

**CITY OF PLYMOUTH
AGENDA
Special City Council
Medicine Lake Room
3400 Plymouth Boulevard, Plymouth, MN
March 10, 2026, 5:00 PM**

1. CALL TO ORDER

2. TOPICS

- 2.1** Discuss proposed amenities at Four Seasons Regional Sports Complex
 - 1. Presentation

- 2.2** Review policy on vendor selection and request for proposals
 - 1. Presentation

- 2.3** Set future study sessions and agenda topics
 - 1. Calendar

3. ADJOURNMENT

To: Dave Callister, City Manager

Prepared by: Jennifer Tomlinson, Parks and Recreation Director

Reviewed by: Amanda Kaufman, Deputy City Manager

Item: **Discuss proposed amenities at Four Seasons Regional Sports Complex**

1. Action Requested:

Direction on inclusion of covered refrigerated outdoor rink at the Four Seasons Regional Sports complex.

2. Background:

At the December 9, 2025, regular city council meeting, representatives from the Minnesota Wild and the Armstrong Cooper Hockey Association testified at the public forum, requesting consideration of a covered outdoor refrigerated rink at the Four Seasons site. During the council discussion on January 13, 2026, council added \$5 million to the requested budget for the proposed Four Seasons site for potential inclusion of additional amenities. This amount was added to the resolution in support of requesting a local sales tax from the legislature. This amount was a midpoint estimate for construction from our consultant. Staff did not have time to conduct a more thorough investigation into the costs associated with construction. At the time, staff also did not have time to prepare background information on the operating impacts of a covered refrigerated outdoor rink. Staff has now prepared information for potential inclusion of a covered refrigerated outdoor rink and will present comparable models and examples.

3. Budget Impact:

Not applicable.

4. Attachments:

1. Presentation



Four Seasons request for covered outdoor rink

Jennifer Tomlinson, Parks and Recreation Director



Agenda

- Overview
- Request
- Covered Refrigerated Outdoor Rink examples
- Proposed operating model
- Direction

Overview

- At the December 9, 2025, regular city council meeting, representatives from the MN Wild and the Armstrong Cooper Hockey Association testified at the public forum requesting consideration of a covered outdoor refrigerated rink at the Four Seasons Site.
- During the council discussion on January 13, 2026, council added \$5 million to the requested budget for the proposed Four Seasons site for potential inclusion of additional amenities.
- At the time, staff did not have time to prepare background information on operating impacts of inclusion of a covered refrigerated outdoor rink.
- Staff has prepared information for potential inclusion of a covered refrigerated outdoor rink and will present comparable models and examples



Request

- Armstrong Cooper Hockey Association is requesting the addition of a covered refrigerated outdoor rink at the proposed Four Seasons regional sports complex

Covered Outdoor Refrigerated Rinks

- Delano
 - All use is for Delano Youth Hockey Association or special events put on by Parks and Recreation. Connected to existing rink with shared refrigeration, warming house and team rooms
- Wilmar
 - Covered Outdoor nonrefrigerated ice rink
 - Open to the public-weather permitting
 - No fees and no rentals
 - Resurfaced daily, located very close to existing rink
- Albert Lea
 - Under construction
- St Louis Park
 - SLPYA donated \$1.95 million over 16 years
 - SLPYA were required to purchase a minimum of 150 hours at a reduced hourly rate
 - Rental rate for ice is \$180 per hour

Covered Refrigerated Outdoor Rinks-examples

- Eagan Goat Hill
 - Eagan Youth Hockey(EYH) contributed \$1.3 Million to construction of the covered outdoor refrigerated rink
 - EYH has priority ice time Monday- Friday from 5pm-9pm. EYH is allowed up to 500 hours of ice time but has not hit that amount yet
 - Open to community outside of that time. Recreation programs events 2 days during the season (Monday-Friday).
 - Not charging rental fees as their other outdoor rinks have been unreliable for community use.
 - Parks and Rec responsible for operation and expenses.
 - Ice Open (Mid November – March) weather permitting.



PROPOSED PARKING COUNTS

OFF-STREET PARKING:	250 STALLS
ON-STREET PARKING:	30 STALLS



ISG
 Architecture
 Engineering
 Environmental
 Planning
 ISGinc.com

FOUR SEASONS SITE ATHLETIC COMPLEX

PLYMOUTH, MN | #33499

MARCH 3, 2026



BIRDSEYE VIEW - SOUTHWEST



PARK + TRANSIT ENTRANCE



ISG

Architecture
Engineering
Environmental
Planning
ISGinc.com

FOUR SEASONS SITE ATHLETIC COMPLEX

PLYMOUTH, MN | #33499

MARCH 3, 2026

COVERED ICE RINK



Key additions

Original proposal

- 3 soccer fields
- 1 park maintenance building
- 1 transit/restroom/shelter concession building
- 200 parking spaces
- Playground, walking path

Proposal with Rink

- 3 soccer fields
- 1 building housing all supportive uses including transit, restrooms, concessions, warming house, team rooms, refrigeration plant, maintenance
- 230 parking spaces
- Playground, walking path

