



City of Blue Lake

Staff Report

Agenda Item #: 11

Meeting Date: February 10, 2026

Prepared By: Jennie Short, City Manager

Subject: BIKE AND SKATE PARK PROJECT
DRAFT CORRECTIVE ACTION PLAN

Recommended Action: That the City Council:

1. Consider approval of the Draft Corrective Action Plan for the Bike & Skate Park
2. Provide direction to staff as appropriate.

BACKGROUND

In September 2025, Interim City Manager Jill Duffy presented several staff reports to City Council and prepared a memorandum outlining her preliminary findings and recommended actions related to the project. The purpose of this staff report is not intended to rehash the events that led to the current status of the project, but rather to identify steps necessary to move the project forward.

The development of a corrective action plan will enable staff to coordinate with relevant stakeholders and volunteer-based organizations that have:

- executed an MOU with the City
- contributed to the project
- expressed interest in this project.

To follow are the proposed implementation steps, including identified decision points at which the project would return to the City Council for further review and approval.

Step 1: City Staff Coordination with Vendors Claiming Outstanding Financial Obligations & Verification of Grant Application Status

City staff will contact each of the vendors that have asserted outstanding financial obligation with the City for materials, services, or equipment used at the Bike Park project. The following vendors have identified outstanding balances with the City:

- Wildland Operators - \$113,040 (\$20,000 of this has been paid through a donation from RCMB)
- Livin' Lawn Care - \$10,000
- GLJ Construction - \$23,714

Vendors will be required to supply supporting documentation substantiating their claims, including invoices, proof of services rendered, or deliverables received and evidence of prior written authorization

from City staff, where applicable. No additional payments will be issued until staff have reviewed and validated the legitimacy of any claimed obligations and have informed the City Council of the findings.

In addition, continued verification of the status of the outstanding grant application will be reported to City Council as part of a subsequent financial update.

Step 2: Collect and Review of Construction Related Data

A significant amount of construction activity has already been completed at the Bike Park. Over a thousand cubic yards of material (some native, base rock, sand and drain rock) have been imported, placed, shaped, compacted, and partially paved as part of the project. Additional site stabilization and weatherization measures have also been completed.

City staff will collect and review available construction-related documentation to assess the work performed to date. This effort will include outreach to consultants, volunteers, and organizations involved in or associated with the project to obtain any available compaction testing results, gradation or materials testing reports, photographs documenting construction progress, records of equipment utilized on site, and other information that could help verify construction means and methods for the completed work.

The information gathered through this process will be used to evaluate the condition and completeness of the work performed and to inform subsequent phases of project review and decision-making.

Step 3: Topographic Survey of Existing Construction

The purpose of this step is to document the as-partially-built conditions at the project site. A topographic survey shall be prepared by a licensed engineer or licensed land surveyor and shall accurately depict current site conditions.

At a minimum, the scaled plan view shall include the following elements:

- Existing ground surface with 1-foot contours
- All drainage features and direction of flow
- Property boundaries and areas of site disturbance
- Areas on adjacent parcels that have been disturbed or utilized for stockpiles
- Dimensions and elevations of critical features including length, width, berm radii, and roller spacing
- Cross-sections showing above-referenced features

In addition, a separate plan sheet shall overlay the constructed features with the plans previously approved by the Planning Commission, with any design deviations clearly identified.

As part of this step, the design documentation shall also identify additional construction elements that were approved by the Planning Commission but remain unbuilt. These elements shall be shown in relation to the currently constructed features to support evaluation of feasibility, potential relocation, or modification as necessary.

Step 4: Coordination with Risk Management Carriers to Verify Insurability

City staff will coordinate with the City's risk management carriers to verify that the Bike and Skate Park, upon completion, will be eligible for insurance coverage. This review will include an assessment of the project's design, construction features, signage, and intended use to identify any conditions or requirements that may affect insurability.

The results of this coordination will be used to inform subsequent project decisions and will be reported to the City Council as appropriate.

