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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, September 26, 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 6:31 PM

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

Council Members Present:

Adelene Jones, Mayor

Elizabeth Mackay,

Elise Scafani

Angela Shull, Mayor Pro-Tem

Staff Present:

Amanda Mager, City Manager/City Clerk

Anali Gonzalez, Administrative Assistant

Public Present:

Scott Frazer

Darcy Lima

Erin McClure

Kent Sawatzky

Tina Catalina

Blue Shirt

Jason

Mardi Granger

Lisa Hoover

Angela Dare

Winona Pitts

Julie Chistie
Beckie Thornton
Cal Poly Hoodie Male
Kat and Erica
Jean Lynch
Marlene

2. **Approve Agenda**

Motion: To Approve the Agenda as presented

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

Public Comment:

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

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.*

Mayor Jones presents the public comment:

Resident: Inquired about a new bus transit system. Shows concern for the community’s transit system.

Marvin Gaus: States was the primary bus driver for the Blue Lake Rancheria Transit service that started 20 years ago and emphasizes the bus transit system is essential to the community.

Scott Frazer: Shows concern for the loose dogs around the city of Blue Lake. Requests to address the roundabout on G street. The roundabouts are a fire safety and requests to have this looked at by the Public Safety Commission.

Don Bednar: States the Blue Lake Rancheria has helped the community in many ways. Expresses he does not know the financial workings of Blue Lake but strongly advocates for a bus service and some peace officers to deter the counterculture element.

Julie Christie: Comments on City Council meetings being recorded and emphasizes the importance of zooming. Comments on Bike Park location.

Kent Sawatzky: Expresses concern towards the city not following the municipal code.

Dary grey shirt woman: Comments on the current bus transit services and expresses the necessity of the bus transit services in Blue Lake.

Beckie Thornton: Agrees we need bus transportation in Blue Lake. Comments on City financials, location of Danco Project, average income, living expenses, electric charging stations, and states one question that has never been answered “what if it fails.?”

Sage: Voices support for the Blue Lake Rancheria Transportations system.

Public comment closed.

4. Commission Appointment(s)-

a. Alice Finen- Arts and Heritage Commission

Mayor Presents topic.

Motion by: Elizabeth Mackay, **Second:** by Elise Scafani

Vote: Ayes: Jones, Mackay, Sull, Scafani Nays: Absent: Edgar

Motion Summary: Motion passed No Second; motion dies.

Elizabeth Mackay: States Alice Finen is highly qualified.

Angela Shull: Curious why Alice Finen isn't present.

Mandy Mager: I believe she had a school event.

Public Comment:

Julie Christie: Expresses excitement for another citizen willing to step up for our commissions. Concerned the Arts and Heritage commission has not met since May and questions the purpose of the Arts and Heritage commission and believes the commission is not standing up to be a strong commission.

Beckie Thorton: Agreed with Julie Christie comment.

Kent Sawatzky: Comments and Suggests the Arts and Heritage commission go to 5 commissioners.

Don Bednar: Requests a description of the Arts and Heritage Commission.

Mayor Jones: Explains the purpose of the Arts and Heritage Commission.

5. Resolution Number 1224- Community Development Block Grant PI Fund Request:

Mayor presents and reads report.

Mayor Jones: "Staff report on this?"

City Manager Mager: Provides a staff report.

Councilmember Scafani: Curious about the changing demographic issue.

City Manager Mager: Income in the City is too high to use CDBG funding.

Councilmember Shull: "Is the 50,000 being requested is that for the library component or is that also going to cover City Hall itself?"

City Manager Mager: PI funds can only be used for the areas that are attributable to the library or were damaged as part of the course of construction. Explains the damage done to the building and how the PI funds can be used.

Mayor Jones: Will the painting occur in house or contract out?

City Manager Mager: Proposes the City contracts out for the job.

Public Comment:

Lori Ponte: Asks for the costs of the library and remaining costs to the city.

Scott Frazer: States even with prevailing wage the painting cost and replacing some damage siding and seems 50,000 is a large number. Commends City Manager Mager for innovative use of grant funds. Requests the council exercise their fiscal management responsibility and bring this item back for review for the next meeting for the public to understand the total project turned into and what bids came in.

Don Bednar: Agrees with Scott Frazer's public comment and would like to know who the Grant manager is.

