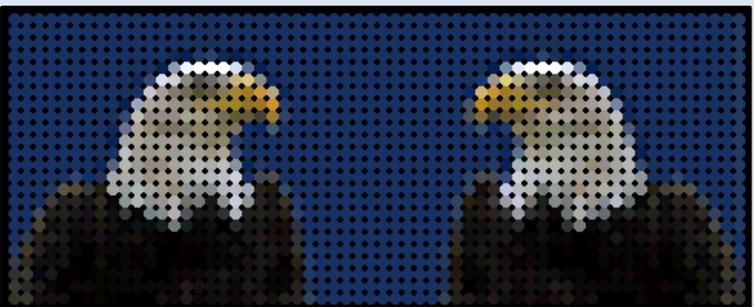


25mm/16mm Push-Thru LEDs



WHOLE-SIGN COLOR AND BRIGHTNESS CALIBRATION

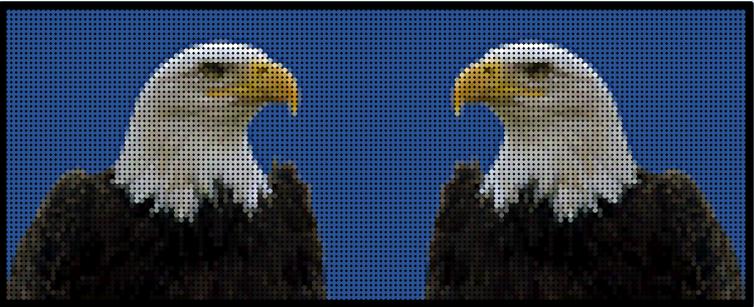
Watchfire's distinctive calibration process begins with a method of selecting half and quarter binned LEDs, which is up to four times more refined than our competitors. After calibration, a Watchfire display is 70% more uniform in color and 85% more uniform in brightness. Calibrated replacement modules blend perfectly with the rest of the sign.



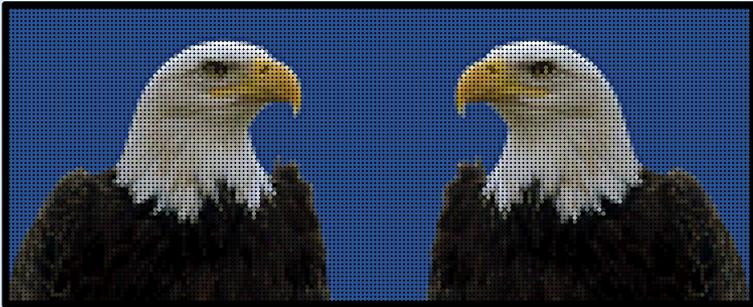
25mm (144 pixels/sf) **Current Sign Resolution**



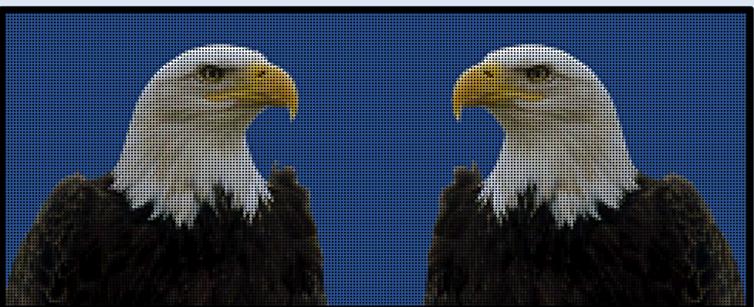
16mm (324 pixels/sf)



10mm (900 pixels/sf)



8mm (1,296 pixels/sf)



6mm (2,304 pixels/sf)

The biggest jump in resolution is from the 16mm to the 10mm. Almost 3 times as many pixels/sf.

Watchfire Electronic Message Center

Easy to Use: OPx Cloud-Based Sign Design and Scheduling Software

Agenda Item # 3C.

Sign Tech Management helps you manage your new Watchfire sign for the 1st month of operation.

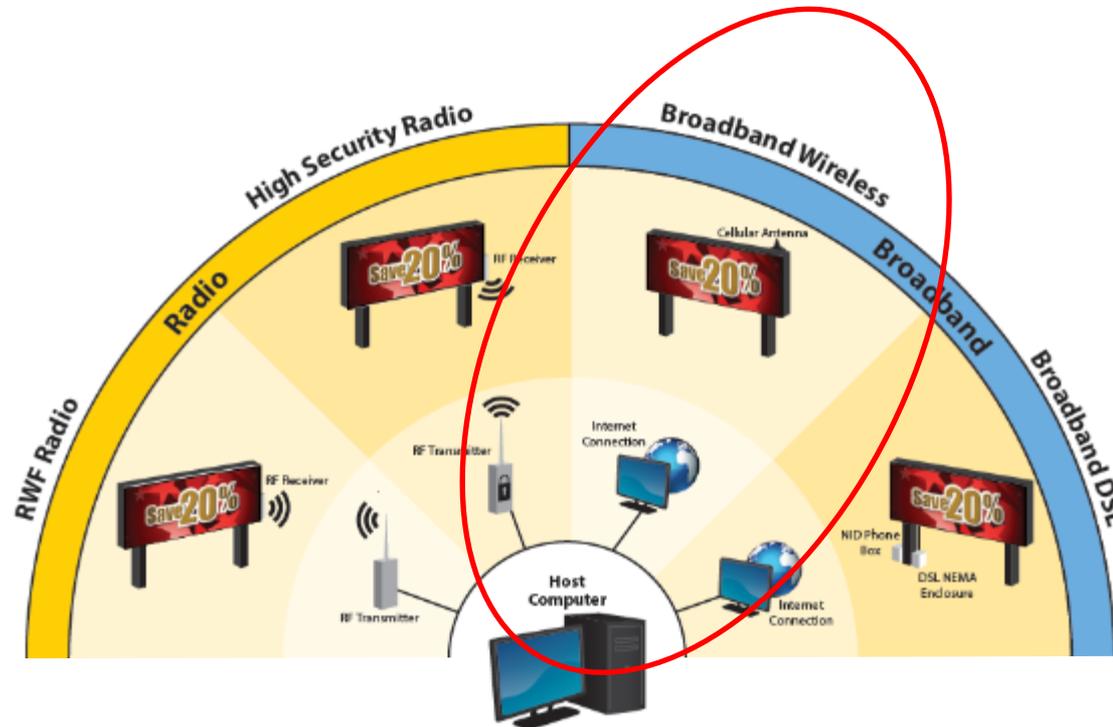
Services Include:

- Helping You Enroll in Watchfire Webinar Training
- Content and Message Creation
- Content Management
- Display and Schedule Management
- Software Support

We partner with Sign Tech Management.
Sign Tech Mgmt is a Watchfire Authorized Partner.
They only work with Watchfire Digital Signs!!

**SIGN TECH
MANAGEMENT**

watchfire
AUTHORIZED PARTNER



Broadband

Broadband Wireless and DSL both use a high-speed internet connection to communicate with the sign. This type of connection offers the ability to update and troubleshoot the sign from any location. Broadband Wireless communication also makes it easier to network and control several signs from a single computer, which can simplify sign management for businesses with multiple locations.

4G Wireless Broadband Communication:

- Fast Secure Internet Connection to Sign
- Simplified Sign Management
- Easy Installation
- Sign Updates are Quick and Easy
- Mobile Updates
- Watchfire Support Remote Diagnostics

- US Elite Product Engineering and Expert Manufacturing
- Highest Quality Parts and Components
- Responsive Easily Accessible Expert Service
- 5-Year Parts Warranty
- 10-Year Parts Replacement Parts Guarantee
- Fully Encapsulated LED Modules Protect Against ALL External Elements
- Premier Easy to Use Cloud-Based Content Creation & Management System
- Color and Brightness Calibration Ensures Beautiful Vibrant Images
- Trusted Partners You Know Stand Behind their Products and Service
- Local Support Contact: When You Call... **We Answer the Phone**

Means our Customers know they are partnering with Think Digital Signs and Watchfire for the highest quality sign that will look great for years to come!



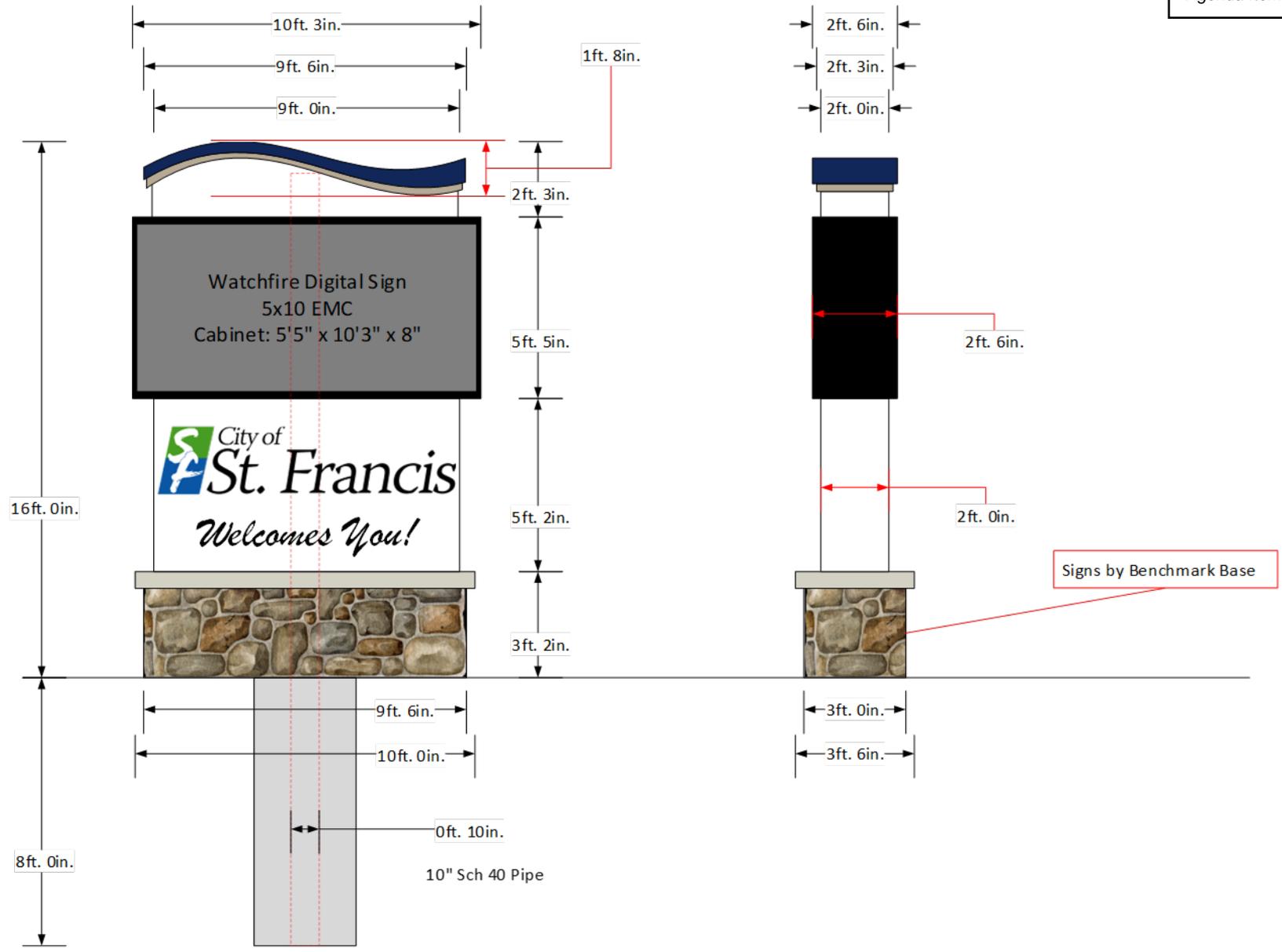
Watchfire Demo Truck Visit

To help you and other important decision makers determine the appropriate sign size & resolution and create enthusiasm for a new communication tool, we can arrange for a Watchfire demo truck visit.

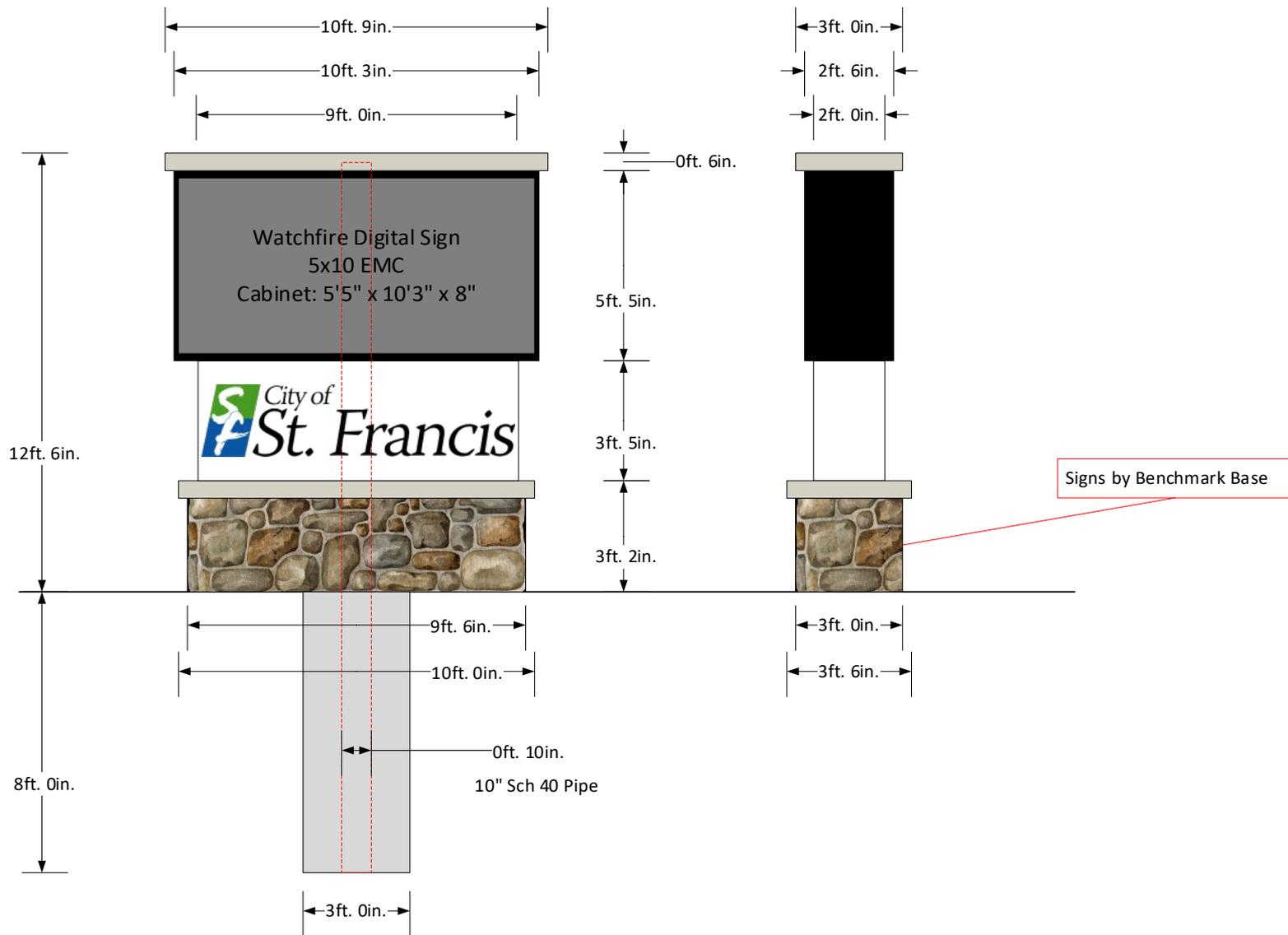


Option #1: 5x10 Electronic Message Center

Agenda Item # 3C.

