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CITY OF BLUE LAKE

CALIFORNIA

111 Greenwood Road

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Blue Lake, CA 95525

Blue Lake City Council Minutes

Tuesday, January 24th, 2023 ~ 6:30 p.m. ~ Regular Council Meeting
Skinner Store Building-111 Greenwood Road, Blue Lake-Behind City Hall

Join Zoom Meeting

<https://us02web.zoom.us/j/81259794674?pwd=SWhSdStKZ1Iza1p5UjFFZVgzeGIBZz09>

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

Meeting Called to Order at 6:30PM

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

Council Members Present:

Adelene Jones, Mayor

Angela Shull, Mayor Pro-Tem

Elise Scafani

Elizabeth Mackay

Staff Present:

Amanda Mager, City Manager/City Clerk

Emily Wood, Economic Development Planner/Program Administrator

Public Present:

Matt Watts

Chris Edgar

Beckie Thorton

Angela Dare

Kent Schwatsky

Winona Pitts

Mardi Grainger

Kitt Mann

Lin Glen

Phil Nava

Dan Whitcomb

Andy Jones

2. Approve Agenda

Motion: To Approve the Agenda as presented

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

Comments:

Kit Mann: Would like to move CERT up on the agenda, but understands if it isn't moved.

Vote: Ayes: Jones, Shull, Scafani, Mackay **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: Attended Humboldt County Supervisors Meeting – The County wants to remove some “firewalls” and appoint the position of tax collector and auditor controller; I don't agree with this because the public is the checks and balance; the public is curious as to what positions are appointed in the City.

Public Comment Closed.

4. City Council Appointment:

Mayor Jones reads the staff report; recommends that the applicants for the vacant Council seat introduce themselves.

Chris Edgar: (Applicant) Long time resident of Blue Lake; has three young children that attend Blue Lake Elementary School; works for Caltrans; family has been in the area for over 100 years; want to keep the community moving forward.

Mayor Jones: In your application you say that you want to make the Council more hospitable; what do you mean?

Chris Edgar: I've heard some people think that the Council could be more open to the public.

Councilmember Mackay: Notes that Chris Edgar ran for Council and received many votes.

Councilmember Shull: There are many committees that we all sit on; I just want to make sure that you know that there are other committees that take additional time.

Chris Edgar: I understand that.

Councilmember Scafani: I had no idea that we would become board members on other boards; it's a much bigger commitment than I realized.

Mayor Jones introduces Matt Watts (applicant) and asks him to introduce himself

Matt Watts: I kind of withdrew my application; this is my first City Council meeting; I don't really want to be on the Council, I don't think of it as fun, but I would like to get more involved and see how it works.

Mayor Jones thanks Matt Watts for his application.

Motion: To Appoint Christopher Edgar to the vacant Council seat

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

There were no comments from the Council

Public Comment:

Kent Schwatsky: Wants to thank Matt Watts and Christopher Edgar for attending the Council meeting and acknowledges Council is a difficult and important job. Thanks all Council members for their time and service.

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

Motion Summary: Motion Passed

The City Clerk, Amanda Mager, issues the Oath of Office to Christopher Edgar
Councilmember Edgar joins the Council

5. City Commission Appointments: Council to Review Applications for Various Blue Lake Commissions and Consider Appointment

- Matt Watts-Arts & Heritage Commission.
- Mardi Grainger-Parks & Recreation Commission.
- Phillip Nava-Public Safety Commission.

Councilmember Mackay: Matt Watts, do you really want to be on the commission?

Matt Watts: Yes, I do.

Councilmember Edgar: Matt, I read in your application that you're interested in antique fairs; I really like this idea.

Councilmember Scafani: Thank you to the applicants for being here and stepping up.

Motion: To Appoint Matt Watts as a commissioner to the Arts & Heritage Commission, Mardi Grainger to the Parks & Recreation Commission, and Phil Nava to the Public Safety Commission.

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

There were no comments from the Council or public.

