



Mayor
Scott Korthuis

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

City Council Agenda - Regular Meeting
City Hall Annex, 205 4th Street
May 18, 2020

Council members will participate in this meeting remotely through an online web-based meeting platform (Microsoft Teams). Per Washington State Proclamation 20-28, in-person attendance at meetings is prohibited at this time. **Please note there will be no public comment taken at City Council meetings until further notice.** Instead, you are respectfully asked and encouraged to submit comments by email to cityhall@lyndenwa.org.

You may participate telephonically in the council meeting by dialing 1-253-948-9362. At that time you will be prompted to enter the Conference ID:228 991 276# (**it is necessary to enter the # symbol after entering the numbers**).

Please be aware that callers will be able to hear all other callers but will **not** be able to provide comments.

Call to Order

Pledge of Allegiance

Roll Call

Oath of Office

Approval of Minutes

1. Draft Council Minutes- Regular Meeting

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.](#) Resolution No. 1022 - Request to Cancel Warrant #74777
- [4.](#) Introduction of the 2021 Budget Calendar
- [5.](#) Resolution 1023 - Six Year Transportation Improvement Program (STIP) 2021-2026, Set Public Hearing Date

Public Hearing

Unfinished Business

New Business

Other Business

- [6.](#) Draft Public Works Committee Meeting Minutes May 6, 2020
- [7.](#) Calendar

Executive Session

Adjournment

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	May 18, 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 checked="" type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input type="checkbox"/> Review Not Required
Attachments:	Draft Council Minutes- Regular Meeting	
Summary Statement:	Draft Council Minutes- Regular Meeting	
Recommended Action:	For Council review.	

CITY OF LYNDEN

CITY COUNCIL MINUTES OF REGULAR MEETING



April 20, 2020

1. CALL TO ORDER

Mayor Korthuis called to order the March 16, 2020 regular session of the Lynden City Council at 7:00 p.m. through an online web-based meeting platform (Microsoft Teams).

ROLL CALL

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

Members absent: None

Staff present: Planning Director Heidi Gudde, Public Works Director Steve Banham, City Clerk Pam Brown, and City Administrator Mike Martin.

OATH OF OFFICE- None

APPROVAL OF MINUTES

Councilor Strengholt moved and Councilor Wohlrab seconded to approve the regular council minutes of March 16, 2020. Motion approved on a 7-0 vote.

The April 6, 2020 council meeting was canceled due to COVID-19 restrictions.

ITEMS FROM THE AUDIENCE

Scheduled: None

Unscheduled- None

CITY OF LYNDEN



CITY COUNCIL
MINUTES OF REGULAR MEETING

2. CONSENT AGENDA

Approval of Payroll Disbursed – March 16-March 31

Paychex EFT.....	\$306,216.07
City of Lynden EFT.....	\$66,186.18
Warrant Liability	\$61,166.42
Subtotal	\$433,568.67
Paychex EFT Liability	\$7,230.62
Total EFT & Other Liabilities	\$440,799.29

Approval of Claims – April 7, 2020

Manual Warrants No.	<u>75033</u>	through	<u>75040</u>		\$78,083.55
EFT Payment Pre-Pays					\$205,381.76
				Sub Total Pre-Pays	\$283,465.31
Voucher Warrants No.	<u>75041</u>	through	<u>75076</u>		\$220,265.88
EFT Payments					\$0.00
				Sub Total	\$220,265.88
				Total Accts. Payable	\$503,731.19

Heusinkveld Land Lease Agreement

A request for proposal was advertised in the Lynden Tribune requesting proposals for the use of 33 acres of the Ag land located on the Heusinkveld Property. Subsequently it was decided to retain the westerly 150 ft of the property for the city in order to begin the planting of trees where Pepin Creek may go eventually. Resulting in a net 28 acres of land to be leased for Ag related use.

One proposal was submitted for the use of the property by Edaleen Dairy at \$215 per acre. The Parks Committee reviewed the proposal and recommends leasing 28 acres of the property to Edaleen Dairy for a period of 5 years at \$215.00 per acre, plus leasehold excise tax

Resolution No. 1021- Authorization to Apply for a Recreation and Conservation Office Grant

Staff unsuccessfully applied for a Washington Recreation and Conservation Office (RCO) grant to extend the Jim Kaemingk Trail from Depot Road to North 8th Street in 2016 and 2018.

Staff received feedback from each of those past applications and has continued to move forward with the design and property acquisition. Staff now believes that they are in a position to put together a third application with the expectation of receiving a grant in 2021.

CITY OF LYNDEN



CITY COUNCIL MINUTES OF REGULAR MEETING

The current application is due before the end of May (extended due to COVID). One requirement of the 2020 grant application is to adopt a resolution authorizing the City to apply for RCO funding. The specific resolution language is provided to the City by RCO and their legal counsel and but has also been reviewed and reformatted by the City's attorney.

The Parks and Public Works Committees have both reviewed the Resolution in the previous application cycles in 2016 and 2018 and concurred to forward the Resolution 1021 to City Council for approval.

