

**Billings Technical Advisory Committee
 Virtual Video Conference Meeting 9:30 AM
 DRAFT Meeting Minutes—April 30, 2020**

1. Call the meeting to order:

Transportation Coordinator Scott Walker called the meeting to order at 10:30 a.m. Due to the COVID-19 health concerns, the format of the Transportation Advisory Committee meeting will be held in a virtual videoconferencing environment. The normal hearing room on the 1 st Floor at 2825 3rd Ave North (Miller Building) will be closed during the meeting and no one will be attending this hearing in person.

Attendance

Committee Members			
Scott Walker, Transportation Coord., Chairman, T.A.C.	X	Wyeth Friday, Director, Planning and Community Services	X
Tim Miller, Director YC Public Works Dept.	--	Mike Black, Civil Engineer, YC Public Works Dept.	X
Debi Meling, City Engineer City of Billings Engineering	X	Erin Claunch, Traffic Engineer City of Billings Engineering	X
Rusty Logan, Manager, MET Transit	X	Clark Snyder, Environmental Health RiverStone Health	--
Katie Potts Urban Planning Section, MDT	X	Carol Strizich, Supervisor Urban Planning Section, MDT	--
Kenn Winegar, Urban Planning Section, MDT	X	Alan Woodmansey, Federal Highways	X

Others Present

Monica Plecker, Planning Division Manager; Tammy Deines, Planning Clerk; Lora Mattox Transportation Planner

2. Public Comment:–

Public comment will be taken only during the Public Comment periods as indicated on the agenda. Comments may be sent to Board via email before 1:00 PM on Wednesday, April 29, 2020. All emails received prior to this time will be read into the record. The Public may call in during specific Public Comment periods at **(406) 237-6196**. All callers will be in a queued system and are asked to remain on hold and be patient. Calls will be taken in the order in which they are received. Callers will be restricted to 3 minutes of testimony as is customary. Live coverage can be viewed:

<https://www.facebook.com/Billings-Planning-Community-Services-Department-1738982159659260/?ref=bookmarks>

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 January 14, 2020.

(The February and March meetings were canceled due to lack of agenda items).

Motion

Mike Black made a motion and it was seconded by Debi Meling to approve the minutes of January 14, 2020 as submitted. The motion carried with a unanimous voice vote.

4. Old Business:

There is no Old Business.

5. New Business:

5a. Motion/Recommendation. 2018 Billings Urban Long Range Transportation Plan (LRTP), Scott Walker, Transportation Coordinator.

Problem Issue Statement

In order to extend the life of the Downtown Urban Renewal District (URD) to maximize the benefits to the City and the community, staff is working with the Downtown Billings Partnership identified the conversion of North 29th and North 30th Street from one-way to two way between Montana Avenue and 6th Avenue North. This project was identified in the Downtown Area Traffic and Circulation Study completed in 2019.

Since the Montana Department of Transportation also identifies North 29th Street and North 30th Street as Urban Routes, action by the Montana Transportation Commission is required to approve City construction on these roadways. To complete this approval at the State level, the Billings Metropolitan Planning Organization must amend its Billings Long Range Transportation Plan (LRTP) to ensure these roadway projects are properly identified in the Plan. The MPO is working with Kittelson & Associates to complete the amendment to the plan. Kittelson is completing this edit for no charge to the community.

The schedule for review and adoption of the plan amendment includes review by the Technical Advisory Committee, Yellowstone County Planning Board, Board of County Commissioners, City Council and final action by the Policy Coordinating Committee at its meeting scheduled for Tuesday, May 19. The amended LRTP will then be sent to the Montanan Department of Transportation and our State Federal Highway for review and concurrence. From that review, it will be presented to the Transportation Committee on June 25, 2020.

L RTP Amendment Review Schedule

Review Body	Date	Materials Due	Notes/Result
Technical Advisory Committee	Thursday, May 14	Week before	Recommendation to Governing Bodies
Planning Board with PH	Tuesday, May 12	Week before Notice PH on 4/24 & 5/8	Presentation, Public Hearing and Action
City Council	Monday, May 11	4/23	Recommendation to PCC
Board of Commissioners Discussion	Monday, May 4	Week before	Introduction
Board of Commissioners	Tuesday, May 5 or 5/12	Week before	Recommendation to PCC
Policy Coordinating Committee	Tuesday, May 19	Week before	Final Action

