

RAMBLING RIVER CENTER ADVISORY BOARD MEETING

9:30 AM, February 13, 2017

Rambling River Center Nicolai Board Room

AGENDA

- 1. Call to Order**
- 2. Approve Agenda**
- 3. Approve Minutes**
 - a. Approve January 9, 2017 Meeting Minutes
- 4. Presentations**
 - a. Introduction of New Advisory Board Member
- 5. Business Items**
 - a. 2017 Arts and Crafts Event
 - b. Election of Officers
 - c. Equipment and Furniture Purchases
 - d. Evening Program Proposal
 - e. Memberships for People Age Under 50
 - f. Rentals
 - g. Science Fair Judges Request
- 6. Discussion Items**
 - a. Community Expo Review
 - b. Steak Fry Fundraising Review
- 7. Staff Report**
 - a. Projects Update
 - b. Volunteer Bus Driver
- 8. Advisory Board Roundtable**
 - a. Roundtable Format
- 9. Items for Next Meeting Agenda**
 - a. Items for March 13, 2017 Meeting
- 10. Adjourn**



City of Farmington

430 Third Street
Farmington, Minnesota
651.280.6800 - Fax 651.280.6899
www.ci.farmington.mn.us

TO: Rambling River Center Advisory Board
FROM: Randy Distad, Parks and Recreation Director
SUBJECT: Approve January 9, 2017 Meeting Minutes
DATE: February 13, 2017

INTRODUCTION

Attached for review are the draft minutes from the January 9, 2017 Rambling River Center Advisory Board (Advisory Board) meeting.

DISCUSSION

Advisory Board members should review the minutes for any corrections or edits that should be made prior to approval by the Advisory Board.

ACTION REQUESTED

The Advisory Board is being asked to approve the attached minutes from the January 9, 2017 meeting.

ATTACHMENTS:

Type	Description
▣ Exhibit	January 9, 2017 Draft Meeting Minutes

DRAFT
JANUARY 9, 2017 RAMBLING RIVER CENTER
ADVISORY BOARD MEETING MINUTES

1. Call to Order: Meeting was called to order by Schmidtke at 9:30am. Quorum was present.

Members Present: Marilyn Briesacher, Roger Wood, Kay Bennett, Fred Schmidtke, Marjorie Koski and Blanche Reichert

Members Absent: Sarah Miller

Others Present: Parks & Recreation Director Randy Distad and Recreation Supervisor Missie Kohlbeck

2. Approve Agenda

Motion made by Briesacher to approve January 9, 2017 meeting agenda and seconded by Wood. APIF. Motion carried.

3. Approve Minutes

Motion made by Reichert to approve December 11, 2016 meeting minutes and seconded by Koski. APIF. Motion carried.

4. Business Items

A. Community Expo

In addition to staff Advisory Board members Kay Bennet and Marilyn Briesacher will work from 9 – 10:30 am and Advisory Board members Marge Koski and Blanche Reichert will work from 10:30 am – 12:00 pm. The Train Club and the Dum Ditties Mountain Dulcimer club will also be in attendance. Staff will create a poster of sorts describing who we are.

B. Draft 2017 Annual Work Plan Review

Motion by Briesacher and seconded by Bennett to approve the 2017 Annual Work Plan. APIF.

C. 2017 Arts and Crafts Sale

Discussion included fee of \$25 for members and \$35 for nonmembers to host a table. We will add “lunch will be available for a small fee” to all our cards and ask members to help distribute throughout Dakota county. Staff will contact Joy Lauterbach at Trinity, Kim Lomas at VFW and Lisa at Gossips to see if they are willing to share their contact list. We will do a second mailing to list, add a large post outside of building. For lunch Subway will be contacted to see about a price for sub sandwiches.

D. Rambling River Center Capital Improvement Priority

Staff will get quote on prices for chair dollies and bookcases. Also motion by Reichert and seconded by Bennet to get prices on puzzle table and waste container for Oak St. Entrance. APIF

E. Financial Support Program Form and Report

Staff explained that many members are confused about “holding” fifty dollars. New instructions on form explain monies can only be used for a specific expense. Also the expenses are now requested

quarterly as that is how it is billed. Unfortunately the amount to be funded July 1, 2017 – June 30, 2018 was reduced by HUD and only \$2,500 will be requested.

5. Discussion Items

Steak Fry will occur on Saturday, January 21. There are many openings remaining for volunteers.

6. Staff Report

Staff is updating various RRC forms and putting on website. Elvis impersonator will be performing at Break the Winter Blues and the registration deadline is quickly approaching.

