



## PUBLIC WORKS COMMITTEE MINUTES

4:15 PM July 8, 2020  
Microsoft Teams Virtual Meeting  
City Hall 1<sup>st</sup> Floor Large Conference Room

### 1. ROLL CALL

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

Members Absent: None

Staff Present: Public Works Director Steve Banham, Programs Manager Mark Sandal, Sr. Admin. Assistant Miriam Kentner

Public Present: Gary Vis, Jason Jansen, Alan Hartgraves

### 2. ACTION ITEMS

#### A. **Approve Minutes from May 6, 2020**

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

##### Action

*The minutes from May 6, 2020 were approved.*

#### B. **Approve Minutes from June 10, 2020**

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

##### Action

*The minutes from June 10, 2020 were approved.*

#### C. **Request for ADA Parking Stall at 302 Front Street [Meraki Salon & Shop]**

Recently the City received a request from Meraki Salon & Shop for an additional ADA parking stall near 302 Front Street as many of their clients require mobility aids. Currently, the closest ADA parking stall is on the opposite end of the block near the downtown restrooms.

##### Action

*The Public Works Committee concurred to recommend supporting the installation of an additional ADA parking stall near 302 Front Street.*

#### D. **IceWorx Vending Machine Placed Downtown**

Bode introduced Jason Jansen and Alan Hartgraves of IceWorx Vending Machines. Jansen has expressed interest in locating one of his company's ice and water vending machines downtown near the 7<sup>th</sup> Street parking lot. Bode stated he researched whether

this would be setting a precedent as they would be locating a private vending machine on City property. He noted that Walton Beverage has had a vending machine at Berthusen Park for many years. Additionally, the concessions at Bender Field are private entities operating on City property. Therefore, he stated this would not be setting a precedent.

Bode inquired about a rental fee for the utilization of City property by IceWorx. He suggested the rent be a fixed percentage of sales, rather than a set monthly price, as the demand will likely fluctuate depending on the season.

Jansen encouraged the Committee to look at the existing Iceworx ice machine located at Bolton Tire Service at 8165 Guide Meridian. This will give the Committee an idea of the machine size. Jansen stated he would need water service and electricity.

Vis encouraged the Committee to support the proposal as it could be a great traffic-generating addition to the downtown area.

***The Public Works Committee concurred to review with staff the details of the proposal and of the proposed placement of the machine and will bring suggestions back to a future Public Works Committee meeting for discussion.***

#### **E. Benson Road Pedestrian Improvements**

Banham stated the Benson Road Pedestrian Improvements project bid opening is scheduled for July 16, 2020. He noted that there is a request for a City-controlled dollar limit for this project. Staff has observed that the existing sidewalk south of the proposed project area but north of Isom Elementary School is in disrepair. To add this section of sidewalk to the project as an alternative bid item, the City must establish a fixed dollar limit for this project. If the low bid and the additive bid item are both below bid, they will both be included in the project. The Committee reviewed the engineer's estimate for the project and the alternate bid process.

#### **Action**

***The Public Works Committee concurred to recommend setting a budget control dollar amount of \$280,000 for this project. Additionally, the Public Works Committee concurred to recommend forwarding the award for the Benson Road Pedestrian Improvements project directly to the July 20, 2020 City Council meeting for award after first sending the certified bid tabulation to the Public Works Committee for review.***

### **3. INFORMATION ITEMS**

#### **A. Initiative to Install a Hearing Examiner Process**

Korthuis invited the Committee to attend the Community Development Committee meeting on Wednesday, July 22 at 4:00 pm as City Attorney Bob Carmichael will be presenting information on the Hearing Examiner process. He added that all Council members have been invited to this meeting.

Banham noted that the enclosed memo includes only the Public Works Department's actions that have been proposed to use this process, and the Director's recommendations.

**B. COVID-19 Wastewater Testing to Start July 6<sup>th</sup>**

Banham stated that the initial samples of wastewater have been collected for testing and the City is waiting for the first round of results.

**C. Building Official Position Transferred to Planning Department**

Banham stated that Building Official position has been transferred to the Planning Department. De Valois asked the reason for the change. Banham stated that most municipalities have the Building Official and Permit Technician positions in their Planning Department. Through COVID, staff noticed increased interaction between the Planning Department and Building staff and recognized potential efficiencies to be achieved in administering private development. As there is also a new permitting module in the financial software, the timing made sense to shift the positions at this time.

