

CITY OF LYNDEN



Mayor
Scott Korthuis

Council Members
Gary Bode
Ron De Valois
Gerald Kuiken
Nick H. Laninga
Brent Lenssen
Kyle Strengholt
Mark Wohlrab

Online (Microsoft Teams) City Council Meeting
205 Fourth Street, Lynden, WA, 98264
August 03, 2020

Council members will participate in this meeting remotely through an online web-based meeting platform. Per Washington State Proclamation 20-28.3, in-person attendance at public meetings is prohibited at this time.

You may participate in the city council meeting telephonically by dialing 1-253-948-9362. You will then be prompted to enter the Conference ID # 327 408 531#. It is necessary to enter the # symbol after entering the numerals.

If you would like to virtually attend the council meeting via computer please contact the Lynden City Clerk at 360-255-7085 before 5 p.m. the day of the meeting to provide your email address so that a link can be provided to you.

Please note that public comments in the *Items from the Audience* section of the agenda will not be taken at city council meetings until further notice. Instead, those wishing to comment are respectfully asked and encouraged to submit comments by email to cityhall@lyndenwa.org or by calling 360-354-1170.

Call to Order

Pledge of Allegiance

Roll Call

Oath of Office

Approval of Minutes

1. Draft Council Minutes - July 6, 2020 and July 20, 2020

Items from the Audience

Scheduled

Unscheduled (20 Minutes)

Audience members may address the Council on any issue other than those scheduled for a public hearing or those on which the public hearing has been closed. Prior to commenting please state your name, address, and topic. Please keep comments under 4 minutes.

Consent Agenda

- [2.](#) Approval of Payroll and Claims
- [3.](#) Set Public Hearing Date for Lynden Technical Security Audit

Public Hearing

Unfinished Business

New Business

- [4.](#) CARES Act Interlocal Agreement

Other Business

- [5.](#) Draft Parks Committee Minutes- July 20, 2020
- [6.](#) Draft Public Works Committee Meeting Minutes July 8, 2020
- [7.](#) Outlook Calendar

Executive Session

Adjournment

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EXECUTIVE SUMMARY



Meeting Date:	August 3, 2020	
Name of Agenda Item:	Draft Council Minutes - Regular Meeting	
Section of Agenda:	Approval of Minutes	
Department:	Administration	
Council Committee Review:	<input type="checkbox"/> Community Development <input type="checkbox"/> Public Safety <input type="checkbox"/> Finance <input type="checkbox"/> Public Works <input type="checkbox"/> Parks <input type="checkbox"/> Other: N/A	Legal Review: <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required
Attachments:	Draft Council Minutes- July 6, 2020 and July 20, 2020	
Summary Statement:	Draft Council Minutes- July 6, 2020 and July 20, 2020	
Recommended Action:	For Council review.	

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CITY COUNCIL MINUTES OF REGULAR MEETING

July 6, 2020

1. CALL TO ORDER

Mayor Korthuis called to order the July 6, 2020 regular session of the Lynden City Council at 7:00 p.m. held through an online web-based meeting platform (Microsoft Teams).

ROLL CALL

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

Members absent: Councilor Kuiken, absent with notice.

Staff present: Fire Chief Mark Billmire, Parks Director Vern Meenderinck, Planning Director Heidi Gudde, Police Chief Steve Taylor, Public Works Director Steve Banham, City Clerk Pam Brown, City Administrator Mike Martin and City Attorney Bob Carmichael.

OATH OF OFFICE- None

APPROVAL OF MINUTES

Councilor De Valois moved and Councilor Bode seconded to approve the regular June 15, 2020 council minutes. Motion approved on a 6-0 vote.

ITEMS FROM THE AUDIENCE

Scheduled: None

Unscheduled- None

2. CONSENT AGENDA

Approval of Payroll Disbursed – June 16 through June 30, 2020

Paychex EFT	\$285,484.24
City of Lynden EFT.....	\$64,722.66
Warrant Liability	\$59,401.55
Subtotal	\$409,608.45
Paychex EFT Liability	\$7,906.62
Total EFT & Other Liabilities	\$417,515.07

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CITY COUNCIL MINUTES OF REGULAR MEETING



Approval of Claims – July 7, 2020

Manual Warrants No.	<u>75613</u>	through	<u>75617</u>		\$16,304.91
EFT Payment Pre-Pays					\$6,015.71
				Sub Total Pre-Pays	\$22,320.62
Voucher Warrants No.	<u>19693</u>	Through	<u>19732</u>		\$136,079.85
EFT Payments					<u>\$0.00</u>
				Sub Total	\$136,079.85
				Total Accts. Payable	\$158,400.47

Councilor Bode moved and Councilor De Valois seconded to approve the Consent Agenda. Motion approved on a 6-0 vote.

3. PUBLIC HEARING

Ordinance No. 1603- Amending LMC 19.26- Medical Services Overlay

In 2007 the City of Lynden adopted development standards that allowed for the creation of a zoning overlay specific to the needs of a hospital or large medical campus. Wishing to facilitate medical services within the community, and recognizing the potential of utilizing smaller sites, the City initiated an amendment to these standards which would reduce the minimum size for a development for a Medical Services Overlay. The amendment also clarified the language found in 19.26.090 related to transportation impact fees. At a March 12, 2020 hearing the Planning Commission voted unanimously to recommend approval of the amendment.

Since the March hearing the amendment has been on hold due to the COVID-19 restrictions on government actions. This delay has added pressure to a pending Peace Health project timeline and called attention to the required approval process. Additional review also found that the site Peace Health has targeted for development has a net acreage of less than 5 acres and a minimum development area of 4 acres would create better feasibility than the 5 that was previously proposed. As such, with the Mayor's support, staff has drafted additional amendments to this code section.

In total the attached amendment proposes the following:

- Reduces the minimum development area from 8 acres to 4 acres.
- Allows projects which are not subdividing property or proposing phased infrastructure improvements to move to Design Review rather than the Binding Site Plan Process.

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- Clarifies Section 19.26.090(B) related to transportation impact fees Legal review was completed on June 26 which suggested a clarified version of these amendments.

A final version of the proposed ordinance and a redlined copy of the subject code has been included in the agenda package.

Mayor Korthuis opened the Public Hearing at 7:05 p.m.

Comments in favor of the ordinance:

Alison Moss, Schwabe Williamson & Wyatt, Attorney for Peace Health
Adam Morrow, Pacific Surveying and Engineering
Jennifer Mair, Peach Health

Comments in opposition to the ordinance:

None.

Mayor Korthuis closed the Public Hearing at 7:08 p.m.

Councilor Lenssen moved and Councilor Wohlrab seconded to approve Ordinance No. 1603 amending Lynden Municipal Code 19.26 regarding Medical Services Overlay and authorize the Mayor's signature on the document. Motion approved on a 6-0 vote.

4. UNFINISHED BUSINESS - None

5. NEW BUSINESS - None

6. OTHER BUSINESS - None

7. EXECUTIVE SESSION

Council did not hold an executive session.

