Mayor

Scott Korthuis

Council Members
Gary Bode
Ron De Valois
Gerald Kuiken
Nick H. Laninga
Brent Lenssen
Kyle Strengholt
Mark Wohlrab



City Council Agenda - Regular Meeting City Hall Annex, 205 4<sup>th</sup> Street June 15, 2020

You may participate telephonically in the council meeting by dialing **1-253-948-9362**. You will then be prompted to enter the Conference ID # **695 695 961#**. It is necessary to enter the # symbol after entering the numerals. Please be aware that callers are able to hear all other callers but will are not able to provide comments directly to council.

Council members will participate in this meeting remotely through an online web-based meeting platform. Per Washington State Proclamation 20-28.3, in-person attendance at public meetings is prohibited at this time.

Please note that public comments will not be taken at city council meetings until further notice. Instead, those wishing to comment are respectfully asked and encouraged to submit comments by email to cityhall@lyndenwa.org.

Call to Order

Pledge of Allegiance

Roll Call

Oath of Office

#### **Approval of Minutes**

- 1. Approve **REVISED** April 20, 2020, Council Minutes
- 2. Draft Council Minutes- Regular Meeting

# Items from the Audience Scheduled

3. Presentation- COVID Monitoring Plan- Kent Oostra, Exact Scientific

**Unscheduled (20 Minutes)** Audience members may address the Council on any issue other than those scheduled for a public hearing or those on which the public hearing has been closed. Prior to commenting please state your name, address, and topic. Please keep comments under 4 minutes.

#### Consent Agenda

- 4. Approval of Payroll and Claims
- 5. 2021 Budget Calendar
- 6. Axon Digital Evidence Agreement
- 7. Award Bid for East Grover Street Overlay Railroad to Bradley Road

#### **Public Hearing**

8. Public Hearing for Six Year Transportation Improvement Program (STIP) 2021-2026

#### **Unfinished Business**

#### **New Business**

- 9. Wastewater In-Flow COVID-19 Monitoring Plan
- 10. Set the Public Hearing Ordinance No. 1603 Amending LMC 19.26

### Other Business

- 11. Draft Public Works Committee Minutes-June 10, 2020
- 12. Draft Public Safety Minutes- June 4, 2020
- 13. Outlook Calendar

#### **Executive Session**

#### <u>Adjournment</u>

## **EXECUTIVE SUMMARY**



Meeting Date:	Jur	June 15, 2020		
Name of Agenda Item: REVISED-Dra		VISED-Draft Co	Council Minutes- April 20, 2020	
Section of Agenda:	Ар	proval of Minutes	3	
Department:	Ad	ministration		
<b>Council Committee Revie</b>	<u>w:</u>		Legal Review:	
☐ Community Development	☐ Publ	lic Safety		
☐ Finance	☐ Publ	lic Works	☐ No - Not Reviewed	
☐ Parks	□ Othe	er: N/A	☐ Review Not Required	
Attachments:				
REVISED-Draft Council Mir	nutes- A	pril 20, 2020		
<b>Summary Statement:</b>				
Council agenda item #8 (PRD Amendment 19-01, RB Development, Parkview Apartments) on the April 20, 2020 council meetings was mistakenly omitted from the draft minutes submitted and subsequently approved by council at the May 18, 2020 council meeting.				
•		•	tered the council action item into the 20 minutes before council for review and	
minutes and now brings the		•	tered the council action item into the	
minutes and now brings the possible approval.	se <b>revi</b> s	<b>sed</b> April 20, 202	tered the council action item into the	

# CITY COUNCIL MINUTES OF REGULAR MEETING



April 20, 2020- **REVISED** 

#### 1. CALL TO ORDER

Mayor Korthuis called to order the April 20, 2020 regular session of the Lynden City Council at 7:00 p.m. through an online web-based meeting platform (Microsoft Teams).

#### **ROLL CALL**

Members present: Mayor Scott Korthuis and Councilors Gary Bode, Ron De Valois, Jerry Kuiken, Brent Lenssen, Nick Laninga, Kyle Strengholt, and Mark Wohlrab.

Members absent: None

Staff present: Planning Director Heidi Gudde, Public Works Director Steve Banham, City Clerk Pam Brown, and City Administrator Mike Martin.

#### **OATH OF OFFICE- None**

#### **APPROVAL OF MINUTES**

Councilor Strengholt moved and Councilor Wohlrab seconded to approve the regular council minutes of March 16, 2020. Motion approved on a 7-0 vote.

The April 6, 2020 council meeting was canceled due to COVID-19 restrictions.

#### ITEMS FROM THE AUDIENCE

Scheduled: None Unscheduled- None

#### 2. CONSENT AGENDA

#### Approval of Payroll Disbursed – March 16-March 31

Paychex EFT	\$306.216.07
City of Lynden EFT	
Warrant Liability	\$61,166.42
Subtotal	\$433,568.67
Paychex EFT Liability	\$7,230.62
Total EFT & Other Liabilities	\$440.799.29

CITY COUNCIL
MINUTES OF REGULAR MEETING



#### Approval of Claims – April 7, 2020

Manual Warrants No.	75033	through	75040		\$78,083.55
EFT Payment Pre-Pays					\$205,381.76
				Sub Total Pre-Pays	\$283,465.31
Voucher Warrants No.	<u>75041</u>	through	<u>75076</u>		\$220,265.88
EFT Payments					<u>\$0.00</u>
				Sub Total	\$220,265.88
				Total Accts. Payable	\$503,731.19

#### Heusinkveld Land Lease Agreement

A request for proposal was advertised in the Lynden Tribune requesting proposals for the use of 33 acres of the Ag land located on the Heusinkveld Property. Subsequently it was decided to retain the westerly 150 ft of the property for the city in order to begin the planting of trees where Pepin Creek may go eventually. Resulting in a net 28 acres of land to be leased for Ag related use.

One proposal was submitted for the use of the property by Edaleen Dairy at \$215 per acre. The Parks Committee reviewed the proposal and recommends leasing 28 acres of the property to Edaleen Dairy for a period of 5 years at \$215.00 per acre, plus leasehold excise tax

Resolution No. 1021- Authorization to Apply for a Recreation and Conservation Office Grant Staff unsuccessfully applied for a Washington Recreation and Conservation Office (RCO) grant to extend the Jim Kaemingk Trail from Depot Road to North 8th Street in 2016 and 2018.

Staff received feedback from each of those past applications and has continued to move forward with the design and property acquisition. Staff now believes that they are in a position to put together a third application with the expectation of receiving a grant in 2021.

The current application is due before the end of May (extended due to COVID). One requirement of the 2020 grant application is to adopt a resolution authorizing the City to apply for RCO funding. The specific resolution language is provided to the City by RCO and their legal counsel and but has also been reviewed and reformatted by the City's attorney.

The Parks and Public Works Committees have both reviewed the Resolution in the previous application cycles in 2016 and 2018 and concurred to forward the Resolution 1021 to City Council for approval.

Resolution No. 1020- Acceptance of Department of Transportation Aviation Division Grant for Lynden Municipal Airport

The City is applying for a Washington State Department of Transportation, Aviation Division (WSDOT) grant to re-seal and re-stripe the runway at the airport in the amount of \$150,000. A 5% match is required

# CITY COUNCIL MINUTES OF REGULAR MEETING



in the amount of \$7,500. Funds were allocated in the 2020 budget for this project. Construction would be performed in 2020 with re-striping occurring in 2021.

#### City of Lynden Policy for the Families First Coronavirus Response Act (FFCRA)

The Families First Coronavirus Response Act (FFCRA) was signed into law on March 18, 2020 and took effect on April 1, 2020. The FFCRA provides two categories of leave. The first expands existing FMLA coverage to provide up to 12 weeks of partially paid Public Health Emergency Leave for eligible employees forced to miss work due to closure of their child's school or the unavailability of the child's childcare provider for reasons related to COVID-19. The second provides up to 10 days of Emergency Paid Sick Leave for various reasons related to the COVID-19 outbreak. The attached policy provides information and guidance on administration of these two leaves.

#### Personnel Policy HR-01.01- Request for Advanced Sick Leave

HR-01.01- Request for Advanced Sick Leave allows for an employee to request advance of sick leave hours when there are no sick leave accruals available to them. The employee must acknowledge and agree that any sick leave advanced is considered a debt, and that beginning with the first pay period after the advancement is approved, the employee is required to repay the City of Lynden by applying future sick leave accruals each pay period. It is further agreed that if the employee should separate from service prior to the repayment of these advanced hours, the City of Lynden is authorized to recover this debt, through a deduction from final wages and/or any leave cash out owed at the time of separation.

Councilor Kuiken moved and Councilor Laninga seconded to approve the Consent Agenda. Motion approved on a 7-0 vote.

#### 3. PUBLIC HEARING- None

#### 4. UNFINISHED BUSINESS

PRD Amendment 19-01-RB Development (Parkview Apartments)

December 2, 2019 City Council approved an Order of Remand which sent the proposed Planned Residential Development (PRD) Amendment 19-01, a revision to the RB Development PRD, back to the Planning Commission for review of an alternate proposal.

The amendment seeks to utilize residential units originally planned for the PRD by modifying the perimeter setback associated with Parkview Apartments, setting an increased height limitation, and removing outdoor storage requirements for the proposed units. If the amendment is permitted, the applicant proposes the construction of senior apartments which would complement the surrounding property uses.

# CITY COUNCIL MINUTES OF REGULAR MEETING



A revised application returned to a public hearing before the Planning Commission on February 27, 2020. The proposal reduced the building height from 45' to 41', reduced the proposed units from 50 to 41, proposed crosswalk improvements on Aaron Dr, and increased the setback from the street from 15' to 20'. At the hearing, concerns were raised as to the ability of the applicant to transfer this number of unused units of the PRD to this site.

In 1994, when the PRD was created, it was possible to transfer unused density within the PRD. However, in 2006 the code on PRD's was revised to prohibit the transfer of units from one area to another. As a result, the Commission voted 4 to 2 to recommend approval of the PRD amendment but the recommendation was fundamentally conditioned on the ability of the applicant to transfer density within the PRD. Legal interpretation was requested from the office of Carmichael Clark.

On March 12 the conclusive memo was received. It indicates that as the transfer of density was expressly permitted under the old code as well as the original contract, the developer maintains the right to transfer densities from one area of the PRD to another. If passed by Council, the approval will be considered preliminary until the applicant finalizes the associated development contract and CC&R's. Both documents must return to the Planning Commission and Council within 12 months. Staff will also return to Council with findings of face and conclusion of law.

Councilor Lenssen moved and Councilor Strengholt seconded to preliminary approve the amendment to the RB Development PRD, Application 19-01 as presented. Motion approved on a 7-0 vote.

Although this item was approved by council at the April 20, 2020 council meeting, the draft minutes of that meeting did not record the council's approval. Therefore; the April 20, 2020 are hereby revised to record council approval of this item.

#### 5. NEW BUSINESS

### Water/Wastewater Agency Response Network (WAWARN)

The Water/Wastewater Agency Response Network allows water and wastewater systems to receive rapid mutual aid and assistance from other systems in an emergency. Utilities that enter into an agreement with WAWARN have the capability of sharing resources with any other system in Washington State that has also signed the agreement. WAWARN provides its members with emergency planning, response and recovery information before, during and after an emergency. As the nationwide WARN system expands, it will become easier to provide mutual aid to other states as needed. To get assistance, the WAWARN member needing help identifies the resources needed and can either directly contact another WAWARN member or use a state specific process of aid. Emergency requests can include equipment (pumps, generators, chlorinators, evacuators, etc.) or personnel (i.e. treatment plant operators. The WAWARN network includes 166 agencies from Washington State, including two in Whatcom County (Birch Bay Water and Sewer District and the City of Bellingham). Public Works staff is recommending that the City water and sewer utilities become a member of this organization to improve our resilience in case of an emergency.

CITY COUNCIL
MINUTES OF REGULAR MEETING



Councilor Bode moved and Councilor Wohlrab seconded to approve the Water and Wastewater Agency Response Network (WAWARN) agreement and authorize the Mayor's signature. Motion approved on a 7-0 vote.

#### Ordinance No. 1605-Tolling of the 120-Day Local Project Review Deadline

Per Lynden Municipal Code 17.09.100 the final decision of the City on a development proposal shall be made within one hundred twenty days from the date of the letter of completeness. Due to recent prohibitions on public meetings and a municipality's ability to take action during the public emergency association with the novel coronavirus (COVID-19) and the Governor's "Stay Home, Stay Healthy" proclamation, certain applications which are in the review process may not reach a final decision within 120 days. Ordinance 1605 describes these conditions and, although staff will continue to review pending applications, suspends the requirement by which the City must make a final decision within a 120-day project review timeline.

Councilor Lenssen moved and Councilor Kuiken seconded to approve Ordinance No. 1605 suspending the City's requirement to reach a final decision on a 120-day project review timeline as described in LMC 17.09.100 due to the Public Health Emergency and the associated Governor's "Stay Home, Stay Healthy" proclamation, and authorize the Mayor's signature on the ordinance. Motion approved on a 7-0 vote.

#### 6. OTHER BUSINESS

#### Council Committee Updates

Councilor Strengholt reporting for the Finance Committee which involved discussion of:

- Approval of Payroll and Claims
- Reviewed March 2020 overtime
- Sales tax revenue for March 2020- highest recorded month ever
- Canceled a warrant (represented item on the night's agenda)
- Discussion of general fund, revenue, expense accounts
- Project Hope funds paid out for community services
- Water, Sewer and Storms funds remain healthy

Councilor Wohlrab reporting for the Public Safety Committee which involved discussion of:

- Public Safety is occurring weekly
- Fire and Police staffing remains strong

#### 7. EXECUTIVE SESSION

Council did not have an executive session.

CITY COUNCIL
MINUTES OF REGULAR MEETING



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The April 20, 2020 regular session of	of the Lynden City Council adjourned at 7:26 p.m.
Pamela D. Brown, MMC	Scott Korthuis
City Clerk	Mayor

## **EXECUTIVE SUMMARY**



Meeting Date:	June 15, 2020			
Name of Agenda Item:	Draft Council Minut	Draft Council Minutes- Regular Meeting		
Section of Agenda:	Approval of Minutes	8		
Department:	Administration			
<b>Council Committee Review:</b>		Legal Review:		
$\square$ Community Development $\square$	Public Safety			
☐ Finance ☐	Public Works	☐ No - Not Reviewed		
□ Parks □	Other: N/A	☐ Review Not Required		
Attachments:				
Draft Council Minutes- Regula	r Meeting			
<b>Summary Statement:</b>				
Draft Council Minutes- Regula	r Meeting			
Recommended Action:				
For Council review.				

CITY COUNCIL
MINUTES OF REGULAR MEETING



June 1, 2020

#### 1. CALL TO ORDER

Mayor Korthuis called to order the June 1, 2020 regular session of the Lynden City Council at 7:00 p.m. through an online web-based meeting platform (Microsoft Teams).

#### **ROLL CALL**

Members present: Mayor Scott Korthuis and Councilors Gary Bode, Ron De Valois, Jerry Kuiken, Brent Lenssen, Kyle Strengholt, and Mark Wohlrab.

Councilor Laninga joined the online meeting at 7:20 p.m.

Members absent: None

Staff present: Parks Director Vern Meenderinck, Planning Director Heidi Gudde, Police Chief Steve Taylor, Public Works Director Steve Banham, City Clerk Pam Brown, and City Administrator Mike Martin.

**OATH OF OFFICE- None** 

#### APPROVAL OF MINUTES

Councilor Strengholt moved and Councilor Kuiken seconded to approve the regular council minutes of May 18, 2020. Motion approved on a 6-0 vote.

ITEMS FROM THE AUDIENCE

Scheduled: None

**Unscheduled-None** 

CITY COUNCIL
MINUTES OF REGULAR MEETING



#### 2. CONSENT AGENDA

Approval of Payroll Disbursed – May 16-31, 2020

Paychex EFT	\$275,718.76
City of Lynden EFT	
Warrant Liability	\$59,492.58
Subtotal	\$397,024.21
Paychex EFT Liability	\$7,609.24
Total EFT & Other Liabilities	\$404,633.45

#### Approval of Claims - June 3, 2020

Manual Warrants No.	75446	through	75446		\$1,012.91
EFT Payment Pre-Pays					\$882,978.79
				Sub Total Pre-Pays	\$883,991.70
Voucher Warrants No.	<u>75447</u>	Through	<u>75481</u>		\$144,232.99
EFT Payments					\$0.00
				Sub Total	\$144,232.99
				Total Accts. Payable	\$1,028,224.69

#### Whatcom County Jail Use Agreement, Amendment #2

Extension of the current Jail Use Agreement through June of 2022. There was no material change in terms, just an extension of the current agreement that expires June 30, 2020.

