

RAMBLING RIVER CENTER ADVISORY BOARD MEETING

9:30 AM, March 13, 2017

Rambling River Center Nicolai Board Room

AGENDA

- 1. Call to Order**
- 2. Approve Agenda**
- 3. Approve Minutes**
 - a. Approve February 13, 2017 Meeting Minutes
- 4. Presentations**
 - a. 2016 Annual Report
- 5. Business Items**
 - a. 2017 Arts and Crafts Fundraising Event
 - b. 2017 Fundraising Activities Review
 - c. Building Rental Payment and Damage Deposit Timeline
- 6. Discussion Items**
 - a. Dew Days Fundraisers
 - b. Financial Support Program
- 7. Staff Report**
 - a. Informational Updates
 - b. Rambling River Center Plaza Concept Development
- 8. Advisory Board Roundtable**
 - a. Advisory Board Roundtable Format
- 9. Items for Next Meeting Agenda**
 - a. April 10, 2017 Meeting Agenda Topics
- 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 February 13, 2017 Meeting Minutes
DATE: March 13, 2017

INTRODUCTION

Attached for review are the draft minutes from the February 13, 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 February 13, 2017 meeting.

ATTACHMENTS:

Type	Description
▣ Exhibit	February 13, 2017 draft meeting minutes

DRAFT
FEBRUARY 13, 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
Pennie Page and Blanche Reichert*

Members Absent:

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

2. Approve Agenda

Motion made by Bennett to approve the February 13 2017 meeting agenda and seconded by Briesacher. APIF. Motion carried.

3. Approve Minutes

Motion made by Wood to approve the January 9, 2017 meeting minutes and seconded by Bennet APIF. Motion carried.

4. Presentation

A. Introduction of New Member

Pennie Page introduced herself as the new Advisory Board member. Advisory Board members introduced themselves and welcomed Pennie to the Advisory Board.

5. Business Items

A. 2017 Arts and Crafts Sale

Briesacher checked with Subway about sandwiches. It would be \$34 for 15 sandwiches and 3 dozen cookies thrown in. The RRC will buy water and chips and bundle as meals. Meals will be sold for \$5 that is a \$1.73 profit per meal. Staff and Bennett are schedule to attend other arts and craft fairs to solicit additional crafters and promote our sale. Advertising will include banners and flyers at other senior centers. Save the date cards, H-signs on corners, city publications and social media will also be used to promote this event.

B. Election of Officers

Schmidtke called for nominations for the Chair position. Bennet nominated Schmidtke and it was seconded by Wood. Schmidtke called for additional nominations. Koski nominated Reichert. Reichert declined the nomination. Schmidtke called for additional nominations and there were none. Moved by Wood and seconded by Koski to close nominations. APIF. Motion carried. Vote was 7-0 in favor of Schmidtke as Chair.

Schmidtke called for nominations for the Vice-Chair position. Bennet nominated Wood and seconded by Reichert. Schmidtke called for additional nominations there were none. Moved by Bennett and seconded by Koski to close nominations. APIF. Nominations were closed. Vote was 7-0 in favor of Wood as Vice-Chair.

C. Equipment and Furniture Purchases

Staff would like to invest in chair dollies instead of chair carts. Staff also requested to purchase matching bookcases to complete the Jerry Ristow Library. Motion by Reichart to spend up to \$1,000 on bookcases and purchase chair dollies and seconded by Koski. APIF. Motion carried.

D. Evening Program Proposal

Recreation Supervisor Kohlbeck informed Board members that since general and fitness memberships have been combined there have been more people joining. There is interest from members who still work during the day to have the fitness room open longer. A small group of them are willing to volunteer their time to keep the fitness room open longer on the weekdays. The group has offered to keep the fitness room open from 3:30 to 6:30 pm on Tuesday and Thursday evenings. Motion by Koski that volunteers may keep the JBM Fitness Center open on Tuesday and Thursday until 6:30 pm through May on a conditional basis and if there is no volunteer present it cannot remain open. It was seconded by Reichert. Bennet commented she would be willing to help if the group had difficulty finding a volunteer. APIF. Motion carried.