7. Commission Roundtable

Bennett – *Continues to work on Arts and Craft Sale.*

Briesacher – *Will also continue to work on Arts and Craft Sale*

Wood – *Didn't have anything to share.*

Reichert – *Would like some information on a poster or flyer about the RRC also being a senior center so it can be available as a handout at the Community Expo.*

Schmidtke – *Reminded Advisory Board members to sign up for the Steak Fry.*

8. Agenda Items for February 13, 2017 Meeting

A. Steak Fry

B. Community Expo

C.. Arts and Crafts Sale

9. Adjourn

Motion by Reichert and seconded by Wood to adjourn the meeting. APIF. Meeting was adjourned at 10:35 a.m.

Respectfully Submitted

*Missie Kohlbeck
Recreation Supervisor*



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TO: Rambling River Center Advisory Board
FROM: Randy Distad, Parks and Recreation Director
SUBJECT: Introduction of New Advisory Board Member
DATE: February 13, 2017

INTRODUCTION

The City Council interviews and appoints new members to city advisory boards and commissions when there are vacancies.

The City Council also interviews and reappoints current members to boards and commissions when their term has expired.

DISCUSSION

Sarah Miller resigned from the Advisory Board and thus created an opening on it. The City Council interviewed several applicants and selected Pennie Page as its most recent appointee to the Advisory Board to fill the vacant position. Pennie will introduce herself to current Advisory Board members and current members are asked to introduce themselves to Penny.

Additionally Blanche Reichert interviewed and was reappointed for another three year term by the City Council.

ACTION REQUESTED

Introductions of Advisory Board members will be made during this agenda item.



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TO: Rambling River Center Advisory Board
FROM: Randy Distad, Parks and Recreation Director
SUBJECT: 2017 Arts and Crafts Event
DATE: February 13, 2017

INTRODUCTION

The second Arts and Crafts sale will be held on April 22, 2017. Continued discussion about the sale will occur during the meeting.

DISCUSSION

Currently there are 11 vendors who have paid their fee to sell art and/or craft items during the event. Last year there were a total of 16 vendors who purchased a table to sell their items, so still have a ways to go to at least match the number of vendors who attended last year.

Recreation Supervisor Missie Kohlbeck and Advisory Board member Kay Bennett are planning on attending a couple of other arts and craft sale events in the area in order to market the RRC arts and craft sale.

At the January 9, 2017 meeting Advisory Board members discussed the sale of food during the event. An update will be provided at the meeting about the status of the food sales during the event

ACTION REQUESTED

The Advisory Board is being asked during the meeting to provide input and guidance on the continued planning of the Arts and Crafts sale.



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TO: Rambling River Center Advisory Board
FROM: Randy Distad, Parks and Recreation Director
SUBJECT: Election of Officers
DATE: February 13, 2017

INTRODUCTION

Since this is the first meeting after the City Council makes their appointment to the Advisory Board, per City Ordinance, February is the month when officers are elected for the Advisory Board. Officer to be elected are the Chair and Vice-Chair positions. Both of these positions are a one-year term. Please come prepared to nominate and vote on the election of these two positions.

DISCUSSION

Fred Schmidtke is the current chair of the Advisory Board. He will call for nominations for the chair and vice chair positions. If any member is interested in becoming the chair or vice-chair, they should indicate they are interested and then they can be nominated for the position they are interested in.

After nominations have been made and nominations have been closed, members will vote on the selection of both the chair and vice-chair positions.

ACTION REQUESTED

Advisory Board members should come prepared to make their interest known to other Advisory Board members to serve as either chair or vice-chair. All members are being asked to vote during the election of the chair and vice-chair positions.



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TO: Rambling River Center Advisory Board
FROM: Randy Distad, Parks and Recreation Director
SUBJECT: Equipment and Furniture Purchases
DATE: February 13, 2017

INTRODUCTION

Staff will be making a request during the meeting to approve the purchase of some new furniture and equipment for the RRC using fundraising money to do so.

DISCUSSION

Staff has completed research on costs associated with purchasing furniture and equipment and the costs are as follows:

- One new large bookshelf for Jerry Ristow Library that matches other bookshelves \$339.00
-
- Two new small bookshelves for Jerry Ristow Library at a cost of \$219.00 each for a total cost of \$438.00
-
- 12 chair dollies for the new chairs, so they can be more easily moved around at a cost of \$120 each for a total cost of \$1,440.00.

