

POLICY COORDINATING COMMITTEE MINUTES August 30, 2022

DRAFT TO APPROVED BY A MOTION

NOTICE

Public comment will be taken only during the Public Comment periods as indicated on the agenda. Comments may be sent to Planning Staff via email before 10:00 AM on the meeting date. All e-mails received prior to this time will be read into the record for the public hearing.

Member Participants: Commissioner Denis Pitman; Commissioner John Ostlund, Board of County Commissioners; Bill Cole, Mayor, City of Billings; Planning Board President Dennis Cook, Yellowstone County Planning Board, Rod Nelson, MDT

Staff Participants: Scott Walker, Transportation Coordinator, Planning & Community Services Department; Monica Plecker, Planning Division Manager; Tammy Deines, Planning Clerk; Rusty Logan, MET; Lora Mattox, Transportation Planner, (Virtual)

Other Participants: Virtual: Katie Potts, MDT Planning; Kenn Winegar, MDT Planning,

1. Call to Order: Mayor Code called the meeting to order and welcomed everyone in attendance. The Pledge of Allegiance was recited.

2. Public Comment/Communication from the Audience

A. Comments on items not on the agenda and requests to add items to future agendas.

B. Comments on items on the Non-public and Public Agenda Items

There was no communication from the audience regarding agenda items or future agenda items.

3. Minutes of July 19, 2022

Motion

A motion was made by Commissioner Pitman and seconded by Rod Nelson to approve the minutes of July 19, 2022. The motion carried with a unanimous voice vote.

4. Old Business: There is no Old Business.

5. New Business

5a. Motion. Billings Urban Area Unified Planning Work Program, UPWP, Highway and Transit FY2023, Scott Walker, Transportation Coordinator

Scott Walker opened the agenda item with the staff presentation. He stated this program is relatable to past programs. This year's program allowed for staff changes and planning studies.

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Funding sources and amounts contained in the UPWP are as follows:

• Planning Department Fees (City of Billings)	\$300,000
• Planning Department Fees (Yellowstone County)	\$160,000
• Yellowstone County (Mill)	\$525,000
• Federal Funds (PL)	<u>\$2,007,135</u>
•	
TOTAL	\$2,992,135

The amount of federal funding that can be applied to each element is based on a pre-established percentage – how much of the work element is related to transportation. In order to access the federal funds, there must be a local contribution based on the pre-established percentage. If the local funds are not there, the federal funds cannot be accessed. In some cases this local contribution is 0.

Funding Summary FFY 2023: This Table shows the allocation of funding for the twelve work elements.

Table II Funding Comparisons: Table II is a comparison of project and staffing costs in the 12 work elements in FY 2021 and FY 2022. Costs have remained constant in all work elements. It is typical to carry a contingency in each year.

Table IV Staff Months By Work Element FFY 2023 - The Work Program also allocates staff time to the different work elements. Planning staff is shown across the columns at the staff and the amount of time that individual spends in each element, calculated in man months, and is shown in the columns below. This staffing array was approved in the FY16 Work Program.

2022 Priorities –

- **Complete the North Bypass Corridor Study**-should be completed in September
- **Complete the Transportation Safety Plan**- should be completed in September
- **Complete Safe Routes to School Study Phase I**-completed
- **Safe Routes to School Study Phase II**- RFP in process
- **Begin the Update to our Long Range Transportation Plan**- RFP in process
- **County Growth Policy Update**

