

TRANSPORTATION ADVISORY COMMITTEE AGENDA



April 6, 2017 MEETING TIME: 10:30 a.m.

The Miller Building 1st Floor Conference Room
2825 3rd Avenue North
Billings, Montana 59101

1. Call to Order: Scott Walker, Transportation Coordinator
2. **PUBLIC COMMENT PERIOD** – As required (minute maximum per person.) *Any member of the public may be heard on any subject that is not on the agenda. The Transportation Advisory Committee will not take any action on these items at this time, but could choose to add an item to the next meeting’s agenda for discussion.*
 - a. **Comments on items not on the agenda and requests to add items to future agendas.**
 - b. **Comments on items on the non-public agenda items.**
3. Approval of the minutes of: **August 4, 2016; October 20, 2016; March 2, 2017**
4. Old Business
 - a. **Review/Motion/Recommendation, Billings Area Bikeway and Trails Master Plan,** Scott Walker, Transportation Coordinator, presenting.
5. Other Business
6. Adjournment

Transportation Advisory Committee (TAC)

3.

Meeting Date: 04/06/2017

Subject

Approval of the minutes of: **August 4, 2016; October 20, 2016; March 2, 2017**

Attachments

Minutes_TAC_2016_08_04_DRAFT

Minutes_TAC_2016_10_20_DRAFT

Minutes_TAC_2017_03_02_DRAFT



Billings Technical Advisory Committee Draft Meeting Minutes—August 4, 2016

1. Call the meeting to order: Scott Walker called the meeting to order at 10:30 a.m. in the Miller Building first floor conference room, 2825 3rd Avenue North, Billings, Montana.

Members Present:

Scott Walker, Transportation Planning Coordinator; Wyeth Friday, Interim Director, Planning & Community Services; Debi Meling, City Engineer, Public Works Engineering Division; Vern Heisler, Deputy Public Works Director; Terry Smith, City Traffic Engineer, Public Works-Engineering Division; Debra Hagel, MET Transit; Tim Miller, Yellowstone County Public Works Department; Gary Neville, MDT

Others Present: Tammy Deines, Planning Clerk

Conference Call: Katie Potts, MDT Project Manager, Statewide and Urban Planning; Kenn Winegar, Statewide & Urban Planning

2. Public Comment: Scott Walker opened the public comment portion of the meeting and asked if there was anyone wishing to make a comment at this time. There was no public comment.

3. Minutes of May 5, 2016

Scott Walker called for approval of the May 5, 2016 meeting minutes.

Motion

Terry Smith moved and Tim Miller seconded the motion to approve the May 5, 2016 meeting minutes as submitted. The motion carried with a unanimous voice vote.

4. New Business:

4a Motion/Recommendation. 2017 UPWP, Scott Walker, Transportation Planning Coordinator, presenting.

Introduction

Scott Walker opened this agenda item and said this information was presented to City Council last Monday, and it was generally well received. He continued with a PowerPoint presentation and reviewed the 12 work elements in the MPO work program, the Funding Sources, and Funding Comparisons. The UPWP is updated annually and is current from October 1, 2016 through September 30, 2107. All Work Elements must be related to transportation or transportation planning.

**Billings Technical Advisory Committee
DRAFT Meeting Minutes—August 4, 2016**



2016 Priorities

- Rimrocks to Valley Bike/Ped. Study
- West End Traffic Study
- Update the Complete Streets Benchmark Report
- 5th Avenue Corridor Study ***(Discussion Agenda Item 5a)*
- Update the Bike/Pedestrian Plan
- Growth Policy Update
- Community Transportation Safety Plan

2017 Priorities

- Update the 2014 Transportation Plan
- Travel Demand Census
- Billings MPO Traffic Model
- Update MPO's Public Participation Plan
- Finalize the Complete Streets Benchmark Report
- Downtown Traffic Flow Study
- County Growth Policy Update

Draft 2017 UPWP Review Schedule

- TAC August 4th
- Planning Board August 9th & 23rd
- County Commission August 22nd & 30th
- City Council September 6th & 12th
- PCC September 13th
- MDT, FHWA, FTA September 30th

Discussion

Per request of Debra Meling, Scott Walker explained the contingency line item. He noted several positions within the Planning Division that have not been filled locally. Wyeth Friday said the positions have not been approved through the City's hiring and budgeting process even though they are approved in the Work Program. Scott Walker stressed the importance of spending approved PL funds. Wyeth Friday expressed some frustration with the inability to use the funds locally even though the PL funds are approved and available to expend.