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8. ADJOURNMENT

The July 6, 2020 regular session of the Lynden City Council adjourned at 7:10 p.m.

Pamela D. Brown, MMC
City Clerk

Scott Korthuis
Mayor

DRAFT

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July 20, 2020

1. CALL TO ORDER

Mayor Korthuis called to order the July 20, 2020 regular session of the Lynden City Council at 7:05 p.m. held through an online web-based meeting platform (Microsoft Teams).

ROLL CALL

Members present: Mayor Scott Korthuis and 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, Fire Chief Mark Billmire, Parks Director Vern Meenderinck, Planning Director Heidi Gudde, City Administrator Mike Martin, and City Attorney Bob Carmichael.

OATH OF OFFICE- None

APPROVAL OF MINUTES - None

ITEMS FROM THE AUDIENCE

Scheduled:

Jetje and Jakobus Williams, 150 Cambridge Drive, Lynden

Jetje Williams (mother) and Jakobus Williams (son) shared with council members their personal experience with racism while residing in Lynden. Jakobus shared specific racist language and threats directed toward him personally.

Ms. Williams and her family are currently working with others in the community to build a path forward with the hope that there can be change through partnership with law enforcement and building bridges through education. Jetje Williams stressed that the people working toward this goal are members of the Lynden community and they do not want to see instances of graffiti, looting or violence either. Ms. Williams also stated that their message is not political, anti-police, or anti-America.

Jakobus Williams suggested that council ensure more defined safety measures for those people participating in marches and asks that the city administration issue an anti-racism

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statement. He also invited Council members to participate in their next march, scheduled for some time in mid-August.

Unscheduled- None

2. CONSENT AGENDA

Approval of Payroll Disbursed – July 1 through June 15, 2020

Paychex EFT	\$69,337.02
City of Lynden EFT	\$65,366.45
Warrant Liability	\$59,584.79
Subtotal	\$194,288.26
Paychex EFT Liability	\$7,927.06
Total EFT & Other Liabilities	\$202,215.32

Approval of Claims – July 20, 2020

Manual Warrants No.	<u>19744</u>	through	<u>19747</u>		\$43,375.85
EFT Payment Pre-Pays					\$161,638.62
				Sub Total Pre-Pays	\$205,014.47
Voucher Warrants No.	<u>19748</u>	through	<u>19892</u>		\$1,369,240.21
EFT Payments					\$30,770.86
				Sub Total	\$1,400,011.07
				Total Accts. Payable	\$1,605,025.54

2019 Berthusen Park Financial Report

As stipulated in the Berthusen Will granting Berthusen Park to the City of Lynden, it is necessary that the City Council review a financial report annually.

Ordinance No. 1606 - Line of Credit Renewal

Ordinance No. 1231 was approved by council on May 2, 2005. It allowed the city to have a revolving line of credit. The notes have provided interim financing for capital projects such as Water Reservoir project (for DWSRF reimbursement), Arterial Street capital improvements,

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Police Station Acquisition/Remodel (prior to issuance of permanent financing), and East Lynden Sewer Sub-Basin improvement projects.

Presently, outstanding balances on the line of credit consist of several funds awaiting reimbursement money. The line of credit is available to provide interim financing for Street

Capital Construction projects. These projects are secured by grant and/or intergovernmental funding on a reimbursement basis.

Since 2005, Ordinance No. 1231 has been amended by Ordinance No. 1261, 1295, 1319, 1355, 1376, 1400, 1420, 1444, 1467, 1485, 1510, 1534, 1558, and 1588 each authorizing an extension of the maturity date of the notes. The city received an offer from Banner Bank (formerly Skagit State Bank) to extend the maturity date of the notes from July 31, 2020 to July 31, 2021, at a rate of 3.64% which is a 0.06% decrease from the previous rate. The closing date is anticipated to be July 31, 2020.

The city's Bond Counsel and Finance Director have reviewed this proposal to its review by the Finance Committee on July 20, 2020.

Councilor De Valois moved and Councilor Bode seconded to approve the Consent Agenda. Motion approved on a 7-0 vote.

3. PUBLIC HEARING - None

4. UNFINISHED BUSINESS - None

5. NEW

Resolution No. 1024-Business License Fee

The City of Lynden adopted an ordinance amending Lynden Municipal Code Chapter 5.02 regarding business license issuance and exemptions (Ordinance No.1564). This modification to city code coincided with the required conversion to Washington State's Business License System. Ordinance No.1564 requires the fees to be set by Resolution.

Resolution No.1024 sets the required fees at the following:

1. Licensing fees for General Business Licenses shall be set as follows:
 Fifty Dollars (\$50.00) for License Origination Fee
 Twenty-Five Dollars (\$25.00) for License Renewal Fee

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2. Licensing fees for Non-Resident Business Licenses shall be set as follows:
Fifty Dollars (\$50.00) for License Origination Fee
Twenty-Five Dollars (\$25.00) for License Renewal Fee

3. Licensing fees for Home Occupation Business Licenses shall be set as follows:
One Hundred Twenty-Five Dollars (\$125.00) for License Origination Fee
Fifty Dollars (\$50.00) for Renewal Fee

The Finance Committee has reviewed Resolution 1024 and given approval for review and consideration by the full Council.

Councilor Strengholt moved and Councilor Kuiken seconded to approve Resolution No. 1024 as written and authorize the Mayor's signature. Councilors Lenssen, Bode, Laninga and Wohlrab voted no and Councilors Kuiken, De Valois, and Strengholt voted yes. Motion failed 4-3.

After some discussion, Resolution No. 1024 was re-written to only include the license origination fees for the General Business License, Non-Resident Business License, and the Home Occupation Business License. Resolution NO. 1024 will not include an annual renewal fee for any of the Business Licenses.

Councilor Strengholt moved and Councilor Laninga seconded to approve Resolution No 1024 with the above noted changes and to authorize the Mayor's signature. Motion passed 7-0.

YMCA Supplemental Expense

It has been brought to the attention of the City's Administration, that the YMCA like many other businesses during this time is encountering difficulty meeting its operational expenses and might be forced to close its Lynden location.

The City recognizes the importance the YMCA has in Lynden and the surrounding community. The City's Administration has been in direct contact with the YMCA and has reached an agreement where the City would provide \$60,000 from the General Fund to aid the YMCA with its expenses, helping it to remain operational for the remainder of 2020. It is recognized that this is only a short-term remedy, but one that would buy time for the City and YMCA to seek a more permanent long-term solution.

The City Council is being asked to approve the \$60,000 expenditure for the YMCA out of the 2020 Budget. The Finance Committee reviewed this information and approved it for review by the full Council.

Councilor Strengholt moved and Councilor Kuiken seconded to approve the \$60,000 expense out of the General Fund to supplement the YMCA. Motion passed 7-0.