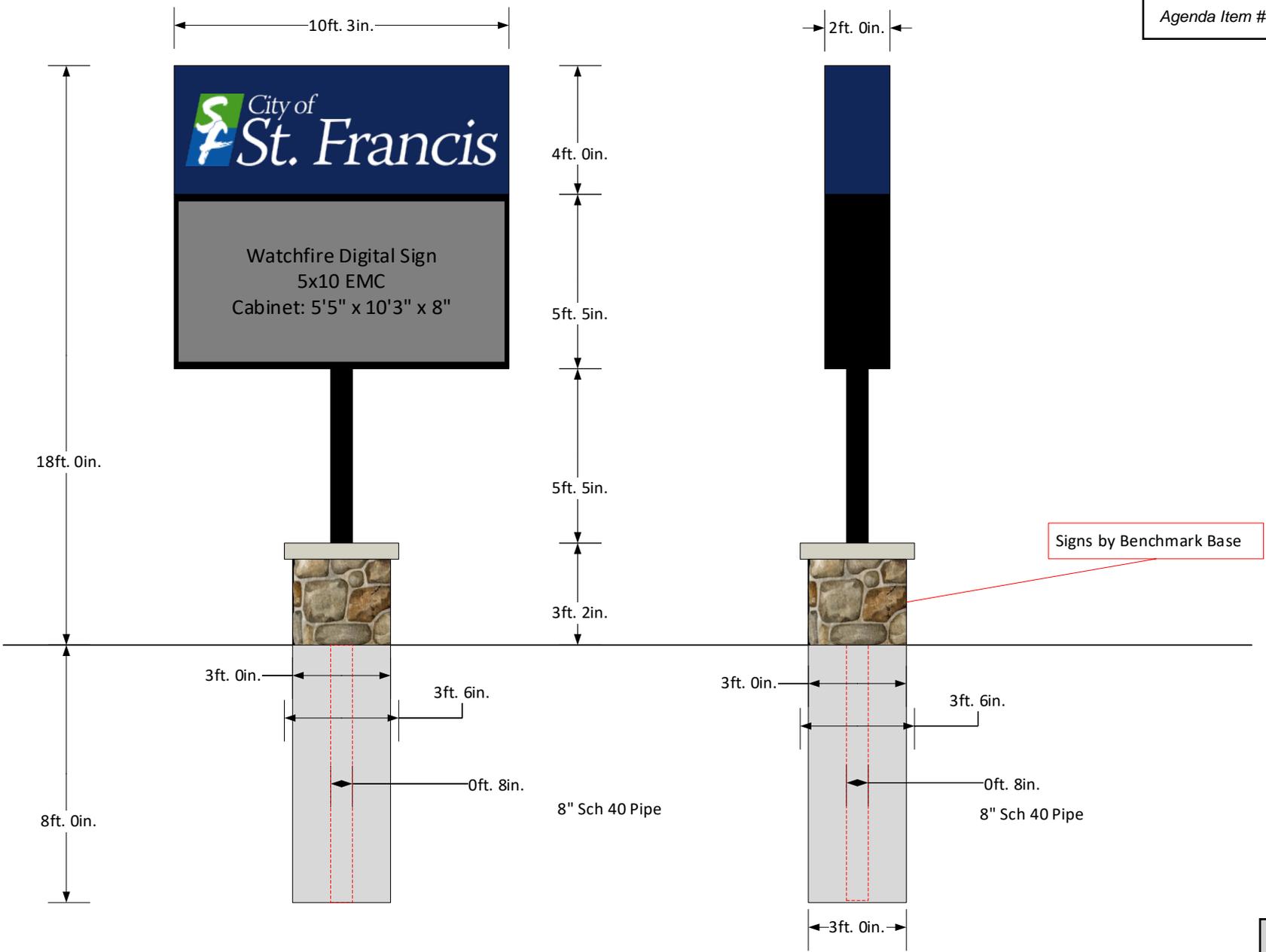


Option #2: 5x10 Electronic Message Center



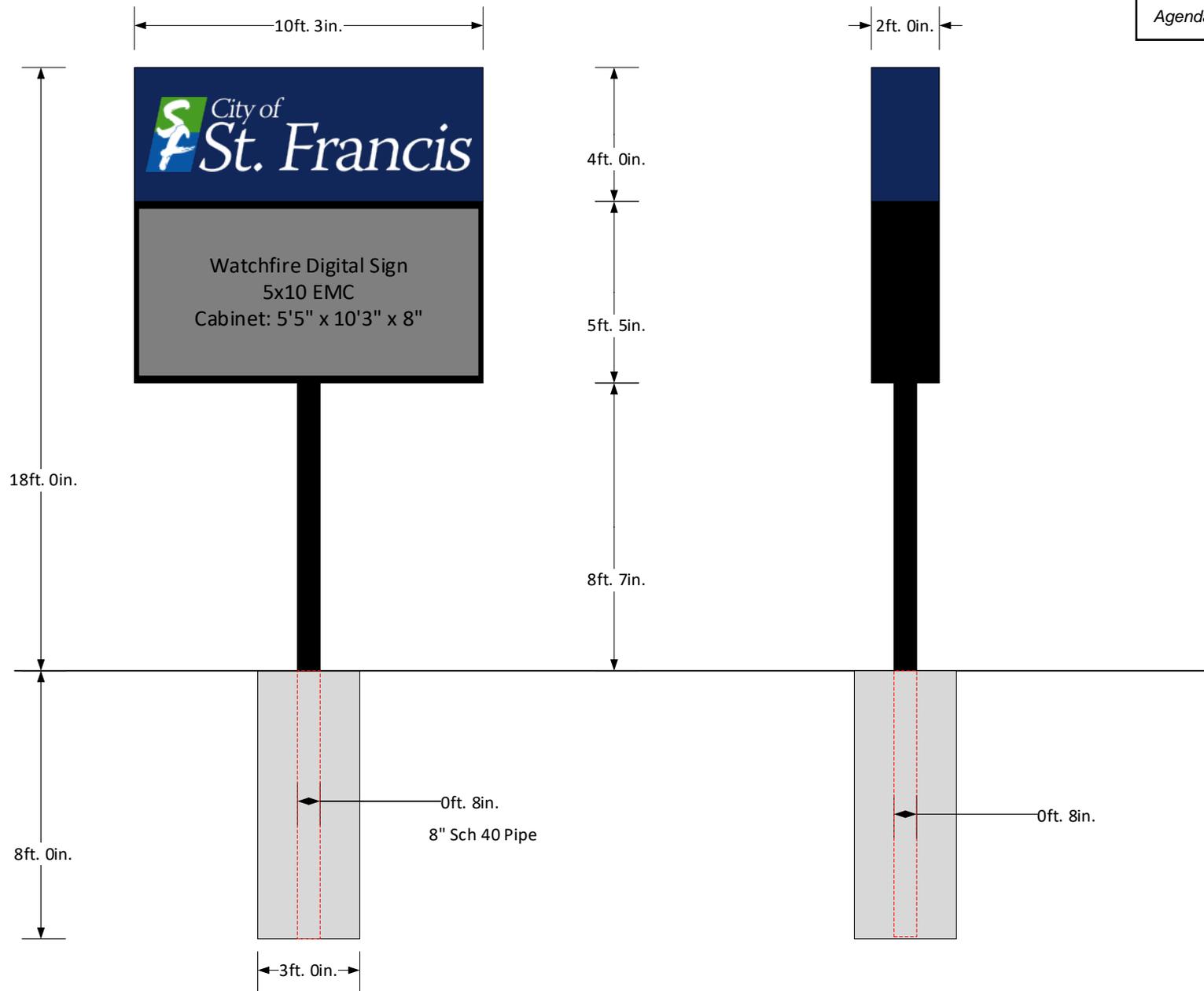
Option #3: 5x10 Electronic Message Center

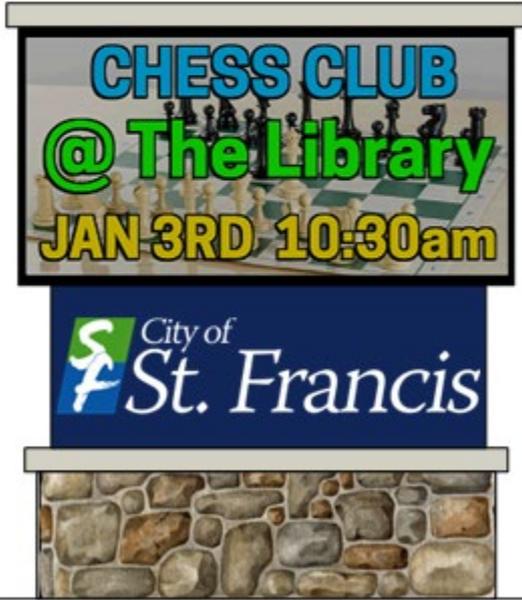
Agenda Item # 3C.



Option #4: 5x10 Electronic Message Center

Agenda Item # 3C.



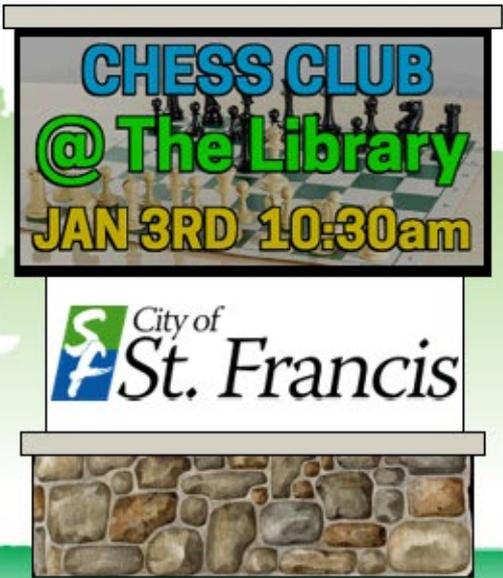




Farmers Market
Wednesday 3-7pm

City of St. Francis
Welcomes You!

The sign features a blue arched top, a green panel with the Farmers Market logo and text, a dark blue panel with the City of St. Francis logo and text, and a stone base.

