



# City of Blue Lake

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Blue Lake, CA 95525

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## City Council Agenda

**Tuesday, January 27, 2026 ~ 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](mailto: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:

<https://us02web.zoom.us/j/86099813947?pwd=5gr1aQu8CIDM1sIWTKcEE38VBb7fzK.1>

**Meeting Id:** 860 9981 3947

**Passcode:** 242248

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL AND ESTABLISH A QUORUM OF THE COUNCIL**
4. **APPROVAL OF AGENDA**
5. **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.*
6. **CONSENT AGENDA**
  - a. Corrected City Council Minutes for April 22, 2025 – Regular Meeting
  - b. Corrected City Council Minutes for June 24, 2025 – Regular Meeting
  - c. Corrected City Council Minutes for June 27, 2025 – Special Meeting
  - d. Corrected City Council Minutes for July 3, 2025 – Special Meeting
  - e. Corrected City Council Minutes for October 28, 2025 – Regular Meeting

- f. Corrected City Council Minutes for November 25, 2025 – Regular Meeting
- g. City Council Minutes for December 23, 2025 – Regular Meeting
- h. Receive Disbursements for Period of December 1-December 31, 2025
- i. Adopt Amended Resolution 1246 “Comfort Zone Variance” to replace Resolution 1245 “Comfort Zone Variance”
- j. Approve of Professional Service Agreement Between City of Blue Lake and Colantuono, Highsmith & Whately, PC

#### **ITEMS FOR COUNCIL DISCUSSION OR ACTION**

- 7. APPROVE RESOLUTION 1249 DECLARATION OF CERTIFICATION OF RESULTS FROM THE SPECIAL 2026 MUNICIPAL RECALL ELECTION**
- 8. APPROVE PROPOSED FRAMEWORK AND TIMELINE FOR FY 2026-27 BUDGET DEVELOPMENT AND ADOPTION; DISCUSS PROPOSED BUDGET MONITORING AND CONTROLS.**
- 9. APPROVE THE SCHEDULE OF CITY COUNCIL MEETINGS FOR 2026**
- 10. APPROVE RESOLUTION 1250 FOR APPOINTMENT OF INTERIM CITY CLERK**
- 11. RECEIVE AND APPROVE REVISED FISCAL YEAR 2025-26 BUDGET, APPROVE RESOLUTION 1251; TAKE ACTION AS APPROPRIATE**
- 12. APPOINTMENT TO ARTS & HERITAGE COMMISSION**
- 13. APPOINTMENT TO ECONOMIC DEVELOPMENT COMMISSION**
- 14. APPOINTMENT TO PARKS AND RECREATION COMMISSION**
- 15. APPOINTMENT TO PUBLIC SAFETY COMMISSION**
- 16. APPOINTMENT TO PLANNING COMMISSION**
- 17. COMMISSION CONSOLIDATION AND RECRUITMENT DISCUSSION**
- 18. COUNCIL CORRESPONDENCE**
- 19. REPORTS OF COUNCIL AND STAFF**
  - a. Ad hoc Committee Reports
  - b. Commission Updates
  - c. City Manager Report

## **20. FUTURE AGENDA ITEMS BY REQUESTED BY COUNCIL**

## **21. CLOSED SESSION AGENDA**

### **a. Public Comment on Closed Session agenda item(s).**

### **b. CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Property: Portions of APN Nos. 312-131-037-000, 312-131-045-0003, 312-131-046-000 and 312-190-010-000, in the unincorporated area of the County of Humboldt, State of California.

Agency Negotiator: Jennie Short, City Manager; Ryan Plotz (attorney for the City)

Negotiating parties: Erin McClure, Trustee

Under negotiation: Price and terms.

### **c. Report Out of Closed Session**

## **22. 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.



# Blue Lake City Council Minutes

6.a

April 22, 2025~ 6:30 p.m. ~Council Meeting  
Skinner Store

1 **These minutes were generated by AI from the original meeting recorded April 22, 2025.**  
2 **The minutes were presented to City Council at their regular December 23, 2025 Council**  
3 **Meeting where corrections to the makers of the motions were revised.**

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

5 **Pledge of Allegiance** Council, staff and public stood for the Pledge of Allegiance.

6 **Establish a Quorum of the Council** City Manager Mager established a quorum of Council  
7 members. **Present:** Mayor Sawatzky, Councilmember Napier, Councilmember Lewis-Lusso.  
8 **Absent:** Mayor Pro Tem Scafani\*, Councilmember Firor.

9 *(Note: Mayor Pro Tem Scafani arrived shortly after roll call and participated in the meeting).*

10 **2. APPROVAL OF THE AGENDA** Councilmember Napier raised a question regarding Item 12  
11 (City Clerk Recruitment), inquiring if the discussion would cross privacy thresholds requiring a  
12 Closed Session. City Manager Mager clarified that a general update on the process and  
13 position would not meet the threshold for Closed Session, provided specific individuals were not  
14 discussed in a way that violated privacy.

15 **Motion:** To approve the agenda. **Moved: Councilmember Lewis-Lusso Second:**  
16 **Councilmember Napier Vote:** Ayes: Sawatzky, Napier, Lewis-Lusso, Scafani. Nays: None.  
17 **Absent:** Firor. **Motion Carried 4:0**

18 **3. ADOPT PREVIOUS COUNCIL MEETING MINUTES a. March 25, 2025 – Regular Meeting**  
19 Councilmember Napier requested a spelling correction for "Katheryn" on page 1, line 28. Mayor  
20 Pro Tem Scafani requested a correction on page 3, item 7, to clarify that she withdrew a motion  
21 before it died for lack of a second. She also requested the minutes reflect her strong opinion  
22 regarding the need for a facilitator during the goal-setting discussion on page 3, item 8.  
23 Councilmember Napier requested extensive additions to page 5 regarding the wastewater  
24 treatment plant discussion. Specifically, she requested the minutes reflect Planner Rees's  
25 statement that the plant has a plan to add 180 residential equivalent units, and anything beyond  
26 that would require expansion. She also requested the inclusion of the statement that new  
27 projects would be charged impact fees for improvements.

28 **Moved** To bring the March 25, 2025<sup>1</sup>, regular meeting minutes back to the next meeting with  
29 the corrections and additions stated by Councilmembers Scafani and Napier. **Motion by:**  
30 **Councilmember Lewis-Lusso Second: Councilmember Scafani Vote: Unanimous.**

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<sup>1</sup> The March 25, 2025 minutes were introduced at the August 26, 2025 meeting. Corrections to be made were introduced by Council to the Deputy City Clerk. Finalization of those minutes were completed.



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## 4. REPORTS OF COUNCIL AND STAFF

### a. City Council Reports

- **Councilmember Napier** Reported on attendance at "Elected Officials for Protecting America" regarding offshore power; HWMA director evaluation and budget; RCEA rate model meeting; and City website updates.
- **Mayor Sawatzky:** Reported on the Chamber of Commerce meeting, RCEA presentation, Summer Mixer planning (June 26), Dog House reopening, and Annie & Mary Day planning.

### b. City Manager Report:

- **Town Square:** The project is substantially complete, pending the installation of the shade trellis by volunteers (Old Crows) and final amenities like the bulletin board. A handicap-accessible restroom is being ordered, with hopes for delivery by May 1.
- **Sheriff Contract:** The City is waiting for a meeting with CIRA (risk management) and other city managers to discuss indemnification language in the contract.
- **Calgon Carbon:** The demolition permit process is underway, overseen by the Air Quality Board to ensure hazardous materials (asbestos/lead) are handled correctly.
- **Power Transitions:** Manager Mager clarified the timeline regarding the PG&E study. The Council previously chose not to sign an option agreement by March, but PG&E accepted the existing Exclusive Negotiating Agreement (ERN) as sufficient proof of site control to allow the project into the study queue. This study will evaluate distribution capacity and upgrade costs.
  - **Terri Bayles** has questions regarding the City Manager's report – specifically Power Transitions, PG&E and the connection letter is available to public.
  - **Rebecca Collins** asks about ERN

## 5. PUBLIC COMMENT

- **Adelene Jones:** Expressed strong disappointment that three council members voted against adopting the Housing Element at a previous meeting. She warned of potential lawsuits from the State, citing the historical cost of the Barkley lawsuit, and urged the Council to reconsider and adopt the element to secure funding and avoid litigation.
- **Terri Bayles:** Commended the Public Works crew for their quick response and overtime work repairing a collapsed sewer pipe near her home. She expressed concern regarding



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the Power Transitions ERN, noting the original document specified 312.5 MW, while recent discussions mention 20 MW, and asked for clarity on how changes are documented.

- **Linda Cooley:** Thanked the new Council for pausing to make informed decisions. She requested that future updates on the battery plant and Calgon Carbon cleanup include plain language explanations for the public, specifically regarding who is involved in the hazardous material cleanup.
- **Jean Lynch:** Clarified her perspective on the Barkley lawsuit, stating it was due to unpaid bills and improper repairs, not the State. She reiterated her belief that the City, not the State, should decide on low-income housing under Article 34.
- **Julie Christie:** Due to Zoom issues, suggested moving reports to the beginning of the meeting and requested "Manager Highlights" for better public visibility. She commended Councilmember Napier's work on HCAOG.
- **Beckie Thornton:** Encouraged Council to review the bingo ordinance. She commented on commercial kitchen expenditures from 2022, specifically questioning a \$500 charge to a kayak company.
- **Barbara Russell** – inquired about options for the power plant site.
- **Lin Glenn**-clarifies that Council wanted to meet with Planning Commission, not that they were refusing to approve Humboldt housing element.

**6. CONSENT AGENDA a. Warrants and Disbursements** Councilmember Napier asked for clarification on the status of RAO Construction payments (truck route). Manager Mager confirmed the project is substantially complete with ~\$26,000 remaining for final punch list items like drainage and striping. Council also asked about the \$13,000 PG&E invoice, which Mager confirmed covers all city facilities and pumping. Mager clarified that the "Kayak Trinidad" charge mentioned in public comment was for a summer camp field trip.

**Motion:** To approve the Warrants and Disbursements. **Moved: Councilmember Scafani**  
**Second: Councilmember Lewis-Lusso** **Vote: Unanimous.**

**Motion Carried.**

**7. COMMISSION APPOINTMENTS** The Council considered an application from Lin Glenn for the Public Safety Commission. Ms. Glenn was present via Zoom and answered Council questions. She expressed a desire to integrate her experience with CERT (Community Emergency Response Team) into the commission's work and facilitate better communication between the two bodies. Councilmember Scafani voiced strong support for the appointment, citing Glenn's steadfast community involvement.

**Public Comment:** Rebecca Collins endorses and supports Lin Glenn for her work in the community.





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98 **Motion:** To appoint Lin Glen to the Public Safety Commission. **Moved: Councilmember**  
99 **Scafani Second: Councilmember Lewis-Lusso Vote: Unanimous.**

100 **Motion Carried.**

101 **8. INTRODUCTION OF ORDINANCE NO. 545-2025 – CALFIRE SEVERITY MAP ADOPTION**  
102 City Manager Mager introduced the first reading of Ordinance 545-2025, which adopts updated  
103 state-mandated Fire Hazard Severity Zone maps. She explained the City has little discretion as  
104 this is a state mandate. The new maps show moderate fire zones encroaching into areas like  
105 Northfield Terrace. **Council Discussion:** Councilmember Napier asked whether there was a  
106 mechanism for residents to communicate their concerns about the criteria insurance companies  
107 use and how this impacts residents. Mager noted that while Blue Lake is not in a "High" severity  
108 zone, insurance companies use these maps combined with other data. She highlighted the  
109 City's good water pressure and local fire department as mitigating factors.

110 **Public Comment:**

- 111 • **Jennifer Coarse:** Noted that the State Insurance Commissioner has stated these maps  
112 are for planning, not insurance, though insurers use their own risk stratification.
- 113 • **Barbara Russell:** Asked if the City could partner with the State to get loans for residents  
114 to upgrade to fireproof roofs.
- 115 • **Julie Christie:** Expressed concern that the map does not accurately reflect wind  
116 patterns or vegetation risks in town and urged focus on creating fire breaks.
- 117 • **Alex Ricca:** Stated the two most effective actions for homeowners are installing metal  
118 roofs and Hardie plank siding, and suggested the City look for funding sources to assist  
119 low-income residents with these upgrades.

120 **Motion:** To accept the first reading of Ordinance 545-2025. **Moved: Councilmember Scafani**  
121 **Second: Councilmember Lewis-Lusso Vote: Unanimous.**

122 **Motion Carried.**

123 **9. APPOINTMENT OF COUNCIL REPRESENTATIVES TO REAL PROPERTY**  
124 **NEGOTIATIONS** The Council discussed appointing representatives for active negotiations  
125 (Corporate Yard, PowerTransitions, Baduwa't Project).

126 **Council Discussion:** Councilmember Scafani expressed a preference for having two council  
127 members assigned to each negotiation to share the burden and ensure coverage.  
128 Councilmember Napier supported this for continuity and representation. **Public Comment:**

- 129 • **Barbara Russell:** Supported having Councilmember Scafani on the negotiating team.



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- **Rebecca Collins:** Supports more involvement by Council and information for public on this real property
- **Alex Ricca:** Raised a concern about a potential "political conflict of interest" regarding one of the properties, suggesting it limits who should be appointed.
- **Julie Christie:** Supported distributing the work among different council members and using ad hoc committees to avoid Brown Act violations while ensuring representation.

**Motion:** To designate the Mayor and Mayor Pro Tem as the interim Council representatives to property negotiations and meetings until the full Council can revisit specific assignments.

**Moved: Councilmember Napier Second: Councilmember Lewis-Lusso Vote: Unanimous.**

**Motion Carried.**

**10. ESTABLISH AD-HOC COMMITTEE TO ADDRESS POWER PLANT ISSUES** Mayor Pro Tem Scafani requested an ad hoc committee to address the 22-acre power plant site, citing its complexity and safety concerns. **Council Discussion:** Mayor Sawatzky asked if the scope was limited to safety. Scafani clarified that safety is the priority, but the scope could expand to maintenance and development. Napier requested that the ad hoc first define its scope and purpose before fully forming. Scafani offered to work with Councilmember Lewis-Lusso to define that scope. **Public Comment:**

- **Barbara Russell:** Expressed excitement, noting much could be done with volunteers to clean up the "mess."
- **Lisa Hoover:** Supported the committee, particularly to look at environmental safety and cumulative effects.
- **Alex Ricca:** Advised against having more than two council members to avoid Brown Act issues and suggested the Public Safety Commission should have a seat at the table.
- **Julie Christie:** Supported the ad hoc and suggested collaborating with existing community groups or commissions.
- **Justin Goad:** Requested clarification on the scope of the ad hoc
- **Rebecca Collins:** People are concerned about the site and would like updates on the site.

**Motion:** To appoint Councilmember Lewis-Lusso and Councilmember Scafani to form an ad hoc committee to define a scope, purpose, and ways to have community participation for purposes of the power plant. Mayor Sawatzky would like the purpose and scope to be more defined. **Moved: Councilmember Napier Second: Mayor Sawatzky Vote: Unanimous.**

**Motion Carried.**

**11. COMMISSION AGENDA COORDINATION** Council discussed a draft proposal to improve coordination between Council and Commissions.





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**Council Discussion:** Mayor Sawatzky introduced the item, aiming to align commission agendas with Council goals and timelines (e.g., budget season). City Manager Mager cautioned about the workload this might create for volunteer commissioners and suggested relying on annual work plans, which has worked for the Public Safety Commission. Councilmember Lewis-Lusso recommends scheduling reports from commissions. **Public Comment:**

- **Alex Ricca:** Warned against over-planning agendas weeks in advance but supported the referral system to empower commissioners.
- **Barbara Russell:** Supported better communication and collaboration between commissions (e.g., Arts supporting Economic Development).
- **Lori Ponte:** Noted that liaisons often miss meetings, leaving commissions without Council direction, and suggested commission chairs report directly to the Council.
- **Julie Christie:** Emphasized that the Council, elected by the public, should dictate wishes to the commissions, not staff.

**Action:** Councilmember Napier and Mayor Sawatzky will refine the draft proposal based on feedback and bring it back to Council. Staff will implement a process to notify alternates if a liaison cannot attend a commission meeting.

**12. CITY CLERK RECRUITMENT** The ad hoc committee (Napier/Lewis-Lusso) reported on five interviews. They identified one qualified candidate who is available for limited hours (approx. 30/month) to handle minutes and agenda prep but has a full-time job and cannot serve as a full-time City Clerk during business hours. **Council Discussion:** Councilmember Napier proposed hiring this candidate for the specific tasks needed immediately (minutes/agendas) while continuing to recruit for a full City Clerk. Mayor Pro Tem Scafani suggested hiring the candidate as a temporary administrative assistant and suspending the full City Clerk recruitment until the budget process is complete in June to better understand resources. **Public Comment:**

- **Salina Rain:** The City Clerk position is an important one.
- **Rebecca Collins:** Stated the City deserves a proper City Clerk for checks and balances.
- **Je:** Agreed that the position is crucial for the balance of power.
- **Terry Bayless:** Stated that if the City wants an administrative assistant, they should hire one, but a City Clerk is a "big job" requiring more than 20 hours a month.
- **Julie Christie:** Suggested a special meeting to interview applicants transparently if the process is in "limbo."

**Motion:** To hire the lead candidate as a temporary Administrative Assistant, suspend recruitment for a City Clerk while the ad hoc committee works with the City Manager to fully flesh out the job description and recruitment plan, with the intention to begin recruitment again at the end of the budget cycle (end of June). **Moved:** Councilmember Scafani **Second:** Councilmember Napier **Vote:** Unanimous.



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**13. FISCAL YEAR 25-26 BUDGET PLANNING** Council requested a more in-depth budget process than in previous years.

**Council Discussion:** Councilmember Scafani expressed that the Council needs more time to dive into the budget before adoption in June. She requested a workshop to review the current year's actuals and major funds. City Manager Mager confirmed staff could provide an overview of major funds and year-to-date actuals. **Public Comment:**

- **Julie Christie:** Supported the workshop and requested itemized disbursements to better understand where funds are going.

**Action:** Council directed staff to schedule a budget workshop for Saturday, May 3, 2025 (tentative pending staff availability).

**14. BIKE AND SKATE PARK FINANCIAL REPORT** City Manager Mager presented a report on the Bike Park.

- **Status:** City donated land. Substantially paved; work to resume in spring.
- **Finances:** Fundraising is being done by RCMBA and Humboldt Skate Collective. Approximately \$50,000 raised in cash sponsorships, plus significant in-kind donations (materials, labor). The City did not receive the Clean California grant.
- **Discussion:** Councilmember Napier asked for a tally of in-kind donations to show the true value of the project.
- **Public Comment:**
  - Linda Cooley asked how future maintenance and insurance would be funded. Julie Christie noted a recent request for \$10,000 at a Parks & Rec meeting and raised concerns about CEQA and liability/surveillance. Manager Mager clarified the project has a CEQA exemption and is covered by the City's risk management insurance.
  - Brian Coarse requests that the City explain how this process has been and how much more is needed. Manager Mager thinks the bike parks is rideable right now and does not have an idea of how much more money is needed.

**Action:** Report received.



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## 15. FUTURE AGENDA ITEMS

- Discussion on potentially shortening the public speaker timer (requested by Councilmember Sawatzky).
- Revenue generation ideas (suggested by Julie Christie).
- Project Transparency/Community Engagement Task Force (continuation requested by Julie Christie).

## 16. COUNCIL CORRESPONDENCE None.

## CLOSED SESSION on three items:

### Public Comment on Closed Session agenda item(s).

- **Brian Coarse:** Questioned the rush to sell the power plant property after only owning it for four months and suggested leasing or other revenue-generating options (solar/storage) instead of selling assets.
- **Julie Christie:** Commented on the PowerTransitions item, stating the entity is willing to facilitate cleanup costs and urged the Council to report out to the public afterward. Requests that Council have a way to share report out of closed session post meeting, not in the minutes that are seen the following month.

### A. PROPERTY

(McClure) Property: Portions of APN Nos. 312-131-037-000, 312-131-045-0003, 312-131-046-000 and 312-190-010-000, in the unincorporated area of the County of Humboldt, State of California. Under negotiation: Price and terms.

### B. Property

(PowerTransitions Operations, LLC) Portions of APN Nos. 025-161-003-000 and 312-161-016-000. Under negotiations: Price and terms of payment.

### C. Employee Performance Evaluation

**Employee:** City Manager.

**Motion:** To adjourn to Closed Session. **Moved Scafani/Seconded Lewis-Lusso. Vote:** Unanimous. **Meeting Adjourned to Closed Session at:** 10:33 p.m. (approximate).

**Report Out of Closed Session:** Not available.

Presented by:

Source transcription by AI (December 2025)

Video review by Michelle Lewis-Lusso and Jill Duffy (December 23, 2025)

Revision preparation by Jill K Duffy, Acting City Clerk



# Blue Lake City Council Minutes

6.b

Tuesday, June 24, 2025 ~ 6:30 p.m. ~Regular 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.

**PLEDGE OF ALLEGIANCE:** [0:07 Part 1]

**ESTABLISH A QUORUM OF THE COUNCIL:** [0:23 Part 1]

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

**COUNCILMEMBERS ABSENT:** None

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

**APPROVAL OF THE AGENDA:** [0:07 Part 1]

**Motion:** [0:43 Part 1] To approve the agenda.

**Motion by:** Council Member Kat Napier

**Second by:** Council Member Michelle Lewis-Lusso,

**Motion Summary:** Consensus (4/0)

**MATTERS TIME-CERTAIN:** [0:58 Part 1] 6:40 p.m. Receive Presentation from Eric Keller-Heckman of Humboldt Waste Management Authority (HWMA)

Council Member **Michelle Lewis-Lusso** requested a presentation from **Eric Keller-Heckman**, Executive Director of the Humboldt Waste Management Authority (HWMA), to provide an update on current solid waste operations, regulatory requirements, and anticipated impacts to the City of Blue Lake.

## **Presentation Summary**

Eric Keller-Heckman provided an overview of HWMA's role, Blue Lake's membership, and upcoming state mandates affecting solid waste, recycling, and organics collection. He discussed key legislation including **AB 341 (mandatory commercial recycling)**, **AB 1826 (mandatory organics collection)**, and **SB 1383 (short-lived climate pollutants/food waste)**. He noted that Blue Lake currently holds a **low population density waiver**, extended through **January 1, 2027**, and that future compliance will likely require **mandatory curbside collection for all residents and businesses**, with associated service and cost impacts.

**Council Questions & Comments**



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- **Council Member Michelle Lewis-Lusso** asked what current or upcoming legislative actions residents should be aware of, and requested clarification on hauling and transportation options in Blue Lake, including whether the City has flexibility beyond its current franchise hauler.
- **Mayor Pro Tem Elise Scafani** asked whether “mandatory” collection would require all residents and businesses to subscribe to curbside pickup services.
- **Mayor John Sawatzky** asked whether mandatory participation would apply to all residents and businesses, not just City operations.
- **Council Member Kat Napier** asked about container sizes for organics and food waste collection, and requested a general estimate of potential rate increases compared to current monthly trash and recycling costs.

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### Responses from HWMA

**Eric Keller-Heckman** responded that:

- State law ultimately requires jurisdictions to adopt mandatory collection ordinances if they are not already in place; CalRecycle may enforce compliance if local action is not taken.
- Mandatory requirements would apply to **all residents, businesses, and multi-family dwellings**.
- Blue Lake’s current franchise hauler model is typical for small jurisdictions; while other haulers exist countywide, multiple franchise haulers are generally not feasible due to economies of scale.
- Exact cost impacts cannot be estimated without reviewing the City’s franchise agreement and service routes; however, standardizing container sizes (commonly 96-gallon carts) may help control costs.
- Food waste typically comprises approximately **30–33% of the waste stream**, though this varies significantly between residential and commercial users.
- Residents would likely use combined green waste/organics carts, while businesses would be evaluated individually based on space and waste generation.
- While much waste is currently processed outside the county, HWMA’s long-term goal is to increase **in-county composting capacity**.
- Blue Lake remains under a valid **SB 1383 waiver through January 1, 2027**, and no additional legislative extensions are currently anticipated.

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### Public Comment – HWMA Presentation: [24:29 Part 1]

- **Unidentified speaker** expressed concern that mandatory waste collection could be





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financially burdensome for low-income residents and questioned its feasibility.

- **Unidentified speaker** asked whether trash and recycling are actually processed separately or combined after collection.
- **Unidentified speaker** commented on agricultural practices, backyard composting, and permaculture, and asked how these activities would be accommodated under mandatory organics requirements.
- **Linda Cooley** raised concerns regarding fossil fuel use for hauling, hauling distances, increased costs to businesses, and where green waste and food compost would be processed.
- **Julie Christie** commented on rural exemptions and waiver processes, suggested the City may qualify for opt-out provisions, emphasized community-based waste reduction practices, and encouraged broader public engagement on solid waste policy decisions.

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### Clarifications

**Eric Keller-Heckman** clarified that:

- Trash and recycling are collected and processed separately;
- Jurisdictions may include **opt-out provisions** for residents who self-manage composting or use alternative methods;
- A portion of green waste is currently processed in-county, with expansion planned in the future.

Public comments and council discussion are summarized to reflect topics addressed.  
Video recordings and timestamps constitute the verbatim record.

### **PUBLIC COMMENT ON CLOSED SESSION ITEMS:** [34:33 Part 1]

**Comment by Dave Ponte:** Expressed concern that a “toxic situation” in a small community has escalated due to one individual’s actions; stated concern about the closed session item regarding alleged Brown Act violations; referenced an ongoing recall effort; asserted that threats and violence undermine democratic participation and requested the City address safety and accountability.

**Comment by Terri Bayles:** Expressed concern about potential litigation costs; emphasized that council service is volunteer public service and that new members often learn publicly; stated that the City Clerk and City Attorney should help prevent procedural missteps to reduce liability; stated she did not believe a Brown Act violation occurred based on what she had reviewed; encouraged more constructive conduct.

**Comment by Adelene Jones:** Acknowledged council is newer and emphasized





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seriousness of allegations; stated that residents may raise concerns when they believe wrongdoing exists; encouraged taking the claim seriously and reviewing it with the City Attorney; referenced her experience as Mayor and stated litigation is significant and merits careful review.

**Comment by Don Bentar:** Stated his view that the Brown Act was not violated based on his reading; encouraged careful review of the law, especially for small jurisdictions; expressed support for the current council as elected; suggested community focus on moving forward and reducing conflict.

**Comment by Barbara Russell:** Expressed that current council openness creates opportunities; urged community to stop “bullying” and support council; stated recall activity is harmful and contributes to a toxic environment; encouraged unity and collaboration.

**Comment by Rebecca Collins:** Stated it is the City Clerk’s role to advise council during meetings if Brown Act concerns arise; stated she has seen current staff provide such guidance and did not observe that in earlier years; raised questions about prior clerk capacity and practices.

**Comment by Beckie Thornton-Raygoza:** Agreed with most prior speakers but disputed one; asserted prior councils/administration had Brown Act violations; stated she has not observed violations by current council; stated videos exist documenting prior concerns.

**Staff Reminder: Acting City Manager Dani Burkhart** reminded the public that comments should address the agenda item and not be used to target individuals.

**Comment by Julie Christie:** Thanked staff for the reminder; stated she was not present to “tit for tat”; stated her view that the closed session item is unwarranted; stated she holds current council, prior councils, and staff to consistent standards; stated she believes the City Attorney is the appropriate party to determine the legal merits; encouraged council to deliberate with counsel and expressed confidence in a straightforward conclusion.

**Motion:** [45:43 Part 1] To move into closed session.

**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:** [0:00 Part 2]



## Blue Lake City Council Minutes

Tuesday, June 24, 2025 ~ 6:30 p.m. ~Regular Council Meeting  
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

**City Attorney Ryan Plotz** reported that, during closed session regarding potential exposure to litigation, the Council **unanimously directed** the City Attorney's office to **prepare and send a written response to Mr. Ricca within the 30-day statutory period**. The report out stated that, based on counsel's analysis of the alleged violations identified in the cure-and-correct demand, the City will provide a detailed response describing why the allegations **lack legal merit** and that the City **substantially complied** with the Brown Act.

### **ADOPT PREVIOUS COUNCIL MEETING MINUTES:** [1:03 Part 2]

#### **Council Member Michelle Lewis-Lusso:**

- Identified **header/date inconsistencies** (regular vs. special meeting designations) and requested corrections within the minutes.
- Noted minor **typos and misspellings** (e.g., names, "Mayor" appearing as "Major," spelling variations).
- Thanked **Deputy Clerk Laura McClenagan** for detailed work and expressed a preference for **more streamlined minutes** (summary-style with emphasis on actions and votes), with reliance on video/timestamps for verbatim detail where available.

**Acting City Manager Dani Burkhart** confirmed the header/date issue had been identified (noting multiple calls received about it).

**Council Member Kat Napier** noted the spelling of **Dave Feral** (F-E-R-A-L) and referenced prior counsel advice that a more **outline/streamlined approach** is generally preferred, with the video record available for deeper context.

**Mayor Pro Tem Elise Scafani** stated she prepared notes on corrections for one set of minutes; expressed mixed feelings—valuing detail but recognizing volume can be overwhelming; highlighted usefulness of **video timestamps**.

**Mayor Pro Tem Elise Scafani** stated timestamps help the public locate discussion even if videos are not directly linkable.

### **PUBLIC COMMENT:** [7:11 Part 2]

**Comment by Adelene Jones:** Suggested simplifying by listing names of public commenters and relying on video for exact wording; referenced past clerk workload challenges.

**Comment by Rebecca Collins:** Supported streamlining but cautioned that minutes are the enduring legal record; expressed concern about long-term accessibility of technology/video; recommended capturing whether speakers were generally in favor/opposed and preserving council deliberation.

**Council Member Michelle Lewis-Lusso** noted attendance counts are difficult without a



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sign-in sheet and may not be reflected accurately.

**Comment by Lynn Glenn:** Shared concern about relying on video as a permanent record; asked who maintains recordings and how long-term preservation would work.

**Comment by Julie Christie:** Recommended approving minutes that can be corrected tonight and bringing back those needing more edits; noted council workload and the reality of large “clumps” of minutes.

**Mayor Pro Tem Elise Scafani** asked whether anyone reviewed June 10 minutes.

**Council Member Kat Napier** provided a specific correction: spelling of **Wiyot**.

**Motion:** [45:43 Part 2] To approve the minutes from May 19, 2025, May 21, 2025, May 20, and June 10, 2025, with the corrections noted and the amendments to the names.

**Motion by:** Council Member Michelle Lewis-Lusso

**Second by:** Mayor Pro Tem Elise Scafani

**Motion Summary:** Consensus (4/0)

### **PUBLIC COMMENT ON NON-AGENDA ITEMS:** [12:44 Part 2]

**Comment by TJ Lynch:** Thanked planning/building staff for assistance with an ADA ramp permit; stated family concerns about prior public interactions; encouraged professionalism in public-facing interactions; questioned permitting consistency for temporary structures; requested council consider censure/removal of two Public Safety Commission members (identified as **Ricca** and **Jones**) based on alleged bias and statements at the March 3, 2025 Public Safety Commission meeting; urged improved civil discourse.

**Comment by Adelene Jones:** Referenced prior night’s council vote related to power transmission; advocated for demolition of a “dangerous former power structure” and requested alternatives if demolition is not pursued; stated she is not leading a recall but is one of several concerned residents; thanked current commissioners; referenced prior Parks & Recreation meeting; advocated for Powers Creek District as appropriate for affordable housing and asked for other feasible sites.

**Comment by Barbara Russell:** Asked about “zero-waste city” concept; expressed view that power plant buildings could be repurposed and should be made safe; stated interest in alternative uses that create jobs; noted contact with Redwood Energy Authority and suggested the City may have options besides sale; offered assistance.

**Comment by Marty Granger:** Proposed dissolving the Arts & Heritage Commission to reduce staff burden and broaden community participation through open calls for creative contributions (logos, flyers, naming); stated other commissions are more objective/goal-oriented while arts can be community-sourced.



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**Comment by Ron Hill:** Introduced himself as a general engineer/electrical utility contractor; stated he developed decommissioning strategies and plans in late 2023/early 2024 for Blue Lake Power Plant owners; offered to meet with council to negotiate a path forward including removal, remediation, and potential sale/repurposing of equipment; stated owners are interested in starting soon.

**Comment by Julie Christie:** Provided Zoom audio feedback and suggested a conference speaker for improved in-room audio; raised ventilation concerns; expressed support for current council and encouraged community consensus-building; invited community engagement; referenced upcoming community events and encouraged planning.

