

(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

January 24, 2023 ~ 6:30 p.m. ~Regular Council Meeting  
**Skinner Store, 111 Greenwood Road, Blue Lake, CA**

Join Zoom Meeting

<https://us02web.zoom.us/j/81259794674?pwd=SWWhSdStKZ1lza1p5UjFFZVgzeGIBZz09>

Meeting ID: 812 5979 4674

Passcode: 351583

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

1. **Pledge of Allegiance and Establish a Quorum of the Council**
2. **Approve Agenda**
3. **Public 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. **City Council Appointment:** Council to Review Applications for Vacant City Council Position and Consider Appointment to the Vacant Seat-Action
5. **City Commission Appointments:** Council to Review Applications for Various Blue Lake Commissions and Consider Appointment-Action
6. **Blue Lake Community Emergency Response Team (CERT) Annual Update-Presentation**
7. **Resolution Number 1213:** A Resolution of the City Council of The City of Blue Lake Adopting a Five-Year Water Rate Schedule and Finding the Action Exempt from CEQA-Action
8. **Resolution Number 1214:** A Resolution of the City Council of the City of Blue Lake Adopting a Five-Year Wastewater (Sewer) Rate Schedule and Finding the Action Exempt from CEQA-Action
9. **Nuisance Dog Ordinance Review-Discussion**
10. **City Clerk Position/Duties-Discussion**
11. **Consent Agenda:**
  - a. Blue Lake Fieldbrook Little League Annual Contract Approval
  - b. Warrants and Disbursements
  - c. Meeting Minutes:
    1. December 13, 2022-Special Council Meeting
    2. December 27, 2022-Regular Council Meeting
12. **Council Assignments and Designation of Mayor and Mayor Pro-Tem-Action**

13. **Council Correspondence:** Wiyot Tribe Resolution

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

A. City Manager Report

15. **Future Agenda Items**

**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,  
Phone 707.668.5655

Blue Lake, CA 95525  
Fax 707.668.5916

## AGENDA REPORT

**Item #:** 4  
**Date:** January 24, 2023  
**Item Subject:** City Council Appointment  
**Submitted By:** Mandy Mager, City Manager

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### **General Information:**

Due to a Council resignation, the Blue Lake City Council has a vacancy for a two-year term seat. At the Council meeting on December 27, 2022, the Council directed staff to advertise the vacancy and bring back applications for review and consideration at the regular Council meeting in January.

As directed, staff advertised the position and has received two applications for the vacancy. Staff recommends that Council review the applications and consider appointing one of the applicants to the seat.

**Background Material Provided:** Applications attached.

**Fiscal Impact:** N/A

**Recommended Action:** Appoint one of the applicants to the vacant seat.

### **Review Information:**

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

Comments:



# CITY OF BLUE LAKE

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Phone 707.668.5655 Fax 707.668.5916

## City Council Application

Name: Christopher Edgar	
Residence Address: Second Avenue	
Primary Phone No.: 707	Alternate Phone No.:
Email Address: _____@gmail.com	
Educational Background (Last Year Completed): AS/Add'l college courses	
Length of Time Living/Working in Blue Lake: 32 years	
Present Employer: Caltrans	
Job Title: Heavy equipment operator	

**On a separate piece of paper, please provide detailed answers to the following questions:**

*1. What community organizations are you currently involved with?*

I volunteer with Blue Lake Volunteer Fire Department for fundraising activities and assist with Blue Lake School events when needed

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

I have lived in Blue Lake most of my life; I have been a volunteer firefighter, attended Blue Lake Elementary school, and have used the community recreation facilities and programs since I was a kid. I am an avid fisherman and outdoorsman and a father to school age children. My grandmother was the Mayor of Blue Lake for many years and my grandfather was the Blue Lake Volunteer Fire Department



Fire Chief; I was raised in a family that actively participated in government and community services.

3. *What do you view as the main goal/purpose of the City Council?*

I think the main goal of the City Council is to help the community and represent the people.

4. *What contribution(s) can you make to the goal/purpose of the City Council?*

I want to make the Council more hospitable.



RECEIVED

JAN 03 2023

# CITY OF BLUE LAKE

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Phone 707.668.5655 Fax 707.668.5916

## Council/Commission/Committee Application

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

Name: Matt Watts

Address: 321 Greenwood Road

Primary Phone: (707) 667-6030 Alternate Phone: (925) 89-4157

Email: matthewwatts@yahoo.com

Educational Background (Last Year Completed): MA

Length of time in Blue Lake: 2 1/2 years

Present Employer: retired

Job Title: Artist / Antique Dealer

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.

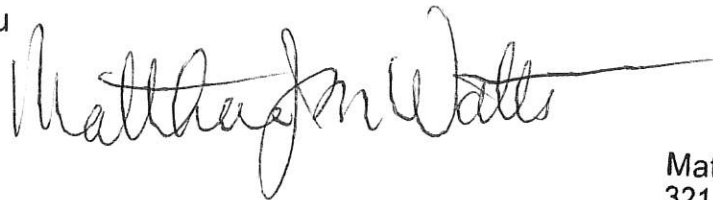
Blue Lake City Council application

Questions:

- 1) Not involved in any community organization.
- 2) No unique skills or qualifications at all for doing anything in politics, but I'd like to apply so the city can have a larger number of applicants on the books by one, and if there is ever an emergency need to carry on proper Council function I would learn, study, research, etc., the functions of the position to fill-in as a temporary member to help get things officially done, voted upon, and or considered for the good of the city.
- 3) As for the main goal of the City Council I'd say it is to maintain the continued solvency, operations and functioning of the city including City Hall, The Fire Department, Sheriffs Office, School, Grounds and streets maintenance, events, and utilities including water service and treatment, etc .
- 4) How might I contribute? I really don't know, but I'll say that I will never be bullied or bribed keeping honest and dealing with integrity supporting The Mayor and others of long time good standing and of long time residence, etc. Also, I would read and study all materials related to the job as suggested and given.

In conclusion: Just add one more number to those who have applied for the position when posting statistics and writing articles about city functioning.

Thank you

A handwritten signature in black ink that reads "Matthew J.M. Watts". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Matthew J.M. Watts  
321 Greenwood Road  
P.O. Box 1294  
Blue Lake, CA  
95525-1294



# CITY OF BLUE LAKE

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## AGENDA REPORT

**Item #:** 5  
**Date:** January 24, 2023  
**Item Subject:** City of Blue Lake Commission Applications & Appointments  
**Submitted By:** Mandy Mager, City Manager

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### **General Information:**

The City of Blue Lake has commissioner seats open on the City's Parks and Recreation Commission and the Public Safety Commission. The City has advertised the vacancies through the annual Maddy Act notification process.

There are also several commission seats that will expire at the end of January and these seats will be considered for appointment at the City Council meeting in February.

Staff recommends reviewing the applications submitted for the vacant commission seats and consider appointing the applicants to the positions requested.

**Background Material Provided:** Applications attached.

**Fiscal Impact:** N/A

**Recommended Action:** Appoint one of the applicants to the vacant seat.

### **Review Information:**

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

Comments:



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# CITY OF BLUE LAKE

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## Arts and Heritage Commission Application

Name: <i>Matt Watts</i>	
Residence Address: <i>Greenwood Road</i>	
Primary Phone No.: <i>(707) 707-1111</i>	Alternate Phone No.: <i>cell (707) 522-1111</i>
Email Address: <i>mmattwatts@yahoo.com</i>	
Educational Background (Last Year Completed): <i>MA</i>	
Length of Time <u>Living/Working</u> in Blue Lake: <i>2 1/2 years</i>	
Present Employer: <i>retired</i>	
Job Title: <i>artist / antique dealer</i>	
Position Applying for:	Commissioner: <input checked="" type="checkbox"/> Advisory Member: <input checked="" type="checkbox"/>

**On a separate piece of paper, please provide detailed answers to the following questions:**

- 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 the Arts and Heritage Commission?*
- 4. What contribution(s) can you make to the goal/purpose of the Arts and Heritage Commission?*

Arts and Heritage Commission

Application questions:

1) I am not currently a member of any community organization. I've walked in a few parades including one with a painted Blue Lake bass drum I made.

2) As for unique skills or qualifications, I am a lifelong artist having participated in shows and selling out of a fine arts gallery. My lastest show entry was in the Which Way The Wind show at the Redwood Arts Gallery in Eureka. And I was recently interviewed as an artist on the Art Attitude radio program.

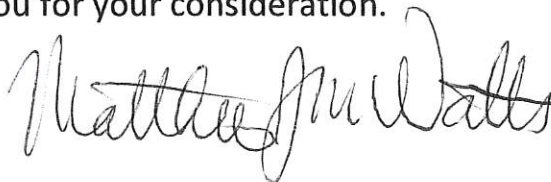
3) As for the main goal/purpose of this Commission I do not know and will leave that as something for me to learn at a later date. I would like to see a Blue Lake artists group formed.

4) What I have to offer? - I'd like to see a "Blue Lake Music, Arts, Crafts, Antiques & Collectibles Fair" in Summer. And I think all future developers in Blue Lake, putting in apartments or businesses, should be required to include an art element in the design, perhaps a sculpture or artifact such as part of an antique train or logging equipment. Also, I think the Commission might be involved in future town logos, bumperstickers, signs and other art related things.

The main goal I would guess would be to help maintain the small town feel of Blue Lake into the future.

Thank you for your consideration.

Matthew J.M. Watts



Blue Lake, CA  
95525-1294



# THE CENTER OF THE UNIVERSE.



NorthWalls



# CITY OF BLUE LAKE

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## City of Blue Lake Commission Application

Commission That You Are Applying For: <i>Parks &amp; Rec.</i>	
Name: <i>Mandi Grainger</i>	
Residence Address: <i>111 Railroad Ave</i>	
Primary Phone No.: <i>707-_____</i>	Alternate Phone No.: <i>_____</i>
Email Address: <i>_____@gmail.com</i>	
Educational Background (Last Year Completed): <i>16 1/2</i>	
Length of Time Living/Working in Blue Lake: <i>3 yrs 4 mo.</i>	
Present Employer: <i>retired</i>	
Job Title:	
Position Applying for:	Commissioner: <input type="checkbox"/> Advisory Member: <input type="checkbox"/>

**On a separate piece of paper, please provide detailed answers to the following questions:**

1. What community organizations are you currently involved with? *Grange*
2. What unique skills or qualifications do you bring to the position? *creativity thinking*
3. What do you view as the main goal/purpose of the Commission? *provide P+R activities and stay within budget.*
4. What contribution(s) can you make to the goal/purpose of the Commission? *creative thinking*



## SPECIAL APPRECIATION TO:

*Mardi Grainger*

By Leah Stanley



If you've ever browsed at Creative Notions, worked a plot at the Garden Oasis, or found a treasure at one of the Center's jewelry and purse sales, you've benefited from the hard work and creativity of Mardi Grainger.

A member of the Board of Directors since 2008, Mardi has worked tirelessly to devise and implement new ways to benefit the Center and its members. From teaching Spanish and ukulele and leading a dream group, to organizing a Christmas craft show that spotlighted the Center's artistic community, to creating YOMA (a combination of yoga and self-massage), Mardi has generously shared her knowledge and experience with interested seniors. And she yodels, too!

Mardi is a rare combination: a creative person who follows through. She began scheduling volunteers for Creative Notions and she is now the store manager. Mardi envisioned the Garden Oasis, and has stayed to manage it as well, dealing with all the challenges of a drought year. Through everything she remains kind and intelligent, with a clear view of her goals and a good understanding of how to reach them. She is invariably helpful; she's never too tired to do one more thing, to make one more creative suggestion.

Thank You, Mardi!

*All of your dreams are waiting for you to come true..*

## BENEFITS

*Creative Notions:**A Success Story*

Crafters tend to try new kinds of projects frequently. Over the years they accumulate large quantities of materials, supplies and tools they no longer want, but can't throw out. So they donate them to the Senior Center. Creative Notions takes these donated materials and recycles them to other crafters for pennies on the dollar, providing local crafters a very inexpensive resource for pursuing their artistic passions. And the donor gets a tax receipt.

Opened by the Senior Center one year ago this month, this amazing little store has made a profit for the Center every month since its opening. It was the brainchild of Cindi Buell. With help from Susan Nelson and Theodora Moticka, Cindi started the store at the Center. When it outgrew the Center she assembled a team of 45 volunteers(!) to run it, and moved the whole kit & caboodle downtown.

"I do feel proud of the little store," says Cindi, "and all of the volunteers that have made it a valuable resource for artists, crafters, stitchers and knitters in the Cloverdale area."

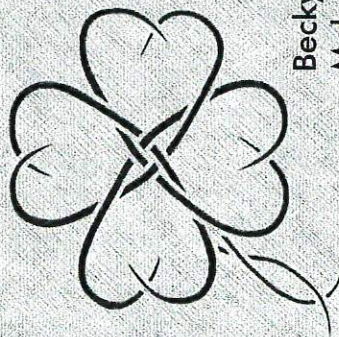


*If you have goods to donate, or would like to volunteer at the store, please contact Mardi Grainger, Creative Notions Manager, at 894-2736 or 894-9310*



**Cloverdale Senior Multipurpose Center**

*The Clover Leaf*



311 North Main Street • Cloverdale, CA 95425  
(707) 894-4826 • [www.CloverdaleSeniorCenter.com](http://www.CloverdaleSeniorCenter.com)

Becky Ennis, Executive Director, [becky@cloverdaleseiorcenter.com](mailto:becky@cloverdaleseiorcenter.com) August 2018  
Melanie Hall, Program Coordinator, [melanie@cloverdaleseiorcenter.com](mailto:melanie@cloverdaleseiorcenter.com)

**Volunteer Spotlight-Mardi Grainger**



**Mardi Grainger** is one of the first friendly faces you will see when you come through the front door at the Cloverdale Senior Multipurpose Center. She has been a member of the Center for eleven years and has been volunteering for all of those eleven years. Mardi has kept very busy as a volunteer - she works as a receptionist at the front desk, manages the Creative Notions store, helps out with set-up/clean-up for events and currently facilitates the "Meet and Greet" for new members. Over the years Mardi has taught Spanish, ukulele, Yoma (which is yoga with massage) and facilitated a dream group. She also organized the first Craft Fair and Jewelry Sale. Luckily for the Senior Center, Mardi has had at least a dozen small businesses during her adult life and is a valuable resource. When asked what she loves most about volunteering she replied, "Being efficient and creative, they both go together." Mardi lives in Cloverdale, has four children, four grandchildren and two great-grandchildren. What she likes to do in her spare time when she is not volunteering is singing and doing astrology charts once a year for all fifteen of her family members. Thank you Mardi for all you do and have done to make our Senior Center a better place!





# CITY OF BLUE LAKE

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## Council/Commission/Committee Application

Council/Commission/Committee for which you are applying: Public Safety

Name: PHILLIP NAVA

Address: ... Park Ave

Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: ...@Yahoo.com

Educational Background (Last Year Completed): High School (12)

Length of time in Blue Lake: 18 Months

Present Employer: Retired

Job Title: N/A

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.

Phillip Nava – Public Safety Committee

1. I am currently a Blue Lake/Fieldbrook Little League board member and a Minor A coach. I am also a CASA volunteer advocate with CASA of Humboldt County. My wife & I are season ticket holders with Cal Poly Humboldt basketball.
2. I have been a part of, and led, several teams and boards during my time in the military. I have good teamwork and organizational skills and I like to see projects completed.
3. To continue to show Blue Lake residents that their public safety is a priority.
4. I can contribute by taking an active role in projects assigned to the Public Safety Committee and using my voice and skills to get projects completed as they are assigned.





