



City of Farmington

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Farmington Parks and Recreation Commission

Wednesday, June 14, 2017

7:00 p.m. City Hall Council Chambers

Agenda

- I. Call Meeting to Order**
- II. Approve Meeting Agenda**
- III. Approve Meeting Minutes**
 - A. Approve May 17, 2017 Meeting Minutes
- IV. Discussion Items**
 - A. 2017 Work Plan Review
 - B. 2040 Comprehensive Plan
 - C. Business Partnerships
- V. Commission Roundtable**
 - A. Commission Round Table Format
- VI. Staff Report/Updates**
 - A. Informational Items
- VII. Meeting Agenda Topics**
 - A. Items for July 12, 2017 Meeting Agenda
- VIII. Adjournment**

"The Farmington Parks and Recreation Advisory Commission's mission is to advise and make recommendations to the Farmington City Council concerning the comprehensive planning of the City parks, trails, open space, recreation facilities and recreation programs."



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TO: Farmington Parks and Recreation Commission Members
FROM: Randy Distad, Parks and Recreation Director
SUBJECT: Approve May 17, 2017 Meeting Minutes
DATE: June 14, 2017

BACKGROUND

Attached are the draft minutes from the May 17, 2017 Commission meeting. Commission members are asked to review the minutes and provide at the meeting any corrections or additions you think should be made to the minutes.

ATTACHMENTS:

Type	Description
 Backup Material	Draft May 17, 2017 Meeting Minutes

Farmington Parks and Recreation Advisory Commission

Minutes from the May 17, 2017 Regular Meeting

Members Present: Hannah Simmons, David McMillen, John Moore, Laurie Suchanek and Dustin Johnson

Members Absent:

Other's Present: Kara Hildreth, Tim Solomonson, Hoisington Kogler Group, Inc., Community Development Director Adam Kienberger, Recreation Supervisor Jeremy Pire and Parks and Recreation Director Randy Distad

I. Call Meeting To Order

Chair Johnson called the meeting to order at 7:00 p.m. Quorum was present.

II. Approval of May 17, 2017 Meeting Agenda

Moved by McMillen and seconded by Simmons to approve the meeting agenda as amended to add Business Item Letter F. Neighborhood Park Standards. All persons in favor (APIF). Motion carried.

III. Approval of April 12, 2017 Regular Meeting Minutes

The meeting minutes were approved with no revisions noted.

IV. Presentations

A. Approve Rambling River Center Plaza Preferred Concept

Tim Solomonson from Hoisington Kogler Group, Inc. presented information about the preferred concept development of the Rambling River Center Plaza (Plaza). He identified the preferred amenities and facilities that were determined through public input. Public input included:

- holding an open house to receive verbal and written comments from the public
- providing the two concept boards and comment cards at City Hall
- providing concepts on the city's website for viewing and comments through Survey Monkey

He shared the preferred concept was determined after reviewing all comments generated and determining what amenities and facilities received the most comments in support of having in the plaza design.

The Commission provided comments in support of the preferred concept.

Moved by Simmons and seconded by Suchanek to approve the preferred concept as drawn. APIF. Motion carried.

B. 2016-2017 Arena Ice Season Report

Parks and Facilities Supervisor Jeremy Pire presented information about participation in events and programs occurring at the arena this past winter ice season. Attendance was up in events and programs over previous years. He reviewed the rental hours of each group who rented ice time this past season and compared it to previous year's ice time rental. Farmington Youth Hockey Association (FYHA) increased the number of hours of ice they rented based on a new 10 year agreement the city and FYHA approved this past fall.

Commission members thanked Mr. Pire for his presentation.

