



City of Blue Lake

111 Greenwood Road-P.O. Box 458

Blue Lake, CA 95525

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www.bluelake.ca.gov

City Council Agenda

Tuesday, August 26, 2025 ~ 6:30 p.m. ~Regular Council Meeting

Skinner Store-111 Greenwood Road, Blue Lake California

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

Public Input can be given to the Council by emailing cityclerk@bluelake.ca.gov until 4:30 p.m. on the date of the meeting.

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:

Zoom Meeting

<https://us02web.zoom.us/j/85981813984>

Call to Order

1. **Pledge of Allegiance and Establish a Quorum of the Council**
2. **Public Comment On Non-Agenda Items** – *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.*
3. **Consent Agenda**
 - a. City Council Minutes for February 20, 2025
 - b. City Council Minutes for March 25, 2025
 - c. City Council Minutes for April 8, 2025
 - d. City Council Minutes for April 22, 2025
 - e. City Council Minutes for July 3, 2025
 - f. City Council Action Summary Minutes for July 22, 2025
 - g. City Council Action Summary Minutes for July 28, 2025
 - h. Approve Monthly Report on Disbursements
4. **Housing Element Update & Next Steps**-Informational; Direction as Appropriate.
5. **Receive and File Certificate of Sufficiency of Three Recall Petitions and Set Date for Special Municipal Election for the Recall of One Council Member Position**

6. **Extend Continuing Resolution 1237 in Lieu of Fiscal Year 2025/26 Budget**
7. **Consideration of Transition from Verbatim to Action-Style Minutes**
8. **Receive Report and Survey Permission Request from the Safety Commission**
9. **Council Correspondence**
10. **Reports of Council and Staff**
 - a. Ad hoc Committee Reports
 - b. Commission Updates
 - c. City Manager Report
11. **Closed Session:** It is the intention of the City Council to meet in closed session on one item:
 - a. Public Employment Evaluation – City Manager pursuant to Government Code Section 54957
12. **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 the City Clerk at 707-668-5655, at least 24 hours prior to the commencement of the meeting.



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CITY OF BLUE LAKE
C A L I F O R N I A

111 Greenwood Road
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Blue Lake City Council Minutes

Tuesday, February 20, 2025-City Council Special Meeting
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

1. Called to Order: 6:30 p.m.

2. Quorum Established: Mayor John Sawatzky, Mayor Pro-Tem Elise Scafani, Councilmember Michelle Lewis-Lusso, Councilmember Katherine Napier, Councilmember Christopher Firor

Staff Present: City Manager Mager, Ryan Plotz-City Attorney

Public Present: Kent Sawatzky, Jean Lynch, Justin Goad, Beckie Thornton, Linda Cooley, Julie Christie, Lori Ponte, Terry Bayless

3. Approval of the Agenda:

Motion: To approve the agenda as presented

Motion by: Councilmember Firor

Seconded by: Councilmember Lewis-Lusso

No Public Comment

Motion Summary: Consensus

4. Public Comment on Closed Session Items:

Kent Sawatzky: Comments on the election and the City Manager's contract.

Linda Cooley: Comments on food permits in the park and battery storage project

Erin McClure: Comments on the water tank negotiations

Jean Lynch: Comments on the assessor parcel numbers not being listed on the agenda.

Mackenzie: Comments on the battery storage project and business outreach.

Terry Bayless: Comments on impacts to walking trails and the river from a battery project.

Dave Ponte: Concerned about negotiations regarding the battery project.

Julie Christie: Comments on the transformer.

Beckie Thornton: States she agrees with comments.

Public Comment Closed.

5. Closed Session

Motion: To enter into closed session

Motion by: Mayor Pro-Tem Scafani

Seconded by: Councilmember Firor

Motion Summary: Consensus

Reconvened to open session at 7:40pm

Nothing to report out of closed session.

1. Meeting Called to Order

2. Quorum Established

3. Approval of the Agenda

Motion: To Approve the agenda as presented

Motion by: Councilmember Napier

Seconded by: Councilmember Firor

Motion Summary: Consensus

4. Public Comment on Non-Agendized Items

Adelene Jones: Comments on the need for affordable housing in Blue Lake; the State is suing cities and hopes the Council is taking it seriously.

Kent Sawatzky: Comments on the Emporium Building and converting the space to live/work units.

Mackenzie: Concerned about food operations at the park.

Julie Christie: Comments on working together; doesn't support having a land acknowledgment.

Public Comment Closed

5. Receive Update on Discussion with PT Blue Lake Redevelopment, LLC for a Battery Storage Project

Mayor Sawatzky introduces the item.

City Attorney Plotz-Provides an overview of the discussions and shares a slideshow explaining the discussion items. PowerTransitions proposes to purchase two acres of land and demolish the existing above ground structures on the property; they would develop a 20 MW battery storage facility. In the future they would propose to lease or purchase four acres of land to develop a 100MW battery storage facility. The 100MW facility would require major upgrades to the transmission facilities and would require extensive permitting; this could take 7-10 years to complete. PowerTransitions seeks a signed option agreement in March in order to meet the PG&E submission requirements as part of the RCEA request for offers.

Councilmember Lewis-Lusso: Appreciates the effort that's gone into the negotiations to get to this option.

Councilmember Napier: Comments on the negotiations and the change to a smaller project; this is more palatable; recommends reaching out to the businesses on Taylor Way and having a business focused meeting to discuss.

Mayor Pro-Tem Scafani: Comments on the formation of the ad-hoc and the RCEA solicitation timeline; feels that Council was manipulated into approving the negotiation agreement; she is a hard no on this project and has zero trust in the people feeding them information.

Attorney Plotz: States that he has talked to RCEA several times regarding the timeline and the process.

Councilmember Napier: Questions what an approval tonight would obligate the City to?

Attorney Plotz: States that staff is only asking for direction to move forward; the City would not be obligated to anything at this point.

Councilmember Lewis-Lusso: States that she is concerned that comments have been made that she was railroaded into making a decision; she can make her own decisions and does her own research; she pushed for this meeting and feels that its informative.

Public Comment

Lori Ponte: Comments on the EDC ad-hoc and what their role is in this project; appreciates the opportunity for the community to ask questions.

Agenda Item: 3a

Adelene Jones: States that she is concerned about the structures on the site and the liability; agrees with the two acre hybrid option.

Kent Sawatzky: Agrees that the property needs to be cleaned up; recommends bringing the item back in September.

Rebecca Collins: Comments on the project being rushed and the connection to Enron.

Terry Bayless: Concerned about TetraTech being involved and the applicability of AB 205.

Sherri Star: Comments on the cost of demolition; toured a 10MW and 200MW battery site.

Erin McClure: Comments on the cost of the attorney.

Lin Glen: Excited that the City has an asset that PG&E is interested in; wants to explore other options and the value of the infrastructure.

Julie Christie: Comments on not turning this project into a negative.

Beckie Thornton: States that it's going too fast.

Justin Goad: Questions the process; if Council directs the attorney to move forward it doesn't bind the City; the site needs to be cleaned up quickly.

Dave Ponte: Comments on the assembly bill related to BESS projects.

Public Comment Closed

Mayor Pro-Tem Scafani: Comments on other uses of the facility; would rather take too long to make a decision than make the wrong decision.

Councilmember Firor: States he supports the March timeline for presenting an option agreement and supports the hybrid project model.

Mayor Sawatzky: Asks if PowerTransitions is out if the March deadline can't be met.

Attorney Plotz: States that staff will not push to develop an option agreement to meet the March deadline if Council does not want to work toward that deadline.

Councilmember Lewis-Lusso: Comments that she doesn't want to halt the process if the March deadline can't be met.

Councilmember Napier: Comments on the deadline; chasing the March deadline doesn't commit the Council to anything. She has conducted research in the investors; the attorney has shown his expertise in understanding the structure.

Mayor Pro-Tem Scafani: Is there anything preventing the City from looking at demolition options?

Councilmember Lewis-Lusso: Questions the PG&E process and timeline.

Attorney Plotz: Clarifies the process; August is the anticipated demolition date.

Mayor Pro-Tem Scafani: Supports investigating other options that don't impact the ENA.

Mayor Sawatzky: Asks Council to provide clear directions to staff.

Councilmember Napier: States that Council can give clear direction on February 25th; allows time to conduct a tour and to hold the town hall.

Attorney Plotz: States that staff will pursue the hybrid model and receive direction from Council on the 25th.

Motion to Adjourn-9:20pm

Motion by: Councilmember Firor

Seconded by: Councilmember Lewis-Lusso

Motion Summary: Consensus



Agenda Item: 3b

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CITY OF BLUE LAKE
C A L I F O R N I A

111 Greenwood Road
P.O. Box 458
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Blue Lake City Council Minutes

Tuesday, March 25, 2025-City Council Regular Meeting
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

1. Called to Order: 5:30 p.m.

2. Quorum Established: Mayor John Sawatzky, Mayor Pro-Tem Elise Scafani, Councilmember Michelle Lewis-Lusso, Councilmember Kathryn Napier, Councilmember Christopher Firor

Staff Present: City Manager Mager, Planner Rees, Finance Manager Dani Burkhardt

Public Present: Justin Goad, Beckie Thornton, Mardi Granger, Erin McClure, Donald Schang, Karen Nessler, Marla West, Lori Ponte, Jen Corse, Brian Corse, Jean Lynch, Darcey Lima

3. Approval of the Agenda:

Motion: To move items 12, 13 and 14 after item 7

Motion by: Councilmember Napier

Seconded by: Mayor Pro-Tem Scafani

No Public Comment

Motion Summary: Ayes: Sawatzky, Napier, Scafani; Nays: Lewis-Lusso; Abstain: Firor (Passes)

4. Adopt Previous Council Meeting Minutes:

- January 30, 2025
- February 11, 2025
- February 20, 2025
- February 25, 2025

Motion: To adopt the meeting minutes with minor edits as discussed.

Motion by: Mayor Pro-Tem Scafani

Seconded by: Councilmember Firor

Public Comment:

Brian Corse: Questions the process for capturing the names of the public in the meeting minutes.

Public Comment Closed.

Motion Summary: Consensus

5. Reports of Council and Staff

City Manager Report: City Manager presents staff report; Council requests details regarding the bike park,

including how and when it was approved and a full accounting of expenditures and revenues.
Councilmember Napier requests financial projections for proposed businesses at the City Corporation Yard.
City Manager Mager explains that those projections are not available, nor does staff have the capacity to complete them. The City has completed a financial analysis regarding business development in the City, through a grant funded by USDA; staff can provide this report to Councilmember Napier.

Councilmember Napier requests a closed session to discuss the potential sale of the City Corporation Yard.

Councilmember Lewis-Lusso: Provides a report on Humboldt Waste Management Authority.

Councilmember Napier: Provides a report on Redwood Region Economic Development Corporation.

Public Comment:

Rebecca Collins: Requests information on the Calgon Carbon Plant.

Lin Glen: Questions who is representing the Council on property negotiations.

Julie Christie: Comments on the DANCO project.

Terry Bayless: Comments on the PowerTransitions negotiations.

Public Comment Closed.

Financial Report: City Manager Mager introduces the City's new Finance Manager, Dani Burkhart. Staff will be developing a monthly and quarterly report for Council that will provide financial details as well as more easily digestible financial data.

Councilmember Napier: Asks the Finance Manager what software the City uses for accounting.

Finance Manager Burkhart: Explains that the City uses Abila MIP.

Mayor Sawatzky: Asks why the Powers Creek fund is running a deficit?

Finance Manager Burkhart: Explains that the fund will be reimbursed for expenses from the town square grant.

Mayor Pro-Tem Scafani: States that she would like to see prior year budgets in order to compare current and projected budgets.

Public Comment:

Terry Bayless: Comments on Warrants and Disbursements.

Julie Christie: Comments on financial reports.

Beckie Thornton: Comments on public records requests.

Lin Glen: Comments on CERT and tsunami drills.

Julie Christie: Comments on Council videos.

Lori Ponte: Comments on the date for a community potluck.

Public Comment Closed.

6. Consent Agenda.

Councilmember Napier pulls item 6b-City of Blue Lake FY 24-25 Salary Schedule Amendment No. 3

Motion: To accept the warrants and disbursements and to proclaim April 2025 as Sexual Assault Awareness Month.

Motion by: Mayor Pro-Tem Scafani

Seconded by: Councilmember Napier

Motion Summary: Consensus

1
2 **April 2025 Sexual Assault Awareness Month Proclamation:** The representative from the North Coast
3 Rape Crisis Team presents the proclamation and provides an overview of their services to the community.
4 **Item 6b: Fiscal Year 24-25 Salary Schedule Amendment No. 3**
5 **Councilmember Napier:** Reviews the proposed wage rate for the City Clerk position; recommends moving
6 it to the same salary line as the Finance Manager.
7 **Motion:** To move the City Clerk position to the same salary lines as the Finance Manager on the salary
8 schedule.
9 **Motion by:** Councilmember Napier
10 Motion dies for lack of a second.
11
12 **Motion:** To accept the salary schedule as presented
13 **Motion by:** Councilmember Lewis-Lusso
14 **Seconded by:** Councilmember Firor
15 **Motion Summary:** Ayes: Lewis-Lusso, Firor; Nays: Sawatzky, Napier, Scafani (Doesn't Pass)
16
17 **Motion:** To adopt the salary schedule, removing the Economic Development Planner position from the
18 salary schedule and retain all other salary levels as presented.
19 **Motion by:** Councilmember Napier
20 **Seconded by:** Councilmember Lewis-Lusso
21 **Motion Summary:** Consensus
22
23 **7. Commissioner Appointments**
24 **Public Safety Commission:** Mayor Sawatzky opens the item; Donald Schang has applied for an open
25 commissioner seat on the Public Safety Commission.
26
27 Donald Schang introduces himself and states that he would like to serve on the commission.
28
29 **Motion:** To appoint Donald Schang to the Public Safety Commission.
30 **Motion by:** Councilmember Firor
31 **Seconded by:** Councilmember Lewis-Lusso
32 **Motion Summary:** Consensus
33
34 **Economic Development Commission:** Mayor Sawatzky introduces the item and presents the applications
35 for the position. Darcey Lima and Roxanne Rothery have applied to be re-appointed to the commission.
36
37 **Motion:** To appoint Darcey Lima and Roxanne Rothery to the Economic Development Commission
38 **Motion by:** Councilmember Firor
39 **Seconded by:** Councilmember Lewis-Lusso
40 **Motion Summary:** Ayes: Lewis-Lusso, Firor, Sawatzky; Nays: Napier; Abstain: Scafani, (Motion Passes)
41
42 **Public Comment:**
43 **Julie Christie:** Comments on Linda Cooley's application.
44 **Darcey Lima:** Feels that serving on the commission is her civic duty; people should be producers and not
45 preventors.
46 **Public Comment Closed.**
47

1 **8. Council Goal Setting Discussion:** Mayor Sawatzky introduces the item.

2 Council discusses the need for a facilitator to assist the Council through the process of developing Council
3 goals.

4 **Mayor Pro-Tem Scafani:** Doesn't feel that the Council needs a facilitator; Council can set goals without
5 assistance.

6 **City Manager Mager:** Recommends using a facilitator.

7 **Councilmember Napier:** Would like to have a meeting ahead of the meeting with a facilitator.

8 **Councilmember Firor:** States that he would like a facilitator to help the Council move forward.

9
10 **Public Comment:**

11 **Barbara Russell:** Doesn't think that an outsider is necessary.

12 **Julie Christie:** Comments on goal setting.

13 **Public Comment Closed.**

14
15 **Mayor Pro-Tem Scafani:** Recommends that Council identify their top 10 objectives; staff to produce a list
16 of upcoming items.

17
18 **Council Directive:** Direct staff to evaluate options for a facilitated goal setting session; bring back to
19 Council for further review and discussion.

20
21 **9. Fiscal Year 25-26 Budget Discussion:** Mayor Sawatzky introduces the item.

22 **Councilmember Lewis-Lusso:** Would like to learn more about the budgeting process; Dani could bring
23 recommendations on how to move forward. In April, staff could bring preliminary projections for FY 25-26
24 and an overview of the budget.

25 **Mayor Sawatzky:** Would like to see prior year budgets.

26 **Mayor Pro-Tem Scafani:** Would like to see several years worth of data.

27 **Councilmember Napier:** Would like to see trends; look at past five years; what are the grants and where
28 does the money come from.

29 Council asks that the budget be changed to landscape, with a bigger font and have it OCR'd.

30
31 **10. City Clerk Recruitment:** Mayor Sawatzky introduces the item

32 Council discusses the recruitment process and the applications received to date. City Manager Mager states
33 that qualified applicants have applied. Mayor Pro-Tem Scafani recommends moving forward with the
34 qualified applicants; they could train for additional duties.

35
36 **Public Comment:**

37 **Rebecca Collins:** Comments on the clerk position and the duties.

38 **Julie Christie:** Supports moving forward.

39 **Public Comment Closed.**

40
41 **Councilmember Napier:** Asks that staff remove the language requesting salary history from the current job
42 application.

43 Council directs staff to work with the ad-hoc committee to arrange interviews; and to post the position in the
44 North Coast Journal for additional outreach. The ad-hoc will work with the City Manager on the interview
45 questions.

46
47 **11. Resolution Number 2025-1235-Adopting Amendments to the Blue Lake General Plan to Update**

and Implement the Housing Element for the 2019=2027 Planning Cycle (6th Cycle): Mayor Sawatzky introduces the item; Planner Rees presents the staff report and recommends opening the public hearing.

Planner Rees: The Council requested that staff bring this item back for consideration; Council had requested an extra 60 days to review the document and to have additional time to ask questions. During the 60 day process, staff received no inquiries from the community or Council. The City has been contacted by The Department of Housing and Community Development regarding the City's timeline for adoption. The City has received grant funding to complete the housing element and the work is complete.

Mayor Pro-Tem Scafani: Is there a deadline to adopt the housing element?

Planner Rees: Explains that the City is behind on the adoption timeline and that there are punitive actions that can be taken by the State to enforce adoption.

Mayor Pro-Tem Scafani: Asks if the State has approved the high-density combining zone and how often does it need to be applied?

Planner Rees: The City would use the high-density combining zone as a tool; it would be applied in a targeted manner each planning cycle. It's meant to accommodate lower income housing.

Mayor Sawatzky: The reason that I didn't provide questions is because I thought we were going to have a combined meeting with the Planning Commission.

Mayor Sawatzky: Questions if the wastewater treatment plant can meet the demands?

Planner Rees: Clarifies that the housing element is not approving projects; the housing element is designating sites through zoning. The City has plans for the upgrade of the treatment plant to add capacity; the upgrades could accommodate almost the full build-out of the general plan including the proposed projects in the Powers Creek District.

Planner Rees: Right now with all the approved and anticipated projects the city would reach capacity at some point with its wastewater treatment plant. It is not known when that will happen. The City has had plans for upgrades to the system for years. The plan is to add 180 residential equivalent units to the system. Anything beyond that would be some kind of more complicated expansion to the system.

Mayor Pro-Tem Scafani: I've been told that the City's current wastewater treatment plant may not be permitted in the near future; that it may need upgrades. Asks about costs and timelines for upgrades.

City Manager Mager: States that she has never heard this; State Water Resource Control Board just completed their inspection and stated that the plant is one of the best in the State.

Mayor Pro-Tem Scafani: Questions who will pay for increased capacity to support development.

Planner Rees: Within 2 years of adopting the housing element the upgrades would have to be done. The City would have to fund those improvements and new projects would be charged an impact fee equivalent to the size of the project when they connect to sewer and water.

Mayor Pro-Tem Scafani: What will this upgrade cost?

Planner Reese: Originally it was \$200, 000 or \$300,000, now it is something like \$500,000.

Mayor Pro-Tem Scafani: expresses concern that the city will be committed to funding the upgrades before any new development takes place.

City Manager Mager: The projects will pay impact fees to pay their share of the improvements; the City has capitol improvement funds and capacity improvement funds that can be used to support any necessary improvements. The City has been planning to make improvements and has identified what is needed. The City also has issues with stormwater infiltration that impacts capacity; the City is working to address this issue which will improve capacity.

Mayor Sawatzky: Questions the CEQA process; and what it would cost to conduct a full analysis?

Planner Rees: Clarifies that the City did conduct a new initial study; this was funded by REAP funding received from the State; originally staff had proposed an addendum to the original study but after hearing concerns from the public regarding outdated information, the City conducted a new initial study negative declaration. The packet includes comments received and a full staff report.

1 **Mayor Pro-Tem Scafani:** Questions the Circulation Element and if it should be updated before adopting the
2 housing element. Eventhough the truck route used to carry more traffic, there's concerns about Powers Creek
3 District development. There's concern that there aren't adequate evacuation routes in the event of a fire or
4 emergency.

5 **Planner Rees:** There are several options to exit Blue Lake; the General Plan projected a much higher level
6 of development and growth, including more traffic. This never happened and growth went down and traffic
7 levels went down; most communities grow under their General Plan, but Blue Lake didn't. The development
8 in the Powers Creek District may get the City to the levels in the 1980's. A traffic study was conducted with
9 projected growth potential in the Powers Creek District; it concluded that traffic impacts would not add
10 significant traffic impacts.

11 **Councilmember Napier:** What we were willing to do to our community in the 1980's isn't what we would
12 consider doing to our neighbors now; we have to consider expectations and desires now, including noise,
13 vibrations and particulates from dust in the air. It's not fair to use that as a benchmark.

14 **Planner Rees:** The General Plan is still very relevant including the growth projections and the level of
15 service capacity for the traffic routes. It is relevant to reference the General Plan because it's the plan that
16 the City is working under now.

