



## PUBLIC WORKS COMMITTEE MINUTES

4:00 PM December 04, 2024  
City Hall 2<sup>nd</sup> Floor Conference Room

### CALL TO ORDER

Council Members Present: Gary Bode  
Gary Vis  
Brent Lenssen

Staff Present: John Williams, City Administrator  
Jon Hutchings, Public Works Director  
Mark Sandal, Program Manager  
Jennifer Bell, Senior Admin Assistant  
Jeff Davis, Utility Technician  
Dale TeVelde, Streets/Systems Superintendent

Public Present: David Vos

### ACTION ITEMS

#### 1. Approve Minutes from November 6, 2024

##### Action

*The minutes from November 6, 2024, were recognized and accepted by the Committee.*

#### 2. Lynden Municipal Airport – Advisory Board Term Renewals

Hutchings informed the Committee the Advisory Board Terms for Tom Martin and Bill Stoelt expire December 31, 2024. Both board members are willing to continue serving an additional 3-year term.

##### Action

*The Committee recommended City Council confirm the Mayor's re-appointment of Tom Martin and Bill Stoelt to the Airport Advisory Board for another term, ending December 31, 2027.*

#### 3. Annual Contract Renewals

Hutchings presented the following annual contracts for renewal in 2025:

1. RH2 Engineering – for On Call Water Modeling and Utility Engineering Services
2. Gray & Osborne – for On Call Stormwater Review Services
3. BHC – for On Call Sewer Utility Engineering Services (*\*Note – post meeting discovery, previous amendment #4 effective 1/1/24 extended term through 2026 so renewal is not necessary.*)
4. Welch Ecological Services – for NPDES Phase II Stormwater Permit compliance support.
5. Whatcom Conservation District – for Stormwater and Water Conservation Community Education and Outreach Program

Action

*The Committee recommended City Council award annual contract renewals for on-call services in 2025 to RH2 Engineering, Gray & Osborne, BHC\*, Welch Ecological Services, and Whatcom Conservation District.*

**4. 2025 Development Standards Update**

Hutchings briefed the Committee of the proposed revisions to the Development Standards Project Manual which includes private street requirements. Council members were supportive of creating administrative guidelines for consistency with future development projects. They stated a request for developing a street grid system to be incorporated in the Transportation Element of the Comprehensive Plan so that when development applications are received it will ensure east-west traffic through town is improved. They discussed wanting the grid planning in place prior to Pepin Parkway development. Hutchings will be present to discuss this subject further at the next Community Development Committee meeting.

As part of the Pepin discussion, Williams updated the committee on the status of Federal funding requests, which included early notice of a \$4,000,000 award for capital planning and water/sewer infrastructure.

The next step for updating the standards is to set a Public Hearing to be held in January 2025.

Action

*The Committee recommended to forward the 2025 Development Standards Update to City Council to set a Public Hearing to be held in January 2025.*

**5. Extension of Interlocal Agreement for West Lynden Drainage**

Hutchings informed the Committee of the proposed amendment extending the interlocal agreement with the North Lynden WID and the Bertrand WID for the term July 1, 2024 through June 30, 2027.

Action

*The Committee recommended City Council authorize the Mayor to sign the amendment.*

**6. Status of Latecomer Agreements for Pump Station 17 and Guide Meridian Sewer**

Sandal informed the Committee that removing the existing houses from the Pump Station 17 Latecomers calculation would require code revisions.

The Guide Meridian Latecomers assessment, based on square footage or acres, will include some critical areas that have not been formally delineated. If property owners disagree with this decision, they have 20 days to file a protest to the City Council to require a Public Hearing. Either before this meeting or as the outcome of the meeting the owner(s) would pay for delineation, and then make a request to remove that area from the calculation.

Sandal will bring back the final proposed assessment totals to the January Committee meeting.

Action

*None.*

## **INFORMATION ITEMS**

### **7. Landfill Property Lease Status Update**

Sandal informed the Committee that the tenant hasn't paid the lease for the last two years. Since the tenant has not found an allowed use for the property and hasn't paid, staff is recommending canceling the remainder of the lease. The Committee supported the City's authority within the contract to cancel the remainder of the lease term.

### **8. Annual Bids for Supplies and Services**

Hutchings informed the Committee of the results of bid announcements for:

1. Gravel, Aggregate
2. Chemicals
3. Pest Control
4. Mat and Uniform Cleaning
5. Mowing Leases

### **9. 2024-2025 Snow Response Plan**

Hutchings and TeVelde updated the Committee on the proposed action plan for snow response. The newly annexed portions of town will have an impact on the City's snow plan. These new areas have been updated on the snow route map. In consideration of budget constraints, the Public Works Department reviewed its procedures for when it will hire contractors to assist with snow removal. The Committee stated its concern to not get too far behind as this may potentially lead to flooding and damage to property. Hutchings stated he will submit a press release to the Lynden Tribune for citizens to consider safe winter practices and inform the community how the City will respond to snow.

### **10. WWTP Expansion Update**

Postponed.

### **11. Projects Update**

Sandal informed the Committee of current project status:

- **Cedar Drive Reconstruction** – project closeout has started. Remaining work for landscape cleanup and sidewalk construction.
- **New Maintenance Building** – on schedule. Contractor will take two-week break scheduled between December 23<sup>rd</sup> to January 3<sup>rd</sup>. Concrete pouring this week, steel arriving next week.
- **Judson 9<sup>th</sup> (Phase 2)** – sewer complete, 9<sup>th</sup> Street phase to start in 2025.
- **Community Center** – scheduled to reopen January 6<sup>th</sup>.
- **Pine Street Bridge** – finalizing four temporary construction easements. Planning to bid in late December.
- **Guide Watermain** – one easement remaining to sign, then can proceed with bidding.
- **Intersection Analysis** – TranspoGroup memo included. There will be additional revisions to the analysis.

### **12. WSDOT Local Projects Update**

Sandal shared WSDOT's local area projects. The Benson Road project is the only one currently funded for construction.

## **NEW BUSINESS:**

### **13. Sidewalk Extension Requested on Cedar Drive at Depot Road**

David Vos requested a portion of sidewalk be added on Cedar Drive off Depot. He was informed of a proposed 25-feet of sidewalk to be added on both sides of the street which is satisfactory to him. Vos stated his appreciation that the City addressed his concerns. Sandal informed the Committee that the contractor is scheduled for Dec 23-24 to complete the sidewalk addition.

### **14. Canature/Alliance Freeze Dry Update**

Williams informed the Committee this project is not moving forward. There is potential legal action coming from subcontractors and investors. This also impacts the City's West Main Street Roundabout project.

### **15. Homestead Legal Update**

Williams informed the Committee that Homestead has appealed all findings to the State Supreme Court.

### **16. Drone at Vossbeck Elementary**

Pacific Survey & Engineering will be flying a drone on December 9, 2024, to study the traffic by Vossbeck Elementary.

### **17. Northwest Washington Fair Office Fence**

Vis questioned a requirement for the Northwest Washington Fair to remove the barbed wire off their fence following an office remodel. Hutchings and Williams will research as the City has a water tank on the property.

### **18. Water Rights Status Update**

Lenssen asked what the City is doing regarding questions about the City's water rights. Williams said a letter from the Mayor has been addressed to the County Planning Commission.

**ADJOURNMENT:** The meeting was adjourned at 5:43pm.

**NEXT MEETING:** January 8, 2024