V. Business Items

A. Tru Value Homes Residential Development Concept Plan

Director Distad presented the concept plan and shared that staff and the developer agreed with trail locations, park location and parkland dedication that will be given. He stated the one item the developer wanted the Commission to determine was the location of sidewalks. Director Distad reviewed the three sidewalk options staff had developed for the Commission to consider. He shared that staff was recommending Option #1 be approved because it provided the best sidewalk connections with the least number of street crossings having to be made in order to provide property owners the opportunity to walk to the park without having to walk in the street. Commission members discussed the three options and the pros and cons associated with each of the options.

Moved by McMillen and seconded by Suchanek to approve sidewalk Option #1 for the Tru Value Homes residential development. APIF. Motion carried.

B. Empire Township Park and Recreation Commission Park and Facilities Tour Schedule

Commission members reviewed the draft schedule for the tour. Moved by Suchanek and seconded by Simmons to approve the park and facilities tour schedule with Empire Township's Park and Recreation Commission. APIF. Motion carried.

C. City Council Parks and Facilities Tour

Commission members reviewed the draft schedule for the parks and facilities tour with the City Council. Moved by Simmons and seconded by McMillen to approve the parks and facilities tour schedule with the City Council. APIF. Motion carried.

D. Approve Trail Map Sign Design Jim Bell Park and Preserve

Distad reviewed the trail sign design that would be installed along the trail loop in this park. Commission members provided the following comments on the draft design:

- Move graphics more to the edge of the sign to space things out and allow for some of the graphics to be enlarged or shrunk to better fit on the sign
- Change the you are here on the sign to a different font and make it all the same color
- Reduce the size of the liquor store logo
- Increase the size of the legend so people can see it better
- Increase the city logo so it is at least the same size as the liquor store or a little larger
- Put a period behind the word leash
- Add a bullet point to address by city ordinance no glass containers allowed on the trail or in city parks

Distad shared he would pass along these recommended revisions to the vendor to see which ones could be incorporated into a final sign design.

Moved by Moore and seconded by Suchanek to approve the sign design with the suggested revisions being incorporated as much as possible into the final sign design. APIF. Motion carried.

E. 2018-2022 Park Improvement Fund Capital Improvement Plan

Distad reviewed the draft plan with the Commission. He informed Commission members the idea was to not make any park improvements in 2018 so the fund balance could be increased. Then in 2019 Prairie Pines and Marigold Park would be constructed if there were sufficient funds in the fund to do so. Commission members felt the grading and site improvements should be completed in 2018 with an amount of \$50,000 being spent to make the site improvements in Prairie Pines Park, so the park would be ready to receive the remaining improvements in 2019. They based this on the discussion that occurred during the public open house because neighbors of Prairie Pines Park voiced their support to have the park constructed in 2018.

Moved by Simmons and seconded by McMillen to revise the draft plan to show \$50,000 being spent in 2018 to make site improvements to Prairie Pines Park and then have both Prairie Pines and Marigold Parks constructed in 2019 if there are enough funds available to do so.

F. Neighborhood Park Standards

Distad informed Commission members the City Council tabled a decision on hiring a contractor to construct a full court basketball court in Prairieview Park. The City Council wanted the Commission to discuss the number of basketball courts the city should have. Commission members discussed this and in order to address the issue of the number of basketball courts developed neighborhood park standards that identified what types of amenities and facilities should be constructed in all neighborhood parks in order to make the park system equitable. Moved by Moore and seconded by Suchanek to recommend to the City Council to move forward with constructing a full court basketball court at Prairieview Park based on the Neighborhood Park Standards. APIF. Motion carried.

VI. Discussion Items

A. Business Partnerships

By consensus it was decided by Commission members to wait until the June 2017 meeting to discuss this item.

B. Review 2017 Annual Work Plan

Chair Johnson reviewed the 2017 Annual Work Plan and identified items having been completed since the plan was approved in January. Director Distad shared he would update the document to show which items have been completed based on the discussion that occurred and will include the updated document in the next meeting packet.

