

**CITY OF PLYMOUTH
AGENDA
Regular Parks and Recreation Advisory Board
Council Chambers
3400 Plymouth Boulevard, Plymouth, MN
November 13, 2025, 6:00 PM**

1. CALL TO ORDER

- 2. PUBLIC FORUM** - Individuals may address the board about any item not contained on the regular agenda. A maximum of three minutes is allotted per individual with a total of 15 minutes for the forum. If the full 15 minutes are not needed for the forum, the board will continue with the agenda. The board will take no official action on items discussed at the forum, with the exception of referral to staff for a future report.

3. PRESENTATIONS AND PUBLIC INFORMATION ANNOUNCEMENTS

- 3.1** Present Parks & Recreation Advisory Commission Student Member
Charlie Stensland

- 4. APPROVE AGENDA** - Parks and Recreation Advisory Board members may add items to the agenda for discussion purposes or staff direction only. The board will not normally take official action on items added to the agenda.

- 5. CONSENT AGENDA** - These items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a board member or individual so requests, in which event the item will be removed from the consent agenda and placed elsewhere on the agenda.

- 5.1** Adopt Proposed Parks & Recreation Advisory Commission Minutes from
September 11, 2025
1. Parks & Recreation Advisory Commission Minutes 09-11-2025

6. GENERAL BUSINESS

- 6.1** 2026 Parks & Recreation Advisory Commission Meeting Dates
- 6.2** Park Fees and Policy Updates
1. 1016.01.____Park_Facilities_Fees
- 6.3** Introduction to ISG

7. REPORTS AND STAFF RECOMMENDATIONS

- 7.1** Smart Tree Inventory Update

8. ADJOURNMENT



To: Parks and Recreation Advisory Board

Prepared by: Jake Widmyer, Community Center Supervisor

Reviewed by: Jennifer Tomlinson, Parks and Recreation Director

Item: **Present Parks & Recreation Advisory Commission Student Member Charlie Stensland**

1. Action Requested:

N/A

2. Background:

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

The subcommittee has recommended Wayzata High School Junior Charlie Stensland for appointment as the PRAC Student Member with a term expiring August 31, 2026. This was approved by the council on October 14, 2025.

3. Budget Impact:

N/A

4. Attachments:

**Proposed Meeting Minutes
Parks & Recreation Advisory Commission
Thursday, September 11, 2025**

MEMBERS PRESENT: Commissioners: Riley Brown, Jessica Montgomery, John McCulloch, Shailendra Singh

MEMBERS ABSENT: Commissioners: Hannah Wegner, Ann Hoekstra, Nicholas Beecher

STAFF PRESENT: Parks & Recreation Director Jennifer Tomlinson, Recreation Manager Kari Hemp, Plymouth Ice Center Manager Erik Halverson, Destination Marketing Coordinator Katie Langland, PCC Assistant Manager Jake Widmyer

COUNCIL REPRESENTATIVES: Kim Nelson, Julie Olson

CALL TO ORDER

Commissioner Jessica Montgomery called the meeting to order at 6:05 p.m.

PUBLIC FORUM

PRESENTATIONS AND PUBLIC INFORMATION ANNOUNCEMENTS

APPROVE AGENDA

(4.1) Approve Agenda

Motion by Commissioner Brown and seconded by Commissioner McCulloch recommending approval of the September 11, 2025, Park and Recreation Advisory Commission agenda. With all members voting in favor, the motion carried.

CONSENT AGENDA

(5.1) Adopt proposed Park and Recreation Advisory Commission Minutes

Motion by Commissioner McCulloch and seconded by Commissioner Brown recommending approval of the March 13, 2025, Parks and Recreation Advisory Commission minutes. With all members voting in favor, the motion carried.

(5.2) Adopt proposed Park and Recreation Advisory Commission Minutes

Motion by Commissioner McCulloch and seconded by Commissioner Brown recommending approval of the June 12, 2025, Parks and Recreation Advisory Commission minutes. With all members voting in favor, the motion carried.

GENERAL BUSINESS

REPORTS AND STAFF RECOMMENDATIONS

(7.1) Plymouth Ice Center Update

Plymouth Ice Center Manager Erik Halverson provided an update on the Plymouth Ice Center (PIC).
PIC Operations:

- 6.5 full-time employees, 30-40 part-time employees
- Open Monday-Sunday 6:00 a.m. - 11:00 p.m.
- Average 600,000 visitors per year

In 2014, the PIC had 619,747 visitors with 8,956.5 hours of ice rentals. They hosted 24 youth tournaments and had 5,241 open skate participants. The PIC is home to Wayzata Youth Hockey Association, Wayzata High School Hockey (boys and girls), Providence Academy (boys), and a Learn to Skate program.

