

CITY OF LYNDEN

CITY COUNCIL



City Council - Regular Meeting
Annex - 205 Fourth Street
February 20, 2024

Call to Order

Pledge of Allegiance

Roll Call

Oath of Office

Summary Reports and Presentations

Approval of Minutes

- [1.](#) Draft Council Vision & Goals Work Session Meeting Minutes-January 29, 2024
- [2.](#) Draft Council Meeting Minutes- February 5, 2024
- [3.](#) Draft City Council, Lynden School Board and Lynden Regional Parks and Recreation District Joint Work Session- February 8, 2024

Citizen Comment

Consent Agenda

- [4.](#) Approval of Payroll and Claims

Public Hearing

Unfinished Business

New Business

Reports

- [5.](#) Draft Parks Committee Minutes January 16, 2024

Executive Session

Adjournment

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	January 29, 2024	
Name of Agenda Item:	Council Vision and Goal Work Session	
Section of Agenda:	Approval of Minutes	
Department:	Administration	
Council Committee Review:	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input checked="" type="checkbox"/> Other: _____
		Legal Review: <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required
Attachments:	Draft Council Vision and Goals Work Session Minutes- January 29, 2024	
Summary Statement:	See attached minutes.	
Recommended Action:	Review and approval of minutes.	

CITY OF LYNDEN

CITY COUNCIL MINUTES OF COUNCIL WORK SESSION



Council Vision & Goals Work Session

January 29, 2024

1. CALL TO ORDER

The Council Vision & Goals Work Session was held at City Hall 1st floor conference room, 300 4th Street, Lynden.

The work session was called to order at 12:00 p.m.

ROLL CALL

Councilors Bode, Beld, Vis, Lenssen, Laninga, Strengholt, and Wohlrab as well as Mayor Korthuis and City Administrator John Williams were present.

2. Work Session

The meeting agenda is made a part of this official council meeting file and discussion of the agenda items was held.

3. ADJOURNMENT

The January 29, 2024 council work session adjourned at 5:00 p.m.

John Williams, City Administrator

Scott Korthuis, Mayor

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	February 5, 2024	
Name of Agenda Item:	Council Meeting Draft Minutes	
Section of Agenda:	Approval of Minutes	
Department:	Administration	
Council Committee Review:	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input checked="" type="checkbox"/> Other: None
		Legal Review: <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required
Attachments:	Draft council minutes.	
Summary Statement:	N/A	
Recommended Action:	Review and approval of draft council minutes.	

CITY OF LYNDEN

CITY COUNCIL MINUTES OF REGULAR MEETING



February 5, 2024

1. CALL TO ORDER

Mayor Korthuis called to order the February 5, 2024 regular session of the Lynden City Council at 7:00 p.m. in the city's council chambers.

PLEDGE OF ALLEGIENCE

OATH OF OFFICE

ROLL CALL

Members present: Councilors Gary Bode, Lee Beld, Gary Vis, Brent Lenssen, Nick Laninga, Kyle Strengholt, and Mark Wohlrab.

Members absent: None.

Staff present: Community Development Director Heidi Gudde, HR Director Kari Heeringa, Police Chief Steve Taylor, Public Works Director Jon Hutchings, City Clerk Pam Brown, City Administrator John Williams, and City Attorney Bob Carmichael.

SUMMARY REPORTS AND PRESENTATIONS

APPROVAL OF MINUTES

Councilor Bode moved, and Councilor Vis seconded, to approve the January 16, 2024, regular council meeting minutes. Motion approved on 7-0 vote.

CITIZEN COMMENT

2. CONSENT AGENDA

Set Public Hearing for RES-24-1091 Lawrence Street Vacate - This item was pulled from the agenda for further review and discussion.

Operation Stonegarden Grant

Domestic Violence Advocate Interlocal Agreement

Motion made by Councilor Bode , seconded by Councilor Laninga to approve the remaining items on the Consent Agenda. Motion approved 7-0.