Step 5: Comparison of As-Built Conditions with Approved Project Documents

Upon completion of the as-built topographic plan, City staff will perform a compliance review comparing existing site conditions with the project's approved plans and regulatory requirements. This review will evaluate consistency with applicable approvals, permits, and standards, including but not limited to the following:

- Planning Commission Conditions of Approval
- Issued building permits
- Issued grading permits
- Applicable ADA accessibility requirements
- Stormwater management and erosion control requirements, including the need for a Storm Water Pollution Prevention Plan (SWPPP)
- Applicable safety standards for public recreation facilities

The results of this compliance review will inform recommendations regarding any required corrective actions, modifications, or additional approvals.

Step 6: Preparation of a Conceptual Remediation and/or Project Completion Plan for City Council Review

Upon completion of the preceding steps, City staff will prepare a conceptual remediation and/or project completion plan for City Council consideration. The plan will evaluate whether continued development of the Bike and Skate Park is feasible and will identify potential pathways for addressing existing conditions and completing the project.

The conceptual plan will include, as applicable, the following components:

- Recommended project development scope and approach
- Identification of required permits, approvals, and regulatory compliance measures
- Description of additional design efforts
- Estimated total project costs and phased cost projections
- Evaluation of phased implementation options
- Potential funding sources, including grant opportunities and other financing strategies
- Procurement considerations and contracting requirements
- Evaluation of the feasibility of continued construction supported by donations or volunteer contributions
- Proposed project schedule, including anticipated milestones and timelines
- Assessment of potential future use of the partially completed facility

- Consideration of fundraising activities and/or special events at the site
- Identification of work eligible for volunteer participation and any associated limitations or conditions
- Assessment of risk management and liability considerations, including insurance coverage, safety compliance, and operational exposure

The plan will be presented to the City Council for review and direction, with clearly identified decision points as appropriate.

Step 7: Coordination with MOU Partners for Project Funding

Once the City Council has approved the project, City staff will coordinate with partner organizations that have executed memorandum of understandings (MOUs) with the City regarding the Bike and Skate Park. This coordination will focus on identifying and pursuing grant opportunities and other alternative funding sources to support the approved project.

Funding efforts will be directed toward covering the costs associated with required permits, design, and construction. Staff will report progress on funding initiatives to the City Council as appropriate and will seek direction on any significant funding decisions or commitments.

FISCAL IMPACT

All expenditures related to the Bike and Skate Park (Fund 45) are only allowed within the City Council adopted budget and are contingent upon the availability of sufficient donations or other revenues to cover the associated costs. Proceeds from the Mad Scramble special event in February will be donated to Fund 45 to support the Bike and Skate Park. The costs associated with staff time required to complete coordination for Steps 1 through 4 will be charged to Fund 45 and tracked for potential reimbursement through future grant funding. The current budget does not include funds for these costs. Completion of Step 1 is necessary to enable the Finance Department to finalize year-end entries for FY 2024/25.

ALTERNATIVES

1. Direct staff on modifications to the draft corrective action plan for future discussion by Council
2. Direct staff to come back with a comprehensive report on the revenues and expenditures to date for the Bike and Skate Park.