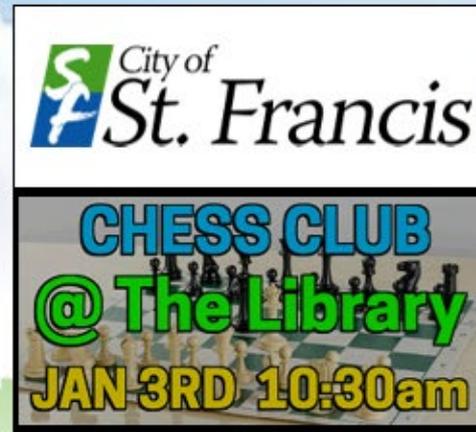


CHESS CLUB
@ The Library
JAN 3RD 10:30am

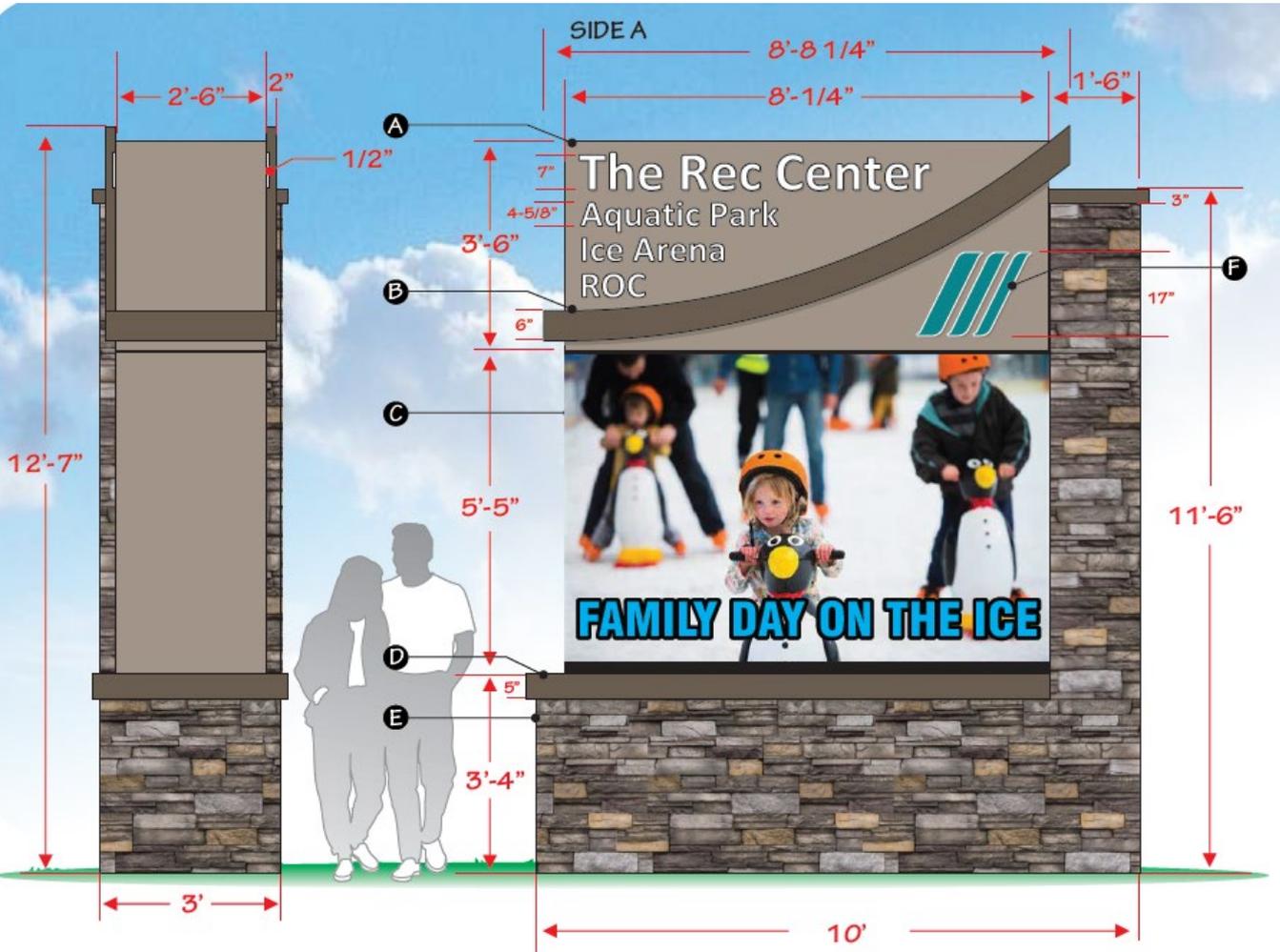
City of St. Francis

The sign has a grey top panel with chess-related text and an image of chess pieces, a white middle panel with the City of St. Francis logo, and a stone base.





Option: 5x10 Electronic Message Center





Option: 4x8 Electronic Message Center

Agenda Item # 3C.



Option: 4x8 Electronic Message Center

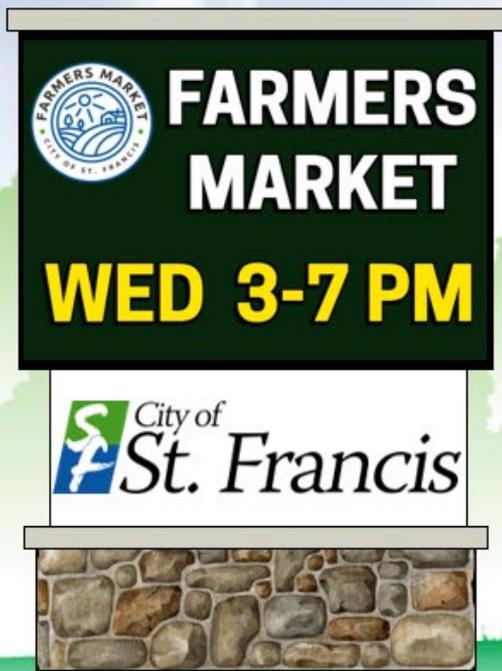
Agenda Item # 3C.



Belle Plaine: 7x10 Electronic Message Center / 20' Overall Height

Agenda Item # 3C.





Watchfire Digital Sign Pricing

Sign Size	10mm Price	Vs. 5x10	\$\$/sf
4x8	43,000	(17,000)	1,343.75
5x10	60,000	-	1,200.00
6x10	67,000	7,000	1,116.67
7x10	75,000	15,000	1,071.43
6x12	77,000	17,000	1,069.44
7x12	85,000	25,000	1,011.90
7x14	97,000	37,000	989.80

Sign Size	Option 1	Option 2	Option 3	Option 4	SLP	Stone Creek	7x10 Digital
							Belle Plaine
4x8 Low	85,000	80,000	73,000	69,000	78,000	70,000	
4x8 High	95,000	90,000	83,000	79,000	88,000	80,000	
5x10 Low	102,000	97,000	90,000	86,000	95,000	87,000	125,000
5x10 High	112,000	107,000	100,000	96,000	105,000	97,000	135,000

Estimate Methodology

Digital Sign Cost: Used current Watchfire sign quotes

Low Estimate: Added \$5K to old quotes and actual projects

High Estimate: Added \$10K to Low Estimate



WORK SESSION AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: The HomeServe Service Line Warranty Program
DATE: February 23, 2026

OVERVIEW:

BACKGROUND: The HomeServe Service Line Warranty Program, offered by Utility Service Partners, a HomeServe Company, was conceived to educate property owners about their service line responsibilities and to help residents avoid the out-of-pocket expense for unanticipated and potentially costly service line repairs and replacements. Our program will help the City of St. Francis to achieve its goals by:

- Providing homeowners affordable protection against significant and unexpected costs to remedy leaking/broken/ clogged water lines, sewer lines, and in-home plumbing lines.
- Ensuring the delivery of timely, high-quality repair services in adherence to all applicable codes
- Providing exemplary service that reflects positively on the City.
- The program generates an ongoing, sustainable source of revenue for partner municipalities and stimulates the local economy by using fully vetted local contractors to complete the repairs.
- The City will receive a royalty 10% of the premiums collected.

COVERAGE: HomeServe Service Line Program offers three complete and separate voluntary programs. There is never a service fee/deductible or annual or lifetime limit. Residents can cancel the warranties at any time.

Exterior Water Service Line: Includes service to locate, excavate and repair/replace a leaking exterior water service line. Covered repairs include, but are not limited to leaks, breaks, corrosion, blockages, root intrusion, and other types of damage (such as from freezing) that impair or limit the intended function of the system. Includes thawing of frozen water lines. Includes restoration of ground surface features after excavation for service line repair, including filling, raking, reseeding, reinstallation of existing soft landscaping and shrubbery, and patching of paved surfaces.

Exterior Sewer Service Line: Includes services to locate, excavate and repair/replace a leaking exterior sewer service line. Covered repairs include, but are not limited to leaks, breaks, corrosion, blockages (due to fats, oils and grease), root intrusion, and other types of damage (such as from freezing) that impair or limit the intended function of the system. Includes restoration of ground surface features after excavation for service line repair, including filling, raking, reseeding, reinstallation of existing soft landscaping and shrubbery, and patching of paved surfaces.

Internal Plumbing and Drainage: Coverage includes the emergency breakdown costs of repairing or replacing interior water, sewer, and drainage pipe materials, valves and other plumbing-related material, including unblocking, repair and replacement. Repair of clogged toilets.

	Monthly	Annual Coverage Limit	Annual Service Calls/Per Call Coverage	Royalty for the City
External Water Line	\$6.99	Unlimited	Unlimited Calls \$12,000 Per Call	10% of the premiums collected
External Sewer Line	\$10.99	Unlimited	Unlimited Calls \$12,000 Per Call	10% of the premiums collected
In-Home Plumbing	\$10.99	Unlimited	Unlimited Calls \$3,000 Per Call	10% of the premiums collected

IMPLEMENTATION: The HomeServe Service Line Program will utilize the City logo to brand the materials used to educate City residents/customers about our repair service plans. Program marketing literature clearly discloses that the Program and the City are separate entities and that the program is voluntary for residents. The HomeServe Service Line Warranty Program will create all marketing materials with input from the City and will submit all marketing/communications materials to the City for final approval.

ENROLLMENT AND BILLING: The HomeServe Service Line Program offers residents simple options if they choose to enroll either via mail, phone, or web. We handle all customer billing and residents can choose annual, quarterly, or monthly billing and may pay by check, direct debit/ACH, or credit card. Once we receive the enrollment application, customers receive a welcome letter which includes their service agreement terms and conditions, their payment details, a reiteration of their policy coverage, and our toll-free customer service number. Customers also receive a welcome call from customer service as an additional, personalized confirmation of the program. We handle all customer billing, and a homeowner can enroll or cancel at any time.

FINANCIAL IMPACT: No cost to the City to participate and the City would receive 10% of the premiums collected, paid an

DISCUSSION:

Should Council authorize staff to enter into the royalty Marketing agreement with Utility Service Partners, Inc. (USP) for an initial term of three (3) years, subject to City Attorney review with an additional (1) year renewal.

Attachments:

- Homeserve Agreement
- Homeserve Presentation Information

MARKETING AGREEMENT

This MARKETING AGREEMENT (“**Agreement**”) is entered into and made effective as of _____, (“**Effective Date**”), by and between the City of St. Francis, Minnesota (“**City**”), and Utility Service Partners Private Label, Inc. d/b/a Service Line Warranties of America (“**SLWA**,” and together with City, the “**Parties**,” and each, a “**Party**”).

WHEREAS, individual residential property owners (“**Customer(s)**”) residing in the City own and are responsible for sewer and water lines between the mainlines and the connection on their property;

WHEREAS, City desires to announce to Customers the opportunity, but not the obligation, to purchase plans as set forth in Exhibit A or as otherwise mutually agreed by the Parties in writing (including by email) (“**Plan(s)**”) to repair such lines; and

WHEREAS, SLWA is a subsidiary of HomeServe USA Corp. (“**HomeServe**”).

NOW, THEREFORE, in consideration of the foregoing recitals, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and with the intent to be legally bound hereby, the Parties agree as follows:

1. **Purpose.** City grants to SLWA the right to offer and market service Plans subject to the terms and conditions of this Agreement.

2. **Obligations of the Parties.**

A. **Mutual Grant of License.** City grants to SLWA a non-exclusive license (“**License**”) to use the designated names, symbols, trademarks, service marks, logotypes, trade names and insignias (“**Marks**”) owned by City or its Affiliates (defined below), which may include the use of City’s logo and name in advertising (including on SLWA’s websites or social media sites), in signature lines, and in marketing materials to be sent to Customers, all at SLWA’s sole cost and subject to City’s prior review and approval, which will not be unreasonably conditioned, delayed, denied, or withheld. SLWA grants to City a License to use SLWA’s Marks which shall be limited to the use of SLWA’s logo and name in advertising (including on City’s websites or social media sites), in all cases subject to SLWA’s prior review and approval, which will not be unreasonably conditioned, delayed, denied, or withheld. Each Party’s use of the other Party’s Marks in accordance with this Agreement will not infringe any other party's rights. In the event that City extends a similar license to a competitor of SLWA during the Term, City shall provide thirty (30) days’ written notice prior to such grant of license and SLWA may immediately terminate this Agreement.

B. **Data.**

i. If City elects to do so, City may provide SLWA with “zip code” data for Customers in an agreed-upon format. If City further elects to do so, City may also provide a list of the name, service address, postal address (if different), residential telephone number, and, if available, email address of Customers and any other appropriate or necessary data (“**Customer Data**”) to SLWA, or to a third party if and as directed by SLWA in writing, for use by SLWA in furtherance of the marketing and sale of the Plans. If provided by City, Customer Data will be provided to SLWA quarterly or more frequently during the Term and in a mutually agreed electronic format. If provided by City to SLWA, Customer Data shall remain City’s property and Confidential Information (defined below), and SLWA will only use Customer Data as permitted by this Agreement. If Customer Data is provided by City to SLWA, City warrants, represents, and covenants that Customer Data has been and will be collected in compliance with all Applicable Laws, and that it is permitted by Applicable Laws and by any applicable privacy policy to provide Customer Data to SLWA and to permit SLWA to use Customer Data for the purposes set forth in or contemplated by this Agreement. SLWA may obtain Customer Data from a third-party in furtherance of the marketing and sale of the Plans. In the event SLWA obtains Customer Data from a third-party, it shall become and remain SLWA’s property and Confidential Information. “**Member**” means those Customers that purchase and are successfully enrolled in a Plan by SLWA. Each Member’s name, address, phone number, email address and any other information that SLWA collects from a Member, is SLWA’s property and Confidential Information.

ii. **Data Processing Addendum.** In the event that City provides Customer Data to SLWA, the Parties shall abide by all of the requirements and obligations set forth in that certain Data Processing Addendum, which can be accessed and viewed at: <https://www.homeserve.com/sc/legal/HomeServeDataPrivacyAddendum> (the “**DPA**”), which is incorporated herein by reference, and which may be modified by SLWA to maintain compliance with all Data Protection Laws (as defined in the DPA). In the event of any inconsistency between the provisions in this Agreement and those contained in the DPA, the DPA shall control.

3. **Term; Termination.** The term of this Agreement shall be for the number of years in Exhibit A commencing with the Effective Date (“**Initial Term**”). The Agreement will automatically renew for additional one (1) year terms, unless one of the Parties gives the other written notice at least ninety (90) days prior to the end of the then current term (each a “**Renewal Term**” and collectively with the Initial Term, the “**Term**”) that the Party does not intend to renew this Agreement. In the event that a Party is in material breach of this Agreement, the non-breaching Party may terminate this Agreement thirty (30) days after giving written notice to the breaching Party of such breach, (i) if said breach is not cured during said thirty (30) day period, or, (ii) if such breach is incapable of being cured in such period, the breaching Party has failed to take during such period substantive steps to cure such breach. Beginning twelve (12) months after the Effective Date, either Party may terminate this Agreement without cause upon sixty (60) days’ prior written notice to the other Party. SLWA will, to the extent permissible under Applicable Laws, be permitted to complete any marketing initiative approved by City prior to termination of this Agreement.

4. **Consideration.** SLWA shall pay City a fee based on the success of the marketing efforts using the Marks subject to the License as described herein (“**License Fee**”), as set forth in Exhibit A. The first payment of the License Fee shall be due by January 30th of the year immediately following the Effective Date. Subsequent payments shall be made on an annual basis throughout the Term, due and payable on January 30th of each succeeding year.