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Conditional Use Permit 20-01-Janstar Property

Janstar Properties, represented by Blake and Jody Starkenburg, have requested a Conditional Use Permit for their property located at 409 Judson Alley for agricultural production and sales - an entity they are calling Vonstar Farms.

The Commercial Local Services (CSL) zoning on the subject property allows for a wide variety of uses but requires that agricultural production and sales seek a conditional use permit. As such, the request for a Conditional Use Permit is to allow the growing and associated sale of the produce. Traffic related to the proposed CUP is expected to be minimal, but staff has recommended that general access to the site occur only from Riverview Road.

In 2007 the City Council approved a long-range planning strategy for the South Historic Business District. The subject property is part of this sub-area. Staff has concluded that the proposed agricultural production is consistent with the agricultural theme of the Comprehensive Plan and elements of the Sub-Area plan. Also, it does not prevent future development of the area which would include additional elements of the Sub-Area plan such as a mix of commercial and residential uses and a connecting pedestrian / vehicular network.

On July 9, 2020, a virtual public hearing was held before the Planning Commission to consider the request. Consistent with staff recommendation, the Planning Commission subsequently voted to recommend the approval of Conditional Use Permit 20-01. This authorizes agricultural production and sales on the property as described in the application and consistent with the details outlined in the Technical Review Committee Report.

Councilor Lenssen moved and Councilor Bode seconded to approve CUP 20-01 as recommended and authorized the Mayor's signature on the associated Findings of Fact and Conclusion of Law. Motion passed 7-0.

Conditional Use Permit 20-02 Darigold Processing

Darigold Processing, through their agent John Kay, have applied for a Conditional Use Permit to request a building height which exceeds what is outright permitted by 10'-6". The industrial zoning district in which the project is located allows for additional height requests to be made via conditional use permits (LMC 19.25.060). The new structure is proposed at a height of 70'-6" which exceeds the 60' height limitation permitted outright.

The project represents an upgrade to Darigold processing equipment which is used to make dried milk product. The full scope of work includes the removal of the 42-year-old chrome dryer and the construction of a concrete tower which will house updated equipment to

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support existing production. The chrome dryer which was recently removed from the site was approximately 85 feet tall. The tallest structure on the site, a concrete tower that tops out at 140 feet tall, will remain as is.

Appearance of the new structure will resemble the concrete portion of the existing tower. The applicant indicates that the enclosed equipment is not anticipated to add increase noise levels coming from the site.

On July 9, the Planning Commission held a public hearing on the application. The result of the hearing was a recommendation for approval subject to the conditions outlined in the Technical Review Committee report.

Councilor Lenssen moved and Councilor Wohlrab seconded to approve CUP 20-02 as recommended by the Planning Commission and authorize the Mayor's signature on the associated Findings of Fact and Conclusion of Law. Motion passed 7-0.

Award Bid for Benson Road Pedestrian Improvements Project

Staff recently solicited bids from eligible contractors on the City's Small Works Roster for the Benson Road

Pedestrian Improvements Project. This project constructs sidewalk along the east side of Benson Road north of Isom Elementary School to West Park Street. The base bid constructs sidewalk where there is none today. An alternate bid item was included for the replacement of deteriorated existing sidewalk north of Isom School. Three bids were received on July 16, 2020.

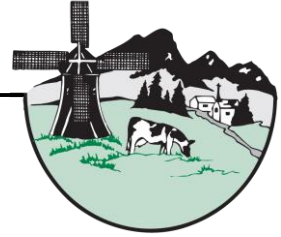
Reichhardt and Ebe Engineering prepared the attached Bid Tabulation. After review, Reichhardt and Ebe determined Granite Construction to be the lowest responsive and responsible bidder and recommends award.

At the Public Works Committee meeting on July 8, 2020, the Public Works Committee concurred that the bid results could be forwarded directly to City Council after informing them of the results.

Additionally, the Committee concurred to establish a budget control limit of \$280,000 to this project to use to determine the low bid with the alternative bid item. Contractors were notified of this prior to bid opening. Granite Construction's base bid plus Alternate A1 are within this control limit.

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6. OTHER BUSINESS

Council Committee Updates

Councilor De Valois reporting for the Parks Committee which involved discussion of:

- Naming of City trails
- Benson Barn proposal
- Park Master Plan review
- Recreation District updates
- Berthusen restrooms permit
- Pump Track construction- dirt track for now
- Noise complaints at Bender basketball courts

Councilor Strengholt reporting for the Finance Committee which involved discussion of:

- Approval of Payroll and Claims
- OT for Police and Fire departments- same story
- Sales tax is down 10% from last year
- Ordinance No. 1606
- Berthusen Park annual report
- YMCA expenses
- Resolution No. 1024
- Cassell conversion
- Police holiday/overtime correction

Councilor Wohlrab reporting for the Public Safety Committee which involved discussion of:

- Local 106 Union representative and Lynden citizen addressed the committee regarding the Captain job position
- The July 5th March and safety measures
- A couple of citizens addressed the Committee regarding racism in Lynden and the July 5th March
- Request for statement from Council/Administration regarding racism
- ALCOA donation of Connex box for fire training
- Police Corporal position

Councilor Laninga reminded Council of the July 23rd ribbon cutting for 7th Street beginning at 11:00 a.m.

Mayor Korthuis reminded Council that City Attorney Bob Carmichael will speak at the Community Development Meeting on July 22, 2020 at 4:00 p.m.

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7. EXECUTIVE SESSION

Council did not hold an executive session.

8. ADJOURNMENT

The July 20, 2020 regular session of the Lynden City Council adjourned at 8:47 p.m.

Pamela D. Brown, MMC
City Clerk

Scott Korthuis
Mayor

DRAFT

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EXECUTIVE SUMMARY



Meeting Date:	August 3, 2020	
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	

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EXECUTIVE SUMMARY



Meeting Date:	August 3 rd , 2020	
Name of Agenda Item:	Set Public Hearing for Lynden Technical Security Audit	
Section of Agenda:	Consent	
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: <u>N/A</u>	Legal Review: <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required
Attachments:		
Summary Statement:	A public is required by I-900 to Hold public hearing within 30 days of the audit report being published.	
Recommended Action:	Council approve the date of August 17 th for a public hearing.	

