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CITY OF BLUE LAKE
CALIFORNIA

111 Greenwood Road

P.O. Box 458

Blue Lake City Council Agenda

Tuesday, April 25, 2023 ~ 6:30 p.m. ~Regular Council Meeting
Skinner Store-111 Greenwood Road, Blue Lake California

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

Public Input can be given to the Council by emailing citymanager@bluelake.ca.gov until 4:30 p.m. on Tuesday April 25, 2023. Public Input may be facilitated by Zoom at the following meeting link:

<https://us02web.zoom.us/j/84742205014?pwd=eVZuU053anIzY0U4ZlZlSIE4TFhldz09>

Meeting ID: 847 4220 5014

Passcode: 121878

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 Meeting Video Recording Update-Discussion/Direction**
5. **Blue Lake Parks and Recreation Fee Schedule-Discussion/Action**
6. **Animal Ordinance Update-Discussion**
7. **City of Blue Lake Website Review Ad-Hoc Committee Update-Discussion/Direction**
8. **Commercial Property Vacancy Tax- Discussion**
9. **City of Blue Lake Water Deposit Policy- Update/Discussion**
10. **City Council Board/Commission Primary and Alternate Designation- Action**
11. **Consent Agenda:**
 - a. March 28, 2023, Meeting Minutes
 - b. Warrants and Disbursements
 - c. Caretaker Lease-Amendment No. 6
12. **Reports of Council and Staff**
 - a. City Manager Report
13. **Future Agenda Items**
14. **Adjourn**

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



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AGENDA REPORT

Item #: 4
Date: April 25, 2023
Item Subject: City Council Video Recording Update/Discussion
Submitted By: Mandy Mager, City Manager

General Information:

The City Council has directed staff to research options for recording and managing Council video recordings. Staff have reached out to various cities to request information on their systems, as well as to Access Humboldt, the City's partner agency, to recommend a system that will provide an enhanced/professional option.

Access Humboldt is working with the City Manager on this project; funding is available through the City's COVID allocation to purchase equipment and conduct installation activities.

Background Material Provided: N/A

Fiscal Impact: Funding for this project can come from COVID funding.

Recommended Action: No action; update and discussion only.

Review Information:

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

Comments:



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AGENDA REPORT

Item #: 5

Date: April 25, 2023

Item Subject: Parks and Recreation Fee Schedule Adoption

Submitted By: Mandy Mager, City Manager

General Information:

The Blue Lake Parks and Recreation Commission has provided a proposed rental and use fee schedule for park facilities and activities. The commission has reviewed neighboring jurisdictions fee schedules and is recommending that the City Council consider the schedule as provided.

Background Material Provided: Fee Schedule

Fiscal Impact: Fees are based upon facility impacts, staffing requirements and operational needs.

Recommended Action: Adopt the fee schedule as presented.

Review Information:

City Manager Review: ☒

Legal Review:

Planner Review:

Engineer:

Comments:

**City of Blue Lake
Parks and Recreation Fee Schedule**

Description	Current Fee	Suggested
Drop in Sports (Not including special programs)		
Basketball	\$2	\$5/PP w/ staff
Pickleball	\$3	\$5/PP w/ staff
Roller Hockey	\$8	\$5/PP w/ staff
Volleyball	\$5	\$5/PP w/ staff
Drop in Pass	N/A	10 Time Pass/\$30
Special Programs (Training Courses, Leagues, etc.)	Varies	Varies
Skating		
<i>Admission</i>		
Regular Admission	\$5	\$5 + \$2 skate rental
Roller Derby/Theme Skate Dress	\$4	\$5 (includes skates)
All Ages DJ Night	\$10	\$10
Adult Skate/DJ Night	\$15	\$15
<i>Passes</i>		
12-Person Youth	\$50	\$50
12-Person All-Ages	\$55	\$55
24-Person All-Ages	\$100	\$100
<i>Parties</i>		
Public Skate Tables		
2-Table Min	\$40	\$50
Extra Tables	\$15	\$25
<i>Private Skate – 2 hrs</i>		
0-30 People (1 Staff)	\$120	\$200
30-75 People (2 staff)	\$180	\$250
75 + People (3+ Staff)	\$250	\$350
** Non-profit, School, Youth Organization discount	-\$25	-\$25
*** Tiered Party Packages to be developed with optional add ons – estimated June 2023		

DRAFT APRIL 2023

Camp		
<i>Resident</i>		
Full Day - Weekly	\$145	\$175
Full Day - Daily	\$29	\$40
Half Day - Weekly	\$69	\$125
Half Day - Daily	\$17	\$25
	Current Fee	Suggested
<i>Non-Resident</i>		
Full Day - Weekly	\$165	\$200
Full Day - Daily	\$33	\$50
Half Day - Weekly	\$80	\$150
Half Day - Daily	\$20	\$30
Softball Leagues (per team)		
Spring (8 weeks)	\$750	\$750
Fall (8 weeks)	\$750	\$750
Forfeit Fee	\$40	---
Nessler Car Show (per vehicle)	\$30	\$50
Bocce Ball Tournament (team)	\$10	\$20
Facility Rentals		
<i>Prasch Hall</i>		
Private/Business/Commercial Rate		
<i>Party Room Only</i>	\$25/hour	\$50/hr
<i>Party Room and Kitchen</i>	\$30/hour	\$75/hr
<i>Gym Only</i>	\$50/hour	\$75/hr
<i>Gym and Party Room Only</i>	\$60/hour	\$125/hr
<i>Gym, Party Room and Kitchen</i>	\$70/hour	\$150/hr
Non-profit/Youth/School/Senior Group Rate		
<i>Party Room Only</i>	\$20/hour	\$40/hr
<i>Party Room and Kitchen</i>	\$25/hour	\$60/hr
<i>Gym Only</i>	\$35/hour	\$60/hr
<i>Gym and Party Room Only</i>	\$45/hour	\$120/hr
<i>Gym, Party Room and Kitchen</i>	\$55/hour	\$145/hr
Event Host	\$15/hour	\$25/hr
Deposit – cleaning and damages	\$300	\$300

<i>Perigot Park Picnic Rental</i>		
Private/Business/Commercial Rate		
<i>Picnic Area including Serving Booth (4 hour rental)</i>		<i>*rentals >4 hours will be evaluated by staff; may incur additional fees</i>
Under 100 people	\$175	(>50) \$200
100-300 people	\$250	(50-100) \$250
Over 300	\$325	(100-300) - \$375
		(300+) - \$500
<i>Picnic Area, Serving Booth and Clemence Field (4 hour rental)</i>		
Under 100 people	\$200	(>50) \$250
100-300 people	\$275	(50-100) \$300
Over 300 people	\$350	(100-300) \$450
		(300+) \$600
Serving Booth Only	N/A	\$200 (4 hours) \$395 (8 hours)
Non-profit/Youth/School/Senior Group Rate		
<i>Picnic Area including Serving Booth (4 hour rental)</i>		<i>*rentals >4 hours will be evaluated by staff; may incur additional fees</i>
Under 100 people	\$150	(>50) \$175
100-300 people	\$200	(50-100) \$225
Over 300	\$250	(100-300) \$350
		(300+) \$475
<i>Picnic Area, Serving Booth and Clemence Field (4 hour rental)</i>		
Under 100 people	\$175	(>50) \$225
100-300 people	\$225	(50-100) \$275
		(100-300) \$425
Over 300 people	\$275	\$575
Deposit – cleaning and damages	\$100	\$100
Serving Booth Only	N/A	\$150 (4 hours) \$295 (8 hours)

Softball/Baseball Rentals		
<i>Clemence Field</i>		
Private/Business Rate		
Regular Rental	\$20/hour	\$25/hr
Tournament Rental	\$12/hour	\$20/hr
Non-profit/Youth/School/Senior	\$15/hour	\$20/hr
Regular Rental	\$20/hour	\$25/hr
Tournament Rental	\$10/hour	\$15/hr
<i>Iorg Field (little league field)</i>		
Private/Business Rate	\$12/hour	\$20/hr
Non-profit/Youth/School/Senior	\$10/hour	\$15/hr
<i>Concession Stand – Clemence Field</i>		
Regular Rental	\$8/hour	\$20/hr
Tournament Rental	\$40/day	\$100/day
Deposit – cleaning and damages	\$100	\$100
Tennis Court Rental (minimum 4 hour rental per day)	\$5/hour	\$10/hour per court
Deposit – cleaning and damages	\$100	\$100
Horse Arena-only 1 day may be rented on weekends per rental	\$50/day	\$50 half day (4 hour) \$100 full day (8 hour)
Deposit – cleaning and damages	\$100	\$100



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AGENDA REPORT

Item #: 6
Date: April 25, 2023
Item Subject: Nuisance Dog Ordinance Update
Submitted By: Mandy Mager, City Manager

General Information:

The City Manager was directed by the City Council to contact Humboldt County Animal Control to discuss possible language changes to the City's Dog Ordinance. Specifically, Council is requesting information on changing the language regarding the public's ability to directly contact animal control to request a response in the event of a dog attack.

