

# **RAMBLING RIVER CENTER ADVISORY BOARD MEETING**

**9:30 AM, April 10, 2017**

**Rambling River Center Nicolai Board Room**

## **AGENDA**

- 1. Call to Order**
- 2. Approve Agenda**
- 3. Approve Minutes**
  - a. Approve March 13, 2017 Meeting Minutes
- 4. Presentations**
- 5. Business Items**
  - a. 2017 Arts and Crafts Fundraiser Event
  - b. June 12, 2017 Meeting Cancellation
  - c. Membership for Persons Under Age 50 Years
  - d. Rambling River Center Facility Rental and Damage Deposit Payment
- 6. Discussion Items**
  - a. 2017 Work Plan Review
- 7. Staff Report**
  - a. Informational Updates
- 8. Advisory Board Roundtable**
  - a. Advisory Board Roundtable Format
- 9. Items for Next Meeting Agenda**
  - a. May 8, 2017 Agenda Items
- 10. Adjourn**



# City of Farmington

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**TO:** Rambling River Center Advisory Board  
**FROM:** Randy Distad, Parks and Recreation Director  
**SUBJECT:** Approve March 13, 2017 Meeting Minutes  
**DATE:** April 10, 2017

## **INTRODUCTION**

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

## **DISCUSSION**

The attached minutes reflect the discussion and action taken during the March 13, 2017 meeting.

## **ACTION REQUESTED**

Advisory Board members are asked to review for accuracy the attached March 13, 2017 meeting minutes and then if there are no revisions to the minutes, approve them during the meeting.

## **ATTACHMENTS:**

Type	Description
□ Exhibit	Draft March 13, 2017 Meeting Minutes

**DRAFT**  
**MARCH 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: None*

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

**2. Approve Agenda**

*Motion made by Briesacher to approve the meeting agenda and seconded by Koski. APIF. Motion carried.*

**3. Approve Minutes**

*Motion made by Reichert to approve February 13, 2017 meeting minutes as amended because Briesacher was absent and the motion to approve the agenda should have stated it was by "Wood," and seconded by Bennet. APIF. Motion carried.*

**4. Presentation**

*Park and Recreation Department's 2016 Annual Report slide show presentation was made to Advisory Board members on a computer in the Weber Room.*

**5. Business Items**

**A. 2017 Arts and Crafts Sale**

*Currently at 34 registered vendors at \$915. The building can hold 53. Bennett would like assistance with distributing reminder cards and flyers. Members will drop off in adjacent cities. Briesacher will order 6 trays of Subway sandwiches. Staff will pick up chips and water and watch for sales. Shelley Beard will attend next RRC Advisory Board meeting because she will be the staff person working the event. Signs, banners and direction arrows will also be ordered for the event.*

**B. 2017 Fundraising Activities Review**

*Staff reviewed with the Advisory Board a list of the 2016 fundraisers. A discussion occurred about the fundraisers to continue/discontinue if not already scheduled. Motion by Schmidtke to let RRC Train Club assist with Bike Auction; if RRC Train Club is interested they can do Santa Calls and keep the funds; and not to do popcorn sales during Dew Days. Seconded by Wood. APIF. Motion carried.*

**C. Building Rental Payment and Damage Deposit Timeline**

*Staff hasn't had time yet to appropriately research other rental policies. By consensus, the Advisory Board tabled this item to the April meeting.*

**6. Discussion Items**

**A. Dew Day Fundraisers**

*Still in need of one more Kiss the Pig candidate. Wood and Reichert both suggested Pastor Rusty Brace*

*from Farmington Lutheran Church. Staff will contact him to see if he is interested. Denny Perro will conduct the live auction of bikes. Train Club will repair and clean bikes before the auction. Staff will check with the Police Department about when the bikes can be accessed so they can be repaired and cleaned before the auction.*

