

(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, March 22, 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 March 22, 2022.

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

<https://us02web.zoom.us/j/83733853782?pwd=SlJYWU5zaXVlZjdsSlI0SE8za3NNQT09>

Meeting ID: 837 3385 3782

Passcode: 683342

Dial by your location

+1 408 638 0968 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-Discussion/Action
5. **City Council Vacancy**-Discuss, consider and possibly appoint qualified applicant to fill City Council seat vacated on January 31, 2022
6. **Council Liaison and Committee Assignment Designation**-Discussion/Action
7. **Resolution Number 1196-Surplus Lands Designation**- A Resolution of The City Council of the City of Blue Lake Declaring City-Owned Property Located Within the City and Known as Assessor Parcel Numbers 025-201-019 and 025-201-009, as Surplus Land-Discussion/Direction
8. **Powers Creek District Development Update**-Discussion/Direction
 - a. **Storyland Update: Powers Creek District Economic Analysis**-Discussion/Update
 - b. **Bike Park-Status Update**-Discussion

c. **Corporation Yard Development-Discussion**

d. **Development Agreement and Ground Lease with DANCO Communities-Discussion**

9. **Council Correspondence**

10. **Consent Agenda:**

- a. February 22, 2022 Meeting Minutes
- b. Warrants and Disbursements

11. **Reports of Council and Staff**

City Manager Report

12. **Future Agenda Items**

13. **Closed Session:** Public Employee Performance Evaluation (Government Code § 54957): Title: City Manager (Amanda Mager)

14. **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: March 22, 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 and discuss hybrid meeting options for upcoming Council 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.

Council may wish to discuss alternative meeting options for upcoming meeting dates, to include an in-person/hybrid meeting option.

Background Material Provided: Resolution Number 1192

Fiscal Impact: N/A

Recommended Action: Reaffirm the Findings contained in Resolution Number 1192 and direct staff as discussion dictates.

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:

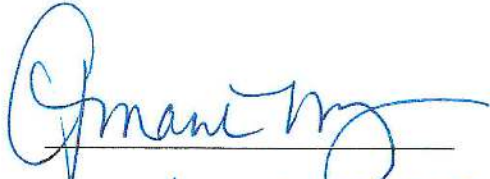
AYES: Jones, Daugherty, Hogan, Curran, McCreath

NAYS: 0

ABSENT: 0

ABSTAIN: 0

ATTEST:


Attest - Amanda Wagner
City clerk



Adelene Jones, Mayor



CITY OF BLUE LAKE

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AGENDA REPORT

Item #: 5
Date: March 22, 2022
Item Subject: City Council Vacancy-Consider Applicants for Appointment
Submitted By: Mandy Mager, City Manager

General Information:

On January 31, 2022, the City Council received a formal resignation letter from Councilmember Summer Daugherty. City legal counsel prepared a memo outlining the options and process for filling the vacancy and the Council directed staff to advertise the vacancy with an application submission closing date of March 16, 2022.

Council directed staff to bring completed applications to the City Council meeting on March 22, 2022, for review, discussion, and possible action. The City received two applications for the Council position; all of which are included as part of this agenda report.

Background Material Provided: Council Applications

Fiscal Impact: N/A

Recommended Action: Action/Direction as Discussion Directs

Review Information:

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

Comments: Prepared by the City Accountant

City Council Vacancy Application

Jaderiver@suddenlink.net <Jaderiver@suddenlink.net>
To: Emily Wood <ewood@bluelake.ca.gov>

Tue, Mar 15, 2022 at 10:33 PM

Hello Emily,

I have filled out the application below. Thank you for your help.

Elise

Council/Commission/Committee Application

Council/Commission/Committee for which you are applying:

Blue Lake City Council

Name:

Elise Scafani

Address:

1000
Blue Lake CA 95525

Blue Lake CA 95525

Primary Phone:

530-433-1111

Alternate Phone:

Email:

elise.scafani@bluelake.ca.gov

Educational Background (Last Year Completed):

Bachelor of Science from HSU 1987

Associates Degree in Nursing College of the Redwoods 2008

Length of time in Blue Lake:

34 years

Present Employer:

Providence St Joseph Hospital

Job Title:

Registered Nurse

1. What community organizations are you currently involved with?

My partner and I are members of the Mad River Grange.

2. What unique skills or qualifications do you bring to the position?

I do not believe that I know the members of the city council well enough to state that any of my skills would be unique to the council.

3. What do you view as the main goal/purpose of this Council/Commission/Committee?

To manage/oversee the affairs of the city in a fashion that reflects the needs and interests of the members of our community.

4. How do you think you can contribute towards this goal/purpose?

By helping the council to be responsive to the citizens of Blue Lake.

[Quoted text hidden]



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Council/Commission/Committee Application

Council/Commission/Committee for which you are applying: City Council

Name: ALICE FINEN

Address: _____

Primary Phone: _____ Alternate Phone: _____

Email: _____

Educational Background (Last Year Completed): Credential/Elem. Ed.

Length of time in Blue Lake: 4 years

Present Employer: Mistwood Educational Center/self

Job Title: CO-director/Teacher/Artist

On a separate piece of paper, please answer the following questions as **thoroughly** as possible:

1. What community organizations are you currently involved with?
2. What unique skills or qualifications do you bring to the position?
3. What do you view as the main goal/purpose of this Council/Commission/Committee?
4. How do you think you can contribute towards this goal/purpose?

Please plan to attend the Council meeting when the selection(s) for this position will be made. Be prepared to answer additional questions that the Council may have. Applicants for Council positions must be a City resident and a registered voter. Eligibility for other Commission/Committee positions is set by Ordinance. Please contact City Hall with additional questions.

RECEIVED
MAR 16 2022

Alice Finen

1. Community Organizations

Volunteer at the Blue Lake Resource Center

Volunteer at 6 Rivers High School garden

Volunteer on the 6 Rivers PAC Committee

Member of the NAACP Educators for Equity

2. Unique Skills & Qualifications

As a lifelong learner I am always trying to become more aware of how things work. I am very interested in the process of how decisions are made that impact our community.

I believe I am qualified for this position because I enjoy research and looking at situations through different lenses. I like to think critically and engage in conversation with others to learn more about specific topics.

I think it is important to take other people's perspectives into consideration when making decisions, and to make decisions that are sustainable for generations to come.

3. Main Goal/Purpose

I believe the main goal of the Council is to make decisions and enact policies that are beneficial and sustainable for the community.

4. Contribution towards Goal/Purpose

I believe I can contribute to the goals and purpose of the Council because I like to make decisions that are based in research and take into account many points of view. I am passionate about service and believe that a strong and connected community impacts the necessary change we need to create a sustainable and equitable future.



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AGENDA REPORT

Item #: 6
Date: March 22, 2022
Item Subject: City Council Liaison and Committee Appointments
Submitted By: Mandy Mager, City Manager

General Information:

The City Council will consider various liaison and committee assignments for reappointment, due to Council member changes.

