



Mayor
Scott Korthuis

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

City Council Agenda - Regular Meeting
City Hall Annex, 205 4th Street
May 06, 2019

Call to Order

Pledge of Allegiance

Roll Call

Oath of Office

1. Oath of Office- Police Officer Anders A. Fiksdal

Approval of Minutes

2. Draft Regular Council Minutes- April 15, 2019

Items from the Audience

Scheduled

Unscheduled (20 Minutes)

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

Consent Agenda

3. Approval of Payroll and Claims
4. 2020 Budget Calendar
5. Resolution No. 1000-Request to Cancel Warrant No. 72482

Public Hearing

6. Resolution 999 - Six Year Transportation Program (STIP) 2020-2025

Unfinished Business

New Business

7. Appointment to Planning Commission – Byran Korthuis
8. Wastewater Treatment Plant Outfall Replacement Project Contract Award
9. Final Plat Approval – Berryman Estates

Other Business

- [10.](#) Parks Committee Minutes
- [11.](#) Calendar - May 6-May 20, 2019
- [12.](#) Draft Public Safety Minutes- April 11, 2019

Executive Session

Adjournment

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	05/06/2019	
Name of Agenda Item:	New Officer – Oath of Office	
Section of Agenda:	Oath of Office	
Department:		
Council Committee Review:	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Parks	<input checked="" type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
		Legal Review: <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required
Attachments:		
	Officer Oath of Office	
Summary Statement:		
	Oath of Office for new police officer Anders Fiksdal	
Recommended Action:		
	The Mayor to administer the Oath of Office	

POLICE DEPARTMENT
(360) 354 - 2828



Police Officer Oath of Office

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

Officer Signature Date

Mayor Scott Korthuis Date

Chief John M. Billester Date

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	May 6, 2019	
Name of Agenda Item:	Draft Regular Council Minutes- April 15, 2019	
Section of Agenda:	Approval of Minutes	
Department:	Administration	
Council Committee Review:	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
	Legal Review: <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required	
Attachments:	Draft Regular Council Minutes- April 15, 2019	
Summary Statement:	See Attached	
Recommended Action:	For Council Review	

CITY OF LYNDEN



CITY COUNCIL MINUTES OF REGULAR MEETING

April 15, 2019

1. CALL TO ORDER

Mayor Korthuis called to order the April 15, 2019 regular session of the Lynden City Council at 7:00 p.m. at the Lynden City Hall Annex.

ROLL CALL

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

Members absent: None

Staff present: Finance Director Anthony Burrows, Parks Director Vern Meenderinck, Planning Director Heidi Gudde, Police Chief John Billester, Public Works Director Steve Banham, City Clerk Pam Brown, and City Attorney Bob Carmichael.

OATH OF OFFICE - None

APPROVAL OF MINUTES

Councilor Strengholt moved and Councilor Wohlrab seconded that the minutes of April 1, 2019 be approved as presented. Motion approved on a 7-0 vote.

ITEMS FROM THE AUDIENCE

Scheduled: None

Nonscheduled:

Mayor Korthuis informed Council that the Nooksack Valley Disposal's 36th Annual Spring Cleanup for the City of Lynden is scheduled for Saturday, April 20th.

Cynthia Sue Ripke-Kutsagoitz, - 7062 Guide Meridian #30, Lynden

Expressed her concern with the city's zoning policies as it relates to congestion along the Guide Meridian. She understands that there is growth occurring in Lynden and she is a proponent of establishing a Fred Meyer in Lynden, but she also remembers how it used to be.

CITY OF LYNDEN



CITY COUNCIL MINUTES OF REGULAR MEETING

2. CONSENT AGENDA

Approval of Payroll Disbursed – April 1-15, 2019

Paychex EFT	\$264,656.02
City of Lynden EFT	\$65,175.81
Warrant Liability.....	\$57,130.96
	\$386,962.79

Approval of Claims – April 18, 2019

Manual Warrants No. <u>72765</u>	through	<u>72769</u>	\$17,675.70
EFT Payment Pre-Pays			\$66,059.34
		Sub Total Pre-Pays	\$83,735.04
Voucher Warrants No. <u>72770</u>	through	<u>72923</u>	\$1,083,977.10
EFT Payments			29,148.25
		Sub Total	\$1,113,125.35
		Total Accts. Payable	\$1,196,860.39

Set Public Hearing date for Resolution No. 999- Six Year Transportation Program

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

3. PUBLIC HEARING

Ordinance No. 1579- Vacation of ROW for Division Street

The Technical Review Committee (TRC) has reviewed Vacate Application 19-01 submitted by Tim Van Dyke and recommends approval of Ordinance 1579. The ordinance vacates a 5-foot strip of the Division Street right-of-way which fronts the eastern edge of the parcel located at 612 Drayton Street. The City will retain utility easement rights over this 5-foot area.

The purpose of the vacate is to increase the size of the lot to reach a minimum lot area of 8000 square feet necessary to accommodate a second unit as permitted under the its current RM-2 zoning. Currently the parcel accommodates one single family home. As required, an appraisal of the property has been conducted and the applicant is prepared to compensate the City for the determined value of \$1800.

Staff is aware that a vacation can set a precedence for street standards which are less than the standard 60- foot width. Justification for a vacate on Division Street is tied to the unique character of the street. It is a street which dead-ends at the railroad tracks. Crossings of the railroad tracks are provided on nearby Bender Road, Nooksack Avenue and 1st Street. The total length of this dead-end section of Division is less than 400 feet. It is substandard and is not currently scheduled for improvement. Additionally, other rights-of-way in this neighborhood with similar narrow widths. Future requests, if they arise, should be compared to similar criteria.

CITY OF LYNDEN



CITY COUNCIL MINUTES OF REGULAR MEETING

Facilitating the construction of an additional unit at 612 Drayton Street will not significantly affect the level of service on adjacent streets and is consistent with the City's zoning and infill goals.

Mayor Korthuis opened the Public Hearing at 7:08 p.m.

Tim Van Dyke, 309 Edgewater Lane, Lynden spoke in favor of Ordinance No. 1579.

Mayor Korthuis closed the Public Hearing at 7:10 p.m.

Councilor Lenssen moved and Councilor Laninga seconded to approve Ordinance No. 1579 vacating five feet of right-of-way on the west side of Division Street abutting 612 Drayton Street, accepting the appraised value, and authorizing the Mayor's signature. Motion approved on 7-0 vote.

4. UNFINISHED BUSINESS

Resolution No. 998-Amending the City of Lynden Travel Policy

It is the intent of the City of Lynden (City) to reimburse City employees for all necessary and reasonable travel and related expenses incurred while on City business.

The City's Travel Policy established the guidelines for reimbursement of travel expenses. The purpose of this policy is to provide consistent application and use of travel funds and vehicle usage. The City desires to modify and update the Travel Policy to current rates and standards.

Some minor changes were made to increase the efficiency of the approval process, clarify guidelines for tips and gratuities; and other allowable expenses. The key change was made to the per diem rate for meals and incidentals, it was increased from \$38 per day to the current 2019 GSA standard rate of \$55 per day.

The Finance Committee reviewed the proposed changes at their March 18th meeting and approved the changes for review and approval of the full Council. A summary of the intended changes was introduced by Finance Committee Chairman Kuiken at the March 18th City Council meeting.

Councilor Kuiken moved and Councilor Strengholt seconded to approve Resolution No. 998 as written and authorize the Mayor's signature. Motion approved on 7-0 vote.

5. NEW BUSINESS

Award Contract for YMCA Pool Resurfacing

Staff solicited Requests for Proposals that included qualification and pricing for the Lynden YMCA pool resurfacing project. Three submittals were received (see attached Proposal Comparison). References were checked and a review team of three City staff members and three YMCA staff members reviewed the submittals and concurred that Anderson Poolworks has the qualifications and experience to provide the best value for this repair. Staff is also recommending including bid alternative 2 for repair of piping on the east side of the pool (\$4,075). This project is funded by the Lynden Regional Parks & Recreation District, the Whatcom County YMCA and the City. The Public Works Committee concurred at their April 3rd meeting that staff could forward the results and recommendation directly to City Council for approval, upon review of the submittals and follow up on the reference checks.

CITY OF LYNDEN



CITY COUNCIL MINUTES OF REGULAR MEETING

Councilor Bode moved and Councilor De Valois seconded award the contract for the Lynden YMCA Pool Resurfacing to Anderson Poolworks in the amount of \$202,325.00, including tax, for the base bid and bid alternative 2. Motion approved on a 7-0 vote.

Smarsh Text Records Retention Contract

Washington State Law has established record retention requirements for all public records. Official City emails are considered part of the public records. State law now also recognizes all texts on City phones the same as any email and part of the public record that needs to be retained.

To comply with retention requirements regarding all texting on City phones, the City is intending to enter into an annual contract (attached) with the Smarsh Company. Smarsh is an information services company that specializes in the retention of text data. Smarsh would be the City's contracted repository for all text messages on City phones.

The Finance Committee reviewed the proposed contract this afternoon at their April 15th meeting and discussed it with the City's IT Manager Nic Miener regarding the necessity of this service. The Finance Committee gave its approval to send the contract forward for the review and approval of the full Council.

Councilor Kuiken moved and Councilor Strengholt seconded to approve the contract with Smarsh as written and authorize the Mayor's signature. Motion approved on a 7-0 vote.

6. OTHER BUSINESS

Council Committee Updates

Councilor Lenssen reporting for the Public Safety Committee, involving the discussion of:

- Reviewed Fire Department Report
- New Police Officer will begin work on May 1
- Discussion of an ordinance to ban dogs at public events
- Fingerprinting fees
- Discussion involving possibility of allowing golf carts on streets
- Discussion involving a couple of police cases involving car and foot pursuits
- Discussion about the necessity of calling 9-1-1 to speak with a police officer (even for non-emergencies).
- Lynden Watch program was well attended and is coming together well

Councilor Bode reporting for the Public Works Committee, involving the discussion of:

- Discussion about Lyndale Glass accommodation for loading materials
- Discussion about Island Green Way (private street)
- Sidewalk issues
- 17th Street extension
- Wastewater treatment outfall design

Councilor De Valois reporting for the Parks Committee, involving the discussion of:

- YMCA pool
- One-way road through city park
- Park & Recreation District bond plans
- Rotary Auction – Climbing rocks

CITY OF LYNDEN

CITY COUNCIL MINUTES OF REGULAR MEETING



- Trail conceptual ideas
- Lynden Christian Middle School volunteers- spreading wood chips on the playground at city park
- Dog leash report

Councilor Kuiken reporting for the Finance Committee, involving the discussion of:

- Approved claims and payroll
- March overtime for fire and police departments
- Smarsh text records contract
- City of Lynden travel policy
- Sales tax in March was strong

7. EXECUTIVE SESSION

Council did not hold an executive session.

8. ADJOURNMENT

The April 15, 2019 regular session of the Lynden City Council adjourned at 7:50 p.m.