ACTION REQUESTED

Staff is requesting the Advisory Board approve the purchase of one large bookshelf and two small bookshelves for the Jerry Ristow Library and the purchase of 12 chair dollies for the new chairs using fundraising money to purchase these items for the RRC. The total cost of these items to be purchased is \$2,217.00.



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TO: Rambling River Center Advisory Board
FROM: Randy Distad, Parks and Recreation Director
SUBJECT: Evening Program Proposal
DATE: February 13, 2017

INTRODUCTION

The current RRC building schedule is 7:30 a.m. to 3:30 p.m. Monday through Friday. There are members who are interested in volunteering to extend building hours by providing coverage in the building on Tuesday and Thursday evenings in order to keep the Jack and Bev McKnight Fitness Room open into the early evening hours.

DISCUSSION

Since the new 2017 RRC membership fee was approved, there have been a number of new members who have joined the RRC. Some of the new members have expressed an interest in volunteering to extend the RRC building hours open on Tuesday and Thursdays from 3:30 to 6:30 p.m., so the Jack and Bev McKnight Fitness Room can be used during this time frame. Most of these new members work, so they are unable to use the fitness room during regular building hours. Staff is interested in trying the new hours as long as these members are willing to volunteer to be in the RRC building on these days and during the time identified. These extended hours would be implemented as soon as a volunteer schedule can be arranged and would continue through May. However, if it becomes a problem with no volunteer present when the building is open, then staff would shut down this opportunity due to safety and security reasons.

ACTION REQUESTED

The Advisory Board is being asked to approve allowing volunteers to keep the RRC building open during extended hours on Tuesday and Thursdays from 3:30 to 6:30 p.m. and would be implemented as soon as a volunteer schedule can be arranged and would continue through May. The Advisory Board is also being asked to allow staff to shut down this opportunity if it becomes a problem with no volunteer present when the building is open, which could create an unsafe and unsecure building.



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TO: Rambling River Center Advisory Board
FROM: Randy Distad, Parks and Recreation Director
SUBJECT: Memberships for People Age Under 50
DATE: February 13, 2017

INTRODUCTION

The current membership structure at the RRC is that people who are age 50 and older may join and become a member.

DISCUSSION

There are several RRC clubs who use the RRC building to meet and use the building to offer their program to its members. As a requirement, all club members must also become members of the RRC. Currently one of the clubs has some club members who are under the age of 50 and thus do not qualify to become a RRC member. At the same time, this is in conflict with the requirement that all RRC club members must also be a member of the RRC.

Staff would like to discuss this issue with the Advisory Board and see how this issue may be resolved. Staff members have discussed this issue and thought a possible solution might be to create a new membership category that would allow the requirement to be met but would limit the membership to only the space that is being used for the club meetings. It was felt that if other areas of the building are included in this membership, it may cause an issue with more people under age 50 wanting to join as a member, which is not the way the current membership structure is set up.

ACTION REQUESTED

The Advisory Board is being asked to discuss this issue and to create a membership structure that addresses the club membership issue when one or more of the club members is under the age of 50.



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TO: Rambling River Center Advisory Board
FROM: Randy Distad, Parks and Recreation Director
SUBJECT: Rentals
DATE: February 13, 2017

INTRODUCTION

The RRC building is available to the public to rent for parties and events.

DISCUSSION

Staff has revised the rental form so the refund for cancellations contains consistent timelines. Currently if a rental is cancelled within 21 days of the rental, there is a full refund. However after discussing this timeframe, there was a feeling by staff that being able to cancel within 21 days of the rental and receiving a full refund has its issues. Staff feels if a cancellation is done within 21 days of the rental, it does not leave much time for staff to try and rent the space on the same date. There was a feeling that a full refund would only be allowed further out from 21 days and then as the date gets closer, there would be partial refunds up until a certain date before there would be no refund. Staff will share rental refund information from other cities on how their refund process and policy works.

ACTION REQUESTED

Come prepared to discuss the timeline for allowing partial and a full refund for cancelled RRC rentals and provide direction to staff about any revisions to be made to the current rental refund timeframe.

ATTACHMENTS:

Type	Description
▣ Exhibit	Rental Refund Information

Rambling River Center



Facility Reservations

Thank you for your interest in the Rambling River Center.

The Rambling River Center is operated by the Farmington Parks & Recreation Department under the policies and guidelines established by the Farmington City Council. The Rambling River Center serves as the City's senior center recreation destination and is also available for rental use.

