

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
City Hall - 300 Fourth Street
May 03, 2021

Members of the public may join the city council meeting telephonically by dialing 1-253- 948-9362. You will then be prompted to enter the Conference ID 300215987#. It is necessary to enter the # symbol after entering the numerals.

To join the city council meeting via computer please contact the city clerk at 360-255- 7085 before 5 p.m. the day of the council meeting and provide an email address so a meeting invitation can be emailed to you.

If you would like to speak before council, please contact the city clerk before 12:00 noon on Thursday prior to the council meeting so that you can be added to the agenda. The time allotted to speak is up to 4 minutes. You can speak to any topic that is not on that night's agenda.

Unscheduled public comments will not be taken at council meeting until further notice.

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. 1036 – Adopting a Six Year Transportation Improvement Program (STIP) 2022-2027, Set Public Hearing Date
- [4.](#) 2022 Budget Calendar
- [5.](#) Replacement of Mural at 610 Front Street

Public Hearing

Unfinished Business

New Business

Other Business

- [6.](#) DRAFT Public Works Committee Minutes April 07, 2021
- [7.](#) Draft Parks Committee Minutes April 19, 2021
- [8.](#) Draft-Community Development Committee Minutes -April 21, 2021
- [9.](#) Calendar

Executive Session

Adjournment

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	May 3, 2021	
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- Regular Meeting	
Summary Statement:	Draft Council Minutes- Regular Meeting	
Recommended Action:	For Council review.	

CITY OF LYNDEN

CITY COUNCIL MINUTES OF REGULAR MEETING



April 19, 2021

1. CALL TO ORDER

Mayor Korthuis called to order the April 19, 2021 regular session of the Lynden City Council at 7:00 p.m. held through an online web-based meeting platform (Microsoft Teams).

ROLL CALL - None

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

Members absent: Councilor Mark Wohlrab absent with notice.

Staff present: Finance Director Anthony Burrows, Parks Director Vern Meenderinck, City Clerk Pam Brown, City Administrator Mike Martin, and City Attorney Bob Carmichael.

OATH OF OFFICE- None

APPROVAL OF MINUTES

Councilor Strengholt moved and Councilor Kuiken seconded to approve the April 5, 2021 regular council minutes as presented. Motion approved on a 6-0 vote.

ITEMS FROM THE AUDIENCE

Scheduled- None

Unscheduled - None

2. CONSENT AGENDA

Payroll information is unavailable at this time because of the finance department's transition to a new payroll system (Caselle)

CITY OF LYNDEN



CITY COUNCIL
MINUTES OF REGULAR MEETING

Approval of Claims – April 19, 2021

Manual Warrants No.	=	through	=		\$0.00
EFT Payment Pre-Pays					\$6,025.26
Sub Total Pre-Pays					\$6,025.26
Voucher Warrants No.	<u>21824</u>	through	<u>21959</u>		\$817,560.83
EFT Payments					<u>\$0.000</u>
Sub Total					\$817,560.86
Total Accts. Payable					\$823,586.12

Introduction of the 2022 Budget Calendar

As required by RCW, there are several budget preparation deadlines as the City moves forward in preparing its year 2022 Budget. The 2022 budget calendar is provided to Council review. 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 May 3, 2021 Council meeting. Upon approval this calendar will be distributed as presentation dates to the satellite agencies, as well as to City departments. This calendar was reviewed earlier by the Finance Committee at their April 19th meeting.

Resolution No. 1035 – Local Government Investment Pool Authorization

The Legislature created a trust fund to be known as the public funds investment account (commonly referred to as the Local Government Investment Pool (LGIP)) for the contribution and withdrawal of money by an authorized governmental entity for purposes of investment by the Office of the State Treasurer.

From time to time, it may be advantageous to the authorized governmental entity, City of Lynden, the “governmental entity”, to contribute funds available for investment in the LGIP. Any contributions or withdrawals to or from the LGIP made on behalf of the governmental entity shall be first duly authorized by the City of Lynden, the “governing body” or any designee of the governing body pursuant to this resolution, or a subsequent resolution.

The current LGIP authorization needs to be updated along with the designee appointed by the governing body. Resolution No. 1035 accomplishes these requirements. The Finance Committee reviewed this resolution earlier today and approved it for review by the full Council.

2021 Chamber of Commerce Events

Gary Vis, the Chamber of Commerce Director, presented the list of 2021 events to the Public Works Committee at their meeting on April 7, 2021. The Committee reviewed the events and concurred to recommend approval by City Council.

CITY OF LYNDEN

CITY COUNCIL MINUTES OF REGULAR MEETING



Request to Reject Bid for WWTP Utilidor Repairs

Staff solicited bids from eight companies on the City's Small Works Roster in March 2021 to rehabilitate and waterproof the underground utilidor at the Wastewater Treatment Plant. The project would remediate groundwater intrusion and leakage into the structure. The City budgeted \$50,000 in 2021 for this work and so it was well within the \$350,000 small works project limitation. The City received only one bid, from Strider Construction, in the amount of \$105,439.00. After review of the bid from Strider Construction, staff is recommending rejecting the single bid by Strider Construction. This would allow staff to review the project scope and budget with the intent of providing additional budget funds and resoliciting in 2022.

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

3. PUBLIC HEARING - None

4. UNFINISHED BUSINESS- None

5. NEW BUSINESS

Agreement for Land Use Hearing Examiner Services

The City Council recently agreed to hire Rajeev Majumdar who is a partner in the Whatcom Law Group, as Lynden's first Land Use Hearing examiner. The Council is now asked to approve the attached contract for his services. The important terms contained in the document are identical to the ones contained in the proposal that accompanied his resume. Significantly they include a flat reimbursement of \$1,800 for each appeal hearing; \$1,400 for each hearing that does not involve an appeal, an a \$200/hour charge for matters the City requests but fall outside the specific scope of the contract.

A Cost-of-Living Adjustment (COLA) equal to the COLA applied to the City's non-represented workforce will be applied annually commencing in 2022. The contract is effective through December 31, 2024 with renewable terms. There are adequate funds in the 2021 budget to support this agreement.

Councilor Lenssen moved and Councilor Kuiken seconded to approve contract with Whatcom Law Group for Land Use Hearing Examiner services. Motion approved on a 6-0 vote.

CITY OF LYNDEN

CITY COUNCIL MINUTES OF REGULAR MEETING



6. OTHER BUSINESS

Council Committee Updates

Councilor De Valois reporting for Park Committee stated discussion of the following:

- Berthusen Trail maintenance will occur on April 24th and 25th.
- RFQs for Benson Barn are due on May 6.
- RFPs for south 20 acres of Benson Park
- There are some interpretation questions remaining for the Dickinson property survey.
- Depot to 8th Street trail.
- Cameras at Bender Field are installed.
- Brent DeRuyter has been hired for the Parks Maintenance Supervisor position.
- Seasonal positions are forthcoming.

