



**TECHNICAL ADVISORY COMMITTEE AGENDA  
CITY OF BILLINGS AND  
YELLOWSTONE COUNTY  
October 18, 2023  
MEETING TIME: 2:00 PM**



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: [bernsb@billingsmt.gov](mailto:bernsb@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:** Lora Mattox, Transportation Planning Coordinator
  - a. Comments on items not on the agenda and requests to add items to future agendas.
2. **Approval of the minutes:** July 13, 2023
3. **Old Business:** There is no Old Business.
4. **New Business**
  - a. MPO Boundary Map Amendment. Lora Mattox, Transportation Planner, presenting.
5. **Other Business**
  - a. Update. Discussion. MET Transit. Rusty Logan, MET Transit Manager
6. **Future Agenda Items**
7. Adjournment



**Billings Transportation Advisory Committee  
 October 18, 2023 at 2:00PM  
 Approved Meeting Minutes**

<b>Committee Members</b>			
Lora Mattox, Transportation Planning Coordinator, T.A.C.	1	Wyeth Friday, Director, Planning and Community Services	V
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	Mac Fogelsong, City Engineer, City PW Engineering,	A
Rusty Logan, MET Transit Manger	1	Sarah Graham, MET Transit Planner	1
Samantha Woods, Urban Planning Section, MDT	V	Clark Snyder, Environmental Health RiverStone Health	V
Kenn Winegar, Urban Planning Section, MDT	A	Carol Strizich, Supervisor Urban Planning Section, MDT	A
Kurtis Schnieber, MDT	A	Carolyn Miller, FHWA	A
Zach Kirkemo, MDT	V	Ryan Hammon, FHWA	A
		Katie Potts, FHWA	V

**Participating Virtually:** Wyeth Friday, Planning & Community Services Director; Samantha Woods, Urban Planning MDT; Katie Potts, FHWA; Clark Snyder, Riverstone Health; Zach Kirkemo, MDT.

**In Attendance:** Lora Mattox Transportation Planning Coordinator, Debi Meling, PW Director; Rusty Logan, MET Transit Manager; Sarah Graham, MET Transit Planner; Mike Black, YCPW; Tim Miller, YCPW Director; Brenda Berns, Planning Clerk.

1. **Call the meeting to order:** Lora Mattox, Transportation Planning Coordinator called the meeting to order at 2:00pm in the Miller Building 1st Floor Conference Room, 2825 3rd Ave North.
  - a. 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.*
  - b. Comments on items non-public and public hearing agenda items. *There were no comments on non-public or public hearing agenda items.*

**2. Motion.** Approval of Minutes: July 13, 2023

Rusty Logan made a motion, seconded by Mike Black to approve the minutes of July 13, 2023, as submitted. The motion was carried with a unanimous voice vote.

**3. Old Business:** There is no Old Business.

**4. New Business:**

**a.**MPO Boundary Map Amendment, Lora Mattox Transportation Planner presenting.

Lora provided an overview of the request to amend the MPO Boundary based on 2020 Census information on Urban Areas and Federal Highway Administration requirements.

**Background**

- Census Bureau dictates requirements for Urban Area, urban areas are reviewed after the decennial census data is available.
- Reasonable distance from a large traffic generator land use: Industrial, commercial, retail.
- Must not affect the state highway system.

The Billings Metropolitan Planning Organization (MPO) is tasked with coordinating transportation planning within the Billings metropolitan area. Its responsibilities encompass long-term transportation planning, allocation of funding, and ensuring that transportation projects align with regional goals and objectives. The MPO's planning boundary defines the specific geographic area over which it exercises planning authority.

