

RAMBLING RIVER CENTER ADVISORY BOARD MEETING

9:30 AM, July 10, 2017

Rambling River Center Nicolai Board Room

AGENDA

- 1. Call to Order**
- 2. Approve Agenda**
- 3. Approve Minutes**
 - a. Approve May 8, 2017 Meeting Minutes
- 4. Presentations**
- 5. Business Items**
- 6. Discussion Items**
 - a. 2017 Annual Work Plan Review
 - b. 2040 Comprehensive Plan Update
 - c. Cafe Idea
 - d. Dementia Friendly Community
 - e. Dew Days Bike Auction Fundraising Event
 - f. Dew Days Kiss the Pig Fundraising Event
 - g. Jewelry and Garage Sale Fundraising Event
 - h. Waffle Breakfast/Silent Auction/Bake Sale Fundraising Event
- 7. Staff Report**
 - a. Informational Items Update
- 8. Advisory Board Roundtable**
 - a. Roundtable Format
- 9. Items for Next Meeting Agenda**
 - a. August 14, 2017 Meeting 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 May 8, 2017 Meeting Minutes
DATE: July 10, 2017

INTRODUCTION

Attached for review are the draft minutes from the May 8, 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 May 8, 2017 meeting.

ATTACHMENTS:

Type	Description
▣ Backup Material	Draft May 8, 2017 Meeting Minutes

MAY 8, 2017 RAMBLING RIVER CENTER ADVISORY BOARD MEETING MINUTES

1. Call to Order: Meeting was called to order by Chair Schmidtke at 9:31am. Quorum was present.

Members Present: Roger Wood, Kay Bennett, Fred Schmidtke, Marjorie Koski, Pennie Page and Blanche Reichert

Members Absent: Marilyn Briesacher

Others Present: Administrative Support Technician Shelley Beard and Parks & Recreation Director Randy Distad

2. Approve Agenda

Motion made by Reichert to approve May 8, 2017 meeting agenda and seconded by Koski. APIF. Motion carried.

3. Approve Minutes

Motion made by Bennett to approve April 10, 2017 meeting minutes and seconded by Reichert. APIF. Motion carried.

4. Presentation

None

5. Business Items

A. 2017 Arts and Crafts Fundraising Event

Administrative Support Technician Shelley Beard attended the meeting to provide input on the evaluation of the event. The following were the comments/feedback shared about the event:

- Vendors had to be turned away because there was not enough space for them*
- Bennett was recognized for her work on recruiting vendors*
- Tables were organized well allowing for lots of space*
- Vendors seemed to like the lunch*
- Customers who came to garage first did not realize there were more vendors in other parts of the building and was suggested to increase signage directing people to other parts of the building*
- Recommendation was made to hold the arts and crafts sale at the Arena next year*
- Hauling tables was an issue*
- A list was created showing who not to ask back next year due to no sales generated*
- Suggestion next year to charge vendor a fee and then charge extra for a table because many vendors brought and used their own tables*
- Include in vendor letter next year that lunch will be available for purchase*
- Reduce amount of food for sale and see about purchasing sandwiches at Family Fresh*
- Try to increase advertising, but do not advertise on the radio as it didn't seem to generate additional traffic and the ads purchased weren't heard on the radio*
- Put boulevard signs out further to capture wider audience*
- Suggestion to have the sale from 9:00 a.m. to 1:00 p.m.*
- Put subcommittee together for planning well in advance of the event*
- Have name badges for volunteers and provide more training to them*

- *Have more larger A frame type signs, so they don't blow over like the H signs did in the boulevards*

B. Prioritize Future Building Capital Improvements and Equipment/Furniture Purchases

Advisory Board reviewed the current list of possible projects. After some discussion, Page moved and Koski seconded to recommend to staff members the following projects as the highest priorities to complete:

- Order new blinds in the Banquet Room that are lighter color to match the sound panels
- Add a new row of lights in the Banquet Room to provide more light
- Remove existing B2 Administration sign and replace with a welcome sign at the Oak Street entrance area.

