

CITY OF LYNDEN

PARKS DEPARTMENT

Main Number: (360) 354-6717



Parks Committee Meeting Agenda

City Hall - 300 Fourth Street

4:00 PM April 15, 2024

Roll Call

Action Items

1. Approval of Parks Committee Minutes- January 16, 2024
2. Approval of the Renewal of Terms for Advisory Committees
3. Review and Approval of Donation for Schoolyard Park

Information Items

4. Information on Benson Barn

Looking for contractors interested in the south wall, doors, and windows

5. Updates on Parks and Trails

- Benson Park

Barn done being used for leftover bridge supplies and windmill is almost complete. Timber for new Schoolyard project will most likely be stored here in the coming months.

Grant money being pursued through RCO and committee meeting update.

- Schoolyard

Finalizing architectural plans and permits once the donation is approved for a pavilion and entryway.

- Trails

Depot-8th St. construction on Phase 1 is complete and work on the bridge (Phase 2) is down to the completion of floor planks and railings.

Phase 3 is out for bid and Parks and PW will be completing the removal of the VGL side buildings after May 1, 2024.

Mitigation has gone very well on both sides of the creek, and we will be off the easement area well before the May deadline.

- Parks Department Shop Addition Project

Additional contractors are still being pursued, looking into the possibility of an in-house supervisor for the project once we find a contractor.

6. Signs Update

7. Updated Project List

8. Staff response to Berthusen Park safety concerns

Department supervisor is looking into larger LED light on the current pole near the park entrance for more visibility from the road.

9. Benson Lease Update

10. Building Survey of Parks Facilities and Other City-Owned Facilities

11. Parks Committee 2025 Priorities Discussion

12. Advisory Committee Updates

13. New Seasonal Hires

Items Added

Next Meeting: May 20, 2024

CITY OF LYNDEN

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PARKS COMMITTEE MEETING AGENDA January 16, 2024

1. ROLL CALL:

Members Present: Mayor; Scott Korthuis, Councilors; Nick Laninga and Gary Vis

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

Guest: Abner and Abbey Drury-Perez Berthusen Park House Tenants

2. ACTION ITEMS:

A. **Approval of Parks Committee Minutes- November 20, 2023,**

Vis motioned to approve the November 20, 2023, minutes, Laninga concurred Parks Committee approved the motion to approve the Parks Committee November 20, 2023, Minutes.

B. **Selection of Parks Committee Chair**

Councilor Vis agreed to serve as the Parks Committee Chair. Laninga supported this appointment.

3. INFORMATION ITEMS:

A. **Information on Benson Barn**

Document being drafted for posting publicly as a Parks building project.

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

Benson Park

Barn still being used for leftover bridge supplies, parks equipment, and windmill completion this winter. It was recommended to add to the project list stabilizing and straightening the south wall of the barn, possibly converting it to look like the north side wall somehow sooner than later this year.

Schoolyard

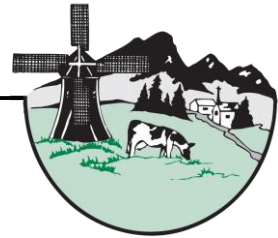
Finalizing architectural plans to be approved for a pavilion and possible entryway. More money has been given and more coming from anonymous community members for the development of this park.

Trails

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

-VGL Agreement to be finalized by January 18th by all parties.

CITY OF LYNDEN



PARKS DEPARTMENT
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Parks Department Shop Addition Project

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

C. 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.

The Parks Committee asked if each Council Committee will be reviewing the unified fee schedule each year and will it require council approval? City Administrator Williams said yes that would be the process.

Park staff are meeting with the sports organizations this evening (January 16, 2024) to go over reserving fields for their leagues and the new online system.

D. Updated Project List

The Parks Committee reviewed the January 2024 Park Project List.

E. 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. Laninga thanked Brent for the past Advisory minutes.

F. Staff response to Berthusen Park safety concerns

The staff has not heard from legal counsel regarding if the hours at Berthusen park can be different than what the ordinance says. Speaking with the Police Chief he denied the request to have the STARS volunteer officers or LPD drive through the park since it is not in their jurisdiction. The County deputies will do drive throughs on occasion but it's not high on their priority list unless they are called out to the park for an incident.