**Comment by Beckie Thornton-Raygoza:** Cited municipal code language regarding "special event" permitting and expressed concern that recall signature gathering under a tent/table may require a permit; stated lawful picketing is an exception; asserted "soliciting" is restricted under special event permits unless allowed; urged clarification/enforcement.

**Comment by Alex Ricca:** Requested a copy of the closed session report-out/written response; asked Acting City Manager Dani Burkhart to notify him when the written response is ready.

### **CONSENT AGENDA: WARRANTS AND DISBURSEMENTS: [30:48 Part 2]**

**Motion:** [45:43 Part 1] To move approve the consent agenda.

**Motion by:** Council Member Michelle Lewis-Lusso

**Second by:** Council Member Kat Napier

**Public Comment:** None Received

**Motion Summary:** Consensus (4/0)

### **CONSIDER ACCEPTING TRIPEPI SMITH'S RECRUITMENT PROPOSAL FOR CITY MANAGER: [31:44 Part 2]**

#### **Staff/Legal Presentation**

**City Attorney Ryan Plotz** summarized the Tripepi Smith proposal, including methodology, scope, and cost structure; described \$15,000 recruitment scope plus estimated \$2,500 expenses; noted excluded steps from a larger proposal; recommended use of City consulting agreement and consideration of an ad hoc committee; stated work could begin upon signed agreement.

#### **Council Questions & Discussion**

**Council Member Michelle Lewis-Lusso** asked about payment schedule and counsel's assessment of pricing/value compared to other recruitments.



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**City Attorney Ryan Plotz** stated \$15,000 is lower than many searches; described familiarity with Humboldt region as a benefit; stated expectation of a retainer and monthly invoicing (described as time-and-materials).

**Mayor John Sawatzky** asked whether there is any guarantee of candidate retention/placement.

**City Attorney Ryan Plotz** clarified it is recruitment (not placement), with no guarantee of successful recruitment/retention.

**Acting City Manager Dani Burkhardt** raised concern about affordability and requested direction on where funds would come from given limited budget flexibility.

**Mayor Pro Tem Elise Scafani** stated council would review financial options during the budget discussion.

### Public Comment

**Barbara Russell:** Suggested ICMA as a resource for locating qualified managers and professional networks.

**Adelene Jones:** Raised concerns about costs and prior staffing decisions; noted cautionary advice from Fort Jones mayor about hiring practices; urged careful screening.

**Julie Christie:** Requested contract review (including indemnification/accountability); supported moving forward but urged relieving burden on Acting City Manager; suggested interim/part-time support as an option.

### Councilmember Statements

**Council Member Kat Napier** expressed strong support based on prior experience with the firm; offered to serve on an ad hoc committee.

**Council Member Michelle Lewis-Lusso** expressed interest in an ad hoc but recommended pausing for further review of alternatives and temporary options before committing funds.

**Mayor John Sawatzky** asked about additional fees beyond scope; **City Attorney** noted potential added hourly costs if additional services requested.

**Mayor Pro Tem Elise Scafani** described RCEA recruitment experience and benefits of the firm.

**Motion:** [57:59 Part 2] To table this item until after the budget discussion.

**Motion by:** Council Member Kat Napier

**Second by:** Mayor Pro Tem Elise Scafani

**Public Comment:** None Received [58:43 Part 2]

**Motion Summary:** Consensus (4/0)

**RESPONSE TO HCD LETTER:** [59:00 Part 2]





## Blue Lake City Council Minutes

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**Planner Gary Rees** summarized HCD's request to accelerate both housing element adoption and rezoning timeline by 1–2 months; requested direction for response.

**Mayor John Sawatzky** asked whether HCD offers legal services/advice; **Planner** stated HCD provides technical assistance.

**Mayor Pro Tem Elise Scafani** asked about cycle timing and potential upcoming changes; **Planner** stated laws frequently change and allocations are expected to be higher; referenced upcoming HCAOG meeting on RHNA methodology.

### **Public Comment**

**Adelene Jones:** Supported adjusting timeline; stated state challenges typically unsuccessful; supported targeting additional units (40–45).

**Julie Christie:** Urged due diligence and special meeting for deeper discussion; expressed frustration with prior process; encouraged continued outreach to HCD.

### **Council Direction / Timeline Discussion**

Council discussed moving both items earlier; **Planner** confirmed December 15 would satisfy requested acceleration; requested authorization to seek clarification from HCD on whether submitting the electronic sites inventory locks the City into the current inventory.

**Mayor Pro Tem Elise Scafani** granted general support for staff to seek clarifications as needed.

**Motion:** [1:10:38 Part 2] to make the deadline for submission of the housing element update and program HI14 to **December 15, 2025**.

**Motion by:** Mayor Pro Tem Elise Scafani

**Second by:** Council Member Michelle Lewis-Lusso

**Public Comment:** None Received

**Motion Summary:** Consensus (4/0)

### **COMMISSION APPOINTMENTS – Arts & Heritage: [1:11:07 Part 2]**

Barbara Russell addressed council; stated willingness to serve or participate less formally if needed.

- Q (Council Member Michelle Lewis-Lusso): What brings you passion?  
A (Russell): Arts/heritage foster creativity, understanding, and community solutions.
- Q (Mayor John Sawatzky): Interest in economic development and overlap?  
A (Russell): Arts and small business support overlap; creativity strengthens community resilience.
- Q (Council Member Kat Napier): Interest in music?  
A (Russell): Values music; enjoys singing; believes arts broadly connect community.

**Public Comment:**





## Blue Lake City Council Minutes

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- Adelene Jones: Encouraged diverse viewpoints and dialogue.
- Julie Christie: Supported application if commission viability confirmed; valued applicant engagement.

### Motion – Appoint Barbara Russell: [1:17:59 Part 2]

- Moved by: Council Member Kat Napier
- Seconded by: Council Member Michelle Lewis-Lusso
- Result: Consensus (4/0)

Ruah Phillips introduced herself and qualifications; emphasized community engagement and increasing public participation.

- Q (Council Member Kat Napier): Views on music/community fabric?  
A (Phillips): Supported multiple forms of arts including music, poetry jams, festivals, and public events.
- Comment (Council Member Michelle Lewis-Lusso): Welcomed applicant; noted collaborative “builder’s approach.”
- Q (Mayor John Sawatzky): Proudest qualification/project?  
A (Phillips): Completed a Humboldt plein air anthology independently despite major obstacles.

### Public Comment:

- Adelene Jones: Supported appointment; thanked applicant for dedication.

### Motion – Appoint Ruah Phillips: [1:25:41 Part 2]

- Moved by: Mayor Pro Tem Elise Scafani
- Seconded by: Council Member Michelle Lewis-Lusso
- Result: Consensus (4/0)

### STRETCH BREAK:

### FISCAL YEAR 2025-2026 BUDGET UPDATE: [0:05 Part 3]

**Acting City Manager Dani Burkhart** presented draft budget; noted uncertainty regarding supplemental law enforcement funding timing; identified budget pressures and multiple fund considerations; described operational and revenue assumptions across departments and enterprise funds.

### Public Comment: [37:01 Part 3]

**Julie Christie:** Recommended budget study session(s) before adoption; suggested special session/ad hoc; supported improved public collaboration.

**Linda Cooley:** Suggested verifying business license compliance and reviewing departmental overages and reliance on projected grants.



## Blue Lake City Council Minutes

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**AH:** Thanked staff; recommended moving budget earlier on agendas; raised concerns about workload/burnout; requested clarification on salary integration; suggested additional study sessions and alternative recruitment proposals.

**Justin Goad:** Stated booth purchasers must have permits; permits are checked.

**Terri Bayles:** Asked whether prior year ended in deficit; asked about Parks & Rec funding sources.

**Mayor Pro Tem Elise Scafani** stated City ran at a deficit and did not have balancing details on hand.

**Acting City Manager Dani Burkhardt** responded Parks & Rec funding is primarily grants/state funds and program revenues.

### **Scheduling**

Council requested workshop date options; Acting City Manager stated preference to avoid Saturday but would accommodate if needed. Acting City Manager stated remaining work includes clarification on law enforcement funding and polishing/answering council questions.

**Next budget discussion set for Thursday, July 3 at 6:30 p.m.**

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### **HCSO ANIMAL CONTROL CONTRACT: [52:56 Part 3]**

**Acting City Manager Dani Burkhardt** reported no invoices located for animal control services in last five years; call logs show minimal monthly livestock-related calls; stated SLESS funds cannot be used for animal control.

**Council Member Michelle Lewis-Lusso** noted inconsistency between action sheet (monthly) and contract language (quarterly; first payment Oct. 1, 2025 based on July 1 start).

**Acting City Manager Dani Burkhardt** explained contract begins after BOS approval; monthly reference reflects standard payment approach; stated uncertainty why it appeared on this item.

**Council Member Kat Napier** suggested bringing item back in August.

### **Motion – Reschedule Item: [time stated as Part 2 in text; appears to be Part 3]**

- **Motion:** Reschedule for consideration at regular meeting end of July
- **Moved by:** Council Member Michelle Lewis-Lusso
- **Seconded by:** Council Member Kat Napier
- **Result:** Consensus (4/0)

**CONSIDER ACCEPTING TRIPEPISMITH’S RECRUITMENT PROPOSAL FOR CITY MANAGER: [57:26**



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Part 3]

**Mayor Pro Tem Elise Scafani** asked about funding source; **Acting City Manager** clarified LEAF fund is restricted for pension liabilities and cannot be used as general funds.

**Motion** to table to next regular meeting (moved by Council Member Michelle Lewis-Lusso) **failed for lack of second.**

Council discussed whether to form an ad hoc and whether to move forward; members expressed differing views on timing, cost, and urgency.

**Public Comment: [1:08:54 Part 3]**

**Terri Bayles:** Supported proceeding; stated external firms are common and often cost more.

**Rebecca Collins:** Urged prioritizing a City Manager; noted cumulative impacts of smaller spending and delayed staffing decisions.

**Julie Christie:** Reiterated prior support statements.

**Motion – Direct City Attorney to Engage Firm: [1:11:16 Part 3]**

- **Motion:** Move forward and direct City Attorney to engage Tripepi Smith to begin recruitment
- **Moved by:** Council Member Kat Napier
- **Seconded by:** Mayor Pro Tem Elise Scafani
- **Result:** Consensus (4/0)

**Direction:** Staff to schedule meeting with **Christine Martin (Tripepi Smith)** to review scope and potential reductions.

### REPORTS OF COUNCIL AND STAFF:

- a. **Council Member Kat Napier:** Reported grant-funded equipment purchase for Public Works (two Polaris and app).
- b. **Council Member Michelle Lewis-Lusso:** Reported attending HWMA meeting; noted presentation on Cummins Road landfill; referenced HWMA website resources.
- c. **Mayor John Sawatzky:** Reported Parks & Rec meeting and movie presentation; provided bike/skate park update including projected completion and reporting plan; referenced volunteer hours and sponsorship packages.
- d. **Mayor Pro Tem Elise Scafani:** Reported Public Safety Commission updates (traffic calming, July 4 planning, flyer, event).
- e. **Acting City Manager Dani Burkhardt:** Reported budget preparation and process improvement efforts; noted work on transient occupancy tax compliance and estimated short-term rental count.
- f. **Council Ad Hoc Committees: [1:19:44 Part 3]**



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Council Member Michelle Lewis-Lusso suggested staff create and maintain an ad hoc grid, so at a glance, we know who we can talk to.

Ad Hoc committee list:

Agenda Ad Hoc	Mayor John Sawatzky Council Member Michelle Lewis-Lusso
Power Plant	Mayor Pro Tem Elise Scafani Council Member Michelle Lewis-Lusso
Transparency Website	Mayor John Sawatzky Mayor Pro Tem Elise Scafani
Ongoing Negotiations	Mayor John Sawatzky Mayor Pro Tem Elise Scafani
Bike Park	Mayor John Sawatzky Council Member Michelle Lewis-Lusso
Commission Realignment	Mayor John Sawatzky Council Member Kat Napier
City Clerk Hire Job Description	Council Member Kat Napier Council Member Michelle Lewis-Lusso

**Mayor Pro Tem Elise Scafani** and **Council Member Michelle Lewis-Lusso** reported informational meetings related to power plant safety and discussions with Ron Hill; Mayor Pro Tem noted potential cost implications if City pursued prevailing wage RFP versus alternate path under existing Blue Lake Power contract (as described).

### **PUBLIC COMMENT:** [1:27:13 Part 3]

**Julie Christie:** Requested reports remain focused on content and avoid additional discussion/opinion.

### **FUTURE AGENDA ITEMS:** [1:27:50 Part 3]

Items raised included: closed session meeting with Ron Hill/owners; considering twice-monthly meetings; Tripepi Smith presentation; councilmember recruitment; meeting conduct ground rules; letter to Rancheria; manual update; agenda request routing; planning calendar; commission reporting process.

**NEW COUNCIL CORRESPONDENCE:** [1:39:51 Part 3] There is none to include at this time.

**ADJOURNMENT:** [1:40:12 Part 3]



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**Motion:** to adjourn June 24, 2025, Blue Lake City Council meeting at 10:55 p.m.

**Motion by:** Council Member Michelle Lewis-Lusso

**Second by:** Council Member Kat Napier

**Motion Summary:** Consensus (4/0)

Submitted by: Laura McClenagan

Deputy Clerk, City of Blue Lake

*Corrections provided by: Michelle Lewis-Lusso, January 14 2026*



# Blue Lake City Council Minutes

Friday, June 27, 2025 ~ 6:30p.m. ~ Special Council Meeting  
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

6.c

**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

**COUNCILMEMBERS ABSENT:** Council Member Michelle Lewis-Lusso

**STAFF PRESENT:** Acting City Manager Dani Burkhart, Deputy Clerk Laura McClenagan and Videographer Justin Goad

**PLEDGE OF ALLEGIANCE**

**AGENDA APPROVAL:** [0:38]

**Motion:** to approve the agenda

**Motion by:** Mayor Pro Tem Elise Scafani

**Second by:** Council Member Kat Napier

**Public Comment:** None Received

**Motion Summary:** Consensus (3/0)

**PUBLIC COMMENT ON NON-AGENDA ITEMS:** [0:58]

**Adelene Jones** commented on a recent *Lost Coast Outpost* article regarding an HCD letter citing the City's noncompliance with state housing element law, potential loss of state funding, and possible fines for continued noncompliance.

**Jean** questioned how information regarding the HCD letter appeared publicly prior to council review and expressed support for the current council's efforts.

**Beckie Thornton** echoed concerns regarding the timing of the article and referenced automated notification systems related to state correspondence.

**RESOLUTION NO. 1236 – SB 1 FUNDING AND PROJECT ADOPTION:** [6:43]

**Staff Report:** Acting City Manager Dani Burkhart reported that adoption of an annual SB 1 resolution is required to receive approximately **\$31,508** in road maintenance funding. Funds will be used for prioritized pothole repair and striping, including **G Street, Hartman Avenue, Charlton Road, and South Railroad Avenue.**

**Council Discussion:**

- Mayor Pro Tem Scafani asked about curb painting requirements and prior year allocations.





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- Staff confirmed similar projects were funded last year and that recurring maintenance is necessary.

### **Public Comment:**

- **Alex** asked whether the funding was at risk; staff indicated it was not currently jeopardized.
- **Adelene Jones** commented on specific street conditions supporting the proposed priorities.

**Motion:** Adopt Resolution No. 1236

**Motion by:** Council Member Kat Napier

**Second:** Mayor Pro Tem Elise Scafani

**Vote:** Passed (3/0)

### **RESOLUTION NO. 1237 – CONTINUE FISCAL YEAR 2024-2025 BUDGET: [13:30]**

**Staff Report:** Acting City Manager Burkhart recommended continuing the FY 2024–2025 budget through June 30, 2025, to allow continued operations while the FY 2025–2026 budget is finalized.

**Public Comment:** None

**Motion:** Adopt Resolution No. 1237

**Motion by:** Mayor Pro Tem Elise Scafani

**Second:** Council Member Kat Napier

**Vote:** Passed (3/0)

**INTRODUCTION AND FIRST READING ORDINANCE NO. 547-2025 – Adopting Helmet and Staff Report:** Acting City Manager Burkhart introduced an ordinance recommended by the City's risk management provider requiring helmet and protective gear use at the Blue Lake Bike & Skate Park, consistent with California Health & Safety Code §115800.

### **Council Discussion:**

- Council Member Napier asked about enforcement authority and fine structure; staff confirmed delegation authority and inclusion in the fee schedule.
- Mayor Pro Tem Scafani confirmed applicability to both skaters and bikers.
- Council discussed signage and potential multilingual options.

### **Public Comment:**

- **Kevin Fischer** supported protective gear requirements and suggested pictorial signage.
- **Adelene Jones** supported the ordinance and suggested consideration of access to protective gear.
- **Jean** asked about advance public notice of the new rules.



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**Motion:** Approve first reading of Ordinance No. 547-2025

**Motion by:** Council Member Kat Napier

**Second:** Mayor Pro Tem Elise Scafani

**Vote:** Passed (3/0)

### **ADJOURNMENT:**

**Motion:** to adjourn the June 27, 2025, special meeting at 6:54 p.m.

**Motion by:** Mayor Pro Tem Elise Scafani

**Second by:** Council Member Kat Napier

**Motion Summary:** Consensus (3/0)

Laura McClenagan

Deputy Clerk, City of Blue Lake

*Corrections provided by Michelle Lewis-Lusso, January 14, 2026*



# Blue Lake City Council Minutes

6.d

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:** None

**STAFF PRESENT:** Acting City Manager Dani Burkhart, 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): Commented on prior years' budgeting under City Manager Mager, credited grant-writing savings, shared community updates (Chamber of Commerce, Annie and Mary Day planning for August 3, 2025), and encouraged safe fourth of July celebration.

Comment by (Kent Sawatzky): Commented on projected legal and other costs facing the City, asserted prior fiscal impacts are now emerging, encouraged economic development planning (destination events and tourism model), and described outreach discussions with county leadership.

Comment by (Scott Frasier, Blue Lake Boulevard): Thanked the current council for addressing fiscal issues; stated that prior fiscal policies are contributing to current challenges.

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



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

Comment by (Kent Sawatzky): Urged Council to address safety/security concerns related to the power plant site and cautioned about potential liability exposure; encouraged the council to act proactively to avoid future risk.

Mayor John Sawatzky: Requested clarification from staff about allowing public input on a closed session item given lack of public knowledge of closed session content.

Acting City Manager Dani Burkhardt: Stted the agenda language was included per attorney advice.

Comment by (Alex Ricca): Asked that the attorneys present be identified.

Acting City Manager Dani Burkhardt: Identified City Attorneys Ethan Walsh and Russ Gans.

Mayor John Sawatzky Closed public comment after no further comments; noted Zoom audio difficulties prevented receipt of additional public comment.

### **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.

Comment by (Alex Ricca): Raised concern regarding Brown Act agenda citation formatting for closed session item; stated intent to include this issue in follow-up correspondence and urged improved agenda accuracy.

Mayor John Sawatzky noted timer issues and stated he would verbally manage comment time limits.

Comment by (Kent Sawatzky): Commented on historical agenda practices and suggested further review/education regarding Brown Act subsections. Comment by public commenter: Provided general reference to where Brown Act subsections can be found online (codes.findlaw.com, California Code Government Section 54956.9).

Comment by (Julie Christie): Commented on public comment process, meeting procedures, and historical posting/video availability concerns.



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

Acting City Manager Dani Burkhart requested formation of a two-member ad hoc committee to coordinate the recruitment process and reduce need for repeated closed sessions/special meetings.

Council Member Kat Napier and Mayor Pro Tem Elise Scafani expressed interest in serving; Council Member Lewis-Lusso expressed willingness depending on bandwidth and encouraged a broad recruitment approach.

**PUBLIC COMMENT:** [9:48 special meeting]

Comment by (Julie, Christie): Supported formation of the ad hoc committee and continued progress on recruitment.

Mayor John Sawatzky appointed Mayor Pro Tem Elise Scafani and Council Member Kat Napier to the City Manager Recruitment Ad Hoc Committee. Council discussed ensuring all councilmembers can provide input and confirmed intent to meet with Tripepi Smith before executing any contract..

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

Acting City Manager Dani Burkhart reported City Attorney recommendation to form an ad hoc committee to coordinate scheduling and process for housing element adoption/rezoning tasks and to support timely communication with HCD; noted next available HCD meeting Monday at 3:30 p.m.

Mayor Pro Tem Scafani and Council Member Lewis-Lusso noted unavailability for Monday; Council Member Napier noted availability.

**PUBLIC COMMENT:** [16:16 special meeting]

Comment by (Julie Christie): Supported incremental compliance work and suggested using HCD example materials; encouraged clear communication to HCD regarding prior process.

Comment by (Adelene Jones): Encouraged timely action to support housing needs and community vitality.

Comment by (Kent Sawatzky): Urged addressing housing element delays and suggested incorporating diversity/equity considerations into zoning.

Comment by (Terri Bayles): Suggested broader community involvement to reduce burden on councilmembers; shared example of community-member participation on an



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ad hoc in another agency.

Acting City Manager Dani Burkhart: Clarified ad hoc focus is scheduling/process; broader community involvement would occur through future public processes.

Mayor John Sawatzky appointed Mayor John Sawatzky and Council Member Kat Napier to the Housing Element/Rezoning Ad Hoc Committee.

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

Acting City Manager Dani Burkhart reported the draft budget was updated to include \$15,000 for recruitment, allocated across water, sewer, and government funds. Council discussed budget performance, deficits, program costs, revenue recovery, fee schedules, facilities rentals, legal costs, staffing/benefits, capital needs, and audit status.

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

Comment by (Terri Bayles): Asked about anticipated cost recovery/engineering and CalTrans revenue similar to prior-year amendments; asked about deficit coverage and audit timing.

Acting City Manager Dani Burkhart: Reported state revenue picture incomplete; accountant meeting pending; audit underway for FY 23/24 with FY 24/25 audit planned to begin in October.

Comment by (Jennie Short): Urged adoption of a balanced budget; identified fund deficits and concerns (water, general fund, parks & rec, CDBG, TDA, sewer) and recommended revisions before adoption.

Comment by (Kent Sawatzky): Supported balanced budget approach; suggested Parks & Rec performance review, utilities usage evaluation, and tiered fee structures for facility use/events.

Comment by (Julie Christie): Supported budget study sessions; encouraged volunteer capacity-building, improved meeting space, and ongoing review of fee schedules and revenue strategies.

Council discussion included: intent to monitor and adjust the budget; potential fee schedule review; volunteer capacity; need for improved reporting detail; and constraints related to staffing and benefit costs. Staff and council identified need to meet with the accountant to resolve missing information and questions.

**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)





## 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

Laura McClenagan

Deputy Clerk, City of Blue Lake

*Corrections provided by Michelle Lewis-Lusso, January 14, 2026*

DRAFT



# Blue Lake City Council Minutes

6.e

October 28, 2025~ 6:30 p.m. ~Regular Council Meeting  
Skinner Store

1 **These minutes were generated by AI from the original meeting recorded October 28,**  
2 **2025. The minutes are presented as "Summary Action Minutes".**

3  
4 **1. CALL TO ORDER** Mayor Sawatzky called the meeting to order at 6:30 p.m.

5  
6 **Pledge of Allegiance** Council, staff and public stood for the Pledge of Allegiance  
7

8 **Establish a Quorum of the Council:** Interim City Manager Duffy established a quorum of  
9 Council members. **Present:** Mayor Sawatzky, Councilmember Napier, Councilmember Lewis-  
10 Lusso. Mayor Pro Tem Scafani, Councilmember Bayles.  
11

12 **Staff Present:** Interim City Manager Duffy, City Attorney Ryan Plotz, City Planner Garry Rees  
13 and Deputy City Clerk Laura McClenagan  
14

## 15 **2. APPROVAL OF THE AGENDA [Time: 0:43]**

16 Motion to approve the agenda with an amendment to a requested reordering, noting the  
17 requestor was absent .  
18

19 **Motion:** by Napier **Second:** Lewis-Lusso

20 **Vote:** Unanimous (5-0).  
21

## 22 **3. PUBLIC COMMENT (Non-Agenda Items) [Time: 1:16]**

23 The following members of the public addressed the Council:

- 24 • **Adelene Jones:** Spoke regarding the memory of Merritt Lungren, concerns regarding  
25 commissions taking their own minutes, and provided an update on the Chamber of  
26 Commerce Board of Directors.
- 27 • **Don Bednar:** Spoke regarding speeding issues on A Street and Broad Street and  
28 requested speed bumps.
- 29 • **Julie Christie (via Zoom):** Expressed support for the Council, discussed economic  
30 infrastructure, and commented on the recall narrative.  
31

## 32 **4. 4. CONSENT AGENDA [Time: 11:38]**

33 Council requested to pull all Consent items for discussion.

34 4.a. City Council Minutes for August 26, 2025 [Time: 11:58]

35 Councilmember Scafani requested corrections to spelling (lines 95, 98), removal of an  
36 erroneous public comment reference ("Paradise K"), and the addition of speaker names  
37 (Juan Pablo Cervantes, Ted Hales) and Ad Hoc committee members.

38 **Motion to Approve as Amended:** Scafani **Second:** Lewis-Lusso

39 **Vote:** Unanimous (5-0).  
40  
41  
42



## Blue Lake City Council Minutes

October 28, 2025~ 6:30 p.m. ~Regular Council Meeting  
Skinner Store

4.b. City Council Minutes for September 9, 2025 [Time: 17:07]

Corrections made to spelling of "Corse" and "Christie," and the addition of guest speaker Nicole Goldbach (Humboldt County Elections).

**Motion to Approve as Amended:** Napier **Second:** Scafani

**Vote:** Unanimous (5-0).

4.c. City Council Minutes for September 23, 2025 [Time: 19:39]

Corrections made to names/titles (Beth Burks, Richard Engel, Samantha Green), the acronym "RHNA" (replacing Arena), and notation of the Ad Hoc presentation regarding the City Clerk job description 14.

**Motion to Approve as Amended:** Bayles **Second:** Scafani

**Vote:** Unanimous (5-0).

4.d. Monthly Disbursement (Sept 1 - Sept 30, 2025) [Time: 23:51]

Council clarified Check #13304 (grant reimbursement to SHN) and Check #13299 (Water Operator exam fee policy) 16.

**Motion to Approve:** Scafani **Second:** Lewis-Lusso

**Vote:** Unanimous (5-0).

### 5. PRESENTATION: HUMBOLDT COUNTY ENVIRONMENTAL HEALTH (RABIES AWARENESS) [Time: 27:19]

Ben Dolf, Supervising Environmental Health Specialist of Humboldt County Department of Health and Human Services, provided a presentation on rabies surveillance, transmission, and local statistics (2 confirmed skunk cases in Blue Lake) .

**Public Comment:** Questions received regarding feeding wildlife and bat exposure.

**Action:** Presentation received; informational only.

### 6. SCHEDULE SPECIAL CITY COUNCIL MEETING [Time: 48:39]

Staff requested a special meeting to address continued items. Council discussed availability regarding travel schedules.

**Motion:** To schedule a Special City Council Meeting for **November 19, 2025, at 6:30 p.m.**

**Moved:** Scafani **Second:** Bayles

**Vote:** Unanimous (5-0).

### 7. RESOLUTION NO. 1244: HCD MEMORANDUM OF UNDERSTANDING (HOUSING ELEMENT) [Time: 58:44]

City Attorney Ryan Plotz provided an update regarding the MOU with California Housing Community Development (HCD). Staff requested continuing this item to allow for continued negotiations with HCD and finalizing current draft MOU.

**Public Comment:** Scott Frazier and Julie Christie spoke in support of the Council's fiscal prudence.

**Action:** Item continued to a future meeting.



## Blue Lake City Council Minutes

October 28, 2025~ 6:30 p.m. ~Regular Council Meeting  
Skinner Store

### **8. URGENCY ORDINANCE NO. 548-2025: COUNCIL ACTING AS PLANNING COMMISSION** **[Time: 1:11:35]**

Staff presented the periodic need for the City Council to act as the Planning Commission when a quorum of Planning Commissions are unable to be obtained due to vacancies and recusals. Interim City Manager Duffy announced that a resignation was received earlier in the day, reducing the Commission to two members.

**Public Comment:** Adelene Jones, Scott Frazier, Angela Dare, and Julie Christie spoke in support of the ordinance <sup>27</sup>.

**Motion:** To introduce and adopt by title only Urgency Ordinance No. 548-2025.

**Moved:** Napier **Second:** Lewis-Lusso

**Roll Call Vote:** Napier (Aye), Lewis-Lusso (Aye), Sawatzky (Aye), Scafani (Aye), Bayles (Aye).

**Result:** Motion Passed Unanimously (5-0).

### **9. FIRE RISK MANAGEMENT SERVICES (FRMS) SPECIAL ASSESSMENT FEE [Time: 1:36:43]**

Interim City Manager Duffy reported that the City's employee health insurance provider FRMS is \$11 million in arrears due to claims and has issued an assessment to its members to recover costs. Blue Lake's assessment is approximately \$80,000. Staff recommended paying under protest via an 18-month installment plan.

**Public Comment:** Jenny Short inquired about premium comparisons; Julie Christie commented on previous agenda history.

**Motion:** To authorize installment payments under protest and authorize the Mayor to sign the protest letter to FRMS (with typo correction).

**Moved:** Scafani **Second:** Lewis-Lusso

**Vote:** Unanimous (5-0).

*(Council recessed at approximately 8:38 p.m. and reconvened shortly thereafter).*

### **10. PRESENTATION: POWERS CREEK FLOODING (KARINA GREEN) [Time: 2:00:38]**

Karina Green presented on flooding issues affecting Broderick Lane, Chartin Road, and Prasch Hall, citing sediment buildup and vegetation in Powers Creek.

Dave Feral of Mad River Alliance provided an update on the restoration plan status and funding challenges (Prop 4 funds not available until 2026).

**Public Comment:** Verta Pits questioned previous expenditures on the creek; Julie Christie suggested a Town Hall; Linda Cooley voiced concerns regarding Taylor Way flooding liability.

**Council Direction:** Staff to implement signage and safety measures for flooding areas, Engineering to review potential French drain at Prasch Hall, and identify partnership agencies.

### **11. FISCAL YEAR 2025-26 BUDGET EXTENSION [Time: 3:24:49]**

Interim City Manager Duffy requested a 3rd temporary extension (Resolution 1245) as the revised budget is not yet ready due to consultant delays. Ad Hoc Committee Councilmembers Bayles and Napier presented findings indicating structural deficits in Water and Sewer



# Blue Lake City Council Minutes

October 28, 2025~ 6:30 p.m. ~Regular Council Meeting  
Skinner Store

operating funds and significant deficits in Parks & Recreation 40. Recommendations included quarterly reporting, mid-year reviews, and establishing clear audit trails.  
**Public Comment:** Jenny Short supported the Ad Hoc committee's findings.  
**Motion:** To approve Resolution No. 1245 authorizing the temporary extension of appropriations for Fiscal Year 2025-26 for 60 days.  
**Moved:** Napier **Second:** Lewis-Lusso  
**Roll Call Vote:** Napier (Aye), Lewis-Lusso (Aye), Sawatzky (Aye), Scafani (Aye), Bayles (Aye).  
**Result:** Motion Passed Unanimously (5-0).

## 12. CORRESPONDENCE

- 12a:** National Rural Water Association – Final Loan Payoff.
- 12b:** HCAOG RHNA Methodology Transmittal.
- 12c:** Correspondence from Kent Sawatzky and Adelene Jones acknowledged.

## 13. REPORTS [Time: 4:17:50]

Items continued to the next meeting due to time constraints.

## 14. CLOSED SESSION [Time: 4:18:15]

- 14.a. Public Employee Appointment: City Manager.
  - 14.b. Conference with Legal Counsel - Anticipated Litigation.
- Public Comment: None  
**Motion to Adjourn to Closed Session:** Scapani **Second:** Lewis Luso  
**Vote:** Unanimous (5-0).

Report Out of Closed Session (12:15 AM)  
No Final Action Taken

## 15. MEETING ADJOURNED

Revised by Jill K Duffy  
Acting City Clerk, City of Blue Lake



# Blue Lake City Council Minutes

6.f

Tuesday, November 25, 2025 ~ 6:30 p.m. ~ Regular Council Meeting  
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

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

2  
3 **2. PLEDGE OF ALLEGIANCE AND ESTABLISH A QUORUM OF THE COUNCIL**

4  
5 **COUNCILMEMBERS PRESENT:** Mayor John Sawatzky, Mayor Pro Tem Elise Scafani,  
6 Council Member Kat Napier, Council Member Terri Bayles, Council Member Michelle Lewis-  
7 Lusso

8 **COUNCILMEMBERS ABSENT:** None

9 **STAFF PRESENT:** Interim City Manager Jill Duffy, City Attorney Ryan Plotz, Emily Wood  
10 Park and Recreation Director, and Videographer Justin Goad.

