

# CITY OF LYNDEN



Mayor  
Scott Korthuis

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

City Council Meeting  
City Annex- 205 Fourth Street  
May 2, 2022

City of Lynden council meetings are held *in-person* with a remote access option to call into the meeting by dialing 1-253-948-9362 and entering the phone conference ID: 918 627 136#.

Persons requesting an opportunity to address the Council through this remote option are required to contact the city clerk at 360-255-7085 before 3:00 p.m. on the day of the council meeting.

## **Call to Order**

## **Pledge of Allegiance**

## **Roll Call**

## **Oath of Office**

Firefighter Anthony Taylor  
Firefighter Jordan Hastings  
Firefighter Kerri Jenkins

## **Summary Reports and Presentations**

Introduction of Police Officers  
Introduction of HR Director  
Staff Recognition

## **Approval of Minutes**

[1.](#) Draft Council Minutes- Regular Meeting

## **Citizen Comment**

Persons requesting an opportunity to address the Council from through this remote option are required to contact the city clerk at 360-255-7085 before 3:00 p.m. on the day of the council meeting.

**Consent Agenda**

- [2.](#) Approval of Payroll and Claims
- [3.](#) AMENDED Resolution 1047 - Interlocal Agreement for Building Services
- [4.](#) Award Bid for Main Street Bridge Project
- [5.](#) Park and Trail Advisory Reappointment of Committee Member
- [6.](#) Automated Lock Agreement with Security Solutions

**Public Hearing****Unfinished Business****New Business**

- [7.](#) Final Plat Approval – Kode Kamp Long Plat Phase 2
- [8.](#) Proposal for addition of 1 Police Officer for LPD

**Other Business**

- [9.](#) Draft Community Development Committee Minutes of 4/20/22
- [10.](#) Draft Parks Committee Minutes April 18, 2022
- [11.](#) Calendar

**Executive Session****Adjournment**

# CITY OF LYNDEN

## EXECUTIVE SUMMARY



<b>Meeting Date:</b>	May 2, 2022	
<b>Name of Agenda Item:</b>	Draft Council Minutes- Regular Meeting	
<b>Section of Agenda:</b>	Approval of Minutes	
<b>Department:</b>	Administration	
<b>Council Committee Review:</b>	<input type="checkbox"/> Community Development <input type="checkbox"/> Public Safety <input type="checkbox"/> Finance <input type="checkbox"/> Public Works <input type="checkbox"/> Parks <input type="checkbox"/> Other: N/A	<b>Legal Review:</b> <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required
<b>Attachments:</b>	Draft Council Minutes- Regular Meeting	
<b>Summary Statement:</b>	Draft Council Minutes- Regular Meeting	
<b>Recommended Action:</b>	For Council review.	

# CITY OF LYNDEN

## CITY COUNCIL MINUTES OF REGULAR MEETING



April 18, 2022

### 1. CALL TO ORDER

Mayor Korthuis called to order the April 18, 2022 regular session of the Lynden City Council at 7:00 p.m. at the city's council chambers. This was an in-person meeting with the option to call into the meeting via telephone.

### ROLL CALL

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

Members absent: Councilor Laninga

Staff present: Fire Police Chief Steve Taylor, Police Chief Steve Taylor, Public Works Director Steve Banham, City Clerk Pam Brown, City Administrator John Williams, and City Attorney Bob Carmichael

### OATH OF OFFICE- None

### APPROVAL OF MINUTES

***Councilor De Valois moved, and Councilor Wohlrab seconded to approve the April 4, 2022, regular council meeting minutes as presented. Motion approved on a 6-0 vote.***

Chief Billmire formally introduced five firefighters hired over the past few years who had not yet been formally introduced to council because of COVID.

- Trent Martensen- March 2020
- Payton Peterson Scotter- March 2020
- Anthony Taylor- October 2021
- Jordan Hastings- January 2022
- Kerri Jenkins- March 2022

### CITIZEN COMMENT

Dakota Stranik, 311 E Main Street, Everson, Lynden Farmer's Market, Board President reporting on the plans for the Lynden Farmer's Market scheduled to begin on Saturday, June 4<sup>th</sup> from 10 am to 2 pm. The farmer's market expects to double the number of vendors from last year.

# CITY OF LYNDEN



CITY COUNCIL  
MINUTES OF REGULAR MEETING

A few new additions to the farmer’s market will be live music and food trucks. The market will run have their final day on September 24<sup>th</sup>. The market is currently accepting WIC and Senior Food Vouchers with plans to expand to other payment programs.

## 2. CONSENT AGENDA

### Payroll Liability to March 13 through March 26, 2022

#### EFT & Other Liabilities

##### Non-L&I Liabilities

Monthly EFT .....	\$492,102.75
Check Liability .....	\$1,062.87
Total Non-L&I Liabilities .....	\$493,165.62
Quarterly Liabilities .....	\$13,997.11
<b>Total EFT &amp; Other Liabilities</b>	<b>\$507,162.73</b>

### Payroll Liability to March 27 through April 9, 2022

#### EFT & Other Liabilities

##### Non-L&I Liabilities

Monthly EFT .....	\$354,649.75
Check Liability .....	\$1,943.13
Total Non-L&I Liabilities .....	\$356,592.89
Quarterly Liabilities .....	\$13,407.85
<b>Total EFT &amp; Other Liabilities</b>	<b>\$370,000.74</b>

### Approval of Claims – April 5, 2022

Manual Warrants No.	=	through	=		\$0.00
EFT Payment Pre-Pays					\$201,098.95
				Sub Total Pre-Pays	\$201,098.95
Voucher Warrants No.	24281	through	24366		\$219,180.71
EFT Payments					\$0.00
				Sub Total	\$219,180.71
				Total Accts. Payable	\$420,279.66

# CITY OF LYNDEN

## CITY COUNCIL MINUTES OF REGULAR MEETING



### **Approval of Claims – April 19, 2022**

Manual Warrants No.	=	through	=		\$0.00
EFT Payment Pre-Pays					\$0.00
				Sub Total Pre-Pays	\$0.00
Voucher Warrants No.	<u>24390</u>	through	<u>24500</u>		\$966,559.05
EFT Payments					\$21,025.01
				Sub Total	\$987,584.06
				Total Accts. Payable	\$987,584.06

Chamber of Commerce 2022 Events

Award Bid for West Front Street Project

2021 Berthusen Park Annual Report

Appointment of Fred Polinder to the Lodging Tax Advisory Committee (LTAC)

Approval of the Ziplly Services Agreement

Facilities Capital Improvement Plan

Whatcom County EDI Requests and Distribution

Findings of Fact- Appeal of Determination for Potentially Dangerous Dog

***Councilor Bode moved, and Councilor Strengholt seconded to approve the Consent Agenda as presented. Motion approved with a 6-0 vote.***

***Mayor Korthuis noted that the Bid Award for the West Front Street Project came in at 16 % above the engineer's estimate.***

***Councilor Lenssen thanked Fred Polinder III for his willingness to serve on the Lodging Tax Advisory Committee. That committee is scheduled to meet around June 13<sup>th</sup>. Councilor Lenssen also encourages local community organizations that could use the LTAC funds to put in proposals for 2023.***

**3. PUBLIC HEARING - None**

**4. UNFINISHED BUSINESS- None**

**5. NEW BUSINESS- None**

# CITY OF LYNDEN

## CITY COUNCIL MINUTES OF REGULAR MEETING



### 6. OTHER BUSINESS

Councilor Bode reporting for the Public Works Committee:

- Stremler Gravel bid
- Ridenour Athletic Complex purchase of metered water
- Sewer Plant upgrade design build
- PSE line replacement
- Traffic pattern for the new truck stop project

Councilor Wohlrab reporting for the Public Safety Committee:

- Dangerous Dog ordinance is in alignment with the other local and state ordinances
- OT down in both police and fire department
- Crimes against property have increased
- Public Safety unanimously recommended a budget amendment for the 19<sup>th</sup> officer

***Councilor Wohlrab proposed putting a budget amendment on the May 2, 2022 agenda representing the unanimous recommendation that the city hire a 19<sup>th</sup> officer effective July 2022.***

***City Administrator John Williams discussed COPS officer grant availability. He expects that the new grants will come out at the end of this week which are typically awarded in October/November timeframe. A condition of the COPS grant is that the city cannot make a budget amendment to pay for the 19<sup>th</sup> police officer position and then (if awarded) accept a COPS grant. The city would have to apply for the COPS grant and wait until it was awarded before submitting a budget amendment.***

***Mayor Korthuis asked that staff do some research and provide some proposals at the next council meeting on May 2, 2022.***

Councilor De Valois reporting for the Parks Committee:

- Cost of restroom automated locks
- Review of Glenning Park site options
- Benson Park plan for moving forward regarding insect infestation
- LC classes are pulling ivy at Dickinson Park
- Seasonal workers are returning

# CITY OF LYNDEN

## CITY COUNCIL MINUTES OF REGULAR MEETING



- Park and Trail Advisory replacing two committee members
- Camping on public property- review of three ordinances

Councilor Strengholt reporting for the Finance Committee:

- Ziplly service agreement
- Berthusen Park annual budget report
- Whatcom County EDI request and distributions
- Recovery of delinquent water utility accounts
- Review of OT for police and fire drastically reduced
- Review finance monthly reports
- Sales tax revenue continues to be robust

### 7. EXECUTIVE SESSION

Council entered into an executive session at 7:50 p.m. to discuss performance of a public employee as allowed by RCW 42.30.110 (1)(g). The executive session adjourned at 8:00 p.m. without a decision.

The Council meeting reconvened at 8:00 p.m.

### 8. ADJOURNMENT

The April 18, 2022, regular session of the Lynden City Council adjourned at 8:00 p.m.

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Pamela D. Brown  
City Clerk

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Scott Korthuis  
Mayor



# CITY OF LYNDEN

## EXECUTIVE SUMMARY



<b>Meeting Date:</b>	May 2, 2022	
<b>Name of Agenda Item:</b>	Approval of Payroll and Claims	
<b>Section of Agenda:</b>	Consent	
<b>Department:</b>	Finance	
<b>Council Committee Review:</b>	<input type="checkbox"/> Community Development <input checked="" type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
	<b>Legal Review:</b> <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required	
<b>Attachments:</b>	None	
<b>Summary Statement:</b>	Approval of Payroll and Claims	
<b>Recommended Action:</b>	Approval of Payroll and Claims	

# CITY OF LYNDEN

## EXECUTIVE SUMMARY



<b>Meeting Date:</b>	May 2, 2022	
<b>Name of Agenda Item:</b>	AMENDED Resolution 1047 - Interlocal Agreement for Building Services	
<b>Section of Agenda:</b>	Consent	
<b>Department:</b>	Planning Department	
<b>Council Committee Review:</b>	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
	<b>Legal Review:</b> <input checked="" type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input type="checkbox"/> Review Not Required	
<b>Attachments:</b>		
Resolution 1047 with Exhibit A, the Amended Interlocal Agreement for Building Inspection and Permit Review Services		
<b>Summary Statement:</b>		
<p>Earlier this year, at the March 21<sup>st</sup> Council meeting Resolution 1047 was approved. It included an interlocal agreement between the small cities of Whatcom County. Following this approval, additional comments were received by two of the small cities. These comments requested a revision to the wording related to indemnification and generally modified the text throughout the agreement to be more concise but did not result in substantive changes. Carmichael Clark’s office has reviewed the amended agreement and can recommend the amended version.</p> <p>As you will recall, this agreement is in place to provide for the exchange of building inspection and building permit review. This agreement has been valuable to the organization as only one person fills this role for the City of Lynden. A few times per year the City of Lynden utilizes inspectors from other cities.</p>		
<b>Recommended Action:</b>		
Motion to approve the AMENDED Resolution 1047 - Interlocal Agreement for Building Inspection and Permit Review Services and to authorize the Mayor’s signature on the resolution and agreement documents.		

**RESOLUTION NO. 1047 - AMENDED**

**CITY OF LYNDEN RESOLUTION TO APPROVE THE INTERLOCAL AGREEMENT  
BETWEEN THE CITIES OF BLAINE, EVERSON, FERNDALE, LYNDEN,  
NOOKSACK, AND SUMAS REGARDING BUILDING CODE ADMINISTRATION,  
PLANS EXAMINATION AND BUILDING INSPECTION**

**WHEREAS**, the Parties of the proposed interlocal agreement regularly enforce and administer building code requirement, review permit plans, and conduction building inspections; and

**WHEREAS**, the Parties each desire to utilize the resources of each other to assist in performing building code administration, review of building permit plans, and conduction building inspections; and

**WHEREAS**, the Parties agree to compensate each other for performing the above services; and

**WHEREAS**, the previous interlocal agreement regarding Building Code Administration, Plans Examination, and Building Inspection expired on January 1, 2022; and

**WHEREAS**, the Community Development Committee reviewed and showed support for the proposed changes to the interlocal agreement on December 15, 2021; and

**WHEREAS**, the Parties of the agreement have mutually agreed to move the document to secure approval from their City Councils; and

**WHEREAS**, it is beneficial for the City of Lynden to have access to resources available from nearby Cities; and

**WHEREAS**, the City Council initially approved Resolution1047 on March 21, 2022; and

**WHEREAS**, additional revisions were proposed by parties of the agreement which

clarified the indemnification portion of the agreement and modified to create more succinct text throughout; and

**WHEREAS**, the City’s legal counsel can support the amended agreement.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Lynden to approve the updated Interlocal Agreement between the Cities of Blaine, Everson, Ferndale, Lynden, Nooksack and Sumas regarding Building Code Administration, Plans Examination, and Building Inspection as amended on April 20, 2022 and presented in Exhibit A.

**PASSED BY THE CITY COUNCIL BY AN AFFIRMATIVE VOTE, \_\_\_\_\_ IN FAVOR  
\_\_\_\_\_ AGAINST AND SIGNED BY THE MAYOR THIS \_\_\_\_\_ DAY OF \_\_\_\_\_,  
2022**

\_\_\_\_\_  
MAYOR, Scott Korthuis

ATTEST:

\_\_\_\_\_  
CITY CLERK, Pamela Brown,

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY, Robert Carmichael

**EXHIBIT A**

**INTERLOCAL AGREEMENT  
BETWEEN THE CITY OF BLAINE – CITY OF EVERSON – CITY OF FERNDALE – CITY OF  
LYNDEN – CITY OF NOOKSACK – CITY OF SUMAS RELATING TO BUILDING CODE  
ADMINISTRATION, PLANS EXAMINATION, AND  
BUILDING INSPECTION**

This Agreement is made and entered into by the City of Lynden, a Washington municipal corporation, hereinafter referred to as "Lynden," the City of Blaine, a Washington municipal corporation, hereinafter referred to as "Blaine," the City of Everson, a Washington municipal corporation, hereinafter referred to as "Everson," the City of Ferndale, a Washington municipal corporation, hereinafter referred to as "Ferndale," the City of Nooksack, a Washington municipal corporation, hereinafter referred to as "Nooksack," the City of Sumas, a Washington municipal corporation, hereinafter referred to as "Sumas," each of which shall be individually referred to as a Party and collectively referred to as "Parties," to establish an agreement pursuant to RCW Chapter 39.34.

**WHEREAS**, the Parties each regularly enforce and administer building code requirements, review building permit plans, and conduct building inspections; and

**WHEREAS**, the Parties each desire to utilize the resources of each other to assist in performing building code administration, review of building permit plans, and conducting building inspections; and

**WHEREAS**, the Parties agree to compensate each other for performing the above services; and

**WHEREAS**, it is in the best interest of the Parties to enter into this Agreement; and

**WHEREAS**, the recitals herein are a material part of this Agreement.

**NOW THEREFORE**, in consideration of the terms and provisions contained herein, the Cities of Lynden, Blaine, Everson, Ferndale, Nooksack, and Sumas agree as follows:

- I. *Purpose:* The purpose of this Agreement is to set the terms whereby the Parties will assist each other in performing building code administration, review of building permit plans, and conducting building inspections.
- II. *Administration:* No new or separate legal or administrative entity is created to administer the provisions of this Agreement.
- III. *Party Responsibilities:* For the purposes of this Agreement, any Party that provides services shall be referred to as the "Providing Party" and any Party that receives services shall be referred to as the "Receiving Party." Each Providing Party agrees to provide building code staff services including building code

administration, review of building permit plans, and conducting building inspections to each other Party on request by a Receiving Party, subject to the terms and conditions set forth in this Agreement. In the case of emergencies where transportation systems are effectively cut off, the inspector residing in or nearest to other jurisdictions may be called upon to assist with building code inspections, review building permit plans, conduct building inspections, conduct an inventory of destroyed or damaged buildings, or other building code related duties, as necessary. As to any specific request for services, each Party reserves the right to refuse to provide services if, in the judgment of such Party, the provision of services would cause a hardship based on available resources.

