

Mayor
Scott Korthuis

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

City Council Agenda - Regular Meeting
City Hall Annex, 205 4th Street
January 22, 2019

Call to Order

Pledge of Allegiance

Roll Call

Oath of Office

1. Oath of Office – Joshua Scholten

Approval of Minutes

2. Review Draft Minutes- January 7, 2019

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. Set Public Hearing Date for North Prairie Phase 7 Sanitary Sewer Extension Latecomer's Application

Public Hearing

Unfinished Business

4. Ordinance No. 1571-Setting the Final Property Tax for 2019

New Business

5. Resolution No. 994 Latecomer Agreement Fee Schedule
6. Ordinance No. 1572 - Update to Latecomers Agreement Methods and Procedures
7. Ordinance No. 1573 Pertaining to the Relocation of Historical and Other Buildings within City Limits

Other Business

[8.](#) Public Works Committee Meeting Minutes 1-09-2019

Adjournment

Executive Session

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	1/22/2019	Legal Review: <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required
Department:	Police Department	
Contact Name/Phone:	Lt. Jeremy Bos / 360-255-7792	
Council Committee Review:		
<input type="checkbox"/> Community Development	<input checked="" type="checkbox"/> Public Safety	
<input type="checkbox"/> Finance	<input type="checkbox"/> Public Works	
<input type="checkbox"/> Parks	<input type="checkbox"/> Other: _____	
Attachments:		
Oath of Office		
Name of Agenda Item:		
Oath of Office – Joshua Scholten		
Summary Statement:		
Oath of Office – Joshua Scholten		
Recommended Action:		
The Mayor administer the Oath of Office for New Lateral Officer – Joshua Scholten		



Police Officer Oath of Office

I, Joshua A. Scholten, promise to enforce the ordinances of the City of Lynden, laws of the State of Washington, and statutes of the United States of America. I will faithfully perform the duties of the office of Police Officer without regard for the age, sex, race, religion, or national origin of any citizen.

Officer Signature Date

Mayor Scott Korthuis Date

Chief John M. Billester Date

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	1/22/2019	Legal Review: <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required
Department:	Administration	
Contact Name/Phone:	360.255.7085	
Council Committee Review: <input type="checkbox"/> Community Development <input type="checkbox"/> Public Safety <input type="checkbox"/> Finance <input type="checkbox"/> Public Works <input type="checkbox"/> Parks <input checked="" type="checkbox"/> Other: N/A		
Attachments:		
Draft Minutes- January 7, 2019		
Name of Agenda Item:		
Review Draft Minutes- January 7, 2019		
Summary Statement:		
See next page for draft minutes.		
Recommended Action:		
Council approve the minutes as presented.		



CITY COUNCIL
MINUTES OF REGULAR MEETING

January 7, 2019

1. CALL TO ORDER

Mayor Korthuis called to order the January 7, 2019 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 Gary Bode, Ron De Valois, Gerald Kuiken, Brent Lenssen, Nick Laninga, and Mark Wohlrab.

Members absent: Kyle Strengtholt, absent with notice.

Staff present: Fire Chief Mark Billmire, Parks Director Vern Meenderinck, Police Chief John Billester, Public Works Director Steve Banham, City Clerk Pam Brown, and City Administrator Mike Martin.

OATH OF OFFICE - None

APPROVAL OF MINUTES

Councilor De Valois moved and Councilor Bode seconded that the minutes of December 17, 2018 regular meeting be approved as presented. Motion approved on a 6-0 vote.

ITEMS FROM THE AUDIENCE

Scheduled: None

Nonscheduled: None

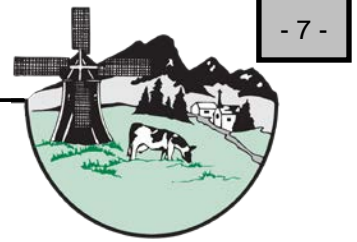
2. CONSENT AGENDA

Approval of Payroll Disbursed – December 16-31, 2018

Paychex EFT	\$275,218.44
City of Lynden EFT	\$58,255.25
Warrant Liability	\$56,170.70
	\$389,644.39

Approval of Claims – January 9, 2019

Manual Warrants No. <u>72218</u> through <u>72223</u>	\$30,282.44
EFT Payment Pre-Pays	\$269,014.24
Sub Total Pre-Pays	\$299,296.68
Voucher Warrants No. <u>72224</u> through <u>72251</u>	\$74,982.36
EFT Payments	0.00
Sub Total	\$74,982.36
Total Accts. Payable	\$374,279.04



Appoint Mayor Korthuis to the 2019 Board of the Whatcom Council of Governments and Appoint Councilor Gary Bode to Act as Alternate

Mayor Korthuis acted as the city's 2018 representative to the Board of the WCOG and Councilor Bode acted as the alternate. Each are willing to continue in this capacity for 2019.

Appoint Mayor Korthuis to the 2019 Whatcom Transportation Authority (WTA) Board of Directors

Each year council appoints someone to represent the city's interests on the Whatcom Transportation Authority (WTA) Board of Directors. Currently Mayor Korthuis is the WTA representative and is willing to continue in this capacity for 2019.

Reappointment of Berthusen Advisory Committee Members

Three members of the Berthusen Park advisory committee have completed their terms with the committee at the end of 2018. Larry McPhail, Terry De Valois, and Karen Steensma have all agreed to serve an additional term on the committee. Both the Berthusen Park advisory committee and Parks Committee desire to have these three members reappointed to the committee for additional 3-year terms. The terms will be from Jan. 1, 2019 to December 31, 2021.

Reappointment of Park & Trail Advisory Committee Member

One member of the Park & Trail advisory committee has completed his term with the committee at the end of 2018. Jeff Roberts has agreed to serve an additional term on the committee. Both the Advisory committee and Parks Committee desire to have Jeff Roberts reappointed to the committee for an additional 3-year term. The term will be from Jan. 1, 2019 to December 31, 2021.

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

Mayor Korthuis thanked Jeff Roberts, Larry McPhail, Terry De Valois, and Karen Steensma for their service.

3. PUBLIC HEARING - None

4. UNFINISHED BUSINESS - None

5. NEW BUSINESS

Select Mayor Pro Tem for 2019

Each year council selects a Mayor Pro Tem to conduct the business of presiding over council matters in the Mayor's absence. Currently that position is held by Councilor Gary Bode.

Mayor Korthuis opened the floor to nominations. Councilor Kuiken nominated Councilor Gary Bode. Councilor Laninga moved and Councilor Wohlrab seconded to close nominations.



Councilor Kuiken moved and Councilor Wohlrab seconded to appoint Councilor Bode as Mayor Pro Tem for 2019. Motion approved on a 5-0 vote.

Nooksack Valley Disposal Franchise Agreement Addendum - Rates Increase

Calvin DeHartog, General Manager for Nooksack Valley Disposal (NVD), presented a letter to the Public Works Committee on November 7, 2018, requesting 2019 rate increase for their service. The rate increase request is due to the increasing disposal fees and recycling services they pay to Recycling Disposal Services (RDS) and Green Earth Technology for garbage and yard waste fees.

NVD currently has a 20-year term franchise agreement in place with the City (through 2036) for curbside garbage pickup services and recycling program services. A public hearing is not required although on November 21 and November 28 the proposed rate increases was advertised and the public was invited to comment. No comments were received by staff. If approved, these updated rates will become part of the existing Franchise Agreement.

Councilor Bode moved and Councilor De Valois seconded to approve the Franchise Agreement Rates Adjustment and authorize the Mayor's signature. Motion approved on a 6-0 vote.

Mayor Korthuis asked Mr. DeHartog to talk about recycling in Lynden and how it is changing and how it is affecting Nooksack Valley Development. Mr. DeHartog then took a few minutes to explain the issue how it relates to recycling locally and globally.

OTHER BUSINESS

Council Committee Updates

Councilor Lenssen reporting for the Community Development Committee which involved discussion of:

- Pepin Creek zoning and development of the required zoning text
- Design standards as they relate to the Pepin Creek project
- Costs and timelines related to the Pepin Creek project

Mayor Korthuis suggested to council that the first or second week of April may be a good time to hold a council retreat. After brief discussion it was determined that the second week in April may be better due to the local Spring break schedule. The date is yet to be determined.

7. EXECUTIVE SESSION

Council did hold an executive session.

8. ADJOURNMENT

The January 7, 2019 regular session of the Lynden City Council adjourned at 7:22 p.m.

Pamela D. Brown, City Clerk

Scott Korthuis, Mayor

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	1/22/2019	Legal Review: <input checked="" type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input type="checkbox"/> Review Not Required
Department:	Public Works	
Contact Name/Phone:	Steve Banham / 255-5512	
Council Committee Review:		
<input type="checkbox"/> Community Development	<input type="checkbox"/> Public Safety	
<input type="checkbox"/> Finance	<input checked="" type="checkbox"/> Public Works	
<input type="checkbox"/> Parks	<input type="checkbox"/> Other: _____	
Attachments:		
Latecomers Application (Including Cost Summary), Assessment Roll and Assessment Area Map, Preliminary Determination Notice		
Name of Agenda Item:		
Set Public Hearing Date for North Prairie Phase 7 Sanitary Sewer Extension Latecomer's Application		
Summary Statement:		
<p>Developer Bob Libolt submitted a complete Latecomer's application for North Prairie Phase 7 Sanitary Sewer Extension he constructed with this development on December 13, 2018. The 34 benefiting property owners were notified about the proposed assessment on December 26, 2018. The assessment would only occur if the benefiting properties develop within twenty (20) years from the date a latecomer's agreement is recorded.</p> <p>Several property owners have requested a public hearing regarding this proposed assessment.</p> <p>City Council is being asked to set a Public Hearing Date of February 4th, 2019 to hear comments; then may approve, reject or modify the preliminary Assessment Reimbursement Area and assessment for any or all properties within the assessment area; or remand the matter back to the Public Works Director for further review.</p>		
Recommended Action:		
That City Council set a Public Hearing Date of February 4th, 2019 to hear comments on the North Prairie Phase 7 Sanitary Sewer Extension Latecomer's Application.		