CITY OF LYNDEN

CITY COUNCIL
MINUTES OF REGULAR MEETING



Set Public Hearing for RES-24-1091 Lawrence Street

Motion made by Councilor Lenssen , seconded by Councilor Strengholt to approve RES-24-1091 which sets the public hearing date of March 4, 2024, to consider the petition to vacate a portion of Lawrence Street right0of0way as represented by Vacate application 23-01, and to authorize the mayor's signature on the resolution. Motion approved 7-0.

3. PUBLIC HEARING – None.

4. UNFINISHED BUSINESS – None.

5. NEW BUSINESS

Request to Petition for Annexation of the Gosal Property

Owen Gosal, on behalf of property owner Gosal Farms, Inc. has submitted a request to petition for the annexation of their 19.7-acre property which lies within the City's Pepin Creek Sub-Area with the current address of 8700 Double Ditch Road. This parcel is contiguous and adjacent to incorporated portions of the City of Lynden including the recently annexed Benson Park property.

The Gosal Farms property is associated with the infrastructure of the Pepin Lite plan. It is slated to join the city with a zoning category of Residential Mixed Density. A category that allows single-family and duplex housing types. The anticipated density is approximately 100 new housing units. The property is currently agriculture in nature. If the request to petition is approved, the owner will then submit signatures on a petition indicating support of annexation and an application to annex.

This application will be reviewed by the Technical Review Committee, the Planning Commission, and the Boundary Review Board before returning to the City Council for a final decision.

Motion made by Councilor Lenssen, seconded by Councilor Strengholt to approve the request to petition for the annexation of the Gosal Farms Property. Motion approved 7-0.

CITY OF LYNDEN

CITY COUNCIL MINUTES OF REGULAR MEETING



RES-24-1092 Declaring an Emergency and Ratifying the Mayor's Immediate Action

During the night of January 28, 2024, a driveway culvert located at 8594 Double Ditch Road, collapsed into Double Ditch Creek. Due to recent snow followed by unseasonably high temperatures and rainfall, the volume of water flowing through the culvert was already higher than normal. With the collapse of this culvert and the buildup of water upstream, damage to downstream properties was imminent and the structure of Double Ditch Road was threatened. The nature of the emergency caused Public Works to seek emergency authorization to waive purchasing requirements.

Public Works thereafter retained the services of DeKoster Excavating to open the culvert by removing debris that was impeding water flow. The City Council is asked to approve Resolution No. 24-1092 declaring this culvert failure an emergency and ratifying that Mayor Korthuis was properly authorized to waive purchasing requirements.

Motion made by Councilor ____, seconded by Councilor ____ to approve RES-24-1092 Declaring an Emergency, ratifying the Mayor's Immediate Action and authorizing the Mayor's signature on the Resolution. Motion approved 7-0.

6. REPORTS

Councilor Lenssen reported Community Development Committee discussion on the following:

- Existing sign code.
- Future code enforcement changes.
- Comprehensive Plan update schedule and Department of Commerce requirements concerning climate planning.

7. EXECUTIVE SESSION

The Council went into a closed door session related to formulating collective bargaining decisions at 7:45 p.m. Council expects this session to last ten minutes. The closed door session adjourned at 7:55 p.m.

Council recessed into executive session at 7:55 p.m. to evaluate complaints or charges brought against a public officer or employee, under RCW 42.30.110(1)(F). Council expects to be in executive session until 8:05 p.m. with no expectation of a decision.

At 8:05 p.m. city administrator Williams extended the executive session for five minutes.

At 8:010 p.m. City administrator again extended the executive session for an additional five minutes.

CITY OF LYNDEN

CITY COUNCIL MINUTES OF REGULAR MEETING



Mayor called the council meeting back to order at 8:14 p.m.

Motion made by Councilor Strengholt, seconded by Councilor Wohlrab to approve the collective bargaining agreement between the City of Lynden and Teamsters

Local 231 representing Public Works employees and authorizes the Mayor to sign the agreement. Motion approved 7-0.