- IV. *Payment:* Services performed pursuant to this Agreement shall be reimbursed to cover the actual cost of the service provided by the Providing Party. The actual cost shall include the hourly cost of the employee providing the service and mileage cost. The hourly cost for an employee shall include the employee's hourly pay and the cost of the employee's benefits to reach a composite hourly rate. The benefits component of the composite hourly rate shall include, to the extent applicable to the employee, the following items: payroll taxes, Workers' Compensation premiums, Unemployment Insurance tax, health insurance (such as medical and dental), employer contributions to retirement and pension benefits, life insurance, and disability insurance.
  
- V. *Mileage and Invoicing:* The mileage rate shall be the rate published by the Internal Revenue Service for the year during which services are performed. Each Providing Party shall submit itemized invoices monthly to the Receiving Party for the services performed during the month. The Parties understand that in some months no invoicing will occur if no services are performed. Each invoice shall detail work performed and supplies or materials purchased. Each Receiving Party agrees to pay invoices within forty-five (45) days from receipt of the invoice.
  
- VI. *Term:* The Term of the Agreement shall be from January 1, 2022 through December 31, 2027.
  
- VII. *Responsible Persons:* The persons responsible for administration of this Agreement shall be the City of Lynden Planning Department Director, the City of Blaine Community Development Services Director, the City of Everson Public Works Department Director, the City of Ferndale Community Development Director, the City of Nooksack Public Works Department Director, and the City of Sumas Public Works Department Director, or their respective designees.
  
- VIII. *Treatment of Assets and Property:* No fixed assets or personal or real property will be jointly or cooperatively acquired, held, used, or disposed of pursuant to this Agreement.
  
- IX. *Relationship of the Parties:* The Parties are separate entities organized under the laws of the State of Washington, and this Agreement is not intended to create any

new legal or corporate entity. No agent, employee, servant, or representative of any Party shall be deemed to be an employee, agent, servant, or representative of any other Party for any purpose. Each Party will be solely responsible for its acts and for the acts of its agents, employees, and servants during the term of this Agreement.

- X. *Responsibility for Municipal Code and Indemnification:* Each Party is responsible for the validity of its own municipal code. Each Party, as an indemnitor, agrees to protect, defend, hold harmless, and indemnify each other Party from and against all third-party claims, suits, and actions arising from the intentional, wrongful, or negligent acts or omissions of such indemnitor, its agents, or employees in the performance of this Agreement.

It is further specifically and expressly understood that the indemnification provided herein constitutes each Party's waiver of immunity under the Washington State Industrial Insurance Act, Title 51 RCW, solely for the purposes of the indemnification set forth in this Agreement. This waiver has been specifically and mutually negotiated and agreed upon by the Parties.

The provisions of this section shall survive the expiration of, termination of, and/or withdrawal from this Agreement.

- XI. *Insurance:* Each Party shall maintain general liability insurance in an amount not less than \$1,000,000 each occurrence and \$2,000,000 aggregate, auto liability insurance with a minimum combined single limit of \$1,000,000, and professional liability insurance in an amount not less than \$1,000,000 each occurrence. Membership in a self-insured municipal risk pool may satisfy the insurance requirements.

- XII. It is further provided that no liability shall attach to the Parties by reason of entering into this Agreement except as expressly provided herein.

- XIII. *Non-discrimination in Employment and Client Services:* No Party shall discriminate against any person on the grounds of race, creed, color, national origin, sex, marital status, age, religion, or on the presence of any sensory, mental, or physical handicap. No Party shall discriminate against any employee or applicant for employment because of disability; provided that, this provision shall not apply if the disability prevents proper performance of the work involved.

- XIV. *Withdrawal:* Any Party may individually withdraw from this Agreement without cause effective upon sixty (60) days' written notice to each other Party. The withdrawing Party shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of withdrawal. Any such withdrawal by an individual Party shall have no effect upon the Agreement as to the remaining Parties.

- XV. *Notice:* Any notice or communication required or permitted under this Agreement shall

be deemed to have been duly given: (i) on the date of delivery if delivered by courier; (ii) three business days after posting and depositing in the U.S. mail a postage pre-paid first class letter addressed to the mailing address of the Party to the attention of the Party's Responsible Person; or (iii) upon confirmation of the receipt of e-mail addressed to the Party's Responsible Person directed to the relevant Responsible Person identified in Section VII of this Agreement.

XVI. *Survival:* All covenants, promises and performance which are not fully performed as of the date of expiration, termination, or withdrawal shall survive expiration, termination, or withdrawal as binding obligations.

XVII. *Modifications:* This Agreement may be changed, modified, amended, or waived only by written agreement executed by the Parties hereto. Waiver or breach of any term or condition of this Agreement shall not be considered a waiver of any prior or subsequent breach.

XVIII. *Applicable Law:* In the performance of this Agreement, it is mutually understood and agreed upon by the Parties hereto that this Agreement shall be governed by the laws and regulations of the State of Washington and the federal government, both as to interpretation and performance. The venue of any action arising from the terms herein shall be in the Superior Court of the State of Washington in and for Whatcom County.

XIX. *Severability:* In the event any term or condition of this Agreement or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other terms, conditions, or applications of this Agreement that can be given effect without the invalid term, condition, or application. To this end the terms and conditions of this Agreement are declared severable.

XX. *Entire Agreement:* This Agreement contains all the terms and conditions agreed upon by the Parties. All items incorporated herein by reference are attached. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the Parties hereto.

XXI. *Counterparts:* This Agreement may be executed in multiple counterparts, and each shall be deemed an original, but all of which together constitute a single instrument.

XXII. *Effective Date:* This Agreement shall be in full force and effect upon full execution by the Parties and filing with the Whatcom County Auditor or posting on each Party's website, whichever method of filing is chosen.

**IN WITNESS WHEREOF,**  
the Parties have signed this Agreement this \_\_\_\_ day of \_\_\_\_\_, 2022















# CITY OF LYNDEN

## EXECUTIVE SUMMARY



<b>Meeting Date:</b>	May 2, 2022	
<b>Name of Agenda Item:</b>	Award Bid for Main Street Bridge Project	
<b>Section of Agenda:</b>	Consent	
<b>Department:</b>	Public Works	
<b>Council Committee Review:</b>	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input checked="" type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
		<b>Legal Review:</b> <input checked="" type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input type="checkbox"/> Review Not Required
<b>Attachments:</b>		
1) Certified Bid Tabulation 2) Reichhardt & Ebe Engineering letter - Recommendation to Award		
<b>Summary Statement:</b>		
<p>Staff recently solicited bids for the Main Street Bridge Project. This project provides for the relocation of Pepin Creek across Main Street approximately 200 feet east of the existing Pepin Creek/Main Street culvert crossing. The work to be performed under this contract shall include excavation and grading of a new channel section for Pepin Creek and construction of a single-span prestressed, precast concrete girder bridge with shallow foundations, abutments, retaining walls, moment slabs, approach panels, and sidewalks. Work will also include installation of curb and gutter, sidewalks, storm drainage, sanitary sewer, water main, and other work, all in accordance with the Contract Plans, Special Provisions, the Standard Specifications, including the amendments thereto, and Standard Plans. Five bids were received on April 26, 2022. Reichhardt and Ebe Engineering prepared the attached Bid Tabulation.</p> <p>The Public Works Committee at their April 6<sup>th</sup> meeting concurred that the bid results could be forwarded directly to City Council after informing them of the results. The Committee was advised of the bids and concurred to recommend award to Interwest Construction, Inc., the lowest responsive and responsible bidder, in the amount of \$3,069,391.80 including Washington State Sales Tax. The low bid included a minor irregularity (a signed, but unstamped notary) which the City Attorney reviewed and determined to be immaterial. This project will be funded in part with State Department of Commerce funds. The balance of the funding will be from water, sewer, and stormwater utility funds (which qualifies for ARPA reimbursement).</p>		
<b>Recommended Action:</b>		
That City Council award the contract for the Main Street Bridge Project to Interwest Construction, Inc. in the amount of \$3,069,391.80, including Washington State Sales Tax, and authorize the Mayor to sign the contract.		



April 27, 2022

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

Attn: Mark Sandal  
Programs Manager

Re: City of Lynden  
Pepin Creek Relocation – Main Street Bridge

**Recommendation to Award**

Dear Mr. Sandal;

We have reviewed all construction bid proposals for the above referenced project. Interwest Construction, Inc. provided the lowest responsive bid for Schedules A and B at \$3,069,391.80.

We recommend that you award the contract to Interwest Construction, Inc. subject to the following:

1. Required project funds are available.
2. City Attorney review and concurrence with bid documents.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Nathan Zylstra', written in a cursive style.

Nathan Zylstra, P.E.  
Reichhardt & Ebe Engineering, Inc.





423 Front Street  
 Lynden, WA 98264  
 Phone: (360) 354-3687

Called By	City of Lynden	Bidder's Name Address	Engineer's Estimate	1	2	3	4	5	Average (Excluding Engineer's Estimate)	Standard Deviation (Excluding Engineer's Estimate)
For:	PEPIN CREEK RELOCATION - MAIN STREET BRIDGE 300 4th Street Lynden, WA 98264 CERTIFIED TABULATION OF BIDS RECEIVED			Interwest Construction 609 North Hill Blvd Burlington, WA 98233	DeKoster Excavating PO Box 1008 Lynden, WA 98264	Faber Construction 6951 Hannegan Rd Lynden, WA 98264	Ram Construction 4290 Pacific Highway Bellingham, WA 98226	Massana 4810 Ft Fosdick Dr Ste 237 Gig Harbor, WA 98335		
By:	Nathan Zylstra, P.E.									
Date:	April 26, 2022									

Schedule A - Roadway and Storm																	
Item No.	Item Description	Quantity	Unit	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount		
1	Fuel Cost Adjustment	1	CALC	\$ 7,100.00	\$ 7,100.00	\$7,100.00	\$ 7,100.00	\$ 7,100.00	\$ 7,100.00	\$7,100.00	\$ 7,100.00	\$7,100.00	\$ 7,100.00	\$7,100.00	\$ 7,100.00	\$7,100.00	\$ -
2	Steel Cost Adjustment	1	CALC	\$ 2,500.00	\$ 2,500.00	\$2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$2,500.00	\$ 2,500.00	\$2,500.00	\$ 2,500.00	\$2,500.00	\$ 2,500.00	\$2,500.00	\$ -
3	Mobilization	1	LS	\$ 325,000.00	\$ 325,000.00	\$285,000.00	\$ 285,000.00	\$ 144,456.22	\$ 144,456.22	\$287,155.00	\$ 287,155.00	\$400,000.00	\$ 400,000.00	\$390,000.00	\$ 390,000.00	\$301,322.24	\$ 92,385.19
4	Structure Surveying	1	LS	\$ 10,000.00	\$ 10,000.00	\$20,000.00	\$ 20,000.00	\$ 11,400.00	\$ 11,400.00	\$22,309.00	\$ 22,309.00	\$22,000.00	\$ 22,000.00	\$29,610.00	\$ 29,610.00	\$21,063.80	\$ 5,830.70
5	SPCC Plan	1	LS	\$ 1,000.00	\$ 1,000.00	\$1,000.00	\$ 1,000.00	\$ 500.00	\$ 500.00	\$1,017.00	\$ 1,017.00	\$400.00	\$ 400.00	\$500.00	\$ 500.00	\$683.40	\$ 268.00
6	Project Temporary Traffic Control	1	LS	\$ 25,000.00	\$ 25,000.00	\$100,000.00	\$ 100,000.00	\$ 87,345.61	\$ 87,345.61	\$125,786.00	\$ 125,786.00	\$165,000.00	\$ 165,000.00	\$88,093.00	\$ 88,093.00	\$113,244.92	\$ 29,375.80
7	Clearing and Grubbing	1	LS	\$ 5,600.00	\$ 5,600.00	\$28,000.00	\$ 28,000.00	\$ 16,333.06	\$ 16,333.06	\$30,517.00	\$ 30,517.00	\$10,600.00	\$ 10,600.00	\$16,340.00	\$ 16,340.00	\$20,358.01	\$ 7,604.85
8	Removal of Structures and Obstructions	1	LS	\$ 15,000.00	\$ 15,000.00	\$50,000.00	\$ 50,000.00	\$ 37,188.15	\$ 37,188.15	\$61,007.00	\$ 61,007.00	\$50,000.00	\$ 50,000.00	\$37,205.00	\$ 37,205.00	\$47,080.03	\$ 9,015.30
9	Sawcut ACP	5,860	LF-IN	\$ 1.50	\$ 8,790.00	\$0.50	\$ 2,930.00	\$ 0.94	\$ 5,508.40	\$1.00	\$ 5,860.00	\$0.45	\$ 2,637.00	\$0.95	\$ 5,567.00	\$0.77	\$ 0.24
10	Sawcut PCC	900	LF-IN	\$ 2.50	\$ 2,250.00	\$0.85	\$ 765.00	\$ 3.80	\$ 3,420.00	\$2.00	\$ 1,800.00	\$1.00	\$ 900.00	\$3.83	\$ 3,447.00	\$2.30	\$ 1.30
11	Roadway Excavation Incl. Haul	400	CY	\$ 30.00	\$ 12,000.00	\$24.00	\$ 9,600.00	\$ 9.84	\$ 3,936.00	\$25.00	\$ 10,000.00	\$18.00	\$ 7,200.00	\$9.84	\$ 3,936.00	\$17.34	\$ 6.57
12	Channel Excavation Incl. Haul	8,700	CY	\$ 35.00	\$ 304,500.00	\$19.00	\$ 165,300.00	\$ 11.78	\$ 102,486.00	\$36.00	\$ 313,200.00	\$16.00	\$ 139,200.00	\$11.78	\$ 102,486.00	\$18.91	\$ 8.97
13	Gravel Borrow Incl. Haul	575	TON	\$ 25.00	\$ 14,375.00	\$24.00	\$ 13,800.00	\$ 47.30	\$ 27,197.50	\$28.00	\$ 16,100.00	\$25.00	\$ 14,375.00	\$47.30	\$ 27,197.50	\$34.32	\$ 10.68
14	Water	30	M GAL.	\$ 50.00	\$ 1,500.00	\$166.00	\$ 4,980.00	\$ 300.00	\$ 9,000.00	\$163.00	\$ 4,890.00	\$175.00	\$ 5,250.00	\$300.00	\$ 9,000.00	\$220.80	\$ 64.79
15	Structure Excavation Class A Incl. Haul	1,673	CY	\$ 40.00	\$ 66,920.00	\$18.00	\$ 30,114.00	\$ 10.94	\$ 18,302.62	\$33.00	\$ 55,209.00	\$21.00	\$ 35,133.00	\$10.94	\$ 18,302.62	\$18.78	\$ 8.13
16	Shoring or Extra Excavation Cl. A	1	LS	\$ 95,832.00	\$ 95,832.00	\$44,000.00	\$ 44,000.00	\$ 66,577.01	\$ 66,577.01	\$90,998.00	\$ 90,998.00	\$195,000.00	\$ 195,000.00	\$52,204.01	\$ 52,204.01	\$89,755.80	\$ 54,988.86
17	Shoring or Extra Excavation Class B	4,980	SF	\$ 1.00	\$ 4,980.00	\$2.00	\$ 9,960.00	\$ 0.32	\$ 1,593.60	\$1.00	\$ 4,980.00	\$0.01	\$ 49.80	\$0.32	\$ 1,593.60	\$0.73	\$ 0.71
18	Dewatering	1	LS	\$ 100,000.00	\$ 100,000.00	\$87,000.00	\$ 87,000.00	\$ 101,533.20	\$ 101,533.20	\$128,514.00	\$ 128,514.00	\$125,000.00	\$ 125,000.00	\$176,554.20	\$ 176,554.20	\$123,720.28	\$ 30,517.82
19	HMA Cl. 1/2", PG 58H-22	400	TON	\$ 120.00	\$ 48,000.00	\$155.00	\$ 62,000.00	\$ 164.16	\$ 65,664.00	\$174.00	\$ 69,600.00	\$160.00	\$ 64,000.00	\$165.60	\$ 66,240.00	\$163.75	\$ 6.31
20	Planing Bituminous Pavement	685	SY	\$ 5.00	\$ 3,425.00	\$13.00	\$ 8,905.00	\$ 11.73	\$ 8,035.05	\$8.00	\$ 5,480.00	\$15.00	\$ 10,275.00	\$11.81	\$ 8,089.85	\$11.91	\$ 2.28
21	Job Mix Compliance Price Adjustment	0	CALC	\$ -	\$ -	\$0.00	\$ -	\$ -	\$ -	\$0.00	\$ -	\$0.00	\$ -	\$0.00	\$ -	\$0.00	\$ -
22	Compaction Price Adjustment	0	CALC	\$ -	\$ -	\$0.00	\$ -	\$ -	\$ -	\$0.00	\$ -	\$0.00	\$ -	\$0.00	\$ -	\$0.00	\$ -
23	Asphalt Cost Price Adjustment	1	CALC	\$ 1,700.00	\$ 1,700.00	\$1,700.00	\$ 1,700.00	\$ 1,700.00	\$ 1,700.00	\$1,700.00	\$ 1,700.00	\$1,700.00	\$ 1,700.00	\$1,700.00	\$ 1,700.00	\$1,700.00	\$ -
24	St. Reinf. Bar	57,497	LB	\$ 2.00	\$ 114,994.00	\$1.80	\$ 103,494.60	\$ 1.05	\$ 60,371.85	\$2.00	\$ 114,994.00	\$2.15	\$ 123,618.55	\$2.06	\$ 118,443.82	\$1.81	\$ 0.40
25	Epoxy-Coated St. Reinf. Bar	46,000	LB	\$ 3.00	\$ 138,000.00	\$2.10	\$ 96,600.00	\$ 1.66	\$ 76,360.00	\$3.00	\$ 138,000.00	\$2.65	\$ 121,900.00	\$2.48	\$ 114,080.00	\$2.38	\$ 0.46
26	Gravel Backfill For Wall	911	CY	\$ 75.00	\$ 68,325.00	\$40.00	\$ 36,440.00	\$ 24.90	\$ 22,683.90	\$47.00	\$ 42,817.00	\$37.00	\$ 33,707.00	\$24.90	\$ 22,683.90	\$34.76	\$ 8.68
27	Deficient Strength Conc. Price Adjustment	0	CALC	\$ -	\$ -	\$0.00	\$ -	\$ -	\$ -	\$0.00	\$ -	\$0.00	\$ -	\$0.00	\$ -	\$0.00	\$ -
28	Prestressed Conc. Girder WF36G	421.90	LF	\$ 671.56	\$ 283,330.64	\$630.00	\$ 265,797.00	\$ 663.77	\$ 280,044.56	\$767.00	\$ 323,597.30	\$815.00	\$ 343,848.50	\$545.00	\$ 229,935.50	\$684.15	\$ 96.64
29	Elastomeric Bearing - Superstr.	12	EA	\$ 1,000.00	\$ 12,000.00	\$1,260.00	\$ 15,120.00	\$ 840.15	\$ 10,081.80	\$879.00	\$ 10,548.00	\$950.00	\$ 11,400.00	\$1,000.00	\$ 12,000.00	\$985.83	\$ 147.84
30	Elastomeric Stop Pads	24	EA	\$ 150.00	\$ 3,600.00	\$190.00	\$ 4,560.00	\$ 213.42	\$ 5,122.08	\$319.00	\$ 7,656.00	\$275.00	\$ 6,600.00	\$400.00	\$ 9,600.00	\$279.48	\$ 75.47
31	Bridge Supported Ductile Iron for Water - 12" Dia.	74	LF	\$ 350.00	\$ 25,725.00	\$815.00	\$ 59,902.50	\$ 1,139.73	\$ 83,770.16	\$745.00	\$ 54,757.50	\$990.00	\$ 72,765.00	\$1,147.85	\$ 84,366.98	\$967.52	\$ 164.60
32	Conduit Pipe Bridge Supported 4 In. Diam.	1	LS	\$ 3,000.00	\$ 3,000.00	\$33,000.00	\$ 33,000.00	\$ 32,042.02	\$ 32,042.02	\$25,324.00	\$ 25,324.00	\$23,000.00	\$ 23,000.00	\$23,977.50	\$ 23,977.50	\$27,468.70	\$ 4,201.62
33	Conc. Class 4000	514	CY	\$ 1,275.00	\$ 655,350.00	\$750.00	\$ 385,500.00	\$ 1,366.23	\$ 702,242.22	\$1,214.00	\$ 623,996.00	\$940.00	\$ 483,160.00	\$1,769.04	\$ 909,286.56	\$1,207.85	\$ 352.54
34	Conc. Class 4000D	99	CY	\$ 1,600.00	\$ 158,400.00	\$1,650.00	\$ 163,350.00	\$ 1,368.00	\$ 135,432.00	\$1,206.00	\$ 119,394.00	\$1,650.00	\$ 163,350.00	\$2,884.00	\$ 285,516.00	\$1,751.60	\$ 591.24
35	Bridge Approach Slab	442	SY	\$ 625.00	\$ 276,250.00	\$265.00	\$ 117,130.00	\$ 123.12	\$ 54,419.04	\$202.00	\$ 89,284.00	\$450.00	\$ 198,900.00	\$331.00	\$ 146,302.00	\$274.22	\$ 111.58
36	Wooden Pedestrian Fence	35	LF	\$ 200.00	\$ 7,000.00	\$345.00	\$ 12,075.00	\$ 220.32	\$ 7,711.20	\$235.00	\$ 8,225.00	\$165.00	\$ 5,775.00	\$35.00	\$ 1,225.00	\$200.06	\$ 101.11
37	Bridge Railing Type Pedestrian	225	LF	\$ 200.00	\$ 45,000.00	\$130.00	\$ 29,250.00	\$ 162.70	\$ 36,607.50	\$158.00	\$ 35,550.00	\$165.00	\$ 37,125.00	\$137.00	\$ 30,825.00	\$150.54	\$ 14.27
38	Pedestrian Barrier	225	LF	\$ 300.00	\$ 67,500.00	\$490.00	\$ 110,250.00	\$ 616.74	\$ 138,766.50	\$554.00	\$ 124,650.00	\$700.00	\$ 157,500.00	\$922.76	\$ 207,621.00	\$656.70	\$ 150.06
39	Temporary Barrier	550	LF	\$ 40.00	\$ 22,000.00	\$30.00	\$ 16,500.00	\$ 54.12	\$ 29,766.00	\$56.00	\$ 30,800.00	\$32.00	\$ 17,600.00	\$54.59	\$ 30,024.50	\$45.34	\$ 11.74
40	Corrugated Polyethylene Storm Sewer Pipe 24 In. Diam.	53	LF	\$ 130.00	\$ 6,890.00	\$143.00	\$ 7,579.00	\$ 132.10	\$ 7,001.30	\$148.00	\$ 7,844.00	\$173.00	\$ 9,169.00	\$132.72	\$ 7,034.16	\$145.76	\$ 14.91
41	Catch Basin Type 2 48 In. Diam.	1	EA	\$ 3,500.00	\$ 3,500.00	\$7,500.00	\$ 7,500.00	\$ 4,118.27	\$ 4,118.27	\$7,042.00	\$ 7,042.00	\$6,000.00	\$ 6,000.00	\$4,138.82	\$ 4,138.82	\$5,759.82	\$ 1,417.90
42	Adjustments to Finished Grade	1	LS	\$ 15,000.00	\$ 15,000.00	\$7,500.00	\$ 7,500.00	\$ 2,000.00	\$ 2,000.00	\$13,217.00	\$ 13,217.00	\$3,700.00	\$ 3,700.00	\$2,000.00	\$ 2,000.00	\$5,683.40	\$ 4,269.05
43	Erosion/Water Pollution Control	1	EST	\$ 8,000.00	\$ 8,000.00	\$8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$8,000.00	\$ 8,000.00	\$8,000.00	\$ 8,000.00	\$8,000.00	\$ 8,000.00	\$8,000.00	\$ -

