



CITY OF  
**MUKILTEO**

APPROVED

**Rosehill Board Regular Meeting Minutes  
January 10, 2017  
Rosehill Community Center**

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**CALL TO ORDER:** Vice Chairperson Carlson called the meeting to order at 4:05pm

**ATTENDANCE:** Present:

Peter Almgren, Jane Crawford, Anne Steinmetz, Don Saul, Avery Hammerman

Absent:

Melanie Banfield

City Staff:

Jennifer Berner, Dale Dahl, Leif Ellsworth

**AGENDA ORDER:**

**APPROVAL OF MINUTES:**

**Motion:** to approve the minutes of December 13, 2016

**Made By:** Peter Almgren

**Seconded By:** Anne Steinmetz

**Action:** PASSED unanimously

**PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**

None

**OLD BUSINESS ITEMS:**

1. Rosehill Community Center Policy Discussion

A. Create Work Plan for developing Rosehill Community Business Plan -

- In developing a business plan, it is important to identify a project timeline and discussion topics to ensure needed background information is provide. January topic is to establish a mission statement for Rosehill Community Center. In February the topic will be different business plan options.

B. Establish Mission Statement for Rosehill Community Center

- By defining a mission statement for the Rosehill Community Center it will guide and shape the business and staffing plan for the center. After listening to the insights of City Council members and reviewing the Mayor's City Vision, the board brainstormed and approved the following mission statement.

Rosehill Community Center Mission

Rosehill Community Center is an inclusive community gathering place which honors the

beauty and heritage of Mukilteo by providing opportunities for learning, recreation and celebration.

**Motion:** to accept the Mission Statement as written.

**Made By:** Anne Steinmetz

**Seconded By:** Don Saul

**Action:** PASSED unanimously

C. Review of financial information

Prior to opening the Community Center the City Council agreed a balance approached between recreation class offering and facility rentals was the best operations plan. Each year there has been discussion on the amount of general fund transfer that is needed to balance out the expenditures and revenues for Rosehill Community Center. Different business plan models have been discussed but there has been no decision on a set model. In the 2017 budget process Council asked staff to work with the Rosehill Board to review and recommend to Council a business plan.

Recreation and Cultural Services Director Berner presented Rosehill Community Center financial information for the years 2009-2016. Berner shared information on the transfer in amounts over the years, and any differences from one budget year to the next, i.e. utilities in the Rosehill Budget that were in the budget and are no longer in the budget.

After the presentation, the Board wondered why the Recreation and Cultural Services Department/Rosehill Community Center is not treated like all other departments. Berner explained that Rosehill brings in revenue and is a quasi-enterprise fund so Council may see it differently.

Board Member Saul made a suggestion to develop a business plan model that would have the general fund transfer amount equal to what it costs to offer all the free programs and then look at what amount the rental and recreation programs should cover, full cost recovery or a percentage. The Rosehill Board agreed and asked staff to look at providing information to the Rosehill Board on at their February meeting

**New Business Items:**

No New Business

**Reports and Communications:**

Recreation Coordinator Ellsworth reported the Wellness Fair will be held on Sunday January 22, 2017 and the Table Tennis tournament will follow on Saturday January 28, 2017.

**Next Meeting:**

February 14, 2017

**Adjournment:**

**Motion:** to adjourn at 6:00pm

**Made By:** Peter Almgren

**Seconded By:** Don Saul

**Action:** PASSED unanimously