Re-schedule Public Hearing for Resolution No. 1023- Six Year Transportation Improvement Plan

A June 1, 2020 Public Hearing was set at the May 18, 2020 council meeting to hear comments on the city's Six Year Transportation Improvement Program (STIP) 2021-2026. Due to an oversight, the required deadline for requesting publication in the local newspaper was missed. Therefore, the city is required to re-schedule the Public Hearing for June 15, 2020 at 7:00 p.m. to be held at the city's annex building located at 205 4<sup>th</sup> Street.

Councilor Kuiken moved and Councilor Bode seconded to approve the Consent Agenda. Motion approved on a 6-0 vote.

CITY COUNCIL
MINUTES OF REGULAR MEETING



- 3. PUBLIC HEARING- None
- 4. UNFINISHED BUSINESS- None
- 5. NEW BUSINESS

#### 17th Street Extension Project Contract Award

Staff recently solicited bids for the 17th Street Extension Project. Eight bids were received on May 21, 2020. Reichhardt and Ebe Engineering (R&E) prepared the Bid Tabulation. After review, R&E determined Tiger Construction to be the lowest bidder. However, Tiger failed to provide a subcontractor list within an hour of the bid opening.

Per City attorney Carmichael's review, "Failure to include the subcontractor list with the bid or within one (1) hour after the published bid submittal time, is not an immaterial irregularity. In fact, a bid for a project exceeding one million dollars without a subcontractor list is void. The pertinent language in RCW 39.30.060(1) reads as follows: "Failure of the prime contract bidder to submit as part of the bid the names of such subcontractors or to name itself to perform such work or the naming of two or more subcontractors to perform the same work shall render the prime contract bidder's bid nonresponsive and, therefore, void." Hence, Tiger Construction's failure to timely submit its subcontractor list with its project bid (which exceeds one million dollars), renders its bid void by operation of law. The City has no choice but to award the contract to the next lowest bidder."

The Public Works Committee was advised of this issue and supported awarding the contract to Stremler Gravel, the lowest responsive and responsible bidder. The Committee concurred that the bid results could be forwarded directly to City Council after informing them of the results.

Councilor Bode moved and Councilor De Valois seconded that the city council award the contract for the 17<sup>th</sup> Street Extension Project to Stremler Gravel in the amount of \$1,581,269.48, including tax, and authorize the mayor to sign the contract. Motion approved on a 7-0 vote. Councilor Laninga was in attendance for this vote.

CITY COUNCIL
MINUTES OF REGULAR MEETING



#### 6. OTHER BUSINESS

#### Gary Vis, Director Lynden Chamber of Commerce

Lynden Chamber of Commerce Director Gary Vis provided council with an economic status update as it relates to the city's business community. Mr. Vis spoke to the following:

- Businesses designated as essential have financially done well throughout COVID-19.
- General retail businesses have had mixed success with those that had an online presence doing better than others.
- Hardware businesses that sell plants have done well.
- Restaurants continue to struggle and there is concern around restrictions around occupancy restriction.
- Some businesses have not yet opened and are waiting for Whatcom County to go into Phase II.
- A couple of businesses have closed permanently.

Mr. Vis then asked council to consider the following requests:

- Will the city allow alcoholic beverages to be consumed outside in the designated picnic table area?
- Will the city allow police officers to perform extra patrols to ensure that the picnic tables area is safe and secure?
- Will the city allow fitness businesses to use the city's park space to conduct outdoor fitness classes with the understanding that there will be 5 attendees pers instructor?

Council will take the alcohol issue to the Public Safety committee and Chief Taylor has agreed to check with LCB concerning consumption of alcohol and extra patrols for the picnic table areas.

Councilor De Valois moved and Councilor Laninga seconded to waive all city Park fees until July 6, 2020 and to allow commercial fitness classes to be held at Bender Fields between the hours of 7:00 a.m. to 8:00 p.m. Motion approved on a 7-0 vote.

Mayor Korthuis asked council if they wanted to move forward with the letter to Governor Inslee or would they rather wait to see if Whatcom County is granted Phase II status in the next week. Council suggested that the Mayor wait to send the letter.

CITY COUNCIL
MINUTES OF REGULAR MEETING



Chamber Director Vis also thanked city administration and city council for being pro-active and responsive to local business needs. Mr. Vis also informed council that the Chamber now has restricted their hours because of the cancellation of events that normally bring in revenue for the Chamber.

#### 7. EXECUTIVE SESSION

Council did not conduct an executive session.

#### 8. ADJOURNMENT

The June 1, 2020 regular session of the Lynden City Council adjourned at 7:42 p.m.

Pamela D. Brown, MMC
City Clerk

Scott Korthuis
Mayor

## **EXECUTIVE SUMMARY**



Meeting Date:	June 15, 2020			
Name of Agenda Item:	Presentation- COVID	Presentation- COVID Monitoring Plan- Kent Oostra, Exact		
	Scientific			
Section of Agenda:	Scheduled Items from	n the Audience		
Department:	Administration			
<b>Council Committee Review</b>	<u>':</u>	Legal Review:		
☐ Community Development □	☐ Public Safety	☐ Yes - Reviewed		
☐ Finance	☐ Public Works	☐ No - Not Reviewed		
☐ Parks	☑ Other: N/A	⊠ Review Not Required		
Attachments:				
COVID Monitoring Plan Draf	t			
<b>Summary Statement:</b>				
Please see attached.				
Recommended Action:				
For information only.				



## **COVID-19 Monitoring Plan**

**Concept:** As communities implement COVID-19 prevention plans, there is currently no way to monitor their effectiveness in real time. By monitoring different environmental factors, we can track how well the preventative measures are working to stop viral spread.

Purpose: Establish a monitoring program to evaluate possible SARS-CoV-2 (COVID-19) exposure and to measure the effectiveness of prevention plans.

#### **Execution:**

We will monitor 3 different areas of the community.

#### 1. Long term monitoring of sewage.

- a. This system will test sewage samples for the presence of SARS-CoV-2.
- b. Samples can be taken at lift stations to isolate parts of a city and at the wastewater treatment plant(s) to look at the whole city.
- c. We would watch for geographic trends by comparing positive rates between multiple lift stations in a city. The initial sampling along with epidemiological metadata of the population would give us a baseline for the prevalence of SARS-CoV-2.
- d. The goal is to monitor trends over time and not look at one point in time.
- Sewage will potentially be positive. We do not want to react to individual
  positive samples but understand the trends of viral load over time and
  geography.
- f. Subsequent sampling would indicate whether prevention plans are maintaining a stagnant infection profile. Increases of viral load over time would indicate spread of the virus and reevaluation of prevention plans.
- g. We can also watch trends in analysis intensity to determine viral load. PCR analysis uses Ct values and a threshold to establish a positive or negative result. A higher titer of virus in the sample will be indicated by the Ct value. In sewage samples, this could indicate a higher number of cases. Further data is required to establish this correlation.
- **h.** Ultimately we would like to use digital droplet PCR. This analysis can quantify the number of viruses in a sample with much greater precision. If this technique is applied, routine monitoring can indicate an increase in viral load with greater confidence.



#### 2. Monitoring of masks

- a. This system would test disposable masks used at a facility or event.
- b. Masks will collect the virus particles respired by a person.
- c. We would composite masks from an event or facility and test for SARS-CoV-2.
- d. Masks can be composited into different sections, zones, or groups of people.
- e. A positive result from an event could be used to inform attendees that they have been exposed and to self-monitor. This information will aid decision making on social distancing.
- f. Data from a facility (such as a food processor) could be used to monitor their prevention plan.
  - i. By setting up composites based on groups, the facility wide spread of the infection can be evaluated.
  - ii. e.g. If there are 5 groups of composites and over time only 1 group is continually positive, this indicates the prevention plan is inhibiting the spread between groups. An increase in the number of groups that are positive will indicate the reevaluation of preventative measures.
- g. This system would be a way to get the public information after attending an event and provide feedback for facilities to monitor their plans.

#### 3. Monitoring by bioaerosol analysis

- a. This system would monitor air for SARS-CoV-2 bioaerosol particles.
- b. Bioaerosol samplers would be strategically placed to sample air over a given period at a set flow rate.
- c. The samplers concentrate the bioaerosol on a filter that then can be analyzed for SARS-CoV-2.
- d. This system could be used in locations that have many people who move through and are not controlled.
  - i. schools and common areas in a university dorm
  - ii. senior care facilities, refineries, and large places of work such as warehouses and shipping centers
  - iii. public restroom monitoring could incorporate county residents that are not checked by sewage analysis.
- e. As part of a monitoring system over time we would watch for trends and not react to one positive sample.
- f. Using the same theory as the sewage analysis, we would watch PCR Ct values and could incorporate droplet PCR to quantify the virus.



#### What is next?

Each of these monitoring systems require data for validation. Sewage analysis and bioaerosol analysis are established techniques to monitor other viruses. However, we would want to run a few verification studies to validate the method for detecting SARS-CoV-2.

We would run a validation study for the bioaerosol analysis to establish a detection limit. An initial verification can be run on the bioaerosol sampling by placing a sampler in a room with a known positive SARS-CoV-2 patient. If the initial verification is positive, we then know that the collection method works, and the detection limit study would then give us the necessary information to establish a sampling time.

For the sewage analysis we would like to run an initial demonstration of capability study by spiking a sewage sample with a known surrogate virus. This would allow us to verify that the method we have chosen is working properly.

The testing of masks is new, and has no historical data. There has been analysis to look at the effect of masks, but we have not found a study that is using masks to monitor infection. The theory is that masks will collect the virus. The virus would be extracted from the masks, concentrated, and then analyzed. We will composite masks to efficiently monitor small groups or subsets of groups. To implement this program, we would need to run a spike recovery study on one mask to evaluate the extraction method. Then we would run a detection limit study by mixing a spiked mask with known unspiked masks. This would allow us to set a composite limit, so that we could see one virus positive mask in a set number of masks.

To analyze samples for quantitation of virus load we would need to purchase a droplet PCR unit. This unit costs around \$85,000. We could use our current PCR units to establish protocols and run feasibility studies. If there is need for quantitation, a droplet PCR unit can be discussed for purchase.

### What we are currently doing.

To ensure the safety of our people, we have decided to bring in a separate extraction area. We are a biosafety level II facility and can handle SARS-CoV-2 environmental samples. The CDC advises to have a biosafety level III safety system in place. This means unidirectional airflow and a way to handle personal protective equipment. By bringing in a separate building we can build it to the specifications needed to handle the extra safety precautions. This unit, biological safety hood, and stainless cabinets will take a few weeks to get into place. We will be placing a UV light in the building to sanitize the area after usage.

We are getting a surrogate virus to begin studies to determine detection limits, extraction procedures, and method verification. We are working with Texas Tech University and NC State University on these protocols.



### What we are looking for.

We are looking for partners, both financial and to acquire samples. We are working on grants for financing, but the first grant opportunity may not be until October. If there are financial opportunities for support, please keep us in mind. We are willing and have spent a significant amount to get to where we are, but to move this forward we will need more. We will also need sampling partners. We will need to work with municipal governments, private companies, health officials, and healthcare providers to acquire the samples and metadata necessary to understand how our system is working and how the virus is, or is not, spreading in our communities.

The end goal is to have a system in place to monitor the spread and prevalence of SARS-CoV-2, evaluate the systems that have implemented, and monitor their effectiveness. We want everyone to have the ability to move freely through our community knowing that we are trying to prevent a widespread outbreak. There are too many people we know who are at home isolated from employment, family, social gatherings, and daily life. The current evaluation process is to watch for an outbreak based on testing people who already are infected. By putting a system in place to monitor the environment, we can get ahead of infecting more people and hopefully allow more freedom faster.

## EXECUTIVE SUMMARY



Meeting Date:	June 15, 2020	June 15, 2020			
Name of Agenda Item:	Approval of Payroll and	Approval of Payroll and Claims			
Section of Agenda:	Consent				
Department:	Finance				
<b>Council Committee Revie</b>	ew:	Legal Review:			
☐ Community Development	□ Public Safety	☐ Yes - Reviewed			
⊠ Finance	□ Public Works	☐ No - Not Reviewed			
□ Parks	☐ Other:	□ Review Not Required			
Attachments:					
None					
Company Chatamant					
Summary Statement:					
Approval of Payroll and Cla	aims				
Recommended Action:					
Approval of Payroll and Cla	aims				

## **EXECUTIVE SUMMARY - FINANCE**



Meeting Date:	June 15, 2020	June 15, 2020			
Name of Agenda Item:	2021 Budget Calendar				
Section of Agenda:	Consent				
Department:	Finance				
Council Committee Review	ew:	Legal Review:			
☐ Community Developme	ent 🗆 Public Safety	☐ Yes - Reviewed			
	☐ Public Works	☐ No - Not Reviewed			
☐ Parks	☐ Other:	⊠ Review Not Required			
Attachments:					
Proposed 2021 Budget Ca	lendar				
Summary Statement:					
As required by RCW, there are several budget preparation deadlines as the City moves forward in preparing its year 2021 Budget. Attached is the proposed 2021 budget calendar for Council approval.  These dates are for final review and approval of the full Council. Upon approval this calendar will be distributed as presentation dates to the satellite agencies, as well as to City departments.  This calendar was reviewed earlier by the Finance Committee at their May 18 <sup>th</sup> meeting and presented to the full Council for review at the May 18 <sup>th</sup> Council meeting.					
Recommended Action:	ha 2024 Budgat Colorda	4- d			
The City Council approve the 2021 Budget Calendar as presented.					

### 2021 Budget Calendar

2020 Date Requirements Steps in Budget Preparation

Friday, June 26 Six-year capital plans distributed to Dept. Heads.

Friday, July 10 Six-year capital plans due to Finance Dept.

Tuesday, July 21 Meeting with Department Leaders to launch 2021 budget process.

Satellite Agencies requested to prepare estimates of

revenues/expenditures.

Thursday, July 23 Finance Director presents six-year capital plans to Mayor

and City Administrator.

Thursday, August 6 Estimates of revenues/expenditures and initiatives due to Finance

Dept.

Thursday, August 20 Initial budget review with Mayor.

August 20 - 27 Mayor reviews and approves initiatives.

Friday, August 28 Mayors approved initiatives sent to Departments and Satellites.

Thursday, September 10\*\* Final budget to be filed with Finance Director.

Thursday, September 24\*\* Final budget presented to Mayor/City Administrator.

Monday, October 5\*\* Mayor provides the City Council with current

information and estimates of revenues from all sources, as adopted in the budget for 2020.

Monday, October 19\*\* Mayor presents 2021 budget message to Council,

and provides the Council with the proposed preliminary budget for 2021.

Wednesdays, October 21 and

October 28\*\*

Finance completes public notice of filing of

preliminary budget and notice of public hearing on preliminary

budget.

Monday, Nov 2 – 7:00 PM\*\* Preliminary budget hearing for public; Set Public

Hearing for 2021 property tax levy.

### **2021 Budget Calendar**

#### 2020 Date Requirements Steps in Budget Preparation

Wednesday Nov 4 & Nov 11\*\* Public notice of hearing setting property tax levy.

Monday, November 16\*\*\* Setting property tax levy.

Wednesday, Nov 25 & Dec 2\*\* Public notice of final hearing for proposed 2021 budget.

Monday, December 7 – 7:00 PM\*\* Final public hearing on proposed 2021 budget.

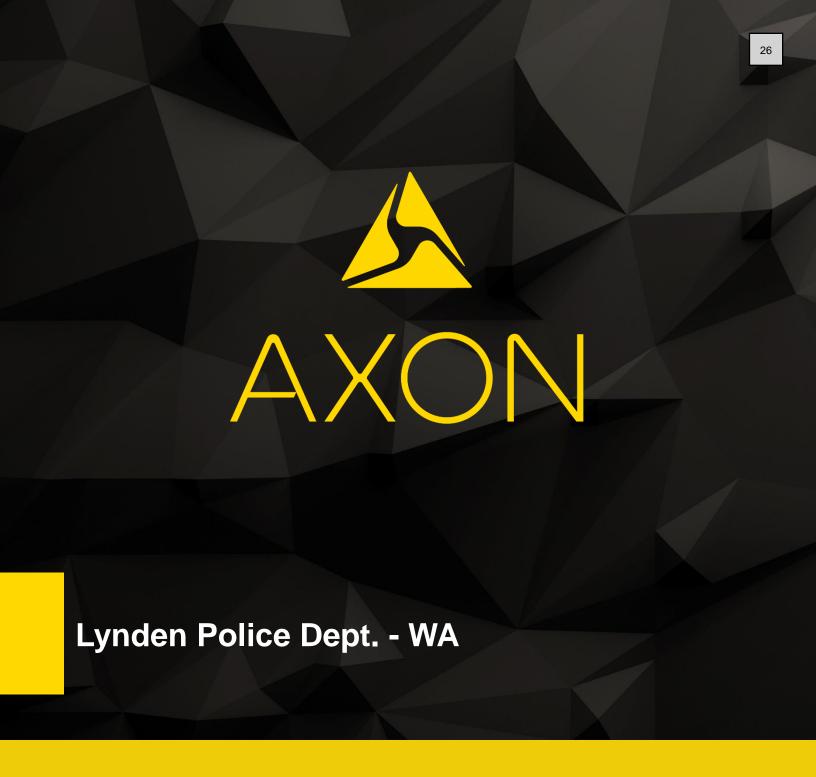
Monday, Dec 7– Monday, Dec 21\*\* Adoption of 2021 budget by City Council.

