

(707) 668-5655

Fax: (707) 668-5916

www.bluelake.ca.gov



CITY OF BLUE LAKE

CALIFORNIA

111 Greenwood Road

P.O. Box 458

Blue Lake City Council Agenda

Tuesday, December 19, 2023 ~ 6:30 p.m. ~Special 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 December 19, 2023.

PLEASE NOTE that live meeting logistics will be prioritized. The quality of the Zoom teleconference meeting cannot be guaranteed. Technical challenges experienced by either the participant or the City will not interrupt or halt the progress of the meeting.

Public input may be facilitated by Zoom at the following meeting link:

<https://us02web.zoom.us/j/89265664038?pwd=dXBlcmsxbXlFb2MyYXFxYkNPUm93QT09>

Meeting ID: 892 6566 4038 Passcode: 992145

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. **Appoint Real Property Negotiators:**
Property: Blue Lake (City Owned) Parcel Nos. 025-201-019 and 025-201-009
Agency Negotiators: Amanda Mager (City Manager); Russell Gans (City Attorney); Adelene Jones (Mayor)
Negotiating Parties: Kenneth Eisner and Tasha Eisner
Under Negotiation: Exclusive Negotiating agreement: potential lease or sale of City owned property, price and/or terms of payment
5. **Blue Lake Power Lease Agreement Update**–Status Update
6. **City of Blue Lake Leash Law Update**-Discussion/Status Update
7. **Closed Session: CONFERENCE WITH REAL PROPERTY NEGOTIATORS**
Property: Portions of APN Nos. 312-131-037-000, 312-131-045-000, 312-131-046-000, and 312-190-010-000, in the unincorporated area of the County of Humboldt, State of California.
Agency negotiator: Amanda Mager, City Manager; Ryan Plotz, Assistant City Attorney
Negotiating parties: Erin McClure, Trustee
Under negotiation: Price and terms of payment

8. **City of Blue Lake 1997 Community Visioning Report Review-Discussion/Direction**
9. **Humboldt County Sheriff Law Enforcement Contract Update- Discussion**
10. **Council Correspondence**
11. **Consent Agenda:**
 - a. September 2023 Meeting Minutes
 - b. Warrants and Disbursements

15. **Reports of Council and Staff**

- a. City Manager Report

16. **Future Agenda Items**

17. **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.



CITY OF BLUE LAKE

Post Office Box 458
Phone 707.668.5655

111 Greenwood Road

Blue Lake, CA 95525
Fax 707.668.5916

AGENDA REPORT

Item #:

Date: December 19, 2023

Item Subject: Exclusive Negotiating Agreement with Kenneth and Tasha Eisner for City-Owned Assessor Parcel Number(s): 025-201-019 and 025-201-009.

Submitted By: Mandy Mager-City Manager

General Information: Tasha and Kenneth Eisner have contacted the City regarding the potential purchase of the parcel commonly referred to as the City Corporation Yard. The Eisner's have met with the City Manager to review the zoning for the parcel and the related appraisal documents.

The Eisners are proposing to enter into an Exclusive Negotiating Agreement with the City of Blue Lake to further explore development options for the parcel. The Exclusive Negotiating Agreement is a mechanism by which the owner and the potential developer can explore development opportunities exclusively for a designated period of time.

Any future proposal to purchase the property from the City would be brought forward to the Council for consideration. The ENA does not bind the City to a future sale, but does require that the City negotiate in good faith with the potential developer in the event that they present a project and offer that meet the objectives of the Council and the related zoning standards.

Background Material Provided: Draft Exclusive Negotiating Agreement

Fiscal Impact: Consideration and cost recovery actions are identified in the ENA

Recommended Action: Authorize the City Manager, and the City Attorney, to negotiate an Exclusive Negotiating Agreement with Tasha and Kenneth Eisner for Assessor Parcel Number(s): 025-201-019 and 025-201-009; and authorize City staff, including the City Manager, the City Planner and the City Engineer to explore development options for the parcels.

Agenda Item Review Information:				
City Manager Review: <input checked="" type="checkbox"/>	Legal Review: <input checked="" type="checkbox"/>	Planner Review: <input type="checkbox"/>	Engineer Review: <input type="checkbox"/>	
Comments:				
After Action Information:				
Date Action Taken:		Notes:		
Action Taken: Approved: <input type="checkbox"/>	Denied: <input type="checkbox"/>	Tabled: <input type="checkbox"/>	Other: <input type="checkbox"/>	
Council Vote: Jones: <input type="checkbox"/>	Shull: <input type="checkbox"/>	Mackay: <input type="checkbox"/>	Edgar: <input type="checkbox"/>	Scafani: <input type="checkbox"/>

EXCLUSIVE RIGHT TO NEGOTIATE AGREEMENT

(City of Blue Lake—EISNER)

This EXCLUSIVE RIGHT TO NEGOTIATE AGREEMENT (this "Agreement") is made and entered into on this _____ day of _____, 2022 ("Effective Date") by and between Tasha and Kenneth Eisner ("EISNER"), and the City of Blue Lake, California ("CITY"). Where collective reference is intended EISNER and the CITY are hereinafter referred to as the "Parties."

RECITALS

A. WHEREAS, CITY owns land located in the City of Blue Lake, County of Humboldt, California, and depicted in the Site Map attached hereto as **Exhibit "A"** ("Site A").

B. WHEREAS, EISNER hopes to investigate Site A to evaluate the potential to design and develop the real property for commercial/retail uses, and has approached the CITY about the potential of purchasing or leasing the Site A for development (the "Potential Sale/Lease").

C. WHEREAS, no specific project is currently proposed by EISNER for Site A at this time, but in order to assess the feasibility of doing so and incurring the cost and expense related to the same, EISNER has requested that the City grant it an exclusive right to negotiate for a sale and/or long term ground lease, resulting in the preparation of this Agreement.

D. WHEREAS, any actual development on Site A and successful completion of a project is expected to require that the Parties enter into a purchase agreement or lease relating to Site A, as well as a project agreement and analysis under the California Environmental Quality Act ("CEQA") (California Public Resources Code Section 21000, et seq.), relating to the rights and obligations of the Parties in the construction and operation of any project.

NOW, THEREFORE, the Parties agree to negotiate exclusively and in good faith to consider entry into a sale or lease agreement for Site A upon the following terms and conditions:

AGREEMENT

1. Agreement to Negotiate Exclusively: Good Faith Negotiations.

A. CITY agrees that, during the Negotiation Period (as defined in Section 2 below) and provided that EISNER is not in default of its obligations under this Agreement, CITY shall negotiate exclusively and in good faith with EISNER with respect to the sale or lease to be entered into between CITY and EISNER. During the negotiation period, CITY shall not solicit or entertain offers or proposals from other parties concerning similar offers at Site A. However, in no way does this Agreement limit CITY in the research or pursuit of its own activities on Site A, so long as activities are conducted by the CITY and not third parties.

B. The Parties agree, in consideration of this Agreement, to negotiate in good faith with each other with respect to any proposed sale or lease and evaluate necessary government approvals and to cooperate in the preparation thereof. The Parties shall provide each other with any information regarding the Site that may be reasonably requested by the other Party that exists at the time of the request.

2. Period of Negotiation.

A. The Parties agree to negotiate in good faith for a period of six (6) months from the Effective Date ("Negotiation Period"). If the Parties have not executed any lease or sale agreements by the end of the Negotiation Period, then this Agreement shall automatically terminate, provided, however, that the Parties may, at their sole discretion, mutually agree to extend the term of this Agreement for an additional period of up to one (1) year, subject to approval by the City Council for the CITY.

B. EISNER agrees to make meaningful progress toward determining the feasibility of a project during the Negotiation Period. Meaningful progress shall include the following:

1. EISNER, at its sole expense, shall conduct a physical inspection of Site A within the first 60 days of the Negotiation Period, and

2. EISNER, at its sole expense, shall conduct any preliminary soils and/or geotechnical inspections of Site A it deems necessary during the Negotiation Period, and

3. EISNER, at its sole expense, shall conduct a title search of Site A during of the Negotiation Period, and

4. EISNER shall pursue and explore possibilities for project financing during the Negotiation Period.

C. Upon termination of this Agreement, any interest that EISNER may have in Site A or under this Agreement shall immediately cease and terminate.

3. Compensation for CITY Expenses.

A. The agreements contemplated herein are outside the normal scope of operations for CITY, and as such require professional assistance to negotiate an agreement that protects the interests of CITY and its citizens. Consequently, EISNER agrees to pay CITY the sum of Five Thousand Dollars (\$5,000.00) as consideration for the Negotiation Period and this Agreement (the "Exclusivity Payment"). In the event that the parties enter into a lease or sale agreement, the Exclusivity Payment may be credited against the first revenue payment due to CITY by EISNER pursuant to those agreements.

B. EISNER shall bear all costs to be incurred as a result of compliance with the California Environmental Quality Act and the National Environmental Protection Act, including, but not limited to, preparation of an environmental impact report, if required, or any other

required studies or documents related to any lease and/or sale of Site A. EISNER shall also defend and indemnify CITY and bear all costs, expenses, and attorney's fees associated with responding to or defending against claims that may be filed against EISNER and/or CITY in connection with defending such environmental analyses, studies or documents from challenge by third parties.

4. Test and Surveys.

A. During the Negotiation Period, EISNER shall conduct only such tests, surveys, and other analyses as the EISNER reasonably deems necessary to determine the feasibility of entering a lease or purchase agreement for Site A and, further, only as permitted under Section 4.B., below.

B. For the purpose of conducting these tests and surveys, CITY shall provide to EISNER, its agents, and representatives, the right to enter onto the Sites and to conduct such tests, surveys, and other procedures desired by EISNER ("Tests"), provided the EISNER requests access at least two (2) business days prior to entry, and, further, any such tests or surveys that involve earth disturbance shall first be approved in writing by CITY, and CITY and EISNER, at EISNER sole expense, shall comply with any requirements under CEQA that may apply to such tests or surveys. In the event that additional steps are required to be taken to comply with CEQA or any other law, it is understood that CITY may require more than two (2) days' notice. Upon the conclusion of all such tests, surveys, and other analyses EISNER shall return the Site to its condition prior to such tests or surveys. EISNER shall also defend, indemnify and hold harmless CITY from and against all costs, expenses, claims, causes of action, damages to persons or property, and liabilities of every type and nature arising out of or related to EISNER' and its employee's, agents' and/or contractors' access to, inspections, tests and/or studies conducted on Site A or surrounding properties.