5. **Applicable Laws.** Each Party shall comply at all times with all applicable laws, statutes, treaties, rules, codes, ordinances, regulations, permits, official guidelines, judgements, orders and interpretations, as well as licensing or registration requirements (“**Applicable Laws**”) with respect to its obligations under this Agreement. For any Customer Data provided by City to SLWA, City warrants, represents and covenants that Customer Data has been and will be collected in compliance with all Applicable Laws. City is permitted by Applicable Laws and privacy policies to provide Customer Data to SLWA and to permit SLWA to use such data as contemplated by this Agreement.

6. **Confidentiality.** “**Confidential Information**” of a Party means any non-public, proprietary, or confidential information, whether or not it constitutes a trade secret under Applicable Laws, and any other information that a reasonable person would expect to be confidential. Each Party will treat Confidential Information received from the other Party as confidential, and such Party shall not disclose or use such information in a manner contrary to the purposes of this Agreement. Notwithstanding the foregoing, a Party shall not be liable to the other Party for any disclosure of Confidential Information that is required under any Applicable Laws, applicable public records act or under court order. To the extent legally permissible, a Party shall provide written notice to the other Party prior to any such disclosure.

7. **Ruling and/or Code Change; Coverage Changes.** In the event that: (i) a change or proposed change in Applicable Laws, or municipal or similar codes; or (ii) an interpretation, policy, ruling, or order by any court, tribunal, arbitrator, regulatory agency, commission, including a public service commission or similar body of the state or commonwealth where City is located, or other instrumentality of the United States, or any state, county, city, or other political subdivision; negatively or potentially negatively impacts the terms of this Agreement or the obligations of the Parties set forth in this Agreement, the Parties shall negotiate in good faith to modify the terms of this Agreement accordingly. Should the Parties be unable to reach a mutual agreement to revise this Agreement, then either Party may terminate this Agreement on thirty (30) days’ written notice to the other Party. Notwithstanding the above, the coverages under the Plans are subject to change by SLWA due to changes required by Applicable Laws or the service agreements for the Plans.

8. **Independent Contractor Status.** The obligations performed by each Party in this Agreement shall be executed as an independent contractor. SLWA shall have responsibility for and control over the details and means for providing the Plans under this Agreement. Neither Party nor any of its directors, managers, members, officers, employees, contractors, subcontractors, and agents, and in the case of City, also its elected officials (“**Representatives**”) shall be considered an employee, representative, agent or subcontractor of the other Party or its Representatives.

9. **Indemnification.** Each Party (the “**Indemnifying Party**”) hereby agrees to indemnify, defend and hold the other Party and its Representatives (collectively or individually, “**Indemnitee**”) harmless from and against any and all third party claims, damages, losses, expenses, suits, actions, decrees, judgments, awards, reasonable attorneys' fees and court costs (“**Claim(s)**”), which an Indemnitee may suffer or which may be sought against or are recovered or obtainable from an Indemnitee, as a result of or arising out of any breach of this Agreement by the Indemnifying Party, or any negligent or fraudulent act, intentional misconduct, or omission of the Indemnifying Party or its Representatives in the performance of this Agreement; provided that the applicable Indemnitee notifies the Indemnifying Party of any such Claim within a time that does not prejudice the ability of the Indemnifying Party to defend against such Claim. Any Indemnitee under this Agreement may participate in its own defense, but will be responsible for all costs incurred, including reasonable attorneys' fees, in connection with such participation.

10. **Anti-Bribery and Corruption.**

A. Each Party warrants to the other that:

- i. it has not offered, promised, given, accepted, or agreed to give or accept, and shall not during the Term offer, promise, give, accept, or agree to give to or accept from any person any bribe on behalf of the other Party or otherwise with the object of obtaining a business advantage for the other Party or otherwise;
- ii. it will not engage in any activity or practice which would constitute an offense under any applicable anti-bribery and corruption laws, including but not limited to the United States Foreign Corrupt Practices Act of 1977, the United Kingdom’s Bribery Act 2010 and Canada’s Corruption of Foreign Public Officials Act, and it will notify the other Party as soon as practicable of any offense of the foregoing acts in connection with this Agreement, or any breach of the undertakings contained in this section of which it becomes aware;
- iii. it has in place, and during the Term will maintain, its own policies, procedures, and internal controls, including accounting procedures to record expenditures in connection with this Agreement, necessary to ensure compliance with any applicable anti-bribery and corruption laws;
- iv. it will ensure that any person who performs or has performed services for or on its behalf (“**Associated Person**”) complies with this section, it will not enter into an agreement with any Associated Person in connection with this Agreement unless such agreement contains terms substantially similar to those contained in this section, and it shall be responsible for any breach of such terms, or these terms, by any Associated Person that is a subcontractor of the Party hereunder;
- v. from time to time during the Term, at the reasonable request of the other Party, it will confirm in writing that it has complied with the terms of this section and will provide any information reasonably requested by the other Party to demonstrate such compliance; and
- vi. in the case of City, it will abide by the “Reporting Hotline” section of SLWA’s Business Partner Code of Conduct (described in “Business Partner Code of Conduct” section) to report to SLWA any request or demand for any improper payments or other improper advantage of any kind in connection with the performance of this Agreement.

11. **Records; Audit.** Each Party shall, at all times during the Term and for a period of seven (7) years after the termination or expiration of this Agreement, maintain complete and accurate records, together with supporting or underlying documents and materials, kept and maintained by such Party, its employees, contractors, agents, assigns, successors, or subcontractors, to substantiate such Party’s compliance with its obligations and responsibilities under this Agreement. Up to once per year of the Term, each Party shall have the right, upon at least ten (10) days’ prior written notice and during normal business hours, at its sole cost and expense, to audit and inspect, on its own or through a Representative, the other Party’s records for the purpose of confirming such other Party’s compliance with the terms of this Agreement.

12. **Notice.** Any notice required to be given under this Agreement shall be deemed to have been received when delivered (i) by personal service, (ii) by electronic mail with confirmation of delivery and receipt (provided a hard copy is sent promptly by regular mail), or (iii) by registered or certified mail, return receipt requested, with the United States Postal Service, addressed as follows.

To: City:
City of St. Francis
23340 Cree St.
St. Francis, MN 55070-9390
Attention: Paul Carpenter
email: pcarpenter@stfrancismn.org

To: SLWA:
Utility Service Partners Private Label, Inc.
d/b/a Service Line Warranties of America
45 Glover Ave., 6th Fl.
Norwalk, CT 06850
Attention: Michael Backus, Chief Revenue Officer
email: michael.backus@homeserveusa.com

With a copy to:
Legal Department
email: legal@homeserveusa.com

13. **Entire Agreement; No Third-Party Beneficiaries; Severability.** The Parties acknowledge that no representations, agreements, or promises were made by the other Party or by any of its Representatives other than those specifically contained in this Agreement. This Agreement, including the recitals as well as any attachments or exhibits, constitutes the entire agreement of the Parties with respect to the matters contemplated in this Agreement, and supersedes any prior agreement or understanding with respect to them. The Parties agree that this Agreement was entered into solely for the respective benefit of each of them and their respective successors and assigns, and nothing in this Agreement is intended to create any third-party beneficiaries. This Agreement may be amended or modified only by a written instrument executed by an authorized representative of each of the Parties. No term or provision hereof shall be deemed waived and no breach excused unless such waiver or consent is in writing and signed by the Party claimed to have waived or consented. Subject to Applicable Laws, the invalidity or unenforceability of a specific provision in the Agreement shall not render any other provision(s) invalid, inoperative, or unenforceable.

14. **Assignment.** Neither Party may assign or transfer any of its rights under this Agreement without the prior written consent of the other Party, which consent shall not be unreasonably delayed, withheld, conditioned, or denied, except to an affiliate of the assigning Party or an acquirer of all or substantially all of the assets of the assigning Party. Any purported assignment or delegation in violation of this section shall be null and void. No assignment or transfer of this Agreement shall relieve the assigning Party of any of its obligations under this Agreement. This Agreement shall be binding upon and shall inure to the benefit of the Parties as well as their respective successors or permitted assigns. For purposes of this Agreement, “Affiliate(s)” means any person or entity directly or indirectly controlling, controlled by, or under common control with a Party. In the case of SLWA, this shall mean its parent, HomeServe, and its direct and indirect subsidiaries.

15. **Counterparts; Electronic Delivery.** This Agreement may be executed in counterparts delivered by email, DocuSign, or other electronic transmission; such counterparts will be deemed originals and binding upon the Parties upon receipt, regardless of whether originals are delivered thereafter. All such counterparts will constitute one and the same contract, and the signature of any Party to any counterpart will be deemed a signature to any other counterpart.

16. **Governing Law; Venue; Waiver of Jury Trial.** The Parties shall comply with all Applicable Laws with respect to their respective obligations under this Agreement. This Agreement is governed by and shall be construed in accordance with the laws of Minnesota, without regard to the choice of law principles of the forum state. Any action at law, suit in equity, or other proceeding against any Party with respect to this Agreement or in connection with any of the matters contemplated by this Agreement shall be brought and maintained exclusively in the state or federal courts located in Minnesota, as applicable. THE PARTIES HEREBY KNOWINGLY, VOLUNTARILY, AND INTENTIONALLY WAIVE

ANY RIGHT THAT MAY EXIST TO HAVE A TRIAL BY JURY IN RESPECT OF ANY LITIGATION BASED UPON OR ARISING OUT OF, UNDER, OR IN ANY WAY CONNECTED WITH, THIS AGREEMENT.

17. **Business Partner Code of Conduct.** SLWA and City are committed to conducting their business activities with the highest standards of honesty and integrity. City acknowledges that it has received and reviewed SLWA’s Business Partner Code of Conduct (available at <https://www.homeserve.com/sc/cobc>) as updated from time to time, and City agrees to abide by SLWA’s Business Partner Code of Conduct as a material condition of this Agreement. Should City suspect or become aware of any actual or suspected violation of SLWA’s Business Partner Code of Conduct, City shall promptly notify SLWA or its anonymous ethics hotline (*see* SLWA’s Business Partner Code of Conduct)

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the Effective Date.

CITY OF ST. FRANCIS

**UTILITY SERVICE PARTNERS
PRIVATE LABEL, INC.
D/B/A SERVICE LINE
WARRANTIES OF AMERICA**

By: _____

By: _____

Name: _____

Name: Michael Backus

Title: _____

Title: Chief Revenue Officer

Exhibit A

Marketing Agreement

City of St. Francis
Term Sheet

- I. **Initial Term.** Three (3) Years, with the option for Renewal Term(s).
- II. **License Fee.** Ten percent (10%) of the fees actually received from Members during the Term under any Plans sold under the Agreement, **net** of any discount, rebates, refunds, chargebacks, credits, and sales or similar taxes incurred or paid by SLWA in connection with such Plans.
- III. **License Conditions.** Use of City’s Marks in accordance with Section 2.A of the Agreement.
- IV. **Plans; Plan Fees; Scope of Coverage.** The summary of coverage is accurate as of the Effective Date. SLWA will offer the following rates to Customers:
 - A. Exterior water service line plan (initially, \$ 6.99 per month)
 - i. Covers Customers’ responsibility: From the main to the water meter or main shut-off valve inside the home.
 - ii. Covers thawing of frozen external water lines.
 - iii. Covers non-functioning stop boxes or shut off valves that are part of the Customers’ lines.
 - iv. Covers well service lines if applicable: From the external wall of Customers’ well casing to the external foundation wall of the home.
 - v. Coverage Cap: Unlimited number of calls/\$12,000 per call/unlimited annual maximum.
 - B. Exterior sewer/septic line plan (initially, \$ 10.99 per month)
 - i. Covers Customers’ responsibility: From the external wall of the home to the sewer main.
 - ii. Covers septic lines if applicable: From the external foundation wall of the home to the point of connection to the septic tank.
 - iii. Coverage Cap: Unlimited number of calls/\$12,000 per call/unlimited annual maximum.
 - C. Interior plumbing and drainage plan (initially, \$ 10.99 per month)
 - i. Covers repair or replacement of the following inside the home, for which the Customers have sole responsibility, that is damaged due to normal wear and tear:
 - a. The blocked or leaking interior water supply and drainage system pipes that carry fresh or drinkable water and wastewater.
 - ii. Coverage Cap: Unlimited number of calls/\$3,000 per call/unlimited annual maximum.

Pricing above does not include taxes which will be collected by SLWA as well. SLWA may adjust the Plan fees; provided, that, any such adjustment shall not exceed one dollar (\$1.00) per month per Plan in any twelve (12) month period. If such adjustment shall exceed one dollar (\$1.00), both Parties must agree in writing.
- V. **Marketing Campaigns.** SLWA shall have the right to conduct up to three (3) campaigns per year through such channels as may be mutually agreed by the Parties.

