

# CITY OF LYNDEN



Mayor  
Scott Korthuis

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

Online (Microsoft Teams) City Council Meeting  
205 Fourth Street, Lynden, WA, 98264  
October 05, 2020

## **Call to Order**

## **Pledge of Allegiance**

## **Roll Call**

## **Oath of Office**

## **Approval of Minutes**

- [1.](#) Draft Council Minutes- September 21, 2020

## **Items from the Audience**

### ***Scheduled***

### ***Unscheduled (20 Minutes)***

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

## **Consent Agenda**

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

## **Public Hearing**

## **Unfinished Business**

### **New Business**

- [3.](#) Mayor's Status of the 2020 Budget

### **Other Business**

- [4.](#) Draft Public Works Committee Meeting Minutes - September 9, 2020
- [5.](#) Draft Parks Committee Minutes September 21, 2020
- [6.](#) Calendar

### **Executive Session**

### **Adjournment**

# CITY OF LYNDEN

## EXECUTIVE SUMMARY



<b>Meeting Date:</b>	October 5, 2020	
<b>Name of Agenda Item:</b>	Draft Council Minutes- Regular Meeting	
<b>Section of Agenda:</b>	Approval of Minutes	
<b>Department:</b>	Administration	
<b>Council Committee Review:</b>	<input type="checkbox"/> Community Development <input type="checkbox"/> Public Safety <input type="checkbox"/> Finance <input type="checkbox"/> Public Works <input type="checkbox"/> Parks <input type="checkbox"/> Other: N/A	<b>Legal Review:</b> <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required
<b>Attachments:</b>	Draft Council Minutes- Regular Meeting	
<b>Summary Statement:</b>	Draft Council Minutes- Regular Meeting	
<b>Recommended Action:</b>	For Council review.	

# CITY OF LYNDEN



## CITY COUNCIL MINUTES OF REGULAR MEETING

September 21, 2020

### 1. CALL TO ORDER

Mayor Korthuis called to order the September 21, 2020 regular session of the Lynden City Council at 7:00 p.m. held through an online web-based meeting platform (Microsoft Teams).

### ROLL CALL

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

Members absent: None

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

**OATH OF OFFICE- None**

### APPROVAL OF MINUTES

*Councilor Kuiken moved and Councilor Wohlrab seconded to approve September 8, 2020 regular council minutes as presented. Motion approved on a 7-0 vote.*

### ITEMS FROM THE AUDIENCE

Scheduled: None

Unscheduled- None

### 2. CONSENT AGENDA

#### **Approval of Payroll Disbursed – September 1 through September 15, 2020**

Paychex EFT .....	\$282,964.97
City of Lynden EFT.....	\$63,702.05
Warrant Liability .....	\$60,120.38
<b>Subtotal</b>	<b>\$406,787.40</b>
Paychex EFT Liability	\$7,504.32
<b>Total EFT &amp; Other Liabilities</b>	<b>\$414,291.72</b>

# CITY OF LYNDEN

CITY COUNCIL  
MINUTES OF REGULAR MEETING



## Approval of Claims – September 25, 2020

Manual Warrants No.	<u>20146</u>	through	-		\$5,156.17
EFT Payment Pre-Pays					\$36,020.56
				Sub Total Pre-Pays	\$41,176.73
Voucher Warrants No.	<u>20147</u>	through	<u>20284</u>		\$2,865,954.38
EFT Payments					\$28,625.16
				Sub Total	\$2,894,579.54
				Total Accts. Payable	<b>\$2,935,756.27</b>

### Coronavirus Relief Fund Requests

The Federal Government through the United States Department of Treasury has created the Coronavirus Relief Fund (CRF). From this Fund the City of Lynden has been awarded \$651,150 in the form of grants to award to local businesses in need that have suffered loss from the impact of the Coronavirus. Both for profit and not for profit businesses were allowed to apply for this assistance. The program is administered by the Washington State Department of Commerce.

The council packet contained the summary sheets listing the eight for-profit businesses and the six non-profit businesses that were awarded grants and their awarded amounts. These grants are paid to the businesses by the City of Lynden first, after which the City is required to submit proof of these payments to the Department of Commerce for reimbursement.

The Finance Committee reviewed this information and approved it for review by the full Council. The City Council is being asked to give consent approval for the expenditure of the requested relief funds out of the current 2020 Budget.

