



## BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE (BPAC)

City of Billings & Yellowstone County  
APPLICATION FORM

**This 3-year position is appointed by the Yellowstone County Board of Planning. Applicants can live in either the City of Billings or Yellowstone County. Term will begin January 1, 2023 pending appointment by the Yellowstone County Board of Planning.**

NAME: Dave Coppock HOME PHONE: 406-591-9598  
ADDRESS: 641 Beverly Hill Blvd. WORK PHONE: 406-591-9598  
CITY: Billings STATE: MT ZIP: 59102  
BUSINESS OR JOB: Economic Geologist- BLM; Head Track/XC Coach MSUB (Retired)  
EMAIL ADDRESS: dgcoppock@gmail.com

**Please describe your experience or background that you believe qualifies you for service on this Committee (see attached information regarding BPAC) (attach additional sheets if needed):**

Most of my career was spent working with the Federal Government; US Geological Survey, Forest Service and Bureau of Land Management

I have experience with geologic mapping, GIS, mineral materials, geotechnical sampling and testing in support of Forest Service bridge and road projects. These were multiple use agencies working with user groups; industry, recreation wildlife, cultural resources. I also have specialized training in real estate appraisal and mineral economic evaluation. My coaching experience at MSU Billings organizing practices, recruiting, meet and travel organization, budgeting and fund raising. I currently assist at MSUB as the technical Director for the NCAA DII West Region and Great NW Conference XC Championships.

**Why do you wish to serve on this Committee?**

I believe access to trails and safe pedestrian routes is the sign of a healthy, vibrant community. I've been a user of our Billings trail, developed and undeveloped, during the 40+ years I've resided here. Serving on BPAC would be a great opportunity to help develop safe trails and routes throughout Billings and Yellowstone County and improve the connectivity of our existing routes. I have been serving as an interim position on BPAC since May 2022 and would very much like to continue in that position for a full term.

Will your schedule allow you to attend BPAC meetings? Meetings are generally the 4<sup>th</sup> Tuesday of the month at 11:30 am. Yes  No \_\_\_\_\_ (if no, please explain)

Please list any additional information that you feel is pertinent (attach additional sheets if needed):

Since filling in as an interim member of BPAC in May 2022, I've learned a good deal of how the Streets and Planning department functions and the importance of getting pedestrian, bicycling trails input into early stages on the planning process.

/s/ David G. Coppock

November 24, 2022

Signature

Date

APPLICATION DEADLINE: December 2, 2022 @ 5 pm MT

Return application to: City/County Planning Board  
2825 3<sup>rd</sup> Ave. N, 4<sup>th</sup> Floor  
Billings, MT 59101

OR

Email application to [monate@billingsmt.gov](mailto:monate@billingsmt.gov)

OFFICE USE ONLY:

APPOINTED: YES \_\_\_\_\_ NO \_\_\_\_\_ DATE \_\_\_\_\_

TERM EXPIRATION DATE: \_\_\_\_\_

Circle one: ORIGINAL APPOINTMENT REAPPOINTMENT

TERM NO:

**BY-LAWS  
OF THE  
BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE  
BILLINGS, MONTANA**

**URBAN TRANSPORTATION PLANNING PROCESS**

December 10, 2007

Prepared By:  
City-County Planning Department  
510 North Broadway  
Billings, Montana

Amended September 17, 2019  
Bicycle Pedestrian Advisory Committee

**BY-LAWS**  
**BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE**

Functions, duties and responsibilities of the Bicycle and Pedestrian Advisory Committee of the Billings Urban Transportation Planning Process hereinafter referred to as the Bicycle and Pedestrian Advisory Committee are as follows:

**ARTICLE I – BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE**

**SECTION 1 NAME**

The name of this committee shall be the Bicycle and Pedestrian Advisory Committee (BPAC) of the Billings Urban Transportation Planning Process.

**SECTION 2 ESTABLISHED**

There is hereby established a Bicycle and Pedestrian Advisory Committee to advise the City Council, Mayor, the County Commissioners, Yellowstone County Planning Board, and all departments and boards of the City and County with respect to the impact that City and/or County actions may have upon bicycling, walking or wheelchair access in the Billings Urban Area.

**SECTION 3 PURPOSE**

The purpose of the Bicycle and Pedestrian Advisory Committee is to advise the City Council, Mayor, the County Commissioners, Planning Board, and all departments and boards of the City and County with regard to non-motorized transportation matters.