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EXECUTIVE SUMMARY – City Council



Meeting Date:	August 3, 2020	
Name of Agenda Item:	CARES Act Interlocal Agreement	
Section of Agenda:	New Business	
<u>Council Committee Review:</u>	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
	<u>Legal Review:</u>	
	<input checked="" type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input type="checkbox"/> Review Not Required	
Attachments:		
1) CARES Act Interlocal Agreement and Addendum		
Summary Statement:		
<p>Congress passed what is known as the Coronavirus Aid, Relief, and Economic Security (CARES) Act in March. Among many other things, it gives direct grants to cities for costs associated with the COVID-19 pandemic. Whatcom County and all its cities have pooled some of their CARES funds to provide a unified response to the COVID crisis. That money will be redistributed to qualifying entities, including Lynden and all small businesses and non-profits in the 98264-area code. Attachment 1, titled the Interlocal Cost Sharing Agreement Related to the COVID-19 Crisis, describes that arrangement.</p> <p>Total funding in the pool is \$16.3 million and Lynden proposes contributing \$150,000 to that amount. Participating in this program gives Lynden the ability to potentially triple its contribution by gaining access to the larger pool.</p> <p>The money will be distributed in “micro grants” of \$15,000 or less. Agencies apply for a grant, and a Business Assistance Team will vet the applications. The Team is comprised of representatives from the Chamber of Commerce, the Downtown Business Association and a local businessman. The deadline for applying was July 31. At the time of this writing, 35 small businesses and non-profits in the 98264 area code had applied for grants.</p> <p>All local governments in the County have or will soon, approve the agreement. However, timing issues precluded inclusion of certain edits. We recommend signing the agreement tonight, but we would like Council to be aware of our recommended edits.</p>		
Recommended Action:		
Ask the City Attorney to describe the edits that were not included in the Agreement, then authorize the Mayor to sign it.		

**INTERLOCAL COST SHARING AGREEMENT RELATED TO
COVID-19 HEALTH CRISIS**

This Agreement is made and entered into on this _____ day of _____ 2020, between Whatcom County (“County”) and the Cities of Blaine, Everson, Ferndale, Nooksack, Lynden and Sumas (“Cities”), all municipal corporations of the State of Washington located in Whatcom County, for the purposes of supporting a coordinated use of the local CARES Act federal dollars and cost sharing related to the COVID-19 health crisis. Hereinafter, the County and the Cities may be referred to as "Parties," collectively, or as a "Party," individually.

RECITALS

WHEREAS, the County and Cities enter into this Agreement pursuant to and as authorized by the Interlocal Cooperation Act (Chapter 39.34 RCW);

WHEREAS, on February 29, 2020, the Governor of the State of Washington proclaimed that a State of Emergency exists in all counties in the State of Washington due to the outbreak of novel coronavirus (COVID-19);

WHEREAS, on March 10, 2020, the Whatcom County Executive declared a Whatcom County public health emergency due to the spread of COVID-19 in the community;

WHEREAS, the ongoing risk to public safety, health, and welfare posed by COVID-19 across Whatcom County requires the continued unified response by local governments to minimize the wide-ranging impacts of COVID-19 in our communities;

WHEREAS, Whatcom Unified Command is primarily responsible for providing the coordinated County-wide response to the COVID health crisis;

WHEREAS, to date Whatcom Unified Command has deployed substantial financial resources in response to COVID. Expenditures have included but are not limited to establishing isolation and quarantine housing in Bellingham, procuring and supplying PPE county-wide, securing on-call COVID-related transportation (Cabulance) service, providing temporary shelter, meals, and services for vulnerable members of the community, and providing direct assistance to nursing and long-term care facilities suffering the disproportionate impacts of COVID;

WHEREAS, it is expected that such COVID-related expenditures will continue in the coming months;

WHEREAS, to date the Parties have cooperated in maximizing and prioritizing their resources to respond to the community’s most pressing needs consistent with their respective governmental obligations and functions;

WHEREAS, cost and revenue sharing between the Cities and the County during this emergency is necessary to ensure the most effective and cost-efficient response to the COVID emergency County-wide;

WHEREAS, the continued cooperation between the Cities and County is essential to the ongoing protection of public health and safety throughout Whatcom County;

WHEREAS, to the extent reasonably practicable, the Cities and the County are committed to identifying and jointly pre-approving those COVID-related expenditures that may be subject to cost-sharing under this Agreement prior to incurring such expense;

WHEREAS, the Parties, as independent governmental entities, have received or anticipate receiving revenue from state and federal sources including a Washington State of Department of Commerce COVID-19 Outbreak Emergency Housing Grant; FEMA Public Assistance Program; and the CARES Act and are committed to seeking and utilizing additional funds from all available sources;

WHEREAS, the Cities and County are also committed, however, to sharing those COVID-related costs that will not be reimbursed or covered by state or federal funding sources, as appropriate and under the terms of this Agreement;

WHEREAS, the Parties agree that a cost and revenue sharing agreement will promote and maximize the public health, safety, and welfare of their residents;

WHEREAS, the Parties currently seek to establish a cost sharing agreement for the CARES Act Relief Funding as further articulated in Addendum No. 1 to this Agreement.

NOW, THEREFORE, and in consideration of the mutual promises and covenants contained herein the Parties agree as follows:

1. PURPOSE OF AGREEMENT. The purpose of this Agreement is to provide for ongoing joint cooperation in the use of the local CARES Act federal stimulus dollars to implement COVID-19 response action items and to formalize the cost and revenue sharing related to such action items. As of the date of this Agreement, the Parties have identified funding allocations for eligible cost

categories. The terms of this joint action item and the related cost sharing are set forth in Addendum No. 1, which is attached hereto and incorporated into this Agreement. It is anticipated that future responsive action items may also require joint cooperation and cost and revenue sharing during the health crisis and the recovery period. When applicable, the Parties will enter into subrecipient agreements that bind the subcontractor to follow all applicable terms of the CARES Act Funding Agreement and incorporates 2 CFR Part 200, Subpart F audit requirements. Therefore, the Parties hereby commit to work in good faith toward establishing joint cooperation and cost and revenue sharing agreements specific to additional action items and expenditures, the terms of which will be memorialized as addenda to this Agreement.

2. JOINT ACTION ITEMS AND LIMITATIONS. Specific action items that the Parties deem appropriate for cost and revenue sharing will be established through addenda to this Agreement. Any addenda shall include the total cost committed by each Party for the action item, the allocation of costs to each Party, and the roles and responsibilities assigned to each Party related to the action item. The County and the Cities may agree to cost or revenue sharing by the Parties for additional action items, however, that any such agreement must be reduced to a written addendum to this Agreement and executed by the Parties. The Parties agree to establish and maintain appropriate budget spending thresholds to satisfy the funding commitments set forth in Addendum No. 1.

3. COST SHARING WITH LOCAL FUNDS. The Parties commit to work in good faith to identify and reach agreement regarding uncovered expenditures appropriate for cost sharing under this Section. Cost sharing for such uncovered expenditures shall be subject to the same process set forth in Section 2, including the need for an addendum to this Agreement to identify specific obligations, and the Parties are hereby authorized to execute such addenda. Each Party's specific financial obligation related to an uncovered expenditure, including contribution percentage, will be identified in the applicable cost sharing addenda.

4. SUBRECIPIENT AGREEMENTS. When applicable, the Parties will enter into subrecipient agreements that bind the subcontractor to follow all applicable terms of the CARES Act Funding Agreement and incorporates 2 CFR Part 200, Subpart F audit requirements.

5. REPORTING. At the request of either the County or the Cities, the responding Party shall prepare and provide to the requesting Party a report showing revenue and expenses related to the COVID-19 health crisis, including cost shared by the Parties to this Agreement.

