

# CITY OF LYNDEN



## CITY COUNCIL MINUTES OF REGULAR MEETING

November 4, 2019

### 1. CALL TO ORDER

Mayor Korthuis called to order the November 4, 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, Jerry Kuiken, Brent Lenssen, Nick Laninga, Kyle Strengholt, and Mark Wohlrab.

Members absent: None.

Staff present: Finance Director Anthony Burrows, Planning Director Heidi Gudde, City Clerk Pam Brown and City Administrator Mike Martin.

OATH OF OFFICE - None

### APPROVAL OF MINUTES

***Councilor Wohlrab moved and Councilor Kuiken seconded to approve the regular council minutes of October 21 with the noted correction on page two. Motion approved on a 7-0 vote.***

### ITEMS FROM THE AUDIENCE

Scheduled: None

Nonscheduled:

Cynthia Ripke-Kutsagoitz, 7062 Guider Meridian, #30, Lynden

Cynthia thanked the council members for their work and dedication to the community. She stated that she wished each of them well in the upcoming election. She also discussed Initiative Measure No. 1004 which requires that physicians notify parents or grandparent before performing abortion on minors, with exception for medical emergencies or by court order, and provide criminal penalties for violations.

Nikki Turner, 748 Homestead Blvd, Lynden

Ms. Turner expressed her appreciation to council and staff. She stated that running for elected office has given her a new perspective and better understanding of what council does on behalf of the community.

# CITY OF LYNDEN



CITY COUNCIL  
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## 2. CONSENT AGENDA

### Approval of Payroll Disbursed – October 16-31, 2019

Paychex EFT.....	\$288,010.45
City of Lynden EFT.....	\$62,198.18
Warrant Liability .....	\$57,897.91
<b>Subtotal</b>	<b>\$408,106.54</b>
Paychex EFT Liability	\$6,278.92
<b>Total EFT &amp; Other Liabilities</b>	<b>\$414,385.46</b>

### Approval of Claims – November 4, 2019

Manual Warrants No.	74070	through	74071		\$4,477.15
EFT Payment Pre-Pays					\$15,955.93
				Sub Total Pre-Pays	\$20,433.08
Voucher Warrants No.	73915	through	74069		\$73,065.50
EFT Payments					\$0.00
				Sub Total	\$73,065.50
				Total Accts. Payable	<b>\$93,498.58</b>

### Set the Public Hearing Date for the 2020 Property Taxes

On Monday, October 21, 2019 the 2020 Preliminary Budget was introduced by the Mayor to the City Council and the Public. As required by the budget process, in order to receive public comments before adoption, a public hearing is required for consideration of any public commentary regarding the property tax levy. Staff requests a public hearing date of November 18, 2019 at 7:00 p.m. to be held at the City’s regularly scheduled council meeting.

### Lynden Municipal Airport Advisory Board Appointment & Term Renewals-2020

The terms for Don Korthuis, Roger Humphreys, and Doug Broersma, who serve on the Airport Advisory Board, expire December 31, 2019. Don Korthuis and Roger Humphreys have agreed to serve another three-year term, but Doug Broersma has declined to renew his term at this time. Corwin McCaig, a new resident at the airport, has requested to serve on the board in his place.

According to Lynden Municipal Code Chapter 2.54.010, the board members shall be appointed by the Mayor with the approval of City Council, each to serve a three-year term. The Airport Board members operate in an advisory capacity to the Lynden City Council to make recommendations concerning the adoption of rules, regulations or policies for the management, operation and use of the airport, and the highways, roads, streets and territories adjacent to the airport.

The Mayor and Public Works Committee reviewed McCaig’s Request for Appointment at their October 9<sup>th</sup> meeting and concurred to forward the request to the full City Council for approval.





***Councilor De Valois moved and Councilor Bode seconded to confirm the Mayor's appointment of Corwin McCaig to the Lynden Municipal Airport Advisory Board for the term January 1, 2020 to December 31, 2022 and the re-appointment of Don Korthuis and Roger Humphreys for renewed three-year terms ending December 31, 2022. Motion approved on a 7-0 vote.***

**Mayor Korthuis thanked the members of the Lynden Municipal Airport Advisory Board for their service to the Lynden community.**

### **3. PUBLIC HEARING**

#### Year 2020 Budget

As published, 7:00 p.m. on November 4:2019 is the time and date set for the first Public Hearing on the Year 2020 Preliminary Budget as presented to the City Council by Mayor Korthuis at the October 21<sup>st</sup> council meeting.

Mayor Korthuis opened the Public Hearing at 7:07 p.m. There were no public comments.  
Mayor Korthuis closed the Public Hearing at 7:07 p.m.

### **4. UNFINISHED BUSINESS- None**

### **5. NEW BUSINESS**

#### Resolution No. 1011- Decommissioning ADUs

Recently the City of Lynden began charging an Ambulance Fee on residential properties that have accessory dwelling units (ADUs). This was done in recognition of the impact that an additional living unit, although accessory, can have on the City's resources. The fee is roughly \$72 annually (or \$6 monthly). This is the only additional fee that the City currently charges to accessory units.

In response, a few of the properties contacted the City to dispute the fee because they no longer utilize the ADU on their property as a dwelling unit.

Any single-family residence is eligible to have an ADU. ADU's must meet specific design criteria including limitations in size as outlined in LMC 19.20. Property owners must record a covenant with the City which states they will adhere to code requirements. The covenant also provides proof that the ADU was established legally and can continue to operate.



Resolution No. 1011 creates a policy to decommission these units if a property owner desires to remove the ADU and the associated covenant.

Notably the pending 2020 City Budget also includes a Planning Department fee addendum which dictates that a \$100 fee would be collected by the City for both covenants to establish ADUs and covenants to decommission ADUs. This fee will be collected for the first as of January 1, 2020. With the approval of this resolution property owners will have the opportunity to file for ADU decommissioning without this fee for the rest of 2019.

***Councilor Lenssen moved and Councilor Strengholt seconded to approve Resolution No. 1011 indicating the City's policy on the decommissioning of accessory dwelling units (ADUs) and authorizing the Mayor's signature on the document. Motion approved on a 7-0 vote.***

## 6. OTHER BUSINESS

### Council Committee Updates

There were no council committee updates.

## 7. EXECUTIVE SESSION

Council did not hold an executive session.

## 8. ADJOURNMENT

The November 4, 2019 regular session of the Lynden City Council adjourned at 7:11 p.m.

Pamela D. Brown

Pamela D. Brown, MMC  
City Clerk

Gary L Bode

Scott Kofhuis  
Mayor - pro-tem