Service Line Program

_____ by _____



Solutions for Municipalities, Utilities and Homeowners Presentation



Leading Provider of Home Repair Solutions Partnerships



Offering services for over 20 years



4.8 out of 5 stars customer satisfaction



HomeServe Key Statistics*

- Over **4.6 million** customers
- Over **9.8 million** policies
- Over **1,300** municipal and utility partnerships
- Job serviced **every 38 seconds**
- Customer savings to date: **over \$2.5 billion**

* As of January 2026

Aging Infrastructure

Challenging for municipalities and homeowners

Lateral lines are subjected to the same elements as public lines

- Ground shifting, fluctuating temperatures, tree root penetration, corrosion, and more

Out of sight, out of mind

- Water and sewer lines located outside, usually underground

Failed lines waste thousands of gallons of water

- Presents a potential environmental hazard

Common homeowner misconceptions

- Municipality is responsible for maintenance of the water and sewer lines on their property
- Repairs are covered by their homeowner's policy



Homeowners are unprepared for emergencies and expect solutions from the municipality/utility



78% of homeowners believe the utility provider should educate them on repairs and preventative measures. (Ipsos Public Affairs/HomeServe 2019)



56% of Americans can't cover a \$1,000 emergency expense with savings. (Bankrate 2022)



60% of homeowners with annual household incomes under \$50,000 a year reported having \$500 or less or no money set aside for a home repair emergency. (Harris Poll/HomeServe 2021)



Solution for Municipalities and their Residents



Residents

Optional low-cost protection against potentially expensive water, sewer, plumbing repairs



Educates residents about their responsibility for exterior lines



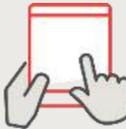
Municipality/Utility



Reduces calls to the Utility



Timely repairs reduce water loss from line breaks – use of local contractors infuses money into the local economy



Turnkey program – provides marketing, billing, claims, customer service



No cost for the municipality/utility to participate

Optional Homeowner Protection



External Water Line

Up to \$12,000 per incident to repair/replace broken, cracked, or clogged exterior lines



External Sewer Line

Up to \$12,000 per incident to repair/replace broken, cracked, or clogged exterior lines



In-home Plumbing

Up to \$3,000 per incident on all water, sewer, and drain lines inside the home after point of entry



No annual or lifetime limits, deductibles, service fees, forms, or paperwork



Homeowner opt in or out at any time – no penalty



Toll-free emergency number available 24 hours a day, 365 days a year



No pre-inspection – 30 day waiting period



Locally based, fully licensed and vetted contractors



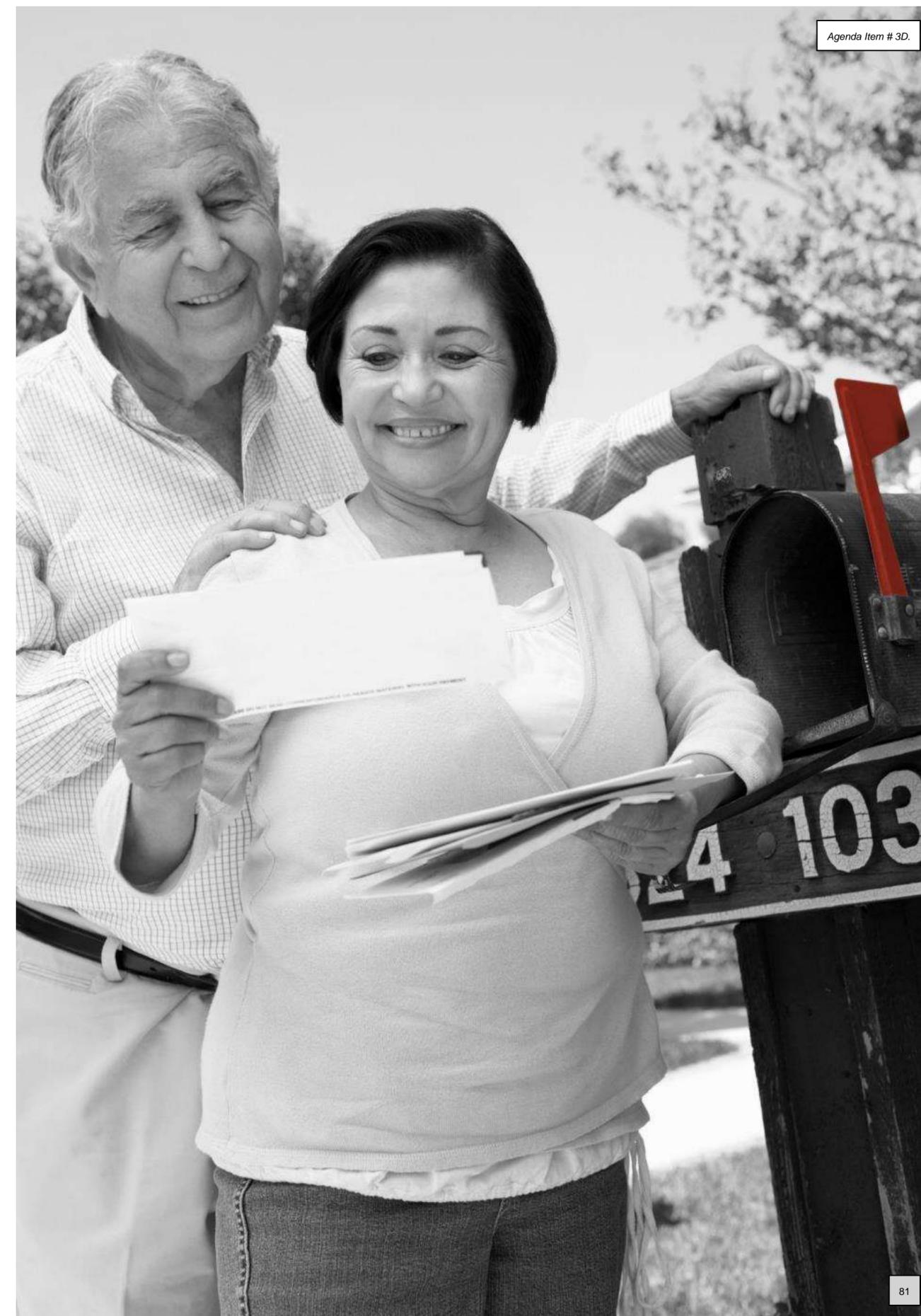
Guaranteed repairs

Homeowner Education

- No public funds used in marketing, distribution, or administration of the program
- Direct mail only – Limited to 3 mailing campaigns per year
- Partner must review and approve marketing material before each and every campaign
- Marketing clearly states city does not provide program and is voluntary for homeowner
- Easy enrollment options – consumer choice of mail, phone or web

Revenue Share

- Non-tax revenue share for the Municipality
- Municipality utilize funds for important initiatives including:
 - ✓Infrastructure improvements
 - ✓Low-income assistance/community charities
 - ✓Partially offset rate increases



CURRENT MINNESOTA PARTNERS (46)

- *City of Edina*
- *City of St Louis Park*
- *City of Columbia Heights*
- *City of St Michael*
- *City of Mounds View*
- *City of Grand Rapids*
- *City of Watertown*
- *City of Olivia*
- *City of Chatfield*
- *City of Le Sueur*
- *City of South St. Paul*
- *City of Barnesville*
- *City of Dilworth*
- *City of Albert Lea*
- *City of Jackson*
- *City of Falcon Heights*
- *City of Mora*
- *City of Perham*
- *City of Hawley*
- *City of Pelican Rapids*
- *City of Arden Hills*
- *City of Granite Falls*
- *City of Lake Crystal*
- *City of Rosemount*
- *City of Waite Park*
- *City of Pipestone*
- *City of Zumbrota*
- *City of Blaine*
- *City of Delavan*
- *City of Loretto*
- *City of Austin*
- *City of New Brighton*
- *City of Iron Junction*
- *City of Vergas*
- *City of Vesta*
- *City of Robbinsdale*
- *City of Lafayette*
- *City of New London*
- *City of Brownsdale*
- *City of Big Lake*
- *New Ulm Public Utilities*
- *Lake Washington Sanitary District*
- *City of New Richland*
- *City of Winthrop*
- *City of Faribault*
- *City of Long Prairie*

Thank you!

For additional information,
please contact:

Ashley Shiwarski
Sr. Director Business Development
412-874-9454 (cell)
Ashley.Shiwarski@homeserveusa.com





**WORK SESSION
AGENDA REPORT**

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: 2050 Comprehensive Plan Scope and Budget Discussion
DATE: February 23, 2025

OVERVIEW:

Every ten years the city updates its comprehensive plan in accordance with regional policies. The current 2040 Comprehensive Plan is available on the city’s website and shows the extent of the requirements and data necessary.

This summer we will begin working with the 2050 Comprehensive Plan. With the updated plan there are two new sections. The updates to this plan will be completed by December 2028. The details of the plan, as seen in the attached, are extensive and require coordination with not only Council but all the Commissions and our city planning and engineering team.

Currently the “up to” cost is at roughly \$110,000. We will be reimbursed with \$40,000 by Met Council for this plan. The current amount is based on the Scope of Work Draft attached. This amount will be dependent on Council actions and decisions. If Council votes to make significant changes, the amount will increase to meet those planning and engineering needs for the document and Met Council approvals.

What can and will impact our budget?

Keeping the plan drafting timeline as short as possible with minimal starts/stops.

- If the staff struggle to get attendance at meetings, does not have productive meetings and end up delaying topics or information, our timeline will be extended. HKGi will do what they can to keep us on track, but that is ultimately dependent on the actions of the city.

Sticking to existing MUSA lines.

- If we make significant changes to the MUSA area, this will, require new calculations and engineering reviews. This will increase costs.
- Staff recommends keeping the boundaries as defined in the 2040 Plan.

Impact of changes.

- If the City creates a plan that is not consistent with, or conforming to, regional system plans and policy, additional time and effort will be needed to justify the City's position to get authorization from Met Council to put the plan into effect. This will increase costs.
- Adding elements or topics that go over and above the Met Council's minimum requirements would take additional time, effort, and expense. For example, some cities end up doing a whole chapter on sustainability or incorporating in small area plans or corridor plans for certain areas of the city. This will increase costs.
- There are a handful of properties that need to be updated in zoning and land use designations. These are anticipated as part of the scope and current cost.
- If significant changes are made to future land use new calculations will be required as well as work with Met Council. This could increase costs.

Joint Meetings.

The more Staff can host group meetings and meetings stay productive we can reduce costs. Staff will look to group Council, EDA, Planning and Park to prevent multiple meetings on the same topics and ensure we are moving forward together. This will aid in reducing costs.

Staying with HKGi and HAA.

The city is not required to bid this project out as it is a professional service. HKGi was the organization that completed the 2040 Plan and currently holds all of the data required for the plan. As there are a couple of sections that will require changes, much of their work will be updating and not creating. Additionally, as Hakanson is our current engineering firm, they hold the water and wastewater data important to this update.

Starting with new firms will increase the cost as we would be requesting them to begin new modeling for data.

Community engagement.

- Community engagement efforts are utilized during the creation of the Comp Plan. Community engagement events are important but expensive as they often include a good deal of front-end preparation, and time to attend or facilitate the events. Because this is such an important part of the process, it is not uncommon to see community engagement take up roughly 25-30% of a comp plan project budget.
- In order to keep things affordable but still provide opportunities for community input, cities have considered in-person events vs. online opportunities, and staff-led events vs. those that are consultant-attended. Staff will monitor engagement and take any opportunities in-house that we can. This will reduce costs.

DISCUSSION:

Are there any specific issues that Council would like Staff to review as it relates to the Comprehensive Plan?

Any specific engagement steps beyond events, online, newsletter, social media that you would like to see?

Comments/Concerns/Thoughts?

Attachments:

- HKGi St. Francis Comprehensive Plan Update Scope of Work – DRAFT
- Local Planning Handbook, St. Francis 2050 Requirement Checklist

St. Francis Comprehensive Plan Update Scope of Work – DRAFT

Phase One: Create the 2050 Comprehensive Plan June 2026 – August 2027

TASK 1 – ORGANIZE THE EFFORT & UNDERSTAND THE CONTEXT

Task 1 is focused on establishing the foundation for the 2050 Comprehensive Plan. While the plan is not intended to be a complete rewrite, the community has changed since the 2040 Plan was adopted, and there are new requirements from state statutes and the Metropolitan Council to be considered as part of this plan update.

Task 1 will begin the project by developing an understanding of the community's current context, including any updates or changes since the 2040 Plan, gathering input on the current community needs, and confirming the vision and guiding principles. In addition to updating base mapping and demographic data, the planning process will include an audit of the 2040 Comprehensive Plan, and a review of Metropolitan Council's Imagine 2050 policies and requirements that will need to be incorporated into the 2050 Comprehensive Plan.

- 1.1 Conduct a preliminary kick-off meeting with City Planning Staff to confirm the scope and schedule, gather data and background information, and begin preparations for community engagement framework and materials.
- 1.2 Prepare base mapping and update demographic, housing, and economic information to create a succinct summary for the community and update the Community Context chapter.
- 1.3 Review any studies, reports, or Comprehensive Plan amendments prepared since completion of the 2040 Comprehensive Plan.
- 1.4 Evaluate the city's system statement, vision, guiding principles, and checklist from the Metropolitan Council to determine what needs to be updated and what topics potentially require additional discussion with Staff, policymakers, and the community.
- 1.5 Facilitate an in-person meeting with City Planning Staff and Lead Department Staff (e.g. parks, public works, and engineering consultants) as needed, to officially kick-off the project. If needed, the consultant may schedule additional virtual meetings with other City staff to help coordinate specific data or information to inform the 2050 Comprehensive Plan. Anticipated discussion topics include:
 - a. What worked and what didn't work with the 2040 Comprehensive Plan?
 - b. Current issues and opportunities in the community.
 - c. Confirm background information received to date and any missing information.
 - d. Review and refine draft community engagement materials.
 - e. Discuss approach for updates to Transportation and Water Resources chapters.
- 1.6 Facilitate a virtual meeting with staff from adjacent and affected jurisdictions to identify potential areas of concern and opportunities for collaboration.
- 1.7 Conduct Engagement Round 1. Round 1 of the community engagement will have two primary purposes. First, we will use it to communicate the project to the community: the "what," "why," and "how" of the Comprehensive Plan update. Secondly, we will use this phase to ask for feedback to identify any emerging community needs that should be considered and

potential updates to the vision and guiding principles. This round of engagement is anticipated to include developing materials for an introduction to the project on the project website, which will be updated regularly throughout the process; featuring a project overview included in the City’s ongoing communications; preparing an online interactive activity; attending up to two community pop-up events; and summarizing the engagement results.

- 1.8 Host the initial joint meeting with the Planning Commission and City Council to provide a foundational background on comprehensive planning; share highlights about the community context findings; review the first round of results from the community engagement outreach; and solicit additional initial input from the group. An invite to this meeting will also be extended to the Park Commission and Economic Development Authority (EDA).
- 1.9 At the completion of this task, HKGi’s project manager will meet with the City’s project manager to discuss whether and how findings from this task may reshape the work plan and budget.

TASK 2 – EXPLORE ALTERNATIVES

Building on the findings and direction from Task 1, HKGi will collaborate with Lead Department Staff to identify major changes for each chapter of the Comprehensive Plan. This will include refinements to existing goals and policies, as well as the development of new goals and policies to align with the Metropolitan Council’s new requirements regarding climate and natural systems.

Task 2 will also focus on exploring key land use changes and potential impacts of those changes on infrastructure. Community Engagement Round 2 will include an open house and meetings with targeted stakeholders on areas of change and areas of topical expertise for additional input.

