



City of Blue Lake

Parks and Recreation Commission

Meeting Agenda

Wednesday September 2, 2026 at 6:30p.m

Prasch Hall – 312 South Railroad Ave

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

MEETING LOCATION: Prasch Hall 312 South Railroad, 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. **Approve August 5, 2026, Minutes**
6. **Parks and Rec Director Staff Report – Verbal Update**
7. **Bike and Skate Park Community Input Session**
8. **Recreation Tournaments – Discussion**
9. **Develop Recreational Revenue Opportunities - Discussion**
10. **Upkeep at Prasch Hall - Discussion**
11. **Future agenda items**
12. **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, August 5, 2026 ~ 6:30pm ~ Regular Commission Meeting
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

1. Call to order: Chair Jan Henry called the meeting to order at 6:34 p.m.

2. Roll call and establish a quorum of the commission

Commissioners present: Chair Jan Henry, Vice Chair Bettina Eipper, and Commissioner James Brown.

Commissioners absent: Secretary Tim Daniels and Commissioner Jeff Bird.

Council Liaison: Councilmember Kat Napier

3. Approval of the agenda

Motion by James Brown to approve the agenda. Second by Jan Henry.

Voice vote: Motion passed unanimously

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

ITEMS FOR COMMISSIONER DISCUSSION OR ACTION

5. Approval of May 6, 2026, and June 3, 2026, Meeting Minutes

Motion by Bettina Eipper to approve the May 6, 2026 minutes. Second by James Brown.

Voice vote: Motion passed unanimously

Motion by Jan Henry to approve June 3, 2026, minutes. Second by James Brown.

Voice vote: Motion passed unanimously

6. Bike Park Update

Commissions read the section of the staff report from Director Wood related to the bike park. The topographic survey was completed and community engagement sessions are underway in preparation for the next cycle of funding from the State Parks Per Capita Grant.

7. Parks and Rec Director Staff Report

Parks & Recreation Director Emily Wood provided updates on department activities, including the \$402,000 Brunson Family Fund donation, with \$50,000 designated for Prasch Hall improvements, \$150,000 for completion of the Bike and Skate Park, and the remaining funds placed in an endowment for the department. Staff reported on the new Parks & Recreation fee schedule, volunteer cleanup days, summer skating programs, and the completed Bike and Skate Park topographic survey. Staff also discussed ongoing Prasch Hall maintenance, opportunities for community volunteer involvement and fundraising, and current Recreation Specialist I job openings.



Parks and Recreation Commission Meeting Minutes

Wednesday, August 5, 2026 ~ 6:30pm ~ Regular Commission Meeting
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

8. Ad Hoc Committee Report

James Brown read an in-depth report with the outcomes from the Facility Walkaround Ad Hoc with Director Wood and Commissioner Bettina Eipper.

9. Recreation Tournaments – Discussion

Tabled for the next meeting.

10. Revenue Capture Opportunities – Discussion

The Commissioners discussed different opportunities and strategies to generate additional revenue for the Parks and Recreation Department and to get people to Blue Lake.

11. Upkeep at Prasch Hall – Discussion

Jan Henry expressed her concerns regarding the upkeep at Prasch Hall and the possibility of liability. Commissioners discussed the possibility of forming an Ad Hoc to address some of these concerns regarding Prash Hall.

Motion by James Brown to form an Ad Hoc of James Brown and Jan Henry. **Second by Jan Henry.**

Voice vote: Motion passed unanimously

12. Future Agenda Items

- Ø Recreation Tournaments
- Ø Upkeep at Prasch Hall
- Ø Develop Recreational Revenue Opportunities

13. Adjourn

The meeting adjourned at 7:42 p.m.

Prepared by: Samantha Green, City Clerk.