



City of Blue Lake

Post Office Box 458 - 111 Greenwood Road
Blue Lake, CA 95525
Phone 707.668.5655
www.bluelake.ca.gov

City Council Agenda

Tuesday, August 25, 2026, ~ 5:30 p.m. ~ Closed Session

6:30 p.m. ~ Regular Meeting

Skinner Store-111 Greenwood Road, Blue Lake California

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

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

PLEASE NOTE that live meeting logistics will be prioritized. The quality of the Zoom teleconference meeting cannot be guaranteed. Technical challenges experienced by either the participant or the City will not interrupt or halt the progress of the meeting.

Public input may be facilitated by Zoom at the following meeting link:

Link:

<https://us02web.zoom.us/j/82552170237?pwd=r7bvO2Q6RxMf4Wxtqc5fXtsY8luShH.1>

Meeting Id: 825 5217 0237 Passcode: 607946

5:30 Council Meeting (Closed Session)

- 1. Call To Order**
- 2. Pledge of Allegiance**
- 3. Roll Call and Establish a Quorum of the Council**
- 4. Closed Session Agenda**
 - a) Public Comment on Closed Session agenda item(s).**
 - b) CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Property: approximately three (3) acres of land that is a portion of the parcels designated as Assessor's Parcel Numbers 312-161-018 and 312-161-015 in the City of Blue Lake, California

Agency negotiator: Jennie Short, City Manager

Negotiating parties: DanCo Communities, a California Corporation

Under negotiation: Price and terms of payment
 - c) PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Title: City Manager
 - d) CONFERENCE WITH LABOR NEGOTIATORS**

Agency designated representatives: Ryan Plotz, City Attorney

Unrepresented employee: City Manager
 - e) Adjourn Closed Session and Report Out**

6:30 Council Meeting (Regular)

5. **Call To Order**
6. **Roll Call and Establish a Quorum of the Council**
7. **Approval Of Agenda**
8. **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 ensure 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.*
9. **Consent Agenda**
 - a) Approval of August 11, 2026, City Council Meeting Minutes

ITEMS FOR COUNCIL DISCUSSION OR ACTION

10. **Commission Vacancy Updates**
11. **Bike & Skate Park Grant Application**
12. **Fee Waiver Policy Concept**
13. **7th Cycle Housing Element: Updated HCD Agreement Milestones**
14. **Council Correspondence**
15. **Reports Of Council and Staff**
 - a) City Manager Report
 - b) Ad hoc Committee Reports
 - c) Commission Updates
16. **Future Agenda Items**
17. **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 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 Action Minutes

Tuesday, August 11, 2026, ~ 5:30pm ~ Closed Session

6:30pm ~ Special Council Meeting

Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

1. **Call to Order:** Mayor Sawatzky called the meeting to order at 5:30 p.m.

2. **Pledge of Allegiance**

3. **Roll Call and Establish a Quorum of the Council**

Councilmembers' Present: City Clerk Green Established a Quorum

Present: Mayor John Sawatzky, Council Member Kat Napier, Council Member Terri Bayles,
Council Member Michelle Lewis-Lusso

Councilmembers Absent: Mayor Pro Tem Elise Scafani

Staff Present: City Manager Jennie Short and City Clerk Samantha Green

4. **Closed Session Agenda**

a. **Public Comment on Closed Session agenda item(s):** None received.

Motion by Councilmember Lewis-Lusso to move into Closed Session. **Second by Councilmember Bayles.**

Voice vote: Motion passed unanimously.

Note: Mayor Pro Tem Scafani arrived once Council moved into Closed Session.

b. **CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: one case. Facts and circumstances involve claims by Danco Communities that the City's election to terminate the Development and Disposition Agreement after notice and opportunity to cure is not permitted under the terms of the parties' agreement.

c. **CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION**

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: one case.

d. **Adjourn Closed Session and Report Out:** While not a reportable action under the Brown Act, the Council wishes to announce that it has provided general directions to staff and the ad hoc committee to engage with Danco regarding a revised project proposal with the intention to bring a mutually agreeable proposal to a later public meeting.

Public Comment on Closed Session Items: Kent Sawatzky and Barbara Russell.



Blue Lake City Council Action Minutes

Tuesday, August 11, 2026, ~ 5:30pm ~ Closed Session

6:30pm ~ Special Council Meeting

Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

5. Call to Order: Mayor Sawatzky called the meeting to order at 6:35 p.m.

6. Roll Call and Establish a Quorum of the Council

7. Approval of the Agenda –

Motion by Mayor Pro Tem Scafani to approve the agenda. **Second by Councilmember Lewis-Lusso.**

Voice Vote: Motion passed unanimously.