11  
12 **3. APPROVAL OF THE AGENDA:** Motion to approve by Councilmember Lewis-Lusso,  
13 Second by Scafani. Voice vote: Unanimous approval.

14  
15 **4. PUBLIC COMMENT ON NON-AGENDA ITEMS**

16 **Erin McClure** – addressed water tank property

17 **Adelene Jones** – notes that the minutes are missing for the Comfort Variance  
18 (item heard November 19<sup>th</sup>, continued to December 23<sup>rd</sup>)

19 **Julie Christie**-Missing videos of meeting, understands the gaps in missing  
20 minutes that are being generated post-prior City Manager, addressed water tank  
21 property issue.

22 **Kevin Fisher**- Informed Council that the newly formed “Blue Lake Bicycle  
23 Coalition” would like to form an ad hoc committee for the bike park.

24 **Angela Dare** – appreciates the interim City Manager, requests no rude behavior  
25 at the meetings.

26 \_\_\_\_\_-representative from the Arts & Heritage Commission. Looking for  
27 ways to recruit more commissioners, set up ad hoc committees and possibly  
28 surveys/newsletters to develop more input on proposed activities. Referred to fire  
29 hydrant painting projects. Soft recommendations for land use acknowledgement  
30 and AI use of illustration use using AI generated graphics to be disclosed.

31 **Beckie Raygoza Thornton**-submitted feedback about the skating rink condition  
32 to the interim City Manager via email.

33  
34 **5. CONSENT AGENDA**

35 a. Approval of Action Minutes for Special Meeting Held November 19, 2025

36  
37 **Motion** by Council Member Lewis-Lusso to approve item 5.a with corrections, **Second**  
38 by Council Member Scafani.

39  
40 Voice Vote: Unanimous approval.





## Blue Lake City Council Minutes

Tuesday, November 25, 2025 ~ 6:30 p.m. ~ Regular Council Meeting  
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

### 6. Receive Revised Draft Fiscal Year 2025-26 Budget; Provide Direction as Appropriate

Received video presentation outlining the Fiscal Year Revised 2025-2026 Budget, discussed.

Budget Ad Hoc Committee members Bayles and Napier presented their supplementary recommendations to the Council, discussed items on the Adhoc recommendation handout with Council and staff.

Motion by Council Member Lewis-Lusso to incorporate the necessary revisions to develop a balanced budget for FY 2025-26 and incorporate recommendations for non-critical tasks for recommendation, Second by Council Member Scafani

**Voice Vote: Ayes – Bayles, Lewis-Lusso, Sawatzky, Scafani  
Noes- Napier**

**Motion Passes: 4:1** No abstentions

### 7. Council Correspondence

### 8. Reports of Council and Staff

- a. Ad hoc Committee Reports
- b. Commission Updates
- c. City Manager Report

### 9. Adjourn at 10:00 PM

Jill K Duffy  
Acting City Clerk, City of Blue Lake



# Blue Lake City Council Minutes

6.g

December 23, 2025~ 6:30 p.m. ~Regular Council Meeting  
Skinner Store

- 1 **1. CALL TO ORDER** Mayor Sawatzky called the meeting to order at 6:30 p.m.
- 2 **2. PLEDGE OF ALLEGIANCE** Council, staff and public stood for the Pledge of Allegiance.
- 3 **3. ROLL CALL AND ESTABLISH A QUORUM OF THE COUNCIL.** City Manager Duffy  
4 established a quorum of Council members. **Present:** Mayor Sawatzky, Councilmember Napier,  
5 Councilmember Lewis-Lusso, Councilmember Scafani and Councilmember Bayles. Staff  
6 members present included Jill Duffy, City Manager, Emily Wood, Director of Parks and  
7 Recreation, Ryan Plotz, General Counsel and Justin Goad, Videographer.
- 8 **4. APPROVAL OF THE AGENDA. Motion by Councilmember Scafani/Second by**  
9 **Councilmember Lewis-Lusso** to approve the agenda as presented. **Motion passed**  
10 **unanimously.**
- 11 **5. CLOSED SESSION AGENDA (1<sup>st</sup> Session 6:35 PM to 7:00 PM)**
- 12 **Public Comment on Closed Session agenda item(s)** – Julie Christie addressed  
13 Council to support the closed session and report out. City Manager Duffy directed  
14 Councilmembers to email from Kent Sawatzky.
- 15
- 16 Council convened into Closed Session at City Hall Conference Room at 6:35 pm for the  
17 purpose of **Conference With Labor Negotiators** with Agency designated  
18 representatives: Elise Scafani, Councilmember; Kat Napier, Councilmember; Ryan Plotz  
19 (Attorney for the City) to discuss the Unrepresented employee: City Manager
- 20
- 21 **Report out of Closed Session** – at 7:02 pm, Council reconvened in Skinner Store  
22 where Ryan Plotz, General Counsel (via Zoom) reported out that Council considered the  
23 comprehensive proposal included in the packet (agenda item 10) and desired to move  
24 forward with agreement in Open Session without amendment. **Motion by**  
25 **Councilmember Napier/Second by Councilmember Bayles, with unanimous**  
26 **approval.**
- 27 **6. PUBLIC COMMENT**
- 28 The following persons addressed Council:
- 29
- 30 • **Erin McClure** – alleged someone from City Hall poisoned her dogs, that the City  
31 Manager was not acting with transparency and demanded an immediate retraction of the  
letter issued by General Counsel with an apology by City Council.
  - 32 • **Karina Green**-Thanked Councilmembers and staff for their assistance in responding to  
33 the flooding conditions on Broderick and Chartin on Sunday, December 21<sup>st</sup>. She noted



# Blue Lake City Council Minutes

December 23, 2025~ 6:30 p.m. ~Regular Council Meeting  
Skinner Store

that this is the 3<sup>rd</sup> winter in a row with flooding, that sandbags are not enough to protect the properties and requested Council hold a meeting to prioritize plan development to address drainage issues.

- **Rebecca Collins** – expressed the need for City Council to secure a City Clerk.
- **Julie Christie** – Wished everyone a Happy New Year and thanked the Council and City Manager for all their efforts.
- **Angela Dare** – Inquired about the (missing) Public Commenters in the minutes from November 25, 2025.

## 7. CONSENT AGENDA

Councilmember Lewis-Lusso requested the City Council Minutes for 7a. April 22, 2025 be pulled for discussion and correction, along with 7b. City Council Minutes for October 28, 2025, 7c City Council Minutes for November 25, 2025, with a correction to 7e City Council Minutes for December 2, 2025 (stated “2026”).

Councilmember Scafani requested item 7f. SB 707 – Brown Act Modernization Act – Informational Only be pulled for discussion.

After discussion regarding necessary correction due, primarily, to AI transcription errors, Councilmember Lewis-Lusso motioned approval of items 7d through 7j for approval, with remaining items to returning to the Council at their January meeting/Second by Councilmember Scafani. Motion passed 4:1 vote, with Napier voting nay.

- a. City Council Minutes for April 22, 2025 (*correct/return January*)
- b. City Council Minutes for October 28, 2025 (*correct/return January*)
- c. City Council Minutes for November 25, 2025 (*correct/return January*)
- d. City Council Minutes for December 2, 2025 -correction of “2026”
- e. City Council Minutes for December 6, 2026 – Special Meeting
- f. SB 707 – Brown Act Modernization Act – Informational Only
- g. City Council Board and Committee 2026 Assignments
- h. Approve Request for Proposal for 7<sup>th</sup> Cycle Housing Element Planning Services and Initiate Solicitation Process
- i. Receive Disbursements for period of November 1-November 30, 2025
- j. Receive Financial Quarterly Report for period of July 1 through September 30, 2025



# Blue Lake City Council Minutes

December 23, 2025~ 6:30 p.m. ~Regular Council Meeting  
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## **PUBLIC HEARING ITEM(S)**

### **8. COMFORT VARIANCE HEARING – Continuation of Application #025-067-**

**011/2025.** Variance for Jace and Lorriane Comfort to allow the construction of a new garage located within the required 15-foot side yard setback pursuant to Municipal Code Section 17.24.180(C)(4)(b). Following the staff report by Penelope Kirsch, SHN Planner, Councilmember Napier posed clarifying questions about the project. The applicant's contractor Frank Golsalves provided additional information, as did co-applicant Lorraine Comfort. The applicant's contractor and Councilmember Napier discussed items on a map, off microphone. Mayor Sawatzky called for a five minute recess at **8:00 pm**. Council reconvened at **8:05 pm**.

Mayor Sawatzky called for **Public Comment**. Frank Golsalves provided public comment responding to Council members comments and questions.

Garry Rees, SHN Planner, provided a summary of updated of information regarding 1) Building and/or Fire Code Requirements for Garage Setbacks; and 2) Building and/or Fire Code Requirements for Setbacks Between Structures and responses received from the Blue Lake Fire Department, City Public Works and City Building Official. Additionally, information was presented regarding verification of Alley Abandonment, as requested at the meeting of November 25<sup>th</sup>.

**Motion by Councilmember Lewis-Lusso/Second by Bayles** to approve the variance and adopt Resolution 1245, read by title only "Resolution of the City Council of the City of Blue Lake Approving the Variance Application for Jace and Lorraine Comfort to Allow the Construction of a New Garage Within the Side Year Setback". **Motion passed 4:1, with Napier dissenting.**

### **9. CONDUCT SECOND READING OF ORDINANCE NO. 546 – An Ordinance of the City Council of Blue Lake Adopting Amendments to Title 17, Zoning Regulations of the Blue Lake Municipal Code, By Adding Section 17.20.070, Multi-Family Or MF Combining Zone, and Amending the Zoning Map to Apply The Multi-Family Combining Zone to a 1-Acre Portion of Assessor's Parcel Number 025-201-023 and Adopting a Mitigate Negative Declaration; Waive Reading of the Text and Consent to Read by Title Only.**

Councilmember Bayles asked Garry Rees for the rationale for this particular site. Garry explained that HCD asked that the City look for those city parcels 1 acre or larger, and that this lot was preferable. The Danco planned lot was not looked at because it was already being considered for development and that HCD could determine that its inclusion would be double counting.

Considerable information was presented by Councilmember Bayles regarding the Mad River



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levee, under co-management between the City and the County, with responses by Garry Rees. There is a need to re-establish coordination with the City and County to possible secure a grant that could assess levee condition.

Councilmember Scafani thanked Garry Rees and stated she was comfortable moving forward.

## Public Comment Received from:

**Debra Heberly** – Expressed appreciation for information presented by Councilmember Bayles and her position on this matter.

**Rebecca Collins** – Echoed both Debra's appreciation and Councilmember Bayles work. Noted there's some policy issues and need to coordinate work with the County (Dept. Public Works) on the levees.

**Julie Christie** – Expressed appreciation for the concerns Councilmember Bayles raised, and believes there are a number of missed opportunities related to Powers Creek and the City's General Plan. She noted that the Blue Lake Rancheria also conducted some studies, and there are flooding concerns and willows.

**Motion by Councilmember Napier/Second by Scafani** to conduct a second reading by title and approve Ordinance 564. **Roll call vote: Ayes: Napier, Lewis-Lusso, Sawatzky and Scafani. No: Bayles. Motion passes 4:1, with Bayles dissenting.**

## ITEMS FOR COUNCIL DISCUSSION OR ACTION

### **10. DISCUSS AND CONSIDER APPROVAL OF CITY MANAGER EMPLOYMENT AGREEMENT WITH JENNIE SHORT**

#### **Public Comment:**

- **Jennie Short** addressed Council and looks forward to the opportunity to work on behalf of the City.
- **Julie Christie** – expressed support for the appointment and hiring of Ms. Short, and appreciation to interim City Manager Duffy
- **Karina Green** – Posed a question to Ms. Short asking whether residents will have direct access to staff.
- **Rebecca Collins** -Encourages Ms. Short to secure a City Clerk
- **Angela Dare** – Welcomed Ms. Short.





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**Motion by Councilmember Scafani/Second by Councilmember Lewis-Lusso to 1.) appoint Jennie Short as City Manager effective January 5, 2026; and 2) approve the employment contract. Voice Vote: Ayes: Bayles, Napier, Lewis-Lusso, Sawatzky and Scafani. Noes: None. Motion passes unanimously 5:0**

## **11. RECEIVE AND APPROVE REVISED FISCAL YEAR 2025-26 BUDGET, APPROVE RESOLUTION 1248; TAKE ACTION AS APPROPRIATE**

Interim City Manager Duffy provided a presentation outlining a summary of the budgetary revisions and recommendations for the FY 2025-26 Budget. This included program reduction/discontinuance and operational recommendations to achieve the Council goals set forth at the November 25<sup>th</sup> council meeting that could resolve the total estimated budget deficit of over \$206,541 to being balanced. Specifically, Council requested that the General Fund (Fund 10) deficit of \$170,647 be balanced. The revised budget version presented December 23<sup>rd</sup> had a preliminary surplus budget of \$2,497, pending confirmation from the City's accountant.

Interim City Manager Duffy noted staff had continued budget revisions up to the point of agenda/staff report distribution on Friday, December 19<sup>th</sup> with a notation that those latest figures were submitted to the City's accountant with a request for his final review and clarification on several items listed below.

During this review the following were noted:

1. In Fund 60 and Fund 70, staff identified that the Part Time Labor Budget (GL 5002) was over-cushioned in the original July 2025 draft budget, in part because the on-call and rounds used by Full Time employees was attributed to the incorrect line item. The accountant agrees that this appears to have created a double allocation in both Fund 60 and 70 with GL Line 5002 and 5014.
2. Town Square loan repayment was NOT included in the draft July budget, and represents an expenditure of \$11,250.
3. Title Correction for Fund 38 on the budgetary layout sheet – not substantive, but clean up.



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4. A need to refine City Hall personnel staff cost estimates. The City Clerk position was included in the July draft budget, but only at a part-time rate. Council had requested a full time position.

5. Need for clarification on CDBG programs and allocations.

6. Accountant needs to submit appropriations transfer amounts for inclusion on the resolution approving the fiscal year budget.

For the reasons above, Council was asked to approve Resolution 1248 to approve a 4<sup>th</sup> extension to continue the FY 24-25 budget so staff could refine the above information and complete the budget.

Councilmember Napier reiterated that she wants to see a Special Fund established specifically for the Bike & Skate Park. Staff clarified that revenues and expenditures are tracked internally to the General Fund 10, Dept. 445, under a Project Code with the ability to produce reports detailing activities within the account. Councilmember Napier identified that the concern was related to General Funds could be moved and desired to see that revenues and expenditures be managed as a Special Fund so tracking and authorizations to transfer funds are handled in a transparent manner.

### Public Comment:

- o **Debra Heberly** – Supports continuation of the greenwaste program and supports resumption of Pickleball.
- o **Karina Green** – Desires to see funding included for drainage infrastructure and upgrades.
- o **Julie Christie** – Desires Blue Lake to advocate for additional funding/representation during the County's budgetary process.

**Motion by Councilmember Lewis-Lusso/Second by Councilmember Bayles** to adopt Resolution 1248 "Authorizing a Temporary Extension of Appropriations for Fiscal Year 2024-25 Pending Adoption of the Annual Budget. Voice Vote: **Ayes: Bayles, Napier, Lewis-Lusso, Sawatzky and Scafani. Noes: None. Motion passes unanimously 5:0**



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## **12. CONDUCT SECOND READING OF ORDINANCE NO. 549, An Ordinance Amending Chapter 13.12 Regulating Cross Connections Control**

**Public Comment:** None Received.

**Motion by Councilmember Lewis-Lusso/Second by Councilmember Scafani** to adopt Ordinance 549 to Amend Chapter 13.12 Regulating Cross Connections Control by reading title. Roll Call Vote Vote: **Ayes: Bayles, Napier, Lewis-Lusso, Sawatzky and Scafani. Noes: None. Motion passes unanimously 5:0**

## **13. CONDUCT SECOND READING OF ORDINANCE NO. 545 - An Ordinance of the City Council of the City Of Blue Lake Adopting The State Of California Fire Hazard Severity Zone Map Designating Moderate And High Fire Hazard Areas In The City Of Blue Lake**

**Public Comment:** None Received.

**Motion by Councilmember Scafani/Second by Councilmember Napier** to adopt Ordinance 545 to Adopt the State of California Fire Hazard Severity Zone Map Designating Moderate and High Fire Hazard Areas in the City of Blue Lake. Roll Call Vote Vote: **Ayes: Bayles, Napier, Lewis-Lusso, Sawatzky and Scafani. Noes: None. Motion passes unanimously 5:0**

**14. COUNCIL CORRESPONDENCE** - Written correspondence from Kent Sawatzky provided in packet and two additional emails from Mr. Sawatzky submitted prior to the meeting, and an email from Aiyana Gregori.

## **15. REPORTS OF COUNCIL AND STAFF**

- a. Ad hoc Committee Reports-*continue to next meeting.*
- b. Commission Updates – *continue to next meeting.*
- c. City Manager Report – City Manager Duffy noted that over the past 3 weeks she had been preparing and submitting information for various agency audits (e.g. RRDEC, HCAOG) and State reports (e.g. SB 1, CalRecycle, and Local Streets and Road funding). Additionally submittal of application for CalRecycle's Cities/County non-competitive grant funding and claim submittals to HCAOG for TDA, RSTP and Bike



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and Pedestrian fund allocations.

## 16. FUTURE AGENDA ITEMS BY REQUESTED BY COUNCIL – *continue to next meeting.*

## 17. CLOSED SESSION AGENDA:

- a. **Public Comment on Closed Session agenda item(s).** None Received
- b. Council convened into Closed Session at City Hall Conference Room at 10:55 pm for the purpose of **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**  
Property: Portions of APN Nos. 312-131-037-000, 312-131-045-0003, 312-131-046-000 and 312-190-010-000, in the unincorporated area of the County of Humboldt, State of California. Under negotiation: Price and terms.
- c. **Report Out of Closed Session.** Council reconvened at 11:25 at the Skinner Store for a report out of Closed Session. No action to report out.

## 18. ADJOURN

*Prepared and submitted by Jill K Duffy, Acting City Clerk*



# City of Blue Lake

## Staff Report

**Agenda Item #:** 6.h

**Date:** January 20, 2026 *For Meeting Of: January 27, 2026*

**Subject:** Monthly Report on Disbursements

**Recommended Action:** That the City Council:  
1. Approve the monthly report on disbursements for the period  
December 1 through December 31, 2025

### SUMMARY:

The attached list shows the checks and electronic payments made during the period listed above. The Finance Manager confirms that 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:** None.

### ATTACHMENT:

1 – City of Blue Lake Check/Voucher Register for period of December 1 – December 31, 2025

### Review Information:

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

Comments:



**City of Blue Lake**  
Check/Voucher Register - City Council Check Report  
From 12/1/2025 Through 12/31/2025

Check Number	Check Date	Payee	Transaction Description	Check Amount
2430	12/3/2025	Gabrielle Castro	Deposit Refund #10045001 Castro	69.66
2431	12/3/2025	Katherine Mather	Deposit Refund #20332001 Mather	47.04
2432	12/3/2025	Ronilda Mota	Deposit Refund #60728001 Mota	63.30
2433	12/3/2025	City of Blue Lake	Utilities paid from Deposits 12/1/25 Billing	651.00
13440	12/4/2025	Aflac	INV 083890 11/25/2025 - Nov 2025	260.16
13441	12/4/2025	Arcata Stationers	INV2402689 CH Supplies	105.82
13442	12/4/2025	AT&T	ACCT:333 381-1110 800 3 11/20/25 Alarms	31.54
	12/4/2025	AT&T	ACCT:333 841-5727 106 6 11/20/25 Alarms	31.54
13443	12/4/2025	State Water Res. Control Board	ID:1B190077WNHU INDEX:683027 25/26 PC Foot Bridge	563.00
	12/4/2025	State Water Res. Control Board	ID:1B20045WNHU INDEX:682828 25/26 A&M Trail	563.00
	12/4/2025	State Water Res. Control Board	ID:1B81129OHUM INDEX:682607 25/26 WWTP	28,205.00
	12/4/2025	State Water Res. Control Board	ID:1SSO11752 INDEX:628026 25/26 CS	3,945.00
13444	12/4/2025	CA Dept. of Tax and Fee Admin.	ACCT:094-002341 25/26 Water Rights	352.71
	12/4/2025	CA Dept. of Tax and Fee Admin.	ACCT:094-003156 25/26 Water Rights	351.62
13445	12/4/2025	Coastal Business Systems Inc.	INV 40674890 11/26/25 Copiers	470.65
13446	12/4/2025	Dazey's Arcata	INV 10914/FC 11/25/25 WWTP supplies	58.70
13447	12/4/2025	Humb. Bay Municipal Water Dist	INV11252025 Billing Period 11/1-11/25/2025	19,888.76
13448	12/4/2025	Austin Jones	11/27/25 Vision Care Reimb - A Jones	53.97
13449	12/4/2025	Mendes Supply Company	INV M287134 11/7/25 PH Janitorial Supplies	495.51
13450	12/4/2025	The Mill Yard	CM 531552 11/12/25 PH credit memo	(52.90)
	12/4/2025	The Mill Yard	INV 531085 11/10/2025 PH Maintenance	82.65
	12/4/2025	The Mill Yard	INV 531086 11/10/25 Street Maintenance	42.96
	12/4/2025	The Mill Yard	INV 531518 11/12/25 PH Maint.	15.42
	12/4/2025	The Mill Yard	INV 531555 11/12/25 PH maint.	26.45
	12/4/2025	The Mill Yard	INV 532013 11/14/25 PH Maint.	17.60
13451	12/4/2025	Optimum	INV 12012025 Billing Period 12/1-12/31/25	558.22
13452	12/4/2025	Shred Aware	INV 70872 11/27/25 Shred Service	52.44
13453	12/4/2025	Tehama Tire Service	INV 0100043938 11/13/20 equipment maint.	222.10
13454	12/4/2025	Thomas Home Center	INV941639 11/7/25 PH maintenance	18.21
13455	12/4/2025	USA Bluebook	INV 00889675 11/19/25 PW supplies	158.49
13456	12/4/2025	Verizon Wireless	INV 6129050853 Billing Period 10/22-11/21/2025	332.30
12794	12/12/2025	Elise G. Scafani	Jan & Feb 2025 Council Stipend	(100.00)
12956	12/12/2025	Glenn Bernald	4/28-5/2/25 CRWA training exp. - Bernald	(33.74)
13457	12/12/2025	Isabella G. Crawford	Employee: crawfordi; Pay Date: 12/12/2025	176.72
13458	12/12/2025	Daniel L. Dimick	Employee: dimickd; Pay Date: 12/12/2025	350.93
13459	12/12/2025	Michael D. Downard	Employee: downardm; Pay Date: 12/12/2025	938.08
13460	12/12/2025	Liesl A. Finkler	Employee: finklerl; Pay Date: 12/12/2025	38.23
13461	12/12/2025	Vicki L. Hutton	Employee: huttonv; Pay Date: 12/12/2025	1,988.96
251212A01	12/12/2025	Glenn R. Bernald	Employee: bernaldg; Pay Date: 12/12/2025	2,600.17
251212A02	12/12/2025	Rosine S. Boyce-Derricott	Employee: boycer; Pay Date: 12/12/2025	673.45
251212A03	12/12/2025	Skyler A. Coke	Employee: cokes; Pay Date: 12/12/2025	1,051.16
251212A04	12/12/2025	Melissa M. Combs	Employee: combsm; Pay Date: 12/12/2025	618.38
251212A05	12/12/2025	Jill K. Duffy	Employee: duffyj; Pay Date: 12/12/2025	2,451.82
251212A06	12/12/2025	Christopher B. Edgar	Employee: edgarc; Pay Date: 12/12/2025	1,847.34
251212A07	12/12/2025	Hazel E. Hale	Employee: haleh; Pay Date: 12/12/2025	123.62
251212A08	12/12/2025	Austin R. Jones	Employee: jonesa; Pay Date: 12/12/2025	1,888.96
251212A09	12/12/2025	Kanoa K. Jones	Employee: jonesk; Pay Date: 12/12/2025	296.22
251212A10	12/12/2025	Aislin N. McKinney	Employee: mckinneya; Pay Date: 12/12/2025	184.89
251212A11	12/12/2025	Jacob P. Meng	Employee: mengj; Pay Date: 12/12/2025	1,195.76
251212A12	12/12/2025	Shaylee A. O'Neil	Employee: oneils; Pay Date: 12/12/2025	60.16
251212A13	12/12/2025	Antoinette M. Quigley	Employee: quigleya; Pay Date: 12/12/2025	1,304.19
251212A14	12/12/2025	Quinn Sousa	Employee: sousaq; Pay Date: 12/12/2025	152.34
251212A15	12/12/2025	Emily P. Wood	Employee: woode; Pay Date: 12/12/2025	1,506.64
251212EFT-01	12/12/2025	U. S. Department of Treasury	EFTPS federal tax pmt 12/12/25 PR	7,367.06
251212EFT-02	12/12/2025	Employment Development Dept.	DE88 state tax pmt 12/12/25 PR	1,849.18

**City of Blue Lake**  
Check/Voucher Register - City Council Check Report  
From 12/1/2025 Through 12/31/2025

Check Number	Check Date	Payee	Transaction Description	Check Amount
251212EFT-03	12/12/2025	Cal PERS	PERS retirement pmt 12/12/25 PR	3,370.77
251212EFT-04	12/12/2025	Freedom Voice	Freedom Voice 12/1/25 statement	121.32
251212EFT-05	12/12/2025	CA State Disbursement Unit	12/12/25 CS PR deduction-Edgar	104.30
13462	12/16/2025	AT&T	INV 4-12/4/25 Cal Net 3 Bills	366.30
13463	12/16/2025	B & B Portable Toilet Co.	INV 218444 12/6/25 WWTP	54.38
	12/16/2025	B & B Portable Toilet Co.	INV 218445 12/6/25 Arena-final	9.55
	12/16/2025	B & B Portable Toilet Co.	INV 218446 12/6/25 Town Square	356.41
13464	12/16/2025	Glenn Bernald	Re-issue 4/28-5/2/25 CRWA training exp.-Bernald	33.74
13465	12/16/2025	City of Blue Lake	Water/Sewer Payments 12/1/2025	1,882.08
13466	12/16/2025	SWRCB Accounting Office	INVWS-1052760 System No:1210002 Annual fee-Water System	2,707.80
13467	12/16/2025	Christopher B. Edgar	Annual boot allowance 25/26 Edgar	175.00
13468	12/16/2025	Fire Risk Mgmt Services	FRMS 2024 & 2025 assesment pmt #3	4,454.88
13469	12/16/2025	Vicki L. Hutton	12/4/25 Vision Pmt - Hutton	827.35
13470	12/16/2025	Intedata Systems	INV 31053 11/30/25 IT Support	95.00
13471	12/16/2025	Jackson & Eklund	INV 445526 12/9/25 Sep, Oct & Nov 2025	9,500.00
13472	12/16/2025	Michelle Lewis-Lusso	Oct, Nov & Dec 2025 council stipend	150.00
13473	12/16/2025	Microbac Laboratories, Inc.	INV 18125 11/7/20205 WW	158.00
	12/16/2025	Microbac Laboratories, Inc.	INV 185244 11/13/2025 WW	142.00
	12/16/2025	Microbac Laboratories, Inc.	INV 185349 11/20/2025 WW	158.00
	12/16/2025	Microbac Laboratories, Inc.	INV 185374 11/21/2025 WW	84.00
	12/16/2025	Microbac Laboratories, Inc.	INV 185439 11/25/2025 WW	622.00
	12/16/2025	Microbac Laboratories, Inc.	INV 185503 11/28/25 WW	142.00
	12/16/2025	Microbac Laboratories, Inc.	INV 185599 12/2/2025 WW	84.00
13474	12/16/2025	The Mitchell Law Firm, LLP	INV 9377 10/31/25 Oct 2025	6,135.50
13475	12/16/2025	Katheryn Napier	Oct, Nov & Dec 2025 council stipend	150.00
13476	12/16/2025	O'Reilly Auto Parts	INV 3537-291192 11/7/25 Vehicle maint.	141.54
	12/16/2025	O'Reilly Auto Parts	INV 3537-292299 11/13/25 WWTP facility	64.18
	12/16/2025	O'Reilly Auto Parts	INV 3537-292318 11/13/25 WWTP facility	251.95
13477	12/16/2025	Pacific Gas and Electric	12/1/2025 Statement	9,984.95
13478	12/16/2025	RREDC	Town Square loan pmt due 1/1/2026	1,236.87
13479	12/16/2025	Restif Cleaning Service	INV 149322 11/30/25 CH janitorial	110.00
13480	12/16/2025	John Sawatzky	Oct, Nov & Dec 2025 council stipend	150.00
13481	12/16/2025	Elise G. Scafani	Oct, Nov & Dec 2025 council stipend	150.00
	12/16/2025	Elise G. Scafani	Re-issue Jan & Feb 2025 council stipend	100.00
13482	12/16/2025	SHN Consulting	INV 127610 10/30/25 Planning-Sep 2025	14,788.75
13483	12/16/2025	SHN Consulting	INV 127963 11/30/25 Engineering-Oct 2025	1,937.50
13484	12/16/2025	US Bank Corp. Payment Systems	INV 10/22/24 Statement	2,102.70
13485	12/16/2025	U. S. Postal Service	Replenish W/S trust account	1,200.00
13486	12/24/2025	Isabella G. Crawford	Employee: crawfordi; Pay Date: 12/24/2025	236.88
13487	12/24/2025	Daniel L. Dimick	Employee: dimickd; Pay Date: 12/24/2025	787.25
13488	12/24/2025	Michael D. Downard	Employee: downardm; Pay Date: 12/24/2025	947.98
13489	12/24/2025	Liesl A. Finkler	Employee: finklerl; Pay Date: 12/24/2025	76.45
13490	12/24/2025	Vicki L. Hutton	Employee: huttonv; Pay Date: 12/24/2025	1,988.96
251224A01	12/24/2025	Glenn R. Bernald	Employee: bernaldg; Pay Date: 12/24/2025	2,749.90
251224A02	12/24/2025	Rosine S. Boyce-Derricott	Employee: boycer; Pay Date: 12/24/2025	665.42
251224A03	12/24/2025	Skyler A. Coke	Employee: cokes; Pay Date: 12/24/2025	1,248.94
251224A04	12/24/2025	Melissa M. Combs	Employee: combsm; Pay Date: 12/24/2025	562.61
251224A05	12/24/2025	Jill K. Duffy	Employee: duffyj; Pay Date: 12/24/2025	3,193.61
251224A06	12/24/2025	Christopher B. Edgar	Employee: edgarc; Pay Date: 12/24/2025	2,324.40
251224A07	12/24/2025	Hazel E. Hale	Employee: haleh; Pay Date: 12/24/2025	103.68
251224A08	12/24/2025	Austin R. Jones	Employee: jonesa; Pay Date: 12/24/2025	1,338.47
251224A09	12/24/2025	Kanoa K. Jones	Employee: jonesk; Pay Date: 12/24/2025	287.74
251224A10	12/24/2025	Aislin N. McKinney	Employee: mckinneya; Pay Date: 12/24/2025	439.62
251224A11	12/24/2025	Jacob P. Meng	Employee: mengj; Pay Date: 12/24/2025	1,545.35
251224A12	12/24/2025	Shaylee A. O'Neil	Employee: oneils; Pay Date: 12/24/2025	116.57

**City of Blue Lake**  
Check/Voucher Register - City Council Check Report  
From 12/1/2025 Through 12/31/2025

Check Number	Check Date	Payee	Transaction Description	Check Amount
251224A13	12/24/2025	Antoinette M. Quigley	Employee: quigleya; Pay Date: 12/24/2025	1,390.84
251224A14	12/24/2025	Quinn Sousa	Employee: sousaq; Pay Date: 12/24/2025	194.66
251224A15	12/24/2025	Emily P. Wood	Employee: woode; Pay Date: 12/24/2025	1,506.63
251225EFT-01	12/24/2025	U. S. Department of Treasury	EFTPS federal tax pmt 12.24.25 PR	8,171.64
251225EFT-02	12/24/2025	Employment Development Dept.	DE88 state tax pmt 12.24.25 PR	2,034.45
251225EFT-03	12/24/2025	Cal PERS	PERS retirement pmt 12.24.25	3,383.61
251225EFT-04	12/24/2025	CA State Disbursement Unit	12.24.25 CS PR deduction-Edgar	104.30
13491	12/30/2025	Advanced Security Systems	INV 762298 1/1/26 alarm system	388.50
13492	12/30/2025	Aflac	INV 404859 12/25/25 - Dec 2025	260.16
13493	12/30/2025	AT&T	ACCT 233 841-5727 106 6 12/20/25 alarms	31.54
	12/30/2025	AT&T	ACCT 238 381-1110 800 3 12/20/25 alarms	31.54
13494	12/30/2025	Blue Lake Garbage Co.	INV 5BX02863 11/30/25 Greenwaste & PW	1,238.40
	12/30/2025	Blue Lake Garbage Co.	INV 5BX02878 11/30/25 Park	452.79
13495	12/30/2025	SWRCB-DWOCB	SWRCB D1 certification fee - Coke	70.00
13496	12/30/2025	Benjamin J. Clifton	Fall 2025 woodbat umpire - Clifton	860.00
13497	12/30/2025	Jenin C Costa	Fall 2025 woodbat umpire - Costa	390.00
13498	12/30/2025	Jill Duffy	Mileage reimb. 10/1/25-11/30/25 J. Duffy	1,755.60
13509	12/30/2025	City of Eureka	INV08499 25-26 leadership academy-Wood	1,400.00
13510	12/30/2025	Fire Risk Mgmt Services	FRMS 2024 & 2025 assessment pmt #4	4,454.88
13511	12/30/2025	Liebert Cassidy Whitmore	Annual Membership 1/1/25-12/31/25	405.00
13512	12/30/2025	REMIF	REMIF medical premium - Jan 2026	13,337.00
13513	12/30/2025	Reyes Coca-Cola Bottling, LLC	INV 50248417030 12/18/25 Concessions	585.51
13514	12/30/2025	Michael Salmon	Fall 2025 woodbat umpire - Salmon	765.00
13515	12/30/2025	Tensor IT	INV 11655 12/1/2025 IT Support	31.25
	12/30/2025	Tensor IT	INV 11673 12/01/25 IT Support	724.87
	12/30/2025	Tensor IT	INV 11693 12/1/2025 IT Support	200.70
13516	12/30/2025	US Bank Corp. Payment Systems	11/24/2025 statement	406.01
13517	12/30/2025	Verizon Wireless	Billing period: Nov 22 - Dec 321, 2025	332.30
Report Total				213,836.27



Agenda Item:6.j

# City of Blue Lake

## Staff Report

**Agenda Item #:** 6.j

**Date:** January 14, 2026 *For Meeting Of: January 27, 2026*

**Subject:** Adopt Amended Resolution 1246 “Comfort Zone Variance” to replace Resolution 1245 “Comfort Zone Variance”

**Recommended Action:** That the City Council:  
1. Approve Amended Resolution No. 1246 “Reassigning Resolution Number 1245 To The “Variance Application For Jace And Lorraine Comfort To Allow The Construction Of A New Garage With A Reduced Side Yard Setback”, Replacing the Inadvertently Assigned Resolution Number With This Amended Resolution.

