

(707) 668-5655

Fax: (707) 668-5916

www.bluelake.ca.gov



CITY OF BLUE LAKE
CALIFORNIA

111 Greenwood Road

P.O. Box 458

Blue Lake City Council Agenda

Tuesday, January 25, 2022 ~ 6:30 p.m. ~Regular Council Meeting Via Zoom

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

LOCATION: In accordance with the Governor's Executive Orders N-25-20 and N-29-20, the City Council of the City of Blue Lake Shall Conduct the City Council Meeting by Teleconference via Zoom. Public Input can be given to the Council by emailing citymanager@bluelake.ca.gov until 4:30 p.m. on Tuesday January 25, 2022.

Public Input will be facilitated by Zoom at the following meeting link:

<https://us02web.zoom.us/j/85228966513?pwd=VEFJTEI5b3ozWUFBUC9ObiFBc1dPQT09>

Meeting ID: 852 2896 6513 Passcode: 173356

Dial by your location +1 669 900 6833 US (San Jose)

1. **Pledge of Allegiance and Establish a Quorum of the Council**
2. **Approve Agenda**
3. **Public Comment** – *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. **Reaffirm the Findings in Resolution Number 1192** -A Resolution of the City Council of the City of Blue Lake Making Findings Pursuant to Government Code Section 54953, as Amended by Assembly Bill 361, and Authorizing the Continued Use of Virtual Meetings-Action
5. **City of Blue Lake Small Business Grant Program:** Council to Finalize the City of Blue Lake's Small Business Grant Disbursement List and Direct the City Manager to Disburse the Funds in Compliance with the Federal COVID Relief Program's Regulations -Discussion/Action
6. **Coal Train Opposition Draft Letter**-Review the Draft Letter and Direct Staff as Appropriate-Discussion/Direction/Action
7. **Caretaker's Cabin Lease**-Authorize the City Manager to Execute an Amendment to the Current Residential Lease Agreement with Kirsten Cowan.
8. **Powers Creek District Development Update**-Discussion
9. **Council Correspondence**
10. **Consent Agenda:**
 - a. October 26, 2021 Meeting Minutes
 - b. November 2, 2021 Meeting Minutes

c. Warrants and Disbursements

11. Reports of Council and Staff

a. City Manager Report

12. Future Agenda Items

13. 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

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AGENDA REPORT

Item #: 4

Date: January 21, 2022

Item Subject: Reaffirm the Findings of Resolution Number 1192; A Resolution of the City Council Making Findings Pursuant to Government Code Section 54953, as Amended by Assembly Bill 361, and Authorizing the Continued Use of Virtual Meetings

Prepared By: Mandy Mager, City Manager

General Information:

In order to conduct Council meetings via Zoom, the City Council must reaffirm the findings of Resolution Number 1192 every 30 days, granted that the findings are still reflective of the current COVID climate.

Background Material Provided: Resolution Number 1192

Fiscal Impact: N/A

Recommended Action: Reaffirm the Findings contained in Resolution Number 1192.

Review Information:

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

Comments:

RESOLUTION NO. 1192

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF BLUE LAKE
MAKING FINDINGS PURSUANT TO GOVERNMENT CODE SECTION 54953, AS
AMENDED BY ASSEMBLY BILL 361, AND AUTHORIZING THE CONTINUED USE
OF VIRTUAL MEETINGS**

WHEREAS, as a result of the COVID-19 pandemic, the Governor issued Executive Order Nos. N-08-21, N-25-20 and N-29-20, which suspended certain provisions of the Ralph M. Brown Act to allow legislative bodies to conduct public meetings without strict compliance with the teleconferencing provisions of the Brown Act;

WHEREAS, Assembly Bill 361, which was signed into law on September 17, 2021, amended Government Code section 54953, to provide relief from the teleconferencing provisions of the Brown Act under certain circumstances provided the legislative body makes certain findings;

WHEREAS, as a result of the COVID-19 pandemic, the Governor proclaimed a state of emergency on March 4, 2020, in accordance with the section 8625 of the California Emergency Services Act, and the state of emergency remains in effect;

WHEREAS, as a result of the COVID-19 pandemic, the Humboldt County Health Officer has imposed and has recommended measures to promote social distancing as more particularly set forth in his August 6, 2021, Order, among other prior orders and guidance;

NOW, THEREFORE, the City Council does hereby find and resolve as follows:

1. That the Council has reconsidered the circumstances of the previously declared and existing state of emergency arising from the COVID-19 pandemic;
2. That the state of emergency continues to directly impact the ability of the members of the Council to meet safely in person, and further that local officials continue to impose or recommend measures to promote social distancing;
3. That the Council and its subordinate Committees, Commissions, and Boards may continue to conduct public meetings in accordance with Government Code section 54953(e);
4. That the Council will reconsider the above findings within 30-days of this Resolution.

PASSED AND ADOPTED on the 14th day of December 2021 by the following vote:

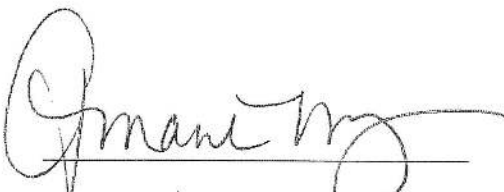
AYES: Jones, Daugherty, Hogan, Curren, McCreath

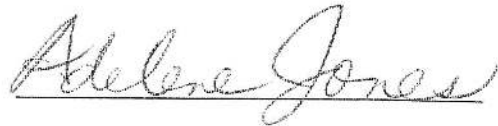
NAYS: 0

ABSENT: 0

ABSTAIN: 0

ATTEST:


Attest - Amanda Mauger
City Clerk



Adelene Jones, Mayor



CITY OF BLUE LAKE

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AGENDA REPORT

Item #: 5

Date: January 21, 2022

Item Subject: City of Blue Lake Small Business Grant Program

Prepared By: Mandy Mager, City Manager

General Information:

The City of Blue Lake has received funding from the Federal COVID relief program to assist the City, and the community, with COVID related financial impacts. The City Council adopted a \$50,000 budget dedicated to small business grants for the fiscal year 2021/2022 and directed staff to develop a process for applying and receiving funding.

For the last several months, City staff have been conducting outreach via various mechanisms to small businesses in our community; staff developed an application for funding and worked with each applicant to synthesize budget requests and project scopes.

As a result of this work, staff is presenting a funding recommendation to the City Council, along with information related to our efforts to rejuvenate the downtown area of Blue Lake to create a more vibrant and active retail district.

Staff will be prepared to distribute funding based upon the Council's final recommendation during the month of February and is requesting authorization to implement the various aspects of the program.

Background Material Provided: Grant disbursement recommendation spreadsheet

Fiscal Impact: Funding for the project has been authorized as part of the FY 21/22 budget

Recommended Action: To accept the funding recommendations made by staff and direct the City Manager to disburse the funds in a manner that is compliant with City and Federal regulations.

