

**CITY OF PLYMOUTH
AGENDA
SPECIAL COUNCIL MEETING
JANUARY 26, 2016, 5:30 p.m.
MEDICINE LAKE CONFERENCE ROOM**

1. CALL TO ORDER

2. TOPICS

- A. Benson Family barn donation
- B. Revenue from paid events at the Hilde Performance Center
- C. Set Future Study Sessions

3. ADJOURN

**SPECIAL
COUNCIL MEETING**

January 26, 2016

To: Dave Callister, City Manager

Prepared by: Diane Evans, Director Parks and Recreation

Reviewed by:

Item: Benson Family Barn Donation

1. ACTION REQUESTED:

Staff is requesting direction from the City Council regarding the Benson Family Barn (built in 1903) located at 5215 Vicksburg Lane North.

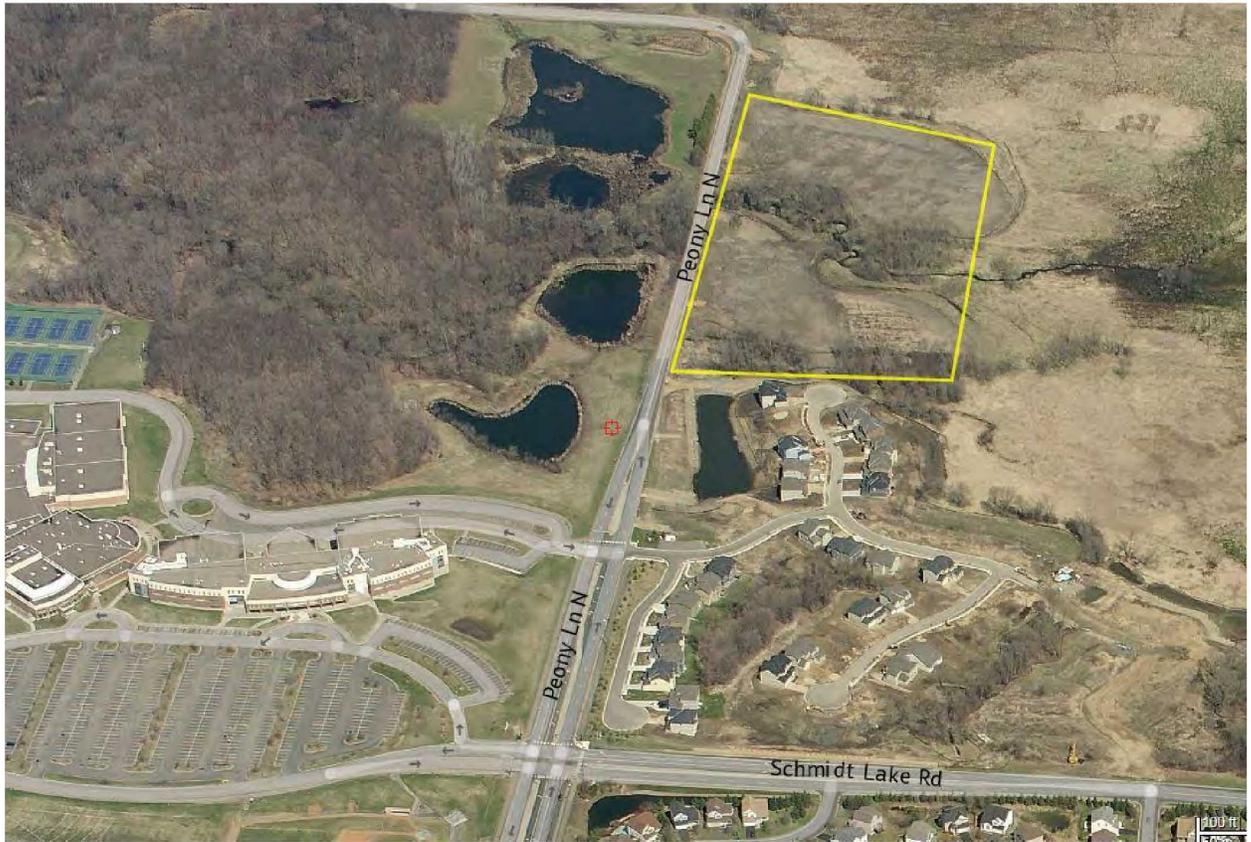
2. BACKGROUND:

This past fall, Jon and Mary Benson contacted staff expressing interest in donating their barn to the City of Plymouth. The Benson barn is located on the west side of Vicksburg Lane, just south of the railroad crossing.



After receiving the donation offer, staff solicited the services of Miller Dunwiddie Architecture and SRF Consulting Group to evaluate the integrity of the Benson barn, provide options for its use, prepare cost estimates and develop conceptual plans for use of the barn as a three season picnic shelter on the Northwest Greenway's (NWG) southern trailhead. The analysis report is attached.

The NWG southern trailhead (outlined in yellow on the aerial photo below) is located just north of Schmidt Lake Road on Peony Lane North. Wayzata High School can be seen just to the southwest of the trailhead.



Staff is requesting direction from the City Council regarding the Benson Barn. Options include:

- Accept the barn and relocate to the Northwest Greenway property
- Do not accept the donation, but complete a photographic documentation of the barn
- Do not accept the donation

If the City Council would like to accept the Benson barn donation, it would need to be relocated to the NWG trailhead property prior to June 1, 2016 to avoid construction conflicts on Vicksburg Lane.

3. BUDGET IMPACT:

This project is not scheduled in the 2016 Capital Improvement Program and does not have an identified funding source. If the City Council would like to proceed with the Benson Barn donation, the project would be completed in two phases. Phase one would relocate the Benson Barn onto park property and place the structure on a foundation. The estimated cost for phase one is \$260,000. Phase two of the project would provide for the repair/renovation of the barn and necessary construction improvements to transition it into a three season picnic shelter. Estimated costs for phase two is \$255,000 - \$315,000. The total project cost is estimated at \$515,000- \$575,000.

4. ATTACHMENTS:

Benson Barn/NWG Trailhead Analysis



Benson Barn / Peony Lane Trailhead Analysis Northwest Greenway Trail

City of Plymouth, Minnesota



DRAFT January 15, 2016

Prepared by:



miller dunwiddie
ARCHITECTURE

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Introduction

The Northwest Greenway is a continuous corridor of parks and open space that the City of Plymouth has protected from development for the use and enjoyment by its citizens. The Northwest Greenway extends from Cheshire Parkway to Peony Lane. A trail system is being developed that will link neighborhoods, parks, local and regional trails and community services including schools and community centers. This report provides refinements in the planning and design of two proposed trailheads located adjacent to Peony Lane to arrive up on a preferred site plan for each trailhead and to determine the likely costs of implementation. A large component of the work includes the general evaluation of a barn structure, and its potential relocation and reuse within one of the trailhead locations.

Site Development Program

The project team evaluated the existing physical characteristics of the north and south trailhead sites along Peony Lane, including wetland boundaries, topography, vegetation and existing roadways and trails to prepare base drawings on which to develop programming concepts. The project team also developed a site program matrix (Figure 1) for each trailhead. Elements considered for trailhead programming included the type and frequency of events, the type and volume of trail users, parking demand, need for water and sanitary utilities, building structures and their function, user amenities, and opportunities for historic, natural and cultural interpretation.

Concept Plans

The project team developed two concepts for each north and south trailhead, applying the intended site development program proposed for each site. Plymouth Parks and Recreation staff reviewed the concept plans with the project team. A single, revised concept was developed for each trailhead site based on the input provided by city staff.

The south trailhead (Figure 2) is the larger site and includes a parking lot for 100 vehicles adjacent to a three-season picnic shelter. The area includes a hardscape plaza, which could be used for an event tent, food trucks and additional portable toilets for accommodating large groups of people for special events. A pedestrian boardwalk and the Northwest Greenway Trail connect to the southern end of the trailhead site where a separate 50-space parking lot is situated next to two picnic shelters and an adventure playground. The picnic shelters will accommodate up to 20 people and could be reserved ahead of time by groups.

The north trailhead (Figure 3) includes a parking lot for 125 vehicles and a large, four-season building. The Northwest Greenway extends around the trailhead site and connects with an elevated wetland overlook viewing platform. An at-grade crossing across Peony Lane is located at the entrance to the parking lot to provide pedestrian access to the west side trail, future park and elementary school.

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Barn Evaluation

Miller Dunwiddie Architecture, as a member of the project team, provided an assessment of the existing farmstead barn located along Vicksburg Lane, evaluating existing conditions, design opportunities and probable costs. The barn is being considered the City for relocation and future use at the south trailhead along Peony Lane. Miller Dunwiddie Architecture prepared the attached memorandum that includes options for reuse of the barn.

ELEMENT	SOUTH TRAILHEAD	NORTH TRAILHEAD
Infrastructure		
3-season picnic shelter w/restrooms	X	
4-season arts/programming building		X
Small picnic shelters (2)	X	
Parking for 4-Season Building (125)		X
Parking for 3-Season Building (100)	X	
Parking for 2 small picnic shelters (50)	X	
Bus/car drop-off area	X	X
Parking shuttle access	X	
Pulloff/parking for food trucks	X	
Peony Lane pedestrian crossing		X
Tent pad for events	X	
Portable toilet pad/area for events	X	
Water/sewer/electical service	X	X
Lighting	X	X
Trail		
Trail connections	X	X
Kiosk for trail map	X	X
Rest stop (bench, bike rack, trash receptacle)	X	X
Fixit station	X	
Other		
Adventure playground	X	
Event staging area	X	X
Information/historical elements kiosk		X
Wetland viewing tower/blind		X
Wetland boardwalk	X	X
Seasonal decorations w/supporting utilities	X	X

Figure 1: Trailhead Element Matrix



Figure 2: South Trailhead Concept



Figure 3: North Trailhead Concept

Date: 15 January 2016

Project: Park Picnic Shelter/Assembly Structure
City of Plymouth

RE: General Information:
Options to move building and adapt for park assembly or new construction for park assembly

Relocation and Use of Vicksburg Barn

Background Information

Based on available documents the barn is on part of the property purchased from the railroad in 1892 by P. Cavanaugh. The exact date of the barn's construction has not been verified but based on family history the construction was 1903. There are other earlier dates also associated with the construction of the barn but their origin is unknown. Based on the visible evidence the barn does not appear to have any additions and appears to have been built at one time. There are visible changes, the most notable being modern day additions and modifications.

The interior wood structure of the barn does have integrity of detail and although there have been modifications to the building; this detail is still intact and largely unmodified. The property has been reviewed by SHPO and the Plymouth Historical Society and currently there is no historic designation or significance noted for this structure. It is unclear if a survey of the interior has ever been completed.

Considerations

Since the structure is not currently noted or designated historic by at least two of the main bodies that typically would make this designated at either the city or state level, there is no mandate to treat this building as a historic property. If this property was considered 'historic' there is still no limitation as to the options, however, there would be requirements related to recordation prior to its demolition. The recordation requirements are often met with photographic documentation of the building and its features.

Vicksburg Barn Options

Option 1 – Photographic documentation of building prior to being demolished by others

Photographic documentation of building by City for Plymouth Historical Society archives - \$1,500

There is no mandate or requirement for this documentation but may be of interest to the community to retain images of the building.

Option 2 – Relocated barn used as picnic shelter. Designs shown with code compliant toilet facilities and storage appropriately sized for this type of facility.

Step 1 – Move building to City Property (no use other than possibly storage) Total \$260,000*

Remove and salvage stable walls and doors - \$3,500 allowance

Move upper portion of building - \$30,000 to \$34,000 estimate from Larry Stubbs, *does not include cost associated with wire drops at power lines and street lines.

Provide new foundation, slab, structural wall at first floor of building and replace roof - \$220,000 construction allowance.

Step 2 – Building Renovation

Concept E.A1 - **Total \$515,000****

- a. Designed as a 3 season picnic/assembly structure. \$255,000 + \$260,000 = \$515,000
- b. Exposed siding and structure at interior.
- c. Provide toilet facilities and storage as shown on concept plan A1
- d. Provide basic power and lighting within open area – exposed conduit
- e. Adjacent/connected outdoor patio

Concept E.B1 - **Total \$555,000****

- a. Designed as a 3 season picnic/assembly structure. \$295,000 + \$260,000 = \$555,000
- b. Exposed siding and structure at interior.
- c. Provide toilet facilities and storage as addition to barn as shown on concept plan B1
- d. Provide basic power and lighting within open area – exposed conduit
- e. Adjacent/connected outdoor patio

Concept E.C1 - **Total \$575,000****

- a. Designed as a 3 season picnic/assembly structure. \$315,000 + \$260,000 = \$575,000
- b. Exposed siding and structure at interior.
- c. Provide toilet facilities and storage as a separate building as shown on concept plan C1, orientation and separation of buildings to be determined based on site location
- d. Provide basic power and lighting within open area – exposed conduit
- e. Adjacent/connected outdoor patio

New construction of picnic shelter/assembly building

New construction picnic shelter/assembly is shown with a simple metal framed structure and exterior cladding for minimal maintenance and flexibility to serve community. Occupant load remains under 300 to eliminate need for sprinkler system. Sides of building open up to optimize the indoor/outdoor experience of the shelter.