2025 Goals include:

- Completing several capital projects such as replacing the back parking lot, dehumidification units, atrium windows, Rink B bleachers, and Rink B & C sound systems.
- Continue to work with tenants and manage relationships
- Work on asset management systems
- Fine tune operating budget for 2026 & 2027

Commissioner Singh asked about the budgets for the PIC. PIC Manager Halverson explained that the PIC is an enterprise fund meaning that the operating budget expenses must be covered from revenue generated.

Commissioner McCulloch asked about the tournaments that are hosted at the PIC. PIC Manager Halverson said that the 24 tournaments that are hosted are a mix of state, regional, and national tournaments. Mainly in-state and regional but there are teams from all over the country at times.

Parks & Recreation Director Jennifer Tomlinson gave up an update on the fourth sheet of ice project. The City recently wrapped up interviews for an architectural consultant who will attend the November Parks & Recreation Advisory Commission meeting.

(7.2) Boulevard Park (Prudential Site) Update

Parks & Recreation Director Jennifer Tomlinson gave up an update on the Prudential site which has now been renamed The Boulevard. She discussed the history of the property, the planning process, updates on the businesses, residential buildings, parking, and the park that will be completed.

- A 45,000 square foot building was constructed on 75 acres in 1980
- Prudential sold the site to Roers and Scannell in 2022
- 13.2 acres of the property will become park property

(7.3) Hello! Plymouth Destination Marketing Organization Update

Destination Marketing Coordinator Katie Langland explained what Hello! Plymouth is and what she has been working on for the past year.

- Advisory board of 8 members appointed by the City Council
- 5 members represent local businesses and 3 are City-owned amenity and economic development representatives
- Mission is to promote Plymouth’s activities and events, dining, hotels, attractions, and recreation opportunities while fostering economic impact and enhancing the quality of life.

Hello! Plymouth recently completed a brand awareness campaign that included print and digital billboards, targeted ads on social media, radio advertisements, and influencer partnerships. The Parkers Lake Tunnel now features a Hello! Plymouth Mural and there is now a Hello! Plymouth branded swing in front of City Hall created from recycled wind turbines.

ADJOURMENT

Motion by Commissioner Brown and seconded by Commissioner McCulloch recommending adjournment of the Parks and Recreation Advisory Commission meeting. With no objection, the meeting adjourned at 7:36 p.m.



To: Parks and Recreation Advisory Board

Prepared by: Jake Widmyer, Community Center Supervisor

Reviewed by: Jennifer Tomlinson, Parks and Recreation Director

Item: **2026 Parks & Recreation Advisory Commission Meeting Dates**

1. Action Requested:

The Parks & Recreation Advisory Commission is requested to review and approve the 2026 Meeting schedule.

2. Background:

The Parks & Recreation Advisory Commission is scheduled to meet six times in 2026, on the second Thursday of the month, at 6:00 p.m. to oversee plans and proposals for the city's park system and recreation programs.

The proposed 2026 Parks & Recreation Advisory Commission meeting schedule is shown below:

January 8, 2026
February 12, 2026
March 12, 2026
June 11, 2026
September 10, 2026
November 12, 2026

3. Budget Impact:

N/A

4. Attachments:

To: Parks and Recreation Advisory Board

Prepared by: Kari Hemp, Recreation Manager

Reviewed by: Jennifer Tomlinson, Parks and Recreation Director

Item: **Park Fees and Policy Updates**

1. Action Requested:

Approve proposed park fees and policy updates with final approval made by city council.

2. Background:

Plymouth Parks & Recreation strives to offer a diverse array of recreational opportunities, programs, services, and facilities to the community. These services incur maintenance costs and program expenditures, which are partially recovered through user fees. Each year, staff reviews user fees and policies to ensure they are current. The last fee adjustment occurred in September 2024. Staff is recommending minor adjustments, additions, and formatting changes to the fees.

A summary of the changes and additions is as follows:

- Damage Deposits have been renamed to Compliance and Damage Deposits to better ensure accountability among renters. Some deposits have been increased to provide better protection for our facilities and ensure adherence to rules and regulations.
- The Green Room Fee at the Northwest Greenway has been removed, with the regular fee now reflecting the inclusion of the green room in all rentals.
- The Hilde Performance Green Room rental has been deleted due to the green room not being constructed this year.
- Facility fees have been streamlined by eliminating the Corporate rate, extra decimal points, and outdated fees.
- Fees for the Wayzata East Middle School Pool have been added, as we are now operating this facility.
- Plymouth Community Center (PCC) fees have been updated to include a discount for January-March rentals of the Plymouth Room, with police fees moved under the PCC category, and adjustments made to playground

admission and birthday party rates.