ATTACHMENTS

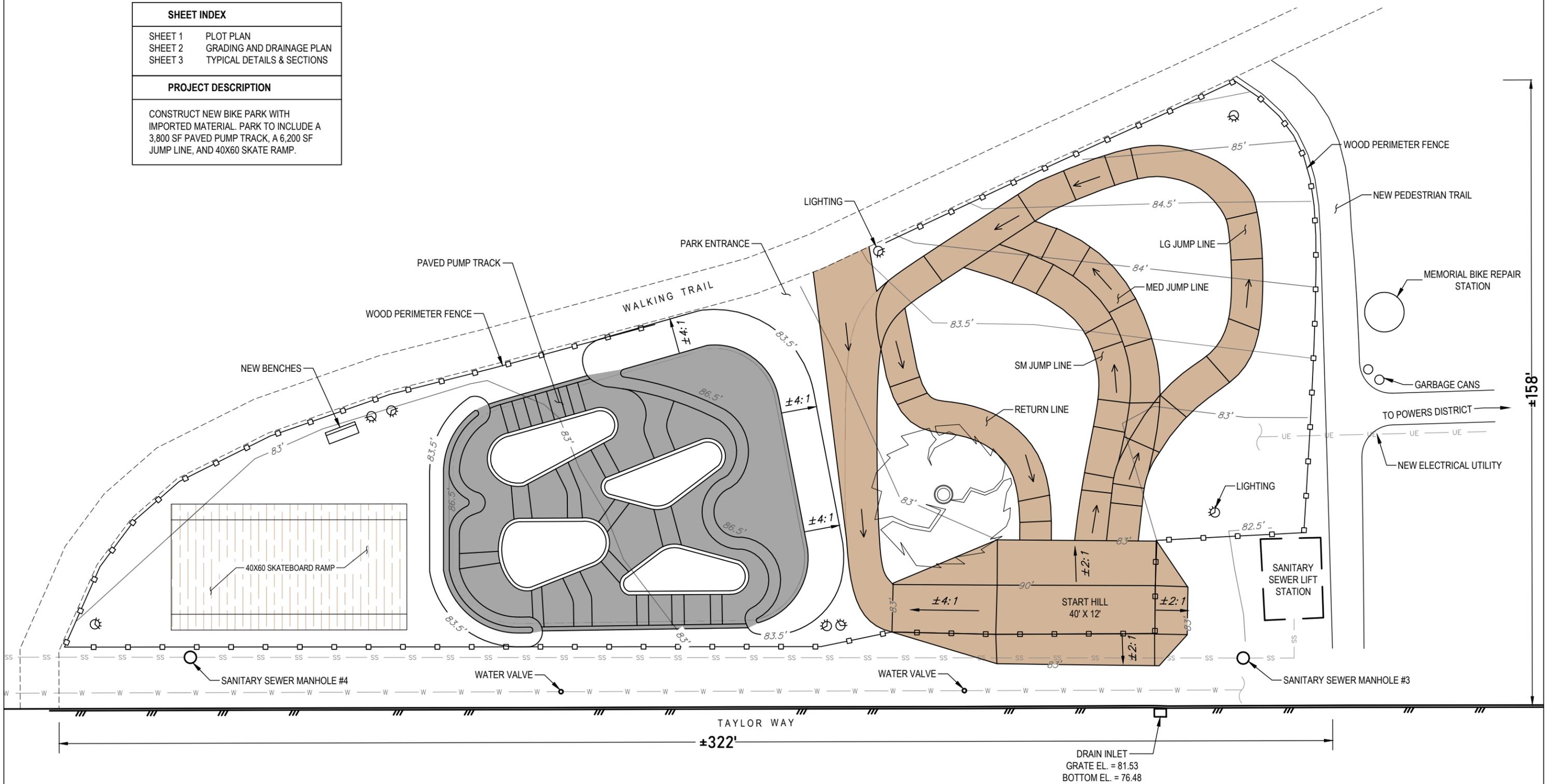
1. Maps

Review Information:			
City Manager Review:	<input checked="" type="checkbox"/>	Legal Review:	<input type="checkbox"/>
Planner Review:	<input type="checkbox"/>	Engineer:	<input type="checkbox"/>
Comments:			

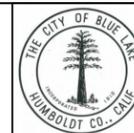
BLUE LAKE BIKE PARK

SHEET INDEX	
SHEET 1	PLOT PLAN
SHEET 2	GRADING AND DRAINAGE PLAN
SHEET 3	TYPICAL DETAILS & SECTIONS

PROJECT DESCRIPTION	
CONSTRUCT NEW BIKE PARK WITH IMPORTED MATERIAL. PARK TO INCLUDE A 3,800 SF PAVED PUMP TRACK, A 6,200 SF JUMP LINE, AND 40X60 SKATE RAMP.	