Kent Sawatzky: Comments on the CDBG PI funds being requested use to be used towards all kinds of affordable housing projects.

Blue Flannel: Who did the initial work that led to the damage and why weren't they sought for repair said damage?

City Manager Mager: We are asking for 50,000, we are not saying we will spend the full amount. States this is prevailing wage this is not an inexpensive process. The City Manager states the intent is not to spend the full amount, but it is a way to offset costs to the city. Through the process of construction, we identify the problem areas.

Council Member Scafani: Can you clarify in the past these funds were used for individuals, but we can't do that anymore even if that individual could qualify on an income basis?

City Manager Mager: In the past the city ran a loan program, and the city has not had the capacity or eligibility to run the program. The county and RCEEA no longer run the program and the city haven't had the capacity to run a housing program.

Mayor Jones: States she recalls Kent Terrel worked for RCEEA use to come the meetings and was instrumental to help individuals get loans and believes there was a board individuals had to go in front of to be qualified.

City Manager Mager: States the income qualifying factors for the CDBG loan program are very stringent and the cost of construction being so high that people qualifying for these funds in these programs the actual cost to do the construction is so cost prohibitive. Costs have gone up so exponentially that the grants and loans aren't as beneficial as they have been in the past.

Councilmember Scafani: If such a program were to be started again, would that pool of money be available for the CDBG loan program?

City Manager Mager: The improvements to city hall have been substantial we will have a van accessible parking space, accessible sidewalk, accessible library, and accessible bathroom. The improvements are substantial in that this funding is provided to the city and to all the users of City Hall and the library. It positions the city to meet accessibility standards.

Councilmember Shull: Prior to the accessibility project being done, collectively do we know when the last time any work was done to the exterior. Questions whether the damage to the building part of natural course or fault of contractor.

City Manager Mager: We do routine maintenance on our buildings; we can use city funds for this project or use grant funding.

Motion: To adopt resolution Number 1224, authorizing the City Manager to submit all required grant requests and agreements, and authorizing the City Manager to execute all contract documents necessary to implement the project.

Motion Made: Elizabeth Mackay **Second:** Elise Scafani

Ayes: Adelene Jones, Angela Shull, Elise Scafani, Elizabeth Mackay **Nones:** none **Absent:** Chris Edgar

6. Designation of City Clerk

Mayor Jones presents and reads reports.

Mayor Jones: States several citizens that have expressed the need for the city to have an actual City Clerk.

Councilmember Mackay: Expresses gratitude for Miss Gonzalez delivering meeting packets.

Mayor Jones: Expresses gratitude that Miss Gonzalez stepped up to the job.

Councilmember Shull: Seeks clarification on the designation of deputy city clerk to the city manager.

Councilmember Scafani: Asks if historically in Blue Lake we have had a city clerk and a deputy city clerk?

City Manager Mager: I don't know the history of the city clerk position.

Mayor Jones: We had a treasurer we used to vote for and I'm not sure if we voted for city clerk.

Councilmember Scafani: Will the deputy city clerk be interim until we fill the position?

City Manager Mager: States the deputy city clerk designation will be interim. The city recently hired a new employee and put it in the job description to be the deputy city clerk.

Council member Scafani: Asks if any sort of appointment or designation requires a resolution? **City Manager Mager/ Mayor Jones:** It requires action from the council.

Public Comment:

Lori Ponte: Lives on H street in Blue Lake and believes the City Manager should not be appointed as a deputy city clerk. Expresses concern in the crossover of responsibilities between city manager and deputy city clerk designation. Asks the council to not consider appointing the city manager as the deputy city clerk.

Jean Lynch: Recalls the city clerk position had been an elected position and her feeling is that if Anali is going to be the city clerk that definition should be solid no oversight is needed and miss Gonzalez has proven to do her job. I've had discussions with her. She's very knowledgeable and very calming and believes the deputy city clerk position is not needed.

Beckie Thornton: States the deputy city clerk is not a necessary position.

Kent Sawatzky: Believes the City Manager should not be appointed deputy city clerk.

Lisa Hoover: Agrees with the public comments that have been made tonight and is concerned with the checks and balances.

Councilmember Scafani: References the municipal code all the city employees are directly supervised by Mandy except for the city clerk, attorney, and the treasurer. Anali in her role as the clerk she will not be directly supervised by Mandy.

