

# CITY OF LYNDEN

PARKS DEPARTMENT

Main Number: (360) 354-6717



## Parks Committee Meeting Agenda

City Hall - 300 Fourth Street

4:00 PM February 22, 2022

### Roll Call

### Action Items

#### 1. Approval of Parks Committee Minutes- January 18, 2022

### Information Items

#### **2. Updates on Parks projects:**

-**Glennig** Initial park planning meeting with Dave Christensen Feb. 24, 2022

-**Benson**

Waiting on feedback from the wood scientist and engineering before moving forward

Exploratory committee met to discuss a turf complex

-**Dickinson**

Have invasive species work days planned with students

Materials ordered for installation of foot bridge

-**Trails**

Tree removal and mitigation strategies in several spots

#### **3. Maintenance Supervisor**

Interviews complete and offer letter extended

#### **4. Automated Lock Discussion**

Park Restrooms- Bender, Aaron Drive, City Park (Bid from Security Solutions attached)

#### **5. Cemetery Cannon**

Discussion to continue the momentum to make sure the cannon comes back to the city if the cemetery desires to remove it

### Items Added

**Next Meeting:** March 21, 2022



## PARKS COMMITTEE MINUTES

January 18, 2022

### 1. ROLL CALL:

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

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

**Guest:** Harlan Kredit-Glenning St. Committee Chair

### 2. ACTION ITEMS:

#### A. **Approval of Parks Committee Minutes- December 20, 2021**

Laninga motioned to approve the December 20, 2021, minutes Wohlrab approved the motion.

**Action: *The Parks Committee Minutes from December 20, 2021, were approved.***

#### B. **Approve the Scope of work and cost for initial Glenning Park plan**

Parks Committee reviewed the Glenning Park Property Design concept and notes from Chuck Robinson and Chris Overdorf with Christensen Design Management.

Mr. Kredit gave an update on the funds collected for the development of this park and spoke on behalf of the Glenning Planning Committee and asked for a Council member or two to serve on the Planning Committee, both Wohlrab and DeValois expressed interest in serving on this committee.

**Action: *The Parks Committee approved the scope of work and initial cost for the Glenning Park Property Plan with Chuck Robinson and Christensen Design Management.***

#### C. **Advisory committees**

Reappoint Larry & Karen to Berthusen committee (1 open position)

**Action: *Parks Committee recommended the mayor reappoint Larry McPhail and Karen Steensma to continue to serve on the Berthusen Park Advisory Committee.***

# CITY OF LYNDEN

PARKS DEPARTMENT



Discussion on whether to continue or disband the Park & Trail committee  
**Action: Parks Committee suggested asking the current Park and Trail Advisory Committee members if they would like to continue this committee or disband.**

### 3. INFORMATION ITEMS:

#### A. Updates on Parks projects:

##### Glennig

Initial Park planning to start

##### Benson Park

Master Plan on hold as there is further discussion needed as to road placement and pump station.

**Action: Parks Committee is against the most recent proposal of a road splitting the park property.**

SHKS has begun their work on the barn plans. Wood testing took place Jan 12 & 13, 2022.

##### Dickinson

Have created a new trail west of the house to the lower grass area to bypass the house and carport.

to install the 8<sup>th</sup> street bridge to move it further from the house  
 Preliminary plans with Reichart & Ebe for Jim Kaemingk Sr. trail development through the park.

##### Depot to 8<sup>th</sup> Trail

The Plan is to start on this section of trail this Summer 2022

#### B. Maintenance Supervisor position is being advertised publicly

This position was first advertised to City Employees, no applications were received. It will close on January 26, 2022.

### 4. ITEMS ADDED:

Meeting Adjourned 4:46pm.

