

POLICY COORDINATING COMMITTEE

Meeting Minutes of July 22, 2025

NOTICE

Public comments will be made 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 entered into the record for the public hearing.

Members: Chair Roger Gravgaard, President City County Planning Board; Commissioner Mark Morse, Board of County Commissioners; Kurtis Schnieber, MDT

Staff Participants: Lora Mattox, Transportation Planning Coordinator; Brenda Berns, Planning Clerk

Virtual Attendees: Ken Winegar, MDT; Katie Potts, MDT; Rusty Logan, MET

Call to Order: 12:00 PM

Chair Gravgaard called the meeting to order and welcomed everyone in attendance.

1. The Pledge of Allegiance was recited.

2. Public Comment Period

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

b. Comments on items on the Non-public and Public Agenda Items. There were no comments.

3. Motion. Approval of the Minutes of May 20, 2025

Motion by Commissioner Morse to approve the May 20, 2025 meeting minutes as submitted, second by Kurtis Schnieber, MDT. The motion carried unanimously.

4 Old Business

There was no old business.

5. New Business

a. 2025 Transportation Alternatives Program Projects – Final Action

Lora Mattox, Transportation Planning Coordinator

Ms. Mattox provided background information on the Transportation Alternatives Program (TAP), which allocates funds directly to the MPO for non-motorized and other transportation facilities. The total funding received this year is \$1,784,111.00.

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There were two applications received:

- 1) City of Billings – Safe Routes to School 2025 TA, total project cost \$1,492,297.23
- 2) Yellowstone County (Lockwood Pedestrian Safety District) – Johnson Lane Sidewalk Connector Project, total project cost \$250,660.00

Commissioner Morse noted the Local Match is at 13.42% of the total project cost. Ms. Mattox affirmed.

Recommendation

The Planning Board, City Council, and Board of County Commissioners have recommended full funding for these projects.

Motion

Motion by Commissioner Morse to approve the 2025 Transportation Alternatives Program Projects, second by Kurtis Schnieber, MDT. Motion carried unanimously.

b. FY26 UPWP – Final Action

Lora Mattox, Transportation Planning Coordinator

Ms. Mattox gave an overview of the program outlining the transportation and staffing work the Planning Division will oversee during the year.

FY26 UPWP MPO Proposed Transportation Planning Projects totaling: \$2,507,824.00

Element 300

- Traffic and trail counter upgrade and replacement as needed.
- Support the City of Billings Transportation Corridor Analysis with Travel Demand Modeling Support as needed.
- Update the 2017 Household Travel Survey.

Element 302

- Feasibility and Planning Study – Alkali Creek Trail Connection.
- Feasibility and Planning Study – Downtown Connector (Downtown to Billings Heights).
- Feasibility and Planning Study – Aronson Avenue to Annandale Road Trail Connection.
- Additional SRTS Evaluation and Public Input Study – St. Francis/Poly Drive Schools and Medicine Crow School.
- Transportation Corridor Analysis Public Outreach -- The MPO is actively participating in Phase II of the Transportation Corridor Analysis project. Initiated by Engineering, this project will engage the community in shaping how the transportation network should function and appearance. To meet this goal, Engineering launched a two-phase project. Phase I, led by Engineering, involves extensive public outreach using a variety of engagement tools and opportunities. Phase II, led by the MPO, will build upon the first phase by validating its findings and incorporating additional engagement efforts, including visual preference surveys, open houses, corridor pop-up events, and stakeholder group meetings.

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Overview – Transit

Rusty Logan provided a summary of the total funding: \$264,618.00
Funding breakdown represents 80% Federal and 20% Local

- Funding Summary
 - FY26 5303 allocation: \$211,694.
 - Proposed 5303 funds for use: \$211,694.
 - Local match (Planning Division): \$52,924.
 - Funded primarily via Transit MIL levy, generated revenue, and state sources.
 - Total Program: \$264,618

Mr. Logan provided a review of the FY25 and FY26 funding and hours for Transit.

Activities

- Continue capital planning processes and updates to asset management plans to improve prioritization.
- Develop a plan for a 15-minute transit line connecting Downtown to the Stewart Park Transfer Center; includes updated Revenue Mile/Revenue Hour Cost Models to support feasibility
- Assess improved practices for paratransit eligibility process to ensure services are appropriately provided including expanded assessment process
- Further develop any recommendations stemming from the Financial Sustainability and Governance Study
- Perform activities in support of federal program requirements including PMT recertification, program management, and reporting.
- Participation in new and ongoing MPO studies and activities

Recommendation

The Planning Board, Billings City Council and Yellowstone County Commissioners all recommend the Policy Coordinating Committee approve the FY26 UPWP.

Motion

Motion by Commissioner Morse to approve FY26 UPWP, second by Kurtis Schnieber, MDT. Motion carried unanimously.

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6. Other Business

Chair Gravgaard invited the Committee to observe a moment of silence in memory of former Committee member John Ostlund, honoring his many contributions and years of service to the Committee.

7. Future Agenda Items

There were no future agenda items.

ADJOURNMENT: 12:15PM

Brenda J Berns, Planning Clerk