Motion made by Councilor Strengholt, seconded by Councilor Wohlrab to approve the collective bargaining agreement between the City of Lynden and Teamsters Local 231 representing Clerical employees and authorizes the Mayor to sign the agreement. Motion approved 7-0.

8. ADJOURNMENT

February 5, 2024 regular session of the Lynden city council adjourned at 8:15 p.m.

Pamela D. Brown, City Clerk

Scott Korthuis, Mayor

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	February 8, 2024	
Name of Agenda Item:	Draft City Council, Lynden School Board and Lynden Regional Parks and Recreation District Joint Work Session	
Section of Agenda:	Approval of Minutes	
Department:	Administration	
Council Committee Review:	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input checked="" type="checkbox"/> Other: _____
		Legal Review: <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input type="checkbox"/> Review Not Required
Attachments:	Draft minutes.	
Summary Statement:	See attached.	
Recommended Action:	Review and approval of draft minutes.	

CITY OF LYNDEN

CITY COUNCIL MINUTES OF COUNCIL WORK SESSION



Lynden City Council, Lynden School Board and Lynden Regional Park and Recreation District Joint Work Session

February 8, 2024

1. CALL TO ORDER

The Lynden City Council, Lynden School Board and Lynden Regional Park and Recreation District held a joint work session at the Lynden School District Board Room, 516 Main Street, Lynden.

The joint meeting was called to order at 7:01 p.m. The Lynden School Board conducted a brief business meeting prior to the joint work session.

ROLL CALL

Councilors Bode, Beld, Vis, Lenssen, and Strengholt as well as Mayor Korthuis. City staff present was City Administrator John Williams, Community & Development Director Gudde, Fire Chief Billmire, Parks Director DeRuyter, Police Chief Taylor, and Public Works Director Hutchings.

2. Work Session

The meeting agenda is made a part of this official joint work session between the Lynden City Council, Lynden School Board and Lynden Regional Park and Recreation District.

3. ADJOURNMENT

The February 8, 2024 council work session adjourned at 8:52 p.m.

John Williams, City Administrator

Scott Korthuis, Mayor

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	February 20, 2024	
Name of Agenda Item:	Approval of Payroll and Claims	
Section of Agenda:	Consent	
Department:	Finance	
Council Committee Review:	<input type="checkbox"/> Community Development <input checked="" type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
		Legal Review: <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required
Attachments:	None	
Summary Statement:	Approval of Payroll and Claims	
Recommended Action:	Approval of Payroll and Claims	

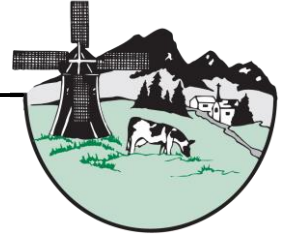
CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	February 20, 2024,	
Name of Agenda Item:	Draft Parks Committee Minutes January 16, 2024,	
Section of Agenda:	Other Business	
Department:	Parks	
Council Committee Review:	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input checked="" type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
	Legal Review: <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required	
Attachments:		
ES-Draft Parks Committee Minutes January 16, 2024		
Summary Statement:		
See Next page		
Recommended Action:		
For Council Review		

CITY OF LYNDEN



PARKS DEPARTMENT
Brent De Ruyter, Parks Director
(360) 354 - 6717

PARKS COMMITTEE MEETING AGENDA January 16, 2024

1. ROLL CALL:

Members Present: Mayor; Scott Korthuis, Councilors; Nick Laninga and Gary Vis

Staff Present: City Administrator; John Williams, Parks Director; Brent DeRuyter, and Parks Admin. Assistant; Nancy Norris

Guest: Abner and Abbey Drury-Perez Berthusen Park House Tenants

2. ACTION ITEMS:

A. **Approval of Parks Committee Minutes- November 20, 2023,**

Vis motioned to approve the November 20, 2023, minutes, Laninga concurred Parks Committee approved the motion to approve the Parks Committee November 20, 2023, Minutes.

B. **Selection of Parks Committee Chair**

Councilor Vis agreed to serve as the Parks Committee Chair. Laninga supported this appointment.

