



Blue Lake City Council Agenda

Tuesday, June 12, 2018 ~ 7:00 p.m.-9:30 p.m. ~ Regular Council Meeting
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

Unless Otherwise Noted, All Items on the Agenda are Subject to Action.

1. Pledge of Allegiance and Establish a Quorum of the Council
2. Approve Agenda
3. Public Input – *The Public is invited to present petitions, make announcements, or provide other information to the City Council that is relevant to the scope of authority of the City of Blue Lake that is not on the Agenda. The Council may provide up to 15 minutes for this public input session. To assure that each individual presentation is heard, the Council may uniformly impose time limitations of 3 minutes to each individual presentation. The public will be given the opportunity to address items that are on the agenda at the time the Council takes up each specific agenda item.*
4. Proclamation: Parks and Recreation Month – July 2018
5. Recommendation from Parks and Recreation Commission – Naming of Park Located at the Corner of Chartin and Broederick which includes the Tennis Courts, Basketball Courts, Horseshoe Pits, and Horse Arena
6. Discussion Draft Budget Fiscal Year 2018-2019
7. Consent Agenda
 - a. Minutes from May 22, 2018 – Special Meeting
 - b. Minutes from May 22, 2018 – Regular Meeting
8. Reports of Council and Staff
 - a. PARSAC Meeting Update
9. Information Only
 - a. Announcement Potential Candidate Information Session
 - b. Announcement of Local Elected Officials Training – July 11, 2018
10. Future Agenda Items
11. Correspondence
12. Motion to Adjourn

A request for disability-related modification or accommodation, including auxiliary aid or services, may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting, by contacting City Manager Amanda Mager, 668-5655, at least 24 hours prior to the commencement of the meeting.



CITY OF BLUE LAKE

Post Office Box 458, 111 Greenwood Road, Blue Lake, CA 95525
Phone 707.668.5655 Fax 707.668.5916

AGENDA REPORT

Item #: 4
Date: June 12, 2018
Item Subject: Proclamation: Parks and Recreation Month – July 2018
Submitted By: April Sousa, City Clerk

General Information: This month, staff is presenting a proclamation for Parks and Recreation Month. Parks and Recreation is such a huge part of the City of Blue Lake, and what we have to offer. This year’s theme is “A Lifetime of Discovery” and there are several programs being developed for the month.

Some activities already planned that involve our parks or our recreation department are:

- Annie and Mary Day – July 8
- Nessler Car Show July 7 & 8
- Pastels in the Park – July 21
- Saddle Club activities at the Gymkhana Field
- Drop in Sports – Volleyball, Pickleball, Basketball
- Paint Night to benefit Parks and Recreation at Jewell Distillery – July 18

Background Material Provided: Copy of Proclamation

Fiscal Impact: None at this time.

Recommended Action: Motion to proclaim July 2018 as Parks and Recreation Month.

Review Information:

City Manager Review: Legal Review: Planner Review: Engineer Review:

Building Official: Other: _____

Comments: _____

City of Blue Lake Proclamation



Designation of July as Park and Recreation Month

WHEREAS parks and recreation programs are an integral part of communities throughout this country, including the City of Blue Lake; and

WHEREAS our parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and

WHEREAS parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled, and also improve the mental and emotional health of all citizens; and

WHEREAS parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS parks and recreation areas are fundamental to the environmental well-being of our community; and

WHEREAS parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and

WHEREAS our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS the U.S. House of Representatives has designated July as Parks and Recreation Month; and

WHEREAS the City of Blue Lake recognizes the benefits derived from parks and recreation resources

NOW THEREFORE, we, the City Council of the City of Blue Lake, do hereby designate the month of July, 2018, as Park and Recreation Month and further extend our appreciation to our Parks and Recreation Director, Nathan Sailor, for his continued dedication to Parks and Recreation programs and infrastructure.

Mayor: _____

Date: _____



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AGENDA REPORT

Item #: 5
Date: June 12, 2018
Item Subject: Recommendation from Parks and Recreation Commission – Naming of Park Located at the Corner of Chartin and Broederick which includes the Tennis Courts, Basketball Courts, Horseshoe Pits and Horse Arena
Submitted By: April Sousa, City Clerk

General Information: At the May 2018 Parks and Recreation Commission Meeting, the Commission discussed. Many ideas were brought forward. Staff recommendation is to name the park after Richard “Scotty” Harndin, who was Public Works Director for a long time and gave a lot to the City. The Parks and Recreation Commission had other ideas to tie in the park to the Powers Creek District. Parks and Recreation Commissioner Eipper should be able to give more insight into the commission’s discussion for the Council’s decision.

Background Material Provided: none.

Fiscal Impact: None at this time.

Recommended Action: Motion will depend upon Council Discussion.

