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, December 1, 2026, ~ 5:30 ~ Closed Session
6:30 p.m. ~ Special 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/82965729368?pwd=bqP9wvabUniA4mF2eUVxY44BOdKiPa.1
Meeting Id: **829 6572 9368** Passcode: **227789**

5:30p.m. (Closed Session)

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call and Establish a Quorum of the Council**
4. **Approval of Agenda**
5. **Closed Session Agenda**
   a) **Public Comment on Closed Session Agenda Item(s)**
   b) **CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION**
   (Paragraph (1) of subdivision (d) of Section 54956.9)
   Name of case: McClure v. City of Blue Lake, HCSC Case No. CV2601646
   c) **CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION**
   (Paragraph (1) of subdivision (d) of Section 54956.9)
   Name of case: Burkhart v. City of Blue Lake, HCSC Case No. CV2602088
   d) **CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)**
   Agency designated representative: Jennie Short, City Manager
   Unrepresented employee: City Clerk
   e) **Adjourn Closed Session and Report Out**

6:30p.m. (Open Session)

6. **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.*

7. **Consent Agenda**
   a) Approve November 17, 2026, Meeting Action Minutes
   b) Approve Restated MOA with Justin Goad for Video Services

ITEMS FOR COUNCIL DISCUSSION OR ACTION

8. **Adopt Resolution 1275 - FY 2026-27 Budget Amendment #3**
9. **Adopt Resolution 1276 – Submittal of State Parks Per Capita Round 5 Grant Application for Phase 2 Bike & Skate Park project**
10. **Ad Hoc Appointment for Fee Waivers**
11. **Consideration and Possible Approval of Step Increase in the Classification Pay Plan for the City Clerk**
12. **Future Agenda Items**
13. **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.

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CITY OF BLUE LAKE
CALIFORNIA

111 Greenwood Road
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Blue Lake City Council Action Minutes

Tuesday, November 17, 2026 ~ 5:30 p.m. ~ Closed Session
6:30 p.m. ~ Regular 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: Mayor John Sawatzky, Mayor Pro Tem Elise Scafani, Councilmember Kat Napier, Councilmember Terri Bayles, and Councilmember Michelle Lewis-Lusso.
Councilmembers Absent: None
Staff Present: City Manager Jennie Short, City Clerk Samantha Green, and Parks and Recreation Director Emily Wood.

4. **Approval of the Agenda –**

Motion by Councilmember Napier to approve the agenda. **Second by Councilmember Bayles.**
Voice vote: Motion passed unanimously.

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

Motion by Mayor Pro Tem Scafani to move into Closed Session. **Second by Councilmember Lewis-Lusso.**
Voice vote: Motion passed unanimously

   b) **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
   Title: City Clerk
   c) **CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION**
   Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: one case.
   d) **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
   e) **Adjourn Closed Session & Report Out:**
   Council reconvened at 6:36 p.m. at the Skinner Store for a report out. There was no reportable action for closed session items 5c and 5d. Council will reconvene in closed session following the regular meeting to continue item 5b.

DRAFT

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6. **Public Comment on Non-Agenda Items:** Julie Christie.

7. **Consent Agenda**
   a. Approval of October 27, 2026, City Council Action Minutes
   b. Accept Resignation and Open Position for Arts and Heritage Commission
   c. Receive and File Disbursements Report – October 2026
   d. Receive and File 1st Quarter Draft Financial Statements for FY 2026-27

Public Comment: Julie Christie and Kent Sawatzky (written comment).

Motion by Mayor Pro Tem Scafani approve consent item 7d. **Second by Councilmember Lewis-Lusso.**
Voice vote: Motion passed unanimously

CONSENT ITEMS PULLED FOR COUNCIL DISCUSSION OR ACTION

7a) Approval of October 27, 2026, City Council Action Minutes
Prior to the meeting, Councilmember Lewis-Lusso identified corrections to the minutes. City Clerk Green confirmed that the corrections had been received and incorporated.

Motion by Councilmember Napier to approve consent item 7a. **Second by Councilmember Lewis-Lusso.**
Voice vote: Motion passed unanimously

7b) Accept Resignation and Open Position for Arts and Heritage Commission
Two resignations from the Arts and Heritage Commission were received, creating additional vacancies. The City is required to announce the vacancies at the next scheduled meeting.

Motion by Mayor Pro Tem Scafani to accept the resignations of the Arts and Heritage Commission and to declare the vacancies. **Second by Councilmember Lewis-Lusso.**
Voice vote: Motion passed unanimously.

7c) Receive and File Disbursements Report – October 2026
Prior to the meeting, Councilmember Lewis-Lusso identified corrections to the report. City Manager Short provided clarification.

Motion by Mayor Pro Tem Scafani accept the disbursements. **Second by Councilmember Lewis-Lusso.**
Voice vote: Motion passed unanimously.