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

Motion Summary: Motion Passed

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

Kit Mann, lead of CERT, provides an overview of CERT. The purpose is to support first responders and the community in the event of a disaster. CERT is a volunteer organization; all members receive thorough training and attend monthly meetings/trainings. Skillsets includes rapid hazard & damage assessment, traffic control, collaborating with Blue Lake Volunteer Fire Department, food service, light extrication, establish charging stations and provide generator support & light search and rescue and medical triage during disaster. CERT is activated by the Fire Department or the City of Blue Lake and was started in 2012. There are 11 active members and several inactive (trained) members. Members can live in or around Blue Lake city limits (Korbel, Glendale).

The Blue Lake CERT is a member of the Humboldt CERT Coalition. Members that complete their training receive an Emergency Response backpack with supplies and become trained disaster service workers.

Main activities in 2022 included monthly meetings and trainings, field practice and radio response training.

If individuals are interested in joining, visit humboldtcert.com to get signed up or email Kitt Mann at rzkm@suddenlink.net.

Mayor Jones: Are all CERT members trained in CPR?

Kit Mann: CERT members will be re-upping their CPR certifications in the coming months at Humboldt Bay Fire.

Matt Watts: I was overwhelmed by the amount of training; can you explain what's involved?

Kit Mann: Explains the CERT training; a lot of the training can be done at home; there is minimum training required, but don't be afraid to participate and check out opportunities.

Matt Watts: Could there be a version of this for law enforcement; like a community patrol?

Councilmember Edgar: Explains that the County has a Sheriff Citizen on Patrol program.

Mayor Jones: Can people participate if they live outside of the City?

Kit Mann: The fire district is larger than the City limits, so CERT can have members that are within a reasonable distance of Blue Lake.

Dennis Whitcom: We also work with the Rancheria's Tribal Emergency Response Team to train and help out when they need assistance.

Mayor Pro Tem Shull: Is there an age limitation; this would be a great opportunity for youth to gain experience and think about career opportunities.

Lin Glenn: The CERT is supported by the City of Blue Lake; without the City's support and the support of the Fire Department, CERT would not exist.

Council thanks Kit Mann and Lin Glen for presenting.

7. Resolution Number 1213: A Resolution of the City Council of The City of Blue Lake Adopting a Five-Year Water Rate Schedule and Finding the Action Exempt from CEQA-Mayor Jones introduces the item.

Councilmember Scafani: Why is CEQA involved?

City Manager Mager: CEQA review is required as part of any project undertaking/action; the City can make the findings that the project/action is exempt from CEQA based upon the specifics of the action.

Motion: To Adopt Resolution 1213 by title only, a Five Year Water Rate Schedule and Finding the Action Exempt from CEQA requirements.

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

There were no comments from the Council

Public Comment: No Comment

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

Motion Summary: Motion Passed

8. Resolution Number 1214: A Resolution of the City Council of the City of Blue Lake Adopting a Five-Year Wastewater (Sewer) Rate Schedule and Finding the Action Exempt from CEQA-Mayor Jones introduces the item.

Councilmember Scafani: Are these numbers taken from the most recent report to Council?

City Manager Mager: Yes, these numbers have been provided by the City Attorney and provided to the Council at the previous meeting.

Motion: To Adopt Resolution 1214 by title only, a Five Year Water Rate (Sewer) Rate Schedule and Finding the Action Exempt from CEQA requirements.

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

There were no comments from the Council

Public Comment:

Andy Jones: The City was sued in the past for unpaid construction costs; is the City still paying for that?

Mayor Jones: That lawsuit was paid off by the City years ago.

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

Motion Summary: Motion Passed

9. Nuisance Dog Ordinance Review/Discussion-Mayor Jones reads the staff report and introduces the item

Councilmember Mackay: What is the procedure that should be followed in the instance of a dog attack?

City Manager Mager: The City does not have the staffing, training, or authority to deal with the attack directly. Reports should be made to Humboldt County Animal Control; the City of Blue Lake will be contacted to authorize the response. It is rare that the City does not authorize Animal Control to respond as the City doesn't have the capacity to respond to animal attacks. Animals may be removed from the City and taken to the shelter in the event that the animal control officer deems it necessary to do so. The City pays for animal control to respond to individual calls for service; the City pays for the option to send animals to the animal shelter in the event that it's necessary. The City contracts for animal control services as part of our contract with the Humboldt County Sheriff for law enforcement.

Dog owners in the City of Blue Lake are required to have their dogs licensed and on file with City Hall; the licensing fees help to offset the costs associated with animal control.