17 **City Manager Mager:** Just to clarify, the adoption of the housing element isn't preventing or hindering
18 development in the Powers Creek District; higher density development in the Powers Creek District can
19 already happen under our current zoning. The housing element isn't tied to a specific project, except through
20 funding and financing to incentivize development. This housing element isn't a tool to prevent development.

21 **Planner Rees:** If the City were to take that position, you'd be in violation of State housing laws.

22 **Councilmember Napier:** States that she takes offense to that statement; her concern is with overall growth
23 and not a particular project.

24 **Planner Rees:** It has been stated a number of times in the community and at Council and Planning
25 Commission meetings, that the adoption of the housing element can prevent the affordable housing project;
26 the State has laws now to address this.

27 **Councilmember Napier:** What would be the order to update the elements?

28 **Planner Rees:** Recommends updating the Safety Element and Conservation Element; some work has been
29 done on the Circulation Element.

30 **Mayor Sawatzky:** Asks for clarification on the LEAP funding.

31 **Planner Rees:** Clarifies when the funding was received and that it paid for the update to the housing
32 element.

33 **Councilmember Napier:** Asks City Manager Mager about implementing updates into strategic goals.

34 **Planner Rees:** States that this would be a good opportunity to address updates.

35 **Mayor Sawatzky:** Questions how building heights would be impacted by the housing element?

36 **Planner Rees:** Clarifies that the housing element provides consistency between multi-family housing in
37 various zones to eliminate standards that prohibit development.

38 **Public Comment:**

39 **Rebecca Collins:** States that she doesn't understand the by-right option.

40 **Planner Rees:** Explains that if the project meets the zoning requirements it's not subject to a subjective
41 approval process; it would require a building permit and not a conditional use permit.

42 **Julie Christie:** Comments on the process that was undertaken to develop and review the housing element;
43 she doesn't think that the General Plan is outdated.

44 **Lori Ponte:** Comments on the next planning cycle; can the City accommodate the allocation; if the City
45 were not in danger of being fined, we could not adopt and wait until the next cycle, it's only three years
46 away.
47

1 **Public Comment Closed.**

2
3 **Planner Rees:** Clarifies that the City went through a long process to update the housing element; including
4 multiple drafts with track changes and numerous meetings and community presentations.

5 **Mayor Pro-Tem Scafani:** States that she does remember seeing the red-lined changes through the process,
6 but did not see HCD's comments.

7 **Planner Rees:** States that staff submitted the plan to HCD multiple times for review and comment; those
8 drafts were reviewed by the Planning Commission and multiple public hearings were conducted. Copies of
9 HCD's comments were presented and made available to the Council through the process.

10 **Mayor Pro-Tem Scafani:** Asks how community member comments were incorporated?

11 **Planner Rees:** Explains that the comments were incorporated in the drafts presented to the Planning
12 Commission; they provided direction to staff on how to respond or include in the document. The comments
13 are provided in the document and all comments are captured and documented. On page five and six of the
14 document the comments are summarized and whether or not revisions were made. Most comments were
15 concerned with general growth in the community and the DANCO project.

16 **Mayor Sawatzky:** Asks for clarification on the ADU tracking language in the document.

17 **Planner Rees:** Clarifies that the City has to track all development in the Annual Progress Report that is sent
18 to the State; this shows the City's progress on housing development.

19
20 **Motion:** To Adopt Resolution Number 2025-1235-Adopting Amendments to the Blue Lake General Plan to
21 Update and Implement the Housing Element for the 2019=2027 Planning Cycle (6th Cycle)

22 **Motion by:** Councilmember Lewis-Lusso

23 **Seconded by:** Councilmember Firor

24 **Motion Summary:** Ayes: Lewis-Lusso, Firor; Nays: Sawatzky, Scafani, Napier (Motion Fails)

25
26 **Planner Rees:** Questions if Council wants staff to bring back additional information or conduct another
27 meeting to assist in answering questions. Staffs job is to provide enough information for Council to make an
28 informed decision.

29 **Mayor Sawatzky:** States that the Council will get back to him.

30 **Planner Rees:** Asks if Council will continue the public hearing so the item can be brought back, or if not,
31 staff will have to re-notice the public hearing.

32 **Mayor Sawatzky:** Council can bring it up in future agenda items.

33 **Planner Rees:** If Council doesn't continue the public hearing then staff will have to re-notice the hearing.

34 **Councilmember Napier:** We're dying on the vine with the amount of work that we have to do; we have
35 BESS in September and budgets in June; maybe with a little time we'll have more consensus; I don't want to
36 see this again next month.

37 **Councilmember Lewis-Lusso:** I would like the attorney to present on this; I would like to hear more about
38 1037 and our exposure to litigation and exposure to liability because I've been doing my homework on this.

39 **City Manager Mager:** You may need a closed session on this under exposure to litigation.

40
41 **12. Humboldt County Sheriff Law Enforcement Contract Fiscal Year 2025-2026:** Mayor Sawatzky
42 introduces the item; City Manager Mager provides an overview, including a \$20,000 cost reduction from the
43 current year contract, maintenance of the current service levels and issues related to the County's proposed
44 indemnification language in the contract. The City is working with CIRA to address the contract language
45 and staff recommends accepting the contract amount.

46 **Councilmember Lewis-Lusso:** This approval would be dependent upon CIRA's approval?

47 **City Manager Mager:** Asking for authorization for the Mayor to sign upon authorization by CIRA.

1 **Mayor Pro-Tem Scafani:** Requests communications from CIRA regarding the contract.

2 **Mayor Sawatzky:** Asks the City Manager if she has major concerns with the indemnification language?

3 **City Manager Mager:** States that there are major concerns regarding the language; believes that there is a
4 layer of protection due to the limitations of the City's scope of control for services, but the goal is to
5 minimize legal exposure.

6 **Mayor Sawatzky:** With the cost reduction are there any reductions in service?

7 **City Manager Mager:** The contract is based upon the current level of service and the Sheriff's actual costs.
8

9 **Motion:** To accept the cost proposal from the Sheriff for fiscal year 2025-2026 Law Enforcement Services
10 and authorize the Mayor to execute the contract upon final approval by the City's risk managers.

11 **Motion by:** Councilmember Napier

12 **Seconded by:** Mayor Pro-Tem Scafani
13

14 **Public Comment:**

15 **Julie Christie:** Comments on indemnification; where else would the City go.

16 **Public Comment Closed**
17

18 **Motion Summary:** Consensus
19

20 **12. Humboldt County Animal Shelter Contract Fiscal Year 2025-2026:** Mayor Sawatzky presents the
21 item; City Manager Mager provides an overview of the requested action.

22 Councilmember Scafani: Requests staff to contact the Sheriff and obtain a cost proposal to provide animal
23 control services in Blue Lake.
24

25 **Motion:** To accept the cost proposal for fiscal year 2025-2026 for animal shelter services as provided by the
26 Humboldt County Sheriff.

27 **Motion by:** Mayor Pro-Tem Scafani

28 **Seconded by:** Councilmember Napier
29

30 **Public Comment:**

31 **Julie Christie:** Comments on animal control services.

32 **Public Comment Closed.**
33

34 **Motion Summary:** Consensus
35

36 **13. CalFire Fire Severity Map Introduction:** Mayor Sawatzky introduces the item; City Manager Mager
37 provides an overview, including the requirement to bring back an ordinance that adopts the updated fire
38 severity maps.
39

40 **Public Comment:** None

41 **Public Comment Closed.**
42

43 **Motion:** To direct staff to bring back the ordinance for a first reading at the April meeting.

44 **Motion by:** Councilmember Lewis-Lusso

45 **Seconded by:** Councilmember Firor

46 **Motion Summary:** Consensus
47

1 **14. Future Agenda Items:**

- 2
- 3 • CalFire Fire Severity Map Ordinance
 - 4 • Animal Control Costs
 - 5 • Fiscal Year 2025-2026 Budget
 - 6 • Humboldt Waste Management Authority Presentation
 - 7 • City Manager Performance Evaluation
 - 8 • Appointment of Councilmembers to Property Negotiation Teams
 - 9 • Ad-Hoc: Power Plant
 - 10 • Agenda Coordination Between Council and Commissions
 - 11 • Project Tracking and Posting
 - 12 • Project Transparency Task Force
 - 13 • Agenda Setting Process
- 14

15 **Council Correspondence:** Council provided correspondence

16

17 **Motion:** To Adjourn: 11:28pm

18 **Motion by:** Councilmember Napier

19 **Seconded by:** Mayor Pro-Tem Scafani

20 **Motion Summary:** Consensus

21



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CITY OF BLUE LAKE CALIFORNIA

111 Greenwood Road
P.O. Box 458
Blue Lake, CA 95525

Blue Lake City Council Minutes

Tuesday, April 8, 2025-City Council Special Meeting
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

1. Called to Order: 6:30 p.m.

2. Quorum Established: Mayor John Sawatzky, Mayor Pro-Tem Elise Scafani, Councilmember Michelle Lewis-Lusso, Councilmember Kathryn Napier

Absent: Councilmember Christopher Firor

Staff Present: City Manager Mager

Public Present: Lin Glen, Alex Ricca, Bobbi Ricca, Mardi Granger, Beckie Thornton, Salina Rain, Maria Mahegan, Roxanne Rothery, Julie Christie, Erica Dykehouse, Brian Corse, James, Brenda, Christa Christie

3. Approval of the Agenda:

Motion: Move item 9 above 8 and 11 and 12 after 7.

Motion by: Mayor Pro-Tem Scafani

Seconded by: Councilmember Scafani

No Public Comment

Motion Summary: Consensus

4. Public Comment

Lin Glen: States that she will be applying for the Public Safety Commission.

Beckie Thornton: States that she had a good experience at City Hall with her public records request.

Julie Christie: Comments on animal control and community involvement.

Mayor Pro-Tem Scafani: States that there are problems with the website; believes that staff posted the agendas appropriately.

5. Review Fiscal Year 24-25 Staffing Level, Wages, Benefits and Salaries

Mayor Sawatzky introduces the item; the Council reviews the report provided by City staff; Council questions current staffing levels, costs for contract personnel and changes to job descriptions. Additional questions include how benefits are budgeted and why call-outs and rounds are going up in the Public Works Department.

Staff provides answers to the Council's questions, and explains that Public Works has been impacted this

fiscal year by storms and system interruptions that have required additional inspections and call-outs. Staff explains that benefits are budgeted separately and that the City has an actuarial that provides liability projections related to benefits. Councilmember Napier requests that staff provide a report with employee names, employment status and wage rate.

Public Comment:

Beckie Thornton: Comments on her Public Record Act request and provides a hand-out to the Council.

Public Comment Closed.

6. Prasch Hall and Clemence Snack Bar Facility Upgrades Project Review

Mayor Sawatzky introduces the item.

Parks and Recreation Director Emily Wood, makes a presentation, including an overview and review of the improvements to all of the City recreation facilities and their funding sources.

Council asks how projects were prioritized; staff explains that major improvements that the City couldn't afford were prioritized, including installation of the new roof and electrical at Prasch Hall. These are projects that are long term improvements and extend the life of the facilities. Other improvements were prioritized based upon benefit and ability to generate additional revenue for the parks program.

Public Comment:

Alex Ricca: States that the fields are draining the best that they have in 40 years; asks if the sound baffling was installed in Prasch Hall.

Beckie Thornton: Thanks Emily for the presentation; states that she is still tracking the projects.

Marianne: Thanks Emily for the presentation; asks about bathrooms in the park.

Julie Christie: Thanks Emily for the presentation; comments on the permitting for the Dog House.

Public Comment Closed.

7. Transparency Ad-Hoc Discussion

Mayor Sawatzky introduces the item. Mayor Pro-Tem Scafani asked that this item be placed on the agenda; she explains that the ad-hoc is to improve trust and transparency between City Hall and the community. Mayor Sawatzky states that he's concerned because the Council is the oversight and he's not sure what this ad-hoc would be doing; adding another layer of review could be a problem.

Council discusses the use of the website to provide information to the community and the development of a newsletter; Council expresses concern that there are no clear goals and objectives for this ad-hoc. Mayor Pro-Tem Scafani states that the goal is to build community and trust but she's not in a place to narrow the scope down at this time.

Public Comment:

Alex Ricca: Comments on the Brown Act; this is what forces transparency and going around the Brown Act is a problem.

Lin Glen: States her support of a newsletter.

Julie Christie: Supports a public resource commission rather than an arts and heritage commission.

Beckie Thornton: Comments on transparency.

Public Comment Closed.

Council discusses the formation of an ad-hoc to work on this issue; Councilmembers Lewis-Lusso and Napier decline to serve on the ad-hoc; Mayor Sawatzky forms the ad-hoc with Mayor Pro-Tem Scafani and himself.

8. Council Correspondence: No correspondence

9. Future Agenda Items

- Fiscal Year 25-26 Budget
- Appointment of Councilmembers to negotiating committees

10. Closed Session: Public Employee Performance Evaluation

Public Comment

Alex Ricca: Requests a report out of closed session.

Julie Christie: Comments on the evaluation.

Public Comment Closed

Motion: To enter into closed session

Motion by: Mayor Pro-Tem Scafani

Seconded by: Councilmember Napier

Motion Summary: Consensus

Council entered the open session at 11:04pm.

Report: No reportable action was taken.

Meeting adjourned at 11:04p.m.



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CITY OF BLUE LAKE CALIFORNIA

111 Greenwood Road
P.O. Box 458
Blue Lake, CA 95525

Blue Lake City Council Minutes

Tuesday, April 22, 2025-City Council Special Meeting
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

1. Called to Order: 6:30 p.m.

2. Quorum Established: Mayor John Sawatzky, Mayor Pro-Tem Elise Scafani, Councilmember Michelle Lewis-Lusso, Councilmember Kathryn Napier

Absent: Councilmember Christopher Firor

Staff Present: City Manager Mager

Public Present: Lin Glen, Alex Ricca, Bobbi Ricca, Mardi Granger, Beckie Thornton, Salina Rain, Maria Mahegan, Roxanne Rothery, Julie Christie, Erica Dykehouse, Brian Corse, James, Brenda, Christa Christie

3. Approval of the Agenda:

Motion: Move item 9 above 8 and 11 and 12 after 7.

Motion by: Mayor Pro-Tem Scafani

Seconded by: Councilmember Scafani

No Public Comment

Motion Summary: Consensus

4. Public Comment

Lin Glen: States that she will be applying for the Public Safety Commission.

Beckie Thornton: States that she had a good experience at City Hall with her public records request.

Julie Christie: Comments on animal control and community involvement.

Mayor Pro-Tem Scafani: States that there are problems with the website; believes that staff posted the agendas appropriately.

5. Review Fiscal Year 24-25 Staffing Level, Wages, Benefits and Salaries

Mayor Sawatzky introduces the item; the Council reviews the report provided by City staff; Council questions current staffing levels, costs for contract personnel and changes to job descriptions. Additional questions include how benefits are budgeted and why call-outs and rounds are going up in the Public Works Department.

Staff provides answers to the Council's questions, and explains that Public Works has been impacted this

fiscal year by storms and system interruptions that have required additional inspections and call-outs. Staff explains that benefits are budgeted separately and that the City has an actuarial that provides liability projections related to benefits. Councilmember Napier requests that staff provide a report with employee names, employment status and wage rate.

Public Comment:

Beckie Thornton: Comments on her Public Record Act request and provides a hand-out to the Council.

Public Comment Closed.

6. Prasch Hall and Clemence Snack Bar Facility Upgrades Project Review

Mayor Sawatzky introduces the item.

Parks and Recreation Director Emily Wood, makes a presentation, including an overview and review of the improvements to all of the City recreation facilities and their funding sources.

Council asks how projects were prioritized; staff explains that major improvements that the City couldn't afford were prioritized, including installation of the new roof and electrical at Prasch Hall. These are projects that are long term improvements and extend the life of the facilities. Other improvements were prioritized based upon benefit and ability to generate additional revenue for the parks program.

Public Comment:

Alex Ricca: States that the fields are draining the best that they have in 40 years; asks if the sound baffling was installed in Prasch Hall.

Beckie Thornton: Thanks Emily for the presentation; states that she is still tracking the projects.

Marianne: Thanks Emily for the presentation; asks about bathrooms in the park.

Julie Christie: Thanks Emily for the presentation; comments on the permitting for the Dog House.

Public Comment Closed.

7. Transparency Ad-Hoc Discussion

Mayor Sawatzky introduces the item. Mayor Pro-Tem Scafani asked that this item be placed on the agenda; she explains that the ad-hoc is to improve trust and transparency between City Hall and the community. Mayor Sawatzky states that he's concerned because the Council is the oversight and he's not sure what this ad-hoc would be doing; adding another layer of review could be a problem.

Council discusses the use of the website to provide information to the community and the development of a newsletter; Council expresses concern that there are no clear goals and objectives for this ad-hoc. Mayor Pro-Tem Scafani states that the goal is to build community and trust but she's not in a place to narrow the scope down at this time.

Public Comment:

Alex Ricca: Comments on the Brown Act; this is what forces transparency and going around the Brown Act is a problem.

Lin Glen: States her support of a newsletter.

Julie Christie: Supports a public resource commission rather than an arts and heritage commission.

Beckie Thornton: Comments on transparency.

Public Comment Closed.

Council discusses the formation of an ad-hoc to work on this issue; Councilmembers Lewis-Lusso and Napier decline to serve on the ad-hoc; Mayor Sawatzky forms the ad-hoc with Mayor Pro-Tem Scafani and himself.

8. Council Correspondence: No correspondence

9. Future Agenda Items

- Fiscal Year 25-26 Budget
- Appointment of Councilmembers to negotiating committees

10. Closed Session: Public Employee Performance Evaluation

Public Comment

Alex Ricca: Requests a report out of closed session.

Julie Christie: Comments on the evaluation.

Public Comment Closed

Motion: To enter into closed session

Motion by: Mayor Pro-Tem Scafani

Seconded by: Councilmember Napier

Motion Summary: Consensus

Council entered the open session at 11:04pm.

Report: No reportable action was taken.

Meeting adjourned at 11:04p.m.



Blue Lake City Council Minutes

Thursday, July 3, 2025 ~ 6:30p.m. ~ Special Council Meeting
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

CALL TO ORDER: Mayor John Sawatzky called the meeting to order at 6:30 p.m.

ESTABLISH A QUORUM OF THE COUNCIL: [0:26 Part 1]

COUNCILMEMBERS PRESENT: Mayor John Sawatzky, Mayor Pro Tem Elise Scafani, Council Member Kat Napier, Council Member Michelle Lewis-Lusso

COUNCILMEMBERS ABSENT:

STAFF PRESENT: Acting City Manager Dani Burkhardt, City Attorneys Ethan Walsh and Russ Gans, Deputy Clerk Laura McClenagan and Videographer Justin Goad

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: [0:33 Part 1]

Motion: to approve the agenda

Motion by: Council Member Michelle Lewis-Lusso

Second by: Council Member Kat Napier

Motion Summary: Consensus (4/0)

PUBLIC COMMENT ON NON-AGENDA ITEMS: [0:54 Part 1]

Comment by (Adelene Jones): Good evening, everyone. Adelene Jones. I want to point out in the nine plus years when Mandy Mager was our manager, eight of those I was mayor. We had a balanced budget every year. In fact, it was always on time, and it was under budget. Again, on time, under budget. This council has cost us tens of thousands of dollars in six months. Mandy Merger saved the city hundreds of thousands of dollars with her grant writing ability in her nine years as our manager. Now for some good news. At the last Chamber of Commerce meeting, we voted in Mandy Mager as one of our newest members of our board of directors. I am also on the board of directors. People who care about Blue Lake continue to work for the betterment of Blue Lake. Immediately after she was voted in, great ideas began to flow, like new banners for the light polls that are now a little old and faded out. So, we're looking for new ones. And Mandy agreed to step up again and be the chairperson for our Annie and Mary Day parade. She has lots of ideas, including possibly an announcer for the parade at the town square since we have electricity there now. Other highlights of Annie and Mary Day were discussed that evening, doubling the track for the train rides, the great music as part of the Humboldt Folk Life Festival, and I have 30 craft vendors. We had 50 last year and 50 the year before. We are exactly one month away from Annie and Mary Day. It's August 3rd. It's



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our 56th annual festival. Finally, as chair of the Blue Lake Public Safety Commission, I encourage folks to enjoy the Fourth of July. I'm very patriotic, as you can see, but be careful and be safe. You've seen our posters around town, I'm sure. The church bells will ring at 9:00. We can celebrate the wonderful country that we live in. But please be safe, be kind, be careful.

