



PUBLIC WORKS COMMITTEE MINUTES

4:15 PM January 8, 2020

City Hall 2nd Floor Large Conference Room

1. ROLL CALL

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

Staff Present: City Administrator Mike Martin; Public Works Director Steve Banham; Fire Chief Mark Billmire; Programs Manager Mark Sandal; Administrative Office Manager Heather Sytsma; and Sr. Admin. Assistant Miriam Kentner

Public Present: Gary Vis, Norm Sanga

2. ACTION ITEMS

A. **Approve Minutes from December 4, 2019**

Bode motioned to approve the minutes, and De Valois seconded the motion.

Action

The minutes from December 4, 2019 were approved.

B. **West Front Street EDI Presentation to County Council (presentation included in packet)**

Korthuis advised the Committee the date for the final West Front Street EDI presentation to the Whatcom County Council will be January 28th, 2020.

Banham explained that EDI funding request is \$1 million grant / \$2 million loan, and that staff plans to use Traffic Impact Fees to fund this project should funds be awarded.

Banham discussed with the Committee the right-of-way (ROW) needed for this project. As an arterial street the City ROW standard is 80 feet. The existing ROW is only 40 feet which will require an additional 20 feet on each side. For the 4 existing homes, Banham recommended pursuing ten feet of ROW at this time to allow construction of the road until they are redeveloped sometime in the future. This might eliminate the sidewalk. The Committee discussed the locations of homes and sidewalk and ROW acquisition and the current arterial standard of 80 feet.

Action

The Public Works Committee agreed that the City standard 80-foot ROW should be used in seeking the additional ROW (20 feet) from undeveloped properties, but agreed that sidewalk could be placed on one side only (south side) with an

additional 10-foot ROW acquired from existing home owners on the north side with the understanding that the additional ROW would be required with any redevelopment.

C. Fire Station Expansion – Authorize Design Contract RFP

Fire Chief Mark Billmire discussed the design for the proposed fire station expansion, noting that the last work on the station was in 2010 and the station was not designed to be occupied 24 hours per day with resident firefighters. Korthuis expressed support of the renovation and stated his concern on how to obtain funding for the construction. Martin stated he will continue to work with finance staff to address a source of construction funds. As Public Works will provide project management this request has also come to this committee.

Action

The Public Works Committee concurred to recommend proceeding with the requests for qualifications of Engineer/Architect Firms to design the Fire Station expansion in 2020.

3. INFORMATION ITEMS

A. Traffic Impact Fees (TIF) – West Lynden 50% discount and Impact Fee Streets

Banham discussed with the Committee the challenges of funding impact fee funded streets. The assumption in the comprehensive plan is that City collected impact funds would be matched by 80% State and Federal grant funding, since these are functionally classified street and eligible for those funds. The City is developing a backlog of streets that need improvements that anticipated impact fees as a source. The west Lynden area is currently benefiting from a 50% reduced traffic impact fee rate to encourage industrial development and jobs. Banham suggested future review of traffic impact fee amounts and the 50% reduction.

Korthuis suggested possibly phasing the 50% reduction out, for example, charging 75% of the full amount for a period of time, and then returning to 100% by 2025.

The Committee requested that Banham bring a fee comparison chart to a future Public Works Committee meeting.

B. Benson Road (Roundabout) and Double Ditch Culvert – Possible Road Closure

Banham stated that Washington State is going to be replacing the culvert on Double Ditch and has asked if that road needs to be kept open to the south as it would be easier to install a single box culvert if it were closed. This road is in Lynden's urban growth area currently so the County would need to be a party to this discussion. Banham stated that if Double Ditch Road were to be closed it would be critical to construct the "Pepin Parkway" that was discussed recently at City Council and to install a roundabout at Benson/Badger intersection. Banham has expressed that the City does not want Double Ditch Road closed but does want to discuss the roundabout at Benson Road. After discussion Banham agreed to draft a letter to WSDOT regarding the downstream impacts of the culvert and requesting a roundabout at Benson Road but not closing Double Ditch road. The Committee strongly concurred they would not support a closure at this time.

