



BICYCLE PEDESTRIAN COMMITTEE AGENDA
City of Billings & Yellowstone County
MEETING AGENDA



December 4, 2018 MEETING TIME: 11:30 a.m.
1st Floor Conference Room, Miller Building
2825 3rd Avenue North, Billings, Montana 59101

1. **Call to Order: Chairman**

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 Bicycle Pedestrian 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.*

Attendees: Please sign in on the provided meeting attendance sheet.
 - 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 September 25, 2018, and October 23, 2018.**
 - a.

4. **Old Business**
 - a. Discussion Update. BPAC By-laws and membership. BPAC members discussing.
 - b. Discussion Update. Ability to report concerns and complaints on the City website. Elyse Monat, Active Transportation Planner, presenting.
 - c. Discussion Update. Downtown Bike Parking. Elyse Monat, Active Transportation Planner, presenting.

5. **New Business**
 - a. Motion Recommendation. Educating City Lobbyist on the importance of giving 3 feet passing space. BPAC members discussing.

- b. Discussion Update. 1st Avenue North project. Scott Walker, Transportation Planning Coordinator, presenting.

6. **Other Business**

7. **Future Agenda Items**

- a. Possible visit from Doug Habberman, Bike Walk Montana Executive Director.

8. **Adjournment**

Bicycle Pedestrian Advisory Committee

3. a.

Meeting Date: 12/04/2018

Subject

Attachments

September 2018 BPAC Draft Minutes

October 2018 BPAC Draft Minutes



BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

City of Billings & Yellowstone County
MEETING MINUTES



Tuesday, September 25, 2018 MEETING TIME: 11:30 am
1st Floor Conference Room, Miller Building
2825 3rd Avenue North, Billings, MT 59101

- Call to order:** Ed Gulick, Chair, called the meeting to order at 11:33 a.m.
- Members present:** Jane Van Dyk, City Council; Kristi Drake, City Council; Liana Susott, County; Amber Sundsted, City Council; DJ Clark, County.
- Others present:** Elyse Monat, Active Transportation Planner; Members of the Public: Melissa Henderson, Community Health Improvement Manager, Healthy By Design; Morgan Miller, Prevention Health Specialist, RiverStone Health.

Public Comment Period:

- a. **Comments on items not on the agenda and request to add items to future agendas –** Melissa Henderson, Community Health Improvement Manager, introduced Morgan Miller, Prevention Health Specialist. Morgan will be working on Safe Routes to School and will be attending BPAC meetings to see how RiverStone Health and Healthy By Design can support BPAC.
- b. **Comments on items on the non-public agenda items –**

Motion. Approval of the meeting minutes of: August 28, 2018: Jane Van Dyk, BPAC member, motioned to approve the August minutes and Amber Sundsted, BPAC member, seconded. The motion passed unanimously.

Old Business:

Motion Recommendation. Approval of Letter of Support for Utility Bill Funding – Kristi Drake, BPAC Vice-Chair, shared that Billings TrailNet and the City will present to City Council on October 1 about the need for trail funding. They will ask for assessment to the community that would be opt out. The assessment would be \$24/year for everyone including businesses. City Council can choose to put it on the Utility Bill as a donation or possibly as an assessment on property taxes. The whole issue will be presented on October 1, with possible action on the 9th. Jane said that the West End task group expressed some opposition to opt out.

For the letter of support, Ed Gulick, BPAC Chair, suggested that having one letter of support would be sufficient as it lays out a proposed method of funding. Kristi wants to add that MDT has said that TA funds will not be awarded this year. D.J. suggested explaining what Park District One is in the letter. Opt out is two words. The wording should also be changed to assessment or optional donation rather than Utility Bill Fee. The group liked Ed's suggested changes.

Motion Recommendation. Approval of Letter of Support for Montana Tourism Grant Bike Parking application – Ed commented on the letter and made a few changes. Kristi motioned to

approve the letter of support as it has been edited for the MT tourism grant application. Jane seconded. The motion passed unanimously.

Community Member, George Moncure, wants to start a bike rack program and grade racks and make a Facebook page. There is an even greater need for bike racks as parking meters have disappeared.

