



**CITY OF ARCATA  
CITY COUNCIL MEETING  
MINUTES**

**April 16, 2025, 6:00 p.m.  
Council Chamber  
736 F Street, Arcata**

Present: Mayor Stillman, Councilmember Atkins-Salazar, Councilmember Matthews, Councilmember Schaefer

Absent: Vice Mayor White

Staff Present: City Manager Perry , City Attorney White, City Engineer Khatri, Director of Environmental Services Sinkhorn, Finance Director Miller, Human Resources/Administrative Services Director Vink, Environmental Programs Manager Sefcik, IT and Digital Media Specialist Carrillo, City Clerk Varley

**A regular meeting of the City Council of the City of Arcata was held on the above date at 6:06 p.m. as a hybrid meeting, via teleconference utilizing Zoom Video Communications and in person, with Mayor Stillman presiding. Notice of this meeting was posted on April 11, 2025.**

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**1. LAND ACKNOWLEDGMENT**

Mayor Stillman read a statement acknowledging that Arcata sat on ancestral Wiyot land.

**2. FLAG SALUTE**

Mayor Stillman led the Pledge of Allegiance.

**3. CEREMONIAL MATTERS**

**a. Proclamation in Recognition of World Tai Chi Day, Saturday, April 16th, 2025.**

Councilmember Atkins-Salazar read the proclamation and presented it to Glenda Hesseltine.

**b. Proclamation in Recognition of National Volunteer Week, April 14–20, 2025.**

Councilmember Schaefer read the proclamation and presented it to Volunteer Trail Steward Rees Hughes.

**c. Proclamation in Recognition of Bike Month, May 2025.**

Councilmember Matthews read the proclamation and presented it to Colin Fiske with the Coalition for Responsible Transportation Priorities.

**4. REPORT BY COMMISSION/COMMITTEE**

**a. Annual Report from the Wetlands and Creeks Committee.**

Justin Hawkins, Chair of the Wetlands and Creeks Committee, presented an oral version of the Committee's annual report to the Council.

**5. ORAL AND WRITTEN COMMUNICATIONS [EARLY - TIME LIMITED]**

Mayor Stillman invited public comment.

**Public Comment:** Joanne McGarry, Bill Ryder (who provided a written communication to the Council), Shawn Leon, Doug Moyer, Dan Shahin, Alice Finen, Ellen P., and an unidentified member of the audience.

Mayor Stillman closed the oral and written communications [early - time limited] period.

**6. CONSENT CALENDAR**

Mayor Stillman invited public comment.

**Public Comment:** Rebecca Smith with Legal Services of Northern California addressed the Council regarding Item E.

Mayor Stillman closed the public comment period.

**ON MOTION BY MATTHEWS, SECONDED BY ATKINS-SALAZAR, AND WITH A FOUR-TO-ZERO VOICE VOTE WITH ONE ABSENCE, THE COUNCIL ADOPTED THE CONSENT CALENDAR [FOR APRIL 16, 2025, AS PRESENTED, ITEMS A–I]. AYES: STILLMAN, ATKINS-SALAZAR, MATTHEWS, SCHAEFER. NOES: NONE. ABSENT: WHITE. ABSTENTIONS: NONE.**

- a. Approval to Waive Reading of the Text and Consent to Read by Title Only for any Ordinance on this Agenda.**
- b. Approve the Minutes of the City Council Special Meeting of April 2, 2025.**
- c. Approve the Minutes of the City Council Meeting of April 2, 2025.**
- d. Bi-Weekly Report on Disbursements.**
- e. Adopt Ordinance No. 1575, An Ordinance of the City Council of the City of Arcata Amending the Land Use Code to Update Affordable Housing Zoning; Waive Reading of the Text, and Consent to Read by Title Only.**

- f. **Adopt Ordinance No. 1577, An Ordinance of the City Council Amending Arcata Municipal Code Regulations Regarding the Board of Appeals, Title II (Administration), Chapter 3 (Boards, Commissions, Committees, and Task Forces), Articles (5 and 6).**
- g. **Approve an Annual Proclamation in Recognition of Two-Spirit Celebration and Appreciation Day in the City of Arcata; and Add the Proclamation to the Council-Approved List.**
- h. **Adopt Resolution No. 245-44 to Amend Management and Confidential Class and Pay.**
- i. **Ratify Employment Agreement with Tabatha Miller for Assistant City Manager.**

**7. NEW BUSINESS**

- a. **Appoint One Member to the Parks and Recreation Committee for a Term Ending March 31, 2026.**

Mayor Stillman invited public comment.