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

### **3. PUBLIC HEARING - None**

### **4. UNFINISHED BUSINESS – None**

### **5. NEW**

# CITY OF LYNDEN



## CITY COUNCIL MINUTES OF REGULAR MEETING

### Ordinance No. 1608- Rezone of Lions Gate Property (Site Specific Rezone #20-01)

AVT Consulting, as agent for the property owner, has requested a site-specific rezone of the 22-acre property located at the northeast corner of the intersection of the Guide Meridian. Formerly part of the City Bible Church campus the current project proposal is known as Lions Gate.

The zoning request is to shift the property from an RS-100 zoning category, which is single family residential homes on lots a minimum of 10,000 square feet, to Residential Mixed Density (RMD). RMD encourages a blend of single family and cottage lots of various sizes. It also permits some attached housing product as duplexes or paired homes on individual lots. The shift in the zone would allow for a higher density of housing in a variety of lot sizes.

The applicant has submitted a corresponding Master Planned Residential Development application which details how the site could accommodate 134 housing units. Current zoning would allow for approximately 95 large lot homes. The goal in creating a variety of lot sizes is to provide a range of housing products including small lot homes at more attainable price points for working families in an area of the City where services and bus lines are located nearby.

On August 13, 2020, the Planning Commission held a virtual public hearing via Microsoft Teams. The group heard a presentation from the applicant as well as comments from the public. The resulting 4-0 vote on the application was to recommend to the Council approval of the rezone proposal.

***Councilor Lenssen moved and Councilor Strengholt seconded to approve Ordinance No. 1608 which shifts the residential zoning of the subject property from RS-100 designation to a Residential Mixed Density (RMD) designation and to authorize the Mayor's signature on the Finding of Facts and Conclusions of Law and Ordinance No. 1608. Motion approved on 7-0 vote.***

### Preliminary Approval of the Lions Gate MPRD Application #20-01

AVT Consulting, as agent for the property owner, has requested the approval of a Master Planned Community (MPRD) concept for the 22-acre property located at the northeast corner of the intersection of the Guide Meridian. Formerly part of the City Bible Church campus the current project proposal is known as Lions Gate.

The request for the 135 home MPRD is coming forward concurrently with a zoning request is to shift the property from an RS-100 zoning category to the RMD category (Residential Mixed Density). The RMD zone encourages a blend of lot sizes and housing types as compared to

# CITY OF LYNDEN

## CITY COUNCIL MINUTES OF REGULAR MEETING



the 10,000-sf minimum of RS-100. Staff's review concluded with a recommendation of approval.

On August 13, 2020, the Planning Commission held a virtual public hearing via Microsoft Teams. The group heard a presentation from the applicant as well as comments from the public. The resulting 4-0 vote on the application was to recommend to the Council approval of the proposed concept with some specific conditions.

These are:

- (1.) That the maximum unit count be no more than 134 units.
- (2.) That paired housing lots be a minimum of 3000 square feet, single family detached lots a minimum of 4000 square feet, and single-family detached lots adjacent to green space be a minimum of 3500 square feet.
- (3.) That there be a variety of townhomes and 4-plex units with the 4-plex units being permitted along the Guide Meridian only.
- (4.) That the reference to open spaces between the duplex / 4-plex buildings along the west side of the development be removed and considered part of the lot.
- (5.) That zero lot lines be added to separate the townhome lots south along Main Street.

***Councilor Lenssen moved and Councilor Strengholt seconded to approve the Lions Gate MPRD concept as recommended and conditioned by the Planning Commission and to authorize the Mayor's signature on the corresponding Findings of Fact and Conclusions of Law. Motion approved on 6-1 vote with Councilor Laninga opposed.***

### Terminate Agreement with YMCA

The Whatcom Family YMCA has operated the Lynden Recreation Center since 1997. It closed the facility March 17, 2020 due to issues arising from the COVID pandemic. The City is in the process of identifying a successor agency that can operate the facility into the future.

The original Lease Agreement with the YMCA would terminate the agreement December 31, 2020. The City wishes to terminate the Agreement Oct. 1, 2020 because doing so will help facilitate transferring management of the facility to a new operator. Staff has contacted the YMCA and confirmed that the agency supports terminating the Agreement Oct. 1, 2020.