Phone: (360) 354-3687

Called By:	City of Lynden	Bidder's Name Address	Engineer's Estimate	1	2	3	4	5	Average (Excluding Engineer's Estimate)	Standard Deviation (Excluding Engineer's Estimate)
For:	PEPIN CREEK RELOCATION - MAIN STREET BRIDGE 300 4th Street Lynden, WA 98264			Interwest Construction 609 North Hill Blvd Burlington, WA 98233	DeKoster Excavating PO Box 1008 Lynden, WA 98264	Faber Construction 6951 Hannegan Rd Lynden, WA 98264	Ram Construction 4290 Pacific Highway Bellingham, WA 98226	Massana 4810 Ft Fosdick Dr Ste 237 Gig Harbor, WA 98335		
By:	Nathan Zylstra, P.E.									
Date:	April 26, 2022									

Schedule A - Roadway and Storm																	
Item No.	Item Description	Quantity	Unit	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount		
44	ESC Lead	20	DAY	\$ 1,500.00	\$ 30,000.00	\$100.00	\$ 2,000.00	\$ 15.00	\$ 300.00	\$197.00	\$ 3,940.00	\$55.00	\$ 1,100.00	\$15.00	\$ 300.00	\$76.40	\$ 67.97
45	Erosion Control Blanket	710	SY	\$ 9.00	\$ 6,390.00	\$3.00	\$ 2,130.00	\$ 5.42	\$ 3,848.20	\$4.00	\$ 2,840.00	\$3.00	\$ 2,130.00	\$5.46	\$ 3,876.60	\$4.18	\$ 1.09
46	Silt Fence	200	LF	\$ 7.00	\$ 1,400.00	\$7.00	\$ 1,400.00	\$ 2.26	\$ 452.00	\$7.00	\$ 1,400.00	\$8.00	\$ 1,600.00	\$2.26	\$ 452.00	\$5.30	\$ 2.51
47	High Visibility Fence	315	LF	\$ 10.00	\$ 3,150.00	\$5.00	\$ 1,575.00	\$ 4.25	\$ 1,338.75	\$6.00	\$ 1,890.00	\$5.00	\$ 1,575.00	\$4.26	\$ 1,341.90	\$4.90	\$ 0.64
48	Inlet Protection	3	EA	\$ 120.00	\$ 360.00	\$100.00	\$ 300.00	\$ 60.20	\$ 180.60	\$131.00	\$ 393.00	\$110.00	\$ 330.00	\$60.46	\$ 181.38	\$92.33	\$ 27.98
49	Street Cleaning	85	HR	\$ 300.00	\$ 25,500.00	\$240.00	\$ 20,400.00	\$ 147.40	\$ 12,529.00	\$211.00	\$ 17,935.00	\$115.00	\$ 9,775.00	\$147.40	\$ 12,529.00	\$172.16	\$ 46.05
50	Temporary Pipe Slope Drain	215	LF	\$ 2.00	\$ 430.00	\$27.00	\$ 5,805.00	\$ 2.95	\$ 634.25	\$35.00	\$ 7,525.00	\$35.00	\$ 7,525.00	\$2.96	\$ 636.40	\$20.58	\$ 14.69
51	Seeding and Mulching	1	AC	\$ 5,000.00	\$ 3,000.00	\$7,500.00	\$ 4,500.00	\$ 6,270.00	\$ 3,762.00	\$8,411.00	\$ 5,046.60	\$5,500.00	\$ 3,300.00	\$6,325.00	\$ 3,795.00	\$6,801.20	\$ 1,027.80
52	Topsoil Type A	4,130	SY	\$ 11.00	\$ 45,430.00	\$13.00	\$ 53,690.00	\$ 14.82	\$ 61,206.60	\$14.00	\$ 57,820.00	\$13.00	\$ 53,690.00	\$14.95	\$ 61,743.50	\$13.95	\$ 0.84
53	Sod Installation	740	SY	\$ 15.00	\$ 11,100.00	\$19.00	\$ 14,060.00	\$ 17.96	\$ 13,290.40	\$21.00	\$ 15,540.00	\$16.00	\$ 11,840.00	\$18.11	\$ 13,401.40	\$18.41	\$ 1.62
54	Plant Selection Weeping Alaska Cedar	1	EA	\$ 500.00	\$ 500.00	\$1,100.00	\$ 1,100.00	\$ 570.00	\$ 570.00	\$1,182.00	\$ 1,182.00	\$1,000.00	\$ 1,000.00	\$575.00	\$ 575.00	\$885.40	\$ 261.91
55	Planting Plan Pepin Creek	1	LS	\$ 8,000.00	\$ 8,000.00	\$16,000.00	\$ 16,000.00	\$ 54,720.00	\$ 54,720.00	\$16,990.00	\$ 16,990.00	\$48,000.00	\$ 48,000.00	\$55,200.00	\$ 55,200.00	\$38,182.00	\$ 17,892.19
56	Landscape Restoration	1	EST	\$ 2,000.00	\$ 2,000.00	\$2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$2,000.00	\$ 2,000.00	\$2,000.00	\$ 2,000.00	\$2,000.00	\$ 2,000.00	\$2,000.00	\$ -
57	Cement Conc. Traffic Curb and Gutter	305	LF	\$ 35.00	\$ 10,675.00	\$36.00	\$ 10,980.00	\$ 42.92	\$ 13,090.60	\$39.00	\$ 11,895.00	\$44.00	\$ 13,420.00	\$43.27	\$ 13,197.35	\$41.04	\$ 3.06
58	Cement Conc. Pedestrian Curb	54	LF	\$ 25.00	\$ 1,350.00	\$45.00	\$ 2,430.00	\$ 44.17	\$ 2,385.18	\$41.00	\$ 2,214.00	\$38.00	\$ 2,052.00	\$44.52	\$ 2,404.08	\$42.54	\$ 2.67
59	Engineered Slope Stability System	775	SY	\$ 45.00	\$ 34,875.00	\$90.00	\$ 69,750.00	\$ 146.53	\$ 113,560.75	\$84.00	\$ 65,100.00	\$118.00	\$ 91,450.00	\$147.80	\$ 114,545.00	\$117.27	\$ 26.98
60	Cement Conc. Driveway Entrance	165	SY	\$ 150.00	\$ 24,750.00	\$86.00	\$ 14,190.00	\$ 110.98	\$ 18,311.70	\$103.00	\$ 16,995.00	\$110.00	\$ 18,150.00	\$111.88	\$ 18,460.20	\$104.37	\$ 9.71
61	Cement Conc. Driveway	185	SY	\$ 150.00	\$ 27,750.00	\$96.00	\$ 17,760.00	\$ 98.68	\$ 18,255.80	\$103.00	\$ 19,055.00	\$98.00	\$ 18,130.00	\$99.48	\$ 18,403.80	\$99.03	\$ 2.29
62	Raised Pavement Marker Type 1	0	HUN	\$ 350.00	\$ 108.50	\$1,000.00	\$ 310.00	\$ 1,026.00	\$ 318.06	\$3,618.00	\$ 1,121.58	\$900.00	\$ 279.00	\$1,035.00	\$ 320.85	\$1,515.80	\$ 1,052.20
63	Raised Pavement Marker Type 2	0	HUN	\$ 550.00	\$ 60.50	\$1,100.00	\$ 121.00	\$ 1,140.00	\$ 125.40	\$5,427.00	\$ 596.97	\$1,100.00	\$ 121.00	\$1,150.00	\$ 126.50	\$1,983.40	\$ 1,721.92
64	Wood Line Post for Wire Fence	15	EA	\$ 100.00	\$ 1,500.00	\$250.00	\$ 3,750.00	\$ 28.27	\$ 424.05	\$60.00	\$ 900.00	\$120.00	\$ 1,800.00	\$28.27	\$ 424.05	\$97.31	\$ 83.37
65	Cement Conc. Sidewalk	145	SY	\$ 100.00	\$ 14,500.00	\$61.00	\$ 8,845.00	\$ 80.46	\$ 11,666.70	\$129.00	\$ 18,705.00	\$80.00	\$ 11,600.00	\$81.11	\$ 11,760.95	\$86.31	\$ 22.65
66	Temporary Cement Conc. Sidewalk	25	SY	\$ 150.00	\$ 3,750.00	\$90.00	\$ 2,250.00	\$ 103.10	\$ 2,577.50	\$121.00	\$ 3,025.00	\$115.00	\$ 2,875.00	\$103.13	\$ 2,578.25	\$106.45	\$ 10.75
67	Cement Conc. Curb Ramp Type Parallel A	2	EA	\$ 2,200.00	\$ 4,400.00	\$3,000.00	\$ 6,000.00	\$ 3,404.61	\$ 6,809.22	\$2,231.00	\$ 4,462.00	\$2,460.00	\$ 4,920.00	\$3,423.61	\$ 6,847.22	\$2,903.84	\$ 485.77
68	Cement Conc. Curb Ramp Type Perpendicular A	1	EA	\$ 2,200.00	\$ 2,200.00	\$2,400.00	\$ 2,400.00	\$ 2,714.31	\$ 2,714.31	\$2,593.00	\$ 2,593.00	\$2,350.00	\$ 2,350.00	\$2,732.31	\$ 2,732.31	\$2,557.92	\$ 157.65
69	Rock for Erosion and Scour Protection, Class A	810	TON	\$ 85.00	\$ 68,850.00	\$85.00	\$ 68,850.00	\$ 73.74	\$ 59,729.40	\$49.00	\$ 39,690.00	\$83.00	\$ 67,230.00	\$73.74	\$ 59,729.40	\$72.90	\$ 12.81
70	Mailbox Support, Type 1	1	EA	\$ 500.00	\$ 500.00	\$800.00	\$ 800.00	\$ 176.92	\$ 176.92	\$954.00	\$ 954.00	\$720.00	\$ 720.00	\$177.67	\$ 177.67	\$565.72	\$ 325.94
71	Log Type A	6	EA	\$ 2,500.00	\$ 15,000.00	\$2,500.00	\$ 15,000.00	\$ 1,378.60	\$ 8,271.60	\$1,488.00	\$ 8,928.00	\$1,400.00	\$ 8,400.00	\$1,384.85	\$ 8,309.10	\$1,630.29	\$ 436.64
72	Log Type B	25	EA	\$ 1,500.00	\$ 37,500.00	\$900.00	\$ 22,500.00	\$ 858.65	\$ 21,466.25	\$1,126.00	\$ 28,150.00	\$840.00	\$ 21,000.00	\$861.83	\$ 21,545.75	\$917.30	\$ 106.16
73	Conduit Pipe 2 In. Diam.	230	LF	\$ 15.00	\$ 3,450.00	\$50.00	\$ 11,500.00	\$ 62.00	\$ 14,260.00	\$55.00	\$ 12,650.00	\$51.00	\$ 11,730.00	\$62.46	\$ 14,365.80	\$56.09	\$ 5.29
74	Conduit Pipe 4 In. Diam.	225	LF	\$ 18.00	\$ 4,050.00	\$43.00	\$ 9,675.00	\$ 55.85	\$ 12,566.25	\$48.00	\$ 10,800.00	\$44.00	\$ 9,900.00	\$56.25	\$ 12,656.25	\$49.42	\$ 5.67
75	Paint Line	845	LF	\$ 1.00	\$ 845.00	\$1.00	\$ 845.00	\$ 1.14	\$ 963.30	\$4.00	\$ 3,380.00	\$1.00	\$ 845.00	\$1.15	\$ 971.75	\$1.66	\$ 1.17
76	Plastic Stop Line	12	LF	\$ 15.00	\$ 180.00	\$20.00	\$ 240.00	\$ 20.52	\$ 246.24	\$60.00	\$ 720.00	\$18.00	\$ 216.00	\$20.70	\$ 248.40	\$27.84	\$ 16.11
77	Plastic Crosswalk Line	176	SF	\$ 8.00	\$ 1,408.00	\$14.00	\$ 2,464.00	\$ 13.68	\$ 2,407.68	\$13.00	\$ 2,288.00	\$12.00	\$ 2,112.00	\$13.80	\$ 2,428.80	\$13.30	\$ 0.73
78	Painted Yellow Curb	15	LF	\$ 2.00	\$ 30.00	\$3.50	\$ 52.50	\$ 3.42	\$ 51.30	\$46.00	\$ 690.00	\$3.00	\$ 45.00	\$3.45	\$ 51.75	\$11.87	\$ 17.06
79	Streambed Mix A	700	TON	\$ 90.00	\$ 63,000.00	\$61.00	\$ 42,700.00	\$ 61.73	\$ 43,211.00	\$48.00	\$ 33,600.00	\$56.00	\$ 39,200.00	\$61.73	\$ 43,211.00	\$57.69	\$ 5.30
80	Streambed Mix B	365	TON	\$ 90.00	\$ 32,850.00	\$62.00	\$ 22,630.00	\$ 65.01	\$ 23,728.65	\$54.00	\$ 19,710.00	\$56.00	\$ 20,440.00	\$65.01	\$ 23,728.65	\$60.40	\$ 4.59
81	Pothole Existing Underground Utility	3	EA	\$ 500.00	\$ 1,500.00	\$2,400.00	\$ 7,200.00	\$ 600.00	\$ 1,800.00	\$624.00	\$ 1,872.00	\$560.00	\$ 1,680.00	\$600.00	\$ 1,800.00	\$956.80	\$ 721.89
82	Repair Existing Public and Private Facilities	1	EST	\$ 2,000.00	\$ 2,000.00	\$2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$2,000.00	\$ 2,000.00	\$2,000.00	\$ 2,000.00	\$2,000.00	\$ 2,000.00	\$2,000.00	\$ -
Total Schedule A					\$ 3,463,678.64		\$ 2,884,404.60		\$ 2,954,266.48		\$ 3,478,013.95		\$ 3,581,967.85		\$ 3,833,783.58		

