

# CITY OF LYNDEN

CITY COUNCIL



City Council - Regular Meeting  
City Hall - 300 Fourth Street  
October 16, 2023

## **Call to Order**

## **Pledge of Allegiance**

## **Roll Call**

## **Oath of Office**

## **Summary Reports and Presentations**

- [1.](#) Briahna Murray – Legislative Update

## **Approval of Minutes**

- [2.](#) Draft Council Minutes – October 2, 2023

## **Citizen Comment**

## **Consent Agenda**

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

## **Public Hearing**

## **Unfinished Business**

- [4.](#) Notification Plan for Discontinuation of Fluoride in City's Water Supply - Set Public Hearing

## **New Business**

- [5.](#) Introduction of the 2024 Preliminary Budget and the Mayor's Budget Message

## **Reports**

- [6.](#) Draft Public Works Committee Meeting Minutes October 4, 2023

## **Executive Session**

## **Adjournment**

# CITY OF LYNDEN

## EXECUTIVE SUMMARY



|                                  |  |  |
|----------------------------------|--|--|
| <b>Meeting Date:</b>             | October 16, 2023   |  |
| <b>Name of Agenda Item:</b>      | Briahna Murray – Legislative Update  |  |
| <b>Section of Agenda:</b>        | Summary Reports and Presentations  |  |
| <b>Department:</b>               |  |  |
| <b>Council Committee Review:</b> | <input type="checkbox"/> Community Development<br><input type="checkbox"/> Finance<br><input type="checkbox"/> Parks | <input type="checkbox"/> Public Safety<br><input type="checkbox"/> Public Works<br><input checked="" type="checkbox"/> Other: N/A  |
|                                  |  | <b>Legal Review:</b><br><input type="checkbox"/> Yes - Reviewed<br><input type="checkbox"/> No - Not Reviewed<br><input checked="" type="checkbox"/> Review Not Required |
| <b>Attachments:</b>              | None.  |  |
| <b>Summary Statement:</b>        | None.  |  |
| <b>Recommended Action:</b>       | None, for information only.  |  |

# CITY OF LYNDEN

## EXECUTIVE SUMMARY



|                                  |  |   |
|----------------------------------|--|---|
| <b>Meeting Date:</b>             | October 16, 2023   |   |
| <b>Name of Agenda Item:</b>      | Draft Council Minutes – October 2, 2023  |   |
| <b>Section of Agenda:</b>        | Approval of Minutes  |   |
| <b>Department:</b>               | Administration   |   |
| <b>Council Committee Review:</b> | <input type="checkbox"/> Community Development<br><input type="checkbox"/> Finance<br><input type="checkbox"/> Parks                             | <input type="checkbox"/> Public Safety<br><input type="checkbox"/> Public Works<br><input checked="" type="checkbox"/> Other: N/A |
| <b>Legal Review:</b>             | <input type="checkbox"/> Yes - Reviewed<br><input type="checkbox"/> No - Not Reviewed<br><input checked="" type="checkbox"/> Review Not Required |   |
| <b>Attachments:</b>              | Draft Council Minutes – October 2, 2023  |   |
| <b>Summary Statement:</b>        | Draft Council Minutes for Council review and possible approval.  |   |
| <b>Recommended Action:</b>       | Review and approve draft minutes.  |   |

# CITY OF LYNDEN

## CITY COUNCIL MINUTES OF REGULAR MEETING



October 2, 2023

### 1. CALL TO ORDER

Mayor Korthuis called to order the October 2, 2023 regular session of the Lynden City Council at 7:00 p.m. in the city's council chambers.

### PLEDGE OF ALLEGIENCE

### ROLL CALL

Members present: Councilors Gary Bode, Ron De Valois, Gerald Kuiken, Brent Lenssen, Nick Laninga, Kyle Strengholt and Mark Wohlrab.

Members absent: None.

Staff present: Finance Director Anthony Burrows, Public Works Director Jon Hutchings, City Clerk Pam Brown, City Administrator John Williams, and City Attorney Bob Carmichael.