\*\* Required by RCW, \*\*\*Property Tax Levy must be completed prior to November 30, 2020.

## **EXECUTIVE SUMMARY**



Meeting Date:	June 15, 2020				
Name of Agenda Item:	Axon Digital Evidence Agreement				
Section of Agenda:	Consent				
Department:	Police				
<b>Council Committee Revie</b>	<u>:W:</u>	Legal Review:			
☐ Community Development	□ Public Safety				
☐ Finance	□ Public Works	☐ No - Not Reviewed			
☐ Parks	☐ Other:	☐ Review Not Required			
Attachments:					
Axon Digital Evidence Agre					
Carmichael Review Comments					
Summary Statement:					
This contract involves video evidence recording and cloud-based storage of same. This was one of the measures recommended in the LEMAP assessment. The first-year cost is \$14,950 (which is in the 2020 budget). Costs over the next 4 years (2021-2024) would be					
\$7,459.96 each year.					
Recommended Action:					
Recommend approval of the	e contract, so that we ca	n implement this program.			



## **AXON SALES REPRESENTATIVE**

Claudia Mendiola 480-681-0797 cmendiola@axon.com

ISSUED



Lynden Police Dept. - WA

Axon Enterprise, Inc. 17800 N 85th St. Scottsdale, Arizona 85255 **United States** Phone: (800) 978-2737

#### **BILL TO**

Lynden Police Dept. - WA 203 19th St Lynden, WA 98264 US

Issued: 05/22/2020

Quote Expiration: 04/17/2020

#### Account Number: 114185

Payment Terms: Net 30 Delivery Method: Fedex - Ground

#### SALES REPRESENTATIVE

Claudia Mendiola Phone: 480-681-0797 Email: cmendiola@axon.com

#### PRIMARY CONTACT

Matt Torok Phone: (360) 354-2828 Email: torokm@lyndenwa.org

### Year 1

US

**SHIP TO** 

Matt Torok

203 19th St

Lynden, WA 98264

Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)			
Axon Plans & Packages								
INTERVIEW ROOM UNLIMITED EVIDENCE.COM LICENSE YEAR 1 PAYMENT		1	1,188.00	1,188.00	1,188.00			
BASIC EVIDENCE.COM LICENSE: YEAR 1 PAYMENT		17	180.00	0.00	0.00			
PRO EVIDENCE.COM LICENSE: YEAR 1 PAYMENT		1	468.00	396.00	396.00			
EVIDENCE.COM INCLUDED STORAGE		170	0.00	0.00	0.00			
EVIDENCE.COM INCLUDED STORAGE		30	0.00	0.00	0.00			
AXON STREAMING SERVER LICENSE (PER SERVER)		2	1,750.00	1,146.50	2,293.00			
EVIDENCE.COM STORAGE		700	0.75	0.75	525.00			
AXIS P3245-LV NETWORK CAMERA		1	796.00	796.00	796.00			
AXON INTERVIEW LITE SERVER		2	1,950.00	1,950.00	3,900.00			
LOUROE DV-ML MICROPHONE (POE)		1	196.50	196.50	196.50			
INTERVIEW ROOM 5 YR EXTENDED WARRANTY		1	1,240.99	1,240.99	1,240.99			
HP SWITCH - 8PORT GIGABIT MAX POE MANAGED SWITCH		1	760.00	760.00	760.00			
	INTERVIEW ROOM UNLIMITED EVIDENCE.COM LICENSE YEAR 1 PAYMENT BASIC EVIDENCE.COM LICENSE: YEAR 1 PAYMENT PRO EVIDENCE.COM LICENSE: YEAR 1 PAYMENT EVIDENCE.COM INCLUDED STORAGE EVIDENCE.COM INCLUDED STORAGE EVIDENCE.COM INCLUDED STORAGE AXON STREAMING SERVER LICENSE (PER SERVER) EVIDENCE.COM STORAGE  AXIS P3245-LV NETWORK CAMERA AXON INTERVIEW LITE SERVER LOUROE DV-ML MICROPHONE (POE) INTERVIEW ROOM 5 YR EXTENDED WARRANTY HP SWITCH - 8PORT GIGABIT MAX POE	Packages INTERVIEW ROOM UNLIMITED EVIDENCE.COM LICENSE YEAR 1 PAYMENT BASIC EVIDENCE.COM LICENSE: YEAR 1 PAYMENT PRO EVIDENCE.COM LICENSE: YEAR 1 PAYMENT EVIDENCE.COM INCLUDED STORAGE EVIDENCE.COM INCLUDED STORAGE EVIDENCE.COM INCLUDED STORAGE AXON STREAMING SERVER LICENSE (PER SERVER) EVIDENCE.COM STORAGE  AXIS P3245-LV NETWORK CAMERA AXON INTERVIEW LITE SERVER LOUROE DV-ML MICROPHONE (POE) INTERVIEW ROOM 5 YR EXTENDED WARRANTY HP SWITCH - 8PORT GIGABIT MAX POE	INTERVIEW ROOM UNLIMITED EVIDENCE.COM LICENSE YEAR 1 PAYMENT  BASIC EVIDENCE.COM LICENSE: YEAR 1 PAYMENT  PRO EVIDENCE.COM LICENSE: YEAR 1 PAYMENT  EVIDENCE.COM INCLUDED STORAGE EVIDENCE.COM INCLUDED STORAGE EVIDENCE.COM INCLUDED STORAGE AXON STREAMING SERVER LICENSE (PER SERVER)  EVIDENCE.COM STORAGE  AXIS P3245-LV NETWORK CAMERA AXON INTERVIEW LITE SERVER LOUROE DV-ML MICROPHONE (POE)  INTERVIEW ROOM 5 YR EXTENDED WARRANTY  HP SWITCH - 8PORT GIGABIT MAX POE	Price Packages INTERVIEW ROOM UNLIMITED EVIDENCE.COM LICENSE YEAR 1 PAYMENT  BASIC EVIDENCE.COM LICENSE: YEAR 1 PAYMENT PRO EVIDENCE.COM LICENSE: YEAR 1 PAYMENT  PRO EVIDENCE.COM LICENSE: YEAR 1 PAYMENT  PAYMENT  EVIDENCE.COM INCLUDED STORAGE EVIDENCE.COM INCLUDED STORAGE EVIDENCE.COM INCLUDED STORAGE AXON STREAMING SERVER LICENSE (PER SERVER)  EVIDENCE.COM STORAGE  AXIS P3245-LV NETWORK CAMERA AXON INTERVIEW LITE SERVER LOUROE DV-ML MICROPHONE (POE)  INTERVIEW ROOM 5 YR EXTENDED WARRANTY  HP SWITCH - 8PORT GIGABIT MAX POE  1 1,750.00  1 1,240.99  1 760.00	Net Unit Price   Net			

## Year 1 (Continued)

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
Services						
85170	INTERVIEW ROOM, INSTALL AND SETUP		1	2,500.00	2,500.00	2,500.00
					Subtotal	13,795.49
					Estimated Shipping	0.00
					Estimated Tax	1,154.53
					Total	14,950.02

## Year 2

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plans	s & Packages					
50056	INTERVIEW ROOM UNLIMITED EVIDENCE.COM LICENSE YEAR 2 PAYMENT		1	1,188.00	1,188.00	1,188.00
80023	PRO EVIDENCE.COM LICENSE: YEAR 2 PAYMENT		1	468.00	468.00	468.00
80013	BASIC EVIDENCE.COM LICENSE: YEAR 2 PAYMENT		17	180.00	236.70	4,023.90
85110	EVIDENCE.COM INCLUDED STORAGE		30	0.00	0.00	0.00
85110	EVIDENCE.COM INCLUDED STORAGE		170	0.00	0.00	0.00
50072	AXON STREAMING SERVER SOFTWARE MAINTENANCE ANNUAL PAYMENT		2	350.00	350.00	700.00
85035	EVIDENCE.COM STORAGE		700	0.75	0.75	525.00
					Subtotal	6,904.90
					Estimated Tax	555.06
					Total	7,459.96

## Year 3

ltem	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plans	s & Packages					
50057	INTERVIEW ROOM UNLIMITED EVIDENCE.COM LICENSE YEAR 3 PAYMENT		1	1,188.00	1,188.00	1,188.00
80024	PRO EVIDENCE.COM LICENSE: YEAR 3 PAYMENT		1	468.00	468.00	468.00
80014	BASIC EVIDENCE.COM LICENSE: YEAR 3 PAYMENT		17	180.00	236.70	4,023.90
85110	EVIDENCE.COM INCLUDED STORAGE		30	0.00	0.00	0.00
85110	EVIDENCE.COM INCLUDED STORAGE		170	0.00	0.00	0.00

## Year 3 (Continued)

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
<b>Axon Plans</b>	& Packages (Continued)					
50072	AXON STREAMING SERVER SOFTWARE MAINTENANCE ANNUAL PAYMENT		2	350.00	350.00	700.00
85035	EVIDENCE.COM STORAGE		700	0.75	0.75	525.00
					Subtotal	6,904.90
					Estimated Tax	555.06
					Total	7,459.96

#### Year 4

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plan	s & Packages					
50058	INTERVIEW ROOM UNLIMITED EVIDENCE.COM LICENSE YEAR 4 PAYMENT		1	1,188.00	1,188.00	1,188.00
80025	PRO EVIDENCE.COM LICENSE: YEAR 4 PAYMENT		1	468.00	468.00	468.00
80015	BASIC EVIDENCE.COM LICENSE: YEAR 4 PAYMENT		17	180.00	236.70	4,023.90
85110	EVIDENCE.COM INCLUDED STORAGE		30	0.00	0.00	0.00
85110	EVIDENCE.COM INCLUDED STORAGE		170	0.00	0.00	0.00
50072	AXON STREAMING SERVER SOFTWARE MAINTENANCE ANNUAL PAYMENT		2	350.00	350.00	700.00
85035	EVIDENCE.COM STORAGE		700	0.75	0.75	525.00
					Subtotal	6,904.90
					Estimated Tax	555.06
					Total	7,459.96

## Year 5

ltem	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plan	s & Packages					
50059	INTERVIEW ROOM UNLIMITED EVIDENCE.COM LICENSE YEAR 5 PAYMENT		1	1,188.00	1,188.00	1,188.00
80026	PRO EVIDENCE.COM LICENSE: YEAR 5 PAYMENT		1	468.00	468.00	468.00
80016	BASIC EVIDENCE.COM LICENSE: YEAR 5 PAYMENT		17	180.00	236.70	4,023.90
85110	EVIDENCE.COM INCLUDED STORAGE		30	0.00	0.00	0.00
85110	EVIDENCE.COM INCLUDED STORAGE		170	0.00	0.00	0.00

## Year 5 (Continued)

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
<b>Axon Plans</b>	& Packages (Continued)					
50072	AXON STREAMING SERVER SOFTWARE MAINTENANCE ANNUAL PAYMENT		2	350.00	350.00	700.00
85035	85035 EVIDENCE.COM STORAGE		700	0.75	0.75	525.00
					Subtotal	6,904.90
					Estimated Tax	555.06
					Total	7,459.96
					<b>Grand Total</b>	44,789.86



## Discounts (USD)

Quote Expiration: 04/17/2020

List Amount	41,898.49
Discounts	483.40
Total	41,415.09

\*Total excludes applicable taxes

# **Summary of Payments**

Payment	Amount (USD)
Year 1	14,950.02
Year 2	7,459.96
Year 3	7,459.96
Year 4	7,459.96
Year 5	7,459.96
Grand Total	44,789.86

This document details a proposed system design

Agency Created For: Lynden Police Dept. - WA

Sold By: Claudia Mendiola

Designed By: Jake Borro

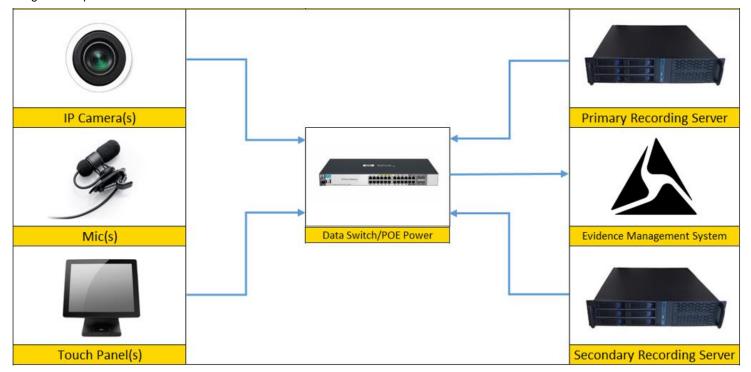
Installed By: Axon Professional Services

Customer Contact: Matt Torok

Target Install Date: 12/19/2019

#### **AXON INTERVIEW RECORDING PLATFORM**

This image is intended to be a general visual of how Interview Room is configured. Please read through the SOW for configuration specific to this deal.



### **AXON-PROVIDED HARDWARE SUMMARY**

The following section offers a broad summary of the Axon-provided hardware needed to configure this order. With the exception of server quantities, QUANTITIES DO NOT REFLECT CUSTOMER-PROVIDED ITEMS.

	· · · · · · · · · · · · · · · · · · ·		
Total Camera Cor	figurations		
1	Camera(s)	<u>Locations</u>	# Rooms
	2 .5	Lynden Police Dept HQ	1
0	Covert Enclosure(s)		
1	Microphone(s)		
	Injector(s)		
Total Switches			
1	POE Switch(es)		
Total Servers			
2	Server(s) (customer-provided included)		
Total Touch Pane	ls		
0	Touch Panel(s) (virtual not included)		
0	Wall Mount(s)		
Total Camera Cor	figurations		
1	I/O Box(es)		

## **INTERVIEW ROOM OVERVIEW**

The following sections detail the configuration of the Axon Interview recording system at all locations.

### **Network Considerations**

	Each IP Camera will be connected to a POE switch that provides the device with power and network connectivity.			
Network Requirements	Each Recording Server must be given a static IPv4 network address that is routable across the network.			
	Each IP Camera must be given a static IPv4 network address that is routable across the network.			
	Each touch panel/kiosk must be given a static IPv4 network address that is routable across the network.			
	Network Device	Static IPs	Total IPs	
Notice of Addisorder	Qty of IP Cameras	1		
Network Addressing	Qty of Touch Panels	0	4	
	Qty of Recording Servers	2		
Data Switch Provisioning	This install will require POE data switches at each location.			
Virtual Kiosks	0 workstations will require virtual kiosk software to be installed.			
Customer Provided Items	Customer to provide all device IP ac Customer to also provide:	ddresses		
	Customer IT staff will configure all switches with proper network configuration.			

## Metadata Tags

Metadata Tagging	The system will collect metadata information prior to, and after, the interview recording process (i.e. Interviewer Name, Interviewee Name, Case Number).	
Metadata Tags	Information collected prior to recording:  • Interviewee first and last name  • Case number  • Case type  • Interviewee type  Information collected post recording:  • Interviewer name(s)	
<b>Customer Provided Items</b>	Customer to provide preferred metadata fields.	
Axon Provided Items	Axon to facilitate the creation of metadata fields.	

## **NETWORK CONFIGURATION DETAILS**

The following section offers a broad summary of the Axon-provided hardware needed to configure this order.