Pamela D. Brown, City Clerk

Scott Korthuis, Mayor

CITY OF LYNDEN



EXECUTIVE SUMMARY

Meeting Date:	5/6/2019	Legal Review: <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required
Department:	Finance	
Contact Name/Phone:	Anthony Burrows (360) 354-2829	
Council Committee Review:		
<input type="checkbox"/> Community Development	<input type="checkbox"/> Public Safety	
<input checked="" type="checkbox"/> Finance	<input type="checkbox"/> Public Works	
<input type="checkbox"/> Parks	<input type="checkbox"/> Other: _____	
Attachments:		
None		
Name of Agenda Item:		
Approval of Payroll and Claims		
Summary Statement:		
<p>RCW 42.24.180 sets forth the conditions for issuance of warrants or checks before Council approval. The auditing officer and the City officers designated to sign the warrants shall have an official duty for the faithful discharge of his or her duties.</p> <p>The City Council has adopted contracting, hiring, purchasing, and disbursing policies that implement effective internal controls; and shall provide for its review of the documentation supporting claims paid for its approval of all warrants issued in payment of claims and/or payroll at regularly scheduled public meetings within one month of issuance.</p> <p>The City Council shall require that if, upon review, it disapproves some claims and/or payroll, the auditing officer and the officer designated to sign the warrants or checks shall jointly cause the disapproved claims to be recognized as receivables and to pursue collection diligently until the amounts disapproved are collected or until the City Council is satisfied and approves the claims and/or payroll.</p> <p>The Finance Committee and/or full City Council may stipulate that certain kinds or amounts of claims and/or payroll should not be paid before the City Council has reviewed the supporting documents.</p>		
Recommended Action:		
Approve the payment of City Payroll and Claims.		

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	May 6, 2019	
Name of Agenda Item:	2020 Budget Calendar	
Section of Agenda:	Consent	
Department:	Finance	
Council Committee Review:	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input checked="" type="checkbox"/> Other: Full Council
	Legal Review:	
	<input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required	
Attachments:		
2020 Budget Calendar		
Summary Statement:		
<p>As required by RCW, there are several budget preparation deadlines as the City moves forward in preparing its year 2020 Budget. Attached is the proposed 2020 budget calendar for Council approval.</p> <p>These dates are for final review and approval on May 6, 2019 and will be distributed as presentation dates to the satellite agencies, as well as to City departments.</p> <p>This calendar was presented to the full Council for review at the Council’s working session on April 18, 2019.</p>		
Recommended Action:		
The City Council give consent approval of the 2020 Budget Calendar as presented.		

2020 Budget Calendar

2019 Date Requirements

Steps in Budget Preparation

Friday, May 31	Six year capital plans distributed to Dept. Heads.
Friday, June 21	Six year capital plans due to Finance Dept.
Tuesday, June 25	Satellite Agencies requested to prepare estimates of revenues/expenditures.
Tuesday, July 23	Meeting with Department Leaders to launch 2020 Budget process. Satellite budgets due to Finance Dept.
Thursday, July 25	Finance Director presents six year capital plans to Mayor and City Administrator.
Tuesday, August 6	Estimates of revenues/expenditures and initiatives due to Finance Dept.
Thursday, August 22	Initial budget review with Mayor.
August 22 - 29	Mayor reviews and approves initiatives.
Friday, August 30	Mayors approved initiatives sent to Departments and Satellites.
Thursday, September 12**	Final budget to be filed with Finance Director.
Thursday, September 26**	Budget presented to Mayor/City Administrator for modification, revision or additions.
Monday, October 7**	Mayor provides the City Council with current information and estimates of revenues from all sources, as adopted in the budget for 2019.
Monday, October 21**	Mayor presents 2020 budget message to Council, and provides the Council with the proposed preliminary budget for 2020.
Wednesdays, October 23 and October 30**	Finance completes public notice of filing of preliminary budget and notice of public hearing on preliminary budget.
Monday, Nov 4 – 7:00 PM**	Preliminary budget hearing for public; Set Public Hearing for 2020 property tax levy.

BUDGET CALENDAR - CONTINUED

2020 Budget Calendar**2019 Date Requirements****Steps in Budget Preparation**

Wednesday Nov 6 & Nov 13**

Public notice of hearing setting property tax levy.

Monday, November 18***

Setting property tax levy.

Wednesdays, Nov 20 & Nov 27**

Public notice of final hearing for proposed 2020 budget.

Monday, December 2– 7:00 PM**

Final public hearing on proposed 2020 budget.

Monday, Dec 2– Monday, Dec 16**

Adoption of 2020 budget by City Council.

** Required by RCW, ***Property Tax Levy must be completed prior to November 29, 2019.

CITY OF LYNDEN



EXECUTIVE SUMMARY

Meeting Date:	May 6, 2019	
Name of Agenda Item:	Request to Cancel Warrant No. 72482	
Section of Agenda:	Consent	
Department:	Finance	
Council Committee Review:	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: Full Council
		Legal Review: <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required
Attachments:		
Copy of Warrant No. 72482; supporting email and cancellation memo		
Summary Statement:		
<p>RCW 39.56.040 states that any registered or interest bearing warrants of any municipal corporation not presented within one year of the date of their call, or other warrants not presented within one year of their issue, shall be canceled by passage of a resolution of the governing body of the municipal corporation, and upon notice of the passage of such resolution the auditor of the municipal corporation and the treasurer of the municipal corporation shall transfer all records of such warrants so as to leave the funds as is such warrants had never been issued; and</p> <p>Warrant No. 72482 has not and will not be presented for payment and should be canceled.</p>		
<p>The City Council give consent approval of Resolution No. 1000 and authorize the Mayor's signature and cancellation of Warrant No. 72482.</p>		

RESOLUTION NO. 1000

A RESOLUTION BY THE CITY OF LYNDEN, WASHINGTON
REQUESTING THE CANCELLATION OF WARRANT NO. 72482

WHEREAS, RCW 39.56.040 states that any registered or interest bearing warrants of any municipal corporation not presented within one year of the date of their call, or other warrants not presented within one year of their issue, shall be canceled by passage of a resolution of the governing body of the municipal corporation, and upon notice of the passage of such resolution the auditor of the municipal corporation and the treasurer of the municipal corporation shall transfer all records of such warrants so as to leave the funds as is such warrants had never been issued; and

WHEREAS, it has been brought to the attention of the City Council that Warrant No. 72482 has not and will not be presented for payment; and

WHEREAS, documentation has been provided that the payment due was paid on an invoice; and

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

Section A: That Warrant No. 72482, in the amount of \$900, issued February 26, 2019 from Fund 001 be canceled.

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

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

PASSED BY THE CITY COUNCIL BY AN AFFIRMATIVE VOTE, ____ IN FAVOR ____ AGAINST AND SIGNED BY THE MAYOR THIS 6 DAY OF MAY 2019.

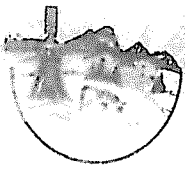
MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY



CITY OF LYNDEN

P.O. Box 650
Lynden, Washington 98264
(360) 354-2829

PEOPLES BANK
LYNDEN, WASHINGTON

98-442
1251

C

17 248

CLAIMS WARRANT

DATE
02/26/2019

AMOUNT
\$900.00

PAY: **Nine Hundred DOLLARS No CENTS**

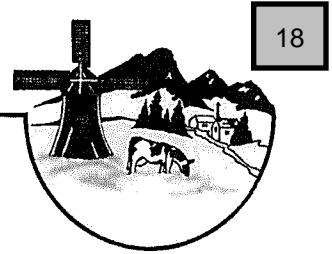
TO THE ORDER OF: Billester, John M.
779 E Wiser Lake Rd
Lynden, WA 98264

Anthony B...
AUTHORIZED SIGNATURE

⑈072482⑈ ⑆125104425⑆5003⑈ 138004⑈

CITY OF LYNDEN • LYNDEN, WASHINGTON 98264

BILL	2843	60	02/26/2019	00072482	900.00	72482 1/1
REFERENCE NO.	YOUR INVOICE NUMBER		INVOICE DATE	AMOUNT PAID	DISCOUNT	NET AMOUNT
29180606	billester-2019		02/19/2019	900.00	0.00	900.00



Memo

To: Linde Schreifels
From: Linda Handy *LH*
Date: April 5, 2019
Re: VOID Claims Warrant #72482

Please void warrant #72482 payable to John Billester (v#2843) dated 2/26/19 in the amount of \$900.00. This was payment was for his 2019 LPD Uniform Allowance. Chief Billester returned the check to the Finance office because he felt that keeping the check was not appropriate in consideration of his upcoming retirement from the City. See attached e-mail message.

Please cancel the warrant and original AP transaction 29180606

Thank you

Linda Handy

From: Linda Handy
Sent: Tuesday, March 5, 2019 11:46 AM
To: Linde Schreifels
Cc: Vanessa Bronsema; John Billester (BillesterJ@LYNDENWA.ORG); Jenn Franks
Subject: FW: Chief Billester - uniform allowance

Hello,

Please see John's request below to return his 2019 uniform allowance check for \$900.00 that was issued on 2/26/19. We will void the check here in Finance & make a note in his payroll file that there will be no 'flexible benefit' tax obligation relating to this ck at the time of his retirement from the City.

Please let me know if you have any questions.

Thank you!

Linda Handy

Accounting Technician
 City of Lynden | Finance Dept.
 PO Box 650 | Lynden, WA 98264
 (360) 255-5922 (direct line)
handyl@lyndenwa.org

*Our Vision: Cultivating Exceptional Service for Our Extraordinary Community
 We Value: Communication-Teamwork-Community-Integrity-Excellence*

My incoming and outgoing email messages may be subject to public disclosure requirements per RCW 42.56

From: John Billester
Sent: Tuesday, March 5, 2019 11:38 AM
To: Linda Handy <Handyl@LYNDENWA.ORG>
Subject: RE: Chief Billester - uniform allowance

Thank you Linda. The information in your email to Linde is accurate and represents my thoughts. I think this is the most efficient way to handle this. Thanks for your help, John

From: Linda Handy
Sent: Tuesday, March 5, 2019 11:34 AM
To: John Billester <BillesterJ@LYNDENWA.ORG>
Subject: FW: Chief Billester - uniform allowance

Hi John,

I spoke with Linde. We don't need a formal memo if you wish to refuse your check. If you could just reply to this e-mail and confirm that what I wrote below is accurate, that should be good enough.

Thank you!

Linda

20

From: Linda Handy
Sent: Tuesday, March 5, 2019 11:18 AM
To: Linde Schreifels <SchreifelsL@LYNDENWA.ORG>
Subject: Chief Billester - uniform allowance

Hi Linde,

John stopped by and wanted to return his 2019 uniform allowance check. He said that keeping it at this point w/ his upcoming retirement just didn't sit right with him. His Salary & Benefits notification letter states that he will continue to receive his \$900 annual allowance even after his IAM membership expired. John said that if we would need to have a formal memo of refusal from him, he can write that up.