3. INFORMATION ITEMS:

A. **Information on Benson Barn**

Document being drafted for posting publicly as a Parks building project.

B. **Updates on Parks and Trails projects**

Benson Park

Barn still being used for leftover bridge supplies, parks equipment, and windmill completion this winter. It was recommended to add to the project list stabilizing and straightening the south wall of the barn, possibly converting it to look like the north side wall somehow sooner than later this year.

Schoolyard

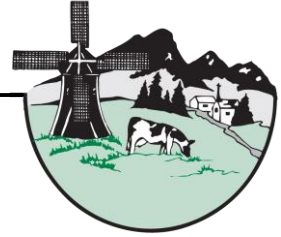
Finalizing architectural plans to be approved for a pavilion and possible entryway. More money has been given and more coming from anonymous community members for the development of this park.

Trails

Depot-8th St. construction is still moving along, and Phase 1 will be complete in February. Work on the boardwalk is over the halfway point.

-VGL Agreement to be finalized by January 18th by all parties.

CITY OF LYNDEN



PARKS DEPARTMENT
Brent De Ruyter, Parks Director
(360) 354 - 6717

Parks Department Shop Addition Project

Additional contractors have been contacted and waiting for responses/interest.

C. Civic Rec

Website is up and will be used by both sports organizations and community members seeking facility rentals after final fee schedule is approved...only \$5-\$10 increments in raised fees from our department.

The Parks Committee asked if each Council Committee will be reviewing the unified fee schedule each year and will it require council approval? City Administrator Williams said yes that would be the process.

Park staff are meeting with the sports organizations this evening (January 16, 2024) to go over reserving fields for their leagues and the new online system.

D. Updated Project List

The Parks Committee reviewed the January 2024 Park Project List.

E. Upcoming Advisory Committee Meeting Updates

- Berthusen Advisory Committee Meeting scheduled for January 31, 7:00PM
- Park and Trail Advisory Committee Meeting tentatively scheduled for January 22, 7:00PM

Minutes from both committees' last meetings attached to the packet per request. Laninga thanked Brent for the past Advisory minutes.

F. Staff response to Berthusen Park safety concerns

The staff has not heard from legal counsel regarding if the hours at Berthusen park can be different than what the ordinance says. Speaking with the Police Chief he denied the request to have the STARS volunteer officers or LPD drive through the park since it is not in their jurisdiction. The County deputies will do drive throughs on occasion but it's not high on their priority list unless they are called out to the park for an incident.

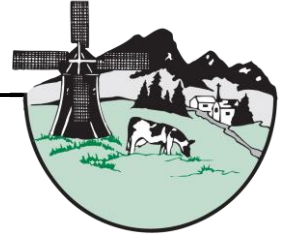
The Parks Committee agreed with Berthusen Park Advisory about having the park secured by staff at night and having more park staff present during the daytime hours.

4. ITEMS ADDED

A. Berthusen Park House Tenants Proposal

Berthusen Park house tenants Abbey and Abner Drury-Perez proposed the question if there could be an exception made to their lease that would allow them to have their parents and grandfather reside with them and their two young boys. The Drury-Perez' are working with an outreach team/ opportunity council program and their church as well. They stressed it would be in the best interest for all

CITY OF LYNDEN



PARKS DEPARTMENT
Brent De Ruyter, Parks Director
(360) 354 - 6717

involved for their elders to live with them due to the language barriers, health needs, and financial support.

The Parks Committee directed staff to find out from the County and City Attorney if having 5 adults and 2 children under the age of 5 would be allowed to reside in a 2-bedroom 1 bath home and if there are any other factors involved, considering this is a home owned by the city inside a public park.

The Parks Committee asked staff to report back with their findings by the next Parks Committee Meeting on February 20, 2024.

The Parks Committee and Mayor encouraged the Drury-Perez' in the meantime to continue to work with the outreach programs for possible solutions for housing their elders.

Meeting Adjourned 5:03 PM.

NEXT MEETING- Tuesday, February 20, 2024