City Manager Mager: The city clerk reports to the council and believes there is some confusion with the city clerk duties. States the function of the city clerk is to maintain the public records and facilitate the elections but other than the day-to-day duties of the city clerk are very administrative in function. The city manager and city clerk work closely together hand in hand. She states she would very much want to be outside the city clerk position but would like to designate the new employee to deputy city clerk in case the city clerk is unavailable.

Mayor Jones: States there are resolutions that are time sensitive, grants and we don't like to think of things happening, but things happen to people and to families and believes designating someone to be a deputy city clerk is a good way to ensure that our city functions in a nice smooth way just to have the back up.

Councilmember Mackay: Asks if we insert in this to appoint Anali to the position of City Clerk and Amanda Mager to the position of interim Deputy City Clerk.

Councilmember Scafani: In terms of a probationary period, does the city have a policy that says how long an employee is in a probationary state before they can be appointed to any position.

City Manager Mager: I think it depends on someone's skill set and the goal of the council at the time for deferring that appointment was to expose Miss Anali to taking meeting minutes and additional training. The city is an at will employer, you could always extend someone's probationary period.

Councilmember Scafani: Is your probationary period a three-month period?

City Manager Mager: We do a three-month evaluation, but it depends on the level of skill sets.

City Manager Mager: Reiterates the city is a at will employer and is not dependent on probationary period to make any adjustments and if there were a need for a termination, we wouldn't have to rely on a probationary period to make that termination.

Motion: to appoint Anali Gonzalez to the position of city clerk and Amanda Mager to the position of interim deputy city clerk.

Scott Frazer: Point of order there were five public comments all encouraging the council to not designate the city manager as an interim deputy city clerk and is asking the council to please stipulate a time certain for this interim appointment.

Councilmember Scafani: Suggests a time frame of six months.

Motion: to appoint Anali Gonzalez to the position of city clerk and Amanda Mager to the position of interim deputy city clerk for the term of six months.

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

Vote: Ayes: Jones, Scafani, **Nays:** None **Absent:** Chris Edgar **Abstain:**

Motion Summary: Motion Passed

7. RV Park and Campground Portfolio Presentation and Authorization to Release-

Mayor Jones reads item.

City Manager Mager provides presentation to council.

Councilmember Scafani: Seeks clarification on the process of vetting the RV park and campground project.

City Manager Mager: The proposal is to release this project and explains there are several avenues to do this. Explains there are industry organizations and industry publications that developers routinely and frequently look at different projects to take on. The city manager proposes the project be released in a less formal process to identify if there is any interest in the RV park and campground project.

Councilmember Scafani: Seeks clarification if the project is released, the city potentially can attract serious inquiries.

City Manager Mager: States the city absolutely could attract serious inquiry and believes if the city does attract a serious inquiry or multiple the process should be done in a formal release at that time. The city manager explains the process of a formal release of the RV campground project.

Mayor Jones: Inquires about the process for a potential investor taking interest in the RV campground project this year and how that would play out with the lease of Blue Lake Power expiring in 2025.

City Manager Mager: States the lease term expires in 2025 but now the lease has been broken. Explains the city has discussed with council in closed session the contractual obligation of the city.

Council member Shull: Inquires if there is a projection or anticipated amount of time for the project to stay in the open market.

City Manager Mager: Suggests if there is no interest in the project the city revisit the project, the main goal of the release is to get feedback receive feedback from the open market. Reiterates the release of the project does not obligate the city to anything.

Councilmember Scafani: Inquires about what the RV project income to the city.

City Manager Mager: States she does not know and that would be part of councils' negotiations as they are developing a project concept.

Councilmember Scafani: Asks if the very base of this project would be a lease agreement, lease payments, and some projection as in terms of transient occupancy tax and sales tax. States before moving forward on the release of the RV project would like to know what the actual dollar amount the RV project might bring to the city. Inquired about how the figures presented in the RV campground portfolio were determined and the process.

City Manager Mager: This is the final plan to go out to the market but behind all those numbers are a ton of other numbers, spreadsheets, projections, and evaluations that have been made to bring this project forward and can provide the information to council.

Councilmember Scafani: States she would like to see the information and inquires if there is a representative from REDEC or one of the organizations mentioned that could meet with council to go over numbers and the process of how those numbers were calculated.

City Manager Mager: States she could reach out to the contractor.