Let me know what you think.

Thanks!

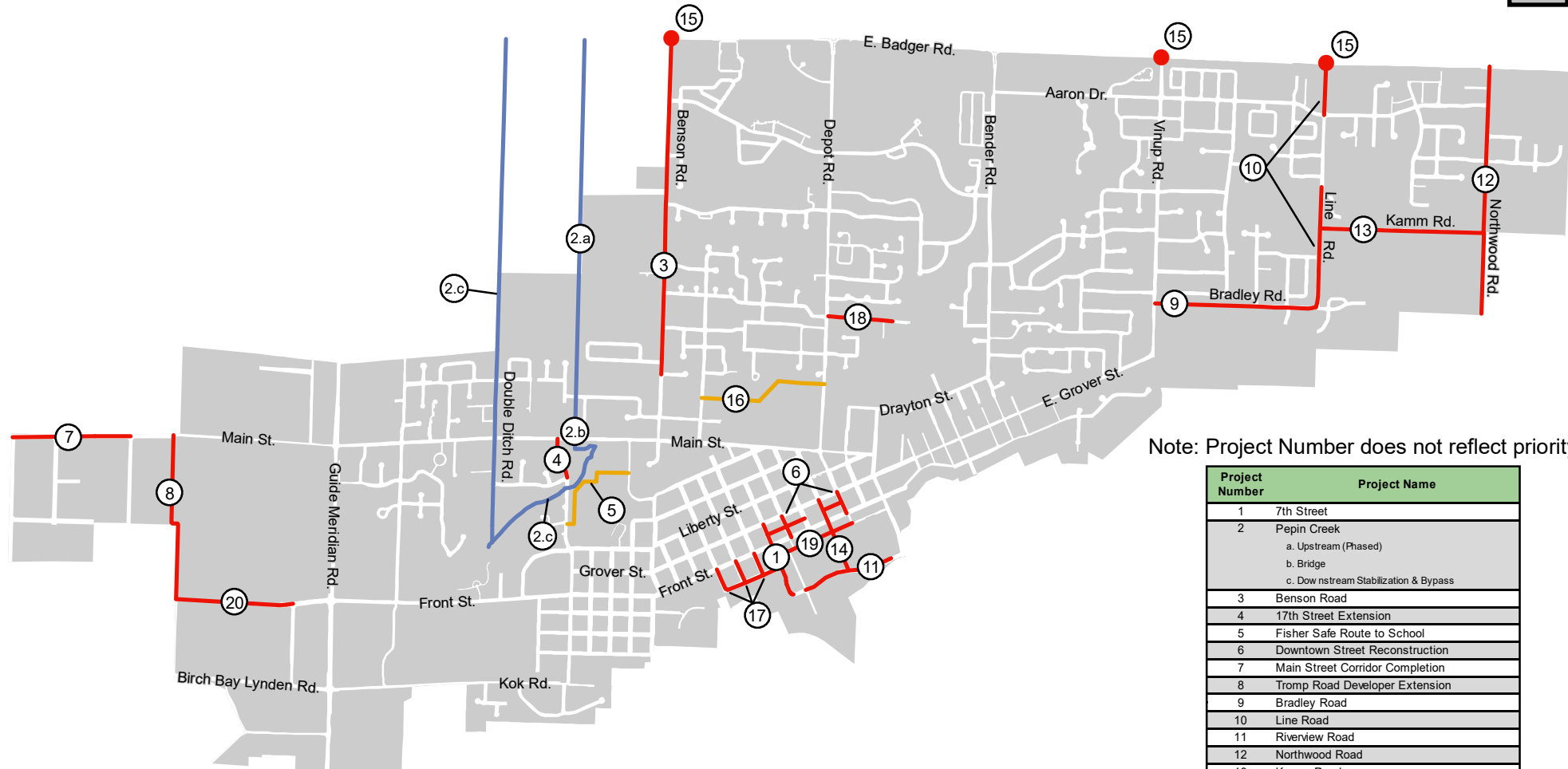
Linda Handy
Accounting Technician
City of Lynden | Finance Dept.
PO Box 650 | Lynden, WA 98264
(360) 255-5922 (direct line)
handyl@lyndenwa.org

CITY OF LYNDEN



EXECUTIVE SUMMARY

Meeting Date:	May 6, 2019	
Name of Agenda Item:	Public Hearing for Six Year Transportation Improvement Program (STIP) 2020-2025	
Section of Agenda:	Public Hearing	
Department:	Public Works	
Council Committee Review:	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input checked="" type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
		Legal Review: <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required
Attachments:		
STIP Project List, Map, Proposed Resolution 999		
Summary Statement:		
<p>On April 15, 2019, City Council set a public hearing date of May 6, 2019 to hear comments on the City's Six Year Transportation Improvement Plan (2020-2025).</p> <p>In order to apply for project funding, every city and county must prepare a planned local projects listing and forward it to the Washington State Department of Transportation by July 31, 2018 for inclusion in the State Transportation Improvement Program (STIP) list.</p> <p>The Public Works Committee reviewed the STIP projects at recent meetings and concurred to forward the attached plan to City Council.</p> <p>Attached is Resolution No. 999, a resolution to adopt the Six Year Transportation Improvement Program for the City of Lynden.</p>		
Recommended Action:		
That City Council approve Resolution No. 999 adopting the Six Year Transportation Improvement Program for the City of Lynden and authorize the Mayor's signature on the resolution.		



Note: Project Number does not reflect priority

Project Number	Project Name
1	7th Street
2	Pepin Creek
	a. Upstream (Phased)
	b. Bridge
	c. Downstream Stabilization & Bypass
3	Benson Road
4	17th Street Extension
5	Fisher Safe Route to School
6	Downtown Street Reconstruction
7	Main Street Corridor Completion
8	Tromp Road Developer Extension
9	Bradley Road
10	Line Road
11	Riverview Road
12	Northwood Road
13	Kamm Road
14	S. 4th Street Revitalization
15	SR-546 Intersections w/ City Arterials
16	Depot to 8th Trail Extension
17	Judson St. Low Impact Development
18	Cedar Dr. Low Impact Development
19	Judson Street Alley
20	Front St. (From S. Duffner Dr. to Tromp Rd.)
	Miscellaneous Overlays/Maintenance
	Non-Motorized Facilities (Sidewalks & Trails)

Path: \\Saturn\gis\Projects\Public Works\Transportation Improvement\Projects\TIP2020\TIP2020Projects8.5x11\withlist.mxd

- Project Type**
- Motorized
 - Non-Motorized
 - Non-Motorized Road Drainage

2020 - 2025 Transportation Improvement Projects



Updated: 04 Apr 2019

City of Lynden
2020-2025 Six-Year
 Transportation Improvement Program
 List by Project then
 Phase Year

Project	Description	Termini	Phase Year	Funding Sources				Total	Map Reference #
				Local	State	TIB	Federal		
7th Street	Reconstruct to City Standard	Riverview Road to Grover	Const 2020	400,000		200,000		600,000	1
17th Street Extension	New Construction	North of Village Drive to Main Street	PE 2020-2021	50,000				50,000	4
			Const 2022	800,000				800,000	4
Benson Road	Upgrade to Full City Standard Preliminary Engineering	Benson Lane to Badger Road	PE 2021	150,000				150,000	3
			Const 2025	4,200,000				4,200,000	3
Bradley Road	Upgrade to Full City Standard <i>Planning Purposes Only</i>	Vinup Road to Line Road	PE 2020	30,000				30,000	9
			Const 2022	1,500,000				1,500,000	9
Cedar Drive	Low Impact Design for reconstruction	Depot Road to 124 E Cedar	PE 2020	90,000				90,000	18
City Trail	Sidewalk and Trail Construction	North 8th Street to Depot Road	PE 2019	100,000			0	100,000	16
			Const 2020-2021	1,600,000				1,600,000	16
Downtown Street Reconstruction	Street Reconstruction <i>Planning Purposes</i>	3rd, 4th, 6th Streets & Alleys between Front Street & Grover Street	PE	15,000				15,000	6
Judson, 8th-10th Streets Low Impact Development	Low Impact Design Ecology funds	8th to 10th Streets between Front and Judson. Including Judson	PE 2020		60,000			60,000	17

City of Lynden
2020-2025 Six-Year
 Transportation Improvement Program
 List by Project then
 Phase Year

Project	Description	Termini	Phase Year	Funding Sources				Total	Map Reference #
				Local	State	TIB	Federal		
Judson Street Alley	Widen and Reconstruct to Improve Safety Relocate Utility Poles	3rd Street to 7th Street	RW/PE 2020	50,000				50,000	19
Kamm Road	Upgrade to Full City Std <i>Planning Purposes Only</i>	Line Road to Northwood	PE 2022	70,000				70,000	13
Line Road	Upgrade to Full City Standard	Bradley Road to Badger Road (less school frontage)	PE 2020	50,000				50,000	10
	<i>Planning Purposes Only</i>		Const 2022	1,500,000				1,500,000	10
Main Street Corridor Completion	Street Re-Construction	Berthusen Road east 0.5 miles	PE 2020	100,000			75,000	175,000	7
			Const 2023	1,800,000				1,800,000	7
Miscellaneous Chip seals/Maintenance	Miscellaneous Chip seals	Various Locations	Const 2020-2025	200,000				200,000	
			Const 2020-2025	500,000				500,000	
Non-Motorized Facilities	Non-Motorized Facilities	Various Locations	PE 2020	50,000				50,000	
Northwood Road	Upgrade to Full City Std <i>Planning Purposes Only</i>	South City limits to Badger	PE 2022	70,000				70,000	12
Pepin Downstream	Downstream/Bypass	South of Main Street	PE		593,000		0	593,000	2-C
			RW/Const 2020/2021	1,000,000	2,902,600		0	3,902,600	2-C
Pepin Main St Bridge	Bridge and approaches	Main Street over Double Ditch/Pepin Creek	PE 2020-2021		385,000			385,000	2-B
			Const 2020-2021	60,000	2,166,000			2,226,000	2-B

City of Lynden
2020-2025 Six-Year
 Transportation Improvement Program
 List by Project then
 Phase Year

Project	Description	Termini	Phase Year	Funding Sources				Total	Map Reference #
				Local	State	TIB	Federal		
Pepin Upstream	Upstream Phased Extension	Main Street north to airport	PE 2020-2021	100,000				100,000	2-A
			Const 2024	6,750			43,250	50,000	2-A
Riverview Road	Construct to Full City Standard	Hannegan Road to 6th Street	Const 2020	40,000			260,000	300,000	11
S 4th Street	Upgrade to Full City Standard <i>Planning Purposes Only</i>	Grover Street to River Road Extension	Plan 2020	10,000				10,000	14
SR-546 Intersection w/ City Arterials	Upgrade Lighting & Channelization / Roundabout <i>Planning Purposes Only</i>	Intersections	PE		WSDOT				15
Tromp Road Developer Extension	Upgrade to Full City Standard <i>Planning Purposes Only</i>	Front Street to Main Street	PE 2022	100,000				100,000	8
			Const 2025	1,000,000				1,000,000	8
West Front Street	Upgrade to Full City Standard <i>Planning Purposes Only</i>	Duffner Drive to Tromp Road	PE 2020	180,000				180,000	20
			Const 2020-2021	2,000,000				2,000,000	20

TOTAL		\$17,821,750	\$6,106,600	\$200,000	\$378,250	\$24,506,600
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RESOLUTION NO. 999

**A RESOLUTION ADOPTING A SIX (6) YEAR TRANSPORTATION
IMPROVEMENT PROGRAM (STIP)
FOR THE CITY OF LYNDEN, WHATCOM COUNTY, WASHINGTON**

WHEREAS, the City of Lynden is required to prepare a Six (6) Year Transportation Improvement Program (STIP); and

WHEREAS, a report has been prepared and submitted by the City Public Works Director for a Six (6) Year Transportation Program, copies of which are on file in the office of the City Clerk;

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

SECTION 1: That the aforesaid Six (6) Year Transportation Improvement Program be adopted as the official Six (6) Year Transportation Improvement Program of the City of Lynden, Washington.

