

City of Farmington  
430 Third Street  
Farmington, MN 55024

***Mission Statement***

*Through teamwork and cooperation, the City of Farmington provides quality services that preserve our proud past and foster a promising future.*

**AGENDA  
CITY COUNCIL WORKSHOP**

February 13, 2017  
6:30 PM  
Farmington City Hall

- 1. CALL TO ORDER**
- 2. APPROVE AGENDA**
- 3. DISCUSSION ITEMS**
  - (a) McGrath Consulting Group Police Department Study Presentation
  - (b) 2017 Drainage Improvement Projects Update-Engineering
  - (c) Rambling River Center Plaza Discussion
  - (d) Building Inspector Position Classification Request
  - (e) Heritage Preservation Commission City Code Discussion
- 4. CITY ADMINISTRATOR UPDATE**
- 5. ADJOURN**



# City of Farmington

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**TO:** Mayor, Councilmembers and City Administrator  
**FROM:** Police Chief Brian Lindquist  
**SUBJECT:** McGrath Consulting Group Police Department Study Presentation  
**DATE:** February 13, 2017

## **INTRODUCTION**

In late 2016 the City of Farmington commissioned The McGrath Consulting Group to complete an in-depth study of the Farmington Police Department. That report is completed and ready to be presented.

Project Manager/Senior Police Consultant Ron Moser will be in attendance at your February 13, 2017 work session to present the results of the study.

## **DISCUSSION**

NA

## **BUDGET IMPACT**

NA

## **ACTION REQUESTED**

Review the study and recommended actions and ask any questions you may have or Mr. Moser and Chief Lindquist.

## **ATTACHMENTS:**

Type	Description
▣ Cover Memo	McGrath Study Report

***Staffing Study***  
***For***  
***Farmington, Minnesota***



***Submitted by***



**February, 2017**

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# INTRODUCTION

McGrath Consulting Group, Inc. was contracted by the city of Farmington to complete a staffing study for the Police Department. The study focused on four major issues related to staffing. Those four issues included (1) is the current level of staffing appropriate, (2) is additional administrative staff needed, (3) what are the future staffing concerns based on projections for population, business activity, and other trends in the City of Farmington, and (4) a review of retention and turnover of employees of the Police Department.

Five consultants were assigned to this project. In conjunction with this study, and during the same time frame, our firm conducted an evidence and property audit of items being held by the department. Those findings are reported on in a separate report. The team members are listed in Appendix A.

During the course of the study, consultants conducted formal interviews with all Police Department Sergeants, Officers and full-time Administrative Support Specialists. Team members toured the facility as well as the jurisdiction of the City. Numerous documents and data were provided to the consultants and were reviewed both on and off-site. Consultants also conferred with Community Development Director Adam Keinberger who provided excellent data on proposed future development in the City. Fire Chief Jim Larsen gave ambulance response information which helped in projecting future police medical response calls.

The consultants wish to express appreciation to the many individuals who were involved in these interviews and other interactions, and to those who provided copious amounts of data and other items of information for this report. A special thanks to City Administrator David McKnight, Chief Lindquist and his staff, as well as all other personnel who ensured that consultants were provided with all support needed.

At the end of the report is a “Summary of Recommendations” by the consulting team.

## **EXECUTIVE SUMMARY**

Consultants have made ten recommendations to improve the Department. The report provides sections addressing current staffing levels, administrative staff needs, future staffing, and retention and turnover.

To summarize, it is recommended that two additional patrol officers be added to the department, and placed in the patrol function, at this time. An Administrative Captain is also recommended to be added to the organization now. This is an additional person, not a reduction of a Sergeant position.

In two to three years, if anticipated growth in the City occurs as is described in the body of the report, an additional two more officers should be hired for patrol. It is not recommended to add other additional positions in investigations or administrative support now, or within the next two to three years.

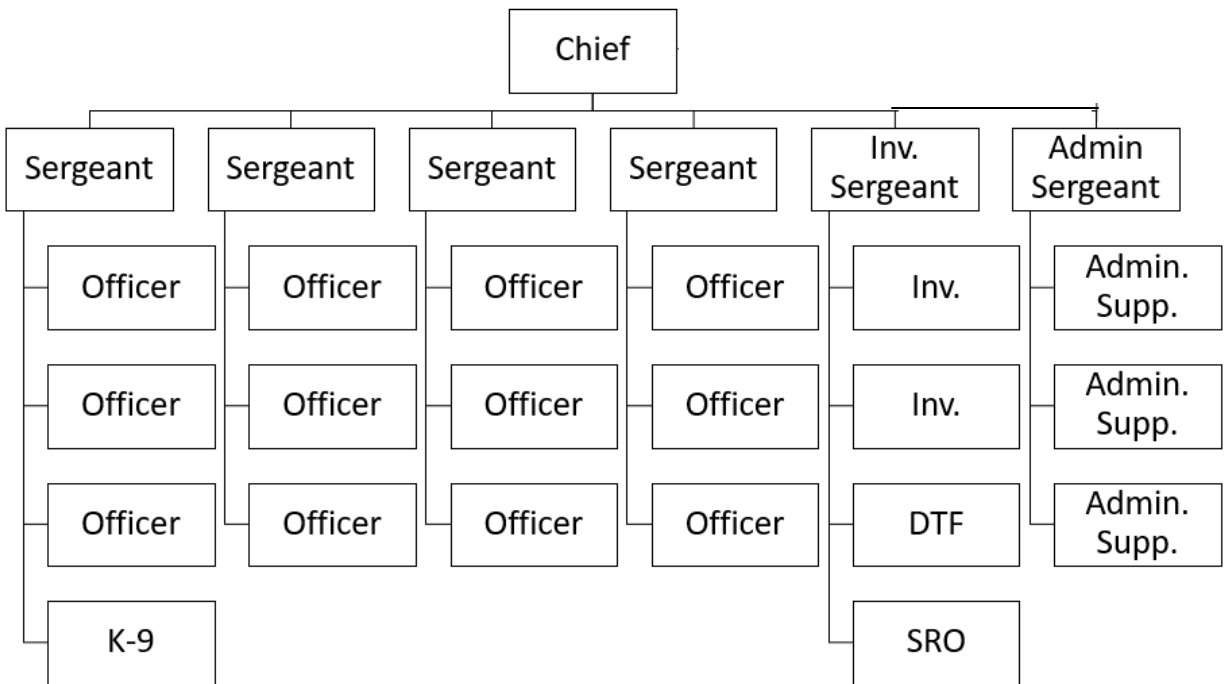
Turnover of personnel in the department is extremely rare. The positive culture and found within the agency attributes to this phenomenon.

## **CURRENT STAFFING LEVELS**

The authorized strength of the Police Department is a total of 27 full-time employees. Of the authorized total, 24 are sworn full-time personnel comprised of the Police Chief, four Patrol Sergeants, one Investigative Sergeant, one Administrative Sergeant, two Investigators, one School Resource Officer, one Drug Task Force Officer, one Canine Officer and 12 Patrol Officers.

The civilian staff includes three full-time administrative Support positions. These three persons conduct the records and other administrative functions for the department.

The current organizational chart is shown below.



Consultants first reviewed staffing assigned to the patrol function. This is the area that has the most police personnel assigned. Of the 24 sworn members of the department, 17, or 70.8% are assigned to patrol. Patrol officers are assigned to 12 hour shifts. It is required that a minimum of two officers, which could be a mix of a Sergeant and an Officer, be on duty at all times. In the recent past a minimum of three is required between the hours of 8:00pm to 2:00am on Friday and Saturday nights. However, this is not a hard and fast rule. For example, in the case of an officer taking sick time, and when no other officers are available for duty, they allow reducing to two officers during this time period.

During the interviews, all but one sworn patrol officer expressed their perception that additional staffing was needed in patrol. Mostly, these recommendations were for the addition of one to two officers to balance the schedule and address frequent shift shortages. It is of note that officers did point out the availability of mutual aid to assist in major incidents, with one officer stating he had never been in a situation that he felt created undue danger due to staffing.

Several officers touched on the challenges associated with having four officers assigned to the regional SWAT team for an agency this size. Consultants were advised that agencies in the area that are much larger than Farmington assign similar numbers to the team. Officers did point out the benefits to having several officers on staff that were highly trained in SWAT; however several pointed out the difficulty in having these officers away each month and for a full week at a time for annual training. In further examining this issue consultants found that all four officers participating in the regional SWAT team (Mutual Aid Assistance Group, or MAAG) are assigned to patrol. Over a year period each officer would be gone a minimum of 160 hours of training, and perhaps more based on their specialty assignment (one day each month regular training for 12 days, five day annual conference, estimated three days additional for a total of 20 days; calculated at eight hour training days). With four officers in patrol each absent from the patrol assignment for 160 hours, there is a 640 hour (53.3 twelve hour shifts) block of time devoted to this training.

Although this is a valuable group to be a member of, consultants are concerned that the level of involvement is very high, which detracts from the main function of the department, which is patrol. Therefore, it is recommended that no more than two officers be team members. Future dates could be established for incremental reductions in which officers may self select disengaging from the team. This would result in substantially reducing the burden in filling patrol shifts.

In speaking with supervisory staff of the department consultants were informed of incidents in which shortages in patrol created difficulties in providing services. On occasion, the administrative Sergeant has been contacted to cover patrol duty shortages. Another incident was a recent burglary to a business which involved a great deal of crime scene evidence to be processed. As only two officers were working one was tied up for a lengthy amount of time on processing and collecting the evidence. Another recent event involved the need to execute two search warrants on the same day. As there were only two patrol officers working there were not available support officers to aid the investigators on the execution of these warrants. These incidents are only some of the occurrences in which a shortage in patrol caused service delivery concerns.

At this time, the department does not track overtime expenditures by categories other than court time, training, traffic detail, or special assignment. The vast majority of overtime paid out is simply listed as “overtime”. Details could not be provided to the consultants on how much overtime was expended to fill shifts due to officer shortages. The department needs to expand its’ overtime codes to include at a minimum, shift coverage and late calls.

Consultants utilized the model developed by the International Association of Chiefs of Police to study patrol staffing. The International Association of Chiefs of Police (IACP) has developed a patrol staffing model to determine the appropriate number of patrol officers to be assigned to the patrol function. This calculation does not include supervisory ranks.

The IACP formula takes into account incidents reported (for this study includes citizen calls for service, traffic stops, and other officer self-initiated activities), average time to respond and handle the incident, patrol officer availability (relief factor), and a calculation for administrative duties (servicing vehicles, personal relief and break/meals, in-service training, meetings, etc.), as well as preventive/proactive patrol. Records provided by the regional dispatch center showed the two year average required to handle incidents including both primary and secondary units to be 43.85 minutes. This is less than the assumption of 45 minutes which the IACP utilizes. The formula also assumes that one-third of an officer’s time should be spent on this activity to allow for another third to be devoted to administrative duties and the final third on preventive/proactive patrol.

Consultants reviewed patrol calls for service for 2015 and 2016.

- 2015: 11,634
- 2016: 11,774

The average number of calls for service for those two years is 11,704.

The following calculation is derived from the average of 11,704 calls for service recorded by the Farmington Police Department over that period of time. Calculations are based on a 24 hour staffing model.

- First, the 11,704 incidents are multiplied by 43.85 minutes to find that 8,553.67 hours are needed in patrol to process these incidents.
- Next the 8,553.67 hours are multiplied by three to allow for administrative and preventive/proactive patrol to find that a total of 25,661.01 hours are needed in patrol.

To staff one patrol position for a full year 4380 hours are needed (12 hours multiplied by 365 days). The required 25,661.01 hours are divided by 4380 showing that it takes 5.85 patrol units to process the volume of 11,704 incidents requiring 25,661.01 hours of response time.

Farmington patrol officers are scheduled to work 2,080 hours per year. Consultants examined total leave times for all patrol officers and sergeants that worked in patrol for the years 2015 and 2016. The average annual time off per officer or sergeant, for all leave categories (includes vacation, sick, compensatory time used, floating holiday, funeral leave, and personal time off) for those two years, are shown as follows.

- total annual average time off per officer or sergeant is 302.44 hours
- regular days off total 832 hours
- total of average time and regular days off equals 1,134.44 hours
- to convert 1,134.44 to 12 hour patrol shifts multiple by a factor of 1.5 which equates to 1701.66 hours

Of the 4380 hours needed to staff one patrol unit based upon a 12 hour shift, an officer is available 2678.34 hours (4380 scheduled hours minus 1701.66 hours of time off). The basis of 4380 hours is calculated by multiplying a 365 day year by 24 (8760 hours), then dividing by two (4380 hours for 12 hours increments). To determine how many officers are needed to staff one patrol unit for one year, divide the number of hours needed by the number of hours available

(4380 divided by 1701.66 hours not working) to determine the availability factor. The availability factor is calculated at 2.57 officers needed to fill one patrol position. Since 5.85 patrol units are required this is multiplied by the availability factor of 2.57 which equates to 15.03 officers.

As seen from the calculations, the Farmington Police Department patrol function should be staffed with 15 patrol officers – given 11,704 calls for service averaged from the previous two calendar years. Currently 13 officers are assigned to serve in patrol. Therefore, staffing of this function is calculated as being short by two officers.

Consultants next examined the staffing level of the investigative function. This is the second largest component of the sworn personnel, with five, or 20.8% of sworn officers. A Sergeant is assigned to supervise the personnel in this division. Two investigators are assigned to the division. One of the Investigators is designated as full-time, meaning the assignment is permanent, whereas the second Investigator rotates out of the position periodically to patrol. In addition to the two investigators the School Resource Officer and the regional Drug Task Force officer are under the command of the Investigative Sergeant. The School Resource Officer is not assigned cases for follow-up as listed below. This officer keeps the Sergeant informed about activities arising at the high and middle schools. The Drug Task Officer receives assignments through the Dakota County Drug Task Force. Those cases are not counted in the investigations assignments.

The Sergeant utilizes “solvability factors” to screen the offenses to assign to investigators for follow-up. Solvability factors include those matters that make it more probable for a case to be solved in which the offender is initially unknown. This would include such items as existence or lack of witnesses, physical evidence, video, etc. If a case lacked factors which would make it more probable for an offender to be identified, then the case was not actively investigated. This allows the investigators to focus their efforts where there is more likelihood to make an arrest or clear the case. The Sergeant also assigns cases to himself for follow-up.

Consultants reviewed cases assigned to investigators for 2015 and 2016. The number total assigned is as follows.

- 2015: 178
- 2016: 205
- The average number of cases assigned for those two years is 191.5.

Over the two year span, each of the three personnel assigned to the investigations function averaged 63.8 cases per year.

The cases assigned for the two year period have been assigned the following dispositions for 2015 and 2016 (at the time of data collection).

- CLOSED: 202 (52.7%)
- CLEARED BY ARREST: 72 (18.7%)
- UNFOUNDED: 19 (4.9%)
- OUTSIDE AGENCY CASE: 11 (2.8%)
- ACTIVE: 38 (9.9%)
- CLEARED: 37 (9.6%)
- OTHER: 4 (1%)

Brief definitions of disposition categories are as follows.

CLOSED: The case has been investigated but due to a lack of evidence the offender was not identified or sufficient evidence lacked to bring a charge.

CLEARED BY ARREST: The offender has been charged with the offense.

UNFOUNDED: The investigation revealed that in fact no criminal offense occurred.

OUTSIDE AGENCY CASE: The investigation revealed an offense occurred, but in another jurisdiction. The case was sent to that other agency for investigation.



ACTIVE: The incident is open and actively being investigated.

CLEARED: The incident has been resolved without charges being filed. Factors could be an uncooperative victim, uncooperative witnesses, the offender has been identified but the prosecutor has declined charges, or other issues.

OTHER: These are very rare incidents that do not fit into the above categories.

In examining the School Resource Officer position it was found that in past years there were three officers to cover the high school and two middle schools. This has been reduced to one to cover all the schools. However, the officer primarily serves issues at the high school at this time.

The investigation section is currently responsible for property and evidence held by the department. The Sergeant and one Investigator handle these duties. It was reported by the Sergeant that in recent years approximately 461 items of evidence are entered into the system each year. This is also reported as requiring approximately ten hours of total time per week. An evidence audit was conducted by consultants simultaneous to this staffing report. More detailed information in the evidence audit report addresses staffing issues of the evidence function (see McGrath Evidence Audit report). In summary, the investigative caseload allows the Sergeant and investigator to manage the evidence function at this time.

The next section examined was that of Administration, which includes one sworn Administrative Sergeant and three full time civilian administrative support personnel. This section handles all administrative issues related to records management, budget, training records, and citizen front desk walk in issues including processing background checks, fingerprints, various permits, etc. Consultants were advised by the Administrative Sergeant that this section is very timely with all reporting and other functions. Consultants interacted frequently with the civilian staff during our onsite meetings and requested numerous documents. They were able to quickly and efficiently provide us with the data requested.

The final component of the department is the office of the Chief of Police. Six Sergeants report directly to the Chief. The Chief reports directly to the City Administrator.

Recommendations:

1. Increase the current authorized number of patrol officers by two and place them in the patrol function.
2. Reduce the number of officers assigned the collateral duties with the Multi-Agency Assistance Group (MAAG).
3. Expand department overtime codes to include, at a minimum, shift coverage and late calls to better understand and track overtime use.

## **ADMINISTRATIVE STAFF NEEDS**

The Chief of Police is the only exempt sworn position on the department. All police Sergeants are represented by the Law Enforcement Labor Services Sergeants union. All patrol Officers and Investigators are represented by the Law Enforcement Labor Services union. The civilian members of the department are not members of a labor organization.

All four patrol Sergeants, the Investigative Sergeant, and the Administrative Sergeant report directly to the Chief of Police. The investigative and patrol Sergeants are primarily involved with operational matters. The Administrative Sergeant assists the Police Chief with support functions. In the absence of the Chief of Police a sergeant is appointed to be temporarily in charge of the department. This is normally done on a rotational basis.

During the interview process with employees it was noted that five of the six Sergeants expressed their belief that a layer of supervision between their rank and that of the Chief was needed. Additionally, three patrol Officers also expressed the need for another supervisory rank such as that of a Captain.