Resolution No. 1020- Acceptance of Department of Transportation Aviation Division Grant for Lynden Municipal Airport

The City is applying for a Washington State Department of Transportation, Aviation Division (WSDOT) grant to re-seal and re-stripe the runway at the airport in the amount of \$150,000. A 5% match is required in the amount of \$7,500. Funds were allocated in the 2020 budget for this project. Construction would be performed in 2020 with re-striping occurring in 2021.

City of Lynden Policy for the Families First Coronavirus Response Act (FFCRA)

The Families First Coronavirus Response Act (FFCRA) was signed into law on March 18, 2020 and took effect on April 1, 2020. The FFCRA provides two categories of leave. The first expands existing FMLA coverage to provide up to 12 weeks of partially paid Public Health Emergency Leave for eligible employees forced to miss work due to closure of their child's school or the unavailability of the child's childcare provider for reasons related to COVID-19. The second provides up to 10 days of Emergency Paid Sick Leave for various reasons related to the COVID-19 outbreak. The attached policy provides information and guidance on administration of these two leaves.

Personnel Policy HR-01.01- Request for Advanced Sick Leave

HR-01.01- Request for Advanced Sick Leave allows for an employee to request advance of sick leave hours when there are no sick leave accruals available to them. The employee must acknowledge and agree that any sick leave advanced is considered a debt, and that beginning with the first pay period after the advancement is approved, the employee is required to repay the City of Lynden by applying future sick leave accruals each pay period. It is further agreed that if the employee should separate from service prior to the repayment of these advanced hours, the City of Lynden is authorized to recover this debt, through a deduction from final wages and/or any leave cash out owed at the time of separation.

Councilor Kuiken moved and Councilor Laninga seconded to approve the Consent Agenda. Motion approved on a 7-0 vote.

3. PUBLIC HEARING- None

4. UNFINISHED BUSINESS- None



5. NEW BUSINESS

Water/Wastewater Agency Response Network (WAWARN)

The Water/Wastewater Agency Response Network allows water and wastewater systems to receive rapid mutual aid and assistance from other systems in an emergency. Utilities that enter into an agreement with WAWARN have the capability of sharing resources with any other system in Washington State that has also signed the agreement. WAWARN provides its members with emergency planning, response and recovery information before, during and after an emergency. As the nationwide WARN system expands, it will become easier to provide mutual aid to other states as needed. To get assistance, the WAWARN member needing help identifies the resources needed and can either directly contact another WAWARN member or use a state specific process of aid. Emergency requests can include equipment (pumps, generators, chlorinators, evacuators, etc.) or personnel (i.e. treatment plant operators). The WAWARN network includes 166 agencies from Washington State, including two in Whatcom County (Birch Bay Water and Sewer District and the City of Bellingham). Public Works staff is recommending that the City water and sewer utilities become a member of this organization to improve our resilience in case of an emergency.

Councilor Bode moved and Councilor Wohlrab seconded to approve the Water and Wastewater Agency Response Network (WAWARN) agreement and authorize the Mayor's signature. Motion approved on a 7-0 vote.

Ordinance No. 1605-Tolling of the 120-Day Local Project Review Deadline

Per Lynden Municipal Code 17.09.100 the final decision of the City on a development proposal shall be made within one hundred twenty days from the date of the letter of completeness. Due to recent prohibitions on public meetings and a municipality's ability to take action during the public emergency association with the novel coronavirus (COVID-19) and the Governor's "Stay Home, Stay Healthy" proclamation, certain applications which are in the review process may not reach a final decision within 120 days. Ordinance 1605 describes these conditions and, although staff will continue to review pending applications, suspends the requirement by which the City must make a final decision within a 120-day project review timeline.

Councilor Lenssen moved and Councilor Kuiken seconded to approve Ordinance No. 1605 suspending the City's requirement to reach a final decision on a 120-day project review timeline as described in LMC 17.09.100 due to the Public Health Emergency and the associated Governor's "Stay Home, Stay Healthy" proclamation, and authorize the Mayor's signature on the ordinance. Motion approved on a 7-0 vote.

5. UNFINISHED BUSINESS- None

6. OTHER BUSINESS

Council Committee Updates

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

- Approval of Payroll and Claims
- Reviewed March 2020 overtime



- Sales tax revenue for March 2020- highest recorded month ever
- Canceled a warrant (represented item on the night's agenda)
- Discussion of general fund, revenue, expense accounts
- Project Hope funds paid out for community services
- Water, Sewer and Storms funds remain healthy

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

- Public Safety is occurring weekly
- Fire and Police staffing remains strong

7. EXECUTIVE SESSION

Council did not have an executive session.

8. ADJOURNMENT

The April 20, 2020 regular session of the Lynden City Council adjourned at 7:26 p.m.