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Blue Lake City Council Action Minutes

Tuesday, November 17, 2026 ~ 5:30 p.m. ~ Closed Session
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ITEMS FOR PLANNING COMMISSION DISCUSSION OR ACTION

8. Adjournment of the City Council; Convening of the Planning Commission: Dell'Arte Post Festival Report for the Baduwa't Festival

The pre and post festival reports in relation to Dell'Arte's CUP is traditionally reviewed and accepted by the Planning Commission. Due to a lack of quorum, the City Council is authorized to serve as the Planning Commission pursuant to Urgency Ordinance 548.

Public Comment: None received.

Motion by Councilmember Lewis-Lusso to review and accept the post-festival report from Dell'Arte. **Second by Mayor Pro Tem Scafani.**
Voice vote: Motion passed 4:1 with Councilmember Bayles Abstaining.

ITEMS FOR COUNCIL DISCUSSION OR ACTION

9. Reconvening as the City Council: By Motion Reconvene as the City Council.

The City Council reconvened as the City Council following its meeting as the Planning Commission.

Public Comment: None received.

Motion by Mayor Pro Tem Scafani to reconvene as the City Council. **Second by Councilmember Bayles.**
Voice vote: Motion passed unanimously.

10. Adopt Resolution 1274: Cross-Connection Fee Update

The City operates a public water system and is responsible for protecting the potable water supply from contamination caused by cross-connections and backflow events. The most recent amendment to chapter 13.12 of the Blue Lake Municipal Code, removed fixed fee amounts to allow establishment of fees by resolution. City staff collaborated to create a fee schedule for the program.

Public Comment: None received.

Motion by Mayor Pro Tem Scafani to adopt Resolution 1274: A Resolution of the City Council of the City of Blue Lake Adopting a Schedule of Fees Associated with the Cross-Connection Control Program within the City of Blue Lake. **Second by Councilmember Lewis-Lusso.**
Voice vote: Motion passed 4:1 with Councilmember Napier Abstaining.

DA

Blue Lake City Council Action Minutes

Tuesday, November 17, 2026 ~ 5:30 p.m. ~ Closed Session
6:30 p.m. ~ Regular Council Meeting
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

11. State Park Per Capita Round 5 Grant Project: Bike & Skate Park – Draft Project Element Description & Layout

Parks and Recreation Director Wood presented a draft design for Phase 2 of the Bike and Skate Park, incorporating community input, and requested Council feedback prior to submitting the Round 5 grant application.

Public Comment: Kevin Fisher, Charis Bowman, Julie Christie, Beckie Raygoza, Rebecca Collins, and Tim Daniels.

No action was taken.

12. Bike & Skate Park – Phase 1 Materials Supplier Payment (GLJ)

Outstanding balances remain for GLJ Construction and Wildland Operators related to Phase 1 of the Bike and Skate Park. Staff requested authorization to pay specified invoices using the Brunson donation and direction regarding the remaining Wildland Operators balance.

Public Comment: Garry Johnston, Kevin Fisher, and Julie Christie

Motion by Mayor Pro Tem Scafani to authorize the expenditure of $18,714 from the Brunson Donation to pay the outstanding balance due to GLJ Construction. **Second by Councilmember Napier.**
Voice vote: Motion passed 4:1 with Councilmember Bayles Dissenting.

Motion by Mayor Pro Tem Scafani to authorize the expenditure of $3,900 from the Brunson Donation to pay the outstanding balance due to Wildland Operators. **Second by Councilmember Lewis-Lusso.**
Voice vote: Motion passed 3:2 with Mayor Sawatzky and Councilmember Bayles Dissenting.

Motion by Mayor Pro Tem Scafani to authorize the City Manager to work with Wildland Operators to develop a plan consistent with the City Attorney's recommendations for payment through donations from MOU partners. **Second by Councilmember Lewis-Lusso.**
Voice vote: Motion passed 3:2 with Councilmembers Bayles and Napier dissenting.

13. Blue Lake Water Tank Wildfire Resiliency Project, Phase 1 CalOES HMA:AP00520-26 | HMGP DR-4482-520-2R

Staff provided an update on the project, including the pending federal authorization for the construction phase, concerns regarding the deteriorating condition of Tank #2, and potential funding options for the required local match.

Blue Lake City Council Action Minutes

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Public Comment: Kent Sawatzky (written comment)

Motion by Mayor Pro Tem Scafani to authorize the City Manager to pursue matching funds in the amount of $750,000 including utilization of SHN's grant specialist. **Second by Councilmember Bayles.**
Voice vote: Motion passed unanimously.

14. One-Year Extension of City Engineer and City Planner Contracts

The City's agreement with SHN for on-call municipal engineering and planning services is scheduled to expire on December 31, 2026. Staff requested a one-year extension through December 31, 2027, while the City prepares for a future request for proposals.

