



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-079
October 9, 2023
Committee Report

AGENDA BILL INFORMATION

TITLE:	AB23-079: Meadowbrook Farm Operations and Maintenance Services Agreement	<input type="checkbox"/> Discussion Only
PROPOSED ACTION:	Adopt Resolution No. 1670 approving the Agreement between the Cities of North Bend and Snoqualmie and Si View Metropolitan Park District for Maintenance of Meadowbrook Farm and authorize the Mayor to sign.	<input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution

REVIEW:	Department Director	Emily Arteche	10/3/2023
	Finance	Janna Walker	10/3/2023
	Legal	David Linehan	9/13/2023
	City Administrator	Mike Chambless	9/18/2023

DEPARTMENT:	Community Development		
	STAFF: Emily Arteche		
	COMMITTEE: Finance & Administration		COMMITTEE DATE: October 3, 2023
	EXHIBITS: 1. Resolution 2. Meadowbrook Farm Maintenance Agreement		

AMOUNT OF EXPENDITURE	\$ 23,041
AMOUNT BUDGETED	\$ 20,000
APPROPRIATION REQUESTED	\$ TBD

SUMMARY

INTRODUCTION

The purpose of this Agreement is to formalize the terms and conditions under which the Si View Metropolitan Park District (SVMPD) would provide day-to-day operations and maintenance of Meadowbrook Farm. The full scope of services to be provided by SVMPD is set forth in Section 4 of the attached Agreement, but include such services as grounds maintenance, building maintenance, scheduling for classes and event rentals, and identifying recommended updates to the Meadowbrook Farm Master Plan.

LEGISLATIVE HISTORY

Resolution 1227 approving a Meadowbrook Farm Master Plan.

BACKGROUND

The Cities of North Bend and Snoqualmie purchased Meadowbrook Farm property in 1994 in part with King County Conservation Futures Tax ("CFT") grant funding, grant funding from the Washington State Recreation

and Conservation Office (“RCO”), and funding from other sources. As conditions of CFT and RCO grant funding, the Cities agreed to certain restrictions on the use of the property as open space land for passive recreational uses, among other restrictions. The 1998 Meadowbrook Farm Interlocal Agreement (ILA) between the two cities and the Meadowbrook Farm Preservation Association (MFPA, which was established to support the administration and management of Farm property) governed the management of the Farm property for 25 years, but recently expired on May 4, 2023.

At about that time, MFPA finalized the accounting ledger and remitted the amount of funds to the District to perform operational, maintenance, and capital project activities for the remaining portion of the 2023 year.

ANALYSIS

The proposed Operations and Maintenance Agreement between the two cities and SVMPPD identifies the parties’ respective responsibilities. SVMPPD will be responsible for maintenance of buildings, grounds, fields, trails, and equipment; schedules for classes, camps, and event rentals; coordinating event operations in accordance with adopted rental policies and procedures; tracking revenue; invoicing; preparing a budget; preparing grant applications; engaging in communications; coordinating with the Meadowbrook Farm Preservation Association on docent services; and proposing updates to the Master Plan for the Farm. The two cities of Snoqualmie and North Bend would be responsible for adopting a budget; paying invoices submitted by SVMPPD for expenses that exceed revenues generated from Farm operations (but within budgeted limits); and approving funding for capital projects on a case-by-case basis.

The Agreement with SVMPPD would be valid through December 31, 2028, with provisions for automatic renew. Additional provisions regarding Farm operations are included in Exhibit C (detailed policies for rentals of the interpretive center facility) and Exhibit D (current fee schedule).

BUDGET IMPACTS

The prospective Meadowbrook Farm Operations and Maintenance Agreement states that Meadowbrook Farm budget projections will be provided by Si View Metropolitan Park District to the cities of Snoqualmie and North Bend, who will review and approve a budget of estimated revenues and expenses biennially. Each City will be responsible for approving a City budget that generally provides for half of the net loss. The contract provides an estimated budget based on 2022 expenditures, which indicates that the City should include budgetary appropriation of approximately \$23,041 annually. This amount will be finalized after the signing of the contract, when Si View Metropolitan Park District provides a biennial budget to the City.

The City included payments to support Meadowbrook Farm in the 2023-2024 Biennial Budget for a total of \$20,000 in the General Fund (#001). Currently, the City has spent \$2,500 of these funds, with \$7,500 planned support toward Meadowbrook Farm operations during 2023. If this agreement is approved, the Administration could potentially bring forth a budget amendment after Meadowbrook Farm’s budget is submitted by Si View Metropolitan Park District. The following table shows the estimated appropriation required based on the terms of the contract.

Meadowbrook Farm Maintenance Contract

2023-2024 Biennial Budget		
Beginning Budget	\$	20,000
Expenditures	\$	(2,500)
Outstanding Contract Value	\$	(7,500)
Current Available Budget	\$	10,000
Estimated Value of this Agreement	\$	(23,041)
Available Budget after Agreement	\$	(13,041)

NEXT STEPS

Recommend adoption of Resolution No. 1670 for a Meadowbrook Farm Operations and Maintenance Services Agreement and authorize the Mayor to sign the agreement at the upcoming Council meeting on October 9, 2023.

PROPOSED ACTION

Move to adopt Resolution No. 1670 approving the Agreement for Operations and Maintenance of Meadowbrook Farm and authorize the Mayor to sign.