Currently, Humboldt Animal Control contacts the City Manager to authorize the response request. Because the City pays for each response separately, the language protects the City from incurring costs that may exceed the budget and intent of the ordinance. Humboldt County Animal Control has full authority to respond to any incident that poses an immediate risk to the public, without prior approval by the City Manager.

In response to this directive, I have contacted Andra Hale, HCSO Animal Control Officer, to discuss options and ideas. Andra will be consulting with her division to discuss possible options and changes. In having the conversation, it was agreed that the current system can be improved without making major modifications to the ordinance. It was agreed that a tiered contact system could be put in place to ensure that requests for response would be managed efficiently and effectively.

Staff will continue to explore options with the HCSO Animal Control Division and will bring back information to Council as appropriate.

Background Material Provided: N/A

Fiscal Impact: N/A

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

Review Information:

City Manager Review: ☒

Legal Review:

Planner Review:

Engineer:

Comments:



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AGENDA REPORT

Item #:

7

Date:

April 25, 2023

Item Subject:

City of Blue Lake Website Ad-Hoc Committee Update

Submitted By:

Mandy Mager, City Manager

General Information:

The City Council has established an Ad-Hoc Committee to review the City's website and bring back ideas and options for updating the site and the site content; the Ad-Hoc includes Mayor Jones and Councilmember Scafani.

Background Material Provided: N/A

Fiscal Impact: N/A

Recommended Action: Update/Discussion/Direction

Review Information:

City Manager Review: ☒

Legal Review:

Planner Review:

Engineer:

Comments:



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AGENDA REPORT

Item #:

8

Date:

April 25, 2023

Item Subject:

Commercial Retail Vacancy Tax Discussion

Submitted By:

Mandy Mager, City Manager

General Information:

The Blue Lake Economic Development Commission has discussed options to reduce vacancies on commercially zoned properties in the City. This has been an on-going discussion and Councilmember Mackay has requested that the item be brought before the City Council for further discussion and review.

As cities around the country grapple with economic impacts on various levels, there is a marked trend in incentivizing development and investment in commercial spaces through the use of a vacancy tax. The most recent example occurred in San Francisco, but the trend is increasing across the Country.

Background Material Provided: Vacancy tax examples.

Fiscal Impact: Vacant Commercial spaces impact the City on various levels; they reduce tax revenue, impact neighboring properties and inhibit economic investment.

Recommended Action: No Action/Discussion/Direction

Review Information:

City Manager Review: ☒

Legal Review:

Planner Review:

Engineer:

Comments:



Local Governments Move In On Retail Vacancies

BY PYMNTS

MARCH 17, 2020



It was supposed to be a thriving retail center in Milwaukee when it was built seven years ago. Right downtown, 10,000 square feet, enough room for five storefronts with a lacrosse and soccer field on top of the parking garage. But it never happened. No one ever leased from the development called Viets Field. In fact, last week, it was announced that the building would be the new home of the Milwaukee School of Engineering's K-12 STEM program.

Issues with downtown spaces, malls and a general brick-and-mortar malaise have made cases like Viets Field a common occurrence. Many municipalities are looking to help by proposing new vacant retail sites, including a citywide initiative in Fairfax, Virginia called Activate Fairfax, where

entrepreneurship, demonstrate creative placemaking and feature the Made in Fairfax Network. In addition, dynamic pop-up, cultural, artistic or community-oriented programming aligned with these goals will be encouraged to ensure that the space functions as a vibrant asset and experience for residents and visitors,” according to the statement.

It's one approach to a growing retail vacancy issue that local governments are getting more aggressive in trying to solve. Two years ago, in Virginia, Fairfax County passed new zoning rules to support small-scale manufacturing by artisans making furniture, custom jewelry, textiles, baking, coffee roasting, vertical farming and other crafted products. The law opens up much more territory to these operations, which had only been permitted in areas zoned for industry. Most districts zoned commercial and mixed-use now welcome artisan production.

The change was designed not only to promote production and the jobs that result from it, but to enliven the areas in which these businesses are located. Craftmakers, according to the regulation, must sell as well as manufacture, with the retail side of the business-boosting commerce in mixed-use districts. The new regulations encourage interaction with the public by also mandating that the artisan businesses offer attractions such as tours and classes.

The most high-profile local interventions have happened Washington, D.C. and San Francisco. D.C. has hiked the normal commercial property tax rate on vacant property from between \$1.65 and \$1.85 for \$100 in assessed value to \$5 per \$100. On March 3, San Francisco voters approved Proposition D, a property tax aimed at filling vacancies. Starting Jan. 1, 2021, the city will “tax owners or tenants that keep ground floor retail or other commercial space vacant in some areas of the city and to use these revenues to assist small business,” read the proposition.

Backers of the tax position it as a solution to the increasing amount of empty retail space in the city. It is expected to generate \$5 million annually, with funds going to the city's Small Business Assistance Fund.

Even smaller cities are opting for such taxes. Arlington, Massachusetts, passed a measure in 2017 that fines landlords \$400 annually for each vacant storefront. In a year, 17 empty storefronts in Arlington Center, the historic business center of town, decreased by 11. And coincidentally, the city of Arlington, Virginia is doing the same.

“Intuition might tell you that if you cannot fill a space, owners would lower their rent to attract more tenants,” noted Arlington civic activist Nicole Merlene. “Oftentimes, this is not the case. Property owners will intentionally leave office and retail space vacant for a number of reasons. One is to wait for a large tenant to anchor the building, and avoid the build-out costs associated with leasing to smaller businesses along with the higher overhead needed to piecemeal tenants together. Another is that vacant space means lower taxes because of their low assessment.”

mans have risen by almost 60 percent during the same period.

Retailers and landlords galore are cashing in on the \$3 trillion-plus healthcare industry by plugging medical facilities into empty spaces that threaten to turn once-thriving plazas into ghost malls. The New York-City-based CityMD is one healthcare company that bases its urgent care centers in malls and plazas.

Healthcare facilities are just one of the innovative tactics landlords are using as brick-and-mortar retail spaces are emptied by new waves of competition, not the least of which is online shopping. At the same time, local and regional governments are applying muscle in the form of taxes to push landlords into keeping their spaces tenanted.

RECOMMENDED

Retail Subscription Features Help Woo Consumer Engagement

Retail Sales Data: Consumers Reconsider Their 'Essential' Purchases

Retailers Ditch Their Metaverse Strategy

Retail Partnerships: Checking on Peloton and Adidas, TikTok and Shopify

SEE MORE IN: BRICK AND MORTAR, HEALTHCARE, MALLS, NEWS, REGULATIONS, RETAIL, STOREFRONTS, TAXES, VACANCIES

Domino's, Starbucks and Taco Bell Rule Mobile Order-Ahead Provider Ranking

BY **PYMNTS**
APRIL 21, 2023



ARTICLE 29:

VACANCY TAX ORDINANCE

Sec. 2901.	Short Title.
Sec. 2902.	Findings and Purpose.
Sec. 2903.	Definitions.
Sec. 2904.	Imposition of Tax.
Sec. 2905.	Exemptions and Exclusions.
Sec. 2906.	Administration.
Sec. 2907.	Deposit of Proceeds; Expenditure of Proceeds.
Sec. 2908.	Technical Assistance to the Tax Collector.
Sec. 2909.	Amendment of Ordinance.
Sec. 2910.	Severability.
Sec. 2911.	Savings Clause.

SEC. 2901. SHORT TITLE.

This Article 29 shall be known as the “Vacancy Tax Ordinance,” and the tax it imposes shall be known as the “Vacancy Tax.”

— (Added by [Proposition D](#), 3/3/2020, Eff. 4/17/2020, Oper. 1/1/2021)

SEC. 2902. FINDINGS AND PURPOSE.