Background Material Provided: Current Council Assignments as of 2021

Fiscal Impact: N/A

Recommended Action: Action/Direction as Discussion Directs

Review Information:

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

Comments: Prepared by the City Accountant

Blue Lake City Council Committee Assignments 2021

P: Primary A: Alternate

Agency	Meeting Day/Time	Adelene	Ben	Summer	Chris	Elaine
RREDC - Redwood Regional Economic Development 520 E St. Eureka	4th Monday @ 6:30 pm 445-9652			P	A	
HCOAG - Humboldt County Association of Governments - 2nd Floor Eureka City Hall	3rd Thursday @ 4:00 pm 444-8208	P		A		
HWMA - Humboldt Waste Management Authority - 2nd Floor Eureka City Hall	2nd Thursday @ 5:30 pm 268-8680			A		P
Indian Gaming Grant Funds Commission - County Building - BL Rancheria Liaison	As Needed	A	P			
Water Task Force (HBMWD) - Humboldt Bay Municipal Water District - 828 7th St. Eureka	As Needed-443-5018	P			A	
RCEA - Redwood Coast Energy Authority - 517 15th Street, Eureka	3rd Monday @ 3:00 pm 269-1700		A		P	
Blue Lake Chamber of Commerce Liaison	2nd Monday @ 5:30 p.m. at Skinner Store	A		P		
BL Public Safety Commission - Sheriff's Department Liaison	1st Monday @ 6:00 p.m. As Needed			P	A	
BL Fire Department Liaison	3rd Mondays in Jan, Mar, May, July, Sept, Nov @ 6:30 p.m.				P	A
BL Parks and Recreation Commission Liaison - Skinner Store	Bi-Monthly		P			A
BL Economic Development Commission Liaison	1st Tuesday @ 3:30 p.m. @ Skinner Store	A			P	
Mad River Alliance	Quarterly			P	A	
League of CA Cities	Quarterly	A				P
Mayor Select Committee		P		A		



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AGENDA REPORT

Item #: 7
Date: March 22, 2022
Item Subject: Resolution Number 1196: Declaration of Surplus Land
Submitted By: Mandy Mager, City Manager

General Information: The City is considering selling, and/or leasing certain City-owned properties (APN 025-201-019 and 025-201-009) so that the properties can be developed consistent with the City's General Plan.

In order for the City to lease, and/or sell these parcels, the City must first go through a public/stakeholder engagement process in accordance with the Surplus Land Act. This process requires the City to transmit notices of availability to designated entities under state law and allow for a 60-day period during which these entities, including potential affordable housing developers and public entities with jurisdiction over the parcel(s), may express their interest in negotiating on any of those parcels.

The Surplus Land Act requires this right of first refusal as a means to encourage affordable housing development throughout the State. If an interested party responds to the notice of availability, the City is required to engage in good-faith real property negotiations for at least 90-days on price and terms for sale of the property. The City also has reporting and compliance obligations to the Department of Housing and Community Development, who can impose penalties based on the ultimate sales price of the parcel if the Surplus Land Act is not followed.

The proposed action and resolution sets the surplus process on course and allows staff to consider any proposals received from affordable housing developers or other entities designated under the Surplus Land Act.

Upon conclusion of the process described above, the City may proceed with leasing, and/or selling the properties in any manner the City deems appropriate.

Background Material Provided:

1. Resolution No. 1196 Designating Surplus Land
2. Proposed Notice of Availability of Surplus Land

Fiscal Impact: There are minimal costs related to sending a Notice of Availability to the California Department of Housing & Community Development informing of the City's adoption of the Resolution.

Recommended Action: Approve Resolution No. 1196 Declaring Certain City Owned Properties as Non Exempt Surplus Land and No Longer Necessary for the City's Use and Directing the City Manager to Follow the Procedures Set Forth in the Surplus Land Act (Gov. Code, § 54220 et. seq.) as Amended by Assembly Bill 1486 for the Disposition of Said Surplus Land

Review Information:

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

Comments:

RESOLUTION NO. 1196

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE
DECLARING CITY-OWNED PROPERTY LOCATED WITHIN THE CITY AND
KNOWN AS ASSESSOR PARCEL NUMBERS 025-201-019 AND 025-201-009, AS
SURPLUS LAND AND DIRECTING THE CITY MANAGER TO FOLLOW THE
PROCEDURES SET FORTH IN THE SURPLUS LAND ACT, CALIFORNIA
GOVERNMENT CODE SECTION 54220, ET SEQ., AS AMENDED BY AB 1486, FOR
THE SALE, AND/OR LEASE OF SURPLUS LAND**

WHEREAS, the City of Blue Lake (“City”) owns that certain real property in fee simple located adjacent to Taylor Way in the City of Blue Lake, State of California known as Assessor Parcel Numbers 025-201-019 and 025-201-009, (“Property”), which consists of approximately 1.26 acres and is zoned Opportunity; and

WHEREAS, Assembly Bill 1486 went into effect on January 1, 2020 (“AB 1486”), and expanded the Surplus Land Act requirements for local agencies prior to the disposition and disposal of any “surplus land”; and

WHEREAS, the Property is currently not listed for sale; and,

WHEREAS, the City Council finds that the mission of the City and implementation of the City’s General Plan may be further advanced with the sale or lease of the Property;

NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND by the Blue Lake City Council of the City of Blue Lake, State of California, as follows:

Section 1. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. The City Council hereby finds the following:

A. Although the Property is used as the City’s corporation yard, it does not meet the exemption findings identified under the Surplus Land Act, and is thus determined to be surplus land; and

B. The sale or lease of the Property may further the implementation of the City’s General Plan and may advance the mission of the City.

The City Council therefore finds and declares that the Property is surplus land, as defined in California Government Code section 54221, based on the true and correct written findings found in this Resolution and incorporated herein by this reference.

Section 3. The City Council hereby authorizes the City Manager to send written notices of availability of the Property for sale, or lease, to any beneficially interested person or entity, to bring terms of a proposed sale or lease of the Property to the City Council, or it’s

designated negotiating team, and to otherwise follow the procedures of the Surplus Land Act, California Government Code section 54220, *et seq.*, as amended on January 1, 2020, as applicable to a proposed sale of the Property.

Section 4. Any proposed agreement for the sale or lease of the Property shall be subject to the approval of the City Council.

Section 5. The sale or lease of the Property as surplus is exempt from environmental review under the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15312 (Surplus Government Property Sales). However, if development was proposed on the Property by a subsequent buyer, or lessee, then that development would be reviewed under CEQA.

Section 6. This Resolution shall take effect immediately upon its adoption by the City Council, and the City Clerk shall attest to and certify the vote adopting this Resolution.

PASSED AND ADOPTED by the City Council of the City of Blue Lake, State of California this ___ day of November 2021, by the following vote:

Ayes:

Nays:

Abstention:

Absent:

Adelene Jones-Mayor

City Clerk

CITY OF BLUE LAKE

March 22, 2022

NOTICE OF AVAILABILITY OF SURPLUS LAND

TO: Whom It May Concern (Via Electronic Mail)