E. Membership for People Under Age 50

Clubs that participate at the RRC such as Model Train Club, Lady Slipper Garden Club and others have club members under the age of 50. Staff asked the RRCAB if they would be interested in considering an additional tier of membership for those people who do not qualify as a regular member due to their younger age or should they just continue to pay the \$3 per visit fee? Discussion among RRCAB member was that those under age 50 definitely should not have access to Jack and Bev McKnight Fitness Center. Motion by Wood to table and have staff research as to whether this issue has come up at other senior center and bring back this information at a future meeting. Motion was seconded by Bennett. APIF. Motion carried.

F. Rentals

Information was presented about the inconsistency of when rental payment and damage deposits occur and when refunds are given at the RRC. General direction was to clean up rental language to have cancellation policy and payment policy both occur at 21 days. Advisory Board requested staff to research other city's rental policies to see if the RRC is consistent with the cancellation amounts other communities have in their policy. Recommendation was also made to remove plate and glassware being included with the rental.

G. Science Fair Judge Requests

Staff made Advisory Board members aware of Akin Road Elementary School's request for Science Fair judges. Bennett said she would be interested and requested staff provide her with the direct phone number of the teacher who requested this.

6. Discussion Items

A. Community Expo

Community Expo went well and next year staff is planning to have a new display board for the RRC.

B. Farmington VFW Steak Fry

The Farmington VFW gave the RRC a check for \$800 from the annual Steak Fry for providing volunteers to help with the event that was held on January 21, 2017.

7. Staff Report

A. Recreation Supervisor Vacant Position

Interviews have been completed and a recommendation to hire a new Recreation Supervisor has been made to the City Council.

B. Park Master Plans

Prairie Pines and Marigold Park Master Plans will be reviewed and approved by the City Council.

C. Volunteer Bus Driver

The RRC has a person interested in acquiring the proper driver's license to driver the city's bus. This person will then volunteer their time to drive the bus for various trips when needed.

8. Commission Roundtable

Koski – *Is willing to help at the Arts and Craft Sale and will let Shelley know.*

Page – *nothing*

Wood – *nothing*

Reichert – *nothing*

Schmidtke – *nothing.*

9. Agenda Items for March 13, 2017 Meeting

A. Arts and Crafts Sale

B. Fundraising Activity Review

C. Tea

D. Membership

E. Rental

10. Adjourn

Motion by Wood and seconded by Koski 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: 2016 Annual Report
DATE: March 13, 2017

INTRODUCTION

Each year an annual report of the projects, programs, events, facilities and trails the Department has worked on is produced. Department staff has created such a report for 2016.

DISCUSSION

Included in your meeting packet is the 2016 Annual Report. Because the file is so large when photos are included, the attached report contains only a few photos. The meeting will move to the computer lab and staff will provide a presentation of the 2016 Annual Report version that contains all of the photos.

ACTION REQUESTED

The Advisory Board is being asked to review the information contained in the 2016 Annual Report, listen to the presentation made by staff during the meeting and then ask any questions it may have about the information contained in the annual report.

ATTACHMENTS:

Type	Description
▣ Exhibit	2016 Annual Report

2016 Annual Report



Farmington Parks and
Recreation Department

Parks

Troy Hill Park

- Old playground equipment was removed, refurbished and sent to a third world country all at no cost to the city
- Playground site was regraded and filled to allow for an expanded playground area
- Separate play structures were installed for children ages 2-5 and ages 5-12
- New swings were installed
- New concrete border was installed around the play structures and swing sets that allows users to walk on
- New park benches were installed around the perimeter on the concrete border



PARKS

Tamarack Park Basketball Court Improvements

- Existing full court basketball court constructed in 2005 and no surface maintenance work since construction
- contractor hired to level and resurface the basketball court and paint new court lines



PARKS

North Creek Park

- Hockey boards replaced due to plastic boards becoming obsolete
- Partnership with FYHA through a \$3,517.46 donation provided to purchase lumber
- City purchased hardware and provided labor to remove existing plastic boards and install new wood boards



PARKS

24th Annual Arbor Day Celebration

- Partnered with fifth grade students from Meadowview Elementary School
- 80 students participated in a poster contest
- 10 trees planted in Jim Bell Park and Preserve