# CITY OF BLUE LAKE

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## AGENDA REPORT

**Item #:** 6  
**Date:** January 24, 2023  
**Item Subject:** Blue Lake Community Emergency Response Team Annual Presentation  
**Submitted By:** Mandy Mager, City Manager

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### **General Information:**

The Blue Lake Community Emergency Response Team (CERT) will present their annual report and will be available to answer questions regarding CERT's activities and the team's plans for 2023.

**Background Material Provided:** N/A

**Fiscal Impact:** N/A

**Recommended Action:** Presentation Only

### **Review Information:**

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

Comments:



# CITY OF BLUE LAKE

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## AGENDA REPORT

**Item #:** 7

**Date:** January 24, 2023

**Item Subject:** Resolution Number 1213: A Resolution of the City Council of The City of Blue Lake Adopting a Five-Year Water Rate Schedule and Finding the Action Exempt from CEQA

**Submitted By:** Mandy Mager, City Manager

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### **General Information:**

Resolution Number 1213 sets forth the implementation process for the five year water rate schedule and makes the findings necessary to exempt the implementation from CEQA.

**Background Material Provided:** Draft Resolution

**Fiscal Impact:** N/A

**Recommended Action:** Adopt Resolution Number 1213

### **Review Information:**

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

Comments:

**RESOLUTION NO. 1213**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE  
ADOPTING A FIVE-YEAR WATER RATE SCHEDULE AND  
FINDING THE ACTION EXEMPT FROM CEQA**

WHEREAS, the City Council of the City of Blue Lake commissioned the Rural Community Assistance Corporation (“RCAC”) to prepare a water rate study for the City of Blue Lake; and

WHEREAS, by way of the water rate study, RCAC outlined the need and basis for an adjustment to existing water rates in order to continue to maintain and operate the City’s water utility system; and

WHEREAS, RCAC presented its findings to the City Council on July 26, 2022, among other dates, and the Council accepted the water rate study report on July 26, 2022, and again on October 25, 2022; and

WHEREAS, on October 25, 2022, the City Council directed staff to proceed with the rate adjustment process for the proposed rates, including notifying property owners and water customers of the proposed rates and conducting a public hearing prior to final adoption; and

WHEREAS, the Proposition 218 Omnibus Act (as set forth in Government Code section 53756) authorizes the adoption of a five-year schedule of water rates with automatic rate adjustments in order to keep pace with changes in operating and maintenance costs, and help the utility maintain a prudent operating and capital reserve; and

WHEREAS, in compliance with Article XIID of the California Constitution and the Proposition 218 Omnibus Act, on or about November 3, 2022, the City mailed written notice to all affected property owners and water customers of record providing notice of the proposed charges, the amount of the proposed charges, the basis for the calculation, the reason for the charge, and the date, time, and location for a public hearing on the proposed charges not less than 45 days after the notice; and

WHEREAS, the City Council conducted a public hearing on December 27, 2022, at which time it considered all written and oral protests; and

WHEREAS, as set forth in Resolution No. 1204(B), the City Council found that written protests to the water rates were not presented by a majority of affected property owners and customers of record; and

WHEREAS, by way of this Resolution, the City Council desires to adopt the proposed rates to be effective as of February 20, 2023.



**NOW, THEREFORE, the City Council of the City of Blue Lake does hereby resolve as follows:**

**1. Findings.** The above-recitals are incorporated herein as if set forth in full and each is relied upon independently by the City Council for its adoption of this Resolution. In accordance with Article XIII D, Section 6(b), of the California Constitution, and in reliance on the Water Rate Study previously approved by the City Council and the materials presented by staff, the City Council finds that:

- a. The revenues derived from the water service charges shall not exceed the funds required to provide water service, because the rates are calculated to allow the City to recover its costs;
- b. The revenues derived from the water service charge will not be used for any purpose other than that for which the charge is imposed, because the revenue will be kept in a separate fund used only for costs related to the provision of water service;
- c. The amount of the charge does not exceed the proportional cost of the water service attributable to each parcel, because it is based upon necessary pipe size and water consumption;
- d. The water service charge will not be imposed upon parcels for which water service is not immediately available; and
- e. The water service charge will be used to enable the City to provide water service rather than general governmental services.

**2. Adoption of Rate Schedule.** Pursuant to Government Code section 53756, the five-year schedule of water rates set forth in **Exhibit A** is hereby adopted, and such rates and charges shall be effective February 20, 2023.

**3. CEQA Finding.** This action is not a project within the meaning of Section 15378 of the CEQA (California Environmental Quality Act) Guidelines, because it has no potential for resulting in physical change in the environment, directly or ultimately. In the event that this resolution is found to be a project under CEQA, this action is statutorily exempt from CEQA pursuant to Public Resources Section 21080(b)(8) and CEQA exemptions contained in CEQA Guidelines section 15273 (a), because it constitutes the establishment of charges for the purpose of obtaining funds to meet the water utility's financial and service obligations for ongoing operation and maintenance, debt service, and capital improvements within existing service areas, and also exempt under the common-sense exemption set forth in CEQA Guidelines section 15061 (b)(3), because it can be seen with certainty to have no possibility of a significant effect on the environment.

**4. Severability.** The City Council hereby declares that every section, paragraph, sentence, clause and phrase is severable. If any section, paragraph, sentence, clause or phrase of this Resolution, including any individual rate or fee or component thereof, is for any reason found to be invalid or unconstitutional, such invalidity, or unconstitutionality shall not affect the validity or constitutionality of the remaining provisions of this Resolution.



PASSED AND ADOPTED at a regular meeting of the City Council of the City of Blue Lake on January 24, 2023, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

\_\_\_\_\_  
Adelene Jones, Mayor

Attest:

\_\_\_\_\_  
Amanda Mager, City Clerk

**EXHIBIT A**

**Base Rates:** 2023 rates effective as of February 20, 2023. Thereafter, each subsequent year's rate will be effective on February 20<sup>th</sup> of each year.

<b>Meter Size</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
5/8"	\$41.07	\$42.71	\$44.42	\$46.20	\$48.05
3/4"	\$61.61	\$64.07	\$66.63	\$69.30	\$72.07
1"	\$102.68	\$106.79	\$111.06	\$115.50	\$120.12
1-1/2"	\$205.36	\$213.57	\$222.12	\$231.00	\$240.24
2"	\$328.57	\$341.72	\$355.38	\$369.60	\$384.38
3"	\$657.15	\$683.43	\$710.77	\$739.20	\$768.77
4"	\$1,026.79	\$1,067.86	\$1,110.58	\$1,155.00	\$1,201.20

**Usage Charge:**

\$1.90 per 100 cubic feet of water used.

**Pass Through Fee:**

The turbidity reduction fee from the Humboldt Bay Municipal Water District (HBMWD) will be passed directly to the customer in the form of a fee. This will be determined by the HBMWD and indicated on the customer's bill.



# CITY OF BLUE LAKE

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## AGENDA REPORT

**Item #:** 8

**Date:** January 24, 2023

**Item Subject:** Resolution Number 1214: A Resolution of the City Council of The City of Blue Lake Adopting a Five-Year Wastewater Rate Schedule and Finding the Action Exempt from CEQA

**Submitted By:** Mandy Mager, City Manager

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### **General Information:**

Resolution Number 1214 sets forth the implementation process for the five year wastewater rate schedule and makes the findings necessary to exempt the implementation from CEQA.

**Background Material Provided:** Draft Resolution

**Fiscal Impact:** N/A

**Recommended Action:** Adopt Resolution Number 1214

### **Review Information:**

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

Comments:

**RESOLUTION NO. 1214**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE  
ADOPTING A FIVE-YEAR WASTEWATER (SEWER) RATE SCHEDULE AND  
FINDING THE ACTION EXEMPT FROM CEQA**

WHEREAS, the City Council of the City of Blue Lake commissioned the Rural Community Assistance Corporation (“RCAC”) to prepare a wastewater rate study for the City of Blue Lake; and

WHEREAS, by way of the wastewater rate study, RCAC outlined the need and basis for an adjustment to existing wastewater rates in order to continue to maintain and operate the City’s sewer utility system; and

WHEREAS, RCAC presented its findings to the City Council on July 26, 2022, among other dates, and the Council accepted the wastewater rate study report on July 26, 2022, and again on October 25, 2022; and

WHEREAS, on October 25, 2022, the City Council directed staff to proceed with the rate adjustment process for the proposed rates, including notifying property owners and wastewater customers of the proposed rates and conducting a public hearing prior to final adoption; and

WHEREAS, the Proposition 218 Omnibus Act (as set forth in Government Code section 53756) authorizes the adoption of a five-year schedule of wastewater rates with automatic rate adjustments in order to keep pace with changes in operating and maintenance costs, and help the utility maintain a prudent operating and capital reserve; and

WHEREAS, in compliance with Article XIID of the California Constitution and the Proposition 218 Omnibus Act, on or about November 3, 2022, the City mailed written notice to all affected property owners and wastewater customers of record providing notice of the proposed charges, the amount of the proposed charges, the basis for the calculation, the reason for the charge, and the date, time, and location for a public hearing on the proposed charges not less than 45 days after the notice; and

WHEREAS, the City Council conducted a public hearing on December 27, 2022, at which time it considered all written and oral protests; and

WHEREAS, as set forth in Resolution No. 1205(B), the City Council found that written protests to the wastewater rates were not presented by a majority of affected property owners and customers of record; and

WHEREAS, by way of this Resolution, the City Council desires to adopt the proposed rates to be effective as of February 20, 2023.



**NOW, THEREFORE, the City Council of the City of Blue Lake does hereby resolve as follows:**

**1. Findings.** The above-recitals are incorporated herein as if set forth in full and each is relied upon independently by the City Council for its adoption of this Resolution. In accordance with Article XIII D, Section 6(b), of the California Constitution, and in reliance on the Wastewater Rate Study previously approved by the City Council and the materials presented by staff, the City Council finds that:

- a. The revenues derived from the wastewater service charges shall not exceed the funds required to provide wastewater service, because the rates are calculated to allow the City to recover its costs;
- b. The revenues derived from the wastewater service charge will not be used for any purpose other than that for which the charge is imposed, because the revenue will be kept in a separate fund used only for costs related to the provision of wastewater service;
- c. The amount of the charge does not exceed the proportional cost of the wastewater service attributable to each parcel;
- d. The wastewater service charge will not be imposed upon parcels for which wastewater service is not immediately available; and
- e. The wastewater service charge will be used to enable the City to provide wastewater service rather than general governmental services.

**2. Adoption of Rate Schedule.** Pursuant to Government Code section 53756, the five-year schedule of wastewater rates set forth in **Exhibit A** is hereby adopted, and such rates and charges shall be effective February 20, 2023.

**3. CEQA Finding.** This action is not a project within the meaning of Section 15378 of the CEQA (California Environmental Quality Act) Guidelines, because it has no potential for resulting in physical change in the environment, directly or ultimately. In the event that this resolution is found to be a project under CEQA, this action is statutorily exempt from CEQA pursuant to Public Resources Section 21080(b)(8) and CEQA exemptions contained in CEQA Guidelines section 15273 (a), because it constitutes the establishment of charges for the purpose of obtaining funds to meet the wastewater utility's financial and service obligations for ongoing operation and maintenance, debt service, and capital improvements within existing service areas, and also exempt under the common-sense exemption set forth in CEQA Guidelines section 15061 (b)(3), because it can be seen with certainty to have no possibility of a significant effect on the environment.

**4. Severability.** The City Council hereby declares that every section, paragraph, sentence, clause and phrase is severable. If any section, paragraph, sentence, clause or phrase of this Resolution, including any individual rate or fee or component thereof, is for any reason found to be invalid or unconstitutional, such invalidity, or unconstitutionality shall not affect the validity or constitutionality of the remaining provisions of this Resolution.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Blue Lake on January 24, 2023, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

\_\_\_\_\_  
Adelene Jones, Mayor

Attest:

\_\_\_\_\_  
Amanda Mager, City Clerk

**EXHIBIT A**

**Rates:** 2023 rates effective as of February 20, 2023. Thereafter, each subsequent year's rate will be effective on February 20<sup>th</sup> of each year.

	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
Standard Base Rate	\$54.00	\$56.43	\$58.97	\$61.62	\$64.40
Per BOD (industrial flow only)	\$4.38	\$4.58	\$4.78	\$5.00	\$5.22

**The Capital Reserve Fee will be removed from the bill and incorporated into the above rates.**





# CITY OF BLUE LAKE

Post Office Box 458, 111 Greenwood Road,  
Phone 707.668.5655

Blue Lake, CA 95525  
Fax 707.668.5916

## AGENDA REPORT

**Item #:** 9  
**Date:** January 24, 2023  
**Item Subject:** Nuisance Dog Ordinance Discussion  
**Submitted By:** Mandy Mager, City Manager

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### **General Information:**

Due to a recent dog complaint, Council directed staff to bring the Nuisance Dog Ordinance forward to the January Council meeting for review and discussion.

**Background Material Provided:** Nuisance Dog Ordinance

**Fiscal Impact:** N/A

**Recommended Action:** Review and discuss the ordinance; direct staff as appropriate.

### **Review Information:**

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

Comments:

## **Chapter 6.08 VICIOUS, POTENTIALLY DANGEROUS, AND PUBLIC NUISANCE DOGS**

6.08.010 Definitions.

6.08.020 Findings and Declarations.

6.08.030 Procedure for Declaring a Dog Potentially Dangerous, Vicious or a Nuisance.

6.08.040 Seizure and Immediate Impoundment—Threat to Safety.

6.08.050 When Dogs May Not Be Declared Potentially Dangerous, Vicious or a Public Nuisance.

6.08.060 Disposition of Potentially Dangerous or Vicious Dogs.

6.08.070 Disposition of Vicious Dogs.

6.08.080 Procedure for Destruction of Vicious Dogs.

6.08.090 Ownership of Vicious Dogs Prohibited.

6.08.100 Disposition of Public Nuisance Dogs.

6.08.110 Removal From List.

6.08.120 Penalties.

6.08.130 Authority and Duty to Enter Private Property.

### **6.08.010 Definitions.**

Whenever in this chapter the following terms are used, they shall be deemed and construed to have the meaning ascribed to them in this section, unless it is apparent from the context thereof that a different meaning is intended.

“Animal Control Officer” means the person charged by this chapter with the administration and enforcement of the provisions hereof, and whose employment is provided for herein or otherwise by the City together with such deputies as may be allowed to the Animal Control Officer by the City Council. If this position is unfilled, the Animal Control Officer shall be the City Manager or such employee or contractor as the City Manager shall designate.

“Enclosure” means a fence or structure suitable to prevent the entry of young children, and which is suitable to confine a vicious dog in conjunction with other measures that may be taken by the owner or keeper, such as tethering the dog within the enclosure. The enclosure shall be securely locked and have secure sides, top, and bottom sufficient to prevent the animal from escaping.

“Hearing Entity or Officer” means the City Manager or designee.

“Impounded” means having been received into the custody of any Animal Control Officer.

“Owner/keeper” means any person keeping or harboring or having custody or control over any dog for 15 consecutive days, except any duly licensed and practicing veterinarian having in his or her possession or control any dog for the purpose of treatment.

“Owner or keeper’s property,” for purposes of defining “potentially dangerous, vicious and public nuisance dogs,” includes that property over which the owner or keeper has exclusive possession and use.