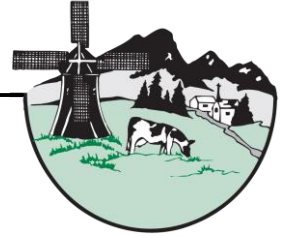
The Parks Committee agreed with Berthusen Park Advisory about having the park secured by staff at night and having more park staff present during the daytime hours.

4. ITEMS ADDED

A. Berthusen Park House Tenants Proposal

Berthusen Park house tenants Abbey and Abner Drury-Perez proposed the question if there could be an exception made to their lease that would allow them to have their parents and grandfather reside with them and their two young boys. The Drury-Perez' are working with an outreach team/ opportunity council program and their church as well. They stressed it would be in the best interest for all

CITY OF LYNDEN



PARKS DEPARTMENT
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involved for their elders to live with them due to the language barriers, health needs, and financial support.

The Parks Committee directed staff to find out from the County and City Attorney if having 5 adults and 2 children under the age of 5 would be allowed to reside in a 2-bedroom 1 bath home and if there are any other factors involved, considering this is a home owned by the city inside a public park.

The Parks Committee asked staff to report back with their findings by the next Parks Committee Meeting on February 20, 2024.

The Parks Committee and Mayor encouraged the Drury-Perez' in the meantime to continue to work with the outreach programs for possible solutions for housing their elders.

Meeting Adjourned 5:03 PM.

NEXT MEETING- Tuesday, February 20, 2024

Projects Update – April 15, 2024

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. Currently working with Public Works on timing and placement of utilities. Awaiting Donation approval
- Benson Barn – Scope being written for small works project to replace south wall and make necessary upgrades to windows and power inside building to use for storage and projects. DeYoung & Roosma interested in a ~200,000 project
- Bender Shop/Office Extension – Currently looking for interested contractors to complete the project in 2024. Mark Bratt and DeYoung & Roosma are working together to make a bid for the project. Awaiting a call from DJ Williamson on interest as well
- Bender Field Concession/Announcer’s Booth—Beginning design phase with willing donor group.

Under Construction:

- Batting Cages at Bender Fields – Working with Christenson Nets to complete project this spring.
- ADA Accessible Swing at Bender Fields – Swing will be installed once the crew is caught up on field and trail upkeep and when the ground thaws out.
- Depot to 8th Trail Section – Bridge is over 2/3 completed and Phase 3 will begin next month.
- Dog Park at Patterson Park—Staff is has removed most of the middle section of overgrown shrubbery by the parking lot and will be putting up fencing as time allows using seasonal employees starting soon.

CITY OF LYNDEN

PARKS DEPARTMENT
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Berthusen Advisory Committee Minutes March 20, 2024

1. ROLL CALL-

Members Present: Harlan Kredit, Larry McPhail, 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 November 15, 2023, Minutes

The Berthusen Advisory minutes of November 15, 2023, were approved as presented.

3. INFORMATION ITEMS:

A. Continuing to work on Noxious Weeds/Ivy- Spring projects are possible with Lynden Christian School kids and Whatcom Million Trees Project/Michael Feerer.

Harlan asked Nancy and other members to identify areas that need ivy and holly removed before March 28.

B. Safety in the Park- Complaints and concerns over the winter months were less than a handful. LPD will not be sending officers through so local deputies have been asked to drive through when available.

Mr. VanderHoek would like further discussion.

***Action-** After some discussion Mr. Vander Hoek and the BAC recommend to the Mayor and City Council five (5) points of action to aid security at Berthusen Park.

1. Change the Park hours back to dawn to dusk. Recognizing this Park is unique in that it is a regional park outside of the city limits.

2. Hire a park caretaker/ranger to live in the park house free of rent or significantly reduced rent. Recognizing the value and significance of having a presence of security and authority over the park.

3. LPD and Whatcom County Sherriff create an interlocal agreement on responding to incidents, patrolling this park etc.

CITY OF LYNDEN

PARKS DEPARTMENT

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(360) 354 - 6717



4. Adding a streetlamp/lighting at the entrance of the park next to Berthusen Rd.

5. Purchase a satellite camera security system in the park and at the entrance of the park, including one that would record license plates. Recommend looking into Flock Safety or Live View.

C. Rental Number/Usage- Rental calls are a little bit down so far this season and we will see if being able to make reservations on the new website is a possible deterrent for some.

Nancy noted inflation could be one of the reasons why people are not reserving the parks. Some longtime users who have canceled their reservations have mentioned the increased cost of everything they are looking at cheaper options to gather as a family or host events.