Councilor Strengholt reporting for Finance Committee stated discussion of the following:

- OT for Police, Fire and Finance Departments discussed.
- Sales Tax revenue doing really well due to destination sales tax.
- Budget discussion.
- 2022 Budget calendar.
- Possibility of an annual Council Retreat.
- Resolution No. 1035 allowed for an update to using the title of City Finance Director rather than an individual's name.
- A regional sports complex for the area and what they may look like.

Gary Vis, Chamber of Commerce Director, provided council with further guidance on parades, festivals, and fairs from the Governor's office. The challenge is that we have no legal authority of who stands in the public right-of-way or private property which is where most of the city's parade is held. A possible solution would be to put out a statement saying that the parade is a public event and there is possibility of unmasked participants and spectators that will not be practicing social distancing. Further discussion concerning the Raspberry Festival event is occurring.

Mayor Korthuis will continue to work with the Governor's office to come up with a solution. Some members of Council agreed that the Farmer's Day Parade should be continued in 2021.

CITY OF LYNDEN

CITY COUNCIL
MINUTES OF REGULAR MEETING



7. EXECUTIVE SESSION

Council did not hold an executive session.

8. ADJOURNMENT

The April 19, 2021 regular session of the Lynden City Council adjourned at 7:21 p.m.

Pamela D. Brown, MMC
City Clerk

Scott Korthuis
Mayor

DRAFT

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	May 3, 2021	
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 – City Council



Meeting Date:	May 3, 2021	
Name of Agenda Item:	Resolution 1036 – Adopting a Six Year Transportation Improvement Program (STIP) 2022-2027, Set Public Hearing Date	
Section of Agenda:	Consent	
Department:	Public Works	
<u>Council Committee Review:</u>	<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: _____
		<u>Legal Review:</u>
		<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 1036		
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 (2022 to 2027). 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 of each year for inclusion in the State's Transportation Improvement Program (STIP) list.</p> <p>The Public Works Committee reviewed the STIP projects at their April 7, 2021 meeting and recommended that City Council set a public hearing date of May 3, 2021 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 May 17, 2021 at 7:00 p.m. to hear comments on the City's Six Year Transportation Improvement Program.		

City of Lynden
2022 - 2027 Six Year
 Transportation Improvement Program
 In Priority Order
 Keyed to Map

Project	Description	Termini	Classified	Phase	2022 - 2027					Funding Sources (\$ in thousands)				Total	Map Ref. #
					2022	2023	2024	2025 - 2027	Local	State	TIB	Federal			
1 Main Street Bridge <i>Pepin Lite Concept</i>	Bridge and approaches	Main Street over relocated Pepin Creek (Double Ditch)		PE					400				400	2.b	
				Const	X						DOC 2,800				2,800
2 Pine Street Bridge <i>Pepin Lite Concept</i>	Vehicular Bridge and approaches	Pine Street over relocated Pepin Creek (Double Ditch) <i>Development Mitigation Project</i>		PE	X				421				421	2.e	
				Const		X			2,387				2,387		
3 Pepin Creek Main Stem <i>Pepin Lite Concept</i>	Upstream (Pepin Lite) Phased Relocation	Main Street to East/West Creek Corridor <i>Development Mitigation Project</i>		PE	X				421	DOE 500			921	2.a	
				Const			X		8,136	DOE? 2,800			10,936		
4 East/West Pepin Creek Corridor <i>Pepin Lite Concept</i>	Upstream (Pepin Lite) Phased Relocation	North end of Pepin Main Stem to Double Ditch Road <i>Development Mitigation Project</i>		PE	X				151				151	2.a	
				Const				X	1,508				1,508		
5 Double Ditch Road	Widen/Improve to City Arterial Street Standard (40') <i>Prerequisite: Construct Cross-Culvert to the North and redirect Pepin Creek into new channel</i>	Main Street to City Limits (Pepin Parkway) <i>Connect to Future Pepin Parkway</i> <i>Include Water & Sewer Trunk Lines</i> <i>Development Mitigation Project</i>		PE			X		581				581	2.c	
				Const				X	5,231				5,231		
6 Pepin Parkway Bridge	Pepin Parkway Arterial (Center Median Stormwater) No direct access (Pepin Lite)	On Pepin Parkway over the relocated Pepin Creek <i>Development Mitigation Project</i>		PE			X		265				265	2.f	
				Const				X	2,386				2,386		
7 Pepin Parkway Arterial	Pepin Parkway Arterial (Center Median Stormwater) No direct access (Pepin Lite)	Benson Road to Double Ditch		PE				X	588				588	2.f	
				Const				X	5,294				5,294		
8 Benson Road	City Arterial with no Direct Access <i>Widen to the west to avoid ditch on east. Pedestrian on west side - possible 10' separated trail</i>	Sunrise Drive to Badger Road <i>Connect to Future Pepin Parkway</i> <i>Construction Development Dependent</i>		PE			X		478				478	3	
				Const				X	4,306				4,306		
9 Kaemingk Trail Extension - Depot to 8th Street	Paved Trail and Widened Sidewalk on 8th St <i>Trail: Park Impact Fee Funds, Sidewalk: Street Funds</i>	North 8th Street to Depot Road and 8th Street to Main		PE 2021									0	16	
				Const	X				400	DOC? 1,200			1,600		
10 Judson Area Streets - Low Impact Development	Stormwater Low Impact Development <i>Ecology Stormwater Grants</i> <i>Phased Construction (Grant Dependent), Utility Fund Match</i>	8th, 9th and 10th Streets between Front and Judson and Judson from 10th to 7th		PE	X				50	120			170	17	
				Const	X	X	X	X	650	1,950			2,600		
11 South Park Street & Water Utility Improvements	Grind & Overlay <i>Waterline Replacement</i>	Depot Road to North Park		PE	X				150				150	5	

City of Lynden
2022 - 2027 Six Year
 Transportation Improvement Program
 In Priority Order
 Keyed to Map