Review Information:

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

Comments:

**Blue Lake Small Business Grant - COVID-19 Assistance
Final Budget & Project Descriptions**

REV: 1/18/2022

Business Name	Project Description	Humboldt Made Partnership	Allocated Amount for Projects
Business 1	<ul style="list-style-type: none"> ● Pressure Washer/Surface Cleaner ● Downtown beautification projects 	\$500	\$4000
Business 2	<ul style="list-style-type: none"> ● Outside awning ● Hitching rail for horses & bike rack 	\$500	\$3000
Business 3	<ul style="list-style-type: none"> ● Slushy / Granita Frozen Drink Machine ● POS system upgrades 	\$500	\$4000
Business 4	<ul style="list-style-type: none"> ● Purchase of farming equipment to expedite products and improve quality ● Purchase of a tent to serve the community during winter months. 	\$500	\$4000
Business 5	<ul style="list-style-type: none"> ● Assistance with rent, purchase of routine supplies and marketing promotions ● Possible renovations to facility 	\$500	\$4000
Business 6	<ul style="list-style-type: none"> ● Purchase of equipment ● Marketing and promotional help - signage & advertising ● Physical improvements to store 	\$1000	\$4000
Business 7	<ul style="list-style-type: none"> ● Purchase and installation of high speed wifi available for general public ● Physical improvements to the corner of H and Railroad Ave ● New landscaping/power washing of building. 	\$500	\$4000
Business 8	<ul style="list-style-type: none"> ● Funds towards cost of operations/insurance ● Resume advertising contracts that were put on hold. ● Website Rebuild 	\$500	\$4000
Business 9	<ul style="list-style-type: none"> ● Addition of a novelty shop to diversify revenue. ● Purchase equipment, shelving, signage, inventory, and supplies for novelty shop 	\$500	\$3500

	<ul style="list-style-type: none"> ● Repaint 		
Business 10	<ul style="list-style-type: none"> ● Purchase of a proper ventilation system, replacing seals between the floor and baseboards, installing a floor gap drain under the sink, and installing commercial grade kitchen equipment. 	\$500	\$3000
Business 11	<ul style="list-style-type: none"> ● Assistance with opening retail location in Blue Lake ● Purchase of inventory ● Marketing campaign to promote HJC 	LOAN	LOAN
Business 12	<ul style="list-style-type: none"> ● Assistance with company vehicle repair ● Assistance with relocating to a brick and mortar storefront located within Blue Lake. ● Ordering routine supplies ● Hire a PT Horticulturist to assist in operations ● Install drip Line and Irrigation Line 	\$500	\$4000
#13 - Humboldt Made Partnership	Project 'Our Town'	\$8,500 HUMBOLDT MADE	\$41,500 PROJECTS
TOTAL: \$50,000			



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AGENDA REPORT

Item #: 6
Date: January 21, 2022
Item Subject: Draft Coal Train Opposition Letter
Prepared By: Mandy Mager, City Manager

General Information:

The Mendocino Railway has submitted a loan application to the Department of Transportation for funding from the Railroad Rehabilitation and Improvement Financing program. As part of the application, Mendocino Railway has indicated their interest in acquiring all or a portion of the Northwest Pacific Railroad.

There are concerns that if rebuilt, the track would be used to transport coal through the Eel River Canyon to Humboldt Bay, virtually destroying the opportunity to complete the Great Redwood Trail.

As a City with a high stakes interest in the completion and success of the Great Redwood Trail, as well as a City that supports environmentally and culturally responsible development, this issue was presented to the Council at the December 14th Council meeting.

The Council reviewed the issue and directed the City Manager to draft a letter in opposition to the proposed project and to bring it back to Council for review and consideration at the January meeting.

Background Material Provided: Draft Letter

Fiscal Impact: N/A

Recommended Action: As discussion directs

Review Information:

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

Comments:



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January 21, 2022

{Insert Address}

To Whom it May Concern:

The City of Blue Lake is writing this letter to express our concern regarding discussions revolving around the development of a railway project along the Eel River corridor. The City of Blue Lake has specific concerns relating to the conveyance of materials that pose cultural, environmental and health impacts along the route.

As a City that has embraced the development of “Rails-to-Trails” as part of our economic focus, the City is especially interested in projects that may impact, hamper or delay, the on-going development of the Great Redwood Trail. The City of Blue Lake has completed the first segment of the Great Redwood Trail and is already seeing increased revenue and economic interest as part of its development.

The City is highly supportive of recreation economy and our success shares a connection to the continued development of accessible routes along the former railroad right-of-way. Creating a cohesive and marketable asset will bring long-range success to many communities along the route, far outweighing any that may, or may not, come to fruition through the development of a railway project.

The City urges you to consider the myriad of impacts that would result as part of any railroad development project; not only to the immediate areas of impact, but also to the surrounding communities and economies that are planning their future economic efforts on increased recreation opportunities and facilities.

The City of Blue Lake is proud to call ourselves the “Start of the Great Redwood Trail,” and we hope you will consider our concerns as any further discussions ensue. The City is happy to be involved in any discussions and would be more than happy to share our community efforts and plans as more of the Great Redwood Trail is developed.

Thank you for your time and consideration; please feel free to contact us with any additional questions or concerns.

Sincerely,

Adelen Jones-Mayor



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AGENDA REPORT

Item #: 7

Date: January 21, 2022

Item Subject: Caretaker Cabin Lease Amendment

Prepared By: Mandy Mager, City Manager

General Information:

The City of Blue Lake currently leases the “caretaker cabin,” located at Perigot Park to Kirsten Cowan. Ms. Cowan has been a long-term tenant of the City and is in good standing. Each year, the City adopts an amendment to the original lease agreement, to extend the lease for an additional year.

Ms. Cowan’s lease expires in February 2022 and staff is recommending that the City execute an amendment extending the term of the lease for an additional year.

Background Material Provided: Lease Amendment Number 4 and Draft Lease Amendment Number 5.

Fiscal Impact: Lease payments are identified in the City’s adopted budget.

Recommended Action: To direct the City Manager to execute Residential Lease Amendment Number Five (5), between the City of Blue Lake and Kirsten Cowan.

Review Information:

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

Comments:

**Fifth Amendment to Residential Lease
Between the City of Blue Lake and Kirsten L. Cowan**

This is the fifth amendment to that certain residential lease (the "Lease") entered into by and among between Kirsten L. Cowan ("Tenant") and the City of Blue Lake ("Landlord") dated on January 15, 2015. This Amendment is effective as of February 24, 2022.

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties agree as follows:

1. **Ratification.** All of the terms and provisions of the Lease are ratified in their entirety except to the extent specifically modified by the terms and provisions of the second and this third amendment.
2. **Term.** The term of this lease is extended until February 24, 2023, unless termination earlier in accordance with the terms of the Agreement.

IN WITNESS WHEREOF, the parties have executed this Amendment effective as of the date first above written.

Tenant:

Date: _____

Kirsten L. Cowan

Landlord:

City of Blue Lake

Date: _____

By: _____

Name: Amanda Mager

Its: City Manager

**Fourth Amendment to Residential Lease
Between the City of Blue Lake and Kirsten L. Cowan**

This is the fourth amendment to that certain residential lease (the "Lease") entered into by and among between Kirsten L. Cowan ("Tenant") and the City of Blue Lake ("Landlord") dated on January 15, 2015. This Amendment is effective as of February 24, 2021.

