



Mayor  
Scott Korthuis

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

City Council Agenda - Regular Meeting  
City Hall Annex, 205 4<sup>th</sup> Street  
February 03, 2020

## **Call to Order**

## **Pledge of Allegiance**

## **Roll Call**

## **Oath of Office**

- [1.](#) Oath of Office for Officer Mackenzie Brown

## **Approval of Minutes**

- [2.](#) Draft Council Minutes- January 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**

- [3.](#) Approval of Payroll and Claims
- [4.](#) Re-Appointment to Design Review – David Vos
- [5.](#) Set Public Hearing Date - Resolution No. 1013- Water System Plan

## **Public Hearing**

## **Unfinished Business**

**New Business**

- [6.](#) Feasibility Study for the Benson Barn
- [7.](#) Resolution No. 1018-Support of Lynden School Levies

**Other Business**

- [8.](#) Draft Parks Committee Minutes January 21, 2020
- [9.](#) Draft Community Development Minutes - January 22, 2020
- [10.](#) Calendar

**Executive Session**

**Adjournment**

# CITY OF LYNDEN

## EXECUTIVE SUMMARY



<b>Meeting Date:</b>	February 3, 2020	
<b>Name of Agenda Item:</b>	Oath of Office for Officer Mackenzie Brown	
<b>Section of Agenda:</b>	Oath of Office	
<b>Department:</b>	Police	
<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>	Oath of Office – Officer Brown	
<b>Summary Statement:</b>	Oath of Office Ceremony for Officer Mackenzie Brown	
<b>Recommended Action:</b>	Mayor Korthuis to swear in Mackenzie Brown as a Lynden Police Officer.	



POLICE DEPARTMENT  
Office of the Chief of Police  
(360) 354 - 2828

## Police Officer Oath of Office

I, \_\_\_\_\_, do solemnly swear to perform my duties as Police Officer for the City of Lynden to the best of my ability; to serve the citizens of the City of Lynden with compassion, courage and integrity; and to uphold the laws and constitutions of the United States of America, the State of Washington, and the City of Lynden; so help me God.

\_\_\_\_\_  
Police Officer Signature Date

\_\_\_\_\_  
Mayor Signature Date

\_\_\_\_\_  
Chief Steve Taylor Date

# CITY OF LYNDEN

## EXECUTIVE SUMMARY



<b>Meeting Date:</b>		February 3, 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>		<b>Legal Review:</b>
<input type="checkbox"/> Community Development	<input type="checkbox"/> Public Safety	<input checked="" type="checkbox"/> Yes - Reviewed
<input type="checkbox"/> Finance	<input type="checkbox"/> Public Works	<input type="checkbox"/> No - Not Reviewed
<input type="checkbox"/> Parks	<input type="checkbox"/> Other: N/A	<input type="checkbox"/> Review Not Required
<b>Attachments:</b>		
Draft Council Minutes- Regular Meeting		
<b>Summary Statement:</b>		
Draft Council Minutes- Regular Meeting		
<b>Recommended Action:</b>		
For Council review.		

# CITY OF LYNDEN



## CITY COUNCIL MINUTES OF REGULAR MEETING

January 21, 2020

### 1. CALL TO ORDER

Mayor Korthuis called to order the January 21, 2020 regular session of the Lynden City Council at 7:00 p.m. at the Lynden City Hall Annex.

### ROLL CALL

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

Members absent: Councilor Bode absent with notice.

Staff present: Finance Director Anthony Burrows, Fire Chief Billmire, HR Manager Denise Bosman, Parks Director Vern Meenderinck, Planning Director Heidi Gudde, Acting Police Chief Russ Martin, Public Works Director Steve Banham, City Clerk Pam Brown, City Administrator Mike Martin, and City Attorney Bob Carmichael.

### OATH OF OFFICE

Mayor Korthuis administered the Oath of Office to Police Chief Steve Taylor. Council and staff extended their well wishes to Chief Taylor and welcomed him into the organization.

### APPROVAL OF MINUTES

*Councilor Strengholt moved and Councilor Wohlrab seconded to approve the regular council minutes of January 6, 2020. Motion approved on a 6-0 vote.*

### ITEMS FROM THE AUDIENCE

Scheduled: None  
Unscheduled: None

### 2. CONSENT AGENDA

#### Approval of Payroll Disbursed –January 1 through January 15, 2020

Paychex EFT .....	\$283,506.56
City of Lynden EFT .....	\$68,542.80
Warrant Liability .....	\$57,284.06
<b>Subtotal</b>	<b>\$409,333.41</b>
Paychex EFT Liability	\$1,424.43
<b>Total EFT &amp; Other Liabilities</b>	<b>\$410,757.84</b>

# CITY OF LYNDEN

## CITY COUNCIL MINUTES OF REGULAR MEETING



### Approval of Claims –January 21, 2020

Manual Warrants No.	<u>74489</u>	through	-		\$3,165.40
EFT Payment Pre-Pays					\$0.00
				Sub Total Pre-Pays	\$3,165.40
Voucher Warrants No.	<u>74492</u>	through	<u>74648</u>		\$1,192,295.38
EFT Payments					<u>\$26,763.51</u>
				Sub Total	\$1,219,058.89
				Total Accts. Payable	<b>\$1,222,224.29</b>

### Amending Addendum K of the 2020 Budget

On December 2, 2019 the City Council approved the 2020 Annual Budget complete with addendums. Addendum K to the 2020 Budget states the salary schedule and cost of living allowances for the salaried non-represented positions. A correction to that addendum has been requested changing the Fire Chiefs cost of living allowance from the original 3.25% to 4% to match the union increase given to the rank and file firefighters.