Project	Description	Termini	Classified	Phase	2022	2023	2024	2025 - 2027	Funding Sources (\$ in thousands)				Total	Map Ref. #
									Local	State	TIB	Federal		
	<i>Sewer Utility Fund Project</i>			Const		X			1,200				1,200	
12	Cedar Drive Street & Sewer Utility Improvements	Replace Sewer and Repair Road		PE/ROW	X				110				110	18
		<i>Sewer Utility Fund Project</i>	Depot Road to 124 E Cedar	Const	X				1,100				1,100	
13	Main Street Corridor Completion	Reconstruct Street & Roundabout at Berthusen		PE 2021					125				125	7
		<i>WSDOT STBG Grant Funds (WCOG)</i>	Intersection at Berthusen Road east 0.5 miles	Const	X	X			1,000			800	1,800	
14	Tromp Road	Upgrade to Full City Standard		PE				X	100				100	8
		<i>Planning Purposes Only</i>	Front Street north to Alderwood (ROW), then west to Curt Maberry	Const				X	1,000				1,000	
15	Bradley Road Pedestrian Improvements	Sidewalk		PE				X	22		82		104	9
		<i>Applying for 2021 TIB Funds (TIB = 82%)</i>	Vinup Road to Line Road	Const				X	720		328		1,048	
16	Line Road	Upgrade to Full City Standard		PE				X	50				50	10
		<i>Planning Purposes Only</i>	Aaron to Badger Road	Const				X	1,500				1,500	
17	3rd Street	Street Reconstruction <i>Planning Purposes</i>		PE				X	20				20	6
18	4th Street	Street Reconstruction/Centennial Park Integration <i>Planning Purposes Only</i>		PE				X	20				20	14
19	6th Street	Street Reconstruction <i>Planning Purposes</i>		PE				X	20				20	6
20	Northwood Road	Upgrade to Full City Std <i>Planning Purposes Only</i>		PE				X	70				70	12
21	Kamm Road	Upgrade to Full City Standard <i>Planning Purposes Only</i>		PE				X	70				70	13
22	E. Badger (SR-546) Intersections w/ City Arterials	Channelization/Roundabout & Lighting <i>Planning Purposes Only</i>		PE				X	500	WSDOT 500			1,000	15
23	Judson Street Alley	Widen and Reconstruct Relocate Utility Poles <i>CEDS project</i>		ROW/PE				X	50				50	19
24	Drayton Street Extension	Eliminate Gap and Resurface Existing Street		ROW/PE				X	50				50	24

City of Lynden
2022 - 2027 Six Year
 Transportation Improvement Program
 In Priority Order
 Keyed to Map

Project	Description	Termini	Classified	Phase	2022	2023	2024	2025 - 2027	Funding Sources (\$ in thousands)				Total	Map Ref. #	
									Local	State	TIB	Federal			
25	Front Street (West) Arterial Upgrade to Full Arterial City Standard <i>Street: \$2,600,000</i> <i>Utilities: \$700,000</i>	Duffner Drive to Tromp Road <i>west of Guide Meridian</i>		PE						50				50	20
				2021											
				Const				X		3,300				3,300	
26	Kaemingk Trail Extension to Dickinson Park Paved Trail w/ 2 Bridges <i>2019 Parks & Trails Bond</i>	17th Street to existing Ridgecreek Trail		PE	X					200				200	21
				2021											
				Const		X				2,500				2,500	
27	Arterial Maintenance Overlays Classified Routes	Grind and Overlay w/ ADA Upgrades		Const				X		4,500				4,500	22 (a-e)
28	Intersection Repairs and ADA Classified Routes	Replace Asphalt w/ Concrete, ADA Upgrades		Const				X		4,500				4,500	22 (a-e)
29	Wayfinding Signage	City Implementation of County-wide Program		Const				X		150				150	NA
30	Miscellaneous Chip Seal/Maintenance	Miscellaneous Streets Chip/Fog seals		Const	X	X	X	X		200				200	NA
31	Non-Motorized Facilities	Non-Motorized Facilities/ADA Sidewalks		Const	X	X	X	X		50				50	NA
TOTAL										\$56,980	\$9,870	\$410	\$800	\$68,060	

Street Project Funding Matrix

STREET DESCRIPTION	Cost Estimate	Note	FUNDING PROGRAMS:										Developer	Local (Matching) Funds																														
			Priority	Design Status	Fed Route	WCOG		County	TIB			Ecology		Port	WSDOT	PWTF		\$550K	\$200K																									
						STP-R	TAP (Bike/Ped)	EDI	UAP (Arterial)	SP (Sidewalk)	APP (Pavement)	Storm WQ (LID)		Small Cities	Active Trans.	Emergency /Predesign	Construction																											
						86.5 % grants		50% grant & 1%. 20 yr	80% grants			1.5%, 20 yr		50% grant	86.5% grant	0.78%, 5 yr 1.56% 20yr					163 TBD	302 Arterial	011 Streets	401 Water	405 Sewer	410 Storm																		
Fall, every 3 yrs		Anytime	August			Oct	Feb		3/22/2018	???																																		
Federally Classified Streets																																												
Bradley Road¹ (Vinup to Line)	#REF!		Y		Y	?				?												X	X																					
Line Road (Bradley to Badger)	#REF!	A			Y	?				?													X	X																				
W. Main Street (Guide to Berthusen)	#REF!				Y	Ongoing		X															X	X																				
W. Front Street (Guide to Tromp)	??		Y		N			X			?		Pending										X	X																				
Tromp Road² (BBL to Main)	#REF!				N	NA	NA	X			?											2	X	X	NA	NA	NA																	
4th Street (Judson Alley to Grover)	??				N	NA	NA		NA	NA	NA		Ongoing									80%	X	X																				
Drayton Street (to Depot)	#REF!				N	NA	NA		NA	NA	NA												X	X																				
Kamm Road (Line to Northwood)	\$ 3,200,000	B			Y																		X	X																				
Northwood Road³ (Kamm to Badger)	\$ 4,700,000	B			Y						?												X	X																				
Benson Road⁴ (Main to Badger)	\$ 7,020,000	B			Y																		X	X																				
Double Ditch Road⁴ (Main to City Limits)	\$ 1,710,000	B			Y																		X	X																				
Residential Streets																																												
Cedar Street (Depot to dead end)												?										NA	X			X																		
Judson Street (8th to 10th)												Offer Pending										NA	X			X																		
South Park Street (Depot to W.Park)																						NA	X			X																		
Meadow Lane																						NA	X			X																		
Bonanza Dr./Cessna St./Piper St.												?										NA	X			X																		

Notes:
¹ Possibly use TIB Sidewalk (SP) Funds to construct pedestrian improvements
² Tromp from W. Front Street to the north is Developer Constructed
³ Consider using TIB APP funding to resurface until full City Standard at later date.
⁴ Consider Phasing
^A Needs to be Revised
^B Estimates from 2016 Transportation Plan Update 2017

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.