APIO. Motion carried.

C. Rambling River Center Plaza Design

Director Distad reviewed the two concepts that were developed by consultants after public input was given on the design of a plaza adjacent to the Rambling River Center. He asked the Advisory Board to review the two concepts and then approve a recommendation on which concept plan was preferred by the Advisory Board. Moved by Reichert and seconded by Bennett to recommend approval of concept B. APIF. Motion carried.

6. Discussion Items

A. Dementia Friendly Community

Page provided background information about what it means to be a dementia friendly community. She suggested that a sub-committee and a coordinator be formed for this effort. She shared there are 42 other communities in Minnesota who are designated as dementia friendly communities. Page said she would develop a framework to have the Advisory Board approve at a future meeting.

B. Work Plan Review

Director Distad reviewed the updated work plan and identified the items that were completed since the last Advisory Board meeting. Distad also suggested that Advisory Board members should start thinking about items to include in the 2018 work plan.

C. 2040 Comprehensive Plan

Director Distad informed the Advisory Board the city has hired Hoisington Koegler Group, Inc. to assist the city with writing its 2040 Comprehensive Plan. The park and recreation chapter in the comprehensive plan will still be updated by Park and Recreation staff members, the Park and Recreation Commission and the Rambling River Center Advisory Board.

7. Staff Report

Staff provided an update on the following items:

- *Reminder June 12, 2017 meeting cancellation*
- *Reminder that all non-members of the Rambling River Center must pay the daily admission fee*
- *Rambling River Center fundraising events during Dew Days includes Kiss the Pig Contest and Bike Auction and will work with the Police Department to see if access to the bikes can be moved up some to allow the Train Club more time to assess the condition of bikes and make the necessary repairs of the bikes*
- *The coat room will now be partly used to store tables, but will still accommodate some coats to be hung in the room during larger events and programs*

8. Commission Roundtable

Koski – Visited Frisco, Texas senior center, which is a brand new 34,000 square foot building. Shared she feels the Rambling River Center compares well with their center. She will share the newsletter she brought back from the center with Missie.

Page – Asked about the Rambling River Center being nominated for the city of excellence award. Asked why the Rambling River Center does not have congregate dining or meals on wheels programs. She was informed the Rambling River Center does not have a commercial kitchen so is unable to offer these programs and that Meals on Wheels is now offered through the Farmington Lutheran Church. Shared she will be participating in a bike ride on May 17 and is planning on having the riders make a stop at the Rambling River Center and she will show them the building.

Wood – Did not have anything to share.

Reichert – Suggested to other Advisory Board members to try this fall of offering the café idea at the Rambling River Center that was shown in the plaza concept. She thought it could be offered in the area of where the puzzle table and chairs are in the Empire Room and could first start out as a one day a week café.

Schmidtke – Thanked everyone for volunteering to help with the arts and crafts sale.

Bennett – Feels the Rambling River Center compares favorably with other senior centers and that the fees for programs are low compared to other senior centers she has visited. She would like to showcase in the Empire Room old aprons. She recognized Betty Steege for the work she has done with creating lap robes.

9. Agenda Items for July 10, 2017 Meeting

- A. Dew Days fundraising event financial results
- B. 2017 Work Plan review
- C. 2040 Comprehensive Plan update
- D. Dementia Friendly Community
- E. Waffle Breakfast/Silent Auction/Bake Sale fundraising event
- F. Café idea

10. Adjourn

Motion by Bennett and seconded by Koski to adjourn the meeting. APIF. Meeting was adjourned at 11:10 a.m.

Respectfully Submitted

*Randy Distad
Parks and Recreation Director and Recording Secretary*



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

INTRODUCTION

The Advisory Board approved its 2017 annual work plan in January and has been reviewing it since then to measure the progress being made.