Discussion Update. 3 ft. Passing Law – The 3 foot passing law did not pass in the last legislature. Bike Walk MT is planning to sponsor it again. Even if enforcement is not possible in all cases, there is an educational component. Ed suggested educating lawmakers and say why BPAC wants them to support this. The letter could say that would BPAC would push for a local ordinance if the law was not passed at the state level. Amber said that if there is money spent on the effort then it is lobbying. If there was a group of bills, then maybe that it would be ok to spend money on an event talking about a set of bills. Amber suggested the best thing would be to provide written information.

Ed proposed that after the election, BPAC should issue a letter to state lawmakers in early December. They should also find out what other issues are going to be presented. BPAC could invite Doug Haberman or Kathy Aragon to learn what else is going to the legislature.

Discussion Update. 1st Avenue N – MDT is going to reconstruct 1st Ave. N. D.J. Clark, BPAC Member, shared that there was a question about if there should be bike lanes or not on 1st Ave. N. There is some question about how to move forward with the suggestion from Public Works being that 2nd and 3rd Aves. North should have bike lanes instead of 1st Ave. N. Amber said that from a BPAC perspective it is discouraging that plans are not being followed and there is not much hope for other projects. D.J. shared that the process is not over and there would be opportunity for input from BPAC. Amber suggested that it was important to say that if there was a plan it should be followed. Jane suggested saying BPAC is disappointed that there will not be bike lanes on 1st, and ask when will 2nd and 3rd will go through. The group suggested waiting a while. D.J. suggested talking to Lora and Scott before writing a letter. D.J. will reach out to them about it.

Discussion Update. Downtown Traffic Study - Elyse Monat, Active Transportation Planner, shared that the consultants have been collecting data for about 3 months. The timeline for the study goes through February 2019. During the first meeting the study area was defined and compared to other downtowns. The consultants shared data results they have so far including that there is enough roadway capacity, low waiting times at peak hours, and an incomplete bike network. Alternatives for downtown were discussed.

New Business:

Discussion Update. Collecting and processing input from the public. – Last time, BPAC members talked about having a website where comments could be submitted. Elyse shared the form from the City website that citizens can use to report comments. Having one additional field added that is bicycle related would be helpful. Kristi gets people calling in about gravel or trees breaking up sidewalk. Elyse will send out screen shots of the forms to BPAC members to let them review the forms. She will also investigate if the City gets comments on trails and where the comments go.

Discussion update. Strategies to recruit new board members. Kristi wants to see if one of her board members will apply. She will talk to her board and see if someone will apply. She also

suggested having RiverStone Health or Healthy By Design at the table. BPAC needs to look at by-laws and see what could be added.

Other Business:

- **Next BPAC meeting – October 23, 2018**

Future Agenda Items: Potential expansion to appointed members.

Adjournment at 1:07 p.m.

December meeting: 11:30 a.m. on December 4th. This meeting will replace the scheduled November and December meetings.



BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

City of Billings & Yellowstone County
MEETING MINUTES



Tuesday, October 23, 2018 MEETING TIME: 11:30 am
1st Floor Conference Room, Miller Building
2825 3rd Avenue North, Billings, MT 59101

Call to order: Kristi Drake, Vice-Chair, called the meeting to order at 11:35 a.m.

Members present: Jane Van Dyk, City Council; DJ Clark, County.

Others present: Scott Walker, Transportation Planning Coordinator; Elyse Monat, Active Transportation Planner; Members of the Public: Melissa Henderson, Community Health Improvement Manager, Healthy By Design; Morgan Miller, Prevention Health Specialist, RiverStone Health.

Public Comment Period:

- a. **Comments on items not on the agenda and request to add items to future agendas –**
No public comment was made.
- b. **Comments on items on the non-public agenda items –** No public comment was made.

Motion. Approval of the meeting minutes of: September 25, 2018: BPAC Members were unable to approve September 25, 2018 minutes due to lack of quorum.

Old Business:

Discussion Update. Utility Bill Funding – Kristi Drake, BPAC Vice-Chair, met with Dave Mumford, City of Billings Public Works Director, and the process is going forward. Public Works/Billings TrailNet will wait until mid to late November to make a proposal to City Council. Mayor Cole said they need to prove that it is not a tax; it is a fee for services. The date is not set yet for the City Council meeting.