## **Network Configuration Details**

Evidence Management System	
Application Features	Network Applications:

## **Training**

Application Package	This solution will include on-site application training covering:  • Touch panel overview  • Initiating interview wizard  • Entering metadata  • Controlling the interview process  • Closing an interview  • Evidence.com functionality
---------------------	--

## Additional General Deal Notes

Notes	

# **LOCATION DETAILS: Lynden Police Dept. - HQ**The following sections detail the configuration of the Axon Interview recording system at LYNDEN POLICE DEPT. - HQ

#### Cable Considerations

	Customer will install the networking cables using a Cat6e Cable.		
Cabling Runs	5	cable runs are required for this installation.	
	5	110v power outlets are required for this installation (Customer Responsibility).	
Cabling Requirements	All Devices: Network cabling must be provided for the following devices:  • Axis IP Camera  • Server  • Touch Panel or PC running a virtual Touch Panel  • POE Switch		

### Servers, Switches, Touch Panels

Servers	Axon Interview Lite Server	Quantity	1
	Axon Interview Lite Server	Quantity:	1
Redundancy	This system includes recording redundancy		
Data Switch/POE Power	HPE Aruba 2530 8-Port POE Switch	Quantity:	1
Touch Panels	0		
Touch Panel Location	0		
Number of I/O Boxes Required	1		

## **Additional Location Notes**

Notes	

# ROOM DETAILS: Lynden Police Dept. - HQ, Room 1 The following sections detail the configurations specific to LYNDEN POLICE DEPT. - HQ, ROOM 1

<b>Location Name</b>	Lynden Police Dept HQ
Room Name	Lynden Police Dept HQ, Room 1

#### **Camera Configuration**

Camera Comigaration	
Camera 1	Camera 1 will be a(n): Axis P3235-LV Overt Dome Camera
Camera	Mic: Louroe Tamper Proof Mic
	This camera requires a(n) N/A
Recording Activation	Recording will be triggered via Switch
External Recording-In- Progress Visual	N/A
Wall Configuration	Drywall
Ceiling Configuration	Standard Tile

#### **Additional Location Notes**

Notes	

# Axon International, Inc's Sales Terms and Conditions for Direct Sales to End User Purchasers

This Statement of Work is bound to the applicable signed quote. Upon confirmation of the installation dates, to be confirmed in writing, the agency will give no less than a 2-week advanced notice of cancellation or change from the date of the scheduled installation. In the event the Agency cancels 2 weeks or less from the date of the scheduled installation, the agency will be responsible for all travel booked, and resource costs associated with the cancelled installation. Rescheduling of the installation will be at the discretion of Axon Professional Services based on available dates within the installation schedule calendar.

Changes to the scope of this SOW must be documented and agreed upon by the Parties in a change order. If the changes cause an increase or decrease in any charges or cause a scheduling change from that originally agreed upon, an equitable adjustment in the charges or schedule will be agreed upon by the Parties and included in the change order, signed by both Parties.

Tax is subject to change at order processing with valid exemption.

#### **Axon's Sales Terms and Conditions**

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at <a href="www.axon.com/legal/sales-terms-and-conditions">www.axon.com/legal/sales-terms-and-conditions</a>), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Signature:		Date:	
Name (Print):		Title:	
PO# (Or write N/A):			
	Please sign and email to Claudia Meno	diola at cm	endiola@axon.com or fax to
Thank yo	ou for being a valued Axon customer. For your convenience	on your ne	ext order, please check out our online store buy.axon.com
	The trademarks referenced above ar	e the prop	erty of their respective owners.

	***Axon Internal Use Only*	**
	j	SFDC Contract#:
		Order Type: RMA #: Address Used:
Review 1	Review 2	SO #:
Comments:		

#### **Holly Vega**

From: Bob Carmichael <Bob@CarmichaelClark.com>

**Sent:** Friday, June 5, 2020 6:43 PM

**To:** Steve Taylor

**Cc:** Holly Vega; Colin Morrow; Taryn Maloy **Subject:** RE: Axon Update to quote adjustment

#### Chief Taylor,

Please consider this my approval of the Axon contract. In my experience, in contract review it is unusual not to propose at least some revisions, but in this case we are not proposing any. We have only a few comments, set forth below.

The core provisions of the contract are largely unremarkable and fair. Terms expected to skew in favor of Axon are actually reasonably protective of the City (e.g., the indemnification provisions of paragraphs 13 and 15 or the fact that the Washington law governs the contract per paragraph 19.10).

We do wish to highlight that paragraph 18 (copied below) requires the City to give Axon advance notice if it is required to disclose Axon pricing. It would be important to recall this provision if the City receives a public records request requiring disclosure of this information.

Confidentiality. "Confidential Information" means nonpublic information designate confidential or, given the nature of the information or circumstances surrounding disclosure, s reasonably be understood to be confidential. Each Party will take reasonable measures to disclosure, dissemination, or unauthorized use of the other Party's Confidential Information. L required by law, neither Party will disclose the other Party's Confidential Information during the and for 5-years thereafter. Axon pricing is Confidential Information and competition sensit Agency is required by law to disclose Axon pricing, to the extent allowed by law, Agency will prinotice to Axon before disclosure. Axon may publicly announce information related to this Agree

You stated a chief concern is that the City own its own cloud data and that the City have the right to transfer that data for storage elsewhere if/when the City no longer wishes to use Axon's cloud storage service. Reviewing the terms of the Axon Cloud Services Terms of Use Appendix (pages 7-10) it looks like the contract does affirm that the City owns what it uploads to the cloud (per paragraph 3 below) and has access to/the ability to transfer said data after termination of Axon services as long as it does so within 90 days of termination (per paragraphs 14 and 15 below).

Agency Owns Agency Content. Agency controls and owns all right, title, and Agency Content. Except as outlined herein, Axon obtains no interest in Agency Content are not business records of Axon. Agency is solely responsible for sharing, managing, and deleting Agency Content. Axon will have limited access Content solely for providing and supporting Axon Cloud Services to Agency and Jusers.

- After Termination. Axon will not delete Agency Content for 90-days following term There will be no functionality of Axon Cloud Services during these 90-days other tability to retrieve Agency Content. Agency will not incur additional fees if Agency down Agency Content from Axon Cloud Services during this time. Axon has no obligation to nor provide Agency Content after these 90-days and will thereafter, unless legally prodelete all Agency Content. Upon request, Axon will provide written proof the successfully deleted and fully removed all Agency Content from Axon Cloud Services.
- Post-Termination Assistance. Axon will provide Agency with the same post-terminat retrieval assistance that Axon generally makes available to all customers. Requests f to provide additional assistance in downloading or transferring Agency Content, ir requests for Axon's data egress service, will result in additional fees and Axon will not or guarantee data integrity or readability in the external system.

Please let me know if you have any questions.

Bob

Robert A. Carmichael | Attorney bob@CarmichaelClark.com



 1700 D Street
 P. 360 647 1500

 Bellingham, WA
 F. 360 647 1501

 98225
 CarmichaelClark.com

\*\*\*\*\*\*\*\*\*\*\*

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If you receive this communication in error, please call immediately 360-647-1500 and return this e-mail to Carmichael Clark, PS at the above e-mail address and delete from your files. Thank you.

From: Holly Vega <vegah@lyndenwa.org> Sent: Wednesday, May 27, 2020 1:01 PM

To: Bob Carmichael <Bob@CarmichaelClark.com>
Cc: Steve Taylor <TaylorS@LYNDENWA.ORG>
Subject: FW: Axon Update to quote adjustment

Good afternoon,

Please see the attached contract for your review, and the below email from Chief Taylor.

#### **EXECUTIVE SUMMARY**



Meeting Date:	June 15, 2020	
Name of Agenda Item:	Award Bid for East Grover Street	: Overlay – Railroad to Bradley Road
Section of Agenda:	Consent	
Department:	Public Works	
Council Committee Revi	ew:	Legal Review:
☐ Community Developme	ent	☐ Yes - Reviewed
☐ Finance	⊠ Public Works	☐ No - Not Reviewed
☐ Parks	☐ Other:	⊠ Review Not Required
Attachments:		
1) Certified Bid Tabulation	า	
2) Reichhardt & Ebe Engin	neering letter - Recommendation t	o Award
Summary Statement:		
Staff recently solicited bid	ls for the East Grover Overlay – Ra	ilroad to Bradley Road project. Five bids were

The Public Works Committee was advised of the bids and concurred to recommend award to Colacurcio

Brothers Construction, the lowest responsive and responsible bidder, in the amount of \$531,744.52, including Washington State Sales Tax. This project will be funded in part with TIB funds (over \$350, 000 of the construction and most of the construction management). The balance of the funding will be from Impact Fees and Water and Sewer Utility Fees. The Committee concurred that the bid results could be forwarded directly to City Council after informing them of the results.

#### **Recommended Action:**

That City Council award the contract for the East Grover Street Overlay – Railroad to Bradley Road project to Colacurcio Brothers Construction in the amount of \$531,744.52, including Washington State Sales Tax, and authorize the Mayor to sign the contract after receiving TIB concurrence.

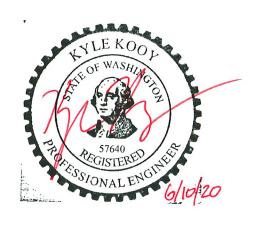
# R&E Reichhardt & Ebe

423 Front Street Lynden, WA 98264 Phone: (360) 354-3687

Phone: (360) 3	354-3687							*									
O-111 D:::	City of Lyndon					1		2			3	4			5		Standard
Called By:	City of Lynden E. GROVER ST. OVERLAY - BNSF TO BRADLEY RD.			Engineer's	Estimate	Colacurcio E	Brothers, Inc	Granite Constru	ction Company	Lakeside	Industries	Larry Brown Cor			truction Corp	Average	Deviation
For:	300 4th Street			- 0	0 0000000000000000000000000000000000000	3287 H St	reet Road	7017 Everson	Goshen Road		urel Road	PO Box		6851 Hanr		(Excluding	(Excluding
	Lynden, WA 98264					Blaine, W	A 98230	Everson, V	VA 98247		, WA 98226	Bellingham, \	I		NA 98264	Engineer's	Engineer's
	Lynden, WA 96204					360-33	2-4044	360-73	3-6735	360-39	98-1427	360-966	-7206	360-35	54-3500	Estimate)	Estimate)
	CERTIFIED BID TABULATION																
Ву:	IDH / KJK												-				
Date:	June 10, 2020							11-4		Unit		Unit		Unit			
Item	Item	Quantity	Unit	Unit	Amount	Unit	Amount	Unit Price	Amount	Price	Amount	Price	Amount	Price	Amount		
No.	Description	quantity		Price		Price		Price		FIICE		1 1100		1 1100			
	Schedule A - Overlay		1.0	\$ 45,000.00	\$ 45,000.00	\$ 52,000.00	\$ 52,000.00	\$ 55,000.00	\$ 55,000.00	\$ 16,000.00	\$ 16,000.00	\$ 55,000.00 \$	55,000.00	\$ 43,731.00	\$ 43,731.00	\$ 44,346.20	\$ 14,761.25
1	Mobilization	1	LS	\$ 45,000.00	\$ 250.00	\$ 52,000.00	\$ 500.00	\$ 100.00	\$ 100.00	\$ 1,000.00	\$ 1,000.00	\$ 430.00 \$	430.00	\$ 1,054.00	\$ 1,054.00	\$ 616.80	\$ 361.55
2	SPCC Plan	1,690		\$ 4.00	\$ 6,760.00	\$ 4.40	\$ 7,436.00		\$ 4,225.00	\$ 5.00	\$ 8,450.00		13,266.50	\$ 4.00	\$ 6,760.00	\$ 4.75	\$ 1.76
3	Temporary Trench Patch	1,090		\$ 50,000.00	\$ 50,000.00	\$ 72,000.00	\$ 72,000.00	\$ 95,000.00	\$ 95,000.00	\$ 64,300.00	\$ 64,300.00		87,600.00	\$ 50,857.00	\$ 50,857.00	\$ 73,951.40	\$ 15,872.22
4	Project Temporary Traffic Control		LS	\$ 3,000.00	\$ 3,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 2,450.00	\$ 2,450.00	\$ 2,200.00 \$	2,200.00	\$ 4,009.00	\$ 4,009.00	\$ 2,131.80	
5	Clearing and Grubbing		LS	\$ 10,000.00	\$ 10,000.00	\$ 6,000.00	\$ 6,000.00	\$ 15,400.00	\$ 15,400.00	\$ 20,450.00	\$ 20,450.00	\$ 37,775.00 \$	37,775.00	\$ 56,165.00	\$ 56,165.00	\$ 27,158.00	\$ 17,804.69
6	Removal of Structures and Obstructions	4,520		\$ 1.00		\$ 1.10			\$ 3,390.00	\$ 0.55	\$ 2,486.00	\$ 0.45 \$	2,034.00	\$ 1.00	\$ 4,520.00	\$ 0.77	
/	Sawcut ACP Sawcut PCC	1,490		\$ 1.50		\$ 1.30			\$ 1,490.00	\$ 1.10	\$ 1,639.00		1,788.00		\$ 2,980.00	\$ 1.32	
8		370		\$ 20.00		\$ 23.00	\$ 8,510.00		\$ 8,140.00	\$ 59.00	\$ 21,830.00		13,782.50		\$ 21,460.00	\$ 39.85	
9	Roadway Excavation Incl. Haul Gravel Borrow Incl. Haul	520		\$ 16.00					\$ 19,240.00	\$ 42.00	\$ 21,840.00		15,964.00		\$ 15,080.00	\$ 31.54	
10	Shoring or Extra Excavation Class B, Incl. Haul	50		\$ 5.00			\$ 50.00		\$ 150.00	\$ 25.00	\$ 1,250.00		50.00		\$ 1,100.00	\$ 10.40	
11			TON	\$ 50.00	\$ 3,500.00	\$ 45.00	\$ 3,150.00		\$ 8,400.00	\$ 108.00	\$ 7,560.00		2,887.50		\$ 2,590.00	\$ 70.25	
12	Crushed Surfacing Top Course HMA Cl. 1/2" PG 64-22	1,310		\$ 100.00	\$ 131,000.00	\$ 108.00	\$ 141,480.00		\$ 111,350.00	\$ 100.00	\$ 131,000.00		131,000.00		\$ 149,340.00	\$ 101.40	
13			EST	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00		\$ 10,000.00	\$ 10,000.00	\$ 10,000.00		10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	
14	Crack Sealing Planing Bituminous Pavement	9,575		\$ 15.00	\$ 143,625.00	\$ 2.00	\$ 19,150.00	\$ 2.00	\$ 19,150.00	\$ 2.80	\$ 26,810.00	\$ 2.90 \$	27,767.50	\$ 2.00	\$ 19,150.00	\$ 2.34	\$ 0.42
15	Job Mix Compliance Price Adjustment		CALC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 9	-	\$ -	\$ -	\$ -	\$ -
16	Compaction Price Adjustment		CALC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - \$	-	\$ -	\$ -	\$ -	\$ -
18	Paving Fabric	210		\$ 15.00	\$ 3,150.00	\$ 18.00	\$ 3,780.00	\$ 15.00	\$ 3,150.00	\$ 22.00	\$ 4,620.00		3,927.00	\$ 21.00	\$ 4,410.00	\$ 18.94	\$ 2.45
19	Solid Wall PVC Storm Sewer Pipe 10 In. Diam.		LF	\$ 120.00	\$ 600.00	\$ 120.00	\$ 600.00		\$ 700.00	\$ 270.00	\$ 1,350.00		770.00	\$ 149.00	\$ 745.00	\$ 166.60	\$ 52.99
20	Solid Wall PVC Storm Sewer Pipe 12 In. Diam.	10		\$ 120.00	\$ 1,200.00	\$ 160.00	\$ 1,600.00		\$ 1,500.00	\$ 214.50	\$ 2,145.00		1,600.00	\$ 192.00	\$ 1,920.00		
21	Catch Basin Type 1		EA	\$ 1,200.00	\$ 1,200.00	\$ 1,800.00	\$ 1,800.00		\$ 2,100.00	\$ 2,200.00	\$ 2,200.00		2,000.00	\$ 1,780.00	\$ 1,780.00		
22	Catch Basin Type 1 Catch Basin Type 2 48 In. Diam.	1	EA	\$ 1,800.00	\$ 1,800.00	\$ 4,000.00	\$ 4,000.00	\$ 4,900.00	\$ 4,900.00	\$ 4,850.00	\$ 4,850.00	\$ 6,500.00	6,500.00	\$ 3,867.00	\$ 3,867.00		
23	Adjustments to Finished Grade	1	LS	\$ 25,000.00	\$ 25,000.00	\$ 8,500.00	\$ 8,500.00		\$ 19,000.00	\$ 18,200.00	\$ 18,200.00		25,000.00	\$ 27,782.00	\$ 27,782.00	\$ 19,696.40	
24	Erosion Control and Water Pollution Prevention		LS	\$ 2,500.00	\$ 2,500.00	\$ 2,000.00	\$ 2,000.00	\$ 1,500.00	\$ 1,500.00	\$ 700.00	\$ 700.00	\$ 855.00 \$	855.00	\$ 6,681.00	\$ 6,681.00	\$ 2,347.20	
25	Topsoil Type A	75	SY	\$ 15.00	\$ 1,125.00	\$ 20.00	\$ 1,500.00		\$ 1,650.00	\$ 23.00	\$ 1,725.00		1,425.00	\$ 31.00	\$ 2,325.00		
26	Sod Installation	75	SY	\$ 15.00	\$ 1,125.00	\$ 22.00	\$ 1,650.00		\$ 1,725.00	\$ 24.00			1,500.00	\$ 37.00	\$ 2,775.00	\$ 25.20	
27	Landscape Restoration	1	EST	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00		\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	
28	Cement Conc. Traffic Curb and Gutter	700	LF	\$ 25.00	\$ 17,500.00	\$ 46.00	\$ 32,200.00		\$ 21,700.00	\$ 35.00	\$ 24,500.00		26,740.00	\$ 44.00	\$ 30,800.00	\$ 38.84	
29	Cement Conc. Pedestrian Curb	165	LF	\$ 30.00	\$ 4,950.00	\$ 46.00			\$ 5,940.00	\$ 46.00	\$ 7,590.00		5,775.00		\$ 7,260.00	\$ 41.40	
30	Cement Conc. Driveway Entrance Type 3	195	SY	\$ 80.00	\$ 15,600.00				\$ 17,940.00	\$ 95.00			15,405.00		\$ 14,625.00		
31	Recessed Pavement Marker	0.55	HUN	\$ 15,000.00					\$ 5,500.00	\$ 10,300.00			4,908.75		\$ 5,842.10 \$ 11,040.00		
32	Cement Conc. Sidewalk	160	SY	\$ 48.00		\$ 70.00	\$ 11,200.00		\$ 11,840.00	\$ 79.00	\$ 12,640.00		10,120.00		\$ 9,685.00	\$ 71.05	
33	Cement Conc. Curb Ramp Type Parallel A	5	EA	\$ 1,800.00		\$ 2,000.00			\$ 11,500.00	\$ 2,300.00			10,725.00		\$ 9,005.00		
34	Cement Conc. Curb Ramp Type Single Direction A	2	EA	\$ 1,700.00		\$ 1,800.00			\$ 4,400.00	\$ 2,200.00			4,080.00		\$ 2,812.00		
35	Permanent Signing		LS	\$ 2,000.00		\$ 1,500.00			\$ 4,500.00	\$ 2,200.00	\$ 2,200.00		1,690.00 2,756.00		\$ 5,200.00		
36	Paint Line	5,200		\$ 1.00					\$ 2,860.00		\$ 3,172.00				\$ 5,200.00		
37	Painted Wide Lane Line	270		\$ 1.00													
38	Plastic Stop Line		LF	\$ 20.00											\$ 3,120.00		
39	Plastic Crosswalk Line	240		\$ 12.00											\$ 1,250.00		
40	Plastic Traffic Arrow		EA	\$ 250.00													
41	Plastic Railroad Crossing Symbol		EA	\$ 300.00			\$ 680.00										·
42	Painted Yellow Curb	820		\$ 5.00					\$ 1,435.00 \$ 3,600.00								
43	Temporary Pavement Marking - Short Duration	1,800		\$ 1.00													
44	Pothole Existing Underground Utility		EA	\$ 300.00		\$ 320.00				\$ 460.00							
45	Repair Existing Public and Private Facilities	1	EST	\$ 15,000.00		\$ 15,000.00			\$ 15,000.00 \$ 515,437.00	φ 10,000.00	\$ 503,912.00	ψ 10,000.00	\$ 564,183.85	Ψ 10,000.00	\$ 575,599.10	ų 10,000.00	7
	Total Schedule A				\$ 577,280.00		\$ 492,075.00	L	φ 310,437.00		ψ 303,312.00	<u> </u>	y 004,100,00		7 3/0,000/10		