C. 2040 Comprehensive Plan's Parks, Recreation and Open Space Chapter

Distad shared the city has entered into a contract with Hoisington Koepler Group, Inc.(Consultant) to assist the city with completing its 2040 Comprehensive Plan. Due to a cost estimate of \$30,000 to \$40,000 to have the Consultant write the Park and Recreation Chapter and no funding available to pay this expense, Park and Recreation staff and the Park and Recreation Commission will write the chapter.

Distad briefly reviewed information about the updates that have been drafted for the 2040 Comp Plan. It includes the acknowledgement and demographic sections of the chapter.

He also reviewed the proposed future parks and trail locations map that will be updated during the chapter update.

He shared there would be two public open houses to gather input on the overall Comp Plan and input on the Parks, Recreation and Open Space Chapter would also be solicited through a questionnaire provided at the meeting. The public open houses were likely to occur in September and October based on a discussion that occurred with staff from HKGI. He asked for input on what kinds of questions should be asked to receive input from the public. Commission members provided comments about the following possible questions to be considered and what should be addressed through the public input process:

- Determine what amount of tax increase people might be willing to tolerate for new park and facility improvements
- Identify what park and/or facility improvements that would attract or foster new businesses and/or residential growth
- Ask what priorities residents see for park and facility improvements
- Determine if they would be willing to and at what amount they would be willing pay to use park and/or facilities if property taxes weren't used to cover the cost to maintain them
- Ask people how long they have lived in Farmington
- Determine what kinds of parks and/or facilities should be built in order to retain residents and businesses

Distad shared he would try to draft a list of questions for the public input meetings based on the Commission's input tonight and bring these draft questions to a future Commission meeting to review and finalize.

VII. Commission Roundtable

Johnson: Didn't have anything to share.

Moore: Shared that the trails by North Creek Park and Meadowview Park trail from 195th Street by CVS are getting worse because of the damage that is being caused by willow trees pushing up the trail.

McMillen: Didn't have anything to share.

Simmons: Didn't have anything to share

Suchanek: Reported it is likely she will not be at the June meeting

VIII. Staff Report

A. Prairieview Park Playground Update

City Council approved hiring a contractor to construct the concrete playground border.

B. Basketball Court Resurfacing Project

City Council approved hiring a contractor to repair the basketball courts at Hill Dee and Jim Bell Park and Preserve basketball courts.

C. Dew Days Information

Informed Commission members about the events Park and Recreation Department will be involved in including the Dew Run and Rambling River Center's Kiss the Pig and Live Bike Auction Fundraisers. Shared park maintenance staff also supports the Dew Days Committee by transporting picnic tables from the Dakota County Fairgrounds to the big tent prior to Dew Days and then returning the picnic tables to the Dakota County Fairgrounds after the event is over.

IX. June 14, 2017 Meeting Agenda Possible Items

The following items were identified by Commission members for its June 14, 2017 meeting agenda:

1. 2017 Annual Work Plan review
2. 2040 Comprehensive Plan
3. Business partnerships

X. Adjournment

Moved by Simmons and seconded by McMillen to adjourn the meeting. APIF. Motion carried. The meeting was adjourned at 9:14 p.m.

Respectfully Submitted,

Randy Distad
Parks and Recreation Director and Recording Secretary



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TO: Farmington Parks and Recreation Commission Members
FROM: Randy Distad, Parks and Recreation Director
SUBJECT: 2017 Work Plan Review
DATE: June 14, 2017

BACKGROUND

The 2017 Work Plan has been included in the meeting packet. Shown in red are work plan items completed since the last Commission meeting. Commission members should come to the meeting to review the work plan to identify if any other additional items have been completed and then discuss other work plan items it would like to work on at future meetings.

ATTACHMENTS:

Type	Description
 Backup Material	Updated 2017 Annual Work Plan

FARMINGTON PARK AND RECREATION COMMISSION

2017 WORK PLAN

Goal #1: Meet with the City Council at least once in 2017.