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties agree as follows:

1. **Ratification.** All of the terms and provisions of the Lease are ratified in their entirety except to the extent specifically modified by the terms and provisions of the second and this third amendment.
2. **Term.** The term of this lease is extended until February 24, 2022, unless termination earlier in accordance with the terms of the Agreement.

IN WITNESS WHEREOF, the parties have executed this Amendment effective as of the date first above written.

Date: Jan 4, 2021

Tenant:

Kirsten L. Cowan

Kirsten L. Cowan

Landlord:

City of Blue Lake

By: Amanda Mager

Name: Amanda Mager

Its: City Manager

720 246-1113

Date: 6.2.21



CITY OF BLUE LAKE

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AGENDA REPORT

Item #: 8
Date: January 21, 2022
Item Subject: Powers Creek District Development Update
Prepared By: Mandy Mager, City Manager

General Information:

The City Council has requested that the Powers Creek District Development Update item be placed on each agenda; this is an opportunity for City staff to provide a regular update on projects in the district, along with opportunities for the community to ask questions and provide feedback.

As part of this agenda item the City Manager will provide an update on the following items:

- Status of the Surplus Lands Act Notification Process
- Design Development Agreement with DANCO Communities
- Bike Park Update
- Calgon Carbon Property Update
- City of Blue Lake Housing Element Update
- Clean California Grant Update-Trail Lighting

Background Material Provided: N/A

Fiscal Impact: N/A

Recommended Action: Discussion Item

Review Information:

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

Comments:

City of Blue Lake
January 25, 2022 Council Meeting

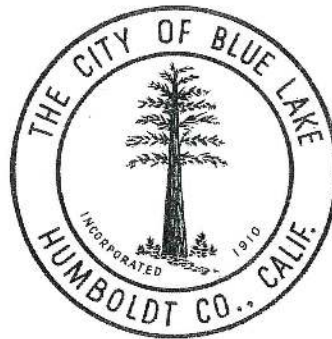
Consent Agenda



City of Blue Lake
January 25, 2022 Council Meeting

Meeting Minutes:

October 26, 2021
November 2, 2021



Blue Lake City Council Minutes

Tuesday, October 26, 2021 ~ 6:30 p.m. ~

<https://us02web.zoom.us/j/83288014153?pwd=c3hOb0NHeldEbGhEdmhKUTU2ZThldz09>

Meeting ID: 832 8801 4153 * Passcode: 385441*

Dial by your location: +1 669 900 6833 US (San Jose)

1. **Meeting Called to Order at 6:30 PM**

2. **Establish a Quorum of the Council
Council Members and Staff Present:**

Adelene Jones, Mayor
Summer Daugherty, Mayor Pro-Tem
Chris Curran
Elaine Hogan
Benjamin McCreath

Amanda Mager, City Manager/City Clerk
Trevor Punnea, Parks Director

3. **Approve Agenda**

Motion: To approve the agenda with the following change: Move the Closed Session item after Item Number 14

Motion by: Councilmember Daugherty; **Second:** Councilmember Curran

There were no comments from the Council or public.

Vote: Ayes: Curran, Daugherty, Hogan, McCreath, and Jones **Nays:** None **Absent:** None

Motion Summary: Motion Passed

Public Comment: No Public Comment

4. **Public Hearing-Unmet Transit Needs**

Mayor Jones opened the public hearing on the City of Blue Lake's Unmet Transit Needs; Stephen Luther, representative from HCAOG, gave an overview of the public hearing. No public comments were received. Mayor Jones closed the public hearing.

5. **Mad River Alliance Presentation on the Powers Creek Restoration Project:** Representatives from Mad River Alliance were unable to access the meeting via the Zoom link; the presentation was rescheduled.

6. **City of Blue Lake Water Service Deposit Policy Discussion/Direction:** City Manager Mager provided an overview of the City's current policy and requested Council's direction to bring back a revised policy for future consideration. The current policy does not have a mechanism for returning a customer's service deposit outside of the service cancellation process. This has resulted in long term resident's deposits remaining in the City's deposit account for numerous years. Staff are recommending that the policy be updated to include language allowing a customer's deposit to be returned on the basis of timely payments over a yet to be determined timeframe. This would incentivize on-time payments and would allow the City to clear long-term deposits from the City's accounts. Council directed staff to bring a draft policy back for future consideration.

7. **Discussion Regarding Acquisition Strategies for Assessor Parcel Number 025-161-010 (501**

Hatchery Road): The City Manager provided an update to the City Council on the current status of the property and conversations taking place between the City and the property owners. City staff have been working to develop acquisition options in order to facilitate new development on the property. The property owner has concerns regarding long term liability issues and the City Manager has been discussing liability exposure with the City's attorney. Mayor Jones clarified that the City does not own the property. Council directed the City Manager to continue to develop term sheet options and bring back an update at the November meeting.

8. **Resolution Number 1191: A Resolution of the City Council Declaring Certain City-Owned Properties as Surplus Land in Accordance with the Requirements Set Forth in the Surplus Lands Act:** The City Manager presented the resolution and explained why the State of California is requiring cities to take the action proposed in the resolution. The City Manager explained that the City is not obligated to sell or lease property, but they are required to negotiate in good faith in the event that a developer proposes an affordable housing development project. The City will be required to provide this notice on a yearly basis for all properties that are undeveloped. The City Manager explained that the language in the resolution is the language recommended by the State of California.

Mayor Pro-Tem Daugherty proposed revisions to the language in the resolution; the proposed language would revise the description of the properties and would add clarifying statements that acknowledged the community value of the properties and better refine the definition of "surplus" to make it more reflective of the community and Council's sentiment toward the property. Clarifying language would also be added to the resolution stating the Council's intention to lease the properties, rather than sell. The Council discussed the proposed revisions and agreed that clarifying the Council's intentions and revising the description of the properties were important changes.

Mayor Jones opened the item for Public Comment:

Lisa Hoover: It feels like this is being rushed and needs to step back; not sure what the ramifications are; as a member of the community, I'm concerned about the public trust and concerned that CEQA is not being followed.

Mayor Pro-Tem Daugherty: CEQA is not being disregarded; although the language is somewhat shocking, it's not unexpected. The Surplus Lands Act was discussed at a previous meeting and the reasons for taking this action were explained.

Barbara Lane: Will the public be able to see the revised resolution?

Mayor Jones: The public will be noticed of the meeting to address the revised resolution.

Mayor Jones closed the public comment.

Council Motion: To direct the City Manager to revise the resolution, in consultation with the City Attorney, and bring it back for Council review and consideration at the November 2, 2021 meeting.

Motion by: Councilmember Curran; **Second:** Councilmember Daugherty

Public Comment: No comment

Vote: Ayes: Curran, Daugherty, Hogan, McCreath, and Jones **Nays:** None **Absent:** None

Motion Summary: Motion Passed

9. **Humboldt County Sheriff's Department Contract Approval:** The City Manager introduced the item and explained the effects of the contract terms. The terms of the agreement reflect the level of service that the Humboldt County Sheriff feels that they can provide to the City of Blue Lake; the

level of service does not provide for dedicated deputies. The City Manager explained that the City has not received dedicated service for some time, as the Sheriff Department has been understaffed and the future projections for additional staff are not favorable for increased service. The new terms better reflect the services provided and reduce the contract amount by over \$100,000.00.

