



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
July 15, 2019

Call to Order

Pledge of Allegiance

Roll Call

Oath of Office

Approval of Minutes

1. Draft Council Minutes- Regular Meeting-July 1, 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

2. Approval of Payroll and Claims
3. Ordinance No. 1585-Appointing Agents to Receive Claims
4. Ordinance No. 1588 – Extension of Line of Credit; Banner Bank Proposal

Public Hearing

5. Ordinance No. 1584 Public Hearing for Vacation of Right of Way Between 135 and 136 Terrace Drive and Utility Easement Agreement
6. Public Hearing for Right of Way Relocation - 17th Street Extension Project

Unfinished Business

New Business

7. Public Defender Contract Amendment- Terms Continued Employment
8. Draft MOU- To Extend Temporary Fire Captains
9. Resolution No. 1004 - Shared Leave for Police Officer

[10.](#) LEMAP Agreement- Lynden Police Department

Other Business

- [11.](#) Quarterly Work Plan Update
- [12.](#) Draft-Parks Committee Minutes, June 17, 2019
- [13.](#) Calendar

Executive Session

Adjournment

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	July 15, 2019	
Name of Agenda Item:	Draft Council Minutes- Regular Meeting	
Section of Agenda:	Approval of Minutes	
Department:		
Council Committee Review:	Legal Review:	
<input type="checkbox"/> Community Development <input type="checkbox"/> Public Safety <input type="checkbox"/> Finance <input type="checkbox"/> Public Works <input type="checkbox"/> Parks <input type="checkbox"/> Other: N/A	<input checked="" type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input type="checkbox"/> Review Not Required	
Attachments:		
Draft Council Minutes- Regular Meeting, July 1, 2019		
Summary Statement:		
Draft Council Minutes- Regular Meeting		
Recommended Action:		
For Council review.		



July 1, 2019

1. CALL TO ORDER

Mayor Korthuis called to order the July 1, 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, Jerry Kuiken, Brent Lenssen, Nick Laninga, Mark Wohlrab and Councilor Kyle Strengholt.

Members absent: Councilor De Valois absent with notice.

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

OATH OF OFFICE - None

APPROVAL OF MINUTES

Councilor Kuiken moved and Councilor Wohlrab seconded that the special council minutes of June 13, 2019 and the regular council minutes of June 17, 2109 be approved as presented. Motion approved on a 6-0 vote.

ITEMS FROM THE AUDIENCE

Scheduled: Recognition of State Legislative Delegation

Representative Sharon Shewmake, 2414 C Street, Bellingham

Representative Shewmake introduced herself and gave Council a brief overview of her professional background in economics and climate change. She has a PhD in agriculture and natural resource economics and is very interested in childhood early learning. She stated that investing in a child's early development is one of the best investments we can make in our society. Representative Shewmake has enjoyed working on local projects such as Fishtrap Creek and the upcoming projects that have been funded for the City of Sumas.



CITY COUNCIL MINUTES OF REGULAR MEETING

Representative Luanne Van Werven, 755 Hannegan Road, Lynden

Representative Van Werven welcomed Lynden's new Fire Chief, Mark Billmire. She recognized Mayor Korthuis and Briahna Murray's efforts to obtain funding for a portion of the Jim Kaemingk Trail. Unfortunately, the City will not receive those funds this year.

Representative Van Werven also expressed gratitude to Councilor Strengholt for his continuing investment of time and efforts that have contributed to the success of the Lynden Pioneer Museum.

Mayor Korthuis presented Representatives Shewmake and VanWerven with a thank you gift in recognition of the work they do for the City of Lynden and all constituents in the 42nd District.

Briahna Murray, 1201 Pacific Avenue, Tacoma

Ms. Murray thanked Senator Ericksen and Representatives Shewmake and Van Werven for their efforts in representing the people of Lynden and the broader constituents of the 42nd District. She noted that this was a long legislative session and there were many long days spent away from their families working and voting on bills. She also thanked the city staff, particularly Mayor Korthuis, the City Administrator and Public Works Department staff. She appreciates their responsiveness and willingness to answer questions of all kinds.

Senator Doug Ericksen was not in attendance.

Nonscheduled:

Alyce Verduin Werkema, 1607 C Street, Lynden

Alyce Werkema thanked members of council for their work and contributions to the City. She was also interested in obtaining information about a forum that involves bringing council members and candidates together to discuss issues identified in this campaign season.

Charis Snyder-Gilbert, 404 17th Street, Lynden

Charis Snyder-Gilbert addressed council regarding a letter that she had received involving an application to vacate a portion of 17th Street and the plan to make 17th Street a through street. She stated that the information contained in the letter was difficult to understand and suggested that it may be easier to understand if a map or a diagram had been included. Mayor Korthuis suggested that she, and maybe some of her neighbors, attend the upcoming Public Works Committee meeting scheduled for July 10th. Attending the PW Committee meetings is the best place to thoroughly discuss the project plan and design.

CITY OF LYNDEN



CITY COUNCIL MINUTES OF REGULAR MEETING

Rena Rudy, 413 Fishtrap Way, Lynden

Rena Rudy asked about the follow up on a speed study that was recently conducted in the 17th Street area. She also stated that she would like to see some major traffic calming measures on 17th Street. She also asked about the status of the Glenning Street property and whether it now belonged to the City and thanked the City for agreeing to purchase the property.

Cynthia Ripke-Kutsagoitz, 7062 Guide Meridian, Lynden

Cynthia Ripke-Kutsagoitz thanked Council for allowing her right to freedom of speech. She provided council with photos that were taken at the cemetery depicting the different flags that are flown there and asks that the City never raise a rainbow flag.

2. CONSENT AGENDA

Approval of Payroll Disbursed – June 1-15, 2019

Paychex EFT	\$270,831.39
City of Lynden EFT	\$65,949.72
Warrant Liability	\$59,584.78
	\$396,365.89

Approval of Payroll Disbursed – June 16-30, 2019

Paychex EFT	\$274,478.28
City of Lynden EFT	\$66,276.42
Warrant Liability	\$59,513.74
	\$400,268.44

Approval of Claims – July 2, 2019

Manual Warrants No.	-	through	-		\$0.00
EFT Payment Pre-Pays					\$1,316.33
				Sub Total Pre-Pays	\$1,316.33
Voucher Warrants No.	73316	through	73351		\$87,660.65
EFT Payments					0.00
				Sub Total	\$87,660.65
				Total Accts. Payable	\$88,976.98

MED-Project Kiosk Services Agreement

The Lynden Police Department has been a long-time partner with the Drug Enforcement Administration (DEA) and for several years has been involved with the Drug Take Back Program. This program allowed citizens to come to the Police Department and request disposal of illegal narcotics and/or outdated unused prescription medications. An officer was then called to receive,



report and enter these substances into evidence for later destruction, a very labor-intensive process.

In 2018, the Police Department received a grant and a security receptacle was installed in the lobby of the Police Department allowing citizens to dispose of substances on their own, thus bypassing the officers time consuming reporting process.

There is now a new and more efficient service available which is MED-Project (Medical Education & Disposal). This company works in conjunction with the DEA Drug Take Back Program and bridges the gap between agencies and the DEA for the destruction of collected substances. The agreement between the Lynden Police Department and MED-Project lessens the risk to Police Department personnel and will alleviate the need for them to empty, clean the receptacle and dispose of the discarded substances.

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

3. PUBLIC HEARING - None

4. UNFINISHED BUSINESS- None

5. NEW BUSINESS

Old Water Treatment Plant Demolition Contract Award

Staff solicited bids for the Old Water Treatment Plant (WTP) Demolition Project. The City received four bids on June 13, 2019. Reichhardt and Ebe Engineering (R&E) prepared the attached Bid Tabulation. After review, R&E determined Tiger Construction to be the lowest responsive, responsible bid, and below the engineer's estimate. Therefore, they have recommended acceptance of Tiger Construction's bid.

At their June 5th meeting, the Public Works Committee agreed that the bid results could be forwarded directly to City Council after informing them of the results.

Councilor Bode moved and Councilor Kuiken seconded to award the contract for the Old Water Treatment Plant Demolition Project to Tiger Construction in the amount of \$536,444.28, including tax, and authorize the Mayor to sign the contract. Motion approved on 6-0 vote



6. OTHER BUSINESS

Council Committee Updates

Councilor Wohlrab reporting for Lynden Watch:

- Once every 1-2 weeks crime trend information is posted to the Lynden Watch Facebook page to teach others how to avoid becoming a victim of crime. Posting photos and information about recent crimes of vandalism that occurred in Lynden parks was viewed by 45,000 people and shared almost 1,000 times.
- The Lynden Watch program has divided the city into seven sections. Each section has a designated block contact. Officer Dunn with the Lynden Police Department is assisting with the organization of this part of the Lynden Watch program.
- Two cases involving theft (Catalytic converters and Second Chance Thrift Store) have been solved because of the information shared by people involved with the Lynden Watch program.

7. EXECUTIVE SESSION

Council did not hold an executive session.

8. ADJOURNMENT

The July 1, 2019 regular session of the Lynden City Council adjourned at 7:45 p.m.

Pamela D. Brown, MMC
City Clerk

Scott Korthuis
Mayor

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	July 15, 2019	
Name of Agenda Item:	Approval of Payroll and Claims	
Section of Agenda:	Consent	
Department:	Finance	
Council Committee Review:	<input type="checkbox"/> Community Development <input checked="" type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
	Legal Review: <input type="checkbox"/> Yes - Reviewed <input checked="" type="checkbox"/> No - Not Reviewed <input type="checkbox"/> Review Not Required	
Attachments:		
None		
Summary Statement:		
<p>RCW 42.24.180 sets forth the conditions for issuance of warrants or checks before Council approval. The auditing officer and the City officers designated to sign the warrants shall have an official duty for the faithful discharge of his or her duties.</p> <p>The City Council has adopted contracting, hiring, purchasing, and disbursing policies that implement effective internal controls; and shall provide for its review of the documentation supporting claims paid for its approval of all warrants issued in payment of claims and/or payroll at regularly scheduled public meetings within one month of issuance.</p> <p>The City Council shall require that if, upon review, it disapproves some claims and/or payroll, the auditing officer and the officer designated to sign the warrants or checks shall jointly cause the disapproved claims to be recognized as receivables and to pursue collection diligently until the amounts disapproved are collected or until the City Council is satisfied and approves the claims and/or payroll.</p> <p>The Finance Committee and/or full City Council may stipulate that certain kinds or amounts of claims and/or payroll should not be paid before the City Council has reviewed the supporting documents.</p>		
Recommended Action:		
Approve the payment of City Payroll and Claims.		

CITY OF LYNDEN



EXECUTIVE SUMMARY

Meeting Date:	July 15, 2019	
Name of Agenda Item:	Ordinance No. 1585	
Section of Agenda:	Consent Agenda	
Department:	Administration	
Council Committee Review:	Legal 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: _____	<input checked="" type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input type="checkbox"/> Review Not Required	
Attachments:		
Ordinance No. 1585 an Ordinance of The City of Lynden, Washington Which Replaces Ordinance No. 1123, Appointing An Agent to Receive Service of Claims		
Summary Statement:		
Washington State law regarding service of damage claims on local governments, RCW 4.96.010-020, requires that local governments appoint an agent to receive all claims filed under authority of Chapter 4.96 RCW; and the City of Lynden is required by RCW 4.96.010-020 to appoint an agent(s) to receive claims against the City of Lynden and to record the identity of the agent(s) and the agent's address with the County Auditor.		
Recommended Action:		
That Council approve Ordinance No. 1586 and authorize Mayor's signature.		

After Recording Return to:
City of Lynden
300 4th Street
Lynden, WA 98264

**ORDINANCE NO. 1585 AN ORDINANCE OF THE CITY OF LYNDEN,
WASHINGTON WHICH REPLACES ORDINANCE NO. 1123,
APPOINTING AGENTS TO RECEIVE SERVICE OF CLAIMS**

WHEREAS, the Washington State law regarding service of damage claims on local governments, RCW 4.96.010-020, requires that local governments appoint an agent to receive all claims filed under authority of Chapter 4.96 RCW; and

WHEREAS, the City of Lynden is required by RCW 4.96.010-020 to appoint an agent to receive such claims against the City of Lynden and to record the identity of the agent and the agent’s address with the County Auditor; and

WHEREAS, the City of Lynden desires to repeal and replace Ordinance No. 1123 with this ordinance; and

WHEREAS, the foregoing recitals are material findings and declarations of the Lynden City Council;

NOW THEREFORE, the City of Lynden does ordain as follows:

Section 1: A new section of the Lynden Municipal Code, 2.05.060, Designation of Agents, is adopted as follows:

2.05.060--Designation of Agents.

The Mayor, the City Administrator, the Finance Director, and the Public Works Director are hereby appointed as City agents under Chapter 4.96.010-.020 RCW. All claims made under Chapter 4.96 RCW shall be directed to either of these agents at: City of Lynden, 300 4th Street, Lynden, WA 98264, during normal business hours.

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 City Council hereby declares that it would have passed this code and each section, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases may be declared invalid or unconstitutional.

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 after approval by the City Council, signed by the Mayor, and recorded with the Whatcom County Auditor's Office.

INTRODUCED BEFORE THE CITY COUNCIL ON JULY 15, 2019 AND PASSED BY THE CITY COUNCIL BY AN AFFIRMATIVE VOTE ____ IN FAVOR, _____ AGAINST, AND SIGNED BY THE MAYOR THIS _____ DAY OF JULY 2019.

Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	July 15, 2019	
Name of Agenda Item:	Ordinance No. 1588 – Extension of Line of Credit; Banner Bank Proposal	
Section of Agenda:	Consent	
Department:	Finance	
Council Committee Review:	<input type="checkbox"/> Community Development <input checked="" type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
	Legal Review: <input checked="" type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input type="checkbox"/> Review Not Required	
Attachments:		
1) Ordinance No. 1588 – Extension of Line of Credit with Banner Bank 2) Banner Bank Proposal		
Summary Statement:		
<p>Ordinance No. 1231 was approved by council on May 2, 2005. It allowed the city to have a revolving line of credit. The notes have provided interim financing for capital projects such as the Water Reservoir project (for DWSRF reimbursement), Arterial Street capital improvements, Police Station Acquisition/Remodel (prior to issuance of permanent financing), and East Lynden Sewer Sub-Basin improvement projects.</p> <p>Presently, outstanding balances on the line of credit consist of several funds awaiting reimbursement monies; Pepin Creek project, Riverview Road, and Jim Kaemingk Sr. Trail Extension. The line of credit is available to provide interim financing for LPD Stonegarden grant reimbursements and Street Capital Construction projects. These projects are secured by grant and/or other intergovernmental funding on a reimbursement basis.</p> <p>Since 2005, Ordinance No. 1231 has been amended by Ordinance No. 1261, 1295, 1319, 1355, 1376, 1400, 1420, 1444, 1467, 1485, 1510, 1534 and 1558 each authorizing an extension of the maturity date of the notes. The city received an offer from Banner Bank (formerly Skagit State Bank) to extend the maturity date of the notes from July 31, 2019 to July 31, 2020 at a rate of 3.75%, which is a 0% increase from the previous rate. The closing date is anticipated to be July 31, 2019.</p> <p>The City's Bond Counsel and Finance Director have reviewed this proposal prior to its review by the Finance Committee on July 15, 2019.</p>		
Recommended Action:		
That the Council approve Ordinance No. XXXX as presented and authorize the Mayor's signature.		