**OATH OF OFFICE – None.**

### SUMMARY REPORTS AND PRESENTATIONS

#### APPROVAL OF MINUTES

*Councilor De Valois moved, and Councilor Bode seconded to approve the September 18, 2023, regular council meeting minutes. Motion approved on 7-0 vote.*

### CITIZEN COMMENT

#### Cynthia Ripke-Kutsagoitz, Guide Meridian, Lynden

- Spoke in opposition to the Lynden library's LGBTQ materials focused on children.
- Spoke in opposition to the sexualization of children and young people.

#### James Marr, Pine Circle, Lynden

- Spoke in support of the addition of fluoride in Lynden city water supply.

#### Jonathan Henry, BC Avenue, Lynden

- Spoke in support of the addition of fluoride in Lynden city water supply.

# CITY OF LYNDEN

CITY COUNCIL  
MINUTES OF REGULAR MEETING



## 2. CONSENT AGENDA

### Mayor's Status of the 2023 Budget

This item was included in council packet and presented as information only.

## 3. PUBLIC HEARING

### RES-23-1082 Parking Agreement with P2H, LLC (410 Front Street)

P2H, LLC, a property owner within the Historic Business District (HBD), is proposing to enter into an agreement with the City of Lynden which would allow residents of the three apartment units proposed above their first-floor business to park in city-owned parking lots. Although new residential units created within the HBD are only required to provide one onsite parking stall per unit, in this case, there is no onsite opportunity as the existing building is built to the full extent of the lot. The agreement was discussed in the Public Works Committee.

Mayor opened the public hearing at 7:15 p.m.

There were no comments.

Mayor closed the public hearing at 7:15 p.m.

***Motion made by Councilor Bode, seconded by Councilor De Valois to approve Resolution 23-1082, and enter into a Shared Parking Agreement between P2H, LLC and the City of Lynden and authorizing the Mayor's signature on the resolution and agreement. Motion approved 7-0.***

## 4. UNFINISHED BUSINESS - None

## 5. NEW BUSINESS

### RES-23-1081- Accept Ecology Funding, Judson Phase 3

Staff has applied for and received Department of Ecology approval for a Stormwater Financial Assistance Program Grant and Clean Water State Revolving Fund Loan to construct stormwater improvements on Judson Street from 8th Street to 10th Street and 10th Street from Judson Street to Front Street. This is the third and final phase of street and stormwater improvements in the Judson area bounded by 7th and 10th Streets on the east and west, and Front Street to the north.

Included in this funding package is a grant in the amount of \$1,525,419.00 and a loan in the amount of \$269,191.00 (including \$67,298.00 forgivable principal) with terms of 20 years and a 1.2% interest rate. Staff plan to use TBD funds for repayment of the loan and

# CITY OF LYNDEN

## CITY COUNCIL MINUTES OF REGULAR MEETING



provide sewer and water funds for needed utility upgrades under the streets. This was discussed at the September 14, 2023, Public Works Committee meeting.

***Motion made by Councilor Bode , seconded by Councilor Laninga to approve Resolution No. 23-1081- Approving City Use of Stormwater Financial Assistance Program Grant and Clean Water State Revolving Fund Loan for Judson Area Stormwater Low Impact Development- Phase 3 and authorize the Mayor's signature on the applicable agreement with the Department of Ecology. Motion approved 7-0.***

### RES-23-1083-Approving Use of a Clean Water State Revolving Fund Loan for WWTP Expansion-Phase 1B

Staff has applied for and received Department of Ecology approval for a Clean Water State Revolving Fund Loan to fund final design of a Modified Ludzak-Etinger (MLE) retrofit of the oxidation ditches, aerobic digestion supplemental aeration, dewatering capacity increase, RAS/WAS reconfiguration, air gap system, and replacing the existing WWTP transformers. The loan is in the amount of \$1,978,000 with terms of 20 years and a 1.2% interest rate. Staff is planning to use wastewater funds for repayment of the loan and to supplement design costs. This was discussed at the September 14, 2023, Public Works Committee meeting.

***Motion made by Councilor Bode , seconded by Councilor De Valois to approve Resolution No. 23-1083- Approving City Use of a Clean Water State Revolving Fund Loan for Wastewater Treatment Plant (WWTP) Expansion – Phase 1B and authorize the Mayor's signature on the applicable agreement with the Department of Ecology. Motion approved 7-0.***

### Authorize Contract with Department of Enterprise Services for WWTP Investment Grade Audit

Public Works received Department of Ecology approval for a Clean Water State Revolving Fund Loan to finance the preliminary design of the multi-phase Wastewater Treatment Plant expansion project. This agreement with the Department of Enterprise Services (DES) will provide defined cost effectiveness criteria that achieve the operational goals of the City and a guaranteed maximum cost for project delivery. This action was affirmed by the Public Works Committee at their September 14, 2023 meeting.

