



**BICYCLE PEDESTRIAN ADVISORY COMMITTEE**  
**AGENDA**  
CITY OF BILLINGS AND  
YELLOWSTONE COUNTY, MONTANA



**FEBRUARY 22, 2022 MEETING TIME: 11:30 a.m.**  
**Miller Building 1st Floor Conference Room**  
**2825 3rd Avenue North**  
**Billings, Montana 59101**

**\*\*ATTENTION \*\*** In the event a quorum of the Council is present, no City-related decisions will be made during this meeting or event.

The meeting will also be live-streamed at <https://www.facebook.com/Billings-Planning-Community-Services-Department-1738982159659260/>

How to provide public comment: Email comments sent to [monate@billingsmt.gov](mailto:monate@billingsmt.gov) by 9:30 AM on January 25, 2022 will be read into the record. Email comments sent after 9:30 AM may be read into the record. The Public may share Public Comment during specific Public Comment periods both in person at the meeting and by phone at **406-237-6165**. 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. All members of the Public will be restricted to 3 minutes of testimony as is customary.

1. **Call to Order and Introductions: Chairman (11:30-11:40 am)**
2. **PUBLIC COMMENT PERIOD** – As required (3 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. (11:41-11:45 am)
  - b. Comments received by the Active Transportation Planner online, by phone, or by email. (11:46-11:50 am)
3. **Approval of the minutes of January 25, 2022. (11:51-11:55 am)**
4. **New Business**
  - a. Presentation. Billings-Yellowstone County Metropolitan Planning Organization. Scott Walker, Transportation Planning Coordinator, presenting. (11:56 am - 12:20 pm)
    - i. Public Comment.
  - b. Motion Recommendation. Letters to Parks, Recreation, and Public Lands Department and Public Works Department to thank them for caring for Billings' trails. (12:21-12:35 pm)
    - i. Public Comment.
5. **Old Business**
  - a. Motion Recommendation. Election of 2022 BPAC Chair and Vice-Chair. (12:36-12:50 pm).
    - i. Public Comment.
6. **Other Business (12:51-12:55 pm)**
7. **Future Agenda Items (12:56-12:59 pm)**
8. **Adjournment (1:00 pm)**

Bicycle Pedestrian Advisory Committee

3.

**Meeting Date:** 02/22/2022

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**Subject**

Approval of the minutes of January 25, 2022. (11:51-11:55 am)

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**Attachments**

Draft January 2021 Minutes

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## BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

City of Billings & Yellowstone County  
MEETING MINUTES

Tuesday, January 25, 2022 MEETING TIME: 11:30 am

1<sup>st</sup> Floor Conference Room of 2825 3<sup>rd</sup> Ave. N

Live Coverage was available here: <https://www.facebook.com/Billings-Planning-Community-Services-Department-1738982159659260/> Recording is also available on same Facebook page link.

DRAFT

**Call to order:** Anna O’Donnell, BPAC Vice-Chair, called the meeting to order at 11:33 am

**Members present:** Kristi Drake, City; Margy Bonner, City; Nikki Zimmer, County

**Others present:** Elyse Monat, Active Transportation Planner; Wyeth Friday, Planning and Community Services Director; Jenna Solomon, RiverStone Health

**BPAC began the meeting with introductions as there are several new members.**

Members present included:

- Margy Bonner-runner, walker, hiker, previously served on the Parks Board
- Nikki Zimmer-Warden resident, real estate agent for 16 years, outdoor person
- Kristi Drake-BPAC member since 2013, Chamber Trails Committee member, Executive Director at Billings TrailNet which provides community matching grants for trail projects
- Anna O’Donnell-avid triathlete, runs and bikes around the City and takes notes about chances for improved mobility and connectivity

**Public Comment Period:**

a. **Comments on items not on the agenda and request to add items to future agendas –**  
None

b. **Online comments and comments received by the Active Transportation Planner –**  
None.

**Motion. Approval of the meeting minutes of December 7, 2021:** Kristi Drake, BPAC member, moved to approve the December 2021 minutes as presented. Nikki Zimmer, BPAC member, seconded. The motion to approve the minutes passed unanimously.