**NEXT MEETING DATE**  
**Feb. 22 (Tuesday), 2022**

City of Lynden  
Parks Dept Office - Camera System  
8770 Bender Rd.  
Lynden WA 98264

Brent DeRuyter  
DeRuyterB@lyndenwa.org

February 15, 2022

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## SYSTEM PROPOSAL

### **BRIVO HOSTED FULLY WEB BASED - IP NETWORK ACS SYSTEM:**

Provide and install a turn-key automated door locking system for the following locations and doors

1. Aaron Drive Building (2 doors)

#### **COMMUNICATION NOTES:**

1. For the Aaron Drive building location we have provided a wireless link to be installed that communicates back to the Bender Park office building. This wireless link will be an encrypted, secure, point to point wireless link. This will connect to the city's network in the office. This can also be used for future cameras at this restroom building.

For this system we have proposed the BRIVO brand system. BRIVO is the most respected hosted solution in the industry. Their system is also highly expandable, robust, and easy to use being fully web based. It is expandable to an unlimited number of sites, doors, cardholders, and locations. It is a fully web-based system - so all management of the system(s) can be managed from any web browser or free mobile application. This system requires NO on-site server or software allowing the system to be managed and programmed from any web browser or via their free mobile application.

#### **HOSTING:**

BRIVO hosts all of the info on their highly secure server and network. They have unparalleled system and communication security (see attached info). There is a simple monthly cost for the hosting and requires no on-site software or hardware nor are backups required.

The Brivo cloud system has a hosting fee of \$10 per door. This keeps all data in the cloud requiring no on-site server, backups, server maintenance. This automatically keeps the system controls and web interface up-to-date indefinitely plus warranties the entire system as noted above.

#### **ITEMS THE CITY WILL NEED TO PROVIDE:**

1. If 120VAC is required for the power supply's, this will need to be provided by the city. Voltage load may or may not require this in some locations.
2. City to ensure all doors have door closers and can smoothly close on their own without hanging up.

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**SYSTEM COMPONENTS:**

<u>Qty</u>	<u>Description</u>
1	BRIVO - Door Controller Module
1	ALTRONIX - Power Supply with 12V Battery Back Up
2	HES - Electric Door Strike
1	UBIQUITI - Wireless Point to Point High Speed Link
1	CABLE - Low Volt Electrical Cable
1	LABOR - Install Cable and Equipment, Program, and Provide End User Training.
1	PERMIT - Electrical Permit

<b>SYSTEM TOTAL</b>	<b>\$5,438.04</b>
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*+ sales tax & permit*

**MONTHLY SERVICES**

<u>Qty</u>	<u>Description</u>	<u>Price Each</u>	<u>Extended</u>
0	Brivo Base Hosting Account - Includes First Door (Site)	\$40.00	\$0.00
2	Brivo Additional Door (Site) Hosting	\$10.00	\$20.00

<b>MONTHLY PRICE</b>	<b>\$20.00</b>
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**THESE ITEMS ARE EXCLUDED UNLESS CHECKED YES:**

Included in Scope:	Yes:	Included in Scope:	Yes:	Included in Scope:	Yes:
Shop Drawings		Fire Permit		Prevailing Wages	X
As-Built Drawings		Electrical Permit	X	Performance Bond	
Data Submittals		Fire Stopping		Provide Lift(s)	
Wire Supply	X	Coring		Programming	X
Wire Installation	X	Door Lock Hardware	X	POE Switches	
Conduit & Installation	X	Door Lock Hardware Installatio	X	Testing	X
Devices	X	120v ac Power Material & Install		Training - Remote 1 hr.	X
Devices Installation	X			Training - Remote 4 hr.	

- Proposal is valid for 30 days from the date on this proposal
- All parts and labor are warranted for one year
- An authorized purchase order and/or contract will be required to commence work
- A system with monitoring or cloud hosting will require a contract to activate
- Additional work requested beyond the scope of this proposal will be billed at a time & material rate
- Additional parts needed to connect a cellular communicator with a weak cellular signal will be billed as an add
- Customer to provide robust & reliable Wi-Fi connection if needed
- Existing wiring or equipment to be integrated with this scope of work is assumed to be in working order and supported by the manufacturer, work and parts needed to upgrade or fix an existing system will be billed at a time and mat
- All work to be performed during SSNW's business hours Monday - Friday 8:00 - 4:30 excluding holidays
- Work will be billed each month in increments proportionate to progress toward completion of the project
- Balance to be billed at the completion of installation, payments are due at net 30 days from invoice date

