

City of Blue Lake
City Council Regular Meeting
Skinner Store – 111 Greenwood Ave., Blue Lake, CA
July 28, 2015
MINUTES

The Meeting called to order at 7:00 p.m.

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

Councilmembers Absent: None

Staff Present: Deputy City Clerk April Sousa, City Manager John Berchtold, City Planner Garry Rees

*Stephen Kullmann was not present during roll call, but arrived at 7:03 p.m. after the flag salute.

Motion to Approve the Agenda

Councilmember Jones *motioned to approve the agenda changing the order to:*

3,4,12,13,10,5,6,8,9,11,7,14,15,16,17,18. Councilmember Sawatzky seconded. The motion carried unanimously.

Public Input

None

Appointment to Public Safety Commission

Mayor McCall Wallace gave an overview of the Public Safety Commission and duties as well as the vacancy as a whole. Council was given a chance to ask clarifying questions of the applicant, Jason Ramos.

Councilmember Jones *motioned to appoint Jason Ramos to the Public Safety Commission.*

Councilmember Kullmann seconded. The motion carried unanimously.

Planning Commission 6-Month Update

City Manager Berchtold reminded council of the general policy for commissions to come forward with updates on what they have been working on to help Council understand what they are working on.

Planning Commissioners Present: Rick Platz, Earl Eddy, David Glen

Absent: Karen Nessler

It was noted that there is one vacancy now on the Planning Commission

A quorum of the Planning Commission was present at this meeting.

Planning Commission Chairman Platz gave an update on the projects the commission is working on: Amendment to Elements of the General Plan and Amendments to the Zoning Ordinance.

It was noted that the government code requires a noticed Public Hearing before the Planning Commission can make recommendations to changes of the General Plan, and then the City Council must have a Public Hearing as well.

City Planner Rees passed out an outline to City Council regarding the ongoing efforts of the Planning Commission. Outlined in his update were activities regarding the General Plan, City Ordinances and various Grant updates.

The Council and Public were given a chance to ask questions.

City Planner Rees reminded the public in attendance that the Planning Commission meets the 3rd Monday of every month, and its agendas are posted in 3 public places and online in accordance with the Brown Act.

Direction to Parks and Recreation Commission plus Work Plan

Mayor McCall-Wallace passed out to Council before the meeting background information regarding the Parks and Recreation department and the Strategic Plan. There were also extra copies available to the public. Mayor McCall-Wallace suggested this be a time for the City Council to work with the Parks and Recreation Commission in making priorities.

Mayor McCall-Wallace discussed her proposal regarding the information passed out to Council. Clarifying questions and comments were made regarding the areas in the scope of the commission, and those the for staff.

The public was given a chance to comment. Jenny Short, Parks and Recreation Commission Chairman, was present, and noted that direction on priorities will help guide the commission.

Fundraising was discussed. Mayor McCall-Wallace noted that brainstorming of a fundraising campaign would be in the scope of the Commission. Staff direction would be to execute the fundraising plan.

Councilmember Lynch asked for Parks and Recreation Director Cameron Mull bring to Council a report on grants and funding for the Parks and Recreation department at a future meeting.

Councilmember Jones *motioned to ask the Parks and Recreation Commission to prioritize a list of projects listed by staff and come up with funding recommendations for upgrades, maintenance and improvements.* Councilmember Kullmann seconded.

After discussion, there was confusion on intent of the motion. Councilmember Kullmann suggested a friendly amendment: *to strategize a possible fundraising campaign.* Mayor McCall-Wallace asked for a friendly amendment: *to review existing sources for generating revenue.*

Councilmember Jones restated her motion with amendments. The motion was to *ask the Parks and Recreation Commission to prioritize a list of projects listed by staff and to strategize a possible fundraising campaign by researching new and reviewing existing sources for generating revenue.* Councilmember Kullmann seconded. The motion carried unanimously.

The public offered some comment regarding other funding resources. Mayor McCall-Wallace restated what the Council had just decided to direct the Parks and Recreation Commission to do. Councilmember Kullmann also stated that it was appropriate to brainstorm ideas of the long term management of the Horse Arena, but not at the expense of the other Parks and Recreation Programs and Grounds.