Facility reservations are managed by an application process. Facility reservations will be on a first come-first served basis. To secure a reservation, renters are required to complete an application with submittal of \$150 (Banquet Room)/\$75 (Meeting Rooms) damage deposit.

The senior center programs will have exclusive use of the Rambling River Center weekdays between 7:30 a.m. and 3:30 p.m. The City of Farmington reserves the right to schedule programs and events in the Rambling River Center, as well as the right to negotiate with all rental parties to make the best use of time available. There may be times when rental requests cannot be accommodated in the Rambling River Center schedule.

Farmington Seniors

The Rambling River Center is committed to providing quality programs and services, while encouraging the involvement of adults over age 50.

325 Oak Street
Farmington, MN 55024
P: 651.280.6970
F: 651-280-6979
www.ci.farmington.mn.us



Facility Reservations—General Information

RESERVATIONS

Reservations will only be issued in the name of the person on the rental application form. Stated individual/organization will be the responsible party for all communication between rental and facility staff.

Reservations are not confirmed until a completed rental application and a \$150 (Banquet Room)/\$75 (Meeting Rooms) damage deposit is received. Damage deposits will be processed at the time of reservation.

All fees are due 21 days prior to rental, separate from damage deposit. If no damages are incurred, deposit will be returned within 30 days following the rental period. Please note that any additional costs such as damages or custodial fees will be deducted from the deposit with the remaining amount refunded to the renter.

Groups reserving space must have a current signed rental application. On-going applications must be signed annually.

The Rambling River Center doors are controlled electronically outside of business hours. Doors will unlock and lock exactly at times listed on rental application. Rental time requested should include set-up/clean-up times.

The City of Farmington reserves the right to terminate any rental applications due to facility damage, complaints received and./or for any other reasons deemed necessary.

The City of Farmington reserves the right to make room changes as needed to better accommodate groups using the facility.

BUILDING HOURS

BUSINESS HOURS

Monday-Friday, 7:30 a.m.—3:30 p.m.

CITY OBSERVED HOLIDAYS

New Year's Day *
Martin Luther King Day
President's Day
Memorial Day
Independence Day (July 4) *
Labor Day
Veteran's Day
Thanksgiving
Day after Thanksgiving
Christmas Eve (December 24) *
Christmas Day (December 25) *

** If any of the noted holidays above fall on a weekend, holiday will be observed on Friday or Monday.*

RENTAL HOURS

Monday-Thursday, 8 a.m.—10 p.m.
Friday & Saturday, 8 a.m.—12 a.m. (Midnight)
Sunday, 8 a.m.—10 p.m.

City observed holidays and requests outside of rental hours listed above, are available for rent, pending staff approval.

The City of Farmington reserves the right to priority scheduling.

Facility Reservations—Fee Schedule

ROOMS AVAILABLE	FEE	ROOM CAPACITY/ STANDARD SET-UP
*Banquet Room Includes Kitchenette	\$325/4-hour block \$80/per each additional hour, if not renting second 4-hour block.	Room Capacity: 130 Standard Set-Up: (12) 60" round tables with a maximum of six chairs at each. 1,776 Square Feet
** Harry & Louise Ross Room	\$60/2 hr. block \$30per each additional hour	Room Capacity: 30 Standard Set-Up: Board Room Style
**Empire Room	\$75/2-hour block \$37/per each additional hour	Room Capacity: 57 Standard Set-Up: (6) Card tables w/ four chairs at each table.
**Nicolai Room	\$20/2-hour block \$10/per each additional hour	Room Capacity: 15 Standard Set-Up: Board Room Style
**Red Slipper Room	\$20/2-hour block \$10/per each additional hour	Room Capacity: 15 Standard Set-Up: Board Room Style
Addition Equipment/Services	Sound System Rental: \$150 DVD/VCR Player: Included by request Podium: Free	

- * Banquet Room requires a minimum rental of four hours and a separate damage deposit of \$150. If additional hours are needed for cleaning, permit holder will be billed at a rate of \$35/hr. Details including room features, extras, terms and conditions can be located on pages 4-6.
- ** Meeting Rooms require a minimum rental of two hours and a damage deposit of \$75. General rental guidelines and photos of rooms can be located on page 7.