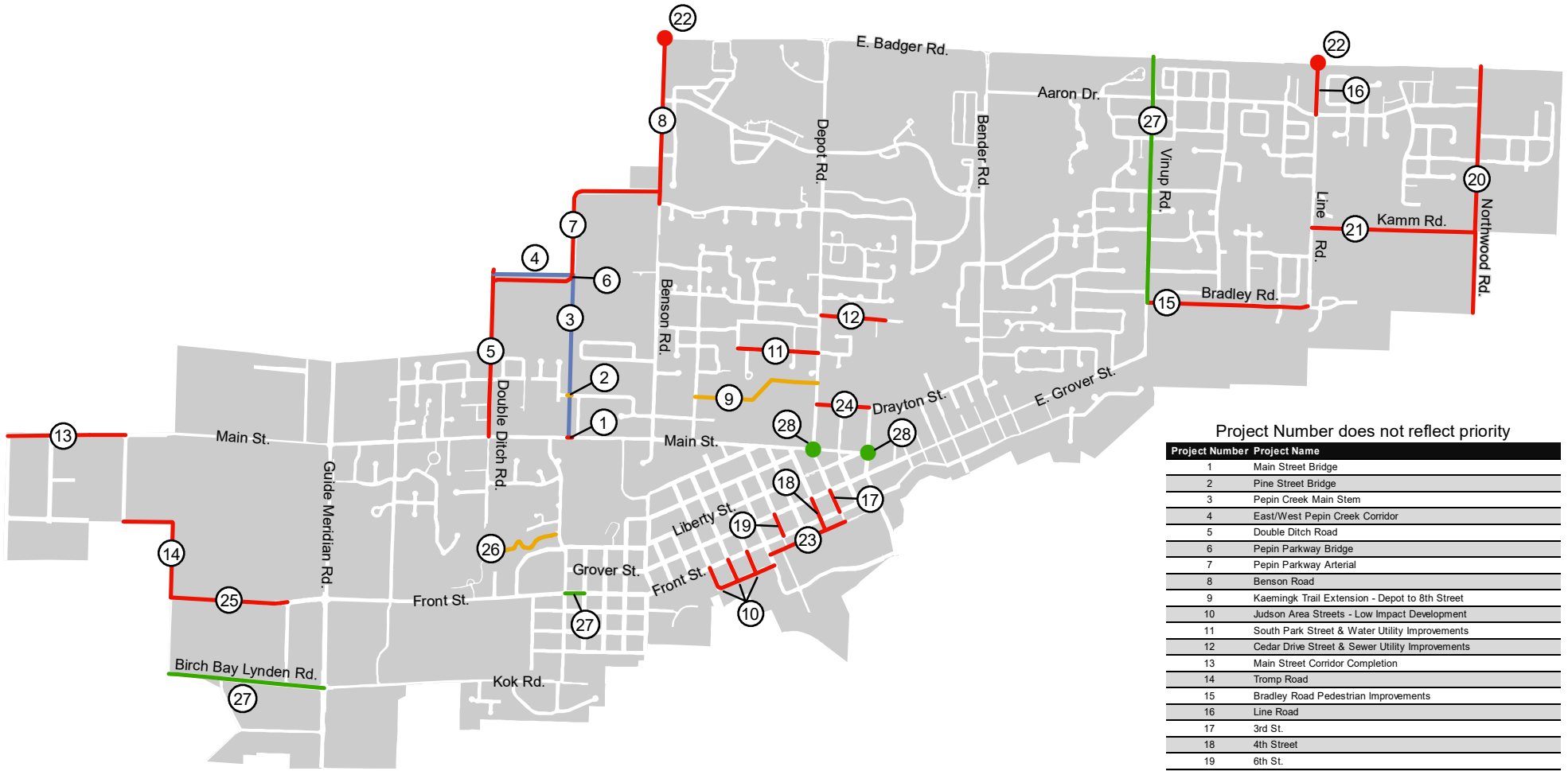
MAYOR SCOTT KORTHUIS

ATTEST:

CITY CLERK PAMELA BROWN

APPROVED AS TO FORM:

CITY ATTORNEY ROBERT CARMICHAEL



Project Number does not reflect priority

Project Number	Project Name
1	Main Street Bridge
2	Pine Street Bridge
3	Pepin Creek Main Stem
4	East/West Pepin Creek Corridor
5	Double Ditch Road
6	Pepin Parkway Bridge
7	Pepin Parkway Arterial
8	Benson Road
9	Kaemingk Trail Extension - Depot to 8th Street
10	Judson Area Streets - Low Impact Development
11	South Park Street & Water Utility Improvements
12	Cedar Drive Street & Sewer Utility Improvements
13	Main Street Corridor Completion
14	Tromp Road
15	Bradley Road Pedestrian Improvements
16	Line Road
17	3rd St.
18	4th Street
19	6th St.
20	Northwood Road
21	Kamm Road
22	E. Badger Road (SR-546) Intersections w/ City Arterials
23	Judson Street Alley
24	Drayton Street Extension
25	Front Street (West) Arterial
26	Kaemingk Trail Extension to Dickenson Park
27	Arterial Maintenance Overlays Vinup Road
27	Arterial Maintenance Overlays Birch Bay Lynden Road
27	Arterial Maintenance Overlays Front Street
28	Intersection Repairs and ADA Intersection (1st Street & Main Street)
28	Intersection Repairs and ADA Intersection (3rd Street & Main Street)

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Project Type

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

2022 - 2027 Transportation Improvement Projects



Updated: 29 Mar 2021

CITY OF LYNDEN

EXECUTIVE SUMMARY - FINANCE



Meeting Date:	May 3, 2020	
Name of Agenda Item:	2022 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 2022 Budget Calendar		
Summary Statement:		
<p>As required by RCW, there are several budget preparation deadlines as the City moves forward in preparing its year 2022 Budget. Attached is the proposed 2022 budget calendar for Council approval.</p> <p>These dates are for final review and approval of the full Council. 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 April 19th meeting and presented to the full Council for review at the April 19th Council meeting.</p>		
Recommended Action:		
The City Council approve the 2022 Budget Calendar as presented.		

2021 Date Requirements

Steps in Budget Preparation

Tuesday, July 20	Meeting with Department Leaders to launch 2022 budget process. Satellite Agencies requested to prepare estimates of revenues/expenditures. Six-year capital plans distributed to Dept. Heads.
Thursday, August 5	Estimates of revenues/expenditures, initiatives and six-year capital plans due to Finance Dept.
Thursday, August 19	Initial budget review with Mayor.
August 19 - 26	Mayor reviews and approves initiatives.
Friday, August 27	Mayors approved initiatives sent to Departments and Satellites.
Thursday, September 9**	Final budget to be filed with Finance Director.
Thursday, September 23**	Final budget presented to Mayor/City Administrator.
Monday, October 4**	Mayor provides the City Council with current information and estimates of revenues from all sources, as adopted in the budget for 2021.
Monday, October 18**	Mayor presents 2022 budget message to Council, and provides the Council with the proposed preliminary budget for 2022.
Wednesdays, October 20 and October 27**	Finance completes public notice of filing of preliminary budget and notice of public hearing on preliminary budget.
Monday, Nov 1 – 7:00 PM**	Preliminary budget hearing for public; Set Public Hearing for 2022 property tax levy.
Wednesday Nov 3 & Nov 10**	Public notice of hearing setting property tax levy.
Monday, November 15***	Setting property tax levy.
Wednesday, Nov 24 & Dec 1**	Public notice of final hearing for proposed 2022 budget.
Monday, December 6 – 7:00 PM**	Final public hearing on proposed 2022 budget.
Monday, Dec 6– Monday, Dec 20**	Adoption of 2022 budget by City Council.