**Presented by:** \_\_\_\_\_  
 Tobey Vos - 360.815.2789

**Acceptance:** \_\_\_\_\_  
 (please sign here)

\_\_\_\_\_ Date

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## SYSTEM PROPOSAL

### **BRIVO HOSTED FULLY WEB BASED - IP NETWORK ACS SYSTEM:**

Provide and install a turn-key automated door locking system for the following locations and doors

1. City Park Lower Restroom Building (2 doors)

#### **COMMUNICATION NOTES:**

1. The City Park restroom building will get a cellular module for communications.

For this system we have proposed the BRIVO brand system. BRIVO is the most respected hosted solution in the industry. Their system is also highly expandable, robust, and easy to use being fully web based. It is expandable to an unlimited number of sites, doors, cardholders, and locations. It is a fully web-based system - so all management of the system(s) can be managed from any web browser or free mobile application. This system requires NO on-site server or software allowing the system to be managed and programmed from any web browser or via their free mobile application.

#### **HOSTING/WARRANTY:**

BRIVO hosts all of the info on their highly secure server and network. They have unparalleled system and communication security (see attached info). There is a simple monthly cost for the hosting and requires no on-site software or hardware nor are backups required.

The Brivo cloud system has a hosting fee of \$10 per door. This keeps all data in the cloud requiring no on-site server, backups, server maintenance. This automatically keeps the system controls and web interface up-to-date indefinitely plus warranties the entire system as noted above.

#### **ITEMS THE CITY WILL NEED TO PROVIDE:**

1. 1EA key cylinder for (2) panic bars being installed at the city park restrooms. A key cylinder to match the key system of the city.
2. If 120VAC is required for the power supply's, this will need to be provided by the city. Voltage load may or may not require this in some locations.
3. City to ensure all doors have door closers and can smoothly close on their own without hanging up.

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**SYSTEM COMPONENTS:**

<u>Qty</u>	<u>Description</u>
1	BRIVO - Door Controller Module
1	BRIVO - Cellular Connect Module
1	ALTRONIX - Power Supply with 12V Battery Back Up
2	HES - Electric Door Strike
2	ADAMA RITE - Panic Bar (for city park restroom doors)
1	CABLE - Low Volt Electrical Cable
1	LABOR - Install Cable and Equipment, Program, and Provide End User Training.
1	PERMIT - Electrical Permit

<b>SYSTEM TOTAL</b>	<b>\$5,894.94</b>
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*+ sales tax & permit*

**MONTHLY SERVICES**

<u>Qty</u>	<u>Description</u>	<u>Price Each</u>	<u>Extended</u>
0	Brivo Base Hosting Account - Includes First Door (Site)	\$40.00	\$0.00
2	Brivo Additional Door (Site) Hosting	\$10.00	\$20.00
1	Cellular Connect Service (Aaron Dr and City Park)	\$28.00	\$28.00

<b>MONTHLY PRICE</b>	<b>\$48.00</b>
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**THESE ITEMS ARE EXCLUDED UNLESS CHECKED YES:**

Included in Scope:	Yes:	Included in Scope:	Yes:	Included in Scope:	Yes:
Shop Drawings		Fire Permit		Prevailing Wages	X
As-Built Drawings		Electrical Permit	X	Performance Bond	
Data Submittals		Fire Stopping		Provide Lift(s)	
Wire Supply	X	Coring		Programming	X
Wire Installation	X	Door Lock Hardware	X	POE Switches	
Conduit & Installation	X	Door Lock Hardware Installatio	X	Testing	X
Devices	X	120v ac Power Material & Install		Training - Remote 1 hr.	X
Devices Installation	X			Training - Remote 4 hr.	