8. Public Comment on Non-Agenda Items: Alison Talbott, Steve Madrone, Kent Sawatzky, Barbara Russell

9. Consent Agenda

- a. July 28, 2026, Regular Meeting Action Minutes
- b. Caretaker Cabin Restated Lease
- c. Humboldt Transit Authority (HTA) Agreement
- d. July Disbursements

Motion by Councilmember Bayles to approve the consent agenda. **Second by Councilmember Napier.**

Voice vote: Motion passed unanimously.

ITEMS FOR COUNCIL DISCUSSION OR ACTION

10. Dell'Arte Amended Pre Festival Report

Dell'Arte holds a Conditional Use Permit for the annual Baduwa't Festival, formerly known as the Mad River Festival, which was approved by the Planning Commission in 2014. Pursuant to Condition of Approval No. 8 of Resolution No. 9-2014, Dell'Arte submitted an Amended Pre-Festival Report for 2026 documenting additional festival activities proposed for September and October and requesting an extension of the festival ending date from August 23 to October 31, 2026.

Public Comment: Kent Sawatzky, Lin Glen, Karen Gilkerson, Kash Boodjeh, Noah Bremer, Rebecca Collins, and Artemis Pebdani.

Motion by Councilmember Lewis-Lusso to accept the amended pre festival report from Dell'Arte. **Second by Councilmember Napier.**

Voice vote: Motion passed 4:1 with Councilmember Bayles abstaining.

11. Powers Creek Flood Preparedness & Maintenance Update

Recent winter flooding along Powers Creek has inundated Hatchery and Chartin Roads, the Gymkhana, and adjacent properties. Staff are preparing for potential winter 2026 flooding



Blue Lake City Council Action Minutes

Tuesday, August 11, 2026, ~ 5:30pm ~ Closed Session

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through coordination with affected property owners, development of a flood preparedness plan, and pre-positioning of sandbags. Staff are also coordinating with the Baduwa't Watershed Council and other agencies regarding permitted removal of woody vegetation from the creek bed. The City Manager requested authorization of \$20,000 for the 2026-27 fiscal year to support flood preparation, drainage ditch rehabilitation in coordination with the County, and creek maintenance, with \$14,500 proposed from Fund 36, Department 360, and \$4,500 from Fund 10, Department 320.

Public Comment: Karen Gilkerson, Kent Sawatzky, Enok Hill, Lin Glen, Barbara Russell, Martha Meade, Steve Madrone, John Grondalski, Stacey Jones, and Beckie Raygoza.

Motion by Councilmember Napier to authorize \$20,000 for flood preparation and creek maintenance and modify previous action taken on June 10th, 2025, to receive the spoils in an amount not to exceed 28,000 cubic yards for the gravels and a term not to exceed 8 years.

Second by Councilmember Lewis-Lusso.

Voice vote: Motion passed unanimously

12. Elections Update

The nomination period for the November 3, 2026, General Election opened on July 13, 2026. One of the two incumbents did not file nomination papers by the August 7 deadline, resulting in an extension of the nomination period through August 12, 2026, to allow non-incumbent candidates additional time to file. As the Elections Official, the City Clerk is required to submit candidate filings to the Humboldt County Office of Elections by 5:00 p.m. on August 12, 2026.

Public Comment: Kent Sawatzky, Enok Hill, and Julie Christie

No action was taken.

13. Bike & Skate Park Project Update

Points West completed an aerial topographic survey of the Bike & Skate Park site and surrounding parcel, with maps depicting existing conditions, the approved site plan, and proposed Phase 1 improvements. Staff also compiled additional project records and a preliminary timeline documenting the development and construction of the pump track. The Bike & Skate Park Ad Hoc Committee reviewed the remaining Phase 1 paving needs, which include approximately 6,290 square feet of asphalt at an estimated cost of \$12,760. Staff also provided information regarding the upcoming State Parks Per Capita Round 5 grant opportunity and the public outreach required as part of the application process.

Public Comment: Enok Hill, Sal Ingrilli, John Bartholomew, Kent Sawatzky, Barbara Russell, John Grondalski, Rebecca Collins, Dylan Gray, and Julie Christie.



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Motion by Mayor Pro Tem Scafani to authorize \$15,000 from the Brunson Family Fund Donation to finish paving the Bike and Skate Park and authorize \$500 from the Bike Park Fund for tabling events outlined in the proposed community input session. **Second by Councilmember Lewis-Lusso.**

Voice Vote: Motion passed 4:1 with Councilmember Bayles dissenting

Motion by Mayor Pro Tem Scafani to authorize SHN to conduct compaction samples and for the City Engineer to move forward with engineering. **Second by Councilmember Lewis-Lusso.**

Voice vote: Motion passed 3:2 with Councilmember Napier and Bayles Dissenting

14. Carbon Reduction Program – Electric Maintenance Fleet Vehicles

The City applied in May 2025 for \$70,527 in Carbon Reduction Program funding through the Humboldt County Association of Governments to purchase two electric maintenance vehicles, with the required City match subsequently approved through the use of toll credits. Caltrans completed the required project approvals on July 29, 2026, allowing the City to proceed with obtaining an updated quote and purchasing the vehicles.