Comment by (Kent Sawatzky): My name is Kent and I have to say the opposite has been true regarding who our ex-mayor has been referring to here. What's about to come out is we've actually been cost hundreds of thousands of dollars that now you folks are having to deal with in your budget. In the past, we budgeted \$5,000 for legal expenses, and these are not things that you've been doing, but it's projected, I think by the city manager, that we're going to come up as much as \$100,000 on legal expenses. There's a reason for this. All of a sudden, the chickens are coming to roost. It's not your fault. If you have a chance, go ahead and watch the supervisor's meeting last Tuesday, which I spoke at. The path we're on now is the city of Blue Lake may be bankrupt, and we have to do major things to avoid that, and this is left on you. You've inherited these expenses such as \$100,000 plus for a bike and a wonderful project, but all of a sudden, we've come to realize the money's there, and they are owed it. We've incurred costs. We were told consistently at a whole bunch of meetings that was only \$3,000 we owed. We'll have other topics which I will speak on; but I wanted to read to you a little bit about economic development. This is my communication with Lisa Hayes, the CEO of Humboldt County. They have a \$650 million plus budget. Good morning, Lisa. Blue Lake will likely be the tip of the spear for economic development. We are trying to take advantage of our biggest asset. We are where sunshine and sea air meet. We meet with Steve Madrone and Mike Maguire will likely be putting Blue Lake back in. This hasn't happened in all these years. Nobody's even comes close to addressing it. We're working on that now, and you're working on it. We are working to plan a celebration destination. This is where the money's made, and I had a very good productive conversation. We wish to cater to weddings, quinceañeras, reunions, birthday celebrations of life, sporting events, etc. For example, we have the ability to host baseball, skating, rodeo, mountain biking, skate park, river destination weddings. We likely will be having a meeting with all wedding event planners locally, statewide, and nationally as we develop the model. Will we partner with our tribal neighbors, unlike how Humboldt County is perceived to do, {inaudible}. Virginia Bass always said there's only so much honey in the honey pot, and I think we should grab our share. Humboldt County said we will help the bees, we will get the honey, and this is a project we're working on. A lot of people, Linda Cooley, the



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71 Logger Bar, and others, are working together to bring this to fruition. Can you imagine
72 having three or four destination functions here every weekend and the amount of money
73 people staying at a casino would bring? Thank you for my opportunity to speak.
74 Comment by (Scott Frasier, Blue Lake Boulevard): I really appreciate the work that you're
75 doing and I think it's unfortunate that some of your predecessors can't keep themselves
76 from coming here and harping at you every council meeting because I've watched the
77 last two meeting recordings. So eventually we'll get through this. But thanks for what
78 you're doing now because it's needed. The unfortunate bad fiscal policies that were
79 pursued for the last six, seven years that I'm aware of are coming home to roost.

80
81 Mayor John Sawatzky invited members of the public to provide comments and noted that the
82 Zoom platform was temporarily unavailable. He reserved additional time to accommodate
83 public comments should Zoom be restored during the meeting.

84 85 **PUBLIC COMMENT ON CLOSED SESSION:** [8:22 Part 1]

86 Comment by (Kent Sawatzky): Yeah. And Kent, again, we don't know what this topic is.
87 The public doesn't. You folks do. I trust you to deal with closed session in the best
88 interest of the city. So, when I go before the board of supervisors, I can always talk about
89 what it might be. We've had some very poor decisions made by prior management and
90 by the city council, and this basically came down to being on the shoulders of your city
91 manager and your mayor. They're the main ones. Multiple times we came before them,
92 we came before the safety commission and said, "You need to secure the plant down
93 here" Of course, we had a loss of life there. They didn't listen. They decided not to secure
94 it. I wanted to talk to people like Billy Hansel and others in law enforcement. I asked,
95 "How are we culpable for this? When you're told something is wrong and you don't
96 correct it, you are culpable for it." Eventually, these people, such as the city manager and
97 the mayor, the main ones, but others involved here, may find that they're guilty of
98 negligent homicide. When someone dies and you've been warned and you don't fix it,
99 that's the position you're in. That's unfortunate that we're there. I know they keep
100 saying, "You need to fix it now," but they should have fixed it before somebody died. I
101 highly recommend that anybody who's involved in this, if this topic comes before a case,
102 we'll be questioned by the courts. I would plead the fifth, because if you're culpable, you
103 lose your diplomatic immunity, and of course there's a potential imprisonment for five to
104 ten years for the charges that may be involved here. This is not a small issue and people
105 will have to defend themselves. They will have to spend their whole life savings for their



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inaction when they should have acted. I just want to say, let's learn from other people's mistakes and make sure we don't put ourselves in jeopardy and risk our own financial well-being and personal freedom in the future. Thank you for the opportunity to speak. I hate to sound so doom and gloom, but this is pretty much a fact and it's how our society works these days.

Mayor John Sawatzky: Point of clarification: Dani, can we allow public input on this item? It feels odd having them comment on something that might not relate to the closed session, especially since they aren't aware of its content.

Acting City Manager Dani Burkhardt: I included only what the attorney advised.

Comment by (Alex Ricca): Who is the attorney in attendance at the post session tonight? You're supposed to name them.

Acting City Manager Dani Burkhardt responds Ethan Walsh and Russ Gans are the attorneys on zoom tonight.

Mayor John Sawatzky calls for any further public comment on the closed session item, and seeing none, opened up public comment on non-agenda items to zoom participants due to zoom difficulties. [11:19 Part 1]

Comment by (Julie Christi): {inaudible}

Mayor John Sawatzky: Julie, we can't hear you and seeing no one else in the room wanting to make public comment, The public comment period is closed. We were unable to overcome the technical difficulties (13:17 Part 1)

Motion: to go into closed session. [13:41 Part 1]

Motion by: Mayor Pro Tem Elise Scafani

Second by: Council Member Michelle Lewis-Lusso

Motion Summary: Consensus (4/0)

REPORT OUT OF CLOSED SESSION/OPEN SESSION: [00:00 special meeting]

Mayor John Sawatzky reported that the council entered into close session but took no reportable action at this time.

Comment by (Alex Ricca): What I've given you here are three pages from the state of California's Brown Act website. Okay. If you look on the first page 71, you'll see that item section 54956.9 is titled close session pending litigation. Then you turn to page 73 and you see that this section 54956.9 runs another approximately a third of a page to the following section. Now look at your agenda as close session item conference with legal



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counsel anticipated litigation. So we're in the right section here for that. Now look at the two subsections that are listed with the agenda item 54956.9(d)2 and (d)3. Now let's scan down these pages. Okay, quickly the first page 71, you don't see any subsections at all. Come over here on page 72 and you see a list of them running down the page. And I'm not going to run through them, but you can all look at them and see it there, too. You come over here on the last page, you have one subsection with (c) and then two without any designation. Now I want you all to try to show me where the agenda items on the agenda the subsections (d)2 and (d)3 are in this section that you have agendized. They're not there. Which means your agenda item in close session will not agendized correctly. And that is a violation of the Brown Act. No matter if it's incidental or not, it is a violation of the Brown Act. Now, I have no idea who's responsible for it. Nothing at all. But it's going to be included in my response to the city attorney's response to my cure and neglect letter. All right? Because one of the consequences of a mistake on an agenda item is that it becomes null and void. So just whatever occurred in that is endangered by this. I'm doing this in the spirit of transparency and because you guys really got to sharpen up your act. Okay. This is really careless. So, thank you for the time and thank you for allowing me to speak.

Mayor John Sawatzky reported that the timer is not going off and will verbally let public commenters know when their time is over.

Comment by (Kent Sawatzky): just so you know, the agenda in the past has been used very loosely. I brought it forward to people. You have a pledge of allegiance and are we entitled to make a comment every single time on that? I've seen no forum where that's allowed or normal. Nor have I ever seen any report out of close session being open to public comment itself either in any of the forums. And I've attended 16 years of supervisors meetings. I'm not sure I've seen (d)3 all the time as far as different kinds of litigation. Possibly somebody can further educate Mr. Ricca on regarding (d)3, but it's a real standard one and it's in there and I've looked it up myself before. In the prior things regarding agendas, we had city council meetings before where the whole last three or four items were agendaized by the prior mayor, basically ignored such items as future agenda items and all these kind of things. We just ended the meeting just marched right through with no public comment. So anyway, I trust you folks. I trust your attorney prepared that for you and maybe I will take the time again to look up what small (d)3 is and then we can all be educated to which topics those are.

Comment by (?): It can be found on codes.findlaw.com. And there is a D1, two, three, and four that you can read through and see exactly what's in those sections. It's in



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California Code Government Section 54956.9. And if you scroll down, there's a section D. 1 2 3 and 4 are all listed very clearly as subsections.

Comment by (Julie Christi): Thank you for your patience. I think it was kind of rude of our original speaker to just jump in and not give you guys even time to call the meeting back to order and go in close session. Maybe I missed that. Alex, do some due diligence if you do go back onto our city website and review the commissions and city agendas that were posted obviously prior to this council. Do me a favor, homie. Keep track of all the ones council never gave us. Those are the great ones. And you know what? We also didn't get videos to those either. Maybe ask your friend sitting next to you why we never got those and if she feels that's a conflict of interest.

CONSIDER AD HOC COMMITTEE FOR CITY MANAGER RECRUITMENT: [08:06 special meeting]

Acting City Manager Dani Burkhart is asking you guys to pick two of you to be on an ad hoc so that we don't have to call a close session or a special meeting every time you want to talk about the recruitment.

Council Member Kat Napier: I'm going to throw my hat in the ring. I was impressed with the work that Tripepi Smith did with HCAOG. I definitely have worked in recruitment before and I have excellent availability to respond to Tripepi Smith at any time that they need. So, I'm not expecting to travel, etc.

Mayor Pro Tem Elise Scafani said she was interested in serving on that committee as well.

Council Member Michelle Lewis-Lusso: I would like to have a balanced approach to this and I'm not sure of my bandwidth for this one, but if I had to choose between the other one and this one, I would probably choose the city manager recruitment. But I'm up I'll be on another ad hoc. That's not a problem. Just put me where you want me.

Mayor John Sawatzky opened the item to public input.

PUBLIC COMMENT: [9:48 special meeting]

Comment by (Julie, Christie): I definitely approve of it and I appreciate you guys moving forward. Was there already a motion for who is going to be on the ad hoc? We've had some people throw their hats in the ring. Okay, sweet. I still approve it. You guys are all great to be on.

Mayor John Sawatzky brings it back to the council. It's my job to select who goes on the ad hoc committee, and I'm going to put Mayor Pro Tem Elise Scafani and Council Member Kat Napier on the city manager recruitment.



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Council Member Kat Napier: In order to also reflect the council members that aren't present, can we get them to submit some letter or questions or any other concerns before meeting with Tripepi Smith? Or it sounds like Tripepi Smith pretty much works with all of this together to flesh out the recruitment process.

Mayor Pro Tem Elise Scafani: Right, I think that an initial meeting and a report back. But yeah, if Mayor John Sawatzky or Council Member Michelle Lewis-Lusso had any particular concerns, if you can think of any, you can maybe tell us.

Council Member Michelle Lewis-Lusso: I think that my only comment would have been to just not limit it to one avenue, that would have been my approach.

Council Member Kat Napier: This is to facilitate continued forward motion with Tripepi Smith, and that Tripepi Smith will also work with all of the council members. I assume it would be in a council meeting, I don't know if it'd be close session because potentially has to do with personnel or not. That would be up for the attorney to determine. This ad hoc should not preclude the involvement of other council members. So, I think that's the very point of working with Tripepi Smith that they bring everybody into the conversation. It gets everybody in and kind of helps a council to come to a group decision on what they're looking for.

Council Member Michelle Lewis-Lusso But the recruitment is limited to a narrow scope of just Tripepi Smith; that is my understanding of the purpose of this ad hoc. It's just recruitment, and I was thinking broader.

Acting City Manager Dani Burkhardt: Ostensibly, should Tripepi Smith not work out or doesn't move forward for whatever reason you decide, it's not like you have inked a contract yet, then this would be the ad hoc that helps steer that process moving forward.

Mayor John Sawatzky: Just to confirm, are we having a sit down meeting with them before we sign a contract.

Acting City Manager Dani Burkhardt: Confirmed

Council Member Michelle Lewis-Lusso: I assume that, because there was an action item to move forward with asking Tripepi Smith to come, that process is already moving and the recruitment piece would involve maybe a broader approach.

Acting City Manager Dani Burkhardt: It was city attorney Ryan Plotz recommendation that you form an ad hoc committee for this process.

Mayor Pro Tem Elise Scafani: Can you remind us, at our last meeting, was our action to move forward with Tripepi Smith, or was it not?

Acting City Manager Dani Burkhardt: Yes, it was voted on.

Mayor Pro Tem Elise Scafani: To be clear, I don't know if Acting City Manager Dani Burkhardt also



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received that email, but in an email to me from City Attorney Ryan Plotz , he had suggested an ad hoc committee be formed, rather than incur more attorney's fees. It also allows us to move that process forward quickly.

CONSIDER AD HOC COMMITTEE FOR HOUSING ELEMENT/REZONING PROCESS: [14:52 special meeting]

Acting City Manager Dani Burkhart: City Attorney Ryan recommends forming an ad hoc committee with the goal being to help start setting the dates and scheduling for the list of items listed to accomplish adopting the housing element. That way we can start moving forward on those items. Also, if we need to respond to HCD, we can go to the ad hoc and avoid serial communications in between meetings about this topic. The next, soonest available meeting with HCD is Monday at 3:30 p.m.

Mayor Pro Tem Elise Scafani and Council Member Michelle Lewis-Lusso are not available.

Council Member Kat Napier said she could make herself available.

Mayor John Sawatzky opened the meeting to public comment.

PUBLIC COMMENT: [16:16 special meeting]

Comment by (Julie Christie): I really do appreciate Zoom. I wish you guys could see everything I do while you are in there. For getting on to Monday, whoever has time. I understand a busy schedule and short notice. I do appreciate doing these incremental discussions of our housing element and coming into compliance. During that meeting maybe it could be disclosed to HCD the process that we really have had. Maybe our planner can actually show everything that commissions and council changed and edited, because it's been minute, and our town halls and disclosures on that. I think we really need to up our game with everything. But until we get comfortable with the zoning and we get some comfort with what the state's actually mandating that we implement. I don't think anybody was stalling this out. I think a lot of it has been the uncomfortableness with the process, the fact that it hasn't really been disclosed and edited out. Like speaking to the prior, I watched a lot of the other municipalities. You guys, I bring it up all the time during the meeting. Some of you know that because you've been around. And in comparison, for our housing element update, HCD actually has on their website, the examples that they promoted that we use during our implementation time and drafting time that I wish we would just use their examples and that would clear up a lot.



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Comment by (Adelene Jones): I just want to reiterate that there were a lot of people blaming are now blaming the past council for not taking action. Those are the same people that would have complained had we taken some action. We tried to do our due diligence and what happened was we passed it on to the new council thinking that was something that they would like to take on as their first real action. Everyone knows how I feel about housing. I think it's very important. I think we need to move as soon as possible on getting housing in Blue Lake. It's a real need. There's so many people that need affordable housing in this town. They're just one rent away from being gone from Blue Lake. And that's a shame. I want to see a vibrant town. I want to see children in our school. I don't want to live in a retirement home. I want to see firemen and fire workers have a place to live and staff people that can live here in town as well. So I hope we move quickly on this.

Comment by (Kent Sawatzky): It's not a major concern of last minute being transferred to you folks, but this has been delinquent since 2019. I mean, it was supposed to be done by 2020. So, that's a major concern. I did wish to speak to the fact that you're doing the rezoning, and I think in the zoning it's really important and I did not see this incorporated but somehow to work to get the diversity, equity, and inclusion component into your zoning. And that's a basic thing. The zoning is what implements that. The criteria you have for your q-zone or things and the zoning of the lot should reflect that. And the biggest problem we have with diversity, equity, and inclusion is if you're going to have a by-right project, then in my opinion and the opinion of many people in the state, then you should have all levels of people living together, all different things. That's a basic concept within the state and we don't seem to reflect that. So, while you're zoning, possibly projects that are 10 or larger should have at least 10% of each different economic group of all four in there. So that's a suggestion. As far as zoning, we might have to tweak some zoning itself to accomplish the diversity, equity, and inclusion. And of course, it's a talk term that prior staff hated, but creating a poverty pocket where you have all the people living there of very low means is not really appropriate. So, if they're going to have a by-right, then I think they should be included. And there's a few other things that have to do with zoning also that maybe in the future we'll have during public comment to discuss a few other things that would be really good to incorporate within our community to basically have the overall governing property of diversity, equity, and inclusion. So that's my concern. This doesn't reflect it.

Comment by (Terri Bayles): Looking at some of the things that come from the state and then looking at our housing element I would encourage the council to maybe think about



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an ad hoc committee might be two of you but it doesn't seem like the community was involved very much in the process before and I feel like if it's just an ad hoc committee for two council members that throws it all back on your shoulders again and I think that's concerning. So can it be an ad hoc committee that would include community members so they could take some of that burden off of you and maybe come up with ideas and research and look at it, you know, so that two people don't just have to do that.

Mayor John Sawatzky asked if including the public in the ad hoc committee was an option.

Comment by (?): I worked for 16 years for the whole sanitary district, and we went through a similar process when we were trying to decide where our sphere of influence should be and what property should/shouldn't be added to them and where we wanted to do our annexations and expand our jurisdictional boundary. And our ad hoc committee did include two members of our board of directors and then we had four members of the community that were a part of it. So that and we picked these different groups and then those groups got to put somebody forward onto the committee. So, it really was a broad spectrum of who was in our community down there.

Acting City Manager Dani Burkhart: This is really more targeted towards, scheduling and process-oriented items, not actually you guys are going to be the ones doing the housing element or you're going to do the rezoning process. There is going to be other opportunities to involve the community; that will come later.

Mayor John Sawatzky: With everyone's current availability, Council Member Kat Napier and I will be on the ad hoc committee.

Mayor Pro Tem Elise Scafani: When the ad hoc has privileged information and they can't share it with others, we all come into a meeting in an open session and we can share then and then if somebody needs off an ad hoc or whatever at that point because they don't have the time or whatever we can reform with different members once we've come together and shared everything that there is to share now there's no privilege, no Brown Act, you know the issue at that point. I just keep that in mind going forward so that we don't get overburdened for whatever reason.

FY 2025-2026 BUDGET STUDY SESSION: [25:59 special meeting]

Acting City Manager Dani Burkhart The only change to the budget in your packet since the last time we met, was to add the \$15,000 recruitment, which I split evenly between water, sewer, and government, because that's where your city manager's hours come from in the budget. So, 5K to each of those. That's the change that was made since the last I was.



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Items discussed: park facilities and doghouse use and rent, rent and use of the doghouse, Little League, the horse arena, rental utilities, Parks and Rec., base rate, legal fees, cost recovery, cost recovery fees, service charges, CALTrans, deficit, public works, general fund, Park Facilities Department wages and salaries for personnel, reduced Cal recycle grant, Park Facility Maintenance, cost of living, certification costs, capital outlay, budget amendments, projected actuals, revenue recovery, supplemental law enforcement grant, benefits for retired police officers pension fund, state funding, decrease in summer rec program, expenditures for the solid waste recycling fund 32, solid waste recycling fund revenues, green waste and recycling bins, green waste days, competitive staff benefits, CDBG program, water fund, professional services, other contracted services, SCADA system, interest earned, projected actual, Aging infrastructure, licensed workers, moratorium on raises, cash receipts.

Mayor John Sawatzky opens the meeting up to public comment.

Public comment: [1:05:02 special meeting]

Comment by (Terri Bayles): I was just wondering on the budget when I was looking at the previous year and this is the amendments that came through. There were many pages of the amendment for last year's budget, 2024. Are we looking at having any expected planning costs recovery because between that and the engineering was \$91,000 in additional revenue than what was in the budget before. The same for CalTrans, there was an increase in the amendment for 2024 as well. It came out to \$272,000 although one was made from a transfer from another fund but just \$91,000 just from fee recovery. So, is there anything like that that we might be anticipating happening in this budget as well?

Acting City Manager Dani Burkhart: It depends on what comes from the state. I don't have a complete picture from the state yet. Also, I haven't had a chance to meet with our accountant to process the budget amendments for 24/25.

Mayor Pro Tem Elise Scafani: Last year we had budgeted about 1,009,000 in our general fund and we spent three 1,372,000.

Terri Bayles continues, what was the actual budget deficit for last year and how was that taken care of? Did we pay for that out of a special reserve fund? Have we done the audit for last year?

Acting City Manager Dani Burkhart: We are going through the audit process right now for 23/24, we just closed 2024. 24/25 audit is supposed to start in October.



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Comment by (Jenny Short): I was the one that emailed you late this afternoon. I just want to tell you thank you for the opportunity to address you guys with my comments and questions about the budget that you're considering adopting. First I'd like to acknowledge how difficult it must have been for Dani being a relatively new city employee to step into the interim city manager position and how admirable it is that she has been able to produce a budget for the council to even consider. Good job. To provide some context, I am a third generation Blue Laker who left to pursue an education and begin a career as a professional civil engineer and I returned 18 years ago to raise my own children here in the town that we all love. Recreational opportunities for the youth of our community is a passion of mine. I served on the Parks and Rec Commission when my children were young and I served on the Blue Lake Field Little League Board of Directors for over a decade where I currently hold the position of treasurer. Little League is a completely volunteer run organization, and I sympathize with the city as the cost for providing the recreational opportunities in our community keep rising. That being said, for more than a decade, I have performed the duties of chief financial officer for the Garberville Sanitary District, which includes preparing and managing the performance of a fund-based budget just like yours. And I know how critical it is to prepare and adopt a budget that balances each year. Taking funds out of reserves to cover normal operating expenses costs is a road that leads to bankruptcy and the temptation to transfer monies from restricted funds to cover expenses in deficit funds or incorrectly allocate expenses, especially staff time. Today, I briefly reviewed the draft budget as presented and found that there are several funds that show a significant deficit, which is concerning, and I believe should be modified prior to adoption. Water operations at a \$111,000 deficit for next year, plus a \$30,000 additional payout for capital expenditures after experiencing an \$82,000 projected death this year doesn't seem acceptable. This fund is the most concerning since the rates for the water charges are supposed to be set to cover all of the costs associated with providing the service. The general fund at a \$127,000 deficit for next year, parks and recreation, appears to be a contributor to a deficit of almost \$300,000. Even if you were to take all of the grant money that she's talking about in the other fund, it still would leave a hundred thousand in a Parks and Rec deficit. The CDBG non-program income fund 38 shows a \$52,000 deficit for this year, which appears to be caused by a capital outlay of \$71,000 that wasn't budgeted for and doesn't seem to be specifically identified in your budget. The TDA purchase transportation fund has a \$14,000 deficit for this year, which is one of the funds that performed the least consistent with the budget. Yet, the proposed budget for next year doesn't appear to



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417 make any corrections. The sewer operating fund balance projected for this year ends this
418 week and is \$139,000 to the negative even after significantly higher sewer sales this year
419 than was budgeted. It was encouraging to see that the excess in law enforcement
420 services and that the sewer fund appears to be performing even better than budgeted
421 which could eventually result in a positive. I just encourage you not to adopt a budget
422 that has a deficit. You need to balance your budget. You can't continue to operate the
423 way that you have.

