

# CITY OF LYNDEN

## PARKS DEPARTMENT

Main Number: (360) 354-6717



### **Parks Committee Meeting Agenda**

City Hall - 300 Fourth Street

4:00 PM January 16, 2024

#### **Roll Call**

#### **Action Items**

- 1. Approval of Parks Committee Minutes- November 20, 2023**
- 2. Selection of Parks Committee Chair**

#### **Information Items**

- 3. Information on Benson Barn**  
Document being drafted for posting publicly as a Parks building project.
- 4. Updates on Parks and Trails projects**

##### **Benson Park**

-Barn still being used for leftover bridge supplies, parks equipment, and windmill completion this winter

##### **Schoolyard**

-Finalizing architectural plans to be approved for a pavilion and possible entryway

##### **Trails**

-Depot-8<sup>th</sup> St. construction is still moving and Phase 1 will be complete in February. Work on the boardwalk is over the halfway point

-VGL Agreement to be finalized the 18<sup>th</sup> by all parties

##### **Parks Department Shop Addition Project**

-Additional contractors have been contacted and waiting for responses/interest

- 5. Civic Rec**

- Website is up and will be used by both sports organizations and community members seeking facility rentals after final fee schedule is approved...only \$5-\$10 increments in raised fees from our department

- 6. Updated Project List**

**7. Upcoming Advisory Committee Meeting Updates**

- Berthusen Advisory Committee Meeting scheduled for January 31, 7:00PM
- Park and Trail Advisory Committee Meeting tentatively scheduled for January 22, 7:00PM
- Minutes from both committees' last meetings attached to the packet per request

**8. Staff response to Berthusen Park safety concerns**

**Items Added**

**Next Meeting:** Tuesday February 20, 2024

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## PARKS COMMITTEE MEETING MINUTES

November 20, 2023

### 1. ROLL CALL:

**Members Present:** Mayor; Scott Korthuis, Councilors; Ron DeValois, Nick Laninga and Mark Wohrab

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

### 2. ACTION ITEMS

#### A. **Approval of Parks Committee Minutes- October 16, 2023**

Wohrab motioned to approve the October 16, 2023, minutes, Laninga concurred Parks Committee approved the motion to approve the Parks Committee Oct.16, 2023 Minutes.

### 3. INFORMATION ITEMS:

#### A. **SHKS Information on Benson Barn**

SHKS was notified about our future plans but have not received closing paperwork.

SHKS responded by email stating closing documents and invoice will be sent soon.

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

##### - **Benson Park**

The barn will be used for leftover bridge supplies and park equipment this winter.

##### - **Schoolyard**

Awaiting architectural plans to be approved for a pavilion, the pavilion is being built and gifted by a private donor.

DeRuyter is speaking with PWD Jon about adding parking and sidewalks on the south side of the park Spring of 2024.

##### - **Trails**

Depot-8<sup>th</sup> St. construction is still moving, and Phase 1 will be complete in December.

VGL Agreement is signed and part of building to be demolished for lot line adjustment this week.

#### C. **Civic Rec**

The financial extract is completed, and the website is now live. Nancy will be meeting with finance for the final training on processing payments etc. The site will go live for taking reservations and payments mid-January.

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### D. Budget Discussion

No comments have been given by either the Mayor or Council about Parks items and final approval is slated for the December 4 meeting.

DeValois mentioned the discussion of increasing the park facilities fees. Laninga questioned if he missed a facility fee proposal noting he had not seen a fee increase proposal in his agendas for parks or finance committee meetings?

DeRuyter mentioned that he is proposing a \$10 increase to the park kitchens and shelters and is not sure if there will be any field use increases.

Williams mentioned a fee increase schedule will be presented to council at the December 4, 2023, meeting. Laninga asked how a fee increase would affect the new online reservation program. Williams noted the fees would be adopted at the January 2 council meeting. DeRuyter assured the program can easily be revised.

### Question from Berthusen Advisory about safety in the park and park hours.

DeRuyter shared the concerns of the Berthusen Advisory about unwanted criminal activity and their concern of the lack of security at Berthusen Park.

