



PUBLIC WORKS COMMITTEE MINUTES

4:00 PM July 01, 2024

City Hall 2nd Floor Conference Room

CALL TO ORDER

Members Present: Councilors Gary Bode, Gary Vis, and Brent Lensen

Staff Present: Mayor Scott Korthuis, City Administrator John Williams, Public Works Director Jon Hutchings, Programs Manager Mark Sandal, Senior Admin. Assistant Jennifer Bell, and Utility Technician Jeff Davis

Public Present: Norm Sangha, Cristobal Vela, Thomas Miles

1. Approve Minutes from June 05, 2024

Action

The minutes from June 05, 2024, were recognized and accepted by the Committee.

ACTION ITEMS

2. Request to Paint Curb Yellow between 1177 and 1181 East Grover Street

Thomas Miles (1177 East Grover) presented his concerns and a request to paint the curb yellow between the driveways of 1177 and 1181 E. Grover Street, as well as an additional five feet on the west side of his driveway, due to concerns with visibility of vehicles and pedestrians at the corner of Grover and Vinup. Hutchings presented photos of the site. Bode explained these requests are only granted if there are specific extenuating circumstances involving safety which he agreed exists at this location. Vis and Lensen agreed.

Action

The Public Works Committee concurred to grant the request to paint the curb yellow between 1181 and 1177 East Grover as well as an additional five feet west of Miles' driveway.

3. Request to Add 'No Parking' and 'Loading Zone' Signs on East Side of 4th St. Alley

Terry Redden with the Jansen Art Center requested help restricting parking along the 4th Street Alley side of their building. The request is to put up a 'No Parking - Loading Zone' sign near their side door and paint a loading zone crosshatch adjacent to the building along the east sidewalk of 4th Street Alley. Hutchings and Sandal inspected the area in question and suggested painting the fire hydrant zone in the alley as well. The Committee agreed with the loading zone and fire hydrant markings.

Action

The Public Works Committee concurred to grant the request.

4. Sewer Rate Study

Hutchings informed the Committee that the City received two responses to the RFP for a sewer rate study. The last study was completed over 10 years ago. The proposals were reviewed by the Public Works Department and the recommendation is to select FCS Group. Hutchings said one of the benefits of doing the rate study is to show the Department of Ecology that there is a viable plan to repay the loans received for the WWTP Upgrades. Vis asked if this study is a requirement and if the scope of services identifying two meetings with the City Council are necessary. Hutchings said it is not a requirement, but the City Council may have questions based on the results of the study, and the quantity of meetings can be adjusted if needed.

Action

The Public Works Committee concurred to present the consultant selection of FCS Group to City Council for approval.

5. 4th Street Parking Lot Proposed Revisions

Hutchings informed the Committee that after review of the 4th Street parking lot, which is currently straight in parking, the recommendation is to go back to diagonal parking with one way entry from Front Street. This configuration should make it easier to navigate within the lot and prevent vehicles from hitting the adjacent building. Angle parking will result in the loss of three parking spots but the overall improvement with access and navigation in the lot is worth it. Vis stated downtown parking congestion is usually only a problem between 11am and 2:30pm. The Committee was in support of angle parking and also suggested the City monitor for illegal parking and enforce parking lot rules. Hutchings informed the Committee that quotes have been received for seal coating the lot and the angle parking can be striped once completed.

Action

The Public Works Committee concurred to adjust the lot to angled parking.

INFORMATION ITEMS

6. Promotions

Josh – Plants Superintendent
Alysha – Plants Lead

7. New Sweeper in Service

Hutchings informed the Committee that Public Works received the new street sweeper, but it was sent back for repair of a part that wasn't working. He also noted that the old sweeper is back in service after some repairs. The new sweeper is partially funded by a Department of Ecology Stormwater Grant.

8. "Hot Spot" Letters from Whatcom County Regarding Drainage to Duffner Creek / Main Street

Davis informed the Committee that Duffner Ditch in Lynden and the County had high fecal counts in recent testing. A significantly high "Hot Spot" test in Lynden resulted in a letter sent by the Whatcom Clean Water Program to one property owner in the vicinity. Davis informed the Committee that the City is bound by its stormwater permit requirements to make a credible effort to keep the watershed clean. Davis has been documenting summer water conditions in town and discussed testing at City limits to determine what is entering the City's jurisdiction. Vis asked about DNA testing to

determine the source of the “hot spot”. Davis said the City has tried that method in the past, but it was not as conclusive as staff had hoped.

9. Norm Sangha Letter – Duffner Manufactured Home Park (W. Front and Duffner)

Norm Sangha, owner of the Duffner Manufactured Home Park, presented a request to reduce the building permit fees for the new spaces created at his Manufactured Home Park (MHP). Cristobal Vela, one of the trailer owners, stated that he cannot afford to pay \$18,000+ in connection fees. The Mayor suggested that the City look into the possibility of applying for County EDI funds to assist with connection fees which would help with affordable housing. Sangha suggested \$7,500 as a more reasonable connection charge.

Sangha also asked for the City’s assistance on another property he owns on Bay-Lyn Rd that cannot be developed until a solution for stormwater is identified.

The Committee directed staff to research options and review them with Sangha.

10. WWTP Expansion Update

Hutchings informed the Committee that the Department of Ecology’s final funding list came out and shows the City’s \$18M request for the construction phase of the Wastewater Treatment Plant Expansion is on the list at 1.2% interest. The next step will be completing the funding agreement.

The estimate to add a sixth bay to the New Maintenance Facility is \$385,000 plus sales tax. Lenssen stated it won’t be cheaper to do it in the future. Bode was in favor of adding the bay and Vis agreed.

11. Project Updates

Sandal informed the Committee of current project status:

- Cedar Drive Reconstruction – Sewer line work is underway, expected to be completed next week. Sandal explained some over excavation will be needed due to the native soil not being suitable as backfill on this project. May see additional cost up to \$60,000.
- Jim Kaemingk Trail Extension, Phase 3 – A ribbon cutting is scheduled for July 18th, at 11am.
- High School Parking Lot – The City crew removed the fencing along Bradley Rd. The pre-construction meeting is scheduled for Tuesday, July 2nd. The project is scheduled to start on Monday, July 8th.
- 1st Street Overlay / Hannegan – Signs went up announcing project start on July 8th, grinding to begin on July 10th, paving the following week. The traffic lights will be adjusted in that area to try and alleviate congestion.

NEW BUSINESS

12. Airport Advisory Board

Corwin McCaig resigned from the Airport Advisory Board in May 2024. Greg Bell has submitted a letter of interest to fulfill the unexpired term through December 31, 2025. The Mayor and Committee reviewed Bell’s letter of intent and resume.

Action

The Public Works Committee concurred to forward the appointment of Greg Bell to City Council for approval.

13. EV Charging Space Request

Lenssen informed the Committee that he received a request for an electric car charging station to be allowed in one of the spaces of the Lynden Community/Senior Center parking lot. Davis stated he has also spoken with Terry Treat, owner of The Inn at Lynden, who is preparing to present a plan to the City for an EV charging station at the Community Center lot.

ADJOURNMENT: The meeting was adjourned at 5:28pm.

NEXT MEETING: August 5, 2024

DRAFT