

# CITY OF LYNDEN



Mayor  
Scott Korthuis

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

Online (Microsoft Teams) City Council Meeting  
City Hall - 300 Fourth Street  
February 07, 2022

Members of the public may choose to join the city council meeting telephonically by dialing 1-253- 948-9362 and entering Conference ID **636 461 370#** . It is necessary to enter the # symbol.

Those wishing to join via computer can do so by using the Microsoft Teams meeting link provided on the city's webpage calendar event.

Members of the public wanting to comment on any item *not on the agenda* are encouraged to contact the City Clerk at 360-255-7085. You will be asked to provide your name, address and a brief description of your comment for the council file.

Members of the public wanting to comment on any item *included in the public hearing section of the agenda* are also encouraged to contact the City Clerk prior to the meeting. The audience will be provided an opportunity to comment on each of the public hearing items. You will be asked to provide your name and address for the council record.

The time limit to speak is 3 minutes.

## **Call to Order**

**Pledge of Allegiance -None**

## **Roll Call**

**Oath of Office - None**

## **Approval of Minutes**

**1.** Draft Council Minutes-1-18-2022

## **Items from the Audience**

***Scheduled-None***

**Consent Agenda**

- [2.](#) Reappointment of Committee Members
- [3.](#) Appointment of Joel VanderHoek to Berthusen Park Advisory Committee
- [4.](#) Ordinance No. 1643 – Setting the Final Property Tax for 2022
- [5.](#) Ordinance No. 1644 Complete Streets Policy

**Public Hearing - None****Unfinished Business - None****New Business - None****Other Business**

- [6.](#) Draft Parks Committee Minutes January 18, 2022,
- [7.](#) Draft Public Works Committee Minutes January 12, 2022
- [8.](#) Calendar

**Executive Session****Adjournment**

# CITY OF LYNDEN

## EXECUTIVE SUMMARY



<b>Meeting Date:</b>	February 7, 2022	
<b>Name of Agenda Item:</b>	Draft Council Minutes- Regular Meeting	
<b>Section of Agenda:</b>	Approval of Minutes	
<b>Department:</b>	Administration	
<b>Council Committee Review:</b>	<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	<b>Legal Review:</b> <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required
<b>Attachments:</b>	Draft Council Minutes- Regular Meeting	
<b>Summary Statement:</b>	Draft Council Minutes- Regular Meeting	
<b>Recommended Action:</b>	For Council review.	

# CITY OF LYNDEN

## CITY COUNCIL MINUTES OF REGULAR MEETING



January 18, 2022

### 1. CALL TO ORDER

Mayor Korthuis called to order the January 18, 2022, regular session of the Lynden City Council at 7:00 p.m., which was held online, via 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 Wohrab.

Members absent: None.

Staff present: Finance Director Anthony Burrows, Asst. Fire Chief Ryan Yoshimoto, Parks Director Vern Meenderinck, Parks Manager Brent DeRuyter, Planning Director Heidi Gudde, Police Chief Steve Taylor, Public Works Director Steve Banham, City Attorney Bob Carmichael, City Administrator John Williams, and City Clerk Pam Brown.

**OATH OF OFFICE- None**

### APPROVAL OF MINUTES

***Councilor Kuiken moved and Councilor Wohrab seconded to approve the January 3, 2022, regular council meeting minutes as presented. Motion approved on a 7-0 vote.***

### ITEMS FROM THE AUDIENCE

**Scheduled:**

**Councilor Strengholt introduced Amanda May, Director of Lynden's Pioneer Museum. Amanda formally served three years as trustee and treasurer of the museum board. Councilor Strengholt, as a trustee of the board, stated his excitement to have Amanda as director and believes her skillset will be well utilized.**

**Unscheduled: None**

# CITY OF LYNDEN

CITY COUNCIL  
MINUTES OF REGULAR MEETING



## 2. CONSENT AGENDA

**The Finance department is unable to provide payroll information at this time.**

### **Approval of Claims – December 31, 2021 (Print Date 1-19-2022)**

Manual Warrants No.	<u>23592</u>	through	<u>23593</u>		\$16,409.68
EFT Payment Pre-Pays					\$0.00
				Sub Total Pre-Pays	\$16,409.68
Voucher Warrants No.	<u>23737</u>	through	<u>23897</u>		\$1,132,284.47
EFT Payments					\$0.000
				Sub Total	\$1,132,284.47
				Total Accts. Payable	\$1,148,694.15