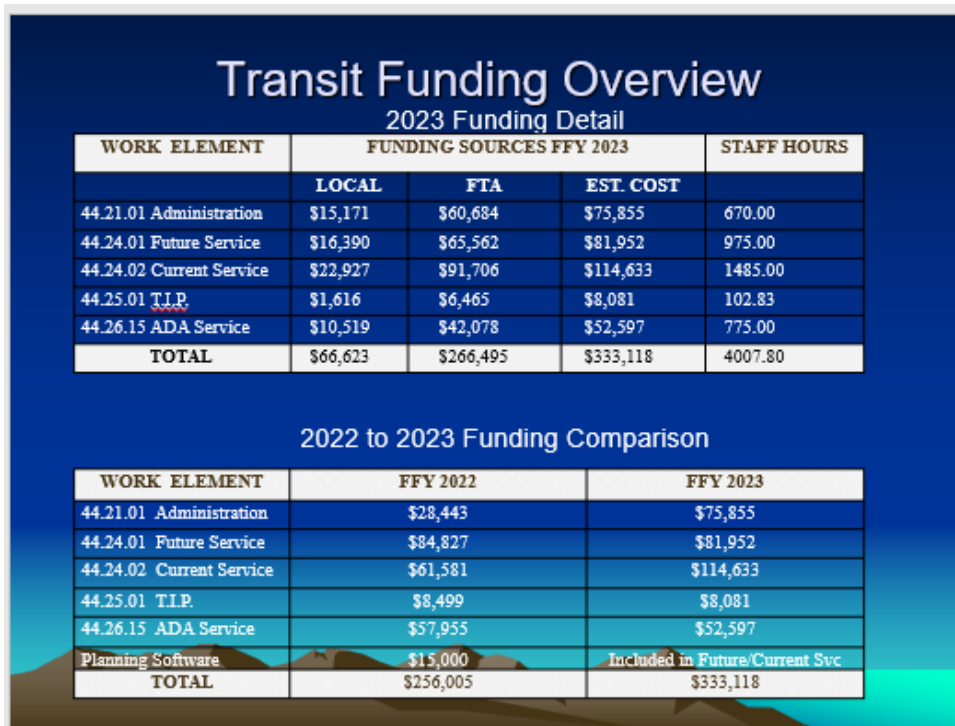
2023 Priorities –

- **Complete the Update to our Long Range Transportation Plan**
- **Complete the Safe Routes to School Study – Phase II**
- **Transportation Elements to Neighborhood Plans**
- **Begin the Update to our Bike/Pedestrian Plan**- process should begin in September

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TRANSIT SECTION – Rusty Logan, MET Transit Manager continued with the staff presentation. He pointed out that there was a significant increase in Federal funding this allowing a focus on personnel and activities in the coming year. FY2023 will focus on implementation of Transit Development Plan System overhaul.



Transit 2022 - Policy updates include: Financial and Procurement Policies, Public Participation Plan, updated Title VI non-discrimination plan, updated Equal Employment Opportunity policy and plan

Technology updates included: Automated Passenger Counters, Automated Voice Annunciation and Infotainment Systems, On board WIFI, Electronic Fare Collection, Paratransit Software update, Cloud-Based Planning Software

Community Wide Transit Survey complete online; ran mid-December to January 31 - 627 total response. 446 responses received were form City of Billings residents; when considering a population of approximately 120,000, this means the survey results were well within a 95% confidence level with a 5% margin of error. The results are being utilized in both future service evaluation as well as current service enhancements.

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Operational analysis for future transit including assessment of existing costs, development of real-world cost model based upon employee hours and potential hours on street, development of various proposals for high frequency service including potential 15 minute peak service

Expanded agreements include updated service with the Adult Resource Alliance (increased eligibility to all seniors for medical rides) revised and simplified agreement with State of Montana DD services.

Transit 2023- Public Transit Agency Safety Plan – significantly increased focus on training and safety assurance; training course and lot

Transit Development Plan – development of more indepth process to foster communication between City departments in the overall planning landscape as well as guide transit related routing decisions in regards to development and community feedback/demand. Hope to create a more holistic approach to transit design as well as provide an increased level of input regarding overall city development

Master Marketing Plan – assessing new means of marketing, further integration with online and social media, explore outside of traditional avenues, increase community engagement

Fixed-route overhaul and designated stop assessment; new vehicles to support this – pushing for high enough frequency during peaks that customers will not need to check the schedule

Continue service expansion; started exploratory assessments of Lockwood area and it’s cost effectiveness, need further evaluation of existing infrastructure and ability to actually operate a vehicle in that area

Continue Developing Partnerships – Alliance, State of Montana, Montana State University

This plan was vetted through the the Boards and Commissions below.