### SUMMARY:

Two resolutions were inadvertently assigned the same resolution number due to a clerical error and requires correction of one resolution. This amendment is administrative and does not change the substantive policy nor the Council approved action at the December 23, 2025 meeting.

1. Resolution No. 1245 was internally assigned as a penciled placeholder to the City’s Planning Consultant in late September for the Comfort Variance.
2. City Council approved Resolution 1245 assigned for the “Third Extension of the FY 2024-25 Fiscal Budget” at the October 28 Council Meeting”
3. At the November 19, 2025 Special Meeting, Agenda item no. 6, attachment 2 included the draft Resolution 1245-2025 for the Comfort Variance. This item was continued to the December 23<sup>rd</sup> Council meeting.
4. At their December 23, 2025 meeting, Council received the continued staff report, held the public hearing, and approved “Resolution 1245 – Variance Application For Jace And Lorraine Comfort To Allow The Construction Of A New Garage With A Reduced Side Yard Setback” by a vote of 4:1 (Napier dissenting)

To resolve the discrepancy, Council is asked to reassign Resolution No. 1246 to the Comfort Variance approval.

## Agenda Item:6.j

Fiscal Impact: None. This change is purely clerical.

### ATTACHMENT:

1. Resolution 1246 “A Resolution of the City Council Of Blue Lake Reassigning Resolution Number 1245 to the “Variance Application For Jace And Lorraine Comfort to Allow the Construction Of A New Garage With A Reduced Side Yard Setback”

#### Review Information:

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

Comments:

## **AMENDED RESOLUTION NO. 1246**

### **A RESOLUTION OF THE CITY COUNCIL OF BLUE LAKE REASSIGNING RESOLUTION NUMBER 1245 TO THE “VARIANCE APPLICATION FOR JACE AND LORRAINE COMFORT TO ALLOW THE CONSTRUCTION OF A NEW GARAGE WITH A REDUCED SIDE YARD SETBACK” AND REPLACING THE INADVERTENTLY ASSIGNED RESOLUTION NUMBER WITH THIS AMENDED RESOLUTION.**

**WHEREAS**, the City Council of Blue Lake approved Resolution No. 1245 on December 23, 2025, titled “Variance Application For Jace And Lorraine Comfort To Allow The Construction Of A New Garage With A Reduced Side Yard Setback To The “Comfort Variance”; and

**WHEREAS**, an administrative clerical error inadvertently resulted in the assignment of the same resolution number, Resolution 1245, to two separate resolutions approved at different dates; and

**WHEREAS**, in September city staff provided Resolution Number 1245 to the City’s Planning consultant as a placeholder for the Comfort Variance Application request in late September 2025; and

**WHEREAS**, the Interim City Manager assigned Resolution 1245 for the “Third Extension of the FY 2024-25 Fiscal Budget” for the October 28, 2025 council meeting where it was unanimously approved by the City Council; and

**WHEREAS**, a Special Meeting of the City Council was held November 19<sup>th</sup> for consideration of the Comfort Variance Application request, which was then continued to the Regular City Council meeting of December 23, 2025; and

**WHEREAS**, the City Council of Blue Lake deliberated the Comfort Variance Application at the meeting of December 23, 2025 and approved the variance requests by a vote of 4:1, with Councilmember Napier dissenting; and

**WHEREAS**, to resolve this discrepancy and maintain clarity in the City’s records, the City Council has determined that Amended Resolution 1246 should reassign the resolution for the Comfort Variance application previously designated and approved as Resolution 1245.

### **NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BLUE LAKE AS FOLLOWS:**

1. Resolution No. 1246 is hereby adopted as the official resolution for the “Comfort Zone Variance” replacing the inadvertently assigned Resolution No. 1245.
2. The prior Resolution No. 1245 associated with the “Comfort Zone Variance” is rescinded and replaced by this amended resolution.
3. All actions taken by the City Council in connection with the “Comfort Variance” remain valid and in full effect.
4. This resolution shall take effect immediately upon its adoption.



PASSED, APPROVED, AND ADOPTED this [day] of [month], 2026.

**AYES:** [Names of Council Members]

**NOES:** [Names of Council Members]

**ABSENT:** [Names of Council Members]

**PASSED, APPROVED, AND ADOPTED by the City Council of the City of Blue Lake on this \_\_\_\_\_ day of \_\_\_\_\_, by the following vote:**

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
John Sawatzky, Mayor

ATTEST:

\_\_\_\_\_  
(insert), Acting City Clerk

**COLANTUONO  
HIGHSMITH  
WHATLEY, PC**

Our File No. 32025.0004

January 23, 2026

**VIA ELECTRONIC MAIL ONLY**

Ryan Plotz, City Attorney  
City of Blue Lake  
c/o The Mitchell, Law Firm  
P.O. Drawer 1008  
Eureka, CA 95501  
*RPlotz@mitchelllawfirm.com*

**Re: Representation of City of Blue Lake re Property Acquisition and Related  
Litigation Services**

Dear Ryan,

As you asked, I write to propose the terms under which we agree to represent the City of Blue Lake ("City" or "you") regarding advice and potential litigation services as to the acquisition of property interests. Colantuono, Highsmith & Whatley, PC and all its professionals are very pleased to represent you in this way.

This letter sets forth the basis upon which we will provide legal services to you and bill you for services and costs. The firm maintains a conflict-of-interest index which lists all clients of our firm and matters in which we represent them. We will not represent any party with an interest that may be adverse to an indexed person without first determining if a professional conflict of interest would arise. We propose to index the following with respect to this matter:

Client-Affiliated Parties:

City of Blue Lake

Adverse Parties:

tbd

Please let me know if any of these names are incorrect or if there are other parties with an interest in this matter that we should list such as, for example, the owners of particular properties in which the City has interest. Unless we hear from you to the contrary, we will assume that this listing is accurate and complete.

We have reviewed our files and our conflicts index and have no other client relationships which would interfere with our ability to represent you in this matter. As you know, we represent the City on other matters from time to time.

As we have discussed, the nature of the matter makes it impossible for us to precisely estimate the fees you may incur. You will receive monthly statements informing you of the fees and costs incurred during the prior month. We will, of course, do our best to represent you efficiently and without undue expense.

Please make payments payable to Colantuono, Highsmith & Whatley, PC to our Grass Valley office at:

Colantuono, Highsmith & Whatley, PC  
420 Sierra College Drive, Suite 140  
Grass Valley, CA 95945-5091

Our federal employer identification number is 75-3031545. If you need a W-9 or bank routing data for electronic payments, please let me know.

Matthew C. Slentz and I will have primary responsibility for your representation, and the firm will use other attorneys and legal assistants in the best exercise of our professional judgment. If you have questions, concerns, or criticisms at any time, please contact me at once. Naturally, we expect you to keep us reasonably informed of significant developments regarding this representation.

We review all statements before they are issued to ensure the amount charged is appropriate. The statement for fees is simply the product of the hours worked multiplied by the hourly rates for the attorneys and legal assistants who did the work.

Our hourly rates are based upon the experience, reputation and ability of the lawyer or legal assistant performing the services, and for 2026 range between \$245 and \$650 per hour for law clerks' and attorneys' time, and between \$170 and \$220 for the time of paralegals and legal assistants. As a courtesy to you, however, we agree to cap our

rates for this project at \$395 per hour. We reserve the right to adjust that rate cap as of February 1, 2027 and annually thereafter by the lesser of 5 percent or the increase in the consumer price index for all urban consumers for the Western States Region. Our rate structure in general and the rates of particular lawyers may be increased from time to time, and are usually adjusted as of the beginning of each calendar year. However, we will not lift the inflation-adjusted cap stated here without first consulting with the City about our need to do so.

It may be necessary to bill you for items such as, but not limited to, authorized travel, long-distance telephone calls, filing fees, photocopying, computerized legal research outside the scope of our Westlaw contract and the like. These amounts will be billed in addition to our fees.

We will send you monthly statements, and expect payment within 15 days of the billing date. If payment is not received within 30 days of the billing date, we reserve the right to charge interest on the unpaid balance at the rate of 1% per month and to terminate our representation.

We rarely have disputes with clients over our fees. Nevertheless, you should be aware that you are entitled to require that any fee dispute be resolved by binding arbitration pursuant to the arbitration rules for legal fee disputes of the County Bar Association in any county in which we maintain an office. We agree that all disputes between us regarding the services rendered or fees charged not resolved via County Bar fee arbitration will be submitted to binding arbitration in Santa Rosa to be conducted by ADR Services, Inc. in accordance with its commercial arbitration rules. **YOU SHOULD REVIEW THIS PARAGRAPH CAREFULLY AND, IF YOU WISH, SEEK INDEPENDENT LEGAL COUNSEL REGARDING IT, AS YOU AND WE ARE AGREEING TO FOREGO SIGNIFICANT RIGHTS IN THE EVENT OF A DISPUTE BETWEEN US, INCLUDING THE RIGHT TO A JURY TRIAL.**

On occasion, we may receive small sums of money belonging to you, such as a credit for an overpayment by a vendor, a refund from a court, or the like. The California State Bar requires us to alert you to sums we receive on your behalf within 14 days of receipt and to forward those funds to you within 45 days of receipt unless we have your direction otherwise. Processing payments for small amounts may be burdensome to your accounting staff and to ours. Therefore, by signing this letter agreement for legal services, you agree that, should we receive any amount to your credit of \$500 or less and we do

not have other instructions from you with respect to that money, we may place these funds in our client trust account and apply them to future invoices to you for our services. You can alter this agreement at any time as to some or all funds we hold by letting us know, in writing, how we should handle your money. We will inform you of our receipt of funds promptly upon each receipt and will remind you of your right to alter these standing instructions as to any payment.

You have the right to terminate our representation at any time. We have the same right, but are obliged to give you reasonable notice to arrange alternative representation. In either circumstance, you agree to secure new counsel to represent you as quickly as possible and to cooperate fully in the substitution of the new counsel as counsel of record in any litigation in which we may subsequently agree to represent the City. Notwithstanding the termination of our representation, you will remain obligated to pay us all fees and costs incurred previously.

You agree that we may, in our discretion, maintain all or part of your client file in electronic format using secure cloud storage services. If so, the firm will apply all reasonable methods to maintain the confidentiality of your files, just as it does for your non-digital information. Your data will be password protected and encrypted using currently available technology. Clients requiring information from their files may obtain that information only by written request to us.

You should know that we may use artificial intelligence tools in this representation. If we do so, we will ensure that your confidential information is maintained in confidence and that any writing or analysis produced by generative artificial intelligence is edited or confirmed by an attorney before use. If you have any questions or concerns about our use of artificial intelligence tools, please let us know.

You also agree that following termination of our attorney-client relationship, we will not be required to maintain your client file for more than two years. If you ask us to deliver your file to you, you agree that delivery of an electronic version, together with any materials that cannot be saved electronically, satisfies our obligation to release all your client papers and property to you. You agree that we may destroy your client file, including all electronic records, two years after termination of our relationship, and after reasonable notice to you. We may mail a copy of your file to you at your address last known to us before two years expire. You agree that “reasonable notice” means our mailing a notice of our intent to destroy your client file to you at that address.

I apologize for the formality of this letter, but we are required by California law to provide you with this information in writing. We must also inform you that we currently maintain professional liability insurance coverage.

Please review the foregoing and, if it meets with your approval, execute it and return it to me. If you have any questions, please feel free to call me at the direct-dial number above. Thank you for the opportunity to represent you!

Very truly yours,



Michael G. Colantuono

MGC:mgc

On behalf of City of Blue Lake, I agree to retain Colantuono, Highsmith & Whatley, PC to provide legal services as set forth above.

\_\_\_\_\_  
Signature

By:\_\_\_\_\_

Title:\_\_\_\_\_

Date:\_\_\_\_\_, 2026





Agenda Item: 7

# City of Blue Lake

## Staff Report

**Agenda Item:** 7

**Date:** January 16, 2026 *For meeting of: January 27, 2026*

**Subject:** **Declare Results of the Special January 6, 2026 Recall Election and Approve Resolution 1249**

**Recommended Action:** That the City Council:

1. Accept Certified Results of Special Municipal Recall Election from the Humboldt County Registrar of Voters; and
2. Approve Resolution 1249 “Declaring Result from the Special Municipal Recall Election Dated January 6, 2026”; and
3. Pursuant to Section 34459 and 34460 of the Government Code, the Acting City Clerk is directed to file the adopted measure to the Secretary of State office.

### BACKGROUND

On August 4, 2025 proponents seeking the removal of Council Napier, Sawatzky and Scafani timely filed in the Blue Lake City Clerk’s office three recall petitions. After the Interim City Manager accepted the three recall petitions for filing the petitions were referred to the Humboldt County Registrar of Voters, who conducted formal signature verification with official County voter records. The verification determined that one petition (Scafani) contained sufficient voter signatures to qualify for the ballot. The remaining two (Napier and Sawatzky) did not contain sufficient voter signatures to qualify. At the August 27, 2025 Council meeting, the Interim City Clerk submitted to City Council the certificates of Sufficiency and Insufficiency. At their regular council meeting of September 9, 2025, the City Council adopted the required resolution to schedule the recall special election for Tuesday, January 6, 2026.

On January 6, 2026 a special municipal election was held in the City of Blue Lake, and voters were asked to vote by mail-in ballot whether Council member Elise Scafani be recalled (removed) from the office of Blue Lake City Council Member. The Humboldt County Registrar of Voters has completed the canvass of the results, and the attached Resolution has been prepared for adoption. The election results are attached as “Exhibit A” to Resolution 1249 and indicates that Councilmember Scafani has not been recalled from the City Council, and will remain in service in the office of Councilmember through the remainder of the term, ending 2026.

**FISCAL IMPACT:** None with this action.

### ATTACHMENTS:

1. “Resolution 1249 “Declaration of Election Results Held January 6, 2026” with Exhibit A Certificate of Results by Juan P. Cervantes, Humboldt County Registrar of Voters (*January 16, 2026*)

#### Review Information:

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

Comments:

**RESOLUTION NO. 1249**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE CITY  
CERTIFYING THE SPECIAL MUNICIPAL RECALL ELECTION HELD TUESDAY,  
JANUARY 6, 2026**

**WHEREAS**, A Special Municipal Recall Election was conducted in the City of Blue Lake on Tuesday, January 6, 2026, at which voters in the city were asked to consider a local ballot measure to recall Council Member Elise Scafani; and

**WHEREAS**, Juan P Cervantes, the Director of Elections for the Humboldt County Registrars Office, has certified the results of the Special Municipal Recall Election, a copy of which is attached as *Exhibit A*.

**NOW, THEREFORE, BE IT RESOLVED**, that under California Elections Code, Section 9269 and 15400, the City Council of the City of Blue Lake affirms the Director of Elections' certified results for the City of Blue Lake's January 6, 2026 Special Municipal Recall Election and declares the results for the local ballot recall measure, as follows:

1. The measure listed below is declared adopted:  
The following local ballot recall measure required, and failed, to receive affirmative vote of the majority (50% +1) of the votes cast thereon and was therefore not passed by the voters.

**PASSED, APPROVED and ADOPTED** this 27th day of January 2026 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

CITY OF BLUE LAKE, CALIFORNIA

\_\_\_\_\_  
John Sawatzky, Mayor  
City of Blue Lake

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
City Clerk, City of Blue Lake

I, \_\_\_\_\_, City Clerk of the City of Blue Lake, do hereby certify that the foregoing resolution, City of Blue Lake Resolution No. 1249 was passed and adopted by the Blue Lake City Council at its regular meeting on January 27, 2026.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Blue Lake on this 27th day of January 27, 2026.

---

, Acting City Clerk

**Certificate of Results of Canvass  
January 6, 2026  
City of Blue Lake  
Special Municipal Election**

STATE OF CALIFORNIA        }  
                                      }  
COUNTY OF HUMBOLDT       }

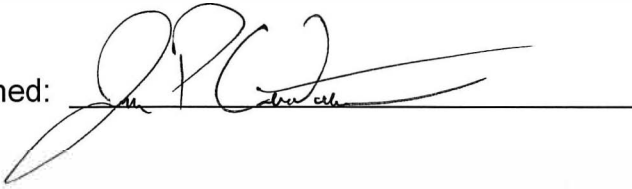
SS

I, Juan P. Cervantes, Registrar of Voters of the County of Humboldt, do hereby certify that pursuant to the provisions of Section 15301 et al., of the California Elections Code, I did canvass the return of votes cast in the January 6, 2026, City of Blue Lake Special Municipal Election, and that the Statement of Votes Cast to which this Certification is attached is full, true, and correct.

I hereby set my hand and official seal this 16th Day of January 2026.

Juan P. Cervantes  
REGISTRAR OF VOTERS

Signed: \_\_\_\_\_



Cumulative Results Report

Blue Lake Special Municipal Election

Run Time 2:28 PM  
Run Date 01/16/2026

Humboldt County

Special Municipal Election

1/6/2026  
Page 1

Official Results

Registered Voters  
396 of 866 = 45.73%

Shall Elise G. Scafani be recalled (removed) from the office of Blue Lake City Council Member?

Choice	Party	Vote by Mail		Total	
Yes		176	44.44%	176	44.44%
No		220	55.56%	220	55.56%
Cast Votes:		396	100.00%	396	100.00%
Undervotes:		0		0	
Overvotes:		0		0	

\*\*\* End of report \*\*\*

Canvass Results Report

Blue Lake Special Municipal Election

Run Time2:29 PM

Run Date01/16/2026

Humboldt County

Special Municipal Election

1/6/2026

Page 1

Official Results

Registered Voters

396 of 866 = 45.73%

Shall Elise G. Scafani be recalled (removed) from the office of Blue Lake City Council Member?

Precinct	Yes	No	Cast Votes	Undervotes	Overvotes	Vote by Mail Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
3B--1	176	220	396	0	0	396	396	866	45.73%
Totals	176	220	396	0	0	396	396	866	45.73%





# City of Blue Lake

## Staff Report

**Agenda Item #:** 8

**Date:** January 22, 2026 *For Meeting Of: January 27, 2026*

**Subject:** **Approve Proposed Framework and Timeline for Fiscal Year 2026-27 Budget Development and Adoption; Appoint Ad Hoc Finance Committee**

**Recommended Action:** That the City Council:

1. Select a frequency for Financial Statement Presentation
2. Appoint an Ad Hoc Finance Committee; and
3. Review and approve the Proposed Framework and Timeline for FY 2026-27 Budget Development and Adoption; and
4. Provide direction as appropriate.

### DISCUSSION:

#### 1. Financial Report Presentation Frequency

In recent years the frequency for presentation of financial statements to the Council has varied. In an effort to set up realistic expectations with the recent complete turnover in Finance department staff, two options for the frequency of financial statements are proposed for Council's consideration. Council is asked to consider and select either Option 1 or 2 as described below.

#### Option 1: Quarterly Financial Report Presentation

Period Covered	Council Meeting Presentation
Jan 1 – March 31	May
April 1 – June 30	July
July 1 – Sept 30	Nov
Oct 1 – Dec 31	Feb

#### Option 2: Semi-Monthly Financial Report Presentation

Period Covered	Council Meeting Presentation
Jan 1 – Feb 28	April
Mar 1 – April 30	June
May 1 - June 30	Aug
July 1 – Aug 31	Oct
Sept 1 – Oct 31	Dec
Nov 1 – Dec 31	Feb

## 2. Appoint an Ad Hoc Finance Committee

Throughout the fiscal year 2025-26 budget creation, the Budget Ad Hoc Committee has provided extensive review of both the budget itself but also numerous financial and fiscal items that need further follow up. Staff is proposing that Council consider the formation of a Finance Ad Hoc, comprised to two councilmembers, to review short and mid-term fiscal strategies, perform review of City's revenue streams, expenditures, debt obligations and fund balances, and to assist in evaluating impacts of proposed policy changes and capital projects to the City's overall financial health. This Committee will continue the work of the Budget Committee on the items that were beyond the scope of the FY 25-26 budget itself.

Should the Ad Hoc Committee be formed, staff requests that the newly formed Ad Hoc Committee be prepared to recommend a date in April for the Preliminary Draft Budget Review as part of the agenda item following this topic (Agenda Item No. 9 – Approve the Schedule of City Council Meetings for 2026).

## 3. Proposed Annual Budget Process and Timeline:

Over the upcoming 5 months, staff will present and complete the budgeting process for fiscal year 2026-27. The following is the proposed steps and budget preparation schedule:

Steps	Month in 2026
Staff & Department Head 25-26 Budget Review & 26-27 Projections	March
Finance Ad Hoc Committee Preliminary Draft Budget Review (1 or 2 meetings)	April
Council Review Draft 26-27 Budget	May
Council Adopt Final 26-27 Budget	June

**FISCAL IMPACT:** No direct impact.

### ALTERNATIVES:

1. Select a monthly frequency for financial statements – this frequency will dominate the available time for the limited and recently hired City staff.
2. Keep the Budget Ad Hoc Committee as-is and utilize it for only review of the upcoming FY 2026-27 budget.

#### Review Information:

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

Comments:



Agenda Item: 9

# City of Blue Lake

## Staff Report

**Agenda Item #:** 9

**Date:** January 8, 2026 *For Meeting Of: January 27, 2026*

**Subject:** Review and Approve the Schedule of City Council Meetings for 2026

**Recommended Action:** That the City Council:

1. Review and adopt the proposed 2026 Regular City Council Meeting Schedule meetings normally held the fourth Tuesday of each month, with the following exceptions:
  - a. Reschedule the Regular City Council Meeting of December 22, 2026 to December XX, 2026; and
2. Pre-set Special Meeting Dates; and
3. Other direction as appropriate.

### SUMMARY:

Pursuant to the City's Municipal Code Title 2, Chapter 2.04.010, the City Council's regular meetings are scheduled for the fourth Tuesday of every month at the City Council Chambers at City Hall at 6:30 p.m. The proposed 2026 meeting scheduled is attached for Council's review and adoption.

Council is also asked to discuss need to pre-set Special Meeting dates based upon following conversations from the previous agenda item.

Nothing in this schedule will preclude the ability of the City Council to meet for urgent or time-sensitive matters, and may call additional special meetings as needed in accordance with the Brown Act.

### DISCUSSION:

To accommodate the November general municipal election and holiday season, Council is asked to review and consider revising possible meeting dates as follows. Discussing these dates now will assist staff in effectively managing agendas and reports.

#### General Municipal Election

The next regular municipal election for two council seats is Tuesday, November 3, 2026. The Humboldt County Registrar of Voters has up to 30 days to certify the election results. These results are sent to the City Clerk, who will present them to the City Council at a meeting for acceptance. Newly elected Council members are typically sworn in at the first council meeting following the November general election, which could be as early as the regular meeting of Tuesday, November 24<sup>th</sup>, or at a special meeting held in December, with new members taking their Oath of Office.

Agenda Item: 9

Holidays

The regular November meeting falls on Tuesday, November 24, two days before Thanksgiving and the regular December meeting occurs on Tuesday, December 22<sup>nd</sup>. City Hall will be closed on December 24<sup>th</sup> and 25<sup>th</sup>.

To finalize this proposed calendar, Council members are asked to consider the following:

- 1. Given the proximity of the November 24<sup>th</sup> Regular meeting to Thanksgiving, does the Council wish to cancel the November 24<sup>th</sup> meeting and hold a Special meeting the prior week on Tuesday, November 17<sup>th</sup> ?
- 2. Should a Special Meeting be scheduled to swear in newly elected officials on Tuesday December 8<sup>th</sup>?
- 3. Do Council member wish to consider canceling or rescheduling their Regular meeting of Tuesday, December 22<sup>nd</sup>?

Additionally, as part of establishing the annual meeting calendar, Council may consider and may adopt proposed meeting dates related to the FY 2026-27 budget review and adoption process following presentation and discussion related to the prior agenda item. This may include, but is not limited to, budget kick-off, study sessions, public hearing(s) and final adoption.

**FISCAL IMPACT:** There are no fiscal impacts associated with approving the Council meeting dates for 2026 as all expenditures related to the meetings are accounted for in the annual budget appropriation.

ATTACHMENT:

- 1. Attachment 1: Proposed 2026 Meeting Schedule

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

# Blue Lake City Council 2026 Proposed Calendar

Jan							Feb							Mar							Apr						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31								29	30	31					26	27	28	29	30		

May							Jun							Jul							Aug						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6				1	2	3	4							1
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
31																					30	31					

Sep							Oct							Nov							Dec							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4					1	2	3	1	2	3	4	5	6	7				1	2	3	4	5
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	
27	28	29	30				25	26	27	28	29	30	31	29	30						27	28	29	30	31			

**Regular** Council Meeting  
**Election** Day  
**Thanksgiving** Holiday  
**Christmas** Holiday



# City of Blue Lake

## Staff Report

**Agenda Item #:** 10

**Date:** January 5, 2026

**For Meeting Of:** January 27, 2026

**Subject:** Interim City Clerk Appointment

**Recommended Action:** By Role Call Vote, that the City Council:  
1. Consider approval of Resolution 1250 Appointing Jennie Short as Acting City Clerk; and

### SUMMARY:

That Council temporarily assign the City Manager to serve as Acting City Clerk, effective immediately until the City Council appoints a permanent City Clerk, or provides other direction.

### DISCUSSION:

Jill Duffy, Interim City Manager, was appointed Acting City Clerk at the continued Council meeting of August 26, 2025 (meeting was held August 27, 2025). The permanent City Manager, Jennie Short, assumed office on January 5, 2026, and Ms. Duffy is no longer employed by the City; however she continues to voluntarily assist with Acting City Clerk obligations during this transitional period.

Finalist interviews for the permanent City Clerk position were conducted on January 20, 2026, and background and reference checks for the Council's preferred candidate are in progress. To ensure uninterrupted performance of statutory and operational clerk duties – including agenda preparation, minutes, records management, public notices and filing obligations – staff recommends temporarily assigning those responsibilities to the City Manager until the recruitment process is complete and the Council makes a permanent appointment.

**FISCAL IMPACT:** None with this action.

### Review Information:

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

Comments:



**RESOLUTION NO. 1250**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE,  
CALIFORNIA, APPOINTING AN INTERIM CITY CLERK**

The City Council of the City of Blue Lake hereby resolves as follows:

Section 1. Jennie Short is hereby appointed as the Interim City Clerk of the City of Blue Lake.

Section 2. Upon taking the oath of office as Interim City Clerk, Jennie Short shall have all the authority, and all the duties of that office under the Blue Lake Municipal Code and California law.

Section 3. This resolution shall take effect immediately upon its adoption.

\*\*\*\*\*

I certify that the foregoing resolution was passed and adopted by the Council of the City of Blue Lake at a meeting thereof held January 27, 2026, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

Approved: \_\_\_\_\_  
Mayor

CLERK OF THE CITY OF BLUE LAKE

Approved:

\_\_\_\_\_

State of California	}
County of Humboldt	:ss.
City of Blue Lake	}

I certify that the foregoing is a true copy of **Resolution No. \_\_\_\_**, finally passed and adopted by the Council of the City of Blue Lake at a regular meeting held on January 27, 2026.

\_\_\_\_\_  
Clerk of the City of Blue Lake



# City of Blue Lake

## Staff Report

**Agenda Item #:** 11

**Date:** January 22, 2026 *For Meeting Of: January 27, 2026*

**Subject:** **Approval of Final Fiscal Year 2025-26 Budget**

**Recommended Action:** That the City Council:

1. Receive and discuss the Fourth Revised Final Fiscal Year 2025-26 Budget; and
2. Approve the Organization Chart; and
3. Approve the Classification Pay Plan; and
4. Provide Direction as necessary to finalize FY 2025-26 Budget; and
5. Approve Resolution No. 1251 “FY 2025-26 Budget Adoption”; or
6. Other Direction as Appropriate.

**SUMMARY:**

Receive and approve the fourth Revised Fiscal Year 2025-26 Budget presentation and approve Resolution No. 1251 “Fiscal Year 2025-26 Budget Adoption”.

Budget Ad hoc members Napier and Bayles met with City Manager Short and former interim City Manager Duffy on Tuesday, January 20 to review and discuss this report and recommends Council adopt the FY 2025-26 Budget as presented.

**BACKGROUND:**

This report summarizes budget work taken to finalize the FY 2025-26 budget following presentation from the December 23, 2025 Council meeting. During that meeting staff presented the Third Revised Budget, and noted at that time salary worksheet calculations required additional verification for accuracy, Council provided conceptual approval of staff’s recommended actions to reduce or discontinue programs, and requested clarifications such as verification of the law enforcement contract cost. Council approved a resolution for a fourth extension to continue the FY 2024-25 budget, to maintain funding continuity, while staff completed verification and prepared the final budget for presentation at the January 27, 2026 council meeting.

The new permanent City Manager assumed duties on January 5, 2026, and worked closely with the outgoing interim City Manager to finalize the budget.

## DISCUSSION

### Budget Summary

This Final Revised Budget projects Total Revenues at \$2,806,049 and Expenditures are projected at \$2,818,734 yielding a preliminary deficit of \$12,685. This fourth Revised Budget incorporates additional revenue and expenditure updates and methodologies, including:

- Consideration of the FY 2024-25 Projected Actual Estimates ending June 30, 2025
- Comparison with six months of actual expenditures for the period of July 1, 2025 to January 13, 2026
- Guidance provided from the Ad hoc Committee notes presented to Council at the meeting of November 25, 2025 and December 23, 2025
- Proposed Recreation program reduction and/or discontinuance based on funding availability, cost-effectiveness and participation rates
- Proposed reduction of staffing levels in the Recreation Division
- Addition of a full time benefitted City Clerk
- Identification of operational strategies for cost savings
- Opportunities to explore revenue enhancement

The following discretionary items are included to be funded:

- Upgrade of city phone system
- Training for Council, City Manager, and City Clerk

### Personnel: Authorized Staffing Levels and Compensation

Included in Section 2 of the FY 2025-26 Annual Budget is 1) an Organization Chart, 2) Position Allocation Table detailing a list of full-time and part-time positions and 3) the Classification Pay Plan.

