



City of Blue Lake

Parks and Recreation Commission

Meeting Agenda

Wednesday July 1, 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. **Approval of May 6 2026 and June 3 2026 Meeting Minutes**
6. **Bike Park Update**
7. **Parks and Rec Director Staff Report**
8. **Ad Hoc Committee Report**
9. **Recreation Tournaments - Discussion**
10. **Revenue Capture - Discussion**
11. **Upkeep at Prasch Hall - Discussion**
12. **Eats and Drinks Flyer Review**
13. **Future agenda items**
14. **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.



Parks and Recreation Commission Meeting Minutes

Wednesday, May 6, 2026 ~ 6:30 p.m. ~ Regular 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 6:34 p.m.
2 **2. Roll call and establish a quorum of the commission**

3
4 **Commissioners present:** Chair, Jan Henry; Vice Chair, Bettina Eipper; James Brown,
5 Timothy Daniels

6 **Commissioners absent:** Jeffrey Bird

7 **Council Liaison:** Councilmember Kat Napier
8

9 **3. Approval of the agenda –**

10 **Motion by Bettina Eipper to approve the agenda as presented. Second by Timothy**
11 **Daniels.**

12 **Voice vote: Motion passed unanimously**
13

14 **4. Public comment on non-agenda items**

15 The following persons addressed the commission:

- 16 • **Julie Christie** expressed that she would like to see Parks and Rec commission
17 broadcast the meetings on Zoom. She also offered to promote the Parks & Rec Fee
18 Workshop. Would like to encourage more volunteer support for Parks & Rec.
- 19 • **Christa Christie** is following up regarding the “individual” she expressed concern
20 about at the last meeting. Jan Henry indicated she reported the “individual” to City
21 Manager Jennie Short.
- 22 • **Council Liaison Kat Napier** advised the Commission to shift the focus toward
23 establishing a formal policy on park access. She suggested they evaluate specific
24 criteria for when access might be restricted—such as in instances of noise complaints
25 or harassment—and consult with the City Manager to determine if existing protocols
26 can be leveraged.
27

28 **Items for commissioner discussion or action**

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

- 30 • Tim Daniels nominated Jan Henry to continue as Chair. James Brown seconded the
31 motion. **Motion passed unanimously.**
- 32 • Jan Henry made a motion that James Brown be appointed as Vice Chair. Tim Daniels
33 seconded the motion. **Motion passed unanimously.**
- 34 • Bettina Eipper made the motion Tim Daniels be appointed Recording Secretary.
35 James Brown seconded the motion. **Motion passed unanimously.**
36

37 **Public Comment:** None received
38
39
40



Parks and Recreation Commission Meeting Minutes

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6. Approve April 1, 2026 minutes

Public Comment: No public comment received

James Brown made the motion to approve the minutes from April 1, 2026. Bettina Eipper seconded the motion.

Voice vote: Motion passed unanimously.

7. Parks and Recreation Director Update

Director Wood provided updates regarding Summer Activities, the Facilities Walk Around Ad Hoc, the Bike Park, and Revenue Capture ideas.

Public comment

- **Julie Christie** inquired why Emily no longer attends Parks and Rec Commission meetings.
- **Council Liaison Kat Napier** suggested it's due to budgetary constraints and emphasized that the goal is not for the Commission to work in isolation and suggested that the Director could attend on a quarterly basis or during meetings with significant reporting requirements.
- Commissioners articulate that they find written updates from Parks & Rec Director helpful.

No action

8. Summer Camp Update

Staff Report on Summer Camp 2026 was read aloud. Summer Camp is cancelled for 2026 due to declining enrollment and limited resources and funding. Program is not paying for itself. Bettina highlighted that Blue Lake School has a free summer camp.

No action

9. Summer Activities

Staff Report on Summer Activities 2026 read aloud. Commissioners discussed Volunteer Cleanup. Commissioners are unsure of scope of work for Volunteer Cleanup. Commissioners agree to recommend to Parks & Rec Director July 11 is the best date for Volunteer Cleanup.

Public comment:

- **Darci Lima:** suggest Adopt-a-Trail type arrangement for keeping the local trails clean.

No action



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10. Fundraising Bike Park

Commissioners discussed about grant which Parks & Rec Director applied for. Grant has not yet been awarded. Should be announced this month. City Manager Jennie Short has scheduled a meeting with RCMBBA board members and other stakeholders to discuss next steps regarding the Corrective Action Plan approved by City Council.

Public comment:

- **Darci Lima:** speaker asking if the plan is to finish the project in phases so that it is rideable before it is entirely completed through all phases.

11. Port O Potty at Horse Arena

Staff Report on Port O Potty read aloud. Toilet is used user groups other than equestrians.

Public comment:

- **Dana Rivinius** would like to see the toilet at the horse arena available at the beginning of April through October.
- Commission recommends Port O Potty at Horse Arena be made available April 1 through October 31.