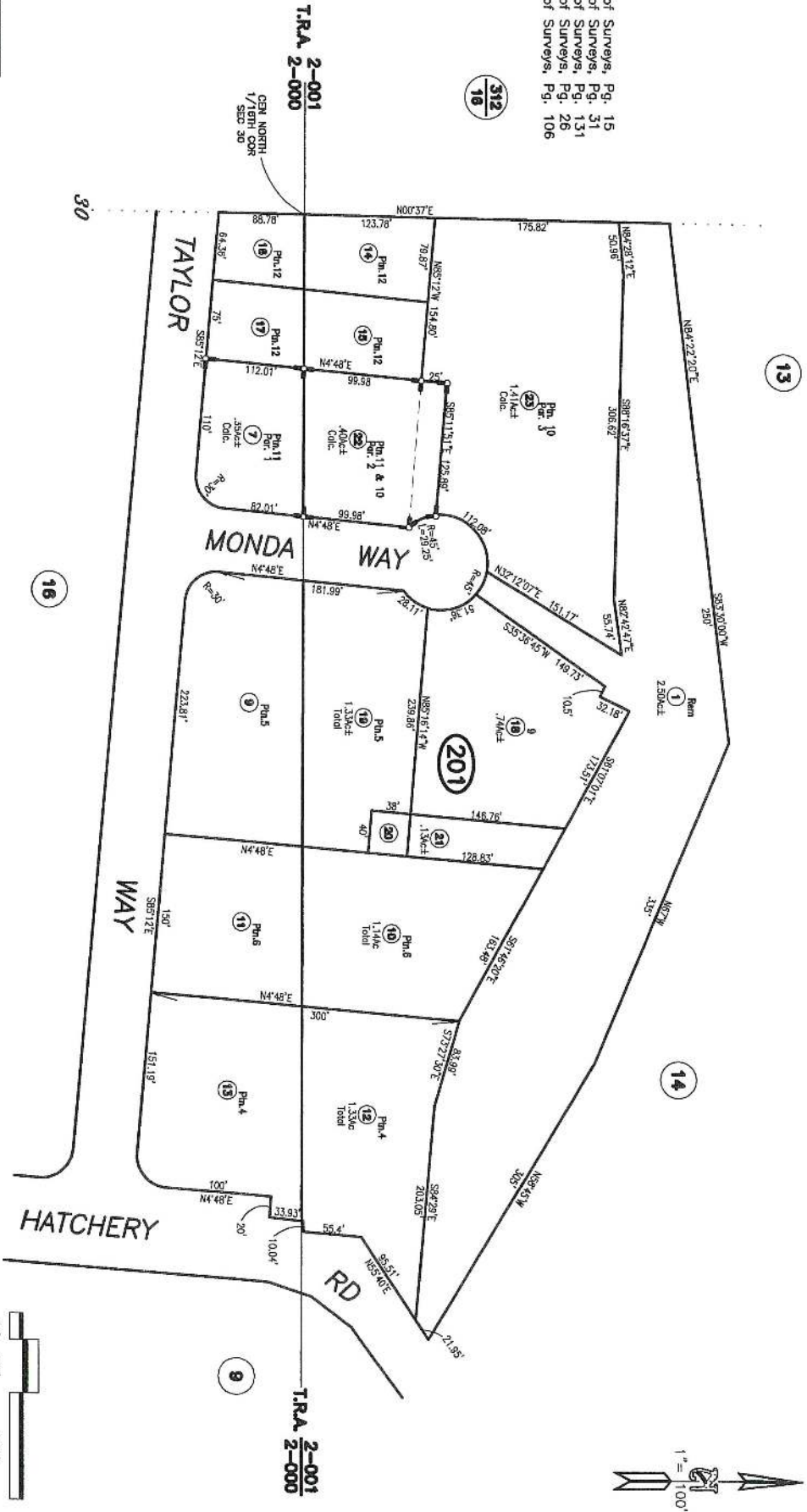
RE: Notice of Availability of Surplus Land Within the City of Blue Lake Pursuant to California Government Code Section 54220 *et seq.* (the “Act”)

Pursuant to the provisions of the Surplus Land Act, California Government Code Section 54220 *et seq.* (the “Act”), the City of Blue Lake (“City”) hereby notifies those entities designated in Section 54222 of the Act of the availability for lease or purchase of the following City-owned land (the “Development Site”) for the purposes authorized in the Act, which land the City has declared surplus, and prior to the disposition of the Development Site by the City, consistent with the Act and the City’s policies or procedures:

SURPLUS LAND (Development Site)		
	Subject Property No. 1	Subject Property No. 2
Property Address	199 Taylor Way	199 Taylor Way
Assessor Parcel No	025-201-019	025-201-009
Lot Size	.61 Acres	.72 Acres
Lot Width	See Humboldt County Assessor Parcel Map below	See Humboldt County Assessor Parcel Map below
Lot Depth	See Humboldt County Assessor Parcel Map below	See Humboldt County Assessor Parcel Map below
Zoning	Opportunity Zone	Opportunity Zone
General Plan Designation	Mixed Use	Mixed Use
Current Use	City Corporation Yard	City Corporation Yard

City of Blue Lake
 PTN N1/2 OF NE1/4 SEC 30, T6N R2E, H.B. & M.

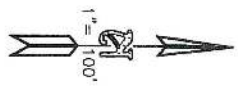
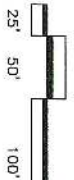
RS. Bk. 55 of Surveys, Pg. 15
 RS. Bk. 57 of Surveys, Pg. 31
 RS. Bk. 59 of Surveys, Pg. 131
 RS. Bk. 63 of Surveys, Pg. 26
 RS. Bk. 70 of Surveys, Pg. 106



ASSESSOR'S PARCEL MAP
 1. THIS MAP WAS PREPARED FOR
 2. NO ASSURANCE IS GIVEN
 3. THE AGENCY OF THE DATA SHOWN
 4. ASSESSOR'S PARCELS MAY NOT
 5. OR BUILDING SET ORDINANCES.

NOTE - Assessor's Block Numbers Shown in Ellipses
 Assessor's Parcel Numbers Shown in Small Circles

EC Jun 7, 2014





ARCGIS Web Map

Humboldt County Planning and Building Department

Printed: March 18, 2022

Web AppBuilder 2.0 for ArcGIS

Map Disclaimer:
While every effort has been made to assure the accuracy of this information, it should be understood that it does not have the force & effect of law, rule, or regulation. Should any difference or error occur, the law will take precedence.

- Highways and Roads**
 - Principal Arterials
 - Minor Arterials
 - Major Collectors
 - Minor Collectors
 - Local Roads
- Private or Unclassified
- Major River or Stream
- Intermittent
- Subsurface
- Blue Line Streams**
 - Perennial 1-3
 - Perennial >4
- City Boundary
- Counties
- Parcels
- Parcels (no APN labels)



Sources: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community
Humboldt County GIS
Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community

The property is undeveloped and has been zoned Opportunity. The Subject Property is located at along Taylor Way in the City of Blue Lake, Humboldt County, State of California. Combined the properties consists of approximately 1.3 acres.

If you have any questions regarding the development site, you may contact City Manager Amanda Mager at the telephone number or email address listed below.

If interested in purchasing or leasing the City-owned land for an authorized purpose under the Act, you must notify the City in writing of your interest in purchasing or leasing the land within **60 days** of the date this Notice of Availability has been sent. Written notices must be sent, if at all, to, and must be received by, (***)INSERT(***) within said 60-day period at the following address. The receipt of an email or notice by regular mail by way of the United States Postal Service is acceptable. If by regular mail, we suggest that you send it via certified mail with return receipt requested.

Please send written notices of interest to:

City of Blue Lake
Attn: Amanda Mager
111 Greenwood Road/PO 458
Blue Lake, CA 95525
(707) 668-5655



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 #: 8
Date: March 22, 2022
Item Subject: Powers Creek District Development Update and Discussion
Submitted By: Mandy Mager, City Manager

General Information:

The City Council has requested a monthly update on the development of the Powers Creek District. This item allows staff to update the Council and the community on various initiatives taking place in the district and provides a standing placeholder for community input.

City staff are currently working on the following projects in the Powers Creek District; staff will provide an update on each project during this item:

- a. **Storyland Update:** Storyland has been contracted by the City of Blue Lake to conduct an Economic analysis for various development scenarios in the district, including an RV park and campground, grocery store, fuel center, recreation spaces and more.
- b. **Blue Lake Bike Park:** The City is in the process of designing and developing a bike park in the district and has begun fund raising efforts to support the final construction of the facility.
- c. **City Corporation Yard Development:** City staff are in conversation with parties interested in developing the City's current corp yard property. This property has been identified for development due to its close proximity to other commercial developments and the overall potential of the site. Staff is working on options to relocate the current public works operations and had identified the property for analysis by Storyland. City staff are also recommending that the City Council notice the property under the Surplus Lands Act, in order to pursue various development scenarios.
- d. **Development Agreement and Ground Lease with DANCO Communities:** The City is working with DANCO Communities to explore development options for a portion of the City's property located along Taylor Way. Development concepts include the development of approximately 45 mixed income residential units, along with approximately 20,000 square feet of commercial/retail space. The City's attorneys have developed a development agreement and draft ground lease, which is in the review stage. City staff have developed a list of required improvements necessary to accommodate the proposed development and will be working to further refine these details as discussions continue. Once a final draft is prepared, the City Attorney and the City Manager will present the item to the City Council for review and recommendation. The development agreement is the next step in the process of refining a project

scope; this will include various special studies, architectural designs, and further vetting of infrastructure requirements.