Concept N.A1 - **Total \$365,000****

- a. Designed as a 3 season picnic/assembly structure.
- b. Exposed siding and structure at interior.
- c. Provide toilet facilities and storage as shown on concept plan A1
- d. Provide basic power and lighting within open area – exposed conduit
- e. Adjacent/connected outdoor patio

Concept N.B1 - **Total \$385,000****

- a. Designed as a 3 season picnic/assembly structure.
- b. Exposed siding and structure at interior.
- c. Provide toilet facilities and storage as addition to barn as shown on concept plan B1
- d. Provide basic power and lighting within open area – exposed conduit
- e. Adjacent/connected outdoor patio

**** the site has not been determined and there is no allowance for site utilities included**

Opinions of probable project cost, construction cost, financial evaluations, feasibility studies, economic analyses of alternate solutions and utilitarian considerations of operations and maintenance costs provided for in MDA's proposal, letter agreement, or otherwise, are made on the basis of MDA's experience and qualifications and represent MDA's judgment as an experienced design professional. It is recognized, that MDA does not have control over the cost of labor, material, equipment or services furnished by others or over market conditions or contractors' methods of determining their prices. Accordingly, MDA does not guarantee that proposals, bids or actual costs will not substantially vary from opinions, evaluations or studies submitted by MDA to CLIENT hereunder.

The above numbers are construction dollars only and do not include design fees or other Owner costs. Included in the construction cost is an Owner's contingency and Design Contingency. The Owner's contingency is based upon the following factors: type of work (renovation and new addition); age and condition of existing structures. No assumptions have been made regarding the presence of hazardous materials that require special handling or abatement. The Design contingency is based upon the level of design that has been completed. Pre-design work is generally accompanied by a 15% contingency.

PROJECT:

PLYMOUTH
BARN

PLYMOUTH
MINNESOTA

REVISED:

Mark	Date	Description

Comm. No. SRF 1501

Date: 11/06/2015

Drawn: WAF

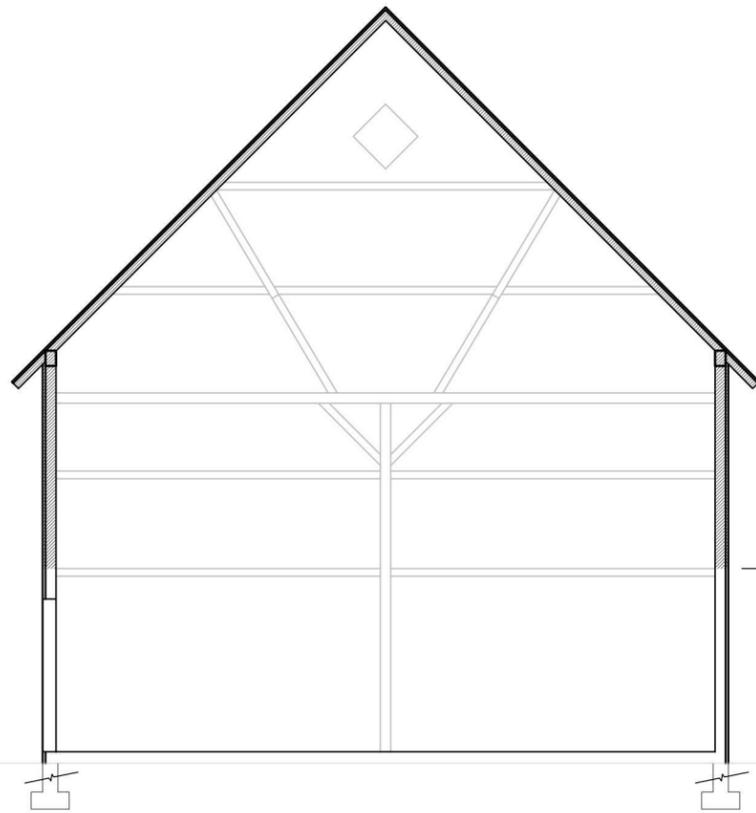
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© 2010 Miller Dunwiddie Architecture, Inc.

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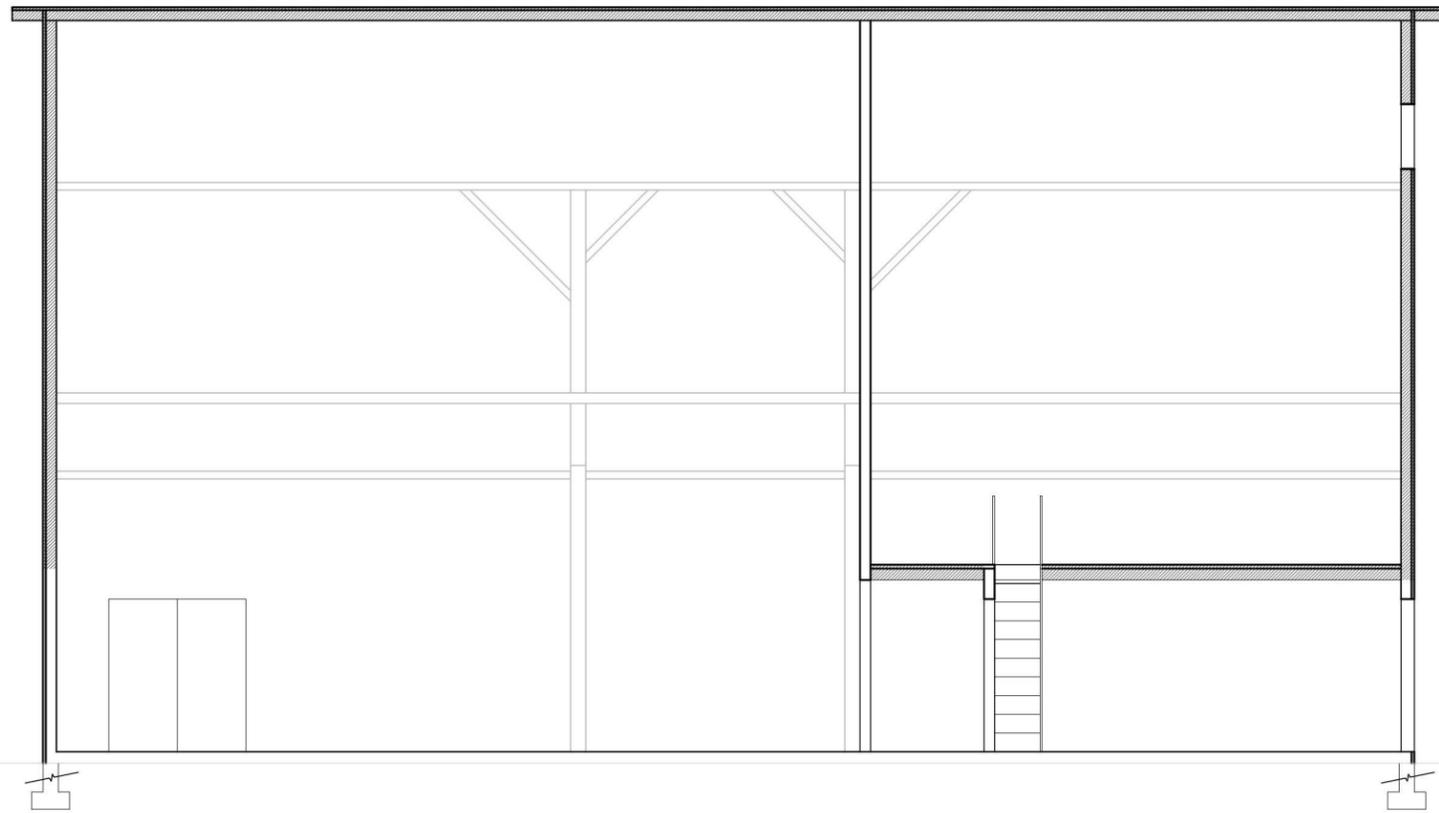
CONCEPT PLANNING
EXISTING/RELOCATED
BARN

DRAWING NUMBER:

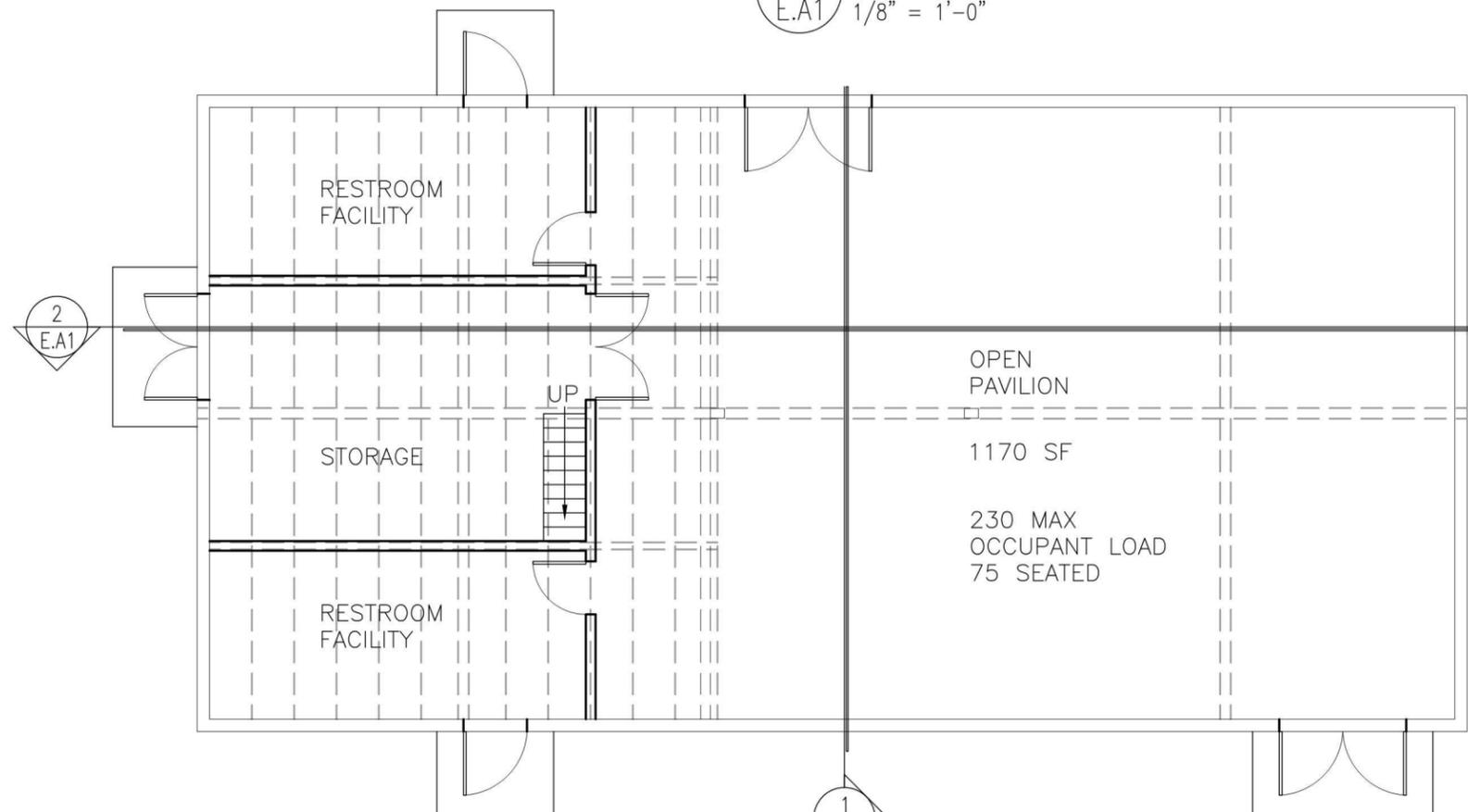


1 SECTION A
E.A1 1/8" = 1'-0"

↑ EXISTING
RELOCATED
PORTION OF BARN
NEW FOOTINGS,
SLAB AND 8' TALL
SUPPORTING WALL
↓



2 SECTION B
E.A1 1/8" = 1'-0"



3 PLAN
E.A1 1/8" = 1'-0"

1 E.A1

PROJECT:

PLYMOUTH
BARN

PLYMOUTH
MINNESOTA

REVISED:

Mark	Date	Description

Comm. No. SRF 1501

Date: 11/06/2015

Drawn: WAF

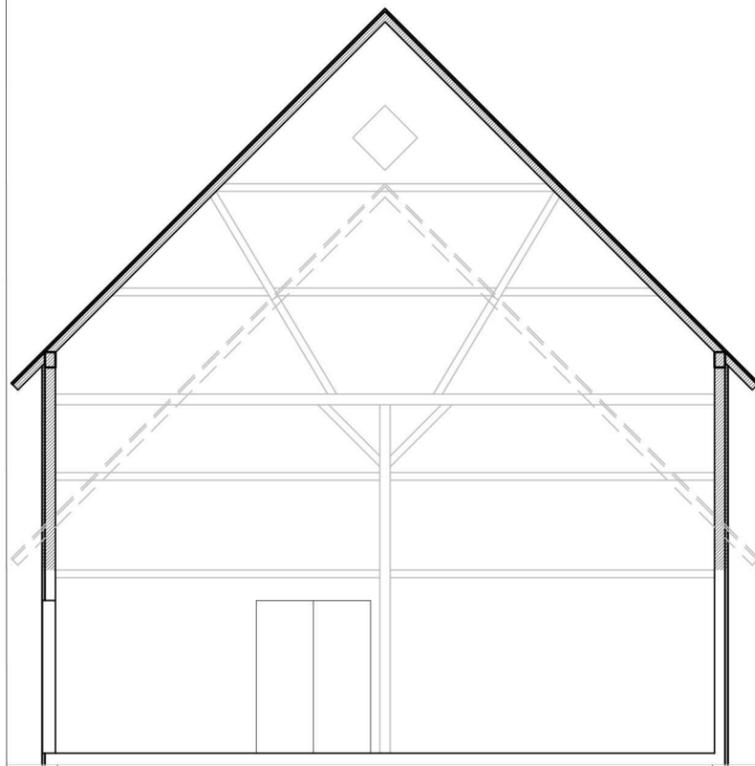
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DRAWING TITLE:

CONCEPT PLANNING
EXISTING/RELOCATED
BARN WITH ADDITION

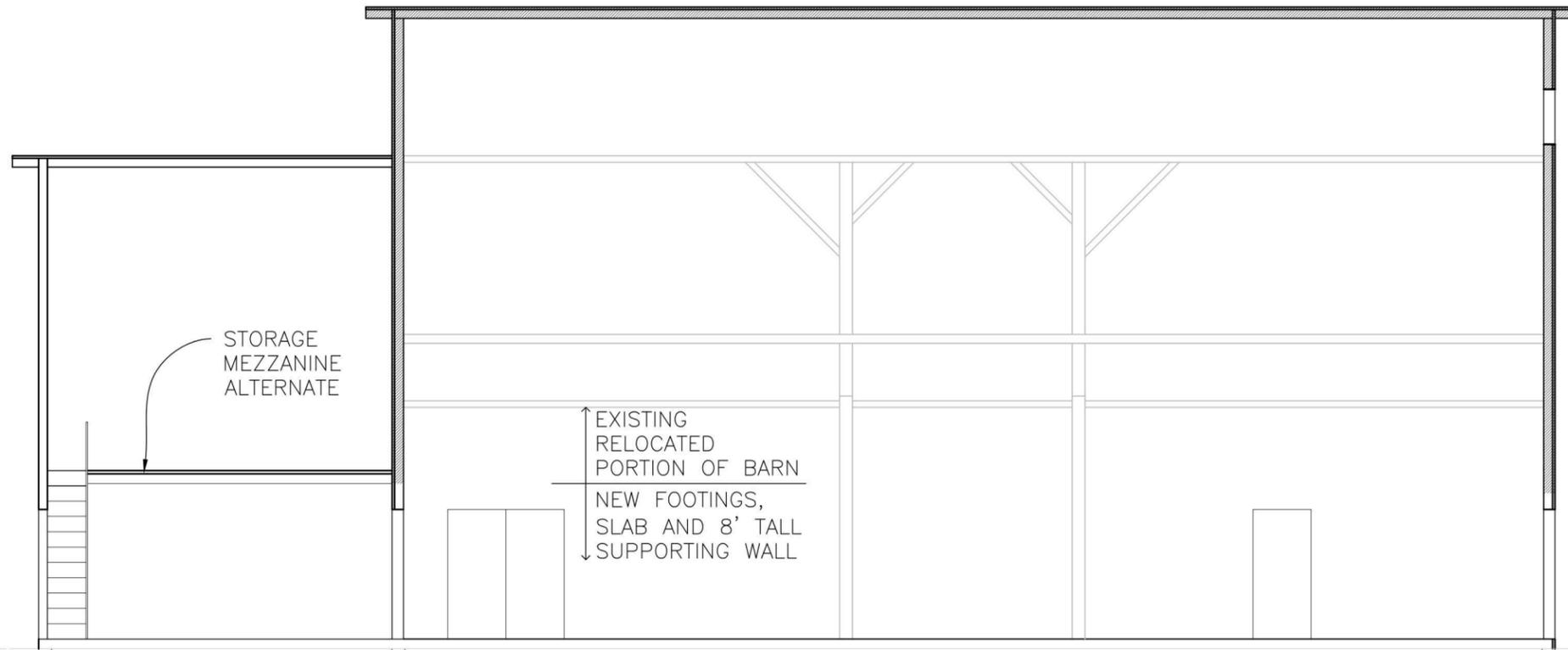
DRAWING NUMBER:



EXISTING RELOCATED BARN

1 SECTION A

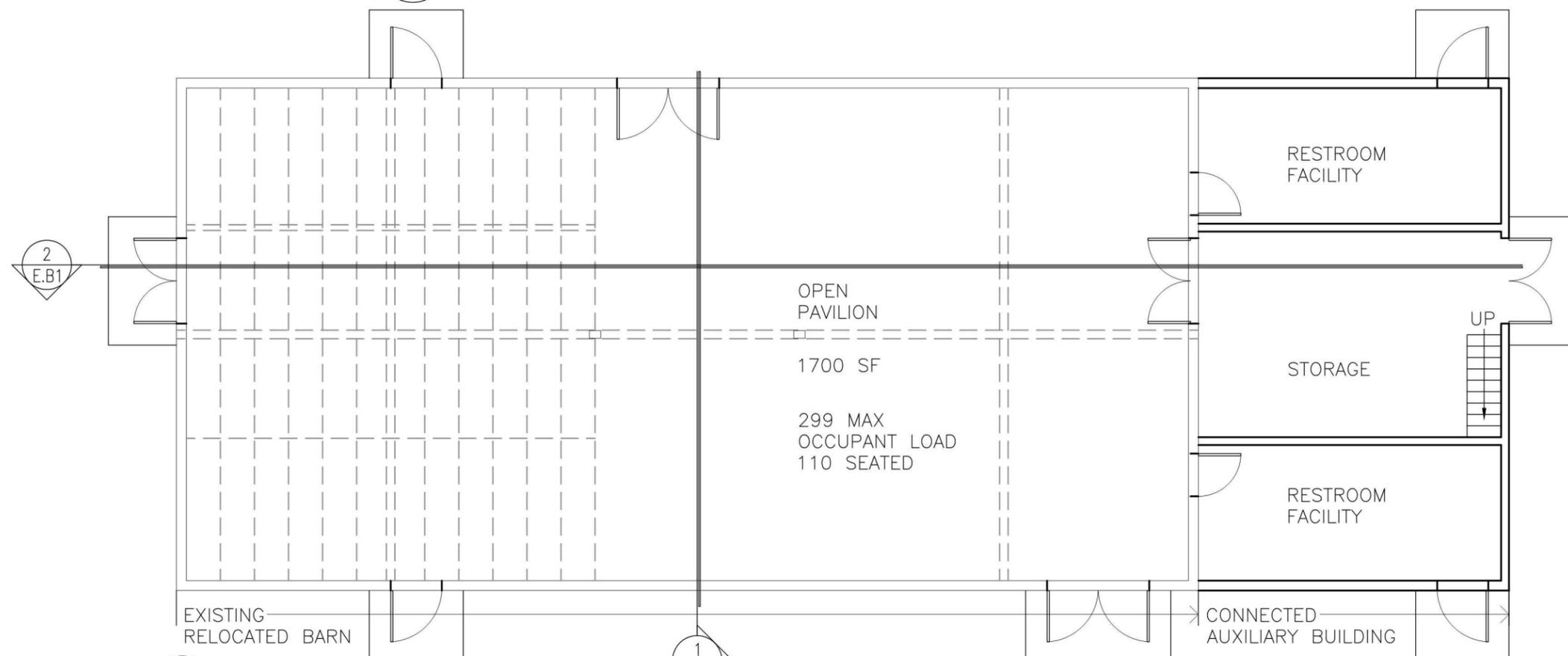
E.B1 1/8" = 1'-0"



CONNECTED
AUXILIARY BUILDING

2 SECTION B

E.B1 1/8" = 1'-0"



EXISTING
RELOCATED BARN

3 PLAN

E.B1 1/8" = 1'-0"

CONNECTED
AUXILIARY BUILDING

PROJECT:

PLYMOUTH
BARN

PLYMOUTH
MINNESOTA

REVISED:

Mark	Date	Description

Comm. No. SRF 1501

Date: 11/06/2015

Drawn: WAF

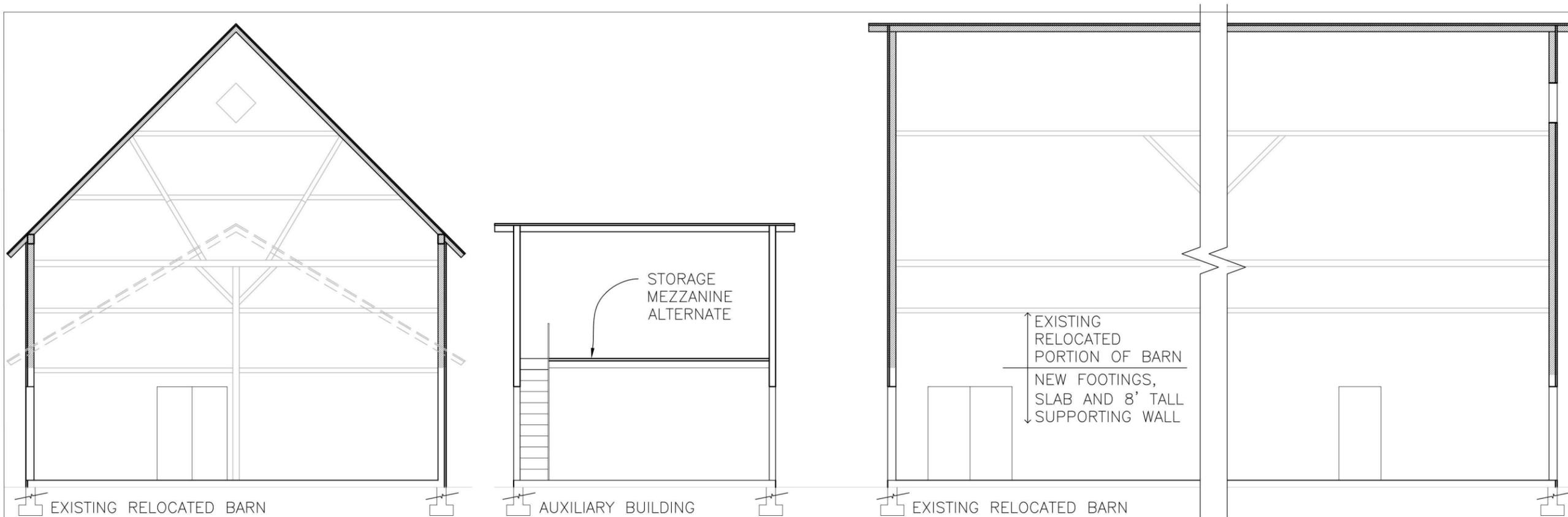
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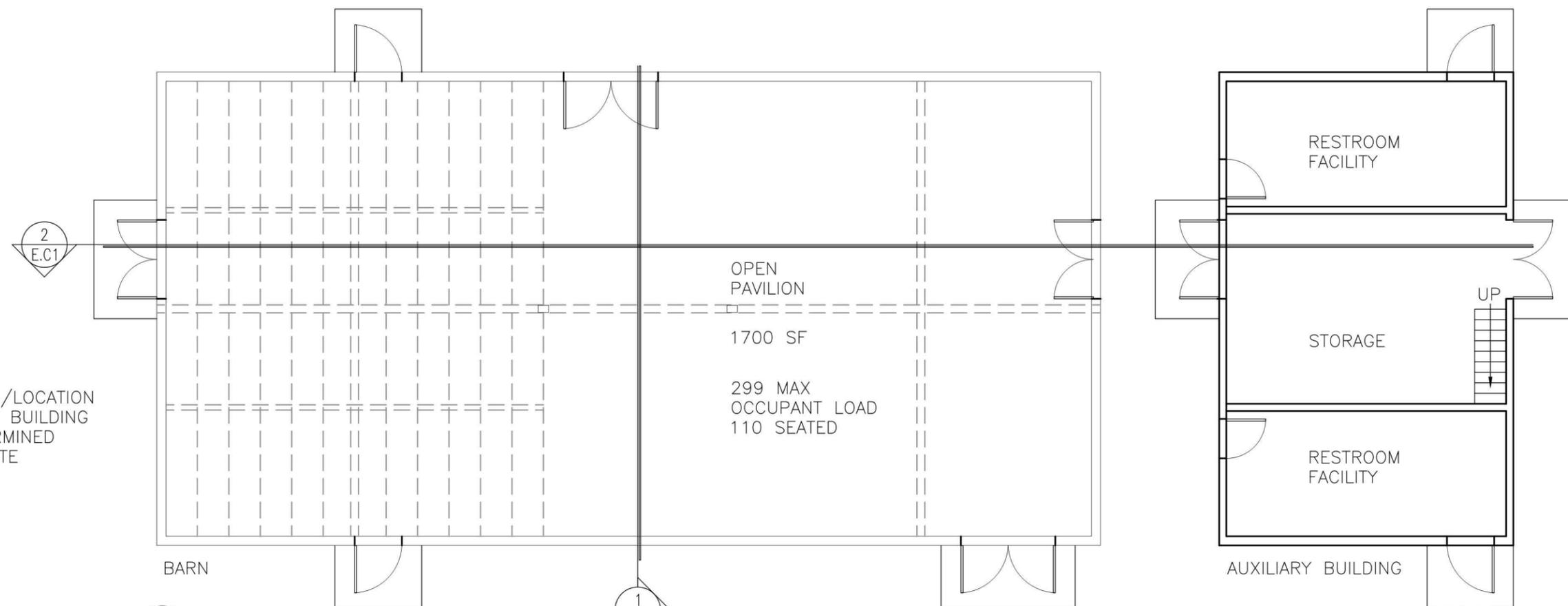
CONCEPT PLANNING
EXISTING/RELOCATED
BARN WITH
AUXILIARY BUILDING