** Required by RCW, ***Property Tax Levy must be completed prior to November 30, 2021.

City Council Meeting of May 3, 2021

Mural Concept for 610 Front Street to replace existing mural which was partially removed due to construction.

Artist: Harry Engstrom



CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	May 3, 2021	
Name of Agenda Item:	Replacement of Mural at 610 Front Street	
Section of Agenda:	Consent	
Department:	Planning Department	
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: _____
	Legal Review: <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required	
Attachments:		
Concept image of proposed mural, See also CDC minutes of 4-21-21 (included in this mtg package)		
Summary Statement:		
<p>The City Council executed a restrictive covenant (AF 20190900678) with Ron Hanson and his partner as the owners of 610 Front Street which prevents the City of Lynden from building within 10 feet of the southern property line of the building at 610 Front Street. The adjacent property being the City-owned parking lot located at Front and 7th Street. This “no-build” covenant allows the newly constructed 2nd and 3rd floors of the building at 610 Front Street to have windows and balconies without concern that they would later be obscured by a party wall.</p> <p>The covenant also addresses the mural located on the 1st floor south wall of the building. Recognizing its importance as public art the agreement requires that the owners of 610 Front Street “maintain the Mural, or a similar one that is accepted and approved by the City of Lynden, in perpetuity in exchange for a restrictions on the (adjacent) City property”.</p> <p>During construction associated with the addition of the 2nd and 3rd floors of the building at 610 Front, the back (north) portion of the 1st floor had to be removed as it was found to be structurally unsound. This resulted in the removal of this portion of the existing mural. Hanson investigated options regarding the repainting of this portion of the mural but found that matching the existing style of the remainder of the mural was impractical. Instead, Hanson has contracted with a mural artist to repaint an entirely new mural which highlights images of the Netherlands, and of Front Street at different points in history. It also pays tribute to the existing mural (a streetscape that is included in the new mural).</p> <p>Hanson is seeking Council approval of the new mural design consistent with Section 2 of the covenant “to maintain the mural or <u>a similar one that is accepted and approved by the City of Lynden</u>”. Mural design was presented at the April 21 CDC meeting. The Committee’s response to the proposal was positive.</p>		
Recommended Action:		
Motion to approve the presented design concept of the mural intended to replace the existing mural on the west wall of 610 Front Street.		

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	May 03, 2021	
Name of Agenda Item:	Public Works Committee Meeting Minutes April 07, 2021	
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:		
April 07, 2021 Draft Public Works Committee Meeting Minutes		
Summary Statement:		
Draft minutes for the April 07, 2021 Public Works Committee meeting.		
Recommended Action:		
For Review		

CITY OF LYNDEN

PUBLIC WORKS DEPARTMENT

Main Number: (360) 354-3446



Public Works Committee Meeting Minutes

Microsoft Teams Virtual Meeting

City Hall - 300 4th Street

4:00 PM April 07, 2021

Call to Order

Roll Call

Members Present: Councilor Gary Bode, Ron De Valois, Jerry Kuiken

Members Absent (with Notice): Mayor Scott Korthuis

Staff Present: City Administrator Mike Martin; Public Works Director Steve Banham, Programs Manager Mark Sandal, Sr. Admin. Assistant Miriam Kentner

Public Present: Gary Vis, Kevin Vander Veen

Action Items

1. **Approve Minutes from March 3, 2021**

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

Action:

The minutes from March 3, 2021 were approved.

2. **Six Year Transportation Improvement Plan (2022-2027) to May 3 City Council Meeting to Set a May 17, 2021 Public Hearing Date**

Banham presented the Six Year Transportation Improvement Plan (2022-2027) and noted new columns added for estimated year of construction. This is to make this tool more connected with available funding. De Valois asked if 10th Street (#10) could be updated sooner. Committee and staff agreed that 10th Street improvement are critical but also require the most complex solution. Banham discussed the timing of DOE grant funding based on annual applications in September with funding approved in the following legislative year. 8th Street is currently pending Legislative approval and DOE funds for 10th street would likely not be available until 2025. The Committee also requested that Cedar Drive (#12) construction be moved up and that South Park Street (#11) be shifted to 2023 construction.

Action:

The Public Works Committee concurred to recommend forwarding the revised Six-Year Transportation Improvement Plan (2022-2027), with the changes for Cedar Drive and Park Street to the May 3 City Council Meeting to set a May 17, 2021 Public Hearing date.

3. **Request for Left Turn Designator at Front & 19th Streets Intersection**

The Committee discussed a request received for a left-turn arrow at the intersection of Front and 19th Streets citing that traffic volume can impede the ability to turn on the green light. Staff has estimated the cost of the signal modification to be \$12,000.

Action:

The Public Works Committee concurred to recommend proceeding with the installation of a left signal modification with left turn arrows.

4. Request for 3-Way Stop at Bradley and Line Roads Intersection

Sandal stated that he was speaking with a member of the public and a request was made to have a three-way stop installed at the intersection of Bradley Road and Line Road. The Committee discussed the need and suggested staff to work with Police to understand the traffic incident count for this area.

Action:

The Public Works Committee concurred to recommend staff to continue to monitor and work with the Police Department to evaluate the need for a three-way stop and to investigate if any traffic accidents have occurred.

5. Request to Use Hydrant Meter for Irrigation at Ridnour Athletic Complex (1986 Main Street)

Gary introduced Kevin Vander Veen, speaking on behalf of Luke Ridnour, who is requesting to have a temporary hydrant meter installed to irrigate the property north of the Ridnour Athletic Complex at 1986 Main Street. Vander Veen requested a temporary 1 ½" meter accessed through the church hydrant until a permanent solution gets approved.

Action:

The Public Works Committee concurred to recommend proceeding with the installation of a temporary hydrant meter to irrigate the proposed new field.

6. Main Street Bridge at Pepin Creek

Banham presented a map showing a proposed box culvert alternative that will reduce estimated road closure timeline from six months to four months. Banham stated this will increase the project cost from \$2.5 million to \$3 million.

Action:

The Public Works Committee concurred to approve the box culvert alternative; however, they cautioned staff to be sensitive to the volume of agriculture traffic while creating the schedule for this construction project.

Information Items (some actions taken)**7. Agreement with Whatcom County for Jail Work Crew**

Staff is entering into an agreement with Whatcom County for the jail work crew to perform general yard maintenance at various City locations, including detention ponds in need of cleaning.

8. Lynden Rec Center - Boiler, Heat Exchanger and Siding

Staff is looking at the possibility of a Commerce grant for replacement of the boiler and heat exchanger and has asked Brian Davidson for an estimate on siding replacement. The boiler and heat exchanger were installed in 1979 and are inefficient and in poor working condition. Martin spoke about the siding and his communication with City Council and the need to aggressively respond to the siding replacement.