There being none, Mayor Stillman closed the public comment period.

**ON MOTION BY SCHAEFER, SECONDED BY MATTHEWS, AND WITH A FOUR-TO-ZERO VOICE VOTE WITH ONE ABSENCE, THE COUNCIL APPOINTED HEATHER QUARLES FOR A TERM ENDING MARCH 31, 2026, TO THE PARKS AND RECREATION COMMITTEE. AYES: STILLMAN, ATKINS-SALAZAR, MATTHEWS, SCHAEFER. NOES: NONE. ABSENT: WHITE. ABSTENTIONS: NONE.**

- b. **Public Hearing to Approve Annual Engineer's Report and Declare the City's Intention to Continue to Levy and Collect Assessments of Three Existing Landscape Maintenance Assessment Districts.**

Mayor Stillman opened the public hearing.

City Engineer Khatri gave a presentation touching on the three existing districts and the maintenance, lighting, and landscape services that the City provided for them. He noted that this was an annual process where no changes could be made, and that approval would allow the City to continue to provide services at these districts.

Mayor Stillman invited public comment.

There being no public comment, Mayor Stillman closed the public hearing.

**ON MOTION BY SCHAEFER, SECONDED BY ATKINS-SALAZAR, AND WITH A FOUR-TO-ZERO VOICE VOTE WITH ONE ABSENCE, THE COUNCIL ADOPTED THE MAD RIVER PARKWAY BUSINESS CENTER LANDSCAPE MAINTENENCE DISTRICT RESOLUTION NO. 245-27; ADOPTED THE JANES CREEK MEADOW LANDSCAPE**

**MAINTENANCE ASSESSMENT DISTRICT RESOLUTION NO. 245-26; AND ADOPTED THE WINDSONG LANDSCAPE MAINTENANCE ASSESSMENT DISTRICT RESOLUTION NO. 245-25; AND APPROVED THE ANNUAL ENGINEER'S REPORTS; AND DECLARED THE CITY'S INTENTION TO CONTINUE TO LEVY AND COLLECT ASSESSMENTS OF EXISTING ASSESSMENT DISTRICTS. AYES: STILLMAN, ATKINS-SALAZAR, MATTHEWS, SCHAEFER. NOES: NONE. ABSENT: WHITE. ABSTENTIONS: NONE.**

**c. Consider Approving Project Plans and Awarding a Contract for the Steel Waterline Replacement Project to McCullough Construction, Inc.**

City Engineer Khatri gave a presentation touching on the history, funding mechanisms, and projected timeline for the project. He added that this was a high priority project costing more than \$10 million, emphasizing that all of the work had been done in house without consultants.

Mayor Stillman invited public comment.

There being none, Mayor Stillman closed the public comment period.

**ON MOTION BY ATKINS-SALAZAR, SECONDED BY MATTHEWS, AND WITH A FOUR-TO-ZERO VOICE VOTE WITH ONE ABSENCE, THE COUNCIL APPROVED THE PROJECT PLANS AND AWARDED A CONSTRUCTION CONTRACT FOR THE STEEL WATERLINE REPLACEMENT PROJECT TO MCCULLOUGH CONSTRUCTION, INC. IN THE AMOUNT OF \$10,793,638.66; AUTHORIZED THE CITY ENGINEER TO INCREASE THE CONTRACT BY UP TO \$795,459.44 FOR A TOTAL AMOUNT NOT TO EXCEED \$11,589,098.10 TO ALLOW FOR ANY UNFORSEEN CONTINGENCIES OR ADDITIONAL WORK; AND AUTHORIZED THE CITY MANAGER TO EXECUTE ALL APPLICABLE DOCUMENTS. AYES: STILLMAN, ATKINS-SALAZAR, MATTHEWS, SCHAEFER. NOES: NONE. ABSENT: WHITE. ABSTENTIONS: NONE.**

**d. Public Hearing and Possible Adoption of Resolution No. 245-42, Updating the Master Fee Schedule for Fiscal Year 2025/2026.**

Mayor Stillman opened the public hearing.

