



TRANSPORTATION ADVISORY
COMMITTEE
AGENDA
CITY OF BILLINGS AND
YELLOWSTONE COUNTY, MT



JULY 13, 2023 MEETING TIME: 1030 AM
The Miller Building 1ST Floor Conference
Room 2825 3rd Avenue North
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.

Please direct questions to the Planning Division at 406-247-8676. Thank you!

1. Call to Order: Scott Walker, Transportation Coordinator
 - a. Comments on items not on the agenda and requests to add items to future agendas.
2. Approval of the minutes of: JUNE 8, 2023
3. Old Business: There is no Old Business.
4. New Business
 - a. Motion/Recommendation to City and County governing bodies. 2024 Billings Urban Area Unified Planning Work Program (UPWP). Scott Walker, Transportation Coordinator, presenting.
5. Other Business
 - a. Update. Discussion. MET Transit. Rusty Logan, MET Transit Manager
6. Future Agenda Items
7. Adjournment

Billings Transportation Advisory Committee

DRAFT Meeting Minutes—July 13, 2023 to be approved by a motion on September 11, 2023

Committee Members			
Scott Walker, Transportation Coord., Chairman, T.A.C.	1	Wyeth Friday, Director, Planning and Community Services	1
Tim Miller, Director YC Public Works Dept.	1	Mike Black, Civil Engineer, YC Public Works Dept.	1
Debi Meling, Public Works Director, City of Billings Engineering	1-V	Mac Fogelsong, City Engineer, City PW Engineering,	1-V
Rusty Logan, MET Transit Manger	1	Sarah Graham, MET Transit Planner	1
Samantha Woods, Urban Planning Section, MDT Helena (Virtual)	1-V	Clark Snyder, Environmental Health RiverStone Health	
Kenn Winegar, Urban Planning Section, MDT Helena (Virtual)	1-V	Carol Strizich, Supervisor Urban Planning Section, MDT	
Kurtis Schnieber, MDT		Carolyn Miller, FHWA (Virtual)	
Zach Kirkemo, MDT		Ryan Hammon, FHWA (Virtual)	
Kyle Shuck, MDT District # kshuck@mt.gov	1	Katie Potts, FHWA (Virtual)	1-V

Participating Virtually: Samantha Woods, Urban Planning Section MDT; Kenn Winegar, Urban Planning Section, MDT, Mac Fogelsong, Katie Potts, Debi Meling, Lora Mattox

In Attendance: Scott Walker, Planning; Wyeth Friday, Planning and Community Services Director; Jeff Roach, Aviation & Transit Director; Kira Flagstead, RiverStone Health Air Quality; Tim Miller, Yellowstone County Public Works; Mike Black, Yellowstone County Public Works

Call the meeting to order: **10:30 am.** Transportation Coordinator Scott Walker called the meeting to order at 10:30 am in the Miller Building 1st Floor Conference Room, 2825 3rd Ave North.

Comments on items not on the agenda and requests to add items to future agendas. *There were no comments on items not on the agenda or requests for future agenda items.*

- a. Comments on items non-public and public hearing agenda items. There were no comments on non-public or public hearing agenda items.*

2. Minutes of June 8, 2023

Motion

Rusty Logan made a motion and it was seconded by Mike Black to approve the minutes of June 8, 2023, as submitted. The motion carried with a unanimous voice vote.

3. Old Business: There is no Old Business.

4. New Business

4a. Motion: Motion/Recommendation to the MPO Governing bodies. 2024 billings Urban Area Unified Planning Work Program, (UPWP). Scott Walker, Transportation Coordinator, presenting.

Scott Walker opened the agenda item.

– INTRODUCTION

Metropolitan Planning Organization (MPO) must be established in communities over 50,000 in population to do transportation planning and be eligible for federal transportation planning funds. The Work Program for the MPO is required to be revised and adopted annually by the Policy Coordination Committee (PCC) whose members are four – The Mayor or his designee, the Chair of the County Commission, the Planning Board Chair and the local MDT District Administrator. The Work Program is reviewed and recommended for approval by the Technical Advisory Committee (TAC), Planning Board, County Commission, City Council, Montana Department of Transportation (MDT).

