

**CITY OF PLYMOUTH  
AGENDA  
Regular Park and Recreation Advisory Commission  
Council Chambers  
3400 Plymouth Boulevard, Plymouth, MN  
February 13, 2025, 6:00 PM**

1. **CALL TO ORDER**
2. **INTRODUCTION OF NEW COMMISSIONERS**
  - 2.1 [Introduction of New Commissioners](#)
3. **PUBLIC FORUM** — *Individuals may address the Commission about any item not contained on the regular agenda. A maximum of 15 minutes is allotted for the Forum. If the full 15 minutes are not needed for the Forum, the Commission will continue with the agenda. The Commission will take no official action on items discussed at the Forum, with the exception of referral to staff for future report.*
4. **PRESENTATIONS AND PUBLIC INFORMATION ANNOUNCEMENTS**
5. **APPROVE AGENDA** — *Park and Recreation Advisory Commission members may add items to the agenda for discussion purposes or staff direction only. The Commission will not normally take official action on items added to the agenda.*
6. **CONSENT AGENDA** — *These items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Commission member or citizen so requests, in which event the item will be removed from the Consent Agenda and placed elsewhere on the agenda.*
  - 6.1 [Adopt proposed Parks and Recreation Advisory Commission minutes Proposed Minutes 01-09-2025.pdf](#)
7. **GENERAL BUSINESS**
8. **REPORTS AND STAFF RECOMMENDATIONS**
  - 8.1 [Parks Maintenance Update](#)
  - 8.2 [Volunteer Update](#)
9. **ADJOURNMENT**

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**To:** Park and Recreation Advisory Commission

**Prepared by:** Jake Widmyer

**Reviewed by:** Jennifer Tomlinson, Director of Parks and Recreation

**Item:** **Introduction of New Commissioners**

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**1. Action Requested:**

N/A

**2. Background:**

Director, Jennifer Tomlinson, will introduce the new members of the Park and Recreation Advisory Commission.

**3. Budget Impact:**

N/A

**4. Attachments:**

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**To:** Park and Recreation Advisory Commission

**Prepared by:** Jake Widmyer

**Reviewed by:** Jennifer Tomlinson, Director of Parks and Recreation

**Item:** **Adopt proposed Parks and Recreation Advisory Commission minutes**

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- 1. Action Requested:**  
Adopt attached minutes from the regular meeting held on January 9, 2025.
  
- 2. Background:**  
N/A
  
- 3. Budget Impact:**  
N/A
  
- 4. Attachments:**  
[Proposed Minutes 01-09-2025.pdf](#)

**Proposed Minutes  
Park & Recreation Advisory Commission  
Thursday, January 9, 2025**

MEMBERS PRESENT: Commissioners: John McCulloch, Hannah Wegner, Ann Hoekstra, Jessica Montgomery, Nicholas Beecher (arrived at 6:11 p.m.)

MEMBERS ABSENT: Commissioners: Pragya Thakur (Student)

STAFF PRESENT: Director Jennifer Tomlinson, Recreation Manager Kari Hemp, Recreation Supervisors Paul Pearson and Katie Yandell, and PCC Supervisor Jake Widmyer

COUNCIL REPRESENTATIVES: None present.

**CALL TO ORDER**

Commissioner Jessica Montgomery called the meeting to order at 6:05 p.m. Director Jennifer Tomlinson explained to the Commission that both the previous Chair and Vice Chair of the Park and Recreation Advisory Commission had resigned. Two new members have been selected to join the Commission, but their appointment will not be approved until the January 14, 2025, City Council meeting. The new members will officially join the Commission in February. She asked Commissioner Montgomery to run this meeting. Commissioner Montgomery agreed.

**PUBLIC FORUM**

**APPOINTMENTS OF PARK AND RECREATION ADVISORY COMMISSION CHAIRPERSON AND VICE CHAIRPERSON**

**(3.1) APPOINTMENTS OF PARK AND RECREATION ADVISORY COMMISSION CHAIRPERSON AND VICE CHAIRPERSON**

Motion by Commissioner McCulloch and seconded by Commissioner Montgomery recommending Commissioner Hannah Wegner be appointed as Chair for 2024 and Commissioner Ann Hoekstra be appointed as Vice Chair for 2024. With all members voting in favor, the motion carried.

**PRESENTATIONS AND PUBLIC INFORMATION ANNOUNCEMENTS**

**APPROVE AGENDA**

**(5.1) Approve Agenda**

Motion by Commissioner Hoekstra and seconded by Commissioner Wegner recommending approval of the January 9, 2025, Park and Recreation Advisory Commission agenda. With all members voting in favor, the motion carried.

**Consent Agenda**

**(6.1) Adopt proposed Park and Recreation Advisory Commission Minutes**

Motion by Commissioner McCulloch and seconded by Commissioner Wegner recommending approval of the November 14, 2024, Parks and Recreation Advisory Commission minutes. With all members voting in favor, the motion carried.