Public Comment: Kent Sawatzky (written comment)

Motion by Councilmember Napier to authorize the City Manager to execute Addendum No. 2026-03 to the services agreement with SHN dated May 31, 2023, for on call municipal engineering and planning services. **Second by Mayor Pro Tem Scafani.**
Voice vote: Motion passed unanimously.

15. Council Correspondence

City Clerk Green received correspondence from Chris Edgar and Kent Sawatzky after the agenda packet was posted. The correspondence was provided as supplemental material.

16. Reports Of Council and Staff

a) City Manager Report
b) City Clerk Report
c) Ad hoc Committee Reports
d) Commission Updates
Public Comment: Kent Sawatzky (written comment)

17. Future Agenda Items Requested by Council

18. Closed Session Agenda:

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

Motion by Mayor Pro Tem Scafani to move into Closed Session. **Second by Councilmember Lewis-Lusso.**
Voice vote: Motion passed unanimously.

DRAFT

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Blue Lake City Council Action Minutes

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6:30 p.m. ~ Regular Council Meeting
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

Council reconvened into closed session at 9:40 p.m. for the purpose of:

b) PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: City Clerk

c) Report Out of Closed Session. Council reconvened at **10:40 p.m.** at the Skinner Store to report out of Closed Session. No reportable action was taken.

Meeting adjourned at 10:40 p.m.

Prepared by: Samantha Green, City Clerk

DRAFT

City of Blue Lake

Staff Report

Agenda Item #:	**7b**
Meeting Date:	**December 1, 2026**
Prepared By:	Samantha Green, City Clerk
Subject:	Restated MOA with Justin Goad for Video Services
Recommended Action:	That the City Council: **1.** Authorize the City Manager to enter into a restated MOA with Justin Goad for Video Services.

BACKGROUND:

A Memorandum of Agreement (MOA) was entered into between the City and Justin Goad on October 8, 2024, for the provision of video recording services for City meetings.

DISCUSSION:

Following the purchase of new audio-visual equipment, City staff now record City Council meetings, eliminating the need for contracted video services for those meetings. However, video recording services remain desirable for the City's Commissions.

The restated MOA updates the language regarding the scope of services and compensation to reflect the City's current needs and clarify payment for individual meetings recorded.

FISCAL IMPACT:

Both the original and restated MOAs provide for services for up to five (5) meetings. However, the original MOA provides for a flat-rate payment of $200, while the restated MOA clarifies compensation on a per-meeting basis.

With only two Commissions currently operating, the City anticipates a reduction in costs associated with these services. Therefore, the restated MOA is not expected to result in additional fiscal impact.

ALTERNATIVES:

The City Council may choose not to authorize the restated MOA and instead retain the existing agreement. However, this is not recommended, as the existing MOA no longer accurately reflects the City's current needs and service arrangements.

ATTACHMENTS:

-Restated Memorandum of Agreement

Review Information:

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

Comments:

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CITY OF BLUE LAKE
MEMORANDUM OF AGREEMENT
WITH JUSTIN GOAD FOR
VIDEO SERVICES

THIS MEMORANDUM OF AGREEMENT (this "Agreement") is entered into on December ___, 2026 (the "***Effective Date***"), between the City of Blue Lake, a municipal corporation, referred to as "***City***", and Justin Goad ("***Goad***") for the provision of video services.

RECITALS

WHEREAS, City is a public entity that conducts its business in an open and transparent manner in accordance with the Ralph M. Brown Act;

WHEREAS, Goad has worked cooperatively with the City to record for public consumption certain public meetings of the City Council and its commissions;

WHEREAS, Goad provides a public benefit by recording meetings and making the recordings available to the public;

WHEREAS, the City desires to continue recording certain commission meetings for public access and transparency;

WHEREAS, the City has implemented updated audio and visual equipment and recording capabilities for City Council meetings and will utilize City staff to manage the recording and publication of City Council Meetings.

NOW, THEREFORE, the City and Goad agree as follows:

AGREEMENT

1. Goad shall provide videographer services ("Services") for the City as described in Exhibit A hereto and incorporated herein.

2. In exchange for providing the Services, City shall compensate Goad in the amounts set forth in Exhibit B hereto and incorporated herein. Goad shall invoice the City monthly for Services provided during the preceding month.

3. Goad shall be solely responsible for the costs and expenses associated with providing the Services, including the equipment, materials, and other resources necessary to complete recording services.

4. This Agreement shall remain in effect until such time that either party, upon providing at least thirty (30) days' prior written notice to the other party, elects to cancel and terminate this Agreement. This Agreement shall terminate upon the expiration of the applicable notice period.

5. This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one agreement. Electronic signatures shall have the same force and effect as original signatures.

6. This Agreement supersedes and replaces any prior memorandum of agreement or understanding between the parties concerning the provision of video recording services.