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## CITY COUNCIL MINUTES OF REGULAR MEETING



***Motion made by Councilor Bode, seconded by Councilor De Valois that the City Council approve Agreement No. 2024-224 A (1) with the Department of Enterprise Services and authorize the Mayor's signature. Motion approved 7-0.***

### RES-23-1084- 2025 Comprehensive Plan Cost Sharing

Whatcom County and the cities located within the county cooperate in shared tasks when updating Comprehensive Plans. The Planners Group associated with these jurisdictions has created a scope of work which identifies 10 shared tasks. The total costs associated with these tasks have been estimated to equal \$600,000. Cost shares are determined primarily by population with Whatcom County and the City of Bellingham covering larger portions than any other jurisdiction (35.45% and 36.10% respectively). The City of Lynden is asked to contribute 6.91% of the cost which equates to \$41,421. The city's portion of this cost can be covered by State grant money awarded to the city. The total grant available is \$125,000 allotted toward the periodic update and up to \$500,000 allotted to resiliency planning.

***Motion made by Councilor Lenssen, seconded by Councilor Bode to approve Resolution 23-1084 agreeing to participate in the interlocal agreement between Whatcom County cities, Whatcom County, and the Whatcom Council of Governments to share costs associated with cooperative work on 2025 Comprehensive Plan Updates and authorizing the mayor's signature on the resolution and agreement. Motion approved 7-0.***

## 6. REPORTS

Councilor Lenssen, Community Development Committee, reported discussion of the following:

- Lynden Municipal Code – Special Event Permit which will also be reviewed by the Public Safety Committee.
- Lynden Municipal Code – Patios and screen enclosures.

Councilor Bode, Public Works Committee, reported discussion of the following:

- The resolutions items which were considered and approved at the night's council meeting.
- Parking agreement with Rustler's restaurant.
- 2024 Capital Project list.

# CITY OF LYNDEN

CITY COUNCIL  
MINUTES OF REGULAR MEETING



## 7. EXECUTIVE SESSION

The council did not hold an executive session.

## 8. ADJOURNMENT

October 2, 2023, regular session of the Lynden city council adjourned at 7:40 p.m.

\_\_\_\_\_  
Pamela D. Brown, City Clerk

\_\_\_\_\_  
Scott Korthuis, Mayor

DRAFT



# CITY OF LYNDEN

## EXECUTIVE SUMMARY



|                                  |  |  |
|----------------------------------|--|--|
| <b>Meeting Date:</b>             | October 16, 2023   |  |
| <b>Name of Agenda Item:</b>      | Approval of Payroll and Claims   |  |
| <b>Section of Agenda:</b>        | Consent  |  |
| <b>Department:</b>               | Finance  |  |
| <b>Council Committee Review:</b> | <input type="checkbox"/> Community Development<br><input checked="" type="checkbox"/> Finance<br><input type="checkbox"/> Parks  | <input type="checkbox"/> Public Safety<br><input type="checkbox"/> Public Works<br><input type="checkbox"/> Other: _____ |
|                                  | <b>Legal Review:</b><br><input type="checkbox"/> Yes - Reviewed<br><input type="checkbox"/> No - Not Reviewed<br><input checked="" type="checkbox"/> Review Not Required |  |
| <b>Attachments:</b>              | None   |  |
| <b>Summary Statement:</b>        | Approval of Payroll and Claims   |  |
| <b>Recommended Action:</b>       | Approval of Payroll and Claims   |  |