Agreement for legal services with Carmichael Clark P.S.  
Resolution No. 1045 – Adopting an Updated Whatcom County Natural Hazards Mitigation Plan

***Councilor Strengholt moved, and Councilor Kuiken seconded to approve the Consent Agenda. Motion approved on a 76-0 vote.***

***Mayor Korthuis read a Proclamation naming January 26, 2022 as Vern Meenderinck Day in honor of his 36 years of serving Lynden's community and municipality. Council also took this opportunity to thank Vern Meenderinck for his years of service.***

***Gary Vis, Chamber Director expressed gratitude to Vern for keeping the parks open these past two years, it meant a great deal to this community.***

## 3. PUBLIC HEARING - None

## 4. UNFINISHED BUSINESS- None

## 5. NEW BUSINESS - None

# CITY OF LYNDEN

## CITY COUNCIL MINUTES OF REGULAR MEETING



### 6. OTHER BUSINESS

Councilor Kuiken reporting for the Finance Committee:

- Review of overtime for all departments.
- 2021 overtime hours for PD was 532 hours which amounts to approximately \$282,000 of overtime pay. 2021 overtime hours for FD was 359 hours which amounts to approximately \$210,000 in overtime pay. Many of the hours were due to shift coverage and holiday pay.
- Sales tax revenue remains strong.
- City has re-started the shut off process with delinquent water accounts.
- Review of possibly adding email and text notification of billing statements.
- Washington state's moratorium on shut offs ended in September. The city extended the shut-off grace period through the end of 2021.

Councilor De Valois reporting for the Parks Committee:

- Harlan Kredit attended the meeting and officially closed the financial portion of the Glenning Park project. Planning for the park is continuing.
- Recommendation to re-new Larry McPhail and Karen Steensma's appointments to the Berthusen Park committee. There was some discussion about possibly disbanding the Park and Trail committee.
- The Benson Park master plan on hold while discussing street placement in the park design.
- Dickinson Park has a new trail to which allows users to not walk as close to the house located in that park.
- The open Park's Maintenance Supervisor position is open and there seems to be a great deal of interest in the position.

### 7. EXECUTIVE SESSION - None

### 8. ADJOURNMENT

The January 18, 2022, regular session of the Lynden City Council adjourned at 7:22 p.m.

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Pamela D. Brown, MMC  
City Clerk

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Scott Korthuis  
Mayor

# CITY OF LYNDEN

## EXECUTIVE SUMMARY



<b>Meeting Date:</b>	February 7, 2022	
<b>Name of Agenda Item:</b>	Reappointment of Committee Members	
<b>Section of Agenda:</b>	Consent	
<b>Department:</b>	Parks	
<b>Council Committee Review:</b>	<b>Legal Review:</b>	
<input type="checkbox"/> Community Development <input type="checkbox"/> Public Safety <input type="checkbox"/> Finance <input type="checkbox"/> Public Works <input checked="" type="checkbox"/> Parks <input type="checkbox"/> Other: _____	<input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required	
<b>Attachments:</b>		
None		
<b>Summary Statement:</b>		
<p>Two members of the Berthusen Park Advisory Committee have completed their terms on the committee at the end of 2021. Karen Steensma and Larry McPhail have both agreed to serve an additional term on the committee. Their 3-year terms would be from January 1, 2022 to December 31, 2024.</p>		
<b>Recommended Action:</b>		
<p>Motion to approve the Mayor's reappointment of Karen Steensma and Larry McPhail to additional 3-year terms on the Berthusen Park Advisory Committee. Terms expire on December 31, 2024.</p>		

# CITY OF LYNDEN

## EXECUTIVE SUMMARY



<b>Meeting Date:</b>	February 7, 2022	
<b>Name of Agenda Item:</b>	Appointment of Committee Member	
<b>Section of Agenda:</b>	Consent	
<b>Department:</b>	Parks	
<b>Council Committee Review:</b>	<b>Legal Review:</b>	
<input type="checkbox"/> Community Development <input type="checkbox"/> Public Safety <input type="checkbox"/> Finance <input type="checkbox"/> Public Works <input checked="" type="checkbox"/> Parks <input type="checkbox"/> Other: _____	<input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required	
<b>Attachments:</b>		
None		
<b>Summary Statement:</b>		
<p>The Berthusen Park Advisory Committee discussed possible candidates to fill the vacancy left by Mr. Terry De Valois and unanimously voted to submit Joel VanderHoek for council approval. His 3-year term would be from January 1, 2022 to December 31, 2024.</p>		
<b>Recommended Action:</b>		
Motion for council approval of Joel VanderHoek to the Berthusen Park Advisory Committee.		