– FUNDING SOURCES

The degree of participation by each funding agency is based on the pro-rations which have been determined for each line item. Each agency contributes their share of the total charges made against each line item according to the approved pro-rations. The UPWP is updated annually and is current between October 1-through September 30. All Work Elements in the UPWP must be related to Transportation and/or Transportation Planning. Final tax revenue figure received from the County remained constant at \$500K. 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. 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 sources and amounts contained in the UPWP are as follows:

– Planning Department Fees (City of Billings)	\$260,000
Planning Department Fees (Yellowstone County)	\$170,000
Yellowstone County (Mill)	\$595,000
Federal Funds (PL)	<u>\$1,447,790</u>
TOTAL	\$2,472,790

FUNDING SUMMARY FEDERAL FISCAL YEAR 2024			
WORK ELEMENT	FUNDING SOURCES FY 2024		
	PL	LOCAL	EST. COST
100 Administration	\$286,500	\$229,500	\$516,000
101 Service	32,000	32,000	64,000
102 Citizen Involvement	50,000	50,000	100,000
200 Community Planning	165,000	243,000	408,000
204 Zoning	42,800	169,800	212,600
205 Subdivision	84,500	130,500	215,000
300 Transportation System	175,000	0	175,000
301 Transportation Plan	600,000	0	600,000
302 Planning Studies	216,000	144,000	360,000
500 TTP	37,000	0	37,000
600 Environmental	30,000	0	30,000
700 Un-Programmed Funds	9,290	4,000	13,290
TOTAL	\$1,447,790	\$1,025,000	\$2,472,790

Funding Sources:

Planning Department Fees, City of Billings \$260,000, Yellowstone County \$170,000, Yellowstone County (Mill) \$595,000, and Federal Funds (PL) \$1,447,790. Total UPWP funding \$2,472,790.

RECOMMENDATION

Staff recommends the Billings Technical Advisory Committee (TAC) hear the presentation on the components of the 2023 Long Range Transportation Plan (LRTP) and make a recommendation to the Metropolitan Planning Organization’s (MPO) governing bodies. Final action on the LRTP will occur at the Policy Coordinating Committee meeting July 18th.

DISCUSSION

Wyeth Friday asked for clarification of the 2/5% required Planning funds for the Complete Streets Program.

Scott Walker said 2 new MPO’s Bozeman and Helena, are coming to the State of Montana and there will be about a 1.4-million-dollar source of PL funds in comparison to the 1.9 allocation last year. He continues and gave an overview of the funding sources. He stressed the importance of fiscal constraint for this year with the change in MPOs.

Corridor Study on Broadwater or Central –Mac Fogelsong asked what the catalyst behind this Corridor Study is. Scott Walker said discussions with PW over the years to consider what can be done with these facilities to broaden the reach of these street and discern functionality, and how to make the street’s experience better. It is an open-ended study on the planning side. Wyeth Friday added City Council has had discussions on multiple corridors to look at circulation, access, safety, and functionality. Deb Meling instead look at east-west corridors for transportation as a whole instead of dialing in on Broadwater or Central, as the decision may be for a different corridor. Scott Walker concurred and said staff can broaden the line item. Rusty Logan added an area study would be helpful for MET purposes. Mike Black asked if there are past studies or “lessons learned” from Grand

Avenue that can be incorporated. Mike Black said the County would like to see the extension to Shiloh, due to the access points from Shiloh and Broadwater.

Transit Section – Rusty Logan presented overview of Transit Funding.

Calling out increase in funding. 150,000 on a transit government sustainability and Governance Study.

Scott Walker noted some small adjustments made to the document: BUILD grant not PL eligible-locally funded. Remove from Element 301. A cleaned-up DRAFT will be forwarded to this Committee by staff and be submitted to the governing bodies for approval. Wyeth Friday, Transit embarks on the governance study, looking forward to working with Planning Department; BUILD funds not able to adjust Planning funds as the projects are under construction and in post construction. Wyeth Friday, added Federal government mandated Complete Streets tie projects to elements within the Work Program to reach the 2.5% allocation.