C. Homestead – Maintenance and Improvements Responsibilities

Banham presented to the Committee a letter that was recently received by the residents of the Homestead Development Community. The Committee discussed the concern expressed by residents in relation to the increase in maintenance fees. Banham asked the Committee to consider what is the public interest responsibility of the City for roadside maintenance (tree trimming, street lighting and sidewalk repair) on public streets. Banham stated that many, including Homestead Boulevard, are public streets. The Committee reviewed the map showing private versus public streets. The City has recently cooperated and assisted the development with sidewalk repairs and it is currently trimming the trees on a reimbursable basis.

D. Projects:

1. Industrial Condensate- Riverview to Outfall - Draft Easements

Banham and Sandal are working with Whatcom County to obtain necessary permits.

2. Industrial Condensate - Darigold Stormwater to Fishtrap Creek

The Committee discussed Phase 3 currently being constructed by Faber Construction and discussed construction progress. Sandal noted that this portion of the project is located in an older part of town sometimes revealing previously unknown pipes.

3. 7th Street Revitalization Project

Sandal stated that this project is on hold due to weather. DeKoster Excavating should resume work in February.

4. 17th Street Design

Banham stated that project is delayed due to a the watermain extension which goes further to the south into critical areas that will require shoreline approval from the Planning Commission. Shoreline permits have been submitted and further information is being supplied as has been requested.

5. Judson Street Low Impact Development

Banham noted that staff is meeting with Reichhardt & Ebe Engineering tomorrow to work on the scope. The agreement will be presented at the February Public Works Committee meeting. A grant application to the Department of Ecology is proposed to be submitted in 2021 for construction.

6. Northwest Washington Fair Stormwater Improvements

Banham is scheduled to meet with the selected consultant to review the planned scope and budget on January 9, 2020. The goal is to finalize the agreement before the end of the month so that design can begin. Staff plans to submit a construction grant application in September 2020.

7. Trails – Washington Recreation and Conservation Office (RCO) – Visiting Site Prior to Next Funding Cycle; Application Due 2020; Contract Execution 2022

Sandal is meeting with the RCO representative for our area on February 3 to visit parks and trail sites and to strategize a successful funding application in 2020.

8. Line Road Pedestrian Improvements

Construction is on hold due to weather. The Committee discussed the current progress of the project before the weather delay. De Valois stated progress is noticeable and handrails are up. Banham has also submitted a request to Puget Sound Energy for additional street lighting south of Foxtail on the existing poles. The need for a wider shoulder/sidewalk on the south side of Bradley Road from Vinup to Line Road was also discussed. Sandal noted that there is insufficient right-of-way.

9. Advertising for General Professional Services

Banham explained that it has been a number of years since staff solicited for General Professional Services, and the plan is to accomplish this in 2020. The Committee concurred.

4. ITEMS ADDED:

A. Front Street Mobile Home Park – Norm Sangha

Banham introduced Mr. Norm Sangha, owner of the mobile home park on West Front Street. Sangha asked the Committee to review the current utility billing of residential sewer rates that will be charged for his 32-unit mobile home park now that it is connected to City sewer under the City's septic to sewer conversion program.

The Committee discussed the appropriate monthly rate for this service. Banham stated rates have been adopted in the budget for residential or commercial classification. Bode suggested making a new bracket for this less common property at a rate lower than but tied to multifamily rates. De Valois agreed that a new category should be discussed with a rate option that would be more suitable for a mobile home park.

Banham stated he will discuss this with staff to determine the appropriate revised rate structure exclusively for mobile homes.

B. Riverview Road Intersection

Kuiken asked whether the four-way stop at the intersection of Riverview Road and South 6th Street is necessary. Banham stated that traffic counts have been requested and are planned to determine vehicle use and speeds. Bode stated the signs were put in to help slow traffic due to the residential neighborhood and play area west of 6th. Korthuis noted that once staff has that baseline information, the east-west stop signs can be removed and the traffic counts re-done, making changes to the intersection as needed if speeding is a problem.

The meeting was adjourned at 5:42 p.m.