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CITY COUNCIL  
MINUTES OF REGULAR MEETING



***Councilor De Valois moved and Councilor Strengholt seconded to approve termination of the Lease Agreement with the Whatcom Family YMCA. Motion approved on 7-0 vote.***

## Short Term Lease- "Let's Pool Together"

Staff would like Council to consider a short-term lease with "Let's Pool Together" which is an affiliate of the Bellingham Bay Swim Club. In brief, the lease agreement would give the Club access to the pool in the Lynden Recreation Center in exchange for providing public access. In the beginning this access would be limited to water aerobics on weekdays only. If there is sufficient demand, pool hours could be expanded and include other uses, such as lap and recreational swimming.

To accomplish this, the Bellingham Swim Club would provide the staff to run the programs, insurance, and water testing. It would also be responsible for ensuring all activities comply with Phase 2 COVID restrictions.

***Councilor De Valois moved and Wohlrab seconded to approve the short-term lease for "Let's Pool Together" and authorize the mayor to sign. Motion approved on 7-0 vote.***

## Statement Support Equality

The **draft** statement supporting equality is as follows:

*Lynden's elected officials take seriously their oath to uphold the laws and Constitution of United States, the State of Washington, and the City of Lynden. We believe we are all created in God's image and have equal worth and value; as such, every life should be protected and deserves dignity.*

*We affirm that everyone should be allowed to live, learn, worship, raise families and prosper, without regard to race, gender, color, or creed. No one should be harassed, intimidated, hurt, or hindered in their pursuit of happiness so long as it does not infringe on the happiness or freedom of others. We uphold the personal freedoms and rights guaranteed in the Bill of Rights which allows citizens to express themselves without fear of retribution. As elected officials we desire that all who share these ideals should find Lynden to be a safe and positive place to live and flourish. As we have steadfastly done in the past (added revision) we will remain vigilant to support and undergird the goal of equality in the public square and also encourage each community member to affirm and cultivate harmony in diversity.*

***After council discussion the draft equality statement was pulled from the agenda and no action was taken.***



# CITY OF LYNDEN

## CITY COUNCIL MINUTES OF REGULAR MEETING



### Chalk Art Drawing

There is a request from a resident to create a chalk art drawing on the north west corner of 4th and liberty, on the sidewalk area adjacent to the library.

***This item was pulled from the agenda and referred to the Community Development Committee.***

## 6. OTHER BUSINESS

### Council Committee Updates

Councilor Bode read a statement regarding Peace Health's purchase of a 5-acre land parcel in Lynden for the purpose of building a medical facility to serve north Whatcom County. Construction is expected to begin in the Spring of 2021.

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

- Lights for Bender field costs
- YMCA Pool plans
- Benson Barn project to focus on the barn for now
- Hooligans at Bender field have the attend of Lynden police department
- Art Wall design and possible placement
- Berthusen restrooms expected in late October

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

- Payroll and Claims
- Overtime use for police and fire where the overtime hours have been required
- Sales tax continues to be very strong
- Projected a 10% budget shortage due to COVID
- Coronavirus relief fund requests
- Financial monthly reports in Caselle
- YMCA plans
- Peace Health medical facility

# CITY OF LYNDEN

CITY COUNCIL  
MINUTES OF REGULAR MEETING



## 7. EXECUTIVE SESSION

Council did not hold an executive session.

## 8. ADJOURNMENT

The September 21, 2020 regular session of the Lynden City Council adjourned at 7:57 p.m.

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Pamela D. Brown, MMC  
City Clerk

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Scott Korthuis  
Mayor

DRAFT

# CITY OF LYNDEN

## EXECUTIVE SUMMARY



<b>Meeting Date:</b>	October 5, 2020	
<b>Name of Agenda Item:</b>	Approval of Payroll and Claims	
<b>Section of Agenda:</b>	Consent	
<b>Department:</b>	Finance	
<b>Council Committee Review:</b>	<input type="checkbox"/> Community Development <input checked="" type="checkbox"/> Finance <input type="checkbox"/> Parks <input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: _____	<b>Legal Review:</b> <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required
<b>Attachments:</b>	None	
<b>Summary Statement:</b>	Approval of Payroll and Claims	
<b>Recommended Action:</b>	Approval of Payroll and Claims	

# CITY OF LYNDEN

## EXECUTIVE SUMMARY - FINANCE



<b>Meeting Date:</b>	October 5, 2020	
<b>Name of Agenda Item:</b>	Mayor's Status of the 2020 Budget	
<b>Section of Agenda:</b>	New Business	
<b>Department:</b>	Finance	
<b>Council Committee Review:</b>	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
		<b>Legal Review:</b> <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required
<b>Attachments:</b>		
Mayor's 2020 Budget Status Update		
<b>Summary Statement:</b>		
<p>Per statute RCW 35.33.135, in preparation for the 2021 Preliminary Budget Review on October 19, 2020 the Mayor provides the City Council with an updated status regarding the current 2020 Budget.</p>		
<b>Recommended Action:</b>		
None – Information only for the Council's review.		