SECTION 2: That the City Clerk and the City Public Works Director are hereby directed to file a copy of this resolution with the State of Washington Department of Transportation.

SECTION 3: If any section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Resolution. The Council hereby declares that it would have passed this code and each section, regardless of whether any one or more sections, subsections, sentences, clauses or phrases has been declared invalid or unconstitutional, and if for any reason this Resolution is declared invalid or unconstitutional, then the original Resolution or Resolutions shall be in full force and effect.

ADOPTED by the City Council of the City of Lynden, Whatcom County, Washington, on the _____ day of _____, 2019 and signed and approved by the Mayor on the same date.

MAYOR SCOTT KORTHUIS

ATTEST:

CITY CLERK PAMELA BROWN

APPROVED AS TO FORM:

CITY ATTORNEY ROBERT CARMICHAEL

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	May 9, 2019	
Name of Agenda Item:	Appointment to Planning Commission – Byran Korthuis	
Section of Agenda:	New Business	
Department:	Planning Department	
Council Committee Review:	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input checked="" type="checkbox"/> Other: <u> Mayor </u>
		Legal Review:
		<input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required
Attachments:		
Planning Commission Application of Bryan Korthuis		
Summary Statement:		
<p>The Mayor has appointed a new member, Bryan Korthuis, to fill a vacancy on the Planning Commission. This appointment is being brought forward at the May 6th City Council meeting for confirmation.</p> <p>The City has had six Planning Commissioners since Kyle Strengholt resigned after his election to City Council. Bryan will be filling this vacated seat on the Commission.</p> <p>A longtime resident, Bryan has a depth of knowledge into Lynden’s past and present growth. He currently is employed by Len Honcoop Gravel Inc which also gives him insight into construction, development, and environmental standards.</p> <p>As described in Title 2.08 of the Lynden Municipal Code, the Planning Commission consists of seven members. Commission members are selected without respect to political affiliations and shall serve without compensation. At the time of appointment and throughout his term of office, the primary residence of each member of the Planning Commission must be within the city limits of Lynden. The term of office for each member is four years.</p>		
Recommended Action:		
Motion to confirm the appointment of Bryan Korthuis to the Lynden Planning Commission for a term beginning May 2019 and expiring on December 2022.		



Mayor
Scott Korthuis

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

Planning Commission Application

Please complete the application below and return to Mayor Scott Korthuis at 300 4th Street, Lynden, WA 98264 or KorthuisS@lyndenwa.org.

Name: Bryan Korthuis

Address: 8771 Line Rd., Lynden, WA 98264

Phone: 360-410-8653 E-mail address: bryan@korthuis.net

Are you available at work? Yes, on a limited basis Phone: 360-354-4763

1. How long have you lived within Lynden city limits? 23 years
2. Please tell us why your background and education would be an asset to the Planning Commission.
My history with Lynden has encompassed most of my life. It includes: a family history in Lynden going back to my great grandparents who moved here; growing up in Lynden where I watched the town develop from the seat of my bicycle in the 90's; attending Lynden Christian School from kindergarten through high school; working in my early years at Korvan, now Oxbow; after attending Dordt College and earning my bachelors degree in business administration I moved back to Lynden with my wife and we have been raising our 3 children here ever since. Lynden is my hometown. All this history, I believe, has given me a good feel for what it means to live, work and play in Lynden.

Further, I have been working at Len Honcoop Gravel Inc. where I have learned construction standards, development standards, environmental standards and much more throughout my time there. This gives me a unique insight into how communities develop as I have been able to observe, and participate in, the growth of each community within Whatcom County. I believe this experience would be valuable to this committee.

3. Do you have experience with any community committees?

If so, what was your role?

I have not had any experience with a public community committee. This would be my first.

4. How do you view the task of balancing the public good and private property rights?

I believe there is a balance to be achieved in each individual situation. I firmly believe every situation should be examined as thoroughly as possible, ideas generated for possible solutions and only then can the best possible actions be taken to ensure a correct balance to each and every situation.

5. How do you view growth within our community?

I see growth in our community is a continual process as in any community. There are many factors, economic, spatial, and environmental, to name a few, which can change how growth in a community will happen. As time changes, so can a community's values in each of the above-mentioned factors. Planning for these changes as best as we possibly can for the future is why we have a planning commission. It is to try and look ahead and cover as much of the foreseeable problems before they occur to develop sustainable growth that continues to match each individual community's values. Without this continual planning, each community is in danger of the opposite, decline. I believe there is no such thing as maintaining; either a community is growing or it is failing.

Thank you for your willingness to serve the Lynden Community. I will contact you to discuss your application.

Scott Korthuis, Mayor
City of Lynden

CITY OF LYNDEN



EXECUTIVE SUMMARY

Meeting Date:	May 6, 2019	
Name of Agenda Item:	Wastewater Treatment Plant Outfall Replacement Project Contract Award	
Section of Agenda:	New Business	
Department:	Public Works	
Council Committee Review:	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input checked="" type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
Legal Review:	<input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required	
Attachments:	BHC Recommendation to Award and Bid Tabulation	
Summary Statement:	<p>Staff solicited bids for the Wastewater Treatment Plant (WWTP) Outfall Replacement Project; which will replace the existing damaged outfall from the WWTP to the Nooksack River. The City received one bid on April 30, 2019 from Strider Construction Company. BHC Consultants prepared the attached Bid Tabulation.</p> <p>After review BHC determined Strider’s bid to be responsive, responsible and below the engineer’s estimate; therefore, they have recommended acceptance of Strider’s bid.</p> <p>At their April 3rd meeting, the Public Works Committee agreed that the bid results could be forwarded directly to City Council after informing them of the results.</p> <p>This project is being funded by a 20-year 1.5% interest loan from the Department of Ecology.</p>	
Recommended Action:	That City Council award the contract for the Wastewater Treatment Plant Outfall Replacement Project to Strider Construction Co. Inc. in the amount of \$1,013,844.90, including tax and authorize the Mayor to sign the contract.	

MEMORANDUM

Date: May 1, 2019

To: Steve Banham, P.E.
Public Works Director, City of Lynden

From: Greg Mockos, P.E.
Project Manager, BHC Consultants, LLC

CC: Becca Ochiltree, P.E., BHC Consultants
Tamara Adams, City of Lynden
Mark Sandal, City of Lynden

Subject: Qualifications Review/Award Recommendation
WWTP Outfall Replacement Project

Per your request, we have reviewed the apparent low bidder's Experience Record and their lists of similar project References. As a result of this review, we recommend the City of Lynden award a contract to Strider Construction Company, Inc., for construction of the WWTP Outfall Replacement Project. The Bid Tabulation is attached for reference.

Completeness of Bid Submittal

We reviewed the submittal for completeness and conformance to the project's bid requirements. It appears that all requisite information and documentation have been included with Strider Construction Company, Inc.'s bid submittal.

Bidder's Qualifications Review

The bidder's qualifications were also reviewed for general conformance with respect to the requirements defined in the Special Provisions. See the attached Experience Record and Project References and Phone Discussion Notes (copies enclosed) for Strider Construction Company, Inc.'s information. Based on this information, Strider Construction Company, Inc., appears to be a responsible bidder as defined in the Contract Documents.

Recommendation of Award

Based on the above described bid tabulation, the completeness of their bid submittal, and review of their bidder's qualifications, Strider Construction Company, Inc., appears to be the lowest responsible bidder for the project. We therefore recommend award of the project to Strider Construction Company, Inc., for construction of the City of Lynden WWTP Outfall Replacement Project.

Enclosure(s):

- Bid Tabulation
- Bid Complete Checklist
- Experience Record
- Project References – Phone Discussion Notes

BID TABULATION City of Lynden WWTP Outfall Replacement 300 4th Street April 30th, 2019 at 11:00 AM				Bidders Name and Address									
				Engineer's Estimate				Strider Construction					
								4721 Northwest Dr Bellingham, WA 98226					
Item No	Item Description	Unit	Qty	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount		
1	Mobilization	LS	1	\$ 104,650.00	\$104,650.00	\$175,000.00	\$175,000.00		\$0.00		\$0.00		
2	Shoring	LS	1	\$ 33,350.00	\$33,350.00	\$5,000.00	\$5,000.00		\$0.00		\$0.00		
3	Dewatering	LS	1	\$ 174,800.00	\$174,800.00	\$60,000.00	\$60,000.00		\$0.00		\$0.00		
4	Haul and Disposal	TN	2600	\$ 9.29	\$24,150.00	\$12.00	\$31,200.00		\$0.00		\$0.00		
5	Structural Fill	TN	200	\$ 23.00	\$4,600.00	\$19.00	\$3,800.00		\$0.00		\$0.00		
6	Bank Run Gravel for Trench Backfill	TN	1600	\$ 10.78	\$17,250.00	\$12.00	\$19,200.00		\$0.00		\$0.00		
7	EPS Manhole Inspection	LS	1	\$ 20,700.00	\$20,700.00	\$2,000.00	\$2,000.00		\$0.00		\$0.00		
8	24-inch DI Pipe and Trenching	LF	80	\$ 531.88	\$42,550.00	\$600.00	\$48,000.00		\$0.00		\$0.00		
9	Outfall Installation	LS	1	\$ 411,700.00	\$411,700.00	\$210,000.00	\$210,000.00		\$0.00		\$0.00		
10	Streambank Restoration	LS	1	\$ 142,600.00	\$142,600.00	\$120,000.00	\$120,000.00		\$0.00		\$0.00		
11	Restoration for Disturbance	SF	1500	\$ 8.43	\$12,650.00	\$5.00	\$7,500.00		\$0.00		\$0.00		
12	Minor Change	FA	1	\$ 86,250.00	\$86,250.00	\$75,000.00	\$75,000.00		\$0.00		\$0.00		
13	Record Drawings	LS	1	\$ 3,450.00	\$3,450.00	\$3,000.00	\$3,000.00		\$0.00		\$0.00		
14	Temporary Bypass Pumping	LS	1	\$ 40,250.00	\$40,250.00	\$130,000.00	\$130,000.00		\$0.00		\$0.00		
15	Temporary Erosion and Sedimentation Control (TESC)	LS	1	\$ 25,300.00	\$25,300.00	\$8,000.00	\$8,000.00		\$0.00		\$0.00		
SUBTOTAL BASE BID					\$1,144,250.00		\$897,700.00		\$0.00		\$0.00		
WA State Sales Tax (8.7%)					\$86,565.00		\$78,099.90						
TOTAL BASE BID							\$975,799.90						
A	Replace EPS Manhole	LS	1	Included in Minor Change		\$35,000.00	\$35,000.00						
SUBTOTAL ADD/ALT BID							\$35,000.00						
WA State Sales Tax (8.7%)							\$3,045.00						
TOTAL ADD/ALT BID							\$38,045.00						
Total Bid Price					\$1,231,000.00		\$1,013,844.90		\$0.00		\$0.00		

EXPERIENCE RECORD

1. Temporary Bypassing

Name Strider Construction Co., Inc.

