



City of Blue Lake

Parks and Recreation Commission

Meeting Agenda

Wednesday August 5, 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 Opportunities – Discussion**
11. **Upkeep at Prasch Hall – Discussion**
12. **Future agenda items**
13. **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 Items for commissioner discussion or action

28
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



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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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14. Future Agenda Items

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

15. Motion to Adjourn

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

Prepared by: Timothy Daniels, Recording Secretary.



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



Parks and Recreation Commission Meeting Minutes

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

8. Bike Park Update

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

9. Revenue Capture – Discussion

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

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

No action

10. Future Agenda Items

- **Approve Minutes from May Meeting**
- **Ad Hoc Committee Report**
- **Bocce Ball Tournament**
- **Pickleball Tournament during Annie and Mary Day**
- **Revenue Capture**

11. Adjourn

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

Voice vote: Motion passed unanimously

Adjourn at 7:14 p.m.

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



City of Blue Lake

Staff Report

Agenda Item #: **Staff Report**
Meeting Date: 8/5/26 – 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 sincerely thank the Brunson Family for their immense generosity, commitment, and investment in our community. This donation was formally accepted by City Council at their July 28th meeting; with \$50,000 slated for Prasch Hall improvements that will benefit the skating program, \$150,000 towards completing the Bike and Skate Park, and remaining balance placed in an endowment giving an annual distribution to the department.

A new Parks & Recreation fee schedule took effect on 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 was on July 11th from 10am-1pm at Perigot Park - three volunteers attended. Staff have scheduled volunteer days 6x per year and will improve outreach methods for future volunteer days to increase awareness and attendance. The next Volunteer Days are scheduled for September 12th, November 14th, January 9th, March 13th, May 8th & July 10th (every other month on the second Saturday).

Public Skate will continue through the summer. We've received community feedback about adding a monthly 'Tiny Tot' skate session and are working internally to find the best time for this session – possibly linking it with a relaunch of our Playgroup program.

- 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 coordinated volunteers to weed whack greenery at the site and pull tarps off to prepare the site 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). The topographic drone survey has been completed.

I am working on coordinating community engagement sessions and project application logistics in preparation for the next cycle of funding for the State Parks Per Capita grant program – arranging a table at Annie & Mary Day to gather community input for the Bike & Skate Park project.

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 Prasch Hall (among other community spaces) and improve efficiency through fine-tuning a realistic (yet comprehensive) maintenance schedule for our spaces [inside and out]. While our...

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PRASCH HALL UPKEEP (continued):...staffing remains lean; I want 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. Meeting with ‘Friends of the Park’ regularly and with better advertisement will hopefully recruit more members.

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.

ANNOUNCEMENTS: We are hiring for several Recreation Specialist I’s – interested applicants may submit their application and resume to City Hall or email Director Wood at parksdirector@bluelake.ca.gov. These open positions will replace current staff transitioning out for college and/or professional opportunities out of the area. A flier for this job listing has been attached.

FREE PILE PSA – Please see attached.

GREENWASTE DAY PSA – Please see attached.



JOB OPPORTUNITY

Recreation Specialist I

The City of Blue Lake is hiring several part-time Recreation Specialist's to join our team!

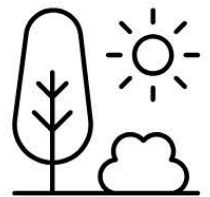
The salary range for this position is \$17.45 - \$24.88, depending upon experience.

The full position description and information about how to apply may be found on the City's website at www.bluelake.ca.gov or by scanning the QR code below.

Applications will be reviewed as they are received. Applicants must have weekend availability.

Recreational Specialist's assist in planning, promoting, and facilitating a variety of recreation and leisure programming for the community; including facility and equipment maintenance duties, in addition to performing all other related duties as assigned.

Scan for More Information



Questions may be directed to Emily Wood,
Director of Parks & Recreation,
at parksdirector@bluelake.ca.gov



CITY OF BLUE LAKE



FREE PILE PSA



WE LOVE A GOOD FREE PILE



THAT MAY HAVE A TREASURE



BUT AS THAT PILE GROWS...



IT CREATES



PUBLIC WORKS **PRESSURE!**



**TO KEEP OUR STREETS CLEAN
AND SIDEWALKS CLEAR...**



WE KINDLY ASK OTHERS TO HEAR



AFTER A DAY...PUT IT AWAY



**THANKS FOR LENDING YOUR EAR!
(AND SAVING PUBLIC TAX DOLLARS THIS YEAR)**



CITY OF BLUE LAKE

GREEN WASTE DAY

AUGUST 22ND, 2026



WHAT TO BRING

Grass clippings
Flower cuttings
Hedge trimmings
Leaves and brush
Natural wood (Non Painted)



WHAT NOT TO BRING

Pressure Treated Wood
Dirt/Soil
Painted Lumber

WHEN & WHERE

SATURDAY 9AM - 4PM
August 22nd, 2026

200 Taylor Way
Blue Lake Power Plant