Mayor Pro-Tem Daugherty summarized the call statistics for the City of Blue Lake, which were provided by the Sheriff. The City Manager clarified that the contract amount is based upon a full-time, benefitted, Deputy II position.

Motion: It was moved to direct the City Manager to execute the contract with the Humboldt County Sheriff.

Motion by: Councilmember Daugherty; **Second:** Councilmember Curran

Public Comment: No comment

Vote: Ayes: Curran, Daugherty, Hogan, McCreath, and Jones **Nays:** None **Absent:** None

Motion Summary: Motion Passed

10. **Council Correspondence:** No correspondence

11. **Consent Agenda:** September 2021 Meeting Minutes and Warrants and Disbursements

Motion: It was moved to approve the Consent Agenda

Motion by: Councilmember Daugherty; **Second:** Councilmember Hogan

Public Comment: No comment

Vote: Ayes: Curran, Daugherty, Hogan, McCreath, and Jones **Nays:** None **Absent:** None

Motion Summary: Motion Passed

12. **Reports of Council and Staff:**

Mayor Pro-Tem Daugherty – Reported on the Redwood Region Economic Development Commission meeting, including an update on AB 857-California Banking Law related to cannabis. RREDC’s possible participation could be impacted as RREDC receives federal funding and cannabis is not legal under federal law. Mayor Pro-Tem Daugherty also provided an update on the activities of the Public Safety Commission; remarked that the commission is very proactive and is taking on the community surveillance program and the observe and report walking groups. Stated that a webinar will take place on October 27th regarding sea-level rise along the 101 corridor.

Mayor Jones-The HCAOG meeting was held via Zoom; passed AB 361, which allows continuance of the Zoom meetings; an extensive report was provided by Caltrans on the Eureka-Arcata Project; the project will have to be re-bid as no bids were acceptable; Caltrans will need a time extension and there will possibly be increased costs. The HCAOG board approved the Regional Transportation Plan and a letter of support for the City of Eureka’s bike plan.

Councilmember Hogan – Reported that HWMA is undertaking a second phase waste characterization study on behalf of the local jurisdictions; this will provide good data to aid in the AB 1383 discussions. A lot of the trash generated locally has market potential. Still waiting on the hiring of the new Executive Director for HWMA.

Councilmember Curran-RCEA has not met yet; the City's EDC is meeting tomorrow to start business and downtown visioning

Councilmember McCreath – Nothing to report.

City Manager – Provided an update on the City's projects, will provide a tracking mechanism with the next report.

Public Comment:

Lin Glen: What is the status of the County's re-districting process; is the City participating?

City Manager Mager: Staff is meeting with the County to talk about the process and how the City can participate.

13. Future Agenda Items

- Mad River Restoration Project Presentation
- Re-districting
- Powers Creek District-Placeholder item
- Future Meeting Dates: November 2, 2021-Special Meeting/December 14, 2021

14. Closed Session @ 8:17 PM

Motion: It was moved to enter closed session

Motion by: Councilmember Daugherty; **Second:** Councilmember Hogan

Public Comment: No comment

Vote: Ayes: Curran, Daugherty, Hogan, McCreath, and Jones **Nays:** None **Absent:** None

Motion Summary: Motion Passed

15. Motion: It was moved to come out of closed session at 9:15 PM

Motion by: Councilmember Curran; **Second:** Councilmember Hogan

Public Comment: No comment

Vote: Ayes: Curran, Daugherty, Hogan, McCreath, and Jones **Nays:** None **Absent:** None

Motion Summary: Motion Passed-No reportable actions

16. Adjourn at 9:15 PM

Motion by: Councilmember Daugherty; **Second:** Councilmember Curran

Blue Lake City Council Minutes

Tuesday, November 2, 2021 ~ 6:30 p.m. ~

<https://us02web.zoom.us/j/85624968044?pwd=ZTZPU1o1MEplYVVkUXlzaWEwczhadz09>

Meeting ID: 856 2496 8044

Passcode: 744002

Dial by your location

+1 408 638 0968 US (San Jose)

1. **Meeting Called to Order at 6:30 PM**

2. **Establish a Quorum of the Council
Council Members and Staff Present:**

Adelene Jones, Mayor

Amanda Mager, City Manager/City Clerk

Summer Daugherty, Mayor Pro-Tem

Chris Curran

Elaine Hogan (via Zoom)

Benjamin McCreath

3. **Approve Agenda**

Motion: To approve the agenda as delivered

Motion by: Councilmember Daugherty; **Second:** Councilmember Curran

There were no comments from the Council or public.

Vote: Ayes: Curran, Daugherty, Hogan, McCreath, and Jones **Nays:** None **Absent:** None

Motion Summary: Motion Passed

4. **Public Comment:**

Scott Frazier: Would like a public discussion to vision what will be developed on Taylor Way before entering into an agreement with DANCO.

5. **Resolution Number 1191: *A Resolution of the City Council Declaring Certain City-Owned Properties as Surplus Land in Accordance with the Requirements Set Forth in the Surplus Lands Act:***

City Manager Mager provided a description of the Surplus Lands Act and explained why the resolution is being brought forward for Council's consideration. The City Manager highlighted the changes made to the resolution as a result of the prior meetings discussion and Council's direction.

Mayor Jones stated that the City has been working on this process for many years to look at new opportunities in the Powers Creek District; this has gone through various discussions, meetings and visioning sessions.

Mayor Jones opened the item for public comment:

Elise Scafani: Would like more public input; people feel threatened by this process, and it could go in a direction that they don't want it to go. Although staff has conducted outreach in the past, she would like more of it. What is the Exclusive Negotiating Agreement; if this resolution goes through what happens to the DANCO ENA?

City Manager Mager provided clarification on the resolution and how it impacts the ENA with DANCO.

Ryan Rousseau: Is the City's corporation yard a part of the resolution?

City Manager Mager clarified that the corporation yard was not included in the resolution as staff was not sure that it qualified as "surplus" due to the fact that it is currently utilized by the City and has various levels of development.

Elise Scafani: Wants to be clear that the people don't support the development; they feel threatened, and that the Council doesn't reflect their wants.

Motion: To approve Resolution Number 1191 with the addition of the word "lease" on the second line of page 2.

Motion by: Councilmember Daugherty; **Second:** Councilmember Curran

There were no additional comments from the Council or public.

Vote: Ayes: Curran, Daugherty, Hogan, McCreath, and Jones **Nays:** None **Absent:** None

Motion Summary: Motion Passed

6. **Council Correspondence:** No correspondence

7. **Reports of Council and Staff:**

Mayor Pro-Tem Daugherty – There will be a Chamber Mixer at Wallace and Hinz on November 12, 2021 at 6 PM

Mayor Jones-Provided an update on the Traffic Report for the 101 corridor and reported that a proclamation supporting the Go Slow, Watch the Road campaign will be presented to the Council at a future meeting.

Councilmember Hogan – Nothing to report

Councilmember Curran-Provided an update on the Hatchery Road Solar Project; the project has been delayed due to issues with the PG&E interconnection process; there will be an update to the Blue Lake sub-station to increase capacity; the estimated operation date will be 2023.