# CITY OF LYNDEN

## EXECUTIVE SUMMARY



<b>Meeting Date:</b>	February 7, 2022	
<b>Name of Agenda Item:</b>	Ordinance No. 1643 – Setting the Final Property Tax for 2022	
<b>Section of Agenda:</b>	Consent	
<b>Department:</b>	Finance	
<b>Council Committee Review:</b>	<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: _____
	<b>Legal Review:</b> <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required	
<b>Attachments:</b>	Ordinance No. 1643 – Real Estate Property Tax Levy 2022	
<b>Summary Statement:</b>	<p>The City of Lynden is required by State regulations to adopt a 2022 property tax levy. On November 16, 2021 the City Council approved Ordinance No. 1618 which was passed relying on the preliminary figures for the assessed valuation of the City's tax base, as provided by the Whatcom County Assessor's Office at that time.</p> <p>The original executive summary presented to Council on November 15, 2021 indicated that an ordinance setting the exact final levy would be forwarded to the Finance Committee and City Council for consideration when the County Assessor's Office provided the final assessed valuation for 2021. The County Assessor's office has provided the final numbers at this time. For Council information, the final calculations result in a total dollar levy amount of \$3,637,386. Per Council's direction this amount incorporated a 1.0% increase in the regular property tax, as allowed per the Revised Code of Washington. This total dollar levy reflects a mil rate of \$1.41903 per \$1,000 of assessed valuation. This is a decrease of approximately 15 cents from the 2021 rate.</p>	
<b>Recommended Action:</b>	Approve Ordinance No. 1643 and authorize the Mayor's signature.	

ORDINANCE NO. 1643

AN ORDINANCE FOR THE CITY OF LYNDEN, WASHINGTON  
LEVYING TAXES FOR GENERAL MUNICIPAL PURPOSES FOR  
TAXES COLLECTIBLE AND PAYABLE IN 2022  
IN THE CITY OF LYNDEN, WASHINGTON

The City Council of the City of Lynden does ordain as follows:

Section A. The City of Lynden hereby levies, for 2022 taxes, for the purpose of meeting the expenditures of the City of Lynden, Washington, for the year 2022, the following specific sums:

CURRENT EXPENSE FUND	\$3,026,336
BERTHUSEN PARK	\$65,000
2012 LTGO REFUNDING BOND DEBT	<u>\$546,050</u>
TOTAL	\$3,637,386

Section B. In order to raise said specific sums, there is needed a levy of \$1.419037 per thousand dollars of assessed valuation of the property in the City of Lynden as shown by the assessment roll for the year 2021.

Section C. Any ordinance or parts of ordinances in conflict herewith are hereby amended.

Section D. This ordinance amends Ordinance No. 1571 and shall take effect and be in force from and after its passage by the City Council and after its approval by the Mayor, if approved, otherwise, as provided by law and five (5) days after the date of its publication.

PASSED BY THE CITY COUNCIL BY AN AFFIRMATIVE VOTE, \_\_\_\_\_ IN FAVOR,  
\_\_\_\_\_ AGAINST AND SIGNED BY THE MAYOR THIS \_\_\_\_\_ DAY OF FEBRUARY 2022.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

