

City of Blue Lake
City Council Meeting
Skinner Store – 111 Greenwood Ave., Blue Lake, CA
August 25, 2015 – Special Meeting
MINUTES

The Meeting called to order at 6:30 p.m.

Councilmembers Present: Jean Lynch, John Sawatzky, Adelene Jones, Michele McCall-Wallace, Stephen Kullmann

Councilmembers Absent: None

Staff Present: City Clerk April Sousa, City Manager John Berchtold, City Attorney Nancy Diamond, Business Office Supervisor Vicki Hutton

Motion to Approve the Agenda

Councilmember Sawatzky *motioned to approve the agenda for the special meeting*. Councilmember Kullmann seconded. The motion carried unanimously.

City Manager Transition Protocols

This will be City Manager Berchtold's last physical meeting. It was noted that City Manager Berchtold will remain City Manager and the protocols that are currently in place will continue throughout the transition.

An overview of the City Manager transition protocol was discussed.

Clarification was made regarding the difference between an Interim City Manager and an Assistant City Manager.

The City Manager mentioned that he will have a track phone when in Michigan, and he will have to give the Council the number when it becomes available.

The dedicated times were discussed. After discussion, Council consensus was that 10 a.m. – 2 p.m. was fine.

It was noted that if a signature was needed by the City Manager, he would accomplish this by Fax or overnight mail if needed.

City Manager Berchtold suggested that if Councilmembers had questions outside of the dedicated times, they could email and he would get back to them when needed, or set up a time to discuss the matter.

It was notice that the City Manager's last official full time day would be Friday, September 4, 2015, however his new part time contract is official on September 7, 2015.

Mayor McCall-Wallace gave a recap of the protocol.

There was no public comment on this issue.

There was no public input on the issue.

Councilmember Jones *motioned to accept transition protocols as outlined in the packet handout and as discussed*. Councilmember Sawatzky seconded. The motion carried unanimously.

Motion to Adjourn

Councilmember Kullmann *motioned to adjourn*. Councilmember Sawatzky seconded. The motion carried unanimously. Meeting adjourned at 6:43 p.m.

April Sousa,
City Clerk