Print Name: Jennie Short
Title: City Manager

Signature_____

Date_____

Print Name: Justin Goad
Title: Videographer

Signature _____

Date _____

Exhibit "A"
Services Provided

1. Goad shall provide videographer services for up to five (5) designated commission meetings per month, as requested by the City. Additional recording services may be requested by the City pursuant to Section 4 of this Exhibit.

2. Goad shall record the audio and video of each commission meeting for which Services are provided and upload an unedited recording to his publicly accessible YouTube channel within two (2) days following the meeting. Goad shall also provide the City with a digital copy of each recording within the same timeframe. Recordings posted by Goad shall remain publicly accessible for a minimum of twelve (12) months from the date of upload. Public access shall be free and shall not require registration or the submission of identifying information.

3. Upon delivery of each video recording to the City, Goad hereby assigns to the City all right, title, and interest, including copyright, in the recording delivered. The City may use, reproduce, publish, distribute, and retain the recording, including publishing on the City's website, YouTube channel, or through Access Humboldt.

4. In addition to the commission meetings identified above, the City may request that Goad provide recording services for other public meetings or proceedings identified by the City as being of particular public interest or importance. Such requests may include meetings held outside of the City Council chambers or at other City facilities or locations. The City shall coordinate with Goad in advance regarding the date, time, location, and recording needs for each requested service. Compensation for additional recording services shall be in accordance with Exhibit B.

Exhibit "B"
Compensation

1. City shall pay Goad $40.00 for each commission meeting recorded pursuant to this Agreement. Including designated commission meetings and additional meetings requested by the City under Section 4 of Exhibit A.

2. Compensation shall be based solely on the number of meetings for which Goad provides recording services during each month. No compensation shall be due for meetings that are canceled, not held, or for which recording services are not provided.

3. Goad shall submit an itemized invoice to the City monthly, identifying each commission meeting recorded during the preceding month and the corresponding amount due.

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City of Blue Lake
Staff Report

Agenda Item #:	**8**
Meeting Date:	December 1, 2026
Prepared By:	Jennie Short, City Manager
Subject:	Amendment #3 to FY 2026-27 Budget
Recommended Action:	That the City Council: 1. Adopt via **Roll Call Vote**, Resolution No. 1275 "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE AMENDMENT #3 TO THE ADOPTED OPERATING BUDGET FOR FISCAL YEAR 2026-27"

BACKGROUND

Prior Council action includes:

- On June 23, 2026, the Council approved the FY 2026-27 budget in Resolution 1264.
- On July 14, 2026, Council adopted Resolution 1267 to update the position allocation table by adding a 0.8 FTE Administrative Accounting Specialist I/II and the associated increases in payroll related expenditures.
- On September 22, 2026, Council adopted Resolution 1272 modifying Attachment "C", which details the City's payment towards employee health insurance.

Over the past 5 months, Council has approved several additional expenditures, accepted funding agreements from CalTrans, and accepted donations for the Bike & Skate Park. Each of these actions included an amount that was being approved. The associated paperwork for the budget amendment was not processed each time.

Resolution 1275 (attachment #1) titled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE, CA - AMENDMENT #3 TO THE ADOPTED OPERATING BUDGET FOR FISCAL YEAR 2026-27" details each of these various previous approvals into a single budget amendment.

FISCAL IMPACT

The net impact on the budget is an increase in revenues of $326,605 to a total of $ 2,981,832 and increase in expenditure of $235,869 to a total appropriation of $2,921,461. The total net budget is as surplus of $60,371. The budget amendment as attached:

- Increases the overall revenues in Fund 10 such that there is no longer a deficit, but instead there is a surplus of $15,991.
- Increases the overall revenues in Fund 15 such that there is s surplus of $102,556.
- Increases the deficit in fund 60 by $976.
- Creates a deficit in fund 72 of $1,820.

ALTERNATIVES

1. None.

ATTACHMENTS

1. Resolution 1275: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE, CA - AMENDMENT #3 TO THE ADOPTED OPERATING BUDGET FOR FISCAL YEAR 2026-27

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

RESOLUTION NO. 1275
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE, CA AMENDMENT #3 TO THE ADOPTED OPERATING BUDGET FOR FISCAL YEAR 2026-27

WHEREAS, the City Council of the City of Blue Lake, adopted Resolution 1264 titled "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE, CALIFORNIA, ADOPTING THE OPERATING BUDGET FOR FISCAL YEAR 2026-27," and

WHEREAS, the City of Blue Lake City Council adopt the Amended City of Blue Lake Fiscal Year 2026-27 Operating Budget comprised of revenues totaling $ 2,655,227 and expenditure appropriations in the amount of $ 2,685,592, and

WHEREAS, the Council has taken various actions this fiscal year which amended the operating budget as listed below but did not adopt a formal resolution for each action.

