



**BUSINESS OF THE CITY COUNCIL  
CITY OF SNOQUALMIE**

**AB23-079  
September 25, 2023  
Discussion**

**AGENDA BILL INFORMATION**

<b>TITLE:</b>	Meadowbrook Farm Operations and Maintenance Services Agreement	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution
	<b>PROPOSED ACTION:</b>	
	Adopt a Resolution and authorize the Mayor to sign an Agreement between the Cities of North Bend and Snoqualmie and Si View Metropolitan Park District for Maintenance of Meadowbrook Farm.	

<b>REVIEW:</b>	Department Director	Emily Arteche	9/19/2023
	Finance	Janna Walker	9/14/2023
	Legal	David Linehan	9/13/2023
	City Administrator	Mike Chambless	Click or tap to enter a date.

<b>DEPARTMENT:</b>	Community Development		
<b>STAFF:</b>	Emily Arteche		
<b>COMMITTEE:</b>	Finance & Administration	<b>COMMITTEE DATE:</b> September 19, 2023	
<b>MEMBERS:</b>	Bryan Holloway	James Mayhew	Louis Washington
<b>EXHIBITS:</b>	1. Resolution 2. Meadowbrook Farm Maintenance Agreement		

<b>AMOUNT OF EXPENDITURE</b>	\$ 97,551
<b>AMOUNT BUDGETED</b>	\$ 20,000
<b>APPROPRIATION REQUESTED</b>	\$ 80,051

**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. According to the contract, each City will be responsible for approving a City budget that provides for half of Meadowbrook Farm’s budgeted expenses. However, payments from each City will be limited to half of the expenses that exceed revenues. The contract provides an estimated budget based on 2022 expenditures, which indicates that the City should include budgetary appropriation equal to \$78,041 annually. However, the Meadowbrook Farm budget shortfall that will actually be billed to the City is estimated to be \$23,041. These numbers 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. The City’s share of Meadowbrook Farm’s total budgeted expenses for the Biennium, based on the final quarter of 2023 and all of 2024 are estimated to be \$97,551. If this agreement is approved, the Administration intends to bring forth a budget amendment, estimated to be \$80,051, at a future date, as required by the contract. However, it is likely that the actual total due to fund the contract during the biennium would be closer to \$28,801, based on the estimated budget shortfall the Meadowbrook Farm sustains during the final quarter of 2023 and all of 2024. The following table shows the additional appropriation required based on the terms of the contract.

## Meadowbrook Farm Operations Maintenance Contract

2023-2024 Biennial Budget	
Beginning Budget	\$ 20,000
Expenditures	\$ (2,500)
Outstanding Contract Value	\$ -
Current Available Budget	\$ 17,500
Estimated Value of the Contract	
Additional Appropriation Required	\$ (97,551)
Additional Appropriation Required	\$ (80,051)

### NEXT STEPS

Discussion. Recommend approval of the Resolution and authorize the Mayor to sign the Operations and Maintenance Agreement at the September 25, 2023 City Council Meeting.

### PROPOSED ACTION

None.