- 2.1 Collaborate with Lead Department Staff and consultants as needed on the major changes of the plan which may include updates to existing and added goals and policies, land use changes, and infrastructure system improvements needed. This exploration is anticipated to involve up to three staff meetings. Topic areas that have been initially identified for discussion as potential major change areas include:
 - a. Sewer service area: potential boundary adjustments, anticipated full build-out boundary, rural residential areas within the City
 - b. Redevelopment/infill
 - i. Exploration of smaller areas within the urban service area
 - ii. Revisit Bridge Street expectations and St. Francis Forward plan
 - c. Metropolitan Council requirements
- 2.2 Develop preliminary concepts for key land use change areas. Quantified land use data will be prepared as needed to enable high-level evaluation of land use concepts.
- 2.3 Conduct a second joint meeting with members of the Planning Commission and City Council, along with EDA and Park Commission and any other bodies as appropriate, to discuss major changes, confirm direction on concepts and approaches being explored, and review proposed approach to community engagement round 2.
- 2.4 Revise concepts and key directions to prepare for Community Engagement Round 2.
- 2.5 Conduct Community Engagement Round 2. In addition to one open house, the 2nd round of community engagement will seek input from targeted stakeholders (business leaders,

community organizations, neighborhoods, brokers and developers, etc.) to ensure a broad audience is engaged. The consultant team will participate in up to 3 meetings or events, and ensure City Planning Staff will have the materials needed to attend additional events.

- 2.6 At the completion of this task, HKGi's project manager will meet with the City's project manager to discuss whether and how findings from the task reshape the work plan and budget.

TASK 3 – DRAFT THE PLAN

Task 3 will use the outcomes from Task 2 to formally create a draft of the 2050 Comprehensive Plan in collaboration with Staff. A full draft and a summary of the high-level updates will be presented to the Planning Commission and City Council at a third joint meeting. Following this meeting, HKGi will begin preparations to facilitate Community Engagement Round 3 where members of the public, the EDA, and the Park Commission will have the opportunity to review. Input from the reviews and community engagement will be used to create a final draft that will be considered for approval by the Planning Commission and City Council in Task 4.

- 3.1 Prepare draft of the 2050 Comprehensive Plan in collaboration with Staff.
- 3.2 Present the draft 2050 Comprehensive Plan to the Planning Commission and City Council at a third joint meeting.
- 3.3 Prepare an informational summary (memo, infographic, and/or presentation) of major changes to the Comprehensive Plan.
- 3.4 Conduct Community Engagement Round 3. Round 3 will include posting of draft 2050 Comprehensive Plan online for broad community review and comment. The draft will also be sent specifically to the Park Commission and Economic Development Authority and other stakeholders that were engaged in the process during Task 2 for review and comment.
- 3.5 At the completion of this task, HKGi's project manager will meet with the City's project manager to discuss whether and how findings from the task reshape the work plan and budget.

TASK 4 – SEEK APPROVALS

The final task of this phase will involve summarizing any input on the draft plan from the review and community feedback gathered in Task 3. Then preparing any revisions directed by Planning Staff into the final draft of the 2050 Comprehensive Plan. The final draft will then be presented to the Planning Commission for a public hearing. The City Council will consider approving the draft for distribution to adjacent and affected agencies for review.

- 4.1 Prepare final draft of the 2050 Comprehensive Plan.
- 4.2 Conduct the Planning Commission Public Hearing.
- 4.3 Make any revisions to the plan based on Planning Commission recommendation.
- 4.4 Present 2050 Comprehensive Plan to the City Council for approval to distribute to adjacent and affected agencies.

Phase Two: Distribute the Plan for Review September 2027 – April 2028

TASK 5 – DISTRIBUTE THE PLAN FOR 6-MONTH REVIEW

Comprehensive Plans are required to be distributed to adjacent and affected jurisdictions for a minimum of six months, or until comments from all agencies are received. Depending on timing, the Metropolitan Council also allows communities to submit the draft Comprehensive Plan for optional preliminary review. Subtasks for this task include:

- 5.1 Assemble electronic version of Comprehensive Plan for distribution.
- 5.2 Support review by adjacent and affected jurisdictions by preparing an email with a response form and a link to the 2050 Comprehensive Plan for Planning Staff to distribute to the required list of affected and affected jurisdictions.
- 5.3 Submit the 2050 Comprehensive Plan for Metropolitan Council preliminary plan review.
- 5.4 Summarize comments received and prepare revisions as needed from adjacent and affected jurisdictions, as well as the Metropolitan Council.
- 5.5 Present revised 2050 Comprehensive Plan to the City Council for authorization to submit it to the Metropolitan Council.
- 5.6 At the completion of this task, HKGI's project manager will meet with the City's project manager to discuss whether and how findings from the task reshape the work plan and budget.

Phase Three: Metropolitan Council Review and Final Adoption (May 2028 – October 2028)

Task 6 – FACILITATE METROPOLITAN COUNCIL REVIEW

Task 6 will focus on seeking approval from the Metropolitan Council for the 2050 Comprehensive Plan. This will involve making revisions until the Metropolitan Council deems it complete and supporting Planning Staff through the approval process.

- 6.1 Prepare and submit the 2050 Comprehensive Plan for Metropolitan Council formal review.
- 6.2 Revise the 2050 Comprehensive Plan as needed to address completeness issues identified by the Metropolitan Council.
- 6.3 Support Planning Staff through the Metropolitan Council approval process.
- 6.4 At the completion of this task, HKGI's project manager will meet with the City's project manager to discuss whether and how findings from the task reshape the work plan and budget.

Task 7 – ADOPT THE PLAN

The final task will support the final adoption of the 2050 Comprehensive Plan by the City Council following approval by the Metropolitan Council.

- 7.1 Prepare final 2050 Comprehensive Plan for City Council adoption.
- 7.2 Present the final 2050 Comprehensive Plan for City Council adoption.

- 7.3 Submit the 2050 Comprehensive Plan and all required documentation to the Metropolitan Council.
- 7.4 Provide Planning Staff with the final electronic files.

FEE PER TASK PROPOSAL

The table below contains HKGI’s proposed fee per task to conduct the work plan contained in this proposal. We will work with City staff to refine the work scope as needed to ensure this project achieves the City’s objectives and meets its expectations. Scope revisions may impact the proposed fee. HKGI will ensure that the City is updated on any fee adjustments before a final agreement is executed.

PHASE 1 Create the 2050 Comprehensive Plan	\$56,500
Task 1: Organize the Effort & Understand the Context	\$14,200
Task 2: Explore Alternatives	\$15,200
Task 3: Draft the Plan	\$22,200
Task 4: Seek Approvals	\$4,900
PHASE 2 Distribute the Plan for Review	\$3,200
Task 5: Distribute the Plan for 6-Month Review	\$3,200
PHASE 3 Metropolitan Council Review & Final Adoption	\$9,500
Task 6: Facilitate Metropolitan Council Review	\$7,000
Task 7: Adopt the Plan	\$2,500
Subtotal	\$69,200
Engineering fees	To be completed
Reimbursable expenses	\$6,000
Contingency	\$10,000
Not-to-Exceed Total Proposed Fee	\$85,200 + engineering

REIMBURSABLE EXPENSES

Reimbursable expenses include mileage for attendance at meetings, public engagement materials, printing and plotting, and online engagement tools.

CONTINGENCY

The budget includes a contingency to enable Staff to authorize additional tasks as may be identified during the planning process. This may include additional community engagement efforts, completing a more significant update to a chapter than was anticipated, providing additional graphic enhancements to the plan, bringing in additional expertise on Climate, or to respond to Metropolitan Council requirements that were not fully understood at the start of the process.

LOCAL PLANNING HANDBOOK



2050 Comprehensive Plan Minimum Requirements Checklist

St. Francis

This document comprises the minimum requirements each community must address in its local comprehensive plan to align with the Metropolitan Land Planning Act and regional policies. It serves as both a planning reference and a submission checklist to ensure all required elements are included.

Each section corresponds with a Plan Element [webpage](#) in the Local Planning Handbook. Requirements may change, so always refer to the website for the latest information. During the plan review, additional details may be requested by Technical Review staff for clarity and accuracy.

How to use this checklist

The number in the first column is a unique reference identifier for each requirement. You may notice gaps in the numbering sequence; that simply indicates certain requirements in the full regional list do not apply to your community (for example, if a community is fully developed or lacks a relevant system).

Use the final column to record where, by page or section, each applicable requirement is addressed in your comprehensive plan. Providing these cross-references at submission will help expedite the Metropolitan Council’s review and reduce follow-up requests. If you have any questions, please contact your [Sector Representative](#).

Required Plan Elements:

- | | |
|-----------------------------------|-------------------------------------|
| 1. Land Use | 6. Surface Water |
| 2. Housing | 7. Parks and Trails |
| 3. Transportation | 8. Climate |
| 4. Wastewater | 9. Natural Systems |
| 5. Water Supply | 10. Implementation |

IMAGINE 2050

Land Use		Pg #
Forecasts and Community Designations		
1	Include a table of forecasted population, households, and employment for 2030, 2040, and 2050, consistent with the Met Council's forecasts.	
2	Met Council forecasts must be used consistently throughout your entire comprehensive plan.	
	2.1 Your transportation plan needs to utilize allocated forecasts to transportation analysis zones (TAZs) as published by the Met Council.	
	2.2 Your water and wastewater plans need to reflect forecasts to plan for urban services.	
	2.3 Your land use plan must reflect and accommodate your forecasts.	
3	Include a map acknowledging your regional Community Designation(s) and state the overall density expectations for your Community Designation(s).	
Existing Land Use		
4	Provide an Existing Land Use Map with a land use legend.	
	4.1 Show existing regional parks, park reserves, and special features with a land use of "Park" (or your equivalent) on your Existing Land Use Map.	
5	Provide an Existing Land Use Table. Calculate total acres and percent of total acres for each land use category.	
6	Land uses categories on the map and in the table, as well as any text references must all be consistent with one another.	
Future Land Use Plan		
7	Each Comprehensive Plan must contain a Future Land Use Plan which is consistent with the Met Council's forecasts of population, households, and employment and identify sufficient land supply to support your community's forecasted growth. Planned land uses must be realistically marketable within the planning period, focusing on plausibility and long-term viability.	
8	The information developed in the land use plan must carry over to other elements of the comprehensive plan. The areas and densities in the land use plan must be consistent across elements including: <ul style="list-style-type: none"> • forecasted growth • wastewater • water resources • housing 	

	• transportation	
9	Include a description of each land use category which includes:	
9.1	Allowed uses and a general description of each use and its purpose.	
9.2	Minimum and maximum densities (“the allowable density range”) for all categories that allow residential uses. (Zero is not an acceptable minimum. The maximum value must be a whole number). The allowable density range must be inclusive of any density bonus permitted by the underlying zoning districts.	
9.3	Narrative descriptions of land use categories must be consistent with the land use table and map.	
9.4	For residential land use categories within the MUSA which include the use type of single family detached, at least one additional use type must be permitted, which may include, but is not limited to; Accessory Dwelling Units (ADUs), Attached Single-Family Housing, Duplex, Triplex, Apartments, etc.	
10	Provide a Future Land Use Map and land use legend which includes all land use categories and is consistent with the land use descriptions and land use table.	
10.1	Identify all areas guided to support forecasted growth within the planning period on the Future Land Use Map.	
10.2	Acknowledge Council-approved long-range plan boundaries of regional parks, park reserves, and special features by guiding the properties with a land use of “Park” (or your equivalent) on your Future Land Use Map.	
10.3	Identify areas enrolled or eligible for enrollment within the Metropolitan Agricultural Preserves program on the Future Land Use Map using an agricultural land use designation with a maximum density of 1 unit per 40 acres, as required for program eligibility in state law.	
11	Provide a Future Land Use table which includes:	
11.1	All land use categories, consistent with the Future Land Use table and map.	
11.2	Total net acres of all future land uses. Exclude wetlands and natural water bodies, public parks and open space, arterial road rights-of-way, and areas protected from development by local plans and ordinances (i.e. steep slopes, wetland buffers) from area calculations.	
11.3	Total net acres and percent of total net acres planned to support forecasted growth for each land use category in each 10-year planning period (2030, 2040, and 2050).	

11.4	Minimum and maximum densities (“the allowable density range”) for all categories that allow residential uses.	
11.5	For each “mixed use” category, define an expected share of individual land uses and identify the permitted density range for residential uses. For example, Mixed Use Downtown might have an expectation of 30% commercial, 40% office, and 30% residential with a density of 10-15 units per acre	
11.6	The planned minimum net residential density must meet the community designation(s) minimum density requirements within each planning decade.	
Density Expectations: Urban Service Area and Rural Centers		
12	Provide a table which Identifies land supply guided to support forecasted growth for each 10-year planning period (2030, 2040, and 2050).	
12.1	The planned minimum net residential density must meet the community designation(s) minimum density requirements within each planning decade (2030, 2040, and 2050).	
12.2	<p>For each residential land use category identified to support forecasted growth;</p> <ul style="list-style-type: none"> • Identify the density range for each residential land use category, which must be consistent with the Future Land Use Table. • Use the lowest allowed residential density from land use ranges in your calculations. For example, a land use that permits a density range of 7-10 units per acre must use 7 units per acre in all density calculations for this land use. This ensures that even at the lowest permitted density, the community will be developing at densities that meet overall density expectations. • For each “mixed use” category, define an expected share of individual land uses and identify the permitted density range for residential uses. For example, Mixed Use Downtown might have an expectation of 30% commercial, 40% office, and 30% residential with a density of 10-15 units per acre. Utilize only the planned residential acreage for your calculation. 	
12.3	Provide the net developable acreage for each residential land use category identified to support forecasted growth for each planning decade (2030, 2040, and 2050). Exclude wetlands and natural water bodies, public parks and open space, arterial road rights-of-way, and areas protected from development by local plans and ordinances (i.e. steep slopes, wetland buffers) from area calculations.	
Staged Development		
17	Identify potential local infrastructure impacts for each 10-year increment and demonstrate that the municipality is capable of providing services and facilities that accommodate its planned growth.	
17.1	The proposed staging plan or development phasing must be consistent with the distribution of sewerred and unsewerred growth identified in your community's Local	