1. By April 1, the Commission will have identified a date to meet with the City Council in a work session setting and will identify possible agenda topics for discussion during the meeting.

Status: Completed. The Commission identified August 9, 2017 as a possible date to have a parks and facilities tour with the City Council and the City Council is planning to attend the tour.

2. By June 1, develop and recommend to City Council a long-term funding plan for park improvement fund.

Status: Completed.

3. By October 1, the Commission will have had a work session with the City Council and discussed during the workshop the long term funding plan for the park improvement fund and any other agenda topics identified.

Goal #2: Develop and prioritize a list of parks, trails and recreational facilities improvement projects to be completed in 2018.

1. By April 1, the Commission will have discussed and identified a list of 2018 improvement projects to be completed in park, trails and recreational facilities.

Status: Completed. The Commission discussed at its April 12 meeting a list of possible projects for the next five years along with a long term financial plan for the Park Improvement Fund.

2. By May 1, the Commission will have discussed and identify possible funding sources for the 2018 improvement projects.

Status: Completed. Approved a five year CIP plan for the Park Improvement Fund showing projects to be completed in the next five years if funding in the Park Improvement fund is sufficient to complete the projects.

3. By September 1, the Commission will have met with the City Council to discuss the 2018 improvement projects and how the project(s) may be funded.
4. By September 15, at least one of the projects recommended for funding in 2018 will be included in the approved 2018 preliminary budget.

Goal #3: Continue to build and strengthen relationships with Empire Township's Park and Recreation Commission (ETPRC).

1. By April 1, discuss and determine a date to have a joint meeting with ETPRC.

Status: Completed. At the April 12 meeting the Commission reviewed and selected two possible dates in September to have a tour of township and city parks, facilities and trails with the ETPRC. Staff will follow up to see if the ETPRC is interested in doing the tour on one of the two dates selected.

2. By June 1, a date will have been set to have a joint meeting with ETPRC.

Status: Completed. The ETPRC approved having a parks tour with the Commission on Monday, September 11, 2017

3. By August 1, discuss and formulate a list of discussion topics for a joint meeting agenda with ETPRC.

Status: Completed. A tour of parks and facilities has been approved, which will serve as discussion topics during the meeting in September.

4. By October 1, a meeting will have been held with ETPRC.

Goal #4: Participate in the process of making improvements in Prairieview Park.

1. By January 11, the Commission will have approved the improvements to be completed.

Status: Completed. Improvements identified included adding new playground equipment, constructing a shelter, and constructing a basketball court.

2. By March 1, the RFP specifications for new playground equipment, a new picnic shelter and a basketball court will have been reviewed and approved.

Status: Completed. RFP was reviewed and mailed to installation contractors and vendors.

3. By April 15, the Commission will have reviewed playground equipment, picnic shelter and basketball court proposals and made a recommendation to the City Council on the purchase and construction of these improvements.

Status: Completed. Commission reviewed and submitted recommendations for playground equipment and park shelter to the City Council.

4. By May 15, the City Council will have approved the purchase and labor for the construction of the improvements.

Status: Completed. City Council approved playground equipment and park shelter purchase and labor at its March 20 meeting.

5. By October 30, construction of improvements will be completed and a ribbon cutting will have occurred.

Goal #5: Receive periodic presentations from each of the Parks and Recreation professional staff members about programs, parks, facilities and trails.

1. By March 1, the Commission will have received a presentation by professional staff members of the Department's 2016 Annual Report.

Status: Completed. Annual report was presented at the March 8 Commission meeting. Recreation Supervisor Missie Kohlbeck and Park and Recreation Director Randy Distad presented the annual report.

2. By May 1, Commission members will have received a presentation from staff on the results of the Schmitz-Maki Arena's ice season.

Status: Completed. Jeremy Pire presented the report at the May 17, 2017 meeting.