Councilmember Scafani: I'm concerned about the lack of record for nuisance dogs that have a history of past aggression. The response time could have been faster by the City and animal control.

City Manager Mager: Animal Control has limited deputies; they respond to calls as they are available to do so and based upon the extent of the emergency. Animal control serves the entire County of Humboldt with a very small staff.

Mayor Jones: In the event a dog roams around Blue Lake; does City Hall check ownership and hold the dog if possible?

City Manager Mager: City Hall can use our dog license database to check ownership information; we can search for dogs based upon a limited description. If the owner information is found, City Hall routinely contacts the owner. There are quite a few dogs in Blue Lake that routinely get out of their yards; although they may be reported to City Hall as being loose, they are not reported through the complaint process as a problem. Usually people are just trying to find the dogs home and are not concerned that they are a danger. The only complaints the City has regarding dogs is in reference to a nuisance barking issue.

Councilmember Scafani: Are loose dogs put on record at City Hall?

City Manager Mager: Generally no, the City does have a section in our licensing binder for dogs that have been reported as being loose; we usually take a picture of the dog and record ownership information in the event that they get out in the future. Loose dogs are not usually reported as a nuisance, they are usually reported in order to find their owner.

Councilmember Scafani: What is done if you receive (Mager) receives a phone call of a dog attack?

City Manager Mager: Animal Control is initially contacted by those involved in the incident or the Sheriff. Animal Control will contact the City Manager to authorize Animal Control to send an officer response and make a report.

City Manager Mager: The ordinance identifies how a dog is declared a nuisance or hazard; the process is clearly identified in the ordinance and it's a process that several steps; dogs are not usually deemed a nuisance based upon one incident or complaint.

Mayor Pro Tem Shull: If Animal Control cannot find a dog, can Animal Control be contacted again by members of the community?

City Manager Mager: Yes, members of the community may make a report of a sighting to law enforcement.

Councilmember Edgar: Encourages community members to report sightings of nuisance dogs to law enforcement.

Councilmember Scafani: Who can participate in declaring a dog as a public nuisance?

City Manager Mager: Citizens have the right to submit a legitimate written complaint regarding anything in the City; the City has a complaint form and a process for submission.

Kent Sawatzky: I find the issue disturbing; the City should have a designated dog catcher. All unleashed, unvaccinated or unlicensed dog should be reported and a dog catcher program should be implemented. Expects the City to enforce the above principles to ensure the public health and safety of the community and the dogs roaming around Blue Lake. What's the liability to the City if a child is attacked?

Matt Watts: In my hometown, we had a pooch parade; it gave dogs and owners a chance to meet each other.

Angela Dare: I'm concerned about the dog attack that took place with Ms. Pitts and Mr. Alvarez. I have three dogs and I don't feel safe walking in the community. I was the only person that made a formal complaint about the dog.

Winona Pitts: Does the City or Animal Control make the report on the incident?

City Manager Mager: Animal Control makes the report; they're the entity that investigates the report.

Winona Pitts: I will need documentation from the City to support my civil suit; animal control told me that they were waiting on the City to authorize them to respond. Who determines what is a nuisance?

Mardi Grainger: Can there be a reminder or campaign to ensure pet owners are picking up their pet waste.

Councilmember Scafani: I don't know all of the facts; there needs to be an established threshold of when animal control is called; Nona said her dog has been roaming for 11 years; some people are afraid of dogs and dogs can cause accidents; we need to deal with the situation. It shouldn't be okay for unlicensed and unvaccinated dogs to run loose in the City; a ticketing system could be implemented.

Councilmember Edgar: It's not safe for other dogs as well; even friendly dogs. What are we doing; are we looking at changing the ordinance or dealing with the dog attack?

Councilmember Scafani: Can community members call to make a complaint?

City Manager Mager: Staff can assist with filing a report via phone.

Mayor Jones: Can a separate form be considered for dog Issues?

Councilmember Scafani: A public campaign about leash laws and a citation program could be implemented to make people more aware.

Councilmember Mackay: I like the idea of having a pooch parade; an event to license dogs, vaccinate dogs, get leashes, etc.

Councilmember Scafani: In addition to the campaign, the City should pursue a citation program for unleashed dogs.