The Finance Committee reviewed this issue at their committee meeting on January 21, 2020.

### Resolution No. 1017- Request to Cancel Warrant #74403

RCW 39.56.040 states that any registered or interest-bearing warrants of any municipal corporation not presented within one year of the date of their call, or other warrants not presented within one year of their issue, shall be canceled by passage of a resolution of the governing body.

Upon notice of the passage of such resolution the auditor of the municipal corporation and the treasurer of the municipal corporation shall transfer all records of such warrants so as to leave the funds as is such warrants had never been issued; and Warrant No. 74403 has not and will not be presented for payment and should be canceled.

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

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

### **4. UNFINISHED BUSINESS**

#### Ordinance No. 1602- Setting the Final Property Tax Levy for 2020

The City of Lynden is required by State regulations to adopt a 2020 property tax levy. On November 18, 2019 the City Council approved Ordinance No. 1595 which was passed relying on the preliminary figures for the assessed valuation of the City's tax base, as provided by the Whatcom County



Assessor's Office at that time. The original executive summary presented to Council on November 18, 2019 indicated that an ordinance setting the exact final levy would be forwarded to the Finance Committee and City Council for consideration when the County Assessor's Office provided the final assessed valuation for 2019. The County Assessor's office has provided the final numbers at this time.

The final calculations result in a total dollar levy amount of \$3,422,000. Per Council's direction this amount incorporated a 1% increase in the regular property tax, as allowed per the Revised Code of Washington. This total dollar levy reflects a mil rate of \$1.68926 per \$1,000 of assessed valuation. This is a decrease of approximately 11 cents from the 2019 rate.

The Finance Committee reviewed this ordinance at their committee meeting, prior to the Council meeting on January 21, 2020.

***Councilor Strengholt moved and Councilor Laninga seconded to approve Ordinance No. 1602 and authorize the Mayor's signature. Motion approved on a 6-0 vote.***

### 5. NEW BUSINESS - None

### 6. OTHER BUSINESS

#### Council Committee Updates

Councilor Kuiken reporting for the Public Works Committee which involved discussion of:

- EDI presentation to County Council
- Fire station expansion
- Traffic impact fees for West Lynden
- Benson Road roundabout
- Homestead fees
- Various street projects
- Various water projects and trails
- Front Street mobile home park

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

- Benson Barn
- Benson Road land lease
- Impact fees next step
- Rotary project and project issues
- Berthusen restrooms on hold
- Parks seasonal workers
- Parks department work plan



# CITY OF LYNDEN



## CITY COUNCIL MINUTES OF REGULAR MEETING

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

- Claims and payroll
- Police and Fire overtime
- Sales tax revenue for the year
- Online sales tax dollars
- Budget amendment for Fire Chief COLA
- Sales tax ordinance
- Uniform allowance for nonrepresented employees (parks employees)

***Councilor Kuiken moved and Councilor Lenssen seconded to approve the Mayor’s recommendation for Council Committee assignments and appointed Chairs. Motion approved on a 6-0 vote.***

***Councilor Laninga moved to appoint Councilor Gary Bode as Mayor Pro Tem for 2020. The motion was not seconded. The motion failed. (Councilor Bode was absent)***

City Directors and the city’s HR Manager presented their departments’ workplan for the last quarter of 2019 to the Council.

Councilor Wohlrab stated his appreciation for the PW crews and the great work they did in keeping the city streets cleared during last weeks’ snowstorms.

### 7. EXECUTIVE SESSION

Council did not have an executive session.

### 8. ADJOURNMENT

The January 21, 2020 regular session of the Lynden City Council adjourned at 7:55 p.m.

\_\_\_\_\_  
Pamela D. Brown, MMC  
City Clerk

\_\_\_\_\_  
Scott Korthuis  
Mayor

# CITY OF LYNDEN



## EXECUTIVE SUMMARY

<b>Meeting Date:</b>	February 3, 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

<b>Meeting Date:</b>	February 3, 2020	
<b>Name of Agenda Item:</b>	Re-Appointment to Design Review – David Vos	
<b>Section of Agenda:</b>	Consent	
<b>Department:</b>	Planning Department	
<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 checked="" type="checkbox"/> Other: Mayor
	<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>		
<b>Summary Statement:</b>		
<p>David Vos has agreed to serve an additional term on the City’s Design Review Board. David has been a great addition to the Design Review Board and Staff is thankful that he is willing to serve another term.</p> <p>Appointments to the Design Review Board are made by the Mayor and confirmed by the City Council. It is the Mayor’s recommendation that David Vos be reappointed to the Design Review Board for a 4-year term beginning immediately through December 2023.</p>		
<b>Recommended Action:</b>		
<p>Motion to confirm the reappointment of David Vos to the Lynden Design Review Board for a term beginning immediately and expiring December 2023.</p>		

