



PUBLIC WORKS COMMITTEE MINUTES

4:00 PM January 08, 2025
City Hall 2nd Floor Conference Room

CALL TO ORDER

Council Members Present: Gary Bode
Gary Vis
Brent Lenssen

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

Public Present: None

ACTION ITEMS

1. Approve Minutes from December 4, 2024

Action

The minutes from December 4, 2024, were recognized and accepted by the Committee.

2. Request to Surplus 2003 Chevrolet S-10

This vehicle has been determined to have no more useful purpose for the Public Works Department and no other City department was interested. Request to declare the vehicle as surplus equipment and offer for sale. The estimated value of the truck is \$2,000.

Action

The Committee concurred to surplus the 2003 Chevrolet S-10.

3. Renew Contract with Whatcom County for Jail Work Crew Services

Hutchings presented the renewal contract for 2025-2026. The Jail Work Crew can provide basic cleaning/debris pickup and lawn maintenance type activities for a set rate of \$42.50 per hour or \$340 per 8-hour day per offender work crew. The annual contract compensation will not exceed \$5,100.

Action

The Committee recommended City Council renew the annual contract with Whatcom County for Jail Work Crew Services for 2025-2026.

4. Guide Utilities Latecomer Assessment

Sandal presented the assessment for latecomers connecting to sewer in the service area

along Guide Meridian between Front Street and 8264 Guide Meridian. Notices will go out to property owners in the assessment area. They will have 20-days to protest and request a Public Hearing.

Action

The Committee recommended proceeding to issue notices to property owners.

5. Recommend Approval of Transportation Improvement Board (TIB) Grant Agreements

Sandal presented three grant funding agreements for the following projects (Gas Tax is the source of TIB funds):

1. 1st and Main Street Overlay

Estimated project cost is \$523,674. TIB grant \$374,239, local commitment \$149,435 from TBD included in the budget.

2. Schoolyard Park Complete Streets

Sidewalk project along northside of Edson Street from BC Ave to Schoolyard Park. Estimated project cost is \$752,115. TIB grant \$500,000, local commitment \$252,114 (\$100K in TBD currently budgeted and possibly reallocating other TBD funds for the remainder). Discussion regarding the budget for the local commitment was had and will be discussed again at next committee meeting.

3. West Main/Berthusen Intersection Roundabout

Estimated project cost is \$4.7M. TIB grant \$1.2M, existing CERB loan available for match. Hutchings updated the committee on the status of this project. An agreement with Canature was in place to overbuild their stormwater pond creating capacity for the City's needs for the roundabout. Required easements for the City's use of the facility were just being finalized. The Canature project has since fallen apart and there no prospects taking it over in the near future. This would completely make the West Main Street storm plan infeasible. He stated it's time to reconsider our approach. An alternative is to redesign a smaller scale project that would reduce stormwater requirements but will still make improvements at significantly reduced costs. The Committee concurred with pursuing alternative design and will discuss again at the next committee meeting.

Action

The Committee recommended City Council authorize the Mayor to sign the 1st and Main Street Overlay agreement with TIB.

INFORMATION ITEMS

6. Timeline for Reviewing Six Year Transportation Improvement Plan (STIP)

Hutchings stated his desire to begin discussing transportation projects earlier in the year to better incorporate into the budget process. Projects on the STIP are not listed by priority but by having them on there, it allows the City to begin the process of seeking funding. By starting earlier and looking at the projections of the Transportation Impact Fund (TIF), Transportation Benefit District Fund (TBD), and Street Fund, we can then prioritize projects and do a better job with programming and using PW staff's time. The plan is to present the financials at the next committee meeting.

Williams recapped the legislative priorities presented by Joel Rubin at the City Council meeting, including preliminary notice of award/short list for a WRDA \$4M grant for sewer collection system expansion in Pepin Creek basin and award of \$2M RAISE planning grant for designing street and creek infrastructure. The Committee also discussed some possible

alternative design options for the Bradley Rd intersection project, and discussed the Pepin FASST funding which the City will now start seeking components/construction funding. The Committee discussed the impacts of these projects to other City services like police, fire, streets, and parks, and would like to coordinate these discussions with the Community Development Committee also.

7. Development Standards – Discussion Regarding Private Streets

Hutchings stated that the policy direction for when private streets could be allowed should be reviewed as part of the Comp Plan Transportation Element in coordination with Community Development Committee/City Council. Once the policy direction is clear, then Public Works can propose Design Standards that implement the Council's wishes.

8. WWTP Expansion Update

Hutchings gave an update. Standing up the metal structure is underway for the new maintenance building. There will be another early procurement item coming soon for the MLE Retrofit. Next step will be the construction contract with DES. Also, the sewer rate study should be ready for review soon.

9. Guide Watermain Replacement Latecomer Preliminary Assessment

Sandal presented the Latecomers Assessment for Guide Meridian Utilities from AM/PM north approximately 730 linear feet. One additional property owner has stated interest in participating which will revise the assessment rates per parcel. Hutchings mentioned the ongoing discussion with the City Attorney regarding sewer pump station 17 and the feasibility for allowing existing homes to be separated from the full property assessment for various situations such as a failing septic. More to come on this subject.

10. Projects Update

Sandal informed the Committee of current project status:

- **Community Center** – complete.
- **New Maintenance Building** – on schedule.
- **Judson 9th (Phase 2)** – sewer complete, 9th Street phase to start in 2025.
- **Pine Street Bridge** – finalizing easements. Planning to bid in late January/early February. PWTF may have some money in reserve to increase project funding after bids have been received.
- **Guide Watermain** – finalizing easements. Planning to bid in late January/early February.
- **Bradley Road** – Cultural Resources review in progress.
- **WWTP Demolition Work** – Cultural Resources review in progress.

NEW BUSINESS:

11. Lenssen requested the Development Standards document be updated to be searchable/linked to the Table of Contents.

ADJOURNMENT: The meeting was adjourned at 5:24pm.

NEXT MEETING: February 5, 2025