(a) San Francisco’s neighborhood commercial districts prioritize street-level, customer-facing businesses as a means of stimulating a bustling, pedestrian-friendly urban environment. Retail storefronts are the building blocks of neighborhood vitality, encouraging people to stroll through San Francisco’s streets, sidewalks, parks, and other open spaces, and inviting them in.

(b) San Francisco residents and visitors have an interest in preserving the vitality of commercial corridors in these districts. Vacant storefronts in otherwise vibrant neighborhood commercial districts degrade the urban environment and reduce the quality of life in those neighborhoods, leading to blight and crime, particularly when storefronts stay empty for extended periods of time. Further, the resulting blight negatively impacts other small businesses in the area by discouraging foot traffic and eroding the character and uniqueness of San Francisco’s diverse neighborhoods and communities.

(c) Retail vacancies may occur when property owners are performing tenant improvements for prospective tenants, while actively seeking a new commercial tenant, or following a disaster requiring wholesale rehabilitation of a structure. These temporary vacancies reflect a property owner’s desire to maintain the active retail storefront environment of San Francisco’s neighborhood commercial corridors and to continue contributing to the surrounding community.

(d) But in other instances, retail vacancies occur when a property owner or landlord fails to actively market a vacant retail storefront to viable commercial tenants and/or fails to offer the property at a reasonable rate. Retail

vacancies may persist as property owners and landlords hold storefronts off of the market for extended periods of time or refuse to offer the space for a reasonable market rate.

(e) The purpose of the Vacancy Tax is to stimulate the rehabilitation of long-term retail vacancies, and, in turn, to reinvigorate commercial corridors and stabilize commercial rents, thereby allowing new small businesses to open and existing small businesses to thrive.

(f) By dedicating proceeds from the Vacancy Tax to the Small Business Assistance Fund, the Vacancy Tax will also assist small businesses and provide relief to those small businesses adversely affected by blight, crime, and other negative impacts caused by vacant storefronts in San Francisco.

– (Added by [Proposition D](#), 3/3/2020, Eff. 4/17/2020, Oper. 1/1/2021)

SEC. 2903. DEFINITIONS.

Unless otherwise defined in this Article 29, the terms used in this Article shall have the meanings given to them in Article 6 of the Business and Tax Regulations Code, as amended from time to time. For purposes of this Article, the following definitions shall apply:

“Affiliate” means a person under common majority ownership or common control with any other person, whether that ownership or control is direct or indirect. An Affiliate includes but is not limited to a person that majority owns or controls any other person or a person that is majority owned or controlled by any other person.

“Building Permit Application Period” means the period following the date that an application for a building permit for repair, rehabilitation, or construction with respect to Taxable Commercial Space in a building or structure is filed with the City through the date the Department of Building Inspection or its successor agency grants or denies that application, but not to exceed one year. Notwithstanding the preceding sentence, if more than one building permit application is filed by or on behalf of one or more persons in the Taxpayer’s Group for the same Taxable Commercial Space, the Building Permit Application Period shall mean only the applicable period following the date the first application is filed with the City by or on behalf of anyone in the Taxpayer’s Group.

“Conditional Use Application Period” means the 183-day period following the date that a complete application for a conditional use permit for use of Taxable Commercial Space is filed with the City, but if the Planning Commission or its successor agency does not grant or deny that application within 183 days, the Conditional Use Application Period means the period following the date that the application is filed through December 31 of the year in which the date 183 days from the application filing date falls. Notwithstanding the preceding sentence, if more than one complete conditional use permit application is filed by or on behalf of one or more persons in the Taxpayer’s Group for the same Taxable Commercial Space, the Conditional Use Application Period shall mean only the applicable period following the date the first complete application is filed with the City by or on behalf of anyone in the Taxpayer’s Group.

“Construction Period” means the one-year period following the date that the City issues a building permit for repair, rehabilitation, or construction with respect to Taxable Commercial Space in a building or structure, provided that if the City issues multiple building permits to or for the benefit of one or more persons in the Taxpayer’s Group for the same Taxable Commercial Space, the One-Year Construction Period shall mean only the one-year period following the issuance of the first building permit to or for the benefit of anyone in the Taxpayer’s Group.

“Disaster Period” means the two-year period following the date that Taxable Commercial Space was severely damaged and made uninhabitable or unusable due to fire, natural disaster, or other catastrophic event.

“Frontage” means the number of linear feet of Taxable Commercial Space that is adjacent or tangent to a Public Right of Way, rounded to the nearest foot.

“Public Right of Way” means the dedicated public alleys, boulevards, courts, lanes, roads, sidewalks, spaces, streets, and ways within the City, which are under the permitting jurisdiction of the Department of Public Works.

“Related Person” means a spouse or domestic partner, child, parent, or sibling (these latter three relationships including biological, adoptive, and “step” relationships; and the sibling relationship also including half-siblings).

“Residential Real Estate” means real property where the primary use of or right to use the property is for the purpose of dwelling, sleeping or lodging other than as part of the business activity of accommodations. For purposes of this Article 29, “accommodations” means the activity of providing lodging or short-term accommodations for travelers, vacationers, or others, including the business activity described in code 721 of the North American Industry Classification System as of November 6, 2012.

“Taxable Commercial Space” means the ground floor of any building or structure, or the ground floor of any portion of a building or structure, where such ground floor (1) is adjacent or tangent to a Public Right of Way, (2) is located in one of the “Named Neighborhood Commercial Districts” or “Named Neighborhood Commercial Transit Districts” listed in Section 201 of the Planning Code, as those districts exist on March 3, 2020, and irrespective of whether those districts are expanded, narrowed, eliminated, or otherwise modified subsequent to that date, and (3) is not Residential Real Estate.

“Taxpayer’s Group” means for each taxpayer, with respect to each Taxable Commercial Space, the taxpayer, any current or former co-owner or co-tenant of the taxpayer, and any Related Person or Affiliate of the taxpayer or the taxpayer’s current or former co-owner or co-tenant.

“Vacant” means unoccupied, uninhabited, or unused for more than 182 days, whether consecutive or nonconsecutive, in a tax year. Notwithstanding the previous sentence, a person shall not be considered to have kept a building or structure Vacant during the Building Permit Application Period, Construction Period, Disaster Period, and/or Conditional Use Application Period if that Building Permit Application Period, Construction Period, Disaster Period, and/or Conditional Use Application Period applies to that person for that Taxable Commercial Space. In determining whether a person has kept Taxable Commercial Space Vacant, days within the Building Permit Application Period, Construction Period, Disaster Period, and Conditional Use Application Period shall be disregarded if that Building Permit Application Period, Construction Period, Disaster Period, and/or Conditional Use Application Period applies to that person for that Taxable Commercial Space.

– (Added by [Proposition D](#), 3/3/2020, Eff. 4/17/2020, Oper. 1/1/2021)

SEC. 2904. IMPOSITION OF TAX.

(a) Except as otherwise provided in this Article 29, for the purposes described in Section 2907, the City imposes an annual Vacancy Tax on keeping Taxable Commercial Space Vacant.

(b) The tax on keeping Taxable Commercial Space Vacant in a tax year shall be as follows:

(1) For the 2022 tax year, \$250 per linear foot of Frontage.

(2) For the 2023 tax year, \$250 per linear foot of Frontage for Taxable Commercial Space that has not been kept Vacant by any person in the 2022 tax year and \$500 per linear foot of Frontage for Taxable Commercial Space that has been kept Vacant by any person in the 2022 tax year.

(3) For the 2024 tax year and subsequent tax years:

(A) \$250 per linear foot of Frontage for Taxable Commercial Space that has not been kept Vacant by any person in the immediately preceding tax year;

(B) \$500 per linear foot of Frontage for Taxable Commercial Space that has been kept Vacant by any person in the immediately preceding tax year but not kept Vacant by any person in the tax year immediately preceding that tax year; and

(C) \$1,000 per linear foot of Frontage for all situations in which neither subsection (b)(3)(A) nor subsection (b)(3)(B) of this Section 2904 applies.

(c) The Vacancy Tax shall be payable by: (1) the owner or owners of the Taxable Commercial Space kept Vacant, provided that the Taxable Commercial Space is not leased; (2) the lessee or lessees, and not the owner, of the Taxable Commercial Space kept Vacant, if that Taxable Commercial Space is leased but not subleased; and (3) the sublessee or sublessees, and not the owner or sublessor, of the Taxable Commercial Space kept Vacant, if that Taxable Commercial Space is subleased. Not more than one tax shall be imposed under this Section 2904 by reason of multiple liable owners, lessees, or sublessees. If there are multiple liable owners, lessees, or sublessees, each such person shall be jointly and severally liable for the Vacancy Tax.