## **General Business**

### **(7.1) Adopt Park and Recreation Advisory Commission Annual Work Plan**

Director Jennifer Tomlinson presented the draft 2025 PRAC Work Plan to the Commission and provided a copy of the 2024 PRAC Work Plan as a reference. The Work Plan was put together based on feedback from the Commissioners as well as meeting the Strategic Priorities of the City of Plymouth as voted on by City Council. The overview of the coming year was outlined and attached for review.

Commissioner Montgomery asked about the Smart Tree program. Director Tomlinson explained that trees will be able to be tracked through the City's G.I.S. program. An environmental update was discussed as being added to the Work Plan for the 4<sup>th</sup> quarter of 2025.

Commissioner Wegner asked if an update regarding the City Center and Public Art could be added as well. Director Tomlinson recommended the March 13<sup>th</sup> meeting for this update.

Commissioner Wegner also asked if an update regarding the recent Community Center and Recreation surveys could be given. Director Tomlinson said we will add that as well.

Commissioner McCulloch requested an update for Hello! Plymouth. Director Tomlinson agreed and suggested that be placed on the September 11, 2025, PRAC Meeting.

Motion by Commissioner Montgomery and seconded by Commissioner McCulloch recommending approval of the 2025 PRAC Annual Work Plan with the suggested additions. With all members voting in favor, the motion carried.

## **Reports and Staff Recommendations**

### **(8.1) Aquatics Programming Presentation**

Recreation Supervisor Katie Yandell presented an update on Aquatics Programming and a recap of 2024. Program offerings increased due to the 2-year agreement with Wayzata East. There are now 3 full-time employees that work in Aquatics as well as over 100 part-time and seasonal staff. Recreation Supervisor Yandell shared participant numbers from 2024 and outlined goals for 2025.

Commissioner Montgomery thanks Recreation Supervisor Yandell for her hard-work and shared her enjoyment of the deep-water running program that she had participated in. She noted that all the participants enjoy working with Recreation Supervisor Yandell and the Aquatics staff.

Recreation Supervisor Yandell also spoke about hiring, that it has not been difficult to find staff. She mentioned that the local schools do not teach swimming any longer, so the Aquatics staff has stepped up and bridged that gap.

### **(8.2) Inclusion Services and Adaptive Programming Presentation**

Recreation Supervisor Paul Pearson present an update on Inclusion Services and Adaptive programming. He explained the different models of participation, why this programming is important. He shared details about a few of the programs including Sensory Sundays at the Community Center and Santa Visits the Sensory Room. He also shared goals for 2025.

### **(8.3) Upcoming Events**

Director Tomlinson presented the 2025 upcoming events and provided a list for the commission. She noted the new location, Plymouth Creek Park, for Fire and Ice.

Commissioner Wegner asked about parking for the events at the Hilde. Director Tomlinson stated that with the allowed parking on 34<sup>th</sup> Ave, the Community Center, and Plymouth Creek Park that parking is sufficient.

**(8.4) Annual Capital Projects Update**

Director Tomlinson presented the upcoming C.I.P. for 2025. She explained the budget process and the sales tax scoping project. This potential project would include a half-cent sales tax increase and would provide funding for 4 different projects. Director Tomlinson asked if any Commissioners would like to be part of any potential project. Commissioner Hoekstra stated she would be interested in any project and Commissioner Wegner stated she would like to be part of the permanent fieldhouse structure.

Commissioner Montgomery asked if there would be enough parking at the Community Center if a permanent fieldhouse structure were to be completed. Director Tomlinson believes there would be enough parking spaces.

**Adjournment**

Motion by Commissioner Hoekstra and seconded by Commissioner Wegner recommending adjournment of the Park and Recreation Advisory Commission meeting. With no objection, Commissioner Montgomery adjourned the meeting at 7:24 p.m.

**To:** Park and Recreation Advisory Commission

**Prepared by:** Jake Widmyer

**Reviewed by:** Jennifer Tomlinson, Director of Parks and Recreation

**Item:** **Parks Maintenance Update**

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**1. Action Requested:**

N/A

**2. Background:**

Turf and Horticulture Manager, Jason Goehring, will give an update on Parks Maintenance and operations.

**3. Budget Impact:**

N/A

**4. Attachments:**

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**To:** Park and Recreation Advisory Commission

**Prepared by:** Jake Widmyer

**Reviewed by:** Jennifer Tomlinson, Director of Parks and Recreation

**Item:** **Volunteer Update**

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**1. Action Requested:**

N/A

**2. Background:**

Volunteer Coordinator, Jackie Maas, will give an update on the City of Plymouth volunteer program and present the annual volunteer report.

**3. Budget Impact:**

N/A

**4. Attachments:**