City of Lynden
Public Works Department

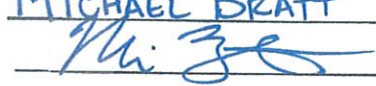
Latecomer Application

Date: 12/10/18

Type of Latecomer Application: Street
(Check only one) Water
 Sewer
 Storm

City Project Number _____
City Project Name Lower Kamm Sewer Extension
Name of Developer North Prairie, LLC
Address of Developer 125 Rosemary Way
Phone Number of Developer 360 319 8357

A. State of Washington Licensed Engineer information:

Name MICHAEL BRATT
Signature 
Firm Name FREELAND & ASSOCIATES, INC.
Address 220 W. CHAMPION ST. #200, BELLINGHAM, WA 98225
Phone number (360) 650-1408
Date of Letter of Intent _____
End of Construction Inspection Date _____
City Project Acceptance Date _____

B. Please attach the following, labeling each page:

- a) Legal Description of the Developer's property:
- b) Vicinity maps of Developer's property.
- c) A map showing the proposed Assessment Reimbursement Area and general location of the Street System Improvements and/or Utility System Improvements.
- d) Legal Description of the properties within the proposed Assessment Reimbursement Area
- e) Names and addresses of the owners of each property, as shown in the records of the Assessor's Office of Whatcom County.

C. Costs of Construction (Direct and Indirect):

See Attached Engineer's Certified Costs

City Fees 707,886⁰⁰
 12,100⁰⁰
 \$ 719,986⁰⁰

Total Costs of Construction (Direct and Indirect): \$ 719,986⁰⁰

D. Construction Administrative Costs: \$ 14,400⁰⁰

i.e. office supplies, mailings, clerical services, telephone expenses, accounting expenses, project oversight, etc. Costs shall not exceed 3% of total construction costs.

E. Total Project Construction Costs

Type of Construction	Cost
Water Mains	
<i>Fire Hydrants</i>	
Sewer Mains	734,386
Streets	
<i>Street Lighting</i>	
<i>Storm Drainage</i>	
<i>Sidewalks</i>	
Storm Water Facilities	
Total Project Construction Costs	734,386⁰⁰

Paid by City 126,660⁰⁰
 607,726⁰⁰
 REDUCTION in TRAFFIC IMPACT FEES (PEAT REMOVAL)

F. Proposed Allocation of Cost of Construction to Individual Properties:

Method of Assessment Used:

- Number of Owner-Benefitted Units/Lots (Existing or Allowed by Zoning Code)
- Front footage
- Square footage
- Zone and termini
- Other: per acre

Method Used	Cost per _____	Cost per Property Owner	Total Cost
<i>ACRES</i>	<i>3,957.32</i>	<i>SEE ASSESSMENT ROLL</i>	<i>607,726⁰⁰</i>

RECEIVED
 DEC 12 2018
 Public Works Dept.

G. City Administrative Fees**

System Improvements	Sub-total	Paid Upon Application
Base Fee for Utilities: \$300.00	300 ⁰⁰	✓
Base Fee for Streets: \$450.00		✓
1% of Cost of Construction (C)	6,077 ⁰⁰	✓
No. of parcels in the proposed assessment reimbursement area 40 x \$150.00 →	6,000 ⁰⁰	✓
Total City Administrative Fees [F]	12,377 ⁰⁰	✓

** to be included with application.

H. Segregation Fees

System Improvements	Sub-total	Paid Upon Application
No. of segregated parcels in the proposed/existing assessment reimbursement area → _____ x \$150.00	N/A	
Total Segregation Fees to City		



Freeland and Associates, Inc.

220 West Champion Street
Suite 200
Bellingham, Washington
(360) 650-1408

December 11, 2018

City of Lynden
Public Works Department
300 4th Street
Lynden, WA 98264

Attention: Mark Sandal

Subject: South Kamm Sewer Cost Estimate for Latecomer Application

Dear Mark,

We have reviewed the design and installation costs provided by the developer and their contractor for public improvements in the South Kamm Sewer project serving North Prairie Phase 7. These costs appear to be in line with typical design and construction costs for this type and scope of work. A copy of the estimate from the developer's contractor is attached with this letter for reference.

Please feel free to contact me if you have any questions about this.

Sincerely,
Freeland and Associates, Inc.



Michael Bratt, PE
Associate Engineer

Attached: Sewer Installation Cost

Lower Kamm Road Sewer Extension

Engineers Cost Summary

ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST
Preparation					
1.	Mobilization	L.S.	1	\$20,000.00	\$20,000.00
2.	Clearing and Grubbing	L.S.	1	\$15,000.00	\$15,000.00
Sanitary Sewer					
1	PVC Sanitary Sewer Pipe, 8 In. Diameter	L.F.	42	\$45.00	\$1,890.00
2.	PVC Sanitary Sewer Pipe, 12 In. Diameter	L.F.	3,871	\$59.00	\$228,389.00
3.	Testing Sewer Pipe	L.F.	3,913	\$1.50	\$5,869.50
4.	Sanitary Sewer Manhole	Each	13	\$2,500.00	\$32,500.00
5.	Grave Backfill	Ton	2,400	\$12.00	\$28,800.00
6.	Gravel Backfill for Pipe Bedding	Ton	1,165	\$14.00	\$16,310.00
Surfacing					
1.	Gravel Base, 12"	Ton	11,263	\$12.00	\$135,156.00
2.	Crushed Surfacing Top Course, 3"	Ton	695	\$19.50	\$13,552.50
3.	Access Roads	Ton	1,660	\$15.00	\$24,900.00
Hot Mix Asphalt					
1.	Asphalt Concrete Pavement, CL B, 3 1/2"	Ton	875	\$95.00	\$83,125.00
Traffic					
1.	Traffic Control	L.S.	1	\$6,800.00	\$6,800.00
2.	Permanent Signing	L.S.	1	\$1,500.00	\$1,500.00
Other Items					
1.	Performance Bond	L.S.	1	\$3,350.00	\$3,350.00
2.	Mitigation Planting	L.S.	1	\$3,200.00	\$3,200.00
3.	Boring & Casings	Each	2	\$17,200.00	\$34,400.00
4.	Culverts	L.S.	1	\$11,525.00	\$11,525.00
5.	Engineering	L.S.	1	\$25,000.00	\$25,000.00
6.	Survey	L.S.	1	\$4,000.00	\$4,000.00
7.	JARPA Consultants	L.S.	1	\$12,619.00	\$12,619.00
				TOTAL	\$707,886.00

Lower Kamm Sewer Extension

Benefitted Property
Assessment Role

Parcel #	Tax ID No.	Owner	Address	Parcel Size (acres)	Assessment per Parcel
1	400315 270512	Layne & Lori LLC	1501 Badger Road	0.84	\$3,324.15
2	400315 283507	Whatcom County Fire District NO 21	4142 Britton Loop	1.30	\$5,144.52
3	400315 313508	Badger Storage LLC	582 Pangborn Road	2.39	\$9,458.00
4	400315 343502	Greg Collett	2909 260th Street	2.01	\$7,954.22
5	400315 361493	Greg Collett	2909 260th Street	2.42	\$9,576.72
6	400315 382494	Tim & Christina Bento, Loretta Davidson	1583 E Badger Road	4.13	\$16,343.74
7	400315 280485	American Reformed Church	PO Box 455	0.91	\$3,601.16
8	400315 280469	American Reformed Church	PO Box 455	1.13	\$4,471.77
9	400315 323471	Cornerstone School Society	8872 Northwood Road	4.65	\$18,401.55
10	400315 278455	Derek & Louise Willis	8848 Northwood Road	1.00	\$3,957.32
11	400315 311430	Cornerstone School Society	8872 Northwood Road	3.91	\$15,473.13
12	400315 370443	North Prairie LLC	125 Rosemary Way	3.98	\$15,750.14
13	400315 301409	North Prairie LLC	125 Rosemary Way	5.52	\$21,844.42
14	400315 361401	North Prairie LLC	125 Rosemary Way	13.24	\$52,394.95
15	400315 272388	Jason & Danielle Groeneweg	8803 Northwood Road	1.45	\$5,738.12
16	400315 273386	Randal & Nancy Troupe	8794 Northwood Road	0.38	\$1,503.78
17	400315 275353	Indian Joe Cemetery	PO Box 157	1.00	\$3,957.32
18	400315 333313	Leroy Lagerwey	8744 Northwood Road	27.84	\$110,171.86
19	400315 225347	Harriot Wagter	8747 Northwood Road	12.00	\$47,487.87
20	400315 181276	Arnold & Gretchen Van Dyken	1436 Kamm Road	0.64	\$2,532.69
21	400315 215325	Robert Wagter	8747 Northwood Road #B	0.52	\$2,057.81
22	400315 216312	Mark & Ginger Jones	1462 Kamm Road	0.87	\$3,442.87
23	400315 228277	Thomas & Katie VanWingerden	1472 Kamm Road	0.46	\$1,820.37
24	400315 095199	Howard Koetje Trust	4335 Sucia Drive	19.60	\$77,563.52
25	400315 140253	Virginia Bosman	1403 Kamm Road	0.52	\$2,057.81
26	400315 145224	Gary & Kalise Hastings	808 South Park Court	2.19	\$8,666.54
27	400315 160231	Theodore & Suzanne Linde	1421 Kamm Road	2.09	\$8,270.80
28	400315 185225	Joel & Amy Schouten	1429 Kamm Road	4.88	\$19,311.73
29	400315 195249	Meadowdale Water Assoc	6951 Hannegan Road Suite 3	0.18	\$712.32
30	400315 206250	Shawn & Jannette Van Dyken	1455 Kamm Road	1.19	\$4,709.21
31	400315 235231	Theunis & Silvia Van Berkum	1465 Kamm Road	8.00	\$31,658.58
32	400315 183163	James & Bertha Bosman Trust	1503 Liberty Street	14.64	\$57,935.20
33	400315 248165	James & Bertha Bosman Trust	1503 Liberty Street	4.69	\$18,559.84
34	400315 158281	Rachele & William Gorsuch	1420 Kamm Road	0.63	\$2,493.11
35	400315 166281	Jack & Wilva Foster	1434 Kamm Road	0.67	\$2,651.41
36	400315 124228	James & Deborah Smythe	1389 Kamm Road	0.34	\$1,345.49
37	400315 125241	Arthur & Christina Hunter	1393 Kamm Road	0.34	\$1,345.49
38	400315 125254	Coleen & Stacy Hill	1387 Kamm Road	0.34	\$1,345.49
39	400315 110253	Robert & Susan Fiebig	1383 Kamm Road	0.34	\$1,345.49
40	400315 100257	Richard & Julie Wester	1375 Kamm Road	0.34	\$1,345.49
TOTAL				153.57	\$607,726.00
					\$3,957.32