(d) A person shall be liable for the Vacancy Tax only if that person has kept Taxable Commercial Space Vacant in a tax year. A person shall be deemed to have kept Taxable Commercial Space Vacant in a tax year if that person and all Related Persons and Affiliates of that person, individually or collectively, have kept that Taxable Commercial Space Vacant for more than 182 days in that tax year.

(e) The imposition of the Vacancy Tax under this Section 2904 shall be suspended for the 2021 tax year.

— (Added by [Proposition D](#), 3/3/2020, Eff. 4/17/2020, Oper. 1/1/2021; amended by Ord. [94-20](#), File No. 200420, App. 6/26/2020, Eff. 7/27/2020)

SEC. 2905. EXEMPTIONS AND EXCLUSIONS.

(a) For only so long as and to the extent that the City is prohibited from imposing the Vacancy Tax, any person upon whom the City is prohibited under the Constitution or laws of the State of California or the Constitution or laws of the United States from imposing the Vacancy Tax shall be exempt from the Vacancy Tax.

(b) Any organization that is exempt from income taxation under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, shall be exempt from the Vacancy Tax.

(c) The City shall not be exempt from the Vacancy Tax.

(d) If a lessee or sublessee has operated a business in Taxable Commercial Space for more than 182 consecutive days during a lease or sublease of at least two years, such lessee or sublessee shall not be liable for the Vacancy Tax for the remainder of that lease or sublease, regardless of whether that lessee or sublessee keeps the Taxable Commercial Space Vacant.

— (Added by [Proposition D](#), 3/3/2020, Eff. 4/17/2020, Oper. 1/1/2021)

SEC. 2906. ADMINISTRATION.

Except as otherwise provided under this Article 29, the Vacancy Tax shall be administered pursuant to Article 6 of the Business and Tax Regulations Code.

— (Added by [Proposition D](#), 3/3/2020, Eff. 4/17/2020, Oper. 1/1/2021)

SEC. 2907. DEPOSIT OF PROCEEDS; EXPENDITURE OF PROCEEDS.

(a) All monies collected under the Vacancy Tax Ordinance shall be deposited to the credit of the Small Business Assistance Fund ("Fund"), established in Administrative Code Section 10.100-334. The Fund shall be maintained separate and apart from all other City funds and shall be subject to appropriation. Any balance remaining in the Fund at the close of any fiscal year shall be deemed to have been provided for a special purpose within the meaning of Charter Section 9.113(a) and shall be carried forward and accumulated in the Fund for the purposes described in subsection (b).

(b) Subject to the budgetary and fiscal provisions of the Charter, monies in the Small Business Assistance Fund shall be appropriated on an annual or supplemental basis and used exclusively for the following purposes:

(1) To the Tax Collector and other City Departments, for administration of the Vacancy Tax and administration of the Fund.

(2) Refunds of any overpayments of the Vacancy Tax, including any related penalties, interest, and fees.

(3) All remaining amounts to provide funding to assist the maintenance and operation of small businesses in the City.

(c) Commencing with a report filed no later than February 15, 2023, covering the fiscal year ending on June 30, 2022, the Controller shall file annually with the Board of Supervisors, by February 15 of each year, a report containing the amount of monies collected in and expended from the Small Business Assistance Fund during the prior fiscal year, the status of any project required or authorized to be funded by this Section 2907, and such other information as the Controller, in the Controller's sole discretion, shall deem relevant to the operation of this Article 29.

– (Added by [Proposition D](#), 3/3/2020, Eff. 4/17/2020, Oper. 1/1/2021; amended by Ord. [94-20](#), File No. 200420, App. 6/26/2020, Eff. 7/27/2020)

SEC. 2908. TECHNICAL ASSISTANCE TO THE TAX COLLECTOR.

The Department of Public Works, the Department of Building Inspection, and the Office of Economic Workforce Development shall provide technical assistance to the Tax Collector, upon the Tax Collector's request, to administer the Vacancy Tax.

– (Added by [Proposition D](#), 3/3/2020, Eff. 4/17/2020, Oper. 1/1/2021)

SEC. 2909. AMENDMENT OF ORDINANCE.

The Board of Supervisors may amend or repeal this Article 29 by ordinance by a two-thirds vote and without a vote of the people except as limited by Articles XIII A and XIII C of the California Constitution.

– (Added by [Proposition D](#), 3/3/2020, Eff. 4/17/2020, Oper. 1/1/2021)

SEC. 2910. SEVERABILITY.

(a) Except as provided in Section 2910(b), if any section, subsection, sentence, clause, phrase, or word of this Article 29, or any application thereof to any person or circumstance, is held to be invalid or unconstitutional by a decision of a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions or applications of this Article. The People of the City and County of San Francisco hereby declare that, except as provided in Section 2910(b), they would have adopted this Article 29 and each and every section, subsection, sentence, clause, phrase, and word not declared invalid or unconstitutional without regard to whether any other portion of this Article or application thereof would be subsequently declared invalid or unconstitutional.

(b) If the imposition of the Vacancy Tax in Section 2904 is held in its entirety to be facially invalid or unconstitutional in a final court determination, the remainder of this Article 29 shall be void and of no force and effect, and the City Attorney shall cause it to be removed from the Business and Tax Regulations Code.

– (Added by [Proposition D](#), 3/3/2020, Eff. 4/17/2020, Oper. 1/1/2021)

SEC. 2911. SAVINGS CLAUSE.

No section, clause, part, or provision of this Article 29 shall be construed as requiring the payment of any tax that would be in violation of the Constitution or laws of the United States or of the Constitution or laws of the State of California.

(Added by [Proposition D](#), 3/3/2020, Eff. 4/17/2020, Oper. 1/1/2021)



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: April 25, 2023
Item Subject: Water Deposit Policy Discussion/Update
Submitted By: Mandy Mager, City Manager

General Information:

The City Council has directed staff to review the City's Water Deposit Policy and to bring back recommendations for changes. City staff has recommended that the policy be updated to allow the water deposits to be refunded based upon established parameters.

In researching options, staff is recommending that water deposits be refunded to customers based upon a 24-month performance period, that requires payments to be received on-time and without penalty. The City's billing system can be adjusted to allow the system to make refunds against the customer's billing, as they meet the performance requirements.

Currently, the City returns deposits when a customer disconnects service; the deposit is then applied to their final bill to ensure that the City recoups final billing expenditures.

Background Material Provided: N/A

Fiscal Impact: N/A: Water deposits are held in a non-interest bearing account.

Recommended Action: No action/direct staff to bring back a final policy for consideration.

Review Information:

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

Comments:

13.08.060 Application for Regular Water Service.

A. Application. Application for regular water service must be made on written or printed forms to be furnished by the City Clerk to the property owner or his/her agent, and the applicant must state fully and truthfully his or her name, address, purpose for which the water is to be used, the expected amount to be used on a monthly basis, the nature of the use (residential, commercial, or industrial) and at such time of application must pay the following:

1. An amount equal to two and a quarter times the monthly base rate (MBR) for water service in effect at the time of the application, rounded off to the nearest dollar, refundable at the time the service is disconnected.
2. A nonrefundable application fee in the amount of \$30.00. Personal identification will be required for the application.

B. Undertaking of Applicant. Such application will signify the customers' willingness and intention to comply with this and other ordinances or regulations relating to the regular water service and to make payment for water service required.

C. Payment for Previous Service. An application will not be honored unless payment in full has been made for water service previously rendered by the City to the property, whether or not applicant or some other person has been previously billed for water service.

Contact:

City Clerk: 707-668-5655

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CITY OF BLUE LAKE

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AGENDA REPORT

Item #: 10
Date: April 25, 2023
Item Subject: Council Primary and Alternate Board/Commission Changes
Submitted By: Mandy Mager, City Manager

General Information:

At the City Council meeting in March, Councilmember Mackay requested a change to her status as the primary delegate to the Redwood Region Economic Development Corporation. Mayor Pro-Tem Shull agreed to take the primary delegate position in her place; Councilmember Edgar retains the position of alternate.

This action is before Council for approval.

Background Material Provided: Current list of Council positions.

Fiscal Impact: N/A

Recommended Action: To appoint Mayor Pro-Tem Shull to the primary delegate position for Redwood Region Economic Development Corporation.