Councilmember McCreath – Nothing to report.

8. **Adjourn:**

Motion: To adjourn at 7:10 PM

Motion by: Councilmember Daugherty; **Second:** Councilmember Curran

There were no additional comments from the Council or public.

Vote: Ayes: Curran, Daugherty, Hogan, McCreath, and Jones **Nays:** None **Absent:** None

Motion Summary: Motion Passed

City of Blue Lake
January 25, 2022 Council Meeting

Warrants and Disbursements



City of Blue Lake
 Check/Voucher Register - City Council Check Report
 From 10/1/2021 Through 11/30/2021

Check Number	Check Date	Payee	Check Description	Check Amount
2264	10/4/2021	Geralyn Kelly	Deposit Refund #10135001 Kelly	43.11
2265	10/4/2021	Andrew Lupkes	Deposit Refund #20362001 Lupkes	59.51
2266	10/4/2021	Jennifer McDonough	Deposit Rcfund #60744001 McDonough	127.25
2267	10/4/2021	City of Blue Lake	Utilities paid from Deposits 10/1/21 Billing	716.63
211008-EFT01	10/8/2021	U. S. Department of Treasury	EFTPS federal tax pmt 10/8/21 PR	4,346.14
211008-EFT02	10/8/2021	Employment Development Dept.	DE88 state tax pmt 10/8/21 PR	804.04
211008-EFT03	10/8/2021	Cal PERS	PERS retirement pmt 10/8/21	2,820.03
211008-EFT04	10/8/2021	Freedom Voice	Freedom voice 10/1/21 stmt	119.32
211008A01	10/8/2021	Glenn R. Bernald	Employee: bernaldg; Pay Date: 10/8/2021	1,679.34
211008A02	10/8/2021	Lindley J. Casillas	Employee: casillasl; Pay Date: 10/8/2021	576.55
211008A03	10/8/2021	Skylar A. Coke	Employee: cokes; Pay Date: 10/8/2021	725.61
211008A04	10/8/2021	Melissa M. Combs	Employee: combsm; Pay Date: 10/8/2021	452.58
211008A05	10/8/2021	Boston A. Frandsen	Employee: frandsenb; Pay Date: 10/8/2021	510.86
211008A06	10/8/2021	Lisa M. Honzik	Employee: honzikl; Pay Date: 10/8/2021	98.20
211008A07	10/8/2021	Vicki L. Hutton	Employee: huttonv; Pay Date: 10/8/2021	1,194.47
211008A08	10/8/2021	Amanda L. Mager	Employee: magera; Pay Date: 10/8/2021	1,800.58
211008A09	10/8/2021	Jacob P. Meng	Employee: mengj; Pay Date: 10/8/2021	936.54
211008A10	10/8/2021	Ross A. Nash	Employee: nashr; Pay Date: 10/8/2021	766.86
211008A11	10/8/2021	Emily P. Wood	Employee: woode; Pay Date: 10/8/2021	1,018.10
9266	10/8/2021	Harold D. Burris	Employee: burrish; Pay Date: 10/8/2021	1,444.99
9267	10/8/2021	CA State Disbursement Unit	9/24/21 PR deduction-Coke	92.30
9268	10/8/2021	GreatAmerica Financial Svcs.	inv#30116838 due 10/12/21	204.00
9269	10/8/2021	Humboldt County Health Dept.	10/1/21 annual HAZ MAT - Corp Yd/WWTP	869.13
9270	10/8/2021	Miller Farms Nursery, Inc.	9/30/21 statement	23.60
9271	10/8/2021	Pape Machinery, Inc.	8/31/21 statement	4,984.08
9272	10/8/2021	Statewide Traffic Safety	8/31/21 statement	976.31
9273	10/8/2021	SHN Consulting	6/28/21 #109706, 7/13/21 #109767, 8/25/21 #110402 A&M Trail	4,542.15
9274	10/8/2021	Verizon Wireless	inv#9888920327 due 10/13/21	313.55
9275	10/11/2021	AT&T	2-9/20/21 Statements	66.68
9276	10/11/2021	Access Humboldt	9/30/21 inv#1734	112.50
9277	10/11/2021	Aflac	9/25/21 inv#423348 Sept 2021	131.52
9278	10/11/2021	April D. Sousa	9/30/21 inv#2021-09	300.00
9279	10/11/2021	Advanced Security Systems	10/5/21 inv#578169	291.00
9280	10/11/2021	B & B Portable Toilet Co.	9/18/21 inv# 126468 & 126469	150.43
9281	10/11/2021	Christopher F. Curran	Sept 2021 council stipend	50.00
9282	10/11/2021	Coastal Business Systems Inc.	inv#30222554 due 10/31/21	267.59
9283	10/11/2021	D & R Janitorial Service	statement 10/1/21	295.00
9284	10/11/2021	Franklin's Service	statement 8/31/21	204.01
9285	10/11/2021	Elaine B. Hogan	sept 2021 council stipend	50.00
9286	10/11/2021	Humb. Bay Municipal Water Dist	sept 2021 billing period	17,198.87
9287	10/11/2021	Intedata Systems	statement 9/30/21	75.00
9288	10/11/2021	Adelene Jones	sept 2021 council stipend	50.00
9289	10/11/2021	Mendes Supply Company	statement 10/1/21	129.96
9290	10/11/2021	National Rural Water Assoc.	SCADA loan pmt due 11/1/21	965.00
9291	10/11/2021	The North Coast Journal	9/23/21 inv# 2021-84538	51.00
9292	10/11/2021	Arcata Stationers	statement 10/1/21	122.12
9293	10/11/2021	RREDC	town square loan pmt due 11/1/21	1,236.87
9294	10/11/2021	SHN Consulting	9/28/21 inv#110784 truck route	3,253.45
9295	10/11/2021	SHN Consulting	9/22/21 inv#110663 LRSP	2,262.47
9296	10/11/2021	SHN Consulting	9/24/21 inv#110729 LEAP grant	927.00
9297	10/11/2021	Sudden Link	10/1/21-10/31/21 billing period	442.06
9298	10/11/2021	U. S. Postal Service	annual pre-sort fee W/S	265.00
9299	10/11/2021	City of Blue Lake	W/S pmts 10/1/21	2,357.64
9300	10/14/2021	Blue Lake Rancheria	transit-Sep 2021 Inv#B21-146	2,750.00
9301	10/14/2021	Blue Lake Garbage Co.	9/28/21 Inv#180000GW	874.55

City of Blue Lake
 Check/Voucher Register - City Council Check Report
 From 10/1/2021 Through 11/30/2021