Background Material Provided: Current Council Assignments as of 2021

Fiscal Impact: N/A

Recommended Action: Action/Direction as Discussion Directs

Review Information:

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

Comments: Prepared by the City Accountant

City of Blue Lake
March 22, 2022 Council Meeting

Consent Items:

- a. Council Meeting Minutes-February 2022
- b. Warrants and Disbursements





Blue Lake City Council Minutes

Tuesday, February 22, 2022 ~ 6:30 p.m. ~ Council Meeting Via Zoom

Link: <https://us02web.zoom.us/j/85132120933?pwd=NzV3MUh5KzNPdIRuWGUzZXBWR1Mydz09>

Meeting ID: 851 3212 0933 Passcode: 073464

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

Meeting Called to Order at 6:34 PM

1. Pledge of Allegiance and Establish a Quorum of the Council

Council Members Present:

Adelene Jones, Mayor
Chris Curran
Elaine Hogan
Benjamin McCreath

Staff Present:

Amanda Mager, City Manager/City Clerk
Emily Wood, Economic Development Planner
Trevor Pumnea, Parks and Recreation Director

Public Present:

Elise Scafani
Lisa Hoover
Kim Warvi
Kit Mann
Jeff Demark

2. Approve Agenda

Motion: To Approve the Agenda

Motion by: Councilmember Curran, **Second:** Councilmember McCreath

There were no comments from the Council or public.

Vote: Ayes: Jones, Hogan, Curran, McCreath Nays: None Absent: None

Motion Summary: Motion Passed

3. Public Comment:

City Manager Mager read aloud a written comment from Lisa Hoover, asking about options for future in person public meetings.

Mayor Jones is open to having hybrid meetings with a limited number of attendees, although feels that Zoom increases accessibility and participation in meetings. Staff and Council will work to accommodate hybrid possibilities for future meetings



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-Discussion/Action

Motion: To Reaffirm the Findings in Resolution Number 1192 and explore Hybrid options for future meetings with City Attorney

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

There were no comments from the Council or public.

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

Motion Summary: Motion Passed

5. Vietnam War Veterans Day Proclamation: A Proclamation Recognizing March 29, 2022 as Welcome Home Vietnam Veterans Day-Action

Motion: To Pass the Vietnam War Veterans Day Proclamation; declaring March 29th, 2022 as Welcome Home Vietnam Veterans Day in Blue Lake

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

There were no comments from the Council or public.

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

Motion Summary: Motion Passed

6. Blue Lake Community Emergency Response Team (CERT) Annual Presentation-
Presentation

Kitt Mann presents on Blue Lake's Community Emergency Response Team (CERT). Flood, earthquake, and fires are possible disasters for our community; CERT works in liaison with the Fire Department (Ed Jones). There are 12 active volunteer CERT members in Blue Lake, although CERT would like to encourage younger members of our community to join.

Duties of CERT: Minor first aid rescue and triage, minor search and rescue, food/water needs, assist with traffic control, emergency preparedness, damage assessment, works with Fire Department during disasters

Friday, March 19th –There will be a live Emergency Preparedness Practice Drill at the Arcata Presbyterian Church

Mayor Jones: What connections could be made with Blue Lake Elementary School?

7. City Council Vacancy—Discussion and Determination Regarding Protocol to Fill City Council Position Vacated by Councilmember Summer Daugherty - Discussion/Action

Council discusses the process for filling the vacancy, agrees to proceed with the appointment process.

Motion: To accept the resignation of Summer Daugherty from City Council and accept the City's Attorney Recommendation to Appoint for the Vacancy

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

Discussion: Councilmember Hogan – Asked for application to be made available online



Councilmember Jones – Requested that the Notice be published in the paper and on the website

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

Motion Summary: Motion Passed

8. SHN Contract Amendment-One Year Extension

Motion: To Authorize City Manager Mager to Execute a One Year Contract Extension to the Current SHN Contract for Engineering and Planning Services

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

Comments: City Manager Mager: Extending the Contract with SHN would allow the City to have additional time to work on existing projects while soliciting for responses for RFQ's (Request for Qualifications)

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

Motion Summary: Motion Passed

9. Resolution Number 1195-Cal Recycle Resolution SB 1383-Notice of Intent to Comply with SB 1383 and Authorizing the City Manager to Submit on Behalf of the City - Action

City Manager Mager: The City has been collaborating with consultants to explore the possibilities of implementing SB1383, including applying for a waiver and funding for the program. The City must file a notice of intent to comply to receive funding.

Cal Recycle has allowed the City to apply for funding and supply supporting documentation (Resolution 1195) after the application.

City Manager Mager recommends that the funds be used to support current recycling staff , with emphasis on composting, and waste reduction. By adopting this Resolution, the City can proceed with a 'Notice of Intent to Comply' for SB 1383's funding.

Mayor Jones: How does Blue Lake Garbage relate to SB 1383?

City Manager Mager: Our Consultants are looking into how franchise haulers play into SB-1383 and what their role is in relation to implementing these requirements. The City of Blue Lake and our service providers are looking to be a part of the solution. Working with commercial producers and the community can strengthen the City's existing programs and amenities.

Motion: To Approve Resolution Number 1195

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

There were no comments from the Council or public.

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

Motion Summary: Motion Passed

10. Powers Creek District Development Update - Discussion

City Manager Mager: The Bike Park is moving forward and the community is looking for ways to support the development. The City has received a material donation from Pacific Builders and is working on the grading plan and final designs. Fundraising efforts have started with support from local recreation groups.

No updates on Calgon Carbon.



DANCO Project- The City is working through the terms of the Design/Development Agreement, including infrastructure needs, improvements, design consistency and fee impacts. A draft document will be presented to the Council in the near future for review, discussion and consideration.

The contract with Storyland Studios' was finalized on 2/22/22. The firm is preparing to mobilize to Blue Lake to conduct outreach, and perform the grant deliverables.

Public Comment:

Lisa Hoover – What is the Housing Element Update and its relation to the Powers Creek District?

City Manager Mager- The City is required to have an updated Housing Element and come into compliance with current State requirements to receive State funding. The Opportunity Zone has allowed the City to meet certain State mandates.

Mayor Jones: The City has identified the Power's Creek District as an ideal zoning site to satisfy State Housing Element requirements, as the City does not have a large amount of developable real estate.

11. Economic Development Commission Application Review for Vacant Commissioner Position - Discussion/Action

Motion: To appoint Jake Hussin to the Economic Development Commission

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

There were no comments from the Council or public.

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

Motion Summary: Motion Passed

12. Council Correspondence: No correspondence received

13. Consent Agenda Items:

Motion: To approve the consent agenda as presented

- a. Resolution Number 1194: A Resolution of the City Council of the City of Blue Lake Opposing State Ballot Initiative No. 21-0042A1, Titled the Taxpayer Protection and Government Accountability Act
- b. December 14, 2021 Meeting Minutes
- c. January 25, 2022 Meeting Minutes
- d. Warrants and Disbursements

Motion: To Approve the Consent Agenda as Presented.

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

There were no comments from the Council or public.