DISCUSSION

The annual work plan was last reviewed during the May 8, 2017 meeting. An update has been included in the meeting packet. The updated work plan shows in red the items that have been completed since the May 8 meeting. The items in bold black are items that were completed prior to the May 8 meeting. Work plan items that are not red or bold black, have not been completed.

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 to determine if there are other items that have been completed.

ATTACHMENTS:

Type	Description
□ Backup Material	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 1st, 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 1st, assist the Recreation Supervisor at the Farmer's Market to promote the Rambling River Center.*
3. *By December 1st, 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 1st review and approve a recommendation on the FSP application form.*

Status: Completed. A review occurred and there were no recommended changes to the form.

2. *By May 1st, review and approve any updates to the FSP funding amounts to individuals.*

Status: Completed. The Advisory Board discussed changing the annual amount to individuals from \$50 to \$35 but no change has been made to the annual per person funding amount.

3. *By August 1st 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 1st, 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 1st, 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 31st, 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 and new puzzle table were purchased. New chair carriers are in the process of being 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 1st, 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 1st, assist with at least a second fundraising activity.

Status: Completed. TaylorMarie's Fashion Show was held in March and assistance was provided.

3. By October 1st, assist with at least a third fundraising activity.

Status: Completed. Second annual Arts and Crafts Sale fundraiser was held on April 22 and Advisory Board members assisted with the fundraiser by preparing and selling concession items during the event.

4. By December 31st, assist with at least a fourth fundraising activity.

Status: In the process of being completed. Planning has been started for the Waffle Breakfast/Silent Auction/Bake Sale and the Jewelry/Garage Sale

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

Objectives:

1. By February 1st, 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 1st, at least a second program idea will have been discussed with staff and then implemented.

Status: Completed. A new program was offered in June titled ACT on Dementia Become a Dementia Friend.

3. By December 1st, 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 1st 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.

Status: Completed. Discussion occurred at the April 10, 2017 meeting.

2. By October 31st 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.

Status: In the process of being completed.

3. *By December 31st 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 1st, 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 1st, a second AMP class will be offered.*

Status: Completed. Current AMP class ended on May 31, 2017.

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

Status: In the process of being completed.

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

Objectives

1. *By April 1st, 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 1st, 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 1st, 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: 2040 Comprehensive Plan Update
DATE: July 10, 2017

INTRODUCTION

The city is currently undertaking an effort to updating its current 2030 Comprehensive Plan to a 2040 Comprehensive Plan. As part of this effort, the Parks and Recreation Chapter in the Comprehensive Plan will be updated as well.

DISCUSSION

The Park and Recreation Commission drafted questions for the public input meetings that will occur in 2017. The draft questions have been attached for your review. Staff will review the questions and will look for feedback from the Advisory Board on the draft questions. The Advisory Board may want to consider some of its own questions to ask of the public in order to receive input on a direction for programs and facilities for older adults. If any draft questions are created, they will be shared with the Park and Recreation Commission for inclusion in the questionnaire to be used during the public input process.

ACTION REQUESTED

The Advisory Board is being asked to review the draft questions created by the Park and Recreation Commission and have a discussion about any other possible questions to include on the questionnaire related to older adults.

ATTACHMENTS:

Type	Description
▣ Backup Material	Draft Park and Recreation Public Input Questions

2040 Comprehensive Plan's Parks and Recreation Chapter Public Input Questions

1. How long have you lived in Farmington?
2. Do you currently use the city's parks, trails and facility amenities? If you do, what amenities do you use?
3. What are the highest priority park, facility and trail improvements the city should focus on in the next 10 years?
4. What are the highest priority park, facility and trail improvements the city should focus on in the next 10+ years?
5. Should Farmington invest more in park, facility and trail improvements?
6. What kinds of park, facility and/or trail improvements should be built in order to retain current residents and attract future residents?
7. What kinds of park, facility and/or trail improvements should be built in order to retain current businesses and attract future businesses?