Phone: (360) 354-3687

Called By:	City of Lynden	Bidder's Name Address	Engineer's Estimate	1	2	3	4	5	Average (Excluding Engineer's Estimate)	Standard Deviation (Excluding Engineer's Estimate)
For:	PEPIN CREEK RELOCATION - MAIN STREET BRIDGE 300 4th Street Lynden, WA 98264			Interwest Construction 609 North Hill Blvd Burlington, WA 98233	DeKoster Excavating PO Box 1008 Lynden, WA 98264	Faber Construction 6951 Hannegan Rd Lynden, WA 98264	Ram Construction 4290 Pacific Highway Bellingham, WA 98226	Massana 4810 Ft Fosdick Dr Ste 237 Gig Harbor, WA 98335		
By:	Nathan Zylstra, P.E.									
Date:	April 26, 2022									

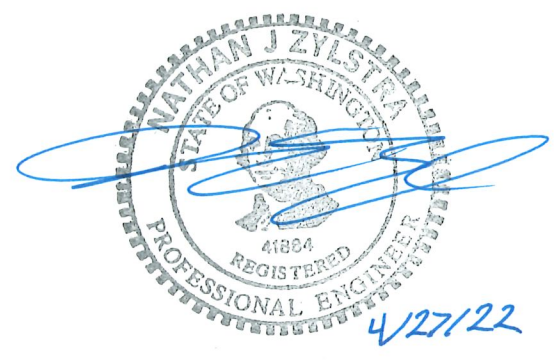
Schedule A - Roadway and Storm																	
Item No.	Item Description	Quantity	Unit	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount		

Schedule B - Water

Item No.	Item Description	Quantity	Unit	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount		
83	Shoring or Extra Excavation Class B, Incl. Haul	4,350	SF	\$ 1.00	\$ 4,350.00	\$1.00	\$ 4,350.00	\$ 0.12	\$ 522.00	\$1.00	\$ 4,350.00	\$0.01	\$ 43.50	\$0.12	\$ 522.00	\$0.45	\$ 0.45
84	Re-channel Existing Manhole	1	EA	\$ 3,000.00	\$ 3,000.00	\$1,500.00	\$ 1,500.00	\$ 1,352.43	\$ 1,352.43	\$1,507.00	\$ 1,507.00	\$1,900.00	\$ 1,900.00	\$1,359.00	\$ 1,359.00	\$1,523.69	\$ 199.45
85	Ductile Iron Pipe for Water Main 12 In. Diam.	164	LF	\$ 160.00	\$ 26,240.00	\$215.00	\$ 35,260.00	\$ 233.60	\$ 38,310.40	\$159.00	\$ 26,076.00	\$205.00	\$ 33,620.00	\$234.62	\$ 38,477.68	\$209.44	\$ 27.61
86	Connect to Existing Water Main 12 In. Diam.	2	EA	\$ 2,500.00	\$ 5,000.00	\$2,500.00	\$ 5,000.00	\$ 4,941.76	\$ 9,883.52	\$2,815.00	\$ 5,630.00	\$4,930.00	\$ 9,860.00	\$4,959.48	\$ 9,918.96	\$4,029.25	\$ 1,124.49
87	Gate Valve 12 In.	2	EA	\$ 1,500.00	\$ 3,000.00	\$5,400.00	\$ 10,800.00	\$ 5,668.92	\$ 11,337.84	\$5,374.00	\$ 10,748.00	\$4,170.00	\$ 8,340.00	\$5,702.35	\$ 11,404.70	\$5,263.05	\$ 562.77
88	Temporary Water Service 1 In. Diam.	1	LS	\$ 3,000.00	\$ 3,000.00	\$2,200.00	\$ 2,200.00	\$ 1,650.53	\$ 1,650.53	\$2,334.00	\$ 2,334.00	\$2,075.00	\$ 2,075.00	\$1,655.59	\$ 1,655.59	\$1,983.02	\$ 281.60
89	Service Connection 1 In. Diam.	1	EA	\$ 3,000.00	\$ 3,000.00	\$1,600.00	\$ 1,600.00	\$ 1,899.05	\$ 1,899.05	\$3,047.00	\$ 3,047.00	\$1,730.00	\$ 1,730.00	\$1,906.29	\$ 1,906.29	\$2,036.47	\$ 517.96
90	HDPE Sanitary Sewer Pipe 1.5 In. Diam. - Force Main	157	LF	\$ 70.00	\$ 10,990.00	\$110.00	\$ 17,270.00	\$ 54.24	\$ 8,515.68	\$24.00	\$ 3,768.00	\$42.00	\$ 6,594.00	\$54.37	\$ 8,536.09	\$56.92	\$ 28.77
91	PVC Sanitary Sewer Pipe 4 In. Diam.	73	LF	\$ 60.00	\$ 4,380.00	\$70.00	\$ 5,110.00	\$ 48.75	\$ 3,558.75	\$42.00	\$ 3,066.00	\$75.00	\$ 5,475.00	\$48.90	\$ 3,569.70	\$56.93	\$ 13.05
92	PVC Sanitary Sewer Pipe 6 In. Diam.	193	LF	\$ 60.00	\$ 11,580.00	\$95.00	\$ 18,335.00	\$ 63.28	\$ 12,213.04	\$50.00	\$ 9,650.00	\$98.00	\$ 18,914.00	\$63.53	\$ 12,261.29	\$73.96	\$ 19.07
93	PVC Sanitary Sewer Pipe 8 In. Diam.	13	LF	\$ 60.00	\$ 780.00	\$200.00	\$ 2,600.00	\$ 641.83	\$ 8,343.79	\$79.00	\$ 1,027.00	\$273.00	\$ 3,549.00	\$643.12	\$ 8,360.56	\$367.39	\$ 233.00
94	Sewer Cleanout	6	EA	\$ 500.00	\$ 3,000.00	\$1,000.00	\$ 6,000.00	\$ 913.63	\$ 5,481.78	\$455.00	\$ 2,730.00	\$1,050.00	\$ 6,300.00	\$917.42	\$ 5,504.52	\$867.21	\$ 212.43
95	Duplex Grinder Pump Lift Station	1	LS	\$ 30,000.00	\$ 30,000.00	\$60,000.00	\$ 60,000.00	\$ 69,667.15	\$ 69,667.15	\$61,035.00	\$ 61,035.00	\$55,000.00	\$ 55,000.00	\$64,883.33	\$ 64,883.33	\$62,117.10	\$ 4,918.57
Subtotal Schedule B					\$ 108,320.00		\$ 170,025.00		\$ 172,735.96		\$ 134,968.00		\$ 153,400.50		\$ 168,359.71		
Sales Tax Schedule B				8.80%	\$ 9,532.16		\$ 14,962.20		\$ 15,200.76		\$ 11,877.18		\$ 13,499.24		\$ 14,815.65		
Total Schedule B					\$ 117,852.16		\$ 184,987.20		\$ 187,936.72		\$ 146,845.18		\$ 166,899.74		\$ 183,175.36		

Total Schedules A, B Incl Sales Tax				\$ 3,581,530.80	\$ 3,069,391.80	\$ 3,142,203.20	\$ 3,624,859.13	\$ 3,748,867.59	\$ 4,016,958.94
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Math Error / Omission



# CITY OF LYNDEN



## EXECUTIVE SUMMARY

<b>Meeting Date:</b>	May 2, 2022	
<b>Name of Agenda Item:</b>	Reappointment of Committee Member	
<b>Section of Agenda:</b>	Consent	
<b>Department:</b>	Parks	
<b>Council Committee Review:</b>	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input checked="" type="checkbox"/> Parks <input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: _____	<b>Legal Review:</b> <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required
<b>Attachments:</b>	None	
<b>Summary Statement:</b>	<p>One member of the Park and Trail Advisory Committee has completed his term on the committee at the end of 2021. Tim Van Beek has agreed to serve an additional term on the committee. His 3-year term would be from January 1, 2022 to December 31, 2024.</p>	
<b>Recommended Action:</b>	<p>Motion to approve the Mayor's reappointment of Tim Van Beek to additional 3-year term on the Park and Trail Advisory Committee. The term expires on December 31, 2024.</p>	

# CITY OF LYNDEN

## EXECUTIVE SUMMARY



<b>Meeting Date:</b>	May 2, 2022	
<b>Name of Agenda Item:</b>	Automated Lock Agreement with Security Solutions	
<b>Section of Agenda:</b>	Consent	
<b>Department:</b>	Parks	
<b>Council Committee Review:</b>	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input checked="" type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
	<b>Legal Review:</b> <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required	
<b>Attachments:</b>		
Automated Lock System Proposal from Security Solutions		
<b>Summary Statement:</b>		
<p>The Parks department proposed and reviewed the ability to lock park bathrooms in an attempt to utilize employee hours to their fullest potential during the work week and to offer opportunities to close different sites at different times based on facility use.</p> <p>Security Solutions responded with proposals.</p> <p>Parks Committee reviewed the updated proposal and recommended forwarding it to full council for approval.</p>		
<b>Recommended Action:</b>		
Motion to approve the Automated Lock System proposal from Security Solutions and authorize the Mayor's signature on the agreement.		

City of Lynden  
Bender Park Concession/Office Restrooms  
8770 Bender Rd.  
Lynden WA 98264

Brent DeRuyter  
DeRuyterB@lyndenwa.org

February 15, 2022

Page 1 of 3

### SYSTEM PROPOSAL

#### **BRIVO HOSTED FULLY WEB BASED - IP NETWORK ACS SYSTEM:**

Provide and install a turn-key automated door locking system for the following locations and doors

1. Bender Road Office Building Restrooms (2 doors)
2. Bender Park Concession Building Restrooms (2 doors)

#### **COMMUNICATION NOTES:**

1. For the concession building location we have provided a wireless link to be installed that communicates back to the Bender Park office building. This wireless link will be an encrypted, secure, point to point wireless link. This will connect to the city's network in the office. This can also be used for future cameras at this restroom building.

For this system we have proposed the BRIVO brand system. BRIVO is a the most respected hosted solution in the industry. Their system is also highly expandable, robust, and easy to use being fully web based. It is expandable to an unlimited number of sites, doors, cardholders, and locations. It is a fully web-based system - so all management of the system(s) can be managed from any web browser or free mobile application. This system requires NO on-site server or software allowing the system to be managed and programmed from any web browser or via their free mobile application.

#### **HOSTING:**

BRIVO hosts all of the info on their highly secure server and network. They have unparalleled system and communication security (see attached info). There is a simple monthly cost for the hosting and requires no on-site software or hardware nor are backups required.

The Brivo cloud system has a hosting fee of \$10 per door. This keeps all data in the cloud requiring no on-site server, backups, server maintenance. This automatically keeps the system controls and web interface up-to-date indefinitely plus warranties the entire system as noted above.

#### **ITEMS THE CITY WILL NEED TO PROVIDE:**

1. 2EA network switchport at the main park office. 1 for the wireless link and 1 for the door controller.
2. 1EA key cylinder for (2) panic bars being installed at the city park restrooms. A key cylinder to match the key system of the city.
3. If 120VAC is required for the power supply's, this will need to be provided by the city. Voltage load may or may not require this in some locations.
4. City to ensure all doors have door closers and can smoothly close on their own without hanging up.

City of Lynden  
 Bender Park Concession/Office Restrooms  
 8770 Bender Rd.  
 Lynden WA 98264

Brent DeRuyter  
 DeRuyterB@lyndenwa.org

February 15, 2022

Page 2 of 3

**SYSTEM COMPONENTS:**

<u>Qty</u>	<u>Description</u>
2	BRIVO - Door Controller Module
2	ALTRONIX - Power Supply with 12V Battery Back Up
4	HES - Electric Door Strike
2	LOCKSET - Lever Lockset Grade 1 (Concession stand)
1	UBIQUITI - Wireless Point to Point High Speed Link
1	CABLE - Low Volt Electrical Cable
1	LABOR - Install Cable and Equipment, Program, and Provide End User Training.
1	PERMIT - Electrical Permit

<b>SYSTEM TOTAL</b>	<b>\$10,359.91</b>
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*+ sales tax & permit*

**MONTHLY SERVICES**

<u>Qty</u>	<u>Description</u>	<u>Price Each</u>	<u>Extended</u>
0	Connects to existing City of Lynden Brivo Account	\$40.00	\$0.00
2	Brivo Additional Door (Site) Hosting	\$10.00	\$20.00

<b>MONTHLY PRICE</b>	<b>\$20.00</b>
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City of Lynden  
 Bender Park Concession/Office Restrooms  
 8770 Bender Rd.  
 Lynden WA 98264

Brent DeRuyter  
 DeRuyterB@lyndenwa.org

February 15, 2022

Page 3 of 3

**THESE ITEMS ARE EXCLUDED UNLESS CHECKED YES:**

Included in Scope:	Yes:	Included in Scope:	Yes:	Included in Scope:	Yes:
Shop Drawings		Fire Permit		Prevailing Wages	X
As-Built Drawings		Electrical Permit	X	Performance Bond	
Data Submittals		Fire Stopping		Provide Lift(s)	
Wire Supply	X	Coring		Programming	X
Wire Installation	X	Door Lock Hardware	X	POE Switches	
Conduit & Installation	X	Door Lock Hardware Installatio	X	Testing	X
Devices	X	120v ac Power Material & Install		Training - Remote 1 hr.	X
Devices Installation	X			Training - Remote 4 hr.	