Banquet Room

Banquet Room—Rental Terms & Conditions

RENTAL INCLUSIONS

- Rental includes use of Banquet Room and bathrooms located in room and main hallway.
- Banquet Room Standard Set-Up: (12) 60" round tables with a maximum of six chairs at each table. RRC does not provide room set-up outside of the standard listed above.
- 55" Screen TV
- Kitchenette Facilities: Microwave, Refrigerator & Two-Compartment Sink.
- Glassware & Flatware for 100
- (2) 100 c. Coffee Pots
- Serving Utensils
- Assorted Trays
- Water Pitchers/Coffee Carafes
- WIFI Available
- Room Temperature set to 68° during winter and 73° during summer months.

RENTAL EXCLUSIONS

- Full Kitchen Amenities. Rental parties and caterers should bring prepared food only.
- Office Supplies/Equipment
- Linens
- Table Skirts
- Cookware

CLEANUP

- Kitchenette Cleanup Includes: Cleaning counters, sinks, washing used items (i.e. dinnerware, flatware, trays, water pitchers/coffee carafes, etc.) and putting stated items back to original location.

ADDITIONAL CHARGES

- Additional AV Equipment
- Security Personnel as determined by RRC
- Additional rental fees based on rentals lasting beyond stated application time.

RENTAL AVAILABILITY

The Rambling River Center Banquet Room is available for rental year-round. Banquet and meeting rooms can be reserved a maximum of one year in advance.

PAYMENT

Damage deposit is required at the time the reservation is made. Payment is due in full one week prior to scheduled rental.

RENTAL PERIOD

The hours between the confirmed check-in and check-out times stated on the facility rental permit constitute the rental period. The facility will be unlocked and locked by confirmed permit rental period.

Occupation after confirmed ending period will result in additional charges to rental party.

CONFIRMATION

A reservation is confirmed once the RRC office has received the rental application form and damage deposit.

CANCELLATIONS

- 20 percent of the rental fee plus a 3.5 percent credit card transaction fee (if a credit card was used as payment) will be retained for cancellations received 21 or more days in advance of the rental date.
- Cancellations received less than 21 days in advance of the rental date will be charged 100 percent for the rental fee.
- Damage deposits are 100 percent refundable on all cancellations.
- Should the rental be cancelled due to inclement weather, every opportunity will be made to reschedule, with no change in the rental fee.

LIQUOR

- Events where food is provided by the rental party and not a caterer may have alcohol, but only for personal consumption inside the Banquet Room.
- No alcohol may be sold during rentals unless provided for by a caterer that has a current CATR liquor license issued through the State of Minnesota Alcohol and Gambling Division. The same caterer must provide both the food and liquor for the event (per MN State Statute 340.A.404Sub12). It is the responsibility of the permit holder to ensure the caterer's license will be current as of the date of the event.
- Non-profit groups renting the Banquet Room may apply for a Temporary Liquor License from the City Clerk. The license must be approved by the City Council no less than 30 days prior to the event and forwarded to the State.
- Violation of the Liquor policy will result in termination of the permit and eviction and possible referral for criminal prosecution. Rental fees and charges will not be refunded.

TOBACCO USE

Tobacco use is prohibited in the entire RRC. A tobacco disposal container can be found in the northeast parking lot.

Banquet Room—Rental Terms & Conditions

FOOD

- Food may be brought into building for individual use.
- No kitchen available for cooking.
- Only a food staging area will be provided.
- Concessions are not allowed.
- Delivery and pick-up of equipment, food or other items used for the event must be completed during the rental period.

GAMBLING

No gambling activities are allowed except by properly licensed and permitted organizations and in accordance with state laws and city ordinance.

DECORATIONS

- The use of tape or other adhesives, nails, tacks, screws or similar articles on ceilings, walls, doors, floors, light fixtures, furniture or stone/plaster surfaces is **not allowed**. All decorations are to be installed without defacing the building.
- The use of confetti, birdseed, rice, glitter, piñata's and sand are **prohibited**.
- Candles are permitted when used in a fire-safe, enclosed container.
- All decorating must be completed and removed during the rental period.

DAMAGES

- Damage deposits are required for use of the Banquet Room and Meeting Rooms to cover the cost of repairing damage that occurs as a result of the permit holder's rental event.
- The deposit is returned after the event if the rented room has been returned to its pre-use condition and if the permit holder abides by all the stipulations of the permit.
- The permit holder will fully reimburse the RRC upon demand for any damage to or destruction of the building, furniture, equipment, fixtures, grounds, or any other property, real or personal, owned, used or operated by the RRC due to any act or omission of the members, employees, representatives, caterers, contractors, patrons, or guests of the permit holder.

PERSONAL PROPERTY

The permit holder must clear all personal property from the premises after each meeting, event or performance.

