



City of Farmington

430 Third Street
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Farmington Parks and Recreation Commission

Wednesday, July 12, 2017

7:00 PM City Hall Council Chambers

Agenda

- I. Call Meeting to Order**
 - II. Approve Meeting Agenda**
 - III. Approve Meeting Minutes**
 - A.** Approve June 14, 2017 Meeting Minutes
 - IV. Business Items**
 - A.** September and October Meeting Dates
 - V. Discussion Items**
 - A.** 2017 Work Plan Review
 - B.** 2040 Comprehensive Plan Update
 - C.** Business Partnerships
 - D.** Review Schedule of August Parks and Facilities Tour with City Council
 - VI. Commission Roundtable**
 - A.** Round Table Format
 - VII. Staff Report/Updates**
 - A.** Projects
 - VIII. Meeting Agenda Topics**
 - A.** Agenda Items for Next Meeting
 - IX. 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 June 14, 2017 Meeting Minutes
DATE: July 12, 2017

BACKGROUND

Attached are the draft minutes from the June 14, 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 June 14, 2017 Meeting Minutes

Farmington Parks and Recreation Advisory Commission

Minutes from the June 14, 2017 Regular Meeting

Members Present: John Moore, Laurie Suchanek and Dustin Johnson

Members Absent: David McMillen and Hannah Simmons

Other's Present: 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 June 14, 2017 Meeting Agenda

Moved by Suchanek and seconded by Moore to approve the meeting agenda. All persons in favor (APIF). Motion carried.

III. Approval of May 17, 2017 Regular Meeting Minutes

The meeting minutes were approved with no revisions noted.

IV. Presentations

None

V. Business Items

None

VI. Discussion Items

A. 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.

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

Distad reviewed the draft park and recreation questions that could be asked during the public input meetings being held in 2017. He explained the draft questions were based on the discussion occurring during the May 17, 2017 Commission meeting. Commission members discussed the draft questions and further revised them to the following questions:

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

C. Business Partnerships

By consensus, it was decided to postpone the discussion on this topic until Commission member Simmons could be present during the discussion.

VII. Commission Roundtable

Johnson: Reminded everyone about the upcoming Dew Days celebration. Shared he attended and handed out certificates to participants who graduated from the Rambling River Center's Aging Master Program, which was completed at the end of May.

Moore: Provide kudos to park maintenance staff for getting turf mowed. He asked when the flag pole was going to be installed at the Veteran's Memorial. He was informed the Veteran's Memorial Committee is in the process of having a contractor install the flag pole, but that it will be moved to behind the memorial instead of in the middle of the memorial.

Suchanek: Shared the weeds are growing through the boardwalk in Meadowview Park. She was informed city staff will weed whip the boardwalks this summer.

VIII. Staff Report

A. Prairieview Park

City Council approved hiring a contractor to construct the new full court basketball court.

B. Rambling River Center Plaza

Made Commission members aware the City Council will be receiving a presentation from the consultant at the July 10 City Council work session.

C. City Facilities Maintenance Study

Informed Commission members about a study that was recently completed by Wold Architects that looked at the current condition of all city buildings. The report was based on a walking tour and is quite thorough. It prioritizes the maintenance needs of all city buildings while identifying estimated costs to address the current and anticipated future maintenance issues.

D. Fairhill Estate at North Creek Development

Information was shared about the progress being made on a preliminary plat that was submitted by the developer. Made the Commission members aware that preliminary plat would be reviewed by the Commission at a future meeting.

IX. July 12, 2017 Meeting Agenda Possible Items

The following items were tentatively identified by Commission members for its July 12, 2017 meeting agenda:

1. 2017 Annual Work Plan review
2. 2040 Comprehensive Plan
3. Business partnerships
4. Fairhill Estate at North Creek Preliminary Plat
5. Rambling River Center presentation

X. Adjournment

Moved by Moore and seconded by Suchanek to adjourn the meeting. APIF. Motion carried. The meeting was adjourned at 8:00 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: September and October Meeting Dates
DATE: July 12, 2017

BACKGROUND

On Monday, September 11, the Commission will be taking a tour of parks and facilities with the Empire Township Park and Recreation Commission. The Commission would normally meet on September 13. A discussion should take place about whether or not the Commission wants to meet on its regular meeting date of September 13 and if it does not, then it should officially through a formal vote cancel the regular meeting.