#### *1) Cost of Living Adjustment*

This Budget *does not propose* to provide a Cost-of-Living-Adjustment (COLA) to the City's Classification Pay Plan. Employees remain eligible for step increases according to successful performance reviews. It is recommended that, at a later date, the City review and establish its Classification Plan adjustment methodology with uniform step increases tied directly to successful performance evaluations, combined with a regular annual Cost-of-Living Adjustment (COLA) to be determined by the City Council each year, effective July 1. By delineating these two adjustment types—performance-based step increases and system-wide COLA adjustments—the City can more effectively recognize individual contributions while also addressing inflationary pressures, supporting fair and equitable compensation practices to adapt to economic changes over time.

*2) Reorganization:*

To align staffing with current Council direction, service needs, consolidate duties for efficiency and to reflect staffing reductions associated with program reductions, the following are recommended:

a. Eliminate 0.25 FTE Deputy City Clerk and authorize 1.0 FTE City Clerk position. In late Spring of 2024-25, the City Council authorized the hiring of a part-time City Clerk who was responsible for taking and producing meeting minutes of the City Council and Planning Commission. City Council stated as a primary goal to recruit and appoint a full-time City Clerk to provide sufficient capacity for City statutory duties such as minute taking, records management, elections support, public records request and related responsibilities.

The Deputy City Clerk occupied the part-time position from May until November 2025, and the position is vacant. City Council completed interviews with City Clerk candidates on January 20, 2026.

b. Reduction of 0.25 FTE from Recreational Specialists based on program reductions in the Park & Recreations Depts.

*3) Reclassification:*

*a. Account Specialist Reclassification from 0.9 FTE to 1.0 FTE*

Council is asked to approve changing the Account Specialist I/II position from part-time (39 hours/week) to full-time (40 hours/week), effective February 1, 2026. Under the City's Personnel Policies, full-time status requires a minimum of 40 hours per week for entitlement to full employee benefits. The position has been classified and paid as 30-39 hours per week part-time position for several years and has not been provided health, dental or vision coverage consistent with full-time benefits, accrues vacation leave at a reduced rate, and is paid holidays at 6 hours per day instead of 8. Approval of this action will 1) align the position's hours and classification with the Personnel Policy, 2) ensure the incumbent receives full employee benefits moving forward, and 3) enables the City to take any necessary steps to ensure compliance with state and federal laws, including the Affordable Care Act. If approved, the anticipated fiscal impact will begin February 2, 2026.

*4) Classification Pay Plan*

Included in Section 2 is the proposed Classification Pay Plan. With the exception of 1) inclusion of the revised City Manager's salary, and 2) removal of the Deputy City Clerk and the hourly pay rates in this plan remain unchanged from the version approved by Council at their meeting of May 13, 2025. In addition to hourly pay rates, the table was expanded to include bi-weekly and annual pay for each position.

## Agenda Item:11

Effective January 1, 2026, the California State Minimum Wage increased to \$16.90 per hour, an increase from \$16.50, which impacts the first pay level for Recreational Specialist.

**FISCAL IMPACT:** None.

**ATTACHMENTS:**

1. Resolution No. 1251 “Approval of FY 2025-26 Budget”
2. FY 2025-26 – Budget Narrative & Spreadsheets, Organization Chart & Salary Classification Plan
3. <https://bluelake.ca.gov/wp-content/uploads/2025/07/CBL-Council-Packet-7-3-25-special-meeting.pdf> (original submitted budget)

**Review Information:**

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

Comments:

**RESOLUTION NO. 1251**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE, CALIFORNIA,  
ADOPTING THE OPERATING FOR FISCAL YEAR 2025-26**

**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 Manager’s proposed budget for the fiscal year beginning July 1, 2025 and ending June 30, 2026, has been reviewed, discussed and revised at several duly noticed public meetings by the City Council; and

**WHEREAS**, the City Council approved four 60-day extensions to the FY 2024-25 Budget including: Resolution 1237 (June 27, 2025), Resolution 1241 (August 26, 2025), Resolution 1245 (October 28, 2025) and Resolution 1248 (December 23, 2025) concluding on January 27, 2026 to enable development and review of the proposed Fiscal Year 2025-26 Budget; and

**WHEREAS**, the voters of California added Article XIII(B) to the State Constitution placing limitations on the appropriations limitations of Blue Lake’s revenues; and

**WHEREAS**, the City of Blue Lake used the percentage change in the population factor as of January 1, 2025, in conjunction with a change in the cost of living, or price factor, to calculate the appropriation limit for fiscal year 2025-26 as presented in *Attachment A*.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Blue Lake City Council does hereby and adopt the City of Blue Lake Fiscal Year 2025-26 Operating Budget comprised of revenues totaling \$2,806,049 and expenditure appropriations in the amount of \$2,818,734, with a net draw from the fund balance(s) as follows:

<b>Fund No.</b>	<b>Estimated 7/1/2025 Balance</b>	<b>Net Draw</b>	<b>Anticipated 6/30/2026 Balance</b>
10 - General	\$895,348.97	-\$16,188.00	\$879,160.97
60 - Water	\$429,825.35	-\$88,470.00	\$341,355.35
70 - Sewer	-\$213,453.14	-\$19,541.00	\$-232,994.14

**BE IT FURTHER RESOLVED**, that staffing positions are adopted and funded in the FY 2025-26 Operating Budget as presented in *Attachment B* “Position Allocation Table”:

**BE IT FURTHER RESOLVED**, as follows:

1. It is the City Council’s intention to approve and adopt an annual budget to provide financial guidance for routine operations of City’s business, and capital projects and to provide information to the general public.
2. The adopted annual City budget will be implemented and maintained in accordance with the City’s Financial Policy
3. Adoption of the annual budget does not expressly approve expenditure of funds in excess of purchasing authority as outlined by City Resolution, Ordinance, State or Federal law.



4. Adoption of the FY 2025=26 budget includes the inter-fund transfers in the total amount of \$155,984 comprised as follows:

Transfer From Fund	General Ledger No.	Fund Title	Amount		Transfer To Fund	General Ledger No.	Fund Title	Amount
25	7980	Highway Users Tax Fund	\$73,155		10	4980	Dept. 320 Public Works Streets	\$73,155
30	7980	TDA Street Fund	\$59,998		10	4980	Dept. 320 Public Works Streets	\$59,998
34	7980	Regional Surface Transportation Program Fund	\$13,081		10	4980	Dept. 320 Public Works Streets	\$13,081
					<b>Total</b>			<b>\$146,234</b>
42	7980	CDBG Program Income-Holding Fund	\$4,750		38	4980	CDBG Non-Program Income Fund	\$4,750
44	7980	CDBG Program Income-Revolving Fund	\$5,000		38	4980	CDBG Non-Program Income Fund	\$5,000
					<b>Total</b>			<b>\$9,750</b>

5. That the City establishes Fund 45 “*Blue Lake Bike & Skate Park Fund*” to receive revenues exclusively for the receipt of funds donated and/or granted to the City for the development, maintenance and operation of the Blue Lake Bike and Skate Park. No expenditures shall be made from this fund unless sufficient revenues are on hand to cover the proposed spending, and the expenditure has been expressly approved by the City Council.

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

PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
John Sawatzky, Mayor

ATTEST:

\_\_\_\_\_  
City Clerk, City of Blue Lake

RESOLUTION NO. 1251

**ATTACHMENT “A” TO RESOLUTION 1251  
CALCULATIONS FOR DETERMINING THE FISCAL YEAR 2025-56 APPROPRIATIONS LIMIT**

Article XIII B of the California Constitution, adopted by Proposition 4 in November 1979, and amended in 1990 by Proposition 111, imposes restrictions on the amount of revenues that can be received and appropriated in a fiscal year (Gann Limit). Only revenues defined as “proceeds of taxes” are restricted by the limit. Generally, revenues restricted as to use, enterprise fund revenues, and charges for services not exceeded the cost of providing the services are not considered proceeds of taxes. Also, certain expenditures are considered exempt from the limit. During any fiscal year a city may not appropriate any proceeds of taxes they receive in excess of their limit.

The appropriations limit is based on actual appropriations during the base year of 1978-79, and is adjusted using a price factor based on the growth in the State per capita personal income and a population factor based on growth in the City’s population. The appropriations limit must be adopted each year by resolution of the City Council.

**FY 2025-26 ANNUAL ADJUSTMENT FACTORS:**

**Price Factor** (conversion to ratio)

Percent Growth in State Per Capita Personal Income as provided by State of California Department of Finance:  
6.44% = 1.0644

**Population Factor** (conversion to ratio)

Annual Percent Growth in the City of Blue Lake Population January 1, 2024 to January 1, 2025 as provide by the State of California Department of Finance:

-70%= 0.9930

**Calculation of Annual Adjustment Factor**

Price Factor x Population Factor = 1.0644 x 0.9930 = 1.0569

**FY 2025-26 Appropriations Limit Calculation**

FY 2025-26 Limit= FY 2024-25 Limit x Adjustment Factor

FY 2025-26 Limit = \$1,446,071 x 1.0569

FY 2025-26 Limit= \$1,528,424

**Estimated Appropriations Subject to the Gann Limit for FY 2025-26**

Proceeds of Taxes	\$ 523,106
Exclusions	<u>0</u>
Total Appropriations Subject to Limit	\$ 523,106
Current Limit	\$ 1,528,424
Under Limit	\$ 1,005,318

**Attachment B**  
**Position Allocation Table**  
**Fiscal Year 2025-26**

Department/Position	Full-Time Employee (FTE's)			
	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
<b>Administration</b>				
City Manager	0.70	0.70		
City Clerk		1.00		
Deputy City Clerk	0.25			
<b>Total FTE's</b>	<b>0.95</b>	<b>1.70</b>		
<b>Finance</b>				
Finance Manager	1.00	1.00		
Office Clerk	0.50	0.50		
Account Specialist I/II	1.40	1.50		
<b>Total FTE's</b>	<b>2.90</b>	<b>3.00</b>		
<b>Public Works</b>				
Public Works Director	0.30	0.30		
Building Official	0.25	0.25		
Public Works Superintendent	1.00	1.00		
Public Works Supervising Operator	1.00	1.00		
Water Operator	1.00	1.00		
Facilities Maintenance I/II	1.75	1.75		
<b>Total FTE's</b>	<b>5.30</b>	<b>5.30</b>		
<b>Parks &amp; Recreation</b>				
Parks & Recreation Director	1.00	1.00		
Asst. Parks & Recreation Director	1.00	1.00		
Recreational Coordinator	0.50	0.00		
Recreational Specialist I/II	1.50	1.25		
<b>Total FTE's</b>	<b>4.00</b>	<b>3.25</b>		
<b>Total City FTE's</b>	<b>13.15</b>	<b>13.25</b>		

- 1) Deputy City Clerk was a part-time employee employed from May 2025 to November 2025
- 2) Asst. Parks & Recreation Director was promoted to full time in February 2025 (FY 2024-45)
- 3) City Manager also serves as Public Works Director



**CITY OF BLUE LAKE**  
**Fiscal Year Budget 2025-26**

Approved \_\_\_\_\_

**City Council**

**John Sawatzky, Mayor**  
**Elise Scafani, Mayor Pro Tem**  
**Terri Bayles, Councilmember**  
**Michelle Lewis-Lusso, Councilmember**  
**Kat Napier, Councilmember**

**City Manager**

Jennie Short, *City Manager (effective January 5, 2026)*  
Jill K. Duffy, *Interim City Manager (August 2025 – January 4, 2026)*

## **Table of Contents**

<b>Section 1</b>	City of Blue Lake & Budget Overview
<b>Section 2</b>	Organization Chart & Classification Pay Plan
<b>Section 3</b>	Fund Descriptions & Proposed FY 2025-26 Activities
<b>Section 4</b>	FY 2025-26 Operating Budget

### **Attachment**

- A.** Resolution 1251 “A Resolution of the City Council of the City Of Blue Lake, California, Adopting the Operating Budget for Fiscal Year 2025-26



# Section 1

## City of Blue Lake & Budget Overview

### Introduction and City Background

The City of Blue Lake, incorporated in 1910, is a small rural community of approximately 1,200 residents occupying about 0.8 square miles. Blue Lake is governed by a five-member elected-at-large City Council, and operates under a city manager system. Day-to-day operations are administered by appointed staff under the direction of the City Manager and oversight of the Council.

### Purpose of the Budget

The Fiscal Year (FY) 2025-26 Budget (July 1, 2025 through June 30, 2026) is the City's primary financial plan and policy document. It aligns available resources with community priorities, establishes how funds will be raised and spent, authorizes expenditures by staff, and promotes transparency and accountability to Council and the community.

### Budget Development Process

The City's customary budget development begins in the spring preceding the fiscal year, with Council review of revenue projections, departmental requests and priority projects and programs. The FY 2025-26 process was impacted by multiple leadership transitions and critical unavailability of the City's accounting consultant which delayed preparation, review and adoption. To preserve operations and temporary appropriations while the budget was finalized, the Council adopted a series of continuing resolutions including: Res. 1237 (June 27, 2025), Res. 1241 (August 26, 2025), Res. 1245 (October 28, 2025) and Res. 1248 (December 23, 2025).

Key milestones in the FY 2025-26 process include:

- The City Council engaged in multiple budgetary discussions in the Spring of 2024-25;
- Draft FY 2025-26 Budget formally introduced at the special meeting held July 3, 2025;
- Formation of an ad hoc budget committee (Council member Napier and Bayles) on August 26, 2025;
- Presentation of a Second Revised Draft on November 25, 2025 that identified a preliminary \$206,541 deficit across several funds and a revised budget layout;
- Submission of a Third Revised Budget on December 23, 2025 reflecting a preliminary \$70,598 surplus pending final salary verification and confirmation of specific expenditures and Council approved a further extension to continue FY 2024-25 appropriations.
- The new permanent City Manager began duties January 5, 2026 and assisted with the finalization of this document, for presentation to Council on January 27, 2026.
- The Fourth Revision (Final) Budget dated January 22, 2026 reflects the addition of 1) reclassification of the Accounting Specialist II from 0.9 FTE to 1.0 FTE, 2) eliminates the 0.25 FTE Deputy City Clerk and 3) authorizes the 1.0 FTE City Clerk and expenditures to date confirmation resulting in a deficit of \$12,685.

FY 2025-26 Budget  
January 2026

## Budget Summary and Overview

The FY 2025-26 Budget organizes resources and obligations across multiple fund types to ensure appropriate accounting and transparency. These fund types include:

- **General Fund:** Supports core municipal services including administration, public safety, planning, parks and recreation and routine operations.
- **Special Revenue Funds:** Account for restricted revenues and grant-funded programs or projects assigned for particular purposes.
- **Proprietary (Enterprise) Funds:** Support water, wastewater, and sewer operations funded by user fees and operated on full accrual accounting.
- **Other Funds:** Consist of debt service and trust funds for specific financial obligations and designated uses, as well as those costs for shared internal services such as vehicles, equipment and technology.

The adopted budget project total revenues and expenditures by fund and reports fund balances to identify surplus, balanced or deficit positions. Primary expense drivers are personnel costs (wages and benefits), contracted services and capital or maintenance needs for infrastructure.

## Financial Challenges and Strategic Priorities

Blue Lake continues to face a structural budgetary challenge in which ongoing expenses exceed recurring revenues. The FY 2025-26 budget was developed under conservative assumptions; governmental funds budgeted on a modified accrual basis, proprietary funds on a full accrual basis, revenue baselines generally tied to FY 2024/25 results with a uniform 1% growth assumption, and expenditures estimated from prior-year activity plus known program or project needs. Grant revenues are treated as restricted and some projects assume Council approved matching funds.

Local economic indicators show slowing activity in Humboldt County, rising costs for businesses, staffing constraints and pressure from online retail activities. Sales tax remains a modest, but important revenue source, contributing approximately \$160,000 annually to the City under a combined city/county/state rate of 9.75%. The budget also recognizes several one-time costs affecting FY 2025-26:

- Separation and recruitment costs associated with the departure of the prior City Manager
- Expenses related to the Special Municipal Election for the 2025 Recall
- Repairs to the 2<sup>nd</sup> Street Pedestrian Bridge
- Completion and initial implementation of the Sixth Cycle Housing Element and memorandum of understanding with the State's Housing and Community Development
- Corrective actions related to the Bike & Skate Park and a
- Prior-year health insurance assessment from Fire Risk Management (FRMS) resulting in an 18-month payment obligation over two fiscal years
- Pension and other liabilities (debt service payment) also place ongoing pressure on the operating budget.

The City's near-term strategic priorities are to use this FY 2025-26 Budget dated January 27, 2026 to provide the base to inform development of the FY 2026-27 budget activities, and to strengthen internal financial controls, improve revenue collection, prepare a review and adjustment of fees and rates for Council consideration, and monitor overtime and staffing expenditures.

### **Personnel and Benefits**

The FY 2025-26 Budget includes 1) the Organization Chart and 2) revised Classification Pay Plan based on the plan approved Council on May 13, 2025. Other than inclusion of the City Manager position and revision of the position salary consistent with City policy, there are no substantive changes to the Classification Pay Plan.

Two actions related to Reorganization and Reclassification include:

#### 1) Reorganization:

To align staffing with current Council direction, service needs, consolidate duties for efficiency and to reflect staffing reductions associated with program reductions, the following are recommended:

a. Eliminate 0.25 FTE Deputy City Clerk and authorize 1.0 FTE City Clerk position. In late Spring of 2024-25, the City Council authorized the hiring of a part-time City Clerk who was responsible for taking and producing meeting minutes of the City Council and Planning Commission. City Council stated as a primary goal to recruit and appoint a full-time City Clerk to provide sufficient capacity for City statutory duties such as minute taking, records management, elections support, public records request and related responsibilities.

The Deputy City Clerk occupied the part-time position from May until November 2025, and the position is vacant. City Council completed interviews with City Clerk candidates on January 20, 2026.

b. Reduction of 0.25 FTE from Recreational Specialists based on program reductions in the Park & Recreation Depts.

#### 2. Reclassification

a. Account Specialist II from part-time (39 hours/week) to full-time (40 hours/week) to align compensation and benefit practices with the Affordable Care Act, effective February 1, 2026. Under the City's Personnel Policies, full-time status requires a minimum of 40 hours per week for entitlement to full employee benefits. The position has been classified and paid as 30-39 hours per week part-time position for several years and has not been provided health, dental or vision coverage consistent with full-time benefits, accrues vacation leave at a reduced rate, and is paid holidays at 6 hours per day instead of 8.

Final salary and benefit totals were completed during the budget finalization process and reflected in the budget.

FY 2025-26 Budget  
January 2026

### **Budget Presentation and Transparency**

The FY 2025-26 Budget format has been revised to improve clarity and public accessibility. The new layout includes:

1. A Budget Report Narrative describing revenues, expenditures, process and department objectives where possible;
2. A consolidated Budget Summary showing revenues, expenditures and fund status;
3. Detailed Revenue and Expenditure Budget Sheets by fund and department with general ledger references and line-item amounts; and
4. A Prior Year Expenditure summary (FY 2024-25 preliminary year-end data as of June 30, 2025) for comparative context.

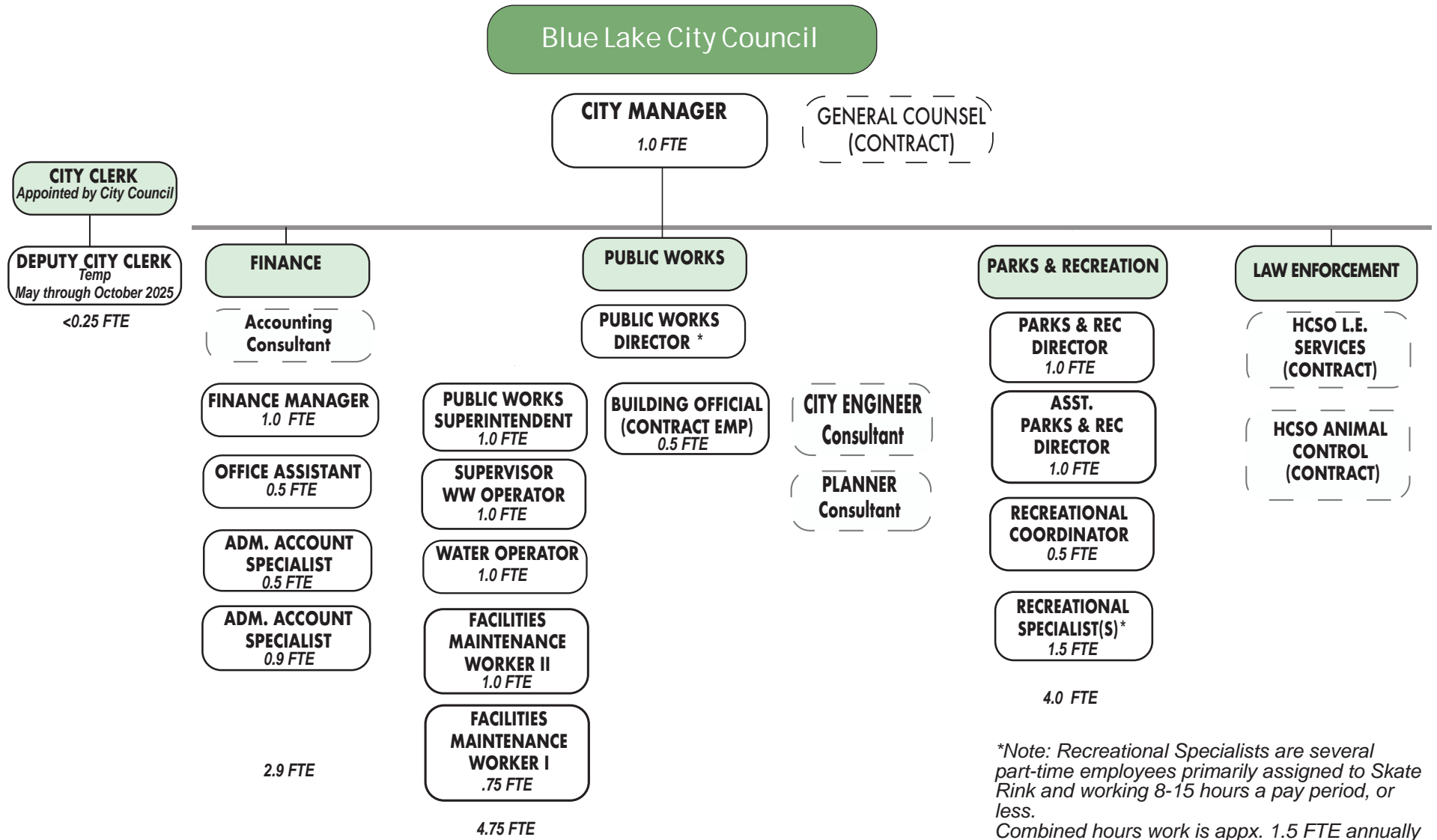
### **Next Steps and Oversight**

City management will implement regular revenue and expenditure monitoring at Council specified intervals, perform regular Mid-Year review and present any recommended adjustments to fee and/or rates to the Council. Final reconciliation of the FY 2024-25 results will occur during the annual book closure and audit process.

## **Section 2**

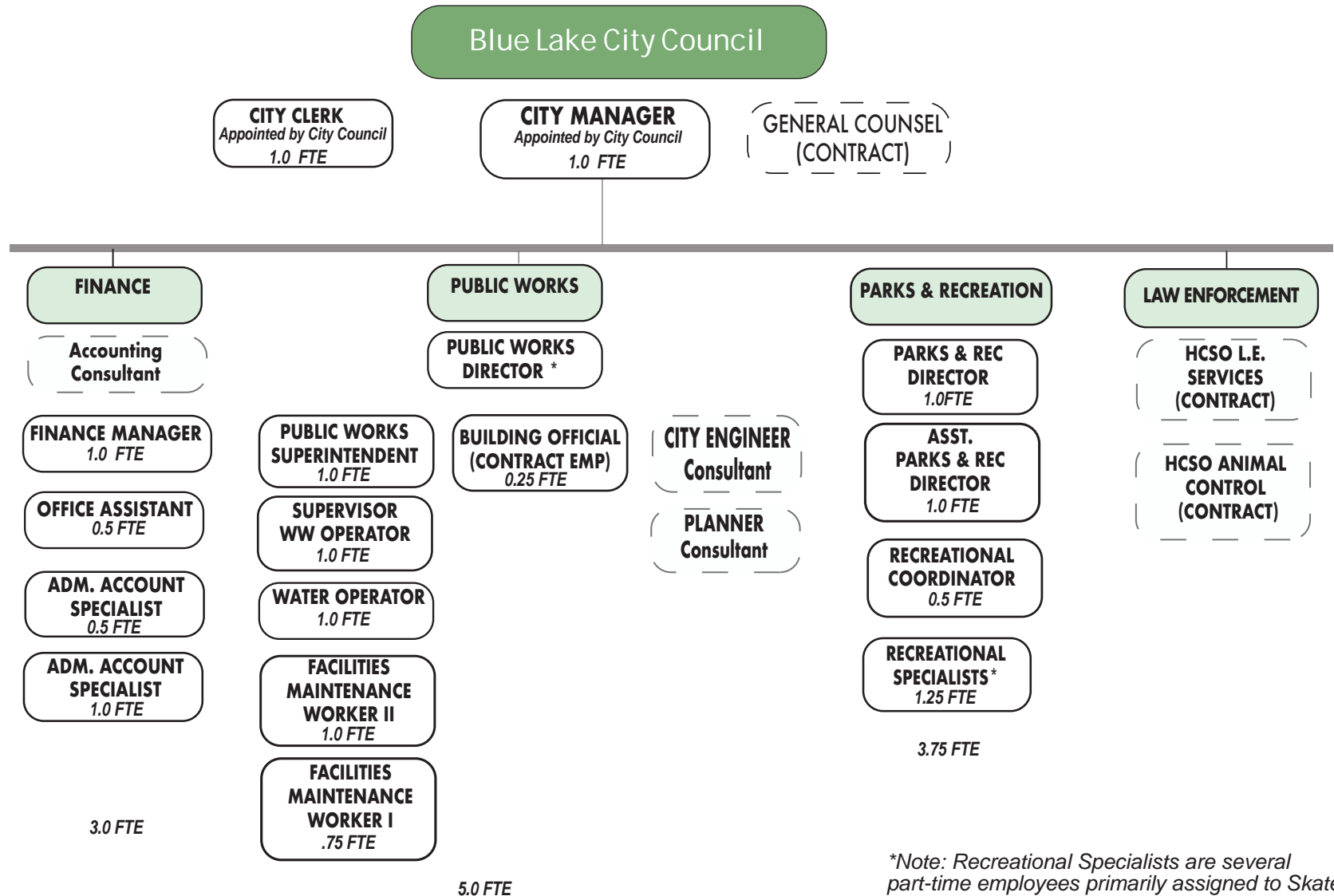
# **Organization Chart & Classification Pay Plan**

# BLUE LAKE CONSTITUENTS





# BLUE LAKE CONSTITUENTS



*\*Note: Recreational Specialists are several part-time employees primarily assigned to Skate Rink and working 8-15 hours a pay period, or less. Combined hours work is appx. 1.25 FTE annually*

Exempt and Non-Exempt Employee  
Classification Pay Plan  
Fiscal Year 2025-26

Classification(s)		Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8	Level 9	Level 10	Level 11	Level 12	Level 13
Public Works Superintendent	Annual	\$52,291	\$53,851	\$55,474	\$57,138	\$58,864	\$60,611	\$62,442	\$64,314	\$66,248	\$68,224	\$70,283	\$72,384	\$74,547
	Bi-weekly	\$2,011.20	\$2,071.20	\$2,133.60	\$2,197.60	\$2,264.00	\$2,331.20	\$2,401.60	\$2,473.60	\$2,548.00	\$2,624.00	\$2,703.20	\$2,784.00	\$2,867.20
	Hourly	\$25.14	\$25.89	\$26.67	\$27.47	\$28.30	\$29.14	\$30.02	\$30.92	\$31.85	\$32.80	\$33.79	\$34.80	\$35.84
Longevity		\$25.62	\$26.39	\$27.18	\$28.00	\$28.84	\$29.70	\$30.60	\$31.51	\$32.46	\$33.43	\$34.44	\$35.47	\$36.53
Public Works Supervising Operator	Annual	\$ 49,587	\$ 51,085	\$ 52,603	\$ 54,184	\$ 55,806	\$ 57,491	\$ 59,218	\$ 60,986	\$ 62,816	\$ 64,709	\$ 66,643	\$ 68,640	\$ 70,699
	Bi-weekly	\$ 1,907.20	\$ 1,964.80	\$ 2,023.20	\$ 2,084.00	\$ 2,146.40	\$ 2,211.20	\$ 2,277.60	\$ 2,345.60	\$ 2,416.00	\$ 2,488.80	\$ 2,563.20	\$ 2,640.00	\$ 2,719.20
	Hourly	\$ 23.84	\$ 24.56	\$ 25.29	\$ 26.05	\$ 26.83	\$ 27.64	\$ 28.47	\$ 29.32	\$ 30.20	\$ 31.11	\$ 32.04	\$ 33.00	\$ 33.99
Longevity		\$24.30	\$25.03	\$25.78	\$26.55	\$27.35	\$28.17	\$29.01	\$29.88	\$30.78	\$31.70	\$32.66	\$33.63	\$34.64
Public Works Operator	Annual	\$40,685	\$41,912	\$43,160	\$44,450	\$45,781	\$47,174	\$48,589	\$50,045	\$51,542	\$53,082	\$54,683	\$56,326	\$58,011
	Bi-weekly	\$1,564.80	\$1,612.00	\$1,660.00	\$1,709.60	\$1,760.80	\$1,814.40	\$1,868.80	\$1,924.80	\$1,982.40	\$2,041.60	\$2,103.20	\$2,166.40	\$2,231.20
	Hourly	\$19.56	\$20.15	\$20.75	\$21.37	\$22.01	\$22.68	\$23.36	\$24.06	\$24.78	\$25.52	\$26.29	\$27.08	\$27.89
Longevity		\$19.94	\$20.53	\$21.15	\$21.78	\$22.44	\$23.11	\$23.80	\$24.00	\$52.00	\$25.25	\$26.79	\$27.60	\$28.42
Public Works Maintenance Worker I/II	Annual	\$35,485	\$36,546	\$37,648	\$38,771	\$39,936	\$41,142	\$42,370	\$43,638	\$44,949	\$46,301	\$47,694	\$49,130	\$50,586
	Bi-weekly	\$1,364.80	\$1,405.60	\$1,448.00	\$1,491.20	\$1,536.00	\$1,582.40	\$1,629.60	\$1,678.40	\$1,728.80	\$1,780.80	\$1,834.40	\$1,889.60	\$1,945.60
	Hourly	\$17.06	\$17.57	\$18.10	\$18.64	\$19.20	\$19.78	\$20.37	\$20.98	\$21.61	\$22.26	\$22.93	\$23.62	\$24.32
Longevity		\$17.39	\$17.91	\$18.45	\$19.00	\$19.57	\$20.16	\$20.76	\$21.39	\$22.03	\$22.69	\$23.37	\$24.07	\$24.79
Park and Recreation Director City Clerk	Annual	\$49,962	\$51,459	\$52,998	\$54,600	\$56,222	\$57,928	\$59,654	\$61,443	\$63,294	\$65,187	\$67,142	\$69,160	\$71,240
	Bi-weekly	\$1,921.60	\$1,979.20	\$2,038.40	\$2,100.00	\$2,162.40	\$2,228.00	\$2,294.40	\$2,363.20	\$2,434.40	\$2,507.20	\$2,582.40	\$2,660.00	\$2,740.00
	Hourly	\$24.02	\$24.74	\$25.48	\$26.25	\$27.03	\$27.85	\$28.68	\$29.54	\$30.43	\$31.34	\$32.28	\$33.25	\$34.25
Longevity		\$24.48	\$25.55	\$25.97	\$26.75	\$27.55	\$28.38	\$29.23	\$30.11	\$31.01	\$31.94	\$32.90	\$33.89	\$34.91
Office Assistant Recreation Specialist I/II (These are <19hr/week)	Annual	\$35,152	\$36,207	\$37,293	\$38,412	\$39,564	\$40,751	\$41,973	\$43,233	\$44,530	\$45,865	\$47,241	\$48,659	\$50,118
	Bi-weekly	\$1,352.00	\$1,392.56	\$1,434.34	\$1,477.37	\$1,521.69	\$1,567.34	\$1,614.36	\$1,662.79	\$1,712.67	\$1,764.05	\$1,816.97	\$1,871.48	\$1,927.63
	Hourly	\$16.90	\$17.41	\$17.93	\$18.47	\$19.02	\$19.59	\$20.18	\$20.78	\$21.41	\$22.05	\$22.71	\$23.39	\$24.10
Longevity		\$17.22	\$17.74	\$18.27	\$18.82	\$19.39	\$19.97	\$20.57	\$21.18	\$21.82	\$22.47	\$23.15	\$23.84	\$24.56
Admin. Accounting Specialist I/II Asst. Recreation Director	Annual	\$41,122	\$42,349	\$43,618	\$44,928	\$46,280	\$47,674	\$49,109	\$50,565	\$52,083	\$53,664	\$55,266	\$56,930	\$58,635
	Bi-weekly	\$1,581.60	\$1,628.80	\$1,677.60	\$1,728.00	\$1,780.00	\$1,833.60	\$1,888.80	\$1,944.80	\$2,003.20	\$2,064.00	\$2,125.60	\$2,189.60	\$2,255.20
	Hourly	\$19.77	\$20.36	\$20.97	\$21.60	\$22.25	\$22.92	\$23.61	\$24.31	\$25.04	\$25.80	\$26.57	\$27.37	\$28.19
Longevity		20.15	20.75	21.38	22.02	22.68	23.36	24.06	24.78	25.53	26.29	27.08	27.89	28.73
Finance Manager	Annual	\$58,802	\$60,570	\$62,379	\$64,251	\$66,186	\$68,162	\$70,221	\$72,322	\$74,485	\$76,731	\$79,019	\$81,515	\$83,845
	Bi-weekly	\$2,261.60	\$2,329.60	\$2,399.20	\$2,471.20	\$2,545.60	\$2,621.60	\$2,700.80	\$2,781.60	\$2,864.80	\$2,951.20	\$3,039.20	\$3,135.20	\$3,224.80
	Hourly	\$28.27	\$29.12	\$29.99	\$30.89	\$31.82	\$32.77	\$33.76	\$34.77	\$35.81	\$36.89	\$37.99	\$39.19	\$40.31
Longevity		28.81	29.68	30.57	31.49	32.43	33.40	34.41	35.44	36.50	37.60	38.72	39.88	41.08
City Manager	Annual	\$117,998	\$121,538	\$125,185	\$128,940	\$132,808	\$136,792	\$140,896	\$145,123	\$149,477	\$153,961	\$158,580	\$163,337	\$168,238
	Bi-weekly	\$4,538.40	\$4,674.55	\$4,814.79	\$4,959.23	\$5,108.01	\$5,261.25	\$5,419.09	\$5,581.66	\$5,749.11	\$5,921.58	\$6,099.23	\$6,282.21	\$6,470.67
	Hourly	\$56.73	\$58.43	\$60.18	\$61.99	\$63.85	\$65.77	\$67.74	\$69.77	\$71.86	\$74.02	\$76.24	\$78.53	\$80.88

## **Section 3**

### **Fund Descriptions & Proposed FY 2025-26 Activities**

#### **Governmental and Capital Project Funds**

As described above, the City's budget is organized into several distinct fund types, each serving a specific purpose to support various aspect of municipal operations.