ORDINANCE NO. 1588

AN ORDINANCE FOR THE CITY OF LYNDEN, WASHINGTON
FURTHER AMENDING ORDINANCE NO. 1231 TO EXTEND
THE MATURITY OF THE CITY'S REVENUE BOND
ANTICIPATION NOTE, 2005A (REVOLVING) AND ITS LIMITED
GENERAL OBLIGATION BOND AND GRANT ANTICIPATION
NOTE, SERIES 2005B (REVOLVING).

WHEREAS, the City of Lynden, Washington (the "City") adopted Ordinance No. 1231 on May 2, 2005, providing for the issuance of the City's Revenue Bond Anticipation Note, Series 2005A (Revolving) ("Note-2005A") and its Limited Tax General Obligation Bond and Grant Anticipation Note, Series 2005B (Revolving) ("Note-2005B"), both with a maturity date of May 13, 2006, in the aggregate principal amount of not to exceed \$5,000,000 for the purpose of making improvements to facilities of the City, in anticipation of loans and grants specified therein; and

WHEREAS, the City issued and sold Note-2005A and Note-2005B (together, the "Notes") to Banner Bank (formerly known as Skagit Bank), Burlington, Washington (the "Bank") on May 13, 2005; and

WHEREAS, the City passed Ordinance No. 1261 extending the maturity and changing the interest rate, Ordinance No. 1295 increasing the maximum amount, extending the maturity and changing the interest rate, Ordinance No. 1319 extending the maturity and changing the interest rate, Ordinance No. 1355 extending the maturity and changing the interest rate, Ordinance No. 1376 extending the maturity and changing the interest rate, Ordinance No. 1400 extending the maturity and changing the interest rate, Ordinance No. 1420 extending the maturity and changing the interest rate, Ordinance No. 1444 extending the maturity and changing the interest rate, Ordinance No. 1467 decreasing the maximum amount, extending the maturity and changing the interest rate; Ordinance No. 1485 extending the maturity; Ordinance No. 1510 extending the maturity and changing the interest rate, and Ordinance 1534 extending the maturity and changing the interest rate; and Ordinance 1558 extending the maturity and changing the interest rate; and

WHEREAS, the City has received a proposal from the Bank dated June 28, 2019 (the "Proposal") to further extend the maturity of the Notes and upon certain conditions; and

WHEREAS, it is now in the best interests of the City to accept the Bank's Proposal;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LYNDEN, WASHINGTON, DOES ORDAIN, as follows:

Section 1. Amendment to Ordinance No. 1231. Section 3 of Ordinance No. 1231 as amended by Ordinance Nos. 1261, 1295, 1319, 1355, 1376, 1400, 1420, 1444, 1467, 1485, 1510, 1534 and 1558 is hereby further amended to read as follows (additions are underscored and deletions are shown as stricken):

(c) *Terms of the Note-2005A.* The Note-2005A shall be designated as the “City of Lynden, Washington Revenue Bond Anticipation Note, 2005A (Revolving),” shall be dated as of the date of its original issuance, shall be issued as a single instrument, fully registered as to both principal and interest, shall be in the denomination of not to exceed \$1,850,000; subject, however, to the further limitation that the aggregate principal amount outstanding of the Note-2005A and the Note-2005B (hereinafter authorized) may not at any time exceed the sum of \$1,850,000, shall be numbered N-1A and shall bear interest at fixed interest rate of 2.85% to May 13, 2006 and delivery, the fixed rate of 4.16% from May 13, 2006 through May 11, 2007 and the fixed rate of 3.95% from May 12, 2007 to May 13, 2008 and the fixed rate of 2.90% from May 13, 2008 to May 13, 2009 and the fixed rate of 2.75% from May 13, 2009 to May 13, 2010 and the fixed rate of 2.75% from May 13, 2010 to June 22, 2011 and the fixed rate of 2.25% from June 23, 2011 to June 26, 2012 and the fixed rate of 2.15% from June 27, 2012 to June 23, 2013 and the fixed rate of 2.05% from June 24, 2013 to July 23, 2014 and the fixed rate of 2.15% from July 24, 2014 to July 24, 2016 and the fixed rate of 2.31% from July 25, 2016 to July 27, 2017 and the fixed rate of 2.81% from July 28, 2017 to July 30, 2018 and the fixed rate of 3.75% from July 31, 2018 to July 31, 2019 and the fixed rate of 3.75% from July 31, 2019 to final maturity (computed on the basis of the actual number of days elapsed over a year of 360 days) on the unpaid principal balance and the outstanding principal balance and all unpaid and accrued interest shall be payable in full at maturity on July 31, 2020.

(d) *Terms of the Note-2005B.* The Note-2005B shall be designated as the “City of Lynden, Washington Limited General Obligation Bond and Grant Anticipation Note, 2005B (Revolving),” shall be dated as of the date of its original issuance, shall be issued as a single instrument, fully registered as to both principal and interest, shall be in the denomination of not to exceed \$1,850,000; subject, however, to the further limitations that the aggregate principal amount outstanding of the Note-2005A and the Note-2005B may not at any time exceed the sum of \$1,850,000 and that the aggregate principal amount outstanding of the Note-2005B may not exceed LGO Capacity as of the date of any Draw made thereunder, shall be numbered N-1B and shall bear interest at the fixed rate of 2.85% to May 13, 2006, the fixed rate of 4.16% from May 13, 2006 through May 11, 2007 and the fixed rate of 3.95% from May 12, 2007 to May 13, 2008 and the fixed rate of 2.90% from May 13, 2008 to May 13, 2009 and the fixed rate of 2.75% from May 13, 2009 to May 13, 2010 and the fixed rate of 2.75% from May 13, 2010 to June 22, 2011 and the fixed rate of 2.25% from June 23, 2011 to June 26, 2012 and the fixed rate of 2.15% from June 27, 2012 to June 23, 2013 and the fixed rate of 2.05% from June 24, 2013 to July 23, 2014 and the fixed rate of 2.15% from July 24, 2014 to July 24, 2016 and the fixed rate of 2.31% from July 25, 2016 to July 27, 2017 and the fixed rate of 2.81% from July 28, 2017 to July 30, 2018 and the fixed rate of 3.75% from July 31, 2018 to July 31, 2019 and the fixed rate of 3.75% from July 31, 2019 to final maturity (computed on the basis of the actual number of days elapsed over a year of 360 days) on the unpaid principal balance, and the outstanding principal balance and all unpaid and accrued interest shall be payable in full at maturity on July 31, 2020.

(e) *Draws.* The Notes are intended to be revolving obligations; however, the principal amount outstanding under the Notes may never exceed \$1,850,000, and, provided, further, the aggregate principal amount of any Draw made under the Note-2005B (together with all other principal amounts then outstanding under the Note-2005B) may never exceed LGO Capacity as of the date of the Draw. The available principal of the Notes shall be disbursed as borrowings and re-borrowings from time to time by the Bank upon request from the City (each such disbursement herein referred to as a “Draw”). Draws shall be recorded on the Loan Draw Record attached to the respective Note, or in such other form as the City and the Bank may agree. Interest on each Draw shall accrue from the date of that Draw and shall be computed on the basis as described above on the principal amount of the Draw outstanding for the actual number of days the principal amount of the Draw is outstanding. The City hereby covenants that it will never request a Draw under the Note-2005B if the amount of that Draw, together with the principal balance then outstanding would exceed LGO Capacity. The LGO Capacity as of the date of this ordinance, pledged and committed to be available for the Note-2005B is \$15,470,752, and the Bank may rely upon this representation until the City delivers written notice of a change in LGO Capacity

Section 2. Bank Proposal. The City hereby approves and accepts the Bank Proposal.

Section 3. Confirmation of Ordinance 1231, as amended. Ordinance No. 1231, as amended by Ordinance Nos. 1261, 1295, 1319, 1355, 1376, 1400, 1420, 1444, 1467, 1485, 1510, 1534 and 1558 and as further amended by this amendatory ordinance is hereby ratified and confirmed.

Section 4. Authorization of City Officials. The proper City officials are authorized to deliver new Notes to the Bank reflecting the terms of this amendatory ordinance.

Section 5. Effective Date. This ordinance shall be in effect five days after its publication as provided by law.

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



June 26, 2019

City of Lynden
Attn: Anthony Burrows
300 4th Street
Lynden, WA 98284

Dear Anthony:


Skagit Bank is pleased to submit the following bid for continued financing of the revolving line of credit at \$1,850,000 for a one year period for the City of Lynden. Our bid is the rate of 3.75% fixed simple interest with all interest and principal due 7/31/20.

If we should be successful in bidding for your financing, the requirements of R.C.W. concerning allowable indebtedness by public districts must be complied with along with the following conditions. In our opinion, these statutes and conditions can be covered by:

1. Legal Opinion of the City bond counsel attesting to validity.
2. Note(s) or bond(s).
3. In addition, we would require a statement by legal counsel that said financing is "bank qualified" as per federal tax law
4. Interest to be computed on an actual 360 basis.
5. This bid will expire 7/31/19.

If you should have any questions, please feel free to contact me at 360.755.1517.

Sincerely,


Kirk Hereford
Vice President


Darwin Parker
Vice President Public Finance



CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	July 15, 2019	
Name of Agenda Item:	Ordinance No. 1584 Public Hearing for Vacation of Right of Way Between 135 and 136 Terrace Drive and Utility Easement Agreement	
Section of Agenda:	Public Hearing	
Department:	Public Works	
Council Committee Review:	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input checked="" type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
		Legal Review: <input checked="" type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input type="checkbox"/> Review Not Required
Attachments:		
1) Ordinance No. 1584 to Vacate a portion of Terrace Drive 2) Map of Portion to be Vacated 3) Easement Agreement for City Access and Utilities		
Summary Statement:		
<p>The City of Lynden, at the request of adjacent property owners, is proposing to vacate the southern section of Terrace Drive.</p> <p>The City has determined that future development to be served by this 24-foot-wide unimproved right-of-way will be limited to only three lots, that the portion to be vacated is not needed by the City, and that the public is best served with the described rights-of-way in private ownership. The right-of-way will not be extended beyond the currently approved Van Dragt short plat or serve as a connector to other more streets because it abuts the floodplain.</p> <p>As such, staff recommend that the City Council accept the appraised value of \$1500.00 as of May 24, 2019 determined by certified appraiser Peter Suni and vacate the identified portion of Terrace Drive on the condition that the City be granted easement rights (attached) and that a private access easement and maintenance agreement be established between the property owners of Lots 15 and 16 of the Plat of Mountain View and property owners of the Van Dragt Short Plat.</p>		
Recommended Action:		
That City Council Approve Ordinance No. 1584 Approving the Vacation of Right of Way Between lots 135 and 136 Terrace Drive, accepting the appraised value, approve the Access and Utility Easement to the City, and authorize the Mayor to sign the documents upon verification of private access easement with the Van Dragt Short Plat.		

Filed for Record at Request of:

CARMICHAEL CLARK, PS
P.O. Box 5226
Bellingham, Washington 98227
(360) 647-1500

DOCUMENT TITLE:

EASEMENT

REFERENCE NUMBER OF RELATED DOCUMENT:

Ordinance Recorded at AF # _____

GRANTORS:

GREGORY E. FABER, a married man, as his separate property
KEVIN AND JUNE BOLDT, a married couple

GRANTEES:

ESTATE OF GORDON C. VAN DRAGT
GREGORY E. FABER, a married man, as his separate property
KEVIN AND JUNE BOLDT, a married couple

ABBREVIATED LEGAL DESCRIPTION:

Mountain Terrace Lot 15
Mountain Terrace Lot 16
Van Dragt Estate Short Plat
Full legal descriptions on page 2 hereto

ASSESSOR'S TAX PARCEL NUMBER:

400321 157456 0000
400321 140456 0000
400321 158439 0000 (Preliminary)
400321 141444 0000 (Preliminary)
400321 141434 0000 (Preliminary)

GRANT OF EASEMENT

THIS **GRANT OF EASEMENT** ("Easement") is made and entered into this _____ day of _____, 2019 by GREGORY E. FABER (hereinafter referred to as "Faber") and KEVIN AND JUNE BOLDT ("Boldt") for the benefit of the real properties owned by the ESTATE OF GORDON C. VAN DRAGT ("Estate").

RECITALS

WHEREAS, Faber, Boldt, and the Estate may be referred to herein individually as "Party" or collectively as "Parties;" and the terms "Faber," "Boldt," and "Estate" include all successors or assigns thereof; and

WHEREAS, Faber is the sole owner of real property within the City of Lynden which is legally described as:

Lot 15, Mountain Terrace, an Addition to the City of Lynden, Whatcom County, Washington, according to the plat thereof, recorded in Volume 9 of Plats, Page 37, Auditor's File No. 940903, records of Whatcom County, Washington.

Situate in Whatcom County, Washington.

Hereinafter called the "Faber Property;" and,

WHEREAS, Boldt is the sole owner of real property within the City of Lynden which is legally described as:

Lot 16, Mountain Terrace, an Addition to the City of Lynden, Whatcom County, Washington, according to the plat thereof, recorded in Volume 9 of Plats, Page 37, Auditor's File No. 940903, records of Whatcom County, Washington.

Situate in Whatcom County, Washington.

Hereinafter called the "Boldt Property;" and,

WHEREAS, the Faber Property and the Boldt Property will be referred to herein as the "Burdened Properties;" and

WHEREAS, the Estate is the sole owner of real property within the City of Lynden which is legally described as:

That part of the west 21 rods of the Northeast Quarter of the Northwest Quarter lying south of the south line of Mountain Terrace, an addition to the City of Lynden, as recorded in Book 9 of Plats, Page 37, all in Section 21, Township 40 North, Range 3 East of W.M.

Situate in Whatcom County, Washington.

Subject to and together with all easements, covenants, restrictions and/or agreements or record, or otherwise.

Hereinafter called the "Estate Property;" and,

WHEREAS, the Estate Property was short platted into three lots on September 7, 2018, Whatcom County Auditor's File No. 2018-0900573, and this Grant of Easement benefits all three lots of the Estate Property; and

WHEREAS, in 1962, the Mountain Terrace Long Plat, recorded at Book 9 of Plats, Page 37, records of Whatcom County, Washington, dedicated a 24-foot-wide and approximately 113-foot-long right of way running between and abutting the Burdened Properties ("Right of Way") to City of Lynden ("City"); and

WHEREAS, the Right of Way has never been improved, is narrower than current City standards, and serves only the Estate Property; and

WHEREAS, City Ordinance No. 1584 ("Ordinance") vacated the Right of Way, effective the date the Ordinance is recorded with the Whatcom County Auditor; and

WHEREAS, it is the purpose of this Grant of Easement to ensure that the Estate Property shall continue to have the right of ingress and egress across the Right of Way after it has been vacated; and

WHEREAS, the City shall record the Ordinance concurrently with this Grant of Easement so that the Estate Property shall not be without access; and

WHEREAS, there is no monetary consideration being paid for this Grant of Easement; and

WHEREAS, these recitals are a material part of this Agreement.