DRAWING NUMBER:



1 SECTION A
E.C1 1/8" = 1'-0"

2 SECTION B
E.C1 1/8" = 1'-0"



NOTE:
ORIENTATION /LOCATION
OF AUXILIARY BUILDING
TO BE DETERMINED
BASED ON SITE

3 PLAN
E.C1 1/8" = 1'-0"

1
E.C1

2
E.C1

PROJECT:

PLYMOUTH
BARN

PLYMOUTH
MINNESOTA

REVISED:

Mark	Date	Description

Comm. No. SRF 1501

Date: 11/06/2015

Drawn: WAF

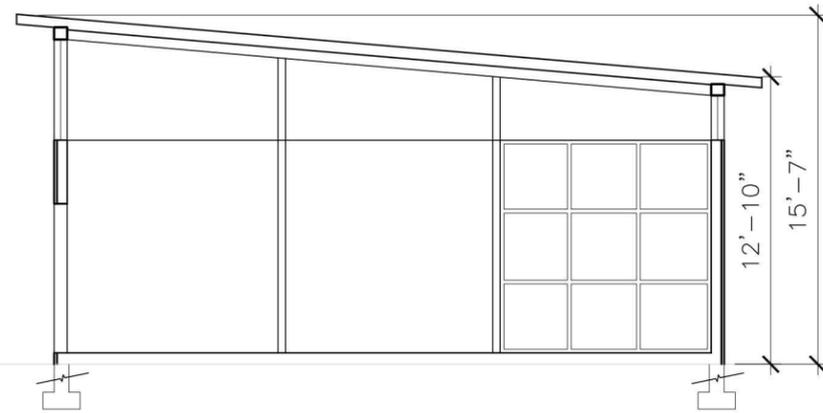
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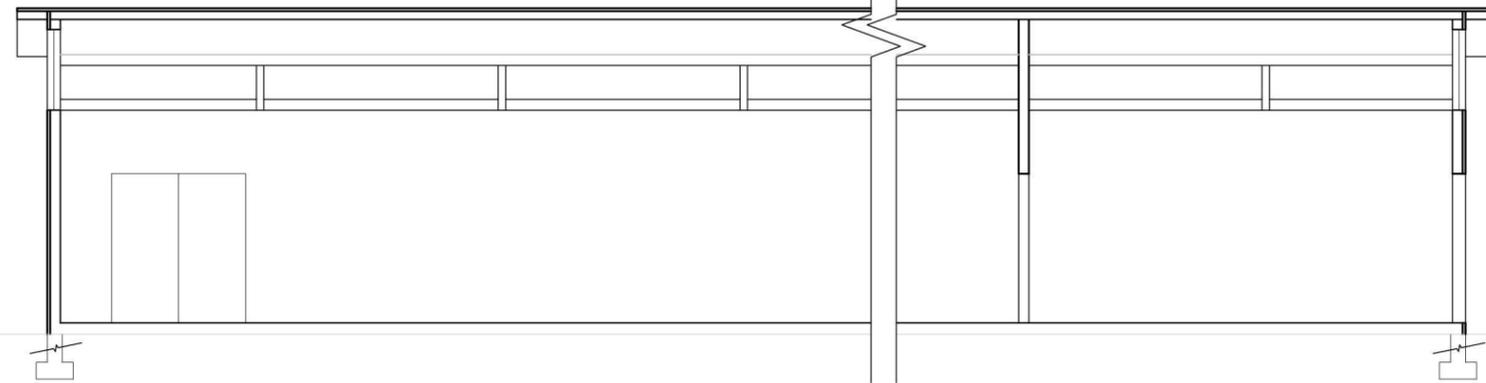
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CONCEPT PLANNING
NEW CONSTRUCTION—
NO SPRINKLER

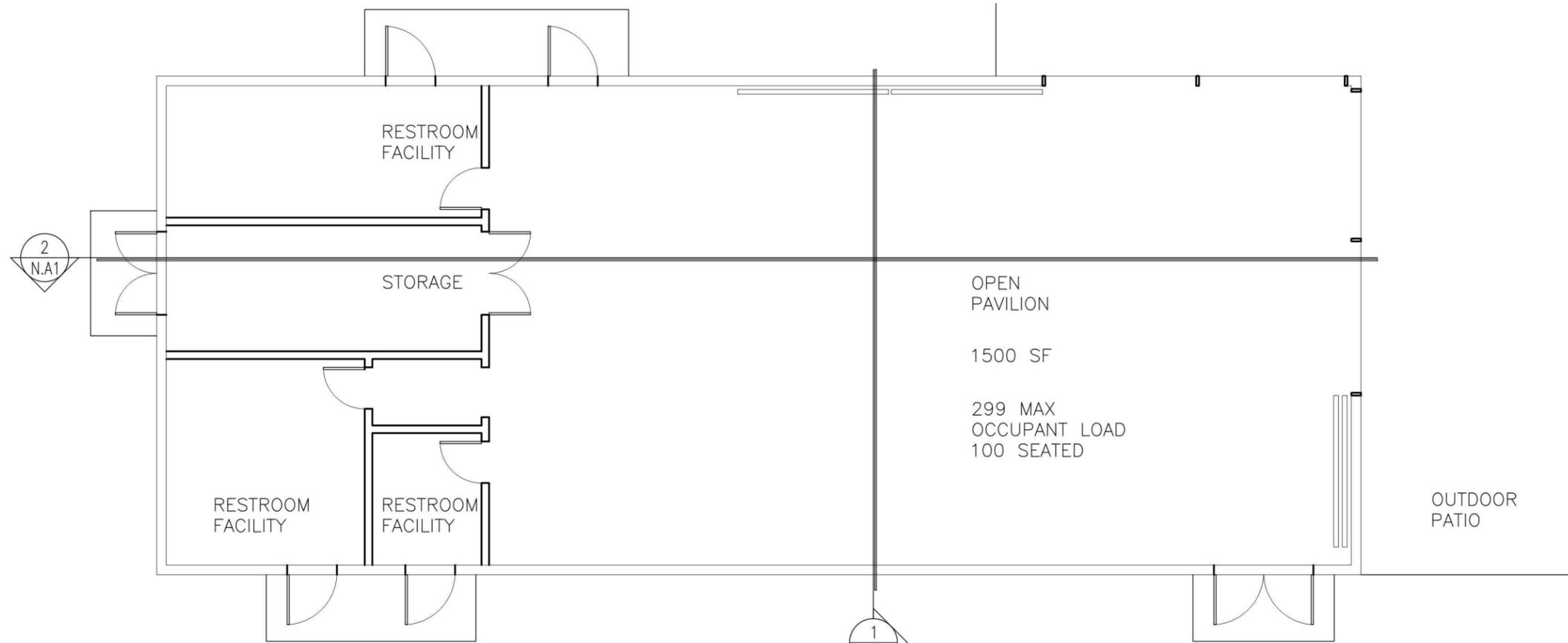
DRAWING NUMBER:



1 SECTION A
N.A1 1/8" = 1'-0"



2 SECTION B
N.A1 1/8" = 1'-0"



2 N.A1

3 PLAN
N.A1 1/8" = 1'-0"

1 N.A1

PROJECT:

PLYMOUTH
BARN

PLYMOUTH
MINNESOTA

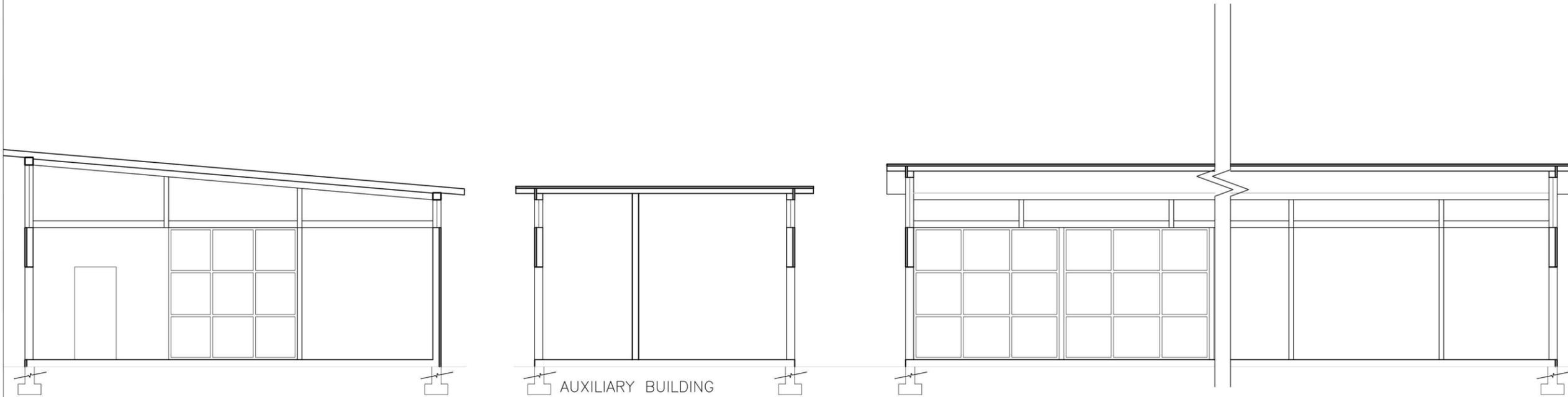
REVISED:
Mark Date Description

Comm. No. SRF 1501
Date: 11/06/2015
Drawn: WAF
Checked: DDL
© 2010 Miller Dunwiddie Architecture, Inc.