C. EISNER shall provide copies of all studies, tests and surveys relating to the condition of Site A and/or surrounding properties to the CITY, once completed, including, without limitation, all environmental studies (Phase I and/or Phase II Environmental Assessments, if obtained), hydrology studies, geotechnical studies, surveys and similar tests and studies, but EISNER does not warrant in any way, express or implied, the accuracy or validity of all such inspections, tests, surveys and/or studies, and all use by CITY of same is solely at CITY's risk and expense. If the City shall later use or rely upon any such inspections, tests, surveys and/or studies but thereafter said inspections, tests, surveys and/or studies be determined inaccurate, incomplete, or defective in any way, without limitation, CITY shall defend, indemnify and hold harmless EISNER from all costs, expenses, claims, causes of action, damages to persons or property, and liabilities of every type and nature arising out of or related to the CITY'S use of such inspections, tests, surveys and/or studies, and/or the CITY'S reliance on the accuracy and/or validity of all such inspections, tests, surveys and/or studies.

5. Purchase Agreement and Ground Lease Negotiations.

The purchase agreement and/or ground lease, if entered and mutually agreeable to the Parties, shall include, without limitation, all of the following EISNER obligations and restrictions:

(a) (1) Design of the Project, which shall be subject to approval of CITY and compliance with all requirements and regulations of the CITY and other public agencies having jurisdiction; (2) Scope of Development; (3) Schedules of Performance; and (4) Other documents regulating the progress and development of any project at Site A. If negotiations result in a ground lease or purchase agreement, the lease or purchase agreement shall become final only upon approval by the City Council for the CITY.

(b) Supervision of all improvements comprising any project, the completion of which shall be: (1) overseen by EISNER upon terms mutually agreeable to the Parties, and (2) free of mechanics' liens and liens other than those respecting the financing of the project to the extent agreed to by CITY, in its sole discretion.

(d) Reasonable restrictions on transfer or assignment of (1) any purchase agreement or lease and (2) change in controlling ownership of any entity EISNER may form for the purchase or lease.

(e) If a ground lease is negotiated, provisions in the lease addressing the (1) term, (2) lease area description, (3) amount and schedule of rents or equivalent payments by EISNER to CITY, and (4) all other essential terms of ground lease.

(f) Reasonable security to assure EISNER's performance under any ground lease, performance and payment bonds, competitive bidding and payment of prevailing wages to the extent required by law.

6. Development Goals of CITY.

In negotiating the ground lease and/or any purchase agreement, CITY has the following development goals:

- (a) Continued use of Site A consistent with their current uses and all applicable Zoning and General Plan requirements.
- (b) Community development beneficial to the CITY and its residents.
- (c) Generation of commerce and tax revenue to/for the CITY.
- (d) Creation of jobs and economic opportunities.
- (e) Generation of new revenues for the CITY and utilization of underutilized real property.

7. Topics for Negotiation; Future CEQA Compliance.

The topics for negotiation shall include, among other things: (i) EISNER's right to lease or purchase Site A; (ii) method of calculating and paying ground lease rents, purchase price or equivalent payments; (iii) the terms of the proposed lease or sale agreement including necessary covenants, conditions and restrictions affecting the Site; (iv) air rights use; (v) management of the any project; (vi) the schedule of performance; (vii) availability of the Site to the EISNER; (viii) proposed land uses; (ix) Site layout; (x) preliminary design and architectural concepts and plans; (xi) aesthetic considerations; (xii) the quality and type of construction; (xiii) environmental responsibilities; (xiv) the EISNER's responsibility to obtain environmental clearances (including, without limitation, CEQA compliance), licenses and other entitlements, and project financing; and (xv) any other considerations necessary to fully implement any proposed project in a timely fashion.

The Parties expressly agree and acknowledge that nothing in this Agreement commits either the CITY or EISNER to any specific project, plan or other obligation or design with respect to Site A or any other property. Any use and development of Site A is expressly contingent on compliance with CEQA. In connection therewith, CITY expressly reserves the right to select alternatives to any project EISNER may propose (including the no project alternative), impose mitigation measures, or reject any project proposed.

8. Broker's Fees.

The Parties represent and warrant to each other that no broker or finder has been engaged or is in anyway connected with the transactions contemplated by this Agreement. In the event any claim for broker's or finder's fees is made in connection with the transactions contemplated by this Agreement, the Party upon whose statement, representation or agreement the claim is made shall indemnify, save harmless and defend the other Party from and against such claims. CITY is advised that, if a ground lease or purchase agreement is negotiated and entered with the CITY, EISNER contemplates engaging a commercial real estate agent to assist with build-out leasing and identification/retention of qualified tenants.

9. Assignment.

EISNER shall not assign any interest in this Agreement without the express written consent of CITY, which consent shall not be unreasonably withheld. As a condition to any proposed assignment of this Agreement, EISNER shall be required to make full disclosure to CITY of the proposed assignee's principals, officers, stockholders, partners, etc., and all other pertinent information concerning the assignee and its associates. EISNER may freely assign this Agreement to an entity in which EISNER holds one hundred percent (100%) of the equity, stock or membership interests.

10. CITY Obligations.

A. During the Term of this Agreement, CITY shall deliver, at EISNER's expense, within 30 days of receipt of written request thereof, any unprivileged existing CITY-owned information, studies, reports, site and construction plans or other documents which EISNER may reasonably request to facilitate any proposed project design. The Parties shall cooperate to ensure

timely review and revision of any EISNER documents or plans. In addition, subject to cost reimbursement as noted below, CITY shall provide to EISNER reasonable access to CITY's design staff personnel familiar with the Site and CITY's third party consultants and engineers familiar with the Site for the purpose of aiding EISNER in understanding the physical aspects of Site A. EISNER shall bear all costs that may arise associated with making CITY's third party consultants and engineers available to EISNER. Any studies, plans, or other documents made available to EISNER by CITY shall be held in confidence by EISNER, shall not be disclosed to third parties without the consent of CITY, and shall be returned to CITY upon expiration or termination of this agreement.

B. This Agreement is an agreement to enter into a period of exclusive negotiations according to the terms hereof. CITY and EISNER each expressly and respectively preserve the right to decline to enter into a lease, purchase or other agreement in the event the Parties fail to negotiate an agreement to the mutual satisfaction of CITY and EISNER. Except as expressly provided in this Agreement, CITY and EISNER shall have no obligations or duties hereunder and shall have no liability whatsoever in the event the Parties fail to timely execute a purchase agreement or lease, except as expressly identified herein.

C. EISNER acknowledges and agrees that CITY has not agreed to fund, subsidize or otherwise financially contribute in any manner toward the development of the any project on Site A.

D. By its execution of this Agreement, CITY is not committing to or agreeing to undertake: (i) disposition of land to EISNER; (ii) implicit or tacit approval or consideration of any project EISNER may propose on Site A; or (iii) any other acts or activities requiring the subsequent independent exercise of discretion by CITY. The Parties recognize that one or more of the conditions to EISNER's proposal set forth herein may fail to be met as a result of subsequent studies, reviews and proceedings invoking the exercise of discretion by CITY or any public agency having regulatory jurisdiction.

11. Non-Liability of CITY Officials and Employees.

Without limiting the provisions set forth herein, no member, official, representative, council member, attorney, or employee of CITY shall be personally liable to EISNER or any successor in interest, in the event of any default or breach by CITY of any obligations under the terms of this Agreement, or of any amount which may become due to EISNER or to its successor under the terms of this Agreement.

12. Plans, Reports, Studies and Investigation.

All plans, reports, studies, or investigations (collectively, "Plans") prepared by or on behalf of EISNER with respect to Site A and any development project thereon are the sole property of EISNER. Should CITY wish to review the development Plans outside of the normal course and scope of CITY-required building permitting and related inspections, EISNER shall, upon request by CITY, provide CITY, without cost or expense to CITY, copies of same for confidential review, and under such circumstances CITY agrees that it will protect the confidentiality of such Plans and not copy or otherwise distribute or share any portion of such

Plans to anyone, absent the prior written consent of EISNER. Upon termination of this Agreement, CITY shall be entitled to obtain and utilize any such plans, inspections or studies, as stated herein.

13. Entire Agreement: Attorneys' Fees.

This Agreement represents the entire agreement of the Parties with respect to the matters set forth herein. This Agreement may not be amended except in writing signed by all of the Parties hereunder. If any Party brings an action or files a proceeding in connection with the enforcement of its respective rights or as a consequence of any breach by another Party of its obligations hereunder, then the prevailing Party in such action or proceeding shall be entitled to have its reasonable attorney's fees and costs paid by the losing Party.

14. Notices.

All notices required or permitted hereunder shall be delivered in person, by overnight courier, or by registered or certified mail, postage prepaid, return receipt requested to such Party at its address shown below, or to any other place designated in writing by such Party.

CITY OF BLUE LAKE

Amanda Mager
City Manager
P.O. Box 458
Blue Lake, CA 95525

EISNER:

Tasha and Kenneth

Any such notice shall be deemed received upon delivery, if delivered personally, the next business day after delivery by a courier, if delivered by courier, and three (3) days after deposit into the United States Mail, if delivered by registered or certified mail.

IN WITNESS WHEREOF, CITY and EISNER have signed this Agreement as of the dates set forth below.