When asked during the interviews what improvements to the department would be recommended, the most commonly raised suggestion was that communication within the department be improved, especially from the top down. Ten of the employees interviewed voiced this concern. Over half (14), of employees interviewed expressed the opinion that the department should expand its community outreach/community policing activities. Officers stated that especially in the current difficult climate of policing, forming tighter bonds with the community would be of benefit.

There is a concern with the Police Chief being the only non-union member of the sworn force. The Chief does not have a second in command to assist with labor and management issues. In the case of an internal investigation, currently a sergeant would investigate an incident involving a patrol officer or civilian. The results of the internal investigation would then go to the Chief of Police for final disposition. However, in the case of an incident involving a sergeant the Police Chief would investigate the allegation. The Chief would then be in a position to not only be the investigator but also the administrator who would determine the final disposition and if necessary administer discipline. This is not a good practice. The functions of investigation and disposition of internal matters should be separated.

Although the administrative Sergeant is able to assist the Chief with some support matters, that Sergeant has other responsibilities that require significant time.

The practice of rotating leadership of the department in the absence of the Chief of Police leads to inconsistency and is not a preferred method. Having a police Captain, who is always second in command of the department, would provide consistent leadership. The Chief and Captain would coordinate to ensure that one of the two is always available.

Communication is an issue to be considered related to the need for a Captain. As indicated from the comments during the interviews of employees communication is a concern. The Chief conducts meetings every three months for the department. It was described that attendance is required, unless the employee has a valid reason for not attending. It was also found that there is not a daily shift briefing or roll call in patrol.

During the structured employee interviews the question was raised as to how important is the opportunity for job growth in retaining employees. Eleven employees answered that it was very important, ten employees answered it was important, which represents 80.7% of the employees feeling that opportunities for growth were very important or important. By creating the Captain's position an avenue for advancement is in place for the department Sergeants as well as for officers to then fill the open Sergeant rank.

It is recommended that a Captain's position be added to the organizational chart of the Police Department. The Captain will report directly to the Chief of Police. This position should be an exempt, non-union position. The Captain will have duties including, but not be limited to, internal affairs investigations, assuming command of the department in the absence of the Chief of Police, taking command at major incidents, conducting performance evaluations for assigned personnel, participating in preparing the department's annual budget and tracking expenditures, serving on boards and committees as assigned by the Chief of Police (to include at a minimum the Multi-Agency Assistance Group (MAAG), the Dakota County Drug Task Force, Electronics Crime Unit, Civil Disturbance Group and Safe and Sober), preparing periodic or special reports, assisting with planning special events as well as on-site supervision, serving as the department public information officer and in that capacity coordinating and preparing media releases and events, coordinating department promotions, hiring, transfers and coordination with Human Resources of the City, maintaining training records and conducting required submittals to the state Police Officers Standards and Training Board (POST), and other assigned duties. On occasion, when necessary, the Captain could provide supervisory duties in the absence of a patrol, investigative, or administrative Sergeant.

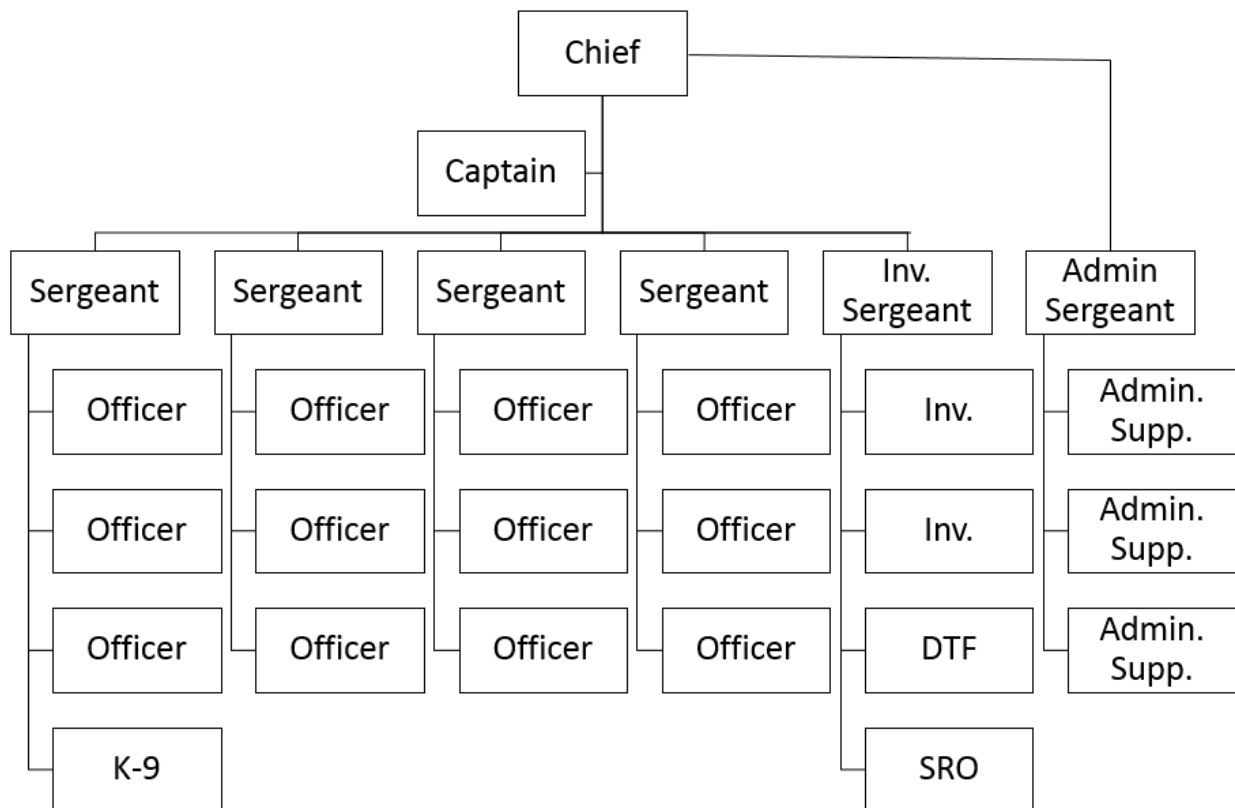
The Captain's position should facilitate communication within the department. The Captain can implement a process of regular meetings amongst that position and the Sergeants. Additionally, the Captain should create and implement a regular daily roll call briefing document for patrol. This position could coordinate and ensure a smooth flow of communication within the department.

The Captain's position could coordinate, expand, and control the department community policing efforts.

If the Captain position is instituted, two different organizational charts are shown below, of where the position could be located in the organization.

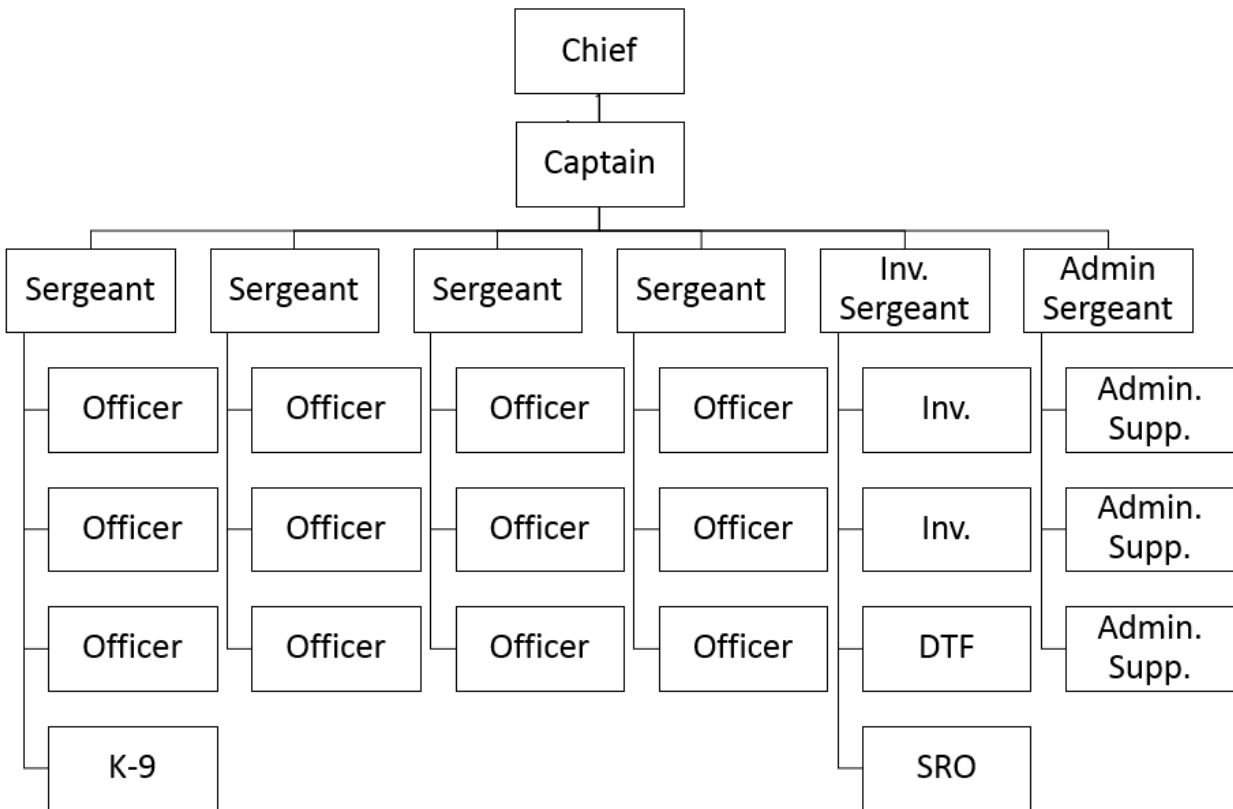
#### Revised Organizational Chart #1

In this structure the Captain reports directly to the Chief of Police and has command over the operational units of the organization including patrol and investigations. That span of control includes five Sergeants and those under their command. The administrative Sergeant remains reporting directly to the Chief of Police. The advantage to this configuration is that all operational issues are under the command of the Captain. Administrative functions continue to report directly to the Chief of Police.



## Revised Organizational Chart #2

In this structure the Captain reports directly to the Chief of Police and has supervisory responsibility over all the department Sergeants and functions. As can be seen from the chart, all communications from the Sergeants flow through the Captain to the Chief of Police. The advantage to this configuration is consistency in chain of command.



If the position is approved the department command staff can further determine the best placement of this position.

This position should be salaried with an approximate current starting salary of \$114,539. This represents the midpoint between the Police Chief's current salary of \$117,362 and the total base salary and overtime amount of the highest-paid Sergeant in 2016 at \$111,717. Benefits would of course be a cost in addition to this salary amount. It should be noted, due to compression issues

with overtime in the Sergeant rank, this recommended salary is approximately 97.5% of the Chief's salary, and approximately 2.5% above the noted Sergeant's pay for 2016.

Recommendations:

1. Approve the position of Captain.
2. Adopt one of the proposed revised organizational charts.
3. Direct the Captain position to improve internal communication through regular operational meetings with Sergeants.
4. Direct the Captain to create and implement a regular daily roll call briefing document for patrol.

## **FUTURE STAFFING**

From discussions with Adam Kienberger, community development director, as well as review of the Farmington 2030 comprehensive plan and the Community Profile for Farmington prepared by the Metropolitan Council it is evident that several issues could have an effect on future police staffing. The community is growing because of space and affordability. The City of Farmington has the land capacity to add an additional 10,000 residents, which would be an increase of almost 50%. Also, some additional business development is anticipated.

A very large area that could produce residential growth is the Orchards at Fair Hill. There are approximately 1000 acres at that location that could be developed for residential use. At this time, 200 lots are proposed for development on 90 acres. The Winkler development area is in early stages of development with approximately 120 lots planned. Therefore, there is the possibility of 320 residential lots being developed in the next several years. In addition to these two major developments there are a smaller number of lots available, fewer than 100, for residential development in the City.

Possible commercial and business development includes a small number of commercial nodes available for development throughout the City as well as on highway Three. A current development underway is a 70 unit senior assisted facility that is under construction at Denmark

south of St. Michael's church. This facility will have a memory care component. It is anticipated that it will open in the fall of 2017. Hy-Vee grocery owns a lot on Highway 50 and is considering developing a store there of between 57,000 to 60,000 feet.

Assuming the growth described in both residential and business activity occurs, there will be an effect on the police workload. Based on the 2015 population of 22,451 and average call load of 11,704 this equates to slightly over one-half a call for service generated by each Farmington resident per year. Applying that assumption, each additional 1000 residents could generate an additional 500 calls for service per year.

Current population of the City is 22,451 with 7657 households (2015 statistics from Metropolitan Council Community Profile). Their forecast population for 2020 is 24,300 with 8500 households. Projection for 2030 is 28,300 with 10,100 households. The average household size in Farmington in 2015 was 2.9 persons. Per these forecasts, the police call load could raise from the current two year average of 11,704 to approximately 12,704 in 2020 (additional 2000 residents generating 1000 additional calls for service). This does not include additional workload from business development.

The senior assisted facility is anticipated to generate calls for service as the police officers respond to medical matters. Comparative information was provided by Fire Chief Larsen of the Farmington Fire Department. In the downtown area of Farmington there is currently a three-story 48 unit care facility. In 2016 the fire department responded to 35 calls for service at that location. The Chief further advised that these responses would have only been for significant medical issues. As the police officers will respond to a wider variety of calls, it could be estimated that this facility could generate up to 150 calls per year.

The Hy-Vee grocery store will also be a source of additional activity for the police. Statistics from The Eagan Police Department showed 89 calls for service at the new store at 1500 Central Park from September 1<sup>st</sup> to December 28<sup>th</sup>. That approximates 267 per year. The Lakeville Hy-Vee, at 16150 Pilot Knob Road, generated 64 calls from June 21<sup>st</sup> to December 27<sup>th</sup>, 2016. That approximates 128 per year. Averaging the call load for both stores approximates 198 calls per



year. Each of these stores is larger, between 90,000 to 95,000 square feet, than the one proposed in Farmington at 57,000 to 60,000 square feet. Applying 63% (the approximate size of the Farmington Hy-Vee compared to Eagan and Lakeville) to their average call load of 267, the Farmington police could anticipate 168 calls per year at the store.

Therefore, it is conceivable that the call load will increase in the next several (two to three) years due to the following.

- Residential population increase: 1000 calls for service
- Senior assisted facility: 150 calls for service
- Hy-Vee grocery store: 168 calls for service
- Other residential and business growth (assumption of 1.1% increase from 2015 to 2016): 129
- TOTAL INCREASE: 1,447 (approximate 12% increase from current call load)

It is difficult to predict all activity that will impact future police service and staffing. If the above increases occur, then calls for service could reach 13,151 or more within two to three years.

Using the same calculations in the current staffing section, but applying a call load of 13,000, the suggested number of officers required for the patrol function is 17 officers. Currently the number of officers assigned to patrol is 14.

Applying the same increase (12%) to investigations would assume annual case load for the unit to increase from 191.5 to 214, and from 63.8 per investigator per year to 71.3. It is not anticipated that these increases require addition staffing in the investigations function.

The increased work load will cause additional administrative support. If the Captain position is added to the department, as recommended by consultants, which should be sufficient to cover this increased workload.

An associated issue to consider, if new officers are hired, is that of field training. No field training has been conducted since 2010, the last time a new officer was hired. Therefore, the

department should send officers to a new Field Training Officer (FTO) course prior to bringing the officers on board.

Recommendations:

- Add four additional patrol officers to the department over the next two to three years (this includes the two recommended immediately). This should be phased in as residential and business growth occurs.
- Prior to adding new officers to the department, prepare an updated field training program by sending officers to a Field Officer Training (FTO) course.

## **RETENTION AND TURNOVER**

As part of the staffing study the City requested insight into the issue of retention of their police officers. Throughout the nation many police agencies are facing severe problems with retaining their officers. In fact, the federal Office of Community Oriented Policing (COPS) commissioned a study by the Rand Corporation to conduct a study and make recommendations. That resulted in the research in brief study entitled “Improving Police Recruitment and Retention”.

The retention concerns of other police agencies throughout the country are not faced by the Farmington Police Department. In fact, it is quite the opposite. When officers are hired here, they stay. The last officer hired by the department was on June 22, 2010, almost seven years ago. That officer was laid off due to staff reductions, but reinstated on August 13, 2014.

The fact that officers do not leave employment here, in and of itself suggests a very positive working atmosphere. To examine the issue in more detail the consultants individually interviewed every employee of the department (except the Chief of Police) and asked a series of ranked questions as well as some open-ended.

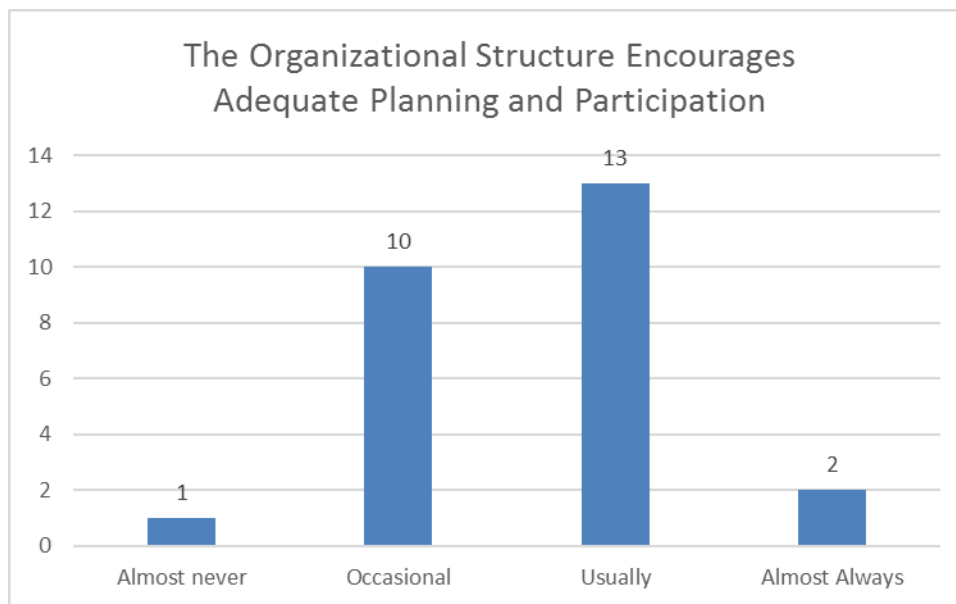
Consultants note that Farmington Police staff consistently expressed a general overall high level of satisfaction with the working environment and the agency overall. Farmington staff related

that they are paid well, trained well, equipped well, and generally treated very well. Several officers related that they are not ‘micromanaged’ and are trusted to make decisions.

