

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	May 20, 2019	
Name of Agenda Item:	Draft Minutes May 6, 2019	
Section of Agenda:	Approval of Minutes	
Department:		
Council Committee Review:	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input checked="" type="checkbox"/> Other: _____
Legal Review:	<input type="checkbox"/> Yes - Reviewed <input checked="" type="checkbox"/> No - Not Reviewed <input type="checkbox"/> Review Not Required	
Attachments:	Draft Minutes – May 6. 2019	
Summary Statement:	Draft Minutes attached for review.	
Recommended Action:	Council review.	

CITY OF LYNDEN



CITY COUNCIL MINUTES OF REGULAR MEETING

May 6, 2019

1. CALL TO ORDER

Mayor Korthuis called to order the May 6, 2019 regular session of the Lynden City Council at 7:00 p.m. at the Lynden City Hall Annex.

ROLL CALL

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

Members absent: Councilors Jerry Kuiken and Nick Laninga absent with notice.

Staff present: Finance Director Anthony Burrows, Fire Chief Mark Billmire, Parks Director Vern Meenderinck, Planning Director Heidi Gudde, Police Chief John Billester, Public Works Director Steve Banham, City Clerk Pam Brown, City Administrator Mike Martin and City Attorney Bob Carmichael.

OATH OF OFFICE

Mayor Korthuis administered the Police Officer Oath of Office to newly hired officer, Anders Fiskdal. Mayor Korthuis, Council and Staff welcomed Officer Fiskdal to the City of Lynden.

APPROVAL OF MINUTES

Councilor De Valois moved and Councilor Strengholt seconded that the minutes of April 15, 2019 be approved as presented. Motion approved on a 5-0 vote.

ITEMS FROM THE AUDIENCE

Scheduled: None

Nonscheduled: None

2. CONSENT AGENDA

Approval of Payroll Disbursed – April 16-30, 2019

Paychex EFT	\$268,500.08
City of Lynden EFT	\$66,605.50
Warrant Liability	\$56,697.72
	\$391,803.30

CITY OF LYNDEN



CITY COUNCIL MINUTES OF REGULAR MEETING

Approval of Claims – May 9, 2019

Manual Warrants No.	<u>72924</u>	through	<u>72930</u>		\$26,820.35
EFT Payment Pre-Pays					\$2,289.44
				Sub Total Pre-Pays	<u>\$29,109.79</u>
Voucher Warrants No.	<u>72931</u>	through	<u>72973</u>		\$167,588.37
EFT Payments					<u>0.00</u>
				Sub Total	\$167,588.37
				Total Accts. Payable	\$196,698.16

2020 Budget Calendar

As required by RCW, there are several budget preparation deadlines as the City moves forward in preparing its year 2020 Budget. These dates are for final review and approval and will be distributed as presentation dates to the satellite agencies, as well as to City departments. This calendar was presented to the full Council for review at the Council's working session on April 18, 2019.

Resolution No. 1000-Request to Cancel Warrant No. 72482

RCW 39.56.040 states that any registered or interest bearing warrants of any municipal corporation not presented within one year of the date of their call, or other warrants not presented within one year of their issue, shall be canceled by passage of a resolution of the governing body of the municipal corporation, and upon notice of the passage of such resolution the auditor of the municipal corporation and the treasurer of the municipal corporation shall transfer all records of such warrants so as to leave the funds as is such warrants had never been issued; and Warrant No. 72482 has not and will not be presented for payment and should be canceled.

Councilor Bode moved and Councilor Wohlrab seconded to approve the Consent Agenda. Motion approved on 5-0 vote.

3. PUBLIC HEARING

Resolution No. 999-Six Year Transportation Program (STIP) 2020-2025

On April 15, 2019, City Council set a public hearing date of May 6, 2019 to hear comments on the City's Six Year Transportation Improvement Plan (2020-2025). 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, 2018 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.

Mayor Korthuis opened the Public Hearing at 7:05 p.m.

There were no comments.

Mayor Korthuis closed the Public Hearing at 7:05 p.m.



