

# LYNDEN CITY COUNCIL

MINUTES OF THE REGULAR SESSION

DECEMBER 15, 2008

## I CALL TO ORDER

Mayor Jack Louws called to order the December 15, 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 with notice: None.

Staff present: Administrative Assistant Rachel Byers, Finance Director Teresa Camfield, Planning Director Amy Harksell, Parks and Recreation Director Vern Meenderinck, and City Administrator Bill Verwolf. Also present was City Attorney Bob Carmichael.

## APPROVAL OF MINUTES

*Councilor Burns moved and Councilor Bode seconded that the minutes of the December 1, 2008 regular session be approved. The motion carried.*

## ITEMS FROM THE AUDIENCE

**Scheduled** - None

### **Unscheduled**

Lynden Chamber of Commerce Executive Director Gary Vis appeared before Council and thanked the City staff, Council, and the Mayor for their help and support during the Lighted Christmas Parade. He said there were about 100 volunteers who contributed to the success of the parade.

Mayor Louws thanked Executive Director Vis, the Chamber staff, and all the merchants who worked hard to put everything together and he said that it was another successful event.

## II CONSENT AGENDA

### **Approval of Claims**

Manual Warrants No. 49161 through 49184	\$ 144,806.59
Voucher Warrant No. 49185 through 49361	<u>\$1,293,927.58</u>
Total	<u>\$1,438,734.17</u>

### **Ordinance No. 1341 - A 2008 Budget Amendment**

### **Award Bid for Publication of the City Newsletter - Project No. 2009-02**

### **Award Bid for Publication of Legal Notices - Project No. 2009-03**

### **Appointment to the Design Review Board - Mr. Alvin Vos**

### **Re-Appointment to the Planning Commission - Ms. Teresa Reed Jennings and Ms. Diane Veltkamp**

### **Set Public Hearing Date Regarding Ordinance No. 1340 - Amending Section 8.24 of the Lynden Municipal Code - Vegetation**

## **Janitorial Agreement Renewal - Management Services Northwest**

### **Award Bid for Chemical - Project No. 2009-01**

*Councilor De Valois moved and Councilor Adelstein seconded that the Consent Agenda be approved. The motion carried.*

### **III UNFINISHED BUSINESS**

#### **Ordinance No. 1342 - Adoption of the 2009 Budget**

Per the approved year 2009 budget calendar, the preliminary budget hearing for year 2009 was held on November 3, 2008. Budget workshops were held on November 10 and 24, 2008. The final budget hearing was held on December 1, 2008.

Ordinance No. 1342 represents the results of the year 2009 budget process. Passage of this ordinance will finalize the budget process and is in compliance with Revised Code of Washington deadlines.

*Councilor Adelstein moved and Councilor Gelder seconded that Ordinance No. 1342, adoption of the 2009 budget, be approved and that the Mayor be authorized to sign said Ordinance. The motion carried.*

Council and Mayor Louws thanked Finance Director Teresa Camfield, City Administrator Bill Verwolf, and staff for their work on the 2009 budget.

### **III NEW BUSINESS**

#### **Update on Growth Management Coordinating Council**

As reported in November, a methodology has been devised for two components of the work to review and revise the urban growth areas county-wide. The Growth Management Coordinating Council recommended that the County Council approve the methodology for both the population allocation and the analysis of how much land is currently available in the urban growth areas. The County Council held a hearing on recommendations December 9, 2008.

In preparation for the land capacity analysis and the review of “archived density” the Planning Department has nearly completed an analysis of the development done over the past ten years. Preliminary results show that in 2003, the City was achieving approximately 4.3 dwelling units per net acre on development applications. In 2008 we are averaging closer to 4.8 dwelling units per net acre. Lynden’s Comprehensive Plan sets a goal of 5 dwelling units per net acre.

In January, it is anticipated that the Phase I population allocation (the “technical” allocation) will be completed and the Technical Advisory Committee and the Growth Management Coordinating Council will move into the second phase of the population allocation, based on the policies and constraints within the individual communities. Discussion will be taking place at the Planning Commission, the Community Development Committee, and the City Council in January and February about these numbers and their impact on the City of Lynden in order to establish an expected population for Lynden in 2031.

#### **Award Bid for Downtown Restrooms - Project No. 2007-11**

The Downtown Restroom Project consists of a new 670 square foot one-story wood framed public restroom facility to be located in the southwest corner of the parking lot at 4<sup>th</sup> and Front Streets, behind the windmill. Contractor work includes the building, plumbing, and mechanical systems. The City is coordinating the electrical, site, and utility work.

Bids were opened at 3:00 PM on Tuesday, December 2, 2008. Public Works staff received eight bids with the base bid ranging from \$190,250.00 to \$250,823.00.

Stewart + King Architects prepared the bid tabulation and recommended awarding the contract to Strengholt Construction, the lowest responsible bidder, with the inclusion of the following alternates:

Alternate 3 - Add anti-graffiti coating to all interior and exterior exposed masonry surfaces.  
Alternate 4b - Add center gable roof at standing seam metal roof version.  
Alternate 5 - Add standing seam metal roof in lieu of asphalt shingles.

Alternate 6 - Add 4 total units type "A" windows at west and east elevations.  
Alternate 7 - Add stepped parapets at south and north elevations.

The total contract amount, including these alternates, is \$216,170.00. Washington States sales tax is \$18,158.28, which brings the total contract amount to \$234,328.28. The base bid estimate was \$247,444.00 including sales tax. The 2009 revised budget for the restroom structure is \$239,750.00, leaving a contingency of \$5,421.72.

***Councilor Bode moved and Councilor De Valois seconded that the contract for the Downtown Restrooms Project be awarded to Strengholt Construction in the amount of \$234,328.28, including Alternates 3, 4b, 5, 6, and 7, and including Washington State sales tax, and that the Mayor be authorized to sign the contract. The motion carried.***

#### **IV EXECUTIVE SESSION**

Council went into Executive Session at 7:30 P.M. to discuss salaries and real estate. It was anticipated that the Executive Session would last approximately 15 minutes and that action would likely be taken following the session. Council came out of Executive Session at 7:52 P.M.

#### **Salaries for Non-Represented Personnel and Ordinance No. 1343**

Council reviewed the proposed salary changes for non-represented personnel in Executive Session.

***Councilor Adelstein moved and Councilor Burns seconded that the recommended salaries for non-represented personnel for the year 2009 as per the memorandum from City Administrator Bill Verwolf dated December 15, 2008 be approved and that Ordinance No. 1343 Setting the Salaries of Elected and Appointed Officials be approved and that the Mayor authorized to sign said Ordinance. The motion carried.***

***Councilor Adelstein moved and Councilor Kuiken seconded that the Group Health Plan 1 premium for non-represented personnel's dependents be paid up to 90% and that the medical opt out option for non-represented personnel be changed to 60% to the employee and 40% will be retained by the City. The motion carried.***

#### **523 Judson Street Alley**

***Councilor Bode moved and Councilor Gelder seconded that the 523 Judson Street Alley, property located adjacent to the water plant, be purchased from Robert and Gloria K. Bovenkamp for \$442,500.00 plus the additional costs associated with the purchase as listed in the purchase and sale agreement. The motion carried.***

#### **V ADJOURNMENT**

The December 15, 2008 regular session of the Lynden City Council adjourned at 8:00 P.M.

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Rachel Byers, Administrative Assistant

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Jack Louws, Mayor