Motion

5. **Motion** by Tim Miller and seconded by Wyeth Friday to recommend approval of the DRAFT 2024 UPWP. **The motion carried with a unanimous voice vote.**

5a. Update. Discussion. MET Transit. Rusty Logan, MET Transit Manager
Transit Manager Rusty Logan gave updates on the following:

OBJECTIVE

- To provide program support, general administration, and grant administration
- To provide training in support of transit planning activities.

All administrative functions necessary in support of transit planning and development will be performed under this work element. Activities will include:

- Continuing to assess data-keeping and gathering practices with focus on further technology utilization and process improvement in response to findings in the FTA Triennial Review completed in FY2023.
- Quarterly progress and expenditure reports will be prepared and transmitted to the Montana Department of Transportation, Urban Planning Division to maintain funding requirements.
- The FY2024 UPWP will be monitored and revised as necessary.
- The FY2025 UPWP for transit activities will also be developed within this element.
- Staff will execute grant administrative functions; staff will continue research and development regarding the utilization of FTA funding, including furthering innovative funding practices and partnerships.
- Maintenance of coordination agreements with 5310 providers and, as the lead agency, updates to the Billings Area Human Services Transportation Coordination Plan.
- Research feasibility and make recommendations for capital grants in the 5339 Bus and Bus



Facilities programs and other funding opportunities utilizing the TAM plan as well as the City Equipment Replacement plan.

- Participation in recognized and approved training programs in order to improve skills and capabilities including further Grant Management programs as recommended.
- Extensive division policy development including procedures, regulations, codes, and practices to ensure compliance with federal, state, and local requirements as they relate to the transit planning process.
- Participate with the TAC, Transportation Coordination Plan Committee, citizen advisory boards and other committees throughout the community as needed.
- Staff will continue updating and maintaining the FTA mandated Transit Asset Management Plan.
- Staff will continue to update and implement required Public Transit Agency Safety Plan, including annual updates as well as further research and development of best practices.
- Assists in development of improved transit integrations in the local area Emergency plan, including regular participation on committee meetings.

STAFFING

- 120.00 Transit Manager Staff Hours
- 160.00 Transit Planner Staff Hours
- 30.00 Administrative Support Staff Hours
- 60.00 Transit Supervisor Staff Hours (2 positions)
- 60.00 Marketing and Outreach Coordinator Staff Hours
- 10.00 Aviation/Transit Director Staff Hours

440.00 Total Staff Hours

FUNCTIONAL AGENCY RESPONSIBILITY

City of Billings Transit Division – MET Transit

PRODUCT

- An ongoing administrative program to carry out the transit elements identified within this UPWP.
- Administrative oversight and execution of transit planning and development functions including federally required plans.
- Enhancement of transit division skills and knowledge.
- Proper maintenance and administration of grant related activities.

FUNDS PROGRAMMED - FISCAL YEAR 2023

FUNDING SOURCE			
AGENCY	LOCAL	FTA	TOTAL
MET	\$15,171	\$60,684	\$75,855
TOTAL	\$15,171	\$60,684	\$75,855

FUNDS PROGRAMMED - FISCAL YEAR 2024

FUNDING SOURCE			
AGENCY	LOCAL	FTA	TOTAL
MET	\$6,953	\$27,814	\$34,767
TOTAL	\$6,953	\$27,814	\$34,767

6. Other Business – There was no other business.

7. Future Agenda Items

ADJOURNMENT: 11:30 AM

DRAFT-TO BE APPROVED BY A MOTION DURING THE NEXT SCHEDULED MEETING— Brenda Berns, Planning Clerk

City-County Planning Division

July 13, 2023

Transportation Advisory Committee (TAC)



Printed Name	Address/email
Kyle Shuck	Kshuck@mt.gov
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