



## PUBLIC WORKS COMMITTEE MINUTES

4:15 PM April 3, 2019

City Hall 2<sup>nd</sup> 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; Programs Manager Mark Sandal; and Sr. Admin. Assistant Heather Sytsma

Public Present: Gary Vis, Jon Olson

### 2. ACTION ITEMS

#### A. **Approve Minutes from March 6, 2019**

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

**Action**

***The minutes from March 6, 2019 were approved.***

#### B. **Consider Moving July 3<sup>rd</sup> meeting to July 10<sup>th</sup> Due to July 4<sup>th</sup> Holiday**

The Committee agreed that rescheduling the July Public Works Committee meeting to the 10<sup>th</sup> would work with other meetings on the City calendar. Kuiken noted he will not be attending the July meeting as he will be on vacation.

**Action**

***The Public Works Committee concurred to reschedule the July 3<sup>rd</sup> Public Works Committee meeting to July 10<sup>th</sup>.***

#### C. **Approval to Set Public Hearing Date for Six-Year Transportation Improvement Plan (STIP) for May 6, 2019**

Sandal explained that he did not remove Riverview Road from the STIP since the project is not closed out and wetland plant establishment may go into 2020.

Korthuis asked why Front Street, West of Guide Meridian isn't on the list. Banham stated that staff will add it to the list.

**Action**

***The Public Works Committee concurred to recommend approval to City Council of the Six Year Transportation Improvement Plan and requested to set a Public Hearing date for May 6, 2019.***

**D. Authorization to Forward YMCA Pool Repair RFP/Bid Award Recommendation Directly to City Council for Approval After Final Review and Reference Checks are Complete – Bids Due April 3<sup>rd</sup> at 11:00 a.m. and Preliminary Results Will Be Brought to Meeting for Review and Discussion**

Banham stated that staff received three proposals today at 11 a.m. for the YMCA Pool Repair project. Evaluation will occur on Monday, April 8<sup>th</sup>. Proposals were between \$175,000 and \$217,000, but the proposals will also be reviewed by a joint City/YMCA Review Committee and the award recommendation will be made based on the evaluation criteria established in the request for proposals.

Banham said there will need to be a budget increase for this work, as the proposals all came in higher than estimated. He explained that staff also requested bids for some additive bid items that could be repaired during this project.

The intent is to bring the recommendation to the City Council meeting on April 15<sup>th</sup>. All firms have selected July 1 to August 1 timeframe for the work, and staff would like to get the project awarded as soon as possible. Banham stated he is hopeful that this can move forward, provided that additional funds can be established. Bode requested an email noting which bidder staff would like to choose to perform the work and their reasons why.

**Action**

***The Public Works Committee concurred to forward the YMCA Pool Repair RFP/Bid Award Recommendation to City Council for approval after final review and reference checks are complete, and after emailing the Public Works Committee Members staff's recommendation for the award.***

**3. INFORMATION ITEMS**

**A. Lyndale Glass Concerns with 7<sup>th</sup> Street and 6<sup>th</sup> to 7<sup>th</sup> Street Alley Project**

Banham presented a letter from Lyndale Glass which details concerns they have about the City's proposed 7<sup>th</sup> Street Project and 6<sup>th</sup> to 7<sup>th</sup> Street Alley project. Their main concern is they receive many deliveries via semi-trailer each week, which block or limit access to the alley and the parking lot.

Banham stated that based on these and other related discussions, staff is recommending the entrance stay on Front Street rather than using 7<sup>th</sup> Street next to the alley. This avoids some of the alley conflicts that occur with access from 7<sup>th</sup> Street and makes the entrance easier to find for trucks that regularly unload next to Lyndale Glass that also need to use half the alley. Traffic would flow from Front Street, through the parking lot, with a west-bound only exit to 7<sup>th</sup> Street. Additionally, the liquor store and the post office receive deliveries and regularly have trucks in the alley.

Banham stated that leaving the entrance on Front Street simply shifts the four parking spaces that would have been in that location to the area of the parking lot near the alley.

Lyndale glass requested some of the angle spaces on 7<sup>th</sup> Street be designated "Loading Zone" during certain hours for ease of deliveries and loading their trucks for work. Banham explained that the parking spaces north of the alley could be a loading zone for a maximum of 30 minutes.

Banham relayed the concern he had heard about the lack of RV and longer vehicle parking downtown, noting that this is something that should be kept in mind as future parallel parking is converted to diagonal parking.

#### **B. Continue Discussion Regarding Request to De-Privatize Island Green Way**

The Committee discussed private streets and their history, noting that this discussion regarding de-privatizing Island Green Way (IGW) is a continuation from the March 6<sup>th</sup> Public Works Committee meeting.

Korthuis asked Mr. Olson why he and his neighbors want the street made public. Mr. Olson stated the main reason is for snow plowing during inclement weather: the plow goes past IGW on Depot Road and blocks the entrance to the neighborhood but does not go through the neighborhood. Banham explained that snow plow routes receive priority, noting that smaller local/neighborhood roads are generally the last to be plowed. He added that customer complaints can increase when neighborhood roads are plowed due to blocked driveways. Korthuis stated that IGW is mainly concerned that their entire roadway was blocked off due to plowing Depot Road (a snow route). Banham stated that this can probably be corrected during future events.

A question was raised about maintenance of water lines on private streets and Banham stated if a waterline needs replacement, the City would still come in and perform repairs and repair any damage to the roadway associated with the water line work. This is due to the City having utility easements for the public utilities. However, the street itself is the homeowner's responsibility.

De Valois asked how close to City standards the street is. Banham stated that it is built fairly close to City standards. Sandal stated that it does have the correct amount of asphalt, but is a little short on gravel base, and it only has a sidewalk on one side.

The Committee discussed other private streets.

Banham stated that one consideration is to determine who uses the street. Is it a private street used as a thru-street by the general public, or is it used solely by the residents of that street.

Mr. Olson noted that the residents would like to gift the street to the City if possible. Sandal noted that each property owner might then have to gift each of their sections of street to the City, as their property lines go to the center of the street, which would result in all properties needing to be re-surveyed and new property lines established. The process could get expensive for everyone involved.

The Committee directed staff to not block the street entrance with the snow plow during future snow events. The Committee and staff also stated they will continue to try and figure out how to remedy the private-versus public-street issue in the City.

#### **C. Update on Homestead Sidewalks**

Banham stated he has nothing further to report on this since the last meeting. Vis noted that the worst areas are marked with paint. Banham stated these will be the first phase of replacements. Homestead will remove the sidewalk panels and the tree roots, and the City will replace the sidewalks. Homestead will then re-landscape the area.

**D. Projects:**

**1. 17<sup>th</sup> Street Extension**

Banham stated the scope and budget have been developed. Staff is still in discussion with Bill and Adria Cummins, owners of the property adjacent to the future street, regarding the potential impact this project will have on their property to the east.

Sandal informed that with this project, the waterline from Double Ditch Bridge north to Main Street will be upgraded to a 12-inch line per the Water Comp Plan.

**2. Water Treatment Plant Demo Surplus Equipment Sale Update**

Banham stated that staff will offer the public an opportunity to submit a sealed bid to City Hall on Tuesday, April 16<sup>th</sup> for anything that was left after the first surplus sale on March 30<sup>th</sup>. The Ad will be in next week's Lynden Tribune.

**4. ITEMS ADDED:**

**A. Wastewater Treatment Plant Outfall Design**

Banham stated that staff would like to go to bid next week in order to maximize the amount of time the contractor has to work within the fish window. He would like the authority to take the bid award to the first Council meeting in May, after notifying the Public Works Committee of the bid results. Bode requested that the Committee be notified of the bid award recommendation.

**B. Pine Street – New area that goes through Bogaard Property**

Korthuis asked why there is a "Dead End" sign on Pine Street even though the road goes through. Sandal said Bogaard didn't originally own that property and was not going to make it a through-street with his plat and has not yet dedicated the property to the City. Sandal suggested a sign stating, "End of Maintained Road". Korthuis requested to have the sign removed and not replaced with anything. He requested that staff contact Mr. Bogaard to have the property dedicated to the City.

The meeting was adjourned at 5:30 p.m.