D. 2nd Restroom Upgrades- The crew was not able to complete due to other issues and busy schedule, but minor updates could be made once seasonal help joins the force in April and May.

E. Nooksack Loop Trail Follow-Up- Strategies and contacts being pursued after initial contact were not positive. BNSF is not willing to abandon the Lynden railroad tracks and property at this time.

There is the possibility of the city trail continuing along west Badger. There would be approximately three (3) property owners west of the Guide who might be open to allowing the trail to skirt tail their property to get to Berthusen Park.

F. Tenant Update

The Berthusen house tenants had requested to have relatives reside with them. Unfortunately, the occupancy laws prevented the city allowing this request. As it worked out, their relatives will not be moving to this area at this time.

BAC questioned if the tenants have dealt with security issues. Brent mentioned that they have experienced/noticed undesired activity taking place and have called either Tim or Brent with their concerns. But don't watch or monitor the Park activity or visit the park picnic area/trails much as that is not their responsibility or daily activity.

They have expressed how much they like living in the house.

CITY OF LYNDEN

PARKS DEPARTMENT

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G. Entrance/Exit Loop Discussion- The City of Lynden is in favor, but no plans have been drawn up to date. Work will have to be done with the county before the permitting process can begin.

***Action-** After much discussion and ideas BAC recommends moving each of the picket fences over 5ft+ to the north and south and adding gravel/rap widening the entrance apron to the gate.

H. Trail Improvement Ideas- Parks Department will continue trimming along trails and making minor improvements to holes with material only.

BAC asked if Washington Trail Assoc. is still offering work parties, noting the areas they have done added much improvement to the trails. BAC said it would be nice to see the city continue this working relationship with WTA.

***Action-** DeRuyter will reach out to WTA/Tim VanBeek again.

4. OTHER ITEMS ADDED:

A. Large tree down SW of Pulling Track- Use as “educational tool” option? Will need to check with WDFW if we are allowed to move it.

Larry shared pictures of the tree trying to give the BAC an idea of how large this tree is. Larry’s estimates the tree to be around 1000 years old.

***Action-** After looking at the pictures this tree would not be moveable unless it was causing an issue with the creek. BAC recommends making a trail leading to the tree naming the trail “the big cedar tree.” and to use it as an educational tool.

***Action:** BAC would like to arrange at their next meeting a group photo at this tree and a write-up of the BAC in the Tribune. Photo Shop Karen into the picture (Mike Lewis)

B. Suggestion of updating the Berthusen Park Master Plan and Forestry Plan that could help with future grants.

***Action** -Dave will work to provide a draft plan and/or look for DNR funding to help with an updated plan with the BAC to review for the next meeting.

CITY OF LYNDEN



PARKS DEPARTMENT
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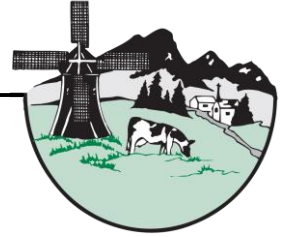
- C. Digital Trail maps through Apple/Google Maps- a Project for a tech-savvy eagle scout or the City GPS person.
- D. Interesting history the Steensma's reclaimed ruff cut barn wood from the very old barn that was located on the Barnhart/Axling Rd. The understanding is this wood would have been milled at the Berthusen Mill.

Meeting Adjourned 8:22pm.

NEXT MEETING DATE

May 15, 2024, at Berthusen Park Kitchen at 6:30pm
to explore the Park and to possibly take a photo.

CITY OF LYNDEN



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Park and Trail Advisory Committee Minutes

April 8, 2024

1. **ROLL CALL:** Chair-Jeff Davis, Vice Chair-Pam Holladay, Tim Van Beek, Len Vander Velden, Tanya Assink Rena Rudy -(Virtually)

2. ACTION ITEMS:

A. Review and Approve Minutes from August meeting.

The Park and Trail Advisory Committee minutes of August 14, 2023, were approved as presented.

B. Election of Officers and Renewal of Terms—Tanya and Rena

After a brief discussion of the design, definition, purpose, of the PTAC and how to be more involved and vocal and recognized with current and future park projects.

Committee Chairs would like to attend the Parks Committee Meetings and be more involved with the planning of park projects.

Action: Committee members elected Jeff Davis as Chair, and Pam Holladay as Vice Chair. Nancy Norris will serve as Secretary.