## **B. Financial Support Program**

*Currently there have been 99 requests for FSP monies in 2017 totaling \$3,645. This leaves \$1,239 until the next CDBG funding cycle, which starts on July 1, 2017. Staff suggested the Advisory Board may want to discuss decreasing the current maximum amount of \$50.00. Advisory Board discussed the maximum amount of funding and felt the FSP program should be used to remove a financial barrier for becoming a RRC member, which they felt was most important and should be a priority. Advisory Board discussed the possibility of lowering the maximum annual amount available from the current \$50.00 to \$35.00, which is the current annual membership cost. Because this was a discussion item, no action was taken. The Advisory Board would like to continue to discuss this item.*

## **7. Staff Report**

*Staff provided an update on the following items:*

- Currently membership is at 398 with 39 of the memberships being new to the RRC.*
- The Rambling River Center Plaza Committee will be meeting soon and any concepts developed by the Committee will be shared with the Advisory Board as they become available.*

## **8. Commission Roundtable**

**Koski** – *Appreciated the free “Planning Ahead” brochures available here at the Center*

**Page** – *Reviewed the work plan and has several ideas to implement to increase membership and make the Center a more vital part of the community.*

**Wood** – *nothing*

**Reichert** – *nothing*

**Schmidtke** – *nothing*

**Bennett** – *need to add a small table to place purses by cards, what happened to branding information Board worked on previously.*

## **9. Agenda Items for April 10, 2017 Meeting**

*A. Arts and Crafts Sale*

*B. June 12, 2017 meeting cancellation*

*C. Rental Policy*

## **10. Adjourn**

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

*Respectfully Submitted*

*Missie Kohlbeck,*

*Recreation Supervisor and Recording Secretary*



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**TO:** Rambling River Center Advisory Board  
**FROM:** Randy Distad, Parks and Recreation Director  
**SUBJECT:** 2017 Arts and Crafts Fundraiser Event  
**DATE:** April 10, 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 43 vendors who have paid their fee to sell art and/or craft items during the event resulting in 49 of the 53 possible spaces being used. Last year there were a total of 16 vendors who purchased a table to sell their items, so it has more than tripled from the number of vendors who attended last year. There are currently only four spaces remaining to be sold in order to reach maximum capacity the building can hold.

Recreation Supervisor Missie Kohlbeck will provide a brief update about the status of the 2017 Arts and Crafts Sale Fundraiser at the meeting. Administrative Support Technician Shelley Beard will also join us during the discussion since she will be the staff person on duty during the event, so it will be important for her to hear the discussion and any last minute revisions being made about the 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. Missie Kohlbeck has purchased 120 bags of chips and water is still yet to be purchased. A continued discussion will occur about concession sales to finalize the details as much as possible for the event.

## **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 fundraiser event.



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**TO:** Rambling River Center Advisory Board  
**FROM:** Randy Distad, Parks and Recreation Director  
**SUBJECT:** June 12, 2017 Meeting Cancellation  
**DATE:** April 10, 2017

## **INTRODUCTION**

In the past, the June meeting has been cancelled due to staff being involved with Dew Days events during the week of the meeting and it has also fallen on the week that summer seasonal staff orientation occurs during this week.

## **DISCUSSION**

Typically the June Advisory Board meeting falls on the same week as Dew Days fundraisers for the RRC and seasonal staff orientation, which results in a huge time commitment for staff during this week. In the past the June Advisory Board meeting has been cancelled because of this. Staff would like the Advisory Board to consider cancelling the June 12, 2017 meeting, so staff can focus their efforts on the Rambling River Center fundraising events and participate in the seasonal staff orientation.

## **ACTION REQUESTED**

The Advisory Board is being asked by staff to formally cancel by motion the June 12, 2017 Advisory Board meeting.



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**TO:** Rambling River Center Advisory Board  
**FROM:** Randy Distad, Parks and Recreation Director  
**SUBJECT:** Membership for Persons Under Age 50 Years  
**DATE:** April 10, 2017

## **INTRODUCTION**

A member of the Rambling River Center Model Trail Club who is under the age of 50 had inquired about being able to join the Rambling River Center (RRC) instead of paying the \$3.00 per day fee for being a non-member of the RRC. The Advisory Board previously discussed this inquiry at its February and March, 2017.