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Item	Item	T		Unit		Unit		Unit		Unit		Unit		Unit			
No.	Description	Quantity	Unit	Price	Amount	Price	Amount	Price	Amount	Price	Amount	Price	Amount	Price	Amount		44
NO.	Description		,	1 1100		11100		1 1100		1 1100							
Item	Item	Quantity	Unit	Unit	Amount	Unit	Amount	Unit	Amount	Unit	Amount	Unit	Amount	Unit	Amount		
No.	Description	Quantity	Offic	Price	Amount	Price	Amount	Price	Amount	Price	Amount	Price	Amount	Price	7 tillount		
	Schedule B - Water and Sewer																
46	Temporary Trench Patch	680		\$ 4.00	2,720.00		,	\$ 2.50	\$ 1,700.00 \$			7.85 \$	5,338.00		2,720.00 \$	5.25 \$	2.08
47	Sawcut ACP	735	LF-IN	\$ 1.00 \$	735.00		\$ 808.50	\$ 0.75	\$ 551.25 \$				294.00		735.00 \$	0.77 \$	0.26
48	Sawcut PCC	280	LF-IN	\$ 1.50 \$	420.00		\$ 364.00	\$ 1.00	\$ 280.00 \$	1.10			336.00		560.00 \$	1.32 \$	0.35
49	Roadway Excavation Incl. Haul	75	CY	\$ 20.00	1,500.00			\$ 22.00	\$ 1,650.00 \$	59.00			2,812.50		4,350.00 \$	39.70 \$	16.36
50	Gravel Borrow Incl. Haul	100	TON	\$ 16.00	1,600.00			\$ 37.00	\$ 3,700.00 \$	38.00	\$ 3,800.00 \$	30.70 \$	3,070.00		2,900.00 \$	29.94 \$	8.24
51	Shoring or Extra Excavation Class B, Incl. Haul	450	SF	\$ 5.00	2,250.00			\$ 3.00	\$ 1,350.00 \$	3.40		0.50 \$	225.00		900.00 \$	1.98 \$	1.11
52	Crushed Surfacing Top Course	20	TON	\$ 50.00	1,000.00			\$ 120.00	\$ 2,400.00 \$	112.00	\$ 2,240.00 \$	41.25 \$	825.00		740.00 \$	71.05 \$	36.88
53	HMA CI. 1/2" PG 64-22	70	TON	\$ 100.00	7,000.00	\$ 108.00	\$ 7,560.00	\$ 85.00	\$ 5,950.00 \$	122.00	\$ 8,540.00 \$	168.00 \$	11,760.00	\$ 210.00 \$	14,700.00 \$	138.60 \$	44.83
54	Job Mix Compliance Price Adjustment	-	CALC	\$ - 5	-	\$ -	\$ -	\$ -	\$ - \$	-	\$ - \$	- \$	-	\$ - \$	- \$	- \$	-
55	Compaction Price Adjustment	-	CALC	\$ - 9	-	\$ -	\$	\$ -	\$ - \$	-	\$ - \$	- \$	-	\$ - \$	- \$	- \$	-
56	Paving Fabric	45	SY	\$ 15.00 \$	675.00		\$ 810.00	\$ 15.00	\$ 675.00 \$	22.00	\$ 990.00 \$	18.70 \$	841.50	\$ 21.00 \$	945.00 \$	18.94 \$	2.45
57	Service Connection 1 In. Diam.	3	EA	\$ 1,200.00	3,600.00			\$ 2,000.00	\$ 6,000.00 \$	2,550.00		1,365.00 \$	4,095.00	\$ 2,499.00 \$	7,497.00 \$	1,982.80 \$	490.56
58	PVC Sanitary Sewer Pipe 6 In. Diam.	115	LF	\$ 50.00	5,750.00			\$ 44.00	\$ 5,060.00 \$	130.00	\$ 14,950.00 \$	265.00 \$	30,475.00		5,980.00 \$	109.40 \$	83.74
59	Topsoil Type A	75	SY	\$ 15.00	1,125.00			\$ 22.00	\$ 1,650.00 \$	23.00		15.00 \$	1,125.00		2,325.00 \$	22.40 \$	5.12
60	Sod Installation	75	SY	\$ 15.00 \$	1,125.00			\$ 23.00	\$ 1,725.00 \$	24.00		16.00 \$	1,200.00		2,775.00 \$	24.40 \$	6.89
61	Cement Conc. Traffic Curb and Gutter	45	LF	\$ 25.00 \$	1,125.00			\$ 31.00	\$ 1,395.00 \$				2,664.00		2,790.00 \$	55.44 \$	12.48
62	Cement Conc. Sidewalk	25	SY	\$ 48.00	1,200.00			\$ 74.00	\$ 1,850.00 \$	109.00		89.50 \$	2,237.50	\$ 87.00 \$		90.50 \$	11.26
	Subtotal Schedule B				31,825.00		\$ 36,494.50		\$ 35,936.25		\$ 58,879.00	\$	67,298.50	\$	52,092.00		
	Sales Tax Schedule B (8.7%)				2,768.78		\$ 3,175.02		\$ 3,126.45		\$ 5,122.47	\$	5,854.97	\$	4,532.00		
	Total Schedule B				34,593.78		\$ 39,669.52		\$ 39,062.70		\$ 64,001.47	\$	73,153.47	\$	56,624.00		
													207 207 22		200 000 45		
	Total Schedule A and B (Including Sales Tax)			,	611,873.78		\$ 531,744.52		\$ 554,499.70		\$ 567,913.47	<u>\$</u>	637,337.32	<u> </u>	632,223.10		





June 10, 2020

City of Lynden 300 4th Street Lynden, WA 98264

Attn:

Mark Sandal

Program Manager

Re:

City of Lynden

East Grover Street Overlay - BNSF to Bradley Road

RECEIVED

JUN 10 2020

Public Works Dept.

#### **Recommendation to Award**

Dear Mark Sandal;

We have reviewed all construction bid proposals for the above referenced project. Colacurcio Brothers, Inc. provided the lowest responsive bid for Schedules A and B at \$531,744.52. Note that the low bid was adjusted due to addition error.

We recommend that you award the contract to Colacurcio Brothers, Inc. subject to the following:

1. Required project funds are available.

Sincerely,

Ian Hinton, P. E.

Reichhardt & Ebe Engineering, Inc.

#### **EXECUTIVE SUMMARY**



Meeting Date:	June 15, 2020						
Name of Agenda Item:	Public Hearing for Six Year Transpo	ortation Improvement Program (STIP) 2021-2026					
Section of Agenda:	Public Hearing						
Department:	ublic Works						
Council Committee Revi	ew:	Legal Review:					
☐ Community Developme	nt ☐ Public Safety ☐ Yes - Reviewed						
☐ Finance	⊠ Public Works	☐ No - Not Reviewed					
☐ Parks	☐ Other:	□ Review Not Required					
Attachments:							
STIP Project List, Map, Proposed Resolution 1023							
□ Parks □ Other: □ ⊠ Review Not Required  Attachments:  STIP Project List, Map, Proposed Resolution 1023  Summary Statement:  On May 18, 2020, City Council set a public hearing date of June 1, 2020 to hear comments on the City's Six Year Transportation Improvement Plan (2021-2026).  In order to apply for project funding, every city and county must prepare a planned local projects listing and forward it to the Washington State Department of Transportation by July 31, 2020 for inclusion in the State							
· · · · · · · · · · · · · · · · · · ·		ne 1, 2020 to hear comments on the City's Six					
forward it to the Washing	ton State Department of Transporta						
	• •	cent meetings and concurred to forward the					
Attached is Resolution No the City of Lynden.	. ###, a resolution to adopt the Six `	ear Transportation Improvement Program for					
Department:         Public Works           Council Committee Review:         Legal Review:           □ Community Development         □ Public Safety         □ Yes - Reviewed           □ Finance         □ Public Works         □ No - Not Reviewed           □ Parks         □ Other:         □ Review Not Required           Attachments:           STIP Project List, Map, Proposed Resolution 1023           Summary Statement:           On May 18, 2020, City Council set a public hearing date of June 1, 2020 to hear comments on the City's Six Year Transportation Improvement Plan (2021-2026).           In order to apply for project funding, every city and county must prepare a planned local projects listing and forward it to the Washington State Department of Transportation by July 31, 2020 for inclusion in the State Transportation Improvement Program (STIP) list.           The Public Works Committee reviewed the STIP projects at recent meetings and concurred to forward the attached plan to City Council.           Attached is Resolution No. ###, a resolution to adopt the Six Year Transportation Improvement Program for							
That City Council approve	Resolution No. ### adopting the Six	Year Transportation Improvement Program for					

the City of Lynden and authorize the Mayor's signature on the resolution.

#### **RESOLUTION NO. 1023**

# A RESOLUTION ADOPTING A SIX (6) YEAR TRANSPORTATION IMPROVEMENT PROGRAM (STIP) FOR THE CITY OF LYNDEN, WHATCOM COUNTY, WASHINGTON

**WHEREAS**, the City of Lynden is required to prepare a Six (6) Year Transportation Improvement Program (STIP); and

**WHEREAS**, a report has been prepared and submitted by the City Public Works Director for a Six (6) Year Transportation Program for years 2021-2026, copies of which are on file in the office of the City Clerk;

**NOW, THEREFORE BE IT RESOLVED** by the City Council of the City of Lynden, Washington, as follows:

**SECTION 1**: That the 2021-2026 Six (6) Year Transportation Improvement Program be adopted as the official Six (6) Year Transportation Improvement Program of the City of Lynden, Washington.

**SECTION 2**: That the City Clerk and the City Public Works Director are hereby directed to file a copy of this resolution with the State of Washington Department of Transportation.

**SECTION 3**: If any section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Resolution. The Council hereby declares that it would have passed this code and each section, regardless of whether any one or more sections, subsections, sentences, clauses or phrases has been declared invalid or unconstitutional, and if for any reason this Resolution is declared invalid or unconstitutional, then the original Resolution or Resolutions shall be in full force and effect.

ADOPTED by the City Council of the City of Lynden day of, 2020 and signed and a	
	MAYOR SCOTT KORTHUIS
ATTEST:	
CITY CLERK PAMELA BROWN	
APPROVED AS TO FORM:	
CITY ATTORNEY ROBERT CARMICHAEL	

# City of Lynden 2021 - 2026 Six Year Transportation Improvement Program Not in Priority Order Keyed to Map

					Funding		Map Ref.		
Project	Description	Termini	Phase Year	Local State TIB Federal				Total	#
Foxtail Street Gap Elimination		Bradley Meadows Lane to Eastwood Way Street: \$430,000 Utilities: \$100,000	Const 2021	525,000				525,000	1
Pepin Creek Main Stem Relocation Pepin Lite Concept	Upstream (Pepin Lite) Phased Relocation	Main Street north to City Limit and west to Double Ditch Road	PE & ROW 2021 Const 2022-2023	670,000 7,500,000				670,000 7,500,000	2.a
Pepin Creek East-West Connector Pepin Lite Concept	Upstream (Pepin Lite) Phased Relocation	North end of Pepin Main Stem to Double Ditch Road Development Project	PE & ROW 2022 Const	120,000				120,000	2.a
Main Street Bridge Pepin Lite Concept	Bridge and approaches	Main Street over relocated Pepin Creek (Double Ditch)	2023  PE 2021  Const 2021-2022	400,000				400,000	2.b
Double Ditch Road and Cross Culvert to Pepin	Pepin Parkway Arterial Standard (Pepin Lite)	Main Street to City Limits Connect to Future Pepin Parkway Include Water & Sewer Trunk Lines	PE 2022 Const 2026	450,000 5,950,000				450,000 5,950,000	2.c
Pepin Creek Downstream of Main Street Pepin Lite Concept	Upstream (Pepin Lite) Phased Relocation	Main Street south to end of City Property (Former Martin) Apply for DOE Construction Grant/Loan	PE & ROW 2021 Const 2022-2023	3,000,000				3,000,000	2.d
Pine Street Pedestrian Bridge Pepin Lite Concept	Pedestrian Bridge and approaches	Pine Street over relocated Pepin Creek (Double Ditch)	PE 2021 Const 2021-2022	80,000 750,000				80,000 750,000	2.e
Pepin Parkway Arterial	Pepin Parkway Arterial Standard (Pepin Lite)	Benson Road to Double Ditch	PE 2021-2022 Const 2023	250,000 5,900,000				250,000 5,900,000	2.f
Benson Road	Pepin Parkway Arterial Standard (Pepin Lite)	Sunrise Drive to Badger Road Connect to Future Pepin Parkway Construction Development Dependent	PE 2022 Const 2023-2026	300,000				300,000	3
17th Street Extension	Construction Close-Out	North of Village Drive to Main Street	Const 2020-2021	50,000				50,000	4