Public Comment: Kent Sawatzky and Julie Christie.

Motion by Mayor Pro Tem Scafani to authorize the City Manager to execute documents related to funding acceptance and processing reimbursement requests and authorize the City Manager to purchase the vehicles. **Second by Councilmember Lewis-Lusso.**

Voice vote: Motion passed unanimously

15. Council Correspondence

- a) Letter: Kent Sawatzky

16. Future Agenda Items Requested by Council

- City Manager Evaluation
- MOU with RCMB
- Housing Element Public Hearing
- Fee Waiver Policy Expanded Framework
- Grant for Bike and Skate Park

17. Adjourn

The council adjourned at 9:46 p.m.

Prepared by: Samantha, City Clerk



City of Blue Lake

Staff Report

Agenda Item #: 10

Meeting Date: August 25 2026

Prepared By: Samantha Green, City Clerk

Subject: Commission Vacancies

Recommended Action: That the City Council:

1. Receive the report
2. Provide other directions as needed
3. Discuss whether to revisit commission consolidation

BACKGROUND:

The City of Blue Lake has five advisory commissions, and currently four of the five commissions have vacancies. The Parks and Recreation Commission is the only commission with all five seats filled. Two commissions, Economic Development and Planning, currently do not have sufficient membership to establish a quorum. The City Council is currently serving as the Planning Commission, as the City is required to establish a planning agency pursuant to California Government Code § 65100.

DISCUSSION:

The City recently received two resignations from the Public Safety Commission, dated July 25 and August 7, creating two additional vacancies. Individuals interested in serving on any of the City's commissions may obtain an application online or at City Hall during regular business hours: Tuesday through Friday, 10:00 a.m. to 4:00 p.m., with extended hours until 6:00 p.m. on Wednesdays.

Given the number of current vacancies and the impact on the ability of some commissions to conduct business, it may be worth discussing strategies for recruiting new commissioners and consider whether consolidation of certain commissions may be beneficial.

ATTACHMENTS:

- Current commission information
- Resignations from Angela Dare and Donald Schang

Review Information:

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

Comments:

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Commission Information

Planning Commission		
Commissioner	Appointed	End Date
Cort Pryor	8/14/18	6/30/26
Matthew Schang	8/27/24	6/30/28
Vacant	1/1/26	6/30/28
Vacant	1/1/26	6/30/28
Vacant	1/1/26	6/30/26

Economic Development Commission		
Commissioner	Appointed	End Date
Roxanne Rothery	3/25/25	1/30/27
Vacant	1/1/26	1/30/28
Vacant	1/1/26	1/30/27
Vacant	1/1/26	1/30/28
Vacant	1/1/26	1/30/28

Parks and Recreation Commission		
Commissioner	Appointed	End Date
Bettina Eipper	1/27/26	1/30/28
James Brown	2/25/25	1/30/27
Jan Henry	1/27/26	1/30/28
Jeff Bird	3/24/26	1/30/28
Timothy Daniels	2/24/26	1/30/27

Public Safety Commission		
Commissioner	Appointed	End Date
Cynthia Carlson	4/28/26	1/30/28
Lin Glen	4/22/25	1/30/27
Ted Hales	1/27/26	1/30/28
Vacant	3/25/25	1/30/27
Vacant	1/27/26	1/30/28

Arts and Heritage Commission		
Commissioner	Appointed	End Date
Barbara Russell	6/24/25	1/30/27
Cindy (Ruah) Phillips	6/24/25	1/30/27
Seamus Kistner	1/27/26	1/30/28
Sherri Green	1/27/26	1/30/28
Vacant	1/1/26	1/30/28

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Samantha Green <cityclerk@bluelake.ca.gov>

Public Safety Commission

Angela Dare <[REDACTED]@aol.com>
To: Samantha Green <cityclerk@bluelake.ca.gov>

Sat, Jul 25, 2026 at 7:27 AM

Good morning Samantha,

Ia writing to inform you and the council that i am stepping down from the Public Safety Commission for personal reasons.

I appreciate the time on the commission and hope you can fill my spot. Thank you for allowing me to serve the community.

Angela

[Sent from the all new AOL app for iOS](#)



Samantha Green <cityclerk@bluelake.ca.gov>

Fwd: Quit

Don S <[REDACTED]@gmail.com>

Fri, Aug 7, 2026 at 7:32 AM

To: Samantha Green <cityclerk@bluelake.ca.gov>

To the Safety Committee,

I have missed the last few meetings due to a conflict in scheduling and unfortunately I don't see this changing in the future. I regret to have to resign from my committee position.