INDEMNIFICATION

- Permit holder agrees that they will hold the RRC, and City of Farmington harmless and indemnify the City of Farmington/RRC from all claims, demands, and causes of action arising from permit holder's use of specified facility or surrounding grounds, including any attorney's fees and costs related thereto.

LIABILITY

- Permit holder fully waives, releases and discharges the City of Farmington/RRC and its employees from all claims, damages, actions, causes of action, and liability of or in any manner connected with the permit holder's use of the City facility under the facility rental permit.
- The permit holder is to keep all passageways open and unobstructed during any rental period.
- The City of Farmington/RRC is not responsible for theft, damages or injuries to permit holder, guest or their property.
- The RRC cannot store or in anyway be responsible for materials owned by rental groups using the facility.

MUSIC/AUDIO VISUAL

Music can be played on a boom box or other portable stereo device. Boom box and stereo devices are not included in rental. Music must be kept at a level that does not disturb other building users or neighboring property owners.

SPECIAL EQUIPMENT

Request to use special equipment must be supplied at the time the reservation is made and may require additional fees.

CONDUCT

The permit holder is responsible for the conduct of its members, visitors, employees, representatives, caterers, contractors, patrons, and guests while in the RRC. Users of the facility shall be respectful of the premises and other users or visitors to the facility and shall not engage in any disorderly conduct or offensive behavior.

NON-COMPLIANCE W/TERMS & CONDITIONS

Failure to comply with the terms and conditions may result in the RRC staff denying a request for a permit, cancelling a rental or seeking other enforcement action.

Meeting Rooms—Rental Guidelines

GENERAL INFORMATION

Meeting room capacities range from seating for 15 to seating for 57 with tables and chairs. Reservations are accepted and processed on a first come/first served basis with the completion of a rental application form and damage deposit of \$75.

RENTAL GUIDELINES

- Please do not tape, nail or tack and items to the walls. Confetti, cutouts and glitter are **not allowed**.
- There are no kitchen facilities available for food preparation or storage. Serving meals/food is not allowed. However, box lunches/light snacks may be considered with prior approval of management at the time of reservation. If food is approved, it is only allowed within the confines of the reserved room and not in public lobby areas. Please dispose of remaining items in a waste/recycle container before leaving the room.
- If beverages are served, please dispose of remaining cups, etc. in a waste container before leaving the room.
- Please limit your meeting use of the facility to the space reserved. Do not remove tables and chairs from any other rooms.
- Please observe the hours requested at the time of your reservation. See page 2 for rentable hours.
- The Rambling River Center is a smoke-free environment. A tobacco disposal container can be found in the northeast parking lot.

CANCELLATIONS

- 20 percent of the rental fee will be retained for cancellations received 21 or more days in advance of the rental date.
- Cancellations received less than 21 days in advance of the rental date will be charged 100 percent for the rental fee.
- Damage deposits are 100 percent refundable on all cancellations.
- Should the rental be cancelled due to inclement weather, every opportunity will be made to reschedule, with no change in the rental fee.



Empire Room



Nicolai Board Room



Harry & Louise Ross Room



Red Slipper Room

Rambling River Center—Rental Application

Return completed application and damage deposit to the Rambling River Center,
located at 325 Oak Street, Farmington, MN 55024

Rental Date Requested: _____ Date of Application: _____

Time of Rental—From: _____ am/pm To: _____ am/pm

(The time of rental must include set-up time. **BE EXACT**, doors will unlock and lock by remote at times listed)

Renters Name _____ Email _____

Address: _____ City/St/Zip: _____

Phone: _____ (home) _____ (cell) _____ (work)

Alternate Contact: _____ Phone: _____

Will alcohol be served? Y / N Renters Birthdate: _____

Please Indicate Room _____ Name of group/organization _____

Damage deposit of \$150 (Banquet Room)/\$75 (Meeting Rooms) is required at time of application submittal. Credit cards cannot be used for the damage deposit. Payment is due in full one week prior to scheduled rental. Damage deposit should be a separate check or cash.

The cost of the rental and any additional costs such as damages or custodial fees will be deducted from the deposit with remaining amount refunded to the renter. If additional costs are incurred renter will be billed.