# CITY OF LYNDEN



## EXECUTIVE SUMMARY

<b>Meeting Date:</b>	February 3, 2020	
<b>Name of Agenda Item:</b>	Resolution No. 1013 for Water System Plan and Set Public Hearing Date	
<b>Section of Agenda:</b>	Consent	
<b>Department:</b>	Public Works	
<b>Council Committee Review:</b>	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input checked="" type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
	<b>Legal Review:</b> <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required	
<b>Attachments:</b>		
Resolution No. 1013, Department of Health Approval Letter, and Water System Plan Table of Contents		
<b>Summary Statement:</b>		
<p>The City of Lynden has developed an updated Water System Plan referenced in the City’s overall Comprehensive Plan (Chapter 5, Section 5.2.1), as required under the State’s Growth Management Act.</p> <p>The primary purpose of the City of Lynden Water System Plan (WSP) is to identify and schedule water system improvements that correct existing system deficiencies and ensure a safe and reliable supply of water to current and future customers. This WSP complies with Washington State Department of Health (DOH) regulations under Chapter 246-290 Washington Administrative Code (WAC), which was revised in 2017 to require water purveyors to update their water system plans every 10 years. The City’s previous WSP was prepared in November 2009. This updated 2019 WSP reflects 2040 population projections and the City’s current Urban Growth Area (UGA), which are consistent with the City’s <i>Comprehensive Plan</i> and Whatcom County’s <i>Comprehensive Plan</i>. The WSP also reflects improvements and changes to the water system since the completion of the 2009 WSP.</p> <p>This WSP presents a description of the existing water system and service area, a forecast of future water demands, policies and design criteria for water system operation and improvements, the operations and maintenance program, staffing requirements, a schedule of improvements, and a financial plan to accomplish the improvements. The WSP also includes several ancillary elements that include a water use efficiency plan, a water quality monitoring plan, watershed control information, a cross-connection control program and an emergency response plan.</p> <p>The WSP was submitted to the Department of Health and approval was received on January 15, 2020.</p> <p>The full document is available upon request and is posted to the City’s website.</p>		
<b>Recommended Action:</b>		
That City Council set a Public Hearing Date of February 18, 2020 to hear comments on the City’s Water System Plan.		

RESOLUTION NO. 1013

A RESOLUTION ADOPTING THE WATER SYSTEM PLAN FOR THE CITY OF LYNDEN, WHATCOM COUNTY, WASHINGTON

WHEREAS, the City of Lynden is required to update and adopt a Water System Plan ("Plan") every six (6) years; and

WHEREAS, the purpose of the Plan is to identify available water sources, coordinate planning efforts for Growth Management Act goals for local growth and development, identify current and future system needs, provide current information to help ensure high quality drinking water and reliable services and provide a capital improvement plan for future water system facilities; and

WHEREAS, the City hired RH2 Engineering to update the Plan which was complete as of October 2019; and

WHEREAS the Washington State Department of Health approved the Water System Plan on January 15, 2020.

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

Section 1: That the aforementioned Water System Plan be adopted as the official Water System Plan of the City of Lynden, Whatcom County, Washington.

Section 2: BE IT FURTHER RESOLVED that any resolutions or parts of resolutions in conflict herewith are hereby repealed insofar as they conflict with the provisions of this Resolution.

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.

Section 4: This Resolution shall be in full force and effect on \_\_\_\_\_, 2020.

**PASSED BY THE CITY COUNCIL BY AN AFFIRMATIVE VOTE OF \_\_\_\_ IN FAVOR AND \_\_\_\_ IN OPPOSITION; AND SIGNED BY THE MAYOR THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2020.**

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

ATTEST:

\_\_\_\_\_  
CITY CLERK PAMELA D BROWN

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY BOB CARMICHAEL



RECEIVED

JAN 21 2020

Public Works Dept.

State of Washington  
**DEPARTMENT OF HEALTH**  
NORTHWEST DRINKING WATER REGIONAL OPERATIONS  
20425 72nd Avenue South, Suite 310 • Kent Washington 98032-2388

January 15, 2020

STEVE BANHAM, P.E.  
PUBLIC WORKS DIRECTOR  
CITY OF LYNDEN  
300 4<sup>TH</sup> STREET  
LYNDEN WA 98264-1997

RE: Lynden, City of, ID# 49150  
Whatcom County  
Water System Plan-2018  
Submittal #18-1004

Dear Mr. Banham:

The City of Lynden’s Water System Plan (WSP) which was received in this office on October 4, 2018 with a subsequent submittal on November 6, 2019, has been reviewed and in accordance with the provisions of WAC 246-290-100, is hereby APPROVED.

Approval of this WSP is valid as it relates to current standards outlined in Washington Administrative Code (WAC) 246-290 revised January 2017, WAC 246-293 revised September, 1997 and is subject to the qualifications herein. Future revisions in the rules and statutes may be more stringent and require facility modification or corrective action. An approved update of this WSP is required on or before **January 15, 2030**, unless ODW requests an update or plan amendment pursuant to WAC 246-290-100(9).

**APPROVED NUMBER OF CONNECTIONS**

The analysis provided in this WSP shows the water system has sufficient capacity to meet the growth projections during this planning period. Lynden’s water system can support an **“unspecified”** designation for its approved number of connections. A specific number of approved connections will not be applied at this time. Development may occur in compliance with the schedule and information provided in this WSP. This designation may be rescinded (and replaced with a specified number of approved connections) if ODW determines that the WSP is no longer representative of system activities.

**LOCAL GOVERNMENT CONSISTENCY**

This document meets local government consistency requirements for WSP approval pursuant to RCW 90.03.386 and RCW 43.20.