12. Get out and Play Day: Discussion about combining Volunteer Cleanup Day with Get out and Play Day on July 11, 2026.

Public comment:

- **Mardi Grainger:** would like to see badminton nets set up on the grass (not specific where).

13. Revenue Capture Opportunities for Recreational Activities:

The Commission discussed different ways to generate revenue from residents and visitors who come to Blue Lake for recreation. Kat Napier, while acknowledging the creativity of the brainstorming session, adopted a pragmatic stance regarding revenue generation. She cautioned against adding new projects to the city's already strained maintenance list and instead urged the Commission to prioritize 'revenue capture' from existing assets. She recommended that the Commission push for more granular data—such as tracking specific attendee numbers and concession sales—to identify financial trends and address 'revenue leakage' before attempting to implement new commercial activities.



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117
118 **14. Future Agenda Items**

- 119 ➤ James Brown requests that Ad Hoc Committee Report from facilities walk-around be
120 added to the June agenda.
121 ➤ Bettina would like to add to the June agenda a brainstorm session on Revenue Capture.
122 ➤ Discussion about how to get items on the agenda within the bounds of The Brown Act.
123

124 **15. Motion to Adjourn**

125 **James Brown made a motion to adjourn. Bettina Eipper seconded the motion**
126 **Motion passed unanimously and the Commission adjourned at 7:51 p.m.**
127

128 Prepared by: Timothy Daniels, Recording Secretary.

DRAFT



Parks and Recreation Commission Meeting Minutes

Wednesday, June 3rd, 2026 ~ 6:30 p.m. ~ Regular Commission Meeting
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

1 **1. Call to order:** Chair Jan Henry called the meeting to order at 6:33 p.m.

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

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

7
8 **Commissioners absent:** Commissioner James Brown

9
10 **Council Liaison:** Alternate Liaison John Sawatzky

11
12 **3. Approval of the agenda –**
13 **Motion by Bettina Eipper to approve the agenda. Second by Jan Henry.**
14 **Voice vote: Motion passed unanimously.**

15
16 **4. Public comment on non-agenda items: None received**

17
18 **ITEMS FOR COMMISSIONER DISCUSSION OR ACTION**

19
20 **5. Approve May 6, 2026 Minutes**

21 Council Liaison Kat Napier requested that corrections be made to the minutes prior to adoption.

22
23 **Motion by Bettina Eipper to postpone approval of May 6 2026 meeting minutes until the**
24 **next meeting. Second by Jan Henry.**

25 **Voice vote: Motion passed unanimously**

26
27 **6. Summer Activities**

28 Director Wood shared that the first volunteer cleanup event is scheduled for July 11th at Perigot
29 Park from 10am-1pm. This volunteer Day marks a soft launch of our 'Friends of the Park'
30 program. The duration of this volunteer cleanup will be approximately 3 hours – (2 hour
31 cleanup, 1 hour lunch). Public Skate will continue through the summer.

32
33 Commissioners furthered the conversation with discussions about additional summer activities
34 to host and suggested that the commission could help promote the cleanup day on July 11th.

35
36 **No action**

37
38 **7. Ad Hoc Committee Report: Facilities Walk-Around**

39 Director Wood met with ad-hoc committee members, James Brown and Bettina Eipper, to
40 evaluate the condition of City's facilities and park spaces. A draft report was created for staff's
41 initial review and feedback was given by staff to the ad-hoc committee regarding areas in the



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42 report that can be refined. The item was tabled for further discussion since one of the ad hoc
43 members was not present.

44 **8. Bike Park Update**

45 Director Wood indicated that staff is working through the steps outlined in the approved Bike
46 Park Corrective Action. At their May 26th meeting, City Council approved staff to proceed with
47 coordinating volunteers to weed whack greenery at the site and pull tarps off. A community
48 meeting will be held on-site to discuss community visioning of the bike park. The City received
49 notice that we did not receive the LWCF Grant for the Bike Park. However, Director Wood plans
50 to apply for upcoming Round 5 Funding under the State Parks Per Capita Grant with the City
51 Council's approval.
52

53 **9. Revenue Capture – Discussion**

54 Director Wood received feedback regarding improvement of physical advertising – specifically
55 highlighting places to eat, things to do, etc. in central spots around town. The addition of
56 weather-proof bulletin boards/kiosks is one suggestion that could be budgeted into this coming
57 fiscal year to add to various places. Regarding fundraising events, Director Wood would like to
58 work with the Commission to add an annual fundraising event into a calendar that
59 commissioners assist with planning/executing.
60

61 Bettina Eipper clarified her comments from last month on how to implement this idea, with
62 emphasis on advertising local vendors during events. John Sawatzky suggested that the
63 Chamber of Commerce could get involved with this endeavor as well.
64

65 **No action**

66 **10. Future Agenda Items**

- 67 **➤ Approve Minutes from May Meeting**
- 68 **➤ Ad Hoc Committee Report**
- 69 **➤ Bocce Ball Tournament**
- 70 **➤ Pickleball Tournament during Annie and Mary Day**
- 71 **➤ Revenue Capture**