AGREEMENT

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby covenant and agree as follows:

1. **Grant of Easement.**

Faber and Boldt hereby grant and convey to the Estate, and Faber hereby grants and conveys to Boldt, and Boldt hereby grants and conveys to Faber, a perpetual and non-exclusive easement ("Easement") over and across the entire existing Right of Way on the Burdened Properties for ingress, egress, and utilities. The properties benefited by this Easement are the entire Estate Property, the Faber Property, and the Boldt Property.

2. **Purpose.**

The purpose of the Easement is to ensure all three lots of the Estate Property will remain accessible and connectable to utilities. Faber and Boldt have mutually granted the Easement to each other to enable access and utilities to each the Boldt and Faber Properties to be made from the Easement instead of from Terrace Drive.

3. **Costs.**

Faber and Boldt shall equally share any recording fees related to this Agreement. Each Party shall be solely responsible for their own attorneys' fees related to the preparation of this Agreement.

4. **Parties' Rights Under Easement.**

Any Party shall have the right to use the Easement for any of the purposes specified in Paragraph 2 above and may improve the Easement as necessary in order to put the Easement to such

uses. This includes the right to build, maintain, and improve a road through the easement and install, operate and maintain water, sewer, gas, electrical, internet, and other utilities.

5. **Easement Improvement and Maintenance Costs.**

The three parcels that make up the Estate Property shall equally share all costs of improving and maintaining the Easement between themselves. Faber and Boldt shall not be required to contribute to these costs. The three parcels that make up the Estate Property may enter into a maintenance agreement for the Easement to supersede this section, but Faber and Boldt shall not be required to contribute without their consent.

In the event that the owner of one of the properties or that owner's employees, agents, guests or invitees causes damage to the Easement in a manner beyond ordinary wear and tear, the cost of repairing such damage shall be borne solely by the owner causing or responsible for the damage.

6. **Scope of Easement/Obligations Run with the Land.**

This Grant of Easement shall be perpetual in duration, shall constitute covenants running with the land, and shall be binding on the undersigned and all successors, assignees, heirs, devisees, or transferees of the Parties and shall in all respects attach to the individual properties legally described in this Agreement.

7. **Severability.**

Should any provision of this Agreement be found to be void or otherwise unenforceable, all other provisions shall remain enforceable and binding.

8. **Governing Law and Venue.**

This Agreement shall be construed under the laws of the State of Washington. The venue of any legal action brought under the terms of this Agreement shall be in the Superior Court for Whatcom County, State of Washington.

9. **Expenses and Attorneys' Fees.**

The prevailing Party in any action brought to enforce any terms and conditions of this Agreement shall be entitled to the recovery of their reasonable attorney's fees, costs, and expenses.

10. **Commencement of Easement.**

This Agreement and Easement shall commence upon the recording of this Agreement with the Whatcom County Auditor.

11. **Nonwaiver of Breach.**

Failure of either Party at any time to require performance of any provision of this Agreement shall not limit such Party's right to enforce such provision. Waiver of any breach of any provision of this Agreement does not constitute a waiver of any succeeding breach of such provision or a waiver of such provision itself.

12. **Amendment or Termination.**

This Agreement may be amended or terminated only by mutual written agreement of the Parties.

13. **Counterparts.**

This Agreement may consist of two or more separately ratified counterparts, each of which constitutes a duplicate original of this Agreement.

14. **Entire Agreement.**

This Agreement constitutes the entire agreement between the Parties as to the matters contained herein. No oral or written statements made by either Party prior to or following the entry of this Agreement shall be considered a part of this Agreement unless expressly incorporated herein in writing.

IN WITNESS WHEREOF, the Parties have executed this Agreement the day and year first above written.

GREGORY E. FABER

KEVIN BOLDT

JUNE BOLDT

STATE OF WASHINGTON)
) ss
COUNTY OF WHATCOM)

On this day before me personally appeared GREGORY E. FABER, to me known to be the individual described in and who executed the within and foregoing instrument and acknowledged to me that he signed the same as his free and voluntary act and deed for the uses and purposes therein mentioned.

DATED this _____ day of _____, 2019.

Name (typed or printed): _____
NOTARY PUBLIC in and for the State of Washington
Residing at: _____
My appointment expires: _____

STATE OF WASHINGTON)
) ss
COUNTY OF WHATCOM)

On this day before me personally appeared KEVIN BOLDT, to me known to be the individual described in and who executed the within and foregoing instrument and acknowledged to me that he signed the same as his free and voluntary act and deed for the uses and purposes therein mentioned.

DATED this _____ day of _____, 2019.

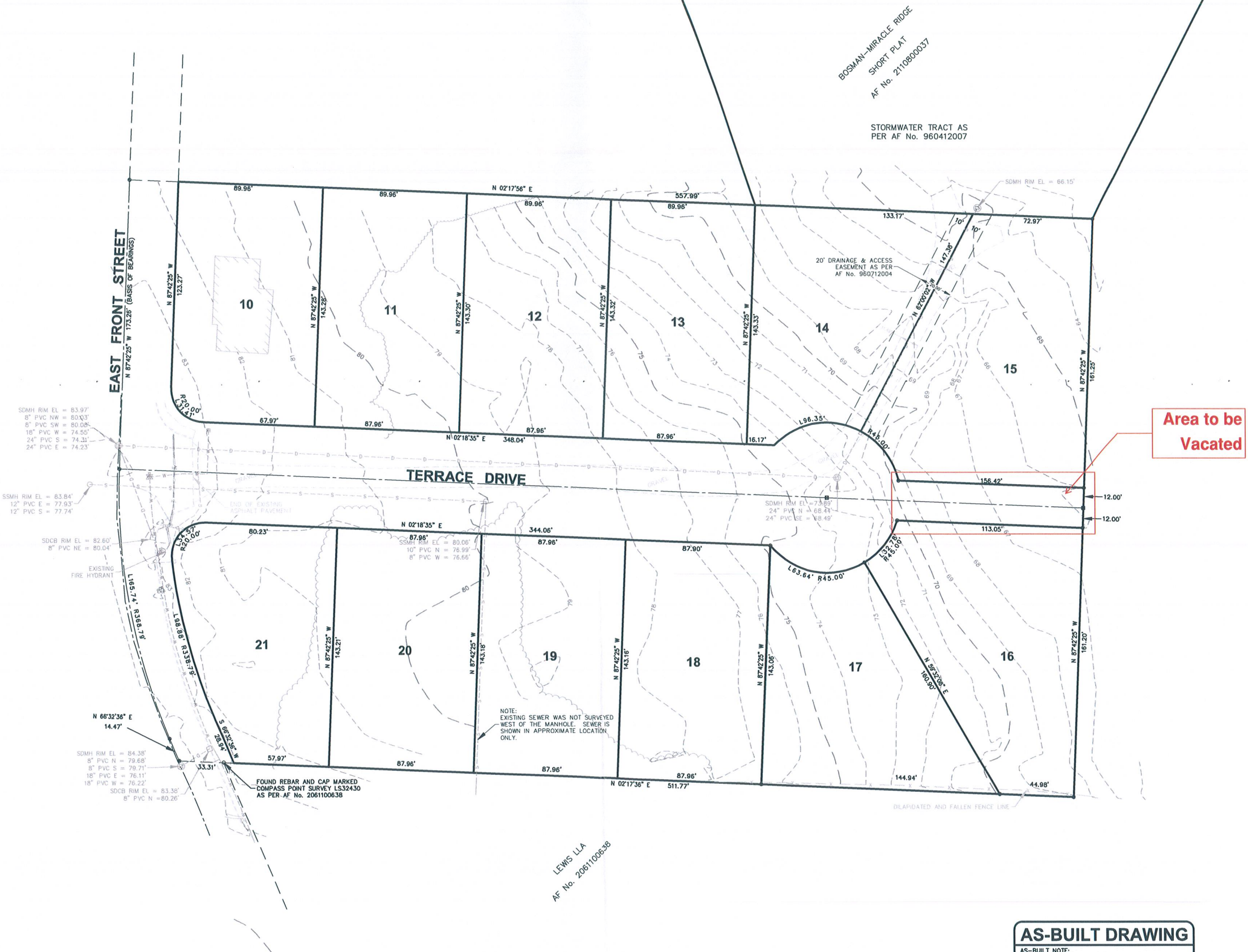
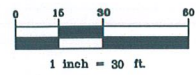
Name (typed or printed): _____
NOTARY PUBLIC in and for the State of Washington
Residing at: _____
My appointment expires: _____

STATE OF WASHINGTON)
) ss
COUNTY OF WHATCOM)

On this day before me personally appeared JUNE BOLDT, to me known to be the individual described in and who executed the within and foregoing instrument and acknowledged to me that she signed the same as her free and voluntary act and deed for the uses and purposes therein mentioned.

DATED this _____ day of _____, 2019.

Name (typed or printed): _____
NOTARY PUBLIC in and for the State of Washington
Residing at: _____
My appointment expires: _____



Area to be Vacated

NOTE: EXISTING SEWER WAS NOT SURVEYED WEST OF THE MANHOLE. SEWER IS SHOWN IN APPROXIMATE LOCATION ONLY.

LEWIS LLA
AF No. 2061100638

AS-BUILT DRAWING
AS-BUILT NOTE:
ONLY INFORMATION NOTED AS AS-BUILT "AB"
HAS BEEN FIELD-SURVEYED OR MEASURED
DURING CONSTRUCTION



CALL BEFORE YOU DIG
FOR BURIED UTILITY LOCATIONS
1-800-424-5555

No.	Date	REVISION	By

DESIGNED BY: MDB
DRAWN BY: EJP
CHECKED BY: JPS

220 West Champion Street, Suite 200 t. 360.650.1408
Bellingham, WA 98225 f. 360.650.1401

FREELAND & ASSOCIATES

CLIENT: **GARTH KOOY**
1844 FRONT STREET
LYNDEN, WA 98264

PROJECT LOCATION: PLAT OF MOUNTAIN TERRACE
TERRACE DRIVE
LYNDEN, WA 98264

SHEET CONTENTS:
EXISTING CONDITIONS

DWG #:	14161AB2.DWG	DATE:	05-03-2016
JOB #:	14161	SHEET:	C2
SCALE:	H: 1" = 30' V: N/A		

ORDINANCE NO. 1584

AN ORDINANCE VACATING A PORTION OF PUBLIC RIGHT-OF-WAY WITHIN THE CITY OF LYNDEN, WHATCOM COUNTY, WASHINGTON

WHEREAS, the City of Lynden heretofore declared its intention to vacate a portion of public right-of-way, south of Terrace Drive (“the vacation”); and fixed the date of the July 15, 2019 as the date for a public hearing on the vacation; and

WHEREAS, as required by LMC 17.21.030 and RCW 35.79.020, notices were duly mailed on June 19, 2019, posted in three public places and on the street where the vacate is proposed; and

WHEREAS, no adjoining property owner submitted a protest to the vacation; and

WHEREAS, on July 15, 2019, the City Council of the City of Lynden did convene and hold a public hearing on the vacation and has determined to grant the same; and

WHEREAS, the Lynden City Council has determined that future development to be served by the rights-of-way described in Section 1 (below) and shown on Exhibit A (attached) will be limited, that the portion of the right-of-way to be vacated is not needed by the City, and that the public is best served with the described rights-of-way in private ownership; and

WHEREAS, the City Council has determined that the portion of property located just south of Terrace Drive described in Section 1 and shown on Exhibit A will not be extended, and will not serve as a connector street to other, more widely traveled streets; and

WHEREAS, the City Council has determined that this vacation of public-right-of-way complies with the requirements of RCW 35.79.035(1)(c);

WHEREAS, the City Council accepts the appraised value of \$1500.00 as determined by certified appraiser Peter Suni as of May 24, 2019.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LYNDEN, WASHINGTON, as follows:

Section 1: That the following-described portion of said right-of-way is hereby vacated:

A PORTION OF RIGHT-OF-WAY WITHIN THE PLAT OF MOUNTAIN VIEW TERRACE, AN ADDITION TO THE CITY OF LYNDEN, WHATCOM COUNTY, WASHINGTON, ACCORDING TO THE PLAT THEREOF RECORDED IN WHATCOM COUNTY, WASHINGTON, AFN 940903, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF LOT 18 OF SAID PLAT; THENCE SOUTHERLY A DISTANCE OF 88 FEET ALONG THE EAST LINE OF SAID LOT 18 TO A POINT, SAID POINT ALSO BEING THE NORTHEAST CORNER OF LOT 17 OF SAID PLAT; THENCE SOUTHERLY ALONG A NON-TANGENT CURVE TO THE RIGHT AN ARC LENGTH OF 63.57 FEET, SAID CURVE ALSO BEING THE EAST LINE OF SAID LOT 17, TO THE SOUTHEAST CORNER OF SAID LOT 17; THENCE CONTINUING ALONG THE SAME SAID CURVE TO THE RIGHT AN ARC LENGTH OF 32.81 FEET ALONG THE NORTHEAST LINE OF LOT 16 OF SAID PLAT, TO THE NORTHEAST CORNER OF SAID LOT 16, SAID NORTHEAST CORNER ALSO BEING THE **TRUE POINT OF BEGINNING**. CONTINUING FROM THE **TRUE POINT OF BEGINNING**, ALONG SAME SAID RIGHT CURVE PROJECTED EASTERLY FROM SAID NORTHEAST LINE OF LOT 16 TO THE NORTHWEST CORNER OF LOT 15 OF SAID PLAT; THENCE SOUTHERLY A DISTANCE OF 113.09 FEET ALONG WEST LINE OF SAID LOT 15 TO THE SOUTHWEST CORNER OF SAID LOT 15; THENCE WESTERLY A DISTANCE OF 24 FEET TO THE SOUTHEAST CORNER OF SAID LOT 16; THENCE NORTHERLY A DISTANCE OF 113.09 FEET ALONG THE WEST LINE OF SAID LOT 16 TO THE **TRUE POINT OF BEGINNING**.

COMMONLY DESCRIBED AS: The 24-foot-wide right-of-way that runs between 135 and 136 Terrace Drive, Lynden, WA.

Section 2: The City reserves easements for all utility purposes in their present or future "as built locations.", A water utility easement twenty feet (20') wide is reserved over the vacated area, ten (10) feet on each side of the currently-existing water line. A sewer utility easement ten feet (10') wide is reserved over the vacated area, five (5) feet on each side of the currently-existing sewer line.

Section 3: This vacation is conditioned on the owners of Lots 15 and 16 of Mountain Terrace Plat granting an easement for access and private utilities for the benefit of all lots in Van Dragt Short Plat, which easement shall be recorded immediately prior to the recording of this ordinance.