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

Motion Summary: Motion Passed

14. Reports of Council and Staff

Mayor Jones – Attended HCAOG Meeting Via Zoom



The 101 Corridor Project is costing more than expected due to the price of steel. HCAOG has decided to meet in person beginning in March. A Discussion was had on Electric Car Tax. Passed overall work program and budget for 2022-2023. Blue Lake has received funding allocations from HCAOG.

Councilmember Hogan – Attended HWMA meeting. Hawthorne Street Transfer Station is being considered as a food waste acceptance facility in place of the CRV station.

Fish Farm Waste from local fish farms may fall under SB 1383 requirements.

Hambro & Associates (CRV)- Asking for an additional 6 months to set up CRV in Arcata, asking HWMA to not start a CRV buyback program.

Councilmember Curran – Attended EDC Meeting, RCEA Meeting, and Blue Lake Fire Meeting.

Community members met with Fire Captain, Dan Flores, on the fire alarm and the necessity of the Fire Sirens.

Will attend RREDC meetings in place of former Councilmember Daugherty.

Councilmember McCreath – Nothing to report.

City Manager Mager: The City Manager will bring a tracking sheet for the next meeting's staff report. Planning Commission Meeting will take place Monday, February 28th, 2022.

Future Agenda Items

- **Appoint new Council Member**
- **Select Mayor Pro-Tem**
- **Housing Element and DDA (Danco)**
- **Performance Evaluation**

16. Closed Session: Public Employee Performance Evaluation (Government Code § 54957)
Title: City Manager (Amanda Mager)

Motion: To Go into Closed Session

Motion by: Councilmember Curran ; Second ; Councilmember McCreath

Motion Passed: Unanimously

Motion to come out of closed session:

Motion by: Councilmember McCreath Second by: Councilmember Curran

Motion Passed: Unanimously

Nothing to report out of closed session

17. Motion to Adjourn

Motion by: Councilmember Curran Second by: Councilmember Hogan

Motion Passed: Unanimously

City of Blue Lake
 Check/Voucher Register - City Council Check Report
 From 1/1/2022 Through 2/28/2022

Check Number	Check Date	Payee	Check Description	Check Amount
2275	1/3/2022	Roy Richey	Deposit Refund #20260001 Richey	50.27
2276	1/3/2022	City of Blue Lake	Utilities paid from Deposits 1/3/22 Billing	160.73
9451	1/10/2022	CA State Disbursement Unit	12/17/21-12/30/21 PR ded-COKE	184.60
9452	1/10/2022	City of Blue Lake	Backflow test fees #2021-041	225.00
9453	1/10/2022	D & R Janitorial Service	Statement 1/3/22	295.00
9454	1/10/2022	GreatAmerica Financial Svcs.	Inv.#30702825 Due 1/12/22	204.00
9455	1/10/2022	Humboldt Fasteners and Tools	Statement 1/1/22 Acct#1187	196.58
9456	1/10/2022	Hensell Materials, Inc.	Statement 1/1/22	213.69
9457	1/10/2022	Kernen Construction	Statement 12/15/21	6,957.50
9458	1/10/2022	The Mill Yard	Statement 12/31/21 Acct#2045	22.52
9459	1/10/2022	Mendes Supply Company	Statement 1/1/22	795.61
9460	1/10/2022	Miller Farms Nursery, Inc.	Due 1/15/22	68.96
9461	1/10/2022	Pacific Gas and Electric	Statement 12/2/21	5,633.77
9462	1/10/2022	Pierson Building Center	Acct# 497 closing dae 12/31/21	453.50
9463	1/10/2022	Solo Sports	Inv#21-0244 date 12/15/21	0.00
9464	1/10/2022	SFIN Consulting	Inv# 111434	2,178.75
9465	1/10/2022	Thomas Home Center	Statement 12/31/21	92.76
9466	1/10/2022	Total Compensation Systems Inc	Inv# 9953 date 10/13/21	1,500.00
9467	1/10/2022	Times Printing Company	Inv#'s 21-21660 and 21-21661	405.13
9468	1/10/2022	Tensor IT	Statement 12/15/21	3,631.10
9469	1/10/2022	Verizon Wireless	Inv#9895564520 / duc 1/13/22	242.36
9470	1/10/2022	Wahlund Construction, Inc.	Statement 12/29/21	6,316.25
9471	1/10/2022	City of Blue Lake	Water/Sewer prmts 12/1/21	1,474.06
9472	1/10/2022	Emily P. Wood	12/17/21-12/20/21 supplies reimb. - Wood	482.97
9473	1/10/2022	AT&T	2-12/20/21 Statements	67.03
9474	1/10/2022	Arcata Stationers	Statement 1/1/22	687.46
9475	1/10/2022	Advanced Security Systems	INV# 589189 date 1/4/22	291.00
9476	1/10/2022	Coastal Business Systems Inc.	Inv# 30796227 date 1/31/22	267.59
9477	1/10/2022	Eureka Oxygen Co.	Inv# 479973	718.57
9478	1/10/2022	Humb. Bay Municipal Water Dist	Dec 2021 Billing Period	15,719.98
220114 EFF-01	1/14/2022	U. S. Department of Treasury	EFIPS federal tax pmt 1/14/22 PR	5,111.13
220114 EFF-02	1/14/2022	Employment Development Dept.	DE88 state tax pmt 1/14/22 PR	1,250.79
220114 EFF-03	1/14/2022	Cal PERS	PERS retirement pmt 1/14/22 PR	3,213.72
220114A01	1/14/2022	Glenn R. Bernald	Employee: bernaldg; Pay Date: 1/14/2022	1,752.66
220114A02	1/14/2022	Lindley J. Casillas	Employee: casillasj; Pay Date: 1/14/2022	577.94
220114A03	1/14/2022	Skyler A. Coke	Employee: cokesk; Pay Date: 1/14/2022	751.81
220114A04	1/14/2022	Melissa M. Combs	Employee: combsm; Pay Date: 1/14/2022	547.02
220114A05	1/14/2022	Boston A. Frandsen	Employee: frandsenb; Pay Date: 1/14/2022	190.37
220114A06	1/14/2022	Lisa M. Honzik	Employee: honzickl; Pay Date: 1/14/2022	50.98
220114A07	1/14/2022	Vicki L. Hutton	Employee: huttonv; Pay Date: 1/14/2022	1,209.79
220114A08	1/14/2022	Amanda L. Mager	Employee: magera; Pay Date: 1/14/2022	1,827.42
220114A09	1/14/2022	Jacob P. Meng	Employee: mengj; Pay Date: 1/14/2022	937.79
220114A10	1/14/2022	Ross A. Nash	Employee: nashr; Pay Date: 1/14/2022	717.69
220114A11	1/14/2022	Connor G. Perry	Employee: perryc; Pay Date: 1/14/2022	253.30
220114A12	1/14/2022	Emily P. Wood	Employee: woode; Pay Date: 1/14/2022	1,033.30
9479	1/14/2022	Harold D. Burreis	Employee: burreish; Pay Date: 1/14/2022	1,708.56
9480	1/14/2022	Haylen C. Guynup	Employee: guynuph; Pay Date: 1/14/2022	394.75
9481	1/14/2022	Austin R. Jones	Employee: jonesa; Pay Date: 1/14/2022	507.74
9482	1/14/2022	John T. Nicholls	Employee: nichollsj; Pay Date: 1/14/2022	105.27
9483	1/14/2022	Trevor L. Pumnea	Employee: pumneat; Pay Date: 1/14/2022	1,309.20
9484	1/14/2022	State Water Res. Control Board	FY 21/22 A&M Trail project	2,031.00
9485	1/14/2022	State Water Res. Control Board	F/Y 21/22 P.C. Bridge	2,031.00
9486	1/14/2022	SWRCB Accounting Office	Water system annual fees 7/1/21-6/30/22	5,871.36
9487	1/14/2022	Aflac	Inv# 673482 -12/28/21	197.28
9488	1/14/2022	AT&T	Billing date 1/4/22 - 4-Cal net 3 bills	261.21
9489	1/14/2022	Access Humboldt	12/31/21 Inv# 1775	112.50