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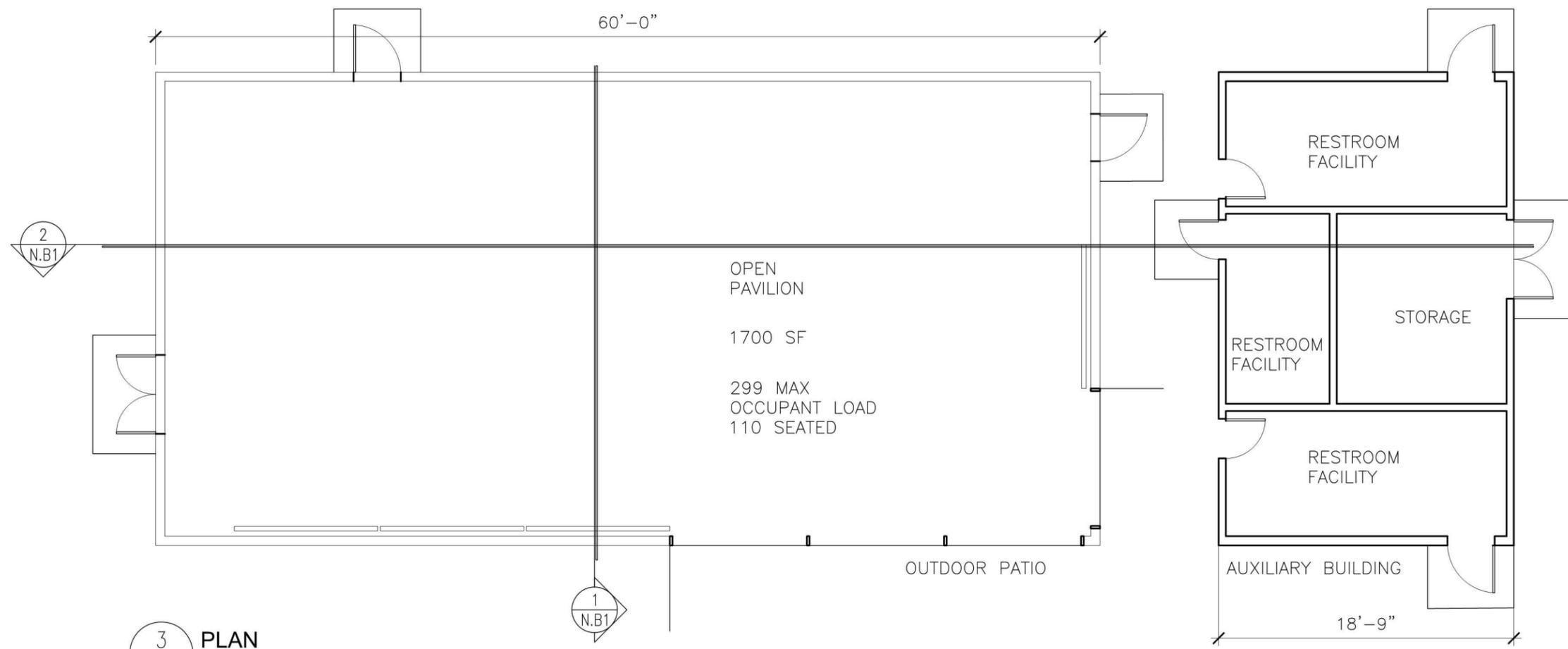
CONCEPT PLANNING
NEW CONSTRUCTION
PAVILION & AUXILIARY
NO SPRINKLER

DRAWING NUMBER:



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N.B1 1/8" = 1'-0"

2 SECTION B
N.B1 1/8" = 1'-0"



3 PLAN
N.B1 1/8" = 1'-0"

CITY COUNCIL WORKSHOP

Benson Barn / Peony Lane Trailhead

January 26, 2016



Northwest Greenway Trail

Plymouth, Minnesota

Project Intent

- The general evaluation of the Benson Barn and its potential relocation and reuse at the South Peony Lane Trailhead
- Refine the planning and design of two proposed trailheads along Peony Lane

Meeting Purpose

- Seek guidance about the re-use of the Benson Barn

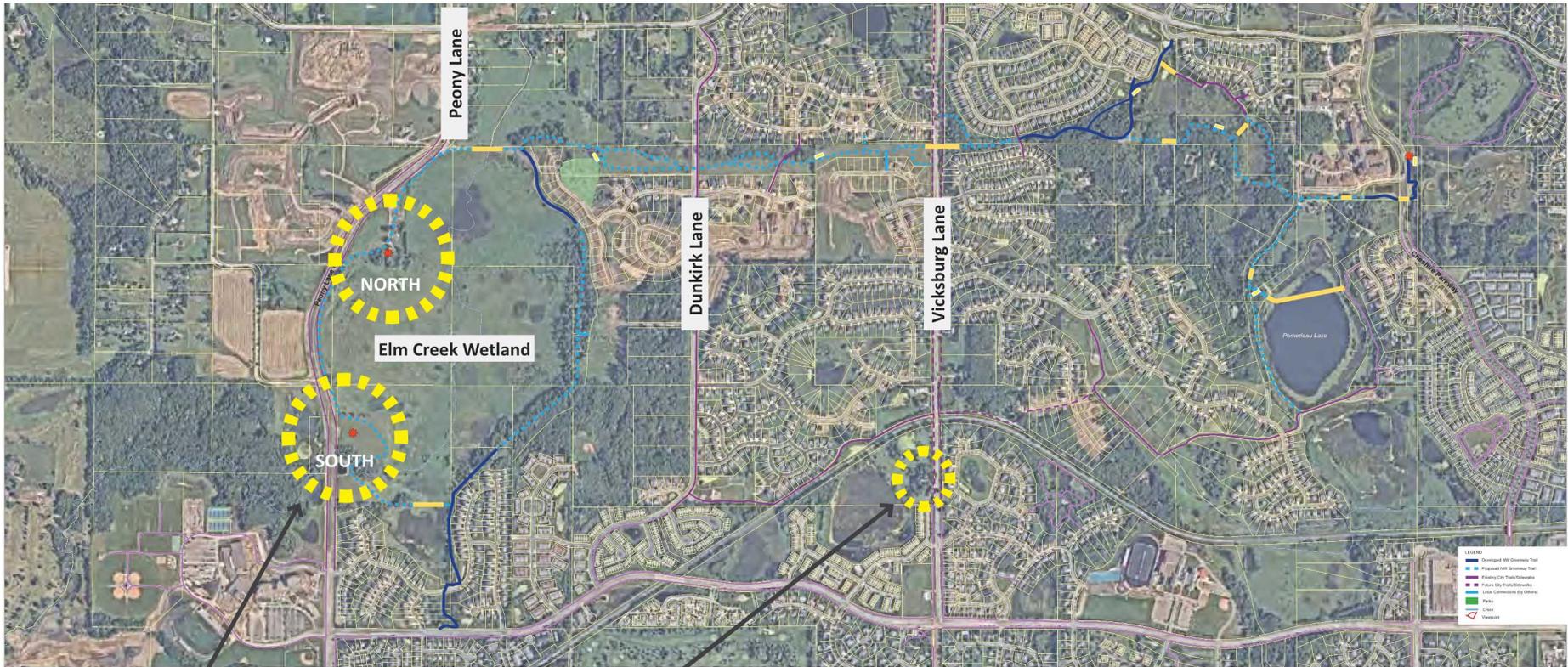
Outcome

- Determine whether or not to move and re-develop the Benson barn as a picnic shelter