Additionally, numerous employees mentioned the relationships they have built with their coworkers in Farmington. Employees tended to mention that the department is family oriented. Together, these factors seem to be working to keep employees in Farmington despite the relatively low potential for job growth due to the size of the agency.

The twenty-six employees that were interviewed responded to the following questions and ranked their responses as either almost never, occasional, usually, or almost always.

Chart #1



Almost never: 3.8%

Occasional: 38.4%

Usually: 50%

Almost always: 7.6%

Of the employees interviewed 57.6% responded that the organization almost always or usually encouraged adequate planning and participation. Occasionally or almost never was chosen as a response by 42.2% of the employees.

Chart #2



Almost never: 0%

Occasional: 0%

Usually: 19.2%

Almost always: 80.7%

All of the employees interviewed responded that individuals in the organization almost always or usually practice the ethical standards of the organization. No employees felt that ethical standards were not practiced by individuals.

Chart #3



Almost never: 0%

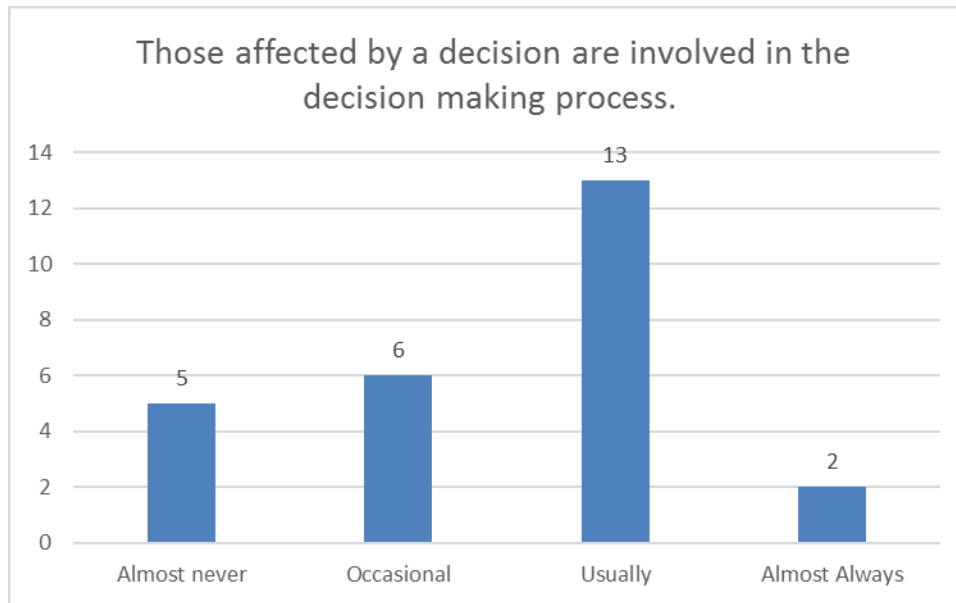
Occasional: 0%

Usually: 30.7%

Almost always: 69.2%

All of the employees interviewed responded that throughout the organization there are examples of individuals who act out their commitment to do the right thing. In fact, 69.2% of the respondents stated this happened almost always.

Chart #4



Almost never: 19.2%

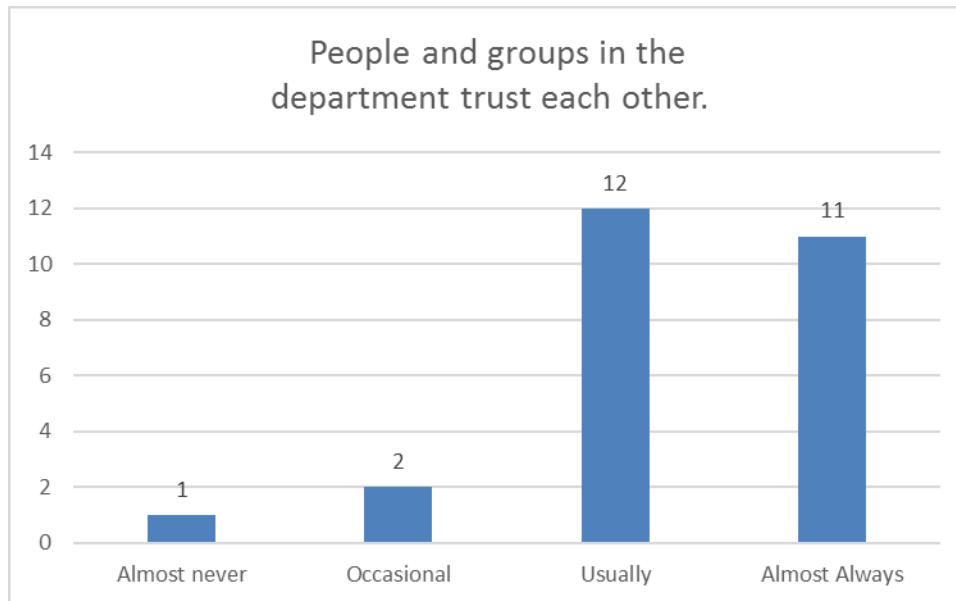
Occasional: 23%

Usually: 50%

Almost always: 7.6%

Of the employees interviewed 57.6% responded that the organization almost always or usually involves those affected by a decision in the decision-making process. About 40% (40.2%) felt that the organization occasionally or almost never involves those affected in the decision making process.

Chart #5



Almost never: 3.8%

Occasional: 7.6%

Usually: 46.1%

Almost always: 42.3%

The large majority of the employees, 88.4%, responded that people and groups in the department trust each other. Only, 11.4% felt that this trust was occasional or almost never.

Chart #6



Almost never: 0%

Occasional: 0%

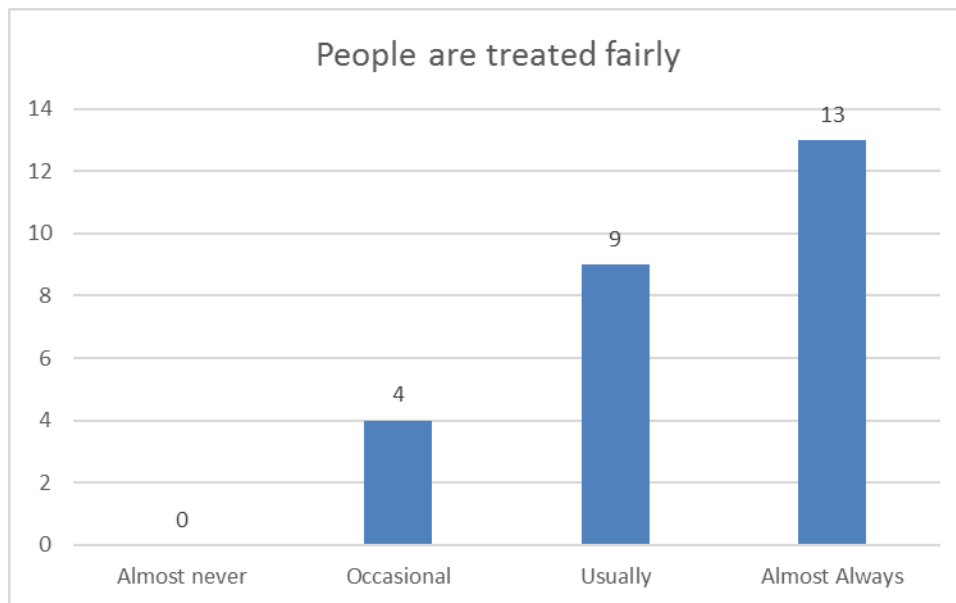
Usually: 34.6%

Almost always: 65.3%

All of the employees interviewed responded that the organization almost always or usually promotes its ethical values.



Chart #7



Almost never: 0%

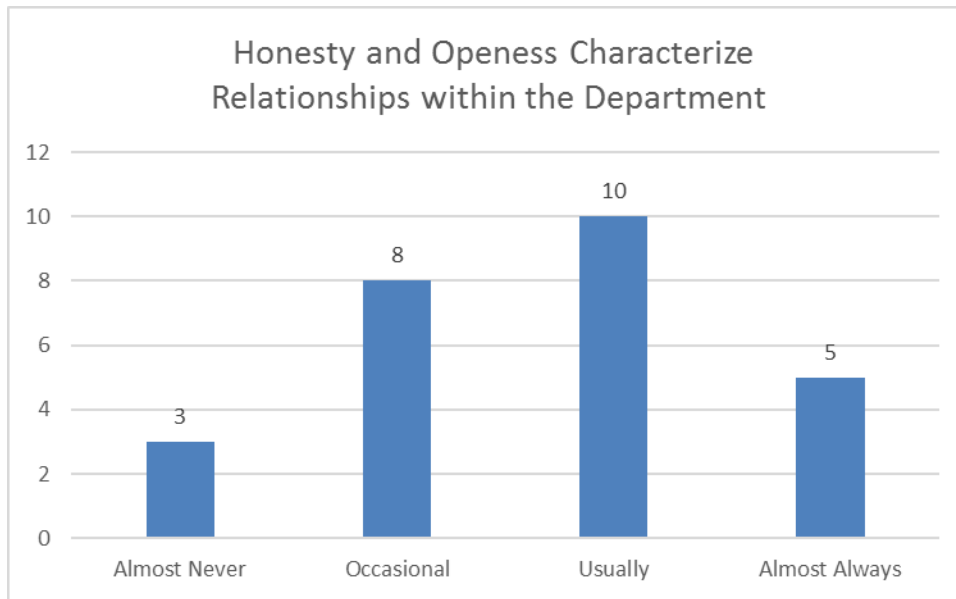
Occasional: 15.3%

Usually: 34.6%

Almost always: 50%

Of the employees interviewed 84.6% responded that the organization almost always or usually treats its' people fairly. A small number, 15.3%, felt that the organization treated its' people fairly occasionally.

Chart #8



Almost never: 11.5%

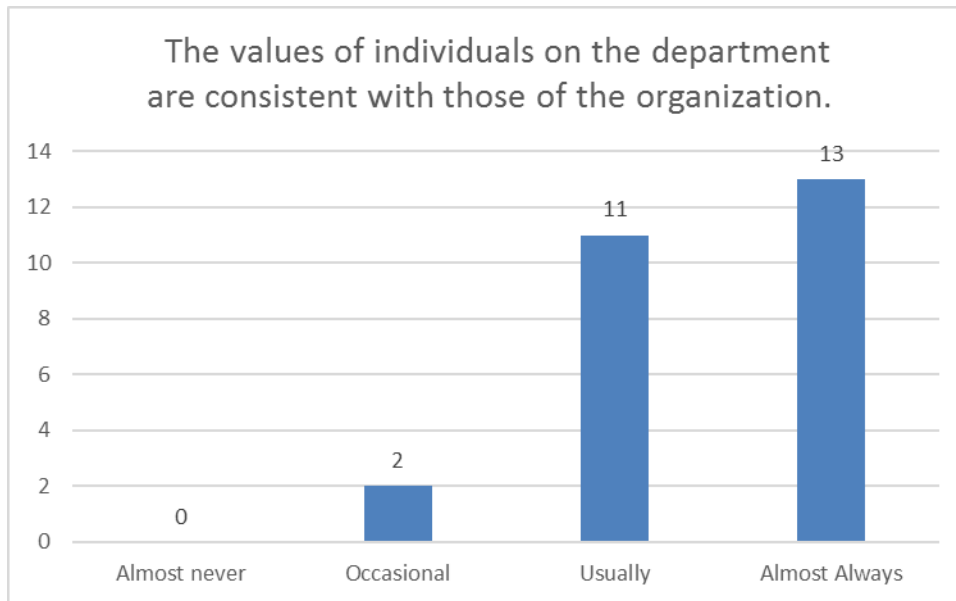
Occasional: 30.7%

Usually: 38.4%

Almost always: 19.2%

The question of honesty and openness characterizing relationships within the department received mixed reviews. As can be seen from the responses, the opinions do not represent a consensus, but more resemble a typical bell curve. The most frequent response was usually at 38.4%.

Chart #9



Almost never: 0%

Occasional: 7.6%

Usually: 42.3%

Almost always: 50%

Overwhelmingly, 92.3% of the employees responded that the values of individuals on the department are consistent with those of the organization. Only two, 7.6%, felt that this is the case only occasionally.

Chart #10



Almost never: 3.8%

Occasional: 30.7%

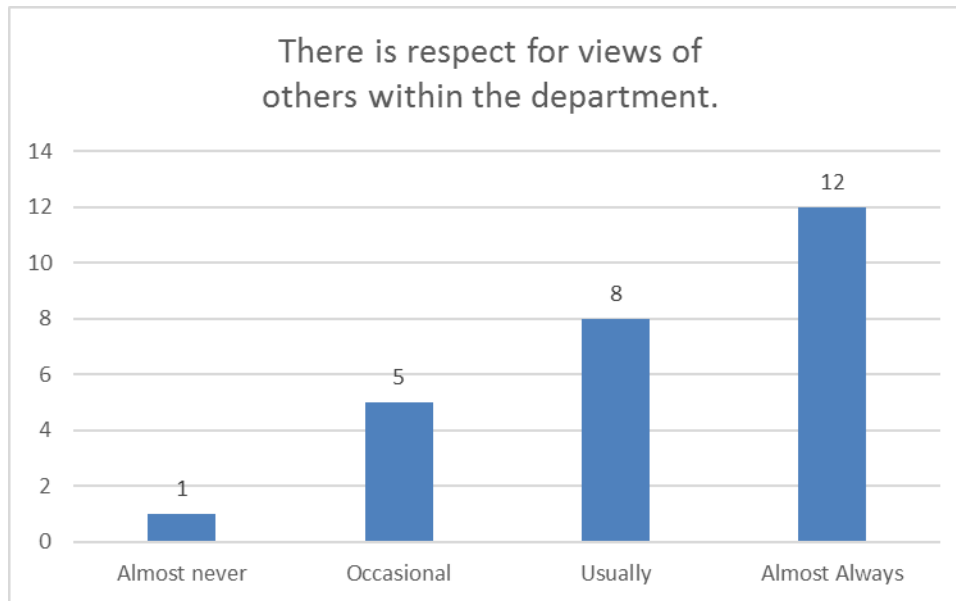
Usually: 23%

Almost always: 42.3%

The question involving the sense of the organization's mission received mixed reviews.

However, the most frequent answer was almost always at 42.3%.

Chart #11



Almost never: 3.8%

Occasional: 19.2%

Usually: 30.7%

Almost always: 46.1%

Slightly over three-fourths' of the employees, at 76.8%, responded that there is respect for views of others within the department almost always or usually. The rest, 23% felt it occurs occasionally, 19.2%, or almost never at 3.8%

Chart #12



Almost never: 11.5%

Occasional: 30.7%

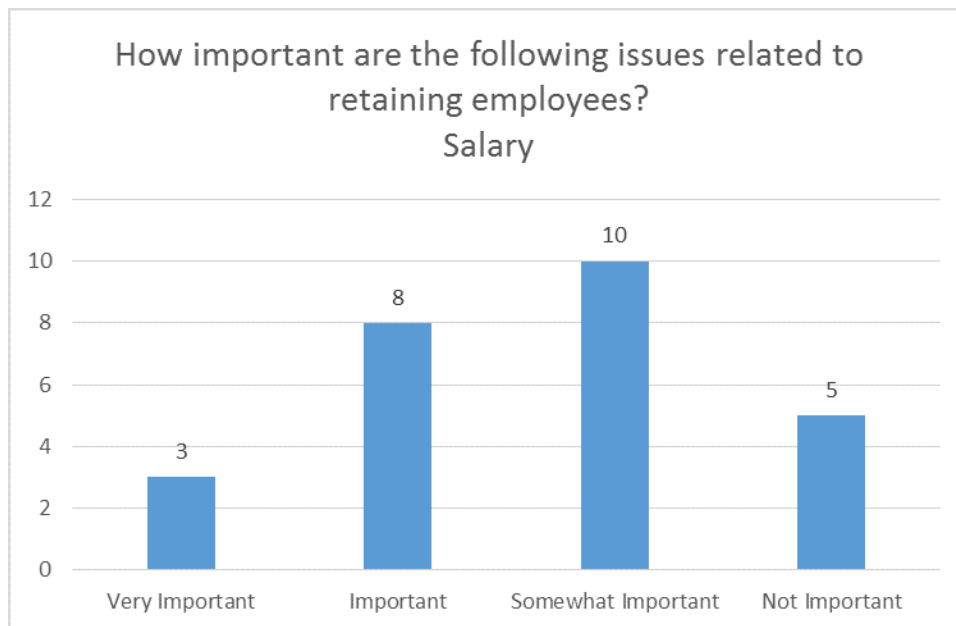
Usually: 38.4%

Almost always: 19.2%

The question of accountability had mixed results. Almost always and usually received 57.6% of the replies, whereas, occasionally and almost never received 42.2%.

The twenty-six employees that were interviewed responded to the following questions and ranked their responses as very important, important, somewhat important, or not important.