BLUE LAKE BIKE PARK
 PLOT PLAN
 CITY OF BLUE LAKE, CA 95525



REDWOOD COAST
 MOUNTAIN BIKE
 ASSOCIATION
 ARCATA, CA
 INFO@REDWOODCOASTMTB.ORG

SHEET
 1

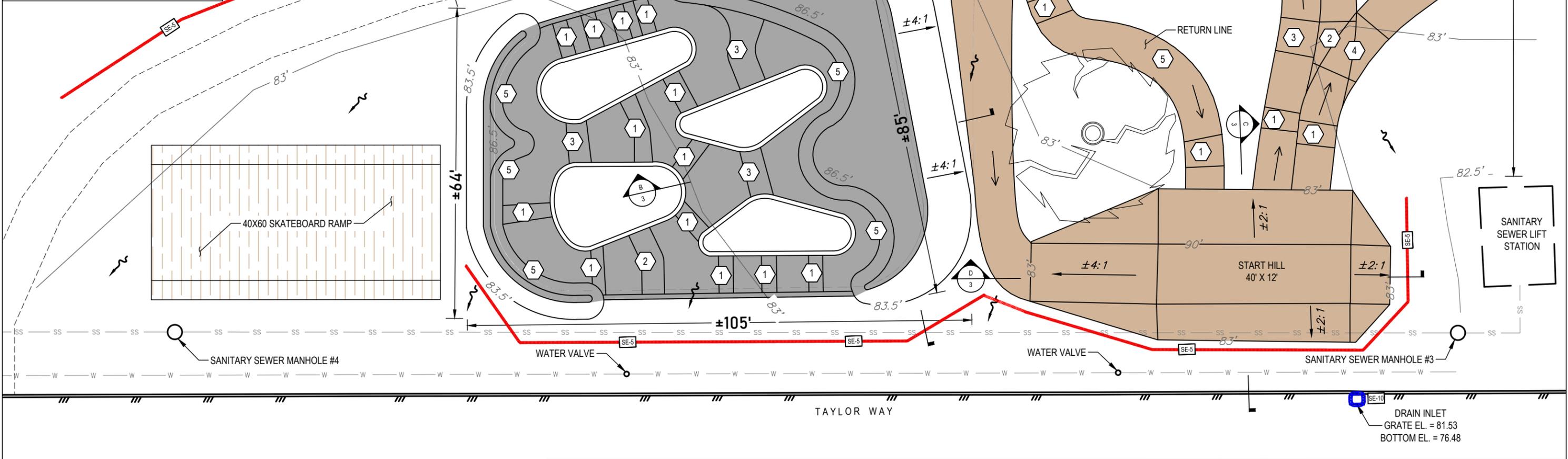
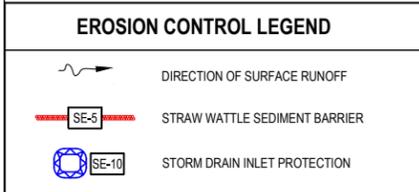
- EROSION CONTROL NOTES**
- AT A MINIMUM, THE CONTRACTOR SHALL EMPLOY THE FOLLOWING BEST MANAGEMENT PRACTICES (BMPs) AS DESCRIBED IN THE CURRENT CALIFORNIA STORMWATER BMP HANDBOOK FOR CONSTRUCTION (WWW.CASQA.ORG):
 EC-1 SCHEDULING
 EC-4 HYDROSEEDING
 SE-1 SILT FENCE
 SE-5 FIBER ROLLS
 SE-7 STREET SWEEPING AND VACUUMING
 SE-10 STORM DRAIN INLET PROTECTION
 WE-1 WIND EROSION CONTROL
 NS-3 PAVING AND GRINDING OPERATIONS
 NS-9 VEHICLE EQUIPMENT AND FUELING
 NS-10 VEHICLE & EQUIPMENT MAINTENANCE
 TC-1 STABILIZED CONSTRUCTION ENTRANCE/EXIT
 TC-3 ENTRANCE/OUTLET TIRE WASH
 WM-1 MATERIALS DELIVERY AND STORAGE
 WM-2 MATERIAL USE
 WM-3 STOCKPILE MANAGEMENT
 WM-4 SPILL PREVENTION AND CONTROL
 - IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO MINIMIZE EROSION AND PREVENT THE TRANSPORT OF SEDIMENT TO SENSITIVE AREAS.
 - SUFFICIENT EROSION CONTROL SUPPLIES SHALL BE AVAILABLE ON-SITE AT ALL TIMES TO DEAL WITH AREAS SUSCEPTIBLE TO EROSION DURING RAIN EVENTS.
 - MINIMIZE DISTURBANCE OF EXISTING VEGETATION TO THAT NECESSARY TO COMPLETE THE WORK.
 - THE CONTRACTOR SHALL MAKE ADEQUATE PREPARATIONS, INCLUDING TRAINING & EQUIPMENT, TO CONTAIN SPILLS OF OIL AND OTHER HAZARDOUS MATERIALS.