3. By August 1, Commission members will have received a presentation from staff on the first half operations of the Rambling River Center.
4. By October 1, Commission members will have received a presentation from staff on the results of the summer programs offered.
5. By October 1, Commission members will have received a presentation from staff about the outdoor pool season.
6. By November 1, Commission members will have received a presentation from staff about the spring turf season and summer ice season.
7. By November 1, the Commission will have received a presentation from staff about maintenance and improvements to parks and trails

Goal #6: Work with City staff on the city's 2040 Comprehensive Plan Parks, Recreation and Open Space Systems Plan Update.

1. Develop an outline for the Parks, Recreation and Open Space Chapter in the City's Comprehensive Plan that can be used as the framework for the city's 2040 comprehensive plan.

Status: Completed. At the April 12 meeting, Commission reviewed the 2030 Comprehensive Plan and provided direction to staff to use the 2030 Comprehensive Plan framework during the process of creating the 2040 Comprehensive Plan.

2. Assess and prioritize outdoor athletic field needs by May 1.
3. Update the five-year Park Improvement Fund's Capital Improvement Plan (CIP) to include parks that have been recently acquired and to also rotate existing parks into the five year CIP by June 1.

Status: Completed. CIP was approved by the Commission at the May 17, 2017 meeting and will be incorporated into the 2040 Comprehensive Plan.

4. Through the assistance of the Parks and Recreation Department staff create a five year Capital Improvement Plan for the Farmington Civic Arena and Outdoor Pool by July 1.

5. Analyze and determine possible future dedicated funding sources for parks and trail development or redevelopment by July 1.
6. Analyze and determine future direction for the city's recreational facilities by October 1.
7. Complete Park, Recreation and Open Space Chapter by December 31.

Goal #7: Participate in the master planning process for Marigold and Prairie Pines Parks

1. Work with staff and consultant to provide a public input meeting in order to receive community input on the development of the Prairie Pines park master plan by January 31.

Status: Completed. Chair Dustin Johnson attended the public open house held on January 12, 2017 and there were 15 residents who attended and provided input on the initial draft master plan.

Additional public input was received at the January 28, 2017 Community Expo.

2. At one of its meetings receive a presentation from staff and consultant on draft master plans for Marigold Park and Prairie Pines Park, allow public input on the draft during the meeting and then forward recommended master plans for both parks to the City Council by February 28.

Status: Completed. A presentation was made on the Marigold Park and Prairie Pines Park master plans to the Commission at its February 8, 2017 meeting and a recommendation was forwarded to the City Council to approve the master plans for both parks.

3. City Council will review the recommended master plans, allow additional public input and then approve the master plans by March 31.

Status: Completed. A presentation was made to the City Council at its March 6, 2017 meeting. The City Council approved both master plans after the presentations were made and additional input was given by the City Council.

Goal #8: Work with Park and Recreation Department staff to explore offering a program and/or events in different parks.

1. By May 1, 2017 solicit Farmington service organizations about their interest in offering a special event and/or program in a city park in order to expand programs and events in the parks.
2. By June 1, and after discussing possible opportunities and obstacles, determine at least one possible program and/or event that could be held in a different location in 2018 from where it is usually held.
3. By December 31, staff will develop a plan and review it with the Commission about the program and/or event that will be held in a different location in 2018, so it can be advertised in the City News and Recreation Guide.

Goal #9: Initiate a trail wayfinding signage program.

1. Determine and approve initial trail loop locations for signage program by January 31.

Status: Completed. Review was completed at the January 11, 2017 meeting and three trail loops were discussed and approved to move forward with completing a trail signage program.

2. Work with company in the design and graphics of a trail sign that can be installed at trail heads by April 30.

Status: In process of being completed. Vacker Signs, Inc. has been contacted and staff is working through design and graphic concepts for the three trails loops.

3. Work with city staff on the installation of the new wayfinding signage in the locations determined in the parks by July 31.
4. Hold a ribbon cutting of new trail signs by September 1.
5. Work with the Heritage Preservation Commission to incorporate wayfinding signage program for historical properties in the city by September 1.