Fund	Dept	GL	Description	Expenses	Revenues
38		7577	Town Square: Authorize Final Art Installation for Grant closeout	+ 2,500	
15		5130	Authorize Points West contract for Surveying	+ 4,500	
15		4566	Accept Bike Park Donation from Brunson Family Trust		+ 150,000
10	425	4566	Accept Prasch Hall Donation from Brunson Family Trust		+ 50,000
36	360	6025 6120	Authorize Flood Preparedness & Creek Maintenance Expenditures	+ 15,500	
10	320	6120	Authorize Humboldt County for tree removal	+4,500	
15		6025	Purchase Community Outreach Supplies for Phase 2 Grant Application	+ 500	
15		7577	Authorize Paving for Phase 1	+ 15,000	
10	320	4425	CRP: Authorize Grant Agreement		+ 80,000
10	320	7577	CRP: Purchase two Electric Maintenance Vehicles	+ 80,000	
15		5130	Authorize SHN contract	+ 5,800	
72		1631	Authorize Hartman Sewer line Upgrade	+ 36,820	
15		4566	Accept Bike Park Donation from RCMBA		+ 3,470
10	320	6025	Authorize GLJ materials to Corp Yard	+ 5,135	
60		4610	Increase Bulk Water Sales Revenue		+ 1,524
10	320	4924	Accept GLJ Donation of materials		+ 3,611
15	900	7577	Authorize payment to GLJ & Wildland Operators	+ 22,614	
10		4425	BL Truck Route Ph2: Authorize Funding Agreement		+ 38,000
10	900	7577	BL Truck Route Ph2: Authorize SHN Contract for Design, Bid, ROW	+ 38,000	
15	900	7577	Authorize Bike Park Fencing Materials	+ 2,500	
60		5130	Authorize Grant Specialist for Tank Matching Funds	+ 2,500	
			TOTAL:	$235,869	$326,605

NOW, THEREFORE, BE IT RESOLVED that the City of Blue Lake City Council does hereby adopt the Amended City of Blue Lake Fiscal Year 2026-27 Operating Budget increasing the revenues by **$326,605** to a total of $ 2,981,832 and increasing expenditure by **$235,869** to a total appropriation of $2,921,461, with a net draw from the fund balance(s) as follows:

Fund No.	Estimated 7/1/2026 Balance	Net Draw	Anticipated 6/30/2027 Balance
25 – HUTA	$14,552	$10,000	$4,552
36 – Powers Creek	-$56,693	$15,500	-$72,193
60 -Water	$326,462	$105,878	$220,584
70 - Sewer	-$230,729	$41,643	-$272,372
72 – Sewer Capital	$1,493,598	$1,820	$1,491,778

Effective Date. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED on motion by _____ Seconded by _____at a regular meeting of the City Council of the City of Blue Lake on **December 1, 2026**, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

_____

John Sawatzky, Mayor

Attest:

_____

Samantha Green, City Clerk

~~~~~~

I, Samantha Green, City Clerk of the City of Blue Lake, do hereby certify that the foregoing resolution, City of Blue Lake Resolution No. 1275 was passed and adopted by the Blue Lake City Council at a special meeting on December 1, 2026.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official Seal of the City of Blue Lake.

_____

Samantha Green
City Clerk of the City Council of the City of Blue Lake,
County of Humboldt, State of California
~~~~~~

City of Blue Lake

Staff Report

Agenda Item #:	**9**
Meeting Date:	**December 1st, 2026**
Prepared By:	Emily Wood, Director of Parks & Recreation
Subject:	State Parks Round 5 Grant Project: Final Conceptual Layout - Phase 2 Development of the Blue Lake Bike & Skate Park
Recommended Action:	That the City Council: **1.** Review the final conceptual design layout, corresponding map legend and cost estimate form **2.** Review and Adopt Resolution 1276 – Authorizing staff to apply for Round 5 Funding for the Statewide Parks Program (SPP) Grant offered by California State Parks, and authorize the City Clerk to sign the SPP Resolution Form

BACKGROUND:

Director Wood facilitated Community Input Sessions for Phase 2 of the Bike & Skate Park between August 9th, 2026 and November 9th, 2026. At the October 27th, 2026 City Council Meeting, Director Wood presented a summary of input methods used, input received to date and presented a proposal for features/amenities to move forward with at remaining community input sessions and possibly include in the draft design/grant application for Phase 2 of the park.

Director Wood presented a draft conceptual layout at the November 17th, 2026 City Council meeting and received feedback from the public and City Council. This final conceptual layout for Phase 2 is presented tonight as it relates to the upcoming Statewide Parks Program grant. This revised, final conceptual layout aims to encapsulate ideas and feedback gathered throughout the community input/outreach process and during City Council meetings.

