



City of Blue Lake

Parks and Recreation Commission

Meeting Agenda

Wednesday May 6, 2026 at 6:30p.m
Skinner Store

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

MEETING LOCATION: Skinner Store 111 Greenwood Road, Behind City Hall, Blue Lake.

Public Input can be given to the Commission by contacting the City Clerk at cityclerk@bluelake.ca.gov, or by phone at 707-668-5655 until 4:00 p.m. on the date of the meeting.

Written comments may be submitted via email or by submission to the City Clerk at City Hall.

1. **Call to order**
2. **Roll call and establish a quorum**
3. **Approval of agenda**
4. **Public comment on non-agenda items** – *the public is invited to present petitions, make announcements, or provide other information to the commission that is relevant to the scope of authority of the city of blue lake that is not on the agenda. the commission may provide up to 15 minutes for this public input session. to assure that each individual presentation is heard, the commission 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 commission takes up each specific agenda item.*

Items for commission discussion or action

5. **Appointment of Chair, Vice Chair, and Secretary Per Ordinance 447**
6. **Approve April 1, 2026, Minutes**
7. **Parks and Recreation Director Update**
8. **Summer Camp Update**
9. **Summer Activities**
10. **Fundraising for Bike Park**
11. **Port O Potty at Horse Arena**
12. **Get out and Play Day - July**
13. **Revenue Capture Opportunities for Recreational Activities**
14. **Future Agenda Items**
15. **Motion to Adjourn**

A request for disability-related modification or accommodation(s), 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.

Per Ord No. 447 Section 5 – “At its first meeting each calendar year, the Commission shall appoint from among its members a Chair, Vice Chair, and Secretary”

Chair: The Chair serves as the facilitator and leader of the Commission.

Vice Chair: Performs the duties as Chairperson in the Chair’s absence

I) Responsibilities

- Preside over all meetings and maintain order
- Set meeting agendas in coordination with staff and fellow commissioners
- Call special meetings when necessary
- Ensure meetings are conducted efficiently and fairly, consistent with the Ralph M. Brown Act
- Recognize speakers and guide discussion
- Ensure all commissioners have an opportunity to participate

II) Key Role

The Chair helps ensure that meetings are:

- Organized
- Focused
- Productive
- The Chair has the same voting authority as other commissioners.

Secretary: Is responsible for ensuring the commission’s actions are accurately documented

I) Responsibilities

- Record meeting minutes
- Ensure minutes reflect
 - Attendance
 - Motions and votes
 - Key actions taken

II) Coordination with the City Clerk

All Commission records, including agendas and minutes, are:

- Maintained as public records
- Filed with the City Clerk in accordance with the ordinance



Parks and Recreation Commission Meeting Minutes

Wednesday, April 1, 2026 ~ 6:30p.m. ~ Regular/Special Commission Meeting
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

1 **1. Call to order:** Commission Chair Jan Henry called the meeting to order at 6:39 p.m.

2
3 **2. Roll call and establish a quorum of the commission**

4
5 **Commissioners present:** Chair Jan Henry, Commissioner Bettina Eipper, and
6 Commissioner Tim Daniels

7
8 **Commissioners absent:** Commissioner Jeff Bird and James Paracay

9
10 **Staff present:** City Clerk Samantha Green and Council Liaison Kat Napier

11
12 **3. Approval of the agenda:**

13 **Motion by Jan Henry to approve the agenda. Second by Bettina Eipper**

14 **Voice Vote: Motion passed unanimously**

15
16 **4. Public comment on non-agenda items**

- 17 • Christa Christie: Expressed concerns with a certain individual hanging around park
18 and rec facilities with children present. Hoping that the matter can be looked into and
19 dealt with and provided screenshots for the Commission to share with the City
20 Manager.

21
22 **ITEMS FOR COMMISSIONER DISCUSSION OR ACTION**

23
24 **5. Welcome New and Returning Commissioners: Tim Daniels and Jeff Bird**

25 Jeff Bird was absent, however the commission welcomed Tim Daniels.

26
27 **No action**

28
29 **6. Appointment of Chair, Vice Chair, and Secretary Per Ordinance 447**

30 ***This item was tabled to the next meeting since only 3/5 commissioners were present***

31
32 **Motion by Tim to table item 6 to the next meeting. Second by Bettina.**

33 **Voice Vote: Motion passed unanimously**

34
35 **7. Facility Walk Around – Ad Hoc**

36 Commissioner Bettina provided a report on the Ad Hoc Facility Walk Around that she and
37 James conducted with the Parks and Rec Director throughout the various facilities. Thorough
38 notes were taken by James and P&R Director regarding some of the upgrades needed.