CITY OF BLUE LAKE:

Date: _____ By: _____
Amanda Mager, City Manager


EISNER:

Date: _____ By: _____
Tasha Eisner

Date: _____ By: _____
Kenneth Eisner

**Exclusive Right to Negotiate Agreement
Exhibit A
Site “A” Map—Property Description**





 0 0.0075 0.015 0.03 mi

 0 0.0075 0.015 0.03 mi

 1 in = 94 ft

 RF = 1:1,128

Sources: Humboldt County GIS
 Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community
 Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

Humboldt County WebGIS
 Humboldt County Planning and Building Department
 12/15/2023, 11:47:30 AM Web AppBuilder 2.0 for ArcGIS

Highways and Roads
 — Private or Unclassified
 — Major River or Stream
 — Minor Arterials
 — Major Collectors
 — Minor Collectors
 — Local Roads

Blue Line Streams
 — Perennial 1-3
 — Perennial >4

— Intermittent
 — Subsurface
 City Boundary
 Counties
 Parcels
 Parcels (no APN labels)

Map Disclaimer:
 While every effort has been made to assure the accuracy of this information, it should be understood that it does not have the force & effect of law, rule, or regulation. Should any difference or error occur, the law will take precedence.



CITY OF BLUE LAKE

Post Office Box 458
Phone 707.668.5655

111 Greenwood Road

Blue Lake, CA 95525
Fax 707.668.5916

AGENDA REPORT

Item #:

Date: December 19, 2023

Item Subject: Blue Lake Power Update

Submitted By: Mandy Mager, City Manager

General Information:

The City Attorney, Ryan Plotz, will provide an update on the status of the Blue Lake Power legal filings. The City Manager will provide an update on the site clean-up and equipment removal activities.

Background Material Provided: N/A

Fiscal Impact: The City has initiated legal proceedings to recover monetary damages, along with recovery of the property.

Recommended Action: Status update, no action anticipated.

Agenda Item Review Information:	
City Manager Review: <input checked="" type="checkbox"/>	Legal Review: <input type="checkbox"/> Planner Review: <input type="checkbox"/> Engineer Review: <input type="checkbox"/>
Comments:	
After Action Information:	
Date Action Taken:	Notes:
Action Taken: Approved: <input type="checkbox"/>	Denied: <input type="checkbox"/> Tabled: <input type="checkbox"/> Other: <input type="checkbox"/>
Council Vote: Jones: <input type="checkbox"/>	Shull: <input type="checkbox"/> Mackay: <input type="checkbox"/> Edgar: <input type="checkbox"/> Scafani: <input type="checkbox"/>



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AGENDA REPORT

Item #:

Date: December 19, 2023

Item Subject: City of Blue Lake Leash Law Ordinance Update

Submitted By: Mandy Mager, City Manager

General Information:

At the request of the community, the City Council directed staff to update the City's Dog Ordinance to implement a leash law requirement. The City Attorney, Ryan Plotz, will provide an update on the status of the ordinance, including an implementation schedule.

Background Material Provided: N/A

Fiscal Impact: N/A

Recommended Action: Status update, no action anticipated.

Agenda Item Review Information:	
City Manager Review: <input checked="" type="checkbox"/>	Legal Review: <input type="checkbox"/> Planner Review: <input type="checkbox"/> Engineer Review: <input type="checkbox"/>
Comments:	
After Action Information:	
Date Action Taken:	Notes:
Action Taken: Approved: <input type="checkbox"/>	Denied: <input type="checkbox"/> Tabled: <input type="checkbox"/> Other: <input type="checkbox"/>
Council Vote: Jones: <input type="checkbox"/>	Shull: <input type="checkbox"/> Mackay: <input type="checkbox"/> Edgar: <input type="checkbox"/> Scafani: <input type="checkbox"/>



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AGENDA REPORT

Item #:

Date: December 19, 2023

Item Subject: Closed Session: Water Tank Negotiation Status Update

Submitted By: Mandy Mager, City Manager

General Information:

The City Attorney, Ryan Plotz, will provide an update on the status of the water tank negotiation with the McClure Family Trust.

Background Material Provided: N/A

Fiscal Impact: The City has initiated negotiations with the McClure Family Trust to address the ongoing use of the property for the City's water tank. The City's water tank has been located on the property for over 100 years; the prior lease has expired and the City has been working to negotiate a new agreement for long-term use.

The City currently provides the trust with three water connections and free water, in exchange for use of the property. The City Attorney is in the process of negotiating a new agreement with the trust administrator and will provide an update on the process, along with proposed agreement options.

Recommended Action: As discussion directs.

Agenda Item Review Information:				
City Manager Review: <input checked="" type="checkbox"/>	Legal Review: <input type="checkbox"/>	Planner Review: <input type="checkbox"/>	Engineer Review: <input type="checkbox"/>	
Comments:				
After Action Information:				
Date Action Taken:		Notes:		
Action Taken: Approved: <input type="checkbox"/>	Denied: <input type="checkbox"/>	Tabled: <input type="checkbox"/>	Other: <input type="checkbox"/>	
Council Vote: Jones: <input type="checkbox"/>	Shull: <input type="checkbox"/>	Mackay: <input type="checkbox"/>	Edgar: <input type="checkbox"/>	Scafani: <input type="checkbox"/>



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AGENDA REPORT

Item #:

Date: December 19, 2023

Item Subject: City of Blue Lake Community Visioning Report Review

Submitted By: Mandy Mager, City Manager

General Information: In 1997, the City of Blue Lake was awarded funding through the USDA Forest Service Program to conduct a community visioning study and subsequent report. The study was conducted over multiple community sessions and a team of community members was established to conduct outreach and follow up regarding identified initiatives.

The study focused on the future of Blue Lake as it was transitioning from a more industrial focused community, to a more recreation and arts-based economy. The report focused on a variety of initiatives, including economic revitalization of the downtown, and the development of an RV park and campground.

The City has been reviewing the plan to see how current initiatives align with the community plan envisioned in 1997, and to see where progress has been made, or where changes or modifications have occurred. The City's commissions have been provided with a copy of the report and they're in the process of reviewing the material as well.

Staff is recommending that the Council review the report and direct staff to update the status of the various initiatives. Staff would like to bring back the updated report at a future meeting and present the status to Council for further direction.

Background Material Provided: Community Visioning Report 1997

Fiscal Impact: N/A

Recommended Action: Council to review the report and direct staff to provide an update on the current status of identified initiatives and bring back the report to a future meeting for further discussion and direction.

Agenda Item Review Information:				
City Manager Review: <input checked="" type="checkbox"/>	Legal Review: <input type="checkbox"/>	Planner Review: <input type="checkbox"/>	Engineer Review: <input type="checkbox"/>	
Comments:				
After Action Information:				
Date Action Taken:		Notes:		
Action Taken: Approved: <input type="checkbox"/>	Denied: <input type="checkbox"/>	Tabled: <input type="checkbox"/>	Other: <input type="checkbox"/>	
Council Vote: Jones: <input type="checkbox"/>	Shull: <input type="checkbox"/>	Mackay: <input type="checkbox"/>	Edgar: <input type="checkbox"/>	Scafani: <input type="checkbox"/>



CITY OF BLUE LAKE

At the request of the Citizens of Blue Lake...

In Cooperation with:
Arcata Economic Development Corporation
Center for Environmental Economic Development

BLUE LAKE COMMUNITY VISIONING AND STRATEGIC PLAN



**River
Economy**



Art & Culture



**Parks and
Recreation**

This program was made possible by a Rural Community Assistance Grant from the United States Department of Agriculture (USDA) Forest Service. 1997

At the request of the Citizens of Blue Lake...

Blue Lake Community Visioning and Strategic Plan

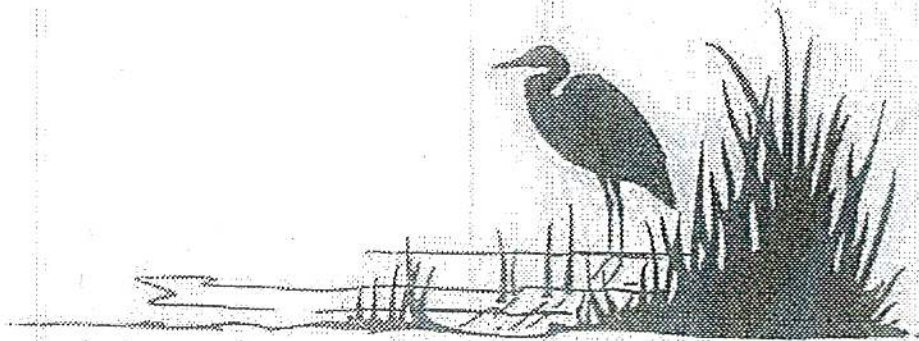
RECEIVED

FEB 06 1997

HUMBOLDT COUNTY
PLANNING COMMISSION

In Cooperation with:

Arcata Economic Development Corporation
Center for Environmental Economic Development



*This program is made possible by a Rural Community Assistance Grant from
The United States Department of Agriculture (USDA) Forest Service*

Blue Lake Community Visioning

January 29, 1997

TO: Participants of the Blue Lake Community Visioning and Strategic Planning Meetings

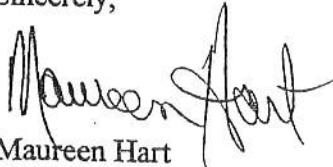
Here is your copy of the **Blue Lake Community Visioning and Strategic Plan**, created as a result of a series of meetings in October and November 1996 for which Blue Lake residents, businesspeople, and city officials came together to take control of the community's future. The purpose of the meetings was to create this working plan - a document which will serve as a record of the ideas and visions of the community. It will be a guide for citizen activism and a supporting document to seek assistance from public and private agencies, as well as serving as an inspiration for the community to assert control over the direction of its development.

Over 70 concerned community members, representing the many different faces of Blue Lake, attended the meetings that took place on October 16, 30, and November 6. The contributions made during the meetings were documented and serve as a part of this working document, which will be added to and continue to reflect the work of the community.

In this report you will be able to see how four projects were identified and action plans were created as a result of the community meetings. Those projects are: Plug the Leaks - Local Consumption, Expanded Natural Resource Utilization, Recreation & Entertainment - Arts & Culture, and Infrastructure - Downtown Planning. Since those meetings Blue Lake residents have proven their leadership and commitment to their community by continuing work on these projects and by initiating additional projects. As a result of the emerging leadership in Blue Lake many opportunities for sustainable economic development have been made possible. Congratulations and keep up the good work!