# CITY OF LYNDEN

EXECUTIVE SUMMARY – City Council



<b>Meeting Date:</b>	February 7, 2022	
<b>Name of Agenda Item:</b>	Ordinance No. 1644 Complete Streets Policy	
<b>Section of Agenda:</b>	Consent	
<b>Department:</b>	Public Works	
<b>Council Committee Review:</b>	<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: _____
	<b>Legal Review:</b>	
	<input checked="" type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input type="checkbox"/> Review Not Required	
<b>Attachments:</b>		
Ordinance No. 1644 Complete Streets Policy		
<b>Summary Statement:</b>		
<p>The Lynden Comprehensive Plan states that the City will “encourage the enhancement of the non-motorized network by implementing programs and policies that support and encourage the development of transportation facilities for all users.” Ordinance No. 1644 Complete Streets Policy adopts this into the Lynden Municipal Code. The term “Complete Streets” describes a comprehensive, integrated transportation network that allows safe and convenient travel for all users, including pedestrians, bicyclists, motor vehicles, transit users, emergency service providers and freight, and people of all ages and abilities. The policy encourages active living and reduces traffic congestion and fossil fuel use by providing safe, convenient, and comfortable routes for walking, bicycling and public transportation. If adopted, the Complete Streets Policy will improve the City’s eligibility for certain state and federal grant and low interest loan programs that could be used to improve City streets.</p> <p>The Public Works Committee reviewed this Ordinance at their meeting on January 12, 2022, and concurred to recommend approval by City Council.</p>		
<b>Recommended Action:</b>		
That City Council approve Ordinance No. 1644 Complete Streets Policy and authorize the Mayor’s signature on the Ordinance.		

**ORDINANCE 1644**

**AN ORDINANCE OF THE CITY OF LYNDEN, ADDING CHAPTER 12.03, COMPLETE STREETS POLICY, TO TITLE 12, STREETS AND SIDEWALKS, OF THE LYNDEN MUNICIPAL CODE**

**WHEREAS**, the term "Complete Streets" describes a comprehensive, integrated transportation network with infrastructure and design that allows safe and convenient travel for all users, including pedestrians, bicyclists, motor vehicle drivers, transit users, emergency service providers and freight, and people of all ages and abilities, including children, youth, families, older adults, and individuals with disabilities; and

**WHEREAS**, more than 110,000 pedestrians and bicyclists are injured annually on roads in the United States with children and older adults at greatest risk and disproportionately affected; and

**WHEREAS** the occurrence and severity of pedestrian and bicyclist injuries could readily be decreased by implementing Complete Streets practices; and

**WHEREAS**, the one-third of Americans that do not drive, disproportionately represented by older adults, low-income people, people with disabilities, and children would greatly benefit from the equitable distribution of safe, alternative means of travel that will result from Complete Streets practices; and

**WHEREAS**, the City of Lynden wants to create convenient, enjoyable connections to promote tourism and create economic development opportunities for the long-term benefit of the community; and

**WHEREAS**, it is Lynden’s stated desire for safe streets to improve walkability and bike-ability while connecting the neighborhoods of Lynden with key destinations; and

**WHEREAS**, The Lynden Comprehensive Plan Appendix A: The Transportation Element, adopted by City Council on February 6, 2017, includes Goal 4 which states that the City will “encourage the enhancement of the non-motorized network by implementing programs and policies that enforce the development of facilities for all users”; and

**WHEREAS**, the Lynden City Council intends to promote and improve the safety of city streets, enhance the quality of life of residents, encourage active living, and reduce traffic congestion and fossil fuel use by providing safe, convenient, and comfortable routes for walking, bicycling, and public transportation.

**NOW, THEREFORE**, The City Council of the City of Lynden does ordain as follows:

**Section 1.** Title 12, Streets and Sidewalks, of the Lynden Municipal Code is hereby amended to include a new Chapter 12.03, Complete Streets Policy, which reads as follows:

**12.03 - Complete Streets Policy.**

**12.03.010 Purpose:**

The City of Lynden shall, to the maximum extent practical, scope, plan, design, construct, operate and maintain appropriate facilities for the safe accommodation of pedestrians, bicyclists, transit users, motorists, emergency responders, freight and users of all ages and abilities in all new construction, retrofit or reconstruction projects. Through ongoing operations and maintenance, the City shall identify cost-effective opportunities to include Complete Streets practices.

**12.03.020 Exceptions.**

Facilities for pedestrians, bicyclists, transit users and/or people of all abilities are not required to be provided when:

- A. A documented absence of current or future need exists;
- B. Non-motorized uses are prohibited by law;
- C. Routine maintenance of the transportation network is performed that does not change the roadway geometry or operations, such as mowing, sweeping and spot repair;
- D. The cost would be disproportionate to the current need or probable future uses; or
- E. In instances where a documented exception is granted by the Mayor.