Pamela D. Brown, MMC
City Clerk

Scott Korthuis
Mayor

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	May 18, 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	

CITY OF LYNDEN



EXECUTIVE SUMMARY

Meeting Date:	May 18,2020	
Name of Agenda Item:	Resolution No. 1022 - Request to Cancel Warrant #74777	
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:		
Resolution No. 1022 Copy of Warrant No. 74777; supporting cancellation memos.		
Summary Statement:		
<p>RCW 39.56.040 states that any registered or interest bearing warrants of any municipal corporation not presented within one year of the date of their call, or other warrants not presented within one year of their issue, shall be canceled by passage of a resolution of the governing body of the municipal corporation, and upon notice of the passage of such resolution the auditor of the municipal corporation and the treasurer of the municipal corporation shall transfer all records of such warrants so as to leave the funds as is such warrants had never been issued; and</p> <p>Warrant No. 74777 has not and will not be presented for payment and should be canceled.</p>		
Recommended Action:		
The City Council give consent approval of Resolution No. 1022 and authorize the Mayor's signature.		

RESOLUTION NO. 1022

A RESOLUTION BY THE CITY OF LYNDEN, WASHINGTON
REQUESTING THE CANCELLATION
OF WARRANT NO. 74777

WHEREAS, RCW 39.56.040 states that any registered or interest bearing warrants of any municipal corporation not presented within one year of the date of their call, or other warrants not presented within one year of their issue, shall be canceled by passage of a resolution of the governing body of the municipal corporation, and upon notice of the passage of such resolution the auditor of the municipal corporation and the treasurer of the municipal corporation shall transfer all records of such warrants so as to leave the funds as is such warrants had never been issued; and

WHEREAS, it has been brought to the attention of the City Council that Warrant No. 74777 has not and will not be presented for payment; and

WHEREAS, documentation has been provided that the payment due was paid on an invoice; and

NOW, THEREFORE, BE IT ORDAINED BY the City Council of the City of Lynden as follows:

Section A: That Warrant No. 74777, in the amount of \$125.00, issued February 21, 2020 from Fund 001 be canceled.

Section B: If any section, subsection, sentence, clause or phrase of this resolution is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this resolution. The Council hereby declares that it would have passed this code and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact than any one or more sections, subsections, sentences, clauses or phrases has been declared invalid or unconstitutional, and if, for any reason, this resolution should be declared invalid or unconstitutional, then the original ordinance or ordinances shall be in full force and effect.

Section C: This resolution shall take effect and be in force from and after its passage by the 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 MAY, 2020.

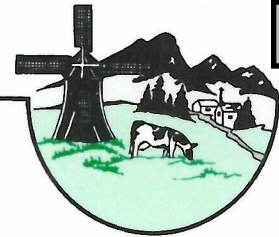
MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY



FINANCE DEPARTMENT
360-354-2829

Memo

To: Anthony Burrows cc: Linde Schreifels
From: Linda Handy
Date: March 23, 2020
Re: VOID Claims Warrant #74777

• **TO BE VOIDED WITH CONSENT OF CITY COUNCIL**

Please void **warrant #74777** payable to WFOA (v#2870) dated 2/21/2020 in the amount of \$125.00. This was a SOA BARS class registration for Stacy Christensen, but due to the Covid-19 pandemic the class has been cancelled. WFOA returned the uncashed check to the City.

Please void the warrant and transaction #29189420.

The warrant is being held in the Finance safe until the void request has gone through city council & the process is complete.

Thank you,

LH



CITY OF LYNDEN
P.O. Box 659
Lynden, Washington 98264
(360) 354-2829

PEOPLE'S BANK
LYNDEN, WASHINGTON

05-442
1231

C 74777

CLAIMS WARRANT

DATE
02/21/2020

AMOUNT
\$125.00

One Hundred Twenty Five DOLLARS No CENTS

WFOA
2601 4th Avenue, Suite 800
Seattle, WA 98121-1280

VOID

VOID

VOID

⑈074777⑈ ⑆125104425⑆5003⑈13800

CITY OF LYNDEN

EXECUTIVE SUMMARY - FINANCE



Meeting Date:	May 18, 2020	
Name of Agenda Item:	Introduction of the 2021 Budget Calendar	
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:		
Proposed 2021 Budget Calendar		
Summary Statement:		
<p>As required by RCW, there are several budget preparation deadlines as the City moves forward in preparing its year 2021 Budget. Attached is the proposed 2021 budget calendar for Council review.</p> <p>These dates are for the review of the full Council, and if no objection, they will be presented for the Council's approval at the June 1, 2020 Council meeting. Upon approval this calendar will be distributed as presentation dates to the satellite agencies, as well as to City departments.</p> <p>This calendar was reviewed earlier by the Finance Committee at their May 18th meeting.</p>		
Recommended Action:		
Information only.		