 - THE CONTRACTOR SHALL PROVIDE SANITARY FACILITIES OF SUFFICIENT NUMBER AND SIZE TO ACCOMMODATE CONSTRUCTION CREWS AND ENSURE ADEQUATE ANCHORAGE OF SUCH FACILITIES TO PREVENT THEM FROM BEING TIPPED BY THE WEATHER OR VANDALISM.
 - VEHICLE AND EQUIPMENT & MAINTENANCE SHOULD BE PERFORMED OFF-SITE WHENEVER PRACTICAL.
 - SOIL STOCKPILES SHALL BE COVERED, AND LOCATED AT LEAST 50 FEET AWAY FROM DRAINAGE CHANNELS AND STORMWATER SYSTEMS.
 - CONTRACTOR MUST ENSURE THAT THE CONSTRUCTION SITE IS PREPARED PRIOR TO THE ONSET OF ANY STORM.
 - ALL SEDIMENT DEPOSITED ON PAVED SURFACES SHALL BE SWEEPED AT THE END OF EACH WORKING DAY, AS NECESSARY OR AS DIRECTED BY THE OWNER'S REPRESENTATIVE. A STABILIZED CONSTRUCTION ENTRANCE MAY BE REQUIRED TO PREVENT SEDIMENT FROM BEING DEPOSITED ON PAVED ROADWAYS.
 - ALL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE MAINTAINED IN ACCORDANCE TO THEIR RESPECTIVE BMP FACT SHEET UNTIL DISTURBED AREAS ARE STABILIZED.
 - THIS PLAN MAY NOT COVER ALL THE SITUATIONS THAT ARISE DURING CONSTRUCTION DUE TO UNANTICIPATED FIELD CONDITIONS. VARIATIONS MAY BE MADE TO THE PLAN IN THE FIELD SUBJECT TO THE APPROVAL OF OR AT THE DIRECTION OF THE OWNER'S REPRESENTATIVE.
 - IT WILL BE THE RESPONSIBILITY OF THE CONTRACTOR TO FIX ANY DEFICIENCIES INDICATED BY THE OWNER'S REPRESENTATIVE TO PREVENT EROSION AND CONTROL SEDIMENT.
 - PRIOR TO FINAL ACCEPTANCE ALL DISTURBED AREAS OF THE SITE SHALL BE PERMANENTLY STABILIZED WITH HYDROSEED BY CONTRACTOR AND TEMPORARY SEDIMENT CONTROL MEASURES SHALL BE REMOVED AS DIRECTED.