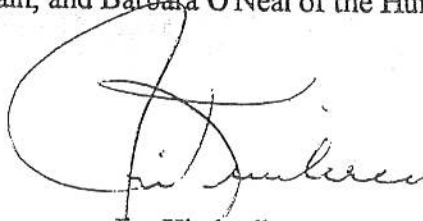
The series of meetings were facilitated staff members from the Arcata Economic Development Corporation (AEDC), the Center for Environmental Economic Development (CEED), and the Institute of the North Coast. Funding for these meetings was provided by Rural Community Assistance program of the USDA Forest Service, with funds which are part of the Northwest Economic Adjustment Initiative. This project would not have been possible without the dedication and creativity of its organizers and facilitators. Special thanks goes to Kathy Moxon and Gregg Foster of the Institute of the North Coast, Maggie Gainer and Tami Tangen of CEED, Nancy Reichard of NetGain, and Barbara O'Neal of the Humboldt Area Foundation.

Sincerely,



Maureen Hart
Executive Director

Center for Environmental Economic Development



Jim Kimbrell
Executive Director

Arcata Economic Development Corporation

The future belongs to visionary communities - those communities which have taken the time and trouble to think about, talk about, and describe their future, and take action to bring that vision into reality. These visionary communities have a tremendous advantage over other communities - the alignment of the personal creativity, energy, and resources of their citizens, their leaders, and their institutions with a shared image of its future, grounded in the core values of the community.

Cooperative Extension Service, University of Arkansas

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The Strategic Planning Process

The strategic planning process for Blue Lake consisted of three distinct phases.

1. Vision: The community created a shared vision for the future of Blue Lake during community brainstorming sessions. The resulting "vision" describes both the changes community members would like to see in Blue Lake over the next fifteen years, as well as the characteristics of Blue Lake they would like to protect from change. The visioning process resulted in a descriptive statement outlining the future Blue Lake, as well as a list of ideas for new businesses, services, recreation opportunities, and other specific concepts which would support the Blue Lake vision. From this vision, an idea bank was created, and the brainstorms were categorized into major themes and theme components.

2. Prioritization: At the second meeting the participants were asked to prioritize which component should receive immediate attention. Four components were chosen, reflecting the community's ability to concentrate on a workable number of projects. The components that were not chosen have been included in this document as part of the idea bank, to be revisited upon completion of the first projects or when community members or city staff choose to further develop the idea.

3. Action Plans: The participants developed four initial component Action Plans which provide specific steps for moving toward the realization of community goals. Each Action Plans contained one or more strategies, measurable objectives, tasks to complete, responsibilities to implement, and timelines for completion.

The three phases are documented in this report, but they do not represent the completion of strategic planning. Strategic planning will be an ongoing process, where the results of the Action Plans are periodically evaluated to see if they were implemented, if they had the desired effects, and if the community is achieving its goals and moving closer to its vision or if the goals need to be modified based on information gathered during the community's work. Once an Action Plan achieves its goal, new Action Plans are created, and, if needed, the community vision is reevaluated and priorities are redetermined. To complete a cycle of strategic planning the participants elected to meet again (early 1997) to evaluate progress.

The ongoing steps of the strategic planning process are as follows:

4. Evaluate accomplishments of Action Plans;

5. Revisit the Community Vision;

6. Set new priorities; and

7. Create new Action Plans.

The same tools and techniques used in the initial strategic planning process may be used for each of these successive stages.

Categorization

The vision evolved from the "idea bank" - the brainstormed ideas of the participants. These ideas were then categorized into Themes. Most of the Theme categories have Components as well, which are also listed. The full "idea bank" is on page fourteen and can be referred to in the future for the community's ideas. The major themes and components are:

- I. Recreation and Entertainment
 - A. Expanded Natural Resource Utilization
 - B. Sports Opportunities
 - C. Arts & Culture

- II. Employment Opportunities & Downtown Business Development
 - A. Plug the Leaks - Local Consumption
 - B. Business & Industrial Park Expansion
 - C. Tourism Attraction
 - D. Downtown Development

- III. Infrastructure / Land Use
 - A. Community Planning
 - B. Downtown Planning
 - C. Services
 - D. Physical

- IV. Community Pride & Awareness
 - A. Beautification
 - B. Community Activities

- V. Youth & Elders - Education and Recreation

- VI. Housing

There are numerous, logical overlaps and relationships among the six Theme categories. These categories emerged from all of the ideas because they each serve a different function in the City, and reflect upon how community members will most likely organize to work on projects.

Prioritization

At the second meeting the participants reviewed their vision. Each community member was asked to vote on the project she/he felt needed the most immediate attention and that she/he was willing to commit to help successfully complete. Four Components were chosen by the community: Expanded Natural Resource Utilization; Arts & Culture; Plug the Leaks - Local Consumption; and Downtown Planning. The participants then chose the Component they wanted to concentrate on and organized into groups. Each component group reviewed the ideas that had been generated in the brainstorming session and new ideas were added to the lists.

Community Action Planning Form

Theme: Recreation and Entertainment
Team Leader: Adelene Jones

Component: Expanded Natural Resource Utilization
Community Access to Forest

Project 1	Tasks	Resources Available	Responsibility	Target Date for Completion
<p><u>Four Access Possibilities</u></p> <p>Water tower - access through private property</p> <p>Hatchery Road through Simpson - link to Arcata</p> <p>Buckley Road off of Blue Lake Blvd. Waterfall - private property</p> <p>Up River to Swayzee Dam, short river trails</p>	<p>Contact land owners</p> <p>Contact Simpson</p> <p>Contact Waterfall Owners</p> <p>Forest Service</p> <p>Contact Simpson</p> <p>Grant Agreement</p> <p>Fund for the whole Blue Lake project</p> <p>Call another meeting</p> <p>Access Rights?</p> <p>Cooperative agreement</p> <p>Field Trips to locations - visiting sites</p> <p>Liability Insurance Waiver</p>	<p>Peter Bussman (landowner)</p> <p>City Council Letter of Support</p> <p>Letting Park Commission know involvement.</p> <p>Phone tree</p> <p>Bob Brown</p> <p>Aerial Photos</p> <p>Maps at City Hall</p> <p>2nd & J Street - County Road Dept.</p> <p>Topo Map at HSU - 1st Floor Library</p>	<p>Barbara Lane</p> <p>Bart contact Simpson</p> <p>Barbara Lane</p> <p>Kevin write sample for meeting</p> <p>Adelene Jones get on agenda</p> <p>Bart contact Simpson</p> <p>Kevin contact Dave Nakamura</p> <p>Margaret Hamnett</p> <p>Christine Keil</p>	<p>12/4/86</p> <p>12/4/96</p> <p>12/4/96</p> <p>11/1/96</p> <p>11/12/96</p> <p>12/4/96</p> <p>11/12/96</p> <p>12/4/96</p>
<p><u>General items</u></p>				

Community Action Planning Form

Theme: Plug the Leaks
Team Leader: Mike Foget and Beth Leach

Component: Combo Store - Grocery, Hardware, Sporting Center, Gardening, Espresso
Blue Lake General Store

Project 1	Tasks	Resources Available	Responsibility	Target Date for Completion
The Blue Lake General Store	Identify Locations Find Models Funding and Financing Contact potential owners/operators Survey 1. Assess community demand & commitment 2. Find examples 3. Coordinate with others Marketing Blue Lake 1. Inform citizens of purpose & commitment 2. Commitment from City Council 3. Educating Local Consumers (Buy Locally)	Chuck Carlsen Fieldbrook Market Co-op Wildberries "Your Store" RREDC AEDC SBDC USFS Pre-App George Cisneros City Hall HSU Kevin Hoover, <i>Arcata Eye Times-Standard</i> Channel 6 Occasional updates at City Council Meetings <i>The Advocate</i>	Terry Gray Mike Foget Rebecca Collins Sherman Shapiro Peace Gardiner Duane Rigge Sherman Shapiro Terry Gray Duane Rigge Rick Platz Terry Bayles Beth Leach Duane Rigge Mike Foget Beth Leach Dean Qualls Sherman Shapiro	1/20/97 1/15/97 12/15/96 11/15/96 11/7/96 12/1/96 First Meeting 11/15/96 Tuesdays in November and December

Community Action Planning Form

Theme: Recreation & Entertainment
Team Leader: Marty Schwartz

Component: Arts & Culture
Made in Blue Lake

Project 1	Tasks	Resources Available	Responsibility	Target Date for Completion
Phantom Gallery Space Artists Crafters Woodworkers Year Long Planning: For gallery and retail space to be open in conjunction with other local events	Contact Owners Contact Artists Mailing List Development Meeting of the artists Contact Chamber Open 1st Gallery Meeting of artists Develop Calendar Choose site Spring color/art show Planting of bulbs Fall color/art-craft show Planting of trees	Dell'Arte Carlson Blue Lake Emporium Garbage bills for flyers Ad in New Advocate Joan Barnes Grange Hall-place Mailing invites Event promotion Calendar of events Personnel for galleries Local artists Mailing list from Phantom Gallery Chamber of Commerce Research city owned property Gallery organization Bulb location - Miller Farms -Sun Valley Floral -Randy Scherer	Bobbi Ricca Marty Schwartz Bobbi Ricca Marty Schwartz Ron Brunson Ted Jones Ron Brunson Marty Schwartz Marty will call meeting Ron Brunson	November December By January January By end of November By February 1st January January

Community Action Planning Form

Theme: Downtown Planning
Team Leader: Stasia Walters

Component: Permanently block off H Street (Dell'Arte) and create a green area...tables, benches, trees, grass, flowers, community gathering spot
Village Green 2000

Project 1	Tasks	Resources Available	Responsibility	Target Date for Completion
Define area	Fire Department Access Present to City Council/Manager		Research and target date will be assigned after the charrette is created at the design meetings.	
	Talk to owners and residents in the housing		Chuck	
	Dell'Arte		Kash	11/8
	Contact other cities who have done this.		Chuck	
	Liveable communities: Boulder, Santa Cruz, Boston			
	Landowners on corner of Railroad and H (under mural)		Chuck	
	Low maintenance/upkeep			
	Landowner access issue			
	Rip up asphalt 100 sq feet			
	Grant money for plan	Forest service	Kash	11/20 7:00pm
	Historic research	City planner City Hall Museum	Stasia	11/8
	Charrettes/community	Kash	Kash	11/20
	Getting grange for planning	Ron	Everybody	11/20
	Area photos/paper		Maureen	11/20
	Drawing materials, pencils, markers		Jay	11/20
	Clay-3D			11/20
	History of what was there	Humboldt Room - Eric Schimps		

How Income "Ripples" Through Your Community.