2021 Budget Calendar

2020 Date Requirements

Steps in Budget Preparation

Friday, June 12	Six-year capital plans distributed to Dept. Heads.
Friday, June 26	Six-year capital plans due to Finance Dept.
Tuesday, July 21	Meeting with Department Leaders to launch 2021 budget process. Satellite Agencies requested to prepare estimates of revenues/expenditures.
Thursday, July 23	Finance Director presents six-year capital plans to Mayor and City Administrator.
Thursday, August 6	Estimates of revenues/expenditures and initiatives due to Finance Dept.
Thursday, August 20	Initial budget review with Mayor.
August 20 - 27	Mayor reviews and approves initiatives.
Friday, August 28	Mayors approved initiatives sent to Departments and Satellites.
Thursday, September 10**	Final budget to be filed with Finance Director.
Thursday, September 24**	Final budget presented to Mayor/City Administrator.
Monday, October 5**	Mayor provides the City Council with current information and estimates of revenues from all sources, as adopted in the budget for 2020.
Monday, October 19**	Mayor presents 2021 budget message to Council, and provides the Council with the proposed preliminary budget for 2021.
Wednesdays, October 21 and October 28**	Finance completes public notice of filing of preliminary budget and notice of public hearing on preliminary budget.
Monday, Nov 2 – 7:00 PM**	Preliminary budget hearing for public; Set Public Hearing for 2021 property tax levy.

BUDGET CALENDAR - CONTINUED

2021 Budget Calendar

2020 Date Requirements

Steps in Budget Preparation

Wednesday Nov 4 & Nov 11**	Public notice of hearing setting property tax levy.
Monday, November 16***	Setting property tax levy.
Wednesday, Nov 25 & Dec 2**	Public notice of final hearing for proposed 2021 budget.
Monday, December 7 – 7:00 PM**	Final public hearing on proposed 2021 budget.
Monday, Dec 7– Monday, Dec 21**	Adoption of 2021 budget by City Council.

** Required by RCW, ***Property Tax Levy must be completed prior to November 30, 2020.

CITY OF LYNDEN



EXECUTIVE SUMMARY

Meeting Date:	May 18, 2020	
Name of Agenda Item:	Resolution 1023 - Six Year Transportation Improvement Program (STIP) 2021-2026, Set Public Hearing Date	
Section of Agenda:	Consent	
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:		
STIP Project List, Map, Proposed Resolution 1023		
Summary Statement:		
<p>By law, a public hearing must be held for City Council to consider comments regarding the City's Six Year Transportation Improvement Program (2021 to 2026). Attached are Lynden's proposed transportation improvement projects that will be submitted to the Whatcom Council of Governments and from there to the Washington State Department of Transportation (WSDOT) as part of their statewide program.</p> <p>To be eligible for funding for these projects, every city and county must prepare a planned local list of projects which ultimately is forwarded to the WSDOT by July 31, 2020 for inclusion in the State's Transportation Improvement Program (STIP) list.</p> <p>The Public Works Committee reviewed the STIP projects at their May 6, 2020 meeting and recommended that City Council set a public hearing date of June 1, 2020 at 7:00 p.m. at the Lynden City Hall Annex, to hear comments on the City's Six-Year Transportation Improvement Program.</p> <p>After the hearing is closed, the Council may pass the resolution approving the program.</p>		
Recommended Action:		
That City Council set a public hearing date of June 1, 2020 at 7:00 p.m., at the Lynden City Hall Annex, to hear comments on the City's Six Year Transportation Improvement Program.		

RESOLUTION NO. 1023

**A RESOLUTION ADOPTING A SIX (6) YEAR TRANSPORTATION
IMPROVEMENT PROGRAM (STIP)
FOR THE CITY OF LYNDEN, WHATCOM COUNTY, WASHINGTON**

WHEREAS, the City of Lynden is required to prepare a Six (6) Year Transportation Improvement Program (STIP); and

WHEREAS, a report has been prepared and submitted by the City Public Works Director for a Six (6) Year Transportation Program for years 2021-2026, copies of which are on file in the office of the City Clerk;

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Lynden, Washington, as follows:

SECTION 1: That the 2021-2026 Six (6) Year Transportation Improvement Program be adopted as the official Six (6) Year Transportation Improvement Program of the City of Lynden, Washington.

SECTION 2: That the City Clerk and the City Public Works Director are hereby directed to file a copy of this resolution with the State of Washington Department of Transportation.

SECTION 3: If any section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Resolution. The Council hereby declares that it would have passed this code and each section, regardless of whether any one or more sections, subsections, sentences, clauses or phrases has been declared invalid or unconstitutional, and if for any reason this Resolution is declared invalid or unconstitutional, then the original Resolution or Resolutions shall be in full force and effect.

ADOPTED by the City Council of the City of Lynden, Whatcom County, Washington, on the _____ day of _____, 2020 and signed and approved by the Mayor on the same date.