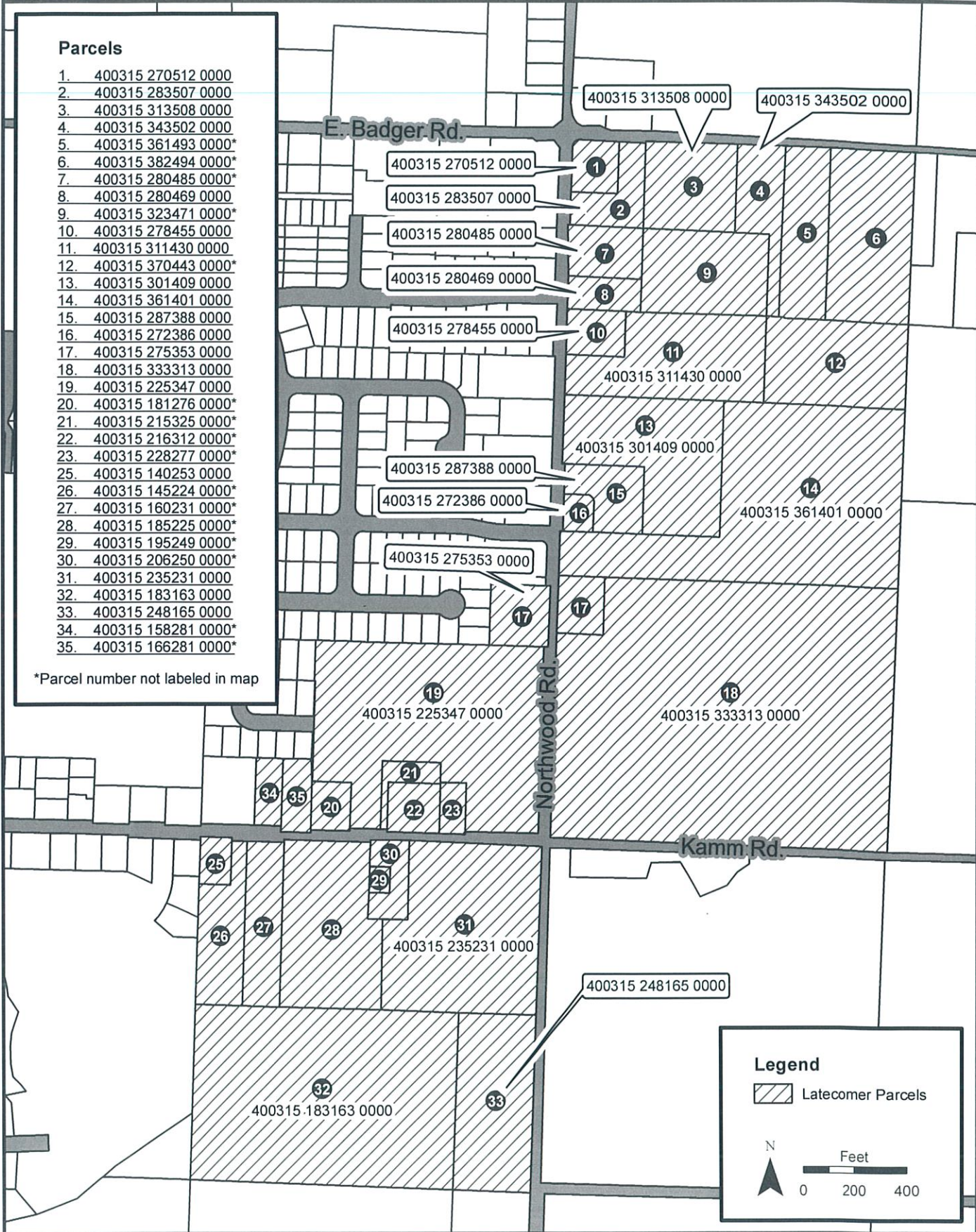
Exhibit Map

Latecomer Agreement Area

Parcels

1. 400315 270512 0000
2. 400315 283507 0000
3. 400315 313508 0000
4. 400315 343502 0000
5. 400315 361493 0000*
6. 400315 382494 0000*
7. 400315 280485 0000*
8. 400315 280469 0000
9. 400315 323471 0000*
10. 400315 278455 0000
11. 400315 311430 0000
12. 400315 370443 0000*
13. 400315 301409 0000
14. 400315 361401 0000
15. 400315 287388 0000
16. 400315 272386 0000
17. 400315 275353 0000
18. 400315 333313 0000
19. 400315 225347 0000
20. 400315 181276 0000*
21. 400315 215325 0000*
22. 400315 216312 0000*
23. 400315 228277 0000*
25. 400315 140253 0000
26. 400315 145224 0000*
27. 400315 160231 0000*
28. 400315 185225 0000*
29. 400315 195249 0000*
30. 400315 206250 0000*
31. 400315 235231 0000
32. 400315 183163 0000
33. 400315 248165 0000
34. 400315 158281 0000*
35. 400315 166281 0000*

*Parcel number not labeled in map



Legend

 Latecomer Parcels

N



Feet

0 200 400

CITY OF LYNDEN



PUBLIC WORKS DEPARTMENT
Steve Banham, Public Works Director
(360) 354-3446

December 21, 2018

North Prairie LLC
Bob Libolt
125 Rosemary Way
Lynden, WA 98264

RE: **PRELIMINARY DETERMINATION NOTICE** – North Prairie Phase 7 Sanitary Sewer Extension Latecomer's Application

Dear Bob,

I have reviewed the Latecomer Application you submitted for reimbursement of costs for sanitary sewer extension associated with construction of North Prairie Plat Phase 7. Your application with all the required attachments was complete on December 13, 2018. Based on our review, and as required by Lynden Municipal Code 13.28.050, I am making the following determinations related to the factors listed in that section on the Code:

- A. Your application initially identified forty (40) potentially benefitting properties, but after discussion eliminated six (6) that are already covered by the Line Road Sewer Sub basin assessment area. It is uncertain whether all the benefitting properties will develop within twenty (20) years from the date of recording of the latecomer agreement. State law now requires that you or your assigns must be reimbursed for twenty (20) years. The City of Lynden Municipal Code Chapter 13.28 is being amended to reflect this change in the law. If you understand the uncertainty of the timing of when properties will develop, and are willing to accept that risk, the City is willing to include all of thirty-four (34) properties listed within reimbursement area as all would clearly benefit if they were to develop.
- B. At the time of future development of the benefited properties, they will not be required to install similar sewer system improvements because the developer already installed them. In the case of properties to the north this primarily recognizes the additional depth and capacity that we included in the line.
- C. Although restoration of Northwood Road was required and is included as part of the cost of the sewer installation, street improvements were not included in this latecomer agreement as a benefit to the properties.
- D. The utility system improvements have been constructed in such a manner that they can be used for City sewer service by all the properties within the assessment reimbursement area. It is understood that although this project doesn't include pipes to all properties, all the properties in this assessment area will receive a special benefit from these utility system improvements based on the depth and capacity of this system.

- E. You have proposed an equal allocation of the cost of construction, based on size in acres, to the 34 properties in the assessment reimbursement area. This would allocate the total cost of the sanitary sewer improvements, \$607,726, equally to each of the benefitting acres of 132.27 which would result in future assessments to the non-participating parcels as follows:

Sewer Improvements Assessment: \$ 4,594.59 per acre plus interest

The specific allocation to each of the 34 parcels (less interest) is detailed in the attached exhibit. I agree that allocation of cost by this method appears to be reasonable and equitable.