“Potentially dangerous dog” means any of the following:

1. Any dog which, when unprovoked, on two separate occasions within the prior 36-month period, engages in any behavior that requires a defensive action by any person to prevent bodily injury when the person and the dog are off the property of the owner or keeper of the dog.
2. Any dog, which, when unprovoked, bites a person causing a less severe injury than as defined in this Section 6.08.010.
3. Any dog which, when unprovoked, on two separate occasions within the prior 36-month period, has killed, seriously bitten, inflicted injury or otherwise caused injury attacking a domestic animal off of the property of the owner or keeper of the dog.

“Public nuisance dog” means any dog that gives offense to human senses or substantially interferes with the rights of persons, other than its owner or keeper, to the enjoyment of life or property. The term shall include, but not be limited to, any dog which:

1. On three separate occasions within a 36-month period has been cited, or impounded for being off its owner or keeper’s property in violation of any state or local law prohibiting the running at large of dogs.
2. Causes damage to the property of anyone other than its owner or keeper.
3. Harasses or intimidates persons on public property or private property other than owned or under the control of its owner or keeper.



4. Repeatedly chases vehicles that are not on its owner or keeper's property.
5. Makes disturbing noises such as barking, howling, whining, or other utterances to the annoyance, disturbance, or discomfort of three or more independent neighbors or others in the vicinity of the property where the dog is maintained.
6. Has been allowed by its owner or keeper to produce odors that annoy, disturb or cause discomfort to persons in the vicinity of the property where the dog is maintained.
7. Is one of a number of dogs or other animals maintained on the property owned or controlled by its owner or keeper so as to be offensive to persons or dangerous to the public health, safety or welfare.
8. Has, when unprovoked, bitten any person who is lawfully on the owner or keeper's property causing minor injury.

"Severe injury" means any physical injury to a human being that results in muscle tears, disfiguring lacerations, or requires multiple sutures or corrective cosmetic surgery.

"Unlicensed dog" means any dog for which the license tax for the current year as provided in this chapter has not been paid, or any dog to which the tag provided for in this chapter is not attached.

"Vicious dog" means any of the following:

1. Any dog owned or harbored for the purpose of dog fighting; or
2. Any dog seized under Section 599aa of the Penal Code and upon sustaining of a conviction of the owner or keeper under subdivision (a) of Section 597.5 of the Penal Code.
3. Any dog which, when unprovoked, in an aggressive manner inflicts severe injury or kills a human being.
4. Any dog previously determined and currently listed as a potentially dangerous dog, which, after its owner or keeper has been notified of this determination, continues the behavior defined as potentially dangerous or is maintained in violation of this chapter.

## **6.08.020 Findings and Declarations.**

The City Council finds and declares the following:

- A. Potentially dangerous and vicious dogs have become a serious threat to the safety and welfare of the citizens of the City and nuisance dogs present a threat to the peace and quiet of the City.
- B. The number and severity of unprovoked attacks by potentially dangerous and vicious dogs have increased and have resulted in serious injuries to numerous individuals, including injury and death to other domestic pets.
- C. The failure of owners of such potentially dangerous and vicious dogs to properly confine or control their animals is the primary cause of the increased incidence of attacks upon persons and other animals and the disturbance of the peace and quiet of the City.

D. The necessity for the regulation and control of vicious, potentially dangerous and public nuisance dogs is a City problem, requiring City regulation, and existing City ordinances are inadequate to deal with this threat to the public health and safety posed by vicious, potentially dangerous and public nuisance dogs.

### **6.08.030 Procedure for Declaring a Dog Potentially Dangerous, Vicious or a Nuisance.**

If an Animal Control Officer or a law enforcement officer has investigated and determined that there exists probable cause to believe that a dog is potentially dangerous, vicious or a nuisance, the Animal Control Officer, or his or her designee, shall petition the Police Chief, or his or her appointee, for a hearing for the purpose of determining whether or not the dog in question should be declared potentially dangerous, vicious, or a public nuisance. Whenever possible, any complaint received from a member of the public which serves as the evidentiary basis for the Animal Control Officer or law enforcement officer to find probable cause shall be sworn to and verified by the complainant and shall be attached to the petition. The Police Chief or his or her designee shall notify the owner or keeper of the dog that a hearing will be held by the City, at which time he or she may present evidence as to why the dog should not be declared potentially dangerous, vicious, or a public nuisance. The evidence may be offered either written or oral by the owner of the dog or any interested citizen, including Animal Control Officers, humane officers or peace officers, and shall be sworn to and/or signed under declaration of penalty of perjury.

A. Notice of Hearing, Determination. The owner or keeper of the dog shall be served with notice of the hearing and a copy of the petition, either personally or by first-class mail with return receipt requested. The hearing shall be held promptly within no less than five working days nor more than 10 working days after service of notice upon the owner or keeper of the dog. The hearing shall be open to the public. The Hearing Entity may admit into evidence all relevant evidence, including incident reports and the affidavits of witnesses, limit the scope of discovery, and may shorten the time to produce records or witnesses. The Hearing Entity may find, upon a preponderance of the evidence, that the dog is potentially dangerous, vicious, or a public nuisance, and make other orders authorized by this chapter.

B. Notice of Determination. After the hearing conducted pursuant to subsection A of this section, the owner or keeper of the dog shall be notified in writing of the determination and orders issued, either personally or by first-class mail, postage prepaid, by the Hearing Entity. If a determination is made that the dog is potentially dangerous, vicious, or a public nuisance, the owner or keeper shall comply with the provisions of this chapter in accordance with a time schedule established by the Chief of Police or his or her designee, but in no case more than 30 days after the date of the determination or 35 days if notice of the determination is mailed to the owner or keeper of the dog.

C. Appeal. If the petitioner or the owner or keeper of the dog contests the determination of the Hearing Entity, he or she may, within five days of receipt of the notice of determination, appeal the decision of the Hearing Entity to the Humboldt County Superior Court pursuant to Food and Agricultural Code Section 31622. The party seeking the appeal shall serve personally or by first-class mail, postage prepaid, notice of the appeal upon the other party within two days of the filing of the notice of appeal.

D. Effect of Failure to Appear at Hearing. The Hearing Entity may decide all issues for or against the owner or keeper of the dog even if the owner or keeper fails to appear at the hearing.



E. Finality of Appeal. The determination of the court hearing the appeal shall be final and conclusive upon all parties.

#### **6.08.040 Seizure and Immediate Impoundment—Threat to Safety.**

If upon investigation it is determined by the Animal Control Officer or law enforcement officer that probable cause exists to believe the dog in question poses an immediate threat to public safety, the Animal Control Officer or law enforcement officer may seize and impound the dog pending the hearing or determination provided for in subsections 6.08.030(A) and (B). The owner or keeper of the dog shall be liable to the City for the costs and expenses of keeping the dog if the dog is later determined to be potentially dangerous or vicious. If public safety is adequately assured, the Animal Control Officer may permit the dog to be confined at the owner's expense in an approved kennel or veterinary facility or on the owner's premises.

#### **6.08.050 When Dogs May Not Be Declared Potentially Dangerous, Vicious or a Public Nuisance.**

A. No dog may be declared potentially dangerous, vicious, or a public nuisance if any injury or damage is sustained by a person who, at the time the injury or damage was sustained, was committing a willful trespass or other tort upon premises occupied by the owner or keeper of the dog, or was teasing, tormenting, abusing or assaulting the dog, or was committing or attempting to commit a crime. No dog may be declared potentially dangerous, vicious or a public nuisance if the dog was protecting or defending a person within the immediate vicinity of the dog from an unjustified attack or assault. No dog may be declared potentially dangerous, vicious or a public nuisance if an injury or damage was sustained by a domestic animal, which, at the time the injury or damage was sustained, was teasing, tormenting, abusing or assaulting the dog.

B. No dog may be declared potentially dangerous, vicious or a public nuisance if the injury or damage to a domestic animal was sustained while the dog was working as a hunting dog, herding dog, or predator control dog on the property of, or under the control of, its owner or keeper, and the damage or injury was to a species or type of domestic animal appropriate to the work of the dog.

#### **6.08.060 Disposition of Potentially Dangerous or Vicious Dogs.**

A. All dogs, which have been determined by the Hearing Entity to be potentially dangerous dogs or vicious dogs, shall be properly licensed and vaccinated. The status of the dog shall be included in the licensing records either after the owner or keeper has agreed to the designation or the Hearing Entity has determined the designation applies to the dog. An additional fee of twice the applicable license fee shall be charged for maintaining this additional information in the records.

B. A potentially dangerous or vicious dog, while on the owner or keeper's property, shall, at all times, be kept indoors or in an enclosure as defined in Section 6.08.010. A potentially dangerous dog may be off the owner or keeper's property only if it is restrained by a substantial leash or within an enclosed vehicle. A vicious dog may be off the owner or keeper's property if the owner or keeper complies with Section 6.08.070(G) of this chapter.



C. The owner or keeper of a potentially dangerous or vicious dog shall notify the Animal Control Officer, in writing, within two working days if the dog in question dies, is sold, transferred, or permanently removed from the City.

D. Owners or keepers of potentially dangerous or vicious dogs shall notify in writing any person to whom the dog is sold that the dog is potentially dangerous or vicious.

### **6.08.070 Disposition of Vicious Dogs.**

In addition to the dispositions in Section 6.08.060, upon a determination by the Hearing Entity that a dog is a vicious dog the following shall apply:

A. A dog which has been determined to be vicious shall not be licensed unless the owner or keeper of the vicious dog is 18 years of age or older and provides proof to the Animal Control Officer that the owner or keeper has procured liability insurance in the amount of at least \$100,000.00 covering any damage or injury which may be caused by the vicious dog during the 12-month period for which the licensing is sought.

B. The owner or keeper shall, at his or her own expense, and within two working days of receipt of notice of determination that the dog is vicious, provide the Animal Control Officer with two current color photographs of the dog which show the animal in a standing position.

C. The owner or keeper shall display a sign that visually depicts a menacing dog on his or her property warning that there is a vicious dog on the property. The sign shall be visible to the general public and approved by the Animal Control Officer.

D. The owner or keeper of a vicious dog shall certify under penalty of perjury to all of the following:

1. The owner or keeper shall maintain and not voluntarily cancel the liability insurance required by this section during the period for which licensing is sought unless the owner or keeper shall cease to own or keep the dog prior to the expiration of that license.

2. The owner or keeper shall, on or before the effective date of the license for which application is being made, have an approved enclosure for the dog on all property where the vicious dog will be kept or maintained.

3. The owner or keeper shall notify the Animal Control Officer immediately upon discovery if the vicious dog is running at large, is unconfined, has attacked another domestic animal or has attacked a human being, has died, has been sold or transferred, or has been permanently removed from the City. "Immediately upon discovery" means as soon as practicable taking into consideration the circumstances, but in no event later than 24 hours after the occurrence or the next working day in which the Police Department is open.

4. If the vicious dog is sold, the owner or keeper shall provide the Animal Control Officer with the name, address, and telephone number of the new owner or keeper. It is unlawful to sell or give away a dog previously determined to be vicious unless the owner or keeper of the dog advises the new owner or keeper of the status of the dog in writing.

E. All dogs determined to be vicious shall be confined in an enclosure as defined in Section 6.08.010. It is unlawful for any owner or keeper to maintain a vicious dog upon any property that does not have an enclosure.

F. It is unlawful for any owner or keeper to allow any vicious dog to be outside of the enclosure unless it is inside the dwelling of the owner or keeper or it is necessary for the owner or keeper to obtain veterinary care for the dog, to sell or give away the dog, or to comply with any directive of the Animal Control Officer with respect to the dog.

G. In any case where a vicious dog is lawfully outside the enclosure, except in cases where it is inside the dwelling of the owner or keeper, the dog shall be securely muzzled and restrained, with a leash sufficient to restrain the dog, having a minimum tensile strength of 300 pounds and not exceeding three feet in length, and the dog shall be under the direct control and supervision of its owner or keeper.

H. The Hearing Entity may impose any additional conditions upon the ownership of the dog that protect the public health, safety and welfare.

### **6.08.080 Procedure for Destruction of Vicious Dogs.**

A. A dog determined to be vicious may be destroyed by the Police Department when it is found, after proceedings conducted under subsections 6.08.030(A) and (B), that the release of the dog would create a significant threat to the public health, safety, and welfare; or

B. An owner of a dog which has previously been determined to be a vicious dog violates the provisions of this chapter relating to the keeping of vicious dogs; or

C. A dog, which has previously been determined to be a vicious dog, when unprovoked, attacks, wounds, bites, or otherwise injures or kills any person.

D. A dog shall not be destroyed, pursuant to subsections A and B of this section, without a hearing pursuant to subsections 6.08.030(A) and (B).

### **6.08.090 Ownership of Vicious Dogs Prohibited.**

The owner of a dog determined to be a vicious dog may be prohibited by the Animal Control Officer from owning, possessing, controlling, or having custody of any dog for a period of up to three years, when it is found, after proceedings conducted under subsections 6.08.030(A) and (B), that ownership or possession of a dog by that person would create a significant threat to the public health, safety, and welfare.

### **6.08.100 Disposition of Public Nuisance Dogs.**

A. No person shall keep or maintain any dog in such a manner as to cause or permit the dog to be a public nuisance dog.

B. No owner or keeper of a dog shall fail to abate a nuisance created by the keeping of such dog when ordered to do so by the Animal Control Officer or other peace officer employed by the City.



C. The Hearing Entity may impose any reasonable conditions upon the ownership of the dog that shall correct the circumstances that created the nuisance.

D. Any dog having been declared to be a public nuisance dog pursuant to the provisions of subsections 6.08.030(A) and (B) shall be delivered to the Animal Control Officer for impoundment until such time as the owner or keeper has satisfied the Animal Control Officer that he or she has taken steps to abate the nuisance created by the keeping of the dog. Failure to take such steps to the satisfaction of the Animal Control Officer within five working days following impoundment of the dog and notice of the conditions for release imposed by the Animal Control Officer shall result in forfeiture of ownership of the dog.

E. No dog may be euthanized or otherwise disposed of if the owner or keeper of the dog has sought judicial review of the determination that the dog was a public nuisance dog until that review has been completed. The owner or keeper of the dog shall be liable for the cost of the care and feeding of the dog pending the outcome of the judicial review and shall deposit monthly in advance the cost of such care and feeding as determined by the Animal Control Officer. Failure to make such a deposit shall result in forfeiture of ownership of the dog after giving the owner or keeper of the dog five days' written notice of his or her failure to make the required deposit in advance. In the event the judicial review is favorable to the owner or keeper of the dog, the amounts paid for the care and feeding of the dog pending the judicial review shall be refunded.

### **6.08.110 Removal From List.**

If there are no additional instances of the behavior defined in Section 6.08.010 as potentially dangerous or public nuisance dogs within a 36-month period from the date of designation as a potentially dangerous or public nuisance dog, the dog shall be removed from the list of potentially dangerous or public nuisance dogs. The dog may, but is not required to be, removed from the lists of potentially dangerous or public nuisance dogs prior to the expiration of the 36-month period if the owner or keeper of the dog demonstrates to the Animal Control Officer that changes in circumstances, or measures taken by the owner or keeper, such as training of the dog, have mitigated the risk to the public safety.

### **6.08.120 Penalties.**

A. Any violation of this chapter relating to vicious or potentially dangerous dogs may be prosecuted as either a misdemeanor or infraction.

B. Any violation of this chapter relating to public nuisance dogs shall be an infraction.

### **6.08.130 Authority and Duty to Enter Private Property.**

All persons charged with the duty of aiding in the enforcement of this chapter are hereby empowered, and it shall be their duty, to enter upon any private property where any dog is kept, or believed by them or any of them to be kept, for the purpose of ascertaining whether any such dog is kept or otherwise harbored in violation of any of the provisions of this chapter.