Councilmember Edgar: Can we table this issue to a future date?

Mayor Jones: I like the idea of a campaign to remind people about the City ordinances, roaming dogs, licensing and vaccinations requirements.

Councilmember Scafani: We should cite people for roaming dogs.

Councilmember Edgar: We could issue a non-confrontational citation; the City used to do this in the past.

Mayor Jones: We can direct staff to ask the City Attorney about the citation issue and bring it back to the next Council meeting for discussion.

10. City Clerk Position/Duties –Mayor Jones introduces the item and reads the staff report.

City Manager Mager: Councilmember Scafani and Mackay asked to have this item placed on the agenda; provides an overview of the job description for the administrative assistant position that includes City Clerk duties.

Councilmember Edgar: What is needed to become a City Clerk?

City Manager Mager: The skills necessary to fulfill the duties of the administrative assistant position cross over with the skills necessary to fulfill the duties of the City Clerk. There are special trainings on issues such as the Brown Act, Rosenberg’s Rules of Order, etc...that are available. Much of what the City Clerk does is consistent with administrative skill sets, such as filing, taking minutes, drafting reports, organizing information, posting agendas, contacting commissioners and Council and managing City elections.

Councilmember Mackay: Can the Administrative Assistant be trained on clerical duties?

City Manager Mager: There are plenty of training opportunities available; the City Attorney can provide training and there are local and web based trainings as well. The City, in the past, has sent the clerk to trainings outside of the area as needed.

Mayor Jones: It is a very hard position to fill; the City has a hard time competing with other cities.

City Manager Mager: A qualified administrative assistant is a valuable employee, they have specialized skills and are required to take on a lot of duties, including customer payments, till balance outs, account receivables and payables, customer interactions, scheduling, filing, council and commission packet preparation, etc. The City has advertised this position on a variety of media platforms and the City feels confident they have received multiple qualified applicants for the position. The preferred applicant would live in close proximity to Blue Lake.

Councilmember Scafani: Is there a possibility to raise wages and make the position part time?

City Manager Mager: The job description fits the needs of our Front Office. Offering a higher wage is necessary, but the position is one of only two positions in the front office that is full time. There are not enough duties for a full time City Clerk and that’s why they have always been combined with the duties assigned to the administrative assistant position.

Councilmember Mackay: I would like to see the City Manager using her time in a larger capacity and see “Clerk” in the job title and duties for the administrative assistant position.

City Manager Mager: We need a staff member with the capacity to become a City Clerk; I am more than happy to pass on the title to the new administrative assistant/city clerk and can change the job title. The duties of the City Clerk are already a part of the job description and the description is very clear in the expectations. The City cannot afford a full time City Clerk; the City Attorney provides additional oversight and prepares the ordinances and other legal documents.

Public Input:

Kent Sawatzky: A title is very important to an employee. Sounds like there are two distinct jobs – a part time City Clerk and full time Administrative Assistant. Would like to know how much the City pays lawyers for jobs a City Clerk could do? Would like to know the pay range for the position.

Mayor Jones: A City Clerk cannot do what the City’s lawyers can do.

City Manager Mager: The Clerk can draft memorandums, assist with packet compilation, draft agenda reports, post agendas, maintain documents, take minutes, etc. The City has a great legal team and the clerk fullfills more of the clerical functions of the position.

Council Recommendation: Add “City Clerk” to the Administrative Assistant job description and consider the addition of a part time, unbenefitted position to serve as the City Clerk in the future.

11. Consent Agenda:

- a. Blue Lake Fieldbrook Little League Annual Contract Approval
- b. Warrants and Disbursements
- c. Meeting Minutes:
 - 1. December 13, 2022-Special Council Meeting
 - 2. December 27, 2022-Regular Council Meeting

Motion: To approve the consent agenda with the exception of item 11 C #2

Motion by: Mayor Jones, **Second:** Councilmember Edgar

There were no comments from the Council

Public Comment:

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

Motion Summary: Motion Passed

Motion: To Approve December 27, 2022 Minutes with the following corrections:

Correcting Elizabeth Mackay’s last name on page 8 – Correcting the word “Moderate” on page 7 “Generator” page 4 and clarify Powers Creek District Development being open space in regards to the rest of Blue Lake, being densely populated.