MAYOR SCOTT KORTHUIS

ATTEST:

CITY CLERK PAMELA BROWN

APPROVED AS TO FORM:

CITY ATTORNEY ROBERT CARMICHAEL

City of Lynden
2021 - 2026 Six Year
 Transportation Improvement Program
 Not in Priority Order
 Keyed to Map

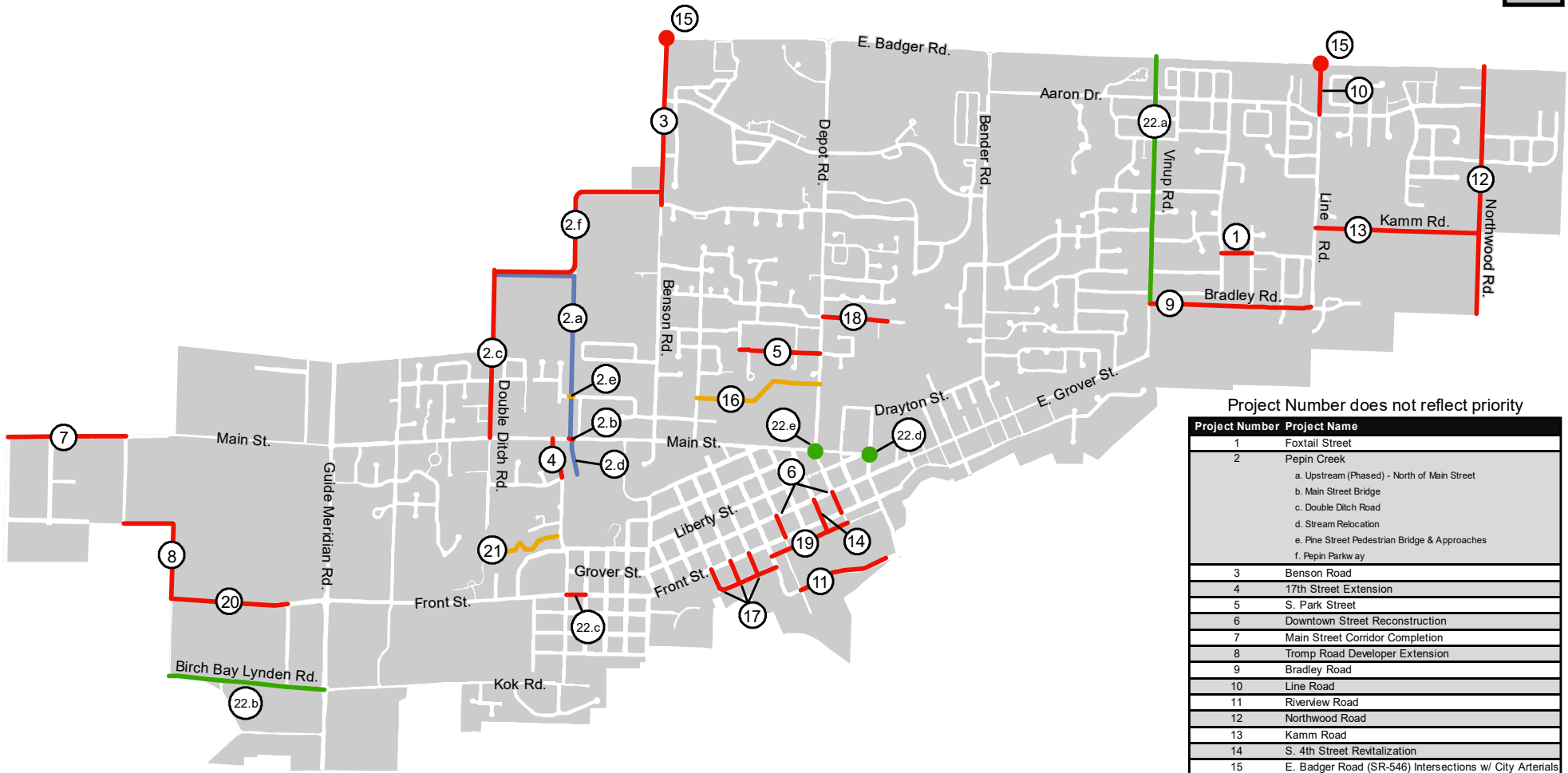
Project	Description	Termini	Phase Year	Funding Sources				Total	Map Ref. #
				Local	State	TIB	Federal		
Foxtail Street Gap Elimination	Construction to City Standard	Bradley Meadows Lane to Eastwood Way <i>Street: \$430,000</i> <i>Utilities: \$100,000</i>	Const 2021	525,000				525,000	1
Pepin Creek Main Stem Relocation <i>Pepin Lite Concept</i>	Upstream (Pepin Lite) Phased Relocation	Main Street north to City Limit and west to Double Ditch Road	PE & ROW 2021	670,000				670,000	2.a
			Const 2022-2023	7,500,000				7,500,000	
Pepin Creek East-West Connector <i>Pepin Lite Concept</i>	Upstream (Pepin Lite) Phased Relocation	North end of Pepin Main Stem to Double Ditch Road <i>Development Project</i>	PE & ROW 2022	120,000				120,000	2.a
			Const 2023	1,275,000				1,275,000	
Main Street Bridge <i>Pepin Lite Concept</i>	Bridge and approaches	Main Street over relocated Pepin Creek (Double Ditch)	PE 2021	400,000				400,000	2.b
			Const 2021-2022	2,800,000				2,800,000	
Double Ditch Road and Cross Culvert to Pepin	Pepin Parkway Arterial Standard (Pepin Lite)	Main Street to City Limits <i>Connect to Future Pepin Parkway</i> <i>Include Water & Sewer Trunk Lines</i>	PE 2022	450,000				450,000	2.c
			Const 2026	5,950,000				5,950,000	
Pepin Creek Downstream of Main Street <i>Pepin Lite Concept</i>	Upstream (Pepin Lite) Phased Relocation	Main Street south to end of City Property (Former Martin) <i>Apply for DOE Construction Grant/Loan</i>	PE & ROW 2021	600,000				600,000	2.d
			Const 2022-2023	3,000,000				3,000,000	
Pine Street Pedestrian Bridge <i>Pepin Lite Concept</i>	Pedestrian Bridge and approaches	Pine Street over relocated Pepin Creek (Double Ditch)	PE 2021	80,000				80,000	2.e
			Const 2021-2022	750,000				750,000	
Pepin Parkway Arterial	Pepin Parkway Arterial Standard (Pepin Lite)	Benson Road to Double Ditch	PE 2021-2022	250,000				250,000	2.f
			Const 2023	5,900,000				5,900,000	
Benson Road	Pepin Parkway Arterial Standard (Pepin Lite)	Sunrise Drive to Badger Road <i>Connect to Future Pepin Parkway</i> <i>Construction Development Dependent</i>	PE 2022	300,000				300,000	3
			Const 2023-2026	4,800,000				4,800,000	
17th Street Extension	Construction Close-Out	North of Village Drive to Main Street	Const 2020-2021	50,000				50,000	4