City of Blue Lake
 Check/Voucher Register - City Council Check Report
 From 1/1/2022 Through 2/28/2022

Check Number	Check Date	Payee	Check Description	Check Amount
9490	1/14/2022	Christopher F. Curran	12/2021 council stipend-Curran	50.00
9491	1/14/2022	Colantuono, Highsmith, Whatley	1/6/22 Inv# 50597	9.55
9492	1/14/2022	FDAC EBA	Billing period 62-2/1/22 to 2/28/22	13,433.59
9493	1/14/2022	Humboldt Co. Sheriff's Office	Animal shelter agreement -Jan 2022	633.00
9494	1/14/2022	Elaine B. Hogan	12/2022 council stipend-Hogan	50.00
9495	1/14/2022	Honda Financial Services	Statement 1/4/22	313.82
9496	1/14/2022	Intedata Systems	Statement 12/31/21	75.00
9497	1/14/2022	Jackson & Eklund	Inv# 435033- 1/6/22	3,565.00
9498	1/14/2022	Adelene Jones	12/2021 council stipend- Jones	50.00
9499	1/14/2022	The Mitchell Law Firm, LLP	12/31/21 Inv#s 49249, 49288, 49289	518.00
9500	1/14/2022	Patricia S. Charley, Trustee	McClure-Right of Way-agreement	50.00
9501	1/14/2022	National Rural Water Assoc.	SCADA loan pmt 2/1/22	965.00
9502	1/14/2022	RREDC	Town square loan pmt due 2/1/22	1,236.87
9503	1/14/2022	Sudden Link	1/1/22-1/31/22 billing period	442.06
9504	1/14/2022	SIIN Consulting	12/22/21 Inv# 111690 LRSP	261.27
9505	1/14/2022	SHN Consulting	12/22/21 Inv# 000689 Truck Rte	9,414.92
9506	1/14/2022	SHN Consulting	12/22/21 Inv# 111688 A&M trail	626.97
9507	1/14/2022	SHN Consulting	12/28/21 Inv# 111733 Planning	1,885.00
9508	1/14/2022	SIIN Consulting	12/27/21 Inv# 111698 General engineering SVCS 2021	1,232.50
9509	1/14/2022	Redwood Curtain Design	Inv# 367- due 1/30/22	112.50
9510	1/14/2022	Hensel's Ace Hardware	Statement 12/31/21	133.39
9511	1/14/2022	Almquist Lumber Co.	Statement 12/31/21	351.56
9512	1/14/2022	Bay Tank & Boiler Works	Inv# 39260 water tank repair parts	36.60
9513	1/14/2022	B & B Portable Toilet Co.	2-1/8/22 Inv#s 132590 & 132591	150.43
9514	1/14/2022	Terminix International	1/15/22 Inv#s 415699857 & 415691985	137.00
9515	1/27/2022	CA State Disbursement Unit	1/14/22 PR deduction-Coke	92.30
9516	1/27/2022	Redwood Petroleum	1/13/22 Inv#116 Dec 2021 fuel	1,018.94
9517	1/27/2022	City of Blue Lake	12/22/21	0.00
9518	1/27/2022	GreatAmerica Financial Svcs.	2/12/22 Inv# 30889798	204.00
9519	1/27/2022	Pacific Gas and Electric	12/30/21 Statement	6,255.24
9520	1/27/2022	SHN Consulting	Inv# 111856	250.00
9521	1/27/2022	SOLO Sports	Inv# 21-0244	682.60
9522	1/27/2022	RecDesk LLC	Inv# INV-12233	5,300.00
9523	1/27/2022	Tensor IT	1/15/22 Statement	1,314.89
9524	1/27/2022	U. S. Postal Service	1/26/22 Stamped envelopes	700.90
9525	1/27/2022	The North Coast Journal	Inv# 2022-92072	51.00
20220128EFT...	1/28/2022	U. S. Department of Treasury	EFTPS federal tax pmt 1/28/22 PR	5,204.54
20220128EFT...	1/28/2022	Employment Development Dept.	DE88 state tax pmt 1/28/22 PR	1,277.16
20220128EFT...	1/28/2022	Cal PERS	PERS retirement pmt 1/28/22 PR	3,193.24
220128A01	1/28/2022	Glenn R. Bernald	Employee: bernaldg; Pay Date: 1/28/2022	1,699.99
220128A02	1/28/2022	Lindley J. Casillas	Employee: casillasl; Pay Date: 1/28/2022	582.48
220128A03	1/28/2022	Skyler A. Coke	Employee: cokes; Pay Date: 1/28/2022	834.56
220128A04	1/28/2022	Melissa M. Combs	Employee: combsm; Pay Date: 1/28/2022	547.59
220128A05	1/28/2022	Boston A. Frandsen	Employee: frandsenb; Pay Date: 1/28/2022	430.27
220128A06	1/28/2022	Lisa M. Honzik	Employee: honzikt; Pay Date: 1/28/2022	171.12
220128A07	1/28/2022	Vicki L. Hutton	Employee: huttonv; Pay Date: 1/28/2022	1,469.62
220128A08	1/28/2022	Amanda L. Mager	Employee: magera; Pay Date: 1/28/2022	1,926.18
220128A09	1/28/2022	Jacob P. Meng	Employee: mengj; Pay Date: 1/28/2022	969.08
220128A10	1/28/2022	Ross A. Nash	Employee: nashr; Pay Date: 1/28/2022	717.95
220128A11	1/28/2022	Emily P. Wood	Employee: woode; Pay Date: 1/28/2022	1,159.94
9526	1/28/2022	Harold D. Burris	Employee: burrish; Pay Date: 1/28/2022	2,346.12
9527	1/28/2022	Trevor L. Pumnea	Employee: pumneat; Pay Date: 1/28/2022	1,315.60
2277	2/1/2022	Jereme Stinespring	Deposit Refund #50610001 Stinespring	67.81
2278	2/1/2022	City of Blue Lake	Utilities paid from Deposits 2/1/22 Billing	68.19
9528	2/3/2022	US Bank Corp. Payment Systems	12/22/21 statement	2,050.58
9529	2/3/2022	Aflac	1/25/22 Inv# 979485	131.52

City of Blue Lake
Check/Voucher Register - City Council Check Report
 From 1/1/2022 Through 2/28/2022