Katie Potts referred to page 48 and requested the header be updated in Table 4.

Motion

Terry Smith made a motion and Mike Black seconded the motion to move to approve the 2017 UPWP as presented by staff. The motion carried with a unanimous voice vote.

5. Other Business

5a. Discussion. Update. 5th Ave North Corridor Feasibility Study, Scott Walker, Transportation Planning Coordinator, presenting.

Introduction

Scott Walker stated this is a feasibility study to determine if this corridor is feasible for alternative modes of transportation, and identify property ownership and project needs. City Council heard this item on their consent agenda and voted not to sign the presented consultant contract for this study. Several EBURD citizens voiced concern and submitted a petition against the study voicing concerns to City Council with the potential for eliminating the railroad.

Discussion

Debi Meling commented some of the dissent may have been a result of a project last year as several if the residents were unhappy with the implementation. Wyeth Friday said the property owners have a strong interest in keeping this area the same indefinitely and he finds it disheartening as there is a large contingency that would benefit from the study. Terry Smith voiced concern with potentially endangering state funding in the UPWP. Discussion followed by Committee members on City Council's role in the review process and it was pointed out that the Policy Coordinating Committee is the approving body in this process. Staff explained this project needs momentum or fail; and either City Council will have to sign the consultant contract or PCC will make the decision to stop the project. Wyeth Friday said staff will bring this issue forward to Planning Board and City Council and hopefully will have a recommendation forwarded to PCC for their next meeting. Terry Smith asked if this instance has occurred in other cities. Katie Potts said Missoula's PCC has amended a TIP that included a safety project but she has not seen this situation before. This instance sets a precedent as the project is stopping due to funding structure. In this case, the governor designated the City/County Planning Board as the MPO. The Planning Board and has City representation but doesn't have the authorization to approve project funding. The Policy Coordinating Committee makes final decisions on programs and projects. Vern Heisler stated there has been a lot of misinformation and fear about what the study document is going to do. Wyeth Friday spoke to the challenges of staff conveying points of decision.

5b Discussion. Downtown traffic Flow Study (Downtown Billings Partnership)

This is a downtown circulation study. Staff has not met with Lisa Harmon regarding a potential partnership. City Council has an initiative for a downtown pedestrian and traffic safety study.

Adjournment: 11:37 a.m.

DRAFT TO BE APPROVED BY A MOTION-OCTOBER 19, 2016



Billings Technical Advisory Committee Draft Meeting Minutes—October 20, 2016

1. Call the meeting to order: Scott Walker called the meeting to order at 10:00 a.m. in the Miller Building first floor conference room, 2825 3rd Avenue North, Billings, Montana.

Members Present:

Scott Walker, Transportation Planning Coordinator; Wyeth Friday, Interim Director, Planning & Community Services; Vern Heisler, Deputy Public Works Director; Terry Smith, City Traffic Engineer, Public Works-Engineering Division; Stan Jonutis, MDT-Billings

Others Present: Lora Mattox, Transportation Planner; Tammy Deines, Planning Clerk

Conference Call: Carol Strizich, MDT Statewide and Urban Planning

2. Public Comment: Scott Walker opened the public comment portion of the meeting and asked if there was anyone wishing to make a comment at this time. There was no public comment.

3. Minutes of August 4, 2016

The approval of the August 4, 2016 meeting minutes is delayed until the next scheduled meeting.

4. New Business:

4a Motion/Recommendation. Billings Community Transportation Safety Plan. Lora Mattox, Transportation Planner, presenting.

Ms. Mattox opened this agenda item and said this item was initiated last year in consideration of obtaining safety funds from MDT to look at a local Community Transportation Safety Plan.

Local Transportation Safety Plan

- Community led with MDT support
- Determine transportation safety issues in Billings using a data-driven approach
- Transportation safety from the 4E's approach:
 - Education
 - Enforcement
 - Engineering
 - Emergency Medical Services

Billings CTSP History-Applied/Received MDT assistance in 2015

Dowl Engineering selected as Consulting team, under MDT contract
Transportation Safety Advisory Committee developed
Crash data reviewed/Emphasis Areas Developed
Community Safety Summit – May
Review/Adoption

**Billings Technical Advisory Committee
DRAFT Meeting Minutes—October 20, 2016**

Vision Statement and Emphasis Areas

Vision: “The Billings community will achieve zero fatalities and serious injuries through a culture of safety for all travelers.”