Status: Not completed. The HPC is no longer an active city Commission



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TO: Farmington Parks and Recreation Commission Members
FROM: Randy Distad, Parks and Recreation Director
SUBJECT: 2040 Comprehensive Plan
DATE: June 14, 2017

BACKGROUND

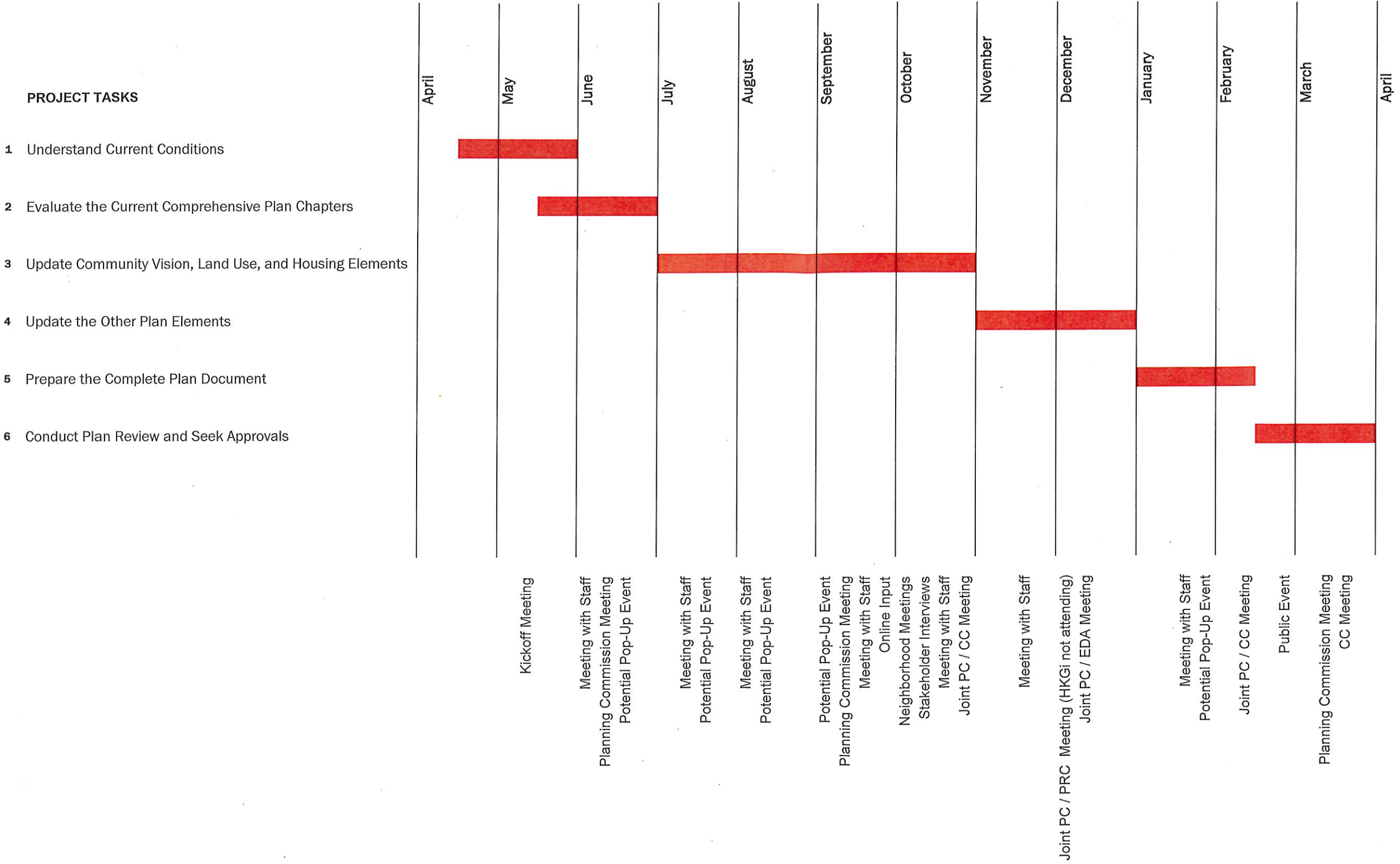
Included in the meeting packet is a schedule for completing the 2040 Comprehensive Plan Update. This schedule was created with Hoisington Koepler Group, Inc. staff members who have been hired by the city to assist with completing the update as required by the Metropolitan Council. The schedule will be reviewed during the meeting.