Section 4: That a certified copy of this ordinance be sent to the Auditor of Whatcom County, Washington, and recorded by said Whatcom County Auditor.

Section 5: 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 this _____ day of _____, 2019.

Signed and approved by the Mayor this _____ day of _____, 2019.

MAYOR

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

State of Washington
County of Whatcom

Signed by Mayor Scott Korthuis and attested by Pam Brown before me on this ___ day of _____, 2019.

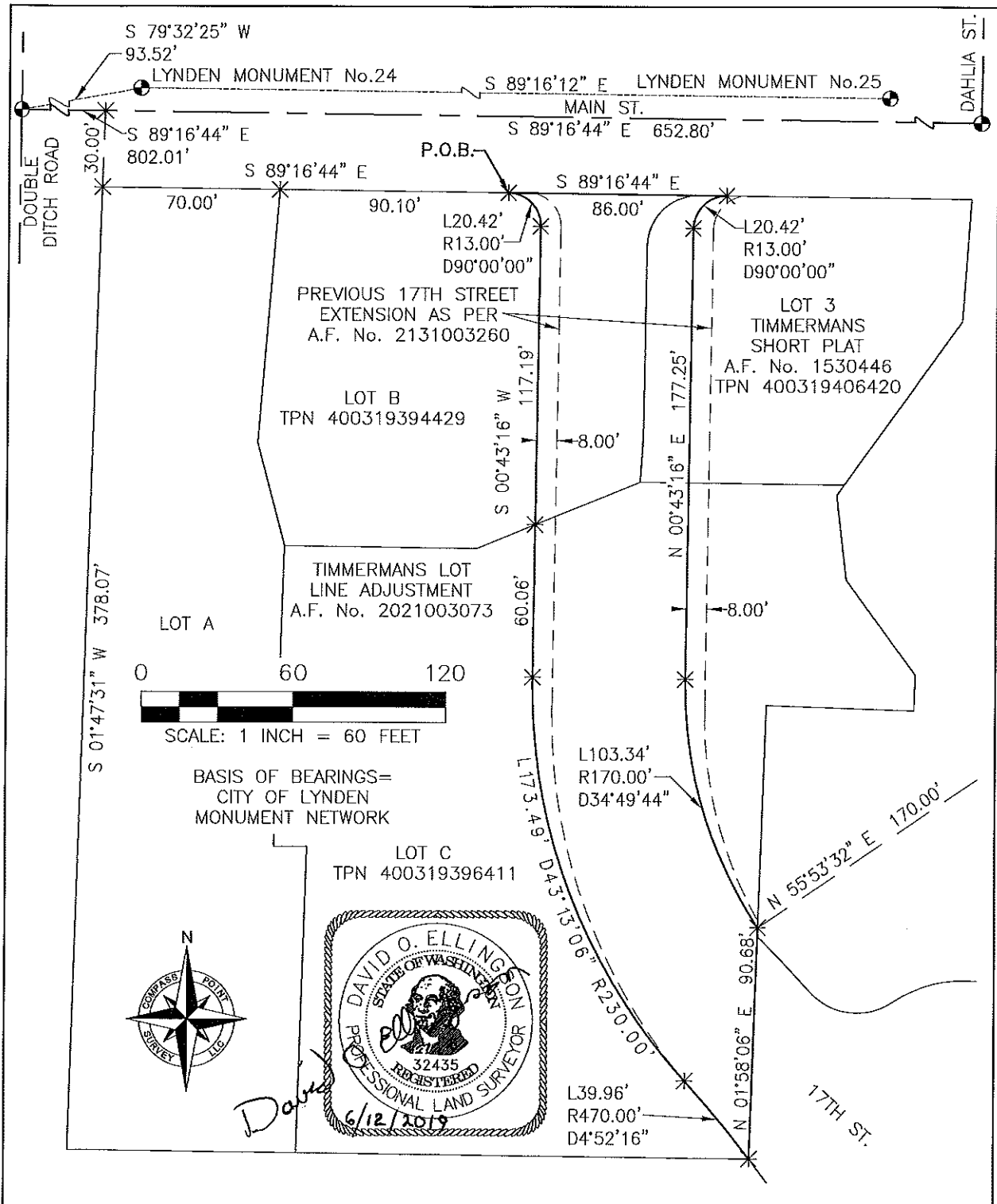
NOTARY PUBLIC, in and for the
State of Washington, residing at

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	July 15, 2019	
Name of Agenda Item:	Public Hearing for Right of Way Relocation - 17 th Street Extension Project	
Section of Agenda:	Public Hearing	
Department:	Planning, Public Works	
Council Committee Review:	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input checked="" type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
		Legal Review: <input checked="" type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input type="checkbox"/> Review Not Required
Attachments:		
Exhibit showing proposed relocation of the 17 th Street extension to Main Street		
Summary Statement:		
<p>The City of Lynden is considering a modification to the vacation of the right-of-way easement for the extension of 17th Street resulting from the Settlement between Marina Timmermans and the City of Lynden. This settlement agreement was originally executed in October of 2013.</p> <p>An alteration to the settlement is now being considered to shift the proposed right-of-way approximately 8-foot to the west, to the benefit of the property owner, to create a larger and more developable portion of property east of the proposed street.</p> <p>As such, the owner of the property underlying the proposed vacated easement and the City have agreed to exchange the vacated easement for a similar easement of equal value located slightly west of the easement being vacated.</p>		
Recommended Action:		
Action to be completed by ordinance at the August 5 th Regular City Council Meeting based on testimony at tonight's Public Hearing and receipt of the signed Right of Way Grant from Marina A Timmermans, the underlying property owner.		



DRAWN BY: RL
CHECKED BY: DE
DATE: 06/11/19
REV:

EXHIBIT MAP
 WITHIN THE SE 1/4, NE 1/4, SECTION 19,
 TOWNSHIP 40 NORTH, RANGE 3 EAST OF W.M.
 WHATCOM COUNTY, WASHINGTON


COMPASS POINT SURVEY, LLC
 523 FRONT STREET, LYNDEN, WA 98264
 PH. 360-354-8320 FAX. 360-354-8321

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	July 15, 2019	
Name of Agenda Item:	Public Defender Contract Amendment	
Section of Agenda:	New Business	
Department:	Administration	
Council Committee Review:	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Parks	<input checked="" type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
		Legal Review:
		<input checked="" type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input type="checkbox"/> Review Not Required
Attachments:		
1) Contract Amendment		
Summary Statement:		
<p>The City of Lynden contracts with a private attorney, Dan Parsons, to serve as our Public Defender. As you know, the Court assigns a public defender to people accused of crimes but who cannot afford an attorney to represent them in court. Mr. Parsons has performed that service for the city for several years and is generally well regarded by members of the court and others in the legal community.</p> <p>Mr. Parsons recently had personal issues that caused concern about his ability to continue in his role as Public Defender. The attached contract amendment requires him to follow certain terms and protocols to continue serving in that role. The document was prepared by our City Attorney and reviewed by members of the court and by medical professionals.</p>		
Recommended Action:		
Approve the attached contract amendment for Public Defender services		

City of Lynden
Amendment to Public Defender Contract for Services
Indigent Criminal Defense

This Amendment is entered this _____ day of _____, 2019, between the City of Lynden, a municipal corporation, hereinafter referred to as the "City", and Daniel T. Parsons of the Law Office of Daniel T. Parsons, Attorney at Law, hereinafter referred to as the "Contractor", (together, "Parties"), for the purpose of amending the Public Defendant Contract for Services entered into on the 16th day of May, 2017, hereinafter referred to as the "Agreement". This Amendment is entered into because of circumstances unforeseen by either Party.

The Parties agree as follows:

Section I – Suspension of Services

Except as otherwise expressly provided in Section V hereof, Contractor will suspend all services to the City effective immediately, for an indeterminate period of time. Except as otherwise expressly provided in Section V hereof, Contractor shall not provide representation to public defendants of Lynden Municipal Court until the City provides express written consent to Contractor. Contractor also shall not enter the building which houses the Lynden Municipal Court until the City provides express written consent to Contractor.

Section II – Conditions for Resumption of Services

Contractor shall not resume providing services under the Agreement, except for those allowed under Section V, until all of the below conditions set forth in this Section are met to the satisfaction of the City. Prior to resuming services to the City, Contractor shall:

1. Continue to participate in mental health counseling and follow all recommendations of his mental health provider;
2. Participate in a chemical dependency evaluation;
3. Follow all treatment recommendations of the chemical dependency evaluation and of his treatment providers;
4. Submit to random urinalysis at the request of his treatment providers and the City;
5. Not visit an establishment that sells alcohol as its primary commodity, including but not limited to bars and taverns;
6. Not violate the law;
7. Refrain from any outbursts in court or any contempt of court as determined by the Municipal Court Judge; and

8. Provide an opinion from both his mental health provider and his drug and alcohol treatment provider that he can safely provide all services to the City under the Agreement and this Amendment.

Section III – Conditions of Providing Services Following Return

In the event Contractor resumes providing full services to the City, after resuming such services, Contractor shall:

1. Not bring any weapons onto or into City property, including without limitation the building which houses the Lynden Municipal Court. Weapon has the same meaning as defined in RCW 9.41.300(1)(b); and
2. Be electronically frisked and screened for weapons each time Contractor enters the building which houses the Lynden Municipal Court.
3. Continue in full compliance with Items 1, 3, 4, 5, 6, and 7 in Section II of this Amendment, unless expressly excused in writing by the City.

Section IV – Compliance with Conditions Determined in Sole Discretion of City

The City in its sole discretion will determine if and when Contractor has complied with the terms of this Amendment and can resume full services to the City. At that time, the City will provide written notice to Contractor that he can resume such services. After resuming full services to the City, the City in its sole discretion will determine if Contractor has continued to comply with the terms of this Amendment.

Section V – Representation at Hearings for In-custody Indigent Defendants at Whatcom County Jail and Work Center

Contractor shall, until further notice from the City, continue to represent in-custody indigent defendants housed at the Whatcom County Jail and Work Center. Contractor may, until further notice from the City, continue to communicate with court assigned clients by telephone or email, but not in person.

Section VI – Termination of Parties

In the event that the City in its sole discretion determines that the work of the Contractor, or another qualified attorney hired by the Contractor, is unsatisfactory, or in the event the City determines in its sole discretion that any provision in this Amendment or the Agreement has been violated, the City may terminate this Amendment and the Agreement immediately, without prior notice, including for provision of services under Section V herein. Failure by the City to terminate this Amendment and the Agreement for breach of any provision herein shall not result in a waiver of the City's right to terminate for the same or similar breach in the future.

Section VII – Conflict of Terms

Except as set forth in this Amendment, the Agreement is unaffected and shall continue in full force and effect in accordance with its terms. If any provision of the Agreement conflicts with any provision in this Amendment, the provision contained in this Amendment shall govern and control.

In Witness Whereof, the Parties enter into this Amendment, mutually agree on the above terms, are authorized to execute this Amendment and the Parties have executed this Amendment on the day and year indicated.



Daniel T. Parsons
Attorney-at-Law

Scott Korthuis
Mayor, City of Lynden

STATE OF WASHINGTON)
)§
COUNTY OF WHATCOM)

I certify that I know or have satisfactory evidence that Scott Korthuis is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath state that he was authorized to execute the instrument and acknowledge it as the Mayor of the City of Lynden to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: _____

NOTARY PUBLIC in and for the State of WA.
Print Name: _____
Residing at: _____
My commission expires: _____

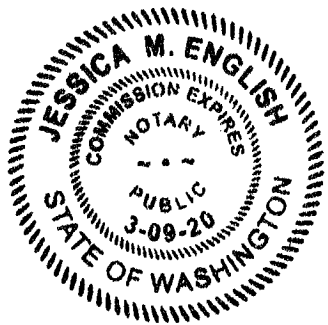
STATE OF WASHINGTON)
)§
COUNTY OF WHATCOM)

I certify that I know or have satisfactory evidence that Daniel T. Parsons is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath state that he was authorized to execute the instrument and acknowledge it for the Law Office of Daniel T. Parsons, Attorney at Law to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: 7/1/2019

[Signature]

NOTARY PUBLIC in and for the State of WA.
Print Name: Jessica M. English
Residing at: Burlington, WA
My commission expires: 3/9/2020



CITY OF LYNDEN



EXECUTIVE SUMMARY

Meeting Date:	July 15, 2019	
Name of Agenda Item:	MOU Amendment to extend Temporary Fire Captains	
Section of Agenda:	New Business	
Department:	Fire	
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: _____	Legal Review:
		<input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input type="checkbox"/> Review Not Required
Attachments:		
Draft MOU Amendment		
Summary Statement:		
<p>In the absence of an Assistant Fire Chief, the department's 3 lieutenants have assumed duties that normally would have been assigned to AC position. These include training, scheduling, and fleet maintenance, committee participation, among other things. From August 2017 until December 2018, the lieutenants were designated as temporary Captains and given entry-level Captains pay to acknowledge their taking on these additional duties.</p> <p>A previous Memorandum of Understanding included a three-month period after a new chief was recruited and hired – which ended in December 2018. This extended period was intended to give Chief Billmire time to evaluate the department's staffing, so he could decide whether he wished to hire an Assistant Chief or have those duties taken over using some other option.</p> <p>The Department intends to advance a budget initiative in the 2020 budget cycle that, if approved, would create the Assistant Chief position. But meanwhile, the lieutenants continue to perform the functions normally assigned to an Assistant Chief, even though the MOU expired in December. The MOU before you would extend its duration until one month after a new Assistant Chief is hired. The Chief believes this is fair and consistent with the intent of the previous MOU and recommends that Council approves this amendment.</p>		
Recommended Action:		
Approve the attached MOU amendment to extend the Temporary Fire Captains.		

CITY OF LYNDEN



ADMINISTRATION DEPARTMENT

Scott Korthis, Mayor
(360) 354 - 1170

July 15, 2019

International Association of Firefighters, Local 106
c/o Michael Whittle, Representative
P.O. Box 1024
Bellingham, WA 98227

RE: Temporary Rate Increase and Temporary Title Change for Fire Department Lieutenants

Effective and retroactive to January 1, 2019 the City of Lynden Fire Department Lieutenants will temporarily be paid at the Captain rate (120% of Firefighter level) until a new Assistant Chief is recruited and begins work. Pay will return to the Lieutenant rate (110% of Firefighter level) one (1) month (to the date) after the first day of employment of the new Assistant Chief.

The monthly rate will be \$7,974.19, per the Collective Bargaining Agreement (CBA) dated January 1, 2018 through December 31, 2021. In 2020 this rate will increase to \$8,293.16 per the same CBA. The temporary increase will be used for all applicable benefit calculations while it is in effect.

In addition to the temporary rate increase, the Lieutenants will also have a temporary title change to "Temporary Captain". Their title will return to Lieutenant the same day the temporary pay increase ends.