# CITY OF LYNDEN

ADMINISTRATION DEPARTMENT  
Scott Korthuis, Mayor  
(360) 354 - 1170



## Memorandum

To: City Council Members  
From: Mayor Scott Korthuis  
Date: October 5, 2020  
Re: 2020 Budget Update

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### Status Report on the 2020 Budget

**Revenues** in all major funds are projected at year end to be at the amounts budgeted. We are moving forward with conservative optimism but must keep in consideration that there are possible long-term economic impacts of COVID-19 that have not fully taken effect. The City may be required to adjust its revenue projections accordingly. The status of the major revenue sources are as follows:

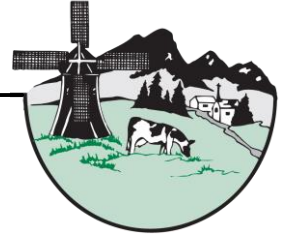
- **Property Tax** revenue was originally delayed due to the impact of COVID-19 but has since recovered. Current collections are 23% ahead of the forecasted budget. As the second half of the year collections come in Property Taxes are expected to level out and finish at year end on budget.
- **Sales Tax** was also impacted by COVID-19 and is currently running 5.3% under forecast. Despite an under-run the strength of the Lynden businesses combined with consistent online sales has kept our sales tax revenues solid and will allow us to stay close to forecast and finish the year only 5% - 10% under budget. Most cities are struggling with revenue losses of between 10% - 25%.
- **Utility Tax** current revenue is 1% over the forecasted amount and is estimated to finish the year on budget.

The Water and Sewer funds did not enact a 2020 rate increase. Both funds are robust with strong cash positions.

# CITY OF LYNDEN

## ADMINISTRATION DEPARTMENT

Scott Korthuis, Mayor  
(360) 354 - 1170



**Expenditures** are projected at year end to be at or below the budgeted amounts. The current expense funds are as follows:

- General Government – year to date, the current expenditures are under-running the budget by 27%, this is due to a lag in capital purchases and the cancelling or delay of projects and equipment due to COVID-19. Estimates have these expenditures catching up towards year end with the General Government finishing below or on budget.
- Police Department -the current expenditures are 2% under the forecasted budget due to under-runs in Administration. Expenditures are projected to catch up by year end and the department is estimated to finish on budget to possibly 3% over budget.
- Fire Department -the current expenditures are 6% under the budgeted amount due to under-runs in vehicle maintenance and capital expenditures. The department is estimated to finish the year on budget.
- Streets Department -the current expenditures are 5% under the budget. Capital projects throughout the Fall will have the Streets department finishing the year closer to, but still under budget.
- Parks Department -the current expenditures are 9% under the budgeted amount. With seasonal employment having ended the Parks Department is estimated to stay steady and finish the year 3% under budget.
- Community Services Department - the current expenditures are 12% under the forecasted budget. As invoicing catches up through the remainder of the year it is estimated that community services will finish right on budget at year end.

Your monthly financial statements will provide you with more detailed information.

# CITY OF LYNDEN

## EXECUTIVE SUMMARY



<b>Meeting Date:</b>	October 5, 2020	
<b>Name of Agenda Item:</b>	Public Works Committee Meeting Minutes September 9, 2020	
<b>Section of Agenda:</b>	Approval of Minutes	
<b>Department:</b>	Public Works	
<b>Council Committee Review:</b>	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input checked="" type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
		<b>Legal Review:</b> <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required
<b>Attachments:</b>		
September 9, 2020 Draft Public Works Committee Meeting Minutes		
<b>Summary Statement:</b>		
Draft minutes for the September 9, 2020 Public Works Committee meeting.		
<b>Recommended Action:</b>		
For Review		



## PUBLIC WORKS COMMITTEE MINUTES

4:15 PM September 9, 2020  
Microsoft Teams Virtual Meeting  
City Hall 2<sup>nd</sup> Floor Large Conference Room

### 1. ROLL CALL

- Members Present: Mayor Scott Korthuis; Councilors Gary Bode, Ron De Valois
- Members Absent: Gerald Kuiken with notice
- Staff Present: Public Works Director Steve Banham, Programs Manager Mark Sandal, Sr. Admin. Assistant Miriam Kentner
- Public Present: Gary Vis, Crystal Mannino, Ben Stuit

