

CITY OF LYNDEN

PARKS DEPARTMENT

Main Number: (360) 354-6717



Parks Committee Meeting Agenda

City Annex - 205 Fourth Street

4:00 PM August 21, 2023

Roll Call

Action Items

1. **Approval of Parks Committee Minutes-** July 17, 2023

Information Items

2. **Updates on Parks and Trails projects**

Benson Park

SCJ Alliance has provided an updated graphic, but no numbers to this point. Preliminary bridge work is complete in the barn.

Schoolyard Awaiting architectural plans for buildings and have ordered new water meter.

Trails

Depot-8th St. construction is ahead of original schedule, modification needed for small section further upstream.

Temporary security fencing is installed on back of VGL property.

3. **SHKS Information on Benson Barn**

Made final decisions on scope and are awaiting modified plans.

4. **Civic Rec**

Training/Data Entry continues as fall season approaches.

Official Launch date has been pushed back until financial extract complete.

5. **Dickinson and Berthusen Property Upgrades**

Renovations are complete and outside party is preparing documentation to move into the Berthusen house.

Completed rear stairway improvements at Dickinson house.

6. **New Staff Update**

Seasonal staff are starting to head back to college.

7. **Budget Discussion**

Items Added

8. -Project List for committee review

Next Meeting: September 18, 2023

9.



**PARKS COMMITTEE
MEETING MINUTES**

July 17, 2023

1. ROLL CALL:

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

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

2. ACTION ITEMS:

A. Approval of Parks Committee Minutes- May 15, 2023

Laninga motioned to approve the May 15, 2023, minutes DeValois approved the motion.

Action: *The Parks Committee Minutes from May 15, 2023, were approved*

3. INFORMATION ITEMS:

A. SHKS Information on Benson Barn

Met about making additional adjustments to scope and are awaiting comments and a new contract for moving forward. No new draft has been provided. The decision is NOT to use the barn as a public event space. Recommend fixing the south wall, add new doors, paint the outside and landscape the surroundings.

B. Updates on Parks and Trails projects

Benson Park

SCJ Alliance has a second draft of the master plan complete. New updated plan was received 7/17/2023, no other information included.

Holes are complete and bridge material is on the way to get pressure treated. The wood is completely done, they are currently drilling the hole into the steel. They are on schedule to meet the August deadline.

Schoolyard

Met with architect and developer about beginning stage plans.

Will meet again 7/18/23. The plan is 1 pavilion, and the main restroom. Irrigation plans being developed and getting Reichert and Ebe started on the perimeter, parking etc.

Property is cleared and being maintained in minimal fashion until plans move forward.

Trails

Depot-8th St. construction off to a good start—mainly water, sewer, sidewalks 7/19/23 they will be starting on the west end.

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Temporary security fencing to be installed on back of VGL property. The poles are in.

Whatcom County Rail to Trail concept discussions continuing.

Progress is being made; contact has been made w/ the attorney involved.

C. Civic Rec

Meeting/Training with staff continues payment portal and policy completion.

Official Launch date has been pushed back to August 2023.

Additional custom extract program needs to be developed for Civic Rec, Forte and Caselle to work together and needs to be approved before we can move forward, this will push the launch date back to October. The estimate cost is \$3750.

DeRuyter asked Parks Committee if they would approve this fee.

Action: Parks Committee agreed to the fees for the extract program.

D. Dickinson and Berthusen Property Upgrades

Renovations are complete and Annika Bierlink has moved into the Dickinson house. The outside stairway path is being eliminated and a gravel path installed. Parks is recommending tearing down the carport that needs repair.

Still finalizing a candidate for the Berthusen house. The potential tenant has backed out. An email will be sent out to employees soon, to fill the vacancy. The house is ready to be occupied.

E. New Staff Update

Final Seasonal Hire to replace the one who decided to leave moved quickly and was completed by the beginning of June.

Adia Newcomb joins the parks maintenance team.

4. ITEMS ADDED

A. Project List for committee review

B. Budget Discussion

Planning for the 2024 Budget.

Supply increases: The cost of operating supplies such as field paint and fertilizers fuel and cleaning supplies, have increased.

Park Development: Benson, Dickinson, and Schoolyard Parks are starting to develop more employees will be needed to help maintain these properties. There is the also the discussion of Parks taking over Public Works small public properties they manage.



DeRuyter mentioned if additional employees are not an option, there is the question of what kind of equipment would be an asset and eliminate or free up hours. Example more Robotic Mowers.

C. Donation Bench Discussion (Kok)

Tracy Kok is donating a park bench to be placed at Bender Fields in memory of her husband Jerry Kok.

Jerry volunteered countless hours of his time coordinating youth sports as well as coaching youth sports, many of those hours were at Bender fields. Tracy would like the bench to be located near the concession stand area. There are no other benches in this area, so it seems to be a good fit.

Action: Parks Committee accepted the donation of a park bench to be located at Bender Fields in Honor of Jerry Kok.

Meeting Adjourned: 5:12pm

NEXT MEETING-Monday, August 21, 2023