## **Contact:**

City Clerk: 707-668-5655

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# CITY OF BLUE LAKE

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## AGENDA REPORT

**Item #:** 10  
**Date:** January 24, 2023  
**Item Subject:** City Clerk Duties/Designation Discussion  
**Submitted By:** Mandy Mager, City Manager

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### **General Information:**

Councilmember Scafani and Councilmember MacKay requested a discussion item to review the City Clerk duties and staffing assignments.

**Background Material Provided:** City of Blue Lake Administrative Assistant Job Description

**Fiscal Impact:** N/A

**Recommended Action:** Discussion

### **Review Information:**

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

Comments:



# City of Blue Lake

## Administrative Assistant

**Definition:** Under the general supervision of higher level staff performs a wide variety of complex administrative and support functions within assigned Department.

### CLASS CHARACTERISTICS

The Administrative Assistant classification performs and is responsible for the full range of clerical and administrative support functions of assigned department, and reports directly to a Department Director. The Administrative Assistant may exercise technical and functional supervision over assigned clerical or support staff. The Administrative Assistant may assume the duties of the City Clerk as experience and capacity allows.

### Examples of Duties:

- Implements and maintains compliance with all City of Blue Lake policies and procedures;
- Composes and prepares a wide variety of reports, letters, memoranda, forms, and other materials related to assigned responsibilities, including reviewing and verifying for completeness and conformance with established regulations and procedures, checking drafts for punctuation, spelling, and grammar, making or suggesting corrections to drafts; researches, compiles, and analyzes information; applies departmental and program policies and procedures in determining completeness of a variety of department related documents, including applications, permits, records, and files;
- Creates and maintains accurate and efficient office filing systems for various department records; prepares records and files for storage and/or destruction as appropriate; maintains the security of confidential files as required;
- Prepares requisitions for purchase orders and check requests; reconciles credit card accounts; prepares technical specifications, bid documents and requests for proposal; prepares bills for services and reimbursement for damages and restitution; processes and records invoices for payment; receives payment and balances receipts for permits, applications and various other fees; disburses and reconciles petty cash.
- Receives and screens visitors, telephone calls, email, and written correspondence providing information and handling issues that may require sensitivity and the use of sound independent judgment; conducts research, responds to requests for information and complaints from officials, customers and the public; refers certain issues to appropriate staff or takes or recommends action to resolve the issue; receives, and determines the



priority of, and distributes incoming mail and correspondence; processes out-going mail for the department;

- Provides and performs administrative support functions related to various technical departmental processes including assisting in preparing and processing applications, permits, contracts, insurance requirements, and grant documents;
- Prepares, copies, and distributes a variety of documents including agendas, agenda packages, bid packages, contracts and specifications, legal notices, and public service announcements; ensures documents are properly recorded, distributed, posted, and filed;
- Provides clerical and administrative support for assigned committees or commissions, including preparing, copying, and distributing agendas, agenda packets, notifications, background materials, and post-meeting documents; takes and transcribes meeting minutes
- May be assigned to perform specific duties associated with the role of the City Clerk, including preparation of agendas, resolutions, meeting minutes, certifications, etc...;
- May be assigned specific duties related to City Council elections and commission appointments;
- Schedules appointments, coordinates meetings, schedules use of facilities and/or equipment; coordinates travel arrangements and accommodations for department personnel and submits all related paperwork;
- Prepares, processes, and maintains personnel and payroll records for department staff; maintains confidentiality in departmental matters as required;
- Prepares and delivers bank deposits;
- Assists Department Director in budget preparation by researching and compiling information from a variety of documentation and data; and
- Orders and maintains department supplies and equipment.

### **REQUIREMENTS:**

***Knowledge of:*** Office procedures and practices; applicable codes, regulations, policies, technical processes and procedures related to assigned department; modern office equipment, including computer applications related to assigned works such as word processing, spreadsheet, database, and web design applications; research techniques, sources of information and methods of data collection and report preparation; principles and methods of office organization including filing

and records management; proper English usage, including spelling, grammar, punctuation and composition; basic business arithmetic; the principles and practices of effective customer service

**Ability to:** Perform responsible administrative and office support functions with accuracy, speed, and minimal supervision; organize and maintain departmental files and records; compose, prepare, and process a variety of correspondence, reports, forms, and other documents, ensuring accuracy completeness, and compliance with policy and procedure; communicate clearly and effectively orally and in writing; read, understand, interpret and apply applicable departmental local, state, and federal codes, policies, and procedures; operate a computer, necessary software applications, and other applicable standard office equipment; maintain confidentiality as necessary; set priorities, take initiative and exercise sound independent judgment within areas of responsibility; prioritize work to be able to perform a wide variety of duties and responsibilities with accuracy under the pressure of time sensitive deadlines and multiple supervisors; establish and maintain effective and cooperative working relationships with those contacted in the course of work.

**OTHER REQUIREMENTS:**

- Must possess a valid California Driver's License
- Must type accurately at a speed of at least 50 net words per minute
- Must be fingerprinted and background checked

**PHYSICAL DEMANDS:**

Work is generally performed in an office environment. Must be able to perform the physical aspects of the job, including sitting for periods of time; operate standard office equipment, including a computer; hearing and speech to communicate in person and over the telephone; lift, push, pull, and carry up to 25 lbs.

**EXPERIENCE AND TRAINING:**

Applicants should have experience and/or training, which would demonstrate possession of the required knowledge and skills outlined above. An example would be: equivalent to graduation from high school, with supplemental training in administrative or office support skills and relevant computer software application programs; and at least three (3) years progressively responsible experience in an administrative support position involving public contact and customer service.

**STATE OF CALIFORNIA DISASTER SERVICE WORKER: GOVERNMENT CODE SECTION 3100-3109:**

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war caused emergencies which result in conditions of disaster or extreme peril to life, property, and resources is of paramount state importance...in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers.

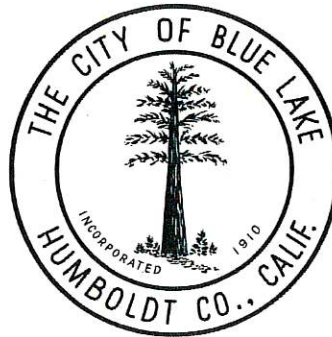
City of Blue Lake  
January 24, 2023 Council Meeting

**Consent Items:**

- a. Little League Contract
- b. Warrants and Disbursements
- c. Meeting Minutes

December 12, 2022

December 27, 2022





## **AGREEMENT FOR THE USE, REPAIR, MAINTENANCE, AND CLEANING OF SUPPORT BUILDINGS, IORG FIELD AND CLEMENCE FIELD**

This Agreement is made and entered into in duplicate this **3rd day of February, 2023**, by and between the City of Blue Lake, a general law municipal corporation (hereinafter referred to as "City"), and the Blue Lake Fieldbrook Little League (hereinafter referred to as "League").

### WITNESETH:

WHEREAS, City is the owner and operator of Iorg Field, including the support building containing bathrooms, concession stand, and announcer's booth (hereinafter referred to as "Support Building"), along with equipment storage shed (hereinafter referred to as "Storage Shed"), at Perigot Park in the City of Blue Lake, California; and,

WHEREAS, City is also owner of Clemence Field, the soft ball field on the north west corner of Perigot Park in the City of Blue Lake, California; and,

WHEREAS, City and League entered into a certain agreement for the construction, use, repair, maintenance, and cleaning of Support Building on Iorg Field dated January 22, 1991, as amended September 8, 1992, April 13, 1999, and a certain agreement for the use, repair maintenance, and cleaning of Support Building on Iorg Field dated July 8, 2003, March 28, 2006, and March 8, 2011 (hereinafter collectively referred to as "Prior Agreements"); and,

WHEREAS, the term of Prior Agreements, as amended, expired on October 31, 2020; and,

WHEREAS, pursuant to the Prior Agreements, as amended, League has erected and donated to the City the Support Building on Iorg Field for the use of the League and the general public; and,

WHEREAS, during the 2015-16 season, the League procured and installed a new scoreboard, replaced the refrigerator, upgraded fencing, rehabilitated the batting cages, purchased and installed new red-rock for Iorg Field, painted the Support Building, Storage Shed, and dugouts, repaired electrical system on field, and various other repair and maintenance of Iorg Field beyond that required in the lease agreement; and,

WHEREAS, League and City wish to enter into a new agreement for the use, repair, maintenance, and cleaning of the Support Building, Iorg Field and Clemence Field commencing **February 28, 2023**; and,

WHEREAS, the execution of this Agreement will increase and improve recreational opportunities within the City; and,

WHEREAS, the League will assume all maintenance of the Iorg Field, Support Building and Storage Shed, during their use of these facilities, saving the City from General Fund expenditures.

NOW, THEREFORE, in consideration of the covenants and mutual promises herein contained, it is agreed between City and League as follows:

(G) The policy shall cover inter-insured suits and include a "separation of insureds" or "severability" clause which treats each insured separately.

(2) League shall hold harmless, defend and indemnify the City its officers, officials, employees and volunteers from and against all claims, damages, losses and expenses including attorney fees which actually or allegedly arise out of the use of facilities described herein, caused in whole or in part by any negligent act or omission of the League, any League contractor or subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, except where caused by the sole negligence, or willful misconduct of the City its officers, officials, employees and volunteers.

(3) League shall abide by the maintenance and repair requirements of said Agreement, as found in section 3 (B).

(4) League shall abide by City's established written rules and regulations governing the use and maintenance of any and all Perigot Park facilities and grounds.

(5) Immediately following the conclusion of League's usage period of **February 28th through October 31** of each year, League will either remove from the site or lock away and secure in on-site storage provided by City any personal belongings, including cooking appliances and food items.

(6) The refrigerator will remain in the concession stand year round available for public use while renting the facility.

(7) League shall provide a calendar of League games and events for each season (spring and fall) one week prior to the first game of each season of each year. Games and/or events requested but not submitted on the calendar are subject to advance approval by Parks and Recreation Director.

(8) League shall ensure that trash, garbage, and debris are picked up following each League usage of the Iorg and Clemence Field facilities. Failure to do so shall result in the City's clean-up costs being charged to League.

2. *Rules and Regulations.* City shall adopt reasonable rules and regulations including requirements for users, including League, which may be amended by the City.

3. (a) *Restrooms.* The Storage Building has been constructed, approved, and accepted in accordance with the terms of Prior Agreements, and is now the property of the City and designated as a Perigot Park facility. The restrooms housed in the Support Building shall remain under the sole jurisdiction of the City through its Public Works Department. League shall be given exclusive access for restroom use between **February 28 and October 31** of each year except that Parks and Recreation Director may open restrooms to general public for special events which are not in conflict with scheduled Little League games. The restrooms will be closed to public use from **November 1 to February 28** of each year. League will be responsible for cleaning and restocking of the restrooms upon the completion of each League usage of the Premises, with the City providing the League with janitorial supplies. Failure to do so shall result in cost recovery of Public Works time and materials.

IN WITNESS WHEREOF, this Agreement is executed in duplicate and made effective as of

CITY OF BLUE LAKE

BLUE LAKE FIELDBROOK LITTLE LEAGUE

\_\_\_\_\_  
ADELENE JONES, MAYOR

\_\_\_\_\_  
PRESIDENT

Date: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
AMANDA MAGER, CITY CLERK

Date: \_\_\_\_\_





**City of Blue Lake**  
 Check/Voucher Register - City Council Check Report  
 From 12/1/2022 Through 12/31/2022

Check Number	Check Date	Payee	Check Description	Check Amount
10352	12/2/2022	Harold D. Burrish	Employee: burrish; Pay Date: 12/2/2022	2,339.68
10353	12/2/2022	Grace E. Daverson	Employee: daversong; Pay Date: 12/2/2022	240.30
10354	12/2/2022	Michael D. Downard	Employee: downardm; Pay Date: 12/2/2022	805.01
10355	12/2/2022	Vicki L. Hutton	Employee: huttonv; Pay Date: 12/2/2022	1,770.55
10356	12/2/2022	Michael Salmon	fall 2022 woodbat umpire-Salmon	737.50
10357	12/2/2022	Jessica B. Jones	fall 2022 woodbat umpire-Jones	420.00
10358	12/2/2022	Tameson L. Livengood	fall 2022 woodbat umpire-Livengood	490.00
10359	12/2/2022	North Coast Laboratories LTD.	10/31/22 statement	890.00
10360	12/2/2022	Redwood Petroleum	11/14/22 inv#125 fuel	859.41
10361	12/2/2022	Aflac	11/25/22 inv#738689	131.52
10362	12/2/2022	CA State Disbursement Unit	12/2/22 PR deduction	101.53
10363	12/2/2022	CA State Disbursement Unit	12/2/22 PR deduction	92.30
10364	12/2/2022	GreatAmerica Financial Svcs.	due date 12/12/22 inv#32859618	204.00
10365	12/2/2022	Verizon Wireless	10/22/22-11/21/22 summary bill	281.42
10366	12/2/2022	Almquist Lumber Co.	11/30/22 statement	401.91
10367	12/2/2022	Thomas Home Center	11/30/22 statement	64.23
10368	12/2/2022	U. S. Postal Service	first class postage stamps	360.00
20221202 EFT...	12/2/2022	U. S. Department of Treasury	EFTPS federal tax pmt 12/2/22 PR	6,879.90
20221202 EFT...	12/2/2022	Employment Development Dept.	DE88 state tax pmt 12/2/22 PR	1,296.66
20221202 EFT...	12/2/2022	Cal PERS	PERS retirement pmt 12/2/22 PR	3,070.53
20221202 EFT...	12/2/2022	Freedom Voice	Freedom voice 12/1/22 statement	122.73
221202A01	12/2/2022	Christopher A. Ball	Employee: balle; Pay Date: 12/2/2022	152.16
221202A02	12/2/2022	Glenn R. Bernald	Employee: bernaldg; Pay Date: 12/2/2022	3,231.57
221202A03	12/2/2022	Rosine S. Boyce-Derricott	Employee: boycer; Pay Date: 12/2/2022	481.41
221202A04	12/2/2022	Skyler A. Coke	Employee: cokes; Pay Date: 12/2/2022	921.20
221202A05	12/2/2022	Melissa M. Combs	Employee: combsm; Pay Date: 12/2/2022	413.51
221202A06	12/2/2022	Stella M. Drobnick-Sochovka	Employee: drobnicks; Pay Date: 12/2/2022	153.11
221202A07	12/2/2022	Lisa M. Honzik	Employee: honzikl; Pay Date: 12/2/2022	64.20
221202A08	12/2/2022	Kanoa K. Jones	Employee: jonesk; Pay Date: 12/2/2022	194.19
221202A09	12/2/2022	Amanda L. Mager	Employee: magera; Pay Date: 12/2/2022	1,926.18
221202A10	12/2/2022	Jacob P. Meng	Employee: mengj; Pay Date: 12/2/2022	991.86
221202A11	12/2/2022	Caurissa R. Moore	Employee: moorec; Pay Date: 12/2/2022	160.58
221202A12	12/2/2022	Ross A. Nash	Employee: nashr; Pay Date: 12/2/2022	781.88
221202A13	12/2/2022	Trevor L. Pumnea	Employee: pumneat; Pay Date: 12/2/2022	1,436.33
221202A14	12/2/2022	Quinn Sousa	Employee: sousaq; Pay Date: 12/2/2022	115.77
221202A15	12/2/2022	Ashley M. Thacker	Employee: thackera; Pay Date: 12/2/2022	1,113.43
221202A16	12/2/2022	Emily P. Wood	Employee: woode; Pay Date: 12/2/2022	1,234.79
2308	12/5/2022	Kyle Behrens	Deposit Refund #20366601 Behrens	40.36
2309	12/5/2022	City of Blue Lake	Utilities paid from Deposits 11-31-22 Billing	314.64
10050	12/7/2022	Adelene Jones	July 2022 council stipend- Jones	(50.00)
10369	12/8/2022	AT&T	2-11/20/22 statements	68.00
10370	12/8/2022	Blue Lake Garbage Co.	11/10/22 Inv#2BUNOVGW greenwaste	1,137.69
10371	12/8/2022	Humb. Bay Municipal Water Dist	billing period Nov 1-30, 2022	16,568.09
10372	12/8/2022	Jackson & Eklund	11/16/22 #437548 & 12/2/22 #437589	10,135.00
10373	12/8/2022	Adelene Jones	Re-issue Jul 2022 council stipend-Jones	50.00
10374	12/8/2022	Optimum	billing period 12/1/22-12/31/22	431.56
10375	12/8/2022	Schweigert Electric	11/10/22 Inv#70 PH Renovations	13,865.00
10376	12/8/2022	US Bank Corp. Payment Systems	11/22/22 statement	6,732.42
10377	12/8/2022	BSN Sports LLC	11/11/22 Inv#919221089	3,349.88
10378	12/15/2022	AT&T	4-12/4/22 cal net 3 bills	271.00
10379	12/15/2022	Elaine B. Hogan	Nov 2022 council stipend/Hogan	50.00
10380	12/15/2022	Christopher F. Curran	Nov 2022 council stipend/Curren	50.00
10381	12/15/2022	Alice Finen	Nov 2022 council stipend/Finen	50.00
10382	12/15/2022	Adelene Jones	Nov 2022 council stipend/Jones	50.00
10383	12/15/2022	Coastal Business Systems Inc.	12/31/22 inv# 32959612	271.96
10384	12/15/2022	City of Blue Lake	Bachflow test fees #2022-052	225.00