Review Information:

City Manager Review: Legal Review: Planner Review: Engineer Review:

Building Official: Other: _____

Comments: _____



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AGENDA REPORT

Item #: 6
Date: June 12, 2018
Item Subject: Discussion Draft Budget FY 18-19
Submitted By: April Sousa, City Clerk

General Information: City Manager Mager has been working with the City Accountant and Department Heads on a Draft of the Budget. During the time of the agenda packet compilation, the Draft has not been fully imputed into the accounting program. This Draft will be presented to the Council at the meeting for a full discussion. A final draft will be presented to Council at the next regular meeting for adoption.

Background Material Provided: none at this time

Fiscal Impact: None at this time.

Recommended Action: Discussion only. Council may direct the City Manager as needed.

Review Information:

City Manager Review: Legal Review: Planner Review: Engineer Review:

Building Official: Other: _____

Comments: _____



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AGENDA REPORT

Item #: 7
Date: June 12, 2018
Item Subject: Consent Agenda - Minutes
Submitted By: April Sousa, City Clerk

General Information: The Consent Agenda only has the minutes from the past meetings. I ask council to review carefully for typographical errors, and if there are any, to please bring that to my attention prior to the Council meeting so I may rectify them early.

Background Material Provided: copy of Minutes

Fiscal Impact: None at this time.

Recommended Action: Motion to adopt the Consent Agenda.

Review Information:

City Manager Review: Legal Review: Planner Review: Engineer Review:

Building Official: Other: _____

Comments: _____

City of Blue Lake
City Council
Skinner Store – 111 Greenwood Rd. – Blue Lake
May 22, 2018
Special Council Meeting

The meeting was called to order at 6:34 p.m.

Councilmembers Present: Bobbi Ricca (Mayor Pro-Tem), Elizabeth Mackay (6:35 p.m.),
Summer Daugherty,

Councilmembers Absent: None

Staff Present: City Manager Amanda Mager, City Clerk April Sousa, Robert Black – Legal
Counsel (via Phone Call)

Approve Agenda

Ricca/Daugherty *motion to approve the agenda as stated.* Motion carried unanimously.

Closed Session

Ricca/Daugherty *motion to enter into closed session regarding Conference with Legal Counsel regarding Anticipated Litigation, One Case, Pursuant to Government Code Section 54956.9 (d)(2).* Motion carried unanimously. Closed Session began at 6:35 p.m.

Daugherty/Mackay *motion to come out of closed session.* Motion carried unanimously. Closed Session ended at 7:00 p.m.

Pursuant to Government Code 54957.1, any action shall be reported at the end of Closed Session. There was nothing to report.

Meeting Adjourned at 7:00 p.m.

City of Blue Lake
City Council
Skinner Store – 111 Greenwood Rd. – Blue Lake
May 22, 2018
Regular Council Meeting

The meeting was called to order at 7:00 p.m.

Councilmembers Present: Adelene Jones (Mayor), Bobbi Ricca (Mayor Pro-Tem), Elizabeth Mackay, Summer Daugherty

Councilmembers Absent: None (1 vacancy)

Staff Present: City Manager Amanda Mager, City Clerk April Sousa

Approve Agenda

Mackay/Ricca *motion to approve the agenda as stated.* The motion carried unanimously.

Public Input

None

Proclamation: Public Works Week – May 21-27, 2018

Ricca/Mackay *motion to proclaim May 21-27, 2018 as Public Works Week.* Motion carried unanimously. The proclamation was read, and the tour at the Wastewater Treatment plant was announced. Glenn Bernald, Public Works Superintendent, was recognized for his recent award from the California Rural Water Association as Operator of the Year.

Humboldt Bay Municipal Water District Presentation: Mad River Water Pipeline Crossing Project

Representatives from Humboldt Bay Municipal Water District and GHD, Inc. gave an informational presentation on the progress of the water pipeline connecting the Glendale/Fieldbrook area from Arcata. Connection status was discussed during the presentation and a timeline of public meetings and implementation was discussed.

Discussion of Unaudited Financials through April 2018

Scott Gordon, City Accountant, was present to give a review of the unaudited financials and gave the Council an opportunity to ask any clarifying questions. A suggested Budget Amendment for Fund 22 was discussed.

It was noted that the draft audit for fiscal year 2016-2017 should be done in early June, a new auditor will be brought on for the fiscal year 2017-2018 audit, and a draft budget for Fiscal Year 2018-2019 will be presented at the next Council meeting, and finalized at the second June meeting.

Discussion Regarding Strategic Planning

The City Manager gave an update on the strategic planning implementation so far.

Currently, members of the Economic Development Commission, the Chamber of Commerce and Council attended a Branding session with Heather Equinoss. The next step is a Local Elected Officials Training that the Economic Development Commission has been working with Cal-Ed to bring to the City. After this, a follow up strategic planning session will be planned.