Councilor Bode moved and Councilor De Valois seconded to approve Resolution No. 999 adopting the Six Year Transportation Improvement Program for the City of Lynden and authorize the Mayor's signature on the resolution. Motion approved on 5-0 vote.

4. UNFINISHED BUSINESS- None

5. NEW BUSINESS

Appointment to Planning Commission- Bryan Korthuis

The Mayor has appointed a new member, Bryan Korthuis, to fill a vacancy on the Planning Commission. The City has had six Planning Commissioners since Kyle Strengholt resigned after his election to City Council. Bryan Korthuis will be filling this vacated seat on the Commission.

A longtime resident, Mr. Korthuis has a depth of knowledge into Lynden's past and present growth. He currently is employed by Len Honcoop Gravel Inc. which also gives him insight into construction, development, and environmental standards.

As described in Title 2.08 of the Lynden Municipal Code, the Planning Commission consists of seven members. Commission members are selected without respect to political affiliations and shall serve without compensation. At the time of appointment and throughout his term of office, the primary residence of each member of the Planning Commission must be within the city limits of Lynden. The term of office for each member is four years.

Councilor De Valois moved and Councilor Strengholt seconded to confirm the appointment of Bryan Korthuis to the Lynden Planning Commission for a term beginning May 2019 and expiring December 2022. Motion approved on a 5-0 vote.

Wastewater Treatment Plant Outfall Replacement Project Contract Award

Staff solicited bids for the Wastewater Treatment Plant (WWTP) Outfall Replacement Project; which will replace the existing damaged outfall from the WWTP to the Nooksack River. The City received one bid on April 30, 2019 from Strider Construction Company.

BHC Consultants prepared the attached Bid Tabulation. After review BHC determined Strider's bid to be responsive, responsible and below the engineer's estimate; therefore, they have recommended acceptance of Strider's bid. This project is being funded by a 20-year 1.5% interest loan from the Department of Ecology.

Councilor Bode moved and Councilor Wohlrab seconded that the Council award the contract for the Wastewater Treatment Plant Outfall Replacement Project to Strider Construction Company., Inc. in the amount of \$1,013,844.90, including tax and authorize the Mayor to sign the contract. Motion approved on a 5-0 vote.



CITY COUNCIL MINUTES OF REGULAR MEETING

Final Plat Approval- Berryman Estates

On July 2, 2018 the City Council granted preliminary plat approval for the long plat known as Berryman Estates, a proposal by Marlin Arneson. The 11.38 acre long plat is located on the southeast corner of Badger Road and Line Road. The northern edge of the plat is zoned RM-2 and platted to accommodate duplex units.

The southern portion of the plat is zoned RS-72 and platted for single family homes. In total the plat is 39 lots and represents a built-out density of approximately 5 dwelling units per acre. The plat includes the amenity of an extension of the Badger trail at its northern boundary. Vehicular circulation is accommodated from Aaron Drive. Final development fees have been paid in full.

Staff recommends granting final approval based on the following conditions:

1. Completion of all punch list items.
2. Submittal and acceptance of required maintenance bonds and any necessary performance bonds.
3. Payment of final inspection fees for plat construction.
4. Submittal of final as-built drawings.
5. Submittal of final plat mylars.

Councilor Lenssen moved and Councilor Strengholt seconded to grant final plat approval of the Berryman Estates Long Plat #18-01 subject to the conditions noted. Motion approved on a 5-0 vote.

Mayor Korthuis stated that a Planning Commissioner will soon retire so it will be necessary to fill that vacant position. He asked that council, staff and audience members let others in the community aware of the opportunity to serve as a Planning Commissioner.

6. OTHER BUSINESS

Council Committee Updates

Councilor Lenssen reporting for the Public Safety Committee, involving the discussion of:

- Fire Department budget and the need for a larger fire house and a ladder truck.
- Fire Department monthly report.
- Police Department budget and the department's technology needs.
- Lynden Watch update.

7. EXECUTIVE SESSION

Council did not hold an executive session.

8. ADJOURNMENT

The May 6, 2019 regular session of the Lynden City Council adjourned at 7:18 p.m.

Pamela D. Brown, City Clerk

Scott Korthuis, Mayor