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TO: Rambling River Center Advisory Board
FROM: Randy Distad, Parks and Recreation Director
SUBJECT: Cafe Idea
DATE: July 10, 2017

INTRODUCTION

An idea was brought forth at the May 8, 2017 meeting about creating a café in the Rambling River Center.

DISCUSSION

A discussion should occur around the idea of creating a café in the Rambling River Center including the feasibility of doing so and what the pros and cons might be if this effort is undertaken. The Rambling River Center currently has a coffee nook area, which staff recommends to keep in its current location.

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.



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TO: Rambling River Center Advisory Board
FROM: Randy Distad, Parks and Recreation Director
SUBJECT: Demementia Friendly Community
DATE: July 10, 2017

INTRODUCTION

Previously this concept was discussed at the May 8, 2017 Advisory Board meeting.

DISCUSSION

A dementia friendly community class was offered, but due to low enrollment of only three people, it had to be cancelled. The organization leading the class requires a minimum of six participants to offer the class. The class provides tools to use in order to better interact with people who have dementia and are out in the community. The class has been rescheduled to be held at the Rambling River Center on September 12 from 6:30 to 7:30 p.m. There is no registration fee. It is important to note that at least six participants will need to register in order for this one hour class to be held.

In addition during the Advisory Board meeting, Advisory Board member Page shared she was willing to draft a framework for a dementia friendly community. Page will be asked to share during the meeting any information she has regarding the status of the framework development.

ACTION REQUESTED

Advisory Board members are being asked to register themselves for this class and/or encourage other people to register for this class, so the minimum number of participants is met and the class can be held.



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TO: Rambling River Center Advisory Board
FROM: Randy Distad, Parks and Recreation Director
SUBJECT: Dew Days Bike Auction Fundraising Event
DATE: July 10, 2017

INTRODUCTION

The annual Bike Auction has been held during Dew Days since 2007.

DISCUSSION

Included in the meeting packet is a summary of the expenses and revenues that were generated during the fundraising event. Staff will review the report with Advisory Board members during the meeting. This year the Train Club volunteered their time to repair and clean up the bikes for the auction. As a result there was a good profit generated during the auction that was deposited into the Rambling River Center's Capital Improvement Fund for future building improvements and/or equipment and furniture purchases. Additionally, if the Police Department was not willing to allow the RRC to sell the bikes, this auction would not be possible.

ACTION REQUESTED

The Advisory Board is being asked to review the attached expense and revenue report for the Bike Auction fundraising event and then come prepared to discuss the event during the meeting.

ATTACHMENTS:

Type	Description
□ Backup Material	Bike Auction Financial Report

2017 Bike Auction Fundraising Event Financial Report

Expense

	Amount
Supplies bike repairs	\$ 13.98

Revenue

Bike Sales	\$ 612.00
Total Revenue	\$ 612.00
Total Expenses	<u>\$ (13.98)</u>
Net Profit	\$ 598.02



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TO: Rambling River Center Advisory Board
FROM: Randy Distad, Parks and Recreation Director
SUBJECT: Dew Days Kiss the Pig Fundraising Event
DATE: July 10, 2017

INTRODUCTION

Since 1996, the annual Kiss the Pig contest has been held during Dew Days.

DISCUSSION

Included in the meeting packet is a summary of the expenses and revenues that were generated during the fundraising event. Staff will review the report with Advisory Board members during the meeting. This year the candidates generated a good profit that was deposited into the Rambling River Center's Capital Improvement Fund, so it can be used for future building improvements and/or equipment and furniture purchases.

ACTION REQUESTED

The Advisory Board is being asked to review the attached expense and revenue report for Kiss the Pig fundraising event and then come prepared to discuss the event during the meeting.