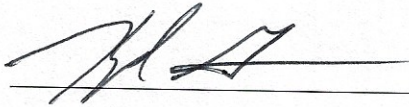
Business Address 4721 Northwest Drive, Bellingham, WA 98226

Bidder (X) Subconsultant () (Check One)

Provide at least three references for temporary bypass construction in the Pacific Northwest successfully completed within past five years similar in size, scope and difficulty of construction to the work bid upon.

	Name of Owner and Telephone No.	Name of Project	Flow/ Distance	Amount of Contract
1.	Southwest Suburban Sewer District / 425-827-2014 PACE Eng-Dave Hutley, P.E.	Lift Station 14 & 15 Upgrades	1,000 GPM 500 Ft	\$1,948,141.88
2.	Pierce County 253-798-7270 Arnie Sheppard, P.E.	Crystal Mountain Blvd East	90,000 GPM 240 Ft	\$10,838,280.00
3.	City of Bellingham 360-778-7922 Craig Mueller	2015 Sanitary Sewer Replacement	7,500 GPM 300 Ft	\$1,363,787.00

By signing below the Signee is stating that in addition to the validity of the information provided above that they have installed on at least three separate projects a temporary bypass pumping system. KS (Initial)

(Sign) 

(Print Name) Kyle J. Gebhardt, P.E.

(Name of Company) Strider Construction Co., Inc.

(Title) Vice-President

(Date) 4/30/19



2. In-Water Construction Qualifications:

Name Strider Construction Co., Inc.


Business Address 4721 Northwest Drive, Bellingham, WA 98226

Bidder (X) Subconsultant () (Check One)

Provide at least three references for in-water construction successfully completed in the Pacific Northwest within past five years similar in size, scope and difficulty of construction to the work bid upon. At least one in-water work project must have been in a river.

	<u>Name of Owner and Telephone No.</u>	<u>Name of Project</u>	<u>Nature of Work</u>	<u>Amount of Contract</u>
1.	WSDOT 360-538-8500 Ricky Bhalla	US 101 - Hoh River Erosion Site #2 - Bank Stabilization	Bank Stabilization	\$2,212,583.76
2.	Whatcom County 360-778-6230 Gary Goodall, P.E.	Deming Levee Upstream Improvement Project	Levee Improvements	\$1,786,030.10
3.	Snohomish County 425-388-6609 Kevin Teague	Wenberg County Park Boat Launch & Waterfront Restoration	Park Restoration	\$2,959,151.20

By signing below the Signee is stating that in addition to the validity of the information provided above, that they have executed work in navigable waters which included both of the following elements: 1) construction and maintenance of a work zone isolation structure for fish exclusion and water quality protection including turbidity monitoring; and 2) compliance with Local, State and Federal environmental approvals (specifically including a WDFW Hydraulic Project Approval and USACE Section 404 and Section 10 permits) for at least three (3) different projects.. KJG (Initial)

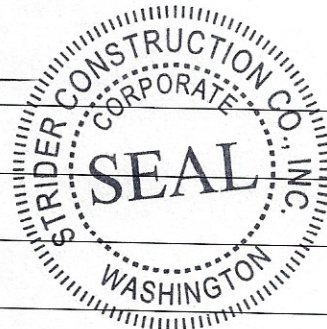
(Sign) 

(Print Name) Kyle J. Gebhardt, P.E.

(Name of Company) Strider Construction Co., Inc.

(Title) Vice-President

(Date) 4/30/19



3. Surface Water and Groundwater Control System Qualifications

Name Strider Construction Co., Inc.

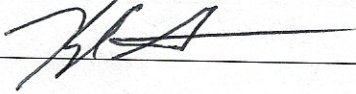
Business Address 4721 Northwest Drive, Bellingham, WA 98226

Bidder (X) Subconsultant () (Check One)

Provide at least three references for surface water and groundwater control systems successfully completed in the Pacific Northwest within past five years similar in size, scope and difficulty of construction to the work bid upon. All surface water and groundwater control system projects must have included a Construction Surface Water and Groundwater Control Plan, or similar, adhering to Local, State, and Federal environmental approvals and requirements, and been prepared by a Professional Engineer licensed in the State of Washington.

	Name of Owner and Telephone No.	Name of Project	Nature of Work	Amount of Contract
1.	BNSF Railway Company 206-625-6264 <u>Don Omsberg</u>	Custer to Ferndale Double Track Project	Railroad Track Construction	\$ Confidential, In excess of \$4,000,000.00
2.	WSDOT 360-848-7100 <u>Shane Spahr</u>	Church Creek Fish Passage	Fish Passage	\$3,732,622.00
3.	WSDOT 360-538-8500 <u>Ricky Bhalla</u>	US 101 - Hoh River Erosion Site #2 - Bank Stabilization	Bank Stabilization	\$2,212,538.76

By signing below the Signee is stating that in addition to the validity of the information provided above, that they have executed work which included both of the following elements: 1) collection, treatment, and disposal of dewatering water 2) compliance with Local, State and Federal environmental approvals and requirements (specifically including Washington State Department of Ecology Water Quality Standards and United States Army Corps of Engineers Nationwide Permit). KJG (Initial)

(Sign) 
 (Print Name) Kyle J. Gebhardt, P.E.
 (Name of Company) Strider Construction Co., Inc.
 (Title) Vice-President
 (Date) 4/30/19



Project Lynden WWTP Outfall Replacement Date 4-30-19
Subject Strider Reference Checks Sheet 1 of 2
Computed By B. Odiltree Job Number _____
Checked By _____ Task Number _____

■ **Whatcom Co.** - Gary Goodall 360-778-6230

Damming Levee Upstream Improvement Project

2016

new levee in side channel - fish restrictions - rock placement.
good to work with - met schedule restrictions. would
use them again.

■ **Snohomish Co.** - Kevin Teague 425-388-6609

Wenber Co. Park Boat Launch & Waterfront Restoration

2018

waterfront renovation - new boat launch - swimming / fishing
dock - ADA - picnic shelter → 40' wide, excavation &
grading
sub-pile driver: Sarwickie Brothers -

lake gulch - coffer dam; excavation & installed rails
& used screed

super: Brian Valette; Mark Stouder - estimator

innovative & responsive - would use Strider again.

■ **WSDOT** - Ricky Bhalla

360-538-8500 / new number
360-705-7272

US 101 - Hoh River Erosion Site #2 - Bank Stabilization

msg.

■ PACE Engineers - Dave Hutley 425-827-2014
SWSSD - lift stations 14 & 15 Upgrades - Bypassing
msg.

Laura @ SWSSD - 206-432-3513 2018
they were great. we will definitely hire them again.
they know how to deal with water

■ Pierce Co. - Arnie Sheppard - 253-798-7270
Crystal Mountain Blvd East - Bypassing
msg.

■ City of Bellingham - Craig Mueller 360-778-7922
msg. 2015 Sanitary Sewer Replacement - Bypassing

msg.
■ BNSF - Don Omsberg 206-625-6264 2017
Custer to Ferndale Double Track Project - Corps & NPDES permits
Best contractor on our projects - would choose them first every
time. Sky Komish in-river. Excellent safety & environmental care.
met all schedule requirements.

■ WSDOT - Shane Spahr 360-848-7100 - Church Creek Fish Passage
msg.

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	May 6, 2019	
Name of Agenda Item:	Final Plat Approval – Berryman Estates	
Section of Agenda:	New Business	
Department:	Planning Department	
Council Committee Review:	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
	Legal Review: <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required	
Attachments:		
Final Plat Drawings, Findings of Fact		
Summary Statement:		
<p>On July 2, 2018 the City Council granted preliminary plat approval for the long plat known as Berryman Estates, a proposal by Marlin Arneson. The 11.38 acre long plat is located on the northeast corner of Badger Road and Line Road. The northern edge of the plat is zoned RM-2 and platted to accommodate duplex units. The southern portion of the plat is zoned RS-72 and platted for single family homes. In total the plat is 39 lots and represents a built-out density of approximately 5 dwelling units per acre.</p> <p>The plat includes the amenity of an extension of the Badger trail at its northern boundary. Vehicular circulation is accommodated from Aaron Drive.</p> <p>Final development fees have been paid in full.</p> <p>Staff recommends granting final approval based on the following conditions:</p> <ol style="list-style-type: none"> 1. Completion of all punch list items. 2. Submittal and acceptance of required maintenance bonds and any necessary performance bonds. 3. Payment of final inspection fees for plat construction. 4. Submittal of final as-built drawings. 5. Submittal of final plat mylars. 		
Recommended Action:		
Motion to grant final plat approval of the Berryman Estates Long Plan #18-01 subject to the conditions noted above.		

CITY OF LYNDEN
FINDINGS OF FACT AND CONCLUSIONS OF LAW

ORIGINAL

REGARDING THE APPLICATION OF Marlin Arneson, representative for Arneson Trust, TO SUBDIVIDE PROPERTY	LP #18-01
Petitioner	FINDINGS OF FACT, CONCLUSIONS OF LAW, CONDITIONS and DECISION on SUBDIVISION APPLICATION #18-01

LOT 1, ARNESON TRUST LINE ROAD SHORT PLAT, AS RECORDED UNDER AUDITOR FILE NUMBER 2140302015.

COMMONLY DESCRIBED AS: 1331 East Badger Road, Lynden

Has applied for a subdivision of the above described parcel into 39 residential lots within the RM-2 and RS-72 zones. The Lynden Planning Commission held a public hearing on June 14, 2018 and recommended approval to the City Council through Planning Commission Resolution #18-03. Said request having come before the Lynden City Council on July 2, 2018, 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. Marlin Arneson, on behalf of Arneson Trust, has filed an application ("Property Owners") for a subdivision which was accepted by the City as complete on April 30, 2018.