Recommendation

Staff recommends that the Transportation Advisory Committee approve the amendment to the LRTP and forward a recommendation of approval to the Policy Coordinating Committee

Presentation

Scott Walker presented a slide, DTS Alternatives. He explained staff was approached to consider this project as the TIFD will sunset in the near future. Scott Walker stated the Public Works Department completed the Downtown Traffic Study to determine what can be done with street conversions. The public participation piece of the study will move forward soon. Director Wyeth Friday commented there has been a lot of work on this between MDT and the local governing bodies. Katie Potts, MDT asked that the plan amendment be placed on the website. Alan Woodmansey, FWHA, asked if the Bike Plan and the pedestrian crossings would need to be updated as a part of the street conversion. Erin Claunch replied and said all of the intersections are signalized and have crosswalks in place. The signals will be upgraded. He does not foresee any updates for the Bike Plan. Lora Mattox commented there is not a lot of support from the Downtown Business Association or the businesses for street closures so they are considering using bump-outs instead. Erin Claunch said the traffic study identified North 29th Street and North 30th Street as “comfortable” should one of the alternatives become available.

Motion

Mike Black made a motion and Erin Claunch seconded the motion to forward a recommendation of approval of the amendment to the LRTP and forward a recommendation of approval to the Policy Coordinating Committee

Member	Y/N	Member	Y/N
Scott Walker Transportation Coord. Chairman,	x	Wyeth Friday , Director, Planning and Community Services	x
Tim Miller , Director Yellowstone County Public Works	-	Mike Black , Civil Engineer Yellowstone County Public Works	x
Debi Meling , City Engineer City of Billings Engineering	x	Erin Claunch, Traffic Engineer City of Billings Engineering	x
Rusty Logan , MET Transit Manager	x	Clark Snyder , Environmental Health RiverStone Health	- -
Katie Potts Urban Planning Section, MDT	x	Carol Strizich , Supervisor Urban Planning Section, MDT	
Carol Strizich , Supervisor Urban Planning Section, MDT	- -	Kenn Winegar Urban Planning Section, MDT	- -

The motion carried with a unanimous voice vote.

6. Other Business

A. MET Transit Update Rusty Logan, MET Transit Manager

Transit Manager Rusty Logan reported MET has no reduced services under since the COVID crisis. They have been able to keep their staff and are averaging approximately 700 rides a day on fixed routes. The CARES Act funding has been allocated to 5307, and will help in the future. MET plans to purchase an additional three buses; they are moving forward with security updates in the buses; and the transfer program. Rider fares are free during the months of April and May. They are working with the airport on a Transit Policy for security, and working towards using an electronic card reader system for fares to encourage social distancing between operators and riders. Public meetings will be scheduled in June or July to consider the routing system. Safety measures include safety glasses and masks for MET drivers, rear passenger boarding, and bumper zones on buses for social distancing. These measures have significantly calmed drivers' fears.

B. FY 2020-2024 TIP- The FY 2020-2024 TIP is in the process of being finalized, it should be ready for review and adoption within the next couple weeks, starting with a TAC review. Lora Mattox said a TAC meeting would be scheduled in the near future for consideration.

C. Council member MPO Training Scott Walker said staff is planning a training session for City Council members in February on the MPO.

D. Systems Development Report Debi Meling said Public Works will submit a Systems Development report to the State and it should go to the Transportation Commission for consideration in April. The 5th Avenue Utility Study is completed and Sanderson Stewart is the consultant. City Council will consider the contract in May.

I

E. Inner Belt Loop Project: Transportation Planner Lora Mattox said staff is waiting for things to quiet down with Covid-19 in order to allow full public participation, as this project is very

important to the community.

F. Downtown Public Participation Project: DOWL has been selected as the consultant and they prepared to unleash a full barrage of surveys and opportunities to engage the public when the COVID restrictions make it possible.

G. 5th Avenue Corridor Feasibility Study: Sanderson Stewart was chosen as the consultant. The contract is scheduled to be forwarded to City Council for signatures of approval at the end of May, with a kickoff proposed in June.

H. Complete Streets Report: Chapters have been doled out to members of the committee for review. Committee members represent Engineering, MET, and Healthy by Design. Chapters and data will be updated and submitted to Bike and Pedestrian Coordinator, Elyse Monat.

I. Bike/Scooter Share Study: Alta was chosen as the consultant. Elyse Monat is working on finalizing the contract and getting a start date.

ADJOURNMENT: 10:30 AM

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

--Tamara L. Deines, Planning Clerk