Resolution No. 1122: Resolution Of The City Council Of The City Of Blue Lake Approving The Application For Grant Funds For The California River Parkways Grant Program Under The Safe Drinking Water, Water Quality And Supply, Flood Control, River And Coastal Protection Bond Act Of 2006 (Proposition 84)

City Manager Mager gave an overview of the original grant with Fish Action Council, who has recently lost its 501(c)3 status. The River Parkways Program would like to transfer this grant to the City. The City will be renegotiating the scope of work and the funding for the grant.

Ricca/Daugherty *motion to adopt Resolution No. 1122: Resolution Of The City Council Of The City Of Blue Lake Approving The Application For Grant Funds For The California River Parkways Grant Program Under The Safe Drinking Water, Water Quality And Supply, Flood Control, River And Coastal Protection Bond Act Of 2006 (Proposition 84)*. Motion carried unanimously.

Approval of Proposal for Audit Services from JJACPA, Inc.

The City is required through a state mandate to periodically change auditors.

Daugherty/Mackay *motion to authorize the City Manager to negotiate and execute a contract with JJACPA, Inc for one year option to extend for two additional years*. Motion carried unanimously.

Minutes from May 8, 2018

The Mayor asked for clarification on the minutes, as she was unable to attend the last meeting.

Councilmember Mackay noted that she did not attend the branding meeting as presented in the minutes.

Ricca/Daugherty *motion to approve the minutes with changes noted*. Motion carried with one abstention (Jones).

Reports of Council and Staff

City Clerk Sousa – Reported that there will be two (2) openings of the Blue Lake Planning Commission as of June 30, 2018. These potential openings will be posted on June 1, 2018, and applications will be accepted throughout the month of June. First review of applications will take place at the first meeting in July.

Mackay – nothing

Daugherty – reported on the Humboldt Waste Management Authority meeting and the Request for Proposals process for a Recycling company.

Ricca – reported on the Public Safety Commission and the Parks and Recreation Commission meetings as well as the Redwood Coast Energy Authority meeting. She was unable to attend the Humboldt County Associations of Governments meeting.

Jones – reported on the open house for Blue Lake Power.

City Manager – reported that she had several projects moving forward and that she was working on the Budget.

Future Agenda Items

- Budget FY 2018-2019

Correspondence

None

Adjourn

Ricca/Mackay *motioned to adjourn*. The motion carried unanimously. Meeting adjourned at 8:36 p.m.

April Sousa
City Clerk



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AGENDA REPORT

Item #: 8a
Date: June 12, 2018
Item Subject: PARSAC Meeting Update
Submitted By: April Sousa, City Clerk

General Information: PARSAC – Public Agency Risk Sharing Authority of California – had a board meeting on May 31, 2018, which I attended. Some of the items to note are:

- The board has chosen to continue to act conservatively in regards to funds and will not be administering a dividend to members for general liability coverage. Those who participate in the Worker’s Compensation program, which the City of Blue Lake does, will receive dividends back.
- Starting Jan 1, 2019, the City’s Self Insured Retention for Workers Compensation will increase from \$0 to \$5000.
- PARSAC Executive Committee has agreed on a succession plan for PARSAC staff and will be hiring 2 new Risk Managers in the next couple of months.
- PARSAC will be visiting the City of Blue Lake sometime this summer for a safety audit.
- The City was able to use the full \$10,000 allotted by PARSAC for Safety and Loss Grant items, including installation of Speed Humps, installation of security cameras and important upgrades to the Horse Arena.

In December of 2018, PARSAC will be bringing implicit Bias Training to its board members, and this training will be available to member agencies and can be paid by the City’s Employment Practices Liability (EPL) Grant, if the City so chooses. City of Blue Lake currently has \$11,000 available in EPL grant funds to utilize for these sorts of training.

One important thing that PARSAC provided to us was a full digital copy of best practices templates for insurance requirements for contracts. This will help the City to input the correct language for all contracts prior to review.



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AGENDA REPORT

Item #: 9
Date: June 12, 2018
Item Subject: Information Only
Submitted By: April Sousa, City Clerk

General Information

A. Potential Candidate Information Session

Nominations Period for the two upcoming Council seats will begin on July 16. In preparation for this, I will be hosting an information night prior to the opening of the nomination period. The plan is to offer this Thursday, June 28th from 6-7 p.m. at Skinner Store. This session will be simply to get information out to residents who may be interested in this important civil service! If there are 2 Councilmembers who would like to be present to answer questions if there any, I would welcome your presence. Potential candidates will also be able to get registration information for voting, as you must be registered to vote in order to complete nomination paperwork.

B. Local Elected Officials Training – July 11, 2018

We will be holding a Local Elected Official Training on July 11, 2018. This will be fore Council and various Commissions. We will also be inviting neighboring jurisdictions to attend. The training will cover topics related to the roles that elected leaders play in economic development and how we can create a climate conducive to effective development. This will be an educational opportunity for the Council and Commissioners, and will be noticed as such.