- Plymouth Ice Center fees have been adjusted to reflect increasing operational costs.

These proposed changes are aimed at better aligning our fee structure with current operational needs and ensuring the continued provision of high-quality recreational services to the community.

3. Budget Impact:

The proposed amendments are anticipated to enhance the 2026 budgeted revenues by approximately \$71,000. The breakdown is as follows:

- Recreation Budget: \$20,000
- Plymouth Community Center Budget: \$30,000
- Plymouth Ice Center Budget: \$21,000

4. Attachments:

1. 1016.01.____Park_Facilities_Fees

Facility	Dates Available	Reservations Available	Times	Residents	Non-Residents	Plymouth Non-Corporate	Corporate
Bass Lake Building							
Full Day Rental	Jan. 1 - Dec 31	90 days prior to date	9a-9p	\$200	\$230	\$170	N/A
Compliance/Damage Deposit				\$200 \$250	\$200 \$250	\$200 \$250	N/A
Parkers Lake Building							
Full Day Rental	Jan. 1 - Dec 31	90 days prior to date	9a-9p	\$200	\$230	\$170	N/A
Compliance/Damage Deposit				\$200 \$250	\$200 \$250	\$200 \$250	N/A
Northwest Greenway Pavilion							
Half Day Rental	May - October	January 1	9a-2p or 4p-9p	\$200 \$250	\$225 \$300	\$175 \$225	N/A
Full Day Rental	May - October	January 1	9a-9p	\$325	\$360	\$300	N/A
Compliance/Damage Deposit				\$200 \$250	\$200 \$250	\$200 \$250	N/A
Green-Room Rental	May - October	January 1	9a-9p	\$50	\$75	\$50	N/A
Special Event Hourly Rate	May - October	January 1	7a-10p	\$200	\$225	\$175	N/A
Parkers Lake North Picnic Shelter							
Half Day rental	May - October	January 1st	9a-2p or 4p-9p	\$125	\$150	\$100	N/A
Full Day Rental	May - October	January 1st	9a-9p	\$200	\$225	\$175	N/A
Compliance/Damage Deposit				\$100	\$100	\$100	N/A
East Medicine Lake Picnic Shelter							
Half Day Rental	May - September	January 1	9a-2p or 4p-9p	\$125	\$150	\$100	N/A
Full Day Rental	May - September	January 1	9a-9p	\$200	\$225	\$175	N/A
Compliance/Damage Deposit				\$100 \$200	\$100 \$200	\$100 \$200	N/A

West Medicine Lake Picnic Shelters							
Full Day Rental	May— October	January 1	9a—9p	\$60.00	\$95.00	\$30.00	N/A
Compliance/Damage Deposit				100.00	100.00	100.00	N/A
Hilde Performance Center							
Hourly Rate	May 1- October 15	January 15	6a-11p (2 hr. min.)	\$200	\$250	\$175	N/A
Green Room Day Rate	May 1- October 15	January 15	6a-11p	\$200	\$250	\$200	N/A
Compliance/Damage Deposit				\$500 \$750	\$500 \$750	\$500 \$750	N/A
Park Facility Rental Fees							
Personnel Hourly Fee				\$25	\$25	\$25	N/A
Special Event Fee (0-150 people)				\$60	\$60	\$60	N/A
Special Event Fee (151 or more)				\$125	\$125	\$125	N/A
Food Truck Permit for Rentals				\$30	\$30	\$30	N/A
Wayzata East Middle School Pool Fees							
Exclusive Pool Rental Hourly Fee				\$150	\$150	\$150	
Compliance/Damage Deposit				\$100	\$100	\$100	
Lifeguard Hourly Rate				\$25	\$25	\$25	
Pool Admission Daily Rate				\$5	\$5	\$5	
Pool Admission Punch Pass (10 passes/includes tax)				\$45	\$45	\$45	