Northwest Greenway Trail

Plymouth, Minnesota



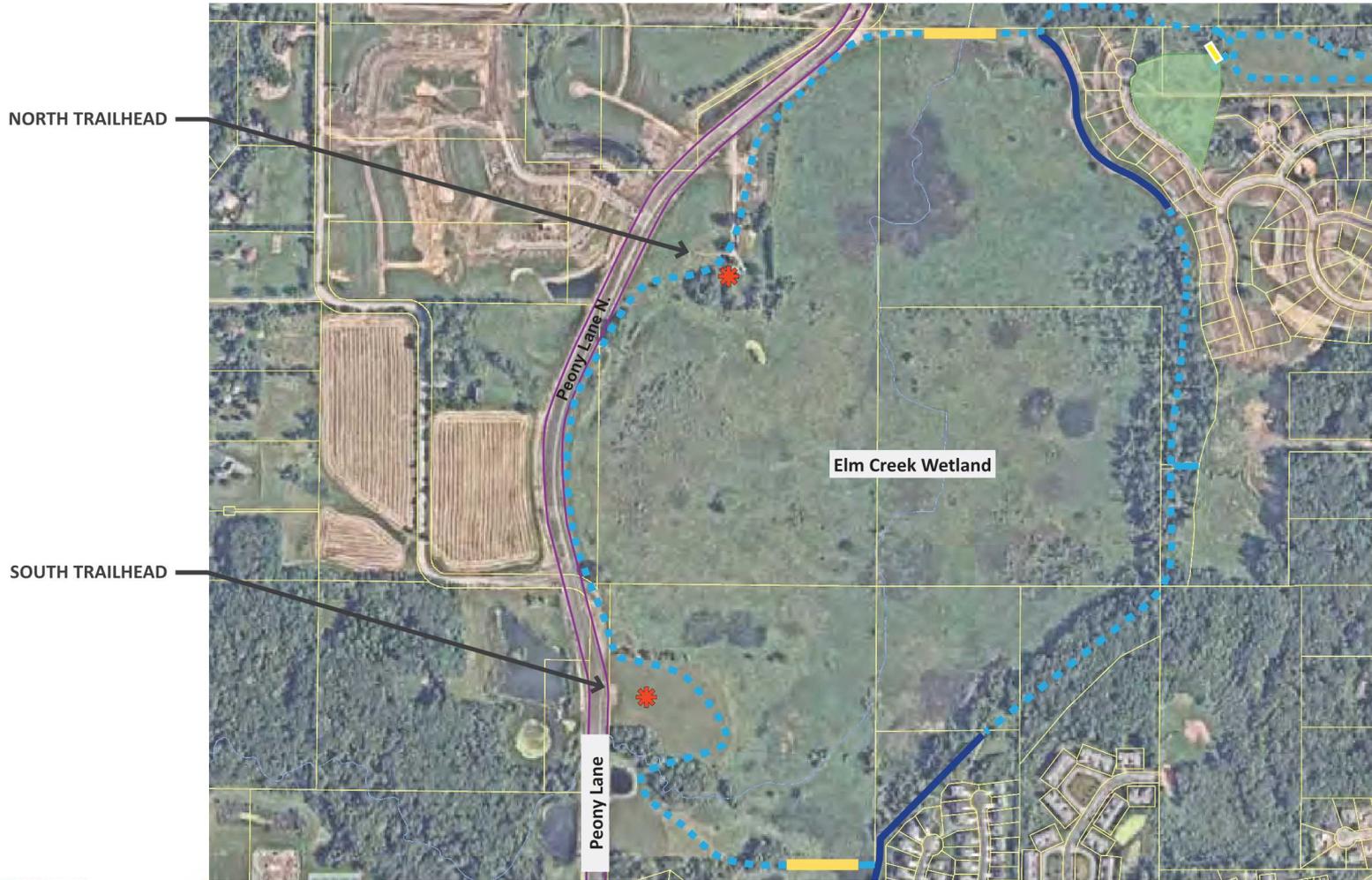
PEONY LANE TRAILHEADS

BENSON BARN

Northwest Greenway Trail System Map

Northwest Greenway Trail

Plymouth, Minnesota



Peony Lane
Trailheads

Northwest Greenway Trail

Plymouth, Minnesota



6.7 Acres Total
North Trailhead

Northwest Greenway Trail

Plymouth, Minnesota



5.15 Acres North

3.35 Acres South

8.5 Acres Total
South Trailhead

Northwest Greenway Trail

Plymouth, Minnesota



Relocate Top
of Barn

No Intended Use
for Bottom of
Barn

East Side
Benson Barn

Northwest Greenway Trail

Plymouth, Minnesota



North Side
Benson Barn

Northwest Greenway Trail

Plymouth, Minnesota



South Side
Benson Barn

Northwest Greenway Trail

Plymouth, Minnesota



West Side
Benson Barn

Northwest Greenway Trail

Plymouth, Minnesota



Benson Barn

Northwest Greenway Trail

Plymouth, Minnesota



Benson Barn

Northwest Greenway Trail

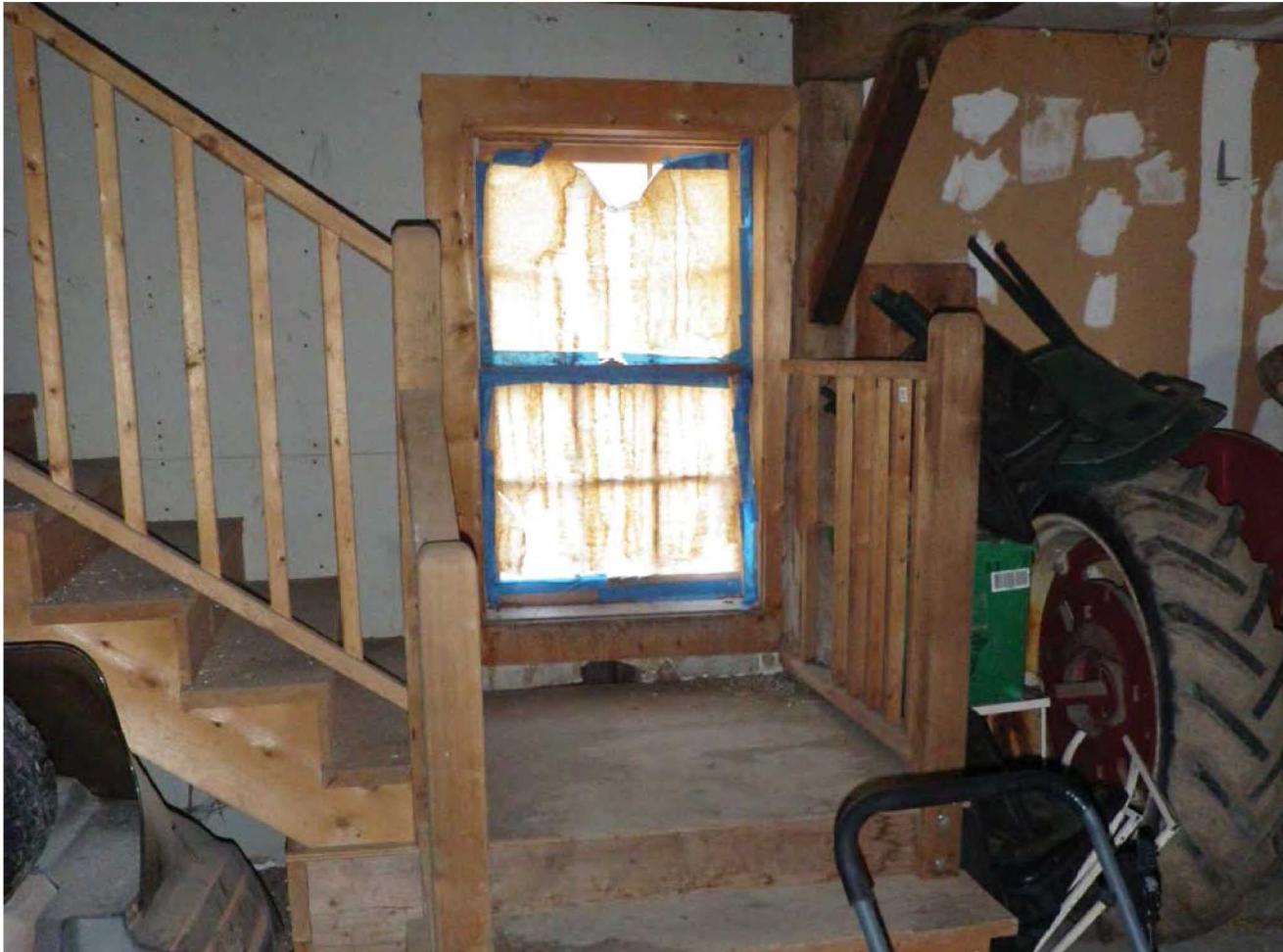
Plymouth, Minnesota



Benson Barn

Northwest Greenway Trail

Plymouth, Minnesota



Benson Barn

Northwest Greenway Trail

Plymouth, Minnesota



Benson Barn

Northwest Greenway Trail

Plymouth, Minnesota



Benson Barn

Northwest Greenway Trail

Plymouth, Minnesota



Benson Barn

Benson Barn Options

Option 1 – Photographic documentation of building prior to being demolished by others. Estimate: \$1,500

- Photographic documentation of building by City for Plymouth Historical Society archives
 - There is no mandate or requirement for this documentation but may be of interest to the community to retain images of the building.

Option 2 – Relocated barn used as picnic shelter. Designs shown with code compliant toilet facilities and storage appropriately sized for this type of facility.

Step 1 - Move building to City Property (no use other than possibly storage) Estimate: \$260,000*

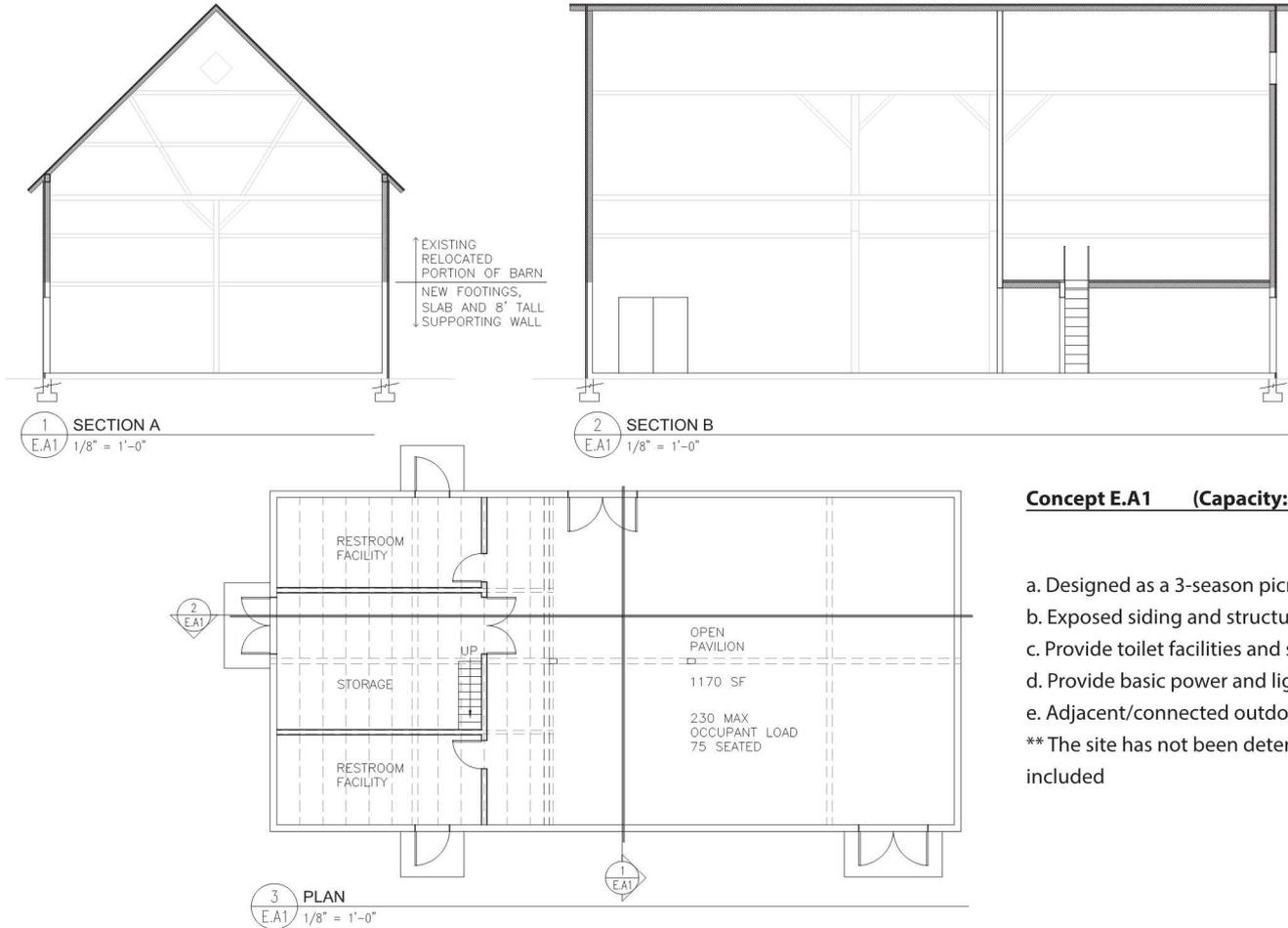
- Remove and salvage stable walls and doors - \$3,500 allowance
- Move upper portion of building - \$30,000 to \$34,000 estimate from Larry Stubbs
- Provide new foundation, slab, structural wall at first floor of building and replace roof - \$220,000 construction allowance

* Does not include cost associated with wire drops at power lines and street lights.

Benson Barn Options

Northwest Greenway Trail

Plymouth, Minnesota



Concept E.A1 (Capacity: 230)

Estimate \$515,000**

$$\$255,000 + \$260,000 = \$515,000$$

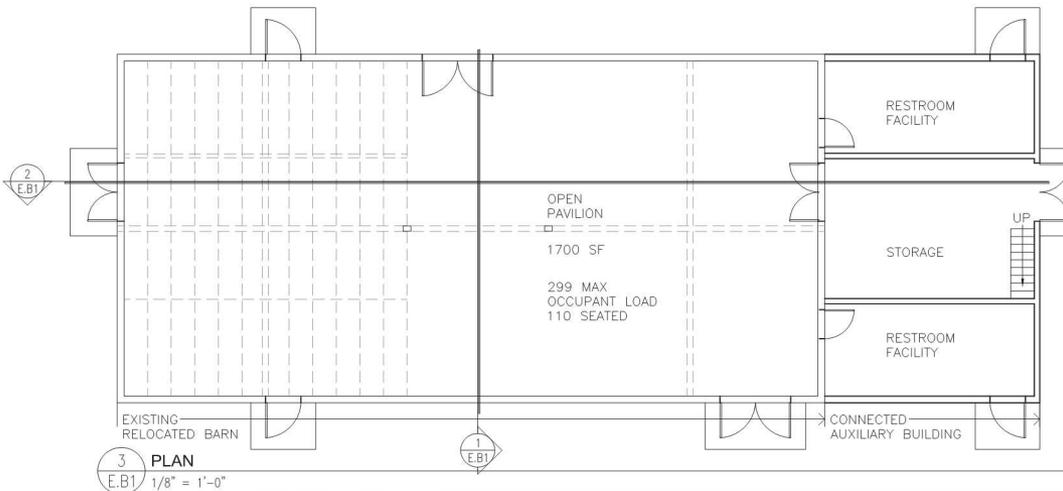
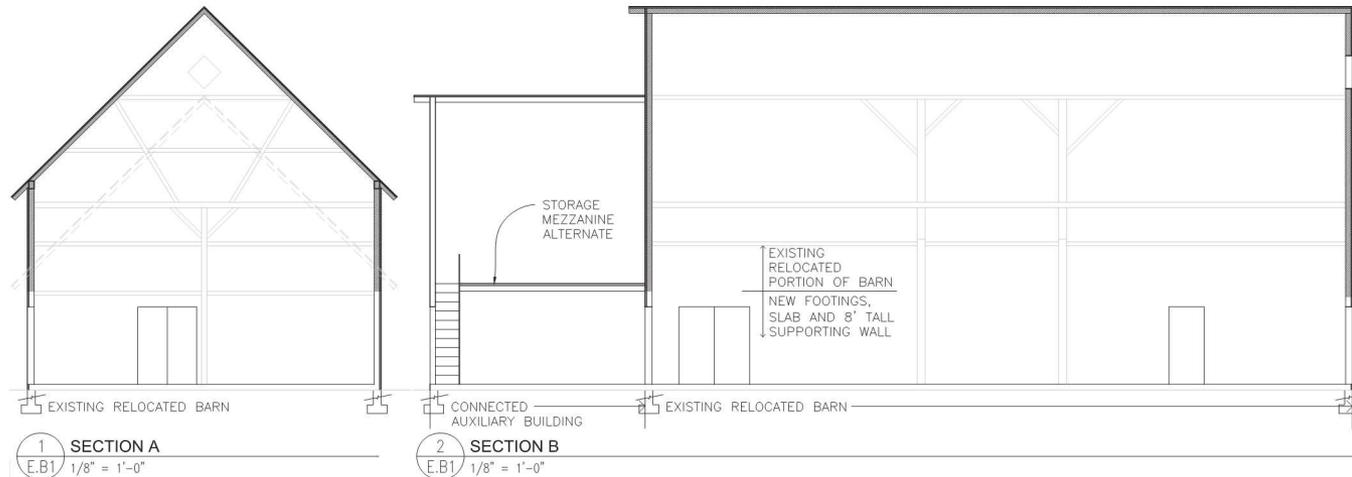
- a. Designed as a 3-season picnic/assembly structure.
- b. Exposed siding and structure at interior.
- c. Provide toilet facilities and storage as shown on concept plan A1.
- d. Provide basic power and lighting within open area- exposed conduit.
- e. Adjacent/connected outdoor patio.