PARKS

Outdoor Rinks

- Warming houses were open 40 days out of a possible 69 days in 2016, which was open nine days less than in 2015
- Five pleasure rinks without warming houses were flooded at: Hill Dee Park, Farmington Elementary School, Meadowview Elementary School and Tamarack Park

	Rambling River Park	North Creek Park	Total	Avg. Skaters Per Day
2015	5,591	2,260	7,851	160
2016	3,134	2,053	5,187	130



TRAILS

Pavement Maintenance Program

Year	Trail Miles Fog and Crack Sealed
2015	6.0
2016	10.2

Fog sealing and crack sealing occurred primarily on the following southeast locations in the city:

- Prairie Waterway
- Bristol Square Development
- Executive Estates Development
- Tamarack Ridge Development.



FACILITY MAINTENANCE

Building Improvements

- Fire Station #1 concrete apron and driveway was removed and new concrete was poured
- Central Maintenance Facility men's and women's locker rooms were repaired due to water leaking behind the wall



Outdoor Pool

Open Swim and Other Programs/Events Attendance

- Open 63 of a possible 68 days due to either cool, wet or severe weather conditions

Attendance	2015	2016
Open Swim	7,652	7,372
Water Aerobics	46	74
Aqua Zumba (new)		17
Tween and Elementary(new) Events	282	242
Private Rentals Participants	771	504
Swim Bus Program	536	507
Swim Lessons	256	218



SCHMITZ - MAKI ARENA

Program and Events Attendance

Program/Event Name	2015	2016
Learn to Skate	216	329
Spring Skate Festival	104	107
Halloween Skate	131	150
Skate with Santa	202	225

Halloween Skate and Skate with Santa Event Donations

421 pounds of food and \$67.00 in cash were donated to the Farmington Food Shelf



Farmington Parks and
Recreation Department

SCHMITZ - MAKI ARENA

Ice Rentals

Hours

GROUP NAME	2014	2015	2016
FYHA	710	664	692
HIGH SCHOOL	338	362	310
SENIOR MEN	19	27	31
SUMMER ICE	82	210	185
MISC.	48	52	67
TOTAL	1,197	1,315	1,285

Revenue

GROUP NAME	2014	2015	*2016
FYHA	\$147,778	\$139,065	\$148,618
HIGH SCHOOL	\$78,288	\$83,357	\$74,472
SENIOR MEN	\$2,945	\$4,146	\$4,815
SUMMER ICE	\$12,710	\$32,444	\$29,642
MISC.	\$7,550	\$8,624	\$10,890
TOTAL	\$249,271	\$267,636	\$268,437
* before audit			