**12.03.030 Complete Streets Infrastructure.**

- A. "Complete Streets Infrastructure" means design features that contribute to a safe, convenient, or comfortable travel experience for users, including but not limited to features such as: sidewalks; shared use paths; bicycle lanes; automobile lanes; paved shoulders; street trees and landscaping; planting strips; curbs; accessible curb ramps; bulb outs; crosswalks; refuge islands; pedestrian and traffic signals, including countdown and accessible signals; signage; street furniture; bicycle parking facilities; public transportation stops and facilities; transit priority signalization; traffic calming devices such as rotary circles, traffic bumps, and surface treatments such as paving blocks, textured asphalt, and concrete; narrow vehicle lanes; raised medians; and dedicated transit lanes.

- B. As feasible, the City shall incorporate "Complete Streets Infrastructure" into new and existing public and private streets to create a comprehensive, integrated, connected transportation network for the City that balances access, mobility, health and safety needs of pedestrians, bicyclists, transit users, motorists, emergency responders, freight and users of all ages and abilities, ensuring a fully connected, integrated network that provides transportation options.

**12.03.040 Goals to Foster Partnerships.**

It is a goal of the City of Lynden to foster partnerships with all Washington State transportation funding agencies including the Washington State Department of Transportation (WSDOT), Transportation Improvement Board (TIB), the Federal Highway Administration, Whatcom County, Lynden School District, private schools, citizens, businesses, interest groups, neighborhoods, and any funding agency to implement the Complete Streets ordinance.

**12.03.050 Best Practice Criteria.**

The Public Works Director shall modify, develop and adopt policies, design criteria, standards and guidelines based upon recognized best practices in street design, construction, and operations including but not limited to the latest editions of American Association of State Highway Transportation Officials (AASHTO), Institute of Transportation Engineers (ITE) and National Association of City Transportation Officials (NACTO) while reflecting the context and character of the surrounding built and natural environments and enhance the appearance of such.

**12.030.060 Performance Standards.**

The City of Lynden will produce an annual report, prepared by the Public Works Department, that evaluates progress and identifies opportunities for improvement of the Complete Streets Ordinance. The annual report will include qualitative and quantitative data used as performance measurements, including miles of bicycle facilities, linear feet and descriptions of pedestrian improvements, public comments, number of ADA accommodations built, and number of exemptions from this policy approved. The annual report will be presented to the Public Works Committee for evaluation as part of the annual review of the Six-year Transportation Improvement Plan (STIP) and then shared with the City Council.

**Section 2.** Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

**Section 3.** This Ordinance shall be in force and effect five (5) days from and after its passage, approval and publication.

PASSED BY THE CITY COUNCIL OF THE CITY OF LYNDEN BY AN AFFIRMATIVE VOTE, \_\_\_\_\_ IN FAVOR \_\_\_\_\_ AGAINST AND SIGNED BY THE MAYOR THIS \_\_\_\_\_ DAY OF FEBRUARY 2022.

MAYOR

\_\_\_\_\_  
SCOTT KORTHUIS

ATTEST:

\_\_\_\_\_  
CITY CLERK Pamela D. Brown

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY Robert A. Carmichael

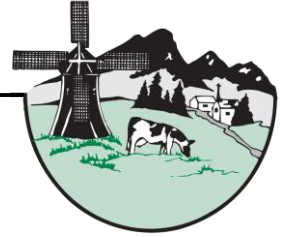
# CITY OF LYNDEN

## EXECUTIVE SUMMARY



<b>Meeting Date:</b>	February 7, 2022,	
<b>Name of Agenda Item:</b>	Draft Parks Committee Minutes January 18, 2022,	
<b>Section of Agenda:</b>	Other Business	
<b>Department:</b>	Parks	
<b>Council Committee Review:</b>	<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: _____
	<b>Legal Review:</b> <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input type="checkbox"/> Review Not Required	
<b>Attachments:</b>		
ES-Draft Parks Committee Minutes January 18, 2022		
<b>Summary Statement:</b>		
See Next page		
<b>Recommended Action:</b>		
For Council Review		





## PARKS COMMITTEE MINUTES

January 18, 2022

### 1. ROLL CALL:

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

**Staff Present:** City Administrator John Williams; Parks Director Vern Meenderinck, Park Maintenance Supervisor Brent DeRuyter; and Parks Admin. Assistant Nancy Norris

**Guest:** Harlan Kredit-Glenning St. Committee Chair

### 2. ACTION ITEMS:

#### A. **Approval of Parks Committee Minutes- December 20, 2021**

Laninga motioned to approve the December 20, 2021, minutes Wohlrab approved the motion.