- Proposal is valid for 30 days from the date on this proposal
- All parts and labor are warranted for one year
- An authorized purchase order and/or contract will be required to commence work
- A system with monitoring or cloud hosting will require a contract to activate
- Additional work requested beyond the scope of this proposal will be billed at a time & material rate
- Additional parts needed to connect a cellular communicator with a weak cellular signal will be billed as an add
- Customer to provide robust & reliable Wi-Fi connection if needed
- Existing wiring or equipment to be integrated with this scope of work is assumed to be in working order and supported by the manufacturer, work and parts needed to upgrade or fix an existing system will be billed at a time and mat
- All work to be performed during SSNW's business hours Monday - Friday 8:00 - 4:30 excluding holidays
- Work will be billed each month in increments proportionate to progress toward completion of the project
- Balance to be billed at the completion of installation, payments are due at net 30 days from invoice date

**Presented by:** \_\_\_\_\_  
 Tobey Vos - 360.815.2789

**Acceptance:** \_\_\_\_\_  
 (please sign here)

\_\_\_\_\_ Date



City of Lynden  
City Park Restrooms  
8770 Bender Rd.  
Lynden WA 98264

Brent DeRuyter  
DeRuyterB@lyndenwa.org

March 16, 2022

Page 1 of 3

## SYSTEM PROPOSAL

### **BRIVO HOSTED FULLY WEB BASED - IP NETWORK ACS SYSTEM:**

Provide and install a turn-key automated door locking system for the following locations and doors

1. City Park Lower Restroom Building (2 doors)

#### **COMMUNICATION NOTES:**

1. The City Park restroom building will get a cellular module for communications.

For this system we have proposed the BRIVO brand system. BRIVO is the most respected hosted solution in the industry. Their system is also highly expandable, robust, and easy to use being fully web based. It is expandable to an unlimited number of sites, doors, cardholders, and locations. It is a fully web-based system - so all management of the system(s) can be managed from any web browser or free mobile application. This system requires NO on-site server or software allowing the system to be managed and programmed from any web browser or via their free mobile application.

#### **HOSTING/WARRANTY:**

BRIVO hosts all of the info on their highly secure server and network. They have unparalleled system and communication security (see attached info). There is a simple monthly cost for the hosting and requires no on-site software or hardware nor are backups required.

The Brivo cloud system has a hosting fee of \$10 per door. This keeps all data in the cloud requiring no on-site server, backups, server maintenance. This automatically keeps the system controls and web interface up-to-date indefinitely plus warranties the entire system as noted above.

#### **ITEMS THE CITY WILL NEED TO PROVIDE:**

1. 1EA key cylinder for (2) panic bars being installed at the city park restrooms. A key cylinder to match the key system of the city.
2. If 120VAC is required for the power supply's, this will need to be provided by the city. Voltage load may or may not require this in some locations.
3. City to ensure all doors have door closers and can smoothly close on their own without hanging up.

City of Lynden  
 City Park Restrooms  
 8770 Bender Rd.  
 Lynden WA 98264

Brent DeRuyter  
 DeRuyterB@lyndenwa.org

March 16, 2022

Page 2 of 3

**SYSTEM COMPONENTS:**

<u>Qty</u>	<u>Description</u>
1	BRIVO - Door Controller Module
1	BRIVO - Cellular Connect Module
1	ALTRONIX - Power Supply with 12V Battery Back Up
2	HES - Electric Door Strike
2	ADAMA RITE - Panic Bar (for city park restroom doors)
1	CABLE - Low Volt Electrical Cable
1	LABOR - Install Cable and Equipment, Program, and Provide End User Training.
1	PERMIT - Electrical Permit

<b>SYSTEM TOTAL</b>	<b>\$5,894.94</b>
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*+ sales tax & permit*

**MONTHLY SERVICES**

<u>Qty</u>	<u>Description</u>	<u>Price Each</u>	<u>Extended</u>
0	Brivo Base Hosting Account - Includes First Door (Site)	\$40.00	\$0.00
1	Brivo Additional Door (Site) Hosting	\$10.00	\$10.00
1	Cellular Connect Service (Aaron Dr and City Park)	\$28.00	\$28.00

<b>MONTHLY PRICE</b>	<b>\$38.00</b>
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City of Lynden  
 City Park Restrooms  
 8770 Bender Rd.  
 Lynden WA 98264

Brent DeRuyter  
 DeRuyterB@lyndenwa.org

March 16, 2022

Page 3 of 3

**THESE ITEMS ARE EXCLUDED UNLESS CHECKED YES:**

Included in Scope:	Yes:	Included in Scope:	Yes:	Included in Scope:	Yes:
Shop Drawings		Fire Permit		Prevailing Wages	X
As-Built Drawings		Electrical Permit	X	Performance Bond	
Data Submittals		Fire Stopping		Provide Lift(s)	
Wire Supply	X	Coring		Programming	X
Wire Installation	X	Door Lock Hardware	X	POE Switches	
Conduit & Installation	X	Door Lock Hardware Installatio	X	Testing	X
Devices	X	120v ac Power Material & Install		Training - Remote 1 hr.	X
Devices Installation	X			Training - Remote 4 hr.	

- Proposal is valid for 30 days from the date on this proposal
- All parts and labor are warranted for one year
- An authorized purchase order and/or contract will be required to commence work
- A system with monitoring or cloud hosting will require a contract to activate
- Additional work requested beyond the scope of this proposal will be billed at a time & material rate
- Additional parts needed to connect a cellular communicator with a weak cellular signal will be billed as an add
- Customer to provide robust & reliable Wi-Fi connection if needed
- Existing wiring or equipment to be integrated with this scope of work is assumed to be in working order and supported by the manufacturer, work and parts needed to upgrade or fix an existing system will be billed at a time and mat
- All work to be performed during SSNW's business hours Monday - Friday 8:00 - 4:30 excluding holidays
- Work will be billed each month in increments proportionate to progress toward completion of the project
- Balance to be billed at the completion of installation, payments are due at net 30 days from invoice date

**Presented by:** \_\_\_\_\_  
 Tobey Vos - 360.815.2789

**Acceptance:** \_\_\_\_\_  
 (please sign here)

\_\_\_\_\_ Date

City of Lynden  
Aaron Drive Restrooms  
8770 Bender Rd.  
Lynden WA 98264

Brent DeRuyter  
DeRuyterB@lyndenwa.org

March 16, 2022

Page 1 of 3

## SYSTEM PROPOSAL

### **BRIVO HOSTED FULLY WEB BASED - IP NETWORK ACS SYSTEM:**

Provide and install a turn-key automated door locking system for the following locations and doors

1. Aaron Drive Building (2 doors)

#### **COMMUNICATION NOTES:**

1. For the Aaron Drive building location we have provided a wireless link to be installed that communicates back to the Bender Park office building. This wireless link will be an encrypted, secure, point to point wireless link. This will connect to the city's network in the office. This can also be used for future cameras at this restroom building.

For this system we have proposed the BRIVO brand system. BRIVO is a the most respected hosted solution in the industry. Their system is also highly expandable, robust, and easy to use being fully web based. It is expandable to an unlimited number of sites, doors, cardholders, and locations. It is a fully web-based system - so all management of the system(s) can be managed from any web browser or free mobile application. This system requires NO on-site server or software allowing the system to be managed and programmed from any web browser or via their free mobile application.

#### **HOSTING:**

BRIVO hosts all of the info on their highly secure server and network. They have unparalleled system and communication security (see attached info). There is a simple monthly cost for the hosting and requires no on-site software or hardware nor are backups required.

The Brivo cloud system has a hosting fee of \$10 per door. This keeps all data in the cloud requiring no on-site server, backups, server maintenance. This automatically keeps the system controls and web interface up-to-date indefinitely plus warranties the entire system as noted above.

#### **ITEMS THE CITY WILL NEED TO PROVIDE:**

1. If 120VAC is required for the power supply's, this will need to be provided by the city. Voltage load may or may not require this in some locations.
2. City to ensure all doors have door closers and can smoothly close on their own without hanging up.

City of Lynden  
 Aaron Drive Restrooms  
 8770 Bender Rd.  
 Lynden WA 98264

Brent DeRuyter  
 DeRuyterB@lyndenwa.org

March 16, 2022

Page 2 of 3

**SYSTEM COMPONENTS:**

<u>Qty</u>	<u>Description</u>
1	BRIVO - Door Controller Module
1	ALTRONIX - Power Supply with 12V Battery Back Up
2	HES - Electric Door Strike
1	UBIQUITI - Wireless Point to Point High Speed Link
1	CABLE - Low Volt Electrical Cable
1	LABOR - Install Cable and Equipment, Program, and Provide End User Training.
1	PERMIT - Electrical Permit

<b>SYSTEM TOTAL</b>	<b>\$5,438.04</b>
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*+ sales tax & permit*

**MONTHLY SERVICES**

<u>Qty</u>	<u>Description</u>	<u>Price Each</u>	<u>Extended</u>
0	Brivo Base Hosting Account - Includes First Door (Site)	\$40.00	\$0.00
1	Brivo Additional Door (Site) Hosting	\$10.00	\$10.00

<b>MONTHLY PRICE</b>	<b>\$10.00</b>
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City of Lynden  
 Aaron Drive Restrooms  
 8770 Bender Rd.  
 Lynden WA 98264

Brent DeRuyter  
 DeRuyterB@lyndenwa.org

March 16, 2022

Page 3 of 3

**THESE ITEMS ARE EXCLUDED UNLESS CHECKED YES:**

Included in Scope:	Yes:	Included in Scope:	Yes:	Included in Scope:	Yes:
Shop Drawings		Fire Permit		Prevailing Wages	X
As-Built Drawings		Electrical Permit	X	Performance Bond	
Data Submittals		Fire Stopping		Provide Lift(s)	
Wire Supply	X	Coring		Programming	X
Wire Installation	X	Door Lock Hardware	X	POE Switches	
Conduit & Installation	X	Door Lock Hardware Installatio	X	Testing	X
Devices	X	120v ac Power Material & Install		Training - Remote 1 hr.	X
Devices Installation	X			Training - Remote 4 hr.	

- Proposal is valid for 30 days from the date on this proposal
- All parts and labor are warranted for one year
- An authorized purchase order and/or contract will be required to commence work
- A system with monitoring or cloud hosting will require a contract to activate
- Additional work requested beyond the scope of this proposal will be billed at a time & material rate
- Additional parts needed to connect a cellular communicator with a weak cellular signal will be billed as an add
- Customer to provide robust & reliable Wi-Fi connection if needed
- Existing wiring or equipment to be integrated with this scope of work is assumed to be in working order and supported by the manufacturer, work and parts needed to upgrade or fix an existing system will be billed at a time and mat
- All work to be performed during SSNW's business hours Monday - Friday 8:00 - 4:30 excluding holidays
- Work will be billed each month in increments proportionate to progress toward completion of the project
- Balance to be billed at the completion of installation, payments are due at net 30 days from invoice date

**Presented by:** \_\_\_\_\_  
 Tobey Vos - 360.815.2789

**Acceptance:** \_\_\_\_\_  
 (please sign here)

\_\_\_\_\_ Date

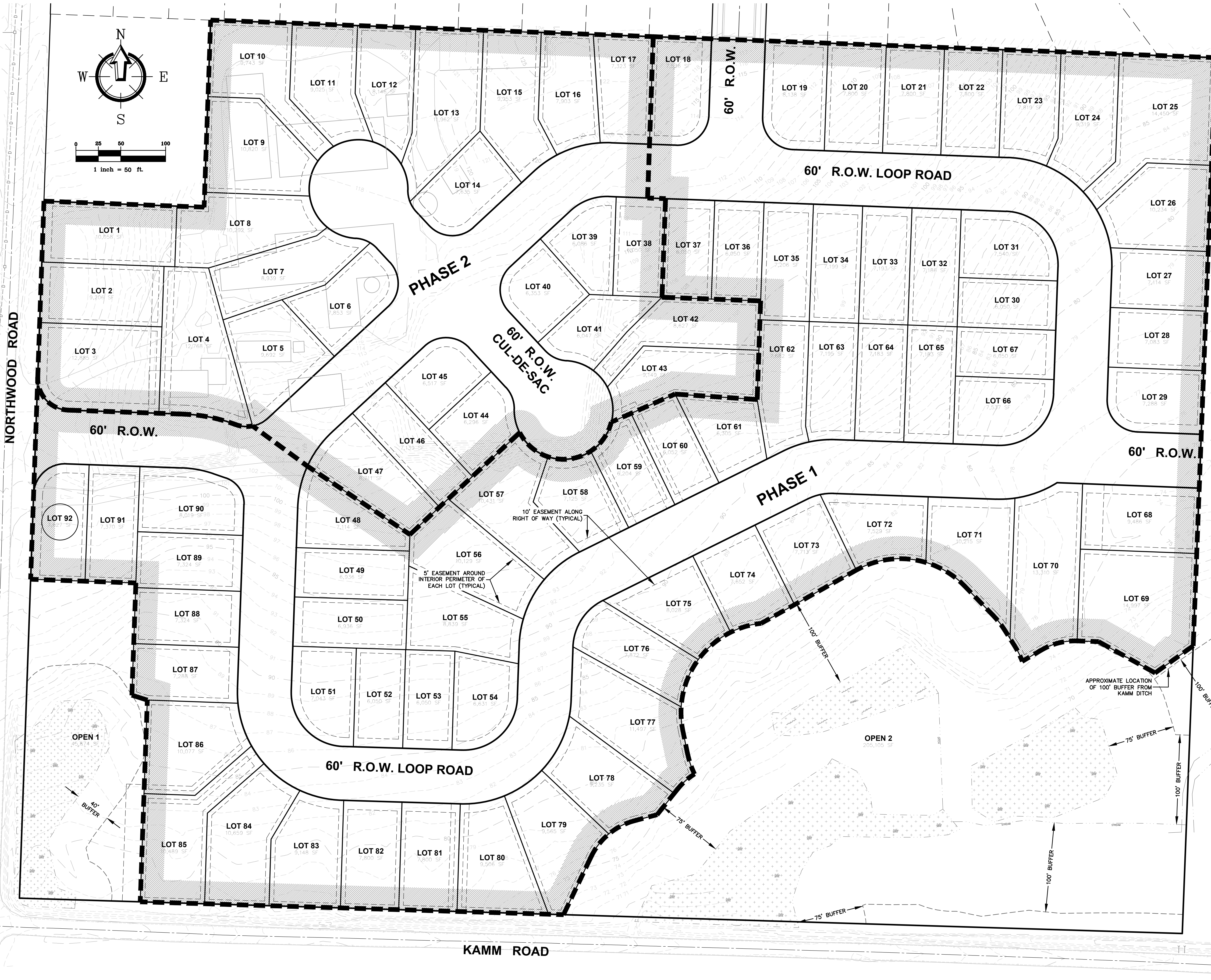
# CITY OF LYNDEN

## EXECUTIVE SUMMARY



<b>Meeting Date:</b>	May 2, 2022	
<b>Name of Agenda Item:</b>	Final Plat Approval – Kode Kamp Long Plat Phase 2	
<b>Section of Agenda:</b>	New Business	
<b>Department:</b>	Planning Department	
<b>Council Committee Review:</b>	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
	<b>Legal Review:</b> <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required	
<b>Attachments:</b>		
Plat Maps, Findings of Fact, TRC Report		
<b>Summary Statement:</b>		
<p>City Council granted preliminary approval for the Kode Kamp Vista long plat on March 15, 2021. The subdivision of approximately 28 acres is located at the northeast corner of Kamm Road and Northwood Road. Ultimately it divides the property into 92 lots. The first of two phases of this plat has come forward for final plat approval. Phase 2 includes the remaining 27 lots located in the northwest corner of the property. The property has a zoning of RMD (Residential Mixed Density) which allows for the inclusion of duplexes, however, Kode Kamp Vista is dedicated solely to single family use and the plat will be noted as such.</p> <p>The Council is being asked to consider final plat approval for Phase 2 of the Kode Kamp Vista Long Plat under the following conditions:</p> <ol style="list-style-type: none"> <li>1. Completion of all punch list items.</li> <li>2. Submittal and acceptance of required maintenance bonds and any necessary performance bonds.</li> <li>3. Payment of final inspection fees for plat construction.</li> <li>4. Submittal of final as-built drawings.</li> <li>5. Submittal and recording of final plat mylars.</li> <li>6. Final development fees paid in full.</li> <li>7. Installation of all streetlights and street trees.</li> <li>8. Recording of necessary utility and access easements.</li> <li>9. Completion of development agreement obligations related to off-site improvements.</li> </ol>		
<b>Recommended Action:</b>		
Motion to grant final approval of Phase 2 of the Kode Kamp Vista Long Plat subject to the conditions 1-9 listed above, and to authorize the Mayor’s signature on the final plat documents.		