Please note that the properties will only incur an assessment when they propose to connect to sewer utility improvements (i.e. building permit and application for sewer connection) within the twenty (20) year assessment term.

Our next step in this process will be to mail a notice of this determination to all properties within the benefit area. This notice will provide an opportunity for all property in the benefit area (including you) to request a public hearing before the City Council within twenty days of the date of mailing said notice. In the event no timely written request is received, this determination will become final. If a hearing is requested, the City Council will hear comments and make a final decision on the assessment reimbursement area and the assessment amount. Once that is complete the City will be able to finalize and record the Latecomer Assessment Agreement with the Whatcom County Auditors Office.

Please feel free to contact me at (360) 354-3446 or by e-mail at banhams@lyndenwa.org if you have any questions regarding this determination or the latecomer reimbursement process.

Sincerely,



Steve Banham

C: Anthony Burrows, Finance Director
Heidi Gudde, Planning Director

CITY OF LYNDEN



EXECUTIVE SUMMARY

Meeting Date:	1/22/2019	Legal Review: <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required
Department:	Finance	
Contact Name/Phone:	Anthony Burrows (360) 354-2829	
Council Committee Review:		
<input type="checkbox"/> Community Development	<input type="checkbox"/> Public Safety	
<input checked="" type="checkbox"/> Finance	<input type="checkbox"/> Public Works	
<input type="checkbox"/> Parks	<input type="checkbox"/> Other: _____	
Attachments:		
Ordinance No. 1571		
Name of Agenda Item:		
Ordinance No. 1571-Setting the Final Property Tax for 2019		
Summary Statement:		
<p>The City of Lynden is required by State regulations to adopt a 2019 property tax levy. On November 19, 2018 the City Council approved Ordinance No. 1566 which was passed relying on the preliminary figures for the assessed valuation of the City's tax base, as provided by the Whatcom County Assessor's Office at that time.</p> <p>The original executive summary presented to Council on November 19, 2018 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 2018. The County Assessor's office has provided the final numbers at this time. For Council information, the final calculations result in a total dollar levy amount of \$3,282,310. 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 \$1.79746 per \$1,000 of assessed valuation. This is a decrease of approximately 14 cents from the 2018 rate.</p> <p>The Finance Committee reviewed this ordinance at their committee meeting, prior to the Council meeting on January 22, 2019.</p>		
Recommended Action:		
Approve Ordinance No. 1571 as written and authorize the Mayor's signature.		

ORDINANCE NO. 1571

AN ORDINANCE FOR THE CITY OF LYNDEN
LEVYING TAXES FOR GENERAL MUNICIPAL PURPOSES FOR
TAXES COLLECTIBLE AND PAYABLE IN 2019
IN THE CITY OF LYNDEN, WASHINGTON

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

Section A. The City of Lynden hereby levies for 2019 taxes, for the purpose of meeting the expenditures of the City of Lynden, Washington, for the year 2019, the following specific sums:

CURRENT EXPENSE FUND	\$2,667,310
BERTHUSEN PARK	\$65,000
<u>2012 LTGO REFUNDING BOND DEBT</u>	<u>\$550,000</u>
TOTAL	\$3,282,310

Section B. In order to raise said specific sums, there is needed a levy of \$1.79746 per thousand dollars of assessed valuation of the property in the City of Lynden as shown by the assessment roll for the year 2018.

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

Section D. This ordinance shall take effect and be in force from and after its passage by the City Council and after its approval by the Mayor, if approved, otherwise, as provided by law and five (5) days after the date of its publication.

PASSED BY THE CITY COUNCIL BY AN AFFIRMATIVE VOTE, _____ IN FAVOR,
_____ AGAINST AND SIGNED BY THE MAYOR THIS 22nd DAY OF JANUARY 2019.

ATTEST:

MAYOR

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

CITY OF LYNDEN



EXECUTIVE SUMMARY

Meeting Date:	1/22/2019	Legal Review: <input checked="" type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input type="checkbox"/> Review Not Required
Department:	Public Works	
Contact Name/Phone:	Steve Banham / 255-5512	
Council Committee Review:		
<input type="checkbox"/> Community Development	<input type="checkbox"/> Public Safety	
<input type="checkbox"/> Finance	<input checked="" type="checkbox"/> Public Works	
<input type="checkbox"/> Parks	<input type="checkbox"/> Other: _____	
Attachments:		
Resolution No. 994		
Name of Agenda Item:		
Resolution No. 994 Latecomer Agreement Fee Schedule		
Summary Statement:		
<p>The latecomer application fee, and that fact that it must be paid at the time of submittal and is non-refundable needs to be updated. This is reflected in the attached resolution.</p> <p>The Public Works Committee reviewed this at their January 9th meeting and concurred to recommend approval to the full City Council.</p>		
Recommended Action:		
That City Council approve Resolution No. 994 – Latecomer Agreement Fee Schedule, and authorize the Mayor’s signature on the resolution.		

RESOLUTION NO. 994

A RESOLUTION AMENDING RESOLUTION NO. 675 AND AMENDING THE LATECOMER AGREEMENT FEE SCHEDULE FOR THE CITY OF LYNDEN, WHATCOM COUNTY, WASHINGTON, PURSUANT TO CHAPTER 13.28 OF THE LYNDEN MUNICIPAL CODE

WHEREAS, the City of Lynden ("City") has adopted an ordinance establishing requirements and procedures for entry of Latecomer Agreements in Ordinance No. ____ (codified in Chapter 13.28 of the Lynden Municipal Code;

WHEREAS, Resolution No. 675, that established the administrative fee schedule associated with Ordinance No. 1172, Section 13.28.130 (A), (B) and (C) needs to be updated; and

WHEREAS, all Latecomer Fees are non-refundable;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Lynden, Whatcom County, Washington that all Latecomer fees are revised as follows:

Section 1: Latecomer Agreement Application Fee \$500
Shall be paid when application is submitted.

Section 2: Latecomer Agreement Administrative Fees

	<u>Base Fee</u>
For all Utility System Improvements	\$300
Street System Improvements	\$450
Plus 1% of the Cost of Construction of both Utility System Improvements and for Street System Improvements.	
For each parcel of property within the proposed Assessment Reimbursement Area	\$150 per parcel

Application Fee is non-refundable and shall be paid at time of application submittal. All other Administrative fees shall be paid prior to recording of Latecomer Agreement.

Section 3: Fees for further segregation of properties within an assessment reimbursement area are established as follows:

For each new segregated parcel	\$150.00 per parcel
--------------------------------	---------------------

Section 4: 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 5: If any section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Resolution. The Council hereby declares that it would have passed this code and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases has been declared invalid or unconstitutional, and if, for any reason, this Resolution should be declared

invalid or unconstitutional, then the original Resolution or Resolutions shall be in full force and effect.

Section 6: This Resolution shall be in full force and effect on _____, 2019.

PASSED by the City Council of the City of Lynden, Whatcom County, Washington on the ____ day of _____, 2019 and signed by the Mayor on the ____ day of _____, 2019.

Mayor Scott Korthuis

ATTEST:

City Administrator

APPROVED AS TO FORM:

CITY ATTORNEY

CITY OF LYNDEN



EXECUTIVE SUMMARY

Meeting Date:	1/22/2019	Legal Review: <input checked="" type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input type="checkbox"/> Review Not Required
Department:	Public Works	
Contact Name/Phone:	Steve Banham/255-5512	
Council Committee Review:		
<input type="checkbox"/> Community Development	<input type="checkbox"/> Public Safety	
<input type="checkbox"/> Finance	<input checked="" type="checkbox"/> Public Works	
<input type="checkbox"/> Parks	<input type="checkbox"/> Other: _____	
Attachments:		
Ordinance No. 1572		
Name of Agenda Item:		
Ordinance No. 1572 - Update to Latecomers Agreement Methods and Procedures		
Summary Statement:		
<p>The major portion of this update pertains to 2015 legislation that provides municipalities the authority to initiate an assessment reimbursement area to finance all costs of a water or sewer improvement and to become the sole beneficiary of the reimbursements.</p> <p>The Public Works Committee reviewed this ordinance at their January 9th meeting, and concurred to recommend approval to the full City Council.</p>		
Recommended Action:		
That City Council approve Ordinance No. 1572, Latecomers Agreement Methods and Procedures, and authorize the Mayor's signature on the ordinance.		

ORDINANCE NO. 1572

REVISION TO CHAPTER 13.28 OF THE LYNDEN MUNICIPAL CODE
AMENDING ORDINANCE NO. 1172 TO ESTABLISH LATECOMER
AGREEMENT METHODS AND PROCEDURES

WHEREAS, the City of Lynden (“City”) desires to revise the uniform methodology and process for the administration of Latecomer Agreements for reimbursement of costs by benefited properties for privately initiated construction of public streets and utilities; and

WHEREAS, pursuant to RCW 35.72 et seq., the City is authorized to contract with owners of real estate for the reimbursement from benefited properties of costs associated with public street projects which the owners elect to install as a result of ordinances that require street improvements as a prerequisite to further property development; and

WHEREAS, pursuant to RCW 35.91 et seq., the City is authorized to contract with owners of real estate to enable the reimbursement from benefited properties of costs associated the improvement of water, sanitary sewer, storm sewer and/or street system;

WHEREAS, pursuant to RCWs 35.72 and 35.91 et seq., the City is also now authorized to assess benefited properties costs associated with public street projects and the improvement of water, sanitary sewer, storm sewer and/or street systems;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Lynden that the Lynden Municipal Code shall be amended as described and set forth in Section 1 herein:

Section 1. The Lynden Municipal Code (LMC) Chapter 13.28 is hereby amended with deletions in strikethrough and additions underlined:

13.28.010 Purpose

To establish a uniform methodology and process for the administration of Latecomer Agreements for Developers in circumstances where a Developer constructs a water, sanitary sewer, storm sewer and/or street system improvement, and desires to be compensated by property owners benefited by the improvements. To also establish a uniform methodology and process for the City to create an assessment reimbursement area to finance the costs associated with construction or improvement of water, sanitary sewer, storm sewer facilities and/or street system improvement. The provisions of this chapter are in addition to and are intended to supplement other requirements contained elsewhere in the Lynden Municipal Code.