Finance Director Miller gave a presentation with an overview of the process and procedure for putting together fees and charges that were updated on an annual basis. She spoke about the use of the inflationary index, being 2.8% for the year, to increase certain fees. She reviewed other methods for adjusting fees, noting that Building fees had dropped below recovery of cost. She detailed the fees that were not being increased as well as the percentage of revenue that different fees brought in.

Mayor Stillman public comment.

There being no public comment, Mayor Stillman closed the public hearing.

**ON MOTION BY SCHAEFER, SECONDED BY ATKINS-SALAZAR, AND WITH A FOUR-TO-ZERO VOICE VOTE WITH ONE ABSENCE, THE COUNCIL ADOPTED RESOLUTION NO. 245-42, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCATA UPDATING THE MASTER FEE SCHEDULE FOR VARIOUS FEES AND SERVICE CHAGES FOR FISCAL YEAR 2025-26. AYES: STILLMAN, ATKINS-SALAZAR, MATTHEWS, SCHAEFER. NOES: NONE. ABSENT: WHITE. ABSTENTIONS: NONE.**

**e. Consider Approving a License Agreement with the Great Redwood Trail Agency for the Arcata Annie & Mary Trail Connectivity Project.**

Director of Environmental Services Sinkhorn gave a presentation touching on the progress of the Arcata Annie & Mary Trail leading up to the right-of-way decision before the Council. She explained that the trail project would be located predominantly in the Great Redwood Trail Agency (GRTA) Corridor, the Rail Bank Corridor, and on parcels that GRTA owned in fee. She spoke about terms of the license agreement and said that it would document that the City was responsible for maintenance of the trail in this new segment. She noted that this was a license agreement for a rail to trail with a trail removal clause in the agreement.

Mayor Stillman invited public comment.

**Public Comment:** Hannah Bartee with the Great Redwood Trail Agency.

Mayor Stillman closed public comment.

**ON MOTION BY MATTHEWS, SECONDED BY SCHAEFER, AND WITH A FOUR-TO-ZERO VOICE VOTE WITH ONE ABSENCE, THE COUNCIL APPROVED A LICENSE AGREEMENT WITH THE GREAT REDWOOD TRAIL AGENCY FOR THE ARCATA ANNIE & MARY TRAIL CONNECTIVITY PROJECT AND AUTHORIZED THE CITY MANAGER TO EXECUTE ALL APPLICABLE DOCUMENTS. AYES: STILLMAN, ATKINS-SALAZAR, MATTHEWS, SCHAEFER. NOES: NONE. ABSENT: WHITE. ABSTENTIONS: NONE.**

**8. ORAL AND WRITTEN COMMUNICATIONS [CONTINUED]**

Mayor Stillman invited public comment.

**Public Comment:** Gerardo Hernandez, Tricia Murphy, Sarai, and Alexis Takaki.

Mayor Stillman closed the oral and written communications [continued] period.

**9. COUNCIL REPORTS**

**Presenters:** Schaefer, Atkins-Salazar, and Stillman.

**10. DATES OF FUTURE MEETINGS AND FUTURE AGENDA ITEMS**

- a. **Confirm a Fiscal Year 2025/2026 Budget Study Session for May 8, 2025, at 3:30 p.m. in the Council Chamber.**

**BY GENERAL CONSENSUS, THE COUNCIL CONFIRMED THE FISCAL YEAR 2025/2026 BUDGET STUDY SESSION FOR MAY 8, 2025, AT 3:30 P.M. IN THE COUNCIL CHAMBER.**

- b. **Confirm a Fiscal Year 2025/2026 Budget Study Session for May 14, 2025, at 3:30 p.m. in the Council Chamber.**

**BY GENERAL CONSENSUS, THE COUNCIL CONFIRMED THE FISCAL YEAR 2025/2026 BUDGET STUDY SESSION FOR MAY 14, 2025, AT 3:30 P.M. IN THE COUNCIL CHAMBER.**

**11. ADJOURNMENT**

The meeting was adjourned at 7:33 p.m.

Respectfully submitted,

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Rhea Varley

City Clerk