

00159

**SPECIAL MEETING
MARYSVILLE CITY COUNCIL
SPRING RETREAT - APRIL 18-19, 1997
COUNTRY INN, LA CONNER, WASHINGTON**

Present: Mayor Dave Weiser
Councilmembers: Donna Wright, Mayor Pro Tem
Shirley Bartholomew
Ken Baxter
Otto Herman
Mike Leighan
John Myers
Donna Pedersen

CORRECTED: SEE 5/5/97
MINUTES

Others: Dave Zabell, City Administrator
Mary Swenson, Assistant to City Administrator/City Clerk
Steve Wilson, Finance Director
Jim Ballew, Parks & Recreation Director
Ken Winckler, Public Works Director (Friday Only)
Owen Carter, City Engineer (Friday Only)
Greg Prothman, Facilitator (Friday Only)
Lillie Lein, Recording Secretary (Friday Only)

April 18, 1997:

Mayor Weiser called the City Council Spring Retreat to order at 9:00 a.m. noting that the purpose of this retreat was to do some long-range financial planning relating to street projects and parks projects and how they relate to Real Estate Excise tax and general fund revenue available over the next 5 year period.

Greg Prothman was introduced as the facilitator, who then gave a brief background of his experience and qualifications.

Mr. Prothman noted the variety of capital projects proposed with limited REET and general fund revenues available creating a need for prioritization. He stated that basically there are two types of projects:

Category 1 - no additional funds other than a one-time general capital funding, and
Category 2 - projects requiring a capital expenditure and ongoing general funds to maintain or operate them.

City Engineer Carter noted that a number of street projects have already received substantial funding through grants provided a local match was available.

City Council Spring Retreat
April 18-19, 1997
Page 2

100

Public Works Director Winckler explained the funding strategy with regard to obtaining grant monies. He then reviewed the various projects.

There was a short discussion of the proposed Park and Ride on Quinn regarding the effect on and benefits to the Marysville School District, and the School District's level of commitment. Other possible sites for a Park and Ride were reviewed.

Projects Needing Ongoing General Fund Contributions to Maintain:

Councilor Herman asked if the capital dollar amount attached to Strawberry Fields was for access only? Parks & Recreation Director Ballew discussed the problems and challenges created by providing access and noted that he will be applying for a grant to provide for access. An architect has provided design development estimates. Director Ballew announced that the Governor had just signed HB1060 releasing IAC funding for the Strawberry Fields Reimbursement.

Councilmember Pedersen inquired about Growth Management Funds. City Administrator Zabell explained the money available and the need for a reserve for matching dollars as grants become available.

Councilmember Herman restated that the goal was to prioritize projects with the understanding that a project could move ahead of another if grant money requiring matching funds is awarded; there was consensus on this point.

A discussion of the South City Community Park followed with Director Ballew noting that McDonald's Barn was still available, and if the City is still interested, we needed to have our Resolution of Intent submitted to IAC within two weeks. There was some discussion resulting in direction from Council to focus on the Sunnyside Wells site rather than McDonald's barn. Grant applications have been submitted for the Ebey Slough Boat Launch. Director Ballew noted that a portion of the site can be set aside for non-boating uses, and a decision on a conversion of use needed to be made. However, it may impact a potential IAC grant. Councilmember Myers stated that he felt if the City was going to develop a boat ramp, then they should go ahead with the parking.

Regarding the Baxter building, Director Ballew noted that the funding for building improvements had been allocated but a discussion of on-going costs was needed.

Director Ballew asked for direction regarding whether or not to pursue a Skateboard Park. His recommendation was that, if one was to be built, it should be built on the Strawberry Fields site.

Marysville City Council Spring Retreat
April 18-19, 1997
Page 3

CORRECTED: SEE 5/5/97
MINUTES

Director Ballew recommended a committee be formed which includes two Councilmembers to review the museum issue. He noted that staff is concerned about the museum sited on the park and noted that some other options should be considered. Councilmember Herman felt that a museum which was closer to I-5 and was convenient and accessible would attract people to the community and be more beneficial. He also noted an option would be to give the Chamber of Commerce space and let them run it. Director Ballew said he was concerned with the cost of on-going maintenance and staffing at the museum, and noting there currently is a museum in place at the Gehl House which is only open 52 hours a year. He also noted that this was to be a "community" project and voiced concern over the level of commitment expected from the City. Other options were discussed including the fact that the Tulalip Tribes are considering a museum. Director Ballew suggested possibly granting a flat amount. i.e. \$2,000 to the museum project yearly which would provide funds to help them operate. The consensus of the Council was that this was not a high priority for funding given other options available. Councilor Baxter asked if the City should consider purchasing the property for additional parking for Jennings Park? Consensus of the Council was to pursue use of the Historical Society property as a parking lot at Jennings Park and add it to the list as an additional project.