424 Comment by (Kent Sawatzky): I agree with the previous speaker regarding the necessity
425 of maintaining a balanced budget. Without proper financial oversight, we risk uncertainty
426 about revenue sources, which could ultimately threaten the city's fiscal stability. It is
427 essential that we conduct a comprehensive analysis of the Parks and Recreation
428 Department. Recent data aligns with community testimonies suggesting a decline in the
429 number of children in our area. Additionally, during a recent Parks and Recreation event I
430 attended with Aaron McClure, expectations were for 50 children, but actual attendance
431 was closer to 25. There appeared to be questions regarding whether supervisors were
432 volunteers or paid staff. These observations indicate underlying issues that warrant a
433 thorough audit of the department. While funding decisions are ultimately at your
434 discretion, it is important that such programs aim to break even financially, with any
435 remaining discretionary funds allocated based on a well-constructed budget.

436 Furthermore, I suggest evaluating energy usage at facilities through metering devices
437 that do not require separate meters. For example, this could help us better assess utility
438 costs at specific venues, such as the doghouse or skatepark. Accurate, data-driven
439 assessments will guide appropriate lease rates and ensure fairness. Finally, it is important
440 to establish rate structures for events proportionate to their use and income potential.
441 For larger events, perhaps a portion of gate receipts could be considered. Conversely,
442 smaller activities, such as those with minimal parking requirements, should be charged
443 accordingly. Implementing a tiered fee system based on volume and impact would
444 promote equity and fiscal responsibility.

445 Comment by (Julie Christie): I appreciate the input from previous speakers. Last night's
446 parks and rec meeting echoed similar discussions about generating city revenue, and I
447 agree with Danny. Many municipalities hold special budget study sessions, which we
448 should consider as we move forward together. The audit letters highlight past financial
449 issues that need addressing. Drawing on my experience as a livestock producer and
450 community volunteer, I believe we can meet many town needs with volunteer efforts—
451 whether for events, block parties, or improving public meeting spaces. Establishing a



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dedicated, well-equipped meeting room will help local clubs collaborate and enhance our business environment. Parks and rec should regularly review their fee schedule to align with our budgeting process. We need clear plans for managing obligations and finding new revenue sources. While the county faces significant debt, our small community must be proactive and self-reliant. Support from the supervisors would be helpful, but ultimately, fostering local businesses and micro-enterprises is a practical path to greater self-sufficiency.

Council Member Kat Napier: we'll be looking at this budget again and probably soon even once we passed it. We want to monitor it closely and make adjustments as we go. I want to emphasize the point made by the previous speaker about not going in with a deficit on our budget. We may have no other choice at this point in time if that's what we have. But I would say our objective would be to very quickly make changes so that we are not. For what we're saying about the climate, for us as a town, for the county, for the state, there is likely not much of a safety net. So, I am trying to position ourselves as best we can to weather the storm. I, you know, it can be small things instead of having staff labor maybe doing some of the work with Parks and Rec, if it's appropriate to build our volunteer base. I mean, Blue Lake will come out and support it. Whether we're looking at reviewing the fee schedules, and I think, you know, I agree that using a horse arena for kids to come out and pet donkeys is very different than having a huge event that impacts the whole town and the preparation. I don't know if there's a sliding scale that has an anticipated number of users, below 50 x amount over 50 xx, kind of bracketed that we could anticipate that it takes more to host more, trying to inch closer.

Acting City Manager Dani Burkhart: This is a snapshot of where we are at right now in time. And it can change. These aren't the rules by which we will live until next June 30th. This is a guideline. It says, we're going to attempt to spend our money in this way as responsibly as we can. We also acknowledge that there are going to be other avenues where we may need to make changes.

Council Member Michelle Lewis-Lusso: I would like to spend some time with the accountant to fill in some of these gaps because there's a lot of gaps here, questions, things that we don't know yet, amendments that need to be reported, receipts, etc. payments. This was informative. I appreciate the work. We still have a way to go before we're going to be able to do much. And I think it would be really interesting too to speak with the accountant about options for future reporting that look at more detail in some of these other areas, like other expenses. That phrase is killing me here with you know \$11,000 in other expenses.



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Acting City Manager Dani Burkhardt: We typically try not to categorize anything as “other”. The only time we do is if it literally fits no other category and it's not enough to make its own category. Emily consistently pursues grant opportunities, especially those related to parks and recreation, by checking what's available and offering her help. SHN has been an important partner in this process, they regularly inform us about potential grants as part of their usual business activities. While we pay SHN for their work on specific grants, there's no additional charge for alerting us to these opportunities, as it's standard practice in their field. They handle most applications, especially those requiring engineering, like for roads. If the application is more about describing our plans for the money, that task gets assigned to me, and I draft the narrative.

Mayor Pro Tem Elise Scafani: I'm looking for last year's bottom line—it appears on page 24. At the bottom, you'll find total expenditure and our excess or deficit. Currently, it shows a \$23,000 surplus for last year.

Acting City Manager Dani Burkhardt: Those figures are projections based on anticipated revenues from sources we have not yet received.

Mayor Pro Tem Elise Scafani: Well, it seems like we need to reduce some expenditure going forward and it looks like we need to do that before we adopt a budget.

Acting City Manager Dani Burkhardt: I will schedule a meeting with Scott and get back to you with more details, filling in some of the missing pieces. Um

Mayor Pro Tem Elise Scafani: It would be helpful if we could get a better handle on what we're doing and how we're doing it and if we can go there and where if anywhere, we have wiggle room with the compensation plan.

Acting City Manager Dani Burkhardt: I don't have any wiggle room there. We're already operating at the fairest of minimums that our CalPers contract will allow. We're already having to go into renegotiations for our health insurance plan this year because our current provider is not going to offer health insurance anymore after December 2025. So, that's going to change, and I don't know what that looks like yet. The costs of these benefits go up based on what CalPERS tells me, what the insurance companies tell me, what our risk managers tell me for workers comp. I have zero control over those. And if we offer less than what we offer now, we won't have staff. We are already at the barest of minimum we can offer. If you're going to make cuts, unless you're going to cut programs and things that require staff, then that's the only way you're going to cut that number.

Mayor Pro Tem Elise Scafani: It seems like we might have to identify any programs that are non-essential if we can't factor in the income, we're expecting that we're not sure where it's going to



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be attributed. You know, we got \$126,000 that we have to find and if it's not coming in, then it can't go out.

Acting City Manager Dani Burkhardt: It sounds like our next step is that you need a meeting with Scott because you have questions that I cannot answer for you. The council passed a resolution giving us 60 days (60 days from June 24, 2025) to come up with a new budget. So, we're covered until September.

Comment by (Jenny Short): I'd like to help you figure out your water rates fund if possible.

Acting City Manager Dani Burkhardt: Thank you Jenny. We will meet with Scott Tuesday, July 22, 2025, if I can't get you guys with him before then.

Council Member Kat Napier: With the HCD letter it could be time-sensitive. When we have formed an ad hoc, are we authorized to provide staff direction as an ad hoc or do we have to take it back to council or can council now choose to and view us with that power to make a decision if we need to at that time to keep things moving along.

Acting City Manager Dani Burkhardt: I can't see where you would have to make a decision, where we wouldn't be able to meet. Mostly this is just to make sure that at least one member is part, if not two, are involved in the conversation on Monday.

Comment by (Alex Ricca):

I just want it on record, my mistake regarding my statement on the closed session agenda item. I want to correct that. This was not in the section I gave you. I also want to thank this young lady (Jenny Short) for steering me in the right direction where I found this correction.

DIRECTION: Set up a meeting with Scott Tuesday, July 22, 2025, if not sooner.

ADJOURNMENT: [1:38:19 special meeting]

Motion: to adjourn the July 03, 2025, special meeting at 9:15 p.m.

Motion by: Council Member Michelle Lewis-Lusso

Second by: Council Member Kat Napier

Motion Summary: Consensus (4/0)

Laura McClenagan

Deputy Clerk, City of Blue Lake

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CALL TO ORDER: Mayor John Sawatzky called the meeting to order at 6:30 p.m.

ESTABLISH A QUORUM OF THE COUNCIL: [0:21 Part 1]

COUNCILMEMBERS PRESENT: Mayor John Sawatzky, Mayor Pro Tem Elise Scafani, Council Member Kat Napier, Council Member Michelle Lewis-Lusso, Council Member Terri Bayles

COUNCILMEMBERS ABSENT:

STAFF PRESENT: Acting City Manager Dani Burkhardt, City Attorneys Ryan Plotz, Gary Rees, City Planner, Deputy Clerk Laura McClenagan and Videographer Justin Goad

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: [0:54 Part 1]

Motion [3:07 part 1]: to approve the agenda

Motion by: Council Member Kat Napier

Second by: Council Member Michelle Lewis-Lusso

Motion Summary: Consensus (4/0)

CONSIDER APPLICANTS FOR CITY COUNCIL VACANCY AND POSSIBLE APPOINTMENT: [3:20 part 1]

Mayor John Sawatzky established the following procedures for the meeting. Public comments will be limited to two to three minutes per speaker. Each candidate will be allotted five to seven minutes, followed by a one-to-two-minute period for public questions. Candidates will have a final opportunity for rebuttal lasting two to three minutes. All attendees—including candidates, public speakers, staff, and audience members—are expected to maintain civility and respect at all times toward the city council, staff, and fellow participants. Disruptive conduct such as shouting, yelling, booing, personal attacks, or any action that interferes with the orderly progression of the meeting will not be permitted. Personal attacks or slanderous remarks directed at any individual or candidate are strictly prohibited.

PUBLIC COMMENT / QUESTIONS: [10:10 part 1]

Mayor John Sawatzky opened the meeting for public comment:

Applicant Adelene Jones went first, introduced herself and explained why she should be considered for the vacant city council seat. She responded to questions from both the public and the council and heard comments regarding her interest in the seat.

Applicant Terri Bayles went second, introduced herself and explained why she should be

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considered for the vacant city council seat. She responded to questions from both the public and the council and heard comments regarding her interest in the seat.

Motion: move that the council appoint Terri Bayles to the vacant city council seat. [1:22:45 part 1]

Motion by: Mayor Pro Tem Elise Scafani

Second by: Council Member Michelle Lewis-Lusso

Motion Summary: Consensus (4/0)

RECEIVE OATH OF OFFICE FOR PERSON APPOINTED TO FILL VACANCY: [1:23:23 part 1]

Acting City Manager Dani Burkhart swore Terri Bayles into office, provided the city council's protocol manual, and supplied the Pledge of Civility for her review and signature, then invited her to join the council at the table.

ADOPT PREVIOUS COUNCIL MEETING MINUTES: [1:26:42 part 1]

Corrections were relayed to Deputy Clerk Laura McClenagan regarding the March 11, 2025, March 27, 2025, June 23, 2025, minutes.

PUBLIC COMMENT RECEIVED: [1:31:18 part 1]

Motion: to approve and adopt the previous council meeting minutes March 11th, June 23rd, June 24th, and June 27th with the stated corrections. [1:37:00]

Motion by: Council Member Michelle Lewis-Lusso

Second by: Mayor Pro Tem Elise Scafani

Motion Summary: Consensus (5/0)

PUBLIC COMMENT ON NON-AGENDA ITEMS: [1:37:26] (Comments are summarized)

Dave Ponti reminded the council of a previous proposal to honor Scotty Hornen, a dedicated public works employee, by naming a bridge after him and suggested placing a commemorative plaque, noting that recognition has yet to happen despite the idea being raised several years ago.

Karina announced the formation of a volunteer group called Friends of Powers Creek. In collaboration with local watershed organizations, the group aims to restore the creek's ecological health and reduce flooding through educational events and hands-on activities like

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invasive species removal and native plant restoration. She invited community members to get involved and stay updated on the project's progress.

Adelene Jones informed community members about upcoming local events, including a public forum on battery energy storage hosted by the Redwood Coast Energy Authority and several activities in Blue Lake: the Humboldt Folk Life festival, a free event on July 26th, a city yard waste day also on July 26th, and the 56th annual Annie and Mary Day on August 3rd, featuring a parade, craft booths, live music, train rides, and the museum will be open with refreshments.

Kent Sawatzky engaged in several discussions with Sheriff Billy Hansel, who expressed satisfaction with the current level of law enforcement presence around Blue Lake. Recent initiatives have included clearing a local encampment and executing a significant operation on a drug house just outside Blue Lake. Additional activities are ongoing, generating positive attention that stands to benefit our city. Additionally, there was a homicide in Glendale, which falls within our jurisdiction. Notably, the resolution of this case was facilitated by the use of flock cameras and exemplary investigative efforts. While some areas have reservations about installing these cameras, their demonstrated effectiveness in swiftly resolving criminal cases is evident. Deputy Mullen raised concerns regarding homeless encampments, particularly the issue of curbside items from yard sales being abandoned and subsequently moved to these sites. In response, I recommend that the safety commission devise a strategy for citywide sales events to ensure all items placed at curbs are properly removed post-event—whether stored, donated, or disposed of—rather than left unattended. This suggestion comes at the request of the sheriff's department in hopes of reducing abandoned materials in public spaces. The development of a policy on this matter would be preferable, ideally encouraging voluntary compliance and negating the need for a formal ordinance.

Rebecca Collins, we want to acknowledge the maker space for the beautiful mural. The chamber is doing an excellent job supporting the community. I'm glad to see positive developments and look forward to Annie and Mary Day.

Jennifer announced that during this Thursday's food pantry distribution at Sprint of Skinner Store, I'll be offering free blood pressure screenings and providing stroke awareness education to the community. Data shows Humboldt County has stroke death rates twice the state average. Screenings will be available from 10 a.m. to 1 p.m.—all are welcome.

CONSENT AGENDA - WARRANTS AND DISBURSEMENTS: [1:47:23 part 1]

Motion: to pull Item 7a – Warrants and Disbursements from the consent agenda.

Motion by: Council Member Kat Napier

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Second by: Mayor Pro Tem Elise Scafani

Motion Summary: Consensus (5/0)

Motion: to accept the warrants and disbursements.

Motion by: Mayor Pro Tem Elise Scafani

Second by: Council Member Michelle Lewis-Lusso

Public Comment: None received

Motion Summary: Consensus (4/0)

Council Member Kat Napier voted NAY as there is not an MOU in place with regards to collection and disbursement of donations to the bike park.

CONSIDER ADOPTION OF THE 6TH CYCLE HOUSING ELEMENT UPDATE AND RESOLUTION NO.

1235: [1:52:59 Part 1]

Acting City Manager Dani Burkhart stated that in meetings with HCD, which were attended by Council Member Kat Napier and Mayor John Sawatzky as part of an ad hoc committee, HCD requested that the timeline be expedited as much as possible. Even if the measure is approved tonight, the rezoning process will still be close to the 12/15 deadline previously established for completing the action. In order to stay ahead of this deadline, the housing element is being presented now.

City Planner Gary Rees reported that the California Department of Housing and Community Development (HCD) has requested a meeting to establish a more detailed timeline with specific milestones. HCD is also pursuing a memorandum of understanding (MOU) to formally record these arrangements, preferring this approach over a stipulated judgment. Gary Rees also addressed public comments received.

Mayor John Sawatzky formally opened the public hearing and asked for public comments.

Public Comment Received. [2:23:50 part 1]

Motion: to adopt resolution 1235, adopting the six-cycle housing element update. [2:36:25 part 1]

Motion by: Mayor Pro Tem Elise Scafani

Second by: Council Member Kat Napier

Motion Summary: Council Member Kat Napier - AYE, Council Member Michelle Lewis-Lusso – AYE, Mayor John Sawatzky – AYE, Mayor Pro Tem Elise Scafani – AYE, Council Member Terri Bayles – AYE: Motion carried 5/0

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CITY OF BLUE LAKE
 CALIFORNIA

111 Greenwood Road
 P.O. Box 458
 Blue Lake, CA 95525

Blue Lake City Council Minutes

Tuesday, July 22, 2025 ~ 6:30 p.m. ~Regular Council Meeting
 Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

SECOND READING BY TITLE ONLY AND CONSIDER ADOPTION OF ORDINANCE NO. 547-2025 – SAFETY GEAR FOR WHEELED RECREATIONAL DEVICES: [0:01 part 2]

The document explains that enforcement of the rules will be overseen by the parks director or their designated representative, though this does not mean they will always be present. The area will only be open when a staff member is onsite, and enforcement will mainly rely on complaints from the public or observations by park staff during their regular rounds. Because there are not enough staff members to provide constant coverage, and budget limits prevent continuous staffing, it is not possible to have personnel available at all times. Still, the plan will move forward, and staff will be given the authority to issue fines and administrative citations as needed.

Public Comment Received [1:33 part 2]

Motion: to adopt ordinance number 547-2025 entitled An Ordinance of the City Council of the City of Blue Lake Adopting Helmet Protective Gear Use at the Blue Lake Bike and Skate Park and wave the full reading of the ordinance with a reading by title. [6:34 part 2]

Motion by: Council Member Michelle Lewis-Lusso

Second by: Council Member Terri Bayles

Motion Summary: Council Member Kat Napier – AYE, Council Member Michelle Lewis-Lusso – AYE, Mayor John Sawatzky – AYE, Mayor Pro Tem Elise Scafani – AYE, Council Member Terri Bayles – AYE. Motion carried 5/0

CONSIDER ADOPTION OF RESOLUTION NO. 1238 APPROVING THE APPLICATION FOR THE LAND AND WATER CONSERVATION FUND: Blue Lake Bike and Skate Park project: [9:20 part 2]

The council discussed applying for a grant to fund the Blue Lake Bike and Skate Park, covering a portion of the cost with matching funds from donations or partner contributions. They clarified that previous expenses could count as matching funds, and that funding commitments were only required when signing the grant agreement. The group also debated who should serve as the authorized representative, agreeing the city manager could fill this role. Ultimately, they proceeded with the application, ensuring flexibility in project scope and funding sources.

Public Comment Received [18:28 part 2]

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Motion: to adopt resolution number 1238, approving the application for land and water conservation fund assistance for the Blue Lake Bike and Skate Park project, and authorizing the city manager to execute and submit all required documentation.

Motion by: Council Member Michelle Lewis-Lusso

Second by: Council Member Kat Napier

Motion Summary: Council Member Kat Napier – AYE, Council Member Michelle Lewis-Lusso – AYE, Mayor John Sawatzky – AYE, Mayor Pro Tem Elise Scafani – AYE, Council Member Terri Bayles – AYE. Motion carried 5/0.

DRAFT A LETTER TO THE BLUE LAKE RANCHERIA TRIBAL COUNCIL: [28:14 part 2]

Mayor Pro Tem Elise Scafani read the draft letter into the record.

Council Member Michelle Lewis-Lusso acknowledges the past is beneficial she would prefer it say that “we believe by working together we can establish a foundation for a more cooperative future.”, instead of “move beyond past difficulties”, as it keeps a positive flavor to the letter and the intention.

Public Comment Received. [31:39 part 2]

Motion: to direct staff to draft a letter to Blue Lake Rancheria Tribal Council as written with the amendment stated. [34:17 part 2]

Motion by: Council Member Michelle Lewis-Lusso

Second by: Mayor Pro Tem Elise Scafani

Motion Summary: Consensus (5/0)

CONSIDER CHANGES TO COUNCIL MEETING SCHEDULE: [34:42 part 2]

To facilitate more regular meetings, it is necessary to draft and adopt an ordinance. This would enable us to schedule meetings in advance on the calendar and cancel them if they are deemed unnecessary. Implementing this process would enhance our ability to plan effectively, increase flexibility, streamline meetings for greater efficiency, and eliminate the constraints associated with special meetings.

Public Comment Received: [36:20 part 2]

DIRECTION: The Council directed Acting City Manager Dani Burkhardt to draft an ordinance in support of two regular meetings (the second and fourth Tuesday) a month.

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CONSIDER CHANGES TO THE AGENDA SETTING AD HOC: [39:18 part 2]

Council members discussed the process for setting meeting agendas, referencing relevant municipal code provisions. There was debate about the current ad hoc committee's role in agenda setting versus following the code, which places responsibility on the city clerk, city manager, and potentially a designated council member. Concerns were raised about possible Brown Act violations if the ad hoc committee included more than two council members. The group considered whether to maintain the rotational member process or move to a more formal system or revert to the process outlined in the municipal code. Discussion included how council members could submit agenda items and the timeline for submission, public by Wednesday noon and council by Thursday noon, as well as the discretion the city manager and mayor should have in prioritizing and assembling the agenda.

Public Comment Received. [51:44 part 2]

DIRECTION: The council reached consensus to disband the agenda setting ad hoc committee and revert to the process described in the municipal code. Agenda preparation by the city clerk and city manager, with input from the mayor or mayor pro tem. Council members can submit agenda items individually to the city manager, with a copy to the mayor, though there is no guarantee that submitted items will appear on the next agenda. This process will be tested for a couple of months and may be refined further, if necessary, with any future changes to be added as agenda items for council discussion.