Review Information:

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

Comments:

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

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

Mayor: Adelene Jones

Mayor Pro-Tem: Angela Shull



City of Blue Lake
April 25, 2023 Council Meeting

Consent Items:

- a. March 28, 2023 Meeting Minutes
- b. Warrants and Disbursements
- c. Caretaker Lease Amendment



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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, March 28th, 2023 ~ 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
Elizabeth Mackay
Angela Shull, Mayor Pro-Tem
Elise Scafani
Christopher Edgar

Staff Present:

Amanda Mager, City Manager/City Clerk
Emily Wood, Director of Parks & Recreation
Anali Gonzalez, Administrative Assistant

Public Present:

Angela Dare
Beckie Thornton
Tina Catalina
Justin Noyb
Matt Watts
Kent Sawatzky
Kit Mann
Julie Christie
Lin Glen
Jean Lynch
Mardi Grainger
Winona Pitts
Jeffrey
Erin McClure

2. Approve Agenda

Motion: To Approve the Agenda as presented

Motion by: Councilmember Mackay, **Second:** Mayor Pro-Tem Shull

There were no comments from the Council or public.

Vote: Ayes: Jones, Mackay, Shull, Scafani, Edgar **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.*

Kent Sawatzky: Stated that there is a feeling that one of the Councilmembers is not creating a hospitable environment and he is considering pursuing a recall campaign; he has sent information to City staff regarding the recall process.

Kit Mann: Has been a community representative to the RCEA board and would like to continue representing the community of Blue Lake; institutional knowledge is important to the ongoing efforts of RCEA. He has talked to Councilmember Scafani regarding his desire to continue as the representative and is happy to talk to anyone that may have questions.

Councilmember Scafani: Kit has been appointed to the position; I've already spoken to RCEA about him continuing and they have made the appointment.

Jeffrey: Once the gas line project is complete, the City should consider other underground work that needs to be done prior to the roads being repaved.

Lin Glen: I was at the meeting when the Council directed the City Manager to post the Council meetings, but she said there needs to be a protocol and a policy; I wanted to know why this hasn't happened.

City Manager Mager: The City is looking at options to record and post the Council meetings; currently, the City does not have adequate equipment to provide quality recordings of the meetings. Although the City did post Zoom meeting recordings during COVID, the meetings were poor quality and not reflective of a more professional proceeding. City staff are reviewing options and equipment needs and will be bringing the item back for Council review and discussion. Justin Noyb is assisting the City now to record the meetings and he is posting them on a YouTube channel.

Mayor Pro-Tem Shull: Agrees that a policy and training regarding recordings would be appropriate.

Councilmember Scafani: States that videos were posted for a year without trouble or outside help on Access Humboldt

City Manager Mager: The Zoom recordings were not intended to be used as the official recordings of the meetings.

Julie Christie: The other cities can Zoom their meetings, and record and post them without any trouble. I've been requesting recordings since 2021; the recordings are a huge asset to the community.

4. City of Blue Lake Planning & Parks and Recreation Commission Appointments-Action

Mayor Jones introduces the item and reads the staff report.

City Manager Mager introduces the applicants; Jenn Soderfelt has applied for re-appointment to the Parks & Recreation Commission and Elaine Hogan has applied for appointment to the Planning Commission. Elaine Hogan was a former City of Blue Lake Planning Commissioner and former Councilmember; she is familiar with the work of the Planning Commission, as well as the actions of the City Council.

Mayor Pro-Tem Shull: Is there a requirement that they live within the City limits?

City Manager Mager: Each commission is different, but most commissions, except for the Planning Commission, allow for a number of commissioners to live within the sphere of influence, or to work within the City limits. Jenn Soderfelt lives within the sphere and is a teacher at Blue Lake Elementary School.

Motion: to appoint Jenn Soderfelt to the Parks & Recreation Commission and Elaine Hogan to the Planning Commission.

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

Public Comment:

Kent Sawatzky: Are commissioners allowed to serve on multiple commissions?

Councilmember Scafani: I've seen the list of vacancies on the website; if someone has an expired date by their name does that mean the position is open?

City Manager Mager: Yes, if the date next to their name is expired, their commission seat is technically vacant.

Jean Lynch: Is there a requirement for residing in the City or the sphere of influence?

Vote: Ayes: Jones, Mackay, Shull, Scafani, Edgar **Nays:** None **Absent:** None

Motion Summary: Motion Passed

5. Resolution Number 1216-Tri Counties Bank Master Treasury Agreement Renewal-Action

Mayor Jones introduces the item and reads the staff report

City Manager Mager provides an overview of the agreement and the need for updating the authorities identified in the agreement. The City has specific identified roles under the agreement and they need to be updated to reflect current staff. The roles are critical to maintain checks and balances and separation of duties.

Councilmember Scafani: There may be a more local bank, like one of the credit unions that may be more appropriate for the City's banking. Has the City looked into other local banking options?

City Manager Mager: The City has been banking with Tri Counties for several years; the City's previous bank was bought out by Tri Counties so the City's accounts transferred upon the sale. Tri Counties is a larger bank that provides banking services necessary to aid the City in maintaining checks and balances, and separation of duties, including services like Positive Pay.

Public Comment:

Jeffrey: Suggests tasks should be divided amongst staff members to ensure checks and balances are being met. When you have the chief person in the City in charge of the accounts, it may give the impression of impropriety.

Kent Sawatzky: It's typical to go out to an RFP for services; you may want to have a Councilmember be a check signer; I'll be reaching out to the other cities to see who they bank with.

Motion: to adopt Resolution 1216 as presented

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

There were no comments from the Council

Vote: Ayes: Jones, Mackay, Shull, Scafani, Edgar **Nays:** None **Absent:** None

Motion Summary: Motion Passed

6. Website Review and Discussion - Discussion

Mayor Jones introduces the item and reads the staff report

Councilmember Scafani contacted the City's web designer and web host to ask about the website and what it would cost to review the website, make updates and provide routine maintenance. Andy Linde provided a cost proposal for the Council to consider.

Councilmember Mackay: Does he work on other cities websites?

Councilmember Scafani: Doesn't recall Redwood Curtain Design hosting any other City websites

City Manager Mager: Staff was not expecting to receive a proposal from Andy; we were not contacted to discuss the needs of the City and the departments, or where current opportunities for improvement existed. The City regularly speaks with Andy to discuss improvements or to assist with changes; the website needs of the City are evolving as we are adding new programming and systems, such as RecDesk. These additions are going to require upgrades to the website but staff is not ready to make those changes yet. The bid seems expensive for what our needs are, but as we were not part of the conversation to develop the cost estimate, we are not prepared to make a recommendation on the item.

Mayor Pro-Tem Shull: How many hours does staff spend per month updating the website?

City Manager Mager: City staff spends more time creating content for the website than we do making updates to the website.

Councilmember Edgar: I don't think we need someone to work on the website four (4) hours per month; regular maintenance seems unnecessary with staff's ability to maintain the website, but additional training for staff and a refresh seems like a good idea.

Councilmember Scafani: There are multiple issues with the website, including outdated information on attending meetings in person; City staff doesn't catch specific issues. I think we could have an ad-hoc committee to work on this project; it gives an opportunity to have a site that meets the needs of the community.

Mayor Pro-Tem Shull: I think it makes sense to have the City Manager and staff meet with the web designer to get more information on the proposal before we make a decision.

Councilmember Mackay: If you know of things that need to be changed, you should let staff know so they can deal with it. Would a budget amendment be necessary for this work?

City Manager Mager: Agrees that improvements can be made to the website; depending upon the final cost, it may require reallocation of funds.

Public Comment:

Kent Sawatzky: Recommends “bundling” with others to get a better deal; there are people in the community that are web designers and an ad-hoc committee with community expertise could be beneficial.

Beckie Thornton: As a web designer, I recommend keeping it simple, one page here and one page there.

Jeffrey: Would like to see a secure portal for paying your water bill.

Julie Christie: Recommends that staff look at the Arcata City Council’s webpage and Fortuna’s City webpage; it might be helpful to reach out to the other cities to see who facilitates their websites.

Jean Lynch: There was mention of Bundling with the fire district; they’re a completely different entity and you would have to ask if they want to participate.

Winona Pitts: You can make the website more simple, but I actually think that it looks really good; especially since you guys maintain it yourselves.

Angela Dare: I’ve found outdated information and broken links on the website; citizens need a more user friendly webpage and access.