Emphasis Areas

Speed and Inattentive Driving
Unrestrained Occupants
Impaired Driving

Billings CTSP Review Schedule

TAC – October 20th
Planning Board Review – October 25th
Planning Board Action – November 9th
City Council Work Session – November 7th
City Council Meeting – November 28th
Commissioner Review – November 21st
Commission Action – November 29th
PCC – December 20th

Discussion

Wyeth Friday commented there may some good connections with the medical community that may help with the emphasis areas. Vern Heisler said he feels this is a good project and the Safety Summit went well. He noted the increase in highway deaths. Lora Mattox commented on the potential for a primary seat belt law through the legislature. Discussion followed on cell phone use while driving and means of enforcement. Scott Walker said the law enforcement agencies are in involved with moving this document forward. Carol Strizich said while other communities have worked toward safety measures Billings is the only community that has Adopted “Vision 0”.

Motion

Terry Smith made a motion and Vern Heisler seconded the motion to move to recommend to the governing bodies approval of the Billings Community Transportation Safety Plan as presented by staff. The motion carried with a unanimous voice vote.

5. Other Business

Future Agenda Items

1. Community Transportation Survey updates
2. Incorporation of survey information in the Transportation Model and the 2017-18 Transportation Plan Update

**Billings Technical Advisory Committee
DRAFT Meeting Minutes—October 20, 2016**



Adjournment: 10:31 a.m.

DRAFT TO BE APPROVED BY A MOTION AT THE NEXT SCHEDULED MEETING.

**Billings Technical Advisory Committee
Draft Meeting Minutes—March 2, 2017**

1. Call the meeting to order: Scott Walker called the meeting to order at 10:00 a.m. in the Miller Building first floor conference room, 2825 3rd Avenue North, Billings, Montana.

Members Present:

Scott Walker, Transportation Planning Coordinator; Wyeth Friday, Director, Planning & Community Services Depart; Vern Heisler, Deputy Public Works Director; Debi Meling, City Engineer; Public Works-Engineering Division; Terry Smith, City Traffic Engineer, Tim Miller, Director, YC Public Works Dept.; Mike Black, YC Public Works Dept.; Debra Hagel, Transit Planner, MET; Gary Neville, MDT-Billings

Others Present: Lora Mattox, Transportation Planner; Tammy Deines, Planning Clerk; Mike Ferguson, Billings Gazette; Joe Gilpin, Alta Planning & Design; Chris Hertz, Erin Claunch, City Engineering Division; Jolene Rieck, Peaks to Plains Design

Conference Call: Katie Potts, MDT Statewide and Urban Planning

2. Public Comment: Scott Walker opened the public comment portion of the meeting and asked if there was anyone wishing to make a comment at this time. There was no public comment.

3. Minutes of August 4, 2016; October 20, 2016

The approval of meeting minutes is delayed until the next scheduled meeting.

4. New Business:

4a Presentation. Motion/Recommendation. Billings Bikeway and Trail Master Plan. Lora Mattox, Transportation Planner, presenting.

Introduction

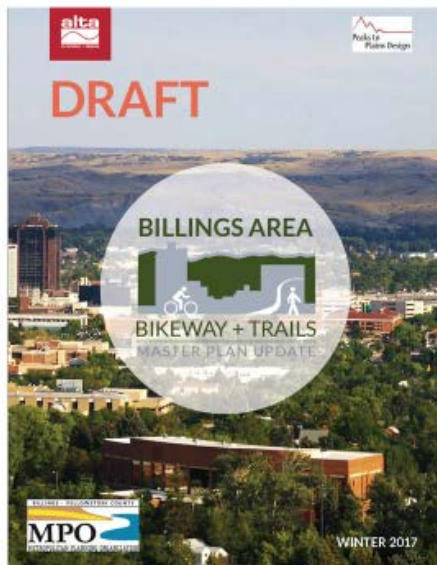
In June of 2016, the Planning Division entered into a Consultant contract with Alta Planning + Design to complete an update to the Billings Bikeway and Trail Master Plan. Through monthly meetings with an established steering committee consisting of City and County staff, the Montana Department of Transportation, community organizations, and through conducting two public meetings and an online survey and mapping project, a comprehensive bike and trails master plan was completed.