Councilmember Scafani: States she would like more information to gain a better understanding of the process and methodology before moving forward with the release of the project.

Mayor Jones: Explains the timeline, costs, wages and the variety of unknowns but the purpose of the release is a snapshot of what would happen now and gain an idea of who's out there that's interested in the project.

Councilmember Scafani: Emphasizes the importance of an estimation based on 2023 dollars or 2025 dollars costs and inflation.

Councilmember Mackay: States council will not know those numbers until the project is released to the open market.

Councilmember Scafani: States she would like to know the potential income from the RV project.

City Manager Mager: States the city can provide a baseline projection tied to transient occupancy tax but everything else would be negotiable with a developer.

Councilmember Scafani: States she is looking for a baseline.

City Manager Mager: Explains the simple baseline revenue that would come back to the city tied to transient occupancy taxes.

Councilmember Scafani: Inquires about a baseline lease cost.

City manager Mager: States she does not have that expertise and does not know the baseline lease cost.

Public Comment:

Scott Frazer:

Commends city manager Mager for her innovative vision but is concerned with traffic impact on the city. Suggests the RV project not be released until the benefits of this project are identified. Reads a document to council.

Beckie Thornton: States she agrees with Scott Frazer public comment. Comments on Blue Lake Power property.

Lisa Hoover: States none of the public feedback from respective meeting have been documented and or considered.

Dave Ponte: Comments on the RV Project not being a reality for the city and views the city as a depressed timber town and bedroom community.

Lin Glen: States she agrees with councilmember Scafani's comments, income information is the most important piece of information.

Julie Christie: Comments on RV project and Danco project. States Justin did a video for Economic Development Commission meeting where there was more information on the presentation of the projected RV park.

Kent Sawatzky: Request the RV's project income information be published on the city's website and expresses concern regarding the RV project.

Dana: Inquires about an exemption to the RV project.

Jean Lynch: States concern for the city's traffic flow if the RV park comes to fruition. Suggests the city conduct a traffic flow study. Requests financial information on expenses and how this will impact community members of Blue Lake.

Lori Ponte: Inquired if the city attorney is involved during the development process.

City Manager Mager: States we don't have a project this is just a concept. Explains the process of evaluation when the project comes to fruition and the different studies that would take place once the project takes off.

Councilmember Shull: Inquires if the project partners listed in the project's portfolio are involved.

City Manager Mager: States the project partners are involved and the RV project meets the city's grant objectives as well.

Motion: to direct the City Manager to release the RV Park and Campground Development Plan to the public and to report back to Council regarding project interest.

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

Vote: Ayes: Jones, Shull, Mackay **Nays:** Elise Scafani **Absent:** Chris Edgar **Abstain:**

Motion Summary: Motion Passed

1. May 23, 2023, City Council Meeting Minute Review-

Mayor reads item.

Motion: motion to amend the minutes of the May 23, 2023, meeting as reflected in the email from councilmember Scafani.

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

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

Public Comment:

Lori Ponte: Comments on council discussion and asks why council seeks guidance from the city manager.

Scott Frazer: Comments on item #8 and requests City Manager Mager to investigate the leash law order.

9. City of Blue Lake Grant Expenditure Reporting-

Mayor Jones introduces items and reads reports.

Councilmember Scafani: States Expenditure reporting is crucial information and requests a way this information can be formatted and understood by the public.

Mayor Jones: States concern on staff time to generate expenditure report.

Councilmember Mackay: Asks how often the report would need to be done.

Councilmember Shull: Asks how often the city does grant reporting.

City Manager Mager: Explains the budget templates available in our accounting software but what was requested requires us to put data together in a new format which requires staff time.

Councilmember Scafani: States she requested the information but did not specify the format.

City Manager Mager: States all the information Council member Scafani is requesting is available.

Mayor Jones: States if the information is readily available, please provide it to councilmember Scafani.

Councilmember Scafani: “I want something I can look at and understand it.”

City manager Mager: States the variety of reports that are readily available and the time frames they can be accessed.

Councilmember Scafani: States she will contact finance manager of the city to review reports available.

Public Comment:

Beckie Thorton: Thanks, the council and hands out a list of meeting minutes to the council. She encourages the council to read the meeting minutes because it provides useful information. Explains her own version of excel reporting containing city's financial information.

Lori Ponte: Appreciates the warrants and disbursement and is requesting a format that includes expenditures.