#### **Fund 10 General Fund**

This fund is the general operating fund of the City Departments (referred to "Department Code") which accounts for all financial resources and may be used for any City expense, except those legally or administratively required to be accounted for in other funds, at the discretion and approval of City Council.

Total Revenue projected is: \$1,069,316

Total Expenditures projected expenditure are: \$1,085,504

Fund Deficit: -\$16,180

#### **Dept. Code 100 - Mayor and City Council**

The City Council is the governing body and comprised of five elected members who serve as the policy making and legislative body of the City of Blue Lake. As the legislative body, the City Council enacts ordinances, adopts resolutions, and provides financial oversight through the adoption of an annual budget. The Council provides direction to the City Manager, conducts regular meetings to consider City business items and represents the City on a variety of regional boards, commissions, and authorities.

The FY 2025-26 Budget projects \$ 9,840 in expenditures related to the City Council.

Funding objectives for FY 2025-26 budget period include:

- Costs associated with the 2025 Recall Effort
- Recruitment and hiring of a permanent City Manager
- Recruitment and hiring of full-time City Clerk
- Council member training
- *Not recommended for funding at this time:* Attendance or trainings with the League of California Cities, securing consultants to facilitate Community Meetings to discuss the future of the former Blue Lake Power Plant or City Strategic Planning

**Dept. Code 160 - Legal**

Legal services are provided under a contract with the law firm of Mitchell Law Firm, LLP. located in Eureka, CA.

The City Attorney works directly for City Council and is provides a broad range of legal services to the City Council, City Manager, various city departments, and the Planning Commission as needed. Services include drafting and reviewing contracts, ordinances, regulations, and other documents, providing staff support to the City Council and Planning Commission at regular and special meetings, researching legal questions and providing legal opinions and advice, review of public record act requests and prosecuting and defending civil proceedings on behalf of the City and its officers and employees.

Attorneys specializing in specific areas of law may be consulted for projects such as the Election Recall effort, Housing Element, Labor Law or other specialized services.

The FY 2025-26 Budget projects \$21,375 in expenditures.

Funding objectives for FY 2025-26 budget period include:

- Costs associated with the 2025 Recall Effort
- Completion of Sixth Cycle Housing Element; and
- Memorandum of Agreement with California Housing & Community Development; and
- Initiation of Seventh Cycle Housing Element
- Transition assistance with the Acting, Interim and Permanent City Manager
- Consultations with Blue Lake Power Plant and other city agreements such as the Bike & Skate Park and McClure property negotiations.

**Dept. Code 180 - General Government**

The City Council-Manager is a form of City government that combines the political leadership of elected officials with the strong administrative experience of an appointed local government manager or 'City Manager'. The City Manager works under the direction of the City Council and is responsible for managing the day-to-day operations of the City. These duties include enforcement of City ordinances, authority to direct City employees, which includes appointment and removal, reorganize offices, positions or units, recommends the adoption of measures and ordinances, keeps the City Council advised of the financial condition and needs of the City, investigates complaints of service, exercises general supervision over all public buildings, parks and property, and prepares and presents an annual budget and salary plan.

The City Council also appoints the City Clerk with the duties and responsibilities established by California Government Code or as directed by the City Council. The City Clerk and the City Manager are expected to coordinate and implement council directives.

City Hall is a major point of contact with residents, vendors and contractors concerning City services. This office provides general direction to the public. In addition, the Department is responsible for administrative support for the receipt and expenditure of general funds, special street funds, other special funds, and trust funds.

Other department functions include specific costs incurred by the City that are not applicable to any one fund or department. These expenditures include audit, janitorial, tech support, copying services and City Hall and Skinner Store repairs and maintenance.

The FY 2025-26 Budget projects \$ 342,836 in expenditures related to the General Government department.

Funding objectives for FY 2025-26 budget period include:

- Hiring and on-boarding of re-established City Clerk position
- Leadership transition to successful retire incumbent Finance Manager of 32 years; and
- Recruit, hire and on-board Finance Manager successor
- Review and recommend adjustment of fees and rates
- Upgrade communication system
- Secure replacement employee health coverage by December 31, 2025

#### **Dept. Code 220 - Planning**

The City has secured Planning and Engineering services under contract with SHN Consulting Engineers and Geologist, located in Eureka, CA. City Planner services are provided by Garry Rees, and City Engineering services are provided by Mike Foget.

Planning Services include environmental review and implementation of the City's land use and development policies as identified in the General Plan. This includes administration of the City's zoning, subdivision, and environmental ordinances. The Planner also provides support to the Building Official, Director of Public Works, City Attorney, City Manager, City Council, and the Planning Commission.

Engineering Services include services for public facilities that fall within the General Fund as well as services related to the review, design and recommendation of transportation, water, wastewater, and building improvements and upgrades. The Engineer also provides support to the Building Official, Director of Public Works, City Attorney, City Manager, and City Council.

The FY 2025-26 Budget projects \$52,710 in expenditures related to the Planning department. Funding objectives for FY 2025-26 budget period include:

- Completion of the City's Sixth Cycle Housing Element Update
- Request for Proposal of Housing Element Consultant & service procurement
- Procuring Consultant for the City's Seventh Cycle Housing Element Update through a request for proposal

**Dept. Code 240 - Building**

The Building Official is the primary source of service and information to builders and the public regarding general construction and the City's building codes. This department serves architects, developers, contractors, homeowners, and others involved in the design, construction, and/or maintenance of private property in Blue Lake. This department processes applications, reviews plans, issues building permits, and prepares building records reports.

The FY 2025-26 Budget projects \$27,177 in expenditures related to the Building department. Funding objectives for FY 2025-26 budget period include:

- Assist the City Manager in the review and update of Building fees

**Dept. Code 260 - Law Enforcement**

Primary activity related to this Department is related to CalPERS-Safety Retirement funding obligations related to when the City operated a Police Department. The FY 2025-26 Budget projects \$13,351 in expenditures related to the retired law enforcement service operation.

**Dept. Code 280 - Animal Control**

The City contracts with the Humboldt County Animal Shelter for limited kennel and animal control services. The FY 2025-26 Budget projects \$11,019 in expenditures related to the Law Enforcement services. Funding objectives for FY 2025-26 budget period include:

- Negotiation of services in advance of fiscal year 2026-27

**Dept. Code 320 - Public Works - Streets**

This department provides for the upkeep, maintenance and operation of the City's street system. This includes regular street maintenance, and lighting maintenance. This department also provides for maintenance and repairs to public drainage ways and a portion of the Annie & Mary Trail.

The FY 2025-26 Budget projects \$180,762 in expenditures related to the Public Works-Streets. Funding objectives for FY 2025-26 budget period include:

- Street maintenance activities including pothole repair, painting and general maintenance activities throughout the City.

**Dept. Code 425 - Park Facilities**

The City has approximately 7.4 acres of parkland facilities for active and passive recreational community use. *Public Works* staff perform general maintenance and repair to park facilities including Prasch Hall, Perigot Park, the Town Square, gymkhana grounds, trails, the Tot Lot, tennis courts, and other open spaces, and is overseeing development of the Blue Lake Bike & Skate Park. *Recreation Department* staff oversee and administer special event permits, facility rental and other coordination activities.

The FY 2025-26 Budget projects \$186,763 in expenditures related to the Park Facilities. Funding objectives for FY 2025-26 budget period include:

- Review and recommend adjustment of facility rental and special event fees

**Dept. Code 445 – Recreation**

This Budget supports general recreation activities including youth and adult league programs at Prasch Hall, fields, courts, playgrounds and trails. Staff is also responsible for coordinating City sponsored seasonal festivals, tournaments and special events as well as private events. City staff engage in marketing and foster community partnerships. Staff is also responsible for grant administration. Skate Hall, use of Bocci Courts,

The FY 2025-26 Budget projects \$218,190 in expenditures.

**Dept. Code 900 - Capital Outlay**

Fund activity within this Dept. for FY 2025-26 are related to the Blue Lake Truck Route Improvement Project – Phase 1 Greenwood Ave for construction activities conducted between July and late September 2025. The majority of the Blue Lake Truck Route Project was completed during FY 2024-25.

**Fund 11 - Recreation Economic Analysis Fund**

This fund accounts for the receipt and use of funds related to the City's RV park and campground economic analysis project. *No funding or proposed activity.*

**Fund 12 - American Rescue Plan – COVID Relief Fund**

This fund accounts for the receipt and use of Federal COVID relief funds. *No funding or proposed activity.*

**Fund 13 – State Park Per Capita Program Fund**

This fund accounts for the receipt and use of California State Park's "State Per Capita Program" funds. Funds are available for local park rehabilitation, creation, and improvement grants to local governments on a per capita basis. *No funding or proposed activity.*



## **Fund 25 - Highway Users Tax Fund**

This fund accounts for the City's receipt and use of State gas tax funds for which use is restricted to street maintenance activities. The City receives an allocated share of the revenue derived from State taxes on gasoline in which the allocation is determined by two factors: 1) the total amount of State-wide collections from highway user gas taxes and 2) the City's population relative to the population of all California cities.

The City uses these funds to support the cost of street maintenance performed by the Public Works Department. During the year, funds are transferred from this fund into Fund 10 – General Fund, Dept. Code 320 to support Public Works activities. No direct expenditures are charged to this fund.

City Council approved Resolution 1236 "SB 1 Funding and Project Adoption" at their regular meeting of June 27, 2025 which allocated approximately \$31,508 for painting and pothole road repair work on G Street, Hartman Avenue, Chartin Road and South Railroad.

The FY 2025-26 Budget projects \$73,155 in revenue and \$ 73,155 in expenditures from this fund. Funds are transferred into Fund 10, Dept. 320 Public Works to support street maintenance activities.

## **Fund 30 - Transportation Development Act Street Fund**

This fund accounts for the City's receipt and use of State Transportation Development Act funds for which the use is restricted to street maintenance activities. These funds are distributed by the Humboldt County Association of Governments (HCAOG).

The FY 2025-26 Budget projects \$59,998 in revenue and \$59,998 in expenditures in this fund. Funds are transferred into Fund 10, Dept. 320 Public Works to support street maintenance activities.

## **Fund 31 – Transportation Development Act Purchased Transportation Fund**

This fund accounts for the City's receipt and use of State Transportation Development Act funds for which the use is restricted to public transit services. These funds are distributed by the Humboldt County Association of Governments (HCAOG).

The FY 2025-26 Budget projects \$15,600 in revenue from HCAOG, and \$15,600 is passed through the City to Humboldt Transit Authority for related transit service expenditures.

This represents a reduction of almost 50% from FY 2024-25 Budget due to the HCOAG funds being split between the City and Blue Lake Rancheria.

### **Fund 32 – AB-939 Solid Waste Reduction/Recycling Fund**

The AB 939 funds are dedicated to the development and implementation of integrated waste management and recycling programs. The funds come from a combination of CalRecycle's Beverage Container City/County Payment Program and Humboldt Waste Management Authority's allocation for the City of Blue Lake's AB 939 Pass Through Fee, and is restricted to waste reduction activities.

The City has used these funds to purchase recycling containers as well as funding three community-wide free green waste disposal days (two in the Fall, one in the Spring).

The FY 2025-26 Budget projects \$10,530 in revenue and \$7,000 in expenditures.

### **Fund 33 - Supplemental Law Enforcement Services Fund**

This fund accounts for the City's receipt and use of State revenues derived from the Citizens for Public Safety (COPS) Program which is restricted to use for law enforcement/public safety activities. The City uses these funds to pay for law enforcement services provided by the Humboldt Sheriff's Department. the current contract with the Sheriff Department provides access to the full scope of the Sheriff Department's services, including, patrol services, detective services, coroner services, SWAT, etc.

The FY 2025-26 Budget projects \$185,771 in revenue and \$170,159 in expenditures.

- Negotiation of services in advance of fiscal year 2026-27

### **Fund 34 - Regional Surface Transportation Fund**

This fund accounts for the City's receipt and use of State Regional Surface Transportation Program funds for which the use is restricted to street maintenance activities. These funds are distributed by the Humboldt County Association of Governments (HCAOG).

The FY 2025-26 Budget projects \$13,081 in revenue and \$13,081 in expenditures, with funds transferred into Fund 10, Dept. 320 Public Works to support street maintenance activities.

## **Fund 36 – Powers Creek District Fund**

### **Dept. Code 000 – Powers Creek**

This fund is utilized for the maintenance and operation by Public Works staff of City owned properties and infrastructure located in the Powers Creek District. Revenue is generated by leases of City-owned property within the Powers Creek District.

The FY 2025-26 Budget projects \$27,250 in expenditures.

### **Dept. Code 360 – Powers Creek District**

This fund supports economic development activities within the City.

The FY 2025-26 Budget projects \$2,300 in expenditures.

### **Dept. Code 362 – Powers Creek District Expansion**

This fund supports activities related to third-party development proposals.

The FY 2025-26 Budget projects \$0 in expenditures.

### **Dept. Code 900 – Powers Creek District**

This fund supports receipts of revenues for proposed projects within the Powers Creek District. There are no proposed projects for FY 2025-26.

## **Fund 38 - CDBG Non-Program Income Fund**

This fund is considered part of the General Fund and represents the de-federalized Community Development Block Grant Program (CDBG) funds accumulated by the City. These funds are primarily used by the City for revolving small business and homeowner loans.

The FY 2025-26 Budget projects \$14,750 in revenue with \$0 in expenditures.

## **Fund 42 - CDBG Program Income Holding Fund**

This fund accounts for the City's receipt of loan principal and interest payments related to the City's Community Development Block Grant Program (CDBG). At the end of each fiscal year total receipts are transferred as follows:

1. If receipts are \$35,000 or more they are transferred to Fund 44 where they are used to make new housing loans or grants in accordance with CDBG program guidelines;
2. If receipts are less than \$35,000 they become de-federalized and are transferred to Fund 38.

The FY 2025-26 Budget projects \$4,750 in revenue and \$4,750 will be transferred into Fund 38.

### **Fund 44 - CDBG Program Income Fund**

This fund accounts for the City's operation of its Community Development Block Grant Program (CDBG). Funds are transferred from Fund 42 where they are used to make new housing loans or grants in accordance with CDBG program guidelines.

The FY 2025-26 Budget projects \$5,000 in revenue and \$7,200 transferred into Fund 38.

### **Fund 45 – Blue Lake Bike & Skate Park Fund**

1. A newly created, dedicated fund to receive and expend revenues exclusively for the development, maintenance and operation of the Blue Lake Bike and Skate Park. The fund is expected receive revenues exclusively for the receipt of funds donated and/or granted to the City for the development, maintenance and operation of the Blue Lake Bike and Skate Park. No expenditures shall be made from this fund unless sufficient revenues are on hand to cover the proposed spending, and the expenditure has been expressly approved by the City Council.

The FY 2025-26 Budget receipt of \$8,000 in revenue and \$8,045 in expenditures.

### **Proprietary Funds:**

### **Fund 60 -Water Operating Fund**

This fund accounts for the operations of the City's water utility, a self-supporting activity which renders services on a user-charge basis to its customers.

The FY 2025-26 Budget projects \$654,133 in revenue and \$742,603 in expenditures.

### **Fund 61 - Water Connection Fee Fund**

This fund accounts for the City's receipt and use of connection fees charged for each new connection to the City's water system. The use of these funds is restricted for capital improvements that add capacity to the water system.

The FY 2025-26 Budget projects \$5,980 in revenue and \$0 in expenditures.

### **Fund 62 - Water Capital Reserve Fund**

The function of this fund is to account for water utility funds that have been reserved for capital improvements, capital repair and replacement, or major equipment purchases.

The FY 2025-26 Budget projects \$405 in revenue and \$0 in expenditures.

### **Fund 64 - Turbidity Reduction Facility Reserve Fund**

This fund accounts for the City's receipt of fees charged to its water utility customers for the purpose of funding the City's cost share of the 20-year debt service used to finance the Humboldt Bay Municipal Water District's (the City's wholesale water supplier) construction of a \$9.5 million water filtration plant.

The FY 2025-26 Budget projects \$11,585 in revenue and \$11,685 in expenditures.

### **Fund 70 - Sewer Operating Fund**

This fund accounts for the operations of the City's wastewater utility, a self-supporting activity which renders services on a user-charge basis to its customers.

The FY 2025-26 Budget projects \$591,663 in revenue and \$611,204 in expenditures.

### **Fund 71 - Sewer Connection Fee Fund**

This fund accounts for the City's receipt and use of connection fees charged for each new connection to the City's waste-water system. The use of these funds is restricted for capital improvements that add capacity to the waste-water system.

The FY 2025-26 Budget projects \$9,532 in revenue and \$0 in expenditures.

### **Fund 72 - Sewer Capital Reserve Fund**

This fund establishes a reserve for capital improvements, capital repair and replacement, or major equipment purchases.

The FY 2025-26 Budget projects \$35,000 in revenue and \$0 in expenditures.

### **Other Funds**

### **Fund 80 - Dental/Vision Trust Fund**

This fund operates as a trust reserve to fulfill the City's commitment to self-insure the employee Dental and Vision Benefit Program. Contributions to this fund come from internal City transfers at the rate of \$20 per covered person for each bi-weekly pay period. The primary function of the fund is to retain cash reserves to be able to pay 100% of all allowed benefits if all covered individuals presented claims in one fiscal year.

The FY 2025-26 Budget projects \$7,800 in revenue and \$7,800 in expenditures.

**Section 4**  
**FY 2025-26 Operating Budget**

**Revenue & Expense Summary Sheet**  
**Revenue Sheet by Fund**  
**Expense Sheet by Fund**

Revised Budget No. 4  
Fiscal Year 2025-26

Jan. 22 2026

Revised Budget No. 4  Fiscal Year 2025-26  Jan. 22 2026	Fund 10												Fund 11	Fund 13	Fund 25	Fund 30	Fund 31	Fund 32	Fund 33	Fund 34	Fund 36			Fund 38	Fund 42	Fund 44	Fund 45	Fund 60	Fund 61	Fund 62	Fund 64	Fund 70	Fund 71	Fund 72	Fund 80	Actual Projected Estimates FY 2024-25 (Ending June 30)	% Change	Proposed Fiscal Year 2025-26 Budget						
	General Fund																																											
	000	100	160	180	220	240	260	280	320	425	445	900																																
	No Dept	Mayor & Council	Legal	General Gov't	Planning	Building	Law Enforcement	Animal Control	Public Works Streets	Park Facilities	Recreation	Capital Outlay									Recreation Economic Analysis Fund	State Park Per Capita Program Fund	Highway Users Tax																TDA Street	TDA Purchased Transportation	AB 939 Solid Waste & Recycling	Supplemental Law Enforcement Services	Regional Surface Transportational Program	Powers Creek District Fund
Revenue	\$611,493	\$0	\$0	\$0	\$19,639	\$20,000	\$15,768	\$2,565	\$146,234	\$40,911	\$117,190	\$95,516	\$0	\$0	\$73,155	\$59,998	\$15,600	\$10,530	\$185,771	\$13,081	\$27,250	\$0	\$0	\$14,750	\$5,300	\$7,200	\$8,000	\$654,133	\$5,980	\$405	\$11,585	\$591,663	\$9,532.00	\$35,000	\$7,800		\$2,806,049							
Expense	\$0	\$9,840	\$21,375	\$342,836	\$52,710	\$27,177	\$13,351	\$11,019	\$180,762	\$186,763	\$218,196	\$21,475	\$0	\$0	\$73,155	\$59,998	\$15,600	\$7,000	\$170,159	\$13,081	\$750	\$2,300	\$0	\$0	\$4,850	\$5,000	\$8,045	\$742,603	\$0	\$0	\$11,685	\$611,204	\$0	\$0	\$7,800		\$2,818,734							
Net	\$611,493	-\$9,840	-\$21,375	-\$342,836	-\$33,071	-\$7,177	\$2,417	-\$8,454	-\$34,528	-\$145,852	-\$101,006	\$74,041	\$0	\$0	\$0	\$0	\$0	\$3,530	\$15,612	\$0	\$26,500	-\$2,300	\$0	\$14,750	\$450	\$2,200	-\$45	-\$88,470	\$5,980	\$405	-\$100	-\$19,541	\$9,532	\$35,000	\$0		-\$12,685							

	Total Revenue	Total Expense	Balance
FY 2024-25			
General Fund	\$1,089,316	\$1,085,504	\$16,188
Special Funds	\$430,635	\$439,938	\$(60,697)
Water	\$622,400	\$724,288	\$(101,196)
Wastewater	\$636,195	\$617,200	\$18,995
Dental/Vision	\$7,800.00	\$7,800	\$0
Total	\$2,806,049	\$2,818,734	-\$12,685

	Total Revenue	Total Expense	Balance
FY 2024-25			
General Fund	\$2,573,034	\$2,560,812	\$13,788
Special Funds	\$517,440	\$600,300	\$(82,768)
Water	\$626,110	\$703,929	\$(77,821)
Wastewater	\$669,291	\$686,095	\$(16,196)
Dental/Vision	\$7,897.98	\$8,600	\$805
Total	\$4,371,765	\$4,458,757	-\$86,992



**Revised Budget No. 4**  
**Fiscal Year 2025-26**

\$46,044

GL	Revenues
100	100
101	101
102	102
103	103
104	104
105	105
106	106
107	107
108	108
109	109
110	110
111	111
112	112
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Revised Budget No. 4 Fiscal Year 2025-26			Fund 10												Fund 11	Fund 13	Fund 25	Fund 30	Fund 31	Fund 32	Fund 33	Fund 36			Fund 38	Fund 42	Fund 44	Fund 45	Fund 60	Fund 61	Fund 62	Fund 64	Fund 70	Fund 71	Fund 72	Fund 80	Actual Projected Estimates FY 2024-25 (Ending June 30)	% Change	Proposed Fiscal Year 2025-26 Budget
			General Fund												Recreation Economic Analysis Fund	State Park Per Capita Program Fund	Highway Users Tax	TDA Street	TDA Purchased Transportation	AB 939 Solid Waste & Recycling	Supplemental Law Enforcement Services	Regional Surface Transportational Program	Powers Creek District Fund	Dept 360 Powers Creek District Maint	Dept 362 Powers Creek District Expansion	CDBG Non- Program Income Fund	CDBG Program Income- Holding Fund	CDBG Program Income - Revolving Fund	Bike & Skate Park	Water Operating Fund	Water Connection Fee Fund	Water Capital Reserve Fund	Turbidity Reduction Facility Reserve Fund	Sewer Operating Fund	Sewer Connection Fee Fund	Sewer Capital Reserve Fund			
GL	Revenues		000	100	160	180	220	240	260	280	320	425	445	900																									
			No Dept	Mayor & Council	Legal	General Gov't	Planning	Building	Law Enforcement	Animal Control	Public Works Streets	Park Facilities	Recreation	Capital Outlay																									
1	4010	Property Tax-Secured	\$161,045																														\$159,451	1%	\$161,045				
2	4020	Property Tax Unsecured	\$6,166																														\$6,105	1%	\$6,166				
3	4030	Property Tax-Supplemental	\$2,161																														\$2,140	1%	\$2,161				
4	4040	Property Tax-Prior Years	\$2,191																														\$2,169	1%	\$2,191				
5	4050	Interest Income/Penalties on Delinquent Taxes	\$4,946																														\$4,897	1%	\$4,946				
6	4070	Sales & Use Tax	\$174,620																														\$174,620	0%	\$174,620				
7	4080	HCAOG Transportation Tax - Transit																															\$0		\$15,600				
8	4085	HCAOG Transportation Tax																															\$27,640	117%	\$59,955				
9	4090	Real Property Transfer Tax	\$3,761																														\$3,724	1%	\$3,761				
10	4095	Transient Occupancy Tax	\$872																														\$872	0%	\$872				
11	4110	Franchise Fee-Cable TV	\$11,980																														\$11,980	0%	\$11,980				
12	4120	Franchise Fee-Pacific Gas & Electric	\$18,320																														\$18,320	0%	\$18,320				
13	4130	Franchise Fee-Garbage Hauler	\$18,379																														\$18,379	0%	\$18,379				
14	4140	Business License Taxes	\$18,473																														\$18,473	0%	\$18,473				
15	4160	Animal License & Fees								\$2,565																							\$2,565	0%	\$2,565				
16	4170	Building Permits & Fees						\$20,000																									\$23,048	-13%	\$20,000				
17	4210	Vehicle Code Fines	\$0																														\$0		\$0				
18	4310	Interest Earned	\$17,245														\$518	\$43		\$0	\$500		\$0		\$3,800	\$250	\$7,200	\$12,635	\$5,980	\$405		\$0	\$9,532	\$35,000	\$1,060	\$105,139	-10%	\$94,168	
19	4311	Interest - CDBG Loans																							\$0	\$50							\$12,975	-100%	\$50				
20	4400	Rent, Miscellaneous rents										\$0																					\$0		\$0				
21	4403	Rent, Little League										\$1,000																					\$1,000	0%	\$1,000				
22	4404	Rent, Monda Way																				\$27,250											\$15,896	71%	\$27,250				
23	4405	Rent, Resource Center										\$12,191																					\$12,191	0%	\$12,191				
24	4406	Rent, Care Taker Cabin										\$7,920																					\$7,920	0%	\$7,920				
25	4408	Park Facilities Rental										\$19,800																					\$13,180	50%	\$19,800				
26	4413	2103 Highway User Tax															\$11,524																\$11,524	0%	\$11,524				
27	4415	2105 Highway User Tax															\$7,494																\$7,494	0%	\$7,494				
28	4416	2106 Highway User Tax															\$9,824																\$9,824	0%	\$9,824				
29	4417	2107 Highway User Tax															\$9,912																\$9,912	0%	\$9,912				
30	4418	2107.5 Highway User Tax															\$1,000																\$1,000	0%	\$1,000				
31	4419	Highway User Tax - Rd Maintenance Rehab Acct															\$32,883																\$32,883	0%	\$32,883				
32	4420	Motor Vehicle in-lieu	\$151,627																														\$151,627	0%	\$151,627				
33	4421	Other State Grants												\$95,516					\$5,000			\$0										\$1,617,853	-94%	\$100,516					
34	4422	Homeowners Property Tax Relief	\$1,375																														\$1,362	1%	\$1,375				
35	4430	AB 939 - Tipping Fees (HWMA Pass Thru)																	\$5,530														\$5,528	0%	\$5,530				
36	4438	SLESF Grant																		\$185,271													\$185,271	0%	\$185,271				
37	4440	Prop 172 Public Safety							\$15,768																								\$15,768	0%	\$15,768				
38	4442	RSTP Funds																		\$13,081												\$13,081	0%	\$13,081					
39	4461	Other County Grants	\$0																														\$12,814	-100%	\$0				
40	4471	Federal Grants																															\$36,013	55%	\$55,999				
41	4490	Miscellaneous Grants	\$6,000																														\$1,384	695%	\$11,000				
42	4502	Planning Cost Recovery & Fees					\$19,639																										\$19,639	0%	\$19,639				
43	4503	City Attorney Cost Recovery & Fees	\$148																														\$2,054	35%	\$2,766				
44	4504	Public Works Cost Recovery & Fees	\$2,115																														\$445	0%	\$2,560				
45	4505	Administrative Fees	\$2,705																														\$1,155	0%	\$5,185				
46	4507	City Engineering Cost Recovery & Fees	\$808																														\$808	0%	\$808				
47	4509	Other Cost Recovery	\$3,165																														\$0		\$18,965	-79%	\$3,965		
48	4512	Service to Others																															\$10,758	-25%	\$8,095				
49	4550	Parks & Rec-Skating											\$80,000																				\$74,513	7%	\$80,000				
50	4552	Parks & Rec - Games/Vending Machines											\$2,743																				\$2,743	0%	\$2,743				
51	4554	Parks & Rec-Summer Recreation Program											\$11,447																				\$26,908	-57%	\$11,447				
52	4556	Parks & Rec - Fees											\$10,000																				\$32,687	-69%	\$10,000				
53	4560	Parks & Rec - Concession Revenue											\$13,000																				\$17,072	-24%	\$13,000				
54	4566	Park & Rec - Donations																															\$67,189	-88%	\$8,000				
55	4610	Water Sales																															\$566,181	4%	\$566,181				
56	4630	Water Late Charges																															\$8,742	0%	\$8,745				
57	4680	Turbidity RF Water																															\$8,208	41%	\$11,585				
58	4710	Sewer Charges																															\$577,798		\$577,798				
59	4730	Sewer Late Charges																															\$8,742		\$5,000				
60	4945	Loan Payment Revenue - Housing																															\$29,782	-83%	\$5,000				
61	4946	Loan Payment Revenue - Business																															\$1,200	0%	\$1,200				
62	4950	Miscellaneous Other Revenue	\$500																																				

## Jan. 22 2026

4080	HCOAG Transportation Tax - Transit																																		\$0	\$0
4085	HCOAG Transportation Tax - Streets																																	\$0	\$0	
4310	Interest Earned																																	\$0	\$0	
4413	2103 Highway Users Tax																																	\$0	\$0	
4415	2105 Highway Users Tax																																	\$0	\$0	
4416	2106Highway Users Tax																																	\$0	\$0	
4417	2107 Highway Users Tax																																	\$0	\$0	
4418	2107.5 Highway Users Tax																																	\$0	\$0	
4419	Highway Users Tax - Rd Maint. Rehab																																	\$0	\$0	
4442	RSTP Funds																																	\$0	\$0	
4730	Sewer Late Charges																																	\$0	\$0	
5001	Salaries, Regular Fulltime				\$79,889					\$41,300	\$62,146	\$65,142					\$0			\$0	\$0							\$132,011			\$148,273	\$480,546	10%	\$528,761		
5002	Salaries, Regular Parttime				\$32,274	\$3,418	\$21,840			\$9,606	\$12,809	\$75,052					\$0			\$3,202								\$53,181			\$46,776	\$214,309	20%	\$258,158		
5005	Call Outs/Standby																												\$3,840			\$3,840	\$7,505	2%	\$7,680	
5007	Management Leave Paid				\$0																							\$0			\$0	\$1,731	-100%	\$0		
5008	Compensation Time Paid				\$0					\$0	\$0	\$0					\$0											\$0			\$0	\$9,370	-100%	\$0		
5009	Vacation Time Paid				\$0					\$0	\$0	\$0					\$0											\$0			\$0	\$26,139	-100%	\$0		
5010	PPTO																												\$0			\$0	\$190	-100%	\$0	
5110	City Council Stipend			\$3,000																													\$3,000	0%	\$3,000	
5011	Over Time Paid				\$4,500					\$1,500	\$200	\$650																\$5,000			\$4,800	\$6,522	155%	\$16,650		
5014	Salaries, Rounds/Call Back																											\$11,223			\$11,223	\$21,728	3%	\$22,446		
5015	Severance				\$3,750																							\$7,500			\$7,500	\$11,250	67%	\$18,750		
5021	Payroll Taxes (ss/medicare/sui)				\$9,269	\$247	\$1,797			\$4,008	\$5,912	\$12,232					\$0			\$0	\$258							\$16,								

## Definitions

**Revenue Sources:** The primary sources of revenue for the City are as follows:

**General Fund** - property taxes, sales and use tax, utility users tax, transient occupancy tax, franchise fees, licenses and permits, vehicle code fines, rents for use of facilities, motor vehicle license fee (in-lieu tax), Proposition 172 and County of Humboldt Measure Z public safety funds, Federal, State, and other grants restricted to specific purposes, investment income, and transfers from other funds.