- 9A – Final Conceptual Layout – Phase 2 – Blue Lake Bike & Skate Park
- 9B – Map Legend
- 9C – Cost Estimate
- 9D – Resolution 1276
- 9E – Resolution Form (Statewide Parks Program Format)

Review Information:

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

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9A

MAP LEGEND

- A - Outer Walking Trail
- B - Welcome Archway (2)
- C - Halfpipe
- D - Community Gathering Areas (5)
- E - Restroom/Snack Shack Building w/ Utility Closet & Retaining Wall
- F - Seating Wall (2)
- G - Stage Area
- H - Beginners Balance & Skill Building Area
- I - Viewing Platform w/ ADA Accessible Ramp & Lookout 'Balcony'
- J - Bike Ramp for Pump Track/Viewing Platform
- K - Skateboard Area w/ Mini 'Features'
- L - Native Landscaping/Drainage Material
- M - Asphalt Striping for Pump Track Lines
- N - Toddler Bike & Skate Area
- O - Toddler Play Area
- P - Permanent Workout Station
- Q - Free 'Walkable' Space/Surfacing
- R - Paved Asphalt Pump Track (Phase 1 Development)
- S - Split Rail Fencing (Indicated by Dashed Lines)
- ☆ Art/Sculpture Installation w/ Story Plaques (5)
- ⋈ Lighting Throughout Park

NOTE: ITEM E ALSO INCLUDES:

- water refill station
- food truck power outlet
- bike repair station

BLUE LAKE BIKE & SKATE PARK
FINAL DESIGN CONCEPT - PHASE 2
12/1/26 CITY COUNCIL MEETING
PREPARED BY EMILY WOOD

N

GRAPHIC SCALE
1 inch = 15 ft.
17"x11" PRINTS ARE 1/2 SCALE

SURVEYOR'S STATEMENT

This map correctly represents a survey made by me or under my direction at the request of the City of Blue Lake in July 2026.

SIGNED_____

DATED_____

Jesse N. Buffington
P.L.S. 9339

LICENSED LAND SURVEYOR JESSE N. BUFFINGTON No. 9339 STATE OF CALIFORNIA

TOPOGRAPHIC SURVEY
for
Blue Lake Bike Park
SECTION 30, T6N, R2E,
HUMBOLDT MERIDIAN
IN THE CITY OF BLUE LAKE
HUMBOLDT COUNTY, STATE OF CALIFORNIA
DATE: JULY 2026

SCALE: 1" = 15' SHEET 2 OF 2

POINTS WEST SURVEYING CO.
5201 Carlson Park Dr., Suite 3 · Arcata, CA 95521
707·840·9510 · Phone 707·840·9542 · Fax

MAP LEGEND

A - Outer Walking Trail
B - Welcome Archway (2)
C - Halfpipe
D - Community Gathering Areas (5)
E - Restroom/Snack Shack Building w/ Utility Closet & Retaining Wall + water refill station, food truck power outlet, bike repair station
F - Seating Wall (2)
G - Stage Area
H - Beginners Balance/Skill Building Area
I - Viewing Platform w/ ADA Accessible Ramp & Lookout 'Balcony'
J - Bike Ramp for Pump Track/Viewing Platform
K - Skateboard Area w/ Mini 'Features'
L - Native Landscaping/Drainage Material
M - Asphalt Striping for Pump Track Lines
N - Toddler Bike & Skate Area
O - Toddler Play Area
P - Permanent Workout Station
Q - Free 'Walkable' Space/Surfacing
R - Paved Asphalt Pump Track (Phase 1 Development)
S - Split Rail Fencing (Indicated by Dashed Lines)
Art/Sculpture Installations w/ Story Plaques (5)
Lighting Throughout Park

BLUE LAKE BIKE & SKATE PARK
FINAL DESIGN CONCEPT - PHASE 2
12/1/26 CITY COUNCIL MEETING
PREPARED BY EMILY WOOD

9B

City of Blue Lake

Bike & Skate Park Phase 2
Estimate of Project Costs

DRAFT

	Description	Amount
Major Recreational Features		
A	Outer Walking Trail & Site Lighting	167,200
B	Welcome Entry Arches with Interpretive | Educational | Historical | Informational signage & Artwork + Story walk	57,500
C	Concrete Half Pipe	388,200
D	Community Gathering/Seating Area - by Wall (w/ Shade Structure)	274,600
D	Community Gathering/Seating Area - bike repair	32,600
F	Seating Wall	56,300
G/D	Community Gathering/Seating Area - by Stage (w/ Shade Structure)	59,200
H	Beginners balance & Skill area - bikes & boards	126,800
I/J	Viewing Platform with ADA Ramp (Retaining Wall)	652,400
K	Beginners Skateboard Area w/ Mini Bowl	143,300
L	Native Landscaping/Drainage Materials	52,900
M	Asphalt Slurry & Striping for Pump Track Lines	45,000
N	Toddler bike/skate area	183,100
O	Toddler Play Area (w/ Shade Structure)	109,700
P	Permanent Workout Stations (2)	28,800
Major Amenities		
E	Restroom with concessions & maint. equipment storage	751,500
Minor Amenities		
S	Exterior Fencing	20,700
	Total Construction Costs	$ 3,149,800
Soft Costs		
	Grant Administration	40,000
	Community Meetings	10,000
	Design Engineering + Bidding	290,000
	Environmental & Permits	105,000
	Property: legal description, deed restriction, exhibits, title report	15,000
	Construction Engineering & Materials Testing & Inspection	230,000
	Total Project Costs	$ 3,839,800