#### City of Lynden

#### **2021 - 2026** Six Year

# Transportation Improvement Program Not in Priority Order Keyed to Map

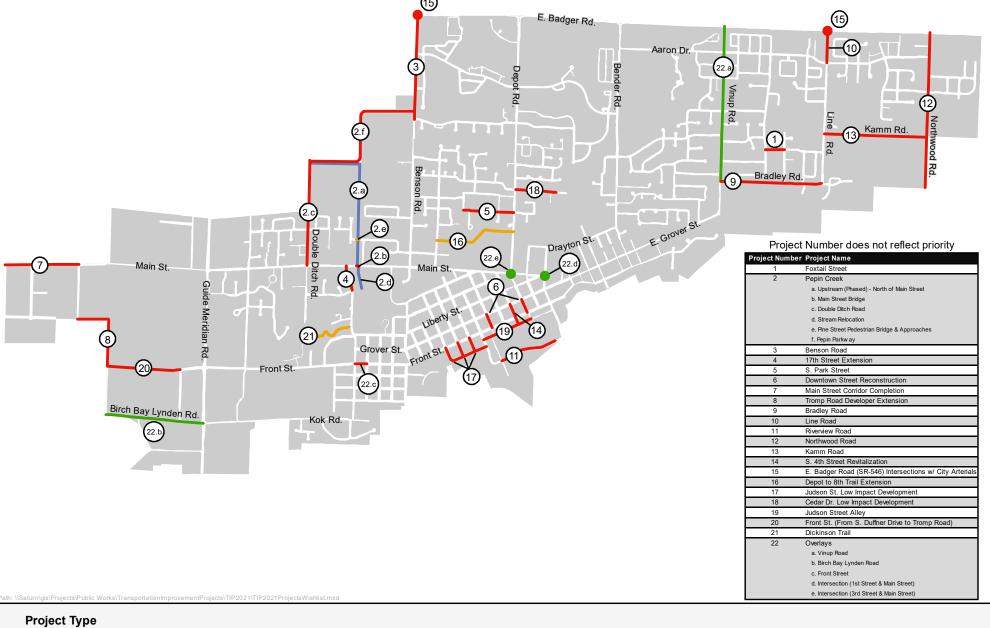
					Funding \$	Sources			Map Ref.
Project	Description	Termini	Phase Year	Local	State	TIB	Federal	Total	#
South Park Street	Grind & Overlay Waterline Replacement	Depot Road to North Park	Const 2022	1,300,000				1,300,000	5
Historic Business District Street Reconstruction	Street Reconstruction Planning Purposes	3rd and 6th Streets between Front Street & Grover Street	PE 2023	35,000				35,000	6
Main Street Corridor Completion	Street Re-Construction & Roundabout at Berthusen	Intersection at Berthusen Road east 0.5 miles  WSDOT STP-G Grant Funds	2021	50,000			75,000	125,000	7
	CEDS project	WSDOT STP-G Grant Funds	Const 2022	1,000,000			800,000	1,800,000	
Tromp Road	Upgrade to Full City Standard	Front Street north to Alderwood (ROW), then west to Curt Maberry	PE 2022	100,000				100,000	Ω
Planning Purposes Only CEDS project		Const 2025	1,000,000				1,000,000		
Bradley Road	Sidewalk	Vinup Road to Line Road Applying for 2021 TIB Funds (TIB = 82%)	PE 2021	22,000		82,000		104,000	9
		Const 2022	72,000		328,000		400,000	9	
Line Road	Upgrade to Full City Standard	Aaron to Badger Road	PE 2023	50,000				50,000	10
	Planning Purposes Only		Const 2025	1,500,000				1,500,000	10
Riverview Road	Construction Close-Out	Hannegan Road to 6th Street	Const 2019-2021	5,400			34,000	39,400	11
Northwood Road	Upgrade to Full City Std Planning Purposes Only	South City limits to Badger	PE 2025	70,000				70,000	12
Kamm Road	Upgrade to Full City Std Planning Purposes Only	Line Road to Northwood	PE 2024	70,000				70,000	13
4th Street	Upgrade to Full City Standard Planning Purposes Only	Grover Street to Judson St	Plan 2022	10,000				10,000	14
E. Badger (SR-546) Intersection w/ City Arterials	Upgrade Lighting & Channelization/Roundabout Planning Purposes Only	Intersections at Line Rd, Vinup Rd, & Benson Rd	PE		WSDOT				15
Kaemingk Trail Extension - Depot to 8th Street	Construction	North 8th Street to Depot Road	PE 2021	100,000				100,000	16
	2020 RCO Grant Application		Const 2022	400,000	1,200,000			1,600,000	10

#### City of Lynden

# 2021 - 2026 Six Year Transportation Improvement Program Not in Priority Order Keyed to Map

Project	Description		Phase Year		Funding Sources				Map Ref.
		Termini		Local	State	TIB	Federal	Total	#
Judson Area Streets - Low Impact Development	Stormwatet Low Impact Deve Ecology Stormwater Grant	8th, 9th and 10th Streets between Front and Judson and Judson from 10th to 7th	PE 2021	50,000	120,000			170,000	17
	Utility Fund Match	Phased Construction	Const 2022	650,000	1,500,000			2,150,000	17
Cedar Drive	Low Impact Design Road & Utility Improvements	Depot Road to 124 E Cedar	PE/ROW 2021	100,000				100,000	18
	Sewer Line Replacement		Const 2022	750,000				750,000	18
Judson Street Alley	Widen and Reconstruct Relocate Utility Poles CEDS project	3rd Street to 7th Street	ROW/PE 2023	50,000				50,000	19
Front Street (West) Arterial	Upgrade to Full Arterial City Standard	Duffner Drive to Tromp Road west of Guide Meridian	PE 2020-21	50,000				50,000	20
	CEDS project	Street: \$2,600,000 Utilities: \$700,000	Const 2021	3,300,000				3,300,000	
Kaemingk Trail Extension - 17th to Dickinson Park	Paved Trail w/ 2 Bridges 2019 Parks & Trails Bond	17th Street to existing Ridgecreek Trail	PE 2021	200,000				200,000	21
			Const 2022-2023	2,500,000				2,500,000	21
Arterial Overlays on Classified Routes	Grind and Overlay w/ ADA Upgrades	Birch Bay Lynden Rd, Vinup Rd, Front St Intersections: Main & 3rd, Main & 1st,	Const 2021-2026	4,500,000				4,500,000	22 (a-e)
Wayfinding Signage	County-wide Program	Various Arterial Roadway Locations	Const 2021-2024	150,000				150,000	NA
Miscellaneous Chip Seal/Maintenance	Miscellaneous Chip seals	Various Locations	Const 2021-2026	200,000				200,000	NA
Non-Motorized Facilities	Non-Motorized Facilities	Various Locations	PE 2020	50,000				50,000	NA
			TOTAL	\$53,754,400	\$2,820,000	\$410,000	\$909,000	\$57,893,400	





2021 - 2026 Transportation Improvement Projects

Motorized

Overlay

Non-Motorized

Non-Motorized Road Drainage





#### **EXECUTIVE SUMMARY**



Meeting Date:	June 15, 2020			
Name of Agenda Item:	Wastewater In-Flow COVID-19 Monitoring Plan			
Section of Agenda:	New Business			
Department:	Public Works			
Council Committee Review:		Legal Review:		
☐ Community Developme	ent			
☐ Finance	⊠ Public Works	☐ No - Not Reviewed		
☐ Parks	☐ Other:	☐ Review Not Required		
Attachments:				
Exact Scientific Services – COVID-19 Monitoring Plan				

#### **Summary Statement:**

As communities implement a phased opening from COVID-19 restrictions, there is currently no documented way to monitor the impacts in real time. EPA notes on their website that,

"Preliminary research indicates that monitoring wastewater for the presence of SARS-CoV-2 (coronavirus) may be useful as a sensitive early indicator of low levels of infections in the community. Having an early warning system to alert public health officials about infection in a community would be helpful. Likewise, monitoring SARS-CoV-2 in wastewater may also provide an indication of decreasing levels of infection within a community [www.epa.gov "Detecting and Monitoring SARS-CoV-2 in Wastewater"].

Exact Scientific Services provided the City with a COVID Monitoring Plan that included three different monitoring options. One of those options is testing sewage samples from the wastewater treatment plant influent for the presence of COVID. The City currently takes composite samples as part of its National Pollution Discharge Elimination System (NPDES) Permit with the State Department of Ecology and this sample could easily be provided to Exact Scientific Services consistent with Option 1 in the plan they submitted.

The City is also interested in researching other possible future testing protocols for locations to include sewer pump stations, and sites near the schools to provide an additional tool for decisionmakers on possible COVID impacts.

The Public Works Committee reviewed the draft COVID-19 monitoring plan at a special meeting on June 10, 2020 and concurred to recommend approval to enter into an initial agreement for wastewater testing to City Council.

#### **Recommended Action:**

That City Council authorize the Mayor to enter into a simplified professional service agreement for wastewater treatment plant influent testing for COVID with Exact Scientific Services not to exceed \$20,000 to be funded with federal CARES funding, and to explore additional testing services that could be brought back to Council under an expanded service agreement with Exact Scientific Services not to exceed \$150,000, also funded by CARES.



#### **COVID-19 Monitoring Plan**

**Concept:** As communities implement COVID-19 prevention plans, there is currently no way to monitor their effectiveness in real time. By monitoring different environmental factors, we can track how well the preventative measures are working to stop viral spread.

Purpose: Establish a monitoring program to evaluate possible SARS-CoV-2 (COVID-19) exposure and to measure the effectiveness of prevention plans.

#### **Execution:**

We will monitor 3 different areas of the community.

#### 1. Long term monitoring of sewage.

- a. This system will test sewage samples for the presence of SARS-CoV-2.
- b. Samples can be taken at lift stations to isolate parts of a city and at the wastewater treatment plant(s) to look at the whole city.
- c. We would watch for geographic trends by comparing positive rates between multiple lift stations in a city. The initial sampling along with epidemiological metadata of the population would give us a baseline for the prevalence of SARS-CoV-2.
- d. The goal is to monitor trends over time and not look at one point in time.
- Sewage will potentially be positive. We do not want to react to individual positive samples but understand the trends of viral load over time and geography.
- f. Subsequent sampling would indicate whether prevention plans are maintaining a stagnant infection profile. Increases of viral load over time would indicate spread of the virus and reevaluation of prevention plans.
- g. We can also watch trends in analysis intensity to determine viral load. PCR analysis uses Ct values and a threshold to establish a positive or negative result. A higher titer of virus in the sample will be indicated by the Ct value. In sewage samples, this could indicate a higher number of cases. Further data is required to establish this correlation.
- **h.** Ultimately we would like to use digital droplet PCR. This analysis can quantify the number of viruses in a sample with much greater precision. If this technique is applied, routine monitoring can indicate an increase in viral load with greater confidence.



#### 2. Monitoring of masks

- a. This system would test disposable masks used at a facility or event.
- b. Masks will collect the virus particles respired by a person.
- c. We would composite masks from an event or facility and test for SARS-CoV-2.
- d. Masks can be composited into different sections, zones, or groups of people.
- e. A positive result from an event could be used to inform attendees that they have been exposed and to self-monitor. This information will aid decision making on social distancing.
- f. Data from a facility (such as a food processor) could be used to monitor their prevention plan.
  - i. By setting up composites based on groups, the facility wide spread of the infection can be evaluated.
  - ii. e.g. If there are 5 groups of composites and over time only 1 group is continually positive, this indicates the prevention plan is inhibiting the spread between groups. An increase in the number of groups that are positive will indicate the reevaluation of preventative measures.
- g. This system would be a way to get the public information after attending an event and provide feedback for facilities to monitor their plans.

#### 3. Monitoring by bioaerosol analysis

- a. This system would monitor air for SARS-CoV-2 bioaerosol particles.
- b. Bioaerosol samplers would be strategically placed to sample air over a given period at a set flow rate.
- c. The samplers concentrate the bioaerosol on a filter that then can be analyzed for SARS-CoV-2.
- d. This system could be used in locations that have many people who move through and are not controlled.
  - i. schools and common areas in a university dorm
  - ii. senior care facilities, refineries, and large places of work such as warehouses and shipping centers
  - iii. public restroom monitoring could incorporate county residents that are not checked by sewage analysis.
- e. As part of a monitoring system over time we would watch for trends and not react to one positive sample.
- f. Using the same theory as the sewage analysis, we would watch PCR Ct values and could incorporate droplet PCR to quantify the virus.



#### What is next?

Each of these monitoring systems require data for validation. Sewage analysis and bioaerosol analysis are established techniques to monitor other viruses. However, we would want to run a few verification studies to validate the method for detecting SARS-CoV-2.

We would run a validation study for the bioaerosol analysis to establish a detection limit. An initial verification can be run on the bioaerosol sampling by placing a sampler in a room with a known positive SARS-CoV-2 patient. If the initial verification is positive, we then know that the collection method works, and the detection limit study would then give us the necessary information to establish a sampling time.

For the sewage analysis we would like to run an initial demonstration of capability study by spiking a sewage sample with a known surrogate virus. This would allow us to verify that the method we have chosen is working properly.

The testing of masks is new, and has no historical data. There has been analysis to look at the effect of masks, but we have not found a study that is using masks to monitor infection. The theory is that masks will collect the virus. The virus would be extracted from the masks, concentrated, and then analyzed. We will composite masks to efficiently monitor small groups or subsets of groups. To implement this program, we would need to run a spike recovery study on one mask to evaluate the extraction method. Then we would run a detection limit study by mixing a spiked mask with known unspiked masks. This would allow us to set a composite limit, so that we could see one virus positive mask in a set number of masks.

To analyze samples for quantitation of virus load we would need to purchase a droplet PCR unit. This unit costs around \$85,000. We could use our current PCR units to establish protocols and run feasibility studies. If there is need for quantitation, a droplet PCR unit can be discussed for purchase.

#### What we are currently doing.

To ensure the safety of our people, we have decided to bring in a separate extraction area. We are a biosafety level II facility and can handle SARS-CoV-2 environmental samples. The CDC advises to have a biosafety level III safety system in place. This means unidirectional airflow and a way to handle personal protective equipment. By bringing in a separate building we can build it to the specifications needed to handle the extra safety precautions. This unit, biological safety hood, and stainless cabinets will take a few weeks to get into place. We will be placing a UV light in the building to sanitize the area after usage.

We are getting a surrogate virus to begin studies to determine detection limits, extraction procedures, and method verification. We are working with Texas Tech University and NC State University on these protocols.



#### What we are looking for.

We are looking for partners, both financial and to acquire samples. We are working on grants for financing, but the first grant opportunity may not be until October. If there are financial opportunities for support, please keep us in mind. We are willing and have spent a significant amount to get to where we are, but to move this forward we will need more. We will also need sampling partners. We will need to work with municipal governments, private companies, health officials, and healthcare providers to acquire the samples and metadata necessary to understand how our system is working and how the virus is, or is not, spreading in our communities.

The end goal is to have a system in place to monitor the spread and prevalence of SARS-CoV-2, evaluate the systems that have implemented, and monitor their effectiveness. We want everyone to have the ability to move freely through our community knowing that we are trying to prevent a widespread outbreak. There are too many people we know who are at home isolated from employment, family, social gatherings, and daily life. The current evaluation process is to watch for an outbreak based on testing people who already are infected. By putting a system in place to monitor the environment, we can get ahead of infecting more people and hopefully allow more freedom faster.

#### **EXECUTIVE SUMMARY**



Meeting Date:	June 15, 2020			
Name of Agenda Item:	Set the Public Hearing - Ord 1603 Amending LMC 19.26			
Section of Agenda:	Consent			
Department:	Planning Department			
Council Committee Review:		Legal Review:		
☐ Community Developme	ent ☐ Public Safety	☐ Yes - Reviewed		
☐ Finance	☐ Public Works	☐ No - Not Reviewed		
☐ Parks	☐ Other:	□ Review Not Required		
Attachments:				
Draft Ord 1603, Redlined revision of LMC 19.26, Planning Commission Draft Minutes of 3-12-20				

#### **Summary Statement:**

In 2007 the City of Lynden adopted development standards that allowed for the creation of a zoning overlay specific to the needs of a hospital or large medical campus. This zoning overlay can be described as a floating zoning category, with its own specific permitted uses and development standards, that can, with approval, be pinned to a specific property. To date this section of code has not been utilized.