Chart #13



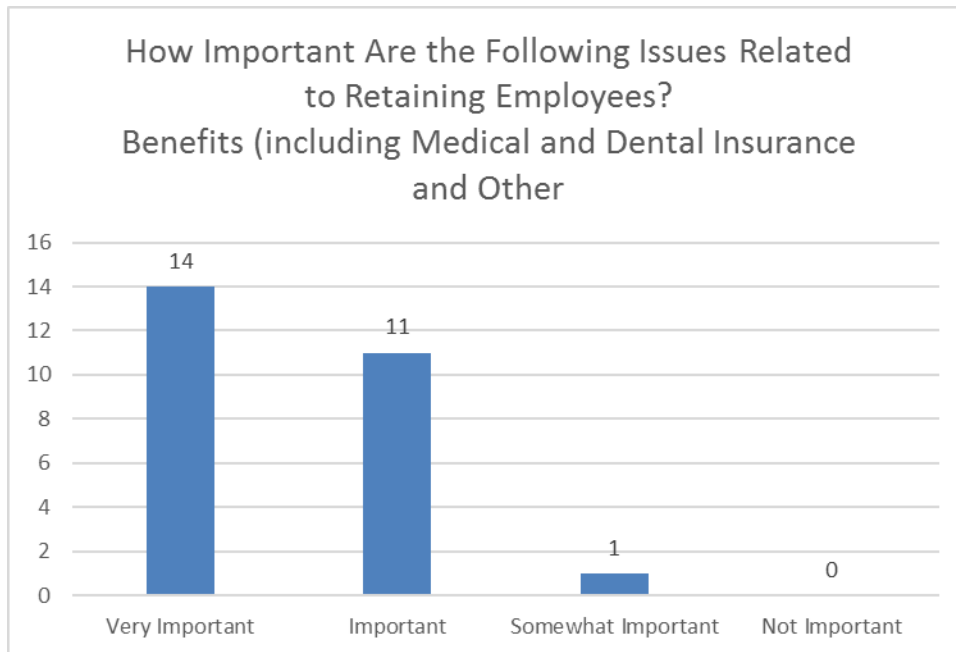
Very important: (3) 11.5%

Important: (8) 30.7%

Somewhat important: (10) 38.4%

Not important: (5) 19.2%

Chart #14



Very important: 53.8%

Important: 42.3%

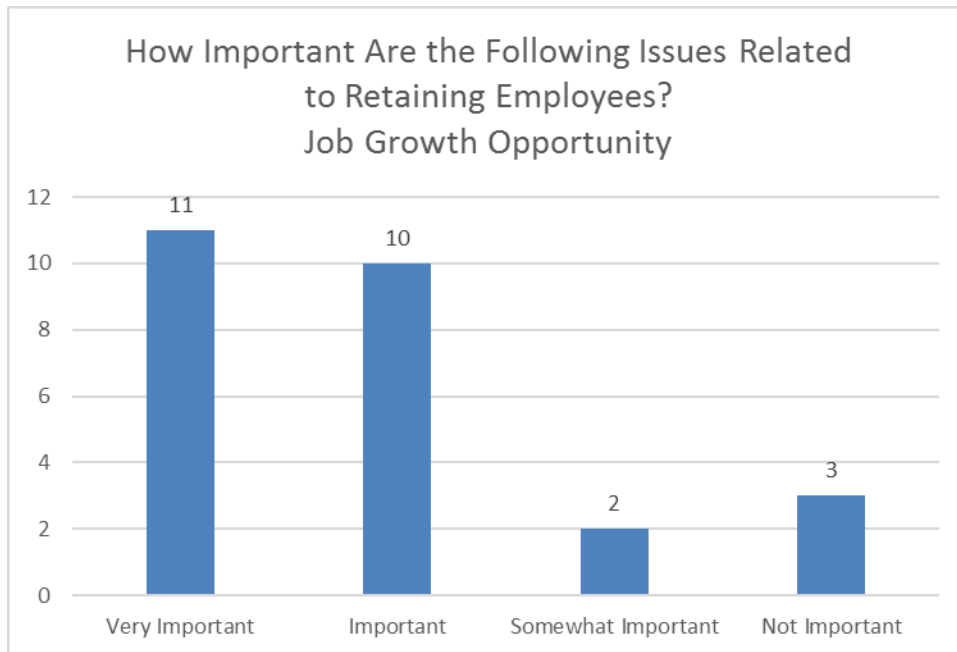
Somewhat important: 3.8%

Not important: 0%

Overwhelmingly the employees rated benefits as very important, or important, with 96.1% responding to those categories. Only one person felt benefits were somewhat important to retention.



Chart #15



Very important: 42.3%

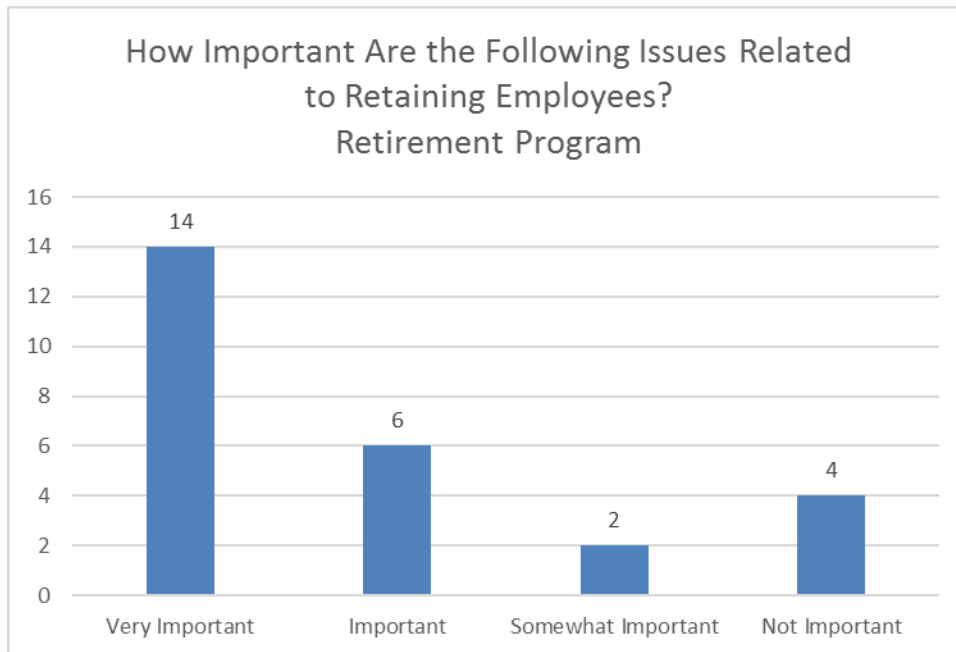
Important: 38.4%

Somewhat important: 7.6%

Not important: 11.5%

The majority, 80.7%, felt that opportunities for job growth were very important or important.

Chart #16



Very important: 53.8%

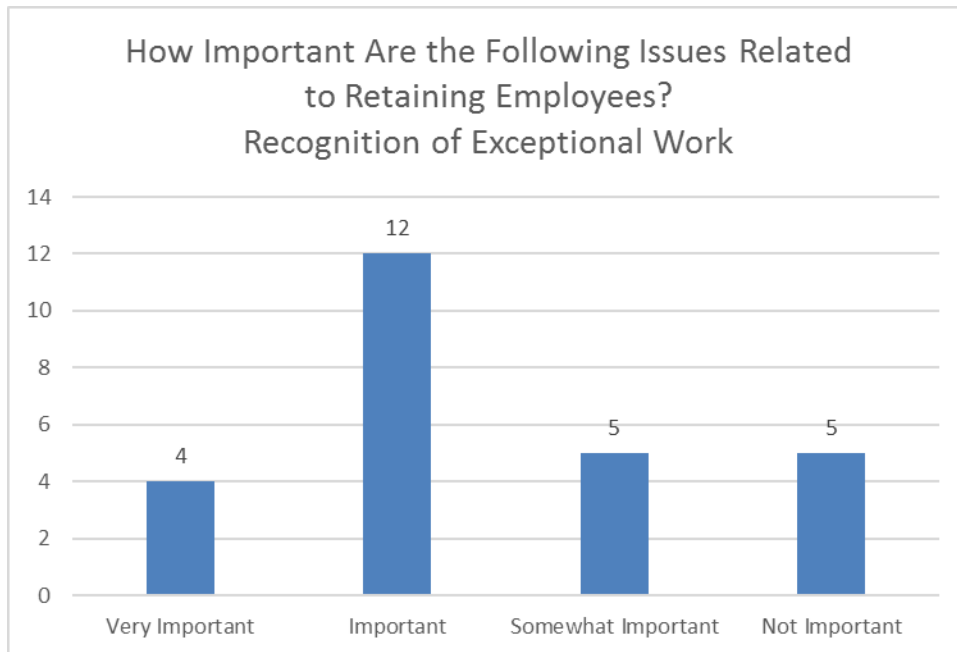
Important: 23%

Somewhat important: 7.6%

Not important: 15.3%

Slightly over three-fourths' of the employees, at 76.8%, responded that the retirement program is very important or important to retaining employees.

Chart #17



Very important: 15.3%

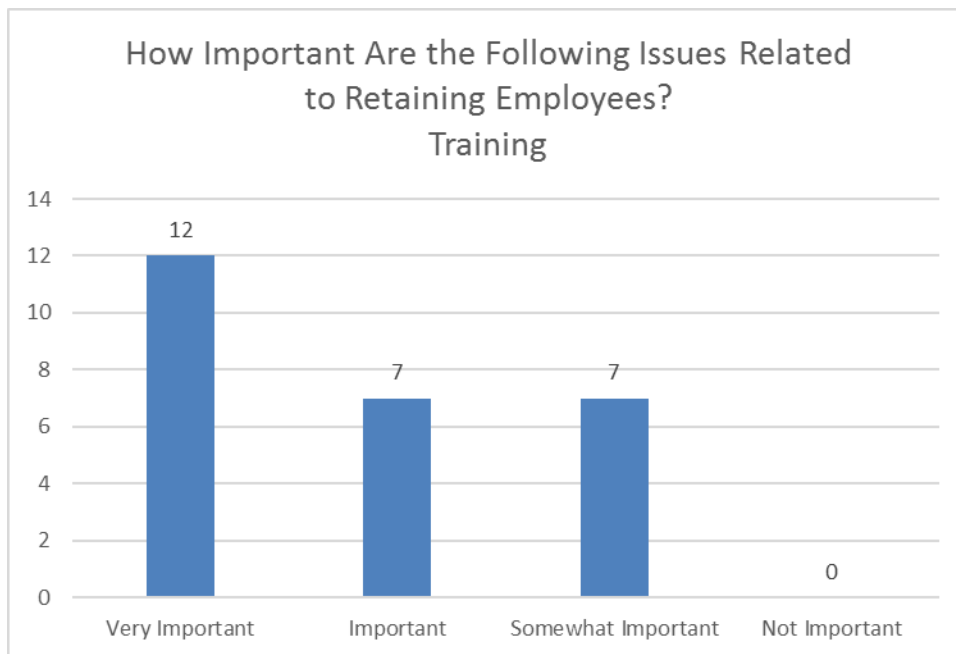
Important: 46.1%

Somewhat important: 19.2%

Not important: 19.2%

Recognition of exceptional work was felt to be very important or important to 61.4% of the employees. The categories of somewhat important, and not important, each received 19.2% of the replies.

Chart #18



Very important: 46.1%

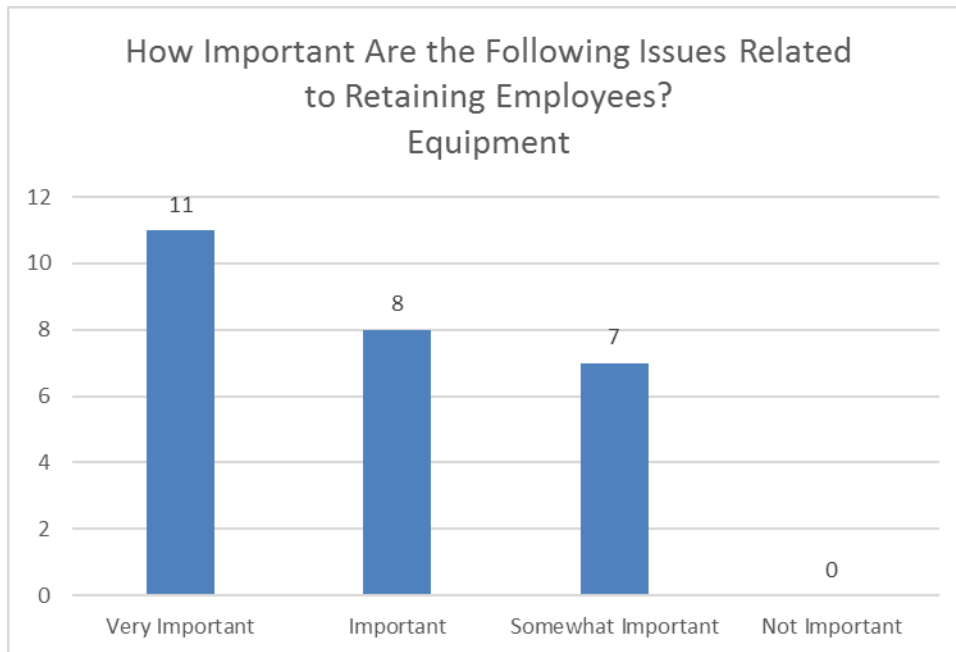
Important: 26.9%

Somewhat important: 26.9%

Not important: 0%

Training was felt to be very important or important to 73% of the employees. No employees felt training was not important related to retention.

Chart #19



Very important: 42.3%

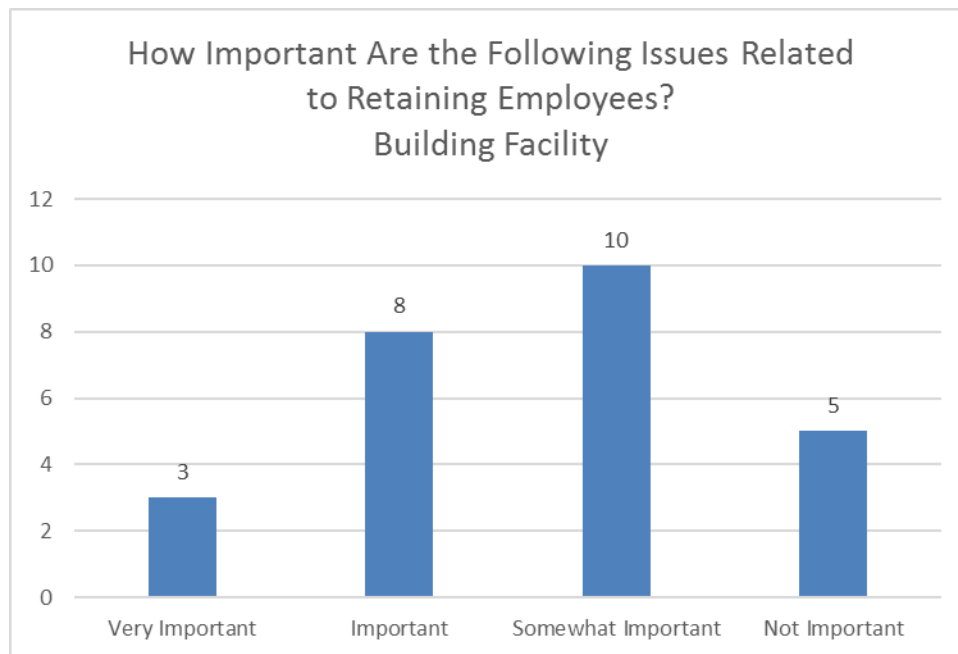
Important: 30.7%

Somewhat important: 26.9%

Not important: 0%

Department equipment was felt to be very important or important to 73% of the employees. No employees felt training was not important related to retention.

Chart #20



Very important: 11.5%

Important: 30.7%

Somewhat important: 38.4%

Not important: 19.2%

The department building facility was not important, or somewhat important, to 57.6% of the employees. Very important or important received 42.2% of the replies as related to retention.

The responses overwhelmingly describe a working climate and culture favorable to retention. Poor ethical standards, often a reason for employee turnover, are far from a concern. In fact, all employees feel that personnel almost always or usually practice ethical standards of the organization. Similar in nature was the fact that 69% said almost always individuals act out a commitment to do the right thing. Overwhelmingly, 88%, say there is a great deal of trust within the department.

It is also clear from the responses that people are treated fairly. Furthermore, over three-fourths' of employees feel they is respect for views of others.

The majority of employees rated benefits, the retirement program, training, and equipment as very important or important. This seems to imply satisfaction in these areas since retention is so rare.

Based on the information from the interview process the department retains its' employees due to satisfaction with leadership, organizational culture, fair and ethical practices, a sense of "family", and overall very good working conditions.

## **OTHER ISSUES**

During the interview process consultants asked additional open-ended questions. The summation of responses to those questions is as follows.

Consultants inquired about the department's relationship with surrounding police agencies. One hundred percent of employees (officers, sergeants, and support staff) indicated that the Farmington Police Department maintains excellent working relationships with surrounding agencies, including municipal, county, and State agencies. Officers related a high level of cooperation with interagency drug task forces and the county-wide SWAT team (MAAG). Several officers pointed out the value of these relationships in terms of mutual aid assistance with calls for service, especially during nighttime hours.

Next consultants asked what can the department do to better serve the citizens of the City of Farmington. Fourteen employees expressed the opinion that the department should consider expanding its community outreach/community policing activities. It should be noted that the overall feeling of the employees when asked this question is that the Farmington Police Department does provide a high level of service to its residents.

Employees were asked what improvements to the department they would recommend. The most commonly raised suggestion in response to this question was that communication. This issue is addressed in the section on Administrative Staff Needs.

Overall, department staff perceives themselves as having excellent relations with other police agencies, they feel they provide good service to the citizens but could expand community policing activities, and believe internal communication could be improved. There were no prominent negative concerns throughout the department related to external or internal matters.

## **CONCLUSION**

This staffing study focused on four issues in order to ascertain; (1) is the current level of staffing appropriate, (2) is additional administrative staff needed, (3) what are the future staffing concerns based on projections for population, business activity, and other trends in the City of Farmington, and (4) a review of retention and turnover of employees of the Police Department.

Consultants recommend the addition of two additional patrol officers at this time to support the current service load. Also, the department personnel commitment to the Multi-Agency Assistance Group (MAAG) should be reduced to provide more staffing in patrol. To better track staffing needs the department should create additional overtime codes for more detailed tracking of personnel needs.

The management of the department should be strengthened by creating the additional position of Police Captain. If the position is adopted the organizational chart should be changed to reflect the new position in the chain-of-command. The Captain should be instructed to improve internal communications as part of the position.

In addition to the two officers and Captain position recommended at this time, consultants feel that that an additional two officers should be hired over the next two to three years. This however, is dependent upon the anticipated residential and business growth as described in the report. These positions should be phased in as growth occurs. If hiring of new officers is to be approved, the department needs to prepare by sending some officers to a field training officer (FTO) course. The department needs updated procedures and training as there has not been an officer in the field training program for almost seven years.