PARCEL INFORMATION				
PARCEL #	AREA (SF)	PHASE	ACCESS	USE TYPE
1	10,058	2	LOOP	DUPLEX
2	9,206	2	LOOP	DUPLEX
3	12,885	2	LOOP	DUPLEX
4	12,768	2	LOOP	SINGLE
5	9,692	2	LOOP	SINGLE
6	7,853	2	LOOP	SINGLE
7	8,939	2	CUL-DE-SAC	SINGLE
8	10,292	2	CUL-DE-SAC	SINGLE
9	10,820	2	CUL-DE-SAC	SINGLE
10	9,743	2	CUL-DE-SAC	SINGLE
11	9,025	2	CUL-DE-SAC	SINGLE
12	8,146	2	CUL-DE-SAC	SINGLE
13	11,982	2	CUL-DE-SAC	SINGLE
14	7,635	2	LOOP	SINGLE
15	9,853	2	LOOP	SINGLE
16	7,903	2	LOOP	SINGLE
17	7,323	2	LOOP	SINGLE
18	7,536	1	LOOP	SINGLE
19	8,138	1	LOOP	SINGLE
20	7,800	1	LOOP	SINGLE
21	7,800	1	LOOP	SINGLE
22	7,800	1	LOOP	SINGLE
23	7,819	1	LOOP	SINGLE
24	9,319	1	LOOP	SINGLE
25	14,450	1	LOOP	SINGLE
26	10,234	1	LOOP	SINGLE
27	7,114	1	LOOP	SINGLE
28	7,083	1	LOOP	SINGLE
29	7,288	1	LOOP	SINGLE
30	6,050	1	LOOP	SINGLE
31	7,540	1	LOOP	SINGLE
32	7,196	1	LOOP	SINGLE
33	7,193	1	LOOP	SINGLE
34	7,199	1	LOOP	SINGLE
35	7,206	1	LOOP	SINGLE
36	6,050	1	LOOP	SINGLE
37	6,050	1	LOOP	SINGLE
38	6,050	2	LOOP	SINGLE
39	6,086	2	LOOP	SINGLE
40	6,353	2	CUL-DE-SAC	SINGLE
41	6,047	2	CUL-DE-SAC	SINGLE
42	8,627	2	CUL-DE-SAC	SINGLE
43	9,149	2	CUL-DE-SAC	SINGLE
44	6,296	2	CUL-DE-SAC	SINGLE
45	6,517	2	CUL-DE-SAC	SINGLE
46	7,139	2	LOOP	SINGLE
47	8,711	2	LOOP	SINGLE
48	7,114	1	LOOP	SINGLE
49	6,936	1	LOOP	SINGLE
50	6,936	1	LOOP	SINGLE
51	7,043	1	LOOP	SINGLE
52	6,050	1	LOOP	SINGLE
53	6,050	1	LOOP	SINGLE
54	6,631	1	LOOP	SINGLE
55	8,839	1	LOOP	SINGLE
56	10,129	1	LOOP	SINGLE
57	10,431	1	CUL-DE-SAC	SINGLE
58	7,125	1	CUL-DE-SAC	SINGLE
59	6,204	1	CUL-DE-SAC	SINGLE
60	6,305	1	LOOP	SINGLE
61	6,186	1	LOOP	SINGLE
62	7,682	1	LOOP	SINGLE
63	7,195	1	LOOP	SINGLE
64	7,183	1	LOOP	SINGLE
65	7,183	1	LOOP	SINGLE
66	7,537	1	LOOP	SINGLE
67	6,050	1	LOOP	SINGLE
68	9,486	1	LOOP	SINGLE
69	14,997	1	LOOP	SINGLE
70	13,310	1	LOOP	SINGLE
71	10,215	1	LOOP	SINGLE
72	7,529	1	LOOP	SINGLE
73	7,713	1	LOOP	SINGLE
74	7,652	1	LOOP	SINGLE
75	8,028	1	LOOP	SINGLE
76	7,872	1	LOOP	SINGLE
77	11,497	1	LOOP	SINGLE
78	9,235	1	LOOP	SINGLE
79	9,565	1	LOOP	SINGLE
80	9,508	1	LOOP	SINGLE
81	7,800	1	LOOP	SINGLE
82	7,800	1	LOOP	SINGLE
83	9,148	1	LOOP	SINGLE
84	10,659	1	LOOP	SINGLE
85	10,489	1	LOOP	SINGLE
86	10,077	1	LOOP	SINGLE
87	7,288	1	LOOP	SINGLE
88	7,324	1	LOOP	SINGLE
89	7,324	1	LOOP	SINGLE
90	8,019	1	LOOP	SINGLE
91	7,370	1	LOOP	DUPLEX
92	7,627	1	LOOP	DUPLEX



BY:	
DESCRIPTION:	
REV:	
DATE:	

CLIENT: **AXIOM CONSTRUCTION & CONSULTING LLC**  
 1841 FRONT STREET, SUITE A  
 LYNDEN, WA 98264  
 CALL BEFORE YOU DIG  
 FOR BURIED UTILITY LOCATIONS  
 1-800-424-5655

PROJECT LOCATION: **KODE KAMP VISTA PLAT**  
 8744 NORTHWOOD ROAD  
 LYNDEN, WA 98226  
 DRAWING #: 20083SP5.DWG  
 DESIGNED BY: MDB  
 DRAWN BY: MDB  
 CHECKED BY: JPS

SHEET CONTENTS: **PRELIMINARY SITE PLAN**

**PRELIMINARY**

JOB #: 20083 DATE: 01-16-2021  
 SCALE: HORIZ: 1"=50' VERT: N/A SHEET: **PRE1**



CITY OF LYNDEN  
 FINDINGS OF FACT AND CONCLUSIONS OF LAW

REGARDING THE APPLICATION OF Northwood Partners, LLC, TO SUBDIVIDE PROPERTY  Petitioner	LP #20-01  FINDINGS OF FACT, CONCLUSIONS OF LAW, CONDITIONS and DECISION on SUBDIVISION APPLICATION #20-01
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THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 15, TOWNSHIP 40 NORTH, RANGE 3 EAST, W.M. EXCEPTING THEREFROM THE NORTH HALF OF THE NORTH HALF OF SAID SOUTHWEST QUARTER OF THE NORTHEAST QUARTER; FURTHER EXCEPTING ONE ACRE FOR CEMETERY; FURTHER EXCEPTING RIGHT-OF-WAY FOR COUNTY ROADS KNOWN AS KAMM ROAD AND NORTHWOOD ROAD ON THE SOUTHERN AND WESTERN BOUNDARIES THEREOF. SITUATE IN WHATCOM COUNTY, WASHINGTON.

**COMMONLY DESCRIBED AS:** 8744 Northwood Road, Lynden.

Has applied for a subdivision of the above described parcel into 92 residential lots within the RMD zone. The Lynden Planning Commission held a public hearing on January 28, 2021, and recommended approval to the City Council through Planning Commission Resolution #21-04. Said request having come before the Lynden City Council on March 15, 2021, and the Lynden City Council having fully and duly considered the request, hereby makes the following:

**I. FINDINGS OF FACT AND CONCLUSIONS OF LAW**

1.01 Application. Northwood Partners, LLC, has filed an application (“Property Owners”) for a subdivision which was accepted by the City as complete on December 4, 2020.

1.02 Location. The Property is located at 8744 Northwood Road in Lynden, Whatcom Co., Washington as described above.

1.03 Ownership. Northwood Partners, LLC are the Property Owners.

1.04 Request. To subdivide a parcel approximately 28.41 acres in size into 92 residential lots located within the RMD zone.

1.05 Reason for Request. To make effective use of land within the existing city limits where all urban services are available.

1.06 Conformance with Zoning and Comprehensive Plans. The subdivision of the Property proposed in the application is in conformity with City zoning ordinances,

comprehensive plans, and all other applicable City development regulations including Chapter 17.15 LMC.

1.07 Compliance with General Requirements for Subdivision Approval. The application complies with Chapter 18.06 LMC, General Requirements for Subdivision Approval, as applicable.

1.08 Compliance with Lot and Plat Design Standards. The application complies with lot and plat design standards as required under Chapter 18.14 LMC, as applicable.

1.09 Compliance with Project Manual for Engineering Design and Development Standards. The application complies with the development standards and requirements set forth in Title 18 LMC and with the Project Manual for Engineering Design and Development Standards.

1.10 Appropriate Provisions for Promoting Health, Safety and General Welfare. The application makes appropriate provisions for public health, safety and general welfare.

1.11 Open Spaces, Streets, Roads, Sidewalks and Alleys. The application makes appropriate provisions for public open spaces, roads, streets, sidewalks and alleys.

1.12 Potable Water Supplies, Sanitary Wastes and Drainage Ways. The application makes appropriate provisions for public drainage ways, potable water supplies and sanitary wastes.

1.13 Public Interest. The application results in additional infilling within the City consistent with the City's Comprehensive Plan and the Growth Management Act. The public interest will be served by the approval of the application.

1.14 Critical Area Review. The Critical Area checklist for this project has been submitted and requires no further review.

1.15 SEPA Determination. Environmental review of the proposal has been made under the requirements of WAC 197-11 and a mitigated determination of non-significance has been made.

The foregoing Findings of Fact and Conclusions of Law are not labeled. Those sections which are most properly considered Findings of Fact are hereby designated as such. Those sections which are most properly considered Conclusions of Law are also designated as such. From the foregoing Findings of Fact and Conclusions of Law, the Council establishes the following conditions:

**II. CONDITIONS**

Any approval of the Petitioner’s application shall be subject to the conditions as listed below:

The proposed long plat was reviewed against the subdivision standards found in Chapter 18 of the Lynden Municipal Code (LMC) and the Engineering Design and Development Standards. The following aspects were found to be consistent with these standards:

*Zoning:* The area to be developed in this application is located within the RMD residential mixed density zone and permits the development of a mixture of single-family and duplex housing styles and types.

*Minimum Lot Size:* If the proposed rezone of the property is approved by the City Council the new zoning category, allows for detached single-family homes on lots as small as 6,000 square feet. Attached / paired homes are permitted on lots as small as 4,000 square feet. Duplexes are permitted on lots of at least 8,000 square feet. The lots proposed in this subdivision meet the RMD minimum lot size for detached dwellings (6,000 square feet). As proposed, parcels within this plat range from 6,000 square feet to about 28,700 square feet.

*Street Sections:* Per Chapter 4 of the Engineering Design and Development Standards the minimum street width, for a publicly dedicated access street right-of-way is 60 feet. This standard has been met as proposed.

*Build-out:* Be advised, both single family and duplex homes are permitted within the RMD zone. All lots are subject to the development requirements listed under 19.16 of the Lynden Municipal Code and associated design standards.

*Parking:* Be advised, per Chapter 19.51.040 of the LMC, a minimum of 2 parking stalls is required *per home and or unit*. It is important to note that if an enclosed single car garage is provided per dwelling unit, a minimum of two outside spaces must be provided. If an enclosed garage for two or more vehicles is provided, a minimum of one outside parking space must be provided.

**Specific Project Comments from the Technical Review Committee:**

**Planning and Development**

1. *Applicant Response Required:* Provide a written response to each of the Technical Review Committee’s comments below. Advisory comments should be acknowledged. A Word version of this document will be provided to you for your convenience.

- 2. Agent Authorization: Please provide an agent authorization letter, formation documents, or other documentation which allows Jeff Palmer to process the long plat application on behalf of Northwood Partners LLC.
- 3. Plat Documents: Provide draft plat sheets include the plats signature page with plat notes.
- 4. Phasing Plan: Please respond indicating if the plat improvements will be phased. If phasing of the plat is planned, provide a plat map which shows phases as well as a plan indicating the interim condition which will exist following the build-out of Phase 1 but not Phase 2. Staff is particularly interested in the infrastructure improvements which will exist at this time. Show the proposed condition of the street section and existing buildings at this stage of completion. See Public Works comments related to the minimum roadway standard for emergency access.
- 5. Plat Area Break-down: Whatcom County and the City of Lynden have been mandated to participate in an annual report provided to the State which tracks achieved housing density. In an effort to track accurate data for this program all plats will be required to provide supporting data. Please provide on the face of the plat a table which breaks down the total area of the plat into the categories shown below. Note that in some instances the area may be zero and that "other infrastructure" could refer to area used for sewer pump station, stormwater ponds, etc.

	Plat Area (in square feet)
Gross plat area	
Reserve tracts	
Critical areas	
Right of ways (ROWs)	
Other infrastructure	
Net developable	
Percent ROW and Infrastructure	%

- 6. Utility Easements: Per 18.14.075, the proposed plat must identify the required 5-foot utility easements around the interior property line of all lots. Revise plat map to include this easement on the face of the plat.

7. Street Name: Provide a street name for the proposed long plat. Be advised, the street name must be approved by the Whatcom County emergency dispatching agencies and avoid duplication with any other road within the County.
  
8. Street Tree Requirements: Be advised, street trees will be required. Submission of tree locations, species selection, and planting specifications must be included in the utilities plan (civil review) to avoid conflicts. Planting and establishment must be executed as described here:
  - a. As per Section 18.14.130, Street trees shall be provided by the sub-divider in all subdivisions within the dedicated public utility easements adjacent to the street; preferably between the curb and the sidewalk.
    1. One street tree is required for every 50 linear feet of street frontage. Distance may be averaged due to driveways and sight distance requirements.
    2. Street trees shall be a minimum caliper of 1 1/2" at the time of installation, small trees used under powerlines shall be a minimum a caliper of 1".
    3. Street trees shall be selected, installed, and maintained in accordance with the standard City of Lynden engineering specifications. Trees shall be placed on the property with consideration of potential driveway cuts and utility services.
  - b. Establishment of street trees and planting strips shall be per an approved site plan in conformance with design and bonding standards as set forth in LMC 19.61.
  - c. Maintenance of street trees and planting strips shall be the responsibility of the adjoining property owner and shall be done in accordance with the city's engineering design and development standards.
  
9. Topography: Due to the sloping nature of the site (a grade change of approximately 50 feet), the grading of the site will affect the buildability and drainage plans of each lot. Please provide a preliminary grading plan with the plat drawings. Civil plans must include proposed site topography at 2-foot intervals which ties into the finished grades of the right-of-way and surrounding properties. Be advised, this topography information must be confirmed on as-built drawings. Approved grades will be used to establish pre-construction elevations from which final building heights will be measured.
  
10. Critical Areas: The applicant has submitted a Critical Areas Assessment of the subject parcel. The report identifies wetlands and regulated streams on the

property. The civil construction plans shall clearly indicate the onsite location of these wetlands and their buffers. The proposed development avoids critical areas and their buffers. Any alterations to the proposal that results in impact to any critical areas and/or their buffers will require additional impact analysis and an approved mitigation plan.

Unobtrusive fencing (split rail) and Critical Area signage designating the location of the onsite critical areas is required consistent with LMC 16.16.210.

A conservation easement that designates ownership, liability, maintenance responsibility and enhancement opportunities for the critical areas and their buffers is required. Easement language shall be submitted for City approval. The conservation easement shall be recorded as a separate document and referenced on the final plat.

- 11. Existing Structures: This property was surveyed during the 2018 City of Lynden historic resources reconnaissance survey. The house and portions of the barn and other farm structures are more than 100 years old. Although the structures are likely not eligible for federal listing, they may be considered potentially eligible for listing on the Lynden Register due to their age and connection to Lynden’s agricultural legacy. As such, prior to demolition, an Intensive Survey of the structures as defined by the Washington State Standards for Cultural Resource Reporting is required. Survey results shall be provided to the City and added to WISAARD, the DAHP online database for this address.
- 12. Cultural Resources: The applicant shall have an Inadvertent Discovery Plan onsite that identifies protocol for contacting the appropriate authorities and protecting archaeological resources if they are inadvertently found during future construction activity.

While no archaeological resources were found, there are known cultural sites in the vicinity. Additional consultation with the Nooksack Tribe and the Department of Archaeology and Historic Preservation is required to ensure these sites are protected.

- 13. Vehicular Access Prohibition: Be advised, no private driveways are permitted on Kamm or Northwood Roads. Access to lots must be internal to the plat. This vehicular prohibition must appear on the face of the plat.
- 14. Pipe Stem Lots: A long plat may utilize one pipe stem lot for every 25 lots or portion thereof (LMC 18.14.040). As such, the proposed plat may utilize up to 4 pipe stem lots. Staff has identified these lots as lots 10, 25,42, and 87. Pipe stems shall be a minimum of 24 feet wide, shall not be longer than 150 feet, and the address must be clearly marked at the street for emergency access. It appears lot 25 and lot 42 were designed with stems only 20 feet in width. Please revise to meet the minimum standard of 24 feet.