SCHMITZ - MAKI ARENA

Improvements

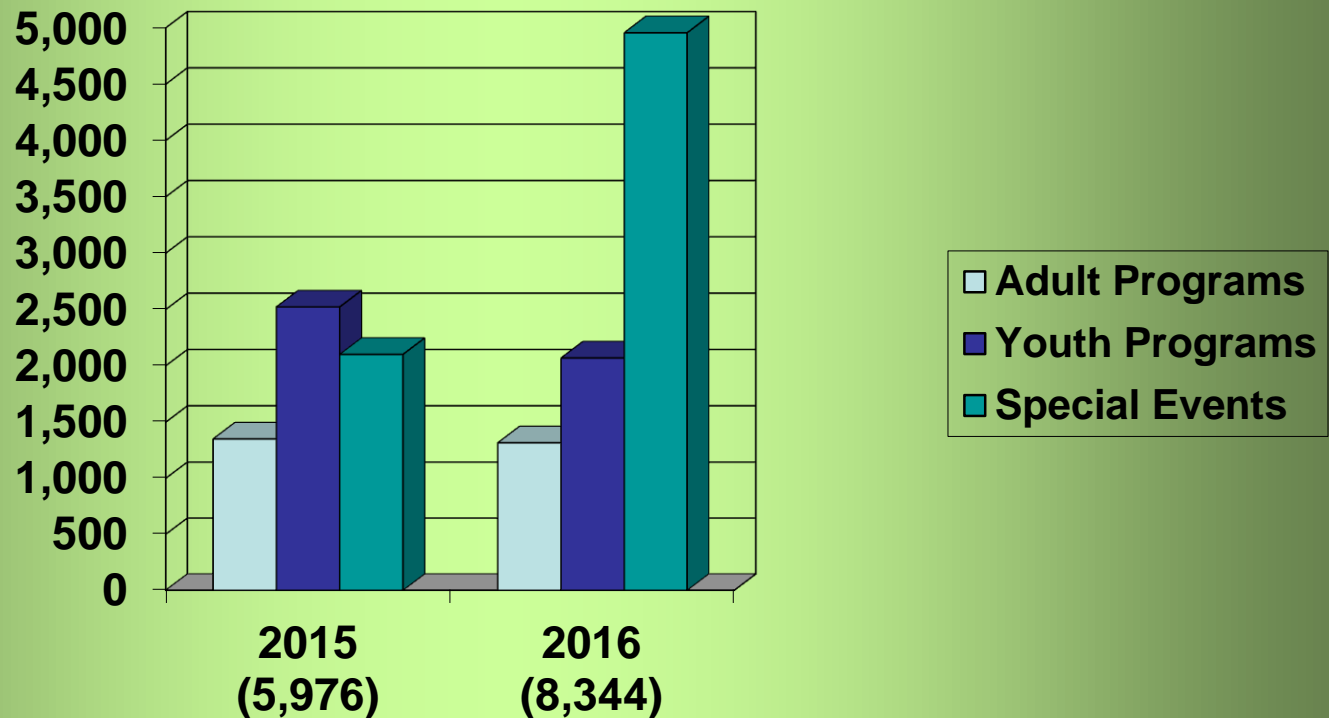
- Turf agreement with Farmington Youth Lacrosse Association and turf was installed and used in April and May resulting in \$1,800 in revenue generated and 90 hours of rentals
- Electric Zamboni resurfacer put into operation in July as a result of a \$50,000 Mighty Ducks grant funding, \$10,000 contribution from Farmington Liquors, and funds that had been set aside in the Arena Capital Improvement Fund from an annual \$5,000 donation from FYHA and an annual \$20,000 transfer from the General Fund
- Sound system replaced with a donation from FYHA of \$7,500 to help cover the cost
- New chip card reader installed for Point of Sale system keeping the Arena PCI compliant



RECREATION

Events, Youth and Adult Program Participation

- 32 programs and events in sports, outdoor recreation and arts and crafts
- 135 classes offered in the 32 different programs



RECREATION

Number of Volunteers

	2015	2016
Flag Football Coaches	52	53
Dew Run	17	20
Secret Holiday Shop	58	63
Pond & Park Cleanup	400	400
Total	527	536

Hours Volunteered

	2015	2016
Flag Football Coaches	936	954
Dew Run	51	60
Secret Holiday Shop	203	221
Pond & Park Cleanup	800	800
Total	1,990	2,035



RECREATION

Puppet Wagon Project

- City staff built the wagon in-house with the help of Farmington School District staff member Heidi Revels and one of her students
- CEEF donated \$5,000 that was used to purchase new trailer, lumber, sound system and puppets
- The Puppet Wagon stops at 8 locations in Farmington and 1 location in Empire Township on 5 different dates during the summer
- A new format including music and mail along with a puppet show was implemented
- 787 people attended the Puppet Wagon shows



Events

Music in the Park Series

- Concerts held on fourth Thursday in May, June, July, and August
- Concerts held in Rambling River Park with an estimated 565 people attending
- Sponsorships of \$100 by following businesses:
 - Farmington Liquor Store (\$200)
 - Chemquest (\$400)
 - Farmington Gymnastics Center
 - Express Coin Laundry (\$400)
 - Trinity Senior Campus
 - Dakota Electric Association
 - Park Dental
 - Dominos (\$200)



Events

Movie in the Park

- Good Dinosaur was shown in July at Lake Julia Park with an approximate 325 people attending.
- A Sponge Out of Water was shown in September at Rambling River Park with an approximate 125 people attending

Sponsored by following businesses:

- Dominos \$300
- Family Vision Clinic \$300
- Farmington Youth Hockey Association \$600
- Subway \$300
- Falkowski Dentistry \$300
- VFW \$300
- Nesbit Agencies \$300
- Cosmopolitan Orthodontics \$300
- Midwest Dental \$300



Farmington Parks and
Recreation Department

RAMBLING RIVER CENTER

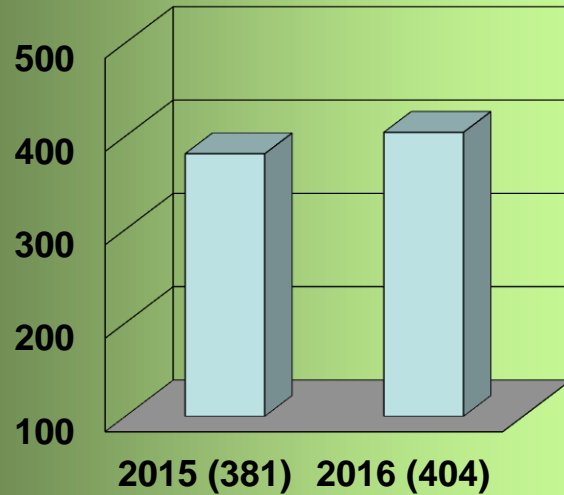
Volunteers

	2015	2016
Hours	5,944	8,573
Number of Volunteers	107	82
Average Hours/Volunteer	55.55	104.55

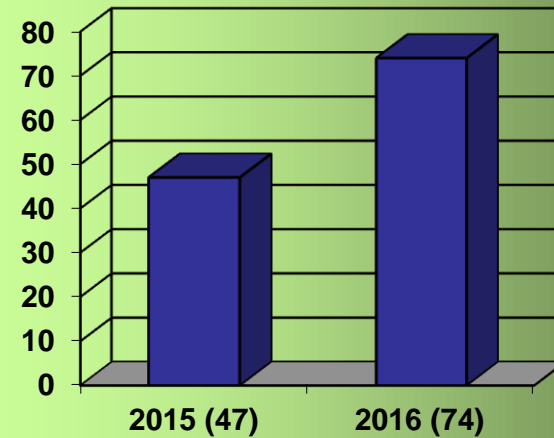


RAMBLING RIVER CENTER

General Memberships

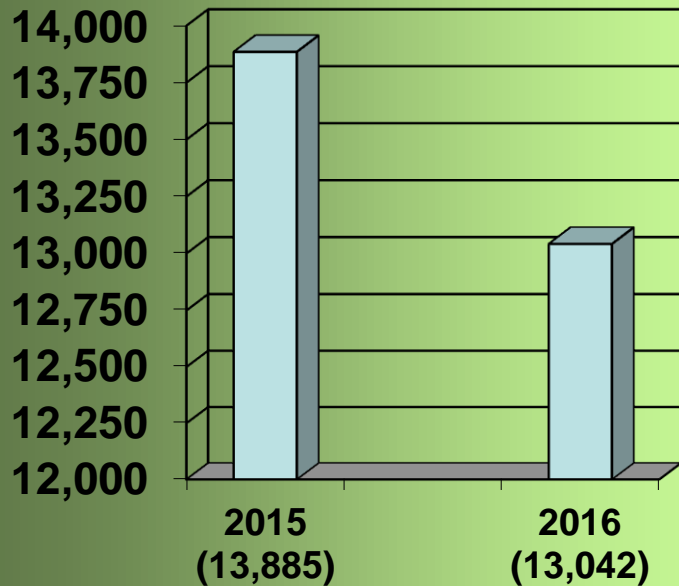


*Jack and Bev McKnight Fitness
Center Memberships*



RAMBLING RIVER CENTER

Programs, Classes and Events Total Participation Number



Farmington Parks and
Recreation Department

RAMBLING RIVER CENTER

Improvements

- 150 new chairs for Banquet Room and 50 chairs for Empire Room were purchased with fundraising money and donations
- New chairs were purchased for the Nicolai Board Room and Harry and Louise Ross Room through generous donation received from the Rotary Club of Farmington and Farmington Lions Club
- New cabinets were purchased and installed in the front desk area through a donation received from the Rotary Club of Farmington organization