Pool Admission Punch Pass (20 passes/includes tax)				\$90	\$90	\$90	
Personal Watercraft Racks							
Parkers Lake, Medicine Lake, Mooney Lake, Pomerleau Lake	May 1- Oct 15	April 1		\$85	N/A	N/A	N/A
Dock Permits							
Yearly Fee	Jan. 1— Dec 31			\$25.00	N/A	N/A	N/A
Park Access Permit							
One Time User Fee				\$75 100	\$75 100	N/A	N/A
Park Facilities							
Outdoor Fields and Rink Hourly Rate	Year Round	N/A	Varies	\$35	\$40	\$35	N/A
Outdoor Fields and Rink Daily Rate	Year Round	N/A	Varies	\$140	\$155	\$140	N/A
Outdoor Courts Hourly Rate/Court	April- October	N/A	Varies	\$15	\$17	\$15	N/A
Indoor Courts Hourly Rate	Year Around	N/A	Varies	\$45	\$50	\$45	N/A
Disc Golf Hourly Rate	April- October	N/A	Varies	\$10	\$10	\$10	N/A
Field/Rink Lights Hourly Rate	Year Round	N/A	Varies	\$30	\$30	\$30	N/A
Field Set Up Fee	Mid- Late April-Mid October	N/A	Varies	\$45 \$48	\$45 \$48	\$45 \$48	N/A
Attendant Hourly Rate	Year Round	N/A	Varies	\$25	\$25	\$25	N/A
Artificial Turf Field Hourly Rate	Mid- Late April-Mid October	N/A	Varies	\$60	\$66	\$60	N/A

Artificial Turf Field Daily Rate	Mid- Late April-Mid October	N/A	Varies	\$230	\$255	\$230	N/A
Millennium Garden							
Friday, Saturday and Sunday 4-hour time block	May 1- October 31st	Res. 24 months prior Non-Res. 18 months prior	8a-9p	\$515 \$530	\$620 \$640	\$515 \$530	
Compliance/Damage Deposit				\$500	\$500	\$500	
Police Officer Hourly Rate (Groups larger than 200 and/or alcohol served)				\$100 \$135	\$100 \$135	\$100 \$100	
Plymouth Community Center							
Full Plymouth Room Daily Rate	April-Dec Fri—Sat	Res. 24 months prior Non-Res. 18 months prior	10a—10p midnight	\$3,350 \$3450	\$3,700.00 \$3810	\$3,350.00 \$3450	
Full Plymouth Room Daily Rate	Jan-March Fri—Sat	Res. 24 months prior Non-Res. 18 months prior	10a-midnight	\$2950	\$3310	\$2950	
Full Plymouth Room Daily Rate	April-Dec Sunday	Res. 24 months prior Non-Res. 18 months prior	10a—midnight 10pm	2,850.00 \$2950	3,200.00 \$3300	2,850.00 \$2950	
Full Plymouth Room Daily Rate	Jan-March Sunday	Res. 24 months prior Non-Res. 18 months prior	10a-10pm	\$2450	\$2800	\$2450	
Full Plymouth Room Daily Rate	Mon—Th	Res. 24 months prior Non-Res. 18 months prior	10a—10p	\$1,000.00 \$1100	\$1,175.00 \$1275	\$1,000.00 \$1100	
Half Plymouth Room Daily Rate	Mon—Th	Res. 24 months prior Non-Res. 18 months prior	8a—9p	\$700.00 0	\$825.00 0	\$700.00 0	
Police Officer Hourly Rate (Groups larger				\$100 \$135	\$100 \$135	\$100 \$100	

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(Supp. No. 7 Upd 2)

than 200 and/or alcohol served)							
Plymouth Room Compliance/Damage Deposit				750.00	750.00	750.00	
Theater Hourly Rate (2 hour minimum)		Res. 24 months prior Non-Res. 18 months prior	8a—9p	125.00	160.00	125.00	
Theater Light & Sound Board Flat Rate				200.00	200.00	200.00	
Multipurpose Event Rooms (Aspen, Birch and Cedar) Hourly Rate (2 hour minimum)		Res. 24 months prior Non-Res. 18 months prior		65.00	80.00	65.00	
Conference Rooms Hourly Rate (2 hour minimum)		3 months in advance Res. 24 months prior Non-Res. 18 months prior		30.00	40.00	30.00	
Classrooms (2 hour minimum)		3 months in advance		65.00	80.00	65.00	
Green Rooms-Daily Rate		Res. 24 months prior Non-Res. 18 months prior	8a—10p	500.00 \$700	625.00 \$825	700.00 \$700	
Gymnasium Hourly Rate (2 hour minimum/gym)		3 months in advance		\$60.00	\$75.00	\$60.00	
Meeting/Conference/ Green Room Compliance/Damage Deposit (2 hour minimum)				\$100.00 0	\$100.00 0	\$100.00 0	
East Deck Hourly Rental (2-hour minimum)				40.00	50.00	40.00	