### 2. ACTION ITEMS

#### A. **Approve Minutes from August 5, 2020**

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

**Action**

***The minutes from August 5, 2020 were approved.***

#### B. **Reconfigure Parking on Bluestem Street**

Bode introduced Crystal Mannino, resident at 2232 Bluestem Street (of North Prairie Cottages). Mannino approached the Committee to request assistance on what can be done to alleviate her parking concerns on Bluestem Street north of Aaron. Mannino was appreciative of Code Enforcement’s involvement with making sure cars are being moved and not stored on city streets. Mannino also wanted to express appreciation and thank the City Crew for the newly painted area around the fire hydrants.

Bode agreed that the area is congested due to the expanded growth and stated most housing units have more than one vehicle. Bode also stated the original code was designed for one vehicle per dwelling unit.

**Staff Note:** *LMC 19.51.040 requires 2 parking spaces per dwelling unit. If an enclosed single car garage is provided a minimum of 2 outside parking spaces must be provided. If an enclosed garage for two or more vehicles is provided, a minimum of one parking space must be provided. This applies to single family units, duplex units, and townhomes. Multi-family dwelling units must provide 2 parking spaces per dwelling unit for buildings up to 25 units. The exception is retirement / age-restricted housing or assisted living developments which must provide only one parking space per unit.*



Banham reminded the Committee that this street previously had speed complaints and the parking has a traffic calming effect. He stated that painting the northeast curb line for about 20 feet just before the curve might help with sight distance concerns.

The Committee also discussed the possibility of adding restricted parking during certain hours of the day.

**Action**

***The Public Works Committee concurred to support painting the curb and recommended that staff review different parking ideas to help alleviate congestion and to facilitate emergency vehicle response.***

***The Public Works Committee also recommended that Mannino approach her HOA and suggest they install a “No Outlet” sign for the private street to alleviate people driving down and turning around needlessly.***

**C. Request for Raised Crosswalks at Isom Elementary and Lynden High School**

Banham stated that staff received a request from Kathy Harrigan, a Lynden resident, asking for a raised crosswalk to be installed at Isom Elementary and Lynden High School. The Committee discussed how the current use of snowplows damage raised crosswalks and proposed flashing lights instead. Banham explained the crew is planning on installing flashing school zone lights and relocating radar speed signs (*from 14<sup>th</sup> Street*) to westbound Bradley Road and southbound Benson Road. Banham also mentioned that the Police Departments radar trailer can be deployed in response to speeding complaints and it was used recently on detour routes associated with the Grover Street repaving project.

***The Public Works Committee recommended against installing raised crosswalk because of the concerns about plowing and emergency vehicle response on collector routes. However, the Committee supported the installation of flashing school zone lights/radar speed signs on Bradley Road (westbound) and on Benson Road (southbound).***

**D. DLBA Request for Artwork in 3<sup>rd</sup> Street Flower Bed**

Banham presented a request from the Downtown Lynden Business Association (DLBA) to install artwork in the 3<sup>rd</sup> Street flower bed that has the Lynden Logo. This logo is similar to what is placed in the 7<sup>th</sup> Street flower bed.

**Action**

***The Public Works Committee concurred to support the Downtown Lynden Business Association to install new artwork like that on 7<sup>th</sup> Street.***

**E. Developer Agreement and Covenant for Street and Utility Improvements for Stuit Property on Flynn Road**

Banham introduced Ben Stuit, applicant for a Short Plat on Flynn Road. Banham presented the Committee with a map showing the Stuit Short Plat areas involved. Stuit and his attorney have asked the City for approval to move forward with the development. Future road and waterline improvements to Flynn Road will be covered in a Development Agreement which would tie the improvements to future development of a multifamily lot. Flynn Road is not built to standard and the existing waterline also does not be City standards. The developer may also request a variance to the three quarter-

width street standard since the road turns to gravel south at the County. The Committee also discussed future sewer service to the property from a sewer lift station being proposed for 2021. Banham stated that reserve funds are available if a pump station is to be built.