**Action: *The Parks Committee Minutes from December 20, 2021, were approved.***

#### B. **Approve the Scope of work and cost for initial Glenning Park plan**

Parks Committee reviewed the Glenning Park Property Design concept and notes from Chuck Robinson and Chris Overdorf with Christensen Design Management.

Mr. Kredit gave an update on the funds collected for the development of this park and spoke on behalf of the Glenning Planning Committee and asked for a Council member or two to serve on the Planning Committee, both Wohlrab and DeValois expressed interest in serving on this committee.

**Action: *The Parks Committee approved the scope of work and initial cost for the Glenning Park Property Plan with Chuck Robinson and Christensen Design Management.***

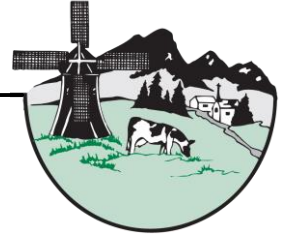
#### C. **Advisory committees**

Reappoint Larry & Karen to Berthusen committee (1 open position)

**Action: *Parks Committee recommended the mayor reappoint Larry McPhail and Karen Steensma to continue to serve on the Berthusen Park Advisory Committee.***

# CITY OF LYNDEN

PARKS DEPARTMENT



Discussion on whether to continue or disband the Park & Trail committee

**Action: Parks Committee suggested asking the current Park and Trail Advisory Committee members if they would like to continue this committee or disband.**

### 3. INFORMATION ITEMS:

#### A. Updates on Parks projects:

##### Glennig

Initial Park planning to start

##### Benson Park

Master Plan on hold as there is further discussion needed as to road placement and pump station.

**Action: Parks Committee is against the most recent proposal of a road splitting the park property.**

SHKS has begun their work on the barn plans. Wood testing took place Jan 12 & 13, 2022.

##### Dickinson

Have created a new trail west of the house to the lower grass area to bypass the house and carport.

to install the 8<sup>th</sup> street bridge to move it further from the house  
Preliminary plans with Reichart & Ebe for Jim Kaemingk Sr. trail development through the park.

##### Depot to 8<sup>th</sup> Trail

The Plan is to start on this section of trail this Summer 2022

#### B. Maintenance Supervisor position is being advertised publicly

This position was first advertised to City Employees, no applications were received. It will close on January 26, 2022.

### 4. ITEMS ADDED:

Meeting Adjourned 4:46pm.

**NEXT MEETING DATE**  
**Feb. 22 (Tuesday), 2022**

# CITY OF LYNDEN

EXECUTIVE SUMMARY – City Council



<b>Meeting Date:</b>	February 7, 2022	
<b>Name of Agenda Item:</b>	Public Works Committee Meeting Minutes January 12, 2022	
<b>Section of Agenda:</b>	Approval of Minutes	
<b>Department:</b>	Public Works	
<b>Council Committee Review:</b>	<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: _____
	<b>Legal Review:</b> <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required	
<b>Attachments:</b>	January 12, 2022 Draft Public Works Committee Meeting Minutes	
<b>Summary Statement:</b>	Draft minutes for the January 12, 2022 Public Works Committee meeting.	
<b>Recommended Action:</b>	For Review	



## PUBLIC WORKS COMMITTEE MINUTES

4:00 PM January 12, 2022  
Microsoft Teams Virtual Meeting  
City Hall 2<sup>nd</sup> Floor Large Conference Room

### 1. ROLL CALL

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

Staff Present: City Administrator John Williams; Public Works Director Steve Banham; Programs Manager Mark Sandal; Office Manager Heather Sytsma; Sr. Admin. Assistant Jessica King

Public Present: Gary Vis

### 2. ACTION ITEMS

#### A. **Approve Minutes from December 8, 2021**

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

**Action**

***The minutes from December 8, 2021, were approved.***

#### B. **Complete Streets Ordinance**

Banham explained that this ordinance is being implemented for future street construction and encourages the “enhancement of the non-motorized network” of transportation, namely that streets include sidewalks and bike lanes for non-motorized mobility whenever feasible. De Valois asked how the Complete Streets Ordinance applies to existing streets. Banham replied that if a street were to be reconstructed, this ordinance would apply.