Mayor Jones: Asks if Council is permitted to create an “Ad Hoc” Committee on a Discussion Item

City Manager Mager: Yes, the Council can create an ad-hoc to work on the website; the ad-hoc isn’t taking any action, just bringing back information.

Councilmember Mackay: Is anyone interested in being on the ad-hoc?

Councilmember Scafani and Mayor Jones agree to be on the ad-hoc to review the website and bring back information and recommendations. The ad-hoc committee will ask for community input and staff is directed to meet with the web designer to review the proposal and identify the needs of the programs and staff.

7. Social Media Policy and Public Communication - Discussion

Mayor Jones introduces the item and reads the staff report.

City Manager Mager: Councilmember Scafani asked that this item be added to the agenda; the Council and commissions recently had a training on social media and what they can and cannot do. Council meetings are formal but it is to ensure that things are done in compliance with the Brown Act and the State of California..

Councilmember Scafani: We have so many Blue Lake Facebook pages; things are getting fractured; Arcata has a page and they notice City sponsored activities and postings. I think the City should create a page that’s strictly business; the Blue Lake Happenings page looks like a City site and it needs to be administered in a fair and equitable manner; I would like to have a Facebook page that is City-based.

City Manager Mager: States that staff has been working on the Blue Lake Happenings Facebook Page for months; the page is to promote recreation, community and business events in the City, without any political agenda.

Mayor Pro-Tem Shull: Can the Facebook page be transferred over to be more City government centric?

Councilmember Scafani: It's not about whether we want it to look good; we want it to be professional, like Arcata. They're promoting City government and their parks activities; I want it to be professional and only City sanctioned information.

Councilmember Edgar: States that posts can be shared onto personal pages and commentary can be made privately, and disallowing commentary on the original "Blue Lake Happenings" page could work well. States that other businesses are posted and promoted on the same Facebook pages, such as The Dog House, Dell'Arte, or Low & Slow BBQ.

Mayor Jones: States that the Blue Lake Chamber of Commerce used to promote a business monthly and should look into doing this article regularly.

Public Comment:

Lin Glen: Feels there should be an official page for the City where agendas are posted – finds Facebook to be a good outlet to connect with the community. Wants clear communication and representation when staff members speak as private citizens; it should be clear what staff's responsibilities are when they speak on social media.

Jean Lynch: States there is concern and need for more structure on the social media pages. She is reading the "Merchandising, Signs, and Promoting" clauses of the Blue Lake Municipal Code in relation to the Parks. Section 12.04.08-which prohibits advertising and selling of merchandise in the park; the Parks and Recreation Commission should be more involved.

Kent S: States that City Business should be official and finds it inappropriate to show favoritism towards local businesses. States that employee's should not engage in social media and should be precluded from discussions.

Verda Pitts: Can the City advertise the Pizza company on the Parks and Recreation page; if we're going to do this, it should be unbiased; no one wants the drama; non-biased/factual, with no feelings attached.

Beckie Thornton: States that she is the one that created the Blue Lake Community Facebook page and wants it to remain the main communication page for the community.

Mardi Grainger: I like the separation of the pages.

Angela Dare: I would like a professional page that connects to the City page. The City is all of us that live here; I would like us to have more input into what's happening.

Justin Noyb: I personally don't think that the Happenings page should be changed or converted; I don't think the page should be affected, but make a page that's locked down, with no comments to only have City business.

Julie Christie: The Blue Lake Happenings page is great; there's no drama. I suggest an admin to monitor questions; 90% of what's being promoted is positive. I agree with the City wanting their own space to have positive postings; just allow some comments if they're positive.

City Manager Mager: States that staff has collectively agreed to not engage with back and forth negative rhetoric on social media. The dialogue isn't helpful and it's embarrassing for the City and the community. There is plenty of work to do and social media should be used to promote Blue Lake programs and events and not to deal with community drama.

Councilmember Edgar: States he agrees with Justin Noyb that the Blue Lake Happenings Page should remain and another official page should be created to promote official City Business.

City Manager Mager: States the Blue Lake Happenings Page can possibly be co-ran by the Chamber; and the website can be the official source for information.

Councilmember Scafani: States that Facebook can be an effective way to reach community members and negative dialogue has largely been due to lack of transparency. Feels the more information that can be released, the better, and much of the criticism stems from dissemination of information.

Mayor Pro-Tem Shull: States that staff have rights to post on social media, but the perception that their opinions represent the City's position becomes a fine line.

Council directs staff to transition the Blue Lake Happenings page over to the Chamber of Commerce and to create a separate Facebook page that only contains City government information.

8. Council Correspondence

Mayor Jones reads the letter that was sent by Lisa Hoover regarding updates to the Powers Creek Development page on the City's website and requesting that Council conduct a public input meeting for the development in the Powers Creek District.

Mayor Jones reads the resignation letter of Diana Lynn from the Arts and Heritage Commission due to health concerns. Council accepts her resignation and staff will advertise the vacancy.

9. Consent Agenda:

- Councilmember Scafani requests to pull the warrants and disbursements from the Consent Agenda
- Mayor Jones requests to pull the meeting minutes from the Consent Agenda

February 28, 2023 Meeting Minutes – Changes:

Requested changes:

- Note a moment of silence was held for the Bernard Family after Pledge of Allegiance
- Page 8: Change the quiet hours to 10pm and 11pm
- Page 6 – Change the wording from “would,” to “wouldn’t” on the comment from Mayor Pro-Tem Shull
- Page 6 – Add: “I think it should go out to the community” on Councilmember Scafani’s comment

Motion: To approve the meeting minutes from February 28, 2023 with the noted changes

Motion by: Councilmember Mackay, **Second:** Mayor Pro-Tem Shull

There were no comments from the Council

Vote: Ayes: Jones, Mackay, Shull, Scafani, Edgar **Nays:** None **Absent:** None

Motion Summary: Motion Passed

Warrants and Disbursements:

Councilmember Scafani: Asks staff to explain the disbursements to Humboldt Made and the Transit Invoice.

City Manager Mager: Explains the disbursements, including what they are for and where the funding comes from. The Humboldt Made payment was for the Sunday Markets, held in 2022 and the Transit invoice is the City's regular payment to the Blue Lake Rancheria for transit services.

Motion: To approve the consent agenda.

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

There were no comments from the Council

Public Comment: None

Vote: Ayes: Jones, Mackay, Shull, Scafani, Edgar **Nays:** None **Absent:** None

Motion Summary: Motion Passed

10. Reports of Council and Staff

Councilmember Edgar: Will be attending the Blue Lake Fire District meeting on February 29th.

Councilmember Scafani: Attended the RCEA meeting; RCEA has a new member entity, the Yurok Tribe. Kit Mann has been appointed to the Community Board; reached out to the Grange regarding a possible heat pump grant.

Mayor Jones: Reports that the Blue Lake Museum will be opened in June. Over 100 people attended Bingo for the Pamtastic Kinetic Sculpture Race. Cannot attend next HWMA meeting. Attended 3/16 HCAOG Meeting.

Mayor Pro-Tem Shull: Attended the Blue Lake Chamber Meeting on 3/13. The Chamber agreed to donate \$500 to Mikayla Bernald's memorial service fund. The Logger Bar Block Party will be on April 29th. Discussed the Farmers Market, with anticipated dates of August-September. The next Bingo night will be in April and will be a fundraiser for the 8th graders at Blue Lake School. There will be a Chamber mixer in May at Camp Bauer.

Councilmember Mackay: Attended Arts & Heritage Commission Meeting; discussed the Baduw'at Community project and the Town Square project. The Commission is working on the Go Slow Campaign and adding murals and sculptures in the community, along with working with the Ink People. Provides a report on the League of Cities Meeting; including Arcata's Ambassador Program, Rio Dell's earthquake status, and homeless issues. Also attended the Blue Lake EDC meeting; the Shamrock Bash Middle School Dance was a success. Attended RREDC Meeting; reports that offshore wind may be a major asset coming to Humboldt County.

Councilmember Mackay would like to switch positions with Mayor Pro-Tem Shull on the RREDC Board; they agree that Mayor Pro-Tem Shull will take the primary position and Councilmember Mackay will take the alternate position. This can be agendized for the next Council meeting to take action.