**Action**

***The Public Works Committee concurred to support a Developer Agreement and Covenant for the Stuit Short Plat and recommended that staff work with Stuit and his attorney to prepare the Developer Agreement and Covenant. Once reviewed these agreements will be brought to City Council for approval.***

**F. Pepin Lite – Erdmann Property Purchase (DOE Grant/Loan-Eligible Item)**

Banham requested support for the purchase of the Erdman property at 1625 Main Street. The Committee discussed the history and condition of the existing dilapidated building. Korthuis recommended that any purchase price also include the cost of demolition of the structures. The Committee supported this recommendation.

**Action**

***The Public Works Committee concurred and recommended that staff proceed with exploring purchase of the Erdmann Property not to exceed \$300,000.***

**G. Guide Meridian Pump Station – Amendment to General Sewer Plan / City Latecomer Agreement**

Banham presented a map of the Pump Station Basins and the Committee discussed the Amendment to the General Sewer Plan / City Latecomer Agreement.

**Action**

***The Public Works Committee concurred to support the amendment to the General Sewer Plan and have staff develop a City Latecomer Agreement for the South Guide Meridian Sewer Pump Station.***

**3. INFORMATION ITEMS**

**A. Boulder Park Contract Renewal**

Banham explained that the original agreement for biosolids hauling became effective January 1, 2012 and expired December 31, 2015. An amendment to the agreement was signed in 2015 for an additional three years. An updated agreement is will be presented to Council for an additional three-year extension.

**B. Airport Items**

Banham stated that the WSDOT funded (95%) airport pavement maintenance work is to begin the end of this week (September 11<sup>th</sup>) and installation of the PAPI lights is dependent upon equipment delivery to the contractor - currently scheduled for mid-October.

Banham stated that staff will be including the tree trimming of the runway glide slope east of Depot in the 2021 budget: the trees were last trimmed in 2009.

**C. COVID-19 Wastewater Testing Status Update**

Preliminary Covid-19 test results from the testing of the City’s wastewater system have been received and were shared with the committee. Staff will continue to monitor trends and coordinate with other agencies doing similar testing.

**D. IceWorx Vending Machine Placed Downtown, Continued**

Staff and the Committee discussed the use of public property for private businesses, the Committee concurred that there is concern regarding this. Bode suggested that Jansen work with private property owners in the downtown to find a location for his ice machine.

**E. 2021 Public Works Budget**

Banham distributed the 2021 Public Works Capital Project “Placemat” and noted that there will be further discussion about adding pedestrian facilities on Northwood, per the comment at the last City Council meeting. He stated that this is for Committee review and comment as it is still under review.

**F. County/Army Corps Levee Repairs Behind WWTP**

Banham explained that the repair projects are for the levee behind the Wastewater Treatment Plant and are expected to be completed in the summer of 2021. There are two separate projects, one by the County and the other by the Army Corp of Engineers. There may be some minimal contribution from the water and sewer utilities expected from the City as the sewer plant and water plant backwash lagoon will benefit.

**G. PROJECT: 17<sup>th</sup> Street Extension**

Banham presented a map showing the potential application of a City latecomers’ agreement for the undeveloped properties at the north end of 17<sup>th</sup> Street (new street section).

**H. PROJECT: East Grover Overlay**

Sandal stated the East Grover Overlay project is mostly completed and both Banham and Sandal expressed their satisfaction with the work performed by Colacurcio Brothers Construction.

**I. PROJECT: Benson Road Pedestrian Improvements**

Banham stated the Benson Road Pedestrian Improvements project is mostly complete, and the public has begun using the new sidewalk.

**J. PROJECT: Berthusen Park Restrooms**

Banham stated that the bid for the Berthusen Park Restrooms project was awarded to Tiger Construction and demolition on the current restroom is expected to begin soon. Arrival of the prefab building is expected to take place in early October.

**K. PROJECT: Cured in Place Pipe (CIPP)**

Banham stated that currently staff is working on two projects for bids that will install cured in place pipe (CIPP) liners within existing pipes: a) the Sewer Main Line between 10<sup>th</sup> Street and BC Ave between Liberty and Glenning and b) the Industrial Condensate Line (in the old abandoned raw water line) from Riverview Road to Hannegan Road.

**L. PROJECT: Industrial Condensate Outfall**

Banham stated that revised permits have been resubmitted for review by the Army Corps of Engineers and the federal agencies. Stall is also submitting Whatcom County permits for review concurrently.