**SERVICE AREA AND DUTY TO SERVE**

Pursuant to RCW 90.03.386(2), the service area identified in this WSP service area map may now represent an expanded “place of use” for this system’s water rights. Changes in service area should be made through a WSP amendment.



Lynden has a duty to provide new water service within its retail service area. This WSP includes service policies to describe how your system plans to provide new service within your retail service area.

### CONSTRUCTION WAIVERS

Standard Construction Specifications for distribution main extensions in this WSP are approved. Consistent with WAC 246-290-125(2), this system may proceed with the installation of distribution main extensions provided this system completes and keeps on file the enclosed construction completion report form in accordance with WAC 246-290-125(2) and WAC 246-290-120(5) and makes it available for review upon request by ODW.

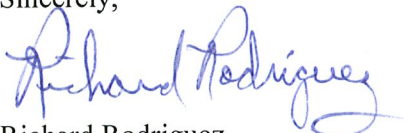
### WATER RESOURCES

Below is the general regulatory language that applies to all water system approvals:

The department's review of your water system plan will not confer or guarantee any right to a specific quantity of water. The approved number of service connections is based on your representation of available water quantity. If the Washington Department of Ecology, a local planning agency, or other authority responsible for determining water rights and water system adequacy determines that you have use of less water than you represented, the number of approved connections may be reduced commensurate with the actual amount of water and your legal right to use it.

Thank you for your cooperation. Whatcom County is being notified of the terms and requirements of this approval and the determination of the approved number of connections. If you have any questions or wish to check our records, you may contact either of us at the numbers listed below.

Sincerely,



Richard Rodriguez  
WSDOH Regional Planner  
253 395-6771



Laura McLaughlin, P.E.  
WSDOH Regional Engineer  
253 395-6764

*Encl: Construction Completion Report*

cc: Ria Birns, WSDOE-NWRO  
Matt Aamot, Whatcom County Planning & Development  
Whatcom County Health Dept.  
Ingrid Salmon, Regional Coliform Program  
Michele Campbell, P.E., RH2 Engineers

# ***City of Lynden Water System Plan***

***October 2019***

***Mayor***  
*Scott Korthuis*

***City Council***  
*Gary Bode (Mayor Pro Tem)*

*Ron DeValois*  
*Gerald Kuiken*  
*Brent Lenssen*  
*Nick Laninga*  
*Kyle Strengholt*  
*Mark Wohlrab*

***Public Works Director***  
*Steve Banham, P.E.*

***City of Lynden***  
*300 4<sup>th</sup> Street*  
*Lynden, WA 98264*

***Prepared by:***



*RH2 Engineering, Inc.*  
*22722 29<sup>th</sup> Drive SE, Suite 210*  
*Bothell, WA 98021*

*Contact: Michele Campbell, P.E.*  
*(425) 951-5394*







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# CITY OF LYNDEN

## EXECUTIVE SUMMARY



<b>Meeting Date:</b>	Feb. 3, 2020	
<b>Name of Agenda Item:</b>	Feasibility study for the Benson barn	
<b>Section of Agenda:</b>	New 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 checked="" type="checkbox"/> No - Not Reviewed <input type="checkbox"/> Review Not Required	
<b>Attachments:</b>		
King Arch Feasibility Study Proposal		
<b>Summary Statement:</b>		
<p>While working on plans to make improvements to the Benson barn, we asked Tim Faber from King Architecture to assist us with ideas that could be implemented to make the barn usable for public use. Tim joined us in looking at the barn and discussed various possibilities of usage and what would need to be done to make the barn usable.</p> <p>Being the barn is approx.. 100 years old, structural review is necessary to determine the level of upgrades that would be needed.</p> <p>King Architecture has presented a proposal and general description of work to be completed by them to provide a feasibility/predesign study for the barn to assist the City in determining feasibility and costs for future renovation.</p> <p>The work will be completed at an hourly rate, with the total not to exceed fee of \$23,525.</p> <p>Parks Committee reviewed the proposal and recommends forwarding the proposal to full council for approval. Fees will be paid by the City from the Parks Capital Reserve Fund and will be reimbursed by the Rec. District once their funds from bond passed in November are sold and received.</p>		
<b>Recommended Action:</b>		
Motion to approve the feasibility agreement with King Architecture for a fee not to exceed \$23,525		



18 Dec 2019

Vern Meenderinck  
City of Lynden  
Parks Department  
300 4<sup>th</sup> Street  
Lynden, WA 98264

RE: City of Lynden – Heusinkveld Barn  
Feasibility Study / Pre-Design  
Scope of Work/Project Agreement

Dear Vern:

This letter is intended to constitute the agreement between the City of Lynden and King Architecture LLC.

General Project Description:

The City of Lynden is looking to make improvements to the existing Heusinkveld Barn on Benson Road. In general, we are presenting this proposal to provide a feasibility/pre-design study to begin the needs assessment & programming phase to review potential renovation ideas and associated preliminary budgets. This study would assist City officials in determining the feasibility and costs for a future renovation project at the Heusinkveld barn located on City of Lynden Parks property. We understand \$1mil has been allocated to this project so far from a successful parks bond.