**The site has not been determined and there is no allowance for site utilities included

Concept E.A1

Northwest Greenway Trail

Plymouth, Minnesota



Concept E.B1 (Capacity: 299)

Estimate \$555,000**

\$295,000 + \$260,000 = \$555,000

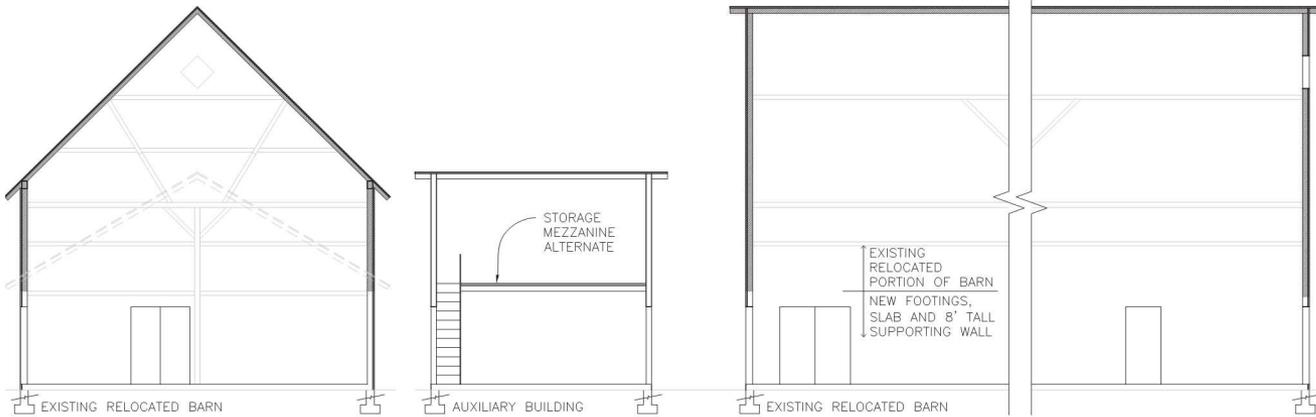
- a. Designed as a 3-season picnic/assembly structure.
- b. Exposed siding and structure at interior.
- c. Provide toilet facilities and storage as addition to barn as shown on concept plan B1.
- d. Provide basic power and lighting within open area- exposed conduit.
- e. Adjacent/connected outdoor patio.

** The site has not been determined and there is no allowance for site utilities included

Concept E.B1

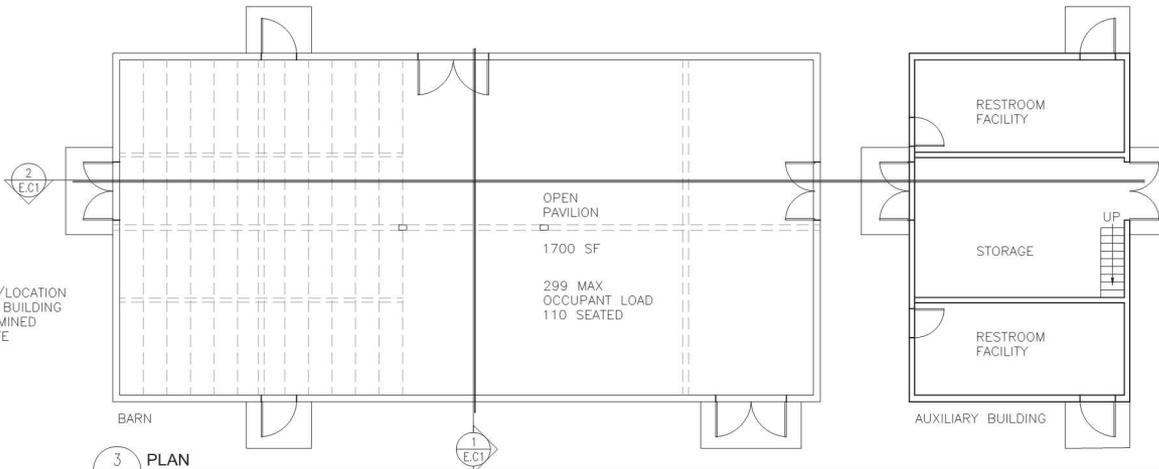
Northwest Greenway Trail

Plymouth, Minnesota



1 SECTION A
E.C.1 1/8" = 1'-0"

2 SECTION B
E.C.1 1/8" = 1'-0"



NOTE:
ORIENTATION /LOCATION
OF AUXILIARY BUILDING
TO BE DETERMINED
BASED ON SITE

3 PLAN
E.C.1 1/8" = 1'-0"

Concept E.C.1 (Capacity: 299) Estimate \$575,000**
\$315,000 + \$260,000 = \$575,000

- a. Designed as a 3 season picnic/assembly structure.
- b. Exposed siding and structure at interior.
- c. Provide toilet facilities and storage as a separate building as shown on concept plan C1.
- d. Provide basic power and lighting within open area-exposed conduit.
- e. Adjacent/connected outdoor patio.

** The site has not been determined and there is no allowance for site utilities included

Concept E.C1

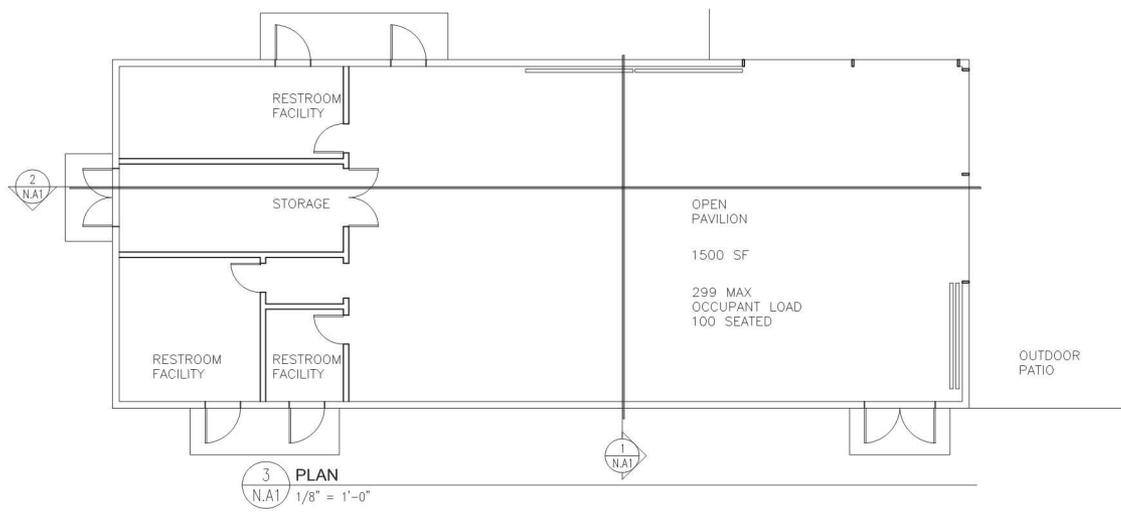
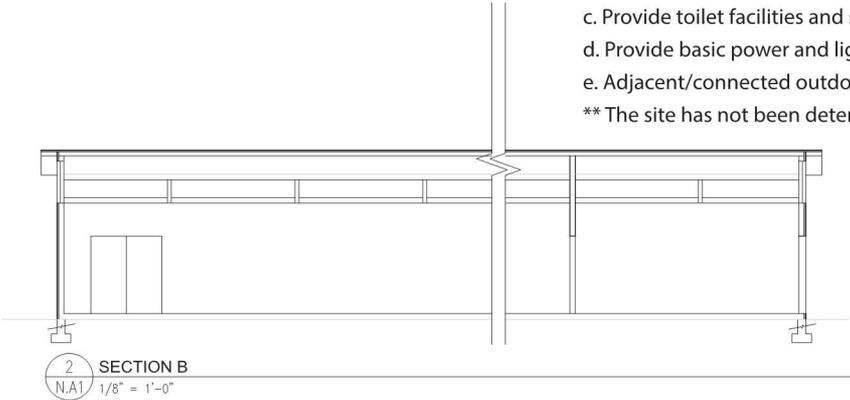
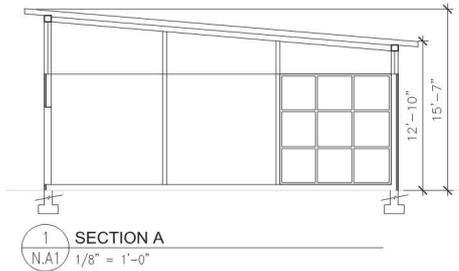
Northwest Greenway Trail

Plymouth, Minnesota

Concept N.A1 (Capacity: 299)

Estimate \$365,000**

- a. Designed as a 3-season picnic/assembly structure.
 - b. Exposed siding and structure at interior.
 - c. Provide toilet facilities and storage as shown on concept plan A1.
 - d. Provide basic power and lighting within open area- exposed conduit.
 - e. Adjacent/connected outdoor patio.
- ** The site has not been determined and there is no allowance for site utilities included



Concept N.A1

Northwest Greenway Trail

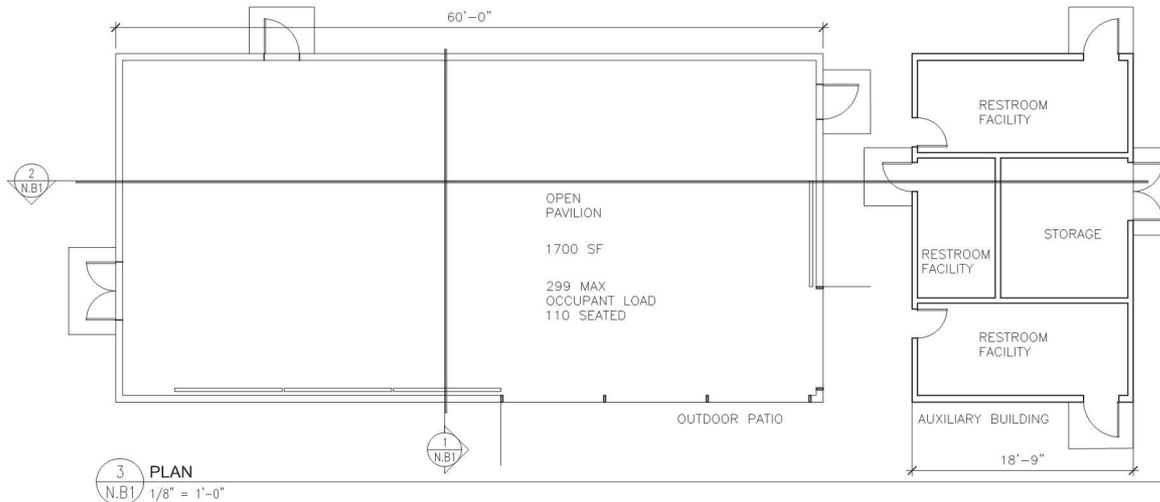
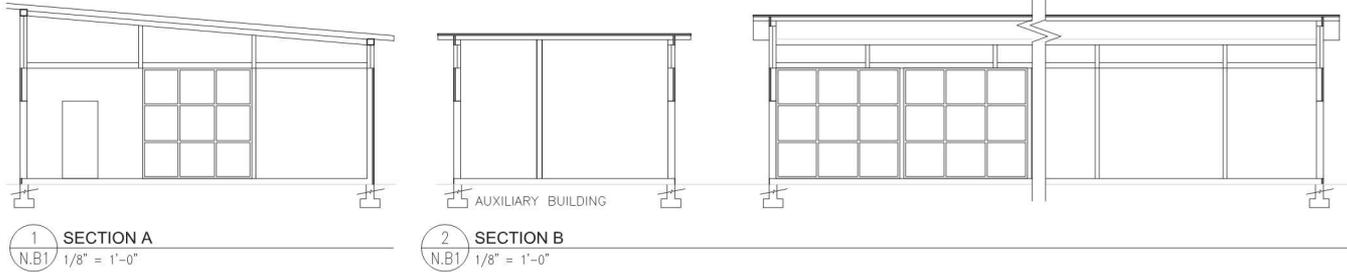
Plymouth, Minnesota

Concept N.B1 (Capacity: 299)

Estimate \$385,000**

- a. Designed as a 3-season picnic/assembly structure.
- b. Exposed siding and structure at interior.
- c. Provide toilet facilities and storage as addition to barn as shown on concept plan B1.
- d. Provide basic power and lighting within open area- exposed conduit.
- e. Adjacent/connected outdoor patio.

** The site has not been determined and there is no allowance for site utilities included



Concept N.B1

CITY COUNCIL WORKSHOP

Benson Barn / Peony Lane Trailhead

January 26, 2016



**SPECIAL
COUNCIL MEETING**

January 26, 2016

To: Dave Callister, City Manager

Prepared by: Regina Michaud, Recreation Manager

Reviewed by: Diane Evans, Director Parks and Recreation

Item: **Live at the Hilde Events, Sponsored by Sue McLean and Associates (SMA)**

1. ACTION REQUESTED:

Staff is requesting feedback from the City Council regarding the contractual relationship with Sue McLean and Associates (SMA) for the 'Live at the Hilde' paid concerts.

2. BACKGROUND:

The Hilde Performance Center (Hilde) hosts Music in Plymouth, as well as, many other community concerts and private events. The facility provides a dramatic outdoor venue space that can accommodate between 12,000-15,000 visitors. As well, the Hilde is one of only a few outdoor venues in the State of Minnesota that has the infrastructure necessary for "top-name" entertainment events. Hosting a higher caliber event at the Hilde adds great value to the City in terms of unique entertainment opportunities, positive economic impacts, increased exposure to the venue and the opportunity for our community members to experience "top-name" headliners in their own backyard.