Your decision to go to dinner and a live theater performance on Friday night rather than stay at home and watch TV has a more powerful impact on your community than you might think. Suppose dinner costs \$25 and theater tickets costs \$10. Your \$35 splurge on the town carries on even after the performance is long over. Why?

The restaurant and theater brought in \$35 more in revenue than they otherwise would have. This \$35 becomes income to the employees and/or owners of those businesses. When people earn more income, they spend more income. Mary, who waited on your table on Friday and took home a generous tip, went to a local store to buy the clothes she wanted for a long time. The local theater company now has the extra income that will go toward increasing the seating capacity of the building they are leasing. Because of their purchases, local businesses have more income than before. The process continues though the cumulative effects get smaller and smaller over time.

The process is analogous to a rock being thrown into the center of a calm lake. The initial impact not only disturbs the water where the rock entered, but the impact "ripples" through the water, creating a series of smaller and smaller waves until the effect is no longer noticeable. The decision to go to dinner and the theater on Friday night began the ripple effect in the community. The initial \$35 expenditure may mean \$70 (or more) of new income in the local economy!

What if you had gone to dinner and a movie in a community other than in your own? The ripple effect is still generated, but in the community in which you spent the money. Your own town will not feel much or any of the impact from your spending. This is why tourism can be more beneficial to a community than it seems. When tourists visit your community, they are dropping the rock into your lake and generating the ripple effect.

- Tim Yeager, Humboldt State University

- Keep current industry - retention
- More artisans
- Computer oriented business without trucks
- Small assembly line manufacturing
- Clothing production
- Encourage small, appropriate business
- Fill industrial park
- Tours of existing industry
- Offices upstairs from retail
- Outdoor manufacturing/outlet
- Value-added - furniture, jewelry, art products
- Cottage Industry
- Bait and tackle
- Antique shops
- Bike rental/skating
- Food manufacturers/processors
- No smelter, or really heavy industry/ no more smokestacks
- No data processing
- No franchises
- No noise, smell, smog, ground, water, air, pollution
- Office businesses
- Create an environment people want to work in--example: paths & beautification around business park
- Software development
- Commercial greenhouses utilizing hot water from Ultrapower

C. TOURISM ATTRACTION

- Mall along creek, like in Ashland
- Tie-in to Humboldt County tourism opportunities
- Inn on Knob Hill
- Water park
- RV Park Development/Campground
- Bed and Breakfast
- Beer garden by river - pickle tasting shop near beer garden
- Winery
- Sunshine is always a plus, weather here is a plus

D. DOWNTOWN DEVELOPMENT

- Grocery Store
- Restaurants
- Gifts shops
- Outlets for our own artists

Theme III. Infrastructure/Land Use

A. COMMUNITY PLANNING

- Infrastructure to handle expansion for business
- No buildings over 2 stories
- Urban growth boundary
- Nicer city buildings
- Clean
- Self-sufficient - have what they need and want
- Not urban sprawl
- Open Space/discreet city
- Affordable community
- Diversified, variety
- Improve upon what we have
- Bedroom atmosphere

- Flowers and fruit trees
- Cemetery restoration

B. COMMUNITY ACTIVITIES

- Library in Skinner Store - more open hours - Computer access
- Social gathering spot (indoor)
- Garden tours with local homes
- More festivals/events - Hoptoberfest, Mad River, Annie and Mary Days
- Keep clowns in street
- Ability to be involved, volunteer activity, public safety
- Community projects - active groups
- Forest
- Community meeting hall/recreation center

Theme V. Youth and Elders - Education and Recreation

- Make them a community priority
- Teen center/activities
- Parks & recreation program
- Link seniors and schools
- Improve connection between school and community
- Waldorf School - alternative education
- Focus on needs of elders

Theme VI. Housing

- Residential facility for seniors
- Artist co-op - live, work, eat, breathe opportunity
- Variety of housing opportunities
- Newer, nicer houses with open space
- Houses painted and well-kept
- Homes on big lots
- New homes compatible with old
- Preserve older homes

Community Action Planning Form

Theme:

Team Leader:

Component:

Project 1	Tasks	Resources Available	Responsibility	Target Date for Completion

Plug the Leaks

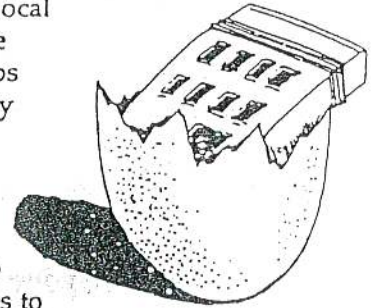
Principle #1 Plug the Leaks

Prevent the unnecessary leakage of dollars from your community. Your community may be spending money elsewhere for goods and services that are, or could be, produced at home. There may be money leaking from your community because of the inefficient use of some resources. By investigating ways to use your community's own resources more effectively, you can save money and create business opportunities.



Principle #3 Encourage New Enterprise

Promote the start-up of local businesses. Studies have shown that most new jobs in America are created by small, independent companies. However, a new business' first five years of life are risky. This Workbook will help you develop project ideas to fully use the community's skills and resources and keep promising new ventures alive.



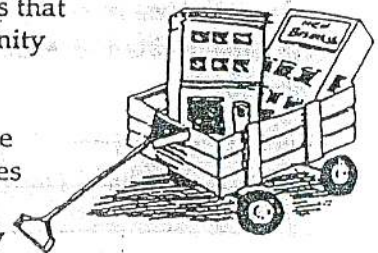
Principle #2 Support Existing Business

Strengthen the local economy by supporting, encouraging, and investing in existing businesses. The largest share of all commercial and industrial growth is generated by existing enterprise. Helping local businesses stay in the community, and perhaps even expand, can generate a high return. In addition, the community's culture is largely defined by the businesses already in place. The local economy is based upon the existing labor force, resource supply, infrastructure, expertise, and other ingredients. Supporting this existing economic base preserves and creates jobs, generates greater prosperity, and preserves your way of life.



Principle #4 Recruit Compatible Business

Recruit new businesses that will help your community attain its goals. Find those firms capable of taking advantage of the needs and opportunities you have identified, opportunities that may have been overlooked by either existing or new local businesses. Recruitment can also help your community expand its export capacity by bringing in a business that has access to a wide variety of markets.



20 Clues to Rural Community Survival

Resulting from an extensive study of community dynamics in the Great Plains States, sociologists Milan Wall and Vicki Luter believe the following traits to be found in communities with the will to survive.

1. Evidence of community pride.
2. Emphasis on quality in business and community life.
3. Willingness to invest in the future.
4. Participatory approach to community decision-making.
5. Cooperative community spirit.
6. Realistic appraisal of future opportunities.
7. Awareness of competitive positioning.
8. Knowledge of the physical environment.
9. Active economic development program.
10. Deliberate transition of power to a younger generation of leaders.
11. Acceptance of women in leadership roles.
12. Strong belief in and support for education.
13. Problem-solving approach to providing health care.
14. Strong multi-generational family orientation.
15. Strong presence of traditional institutions that are integral to community life.
16. Attention to sound and well-maintained infrastructure.
17. Careful use of fiscal resources.
18. Sophisticated use of information resources.
19. Willingness to seek help from the outside.
20. Conviction that, in the long run, you have to do it yourself.

Source: Heartland Center for Leadership Development, Lincoln Nebraska, 1987

This program is made possible by a Rural Community Assistance Grant by the United States Department of Agriculture (USDA) Forest Service. The USDA Forest Service is a diverse organization committed to equal opportunity in employment and program delivery. USDA prohibits discrimination on the basis of race, color, national origin, sex, religion, age, disability, political affiliation and familial status. Persons believing they have been discriminated against should contact the Secretary, US Department of Agriculture, Washington, D.C. 20250, or call (202) 720-7327 (voice), or (202) 720-1127 (TTD).



March 20, 2006

Dear Blue Lake Resident,

The Blue Lake City Council is interested in your opinions. They have selected a group of local residents, as an advisory committee, to create a community survey about the public services provided by the city.

The enclosed survey focuses on the many business operations of the city – City Hall Business Office, Public Works, Parks and Recreation, Building and Planning, Police, City Manager and City Council. Included are brief descriptions about these various departments throughout the survey. Currently, the city employs 11 full-time staff and some additional part-time employees, largely to assist in our Parks and Recreation program.

The advisory committee has been working with a group of graduate students in Humboldt State University's Sociology Department. As a joint effort, the committee gathered information from City Council, staff and community members and then gave that information to the students so they could design the survey questions. As part of their studies, they have created the survey and will be tabulating your responses. After all surveys are returned, the results will be given to the council to share with the advisory committee, City Manager, staff and the community. Your participation is purely voluntary and you can be assured that your responses will remain anonymous.

Unlike previous surveys that you may have filled out, the purpose of this survey is to reach out to the local community and ask the question – "How are we doing?" Your participation will allow us to take a look at the many services we provide and aid us in planning for the future. The business of running a city is, after all, still a business- and we would like your assistance in helping us to provide you with the best service possible. We hope you will choose to participate.

The survey is addressed to the person in your household whose name appears on the water bill; however any person in your household over the age of 18 years of age may participate. Additional copies are available at City Hall for others in your household interested in completing the survey.

Please return your completed survey by Friday, April 7, 2006 in the self-addressed stamped envelope provided. In the interest of gathering accurate and anonymous information the processing of the survey will also be done by the graduate students at HSU. If you have further questions about the survey please contact Dr. Judith Little, the Chair of the Sociology Department, she will be more than happy to talk with you. She can be reached at (707) 826-4561 or by email at jk11@humboldt.edu.