This letter will serve as a Memorandum of Understanding (MOU) between the City of Lynden and the IAFF Local 106. If a new Assistant Chief is not recruited and hired within the next budget cycle (2020), all parties agree to revisit this MOU and bargain toward a new agreement.

Executed this ____ day of _____, 2019, by the authorized agents and representatives of the parties hereto.

CITY OF LYNDEN

INTERNATIONAL ASSOCIATION OF
FIREFIGHTERS, LOCAL 106

Mayor

President Local 106

Administration

Secretary/Treasurer Local 106

Representative Local 106

Cc: Payroll

CITY OF LYNDEN



EXECUTIVE SUMMARY

Meeting Date:	July 15, 2019	
Name of Agenda Item:	Resolution 1004 Shared Leave for Police Officer	
Section of Agenda:	New Business	
Department:	Administration	
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: _____	Legal Review:
		<input checked="" type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input type="checkbox"/> Review Not Required
Attachments:		
Resolution 1004 Shared Leave for Police Officer		
Summary Statement:		
<p>The City has a few employees who, in addition to their job with the City, also serve as reservists in one of our armed services. The City is required by law to provide paid leave for up to 21 days during annual deployment for those individuals. One of our police officers has already served his annual deployment but has been called back to service for a second time this annum. That re-deployment is expected to last two months, from July 1 – September 1.</p> <p>This officer does not have enough leave time for his deployment. The City wishes to help the officer by allowing him to use “shared vacation leave”, similar to the shared sick leave program employees may use for extraordinary sick leave events. In this case, the officer would draw down his vacation leave to 80 hours, then he would use “shared vacation” leave donated by others in the organization. Employees can donate no more than 24 hours of their vacation, and the “bank” would be capped at 200 donated hours.</p> <p>Importantly, this is a “one-time” program specifically created for this officer. Before it is implemented, the Teamster Labor unit he belongs to must provide written acknowledgement that this is not precedent setting.</p>		
Recommended Action:		
Approve Resolution 1004 creating a one-time shared vacation bank for this Police Officer.		

RESOLUTION NO. 1004

A RESOLUTION PERMITTING SHARED VACATION LEAVE FOR OFFICER MATT THOMPSON

WHEREAS, the City of Lynden (City) presently allows City employees, at no additional employee cost to the City other than the administrative costs of administering the program, to come to the aid of a fellow City employee or an immediate family member of the employee (spouse, child or parent) who is suffering from an extraordinary illness, injury, impairment, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or to terminate his or her employment, as memorialized in the HR-18 Shared Leave Policy approved by Council February 5, 2007 (hereafter “Shared Leave Program”);

WHEREAS, the City complies with the provisions of the Uniformed Services Employment and Re-Employment Rights Act (USERRA) and provides up to twenty-one (21) days of paid military leave to employees as needed if called to active duty or active training duty, as memorialized in the HR-15 Military/Reserve Leave approved by Council February 5, 2007, and RCW 38.40.060;

WHEREAS, the City provides paid vacation leave and sick leave to its employees and provides family medical leave;

WHEREAS, the City’s Shared Leave Program does not include sharing of vacation leave or use of shared leave for military deployment, nor does the City wish to adopt any such program or such use of leave on a regular or permanent basis;

WHEREAS, the President of the United States has increased security at the country’s southern border under a public safety “wave”;

WHEREAS, Officer Matt Thompson, a City Police Officer, is a Coast Guard reservist called to active duty or active duty training for twenty (20) days so far this year (October 1 to September 30), and is being called to active duty again for approximately two (2) months as part of the public safety “wave”;

WHEREAS, Officer Thompson, will likely require additional leave this year to attend to family matters, including vacation time and the birth of a child;

WHEREAS, Officer Thompson, will have insufficient paid leave to cover his military deployment and family needs and would otherwise need to take leave without pay;

WHEREAS, the City desires to make a one-time expansion of the shared leave program to allow Officer Thompson to continue using paid leave during his deployment by allowing City employees to donate compensatory time and vacation leave to Officer Thompson; and

WHEREAS, the foregoing recitals are material findings and declarations of the City Council;

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

Section A: The City amends the Shared Leave Program to allow for its one-time expansion to cover vacation leave for Officer Matt Thompson, for the purposes outlined in the recitals, under the following terms:

1. Officer Matt Thompson will be eligible to receive donations up to 200 hours of vacation leave from other City employees for use during his military leave, after his own vacation bank is drawn down to 80 hours.
2. City employees may each donate up to 24 hours vacation time; provided that, they must have a total of not less than 40 hours of accrued vacation leave after the donation of vacation leave.
3. Vacation leave shall be transferred on an hour for hour basis without any salary conversion. Compensatory time shall be transferred on a dollar for dollar basis and converted to vacation leave as otherwise indicated in the Shared Leave Policy.
4. Officer Matt Thompson will complete the Shared Leave Request form with any differences related to the type of leave and use noted and cooperate with any other requests of his managers or Human Resources to coordinate his use of leave.
5. City employees wishing to donate vacation leave or compensatory time, will complete a Shared Leave Donation/Authorization form specifying Matt Thompson as the recipient and indicating the number of hours and type of hours to be donated (vacation leave and/or compensatory time).
6. The City will notify employees of the opportunity to donate hours to Officer Matt Thompson.
7. Existing terms of the Shared Leave Program shall continue to apply to Officer Matt Thompson so long as they do not conflict with the provisions herein or frustrate the purposes of this Resolution.
8. This Resolution is not intended to expand the scope of the Shared Leave Program in any way and shall not be precedent for any future application of the Shared Leave Program. This Resolution is for the benefit of Officer Matt Thompson only, and shall not be implemented for his benefit until the City receives a signed written acknowledgment from a duly appointed representative for the collective bargaining unit of which Officer Thompson is a member, in a form acceptable to the City, that expressly confirms this Resolution does not serve as such precedent and may not be relied upon as grounds to expand the Shared Leave Program.

Section B: 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 C: 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 resolution and each section, subsection, sentence, clause and phrase thereof, irrespective of

the fact than any one or more sections, subsections, sentences, clauses or phrases has been declared invalid or unconstitutional, and if, for any reason, this resolution should be declared invalid or unconstitutional, then the original resolution or resolutions shall be in full force and effect.

Section D: This Resolution shall be in full force and effect immediately upon adoption.

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:	July 15, 2019	
Name of Agenda Item:	LEMAP Agreement	
Section of Agenda:	New Business	
Department:	Police	
Council Committee Review:	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Parks	<input checked="" type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
	Legal Review: <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required	
Attachments:		
LEMAP Agreement		
Summary Statement:		
Chief Knapp has requested Washington Association of Sheriff's and Police Chiefs (WASPC) conduct a review of administration and operations of the Police Department by the Loaned Executive Management Assistance Program (LEMAP).		
Recommended Action:		
Council approval of the LEMAP Agreement, and authorize the Mayor's signature.		



President
 Sheriff John Snaza
 Thurston County

President-Elect
 Chief Craig Meidl
 City of Spokane

Vice President
 Sheriff Rick Scott
 Grays Harbor County

Past President
 Chief Ken Thomas
 City of Des Moines

Treasurer
 Chief Brett Vance
 City of Montesano

Executive Board

Chief John Batiste
 Washington State Patrol

Sheriff Bill Benedict
 Clallam County

Director Mark Couey
 OIC—Criminal
 Investigations Unit

Chief Rod Covey
 Port of Seattle

Chief Steve Crown
 City of Wenatchee

Raymond P. Duda, SAC
 FBI—Seattle

Chief Gary Jenkins
 City of Pullman

Sheriff Mitzi Johanknecht
 King County

Sheriff James Raymond
 Franklin County

Steven D. Strachan
 Executive Director

**LOANED EXECUTIVE MANAGEMENT
 ASSISTANCE PROGRAM AGREEMENT**

The Washington Association of Sheriffs and Police Chiefs (WASPC) and City of Lynden agree to enter into this contract for the purpose of conducting an operational review of the Lynden Police Department (Agency). This review is conducted as part of WASPC’s Loaned Executive Management Assistant Program.

The review includes evaluation and recommendations relative to the dimensions of:

1. Goals and Objectives
2. Role and Authority
3. Use of Force
4. Management, Staffing, Organization and Utilization of Personnel
5. Records Management
6. Information Technology
7. Unusual Occurrences
8. Health and Safety
9. Fiscal Management
10. Recruitment and Selection
11. Training
12. Performance Evaluation
13. Code of Conduct
14. Internal Affairs
15. Patrol Function
16. Investigative Function
17. Evidence and Property Control
18. Prisoner Security

WASPC agrees to provide loaned executives and one staff person to conduct the review and provide one copy of the final report to the Lynden Police Chief within 60 days of the conclusion of the on-site assessment, unless an extension is mutually agreed on. The Agency agrees to pay WASPC a fee of \$2,000.00 plus staff time, which is estimated at 60 hours at \$75 per hour, and assessment team expenses.

AGREED:

Name/Title	Date
City of Lynden	

Steve Strachan, Executive Director	Date
WASPC	

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	July 15, 2019	
Name of Agenda Item:	Quarterly Work Plan Update	
Section of Agenda:	Other Business	
Department:	Administration (Leadership Team)	
Council Committee Review:	<input type="checkbox"/> Community Development <input type="checkbox"/> Public Safety <input type="checkbox"/> Finance <input type="checkbox"/> Public Works <input type="checkbox"/> Parks <input type="checkbox"/> Other: _____	Legal Review: <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required
Attachments:	None	
Summary Statement:	Council Retreat Action Item: Quarterly update report for Staff Work Plan. The Work Plan document will be provided at the meeting.	
Recommended Action:	No action required.	

City of Lynden Leadership Team – 2019 Work Plan

Department initiatives <i>(Department activities to support City goals and objectives)</i>	Strategies <i>(How to do it)</i>	Done in 2019	Lead <i>(Who is responsible)</i>	Updates & Modifications
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Administration Department

Promote Organizational Excellence	<ol style="list-style-type: none"> 1. Focus on Building Bridges at Lt 2. Identify organization-wide project. 	No	Mike	Q1: Used wireless voting device to help select Communication behaviors Q2: Continued work on Behaviors.
Solicit formal guidance regarding city growth	<ol style="list-style-type: none"> 1. Advance this question with the Pepin Project. 2. Make part of Council retreat? 	No	Mike	Q1: No progress. Perhaps at Council retreat? Q2: No progress.
Support Peace Health Project	TBD	Yes	Mike	Q1: Peace Health working to find property. Project is a definite “go”. Q2: Contacted hospital several times checking progress. Working on identifying a site.
Schedule and Convene Huddle	<ol style="list-style-type: none"> 1. Schedule 2. Determine if facilitated. 3. Identify outcomes 	Yes	Mike/Vanessa	Q1: Haven’t discussed with LT yet. Q2: Likely to be early fall
Advance electronic agendas for staff and Council.	<ol style="list-style-type: none"> 1. Identify councilmembers 2. Migrate to all Committees 	Yes	Pam	Q1: Electronic agenda’s deployed and being used. Q2: Complete
Identify project to advance citywide computer skills in EOC	<ol style="list-style-type: none"> 1. Survey staff. 2. Prepare EOC space 	Yes	Mike	Q1: No progress. Q2: This task subsumed by another, below.
Identify “wet water” solution.	<ol style="list-style-type: none"> 1. Identify options. 2. Select best candidate. 3. Being implementation in 2019. 	Yes	Mike/Steve	Q1: Hired Chuck Lindsay to identify candidates for surface water retainage. Q2: Identified potential water rights the City might acquire. Working to identify off-channel storage sites in Q3.
Support Park/Rec Dist. Bond for Dickinson/Heusinkveld	TBD	Yes	Mike/Electeds	Q1: This now tied in to Glenning St. property. Q2: Glenning St. property purchased.
Advance \$1.5M legislative request for trail.	<ol style="list-style-type: none"> 1. Coordinate meetings in Olympia. 2. Work with Briahna as she advises. 	Yes	Mike	Q1: In process as a Commerce Dept. request. Also in 21 cent transportation budget. Q2: Trail request in Olympia unsuccessful.
Purge outdated code.	<ol style="list-style-type: none"> 1. Identify sections to delete. 2. Bring to Council through a committee TBD later. 	Yes	Mike	Q1: Bob C. to handle rewrite so they reflect current RCW. Q2: This likely to complete in Q2/Q3.

City of Lynden Leadership Team – 2019 Work Plan

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Advance organization-wide Spring-Cleaning during Earth Day week (April 22).	<ol style="list-style-type: none"> 3. Set week 4. Advertise in advance 5. Solicit suggestions from staff. 	Yes	All?	<p>Q1: No progress. Will begin this April 1.</p> <p>Q2: Second Spring Cleanup held. Spring Chicken Feed with staff at Fire Station.</p>
Implement Drug Testing Policy & Program for Firefighters	<ol style="list-style-type: none"> 1. Review with Fire Chief Billmire. 2. Finalize agreement with drug testing facility for firefighters (per CBA). 3. Implement training and testing with firefighters. 	Yes	Vanessa	<p>Q1: Chief Billmire and Vanessa met with Bostec. Confirmed Bostec is set up as a vendor, and we may begin testing right away for the Firefighters per CBA.</p> <p>Q2: On hold until new HR Manager hired.</p>
Stabilize administrative support for Wellness/LEAF committee.	<ol style="list-style-type: none"> 1. Determine administrative support needs from the committee. 2. Prioritize needs and areas for support. 3. Ensure current documents and financial records are up-to-date. 1. Develop/pursue long-term strategy for support. 	Yes	Vanessa/Pam	<p>Q1: Pam joined the Wellness committee and is providing administrative support. Committee still defining additional areas for support. Financial records and reporting still needs attention.</p> <p>Q2: Using volunteer requests to support events.</p>
Identify path forward on Personnel Policies and Procedures.	<ol style="list-style-type: none"> 1. Prioritize policies to be updated. 2. Update one (or a few) at a time. 3. May take multiple years. 	No	Vanessa	<p>Q1: Approx. 3-5 policies identified.</p> <p>Q2: No progress. Will assign this to new HR Manager.</p>
Develop a draft Strategic Plan to begin Council discussion	TBD	yes	Mike	<p>Q1: This item added after Council retreat in April.</p> <p>Q2: Beginning to vet ideas with Leadership Team.</p>