**Special Revenue Funds** - state gas and other transportation taxes along with State grants restricted to specific purposes such as: law enforcement, transportation and recycling. Principal and interest loan payments for CDBG loan program.

**Water and Sewer Funds** - charges for services, investment income, and other miscellaneous revenues.

**Expenditures-**The primary expenditures for the City are as follows:

**Salaries & Wages** – compensation of City personnel.

**Employee Benefits** – all costs associated with City personnel benefits including payroll taxes, retirement, and various types of insurance.

**Contracted Professional Services** – all costs associated with contracted legal, engineering, planning, building official, audit, accounting, actuarial, and information technology services.

**Other Contracted Services** – all costs associated with contracted janitorial services, lab tests, public transit services, animal shelter services, law enforcement services, alarm services, and other services. Also, includes council stipends.

**Insurance** – general liability and property insurance.

**Interest Expense** – interest payments made from a proprietary fund. Interest payments related to a governmental fund are categorized as debt service.

**Repairs & Maintenance** – all costs associated with maintenance of facilities, equipment and vehicles.

**Supplies** – departmental, office and concession supplies.

**Utilities** – telephone, water, sewer, gas and electricity.

**Other Expenses** – advertising, postage, publications, subscriptions, fees, property taxes, liability claims, training, travel, and other expenses that are not included in the above categories.

**Capital Outlay** – all acquisitions or projects with a total cost of \$5,000 or more and a life of one year or more.

**Debt Service** – principal and interest payments made from a governmental fund.

**RESOLUTION NO. 1251**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE, CALIFORNIA,  
ADOPTING THE OPERATING FOR FISCAL YEAR 2025-26**

**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 Manager’s proposed budget for the fiscal year beginning July 1, 2025 and ending June 30, 2026, has been reviewed, discussed and revised at several duly noticed public meetings by the City Council; and

**WHEREAS**, the City Council approved four 60-day extensions to the FY 2024-25 Budget including: Resolution 1237 (June 27, 2025), Resolution 1241 (August 26, 2025), Resolution 1245 (October 28, 2025) and Resolution 1248 (December 23, 2025) concluding on January 27, 2026 to enable development and review of the proposed Fiscal Year 2025-26 Budget; and

**WHEREAS**, the voters of California added Article XIII(B) to the State Constitution placing limitations on the appropriations limitations of Blue Lake’s revenues; and

**WHEREAS**, the City of Blue Lake used the percentage change in the population factor as of January 1, 2025, in conjunction with a change in the cost of living, or price factor, to calculate the appropriation limit for fiscal year 2025-26 as presented in *Attachment A*.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Blue Lake City Council does hereby and adopt the City of Blue Lake Fiscal Year 2025-26 Operating Budget comprised of revenues totaling \$2,806,049 and expenditure appropriations in the amount of \$2,818,734, with a net draw from the fund balance(s) as follows:

<b>Fund No.</b>	<b>Estimated 7/1/2025 Balance</b>	<b>Net Draw</b>	<b>Anticipated 6/30/2026 Balance</b>
10 - General	\$895,348.97	-\$16,188.00	\$879,160.97
60 - Water	\$429,825.35	-\$88,470.00	\$341,355.35
70 - Sewer	-\$213,453.14	-\$19,541.00	\$-232,994.14

**BE IT FURTHER RESOLVED**, that staffing positions are adopted and funded in the FY 2025-26 Operating Budget as presented in *Attachment B* “Position Allocation Table”:

**BE IT FURTHER RESOLVED**, as follows:

1. It is the City Council’s intention to approve and adopt an annual budget to provide financial guidance for routine operations of City’s business, and capital projects and to provide information to the general public.
2. The adopted annual City budget will be implemented and maintained in accordance with the City’s Financial Policy
3. Adoption of the annual budget does not expressly approve expenditure of funds in excess of purchasing authority as outlined by City Resolution, Ordinance, State or Federal law.

4. Adoption of the FY 2025=26 budget includes the inter-fund transfers in the total amount of \$155,984 comprised as follows:

Transfer From Fund	General Ledger No.	Fund Title	Amount		Transfer To Fund	General Ledger No.	Fund Title	Amount
25	7980	Highway Users Tax Fund	\$73,155		10	4980	Dept. 320 Public Works Streets	\$73,155
30	7980	TDA Street Fund	\$59,998		10	4980	Dept. 320 Public Works Streets	\$59,998
34	7980	Regional Surface Transportation Program Fund	\$13,081		10	4980	Dept. 320 Public Works Streets	\$13,081
					<b>Total</b>			<b>\$146,234</b>
42	7980	CDBG Program Income-Holding Fund	\$4,750		38	4980	CDBG Non-Program Income Fund	\$4,750
44	7980	CDBG Program Income-Revolving Fund	\$5,000		38	4980	CDBG Non-Program Income Fund	\$5,000
					<b>Total</b>			<b>\$9,750</b>

5. That the City establishes Fund 45 “*Blue Lake Bike & Skate Park Fund*” to receive revenues exclusively for the receipt of funds donated and/or granted to the City for the development, maintenance and operation of the Blue Lake Bike and Skate Park. No expenditures shall be made from this fund unless sufficient revenues are on hand to cover the proposed spending, and the expenditure has been expressly approved by the City Council.

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

PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
John Sawatzky, Mayor

ATTEST:

\_\_\_\_\_  
City Clerk, City of Blue Lake

RESOLUTION NO. 1251

**ATTACHMENT “A” TO RESOLUTION 1251  
CALCULATIONS FOR DETERMINING THE FISCAL YEAR 2025-56 APPROPRIATIONS LIMIT**

Article XIII B of the California Constitution, adopted by Proposition 4 in November 1979, and amended in 1990 by Proposition 111, imposes restrictions on the amount of revenues that can be received and appropriated in a fiscal year (Gann Limit). Only revenues defined as “proceeds of taxes” are restricted by the limit. Generally, revenues restricted as to use, enterprise fund revenues, and charges for services not exceeded the cost of providing the services are not considered proceeds of taxes. Also, certain expenditures are considered exempt from the limit. During any fiscal year a city may not appropriate any proceeds of taxes they receive in excess of their limit.

The appropriations limit is based on actual appropriations during the base year of 1978-79, and is adjusted using a price factor based on the growth in the State per capita personal income and a population factor based on growth in the City’s population. The appropriations limit must be adopted each year by resolution of the City Council.

**FY 2025-26 ANNUAL ADJUSTMENT FACTORS:**

**Price Factor** (conversion to ratio)

Percent Growth in State Per Capita Personal Income as provided by State of California Department of Finance:  
6.44% = 1.0644

**Population Factor** (conversion to ratio)

Annual Percent Growth in the City of Blue Lake Population January 1, 2024 to January 1, 2025 as provide by the State of California Department of Finance:

-70%= 0.9930

**Calculation of Annual Adjustment Factor**

Price Factor x Population Factor = 1.0644 x 0.9930 = 1.0569

**FY 2025-26 Appropriations Limit Calculation**

FY 2025-26 Limit= FY 2024-25 Limit x Adjustment Factor

FY 2025-26 Limit = \$1,446,071 x 1.0569

FY 2025-26 Limit= \$1,528,424

**Estimated Appropriations Subject to the Gann Limit for FY 2025-26**

Proceeds of Taxes	\$ 523,106
Exclusions	<u>0</u>
Total Appropriations Subject to Limit	\$ 523,106
 Current Limit	 \$ 1,528,424
Under Limit	\$ 1,005,318

**Attachment B**  
**Position Allocation Table**  
**Fiscal Year 2025-26**

Department/Position	Full-Time Employee (FTE's)			
	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
<b>Administration</b>				
City Manager	0.70	0.70		
City Clerk		1.00		
Deputy City Clerk	0.25			
<b>Total FTE's</b>	<b>0.95</b>	<b>1.70</b>		
<b>Finance</b>				
Finance Manager	1.00	1.00		
Office Clerk	0.50	0.50		
Account Specialist I/II	1.40	1.50		
<b>Total FTE's</b>	<b>2.90</b>	<b>3.00</b>		
<b>Public Works</b>				
Public Works Director	0.30	0.30		
Building Official	0.25	0.25		
Public Works Superintendent	1.00	1.00		
Public Works Supervising Operator	1.00	1.00		
Water Operator	1.00	1.00		
Facilities Maintenance I/II	1.75	1.75		
<b>Total FTE's</b>	<b>5.30</b>	<b>5.30</b>		
<b>Parks &amp; Recreation</b>				
Parks & Recreation Director	1.00	1.00		
Asst. Parks & Recreation Director	1.00	1.00		
Recreational Coordinator	0.50	0.00		
Recreational Specialist I/II	1.50	1.25		
<b>Total FTE's</b>	<b>4.00</b>	<b>3.25</b>		
<b>Total City FTE's</b>	<b>13.15</b>	<b>13.25</b>		

- 1) Deputy City Clerk was a part-time employee employed from May 2025 to November 2025
- 2) Asst. Parks & Recreation Director was promoted to full time in February 2025 (FY 2024-45)
- 3) City Manager also serves as Public Works Director





Agenda Item: 12

# City of Blue Lake

## Staff Report

**Agenda Item #:** 12

**Date:** January 20, 2026 *For Meeting Of: January 27, 2026*

**Subject:** Appointment to Arts and Heritage Commission

**Recommended Action:** That the City Council:

1. Review and Consider Appointment of Sherri Green and Seamus Kistner to Fill Two Vacant Seats on the Arts and Heritage Commission; and
2. Direct staff to continue recruitment efforts for the next 45- days and return with recruitment results; and
3. Other direction as appropriate.

### SUMMARY:

The terms of three (3) of the *seven* City's Arts and Heritage Commissioners are set to expire on January 30<sup>th</sup>, and there are four (4) existing vacancies for an unexpired term ending January 2027. City Council is asked to consider and discuss the two received applications for either reappointment or appointment to the commission.

Appointment of two members will ensure a quorum (4) of Commissioners are able to meet and take action.

### DISCUSSION:

Members of the City's committees serve an important role in advising staff and the City Council on matters that influence and shape the future of the community. The City of Blue Lake established the Arts and Heritage Commission through the City's Municipal Code Title 2, Chapter 2.40. The Commission is an advisory committee and consists of five members who serve for a 2-year term period, serving on staggered terms. The purpose of the Arts and Heritage Commission is to preserve, promote and develop artistic and cultural expression in the City.

Unlike other city commissions, the Arts and Heritage Commission consists of *seven members*, and may add advisory members up to 10 non-voting members. No fewer than five members shall be residents of the City, and the remaining members must either live, work or conduct business in the geographical area encompassed within a three-mile radius of Blue Lake City. All members shall be appointed by the City Council. All members shall be appointed by the City Council and shall receive no compensation.

Council is asked to review the received applications for reappointment and/or appointment for the upcoming term period, with three appointees serving until January 30, 2028 and appoint one person to serve the remainder of the vacant term ending January 30, 2027.

## Agenda Item: 12

Members of the Arts and Heritage Commission are required by the Political Reform Act and the City's Conflict of Interest Code, to file Statements of Economic Interest, Form 700, disclosing personal assets and income within 30 days of appointment, annually thereafter and upon leaving office. Commissioners must disqualify themselves from participating in decisions which may affect their personal economic interests. Statements of Economic Interests are public documents retained by the City Clerk and may be inspected by any member of the public.

### Economic Development Commissioners

Name	Term Expiration	Status
Sherri Green	January 30, 2026	<i><b>Sherri Green</b> submitted an application for reappointment</i>
<i>Vacant</i>	January 30, 2026	<i><b>Seamus Kistner</b> submitted an application for appointment</i>
<i>Vacant</i>	January 30, 2026	
<i>Vacant</i>	January 30, 2027	
Cindy Phillips	January 30, 2027	Filled
Barbara Russell	January 30, 2027	Filled
<i>Vacant</i>	January 30, 2027	<i>Formerly held by Elizabeth McKay, resigned Fall 2025</i>

### ALTERNATIVES:

1. Temporarily reduce or suspend Commission duties until vacancies are filled; or
2. Consider an agenda item to discuss consolidation of duties to another Commission until vacancies are filled.

**FISCAL IMPACT:** There are no fiscal impacts associated with this action.

### ATTACHMENT:

1. Attachment: Art and Heritage Duties and Powers
2. Attachment: Applications from
  - a. Sherri Green

### Review Information:

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

Comments:

Excerpt from the Blue Lake Municipal Code  
**Arts and Heritage Commission**

The Commission shall have the following duties:

- A.** To serve in an advisory capacity to the City Council, and as appropriate or directed, the City Manager, designated City staff and Commissions, in all matters pertaining to the preservation, promotion and/or development of arts and heritage in the City of Blue Lake;
- B.** To review all policy issues as requested by the City Council, and as appropriate or directed, the City Manager and designated City staff, regarding arts and heritage and to provide recommendations as appropriate;
- C.** Recommend to the City Council, the City Manager and as appropriate or directed, designated City staff the creation or amendment of rules, regulations, and ordinances relating to arts and heritage activities in the City of Blue Lake;
- D.** To advise the City Council, as appropriate or directed, the City Manager and designated City staff on the acquisition and/or use of property for the use and enhancement of arts and cultural activities;
- E.** To foster relationships with other entities in order to promote and develop programs and projects of mutual benefit;
- F.** To work with the City Council, as appropriate or directed, the City Manager and designated City staff on implementation of the City's strategic plan and the strategic vision for the City and to provide recommendations on strategic plan updates;
- G.** Perform other duties relating to arts and culture as may be prescribed by the City Council.



# CITY OF BLUE LAKE

Post Office Box 458 • 111 Greenwood Road • Blue Lake, CA 95525

Phone 707.668.5655 Fax 707.668.5916

RECEIVED  
JAN 08 2026

BY: \_\_\_\_\_

## City of Blue Lake Commission Application

Commission That You Are Applying For: <i>Arts &amp; Heritage</i>	
Name: <i>Sherri Green</i>	
Residence Address: <i>640 3rd Ave Blue Lake</i>	
Primary Phone No.: <i>707-601-3862</i>	Alternate Phone No.: _____
Email Address: <i>sagreen@reninet.com</i>	
Educational Background (Last Year Completed): <i>2 years college</i>	
Length of Time Living/Working in Blue Lake: <i>11 1/2 years</i>	
Present Employer: <i>retired</i>	
Job Title:	
Position Applying for:	Commissioner: <input checked="" type="checkbox"/> Advisory Member: <input type="checkbox"/>

**On a separate piece of paper, please provide detailed answers to the following questions:**

- 1. What community organizations are you currently involved with?*
- 2. What unique skills or qualifications do you bring to the position?*
- 3. What do you view as the main goal/purpose of the Commission?*
- 4. What contribution(s) can you make to the goal/purpose of the Commission?*

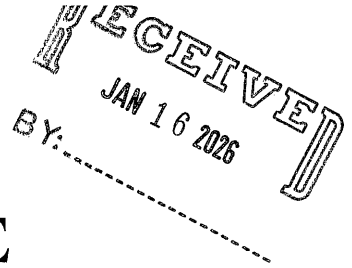
Sherri Green cont.

**#1- My Community Organizations:** I am currently on the board of The Mad River Grange and the Arts and Heritage Commission.

**#2-My Skills and Qualifications:** Having grown up rurally and in small towns, I understand, love and appreciate this small community of Blue Lake. I like to stay informed and involved as to what is going on around town. I volunteer monthly for the Grange breakfasts as well as most other events that it sponsors. I often volunteer at Dell Arte's special events. In the past, I have donated many hours of Costume alterations and construction for Dell Arte's Shows and senior projects. I know many people in our community. I'm a good listener. I strive to be a peacemaker. I will work hard and creatively in the Arts and Heritage Commission for Blue Lake.

**#3-Main goal/purpose:** I believe that the Arts and Heritage Commissions' objectives are to preserve and advance the arts, culture and historic heritage of the community of Blue Lake.

**#4-Possible Contributions:** I have time, creative ideas, and determination to use my involvement within this commission in any way needed, to help create a fun, informative, and worthy Commission for Blue Lake.



# CITY OF BLUE LAKE

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

## Council/Commission/Committee Application

Council/Commission/Committee for which you are applying for: Arts & Heritage Commission

Name: Seamus Kistner

Address: 725 Rancheria Road #3, Blue Lake, CA, 95525

Phone: (619) 335-0833 email: skistner@bluelakerancheria-nsn.gov

Are you 18 years of age or older? Yes

Length of time in Blue Lake area: 7 Months

Present Employer: Blue Lake Rancheria

Your job title: Communications Specialist

On a separate page, please answer the following as thoroughly as possible:

1. Community organization that you are currently involved with.
2. What unique skills or qualifications do you bring to this position?
3. What do you view as the main purpose of this Council/Commission/Committee?
4. What do you think you can contribute to this purpose?

**It is highly suggested that you attend the meeting when the selection(s) for this position will be made. Please contact City Hall to verify when this meeting will take place.**

1. I am currently involved with the Blue Lake Rancheria through my employment there, as well as a member of the Humboldt Masonic Lodge #79.
2. Both through my work experience and in my personal experience, I bring an eye for photography and media production. I have over 10 years of photography experience in both film and digital formats.
3. I believe the main purpose of this council is to serve as advisors for artistic, cultural, and historical matters for the city of Blue Lake.
4. I believe that I can contribute by representing the Blue Lake Rancheria in matters that are brought up in the Arts & Heritage Commission. Working for the Communications Department, I am responsible for the imagery and messaging that goes to the general public. This includes the management of social media platforms, graphic design, web design, and media projects for the tribe. I am also experienced in editing, photography, videography, and writing.





Agenda Item: 13

# City of Blue Lake

## Staff Report

**Agenda Item #:** 13

**Date:** January 20, 2026 *For Meeting Of: January 27, 2026*

**Subject:** Appointment to Economic Development Commission

**Recommended Action:** That the City Council:

1. Discuss and Provide Direction to Fill the Vacancies on the Economic Development Commission
2. Direct staff to continue recruitment efforts for the next 45- days and return with recruitment results; and
3. Other direction as appropriate.

### SUMMARY:

The terms of three (3) of the five City's Economic Development Commissioners are set to expire on January 30<sup>th</sup>. Two of the Commissioners have opted to not apply for reappointment, and at the time of report publication staff is awaiting whether the third Commissioner has decided whether to apply for reappointment.

Council is asked to consider and discuss received applications for either reappointment or appointment to the commission. Appointment of one Commissioner will ensure that a quorum (3) of Commissioners can meet and take action.

### DISCUSSION:

Members of the City's committees serve an important role in advising staff and the City Council on matters that influence and shape the future of the community. The City of Blue Lake established the Economic Development Commission through the City's Municipal Code Title 2, Chapter 2.36. The Commission is an advisory committee and consists of five members who serve for a 2-year term period, serving on staggered terms.

The Commissions shall be selected for their interest, knowledge or experience in one or more of the following areas: banking, real estate, the arts, agriculture, small business, tourism, industry, commerce, construction, housing, science and technology or employee relations. No fewer than two members shall be residents of the City, and the remaining members must either live, work or conduct business in the geographical area encompassed within a three-mile radius of Blue Lake City. All members shall be appointed by the City Council. All members shall be appointed by the City Council and shall receive no compensation.

### Agenda Item: 13

Council is asked to review the received applications for reappointment and/or appointment for the upcoming term period, with three appointees serving until January 30, 2028.

Members of the Economic Development Commission are required by the Political Reform Act and the City's Conflict of Interest Code, to file Statements of Economic Interest, Form 700, disclosing personal assets and income within 30 days of appointment, annually thereafter and upon leaving office. Commissioners must disqualify themselves from participating in decisions which may affect their personal economic interests. Statements of Economic Interests are public documents retained by the City Clerk and may be inspected by any member of the public.

#### Economic Development Commissioners

Name	Term Expiration	Status
Linda Cooley	January 30, 2026	Unstated
Kelli Costa	January 30, 2026	Not interested in reappointment
Cindy Trobitz-Thomas	January 30, 2026	Not interested in reappointment
Roxanne Rothery	January 30, 2027	Filled
Darcy Lima	January 30, 2027	Filled

#### ALTERNATIVES:

1. Temporarily reduce or suspend Commission duties until vacancies are filled; or
2. Consider an agenda item to discuss consolidation of duties to another Commission until vacancies are filled.

**FISCAL IMPACT:** There are no fiscal impacts associated with this action.

#### ATTACHMENT:

1. Attachment: Economic Duties and Powers
2. Attachment: Applications from
  - a. None received at time of publication.

#### Review Information:

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

Comments:

Excerpt from the Blue Lake Municipal Code  
**Economic Development Commission**

The Commission shall have the following duties:

- A.** To serve in an advisory capacity to the City Council and as appropriate or directed, the City Manager, designated City staff and Commissions, in all matters pertaining to economic development in the City of Blue Lake.
- B.** To review all policy issues as requested by the City Council, and as appropriate or directed, the City Manager and designated City staff, regarding economic development activities and to provide recommendations.
- C.** Recommend to the City Council, the City Manager and as appropriate or directed, designated City staff, the creation or amendment of rules, regulations, and ordinances relating to economic development activities in the City of Blue Lake.
- D.** To advise the City Council, as appropriate or directed, the City Manager and designated City staff, on the acquisition and/or use of property for economic development purposes.
- E.** To foster relationships with other entities in order to promote and develop programs and projects of mutual benefit.
- F.** To work with the City Council, as appropriate or directed, the City Manager and designated City staff, on implementation of the City's strategic plan and the strategic vision for the City and to provide recommendations on strategic plan updates.
- G.** Perform other duties relating to economic development as may be prescribed by the City Council.



Agenda Item: 14

# City of Blue Lake

## Staff Report

**Agenda Item #:** 15

**Date:** January 21, 2026 *For Meeting Of: January 27, 2026*

**Subject:** Appointment to Parks and Recreation Commission

**Recommended Action:** That the City Council:

1. Review and Consider Appointments to Fill the Vacancies on the Parks and Recreation Commission; and
2. Direct staff to continue recruitment efforts for the next 45- days and return with recruitment results to fill remaining vacant position; and
3. Other Direction as Appropriate

### SUMMARY:

The terms of three (3) of the five City's Park and Recreation Commissioners are set to expire on January 30<sup>th</sup>, and there is an existing vacancy for an unexpired term ending January 2027. City Council is asked to consider and discuss the three received applications for either reappointment or appointment to the commission.

Council is asked to consider and discuss received applications for either reappointment or appointment to the commission. Appointment of at least two Commissioners are required to ensure that a quorum (3) of Commissioners can meet and take action.

### DISCUSSION:

Members of the City's committees serve an important role in advising staff and the City Council on matters that influence and shape the future of the community. The City of Blue Lake established the Parks and Recreation Commission through the City's Municipal Code Title 2, Chapter 2.20. The Commission is an advisory committee and consists of five members who serve for a 2-year term period, serving on staggered terms. At least four members shall be residents of the City or all shall reside within the one-mile sphere of influence of the City. One member need not be a resident within the City nor reside within the one-mile sphere of influence, but shall work within the City or the one-mile sphere of influence. All members shall be appointed by the City Council.

Council is asked to review the received applications for reappointment and/or appointment for the upcoming term period, with three appointees serving until January 30, 2028 and appoint one person to serve the remainder of the vacant term ending January 30, 2027.

Members of the Park and Recreation Commission are required by the Political Reform Act and the City's Conflict of Interest Code, to file Statements of Economic Interest, Form 700, disclosing personal assets

**Agenda Item: 14**

and income within 30 days of appointment, annually thereafter and upon leaving office. Commissioners must disqualify themselves from participating in decisions which may affect their personal economic interests. Statements of Economic Interests are public documents retained by the City Clerk and may be inspected by any member of the public.

**Park and Recreation Commissioners**

<b>Name</b>	<b>Term Expiration</b>	<b>Status</b>
Bettina Eipper	January 30, 2026	Application for Reappointment
Jan Henry	January 30, 2026	Application for Reappointment
Jeff Byrd	January 30, 2026	Application from Tim Daniel
<i>Vacant</i>	January 30, 2027	
James Brown	January 30, 2027	Filled

**FISCAL IMPACT:** There are no fiscal impacts associated with this action.

**ATTACHMENT:**

1. Attachment: Park and Recreation Commission Duties and Powers
2. Attachment: Applications from
  - a. Tim Daniels
  - b. Bettina Eipper
  - c. Jan Henry

**Review Information:**

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

Comments:

Excerpt from the Blue Lake Municipal Code  
**Parks and Recreation Commission**

**Duties:** The Parks and Recreation Commission shall have the following duties:

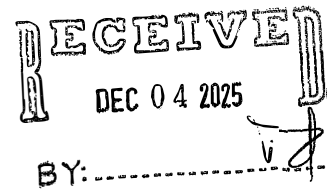
- A.** Serve in an advisory capacity to the City Council, the City Manager, and designated City recreation staff in all matters pertaining to public recreation, the City's parks and recreation facilities;
- B.** Review all park and recreation policy issues as requested by the City Council, the City Manager, and designated City recreation staff and to provide recommendations;
- C.** Recommend to the City Council, the City Manager, and designated City recreation staff, the creation or amendment of rules, regulations and ordinances for the use of parks and recreation facilities;
- D.** Advise the City Council, the City Manager, and designated City recreation staff on the acquisition of equipment or property and the seeking of grants;
- E.** Foster relationships with other entities in order to promote and develop programs of mutual benefit;
- F.** Work with the City Manager and designated City recreation staff to establish an active public relations program;
- G.** Perform such other duties relating to recreation and recreation facilities as may be prescribed by the City Council.

**Advisory Powers:**

- A.** To solicit and organize volunteers and/or establish working committees for the following:
  - 1.** Raising funds to support the City's parks and recreation facilities and recreational activities.
  - 2.** Assisting in the upkeep of the City's parks and recreation facilities; however all proposed work plans require the approval of the City Manager or designated City staff and all work performed will be under the supervision of City staff.
  - 3.** Assisting recreational and educational programming; however all proposals for assistance require the approval of the City Manager or designated City staff and all assistance performed will be under the supervision of City staff.
- B.** To provide oversight on behalf of the City Council for established City recreation programs.
- C.** To advise and assist the City Manager and designated City staff in the development of new City recreation programs.



# CITY OF BLUE LAKE



Post Office Box 458 • 111 Greenwood Road • Blue Lake, CA 95525

Phone 707.668.5655 Fax 707.668.5916

## City of Blue Lake Commission Application

Commission That You Are Applying For: <u>Parks &amp; Recreation</u>	
Name: <u>Timothy Daniels</u>	
Residence Address: <u>350 B Street, Blue Lake</u>	
Primary Phone No.: <u>707 668 1716</u>	Alternate Phone No.: <u>707 273 7410</u>
Email Address: <u>twowheelintim@gmail.com</u>	
Educational Background (Last Year Completed): <u>BS at HSU</u>	
Length of Time Living/Working in Blue Lake: <u>15+ years</u>	
Present Employer: <u>Retired</u>	
Job Title:	
Position Applying for:	Commissioner: <input checked="" type="checkbox"/> Advisory Member: <input type="checkbox"/>

**On a separate piece of paper, please provide detailed answers to the following questions:**

- 1. What community organizations are you currently involved with?*
- 2. What unique skills or qualifications do you bring to the position?*
- 3. What do you view as the main goal/purpose of the Commission?*
- 4. What contribution(s) can you make to the goal/purpose of the Commission?*



Timothy Daniels  
PO Box 1293  
350 B Street  
Blue Lake, CA 95525

City of Blue Lake  
PO Box 458  
111 Greenwood Road  
Blue Lake, CA 95525

Re: City of Blue Lake Commission Application

Responses to questions on Commission Application:

1. I am currently on the Board of Directors with Redwood Coast Mountain Bike Association (RCMBA) as Recording Secretary. I am loosely involved with Mad River Old Crows, and I recently started volunteering with the Community Resource Center.
2. I am Jack of all trades and master of some.
  - a. I have a wealth of trail building experience that dates back thirty years.
  - b. I have served as Co-Race Director for the Mad Scramble, a Blue Lake bicycle event.
  - c. As an integral member of RCMBA I've been involved in hosting many organizational events.
  - d. I was a volunteer lecturer at HSU (Cal Poly) conducting a bicycle maintenance class for four semesters from 2010 to 2012.
  - e. I volunteered at the Eureka Bike Kitchen for a couple years helping people work on their bicycles and teaching them in the process.
  - f. While in the Coast Guard I served on Morale Committees and we organized events for the crew both on the ship and off.
  - g. In essence, I have a long history of working with people in the pursuit of making our communities better for all of us.
3. The Parks and Recreation Commission is meant to be a representative of the Mayor and City Council in regards to the parks, green spaces, recreational facilities and recreational programs throughout the city. The Parks and Recreation Commission should be responsible for overseeing the development and maintenance of all facilities and programs and to keep the Mayor and Council advised of all things related.
4. I want to see Blue Lake thrive. I am ready to be properly prepared for, and attend regularly scheduled meetings. I think it's important to listen to and consider others' ideas and recognize their contributions. As well, I'm willing to help wherever needed to see Blue Lake Parks and Rec succeed in all our endeavors.



## CITY OF BLUE LAKE

Post Office Box 458 • 111 Greenwood Road • Blue Lake, CA 95525

Phone 707.668.5655 Fax 707.668.5916

### City of Blue Lake Commission Application

Commission That You Are Applying For: <u>Parks and Recreation</u>	
Name: <u>Bethina Eipper</u>	
Residence Address: <u>511 Hartman Lane</u>	
Primary Phone No.: <u>668-1601</u>	Alternate Phone No.: <u>298-3016</u>
Email Address: <u>camptamccsummercamp@gmail.com</u>	
Educational Background (Last Year Completed): <u>B.A.</u>	
Length of Time Living/Working in Blue Lake: <u>since 1995</u>	
Present Employer: <u>Arcata School District - Coastal Grove</u>	
Job Title: <u>Executive Director</u>	
Position Applying for:	Commissioner: <input checked="" type="checkbox"/> Advisory Member: <input type="checkbox"/>

On a separate piece of paper, please provide detailed answers to the following questions:

1. What community organizations are you currently involved with?
2. What unique skills or qualifications do you bring to the position?
3. What do you view as the main goal/purpose of the Commission?
4. What contribution(s) can you make to the goal/purpose of the Commission?

Rec'd Jan 27, 2025  
JCO

## City of Blue Lake

### Parks and Recreation Commission Application

#### Bettina Eipper – Question Responses – January 2026

What community organizations are you currently involved with?

I am currently involved with the following organizations: the Mad River Grange, Parks & Recreation Commission, Friends of the Annie & Mary Rail Trail, Blue Lake Saddle Club, and Blue Lake Horse Archers.

What unique skills or qualifications do you bring to the position?

My skills and qualifications include meeting time commitments, thinking long-term, having institutional knowledge, maintaining good working relationships, organization, supporting the recreational vision for Blue Lake, community mindedness, and developing fundraising opportunities for Parks and Recreation. I have participated on the Parks and Recreation Commission for several years and have an understanding of the recreational needs of Blue Lake.