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RESOLUTION NO. 1276

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE APPROVING STAFF TO SUBMIT A GRANT APPLICATION TO THE STATEWIDE PARKS PROGRAM; APPROVING THE APPLICATION FILING FOR THE BLUE LAKE BIKE & SKATE PARK – PHASE 2

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the **Statewide Parks Program** Grant Program, setting up necessary procedures governing the application; and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the Applicant to certify by resolution the approval of the application before submission of said application to the State; and

WHEREAS, successful Applicants will enter into a contract with the State of California to complete the Grant Scope project;

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL hereby: **Approves the filing of an application for the Blue Lake Bike & Skate Park – Phase 2; and**

1. Certifies that said Applicant has or will have available, prior to commencement of any work on the project included in this application, the sufficient funds to complete the project; and
2. Certifies that if the project is awarded, the Applicant has or will have sufficient funds to operate and maintain the project, and
3. Certifies that the Applicant has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Grant Administration Guide; and
4. Delegates the authority to **City Manager** to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the Grant Scope; and
5. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

INTRODUCED, PASSED AND ADOPTED this 1st day of December, 2026 by the following vote:

AYES:
NAYS:
ABSENT:

_____

John Sawatzky, Mayor

Attest:

_____
Samantha Green, City Clerk

~~~~~~

CLERK'S CERTIFICATE

I, Samantha Green, City Clerk of the City of Blue Lake, do hereby certify that the foregoing is a true and correct copy of Resolution No. 1276 passed and adopted at a special meeting of the City Council of the City of Blue Lake held on the 1st of December, 2026.

IN WITNESS WHEREOF, I have hereunto
Set my hand and affixed the official Seal of
The City of Blue Lake.

Samantha Green
City Clerk of the City of Blue Lake, County of Humboldt, State of California
~~~~~~

California Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION
Office of Grants and Local Services

AUTHORIZING RESOLUTION FORM

RESOLUTION of the (A) City Council **of**

(B) City of Blue Lake **Approving the Application for (C)** Statewide Parks Program **.**

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the (D) Statewide Parks Program Grant Program, setting up necessary procedures governing the application; and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the Applicant to certify by resolution the approval of the application before submission of said application to the State; and

WHEREAS, successful Applicants will enter into a contract with the State of California to complete the Grant Scope project;

NOW, THEREFORE, BE IT RESOLVED that the (E) City Council

hereby: Approves the filing of an application for the (F) Blue Lake Bike & Skate Park - Phase 2 ; and

1. Certifies that said Applicant has or will have available, prior to commencement of any work on the project included in this application, the sufficient funds to complete the project; and
2. Certifies that if the project is awarded, the Applicant has or will have sufficient funds to operate and maintain the project, and
3. Certifies that the Applicant has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Grant Administration Guide; and
4. Delegates the authority to (G) City Manager to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the Grant Scope; and
5. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

Approved and adopted the (H) 1 day of (I) December, (J) 2026.

I, the undersigned, hereby certify that the foregoing Resolution Number: (K) 1276 was duly adopted by the (L) City Council following a roll call vote:

(M) Ayes: _____ Noes: _____ Absent: _____

Samantha Green
(N) Clerk's Printed Name

(O) Clerk's Signature

AUTHORIZING RESOLUTION FORM - INSTRUCTIONS

COMPLETING THE FORM

The Authorizing Resolution must be filled out accurately and completely when providing the requested information and must include a roll call vote and the CLERK'S signature.

When submitting the completed form, the instructions (pages 2 and 3) do not need to be included.

Sections of the fillable Authorizing Resolution form are identified below as Steps A-O. Click in the area of each related step letter to complete the fillable form.

Step:

A. Enter the title of the Governing Body/City Council, or Board of Supervisors/Directors who have the authority to approve the submission of the grant application.

B. Provide the name of the city, county, district, or nonprofit organization seeking grant funding and who will be responsible for the grant administration if awarded.

C. Enter the name of the grant program.

D. Enter the name of the grant program.

E. Enter the name of the applicant's governing body as identified in Step A.

F. Enter Name of Project: this is the unique name used to identify the project or program to which funding is being sought. This name must match the name used on all documents submitted as part of the application packet; however, the name of the project can change in the future provided that applicants/grantees work with their respective project officer.

G. Provide the position title of the person acting as the AUTHORIZED REPRESENTATIVE: do not include the name of the person holding the title. Designating a name instead of a title will require repeating the Authorizing Resolution process if said person is no longer acting as the AUTHORIZED REPRESENTATIVE.

H-J. Provide the date of adoption using the following format: dd/mm/yyyy.