City of Lynden Leadership Team – 2019 Work Plan

<i>Department initiatives</i> (Department activities to support City goals and objectives)	<i>Strategies</i> (How to do it)	<i>Done in</i> 2019	<i>Lead</i> (Who is responsible)	<i>Updates & Modifications</i>
Coordinate and support inaugural council retreat.	<ol style="list-style-type: none"> 1. Select facilitator. 2. Coordinate interview scheduling, facility rental, etc. 3. Provide “day of” support to facilitator. Manage/coordinate post-retreat debrief and next steps.	Yes	Vanessa	Q1: Facilitator identified; retreat scheduled for April 18; interviews conducted with LT and individual council members. Q2: Conducted retreat. Tangible Outcome circulated 3 times to council/mayor/staff.
Implement Text Archiving	<ol style="list-style-type: none"> 1. Receive leadership approval 2. Send contract for legal review 3. Send to committee 4. Send to council 	Yes	Nic	Q1: Leadership has approved, and the documents have been reviewed by the city attorneys. Q1: Council Approval was given on April 15 th and the contract was signed by the Mayor. Q2: A test rollout of 3 users has been started, and we should be able to go live by the end of August.
Implement Mobile Device Management Solution	<ol style="list-style-type: none"> 1. Setup device infrastructure 2. Recall existing phones and tablets 3. Setup all Police laptops and phones 	Yes	Nic	Q1: Account Setup completed 3/5/2019 Q2: 21 of 80 devices are enrolled in the MDM. 6/11/2019
Implement Security Awareness Training	<ol style="list-style-type: none"> 1. Run baseline phishing campaign 2. Notify users of security training 3. Complete first training campaign 4. Complete first phishing campaign 	Yes	Nic	Q1: Baseline was completed with 20% of users clicking on the simulated phishing email Q1: All users have completed the security awareness training Q2: Ongoing security awareness training has been configured, and all new employees are now setup to take the training within 30 days of starting automatically. (COMPLETED)

City of Lynden Leadership Team – 2019 Work Plan

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Implement Peer to Peer encryption between Police and City Hall	<ol style="list-style-type: none"> 1. Research best solution to provide highspeed encryption 2. Propose to leadership for purchase. 3. Implement 	Yes	Nic	<p>Q1: Research completed. Waiting on quotes for different options. Q2: On hold for additional quote.</p>
Implement Two Factor Authentication for police and police vendors	<ol style="list-style-type: none"> 1. Trial Two factor authentication solutions 2. Test in officer vehicles 3. Purchase and implement 	Yes	Nic	<p>Q1: Trial and testing is completed Q2: 12 of 14 users have been configured and trained. We are holding until two more monitor's arrive in June.</p>
Continue working on EOC networking configuration	<ol style="list-style-type: none"> 1. Allocate old computers to EOC 2. Terminate all connections to punch panel in rack 3. Purchase switching for each desk 	No	Nic	<p>Q1: Desk connections have been terminated. Q2: Workstations have been allocated and temporarily placed.</p>
Replacement computers	<ol style="list-style-type: none"> 1. Purchase 2. Image 3. Schedule with individual computer installs with users 	Yes	Laurie	<p>Q1: 15 Workstations and 11 laptops purchased Q2: 3 workstations and 11 laptops deployed</p>
Longarm Conversion	<ol style="list-style-type: none"> 1. 	Yes	Nic	<p>Q1: Go Live! 01/10/2019 Q1-Q4: Deal with ongoing conversion glitches and bugs</p>

End - Administration Department

City of Lynden Leadership Team – 2019 Work Plan

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Finance Department

Financial Software Conversion	<ol style="list-style-type: none"> 1. Sign Final Contract 2. Schedule kickoff and conversion timetable; coordinate with the other departments 3. Initiate training cycle 	Yes	Anthony	<p>Q1: Set for February conversion start did not happen but, did start conversion in March. Timeline for conversion completed set for October 2019.</p> <p>Q2: Initial data submittals complete. Project on track, system still on schedule to go live in October 2019.</p>
Continue Budget process re-structure using best available practices	<ol style="list-style-type: none"> 1. Outline further improvements to the budget process from last years after action report 2. Communicate with leadership new process 	Yes	Anthony/Stacy	<p>Q1: Some improvements have been implemented while further work is needed. The Budget calendar has been revised to reflect some scheduling improvements.</p> <p>Q2: 2020 Budget on schedule. Process improvement revisions have been implemented.</p>
Improve performance reporting	<ol style="list-style-type: none"> 1. Improve forward looking forecast and deep dive analysis 2. Incorporate reporting from new software 	Yes	Anthony	<p>Q1: Some reporting improvements have been implemented and the feedback from the Council has been very positive. Departmental reporting and the deep dive analytics we are moving towards will not be ready until the new software is implemented.</p> <p>Q2: Ad hoc informational reporting has been incorporated into our process.</p>
Re-structure Capital Asset tracking and metrics	<ol style="list-style-type: none"> 1. Improved asset tracking spreadsheet 2. Improve replacement budgeting process 	No	Anthony/Stacy	<p>Q1: No progress, new software has priority. Re-scheduled for 2Q.</p> <p>Q2: Modified Capital Asset sheets used for the 2020 Budget and will be the Vaseline for developing a true Strategic Plan.</p>
Initiate Policy Review and Rewrite	<ol style="list-style-type: none"> 1. Review and prioritization of rewrites 	No	Anthony/Linde	<p>Q1: Procurement and credit card policies already identified as priorities. Travel policy has been re-written and the Resolution updating the policy goes to Council April 15th.</p> <p>Q2: Travel Policy was approved by Council and per diem rates updated. Procurement Policy is a work in progress, Credit Card Policy re-write near completion.</p>
Continued training and professional development within the department	<ol style="list-style-type: none"> 1. Encourage and continue professional training 2. Knowledge share and cross training development 	No	All	<p>Q1: Registered for first training classes in February. Entire department completed the SAO's "BARS Cash Basis" training and IT's "KnowBe4" cybersecurity training.</p> <p>Q2: Remainder of the training time and resources in 2019 will be focused on the new software along with our processes around the system. Further cross training once the new system is in place.</p>

End - Finance Department

City of Lynden Leadership Team – 2019 Work Plan

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Fire Department				
Maintain department stability	1. Monitor need for AC position vs staffing with floater and impact on OT	Ongoing	Mark	Q1: Monitoring time in meetings, office, training, Duty Officer, personal time. – what’s not getting done?
Formalize leadership role in emergency preparedness	1. The Fire Chief to all DEM meetings 2. Take over any training/plans/scenarios for emergencies.	Ongoing	Mark	Q1: Attended WC LEPC meeting, participated in emergency declaration after action, reviewed all alerts from WC EM.
Assess and determine needs for City EOC, equipment, resources, logistics, staffing	1. Visit other EOC’s of similar size cities, collect information regarding their process & timeline for implementation	Ongoing	Mark	Q1: Did walkthrough of WC EOC during recent Mass Casualty tabletop.
Recruit Volunteers	1. Review volunteer program regarding certs, training, staffing, use, pay – explore part-time vs volunteer to improve recruitment and retention	Ongoing	Mark/Officers	Q1: Reviewed participation via timesheets following recent staffing decision changes – OT went down and Vol hours went up.
Public Safety/Education classes, tours, training	1. Community CPR classes 2. Station tours 3. Extinguisher classes 4. School programs	Ongoing	Chief	Q1: Held first community CPR class on 2/6, had 8 students. Have 10 signed up for 4/3 class.
Fire Prevention Inspection program	1. Expand inspection program to include duty crews for pre-identified occupancies	Ongoing	Mark/Officers/FM crews	Q1: List created of top 12 businesses, crews will begin walkthroughs beginning in April.

City of Lynden Leadership Team – 2019 Work Plan

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Develop Department Leadership	1. Determine viable succession plan to include training recommendations, education, mentoring, delegation, update job descriptions	Ongoing	Mark/Training Officer	Q1: Continue to push out officer training opportunities, officer meetings, leadership topics.
Develop a plan to cover the east part of Lynden	1. Look at covering East Lynden, manning Northwood Station career/volunteers, 5 th ALS unit location, review call volume data for viability, possible mutual aid agreement	Ongoing	Mark/Officers	Q1: Had discussion with NWFR regarding station 72, continue to review mutual aid data for that area.
Develop a plan on replacing apparatus and how to pay for it.	1. 10 to 20-year replacement. Spread sheet. Ladder truck a priority, look for funding options – grants, impact fees, lease options	Ongoing	Mark/Officers	Q1: Reviewed 2016 comprehensive plan and previous spreadsheet for current replacement schedule.
Fire Station needs analysis	1. Analysis of current station layout/logistics for apparatus, locker room, sleeping quarters, kitchen, offices, storage, parking	Ongoing	All FD personnel	Q1: Have had discussions with crews/Sandi regarding layout, needs. possible changes.

City of Lynden Leadership Team – 2019 Work Plan

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<i>Department initiatives</i> <small>(Department activities to support City goals and objectives)</small>	<i>Strategies</i> <small>(How to do it)</small>	<i>Done in</i> <small>2019</small>	<i>Lead</i> <small>(Who is responsible)</small>	<i>Updates & Modifications</i>
Image Trend implementation and data transfer	1. Work with WC EMS and City IT to manage switchover from Emergency Reporting to Image Trend. Determine need to retain Emergency Reporting	2019	Mark/Sandi/IT	Q1:Had second implementation meeting with Jeremy, Sandi is working with him to enter employee info into system.
Monthly Report	1. Analyze alternative means of collecting run data – CAD, Emergency Reporting, Image Trend, to reduce or eliminate manual entry	2019	Mark/Sandi	Q1:Expanded reports used for monthly report – graphs for time of day and day of week.
File reorganization	1. Organize and purge old computer files on G Drive	2019	Mark/Sandi/Crews	Q1:Started, personnel contacted to begin deleting old files.
AlertSense exercise	1. Conduct 2 AlertSense simulations	2019	Mark	Q1:Used AlertSense during last month’s snow events.

End - Fire Department

City of Lynden Leadership Team – 2019 Work Plan

Department initiatives <i>(Department activities to support City goals and objectives)</i>	Strategies <i>(How to do it)</i>	Done in 2019	Lead <i>(Who is responsible)</i>	Updates & Modifications
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Parks Department

YMCA pool resurface project/Funding from Rec. District	1. Keep Rec. District involved in funding	Yes	Vern	Q1 Rec. District still committed to participating Q2 Project scheduled for July
Develop a plan for the Benson park property	1. Develop a plan and timeline for development of Benson Park	No	Vern	Q1- No progress Q2- No progress; but hoping to at least get a base line idea by the end of the year
Tennis Court upgrades	1. Finalize a yes or no on continuing use of courts	Yes	Vern	Q1. Still waiting to hear from the Middle School on whether theirs will be open to the public Q2 Will be requesting direction from Parks Committee on how or if to proceed
Park & Trail Master Plan	1. Work with planning on finalizing the Parks & Trail Master Plan in 2019	Yes	Vern, Dave, Heidi	Q1 Survey completed by Dave Q2 No action this quarter
Determine the viability of light upgrades for the ballfields	1. Continue investigating possibilities for upgrades to field lighting	No	Vern & Robert	Q1 No further progress Q2 Ditto
Develop the Aaron Drive park property	1. Install sports court and picnic tables, and benches	Yes	Vern	Q1 Will be getting estimates for the sports court this spring Q2 Benches installed
Berthusen Park upgrades Barn lighting and entry & Replace first Restroom	1. Install new lighting and an entry door to the barn. 2. Replace first restroom	Yes	Vern	Q1 New lights installed. Door to be installed this spring Q2 Working with PW to complete the restrooms in the fall & a Boy Scout will be using the door project as his Eagle Scout project
Begin process of succession for Parks Director	1. Develop a plan for succession	No	Vern/Mike	Q1 No progress Q2 Ditto
Install retaining wall at the New Middle School trail	1. Complete installation of retaining wall at New Middle School trail	No	Vern/Mark	Q1 Scheduled for completion this spring Q2 About ¾ complete

City of Lynden Leadership Team – 2019 Work Plan

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Trail Maintenance/Rebuild	1. Develop a plan and process for maintaining and rebuilding sections of existing trails	Yes	Vern & PW	Q1 No progress or plans yet Q2 Ditto
Trail Planning extensions	1. Begin discussion on which sections to be extended next and plan for future extensions to the trail	Yes	Vern & Planning	Q1 Had initial meeting on future trail extensions Q2 Initial preliminary trail plan developed with Planning
Dickinson Property Planning	1. Develop the plan for future development of the park portion of the property	Yes	Vern &	Q1 Waiting on determination of usage by Dept. of Ecology Q2 Ditto
Rec District Bond 2019	1. Work with the District to forward their plan for a bond issue to completion	Yes	Vern	Q1 Final decision to have a bond issue for 3 mil. Starting to work on forming a promotions committee. Q2 District approved resolution to add bond to the ballot in November
Rotary Project	Working with a committee to implement the plans to install climbing rocks, basketball courts etc. at Bender	?	Rotary committee	Q2 Fund raising a great success so far. Waiting to have permits approved.

End - Parks Department

City of Lynden Leadership Team – 2019 Work Plan

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Planning Department

Process: Create Hearing Examiner process	<ol style="list-style-type: none"> 1. Redline relevant code sections 2. Research other jurisdictions 3. Take to CDC 4. Create and advertise a RFP 5. Seek approval for code revisions 6. Select hearing examiner 	Yes	Heidi	2018: Workshopped with Planning Commission. Returned to CDC with legal input. Edits not yet completed. Q1: Dusted off document. Legal clarification from BC re process. Q2:
Pepin Creek: Zoning Standards and Design Standards	<ol style="list-style-type: none"> 1. Zoning code and design standards drafted 2. Workshops and feedback collected. 3. Adoption process. 	Yes	Heidi	Q1: Completed! Zoning standards adopted 1-24-19. City-wide Residential Design Standards adopted 3-4-19.
Pepin Creek: Subarea Plan, Flood Hazard Overlay, and Subarea Plan	<ol style="list-style-type: none"> 1. Identify zoning and density targets for NW UGA 2. Public participation. 3. Environmental Review 4. Subarea plan Completion (land use) 5. Financial Plan Completion 6. Extend Moratorium 7. Transportation Plan Completion 8. Design Standards Completion 9. Lift Moratorium with Conditions 	Yes	Heidi	Q1: Zoning targets identified in 2018. Daft released 9-12-18. Moratorium extended until Sept 2019. Unit potential recalculated after zoning category changes. Zoning layout and circulation workshopped and discussed in more detail. Q2: Sub-Area plan document remains in draft form until financial mitigation study reaches completion. Transportation network revisited as creek realignment engineering is studied. Flood Hazard Overlay brought to 6-20-19 open house.