**We discussed the following needs the parks department would be looking to incorporate into the future re-design.**

- Convert the existing barn structure into an events center.
- We understand the existing barn is approx. 100 years old, moved to the current site approx 60 years ago. The city recently installed a new concrete slab, roofing and gutters to protect the structure from water damage.
- Desire is to add a catering kitchen and restroom facilities as support functions to the event center.
- Structural review is necessary to determine level of upgrades needed and if these upgrades are financially feasible.
- The existing building is not insulated, we will review options for insulating to meet code vs: considering this a non-heated structure.

King Architecture LLC shall provide services for a pre-design and feasibility study that will evaluate design alternatives to accommodate the parks department needs noted above and will include projected costs.

The main purpose of this study is to identify and provide information that addresses the needs of the event center, and to provide information to facilitate decisions related to capital improvements of this building. The viability, issues and opportunities of the design will be assessed as part of this study.

Along with the needs already noted above, further dialog with the parks department and City of Lynden stakeholders will determine the specific goals and objectives. A building program identifying space needs will be further developed from this input.

A rough order of magnitude cost estimate will be developed for improvements identified in the conceptual designs. We have included the services of The Woolsey Company to develop the projected costs.

There are no as-built drawings of the building. King Architecture will need to develop as-built drawings based on visual / non-destructive observation as part of this scope of work.

King Architecture has included a cost for a preliminary structural feasibility review by Zeegers Engineering Inc. We have also included a \$1,200 allowance for each of the following: (on an as-needed basis) Electrical, Mechanical and Civil engineering review of proposed plans in order to provide a system narrative to assist in the schematic level cost estimating for their portions of the work. The assessment in this scope of work will be general in nature and will identify areas where additional study would be advised.

King Architecture will not be providing detailed assessments of site infrastructure, structural systems, plumbing systems, HVAC systems or electrical / data systems, hazmat assessment. We highly recommend an inspection / testing for potential beetle infestation, and is not included in this scope of work.

King Architecture will consider the following elements when developing the conceptual plan:

- § Basic programmatic needs as established by parks department & City of Lynden stakeholders
- § Parking and site requirements
- § Sustainable design opportunities
- § Accessibility for persons with disabilities
- § Assessment of heated vs: non-heated assembly area. No mechanical engineering services are included in this scope of work.
- § Connect with Dept. of Archaeology & Historic Preservation to see if there are any opportunities and benefits to place this structure on the historic registry.

We anticipate participation from parks department stakeholders, City of Lynden Public Works Department, Building Department and Planning Department in the analysis of utilities, building code and zoning requirements for the building and site.

The deliverables will include:

- § A written summary with a description of space allocations and programmatic needs

- § A brief description of the assessment of the conditions of the existing facility and systems
- § Documents delineating the conceptual design. This includes site plan, building plans, elevations and conceptual renderings from 3D Revit model.
- § Construction cost projections
- § Base drawings of the existing building
- § An executive summary
- § Three meeting with the parks department & city of Lynden stakeholders
- § One presentation to City of Lynden administration (as required)
- § One printed and one digital copy of the final document

The work by King Architecture will be completed for an hourly not to exceed fee of \$23,525. See also attached Fee Matrix, dated 18 Dec 2019. Reimbursable expenses for such things as copies or enlargements of original renderings are an additional expense and will be invoiced at cost plus 10% or can be paid for directly by the City of Lynden to the reprographics company.

Payments to King Architecture by the City of Lynden will be invoiced monthly based on the number of hours worked. Payment from the City of Lynden is expected within approximately 30 days of the date of the invoice.

If the terms of this agreement are acceptable, please sign and date 2 original copies and return one to King Architecture.

We look forward to working with you on this project!

Sincerely,



David King AIA, Principal  
King Architecture LLC

---

City of Lynden

---

Date

# FEE MATRIX

## City of Lynden - Heusinkveld Barn Feasibility Study / Pre-Design

King Architecture LLC

18-Dec-19

### Description:

- Work related to Feasibility Study and Pre-Design to provide City of Lynden sufficient information for decisions regarding capital improvements.

Architectural Services	Prin	Arch 1	Tech	Cleric	
Field assessment / Field measure		4	4		8
Creation of as-built drawings		1	12		13
Coordinate structural review	1	3			4
Preliminary code review		8			8
Discussion w City Plng, Bldg Dept & PW staff	1	4			5
Creation of Building Condition Assessment Report	1	6		2	9
Meet with parks dept stakeholders	3	6			9
Research possibilities with Historic Registry	2	6			8
Create building program from stakeholder input	1	12			13
Develop schematic design options	1	8	20		29
Produce Rough-order-of-magnitude cost est	1	3			4
Create 3-D digital model / renderings / video		1	12		13
Compile final document	1	3		3	7
Present to City Officials	1	1			2
<b>Sub-total hours</b>	<b>13</b>	<b>66</b>	<b>48</b>	<b>5</b>	<b>132</b>
<b>Wage Rates</b>	<b>\$120</b>	<b>\$100</b>	<b>\$80</b>	<b>\$50</b>	
<b>Sub-total Wages</b>	<b>\$1,560</b>	<b>\$6,600</b>	<b>\$3,840</b>	<b>\$250</b>	
<b>TOTAL ARCHITECTURAL SALARY COST</b>					<b>\$12,250</b>
<b>Sub-consultant Services</b>					
<b>Zeegers Structural preliminary feasibility review</b>					<b>\$5,400</b>
<b>The Woolsey Company</b>					<b>\$1,250</b>
Electrical Engineer allowance	10	\$120			\$1,200
Mechanical Engineer allowance	10	\$120			\$1,200
Civil Engineer allowance	10	\$120			\$1,200
<b>Sub-total Sub-consultant Services</b>					<b>\$10,250</b>
Coordination/Administration of Consultants	10%				\$1,025
<b>TOTAL SUB-CONSULTANT SERVICES COSTS</b>					<b>\$11,275</b>
<b>TOTAL HOURLY NOT TO EXCEED FEE</b>					<b>\$23,525</b>