Wishing to facilitate medical services within the community; and recognizing the existing medical services overlay does not address the potential of smaller eligible sites throughout the City; and anticipating no detrimental impacts which could not be mitigated by site design; the City has initiated a code amendment which would reduce the minimum size for a development using the Medical Services Overlay from 8 acres to 5 acres. The amendment also provides the opportunity to clarify the language found in 19.26.090 related to Transportation Management.

The amendment related to parcel size and the impact fee clarification went before the Planning Commission at a public hearing on March 12. The Planning Commission voted unanimously to recommend approval of the amendment. Since the March hearing the amendment has been on hold due to the COVID-19 restrictions on government actions. This delay has added pressure to a pending Peace Health project timeline and called attention to the required approval process. As such, with the Mayor's support, staff has drafted an additional amendment to this code section. As the binding site plan process is not a good fit for smaller scale projects, this proposed amendment modifies the process for projects which are not subdividing property or proposing phased infrastructure improvements. A redlined copy of the subject code has been included in the agenda package. The additional proposed amendment is highlight for your consideration ahead of the July 6 hearing.

#### **Recommended Action:**

Motion to set a public hearing date of July 6, 2020 to consider Ordinance 1603 amending Lynden Municipal Code 19.26 regarding Medical Services Overlay.

#### Ordinance No. 1603

# AN ORDINANCE OF THE CITY OF LYNDEN AMENDING TITLE 19 OF THE LYNDEN MUNICIPAL CODE

WHEREAS, the City is responsible for enacting regulations that protect the health, safety and general welfare of the citizens of Lynden; and

WHEREAS, the Growth Management Act requires that local governments planning under the Act must adopt regulations which implement adopted comprehensive plans; and

WHEREAS, the City of Lynden finds it necessary to amend these regulations from time to time ensure orderly review of zoning regulations within the City.

WHEREAS, development patterns of medical services industry have necessitated the amendment to Chapter 19.26 – Medical Services Zoning Overlay to facilitate the development of a needed community amenity; and

**WHEREAS**, on February 12, 2020, the City issued a SEPA Determination of Non-Significance related to this Ordinance; and

WHEREAS, the Lynden Planning Commission held an open record public hearing regarding the proposed amendments on March 12, 2020, to accept public comments on the proposed regulations and recommended adoption to the City Council.

WHEREAS, on January 28, 2020, the City provided notification to the State's Department of Commerce pursuant to RCW 36.70A.106 regarding the proposed update to Title 19 of the Lynden Municipal Code and requested expedited review thereof, and said request for expedited review having been subsequently granted; and

WHEREAS, the proposed regulations were introduced to the Lynden City Council on June 15, 2020, and a date for a public hearing was set; and

WHEREAS, on July 6, 2020, the Lynden City Council held a public hearing to accept public testimony on the proposed amendments and to consider the matters of record to that date; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LYNDEN, WASHINGTON, HEREBY ORDAINS AS FOLLOWS:

#### **SECTION A Title 19, amended as follows:**

#### <u>Chapter 19.26</u> Medical Services Zoning Overlay

Purpose
Scope
Minimum Size
Permitted Uses
Conditional Uses
Review and Approval Process
Site Development Standards
Design Review Required
<b>Transportation Demand Management</b>

#### 19.26.010 Purpose

The purpose of the Medical Services Overlay is to allow areas for the concentration of medical facilities and related uses in a campus like setting to enable the provision of a wide range of medical services to enhance the public's health, safety and general welfare.

#### 19.26.020 Scope

The provisions of this chapter shall apply to CSR and IBZ zones.

#### 19.26.030 Minimum Size

The minimum size for a development using the Medical Services Overlay shall be five acres.

#### 19.26.040 Permitted Uses

The following uses shall be permitted within a Medical Services Overlay:

- A. Medical and health care uses including hospitals, outpatient clinics, continuing/long term care services, hospice services, laboratories, medical research facilities, urgent or emergency medical services, offices of doctors, physical therapists, dentists and other health care providers.
- Medical staff facilities and similar uses, including but not limited to administrative offices, educational and meeting facilities and staff sleeping quarters;
- C. Childcare and adult care services, including respite care;
- D. Short term residential uses dependent upon or directly related to medical care, including convalescent care facilities, skilled nursing

- facilities, group homes for the disabled and overnight accommodations;
- E. Health care related retail (i.e. pharmacy, medical supplies and equipment);
- F. Miscellaneous retail trade including gift stores, bookstores, newsstands, florist, jewelry, video sales/rentals, and other retail ancillary to and located within a medical services facility;
- G. Cafeterias and food service within health care buildings and standalone restaurants on the following conditions:
  - 1. The maximum square footage is 4,000 square feet.
  - 2. There is no drive thru window.
  - Alcohol sales are prohibited.
  - No stand-alone restaurant may be developed until 30% of the land area is developed for other permitted uses.
- H. Social service providers including counseling centers and alcohol and drug treatment facilities;
- Accessory parking;
- J. Utilities and public facilities.

#### 19.26.050 Conditional uses

The following uses require an additional conditional use permit for approval:

- A. Medical helicopter landing pad on the following conditions:
  - 1. Refueling tanks, services or storage of helicopters are not permitted on-site;
  - The landing pad meets the recommendations of the Washington State Department of Transportation Aviation Division and the Federal Aviation Administration.
  - 3. Use shall be limited to emergency medical use only,
  - 4. The helipad shall be sited no closer than 100 feet to any right-of-way or property boundary;

B. Facilities for the treatment and/or temporary storage of biomedical, radioactive and hazardous waste generated within the overlay district; provided however that no materials may be transported to the site from other facilities for storage or treatment purposes.

#### 19.26.060 Review and Approval Process

- A. Development within the Planned Medical Services Overlay that proposes either land division or the phasing of infrastructure improvements shall be governed by a master plan.
- B. When required, the Master Development Plan shall constitute a binding site plan pursuant to RCW 58.17 and Chapter 18.24 of the Lynden Municipal Code and shall be reviewed and approved through the process described in said chapter of the Lynden Municipal Code. In addition to the requirements of Chapter 18.24, the master plan shall include the following:
  - A transportation and circulation plan prepared by a professional transportation engineer licensed to practice in the State of Washington;
  - A phasing plan for site improvements, landscaping and services;
  - 3. General building locations and types, access points and circulation within the overlay area;
- C. A master development plan is not required for an overlay which does not proposed either land division or the phasing of infrastructure improvements.
  - 1. Developments of this nature may proceed directly to Design Review as described in Section 19.26.080.
  - 2. All development may utilize the site development standards described below in Section 19.26.070.

#### 19.26.070 Site Development Standards

Except as otherwise noted, the site development restrictions shall be as follows:

A. Minimum area for newly created lots: 25,000 square feet

B. Minimum setback to interior street: 15 feet

C. Minimum setback to exterior street: 30 feet

D. Minimum distance between buildings: 10 feet

E. Maximum height: 45 feet <sup>1</sup>

F. Maximum lot coverage: 60% <sup>2</sup>

- 1. Higher height limits may be obtained through a conditional use permit.
- <sup>2</sup>. May be increased by 10% when 25% of the parking is in an approved underground or multi-level parking facility.
- G. Hospital or urgent care clinic parking (parking for all other uses as outlined within Chapter 19.51.040):
  - 1. one space for every two beds; and
  - one space per employee on largest shift
  - 3. All required parking must be within 300 feet of the hospital site.

#### 19.26.080 Design Review Required

All buildings within the Medical Overlay are subject to review and approval by the Design Review Board. Buildings within this area are not subject to compliance with the Historic Dutch Design Criteria. The Design Review Board will consider the following items when reviewing the building plan:

- A. Pedestrian connectivity: The campus should have accessible pedestrian connections beyond standard sidewalks along the street. Special attention should be paid to crosswalks, connections between parking lots serving adjacent uses and interior walkway connections.
- B. Landscaping: Minimum landscaping shall be as required within Chapter 19.61 LMC; provided however, that additional landscaping may be required by the Design Review Board at the time of building permit to achieve the following effects:
  - 1. Effective screening of parking areas and eliminating monotony of parking areas;
  - 2. Effective buffering of adjacent residential uses;

- 3. Enhance the building architecture and on-site landscaping;
- 4. Coordinate with the streetscape plantings required as part of the master plan.
- C. Building Design: There should be continuity of character and building materials throughout the development to enhance a campus setting. Building design should provide articulation to avoid long blank walls and a scale appropriate to the setting. Where possible, buildings should be designed to screen parking and provide useful courtyard settings for users of the facilities.
- D. All load and unloading facilities shall be provided off street and screened appropriately.

#### 19.26.090 Transportation Management Program

Medical uses are high traffic generating uses. Reducing the number of trips to the development creates a benefit to the City through less demand on the transportation system. To encourage employers within the Medical Overlay; the City of Lynden offers the following incentives:

- A. The employee parking component of each use may be reduced by up to 10% if the employer establishes a permanent commute trip reduction program that offers employees incentives such as transit passes, shuttle services or other similar programs to reduce the number of single occupant vehicles traveling to and from the site.
- B. All planned medical developments that occur within an economic assistance zone as outlined in Resolution 709 may receive an economic development credit. In addition to that credit, developers within the CSR and IBZ zones may be eligible for an additional credit of 10% of the original transportation impact fee to those developers with an established permanent commute trip reduction program as noted above.

**SECTION B.** If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The Council hereby declares that it would have passed this code and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases has been declared invalid or unconstitutional, then the original ordinance or ordinances shall be in full force and effect.

**SECTION C.** Any ordinance or parts of ordinances in conflict herewith are hereby repealed.

**SECTION D.** This ordinance shall take effect on July 2020.

PASSED by the City Council this	day of	, 2020
Signed by the Mayor on this	day of	, 2020.
	MAYOR (So	cott Korthuis)
ATTECT.		
ATTEST:		
CITY CLEDI/ (Domolo Prouro)		
CITY CLERK (Pamela Brown)		
APPROVED TO AS FORM:		
CITY ATTORNEY (Robert Carmicha	el)	

#### Chapter 19.26 Medical Services Zoning Overlay

19.26.010 Purpose
 19.26.020 Scope
 19.26.030 Minimum Size
 19.26.040 Permitted Uses
 19.26.050 Conditional Uses
 19.26.060 Master Developm

6-11-20: Highlighted portions represent an additional amendment that has been proposed following the March 12 Planning Commission hearing.

19.26.060 Master Development Plan Required Review and Approval Process

19.26.070 Site Development Standards19.26.080 Design Review Required

19.26.090 Transportation Demand Management

#### 19.26.010 Purpose

The purpose of the Medical Services Overlay is to allow areas for the concentration of medical facilities and related uses in a campus like setting to enable the provision of a wide range of medical services to enhance the public's health, safety and general welfare.

#### 19.26.020 Scope

The provisions of this chapter shall apply to CSR and IBZ zones.

#### 19.26.030 Minimum Size

The minimum size for a development using the Medical Services Overlay shall be eight five acres.

#### 19.26.040 Permitted Uses

The following uses shall be permitted within a Medical Services Overlay:

- A. Medical and health care uses including hospitals, outpatient clinics, continuing/long term care services, hospice services, laboratories, medical research facilities, urgent or emergency medical services, offices of doctors, physical therapists, dentists and other health care providers.
- Medical staff facilities and similar uses, including but not limited to administrative offices, educational and meeting facilities and staff sleeping quarters;
- C. Childcare and adult care services, including respite care;
- Short term residential uses dependent upon or directly related to medical care, including convalescent care facilities, skilled nursing facilities, group homes for the disabled and overnight accommodations;

- E. Health care related retail (i.e. pharmacy, medical supplies and equipment);
- F. Miscellaneous retail trade including gift stores, bookstores, newsstands, florist, jewelry, video sales/rentals, and other retail ancillary to and located within a medical services facility;
- G. Cafeterias and food service within health care buildings and stand-alone restaurants on the following conditions:
  - 1. The maximum square footage is 4,000 square feet.
  - 2. There is no drive thru window.
  - 3. Alcohol sales are prohibited.
  - 4. No stand-alone restaurant may be developed until 30% of the land area is developed for other permitted uses.
- H. Social service providers including counseling centers and alcohol and drug treatment facilities;
- Accessory parking;
- J. Utilities and public facilities.

#### 19.26.050 Conditional uses

The following uses require an additional conditional use permit for approval:

- A. Medical helicopter landing pad on the following conditions:
  - 1. Refueling tanks, services or storage of helicopters are not permitted on-site;
  - 2. The landing pad meets the recommendations of the Washington State Department of Transportation Aviation Division and the Federal Aviation Administration.
  - 3. Use shall be limited to emergency medical use only,
  - 4. The helipad shall be sited no closer than 100 feet to any right-of-way or property boundary;
- B. Facilities for the treatment and/or temporary storage of biomedical, radioactive and hazardous waste generated within the overlay district; provided however that no materials may be transported to the site from other facilities for storage or treatment purposes.

#### 19.26.060 Master Development Plan Required Review and Approval Process

- A. All dDevelopment within the Planned Medical Services Overlay that proposes either land division or the phasing of infrastructure improvements shall be governed by a master plan.
- B. When required, The Master Development Plan shall constitute a binding site plan pursuant to RCW 58.17 and Chapter 18.24 of the Lynden Municipal Code and shall be reviewed and approved through the process described in said chapter of the Lynden Municipal Code. In addition to the requirements of Chapter 18.24, the master plan shall include the following:

<del>1.</del>

- 1. A transportation and circulation plan prepared by a professional transportation engineer licensed to practice in the State of Washington;
- 2. A phasing plan for site improvements, landscaping and services;
- General building locations and types, access points and circulation within the overlay area;
- C. A master development plan is not required for an overlay which does not proposed either land division or the phasing of infrastructure improvements.
  - Developments of this nature may proceed directly to Design Review as described in Section 19.26.080.
  - 2. All development may utilize the site development standards described below in Section 19.26.070.

#### 19.26.070 Site Development Standards

Except as otherwise noted, the site development restrictions shall be as follows:

A. Minimum area for newly created lots: 25,000 square feet

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D. Minimum distance between buildings: 10 feet

E. Maximum height: 45 feet <sup>1</sup>

F. Maximum lot coverage:

- 60%<sup>2</sup>
- 1. Higher height limits may be obtained through a conditional use permit.
- <sup>2</sup>. May be increased by 10% when 25% of the parking is in an approved underground or multi-level parking facility.
- G. Hospital or urgent care clinic parking (parking for all other uses as outlined within Chapter 19.51.040):
  - 1. one space for every two beds; and
  - 2. one space per employee on largest shift
  - 3. All required parking must be within 300 feet of the hospital site.

#### 19.26.080 Design Review Required

All buildings within the Medical Overlay are subject to review and approval by the Design Review Board. Buildings within this area are not subject to compliance with the Historic Dutch Design Criteria. The Design Review Board will consider the following items when reviewing the building plan:

- A. Pedestrian connectivity: The campus should have accessible pedestrian connections beyond standard sidewalks along the street. Special attention should be paid to crosswalks, connections between parking lots serving adjacent uses and interior walkway connections.
- B. Landscaping: Minimum landscaping shall be as required within Chapter 19.61 LMC; provided however, that additional landscaping may be required by the Design Review Board at the time of building permit to achieve the following effects:
  - 1. Effective screening of parking areas and eliminating monotony of parking areas;
  - 2. Effective buffering of adjacent residential uses;
  - 3. Enhance the building architecture and on-site landscaping;
  - 4. Coordinate with the streetscape plantings required as part of the master plan.
- Building Design: There should be continuity of character and building materials throughout the development to enhance a campus setting.
   Building design should provide articulation to avoid long blank walls and a

- scale appropriate to the setting. Where possible, buildings should be designed to screen parking and provide useful courtyard settings for users of the facilities.
- D. All load and unloading facilities shall be provided off street and screened appropriately.

#### 19.26.090 Transportation Management Program

Medical uses are high traffic generating uses. Reducing the number of trips to the development creates a benefit to the City through less demand on the transportation system. To encourage employers within the Medical Overlay; the City of Lynden offers the following incentives:

- A. The employee parking component of each use may be reduced by up to 10% if the employer establishes a permanent commute trip reduction program that offers employees incentives such as transit passes, shuttle services or other similar programs to reduce the number of single occupant vehicles traveling to and from the site.
- B. All potential planned medical developments will that occur within an economic assistance zone as outlined in Resolution 709 may receive an economic development credit. In addition to that credit, e economic development credit given to developers within the CSR and IBZ zones may be eligible for, an additional credit of 10% of the original transportation impact fee may be given to those developers with an established permanent commute trip reduction program as noted above.

PLANNING DEPARTMENT 360-354-5532



#### PLANNING COMMISSION MEETING MINUTES

7:30 PM March 12, 2020 City Hall Annex

#### 1. CALL TO ORDER

#### 2. ROLL CALL

Present: Tim Faber, Lynn Templeton, Blair Scott and Nikki Turner.