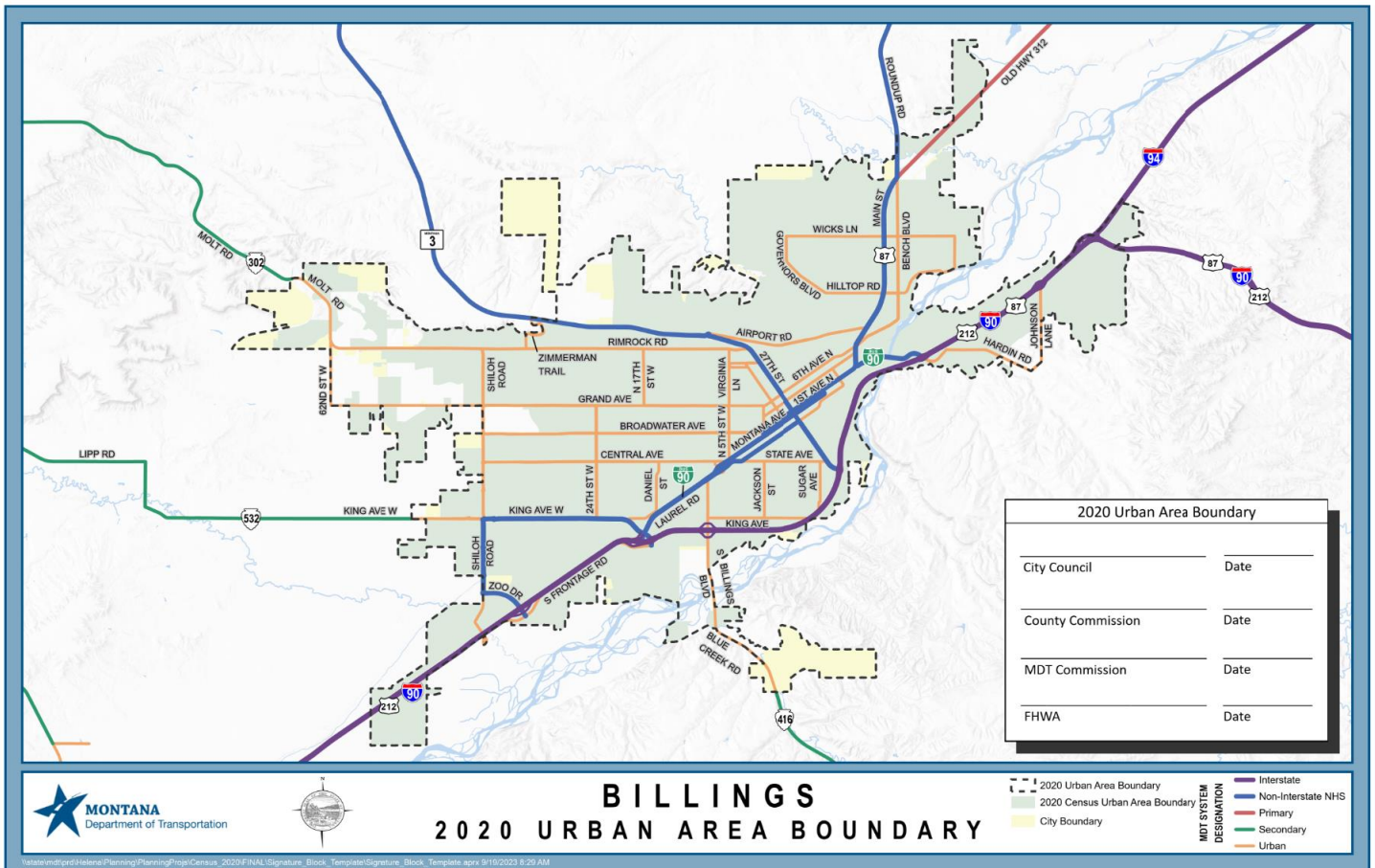
In response to the recently released 2020 Census data, the Federal Highway Administration (FHWA) mandates that the MPO, in collaboration with the Montana Department of Transportation (MDT) and local government agencies, adjust the planning boundary accordingly. These adjustments are based on the 2020 Census urban area boundaries, which are determined by housing density. The population within these adjusted urban areas determines their respective share of urban program funds. Final approval of the proposed boundaries is granted by the FHWA.

To define the MPO boundary, certain criteria were employed:

- Reasonable Distance: Areas within the urban boundary must be reachable within a 0.5-mile drive.
- Large Traffic Generator: This category includes industrial, commercial, or retail areas that do not encompass residential zones. Large traffic generators must primarily serve the urban area's population and have a significant impact, such as major hospitals, for example.
- Minimizing Impacts to the Highway Systems: The overarching goal is to avoid any adverse effects on the state highway system.

Additionally, when adjusting the urban boundaries, it is essential to consider the most recent city limit boundary, create a single contiguous area, adhere to political boundaries, census blocks, or physical

features/intersections.



This map amendment originated from MDT Helena and was subsequently introduced to the MPO, MDT Billings District, and the Public Works Departments of both the City and County. After undergoing a thorough examination and receiving a suggestion from the local review team, MDT Helena has made necessary adjustments and is presently seeking final approval and signatures from the City Council and the Board of County Commissioners. The public may view the map and attend the public meetings where consideration of the map update will be conducted at the Yellowstone County Board of Planning (11/14), City Council (11/6 Work Session and 11/13 Meeting), Board of County Commissioners (11/6 Discussion and 11/7 Meeting), and PCC (11/21).

Debi Meling made a motion, seconded by Tim Miller, to recommend approval of the MPO Boundary Amendment to the local governing bodies. The MPO Boundary Map Amendment was approved by the motion and was carried with a unanimous voice vote.



## 5. Other Business

Rusty Logan, Transit Manager states that MET will have a program amendment for the Transportation Improvement Program (TIP) in the spring. This change is related to 5307 programming. Rusty would also like to have a future agenda item to start a discussion on allocating a portion of Congestion Mitigation and Air Quality (CMAQ) funds towards MET operations. Lora asked about the other MPO's and what CMAQ funds are used towards Transit, Rusty stated that Missoula allocates about \$300k towards Transit. Finally, Rusty notified the committee that they are getting ready to release a Request For Proposal (RFP) on a study to look at the sustainability of the transit system and make recommendations on improving.

Debi Meling, Public Works Director reminded the committee about the upcoming meeting with MDT on November 6, 2023 to discuss a review process that MDT completed looking at the strengths, weaknesses, opportunities, and threats (SWOT) about the MPO operating more as a Transportation Management Area.