**Old Business:**

None

## **New Business:**

### **BPAC Role and Meeting Fundamentals presentation from Wyeth Friday**

Wyeth Friday, Planning and Community Services Director, gave a presentation about BPAC's role and how to run a meeting. BPAC started in 2007 and has been going for 14 years.

Topics included:

- BPAC's Membership: 8 seats including 3 City appointed, 3 County appointed, 1 Planning Board appointed, 1 Billings TrailNet non-voting seat
- BPAC's responsibilities
  - Biking, walking, rolling in Billings, Yellowstone County
  - Provide input on funding opportunities
  - Provide input on legislation
  - Advisory to Council/Commissioners-let governing bodies know that they should take action/position on items
- How BPAC can interact with governing bodies
  - Letters
  - Presentations
  - Open Public Comment
  - Public comment on specific agenda items
  - Planning Board is very engaged in pedestrian facilities. They review all subdivisions that come in for comment – both in the City and County
- City and County Departments and other agencies that BPAC might interact with
  - City
    - Code Enforcement – right of way obstructions, vehicles blocking sidewalks, intersections, snow shoveling, etc.
    - Parks, Recreation, and Public Lands department – trails within parks, help maintain trails including in trail corridors around the committee
    - Public Works- construct and maintain trails along roads
    - Planning-non-motorized transportation planning, coordinating projects, grants, Kids In Motion program, etc.
  - County
    - Public Works-County ROW projects and maintenance – meet county standards
  - Other
    - Montana Department of Transportation (MDT)
      - Work on communication – BPAC a big part of this – trying to get Jim Dutcher trail to be open during I-90 construction
      - Good district manager
      - MDT brings lots of big projects and funding, but need to make sure projects match up with community needs
    - Bike Walk Montana –provides input to the state legislative
    - Healthy By Design and RiverStone Health – Safe Routes to School
- Agendas
  - Help keep meeting on track
  - Identifies time for public comment
- Minutes
  - Need to be accurate and precise
  - Record motions, maker and results,
  - Sent out with agenda for the next meeting
  - Approved by quorum (simple majority)
- How to chair a meeting
  - Chair and vice-chair to serve one-year terms
  - Chair:

- Maintains order
  - Timely
  - Organized
  - Attentive
  - Impartial
- How to make and vote on a motion
  - Ask for a motion
  - Ask for a second
  - Restate the motion
  - Ask for discussion
  - Ask for a vote
  - Announce the results of the vote
- BPAC talked about how they get input from the public
  - They want to share the link to the public comment form
  - They want a protocol to have Engineering report concerns that they get
  - Wyeth mentioned that there is also a main comment or complaint form that goes to City Administration. From there, the concern is sent to relevant staff
  - BPAC wants to send out an email with the link to comment form
- Who is maintaining the trails – have multiple entities maintaining different trails
  - Public Works maintains trails along Right of Way (ROW)
  - Parks maintains trails in parks or park corridors
  - There are some places where Public Works and Parks are coordinating who is doing snow removal

### **Discussion of previous BPAC activities and introduction to BPAC work plan**

Elyse Monat, Active Transportation Planner, suggested that BPAC have a work plan for 2022 to keep momentum going for one or two projects. She showed BPAC the sample work plan for the Yellowstone Historic Preservation Board as an example.

BPAC wanted to schedule a special working session to fill out the work plan. Elyse will send out a Doodle poll to schedule a time to meet. If more than a quorum of members is there, the meeting will need to be publicly advertised.

### **Election of 2022 BPAC Chair and Vice-Chair**

Margy Bonner, BPAC member, moved that BPAC table elections until the next meeting. Kristi seconded. All voted in favor.

Public Comment: Jenna asked if there has been a lot of public comment. Anna said people call in infrequently, but they sometimes share comments while watching on Facebook.

### **Other Business:**

Anna is concerned about markings on the trails in Pioneer Park and nearby sidewalks from races and events.

Kristi mentioned that the Community Transportation Safety Summit was happening that afternoon and asked if anyone could join.

### **Future agenda items:**

Margy requested that BPAC discuss letters of appreciation from BPAC to Public Works and Parks to show appreciation for the hard work that they are doing to maintain the trails.

**Adjournment** Margy moved to adjourn, Kirsti seconded; the motion passed unanimously.