Jolene Reick, Peaks to Plains Design, opened this agenda item with a PowerPoint Presentation.

- Vision & Goals
 - (8) Goals-contrived through an integrated comment process
 - Existing Conditions-Why are these facilities important?
 - Review of previous plans-reviewed 13 plans that had a motorized transportation plan
- Demographic analysis-mobility in Billings
- Manual counts Analysis
 - Walking and biking on Billings Trails has increased by 21%

**Billings Technical Advisory Committee
 DRAFT Meeting Minutes—March 2, 2017**

- User Demographics
 - Downtown Users
- Bike and Pedestrian Crash Analysis-almost 2/3 of accidents occur at intersections
- Crashes by Roadway type
- Severity and Ration of Crashes-Joe Gilpin stated they don't have an accurate picture of how many bicyclists and pedestrian are using the major street networks. It does depict bicyclists' and pedestrians' desire to use them. Debi Meling commented 33% seems to be a high percentage for local roadways. Joe Gilpin said he cannot say if the rate is proportionally higher on local streets than arterial streets.
- Crashes Over Time-Annual Collisions. The data is taken from the entire MPO including outside the City limits.
- Needs/assessment Analysis
 - Types of Bicyclists
- Bicycle Level of Traffic Stress (4 categories)
-
- Public Meetings
 - Overview-30 attending
 - Focus group Meetings (4 held)
 - Online Input



The updated plan includes the following elements:

- I. Vision, Goals and Objectives
- II. Existing Conditions
- III. Needs Assessment
- IV. Recommendations
- V. Implementation



Vision, Goals and Objectives



Goals and Objectives

1. Complete Streets
2. Prioritize implementation of facilities
3. Evaluate the implementation of the plan
4. Integrate MET Transit
5. Facility maintenance
6. Education and Encouragement Programs
7. Enforcement
8. Health and Safety

**Billings Technical Advisory Committee
DRAFT Meeting Minutes—March 2, 2017**



Discussion

Vern Heisler voiced concern with expansion to an annual program especially with the challenges of finding sustained funding resources. He asked how this fits into the CIP Prioritization? Deb Meling asked about funding source ranking and suggested the survey should pose a question to discern whether the public is willing to pay more if no funding is available, i.e., "Do you support having a local funding source to supplement Federal programs?" Joe Gilpin responded that communities are finding ways to supplement with local funding streams. He suggests creating dedicated annual funds or holding discussions to determine where new funding resources can be leveraged to keep projects moving forward. Deb Meling said this should be added to the presentation as a discussion point in the review process as there are some great low cost solutions which need to be pointed out.

Wyeth Friday cautioned and stated there is a need to address the public desires regardless of the difficulties with finding streams. Vern Heisler noted comments received during the CIP process pointing to the need for incorporation of approved documents and studies. Deb Meling stressed the need for buy in. Scott Walker said this plan is a strong document with suggestions to lay the groundwork for others in the future. Deb Meling suggested adding in the prioritization results to Table 6.1 Bike Boulevard, and breaking out the table by shared use. Terry Smith asked if the April timeline for this item to go to PCC could be moved if needed.

Wyeth Friday stated this plan presents a tremendous amount of information. He said he likes the consideration of the other plans and the highlighting of other items that can be addressed will promote efficiency over time.

Vern Heisler stressed the need to have City Council give direction as to the project priorities and said he doesn't know how this plan fits in with this process. Scott Walker said staff puts plans before the governing bodies that are vetted through the community so available projects can move forward when funding streams become available.