Scott Frazer: Requests all the financial accounting documents that are readily available and would like to have all the background documentation that the city manager offered to give to councilmember Scafani.

10. Council Correspondence:

Mayor reads a letter to the public from Alicia Rosseau.

Councilmember Shull: Inquires about the timeline on the roundabouts around the city.

City Manager Mager: The city is working closely with Dan Burden and compiling the comments regarding the roundabouts to present to the engineers. Three months would be the amount of time to get enough information back.

Mayor Jones: reads a letter from Kent Sawatzky.

Councilmember Scafani: Seeks clarification on how comments are received regarding the roundabouts in town.

City Manager Mager: States we've received letters, emails and people have come into City Hall.

1. Consent Agenda:

Pull 11a

Motion: To approve consent agenda items 11 b and 11c.

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

Votes: Ayes: Jones, Mackay, Shull, Scafani **Absent:** Edgar

Councilmember Mackay: Pulling July 25, 2023, meeting minutes Angela Shull was absent not abstain.

Councilmember Scafani: Strike Page 4 & 5 "City needs to pay for it." Add "Stated all of the information presented was a matter of public record." Add after Mayor Jones comments councilmember Scafani "states she advocates for the city to move forward and that I am not negotiating with the sheriff."

Motion: to approve July 25, 2023, meeting minutes with corrections and additions.

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

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

Councilmember Elise: States she missed the RCEEA meeting last month but has reviewed the meeting and found an interesting topic on biomass. States the regular board meeting will have a doctor present on biomass and air quality and is looking forward to that. Attended Park and Rec meeting.

Mayor Jones: HCAOG meeting was cancelled for the month of September. Attended the HWMA meeting that occurred on September 7th. Chamber mixer of camp Bauer on September 14th. Bingo night on September 16th and Museum made over 800 dollars on tickets.

Councilmember Shull: Comments on the chamber commerce noted 60ish people attended; Green diamond supplied the food. CERF conference in Ukiah a lot of conversation in investment into blue and green economies.

Councilmember Mackay: Attended Blue Lake Economic Development meeting and mentions the Hoptober Fest and discussion on the market. Mentions update on the Bike Park and Baduwa't community moving forward with CEQUA. Funding received from HCAOG for Dan Burden walkability. Carnival Dance on the 28th of October at the Blue Lake Skating Rink.

City Managers Report: Mayor Jones reads report.

Councilmember Scafani: Seeks clarification on floor failure in Prash Hall.

City Manager: States painting contractor came to explore solutions to get the paint to bond to the floor. Contractors are working on options.

Council member Scafani: Asks if the city has a bid for Prasch Hall roof.

City Manager Mager: States the city has received multiple bids and two proposals from Alves Roofing.

Councilmember Scafani: Asks if the city has permission from the grant administrator to complete the Townsquare project without the Portland loo bathroom.

City Manger Mager: States the city has received preliminary authorization and would be written up in a project amendment.

Councilmember Scafani: Will the city jeopardize reimbursement by not building the Portland loo?

City Manager Mager: "No."

The City Manager mentions the status of the bus transit system and states the city received a letter last Friday that the Rancheria was going to cease operations of the transit system. The city manager contacted Humboldt Transit Authority and HCAOG to explore interim basis of service. The City Manger will be attending HTA's meeting to advocate for the City.

Mayor Jones: Thanks City Manager for her efforts revolving around the bus transit issue. States she is willing to attend HTA meeting to advocate for the city.

Councilmember Scafani: Asks for an update on Blue Lake Power Plant.

City Manager Mager: Blue Lake power has people on site dismantling portions of the plant and under their lease agreement they're required to remove all facilities upon termination of the lease.

Public comment:

Lin Glen: Inquires about public notices or updates on bus transit system.

Resident: Inquires on the timeline for a solution on the bus transit system.

Scott Frazer: He is a citizen that contacted the sheriff dept about the RV problem in the City of Blue Lake. States he is not complaining and is offering to be engaged and helpful with the current RV problem in our city.

13. Future agenda items:

Bus transit system

Leash law

Financial Audit for 21-22

The Arts and Heritage Commission reduced to 5 commissioners.

Liaison Assignments

Meeting Adjourned at 10:21PM

Motion: To adjourn at 10:21 PM

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

There were no comments from the Council.

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

Motion Summary: Motion Passed