39
40 **No action**



Parks and Recreation Commission Meeting Minutes

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42 **8. Bike Park Update (Monthly)**

43 Tim Daniels announced that the Mad Scramble event generated \$5,000 in donations for the
44 Bike Park and will be presenting that to the Council with a list of sponsors.
45

46 **No action**
47

48 **9. Approve Minutes for March 4 2026 and December 3 2025 Meeting**

49 **Motion by Bettina to approve March 4 2026 and December 3 2025 Minutes. Second by**
50 **Jan Henry.**

51 **Voice Vote: Motion passed 2:1/ with Tim abstaining**
52

53 **10. Presentation: Review Commissioner Orientation Packet and Provide Feedback to**
54 **City Clerk**

55 Feedback was presented to City Clerk Green regarding corrections to roles and responsibilities
56

57 **No action**
58

59 **11. Future agenda items**

- 60 1. Youth Pickleball Grant
- 61 2. Ad Hoc Facility Walkaround Update
- 62 3. Discussion of Fee Schedule
- 63 4. Revenue Capture Opportunities
64

65 **12. Motion to Adjourn**

66 **Motion by Tim Daniels to adjourn. Second by Bettina.**

67 **Voice Vote: Motion passed unanimously and the Commission adjourned at 7:31p.m.**
68

69 Prepared by: Samantha Green



City of Blue Lake

Staff Report

Agenda Item #: 7 – Page 1
Meeting Date: 5/6/26 – Parks & Recreation Commission Meeting
Prepared By: Emily Wood, Director of Parks & Recreation
Subject: Parks & Recreation Director Update

BACKGROUND: Due to structural changes within the City, the Director of Parks & Recreation will not be present at regular Parks & Recreation Commission meetings unless requested by the Commission to assist with items on the agenda. The City Clerk will serve as the direct liaison for all Commissions and coordinate logistics with each Commission's designated chairperson. This staff report is intended to inform the Commission and public of updates related to the City's parks and recreation programs.

GENERAL UPDATES:

Parks & Recreation Fee Schedule/Special Event Process Community Workshop – May 12th, 2026, 5pm, at Prasch Hall.

SUMMER CAMP 2026:

For many decades, Blue Lake Parks & Recreation Department has proudly hosted Camp Perigot Summer Camp as a place for children to learn, play, and build lasting memories. Due to current budget constraints, staffing limitations, and increase of free local camps -- we have made the difficult decision to pause our Summer Camp program for the upcoming season. This decision was not made lightly. Our priority is to ensure that all programs we offer are safe, well-staffed, and delivered at the high standard our community expects and deserves. Taking this year to reassess enrollment, resources and funding opportunities will allow us to thoughtfully plan for the future and longevity of this program. I sincerely appreciate the continued support of our families and community members who have made Camp Perigot such a meaningful tradition over the years and look forward to sharing updates as we evaluate solutions to bring the program back.

SUMMER ACTIVITIES 2026:

Our Staff warmly welcomes Commissioner and Community support to assist in planning and executing activities for this upcoming summer season. Our department has access to a variety of materials to facilitate community events such as an inflatable movie screen, full microphone/speaker system, and tables. Those interested in assisting with planning a community event may email Director Wood or call City Hall and leave their contact information to receive a follow up call.

Our Department would like to host our first Volunteer Cleanup event this summer as a relaunch of our 'Friends of the Park' program. Dates being considered are Saturdays - June 27th and July 11th. Commission feedback is welcome on best day/time for this event. The suggested duration of this volunteer cleanup would be approximately 4 hours – (3 hour cleanup, 1 hour lunch); taking place at Perigot Park.



