

# CITY OF LYNDEN

## CITY COUNCIL MINUTES OF REGULAR MEETING



May 18, 2020

### 1. CALL TO ORDER

Mayor Korthuis called to order the May 18, 2020 regular session of the Lynden City Council at 7:00 p.m. through an online web-based meeting platform (Microsoft Teams).

### ROLL CALL

Members present: Mayor Scott Korthuis and Councilors Gary Bode, Ron De Valois, Jerry Kuiken, Nick Laninga, Kyle Strengtholt, and Mark Wohlrab.

Councilor Lenssen joined the online meeting at 7:09 p.m.

Members absent: None

Staff present: Finance Director Anthony Burrows, Fire Chief Mark Billmire, Parks Director Vern Meenderinck, Police Chief Steve Taylor, City Clerk Pam Brown, City Administrator Mike Martin, and City Attorney Bob Carmichael.

**OATH OF OFFICE- None**

### APPROVAL OF MINUTES

***Councilor Kuiken moved and Councilor Strengtholt seconded to approve the regular council minutes of April 20, 2020. Motion approved on a 7-0 vote.***

***The May 4, 2020 council meeting was canceled due to COVID-19 restrictions.***

### ITEMS FROM THE AUDIENCE

#### Scheduled:

Charles Prosser, chief executive of the PeaceHealth Northwest Network presented council with an update on the status of COVID-19 in relation to St. Joseph's readiness efforts. Mr. Prosser discussed PPD supplies, hospital space and cross-training for hospital staff. Mr. Prosser also stated that the two factors that most positively affected hospital's ability to provide care and not be overwhelmed by a surge were 1) preventative measures such as the stay home stay healthy

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initiative and 2) the ability of the public to access health care providers via telemedicine appointments, going to walk in-clinics and seeking care at their doctors' offices.

**Unscheduled- None**

## 2. CONSENT AGENDA

### Approval of Payroll Disbursed – April 1-15, 2020

Paychex EFT .....	\$270,981.24
City of Lynden EFT .....	\$60,482.68
Warrant Liability .....	\$59,417.81
<b>Subtotal</b>	<b>\$390,881.73</b>
Paychex EFT Liability	\$7,030.21
<b>Total EFT &amp; Other Liabilities</b>	<b>\$397,911.94</b>

### Approval of Payroll Disbursed – April 16-30, 2020

Paychex EFT .....	\$279,222.90
City of Lynden EFT .....	\$64,025.06
Warrant Liability .....	\$59,433.77
<b>Subtotal</b>	<b>\$403,681.73</b>
Paychex EFT Liability	\$7,260.81
<b>Total EFT &amp; Other Liabilities</b>	<b>\$410,942.54</b>

### Approval of Payroll Disbursed – May 1-15, 2020

Paychex EFT .....	\$284,358.41
City of Lynden EFT .....	\$63,956.37
Warrant Liability .....	\$59,594.96
<b>Subtotal</b>	<b>\$407,909.74</b>
Paychex EFT Liability	\$7,557.70
<b>Total EFT &amp; Other Liabilities</b>	<b>\$415,467.44</b>

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### Approval of Claims – April 21, 2020

Manual Warrants No.	<u>75077</u>	through	<u>75078</u>		\$2,454.66
EFT Payment Pre-Pays					\$15,874.36
				Sub Total Pre-Pays	\$18,329.02
Voucher Warrants No.	<u>75079</u> <u>75234</u>	Through	<u>75196</u> <u>75196</u>		\$950,662.53
EFT Payments					<u>\$30,447.92</u>
				Sub Total	\$981,110.45
				Total Accts. Payable	<b>\$999,439.47</b>

### Approval of Claims – May 5, 2020

Manual Warrants No.	<u>75272</u>	through	<u>75275</u>		\$18,295.14
EFT Payment Pre-Pays					\$814.25
				Sub Total Pre-Pays	\$19,109.39
Voucher Warrants No.	<u>75276</u>	Through	<u>75296</u>		\$155,720.56
EFT Payments					<u>\$0.00</u>
				Sub Total	\$155,720.56
				Total Accts. Payable	<b>\$174,829.95</b>