11. Future Agenda Items:

- Vicious Dog Ordinance Discussion/Information

- Recording Policy and Options for Recording Equipment
- Budget Information and Budget Training
- RREDC liaison position change

12. Adjourn- Meeting Adjourned at 9:16PM

Motion: To adjourn at 9:16PM

Motion by: Councilmember Mackay, **Second:** Councilmember Edgar

Comments: None

Vote: **Ayes:** Jones, Mackay, Shull, Scafani, Edgar **Nays:** None **Absent:** None

Motion Summary: Motion Passed

City of Blue Lake
Check/Voucher Register - City Council Check Report
From 3/1/2023 Through 3/31/2023

Check Number	Check Date	Payee	Check Description	Check Amount
10565	3/6/2023	Aflac	2/25/23 Inv# 834404	229.56
10566	3/6/2023	Blue Lake Rancheria	2/7/23 Inv# B23-034	2,750.00
10567	3/6/2023	CA State Disbursement Unit	2/24/23 & 2/10/23 PR deduction	184.60
10568	3/6/2023	CA State Disbursement Unit	2/24/23 PR deduction	101.53
10569	3/6/2023	D & R Janitorial Service	2/1/23 statement	295.00
10570	3/6/2023	Intedata Systems	1/31/23 & 2/28/23 statement	150.00
10571	3/6/2023	Humb. Bay Municipal Water Dist	Billing period: Dec 31, 2022- Jan 31, 2023	16,140.34
10572	3/6/2023	GreatAmerica Financial Svcs.	3/12/23 Inv# 33467587	204.00
10573	3/6/2023	Amanda Mager	supplies reimb. 2/11/23 Mager	157.67
10574	3/6/2023	Jacob Meng	safety boot reimb. Feb 2023 Meng	175.00
10575	3/6/2023	The Mitchell Law Firm, LLP	1/31/23 Inv#s 51674 & 51675	259.00
10576	3/6/2023	North Coast Laboratories LTD.	1/31/23 statement	1,890.00
10577	3/6/2023	Optimum	2/25/23 statement	431.56
10578	3/6/2023	SHN Consulting	1/20/23 Inv# 116017 planning	2,461.25
10579	3/6/2023	SHN Consulting	1/17/23 Inv# 115920 Engineering	3,833.75
10580	3/6/2023	Thomas Home Center	2/28/23 statement	42.50
10581	3/6/2023	Jackson & Eklund	1/10/23 #437731 & 2/3/23 #437812	9,375.00
10582	3/6/2023	Mendes Supply Company	3/1/23 statement	244.94
10583	3/6/2023	Tensor IT	2/15/23 statement (1-30)	3,036.83
10584	3/6/2023	Cal Plumbing & Fire Supp., Inc	3/2/23 Inv#1987	1,818.82
10585	3/6/2023	Pierson Building Center	2/28/23 statement	32.14
10586	3/10/2023	Harold D. Burris	Employee: burrish; Pay Date: 3/10/2023	1,613.00
10587	3/10/2023	Michael D. Downard	Employee: downardm; Pay Date: 3/10/2023	915.06
10588	3/10/2023	Anali E. Gonzalez	Employee: gonzaleza; Pay Date: 3/10/2023	1,120.13
10589	3/10/2023	Kierlyn V. Guynup	Employee: guynupk; Pay Date: 3/10/2023	464.07
10590	3/10/2023	Vicki L. Hutton	Employee: huttonv; Pay Date: 3/10/2023	1,553.12
10591	3/10/2023	Halla G. Kramer	Employee: kramerh; Pay Date: 3/10/2023	404.20
10592	3/10/2023	Aislin N. McKinney	Employee: mckinneya; Pay Date: 3/10/2023	138.47
10593	3/10/2023	Francesca I. Messina	Employee: messinaf; Pay Date: 3/10/2023	104.80
230310A01	3/10/2023	Christopher A. Ball	Employee: ballc; Pay Date: 3/10/2023	705.79
230310A02	3/10/2023	Glenn R. Bernald	Employee: bernaldg; Pay Date: 3/10/2023	1,885.84
230310A03	3/10/2023	Charis A. Bowman	Employee: bowmanc; Pay Date: 3/10/2023	601.84
230310A04	3/10/2023	Rosine S. Boyce-Derricott	Employee: boycer; Pay Date: 3/10/2023	289.06
230310A05	3/10/2023	Skyler A. Coke	Employee: cokes; Pay Date: 3/10/2023	849.29
230310A06	3/10/2023	Melissa M. Combs	Employee: combsm; Pay Date: 3/10/2023	607.09
230310A07	3/10/2023	Grace E. Daverson	Employee: daversong; Pay Date: 3/10/2023	839.10
230310A08	3/10/2023	Stella M. Drobnick-Sochovka	Employee: drobnicks; Pay Date: 3/10/2023	261.99
230310A09	3/10/2023	Lisa M. Honzik	Employee: honzikl; Pay Date: 3/10/2023	120.65
230310A10	3/10/2023	Kanoa K. Jones	Employee: jonesk; Pay Date: 3/10/2023	645.74
230310A11	3/10/2023	Amanda L. Mager	Employee: magera; Pay Date: 3/10/2023	3,660.08
230310A12	3/10/2023	Jacob P. Meng	Employee: mengj; Pay Date: 3/10/2023	1,189.35
230310A13	3/10/2023	Ross A. Nash	Employee: nashr; Pay Date: 3/10/2023	751.16
230310A14	3/10/2023	Quinn Sousa	Employee: sousaq; Pay Date: 3/10/2023	559.93
230310A15	3/10/2023	Emily P. Wood	Employee: woode; Pay Date: 3/10/2023	1,404.94
10594	3/13/2023	Blue Lake Rancheria	3/2/23 Inv#B23-064	2,500.00
10595	3/13/2023	CA State Disbursement Unit	3/10/23 PR deduction	92.30
10596	3/13/2023	CA Building Standards Comm.	CBSC fees Jul-Dec 2022	28.80
10597	3/13/2023	Christopher A. Ball	3/3/23 supplies reimb. -Ball	18.61
10598	3/13/2023	D & R Janitorial Service	3/1/23 statement	295.00
10599	3/13/2023	Dell Arte	Park & Rec - advertising	250.00
10600	3/13/2023	Humboldt Co. Sheriff's Office	1/1/23-3/31/23 Law Enforcement services	36,612.50
10601	3/13/2023	Humb. Bay Municipal Water Dist	Billing period: Feb 1- Feb 28,2023	16,626.50
10602	3/13/2023	Humboldt Co. Sheriff's Office	March 2023 animal shelter services	670.00
10603	3/13/2023	The Mitchell Law Firm, LLP	2/28/23 Inv# 51867	240.50
10604	3/13/2023	Kernen Construction	2/22/23 Inv# 23767	5,145.00
10605	3/13/2023	League of California Cities	2/2/23 Inv# 1720	75.00

City of Blue Lake
Check/Voucher Register - City Council Check Report
From 3/1/2023 Through 3/31/2023