Both: Tanya Assink and Rena Rudy agreed to continue to serve another term on the PTAC.

Action: Park & Trail Advisory recommends to the Parks Committee and the Mayor, to reappoint Tanya Assink and Rena Rudy to the Park and Trail Advisory Committee.

3. INFORMATION ITEMS:

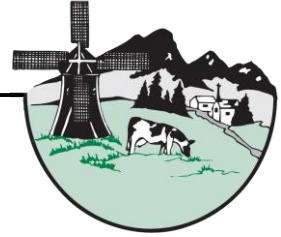
- Benson Barn

- Modified Design Plan being offered to contractors for rebuilding of south wall and doors/windows only. Requests for additions have been deleted and will only be used for storage in the future.

-Final and phased draft of Park Master Plan has been completed by SCJ Alliance (Chris Overdorf)

- Phase 1 is a practice turf field.
- Phase 2 is a multiple use turf field.
- Phase 3 trails, disc golf, stormwater ponds, playground, pickleball, sand volleyball, or basketball courts.
- Phase 4 Stadium turf field and parking

CITY OF LYNDEN



PARKS DEPARTMENT

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- **Phase 5 Possible Park central office, barn, restrooms, courtyard open space.**

Financial Options: Community Support, Rec District, Parks Director DeRuyter is working with ROC Andrea Hood who is assisting in the guidance of applying for the ROC Athletic Matching Grant, A Youth Athletic 50/50 Match Grant.

In the near future PATAC could be asked to write letters of support.

A. Dickinson Property

- Preliminary Trail Plan is still in progress(R&E) and have met with Strengholt family ~~on lot line adjustment~~ **shift the easement. Development is a few years away.**
- Trail design on upper ridge needs to happen soon (Len and Rena still volunteers?)
- Invasive species are still being removed by LCS classes and Whatcom Million Trees this spring as time allows
- Sign has been designed -and paid for by Parks & Rec District.

PTAC asked if there could be signs identifying where to park. Also mentioned adding blue park directional signs identifying the park location at 17th St./Fishtrap Way and Main St./Dbl. Ditch. Recommend adding a Dickinson Park sign to the hang on the gate.

B. Schoolyard Park- Now has a location address it is 700 Edson St.

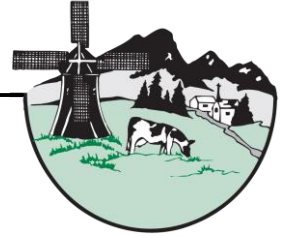
- The park's crew is maintaining trees and mowing.
- Private donors have raised the funds and have completed the permitting process for a timber frame pavilion and park entrance building design the first main entrance will face Edson.
- A separate donor group is working on a playground design. The general area of the playground will be located west of the southwest entrance.
- Pam H's update on meeting about a spray park design.

Pam Holladay met with Jonathan Sleek of Bellingham Parks Designer and Cordata

Splashpad. Jonathan provided Pam with possible grant funding opportunities, and stressed calling it a cooling station noting there is money available for climate-change related needs.

Pam mentioned that Jonathan is willing to help with further information for Lynden to develop a splashpad. Pam passed along all the material and information that Jonathan provided to DeRuyter.

CITY OF LYNDEN



PARKS DEPARTMENT
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C. Depot to N. 8th Trail- Construction is complete of Phase 1 and the bridge is almost completed. Decking and railings are being finished. Bids are out for Phase 3, and we should have a contractor named by the end of the month.
VG lumber tree is coming down on the first of May.

D. Berthusen Park

- Update from Tim VB on recommendations for signage?
Tim recommends closing off the neighbor self-made entrance trail at Axling and Badger or at least to the horse people entering there. Also, Tim noted that the horse directional signs need to be posted up higher. Tim will work with the Park Maintenance Supervisor on creative solutions.
- 2nd bathroom upgrades to hopefully be worked on by seasonal employees later this spring/early summer April or May.
- Going to be widening the crushed opening/exit to the park and improving lighting coming into the entrance
- Contemplating a new trail to a large cedar tree behind the Tractor Club pulling track near the creek

E. Bender Fields

- Lots of vandalism in different areas and looking to apply for RCO grant for lighting upgrades to current fields that are not able to be replaced any longer

F. Other Items-

Request for “walking presence” on trail from Bender to City Park due to increased vandalism.

4. Adjourn: 8:56pm

Next meeting: Monday August 12, 7:00 @ City Annex