REPORTS OF COUNCIL AND STAFF: [56:27 part 2]

COUNCIL MEMBER REPORTS: [56:34 part 2]

Council Member Kat Napier learned from attending HCAOG that the housing allocation numbers for the region are expected to increase dramatically in the upcoming cycle, potentially doubling previous targets. Cities like Eureka and Arcata have already reached their resource limits. Future allocations will likely consider not just population but also the efforts and resources cities have already committed. The speaker stresses the need for strategic planning to address these significant changes.

Council Member Michelle Lewis-Lusso reported that she was unable to attend the HWMA meeting but is looking forward to the next meeting.

Mayor John Sawatzky reports he attended a Chamber of Commerce meeting, and they spoke about Annie and Mary Day.

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Mayor Pro Tem Elise Scafani reports she attended a Public Safety Commission meeting where we discussed a number of topics. The one that probably received the most attention was the potential traffic measures on I Street. A survey is being developed to gather input from residents on I, H, J, and the surrounding side-streets aiming to identify those most impacted by the street's conditions. That process is currently underway.

Additionally, Redwood Coast Energy Authority (RCEA) is making a loan to a company that is installing a demonstration wind turbine in Southern California off the coast. The company had been working on this project for years, but all their funding was recently withdrawn due to changes in the political climate. To help the project move forward, RCEA is providing some capital to bridge the funding gap until more permanent funding becomes available. It's quite interesting and exciting to see this initiative continuing.

CITY MANAGER REPORT: [1:00:27 part 2]

Acting City Manager Dani Burkhardt reported that, due to the high number of uncashed checks needing to be voided and reissued at the end of the fiscal year, and the associated \$30 bank fee for each voided check, council stipends will now be issued quarterly instead of monthly. This change is intended to save staff time and reduce unnecessary fees. Council members are reminded to cash their stipend checks promptly to avoid these issues.

COUNCIL AD HOC COMMITTEES: [1:02:03 PART 2]

The city manager recruitment ad hoc committee reported receiving more than five candidate names since the process began. Tripepi Smith is currently developing a city manager profile and a recruitment brochure, gathering input from council members through questionnaires and interviews, with staff interviews scheduled next. This information will help shape the materials used for the recruitment process, which is expected to be launched in about two weeks. The committee clarified that their focus is specifically on the recruitment with Tripepi Smith, not the broader interim or permanent city manager roles. If unsolicited resumes or candidate names are received, these should be forwarded to the city attorney. Council members confirmed that any such materials are already being sent to the appropriate parties.

Public Comment Received. [1:05:53 part 2]

COUNCIL CORRESPONDENCE: [1:06:41 part 2] Received.

FUTURE AGENDA ITEMS: [1:06:47 part 2]

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Council Member Kat Napier suggested that, with our new council member, it may be appropriate to reevaluate and determine redistribution of liaison duties.
 Mayor Pro Tem Elise Scafani suggests a memorandum of understanding (MOU) regarding the bike park, and committee reassignments be on the future agenda items list.
 Council Member Michelle Lewis-Lusso suggested placing the City of Blue Lake City Council roles and responsibilities protocol manual last revised September 10, 2013, on an agenda, and I would like to bring that up as a discussion item, possibly an ad hoc committee formation where I could work with one other individual on drafting a revision update.
 Council Member Terri Bayles asked when the budget will be placed on an agenda, as the resolution was for 60 days from the 27th: so, August 27, 2025, to finalize the budget.
 Council Member Michelle Lewis-Lusso would also like to put the International City Management Association (ICMA) code of ethics, with guidelines, on the agenda for discussion and possible adoption, because I didn't see anything in our municipal code about any code of ethics.

Public Comment Received: [1:11:27 part 2]

Comment by (Julie Christi): I would like to place on the agenda any entities that have a MOU or could potentially have a MOU with our city. I would like some reflection on which ones actually constitute us getting a MOU, like the Powers Creek Restoration, and the Bike Park RCMBA. There are a few so just keep that in mind when looking at how we can construct them moving forward.

PUBLIC COMMENT ON CLOSED SESSION ITEMS: [1:12:03 part 2] None received.

Motion: to move into closed session.

Motion by: Mayor Pro Tem Elise Scafani

Second by: Council Member Michelle Lewis-Lusso

Motion Summary: Consensus (5/0)

REPORT OUT OF CLOSED SESSION:

A) CONFERENCE WITH REAL PROPERTY NEGOTIATORS:

B) PUBLIC EMPLOYEE APPOINTMENT:

C) PUBLIC EMPLOYEE EVALUATION:

D) CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION:

ADJOURNMENT: [0:00 part 2]

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Motion: to adjourn the July 22, 2025, special meeting at 2:22 a.m.

Motion by:

Second by:

Motion Summary: Consensus (5/0)

Laura McClenagan

Deputy Clerk, City of Blue Lake

DRAFT

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Blue Lake City Council Minutes

Tuesday, July 29, 2025 ~ 5:30 p.m. ~Special Council Meeting
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

CALL TO ORDER: Mayor John Sawatzky called the meeting to order at 5:30 p.m.

ESTABLISH A QUORUM OF THE COUNCIL: [0:24]

COUNCILMEMBERS PRESENT: Mayor John Sawatzky, Mayor Pro Tem Elise Scafani, Council Member Kat Napier, Council Member Terri Bayles

COUNCILMEMBERS ABSENT: Council Member Michelle Lewis-Lusso

STAFF PRESENT: City Attorneys Ryan Plotz, Deputy Clerk Laura McClenagan and Videographer

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: [0:54]

Motion: to approve the agenda

Motion by: Mayor Pro Tem Elise Scafani

Second by: Council Member Kat Napier

Public Comment Received: None

Motion Summary: Consensus (4/0) with Council Member Michelle Lewis-Lusso absent.

PUBLIC COMMENT ON NON-AGENDA ITEMS: [1:07]

Kent Sawatzky discussed with Carol from Destination Boulevard the possibility of hosting an event in Blue Lake for 500 attendees. Carol inquired about parking availability, mentioning prior use of Camp Bower and the fairgrounds, and expressing preference against using the Rancheria due to shuttle requirements. Alternative parking options, including Jim Canada and the park near the bike area, were considered feasible. The conversation reflected growing interest in Blue Lake as an event destination, with Carol likely to attend Annie and Mary Day for further discussions.

Julie Christi expressed appreciation for the productive participation during the recent meeting, especially noting Terry's contributions. There was interest in establishing a regular update between the community and public works, perhaps not at every meeting, but in a way that would foster ongoing collaboration. The importance of flood mitigation was highlighted, with suggestions to discuss this further at future council or public safety meetings. Overall, there was a sense of anticipation for continued positive engagement and enjoyable council days ahead.

CONSIDER APPOINTMENT OF JILL DUFFY AS INTERIM CITY MANAGER AND APPROVE EMPLOYMENT AGREEMENT: [4:00]

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Tuesday, July 29, 2025 ~ 5:30 p.m. ~Special Council Meeting
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The council is considering the appointment of Jill Duffy as interim city manager while the search for a permanent city manager continues. Following a closed session interview and review of her qualifications, the council is prepared to formalize her appointment and approve an employment agreement. As a CalPERS retiree, Ms. Duffy is restricted in both compensation and the number of hours she can serve, limited to 960 hours for the fiscal year and not eligible to become the permanent city manager. The proposed contract reflects these constraints, and Ms. Duffy would serve in the interim role until either a permanent appointment is made or she reaches her hour limit. The council's ad hoc committee was invited to present any additional recommendations regarding her employment.

Public Comment Received: [11:30]

Motion: to appoint Jill Duffy as interim city manager and approve the employment agreement between the city and Miss Duffy and authorize the mayor to sign the agreement. I would like to add that the effective date should be July 30th and the fuel statement should be as described by our attorney. (Reimbursement as a travel stipend, at the IRS rate, for the mileage to and from Blue Lake for when Jill Duffy is on site.) [18:50]

Motion by: Mayor Pro Tem Elise Scafani

Second by: Council Member Kat Napier

Motion Summary: Consensus (4/0) with Council Member Michelle Lewis-Lusso absent.

ADJOURNMENT: [19:49]

Motion: to adjourn the July 29, 2025, special meeting at 5:50 p.m.

Motion by: Mayor Pro Tem Elise Scafani

Second by: Council Member Terri Bayles

Motion Summary: Consensus (4/0) with Council Member Michelle Lewis-Lusso absent.

Laura McClenagan

Deputy Clerk, City of Blue Lake



Agenda Item: 3h

City of Blue Lake

Staff Report

Agenda Item #:

3.h

Date:

August 19, 2025

For Meeting Of: August 26, 2025

Subject:

Monthly Report on Disbursements

Recommended Action:

That the City Council:

1. Approve the monthly report on disbursements for the period July 1, 2025 through July 31, 2025

SUMMARY:

The attached list shows the checks and electronic payments made during the period listed above. The Finance Manager confirms that all of these payments were made for expenses that are part of the City Council's approved budget.

Under California law (Government Code Section 37208), the City is allowed to pay these expenses right away, without waiting for the City Council to review them first. However, the law also requires that the full list of payments be given to the City Council at its next regular meeting. This report fulfills that requirement.

FISCAL IMPACT:

ATTACHMENT:

3.h.1 – City of Blue Lake Check/Voucher Register for period of July 1, 2025 Through July 31, 2025

Review Information:

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

Comments:

Submitted By:

Jill K Duffy, Interim City Manager

City of Blue Lake
Check/Voucher Register - City Council Check Report
From 7/1/2025 Through 7/31/2025

Check Number	Check Date	Payee	Transaction Description	Check Amount
2415	7/2/2025	David Dixon	Deposit Refund #20339002 Dixon	167.58
2416	7/2/2025	Kathleen Martin	Deposit Refund #40586101 Martin	10.05
2417	7/2/2025	Nancy Brunson	Deposit Refund #60748001 Brunson	17.69
2418	7/2/2025	City of Blue Lake	Utilities paid from Deposits 7/1/25 Billing	146.37
13090	7/11/2025	Isabella G. Crawford	Employee: crawfordi; Pay Date: 7/11/2025	880.81
13091	7/11/2025	Daniel L. Dimick	Employee: dimickd; Pay Date: 7/11/2025	693.85
13092	7/11/2025	Michael D. Downard	Employee: downardm; Pay Date: 7/11/2025	959.80
13093	7/11/2025	Liesl A. Finkler	Employee: finklerl; Pay Date: 7/11/2025	98.99
13094	7/11/2025	Vicki L. Hutton	Employee: huttonv; Pay Date: 7/11/2025	1,847.60
13095	7/11/2025	Canyon L. Martin	Employee: martinc; Pay Date: 7/11/2025	802.64
13096	7/11/2025	Sarah K. Morais	Employee: moraiss; Pay Date: 7/11/2025	382.83
13097	7/11/2025	Kolter L. Nicholls	Employee: nichollsk; Pay Date: 7/11/2025	674.54
250711A01	7/11/2025	Christopher A. Ball	Employee: ballc; Pay Date: 7/11/2025	797.99
250711A02	7/11/2025	Glenn R. Bernald	Employee: bernaldg; Pay Date: 7/11/2025	2,751.24
250711A03	7/11/2025	Rosine S. Boyce-Derricott	Employee: boycer; Pay Date: 7/11/2025	609.28
250711A04	7/11/2025	Danielle L. Burkhardt	Employee: burkhardt; Pay Date: 7/11/2025	2,351.10
250711A05	7/11/2025	Skyler A. Coke	Employee: cokes; Pay Date: 7/11/2025	925.48
250711A06	7/11/2025	Melissa M. Combs	Employee: combsm; Pay Date: 7/11/2025	537.28
250711A07	7/11/2025	Christopher B. Edgar	Employee: edgar; Pay Date: 7/11/2025	1,929.55
250711A08	7/11/2025	Adeline L. Esh	Employee: esha; Pay Date: 7/11/2025	103.67
250711A09	7/11/2025	Kanoa K. Jones	Employee: jonesk; Pay Date: 7/11/2025	448.55
250711A10	7/11/2025	Austin R. Jones	Employee: jonesa; Pay Date: 7/11/2025	1,163.99
250711A11	7/11/2025	Amanda L. Mager	Employee: magera; Pay Date: 7/11/2025	2,525.53
250711A12	7/11/2025	Charles K. Mager	Employee: magerc; Pay Date: 7/11/2025	715.99
250711A13	7/11/2025	Laura A. McClenagan	Employee: mclenaganl; Pay Date: 7/11/2025	961.86
250711A14	7/11/2025	Aislin N. McKinney	Employee: mckinnaya; Pay Date: 7/11/2025	299.93
250711A15	7/11/2025	Jacob P. Meng	Employee: mengj; Pay Date: 7/11/2025	1,251.72
250711A16	7/11/2025	Antoinette M. Quigley	Employee: quigleya; Pay Date: 7/11/2025	1,355.39
250711A17	7/11/2025	Quinn Sousa	Employee: sousaq; Pay Date: 7/11/2025	667.73
250711A18	7/11/2025	Emily P. Wood	Employee: woode; Pay Date: 7/11/2025	1,506.63
250711EFT-01	7/11/2025	U. S. Department of Treasury	EFTPS federal tax pmt 7/11/25 PR	9,450.43
250711EFT-02	7/11/2025	Employment Development Dept.	DE88 state tax pmt 7/11/25 PR	1,880.16
250711EFT-03	7/11/2025	Cal PERS	PERS retirement pmt 7/11/25 PR	3,951.08
250711EFT-04	7/11/2025	Freedom Voice	Freedom Voice 7/1/25 statement	119.88
250711EFT-05	7/11/2025	CA State Disbursement Unit	7/11/25 CS PR deduction-Coke	92.30
250711EFT-06	7/11/2025	CA State Disbursement Unit	7/11/25 CS PR deduction-Edgar	104.30
13098	7/14/2025	Advanced Security Systems	INV739672 7/1/25 Jul-Sep 2025	388.50
13099	7/14/2025	Albee & Buck	INV101406 7/9/25 Concession supplies	2,098.42
13100	7/14/2025	ASCAP	Acct500735174 6/20/25 FY Annual Fee	450.50
13101	7/14/2025	AT&T	ACCT233841-57271066 6/20/25	31.54
	7/14/2025	AT&T	ACCT238381-11108003 6/20/25	31.54
13102	7/14/2025	Best Best & Krieger LLP	INV1033894 7/8/25 AHP legal	684.00
13103	7/14/2025	Blue Lake Chamber of Commerce	Re-issue stale dated ck#12144 Chamber	50.00
13104	7/14/2025	City of Blue Lake	water/Sewer Payments 7/1/25	3,908.84
13105	7/14/2025	Charis Bowman	Re-issue stale dated ck#11269 Bowman	79.26
13106	7/14/2025	Colantuono, Highsmith, Whatley	INV65841 7/3/25 Jun 2025	150.00
13107	7/14/2025	Daniel Dimick	Re-issue lost ck#13022 dated 6/13/25-Dimick	693.85
13108	7/14/2025	Dito, LLC	INV97053 6/24/25 Annual Renewal	5,280.00
13109	7/14/2025	Eureka Broadcasting Co., Inc.	INV25060173 6/30/25 KINS	175.00
	7/14/2025	Eureka Broadcasting Co., Inc.	INV25060174 6/30/25 KEKA	175.00
	7/14/2025	Eureka Broadcasting Co., Inc.	INV25060175 6/30/25 KWSW	135.00
13110	7/14/2025	Justin Goad	INV9 7/1/25 May-Jun meetings	680.00
13111	7/14/2025	Ahna Hubner	refund overpmt for business license-Hubner	20.00
13112	7/14/2025	Humb. Bay Municipal Water Dist	Billing Period 5/31/25-6/30/25	17,102.27
13113	7/14/2025	Vicki L. Hutton	6/23/25-7/3/25 mileage reimb - Hutton	19.60
13114	7/14/2025	Michelle Lewis-Lusso	Jun 2025 council stipend	50.00

City of Blue Lake
Check/Voucher Register - City Council Check Report
From 7/1/2025 Through 7/31/2025

Check Number	Check Date	Payee	Transaction Description	Check Amount
13115	7/14/2025	Erin McClure	McClure-Right of Way-Agreement	50.00
13116	7/14/2025	Katheryn Napier	Jun 2025 council stipend	50.00
13117	7/14/2025	National Rural Water Assoc.	SCADA loan pmt due 8/1/25	965.00
13118	7/14/2025	Optimum	Billing Period 7/1/25-7/31/25	558.22
13119	7/14/2025	Paradise Cay Publications	IN647276 6/20/25 Fire Works Banner	65.25
13120	7/14/2025	RREDC	Town Square loan pmt due 8/1/25	1,236.87
13121	7/14/2025	John Sawatzky	Jun 2025 council stipend	50.00
13122	7/14/2025	Elise G. Scafani	Jun 2025 council stipend	50.00
	7/14/2025	Elise G. Scafani	Re-issue stale dated checks - Scafani	300.00
13123	7/14/2025	SHN Consulting	INV126057 6/25/25 May 2025 Engineering	5,110.75
13124	7/14/2025	Verizon Wireless	Billing Period 5/22/25-6/21/25	334.58
13125	7/16/2025	Almquist Lumber Co.	INV2506-077176 6/18/25 Skinner maint.	61.00
13126	7/16/2025	Pacific Paper Co	INV233673 6/3/25 office supplies	141.51
	7/16/2025	Pacific Paper Co	INV233726 6/3/25 office supplies	4.92
	7/16/2025	Pacific Paper Co	INV234112 6/12/25 office supplies	63.52
13127	7/16/2025	Les Schwab Tire Center	INV61600648998 6/4/25 mower	39.14
	7/16/2025	Les Schwab Tire Center	INV61600650283 6/12/25 mower	20.99
13128	7/16/2025	McKinleyville Ace Hardware	INV501221 6/12/25 facility maint.	231.39
13129	7/16/2025	Miller Farms Nursery, Inc.	CM176003 6/10/25 Park Maint.	(38.66)
	7/16/2025	Miller Farms Nursery, Inc.	INV175973 6/9/25 shop supplies	89.63
	7/16/2025	Miller Farms Nursery, Inc.	INV176002 6/10/25 Park Maint.	293.12
13130	7/16/2025	The Mill Yard	INV508521 6/18/25 Skinner maint.	124.16
13131	7/16/2025	Thomas Home Center	JOB935633 6/9/25 sprinklers	13.03
13132	7/17/2025	Access Humboldt	INV2297 6/30/25 franchise oversight	112.50
13133	7/17/2025	AT&T	INV23724822 7/4/25 phone service	197.55
	7/17/2025	AT&T	INV23724824 7/4/25 phone service	60.48
	7/17/2025	AT&T	INV23726260 7/4/25 phone service	31.61
	7/17/2025	AT&T	INV23726261 7/4/25 phone service	62.51
13134	7/17/2025	Department of Justice	INV829746 6/30/25 fingerprint apps	32.00
13135	7/17/2025	Fire Risk Mgmt Services	Billing Period 104-8/1/25 to 8/31/25 Health ins.	22,366.89
13136	7/17/2025	Gaynor Telesystems, Inc.	INV000046231 6/30/25 phone system	482.24
13137	7/17/2025	Intedata Systems	INV30405 6/30/25 CASS Service	40.00
	7/17/2025	Intedata Systems	INV30433 6/30/25 w/s support	95.00
13138	7/17/2025	Jackson & Eklund	INV444820 7/3/25 accounting svcs	7,449.99
13139	7/17/2025	Austin Jones	7/11/25 Vision Payment - Jones	53.97
13140	7/17/2025	Pacific Gas and Electric	ACCT9008287254-1 PG&E stmt 5/2/25	10.28
	7/17/2025	Pacific Gas and Electric	ACCT9126744508-7 7/2/25 PG&E	12,099.34
13141	7/17/2025	Tensor IT	INV11269 7/1/25 IT support	31.25
	7/17/2025	Tensor IT	INV11291 7/1/25 IT support	720.45
	7/17/2025	Tensor IT	INV11292 7/1/25 IT support	200.70
13142	7/17/2025	Terminix International	INV461225887 6/18/25 Skinner maint.	65.27
	7/17/2025	Terminix International	INV461228248 6/18/25 CH maint.	60.12
13143	7/17/2025	US Bank Corp. Payment Systems	6/23/25 statement CalCard	1,886.79
13144	7/25/2025	Isabella G. Crawford	Employee: crawfordi; Pay Date: 7/25/2025	593.28
13145	7/25/2025	Daniel L. Dimick	Employee: dimickd; Pay Date: 7/25/2025	724.99
13146	7/25/2025	Michael D. Downard	Employee: downardm; Pay Date: 7/25/2025	923.59
13147	7/25/2025	Liesl A. Finkler	Employee: finklerl; Pay Date: 7/25/2025	193.87
13148	7/25/2025	Vicki L. Hutton	Employee: huttonv; Pay Date: 7/25/2025	1,847.60
13149	7/25/2025	Canyon L. Martin	Employee: martinc; Pay Date: 7/25/2025	1,013.15
13150	7/25/2025	Sarah K. Morais	Employee: morais; Pay Date: 7/25/2025	812.71
13151	7/25/2025	Kolter L. Nicholls	Employee: nichollsk; Pay Date: 7/25/2025	568.93
250725A01	7/25/2025	Christopher A. Ball	Employee: balle; Pay Date: 7/25/2025	770.66
250725A02	7/25/2025	Glenn R. Bernald	Employee: bernaldg; Pay Date: 7/25/2025	3,746.61
250725A03	7/25/2025	Rosine S. Boyce-Derricott	Employee: boycer; Pay Date: 7/25/2025	673.45
250725A04	7/25/2025	Danielle L. Burkhardt	Employee: burkhartd; Pay Date: 7/25/2025	2,074.00
250725A05	7/25/2025	Skyler A. Coke	Employee: cokes; Pay Date: 7/25/2025	1,128.17