K. Provide the Resolution Number.

L. Provide the name of the Governing Body as identified in Step A.

M. Roll Call Vote: provide a response for each of the three types of votes:

- Ayes means yes, board member(s) approve the application submission.
- Noes means no, board member(s) do not approve the application submission.
- Absent means the board member(s) did not attend the meeting.

N-O. The Authorizing Resolution must be certified and signed by the CLERK. If someone other than the CLERK signs the form, additional evidence, such as meeting minutes, must be submitted.

FORMAT

The Authorizing Resolution may be reformatted to include the organization's letterhead. However, **the *language provided in the resolution must remain unchanged***. Any changes to the language may require the Office of Grants and Local Services (OGALS) to submit the changed resolution for review by the Department of Parks and Recreation's Legal Office. The time involved with the legal review process may delay application approval and could affect OGALS' ability to fund the project. APPLICANTs must identify any changes or additions to the Authorizing Resolution language.

ROLL CALL VOTE

It is the means by which the APPLICANT'S Governing Body is aware of and approves of the grant application submission; the ayes (yes) votes must be greater than the noes (no) votes. If the number of absent board members is greater than the combined ayes and noes votes, OGALS reserves the right to request an updated Authorizing Resolution to include additional voting board members.

DELEGATED AUTHORITY

The AUTHORIZED REPRESENTATIVE identified in the Authorizing Resolution can delegate signatory authority to other individuals (by position title) either in entirety or for specific documents.

The delegation process requires the AUTHORIZED REPRESENTATIVE to submit a Delegated Authority Letter (on letterhead) with their application packet identifying the position title and which forms are delegated to the position. If delegating after the application process, the AUTHORIZED REPRESENTATIVE should send the notification (letter or email) to their assigned PROJECT OFFICER.

APPLICANTS are encouraged to contact the PROJECT OFFICER assigned to their county with any questions they may have regarding filling out the Authorizing Resolution form. A list of contacts is available on the OGALS' website: www.parks.ca.gov/ogals.

SMALL CAP DEFINITIONS

APPLICANT: the person tasked with ensuring all required forms are accurately completed and submitted as part of the application packet.

AUTHORIZED REPRESENTATIVE: the identified role authorized to sign application forms.

CLERK: the CLERK is independent of the voting board and tasked with certifying the grant program was discussed and voted upon. This role may also be delegated to a secretary or another position within the organization in attendance of the board meeting.

PROJECT OFFICER: an employee within the Office of Grants and Local Services who assists APPLICANTS with the application process, conducts workshops, and makes award recommendations.

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City of Blue Lake
Staff Report

Agenda Item #:	**10**
Meeting Date:	December 1, 2026
Prepared By:	Jennie Short, City Manager
Subject:	Ad Hoc Committee Appointment for Fee Waivers
Recommended Action:	That the City Council: 1. Form a new Ad Hoc Committee to screen Fee Waiver Requests 2. Appoint two Councilmembers to the new Ad Hoc Committee

BACKGROUND

The City's fee waiver policy allows the City Manager to make decisions on smaller amounts. There are a number of requests in the queue for larger waivers that will need to go to Council for final approval. I would like to create an Ad Hoc Committee to assist with review for larger requests, prior to placing the request on a Council agenda, and provide a recommendation to Council.

FISCAL IMPACT

Consistent review by a set group of participants for all larger fee waiver requests will stabilize the number and value of waivers and provide an opportunity for residents to have their concerns and questions heard and answered.

ALTERNATIVES

1. Have each fee waiver placed on a Council agenda for initial review.

ATTACHMENTS

1. None.

Review Information:

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

Comments:

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City of Blue Lake
Staff Report

Agenda Item #:	**11**
Meeting Date:	December 1, 2026
Prepared By:	Jennie Short, City Manager
Subject:	Consideration and Possible Approval of a Salary Step Increase for the City Clerk
Recommended Action:	That the City Council: 1. Approve a Salary Step Increase for the City Clerk

BACKGROUND

The City Clerk is a FSLA Non-Exempt/Hourly position appointed by the City Council. The current City Clerk was appointed on February 10, 2026. At that time the pay scale ranged from $24.02 to $34.25. Effective July 6, 2026, Council approved a 2.3% cost of living increase that modified the pay scale to $24.57 to $35.03. This is the same pay scale as the Parks and Recreation Director.

As part of the annual performance review process, consideration of an increase in wages should be undertaken. Labor negotiations for a Council appointed position must occur in closed session between the Agency designated representative on behalf of the employee and the Council. If an agreement is reached, the Council must take action in open session to approve the step increase.

FISCAL IMPACT

A one-step increase was included in the budget as adopted by Council in June 2026. Each step is a 3% direct increase in wages; however, it also impacts the cost for retirement, payroll taxes, and worker's compensation insurance.

ALTERNATIVES

1. Take no action.

ATTACHMENTS

1. None.

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

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