**SECTION 4 MEMBERSHIP**

The committee shall be composed of seven members to serve three (3) year terms. The Mayor, subject to confirmation by the City Council, will appoint three (3) members, the County Commissioners will appoint three (3) members and the Yellowstone County Board of Planning will appoint one (1) member. In addition to the seven (7) voting members, one (1) Billings TrailNet representative, who may change from meeting to meeting, will serve as an ex-officio (non-voting) member. Committee members may include, but are not limited to, representatives of various organizations, such as mass transit, smart growth, healthy communities, the PTA, SAFE KIDS, Downtown Billings Association, Chamber of Commerce, or citizens with concerns for bicycle safety, commuting, recreation, seniors, or access for people with disabilities. The Active Transportation Planner and/or a staff person from the Engineering Division may serve as a staff liaison of the committee.

## **SECTION 5 ORGANIZATION**

A Chairperson shall be elected at the first scheduled meeting of the calendar year by a quorum of the Bicycle and Pedestrian Advisory Committee membership present at a duly called meeting. Term of office will be one year or until a successor is elected.

## **ARTICLE II – DUTIES**

### **SECTION 1 DUTIES OF THE BOARD**

The Bicycle and Pedestrian Advisory Board have the duties to:

1. Make recommendations on capital improvement projects, transportation improvement plans, bicycle and pedestrian programs and other City and County programs and projects, insofar as they relate to bicycling, walking, and wheelchair access. City and County officials shall provide appropriate plans and other materials for review by the board within a timely manner;
2. Advise in the development and implementation of City/County non-motorized transportation plans and the development of long-range transportation plans;
3. Make recommendations to the City, County, and Planning Board to improve the institutional and professional responsiveness of the City and County to promote non-motorized transportation and pedestrian safety;
4. Advise the Active Transportation Planner regarding school programs to promote operator (children, youth, and adult bicyclists; pedestrians and motorists) awareness and activity through education and public information programs and enforcement;
5. Make recommendations to the City, County, and Planning Board regarding design standards for all types of bicycle and pedestrian facilities. Make recommendations regarding design improvements for existing bicycle and pedestrian facilities;
6. Make recommendations to the City, County, and Planning Board regarding bicycle and pedestrian planning as it relates to facility selection, cost and safety impacts;
7. Make recommendations regarding prioritization of bicycle and pedestrian facilities needed in the City and County;
8. Consult and advise government agencies to promote bicycling and pedestrian activity as viable forms of urban transportation and to reduce dependence on private automobiles as a primary mode of transportation;
9. Advise the City Transit Division to provide effective linkages between bicyclists and pedestrians and public transportation.

**SECTION 2 DUTIES OF OFFICERS**

1. Chairperson - The chairperson shall be a voting member and will be elected by current voting members at the first annual meeting. The chairperson shall preside at all meetings of the Bicycle and Pedestrian Advisory Committee and call special meetings as needed.
2. Vice Chairperson - A vice chairperson shall be a voting member and will be elected by current voting members at the first annual meeting to act during the absence of the elected chairperson.

**ARTICLE III - MEETINGS**

**SECTION 1 MEETINGS**

The Bicycle and Pedestrian Advisory Committee shall hold regular meetings at a time agreed to by a majority of the committee. When a regularly scheduled meeting is cancelled, a written cancellation notice will be formulated and sent to all the members. Special meetings of the Bicycle and Pedestrian Advisory Committee may be called on ten days notice, or less time when waived by a majority of the Committee.

All regular meetings will be noticed in a newspaper of paid general circulation at least 2 weeks and no less than 6 days prior to the meeting date of the Bicycle and Pedestrian Advisory Committee. All meetings shall be open to the public in accordance with the Montana State Open Meeting Law. Notice of the meetings shall be calculated to reach all interested and affected members of the community.

**SECTION 2 QUORUM FOR COMMITTEE MEETINGS**

A quorum shall consist of a simple majority of the voting members listed in the regular membership section of these bylaws including the chairperson or his/her designated representative. Roberts Rules of Order will be followed in all meetings.

**SECTION 3 REPORTING ON MEETINGS**

A member of the staff of the Yellowstone County Board of Planning will act as secretary to record the minutes and attendance, prepare required reports, notify members of meetings, and such other duties as required by the Bicycle and Pedestrian Advisory Committee. Only the date, time, attendance, order of business, abbreviated discussions and final decisions of the Bicycle and Pedestrian Advisory Committee will be reported in the minutes.

**ARTICLE IV ADOPTION AND AMENDMENT OF ARTICLES**

## **SECTION 1 HOW ADOPTED**

These articles may be adopted by a majority of the Bicycle and Pedestrian Advisory Committee at a duly called BPAC meeting.

## **SECTION 2 HOW AMENDED**

These articles may be amended through a multi-step process. First, a majority of the Bicycle and Pedestrian Advisory Committee at a duly called meeting in which a discussion of the By-laws is a published agenda item must vote in favor of the amendments. Second, the By-laws must be approved by each of the two governing bodies that created the Bicycle and Pedestrian Advisory Committee: the City of Billings City Council and the Board of County Commissioners of Yellowstone County.