TYPICAL TRACK FEATURES

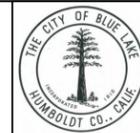
1. SINGLE ROLLER	DETAIL 1, SHEET 3
2. DOUBLE	DETAIL 2, SHEET 3
3. TABLE TOP	DETAIL 3, SHEET 3
4. LG DOUBLE	DETAIL 4, SHEET 3
5. BERM	DETAIL 5, SHEET 3

EARTHWORK VOLUMES

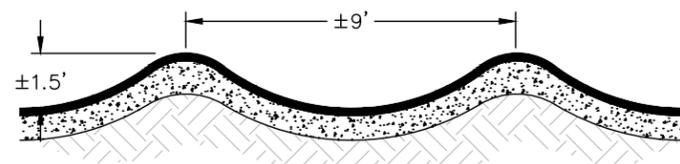
	CUT (CY)	FILL (CY)	NET (CY)
JUMP LINE START HILL	308	820	512
JUMP LINE FEATURES	0	104	104
PUMP TRACK START HILL & BERMS	9	448	439
PUMP TRACK FEATURES	0	55	55
TOTAL	317	1,427	1,110



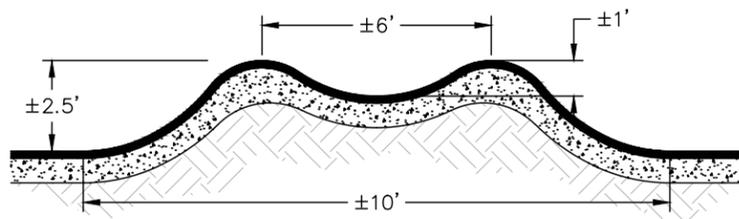
**BLUE LAKE BIKE PARK
 GRADING & DRAINAGE PLAN
 CITY OF BLUE LAKE, CA 95525**



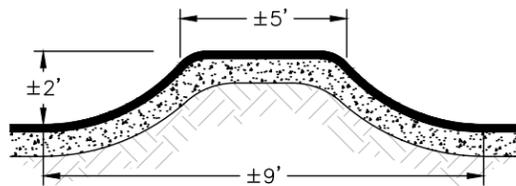
**REDWOOD COAST
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 INFO@REDWOODCOASTMTB.ORG