City of Blue Lake

Staff Report - Continued

Agenda Item #: 7 – Page 2
Meeting Date: 5/6/26 – Parks & Recreation Commission Meeting
Prepared By: Emily Wood, Director of Parks & Recreation
Subject: Parks & Recreation Director Update

SUMMER ACTIVITIES 2026 (CONTINUED):

Public Skate will continue through the summer – Skate calendar attached.
Thursdays – Adult Night (6pm-9pm)
Friday/Saturday – All Ages Skate (6pm-9pm)
3rd Sunday of every month – Sensory Friendly Skate (reduced lights/sound) – 12pm-2pm

BIKE PARK UPDATE:

The approved Bike Park Corrective Action Plan is being reviewed by staff for next steps in progressing this project forward. City Staff will coordinate a working group meeting to discuss the action plan. Staff is waiting to hear back about our outstanding LWCF Grant Application for the Bike Park. I look to apply for upcoming Round 5 Funding under the State Parks Per Capita Grant with the City Council's approval.

PORT O POTTY UPDATE:

Portable toilets have been put back in place at the Horse Arena, Town Square, and an additional unit has been added at Perigot Park. Portable toilets will be in place May 1st- October 30th, 2026 with winterization (no portable toilets) from October 31st, 2026 - April 30th, 2027. A portable toilet update flier has been included in this packet.

GET OUT & PLAY DAY:

JULY –
Available Saturdays – July 11th (combine with community cleanup?)
Available Sundays – All Sundays reserved from 9am-1pm

AUGUST –
Available Saturdays – August 1st, August 22nd, August 29th
Available Sundays – August 2nd, August 16th, August 23rd

Review Information:

City Manager Review: Legal Review: Planner Review: Engineer:

Comments:



PARKS & RECREATION FEE SCHEDULE & SPECIAL EVENT COMMUNITY WORKSHOP

TUESDAY, MAY 12TH

**5PM PRASCH HALL
312 SOUTH RAILROAD AVENUE**

Are you interested in helping refine our community's parks & recreation fee schedule and special event process?

The City of Blue Lake invites all interested individuals to this community workshop to collaborate with staff, City Council's ad hoc committee, and others to assist in fine-tuning a proposed fee schedule update and special event process for the City Council's consideration.



