

Memorandum

REPORT TO: City Commission

FROM: Addi Jadin, Park Planning and Development Manager
Mitch Overton, Director of Parks and Recreation

SUBJECT: Authorize City Manager to Sign a Memorandum of Understanding and Grant Agreement with Southwest Montana Mountain Bike Association for Westlake Park Bike Pump Tracks

MEETING DATE: May 20, 2025

AGENDA ITEM TYPE: Agreement - Agency/Non-profit

RECOMMENDATION: Authorize City Manager to Sign a Memorandum of Understanding and Grant Agreement with Southwest Montana Mountain Bike Association for Westlake Park Bike Pump Tracks

STRATEGIC PLAN: 3.4 Active Recreation: Facilitate and promote recreational opportunities and active health programs and facilities.

BACKGROUND: Southwest Montana Mountain Bike Association (SWMMBA) has been collaborating with the Parks and Recreation Department on the redesign and construction of the dirt pump track area at Westlake Park since the initial Cash-in-lieu of Parkland application proposed to City Commission in 2020 and approved with the passing of [Resolution 5238](#) on December 8, 2020. Through the design and construction period, SWMMBA representatives have assisted with design concepts and construction oversight. Using grant funding as authorized in 2022 SWMMBA commissioned construction of prefabricated ramps; assisted with site preparation such as stripping, screening and stockpiling jump materials; and assisted with final start hill shaping. As the construction project is scheduled to be completed in spring 2025, the Parks and Recreation Department and SWMMBA now seek to formalize a long-term Memorandum of Understanding (MOU) to describe responsibilities for management and maintenance of the dirt pump track area. Parks and Recreation also seeks to issue another grant of \$132,000 to help complete the construction including final jump placement, clay shaping, and the start hill safety fence valued at \$60,000. As described in the MOU, SWMMBA agrees to continue to seek in-kind labor, material and equipment donations to complete the aforementioned projects and will continue as a partner to provide the remaining elements of the Park Master Plan such as perimeter fencing for the dirt bike course, site furniture, and a tool shed.

UNRESOLVED ISSUES: NA

ALTERNATIVES:

Per Commission

FISCAL EFFECTS:

Funding is allocated for completion of the Westlake Park dirt jump facility within the FY25-26 biennium budget in the Park Land Trust Fund account

Attachments:

[2025 SWMMBA MOU.docx](#)

[SWMMBA Grant.docx](#)

Report compiled on: April 24, 2025