City of Lynden
2021 - 2026 Six Year
 Transportation Improvement Program
 Not in Priority Order
 Keyed to Map

Project	Description	Termini	Phase Year	Funding Sources				Total	Map Ref. #
				Local	State	TIB	Federal		
South Park Street	Grind & Overlay <i>Waterline Replacement</i>	Depot Road to North Park	Const 2022	1,300,000				1,300,000	5
Historic Business District Street Reconstruction	Street Reconstruction <i>Planning Purposes</i>	3rd and 6th Streets between Front Street & Grover Street	PE 2023	35,000				35,000	6
Main Street Corridor Completion	Street Re-Construction & Roundabout at Berthusen <i>CEDS project</i>	Intersection at Berthusen Road east 0.5 miles <i>WSDOT STP-G Grant Funds</i>	PE 2021	50,000			75,000	125,000	7
			Const 2022	1,000,000			800,000	1,800,000	
Tromp Road	Upgrade to Full City Standard <i>Planning Purposes Only</i> <i>CEDS project</i>	Front Street north to Alderwood (ROW), then west to Curt Maberry	PE 2022	100,000				100,000	8
			Const 2025	1,000,000				1,000,000	
Bradley Road	Sidewalk	Vinup Road to Line Road <i>Applying for 2021 TIB Funds (TIB = 82%)</i>	PE 2021	22,000		82,000		104,000	9
			Const 2022	72,000		328,000		400,000	
Line Road	Upgrade to Full City Standard <i>Planning Purposes Only</i>	Aaron to Badger Road	PE 2023	50,000				50,000	10
			Const 2025	1,500,000				1,500,000	
Riverview Road	Construction Close-Out	Hannegan Road to 6th Street	Const 2019-2021	5,400			34,000	39,400	11
Northwood Road	Upgrade to Full City Std <i>Planning Purposes Only</i>	South City limits to Badger	PE 2025	70,000				70,000	12
Kamm Road	Upgrade to Full City Std <i>Planning Purposes Only</i>	Line Road to Northwood	PE 2024	70,000				70,000	13
4th Street	Upgrade to Full City Standard <i>Planning Purposes Only</i>	Grover Street to Judson St	Plan 2022	10,000				10,000	14
E. Badger (SR-546) Intersection w/ City Arterials	Upgrade Lighting & Channelization/Roundabout <i>Planning Purposes Only</i>	Intersections at Line Rd, Vinup Rd, & Benson Rd	PE		WSDOT				15
Kaemingk Trail Extension - Depot to 8th Street	Paved Trail and Sidewalk Construction <i>2020 RCO Grant Application</i>	North 8th Street to Depot Road	PE 2021	100,000				100,000	16
			Const 2022	400,000	1,200,000			1,600,000	

City of Lynden
2021 - 2026 Six Year
 Transportation Improvement Program
 Not in Priority Order
 Keyed to Map