72 **11. Adjourn**

73 **Motion by Jeff Bird to Adjourn. Second by Jan Henry.**

74 **Voice vote: Motion passed unanimously**

75 **Adjourn at 7:14 p.m.**

76 Prepared by: Tim Daniels (Secretary) and Samantha Green (City Clerk)



City of Blue Lake

Staff Report

Agenda Item #: Staff Report
Meeting Date: 7/1/26 – Parks & Recreation Commission Meeting
Prepared By: Emily Wood, Director of Parks & Recreation
Subject: Staff Report – Supplemental Material

BACKGROUND: This staff report is intended to inform the Commission and public of updates related to the City's parks and recreation department. The City Clerk now serves as the direct liaison for all Commissions and coordinates logistics with each Commission's designated chairperson. Due to these changes, 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.

GENERAL UPDATES:

During the June 23rd, 2026 City Council Meeting, a \$402,000 donation was presented on behalf of the Brunson Family Fund to the City of Blue Lake's Parks & Recreation Department. We feel incredibly grateful for this blessing and sincerely thank the Brunson Family for their immense generosity, commitment, and investment into our community. This donation will come before City Council at their July 28th meeting for formal consideration and acceptance.

A new Parks & Recreation fee will be in effect as of 7/1/26. Staff are working on refining the format of facility rental agreements for prospective guests to improve user's experience and internal processing efficiency.

Our first Volunteer Cleanup event is July 11th from 10am-1pm at Perigot Park. This Volunteer Day is a soft launch of our 'Friends of the Park' program. The duration of this volunteer cleanup will be approximately 3 hours – (2 hour cleanup, 1 hour lunch).

Public Skate will continue through the summer. Thursday, July 2nd – Humboldt Roller Derby has featured DJ Datura Prime and will table at Adult Skate from 6-9pm.

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: Staff are working through the steps outlined in the approved Bike Park Corrective Action. Staff has coordinated volunteers to weed whack greenery at the site and pull tarps off in preparation for a topographic drone survey of the park, approved by City Council at their June 23rd, 2026 meeting (the cost of this drone survey will be funded through monetary sponsorships from the Bill Nessler Car Show; up to \$4,500.00, as approved by Council).

I am working on coordinating community engagement and project application logistics in preparation for the next cycle of funding for the State Parks Per Capita grant program.

PRASCH HALL UPKEEP: The report(s) generated by the Facility Walk-Around ad-hoc committee can be utilized to more thoughtfully organize regular/seasonal maintenance tasks for Prash Hall (among other community spaces) and possibly improve efficiency through fine-tuning a realistic yet comprehensive maintenance schedule for our spaces [inside and out]. While our staffing remains lean; I'd like to holistically approach facility/park upkeep and embrace the implementation of regular community volunteer opportunities, collective skill-sharing, and brainstorming sessions with the 'Friends of the Park' group to find strategies and solutions for both recent and ongoing concerns. I think meeting regularly with 'Friends of the Park' and having a quarterly or semi-annual BBQ/mixer to recruit more members would be very beneficial for our department.

REVENUE CAPTURE: I'd like to work with the Commission to add an annual fundraising event into our calendar that commissioners assist with planning/executing. The City has access to an inflatable movie screen, stereo equipment, and other items that could be used for a variety of events. In the past, we've explored an art festival, movie nights, leisure sports tournaments, music events, etc. An annual sponsorship program could be another possibility to explore; offering long-term sponsorship recognition (example: banner placement) on fence lines at Perigot Park or inside the roller rink.

Blue Lake

Eats & Drinks

LOCAL SPOTS. LOCAL FLAVOR. HUMBOLDT HEART. ♥



**PASENKA
MAD RIVER
BREWERY**
at Taylor Way

GREAT LOCAL
BEER & FOOD

— 🌲 —
ROOTED IN HUMBOLDT,
BREWED WITH CARE.



**BLUE LAKE
HOT DOG STAND**
at Perigot Park

HOT DOGS,
SANDWICHES,
SOUPS & SALADS

— ★ —
PICNIC BY THE LAKE,
GOOD FOOD,
GOOD VIBES.



**HONEYBEE
COFFEE**
near the Post Office

GREAT LOCAL
COFFEE & ICE CREAM

— ♥ —
SWEET, COZY & MADE
FOR OUR COMMUNITY.



**JEWEL
DISTILLERY**
*120 1st St. West
Sat 1-5pm*

TASTING ROOM
& COCKTAILS

— ♦ —
SMALL BATCH SPIRITS
CRAFTED WITH CARE.

**MAD RIVER
GRANGE**

*110 Hatchery Road
Monthly - Second Sunday
8am - 11am*

BREAKFAST,
GOOD COMPANY,
COMMUNITY
TRADITION. ♥



SUPPORT LOCAL. ENJOY BLUE LAKE. ♥