## **DISCUSSION**

Recreation Supervisor Missie Kohlbeck has had an opportunity to survey several senior centers in Dakota County about age requirements to join a senior center. She has learned from the people she has spoken with that no senior centers in Dakota County allow anyone under the age of 50 to join the senior center. As a result of this staff is recommending the RRC current age requirement of 50 and older to become a member remain the same and anyone who is part of a RRC club that is under the age of 50 be required to pay the non-member user fee of \$3.00 per day.

## **ACTION REQUESTED**

The Advisory Board is being asked to discuss this item and then direct staff to inform the person who inquired about joining, but is under the age of 50, they would not be allowed to join the RRC because of the current age requirement for members and they would continue to be required to pay the \$3.00 per day fee as a non-member of the RRC.



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**TO:** Rambling River Center Advisory Board  
**FROM:** Randy Distad, Parks and Recreation Director  
**SUBJECT:** Rambling River Center Facility Rental and Damage Deposit Payment  
**DATE:** April 10, 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**

Recreation Supervisor Missie Kohlbeck has surveyed a couple of neighboring communities about their policy on when rental and damage deposit payments are made. She has learned other facilities require full payment of the rental fee and damage deposit at the time the reservation is made. Further, she has learned other facilities require reservations and payment to be made at least 30 days in advance of the rental.

## **ACTION REQUESTED**

Staff is recommending the Advisory Board to approve requiring rental and damage deposit payments to be made at least 30 days in advance of the rental and payment of the rental fee and damage deposit to be made in full at the time the reservation is made. Additionally, staff is recommending this change be implemented beginning on September 1, 2017 in order to allow time for staff to change the rental and damage deposit forms both on paper and on-line.





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**TO:** Rambling River Center Advisory Board  
**FROM:** Randy Distad, Parks and Recreation Director  
**SUBJECT:** 2017 Work Plan Review  
**DATE:** April 10, 2017

## **INTRODUCTION**

The Advisory Board approved its 2017 annual work plan in January.

## **DISCUSSION**

It has been several meetings since a review of the 2017 annual work plan has occurred. An update has been included in the meeting packet showing the work plan items that have been completed and the items that have not been completed yet.

## **ACTION REQUESTED**

Advisory Board members are asked to come to the meeting to review the items completed and to further discuss the 2017 annual work plan items.

## **ATTACHMENTS:**

Type	Description
▣ Exhibit	Updated 2017 Work Plan

# 2017 RAMBLING RIVER CENTER ADVISORY BOARD WORK PLAN

**Goal #1: To promote and increase Rambling River Center memberships.**

## Objectives

1. *By February 1<sup>st</sup>, assist the Recreation Supervisor at the Community Expo to promote the Rambling River Center membership.*

***Status: Completed. Briesacher, Bennett, Koski and Reichert assisted during the Community Expo.***

2. *By October 1<sup>st</sup>, assist the Recreation Supervisor at the Farmer's Market to promote the Rambling River Center.*
3. *By December 1<sup>st</sup>, at least one Advisory Board member will have assisted the Recreation Supervisor with visits to Senior Housing buildings and care facilities to promote the Rambling River Center.*

**Goal #2: Review and update, if needed, the Financial Support Program (FSP) guidelines and information.**

1. *By March 1<sup>st</sup> review and approve a recommendation on the FSP application form.*
2. *By May 1<sup>st</sup>, review and approve any updates to the FSP funding amounts to individuals.*
3. *By August 1<sup>st</sup> review and approve any updates to the FSP informational literature and brochures.*

**Goal #3: Identify and approve a list of capital improvement project items to be completed at the Rambling River Center and then begin completing the improvement projects.**

## Objectives

1. *By March 1<sup>st</sup>, review and revise, if needed, the current long term capital improvement items and the estimated costs of the improvements.*