City of Lynden Leadership Team – 2019 Work Plan

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<i>Department initiatives</i> <i>(Department activities to support City goals and objectives)</i>	<i>Strategies</i> <i>(How to do it)</i>	<i>Done in 2019</i>	<i>Lead</i> <i>(Who is responsible)</i>	<i>Updates & Modifications</i>
Pepin Creek: Financial Mitigation Study	<ol style="list-style-type: none"> 1. RFP and Selection process for consultant 2. Budget and scope negotiations 3. Study process 4. Adopt findings 5. Lift Moratorium 6. Implement SEPA fees 7. Implementation of LID 	No	Heidi	<p>Q1: Consultant selected. Budget and scope completed. Contract agreement with Berk Consulting signed. Kick-off meeting scheduled for April 3.</p> <p>Q2: Scope of SEPA mitigation and LID studies defined. Area of proposed benefit identified. Cost estimates received from engineering team 6-10-19.</p>
Downtown: Address sidewalk encroachments, outdoor dining, merchandise display.	<ol style="list-style-type: none"> 1. Create Outdoor Dining Permit process 2. Revise code to address current sidewalk use / needs. 3. Advance 4th Street design concepts 4. Identify funding sources (grants) 	Yes	Heidi	<p>Q1: Code revisions drafted in 2018. No progress in Q1.</p> <p>Q2: Met with DBA representatives about bike rack installation.</p>
Revise the South HBD plan	<ol style="list-style-type: none"> 1. Review existing plan 2. Confirm Policy Guiding Development 3. Stakeholder meetings 4. Identify incremental steps 	Yes	Heidi	<p>Q1: No progress.</p> <p>Q2: Currently no pending applications in this area. South HBD plan revision put on hold.</p>
Update the Park and Trails Masterplan	<ol style="list-style-type: none"> 1. Conduct review of existing plan 2. Public surveys and stakeholder participation 3. Draft plan 4. Stakeholder review 5. Public participation 6. Committee review 7. Adoption 	No	Heidi	<p>Q1: Review of existing plan completed. Online public survey completed with 1,000+ responses. Focus group on trails met. New trails plan completed.</p> <p>Q2: Developed draft outline of the plan document and began drafting content.</p>

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Create Impact Fee Deferral Program (and shift TIF responsibility to Public Works)	<ol style="list-style-type: none"> 1. Finalize changes to Title 3 2. Coordinate with PW as needed. 3. Bring to Committee 4. Legal review 5. Council Adoption 	Yes	Heidi	<p>Q1: No progress. Q2:</p>
Code Update: Short Term Rentals	<ol style="list-style-type: none"> 1. Draft code update related to STR's 2. Legal review 3. Bring to CDC 4. Public participation 5. Bring to PC 6. Bring to Council for adoption 	No	Heidi	<p>Q1: No progress Q2: No progress. Move to 2020 workplan.</p>
Participate in Buildable Land Program	<ol style="list-style-type: none"> 1. Meet with Planners Group and the County consultant 2. Develop strategy to collect data 3. Collect, format, and submit data as required by July 2019. 	Yes	Heidi	<p>Q1: Met with Community Attributes, Inc (the consultant for the County) for kick-off meeting, interviews regarding Lynden issues, and interview results meeting. Next meeting scheduled for May. Q2: Monthly meetings with Whatcom County planners. Methodology document drafted. Data collection tools created. Concepts for continued assistance from CAI floated among planners. Plat area requirements implemented in platting process.</p>

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Develop Historic Preservation Printed Materials (with grant funding)	<ol style="list-style-type: none"> 1. Hire a consultant 2. Develop materials 3. Vet with the Lynden Historic Preservation Commission (LHPC) 4. Review product draft with CDC 5. Revise as needed 6. Print 7. Request reimbursement 	Yes	Heidi / Dave	<p>Q1: RFP published. Resulted in one proposal from the previous Historic Pres. consultant, Northwest Vernacular. Contract signed.</p> <p>Q2: Northwest Vernacular met with LHPC for strategy session. Draft language developed for materials. Meeting planned for July to discuss draft with LHPC.</p>
Census 2020	<ol style="list-style-type: none"> 1. Get up to speed with responsibilities 2. Participate in New Construction Program 3. Assign and delegate as needed 	No	Heidi	<p>Q1: Regional kick-off meeting planned for May 1.</p> <p>Q2: Attended May 1st kick off. Registered the City for Census Bureau's New Construction Program.</p>

End - Planning Department

City of Lynden Leadership Team – 2019 Work Plan

<i>Department initiatives</i> <i>(Department activities to support City goals and objectives)</i>	<i>Strategies</i> <i>(How to do it)</i>	<i>Done in 2019</i>	<i>Lead</i> <i>(Who is responsible)</i>	<i>Updates & Modifications</i>
Police Department				
Active Threat Updates – Annual Training and System Testing	<ol style="list-style-type: none"> 1. Determine type of threat 2. Establish timeline for dept. training and system testing 3. Interact & train with all City Departments, Municipal Court, City Council. 	Ongoing	Lt. Bos Sgt. Martin Sgt. Beld	<p>Q1: L. T. determined threat subject matter as “Active Shooter.”</p> <p>Q2: Plan and schedule panic buttons in City offices</p>
Finalize frequency usage with WhatComm and NW Communications	<ol style="list-style-type: none"> 1. Countywide agency collaboration on jurisdiction of frequency usage 2. Program radios 3. Implement plan 	yes	Chief Lt. Bos	<p>Q1: Still pending. WCSO approved 3 mo. extension for low band. Awaiting info from NW Communications for repeater equipment update at Sumas Mt.</p> <p>Q2: WCSO has opened the crossband repeater. Confirm frequency and program radios.</p>
Broaden Community Relations (lower crime rate)	<ol style="list-style-type: none"> 1. Meet with schools for education/PR opportunities 2. Increase communications regarding threat assessment 3. Work on annual table top exercise 	Ongoing	Chief Lt. Bos	<p>Q1: Two Mtgs completed. PD personnel now with prox. card access for all LC and Lynden schools. First of many mini table top exercises completed 3-19-19. Lynden Watch Program – 1st mtg with interested citizens completed April 10</p> <p>Q2: Continue implementing program and add \$10,000 in 2020 budget.</p>
Pursue Operation Stonegarden 2017 & 2018 Grants	<ol style="list-style-type: none"> 1. Use overtime allocations to promote BP Mission 2. Application of 2019 grant 3. Meet with USBP, WCSO, and other LE agencies to establish allocations 4. Complete Sub-recipient agreement, and obtain Mayor’s signature 	Ongoing	Chief Lt. Bos Holly	<p>Q1: Border Patrol County Wide Ops planning completed 3-6-19.</p> <p>Q2: Workshop completed on April 23rd for 2019 Grant preparation. Begin to schedule shifts to use 2017 funding.</p>

City of Lynden Leadership Team – 2019 Work Plan

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<i>Department initiatives</i> <i>(Department activities to support City goals and objectives)</i>	<i>Strategies</i> <i>(How to do it)</i>	<i>Done in 2019</i>	<i>Lead</i> <i>(Who is responsible)</i>	<i>Updates & Modifications</i>
Re-establish Bicycle Patrol	<ol style="list-style-type: none"> 1. Solicit Volunteers 2. Purchase Officer Equipment 3. Upgrade Bicycle Equipment 	yes	Sgt. Martin Lt. Bos	<p>Q1: Sergeants soliciting interest from officers for coordinator.</p> <p>Q2: Officer Fiksdal identified as potential new coordinator.</p>
Evidence Room Purge, Inventory & Reorganization	<ol style="list-style-type: none"> 1. Identify timeline 2. Determine weekly schedule 3. Purge, Inventory 4. Reorganize and reposition items 	Ongoing	Holly Lt. Bos Chief	<p>Q1: Meeting scheduled for transition from Chief to Lt.</p> <p>Q2: Transition to be completed from Chief to Lt. prior to purge.</p>
Evidence Room Security Update	<ol style="list-style-type: none"> 1. Identify weak links in chain of evidence physical security 2. Identify necessary equip/packaging materials 3. Prepare list of priorities 4. Purchase and upgrade 	yes	Lt. Bos Holly	<p>Q1: On hold for above process.</p> <p>Q2: Training completed. Cost of new equipment and supplies being generated.</p>
Policy Manual Update and Revision	<ol style="list-style-type: none"> 1. Lexipol contact and contract 2. Meet with rep. for new version 3. Proofread and edit 4. Push out new version 	yes	Lt. Bos Chief	<p>Q1: Contract approved and signed. Met with rep telephonically, 1st introductory meeting completed.</p> <p>Q2: Lexipol rep. identified. Preliminary discussions on transition completed.</p>
Records Case File Purge Ongoing annual effort	<ol style="list-style-type: none"> 1. Identify records eligible for destruction per retention schedule 2. Destroy and document 	Ongoing	Holly Dawn Sharon	<p>Q1: On hold due to work load and Longarm cutover.</p> <p>Q2: Remains on hold.</p>
Lynden Watch Program (Lower Crime Rate)	<ol style="list-style-type: none"> 1. Establish city “beat” map 2. Generate protocols 3. Confirm volunteer list 4. Meet with volunteers 5. Meet with Chamber and Bus’s 6. Launch program 	Ongoing	Lt. Bos Chief	<p>Q1: Map and rough draft of flyer completed. Initial public meeting held.</p> <p>Q2: Program role out continues with additional meetings scheduled. Policy and procedures pending. \$10,000 proposed for inclusion in 2020 budget.</p>

City of Lynden Leadership Team – 2019 Work Plan

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Department initiatives <i>(Department activities to support City goals and objectives)</i>	Strategies <i>(How to do it)</i>	Done in 2019	Lead <i>(Who is responsible)</i>	Updates & Modifications
Longarm Transition	<ol style="list-style-type: none"> 1. Work with CompuWork for data migration. 2. Test Longarm Execution 3. Training 4. Go live date established 	yes	Chief Holly Nic	<p>Q1: Cut over complete, ongoing training, smooth transition thus far. Implemented department wide.</p> <p>Q2: Additional training requested from BPD for more efficient use of system.</p>
Improve monthly stat report	<ol style="list-style-type: none"> 1. Input on data req'd by P.S. Committee 2. Determine Longarm and CAD search criteria 3. Training as required 4. Formatting ideas w/fire 5. Improvement on final product 	yes	Chief Lt. Bos Holly	<p>Q1: Obtain data from CAD, time of day, day of week. Working on graphs and consistent formatting with FD. Checking with BPD and Longarm reports/types of crime.</p> <p>Q2: Research mapping availability, awaiting additional specific requests from PS Committee.</p>
Fill officer position (reduce OT)	<ol style="list-style-type: none"> 1. Establish timeline 2. Open for applications 3. Oral interviews 4. Civil Service certify list 5. Conditional offer 6. Background completed 7. Hiring decision 8. Mayoral approval 	yes	Lt. Bos Holly Chief	<p>Q1: Testing completed, list certified, candidate selected, background in progress.</p> <p>Q2: This section of the work plan completed and can be deleted at Q3 following Council report given on July 15th. Following field training, this officer will fill in behind officer who has been deployed to the southern border by the military.</p>
Retrofit Locker room benches with Trex. or equiv. material	<ol style="list-style-type: none"> 1. Determine material cost 2. Communicate with P.W. 3. Request Work order 4. Finalize work 	yes	Lt. Bos Sgts.	<p>Q1: Researched material and cost estimated at \$600.</p> <p>Q2: pending approval and go-ahead by new interim chief.</p>

End - Police Department

City of Lynden Leadership Team – 2019 Work Plan

Department initiatives <i>(Department activities to support City goals and objectives)</i>	Strategies <i>(How to do it)</i>	Done in <i>2019</i>	Lead <i>(Who is responsible)</i>	Updates & Modifications
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Public Works Department

<p>Advance Pepin Creek Riparian Corridor Project and Related Street Improvements</p> <p><i>Note: 2016 & 2018 Legislative (Commerce) funding for this project (*)</i></p>	<ol style="list-style-type: none"> 1. Finalize DOE Downstream Grant/Loan Agreement 2. Complete Preliminary Design Report VE Alternatives. (Preferred Alternative and Cost) 3. Provide support to Financial Mitigation Study. 4. Look for additional funding for construction 5. Work with WSDOT/County on Badger Rd culvert replacement. 6. Award and construct FHWA Intercept Ditch 7. Complete design the Main Street Bridge/Culvert 8. Acquire Dowstream Property (Dickinson & Erdmann) 	1-6 Yes	Steve B.	<p>Q1: Approved Scope & Budget for R&E to complete technical review of Value Engineering Alternatives</p> <p>Q1: Discussions with DOE use of Downstream Stabilization grant/loan for design and purchase of property for high flow bypass.</p> <p>Q1: Closed on purchase of Dickinson Property.</p> <p>Q1: Completed RCO Waiver of Retroactivity for Dickinson Property</p> <p>Q1: Completed Level 1 Environmental Review for Dickinson Property</p> <hr style="border-top: 1px dotted black;"/> <p>Q2: Erdmann Property: completed property appraisal</p> <p>Q2: Erdmann Property: completed Level 1 environmental evaluation.</p> <p>Q2: Some project design work placed on hold pending VE Scenario Evaluation</p> <p>Q2: R&E completes Draft Pepin Creek Relocation Scenario Evaluation Report and meets with staff June 21st. Discussed pros and cons of alternatives and phasing potential for alternatives.</p> <p>Q2: Met with WSDOT (Damatio & Beirs) to discuss planned fish barrier removal projects. Dufner Ditch crossing at Guide Meridian (SR-539) highlighted.</p> <p>Q2: Reviewing options for \$3M Commerce Loan</p> <p>Q2: Drafted Emergency Response Plan (ERP) This is a WSDOT/FHWA requirement.</p> <p>Q2: Conducted Open House at Fisher School on June 20th to review ERP (another FHWA-ER funding requirement)</p>
<p>Riverview Rd Gap Project</p> <p><i>Note: 2015 Legislative funding for this project</i></p>	<ol style="list-style-type: none"> 1. Ribbon-Cutting & Project Closeout. 2. Coordination with adjacent property development. 	Yes	Mark S.	<p>Q1: Ribbon-cutting held on March 21st</p> <p>Q1: Opening to traffic first week of April</p> <hr style="border-top: 1px dotted black;"/> <p>Q2: Opened to Traffic, with stop sign at 6th</p> <p>Q2: Wetland work (south side) on hold pending suitable weather for planting/restoration.</p>

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<p>Darigold Industrial Condensate Line Project</p> <p>Note: 2015 Legislative funding for this project</p>	<ol style="list-style-type: none"> 1. Complete North South Segment and connect to Riverview (small works). 2. Complete design and Construct Stormwater Line to Fishtrap (Track removal & new fire hydrants) 3. Advertise and Award Stormwater Line. 4. Coordinate construction schedule with adjacent businesses. 5. Design and Permitting for Nooksack Outfall across from Water Intake 6. Award Construction Contract for Outfall. 	Yes	Mark S.	<p>Q1: Phase 1(Riverview) and 2 (North-South) in service.</p> <p>Q1: Met w/ Darigold and other businesses to review 90% design for stormwater relocation.</p> <p>Q1: Coordinated with Verizon on utility pole relocation.</p> <p>Q2: Depot Stormwater: Finalize Form 05-05 for Dept. of Commerce and Archeological and Historic Preservation.</p>
<p>7th Street Reconstruction Project</p> <p>Note: TIB Funding for resurfacing.</p>	<ol style="list-style-type: none"> 1. Complete Design 2. Coordinate schedule with DBA/Chamber to minimize business impacts. 3. Advertise and award construction contract. 4. Complete construction. 5. Ribbon-cutting. 	Yes	Mark S.	<p>Q1: Coordination with DBA and adjacent businesses on street/parking layout and 7th Street Parking Lot</p> <p>Q1: Presented 7th Street preliminary Design to PW Committee C</p> <p>Q2: Submitted "Authorization to Bid" Form to Transportation Improvement Board (TIB) to allow advertising for bids in mid-July</p>
<p>17th Street Gap Elimination Project</p> <p>(North to Main St.)</p>	<ol style="list-style-type: none"> 1. Complete Design & permitting. 2. Advertise and Award Construction Contract 3. Construct project. 4. Ribbon-cutting 		Mark S.	<p>Q1: Met w/ adjacent property owners (Cummins) to discuss alignment and coordination with future lot development</p> <p>Q1: R&E Scope and Budget under review.</p> <p>Q2: Authorize R&E to start design.</p> <p>Q2: Worked with attorney to draft paperwork to allow moving dedicated ROW 8 feet to the west at the request of the Timmerman/Cummins family.</p>