City of Blue Lake
Check/Voucher Register - City Council Check Report
From 7/1/2025 Through 7/31/2025

Check Number	Check Date	Payee	Transaction Description	Check Amount
250725A06	7/25/2025	Melissa M. Combs	Employee: combsm; Pay Date: 7/25/2025	636.31
250725A07	7/25/2025	Christopher B. Edgar	Employee: edgarc; Pay Date: 7/25/2025	1,847.34
250725A08	7/25/2025	Adeline L. Esh	Employee: esha; Pay Date: 7/25/2025	778.18
250725A09	7/25/2025	Hazel E. Hale	Employee: haleh; Pay Date: 7/25/2025	306.04
250725A10	7/25/2025	Austin R. Jones	Employee: jonesa; Pay Date: 7/25/2025	1,270.02
250725A11	7/25/2025	Kanoa K. Jones	Employee: jonesk; Pay Date: 7/25/2025	372.39
250725A12	7/25/2025	Amanda L. Mager	Employee: magera; Pay Date: 7/25/2025	2,651.42
250725A13	7/25/2025	Charles K. Mager	Employee: magerc; Pay Date: 7/25/2025	895.33
250725A14	7/25/2025	Laura A. McClenagan	Employee: mcclenaganl; Pay Date: 7/25/2025	751.94
250725A15	7/25/2025	Aislin N. McKinney	Employee: mckinneya; Pay Date: 7/25/2025	131.47
250725A16	7/25/2025	Jacob P. Meng	Employee: mengj; Pay Date: 7/25/2025	1,195.76
250725A17	7/25/2025	Antoinette M. Quigley	Employee: quigleya; Pay Date: 7/25/2025	1,240.71
250725A18	7/25/2025	Quinn Sousa	Employee: sousaq; Pay Date: 7/25/2025	1,001.19
250725A19	7/25/2025	Emily P. Wood	Employee: woode; Pay Date: 7/25/2025	1,672.81
250725EFT-01	7/25/2025	U. S. Department of Treasury	EFTPS federal tax pmt 7.25.25 PR	10,295.66
250725EFT-02	7/25/2025	Employment Development Dept.	DE88 state tax pmt 7.25.25 PR	2,077.77
250725EFT-03	7/25/2025	Cal PERS	PERS retirement pmt 7.25.25 PR	3,964.86
250725EFT-04	7/25/2025	CA State Disbursement Unit	7.25.25 CS PR deduction-Coke	92.30
250725EFT-05	7/25/2025	CA State Disbursement Unit	7.25.25 CS PR deduction-Edgar	104.30
13152	7/29/2025	Aflac	INV789317 7/25/25 July 2025	304.44
13153	7/29/2025	Wesley Altice	Skate Party Refund 7/13/25 Altice	200.00
13154	7/29/2025	Blue Lake Garbage Co.	INV54GWCLUP 4/2/25 greenwaste 3/29/25	3,499.20
13155	7/29/2025	CA Building Standards Comm.	CBSC Qtrly Report Fees Apr-Jun 2025	7.20
13156	7/29/2025	CIRA	INV-2718 6/30/25 WC & Liab. Apr-Jun 2025	1,486.34
13157	7/29/2025	Don's Rent-All, Inc.	INV261813 7/21/25 equip. rental	104.74
13158	7/29/2025	Hensel's Ace Hardware	INV308947/1 6/12/25 Prasch Hall	141.08
	7/29/2025	Hensel's Ace Hardware	INV309950/1 6/26/25 PH facility	102.80
	7/29/2025	Hensel's Ace Hardware	INV309952/1 6/26/25 park supplies	38.51
13159	7/29/2025	Humboldt Termite and Pest	INV571566 6/21/25 PH maint.	72.00
13160	7/29/2025	Laura McClenagan	Refund CalPERS Payroll Deductions	280.64
13161	7/29/2025	O'Reilly Auto Parts	CM3537-263272 5/30/25 return	(22.17)
	7/29/2025	O'Reilly Auto Parts	INV3537-263417 5/31/25 Veh #173	23.10
	7/29/2025	O'Reilly Auto Parts	INV3537-264096 6/4/25 shop supplies	8.88
	7/29/2025	O'Reilly Auto Parts	INV3537-265246 6/10/25 shop supplies	43.48
	7/29/2025	O'Reilly Auto Parts	INV3537-265313 6/10/25 lift station	69.41
13162	7/29/2025	Veronica Peltier	Facility Rental Refund 7/13/25 Swanlund/Peltier	200.00
13163	7/29/2025	Restif Cleaning Service	INV146227 6/30/25 CH janitorial	110.00
13164	7/29/2025	SHN Consulting	INV125723 5/30/25 Planning Apr 2025	4,883.75
13165	7/29/2025	SHN Consulting	INV126094 6/30/25 Planning May 2025	6,339.87
13166	7/29/2025	Uline Shipping Supply Spec.	INV194851032 7/1/25 PW supplies	2,469.84
13167	7/29/2025	Underground Service Alert	INV2025111922 - FY 25/26 annual fees	300.00
13168	7/29/2025	U. S. Postal Service	Replenish W/S Trust Account	1,200.00
13169	7/29/2025	Wes Green Co.	INV22891 7/3/25 park supplies	435.00
Report Total				199,915.41



CITY OF BLUE LAKE

Post Office Box 458 • 111 Greenwood Road • Blue Lake, CA 95525
Phone 707.668.5655 Fax 707.668.5916

Item #: 4

Date: August 26, 2025

Item Subject: Housing Element Status Update & Next Steps

Recommendation: That the Council:

1. Receive a presentation from City staff on the status of the Housing Element Update process.
2. Open the item for public comment.
3. Close the item for public comment.
4. Discuss the next steps in the Housing Element Update process and ask questions of City staff; and
5. Provide direction as appropriate.

This information item is intended to provide the City Council and public with an update on the status of the City's efforts to achieve compliance with State Housing Law.

Summary of Steps Completed:

On July 18, 2025, the City Planner submitted a letter to HCD outlining their opinion of the quickest possible timeline for the City to achieve substantial compliance with State Housing Law (**Attachment 1**). Since that time, the following tasks have been completed (also refer to Table 1 below):

- 1) The City Council adopted the Housing Element Update on July 22, 2025. The timing for adoption was consistent with the timeline submitted to HCD by the City Planner. After adoption of the Housing Element Update, City staff filed the California Environmental Quality Act (CEQA) Notice of Determination with the County Clerk-Recorder's Office and State Clearinghouse on July 25, 2025.
- 2) City staff submitted the adopted Housing Element Update and draft Electronic Site Inventory to HCD on July 30, 2025. Comments were received on the Electronic Site Inventory and City staff are working with HCD to finalize the inventory.

Table 1. Housing Element Update Adoption

Task	Timeline	Status
City Council adoption of Housing Element Update	July 22, 2025 City Council meeting	Completed
File CEQA Notice of Determination	File with County Clerk-Recorder's Office by July 25, 2025	Completed
Finalize Electronic Site Inventory	Complete by July 25, 2025	Partially completed (see below)
Submit adopted Housing Element Update and Electronic Site Inventory to HCD	Submit by July 31, 2025	Housing Element Update and draft Electronic Site Inventory were submitted to HCD on July 30, 2025. City staff are working on revisions to the inventory based on comments from HCD.
Housing Element Update determined to meet statutory requirements	HCD to provide determination by August 2025	In review

In addition to the City completing several of the tasks related to adoption of the Housing Element Update, City staff submitted a revised grant closeout report to HCD on July 29, 2025 for the Local Early Action Planning (LEAP) grant program. The closeout report was accepted by HCD and the City's LEAP grant was closed out on August 6, 2025.

Next Steps:

The next step in the process for achieving compliance is for the City to complete the rezoning action required by Implementation Program HI-14 in the Housing Element Update. This program proposes creation of a new Multi-Family (MF) Combining Zone and application of the zone to a site of 1 acre or greater in the City.

The process for completing the rezoning action involves review by the Planning Commission at a public hearing and the Commission making a recommendation to the City Council regarding the content of a proposed MF Combining Zone and a site for application of the zone. The Planning Commission recommendation would then be reviewed by the City Council at a public hearing and the Council would take final action on the rezoning action.

Agenda Item: 4

In the timeline submitted to HCD by the City Planner, there are two timelines provided for completing the rezoning action. This includes a timeline with use of a CEQA exemption (see Table 2 below) and a timeline that includes preparation of a CEQA initial study (see Table 3 below). Two timelines were provided because the revisions to CEQA enacted by SB 131 (Public Resources Code § 21080.085) were still being evaluated by HCD for applicability to the City's proposed rezoning action.

Table 2. Implementation of Rezoning Action with CEQA Exemption

Task	Timeline
Planning Commission recommend adoption and application of Multi-Family (MF) Combining Zone to a site in the City (1 acre or larger)	August 18, 2025 Planning Commission meeting
City Council consider recommendation from Planning Commission and conduct first reading of ordinance	September 9, 2025 City Council meeting
City Council conduct second reading of ordinance	September 23, 2025 City Council meeting
File CEQA Notice of Exemption	File with County Clerk-Recorder's Office by September 25, 2025
Submittal of ordinance to HCD	Submit by September 30, 2025
City of Blue Lake determined to be in substantial compliance with State Housing Law	HCD provide determination by October 2025

Table 3. Implementation of Rezoning Action with CEQA Initial Study

Task	Timeline
Prepare CEQA Initial Study for rezoning action and circulate for 30-day comment period	Draft CEQA Initial Study prepared by late-August and 30-day comment period end in late-September
Planning Commission recommend adoption and application of Multi-Family (MF) Combining Zone to a site in the City (1 acre or larger)	October 20, 2025 Planning Commission meeting
City Council consider recommendation from Planning Commission and conduct first reading of ordinance	November 11, 2025 City Council meeting
City Council conduct second reading of ordinance	November 25, 2025 City Council meeting
File CEQA Notice of Determination	File with County Clerk-Recorder's Office by November 26, 2025
Submittal of ordinance to HCD	Submit by December 1, 2025
City of Blue Lake determined to be in substantial compliance with State Housing Law	HCD provide determination by January 2026

Following City Council's adoption of the Housing Element Update, the City Planner has made progress towards implementation of the rezoning action. The steps completed are noted below.

- On August 8, 2025, the City Planner met with HCD to discuss potential sites for the rezoning action. Through this discussion, HCD provided guidance on a suitable site for application of the MF Combining Zone. The potential rezoning site is a City-owned property in the Powers Creek District that is zoned Opportunity (APN 025-201-023). The staff recommendation to the Planning Commission on the rezoning action will be consistent with the guidance from HCD.
- On August 12, 2025, HCD emailed the City Planner with a determination that the City's rezoning action would be exempt from CEQA under Public Resources Code § 21080.085 (see **Attachment 2**). The staff recommendation regarding CEQA compliance for the rezoning action will be consistent with the determination from HCD.

Based on the direction provided by HCD, the process and timeline for the rezoning action would be similar to what is described in Table 2 above. As outlined in Table 2, the next step in the process was for the rezoning action to be reviewed by the Planning Commission at their regularly scheduled meeting on August 18, 2025. However, due to a lack of quorum, the August 18th meeting was not held. City staff are currently in the process of surveying the Planning Commissioners about availability for a potential special meeting in the next few weeks.

Although the Planning Commission meeting will occur later than estimated in Table 2, it is anticipated that the timeline for the City to achieve substantial compliance with State Housing Law will occur several weeks prior to the December 15th date proposed to HCD by the City Council.

ATTACHMENTS:

1. Email from HCD regarding CEQA Exemption Determination-Rezoning Action (*dated August 12, 2025*)
2. Planner Opinion-Substantial Compliance Timeline (*dated July 18, 2025*)

Attachment 1

**July 18, 2025 Letter to HCD – City Planner Opinion of Quickest
Potential Timeline for Achieving Substantial Compliance with
State Housing Law**



CITY OF BLUE LAKE

Post Office Box 458 • 111 Greenwood Road • Blue Lake, CA 95525
Phone 707.668.5655 Fax 707.668.5916

July 18, 2025

California Department of Housing and Community Development
Housing Accountability Unit
Isaac O'Connell, Housing Policy Analyst/Rep

RE: Opinion of Quickest Potential Timeline for Achieving Substantial Compliance with State Housing Law

As requested by HCD in an email dated July 7, 2025, I am providing my opinion of the quickest potential timeline for the City of Blue Lake to achieve substantial compliance with State Housing Law. Please note that this is my professional opinion as the City's consulting City Planner and not necessarily the timeline that the City will undertake as they navigate through the public review process. As HCD is aware, the City Council has previously committed to achieving compliance with State Housing Law by December 15, 2025.

The timeline is broken into two primary tasks, which includes: 1) adoption of the Housing Element Update; and 2) implementation of the proposed rezoning action (Housing Element Implementation Programs HI-14). For the rezoning action, I have provided a timeline with use of a CEQA exemption and a timeline that includes preparation of a CEQA initial study. Two timelines are provided because the revisions to the Public Resources Code following AB 130 and SB 131 are still being evaluated for applicability to the City's proposed rezoning action.

Housing Element Update Adoption

Task	Timeline
City Council adoption of Housing Element Update	July 22, 2025 City Council meeting
File CEQA Notice of Determination	File with County Clerk-Recorder's Office by July 25, 2025
Finalize Electronic Site Inventory	Complete by July 25, 2025
Submit adopted Housing Element Update and Electronic Site Inventory to HCD	Submit by July 31, 2025
Housing Element Update determined to meet statutory requirements	HCD provide determination by August 2025

Implementation of Rezoning Action with CEQA Exemption


Task	Timeline
Planning Commission recommend adoption and application of Multi-Family (MF) Combining Zone to a site in the City (1 acre or larger)	August 18, 2025 Planning Commission meeting
City Council consider recommendation from Planning Commission and conduct first reading of ordinance	September 9, 2025 City Council meeting
City Council conduct second reading of ordinance	September 23, 2025 City Council meeting
File CEQA Notice of Exemption	File with County Clerk-Recorder's Office by September 25, 2025
Submittal of ordinance to HCD	Submit by September 30, 2025
City of Blue Lake determined to be in substantial compliance with State Housing Law	HCD provide determination by October 2025

Implementation of Rezoning Action with CEQA Initial Study

Task	Timeline
Prepare CEQA Initial Study for rezoning action and circulate for 30-day comment period	Draft CEQA Initial Study prepared by late-August and 30-day comment period end in late-September
Planning Commission recommend adoption and application of Multi-Family (MF) Combining Zone to a site in the City (1 acre or larger)	October 20, 2025 Planning Commission meeting
City Council consider recommendation from Planning Commission and conduct first reading of ordinance	November 11, 2025 City Council meeting
City Council conduct second reading of ordinance	November 25, 2025 City Council meeting
File CEQA Notice of Determination	File with County Clerk-Recorder's Office by November 26, 2025
Submittal of ordinance to HCD	Submit by December 1, 2025
City of Blue Lake determined to be in substantial compliance with State Housing Law	HCD provide determination by January 2026

If you have any questions or would like to discuss the above timeline further, please contact me at grees@shn-engr.com or (707) 441-8855.

Sincerely,

A handwritten signature in blue ink that reads "Garry Rees". The signature is fluid and cursive, with the first name "Garry" being more prominent than the last name "Rees".

Garry Rees, AICP
Consulting City Planner

Attachment 2

**August 12, 2025 Email from HCD – Determination Regarding the
Applicability of Public Resources Code § 21080.085 to the City’s
Rezoning Action**



RE: Update on CEQA Exemptions for Blue Lake Rezones

From O'Connell, Isaac@HCD <Isaac.OConnell@hcd.ca.gov>

Date Tue 8/12/2025 2:39 PM

To Garry Rees <grees@shn-engr.com>; citymanager@bluelake.ca.gov <citymanager@bluelake.ca.gov>

Cc Zisser, David@HCD <David.Zisser@hcd.ca.gov>; Coy, Melinda@HCD <Melinda.Coy@hcd.ca.gov>; Barrie, Junius@HCD <Junius.Barrie@hcd.ca.gov>; Goelzer, Alex@HCD <Alex.Goelzer@hcd.ca.gov>; McDougall, Paul@HCD <Paul.McDougall@hcd.ca.gov>; Herrera, Fidel@HCD <Fidel.Herrera@hcd.ca.gov>

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Hi Garry,

I am writing to confirm that the City of Blue Lake's housing element rezones are exempt under Public Resources Code § 21080.085. Thank you for your patience with this issue and please let me know if you have any questions.

Best,



Isaac O'Connell

Housing Data Specialist – Data & Innovation Unit

Department of Housing and Community Development

651 Bannon Street, Sacramento, CA 95811

Phone: (916) 584-3109 | Email: Isaac.OConnell@hcd.ca.gov

From: Garry Rees <grees@shn-engr.com>

Sent: Tuesday, August 5, 2025 3:55 PM

To: O'Connell, Isaac@HCD <Isaac.OConnell@hcd.ca.gov>; citymanager@bluelake.ca.gov

Cc: Zisser, David@HCD <David.Zisser@hcd.ca.gov>; Coy, Melinda@HCD <Melinda.Coy@hcd.ca.gov>; Barrie, Junius@HCD <Junius.Barrie@hcd.ca.gov>; Goelzer, Alex@HCD <Alex.Goelzer@hcd.ca.gov>; McDougall, Paul@HCD <Paul.McDougall@hcd.ca.gov>; Herrera, Fidel@HCD <Fidel.Herrera@hcd.ca.gov>

Subject: Re: Update on CEQA Exemptions for Blue Lake Rezones

Thanks Isaac.

Garry Rees, AICP

Principal Planner



Civil Engineering, Environmental Services,
Geosciences, Planning & Permitting, Surveying
www.shn-engr.com [shn-engr.com]
812 W Wabash Ave, Eureka, CA 95501
(707) 441-8855

From: O'Connell, Isaac@HCD <Isaac.OConnell@hcd.ca.gov>
Sent: Tuesday, August 5, 2025 3:30 PM
To: Garry Rees <grees@shn-engr.com>; citymanager@bluelake.ca.gov <citymanager@bluelake.ca.gov>
Cc: Zisser, David@HCD <David.Zisser@hcd.ca.gov>; Coy, Melinda@HCD <Melinda.Coy@hcd.ca.gov>; Barrie, Junius@HCD <Junius.Barrie@hcd.ca.gov>; Goelzer, Alex@HCD <Alex.Goelzer@hcd.ca.gov>; McDougall, Paul@HCD <Paul.McDougall@hcd.ca.gov>; Herrera, Fidel@HCD <Fidel.Herrera@hcd.ca.gov>
Subject: RE: Update on CEQA Exemptions for Blue Lake Rezones

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Just sent out the meeting invite for 10:30 on Friday. See you then!



Isaac O'Connell
Housing Policy Analyst/Rep – Housing Accountability Unit
Housing Element & Preservation Notice Law
Department of Housing and Community Development
651 Bannon Street, Suite 400, Sacramento, CA 95811
Phone: (916) 584-3109 | Email: Isaac.OConnell@hcd.ca.gov



[twitter.com]



[facebook.com]

From: Garry Rees <grees@shn-engr.com>
Sent: Tuesday, August 5, 2025 1:48 PM
To: O'Connell, Isaac@HCD <Isaac.OConnell@hcd.ca.gov>; citymanager@bluelake.ca.gov
Cc: Zisser, David@HCD <David.Zisser@hcd.ca.gov>; Coy, Melinda@HCD <Melinda.Coy@hcd.ca.gov>; Barrie, Junius@HCD <Junius.Barrie@hcd.ca.gov>; Goelzer, Alex@HCD <Alex.Goelzer@hcd.ca.gov>; McDougall, Paul@HCD <Paul.McDougall@hcd.ca.gov>; Herrera, Fidel@HCD <Fidel.Herrera@hcd.ca.gov>
Subject: Re: Update on CEQA Exemptions for Blue Lake Rezones

Hi Isaac,

Thanks for the update on the CEQA exemption.

To discuss the potential rezoning sites, I am available at both times on Thursday and Friday from 10:30-Noon. Will you be sending out a meeting invite?

Thanks.

Get [Outlook for iOS \[aka.ms\]](#)

From: O'Connell, Isaac@HCD <Isaac.OConnell@hcd.ca.gov>

Sent: Tuesday, August 5, 2025 1:39 PM

To: Garry Rees <grees@shn-engr.com>; citymanager@bluelake.ca.gov <citymanager@bluelake.ca.gov>

Cc: Zisser, David@HCD <David.Zisser@hcd.ca.gov>; Coy, Melinda@HCD <Melinda.Coy@hcd.ca.gov>;

Barrie, Junius@HCD <Junius.Barrie@hcd.ca.gov>; Goelzer, Alex@HCD <Alex.Goelzer@hcd.ca.gov>;

McDougall, Paul@HCD <Paul.McDougall@hcd.ca.gov>; Herrera, Fidel@HCD <Fidel.Herrera@hcd.ca.gov>

Subject: RE: Update on CEQA Exemptions for Blue Lake Rezones

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Garry,

Thank you for your email and for revisiting the question of CEQA exemptions for the City's rezones. HCD is in the final stages of discussing this question internally, and we will have a response for you by Friday.

Regarding your request to meet to discuss rezone sites, Alex and I are available at the following times the rest of the week:

- Thursday: 9:15-10am, 2-3pm
- Friday: 9am-12pm

Let us know if there's a 30-minute window that works for you during those times. If there are none, we could also potentially make 3-4pm on Wednesday work.