ATTACHMENTS:

Type	Description
▣ Backup Material	2017 Kiss the Pig Fundraising Financial Report

2017 Kiss the Pig Fundraising Event Financial Report

<u>Expense</u>	Amount
Supplies	\$ 13.79
Skyview Ranch pig rental	\$ 150.00
Total	\$ 163.79

<u>Revenue</u>	
Money donated in cans	\$ 1,945.98
 Total Revenue	 \$ 1,945.98
Total Expenses	\$ (163.79)
Net Profit	\$ 1,782.19



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TO: Rambling River Center Advisory Board
FROM: Randy Distad, Parks and Recreation Director
SUBJECT: Jewelry and Garage Sale Fundraising Event
DATE: July 10, 2017

INTRODUCTION

The garage sale fundraiser has been held in odd number years. The jewelry sale was offered for the first time in 2016. Both of these fundraising events have been now combined into one fundraising event and will be held in September this year.

DISCUSSION

The following is the schedule being proposed for the garage sale based on previous years it has been held:

Drop-off date of donated items:

Monday, September 18, 10:00 a.m. to 7:00 p.m.
Tuesday, September 19, 7:30 a.m. to 3:30 p.m.
Wednesday, September 20, 7:30 a.m. to 3:30 p.m.

Garage sale dates:

Thursday, September 21, 8:30 a.m. to 7:00 p.m.
Friday, September 22, 7:30 a.m. to 3:30 p.m.

Donation of all unsold items:

Pick up will occur on Monday, September 25 with a time to be determined yet

The schedule for this event including the dates and times should be reviewed and then consensus should be reached on the schedule to follow. A review of the rules and guidelines for the garage and jewelry sale should also be performed during the meeting. The jewelry sale will include items that remained from the 2016 sale along with any new jewelry items donated for this year's sale.

After the sale has concluded, staff will be boxing up all unsold items and will be donating them to a non-profit charity.

ACTION REQUESTED

Advisory Board members are asked to review the garage and jewelry sale schedule and then come to a consensus on a final schedule.



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TO: Rambling River Center Advisory Board
FROM: Randy Distad, Parks and Recreation Director
SUBJECT: Waffle Breakfast/Silent Auction/Bake Sale Fundraising Event
DATE: July 10, 2017

INTRODUCTION

The annual Dad's Belgian Waffle Breakfast/Silent Auction/Bakes Sale fundraising event will be held on Saturday, October 28 from 8:30 a.m. to Noon at the Rambling River Center. This annual event began in 2006 with just a waffle breakfast. In 2007 a silent auction was added. The Bakes Sale followed a couple of years after that.

DISCUSSION

The Waffle Breakfast is the largest fundraising event held by the Rambling River Center. Planning should be started for this fall fundraising event. A discussion should occur during the meeting between staff and Advisory Board members about this year's fundraising event.

ACTION REQUESTED

Advisory Board members are asked to come to the meeting prepared to discuss the 2017 Waffle Breakfast/Silent Auction/Bake Sale fundraising event.



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TO: Rambling River Center Advisory Board
FROM: Randy Distad, Parks and Recreation Director
SUBJECT: Informational Items Update
DATE: July 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

Staff will be providing information to the Advisory Board on the following items:

- Cigarette butts
- Aging Mastery Program Review
- Volunteer opportunities
- Rambling River Center plaza update
- Rambling River Center trip committee

ACTION REQUESTED

These items are for informational purposes only and no action is needed to be taken.



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TO: Rambling River Center Advisory Board
FROM: Randy Distad, Parks and Recreation Director
SUBJECT: Roundtable Format
DATE: July 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. No action can be taken on any items discussed during this agenda item.

ACTION REQUESTED

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: August 14, 2017 Meeting Agenda Items
DATE: July 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 members have identified the following possible items for the August 14, 2017 meeting agenda:

- 2017 Waffle breakfast fundraising event
- 2017 Jewelry and garage sale fundraising event
- 2017 Annual work plan review
- Fall Aging Mastery Program review
- Financial Support Program review

ACTION REQUESTED

Advisory Board members are being asked to come to the meeting prepared to discuss and identify other items for the August 14, 2017 meeting agenda.