# CITY OF LYNDEN

## EXECUTIVE SUMMARY



|                                  |  |  |
|----------------------------------|--|--|
| <b>Meeting Date:</b>             | October 16, 2023   |  |
| <b>Name of Agenda Item:</b>      | Notification Plan for Discontinuation of Fluoride in City's Water Supply - Set Public Hearing  |  |
| <b>Section of Agenda:</b>        | Unfinished Business  |  |
| <b>Department:</b>               | Administration   |  |
| <b>Council Committee Review:</b> | <input type="checkbox"/> Community Development <input type="checkbox"/> Public Safety<br><input type="checkbox"/> Finance <input type="checkbox"/> Public Works<br><input type="checkbox"/> Parks <input checked="" type="checkbox"/> Other: N/A   | <b>Legal Review:</b><br><input checked="" type="checkbox"/> Yes - Reviewed<br><input type="checkbox"/> No - Not Reviewed<br><input type="checkbox"/> Review Not Required |
| <b>Attachments:</b>              | Draft packet containing Notice of Public Hearing, Office of Drinking Water notification list, media notification list, utility billing dates, bid for production and mailing of notice, and list of utility accounts.  |  |
| <b>Summary Statement:</b>        | <p>At the September 18, 2023, City Council meeting, a motion was passed to "direct City staff to: Develop a schedule, public notice strategy, and date for public hearing before the City Council, consistent with state law, on the question of whether the City should consider discontinuing fluoridization of the City's municipal water supply."</p> <p>The attached packet contains the information necessary to meet the requirements of HB 1251 that went into law July of 2023 requiring a minimum of 90-days' notice for a public hearing.</p> |  |
| <b>Recommended Action:</b>       | If City Council approves the notices and schedule, there should then be a motion to set a public hearing on the question of whether the City should consider discontinuing fluoridization of the City's municipal water supply. The date of the hearing should be set for either February 20, 2024 meeting or March 4, 2024.   |  |

**Proposed Timeline for Notice and Public Hearing on Fluoride**

Notice:

The Notice of Public Hearing will be mailed to all 5941 utility account holders as required by law. The notice will be distributed by a third-party vendor who will also provide an Affidavit of Mailing to the City.

A copy of the notice will also be mailed to the Department of Health, Office of Drinking Water as required.

A copy of the notice will also be sent to the standard media sources used by the City (radio, newspaper, and other electronic media including the city webpage).

Notice will also be included in the comment box of the utility bills sent out for at least two billings prior to the public hearing.

Date of Hearing:

If approved at the October 16, 2023, council meeting the vendor would be able to produce and mail the notices by the end of October. It would be assumed that most account holders would receive the notice within a week of mailing.

Based on the above information and after consulting with the City Attorney, the recommendation would be to set the public hearing for Tuesday, February 20, 2024, or Monday, March 4, 2024, to be sure the city provides the required minimum notice of 90 days.

**NOTICE OF PUBLIC HEARING**

The City of Lynden will be conducting a public hearing to consider discontinuing the addition of fluoride in the municipal water system.

This notice is being provided to city water system customers and the Washington State Department of Health, as required by law. The public hearing will be conducted during the Lynden City Council meeting on February/March XX, 2024.

Location:

Lynden City Hall Annex

205 4<sup>th</sup> Street

Lynden, WA 98264

Derek Pell, **Regional Manager**  
Northwest Regional Office

Laura McLaughlin, P.E., Whatcom County

Mailing Address:  
Northwest Regional Office  
PO Box 47800  
MS K17-12  
Olympia WA 98504

Umair A. Shah, MD, MPH  
Secretary of Health

Holly Myers  
Director of the Office of Drinking Water

PO Box 47822  
Olympia, WA 98504

Bellingham Metro News [newsroom@bellinghammetronews.com](mailto:newsroom@bellinghammetronews.com)  
KGMI Radio [kgmi@kgmi.com](mailto:kgmi@kgmi.com)  
Lynden Tribune [legals@lyndentribune.com](mailto:legals@lyndentribune.com)  
Fernando Gonzales [gonzaf001@gmail.com](mailto:gonzaf001@gmail.com)

[editor@lyndentribune.com](mailto:editor@lyndentribune.com)

**From:** [John Williams](#)  
**To:** [Pam Brown](#)  
**Subject:** FW: Lynden Active Utility Account List  
**Date:** Thursday, October 12, 2023 10:38:20 AM  
**Attachments:** [LyndenCustomerList.xlsx](#)

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**John Williams**  
*City Administrator*