Motion: Councilmember Mackay **Second:** Councilmember Scafani

There were no comments from the Council

Public Comment: None

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

Motion Summary: Motion Passed

12. Council Assignments and Designation of Mayor and Mayor Pro-Tem – Mayor Jones introduces the item

Mackay: I would like to nominate Angela Shull to the Mayor’s position and Adelene Jones to the Mayor Pro-Tem position.

Councilmember Shull: Thanks Councilmember Mackay for the nomination; feels that there’s a lot to learn about the position and would prefer to remain in the Mayor Pro-Tem position.

Councilmember Scafani: I thought the Mayor position was a rotating position; what is the intent of that?

Mayor Jones: The City does not rotate like the City of Arcata does; instead the Council appoints a new Mayor and Mayor Pro-Tem every two years based upon the election.

Councilmember Scafani: Although we all have one vote; the Mayor does represent the face and sets the tone; I would be interested in doing it but would like to learn more; could we re-visit this in a year? I would like this to be a one year situation.

Mayor Jones: We would need the City Attorney to look at this issue.

Public Comment:

Kent Sawatzky: I attend a lot of meetings; I don’t support an exact rotation but I strongly support that you ask staff to research the issue and bring it back; it’s good to have variety; the County rotates the Chair position. It’s the same as other committees; schedules may change; it’s good to have variety.

Motion: To Appoint Adelene Jones as Mayor and Angela Shull as Mayor Pro Tem

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

There were no comments from the Council

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

Motion Summary: Motion Passed

13. Council Committee Assignments: Mayor Jones introduces the item

Council finalizes their Council Assignments for various boards, committees and commissions.

Motion: To Accept the Council Assignments as Presented

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

There were no comments from the Council

Public Comment: None

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

Motion Summary: Motion Passed

14. Council Correspondence

Wiyot Tribe Resolution:

The City received a resolution from the Wiyot Tribe stating their jurisdictional authorities over traditional Wiyot Land. City Manager Mager explained the various ways that the City interfaces and

partners with the Wiyot Tribe on projects in Blue Lake. Blue Lake is traditional Wiyot land and the City is working with the Wiyot Tribe through the Arts and Heritage Commission and on various restoration and development projects.

15. Reports of Council and Staff:

Councilmember Scafani: Attended the RCEA Meeting – Wind Farms are being placed in Fairhaven. Attended the Parks and Recreation Commission meeting; there was no quorum but staff was able to provide an update on projects. I was impressed with the amount of activity taking place in the parks department.

Councilmember Mackay: I attended the Economic Development Commission meeting; the Mad Scramble bike race will take place on February 17th. I took a tour of the proposed Moorehouse/Brown project; they walked me through the proposal and the site. The roller rink has been doing really well; there's a monthly BINGO fundraiser coming up and a chamber mixer. There's talk of reaching out to the roller derby to see about practicing in Blue Lake and staff is working with Dell'Arte on a food truck corner. I also attended the Arts & Heritage Commission Meeting; there was a presentation from DANCO and discussion about ways the commission can participate in the design of the project; we created an ad-hoc committee to look at other developments and ideas. We discussed the Town Square design possibilities and the idea of designating the Powers Creek district as an art district. They will be inviting the Ink People to the next meeting to talk about the Dream Maker Program.

Mayor Jones: The HCAOG meeting was cancelled. HWMA met via Zoom; we had an update on SB 1383. I attended the RREDC meeting; they gave an overview of their loans and the impact to the local economy.

Councilmember Shull: I attended the Blue Lake Chamber of Commerce meeting; they added two new members to the board. They are looking to become more visible on social media and one of their new board members will be helping with that. The Chamber Mixer was well attended in November; there were over 65 people in attendance and Darcey's food was a big hit.

Councilmember Edgar: Nothing to report.

City Manager Report: A written report was provided as part of the agenda packet.

16. Future Agenda Items:

- Water at Dog Park
- Dog Ordinance Discussion
- Council Training with Attorney

17. Adjournment

Motion: To adjourn at 9:45PM

Motion by: Councilmember Shull **Second:** Councilmember Edgar

There were no comments from the Council or public.

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

Motion Summary: Motion Passed

Meeting Adjourned at 9:45 PM