



**Community Development and Planning
Lewis and Clark County**

316 N. Park Ave. Room 230 Helena, MT 59623
Phone: 406-447-8374 Fax: 406-447-8398
e-mail: planning@lccountymt.gov



ADDENDUM TO STAFF REPORT DATED FEBRUARY 26, 2024

DATE: March 26, 2024
TO: City-County Parks Board
FROM: Angie Hubbard, Planner II
RE: **Parks Development Funding Application, Sierra Park**

Applicant:

Helena Public Schools/Sierra Park Board
Representatives: Erik Burke Sierra Park Board and Wynn Randall Principal Rossiter School
6330 Black Foot Drive
Helena, MT 59602

City-County Parks Board Meeting:

April 3, 2024 --- 11:30 a.m.

I. EXECUTIVE SUMMARY:

An email dated March 5, 2024, contained updates to the Sierra Park grant request budget. The changes in the budget require changes to the staff report dated February 26, 2024. This memo serves to update the staff report to reflect those changes.

REQUEST:

The Applicant is seeking \$28,625.00 for improvements and maintenance from the Parks Development Fund to reimburse the Sierra Park Board.

II. STAFF RECOMMENDATION:

Approval.

III. BACKGROUND/STAFF ANALYSIS:

The budget is calculated in the table below based on the email dated March 5, 2024.

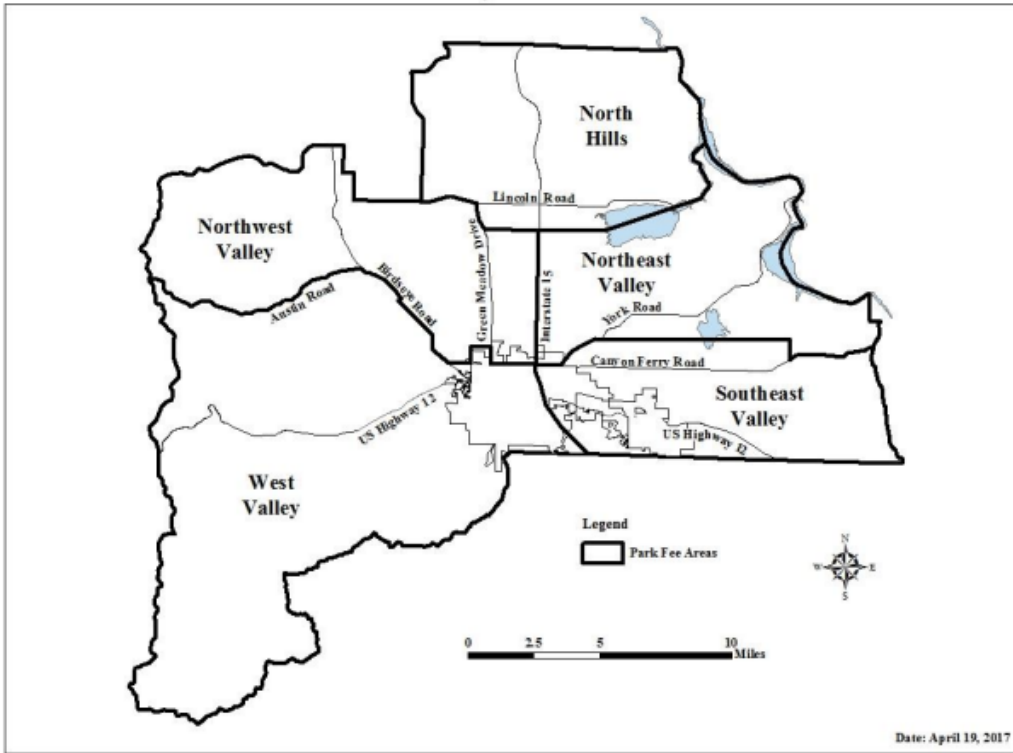
Total project cost is \$40,000

| Expense/Contribution | Total Costs | In-kind Costs | Other Funding Source | Request for Grant Reimbursement |
|-----------------------------|-------------|---------------|----------------------|---|
| Irrigation Pump Replacement | \$14,000 | | | \$10,500 (@75% considered improvements) Applicant pays at least \$3,500 |
| Repair Sprinklers | \$3,000 | | | \$1,500 (@50% considered Maintenance) Applicant pays at least \$1,500.00 |
| Extend Irrigation | \$20,500 | | | \$15,375 (@75% considered improvement) Applicant pays at least \$5,125.00 |
| Resurface Trail and Fields | \$2500 | | | \$1,250 (@50% considered maintenance) Applicant pays at least \$1,250 |

Based on an updated budget in an email dated March 5, 2024. The total cost of the project is \$40,000.00. The funding request is for \$28,625.00 and the remainder of \$11,375.00 would be funded with \$10,575.00 from the Sierra Park Board fund, and \$800.00 in donated materials.

