

# CITY OF LYNDEN

PARKS DEPARTMENT

Main Number: (360) 354-6717



## Parks Committee Meeting Agenda

City Annex - 205 Fourth Street

4:00 PM October 16, 2023

### Roll Call

### Action Items

#### 1. Approval of Parks Committee Minutes- September 18, 2023

### Information Items

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

Final Decision on using SHKS further in the project

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

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

Barn still being used for storage only

- **Schoolyard**Awaiting architectural plans to go to permit, water meter has arrived

##### **- Trails**

Depot-8<sup>th</sup> St. construction is still moving but a little behind schedule

Agreement is still in possession of VGL to sign

##### **- Patterson Dog Park Update**

#### **4. Civic Rec**

Financial extract is being beta tested by Parks and Finance for accuracy

#### **5. Budget Discussion**

Final meeting has been completed with Finance Department and Parks

Budget modified for the first draft proposal to City Council

#### 6. Project List for committee review

### Items Added

**Next Meeting: Monday, November 20, 2023**

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## PARKS COMMITTEEMEETING MINUTES September 18, 2023

### 1. ROLL CALL:

**Members Present:** Mayor Scott Korthuis, Councilors; Ron DeValois, Nick Laninga, 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- August 21, 2023

Laninga motioned to approve the August 21, 2023, minutes, Wohlrab concurred and DeValois approved the motion.

**Action: The Parks Committee Minutes from August 21, 2023, were approved**

### 3. INFORMATION ITEMS:

#### A. SHKS Information on Benson Barn

Awaiting final decision on commitment to the project. The deadline for commitment is Friday September 22, 2023.

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

##### - Benson Park

Preliminary bridge materials are pressure treated and some are in the barn. An updated draft of Benson Park was presented from SCJ -Overdorf, no cost or description was included other than showing a possible phased approach. The first phase would include the site infrastructure.

##### - Schoolyard

Awaiting architectural plans to go to permit, still momentum. The 2-inch water meter has been ordered.

##### - Trails

Depot-8<sup>th</sup> St. construction is moving well and bank stabilization complete. Abutments are being poured this week. WRS has done a great job on this project, keeping it on schedule. Pedestrian crossing lights will be installed at the Depot Road crossing to this trail section in its final stage. The agreement has been sent to VGL to sign.

##### - Bender and Berthusen Volunteer Groups

Whatcom Million Trees Project is helping remove ivy at Berthusen and Dickinson and LC Students have helped with clean-up and mulch installation at Bender Fields

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## C. Civic Rec

Financial extract content has been approved and is being drawn up. An additional custom extract program needed to be developed for Civic Rec, Forte and Caselle to work together. The estimate cost was \$3750. With the approval, Civic Rec can now integrate all 3 systems to work together.

## Dickinson and Berthusen Property Upgrades

Tenants have moved into the Berthusen house and are getting settled in and accustomed to living in a park.

The maintenance crew has been finalizing all the small upgrades that have arisen at both properties.

At the Dickinson house, the decision was made to remove the carport section only and leave the attached storage shed on the Dickinson driveway.

## D. Budget Discussion

Initial meeting has been completed with Finance Department and awaiting a follow-up meeting/discussion.

Speaking with Finance Director Burrows, it was agreed to have the rent from the 3-park houses be deposited into Capital. In the future all maintenance costs will come out of the Capital account instead of the Parks operation budget.

## 4. ITEMS ADDED

### A. -Project List for committee review.

The Parks Committee reviewed the September 2023 Park Projects list.

**Meeting Adjourned 4:52 PM.**

**NEXT MEETING-Monday, October 16, 2023**

## Projects Update – October 16, 2023

### Under Design:

- Schoolyard Park Amenities -- Interested donors ready to move forward 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 going into the office yet in October.
- Benson Barn – Followed up with David and Matt(SHKS) and no response yet.
- Benson Park Master Plan – Updated graphic, but no numbers yet. A phased approach with numbers should be available for October’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 a final bid document ready by November meeting once plans are completed by Tim at King Architects.

### Under Construction:

- Batting Cages at Bender Fields – Tabled until next spring.
- ADA Accessible Swing at Bender Fields – Swing will be installed once crew is caught up on field and trail upkeep.
- Depot to 8<sup>th</sup> Trail Section – Construction meetings still occurring weekly with WRS and R&E. Earth Walls and Bridge Cross Members are being constructed.
- 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.