BA recommends hiring an onsite park ranger to aid better security by having a park employee securing the park daily and having a bigger presence daily. They also requested an exception to the park hours by changing the gate hours from dawn to dusk or at least closing the park this time of year by 5:00 PM.

The Parks Committee agreed with BAC regarding additional security and public safety concerns and questioned if an exception could be made to the hours this time of year since Berthusen Park is a regional park.

Another suggestion would be to ask if the LPD could send out the STARS or recommend having employees scheduled to secure the parks at night. DeRuyter and Williams will research a solution.

Laniga asked if the Parks Committee could be provided with the minutes from the Berthusen Advisory Committee and Park and Trail Advisory Committee meetings.

DeRuyter will email out the minutes and include any future minutes in the Parks Committee Meeting Agendas.

### E. Updated Project List

The Parks Committee reviewed the November 2023 Park Projects list.

## 4. ITEMS ADDED – None

Meeting Adjourned: 4:37 PM

**NEXT MEETING (if needed)-Monday, December 18, 2023**

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## Park and Trail Advisory Committee Minutes August 14, 2023, Meeting held at Dickinson Park

**1. ROLL CALL:** Tim Van Beek, Pam Holladay, Len Vander Velden, Rena Rudy

**2. ACTION ITEMS:**

**A. None required.**

**3. INFORMATION ITEMS:**

**A. Benson Barn-** Modified Design Plan being worked on after reduction of project scope. After much discussion it was decided the barn will not be used as a rental venue. The south wall will be stabilized, the barn painted and landscaped around the perimeter.

P&T asked if a courtyard could be added on the westside and use the barn as a backdrop for an outdoor rental venue? Brent will ask the designers to include this suggestion.

Brent shared the plan is to have restrooms northwest of the barn, the possibility of a Safety Village on the eastside of the barn and the house being used as the central park office and educational classrooms.

- 2<sup>nd</sup> draft of Park Master Plan being completed by SCJ Alliance (Chris Overdorf) P&T glanced at the draft and familiarized themselves with the architect and his connection to the Lynden Community.

**B. Dickinson Property-** Preliminary Trail Plan still in progress(R&E) and meeting with Strengholt family on lot line adjustment

Trail design on upper ridge needs to happen soon (volunteers?) Len and Rena showed interest in assisting with this design.

Invasive species are still being removed by LCS classes this fall as time allows.

2 or 3 stall gravel lot on Fishtrap Way is complete, now going to create single spaces along driveway similar to Berthusen Park

Comments P&T would like to see a Park Sign. Pam and Tim collaborated to find grants and grant writers.

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## C. Schoolyard Park-

The park's crew is maintaining trees and mowing, soil tests coming next week. 2024 an irrigation waterline and bigger meter to be added. Private donors are working on a covered area and restrooms design.

## D. Depot to N. 8<sup>th</sup> Trail- Construction is almost complete in the water, will move over to the east side next week if all goes well.

Anyone interested in helping with bridge construction? Not currently. Pam will put out feelers to the community along with looking for grant writers and grants.

## E. Berthusen Park- Lots of complaints about horse trail users not cleaning up on trails behind their horses and using the trails for horseback riding out of schedule. Signage is being designed to be posted at the back entrance by the parking area.

Tim will investigate proper signage and speak with back country horsemen on their recommendations.

## F. Other Items-

### "Salmon Spotters" Opportunity along Trail

- September 16, 10:00am-12:00pm, Bender Fields, Lynden
- 2-hour training, no commitment, then participants can sign up to "adopt" an area of the creek to monitor in the fall. Visit area 2x a week for at least 15 min, record what you see.

Pam might be available to assist with this project.

### Site visit to N. 8<sup>th</sup> St. Trail Section?

Committee Members were very impressed with progress of development in a very short time frame.