The 2017 Lewis and Clark County Parks and Recreation Plan provides a map of the Helena Valley Park Planning Area which is divided into five park fee areas provided below. The park lies within the Northwest Valley Park Fee Area and the balance in that funding area is \$13,050.00. This project is for a regional park and many residents throughout the Helena Valley Park Planning Area use this park for recreation. The request for \$28,625 will come from multiple fee areas. On the following page provides a table showing the balance in each fee area and the two requests for funding that we currently have.

Helena Valley Park Fee Areas



| Park Fee Area | Current Balance | Sierra Park | Treasure State Acres Park | Balance if Approved by the Board |
|------------------|-----------------|-------------|---------------------------|----------------------------------|
| Northeast Valley | \$16,981.78 | \$2,003.75 | \$3,388.00 | \$11,590.03 |
| North Hills | \$96,788.09 | \$12,022.50 | \$20,328.00 | \$64,437.59 |
| Southeast Valley | \$118,314.39 | \$12,881.25 | \$21,780.00 | \$83,653.14 |
| Northwest Valley | \$13,050.06 | \$1,717.50 | \$2,904.00 | \$8,428.56 |
| West Valley | \$2,362.50 | | | \$2,362.50 |

IV. RECOMMENDED MOTION

Move to APPROVE the Applicant’s funding request: \$28,625.00 to be provided from Northeast Valley in the amount of \$2,003.75 and from the North Hills in the amount of \$12,022.50 and from the Southeast Valley in the amount of \$12,881.25, and the Northwest Valley in the amount of \$1,717.50.

V. Attachments

1. Email dated March 5, 2024

From: [Erik Burke](#)
To: [Angela Hubbard](#); [Randall, Wynn](#)
Subject: RE: Parks Board meeting tomorrow
Date: Tuesday, March 5, 2024 11:54:22 AM
Attachments: [image001.png](#)

You don't often get email from eburke@mfpe.org. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Angela and Wynn –

I have been simply buried in travel, meetings, and work projects these past few weeks. Now that I review this again I see where I screwed up so badly. I conflated total cost and match from the meeting minutes on the first item and never recovered – and kept numbers artificially lower for other two categories as result. I was trying to get to \$30,000 in left column, when total should have been \$40,000. Very sorry. As a result, I totally low-balled estimated costs for seeding and irrigation of new area. Given late hour - asking your help to present the figures below as the actual estimates of what we think TOTAL costs will be for the specific projects, along with the 25% match... all numbers should make a lot more sense now.

Budget should specify following:

Irrigation System – Total cost - \$14,000, Sierra Park/School District account match - \$3,500

Monitor and Repair Existing Sprinkler System – Total Cost - \$3,000, Sierra park/School District account match - \$750

Extending irrigation and seeding for 1.5 additional acres – Total Cost \$20,500; Sierra Park School District match - \$5,125

Crushed granite trail and field work – Total cost - \$2,500; Sierra Park School District match- \$625

I don't believe I'm going to be able to make it tomorrow's meeting, but would try to Zoom in if at all possible. Can you send me link Angela?

Erik

From: Angela Hubbard <AHUBBARD@lccountymt.gov>
Sent: Tuesday, March 5, 2024 9:00 AM
To: Randall, Wynn <wrandall@helenaschools.org>; Erik Burke <eburke@mfpe.org>
Subject: Parks Board meeting tomorrow

Hi Eric and Wynn,

The Parks Board meeting is tomorrow and I was wondering if you have had time to look at your budget for the project? I will need to figure out the numbers before the meeting so the Board can

make a decision. Another option would be to postpone the decision to the next regular meeting.

Any thoughts?

Thank you,

Angie Hubbard

Planner II

Lewis and Clark County Community Development and Planning

ahubbard@lccountymt.gov

406.447.8373