15. Easement Access Lots: *In addition to pipestem lots, a long plat may also utilize private access easements for one lot per 25 lots or portion thereof. As such, the proposed plat may design up to 4 lots without accessible frontage on public streets and utilize an access easement instead (LMC 18.14.110(c)). Access easements shall be a minimum of 24 feet wide, shall not be longer than 150 feet, and the address must be clearly marked at the street for emergency access. The plat design currently exceeds the 4-lot maximum. Staff has identified applicable lots as lots 1, 2, 68, 69, and 70. Please revise the plat to include not more than 4 lots accessed via access easement.*
16. Frontage Requirements and Lot Access: *Unless an approved pipestem or access easement lot, no lots shall be created that have less than 50-feet of frontage except that lots on cul-de-sacs may reduce frontages to no less than 40 feet as long as a 50-foot width is achieved at the point of front setback (15 feet from the property line). It appears that some lots in the proposed plat may not meet this standard. Please provide a drawing which demonstrates compliance with this section of code in each of the two cul-de-sacs. (LMC 18.14.020)*
17. Housing Types: *If the proposed rezone of the property is approved by the City Council the new zoning category or Residential Mixed Density, allows for attached / paired homes (each on their own lot) and duplexes (on lots at least 8,000 square feet in size). The plat must clearly address if these housing types will be permitted and if so, on which lots. Please add an applicable plat note and indicate on the face of the plat map if necessary.*

### **Public Works**

18. Right-of-Way: *Dedication is required along the full frontage of Northwood Road to achieve a total dimension of 30 feet to the center line of the road.*
19. Street Section: *Street section of Currant Street extension must match the existing roadway to the north of the proposed plat.*
20. Phase 1 Emergency Access: *If phasing is proposed, be advised, at the time of Phase 1 construction, Phase 2 street sections must be constructed to a minimum of a 24-foot wide, stabilized surface which is sufficient to support emergency vehicles. If the stabilized surface is gravel, or similar, a minimum of 50 linear feet must be paved adjacent to any existing public right-of-way to prevent tracking of material onto roadway surfaces.*
21. Access: *As proposed, no vehicular access will be permitted to/from Kamm Road. Any existing driveways must be abandoned prior to final plat approval.*
22. Lot Access: *Vehicular access will be prohibited from proposed lots to/from Kamm Road and Northwood Road.*

23. Eastern Roadway Stub: The proposed eastern roadway stub accesses property which is not part of the City's Urban Growth Area. As such it is unlikely to be added to the City for some time (no sooner than the year 2036 unless otherwise petitioned to be added). City staff recommends the stub be dedicated as right-of-way easement but not improved beyond what is needed to access lots 68-71. A curb cut in this area will be limited to 30 feet with the balance of the stub finished with curb and sidewalk. Additionally, staff recommends the plat and, if needed, property covenants address the use of the area until such time is developed into a street.
24. Engineering Design Standards: All proposed streets must meet the minimum separation requirements as outlined in the City of Lynden Project Manual for Engineering Design and Development Standards.
25. Utility Easements: Plat must show the required 10-foot utility easement along the frontage of each lot (back of sidewalk).
26. Traffic analysis needs to be completed. All recommended items of the report shall be completed.
27. Street Lighting: Puget Sound Energy to design street lighting. Please submit a final plan.
28. Stormwater Advisory Comments
  - a. A stormwater management plan prepared by a professional engineer will be required for this development and must be approved by the City of Lynden prior to approval of construction plans. An erosion control plan must be included in the drainage plan and construction plans as necessary.
  - b. All plans must be designed and constructed in compliance with the Department of Ecology's Best Management Practices and the standards approved in the Manual for Engineering Design and Development Standards.
  - c. Stormwater from public streets may be infiltrated within the dedicated right-of-way, or within a separate dedicated tract, but may not be within the street prism. Infiltration areas and street trees should have adequate separation to insure the proper functioning of the drainage system and survival of the tree.
  - d. A Construction National Pollutant Discharge Elimination System (NPDES) permit may be needed.



## 29. Water

- a. As per 6.2 (M) of the City of Lynden Project Manual for Engineering Design and Development Standards, the water mainline must be looped through the plat and extended to the east and west property lines. Show easements as appropriate on the face of the plat.
- b. Be advised, water system design and construction must meet the requirements of the City of Lynden Engineering Design and Development Standards
- c. Be advised, each house and/or unit within this plat must be individually metered. Water meters must be located within the City right-of-way.

## 30. Sanitary Sewer

- a. Be advised, sanitary sewer design and construction must meet the requirements of the City of Lynden Engineering Design and Development Standards.
- b. Sanitary sewer services for all units and must be sized for maximum number of units.
- c. As per 7.2 (P) of the City of Lynden Project Manual for Engineering Design and Development Standards, sanitary sewer must be extended to the north property line unless other service is available. Show easements as appropriate on the face of the plat.
- d. Be advised that all parcels in this plat are within the East Lynden Sewer Special Assessment Area and will be subject to additional connection charges for the regional sanitary sewer facilities. This must be noted on the face of the plat.

## **Fire and Life Safety**

31. *Fire Service Impact Fee:* Be advised, half of the required fire impact fee is due at the time of final plat approval. The balance of the fire impact fees is deferred to the time of building permit. Contact Planning staff for an estimated fee total.
32. *Street Addressing:* Be advised, address numbers must be clearly posted on each house to assist in efficient fire aid response.
33. *Hydrants:* The installation of a fire hydrant is required. The final hydrant location will be determined upon review of civil plans and must be approved by the Fire Department.

## **Parks and Recreation**

34. *Trail Easement:* This development is located along sub-standard roadways which do not have pedestrian accommodations. It is also identified along the

proposed route of the East Lynden Loop Trail. As such, the proposal must accommodate that trail system. At a minimum this must include a separated 8-foot wide asphalt pedestrian path and public access easement (if not in ROW) parallel to Northwood Road. An equivalent amenity such as a more creative path winding through the development could also be proposed by the applicant during the long plat review process.

35. *Park Impact Fee:* Be advised, half of the required park impact fee is due at the time of final plat approval. The balance of the park impact fees can be deferred to the time of building permit. Contact Planning staff for an estimated fee total.

### **Long Plat Advisory Comments**

36. *Impact Fees:* Be advised, prior to final plat (PRD) approval, the developer will be required to pay transportation mitigation fees, plus the first half of park and fire mitigation fees. Contact Planning Staff for a fee estimate.
37. *Civil Drawings:* The construction drawings for any civil and utility improvements must be submitted for review and approval prior to construction. These drawing must illustrate that the utility improvements and extensions meet the standards listed within the Project Manual for Engineering Design and Development Standards, unless they have been specifically varied by the approval of the plat. It is the project engineer's responsibility to be aware of these standards.
38. *Civil Review Deposit Required:* Be advised, a review deposit of \$200 per lot, \$2,000 minimum, to review the construction plans and a plat / PRD construction inspection deposit of \$350 per lot, \$5,000 minimum, is due prior to review and construction respectively.
39. *Infrastructure Installation:* A City of Lynden Fill and Grade Permit is required prior to the commencement of site work. The site and utility work must be addressed on SEPA Checklist.
40. *Performance Bonding Requirements:* Be advised, a 150% performance bond may be required for all work in the City's right-of-way or on city owned property which is deemed incomplete. Only items not specifically exempted from bonding under LMC 18.18.010(G) are eligible for bonding.
41. *Maintenance Bonding Requirements:* A post construction maintenance bond for infrastructure in the amount of 10% of the construction costs will be required prior to final plat approval.
42. *Landscape Bonding:* Be advised, performance and maintenance bonding will be required for the plat. This relates to street trees and any required mitigation trees. Bonds are due prior to final plat approval.

- 43. Surveying: All surveying work and engineering design must be based on the City of Lynden survey control monuments. AutoCAD files for all improvements must be provided to the City in digital format approved by the City. A copy of the City's control monuments is available to the project consultant for their use.
- 44. Expiration of Preliminary Approval: Petitioner shall record the final subdivision, with the County in conformance with LMC 18.06.010.2, 18.06.020 and 18.06.030 within five (5) years of the date this preliminary approval becomes final, after which City approval of this application shall become void; provided that, this one year deadline may be extended for up to one (1) additional year upon application to and approval by the City Council.
- 45. Property Addressing: Be advised, all street addressing must follow the requirements of the Lynden Municipal Code. Addresses will be assigned by the Public Works Department prior to final Long Plat approval.
- 46. Covenants, Conditions and Restrictions (CC&Rs): CC&R's for the long plat may be recorded in conjunction with the final long plat. This document can impose more restrictive conditions on the property but not less restrictive than City of Lynden development code. Be advised, enforcement of CC&R documents is the responsibility of the developer and/or neighborhood association.
- 47. Design Review: Design Review Approval will be required for all duplex buildings.

**III. DECISION**

Petitioner's application to subdivide the property described herein into ninety-two (92) parcels for future development is hereby **Preliminarily Approved** as outlined in Planning Commission Resolution #21-04 and subject to the conditions set forth in this document.

DATED: 4.5.21

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

# CITY OF LYNDEN

## EXECUTIVE SUMMARY



<b>Meeting Date:</b>	May 2, 2022	
<b>Name of Agenda Item:</b>	Proposal for addition of 1 Police Officer for LPD	
<b>Section of Agenda:</b>	New Business	
<b>Department:</b>	Police	
<b>Council Committee Review:</b>	<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: _____
		<b>Legal Review:</b> <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required
<b>Attachments:</b>	1) Proposal and statistical data, as well as cost of equipment for a new officer in the first year.	
<b>Summary Statement:</b>	Public Safety Committee recommended that the Council approve a budget amendment to fund (1) additional police officer position beginning July 1, 2022. Options for funding include 1) applying for a COPS grant – deadline is June 16 with awards announced in October-November, 2) Fund position from the Public Safety Reserve Fund, 3) Fund position from General Fund.	
<b>Recommended Action:</b>	Council will need to decide whether or not to amend the budget as requested, and give direction to staff and Administration on potential sources of funding for this request.	

## PROPOSAL FOR ADDITION OF 1 SWORN POLICE OFFICER TO THE LYNDEN POLICE DEPARTMENT

The Lynden Police Department currently operates with a sworn staff of 18 full time sworn police officers. The breakdown of staff allocation is represented below.

We currently operate with (1) Chief, (2) Lieutenants, (2) Sergeants, (2) Corporals, (1) Detective, and (9) Patrol Officers.

The Sergeants each command a squad, consisting of (at present) 1 Corporal, and (5) Patrol Officers

We have (1) Detective who generally works day shift during the week. He reports directly to Lt. Bos.

### CURRENT STAFF ALLOCATION ON THE SQUADS

#### RED SQUAD

1. Sgt Beld
2. Cpl. Fiksdal
3. Officer Dunn
4. Officer VanLoo
5. Officer Belt
6. Officer Pluschakov
7. Officer Ellis

#### BLUE SQUAD

1. Sgt. Humphreys
2. Cpl. Myhre
3. Officer Harkleroad (L.D.)
4. Officer Olivarez
5. Officer Thompson
6. Officer Holland
7. Officer Lipton

The current staffing allows for 2 day shift officers, 2 night shift officers, and two swing shift officer (for red squad). Blue squad currently has one swing officer position, as Officer Harkleroad is on extended light duty, and is expected to be on FMLA until late 2022. The addition of one officer would allow us to “even out” the squads, making a second swing shift officer available on blue squad, which would likely result in similar OT savings to those achieved with the red squad formula.

My proposal would be to add the 19th police officer position, bringing our authorized strength to a total of 19 sworn staff. I would initially use the new officer to “even out” the squads as outlined above. Upon Officer Harkleroad’s return to full duty, I would transition one officer to a second Detective position, and reassign the

Detectives from the current Monday-Thursday (10 hour shifts), to a schedule that would mirror the squad assignments. The current Detective would be assigned to one squad, and the new Detective would be assigned to the other. Their days off would coincide with their squad assignment (4 days on/ 4 days off), and would allow us to have a Detective on duty 7 days a week, instead of the current 4 days.

This would also allow each Detective to be responsible for general follow up investigations generated by their respective squads. This would help keep patrol officers free and available to respond to calls and other emergency functions, without sacrificing the quality or quantity of the investigative function.

With recent legislative changes, and the emphasis placed on “slowing down and teaming up” in non-criminal mental health calls, Officers are expected to spend dramatically more time on these types of calls, as the legislature has restored law enforcement’s limited ability to use reasonable force to take persons in crisis to appropriate treatment facilities.

Our call volume continues to climb, and our reported incidents of theft and vandalism are on pace to be double what they were in 2021. LPD Officers continue to be proactive, and aggressively investigate and prosecute these offenses when they occur. I want to be able to continue to do this, because I feel that this is what our community expects. Our Officers frequently hear from arrestees that they are shocked to discover that Lynden still prosecutes even minor thefts, as some agencies in the State have stopped doing so. We want to continue to send the message that Lynden does not tolerate lawlessness.

Add to this that our lone Detective’s caseload continues to grow. We have seen an increase in reported assaults, internet-based fraud and theft complaints, vandalism, and shoplifting. Moreover, the complexity of the investigations undertaken (preserving and gathering digital evidence, writing numerous search warrants for internet, cell phone data and social media content) have all knocked a sizeable dent in our Detective’s time/availability.

Please see the statistical summary (attached) showing the marked increases in thefts and vandalism.

PROPOSED STAFF ALLOCATION WITH ADDITION OF 1 OFFICER

RED SQUAD

- 1. Sgt Beld
- 2. Cpl. Fiksdal
- 3. Officer Dunn
- 4. Officer VanLoo
- 5. Officer Belt
- 6. Officer Pluschakov
- 7. Officer Ellis
- 8. New Detective "A"

BLUE SQUAD

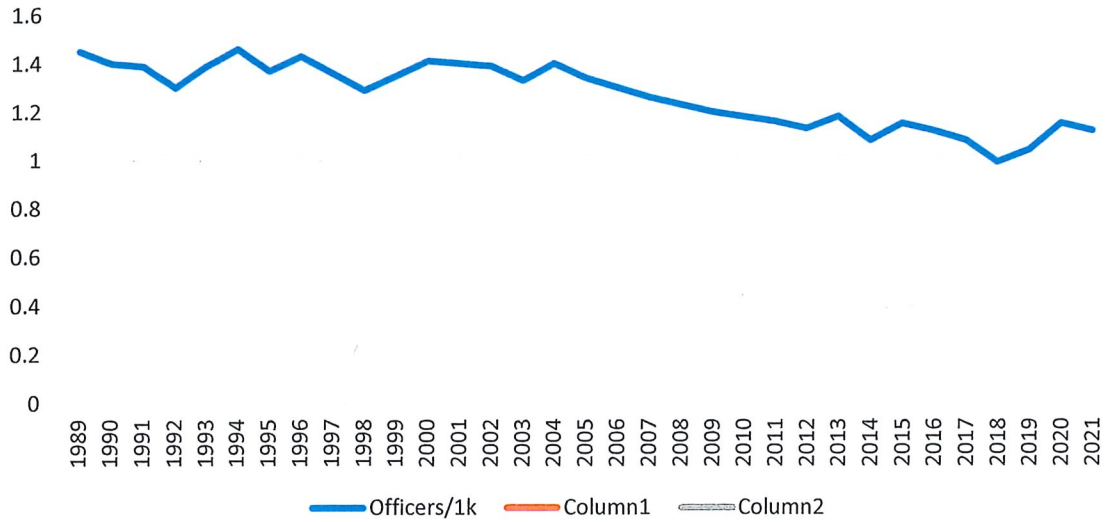
- 1. Sgt Humphreys
- 2. Cpl. Myhre
- 3. Officer Harkleroad
- 4. Officer Olivarez
- 5. Officer Thompson
- 6. Officer Holland
- 7. Officer Lipton
- 8. Detective Torok

Staffing LPD with 19 sworn Officers would bring our number of Officers per 1,000 population to a ratio of 1.25/1,000. This would still be the lowest ratio of any City in Whatcom County. Our closest comparable City in the County is Ferndale, with a population of 15,270 and 22 sworn Officers (1.44/1,000). Lynden’s current population of 15,110 and 18 sworn Officers equates to a ratio of 1.19/1,000. Ferndale recently added a 22<sup>nd</sup> Officer position. Everson recently added a 7<sup>th</sup> Officer, bringing their ratio to 1.50/1,000. The next lowest ratio in Whatcom County is Bellingham, with a current authorized strength of 122 sworn Officers, for a ratio of 1.34/1,000. In fairness, Bellingham is currently understaffed by 34 positions, giving them an actual ratio of 0.97/1,000, which likely explains their difficulty in staying on top of their high call volume. This is precisely the scenario I seek to avoid in Lynden.

Since 1994, when Lynden had its highest number of Officers per 1,00 population (1.46/1,000), we have steadily declined. In 2018 we reached an all-time low of 0.99/1,000. A return to 1994 ratios would translate to Lynden having 22 Officers today. The addition of the requested position, bringing us to 19 sworn, would give us a rate of 1.25/1,000, which would still be the lowest rate of any city in Whatcom County, and far below our historical high.