***Status: Completed. Reviewed the list of capital improvement items and cost estimates at the January 2017 meeting.***

2. *By April 1<sup>st</sup>, determine at least one capital improvement to make or capital equipment to purchase for the Rambling River Center.*

***Status: Completed. Approval given to purchase new bookshelf for library, new puzzle table and new chair carriers for Banquet Room and Empire Room chairs.***

3. *By December 31<sup>st</sup>, complete at least one capital improvement item or purchase one capital equipment item on the identified capital improvement project list for the Rambling River Center.*

***Status: Completed. New library bookshelf, new puzzle table and new chair carriers were purchased.***

**Goal #4: Continue fundraising efforts to fund Rambling River Center's future capital improvement projects by raising at least \$10,000 through at least four fundraising events and from donations.**

## Objectives:

1. *By April 1<sup>st</sup>, assist with at least one fundraising activity.*

***Status: Completed. The annual VFW Steak Fry was held in January and assistance was provided by Advisory Board members during the Steak Fry.***

2. By July 1<sup>st</sup>, assist with at least a second fundraising activity.

**Status: In progress. Second annual Arts and Crafts Sale fundraiser is scheduled to occur on April 22 and Advisory Board members will be assisting by preparing and selling concession items during the event.**

3. By October 1<sup>st</sup>, assist with at least a third fundraising activity.

4. By December 31<sup>st</sup>, assist with at least a fourth fundraising activity..

**Goal #5: Work with staff to create and implement either three new programs or make revisions to three existing programs.**

**Objectives:**

1. By February 1<sup>st</sup>, at least one new program idea will have been discussed with staff and then implemented.

**Status: Completed. New Silver and Fit program was offered beginning in March and ending in May.**

2. By August 1<sup>st</sup>, at least a second program idea will have been discussed with staff and then implemented.

3. By December 1<sup>st</sup>, at least a third program idea will have been discussed with staff and then implemented.

**Goal #6: Participate in the city's Comprehensive Plan update to address future needs of the city's population of older adults.**

**Objectives**

1. By July 1<sup>st</sup> there will have been a discussion on what items should be included in the comprehensive plan update that relates to the needs of the city's population of older adults including but not limited to transportation, recreational programs, facilities, and resources available.

2. By October 31<sup>st</sup> there will have been a second discussion on what items to include in the city's comprehensive plan that relates to the needs of the city's population of older adults.

3. By December 31<sup>st</sup> there will have been a recommendation made by the Advisory Board that outlines what language should be included in the city's comprehensive plan that meets the needs of the city's population of older adults.

**Goal #7: Work with staff to offer a second Aging Mastery Program (AMP).**

**Objectives**

1. By March 1<sup>st</sup>, the Advisory Board will have had an opportunity to discuss and determine when to offer a second AMP class.

**Status: Completed. Discussion has occurred and a second class was offered beginning in March and will end in June. 12 people have registered for the class being held at the RRC.**

2. By September 1<sup>st</sup>, a second AMP class will be offered.

**Status: Completed. Current AMP class will end in June.**

3. By October 31<sup>st</sup>, there will be a review and evaluation of the second AMP class offered.

**Goal #8: Work with staff to determine if AARP income tax preparation should occur at the RRC in 2018.**

**Objectives**

1. By April 1<sup>st</sup>, the Recreation Supervisor will have been in contact with AARP about having the income tax preparations returning to the Rambling River Center.

***Status: Completed. Contact with AARP was made by Recreation Supervisor. Was scheduled to be moved to the Dakota County Library in Farmington, but because there was no volunteer willing to lead the program, it is not currently being offered in Farmington.***

2. By July 1<sup>st</sup>, the Advisory Board will have discussed the return of the AARP income tax returns provided that AARP is interested in returning this service to the Rambling River Center and can make a commitment to find volunteers to staff it.