City of Lynden  
300 4<sup>th</sup> Street  
Lynden, WA 98264  
(360)255-7109

*Our Vision: Cultivating Exceptional Service for Our Extraordinary Community*  
*We Value: Communication – Teamwork – Community – Excellence – Integrity*

All incoming and outgoing messages are subject to public disclosure per RCW 42.56

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**From:** Jason Stach <StachJ@LYNDENWA.ORG>  
**Sent:** Thursday, September 21, 2023 4:45 PM  
**To:** John Williams <WilliamsJ@LYNDENWA.ORG>  
**Cc:** Anthony Burrows <BurrowsA@LYNDENWA.ORG>; Christy Fowler <FowlerC@LYNDENWA.ORG>  
**Subject:** Lynden Active Utility Account List

Hello John,

Anthony requested that I send over a list of active accounts in Caselle. Here is a spreadsheet listing the 5951 accounts by customer type. I'll have a physical Caselle report printed in the morning for you to have as well.

I was also asked to send over my billing days for November, December, and January. Those will be:

Wednesday, Nov 1st

Friday, Dec 1st

Tuesday, Jan 2nd

Let me know if there is any other information I can get for you.

Cheers,

Jason Stach  
Accounting Technician – Utilities  
City of Lynden



AMS - P.O. Box 2425 - Blaine, WA 98231-2425

Phone: (360) 332-2500 Fax: (360) 332-9771

|                     |
|---------------------|
| <b>Estimate</b>     |
| Estimate # 71329    |
| Est Date: 9/22/2023 |
| CustCode: LYN       |

| CUSTOMER INFO   | JOB INFO   | Estimate # 71329 |
|---|--|------------------|
| Attn: Heather<br>City of Lynden<br>Attn: Linde Schreifels 323 Front Street<br>Lynden WA 98264<br><b>Phone:</b> (360) 354-2829 <b>Cell:</b><br><b>Email:</b> | <b>Account Rep:</b> N. Jordan Freeman<br><b>Email:</b> jordan@amsdirectnw.com<br><b>Job Name:</b> City-Wide Mailing w/ Envelope<br><b>Terms:</b><br><b>Data Due:</b> <b>Pstg \$ Due:</b><br><b>Material Due:</b> <b>Drop Date:</b> |                  |

| Qty | Description | Unit Price | Discount | Ext Price |
|-----|-------------|------------|----------|-----------|
|-----|-------------|------------|----------|-----------|

**Data Processing**

|                  |                   |          |  |                 |
|------------------|-------------------|----------|--|-----------------|
| 7,500            | Data Processing - | 0.03000  |  | \$225.00        |
| 1                | NCOA Conversion - | 75.00000 |  | \$75.00         |
| <b>SubTotal:</b> |                   |          |  | <b>\$300.00</b> |

**Lettershop**

|                  |                      |          |  |                 |
|------------------|----------------------|----------|--|-----------------|
| 1                | Address Setup -      | 25.00000 |  | \$25.00         |
| 7,500            | Folding -            | 0.02500  |  | \$187.50        |
| 7,500            | Inserting -          | 0.04500  |  | \$337.50        |
| 7,500            | Digital Addressing - | 0.02500  |  | \$187.50        |
| 7,500            | Sort & Send -        | 0.01000  |  | \$75.00         |
| <b>SubTotal:</b> |                      |          |  | <b>\$812.50</b> |

**Print**

Estimate includes 1 digital (PDF) proof & 1 hard-copy (live) proof from customer-provided print-ready file. Design changes or additional proofs will incur charges.

|                  |                     |         |  |                   |
|------------------|---------------------|---------|--|-------------------|
| 7,500            | Print Services -    | 0.12500 |  | \$937.50          |
| 7,500            | Printing Envelope - | 0.10000 |  | \$750.00          |
| <b>SubTotal:</b> |                     |         |  | <b>\$1,687.50</b> |

**Postage**

|                             |       |       |       |                   |
|-----------------------------|-------|-------|-------|-------------------|
| Std Reg Auto Mixed AADC Ltr | 7,500 | 1 oz. | 0.381 | \$2,857.50        |
| <b>Postage Sub Total:</b>   |       |       |       | <b>\$2,857.50</b> |