Banquet Room \$325/4-hour block
Includes Kitchenette \$80/per each additional hour, if not renting second 4-hour block.
If tables are not cleared and cleaning exceeds allotted time additional hours will be billed the renter at the rate of \$35/hr. \$ _____

Harry & Louise Ross Room \$60/2 hr. block
\$30.00/per each additional hour \$ _____

Empire Room \$75/2-hour block
\$37/per each additional hour \$ _____

Nicolai Room \$20/2-hour block
\$10/per each additional hour \$ _____

Red Slipper Room \$20/2-hour block
\$10/per each additional hour \$ _____

Additional Equipment as Requested \$ _____
Total Costs Due \$ _____

I have read, understand and agree to abide by the terms and conditions stated on Schedule G and the rental application form. The renting party acknowledges on behalf of him/herself and the rental party's organization or group (participant) use of Farmington's facilities may carry a risk of personal injury. The participants RELEASE AND DISCHARGE the City of Farmington and their agents and employees, from liability for injuries or damages, including any losses CAUSED BY THE NEGLIGENCE OR STRICT LIABILITY of the Released Parties. If renting the Banquet Room I have read the terms and conditions and I agree to adhere to them.

Signature _____ Date _____

FOR OFFICE USE ONLY

1. Deposit Rec'd: Cash or Check # _____ Date _____
2. Amount refunded _____ or Additional Fees billed / received (circle) _____ Check # _____ Date _____
4. Additional fees incurred? Yes _____ No _____
If yes, why? _____

Complete if paying with a credit card:

Name on card (please print) _____

Card Billing Address _____

Credit Card # _____ - _____ - _____ - _____ CVV/CVS # _____

Expiration Date: _____ Visa Master Card (Circle one)

Signature _____



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www.ci.farmington.mn.us

TO: Rambling River Center Advisory Board
FROM: Randy Distad, Parks and Recreation Director
SUBJECT: Science Fair Judges Request
DATE: February 13, 2017

INTRODUCTION

A request has been made to have a person selected from the Advisory Board to serve as a Science Fair judge for the Farmington School District.

DISCUSSION

Included in the meeting packet is a string of emails that Recreation Supervisor Missie Kohlbeck had with a Farmington School District staff member about the RRC providing a judge or judges to a Science Fair that the school district is hosting. Staff is interested in learning if any Advisory Board members are interested in being a judge for the Science Fair.

ACTION REQUESTED

Determine if any Advisory Board members are interested in serving as a Science Fair judge for the Farmington School District, so staff may contact the school district with interested Advisory Board member names.

ATTACHMENTS:

Type	Description
▣ Exhibit	Science Fair Judges Correspondence

Randy Distad

From: Missie Kohlbeck
Sent: Tuesday, February 07, 2017 7:43 AM
To: Randy Distad
Subject: FW: Science Fair Judges

FYI

-----Original Message-----

From: Fedora, Kathryn [<mailto:kfedora@farmington.k12.mn.us>]
Sent: Wednesday, January 11, 2017 9:38 AM
To: Missie Kohlbeck
Subject: Re: Science Fair Judges

If we could have about 3-4 adults that would be wonderful!

Thanks for all you do! You make a difference!

Fedora, Kathryn

kfedora@farmington.k12.mn.us<<mailto:kfedora@farmington.k12.mn.us>>

On Jan 11, 2017, at 7:45 AM, Missie Kohlbeck

<MKohlbeck@CI.FARMINGTON.MN.US<<mailto:MKohlbeck@ci.farmington.mn.us>>> wrote:

Hi Kathryn,

I think there may be a few people who would be interested in helping to judge a science fair. How many are you looking for and when do you need their emails? I will ask a few seniors this week if I can share their contact information with you.

Have a great day!

Missie Kohlbeck
Recreation Supervisor

Office 651-280-6971 | Cell 651-755-2075

mkohlbeck@ci.farmington.mn.us<<mailto:mkohlbeck@ci.farmington.mn.us>> | Rambling River Center, 325 Oak St. | Farmington, MN 55024 www.ci.farmington.mn.us<<http://www.ci.farmington.mn.us>> | ~ Proud Past - Promising Futuree~

-----Original Message-----

From: Fedora, Kathryn [<mailto:kfedora@farmington.k12.mn.us>]
Sent: Tuesday, January 10, 2017 9:42 AM
To: Missie Kohlbeck
Subject: Science Fair Judges

Greetings,

I am an elementary teacher as well as the science fair coordinator at Akin Road Elementary in Farmington, MN. We have our science fair coming up on Thursday, February 23, and we are looking for people to judge our fair. I was wondering if you have people who would be willing to volunteer their time for this. The time commitment would be from about 8:45-1:00 that day. Do you think this would be something students would be interested in? If you would be willing to reply either way as I am in the planning mode that would be very helpful! If you have individual e-mail addresses of people for me to send messages to, I would gladly do that as well. Thank you so much for your consideration!!

