

CITY OF LYNDEN

CITY COUNCIL MINUTES OF SPECIAL MEETING



December 11, 2024

1. CALL TO ORDER

Mayor Pro Tem Gary Bode called to order the December 11, 2024 special session of the Lynden City Council at 3:50 p.m. in the city hall conference room.

ROLL CALL

Members present: Councilors Gary Bode, Gary Vis, Brent Lenssen, Nick Laninga, and Kyle Strengholt.

Members absent: Lee Beld, Mark Wohlrab and Mayor Scott Korthuis.

Staff present: Finance Director Laura Scholl and City Administrator John Williams.

UNFINISHED BUSINESS

1. Ordinance 24-1702, Year 2024 Budget Amendment, Which Repeals and Replaces Ordinance 24-1701.

ORD-24-1701 was prepared and adopted during the December 2nd Council Meeting. Once adopted, it was realized there was an error in the Adopted and Amended budget amounts for Fund 221 COL Note Redemption A. The intention was to increase the budget capacity in this fund by \$300,000, but the remaining budget capacity was used in error instead of the overall Budget Authority.

ORD-24-1702 repeals and replaces ORD-24-1701 which will increase the budget capacity of the 4 funds identified. The budgets for these funds are being increased based on estimated usage through the end of the fiscal year. All budget amendments for a given fiscal year must be voted on before the end of that fiscal year, which is December 31st.

	Adopted Budget	Amended	Budget Variance
Fund 001 General Fund	\$ 21,271,374	\$ 21,771,374	\$ 500,000
Fund 221 COL Note Redemption A	\$ 1,061,327	\$ 1,361,327	\$ 300,000
Fund 350 Gen Gov't Cap Reserve	\$ 73,500	\$ 73,700	\$ 200
Fund 410 Stormwater	\$ 2,845,286	\$ 3,145,286	\$ 300,000

These amounts are reflective of timing changes and increased costs related to Council approved projects and expenditures.

Councilor Vis moved, and Councilor Lenssen seconded, that Council approve Ordinance 24-1702 and authorize the Mayor's signature on Ordinance 24-1702 to repeal Ordinance 24-1701 and replace it with Ordinance 24-1702 to amend the 2024 budget. Motion approved 5-0 vote.

2. Contract for Paper to Digital Grant from Department of Commerce

On October 7th the City Council made a motion to accept the Washington State Department of Commerce's Paper to Digital Grant. The State has made these grant funds available to jurisdictions with the goal of providing more efficient permit review and inspection processes as one aspect of addressing housing affordability / shortages across the state.

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The Community Development Department has been actively working on implementing a digital process since this expense was approved in the 2024 Budget. The software system, called SmartGov, will allow submission and payment of permits and land use applications through an online public portal. It will also allow for submissions to be reviewed simultaneously by different divisions and will actively update applicants via email as to the status of their applications.

The awarded amount is \$140,000 will cover most of the costs of the SmartGov software purchase, supporting software updates, hardware upgrades, and data migration. The grant will reimburse expenses incurred after July 1, 2024. Execution of the contract will allow staff to begin seeking reimbursements for expenses incurred in the last 6 months.

Councilor Vis moved, and Councilor Strengholt seconded, to authorize the Mayor's signature on the Washington State Department of Commerce's Paper to Digital Grant contract. Motion approved 5-0 vote.

ADJOURNMENT

December 11, 2024 special session of the Lynden city council adjourned at 3:57 p.m.

Laura Scholl, Finance Director
for Pamela Brown, City Clerk

Gary Bode, Mayor Pro Tem