Jane suggested that BPAC needs to make more of an effort to talk about the Utility Bill fee. City Council will decide if it is opt-in or opt-out. Jane suggested offering 3 options to City Council.

Discussion Update. Collecting and processing input from the public – Elyse Monat, Active Transportation Planner, investigated where the comments go from the street/traffic comment form on the City website. Notifications from comments come as emails, but there is no database of comments online. Elyse is working with Erin Claunch, City of Billings Traffic Engineer, to find out where those comments go. Hopefully, they will be able to add a check box on the form for bike/pedestrian and comments with this box checked will get sent to Elyse. The goal is to have this figured out by next BPAC meeting.

New Business:

Motion Recommendation. BPAC By-Laws and Membership. Elyse was looking through the BPAC by-laws on the Planning file server and discovered that 2014 updates to by-laws were never adopted. These 2014 updates were the ones that introduced term limits, so BPAC members are not currently term-limited as previously believed.

Elyse gave an update on what in the by-laws needs to be changed. Article IV, Section 2 needs to be amended to reflect the advice from the City of Billings Legal Department; that in order to amend the by-laws, City Council, the County Commissioners, and Planning Board must all approve the change(s). The title of the Alternative Modes Coordinator needs to be updated to Active Transportation Planner. In addition, BPAC members discussed adding two new positions to BPAC, reserved for Billings TrailNet and Healthy By Design.

Elyse will send out link to Boards, Commissions, and Committees part of the City Code. Bruce McCandless, City Administrator, suggested making BPAC terms 2 or 4 years in length to match up with the City Code and also asked to see if there were other things in the City Code that could be added to BPAC by-laws. These do not have to match up exactly as BPAC includes County as well so BPAC members can look through this document and see if there is anything they would like included.

Other Business:

- Elyse shared that City hired lobbyist and BPAC could bring information to this person about the 3-foot passing law. Kristi suggested this be added to the next meeting agenda.
- 1st Avenue North. DJ Clark, BPAC Member, asked Scott Walker, Transportation Planning Coordinator, about the 1st Ave. N project. When Scott saw the first set of plans for 1st Ave. N, the plans were putting the road back to what it is today. However, that is not what the Bikeway and Trail Master Plan Update calls for. From Scott's comments, MDT directed Sanderson Stewart to make two sets of plans, one with bike facilities and one without. Although there was not enough roadway width to stripe bike lanes the whole way, different elements were combined along the roadway. DJ said that plans came forward with bike lanes but Public Works disagreed with the plans including bike lanes. The decision has not been made yet so there is opportunity for BPAC to provide comment if desired.

The question was brought up about if the 30% review for Complete Streets policy is still happening and if MDT has to follow it. MDT technically does not have to follow the City of Billings Complete Streets Policy, but made efforts to include Complete Streets elements.

Scott suggested asking a project manager/MDT Staff/Public Works employee to come and present the plan. Elyse will send out the Complete Streets policy and checklist to BPAC members.

27th will be more of a maintenance project. In that type of situation there is less room for change in order to be in compliance with plans. MDT will add a boulevard area near Dehler Park.

City is also in process of downtown circulation study. Hopefully will have something by spring. 2-way streets and their benefits were discussed.

- Lyle Gabrian asked about Project ReCode and was concerned about how it would affect the interface between rim rocks and valley. How would Project ReCode impact access to the Rims? Mostly the Rims are zoned as Parks, some MDT right-of-way on top of Rims. Scott suggested giving Nicole a call to better understand this question.

- Kristi talked with Doug Habberman, Executive Director of Bike Walk Montana, about introducing himself at next BPAC meeting and he said he would be happy to come by. Either Kristi or Elyse will arrange it.
- Trail demographics. Kristi is interested in finding out income levels, genders of who uses the trails. The U.S. Census will tell who walks or bikes to work. Kristi suggested completing a local trail census and Scott said there would need to be about 40-50 volunteers to do it morning and evening for a week.
- LRTP comments are being taken until the end of 10/24/18. The document is still in draft form until the Policy Coordinating Committee (PCC) approves it.
- **Next BPAC meeting – December 4th at 11:30 a.m.**

Future Agenda Items:

Sharing information with the City Lobbyist about reasons for 3 ft. Passing Law.

Adjournment at 12:45 p.m.