13.28.020 Definitions

A. "Adjacent." Abutting on public roads, streets, right-of-way or easements in which Street System Improvements are installed or directly connecting to Street System Improvements through an interest in real property such as an easement or license.

B. "Assessment." An equitable pro rata charge to be paid by an owner of property within the Assessment Reimbursement Area for the Cost of Construction of Street System Improvements and/or Utility System Improvements.

C. "Assessment Reimbursement Area." That area encompassing all parcels of real property which the City determines, in accordance with this Chapter, ~~will likely benefit from Street System Improvements or Utility System Improvements constructed by a Developer~~ are adjacent to the Street System Improvements which would require similar street improvements upon development or in the case of Utility System Improvements, likely to require connection to or service by said utility system improvement.

D. "Construction Interest" The sum of money to be added to the direct construction cost and reimbursed to the Developer for the use of the developer's monies during the construction term. The interest rate shall be 1% above the Federal Reserve Bank prime loan rate published most recently before the date of the ~~Public-Facilities~~ Latecomer Agreement. Interest accrual begins on the date of execution of the ~~Public-Facilities~~ Latecomer Agreement and will continue throughout the construction term.

Construction interest shall be computed utilizing the two-thirds rule; i.e., direct cost of construction multiplied by construction interest rate divided by 365 multiplied by the construction term expressed in days multiplied by 0.67 equals construction interest.

E. "Construction Term" That period of time between the date of execution of the Latecomer Agreement and the date of acceptance of the project by the City.

F. "Cost of Construction." The sum of the Direct Construction Costs incurred to construct the Street System Improvements and/or Utility System Improvements plus if applicable, Indirect Construction Costs. "Indirect Construction Costs" are limited to the City latecomer administrative fee (section .130) Construction Interest (subsection (D) above), and Developer Administrative Costs (subsection (H) below). "Direct Construction Costs" include but are not limited to all related design services, engineering, surveying, construction, legal services, bonding costs, environment mitigation, relocation and/or new construction of private utilities as required by the City, (i.e., power, telephone, cable and gas), relocation and/or installation of street lights, relocation and/or installation of signage, acquisition of right of way and/or easements, government agency fees, testing services, inspection, plan review and approval, labor, materials, equipment rental, and contractor and/or subcontractor fees or charges.

G. "Developer" An individual or entity (not including the City) that constructs Street System Improvements and/or Utility System Improvements in connection with the

development of real property, and seeks full or partial reimbursement under the provisions of this Chapter.

H. "Developer Administrative Costs." All indirect administrative costs incurred by the Developer in managing the project; such as office supplies, mailings, clerical services, telephone expenses, accounting expenses, project oversight, and the like. Developer Administrative Costs shall not exceed 3% of all direct construction costs.

I. "Latecomer Agreement" A written contract between the City and one or more Developers for the sole purpose of reimbursing such Developer for a pro rata portion of the ~~original costs~~ Cost of Construction Costs incurred by that Developer for the installation of a ~~facility extension~~ Street System Improvement and/or Utility System Improvement to the extent such facilities benefit future connections or developments.

J. "Street System Improvements" Public street and alley improvements made in existing or subsequently dedicated or granted rights-of-way or easements and any improvements associated therewith including without limitation the acquisition of right-of-way and/or easements, design, engineering, surveying, inspection, grading, paving, installation of curbs, gutters, sidewalks, street lighting, bike lanes, and traffic control devices, relocation and/or construction of private utilities as required by the City, (i.e., power, telephone, cable and gas), relocation and/or construction of street lights, traffic control devices, signage, and other similar improvements.

K. "Utility System Improvements" Public water, sewer and storm drainage system improvements including, without limitation, the acquisition of right-of-way and/or easements, design, engineering, surveying, construction, inspection, testing, connection fees, and installation of improvements as required by the City. Utility System Improvements include:

1. Water system improvements such as treatment facilities, reservoirs, wells, mains, valves, fire hydrants, telemetry systems, pumping stations, and pressure reducing stations;
2. Sewer system improvements such as treatment plants, gravity mains, lift stations, force mains, and telemetry systems;
3. Storm sewer system improvements such as water quality structures and systems, detention and retention facilities, and storm water collection and conveyance facilities.

13.28.030 Eligibility

For Street System Improvements and/or Utility System Improvements projects, a Developer shall be eligible to enter a Latecomer Agreement with the City only for those ~~projects~~ Street System Improvements and/or Utility System Improvements which are required by City ordinance as a prerequisite to further property development. Street System Improvements and/or Utility System Improvements constructed in order to

comply with any ordinance of the City of Lynden, including without limitation those ordinances pertaining to subdivision, zoning, or comprehensive plans, are hereby declared to be prerequisites to further property development for the purpose of RCW 35.72.010 and [RCW 35.91.020](#).

~~For Utility System Improvements, a Developer shall be eligible to enter into a Latecomer Agreement with the City regardless of whether such improvements are required as a prerequisite to further property development.~~

13.28.040 Application Process For Latecomer Agreement

Any Developer using private funds to construct Street System Improvements and/or Utility System Improvements in the City or within the City's utility service area, may apply to the City for a Latecomer Agreement in order to recover a pro rata share of the Cost of Construction from property owners subsequently benefiting from the Street System Improvements and/or Utility System Improvements made by Developer. The City will decide upon Developer's application in accordance with the provisions of this Chapter.

A. Pre-application. Prior to City acceptance of the Street System Improvements and/or Utility System Improvements, the Developer shall notify the City in writing of his/her intent to seek a Latecomer Agreement. This written notification shall include a map depicting the benefiting properties, along with the names of the owners of said properties, [including addresses and parcel numbers](#). Within a reasonable time after receipt of said written notice of Developer's intent, a pre-application meeting shall be held between the City and the Developer at which time the Developer's proposal shall be reviewed and commented upon.

B. Application. The application for a Latecomer Agreement shall be made following the pre-application meeting, but prior to the date Street and/or Utility System Improvements have been accepted by the City. The application shall be made on forms prepared by the Public Works Department and shall be accompanied by the city ~~administrative~~ application fee set forth in Section 13.28.130. The application shall contain the following information which shall be approved by a State of Washington licensed engineer:

1. A legal description of the Developer's [real property that is being developed](#).

2. ~~A legal description~~ [Parcel numbers](#) of the properties within the Developer's proposed Assessment Reimbursement Area, together with the names and addresses of the owners of each property, as shown in the records of the Assessor's Office of Whatcom County.

3. Vicinity maps of Developer's [real property that is being developed](#).

4. The Developer's proposed Assessment Reimbursement Area and ~~general~~ location of the Street System Improvements and/or Utility System

Improvements, in conformance with City of Lynden Design and Development Standards.

5. Itemized cost data approved by a State of Washington licensed engineer for the Cost of Construction.
6. The Developer's proposed allocation of the Cost of Construction to the individual properties within the proposed Assessment Reimbursement Area and the method used for such allocation.

13.28.050 Preliminary Determinations.

For improvements made at the Developer's expense, the Developer ~~Public Works Director~~ shall formulate and provide to the ~~Developer~~ Public Works Director for approval, a preliminary Assessment Reimbursement Area and preliminary assessment for real property benefited by the Street System Improvements and/or Utility System Improvements based on the following factors:

- A. The likelihood that benefited property will be developed within 15 years for Street System Improvements or 20 years for Utility System Improvements, from the date of recording of the Latecomer Agreement.
- B. The likelihood that at the time of development of the benefited property such property will not be required to install similar Street and/or Utility System Improvements because they were already installed by the Developer.
- C. For Street System Improvements, the benefited parcels must be adjacent to such Street System Improvements.
- D. For Utility System Improvements, the likelihood (1) that such improvements will be tapped into or used (including not only direct connections but also connections to laterals or branches connecting thereto) by properties within the Assessment Reimbursement Area, and (2) that such properties will receive a ~~special~~ benefit from the Utility System Improvements.
- E. An equitable allocation of the Cost of Construction among the properties within the Assessment Reimbursement Area, so that each pays for benefits attributable to those improvements. The method or methods used to calculate the allocation of the assessment may be either front footage, number of units, square footage, or may be the zone and termini method or other recognized methods reasonably calculated to equitably allocate the assessment.
- F. For Utility System Improvements, the Developer must request a comprehensive plan approval for a water or sewer facility, if required.