RAMBLING RIVER CENTER

2016 Fundraising and Donations

- *Arts and Crafts Sale*
- *Kiss the Pig and Bike Auction at Dew Days*
- *Waffle Breakfast*
- *Jewelry Sale*
- *Farmington VFW Steak Fry*
- *Happy Harry's Furniture*
- *Rotary Club of Farmington*
- *Farmington Lion's Club*

Cash Donations and Fundraising Profits	\$21,965.00
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Farmington Parks and
Recreation Department

Rambling River Center

Advisory Board

- Seven member City Council appointed board whose purpose is to advise on Rambling River Center facility, programs and services
- Board members volunteer many hours of their personal time at the Rambling River Center assisting with operations , during seven fundraising events and at community events such as the Community Expo and Patriotic Night
- Worked with staff to purchase new chairs for the Banquet Room, Empire Room, Harry and Louise Ross Room, Nicolai Board Room and front desk area
- Worked with staff and City Council to combine Jack and Bev McKnight Fitness Room membership and the regular Rambling River Center membership into one overall membership as part of the 2017 fees structure for the Rambling River Center



2016 Advisory Board members included clockwise starting back row left: Chair Fred Schmidtke, Vice-Chair Blanche Reichert, Marilyn Briesacher, Marjorie Koski, Sarah Miller, Kay Bennett and Roger Wood



Park & Recreation Commission

- Five member advisory board appointed by the City Council whose role is to advise Council on issues related to parks, trails, recreational facilities and recreational programs. Accomplishments in 2016 included:

- worked with City Council on the selection of playground improvements in Troy Hill Park
- A member served on the Recreational Facilities Task Force
- Worked with staff on a Recreational Facilities Referendum including an informational brochure that was mailed to residents
- Met with Empire Township's Park and Recreation Commission to discuss projects and opportunities for possible partnerships
- Worked with staff and the City Council on having a 2017 budget approved for Prairieview Park improvements



2016 Commission members left to right:
John Moore, Vice-Chair Robert Carpentier,
Mike Haley, Chair David McMillen
and Dustin Johnson



The End



Farmington Parks and
Recreation Department



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TO: Rambling River Center Advisory Board
FROM: Randy Distad, Parks and Recreation Director
SUBJECT: 2017 Arts and Crafts Fundraising Event
DATE: March 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 30 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 it has almost doubled the number of vendors who attended last year.

Recreation Supervisor Missie Kohlbeck and Advisory Board member Kay Bennett will present information about how they have been able to market the 2017 Arts and Crafts Sale Fundraiser to vendors resulting in the increase in number of vendors attending this year's event.

The Advisory Board members have previously discussed the sale of food during the event and decided to purchase sandwiches and cookies from Subway. Water and chips will be purchased separately and will be bundled together with the sandwich and a cookie as a meal. It will be offered as a meal at a total price of \$5.00. An update will be provided at the meeting about the status of the food sales during the event and a continued discussion should occur about the logistics of purchasing and then bundling the items for the meal, so when the event is held, all the details have been worked through and the meal is available for purchase.

ACTION REQUESTED

The Advisory Board is being asked to come to the meeting to discuss and provide additional input and guidance on the continued planning of the 2017 Arts and Crafts Fundraising event.



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

INTRODUCTION

The Rambling River Center holds many different fundraising events during the year.

DISCUSSION

Staff will present a report about the past two years of fundraising events held for the Rambling River Center's financial benefit. An evaluation should occur about the current fundraising events held and then a determination made about which fundraising events should continue to occur in future years.

ACTION REQUESTED

The Advisory Board is being asked to listen to the presentation made by staff and then evaluate the current fundraising events in order to determine which events should continue to be offered in future years.



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TO: Rambling River Center Advisory Board
FROM: Randy Distad, Parks and Recreation Director
SUBJECT: Building Rental Payment and Damage Deposit Timeline
DATE: March 13, 2017

INTRODUCTION

At the February 13, 2017 meeting a discussion occurred about the current timeline used for receiving rental payment and securing a damage deposit. The item was tabled to allow time to research what other senior centers use for a timeline for rental and damage deposit payments.

