

**CITY OF FARMINGTON
CITY COUNCIL MINUTES
REGULAR MEETING
MARCH 20, 2017**

1. Call to Order

Mayor Larson called the meeting to order at 7:00 p.m.

2. Pledge of Allegiance

Mayor Larson led those in attendance in the Pledge of Allegiance.

3. Roll Call

Present-Larson, Craig, Bartholomay and Donnelly

Absent-None

Staff Present-Administrator McKnight, Finance Director Hanson, Community Development Director Kienberger, Public Works Director Gehler, Parks and Recreation Director Distad and Attorney Jamnik.

4. Agenda

Motion by Bartholomay, second by Craig, to approve the agenda as presented. APIF, motion carried.

5. Announcements/Commendations

- a) Margaret Stone and Barb Svoboda from the Dakota County Library shared with the city council information on the libraries transforming communities program. The Farmington Library is one of the first branches to hold community conversations as a part of developing their own strategic plan.

6. Citizen Comments

None

7. Consent Agenda

Motion by Donnelly, second by Craig, to approve the consent agenda:

- a) Approve Minutes of the March 6, 2017 City Council Meeting-Administration
- b) Approve Minutes of the March 13, 2017 City Council Work Session-Administration

- c) Adopt Resolution R17-2017 Approving a Joint Powers Agreement with Dakota County for a Household Hazardous Waste Collection Event-Municipal Services
 - d) Approve Finding of Facts for Approval of Comprehensive Plan Amendment and Rezoning for the Bongard Property Located at 20522 Akin Road-Community Development
 - e) Readopt Joint Resolution R18-2017 with Castle Rock Township Establishing an Orderly Annexation Agreement-Community Development
 - f) Acknowledge Resignation Engineering-Human Resources
 - g) Approve Staff Issued Business Credit Cards-Finance
 - h) Approve Bills-Finance
- APIF, motion carried.

8. Public Hearings

None

9. Award of Contract

a) Playground Equipment Purchase and Installation Prairieview Park

Parks and Recreation Director Distad shared that city staff has solicited proposals for the purchase of new playground equipment in Prairieview Park. The proposals requested two separate quotes for the installation of equipment and the equipment itself to eliminate sales tax on the equipment purchase.

Quotes for playground equipment are not standardized as each company has unique equipment so a comparison of one company's playground equipment against another is impossible. The city identified a not to exceed amount of \$40,000 for the equipment. The proposals are then ranked against predetermined criteria that were developed before proposals were received.

The city received seven quotes for the playground equipment. The Parks and Recreation Advisory Commission recommends the equipment of Little Tikes Commercial and sold by Northland Recreation with a purchase cost of \$33,450. The low bid of two for installation costs of \$6,550 from Recreation Services, Incorporated is also recommended.

The original budget for this project was \$40,000. The total proposed cost for the new equipment and installation is \$40,000. The funding for this purchase will come from the Park Improvement Fund which has a balance of \$234,418.26.

Councilmember Donnelly asked how we differentiate between bids when they are this close. Distad stated that a predetermined list of criteria is used by the Parks and Recreation Advisory Commission.

Motion by Bartholomay, second by Donnelly, to approve the purchase of playground equipment for Prairieview Park from Northland Recreation at a cost of \$33,450 and approve the agreement with Recreation Services, Incorporated for the installation of playground equipment at a cost of \$6,550. APIF, motion carried.

b) Shelter Purchase and Installation in Prairieview Park

Parks and Recreation Director Distad presented bids for the purchase of a shelter and the installation of the shelter at Prairie View Park. The bids were separate so the city does not have to pay sales tax on the purchase of the shelter. The budget for the project is not to exceed \$35,000

Three proposals were reviewed by the Parks and Recreation Advisory Commission and a polygon shelter that is manufactured by Porter Corporation and sold by Northland Recreation is recommended at a cost of \$20,691. In addition, the installation costs bid recommendation is the lower of the two bids submitted. The bid recommended is from Recreation Services, Incorporated at a cost of \$14,309.

The original budget for this project was \$35,000. The total proposed cost for the new equipment and installation is \$35,000. The funding for this purchase will come from the Park Improvement Fund which has a balance of \$194,418.26.

Councilmember Donnelly asked if the equipment is maintenance free. Distad responded that it has a 40 year life expectancy with minimal maintenance.

Councilmember Craig asked what it was made of. Distad responded that it has a metal roof and should last 40 years with minimal maintenance.

Councilmember Bartholomay asked if there is a warranty. Distad responded that there is a five year warranty for material and labor.

Motion by Donnelly, second by Bartholomay, to approve the purchase of the Polygon Shelter from Northland Recreation at a cost of \$20,691 and approve the agreement with Recreation Services for the installation of the shelter in Prairieview Park at a cost of \$14,309. APIF, motion carried. APIF, motion carried.

10. Petitions, Requests and Communications

a) 2016 Parks and Recreation Department Annual Report

Parks and Recreation Director Distad presented the 2016 department annual report. The department worked on a many different projects in 2016.

Distad reviewed work in a number of areas and projects including Troy Hills Park, Tamarack Park basketball court, North Creek Park hockey boards replacement, Arbor Day, outdoor hockey rinks, trail usage, building improvements, pool usage, ice arena usage, recreation programs, volunteers, Rambling River Center, fundraising, the Parks and Recreation Advisor Commission and Rambling River Center Advisory Board.

The city council was very appreciative of all of the work and the annual report.

11. Unfinished Business

None

12. New Business

a) Accept the Resignation of City Councilmember Tim Pitcher and Declare a Vacancy

Administrator McKnight shared with the city council that Tim Pitcher submitted his resignation from the city council effective March 9, 2017. Mr. Pitcher was elected to the city council in 2014 and his term runs through December 31, 2018.

The city's vacancy process is the default state law provision in Minnesota Statute 412.02 subdivision 2a. Since the term expires on December 31, 2018 and there is no regular scheduled city elections in 2017 the city council process is to declare that a vacancy exists on the city council and determine what process will be used to fill the vacancy.

The city council discussed options to fill the vacant position at a work session prior to the city council meeting. The city council has decided to accept applications for the vacant positions. Interested residents can submit an application to the city administrator prior to noon on Tuesday, April 4, 2017. Interviews will take place on Monday, April 10, 2017.

Motion by Bartholomay, second by Craig, to accept the resignation of City Councilmember Tim Pitcher effective March 9, 2017, declare a vacancy on the city council and authorize the acceptance of applications to fill the vacancy. APIF, motion carried.

13. City Council Roundtable

Larson- With the vacancy that exists on the city council there is also a vacancy on the Economic Development Authority. Motion by Bartholomay, second by Donnelly, to appoint Councilmember Craig to serve on the Economic Development Authority. APIF, motion carried.

Donnelly-Thanked Tim Pitcher for his service on the city council.

Bartholomay-Thanked Tim Pitcher for his service on the city council, thanked the volunteers at the Rambling River Center and thanked those who have donated to parks and recreation programs.

Craig-Thanked the donors to our programs and thanked the library representatives for sharing information at the meeting.

Kienberger-Shared that there were two ribbon cuttings held in Farmington today. Imperial Family Chiropractic and KeePet Clean Pet Grooming are now doing business in the city.

Larson-A wine tasting will be held on April 6, 2017 at Celts, shared with the city council that casual meetings will occur again this summer and encouraged residents to shop local.

Adjourn

Motion by Bartholomay, second by Donnelly, to adjourn the meeting at 7:57 p.m. APIF, motion carried.

Respectfully Submitted

David McKnight, City Administrator