13.28.060 Preliminary Determination Notice

- A. The preliminary Assessment Reimbursement Area and the preliminary assessment formulated by the [Developer and approved by the](#) Public Works Director, along with a notice of rights, shall be sent by certified mail to the Developer and the property owners of record within the preliminary Assessment Reimbursement Area, all in accordance with RCW 35.72 [and RCW 35.91](#) et seq., as from time to time amended. At minimum, the notice of rights shall advise notice recipients of their right, within twenty (20) days of the date of mailing said notice, to make written request for a [public](#) hearing before the City Council on the preliminary Assessment Reimbursement Area and the preliminary assessment. In the event no timely written request for public hearing is received as required, the determination of the Public Works Director on the Assessment Reimbursement Area and the assessment shall be final.
- B. If the Developer or any property owner within the preliminary Assessment Reimbursement Area requests a [public](#) hearing in writing within twenty (20) days of the mailing of the notice of rights described in subsection A, a [public](#) hearing shall be held before the City Council. Notice of such hearing shall be given to the Developer and all property owners within the preliminary Assessment Reimbursement Area. A public hearing before the City Council shall be conducted as soon as is reasonably practical. The Developer or a representative of the Developer shall attend the public hearing. After the public hearing, the City Council may approve, reject, or modify the preliminary Assessment Reimbursement Area and preliminary assessment for any or all property within the Assessment Reimbursement Area, applying the standards set forth in this Chapter. The City Council may also remand the matter back to the Public Works Director for further review. In the case of such a remand, a new public hearing shall be scheduled upon completion of review by the Public Works Director, with written notice to the Developer and property owners that may be included in the Assessment Reimbursement Area. The City Council's final decision on the Assessment Reimbursement Area and on the assessment for each property therein shall be [the final decision of the City.](#)

13.28.070 Latecomer Agreement

Once the Assessment Reimbursement Area and the assessment for each property within the Assessment Reimbursement Area is final, the Public Works Director is authorized and directed to execute a Latecomer's Agreement for water, sewer, street or stormwater facility extensions [and/or street projects](#); and upon City Council approval the agreement shall be signed by the Developer and the City.

13.28.080 Recording; Effective Date; Payment of Assessment; Lien for Non-Payment

- A. Following final signatures, the Latecomer Agreement shall be promptly recorded by the City with the Whatcom County Auditor.
- B. The City shall not issue a building permit or similar development permit or approval nor grant permission to use water or sewer service for any property with

obligations under a Latecomer Agreement, unless the City has received full payment of the assessment required by the Latecomer Agreement, including interest.

C. If improvements are made to any property with obligations under a Latecomer Agreement without payment as required thereby, the amount owed under said Latecomer Agreement shall be a binding obligation upon the owner of record (and successors) of the affected property.

~~D. Failure by a property owner to pay the assessment due within 180 days of notice to this effect shall entitle the Developer to foreclose against the property in the same manner as a mortgage, and shall entitle the Developer to recover reasonable costs and attorney fees.~~

13.28.090 Segregation

The Public Works Director shall, upon the request of any property owner within the assessment reimbursement area, segregate the assessment ~~only if no additional lots are created~~. The segregation shall be based upon the same factors applied when the assessments were originally established. The property owner seeking segregation of the assessment shall pay a an administrative segregation fee to the City of Lynden, as set by City Resolution. ~~based upon a segregation fee schedule to be established by the City.~~

13.28.100 Term of Latecomer Agreements

Each Latecomer Agreement shall be entered for a term not to exceed 15 years for Street System Improvements and 20 years for Utility System Improvements from the date of its recording.

13.28.110 Removal of Unauthorized Connections or Taps

Whenever any tap or connection is made into any water, sewer, and/or storm sewer system(s) without payment of the assessment required by this ordinance, the Public Works Director shall cause it to be removed and disconnected from the City system.

13.28.120 Interest on Assessment

Each assessment established in the Latecomer Agreement shall bear interest from the date of recording of the Latecomer Agreement at an interest rate fixed at the Federal Reserve for one-year treasury bills on the secondary market.

13.28.130 City Administrative Fees

A. An application fee, set by City Resolution, is due at the time the application for the Latecomer Agreement is submitted to the City.

- B. For processing Latecomer Agreements the City shall charge a base fee for Utility System Improvements and Street System Improvements as established by the City Resolution ~~Fee Schedule~~.

To the base fee shall be added a percentage of the total project Cost of Construction, established by Resolution, having been based on a front foot or area assessment basis, or other equitable method, as determined by the City, or any combination of these methods at the reasonable discretion of the Public Works Director. The project costs may include all applicable design and construction charges of the project submitted by the developer and approved by the City.

- C. In addition to the fees described in subsection A above, a fee established by City Resolution ~~Fee~~ shall be added for every separate parcel of property within the Developer’s proposed assessment reimbursement area.
- D. The City Latecomer administrative fees described in subsections A, B and C above shall be paid ~~upon application~~ prior to recording of the Latecomer Agreement and are non-refundable.

13.28.140 Payment of Latecomer Charge

Each assessment shall be due in its entirety ~~upon~~ prior to connection to or use of a ~~Street System Improvement and/or~~ Utility System Improvement by a property subject to an assessment and for Street System Improvements, prior to the development or redevelopment of property if at the time of development or redevelopment the property owner is not required to construct similar Street System Improvements because they were already constructed by the Developer, and shall be paid to the City in one lump sum including interest until date of payment. The City will pay over to Developer the amounts due within 30 days of receipt.

When the assessment for any property has been paid in full, the Public Works Director or designee shall record with the Whatcom County Auditor a certification of payment that will release such property from obligations under the Latecomer Agreement.

13.28.150 Appeal

Developer may file an appeal to the City Council challenging the written interpretations and/or decisions of the Public Works Director made pursuant to this Chapter. The appeal must be filed within ten (10) days of the date of mailing the interpretation or decision of the Public Works Director.

13.28.160 Enforcement of Latecomer Obligations

In processing and imposing obligations in this Chapter, the City does not guarantee payment of assessments by latecomers or enforceability of assessments or the amount(s) thereof against such persons or property. The offices or finances of the City shall not be used for enforcement or collection of latecomer obligations beyond those duties specifically set forth in this Chapter. It shall be the obligation of a Developer to

take whatever authorized means are available to enforce payment of latecome assessments and Developers are hereby authorized to take such actions.

13.28.170 City Participation in Assessment Reimbursement

A. As an alternative to financing Street System Improvement projects under this Chapter solely by owners of real estate, the City may join in the financing of improvement projects and may be reimbursed in the same manner as the owners of real estate who participate in the projects, provided that (a) as to Street System Improvements, the conditions of the city's participation shall be specified by ordinance ~~and (b) as to Utility System Improvements, the 15 year limitation in 13.28.100 shall not apply.~~ The City may be reimbursed only for the costs of Street System Improvements that benefit that portion of the public who will use the developments within a given Assessment Reimbursement Area. No costs of improvement that benefit the general public may be reimbursed.

B. If authorized by ordinance or contract, the City may participate in financing Utility System Improvements authorized and improved or constructed in accordance with this Chapter. Unless otherwise provided by ordinance or contract, the City:
1. Has the same rights to reimbursement as Developers as authorized under this Chapter; and
2. Is entitled to a pro rata share of the reimbursement based on the respective contribution of the Developer and City.

13.28.180 City Creation of Assessment Reimbursement Area

As an alternative to financing Utility or Street System Improvements in whole or in part by a Developer, the City may create an assessment reimbursement area on its own initiative, without the participation of a Developer, finance all of the costs associated with a Utility or Street System Improvement, and become the sole beneficiary of reimbursements in accordance with RCW 35.91 and RCW 35.72 respectively. The process shall be as follows:

A. The Public Works Director shall formulate the boundaries of a preliminary assessment reimbursement area and determine the amount of the preliminary assessment applicable to each property located within the preliminary assessment reimbursement area in accordance with LMC 13.28.050, subject to the following limitations:
1. No City costs for any portion of the Utility System Improvements that only benefit property outside of the assessment reimbursement area may be reimbursed. For Utility System Improvements, City administrative and legal costs may not be reimbursed.
2. The City may be reimbursed only for the costs of Street System Improvements that benefit that portion of the public who will use the developments within the assessment reimbursement area. No City costs for improvements that benefit the general public may be reimbursed.

3. The public works department shall provide notice of its preliminary determination to all owners of record of property located within the preliminary assessment reimbursement area in accordance with 13.28.060 LMC.

4. Owners of record of property located within the preliminary assessment reimbursement area may contest the public works department's preliminary determinations in accordance with 13.28.060 LMC.

B. Based upon staff's preliminary determination, if no hearing is requested, or based upon City Council's determination, if a hearing is requested, the public works department shall prepare and record a notice of assessment against each property in the county auditor's office. Upon recording of the notice, the assessment shall be binding upon the property and shall run with the land in perpetuity until paid. The term limits contained in 13.28.100 LMC shall not apply to latecomer assessments established under this subsection.

C. Assessments shall be paid to the City as follows:

1. Assessments for Street System Improvements shall be paid prior to the development or redevelopment of property if at the time of development or redevelopment the owner is not required to install similar street improvements because they were already installed by the City. For example, for subdivisions, assessments shall be paid prior to the final plat approval; for building permit applications, assessments shall be paid prior to building permit issuance.

2. Assessments for Utility System Improvements shall be paid prior to connection to or use of the Utility System Improvements.

3. Upon receipt of payment in full, the City shall record a notice of release of assessments in the county auditor's office. Recording costs shall be paid in advance by the property owner assessed.

4. Assessments may be determined and recorded at any time prior to or after completion of construction of the improvements.