Check Number	Check Date	Payee	Check Description	Check Amount
9302	10/14/2021	US Bank Corp. Payment Systems	statement 9/22/21	3,356.00
9303	10/14/2021	McKinleyville Ace Hardware	statement 9/30/21 acct#201190	123.31
9304	10/14/2021	The Mill Yard	statement 9/30/21 acct#2045	98.69
9305	10/14/2021	Vicki L. Hutton	7/2/21-8/20/21 mileage reimb-Hutton	23.25
9306	10/14/2021	The Mitchell Law Firm, LLP	9/30/21 inv#s 48717, 48748, 48749	1,685.00
9307	10/14/2021	SHN Consulting	9/24/21 inv#110725 planning	1,990.00
9308	10/14/2021	T.P. Tire Service, Inc.	statement 10/1/21	51.97
9309	10/14/2021	Thomas Home Center	statement 9/30/21	47.82
9310	10/14/2021	Melissa Combs	7/16/21-9/17/21 mileage reimb. Combs	54.88
211022 EFT-01	10/22/2021	U. S. Department of Treasury	EFTPS federal tax payment 10/22/21	5,446.84
211022 EFT-02	10/22/2021	Employment Development Dept.	DE88 state tax payment 10/22/21	1,126.51
211022 EFT-03	10/22/2021	Cal PERS	PERS retirement payment 10/22/21	2,820.03
211022A01	10/22/2021	Glenn R. Bernald	Employee: bernaldg; Pay Date: 10/22/2021	3,240.63
211022A02	10/22/2021	Lindley J. Casillas	Employee: casillasl; Pay Date: 10/22/2021	576.54
211022A03	10/22/2021	Skyler A. Coke	Employee: cokesc; Pay Date: 10/22/2021	804.01
211022A04	10/22/2021	Melissa M. Combs	Employee: combasm; Pay Date: 10/22/2021	530.87
211022A05	10/22/2021	Boston A. Frandsen	Employee: frandsenb; Pay Date: 10/22/2021	510.87
211022A06	10/22/2021	Lisa M. Honzik	Employee: honzikl; Pay Date: 10/22/2021	156.38
211022A07	10/22/2021	Vicki L. Hutton	Employee: huttonv; Pay Date: 10/22/2021	1,296.07
211022A08	10/22/2021	Amanda L. Mager	Employee: magera; Pay Date: 10/22/2021	1,891.91
211022A09	10/22/2021	Jacob P. Meng	Employee: mengj; Pay Date: 10/22/2021	936.53
211022A10	10/22/2021	Ross A. Nash	Employee: nashr; Pay Date: 10/22/2021	766.85
211022A11	10/22/2021	Emily P. Wood	Employee: woode; Pay Date: 10/22/2021	1,018.11
9311	10/22/2021	Harold D. Burris	Employee: burrish; Pay Date: 10/22/2021	1,623.20
9312	10/28/2021	AT&T	4-10/4/21 calnet statements	269.22
9313	10/28/2021	CA State Disbursement Unit	10/8/21 PR deduction-coke	92.30
9314	10/28/2021	S. Shaun Johanson DDS	dental pmt 9/30/21 hutton	102.00
9315	10/28/2021	S. Shaun Johanson DDS	dental pmt 9/30/21 burris	120.00
9316	10/28/2021	O'Reilly Auto Parts	statement 9/28/21	321.75
9317	10/28/2021	Redwood Petroleum	inv#113/inv date 10/12/21	692.26
9318	10/28/2021	SHN Consulting	9/28/21 inv#110785 engineering	1,924.50
9319	10/28/2021	State Water Resources Ctl Brd	WWTP certification fee-bernal	110.00
9320	10/28/2021	Tensor IT	statement 10/15/21	960.19
9321	10/28/2021	FDAC EBA	billing period 59-11/1/21 to 11/30/21	12,543.04
9322	10/28/2021	Pacific Gas and Electric	10/1/21 statement	6,420.67
9323	10/28/2021	Colantuono, Highsmith, Whatley	10/7/21 inv#49450	9.67
9324	10/28/2021	Honda Financial Services	10/4/21 statement	313.82
9325	10/28/2021	Jackson & Eklund	10/6/21 statement	5,141.00
9326	10/28/2021	Kernen Construction	10/15/21 statement	4,422.35
9327	10/28/2021	Paradise Cay Publications	7/5/21 IN477226	752.10
9328	10/28/2021	Statewide Traffic Safety	9/30/21 statement	103.08
9329	10/28/2021	Emily P. Wood	10/22/21 supply reimb.-Wood	18.04
2268	11/1/2021	Terry Barnes	Deposit Refund #20245001 Barnes	23.49
2269	11/1/2021	Chad Chambliss	Deposit Refund #40532001 Chambliss	57.21
2270	11/1/2021	City of Blue Lake	Utilities paid from Deposits 11/1/21 Billing	561.30
20211105 EFT...	11/5/2021	U. S. Department of Treasury	EFTPS federal tax pmt 11/5/21 PR	4,809.09
20211105 EFT...	11/5/2021	Employment Development Dept.	DE88 state ta pmt 11/5/21 PR	931.60
20211105 EFT...	11/5/2021	Cal PERS	PERS retirement pmt 11/5/21 PR	3,164.78
20211105 EFT...	11/5/2021	Freedom Voice	Freedom voice 11/1/21 statement	123.93
211105A01	11/5/2021	Glenn R. Bernald	Employee: bernaldg; Pay Date: 11/5/2021	1,750.14
211105A02	11/5/2021	Lindley J. Casillas	Employee: casillasl; Pay Date: 11/5/2021	576.55
211105A03	11/5/2021	Skyler A. Coke	Employee: cokesc; Pay Date: 11/5/2021	750.62
211105A04	11/5/2021	Melissa M. Combs	Employee: combasm; Pay Date: 11/5/2021	454.12
211105A05	11/5/2021	Boston A. Frandsen	Employee: frandsenb; Pay Date: 11/5/2021	392.98
211105A06	11/5/2021	Lisa M. Honzik	Employee: honzikl; Pay Date: 11/5/2021	43.65
211105A07	11/5/2021	Vicki L. Hutton	Employee: huttonv; Pay Date: 11/5/2021	1,204.30

City of Blue Lake
 Check/Voucher Register - City Council Check Report
 From 10/1/2021 Through 11/30/2021