**Project:** Heusinkveld Barn - Phase I, structural assessment proposal  
8727 Benson Rd.  
Lynden, WA

**Client:** King Architecture LLC  
401 Harris Ave. suite 100  
Bellingham, WA 98225

**Phone:** (360) 647-5464 ext. 15

**Scope of work performed:**

Provide a structurally engineered assessment report that would be required to bring the existing 3320 sq. ft. barn, along with the 714 sq. ft. addition up to current code compliance. The future purpose for this building will be to create an assembly area, along with proposed restrooms, and other new construction additions. No plans or details will be provided within this phase, that would be included within the design scope of phase II.

The structural Phase I assessment report will be based on requirements set forth within the 2015 International Building Code (IBC), ASCE 7-10, as well as those set forth by the local jurisdiction's building department.

Loading criteria:

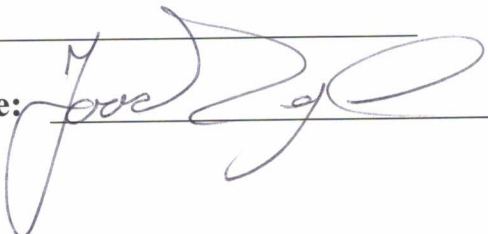
- Wind: 110 mph exposure C
- Seismic Risk factor: I=1.0
- Snow load = 25 psf I=1.0

Not included within this bid are revisions incorporated after the original design plan has been drawn up, nor site visits. They will be at an extra charge of \$125 per hour, or a fixed fee agreed upon by the client and ZEI. Bid good for up to 60 days beyond engineers signed date.

**Estimate Amount:** \$5400.00

**Client:** \_\_\_\_\_

**Printed Name, Title & Date:**

\_\_\_\_\_  
**Engineer & Date:**  12/16/2019

## CITY OF LYNDEN, HEUSINKVELD BAR CONVERSION



**DATE:** December 17, 2019  
**A/E:** King Architecture, LLC  
**BY:** Matthew M. Woolsey, The Woolsey Company, LLC  
**SPECIFICS:** Convert Existing Barn Into Event Center

ITEM	DESCRIPTION	TOTAL Hours
<b>HEUSINKVELD BAR CONVERSION, SD ESTIMATE, UNIT COST DETAIL</b>		
1	Scope Review &/Or Meetings	1
2	Scope and Itemize Project	7
3	Price Out Project, Unit Cost Detail	4
4	Review, Revise, Refine	0.5
		-----
<b>Hours</b>		<b>12.5</b>
<b>Proposed Estimating Services Fee</b>		<b>\$1,250</b>

# CITY OF LYNDEN



## EXECUTIVE SUMMARY

<b>Meeting Date:</b>	February 3, 2020	
<b>Name of Agenda Item:</b>	Resolution No. 1018-Support of Lynden School Levies	
<b>Section of Agenda:</b>	New Business	
<b>Department:</b>	Administration	
<b>Council Committee Review:</b>	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
	<b>Legal Review:</b> <input type="checkbox"/> Yes - Reviewed <input checked="" type="checkbox"/> No - Not Reviewed <input type="checkbox"/> Review Not Required	
<b>Attachments:</b>		
Ordinance No. 1018		
<b>Summary Statement:</b>		
The Lynden School District's Education Programs and Operations Replacement Levy (EP&O) and the Facilities and Technology Levy is scheduled to go up for a special election vote on February 11, 2020. Resolution No. 1018 represents the City of Lynden's support for the Lynden School Levies.		
<b>Recommended Action:</b>		
Council consideration and adoption of Resolution No. 1018 with authorization for the Mayor to sign the resolution.		

RESOLUTION NO. 1018

A RESOLUTION IN SUPPORT OF THE LYNDEN SCHOOL LEVIES  
FOR THE CITY OF LYNDEN, WHATCOM COUNTY, WASHINGTON

Whereas, on February 11, 2020, Lynden School District patrons will vote on two levies, the Educational Programs and Operations Replacement Levy (EP&O) and the Facilities and Technology Levy; and

Whereas, the EP&O Replacement Levy is not a new Levy, rather, one that replaces a levy approved by voters in 2016 and that expires in December of 2020; and

Whereas, funds from the EP&O Replacement Levy support Lynden School District programs not fully funded by the State of Washington; and

Whereas, the School District must rely on local taxpayers through the EP&O Replacement Levy to support essential instructional programs and materials for student learning and activities; and

Whereas, funds from the EP&O Replacement Levy would comprise 12% of the District's total budget; and

Whereas, the Facilities and Technology Levy would provide resources to specifically address needs related to facilities, technology and safety; and

Whereas the Facilities and Technology Levy would fund activities that ensure schools run effectively and provide a high-quality education for every child; and

Whereas, both the EP&O Levy and the Facilities and Technology Levy expire after four years in 2024; and

Whereas, these levies reflect a consistent tax rate over time and prudently include an increase that accounts for inflation and projected growth in enrollment; and

Whereas, certain individuals, including qualified senior citizens and disabled persons, may be eligible for property tax exemption or reduction; and

Whereas, these levies represent an investment in our youth, which are among this Community's most treasured assets.