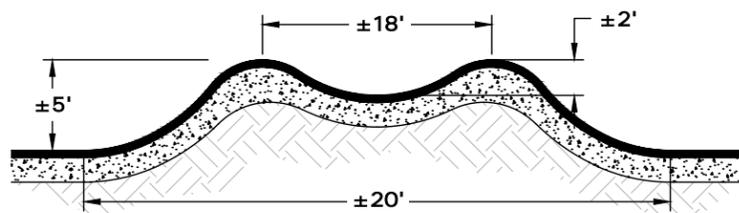
1 ROLLERS
DIMENSIONS MAY VARY



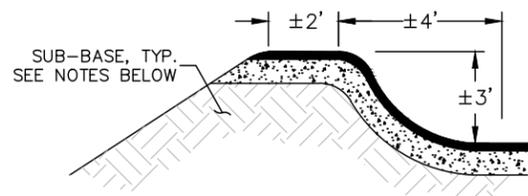
2 DOUBLE
DIMENSIONS MAY VARY



3 TABLETOP
DIMENSIONS MAY VARY



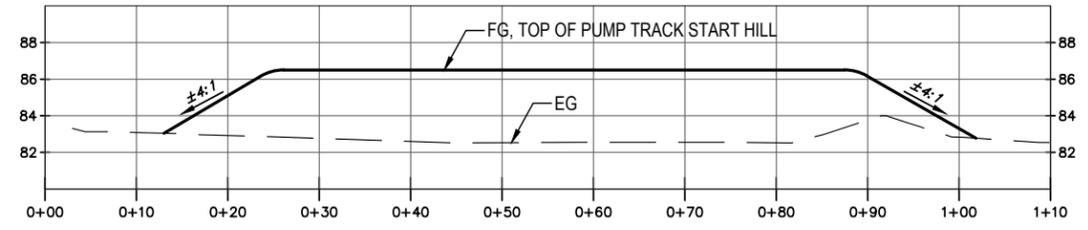
4 LG DOUBLE
DIMENSIONS MAY VARY



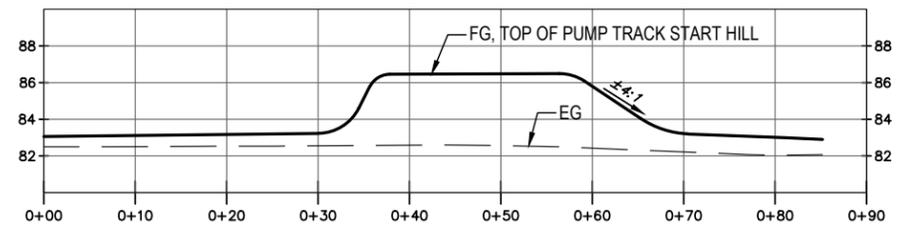
5 BERM SECTION
DIMENSIONS MAY VARY

PUMP TRACK NOTES:

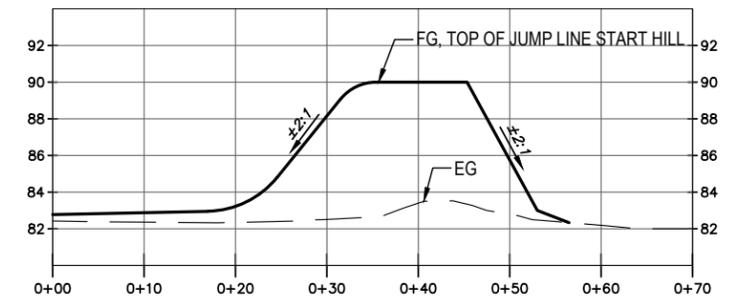
- ALL DIMENSIONS SHOWN ARE ESTIMATIONS BASED ON VARIOUS CONSTRUCTED TRACKS AND ARE LIKELY TO VARY.
- SUB BASE FOR ALL FEATURES TO BE APPROVED IMPORTED FILL COMPACTED BY HAND WITH VIBRATORY PLATES AND/OR BY MACHINE ROLLERS.
- SUB BASE OF ENTIRE TRACK TO BE CAPPED WITH MIN. 4" THICK 3/8" MINUS BASE ROCK COMPACTED BY HAND WITH VIBRATORY PLATES AND/OR BY MACHINE ROLLERS.
- BASE ROCK TO BE CAPPED WITH MIN. 2" THICK HOT MIX ASPHALT COMPACTED BY HAND WITH VIBRATORY PLATES AND/OR BY MACHINE ROLLER.



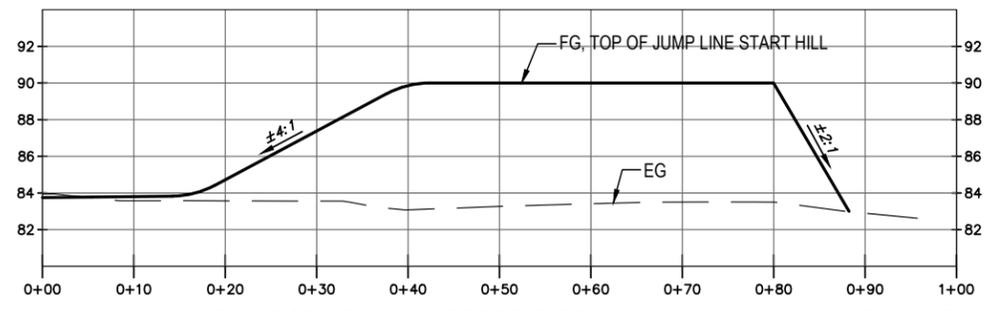
A PUMP TRACK START HILL - NORTH TO SOUTH
HORIZONTAL 0 10' 20'
VERTICAL 0 10' 20' 40'



B PUMP TRACK START HILL - WEST TO EAST
HORIZONTAL 0 10' 20'
VERTICAL 0 10' 20' 40'



C JUMP LINE START HILL - NORTH TO SOUTH
HORIZONTAL 0 10' 20'
VERTICAL 0 10' 20' 40'



D JUMP LINE START HILL - WEST TO EAST
HORIZONTAL 0 10' 20'
VERTICAL 0 10' 20' 40'



Powers Creek

Taylor Way

Taylor Way

Taylor Way