Director Ballew discussed the waterfront trail project. He noted that this project was in the Comprehensive Plan, and also that they are exploring the idea of constructing a trail on the dike. He said that the State has new grant money available for waterfront access and trail projects. What he is looking for at this point is money for evaluating the possibility of a project and for planning. Councilor Wright indicated that she would like to see a trail for access to the waterfront, and Councilor Herman said that he would like to see trails in general be a priority. He continued by saying that he would like to see a workshop on trails in the City, i.e., bike, walking, jogging, skating, and horse trails.

At 12:00 p.m., the Council took a break for lunch, and reconvened at 12:35 p.m.

Mr. Prothman started out the afternoon by saying that the Council would be identifying project priorities and funding. He noted that there are two types of funding:

1. Capital (one time dollars)
 - A. How much is available?
 1. Beginning Balance from Real Estate Excise Taxes: \$ 1.2 million
 2. Excise Tax: Approximately .6 million/yr.
 3. Grant Reimbursements Coming In: .3 million
 - Total \$ 2.1 million
2. General Fund (on-going)
 - A. General Fund for 1997 Expenditures \$ 9.14 million
 1. Operating

**Marysville City Council Spring Retreat
April 18-19, 1997
Page 4**

- 2. Non-Operating - Capital outlay/1 time professional services
- B. Available Revenue Estimate: 0.1 million
- C. Possible Projects for Next Year that may Impact General Funds:
 - 1. DARE Program (maintaining)
 - 2. Police/Public Safety
 - 3. Computers
 - 4. Baxter Building - Staffing
 - 5. Seniors
 - 6. Additional Youth Activities
 - 7. Strawberry Fields
 - 8. Boat Launch Maintenance
 - 9. Dispatch Center
 - 10. Reserve Fund

Director Winckler noted that there were several projects already committed to that will impact the REET revenues: State Avenue 88th-94th; Beach Avenue (4th-Grove); L.I.D. 64, and to a lesser extent, 67th Avenue In-Fill, and State Avenue (4th-Grove). It was established that of the 2.1 million capital dollars available, \$1.6 million was uncommitted.

Mr. Prothman suggested going around the table, and having the Mayor and each Councilmember pick two projects that were a priority to them. The results were as follows:

- Mayor: Waterfront Trail and Grove Street
- Donna Wright: Waterfront Trail and SR528 & 60th Signal
- Donna Pedersen: All signals
- Ken Baxter: Traffic Signals in general & Widening of SR528 (67th Ave.-83rd)
- Otto Herman: Waterfront Trail and Signal at 88th Street & 67th Avenue
- Shirley Bartholomew: Acquisition of parking at Jennings Park and Implementation of ER&R Operating Fund and Computers
- John Myers: Strawberry Fields and All State Avenue Projects
- Mike Leighan: Signalization and Trail System

After a short discussion on the above, the Mayor and Council, were given an opportunity to choose three #1, #2, and #3 priority projects. Staff were able to pick a total of six projects all on one level. It was reiterated that the prioritization pertained to the use of REET funds, and those projects with on-going costs associated might well impact other programs, i.e., D.A.R.E., dispatch, additional police, computer system up-grade, etc. The results were as follows:

113

**Marysville City Council Spring Retreat
April 18-19, 1997
Page 5**

<u>Project</u>	<u>Council</u>	<u>Staff</u>
Waterfront	24	3
Strawberry Fields	22	4
Jennings Park Parking	20	1
88th Street/67th Ave. Signal	14	3
SR528/60th Avenue Signal	11	3
Grove Street/67th Signal	9	4
South City Community Park	6	1
Grove/47th Signal	6	3
State/109th-116th	6	3
88th Street (State-51st)	5	1
State Avenue (100th-109th)	4	1
Sunnyside Blvd. (47th-52nd)	2	0
8th Street (Cedar-State)	2	0
Grove/Alder Signal	2	0
Skateboard Park	1	0
State Ave. @ 4th Right Turn Lane	0	0
116th Street (I-5-State)	0	2
Beach Avenue (Grove-Cedar)	0	0
Cedar (4th-80th)	0	0

City Administrator Zabell stated that the results illustrate direction of what is important to Council and used to allocate REET funds. Councilor Herman noted there were some projects that did not receive any points but that this did not diminish the importance of the project.

Councilor Herman also stated that, in terms of policy, he did not think the intent was to turn away any grant money so, if need be, the City would have to match grant funds. A brief discussion of what would happen to a project that is not awarded grant money followed with general consensus that this would not automatically eliminate the project, but could certainly change the priority of the project in terms of REET funding.