**City of Blue Lake**  
 Check/Voucher Register - City Council Check Report  
 From 12/1/2022 Through 12/31/2022

Check Number	Check Date	Payee	Check Description	Check Amount
10385	12/15/2022	D & R Janitorial Service	12/1/22 statement	295.00
10386	12/15/2022	Dazey's Arcata	11/30/22 statement	745.64
10387	12/15/2022	Hensel's Ace Hardware	11/30/22 statement	65.96
10388	12/15/2022	Humboldt Co. Sheriff's Office	Dec 2022 animal shelter services	670.00
10389	12/15/2022	Intedata Systems	11/30/22 statement	75.00
10390	12/15/2022	Mendes Supply Company	12/01/22 statement	182.54
10391	12/15/2022	National Rural Water Assoc.	SCADA loan pmt due 1/1/22	965.00
10392	12/15/2022	Nilsen Real Estate Appraisals	11/14/22 Inv# 2313	3,700.00
10393	12/15/2022	North Coast Laboratories LTD.	11/30/22 statement	960.00
10394	12/15/2022	O'Reilly Auto Parts	11/28/22 statement	88.62
10395	12/15/2022	RREDC	Town square loan pmt due 1/1/23 loan # 20203	1,236.87
10396	12/15/2022	Redwood Petroleum	12/06/22 Inv# 126	772.14
10397	12/15/2022	SHN Consulting	11/17/22 inv# 115241 Town square	3,710.00
10398	12/15/2022	SHN Consulting	11/17/22 inv# 115238 Truck route	847.43
10399	12/15/2022	SHN Consulting	11/30/22 inv# 115372 Library	1,012.50
10400	12/15/2022	SHN Consulting	11/29/22 inv# 115338 Planning	2,580.00
10401	12/15/2022	Statewide Traffic Safety	11/30/22 statement	576.53
10402	12/15/2022	The Mitchell Law Firm, LLP	11/30/22 Inv# 51303	666.00
10403	12/15/2022	City of Blue Lake	W/S pmts 12/1/22	1,914.90
10404	12/16/2022	Harold D. Burriss	Employee: burrish; Pay Date: 12/16/2022	1,684.21
10405	12/16/2022	Grace E. Daverson	Employee: daverson; Pay Date: 12/16/2022	470.85
10406	12/16/2022	Michael D. Downard	Employee: downardm; Pay Date: 12/16/2022	850.76
10407	12/16/2022	Vicki L. Hutton	Employee: huttonv; Pay Date: 12/16/2022	1,913.97
10408	12/16/2022	Francesca I. Messina	Employee: messinaf; Pay Date: 12/16/2022	52.29
20221216 EFT...	12/16/2022	U. S. Department of Treasury	EFTPS federal tax pmt 12/16/22 PR	5,951.18
20221216 EFT...	12/16/2022	Employment Development Dept.	DE88 state tax pmt 12/16/22 PR	1,054.10
20221216 EFT...	12/16/2022	Cal PERS	PERS retirement pmt 12/16/22 PR	2,998.73
221216A01	12/16/2022	Christopher A. Ball	Employee: ballc; Pay Date: 12/16/2022	331.99
221216A02	12/16/2022	Glenn R. Bernald	Employee: bernaldg; Pay Date: 12/16/2022	2,098.91
221216A03	12/16/2022	Rosine S. Boyce-Derricott	Employee: boycer; Pay Date: 12/16/2022	604.64
221216A04	12/16/2022	Skyler A. Coke	Employee: cokes; Pay Date: 12/16/2022	838.60
221216A05	12/16/2022	Melissa M. Combs	Employee: combsm; Pay Date: 12/16/2022	456.60
221216A06	12/16/2022	Stella M. Drobnick-Sochovka	Employee: drobnicks; Pay Date: 12/16/2022	242.73
221216A07	12/16/2022	Lisa M. Honzik	Employee: honzikl; Pay Date: 12/16/2022	28.08
221216A08	12/16/2022	Kanoa K. Jones	Employee: jonesk; Pay Date: 12/16/2022	343.57
221216A09	12/16/2022	Amanda L. Mager	Employee: magera; Pay Date: 12/16/2022	1,838.44
221216A10	12/16/2022	Jacob P. Meng	Employee: mengj; Pay Date: 12/16/2022	446.27
221216A11	12/16/2022	Caurissa R. Moore	Employee: moorec; Pay Date: 12/16/2022	115.76
221216A12	12/16/2022	Ross A. Nash	Employee: nashr; Pay Date: 12/16/2022	364.07
221216A13	12/16/2022	Trevor L. Pumnea	Employee: pumneat; Pay Date: 12/16/2022	1,436.33
221216A14	12/16/2022	Quinn Sousa	Employee: sousaq; Pay Date: 12/16/2022	197.91
221216A15	12/16/2022	Ashley M. Thacker	Employee: thackera; Pay Date: 12/16/2022	1,113.42
221216A16	12/16/2022	Emily P. Wood	Employee: woode; Pay Date: 12/16/2022	1,234.79
10411	12/30/2022	Harold D. Burriss	Employee: burrish; Pay Date: 12/30/2022	1,594.40
10412	12/30/2022	Grace E. Daverson	Employee: daverson; Pay Date: 12/30/2022	619.14
10413	12/30/2022	Michael D. Downard	Employee: downardm; Pay Date: 12/30/2022	911.74
10414	12/30/2022	Kierlyn V. Guynup	Employee: guynupk; Pay Date: 12/30/2022	7.47
10415	12/30/2022	Vicki L. Hutton	Employee: huttonv; Pay Date: 12/30/2022	2,012.85
10416	12/30/2022	Halla G. Kramer	Employee: kramerh; Pay Date: 12/30/2022	7.48
10417	12/30/2022	State Water Res. Control Board	FY 22/23 SWRCB Annual Fees	28,140.00
10418	12/30/2022	Ashley M. Thacker	dental pmt 12/14/22 - Thacker	161.50
10419	12/30/2022	Advanced Security Systems	1/3/22 Inv# 630878	315.00
10420	12/30/2022	Blue Lake Rancheria	12/06/22 Inv# B22-168	2,625.00
10421	12/30/2022	Blue Lake Volunteer Fire Dept.	FY 22/23 fire assessment fees	2,097.00
10422	12/30/2022	CA State Disbursement Unit	12/16/22 PR deduction-Michael Downard	101.53
10423	12/30/2022	CA State Disbursement Unit	12/16/22 PR deduction- Skyler A Coke	92.30



**City of Blue Lake**  
 Check/Voucher Register - City Council Check Report  
 From 12/1/2022 Through 12/31/2022

Check Number	Check Date	Payee	Check Description	Check Amount
10424	12/30/2022	Eureka Oxygen Co.	12/15/22 Inv# 485479	834.33
10425	12/30/2022	FDAC EBA	Billing Period: 73 - 1/1/23 to 1/31/23	14,754.32
10426	12/30/2022	Global Industrial	12/14/22 Inv# 119932279	3,465.29
10427	12/30/2022	GreatAmerica Financial Svcs.	1/12/23 Inv# 33063417	204.00
10428	12/30/2022	Kimball Midwest	12/15/22 Inv# 100580283	86.78
10429	12/30/2022	The Mill Yard	11/30/22 statement	431.08
10430	12/30/2022	B & B Portable Toilet Co.	2-12/10/22 Inv#'s 152247 & 152248	168.32
10431	12/30/2022	Pacific Gas and Electric	12/01/22 statement	7,177.15
10432	12/30/2022	SHN Consulting	11/17/22 Inv# 115240 engineering	4,828.75
10436	12/30/2022	SHN Consulting	10/13/22 #114793 Leap	13,166.25
10439	12/30/2022	SHN Consulting	12/13/22 Inv# 115472 REAP	5,362.50
10440	12/30/2022	SHN Consulting	12/16/22 Inv #115583 Library	232.50
10441	12/30/2022	Tensor IT	12/15/22 statement	810.62
10442	12/30/2022	SWRCB Accounting Office	Water system annual fees 07/01/22-06/30/23	2,183.83
10443	12/30/2022	North Coast Floor & Tile	12/5/22 Ord# CX018476	10,118.00
20221230 EFT...	12/30/2022	U. S. Department of Treasury	EFTPS federal tax pmt 12/30/22 PR	6,118.08
20221230 EFT...	12/30/2022	Employment Development Dept.	DE88 state tax pmt 12/30/22 PR	1,104.21
20221230 EFT...	12/30/2022	Cal PERS	PERS retirement pmt 12/30/22 PR	2,998.46
221230A01	12/30/2022	Christopher A. Ball	Employee: ballc; Pay Date: 12/30/2022	231.69
221230A02	12/30/2022	Glenn R. Bernald	Employee: bernaldg; Pay Date: 12/30/2022	2,333.65
221230A03	12/30/2022	Rosine S. Boyce-Derricott	Employee: boycer; Pay Date: 12/30/2022	531.33
221230A04	12/30/2022	Skyler A. Coke	Employee: cokes; Pay Date: 12/30/2022	921.20
221230A05	12/30/2022	Melissa M. Combs	Employee: combsm; Pay Date: 12/30/2022	558.97
221230A06	12/30/2022	Stella M. Drobnick-Sochovka	Employee: drobnicks; Pay Date: 12/30/2022	52.28
221230A07	12/30/2022	Lisa M. Honzik	Employee: honzickl; Pay Date: 12/30/2022	88.30
221230A08	12/30/2022	Kanoa K. Jones	Employee: jonesk; Pay Date: 12/30/2022	67.22
221230A09	12/30/2022	Amanda L. Mager	Employee: magera; Pay Date: 12/30/2022	1,926.18
221230A10	12/30/2022	Jacob P. Meng	Employee: mengj; Pay Date: 12/30/2022	442.98
221230A11	12/30/2022	Caurissa R. Moore	Employee: moorec; Pay Date: 12/30/2022	153.11
221230A12	12/30/2022	Ross A. Nash	Employee: nashr; Pay Date: 12/30/2022	698.38
221230A13	12/30/2022	Trevor L. Pumnea	Employee: pumneat; Pay Date: 12/30/2022	1,436.34
221230A14	12/30/2022	Quinn Sousa	Employee: sousaq; Pay Date: 12/30/2022	100.83
221230A15	12/30/2022	Ashley M. Thacker	Employee: thackera; Pay Date: 12/30/2022	1,113.43
221230A16	12/30/2022	Emily P. Wood	Employee: woode; Pay Date: 12/30/2022	1,294.91
Report Total				260,954.96



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www.bluelake.ca.gov



**CITY OF BLUE LAKE**  
**CALIFORNIA**

111 Greenwood Road

P.O. Box 458

Blue Lake, CA 95525

## Blue Lake City Council Minutes

Tuesday, December 13<sup>th</sup>, 2022~ 6:30 p.m. ~Special Council Meeting  
Skinner Store Building-111 Greenwood Road, Blue Lake-Behind City Hall

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

### Meeting Called to Order at 6:30 PM

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

##### Council Members Present:

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

##### Incoming Council Members:

Elise Scafani  
Angela Shull  
Elizabeth McKay

##### Council Members Absent:

Alice Finen

##### Staff Present:

Amanda Mager, City Manager/City Clerk  
Emily Wood, Economic Development Coordinator  
Gary Rees, SHN Consulting & Engineering

##### Public Present:

Lin Glen  
Tina Catalina  
Darcey Lima  
Ted Hales  
Lisa Hoover  
Beckie Thorton  
Lori Taketa

#### 2. Approve Agenda



**Motion:** To Approve the Agenda, moving Item #19 to Item #4

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

**There were no comments from the Council or public.**

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

**Motion Summary:** Motion Passed

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.*

**No Public Comment.**

### **Reports of Council**

**Councilmember Hogan** – HWMA is looking for a new director; currently, HWMA does not have the authority to process organics; they are amending the bylaws to include organics so HWMA can participate in organic recycling programs.

**Mayor Jones** – HCAOG meeting is coming up; attended the Blue Lake Chamber of Commerce Meeting; attended the City of Blue Lake Economic Development Commission Meeting; received updates on holiday programming in the community and updates on park improvement projects.

**Councilmember Curran** – Nothing to Report.

**Councilmember McCreath** – Nothing to Report.

4. **Council Resignation:** Accept Resignation of Councilmember Alice Finen and Elect to Appoint or Call Special Election Pursuant to California Government Code Section 36512

### **Mayor Jones reads the staff report**

**Mayor Jones:** Discusses the appointment option and opportunity to reach out to Christopher Edgar to see if he is interested in applying for the appointment to Council.

### **Public Comment:**

**Darcey Lima:** What's the protocol for applying for appointing if Chris Edgar applies and another resident applies?

**Mayor Jones:** Provides an overview of the appointment process including advertising and reaching out to Chris Edgar.

**Councilmember Hogan:** Explains the process of the Council making a motion to appoint to the position.

**Elise Scafani:** Is there a minimum amount of time that you have to advertise?

**City Manager Mager:** I don't believe there's a minimum amount of time to advertise; but in the past, the Council has chosen to advertise for at least 30 days.

**Motion:** To accept the resignation of Council Member Alice Finen, effective December 13, 2022 and move to appoint a new council member on January 24<sup>th</sup>, 2023, with applications being due on 1/13/23.