DISCUSSION

Missie Kohlbeck will provide an update at the meeting about what she learned from other senior centers related to their building rental and damage deposit payment timelines and deadlines.

ACTION REQUESTED

The Advisory Board is being asked to come to the meeting and listen to the information being provided and then make a decision related to how far in advance of a rental the damage deposit and rental payments should be paid to the Rambling River Center.



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TO: Rambling River Center Advisory Board
FROM: Randy Distad, Parks and Recreation Director
SUBJECT: Dew Days Fundraisers
DATE: March 13, 2017

INTRODUCTION

Every year the Rambling River Center holds several fundraising events during the Dew Days celebration. This tradition will continue in 2017.

DISCUSSION

Missie Kohlbeck will share with Advisory Board members information about the Kiss the Pig Contest and the Live Bike Auction that will be held during the 2017 Dew Days.

ACTION REQUESTED

Advisory Board members are asked to listen to the information being presented and then ask any questions they may have about the fundraising events.



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TO: Rambling River Center Advisory Board
FROM: Randy Distad, Parks and Recreation Director
SUBJECT: Financial Support Program
DATE: March 13, 2017

INTRODUCTION

The Financial Support Program (FSP) has been in place since 2013. It has been used to pay for many memberships to the Rambling River Center. It has also been used for attending trips and programs that are offered.

DISCUSSION

Because Community Development Block Grant (CDBG) funding has been reduced by the Federal Governments Housing and Urban Development Department, the Rambling River Center will only receive \$2,500 in fiscal year 2017 (July 1, 2017 to June 30, 2018) rather than the usual \$5,000 that has been received in the past. As a result of the reduction in funding, staff would like to have a discussion with the Advisory Board about how the FSP program might be altered in order to allow the funds to last longer while allowing more people to access the program. Some options to consider are:

- reduce the maximum amount a person can use annually from the current \$50 to a lesser amount
- further restrict what it can be used for such as only membership, partially for membership, only for program and trips, or partially for programs and trips

ACTION REQUESTED

Advisory Board members should come to the meeting prepared to discuss how the FSP might be altered in order to allow the funds to last longer while allowing more people to access the program. No action if being requested, this item is merely for discussion purposes.



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TO: Rambling River Center Advisory Board
FROM: Randy Distad, Parks and Recreation Director
SUBJECT: Informational Updates
DATE: March 13, 2017

INTRODUCTION

The agenda item is an opportunity for staff to provide informational updates to the Advisory Board.

DISCUSSION

Staff will be providing informational updates during the meeting on the following items:

1. Evening Programming Status
2. Equipment and Furniture
3. Volunteer Bus Driver

ACTION REQUESTED

No action is being requested. These items are for informational purposes only.



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TO: Rambling River Center Advisory Board
FROM: Randy Distad, Parks and Recreation Director
SUBJECT: Rambling River Center Plaza Concept Development
DATE: March 13, 2017

INTRODUCTION

In 2016 a Downtown Redevelopment Plan (Plan) was created through community input and then approved by the City Council. The Plan included some draft concepts about creating a plaza in the parking lot west of the Rambling River Center.

DISCUSSION

The City Council approved a contract with Hoisington Koegler Group, Inc. at its meeting on March 6, 2017 to develop a conceptual development plan for a plaza. Staff will provide additional information about how this may potentially involve the Advisory Board.

ACTION REQUESTED

No approval is needed on this item. This item is for informational purposes only.



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TO: Rambling River Center Advisory Board
FROM: Randy Distad, Parks and Recreation Director
SUBJECT: Advisory Board Roundtable Format
DATE: March 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: April 10, 2017 Meeting Agenda Topics
DATE: March 13, 2017

INTRODUCTION

This item is for staff and Advisory Board members to identify possible items for the April 10, 2017 meeting.

DISCUSSION

The following are agenda items staff has identified so far for the April 10, 2017 Advisory Board meeting:

- 2017 Arts and Crafts Sale
- June 12, 2017 Meeting Cancellation

ACTION REQUESTED

Advisory Board members are asked to come prepared to provide other items for the April 10, 2017 meeting agenda.