Consultants found reasons for the extremely low amount of turnover of employees related to the overall management practices of the department and City. The department is well managed, staff exhibits high levels of ethical standards, employees are treated well and with respect, there is a “family oriented” climate in the department and there are good benefits and working conditions.

Consultants found no overall institutional problems. It was found that relationships with other departments are excellent, the staff feel they serve the citizens well and in fact want to increase their community interaction and involvement, and they wish to see improved internal communication for the betterment of the department.

Of course, these recommendations must be considered by the City in light of fiscal ability as well as the level of service desired.

## SUMMARY OF RECOMMENDATIONS

#		Topic	Recommendation
1		Current Staffing	Increase the current authorized number of patrol officers by two and place them in the patrol function.
2		Current Staffing	Reduce the number of officers assigned the collateral duties with the Multi-Agency Assistance Group (MAAG).
3		Current Staffing	Expand department overtime codes to include, at a minimum, shift coverage and late calls to better understand and track overtime use.
4		Administrative Staff Needs	Approve the position of Captain.
5		Administrative Staff Needs	Adopt one of the proposed revised organizational charts.
6		Administrative Staff Needs	Direct the Captain position to improve internal communication through regular operational meetings with Sergeants.
8		Administrative Staff Needs	Direct the Captain to create and implement a regular daily roll call briefing document for patrol.
9		Future Staffing	Add four additional patrol officers to the department over the next two to three years (this includes the two recommended immediately). This should be phased in as residential and business growth occurs.
10		Future Staffing	Prior to adding new officers to the department, prepare an updated field training program by sending officers to a Field Officer Training (FTO) course.

## **APPENDIX A: CONSULTING TEAM MEMBERS**

### *Staffing Study Team Members*

#### *Chief Ronald Moser – Project Manager / Senior Police Consultant*

Chief Ronald Moser heads the police division of McGrath Consulting Group, Inc. and will serve as the Project Manager. Prior to joining McGrath Consulting, Chief Moser spent 34 years in law enforcement at six municipal agencies, in three states, in vastly different and diverse communities ranging in population from 9,000 to 700,000. At three of those communities he served as Chief of Police. When serving as Chief of Police for 11 years in the Village of Hanover Park, IL, a Chicago suburb, he held the collateral position of Director of Emergency Management. The Village Board subsequently appointed Chief Moser to the position of Village Manager where he served for three years before retiring. Shortly after retiring he was recruited to serve as Interim Chief of Police for the Village of Sugar Grove in Kane County, Illinois. There, he implemented much needed change, and helped the organization become more efficient and realized significant cost savings through scheduling and other changes.

Chief Moser was responsible for developing the first strategic plan for a police department, facilitated the accreditation through the Commission on Accreditation for Law Enforcement Agencies (CALEA) of the Hanover Park Police Department, and has served as a CALEA team accreditation member and Team Leader. Thus, he has a wealth of experience in the evaluation of best practices within the police and law enforcement arena. He has been most successful in developing strategies in reducing crime.

Chief Moser has been instrumental in developing partnerships with Homeland Security, local and regional law enforcement agencies, including cross jurisdictional responses of Village emergency responders – police, fire, and public works – to local, regional, and state disasters. Through his innovative efforts, the Village saw a 50% reduction in Part One crime. The Village of Hanover Park was recently rated as one of the 100 safest cities in America.

In addition to serving his community, Chief Moser is a member of the International Association of Chiefs of Police (Life member), Illinois Association of Chiefs of Police (Life member), DuPage County (IL) Chiefs of Police Association (past President and Life member), North Suburban (IL) Association of Chiefs of Police (Life member), the American Society for Industrial Security, and a former member of the International City Managers Association and Illinois City Managers Association. He has served as an adjunct faculty member at a number of colleges and universities and currently instructs criminal justice courses through Columbia College of Missouri.

Chief Moser has a Master of Arts degree in Criminal Justice and Corrections from the University of Iowa, as well as a Master of Arts and a Bachelor of Arts degree from Western Illinois University.

*Chief Mark Beckwith – Law Enforcement Consultant*

Mark Beckwith is the Deputy Chief of Public Safety for Augustana College in Illinois. Prior to joining the campus police for Augustana, he served a distinguished 28-year career with the Milan, Illinois Police Department. At that department, he rose through the ranks to become Chief of Police. He has the collateral duty at Augustana as the Emergency Management Director, and is currently authoring the campus University Operations Plan. Under his leadership, Augustana College was selected as one of nine colleges to participate in the State of Illinois “Ready to Respond Campus” pilot program. Deputy Chief Beckwith, for six years, served as the President of the Illinois Law Enforcement Alarm System, which provided leadership to the entire state of Illinois Law Enforcement Mutual Aid System. This included oversight and a management of Homeland Security funding for Illinois agencies, as well as administering the coordination of out of state mutual aid response to Hurricane Katrina, the 2008 Republican National Convention, the 2009 G20 Summit in Pittsburgh, Pennsylvania, and the 2012 NATO Summit in Chicago. Deputy Chief Beckwith has a Bachelor of Science Degree in Law Enforcement and Justice Administration from Western Illinois University, and is a graduate of the FBI National Academy.

*Sheriff Patrick Perez – Law Enforcement Consultant*

Sheriff Patrick Perez began his career with the Kane County, Illinois, Sheriff's Office and rose through the ranks of Sergeant, Supervisor of Special Operations, Investigations, and Patrol as well as spending some time in the civil division responsible for foreclosure sales in Kane County. In 2006, and again in 2010 he was elected Sheriff. Under his oversight, to complete evidence audits were conducted. The first was necessitated by the department's move to a new facility. Therefore, not only was every item of evidence inventoried, they were transported to the new storage area. Later, another complete audit was conducted since the records management system of the department changed. This required each item to be newly entered into the new system. The evidence room under the Sheriff's command included a lab processing area, several computers and report writing stations, a pass-through evidence storage system, and refrigerated locker. Strict security measures were put in place by the sheriff including video surveillance and controls over employees that had access to the area.

Sheriff Perez brings a wide variety of experience in law enforcement from street policing to administration of a County Sheriff's department of over 300 employees representing 30 divisions.

Sheriff Perez enacted several initiatives to professionalize the agency including: mandatory random drug testing, an office of professional standards, major revision of the department's Standard Operating Procedures, established a crime analyst position, redesigned the website, established a public information officer, and implemented a Citizen's Police Academy.

During his tenure as Sheriff, the operations were relocated, thus increasing jail capacity from 400 to 640 inmates. Thus, he has experience in design and building of a new corrections facility. In 2008, the operations were move to the new St. Charles facility; which entailed the relocation of 511 inmates in one night. The increase in population did not correlate to an increase in staffing, as many alternative staffing methodologies were considered and implemented. Current correction officer staffing is 122 personnel, 35 assigned to court security, and 85 deputies. As Sheriff, he has overall responsibility for a budget approximately \$27 million. Sheriff Perez is a graduate of the National Sheriff's Institute.

*Dr. Victoria McGrath – Human Resources*

Dr. Victoria McGrath has an extensive background in the field of human resources, predominately in the public sector; but also has a number of years in the private sector having worked in health care, banking, and education. In 2012, due to the ability to serve organizations in human resources beyond public safety, McGrath Human Resources Group was formed and Dr. McGrath serves as CEO of this subsidiary organization of McGrath Consulting Group, Inc. She brings over 29 years of experience in all phases of human resources.

Her professional experience includes the City of Brookfield, WI, which had in excess of 500 employees, including 5 labor unions; the Elmbrook School District, WI – the 2<sup>nd</sup> largest school district in Wisconsin, also with 5 labor unions; and Citicorp Banks. Thus, she has dealt with labor/employee relations; policy, procedure and labor compliance; benefits and compensation; recruitment and staff development.

As a labor negotiator, Dr. McGrath has represented management while utilizing a consensus style bargaining for a variety of public sector unions. During contract negotiations with the Fire Union, the entire contract was re-written in order to accommodate the first paramedic training center located outside an educational institution.

Through her education and experience in both working and consulting in human resources, she has developed an extensive background in analysis and development of compensation systems, overtime analysis and FLSA compliance, labor contract analysis, and development of integrated human resource systems – recruitment, compensation, policies & procedures, and performance management. In addition to the evaluation of all aspects of a department/organization's personnel systems, she has also worked with department supervisory personnel to ensure efficiency in job responsibilities either within a single department, or across departments within an organization. When called upon, she has then integrated these recommended position changes within the organization's compensation system.

In addition to her role as CEO of McGrath Human Resources Group, Dr. McGrath is an adjunct professor at Northwestern University teaching in the Masters of Public Policy. A member of the Society for Human Resource Management, Wisconsin City/County Management Association, International Public Management Association for Human Resources; and World at Work.

Dr. McGrath has a Ph.D. in Administrative Leadership from the University of Wisconsin at Milwaukee, a Masters of Management from Cardinal Stritch College, and a Bachelor of Science in Industrial Relations/Finance from the University of Wisconsin at Milwaukee and has completed Labor Management Relations Training from the Federal Labor Relations Administration.

*Deputy Chief Andy Johnson – Law Enforcement Consultant*

Andy Johnson is a 17-year veteran of the Hanover Park, IL Police Department where he currently holds the rank of Deputy Chief. Johnson serves as the Support Services Deputy Chief, where he is responsible for budgeting, purchasing, training, emergency management, code enforcement, records, internal affairs, CALEA, and also serves as the Department's public information officer. He is the Chair of the Illinois Association of Chiefs of Police Public Relations Committee, as well as the Chair of the DuPage County Chiefs of Police Association Communications Committee. Additionally, he is the Chair of the Hanover Park Safe Communities America Coalition, which is a community coalition seeking to improve safety throughout the Village of Hanover Park.

Johnson has been a blog author for the International Association of Chiefs of Police on the topic of social media implementation and communications strategies. Johnson recently authored a comprehensive analytical report on the Hanover Park Police Department's compliance with the recommendations of the President's Task Force on 21st Century Policing Report.

He holds a master's degree in criminal justice from Columbia College (MO) and is a graduate of the Northwestern University School of Police Staff and Command.



# City of Farmington

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**TO:** Mayor, Councilmembers and City Administrator  
**FROM:** John Schmeling, P.E., Civil Engineer  
**SUBJECT:** 2017 Drainage Improvement Projects Update-Engineering  
**DATE:** February 13, 2017

## **INTRODUCTION**

In 2016 engineering staff identified two locations to address drainage issues and are proposing two projects to mitigate them in 2017 (See Figure 1). First, the west side of Embry Avenue from 200 feet north of Embry Lane to 420 feet south of Embers Avenue is proposed for a storm sewer extension, drain tile replacement, and connection of private sump discharge and drain tile lines to the storm sewer system (See Figure 2).

Second, the east side of Akin Road south of the roundabout at 195th Street along the frontage of Bible Baptist Church property is proposed for installation of curb and storm sewer (See Figure 3).

## **DISCUSSION**

### *Embry Avenue Drain Tile*

In winter 2015/2016 residents on Embry Avenue notified staff of significant ice buildup occurring on the street. Staff investigated the issue and determined that the ice was being caused by a combination of discharge of upstream sump pumps and ground seepage coming out of the hill on the west side of Embry Avenue. In spring/summer 2016 staff located an existing 4 inch drain tile line on the west side of Embry Avenue in the project area to see if existing private sump pump and drain tile lines could be connected to it.

Staff tested it and hired a contractor to televise it. The existing drain tile line was found to be damaged in many locations and was not functioning.

To mitigate the issues on Embry Avenue removal of the existing drain tile is proposed. Two additional catch basins are proposed at the bottom of the hill on Embry Avenue upstream and downstream of the area where significant ice buildup occurred. The proposed storm sewer consists of a 12 inch perforated pipe with aggregate bedding to accept ground seepage. Upstream of the proposed storm sewer extension a 6 inch perforated drain tile line with synthetic filter section is proposed behind the curb with 4 clean-outs for ongoing maintenance.

Where driveway crossings occur rigid PVC pipe is proposed for load bearing purposes. At least one drain tile connection point per lot on the west side of Embry Avenue in the project are proposed to be installed. Existing private sump discharge and drain tile lines in the boulevard would be connected to the proposed drainage system.

### *Akin Road Drainage Improvements*

In 2016 Bible Baptist Church notified staff of significant flow of water from Akin Road over and through the church parking lot contributing to erosion downstream. The church also notified staff of an erosion problem occurring where the swale adjacent to the road drains to a downstream storm basin. Staff investigated the issue and determined that street runoff was concentrating along the road edge and flowing down the church driveway entrance. It was also discovered that water in the drainage swale adjacent to the street was partially flowing onto the church parking lot where part of a berm adjacent to the swale was compromised.



To mitigate the issues on Akin Road an extension of curb on the east side of the road from the south end of the 195th Street roundabout is proposed along most of the frontage of the Bible Baptist Church property. A storm sewer system with catch basins upstream of the church entrance, downstream of the church entrance, and downstream of the existing swale adjacent to the road are proposed. The proposed system is designed to take drainage from the proposed curb, existing swale adjacent to the road, and church parking lot and discharge it to an existing storm water basin. To aid in the capture of water from the existing swale and church parking lot a berm is proposed with a reinforced emergency overflow swale. For rain events the berm would allow temporary pooling of water draining into the proposed catch basin in the swale. The reinforced emergency overflow would provide a secondary conveyance of water to the downstream storm basin for large events.

### *Easement Needs*

Where possible the 2017 drainage projects are proposed to be constructed within existing city right of way and easements. To complete the Akin Road drainage improvements a new permanent drainage and utility easement is needed on a portion of the church property. Staff is proposing a drainage and utility easement to cover the proposed storm sewer system and the existing storm basin up to the 100 year high water elevation of 906 (See Figure 3). Staff are currently in negotiations with the church to establish the final easement extents.

### *Schedule*

The 2017 drainage projects are tentatively scheduled for bid in March 2017, bid award in April 2017, and construction in spring/summer 2017. The 2017 drainage projects will be bid as a package to obtain better bid prices than bidding the projects individually.

### **BUDGET IMPACT**

The total estimated cost for the 2017 drainage improvement projects is about \$240,000. The estimated cost for the Embry Avenue drain tile project is about \$80,000. The estimated cost for the Akin Road drainage improvement project is about \$160,000. Funding for the 2017 drainage improvement projects is from the storm water utility fund.

### **ACTION REQUESTED**

Receive update on 2017 drainage improvement projects.

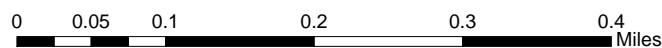
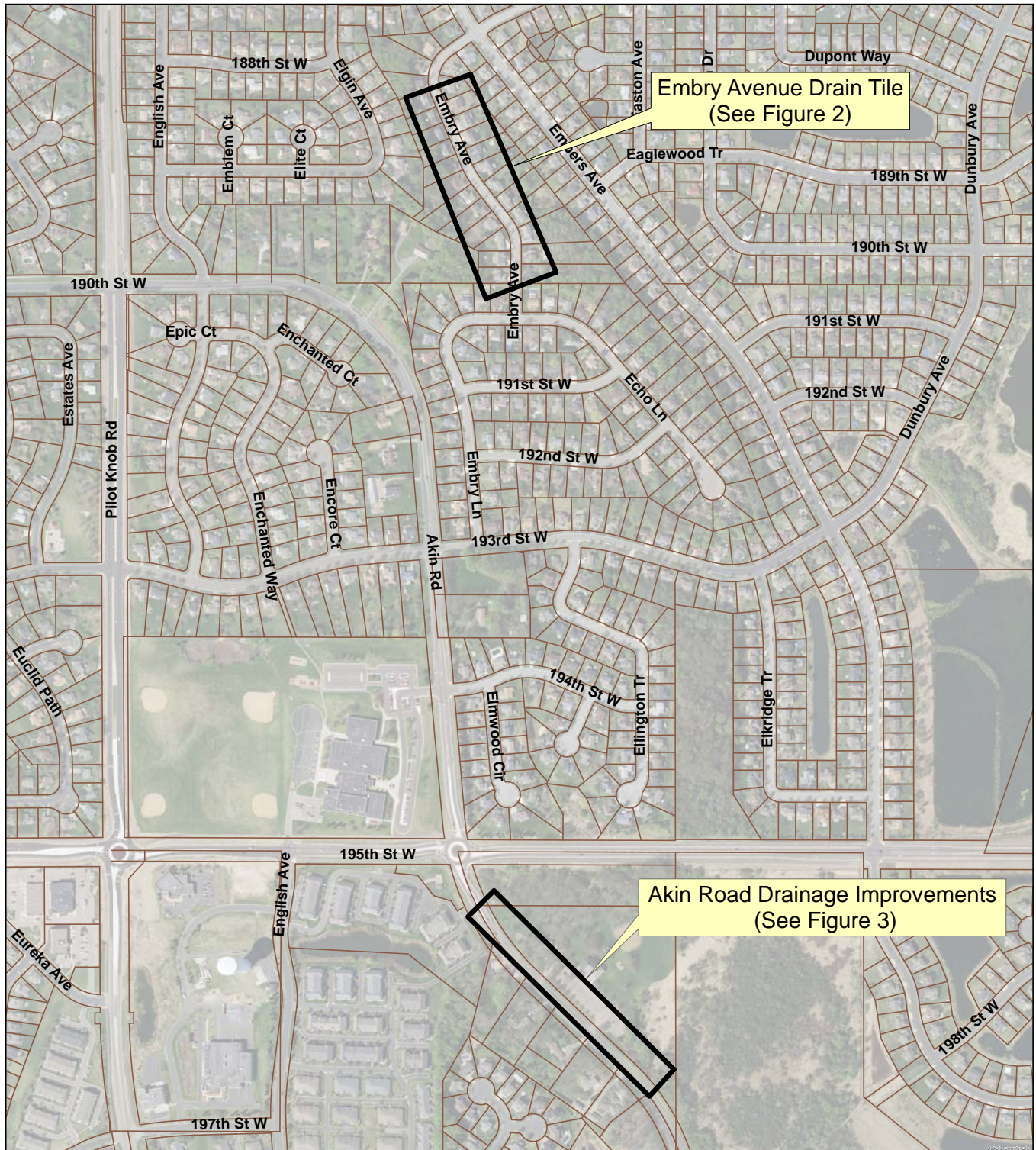
### **ATTACHMENTS:**