6. ASSETS. The ownership and disposition of any assets acquired by either Party through expenditures for which cost sharing has occurred under this Agreement, if any exist, shall be set forth in the applicable addenda.

7. EFFECTIVE DATE, DURATION AND TERMINATION. The County and Cities agree that this Agreement shall be effective as of the date it is executed and shall continue in effect as long as needed to effectuate the cost sharing contemplated in this Agreement. When the cost sharing contemplated herein is complete, this Agreement shall automatically terminate.

8. NOTICES. Any notices or actions required as a result of this contract shall be directed to the following:

WHATCOM COUNTY EXECUTIVE’S OFFICE
311 GRAND AVENUE, SUITE 108
BELLINGHAM, WA 98225

CITY OF BLAINE CITY MANAGER’S OFFICE
435 MARTIN STREET, STE. 3000
BLAINE, WA 98230

CITY OF EVERSON MAYOR’S OFFICE
P.O. BOX 315
EVERSON, WA 98247

CITY OF FERNDALE MAYOR’S OFFICE
P.O. BOX 936
FERNDALE, WA 98248

CITY OF LYNDEN MAYOR’S OFFICE
300 4TH STREET
LYNDEN, WA 98264

CITY OF NOOKSACK MAYOR’S OFFICE
103 W. MADISON
NOOKSACK, WA 98264

9. COMPLIANCE WITH LAWS. The Parties, in performance of this Agreement, agree to comply with all applicable local, State and/or Federal laws and ordinances.

10. RELATIONSHIP OF PARTIES. The Parties hereto recognize and agree that they are independent governmental entities and that this Agreement does not establish a separate entity. Except as expressly provided for herein, nothing in the Agreement shall be construed to limit the discretion of the governing bodies of each party. Neither party shall assume any liability for the direct payment of any salary, wages or other compensation of any type to any of the other party's personnel performing services hereunder. No agent, employee or other representative of the Parties shall be deemed to be an employee of the other party for any reason. This Agreement shall not be construed or interpreted such that either party hereto is held to be an agent of the other party.

11. DISPUTE RESOLUTION. In the event of a dispute between the Parties arising from this Agreement or any obligations hereunder, the dispute shall first be referred to the operational officers or representatives designated by the Parties to have the responsibility of administering this Agreement. Said officers or representatives shall meet as soon as possible, and in any event the initial meeting shall be held within thirty (30) days of either Party's request for a meeting to resolve the dispute. The Parties covenant to make a good faith attempt to resolve the dispute at this meeting. In the event that the Parties are unable to resolve any dispute arising under this Agreement, or other dispute or disagreement arising from the implementation of the terms of the Agreement, the Parties agree that mediation will be a condition precedent to arbitration. The Parties agree to jointly select a mediator. In the event that mediation is unsuccessful the Parties agree to submit the matter to arbitration. Each Party shall bear its own costs and expenses related to dispute resolution.

12. SEVERABILITY. It is understood and agreed by the Parties hereto that if any part, term, or provision of this Agreement is held by the courts to be illegal, the validity of the remaining provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if this Agreement did not contain the particular provision held to be invalid.

13. ENTIRE AGREEMENT. The Parties agree that this Agreement is the complete expression of the terms hereto and any oral representations or understandings not incorporated herein are excluded. Further, any modification of this Agreement shall be in writing and signed by both Parties. Both Parties recognize time is of the essence in the performance of the provision of this Agreement. The Parties agree that this Agreement supersedes any previous agreement between the Parties regarding the services and obligations set forth herein.

15. FURTHER ACTS. Each Party agrees to perform any further acts and execute and deliver any further documents that may be reasonably necessary to carry out the provisions and intent of this Agreement. The Parties recognize that additional written agreements may be necessary prior to implementation of any specific action item.

Executed this ____ day of _____, 2020 for WHATCOM COUNTY.

Satpal Sidhu, County Executive

Approved as to form:

Civil Deputy Prosecuting Attorney

Executed this ____ day of _____, 2020, for CITY OF BLAINE.

Michael Jones, City Manager

Attest:

Samuel Crawford City Clerk

Approved as to form:

City Attorney

Executed this ____ day of _____, 2020, for CITY OF EVERSON.

John Perry, Mayor

Attest:

Finance Director

Approved as to form:

City Attorney

Executed this ____ day of _____, 2020, for CITY OF FERNDALE.

Greg Hansen, Mayor

Attest:

Finance Director

Approved as to form:

City Attorney

Executed this ____ day of _____, 2020, for CITY OF LYNDEN.

Scott Korthuis, Mayor

Attest:

Finance Director

Approved as to form:

City Attorney

Executed this ____ day of _____, 2020, for CITY OF NOOKSACK.

James Ackerman, Mayor

Attest:

Finance Director

Approved as to form:

City Attorney

Executed this ____ day of _____, 2020, for CITY OF SUMAS.

Kyle Christensen, Mayor

Attest:

Finance Director

Approved as to form:

City Attorney

CARES ACT RELIEF - KEEP WHATCOM SAFE WORKING AND HEALTHY					
COVID-19 Response Program	Countywide TOTAL	Whatcom County	City of Bellingham	Small Cities*	Description
Public Health Emergency Response	\$5,000,000	\$5,000,000			Health Department Response, Unified Command efforts, I/Q Facilities, Testing, PPE
Economic & Business Response	\$3,461,575	\$2,500,000	\$700,000	\$261,575	Business Assistance Grant Program through REP in development. Implementation of Child Care Taskforce recommendations
Food, Schools, Housing & Human Services Response	3,356,575	\$2,500,000	\$700,000	\$156,575	Food Security, Digital Infrastructure, Housing Security, Human Services
Essential Government Services	\$4,091,270	\$2,000,000	\$1,303,300	\$787,970	County/City Operations Impacted, Courtroom Technology, etc.
Reserves/ Unallocated	\$391,500	\$391,500			
Total	\$16,300,920	\$12,391,500	\$2,703,300	\$1,206,120	

*The Small Cities will be utilizing their allocated portion of CARES Act for Essential Government Services. This cost allocation agreement is for the Economic & Business Response and Food, Schools, Housing & Human Services Response, as outlined below. If additional dollars are available from the Small Cities dollars can be utilized as mutually agreed upon by the parties.

	SMALL CITIES CONTRIBUTIONS*					
COVID-19 Response Program	Ferndale	Lynden	Blaine	Nooksack	Everson	Sumas
Economic & Business Response	\$100,000	\$100,000	\$10,000	\$48,150	\$55,000	\$10,000
Food, Schools, Housing & Human Services Response	\$45,000	\$50,000				
Total	\$145,000	\$150,000	\$10,000	\$48,150	\$55,000	\$10,000

*Blaine, Nooksack, Everson and Sumas have all committed contributions and are still deciding how to prioritize those dollars. For the purposes of these charts, the allocations have been split between Economic Response (\$61,575) and Food, Schools, Housing & Human Services (\$61,575).