- Proposal is valid for 30 days from the date on this proposal
- All parts and labor are warranted for one year
- An authorized purchase order and/or contract will be required to commence work
- A system with monitoring or cloud hosting will require a contract to activate
- Additional work requested beyond the scope of this proposal will be billed at a time & material rate
- Additional parts needed to connect a cellular communicator with a weak cellular signal will be billed as an add
- Customer to provide robust & reliable Wi-Fi connection if needed
- Existing wiring or equipment to be integrated with this scope of work is assumed to be in working order and supported by the manufacturer, work and parts needed to upgrade or fix an existing system will be billed at a time and mat
- All work to be performed during SSNW's business hours Monday - Friday 8:00 - 4:30 excluding holidays
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- Balance to be billed at the completion of installation, payments are due at net 30 days from invoice date

**Presented by:** \_\_\_\_\_  
 Tobey Vos - 360.815.2789

**Acceptance:** \_\_\_\_\_  
 (please sign here)

\_\_\_\_\_ Date

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## SYSTEM PROPOSAL

### **BRIVO HOSTED FULLY WEB BASED - IP NETWORK ACS SYSTEM:**

Provide and install a turn-key automated door locking system for the following locations and doors

1. Bender Road Office Building Restrooms (2 doors)
2. Bender Park Concession Building Restrooms (2 doors)

#### **COMMUNICATION NOTES:**

1. For the concession building location we have provided a wireless link to be installed that communicates back to the Bender Park office building. This wireless link will be an encrypted, secure, point to point wireless link. This will connect to the city's network in the office. This can also be used for future cameras at this restroom building.

For this system we have proposed the BRIVO brand system. BRIVO is a the most respected hosted solution in the industry. Their system is also highly expandable, robust, and easy to use being fully web based. It is expandable to an unlimited number of sites, doors, cardholders, and locations. It is a fully web-based system - so all management of the system(s) can be managed from any web browser or free mobile application. This system requires NO on-site server or software allowing the system to be managed and programmed from any web browser or via their free mobile application.

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#### **ITEMS THE CITY WILL NEED TO PROVIDE:**

1. 2EA network switchport at the main park office. 1 for the wireless link and 1 for the door controller.
2. 1EA key cylinder for (2) panic bars being installed at the city park restrooms. A key cylinder to match the key system of the city.
3. If 120VAC is required for the power supply's, this will need to be provided by the city. Voltage load may or may not require this in some locations.
4. City to ensure all doors have door closers and can smoothly close on their own without hanging up.

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**SYSTEM COMPONENTS:**

<u>Qty</u>	<u>Description</u>
2	BRIVO - Door Controller Module
2	ALTRONIX - Power Supply with 12V Battery Back Up
4	HES - Electric Door Strike
2	LOCKSET - Lever Lockset Grade 1 (Concession stand)
1	UBIQUITI - Wireless Point to Point High Speed Link
1	CABLE - Low Volt Electrical Cable
1	LABOR - Install Cable and Equipment, Program, and Provide End User Training.
1	PERMIT - Electrical Permit

<b>SYSTEM TOTAL</b>	<b>\$10,359.91</b>
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*+ sales tax & permit*

**MONTHLY SERVICES**

<u>Qty</u>	<u>Description</u>	<u>Price Each</u>	<u>Extended</u>
1	Brivo Base Hosting Account - Includes First Door (Site)	\$40.00	\$40.00
3	Brivo Additional Door (Site) Hosting	\$10.00	\$30.00

<b>MONTHLY PRICE</b>	<b>\$70.00</b>
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Shop Drawings		Fire Permit		Prevailing Wages	X
As-Built Drawings		Electrical Permit	X	Performance Bond	
Data Submittals		Fire Stopping		Provide Lift(s)	
Wire Supply	X	Coring		Programming	X
Wire Installation	X	Door Lock Hardware	X	POE Switches	
Conduit & Installation	X	Door Lock Hardware Installatio	X	Testing	X
Devices	X	120v ac Power Material & Install		Training - Remote 1 hr.	X
Devices Installation	X			Training - Remote 4 hr.	

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**Presented by:** \_\_\_\_\_  
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**Acceptance:** \_\_\_\_\_  
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\_\_\_\_\_ Date