NOW, THEREFORE, BE IT RESOLVED, the Council of the City of Lynden hereby declare their support for the Lynden School Levies.



PASSED BY THE CITY COUNCIL BY AN AFFIRMATIVE VOTE, \_\_\_\_\_ IN FAVOR  
AND \_\_\_\_\_ AGAINST, SIGNED BY THE MAYOR THIS \_\_\_\_\_ DAY OF  
FEBRUARY 2020.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY

DRAFT

# CITY OF LYNDEN

## EXECUTIVE SUMMARY



<b>Meeting Date:</b>	February 3, 2020	
<b>Name of Agenda Item:</b>	Draft Parks Committee Minutes January 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>		
ES- Draft Parks Committee Minutes January 21, 2020		
<b>Summary Statement:</b>		
See Next Page		
<b>Recommended Action:</b>		
For Council Review		



## PARKS COMMITTEE MINUTES

January 21, 2020

### 1. Roll Call:

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

Members Absent: Mark Wohlrab

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

### 2. Action Items:

#### A. **Approval of minutes from Dec. 16, 2019**

DeValois motioned to approve the minutes, Laninga concurred

**Action:**

***The Parks Committee Minutes from December 16, 2019 were approved.***

#### B. **Tim Faber- Feasibility study for Benson barn**

Parks Committee reviewed the proposal, and the cost to perform a feasibility study for the Benson Park Heusinkveld Barn. The proposal included the, Scope of work, the Fees, and the possibility of listing the barn on the Heritage Barn register.

**Action:**

***Parks Committee recommends Council approve the agreement and fees for Tim Faber with King Architecture LLC to provide a Feasibility Study / Pre-Design of the Heusinkveld Barn.***

#### C. **Benson Road land lease**

Bedlington lease- ends last day of Feb. 2020, last leased at \$425 per acre/per year  
How do we want to move forward/length/how many acres etc. Parks Committee recommends keeping the same criteria as of the previous lease.

**Action:**

***Vern will place an ad in the Tribune for the next two weeks requesting Proposals for leasing the ag land for 3-5 years.***

#### D. **Impact Fees:**

At the last Parks Committee meeting it was decided to match Ferndale's park impact fees at \$1936 per SF/ \$1,570 MF.

What are our next steps, Parks Committee would like to move forward with increasing the Park Impact Fees.

**Action:**

***Parks Committee asked to have Planning Director Gudde figure out the formula to get as close to or in comparison with Ferndale and then take that to Council sooner than later.***

### 3. Information items:

#### A. **Rotary project-**



The Rotary project is making great progress. They have added an outdoor chess board. Asphalt will be put down end of April or May, this Spring.

The residents who live in the cul-de-sac off Edgewater and Bridgeview are complaining about Park users parking in their cul-de-sac and blocking the driveways. They have asked the City to post signage stating "No Bender Fields Parking Allowed". The City will look at painting a 3ft portion of the curbs on each side of the residences driveways.

**B. Berthusen Restrooms**

Public Works has submitted the Application to the Whatcom County Planning Dept. for new restrooms at Berthusen Park. The County has a long check list of needed permits that need to be received and reviewed. The Fire Marshal says they need a bridge review and load weight signage posted. The Timeline looks like the restrooms will be built closer to this coming Fall.

**C. Art wall report:** No further information at this time.

**D. Seasonal workers**

Parks Director Meenderinck had budgeted for six (6) seasonal workers, two (2) -6 month positions and four (4) 5 month positions. A few positions would start in April through September with the others beginning sometime between April and September.

After some thought and looking at the increase in maintenance of new Parks, Trails and City properties, Director Meenderinck is proposing bringing back a full time Maintenance Supervisor, and possibly only four (4) seasonal workers.

Parks Committee is supportive of the idea of bringing back a Maintenance Supervisor and would like Director Meenderinck to see what is needed to add this position.

**E. Daily/weekly/yearly work plans for all parks (work in progress)**

For Information only -Thanks Nancy for putting it together

**4. Items added:**

**A. Storm Damage**

There was no storm damage, other than a frozen waterline to the Berthusen caretakers house. A Solution to solving this issue is in the works with the possibility of connecting to the Bertrand Water Association.

**B. Pump Track**

The Committee is moving forward to raise funds.

**C. Park Signage**

DeValois asked if Park signage has been ordered for Patterson Park and Lynden Jim? Director Meenderinck noted that park signage is on the list for Eagle Scout projects.

Meeting Adjourned at 4:58pm.

**Next meeting: Tuesday February 18, 2020**

# CITY OF LYNDEN

## EXECUTIVE SUMMARY



<b>Meeting Date:</b>	February 3, 2020	
<b>Name of Agenda Item:</b>	CDC Minutes of 1-22-2020	
<b>Section of Agenda:</b>	Other	
<b>Department:</b>	Planning Department	
<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>		
Draft Community Development Committee Meeting Minutes of January 22, 2020		
<b>Summary Statement:</b>		
Draft CDC Minutes of 1-22-2020 attached for review.		
Note: Attached minutes have not yet been approved by the CDC.		
<b>Recommended Action:</b>		
Council Review		

# CITY OF LYNDEN



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

## COMMUNITY DEVELOPMENT COMMITTEE MEETING MINUTES

4:00 PM January 22, 2020  
2<sup>nd</sup> Floor Conference Room, City Hall

### 1. ROLL CALL

**Council Members:** Brent Lenssen, Gary Bode. (Kyle Strengholt -absent with notice.)

**Staff:** Mike Martin, Heidi Gudde

**Chamber:** Gary Vis

**Citizen Guests:** Ron Hansen

### 2. APPROVAL OF 12-3-19 MINUTES

Approved as presented.