Action:

The Public Works Committee concurred to recommend that staff work with Forge Fitness (Davidsons) to get estimates for replacing the siding and to continue to work to finding grant funding for the boiler system replacement.

9. Kamm Creek Culvert Replacement on East Badger Road This Summer

WSDOT will be replacing the Kamm Creek culvert on East Badger Road (east of town) this summer after July 15th. The culvert replacement is planned to occur within a 60-hour timeframe, during which East Badger Road will be closed. Banham stated he requested construction to begin after the Northwest Washington Fair scheduled to end August 21, 2021.

10. 7th Street Wins APWA 2021 Project of the Year Award

The City's 7th Street project won the American Public Works Association 2021 Project of the Year Award for the category *Small Agency Transportation < \$5M*. The project would usually be showcased at the APWA Spring Conference; however, due to the Covid-19 pandemic, the project will be showcased in a future 'Project of the Year' video, via press release, social media, and by featuring the project in the APWA Chapter magazine. A plaque will also be provided to the City.

11. PROJECT - Foxtail Street Extension

The pre-construction meeting was held on March 26th. Construction began April 5th and is scheduled to be completed by the end of May. Sandal stated that the contractor found unsuitable soils that will need to be removed and is expecting those changed conditions could result in an estimated \$40,000 increase in cost, but still within the original construction estimate.

12. PROJECT - Industrial Condensate - Riverview to Outfall

Staff will be issuing a change order to Premium Services to replace a section of damaged and previously abandoned raw waterline to connect to the more recently installed industrial condensate pipe under Riverview Road.

13. PROJECT - Guide Meridian Pump Station #17

Staff is working on permanent and construction easement documents with the City attorney and property owners. City is also looking at pre-purchasing the emergency generator due to lengthy lead time. Staff explained the proposed location on the south side of Bay Lyn Drive on the east side of the private driveway.

14. PROJECT - West Front Street Reconstruction

Banham explained the economic benefits of reconstructing West Front Street to allow revenue-generating commercial development. He suggested if outside funding is not currently available, the could City install utilities and build a limited all-weather street cross section with the correct vertical and horizontal alignment to allow the full City street standard to be built over it in the future. This approach was used in the past with Line Road, which was recently improved in front of the new middle school.

15. Request for Crosswalk Across Depot Road at Apple Valley Apartments (8611 Depot Road)

A resident of the Apple Valley Apartments on Depot Road called and requested a crosswalk near the apartments and LTI to cross Depot Road.

Action:

The Public Works Committee concurred to recommend installing a crosswalk on Depot Road at Springview Drive due to the proximity of the bus stop and because that street connects further to the east to the Kaemingk Trail.

16. 2021 Events (Lynden Chamber of Commerce)

Vis presented the 2021 events for the Lynden Chamber of Commerce

Action:

The Public Works Committee concurred to forward the 2021 events schedule to City Council for approval.

New Information

1) Left Turn Arrow on Front Street

Bode proposed adding left-turn arrows on Front Street, eastbound, for vehicle turning south onto 1st Street/Hannegan Road. Banham stated that Public Works staff will review traffic patterns at this intersection to determine whether additional directional markers are needed.

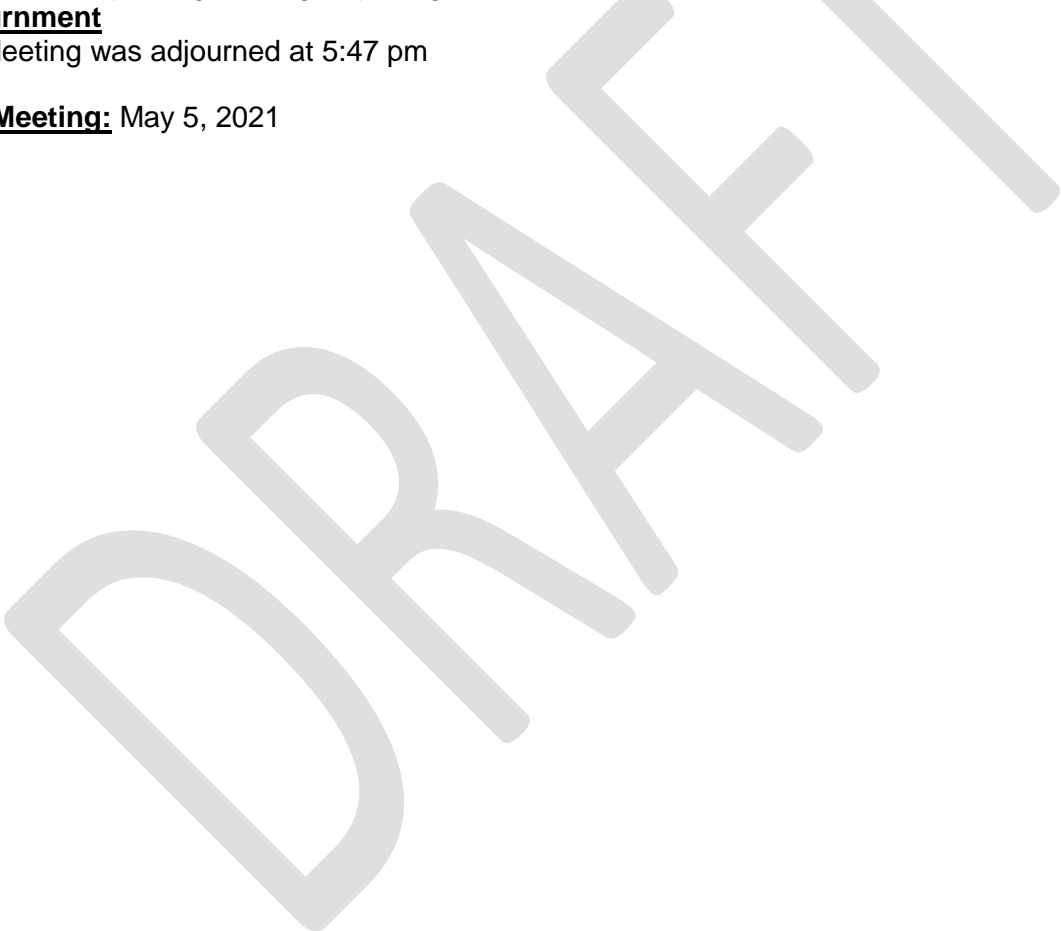
2) Short-Term Parking Signage for Front Street Shops

Bode stated he has heard from numerous Front Street shops about the lack of short-term parking for pick-up customers. The Committee discussed that most parking spaces are often used by patrons of restaurants and residents of the nearby apartments and that having some short-term parking spaces near the Dutch Bakery (soon reopening) might make sense. Banham stated that Public Works staff will look at the parking code for Front Street and will review if 30-minute parking limit signs (during business hours) should be installed.

