

LYNDEN CITY COUNCIL

MINUTES OF THE REGULAR SESSION

FEBRUARY 19, 2008

I CALL TO ORDER

Mayor Louws called to order the February 19, 2008 regular session of the Lynden City Council at 7:00 P.M. at the Lynden City Hall Annex.

ROLL CALL

Members present: Mayor Jack Louws; Councilors Doug Adelstein, Gary Bode, Dave Burns, Ron De Valois, Tobey Gelder, Gerald Kuiken, and Nick Laninga.

Members absent: None.

Staff present: Administrative Assistant Rachel Byers, Planning Director Amy Harksell, Public Works Director Duane Huskey, Parks and Recreation Director Vern Meenderinck, and City Administrator Bill Verwolf. Also present was City Attorney Bob Carmichael.

APPROVAL OF MINUTES

Councilor De Valois moved and Councilor Bode seconded that the minutes of the February 4, 2008 regular session be approved. The motion carried.

ITEMS FROM THE AUDIENCE

Scheduled – Northwest Washington Fair Manager Jim Baron

Mr. Jim Baron, Manager of the Northwest Washington Fair, appeared before Council and discussed some statistics related to fairs, such as: of those who attend the Northwest Washington Fair 50% live outside of Lynden, 30% live within Lynden, and 7% are from Canada.

Council, Mayor Louws, and Mr. Baron discussed the resolution of noise problems and lighting issues along Kok Road. They also discussed parking, the success of the shuttle program, and the clean and safe atmosphere at the Fair.

Mayor Louws thanked Mr. Baron, the Fair's board members, and staff for their work.

Unscheduled – None

II CONSENT AGENDA

Approval of Claims

Manual Warrants No. 46993 through 47051	\$ 846,425.85
Voucher Warrant No. 47052 through 47252	\$ 480,665.85
Total	<u>\$ 1,327,091.70</u>

Set Public Hearing Date for Adoption of General Sewer Comprehensive Plan

Lynden Chamber of Commerce Annual Event Calendar

Councilor Bode moved and Councilor Burns seconded that the Consent Agenda be approved. The motion carried.

IV NEW BUSINESS

Professional Services Agreement with Pitney Bows MapInfo

Staff has worked with Pitney Bowes MapInfo to develop a contract to complete a traditional retail market analysis.

Key points of interest include two site visits, one at the beginning for a field analysis and one at the end of the project for presentation purposes, definitions of our trade area, and the completion of the market analysis. Also included is the one year subscription to the Any Site Online Retail Market program that will begin at the City's direction after the conclusion of the market analysis. More detailed descriptions of those tasks and milestones are included in the scope of work.

The total budget for this project is not to exceed \$63,500 and is broken down as follows:

- \$47,500 for the market analysis;
- \$7,000 maximum travel allowance (two people for two trips); and
- \$9,000 for Any Site Online Retail Market program for 1 year subscription

Funding for this project will be directed from the Planning Department's budget and the Trade and Tourism fund. The Hotel/Motel Tax Advisory Committee met on February 8, 2008 and will be recommending allocating funds to the Chamber of Commerce to support their tourism efforts to replace the City's general funds that will be used for this effort.

There has been concern expressed by some that this project is entirely benefiting the business community. To help allay that concern it should be noted that one of the results of this study is an expected square footage of retail business that could be accommodated now and in five years. This information is extremely important as the City considers modifications to zoning. The Zoning Text Review Committee is working on not only the commercial and industrial zoning text, but where these different zones should be located and how much of different types of zoning is necessary. This study will provide vital information for this group as they work to make recommendations to the Planning Commission and City Council.

Councilor Kuiken moved and Councilor Burns seconded that the Professional Services Agreement and scope of work, for an amount not to exceed \$63,500 as recommended by the Community Development Committee, be approved and that the Mayor be authorized to sign said Agreement. The motion carried.

IV EXECUTIVE SESSION

Council went into Executive Session at 7:26 P.M. to discuss real estate issues. It was anticipated that the Executive Session would last approximately 15 minutes and that action may be taken following the session. Council came out of Executive Session at 7:38 P.M.

Councilor De Valois moved and Councilor Bode seconded that City staff be authorized to make a formal offer of \$120,000, without contingencies and with a 60 day closing window, for the purchase of the property at 415 S. 17th Street, and that the Mayor be authorized to sign the offer letter and the subsequent Purchase and Sale Agreement once approved by the City Attorney. The motion carried.

Mayor Louws explained that the purchase of this property will allow for work to be done on the intersection of Kok Road and 17th Street.

V ADJOURNMENT

The February 19, 2008 regular session of the Lynden City Council adjourned at 7:40 P.M.

Rachel Byers, Administrative Assistant

Jack Louws, Mayor