1.02 Location. The Property is located at 1331 East Badger Road in Lynden, Whatcom Co., Washington as described above.

1.03 Ownership. Arneson Trust is the Property Owner.

1.04 Request. To subdivide a parcel approximately 11.38 acres in size into 39 residential lots located within the RM-2 and RS-72 zones.

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:

Standard Requirements:

The following requirements are standard for all development projects.

1. The construction drawings for any improvements will 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 (EDDS), 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.
2. There is a review deposit of \$200 per lot, \$2,000 minimum, to review the civil construction plans and a plat construction inspection deposit of \$350 per lot, \$5,000 minimum, due prior to review and construction respectively.
3. A post construction maintenance bond in the amount of 10% of the construction costs will be required prior to final plat approval.
4. A 150% performance bond is required for all work in the City's right-of-way or on city owned property.
5. 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.
6. 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.
7. All addressing must follow the requirements of the Lynden Municipal Code.
8. Transportation impact fees plus half of the fire and park impact fees are due prior to final plat approval. Calculation of those fees will be done at the time the applicant submits final check prints and lot closures in accordance with the municipal code.

Specific Project Comments from the Technical Review Committee:

Planning and Development

9. *Zoning:* The area to be developed in this application is located within two different zoning categories. The north 300-feet of the property is zone Residential Multi-Family zone (RM-2) and the remainder of the property is zoned RS-72. *As part of the RM-2 zone*, single family units and multi-family units are permitted on lots with a minimum of 7200 square feet and up subject to the

development requirements listed under 19.17.060 and 19.17.070 of the Lynden Municipal Code. As *part of the RS-72 zone*, only single family homes are permitted on lots with a minimum of 7200 square feet subject to the requirements listed under 19.15.060 of the Lynden Municipal Code. Staff recommends that the plat be modified so that lots fall wholly within one zoning category or another to eliminate any potential confusion or future variance requests. Note that the location of the zoning split was established in a recent land use modification which involved feedback from the current applicant.

10. *Housing Types Noted:* In accordance with the zoning categories, lots 1-7, 18-32, and 36-39 will utilize the RS-72 standards as required in LMC 19.15.060. Lots 8-17 and 33-35 will utilize the RM-2 standards as required in LMC 19.17.060 although the plat note may restrict some of these lots to single family use. No future variance applications to the above will be accepted.
11. *Minimum Lot Size:* The lots proposed in this subdivision meet the minimum lot size requirements with parcels that range from 8,000 square feet to 17,049 square feet. Be advised, Section 19.15.060 limits lot coverage to 35% and Section 19.17.060, limits lot coverage to 40% for each lot.
12. *Lot width:* Per 18.14.010(c), the minimum frontage of each lot must be at least 50 feet.
13. *Utility Easements:* Per 18.14.075, the proposed plat identifies the required 5-foot utility easements around the interior property line of all lots.
14. *Access Easements and Pipestems:* The long plat as submitted includes one access easement and one pipestem which is permitted as per 18.14.040 and 18.14.080.
15. *Parking:* Per Chapter 19.51.040 of the LMC, a minimum of 2 parking stalls is required *per 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.
16. *Street Trees:* Be advised, per Sec. 18.14.120, the developer will be required to provide street trees within the dedicated public utility easement adjacent to the street, preferably between the curb and the sidewalk. There shall be a minimum of one tree per lot with a maximum of one hundred feet between trees. Maintenance of street trees shall be the responsibility of the adjoining property owner.

Public Works

17. All public improvements must be constructed to the current standards as noted in the City of Lynden Manual for Engineering Design and Development Standards.
18. A 10 foot right-of-way dedication is required along the full frontage of Line Road to allow for the 30-foot right-of-way east of center line.
19. There will be no vehicular access to/from East Badger Road or Line Road.
20. Vehicular access to/from Aaron Drive by Lots 1, 23, 24, 25, 26, 27 and 28 is prohibited. This must be noted on the face of the plat.
21. Stormwater
 - 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.
22. 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 extended to the north side of the proposed plat.
 - b. Water line to be looped through development and connected to the east. Water line shall extend to the west and north property lines.
 - c. Each house and/or unit within this plat must be individually metered. Water meters must be located within the City right-of-way.

- d. Water services for all multi-family zoned parcels must be sized for maximum number of units.
- e. There will be a both single family and multi-family structures located within this plat. Be advised, a water meter which is adequate for a single family home will not accommodate a multi-family demand.
- f. Any legal groundwater or surface water rights within the Kamm Creek watershed that are associated with this property will be conveyed to the City or put into trust in the City's name prior to approval of the final plat.

23. Sanitary Sewer

- a. Sanitary sewer and water system design and construction must meet the requirements of the City of Lynden Engineering Design and Development Standards.
- b. 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 and west sides of the proposed plat.
- c. 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.
- d. Sanitary sewer services for all multi-family zoned parcels must be sized for maximum number of units.

Fire and Life Safety

- 24. Addresses that cannot be seen from the city street must be posted at both the access easement and on the house.
- 25. The final hydrant location will be determined upon review of civil plans and must be approved by the Fire Department.

Parks and Recreation

- 26. As noted in 19.29.060(6), in addition to sidewalks there must be logical pedestrian connections throughout the project including trails within or adjacent to open space areas. The applicant will be required to construct a paved (crushed lime stone okay) pedestrian trail, 10 feet in width, within a 15-foot trail easement along the northern property line with a constructed connection between lots 12 and 13. This must be noted on the face of the plat. Construction is permitted to count toward the credit of park impact fees.

27. A two-rail split rail fence shall be constructed along the entire northern property line of the proposed PRD boundary along East Badger Road to separate the pedestrian / bicycle traffic from the east bound traffic of Badger Road.

III. DECISION

Petitioner's application to subdivide the parcel described herein into thirty-nine (39) parcels for future development is hereby **Preliminarily Approved** as outlined in Planning Commission Resolution #18-03 and subject to the conditions set forth in this document.

DATED: 7/2/18



Scott Korthuis
Mayor

BERRYLAND ESTATES

PORTION OF THE NW 1/4, NW 1/4, SECTION 15, TOWNSHIP 40 NORTH, RANGE 3 EAST OF W.M.
WITHIN THE CITY OF LYNDEN, WHATCOM COUNTY, WASHINGTON

LAND DESCRIPTION:

LOT 1, ARNESON TRUST LINE ROAD SHORT PLAT, AS PER THE MAP THEREOF RECORDED IN THE AUDITOR'S OFFICE OF WHATCOM COUNTY, WASHINGTON, UNDER FILE NUMBER 2140302015.

TOGETHER WITH AND SUBJECT TO ALL EASEMENTS, COVENANTS AND AGREEMENTS OF RECORD.

DECLARATION & DEDICATION:

WE, THE UNDERSIGNED, DO HEREBY DECLARE THIS PLAT AND DEDICATE TO THE PUBLIC AS EXCLUSIVE PERPETUAL EASEMENTS FOR ALL MUNICIPAL PURPOSES ALL ROADS AND WAYS SHOWN HEREON, WITH THE RIGHT TO MAKE ALL NECESSARY SLOPES FOR CUTS AND FILLS, AND THE RIGHT TO CONTINUE TO DRAIN SAID ROADS AND WAYS OVER AND ACROSS ANY LOT OR LOTS WHERE WATER MIGHT TAKE A NATURAL COURSE IN THE ORIGINAL REASONABLE GRADING OF ROADS AND WAYS SHOWN HEREON, FOLLOWING ORIGINAL REASONABLE GRADING OF ROADS AND WAYS HEREON, NO DRAINAGE WATERS ON ANY LOTS SHALL BE DIVERTED OR BLOCKED FROM THEIR EXISTING COURSE SO AS TO DISCHARGE UPON ANY PUBLIC ROAD RIGHT-OF-WAY, OR TO HAMPER PROPER ROAD DRAINAGE, ANY ENCLOSING OF DRAINAGE WATERS IN CULVERTS OR DRAINS OR REROUTING THEREOF ACROSS ANY LOT AS MAY BE UNDERTAKEN BY OR FOR THE OWNER OF ANY LOT, SHALL BE DONE BY AND AT THE EXPENSE OF SUCH OWNER.

THIS ____ DAY OF _____, 2018.

MARLIN ARNESON

ACKNOWLEDGMENT:

STATE OF WASHINGTON)
)
COUNTY OF WHATCOM)

I CERTIFY THAT I KNOW OR HAVE SATISFACTORY EVIDENCE THAT MARLIN ARNESON IS THE PERSON WHO APPEARED BEFORE ME AND SAID PERSONS ACKNOWLEDGED THAT HE SIGNED THIS INSTRUMENT AND ON OATH STATED THAT HE IS AUTHORIZED TO EXECUTE THE INSTRUMENT AND ACKNOWLEDGED IT TO BE THE FREE AND VOLUNTARY ACT OF SUCH PARTY FOR THE USES AND PURPOSES MENTIONED IN THE INSTRUMENT.

THIS ____ DAY OF _____, 2018.

NOTARY PUBLIC IN AND FOR THE STATE OF WASHINGTON.

RESIDING AT _____, WASHINGTON. MY COMMISSION EXPIRES _____.

SEWER ASSESSMENT AREA NOTE:

THIS PROPERTY IS LOCATED IN THE EAST LYNDEN SEWER SPECIAL ASSESSMENT AREA. LOTS WITHIN THIS AREA ARE ASSESSED ADDITIONAL CHARGES UPON CONNECTION TO SANITARY SEWER TO FUND REGIONAL SEWER FACILITIES.