Check Number	Check Date	Payee	Check Description	Check Amount
10606	3/13/2023	Shred Aware	2/22/23 Inv# 48907	49.44
10607	3/13/2023	National Rural Water Assoc.	SCADA loan pmt due 4/1/23	965.00
10608	3/13/2023	RREDC	town square loan pmt due 4/1/23 Loan #20203	1,236.87
10609	3/13/2023	Jay D. Collins	2/23/23 skate DJ invoice	250.00
10610	3/13/2023	Redwood Curtain Design	3/1/23 Inv# 466 Annual fee	330.00
10611	3/13/2023	Target Solutions	3/31/23 Inv#INV68076	320.00
10612	3/13/2023	SHN Consulting	2/21/23 Inv#116277 Truck route	4,502.59
10613	3/13/2023	SHN Consulting	2/21/23 Inv#116281 Town square	222.50
10614	3/13/2023	Arcata Stationers	3/1/23 statement	248.31
10615	3/13/2023	Verizon Wireless	3/13/23 Inv#9928236300	320.94
10616	3/13/2023	City of Blue Lake	W/S pmts 3/1/23	1,613.37
10617	3/13/2023	Platt Electric Supply, Inc.	2/20/23 Inv#3R97586	112.75
10618	3/13/2023	AT&T	2-2/20/23 Inv	68.80
10619	3/17/2023	State Water Resources Con Boa	Drinking water certification D1 Meng	120.00
10620	3/17/2023	AT&T	4-Feb & Mar 2023 cal net 3 bills	564.94
10621	3/17/2023	Almquist Lumber Co.	2/28/23 statement	56.88
10622	3/17/2023	B & B Portable Toilet Co.	Feb & Mar 2023 Invoices	331.04
10623	3/17/2023	Phillip Brenner	Pvt skt 2/19/23 Brenner-refund	120.00
10624	3/17/2023	Charis Bowman	Live scan reimb. Bowman	20.00
10625	3/17/2023	Coastal Business Systems Inc.	3/31/23 Inv# 33569222	454.16
10626	3/17/2023	Melissa Combs - Petty Cash	3/10/23 business office petty cash	68.68
10627	3/17/2023	Glenn Bernald	vision pmt 3/10/23- Bernald	682.13
10628	3/17/2023	Aislin N. McKinney	live scan reimb. McKinney A	20.00
10629	3/17/2023	FDAC EBA	billing period: 76-04/01/23 to 04/30/23	8,709.20
10630	3/17/2023	Humboldt Fasteners and Tools	3/1/23 statement	13.87
10631	3/17/2023	Kelly Leal	pvt skt 2/18/23 Leal - refund	120.00
10632	3/17/2023	League of California Cities	2/15/23 Inv#INV-02059	200.00
10633	3/17/2023	O'Reilly Auto Parts	2/28/23 statement	342.49
10634	3/17/2023	North Coast Laboratories LTD.	2/28/23 statement	1,015.00
10635	3/17/2023	Statewide Traffic Safety	2/28/23 statement	4,533.77
10636	3/17/2023	Richard Quenzer	pvt skt 2/18/23 Quenzer-refund	120.00
10637	3/17/2023	Monica Wartburg	pvt skt 2/19/23 Wartburg-refund	120.00
10638	3/17/2023	O&M Industries	1/30/23 #3344-1 & 2/8/23 #3344-2	949.47
10639	3/17/2023	Tensor IT	3/15/23 statement	1,540.29
10640	3/23/2023	Dazey's Arcata	2/28/23 statement	751.10
10641	3/23/2023	The Mill Yard	2/28/23 statement	302.24
10643	3/24/2023	Harold D. Burris	Employee: burrish; Pay Date: 3/24/2023	1,612.99
10644	3/24/2023	Michael D. Downard	Employee: downardm; Pay Date: 3/24/2023	798.68
10645	3/24/2023	Irene O. Erickson	Employee: ericksoni; Pay Date: 3/24/2023	263.30
10646	3/24/2023	Anali E. Gonzalez	Employee: gonzaleza; Pay Date: 3/24/2023	1,646.90
10647	3/24/2023	Vicki L. Hutton	Employee: huttonv; Pay Date: 3/24/2023	1,748.23
10648	3/24/2023	Francesca I. Messina	Employee: messinaf; Pay Date: 3/24/2023	112.27
230324A01	3/24/2023	Christopher A. Ball	Employee: ballc; Pay Date: 3/24/2023	398.64
230324A02	3/24/2023	Glenn R. Bernald	Employee: bernaldg; Pay Date: 3/24/2023	1,823.66
230324A03	3/24/2023	Charis A. Bowman	Employee: bowmanc; Pay Date: 3/24/2023	647.17
230324A04	3/24/2023	Rosine S. Boyce-Derricott	Employee: boycer; Pay Date: 3/24/2023	564.59
230324A05	3/24/2023	Skyler A. Coke	Employee: cokes; Pay Date: 3/24/2023	931.66
230324A06	3/24/2023	Melissa M. Combs	Employee: combsm; Pay Date: 3/24/2023	546.95
230324A07	3/24/2023	Grace E. Daverson	Employee: daversong; Pay Date: 3/24/2023	296.79
230324A08	3/24/2023	Stella M. Drobniak-Sochovka	Employee: drobnieks; Pay Date: 3/24/2023	172.17
230324A09	3/24/2023	Adeline L. Esh	Employee: esha; Pay Date: 3/24/2023	220.82
230324A10	3/24/2023	Lisa M. Honzik	Employee: honziki; Pay Date: 3/24/2023	60.33
230324A11	3/24/2023	Kanoa K. Jones	Employee: jonesk; Pay Date: 3/24/2023	190.87
230324A12	3/24/2023	Amanda L. Mager	Employee: magera; Pay Date: 3/24/2023	1,964.37
230324A13	3/24/2023	Aislin N. McKinney	Employee: mckinneya; Pay Date: 3/24/2023	232.05
230324A14	3/24/2023	Jacob P. Meng	Employee: mengj; Pay Date: 3/24/2023	1,031.73

City of Blue Lake
Check/Voucher Register - City Council Check Report
From 3/1/2023 Through 3/31/2023

Check Number	Check Date	Payee	Check Description	Check Amount
230324A15	3/24/2023	Caurissa R. Moore	Employee: moorec; Pay Date: 3/24/2023	74.85
230324A16	3/24/2023	Ross A. Nash	Employee: nashr; Pay Date: 3/24/2023	751.16
230324A17	3/24/2023	Quinn Sousa	Employee: sousaq; Pay Date: 3/24/2023	145.96
230324A18	3/24/2023	Emily P. Wood	Employee: woode; Pay Date: 3/24/2023	1,404.94
10651	3/31/2023	Advanced Display and Signs	3/28/23 Inv# 519379	396.30
10652	3/31/2023	Charis Bowman	3/21/23 supply reimb. - Bowman	42.14
10653	3/31/2023	Don's Rent-All, Inc.	2/17/23 Inv# 233765	955.94
10654	3/31/2023	CA State Disbursement Unit	3/24/23 PR deduction	92.30
10655	3/31/2023	GreatAmerica Financial Sves.	4/12/23 Inv# 33677821	256.00
10656	3/31/2023	Christopher B. Edgar	Dec 2022-Feb 2023 council stipend	150.00
10657	3/31/2023	Adelene Jones	Feb 2023 council stipend	50.00
10658	3/31/2023	Elizabeth Mackay	Dec 2022-Feb 2023 council stipend	150.00
10659	3/31/2023	Angela Shull	Dec 2022-Feb 2023 council stipend	150.00
10660	3/31/2023	Elise G. Scafani	Dec 2022 - Feb 2023 council stipend	100.00
10661	3/31/2023	Valley Pacific Petroleum	3/17/23 Inv# 23-651698	1,733.54
10662	3/31/2023	Pacific Gas and Electric	3/3/23 statement	9,407.25
10663	3/31/2023	Redwood Petroleum	Inv#128 & 129 Jan & Feb 2023	1,256.47
10664	3/31/2023	Hensel's Ace Hardware	3/10/23 statement	59.46
10665	3/31/2023	Haven Electric	2/6/23 Inv# 458-PP	37,000.00
10666	3/31/2023	SHN Consulting	2/23/23 Inv# 116326 LEAP	2,903.75
10667	3/31/2023	SHN Consulting	3/14/23 Inv# 116504 Library	3,640.00
10668	3/31/2023	Sunnybrae Ace Hardware	2/28/23 statement	51.90
10669	3/31/2023	Oscar Burke	3/8/23 Inv#1	400.00
10670	3/31/2023	Schweigert Electric	3/27/23 Inv#90	4,380.00
10671	3/31/2023	US Bank Corp. Payment Systems	2/22/23 statement	112.02
Report Total				239,376.38



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 #: 11C
Date: April 25, 2023
Item Subject: Caretaker Cabin-6th Amendment to the Lease Agreement
Submitted By: Mandy Mager, City Manager

General Information:

The caretaker lease is up for renewal; the City Manager is recommending approval of the sixth amendment to the lease agreement as presented.

Background Material Provided: 6th Amendment to the Original Lease Agreement

Fiscal Impact: The caretaker cabin provides lease revenue to the City.

Recommended Action: To approve the sixth amendment to the caretaker lease agreement and authorize the City Manager to sign the agreement.

Review Information:

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

Comments:

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

This is the fifth amendment to that certain residential lease (the "Lease") entered into by and between Kirsten L. Cowan ("Tenant") and the City of Blue Lake ("Landlord") dated on January 15, 2015. This Amendment is effective as of April 25, 2023.

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

1. **Ratification.** All of the terms and provisions of the Lease are ratified in their entirety except to the extent specifically modified by the terms and provisions of the second and this third amendment.
2. **Term.** The term of this lease is extended until April 25, 2024, unless termination earlier in accordance with the terms of the Agreement.

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

Tenant:

Date: _____

Kirsten L. Cowan

Landlord:

City of Blue Lake

Date: _____

By: _____

Name: Amanda Mager

Its: City Manager