Included in your meeting packet is a list of draft questions to consider for the public open houses planned in the fall of 2017 and are based on the discussing that occurred during the Commission's May 17, 2017 meeting. Commission members should review the draft questions and come prepared to further refine the list of questions to be asked, so public input can be given on the Park, Recreation and Open Space Chapter that will be written and included in the 2040 Comprehensive Plan.

ATTACHMENTS:

Type	Description
□ Backup Material	2040 Comprehensive Plan Update Schedule
□ Backup Material	Draft Questions

FARMINGTON COMPREHENSIVE PLAN UPDATE
PROJECT SCHEDULE
April 2017 - April 2018



Draft Questions for 2040 Comprehensive Plan's Public Open Houses and Public Input Process

1. How much annually would you be willing to support in a tax increase for new park, recreational facility and trail improvements?
2. What kinds of park, facility and/or trail improvements do you feel would attract new businesses and/or residential growth?
3. What are the highest priority park, facility and trail improvements the city should focus on in the next 5 years?
4. What are the highest priority park, facility and trail improvements the city should focus on in the next 10 years?
5. What are the highest priority park, facility and trail improvements the city should focus on in the next 20 years?
6. What additional amount would you be willing to pay out-of-pocket to use existing parks, facilities and/or trails if property taxes did not cover the annual maintenance and operational costs?
7. How long have you lived in the city of Farmington?
8. What kinds of park, facility and/or trail improvements should be built in order to retain current residents and businesses?



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TO: Farmington Parks and Recreation Commission Members
FROM: Randy Distad, Parks and Recreation Director
SUBJECT: Business Partnerships
DATE: June 14, 2017

BACKGROUND

Previously Commission member Simmons provided her thoughts about organizations partnering with community businesses in order to help facilitate possible park improvement projects that could be funded by the businesses. While this item was on the May 17, 2017 meeting agenda, the Commission tabled this discussion due to time constraints and decided to bring it back for discussion at the June 14, 2017 meeting.



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TO: Farmington Parks and Recreation Commission Members
FROM: Randy Distad, Parks and Recreation Director
SUBJECT: Commission Round Table Format
DATE: June 14, 2017

BACKGROUND

The Roundtable portion of the agenda allows Commission members to share information or ask questions of staff about items not on the agenda. No formal decisions are made during this agenda item.



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TO: Farmington Parks and Recreation Commission Members
FROM: Randy Distad, Parks and Recreation Director
SUBJECT: Informational Items
DATE: June 14, 2017

BACKGROUND

The following are items that information will be shared with Commission members during the staff report:

1. Prairieview Park improvements update
2. Rambling River Center Plaza update
3. City facility study
4. Dew Days
5. Fairhill Estate at North Creek



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TO: Farmington Parks and Recreation Commission Members
FROM: Randy Distad, Parks and Recreation Director
SUBJECT: Items for July 12, 2017 Meeting Agenda
DATE: June 14, 2017

BACKGROUND

The following are possible topics staff has identified for the Commission to consider including on the July 12, 2017 meeting agenda:

- 2040 Comprehensive Plan
- 2017 Work Plan Review
- Fairhill Estate at North Creek Preliminary Plat