DRAFT 2023 UPWP REVIEW SCHEDULE

TAC	July 28
Planning Board	August 23
County Commission	August 23
City Council	August 22
PCC	August 30
MDT, FHWA, FTA	September 30

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Discussion

Scott Walker closed the staff presentation and asked for questions and discussion. Per request of Commissioner Pitman's request, Rusty Logan clarified and said that although there will be designated stops approximately three to four blocks apart, a flag stop may be used by a rider as a reasonable accommodation for a designated stop. Mayor Cole asked Rusty Logan regarding the public comment received on the proposed change of routes in the Transit Development Plan and the funding source for the proposed increased services. Rusty Logan responded that the last public meeting had 22-25 attendees. The public input taken indicated a desire for increased frequency as the primary request along with later hours of service to have a more consistent transit service. MET received a 28% increase for operational expenses from the Federal Transit Department will be used as a kick-off point for these changes. Mayor Cole asked about the electric buses that were approved for the City of Billings. Rusty Logan said due to complicating factors due to multiple requests and manufacturing time, the busses are about two years out from arrival. He said the expectation is the busses will have increased power levels to be operational an entire day without a charge. This grant included the busses, charging infrastructure, and a training component for operation and maintenance.

Public Comment: There was no public comment on this agenda item.

Motion

Commissioner Pitman made a motion and it was seconded by Planning Board President Dennis Cook to approve the FY2023 Billings Urban Area Unified Planning Work Program, (UPWP), Highway and Transit Plan as presented by Staff.

Discussion

There was no discussion on the motion.

There motion carried with a unanimous voice vote.

6. Other Business

- **Sept 8, 2022 Billings Bypass Corridor Draft Presentation. 5:30-6:30 PM**
Independent School Cafeteria, 2007 Roundup Road, Billings, MT. The Billings Bypass Project is planned to be constructed by the Montana Department of Transportation and will connect Lockwood, Montana with the Billings Heights.
- **Sept 9, 2022 11:00 am Ribbon cutting event for the 32nd Street Trail**

7. Future Agenda Items

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Requested by Commissioner Pitman – Project Updates, Updates on the Billings Bypass project; the MDT I-90 construction, the Entryway/Expo project. Upcoming projects for fall and winter 2022 and spring of 2023.

ADJOURNMENT: 12:36 PM

DRAFT. To be approved by a motion during the next scheduled meeting

Tamara L. Deines, Planning Clerk



POLICY COORDINATING COMMITTEE
AGENDA
CITY OF BILLINGS AND
YELLOWSTONE COUNTY, MONTANA



AUGUST 30, 2022 MEETING TIME: 12:00 p.m.
316 N 26 ST, ROOM 3101
(3RD FLOOR, STILLWATER BUILDING)
Billings, Montana 59101

NOTICE TO THE PUBLIC

Citizens are invited to:

- . Review the Agenda Packet on the City's website at: <https://ci.billings.mt.us/117/Agendas-Minutes>
- . View the meeting live online at Facebook: <https://tinyurl.com/yckr478k>

Public comment will be taken only during the Public Comment periods as indicated on the agenda and during the Public Hearings, if any are scheduled, under the Regular agenda. Comments may be sent to Board via email before 10:00 AM on the meeting date. All emails received prior to this time will be read into the record for the public hearing. Comments may be submitted by:

- . Mail: City/County Planning Division, 2825 3rd Ave N 4th Floor, Billings, MT 59101
 - . Email: deinest@billingsmt.gov
- . Call in during the Public Comment periods as indicated on the agenda:
 - . Citizens may call in during specific Public Comment periods at 406.237.6165.
All callers will be placed 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 limited to 3 minutes of testimony as is customary. Future delivery methods may be explored as best practice is learned.

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

- . Please direct questions to Tammy Deines, Planning Clerk at deinest@billingsmt.gov or 406-247-8610. Thank you!

1. Call to Order/Pledge to the American Flag: PCC Chairman
2. PUBLIC COMMENT PERIOD – (A 3-minute maximum per person.) *Any member of the public may be heard at this time on any subject(s), including items that are not on the agenda. The Policy Coordinating Committee will not take any action on non-agenda items today but could choose to add an item to the next meeting's agenda for discussion. Public comment may also allowed later on some items (see below), but an individual may only comment once on the same item.*
3. Approval of the minutes of: July 19, 2022
4. Old Business: There is no Old Business.
5. New Business
 - a. Motion. Billings Urban Area Unified Planning Work Program, (UPWP), FFY 2023. Scott Walker, Transportation Coordinator, presenting.
 - b. Public Comment
6. Other Business
 - a. Public Comment
7. Future Agenda Items
8. Adjournment