Banham noted that ADA Transition Plans address adding and improving existing sidewalks where needed and as a result of public comment. The Complete Streets Ordinance applies to new construction.

Bode asked whether the implementation of this Ordinance means that residents can request upgrades to City streets. Banham stated that even without this Ordinance, residents can request upgrades to City streets. This Ordinance would only address how those City streets are built.

Sandal stated that staff will review the City’s Six Year Transportation Improvement Plan, looking at mobility access. This Ordinance helps improve the eligibility of the City for State and Federal bike and pedestrian funding.

**Action**

***The Public Works Committee concurred to support the adoption of Complete Streets Ordinance and recommended that staff present this to City Council in February for approval.***

**C. Main Street Bridge Girder Pre-Procurement**

Banham stated that pre-procurement of the bridge girders will not provide substantial advantage to the construction schedule since delivery, either way, is not until December or January, which is the wrong time of year for this construction. Therefore, staff is requesting to reverse the decision from the December 8, 2021, Public Works Committee meeting, and to have girders ordered by the contractor.

**Action**

***The Public Works Committee concurred to support staff’s decision to not pre-procure the girders, and to leave procurement responsibility to the contractor.***

**D. West Front Street Reconstruction**

Bid advertisement for the West Front Street project will occur in late January with bids due in February. Staff is working to resolve utilities to serve the adjoining lots and easements for stormwater.

Banham requested support to bring bids directly to City Council should bid results come in after the March Public Works Committee meeting.

The Committee also discussed damage to the West Front Street culvert. Repairs would not be associated with the West Front Street Reconstruction project, as the resources would come from a different funding source and require different permitting.

EDI funding to pay for this project. Staff is requesting Committee support to bring bids directly to City Council if bidding due date occurs prior to March Committee meeting.

**Action**

***The Public Works Committee concurred to recommend that award for bid be presented to City Council upon Committee review of the bid tabulation.***

**3. INFORMATION ITEMS**

**A. KOA Stormwater Pond Drainage**

The Committee discussed the estimate received from Eddie Martin to repair the KOA stormwater ponds. There was discussion regarding whether this will qualify for emergency FEMA Funding. Staff will research whether this can be added to the City’s damage assessment.

**B. Pepin Channel and Pine Street Culvert**

As Development progresses in the Pepin Subarea the already developed area north of Main Street including a culvert at Pine Street is going to be an important section of creek realignment. Developers are already discussing plans to complete Pepin infrastructure adjacent to their properties. In the interest of finding state and federal funding for this important link, staff is recommending a budget amendment for design and permitting. This could potentially receive potential mitigation funding resulting from the recent flooding and we would like to have this work more “shovel-ready”.

**Action**

***The Public Works Committee concurred to recommend that staff develop the budget request for approval by City Administration and the Mayor.***

**C. Revised Pepin Parkway Alignment**

The City is acquiring the property to extend Sunrise Drive on the west side of Benson Road. Banham has met with the Parks Board and received support for the revision that includes putting the road through the park, rather than the edge of the park.

Bode asked if there has been further discussion with the affected property owners. Banham stated he is meeting with them tomorrow.

Vis expressed concern about the proposed location of the roadway on the park property, noting that a road through the center of the event space will cause issues for pedestrians and traffic flow. He suggested moving the road to the north of property and across the street from Homestead Boulevard. Banham stated that the Parks master planning process is developing a plan of this area.

**D. Revised Signal at 19<sup>th</sup> and Front Street**

Banham stated that a left-hand turn signal is being installed at 19<sup>th</sup> and Front Street. The Committee was in support of this signal modification.

Korthuis noted that the left turn signal on First Street at Grover Street doesn't allow enough cars through during the hour after school. Banham stated that staff will ask City of Bellingham to look into this.

**E. Vinup-Bradley Roundabout Preliminary Concept**

Banham distributed diagrams for the proposed Vinup-Bradley Roundabout. The Committee discussed the design, noting that there will be property left over on the west side of Vinup Road. The Committee also discussed roundabouts and traffic flow. The Mayor and the City Administrator will be meeting with the school district superintendent to discuss this concept later this month.