Thank you



CITY OF BLUE LAKE

Post Office Box 458
Phone 707.668.5655

111 Greenwood Road

Blue Lake, CA 95525
Fax 707.668.5916

AGENDA REPORT

Item #:

Date: December 19, 2023

Item Subject: Humboldt County Sheriff Law Enforcement Contract Update

Submitted By: Mandy Mager, City Manager

General Information:

At the request of the Humboldt County Sheriff, the City is in the process of setting up a meeting to discuss contracting options and opportunities. It is anticipated that a meeting will take place in mid January; the City has appointed, the City Manager, Mayor Jones and Councilmember Mackay to the negotiating team for the City.

Background Material Provided: N/A

Fiscal Impact: N/A

Recommended Action: Status update, no action anticipated.

Agenda Item Review Information:				
City Manager Review: <input checked="" type="checkbox"/>	Legal Review: <input type="checkbox"/>	Planner Review: <input type="checkbox"/>	Engineer Review: <input type="checkbox"/>	
Comments:				
After Action Information:				
Date Action Taken:		Notes:		
Action Taken: Approved: <input type="checkbox"/>	Denied: <input type="checkbox"/>	Tabled: <input type="checkbox"/>	Other: <input type="checkbox"/>	
Council Vote: Jones: <input type="checkbox"/>	Shull: <input type="checkbox"/>	Mackay: <input type="checkbox"/>	Edgar: <input type="checkbox"/>	Scafani: <input type="checkbox"/>

notification of cancellations;

2 messages

Kent Sawatzky <kentsawatzky@hotmail.com>
To: Anali Gonzalez <adminasst@bluelake.ca.gov>

Fri, Dec 8, 2023 at 5:20 PM

Anali,

I got ready for the Parks and rec. commission meeting last Wednesday. I checked the Web page on my way out the door. There was no notification that I saw. Did you post notification there? Someone said it was on Facebook? Was that true? Facebook is not the legal method of communication that is required for public notification. The Web page is. I was down there with one of the commission members when she found out about the cancelation. I find it hard to believe that someone got a strep throat diagnosis that late in the day... You have my Email and my two phone numbers; 1-707-496-7454 (Cell) 1-707-668-5288 (Land Line), Email (kentsawatzky@hotmail.com). This is a formal request that you post cancelations of any commission or Council meetings on your web page immediately upon a known cancellation, and contact me at the above phone numbers and Email address. This is the public's right.

Please acknowledge receipt of this communication and forward it to all appropriate staff.

Have a great weekend.

Kent Sawatzky

Kent Sawatzky <kentsawatzky@hotmail.com>
To: Anali Gonzalez <adminasst@bluelake.ca.gov>

Mon, Dec 11, 2023 at 6:15 AM

Good morning, Anali,

I do not see an agenda or packet for the Economic development commission December 12th 4:30 PM meeting. This was required to be posted 72 hours in advance of the meeting scheduled for December 12th. Has the meeting been canceled? Is this true? And if true, why has this change not been posted both at the 3 locations and on the official City web page as required?

My understanding is that the regularly scheduled Blue Lake City Council meeting for December 26th at 6:30 PM has been rescheduled to December 19th. Is this true? If so, has this been posted at our three posting locations and on the Cities official web page as required?

Citizens plan their schedules around their desire to attend these important meetings. When the City Manager (Amanda Meger) claims the City has enabled/encouraged public participation in City business, it is not true. The sloppy disrespect for required timely notification blocks our ability to participate. This justifiably leads one to conclude that participation is not desired. And her statement is incorrect.

Please acknowledge receipt of this communication, forward it to appropriate city staff, and have it read into the record at the next Blue Lake City Council meeting as correspondence. Please include the December 8th communication below also as correspondence to the Blue Lake City Council.

Kent Sawatzky

City of Blue Lake
December 19, 2023
Special Council Meeting

Consent Items:

- September 2023 Meeting Minutes
 - Warrants and Disbursements



(707) 668-5655

Fax: (707) 668-5916

www.bluelake.ca.gov



CITY OF BLUE LAKE
CALIFORNIA

111 Greenwood Road

P.O. Box 458

Blue Lake, 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

Councilmembers Present:

Adelene Jones, Mayor
Elizabeth Mackay,
Elise Scafani
Angela Shull, Mayor Pro-Tem

Councilmembers Absent:

Christopher Edgar

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: None

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 opens the public comment:

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

Marvin Gaus: States he 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 hazard 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.

Citizen: 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 Transportation system.

Public comment closed.

**4. Commission Appointment(s)-
Arts and Heritage Commission**

Mayor Jones presents the item.

There are openings on the Arts and Heritage Commission; Alice Finen has submitted her application for appointment.

Councilmember Mackay: States Alice Finen is highly qualified.

Mayor Pro Shull: Curious why Alice Finen isn't present.

City Manager Mager: States she believes she had a school event.

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

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.

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

Motion Summary: Motion passed

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

Mayor presents and reads report.

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: Comments that \$50,000 seems high for the amount of work. 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.

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; the funds used to be used towards all kinds of affordable housing projects.

Commenter: Who did the initial work that led to the damage and why weren't they sought for repair of 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, the City identified additional items that needed to be repaired. The contractor did not damage the property through negligence.

Councilmember Scafani: Asks for clarification of how the funds were used in the past and how they can be used now.

City Manager Mager: Provides clarification on how the funds were used in the past and the eligibility requirements and fund management issues.

Mayor Jones: Comments on past programs; RCAA used to manage the funds and would provide reports to the Council on how the funds were being utilized.

City Manager Mager: Comments on the use of the funds, the current cost of construction and the eligibility threshold for qualifying for the use of the funds. Even with a loan from the CDBG fund, the cost of construction makes many projects cost prohibitive.

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: Clarifies the scope of work and the improvements to the library and City Hall. Substantial improvements have been made with the project to improve accessibility and to improve the City's compliance status.

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 **Nays:** nones **Absent:** Chris Edgar

Motion Summary: Motion passes

6. Designation of City Clerk

Mayor Jones presents and reads reports.

Mayor Jones: Comments that several citizens have requested that the City have a designated 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 designating the City Manager as the Deputy City Clerk.

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 the job description includes designation as the deputy clerk.

Councilmember 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: Comments that Ms. Gonzalez is qualified to be the City Clerk; does not feel there is a need for a Deputy City Clerk.

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, will not be directly supervised by Mandy.

City Manager Mager: States that the City Clerk reports to the Council and works closely with the City Manager. The function of the City Clerk is to maintain the public records and facilitate the elections; other duties are administrative in nature. States that with a small office staff, having a Deputy City Clerk allows work to continue in the event that the City Clerk is on vacation, etc... The Deputy Clerk would fill in for any absences of the City Clerk.

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 smooth manner.

Councilmember Mackay: Asks to appoint Anali to the Clerk position and the City Manager to an "interim" Deputy Clerk position until the new employee is trained to take on the duties.

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: It depends upon the employees skill sets and progress in meeting the requirements of the position; the City is an at-will employer and probationary periods can be extended if necessary.

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

City Manager Mager: We do a three-month evaluation.

Councilmember Scafani: Regardless of skill set it's still an issue of personality.

City Manager Mager: States that the City is an at-will employer and can make employment adjustments as necessary.

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 I'm asking the Council to please stipulate a time certain for this interim appointment.

Councilmember Scafani: Suggests a time frame of six months.

Motion Reconsidered: 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 presents the 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: Staff recommends that the City release the project for public review and consideration. The project can be released to industry interest groups and organizations to get feedback on the project. Staff recommends releasing the project in a less formal manner to facilitate feedback and interest; if the project were to garner substantial interest, it would be recommended that it be released through a more formal process. Right now, staff is looking to get feedback on the project and to see what the interest level is.

Councilmember Scafani: If the project is released, the City could 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 inquiries, a formal release should be considered. 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 that the lease term expires in 2025 but the lease has essentially been broken due to several reasons.

Councilmember Shull: Inquires if there is a projection or anticipated amount of time for the project to stay on 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 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 will be generating in profits.

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 project would be a lease agreement; what would be the lease payments, and what are the projections in terms of transient occupancy tax and sales tax. States before moving forward on the release of the RV project she 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: States that the final plan shows the projections; behind those projections are layers of analysis. This information can be provided to Council if requested.

Councilmember Scafani: States she would like to see the information and inquires if there is a representative from RREDC 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 to gain an idea of who's out there that might be 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 past meetings 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: Clarifies that the City does not have a project; the City has a concept and is looking for feedback on the viability of the proposed concept. If a project is developed, there will be a lot of evaluation, studies, negotiations, and work that will have to take place before anything is ever constructed. This includes studies and analysis required by CEQA.

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

8. May 23, 2023, City Council Meeting Minute Review

Mayor Jones presents the 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 she's concerned about staff time to generate a new 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 that the City has budget templates available that can present the requested information; Councilmember Scafani has requested the information in a format not supported by our accounting system and it will require additional staff time to generate these reports. The information is easily accessible, just not in the format requested.

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

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

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

Councilmember Scafani: States that she wants something that she can look at and understand.

City Manager Mager: Comments that there are a variety of reports available.

Councilmember Scafani: States that she will contact the City's finance manager to see what reports are 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 Jones 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: Comments that the City has received phone calls, letters and in person comments.

11. Consent Agenda:

Councilmember Mackay requests to pull 11a (minutes) from consent

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

11a. Councilmember Mackay: Pulling July 25, 2023, meeting minutes; Councilmember 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 Scafani

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

12. Reports of Council and Staff:

Councilmember Scafani: States she missed the RCEA 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: The HCAOG meeting was cancelled for the month of September; attended the HWMA meeting that occurred on September 7th. Attended the Chamber mixer at Camp Bauer on September 14th. Attended Bingo night on September 16th and the Museum made over 800 dollars on tickets.

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

Councilmember Mackay: Attended the Blue Lake Economic Development meeting; reports on Hoptober Fest and Blue Lake Markets. Provides update on the Bike Park and Baduwa't Community moving forward with CEQA. Funding received from HCAOG for Dan Burden walkability study.