Check Number	Check Date	Payee	Check Description	Check Amount
9530	2/3/2022	CA State Disbursement Unit	01/28/22 PR deduction-COKE	92.30
9531	2/3/2022	AT&T	2-1/20/22 Invoices	67.56
9532	2/3/2022	Coastal Business Systems Inc.	1/31/22 Inv# 30972808	296.13
9533	2/3/2022	Christopher F. Curran	Jan 2022 council stipend-Curran	50.00
9534	2/3/2022	Elaine B. Hogan	Jan 2022 council stipend-Hogan	50.00
9535	2/3/2022	Humb. Bay Municipal Water Dist	Jan 2022 billing period	16,141.32
9536	2/3/2022	Intedata Systems	1/31/22 statement	75.00
9537	2/3/2022	Mendes Supply Company	2/1/22 statement	153.54
9538	2/3/2022	North Coast Laboratories LTD.	12/31/21 statement	1,925.00
9539	2/3/2022	National Rural Water Assoc.	SCADA loan pmt due 3/1/22	965.00
9540	2/3/2022	Arcata Stationers	2/1/22 statement	14.61
9541	2/3/2022	RREDC	Town square loan pmt due 3/1/22	1,236.87
9542	2/3/2022	Sudden Link	2/1/22-2/28/22 billing period	442.06
9543	2/3/2022	SHN Consulting	1/20/22 Inv# 112011 Engineering	1,832.50
9544	2/3/2022	SHN Consulting	1/20/22 Inv# 112016 WWTP Generator	5,819.50
9545	2/3/2022	SHN Consulting	1/20/22 Inv# 112010 Truck Route	568.14
9546	2/3/2022	SHN Consulting	1/20/22 Inv# 112009 A&M Trail	584.89
9547	2/3/2022	SHN Consulting	1/20/22 Inv# 112012 LRSP	866.64
9548	2/7/2022	D & R Janitorial Service	2/1/22 statement	295.00
9549	2/7/2022	G.L.J. Construction	2/2/22 Inv# 2614	417.48
9550	2/7/2022	Hensel's Ace Hardware	1/31/22 statement	126.84
9551	2/7/2022	S. Shaun Johanson DDS	1/26/22 dental pmt-Burriss	110.40
9552	2/7/2022	McKinleyville Optometric Ctr.	1/24/22 vision pmnts-Burriss	320.80
9553	2/7/2022	Trevor L. Pumnea	2/1/22 expense reimb.-Pumnea	140.24
9554	2/7/2022	Pierson Building Center	1/31/22 statement	300.85
9555	2/7/2022	Paradise Cay Publications	12/13/21 Inv# IN494205 and 1/19/22 Inv# IN498240	325.14
9556	2/7/2022	O'Reilly Auto Parts	1/28/22 statement	62.48
9557	2/7/2022	Specialty Traffic Systems	1/31/22 statement	92.81
9558	2/7/2022	City of Blue Lake	water/scwr pmts 2/1/22	1,682.37
9559	2/7/2022	Camelia Wire	pvt skate refund 3/28/20 wire	125.00
9560	2/7/2022	Emily P. Wood	12/27/21 supplies reimb-Wood	39.21
9561	2/7/2022	US Bank Corp. Payment Systems	1/24/22 statement	954.77
20220211-EF...	2/11/2022	U. S. Department of Treasury	EFTPS federal tax pmt 2/11/22 PR	4,708.11
20220211-EF...	2/11/2022	Employment Development Dept.	DE88 state tax pmt 2/11/22 PR	1,086.85
20220211-EF...	2/11/2022	Cal PERS	PERS retirement pmt 2/11/22 PR	3,160.87
20220211-EF...	2/11/2022	Freedom Voice	Freedom voice 2/1/22 statement	117.15
220211A01	2/11/2022	Glenn R. Bernald	Employee: bernaldg; Pay Date: 2/11/2022	1,699.99
220211A02	2/11/2022	Lindley J. Casillas	Employee: casillasl; Pay Date: 2/11/2022	582.49
220211A03	2/11/2022	Skyler A. Coke	Employee: cokes; Pay Date: 2/11/2022	757.50
220211A04	2/11/2022	Melissa M. Combs	Employee: combsm; Pay Date: 2/11/2022	519.42
220211A05	2/11/2022	Boston A. Frandsen	Employee: frandsenb; Pay Date: 2/11/2022	430.27
220211A06	2/11/2022	Lisa M. Honzik	Employee: honziki; Pay Date: 2/11/2022	156.55
220211A07	2/11/2022	Vicki L. Hutton	Employee: huttonv; Pay Date: 2/11/2022	1,223.35
220211A08	2/11/2022	Amanda L. Mager	Employee: magera; Pay Date: 2/11/2022	1,846.14
220211A09	2/11/2022	Jacob P. Meng	Employee: mengj; Pay Date: 2/11/2022	969.09
220211A10	2/11/2022	Ross A. Nash	Employee: nashr; Pay Date: 2/11/2022	633.44
220211A11	2/11/2022	Emily P. Wood	Employee: woode; Pay Date: 2/11/2022	1,030.98
9562	2/11/2022	Harold D. Burriss	Employee: burrish; Pay Date: 2/11/2022	1,455.88
9563	2/11/2022	Trevor L. Pumnea	Employee: punneat; Pay Date: 2/11/2022	1,315.59
9564	2/17/2022	AT&T	4-2/4/22 Cal Net 3 bills	255.34
9565	2/17/2022	B & B Portable Toilet Co.	2-2/5/22 Inv's #134605 & 134606	150.43
9566	2/17/2022	California Chamber of Commerce	11/19/21 Labor Law Posters #S01607192	187.29
9567	2/17/2022	CIRA	1/26/22 Inv-1235 10/1/21-12/31/21 WC	750.28
9568	2/17/2022	Coastal Business Systems	2/8/22-Inv#AR103447 annual fee	1,814.00
9569	2/17/2022	Lindley Casillas	dental pmt 2/10/22 Casillas	126.40
9570	2/17/2022	CA State Disbursement Unit	2/11/22 PR deduction-Coke	92.30

City of Blue Lake
 Check/Voucher Register - City Council Check Report
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Check Number	Check Date	Payee	Check Description	Check Amount
9571	2/17/2022	FDAC EBA	billing period:63-3/1/22-3/31/22	13,433.59
9572	2/17/2022	Honda Financial Services	statement 2/4/22	313.82
9573	2/17/2022	Jackson & Eklund	2/4/22 Inv# 435166	1,136.00
9574	2/17/2022	League of California Cities	01/2022 Inv# 641049 2022 dues	1,014.00
9575	2/17/2022	The Mitchell Law Firm, LLP	3-1/31/22 Inv's 49398, 49440, 49441	1,490.00
9576	2/17/2022	North Coast Laboratories LTD.	1/31/22 statement	875.00
9577	2/17/2022	Pet Waste Eliminators	2/1/22 Inv#43095522	316.07
9578	2/17/2022	Redwood Curtain Design	1/1/22 website hosting	31.50
9579	2/17/2022	Redwood Coast Petroleum	2/5/22 Inv#117	0.00
9580	2/17/2022	SHN Consulting	1/24/22 Inv# 112066 Planning	1,135.00
9581	2/17/2022	United Rentals, Inc.	2/11/22 Inv# 203032501-001	168.62
9582	2/17/2022	United Indian Health Services	dental pmt 1/18/22-Mager	182.70
9583	2/17/2022	Verizon Wireless	2-1/21/22 Inv#'s 9897803815/16	379.62
9584	2/17/2022	WebstaurantStore	1/20/22 Ord#71776368	10,277.51
9585	2/17/2022	LCC-Redwood Empire Division	2/10/22 Inv#1662	50.00
9586	2/17/2022	Tensor IT	2/15/22 statement	720.79
9587	2/17/2022	GreatAmerica Financial Svcs.	Inv# 31083633 due 3/12/22	204.00
9588	2/17/2022	Davidson Brothers Lock & Safe	Inv# 69089	288.42
20220225EFT...	2/25/2022	U. S. Department of Treasury	EFPS federal tax pmt 2/25/22 PR	4,909.52
20220225EFT...	2/25/2022	Employment Development Dept.	DE88 state tax pmt 2/25/22 PR	1,028.51
20220225EFT...	2/25/2022	Cal PERS	PERS retirement pmt 2/25/22 PR	3,183.72
220225A01	2/25/2022	Glenn R. Bernald	Employee: bernaldg; Pay Date: 2/25/2022	1,808.34
220225A02	2/25/2022	Lindley J. Casillas	Employee: casillasl; Pay Date: 2/25/2022	582.49
220225A03	2/25/2022	Skylar A. Coke	Employee: cokes; Pay Date: 2/25/2022	834.56
220225A04	2/25/2022	Melissa M. Combs	Employee: combsm; Pay Date: 2/25/2022	547.59
220225A05	2/25/2022	Boston A. Frandsen	Employee: frandsenb; Pay Date: 2/25/2022	475.01
220225A06	2/25/2022	Lisa M. Honzik	Employee: honzickl; Pay Date: 2/25/2022	178.41
220225A07	2/25/2022	Vicki L. Hutton	Employee: huttonv; Pay Date: 2/25/2022	1,374.80
220225A08	2/25/2022	Amanda L. Mager	Employee: magera; Pay Date: 2/25/2022	1,926.19
220225A09	2/25/2022	Jacob P. Meng	Employee: mengj; Pay Date: 2/25/2022	969.08
220225A10	2/25/2022	Ross A. Nash	Employee: nashr; Pay Date: 2/25/2022	849.91
220225A11	2/25/2022	Emily P. Wood	Employee: woode; Pay Date: 2/25/2022	1,075.79
9589	2/25/2022	Harold D. Burris	Employee: burrish; Pay Date: 2/25/2022	1,500.79
9590	2/25/2022	Trevor L. Pumnce	Employee: pumneat; Pay Date: 2/25/2022	1,315.60
Report Total				277,080.87