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

**There were no comments from the Council**

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

**Motion Summary:** Motion Passed

5. **Resolution Number 1206:** A Resolution of the City Council of the City of Blue Lake Declaring the Results of a Municipal Election Held November 8, 2022-Action

**Motion:** To Adopt Resolution 1206, declaring and certifying the results of the 2022 Election.

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

**There were no comments from the Council or public.**

**Vote: Ayes:** Jones, McKay, Scafani, Shull **Nays:** None **Absent:** None

**Motion Summary:** Motion Passed

6. **Oath of Office and Pledge of Civility for Newly Elected Council Members**

City Manager Mager issues the Oath of Office to Angela Shull, Elise Scafani, and Elizabeth MacKay  
Mayor Jones reads the Pledge of Civility

7. **Election of Mayor and Mayor Pro Tem**

Mayor Jones explains the process for electing a Mayor and Mayor Pro-Tem; each position will be for a term of two years. Mayor Jones states that she would like to be considered for the role of Mayor.

**Councilmember Scafani:** Can we wait until we have a full Council to make the decision?

**Mayor Jones:** I would like to recommend Elizabeth MacKay for the position of Mayor Pro-Tem; she has prior experience as a City Councilmember.

**Councilmember Scafani:** Would the Mayor Pro-Tem be a two year term?

**Councilmember Shull:** It seems to make sense to do a temporary appointment, until the January meeting

**City Manager Mager:** Would recommend that Council make a temporary appointment in order to effectively conduct business and run the meeting.

**Councilmember Shull:** It's appropriate to make this decision as a full council.

**Councilmember MacKay:** Recommends Angela Shull be appointed as the temporary Mayor Pro-Tem

**Motion:** To make the temporary appointment of Councilmember Jones to Mayor and Councilmember Shull to Mayor Pro-Tem and to reconsider the appointments at the January 24, 2023 meeting when a full Council is available.

**Motion by:** Councilmember MacKay, **Second:** Councilmember Scafani

**There were no comments from the Council**

**Vote: Ayes:** Jones, MacKay, Scafani, Shull **Nays:** None **Absent:** None

**Motion Summary:** Motion Passed

8. **Resolution Number 1207-** A Resolution of the City Council of the City of Blue Lake to Commend and Thank Elaine Hogan for Her Contribution and Service While Serving on the Blue Lake City Council

**Mayor Jones reads the staff report and Resolution 1207**

**No Public Comment**



**Motion:** To adopt Resolution 1207.

**Motion by:** Councilmember MacKay, **Second:** Councilmember Shull

**There were no comments from the Council**

**Vote: Ayes:** Jones, MacKay, Scafani, Shull **Nays:** None **Absent:** None

**Motion Summary:** Motion Passed

9. **Resolution Number 1208-** A Resolution of the City Council of the City of Blue Lake to Commend and Thank Chris Curran for His Contribution and Service While Serving on the Blue Lake City Council.

**Mayor Jones reads the staff report and Resolution Number 1208**

**No Public Comment**

**Motion:** To adopt Resolution 1208 as presented.

**Motion by:** Councilmember Shull , **Second:** Councilmember MacKay

**There were no comments from the Council**

**Public Comment:**

**Vote: Ayes** Jones, MacKay, Scafani, Shull **Nays:** None **Absent:** None

**Motion Summary:** Motion Passed

10. **Resolution Number 1209-** A Resolution of the City Council of the City of Blue Lake to Commend and Thank Benjamin McCreath for His Contribution and Service While Serving on the Blue Lake City Council

**Mayor Jones reads the staff report and Resolution Number 1209**

**No Public Comment**

**Motion:** To adopt Resolution 1209 as presented.

**Motion by:** Councilmember Scafani, **Second:** Councilmember Shull

**There were no comments from the Council**

**Public Comment:**

**Vote: Ayes:** Jones, MacKay, Scafani, Shull **Nays:** None **Absent:** None

**Motion Summary:** Motion Passed

11. **Public Hearing:** Amendment of Section 17.16.111 (Opportunity or O Zone) of the Municipal Code for the following purposes: 1) To allow emergency shelters as a principally permitted use type without discretionary review and subject to objective standards addressing onsite management and security, a limitation on the maximum number of beds, and the distance required between shelters. This use type would allow housing with minimal supportive services for homeless persons that is limited to occupancy of six months or less by a homeless person; and 2) Revision of some of the stated purposes of the zone for internal consistency purposes-Hearing

**Mayor Jones reads the staff report and asks City Planner Garry Rees to present the item.**

**Garry Rees:** Introduces himself and provides an overview of the agenda item. The proposed amendment will allow the City to achieve compliance with state mandates regarding emergency shelters and cleans up language in the Opportunity Zone that was found to be inconsistent. City staff have worked with the Planning Commission to develop the amendment and have identified the



Opportunity Zone as an appropriate zone to accommodate the State's requirement to have a zone identified that can principally permit emergency shelters.

Garry Rees reads a letter from Lisa Hoover that was submitted as public comment; the letter asks what areas on Taylor Way are being considered, questions the distance between shelters and the number of beds and who will pay for security at the shelter.

**Councilmember Scafani:** This shelter type is designed for homeless individuals and not for those displaced by disasters.

**Mayor Jones:** An applicant would apply to the City to develop a shelter.

**Councilmember MacKay:** How long can someone stay in the shelter?

### **Mayor Jones Opens the Public Hearing**

**Councilmember Scafani:** Clarifies the item; this item allows an emergency shelter to be developed in the future, but doesn't preclude other development.

**Lisa Hoover:** How many shelters would be needed to accommodate 15 beds; who is responsible for kicking people out of the shelter; will there be counselors; who will manage the shelters; other shelters have counseling.

**Lin Glen:** The City has worked a long time on the Opportunity Zone and did a pretty good job; why is the language regarding housing being changed; can't you just add that emergency shelters can be included?

**Mayor Jones closes the public hearing; and asks staff to answer the questions presented by the public.**

**Garry Rees:** There was an inconsistency in the language in the O Zone that was noted by staff and HCD; it's not related to emergency shelters, but it was an opportunity to clean up the O Zone and the same time as addressing the emergency shelter issue. Based upon the "point-in-time count" that was conducted by the homeless alliance program, it was determined that the City of Blue Lake has approximately 15 homeless individuals in the community, or surrounding area. Staff recommended using 15 to identify the number of beds and recommended 300 feet between shelters in order to apply some development restrictions.

**Councilmember Shull:** Does the State mandate supportive services to be in place as part of a shelter?

**Councilmember Scafani:** I would like to see if there's a way to address everyone's questions; it may not be possible since there isn't a project to evaluate. The 300 foot separation would come into play if there were multiple shelters proposed.

**Councilmember MacKay:** Number 7 states that residential units cannot be located on the ground floor; what happens to disabled housing?

**Garry Rees:** This section deals with principally permitted uses; if you want to have downstairs units you can apply through the conditional use permit process.

**Councilmember Scafani:** Is a conditional use permit the same as a variance?

**Garry Rees:** Explains the difference between a CUP and a variance.

**City Manager Mager:** Provides an overview of the Opportunity Zone and the original intention of leveraging housing to get retail/commercial development and a live/work environment.

**Motion:** To Introduce and perform the first reading of Ordinance number 542 by title only.

**Motion by:** Councilmember Scafani, **Second:** Councilmember MacKay

**There were no comments from the Council**

**Vote: Ayes:** Jones, MacKay, Scafani, Shull **Nays:** None **Absent:** None

**Motion Summary:** Motion Passed

12. **City of Blue Lake Arts and Heritage Commission Appointment**

**Mayor Jones introduces the item.**

**Councilmember MacKay:** Clarifies that Marnie Atkins is applying for an advisory position and Sherri Green in applying for a commissioner position; this was backwards on the agenda report.

**Darcey Lima: Do the commissioners have to live in Blue Lake:**

**City Manager Mager:** Clarifies that the resolution establishing the commission identifies how many commissioners must live in the City of Blue Lake.

**Motion:** To appoint Sherri Green as an Arts and Heritage Commissioner and Marnie Atkins as an Arts and Heritage Advisory Member

**Motion by:** Councilmember MacKay , **Second:** Councilmember Shull

**There were no comments from the Council**

**Vote: Ayes:** Jones, MacKay, Scafani, Shull **Nays:** None **Absent:** None

**Motion Summary:** Motion Passed

13. **Maddy Act Notice:** Council Commission Openings and Maddy Act Notice

Council directs staff to post the Maddy Act Notice and bring back applications for consideration at the next regular council meeting.

14. **Council Committee Assignments:** Designate Council Representatives for Various Council Assignments

RREDC- Unfilled

HCAOG- Jones (Primary), Shull (Alternate)

HWMA- Jones (Primary)

Indian Gaming Grant Funds Commission – MacKay (Primary), Jones (Alternate)

Water Task Force – Scafani (Primary), MacKay (Alternate)

RCEA – Scafani (Primary), Shull (Alternate)

Chamber of Commerce – Shull (Primary), MacKay (Alternate)

Public Safety Commission – Unfilled

Blue Lake Fire Department Liaison – Mackay (Alternate)

Parks & Rec Commission Liaison – Scafani (Primary)

Economic Development Commision Liaison – MacKay (Primary), Jones (Alternate)

Arts & Heritage Commission – MacKay (Primary),

Mad River Alliance – Shull (Primary), MacKay (Alternate)

League of CA Cities – MacKay (Primary), Shull (Alternate)

Mayor Select Committee – Jones (Primary), Shull (Alternate)



**Motion:** To adopt the assignments as discussed and finalize all assignments at the January 24, 2023 meeting.

**Motion by:** Councilmember Jones, **Second:** Councilmember MacKay

**There were no comments from the Council**

**Vote: Ayes:** Jones, MacKay, Scafani, Shull **Nays:** None **Absent:** None

**Motion Summary:** Motion Passed

**15. Discussion Regarding City of Blue Lake Water & Wastewater Rate Proposal**

**Councilmember Scafani:** We have new councilmembers and we should understand the proposal before we go before the public.

**Mayor Jones:** It's a hard process; we have to follow the process established by proposition 218

**Councilmember Scafani:** There were a lot of problems with the prior rate study; there were lots of typos. I've met with Scott (City Accountant) and Mandy (City Manager) to review the proposal and the numbers.

**16. Council Training**

Council directs staff to pursue training for the City Council at the end of February; training to include the Brown Act, Rosenburg's Rules of Order, and the City budget.

**17. Consent Agenda:**

- a. Warrants and Disbursements
- b. Council Meeting Minutes:
  1. October 18, 2022 Draft Minutes
  2. October 25, 2022 Draft Minutes

**No public comment**

**Motion:** To approve the consent agenda as presented

**Motion by:** Councilmember MacKay, **Second:** Councilmember Shull

**There were no comments from the Council**

**Vote: Ayes:** Jones, MacKay, Scafani, Shull **Nays:** None **Absent:** None

**Motion Summary:** Motion Passed

**18. Council Correspondance**

Council directs staff to write a response to the letter received from Jean Lynch

**19. Reports of Council and Staff**

Staff will provide regular monthly report at the regular meeting on December 27, 2023

**20. Future Agenda Items:**

- Council Appointment
- Council Assignments

**Motion:** To adjourn at 9:38 PM

**Motion by:** Councilmember MacKay, **Second:** Councilmember Scafani

**There were no comments from the Council**

**Vote: Ayes:** Jones, Scafani, Shull, MacKay **Nays:** None **Absent:** None

**Motion Summary:** Motion Passed





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CITY OF BLUE LAKE

CALIFORNIA

111 Greenwood Road

P.O. Box 458

Blue Lake, CA 95525

## Blue Lake City Council Minutes

Tuesday, December 27<sup>th</sup>, 2022 ~ 6:30 p.m. ~Regular Council Meeting  
Skinner Store Building-111 Greenwood Road, Blue Lake-Behind City Hall

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

### **Meeting Called to Order at 6:30 PM**

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

##### **Council Members Present:**

Adelene Jones, Mayor  
Elise Scafani  
Angela Shull, Mayor Pro Tem  
Elizabeth MacKay

##### **Staff Present:**

Amanda Mager, City Manager/City Clerk  
Emily Wood, Economic Development Planner

##### **Public Present:**

Angela Dare  
Beckie Thorton  
Jason Crews  
Lisa Hoover  
Winona Pitts  
Barbara Mott Siemons  
Jeff Landon  
Erin McClure

#### **2. Approve Agenda**

**Motion:** To Approve the Agenda as presented

**Motion by:** Councilmember Shull, **Second:** Councilmember MacKay

**There were no comments from the Council or public.**

**Vote: Ayes:** Jones, Shull, MacKay, Scafani **Nays:** None **Absent:** None

**Motion Summary:** Motion Passed

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.*

**Verda Pitts:** On December 12, 2022, my dog was attacked by another dog in my yard; there was no follow up care or help from the City or the Sheriff; the dog was not accounted for; I would like this issue brought back as a future agenda item to discuss the protocol and the development of a better protocol for future issues.

**4. Public Hearing: Prop 218 Majority Protest Process Relative to Proposed Increase to Water Rates**

City Manager Mager provides an overview of the rate study and the rationale for the proposed increases.

**Mayor Jones opens the public hearing.**

No public comment is received

Mayor Jones asks the public to submit any written protests; Angela Dare submits a written protest for two properties. Mayor Jones closes the public hearing and directs staff to tally the written protests.

Manager Mager reports that four (4) protests were received.

**Motion: To Adopt Resolution 1204-B**, certifying that the number of valid written protests were not received from property owners representing a majority of the parcels subject to the proposed water rate increase

**Motion by:** Councilmember MacKay, **Second:** Councilmember Shull

**Vote: Ayes:** Jones, Shull, MacKay, Scafani **Nays:** None **Absent:** None

**Motion Summary:** Motion Passed

**5. Public Hearing: Prop 218 Majority Protest Process Relative to Proposed Increase to Wastewater Rates**

Mayor Jones opens the public hearing.

**Lisa Hoover:** Why were the previous letters and comments not considered as part of this process; perhaps there's a legal reason for starting from scratch?

**Erin McClure:** What are the percentages of increases?

**Barbara Mott Siemens:** Does Blue Lake have a grant writer and are grants being considered as part of the decision process to increase rates?

**Erin McClure:** The horse arena is over-watered; the City pays for this water, correct?

**Mayor Jones closes the public hearing.**

Mayor Jones states that the City Manager is a grant writer and has been successful in bringing grant resources to pay for projects; including the town square project.

Manager Mager provides clarification regarding the public comment; states that the process for conducting the protest process had to start over as the Council chose to reinitiate the 218 process.



Manager Mager clarifies the percentage of increases proposed under the rate proposal and states that the City does have grant writers on staff and as contract employees that are actively pursuing funding opportunities to offset capital expenditure costs. The rate study also includes a capital improvement plan which identifies funding assumptions and loan/grant financing. The City has several pending applications submitted for capital improvement projects related to the water and wastewater systems.

**Motion:** To Adopt **Resolution Number 1205 B**, certifying that the number of valid written protests were not received from property owners representing a majority of the parcels subject to the proposed waste water rate increase and correcting the dates in Resolution 1205 B from 12/20/22 to 12/27/22, and within item number six, changing “sufficient” to “insufficient”

**Motion by:** Councilmember MacKay, **Second:** Councilmember Shull

**Council comment:**

**Councilmember Scafani:** I’m disappointed at the lack of participation from the public in protesting the rate increase and feels the holidays, weather/earthquake, and travel plans have impacted the ability for many to show up at the meeting tonight. Would like to get more people involved in future agenda items and hearings. States that she hopes people feel they can be involved and get their questions answered and encourages people to continue to come back.