bluelake.ca.gov



707-668-5655 **CITY HALL**

BLUE LAKE ROLLER RINK

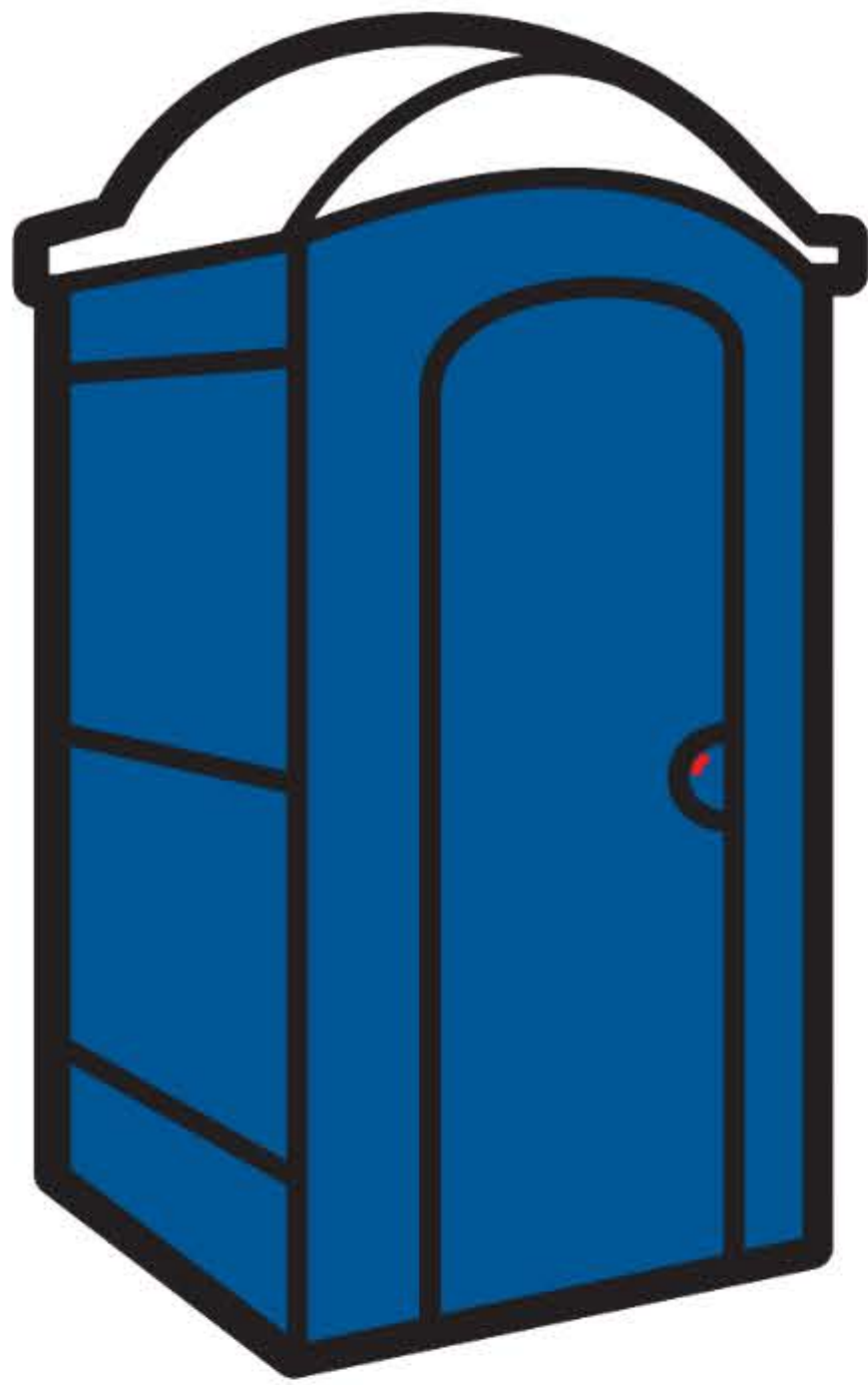
MAY 2026

312 S. RAILROAD, BLUE LAKE CA 95525



THUR	FRI	SAT	SUN
30 PUBLIC SKATE ADULT SKATE 18+ \$5 ENTRY 6 - 9 P M	1 PUBLIC SKATE STUDENTS NIGHT \$5 ENTRY W/ STUDENT ID'S 6 - 9 P M	2 PUBLIC SKATE NEON NIGHT \$5 ENTRY W/ NEON ATTIRE 6 - 9 P M	3 RESERVED
7 PUBLIC SKATE ADULT SKATE 18+ \$5 ENTRY 6 - 9 P M	8 PUBLIC SKATE GRAD NIGHT \$5 ENTRY FOR ALL STUDENTS 6 - 9 P M	9 PUBLIC SKATE SAFARI NIGHT \$5 ENTRY W/ JUNGLE ATTIRE 6 - 9 P M	10 RESERVED
14 PUBLIC SKATE ADULT SKATE 18+ \$5 ENTRY 6 - 9 P M	15 PUBLIC SKATE BLACKOUT NIGHT \$5 ENTRY W/ BLACK ATTIRE 6 - 9 P M	16 PUBLIC SKATE 80'S WORKOUT NIGHT \$5 ENTRY W/ THEMED ATTIRE 6 - 9 P M	17 PUBLIC SKATE SENSORY FRIENDLY SKATE \$5 ENTRY 12 P M - 2 P M
21 PUBLIC SKATE ADULT SKATE 18+ \$5 ENTRY 6 - 9 P M	22 PUBLIC SKATE LUAU NIGHT \$5 ENTRY W/ TROPICAL ATTIRE 6 - 9 P M	23 PUBLIC SKATE UNDER THE SEA \$5 ENTRY W/ BEACHY ATTIRE 6 - 9 P M	24 RESERVED
28 PUBLIC SKATE ADULT SKATE 18+ \$5 ENTRY 6 - 9 P M	29 PUBLIC SKATE FRUIT SALAD NIGHT \$5 ENTRY W/ ALL FRUIT ATTIRE 6 - 9 P M	30 PUBLIC SKATE NEON NIGHT \$5 ENTRY W/ NEON ATTIRE 6 - 9 P M	31 RESERVED





Blue Lake

PORTABLE RESTROOM SCHEDULE

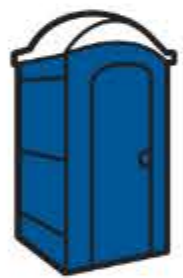
✓ **IN PLACE**

MAY 1ST - OCTOBER 30TH



WINTER SEASON

OCTOBER 31ST - APRIL 30TH



HORSE ARENA

210 Chartin Road



TOWN SQUARE

411 First Avenue



PERIGOT PARK

312 South Railroad Ave

**THANK YOU
FOR RECREATING
IN BLUE LAKE!**