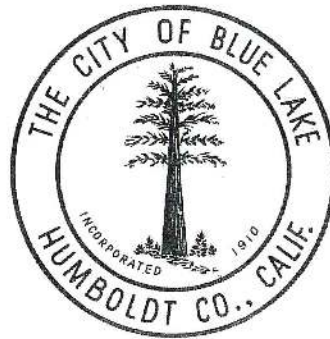
Check Number	Check Date	Payee	Check Description	Check Amount
211105A08	11/5/2021	Amanda L. Mager	Employee: magera; Pay Date: 11/5/2021	1,813.17
211105A09	11/5/2021	Jacob P. Meng	Employee: mengj; Pay Date: 11/5/2021	936.53
211105A10	11/5/2021	Ross A. Nash	Employee: nashr; Pay Date: 11/5/2021	700.10
211105A11	11/5/2021	Emily P. Wood	Employee: woode; Pay Date: 11/5/2021	1,088.59
9330	11/5/2021	Harold D. Burris	Employee: burrish; Pay Date: 11/5/2021	1,445.01
9331	11/5/2021	Trevor L. Pumnea	Employee: pumneat; Pay Date: 11/5/2021	1,307.41
9332	11/5/2021	Aflac	10/25/21 inv#813042	131.52
9333	11/5/2021	CA State Disbursement Unit	10/22/21 PR deduction-Coke	92.30
9334	11/5/2021	GreatAmerica Financial Svcs.	Inv# 30306299 11/12/21	204.00
9335	11/5/2021	Humboldt County Tax Collector	Property tax FY 21/22 Springline	49.38
9336	11/5/2021	Humboldt Co. Sheriff's Office	Animal shelter agreement- Oct 2021	633.00
9337	11/5/2021	McKinleyville Ace Hardware	Statement 10/31/21	24.52
9338	11/5/2021	North Coast Laboratories LTD.	Statement 10/1/21	900.00
9339	11/5/2021	U. S. Postal Service	Water/Sewer trust and postage stamps	1,568.00
9340	11/5/2021	AT&T	2-AT&T bills10/20/21	33.34
9341	11/5/2021	B & B Portable Toilet Co.	10/16/21 inv#s 128403 & 128404	150.43
9342	11/5/2021	Coastal Business Systems Inc.	inv# 30396724 11/30/21	320.22
9343	11/5/2021	Kirsten Cowan	Cowan-Prop tax remb. 025-132-001	67.09
9344	11/5/2021	Christopher F. Curran	Oct 2021 council stipend	50.00
9345	11/5/2021	D & R Janitorial Service	statement 11/1/21	295.00
9346	11/5/2021	Bettina V. Eipper	facility rental fee refund-Eipper	1,290.00
9347	11/5/2021	Humb. Bay Municipal Water Dist	Statement 10/29/21	17,229.62
9348	11/5/2021	Elaine B. Hogan	oct 2021 council stipend	50.00
9349	11/5/2021	Intedata Systems	Statement 10/31/21	75.00
9350	11/5/2021	Adelene Jones	oct 2021 council stipend	50.00
9351	11/5/2021	National Rural Water Assoc.	SCADA loan pmt due 12/1/21	965.00
9352	11/5/2021	Arcata Stationers	Statement 11/1/21	91.98
9353	11/5/2021	RREDC	Town square loan pmt due 12/1/21	1,236.87
9354	11/5/2021	Sudden Link	11/1/21-11/30/21 billing period	442.06
9355	11/5/2021	SHN Consulting	10/12/21 inv#11096 A&M trail	317.14
9356	11/5/2021	SIIN Consulting	10/12/21 inv# 110965 truck route	1,597.51
9357	11/5/2021	SHN Consulting	10/12/21 inv# 110967 LRSP	1,598.39
9358	11/5/2021	Thomas Home Center	Statement 10/31/21	219.95
9359	11/5/2021	Verizon Wireless	inv# 9891114658	321.41
9360	11/12/2021	The Mitchell Law Firm, LLP	10/31/21 inv#s 48858, 48859, 48935	1,608.00
9361	11/12/2021	Hensel's Ace Hardware	statement 10/31/21	104.49
9362	11/12/2021	Quality Code Publishing LLC	10/29/21 inv# 2021-390	1,446.95
9363	11/12/2021	SHN Consulting	10/12/21 inv# 110966 engineering	1,635.00
9364	11/12/2021	T.P. Tire Service, Inc.	statement 11/1/21	187.88
9365	11/12/2021	Miller Farms Nursery, Inc.	10/31/21 statement	10,092.92
9366	11/12/2021	US Bank Corp. Payment Systems	10/22/21 statement	1,631.18
211119A01	11/19/2021	Glenn R. Bernald	Employee: bernaldg; Pay Date: 11/19/2021	2,019.96
211119A02	11/19/2021	Lindley J. Casillas	Employee: casillasl; Pay Date: 11/19/2021	576.56
211119A03	11/19/2021	Skyler A. Coke	Employee: cokes; Pay Date: 11/19/2021	828.48
211119A04	11/19/2021	Melissa M. Combs	Employee: combsm; Pay Date: 11/19/2021	487.94
211119A05	11/19/2021	Boston A. Frandsen	Employee: frandsenb; Pay Date: 11/19/2021	427.63
211119A06	11/19/2021	Lisa M. Honzik	Employee: honziki; Pay Date: 11/19/2021	178.21
211119A07	11/19/2021	Vicki L. Hutton	Employee: huttonv; Pay Date: 11/19/2021	1,296.06
211119A08	11/19/2021	Amanda L. Mager	Employee: magera; Pay Date: 11/19/2021	1,891.91
211119A09	11/19/2021	Jacob P. Meng	Employee: mengj; Pay Date: 11/19/2021	936.53
211119A10	11/19/2021	Ross A. Nash	Employee: nashr; Pay Date: 11/19/2021	783.53
211119A11	11/19/2021	Emily P. Wood	Employee: woode; Pay Date: 11/19/2021	1,018.11
9367	11/19/2021	Harold D. Burris	Employee: burrish; Pay Date: 11/19/2021	1,263.72
9368	11/19/2021	Trevor L. Pumnea	Employee: pumneat; Pay Date: 11/19/2021	1,307.41
9369	11/22/2021	Blue Lake Volunteer Fire Dept.	FY 21/22 Fire assessment fees	2,097.00
9370	11/22/2021	B & B Portable Toilet Co.	2-11/13/21 Inv #129674 & #129675	150.43

City of Blue Lake
 Check/Voucher Register - City Council Check Report
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Check Number	Check Date	Payee	Check Description	Check Amount
9371	11/22/2021	AT&T	4-cal net 11/4/21 statement	260.47
9372	11/22/2021	CA State Disbursement Unit	11/5/21 PR deduction-Coke	92.30
9373	11/22/2021	Colantuono, Highsmith, Whatley	Inv#49713 Nov 7,2021	6.75
9374	11/22/2021	Dazey's Arcata	statement 10/31/21	32.33
9375	11/22/2021	FDAC EBA	Billing period:60-12/01/21 - 12/31/21	13,493.27
9376	11/22/2021	G.L.J. Construction	11/3/21 Inv#2553 Little league-sand	500.00
9377	11/22/2021	GreatAmerica Financial Svcs.	12/12/21 due date	204.00
9378	11/22/2021	Humboldt Co. Sheriff's Office	animal shelter agreement-Nov 2021	633.00
9379	11/22/2021	Honda Financial Services	11/4/21 statement	313.82
9380	11/22/2021	Jackson & Eklund	Inv#434828-11/4/21	8,630.00
9381	11/22/2021	S. Shaun Johanson DDS	dental pmt 11/11/21 Hutton	190.00
9382	11/22/2021	North Coast Laboratories LTD.	10/31/21 statement	480.00
9383	11/22/2021	Trevor L. Pumnea	11/10/21 reimburse P&R petty cash	100.00
9384	11/22/2021	PG&E CFM/PPC Department	10/31/21 statement	6,018.53
9385	11/22/2021	Redwood Petroleum	11-9/21 Inv#114 Oct 2021 fuel	510.67
9386	11/22/2021	SHN Consulting	10/18/21 Inv#111052-LEAP	1,597.50
9387	11/22/2021	SHN Consulting	10/18/21 Inv#111049 Planning	1,572.50
9388	11/22/2021	Terminix International	11/8/21 Inv#413425900 and 11/15/21 Inv#413751009	137.00
9389	11/22/2021	Tensor IT	11/15/21 statement	748.58
9390	11/22/2021	United Indian Health Services	dental pmt 11/2/21 Mager	112.00
9391	11/22/2021	City of Blue Lake	W/S payments11/1/21	1,809.01
20211124EFT01	11/24/2021	U. S. Department of Treasury	EFTPS federal tax pmt 11/19/21 PR	4,924.79
20211124EFT02	11/24/2021	Employment Development Dept.	DE88 state tax pmt 11/19/21 PR	972.93
20211124EFT03	11/24/2021	Cal PERS	PERS retirement pmt 11/19/21 PR	3,148.67
Report Total				262,214.13

City of Blue Lake
January 25, 2022 Council Meeting

City Manager Report





City of Blue Lake

City Manager Report

January 2022

Economic Development

Small Business Grant-Federal Rescue Funding: Emily Woods, Economic Development Planner, has conducted outreach to our local business community regarding the small grant program approved by the Council. A final list of applicants has been developed, along with a funding assessment. Staff is presenting a final disbursement recommendation to Council on January 24th.