**Angela Dare:** I think it’s terrible that this meeting was not attended well; it could have been publicized better.

**Mayor Jones:** At the first hearing, there was less than 200 votes counted with over 300 needed to protest the vote.

**Vote: Ayes:** Jones, Shull, McKay, Scafani **Nays:** None **Absent:** None

**Motion Summary:** Motion Passed

## **6. Public Hearing: Amendment of Section 17.16.111 (Opportunity Zone) of the Municipal Code for the following purposes: (2<sup>nd</sup> Reading)**

1. To allow emergency shelters as a principally permitted use type without discretionary review and subject to objective standards addressing onsite management and security, a limitation on the maximum number of beds, and the distance required between shelters. This use type would allow housing with minimal supportive services for homeless persons that is limited to occupancy of six months or less by a homeless person
2. Revision of some stated purposes of the Opportunity Zone for internal consistency purposes

Mayor Jones reads the staff report

**City Manager Mager:** Provides an overview of the proposed amendments

Mayor Jones opens the public hearing

**Public Comment:**

**Verda Pitts:** Would this regulate homeless encampments at the river?

**Erin McClure:** Is this the start of the City of Blue Lake opening a homeless shelter?

**Verda Pitts:** Is this for the good of the people or because we get a project at the end?

**Erin McClure:** People that are land owners need to be concerned about these issues as it will affect their property values.

**Verda Pitts:** Does this have any connection to the homeless hotels in Valley West; when they can't hold it together they'll want to come to Blue Lake and to the river.

**Mayor Jones closes the public hearing**

**Motion:** To adopt Ordinance 542 by title only

**Motion by:** Councilmember Jones, **Second:** Councilmember MacKay

**Council discussion:**

**City Manager Mager:** This does not mean the City will be building a shelter, nor do we have a plan for one. The City is however mandated by the State to have zoning that allows for this emergency shelter if needed. The Powers Creek District is the last remaining area in the community that's not influenced by high density residential development and was therefore identified as the most logical location. The City has no plans to operate a shelter; in the event that the need for a shelter was identified, it would most likely be the function of a non-profit or other agency that specializes in the development and operation of emergency shelters.

**Councilmember Scafani:** Adjusting the O Zone is needed to proceed with mandated housing requirements; although it doesn't mean we will have the shelter come to fruition.

**Councilmember MacKay:** What would this building be used for if there are no tenants?

**City Manager Mager:** This wouldn't be built without a need; and likely Blue Lake will not have a pressing need for this development in the foreseeable future.

**Mayor Jones:** There is no preparation being made on Blue Lake's behalf for developments going onto Giuntoli Lane. Staff and commissions will evaluate whether there is a need for action as these developments take shape.

**Vote: Ayes:** Jones, Shull, MacKay, Scafani **Nays:** None **Absent:** None

**Motion Summary:** Motion Passed

**7. Blue Lake Public Safety Commission Work Plan Presentation – Presentation/Action**

Public Safety Commission Chair Jason Crews presents the Public Safety's Work Plan; work plan items include Wildfire Preparedness, Community Surveillance and Neighborhood Watch Programs, Tabletop Exercises and Community Outreach. Commissioner Chair Crews explains the work of the commission and their efforts to engage the community; this includes inviting neighborhoods to attend meetings by hanging invitations at residences. Commissioner Crews provides a description of a tabletop exercise. City Manager Mager provides additional details on the exercise and how it can benefit emergency response.

**Public Comment:**

**Lisa Hoover:** What neighborhoods has the Public Safety Commission invited to the meetings; doesn't remember receiving an invite.

**Commissioner Crews:** We have a map of the City that breaks it into quadrants; we use this map to identify neighborhoods.



**Verda Pitts:** I would like to be considered for a set of cameras based on my vantage point; I have a good location to see cars going out of town.

**The City Council accepts the Commissions work plan and thanks Commissioner Crews for their work.**

**8. Public Hearing:** City of Blue Lake Permanent Local Housing Allocation Work Plan (PLHA):

Approving activities associated with the pre-development, development, acquisition, rehabilitation, and preservation of multifamily, residential live-work, rental housing that is affordable to extremely low, very low, low, or moderate-income households, including necessary operating subsidies.

**City Manager Mager:** Provides an overview of the PLHA program and how the funds can be used. The City of Blue Lake is entitled to funding through this program in support of affordable housing. The funding can be used to support housing in the Powers Creek District, including the proposed DANCO project. The funding can be used for gap financing, development costs, or for a new project altogether. The application does not require the City to identify a specific project at this time, only specific activities.

**Mayor Jones opens the public hearing**

**Public Comment:**

**Verda Pitts:** Can the money be used for the DANCO project?

**Lisa Hoover:** It sounds like the only activity that is approved is for gap financing; I would recommend that the project go through a public process so the public has a forum outside of a City Council meeting to develop criteria for what the public wants to see.

**Jeff Landon:** The map guys have a project to sell market rate; does every development have to be low income housing? Does all development have to be a percentage of low income housing?

**Mayor Jones closes the public hearing and asks the City Manager to provide answers to the public comment**

**City Manager Mager:** Yes, the funding could be used for the DANCO project. It would be up to the City Council to determine what kind of forum they want to have to discuss project options.

**Councilmember Scafani:** I don't understand all of the categories or what it could be used for.

**City Manager Mager:** This funding could be used for gap financing, infrastructure improvements, acquisition of housing, rehabilitation of older multifamily units, or work in conjunction with another housing development.

**Councilmember Scafani:** Are these funds available immediately?

**City Manager Mager:** I don't know the exact timeframe for funding allocation.

**Councilmember Scafani:** I would like the PLHA to be simplified to be more easily understood.

**9. Resolution 1210:** A Resolution Authorizing the Application to the State of CA Permanent Local Housing Allocation Program

**Motion:** To Adopt Resolution 1210- A Resolution Authorizing the Application to the State of CA Permanent Local Housing Allocation Program

**Motion by:** Councilmember Shull, **Second:** Councilmember MacKay

**There were no comments from the Council**



**Vote: Ayes:** Jones, Shull, MacKay, Scafani **Nays:** None **Absent:** None

**Motion Summary:** Motion Passed

**10. State of CA Transaction and Use Tax Agreement Package – Measure R:**

**A. Resolution Number 1211:** A Resolution Authorizing the City Manager to Execute Agreements with the California Department of Tax and Fee Administration for Implementation of a Local Transactions and Use Tax

Mayor Jones reads the staff report.

**Public Comment:** No comments received

**Motion:** To Adopt Resolution 1211: A Resolution Authorizing the City Manager to Execute Agreements with the California Department of Tax and Fee Administration for Implementation of a Local Transactions and Use Tax

**Motion by:** MacKay **Second:** Scafani

**Public Comment:** No Public Comment.

**Vote: Ayes:** Jones, Shull, MacKay, Scafani **Nays:** None **Absent:** None

**Motion Summary:** Motion Passed

**B. Resolution Number 1212:** A Resolution Authorizing Examination of the Sales or Transactions and Use Taxes Records

**Public Comment:** No comments received

**Motion:** To Adopt Resolution 1212: A Resolution Authorizing Examination of the Sales or Transactions and Use Taxes Records

**Motion by:** Shull **Second:** MacKay

**Public Comment:** No Public Comment.

**Vote: Ayes:** Jones, Shull, MacKay, Scafani **Nays:** None **Absent:** None

**Motion Summary:** Motion Passed

**C. Agreement Authorizations:** Authorize the City Manager to Execute the Agreement Authorizations required by the State of California to Implement the City of Blue Lake Sales and Use Tax (Measure R)

**Motion:** To authorize the City Manager to execute relevant agreements to implement the City of Blue Lake Sales and Use Tax

**Motion by:** Shull **Second:** MacKay

**Public Comment:** No Public Comment.

**Vote: Ayes:** Jones, Shull, MacKay, Scafani **Nays:** None **Absent:** None

**Motion Summary:** Motion Passed

**11. City of Blue Lake Wastewater Treatment Plant Solar Installation Contract Award**

City Manager Mager provides an overview of the item; including a description of the project scope and the funding source.

**Councilmember MacKay:** Can we change the scope of work because we were funded for a generator but are not proposing to install solar?

**City Manager Mager:** Yes, the City has verified with our funding agency that the change from a generator to a solar project is allowable.

**Councilmember MacKay:** Is this project going out to bid?

**City Manager Mager:** Yes, the City has already gone out to bid; we had several contractor attend our pre-bid walkthrough, but we ended up only receiving one bid for the project. It may be due to the scope of the project and that there is only one local contractor with the equipment necessary to install the type of ground mount system that we require. The contractor we are recommending has worked with Redwood Coast Energy Authority and the City feels confident that the contractor is qualified to complete the project.

**Councilmember Scafani:** Is the money already there?

**City Manager Mager:** The money was received in 2019. The City has conducted an engineering analysis to determine load requirements and has been working with RCEA to develop a scope of work that is feasible under our current funding source. The project is designed to accommodate future upgrades as funding becomes available.

**Public Comment: No Public Comment.**

**Motion:** To Authorize the City Manager to award the contract to the lowest responsive bidder

**Motion by:** Councilmember MacKay, **Second:** Councilmember Scafani

**Vote: Ayes:** Jones, Shull, MacKay, Scafani **Nays:** None **Absent:** None

**Motion Summary:** Motion Passed

## 12. Consent Agenda: No items

## 13. Reports of Council and Staff:

**Mayor Jones:** Attended HCAOG Meeting; discussed the 101 Corridor project. Construction will begin in Spring of 2023. The State is asking electric vehicle owners to participate in a program to track their mileage; this data will be used to evaluate impacts to the gas tax program and to develop programs for electric vehicles as they do not pay gas taxes to support road improvements.

**Mayor Pro-Tem Shull:** Nothing to Report

**Councilmember MacKay:** Attempted to visit Arts & Heritage Commission meeting — will attend next months meeting.

**Councilmember Scafani:** Nothing to Report. Would like to attend the Parks & Recreation meeting on Jan 8<sup>th</sup> at 6:30pm.

### Staff Report:

City Manager Mager provides an update on the skating program and the renovations taking place at Prash Hall and throughout the park facilities and grounds. A written report was included in the Council packet.

## 14. Future Agenda Items

1. City of Blue Lake Ordinance dealing with nuisance dogs
2. Working sessions for Council Members
3. Council Applications due 1/20/22. Staff will revise and report.
4. Councilmember MacKay would like to attend the CA League of Cities training from 1/18-1/21.
5. Councilmember MacKay would like to know the status of the City Clerk position.
6. Councilmember Scafani would like to see an organizational chart of the City and who managers what.

**15. Adjourn**

**Motion: To Adjourn at 8:51pm**

**Motion:** MacKay; **Second:** Shull

**Public Comment:** No Public Comment.

**Vote:** Ayes: Jones, Shull, MacKay, Scafani **Nays:** None **Absent:** None

**Motion Summary:** Motion Passed





# CITY OF BLUE LAKE

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## AGENDA REPORT

**Item #:** 11  
**Date:** January 24, 2023  
**Item Subject:** Council Assignments and Appointment of Mayor and Mayor Pro-Tem  
**Submitted By:** Mandy Mager, City Manager

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### **General Information:**

At the December 27, 2022 City Council meeting, the City Council appointed Councilmember Jones as temporary Mayor and Councilmember Shull as the temporary Mayor Pro-Tem. As the Council had a vacancy and anticipated appointing a fifth Council member on January 24, 2023, it was decided to make the appointments temporary until a full Council was seated.

The City Council also chose to carry forward the final slate of Council assignments until such time as the fifth Councilmember was seated. This would allow the fifth Councilmember to participate in the final assignment process, as well as the appointment of the Mayor and Mayor Pro-Tem.

**Background Material Provided:** Draft City Council Assignment Table

**Fiscal Impact:** N/A

**Recommended Action:** Appoint a Mayor and Mayor Pro-Tem and finalize the Council assignments.

### **Review Information:**

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

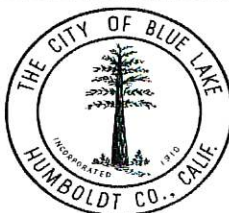
Comments:

**City of Blue Lake  
City Council Assignments-2023**

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

Mayor:

Mayor Pro-Tem:





## RESOLUTION NO 22-28

### **Affirming the ancestral territory and jurisdiction of the Wiyot Tribe and Duly Enrolled Citizens of the Tribe**

- Whereas:** The Wiyot Tribe is a federally recognized Indian tribe with inherent powers of self-government protected by federal law and the Tribe's Constitution; and
- Whereas:** The Wiyot Tribal Council is the governing body of the Wiyot Tribe under the authority of the Constitution of the Tribe; and
- Whereas:** Article III, Section I of the Constitution of the Wiyot Tribe provides that the Wiyot Tribe shall consist of those individuals duly enrolled pursuant to the Tribe's Constitution and the Tribe's Citizenship Ordinance; and
- Whereas:** Article II of the Constitution of the Wiyot Tribe provides that the jurisdiction of the Wiyot Tribe, its General Council, Tribal Council, and Tribal Court shall extend to the fullest extent permitted by applicable tribal and federal law; and
- Whereas:** The Wiyot Tribe's ancestral territory includes all that area from Little River to the north, Bear River Ridge to the south, and from the Pacific Coast out to as far as Berry Summit in the northeast and Chalk Mountain in the southeast; and
- Whereas:** The Wiyot Tribe's jurisdiction extends to all of the Tribe's ancestral territory and all lands, waters and resources within the Tribe's ancestral territory, including eighty-eight acres of land held in trust by the United States on the Wiyot Tribe's behalf, located on the south end of Humboldt Bay, California, five miles from the town of Loleta ("Wiyot Reservation"), and all those parcels acquired by the Tribe in fee or by the Federal Government in trust for the Tribe, or its citizens; and
- Whereas:** All lands, water and resources within the Tribe's ancestral territory not held on behalf of the Wiyot Tribe and all duly enrolled citizens of the Tribe are nonetheless critical to maintaining cultural and traditional connections and the cultural identity of Wiyot citizens and persons with Wiyot ancestry; and
- Whereas:** Article VI, Section 1(a) and Section 1(f) of the Constitution of the Wiyot Tribe provides that the Tribal Council has the power and responsibility to promote and



protect the Wiyot language, culture and traditions; and to protect and preserve cultural resources of the Wiyot Tribe; and

**Whereas:** The Wiyot Tribal Historic Preservation Office is responsible for protecting, preserving, and managing Wiyot cultural resources within the Tribe's ancestral territory; evaluating public and private development within the Wiyot Tribe's ancestral territory for cultural impacts; and advising and assisting in identification and mitigation of harm to significant cultural resources; and

**Now Therefore Be It Resolved,** the Tribal Council of the Wiyot Tribe hereby affirms that the ancestral territory of the Wiyot Tribe includes and extends to all that area from Little River to the north, Bear River Ridge to the south, and from the Pacific Coast out to as far as Berry Summit in the northeast and Chalk Mountain in the southeast. The jurisdiction of the Tribe includes all lands, water and resources encompassing the Tribe's ancestral territory; and

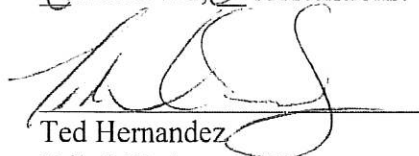
**Be It Further Resolved,** the Wiyot Tribe and Tribe's Tribal Historic Preservation Office shall be notified and consulted if at any point Wiyot cultural resources are discovered within the Tribe's ancestral territory. The Wiyot Tribe may, at its discretion, assign a Wiyot Cultural Monitor as the exclusive means by which public or private development within the Wiyot Tribe's ancestral territory is monitored and recorded; and


**Be It Further Resolved,** the Wiyot Tribal Council declares that, based on Wiyot culture, tradition and history, no other Indian tribe, whether federally recognized or state recognized, having members who claim Wiyot ancestry, shall have any authority without the express permission of the Wiyot Tribal Council or Wiyot Chairperson to participate in cultural resource investigations, cultural resource surveys, cultural monitoring, cultural resource treatment plans, co-management agreements or similar arrangements involving lands or resources within the Wiyot ancestral territory as confirmed in this Resolution; and

**Be It Further Resolved,** the rights and protections afforded to Wiyot citizens under the Constitution of the Wiyot Tribe, including jurisdiction over the Tribe's ancestral territory, is limited to all those dully enrolled citizens of the Wiyot Tribe.