PLAT NOTES AND CONDITIONS:

- ALL LOTS SHALL HAVE ONSITE DOWNSPOUT INFILTRATION PER APPROVED PLAT DRAINAGE PLAN.
- LOTS 1-7, 18-32 & 36-39 WILL UTILIZE RS-72 SETBACKS FOUND IN SECTION 19.15.060 OF THE LYNDEN MUNICIPAL CODE.
- LOTS 8-17 & 33-35 WILL UTILIZE RM-2 SETBACKS FOUND IN SECTION 19.17.060 OF THE LYNDEN MUNICIPAL CODE.
- LOTS 10-15 ARE RESTRICTED TO DUPLEX UNITS ONLY. ALL OTHER LOTS IN THIS PLAT ARE RESTRICTED TO SINGLE FAMILY UNITS ONLY.
- THERE IS TO BE NO VEHICULAR ACCESS ALLOWED TO BADGER ROAD, AARON DRIVE OR LINE ROAD FROM ANY LOTS WITHIN THE PLAT.
- FOR ADDITIONAL CONDITIONS SEE PLAT COVENANTS RECORDED UNDER WHATCOM COUNTY AUDITOR'S FILE NUMBER _____

RIGHT TO FARM DISCLOSURE STATEMENT:

THE SUBJECT PROPERTY IS WITHIN OR NEAR DESIGNATED AGRICULTURE LANDS ON WHICH A VARIETY OF COMMERCIAL ACTIVITIES MAY OCCUR THAT ARE NOT COMPATIBLE WITH RESIDENTIAL DEVELOPMENT FOR CERTAIN PERIODS OF LIMITED DURATION, YOU MAY BE SUBJECT TO INCONVENIENCES OR DISCOMFORTS ARISING FROM SUCH OPERATIONS, INCLUDING BUT NOT LIMITED TO NOISE, ODORS, INSECTS, FUMES, DUST, SMOKE, THE OPERATION OF MACHINERY OF ANY KIND DURING ANY 24-HOUR PERIOD (INCLUDING AIRCRAFT), THE STORAGE AND APPLICATION OF MANURE, AND THE APPLICATION BY SPRAYING OR OTHERWISE OF CHEMICAL FERTILIZERS, SOIL AMENDMENTS, HERBICIDES AND PESTICIDES, THE CITY OF LYNDEN AND WHATCOM COUNTY HAS DETERMINED THAT THE USE OF REAL PROPERTY FOR AGRICULTURAL OPERATIONS IS A HIGH PRIORITY AND FAVORED USE AND WILL NOT CONSIDER TO BE A NUISANCE THOSE INCONVENIENCES OR DISCOMFORTS ARISING FROM FARM OPERATIONS, IF SUCH OPERATIONS ARE CONSISTENT WITH COMMONLY ACCEPTED GOOD MANAGEMENT PRACTICES AND OTHERWISE COMPLY WITH LOCAL, STATE, AND FEDERAL LAWS.

RIGHT TO FARM COVENANT:

THIS PROPERTY IS LOCATED WITHIN ONE-HALF MILE OF AN OPERATING FARM, AGRICULTURE OR RURAL DISTRICT, THE DEVELOPER AND ANY SUBSEQUENT PURCHASER OR SUCCESSORS IN INTEREST OF ALL OF THE LOTS WITHIN THIS SHORT PLAT WILL REFRAIN FROM ANY LEGAL ACTION TO RESTRAIN OR COLLECT DAMAGES FROM OWNERS OR OPERATORS OF SUCH SAID AGRICULTURAL LANDS: FROM THE CITY OF LYNDEN; OR FROM WHATCOM COUNTY, ARISING OUT OF ANY REASONABLE AND LAWFUL FARM OPERATIONS ON SAID AGRICULTURAL LANDS WHICH OCCURS IN THE NORMAL COURSE OF THEIR ESTABLISHED USE. UPON SALE OF EACH LOT, THE SELLER SHALL REQUIRE THAT THE "DISCLOSURE STATEMENT" AS SET FORTH IN CHAPTER 17.23.040 SECTION B, LYNDEN MUNICIPAL CODE BE SIGNED BY THE PURCHASER AND RECORDED IN THE COUNTY AUDITOR'S OFFICE IN CONJUNCTION WITH THE DEED CONVEYING SAID LOT, THIS COVENANT SHALL RUN WITH THE LAND.

AUDITOR'S CERTIFICATE:

I HEREBY CERTIFY THAT THIS PLAT WAS FILED FOR RECORD IN THE OFFICE OF THE AUDITOR OF WHATCOM COUNTY, WASHINGTON, AT THE REQUEST OF COMPASS POINT SURVEY, LLC.

THIS ____ DAY OF _____, 2018 AT ____ M, AND THAT IT IS RECORDED

UNDER WHATCOM COUNTY AUDITOR'S FILE No. _____ RECORDS OF WHATCOM COUNTY, WASHINGTON.

COUNTY AUDITOR BY DEPUTY

PUBLIC WORKS DEPARTMENT APPROVAL:

EXAMINED AND APPROVED BY THE LYNDEN PUBLIC WORKS DEPARTMENT AS TO THE LAYOUT OF ROADS AND RIGHTS-OF-WAY AND ACCEPTANCE OF THE DEDICATION AND/OR EASEMENTS ON BEHALF OF THE CITY OF LYNDEN IN ACCORDANCE WITH THE CITY OF LYNDEN DEVELOPMENT STANDARDS.

THIS ____ DAY OF _____, 2018.

STEVE BANHAM, P.E., CITY OF LYNDEN PUBLIC WORKS DIRECTOR

CITY PLANNING APPROVAL:

I HEREBY CERTIFY THAT I HAVE EXAMINED THIS PLAT FOR CONFORMANCE WITH APPLICABLE STATE STATUES AND CITY SUBDIVISION AND ZONING ORDINANCES AND HEREBY APPROVE THE SAME.

THIS ____ DAY OF _____, 2018.

HEIDI GUDDI, CITY OF LYNDEN PLANNING DIRECTOR

CITY PLANNING COMMISSION APPROVAL:

EXAMINED AND APPROVED BY THE CITY OF LYNDEN PLANNING COMMISSION

THIS ____ DAY OF _____, 2018.

CHAIRMAN, CITY OF LYNDEN PLANNING COMMISSION

CITY COUNCIL APPROVAL:

APPROVED BY THE ORDER OF THE CITY OF LYNDEN, WASHINGTON, BY AN ORDER MADE AND ENTERED ON

THIS ____ DAY OF _____, 2018.

SCOTT KORTHUIS, MAYOR, CITY OF LYNDEN ATTEST: CITY CLERK

FINANCE DIRECTOR APPROVAL:

I, ANTHONY BURROWS, FINANCE DIRECTOR OF THE CITY OF LYNDEN, WASHINGTON, DO HEREBY CERTIFY THAT I AM THE OFFICER IN CHARGE OF COLLECTIONS OF SPECIAL ASSESSMENTS LEVIED BY THE CITY OF LYNDEN ON ALL LAND EMBRACED IN THIS PLAT AND THAT ALL CITY ASSESSMENTS FOR WHICH THE PROPERTY EMBRACED IN THIS PLAT MAY BE LIABLE AT THIS DATE AND THAT ALL SPECIAL CITY OF LYNDEN ASSESSMENTS ASSESSED AGAINST THE PROPERTY IN THIS PLAT WHICH UNDER SAID PLAT BECOMES STREETS, ALLEYS AND OTHER PUBLIC PLACES, HAVE BEEN PAID.

ANTHONY BURROWS, CITY OF LYNDEN FINANCE DIRECTOR DATE

WHATCOM COUNTY TREASURER'S CERTIFICATE:

I, _____, WHATCOM COUNTY TREASURER, WHATCOM COUNTY, WASHINGTON, DO HEREBY CERTIFY THAT ALL TAXES REQUIRED BY LAW TO BE PAID UPON THAT PORTION OF REAL ESTATE EMBRACED WITHIN THIS PLAT ENTITLED "XXXXXXXXXXXXXXXX" AND ALL DELINQUENT ASSESSMENTS HAVE BEEN FULLY PAID, SATISFIED OR DISCHARGED AS SHOWN IN THE RECORDS OF MY OFFICE.

DATED THIS ____ DAY OF _____, 2018.

TREASURER, WHATCOM COUNTY, WASHINGTON

SURVEYOR'S CERTIFICATE:

I HEREBY CERTIFY THAT THIS PLAT WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED UPON AN ACTUAL SURVEY MADE IN COMPLIANCE WITH STATE LAWS.

DAVID G. LEIGHTON, CERTIFICATE NO. 53687
COMPASS POINT SURVEY, LLC, 523 FRONT STREET, LYNDEN, WA 98264

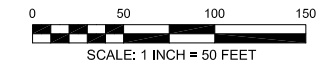
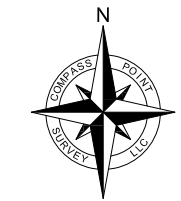
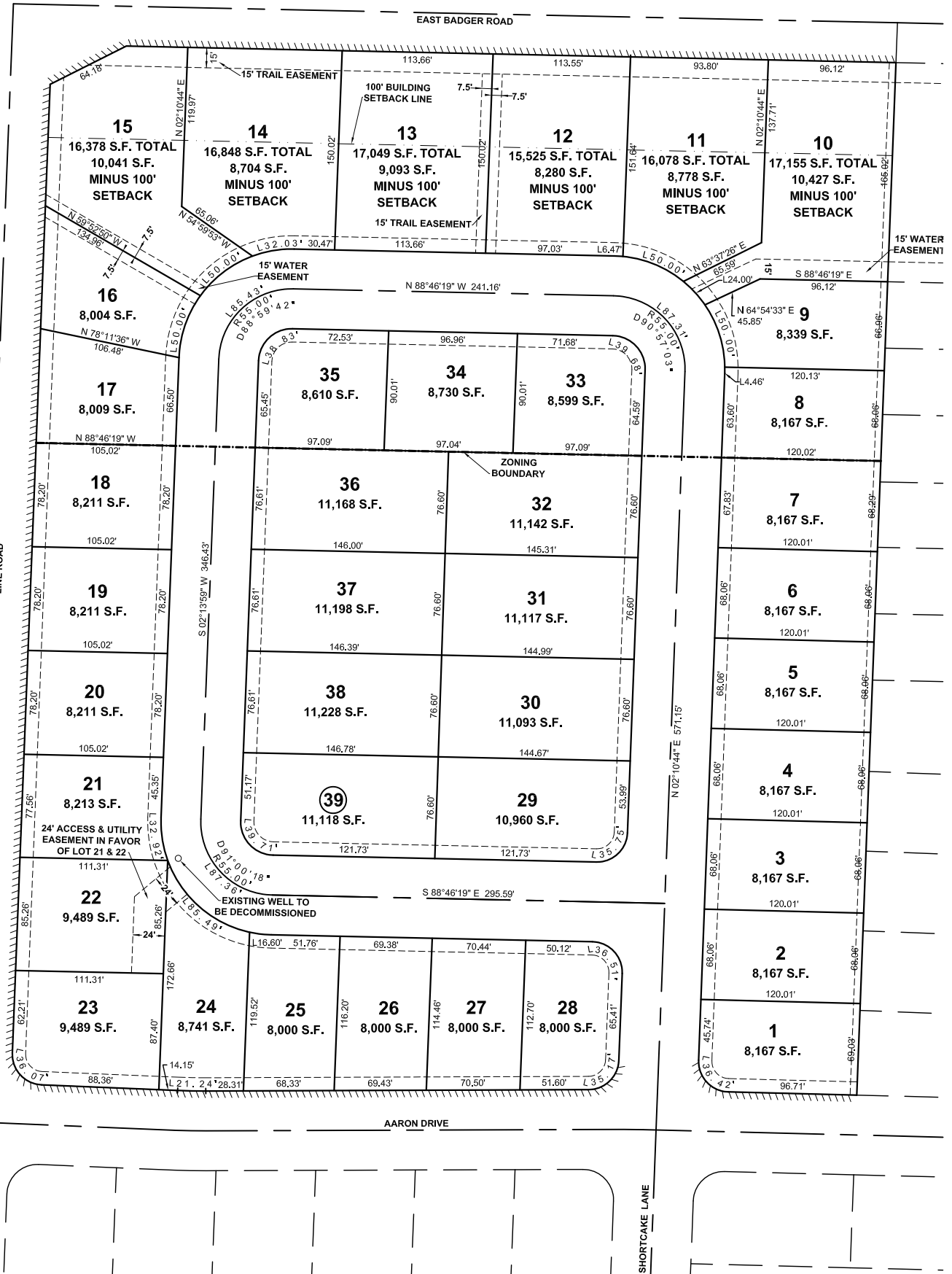


SHEET: 1 OF 2	DATE: 02/01/18	C:\154003\ARNESON C:\154003-06.CRD
DRAWN BY: RL	REVIEWED BY: DL B DE	DRAWING: ARNESON-3.DWG

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

BERRYLAND ESTATES

PORTION OF THE NW 1/4, NW 1/4, SECTION 15, TOWNSHIP 40 NORTH, RANGE 3 EAST OF W.M.
WITHIN THE CITY OF LYNDEN, WHATCOM COUNTY, WASHINGTON



BASIS OF BEARINGS=
ARNESON'S AARON DRIVE
LOT LINE ADJUSTMENT
(CITY OF LYNDEN SURVEY
MONUMENT NETWORK)
A.F. No. 2140602230



VEHICULAR ACCESS PROHIBITED AS SHOWN.