Thank you, Don Schang



City of Blue Lake

Staff Report

Agenda Item #: 11

Meeting Date: August 25th, 2026

Prepared By: Emily Wood, Director of Parks & Recreation

Subject: Grant Application – ORLP Funding for Bike & Skate Park

Recommended Action: That the City Council:

1. Direct the Director of Parks & Recreation to submit a grant application for Round 1 consideration of the ORLP Grant by August 28th, 2026

BACKGROUND

In August of 2025, Director Wood applied for the previous funding cycle of this grant while Interim City Manager Duffy was here. Director Wood discovered recently that the next round of this ORLP (Outdoor Recreation Legacy Partnership) grant has opened and proposes the City re-apply for this funding cycle. Director Wood has included a proposed budget, map of phase 1 and 2, and application questions for this funding cycle.

FISCAL IMPACT

In the proposed grant application; \$367,500 is slated as matching funds for this project; with an ask of \$367,500 for the grant award; equating to a total project cost of \$735,000.

ALTERNATIVES

N/A

ATTACHMENTS

- 11A – Proposed Budget for ORLP Grant Application
- 11B – Proposed Phase 1 & 2 of Project Site
- 11C – ORLP Grant Narrative Questions

Review Information: ITEM 11

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

Comments:

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ITEM 11A - Blue Lake Bike & Skate Park Project - Phase 2 Proposed Budget - ORLP Grant Application

Prepared by Director Wood

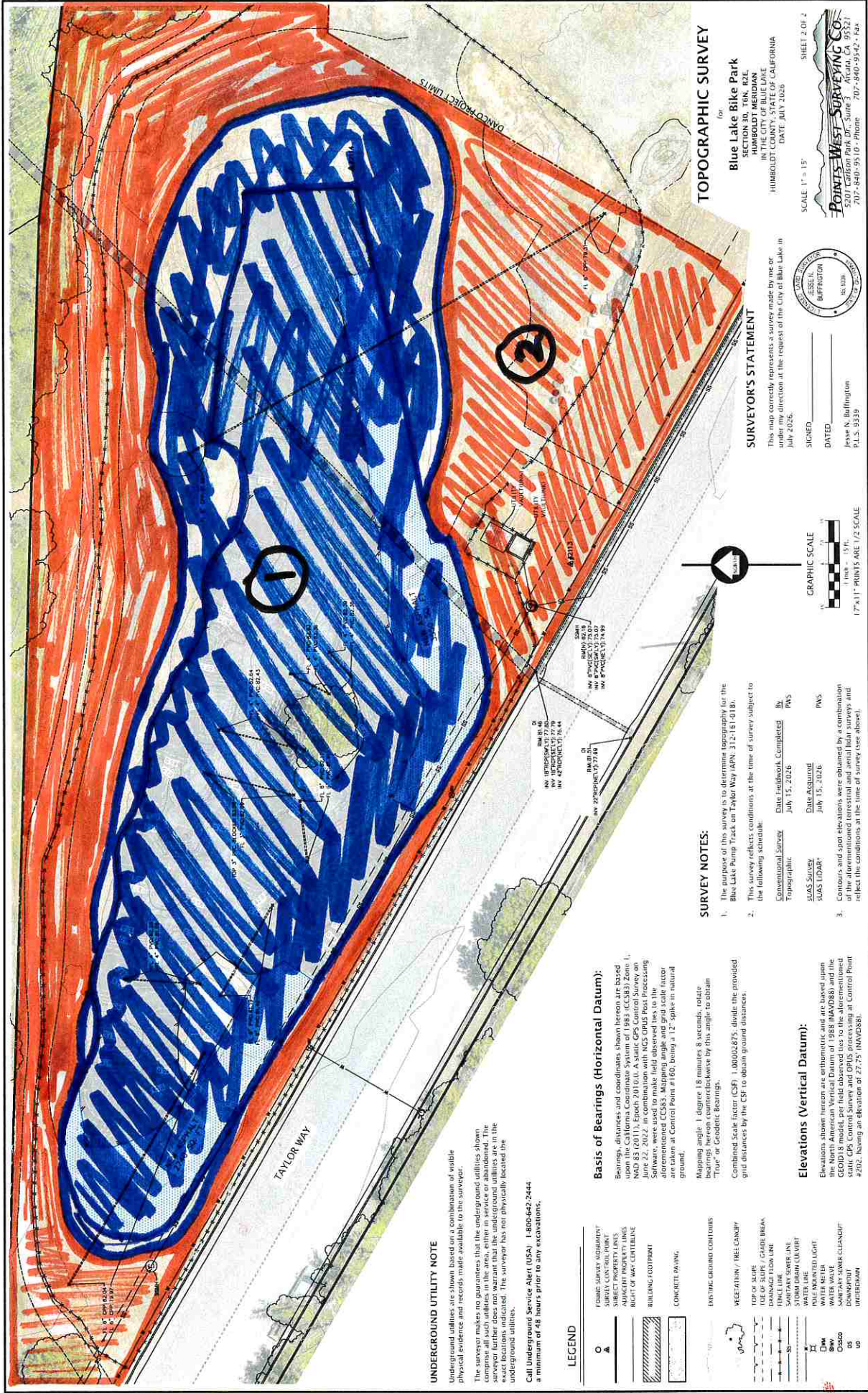
Item/Expense	Description	QTY	Cost	TOTAL
Shade structure	Pergola/Awning	1	\$ 10,000.00	\$ 10,000.00
Seating	Benches/bleachers/picnic tables	6	\$ 250.00	\$ 1,500.00
Solar Lights	Solar powered lighting	2	\$ 750.00	\$ 1,500.00
Restroom	Permanent Restroom	1	\$ 200,000.00	\$ 200,000.00
Halfpipe	Recreation Feature	1	\$ 250,000.00	\$ 250,000.00
Permitting Costs	Various Permits (NEPA/CEQA/STORM WATER)	TBD	\$ 35,000.00	\$ 35,000.00
Landscaping	Grass, trees, etc.	TBD	\$ 10,000.00	\$ 10,000.00
Fencing	Fencing around park	TBD	\$ 17,000.00	\$ 17,000.00
Art Installation/ Kiosks	Installation of Art Features & Cultural/Historical Kiosks	TBD	\$ 25,000.00	\$ 25,000.00
Design/Engineering	Engineering/Construction Inspection/Construction Management	TBD	\$ 100,000.00	\$ 100,000.00
Observation Feature	Observation deck/lookout/scenic viewing structure	TBD	\$ 50,000.00	\$ 50,000.00
Drainage Features	Drainage around park	TBD	\$ 5,000.00	\$ 5,000.00
Utility Hookups	Extension of water/sewer/power to restroom	TBD	\$ 30,000.00	\$ 30,000.00
TOTAL PROPOSED EXPENSE				\$ 735,000.00