Four Seasons operational impacts-original

- New expenses will be included in the FY 28/29 operating budget

Four Seasons Maintenance Impact Statement

Four Seasons One time and Operational Costs

Expenses	One Time
Tractor	\$100,000
Golf Cart	\$20,000
Groomer	\$10,000
Sweeper	\$10,000
Magnet	\$1,500
Robot painter	\$30,000
Sprayer	\$15,000
Supplies	\$10,000
Total	\$196,500
Ongoing Expenses	
1 additional maintenance worker	\$100,000
Seasonal employees	\$35,000
supplies	\$10,000
additional property insurance	\$7,000
Ongoing expenses	\$ 152,000



Four Seasons-with rink addition

Four Seasons Maintenance Impact Statement

Four Seasons One time and Operational Costs

Expenses	One Time
Tractor	\$100,000
Golf Cart	\$20,000
Groomer	\$10,000
Sweeper	\$10,000
Magnet	\$1,500
Robot painter	\$30,000
Sprayer	\$15,000
Supplies	\$10,000
Propane Zamboni	\$150,000
Backup batteries for electric zamboni	\$20,000
Total	\$366,500
Ongoing Expenses	
1 additional maintenance worker	\$100,000
Seasonal Employees	\$130,000
supplies	\$10,000
Electricity	\$68,000
additional property insurance	\$10,000
Total	\$318,000



Four Seasons covered outdoor rink-operating model

Ice Rink season

October 1-April 1

Proposed rink hours

Monday-Friday 4pm-10pm

Saturday and Sunday 8am-10pm

Summer months provide additional programming opportunities from farmers markets to roller, street hockey, summer camps, shaded yoga classes, futsal, community events.

Policy direction

Is there support for inclusion of a covered refrigerated outdoor rink at the proposed Four Seasons Regional Complex?

Next steps will include working with Armstrong Cooper Youth Hockey Association on agreement outlining a contribution to the project and use and reaching out the Minnesota Wild Foundation for information on their community grant program.

To: Dave Callister, City Manager

Prepared by: Amanda Kaufman, Deputy City Manager

Reviewed by:

Item: **Review policy on vendor selection and request for proposals**

1. Action Requested:

Review policy on vendor selection and request for proposals.

2. Background:

Council requested a study session to review the city's policy on vendor selection and request for proposals. Council last reviewed this topic at the October 10, 2023 study session as part of a larger council policy review and adopted a purchasing policy on February 20, 2024.

The city's purchasing policy establishes a clear, legally compliant framework for how the city procures goods and services, ensuring expenditures serve a public purpose, follow statutory authority and adhere to proper procedures. It outlines approval thresholds, bidding requirements under Uniform Municipal Contract Law, and when City Council authorization is required, while prohibiting practices such as bid splitting. The policy also addresses cooperative purchasing, professional services, federal awards, emergency purchases, bonding requirements and payment processing to promote transparency, fiscal accountability and fair competition. Overall, it ensures the city's purchasing practices are efficient, unbiased and aligned with state law and sound financial management principles.

State statute does not require advertisement of bids or sealed bids for professional services such as those of engineers, lawyers, architects, accountants and other services requiring technical, scientific or professional training. The city's purchasing policy recommends that proposals be obtained through a request for proposal (RFP) process when such a process would provide the city with increased quality or a decreased price. Contracts for professional services shall be made only with

responsible consultants who have the capability to successfully fulfill the contractual requirements. Consideration shall be given to their past performance and experience, their financial capacity to complete the project, the availability of personnel, and other appropriate criteria. When dealing with service providers with whom the city may wish to establish a long-term relationship, the formal RFP process for that service will be periodically initiated. Review at that point in time shall not preclude a current service provider from resubmitting for consideration.

3. Budget Impact:

Not applicable.

4. Attachments:

- 1. Presentation



Vendor Selection Policy Review

Special Council Meeting March 10, 2026



Vendor Selection Guidelines for Professional Services

- State law does not require cities to use competitive bidding for professional services such as
 - Engineers, lawyers, architects, accountants
 - Other services requiring technical, scientific or professional training (e.g., refuse hauling, janitorial, snow plowing, yard waste, landscaping)
- It is best practice to periodically RFP for the certain services. A current provider is not excluded from consideration

Purchasing Policy & Procedures: Professional Services excerpt

POLICY



Professional Services

State statute does not require advertisement of bids or sealed bids for professional services such as those of engineers, lawyers, architects, accountants and other services requiring technical, scientific or professional training. It is recommended that proposals be obtained through a request for proposal (RFP) process when such a process would provide the city with increased quality of a decreased price. Contracts for professional services shall be made only with responsible consultants who have the capability to successfully fulfill the contractual requirements. Consideration shall be given to their past performance and experience, their financial capacity to complete the project, the availability of personnel and other appropriate criteria.

When dealing with service providers with whom the city may wish to establish a long-term relationship, the formal RFP process for that service will be periodically initiated. Review at that point in time shall not preclude a current service provider from resubmitting for consideration. Examples of service providers with long-term relationships include legal and audit services.