5. If the recorded assessment amounts were determined prior to completion of construction based upon estimated costs, the City shall subsequently prepare revised notices of assessment based upon actual costs following completion of construction; provided, that assessments shall not be increased by more than 10 percent. The revised notices shall be sent by certified mail to each owner of record of property within the Assessment Reimbursement Area and recorded in the County Auditor's office.

Section 2. If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The Council hereby declares that it would have passed this code and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases has been declared invalid or unconstitutional, and if, for

any reason, this ordinance should be declared invalid or unconstitutional, then the original ordinance or ordinances shall be in full force and effect.

Section 3. Any ordinance or parts of ordinances in conflict herewith are hereby repealed.

Section 4. This ordinance shall be in full force and effect five (5) days after its passage, approval and publication as provided by law.

PASSED by the City Council this _____ day of _____, 2019 and signed by the Mayor on the _____ day of _____, 2019.

MAYOR

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	1/22/2019	Legal Review: <input checked="" type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input type="checkbox"/> Review Not Required
Department:	Public Works	
Contact Name/Phone:	Steve Banham / 255-5512	
Council Committee Review:		
<input type="checkbox"/> Community Development	<input type="checkbox"/> Public Safety	
<input type="checkbox"/> Finance	<input checked="" type="checkbox"/> Public Works	
<input type="checkbox"/> Parks	<input type="checkbox"/> Other: _____	
Attachments:		
Ordinance No. 1573		
Name of Agenda Item:		
Ordinance No. 1573 Pertaining to the Relocation of Historical and Other Buildings within City Limits		
Summary Statement:		
Staff would like to update Section 15.05.010 of the Lynden Municipal Code which regulates the moving and relocation of buildings within the City; to include residential, historical buildings that might be facing demolition. This update includes the requirements to move buildings within City limits.		
Recommended Action:		
That City Council approve Ordinance No. 1573 – Pertaining to the Relocation of Historical and Other Buildings within City Limits, and authorize the Mayor’s signature on the ordinance.		

ORDINANCE NO. 1573

AN ORDINANCE OF THE CITY OF LYNDEN, AMENDING SECTION 15.05.010 OF THE LYNDEN MUNICIPAL CODE PERTAINING TO THE RELOCATION OF HISTORICAL AND OTHER BUILDINGS WITHIN THE CITY LIMITS ON A PARCEL OF LAND

WHEREAS, Section 15.05.010 of the Lynden Municipal Code regulates the moving and relocation of buildings within the City, including establishing conditions for when the relocation of building is allowed; and

WHEREAS, Section 19.65, Historic Preservation Ordinance, of the Lynden Municipal Code provides for the identification, evaluation, designation, and protection of historic properties within the City of Lynden; and

WHEREAS, in certain instances, a residential building that is listed, or deemed by an approved professional survey to be potentially eligible for listing on the National Register of Historic Places and/or the Lynden Register of Historic Places, may face the prospect of demolition; and

WHEREAS, in the instance that a historic building is facing demolition, and all other preservation options have been exhausted, the City finds it necessary to allow for the relocation of said building from one parcel to another within the city limits if the relocation can comply with existing City codes and ordinances; and

WHEREAS, the City of Lynden finds that it is necessary to adopt certain provisions to protect the public health, safety and general welfare and to ensure that relocated historical buildings meet the aesthetic quality of the community;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LYNDEN, WASHINGTON, HEREBY ORDAINS AS FOLLOWS:

Section 1. Section 15.05.010 of the Lynden Municipal Code is hereby repealed and replaced with the following language:

Section 15.05.010 – Moving buildings – allowed when. Previously occupied buildings located within the City limits may be moved to another location with the permission of the Public Works Director under the following conditions:

- 1) The building is to be relocated on the same parcel; or the building is non-residential, the occupied area is less than 500 square feet, and the building is to be relocated to a non-residential parcel; or the building is listed, or deemed by an approved professional survey to be potentially listed on the National Register of Historic Places and/or the Lynden Register of Historic Places and all other preservation options have been exhausted, or the building faces the prospect of demolition; and

- 2) The building shall comply with the existing building and zoning codes and other applicable ordinances in the City.
- 3) The applicant shall, within ten days after making an application to move ~~said any~~ building with an area greater than or equal to 500 square feet, cause the interior or exterior walls, ceiling or flooring to be removed to such an extent necessary to permit ~~the a registered professional engineer building official~~ to examine the materials and type of construction of the building to ascertain whether it can be safely moved and that it will comply with the existing building code and other applicable ordinances in the City. A written report shall be provided to the Building Official.
- 4) In addition to the above inspection, the applicant shall comply with all other relevant City approval and permit procedures; and
- 5) A bond, assignment of savings, or irrevocable letter of credit, in a form approved by the City Attorney, shall be filed with the City in an amount sufficient to:
 - a. Remove and dispose of the structure should the applicant abandon it before the move is completed; and
 - b. Guarantee the site improvements, construction, painting, and finishing the exterior of the building shall be completed in accordance with the Lynden Municipal Code within ninety days; and
 - c. Guarantee the restoration of the original location by capping the existing utilities, removal of the existing foundation, grading and clearing the location of all debris resulting from the move.
- 6) Should the moving operation require use of or travel over city rights-of-way, the applicant shall:
 - a. Prove they have liability insurance in the amount of at least \$1,000,000, listing the city as an additional named insured. This insurance will remain in full force and effect during the moving operation and will hold the city harmless from all claims arising from the moving operation.
 - d-b. If moving the building will require use of an oversize /overheight vehicle, then a permit will be required from the Public Works Department.

6)7) The applicant shall execute and deliver to the City a document holding the City harmless from any and all claims arising from the removal and relocation of the house.

In any case in which the Public Works Director denies permission for such a move, the applicant may appeal the decision to the City Council under the provisions of Chapter 17.11 of the Lynden Municipal Code.

Section 2 – Severability.

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

Section 3 – Effective Date.

This ordinance shall be in full force and effect from and after its passage by the City Council and approval by the Mayor, otherwise as provided by law, five days after the date of its publication.

PASSED BY THE CITY COUNCIL BY AN AFFIRMATIVE VOTE, ___ IN FAVOR ___ AGAINST, AND SIGNED BY THE MAYOR THIS ___ DAY OF _____, 2019.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

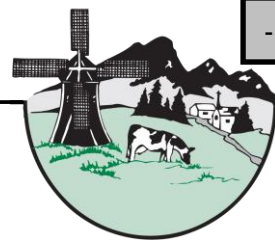
CITY ATTORNEY

CITY OF LYNDEN



EXECUTIVE SUMMARY

Meeting Date:	1/22/2019	Legal Review: <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required
Department:	Public Works	
Contact Name/Phone:	Heather Sytsma / 360-255-5487	
Council Committee Review:		
<input type="checkbox"/> Community Development	<input checked="" type="checkbox"/> Public Safety	
<input type="checkbox"/> Finance	<input type="checkbox"/> Public Works	
<input type="checkbox"/> Parks	<input type="checkbox"/> Other: _____	
Attachments:		
January 9, 2019 Draft Public Works Committee Meeting Minutes		
Name of Agenda Item:		
Public Works Committee Meeting Minutes 1-09-2019		
Summary Statement:		
Draft minutes for the January 9, 2019 Public Works Committee meeting		
Recommended Action:		
For Review		



PUBLIC WORKS COMMITTEE MINUTES

4:15 PM January 9, 2019

City Hall 2nd Floor Large Conference Room

1. ROLL CALL

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

Staff Present: City Administrator Mike Martin; Public Works Director Steve Banham; Programs Manager Mark Sandal; and Sr. Admin. Assistant Heather Sytsma

Public Present: Gary Vis, Blake Starkenburg,

2. ACTION ITEMS

A. **Approve Minutes from November 7, 2018**

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

Action

The minutes from November 7, 2018 were approved.

B. **Latecomer's Ordinance and Fee Resolution Update**

Banham presented the Latecomer's Ordinance and Fee Resolution update. He noted that the assessment period for utilities has been increased from 15 to 20 years (street work is still 15); the City is also adding language to update the Ordinance to meet new legislative provisions including the ability for the City to participate in latecomer's agreements.

De Valois asked how the payment of a latecomer's agreement works if a property sells. Banham explained that the latecomer's agreement goes with the property. If a property is sold, the new owner is still obligated to pay for the improvements if terms of the sale did not include a latecomer's agreement pay-off.

Action

The Public Works Committee concurred to forward the Latecomer's Ordinance and Fee Resolution Update to City Council for approval.

C. **House Moving Ordinance Update**

Banham introduced a revision of Ordinance 1435 pertaining to relocation of homes on a parcel of land. Bode stated that the Committee seems to review this issue every four or five years.

Banham explained this update allows historical homes, provided they meet certain conditions, to be relocated within City limits. The current Ordinance restricts homes to being moved within the same parcel of land.

The Committee noted a revision is needed on page 2, section 3 to change the wording to state “The applicant shall, within ten days after making an application to move any building with an area *greater than or equal to 500 square feet..*”

Action

The Public Works Committee concurred to forward the House Moving Ordinance Update to City Council for approval, with the noted correction.

3. INFORMATION ITEMS

A. Community Center Parking Update

Sandal explained the issue of the Community Center and the Inn at Lynden sharing the parking lot at Grover and 5th Streets. When the hotel was built, there was a need for guest parking. Since the Community Center’s main use occurs during the day, City code was adopted giving use of the lot to the Community Center between 10 a.m. and 2 p.m. Outside of that timeframe it is first-come first-served. Hotel guests are given parking passes to use the lot between 3 p.m. and 11 a.m.

