

CITY OF LYNDEN

PARKS DEPARTMENT

Main Number: (360) 354-6717



Parks Committee Meeting Agenda

City Annex - 205 Fourth Street

4:00 PM November 20, 2023

Roll Call

Action Items

1. Approval of Parks Committee Minutes- October 16, 2023

Information Items

2. SHKS Information on Benson Barn

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

3. Updates on Parks and Trails projects

-Benson Park

Barn will be used for leftover bridge supplies and parks equipment this winter.

-Schoolyard

Awaiting architectural plans to be approved for a pavilion.

-Trails

Depot-8th 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.

4. Civic Rec

Financial extract is completed, and website is now live.

5. 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.

6. Updated Project List

Items Added

Next Meeting: December 18, 2023

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Brent De Ruyter, Parks Director
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PARKS COMMITTEE MEETING MINUTES October 16, 2023

1. **ROLL CALL:**

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

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

2. **ACTION ITEMS:**

A. **Approval of Parks Committee Minutes- September 18, 2023**

DeValois motioned to approve the September 18, 2023, minutes, Wohlrab concurred and DeValois approved the motion.

Action: The Parks Committee Minutes from September 18, 2023, were approved.

3. **INFORMATION ITEMS:**

A. **SHKS Information on Benson Barn**

Final decision on using SHKS further in the project.

There has been no response from SHKS, DeRuyter recommends moving forward with another contractor.

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

Benson Park

Barn still being used for storage only. DeRuyter has spoken with Dylan Meenk in regards of having a disc golf course at Benson Park.

Schoolyard

Awaiting architectural plans to go to permit, water meter has arrived. The development for this park is 3rd on the priority list.

Trails

Depot-8th St. construction is still moving but a little behind schedule, the abutments are in place.

Agreement is still in possession of VGL to sign.

Patterson Dog Park Update... Eastside of Patterson Parking area,

Scheduled to complete in November.

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C. Civic Rec

Financial extract is being beta tested by Parks and Finance for accuracy and clarity on accepting payments- John will follow up with finance.

D. Budget Discussion

Final meeting has been completed with Finance Department and Parks Budget modified for the first draft proposal to City Council took away 5 percent.

4. ITEMS ADDED

A. Project List for committee review

The Parks Committee reviewed the October 2023 Park Projects list. Added to the list is improvements to the Homestead Trail.

B. Meeting with the Rec. District October 18, 2023

Mayor Korthuis and Parks Director DeRuyter will meet with the Rec. District Oct. 18, 2023, to give updates on projects and how the bond funds are being used.

The Parks Committee asked that a discussion be brought up to the Rec. District about using Rec. District funds to fund flashing lights at trail street crossings.

Meeting Adjourned: 4:35 PM.

NEXT MEETING-Monday, November 20, 2023

Projects Update – November 20, 2023

Under Design:

- Schoolyard Park Amenities -- Interested donors have moved forward with designs/costs for bathrooms/park signage and an outdoor pavilion. Received a tentative irrigation plan for the park until plans are turned in for permits. Permits for a pavilion and a “front entrance” building are in the Planning and Development Office.
- Benson Barn – Received a response that SHKS would be sending documents and final invoice.
- Benson Park Master Plan – Updated graphics and numbers were sent. A phased approach with numbers was made available for today’s meeting.
- Bender Shop/Office Extension – Staff is putting together criteria for bid and construction of an additional shop bay, one set of bathrooms, and 3 office spaces on the west end of current Bender Shop. Current office would be free for extra storage. Should have final bid documents from interested parties off the small works roster by November 27.

Under Construction:

- Batting Cages at Bender Fields – Tabled until next spring.
- ADA Accessible Swing at Bender Fields – Swing will be installed once the crew is caught up on field and trail upkeep.
- Depot to 8th Trail Section – Construction meetings still occurring weekly with WRS and R&E. Phase 1 is nearly complete with only the boardwalk and trail from the boardwalk abutment to the existing trail on Drayton Street left.
- Dog Park at Patterson Park—Staff is leveling the middle section of overgrown shrubbery by the parking lot and putting up fencing as time allows.