***Status: Completed. The Advisory Board has discussed the return of the AARP income tax returns service to the RRC and supports this, however due to AARP not finding a person to lead this program, it is not currently offered in Farmington. In addition because the Dakota County Library in Farmington was identified as a new site for this program, the RRC and library will have to work out the details about if the program can return to the RRC in the future.***

3. By October 1<sup>st</sup>, the Advisory Board will make a decision about allowing AARP income tax returns to occur at the Rambling River Center provided that AARP is interested in returning the service to the Rambling River Center and can make a commitment to find volunteers to staff it.

***Status: Completed. The Advisory Board has recommended allowing the AARP income tax returns to occur at the RRC, but due to the lack of AARP finding a volunteer to lead this program, it is currently not being offered in Farmington. In addition because the Dakota County Library in Farmington was identified as a new site for this program, the RRC and library will have to work out the details about if the program can return to the RRC in the future.***



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**TO:** Rambling River Center Advisory Board  
**FROM:** Randy Distad, Parks and Recreation Director  
**SUBJECT:** Informational Updates  
**DATE:** April 10, 2017

## **INTRODUCTION**

This is an opportunity for staff to share other information and/or updates with Advisory Board members during the meeting about items not on the meeting agenda

## **DISCUSSION**

The following are informational updates on the following items:

### **1. Dew Days Fundraiser**

Recreation Supervisor Missie Kohlbeck will provide an update at the meeting about the Kiss the Pig contest.

The Farmington Police Department was contacted and permission was given to sell, at the bike auction, the bikes that have been collected by the Police Department over the past year and are currently stored in a city facility. Access to the bikes will occur during the last week of May and/or first week of June. The Rambling River Center Model Train Club has graciously agreed to repair and clean the bikes prior to the live auction.

The number of bikes available to sell on the auction will not be known until the last week of May. In addition, Advisory Board members are encouraged to let their friends and family members know that bikes can also be donated to the RRC for the auction, but must be in good working condition.

### **2. Financial Support Program (FSP)**

In the first quarter of 2017 (January through March), the FSP has been accessed by 120 people and about \$4,000 in financial aid was approved to be used for membership purchase, program participation, attendance on trips and participation in special events.

Staff has also learned the city's Economic Development Authority is recommending to the Dakota County Community Development Agency the reallocation of Community Development Block Grant (CDBG) unused funds in the amount of \$5,000 to be reallocated to the FSP during the July 1, 2017 to June 30, 2018 fiscal year. This means if the request is approved, then in the next fiscal year of CDBG funding, the FSP will be receiving \$7,500 in total funding.

### **3. Other Updates**

Information will be provided about the following items during the meeting:

- Evening program status
- Equipment and furniture purchase
- Volunteer bus driver status

- Computer Lab

**ACTION REQUESTED**

Advisory Board members are asked to come prepared to discuss and/or ask questions about the items staff will be presenting information on during this part of the meeting.



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**TO:** Rambling River Center Advisory Board  
**FROM:** Randy Distad, Parks and Recreation Director  
**SUBJECT:** Advisory Board Roundtable Format  
**DATE:** April 10, 2017

## **INTRODUCTION**

The Advisory Board Roundtable occurs at every monthly meeting.

## **DISCUSSION**

The Advisory Board Roundtable agenda item provides an opportunity for Advisory Board members to share information or ask questions of staff about items that are not on the agenda.

## **ACTION REQUESTED**

The Roundtable agenda item is for informational purposes only.



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**TO:** Rambling River Center Advisory Board  
**FROM:** Randy Distad, Parks and Recreation Director  
**SUBJECT:** May 8, 2017 Agenda Items  
**DATE:** April 10, 2017

## **INTRODUCTION**

This item is for staff and the Advisory Board to identify possible items for the next meeting agenda.

## **DISCUSSION**

Thus far staff has identified the following possible items for the May 8, 2017 meeting agenda:

- 2017 Arts and Crafts Fundraiser Event Review and Evaluation
- Review 2017 Advisory Board Annual Work Plan
- Discuss and Determine Next Improvement or Equipment Project

## **ACTION REQUESTED**

Advisory Board members are being asked to come to the meeting prepared to discuss and identify other items for the May 8, 2017 meeting agenda.