Adjournment

The Meeting was adjourned at 5:47 pm

Next Meeting: May 5, 2021



CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	May 3, 2021	
Name of Agenda Item:	Draft Parks Committee Minutes April 19, 2021	
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 type="checkbox"/> Review Not Required	
Attachments:		
ES-Draft Parks Committee Minutes April 19, 2021		
Summary Statement:		
See Next page		
Recommended Action:		
For Council Review		



PARKS COMMITTEE MINUTES

April 19, 2021

1. ROLL CALL:

Members Present: Mayor Scott Korthuis; Councilors, Ron DeValois, and Nick Laninga and Mark Wohrab (Virtual)

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

2. ACTION ITEMS:

A. Approval of Parks Committee Minutes March 15, 2021

DeValois motioned to approve the minutes Laninga approved the motion and Wohrab concurred.

Action: *The Parks Committee Minutes from March 15, 2021 were approved*

3. INFORMATION ITEMS

A. Berthusen Trails

Tim Van Beek and WTA will be working on 4 sections of trails on April 24 & 25, building turnpikes. If all goes well, they will have another work party in the fall. The Tribune has been informed and will write an article about the work. The City will be supplying the gravel.

B. Updates on Parks Projects:

Benson Park barn:

RFQ was advertised last week, and submittals are due by May 6, 2021.

Some concern from Rec. District on the price tag and would like to provide input on expenditures.

Action: *Set up a joint meeting between the Rec. District Commissioners and Parks Committee Members*

Sent RFPs to 5 landscape architects relating to the planning for the south 20 acres. Those are due back by April 30.

Dickinson:

Surveying has been completed; some questions remain about interpretation. A member of the Rec District has been getting prices on pedestrian bridges. Continued Neighbor Property lines dispute.

Glennig Property:

Harlan will have a final report on fundraising by our next meeting.

Will also be forming a committee to start planning for how to layout this property and what should be included.

Depot to 8th Trail

The Mayor is continuing to be in contact with the school district and Vander Griend regarding purchasing the surplus portion. R&E is working on final design and permitting for this project. The walkway thru the wetlands will most likely be a boardwalk.

C. Cameras for Parks

Cameras have been installed. They are live 24 hours a day.

D. Maintenance Supervisor Position

Hired Brent DeRuyter for the position. He will start May 3, 2021.

E. Seasonal Positions:

Will have one returning from last year

Have received 8 applicants to choose from for the other two positions.

4. ITEMS ADDED:

A. None

Meeting Adjourned: 4:32pm

Next Meeting Date:

Parks Committee: May 17, 2021

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	May 3, 2021	
Name of Agenda Item:	Community Development Committee Minutes of 4-21-21	
Section of Agenda:	Approval of Minutes	
Department:	Planning Department	
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: _____
		Legal Review: <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required
Attachments:		
Draft Meeting Minutes of Community Development Committee April 21, 2021		
Summary Statement:		
Draft CDC Minutes of 4-21-2021 attached for review.		
Recommended Action:		
Council review.		

CITY OF LYNDEN

PLANNING DEPARTMENT
Heidi Gudde – Planning Director
(360) 354 - 5532



COMMUNITY DEVELOPMENT COMMITTEE

MINUTES

4:00 PM April 21, 2021
2nd Floor Conference Room, City Hall

1. ROLL CALL

Council: Brent Lenssen, Kyle Strengholt, Gary Bode, Mayor Scott Korthuis
Staff: Heidi Gudde, Steve Banham
Chamber: Gary Vis
Guests (present for Item 3a): Tim Keiper, Ron Hanson

2. APPROVAL OF MINUTES

- a. Community Development Committee Meeting 2-17-21 Minutes were approved.

3. DISCUSSION ITEMS

a. Mural revisions to 610 Front Street.

Ron Hanson and Tim Keiper presented the mural revisions at 610 Front Street – a building they own and have added on 2 floors. The first floor exterior west wall has had a mural painted on it that was funded by the Lions Club. An agreement that the City has with the building owners requires that the existing mural be preserved or, if it is replace, that the design be approved by the City of Lynden.

Building owners Keiper and Hanson related to the Committee that they had looked into options for repainting the portion of the mural that had to be removed for construction of the building addition. They spoke to the artist of the existing mural, Bill Swinburnson, to see if he was interested in repainting the mural and he declined. Artists were contacted about replacing the missing portion of the mural but matching the style of the existing mural was not realistic.

They brought with them the painted canvas prototype that the artist had created. Artist, Harry Engstrum from Arlington has been contracted to paint the new mural. The mural shows a blended scene of the Dutch countryside, street scenes from years past, and finally a view looking east down Front Street itself. Hanson clarified that the prototype did not include all of the details that would be included in the final mural. He also showed the Committee some of this artist's previous murals.

Swinburnson was also contacted regarding the new mural design. Hanson related that the artist expressed understanding in the need for the mural changes and seemed honored to know that elements from the previous mural will be included in the new mural. Swinburnson will also be spotlighted in an upcoming newspaper article.

The Committee expressed support of the mural design as well as the artists previous work.

Property owners Hanson and Keiper have requested that the artist not be questioned or pestered during the painting of the mural after this painter experienced a lot of public interruption at a recent project.

The cost of the mural is about \$20,000. Possible sources of funding were discussed.

Conclusions: The CDC was supportive of the mural design as proposed. Gudde to add the mural approval to the City Council agenda along with a photo of the canvas prototype.

b. Proposed Revision to Outdated Code

The Committee discussed the proposed changes to sections of the City’s code that have been identified as outdated. Since the draft of the ordinance was created a number of discussions have occurred as to the origin of these codes and their usefulness.

The Committee concluded that some of the code identified for deletion still has value in specific situations.

Conclusions: Delete revisions related to alcohol and horse taxi changes Planning staff to revise the ordinance and bring to Council.

c. Revision to the West Lynden Transportation Impact Fee Discount

Lenssen and Bode introduced the item giving some history of Reso 709 and what became the 50% discount of transportation and park impact fees.

Lenssen began the discussion by noting that if the fee is revised that the City should do that with notice to the developer.

Asked the Committee if the fee should be discontinued, if it should continue and how it might be revised.

Bode noted that every time a fee increases it always catching the people who are in-process and expressed support for language that would allow those who have started to develop to be exempt from the increase.

Vis recalled the initial implementation of the fee discount as a means of getting development into the area with the thought that the long-term revenue of the City would increase because of the economic development.

The Committee discussed the use of the City's portion of Real Estate Excise Tax (REET) from the sale of industrial properties being directly funneled into streets for the area from which the REET comes from.

Also discussed the sales tax bump that new development brings to the City as a whole and whether this same amount could be allocated to benefit industrial / commercial areas that are responsible for this bump.