## 6. Future Agenda Items

**ADJOURNMENT: 2:19pm**

DRAFT-TO BE APPROVED BY A MOTION DURING THE NEXT SCHEDULED

*Brenda J Berns, Planning Clerk*

*Members (Voting)*

<p><b>Lora Mattox, Transportation Planning Coordinator T.A.C.</b> City-County Planning Dept 510 N. Broadway, 4<sup>th</sup> Floor Miller Building Billings, MT 59101 P:247-8661 E: <a href="mailto:mattoxl@billingsmt.gov">mattoxl@billingsmt.gov</a></p>	<p><b>Wyeth Friday, Director</b> Planning and Community Services Dept. 2825 3rd Ave N, 4<sup>th</sup> Floor Miller Building Billings, MT 59101 P: 657-8246 E: <a href="mailto:fridayw@billingsmt.gov">fridayw@billingsmt.gov</a></p>
<p><b>Rusty Logan, Transit Manager Vice Chairman, T.A.C.</b> City of Billings, MET Facility 1705 Monad Road Billings, MT 59101 P: 657-8221 E: <a href="mailto:loganr@billingsmt.gov">loganr@billingsmt.gov</a></p>	<p><b>Sarah Graham, Transit Planner</b> City of Billings, MET Facility 1705 Monad Road Billings, MT 59101 P: 657-8217 E: <a href="mailto:grahams@billingsmt.gov">grahams@billingsmt.gov</a></p>
<p><b>Dakota Martonen, Staff Engineer</b> City of Billings Engineering Division 2224 Montana Avenue Billings, MT 59101 P: 237-6289 E: <a href="mailto:martonend@billingsmt.gov">martonend@billingsmt.gov</a></p>	<p><b>Mac Fogelsong, City Engineer</b> City of Billings Engineering Division 2224 Montana Avenue Billings, MT 59101 P: 657-8232 E: <a href="mailto:fogelsongm@billingsmt.gov">fogelsongm@billingsmt.gov</a></p>
<p><b>Debi Meling, Public Works Director</b> City of Billings Public Works Dept. 2224 Montana Avenue Billings, MT 59101 P: 657-3097 E: <a href="mailto:melingd@billingsmt.gov">melingd@billingsmt.gov</a></p>	<p><b>Non-Voting/Administrative Support: Planning and Community Services Brenda J Berns, Planning Clerk</b> 2825 3rd Ave N, 4<sup>th</sup> Floor Miller Building Billings, MT 59101 P: 247-8610 E: <a href="mailto:bernsb@billingsmt.gov">bernsb@billingsmt.gov</a></p>
<p><b>Tim Miller, Director</b> Yellowstone County Public Works 316 North 26<sup>th</sup>/Rm 3201 Billings, Montana 59101 P: 256-2730 E: <a href="mailto:tmiller@yellowstonecountymt.gov">tmiller@yellowstonecountymt.gov</a></p>	
<p><b>Samantha Wood, Planner II</b> Statewide Urban Planning Section Montana Dept. of Transportation 2701 Prospect Ave. Helena, Montana 59620 P: 406-444-3445 E: <a href="mailto:swood@mt.gov">swood@mt.gov</a></p>	<p><b>Kurtis Schnieber District Construction Supervisor</b> MT Dept. of Transportation P.O. Box 20437 Billings, MT 59620 P:252-4138 E: <a href="mailto:kschnieber@mt.gov">kschnieber@mt.gov</a></p>
<p><i>Ex-Officio Members</i></p>	
<p><b>Clark Snyder Yellowstone County Air Pollution Control</b> 123 S 27<sup>th</sup> Street Billings, Montana 59101 P: 256-2770 E: <a href="mailto:clark.sny@riverstone.health.org">clark.sny@riverstone.health.org</a></p>	<p><b>Jeff Roach, Director, Aviation &amp; Transit</b> City of Billings Logan International Airport P.O. Box 1178 Billings, Montana 59105 P: 657-8484 E: <a href="mailto:roachj@billingsmt.gov">roachj@billingsmt.gov</a></p>
<p><b>Carol Strizich, Bureau Chief</b> Rail and Transit Division Montana Dept. of Transportation 2701 Prospect Ave. Helena, Montana 59620 P: 406-444-9240 E: <a href="mailto:cstrizich@mt.gov">cstrizich@mt.gov</a></p>	<p><b>Craig Van Nice, CFO, Clerk</b> Billings Public Schools Lincoln Center 415 N 30<sup>th</sup> Street Billings, MT 59101 P: 281-5116 E: <a href="mailto:vannicec@billingssschools.org">vannicec@billingssschools.org</a></p>
<p><b>Katie Potts, Community Planner</b> Federal Highway Administration 585 Shepherd Way, Suite 2 Helena, Montana 59601 P: 406-441-3907 E: <a href="mailto:katie.potts@dot.gov">katie.potts@dot.gov</a></p>	<p><b>Scott Aspenlieder, Transportation Commissioner</b> 608 North 29<sup>th</sup> Street Billings, MT 59101 P: 406-441-3907 <a href="mailto:scott@performance-ec.com">scott@performance-ec.com</a> Exp: 01-2025</p>