City of Blue Lake
March 22, 2022 Council Meeting

City Manager Report





City of Blue Lake

City Manager Report

March 2022

Economic Development

Small Business Grant-Federal Rescue Funding: City staff has finalized the contract agreements with the Blue Lake businesses receiving grant funding; fiscal staff will be distributing payment the week of the 21st. staff is finalizing scopes of work with Humboldt Made and will begin business outreach in early April.

USDA Commercial Kitchen Equipment Funding: Work continues on the upgrade of City facilities to increase food production opportunities in the park. Commercial kitchen equipment has been ordered and the City has received the first delivery. Subsequent deliveries are expected in the coming weeks as equipment availability increases. New equipment will be installed at the Clemence snack bar, as well as the serving booth in the park. The equipment will increase production capacity and will aid in attracting rentals to the facilities. On-Going

RFQ-RV Park and Campground: City staff has finalized the contract agreements with Storyland Studios for the EDA funded, RV Park and Campground Analysis Project. Storyland will be conducting two outreach sessions with City staff and recreation industry leaders and local businesses on March 21st and March 22nd. On March 21st, Storyland will be meeting with City staff to gain a better understanding of the City's infrastructure, zoning requirements, upcoming projects, facilities, etc... The meeting on the 22nd is called a "Blue Sky" branding session; the intention of this meeting is to meet with representatives from our business community that have more contact with people recreating in our

community, as well as recreation industry representatives, to gain a better understanding of how recreation impacts economics in Blue Lake and what the development potential is to grow various markets.

Future meetings with Storyland will include community engagement sessions to incorporate the communities' ideas, concerns and vision for the Powers Creek District, and the City of Blue Lake as a whole.

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-On-Going
- 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. Staff has executed the final grant contract and will be working with our project manager and our accountant to start the loan pay-off process-On-Going
- Reopening plans for indoor programs and facilities: Director Pumnea is moving forward with a reopening plan; this includes the development of COVID protocols, staffing, software integration and facility readiness work. Staff has started to take reservations for private group events, based upon staffing availability. The City is also partnering with Blue Lake Elementary School to facilitate boys basketball practices and is working with a local men's league on a drop in program-On-Going
- Little League Field Repair and Upgrade-The Little League

field has been renovated and is in great shape; new red rock sand was recently installed and all sprinklers are functioning. Director Pumnea is working closely with the various baseball and softball leagues to ensure that the facilities are ready for the start of the season. Baseball season starts in March, with games beginning in April. Staff is working to make all fields ready for play and anticipates renting out the Clemence Field to various baseball and softball programs. New facility upgrades and renovations will diversify the field and attract new programs. Staff recently removed the aging and non-compliant bleachers from Clemence Field and installed new picnic tables to increase seating options for park visitors. At this time, we do not anticipate installing new bleachers as most spectators bring their own chairs and prefer not to sit on bleachers.-On-Going

- 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-On-Going.
- Development of Bike Park-The Blue Lake Bike Park project is in full swing; currently, we are finalizing grading plans and material lists and quantities, along with conducting outreach and fundraising. The Bike Park project is extremely popular and the City is receiving support from our local biking groups, as well as our local contracting/building companies. We have already secured one delivery of clay for the construction of the bike jumps and will be receiving additional deliveries in the

	<p>coming weeks.</p> <p>Recent fundraising efforts by the Friends of the Annie and Mary Rail Trail, the Redwood Coast Mountain Biking Association and the Humboldt Skate Collective, have generated thousands of dollars in donations to the construction of the park.</p> <p>Bike Park construction activities are On-Going</p> <ul style="list-style-type: none"> • 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
<p>City Infrastructure</p>	<ul style="list-style-type: none"> • 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 have completed the survey portion of the project and have contracted with Tigard Construction to complete the replacement work. City staff will be meeting with representatives from PG&E and Tigard to talk about construction activities and timelines; at this time, the City does not have a definitive timeline for the project. We will be recommending that PG&E conduct

	<p>more community outreach as the project nears construction.-On-going</p> <ul style="list-style-type: none"> • Water and Wastewater Rate Study-A study is being completed by RCAC; the study is critical to on-going funding efforts and will provide a five-year plan for capital improvements and funding strategies. The rate study will be presented to Council and the public; the results of the study will provide critical information for upcoming funding cycles through the Build Back Better legislation. The City anticipates submitting funding applications for infrastructure improvements.-On-Going
<p>Policy Updates and Studies</p>	<p><u>Housing Element Update</u>: Staff have completed a draft housing element and has submitted it to the Planning Commission and the public. A second public hearing on the draft element will be presented on March 21st. Next steps will include sending the final draft to HCD for review and comment, along with presenting the plan to the Council for review and consideration. Staff will be sending the draft element to HCD to initiate the review process; this will take place prior to the element being presented to Council to ensure that any major issues are identified prior to Council review. It is critical that the City move this project forward timely and efficiently; the City is currently out of compliance with the State and is ineligible for the majority of funding opportunities that are currently available through Housing and Community Development-On-Going</p> <p><u>Local Road Safety Plan</u>: The City is in the final phase of data collection for the Local Road Safety Plan project. Staff has conducted 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-</p>

going

Truck Route Study and Design: 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. The City recently received the second phase of funding to complete the design work; this allocation totaled \$200,000-**On-going**

**Powers Creek District
Development**

City staff continue to work on development options for the Powers Creek District. Staff is recommending that the Council authorize the City Manager to notice the city corp yard as "Surplus Property," as per the Surplus Lands Act, in order to pursue development opportunities for the property. City staff is in conversation with a local recreation company regarding the development of a recreation store, grocery, bike shop and residential apartments in the Powers Creek District.

Storyland Studios will begin work on the economic analysis project beginning March 21st. They will be meeting with City staff and recreation and business entities in the local area to gain a better understanding of the City's development potential, along with recreation development opportunities that could prove profitable for the City.

The City's attorneys have drafted a development agreement and ground lease for the properties identified by DANCO Communities in the Powers Creek District. The development agreement is in the review stage and will be brought to Council in the near future for review, discussion and action. The development agreement would allow DANCO to move forward

	<p>with special studies, architectural designs, etc... to present to the Council for future consideration. This is the next step in moving forward with the affordable housing project and the commercial retail development.</p>
<p>Audit, Internal Controls, Software Integration and Policy Updates</p>	<p>The City's auditors have begun the auditing process and City staff are sharing documents and records electronically to facilitate the review.</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 will be reopening our recreation facilities with the updated and integrated recreation management system that will streamline payment system, perform targeted marketing and enhance our online social media presence.-On-going</p>