SHEET: 2 OF 2	DATE: 06/08/18	DL: 154003-06 Dr: 154003-06.CRD
DRAWN BY: RL	REVIEWED BY: RL & DL	DRAWING: ARNESON BASE 6 .DWG

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

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	May 6, 2019	
Name of Agenda Item:	Parks Committee Minutes	
Section of Agenda:	Other Business	
Department:	Parks	
Council Committee Review:	<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: _____
	Legal Review: <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required	
Attachments:	Draft Parks Committee Minutes – April 15, 2019	
Summary Statement:	See next Page	
Recommended Action:	For Council Review	



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

PARKS COMMITTEE MINUTES April 15, 2019

1. Roll Call:

Members Present: Mayor Scott Korthuis, Ron DeValois, Nick Laninga, Mark Wohlrab

Staff Present: Parks Director Vern Meenderinck; and Admin. Asst. Nancy Norris

2. Action Items:

A. **Approval of minutes from March 18, 2019**

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

Action: The minutes from March 18, 2019 were approved.

B. **YMCA pool bid award to Anderson Poolworks**

The bids came in about \$75,000 higher. The Rec. added \$25,000.

Anderson Poolworks will do the whole project with no subcontractors.

Action: Parks Committees supports awarding the bid to Anderson Poolworks for the needed repairs of the YMCA pool.

C. **Begin planning for a one-way road thru City Park**

Parks Committee reviewed the concept map of a one-way road going thru City Park. The concept drawn is on the 5-year plan.

Other ideas included the road exiting along the East side of the YMCA.

Action: This is the beginning of planning for a one-way road thru City Park.

3. Information items:

A. **Homeowner at 429 Fishtrap Way agreed to install the bushes if the City purchases them.** The homeowner would like to plant the shrubs in October.

B. **Windows ordered for the Benson house**

The new windows have been ordered for Benson house. The earliest they could be installed is approx. 5-7 weeks from now.

C. **Discussion regarding meeting with Rec. District re: bond issue**

The Rec. District will meet with their Attorney to draw up the bond description and meet with the bond council. They have a good start on forming a promotion committee.

CITY OF LYNDEN



PARKS DEPARTMENT

Vern Meenderinck, Parks Director
(360) 354 - 6717

D. Rotary auction and climbing rocks/bb court plans.

The Rotary Club auction raised funds to support a climbing rock park and basketball courts to be constructed at Bender Fields.

Parks Committee reviewed the site plan of the layout and conceptual layout of the project.

E. Conceptual future trail map ideas.

Parks Committee reviewed the Conceptual Trail map that the Trail Committee has been working on.

Park and Trail Advisory recommended adding trails to the west side near the Lynden Business Park area.

Parks Committee had no additional trail recommendations to add.

F. LC middle school volunteers for spreading playground wood chips.

A thank you letter was sent to LC Middle School Students for spreading the wood chips around the Million Smiles playground. It took 3 days, with the work of nine classes of students to spread over $\frac{3}{4}$ of the pile of wood chips. Their help with this project was very much appreciated!

G. Dog leash report-

With Berthusen Park being in the County and owned by the City. Whatcom Humane Society questions whose law do they enforce? The County laws or the City of Lynden's law? This would need legal advice and the County would also need legal permission to enforce animal control in Berthusen Park.

Action: The mayor will have Mike look into the City providing Animal Control out at Berthusen.

4. Items added

Lynden Youth Sports is looking to replace their current storage shed located at Bender Fields with a larger shed. This replacement would be at the expense of LYS.

Next meeting: May 20, 2019

Meeting Adjourned: 4:35pm.

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	5-6-2019	
Name of Agenda Item:	Calendar	
Section of Agenda:	Other Business	
Department:	Administration	
Council Committee Review:	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
	Legal Review: <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required	
Attachments:	Outlook Calendar	
Summary Statement:	Calendar – May 6-May 20, 2019	
Recommended Action:	No Action Required.	

May 6, 2019

Monday

53

7:00 PM - 9:00 PM

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

May 7, 2019

Tuesday

8:30 AM - 9:30 AM

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

5:00 PM - 6:30 PM

Design Review Board Meeting -- Annex South East Conference Room

May 8, 2019

Wednesday

9:00 AM - 10:00 AM

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

7:00 PM - 9:00 PM

Rec. District Meeting -- Annex South East Conference Room

May 9, 2019

Thursday

9:00 AM - 10:00 AM

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

7:30 PM - 9:30 PM

Planning Commission Meeting -- Annex Council Chamber

May 10, 2019

Friday

10:00 AM - 11:00 AM

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

11:00 AM - 12:00 PM

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

May 13, 2019

Monday

54

9:00 AM - 10:00 AM

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

7:00 PM - 9:00 PM

Park & Trail Advisory -- Annex South East Conference Room

May 14, 2019

Tuesday

8:30 AM - 9:30 AM

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

May 15, 2019

Wednesday

9:00 AM - 5:00 PM

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

2:00 PM - 3:30 PM

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

Pam

5:00 PM - 6:30 PM

Board of Adjustment Meeting -- Annex South East Conference Room

7:00 PM - 9:00 PM

Berthusen Advisory -- Annex South East Conference Room

7:00 PM - 8:30 PM

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

May 16, 2019

Thursday

10:00 AM - 12:00 PM

County Fire Operations Committee Meeting -- Annex Council Chamber

10:00 AM - 11:00 AM

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

May 17, 2019

Friday

55

8:30 AM - 9:30 AM

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

May 20, 2019

Monday

4:00 PM - 5:00 PM

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

7:00 PM - 9:00 PM

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

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	05/06/2019	
Name of Agenda Item:	Public Safety Draft Minutes- April 11, 2019	
Section of Agenda:	Other Business	
Department:	Police	
Council Committee Review:	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Parks	<input checked="" type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
		Legal Review: <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required
Attachments:	Public Safety Draft Minutes- April 11, 2019	
Summary Statement:	Public Safety Draft Minutes- April 11, 2019 attached for review	
Recommended Action:	For Council review.	



POLICE DEPARTMENT
John M. Billester, Police Chief
(360) 354 - 2828

PUBLIC SAFETY COMMITTEE MEETING MINUTES

4:00 PM April 11, 2019

Police Department Training Room

COMMITTEE

1. ROLL CALL:

Members present: Councilors Brent Lenssen (chair), Mark Wohlrab, Mayor Scott Korthuis. Absent: Gary Bode

Staff present: Chief John Billester, Chief Mark Billmire, City Administrator Mike Martin, Support Services Manager Holly Vega

2. ACTION ITEMS:

A. Approve minutes from March 5, 2019 meeting.

The March 5, 2019 minutes were approved as written.

3. INFORMATION ITEMS: None

4. ITEMS ADDED:

A. Request for consideration to allow golf carts on City streets.

Mick O'Bryan from Homestead Golf Course provided information on golf carts he would like the Council to consider allowing on limited roadways. Streets he suggested include parts of Depot Rd to the airport, Bender Rd and Bender Plaza, and downtown streets to The Inn At Lynden.

The proposed golf carts would be fully safety equipped with seatbelts, headlights, turn signals, GPS, the ability to disable remotely, and min/max speeds. They should also be inspected and registered to meet specific regulations. Mr. O'Bryan requested a trial period of 18 months, hoping to start in June if possible. He can bring proposed regulations and examples of successful communities.

Safety concerns were expressed along with how to keep the traffic contained to designated streets, and enforcing the regulations.

B. Citizen Herman Meenk expressed frustration with the new dispatch process, having to call 911 to receive assistance at the police station. The dispatch system was further explained to Mr. Meenk, and acknowledged more public education on calling 911 would be helpful. The Police Dept will create an informative flyer to be distributed in the water bills.

FIRE DEPARTMENT

1. ACTION ITEMS: None

2. INFORMATION ITEMS:

A. March monthly report

Chief Billmire presented the March monthly report, noting one of our Lynden firefighters participated in the Seattle Stairclimb and did very well.

Councilor Lenssen requested additional breakdown if possible by type of call, EMS vs fire, and how many transports.

3. ITEMS ADDED:

A. A bid for a new Braun ambulance came in just under \$170,000, which is less than budgeted.

B. Chief Billmire advised they have met with representatives from the GRACE Program, and have committed two EMTs to act as 'liaisons' to work with the GRACE Program nurses and make contact with citizens in need who have been referred to the program.

POLICE DEPARTMENT

1. ACTION ITEMS: None

2. INFORMATION ITEMS:

A. Draft ordinance banning dogs at community events

Chief Billester presented a draft ordinance banning dogs at community events. Brent suggested a minor change and advised to send it to Carmichael Clark for legal review, and return to Public Safety.

B. Updating fingerprint fees

Increased fees for fingerprinting services were proposed to match other agencies in Whatcom County. All members were in agreement to move forward; John will complete a resolution for Council approval and forward the information to Finance.

C. Hiring status update

Lateral officer, Anders Fiksdal is scheduled to start May 1, 2019.

D. Monthly report, Case of the month

A new report format was presented to include calls by day of the week and time of day. Continued work with CompuWork is underway to extract crime statistics from Longarm. Several cases were mentioned including an accidental discharge of a firearm, high speed pursuit up to 105 mph, and another pursuit ending with a PIT (Pursuit Intervention Technique) maneuver.

E. Lynden Watch Program update

The first public orientation meeting was held at the PD with 29 people in attendance and more joining. The City map was divided into 16 pieces and individuals wanting to be block contacts were identified. Councilor Wohlrab suggested a \$5000/yr budget for the Lynden Watch Program to account for things like signs, stickers, etc.

3. ITEMS ADDED: None

Meeting adjourned at 5:20 p.m.

Next Meeting Date: May 2, 2019

DRAFT