**F. East Front Street Settlement Concerns**

Banham noted that a budget amendment may be needed in order to prioritize work on the East Front Street settlement issues. GeoEngineers recommended a Mechanically Stabilized Earth (MSE) wall and/or Spiral Nails. Bode asked about sheet piling as it could be a less expensive option. Banham stated he will inquire about this.

*[Note: Banham provided information from GeoEngineers after the meeting.]*

**G. Update on Sewer CIPP – 6<sup>th</sup> Street**

Banham stated that work is ongoing and much of the pipe has been cleaned. There are some minor leaks in the existing pipe which means that the Cured In Place Pipe (CIPP) installation will have to be completed when the groundwater is lower.

**H. Demolition of 1625 Main Street (Erdmann)**

Banham stated that staff solicited bids for demolition this week. The demolition will include the house and all outbuildings on the site, including foundations.

**I. WWTP Maintenance Building Location Alternatives**

Banham presented two site options for the proposed Wastewater Treatment Plant Maintenance Building, one at the old Water Plant site and the other near the Six Million Gallon Water Tank. He stated that the estimate for construction is \$3.5 million.

The Committee discussed each location and expressed concern about the cost of the facility. Banham stated that the architect provided his scoping estimate based on the current inflated construction market. The Committee expressed preference for the location by the water tank with the thought of preserving the land on the alley for future parking.

**NEW BUSINESS**

**1) American Rescue Plan Act of 2021 (ARPA)**

Williams shared that Lynden is likely to receive Whatcom County ARPA funds for the following projects:

- Northwest Washington Fairgrounds \$150,000
- Grover Street Pavement Preservation \$500,000
- South Park Street Water, Street and Sidewalk Improvements \$700,000

He added that other projects for which the City requested funding are being considered for other County funding programs:

- Community Center Facility Structural & Mechanical Repairs \$300,000
- Lynden Recreation Center Exterior Siding Replacement \$250,000
- Jim Kaemingk Sr. Trail Connector: Depot to 8<sup>th</sup> Street \$500,000

**2) Adopting an Updated Whatcom County Natural Hazards Mitigation Plan**

Williams stated that a Resolution will be presented to City Council to adopt the updated Whatcom County Natural Hazards Mitigation Plan. This plan must be updated every five years and reviewed by FEMA to remain eligible for federal funding for hazard mitigation projects.

**3) Potential January Flooding**

Korthuis stated that Emerson Road in Everson was sandbagged today as a preventative measure to alleviate flooding in Everson. This will keep more in the Nooksack River as it flows along the southern border of Lynden.

**4) NWWA Fairgrounds – Disaster Relief**

Vis stated that he would like the City to support disaster relief funding for the Northwest Washington Fairgrounds for the aid they provided to displaced residents during the November 2021 flooding. Additionally, as the fairgrounds buildings are usually winterized and not in use off-season, and while housing displaced residents, the fairgrounds restrooms sustained damage due to pipes freezing from the winter storm weather.

**5) Snow Removal**

De Valois said he would like to relay that he received favorable comments from the community regarding snow removal on City streets.

The meeting was adjourned at 5:34 p.m.

**February 9, 2022**

Wednesday

8:00 AM - 3:30 PM

Firefighter Interviews -- Annex Council Chambers

4:00 PM - 6:00 PM

Copy: Public Works Committee -- Microsoft Teams Meeting; City Hall 2nd Floor Large Conference Room

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Microsoft Teams meeting

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**February 10, 2022**

Thursday

8:00 AM - 3:30 PM

Firefighter Interviews -- Annex Council Chambers

7:00 PM - 9:00 PM

Planning Commission -- TBD: Virtual Meeting or Annex Council Chamber

**February 16, 2022**

Wednesday

All Day

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



**February 17, 2022**

Thursday

2:00 PM - 4:00 PM

Technical Review Committee -- tbd

# CITY OF LYNDEN

## EXECUTIVE SUMMARY



<b>Meeting Date:</b>	February 7, 2022	
<b>Name of Agenda Item:</b>	Calendar	
<b>Section of Agenda:</b>	Other Business	
<b>Department:</b>	Administration	
<b>Council Committee Review:</b>	<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: _____
	<b>Legal Review:</b> <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input type="checkbox"/> Review Not Required	
<b>Attachments:</b>		
<b>Summary Statement:</b>		
<b>Recommended Action:</b>		