

**OFFICIAL AGENDA**  
**TUESDAY October 3, 2023**  
**Meeting Start Time: 9:30 a.m.**  
**Board of County Commissioners**  
**Yellowstone County, Montana**  
**Stillwater Building**  
**316 N. 26th Street, Room 3108**  
**Billings, MT**  
**9:15 a.m. Agenda Setting**

---

Pledge to the Flag: Moment of Silence: Minutes

**REGULAR AGENDA**

---

**9:30 a.m. RECOGNITION**

Brenda McKinnon      Treasurer's Office      25 Years of Service

**9:30 a.m. BID OPENING**

- a. Bid Opening for MontanaFair Carnival Operator 2024-2028
- b. Bid Opening for 2024 RSID Chip Seal and Crack Seal Project

**9:30 a.m. ZONE CHANGE PUBLIC HEARINGS**

- a. County Zone Change 720 - 2424 S 48th St W - Agriculture (A) to Large Lot Suburban Neighborhood (N4)
- b. County Zone Change 721 -- Text Amendment to adopt permanent regulations for Marijuana Businesses --  
In November 2021, the Board of County Commissioners (BOCC) adopted Interim Zoning Regulations pertaining to the operation of marijuana businesses within the jurisdictional zoning area of the County (4.5-mile jurisdiction surrounding the City of Billings). The BOCC extended the interim regulations for one additional year in November 2022. The interim regulations will expire on November 23, 2023. No further extension of the regulations is allowed by state law. Permanent regulations must be adopted. The Planning staff has prepared a report on its study of the impact of the land use in the County and has devised permanent regulations for marijuana businesses based on this study. The text amendment will modify Sections 27- 803.C, 27-1000, 270-1005, 27-1006, 27-1009, 27-1010, 27-1400, 27-1504 and 27-1800 of the Yellowstone County Zoning Regulations (December 2020)

**PUBLIC COMMENTS ON REGULAR, CONSENT AND FILED AGENDA ITEMS**

**1. COMMISSIONERS**

Resolution 23-108 Regarding Assessment of Tax Mills

**2. PLANNING DEPARTMENT**

Resolution 23-104 of Intent to Allow Time for Compliance with Marijuana Zoning Regulations - Setting of Public Hearing for October 24, 2023 at 9:30 a.m. in Room 3108

**3. PUBLIC WORKS**

Resolution 23-107 to Appoint the Board of Viewers for Abandonment of a Portion of N 21 Road

**CLAIMS**

---

**CONSENT AGENDA**

---

**1. CLERK AND RECORDER**

- a. Plat of The Highlands Ranch Subdivision, 2nd Filing, and the S.I.A.
- b. The Plat of The Meadows Subdivision, S.I.A., and the Acceptance of the Public Access, Well, Dry Hydrant, and Utility Easements

**2. COMMISSIONERS**

- a. Board Appointment - Annalisa Jones to Youth Services Center
- b. Board Openings - Updated List
- c. MOU for Helicopter Maintenance and Piloting

**3. EMERGENCY AND GENERAL SERVICES**

- a. FY23-24 Volunteer Fire Capacity Grant Award
- b. FY23-24 Emergency Management Performance Grant (EMPG) Award Letter

4. **FINANCE**

- a. Bond for Lost Warrant
- b. ARPA Project Tracking through 9/18/23
- c. MetraPark Concessions, Request to Expend, Replacement Oven & Salamander
- d. I.T. Memorandum of Understanding with City of Billings; Conduit & Exterior Data Vault Utilization
- e. Metra ARPA Infrastructure, Change Order #4 with Askin Construction - Lower Lot & Expo Lot
- f. Application, Award Letter, and Contract for HB821 Invasive Woody Tree Management Grant Program for Salt Cedar Project
- g. Lockwood TEDD Infrastructure Project - Rescoping
- h. Substance Abuse Connect's Fiscal Year 2024 Distribution Recommendation
- i. Metra Contract with Sprague Roofing for NILE Building Roofing Replacement
- j. MetraPark AIA Contract with Cushing Terrell for Architectural Services for North West Concessions
- k. State Homeland Security Program (SHSP)
- l. Recommendation of Award - Yellowstone County Audit Services to JCCS Public Accountants

5. **METRA PARK**

NILE Lease - Metra Grounds

6. **PLANNING DEPARTMENT**

Recommendation of Award - West Billings Plan to Sanderson Stewart

7. **PUBLIC WORKS**

- a. Release of Seiffert Industrial Subdivision
- b. Striping Contract with Streamline Markings for Fall 2023
- c. Contract with Sanderson Stewart for On-Call Traffic Engineering Services
- d. CRS Re-Certifications

8. **SHERIFF**

Benton Media Agreement

9. **HUMAN RESOURCES**

- a. AccuSourceHR Agreement
- b. Billings Clinic Occupational Health & Wellness Agreement
- c. **PERSONNEL ACTION REPORTS - County Attorney** - 1 Appointment; **Detention Facility** - 2 Appointments; **Motor Vehicle** - 2 Terminations; **Finance**- 1 Salary & Other; **Sheriff's Office** - 1 Termination

---

**FILE ITEMS**

---

1. **AUDITOR**

Payroll Audit September 1 - 15, 2023

2. **CLERK AND RECORDER**

- a. Board Minutes - MetraPark Advisory Board Minutes
- b. Closing Documents for Land Described as that part of Section 13, Township 2 North, Range 29 East of the Principal Montana Meridian in Yellowstone County, Montana, described as Tract 1, of Certificate of Survey No. 3217 on file in the office of the Clerk and Recorder of said County, under Document #3316814

3. **HUMAN RESOURCES**

September 1 - September 15 Payroll Audit

4. **COMMISSIONERS**

- a. 2023 Municipal Primary Election Canvass
- b. Letter from Governor Gianforte

5. **PUBLIC WORKS**

Contract Amendment No. 1 with In Site Engineering, P.C. for RSID 890C Paving 54th Street W

6. **TREASURER**

Treasurer's Disbursements and Checks for August 2023

**PUBLIC COMMENTS ON COUNTY BUSINESS**