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Foxtail Street Gap Elimination Project (Design)	<ol style="list-style-type: none"> 1. Complete Preliminary Design. 2. Discussions with property owner 		Mark S.	Q1: No progress this period Q2: Executed scope and budget with R&E. Preliminary design underway to provide budgetary estimate for 2020 budget discussions.
W. Main Street Improvements	<ol style="list-style-type: none"> 1. Complete Design (STP-R funded) 2. Initiate required property acquisition. 3. Apply for STP-R Construction funding for roundabout 	Yes	Mark S.	Q1: No progress this period Q1: Received STP-R Application from WCOG Q2: Application submitted with presentation to WCOG on May 23 Q2: WCOG Transportation Technical Advisory Group (TTAC) votes and recommends \$800K of FY 2022 Surface Transportation Grant Funding on June 27 th . Board approval expected at July 10 th Transportation Policy Board Meeting.
W. Front Street Revitalization (Design)	<ol style="list-style-type: none"> 1. Apply for EDI Grant/Loan Funding. 2. Complete Preliminary Design. 3. Coordinate with adjacent planned industrial development. 		Mark S.	Q1: Received approval of Federal Classification – Minor Arterial Q1: Selected preferred design from alternatives provided by engineer. Q1: Met with Developer on south side Front St. to coordinate project with future development. Identified ROW dedication requirements. Q1: Downloaded County EDI Application Q2: Sent letter to other property owners on south side and received signed response agreeing to donate ROW. Q2: Staff drafting Whatcom County EDI Loan Grant Application

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Major Park and Trail Improvements	<ol style="list-style-type: none"> 1. Closeout – Fisher Trail 2. Complete School and Vandergriend property acquisition for Depot to 8th Street Trail 3. Advance design of Depot to 8th Street Trail 4. Complete remediation of old water tank site on School District Property (small works) 5. Pursue construction funding in 2019 Legislative session for Depot to 8th Street Trail 6. Reimburse Dickinson Park with DOE grant/loan funds 7. <u>ADDED</u>: Glennig Street Playground Acquisition. 	Yes	Mark S.	<p>Q1: Fisher Trail is closed out.</p> <p>Q1: Closed on School Property Swap – March 29</p> <p>Q1: Submitted Capital Request paperwork</p> <p>Q1: 90% Design of old tank site remediation completed.</p> <hr/> <p>Q2: Tank Site Remediation. Advertised for small works bids but no bids received on 6/18/19. Modified bid package per conversations with bidders (too busy) and re-advertised with bid opening scheduled for July 8th.</p> <p>Q2: Depot to 8th Street Trail. No legislative funding received in 2019 session</p> <p>Q2: Dickinson Park. Purchase of property included in scope of grant loan agreement and eligible for \$500k grant.</p> <p>Q2: Level 1 Environmental Assessment completed for Dickinson Park.</p> <p>Q2: Level 1 Environmental Assessment completed for Glennig Playground.</p>
Resurface YMCA Pool	<ol style="list-style-type: none"> 1. Advertise and Award Small Works Repair Contract 2. Complete Pool Repair 	Yes April-May 2019	Steve B.	<p>Q1: Completed design package with help of ECNW Pool Engineer.</p> <p>Q1: Request for Proposals Issued to Small Works Roster.</p> <hr/> <p>Q2: Opened proposals and City Council awarded contract to Anderson Poolworks for \$202,325 including piping repairs.</p> <p>Q2: Pool emptied on June 28 contractor to begin work July 8th to be completed by August 2nd.</p>
Demolish Old Water Treatment Plant and Prepare for Future Use	<ol style="list-style-type: none"> 1. Finish Bid Documents for Demolition Contract 2. Sell salvageable equipment 3. Award Demolition Contract 4. Complete Demolition 	1-4 Yes	Mark S.	<p>Q1: Conducted “Garage Sale” for surplus equipment on March 30.</p> <p>Q1: Design for Demolition 90% complete.</p> <hr/> <p>Q2: Bid awarded recommended to Tiger Construction at July 1 City Council Meeting.</p>

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WWTP Outfall and Other WWTP and Wastewater Upgrades	<ol style="list-style-type: none"> 1. Complete DOE Loan Agreement for WWTP Outfall 2. Advertise and Award Contract (Outfall) 3. Complete construction (WWTP Outfall) 4. Pump Station #3 Generator installed. 5. Overhaul Pump Station #12 6. Replace one Oxidation Ditch rotor and cover 7. Cured in Place Sewer Main repair BC to 10th Street. 	Yes	<p>Steve B.</p> <p>Mark S.</p> <p>Tami A</p> <p>Tami A.</p>	<p>Q1: Permits have been obtained for PS #3 generator installation (incl. Shoreline Permit)</p> <p>Q1: Oxidation ditch rotor and cover are ordered and onsite.</p> <p>Q1: Resolution 996 adopted at March 18 City Council authorizing use of DOE Loan for WWTP Outfall</p> <hr/> <p>Q2: DOE Loan Agreement for WWTP Outfall fully executed April 3, 2019</p> <p>Q2: Pump station #3 Generator installation complete. Fence and landscaping remaining.</p> <p>Q2: Pump Station #12 put out to bid on small works roster.</p> <p>Q2: Pumps, hatches and accessories ordered for PS #12 upgrade.</p> <p>Q2: Schedule Oxidation ditch rotor/ cover replacement (in-house) for July.</p> <p>Q2: WWTP Outfall. Contract awarded to Strider Construction for \$1,013,844.90 by City Council on May 6th. Preconstruction meeting held on May 31st.</p>
Guide Meridian Sewer Lift Station	<ol style="list-style-type: none"> 1. Identify best site. 2. Complete Design. 3. Work with adjacent developable properties. 	Yes	Steve B./Tami A.	<p>Q1: Scope and Budget by BHC under review</p> <hr/> <p>Q2: BHC Professional Service Contract executed.</p> <p>Q2: Obtained property owner (Fishtrap LLC) permission for property access.</p> <p>Q2: Survey, geotech, archeological investigation in progress</p>
<i>Pursue Additional Water Rights (Q_a) & "Wet Water"</i>	<ol style="list-style-type: none"> 1. Works with City Attorney on Water Rights Issues including final Water System Plan. 2. Retain Technical Team to explore potential off-channel storage and other "wet water" alternatives. 3. Schedule Quarterly DOE Meetings 	Yes	Steve B.	<p>Q1: Entered Agreement with consultant team (AES/R&E) to study three off-channel storage locations and other water rights.</p> <p>Q1: Conducted 1st Quarter DOE/DOH Meeting</p> <hr/> <p>Q2: Hosted 2nd Quarter DOE/DOH Meeting 5/20 at Lynden. Provided tour of Pepin</p> <p>Q2: Met with AES/R&E team to discuss upstream AG water rights on 6/5.</p> <p>Q2: Continue to follow WRIA process related to water rights to identify possible benefits to Lynden and other small cities.</p>
Improve the Water System Customer Reliability	<ol style="list-style-type: none"> 1. Adjust Water Booster Pump controls for improved and consistent water pressure 	Yes	Tami A.	<p>Q1: Finalized QCC scope and budget for new controls for booster pump stations.</p> <hr/> <p>Q2: Completed update to PLC and controls for both pump stations (3Mg and 6Mg). Waiting for drawings and control strategy documentation.</p>

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Succession Planning	<ol style="list-style-type: none"> 1. Recruit new Plant's Superintendent 2. Fill vacant Systems Maintenance Worker position 3. Review and update plant desk guides and procedures 	Yes	Steve B. (w/ HR)	Q1: Advertisement out for Plant Superintendents Q1: Advertisement out for Maintenance Worker Q2: Hired Mike Kim as Plant Superintendent. Began work 6/3 Q2: Hired Jon VanMersbergen, Maintenance Worker. Began work 6/3 Q2:
Complete Comprehensive Planning for Utilities	<ol style="list-style-type: none"> 1. Respond to agency comments on Water System Plan Update 2. Adopt Water System Plan Update. 3. Complete Stormwater Plan for City Adoption. 	Yes	Steve B.	Q1: Provided updated data (2015-2019) to RH2. Q1: Signed amendment with RH2 to update plan thru 2018 data and respond to agency comments. Q1: Reviewing Final Draft Stormwater Comp Plan Q2: Updates to Water System Plan completed including financial through 2018.
Other Major Street Improvement Design Projects	<ol style="list-style-type: none"> 1. Update design for Bradley and Line Road – focus on pedestrian access. 2. Renew discussions with private utilities along Bradley Road. 3. Design Judson Street LID Project. 	Yes	Mark S.	Q1: No Action this Period. Q2: DOE Grant Agreement signed for Judson Street Low Impact Development Design.

End - Public Works Department

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	July 15, 2019	
Name of Agenda Item:	Parks Committee Minutes	
Section of Agenda:	Other Business	
Department:		
Council Committee Review:	Legal Review:	
<input type="checkbox"/> Community Development <input type="checkbox"/> Public Safety	<input type="checkbox"/> Yes - Reviewed	
<input type="checkbox"/> Finance <input type="checkbox"/> Public Works	<input type="checkbox"/> No - Not Reviewed	
<input checked="" type="checkbox"/> Parks <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Review Not Required	
Attachments:		
Draft Parks Committee Minutes June 17, 2019		
Summary Statement:		
See Next Page		
Recommended Action:		
For Council Review		



PARKS DEPARTMENT
Vern Meenderinck, Parks Director
(360) 354 - 6717

PARKS COMMITTEE MINUTES

June 17, 2019

1. Roll Call:

Members Present: Ron De Valois, Mark Wohlrab, Nick Laninga

Staff Present: Mayor Korthuis, Mike Martin, Vern Meenderinck, Nancy Norris

2. Action Items:

A. **Approval of minutes from May 20, 2019**

DeValois motioned to approve the minutes, Wohlrab seconded the motion.

Action: The minutes from May 2019, 2019 were approved

B. **Approve use of Cap. Reserve funds for Berth. \$200,000 to build a new restroom, and approx. \$30-35,000. to remove the old restroom.**

Parks Committee approved the use of Cap. Reserve Funds for the demolition and construction of the first set of restrooms at Berthusen Park. Construction would take place in October 2019 after the facility rental season has come to an end.

C. **Approve adjustment in rent for June for the Concessionaire.** The Bender Concessionaire asked if her lease of \$200 for the month of June could be reduced, citing over half the month there is very little field use.

Action: Wohlrab motioned to reduce the fees for the concession lease for the month of June to half (\$100). Laninga and DeValois concurred.

3. Information items:

A. **Discussion regarding future YMCA plans**

In 2018 Bill Ziels Director of the YMCA presented to the Parks Committee a proposal report and plan to renovate the Lynden YMCA. The report estimated the cost to be an approx. \$8 million renovation project at the existing location. It was noted to build a brand new YMCA at another location would cost approximately \$30 million.

The City was going to reach out to the Rec. District and Schools regarding upcoming bonds, large community project and funding resources.

Today's phone conference with Bill Ziels (Whatcom County YMCA Director) focused on how other YMCA's in other communities funded a new YMCA facility. The communities of Stanwood and Skagit were used as an example, both facilities were funded with Private Donations, State Funds, and the YMCA, no public funds were used.

The question on the table "would the funding of a new YMCA or renovating the current YMCA come from the use of Public funds (comes with limitations) or funded by the YMCA?"



PARKS DEPARTMENT

Vern Meenderinck, Parks Director
(360) 354 - 6717

Parks Committee agreed a funding plan is needed from the YMCA, to be able to move forward.

B. Glenning street property purchase agreement

The Glenning street playground purchase and sale agreement will go to City Council June 17, 2019 for approval.

C. Rec. District bond issue

The Rec District Bond Resolution was passed on June 12, 2019
Attached is the list of promotion committee members. Ryan Van Driel offered to chair the committee and Gretchen Roorda will serve as Treasure.
Parks Committee had no other thoughts/ideas/suggestions

D. Rotary project

A Conceptual drawing is attached. Over \$150,000 raised so far
Permits may be a hold up the construction of the project for this year. The goal was to begin construction in July of this year.
If additional funds are raised, the project will include pickle ball courts and sand volleyball.

4. Items added:

A. Dogs at Berthusen

Lynden PD will be the responding agent. Mike, Vern, Nancy and Chief Billester will meet to discuss the plan of action. Mayor Korhuis will contact the Gentry's with the action plan the City is taking regarding dogs off leash at Berthusen Park.

Next meeting: July 15, 2019

Meeting Adjourned: 5:10pm.

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	July 15, 2019	
Name of Agenda Item:	Calendar	
Section of Agenda:	Other Business	
Department:	Administration	
Council Committee Review:	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other:N/A
	Legal Review: <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required	
Attachments:		
	Outlook Calendar	
Summary Statement:		
	See next page.	
Recommended Action:		
	None	

July 15, 2019

Monday

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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

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

July 16, 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

July 17, 2019

Wednesday

2:00 PM - 3:30 PM

Wellness Committee Meetings -- City Hall 1st Floor Large Conference Room
Please forward as needed.
Thanks.

Pam

4:00 PM - 6:00 PM

Community Development Committee Mtg -- City Hall 2nd Floor Large Conference Room

5:00 PM - 6:30 PM

Board of Adjustment Meeting -- Annex South East Conference Room

7:00 PM - 8:30 PM

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

July 18, 2019

Thursday

10:00 AM - 12:00 PM

County Fire Operations Committee Meeting -- Annex Council Chamber

July 18, 2019 Continued

Thursday

July 19, 2019

Friday

8:30 AM - 9:30 AM

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

July 22, 2019

Monday

9:00 AM - 10:00 AM

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

July 23, 2019

Tuesday

8:30 AM - 9:30 AM

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

July 24, 2019

Wednesday

9:00 AM - 5:00 PM

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

10:00 AM - 11:00 AM

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

July 25, 2019

Thursday

7:30 PM - 9:30 PM

Planning Commission Meeting -- Annex Council Chamber

July 26, 2019

Friday

11:00 AM - 12:00 PM

Check0In Heidi/Mike -- Mike's Office

July 26, 2019 Continued

Friday

July 30, 2019

Tuesday

4:30 PM - 5:30 PM

Civil Service Meeting -- City Hall 1st Floor Large Conference Room

August 1, 2019

Thursday

4:00 PM - 5:00 PM

Public Safety Committee Meeting -- Police Training Room

August 2, 2019

Friday

8:30 AM - 9:30 AM

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

August 5, 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