## 4. Adjourn: 8:42pm.

**Next meeting: Monday October 9, 2023 @ City Annex**

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## Berthusen Advisory Committee Minutes November 15, 2023

### 1. **ROLL CALL:**

**Members Present:** Harlan Kredit, Marlin Hendriks, Dave Timmer, Joel Vander Hoek, and Karen Steensma

**City Staff Present:** Parks Director Brent DeRuyter, and Parks Administrative Asst. Nancy Norris

### 2. **ACTION ITEMS:**

#### A. **Reading and Approval of May 23 Minutes**

The minutes were left out of the agenda packet. DeRuyter briefed the Committee on what was discussed. The May 23 Minutes will be included in the January meeting agenda for review and approval.

### 3. **INFORMATION ITEMS:**

#### A. **Sign Update-** Sign on west end of park still being designed by Tractor Pulling Club After a brief discussion BAC recommends this area not be known as an optional entrance to the park that it remains as a horseback trailer parking lot only.

BAC recommends the sign not be permanent, allowing a portable sign that the Club can position for their event days.

#### B. **Continuing to work on Noxious Weeds/Ivy-** Spring projects are possible with Lynden Christian School kids- teacher Kim Veltkamp and Whatcom Million Trees Project- Michael Ferrier.

Harlan asked Nancy if together they could revisit the project areas from last year and help identify any other areas that should be addressed as well.

#### C. **Safety in the Park-** Minimal complaints, have heard of a couple of late departures and received complaints about horse users.

BAC member Vander Hoek shared that he and his wife and other neighbors have witnessed suspicious, unusual behavior in the park like what has been expressed in the past.

Vander Hoek asked if the Park gate hours could be changed back to open at dawn and closed at dusk, especially this time of the year, and better security for opening and closing the park and having more of a park employee presence.

BAC agreed that this park needs better security before it becomes problematic like what other neighboring cities are dealing with or before something bad happens after hours or dark etc...

BAC recommends that the city hire an additional full-time employee who secures the park and has more of a presence at the park daily and for the city to consider putting a park caretaker or park ranger back in the house.

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**D. Rental Number/Usage-** Rental calls were way up again (record high?) this past season and we will now be able to take reservations on the new website starting after the first of the year.  
Nancy reported that 2019 still holds the record high with 2022 being second. Noting Berthusen is the most popular park for facility rentals. Nancy encouraged BAC to visit the new park website.

**E. 2<sup>nd</sup> Restroom Upgrades to be done “In House”-** We will wait until after the new year to use 2024 funds. DeRuyter shared that the City has applied for a ROC grant that is strictly for Park Improvements.

**A. Nooksack Loop Trail Follow-Up**

Marlin announced that in the past 10 years of working on the Nooksack Loop Trail there is huge progress being made,

The Nooksack Loop/Connector Trail Committee has met with surrounding community Leadership. Together they petitioned to BNS to give an easement of abandon railroads for developing a County wide trail system. The Program is called Rail Banking with rights to develop a trail on abandoned railroads with the understanding BSN could take back the railroad property for development of future railroad projects.

There are many people getting on board to make this project a reality. Marlin is hopeful more progress will be made in the next few months and years to come and that he might be so fortunate to see this trail developed still in his lifetime.

**B. Upgrades to Berthusen House and Change of Tenants Update**

The interior of the house was freshly painted, the walls and ceilings repaired that had water damage from the old leaky roof, and the very old flooring replaced with new flooring throughout the house.

There were four (4) city employees who expressed interest in renting the house but all four (4) backed out. The house is being rented by Abbey and Abner Drury-Perez as private residents. They are not employed by the city nor do not aid any security or maintenance to the park, they are only responsible for maintaining the residence, the yard and flowerbeds surrounding the residence.

## 4. ITEMS ADDED:

**A. Project Ideas from Committee Members-**

Karen shared with the committee old photos and slides of Berthusen Park from the Werkema's. Mrs. Werkema served on the BAC for many years. As a couple the Werkema's volunteered many hours working in the park removing noxious weeds and ivy. They also lead school kids on interpretive trail hikes. The Werkema's are now residing in Olympia close to family. BAC praised the Werkema's for their contributions to Berthusen Park and the Lynden Community.

**Meeting Adjourned 8:31pm**

**NEXT MEETING DATE**  
**January 17, 2024**