



City of Blue Lake

Blue Lake Bike & Skate Park

Corrective Action Plan

APPROVED BY CITY COUNCIL ON 2/10/2026

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.