Specific Program Areas with Coordination between Whatcom County and the Cities:

Business & Economic Recovery - Whatcom Restart				
	Whatcom County	Bellingham	Small Cities	Total
City Center & Fairhaven Business Grants		\$500,000		\$500,000
Countywide Business Grants	\$2,000,000		\$261,575	\$2,261,575
Child Care Grants	\$500,000*	\$200,000		\$700,000
				\$3,461,575

*County may need to increase Child Care contribution to \$600,000 from \$500,000 based on need and reduction in Small Cities contribution.

- A Business Assistance Team, that includes small city representation, has been established by Mayor Fleetwood to advise on a grant program which will be made available to businesses throughout Whatcom County.
- Criteria, eligibility and application materials have been drafted and will guide the overall implementation of the program.
- The county-wide allocation will be calculated based on number of employees per jurisdiction.
- Bellingham will allocate additional funding to the City Center and Fairhaven business districts.
- The County allocation will be for businesses in unincorporated Whatcom County, City Centers and small cities
- The Regional Economic Partnership will oversee the application process with input from local jurisdictions.
- \$15,000 maximum grant amount– simple reimbursement process based on expenses.
- Criteria weighted to need, adaptation, likelihood of success.

Childcare will be a separate funding process. The Childcare Recovery Taskforce, led by the Opportunity Council’s Childcare and Early Learning Department, will provide advice on the allocation of the Childcare dollars. Staff is expecting to receive recommendations in the next week or two.

Food, Schools, Housing & Human Services Recovery – A Healthy Whatcom			
	Whatcom County	Bellingham	Small Cities
Food Security	\$400,000	\$200,000	\$156,575*
Housing Security	\$700,000		
Behavioral Health	\$350,000		

Homeless	\$550,000	\$500,000	
Digital Infrastructure (Schools)	\$500,000		
Total	\$2,500,000	\$700,000	\$156,575

*Small cities allocation for Food, School, Housing and Human Services will be used from where there is the most need and decided in consultation with the Small Cities.

- Food delivery to residents, including senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
 - Developing program with the Whatcom County Food Security Network – waiting on guidance.
- Housing security to ensure residents, including senior citizens and other vulnerable populations, to mitigate COVID-19 effects on stable housing and to enable compliance with COVID-19 public health precautions.
 - Rent/Mortgage Payments to 80% AMI, Agency Staffing Costs to distribute assistance, Motel Stays
 - Compliance with COVID-19 public health precautions
- Care for behavioral health homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.
 - Lighthouse Mission COVID-19 relocation, PPE, sanitation and Janitorial support for housing program
 - Technology for telehealth, Behavioral Health support in housing and residential treatment facilities
- Facilitate distance learning, including technological improvements tied to school closings.

Public Health Emergency Response - A Safe Whatcom

- Payroll expenses for public safety, public health, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID19 public health emergency.
- Expenses associated with Isolation and Quarantine Facilities.
- Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for public health or safety workers in connection with the COVID-19 public health emergency.
- Costs of providing COVID-19 testing, including serological testing.
- Cost for Telemedicine capabilities.

Essential Government Services

- Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund’s eligibility criteria.
- County and City operations, Courtroom improvements, telework technology, etc.

Reserves/Unallocated

- Additional priorities that may arise to respond to the COVID-19 public health emergency

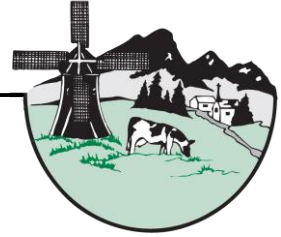
CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	August 3, 2020	
Name of Agenda Item:		
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:	Parks Committee July 20, 2020 Draft Minutes	
Summary Statement:	See next page	
Recommended Action:	For Council Review	

CITY OF LYNDEN



PARKS DEPARTMENT
Vern Meenderinck, Parks Director
(360) 354 - 6717

PARKS AND REC. DISTRICT COMBINATION COMMITTEE MINUTES July 20, 2020

1. **ROLL CALL:**

Members Present: Mayor Scott Korthuis; Councilors, Ron DeValois, Nick Laninga and Mark Wohlrab

Rec. District Commissioners Present: Ron Van Soest, Rick Lair, and Bob Johnson

Staff Present: City Administrator Mike Martin; Parks Director Vern Meenderinck; and Park Admin. Assist. Nancy Norris

Guest Present: Kevin Rus, Rick Stump

2. **ACTION ITEMS:**

A. **Approval of Parks Committee Minutes- June 15, 2020**

De Valois motioned to approve the minutes, and Wohlrab seconded the motion, Laninga concurred.

Action: The Parks Committee Minutes from June 15, 2020 were approved.

B. **Decide on possible names for new sections of trails**

With the extension and development of the Jim Kaemingk Sr Trail. Parks Committee was asked if the whole trail system should bear the same name or have different sections of the trail be named differently?

Action: Parks Committee would like to table this action item to the next meeting

C. **Benson Barn report and proposal- direction forward?**

Parks Committee and Rec. District Commissioners reviewed the three (3) sets of plans for the barn and the cost associated with each plan. The consensus leaned in favor of Plan 3. Plan 3 would keep the integrity of the Barn.

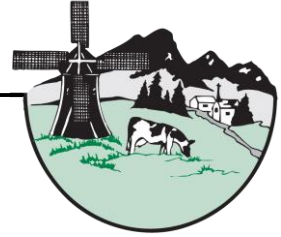
Action: Both Committees asked if Tim Faber could attend the August 17, 2020 Parks Committee meet to work on more details with the structure of the Barn.

D. **Draft Parks Master Plan**

Vern asked the Committees to review the Master Plan and return with comments back by the August meeting. The impact fees have not been figured in yet. The adoption of the Plan needs to be completed by Dec. 31, 2020.

Action: Review Draft copy and return with comments before the August 17, 2020 Parks Committee meeting.

CITY OF LYNDEN



PARKS DEPARTMENT

Vern Meenderinck, Parks Director
(360) 354 - 6717

3. INFORMATION ITEMS:

A. **Rec. District updates, discussion of future plans/projects etc.**

The Rec. District is pleased to see the fruition of the bond with the planning and development of future Parks and Trails. They praised the Rotary Sports Park Development and now the Volunteer Pump Track development two great recreation opportunities for the community.

Action: Rec. District will attend the August Parks Committee meeting August 17, 2020

B. **Berthusen Restroom report on progress- permit status**

There will be a Public hearing on shorelines permit- July 29, 2020

C. **Pump track plans-**

Pump Track volunteer coordinators Kevin Rus and Rick Stumph shared with the committees, the project timeline and temporary dirt track, while funds are being raised for the approved asphalt track.