\*Postage must be received 24 hours in advance of mail date  
 \*This estimate is valid for 30 days and is subject to change based on review of 'live' data and material

|                             |                   |
|-----------------------------|-------------------|
| <b>Sub Total:</b>           | <b>\$2,800.00</b> |
| <b>Tax:</b>                 | <b>\$246.40</b>   |
| <b>Total Services:</b>      | <b>\$3,046.40</b> |
| <b>Postage:</b>             | <b>\$2,857.50</b> |
| <b>Total Incl. Postage:</b> | <b>\$5,903.90</b> |



**CUSTOMER INFO**

**JOB INFO**

Estimate # 71329

|   |  |  |  |
|---|--|--|--|
| Attn: Heather<br>City of Lynden<br>Attn: Linde Schreifels 323 Front Street<br>Lynden WA 98264<br><b>Phone:</b> (360) 354-2829 <b>Cell:</b><br><b>Email:</b> |  | <b>Account Rep:</b> N. Jordan Freeman<br><b>Email:</b> jordan@amsdirectnw.com<br><b>Job Name:</b> City-Wide Mailing w/ Envelope<br><b>Terms:</b><br><b>Data Due:</b> <b>Pstg \$ Due:</b><br><b>Material Due:</b> <b>Drop Date:</b> |  |
|---|--|--|--|

| Qty | Description | Unit Price | Discount | Ext Price |
|-----|-------------|------------|----------|-----------|
|-----|-------------|------------|----------|-----------|

**Comments**

\*If paying by credit card, a 3.5% fee will apply (5.5% for Canadian transactions).

Data: 7,500

\*Presort and Send @ STD Rates

Print Specs:

- 8.5" x 11" Letter, 4/0 on 60# Uncoated Text
- #10 Envelope, 4/0

If Letters are addressed, omit addressing fee in Lettershop

If Mailing FCM - Postage is \$0.561 / Unit

**Please Sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**AMS Fax #:** (360) 332-9771

# CITY OF LYNDEN

## EXECUTIVE SUMMARY - FINANCE



|   |  |  |
|---|--|--|
| <b>Meeting Date:</b>  | October 16, 2023   |  |
| <b>Name of Agenda Item:</b>   | Introduction of the 2024 Preliminary Budget and the Mayor’s Budget Message   |  |
| <b>Section of Agenda:</b>   | New Business   |  |
| <b>Department:</b>  | Finance  |  |
| <b>Council Committee Review:</b>  | <input type="checkbox"/> Community Development<br><input checked="" type="checkbox"/> Finance<br><input type="checkbox"/> Parks  | <input type="checkbox"/> Public Safety<br><input type="checkbox"/> Public Works<br><input type="checkbox"/> Other: _____ |
|   | <b>Legal Review:</b><br><input type="checkbox"/> Yes - Reviewed<br><input type="checkbox"/> No - Not Reviewed<br><input checked="" type="checkbox"/> Review Not Required |  |
| <b>Attachments:</b>   |  |  |
| None – The 2024 Preliminary Budget will be distributed at the Council meeting.  |  |  |
| <b>Summary Statement:</b>   |  |  |
| <p>The Mayor will read his 2024 Budget message to the Council and present the Council with a copy of this message and the 2024 Preliminary Budget.</p> <p>All supporting documentation will be provided at the time of the meeting.</p> |  |  |
| <b>Recommended Action:</b>  |  |  |
| None – Information only for the Council’s review and consideration.   |  |  |

# CITY OF LYNDEN

## EXECUTIVE SUMMARY



|  |  |   |
|--|--|---|
| <b>Meeting Date:</b>   | October 16, 2023   |   |
| <b>Name of Agenda Item:</b>  | Public Works Committee Meeting Minutes October 4, 2023   |   |
| <b>Section of Agenda:</b>  | Other Business   |   |
| <b>Department:</b>   | Public Works   |   |
| <b>Council Committee Review:</b>                                     | <input type="checkbox"/> Community Development<br><input type="checkbox"/> Finance<br><input type="checkbox"/> Parks   | <input type="checkbox"/> Public Safety<br><input checked="" type="checkbox"/> Public Works<br><input type="checkbox"/> Other: _____ |
|  | <b>Legal Review:</b><br><input type="checkbox"/> Yes - Reviewed<br><input type="checkbox"/> No - Not Reviewed<br><input checked="" type="checkbox"/> Review Not Required |   |
| <b>Attachments:</b>  |  |   |
| October 4, 2023 Draft Public Works Committee Meeting Minutes.        |  |   |
| <b>Summary Statement:</b>  |  |   |
| Draft minutes for the October4, 2023 Public Works Committee meeting. |  |   |
| <b>Recommended Action:</b>   |  |   |
| For Review   |  |   |