Councilor Pedersen said she would like to add "grant writer" to the list of possible general fund expenditures for next year. This led to a discussion of the need for a grant writer including diversity of grant writing subjects and the difficulty for one person to be competent in all areas. Mr. Prothman suggested the possibility of hiring a part-time or seasonal person to write the grants, and noted that engineering projects are different from public safety and other social services. It was noted that it was time-consuming and the writer needed the knowledge on the topic to be successful. Director Winckler explained

Marysville City Council Spring Retreat
April 18-19, 1997
Page 6

upcoming plans for his department which may incorporate an in-house employee capable of doing the engineering grant writing. The advantages/missed opportunities vs. salary for grant writers was debated. Also, it was noted that the salary would come from the general fund but grant money goes into capital funds with only a small portion sometimes allocated for administration. Councilor Herman summarized that grant money should not be used for an on-going expenditure but would be good for regular operational costs. Councilor Myers moved and Councilor Bartholomew seconded the motion to adopt the REET funded project priorities, as developed during today's meeting, and reflected in the meeting minutes, and direct staff to develop through the 1998 capital budget, a program consistent with those priorities. He further moved that REET dollars allocated to prioritized projects significantly funded through grants, be subject to an increase or decrease in REET monies depending on the success or failure of grant funding efforts. Motion carried unanimously.

Director Winckler stated that he would like to meet for a couple of hours with Council to give them an overview of upcoming projects including the Sewer Comprehensive Plan, Stormwater Plan, etc. He suggested possibly an afternoon to include a tour of on-going projects.

Councilor Baxter stated that pervious and impervious surfaces is an issue that is coming up and should be addressed. He also announced that the golf course is on schedule for August 1.

Mayor Weiser stated that he was approached by two park board members and Jim Ballew has also been approached about increasing the Park Board to 7 members from the current 5. Councilor Baxter felt this would be okay if they were residents of the city. Councilor Pedersen inquired about filling those positions, and the Mayor replied that there has been enough interest shown. Director Ballew added that an increase in the board would add to its diversity, and is good for the community. There was also a short discussion on the need for a policy on attendance on all committees.

There was a short discussion on special purpose districts with Councilor Herman understanding that the Council had chosen not to form another governmental entity, and Director Ballew clarifying the difference between a special purpose district and service area. Director Ballew noted that a presentation would be made later this evening by Tom Mayer of the Sno-Isle Regional Library which is a service area.

Councilor Myers noted that he would like up-dates from department heads more often on progression of projects, and expressed a concern for the need for better communication between Council and staff. This led to a discussion of the possible need to meet on the third Monday of each month. Mayor Weiser asked if Council would like to meet a little

Marysville City Council Spring Retreat
April 18-19, 1997
Page 7

longer just prior to their regular meetings. This did not meet with favorable agreement. A suggestion from Mr. Prothman was to hold a workshop with department heads quarterly for about three hours for staff to present/up-date Council on current projects. Councilor Baxter expressed his appreciation for Jim Ballew and noted that if he has a concern, he just discusses it with him to clarify or resolve it. Councilor Herman also noted his appreciation of staff but felt there needed to be an avenue to get information other than seven councilmembers individually contacting staff. In addition, they discussed the need for recommendations giving staff direction to be formalized in a motion.

It was suggested that the area west of I-5 at 140th Street should be an up-coming agenda item.

There was discussion on selection of professional consultants. Director Winckler explained the RFP process, and how consultants are chosen for public works projects noting that they go through a pre-determined interview process with weighted questions, adding that on federal aid projects, the Local Agency Guideline or LAG manual had to be followed or funding would be jeopardized.

Council took a break at 3:05 p.m. and reconvened at 3:50 p.m.

The retreat was reconvened with Mayor Weiser recommending Council think about some of the issues that will be discussed Saturday regarding the golf course to allow them ample time to prepare questions. Some of the issues will be snack bar/deli; liquor license; and lease.

Mayor Weiser informed Council that the Baxter Building Committee met on Tuesday, April 15, as directed by Council and talked about the budget and bid award recommendation. A discussion followed including the fact that the architect's fee has already been paid out of project funding. Also, the bid does not include cost of furniture. There will be some additional costs but Director Ballew noted that they wanted to solicit donations from the community.

Councilor Bartholomew asked if the building was ADA accessible. Director Ballew replied that it was at the east and south entrances and restrooms. This led to a discussion of the need for a ramp for the west entrance.