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.

Councilmember Scafani: Asks if the City has a bid for Prash 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 from the grant administrator and a project amendment has been requested.

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 options for 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 the 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

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

City of Blue Lake
 Check/Voucher Register - City Council Check Report
 From 11/1/2023 Through 11/30/2023

Check Number	Check Date	Payee	Check Description	Check Amount
11402	11/3/2023	Harold D. Burris	Employee: burrish; Pay Date: 11/3/2023	1,650.55
11403	11/3/2023	Daniel L. Dimick	Employee: dimickd; Pay Date: 11/3/2023	914.55
11404	11/3/2023	Michael D. Downard	Employee: downardm; Pay Date: 11/3/2023	887.13
11405	11/3/2023	Grace D. Griffith	Employee: griffithg; Pay Date: 11/3/2023	263.81
11406	11/3/2023	Vicki L. Hutton	Employee: huttonv; Pay Date: 11/3/2023	1,619.57
11407	11/3/2023	Francesca I. Messina	Employee: messinaf; Pay Date: 11/3/2023	59.88
231103A01	11/3/2023	Christopher A. Ball	Employee: ballc; Pay Date: 11/3/2023	348.72
231103A02	11/3/2023	Glenn R. Bernald	Employee: bernaldg; Pay Date: 11/3/2023	1,764.13
231103A03	11/3/2023	Charis A. Bowman	Employee: bowmanc; Pay Date: 11/3/2023	436.95
231103A04	11/3/2023	Rosine S. Boyce-Derricott	Employee: boycer; Pay Date: 11/3/2023	531.26
231103A05	11/3/2023	Skyler A. Coke	Employee: cokes; Pay Date: 11/3/2023	818.25
231103A06	11/3/2023	Melissa M. Combs	Employee: combsm; Pay Date: 11/3/2023	500.94
231103A07	11/3/2023	Stella M. Drobnick-Sochovka	Employee: drobnicks; Pay Date: 11/3/2023	359.73
231103A08	11/3/2023	Irene O. Erickson	Employee: ericksoni; Pay Date: 11/3/2023	213.32
231103A09	11/3/2023	Adeline L. Esh	Employee: esha; Pay Date: 11/3/2023	104.80
231103A10	11/3/2023	Anali E. Gonzalez	Employee: gonzaleza; Pay Date: 11/3/2023	1,626.87
231103A11	11/3/2023	Austin R. Jones	Employee: jonesa; Pay Date: 11/3/2023	925.03
231103A12	11/3/2023	Kanoa K. Jones	Employee: jonesk; Pay Date: 11/3/2023	325.62
231103A13	11/3/2023	Amanda L. Mager	Employee: magera; Pay Date: 11/3/2023	1,829.34
231103A14	11/3/2023	Aislin N. McKinney	Employee: mckinneya; Pay Date: 11/3/2023	145.97
231103A15	11/3/2023	Jacob P. Meng	Employee: mengj; Pay Date: 11/3/2023	1,017.26
231103A16	11/3/2023	Ross A. Nash	Employee: nashr; Pay Date: 11/3/2023	107.92
231103A17	11/3/2023	Antoinette M. Quigley	Employee: quigleya; Pay Date: 11/3/2023	1,227.35
231103A18	11/3/2023	Quinn Sousa	Employee: sousaq; Pay Date: 11/3/2023	484.20
231103A19	11/3/2023	Emily P. Wood	Employee: woode; Pay Date: 11/3/2023	1,385.15
231103EFT-01	11/3/2023	U. S. Department of Treasury	EFTPS federal tax pmt 11/3/23 PR	6,353.30
231103EFT-02	11/3/2023	Employment Development Dept.	DE88 state tax pmt 11/3/23 PR	1,001.65
231103EFT-03	11/3/2023	Cal PERS	PERS retirement pmt 11/3/23 PR	3,631.80
231103EFT-04	11/3/2023	Freedom Voice	Freedom Voice 11/1/23 statement	121.34
2348	11/6/2023	City of Blue Lake	Utilities paid from Deposits 11/1/23 Billing	130.00
11408	11/14/2023	AT&T	4-11/4//23 Cal Net 3 bills	322.56
11409	11/14/2023	Department of Justice	11/3/23 Inv #694530	32.00
11410	11/14/2023	Coastal Business Systems Inc.	10/27/23 Inv #35179514	421.96
11411	11/14/2023	Melissa Combs - Petty Cash	11/8/23 Reimburse BO Petty Cash	93.40
11412	11/14/2023	CA State Disbursement Unit	11/3/23 PR Deduction	92.30
11413	11/14/2023	D & R Janitorial Service	11/1/23 D&R Janitorial	370.00
11414	11/14/2023	GreatAmerica Financial Svcs.	10/18/23 Inv #35115699	204.00
11415	11/14/2023	Garcia's Cleaning Service	9/20/23 Inv #4218	700.00
11416	11/14/2023	Humb. Bay Municipal Water Dist	Sept 30, 2023 Billing Period	17,648.51
11417	11/14/2023	Humboldt Co. Sheriff's Office	Nov 2023 Animal Shelter Services	721.00
11418	11/14/2023	Intedata Systems	10/31/2023 Inv #27811	95.00
11419	11/14/2023	John Meng	Annual Boot Allowance Meng 23/24	175.00
11420	11/14/2023	McKinleyville Ace Hardware	10/31/23 Statement	41.98
11421	11/14/2023	McKinleyville Ace Hardware	10/31/23 Statement	0.00
11422	11/14/2023	National Rural Water Assoc.	SCADA Loan Pumnt Due 12/1/23	965.00
11423	11/14/2023	O'Reilly Auto Parts	10/28/23 Statement	114.78
11424	11/14/2023	Mark Oesau	10/14/23 Audio Services	500.00
11425	11/14/2023	Redwood Petroleum	11/4/23 Inv #136	910.20
11426	11/14/2023	SHN Consulting	10/23/23 Inv #119162 REAP	232.50
11427	11/14/2023	SHN Consulting	10/16/23 Inv #119083 Library	13,219.28
11428	11/14/2023	Sunnybrae Ace Hardware	10/31/23 Statment	21.69
11429	11/14/2023	Shred Aware	11/1/23 Inv #54246	63.03
11430	11/14/2023	Thrifty Supply Company	10/31/23 Statement	185.21
11431	11/14/2023	Thomas Home Center	10/31/23 Statement	83.30
11432	11/14/2023	Verizon Wireless	9/22-10/21 Bill Summary	327.36
11433	11/14/2023	Advanced Security Systems	10/11/23 Inv #665062	164.91

City of Blue Lake
 Check/Voucher Register - City Council Check Report
 From 11/1/2023 Through 11/30/2023

Check Number	Check Date	Payee	Check Description	Check Amount
11441	11/16/2023	Shawn Delaney	BP #2759 Partial Refund - Delaney	182.60
11442	11/16/2023	Pacific Gas and Electric	10/31/2023 Statement	9,345.64
11443	11/16/2023	FRMS	Billing Period: 84-12/01/23-12/31/23	14,351.31
11434	11/17/2023	Harold D. Burrish	Employee: burrish; Pay Date: 11/17/2023	1,650.55
11435	11/17/2023	Daniel L. Dimick	Employee: dimickd; Pay Date: 11/17/2023	820.84
11436	11/17/2023	Michael D. Downard	Employee: downardm; Pay Date: 11/17/2023	914.55
11437	11/17/2023	Grace D. Griffith	Employee: griffithg; Pay Date: 11/17/2023	263.82
11438	11/17/2023	Vieki L. Hutton	Employee: huttonv; Pay Date: 11/17/2023	1,534.46
11439	11/17/2023	Francesca I. Messina	Employee: messinaf; Pay Date: 11/17/2023	59.88
11440	11/17/2023	Dazey's Arcata	10/31/23 Statement	699.10
11445	11/17/2023	Chris Grossman	11/7/23 Inv #01 Skate DJ 10/26/23	250.00
11446	11/17/2023	Il. C. Assoc. of Governments	9/6/23 Inv #2023-3 Safety Walk	1,000.00
11447	11/17/2023	Intedata Systems	10/10/23 Inv #27795	200.00
11448	11/17/2023	Independent Business Forms Inc	11/19/2023 Inv #42700	237.38
11449	11/17/2023	Kernen Construction	9/148/2023 Inv #25927	68.19
11450	11/17/2023	Tameson L. Livengood	9/23/23-10/28/23 WB Umpire - Livengood	360.00
11451	11/17/2023	Miller Farms Nursery, Inc.	10/31/23 Statement	68.74
11452	11/17/2023	The Mill Yard	10/31/23 Statement	68.84
11453	11/17/2023	The Mitchell Law Firm, LLP	10/31/23 Inv's 2064 & 2065	4,861.00
11454	11/17/2023	Optimum	Billing Period 10/1/23-11/30/23	891.44
11455	11/17/2023	Pierson Building Center	10/31/23 Statment	102.34
11456	11/17/2023	Jessica B. Parker	9/23/23-10/28/23 WB Umpire - Parker	1,265.00
11457	11/17/2023	Jessica B. Parker	10/31/23 Supply Reimb. J Parker	364.74
11458	11/17/2023	Redwood Curtain Design	11/1/23 Inv's 1150 & 1172	279.00
11459	11/17/2023	RREDC	Town Square loan pmt due 12/1/23	1,236.87
11460	11/17/2023	SHN Consulting	10/20/23 Inv #119148	5,336.18
11461	11/17/2023	SHN Consulting	10/23/23 Inv #119159 Planning	6,241.25
231117A01	11/17/2023	Christopher A. Ball	Employee: ballc; Pay Date: 11/17/2023	217.96
231117A02	11/17/2023	Glenn R. Bernald	Employee: bernaldg; Pay Date: 11/17/2023	1,955.04
231117A03	11/17/2023	Charis A. Bowman	Employee: bowmanc; Pay Date: 11/17/2023	445.18
231117A04	11/17/2023	Rosine S. Boyce-Derricott	Employee: boycer; Pay Date: 11/17/2023	255.55
231117A05	11/17/2023	Skyler A. Coke	Employee: cokes; Pay Date: 11/17/2023	974.01
231117A06	11/17/2023	Melissa M. Combs	Employee: combsm; Pay Date: 11/17/2023	536.10
231117A07	11/17/2023	Stella M. Drobnick-Sochovka	Employee: drobnicks; Pay Date: 11/17/2023	138.99
231117A08	11/17/2023	Irene O. Erickson	Employee: ericksoni; Pay Date: 11/17/2023	313.31
231117A09	11/17/2023	Adeline L. Esh	Employee: esha; Pay Date: 11/17/2023	97.31
231117A10	11/17/2023	Anali E. Gonzalez	Employee: gonzaleza; Pay Date: 11/17/2023	1,626.87
231117A11	11/17/2023	Kanoa K. Jones	Employee: jonesk; Pay Date: 11/17/2023	482.79
231117A12	11/17/2023	Austin R. Jones	Employee: jonesa; Pay Date: 11/17/2023	613.22
231117A13	11/17/2023	Amanda L. Mager	Employee: magera; Pay Date: 11/17/2023	1,933.60
231117A14	11/17/2023	Aislin N. McKinney	Employee: mckinneya; Pay Date: 11/17/2023	209.59
231117A15	11/17/2023	Jacob P. Meng	Employee: mengj; Pay Date: 11/17/2023	1,017.26
231117A16	11/17/2023	Antoinette M. Quigley	Employee: quigleya; Pay Date: 11/17/2023	1,335.50
231117A17	11/17/2023	Quinn Sousa	Employee: sousaq; Pay Date: 11/17/2023	558.76
231117A18	11/17/2023	Emily P. Wood	Employee: wood; Pay Date: 11/17/2023	1,385.15
231117EFT-01	11/17/2023	U. S. Department of Treasury	EFTPS federal tax pmt 11/17/23 PR	6,135.09
231117EFT-02	11/17/2023	Employment Development Dept.	DE88 state tax pmt 11/17/23 PR	983.41
231117EFT-03	11/17/2023	Cal PERS	PERS retirement pmt 11/17/23 PR	3,564.42
11462	11/29/2023	Alliant Insurance Services	Special Event Insurance Jul-Sep 2023	87.00
11463	11/29/2023	Arcata Stationers	11/1/23 Statement	8,617.16
11464	11/29/2023	B & B Portable Toilet Co.	11/11/23 Inv's #171902 & 171901	167.32
11465	11/29/2023	City of Blue Lake	Water/Sewer Payments 11/1/2023	2,751.84
11466	11/29/2023	CA Dept. of Tax and Fee Admin.	Water Rights 7/1/23 - 6/30/24	603.93
11467	11/29/2023	CA State Disbursement Unit	11/17/23 PR Deduction	92.30
11468	11/29/2023	Dito, LLC	11/21/2023 Inv# 80672	145.80
11471	11/29/2023	G.L.J. Construction	11/16/2023 Inv# 3256	763.11