The Parks and Recreation Director has a conflict with the October 11, 2017 Commission meeting date. The Director will be at a Minnesota Recreation and Park Association conference in Brainerd and would not be able to attend the meeting. The Commission should discuss the possible options for the October 11 meeting:

- cancel the meeting
- reschedule the meeting to a different date in October
- hold the meeting without the Park and Recreation Director

A formal vote should be taken on what action the Commission desires to take with the October 11 regular meeting.



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TO: Farmington Parks and Recreation Commission Members
FROM: Randy Distad, Parks and Recreation Director
SUBJECT: 2017 Work Plan Review
DATE: July 12, 2017

BACKGROUND

The 2017 Work Plan has been included in the meeting packet. Items that have been completed are shown in bold black. Shown in bold 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	2017 Annual Work Plan Update

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: Completed. Vacker Signs, Inc. and staff have worked through a final 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.

Status: Partially completed. Wayfinding signage has been ordered and installation will likely occur in the fall of 2017.

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 Update
DATE: July 12, 2017

BACKGROUND

The Commission finalized draft questions it would like to have asked during the 2040 Comprehensive Plan's public input meetings. Attached are the questions that were identified during the June 14, 2017 Commission meeting.

The Rambling River Center Advisory Board will be meeting on Monday, July 10, 2017 and are being asked to review the questions the Commission created in order to see if there are any additional questions the Advisory Board would like to recommend to the Commission related to older adult programs and facilities. Staff will share any comments and/or potential new questions that arise during the Advisory Board's discussion at its July 10 meeting.

ATTACHMENTS:

Type	Description
□ Backup Material	2040 Comprehensive Plan's Draft Park and Recreation Public Input Meeting 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: Farmington Parks and Recreation Commission Members
FROM: Randy Distad, Parks and Recreation Director
SUBJECT: Business Partnerships
DATE: July 12, 2017

BACKGROUND

This item has been tabled for the past few meetings and is being brought back to the meeting for further discussion.



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TO: Farmington Parks and Recreation Commission Members
FROM: Randy Distad, Parks and Recreation Director
SUBJECT: Review Schedule of August Parks and Facilities Tour with City Council
DATE: July 12, 2017

BACKGROUND

The Commission and City Council will be jointly taking a tour of city parks and facilities on Wednesday, August 9, 2017 starting at 6:00 p.m. The city bus will be used to drive around to the different facilities and parks during the tour. The tour will start at the Rambling River Center where the city bus is stored.

Attached is the schedule the Commission had previously discussed and approved. A final review should be completed in order to make sure the sites identified are still appropriate for the tour.

ATTACHMENTS:

Type	Description
□ Exhibit	Parks and Facilities Tour Schedule

August 9, 2017 Parks and Facilities Tour

Schedule

Time	Location	Action
6:00-6:10 p.m.	Rambling River Center	Tour starts; walk through building and look at various rooms
6:15-6:25 p.m.	Schmitz-Maki Arena	Walk through building and look at locker room exterior building walls condition and new sound system
6:30-6:35 p.m.	Town Square Park	Stop and walk undeveloped park
6:40-6:50 p.m.	Pine Knoll Park	Look at playground equipment, shelter and basketball court
6:55-7:05 p.m.	Fair Hills Park	Look at playground equipment and shelter
7:10-7:15 p.m.	Troy Hill Park	Look at new playground equipment and border
7:25-7:30 p.m.	Tamarack Park	Look at resurfaced basketball court
7:35-7:40 p.m.	Marigold Park	Stop and walk undeveloped park
7:45-7:55 p.m.	Prairie Pines Park	Stop and walk undeveloped park
8:00 p.m.	Rambling River Center	Tour ends



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TO: Farmington Parks and Recreation Commission Members
FROM: Randy Distad, Parks and Recreation Director
SUBJECT: Round Table Format
DATE: July 12, 2017

BACKGROUND

The roundtable agenda item 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: Projects
DATE: July 12, 2017

BACKGROUND

Information will be shared during the meeting with Commission members about the status of the following projects:

1. Vermillion River streambank and habitat restoration project
2. Prairieview Park improvements



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

BACKGROUND

The following are possible topics staff has identified for the Commission to consider including on the next meeting agenda:

- 2040 Comprehensive Plan
- 2017 Work Plan Review
- Prairieview Park ribbon cutting date
- Wayfinding trail signage ribbon cutting date