Sandal stated that the Community Center manager has requested the replacement of the existing old and faded signs restricting parking in that lot. The question is, should the wording on the existing signs continue to be used or should the new signs be re-worded. Bode asked how the existing signs are working. Sandal stated for the majority of the time they have been working. Bode asked who will enforce the parking. Vis stated during events, the Community Center posts someone on-site to turn vehicles away.

The Committee concurred that a general worded sign should be used.

Sandal stated that staff will proceed with putting up new signs at the Community Center.

B. North Prairie Phase 7 (Bob Libolt) Latecomer’s Update

Banham stated that the proposed Latecomer’s Agreement for North Prairie Phase 7 (Bob Libolt) is for a sewer line from the City’s pump station #15 at the corner of Line and Bradley Roads, running east and then north on Northwood Road. Bob Libolt is seeking to recover the cost of constructing the sewer line outside of his development from the whole benefitting area, which includes everything east of the existing Line Road assessment.

Council will be asked to set a Public Hearing for February 4th to hear public comment on the assessment. Banham stated he met with some of the affected property owners January 7th to explain the latecomer process, and then directed if they still had concerns to put those concerns in writing and appear at the public hearing.

Bode asked whether people have the option to opt out of this agreement. Korthuis explained that people only pay if the property is developed, or if the residents want to connect to City sewer.

Banham stated that one concern expressed by residents is, if they own a large parcel but want to connect only the house to sewer, do they have to pay the entire assessment or is there a pro-rated amount. Banham said, in talking with City Attorney Simi Jain, the property owners would have to short plat their property and separate the house parcel from the rest of the property before requesting to connect. The assessment would then be segregated (divided) between the newly created parcels based on the original assessment methodology, square footage in this instance. Additionally, if a property owner is interested in developing property, they can either pay the Latecomer's fees up front or can segregate the assessment to the lots created by the plat they create. The segregation would need to be prior to lot creation and does require Council action.

Bode asked about the "Septic to Sewer" program. Banham stated they will still need to pay the latecomer's assessment but would be eligible for the exemption to the City's sewer connection fee as long as that program is still in place.

Korthuis asked if there is interest charged. Banham stated yes, there is interest calculated, that is unchanged from the current ordinance. It is a fixed rate set by the Federal Reserve one-year treasury bill rate at the time the agreement is executed.

Korthuis noted that the dates on the Resolution for the Latecomer's Agreement fee schedule need to be changed to 2019.

C. Consider Pilot Program to Place Crushed Limestone on East Homestead Boulevard Right-of-Way to Mitigate Tree Root / Sidewalk Issues

Banham stated that the public regularly complains to the City about the condition of the sidewalks on Homestead Boulevard: they are in disarray from tree roots. Martin asked if Homestead thinks this is the City's responsibility. He stated that Homestead is a public street, but the developer retained the responsibility for the trees and the sidewalks. Banham stated he has clarified with Homestead that it is not the City's responsibility to repair these sidewalks. De Valois noted that these sidewalks are probably not ADA accessible in their current condition, and there is high pedestrian use in this area.

Martin suggested that the City direct Homestead to repair the sidewalks. Korthuis offered that the City could do the repairs and send the bill to Homestead. Martin stated that one of the issues is that as time has progressed the homeowner's dues are not enough to cover major repairs within the development.

Vis suggested that if Homestead were to repair the sidewalks, deal with the tree roots and upgrade the street lighting, the City could take them over. Banham stated he looked at this with the recent conversion of street lights to LED. Homestead could not afford to bring them up to standard. Martin asked whether the streets in the development are public. Banham stated that many, including Homestead Boulevard, are public streets.

The Committee discussed the Homeowner's Association and the low dues. They expressed interest in having staff meet with Homestead to discuss the needed repairs. Banham stated he met with them last year and they did eventually fix and clean up things within their skill.

The Committee expressed the preference that staff send a letter to Homestead encouraging them to fix the tripping hazards on sidewalks on Homestead Boulevard.

D. Projects

1. Riverview Road

Banham stated that staff has not yet opened the road to the public because of planned construction to the north, including a fill and grade project on Blake Starkenburg's property and the City's north-south industrial condensate line. Banham stated he doesn't want to keep this closed indefinitely because opening it would improve deliveries to the two City plants.

Bode asked Starkenburg about the standing water on his property. Starkenburg stated once the drainage pipes are open, the water will drain. Korthuis asked about the amount of peat on the property. Starkenburg stated there is six feet or less peat. Starkenburg stated that he is working with Pacific Surveying and Engineering and his project could be underway by the end of February.

Vis stated that the banner hangers are up on the street light poles. He explained that, because the Committee previously had expressed concern about people using Riverview Road as a bypass to downtown, the banners can be added to the street lights to advertise downtown businesses and events.

Starkenburg asked about plantings on the south side of the road. Sandal stated that preliminary planting has been done, but groundwater is being monitored and will be used to determine what type of plants to add to that area.

2. 7th Street Design Alternatives

Banham introduced the 7th Street design alternatives and informed the Committee that staff is planning this intersection considering the long-term, when additional control might be required, hence the discussion of future traffic signals or a roundabout. Of these alternatives, a traditional stop control and possible signals appear to work better than a roundabout and so staff is recommending configuration of the intersection with that in mind. Bode stated he would prefer not to emphasize this intersection as a means to bypass the business district.

Bode asked about the timeframe for construction. Banham stated it is scheduled to occur this summer. Sandal explained that the work south would likely be performed first. This project is partially TIB-funded.

The Committee expressed concern about loss of parking spaces and asked staff to investigate ways to reduce the number lost with the project. Sandal discussed some of the safety concerns related to the intersections. There was considerable discussion about the parking lot on the corner of Front and Grover Streets and ways to retain on-street parking while revising the entrance to the lot to make it more safe. Staff stated that they will work with Reichhardt and Ebe to revise some of the parking spaces. Bode reiterated that as many parking spaces as possible need to be retained downtown.

Vis asked that construction occur after the Raspberry Festival in July.

3. Industrial Condensate North / South Line

Sandal stated that the contractor will be potholing the intersection of Judson Alley and 3rd Street to identify the location of existing utilities in the near future. This is

being closely coordinated with the adjacent furniture store. Completion of the connection in the alley is the final phase of this project.

E. Annual Public Works Accomplishments Report

Banham referred the Committee to the 2018 Annual Public Works Accomplishments Report that was included in the packet. It was a busy and productive year and the entire staff should be proud of their accomplishments.

4. ITEMS ADDED:

A. 2019 Zoning Code Updates

Banham handed out an information sheet prepared by the Planning Department and Building Official that they will be providing to developers outlining changes in the 2019 Zoning Code.

B. Puget Sound Energy, 5th to 7th Streets

Sandal stated that Puget Sound Energy will be moving their overhead lines underground in the alley. The majority of the poles will remain for communication lines and to serve businesses. He stated that PSE is also considering doing this between 3rd and 4th Streets. The east side of 4th Street to the west side of 5th Street has already been done.

The meeting was adjourned at 5:40 p.m.

DRAFT

January 7, 2019

Monday

7:00 PM - 9:00 PM

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

January 8, 2019

Tuesday

8:30 AM - 9:30 AM

LT Meeting -- City Hall 1st Floor Large Conference Room

January 9, 2019

Wednesday

9:00 AM - 5:00 PM

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

9:00 AM - 10:00 AM

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

4:15 PM - 6:00 PM

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

7:00 PM - 9:00 PM

Rec. District Meeting -- Annex South East Conference Room

January 10, 2019

Thursday

7:30 PM - 9:30 PM

Planning Commission Meeting -- Annex Council Chamber

January 11, 2019

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

January 14, 2019

Monday

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

7:00 PM - 9:00 PM **Park & Trail Advisory -- Annex South East Conference Room**

January 15, 2019

Tuesday

9:00 AM - 11:00 AM **Small Cities Caucus -- City Hall 1st Floor Large Conference Room**

9:30 AM - 10:30 AM **Airport Board Meeting -- City Hall 2nd Floor Large Conference Room**

January 16, 2019

Wednesday

11:30 AM - 3:00 PM **Copy: Wellness/LEAF Planning Meeting**
Details to be confirmed at the regular meeting 1/9/2019.

5:00 PM - 6:30 PM **Board of Adjustment Meeting -- Annex South East Conference Room**

7:00 PM - 9:00 PM **Berthusen Advisory -- Annex South East Conference Room**

7:00 PM - 8:30 PM **Board of Adjustment -- City Hall 2nd Floor Large Conference Room**

January 17, 2019

Thursday

9:00 AM - 11:00 AM **Technical Review Committee -- City Hall 2nd Floor Large Conference Room**

10:00 AM - 12:00 PM **County Fire Operations Committee Meeting -- Annex Council Chamber**

10:00 AM - 11:00 AM **Check-In John/Mike -- Mike's Office**

January 21, 2019

Monday

All Day

Martin Luther King Day -- United States

January 22, 2019

Tuesday

8:30 AM - 10:00 AM

LT Meeting -- City Hall 1st Floor Large Conference Room

3:00 PM - 4:00 PM

Finance Committee Meeting -- City Hall 1st Floor Large Conference Room
Visit WWW.LYNDENWA.ORG to view the agenda

4:00 PM - 5:00 PM

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

7:00 PM - 9:00 PM

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