#### C-E-R-T-I-F-I-C-A-T-I-O-N

This is to certify that the Resolution 22-28 was approved at the regularly scheduled Council meeting of the Wiyot Tribal Council on December 12, 2022 at which a quorum was present and that this Resolution was adopted be a vote of 5 HIH, 0 KIYOWL, 0 Abstentions. This Resolution has not been rescinded or amended in any way.

  
Ted Hernandez  
Tribal Chair

  
Marnie Atkins  
Secretary



# City of Blue Lake

## City Manager Report

**January 2023**

### **Economic Development**

Commercial Kitchen Development: Work continues on the upgrade of City facilities to increase food production opportunities in the park. The kitchen in Prasch Hall is being upgraded with new electrical, plumbing, wall coverings and flooring. The City has funding from the State Park Per Capita Program to fund the renovation work, along with funding from USDA to purchase new commercial kitchen equipment. Work is approximately 75% complete.

We are pursuing options under SB 972, the Street Food Vendor Bill, which allows a local jurisdiction to permit non-conforming kitchens if they can be shown to have the capacity to safely prepare foods for resale purposes. The bill is specifically written to address smaller scale producers that cannot obtain full permit status under the onerous retail food code. This option would greatly expand food production opportunities in Blue Lake and would allow facilities like the Prasch Hall kitchen and the Mad River Grange kitchen to be permitted. This item was presented to the Blue Lake Economic Development Commission for review and discussion. The EDC recommended preparing a letter of support for the provisions identified in SB 972.

RV Park and Campground: The RV Park and Campground development project is in its final stages of refinement. The project has been presented to all of the City commissions, as well as to our local and regional tourism and economic development



	<p>partners and agencies. The City has received positive and constructive feedback and Storyland Studios is finalizing the final report, which will be used to seek investment opportunities. The City has been granted an extension on the grant funding in order to expend remaining grant dollars. As a result of the work done under the RV park project, the City has gained various levels of interest in developing businesses in the Powers Creek District. The goal of the EDA project was to determine the viability of recreation centric development for economic purposes in Blue Lake; the funding has proven to be a catalyst for development interest, and we will be working with our grant manager to develop a revised scope of work that will bring additional value to the district. Additional work may include special studies to aid in the future development of the district.-On-Going</p>
<p><b>Parks and Recreation</b></p>	<ul style="list-style-type: none"> <li>• State Park Per Capita Grant-\$177,000: Work is fully underway on Prasch Hall, Perigot Park, Iorg Field, Clemence Field, the basketball/tennis courts, as well as the horse arena. Upgrades to Prasch Hall include all new electrical, renovation of the existing kitchen, installation of new flooring, interior painting, data improvements and more. Prasch Hall is scheduled to have the main gym floor sanded and refinished during the second week of February. The work had been scheduled for January, but due to a shipping issue relating to the paint for the flooring, the renovations have been moved to February. The improvements to the floor will allow the City to market the gym for increased activities, including basketball, volleyball, pickleball, futsal, exercise classes, dances and more.</li> <li>• Town Square Grant: The City has received the updated appraisal and filed the deed restrictions for the town square grant. We are in the process of packaging the necessary documents to send to the State to request</li> </ul>



reimbursement for the acquisition loan. The third party appraisal was completed and has been sent to the State for review. This is the final step in the State reimbursing the City for the loan payments, as well as paying off the loan balance. We are working with SHN Engineering on the final design and layout of the park; this includes engineered drawings for the electrical, lighting, water/wastewater/irrigation and more. The Arts and Heritage Commission has developed an Ad Hoc Committee to work with the design team; the A & H Commission has reviewed concepts for art installations and options for developing the water feature. We anticipate releasing the project out to bid in the Spring of 2023.

- Skate Program: The skate program is in full operation and we have seen increased revenues due to increased attendance and the addition of a higher level concession and merchandise center. The party room has been renovated and is now open for use. We are still working on final design elements, but the room has new paint, new carpet, new electrical and additional arcade games. We will be moving the concession stand over to the party room side once the new kitchen is complete. We have ordered the new commercial kitchen equipment and anticipate receipt and installation of the equipment towards the end of February. We have added a new heat press option to our concession business; this is allowing the program to increase revenue through the sale of Blue Lake merchandise. The program recently launched an on-line store to sell branded merchandise; the initial launch was overwhelmingly positive. The skate program has been increasingly popular; with the addition of themed skate nights, and a higher level of outreach and marketing, we are seeing revenues at historic levels. We are continuing to refine party packages and special events; the rink is

	<p>transitioning from a “gym” to a family fun center and the opportunities for revenue growth are exponential. Staff continue to develop new ideas and activities to support recreation in Blue Lake.</p>
<p><b>City Infrastructure</b></p>	<ul style="list-style-type: none"> <li>• Wastewater Treatment Plant Power Project: The City has finalized the contract for installation of a ground-mounted solar system at the wastewater treatment plant; construction will begin in March 2023.</li> </ul> <p>We have several projects taking place at the treatment plant and in support of City’s stormwater system. Work continues on upgrades to the treatment plant, including the procurement and installation of a new headworks grinder. We have several grants pending that would fund improvements to the system and the City and our engineering team continue to seek resources to alleviate system failures and capital outlay. Recent conversations with our local USDA representatives have identified funding opportunities that the City can pursue to meet the needs identified in the City’s capital improvement plan.</p> <ul style="list-style-type: none"> <li>• Water Tank Replacement: Grant application submitted to CalOES/FEMA-<b>Waiting to hear back on funding</b></li> <li>• Sanitary Sewer Survey: <b>Grant submitted; waiting on funding notice</b></li> <li>• ADA Library Project: Improvements have been designed; bid packet has been prepared and will be released at the end of January-<b>On-going</b></li> <li>• Gas Line Replacement Project: PG&amp;E is continuing with the gas line replacement project; City staff are meeting with PG&amp;E reps to determine options for recovery paving. Due to early rains, paving will be scheduled for the Spring.<b>On-going</b></li> </ul>

**Policy Updates and Studies**

Housing Element Update: Staff have submitted the draft housing element to the State for comment and we are working through comments received to update the draft. We are working closely with HCD to reach compliance and anticipate reaching compliance by January-**On-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. The City's project has been approved for funding by the CTC; it is anticipated that the City will receive funding in the amount of \$1.6 million to make much needed safety improvements to Greenwood. The City will continue to pursue funding for additional improvements to the truck route as the design progresses-**On-going**





**City of Blue Lake  
Planning and Engineering Tracking Sheet-2023**

No.	Task	Who	Job #	Date	Due Date	Date Completed	Notes
1.1	Finestone - City Attorney draft agreement	AM	021003.101		5/15/2021		Waiting on LID plan from applicant. Will revisit agreement once plans are received.
1.2	Finestone encroachment permit	MF	021003.101	pending	9/1/2021		She obtained it for driveway improvements
2	5SES Financial package—mike to resolve WW debt or City	AM/WH	021003.7		5/22/2021	7/1/2021	Submitted to SWRCB
3	Downtown Parking Plan	MF	021003.1	5/1/2021	5/15/2021	7/1/2021	
4.1	Punch list items A&M—Jordan follow up w/ mandy on lights	MF	019149		12/1/2021	7/1/2022	As built plans sent to caltrans, need to prep final invoice
4.2	A&M community outreach	AM	018149		4/1/2022	7/1/2022	Mandy reach out to Kyle at Caltrans about existing/proposed outreach efforts, should be done in March
4.3	Bike/peel counts	MF	018149		5/11/2021	5/21/2021	
5	Impact fee assessment (sewer, water, fire suppression, stormwater (impervious surface, drainage maint), parks, lighting, traffic, parking, trails	MF/GR	021003		7/1/2021		
				pending		6/21/2022	Waiting on budget (either City or Danco) to begin work on developing impact fees.
6	LRSP	MF	021031		12/1/2022		Report is done. Final billing is done. Memo being prepared for implementation recommendations for lower cost improvements. MF follow-up with Tom Matsen about speed limit on BL Blvd.
7	Truck Route CEQA/NEPA	GR	020008		12/1/2021	06/2021	Completed—May need recertification of CEQA/NEPA once Hazardous Materials investigation work is completed.
7.1	Truck route haz mat corridor study (Phase 1)	MF	020008		10/1/2021		Done—Follow up work needed based on findings of study—MF follow up with Caltrans—Wrapping up topo survey. Then data goes to civil for final design; design done this winter. Got funding for PS&E.
8.1	Truck route design	MF	020008		3/30/2022		Done
8.2	Truck Route—STIP application	MF	020008		9/12/2021		Working under way on LEAP grant
9	LEAP—Housing Element, Zoning, Stormwater Ord	GR/AM/AM	021022		8/1/2023		All invoices have been submitted and paid—City requested to not have the grant extended.
10	HCF—Submitted Extension	GR	016127		2/19/2022		GR/MF work with AM on payment for services (~\$29,244.27 unpaid for services). Mandy will talk with accountant/auditor about potential options.
11	River parkways - resolution, lien notice --> Close out	AM	016126		3/1/2022		In process of trying to acquire property/access. Need to seek other grant funds.
12	WCB -Boating & waterways- Mad river access -grant	AM					Latest update said agency is still reviewing application.
13	CalOES/FEMA -Water tank replacement grant	JOB/GR					CDFW Assessing habitat value of site.
14	LEA -DFW	AM					Need to pick this back up with County, property owners, etc.
15	Trail Access - Hum Co/GDR	AM					Finalizing Story/and work product. QA/QC local data. Securing grant match.
16	Storyland Studios - Master Plan for Motel/RV Park	AM	016107.013				Current allocated funds (\$60,000) used to purchase solar equipment and installation. Design would allow for future additions to the solar installation.
17	CalOES - Solar panels	MF	021003.7		6/1/2022	7/1/2021	Done
18	Reek filter WWTP	AM/GB	021003.7		6/15/2021		still need to review onsite plans
19	Wright subdivision final map/Mylers	AM/MF/GR	016107.120			8/5/2021	Done
20	Town square NGE	GR	016107.009				Done
21	Bowman Pre-App-Emporium	GR	016107.132				Project abandoned
22	Madjarac Lot Split	GR	016107.133				Staff finalize review of Sub. Improvement Agreement
23	Eliason Subdivision Improvement Agreement	MF/GR	016107.106				Applicant looking to hire another engineer and resolve Stormwater Control Plan issues.
24	R. Violation letter, potential nuisance abatement	GR	016107.007				Send another violation letter (CUP, trash/debris).
25	Powers Creek Bridge—Mitigation-Monitoring Rpt to RWQCB	AM				6/23/2021	Needs to be completed in years 3 and 5 as well.
26	Hirne ADU	MF/GR					Done

**City of Blue Lake  
Planning and Engineering Tracking Sheet-2023**

No.	Task	Who	Job #	Date	Due Date	Date Completed	Notes
26	BL Library	MF	019148	6/13/2022			Bid package is ready and will be advertised before the end of the month.
27	Calgon brownfield	AM/MF/GR					Russ needs to address limitation of liability. For studying of condition of the system. Flow study done ahead of funding. Still waiting on funding - maybe this Spring.
28	RWQCB sanitary sewer technical assistance grant	MF					Flow study done.
28.1	RWQCB sanitary sewer technical assistance grant wet weather flow study	MF					City looking at alternative design for Bike Park. Mandy will discuss with Gary Johnston about acquiring some of his property for the park.
29	Bike Park Site Plan Approval-Grading Permit	AM/GR/MF	016107.134		Oct-21		PG&E starting on concrete rehab. Glen B. will inspect. They are a few weeks out on paving. SHN will inspect on paving.
30	PG&E gas line install/approval	AM/MF					May reapply in future. Funding agency may be willing to provide feedback on improving application. AM will follow-up.
31	cal trans clean california grant	AM/GR/MF			Feb-22		Going to Council on Oct. 18th (Special meeting). 3 protests received as of Oct. 12th.
32	RCAC rate study	AM					SHN working with MRA to transfer grant work to SHN and City. Agency meeting proposed to happen soon.
33	Mad River Alliance -DFW grant powers creek rest	AM					Approved by PG. Applicant needs to provide updated Prelim. Title Rpt for review by City Engineer - Surveyor prior to recording of LLA deed.
34	Dell'Arte LLA	GR/AM/AMF	016107.135			Jul-22	B. stopped heavy equipment repair. Follow-up if additional complaints are received.
35	B. Violation	GR/AM/MF					HE update submitted to HCD on May 31. Reimbursement request needs to be sent to HCD soon. Need to do revised IS-MND for HE Update and SB 18 process with Tribes.
36	LEAP - Housing Element, Zoning, Stormwater Ord	GR/AM/MF					City needs to provide then encroachment permit fee and notify them of any other requirements. Funds received for CEQA IS-MND. Working on environmental review. Can start on stormwater mapping now.
37	Vero Fiber Networks encroachment permit	MF/AM					Design work and cost estimate prepared. City needs to figure out what improvements can happen with available grant funds.
38	REAP funding	GR					Need est to repalce laterals along Greenwood. Also need to replace water meters throughout town. Apply for USDA grant along with WWTP improvements.
39	Town Square	AM					No word lately on grant for measuring leak detection in water system.
40	Greenwood water line	MF					MF needs to prepare in next few weeks.
41	Leak detection	MF					Will look at this in the future. 1-way would be going towards the Downtown.
42	1 st 4-way stop memo	MF					Applicant needs to file a Pre-Application. Waiting for ENA to be finalized. Need to determine sale price based on appraisal and revised lot area.
43	Hartman 1-way traffic modification	MF/AM					Bid opening on Jan. 12th at 2 p.m. Lowest qualified bidder requirement.
44	Moorehouse/Brown MU Development	AM/GR/MF					Will look at in the future if funds available.
45	Replace WWTP headworks screen	MF		Jun-22			On-hold. Applicant has requested itemized detail for Pre-App billing.
46	Research parcel lines for Northern boundary of WWTP	MF		Aug-22			Next steps - Mike reviews application from Rancieria, write letter with request for additional information.
47	Boughton Residential Development	AM/GR/MF					Next steps - City contract for Historic Report. Meet with applicant about process, fees, etc.
48	Rancieria applications for water/wastewater service	AM/MF					Applicant picked up plans from Building Official and stopped project.
49	Corps Yard MU Development	AM/GR/MF					MRB Taproom needs a discharge permit and a sample needs to be taken of their wastewater discharge. Also needs to look over discharge permit process for existing and proposed development.
50	Wright 4-Plex Architectural Plans	MF/GR					
51	Discharge Permit Review	MF/AM					



**City of Blue Lake  
Planning and Engineering Tracking Sheet-2023**

No.	Task	Who	Job #	Date	Due Date	Date Completed	Notes
52	Thompson Gas LLC CUP - 30K Propane Tank	GR/AM					Contacted applicant for more info on 1/10/23. Need to send out Pre-App referrals to City staff. Danco submitted Pre-App. City staff reviewing tech studies and working on list of requirements for infrastructure improvements.
53	Danco MU Project	AM/GR/MF					
54	RFQ for Engineering-Planning Services	AM/GR/MF					Mandy work on RFQ. SHN will apply for renewing the on call contract for engineering-planning services.