Examples of Long-Term Professional Services

- Legal (1994)
- Lobbying services (2019)
- Hennepin County Assessing (2014)
- Audit, MMKR (2010)
- Banking, US Bank (2015)
- Property/Casualty Ins.(2025)
- Safety consultant (2008)
- Benefits agent (2015)
- Fiscal Agent, Ehlers (2008)
- Bond and TIF Counsel, Taft (2015)
- Various engineering consultants
- Fire equipment testing (e.g., ladder, fire pump, SCBA, compressor, etc.) (6-20 year relationships)
- Various IT consultants (3-10 year relationships)
- Park & Recreation class contractors

Examples - Public Works

- Street & utility capital projects
 - Multiple firms provide services for the city.
 - Utilize RFPs with larger scale projects (ex. Chankahda Tr, Station 73 Trip, etc.)
 - Direct selection based on type of project, experience with the firm and the ability to complete projects.
- Facility capital projects
 - Longer term contracts where feasible for routine maintenance support.
 - Smaller support based on relationships and knowledge of the system.
 - Large projects involve a procurement process (ex. RJM Construction Manager with PCC/Fire Stations construction).

Proposed Timeline For Consideration

- 2027
 - Legal RFP
 - Review Public Works/Engineering processes
 - Review Parks & Recreation processes
- 2028
 - Bond and TIF Counsel RFP
- 2029
 - Audit RFP (post system conversion)
- 2030
 - Banking RFP (post system conversion)
- 2031
 - Property/Casualty Insurance

Questions & Feedback

To: Dave Callister, City Manager

Prepared by: Jodi Gallup, City Clerk

Reviewed by: Amanda Kaufman, Deputy City Manager

Item: **Set future study sessions and agenda topics**

1. Action Requested:

Schedule future study sessions and agenda topics.

2. Background:

- A. Pending study session topics (at least three council members have approved the following items on the list):
- None at this time
- B. Council requests for study session topics.
- C. Staff requests for study session topics and/or changes:
- Budget/Capital Improvement Plan study session #1 on August 25 at 5 p.m.
 - Budget/Capital Improvement Plan study session #2 on September 8 at 5 p.m.
 - Budget/Capital Improvement Plan study session #3 on October 27 at 5 p.m.
- D. Additional logistical considerations:
- Discuss opening on Bassett Creek Watershed Management Organization

3. Budget Impact:

Not applicable.

4. Attachments:

1. Calendar

SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4 7:00 PM PLANNING COMMISSION MEETING Council Chambers	5	6 8:30 AM COUNCIL WORKSHOP Plymouth Community Center Cedar Room	7
8	9	10 5:00 PM SPECIAL COUNCIL MEETING Policy on request for proposals/ Proposed amenities at Four Seasons Regional Sports Complex Medicine Lake Room 7:00 PM REGULAR COUNCIL MEETING Council Chambers	11 7:00 PM ENVIRONMENTAL QUALITY COMMITTEE MEETING Medicine Lake Room	12 6:00 PM PARKS & REC ADVISORY COMMISSION MEETING Council Chambers	13	14
15	16	17	18 7:00 PM PLANNING COMMISSION MEETING Council Chambers	19	20	21
22	23	24 7:00 PM REGULAR COUNCIL MEETING Council Chambers	25	26 7:00 PM HOUSING AND REDEVELOPMENT AUTHORITY MEETING Council Chambers	27	28
29	30	31				

SUN	MON	TUES	WED	THUR	FRI	SAT
			1 7:00 PM PLANNING COMMISSION MEETING Council Chambers	2	3	4
5	6	7	8 7:00 PM ENVIRONMENTAL QUALITY COMMITTEE MEETING Medicine Lake Room	9	10	11
12	13 5:00 PM SPECIAL COUNCIL MEETING Review park dedication and park replacement funds/ Transportation and transit update Medicine Lake Room 7:00 PM REGULAR COUNCIL MEETING Council Chambers	14	15 10:00 AM DESTINATION MARKETING ORGANIZATION ADVISORY BOARD MEETING Mooney Lake Room 7:00 PM PLANNING COMMISSION MEETING Council Chambers	16	17	18
19	20	21	22	23 7:00 PM HOUSING AND REDEVELOPMENT AUTHORITY MEETING Council Chambers	24	25
26	27	28 7:00 PM REGULAR COUNCIL MEETING Council Chambers	29	30		

SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	6 7:00 PM PLANNING COMMISSION MEETING Council Chambers	7	8	9
10	11	12 5:00 PM JOINT COUNCIL/ PLANNING COMMISSION SPECIAL MEETING 2050 Comprehensive Plan Workshop Medicine Lake Room 7:00 PM REGULAR COUNCIL MEETING Council Chambers	13 7:00 PM ENVIRONMENTAL QUALITY COMMITTEE MEETING Medicine Lake Room	14	15	16
17	18	19	20 7:00 PM PLANNING COMMISSION MEETING Council Chambers	21	22	23
24	25 MEMORIAL DAY CITY OFFICES CLOSED	26 7:00 PM REGULAR COUNCIL MEETING Council Chambers	27	28 7:00 PM HOUSING AND REDEVELOPMENT AUTHORITY MEETING Council Chambers	29	30
31						