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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, March 28<sup>th</sup>, 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 29<sup>th</sup>.

**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 Hamtastic 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 29<sup>th</sup>. 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 8<sup>th</sup> 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 Mayor Pro-Tem Shull to take the primary position for RREDC, and Councilmember Edgar will take the alternate position. This can be agendized for the next Council meeting to take action. Council agrees.*

**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