Type	Description
❑ Backup Material	Figure 1 - 2017 Drainage Improvement Projects Location Map
❑ Backup Material	Figure 2 - Embry Avenue Drain Tile Overview Map
❑ Backup Material	Figure 3 - Akin Road Drainage Improvements Overview Map

# FIGURE 1

## 2017 DRAINAGE IMPROVEMENT PROJECTS

### LOCATION MAP



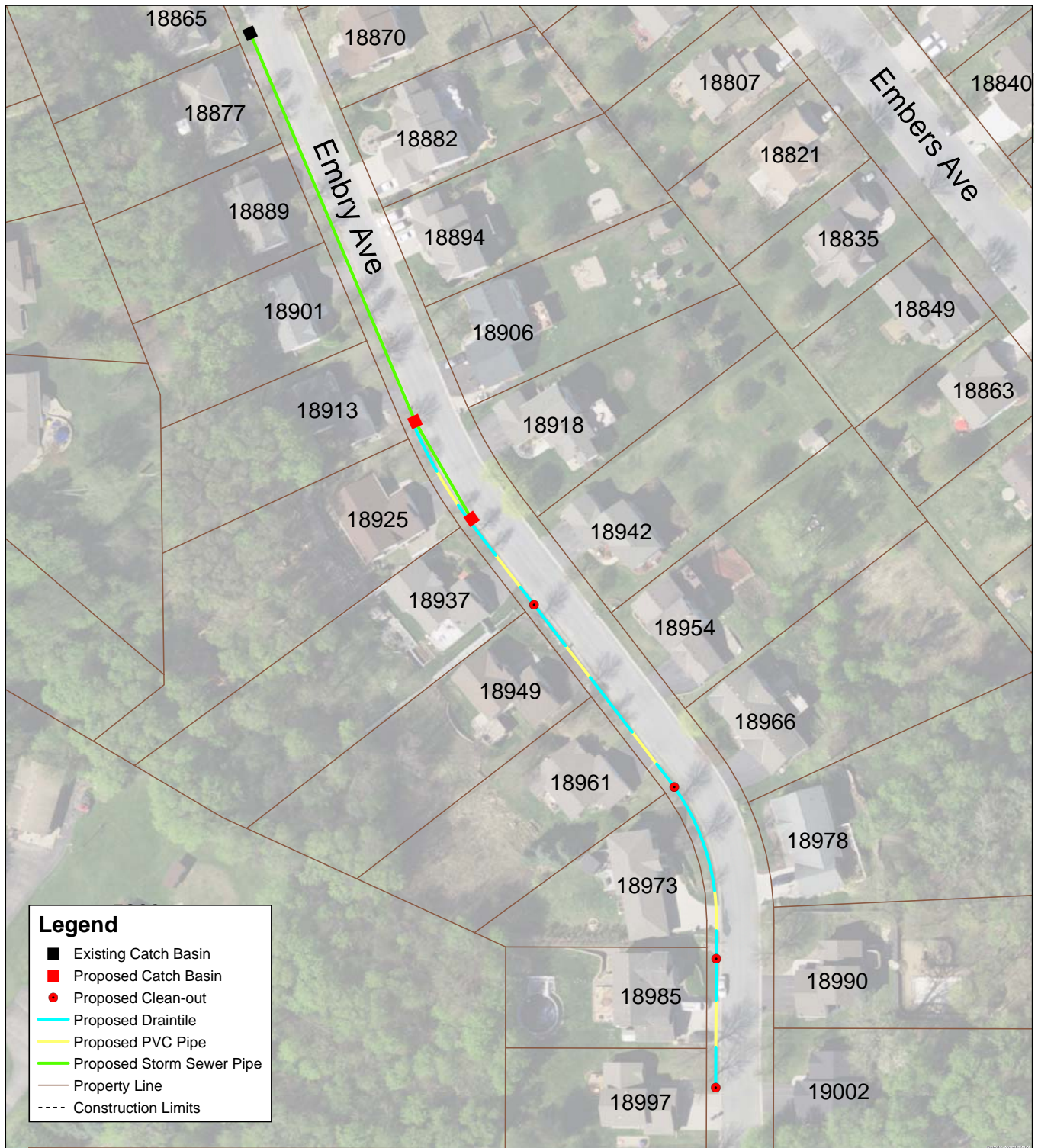
This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices and other sources and is to be used for reference purposes only. The city of Farmington is not responsible for any inaccuracies herein contained.

Date: 2/8/2017





# FIGURE 2 EMBRY AVENUE DRAIN TILE OVERVIEW MAP



Date: 2/8/2017

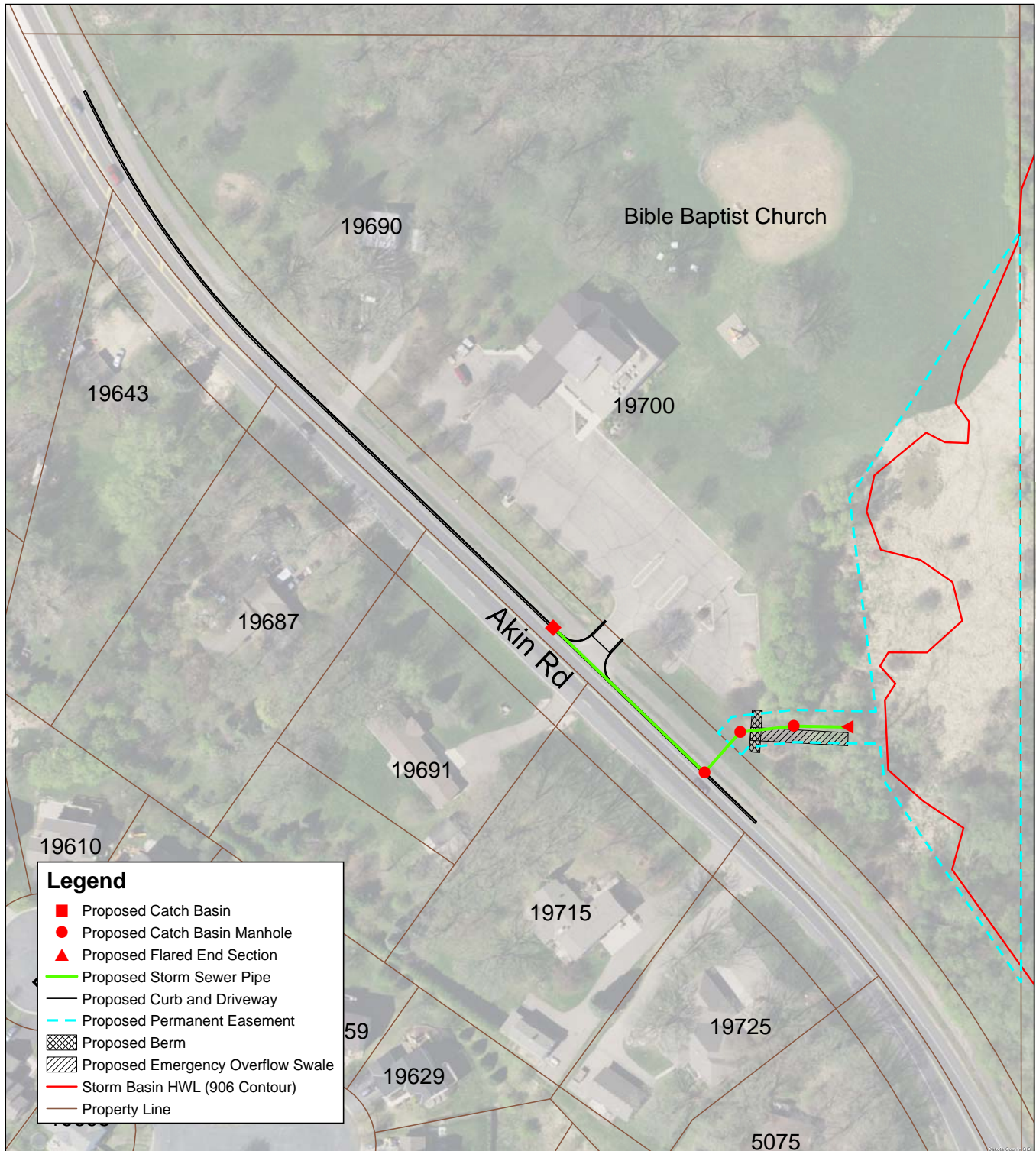


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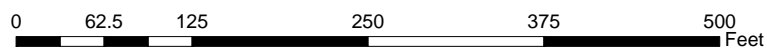




# FIGURE 3 AKIN ROAD DRAINAGE IMPROVEMENTS OVERVIEW MAP



Date: 2/8/2017



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---

**TO:** Mayor, Councilmembers and City Administrator  
**FROM:** Adam Kienberger, Community Development Director  
**SUBJECT:** Rambling River Center Plaza Discussion  
**DATE:** February 13, 2017

## **INTRODUCTION**

City Council requested a discussion of the Rambling River Center Plaza be placed on the February Work Session Agenda.

## **DISCUSSION**

Background –

The Downtown Redevelopment Plan project was started in August of 2015 as a tool for guiding and defining the vision of downtown Farmington. A task force was appointed by the City Council to oversee this project consisting of representatives from city boards and commissions, FBA, business owners, residents, and a student.

Several public input meetings were held over the course of drafting the plan and the input was incorporated into the final document adopted by the City Council on April 18, 2016.

One of the action items of the Downtown Redevelopment Plan includes:

*“Design and build a Rambling River Center Plaza in the open area west of the Rambling River Center and fronting onto Oak Street as a multi-functional plaza for daily informal uses as well as event uses, such as Dew Days and Dazzle Day.”*

The EDA, RRC Advisory Commission, and Parks & Recreation Commission all reviewed and commented on the original concepts for a public plaza at the Rambling River Center as recommended in the Downtown Redevelopment Plan.

On September 6, 2016 staff proposed entering into a contract with Hoisington Kogler Group Inc. (HKGi) to provide a more detailed concept and cost estimate for the Rambling River Center Plaza as outlined in the Downtown Action Plan. This firm served as the Downtown Redevelopment Plan project consultant and provided the initial concepts for the plaza as part of the Plan.

City Council tabled this item for 60-90 days and directed staff to reach out to the businesses surrounding this area of downtown to gauge the level of support prior to doing additional design work. Staff met with the majority of businesses and received enthusiastic feedback along with thoughtful suggestions for moving forward with additional design work and a project construction estimate. Additional feedback is planned to be solicited through a public input process outlined in the previously proposed contract.

City Council voted to not approve the attached contract for services at their November 21, 2016 meeting.

**BUDGET IMPACT**

The attached un-executed 2016 contract included services related public input, design, and a construction estimate of a Rambling River Center Plaza at a cost of \$7,000. This item is not included in the 2017 Community Development Department's budget.

**ACTION REQUESTED**

Provide direction on the Rambling River Center Plaza concept.

**ATTACHMENTS:**

Type		Description
▣	Exhibit	11-11-16 RRC Plaza HKGi Draft Contract
▣	Exhibit	RRC Plaza Initial Concepts



November 11, 2016

Adam Kienberger  
Community Development Director  
City of Farmington  
430 Third Street  
Farmington, MN 55024

RE: Proposal for Farmington "Rambling River Center Plaza" Concept Development

Dear Adam:

Thank you for the opportunity to present this proposal to prepare a concept plan for Rambling River Center Plaza. Based upon our work on the Farmington Downtown Redevelopment Plan, our review of the Proposed Scope of Services Memo (including Attachment A and the corresponding mapping), our understanding is that you would like Hoisington Koegler Group, Inc. (HKGi) to create concept plan and cost estimate for potential improvements to Rambling River Center Plaza. HKGi will also conduct a community open house to help inform the evolution of the concept alternatives to a preferred concept. To accomplish this effort we offer the following scope of professional services:

**Scope of Services:**

1. Conduct Kickoff Meeting with City Staff to:
  - Discuss goals & objectives
  - Review property owner conversations conducted by City Staff
  - Review schedule, establish meeting dates
  - Gather background information & base data
  - Tour & photograph the site
2. Review background materials, develop a base map, develop precedent board, and create a site analysis graphic.
3. Create one to two concepts with corresponding cost estimate for the construction of the Rambling River Center Plaza including:

Rambling River Center Plaza

- Plaza area, flexibility for large and small events, variety of paving types
- Site furnishings (seating, waste receptacles, bike racks)
- Amenities (fountain, public art, Christmas tree, existing historic bell, etc.)
- Circulation (pedestrian, bicycle, vehicle)
- Parking space counts (existing vs. proposed)
- Landscaping
- Lighting
- Alleys, surrounding buildings and properties (including the relationship to the Rambling River Center)
- Other elements as desired

4. Conduct a review meeting with City Staff on the concepts and cost estimates.
5. Refine based on City Staff direction prior to Community Open House
6. Conduct Community Open House
  - Prepare presentation and facilitate meeting to include:
    - i. Base mapping/ existing conditions/ site analysis
    - ii. Potential precedents and ideas
    - iii. Ask for community input on issues, ideas & priorities
    - iv. Review concepts
  - Provide City with meeting materials for soliciting on-line input
  - Collect and distill community input (from meeting and on-line)
7. Develop a preferred concept alternative and corresponding cost estimate for construction for each City Staff and the Community Open House direction. Provide a preferred plan and cost estimate prior to a Parks and Recreation Commission to be conducted by City Staff (targeting January or February, 2017). *As an optional service, HKGi will develop a 3-Dimensional rendering of the Rambling River Center Plaza preferred concept alternative (see fee breakdown).*
8. Refine the preferred concepts based on Parks and Recreation Commission and City Staff direction for staff presentation to the City Council (targeting February, 2017)
9. Attend City Council Meeting to present and discuss Rambling River Center Plaza design.

**Deliverables:**

1. Meeting presentation materials
2. Concept plan alternatives and cost estimates for Rambling River Center Plaza
3. Summary of community & City Staff input
4. Preferred concept plan and cost estimate for Rambling River Center Plaza

**Schedule:**

It is understood that tasks above should be completed over approximately 2-3 months. We would target a City Council Meeting in February of 2017 for completion of the project.

**Fees:**

The following is a breakdown of proposed fees for the project:

	Harjes	Hourly Rate \$180	Solomonson	Hourly Rate \$70	Total Fee
Rambling River Center Plaza Concept Development	16	\$2,880	56	\$3,920	\$6,800
<i>Expenses</i>					\$200
<b>Totals</b>	16		56		<b>\$7,000</b>
<i>3-Dimensional Rendering of Rambling River Center Plaza (Optional Service)</i>			24	\$1,680	\$1,680

Invoices will be mailed from HKGi's office by the 10<sup>th</sup> of each month. Invoices are payable within 30 days. Invoicing shall be specific to each task and will describe the completed portion of the work.



**City Responsibilities:**

It is expected that the City of Farmington will supply HKGi with general base maps and data of the site showing existing site conditions, planimetric data (building, curb-cuts, curb lines, etc.), topography, parcel boundaries & ownership, and utilities (sewer, water, storm sewer, electric, gas, telecommunications, etc.). The City will provide necessary zoning and land use documents, a copy of the City's Comprehensive Plan and access to any other relevant planning documents. The City will provide relevant historical information that pertains to the project and if needed minutes from past City Council, Planning Commission and Parks & Recreation Commission meetings that involve the discussion of the Rambling River Center Plaza.

The City will provide all notifications related to the public open house either through the media or through mailings. The City will host any necessary on-line notification of the project.

If this letter agreement is acceptable to you, please return a signed copy to HKGi and we will begin work immediately. Contact us if you have any questions about this proposal.