The dirt track was created July 16-20, 2020 and should be ready to use by the first of August. More packing needs to be done and sod laid on the edges to help from it eroding. Donations of equipment and man hours were given to create the dirt track. Approximately \$6000 will be needed, for a small storage shed, \$3,000 for the sod, and \$50,000 for the future (next 2years is the goal) for the asphalt track. A Boy Scout will be putting up a fence, shelter for shade, park rules and benches as a project to achieve his Eagle Scout Badge/Status.

Action: The Rec. District donated \$3,000 for the Sod.

Action: The Parks Committee approved to allow a small shed like structure to store track maintenance tools to be placed in the vicinity of the pump track, for volunteers to maintain the track.

D. **Basketball Courts Noise Complaints**

There have been some unruly users on the new basketball courts and complaints by others park users. Lynden PD has made an effort to make a presence occasionally in hopes this will deter the unwanted atmosphere.

E. **Art wall Progress**

Crux Concrete is moving forward with creating an art wall, they are engineering a design for approval. Vern and Mark will meet to discuss the location.

4. ITEMS ADDED:

A. **Dickenson Park Lot Line Adjustment**

There will be a meeting July 22, 2020 to discuss the lot line adjustment and to review the trail development.

Adjourned 6:05pm.

NEXT MEETING DATES

Joint Parks Committee and Rec. District: August 17, 2020

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	August 3, 2020	
Name of Agenda Item:	Public Works Committee Meeting Minutes July 8, 2020	
Section of Agenda:	Approval of Minutes	
Department:	Public Works	
Council Committee Review:	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input checked="" 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:	July 8, 2020 Draft Public Works Committee Meeting Minutes	
Summary Statement:	Draft minutes for the July 8, 2020 Public Works Committee meeting.	
Recommended Action:	For Review	



PUBLIC WORKS COMMITTEE MINUTES

4:15 PM July 8, 2020
Microsoft Teams Virtual Meeting
City Hall 1st Floor Large Conference Room

1. ROLL CALL

Members Present: Mayor Scott Korthuis; Councilors Gary Bode, Ron De Valois and Jerry Kuiken

Members Absent: None

Staff Present: Public Works Director Steve Banham, Programs Manager Mark Sandal, Sr. Admin. Assistant Miriam Kentner

Public Present: Gary Vis, Jason Jansen, Alan Hartgraves

2. ACTION ITEMS

A. **Approve Minutes from May 6, 2020**

De Valois motioned to approve the minutes and Bode seconded the motion.

Action

The minutes from May 6, 2020 were approved.

B. **Approve Minutes from June 10, 2020**

De Valois motioned to approve the minutes and Bode seconded the motion.

Action

The minutes from June 10, 2020 were approved.

C. **Request for ADA Parking Stall at 302 Front Street [Meraki Salon & Shop]**

Recently the City received a request from Meraki Salon & Shop for an additional ADA parking stall near 302 Front Street as many of their clients require mobility aids. Currently, the closest ADA parking stall is on the opposite end of the block near the downtown restrooms.

Action

The Public Works Committee concurred to recommend supporting the installation of an additional ADA parking stall near 302 Front Street.

D. **IceWorx Vending Machine Placed Downtown**

Bode introduced Jason Jansen and Alan Hartgraves of IceWorx Vending Machines. Jansen has expressed interest in locating one of his company's ice and water vending machines downtown near the 7th Street parking lot. Bode stated he researched whether

this would be setting a precedent as they would be locating a private vending machine on City property. He noted that Walton Beverage has had a vending machine at Berthusen Park for many years. Additionally, the concessions at Bender Field are private entities operating on City property. Therefore, he stated this would not be setting a precedent.

Bode inquired about a rental fee for the utilization of City property by IceWorx. He suggested the rent be a fixed percentage of sales, rather than a set monthly price, as the demand will likely fluctuate depending on the season.

Jansen encouraged the Committee to look at the existing Iceworx ice machine located at Bolton Tire Service at 8165 Guide Meridian. This will give the Committee an idea of the machine size. Jansen stated he would need water service and electricity.

Vis encouraged the Committee to support the proposal as it could be a great traffic-generating addition to the downtown area.

The Public Works Committee concurred to review with staff the details of the proposal and of the proposed placement of the machine and will bring suggestions back to a future Public Works Committee meeting for discussion.

E. Benson Road Pedestrian Improvements

Banham stated the Benson Road Pedestrian Improvements project bid opening is scheduled for July 16, 2020. He noted that there is a request for a City-controlled dollar limit for this project. Staff has observed that the existing sidewalk south of the proposed project area but north of Isom Elementary School is in disrepair. To add this section of sidewalk to the project as an alternative bid item, the City must establish a fixed dollar limit for this project. If the low bid and the additive bid item are both below bid, they will both be included in the project. The Committee reviewed the engineer’s estimate for the project and the alternate bid process.

Action

The Public Works Committee concurred to recommend setting a budget control dollar amount of \$280,000 for this project. Additionally, the Public Works Committee concurred to recommend forwarding the award for the Benson Road Pedestrian Improvements project directly to the July 20, 2020 City Council meeting for award after first sending the certified bid tabulation to the Public Works Committee for review.

3. INFORMATION ITEMS

A. Initiative to Install a Hearing Examiner Process

Korthuis invited the Committee to attend the Community Development Committee meeting on Wednesday, July 22 at 4:00 pm as City Attorney Bob Carmichael will be presenting information on the Hearing Examiner process. He added that all Council members have been invited to this meeting.

Banham noted that the enclosed memo includes only the Public Works Department’s actions that have been proposed to use this process, and the Director’s recommendations.

B. COVID-19 Wastewater Testing to Start July 6th

Banham stated that the initial samples of wastewater have been collected for testing and the City is waiting for the first round of results.

C. Building Official Position Transferred to Planning Department

Banham stated that Building Official position has been transferred to the Planning Department. De Valois asked the reason for the change. Banham stated that most municipalities have the Building Official and Permit Technician positions in their Planning Department. Through COVID, staff noticed increased interaction between the Planning Department and Building staff and recognized potential efficiencies to be achieved in administering private development. As there is also a new permitting module in the financial software, the timing made sense to shift the positions at this time.

D. PROJECT – 7th Street Extension Ribbon Cutting Scheduled for July 23rd

Banham stated that the 7th Street ribbon cutting is scheduled for July 23rd. Two State Representatives and the Executive Director of the Transportation Improvement Board are planning to attend the event. Banham added that custom “City of Lynden” masks and hand sanitizers will be provided to attendees.

E. PROJECT – 17th Street Extension Construction to Start July 6th

Sandal stated this project is in progress as planned. Banham presented plans for an alternate crosswalk location which will encourage traffic calming and encourage students coming from Fisher Elementary School to take the crosswalk now that this will be a thru-street.