	Sewer Plan.	
17.2	The proposed staging plan or development phasing must support and be consistent with your community's allocation of the region's Future Affordable Housing Need for 2031 - 2040.	
Redevelopment and Infill		
18	Identify policies that encourage redevelopment and infill in areas with existing infrastructure and/or transit access where applicable.	
19	Specify in the capital improvement plan the timing and sequence of local public facilities updates, fiscal devices or official controls that will facilitate redevelopment in accordance with the plan.	
20	Identify and map the land areas that are available or likely to be available for redevelopment, infill development, or new development in your community. Redevelopment and infill areas need to be mapped when those areas are being used to meet density and forecast requirements.	
21	Provide a table of those areas identified that includes future land uses, acreages, density ranges, and total residential units in 10-year increments. Estimate the timing of development for areas that are uncertain or do not have plans in process.	
22	Communities proposing an addition to the MUSA must demonstrate that the proposed addition meets the following criteria:	
22.1	Requests must meet system conformance requirements and maintain consistency with regional policies and goals.	
22.2	The proposed additions must demonstrate a need for additional land supply, including the need for a change to adopted forecasts. The Met Council will review requests to ensure a 20-year rolling land supply considering both regional and local market demand.	
22.3	For local governments already served by regional wastewater services, planned sewer-serviced densities must be consistent with regional density policy for the applicable community designation, including existing planned densities and the planned densities for the new area to be served.	
22.4	Any previous conditions related to Met Council authorization of comprehensive plan or plan amendments must be fulfilled and program participation (Plat Monitoring program, building permit survey, etc.) must be current and complete.	
22.5	Past performance must meet density expectations. The Met Council will consider a shorter look-back period for performance and/or measure performance against rules in place at the time.	
22.6	When calculating land capacity, the following will be excluded: publicly protected areas, water bodies, wetlands, steep slopes, areas with limited depth to bedrock, areas with limited depth to water table, and areas protected by public	

	ownership/easements.	
Adjacent to Unincorporated Areas or with Orderly Annexation Agreements		
23	Plan to accommodate growth only in areas within your municipal boundaries unless an orderly annexation agreement (OAA) authorizes another jurisdiction to assume planning authority.	
24	Orderly annexation agreements must encompass the planning horizon and identify needed updates that occur within the planning period.	
	24.1 If an adopted OAA terminates prior to the end of the planning horizon, additional land supply within the jurisdictional authority of the local government may need to be identified to accommodate forecasted growth or the Met Council may consider a forecast adjustment.	
25	Map stages of development in 10-year increments (existing, 2030, 2040, and 2050).	
26	Provide a table of staged development in 10-year increments. The table must include future land uses, area in acres, density ranges, and total residential units by each 10-year time increment.	
Community Composition		
27	Provide a detailed demographic profile, identifying the representation of Black, American Indian, Asian and Latine residents, non-English speakers, youth, older adults, and individuals with disabilities in your community.	
28	The demographic profile needs to include the number of households below the 200% poverty threshold and percent of households without vehicle access.	
29	Identify community engagement efforts implemented in the creation of the Comprehensive Plan. Highlight efforts that were made to collaborate with underrepresented populations in the planning process. (Black, American Indian, people of color, youth, older adults, renters, etc.)	
Historic and Cultural Assets		
30	Identify historic and cultural assets in the community (except where Federal and State policies protect the confidentiality of sensitive sites, such as American Indian burial mounds). Specify any assets that are formally designated at the local level, at the state level by the State Historic Preservation Office (SHPO), or at the federal level by the US Department of the Interior.	
31	Identify policies to protect and preserve the community's historic and cultural assets.	
Aggregate Resources		

32		Identify if aggregate resources are present (or not) within the jurisdiction's staging areas for new development.	
33		If aggregate resources are present:	
	33.1	Provide a map showing the location of aggregate resources as mapped in Minnesota Geological Survey Information Circular No. 46.	
	33.2	Identify your goals, intentions, and priorities concerning aggregate resources. Provide for aggregate resource extraction prior to development where viable deposits remain accessible and the extraction would not conflict with other established priorities (i.e. preserving natural systems, protecting highly vulnerable Drinking Water Supply Management Areas, etc.).	
	33.3	Include strategies needed to implement the identified aggregate resources policies.	
Solar Resource Protection & Development			
34		Include a policy or policies relating to the protection and development of access to direct sunlight for solar energy systems.	
35		Include strategies needed to implement the policy or policies.	
Drinking Water Supply Management Areas (DWSMA)			
36		Identify if surface water or groundwater Drinking Water Supply Management Areas (DWSMA) are located within the community.	
37		If DWSMA are present:	
	37.1	Provide a map of all DWSMA indicated their location and vulnerability.	
37.2		Include land use goals and policies to protect water quality and prevent overuse of source waters due to development, especially in highly vulnerable DWSMAs. Refer to existing source water protection plans, the water chapter of the comprehensive plan, or other areas as relevant.	
	37.3	Include strategies needed to implement the identified policies.	

Housing		Pg #
Existing Housing Needs		
1	Complete an existing housing assessment including:	
1.1	<p>Provide the following information on existing local conditions:</p> <ul style="list-style-type: none"> • The total number of housing units. • The number of rental housing units affordable to households with incomes at or below 30% area median income (AMI), between 31-50% AMI, between 51-60% AMI, and 61% AMI or greater. • The number of ownership and co-operative housing units affordable to households with incomes at or below 50% AMI, between 51-60% AMI, between 61-80% AMI, between 81-115% AMI, and 116% AMI or greater. • The share of housing units by detached townhomes, accessory dwelling units (ADU's), manufactured housing, attached townhomes, 2-4 unit multifamily, and 5 unit or larger multifamily housing. • The number of households with incomes at or below 30% AMI, between 31-50% AMI, between 51-60% AMI and between 61-80% AMI. • The number of households that are experiencing housing cost burden with incomes at or below 30% AMI, between 31-50% AMI, between 51-60% AMI, and between 61-80% AMI. • The share of households experiencing housing cost burden by racial/ethnic group. • The homeownership rate by racial/ethnic group. • The number of affordability-restricted housing units. Include the breakout of units by restriction when possible such as: housing for people 55 and older, housing for people with disabilities, and high priority homeless units. • Include the number of low-income affordable ownership housing units needed. 	
1.2	Include a map of subsidized housing units.	
2	Complete a narrative analysis of existing housing needs. At a minimum, address the components of the existing housing assessment within the context of your city or township. Plans consistent with Met Council policy will clearly identify existing housing needs and priorities for the city or township. The existing housing assessment includes data at various levels of affordability, therefore, the needs should be identified within levels of affordability when applicable. In addition to the needs identified through the existing housing assessment, a complete narrative will consider the following:	
2.1	Providing affordable housing opportunities that are accessible to households of varying abilities.	

2.2	Maintenance and preservation of unsubsidized affordable housing.	
2.3	Households at risk of losing housing and/or experiencing housing instability.	
Projected Housing Needs		
3	Discuss how the land use plan addresses the future housing need for your forecasted growth.	
4	Acknowledge the need for affordable housing units that are age-restricted and/or offer supportive services for older people.	
5	Acknowledge your city or township's 2031-2040 allocation of future affordable housing need at three levels of affordability: 30% AMI or less, 31-50% AMI and 51-60% AMI	
6	Guide residential land at densities sufficient to create opportunities for affordable housing using one of the following options:	
6.1	Option 1: Guide sufficient land at minimum residential densities of 10 units/acre to support your city or township's total allocation of future affordable housing need for 2031-2040	
6.2	Option 2: Guide sufficient land at minimum residential densities of: <ul style="list-style-type: none"> • 12 units/acre to support your city or township's 2031-2040 allocation of future affordable housing need at 30% AMI or less. • 8 units/acre to support your city or township's allocation of future affordable housing need at 31-60% AMI. This combines your city or township's allocation of 31-50% AMI and 51-60% AMI. • A city or township that chooses Option 2 and has a demonstrated history of creating 51-60% AMI affordable units at densities lower than 8 units/acre, may guide land at lower minimum densities (as low as 4-8 units/acre) to meet only the 51-60% AMI allocation of future affordable housing need. 	
Housing Implementation Plan		
7	Identify the top three existing housing needs for the city or township and include a description of how these needs were selected as the top housing needs for the city or township. Describe the tools (public programs, fiscal devices, and/or other specific actions) that will be used to meet the top three existing housing needs identified. Include in what circumstances and in what sequence they will be used. <ul style="list-style-type: none"> • A list of accepted tools is provided. However, this list is not exhaustive. Local governments are strongly encouraged to include any additional tools at their disposal when identifying how they will address these housing needs. 	
8	Describe the tools (public programs, fiscal devices, and/or other specific actions) that your local government will consider using to meet all other existing and projected housing needs identified in the housing element of your comprehensive plan. Include in what	

<p>circumstances and in what sequence they would be used.</p> <ul style="list-style-type: none">• Plans consistent with Met Council policy will clearly and directly link identified needs to available tools.• A list of accepted tools is provided. However, this list is not exhaustive. Local governments are strongly encouraged to include any additional tools at their disposal when identifying how they will address their housing needs.	
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Transportation		Pg #
Roadways		
1	Describe and Map the Roadway Functional Classification in your community. Include identification of all classifications in your community including: <ul style="list-style-type: none"> • Principal Arterials • Minor Arterials • Major Collectors • Minor Collectors • Local roadways 	
2	Include the following information on the Principal and Minor Arterial functional classification systems:	
2.1	Describe and map the existing and proposed number of traffic lanes	
2.2	Describe and map the existing and projected traffic volumes	
2.3	Describe and map the following funded and planned investments outlined in the Imagine 2050 TPP Highway Investment Plan (planned projects are within the 2050 fiscally constrained plan). The vision and under study managed lane projects and vision targeted regional capacity projects are not required to be added, but their inclusion should be considered general guidance. <ul style="list-style-type: none"> -Figure 9: Regional Mobility Investments: Interchanges -Figure 10. Regional Mobility Investments: Managed Lanes -Figure 11. Regional Mobility Investments: Targeted Regional Capacity 	
2.4	Incorporate and describe recommendations from any corridor studies and identify any opportunities to complete or update existing corridor studies documented as priority tiered intersection locations in the Intersection Mobility and Safety Study.	
3	Include a safety analysis that includes an analysis of crash trends, data and safety needs by mode and crash severity from the most recent 5 years of available data to prioritize future investments to reduce deaths and serious injuries using a Safe Systems Approach. Identify any high priority transportation corridors and locations in your community to reduce fatalities and serious injuries. Reference any existing local safety plans like Safe Streets and Roads for All action plans or county road safety plans in local planning, when applicable.	
Transit		
4	Identify, describe and map your local community's identified transit market area(s). Include a discussion of your community's relationship with the transit market area(s).	
5	Identify, describe and map the transit system located in your community. Include the following features: <ul style="list-style-type: none"> • Local transit services and demand response (including dial-a-ride, microtransit) services • The existing and planned transit centers and park and rides • The existing and planned transit advantages 	

6	Identify areas of known planned transit service expansion, working with transit provider(s) and identify desired transit expansion corridors or areas based on community land use plan.	
Biking		
10	Describe and map the full local existing and planned bike network. Ensure networks are coordinated across jurisdictions. Include the following information:	
	10.1 Identify local bikeway connections to transit facilities.	
	10.2 Describe plans, strategies or policies to address connectivity gaps in the bike network that improve accessibility and safety.	
Pedestrian		
13	Include a full pedestrian element of your local transportation element of the comprehensive plan. Include the following:	
	13.1 Community pedestrian system needs in a manner that responds to your community designation.	
	13.2 Describe plans, strategies or policies to address connectivity gaps in the pedestrian network that improve accessibility and safety. Identify if Safe Routes to School plans have been done for schools in the community.	
	13.3 Map the existing pedestrian network.	
	13.4 Identify and map locally developed pedestrian priority networks or areas, if applicable.	
Freight		
14	Identify and map railways, barge facilities and truck or intermodal freight terminals within your community (see designated freight nodes on the Metropolitan Freight System map. Include other important nodes that may generate freight movement, such as industrial parks, warehouses or distribution centers and large shopping areas.	
15	If available from MnDOT or other sources, include heavy commercial annual average truck volumes on the Principal Arterial and Minor Arterial network within your community. Link to MnDOT AADT app	
16	Identify, describe and map any local roadway issues or problem areas for goods movement, such as weight-restricted roads or bridges, bridges with insufficient height or width clearances, locations with unprotected road crossings of active rail lines, or intersections with inadequate turning radii.	
Travel Demand Management		

17	Describe and document existing local travel demand management policies, ordinances or practices, if applicable. Include any activities or plans to collaborate with regional TDM partners on outreach and promotional activities that support sustainable travel choices.	
Aviation		
18	Identify policies and ordinances that protect regional airspace from obstructions. Include how your community will notify the FAA of proposed tall structures.	
Equity and Inclusion		
22	Describe status of the agency's Americans with Disabilities Act (ADA) transition plan (applies to agencies with 50 or more employees) or self-evaluation for public rights of way. Identify when it was last updated, any identified target date for compliance, and strategies used to monitor implementation progress and make updates.	
Climate and Natural Systems		
23	Include an acknowledgement of state designated targets for statewide vehicle miles traveled (VMT) reduction and greenhouse gas (GHG) emission reductions for the seven-county metro region. Identify plans, policies or strategies to reduce per capita VMT and total transportation-related GHG emissions in your community to meet state statutes on reduction targets. Surface transportation GHG emissions are a portion of the total reduction targets, see land use requirements for the total reduction targets from all sectors and tools to calculate reduction needs and strategies for your community.	
Transportation Analysis Zone (TAZ)		
24	Communities must confirm their Local Comprehensive plan's use of the forecasted population, household and employment data by TAZ published by the Met Council. Communities may alternatively cooperate with Met Council staff to prepare a different allocation.	
24.1	If using the forecasts published by the Met Council, local comprehensive plans can reference the published forecasts. The TAZ table does not need to be replicated in the Comprehensive Plan Update.	
24.2	Alternately, if preparing a different allocation, the sum of TAZ allocations must equal the total forecasts by city/township. The preparation and delivery of alternative TAZ allocations can be provided separate from the Plan Update; this deliverable must precede Met Council's completeness determination of the Plan Update.	
24.3	Transportation Analysis Zones allocation of the forecast is waived for cities and townships with population and employment fully contained in one TAZ.	