Thanks for all you do! You make a difference!

Fedora, Kathryn

kfedora@farmington.k12.mn.us<<mailto:kfedora@farmington.k12.mn.us>><<mailto:kfedora@farmington.k12.mn.us>>



City of Farmington

430 Third Street
Farmington, Minnesota
651.280.6800 - Fax 651.280.6899
www.ci.farmington.mn.us

TO: Rambling River Center Advisory Board
FROM: Randy Distad, Parks and Recreation Director
SUBJECT: Community Expo Review
DATE: February 13, 2017

INTRODUCTION

The Community Expo was held on Saturday, January 28, 2017 at the Community Expo. Several Advisory Board members and staff attended and provided information about the RRC during the Community Expo.

DISCUSSION

Advisory Board members Kay Bennett, Blanche Reichert, Marjorie Koski and Marilyn Briesacher volunteered to work a shift at the RRC booth and provide information and answer questions about the RRC during the Community Expo. Staff is interested in having these Advisory Board members provide some feedback on evaluating the Community Expo opportunity to see if any revisions should be made in 2018.

ACTION REQUESTED

Advisory Board members should have a discussion about the 2017 Community Expo, so any revisions suggested can be considered for 2018.



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TO: Rambling River Center Advisory Board
FROM: Randy Distad, Parks and Recreation Director
SUBJECT: Steak Fry Fundraising Review
DATE: February 13, 2017

INTRODUCTION

The Farmington VFW Steak Fry Fundraiser that benefitted the RRC was held on Saturday, January 21, 2017. A review of the event will occur during the meeting.

DISCUSSION

The 15th Annual Farmington VFW Steak Fry sold 199 meal tickets and it generated a \$800.00 donation from the Farmington VFW to the Rambling River Center. Staff would like to discuss with the Advisory Board the annual steak fry fundraiser to see if any revisions should be made to this fundraising event especially from a volunteer standpoint.

ACTION REQUESTED

Advisory Board members should come prepared to discuss the annual steak fry fundraiser and give input on making sure it is successful in the future.



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TO: Rambling River Center Advisory Board
FROM: Randy Distad, Parks and Recreation Director
SUBJECT: Projects Update
DATE: February 13, 2017

INTRODUCTION

This item is an opportunity for staff to provide an update to the Advisory Board members about projects or to provide other information.

DISCUSSION

Staff will provide a verbal update on the following items:

- Recreation Supervisor vacant position status
- Prairie Pines and Marigold Park Master Plan status
- RRC memberships from RRC clubs update
- Volunteer bus driver

ACTION REQUESTED

There is no action requested. The staff updates provided are for informational purposes only.



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TO: Rambling River Center Advisory Board
FROM: Randy Distad, Parks and Recreation Director
SUBJECT: Volunteer Bus Driver
DATE: February 13, 2017

INTRODUCTION

Staff relies on volunteer drivers for the Fun Friday trips as well as other trips where they can be provided. While DARTS has been good about providing the RRC with a volunteer driver, there is a need to have a back up driver in case the DARTS driver is unavailable to drive the bus.

DISCUSSION

Staff will provide information at the meeting about a potential new volunteer driver who is willing to take the written and driving test in order to receive the appropriate licensure to drive the larger Park and Recreation bus.

ACTION REQUESTED

This item is for informational purposed only, new action is being requested.



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TO: Rambling River Center Advisory Board
FROM: Randy Distad, Parks and Recreation Director
SUBJECT: Roundtable Format
DATE: February 13, 2017

INTRODUCTION

The Advisory Board roundtable occurs at every meeting.

DISCUSSION

The Advisory Board roundtable agenda item provide an opportunity for members to share information or ask questions of staff about items that are not on the agenda. No formal decision is made during this item.

ACTION REQUESTED

There is no action requested because the Advisory Board roundtable is for informational purposes only.



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TO: Rambling River Center Advisory Board
FROM: Randy Distad, Parks and Recreation Director
SUBJECT: Items for March 13, 2017 Meeting
DATE: February 13, 2017

INTRODUCTION

This item is for staff and Advisory Board members to identify possible items for the March 13, 2017 meeting.

DISCUSSION

The following are agenda items staff has identified so far for the March 13, 2017 Advisory Board meeting:

- Arts and Crafts Sale
- 2017 Fundraising Activities Review

ACTION REQUESTED

Advisory Board members are asked to come prepared to provide other items for the March 13, 2017 meeting agenda.