**M. PROJECT: Jim Kaemingk Sr. Trail Gap – Depot Road to Main Street**

Banham stated that the consultant is preparing an online presentation for September 21<sup>st</sup> to the Washington Recreation and Conservation Office (RCO) Board. This will be the City's third attempt at obtaining funding for the Jim Kaemingk Sr. Trail Gap project. The Mayor will be participating in the presentation and staff should know the results by the end of October. Staff is currently working on obtaining all the necessary permits so the construction can begin in 2021.

**NEW BUSINESS**

**1) Concern Regarding Stormwater Inspection Requirements**

Bode stated he was approached by a resident who expressed concern regarding the stormwater facility inspection requirements for single family residential construction. Sandal stated he would follow up with staff regarding the inspection standards.

**2) Electric Car Charging Station**

The Committee discussed electric car charging stations on City property prompted by a request from the Inn at Lynden. The Committee suggested possibly locating this on 5<sup>th</sup> Street in front of Inn as it is their request and they would be the primary benefactor. The station would be owned and operated by the Inn in a franchise agreement with the City. The committee concurred their preference is for placing charging stations on private property.

**3) Propose 4:00 PM Start Time for Future Public Works Committee Meetings**

The Committee discussed a new start time, and all agreed all future meetings will now start at 4:00 PM.

**4) Concern about Phoebe Judson Statue Visibility**

Vis advised the Committee that the seated statue of Phoebe Judson on 6<sup>th</sup> Street near the corner of Front Street is no longer visible due to the placement of the flower trees that are in full bloom. Vis noted that this statue was donated to the City.

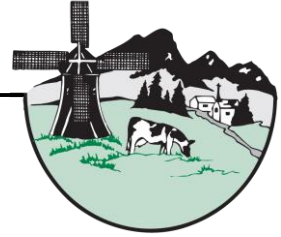
The meeting was adjourned at 5:55 p.m.

# CITY OF LYNDEN

## EXECUTIVE SUMMARY



<b>Meeting Date:</b>	October 5, 2020	
<b>Name of Agenda Item:</b>	Draft Parks Committee Minutes September 21, 2020	
<b>Section of Agenda:</b>	Other Business	
<b>Department:</b>	Parks	
<b>Council Committee Review:</b>	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input checked="" type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
	<b>Legal Review:</b> <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required	
<b>Attachments:</b>		
Draft Parks Committee Minutes September 21, 2020		
<b>Summary Statement:</b>		
See Next Page		
<b>Recommended Action:</b>		
For Council Review		



## PARKS COMMITTEE MINUTES

September. 21, 2020

### 1. ROLL CALL:

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

**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- Aug. 17, 2020**

DeValois motioned to approve the minutes, and Wohlrab seconded the motion, everyone present concurred.

**Action:** *The Parks Committee Minutes from August 17, 2020 were approved.*

#### B. **Request for lights in the Parking Lot at Bender**

There is no electrical source near the parking lots, the cost would be huge.

**Action:** *Parks Committee suggested looking into Solar, and if solar is a possibility what is the brightness, maintenance, and cost.*

#### C. **Use of the YMCA pool by the Bellingham Swim Club**

Mike Martin explained to the Parks Committee the immediate need to terminate the YMCA's lease agreement, so the City can enter into an intermittent lease with the organization, Let's Pool Together/Bellingham Bay Swim Club.

**Action:** *Parks Committee agreed to forward their recommendation to bring forward the termination of the YMCA lease and the approval of a lease contract with the organization, Let's Pool Together.*

#### D. **Decision on how to proceed for the Benson barn project**

The Parks Committee would like to start with the structure of the Barn.

**Action:** *Additional funds will be explored for including the kitchen and restrooms.*

### 3. INFORMATION ITEMS:

#### A. **Hooligans at Bender**

Continues to be an ongoing problem; but PD presence has decreased the amount of complaints significantly.

Permanent signage with park rules has been added to the Rotary Park.

# CITY OF LYNDEN

## PARKS DEPARTMENT



### B. Art wall progress

Crux Construction had planned to be in attendance this afternoon. They are ready to donate an 8ft x 20ft concrete wall worth approx. \$7000 for the community.

Councilman Wohlrab asked if Crux Construction would be allowed to stamp their logo into the concrete wall and a recognition plaque of donation?

Mayor Korthuis acknowledged recognition would be given and asked for Crux to include in the preapproval design of the wall where their logo or plaque would be located.

### C. Dickinson property line disagreement with Fairside Condo's

Fairside Condo Owners have the understanding their property line is 8ft north of the northern bank of the creek. The City's property description shows the property line as being the center of the creek.