**D. PROJECT – 7<sup>th</sup> Street Extension Ribbon Cutting Scheduled for July 23<sup>rd</sup>**

Banham stated that the 7<sup>th</sup> Street ribbon cutting is scheduled for July 23<sup>rd</sup>. Two State Representatives and the Executive Director of the Transportation Improvement Board are planning to attend the event. Banham added that custom “City of Lynden” masks and hand sanitizers will be provided to attendees.

**E. PROJECT – 17<sup>th</sup> Street Extension Construction to Start July 6<sup>th</sup>**

Sandal stated this project is in progress as planned. Banham presented plans for an alternate crosswalk location which will encourage traffic calming and encourage students coming from Fisher Elementary School to take the crosswalk now that this will be a thru-street.

**F. PROJECT – Industrial Condensate – Riverview to Outfall**

Banham stated that adjacent property owners were not amenable to selling the necessary easements to the City to use their property for this project, so staff asked the designer to consider alternatives that could be done within existing right-of-way. Auger drilling was researched and discussed with Whatcom County and appears to have support. The work is in County right-of-way, so they have permit authority. Some additional soil testing is scheduled. Banham noted that this change will avoid right-of-way acquisition but require the City’s mitigation plan to be changed: some acquired property would have been used for shoreline impact mitigation. Staff is requesting from the Army Corps of Engineers that the mitigation area be adjacent to the Wastewater Treatment Plant’s current mitigation area.

**G. PROJECT – Foxtail Street Gap Elimination – Utility Latecomer - Haak**

Staff is moving forward with the design of Foxtail Street so that it can be constructed in 2021. The adjacent undeveloped property owned by Larry Haak is expected to be developed, and water and sewer utilities should be installed when building the street. Banham asked the Committee to consider how much Haak should be required to pay for new utility connections for the Foxtail Street project as the extension of utilities is normally the property owner/developer responsibility. Korthuis stated since Mr. Haak is not paying for the road extension, and the City does not want utilities installed after roadway construction, the cost of installing the utilities should be collected at the time of application for the connection.

Banham stated that Haak has been notified that he will be responsible for any utility connections associated with this project and costs to install the pipe. Korthuis encouraged a latecomer’s agreement for future development on this property.

## **H. PROJECT – Pepin Creek**

### **1. Bridge**

Banham stated the Main Street Bridge design is in process using Commerce Grant funds.

### **2. Department of Ecology Meeting – Grant Funding and Pepin Lite Proposal**

Banham stated that staff recently met with the Department of Ecology to explain the Pepin Lite strategy. Ecology was supportive of the project. Ecology funds will be used for the design of this project.

### **3. Utilities**

Banham stated that Reichhardt & Ebe Engineering is in the process of developing a scope and budget for surveying the utilities in the Pepin Lite project area.

## **I. PROJECT – 3MG Reservoir Recoat Completed**

Banham stated that this project is complete.

## **J. WSDOT Culverts Project Update**

Banham stated that WSDOT will be replacing the culverts at the Depot and Bender Road roundabouts in 2021. In 2022 the culverts at Double Ditch and Badger Road on Guide Meridian will be replaced.

## **K. Signal Improvements Completed in City Limits at 17<sup>th</sup> & Front and 1<sup>st</sup> & Front**

Sandal stated that the signal modifications at 17<sup>th</sup> and Front and 1<sup>st</sup> and Front streets are working as expected. The Committee expressed appreciation for these improvements.

## **4. ITEMS ADDED**

### **A. PROJECT – West Front Street Reconstruction**

Korthuis asked to discuss this project and City right-of-way acquisition. Banham stated that staff has been in communication with Juan Baldovinos regarding acquiring right-of-way. Baldovinos is in receipt of an offer from the City that takes into consideration the proximity of the house to the proposed right-of-way. The offer will be presented to City Council for review and approval once there is a tentative understanding. Staff is working to secure right-of-way to make this important commercial street project “shovel ready” for future federal funding.

### **B. PROJECT – Kaemingk Trail Extension – 17<sup>th</sup> Street to Dickinson Park**

Banham stated that City is working to finalize the conservation area in Dickinson Park to receive reimbursement from the Department of Ecology for the property purchase.

### **C. Lynden Municipal Airport PAPI Light Replacement**

Banham stated that the City is soliciting Small Works bids for the PAPI light replacement at the Airport. The cost of these repairs will be paid for by the aircraft’s insurance company.

The meeting was adjourned at 5:48 p.m.