Match Sources	Name of Organization/Funding Source	Other Info	Amount	TOTAL
Brunson Family Fund	Brunson Family Fund	\$15k spent on Paving in Phase 1 (from \$150k total donation)	\$ 135,000.00	\$ 135,000.00
AICP GRANT	Arts in California Parks Grant	Applied for by partner organization, MBTTA	\$ 75,000.00	\$ 75,000.00
CAL RECYCLE GRANT	Cal Recycle Grant	Annual Grant Cycle	\$ 5,000.00	\$ 5,000.00
RCMBA Fundraising	Redwood Coast Mountain Bike Association	Fundraising from various events/activities	\$ 50,000.00	\$ 50,000.00
HSC Fundraising	Humboldt Skate Collective	Fundraising from various events/activities	\$ 2,500.00	\$ 2,500.00
State Parks Per Capita	Round 5 of Funding for State Parks Per Capita Grant	State Grant	\$ 100,000.00	\$ 100,000.00
TOTAL PROPOSED MATCH				\$ 367,500.00

DIFFERENCE \$ 367,500.00

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IIB. PROPOSED MAP - PHASE 1 & PHASE 2 8/25/26 OF BLUE LAKE BIKE & SKATE PARK PROJECT Council Meeting



PHASE 1
PHASE 2

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Item 11C - ORLP Grant Narrative Questions

Provide a brief Project Summary here:

New Outdoor Recreation Feature #1/2/3/4: Identify the type of proposed new outdoor recreation feature. Why is this feature determined to be a high priority for the park to attract more use?

Identify all additional proposed new outdoor recreation features. Why are these features determined to be a high priority for the park to attract more use?

The project will include the following sustainable techniques (check all that apply): (Proposed answers underlined and bolded)

- **Stormwater Capture**
- **Water Efficiency**
- **Carbon Sequestration Tree Planting**
- **Sustainable Landscaping**
- Wetland Creation
- Big-game Improvements
- **Natural Infrastructure Investment**
- **Community Resilience Benefits**

Describe, specifically, how the project will incorporate pervious surfaces or other technique(s), such as bioswales or grading, to capture storm water for infiltration or irrigation, or cleanse storm water before release.

Identify approximately how many trees will be planted as a result of this project.

Provide a brief description of how this project will address carbon sequestration through tree planting.

Provide a brief description of how this project will include sustainable landscaping techniques.

Item 11C - ORLP Grant Narrative Questions

How will the project provide benefits such a community resilience, reduced heat islands, improved air/water quality, or wildlife habitat?

Which SCORP Priority(s) will this project meet? (proposed answers underlined and bolded)

- **New Park Access**
- **Preservation**
- **Multi-Use Parks for All Ages**
- **Health Design Goals (identified by the community)**
- **Safety and Beautification**

How does the project meet the SCORP Priority for New Park Access?