What do you view as the main goal/purpose of the Commission?

The main goal of the Commission is to serve as a support and advisory group to the Parks and Recreation Department and Parks Director to further their mission and vision, support the mission and vision of the City in regards to their recreational facilities, provide and promote recreational opportunities, bring together the various user groups in our community, and ensure that public lands are maintained and preserved to serve the recreational needs of the Blue Lake community.

What contribution(s) can you make to the goal/purpose of the Commission?

My contributions would include supporting and helping to develop a network of recreational amenities, events, and programs that meet the needs of the varying age groups in the Blue Lake community and ensure that this development follows the mission and vision of the Parks & Recreation Department and the greater Blue Lake community. I would also help with fundraising, identifying facilities in need of upgrades and repairs, reviewing fee schedules, developing a volunteer base, and promoting outdoor recreational opportunities to help Blue Lake tap into Humboldt County's untapped billion dollar outdoor recreation industry.





# CITY OF BLUE LAKE

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Phone 707.668.5655 Fax 707.668.5916

## City of Blue Lake Commission Application

Commission That You Are Applying For: <i>Parks and Recreation</i>	
Name: <i>Jan Henry</i>	
Residence Address: <i>220 Redwood Ave, Blue Lake, CA 95525</i>	
Primary Phone No.: <i>(707) 845-6304</i>	Alternate Phone No.: <i>✓</i>
Email Address: <i>jhenryretired20@gmail.com</i>	
Educational Background (Last Year Completed): <i>Masters, Physical Education</i>	
Length of Time Living/Working in Blue Lake: <i>29 years</i>	
Present Employer: <i>Cal Poly Humboldt / City of Blue Lake</i>	
Job Title: <i>Director of Recreational sports / Parks &amp; Rec Director</i>	
Position Applying for:	Commissioner: <input checked="" type="checkbox"/> Advisory Member: <input type="checkbox"/>

**On a separate piece of paper, please provide detailed answers to the following questions:**

- 1. What community organizations are you currently involved with?*
- 2. What unique skills or qualifications do you bring to the position?*
- 3. What do you view as the main goal/purpose of the Commission?*
- 4. What contribution(s) can you make to the goal/purpose of the Commission?*

## City of Blue Lake Commission Application Questions 2026

### 1. What community organizations are you currently involved in?

JOB TITLE	Organization	Time of year
Registrar/Office Manager	Mad River Youth Soccer League	year round - busy April-November
High School Softball Assigner	Humboldt Bay Officials Association	February-June
High School Softball Umpire	Humboldt Bay Officials Association	February-June
Cal Poly Humboldt M/W Basketball Scorekeeper	Cal Poly Humboldt Athletics	November-March
Chair, North Coast Rape Crisis Board	North Coast Rape Crisis Team	year round
Chair, Blue Lake Parks and Recreation Commission	City of Blue Lake	year round
President, Humboldt County Pickleball Club Board	Humboldt County Pickleball Club	year round

### 2. What unique skills or qualifications do you bring to the position?

I am deeply involved in recreation activities/jobs in Humboldt county as you can see from the chart above. I served as the Director of Parks and Recreation at the City of Blue Lake from 1997-2005; and then went on to HSU as the Director of Recreational Sports from 2005-2022. Now that I have retired, I am serving on two other board, Rape Crisis and Humboldt Bay Pickleball as chair/president. I have experience running meetings and working with employees and other board members.

### 3. What do you view as the main goal/purpose of the Commission?

To support staff in Parks and Recreation and to be liaison to the City Council and the citizens of Blue Lake. We want to serve the city with recreational activities that they enjoy and desire.

**4. What contributions can you make to the goal/purpose of the Commission?**

I have a vast amount of knowledge in the field of Recreation. I have a masters degree in Recreation and have worked in the field my entire life. I know the area, having lived in Blue Lake for the last 29 years. I hope to help the current staff make Blue Lake Parks and Recreation the best place to play, exercise and have fun.



Agenda Item: 15

# City of Blue Lake

## Staff Report

**Agenda Item #:** 15

**Date:** January 21, 2026 *For Meeting Of: January 27, 2026*

**Subject:** Appointment to Public Safety Commission

**Recommended Action:** That the City Council:

1. Review and Consider Appointments to Fill the Vacancies on the Public Safety Commission; and
2. Direct staff to continue recruitment efforts for the next 45- days and return with recruitment results to fill remaining vacant position(s); and
3. Other Direction as Appropriate

### SUMMARY:

The terms of three (3) of the five City's Public Safety Commissioners are set to expire on January 30<sup>th</sup>, 2026. City Council is asked to consider and discuss received applications for either reappointment or appointment to the commission.

Council is asked to consider and discuss received applications for either reappointment or appointment to the commission. Appointment of at least one Commissioner is required to ensure a quorum (3) of Commissioners can meet and take action.

### DISCUSSION:

Members of the City's committees serve an important role in advising staff and the City Council on matters that influence and shape the future of the community. The City of Blue Lake established the Parks and Recreation Commission through the City's Municipal Code Title 2, Chapter 2.24. The Commission is an advisory committee and consists of five members who serve for a 2-year term period, serving on staggered terms. The purpose of the Public Safety Commission is to act as a liaison to the community and the Council in matters related to public safety; these issues include traffic and pedestrian safety, emergency preparedness and response activities, and neighborhood safety. The Commission will study, report to and advise the City Council upon any matter regarding public safety and the City's efforts to control and reduce criminal activities of all types.

At least four members shall be residents of the City or all shall reside within the one-mile sphere of influence of the City. One member need not be a resident within the City nor reside within the one-mile sphere of influence, but shall work within the City or the one-mile sphere of influence. All members shall be appointed by the City Council. All members shall be appointed by the City Council.



### Agenda Item: 15

Council is asked to review the received applications for reappointment and/or appointment for the upcoming term period, with three appointees serving until January 30, 2028.

Members of the Park and Recreation Commission are required by the Political Reform Act and the City's Conflict of Interest Code, to file Statements of Economic Interest, Form 700, disclosing personal assets and income within 30 days of appointment, annually thereafter and upon leaving office. Commissioners must disqualify themselves from participating in decisions which may affect their personal economic interests. Statements of Economic Interests are public documents retained by the City Clerk and may be inspected by any member of the public.

#### Public Safety Commissioners

Name	Term Expiration	
Adelene Jones	January 30, 2026	Application for Reappointment
Ted Hales	January 30, 2026	Application for Reappointment
Alexander Ricca	January 30, 2026	
Don Schang	January 30, 2027	Filled
Lin Glenn	January 30, 2027	Filled

**FISCAL IMPACT:** There are no fiscal impacts associated with this action.

#### ATTACHMENT:

1. Attachment: Public Safety Duties and Powers
2. Attachment: Applications from
  - a. Ted Hales
  - b. Adelene Jones

#### Review Information:

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

Comments:

Excerpt from the Blue Lake Municipal Code  
**Public Safety Commission**

**Scope and Duties:**

**A.** The scope of the Commission's role with respect to public safety includes, but is not limited to, traffic and pedestrian safety, emergency response and preparedness and other crises, as well as the City's efforts to control and reduce criminal activities of all types.

**B.** The Public Safety Commission shall have the following duties:

1. Study and report to the City Council upon any matter referred to it by the City Council.
2. Advise the Council in matters pertaining to traffic issues and public safety.
3. Serve as liaison between the public and the City Council.
4. Conduct analysis and provide recommendations to the City Manager and the City Council on matters related to the circulation of motorized vehicles, pedestrians, and bicycles, and on matters related to public safety.
5. Conduct informational and educational meetings, prepare reports and analyses, and work with the Blue Lake Volunteer Fire District, Neighborhood Watch, CERT, special districts, volunteer patrols, sheriff personnel and other neighborhood, local and regional groups dedicated to public safety and emergency preparedness and response activities as appropriate



# CITY OF BLUE LAKE

Post Office Box 458 • 111 Greenwood Road • Blue Lake, CA 95525

Phone 707.668.5655 Fax 707.668.5916

## City of Blue Lake Commission Application

Commission That You Are Applying For: Public Safety Commission	
Name: Ted Hales	
Residence Address: 11111 West End Road, Arcata CA 95521	
Primary Phone No.: 707-672-3580	Alternate Phone No.:
Email Address: sgtted@suddenlink.net	
Educational Background (Last Year Completed): MMI Trade School	
Length of Time Living/Working in Blue Lake: 10 years	
Present Employer: Retired	
Job Title: Military Police	
Position Applying for:	Commissioner: <input checked="" type="checkbox"/> Advisory Member: <input type="checkbox"/>

**On a separate piece of paper, please provide detailed answers to the following questions:**

- 1. What community organizations are you currently involved with?*
- 2. What unique skills or qualifications do you bring to the position?*
- 3. What do you view as the main goal/purpose of the Commission?*
- 4. What contribution(s) can you make to the goal/purpose of the Commission?*

1. What Community organizations are you currently involved with?

I am the Secretary for the Mad River Grange. Member at Large of Veterans of Foreign Wars since 2005. President of the Humboldt Highlanders Pipe Band, an educational non-profit.

2. What unique skills or qualifications do you bring to the position?

I served 24 years active duty with the California Army National Guard in various positions with units of the 49<sup>th</sup> Military Police Brigade, with experience in law enforcement, law enforcement operations, Basic Military Police Training and assistance to civil authorities training throughout my career. I served a total of 17 of those years here in Humboldt County which allowed me to develop relationships with many people still involved in local law enforcement within the Eureka Police Department and Humboldt County Sheriffs office.

3. What do you view as the main goal/purpose of the Commission?

The purpose of the Commission is to advise the City Council and Management on matters relating to all areas of public safety; police, fire, emergency response, etc. in accordance with the goals of the Council, City management and directives of city ordinances.

4. What contribution(s) can you make to the goal/purpose of the Commission.

I can be expected to give factual advise based on real world public safety experience guided by City ordinances and City Council and Management plans, keeping in mind the restraints of local resources.



# CITY OF BLUE LAKE

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JAN 20 2026

Post Office Box 458, 111 Greenwood Road,  
Phone 707.668.5655

BY: \_\_\_\_\_  
Blue Lake, CA 95525  
Fax 707.668.5916

## Council/Commission/Committee Application

Council/Commission/Committee for which you are applying: Public Safety Commission

Name: Adelene L. Jones

Address: P.O. Box 834 Blue Lake 95525

Primary Phone: 707-668-5567 Alternate Phone: 707-601-4667 (cell)

Email: ltajones@suddenlink.net

Educational Background (Last Year Completed): B.A. in English + teach. cred.

Length of time in Blue Lake: 48 years

Present Employer: Retired Teacher from

Job Title: Eureka City Schools

On a separate piece of paper, please answer the following questions as **thoroughly** as possible:

1. What community organizations are you currently involved with?
2. What unique skills or qualifications do you bring to the position?
3. What do you view as the main goal/purpose of this Council/Commission/Committee?
4. How do you think you can contribute towards this goal/purpose?

Please plan to attend the Council meeting when the selection(s) for this position will be made. Be prepared to answer additional questions that the Council may have. Applicants for Council positions must be a City resident and a registered voter. Eligibility for other Commission/Committee positions is set by Ordinance. Please contact City Hall with additional questions.

Blue Lake Public Safety Commission Application from Adelene L. Jones

BY: \_\_\_\_\_

1. What community organizations are you currently involved in?

I have been the Chairperson of the Blue Lake Public Safety Commission since February 2025. I'm on the Board of the Blue Lake Museum and the Blue Chamber of Commerce. I'm an active member of the Mad River Grange and the Wha Nika Women's Club. I serve as the Publicity Chair for the California Retired Teachers Association (CalRTA) North Coast Division.

2. What unique skills or qualifications do you bring to the position?

I have been a Blue Lake City Council person for thirty years, 12 of those as Mayor of Blue Lake. I have an extensive knowledge of how city governments work and I can bring people together for the common good of Blue Lake. In the past year, as a Public Safety Commissioner, I was instrumental in organizing our Public Safety Fair in September 2025. I took the lead in ordering and getting donations for our Emergency Phone Number Refrigerator Magnets. I was a part of the group that handed out the "I" Street survey to that neighborhood.

3. What do you view as the main goal of this Council/Commission/Committee/

The purpose of the Blue Lake Public Safety Commission is to work together as a team keeping Blue Lake safe. At our monthly meetings, we address the concerns of our citizens by receiving the local crime statistics from the sheriff, listening to the public and being proactive ensuring the safety of all Blue Lakers.

4. What do you think you can contribute towards this goal/purpose/

With my years of institutional knowledge about Blue Lake, I am uniquely qualified to continue to provide the necessary ends to a common goal. Safety is an important aspect of any city's responsibility and working on the Public Safety Commission is a way I can ensure that our town remains safe and healthy.

*Adelene L. Jones*



# City of Blue Lake

## Staff Report

**Agenda Item #:** 16

**Date:** January 21, 2026 *For Meeting Of: January 27, 2026*

**Subject:** Planning Commission Recruitment

**Recommended Action:** That the City Council:

1. Review and Consider Appointments to Fill the Vacancies on the Planning Commission; and
2. Direct staff to continue recruitment efforts for Planning Commission and return with recruitment results to fill remaining vacant position(s); and
3. Other Direction as Appropriate

### SUMMARY:

The Blue Lake Planning Commission consists of five members and requires three members for a quorum. Since October 2025 the Commission has lacked a quorum due to three vacancies, preventing regular Commission meetings and the review of planning project applications (variances, conditional use permits, site reviews, etc.) under the Blue Lake Municipal Code. The lack of a Planning Commission quorum impedes the City's ability to process development applications.

In response, on October 28, 2025, the City Council approved Urgency Ordinance No. 548 authorizing the City Council to act in the Planning Commission's stead when a quorum cannot be obtained. While this ordinance provides a temporary mechanism for permit and project planning, Council acting as the Planning is not a long-term substitute for a properly staffed Commission.

Staff proposes to increase recruitment efforts by posting onto the City's website, social media posts and printing of informational flyers for placement at the post office, library, Skinner Store and City Hall once a City Clerk is hired. Council members are requested to engage in direct solicitation of members within the community who may be interested in serving on the Planning Commission.

### Planning Commissioners

Name	Term Expiration	Status
Cort Pryor	June 30, 2026	Filled
Matthew Schang	June 30, 2028	Filled
Vacant	June 30, 2026	
Vacant	June 30, 2028	
Vacant	June 30, 2028	



Council is asked to consider and discuss received application(s) for appointment to the commission. Appointment of at least two Commissioners are required to ensure that a quorum (3) of Commissioners can meet and take action.

Members of the Park and Recreation Commission are required by the Political Reform Act and the City’s Conflict of Interest Code, to file Statements of Economic Interest, Form 700, disclosing personal assets and income within 30 days of appointment, annually thereafter and upon leaving office. Commissioners must disqualify themselves from participating in decisions which may affect their personal economic interests. Statements of Economic Interests are public documents retained by the City Clerk and may be inspected by any member of the public.

**FISCAL IMPACT:** There are no fiscal impacts associated with this action.

**ATTACHMENT:**

- 1. Attachment: Planning Commission Excerpt from the Municipal Code
- 2. Attachment: Application from
  - a. Rebecca Collins

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



# CITY OF BLUE LAKE

Post Office Box 458 • 111 Greenwood Road • Blue Lake, CA 95525

Phone 707.668.5655 Fax 707.668.5916

## City of Blue Lake Commission Application

Commission That You Are Applying For: <i>Planning Commission</i>	
Name: <i>Rebecca Collins</i>	
Residence Address: <i>521 First Avenue Blue Lake, Ca 95525</i>	
Primary Phone No.: <i>707 845-1136</i>	Alternate Phone No.:
Email Address: <i>rcollins2012@icloud.com</i>	
Educational Background (Last Year Completed): <i>BA Recreation Administration</i>	
Length of Time Living/Working in Blue Lake: <i>1995-present Business 2004</i>	
Present Employer: <i>Mad River Community Hospital</i>	
Job Title: <i>Business Services</i>	
Position Applying for:	Commissioner: <input checked="" type="checkbox"/> Advisory Member: <input type="checkbox"/>

**On a separate piece of paper, please provide detailed answers to the following questions:**

1. What community organizations are you currently involved with?  
*Women's Club/Phanikas*
2. What unique skills or qualifications do you bring to the position?  
*See Attached*
3. What do you view as the main goal/purpose of the Commission?  
*See Attached*
4. What contribution(s) can you make to the goal/purpose of the Commission?  
*See Attached*

Blue Lake Council Members,

1. I currently volunteer with the Whanika Woman's Club. I have attended most City Council meetings over the past year.

2. The skills and qualifications I bring to the position is my ability to communicate and mediate diverse interests by engaging with others. I worked with several county agencies to convert raw land into a personal home in the past. I have worked with the Blue Lake City Planning and building departments throughout a process to restore a large family property in Blue Lake and open a business. During this process I attended city council and Planning Commission meetings. During this time the City also worked to rezone the downtown area of Blue Lake and create the Multiple Use Zone. I participated in a community visioning process for development in Blue Lake. I am organized and can accomplish tasks in an orderly and efficient manner. I work well with others and believe teamwork is the best way to accomplish goals. I enjoy research and learning new things. I am task oriented and proficient at setting objectives to get tasks accomplished.

3. I view the main purpose of the Planning Commission is to act as the advisory board to the City Council on issues of planning and development. It is important to reflect the community's vision by being respectful, patient and actively listening. I think it is important to work on communicating with different groups of citizens and being respectful of their opinions. It is important to be able to digest and convey complex details in order to make recommendations to the City Council on proposed zoning ordinances that reflect Policy so that all planning, development and zoning fully reflect Blue Lake's General Plan.

4. I feel it is important to represent community interests in future development. It is important to create an inclusive environment where different opinions can be heard and foster community trust. It is critical to be able to analyze data, have a willingness to understand policy, and work collaboratively. I understand the importance of ethical standards and legal mandates. I will work to understand land use laws and zoning codes to ensure fair and transparent decision making free from conflicts of interest.

I look forward to an opportunity to serve my community.

Sincerely,

A handwritten signature in cursive script that reads "Rebecca K. Collins". The signature is written in dark ink and is positioned below the word "Sincerely,".

**§ 2.16.010. Establishment.**

The Planning Commission of the City of Blue Lake is hereby established.

**§ 2.16.020. Membership.**

The Planning Commission shall consist of five members. All members of the Planning Commission shall be voting members.

**§ 2.16.030. Appointment and Qualifications.**

The City Council shall appoint all members of the Planning Commission. All appointments to the Planning Commission shall be by vote by not less than three City Council members. All members of the Planning Commission shall be residents of the City of Blue Lake.

**§ 2.16.040. Term of Office.**

The terms of three Planning Commission members will expire on June 30, 2004, and the terms of two Planning Commission members will expire on June 30, 2002. All succeeding terms shall be for a period of four years. All Planning Commission members shall remain in office until their successors are appointed.

**§ 2.16.050. Vacancies in Office.**

If the office of a member of the Planning Commission becomes vacant, the vacancy shall be filled by appointment by the City Council. The new member shall complete the former commissioner's unexpired term.

**§ 2.16.060. Conflict of Interest Laws.**

Planning Commissioners shall be subject to the conflict of interest laws of the State and the City.

**§ 2.16.070. Removal From Office.**

The members of the Planning Commission serve at the pleasure of the City Council and may be removed from office by the vote of not less than three members of the City Council at a public meeting. The removal of a person as a member of the Planning Commission terminates any offices or positions he or she may hold as a Planning Commissioner.

**§ 2.16.080. Quorum—Authority to Act.**

Three members of the Planning Commission constitutes a quorum for the transaction of business. Unless otherwise required by law, a majority vote of members attending a duly noticed and convened meeting shall constitute an action of the Planning Commission. Planning Commission members shall have no authority to act as Planning Commissioners other than at a meeting duly noticed and convened.

#### **§ 2.16.090. Officers.**

At the first meeting following the commencement of a new fiscal year each July 1st, the Planning Commission shall elect a chair, vice-chair, and such other officers as are deemed necessary by the Planning Commission. The chair and vice-chair may serve successive terms. In the event the chair and vice-chair are absent, the Commission shall select an acting chair for the meeting. The secretary of the Planning Commission shall be a member of staff and not a member of the Planning Commission and shall be appointed by the City Manager.

#### **§ 2.16.100. Meetings.**

The Planning Commission shall meet once a month and shall establish a regular meeting day and time. Special meetings may be called by the Chair or a majority of the Commission, provided notice be given in accordance with law.

#### **§ 2.16.110. Absences.**

In the event a member has three consecutive unexcused absences from meetings of the Planning Commission, the City Council may declare the office of such member vacant. The staff to the Planning Commission shall advise the City Council of any member with three consecutive unexcused absences. The chair of the Planning Commission may excuse absences.

#### **§ 2.16.120. Records.**

The Planning Commission shall keep a record of its business transactions, findings, and determinations, which records shall be a public record.

#### **§ 2.16.130. Functions of the Planning Commission.**

The Planning Commission shall perform all of the following functions:

- A. Prepare, periodically review, and recommend revisions as necessary to the General Plan.
- B. Implement the General Plan through actions including, but not limited to, the administration of specific plans and zoning and subdivision ordinances.
- C. Endeavor to promote public interest in, comment on, and understanding of the General Plan, and regulations relating to it.
- D. Consult and advise with public officials and agencies, public utility companies, civic, educational, professional, and other organizations, and citizens generally concerning implementation of the General Plan.
- E. Perform other functions as the City Council provides, including conducting studies and preparing plans other than those required or authorized by this chapter.
- F. Make recommendations from time to time to the City Council on matters within the

subject matter jurisdiction of the Planning Commission.

**§ 2.16.140. Functions of the City Council.**

The City Council shall retain and perform all of the following functions:

- A. Periodically review and revise as necessary the General Plan.
- B. Implement the General Plan through actions including, but not limited to, the administration of specific plans and zoning and subdivision ordinances.
- C. Annually review the capital improvement program of the City or County and the local public works projects of other local agencies for their consistency with the General Plan.
- D. Promote the coordination of local plans and programs with the plans and programs of other public agencies.
- E. Consider and report as to conformity with the General Plan of certain acquisitions and dispositions of real property, street vacations or abandonments, and the construction of buildings or structures as required by Government Code Section 65402.
- F. Provide funding for necessary planning functions.



# City of Blue Lake

## Staff Report

**Agenda Item #:** 17

**Date:** January 21, 2026 *For Meeting Of: January 27, 2026*

**Subject:** Discussion on Possible Commission Consolidation and Recruitment

**Recommended Action:** That the City Council:

1. Direct staff to continue recruitment efforts for all the Commissions and return with recruitment results to fill remaining vacant position(s); and
2. Other Direction as Appropriate

### SUMMARY:

Council created an Ad Hoc Committee to evaluate the existing commissions and to make recommendations for possible changes to the structure and duties of the commissions. A presentation will be made by the Committee and further discussion regarding direction may be provided.

**FISCAL IMPACT:** There are no fiscal impacts associated with this action.

### ATTACHMENT:

1. Commission Challenges for our Small Municipality
2. Slides on Commission Consolidation Concepts

### Review Information:

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

Comments:



Excerpt from the Blue Lake Municipal Code  
**Public Safety Commission**

**Scope and Duties:**

**A.** The scope of the Commission's role with respect to public safety includes, but is not limited to, traffic and pedestrian safety, emergency response and preparedness and other crises, as well as the City's efforts to control and reduce criminal activities of all types.

**B.** The Public Safety Commission shall have the following duties:

1. Study and report to the City Council upon any matter referred to it by the City Council.
2. Advise the Council in matters pertaining to traffic issues and public safety.
3. Serve as liaison between the public and the City Council.
4. Conduct analysis and provide recommendations to the City Manager and the City Council on matters related to the circulation of motorized vehicles, pedestrians, and bicycles, and on matters related to public safety.
5. Conduct informational and educational meetings, prepare reports and analyses, and work with the Blue Lake Volunteer Fire District, Neighborhood Watch, CERT, special districts, volunteer patrols, sheriff personnel and other neighborhood, local and regional groups dedicated to public safety and emergency preparedness and response activities as appropriate

## **Commission Challenges for our Small Municipality**

Our various commissions are formed through individual ordinances:

2.16 Planning Commission

2.20 Parks and Recreation Commission

2.24 Public Safety

2.36 Economic Development

2.40 Arts and Heritage

This is a relatively large number of commissions for a tiny population. It requires a large number of commissioners willing to prepare and attend their meetings every month. The number of commissioners required for each commission is shown below:

- 5 Planning (Is legally required and not part of any proposed changes)
- 5 Safety
- 5 Economic Development
- 5 Parks and Recreation
- 7 Arts and Heritage plus 10 Advisors
- = 27 Commissioners and 10 Advisory members



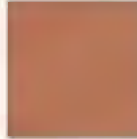

This large number of Commissions, created by separate ordinances, have a range of unintended impacts.

- Frequent difficulty establishing quorums
- Frequent last-minute cancellation of meetings

- Low or no public attendance at meetings
- Public would have to attend or follow up on approximately six different meetings a month
- Relatively low number of applicants for commission positions
- No term limits for Commissions which can result in the same few people who serve
- Significant administrative burden. Staff provide extensive support to the five commissions via receiving and compiling information from handwritten notes, agenda prep and posting, set up and tear down of the meeting room, A/V support, attendance to meetings, minutes, etc.
- Significant cost to the City results from this support and impacts ability of limited staff to perform their primary duties
- Lack of uniformity between commissions' structure
- Commissions are siloed which may result in a lack of coordination. This can create redundancy and overlap of focus and fragmented recommendations to Council
- Separate ordinances for each commission can be cumbersome. The creation, modification or elimination of a commission requires a change in ordinance.

# Specialized Mandates and Unique Structures

## Define Each Commission's Value

 Planning Commission	 Economic Development	 Arts & Heritage	 Public Safety	 Parks & Recreation
<ul style="list-style-type: none"> <li>• Required by State Law (Gov. Code §65100)</li> <li>• Implements the General Plan</li> <li>• Holds formal, quasi-judicial public hearings</li> </ul>	<ul style="list-style-type: none"> <li>• Mission to enhance city revenue</li> <li>• Requires professional/industry background</li> <li>• Quarterly reporting requirement to Council</li> </ul>	<ul style="list-style-type: none"> <li>• Cultural/artistic skill-based recruitment</li> <li>• Allows up to 10 non-voting advisory members</li> <li>• Self-manages appointment of advisors</li> </ul>	<ul style="list-style-type: none"> <li>• Liaison to law enforcement &amp; fire services</li> <li>• Involved in traffic &amp; circulation planning</li> <li>• Flexible residency rules (3-mile radius) &amp; allows alternates</li> </ul>	<ul style="list-style-type: none"> <li>• Directly involved in event management &amp; fundraising</li> <li>• Focus on volunteer management</li> <li>• Advises on park maintenance and public programs</li> </ul>

# Path A: A Unified Framework to Standardize and Strengthen Our Existing Commissions



- **Standard Membership:** 5 voting members + 1 alternate per commission.
- **Standard Terms:** 2-year terms, expiring on a consistent date (Jan 30th of even years).
- **Standard Procedures:** Adopt Rosenberg's Rules of Order for all commissions.
- **Clarified Authority:** A “No Independent Action” clause explicitly defines all commissions as strictly advisory.
- **Unified Reporting:** Mandate quarterly updates and annual work plans for all commissions.
- **Consistent Agenda Process:** Implement a collaborative agenda-setting workflow involving the Chair, staff, and a Council liaison.



# Path B: A Consolidated “Community Advisory Commission” to Integrate and Streamline



**New Structure:** 1 combined body (excluding the legally distinct Planning Commission).

**Membership:** 7 regular members + 3 alternates to ensure quorum.

**Efficiency:** 1 monthly meeting replaces 4-5, drastically reducing staff prep time. A single reporting channel to Council is established.

**Holistic Focus:** A unified agenda would cover all topics, with standing subcommittees to ensure deep focus:

- Economic & Business Growth
- Recreation & Trails
- Arts & Culture
- Community Safety

**Benefit:** Eliminates overlap and enables integrated planning for city-wide initiatives like festivals, grants, and revitalization projects.

# The Consolidated Model is Superior in Efficiency and Coordination, But We Must Mitigate Key Risks



## Key Advantages of Consolidation

- **Drastically Reduced Admin Cost:** Fewer meetings and reports save staff time.
- **Reliable Quorum & Continuity:** Alternates ensure meetings happen and build a leadership pipeline.
- **Integrated Decision-Making:** A holistic view connects arts, safety, and economic development.
- **Clarity for the Public:** A single point of contact for community input.

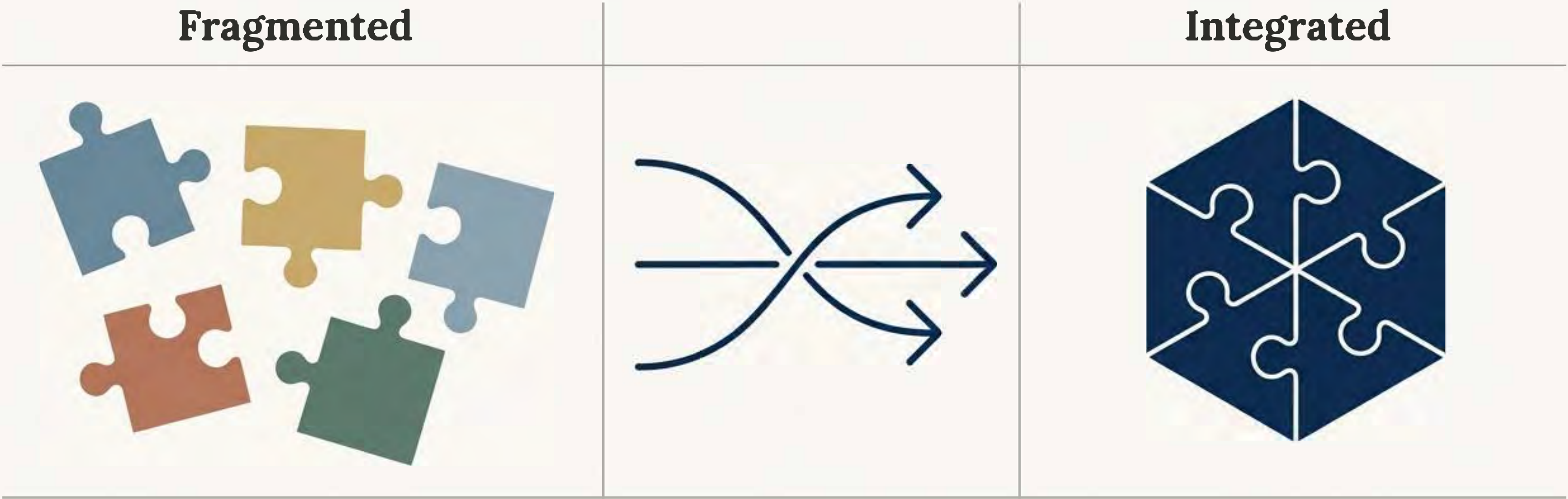


## Identified Risks to Manage

- **Loss of Focused Expertise:** Broader scope could lead to shallower discussions on niche topics.
- **Dilution of Identity:** Loss of 'Arts & Heritage' or 'Parks & Rec' branding could impact volunteer and donor engagement.
- **Agenda Overload:** A single, long meeting could rush important items.
- **Reduced Participation Opportunities:** Fewer total seats available for residents to serve.



# From Specialized Silos to an Integrated System: A More Effective Future for Civic Engagement



By piloting a consolidated commission structure, Blue Lake has an opportunity to evolve its governance model. We can move from a fragmented system of well-meaning but disconnected parts to a unified, efficient, and collaborative body that provides holistic advice to the Council and creates a clearer, more powerful voice for the community.

**From:** Idiane <Idiane@sonic.net>  
**Sent:** Wednesday, December 24, 2025 10:29 AM  
**To:** citymanager@bluelake.ca.gov  
**Subject:** Hello\_12/23 Public Comment on Storm Water Management

Hello,

I am not sure whether this message should go to you or council members (let me know) but at last night's meeting a member of the community made a comment regarding the need for the City to plan for storm water events starting with a community meeting that would focus on this topic and planning for future events that warrant infrastructure updates or changes if not coordination with the County.

While I appreciate the staff of public works and the volunteers that engaged on the high water day (Sunday), reacting to such events versus planning for them is not sustainable and could lead to damage to homes, related structures and some toxins from impervious surfaces getting into the creeks, riparian areas and riverine settings.

I support the comments made by the member of the community and would like to know if a community meeting could be held to address this issue and share information or at least, put this item getting on the next agenda.

Thank you.

Lisa Hoover