Best,



Isaac O'Connell

Housing Policy Analyst/Rep – Housing Accountability Unit

Housing Element & Preservation Notice Law

Department of Housing and Community Development

651 Bannon Street, Suite 400, Sacramento, CA 95811

Phone: (916) 584-3109 | Email: Isaac.OConnell@hcd.ca.gov



[\[twitter.com\]](https://twitter.com)



[\[facebook.com\]](https://facebook.com)

From: Garry Rees <grees@shn-engr.com>

Sent: Monday, August 4, 2025 3:38 PM

To: O'Connell, Isaac@HCD <Isaac.OConnell@hcd.ca.gov>; citymanager@bluelake.ca.gov

Cc: Zisser, David@HCD <David.Zisser@hcd.ca.gov>; Coy, Melinda@HCD <Melinda.Coy@hcd.ca.gov>; Barrie,

Junius@HCD <Junius.Barrie@hcd.ca.gov>; Goelzer, Alex@HCD <Alex.Goelzer@hcd.ca.gov>; McDougall,

Paul@HCD <Paul.McDougall@hcd.ca.gov>; Herrera, Fidel@HCD <Fidel.Herrera@hcd.ca.gov>

Subject: Re: Update on CEQA Exemptions for Blue Lake Rezones

Hi Isaac,

Now that the Blue Lake City Council has adopted the Housing Element Update, we are moving forward with the rezoning action required to achieve substantial compliance with State Housing

law (Housing Element Implementation Program HI-14). This includes preparing CEQA compliance documentation for the rezoning action. Are there any updates on the applicability of the new CEQA exemption to the City's proposed rezoning action? The last update we received was on July 17th, which stated:

The revisions to the Public Resources Code following AB 130 and SB 131 make the rezones exempt from CEQA, but we are still evaluating the full implications of that change in Code. For now, we advise that the City complete the rezones after HCD issues findings that the City's adopted housing element otherwise meets statutory requirements.

The earliest the rezoning action could be considered by the Planning Commission would be on August 18th. Do you anticipate that a determination will be received in the next few weeks on the applicability of the CEQA exemption to the rezoning action? If not, the City may need to move forward with preparing an Initial Study to meet the deadline proposed by the City Council (Dec. 15th, 2025).

Also, are you and Alex available to meet this week to discuss the suitability of the potential sites for the rezoning action? I want to make sure the potential sites are considered suitable by HCD prior to presenting the options to the Planning Commission. If so, what are some days/times that work best for you all?

Thanks.

Garry Rees, AICP

Principal Planner



Civil Engineering, Environmental Services,

Geosciences, Planning & Permitting, Surveying

www.shn-engr.com [shn-engr.com]

812 W Wabash Ave, Eureka, CA 95501

(707) 441-8855

From: O'Connell, Isaac@HCD <Isaac.OConnell@hcd.ca.gov>

Sent: Thursday, July 17, 2025 3:13 PM

To: Garry Rees <grees@shn-engr.com>; citymanager@bluelake.ca.gov <citymanager@bluelake.ca.gov>

Cc: Zisser, David@HCD <David.Zisser@hcd.ca.gov>; Coy, Melinda@HCD <Melinda.Coy@hcd.ca.gov>; Barrie, Junius@HCD <Junius.Barrie@hcd.ca.gov>; Goelzer, Alex@HCD <Alex.Goelzer@hcd.ca.gov>; McDougall, Paul@HCD <Paul.McDougall@hcd.ca.gov>; Herrera, Fidel@HCD <Fidel.Herrera@hcd.ca.gov>

Subject: Update on CEQA Exemptions for Blue Lake Rezones

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Garry,

Apologies for the delay in getting back to you on the CEQA exemption question. The law is new, so we've had to put the question through a few rounds of review, but here is an update:

The revisions to the Public Resources Code following AB 130 and SB 131 make the rezones exempt from CEQA, but we are still evaluating the full implications of that change in Code. For now, we advise that the City complete the rezones after HCD issues findings that the City's adopted housing element otherwise meets statutory requirements.

Please feel free to give me a call or request a quick meeting with me tomorrow if you have any questions (I am free all day until 4pm). Looking forward to receiving the City's timeline tomorrow as well.

Thanks,



Isaac O'Connell

Housing Policy Analyst/Rep – Housing Accountability Unit

Housing Element & Preservation Notice Law

Department of Housing and Community Development

651 Bannon Street, Suite 400, Sacramento, CA 95811

Phone: (916) 584-3109 | Email: Isaac.OConnell@hcd.ca.gov



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Agenda Item: 5

City of Blue Lake

Staff Report

Agenda Item #: 5

Date: August 17, 2025 *For Meeting Of: August 26, 2025*

Subject: **Receive and File Certificate of Sufficiency of Three Recall Petitions and Set Date for Special Municipal Election for the Recall of One Council Member Position.**

Recommended Action: That the City Council:

1. Receive and File Certificate of Sufficiency/Insufficiency of Local Recall Petitions Seeking Removal of Councilmembers Napier, Sawatsky and Scafani; and
2. Discuss and Issue a Call to Set a Special Municipal Election Date; and
3. Discuss and Express Voting Method Preference; and
4. Authorize Use of Prasch Hall at No-Charge to Humboldt County Registrar of Voters For In-Person Voting
5. Approve Resolution No. 1239 to Certify the Sufficiency or Insufficiency of Recall Petitions Seeking Removal of Councilmembers Napier, Sawatsky and Scafani; and
6. Approve Resolution No. 1240 Calling a Special Municipal Election for the Proposed Recall of Councilmember Scafani

SUMMARY:

On August 4, 2025, local proponents seeking the removal of Council Members Napier, Sawatsky and Scafani timely filed in the City of Blue Lake's City Hall three recall petitions. Following signature verification by the Humboldt County Registrar of Voters, Juan P. Cervantes, County Clerk, Records & Registrar of Voters certified that only one petition - Councilmember Elise Scafani- met the required signature threshold for placing a recall election on the ballot.

The remaining petitions for Napier and Sawatsky failed to meet the required threshold, thus no further action will be taken.

The Council must now: 1) certify the outcome of the signature review and 2) within 14 days, call a special municipal election to conduct the recall. As to the election, the Council must select a Tuesday between November 22 and December 23 for the election and 3) determine whether to conduct the elections entirely by mail or with a polling place in addition to mailed ballots (which are now mandatory for all California elections). Council is also asked to 4) request that the Humboldt County Registrar of Voters perform full services to the City relating to the conduct of a Special Municipal Election, and 5) waive rental charges for use of Prasch Hall as a voting location.

Submitted By: Jill K Duffy, Interim City Manager

Agenda Item: 5

BACKGROUND:

On Monday, August 4, 2025, recall proponents seeking the removal of three Councilmembers submitted three recall petitions to Blue Lake's City Hall in a timely manner. The Interim City Manager and Recall Proponent conducted a side-by-side raw count of signatures for each recall petition, and it was determined that each of the three petitions contained sufficient raw signatures to merit the County Registrar's review of signatures. Therefore the Interim City Manager accepted the three recall petitions for filing and delivered the petitions to the Humboldt County Election's Office for formal signature verification with official County voter records.

The verification of signatures was completed by the Humboldt County Election's Office, and based on their review, only one petition was determined to be sufficient – that as to Councilmember Elise Scafani. Under the California Election's Code, the required number of signatures to qualify was 250, which represents 30% of the City's 833 registered voters.

Name	Minimum Signatures	Total No. Signatures Submitted	Invalid Signatures	Valid No. of Signatures	Qualify Yes/No
K. Napier	250	269	23	246	No
J. Sawatsky	250	267	22	245	No
E. Scafani	250	276	22	254	Yes

The Humboldt County Election's Official submitted to the City of Blue Lake certificate of sufficiency for one petition. At this regular meeting of the City, the City Council shall accept that certification by resolution and adopt a resolution calling an election pursuant to Elections Code sections 11240 et. seq to determine whether or not the officer named in the petition shall be recalled.

Pursuant to Elections Code Section 11240, the City Council must consider the certificate of sufficiency at this regularly scheduled meeting of August 26, 2025. Special Municipal Election at this regular meeting tonight. If Council does not call the Special Municipal Election by September 9, the Humboldt County Registrar of Voters shall call the election for the City of Blue Lake.

Proposed Election Dates

The dates which a recall election shall occur are set by State Elections Code. The recall election shall be held on a Tuesday that is not on a State holiday, and which is not less than 88, nor more than 125 days from the date the City Council orders the election.

Submitted By: Jill K Duffy, Interim City Manager

Agenda Item: 5

If Council calls the Special Municipal Election at their regular meeting of August 26, the 88-125 day window will fall between November 22, 2025 and December 23, 2025. Tentative Tuesday election dates would be as follows:

- Tuesday, November 25 (earliest eligible date) – *Not recommended as it is two days prior to Thanksgiving*
- Tuesday, December 2
- Tuesday, December 9 - Preferrable
- Tuesday, December 16-Preferrable
- Tuesday, December 23 (latest eligible date) - *Not recommended as it is two days prior to Christmas*

If the Council waits until September 9 to call the election the available dates would be between December 6th and January 12th and would be:

- Tuesday, December 9 - Preferrable
- Tuesday, December 16- Preferrable
- Tuesday, December 23 – *Not recommended as it is two days prior to Christmas*
- Tuesday, December 30 - *Not recommended as it is two days prior to New Year's Day*
- Tuesday, January 6, 2026

The Humboldt County Registrar of Voters recommends Council select either Tuesday, December 9th or 16th for the Special Municipal Election

Voting Method and Location

Given the number of registered voters in the City of Blue Lake (less than 1,000), California Elections Code Section 4000 allows for the possibility of conducting the election as an all-mailed ballot election. This option is available when the recall is not consolidated with a regularly scheduled election. The decision to conduct the election entirely by mail is subject to legal review and must comply with notice, accessibility, and voter service requirements

Alternatively, the Council could call an at-the-polls election, which would still involve mailing ballots to all registered voters but, in addition to accepting ballots by mail, the County Elections would staff at least one polling place at which voters could vote in person (or return mailed ballots) on election day.

Staff recommends the combination of mail-in and in-person voting. Further, to reduce some cost, staff recommends the City Council waive the Prash Hall rental fee to the County of Humboldt's Registrar of Voter's office.

Submitted By: Jill K Duffy, Interim City Manager

Agenda Item: 5

Additional Information

The recall ballot will include only one question: *"Shall Elise G. Scafani be recalled (removed) from the office of Blue Lake City Council Member?"* (Elections Code Section 11382, and 11320).

Unlike prior elections, instead of holding a simultaneous election for successor, State law amended in 2023 now provides that if a recall is successful, a vacancy is created in the office that shall be filled according to standard City vacancy procedures through either a City Council appointment or by a subsequent special municipal election. If the incumbent resigns or otherwise vacates the office, the recall election still proceeds in per Elections Code Section 11302.

FISCAL IMPACT: The County provided estimate for the Special Municipal Election is anticipated to be between \$10,000 to \$12,000 (or more), and is the City’s sole responsibility to cover. Staff recommends Council approve funding in an amount not to exceed \$15,000 inclusive of contingency of \$3,000 for unforeseen cost. This cost has not been budgeted.

ALTERNATIVES:

- 1. Continue this item to a date certain (no later than September 9, 2025) at which point Council must select an election date for the recall. This is not recommended because it would push the election date further into the holiday season.

ATTACHMENT:

- 1. Resolution No. 1239 to Certify the Sufficiency or Insufficiency of Recall Petitions Seeking Removal of Councilmembers Napier, Sawatsky and Scafani; and
- 2. Approve Resolution No. 1240 calling a Special Municipal Election for the Proposed Recall of Councilmember Scafani
- 3. Certificate of Sufficiency for Council Member Napier
- 4. Certificate of Sufficiency for Council Member Sawatzky
- 5. Certificate of Sufficiency for Council Member Scafani

Review Information:			
City Manager Review:	<input checked="" type="checkbox"/>	Legal Review:	<input type="checkbox"/>
Planner Review:	<input type="checkbox"/>	Engineer:	<input type="checkbox"/>
Comments:			

Submitted By: Jill K Duffy, Interim City Manager

RESOLUTION NO. 1239

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE CERTIFYING SUFFICIENCY AND INSUFFICIENCY OF RECALL PETITIONS

WHEREAS, on May 28, 2025, the City Clerk, acting as the election official, received a copy of the Notice of Intention to Circulate Recall Petition titled “Initiative Blue Lake Recall 2025” which proposed the recalls of Council Members Napier, Sawatzky and Scafani (the “Petition”); and

WHEREAS, on June 4, 2025, Council Members Napier and Scafani filed Answers to the Notice of Intention on June 4 and June 3, 2025 respectively, a response by Sawatzky was determined to 1) exceed 200 words with 2) substantive changes and a response was not filed; and

WHEREAS, on June 23, 2025, the City Clerk found the Petition forms to meet statutory requirements and approved them for signature gathering; and

WHEREAS, Elections Code 11221 states the number of requisite signatures is thirty-percent (30%) of registered voters in the City because registration is less than 1,000; and

WHEREAS, according to the most recent Report of Registration filed with the Secretary of State, Blue Lake has 833 registered voters, and thus 250 verified signatures were required for this Petition; and

WHEREAS, on August 4, 2025, the Petitions were filed with the City Clerk’s Office in accordance with Elections Code 11220, the deadline to do so; and

WHEREAS, after completing a preliminary review, the City identified more than the 250 required signatures on each of the three petitions, and delivered them to the Humboldt County Clerk, Recorder, and Registrar of Voters (“Registrar of Voters”) for verification of the signatures on August 4, 2025; and

WHEREAS, on August 7, 2025, the Registrar of Voters provided information for the Certificate of Sufficiency of Petition, attached hereto as Attachments 1–3, indicating:

Name	Minimum Signatures	Total No. Signatures Submitted	Invalid Signatures	Valid No. of Signatures	Qualify Yes/No
1. K. Napier	250	269	23	246	No
2. J. Sawatzky	250	267	22	245	No
3. E. Scafani	250	276	22	254	Yes

WHEREAS, the City staff have reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that this activity is not a “Project” as defined under Section 15378 of the State CEQA Guidelines because it will not result in a physical change to the environment; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines, the actions proposed are not subject to CEQA; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Blue Lake, California that:

- Section 1. The recitals above are true and correct and incorporated herein by this reference.

- Section 2. The City Council hereby certifies the Sufficiency of the Signatures on the Petition as to Councilmember Scafani and certifies the insufficiency of signatures as to Councilmembers Napier and Sawatzky. The City will take no further action as to the Napier and Sawatzky petitions.

- Section 3. The City Clerk shall certify the passage and adoption of this resolution and file it with the City’s original resolutions.

PASSED, APPROVED and ADOPTED this 26th day of August, 2025 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

CITY OF BLUE LAKE, CALIFORNIA

John Sawatzky, Mayor
City of Blue Lake

Date

ATTEST:

Dani Burkhart
City Clerk, City of Blue Lake

I, Dani Burkhart, City Clerk of the City of Blue Lake, do hereby certify that the foregoing resolution, City of Blue Lake Resolution No. 1239, was passed and adopted by the Blue Lake City Council at its regular meeting on August 26, 2025.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Blue Lake on this 26th day of August 2025.

Dani Burkhart, City Clerk

RESOLUTION NO. 1240

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE CITY CALLING FOR THE HOLDING OF A SPECIAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, _____,

WHEREAS, on August 26, 2025 the City Council adopted City Resolution No. 1239 certifying the sufficiency of signatures on a petition to recall Councilmember Scafani; and

WHEREAS, California Elections Code Section 11240 requires that the City Council, within 14 days after the meeting at which it accepts the Certificate of Sufficiency, to call for an election to be held to determine whether the officer named in the Petition shall be recalled; and

WHEREAS, California Elections Code Section 11242 requires that the election be held not less than 88, nor more than 125, days from the order calling for the Recall Election; and

WHEREAS, under the provisions of the laws relating to general law cities in California, a Recall Election shall be held on _____ to determine whether Council Member Scafani shall be recalled; and

WHEREAS, it is desirable that the County Registrar of Voters conduct the election and canvass the returns, and that the City Clerk or her duly appointed authorized agents be authorized to carry out all other necessary procedures for the election; and

WHEREAS, there are costs associated with holding the election; and

WHEREAS, regularly scheduled elections in the City occur in November of even-numbered years, thus no funding has been approved for the cost of an election in FY 2025–2026; and

WHEREAS, based on the cost estimates provided by Registrar of Voters for a special election, funding is in an amount not to exceed \$15,000, inclusive of a contingency of \$3,000 for unforeseen costs must be appropriated; and

WHEREAS, the City staff have reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that this activity is not a “Project” as defined under Section 15378 of the State CEQA Guidelines because it will not result in a physical change to the environment; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines, the actions proposed are not subject to CEQA.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Blue Lake, California that:

Section 1. The recitals above are true and correct and incorporated herein by this reference.

Section 2. That pursuant to the requirements of the laws of California relating to general law cities, there is called and ordered to be held in the City of Blue Lake on _____, a special municipal election to determine whether to recall Council Member Scafani.

Section 3. The following question shall appear on the ballot:

Shall Elise G. Scafani be recalled (removed) from the office of Blue Lake City Council Member?	YES	
	NO	

Section 4. If a majority of the votes are “yes”, then the officer shall be removed and the office shall be vacant until it is filled according to law.

Section 5. That the Humboldt County Registrar of Voters is hereby requested to perform and render all services and proceedings and to procure and furnish any and all official ballots, notices, printed matter, and all supplies and equipment and paraphernalia incidental to and connected with the conduct of the subject election, with the cooperation and assistance of the City Clerk or her duly appointed authorized agents, to properly and lawfully conduct the election. For such services, the City agrees to reimburse the County.

Section 6. The City Clerk is hereby directed to forthwith file a certified copy of this resolution with the Registrar of Voters and to issue instructions to the Registrar of Voters to take any and all steps necessary for the holding of the election.

Section 7. Select one by marking with an "X":

_____ Should City Council determine that the election shall be conducted ***wholly by mailed ballot*** per Chapter 2 of Division 4 (Commencing with Section 4100) of the California Elections Code. Notwithstanding Elections Code Section 4103, ballots cast in this Election shall be returned to the Registrar of Voters no later than 8 p.m. on election day in order to be counted. Ballots that are postmarked on election day and received no later than three days following the day of the election will also be counted.

_____ Should City Council determine that the election be conducted ***by mail-in and in-person ballots***, the City requests the Registrar of Voters/Election Department to perform, and which such officer is hereby authorized and directed to perform if the Registrar consents, includes: the preparation, printing, and mailing of voter information guides and sample ballots, making such publications as are required by law in connection therewith; the establishment of voting centers and ballot drop boxes, the preparation, printing, mailing and furnishing of vote-by-mail ballots and other necessary supplies or materials to conduct the election; the canvassing of the returns of the election and the furnishing of the results of such canvassing to the City Clerk of the City of Blue Lake; and the performance of such other election services as may be requested by the City Clerk.

Section 8. That the ballots to be used at the election shall be in the form and content as required by law

Section 9. In all particulars not recited in this resolution, said election shall be held and conducted as provided by law for holding municipal elections in the City.

Section 10. That the Interim City Manager is hereby authorized to execute a service agreement with the County to render specified services to the City relating to the election.

Section 11. That notice of the time and place of holding the election is given and the City Clerk is authorized, instructed and directed to give further additional notice of election, in time, form and manner as required by law.

- Section 12. That the City Clerk of the City is hereby directed to file a certified copy of this resolution with the Registrar of Voters as soon as possible and in no event later than 88 days prior to the election.
- Section 13. If the special election called in this resolution occurs in Fiscal Year 2025/26, the City Council appropriates \$15,000 from the General Fund reserve to the City Clerk's supplies and services expenditure category to fund the costs of the election.
- Section 14. The City Clerk shall certify the passage and adoption of this resolution and file it with the City's original resolutions and is directed to forward without delay to transmit a certified copy of this Resolution to the Humboldt County Registrar of Voters.

PASSED, APPROVED and ADOPTED this 26th day of August, 2025 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

CITY OF BLUE LAKE, CALIFORNIA

John Sawatzky, Mayor
City of Blue Lake

Date

ATTEST:

Dani Burkhart
City Clerk, City of Blue Lake

I, Dani Burkhardt, City Clerk of the City of Blue Lake, do hereby certify that the foregoing resolution, City of Blue Lake Resolution No. 1240 was passed and adopted by the Blue Lake City Council at its regular meeting on August 26, 2025.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Blue Lake on this 26th day of August 2025.

Dani Burkhardt, City Clerk

ATTACHMENT 3:

KATHERYN "KAT" NAPIER

SIGNATURE VERIFICATION CERTIFICATE
County of Humboldt

BY: JP

I, **Juan P. Cervantes**, Clerk, Recorder, and Registrar of Voters of the County of Humboldt,
State of California, hereby certify:

That Initiative Blue Lake Recall 2025 – K. Napier, pertaining to the recall of Katheryn
“Kat” Napier, City Council Member of the City of Blue Lake, has been filed with this
office on **August 4, 2025**.

That each section contains signatures purporting to be signatures of qualified electors of this
county.

That, attached to this petition at the time it was filed, was an affidavit purporting to be the
affidavit of the person who solicited the signatures, and containing the dates between which the
purported qualified electors signed this petition.

That the affiant stated his or her own qualification, that he or she had solicited the signatures
upon that section, that all the signatures were made in his or her presence, and that to the best of
his or her own knowledge and belief, each signature to that section was the genuine signature of
the person whose name it purports to be.