Strengholt asked if the streets fund needed assistance and Banham confirmed that after recent street projects that the fund was in need of additional revenue.

Vis asked that the TIF be added to a fee schedule and subject to regular review. Mayor Korhuis confirmed that the Finance Dept is planning to include a unified fee schedule in the next budget and periodic or annual reviews / increases could be built into the fee schedule so that impact fees like TIF don't fall behind.

Banham noted that currently we are far under collecting for the actual cost of road construction. Banham confirmed that the City has contracted with consultant, Transpo, to analyze transportation fees across the City.

Lenssen requested that if the fee is modified that the ordinance go to the Council relatively soon so that the development community will be aware of the upcoming fee increase.

The Committee generally discussed the desire / need for economic incentives for industrial development within the City. And, what role stormwater expenses play in this development progress.

Residential demand is high and offering low fees isn't needed in order to stimulate this market. However, offering incentives to increase economic development could be boon for the West Side of Lynden. However, to date, it has not been enough to see significant industrial development outside of the growth of Lynden Door and the establishment of Preferred Freezer.

Gudde noted that the intensity of roads per acre are much higher for residential development as compared to the industrial. Roads needing

improvement in the industrial area of the City are generally limited to the arterials of Front, Main, Berthusan, and Tromp.

Banham noted that heavy truck traffic takes a toll on streets – much more so than residential streets and do need to be built to a high standard and maintained regularly.

The committee discussed the methodology for collecting fees and asked if an alternate fee could be used for residential vs. other commercial or industrial uses. Staff noted that the fee is based on trips not on type of use.

Banham noted that if the City wanted industrial investment to benefit from its TIF that it could be useful for separate Transportation analysis zones (TAZ) to be established. Impact fees collected within each TAZ would be used for projects with that respective TAZ. Banham noted that the City of Lynden only has one TAZ – that is, that all funds collected go into one pot of money. Bellingham has 14 different TAZs. It may be useful for the City to create one TAZ west of the Guide one TAZ for east of the Guide.

Mayor Korthuis and the Committee discussed a timeline for altering the fees and possibility a gradual transition to full TIF in all areas of the City. Some at the meeting thought that a year to 18 month delay may allow prospective buyers to complete transactions and development under the currently fee. Mayor Korthuis noted that stormwater solutions in this area will take more than 18 months to develop and thought that any development of significant size would not be able to develop in 18 months anyway. Proposed that full fees take effect at the start of 2022 and the Committee agreed.

Conclusion: Ordinance to eliminate the West Lynden Impact Fee discount and increase fees January 1, 2022 up to 100% of the full TIF fee.

Committee also requested that staff review the financial implications of creating TAZ areas so that industrial impact fees go toward industrial road capital improvements. This might divide the City into 2 different zones. The area West of the Guide into one TAZ and East of the Guide into another TAZ.

4. INFORMATIONAL ITEMS

a. Update on the Pepin Creek Financial Mitigation Strategy

Gudde noted that many of the items on the Pepin schedule are on track with the goal of lifting the moratorium at the start of July. However, the latest addition to the schedule is a revision to the Comprehensive Plan

that would include an update to the Pepin Creek Sub-area plan, the Capital Facilities Plan, and the Transportation Element.

Legal Counsel advised the alignment of all documents. Transpo has been contracted to work with City staff on these updates.

Committee confirmed that the preference would be to get the project all aligned before the moratorium is lifted. If the Council needs to extend the moratorium for another 3 months then it can be always be lifted early.

Next Meeting Date: May 19, 2021

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	January 4, 2021	
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	

May 3, 2021
Monday

7:00 PM - 9:00 PM

City Council Meeting -- Online

The link below "Click here to join the meeting" is unique to this council meeting on May 3. Once you accept the meeting you should be able to double click on the calendar item and click on the link below and be directed to the May 3rd meeting. Please email me if you are unable to join the meeting and I will forward the link to you.

Thanks.
Pam

Microsoft Teams meeting
Join on your computer or mobile app
[Click here to join the meeting](#)
Or call in (audio only)
[+1 253-948-9362,,518207096#](#) United States, Tacoma
Phone Conference ID: 518 207 096#
[Find a local number](#) | [Reset PIN](#)
[Learn More](#) | [Meeting options](#)

May 4, 2021
Tuesday

8:30 AM - 9:30 AM

Leadership Team Meeting -- To Be Determined: May be Teams Meeting

5:00 PM - 6:30 PM

Design Review Board -- To be determined

May 5, 2021
Wednesday

All Day

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

4:00 PM - 6:00 PM

Public Works Committee Meeting -- City Hall 2nd Floor Large Conference Room
Welcome

Public Works Committee Meeting meets Wednesday at 4:00 pm
We look forward to seeing you in person at City Hall in the upstairs

May 5, 2021 Continued

Wednesday

Conference room **or** by joining virtually with Microsoft Teams by clicking the link below.

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 253-948-9362,,741828985#](#) United States, Tacoma

Phone Conference ID: 741 828 985#

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May 6, 2021

Thursday

2:00 PM - 4:00 PM

Technical Review Committee -- Microsoft Teams Meeting

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 253-948-9362,,832433768#](#) United States, Tacoma

Phone Conference ID: 832 433 768#

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May 6, 2021 Continued
Thursday

4:00 PM - 5:00 PM

Public Safety Committee Meeting -- Microsoft Teams Meeting

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 253-948-9362,,954667669#](#) United States, Tacoma

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May 10, 2021
Monday

9:00 AM - 10:00 AM

Meeting: Vern/Mike -- Mike's Office

May 11, 2021
Tuesday

8:30 AM - 9:30 AM

Leadership Team Meeting -- To Be Determined

May 12, 2021
Wednesday

All Day

Possible Jury Trial -- Annex Council Chamber; Annex North East Conference Room; Annex South East Conference Room; Annex East Training Room

May 12, 2021 Continued
Wednesday

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

7:00 PM - 9:00 PM Park and Rec. District Meeting -- Annex South East Conference Room

May 13, 2021
Thursday

7:00 PM - 9:30 PM Planning Commission Meeting -- Microsoft Teams Meeting

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 253-948-9362,,53344999#](#) United States, Tacoma

Phone Conference ID: 533 449 99#

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May 14, 2021
Friday

10:00 AM - 11:00 AM Meeting: Steve/Mike -- Mike's Office

May 17, 2021

Monday

3:00 PM - 4:00 PM

Finance Committee Meeting -- Microsoft Teams Meeting

Finance Committee Meetings are being held via Teams due to COVID precautions

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 253-948-9362,,752440887#](#) United States, Tacoma

Phone Conference ID: 752 440 887#

[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#)

4:00 PM - 5:00 PM

Parks Committee -- City Hall 1st Floor Large Conference Room

7:00 PM - 9:00 PM

City Council Meeting -- To Be Determined