Sincerely,



Bryan Harjes  
Vice President  
612.252.7124 [Bryan@hkgi.com](mailto:Bryan@hkgi.com)

**AUTHORIZATION TO PROCEED**

Adam Kienberger  
Community Development Director  
City of Farmington, MN

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**HOISINGTON KOEGLER GROUP INC.**

**2016 HOURLY RATES**

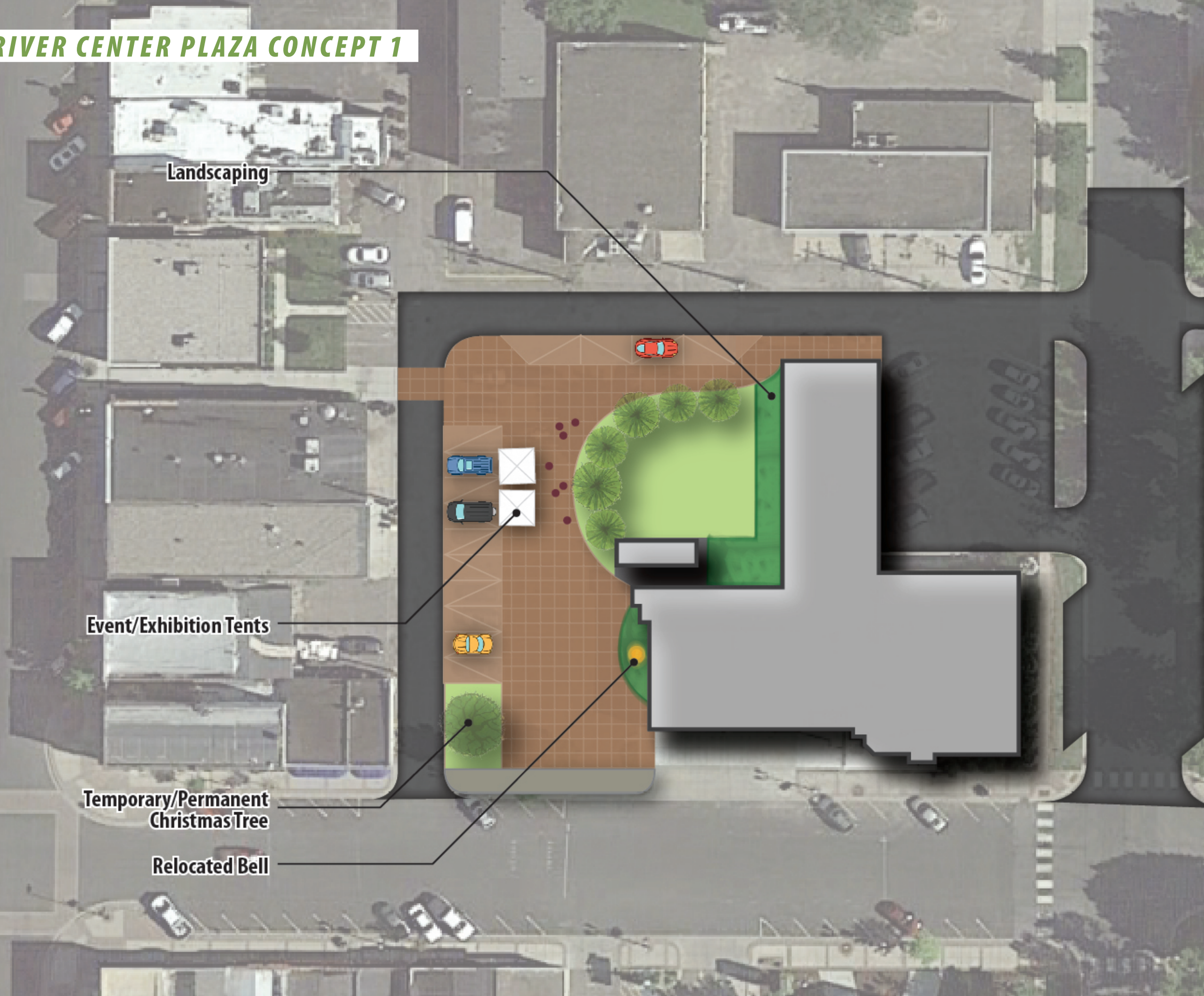
Principal .....	\$160-215/hr
Associate .....	\$110-155/hr
Senior Professional .....	\$90–155/hr
Professional II.....	\$80-100/hr
Professional I.....	\$50–80/hr
Technical .....	\$40-60/hr
Secretarial .....	\$55/hr
Litigation Services .....	\$190/hr
Testimony .....	\$275/hr

Incidental Expenses:

Mileage .....	current federal rate/mile
Photocopying BW .....	15¢/page
Photocopying Color .....	\$1.00/page
Outside Printing .....	Actual Cost
Large Format Scanning .....	Actual Cost
B/W Bond Plots.....	\$5.00 each
Color Bond Plots .....	\$20.00 each
Photo Paper Color Plots .....	\$40.00 each



**RAMBLING RIVER CENTER PLAZA CONCEPT 1**



Landscaping

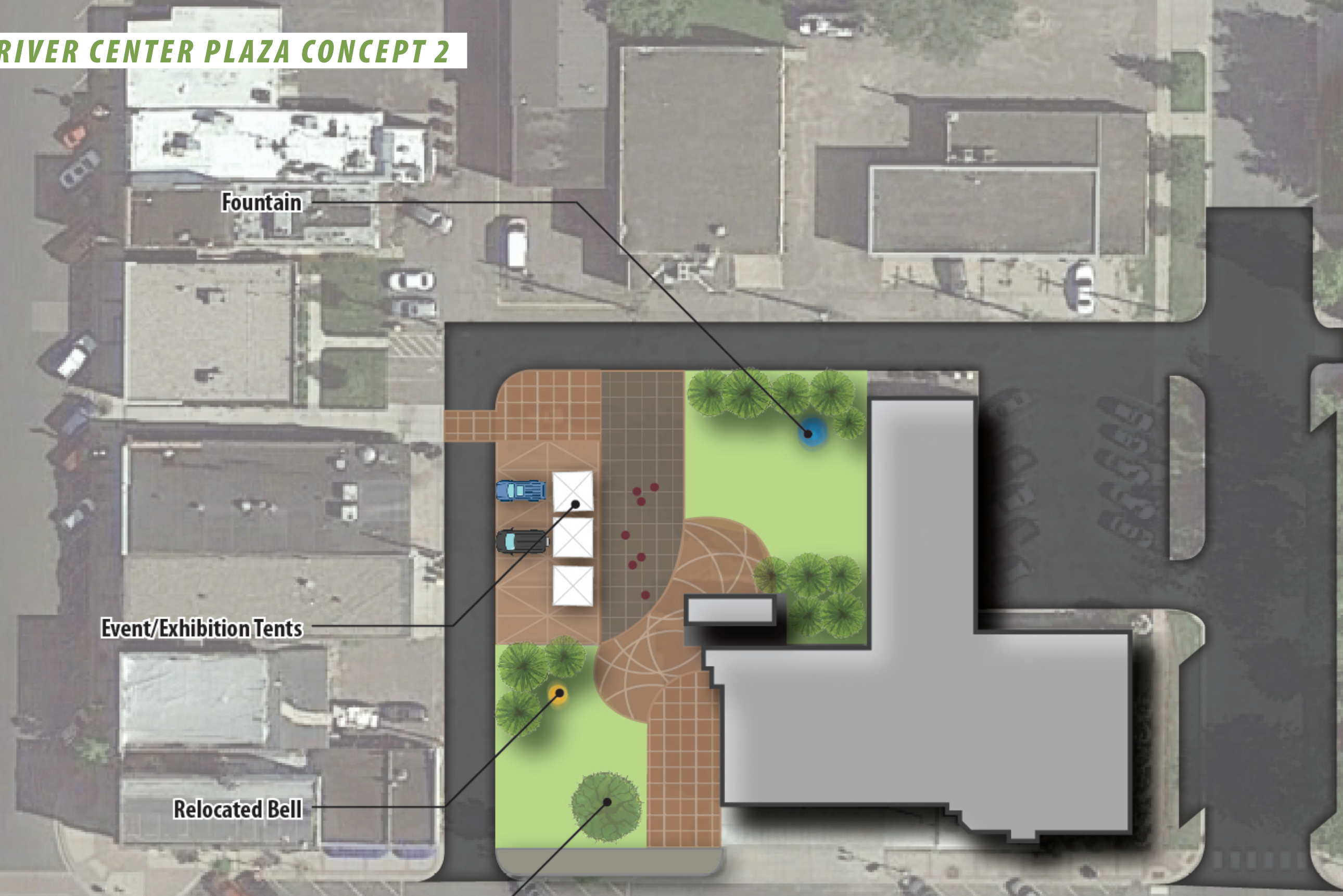
Event/Exhibition Tents

Temporary/Permanent  
Christmas Tree

Relocated Bell



**RAMBLING RIVER CENTER PLAZA CONCEPT 2**



Fountain

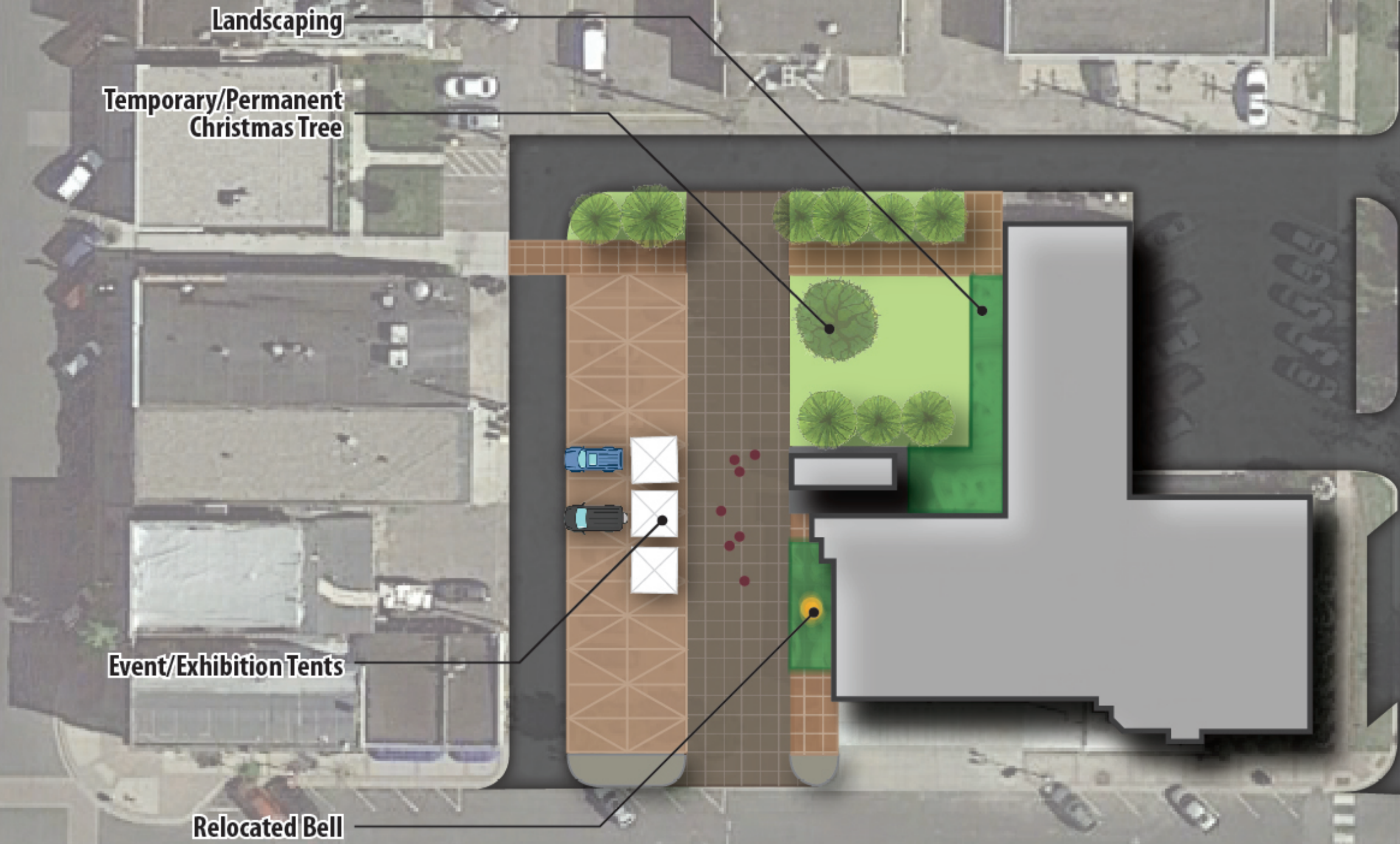
Event/Exhibition Tents

Relocated Bell

Temporary/Permanent Christmas Tree



**RAMBLING RIVER CENTER PLAZA CONCEPT 3**





**RAMBLING RIVER CENTER PLAZA CONCEPT 4**



**Landscaping**

**Event/Exhibition Tents**

**Temporary/Permanent  
Christmas Tree  
Relocated Bell**





# City of Farmington

430 Third Street  
Farmington, Minnesota  
651.280.6800 - Fax 651.280.6899  
[www.ci.farmington.mn.us](http://www.ci.farmington.mn.us)

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**TO:** Mayor, Councilmembers and City Administrator  
**FROM:** Adam Kienberger, Community Development Director  
**SUBJECT:** Building Inspector Position Classification Request  
**DATE:** February 13, 2017

## **INTRODUCTION**

In May of 2016 City Council approved the addition of a part-time building inspector to the Community Development Department. This position works under the direction of the Building Official to protect the health, safety, and welfare of residents by ensuring that proper procedures and building codes are followed in the construction of structures throughout the city.

## **DISCUSSION**

Currently we employ a full-time Building Official, one full-time Building Inspector, and one part-time Building Inspector within the Building Inspections Department. We would like to request that the part-time Building Inspector position become full-time to handle an increasing level of development activity in the city and reflect the recommended staffing minimum for the department.

Our current part-time building inspector has now been with the city for just over seven months and has had an extremely positive impact on the department and building community. The addition of the part-time position has allowed the Building Official to attend to more administrative portions of the job, but not to the level desired or required of his position.

Proactively changing the position to full-time will allow for additional duties to be performed by the Building Official, shorter processing and inspection service times for both residential and commercial development projects, employee retention, and ultimately department stability and succession.

## **BUDGET IMPACT**

The Building Inspections Department is self-funded by revenues from permit and inspection fees. The projected cost to increase the position from part-time to full-time with benefits is approximately \$30,000. This is currently unbudgeted, but could be accommodated within the 2017 budget through a combination of anticipated increased inspections revenue, fund balance, or other unspent general fund dollars. In 2018 and ahead this would be budgeted as we typically do for all positions within a department.

For comparison – total permit revenues in 2015 were \$311,240. In 2016 it was \$583,275 (budget revenue was set for \$310,248). This year, 2017 budget revenue is set for \$344,025 which we anticipate meeting or exceeding.

Expenditures for the Building Inspections Department in 2015 were \$237,872. In 2016 they were \$278,947 with \$256,724 budgeted.

## **ACTION REQUESTED**

In order to maintain current service levels, public safety, acceptable permit and plan review time for both residential and commercial projects, we recommend authorizing a change for the part-time Building Inspector position to become a full-time Building Inspector position.



# City of Farmington

430 Third Street  
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**TO:** Mayor, Councilmembers and City Administrator  
**FROM:** Adam Kienberger, Community Development Director  
**SUBJECT:** Heritage Preservation Commission City Code Discussion  
**DATE:** February 13, 2017

## **INTRODUCTION**

As part of the 2017 budget adoption process, funding for the city's Heritage Preservation Commission (HPC) was eliminated. Staff would like to discuss next steps in aligning this action with references to the HPC in city code.

## **DISCUSSION**

### **Background**

The city has had an active Heritage Preservation Commission since the early 1990's. Since then the Heritage Preservation Commission (HPC) has designated 16 local properties as Heritage Landmarks (of which 3 are listed in the National Register of Historic Places). Additionally, the HPC has determined 12 other properties as eligible for Heritage Landmark designation.

The purpose of heritage preservation within the community is to:

- Safeguard the heritage of the city by preserving the buildings, sites, structures, objects, and districts which reflect the elements of the city's historical, architectural, archaeological, or cultural heritage;
- To assist in protecting and enhancing the city's appeal to residents, visitors, and businesses;
- To foster civic pride in the beauty and notable accomplishments of the city's past;
- To promote the preservation, protection and use of historic buildings, sites, structures, objects and districts for the education and general welfare of the people of the city.

The HPC is referred to in the following codes:

### **Boards & Commissions**

Then entire Title 2, Chapter 11 is for the HPC

This includes design review and issuing a Certificate of Appropriateness

### **Building Regulations**

4-6-10 – Demolition of Historic Properties

### **Zoning**

10-4-6 – Zoning ordinance adopts the provisions of title 2, chapter 11

10-6-24 – Bed and Breakfast Standards

10-6-3 – Limited Commercial Venture Standards

There is a question of what happens to the status of the historic properties designation if these codes are eliminated. One solution could be to have the Planning Commission become the review authority with an ongoing contract for consultant review. This is currently an unbudgeted item and would likely utilize



additional staff time.

Historically as part of the of the HPC structure, the city has employed a historic preservation consultant to assist the HPC. The total budget for the HPC was previously around \$8,000 including these professional services.

Robert Vogel has been a consultant for the city's Heritage Preservation Commission since 1993. Some of the main services that Mr. Vogel provides are:

- Completes the Certified Local Government (CLG) Annual report for the city's Heritage Preservation Commission. This report gets submitted annually to the States Historic Preservation Office and is a requirement to maintain Certified Local Government Status. CLG status enables the city to apply for federal matching grants to preserve historic properties. The Certified Local Government Program is a local-state-federal partnership that encourages the integration of historic preservation into local government policy. The city has been a CLG since the mid 1990's.
- Provides training to staff and the HPC Members are required to maintain CLG status. Past workshops have included a "Basic Training" session where Mr. Vogel explained the role and powers of the HPC and a workshop on architectural styles and history.
- Mr. Vogel is a qualified historic preservation professional as outlined in the Minnesota Certified Local Government Procedural Manual. As a qualified preservation professional he is able to identify, evaluate, register, and provide treatment activities to historic properties and/or buildings. For purposes of developing the necessary reports for designating properties as heritage landmarks they must be prepared and completed by a qualified preservation professional.
- Mr. Vogel has developed and maintains the city's heritage resources inventory. Heritage resources are identified through the process known as a survey. Survey activities include planning and background research, field survey (i.e., the physical search for and recording of heritage resources on the ground), organization and presentation of survey data. The heritage resources inventory is the compilation of information on the individual heritage resources (i.e., reports, pictures and other documentation).
- Mr. Vogel has prepared a number of comprehensive surveys for the city, with the first one being completed in 1996.
- Mr. Vogel advises staff, the HPC and as necessary the City Council on all matters related to Heritage Preservation. He has reviewed building permits, development plans and plats if a historic resource is known to be present.
- Mr. Vogel assists staff with the preparation of grants as necessary. Some previous grants that Robert has assisted to secure are:
  - 2003 - \$4,000 CLG Grant in order to complete a reconnaissance survey of rural Farmington.
  - 2006 - \$4,000 CLG Grant to assist in the preparation of Landmark Nomination Studies
  - 2009 - \$5,000 CLG Grant in order to prepare an intensive survey of three of the city's historic preservation planning areas.
- Mr. Vogel can be utilized as a conduit for identifying additional financing options and tools for historic properties.

These activities are currently not being done, and there are no scheduled meetings of the HPC.

### **BUDGET IMPACT**

NA

### **ACTION REQUESTED**

Staff is seeking city council guidance on how to proceed with aligning city code with the elimination of the Heritage Preservation Commission. The impacted codes are attached for reference.

**ATTACHMENTS:**

Type	Description
☐ Exhibit	HPC in City Code

**471.193 MUNICIPAL HERITAGE PRESERVATION.**

Subdivision 1. **Policy.** The legislature finds that the historical, architectural, archaeological, engineering, and cultural heritage of this state is among its most important assets. Therefore, the purpose of this section is to authorize local governing bodies to engage in a comprehensive program of historic preservation, and to promote the use and conservation of historic properties for the education, inspiration, pleasure, and enrichment of the citizens of this state.

Subd. 2. **Heritage preservation commissions.** The governing body of a statutory or home rule charter city, county, or town may establish a heritage preservation commission to preserve and promote its historic resources according to this section.