This project will result in a Multi-Use Park Designed for (select all that apply):(proposed answers underlined and bolded)

- **Youth (Ages 0 - 18)**
- **Seniors (Ages 65 and older)**
- **People with Disabilities**
- **Intergenerational Co-recreation**

What project elements increase access or specifically enhance the outdoor recreation opportunities for youth?

What project elements increase access or specifically enhance the outdoor recreation opportunities for seniors (older populations)?

What project elements increase access or specifically enhance the outdoor recreation opportunities for people with disabilities?

Item 11C - ORLP Grant Narrative Questions

What project elements specifically enhance opportunities for intergenerational co-recreation?

List what public health issues were identified through community engagement efforts for this project. Describe what specific project elements address those issues.

How does the project meet the SCORP Priority for Safety and Beautification?

Project Selection Criteria # 5A - Community Based Planning - Meeting Details

Use the response template below to list the details of each meeting that occurred in the disadvantaged community.

- 1. Meeting Date/Year:**
- 2. Meeting Type:**
- 3. Venue name and address:**
- 4. Start and End Times (am/pm):**
- 5. Day of Week:**
- 6. Convenience: (Why was this an effective location and time to engage residents near the project?)**

Meeting 1/2/3/4 etc. - Use the provided template to describe the outreach methods, number of residents, and description of residents.

Describe the process that enabled residents to identify, prioritize and select their preferred recreation features:

List the residents' ideas that will be included in the design of the recreation feature(s) for this project.

Item 11C - ORLP Grant Narrative Questions

Summarize the employment, job training, or volunteer opportunities that will be available to youth or people living within the qualifying area as a direct result of the project.

Provide a list and description of the partnerships specifically related to the execution of the project.

Provide a brief description of a community challenge. Directly following, describe how the project will address the community challenge and provide community benefits. (List all applicable challenges and project benefits)



City of Blue Lake

Staff Report

Agenda Item #: 12
Meeting Date: August 25 2026
Prepared By: Kat Napier, Councilmember
Subject: Fee Waiver Policy Concept
Recommended Action: That the City Council:
1. Receive the information and discuss potential next steps

BACKGROUND:

During August 11, 2026, Special Meeting, Councilmember Napier introduced a concept related to a potential fee waiver policy. Councilmembers were in favor in pursuing a potential policy, allowing Councilmember Napier to continue her research to provide additional information to build off of this framework.

DISCUSSION:

With the additional information provided during the meeting by Councilmember Napier, the Council will provide direction and feedback regarding the potential fee waiver policy to determine whether or not Councilmember Napier will continue pursuing information and expanding the frame work.

ATTACHMENTS:

- TBD

Review Information:

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

Comments:

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City of Blue Lake

Staff Report

Agenda Item #: 13

Meeting Date: August 25, 2026

Prepared By: Jennie Short, City Manager

Subject: 7th Cycle Housing Element: Updated HCD Agreement Milestones

Recommended That the City Council:

- Action:
1. Receive the report
 2. Set a tentative special meeting date to hold the public hearing
 3. Provide direction to staff if desired

BACKGROUND

After much negotiation with the California Department of Housing and Urban Development, the City entered into an agreement that specifies the City's obligations regarding the Seventh Cycle Housing Element. Section IV.B. details the actions and the required dates.

Due to a delay in the HCD release of AFFH/Data Packets and the Housing Needs Report, it was necessary to request an extension of time for the milestones. The table below details the original date in the agreement and the HCD approved extension date.

Number	Description	Original Date	Approved Extension
B.1.	Consultant in Place	03/31/26	Complete
B.2.	Initial Draft Published	08/03/26	Complete
B.3.	Public Hearing	08/24/26	10/06/26
B.4.	Submit Initial Draft to HCD with AFFH	09/18/26	10/23/26
B.5.	HCD Formal Findings returned to City	12/02/26	01/22/27
B.6.	Second Draft Published	02/01/27	03/19/27
B.7.	Final Draft to HCD	02/15/27	03/26/27
B.8.	HCD Finding returned to City	04/01/27	05/25/27
B.9.	City Adopts Housing Element	06/01/27	06/22/27
B.9.	HCD issues certification letter	07/14/27	07/14/27

The public hearing was originally scheduled for this Council meeting. Since the data packets had not been released and the AFFH section of the document couldn't be prepared, the public hearing had to be postponed. The hearing must be held in conjunction with the 30-day comment period. It can be during, at the end, or after the period expires. The Regular Meeting in September is on the 22nd, which is earlier than normal, because the first is a Tuesday. That date is too early for the public hearing. Our consultant recommends holding the hearing on **October 6, 2026**, as a Special Meeting but could be ready by **September 29th** if necessary.

Ideally, Council would select a date today so we can coordinate the production and release of the draft to the public.