F. PROJECT – Industrial Condensate – Riverview to Outfall

Banham stated that adjacent property owners were not amenable to selling the necessary easements to the City to use their property for this project, so staff asked the designer to consider alternatives that could be done within existing right-of-way. Auger drilling was researched and discussed with Whatcom County and appears to have support. The work is in County right-of-way, so they have permit authority. Some additional soil testing is scheduled. Banham noted that this change will avoid right-of-way acquisition but require the City’s mitigation plan to be changed: some acquired property would have been used for shoreline impact mitigation. Staff is requesting from the Army Corps of Engineers that the mitigation area be adjacent to the Wastewater Treatment Plant’s current mitigation area.

G. PROJECT – Foxtail Street Gap Elimination – Utility Latecomer - Haak

Staff is moving forward with the design of Foxtail Street so that it can be constructed in 2021. The adjacent undeveloped property owned by Larry Haak is expected to be developed, and water and sewer utilities should be installed when building the street. Banham asked the Committee to consider how much Haak should be required to pay for new utility connections for the Foxtail Street project as the extension of utilities is normally the property owner/developer responsibility. Korthuis stated since Mr. Haak is not paying for the road extension, and the City does not want utilities installed after roadway construction, the cost of installing the utilities should be collected at the time of application for the connection.

Banham stated that Haak has been notified that he will be responsible for any utility connections associated with this project and costs to install the pipe. Korthuis encouraged a latecomer’s agreement for future development on this property.

H. PROJECT – Pepin Creek

1. Bridge

Banham stated the Main Street Bridge design is in process using Commerce Grant funds.

2. Department of Ecology Meeting – Grant Funding and Pepin Lite Proposal

Banham stated that staff recently met with the Department of Ecology to explain the Pepin Lite strategy. Ecology was supportive of the project. Ecology funds will be used for the design of this project.

3. Utilities

Banham stated that Reichhardt & Ebe Engineering is in the process of developing a scope and budget for surveying the utilities in the Pepin Lite project area.

I. PROJECT – 3MG Reservoir Recoat Completed

Banham stated that this project is complete.

J. WSDOT Culverts Project Update

Banham stated that WSDOT will be replacing the culverts at the Depot and Bender Road roundabouts in 2021. In 2022 the culverts at Double Ditch and Badger Road on Guide Meridian will be replaced.

K. Signal Improvements Completed in City Limits at 17th & Front and 1st & Front

Sandal stated that the signal modifications at 17th and Front and 1st and Front streets are working as expected. The Committee expressed appreciation for these improvements.

4. ITEMS ADDED

A. PROJECT – West Front Street Reconstruction

Korthuis asked to discuss this project and City right-of-way acquisition. Banham stated that staff has been in communication with Juan Baldovinos regarding acquiring right-of-way. Baldovinos is in receipt of an offer from the City that takes into consideration the proximity of the house to the proposed right-of-way. The offer will be presented to City Council for review and approval once there is a tentative understanding. Staff is working to secure right-of-way to make this important commercial street project “shovel ready” for future federal funding.

B. PROJECT – Kaemingk Trail Extension – 17th Street to Dickinson Park

Banham stated that City is working to finalize the conservation area in Dickinson Park to receive reimbursement from the Department of Ecology for the property purchase.

C. Lynden Municipal Airport PAPI Light Replacement

Banham stated that the City is soliciting Small Works bids for the PAPI light replacement at the Airport. The cost of these repairs will be paid for by the aircraft’s insurance company.

The meeting was adjourned at 5:48 p.m.

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	August 3, 2020	
Name of Agenda Item:	Calendar	
Section of Agenda:	Other Business	
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 type="checkbox"/> Other: N/A
	Legal Review: <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required	
Attachments:	Outlook Calendar	
Summary Statement:	See next page.	
Recommended Action:	None	

July 20, 2020
Monday

8:00 AM - 12:00 AM CPT Ed -- Police Training Room

4:00 PM - 5:00 PM Parks Committee Meeting -- City Hall 1st Floor Large Conference Room

July 21, 2020
Tuesday

All Day CPT Ed -- Police Training Room
Please See Above

8:00 AM - 5:00 PM

July 22, 2020
Wednesday

All Day CPT Ed -- Police Training Room
Please See Above

All Day Court -- Annex Council Chamber; Annex East Training Room; Annex South East Conference Room; Annex North East Conference Room

8:00 AM - 5:00 PM

9:00 AM - 10:00 AM Check-In Mark/Mike -- Mike's Office

4:00 PM - 6:00 PM CDC Mtg & Special Planning Commission Mtg -- Virtual Mtg

July 23, 2020
Thursday

All Day CPT Ed -- Police Training Room
Please See Above

8:00 AM - 12:00 AM Copy: 2020 Census Training Space Request -- Annex Council Chamber; Annex East Training Room; Annex North East Conference Room; Annex South East Conference Room
Laura: The meeting is back on!..... Police will be doing their training at another location.

So...same as before:

The city's Annex building is available Thursday, July 23 through Saturday,

July 25, 2020. There is no availability for the other dates. Your acceptance of this calendar event will reserve the city's Annex building for the dates of July 23-25th.

- Keys to the Annex can be pick up from staff in the administration office located at City Hall (300 4th Street, Lynden).
- City Hall is open at 8 a.m. and closes at 5:00 p.m. Monday through Friday. **Please make arrangements to return the keys on Monday, July 27 at 8:00 a.m. to someone in the administration office at city hall.**
- The Annex address is 205 4th Street, Lynden.
- Chairs, tables, microphones must be placed in the same configuration when you leave as they were when you arrived.
- Guest WiFi: Guest@CityOfLynden (case sensitive)
- If there is an abundance of trash - cups, take-out boxes and such, please bag your garbage and take it with you.

Please reach out with any questions or concerns and to schedule a time for your team member to verify the space.

Thank you.

Pamela (Pam) D. Brown, MMC, CPRO | City Clerk

City of Lynden

300 4th Street, Lynden, WA 98264

Direct: (360) 255-7085 | Email: brownpa@lyndenwa.org

Our Vision: Cultivating Exceptional Service for Our Extraordinary Community

We Value: Communication – Teamwork – Community – Excellence – Integrity

July 24, 2020

Friday

12:00 AM - 5:00 PM

CPT Ed -- Police Training Room

Please See Above

All Day

Copy: 2020 Census Training Space Request -- Annex Council Chamber; Annex East Training Room; Annex North East Conference Room; Annex South East Conference Room

Please See Above

8:00 AM - 5:00 PM

10:00 AM - 11:00 AM

Check-In Steve/Mike -- Mike's Office

11:00 AM - 12:00 PM

CheckIn Heidi/Mike -- Mike's Office

July 25, 2020

Saturday

12:00 AM - 8:00 PM

Copy: 2020 Census Training Space Request -- Annex Council Chamber; Annex East Training Room; Annex North East Conference Room; Annex South East Conference Room

Please See Above

July 27, 2020

Monday

9:00 AM - 10:00 AM

Mike/Vern 1/1 -- Mike's Office

July 28, 2020

Tuesday

8:30 AM - 9:30 AM

Leadership Team Meeting -- Annex Council Chamber

Meeting will be at Annex until further notice.