Project	Description	Termini	Phase Year	Funding Sources				Total	Map Ref. #
				Local	State	TIB	Federal		
Judson Area Streets - Low Impact Development	Stormwater Low Impact Development <i>Ecology Stormwater Grant Utility Fund Match</i>	8th, 9th and 10th Streets between Front and Judson and Judson from 10th to 7th <i>Phased Construction</i>	PE 2021	50,000	120,000			170,000	17
			Const 2022	650,000	1,500,000			2,150,000	
Cedar Drive	Low Impact Design Road & Utility Improvements <i>Sewer Line Replacement</i>	Depot Road to 124 E Cedar	PE/ROW 2021	100,000				100,000	18
			Const 2022	750,000				750,000	
Judson Street Alley	Widen and Reconstruct Relocate Utility Poles <i>CEDS project</i>	3rd Street to 7th Street	ROW/PE 2023	50,000				50,000	19
Front Street (West) Arterial	Upgrade to Full Arterial City Standard <i>CEDS project</i>	Duffner Drive to Tromp Road west of Guide Meridian Street: \$2,600,000 Utilities: \$700,000	PE 2020-21	50,000				50,000	20
			Const 2021	3,300,000				3,300,000	
Kaemingk Trail Extension - 17th to Dickinson Park	Paved Trail w/ 2 Bridges <i>2019 Parks & Trails Bond</i>	17th Street to existing Ridgescreek Trail	PE 2021	200,000				200,000	21
			Const 2022-2023	2,500,000				2,500,000	
Arterial Overlays on Classified Routes	Grind and Overlay w/ ADA Upgrades	Birch Bay Lynden Rd, Vinup Rd, Front St Intersections: Main & 3rd, Main & 1st,	Const 2021-2026	4,500,000				4,500,000	22 (a-e)
Wayfinding Signage	County-wide Program	Various Arterial Roadway Locations	Const 2021-2024	150,000				150,000	NA
Miscellaneous Chip Seal/Maintenance	Miscellaneous Chip seals	Various Locations	Const 2021-2026	200,000				200,000	NA
Non-Motorized Facilities	Non-Motorized Facilities	Various Locations	PE 2020	50,000				50,000	NA
TOTAL				\$53,754,400	\$2,820,000	\$410,000	\$909,000	\$57,893,400	



Project Number does not reflect priority

Project Number	Project Name
1	Foxtail Street
2	Pepin Creek
	a. Upstream (Phased) - North of Main Street
	b. Main Street Bridge
	c. Double Ditch Road
	d. Stream Relocation
	e. Pine Street Pedestrian Bridge & Approaches
	f. Pepin Parkway
3	Benson Road
4	17th Street Extension
5	S. Park Street
6	Downtown Street Reconstruction
7	Main Street Corridor Completion
8	Tromp Road Developer Extension
9	Bradley Road
10	Line Road
11	Riverview Road
12	Northwood Road
13	Kamm Road
14	S. 4th Street Revitalization
15	E. Badger Road (SR-546) Intersections w/ City Arterials
16	Depot to 8th Trail Extension
17	Judson St. Low Impact Development
18	Cedar Dr. Low Impact Development
19	Judson Street Alley
20	Front St. (From S. Duffner Drive to Tromp Road)
21	Dickinson Trail
22	Overlays
	a. Vinup Road
	b. Birch Bay Lynden Road
	c. Front Street
	d. Intersection (1st Street & Main Street)
	e. Intersection (3rd Street & Main Street)

Path: \\Saturn\gis\Projects\Public Works\TransportationImprovementProjects\TIP2021\TIP2021ProjectsWishlist.mxd

Project Type

- Motorized
- Non-Motorized
- Non-Motorized Road Drainage
- Overlay

2021 - 2026 Transportation Improvement Projects



Updated: 01 May 2020

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	May 6, 2020	
Name of Agenda Item:	Public Works Committee Meeting Minutes May 6, 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:	May 6, 2020 Draft Public Works Committee Meeting Minutes	
Summary Statement:	Draft minutes for the May 6, 2020 Public Works Committee meeting.	
Recommended Action:	For Review	

CITY OF LYNDEN

PUBLIC WORKS DEPARTMENT
360-354-3446



PUBLIC WORKS COMMITTEE MINUTES

4:15 PM May 6, 2020
Microsoft Teams Virtual Meeting
City Hall 2nd 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: City Administrator Mike Martin; Public Works Director Steve Banham;

Public Present: None

2. ACTION ITEMS

A. **Approve Minutes from March 4, 2020**

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

Action

The minutes from March 4, 2020 were approved.

B. **Request to take 17th Street Bids Directly to June 1 City Council Meeting with Public Works Committee Review via Email (Bid Opening is May 21, 11:00 a.m.)**

Banham stated request for bids will be advertised today and May 13 in the Lynden Tribune. Staff will review the submittals at the bid opening on May 21.

Action

The Public Works Committee concurred to recommend all bids received will go directly to City Council to award the 17th Street Extension project.

C. **Authorization to proceed with design of the Main Street Bridge for Intercept Ditch/Pepin Creek (Pepin Lite) Project.**

Bode asked for consideration to be given for the project to be phased to reduce the traffic impact on this main route. The Committee discussed the options involving using city property. It was noted the pedestrian improvements on Benson are probably going to be a sidewalk rather than the shoulder widening mentioned in the R&E Report. It was also noted that the Main Street Bridge project will be funded by the Department of Commerce.