FISCAL IMPACT

None due to the extension.

ALTERNATIVES

None

ATTACHMENTS

None

Review Information:			
City Manager:	☒	Legal Review:	☐
		Finance Manager:	☐
		Engineer:	☐
Comments:			

NEW CITY HALL HOURS: UPDATE

BEGINNING SEPTEMBER 1ST 2026

**CITY HALL WILL BE CLOSED TO THE
PUBLIC ON MONDAYS.**

City Hall will remain open Tuesday-Friday
Tuesday, Thursday, Friday: 10 am - 4pm

Wednesday 10am - 6pm

Open during the lunch hour!

Water and Sewer bills
can still be paid via check
in the drop box in front of
City Hall or online at
bluelake.ca.gov



 In the event of a water, wastewater, or street emergency,
please call the emergency line: 707-702-1014

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City Manager's Report

August 20, 2026

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Project Name	Status/Notes
City Wide Operations	The Bill Nessler Car Show was a massive undertaking by the Public Works and Parks & Recreation Department staff. The event went well and was a successful fundraiser for the Parks & Recreation Department. We continue to work on complaints regarding retaining wall construction, damaged building hazards, and nuisance abatement. There are numerous development projects that are subject to cost recovery which are significantly past due. Some developers are balking at paying the costs incurred by the City for processing their project. Both the Finance Manager and I are working through these issues to get our accounts receivable cleaned up and brought current. With the addition of the 32-hour per week accounting technician position in the Finance Department, things are coalescing into a nicely functioning department with minimal overtime. The Parks & Rec Department is replacing skate staff that have left the area for college. Both the Director and Asst. Director have worked hard this month to cover all the skate parties and large special events/rentals of the parks. After receiving input from the public regarding which day City Hall should be closed and which day residents prefer extended evening hours, we are changing City Hall's operating hours to Tuesday – Friday open at 10:00. Closing times will be 6:00 on Wednesday, and 4:00 on Tuesday, Thursday, and Friday. This results in City Hall being open during the lunch hour and offers extended hours on Wednesday for residents needing to conduct business outside normal operating hours.
23/24 Audit	The draft financial statements for the audit have been provided to the City for review. FY 23/24 has been closed out in our accounting system. The audit will be presented at the September 22, 2026, Council Meeting for Council's review and approval.
24/25 Audit and Year End Closeout	This work is almost complete. I have executed a letter of engagement for the audit to be completed. We are anticipating that the field portion of the audit will be conducted during the first week of October.
25/26 Financial Statements	The next quarterly financial statements will be presented as a draft at the September Council meeting.

Project Name	Status/Notes
25/26 Audit and Year End Closeout	Upon completion of the 24/25 closeout and expiration of the 60-day period, we can begin the year end reconciliation for FY 25/26. I am coordinating with the auditor to execute a letter of engagement for FY25/26's audit to be completed. Once I have a final cost for the 24/25 and 25/26 audits to be complete simultaneously, I will update Council on whether sufficient funds have been budgeted for all three audits to be completed this year. We are anticipating that the field portion of the audit will be conducted during the first week of October.
Rancheria New Water and Sewer services	The Rancheria paid the preapplication deposit for all the commercial water and sewer applications. Council approved the water connections on Hlow Lane to the existing waterline at the July 28th meeting. The Rancheria is installing the sewer line on their property with the eventual ending point being the manhole in Chartin with a monitoring meter for the effluent.
7th Cycle Housing Element Update	There is an agenda item for this project.
Drainage	Coordination with the County regarding removal of redwood tree in ditch line to Railroad Creek is complete. I met with the property owners surrounding Acacia Court to view the locations of flooding they have experienced over the past few years. I met with the Powers Creek neighborhood to collect information regarding the places to invest our resources. I reached out to CalFire's Eel River Conservation Camp to schedule tree and brush removal from the Powers Creek channel. I am scheduled to participate in the Flooding Hazards: Science & Preparedness Course at the Blue Lake Rancheria Office of Emergency Services offered from the National Disaster Preparedness Training Center.
Baduw'at/ Powers Creek Lower Restoration Project	The team met and coordinated with the Urban Watershed Restoration project manager at DWR. The Baduwa't Watershed Council received approval for the City to use the permits for the restoration project on removal of trees and brush from the active creek channel. This work will be completed as flood maintenance by the City in collaboration with the Baduwa't Watershed Council staff. They will need to have a staff person on site to oversee the crews completing the removal.
Karen Gilkerson Claim for Damages (flooding)	Documents have been supplied to the adjustor and we are awaiting CIRA's determination.