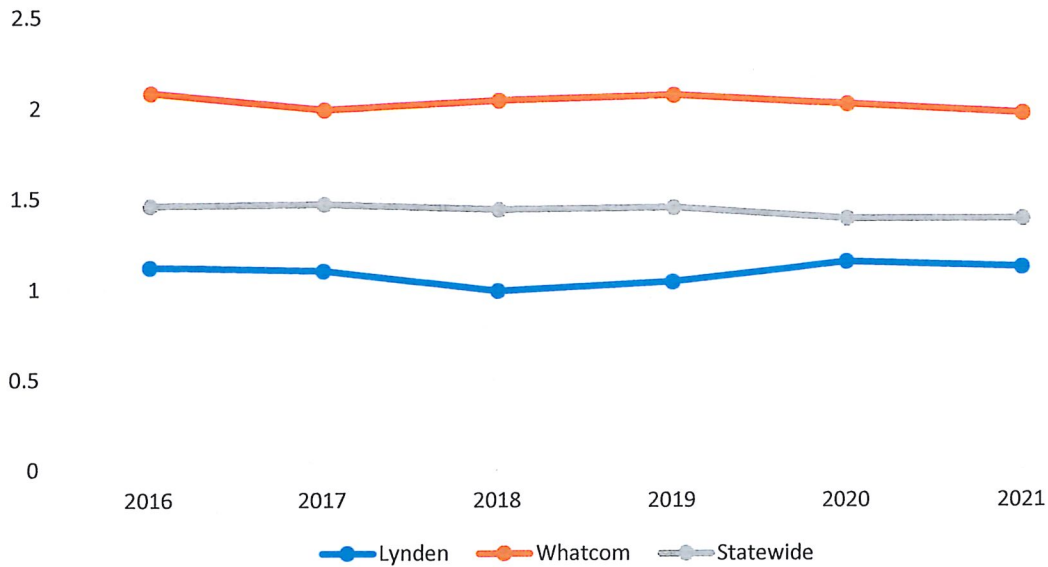
Please see the attached graphics for historical representation of levels of police staffing in Lynden, as compared to other Whatcom County Cities, as well as the State of Washington averages for municipalities.

### LPD Officers per 1,000



### Historical rate of Officers per/1,000 Population in Lynden since 1989

#### 5 year comparison



5-year comparison of average rates for Lynden, all other Whatcom County cities, and Statewide average for municipalities in Washington.

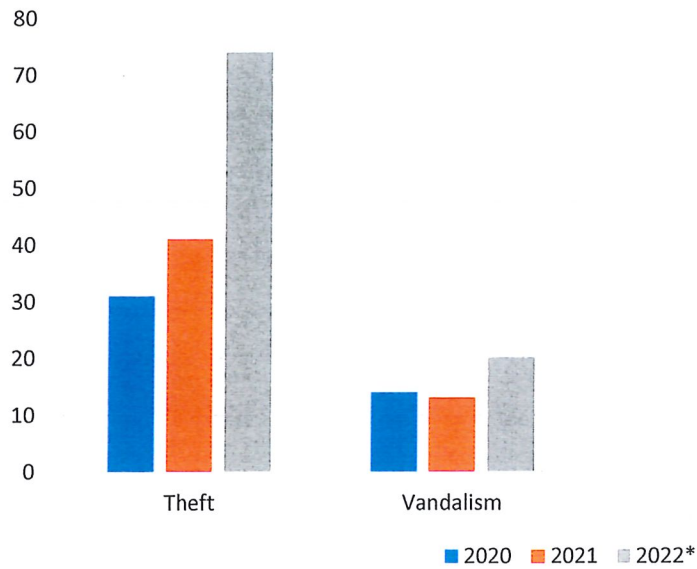


In summation, given the continued growth of Lynden's population, not to mention the plans for large scale residential development on the horizon, the need to keep up with this growth across many fronts is upon us. If we are to continue to serve this truly exceptional community at the high level they expect from their police department, then we must grow with our community. We must invest in the most valuable resource any police department has...good quality police officers.

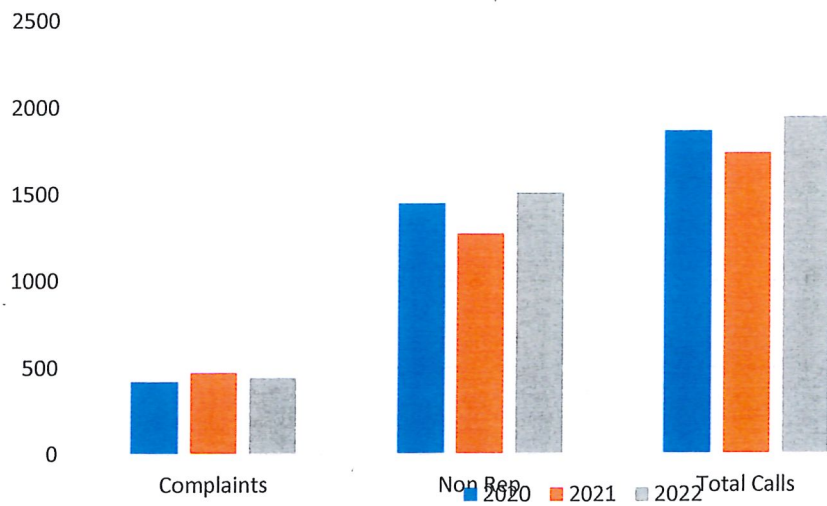
I welcome the opportunity to discuss any of these issues at any time. Thank you for your careful consideration of this important request.

Steve Taylor, J.D.  
Chief of Police  
Lynden Police Department

### Theft and Vandalism first 3 mos of each year



### Call volume 1st quarter of each year 2020-2022



60,000 Vehicle  
1400.00 Uniforms  
1400.00 Ballistic Vest  
1000.00 Portable radio  
1800.00 Mobile Radios (2)  
1700.00 Radar Unit  
600.00 Misc. Equipment for Patrol Vehicle (Evidence kit, First aid kit, Lock Out Tools. Etc...)  
7000.00 Computer (computer, printer, scanner, wiring)  
500.00 Handgun  
800.00 Patrol Rifle  
500.00 Less Lethal Shotgun  
2000.00 Pre-Employment testing  
\$78,700.00 Total

# CITY OF LYNDEN

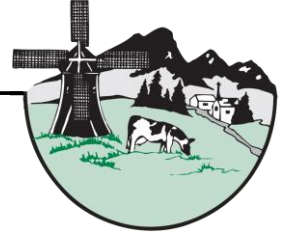
## EXECUTIVE SUMMARY



<b>Meeting Date:</b>	May 2, 2022	
<b>Name of Agenda Item:</b>	Community Development Committee Minutes of 4/20/22	
<b>Section of Agenda:</b>	Other	
<b>Department:</b>	Planning Department	
<b>Council Committee Review:</b>	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
	<b>Legal Review:</b> <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required	
<b>Attachments:</b>		
Draft Meeting Minutes of Community Development Committee		
<b>Summary Statement:</b>		
Draft CDC Minutes of 4/20/22 attached for review.		
<b>Recommended Action:</b>		
Council review.		

# CITY OF LYNDEN

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



## COMMUNITY DEVELOPMENT COMMITTEE

### MINUTES

4:00 PM April 20, 2022  
2<sup>nd</sup> Floor Conference Room, City Hall

#### 1. ROLL CALL

**Council:** Gary Bode, Brent Lenssen, Kyle Strengholt

**Staff:** John Williams, Heidi Gudde, Korene Samec, Dave Timmer

**Guests:** Gary Vis- Chamber of Commerce

#### 2. APPROVAL OF MINUTES

- a. Community Development Committee Meeting Minutes of 2/23/22 approved as presented.

#### 3. DISCUSSION ITEMS

##### a. Establishing City Policy on Third-Party Review of Building Permits

Gudde introduced a draft ordinance amending LMC 15 that is intended to create a base policy for the Building Division to outsource building permit review. Outsourcing could occur due to the complexity of the permit or to assist in handling workload. The instances when this would be used would be limited. One example of it being used in the past was the addition of the Darigold drying tower – which was a complex industrial permit. The policy allows for the collection of a deposit from the applicant to cover the costs of the 3<sup>rd</sup> party review.

A follow up resolution will lay out the fee schedule for 3<sup>rd</sup> party review.

The Committee had questions related to the current workload of the Building Division and also how the policy and fees would be communicated to applicants ahead of permit submittal.

Complex permits typically go through a pre-application review which gives the Building Official the opportunity to let them know that a 3<sup>rd</sup> party review would be required.

If the policy was used due to a heavy workload the City would take steps to let applicants know that an alternate fee structure may be used – or could give applicants an option to expedite permit using the 3<sup>rd</sup> party reviewer and paying the associated fees. Gudde did not foresee the policy being used solely due to workload but, as written, the option would

exist which give the Building Division flexibility to outsource the work if needed.

Workload for the Building Division is very high right now. This is partly due to an increased number of building permits but a significant factor is the complexity of the permits coming in and the number of errors that staff is finding on the permits submitted. Building Division, with assistance from Planning staff, will be creating a checklist and more instructional documents for applicant so that permits can be screened more closely before being officially submitted. This is meant to cut down on review of incomplete permits – which slows down the review process for all applicants.

**Conclusions:** Staff will be working with legal counsel to create a final ordinance establishing the policy and amending code. A resolution will also be done related to fees (this could be included in the City budget process).

**b. Mixed-Use Zoning Code Amendment – Draft Code Language**

Staff introduced a draft of proposed code changes. The code amendment represents a combination of changes that staff was working on simultaneously. One primarily relates to housekeeping, corrections, and minor adjustment. The other amendment is a significant change to the City’s mixed-use code. All changes were summarized in a bulleted list that was included in the meeting packet. The group reviewed this list and briefly discussed. Some points of interest included:

- Addition of development standard which would require multi-family developments of 8 or more units to provide common open space that included some type of residential amenity such as a playground or picnic area. The draft proposed 60 square feet common open space per residential unit.
- Revision to Manufactured Home Community Standards to allow for greater densities - as an avenue for affordable housing within the City.
- Revision to residential design standards to remove a minimum roof pitch. Rather than removing the requirement a minimum roof pitch of 2:12 was suggested.
- Mixed-Use Code revisions. Discussion as to if mixed-use centers and associated residential development is appropriate west of the Guide Meridian corridor. Discussed potential buffer options between

residential and industrial properties as the call for commercial use, what has traditionally been the transitional zoning category, declines.

- Design standards for the City of Lynden and the HBD discussed. This has traditionally been geared toward a European / Dutch aesthetic that is somewhat ambiguous. The committee discussed the aesthetic in light of existing architecture – including multiple windmills within the City. Also discussed updates to other buildings throughout the City that had been done well but not obviously a Dutch (or a caricature) of old world Dutch architecture. An update to the design guidelines may be warranted but appear to be part of a larger discussion rather than this housekeeping update.
- Amendments to the parking code discussed. The Committee discussed the effects of rental properties charging additional rent for parking stalls. The group discussed the possibilities of the City requiring lease of housing to include parking. Group consensus was that this would be extremely difficult to monitor and enforce. Private entities or the Parks Department that are negatively affected by residential parking situations would need to enforce parking regulations including towing vehicles if needed.

The group discussed a joint workshop with Planning Commission at the next CDC meeting to discuss changes to the mixed-use code. The Planning Commission expressed interest in talking about code changes with the CDC. The Committee confirmed that they would like to do this at the next meeting.

**Conclusions:** Staff to send out the proposed map to CDC re qualifying areas adjacent to Safeway qualifying center to review how the proposed mixed-use code may affect areas slated for regional commercial use and industrial uses west of the Guide Meridian. Staff to remove changes to the design theme indicated in 19.45 LMC. Reserve changes related the Dutch-themed architecture for a later date. Staff to schedule a joint workshop with interested Planning Commissioners for the May 18<sup>th</sup> CDC meeting.

**Next Meeting Date: May 18, 2022**  
**Joint Workshop with the Planning Commission.**

# CITY OF LYNDEN

## EXECUTIVE SUMMARY



<b>Meeting Date:</b>	May 2, 2022	
<b>Name of Agenda Item:</b>	Draft Parks Committee Minutes April 18, 2022	
<b>Section of Agenda:</b>	Other Business	
<b>Department:</b>	Parks	
<b>Council Committee Review:</b>	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input checked="" type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
	<b>Legal Review:</b> <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input type="checkbox"/> Review Not Required	
<b>Attachments:</b>		
ES-Draft Parks Committee Minutes April 18, 2022		
<b>Summary Statement:</b>		
See Next page		
<b>Recommended Action:</b>		
For Council Review		





## PARKS COMMITTEE MINUTES

April 18, 2022

### 1. ROLL CALL:

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

**Staff Present:** City Administrator John Williams; Parks Director Brent DeRuyter; and Parks Admin. Assistant Nancy Norris

**Guest:** Bob Johnson Park and Rec. District Commissioner

### 2. ACTION ITEMS:

#### A. **Approval of Parks Committee Minutes- March 21, 2022**

DeValois motioned to approve the March 21, 2022, minutes Wohlrab approved the motion.

**Action: The Parks Committee Minutes from March 21, 2022, were approved.**

#### B. **Automated Lock Discussion/Approval**

Park Restrooms- Bender, Aaron Drive, City Park  
Lynden PD will not be able to help with nightly duties.

Approval would include Locking System~\$21,800(w/out taxes/permit) + ~\$2,000 (Doors & Hardware). Monthly fees would be \$68/month for service/software.”

**Action: Park Committee recommends to Council to approve and support automated lock for the park restrooms.**

### 3. INFORMATION ITEMS:

**A. Pepin Creek Trail Discussion** – Planning and Public Works Directors visiting  
This has been tabled to a future meeting.

#### B. **Updates on Parks projects**

##### **Glenning**

Follow-up meeting with Dave Christensen occurred April 2, 2022

Final site plan and suggestions for phases to follow up soon.

##### **Benson Park**

Initial report received from the wood scientist and engineering and plan for moving forward needs to be discussed

Exploratory committee continues to meet to get costs for a turf complex

##### **Dickinson**

Classes from LC continuing to work on ivy and stream planting in April/May

##### **Staff Report**

Seasonal workers are all returning, and some are starting this month



**C. Park and Trail Advisory Committee Members notified and will meet soon**  
Recommendations needed for the replacement of two committee members.

**4. ITEMS ADDED:**

**A. Camping on Public Property Ordinance**

City Administrator Williams introduced three (3) options from the City Attorney. Mr. Williams asked that the committee review the pros and cons of each ordinance and return their comments to Williams at the next Parks Committee meeting in May.

**Meeting Adjourned: 5:05pm.**

**NEXT MEETING DATE**  
**May 16, 2022**

DRAFT

# CITY OF LYNDEN

## EXECUTIVE SUMMARY



<b>Meeting Date:</b>	May 2, 2022	
<b>Name of Agenda Item:</b>	Calendar	
<b>Section of Agenda:</b>	Other Business	
<b>Department:</b>	Administration	
<b>Council Committee Review:</b>	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
	<b>Legal Review:</b> <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input type="checkbox"/> Review Not Required	
<b>Attachments:</b>		
<b>Summary Statement:</b>		
<b>Recommended Action:</b>		

**May 3, 2022**  
Tuesday

9:00 AM - 10:00 AM

Copy: Leadership Team Meeting -- Annex Council Chamber

5:00 PM - 6:30 PM

Design Review Board -- TBD

**May 4, 2022**  
Wednesday

8:00 AM - 2:30 PM

Mock Trial -- Annex Council Chamber; Annex East Training Room  
Good afternoon,

The City Hall Annex building (municipal court) located at 205 4<sup>th</sup> Street, Lynden has been reserved for your event (Mock Trial) on May 4, 2022, from 8 a.m. to 2:30 p.m. Please pick up and return the key to the admin office in City Hall (300 4<sup>th</sup> Street, Lynden). City Hall opens at 8 a.m. and closes at 5 p.m.

The city does ask that attendees participate in the COVID precautions that may be in place on that date.

**You are welcome to move table and chairs around, but it is necessary to put the furniture back in the same arrangement as you found it.**  
Also, please pack out your garbage when you leave.

Please don't hesitate to reach out if you have any questions or concerns.

Kind regards,

Pamela (Pam) D. Brown, MMC

City Clerk | City of Lynden

Phone: 360-255-7085

300 4<sup>th</sup> Street | Lynden, WA 98264

Email: [brownpa@lyndenwa.org](mailto:brownpa@lyndenwa.org)

**May 4, 2022 Continued**  
Wednesday

4:00 PM - 6:00 PM

**Public Works Committee Meeting**

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Microsoft Teams meeting  
**Join on your computer or mobile app**  
[Click here to join the meeting](#)  
**Or call in (audio only)**  
[+1 253-948-9362,,547176899#](#) United States, Tacoma  
 Phone Conference ID: 547 176 899#  
[Find a local number](#) | [Reset PIN](#)  
[Learn More](#) | [Meeting options](#)

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**May 5, 2022**  
Thursday

2:00 PM - 4:00 PM

**Technical Review Committee Meeting -- TBD**

**May 8, 2022**  
Sunday

All Day

**5-8 thru 5-21 Pay Period**

All Day

**Mother's Day -- United States**

**May 10, 2022**

Tuesday

9:00 AM - 10:00 AM

Copy: Leadership Team Meeting -- Annex Council Chamber

**May 11, 2022**

Wednesday

8:00 AM - 5:00 PM

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

10:00 AM - 12:00 PM

Training Association -- City Hall 1st Floor Large Conference Room

7:00 PM - 9:00 PM

Parks & Rec District Meeting -- Annex South East Conference Room

**May 12, 2022**

Thursday

7:00 PM - 9:00 PM

Planning Commission -- TBD: Virtual Meeting or Annex Council Chamber

**May 13, 2022**

Friday

All Day

PAYDAY  
PAYDAY

**May 16, 2022**

Monday

4:00 PM - 5:00 PM

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