That after the proponent filed this petition, I verified the required number of signatures by
examining the records of registration in this county, current and in effect at the respective
purported dates of such signing, to determine what number of qualified electors signed the
petition, and from that examination I have determined the following facts regarding this petition:

1. Number of unverified signatures filed by proponent (raw count)	269
2. Number of signatures required by law.....	250
3. Number of signatures verified	269
Number of signatures found SUFFICIENT	246
Number of signatures found INSUFFICIENT	23
INSUFFICIENT because of DUPLICATE	3

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal this
7 day of August 2025.



By:

JUAN P. CERVANTES
Clerk, Recorder & Registrar of Voters

ATTACHMENT 4: JOHN SAWATZKY

SIGNATURE VERIFICATION CERTIFICATE
County of Humboldt

BY: DB

I, **Juan P. Cervantes**, Clerk, Recorder, and Registrar of Voters of the County of Humboldt,
State of California, hereby certify:

That Initiative Blue Lake Recall 2025 – E. Scafani, pertaining to the recall of Elise G. Scafani, City Council Member of the City of Blue Lake, has been filed with this office on **August 4, 2025**.

That each section contains signatures purporting to be signatures of qualified electors of this county.

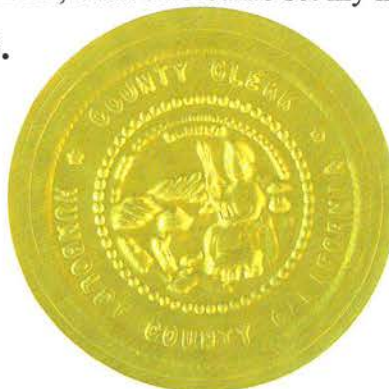
That, attached to this petition at the time it was filed, was an affidavit purporting to be the affidavit of the person who solicited the signatures, and containing the dates between which the purported qualified electors signed this petition.

That the affiant stated his or her own qualification, that he or she had solicited the signatures upon that section, that all the signatures were made in his or her presence, and that to the best of his or her own knowledge and belief, each signature to that section was the genuine signature of the person whose name it purports to be.

That after the proponent filed this petition, I verified the required number of signatures by examining the records of registration in this county, current and in effect at the respective purported dates of such signing, to determine what number of qualified electors signed the petition, and from that examination I have determined the following facts regarding this petition:

1. Number of unverified signatures filed by proponent (raw count)	276
2. Number of signatures required by law.....	250
3. Number of signatures verified	276
Number of signatures found SUFFICIENT	254
Number of signatures found INSUFFICIENT	22
INSUFFICIENT because of DUPLICATE	2

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal this
7 day of August 2025.



By: Juan P. Cervantes
JUAN P. CERVANTES
Clerk, Recorder & Registrar of Voters

ATTACHMENT 5: ELISE SCAFANI

SIGNATURE VERIFICATION CERTIFICATE
County of Humboldt

BY: JP

I, **Juan P. Cervantes**, Clerk, Recorder, and Registrar of Voters of the County of Humboldt,
State of California, hereby certify:

That Initiative Blue Lake Recall 2025 – J. Sawatzky, pertaining to the recall of John
Sawatzky, City Council Member of the City of Blue Lake, has been filed with this office
on **August 4, 2025**.

That each section contains signatures purporting to be signatures of qualified electors of this
county.

That, attached to this petition at the time it was filed, was an affidavit purporting to be the
affidavit of the person who solicited the signatures, and containing the dates between which the
purported qualified electors signed this petition.

That the affiant stated his or her own qualification, that he or she had solicited the signatures
upon that section, that all the signatures were made in his or her presence, and that to the best of
his or her own knowledge and belief, each signature to that section was the genuine signature of
the person whose name it purports to be.

That after the proponent filed this petition, I verified the required number of signatures by
examining the records of registration in this county, current and in effect at the respective
purported dates of such signing, to determine what number of qualified electors signed the
petition, and from that examination I have determined the following facts regarding this petition:

1. Number of unverified signatures filed by proponent (raw count)	267
2. Number of signatures required by law.....	250
3. Number of signatures verified	267
Number of signatures found SUFFICIENT	245
Number of signatures found INSUFFICIENT	22
INSUFFICIENT because of DUPLICATE	3

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal this
7 day of August 2025.



By: Juan P. Cervantes
JUAN P. CERVANTES
Clerk, Recorder & Registrar of Voters



City of Blue Lake

Staff Report

Agenda Item #: 6

Date: August 19, 2025 *For Meeting Of: August 26, 2025*

Subject: Extend Continuing Resolution for Fiscal Year Budget 2025-26

Recommended Action: By Roll Call Vote, that the City Council:

1. Approve Resolution No. 1241 "Authorizing A Temporary Extension Of Appropriations For Fiscal Year 2025–2026 Pending Adoption Of The Annual Budget"; and
2. File the approved Resolution with the Humboldt County Auditor's Office.

SUMMARY:

Approve a resolution to authorize a second 60-day extension so the City can continue using the Fiscal Year (FY) 2024/25 budget for spending and revenues until the FY 2025/26 budget is completed and adopted by the City Council.

DISCUSSION:

Staff presented to the City Council at their regular meeting of May 27, 2025 the draft Fiscal Year 2025-26 Budget. Since that time, there have been significant changes in City leadership, including the separation of the former City Manager, the appointment of an Acting City Manager, and most recently, the hiring of an Interim City Manager. These leadership transitions, combined with loss in key budget preparation personnel, have significantly slowed the budget development process.

The current draft budget remains unchanged and is not ready for adoption. Attempting to finalize it by the end of the first 60-day extension period (ending August 27, 2025) could result in errors or incomplete information. Staff believes it is better to take the necessary time to complete the work properly and present Council with an accurate and reliable proposed budget.

Under State law, local governments must adopt a budget – or, at a minimum, file a listing of expected revenue and expenses – within 60 days after the start of the fiscal year. If a budget is not adopted on time, the City Council must approve a "Continuing Resolution". This allows last year's budget to remain in effect temporarily so that services can continue and bills can be paid. Without either a budget or a Continuing Resolution, the City would have no legal authority to spend money and operations would be forced to stop.

Submitted By: Jill K Duffy, Interim City Manager

Agenda Item: 6

Approving a second 60-day extension through the attached Continuing Resolution ensures that the City can keep operating while staff and the Interim City Manager work to finalize the FY 2025/26 budget for Council’s review and adoption.

FISCAL IMPACT:

Approving the Continuing Resolution allows the City to continue its daily operations, service delivery and meet payroll and other financial obligations without interruptions.

ALTERNATIVES:

Council could opt not to approve the Continuing Resolution. This is not recommended because the impact will be that City operations are suspended because there is no legal authorization to spend City funds.

Review Information:

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

Comments:

ATTACHMENT:

1. Resolution No. 1241 “Authorizing A Temporary Extension Of Appropriations For Fiscal Year 2025–2026 Pending Adoption Of The Annual Budget”
2. Resolution No. 1237 “Authorizing A Temporary Extension Of Appropriations For Fiscal Year 2025–2026 Pending Adoption Of The Annual Budget” (for a period of 60 days) *Approved June 27, 2025 and submitted for information.*

Submitted By: Jill K Duffy, Interim City Manager

RESOLUTION NO. 1241

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE,
CALIFORNIA, AUTHORIZING A TEMPORARY EXTENSION OF
APPROPRIATIONS FOR FISCAL YEAR 2025–2026 PENDING ADOPTION OF THE
ANNUAL BUDGET

WHEREAS, the City of Blue Lake, a general law city, is required by California law to adopt an annual budget for each fiscal year beginning July 1 and ending June 30; and

WHEREAS, the City Council has not yet adopted the annual operating and capital budget for Fiscal Year 2025–2026; and

WHEREAS, the City Council adopted Resolution No. 1237 on June 27, 2025, authorizing temporary appropriations for a 60-day period to provide for the continued operation of the City pending adoption of the new budget; and

WHEREAS, due a extenuating circumstances, additional time is required to complete the budget process, and it is therefore necessary to extend temporary appropriations to ensure continuity of municipal operations and services; and

WHEREAS, Chapter 4 of Part 2 of Division 3 of Title 4 of the California Government Code and related provisions authorize the City Council to approve appropriations and expenditures by resolution, provided such actions are duly adopted and recorded.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Blue Lake as follows:

1. Temporary Authority to Expend Funds. The Interim City Manager is hereby authorized to continue expenditures necessary for the ordinary and ongoing operations of the City. Expenditures shall not exceed a prorated monthly share (one-twelfth per month) of the appropriations approved in the Fiscal Year 2024–2025 budget, unless otherwise approved by the City Council.

2. Duration. This authority shall remain in effect until the earlier of: (a) adoption of the official Fiscal Year 2025–2026 budget by the City Council, or (b) sixty (60) days from the date of this Resolution, unless extended by further action of the Council.

3. Limitations. No new capital projects or significant new expenditures shall be initiated during this interim period without prior approval of the City Council.

4. Reporting. If the Fiscal Year 2025–2026 budget has not been adopted prior to expiration of this Resolution, the City Manager shall present to the Council a written report on the status of the budget process and options for further action.

5. Effective Date. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED this ____ day of _____, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

John Sawatzky, Mayor

ATTEST:

Dani Burkhart

City Clerk, City of Blue Lake

RESOLUTION NO. 1237

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE AUTHORIZING
TEMPORARY APPROPRIATIONS FOR FISCAL YEAR 2025–2026 PENDING ADOPTION
OF THE ANNUAL BUDGET**

WHEREAS, the City of Blue Lake operates on an annual fiscal year beginning July 1st and ending June 30th; and

WHEREAS, the City Council has not yet adopted the annual operating and capital budget for Fiscal Year 2025–2026; and

WHEREAS, it is necessary to ensure continuity of city operations and services during the interim period before the adoption of the new budget;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Blue Lake, as follows:

Temporary Authority to Expend Funds:

City departments are hereby authorized to continue operations and make expenditures at levels not exceeding the appropriations approved in the Fiscal Year 2024-2025 budget.

Duration:

This resolution shall remain in effect until the earlier of:

- (a) Adoption of the official Fiscal Year 2025–2026 budget by the City Council, or
- (b) 60 days from date of resolution, unless extended by further action of the Council.

Limitations and Oversight:

No new capital projects or significant new expenditures shall be initiated during this period without prior approval of the City Council.

Effective Date:

This Resolution shall take effect immediately upon its adoption.

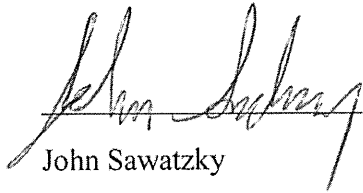
PASSED AND ADOPTED this 27 of June 2025, by the City Council of the City of Blue Lake, by the following vote:

AYES: *Sawatzky, Napier, Scafani*

NOES:

ABSENT: *Lewis-Losso*

ABSTAIN:



John Sawatzky

Mayor, City of Blue Lake

ATTEST: 

Dani Burkhardt

City Clerk



City of Blue Lake

Staff Report

Agenda Item #: 7

Date: August 19, 2025 *For Meeting Of: August 26, 2025*

Subject: **Consideration of Transition from Verbatim to Action-Style Minutes**

Recommended Action: That the City Council:

1. Discuss Use of Brief Summary-style Minutes for City Council; and
2. Provide direction to staff as appropriate regarding the preferred minute format of City Council minutes.

SUMMARY:

Open for discussion that the City Council discuss and consider transitioning the City of Blue Lake's meeting minutes from verbatim-style to brief summary-style minutes. Continue discussion to a future meeting for additional discussion and direction if necessary.

BACKGROUND:

California Government Code requires that the City Clerk maintain a journal of proceedings of the City Council. These minutes are retained permanently, may be subpoenaed, and are often reviewed by auditors to confirm Council authorizations for expenditures.

The City of Blue Lake has used a combination of *verbatim minutes* (capturing nearly every statement made during a meeting) and *brief summary-style minutes*. While comprehensive, the verbatim format requires substantial staff resources and may contribute to delays in the adoption of final minutes.

The previous City Manager was responsible for both leading staff report presentations and preparing the minutes, relying on post-meeting review of video recordings to capture and transcribe the proceedings. This approach was highly time-consuming and detracted from core management responsibilities.

To address this burden, the City created a Deputy City Clerk position and appointed a Deputy Clerk on May 13, 2025. The Deputy Clerk is compensated at \$29.99 per hour with no additional benefits and currently requires 20–40 hours per pay period (depending on the complexity and contentiousness of the meeting) to transcribe and prepare draft minutes. A general rule of thumb is that one hour of clear audio can take 2–4 hours, or longer, to transcribe verbatim, depending on the topic.

Submitted By: Jill K Duffy, Interim City Manager

Agenda Item: 7

According to the City of Fairfax (California) City Clerk, approximately 75% of California cities use action minutes, 23% use brief summary minutes, while only 2% continue to use verbatim minutes. That reinforces what the professional guidelines suggest—that brief summary and action minutes are both efficient and legally sufficient, while verbatim minutes are now the exception.

BACKGROUND:

The Government Code does not mandate a specific style of minutes, only that proceedings and final actions be recorded. The City Clerks Association of California issued guidelines (attached) that identify action or brief summary minutes as the most appropriate, efficient, and legally sufficient formats.

Continuing with verbatim minutes in Blue Lake is neither cost-effective nor sustainable. Transitioning to brief summary or action minutes would:

- Align the City with common practice among California municipalities.
- Reduce staff workload and costs by eliminating the need for lengthy transcription.
- Provide a timely and accurate record of Council decisions.
- Maintain transparency through the City’s agendas, staff reports, and video recordings.
- Ensure sustainability given the current staffing vacancy.

FISCAL IMPACT:

At the current compensation rate of \$29.99/hour, verbatim minutes preparation requires a range between 20–40 hours per pay period, for the City Council and Planning Commission meetings, which equates to approximately \$15,600–\$31,200 annually, not including staff review of the minutes prior to submittal into agenda packets for review and approval. Transitioning to brief summary or action minutes is expected to reduce these costs and allow limited staff resources to be redirected toward higher-priority tasks.

ATTACHMENT:

1. City Clerks Association of California Guidelines for Preparing Minutes for Governmental Agencies (2015)

Review Information:

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

Comments:

Submitted By: Jill K Duffy, Interim City Manager

CITY CLERKS ASSOCIATION OF CALIFORNIA
GUIDELINES FOR
PREPARING MINUTES FOR GOVERNMENTAL AGENCIES

PURPOSE

The City Clerks Association of California issues these guidelines as a tool for government agencies to transition to minutes styles that are efficient, succinct, cost-effective for staff to prepare, and more appropriately aligned with the intent of the Government Code.

FINDINGS

- Legislative bodies must act, and must be *seen* to act, within the laws of the State of California and local charters, if applicable. Being *seen* to act within the law is important, because the legislative body's decisions may be subject to external scrutiny by the public, auditors, or judicial inquiry. Minutes *testify* that the correct procedures for decision-making were followed.
- Legislative body minutes shall be prepared in a manner consistent with the intent of the Government Code. Relevant Government Codes are as follows:
 - Government Code 40801. The city clerk shall keep an accurate record of the proceeding of the legislative body and the board of equalization in books bearing appropriate titles and devoted exclusively to such purposes, respectively. The books shall have a comprehensive general index.
 - Government Code 36814. The council shall cause the clerk to keep a correct record of its proceedings. At the request of a member, the city clerk shall enter the ayes and noes in the journal.
 - Government Code 54953(c)(2). The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.
 - Government Code 53232.3(d). Members of a legislative body shall provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.
- All components of minutes shall be for the primary purpose of memorializing decisions made by the *legislative body*. Any minute component that does not serve this primary purpose should be minimized or eliminated; this includes comments made by *individual* body members and members of the *public*.

GUIDELINES

- Minutes should provide a record of a) when and where a meeting took place, and who was present (including member absences, late arrivals, departures, adjournment time); b) type of meeting (Regular/Special/Adjourned Regular); c) what was considered; d) what was decided; and e) agreed upon follow-up action. Pursuant to Government Code 54953(c)(2), minutes shall report any action taken and the vote or abstention on that action of each member present for the action.
- Appropriate styles are *action* minutes or *brief summary* minutes. Verbatim style minutes should not be used, because verbatim or lengthy summary minutes do not serve the intent of the Government Code, which is to record the proceedings of the *legislative body*.
- *Action* minutes merely record final decisions made.

- *Brief summary* minutes, at a minimum, record the final decisions made; and, at a maximum, may record what advice the body was given to enable it to make its decisions, the body's thought process in making the decision, and the final decisions made. Emphasis is given on the body's thought process, not individual members' thought processes. The minutes should summarize only the main points which arose in discussion if and only if they are relevant to the decision.
- Comments made by members such as "for the record" or "for the minutes" have no bearing on the content of minutes and are given no greater and no lesser consideration than other comments made at the public meeting. Members seeking to memorialize comments should incorporate such verbiage into the language of the motion. As an alternative, members may submit written statements to be retained with the agenda item.
- Since the main purpose of minutes is to record the legislative body's decision, summary minutes should be brief. By concentrating on the legislative body's decision, brief summary minutes will provide only a select recording of what was discussed at the meeting. Brief summary minutes should not attempt to reproduce, however summarily, what every speaker said. It should only record the essence of the discussion and include the main threads that lead to the body's conclusion.
- To the fullest extent possible, brief summary minutes should be impersonal and should not attribute views to individual persons. Only the positions and decisions taken by the whole legislative body are relevant, not those of individual members. The passive voice is favored i.e. "It was suggested that...", "It was generally felt that...", "It was questioned whether...", "During discussion, it was clarified..."
- There are reasons for not attributing comments to specific speakers. First, it makes for brevity--a point can be recorded more concisely in impersonal form. Second, a point raised by one speaker will often be further developed by others—in impersonal brief summary minutes, only the fully-developed point is recorded in its final form. Third, points by several speakers can be consolidated into a single paragraph. Fourth, the impersonal style averts future corrections to minutes.
- While the primary purpose of minutes is to memorialize decisions made by the legislative body as a whole, under limited circumstances it is necessary and/or appropriate to attribute comments to individual members including:
 - Individual member's reports pursuant to Government Code 53232.3(d) (enacted by AB 1234, 2005). The minute record shall include the type of meeting attended at the expense of the local agency and the subject matter.
 - Individual member's reports on intergovernmental agencies. Brief summary minutes should include the type of meeting at a minimum, and, at the maximum, include the subject matter.
 - Individuals speaking under public comment. Brief summary minutes shall, at a minimum, list the public member's name (if provided); and, at a maximum, include the overall topic and stance/position. Such as Mr. Jones spoke in opposition to the Project X. Being mindful that the minutes are recordings of the legislative body's proceedings, it is not appropriate to include detail of individual comments. There is an exception for public testimony provided during public hearings, for which the minutes shall include the speaker's name (if provided) and a summary position of the speaker (i.e., supported or opposed).
- For purposes of meeting Government Code 36814 and/or 54953(c)(2), the city clerk should enter the ayes and noes in the minutes. For informal consensus (i.e. providing staff direction), it is appropriate to note the dissention of one or more members by, at a minimum, stating the dissenting member's name and dissention, such as "Mr. Jones dissented," and at a maximum to also include a brief reason, such as "Mr. Jones dissented citing budget concerns."
- While the primary purpose of legislative body meetings is for the legislative body to take legislative action and make decisions to advance agency business, it is acknowledged that agency meetings also

serve as platforms for ceremonial presentations and reports on social and community events. At a minimum, brief summary minutes should identify that presentations were made and event reports were given; and, at a maximum, report only the subject matter of the presentation or event.

- For community workshops and town hall meetings subject to the Brown Act, brief summary minutes, at a maximum, record the overall topic, provided that no legislative actions were taken. It is advisable to note in the minutes that no legislative action was taken.
- The guidelines contained herein are applicable to committees and commissions subject to the Brown Act. It is acknowledged that many boards and commissions take few legislative actions, and the tendency is to include more detail in the minutes on event reports and planning. At a maximum, brief summary minutes may include key points of the final reports or determinations, and all comments shall be attributable to the entire body and not attributable to individual members.
- Brief summary minutes shall serve to clarify decisions taken and who is expected to execute the decisions. It is not necessary to write down all action points or all tasks identified. Minutes shall not serve as a substitute for task lists, and the focus shall remain on the final decisions made by the *legislative body*.
- The language of brief summary minutes should be relatively restrained and neutral, however impassioned the discussion. Brief summary minutes will record the substance of the point in an intemperate way.
- To the fullest extent possible, minutes should be self-contained to be intelligible without reference to other documents.
- As a general rule, individual member comments are not identified in the brief summary minutes of discussions, and minutes should concentrate on the collective body's thought process and the collective decisions made by the majority, not individuals.
- Brief summary minutes should concentrate on central issues germane to the final decision. The record of the discussion should be presented in a logical sequence, rather than reproduced in the actual order they were made in discussion.
- The legislative body may wish to choose more, substantive (summary) minutes if there's no archival audio/video backup recording available of its proceedings. If audio/video recording is available for future reference, minute notations can be more limited (action).



City of Blue Lake

Staff Report

Agenda Item #: 8

Date: August 20, 2025 *For Meeting Of: August 26, 2025*

Subject: **Receive Report and Survey Permission Request from the Safety Commission**

Recommended Action: That the City Council:
1. Receive a Report from Ted Hale, Safety Commission; and
2. Provide direction to staff as appropriate.

SUMMARY:
Council is requested to formally receive the report and recommendations submitted by Safety Commissioner Ted Hale, and to provide direction on any follow-up actions or next steps.

FISCAL IMPACT:
No fiscal impact for receiving report.

Review Information:			
City Manager Review:	<input checked="checked" type="checkbox"/>	Legal Review:	<input type="checkbox"/>
Planner Review:	<input type="checkbox"/>	Engineer:	<input type="checkbox"/>
Comments:			

Submitted By: Jill K Duffy, Interim City Manager