Absent with notice: Diane Veltkamp, Bryan Korthuis and Gerald Veltkamp

Staff Present: Gudde, Planning Director and Samec, City Planner.

#### 3. APPROVAL OF MINUTES

#### A. February 27, 2020

Turner motioned to approve the February 27, 2020, Planning Commission Minutes as submitted. Seconded by Templeton and the motion passed 3-1, with Templeton in opposition.

Templeton addressed page 4 of the minutes, last sentence "much of this discussion was difficult to portray via written notes. An audio recording of this meeting is available of the City website." Templeton stated that he was disappointed that the discussion was not part of the written record as it was important information. Gudde replied, that the audio from every Planning Commission meeting is available and on the website. At any time, the PC, CC and public can here the full meeting. Martin noted that recreating word by word minutes for a meeting that is 3 hours long is time consuming, however, Staff will add more detail to this section of the minutes to better capture what was said. As Gudde mentioned, Staff is happy to send you a link of the meeting.

Scott stated that it is also important to note why a Commissioner voted in opposition. It helps to better understand their reasoning. Martin replied, then all of the votes in favor would need that same attention. Martin indicated that Staff will work to provide more details in the future.

#### 4. APPROVAL OF FINDINGS - February 27, 2020, PRDa, RB Development

Templeton motioned to approve the February 27, 2020, Planning Commission Resolution #19-03, for the RB Development PRD Amendment as submitted. Seconded by Turner and the motion passed 4-0.

Discussion: Gudde noted that the Commissioners will find the legal conclusions of Carmichael Clark's research into the transfer of units within a PRD. For a quick synopsis jump to the 'Conclusions' on the last page. You will see that their research showed that the City has an obligation to uphold the unit transfer because the shifting of units in this manner was expressly permitted in both the code (at the time the PRD was written) and the development contract. Later, in 2006, the code was changed to prohibit the transfer of units. City Council has this record as well as the legal conclusions in their packages for Monday night's Council meeting.

#### 5. PUBLIC HEARING – Legislative Item

#### A. Amendment to Lynden Municipal Code 19.26 – Medical Services Overlay

Faber opened the public hearing.

Gudde addressed her Executive Summary dated March 12, 2020.

In 2007 the City of Lynden adopted development standards that allowed for the creation of a zoning overlay specific to the needs of a medical campus. These provisions appear in Lynden Municipal Code (LMC) 19.26. For reference, this zoning overlay can be described as a floating zoning category, with its own specific permitted uses and development standards, that can, with approval, be pinned to a specific area / property. Other overlays, like our Airport Overlay, are specific to a described area of the City.

While the Medical Services overlay was created with a specific west Lynden property in mind, the development of a medical campus in this area has not been realized. Now, other locations within the City are being considered which may be appropriate for medical uses but do not fit the minimum size criteria indicated in LMC 19.26.030.

Wishing to facilitate medical services within the community; and recognizing the existing medical services overlay does not address the potential of smaller eligible sites throughout the City; and anticipating no detrimental impacts which could not be mitigated by site design; the City has initiated a code amendment which would reduce the minimum size for a development using the Medical Services Overlay from 8 acres to 5 acres. The amendment also provides the opportunity to clarify the language found in 19.26.090 related to Transportation Management. Specifically, the code refers to an economic development credit. This credit, adopted in 2005, is applicable only to a specific area in the West Lynden Sub-Area and should not be assumed to apply to all properties seeking the Medical Services Overlay.

All developments proposing to utilize the Medical Services Overlay would still be subject to the approval process described in 19.26.060 and 19.26.080. In January the Planning Department's Council Committee reviewed the revision and was supportive of moving it forward to the Planning Commission for a Public Hearing.

Speaking in Favor:

Misty Parris, VP of Operations, PeaceHealth Medical Group, 4545 Cordata Pkwy, Bellingham Parris submitted a letter supporting the zoning amendment and asked that the City Council approve the application. Approval of the amendment will provide PeaceHealth the flexibility to best serve its patients.

Scott asked if PeaceHealth is seriously considering coming to Lynden? Parris replied, yes, we are very serious and have already contracted with an architect.

Speaking in Opposition: None.

#### **Planning Commission Discussion:**

The Commission agreed that this would be good for the community.

Templeton noted that he has never heard of an Economic Development Credit and asked if Staff could explain. Gudde replied, that Resolution 709, established and signed in February 2005 offers incentives for businesses to come to Lynden. For some properties in West Lynden, it provides a reduction in Transportation Impact Fees.

The Commission had no further questions.

Faber motioned to close the public hearing. Seconded by G. Veltkamp and the motion passed, 4-0.

Scott motioned to recommend to the Council the approval of the amendment to Lynden Municipal Code Chapter 19.26.030 regarding the minimum size for a development using that Medical Services Overlay, and 19.26.090 clarifying language regarding development credits. Seconded by Turner, and the motion passed 4-0.

#### 6. COMMISSIONERS CORNER

The following Planning Commission meetings have been cancelled: March 26th and April 9th. The next scheduled meeting is on April 23rd.

There will be an upcoming Joint Planning Commission Meeting and Community Development Committee Meeting on April 22, 2020. Gudde stated that the topic of meeting is regarding a Hearings Examiner. City Attorney, Bob Carmichael will be there to explain the details and it will be beneficial to hear the details from him first hand.

#### 7. ADJOURNMENT

Motion to adjourn by Scott / Second by Turner. Meeting adjourned at 8:15 pm.

#### **EXECUTIVE SUMMARY**



Meeting Date:	June 15, 2020			
Name of Agenda Item:	Public Works Committee Meeting Minutes June 10, 2020			
Section of Agenda:	Approval of Minutes			
Department:	Public Works			
Council Committee Revi	ew:	Legal Review:		
☐ Community Developme	ent    Public Safety	☐ Yes - Reviewed		
☐ Finance	⊠ Public Works	☐ No - Not Reviewed		
☐ Parks	☐ Other:	⊠ Review Not Required		
Attachments:				
June 10, 2020 Draft Public Works Committee Meeting Minutes				
Summary Statement:				
Draft minutes for the June 10, 2020 Public Works Committee meeting.				
Recommended Action:				
For Review				

PUBLIC WORKS DEPARTMENT 360-354-3446



#### **PUBLIC WORKS COMMITTEE MINUTES**

4:15 PM June 10, 2020 Microsoft Teams Virtual Meeting City Hall 1st Floor Large Conference Room

#### 1. ROLL CALL

Members Present: Mayor Scott Korthuis; Councilors Ron De Valois, Jerry Kuiken and

Nick Laninga

Members Absent: Gary Bode, with notice

Staff Present: City Administrator Mike Martin, Public Works Director Steve Banham,

Programs Manger Mark Sandal, Plants Superintendent Mike Kim

Public Present: None

#### 2. ACTION ITEMS

#### A. Covid-19 Monitoring Plan

Banham stated that currently, there is no way for communities to monitor the presence of COVID-19 other than indirectly through information received on positive cases seen by medical personnel. He presented a proposal from Exact Scientific Services, who has provided the City with a draft COVID-19 Monitoring Plan which included three different options for testing. One of those option is testing sewage samples for the presence of COVID-19. There is research being done in this area at a variety locations and City staff contacted Tacoma Public Works staff who are currently allowing samples to be taken for testing at its wastewater treatment facilities. Staff also received information on other testing being conducted nationwide and sent links to EPA website information on testing. After reviewing this information and after discussions with local Department of Health and Ecology personnel, Banham thinks that supplying daily composite effluent samples to Exact Scientific Services would help assist researchers to establish a possible link between COVID cases and wastewater test results that could possibly serve as an early warning of health threats. Testing should begin as soon as possible to establish a baseline before planned COVID phases. All this work would be funded using federal CARES funding intended for cities to use in responding to COVID.

The Committee also discussed other possible uses of additional testing at wastewater pump stations, and possibly at sites near the schools. This would require identifying good testing protocols but would allow more granular information on potential higher risk populations within the community. The Committee discussed having staff continue to explore these options to bring back a more comprehensive professional services agreement that would include some of these additional options to City Council.

#### **Action**

The Public Works Committee concurred to recommend that City Council approve a simplified agreement with Exact Scientific Services for COVID-19 testing of WWTP effluent and to continue to explore additional testing under a broader agreement not to exceed \$150,000 and to be funded with federal CARES funding.

The meeting was adjourned at 5:03 p.m.



### EXECUTIVE SUMMARY



Meeting Date:	June 15, 2020			
Name of Agenda Item:	Public Safety Draft Minutes- June 4, 2020			
Section of Agenda:	Other Business			
Department:	Police			
Council Committee Review:		<u>Legal Review:</u>		
☐ Community Development	□ Public Safety	☐ Yes - Reviewed		
□ Finance	□ Public Works	☐ No - Not Reviewed		
□ Parks	☐ Other:	□ Review Not Required		
Attachments:				
Public Safety Draft Minutes- June 4, 2020				
<b>Summary Statement:</b>				
Public Safety Draft Minutes- June 4, 2020 attached for review.				
Recommended Action:				
For Council review.				

POLICE DEPARTMENT

Steve Taylor, Police Chief (360) 354 - 2828



#### PUBLIC SAFETY COMMITTEE MEETING MINUTES

4:00 p.m. June 4, 2020 Police Department Training Room

#### **COMMITTEE**

#### 1. ROLL CALL

Members present: Mayor Korthuis and Councilors Mark Wohlrab, Brent Lenssen, and Gerald Kuiken

Staff present: City Administrator Mike Martin, Chief Mark Billmire, Chief Steve Taylor, Assistant Chief Tom Hatley, Support Services Manager Holly Vega

#### 2. ACTION ITEMS:

#### A. Approve minutes from the May meeting.

The minutes from the May 7, 2020 meeting were approved.

#### 3. INFORMATION ITEMS:

#### A. Lynden WATCH update

Posts in May included information on Governor Inslee's 'Stay Home, Stay Healthy' order, vandalism at Bender Fields, WA Unemployment fraud, and residential burn permits. Councilor Wohlrab proposed to reduce the budget for Lynden WATCH from \$10,000 to \$1,500.

#### 4. ITEMS ADDED:

Robert Glorioso, 256 Whitetail Lp, Blaine, WA, spoke in regard to the recent job description change of the Fire Department's Captain position. He claimed the revision was made without any input from the firefighters who had been fulfilling those positions, and those same firefighters are now ineligible to do the job. Councilor Lenssen requested a copy of the job description for review.

Additionally, Mr. Glorioso spoke regarding COVID-19 and alleged that there is no clear documentation that identifies the process to protect firefighters, and the process if someone is exposed to COVID-19. He also expressed concern over what he described as "discriminatory" behavior towards firefighter(s) who were denied FMLA sick leave benefits.

#### FIRE DEPARTMENT

- 1. ACTION ITEMS: None
- 2. INFORMATION ITEMS:

#### A. Monthly report

Chief Billmire overviewed the monthly report for May. There were 14 response calls to possible COVID-19 cases, 3 of which tested positive. The swearing in ceremony for both the new firefighters will be included in the next in-person City Council meeting, along with the PD's newest officer.

There were 250 training hours in May including joint training with North Whatcom and District 1. A/C Hately is working to get everyone certified in the Driver Operator Training Program.

#### B. Station renovation update

Meetings have been scheduled to do walkthroughs with subcontractors. The design phase is progressing well with no surprises thus far.

#### C. Captain qualification exam

A civil service meeting was held to approve the job description for the captain position and a qualification exam. The new job description incorporates professional development, which adds validity to the promotion. The qualification exam is scheduled for June 29, 2020. The current lieutenants are eligible to apply for the exam.

#### POLICE DEPARTMENT

1. ACTION ITEMS: None

#### 2. INFORMATION ITEMS:

#### A. Outdoor alcohol consumption

Restaurants looking to serve alcohol outside to help accommodate capacity limits will need prior approval from the Liquor Control Board. Chief Taylor provided a list of FAQs from the Liquor Control Board website as a resource.

#### **B.** Monthly report

Chief Taylor presented the monthly report for May, noting a significant jump in thefts, an overwhelming majority of which were unemployment fraud reports. Overtime hours for shift coverage continues to be down, much due to being fully staffed.

One of the LEMAP recommendations was to promote 2 corporal positions to provide a supervisor on duty during most hours of the day. Lt Martin is working with HR and the Union to create a job description and timeline for assessment testing, which will be hosted by Ferndale PD.

Meeting adjourned 4:43 p.m.

**Next Meeting Date: July 2, 2020** 

## EXECUTIVE SUMMARY



Meeting Date:	June 15, 2020		
Name of Agenda Item:	Calendar		
Section of Agenda:	Other Business		
Department:	Administration		
Council Committee Reviews	• •	Legal Review:	
☐ Community Development ☐	Public Safety	☐ Yes - Reviewed	
☐ Finance ☐	Public Works	☐ No - Not Reviewed	
□ Parks □	Other: N/A	⊠ Review Not Required	
Attachments:			
Outlook Calendar			
Summary Statement:			
See next page.			
Recommended Action:			
None			

#### June 15, 2020

Monday

3:00 PM - 4:00 PM

Finance Committee Meeting -- City Hall 1st Floor Large Conference Room

This meeting will be done via Teams again this month. Anthony will be sending out a replacement calendar invitation shortly w/ a Teams link.

Thank you, Linda

Visit <u>WWW.LYNDENWA.ORG</u> to view the agenda

5:00 PM - 6:00 PM

Parks Committee Meeting -- City Hall 1st Floor Large Conference Room Request received from Nancy Norris:

Hi Pam.

Can you please change the time of the Parks Committee meeting June 15, 2020 from 4pm to 5pm, this will be a joint meeting with the Rec. District they will still meet at City Hall in the Large Conference Room.

#### June 17, 2020 Wednesday

2:00 PM - 3:30 PM

Wellness/LEAF Committee Meeting -- City Hall 1st Floor Large Conference Room

Let's do this!.... If you want to meet via computer then just click the Join Microsoft Teams Meeting link below.

If you want to call in in by phone then just dial the telephone listed and then enter the conference ID number and # sign.

If you have any questions about Teams meeting stop by and see me and we can walk through it. © See/Talk with you then.

In good health.

Pam

Join Microsoft Teams Meeting

+1 253-948-9362 United States, Tacoma (Toll)

Conference ID: 272 773 793#

Local numbers | Reset PIN | Learn more about Teams | Meeting options

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4:00 PM - 6:00 PM

Community Development Committee Mtg -- City Hall 2nd Floor Large Conference Room

June 17, 2020 Cont Wednesday	inued
7:00 PM - 8:30 PM	Board of Adjustment City Hall 2nd Floor Large Conference Room
<b>June 18, 2020</b> Thursday	
9:00 AM - 11:00 AM	Technical Review Committee Meeting City Hall 2nd Floor Large Conference Room
<b>June 19, 2020</b> Friday	
8:30 AM - 9:30 AM	Check In-Mike/Anthony Mike's Office
June 22, 2020	
Monday 9:00 ам - 10:00 ам	Mike/Vern 1/1 Mike's Office
<b>June 23, 2020</b> Tuesday	
8:30 AM - 9:30 AM	Leadership Team Meeting City Hall 1st Floor Large Conference Room
June 24, 2020 Wednesday	
All Day	Court Annex Council Chamber; Annex East Training Room; Annex South East Conference Room; Anne North East Conference Room
9:00 AM - 10:00 AM	Check-In Mark/Mike Mike's Office
June 25, 2020 Thursday	
11:00 AM - 12:00 PM	Check0In Heidi/Mike Mike's Office

**Planning Commission Meeting -- Annex Council Chamber** 

7:30 PM - 9:30 PM

June 25, 2020 Cont	inued	82
Thursday		
<b>June 26, 2020</b> Friday		
10:00 AM - 11:00 AM	Check-In Steve/Mike Mike's Office	
June 30, 2020		
Tuesday		
8:30 AM - 9:30 AM	Leadership Team Meeting City Hall 1st Floor Large Conference Room	
July 1, 2020 Wednesday		
10:00 AM - 11:00 AM	Check-In Mike/Nic Mike's Office	
<b>July 2, 2020</b> Thursday		
9:00 AM - 11:00 AM	Technical Review Committee Meeting City Hall 2nd Floor Large Conference Room	
4:00 PM - 5:00 PM	Public Safety Committee Meeting Police Training Room	

# July 3, 2020

Friday

All Day Independence Day (Observed) -- United States

# July 6, 2020

Monday

7:00 PM - 9:00 PM Council Meeting -- Annex Council Chamber