Wastewater		Pg #
GIS Requirements		
1	Provide the following GIS sewer system data with the comprehensive sewer plan submittal (GIS shape files or geodatabase feature classes):	
1.1	Local sanitary lines. Include pipe size, pipe material, year built, conveyance method (gravity and forcemain).	
1.2	Local sanitary structures (for example, manholes, lift stations, etc).	
1.3	Existing connections points to the MCES collection system.	
1.4	Future connection points to the MCES collection system (for new growth).	
1.5	Local sewershed service areas or districts by connection point.	
1.6	Intercommunity connection points.	
1.7	Proposed changes in government boundaries based on orderly annexation agreements.	
1.8	Location of all private and public wastewater treatment plants in the community.	
1.9	Individual subsurface sewage treatment systems (as mentioned in the Requirements for Areas Served by Subsurface Sewage Treatment Systems section).	
Requirements for Areas Served by Local Wastewater Treatment Systems (Rural Centralized Systems)		
11	Community sewer forecasts:	
11.1	10-year increments to 2050 <ul style="list-style-type: none"> • Households • Employment 	
12	Capacity of and existing flows to public treatment systems.	
13	Map or maps showing the following information: <ul style="list-style-type: none"> • Local wastewater service areas through 2050. • Staging plan, if available. • Proposed changes in governmental boundaries affecting the community, including any areas designated for orderly annexation. 	

14	Proposed timing and financing of any expanded or new wastewater treatment facilities.	
15	Define the community's goals, policies, and strategies for preventing and reducing excessive inflow and infiltration (I/I) in the local sanitary sewer system, including a discussion of sump pumps and drain tile connected to the local sewer system.	
16	A copy of facility planning reports for the upgrading of the local wastewater treatment plant.	
17	Copies of the associated National Pollutant Discharge Elimination System (NPDES) or State Disposal System (SDS) permits.	
18	Provide current community SSTS ordinance or description of community's SSTS management program compliant with current Minnesota Pollution Control Agency Rules Chapters 7080-7083.	
Requirements for Areas Served by Private Communal Treatment Systems		
19	Table that details adopted community forecasts served by each private communal system:	
19.1	10-year increments to 2050 <ul style="list-style-type: none"> • Households • Employment 	
20	Describe the management program for private communal treatment systems.	
21	Copies of the associated National Pollutant Discharge Elimination System (NPDES) or State Disposal System (SDS) permits.	
22	Map or maps showing the following information:	
22.1	Locations of private communal treatment systems including treatment facilities and subsurface systems	
22.2	Current and projected service areas for private communal treatment systems.	
23	Conditions under which additional private communal treatment systems would be allowed: <ul style="list-style-type: none"> • Allowable land uses and residential densities. • Installation requirements. • Management requirements. • Local government responsibilities. 	
Requirements for Areas Served by Subsurface Sewage Treatment Systems (SSTS)		
24	Indicate in the comprehensive sewer plan the number of individual SSTSs in operation serving residences and businesses in the community.	

25	Map identifying location of individual SSTs. Location of known nonconforming systems or known problems should be identified. A list of addresses for SSTs is acceptable where mapping is unavailable.	
26	Describe the conditions under which new individual SSTs would be allowed.	
27	Provide description of community's SSTS management program compliant with current Minnesota Pollution Control Agency Rules Chapters 7080-7083.	
28	Provide current community SSTS ordinance.	

Water Supply		Pg #
Source Water Protection		
1	Because surface water and/or groundwater Drinking Water Supply Management Areas (DWSMAs) overlap your community, describe risks to water quality from development and redevelopment through 2050, focusing on potential contaminants in those areas. <ul style="list-style-type: none"> • Include a table of likely water supply quality risks by land use types, noting changes over time, especially in highly vulnerable surface water and groundwater DWSMAs. 	
2	Include water resource management goals and policies to protect the quality of water supply sources, especially in any highly vulnerable DWSMAs.	
3	Include water resource strategies to implement source water protection goals and policies.	
3.1	Describe any fiscal devices or official controls and a timeline for actions.	
3.2	Describe planned collaboration with neighbors, watersheds, and agencies to prevent contamination, especially in highly vulnerable DWSMAs.	
4	Attach and respond to comments from neighbors whose DWSMAs extend into your community as part of your comprehensive plan update submittal, especially regarding shared water supply concerns and opportunities for collaboration.	
Privately-owned wells and non-municipal water supply systems		
5	Attach and respond to comments as part of your comprehensive plan update submittal, especially regarding opportunities to safeguard water supplied by privately-owned wells and non-municipal water supply systems.	
Municipal community public water supply systems		
9	Because your community is served by a municipal community public water supply system, describe where and how municipal water supply is available to support forecasted growth including new development and redevelopment consistent with the proposed staging plan. This must be consistent with the volume of anticipated water demand identified in the supplying community's local water supply plan. <ul style="list-style-type: none"> • Describe current and planned municipal water supply service areas. • Include a map (optional) 	
10	Include goals and policies for providing municipal community public water supply service through 2050.	
11	Include strategies to implement goals and policies for providing water supply service. <ul style="list-style-type: none"> • Describe any fiscal devices or official controls and a timeline for actions, to address items not included in your local water supply plan. 	
12	Include the DNR-approved local water supply plan and approval letter for the municipal community public water supply system(s) providing water to your community. To be	

consistent with regional policies, the local water supply plan must:		
12.1	Include water demand forecasts for all served communities, consistent with the Met Council forecasts for 2030, 2040 and 2050.	
12.2	Include the design capacity, current or typical operating capacity, limitations for existing water supply infrastructure, and status of all water sources.	
12.3	Include the difference between projected demand and existing capacity for 2030, 2040 and 2050.	
12.4	Include implementation strategies to meet forecasted water demand that exceeds existing capacity, including but not limited to water conservation and efficiency. <ul style="list-style-type: none"> • Include or reference any adopted and planned local controls. 	
12.5	Describe implementation strategies to support emergency preparedness for ensuring water supply. <ul style="list-style-type: none"> • Include or reference any adopted and planned local controls. 	
12.6	Describe proposed construction of any planned new water supply infrastructure for 2030, 2040 and 2050.	
13	Include in an appendix copies of any water service agreements with neighboring communities or utilities, or a summary of the agreement. It should confirm the Met Council's understanding that one community or utility will provide the other with an agreed-upon amount of water at certain locations through a set time period.	
14	Attach and respond to comments from neighbors and affected jurisdictions as part of your comprehensive plan update submittal, especially regarding how planned water supply service aligns with neighboring plans.	
15	Because your community has a water appropriation permit for water supply sources, describe anticipated changes to water appropriation needs, especially from growth, development or redevelopment, to inform proposed staging and water plans through 2050.	
16	Include water management goals and policies to address potential impacts of changing water appropriation needs.	
17	Include strategies to implement these water appropriation-related goals and policies. <ul style="list-style-type: none"> • Describe any fiscal devices or official controls and a timeline for actions, to address items not included in your local water supply plan. 	
22	To support emergency preparedness and to ensure that the DNR-approved local water supply plan is consistent with regional policies, it must:	
22.1	Include information about the source, capacity and limitation of the emergency water provided.	
22.2	Include in an appendix copies of emergency water service agreements with neighboring communities or utilities, or a summary of these agreements. It should confirm the Met Council's understanding that one community will provide the other	

	community with an agreed upon volume of drinking water at certain locations under certain emergency conditions.	
23	Attach and respond to comments from neighbors with emergency water supply agreements as part of your comprehensive plan update submittal, especially regarding any impacts of your plan on their water supply system.	

Surface Water		Pg #
Surface Water		
1	An executive summary that summarizes the highlights of the local water plan.	
2	A summary of the appropriate water resource management-related agreements that have Local been entered into by the local community.	
3	A description of the existing and proposed physical environment and land use. Data may be incorporated by reference for other required elements of this section as allowed by the WMO. The community should be aware that not all WMO plans will contain the level of detail needed for the community and, in those instances, the community will need to provide additional information. In addition, the following must be defined in the plan:	
3.1	Drainage areas	
3.2	Volumes, rates, and paths of stormwater runoff (Runoff rates are recommended for a 24-hour precipitation event with a return frequency of 1 or 2 years. Communities with known flooding issues may want to require rate control for storms with other return frequencies such as 10, 25 or 100-year events.)	
3.3	An assessment of existing or potential water resource-related problems. At a minimum, the plan should include: A prioritized assessment of the problems related to water quality and quantity in the community.	
4	A local implementation program/plan that includes prioritized nonstructural, programmatic and structural solutions to priority problems identified as part of the assessment completed for number 3.3, above. Local official controls must be enacted within six months of the approval of the local water plan. The program/plan must:	
4.1	Include areas and elevations for stormwater storage adequate to meet performance standards or official controls established in the WMO plan(s)	
4.2	Define water quality protection methods adequate to meet performance standards or official controls. At a minimum, the plan should include: <ul style="list-style-type: none"> • Information on the types of best management practices to be used to improve stormwater quality and quantity. (A five-year establishment period is recommended for native plantings and bioengineering practices). • The maintenance schedule for the best management practices. (The maintenance schedule in plans submitted by regulated Municipal Separate Storm Sewer System (MSA) communities must be consistent with BMP inspection and maintenance requirements of the MS4 Permit) 	
4.3	Clearly define the responsibilities of the community from that of the WMO(s) for carrying out the implementation components	
4.4	Describe official controls and any changes to official controls. At a minimum, the plan should include:	

	<ul style="list-style-type: none"> • An erosion and sediment control ordinance consistent with NPDES Construction Stormwater permit requirements and other applicable state requirements • Identify ways to control runoff rates so that land-altering activities do not increase peak stormwater flow from the site for a 24-hour precipitation event with a return frequency of 1 or 2 years. Communities with known flooding issues may want to require rate control for storms with other return frequencies (10-year, 25-year or 100-year) 	
4.5	Include a table that briefly describes each component of the implementation program and clearly details the schedule, estimated cost, and funding sources for each component including annual budget totals	
4.6	Include a table for a capital improvement program that sets forth by year, details of each contemplated capital improvement that includes the schedule, estimated cost, and funding source	
4.7	A section titled "Amendments to Plan" that establishes the process by which amendments may be made.	

Parks		Pg #
Regional Parks and Trails		
1	Describe, map, and label the Regional Parks and Trails System facilities that are located in your community. These include any regional parks, park reserves, special features, or regional trails that are open to the public, planned, or in a search status (i.e., regional park search areas, special feature search areas, regional trail search corridors).	
2	If no portion of the Regional Parks and Trails System falls within your community, state that fact in your comprehensive plan.	
3	Describe, map, and label the federal and state recreational lands within your community, as shown on your System Statement.	
4	Depict existing regional parkland (e.g., regional parks, park reserves, special features, and regional trail corridor land) with a land use of "Park" (or your community's equivalent) on your Existing Land Use map.	
5	Acknowledge the Council-approved long-range plan boundaries of regional parkland (e.g., regional parks, park reserves, special features, and regional trail corridor land) by guiding the properties with a land use of "Park" (or your community's equivalent) on your Future Land Use map.	
Local Parks and Trails		
6	Describe and map your existing and proposed local parks, trails, and recreation facilities.	
7	Include a capital improvement program for parks and open space facilities as part of your implementation program.	

Climate		Pg #
Climate Mitigation		
1	Include an acknowledgement of statewide targets for GHG reductions: 50% GHG reduction by 2030 and net zero by 2050 from a 2005 baseline.	
2	Include a greenhouse gas emissions inventory that includes transportation, energy use, solid waste, and livestock and agriculture (where applicable)	
3	Include at least one strategy to reduce greenhouse gas emissions for each of the above sectors	
4	Detail the emissions impact of reduction strategies through 2050 for the above sectors using the Met Council Greenhouse Gas Emissions Reduction Tool or an equivalent modeling tool.	
Climate Adaptation		
5	Identify social, built, and natural systems vulnerabilities to the following climate hazards: Extreme Heat and Localized Flooding	
6	Include strategies to address social, built, and natural systems vulnerabilities for the following climate hazards: Extreme Heat and Localized Flooding	
7	Include strategies that support local food systems to increase access to healthy food, food security, and community resilience	

Natural Systems		Pg #
Natural Systems Requirements		
1	Identify existing natural systems in your community by mapping terrestrial areas and water bodies.	
2	Identify and map protected areas using the provided commonly protected areas data.	
3	Identify and map significant and sensitive terrestrial and water areas in your community.	
4	<p>Identify areas within your community that present opportunities for protection or improvement. Use the Met Council mapping tool to guide your analysis, focusing on the provided opportunity areas data.</p> <ul style="list-style-type: none"> • Based on this analysis, map or list the areas your community considers priorities for protection or improvement—including any areas the tool may have overlooked. 	
5	<p>List specific protection and improvement goals, and issues the goals are intended to address for your community's terrestrial systems.</p> <ul style="list-style-type: none"> • Describe how your terrestrial systems goals and issues relate to the planned water systems outcomes that are identified in your locally adopted surface water management, watershed, wellhead protection, and local water supply plans. 	
6	Identify and list protection and improvement strategies to help achieve your community's overall natural systems goals for terrestrial and water systems.	
7	List any planned or proposed protection or improvement initiatives for natural systems in your community in the next 10 years.	

Implementation		Pg #
Implementation Actions		
1	Identify changes to local ordinances including the Zoning Code that will be needed to align with the 2050 plan, including those necessitated by the implementation section of the local surface water management plan and housing plan.	
1.1	Define a timeline as to when actions will be taken to implement each required element of your comprehensive plan.	
1.2	Include a schedule for the preparation, adoption, and administration of needed changes to official controls.	
1.3	Describe all public programs, fiscal devices, and other actions your community will use to implement your plan.	
1.4	Include your local zoning map and zoning category descriptions. Identify what changes are needed to ensure zoning is not in conflict with your new land use plan and consistent with regional system plans and policies.	
Capital Improvement Plan		
2	<p>Include a Capital Improvement Plan (CIP) for transportation, sewers, parks, water supply, and open space facilities. Specify the timing and sequence of major local public investments.</p> <ul style="list-style-type: none"> • Describe all relevant official controls related to zoning, subdivision, water supply, and private sewer systems. • The CIP must align with development staging identified in other parts of your plan and include budgets and expenditure schedules. 	
Update Local Controls		
3	Review and update official controls within 9 months of adopting your 2050 plan. Official controls must not conflict with the updated plan. Copies of all revised official controls must be provided.	