In 2014 and 2015, the City collaborated with Sue McLean and Associates (SMA) to pilot paid events at the Hilde Performance Center. SMA is a prominent event manager and promoter in the metro area. They bring a tremendous amount of experience (15+ years) and resources to the table. They are the exclusive talent buyer for the "Live" at the [Guthrie Series](#), the Basilica Block Party, and the exclusive concert manager/promoter for the "Women of Substance Series" at [The O'Shaughnessy](#) and the "Music in the Zoo Concert Series" at the Minnesota Zoo.

PILOT EVENT 2014

The first *Live at the Hilde* event was held on Friday, June 6, 2014 with a targeted attendance range of 3,000-5,000. The concert event featured co-headliners with both local and regional appeal, the Gear Daddies and Gary Louris & Karen Grotberg of the Jayhawks. The ticket price range for the event was \$37-\$77. Unfortunately, the event experienced ongoing weather issues throughout the spring, as well as, the day of the event which resulted in very low ticket sales and only 501 attendees. SMA experienced a significant financial loss which we can verbally discuss in the meeting.

'SECOND PILOT' EVENT 2015

The second *Live at the Hilde* event was held on Friday, August 21, 2015. Once again, the targeted attendance range was 3,000-5,000. The concert featured three headliners with national appeal – JJ Grey and MOFRO, G Love and Special Sauce, Big Head Todd and the Monsters. The ticket price range for the event was \$25-\$78. Event attendance was good but short of the target range with 2,200 tickets sold and 130 promotional tickets given out. Overall, everyone was very happy with the event and felt it was highly successful. There were no significant negative impacts or concerns regarding logistics, safety, traffic, parking or security. The event was professionally managed, with the only noticeable issue being a shortage of portable restrooms which was acknowledged and will be remedied in the future.

Unfortunately, SMA did not reach the ticket sales and corresponding food/beverage sales needed to breakeven or turn a profit. SMA estimated that the breakeven point required 2,500 ticket sales combined with the corresponding food/beverage sales. Therefore, once again, SMA experienced a financial loss on the event which can be discussed verbally at the meeting.

'THIRD PILOT' EVENT 2016

SMA has indicated the desire to continue working with the City to build the *Live at the Hilde* event and have proposed two dates in 2016. Because the *Live at the Hilde* event has not yet realized a profit, staff is recommending that the same contractual agreement is utilized this year with the stipulation that if the events in 2016 are sufficiently profitable the Parks and Recreation Department would recoup applicable rental fees.

SMA will provide all of the financial capital for the event, and assumes the risk and responsibilities including entertainment, staging, sound, production, security, ticketing, transportation, marketing, sanitation and waste management.

The Parks and Recreation Department's commitment provides for assistance with site preparation and support valued at \$5,000. As well, the rental fees for the Hilde would be waived. A tentative hold has been placed on the Hilde Performance Center site for Thursday, June 9 and Friday, August 26, 2016.

CONTRACTUAL ARRANGEMENT (2014, 2015 & 2016)

The contract places the financial responsibility, musical talent selection and event logistics (e.g. concessions, staffing, safety, traffic, parking or security) on Sue McLean and Associates. The Parks and Recreation Department provides event oversight, free use of the Hilde and minimal assistance with site preparation.

AGREEMENT STIPULATIONS:

SMA - Event Promoter/Manager

Liabile for management as well as all expenses as related to the artist (including royalties), production, ticketing, concessions (including alcohol), security, promotion and advertising.

Provide all necessary security and safety precautions in coordination with the Plymouth Police Department and reimburse the City for associated expenses (capped at \$3000, unless jointly approved by SMA).

Provide all necessary permits including liquor, concessions, tenting, etc.

Secure all vendors (e.g., production, food & beverage) and appropriate sponsorship partners for event.

Provide all necessary insurance as needed for the event including general liability insurance of at least \$2 million per occurrence with the City of Plymouth named as additionally insured.

Hold harmless and indemnify the City of Plymouth and its elected officials, employees, contractor's agents and insurers from and against any and all damages, injuries and claims arising from the event.

City of Plymouth – Rental Host

Secure the site to ensure usability for paid Event (e.g., fencing).

Provide marketing support via City newsletter, Parks and Recreation activity guide, electronic signs and social media to help build awareness.

Provide facility support when possible (e.g., trash/recycling, tenting).

Access to City Hall parking lots for event use.

Approve use of 'Hilde' in name of event.

CONTRACTUAL ARRANGEMENT (2017+)

Once SMA's *Live at the Hilde* event has gained the necessary reputation and momentum to become financially successful, staff believes that the contractual agreement with SMA should revert to our standard facility rental agreement and all the appropriate rental and service fees would be assessed.

A fairly similar rental of the Hilde Performance Center is the National Parkinson Foundation – Minnesota, *Moving Day* Event. They have held this event at the Hilde for the past four years with attendance ranging from 2,500 – 3,500 people and a rental duration of 1.5 days (includes setup/breakdown time). Rental income from this event has ranged from \$3,000 – 4,000 (non-profit rental rates applied).

A *Live at the Hilde* event would typically have a rental duration of 3-4 days (includes setup/breakdown time) and requires additional site amenities such as fencing. Based on previous events, staff estimates rental revenue would be \$7,500 – 10,000 per event.

3. IN SUMMARY:

The City has put a tentative hold on two dates in 2016 at the Hilde Performance Center; June 9 and August 26. SMA events held on these dates will be run utilizing the same format as the events in 2014 and 2015. The intention of both parties is for this series to become a self-run event by SMA in which they rent out the Hilde Performance Center from the City. City staff will continue to encourage SMA to work with local companies and non-profits as much as possible. Staff and SMA representatives will respond to any questions and stand for any feedback.



Agenda
Number: **2C**

**SPECIAL
COUNCIL MEETING**

January 26, 2016

To: Mayor and Council

Prepared by: Dave Callister, City Manager

Reviewed by:

Item: Set Future Study Sessions

Pending Study Session Topics (at least 3 Council members have approved the following study items on the list):

Review appeal process for massage licenses (KS, JW, JP)

Trail/sidewalk snow removal routes for 2016-2017 (JJ, MB, JW)

Group home licensure (JJ, JP, JW)

Other Council requests for Study Session Topics:

Ordinance amending Section 2.07 of the City Charter concerning Council Vacancies

Staff requests for Study Session Topics:

None.

Attached are calendars to assist with scheduling of study sessions.

January 2016

SUN	MON	TUES	WED	THUR	FRI	SAT
					1  NEW YEAR'S DAY CITY OFFICES CLOSED	2
3	4	5	6 7:00 PM PLANNING COMMISSION MEETING Council Chambers	7	8	9
10	11	12 5:30 PM SPECIAL COUNCIL MEETING Ponderosa Ponds Street Reconstruction & Begin Oaks sketch plan Medicine Lake Room 7:00 PM REGULAR COUNCIL MEETING Council Chambers	13 7:00 PM ENVIRONMENTAL QUALITY COMMITTEE (EQC) MEETING Medicine Lake Room	14 7:00 PM PARK & REC ADVISORY COMMISSION (PRAC) MEETING Council Chambers	15	16
17	18  MARTIN LUTHER KING JR. BIRTHDAY Observed CITY OFFICES CLOSED	19	20 CANCELLED PLANNING COMMISSION MEETING Council Chambers	21	22	23
24	25	26 5:30 PM SPECIAL COUNCIL MEETING 1. Revenue from paid events at the Hilde Performance Center and 2. Vicksburg Barn Medicine Lake Room 7:00 PM REGULAR COUNCIL MEETING Council Chambers	27	28 7:00 PM HOUSING AND REDEVELOPMENT AUTHORITY (HRA) MEETING Vicksburg Crossing	29	30

Modified on 01/19/16

CHANGES ARE MADE IN RED

February 2016

SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2 6:00 PM SPECIAL COUNCIL MEETING 2016 Council Goals & Legislative Priorities & 2016 Departmental Work Plans Medicine Lake Room	3 CANCELED PLANNING COMMISSION MEETING Council Chambers	4	5	6 3:00 - 7:00 PM Fire & Ice Festival Parkers Lake Park
7	8	9 5:30 PM SPECIAL COUNCIL MEETING Board/Commission Recognition Event City Hall Lobby/Medicine Lake Room 7:00 PM REGULAR COUNCIL MEETING Council Chambers	10	11 7:00 PM PARK & REC ADVISORY COMMISSION (PRAC) MEETING Council Chambers	12	13
14	15  PRESIDENTS DAY CITY OFFICES CLOSED	16 6:00 PM SPECIAL COUNCIL MEETING Breweries, taprooms, and distilleries Medicine Lake Room	17 7:00 PM PLANNING COMMISSION MEETING Council Chambers 7:00 PM ENVIRONMENTAL QUALITY COMMITTEE (EQC) MEETING Medicine Lake Room	18	19	20
21	22	23 5:30 PM SPECIAL COUNCIL MEETING Crosswalk Implementation Plan Medicine Lake Room 7:00 PM REGULAR COUNCIL MEETING Council Chambers	24	25 7:00 PM HOUSING AND REDEVELOPMENT AUTHORITY (HRA) MEETING Medicine Lake Room	26	27
28	29					

Modified on 01/20/16

CHANGES ARE MADE IN RED

March 2016

SUN	MON	TUES	WED	THUR	FRI	SAT
		1 PRECINCT CAUCUSES	2 7:00 PM PLANNING COMMISSION MEETING Council Chambers	3	4	5 11:00 AM-2:00 PM Spring Bridal Expo Plymouth Creek Center
6	7	8 7:00 PM REGULAR COUNCIL MEETING Council Chambers	9 7:00 PM ENVIRONMENTAL QUALITY COMMITTEE (EQC) MEETING Medicine Lake Room	10	11	12
13 1:00 PM - 4:00 PM Healthy Living Fair Plymouth Creek Center Daylight Savings Time Begins	14	15	16 7:00 PM PLANNING COMMISSION MEETING Council Chambers	17	18	19
20	21	22 7:00 PM REGULAR COUNCIL MEETING Council Chambers	23	24 7:00 PM HOUSING AND REDEVELOPMENT AUTHORITY (HRA) MEETING Medicine Lake Room	25	26
27	28	29	30	31		

Modified on 12/29/15

CHANGES ARE MADE IN RED

April 2016

SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	6 7:00 PM PLANNING COMMISSION MEETING Council Chambers	7	8 6:00 PM - 9:00 PM PLYMOUTH HOME EXPO Plymouth Creek Center	9 9:00 AM - 1:00 PM PLYMOUTH HOME EXPO Plymouth Creek Center
10	11	12 7:00 PM REGULAR COUNCIL MEETING Council Chambers	13 7:00 PM ENVIRONMENTAL QUALITY COMMITTEE (EQC) MEETING Medicine Lake Room	14	15 Time Varies PRIMAVERA Plymouth Fine Arts Council Show Plymouth Creek Center	16 Time Varies PRIMAVERA Plymouth Fine Arts Council Show Plymouth Creek Center
17 Time Varies PRIMAVERA Plymouth Fine Arts Council Show Plymouth Creek Center	18	19	20 7:00 PM PLANNING COMMISSION MEETING Council Chambers 4:30 - 7:00 PM 2016 Hennepin County Open Book on Valuation Medicine Lake Room	21	22	23
24	25	26 7:00 PM REGULAR COUNCIL MEETING Council Chambers	27	28 7:00 PM HOUSING AND REDEVELOPMENT AUTHORITY (HRA) MEETING Medicine Lake Room	29	30

Modified on 01/06/16

CHANGES ARE MADE IN RED

May 2016

SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4 7:00 PM PLANNING COMMISSION MEETING Council Chambers	5	6	7
8	9	10 7:00 PM REGULAR COUNCIL MEETING Council Chambers	11 7:00 PM ENVIRONMENTAL QUALITY COMMITTEE (EQC) MEETING Medicine Lake Room	12 7:00 PM PARK & REC ADVISORY COMMISSION (PRAC) MEETING Council Chambers	13	14
15	16	17	18 7:00 PM PLANNING COMMISSION MEETING Council Chambers	19	20	21 10:00 AM - 2:00 PM BARK IN THE PARK Hilde Performance Center
22	23	24 7:00 PM REGULAR COUNCIL MEETING Council Chambers	25	26 7:00 PM HOUSING AND REDEVELOPMENT AUTHORITY (HRA) MEETING Medicine Lake Room	27	28
29	30  MEMORIAL DAY Observed CITY OFFICES CLOSED	31				

Modified on 12/29/15

CHANGES ARE MADE IN RED

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OFFICIAL CITY CALENDAR

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