B&B Portable Toilet Rental at Horse Arena

City Manager Berchtold gave an overview of this agenda item. After discussion, there was consensus to not get a portable toilet at this time, but to look at this item again in the next 4-6 months. It was also noted that a portable toilet is not being sought for the “Horse Arena”, but for the entire park area near the Horse Arena, which includes the basketball courts, tennis courts and horseshoe pits.

Resolution No. 1057: A Resolution of the City Council of the City of Blue Lake Authorizing Investment of City of Blue Lake Monies in Local Agency Investment Fund (LAIF) and Changing the Signators on Said Account

After an overview of the item and clarifying questions, Councilmember Jones *motioned to adopt Resolution No. 1057: A Resolution of the City Council of the City of Blue Lake Authorizing Investment of City of Blue Lake Monies in Local Agency Investment Fund (LAIF) and Changing the Signators on Said Account.* Councilmember Sawatzky seconded. The motion carried unanimously.

Resolution No. 1058: A Resolution of the City Council of the City of Blue Lake to Appoint Representatives to the Public Agency Risk Sharing Authority of California (PARSAC) Board of Directors

City Manager Berchtold notified Council that the original structure of the representatives to PARSAC was that the City Clerk was the Director and City Manager the Assistant Director and suggested the City return to that structure. After discussion, Councilmember Kullmann *motioned to adopt Resolution No. 1058: A Resolution of the City Council of the City of Blue Lake to Appoint Representatives to the Public Agency Risk Sharing Authority of California (PARSAC) Board of Directors*. Councilmember Sawatzky seconded. The motion carried unanimously.

Kit Mann, Public Safety Commission Chairman, asked if item 11: Recommendation of the Public Safety Commission to the City Council, to be moved up as he was unable to come early enough for the agenda approval, and he needed to leave the meeting soon.

Councilmember Jones *motioned to move item 11 to occur now*. Councilmember Kullmann seconded. The motion carried unanimously.

Recommendation of Public Safety Commission to City Council

Public Safety Commission Chairman Mann introduced the item regarding homeless encampments on the Mad River near Blue Lake. The Public Safety Commission stated that it was their hopes that this could be high on the Sheriff's priority list. Councilmember Kullmann mentioned that this concern was also brought up at the recent Mad River Alliance meeting.

Mayor McCall-Wallace enclosed a proposed letter to Sheriff Downey and the Humboldt County Supervisors. Additions and changes to the proposed letter were discussed.

The Public Safety Commission has encouraged business owners to contact many agencies.

Councilmember Jones *motioned for a letter to be sent to Humboldt County Board of Supervisors and Sheriff Downey, with changes made during discussion, and to carbon copy (cc) the letter to the Department of Fish and Wildlife*. Councilmember Sawatzky seconded. The motion carried unanimously.

There was a short break and check in at 9:00 p.m. Mayor McCall-Wallace felt that the rest of the agenda could be completed no later than 9:45 p.m. if the Council stayed focused. Council consensus was to move forward finishing the agenda.

City Manager Recruitment

Mayor McCall-Wallace presented the calendar for the recruitment process and asked if anyone had questions or changes.

Councilmember Kullmann *motioned to accept the recruitment calendar*. Councilmember Sawatzky seconded. The motion carried unanimously.

Mayor McCall-Wallace presented an overview of the brochure updates. City Manager Berchtold found his from 2010 and passed it around for Council to view.

Councilmember Sawatzky *motioned to use the new presented text for the recruitment brochure*. Councilmember Jones seconded. The motion carried unanimously.

Mayor McCall-Wallace presented Council with an overview of brochure productions costs and a list of places to advertise. After discussion, Council consensus was to print 100 brochures and to advertise in four (4) different places: Times Standard (*Monster* job search), ICMA, Public CEO, and League of California Cities (*Western City* magazine).

Councilmember Kullmann *motioned to approve an advertising budget to not exceed \$1600.*
Councilmember Sawatzky seconded. The motion carried unanimously.

Mayor McCall-Wallace presented the Council with sample advertisements for approval. Changes were discussed.

Councilmember Sawatzky *motioned to approve advertising with changes.* Councilmember Kullmann seconded. The motion carried unanimously.

Councilmember Kullmann *motioned to authorized Mayor McCall-Wallace to place advertising and deliver brochure changes to printer and graphic designer.* Councilmember Jones seconded. The motion carried unanimously.