There was also a discussion on possible uses and programming, parking, moving the playground, etc. noting that this is to be a community center with an emphasis on seniors. Director Ballew stated that the goal is to provide free services to seniors on a drop-in basis, suggesting Monday-Thursday the entire building would be senior services. Friday the Stillaguamish Senior Center has a big luncheon day. They don't wish to compete with

Marysville City Council Spring Retreat
April 18-19, 1997
Page 8

them. Fees for other activities would be used to supplement services for seniors. Therefore, Mr. Ballew, stated that they would like to have a classroom area and space for community groups to meet, hold potlucks, etc. Councilor Herman suggested working with the Stillaguamish Senior Center to have a shuttle service from the Baxter Building to allow seniors to take advantage of their progress. Councilor Wright inquired as to whether the city had any demographics on who would use these services. City Administrator Zabell noted that until the City opens the doors to the Center, demand is all speculation; adding that Council can will the use but not the demand. Councilor Herman noted that he felt it important to serve low income citizens, and said he would like to see at least a portion of the building available to seniors every day of the week. He felt a portion of the building should be dedicated to seniors, and suggested trying to get another group(s) to manage the building.

Mayor Weiser reminded Council that they were discussing the award of the bid, and suggested the use of the building be determined later. After briefly continuing the discussion, consensus of Council was to look into a ramp at the west entrance, and review extension of the kitchen wall. Councilor Herman asked if the bid award would preclude his concerns regarding use? Director Ballew said it would not.

Councilor Myers moved and Councilor Bartholomew seconded the motion to award the bid for the Baxter Building Remodel to Red Mountain Company in the amount of \$135,837.53 deleting alternate #1 and including alternate #2. Councilor Myers further moved to approve a 10% contingency, and authorize the Mayor to sign the contract subject to review and approval by the City Attorney. Motion carried unanimously.

Director Ballew asked for clarification of Council's intent of use - community center with an emphasis on senior services. What, Director Ballew, asked defines "emphasis"? It was the consensus of Council to have the committee and park board study the policy and use issues and bring recommendations back to the Council.

This portion of the Spring Retreat was adjourned at 5:20 p.m.



Lillie Lein, Recording Secretary

APRIL 19, 1997:

Mayor Weiser called the meeting to order at 9:00 a.m.

Marysville City Council Spring Retreat
April 18-19, 1997
Page 9

Golf Course Manager Don Shaw updated the Council on the golf course construction. He detailed what remains to be done and stated that the course is still scheduled to be open on August 1, 1997.

There was discussions regarding the tee monuments and benches program. The type of advertising that is allowed was discussed. Councilor Pedersen stated that she would like to see a policy on advertising.

There was a discussion regarding the best way to get promotional information out on the reopening of the course.

Finance Director Steve Wilson reviewed financial data relating to the course remodel. This information included the debt service schedule (on course), debt service schedule (on LID), personnel & equipment, and cash flow statement.

Golf Course Manager Shaw reviewed the total number of rounds played on the course for the years 1992 to 1995.

There was a lengthy discussion regarding golf fees. Senior and annual fees were discussed at length. There was also a discussion regarding golf fees for comparable golf facilities.

A discussion followed regarding the use of private golf carts on the course. It was determined that staff would look into potential liability issues and report back to the City Council.

Following further discussion on golf fees it was determined that staff will bring a proposal back to the Council based on today's discussion. It is important that new fees be established prior to June 1st; this will allow for advertising.

Park & Recreation Director Ballew and Course Manager Shaw reviewed several options available for a restaurant/snack bar at the golf course. A discussion followed relating to the sale of alcohol at the restaurant facility.

A lengthy discussion ensued on the options available for a restaurant and snack bar.

Councilor Pedersen stated that she would like additional data, i.e., costs estimates on design alternatives, surveys of what exactly golfer would like (type of food, beer and wine only, mixed drinks, or no alcohol), etc.

Marysville City Council Spring Retreat
April 18-19, 1997
Page 10


Golf Course Manager Shaw reviewed the plans for expansion of the existing facility and cost estimates. These cost estimates ranged from \$150,000 to \$216,000.

Councilor Leighan stated that if we were going to spend this much money we should look into a new facility for a restaurant. He further stated that this was discussed before and it was determined that there were not funds available.

Park & Recreation Director Ballew asked the Council for authorization to have a preliminary design developed for expansion of the existing facility for a restaurant/snack bar.

Following further discussion Council directed Staff to proceed with preliminary design of an addition to the existing facility, cost and/or design for a shelled-up building, and the collection of data relating to the desires of the golfers relating to food service and alcohol sales and report back to the Council.

The meeting adjourned at approximately 12:05 p.m.



David A. Weiser, Mayor



Mary P. Swenson, City Clerk