Subd. 3. **Powers.** The powers and duties of any commission established pursuant to this section may include any power possessed by the political subdivision creating the commission, but shall be those delegated or assigned by the ordinance establishing the commission. These powers may include:

(1) the survey and designation of districts, sites, buildings, structures, and objects that are of historical, architectural, archaeological, engineering, or cultural significance;

(2) the enactment of rules governing construction, alteration, demolition, and use, including the review of building permits, and the adoption of other measures appropriate for the preservation, protection, and perpetuation of designated properties and areas;

(3) the acquisition by purchase, gift, or bequest, of a fee or lesser interest, including preservation restrictions, in designated properties and adjacent or associated lands which are important for the preservation and use of the designated properties;

(4) requests to the political subdivision to use its power of eminent domain to maintain or preserve designated properties and adjacent or associated lands;

(5) the sale or lease of air rights;

(6) the granting of use variations to a zoning ordinance;

(7) participation in the conduct of land use, urban renewal, and other planning processes undertaken by the political subdivision creating the commission; and

(8) the removal of blighting influences, including signs, unsightly structures, and debris, incompatible with the physical well-being of designated properties or areas.

No power shall be exercised by a commission which is contrary to state law or denied a political subdivision by its charter or by law. Powers of a commission shall be exercised only in the manner prescribed by ordinance and no action of a commission shall contravene any provision of a municipal zoning or planning ordinance unless expressly authorized by ordinance.

Subd. 4. **Exclusion.** If a commission is established by the city of St. Paul, it shall for the purpose of this section exclude any jurisdiction over the Capitol Area as defined in section 15B.03, subdivision 1.

Subd. 5. **Commission members.** Commission members must be persons with demonstrated interest and expertise in historic preservation and must reside within the political subdivision regulated by the ordinance establishing the commission. Every commission shall include, if available, a member of a county historical society of a county in which the municipality is located.

Subd. 6. **Communication with state historic preservation officer.** Proposed site designations and design guidelines must be sent to the state historic preservation officer at the Minnesota Historical Society, who shall review and comment on the proposal within 60 days. By October 31 of each year, each commission shall submit an annual report to the state historic preservation officer. The report must summarize the commission's activities, including designations, reviews, and other activities during the previous 12 months.

**History:** 1971 c 128 s 1; 1973 c 123 art 5 s 7; 1985 c 77 s 1; 1989 c 9 s 2; 2003 c 17 s 2

## **Chapter 11**

# **HERITAGE PRESERVATION COMMISSION**

### **2-11-1: DECLARATION OF PUBLIC POLICY AND PURPOSE:**

The Farmington City Council hereby declares as a matter of public policy that the preservation, protection, perpetuation and use of buildings, sites, structures, objects, and districts having special historical interest or value is a matter of public necessity, and is required in the interest of the health, safety, welfare and prosperity of the people. The purpose of this Chapter is to:

- (A) Safeguard the heritage of the City by preserving buildings, sites, structures, objects and districts which reflect elements of the City's historical, architectural, archaeological, or cultural heritage;
- (B) Protect and enhance the City's appeal to residents, visitors and tourists, and serve as a support and stimulus to business and industry;
- (C) Foster civic pride in the beauty and notable accomplishments of the past; and
- (D) Promote the preservation, protection and use of historic buildings, sites, structures, objects and districts for the education and general welfare of the people of the City. (Ord. 099-422, 2-16-1999)

### **2-11-2: DEFINITIONS:**

For the purpose of this Chapter, the following words and terms shall have the meanings respectively ascribed to them by this Section:

**BUILDING:** A construction created principally to shelter a form of human activity, such as a house, commercial building, school, or church.

**CERTIFICATE OF APPROPRIATENESS:** The documentation provided by the Heritage Preservation Commission which evidences approval of activities proposed for a Farmington

## Heritage Landmark.

**DESIGN REVIEW:** The process of finding out whether proposed changes to an historic property meet standards of appropriateness.

**DISTRICT:** A discrete, geographically definable area possessing a concentration, linkage or continuity of buildings, sites, structures or objects united historically by plan or physical development.

**FARMINGTON HERITAGE LANDMARK:** An historic property so designated by resolution of the City Council.

**HISTORIC PROPERTY:** Any building, site, structure or object that is significant in history, architecture, archaeology or culture.

**OBJECT:** A construction that is primarily artistic in nature or relatively small in scale and that is associated with a specific historic setting or environment.

**SIGNIFICANCE:** The historic preservation value and importance of an historic property to the history, architecture, archaeology, or culture of the City of Farmington, the State of Minnesota, or the United States.

**SITE:** The location of a prehistoric or historic occupation or activity that possesses historic, cultural, or archaeological value.

**STRUCTURE:** Constructions made for purposes other than creating human shelter, such as bridges, roadways, silos, and grain elevators.

**SURVEY:** The process of identifying and gathering information on historic properties. (Ord. 099-422, 2-16-1999)

## **2-11-3: HERITAGE PRESERVATION COMMISSION POWERS AND DUTIES:**

(A) **Members:** The city of Farmington heritage preservation commission (hereinafter the "HPC") shall consist of up to five (5) voting members, adult residents of the city, to be appointed by the city council. HPC members shall include professionals in the disciplines of history, architecture, architectural history, archaeology, planning, or related disciplines and such other persons as have demonstrated interest or knowledge of historic preservation. Ex officio, nonvoting members of the HPC shall include a representative of the Dakota County Historical Society, the Farmington Historical Society, and a member of the Farmington planning commission.

- (B) Terms Of Office: All appointments for voting members shall be made for a term of three (3) years. Members may be reappointed. Term expiration shall be staggered so that no more than three (3) positions shall be filled each year. Members shall continue to hold office until their successors have been appointed. (Ord. 015-687, 2-2-2015)
- (C) Organization: The HPC shall elect from its members such officers as it may deem necessary. The HPC shall have the power to designate and appoint from its members various committees. The HPC shall make such bylaws as it may deem advisable and necessary for the conduct of its affairs, for the purpose of carrying out the intent of this chapter, which are not inconsistent with the laws of the city and the state.
- (D) Program Assistance: To accomplish the intent and purpose of this chapter, the city shall provide the HPC with staff support and technical assistance.
- (E) Powers And Duties: Unless otherwise specified herein, the powers and duties of the HPC shall be as follows:
1. Conduct a continuing survey of historic properties in the city which the HPC has reason to believe are or will be eligible for designation as Farmington heritage landmarks.
  2. Nominate properties for designation as heritage landmarks.
  3. Review and comment upon permit applications and plans relating to heritage landmarks.
  4. Increase public awareness of historic preservation and historic properties.
  5. Make recommendations to the city council concerning grants and gifts from federal and state agencies, private groups and individuals and the utilization of budgetary appropriations for historic preservation programs.
  6. Prepare a comprehensive historic preservation plan for the city.
  7. Make an annual report containing a statement of its activities and plans to the city council.
  8. Any other functions which may be designated by ordinance or motion of the city council. (Ord. 099-422, 2-16-1999)
- (F) Compensation: Members shall receive twenty dollars (\$20.00) per meeting attended in addition to reasonable personal expenses. (Ord. 015-687, 2-2-2015)

**2-11-4: DESIGNATION OF FARMINGTON HERITAGE LANDMARKS:**

(A) Eligibility Criteria: The following criteria shall guide the HPC and the city council in evaluating properties for designation as Farmington heritage landmarks:

1. The quality of significance in history, architecture, archaeology, and culture is present in buildings, sites, structures, objects and districts that possess integrity of location, design, setting, materials, workmanship, feeling, and association, and:
  - (a) That are associated with specific events or a pattern of events that have made a significant contribution to the broad patterns of our history; or
  - (b) That are associated with the lives of persons or groups significant in our past; or
  - (c) That embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master builder, or that possess high artistic values, or that represent a significant and distinguishable entity those components may lack individual distinction; or
  - (d) That have yielded, or may be likely to yield, information important in prehistory or history.
2. The singular physical appearance, historic character or aesthetic value of an established or familiar feature of a neighborhood or community within the city.

(B) Findings Of Significance: The HPC shall determine if a historic property is eligible for designation as a Farmington heritage landmark and issue a written finding of significance.

(C) Council Designation, Hearings: The city council, upon recommendation of the HPC, may by resolution designate a Farmington heritage landmark. Prior to such designation, the city council shall hold a public hearing, notice of which shall have been published in the official newspaper at least ten (10) days prior to the date of the hearing and mailed notice sent to the owner(s) of the property which is proposed to be designated a heritage landmark and to all owners of property lying adjacent to the historic property.

(D) Communication With The Minnesota Historical Society: Prior to designating a Farmington heritage landmark, the city shall forward information concerning the proposed designation to the Minnesota Historical Society for review and comment in accordance with Minnesota Statutes Annotated section 471.193.



- (E) Designation Of Heritage Landmarks On The Zoning Map: The city shall place designated Farmington heritage landmark properties on the official city zoning map. (Ord. 099-422, 2-16-1999)

## **2-11-5: DESIGN REVIEW:**

- (A) Review Of Permits: The HPC shall review and make recommendations to the city council concerning the issuance of city permits to do any of the following in relation to a property designated as a Farmington heritage landmark:
1. Demolition of a historic building or structure.
  2. Moving a historic building, structure, or object.
  3. New construction of a principal building or accessory structure.
- (B) Alterations: The HPC shall determine whether the proposed activity will alter, disturb, deface or materially change the appearance or use of a heritage landmark. The HPC may recommend to the city council conditions for permit approval that it deems reasonable and appropriate.
- (C) Certificate Of Appropriateness: No permit will be issued by the city unless a certificate of appropriateness has been granted by the HPC. A copy of the certificate of appropriateness shall be attached to the permit when issued, and a copy filed with the city building official. A certificate of appropriateness shall become void twenty four (24) months after issuance unless a city permit has been issued.
- (D) Development Projects: Every application for a preliminary or final plat, variance or conditional use permit in relation to a significant historic property in the city shall be reviewed by the HPC and their recommendation shall be forwarded to the planning commission for consideration in making their recommendation to the city council. In determining whether or not a project will have an adverse effect upon a significant historic property, the HPC shall consider the following factors:
1. Whether the development will substantially alter the appearance of a historic building, site, structure, object or district so as to remove the features which distinguish the historic property as a heritage landmark; and
  2. Whether the use of the property will destroy, disturb or endanger a known or suspected archaeological feature.

- (E) Design Review Standards And Guidelines: The secretary of the interior's standards for the treatment of historic properties shall be the required basis for permit review decisions. The city may adopt design review guidelines; in the absence of such guidelines, design review decisions will be based upon the current secretary of the interior guidelines for preservation, rehabilitation, restoration and reconstruction.
- (F) Outside Technical Advice: The HPC may seek technical advice from outside its members on any design review.
- (G) Appeals: Any party aggrieved by a decision of the HPC shall, within ten (10) days of the HPC's action approving or denying a certificate of appropriateness, have a right to appeal such decision to the city council. When denying a certificate of appropriateness, the HPC shall advise the permit applicant of their right to file a written notice with the city administrator requesting city council review of the action taken by the HPC. Upon receipt of the notice of appeal, the city administrator shall transmit one copy to the HPC. (Ord. 099-422, 2-16-1999)

## **2-11-6: VIOLATIONS AND PENALTY:**

It shall be a misdemeanor to alter, disturb, deface or materially change the appearance or use of a designated Farmington heritage landmark without a certificate of appropriateness. (Ord. 099-422, 2-16-1999)

## **2-11-7: REPOSITORY FOR DOCUMENTS:**

The office of the city administrator is designated as the repository for all reports, studies, minutes, and other documents produced by the HPC. (Ord. 099-422, 2-16-1999)

#### **4-6-10: DEMOLITION OF CERTAIN HISTORIC PROPERTIES:**

For any property included within one of the following categories, no permit for the wrecking, demolition or tearing down of such property shall be released by the city until the city council has granted final approval of a redevelopment plan that is conditioned upon the wrecking, demolition or tearing down of such property:

(A) Properties listed in the National Register of Historic Places.

(B) Properties designated by the city council as heritage landmarks.

(C) Properties determined by the Farmington heritage preservation commission to be eligible for designation as heritage landmarks. (Ord. 002-475, 5-6-2002)



#### **10-4-6: HERITAGE PRESERVATION COMMISSION:**

This zoning ordinance adopts by reference, the provisions of title 2, chapter 11 of this code as they may relate to this title. (Ord. 002-469, 2-19-2002)



**10-6-24: BED AND BREAKFAST STANDARDS:**

(A) Intent And Purpose: The city recognizes that bed and breakfasts are an asset to the community and help the preservation of historic structures because the expense of owning and maintaining historic structures has made them less suitable for single-family dwellings or businesses. Conversion of historic structures into multi-family uses is usually determined by the neighborhood where it is located. It is therefore the intention of the city to limit bed and breakfast uses to those structures where the use would benefit the surrounding area by allowing appropriate adaptive reuse of historic structures. Bed and breakfasts are allowed by a conditional use permit, subject to the conditions provided under section 10-3-5 of this title and the following conditions in the R-1, R-2, R-T, R-D and B-2 zoning districts as regulated in this section, subject to the conditions outlined in subsection (B) of this section.

(B) Standards:

1. The structure is listed on the National Historic Register, designated on the city's list as a Farmington heritage landmark or identified as an historically significant property by the heritage preservation commission.
2. The bed and breakfast shall be occupied by the owner or an agent of the owner.
3. At least two (2) off street parking spaces shall be provided on site for the owner or manager and one additional parking space per rental unit. Parking spaces shall be hard surfaced with concrete or asphalt and shall be well drained. The parking shall not be located between the front face of the principal structure and the street.
4. The dining facilities shall not be open to the public and shall be used exclusively by the registered guests unless allowed as a separate permitted or special use.
5. An identification sign not exceeding four (4) square feet may be located on the site. The sign must match the architectural features of the structure. The sign may be located on the house or five feet (5') from the property line. The sign may not be illuminated.
6. A maximum of five (5) bed and breakfast units may be established in a structure and at least one bedroom must be reserved by the property owner(s) or agent.
7. The owner of the bed and breakfast shall maintain a guest register showing the name, address, motor vehicle license number, and inclusive dates of visits of all guests. No guest shall be permitted to rent accommodations or remain in occupancy for a period in excess of fourteen (14) calendar days during any consecutive ninety (90) day period.
8. The structure and performance of the operation of the bed and breakfast and residence shall comply with all local, county, and state regulations.

9. The facility shall obtain all applicable local, county, and state licenses as required for food service, lodging, and other service provided at, or in conjunction with, the facility.
10. The property shall comply with all bulk and density standards required in the applicable zoning district.
11. The property shall comply with applicable screening and landscaping standards required by the zoning ordinance.
12. All rental units shall be established within the principal structure. This requirement may be waived if the planning commission determines that an existing accessory structure is suitable for use as a bed and breakfast unit. The waiver shall be included with the conditional use permit.
13. The planning commission may modify standards or require additional standards that are site specific in order to assure the compatibility of the bed and breakfast activities with the neighborhood in which it is located.
14. The planning commission reserves the right to review the conditional use permit annually and either continue or modify the conditions of the permit.
15. The planning commission reserves the right to terminate the conditional use permit any time the owner fails to adhere to the standards or conditions established by this section or contained in the conditional use permit.
16. All bed and breakfasts shall obtain a bed and breakfast license from the city of Farmington prior to commencing operation. Licenses shall be renewed annually to ensure that all provisions of initial approval are satisfied. (Ord. 002-483, 12-2-2002)



**10-6-30: LIMITED COMMERCIAL VENTURE STANDARDS:**

- (A) Location And Uses: Limited commercial ventures shall be allowed to be conducted at historic properties located within residential zoning districts subject to the approval of a conditional use permit. All limited commercial ventures must meet the established performance standards of subsection (B) of this section; and containing one or more of the following uses: class I restaurants, catering centers, reception facilities, meeting or conference facilities, professional office uses, museums, art galleries, antique shops, craft boutiques, or other uses deemed similar by the zoning administrator.
- (B) Historic Property Performance Standards: In order to be considered eligible for a historic properties limited commercial venture conditional use permit, properties must be in conformance with the following:
1. The applicant demonstrates that the historic characteristics of the property cannot be maintained reasonably and economically unless the conditional use permit is granted.
  2. Must be designated or determined eligible for designation as a Farmington heritage landmark, or be on the national register of historic places.
  3. Adequately sized to meet the proposed use.
  4. Adequately served by municipal services or a septic system with adequate capacity for the proposed use.
  5. In conformance with all applicable building and fire codes, and ADA requirements.
  6. In conformance with all state and county health regulations.
  7. In conformance with the city's off street parking requirements pursuant to section 10-6-4 of this chapter.
  8. Adequately situated and designed so as to not create a significant traffic impact on adjoining public roadways, and includes safe ingress and egress to the site.
  9. The development meets all applicable setback requirements.
  10. Activity areas are appropriately screened from adjoining properties.
  11. The property and land use are adequately designed so as not to create an adverse impact on the residential character of the surrounding area.
  12. The development meets all applicable commercial site development performance standards.
  13. One advertising sign not to exceed twenty (20) square feet.

14. Site improvements meet the city's historic preservation standards and guidelines.

15. A certificate of appropriateness shall be obtained for site work to preserve, rehabilitate, restore or reconstruct historic buildings, structures, landscapes or objects.

(C) Applications: All applications for a limited commercial venture conditional use permit shall be processed in accordance with subsection 10-3-5(B) of this title with the exception that the heritage preservation commission shall review all limited commercial venture applications and provide a recommendation to the planning commission.

(D) Standards: The planning and/or the heritage preservation commission may modify the standards or require additional standards that are site specific in order to assure the compatibility of the activities of the limited commercial venture with the neighborhood in which it is located.

(E) Annual Review: The planning commission and heritage preservation commission may review the conditional use permit annually and may either continue or modify the conditions of the permit if agreeable by both commissions. .

(F) Permit Termination: The planning commission may terminate the conditional use permit, after review and recommendation from the heritage preservation commission, any time the owner fails to adhere to the standards and conditions established by this section or contained in the conditional use permit. (Ord. 014-669, 9-2-2014)