Project Name	Status/Notes
Traffic Calming	The Public Safety Commission reported to Council on their survey for traffic calming measures on I street. The selected option was to purchase and post speed limit sign and ask the County Sheriff to help enforce the speed limit. Speed limit signs are on order for I Street.
Town Square Construction Project	The Old Crows completed erection of the pergola, and it looks amazing. A heartfelt thanks to all the men that sacrificed their time and utilized their skills on this beautiful structure. The City is coordinating the installation of the art feature and the project sign. We have until December 31, 2027, to finish expending funds and submitting the project close-out paperwork. There are \$132,688.18 in project costs that are eligible for reimbursement under the State Parks Per Capita Grant. Once this final reimbursement request is paid, all \$585,000 in grant funds for this project will be received.
Wastewater Plant Capacity Expansion Project	The existing capacity of the Wastewater Treatment Plant is insufficient for the RENA allocations in the 7th Cycle Housing Element. The capacity can be expanded by installing additional aerators in Pond 1. The Rancheria's applications for sewer service would also utilize some of the increased capacity, so their completing a significant portion of the upgrade in-lieu of paying a development impact fee on top of the connection fees is being discussed. The electrical engineer will prepare drawings sufficient for the Rancheria's licensed electrician to complete the installation of the aerators, motor starters, electrical wires, modifications to the service. Some coordination and possible upgrade of the transformers on PG&E's pole servicing the WWTP may be necessary. Backup power from the Rancheria instead of installation of a generator is being researched.
Water Tank Replacement Project	I met with CalOES to receive an update on the review process and the likely timing for funding. According to the CalOES project manager, "Regarding the FEMA review, the latest update we received from FEMA indicated that the project was awaiting FEMA Headquarters approval and was in the final stage of the Large Project Notification (LPN) process. We will continue to provide updates as additional information becomes available." I intend on notifying CalOES of the City's concern regarding possible imminent failure of Tank 2 during the lengthy review process based upon the condition of the tank.

Project Name	Status/Notes
McClure Easement	Bender Rosenthal is under contract to complete the appraisal services for the acquisition services. McClure filed an inverse condemnation lawsuit and a first amendment. A response will be filed with the Humboldt County Superior Court.
Blue Lake Truck Route Phase II	The State scheduled the CTC to review and approve our request for allocation of the right-of-way and engineering funding to the CTC's October 15, 2026, agenda. Once the funding (\$38K) for right-of-way and engineering is allocated, we can begin incurring reimbursable expenses to complete right of way acquisition and finalize the construction contract documents for bidding. A future allocation request will be completed for the \$587K in construction funding once the right-of-way and engineering efforts are completed.
Electric Maintenance Fleet Vehicles	We received authorization to spend \$80,000 funded by the State. I am collecting written quotes for the equipment.
Power Plant	We continue to collect green waste in the front paved section of the plant for future incineration in the CalFire container. We placed a pile of the wood "chips" on Taylor Way for the public to be able to take during the Green Waste Day.
DANCO Affordable Housing Development Project	The Ad Hoc Committee has met with Danco several times to discuss project details and DDA terms. The report out of closed session August 11 was, "While not a reportable action under the Brown Act, the Council wishes to announce that it has provided general direction to staff and the ad hoc committee to engage with Danco regarding a revised project proposal with the intention to bring a mutually agreeable proposal to a later public meeting."

Project Name**Status/Notes****Bike Park**

The Council approved expenditure of up to \$15,000 from the Brunson Family Trust donation for installation of asphalt in the areas specified on the as-built plot plan presented during the August 11, 2026, meeting.

The volunteer community is excited to plan and execute the work days necessary to finalize the shape and compaction of the area approved for paving and to complete paving of the section for Phase 1.

RCMBA poured beer during Annie & Mary Day as a fundraiser for the Bike Park. The acceptance of this Donation will come before Council once the exact amount is known.

Mike Foget of SHN is working with the topographical survey information to verify the as built design.

A permanent sign with Bike Park Rules is being designed and printed in preparation for opening Phase 1.

We are coordinating with CIRA for implementation of any final details necessary for a soft-opening of Phase 1.

Financial Summary through 6/30/26

Description	Amount
Donations to RCMBA	\$ 15,305.12
Expenditures by RCMBA	16,619.55
Donations to City	92,251.19
Expenditures by City	92,355.87
Net Cash Flow	(\$ 1,419.11)

There are three unpaid invoices not included in the totals in the table above.

1. An outstanding invoice from GLJ Construction that has been reviewed and sufficient detail provided to be processable. The remaining balance is **\$18,714**. Pepe has agreed to allow the City to pay the invoice as funds are raised.
2. There is a portion of a Wildland Operators invoice that was approved by Manager Mager but not paid in full. The remaining amount due is **\$3,900**.
3. Council authorized expenditure of **\$4,500** to Points West for as-built topographical survey and comparison plans.

I continue to work with Dana Creech at Wildland Operators to put together a proposed invoice for the materials and equipment he utilized at the project site for Council to review.

There is an agenda item specific to the grant application which contains details for possible funding of Phase 2.