A letter was sent to the Fairside Condo Association addressed to Mr. Toby Gelder in response to the letter Mr. Gelder had sent to the City regarding the removal signs the Fairside Condo Assoc. had placed on the Dickinson Park property.

The City is in the process of surveying the property, signage will be added to Dickinson Park to show park users the Park property boundaries.

### D. Berthusen Restroom report:

Tiger Construction will begin demo early part of October.

Pushing CXT to have the restrooms delivered earlier, so the building can begin by the end of October.

### E. Trail Grant update

Mayor Korthuis and the city grant writer met with a representative with ROC Monday September 21, 2020.

The Representative from ROC was complimentary on how well prepared the grant proposal was written including additions and changes from previous proposal.

## 4. ITEMS ADDED: None

**Meeting Adjourned: 4:43PM.**

### NEXT MEETING DATE

**Parks Committee: October 18, 2020**

# CITY OF LYNDEN

## EXECUTIVE SUMMARY



<b>Meeting Date:</b>	October 5, 2020	
<b>Name of Agenda Item:</b>	Calendar	
<b>Section of Agenda:</b>	Other Business	
<b>Department:</b>	Administration	
<b>Council Committee Review:</b>	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: N/A
	<b>Legal Review:</b> <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required	
<b>Attachments:</b>	Outlook Calendar	
<b>Summary Statement:</b>	See next page.	
<b>Recommended Action:</b>	None	



**October 5, 2020**  
Monday

7:00 PM - 9:00 PM

Online Council Meeting -- Microsoft Teams Meeting

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**October 6, 2020**  
Tuesday

8:30 AM - 9:30 AM

Copy: Leadership Team Meeting -- Annex Council Chamber  
LT in Annex until further notice.

**October 7, 2020**  
Wednesday

All Day

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

4:15 PM - 6:00 PM

Public Works Committee Meeting -- City Hall 2nd Floor Large Conference Room  
Updated to include Teams Meeting link for virtual attendance.

Public Works Committee Meeting is Wednesday at 4:15 pm

We look forward to seeing you in person at City Hall in the upstairs Conference room **or** by joining virtually with Microsoft Teams by clicking the link below.

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[Join Microsoft Teams Meeting](#)

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

Conference ID: 427 483 001#

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**October 7, 2020 Continued**

Wednesday

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**October 8, 2020**

Thursday

9:00 AM - 10:30 AM

**Denise's Bon Voyage- The Adventures Begin! -- Admin Office Space and; City Hall 1st Floor Large Conference Room**

Please join us on Thursday, October 8<sup>th</sup> to wish Denise well as she brings her time with the city to a close and begins new adventures in retirement with her family (especially those adorable grandkids). Her time with us may have been short.....but it sure was sweet!! She will be greatly missed by many.

Open House from 9:00 a.m. to 10:30 a.m. in the 1<sup>st</sup> floor conference room and the administration office space.

*Starbucks coffee and pastries will be served.*

**October 9, 2020**

Friday

12:00 AM - 12:00 AM

**Vacation**

**October 10, 2020**

Saturday

All Day

**Vacation**

**Please See Above**

**October 11, 2020**

Sunday

All Day

**Vacation**

**Please See Above**

**October 12, 2020**

Monday

All Day

**Vacation**

**Please See Above**

All Day

**Columbus Day -- United States**

**October 12, 2020 Continued**  
Monday

9:00 AM - 10:00 AM Copy: Mike/Vern 1/1 -- Mike's Office

**October 13, 2020**  
Tuesday

12:00 AM - 12:00 AM Vacation  
Please See Above

8:30 AM - 9:30 AM Copy: Leadership Team Meeting -- Annex Council Chamber  
LT in Annex until further notice.

**October 14, 2020**  
Wednesday

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

**October 15, 2020**  
Thursday

All Day A very, very, very sad day for the city

8:00 AM - 1:00 PM WAPRO Training Offsite

**October 16, 2020**  
Friday

8:00 AM - 1:00 PM WAPRO Training Offsite

8:30 AM - 9:30 AM Copy: Check In-Mike/Anthony -- Mike's Office

**October 19, 2020**  
Monday

All Day COUNCIL

**October 19, 2020 Continued**

Monday

**3:00 PM - 4:00 PM**

**Finance Committee Meeting -- City Hall 1st Floor Large Conference Room**  
Visit [WWW.LYNDENWA.ORG](http://WWW.LYNDENWA.ORG) to view the agenda

**4:00 PM - 5:00 PM**

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