## PUBLIC WORKS COMMITTEE MINUTES

4:00 PM October 04, 2023  
City Hall 2<sup>nd</sup> Floor Large Conference Room

### CALL TO ORDER

- Members Present: Councilors Gary Bode and Ron DeValois
- Members Absent: Jerry Kuiken with notice
- Staff Present: Mayor Scott Korthuis; City Administrator John Williams; Public Works Director Jon Hutchings; Programs Manager Mark Sandal; and Office Manager Heather Sytsma
- Public Present: David Vos, Marty Gering

### ACTION ITEMS

#### 1. Review Minutes from September 14, 2023

**Action**

***The minutes from September 14, 2023, were recognized and accepted by the Committee.***

#### 2. Parking on Judson – Toby Janzen

Sandal explained that Toby Janzen has plans to build multi-family units at 710 and 712 Judson Street, within the project boundary of the Judson LID Phase 3 project to occur in 2025. His plans include multiple multi-family units. The units on the alley are required to have off street parking. Currently, the project plans show angled parking in front of this address; however, if Janzen is required to have on-site parking, the driveway cuts will eliminate the ability to have on-street parking. The Planning Department has tentatively accepted Janzen’s request to meet on-site parking with on street parking in lieu of the requirements for the units on Judson Street. The question remaining is how the property is assessed to participate in the future street improvements (10<sup>th</sup> Street) and whether parking permits can be issued for these properties.

Hutchings proposed that the allowance of on-street parking should be reviewed by the City attorney. Williams stated that future legislation limits what parking restrictions can be imposed by municipalities. Hutchings noted that there are other commercial businesses downtown seeking to add upstairs apartments, and the City needs to have clear rules regarding the use of City parking.

**Action**

***The Committee requested that staff bring back an exhibit showing Judson Phase 3 angle parking and also showing the number of stalls lost by potential driveway cuts at this location.***

**INFORMATION ITEMS**

**3. Lead Line Inventory Required by Environmental Protection Agency via Department of Health**

On January 15, 2021, the United States Environmental Protection Agency issued Lead and Copper Rule Revisions that went into effect December 16, 2021. The rule requires Group A water systems to submit service line inventories to the state by October 16, 2024.

In 1986, Congress prohibited the use of lead pipes in waterlines. The City has never used lead pipe in waterline construction, but some homes may have lead pipe from the meter to the house. To be inclusive of all homes that could potentially contain lead pipes, 1,500 homes in Lynden have been identified as being constructed prior to 1988. These residents will be sent a letter explaining the Lead and Copper Rule Revisions and will be asked to mail back a postage-paid postcard stating what type of waterline the home has. Notification is planned to begin in October to meet the October 2024 deadline.

**4. Projects Update**

The Committee briefly reviewed the current projects.

**NEW BUSINESS:**

**5. Request for Cedar Drive Update**

David Vos asked for an update on the Cedar Drive project. Korthuis affirmed that it is in the budget for 2024. The Committee discussed the various utilities associated with the project and how they will be remedied.

**6. Revisit Ordinance No. 23-1667 Parking and Loading**

Williams reminded the Committee that in March 2023, they voted to remove parking restrictions on Evergreen Street at the request of Charlie's Auto Body. As a result of this, the City is receiving complaints that semitrucks and delivery trucks are unable to negotiate turns and driveways along Evergreen Street and Agronomy Way. Williams, Hutchings, and Streets Superintendent Dale TeVelde visited the site to determine how to best meet the needs of all businesses in this area.

To start, "No Truck or Trailer Parking" signs will be placed at each end of Evergreen Street and Agronomy Way, and curbs will be painted yellow to further delineate available on-street parking. The amount of yellow curb will be determined after meeting with area businesses and determining turning radius needs of the trucks in use.

**ADJOURNMENT:** The meeting was adjourned at 4:50 pm.

**NEXT MEETING:** November 1, 2023