USDA Commercial Kitchen Equipment Funding: Work continues on the upgrade of City facilities to increase food production opportunities in the park. Staff is working to develop a final equipment purchase list which will be processed in the month of January. We are also working with USDA to hold the funding for the appliances for the Prasch Hall Commercial Kitchen upgrade and believe that we can meet those funding deadlines. USDA has been a wonderful partner and advocate for the City and we're excited to continue our relationship as new business opportunities present themselves.-On-Going

RFQ-RV Park and Campground: The City is in the final stages of contract development; we anticipate executing a final contract with Storyland Studios by the end of January. Work on the project will begin 3-4 weeks after the contract is fully executed.

Parks and Recreation

- State Park Per Capita Grant-\$177,000: The grant was submitted and we are waiting on the State's authorization to move forward with the recommended renovations.
- Town Square Grant: The City has officially been awarded funding to complete the town square project. Funding will be used to pay off the loan for the land and to make major improvements to the property. The City Manager attended the first grant training and we anticipate that we will immediately apply for a funding allocation to pay off the land as soon as we are able to do so.
- Town Square Programming-City staff conducted numerous successful events and activities at the town square during the holidays. The events increased activity in the downtown and the business community appreciated the City's efforts to engage them and cross promote their businesses.
- Reopening plan for indoor programs and facilities-Director Punnea is moving forward with a reopening plan; this includes the development of COVID protocols, staffing, software integration and facility readiness work.-On-Going
- Little League Field Repair and Upgrade-The Little League field has been sanded and hydroseeded; the grass is growing and an on-going daily effort is being made to eradicate the park and the fields of gophers.-On-Going
- Blue Lake Elementary School Partnership Programs-Staff continue to outreach to the school and have created a "Trail Challenge" program to promote the use of the Annie & Mary Trail. The City hosted a Winter Break Camp and will be developing recreation activities for the local youth during President's Week Break.

- Development of recreation management programming and software acquisition-The Park Director reviewed various software programs and a final program has been selected and procured. The new software is being integrated into the City's online marketing and staff is actively training on implementation and operation. The new software is an all-inclusive system that will allow the park director to manage staff, programs, facilities, marketing, inventory, retail sales and more.
- Development of Bike Park-The Planning Commission approved the Bike Park project and staff is working with local supporters to move the project forward. Current activities include identification of materials and quantities, along with a funding plan and outreach/marketing campaign. The City will be hosting the Mad Scramble Cyclocross event in February and a portion of the funds raised will be donated to the bike park project. The City has developed a donation program to support the development of the park and will be launching this program in February.
- Trail development and maintenance-Staff continues to make improvements to our trail system, along with outreach to local landowners regarding use agreements and partnerships. Staff are also working closely with Green Diamond and Humboldt County to move forward several recreation initiatives.-On-Going
- Parks and Recreation Facility Use Plan and Recreation Commission revitalization-The Park Director has met with all of the park commissioners and plans to hold the first commission meeting in January. Key items for the commission to address include the facility use plan.-On-Going

City Infrastructure

- Wastewater Treatment Plant Generator: Currently being engineered; purchase and installation to take place in 2022 (Funding-CalOES Grant-\$65,000)-**On-going**
- Water Tank Replacement: Grant application submitted to CalOES/FEMA-**Waiting to hear back on funding**
- Sanitary Sewer Survey: **Grant submitted; waiting on funding notice**
- ADA Library Project: Improvements are being designed and engineered; construction projected for Spring 2022-**On-going**
- Gas Line Replacement Project: PG&E will be replacing all of the gas lines in the City; they are currently surveying infrastructure and are partnering with the City to map and locate facilities.-**On-going**

Policy Updates and Studies

Housing Element Update: Staff are working on various aspects of the City's Housing Element to bring it into compliance with State requirements. Regular meetings are taking place with the Planning Commission to ensure that the final review and recommendation process is efficient and timely. The City has received funding from the State in the amount of \$65,000 to complete the update. Staff is on track to present a draft of the element to the Planning Commission in early February-**On-going**

Local Road Safety Plan: The City is in the data collection phase of the Local Road Safety Plan project. Staff is conducting outreach via various methods to gain input regarding safety hazards and community concerns. This will be an on-going project for several months; once finished, the City can use the plan to apply for infrastructure improvements.-**On-going**

	<p><u>Truck Route Study and Design</u>: Work continues on the truck route project; the City has a draft plan that is being used to conduct environmental and cultural studies. Recently, the City's design project was approved for funding by the HCAOG TAC and has been sent on to the next level of review and approval. If approved, the City would receive \$1.6 million in funding to construct the proposed improvements.-On-going</p>
<p>Powers Creek District Development</p>	<p>The City continues to work on concepts, plans and development strategies for the Powers Creek District. As part of the State's Surplus Lands Act, the City must advertise all City property proposed for development at the State level for potential housing development. This process must be undertaken for any land that the City is interested in selling or leasing and must be completed even if the City is proposing a project that doesn't include housing. The State mandates that all cities must consider housing as a first option prior to moving forward with any other development plans. Once this process is complete, the City can then move forward with other development options. The City has completed the notification process and did not receive any interest from housing developers.</p> <p><u>Calgon Carbon</u>: The City is working with Calgon Carbon to develop an acquisition strategy for the former Calgon Carbon plant property. Calgon has proposed that the City of Blue Lake and a local developer work together to acquire the property in order to provide an assured assumption of liability for any unknown contamination on the site. Calgon is proposing that the City acquire the property as the City is an eligible entity for Brownfield funding in the event that contamination is found on the site. The City feels confident that any environmental issues can</p>

	<p>be remediated effectively and affordably and is working to develop an acquisition term sheet for the Council's consideration. The City Attorney is reviewing the project and has several recommendations on how to proceed.-On-going</p>
<p>Audit, Internal Controls, Software Integration and Policy Updates</p>	<p>The City's Accountant and Finance Manager are completing the year end accounting. The City's auditors have begun the auditing process and City staff are sharing documents and records electronically to start the process.</p> <p>Work continues on updating internal controls and operating policies. We anticipate utilizing the Fall and Winter months to conduct reviews of our fiscal management policy and propose changes and updates as necessary. The City continues to automate processes and will continue to integrate technological efficiencies throughout our systems. We anticipate reopening our recreation facilities with an updated and integrated recreation management system that will streamline payment system, perform targeted marketing and enhance our online social media presence.-On-going</p>