Personnel Hourly Fee				\$25 \$30	\$25 \$30	\$25 \$30	
Playground/Open Play Admission (includes tax)				\$6 \$7	\$8 \$9	\$6 \$7	
Playground Admission - Group Rate (10 or more/includes tax)				\$5.00 \$6	\$7.00 \$8	\$5.00 \$6	
Playground Admission Punch Pass (10 passes/includes tax)				\$54 \$63	\$72 \$81	\$54 \$63	
Playground Admission Punch Pass (20 passes/includes tax)				\$108 \$126	\$144 \$162	\$108 \$126	
Exclusive Playground Party				\$335 \$345	\$412 \$425	\$335 \$345	
Birthday Parties (10/passes/includes tax) - 2 hours				\$185 \$195	\$220 \$230	\$185 \$195	
Party Room Compliance/Damage Deposit				\$25	\$25	\$25	
Plymouth Ice Center* <i>Effective January 1¹</i>							
Early Morning Hourly Rate	Sept-Aug		6a-8a M-F	\$150 \$160	\$150	\$150	
Day Prime Time Hourly Rate	Sept-March		8a-3p M-F	\$190 \$200	\$190	\$190	
Prime Time Hourly Rate	Sept-March		3p-Midnight M-F and 6a-Midnight Sa-Su	\$265 \$275	\$265	\$265	N/A

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Facility	Dates Available	Reservations Available	Times	Residents	Non-Residents	Plymouth Non-profit	Corporate
High School Games Hourly Rate		Wayzata/Providence		\$350 \$365	\$350	\$350	
Holiday Hourly Rate			Martin Luther King, President's, Veterans, Juneteenth, Thanksgiving, and Christmas Eve	\$280 \$295	\$280	\$280	
Off Season Hourly Rate	April-August		8a-Midnight M-Su	\$220 \$240	\$220	\$220	N/A
Plymouth Community Center Fieldhouse* <i>Effective June 1st, 2026</i> November 1st							
Full Field Prime Time Hourly Rate	November-April	August	5-10p (M-F) 7a-10p (Sa, Su, Hol)	\$380.00	\$420.00	N/A	N/A
Half Field Prime Time Hourly Rate	November-April	August	5-10p (M-F) 7a-10p (Sa, Su, Hol)	\$230.00	\$255.00	N/A	N/A
Full Field Non-Prime Time Hourly Rate	November-April	August	7:30a-5p (M-F)	\$200	\$225	N/A	N/A
Half Field Non-Prime Time Hourly Rate	M-F	August	7:30a-5p (M-F)	\$100	\$125	N/A	N/A

1016.01. Park Facilities Fees.

* Facility Manager has the authority to adjust an hourly fee within 48 hours of a potential rental date or during non-peak months of November-March if the facility is still available for rent.

* State sales tax will be added per state statute.

1. Plymouth Ice Center fees, as amended by Ord. No. 2024-23, shall become effective January 1, ~~2025~~ 2026

2. Plymouth Community Center Fieldhouse fees, as amended by Ord. No. 2024-23, shall become effective June 1, ~~2025~~ 2026

(Ord. 2011-29, 10/25/2011; Ord. 2018-18, 9/25/2018; Ord. 2018-20, 12/11/2018; Ord. No. 2021-13, §§ 1, 2, 6/22/2021; Ord. No. 2022-08 § 1, 5/24/2022; Ord. No. 2022-19, § 4, 12/13/2022; Ord. No. 2023-16, § 1, 10/10/2023; Ord. No. 2024-23, § 1, 9/24/2024)

Editor's note(s)—To preserve the style of section numbers in this Code, and at the editor's discretion, this table has been designated as § 1016.01.



To: Parks and Recreation Advisory Board

Prepared by: Jake Widmyer, Community Center Supervisor

Reviewed by: Jennifer Tomlinson, Parks and Recreation Director

Item: **Introduction to ISG**

1. Action Requested:

2. Background:

The city has contracted with ISG, Inc. to complete schematic designs for potential sales-tax-funded projects. ISG will present preliminary concepts based on projected growth in city programs and needs as outlined by user groups.

3. Budget Impact:

4. Attachments:



To: Parks and Recreation Advisory Board

Prepared by: Jake Widmyer, Community Center Supervisor

Reviewed by: Jennifer Tomlinson, Parks and Recreation Director

Item: **Smart Tree Inventory Update**

1. Action Requested:

N/A

2. Background:

Paul Buck, the City Forester will provide a demonstration on the first data that the city has received from the Smart Tree Inventory.

3. Budget Impact:

N/A

4. Attachments: