



PUBLIC WORKS COMMITTEE MINUTES

4:00 PM February 05, 2025
City Hall 2nd Floor Conference Room

CALL TO ORDER

Council Members Present: Gary Bode
Gary Vis

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

Public Present: None

ACTION ITEMS

1. Approve Minutes from January 08, 2025

Action

The minutes from January 08, 2025, were recognized and accepted by the Committee.

2. Mowing Leases 2025-2026

1. 8600 Benson Road - Derek DeKoster
2. West Lynden Detention Pond Vicinity – Bouma Farms Inc
3. Heritage Park – Randy Heeringa

Bids were solicited for mowing leases in November 2024 with only one response received from Bouma Farms. The City reached out to the previous tenants to see if they were interested in renewing the lease. Both have agreed.

Action

The Committee recommended approving the leases.

3. Bradley Road – Right-of-Way Plan

Sandal presented the Possession and Use plan for right-of-way acquisition for the Bradley Road Improvement project. This method of acquisition is based on an appraisal by a third party followed by negotiations with property owners. This project has State funding approved for 100% of right-of-way purchase.

Action

The Committee recommended submitting the right-of-way plan as presented to City Council for approval.

4. Transitioning to MRSC Rosters

Hutchings presented Draft Ordinance No. 25-1703 that would update Chapter 2.48 – Small Works Roster in the Lynden Municipal Code to utilize the statewide small works roster developed by the Municipal Research and Services Center (MRSC). This would replace the in-house roster list that can be utilized for public works projects costing \$350,000 or less.

Action

The Committee supported presenting Ordinance No. 25-1703 to City Council for adoption.

5. Pacific Survey & Engineering Contract – Guide Meridian Water Main Extension

Sandal presented the contract with Pacific Survey & Engineering for final design and construction management for the Guide Meridian Water Main Extension project in the amount of \$64,528 which is included in the water capital fund budget for 2025. The project is in the vicinity of AM/PM on the east side of Guide Meridian Road to Olson Chiropractic or slightly farther, depending on additional participation by Mr. Gosal.

Action

The Committee recommended City Council authorize the Mayor to sign the contract with Pacific Survey & Engineering.

INFORMATION ITEMS

6. 2024 Public Works in Review

Hutchings presented a summary of 2024 Public Works accomplishments.

7. 6-year Transportation Improvement Plan Financials and TBD Annual Report

Hutchings highlighted items within the Draft Transportation Benefit District (TBD) 2024 Summary Report and discussed the project budgets for 2025. The report includes projected revenue and expenditures for the TBD fund through 2030.

Vis suggested TBD funds should be prioritized for maintenance projects, and that other funding sources are used on new projects. Bode said public opinion is better when people can see the problems fixed in their neighborhoods.

Hutchings presented the Transportation Impact Fees (TIF) budget. The beginning cash balance in 2025 is estimated at \$900,000 and revenue estimated at \$270,000. Some project expenditures previously slated for TBD funds have shifted to TIF funds for 2025. The budgeted expenditures for TIF funds in 2025 are \$1,147,712, which includes Bradley Rd Pedestrian Improvements, Bradley/Vinup Intersection Improvements Design, Benson Rd Complete Streets (Badger to Benson Park), and Pepin Subarea. Vis discussed how TIF rates are calculated, and which projects qualify for use of these funds.

8. Projects Update

Sandal informed the Committee of current project status:

- **New Maintenance Building** – on schedule.
- **Judson 9th (Phase 2)** – sewer complete, 9th Street phase to start in May/June 2025.
- **Pine Street Bridge** – out to bid. Pre-bid meeting 2/6/25 at 1PM, Bids Due 2/20/2025 10AM. Based on the bid amount, if further funding is needed, a request to Public Works Board for additional funds will be submitted and an answer should be received by March 14th. Set to present bid for approval at City Council on March 17th.
- **Guide Watermain** – finalizing easements. Planning to bid mid-February.

- **Bradley Road** – Cultural Resources review in progress. Paperwork submitted to obligate Right-of-Way money.
- **WWTP Demolition Work** – Cultural Resources review in progress. Hutchings updated financial status of grants and loans.
- **Benson Rd** – Property owner's meeting summary from Jan 27th presented to committee. Sandal will follow-up on action items. Hutchings said it is a potential large acquisition that may result in purchasing whole properties.

NEW BUSINESS:

9. Vis mentioned the latest update regarding the Lynden border crossing including a possible closure for 18 months. This plan has not yet been finalized.
10. Bode asked about the possibility of adding street lighting along Kamm Rd.

ADJOURNMENT: The meeting adjourned at 5:30pm.

NEXT MEETING: March 5, 2025