### 3. DISCUSSION ITEMS

- a. Revision to Parking Agreement and other Changes for 610 Front Street redevelopment project.

**Parking:** Ron Hansen, owner of 610 Front Street, related recent design changes to the planned revision to the building which includes an additional unit to bring the total to 7 units. Units would be added to the existing retail uses located on the first floor. The additional unit would increase the need to parking. Previously Ron negotiated an agreement with the City for the use of parking easements and annual parking permits to cover the code-required spaces, plus additional parking as potentially needed.

CDC members open to a revising the parking agreement to include one additional parking easement (which floats between 3 different lots) and one additional parking permit.

**Mural:** Concept for the addition of egress window planned for the mural wall presented to CDC. Structurally the CMU was found to be unsound and will need to be repainted. Ron has already met with the Lions Club and Mr. Swinbernsen about the mural and support for the repainting.

**Encroachment:** Encroachment of architectural features onto the City's property to the east was discussed. The City's property is used for public parking. Previously Hanson negotiated a restrictive covenant that will prevent any future construction on the City's lot to come within 10 feet of the shared property line. Architectural design of Hanson's building, however, has crossed the property with the encroachment of gutters, downspouts, windowsills, and cornices. This is about 4 – 6 inches of encroachment. Architectural encroachments were not addressed in the restrictive covenant.

Bode recalled that a 4-inch encroachment is permitted on Front Street per an older agreement and this may relate to this location as well. Staff also indicated that other encroachments were being permitted on public right-of-way. That is the south property line on Front Street and the north property line on the alley (if necessary). However, staff expressed skepticism that the same would apply to the shared side property line to the west. The question has been posed to the City's legal counsel but a response is still pending.

Council expressed support for handling the encroachment with an amendment to the restrictive covenant or an easement if legal determines this is possible. Otherwise, a lot line adjustment is a possibility and the CDC was supportive of this as well.

**Timing:** Hanson asked when the agreements could be revised. Staff related that getting the parking agreement to Council by the March 2 meeting would be the most realistic. However, if a lot line adjustment is needed there would be a delay to handle the application, surveying, and approval process. Staff noted that the property owner would be responsible for the associated application costs and the value of the land being added to the 610 Front Street parcel.

b. **Legislative Code Revision** – LMC 19.26 Medical Services Zoning Overlay

Gudde updated the CDC on the proposed change to the Medical Services Zoning Overlay. This was stimulated by the plans of Peace Health to build a facility in Lynden. Property that they are closing on is industrial zoned and will need a medical services overlay but is not meeting the minimum size requirement of 8 acres.

Staff is moving the revisions forward in support of the development and because it is more efficient to process internally.

CDC expressed support for a code amendment to allow the reduced minimum size and to 5 acres. Staff to move it forward as soon as possible while Peace Health will be taking up the applications for the rest of the development.

**Other Items:**

Tenant Improvements - Staff has noticed that tenant improvement permits are not being sought. This type of work is occurring throughout the City. Gudde noted that even the creation of non-structural walls could violate fire code and asked for Council support on the issue. Building official to speak with the DBA and possibly work with the Chamber to get the word out to owners / landlords.

Wayfinding Sign – Sub-committee created to determine the priority locations of the signs and the final logo. Support noted for the Mount Baker icon rather than the raspberry icon. Final decision to be made by City Council.

**Next Meeting Date: February 19, 2020**



# CITY OF LYNDEN

## EXECUTIVE SUMMARY



<b>Meeting Date:</b>	February 3, 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	

**February 3, 2020**

Monday

7:00 PM - 9:00 PM

Council Meeting -- Annex Council Chamber

**February 4, 2020**

Tuesday

8:30 AM - 9:30 AM

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

5:00 PM - 6:30 PM

Design Review Board -- Annex South East Conference Room

**February 5, 2020**

Wednesday

All Day

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

10:00 AM - 11:00 AM

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

4:15 PM - 6:00 PM

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

**February 6, 2020**

Thursday

9:00 AM - 11:00 AM

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

9:00 AM - 10:00 AM

Mike/Chief Taylor 1/1 -- Mike's Office

**February 7, 2020**

Friday

8:30 AM - 9:30 AM

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

**February 10, 2020**

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Monday

9:00 AM - 10:00 AM

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

**February 11, 2020**

Tuesday

8:30 AM - 9:30 AM

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

**February 12, 2020**

Wednesday

All Day

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

9:00 AM - 10:00 AM

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

**February 13, 2020**

Thursday

9:00 AM - 10:00 AM

Mike/Chief Taylor 1/1 -- Mike's Office

7:30 PM - 9:30 PM

Planning Commission -- Annex Council Chamber

**February 14, 2020**

Friday

10:00 AM - 11:00 AM

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

11:00 AM - 12:00 PM

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

**February 17, 2020**

Monday

All Day

Presidents' Day -- United States

4:00 PM - 5:00 PM

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