Action

The Public Works Committee concurred to authorize that staff proceed with the design of the Main Street Bridge for the "Pepin Lite" project. Additionally, the

Committee recommended that staff discuss with the design team the impact of road closure and ways to minimize this impact.

D. Request for RV Storage at Lynden Municipal Airport (Fred Silberman – 1362 West Park Street)

Banham stated that the City received a request for RV Storage at the Lynden Municipal Airport. The committee discussed the potential ramifications should storage be allowed and setting an undesired precedence.

The Public Works Committee concurred to recommend not allowing the storage of recreational vehicles on Airport property due to lack of space.

E. Six-Year Transportation Improvement Plan (2021-2026) to May 18th City Council to Set a June 1, Public Hearing Date

Banham presented the updated Six Year Transportation Plan (2021 – 2026) and the Committee discussed the changes.

Action

The Public Works Committee concurred to recommend forwarding the plan to the May 18th City Council meeting to set a June 1st Public Hearing date.

F. Authorization to proceed with sidewalk on the east side of Benson Rd (from end of existing sidewalk to West Park Street). Additive bid item to repair sidewalk south.

The Committee discussed the replacement of the sidewalk on the east side of Benson Road. Banham stated this is an added item and will be constructed as using funding left over from the Line Street Pedestrian Improvements. Replacement of existing sidewalk will likely be priced as an additive bid item.

Action

The Public Works Committee concurred to recommend proceeding with the replacement of the sidewalk on the east side of Benson Road as budget allows.

3. INFORMATION ITEMS

A. Industrial Condensate – Riverview to Outfall

Banham stated that the construction has been delayed until 2021.

B. Judson Street Low Impact Development (LID)

Banham stated that the design contract was awarded to Reichhardt & Ebe Engineering & Herrera Environmental Consultants. The Judson Street LID Project covers Judson Street from 7th to 10th Streets and 8th, 9th and 10th Streets from Front to Judson. The project will be funded by a \$120K Department of Ecology grant and a match from Water and Sewer Funds improvements (\$24,000 Water / \$24,000 Sewer). Banham stated that staff intends to apply for construction grant funding in September to cover a first phase. If successful in receiving a grant, construction would likely occur in 2022.

C. Decant Facility

Banham stated that the construction is delayed until 2021. The Decant project is 75% funded by a Department of Ecology Grant.

D. Managed Aquifer Recovery

Banham stated that the staff is seeking funding from the Department of Ecology and has submitted a Streamflow Restoration Grant Application

E. Pepin Intercept Ditch

Banham stated a construction change order of \$50,000 was approved by Washington State Department of Transportation. This will finish out the balance of FHWA Funds supplemented with Street Arterial Funding (Fund 302) .

F. West Front Street

Banham stated that staff intends to seek federal economic stimulus funding combined with utility funding for match. Due to Covid-19, further opportunity to pursue Whatcom County EDI grant funding is unlikely.

The meeting was adjourned at 4:53 p.m.

DRAFT

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:		May 18, 2020
Name of Agenda Item:		Calendar
Section of Agenda:		Other Business
Department:		Administration
Council Committee Review:		Legal Review:
<input type="checkbox"/> Community Development	<input type="checkbox"/> Public Safety	<input type="checkbox"/> Yes - Reviewed
<input type="checkbox"/> Finance	<input type="checkbox"/> Public Works	<input type="checkbox"/> No - Not Reviewed
<input type="checkbox"/> Parks	<input type="checkbox"/> Other: N/A	<input checked="" type="checkbox"/> Review Not Required
Attachments:		
Outlook Calendar		
Summary Statement:		
See next page.		
Recommended Action:		
None		

May 18, 2020

Monday

28

7:00 PM - 9:00 PM

Council Meetings -- Annex Council Chamber

May 19, 2020

Tuesday

9:00 AM - 11:00 AM

Copy: Small Cities Meeting -- City Hall 1st Floor Large Conference Room

May 20, 2020

Wednesday

2:00 PM - 3:30 PM

Wellness/LEAF Committee Meeting -- City Hall 1st Floor Large Conference Room

4:00 PM - 6:00 PM

Community Development Committee Mtg -- City Hall

7:00 PM - 8:30 PM

Board of Adjustment -- City Hall 2nd Floor Large Conference Room

May 21, 2020

Thursday

9:00 AM - 11:00 AM

Technical Review Committee Meeting -- City Hall 2nd Floor Large Conference Room

May 22, 2020

Friday

10:00 AM - 11:00 AM

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

11:00 AM - 12:00 PM

Check0In Heidi/Mike -- Mike's Office

May 25, 2020

Monday

All Day

Memorial Day -- United States

May 26, 2020

Tuesday

29

8:30 AM - 9:30 AM

Leadership Team Meeting -- City Hall 1st Floor Large Conference Room

May 27, 2020

Wednesday

9:00 AM - 10:00 AM

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

May 28, 2020

Thursday

7:30 PM - 9:30 PM

Planning Commission Meeting -- Annex Council Chamber

June 1, 2020

Monday

7:00 PM - 9:00 PM

Council Meeting -- Annex Council Chamber