City of Blue Lake
 Check/Voucher Register - City Council Check Report
 From 11/1/2023 Through 11/30/2023

<u>Check Number</u>	<u>Check Date</u>	<u>Payee</u>	<u>Check Description</u>	<u>Check Amount</u>
11472	11/29/2023	Hooven & Co., Inc.	10/31/2023 Statement	81,681.70
11473	11/29/2023	North Coast Laboratories LTD.	10/31/2023 Statement	1,020.00
11474	11/29/2023	SHN Consulting	11/14/23 Inv# 119316 WW(CRS)	1,575.00
11475	11/29/2023	SHN Consulting	11/20/23 Inv# 119149 Engineering	2,241.25
11476	11/29/2023	Tensor IT	11/15/2023 Statement	3,116.83
11477	11/29/2023	US Bank Corp. Payment Systems	10/23/23 Statement	3,414.41
11478	11/29/2023	William Rich and Associates	6/30/23 Invoice - Historical Evaluation	2,800.00
11479	11/29/2023	Abila	11/20/23 Inv #1050-1000200217	1,641.73
11480	11/29/2023	Dana Jensen	purchase of 2 used backhoe tires	100.00
11481	11/29/2023	Hensel's Ace Hardware	10/31/23 Statement	473.96
Report Total				257,217.53



City of Blue Lake

City Manager Report

December 2023

Economic Development

- Commercial Kitchen Development:

The City's commercial kitchen has been completed. The kitchen will serve as a resource in the event that the hall is used for emergency services. The kitchen will also support the City's concession needs, as well as becoming a food incubator for small businesses.

The City has already received numerous calls to inquire into rental opportunities and staff is pursuing options to lease out the space for commercial use during Friday and Saturday night skate events.

EDA Grant:

The City has received a grant extension to complete master planning and surveying work on City parcels in the Powers Creek District. Staff recently met with representatives from Storyland Studios regarding the project and work will begin in February on the remaining grant deliverables.

Work will include identification of parcel configurations for future development, identification of ingress/egress needs, connectivity recommendations, architectural mood boards and a final surveyed map for subdivision purposes. This work will aid the City in attracting economic investment

and will provide a thoughtful plan for the district's future. *Funding for this project has been provided by the Economic Development Administration in the amount of \$222,000.00*

- State Park Per Capita Grant-\$177,000: The majority of work under this grant has been completed. Remaining work includes the installation of a new roof on Prasch Hall. The roof will be funded partially by the State Park Grant, facility improvement funds and COVID relief dollars. Work on the roof will take place in the spring of 2024.

Staff is in the process of closing out the State Park Per Capita Grant for the work items that have been completed.

- Town Square Grant: The town square construction project will begin in the Spring of 2024; the City is contracting with Sequoia Industries to complete the work.

Parks and Recreation

Staff is pursuing additional funding for the bathroom installation; the original price for the purchase and construction of the bathroom came in above the project budget. City staff has met with our local USDA Community Facilities representatives and he has encouraged the City to submit an application through USDA for the purchase of a bathroom unit. USDA can fund up to \$50,000.00 to assist with the acquisition. City staff is in the process of preparing this application.-On-Going

- ADA Parking at the Town Square: As part of the town square design, the City included ADA parking and accessible sidewalks. The City does not currently have an ADA parking space in the downtown and this has been identified as a necessary installation for the City. The City

	<p>has been reserving funding through our various street programs to make ADA improvements as deemed feasible; having an ADA parking space at the town square and across from the post office will allow the City to meet State and Federal requirements. The ADA parking was included in the town square project and the City will utilize street funds to pay for this portion of the project. The City will also apply for the 2% TDA Set-Aside funds, available each year through HCAOG, to assist in funding this portion of the project. <i>The final construction budget for the town square is \$359,981.00; this includes \$323,000.00 from the State Park Grant, and \$36,830.00 from the City's infrastructure funding for streets and water and wastewater improvements.-On-Going</i></p> <ul style="list-style-type: none"> • <u>Bike Park</u>: The City has started work on the dirt track portion of the bike park. Work includes moving dirt from the two larger piles to the various feature locations and then utilizing small equipment and manpower to build and compact the dirt as identified in the design. The City has winterized the site and work will continue as weather permits.-On-Going.
<p>City Infrastructure</p>	<ul style="list-style-type: none"> • <u>Library Improvements</u>: The library project is 90% complete; work remains to clean-up the concrete work and to install lighting and new doors to City Hall. Work under this project included ADA improvements to the library bathroom, walkway and parking lot; during the course of construction, some of the siding on City Hall was damaged; the City received authorization from CDBG to make the repairs, which included installation of new siding and repainting of a portion of City Hall.
<p>Policy Updates and Studies</p>	

The City previously requested authorization to request additional funds for the project; fortunately, the City was able to complete the work within the original project budget and the additional request was not needed.

This project is funded through the City's Community Development Block Grant Program Income funding. Work under this project is budgeted at \$200,000.00; this includes design, engineering, bid management, inspections, project & grant management and construction.

- Truck Route Study and Design: Work continues on the truck route project; the City has a draft plan that is being used to conduct environmental and cultural studies. The City's project has been approved for funding by the CTC; it is anticipated that the City will receive funding in the amount of \$1.6 million to make much needed safety improvements to Greenwood. The City will continue to pursue funding for additional improvements to the truck route as the design progresses.

Dan Burden, walkability/traffic safety expert, has completed a walkability audit of the City's truck route and is providing peer review and guidance on proposed improvements. Mr. Burden has provided preliminary feedback on the truck route and will be formalizing his recommendations for review by the City and the community. The truck route project is a State funded project; the City has received funding for design, engineering and environmental work and will receive construction funding once a final plan is accepted.

Currently, staff is presenting the draft design to the community, stakeholders and special interest groups. To date, the City has presented the draft plan to Blue Lake Union Elementary and the Public Safety Commission. Meetings are being set up with representatives from the major industrial users and property owners on Greenwood. The draft plan will also be presented to the Council for review and recommendation.

Staff anticipates finalizing the plan during the winter and bidding the project in Spring, for a Summer construction date.

- Taylor Way Improvements: The City has received a grant from HCAOG to hire Dan Burden to complete a street design for Taylor Way. As the City designs and attracts new investment to the Powers Creek District, Taylor Way must be improved to accommodate the mix of uses. Dan Burden has completed an initial assessment of Taylor Way, along with a review of proposed development scenarios; he has compiled a preliminary design which is being reviewed by our engineering and planning staff. The design incorporates speed control measures, a gateway installation, raised crosswalks, on-street parking, and turnaround options for the end of Taylor Way. Staff will be presenting these ideas when they are in a more refined state of dissemination. -On-Going
- FEMA Water Tanks Funding: The City submitted a funding request to the FEMA Hazard Mitigation Program to replace the City's two redwood water tanks. The City has received notice that the phase 1 award has been approved; this will fund the design portion of the project. The City is in the process of working with FEMA and CalOES to finalize the funding agreement.-On-Going

- Housing Element Update: Staff have completed the final draft of the housing element and submitted it to the State for review. The State has received the submittal and is in the final stages of review and comment. Staff is working closely with our HCD representatives as questions arise through the review process. *-On-Going*