Deb Meling said a sustainable funding source needs to be tied to the plan as a plan without implementation will not happen without having commitment. Vern Heisler said this is a good document and he would like to have it implemented as time moves on. He stressed the importance of buy-in. Terry Smith pointed out that the traditional funding sources are lacking. Debi Meling said the plan needs some markups and she would like to spend more time reviewing it. Vern Heisler concurred and suggested holding a phone poll at a future date. A public hearing is scheduled for the March 14 Planning Board meeting. Scott Walker-asked Committee

members to submit comments in writing to Transportation Planner Lora Mattox by March 9, 2017. **The committee forwarded no recommendation at this time. The motion is tabled.**

Motion/Recommendation. 2017-2021 Transportation Improvement Plan, (TIP), Scott Walker, Planning Transportation Coordinator

INTRODUCTION

Federal regulations require that Metropolitan Planning Organizations (MPOs) review and update their Transportation Improvement Program (TIP) periodically. The current 2017-21 TIP falls into this category and must be updated to maintain compliance with State and Federal requirements.

The TIP is a short-range program of highway and transit projects in the Billings Metropolitan Planning Organization area and is prepared by Planning Division staff in cooperation with state and local agencies. The basic purpose of the TIP is to provide the mechanism for scheduling federal funds for surface transportation projects, indicate regional priorities, and demonstrate a short-range transportation vision for the area. A secondary purpose of the TIP is to provide information about other transportation projects in the urbanized area that are exempt from the TIP approval process such as projects that do not utilize federal funds.

This TIP is being presented for review due to cost updates to several projects. The projects listed in the TIP include the North By-Pass, 1st Avenue North, Zimmerman Trail and MET Bus Operating.

2017-2021 TIP ADOPTION SCHEDULE

- The Technical Advisory Committee met March 2nd to review the 2017-21 TIP and has recommended approval.
- The Planning Board initially reviewed the 2017-21 TIP at its regular meeting on March 14th and is scheduled to make final recommendation of the document March 28th and forward its recommendation to the PCC.
- The Board of County Commissioners will review and take action on the 2017-21 TIP at its regularly scheduled meeting on March 21st and forward its recommendation to the PCC.
- The City Council will review the document at the Work Session March 20th and will take action on the 2017-21 TIP at its regular meeting on April 10th and forward its recommendation to the PCC.
- The PCC is expected to meet on April 25th to take final local action on the 2017-21 TIP.

Discussion

Hard copies were distributed to committee members. Katie Potts, MDT, stated a complete update to this TIP was decided upon as there are notable project adjustments for the Billings District. Scott Walker gave a brief overview of each of the tables and the following was noted:

- Transit –updated figures in the in tables
- Safety Projects included Planning level estimates included in the 2017 table
- Table 2 Revenue-notable Carryover balances STP; CMAQ
- Table 4a-b-Project breakdown-federal information.
- Table 5-updates MET
- Table 6-targeted engineering; ROW acquisition; Construction
- Tables7-12: Fiscal Year Tables
- Table 12-reference sheet for 2017-2019 projects
- 62nd/Rimrock project-dollar amounts are agreeable but need to be corrected in the highlight sheet. (3.7 million)
- Pavement preservation projects are included in this TIP.
- Gary Neville: 1st Ave and Exposition Drive. Funding change to "Other"
- Text of document needs to be updated sentences added.
- Safety SF149-Reflective Backing-Table 8
- Table 6 multi-year staging: Round about Rimrock Rd & 62nd-outside program will be brought into the construction program in October. Add a footnote to safety projects. **Not yet programmed.
- Terry Smit-The railroad crossing has been studied since 1958. He questioned the validity of this expenditure and the ability to determine a viable design due to the objections of downtown groups and railroads. He encouraged looking at SCH study as it is technically related. Gary Neville explained this component is to identify the funding and identify a build able project.

Motion

Terry Smith made and motion and Wyeth Friday seconded the motion to forward a recommendation of approval of the 2017-2021 Transportation Improvement Plan with the updated verbiage and corrections to transit and identification of safety projects as “not yet programmed”.

The motion carried with a unanimous voice vote.

- **Update: Household Travel Survey.** A consultant has been selected and the contract is finalized. This will be a county wide survey and will include modeling data that will be shared with MDT.
-

**Billings Technical Advisory Committee
DRAFT Meeting Minutes—March 2, 2017**



- **Terry Smith, (Traffic Engineering, Public Works Engineering), Retirement.** The Committee members thanked Terry Smith for his years of service to the City and stated he is a valuable asset and will be missed. A retirement party for Terry will be held on March 30, 2017.

Adjournment: 12:29 p.m.

DRAFT TO BE APPROVED BY A MOTION AT THE NEXT SCHEDULED MEETING.