### Approval of Claims – May 19, 2020

Manual Warrants No.	<u>75297</u>	through	<u>75301</u>		\$26,325.62
EFT Payment Pre-Pays					\$824.43
				Sub Total Pre-Pays	\$27,150.05
Voucher Warrants No.	<u>75302</u>	Through	<u>75445</u>		\$973,320.06
EFT Payments					<u>\$26,218.29</u>
				Sub Total	\$999,538.35
				Total Accts. Payable	<b>\$1,026,688.40</b>

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Resolution No. 1022-Request to Cancel Warrant # 74777

Introduction of the 2021 Budget Calendar- **Councilor Strengholt requested that this item be pulled from the council agenda and reviewed at a later date.**

Set Public Hearing Date (June 1, 2020) for Resolution No. 1023-Six Year Transportation Improvement Program (STIP) 2021-2026

***Councilor Laninga moved and Councilor Lenssen seconded to approve the Consent Agenda minus Item No. 4, Introduction of 2021 Budget Calendar, which was removed from the consent agenda at the request of Councilor Strengholt. Motion approved on a 7-0 vote.***

**3. PUBLIC HEARING- None**

**4. UNFINISHED BUSINESS- None**

**5. NEW BUSINESS-None**

**6. OTHER BUSINESS**

Council Committee Updates

Councilor Strengholt reporting for the Finance Committee which involved discussion of:

- Approval of Payroll and Claims
- OT for Police Department was greatly reduced
- OT for Fire Department will be communicated through notes from Chief Billmire
- The loss of sales tax revenue due to COVID-19
- Discussion of 2021 Budget Calendar
- Life insurance benefits and costs for employees
- Anticipated \$410,000 sales tax and hotel/motel tax revenue
- Discussion of items to be removed from 2020 Year Budget
- No new initiatives for 2021 - 2020 budget items will be rolled into 2021 Budget

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Councilor Bode reporting for the Public Works Committee which involved the discussion of:

- 17<sup>th</sup> Street connector bids
- Design plans for Main Street bridge and street access availability
- Benson Road sidewalk inadequacy
- Judson Street design work

Councilor De Valois reporting for the Parks Committee which involved discussion of:

- Dickinson stewardship plan
- Parks budget for 2020 and 2021
- Benson Barn feasibility study almost complete
- Pump Track is on hold due to funding
- Rotary project at Bender field almost complete
- Waiting on Whatcom County for permit to work on Berthusen restrooms
- Spike in graffiti at the parks

Councilor Wohlrab reporting for the Public Safety Committee which involved discussion of:

- Lynden Watch membership is growing slowly
- Chief Billmire gave update on EOC information regarding COVID-19
- Volunteer training is up and fully stocked with equipment needed for COVID-19
- Police department presented a report on current crime trends
- Police officers have been fitted with masks
- Chief Hatley is training fire personnel on brushfire training

**Mayor Korthuis asked council if there were any interest in writing a letter to Governor Inslee that provides justification for re-opening up businesses in Lynden and allowing gatherings of a greater number. Council asked administration to craft a letter to Governor Inslee that they can review before June 1, 2020.**

**Councilor Lenssen also suggested that council members to gather as a group of 2-4 and take a few hours during the work week to walk downtown and engage our business owner in problem-solving discussions as to what's next for local businesses. He would like to ask them questions and get some feedback on how council can best serve the businesses in our city.**

**Councilor Wohlrab also suggested that council issue some type of written update on how the city is surviving and how we intend to proceed in relation to COVID-19 and the status of the city's finances and resources.**



## 7. EXECUTIVE SESSION

Council did not conduct an executive session.

## 8. ADJOURNMENT

The May 18, 2020 regular session of the Lynden City Council adjourned at 8:08 p.m.

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Pamela D. Brown, MMC  
City Clerk

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Scott Korthuis  
Mayor

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