Mayor McCall-Wallace initiated a discussion on the City Manager transition and the writing of a press release. It was noted that Business Office Supervisor, Vicki Hutton, has agreed to be an assisting City Manager while City Manager Berchtold is working remotely. City Manager Berchtold will maintain his role as City Manager through the recruitment process.

Councilmember Kullmann *motioned to authorize the Mayor and City Manager to write a press release to announce the City Manager's retirement, interim plans, and recruitment process.*
Councilmember Sawatzky seconded. The motion carried unanimously.

Classification of City Clerk/Utility Clerk

City Manager Berchtold gave an overview of the Job Description of the City Clerk.

Council asked to have specifics added to the Education and Experience, stating that this career path requires continuing education, and obtaining Clerk certificates.

The wage scale was discussed. City Manager Berchtold noted that the wage scale was for an entry level position and once certification is obtained, a new salaried wage scale and classification will be devised.

Councilmember Kullmann *motioned to adopt the job description and wage schedule with addition of expectations of ongoing certifications.* Councilmember Sawatzky seconded. The motion carried unanimously.

Consider First Reading Ordinance No. 513: An Ordinance of the City Council of the City of Blue Lake Amending of the Sewer Code of the City of Blue Lake, Article VII (Industrial Wastewaters), Section 807 (Availability of City's Facilities).

Councilmember Sawatzky recused himself from this discussion.

City Manager Berchtold gave an overview of the Ordinance.

Councilmember Jones *motioned to commence a first reading of Ordinance No. 513 by title only.*
Councilmember Kullmann seconded. The motion carried with the following votes:

Ayes: McCall-Wallace, Lynch, Kullmann, Jones

Nays: None

Absent: None

Abstain: Sawatzky

Mayor McCall-Wallace read the title of Ordinance No. 513.

Consent Agenda

Mayor McCall-Wallace mentions that all Councilmembers received a new draft of the minutes at their seats before the meeting began due to a typo in the minutes.

No items were pulled from the Consent Agenda.

Councilmember Kullmann *motioned to approve the Consent Agenda*. Councilmember Sawatzky seconded. The motion carried unanimously.

Reports of Council and Staff

Councilmember Jones reported that the next Humboldt Waste Management Authority (HWMA) meeting would be in September. She also mentioned the City wide yard sale had been set for August 15, 2015, and that the Companion Animal Foundation had agreed to be the sponsoring organization.

Councilmember Lynch reported on Redwood Coast Energy Authority, stating there is another meeting on August 17, 2015. She also reported on the many fires/calls that the Blue Lake Fire Department has had to undertake. She reported that the Parks and Recreation Commission had concerns about traffic on Railroad.

Councilmember Kullmann reported the Mad River Alliance partners meeting would be Thursday, July 30, 2015.

Mayor McCall-Wallace reported earlier on the Public Safety Commission. She noted that Humboldt County Association of Governments (HCAOG) was in the middle of a staffing policy manual. She also noted that there would be a special Pints for Non-Profit for one of Blue Lake's citizens on Wednesday, July 30, 2015 from 5:00-8:30 p.m.

Councilmember Sawatzky had nothing to report as the Redwood Regional Economic Development Committee (RREDC) meeting was canceled.

City Manager Berchtold reported on the activities of the Public Works Department, the updated "Party Room" at Prasch Hall, the continued abatement efforts at 650 Chartin Way, and announced the Green Waste day on August 1, 2015.

Future Agenda Items

- Recent Grants/Funding Report from Parks and Recreation Director, Cameron Mull
- City Clerk Appointment Resolution
- Suddenlink sale

Correspondence

There was a correspondence from the Rancheria, inviting council to the microgrid open house as well as the official resignation of Planning Commissioner John Amirkhan. It was noted that on Wednesday, an official posting will go up for the vacancy. Passed out to council before the meeting began was another invitation to a celebration for Carol Rische. It was noted that Council should RSVP to both the Rancheria invitation and the Carol Rische Barbeque no later than August 10, 2015.

It was also noted that the meet and greet for new Blue Lake designated Sheriff Deputy, Seth Crosswhite, will be on Monday, August 3, 2015.

Motion to Adjourn

Councilmember Sawatzky *motioned to adjourn*. Councilmember Jones seconded. The motion carried unanimously. Meeting adjourned at 9:55 p.m.

April Sousa,
Deputy City Clerk