

**COMMISSIONER MEETINGS**  
**All meetings take place in the Commissioners Conference Room (3107)**  
**located in City Hall @ 316 North 26th Street (3rd Floor)**  
**and are open to the public unless otherwise noted**

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**THURSDAY - SEPTEMBER 4, 2025**

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**8:45 Calendar**

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**9:00 COMMISSIONERS DISCUSSION**

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**PLEDGE**

**DEPARTMENTS**

1. **Sandy Newton & Sandra Wulff** - Spay/Neuter Clinic
2. **Planning Department** - SBBURD Expansion and Request for Input/Appointment of County Representative to URD Advisory Committees
3. **County Attorney** -
  - a. Ivy Correctional Medicine- update and staffing STDF
  - b. JustFOIA- proposal for redaction software for CCJI/PRR

**COMMISSIONERS**

1. Commissioner Board Appointments
2. Commissioner Board Reports

**PUBLIC COMMENTS ON COUNTY BUSINESS**

*Public comment is an opportunity for individuals to address the Board, however, the Board cannot engage in discussion or take action on items not properly noticed on the agenda.*



B.O.C.C Thursday Discussion

3. 1.

Meeting Date: 09/04/2025

Title: Sandy Newton & Sandra Wulff - Spay/Neuter Clinic

Submitted By: Erika Guy

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TOPIC:

**Sandy Newton & Sandra Wulff** - Spay/Neuter Clinic

BACKGROUND:

NA

RECOMMENDED ACTION:

Discuss

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Meeting Date: 09/04/2025

Title: Update on SBBURD Expansion and Request for Input/Appointment of County Representative to URD Advisory Committees

Submitted For: Wyeth Friday

Submitted By: Wyeth Friday

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TOPIC:

**Planning Department - SBBURD Expansion and Request for Input/Appointment of County Representative to URD Advisory Committees**

BACKGROUND:

**SBBURD Expansion Process and County Input**

Following recent Council direction on September 2, the formal process to expand the South Billings Boulevard Urban Renewal District (SBBURD) is moving forward, with anticipated completion of the City formal actions in November 2025, and the MT Department of Revenue setting the base year for the expanded area of 2025.

State Law requires taxing jurisdictions be notified of plans for any new urban renewal district formation or district expansion conducted by a municipality and to provide an opportunity for the jurisdiction to make comment and provide input. City staff is bringing information of the City's intent to expand the SBBURD to the Board of County Commissioners at this Discussion Session and will provide further information on formal meetings, including the City Council Public Hearing to expand the District, as the process moves forward.

Since the City Council provided direction to staff to move ahead with the expansion process after completing a review of conditions that contribute to blight report (see attached report), staff is bringing the information to the Commission.

**Activities to date include:**

- Pioneer Technical Services (PTS), in coordination with City staff, has prepared a draft determination of blight analysis (attached to this memo) that is required for Council to proceed.
- Recent Progress and Key Activities
  - Defined the study area boundary for the expansion and worked with City GIS to create the official map (included in attached report)
  - Provided PTS with data on public infrastructure, parks, and transit needs
  - PTS completed a draft determination of blight report, confirming the South Side Triangle area qualifies for Urban Renewal under state law.
- City Staff Activities:
  - Updated the SBURA Board at its August meeting on project progress and schedule
  - Met with the Billings Public Schools Development Committee in August to explain the process and invite feedback
  - Contacted Elysian School District to explain the process and invite feedback - in communication with the Superintendent
  - Attending the Yellowstone County Commission Discussion Session on September 4 to explain the process and invite feedback
  - Provided an update and answered questions at the South Side Task Force meeting on August 21

**Next Steps**

- Prepare the schedule for Council action on the determination of blight and set a public hearing for the proposed expansion (See proposed schedule below)
- Host a community information meeting for all property owners in both the current SBBURD and the proposed expansion area
- Send mailed postcard notifications of the meeting and public hearing dates to:
  - All affected property owners
  - Yellowstone County, Billings Public Schools, and Elysian Public Schools.

## **Proposed Action Schedule**

- September 22 - City Council acts on Resolution of Intent to Expand the District, declaration of finding of blight, sets public hearing
- Community Information Meeting – October 9 (This is based on sending a postcard to all properties within the existing District and expansion area inviting them to the information meeting and also noticing them of the October 27 Public Hearing)
- October 14 - Planning Board Growth Policy Conformance Action (Urban Renewal Plan Draft for this Meeting)
- October 27 - City Council 1st Reading and Public Hearing to Expand the District and Amend the Urban Renewal Plan
- November 10 – City Council 2nd Reading

## **County Appointment(s) to Urban Renewal Advisory Boards**

The 2025 Montana Legislature passed Senate Bill 3 (SB3) which required "the local government that adopts a tax increment financing provision shall appoint an advisory committee to advise the local government about the administration of the urban renewal area or targeted economic development district." The committee must include at least one representative from each incorporated city or town, county, or school district with boundaries that overlap with the urban renewal area or targeted economic development district. City code also provides requirements for the appointment of city boards, commissions and committees. Some of these provisions may be superseded by state law, but generally, city code provisions will apply to this committee.

### **Per this new state law, City staff and Council have made the following steps toward compliance:**

- On July 21, 2025, Council discussed SB3 and indicated it would like to keep the operations of the districts the same, to the extent possible. Based on this direction, staff requested feedback from the three urban renewal districts to obtain their requests and recommendations about the makeup of the advisory committees.
- Staff used input from the three urban renewal districts entities to prepare resolutions for Council consideration
- City Council approved the three resolutions at its meeting on August 25 to create the committees.
- Staff is now preparing the application process for these committee seats to solicit applicants so appointments may be made by the Mayor and Council as soon as practical because the effective date of SB3 is October 1, 2025. Legal advertising for applications for these seats is going out in early September with applications due in early October. The Mayor is expected to review the applications and bring them to Council in late October or early November.
- Staff is directly contacting the County Commission, Billings School District, and Elysian School District to receive appointments for the seats to represent these entities.

### **RECOMMENDED ACTION:**

Staff recommends the Board of County Commissioners review the information presented in this memo and by staff at the Discussion Session and provide input or ask questions as to the SBBURD expansion process and the County's action to appoint County representation to the three Urban Renewal District Advisory Committees.

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### **Attachments**

SBBURD Expansion - Conditions that Contribute to Blight Report

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# South Billings Boulevard Urban Renewal District Potential Expansion Area: Review of Conditions that Contribute to Blight

*August 18, 2025*



**Prepared for:**

City of Billings  
Planning and Community Services Department



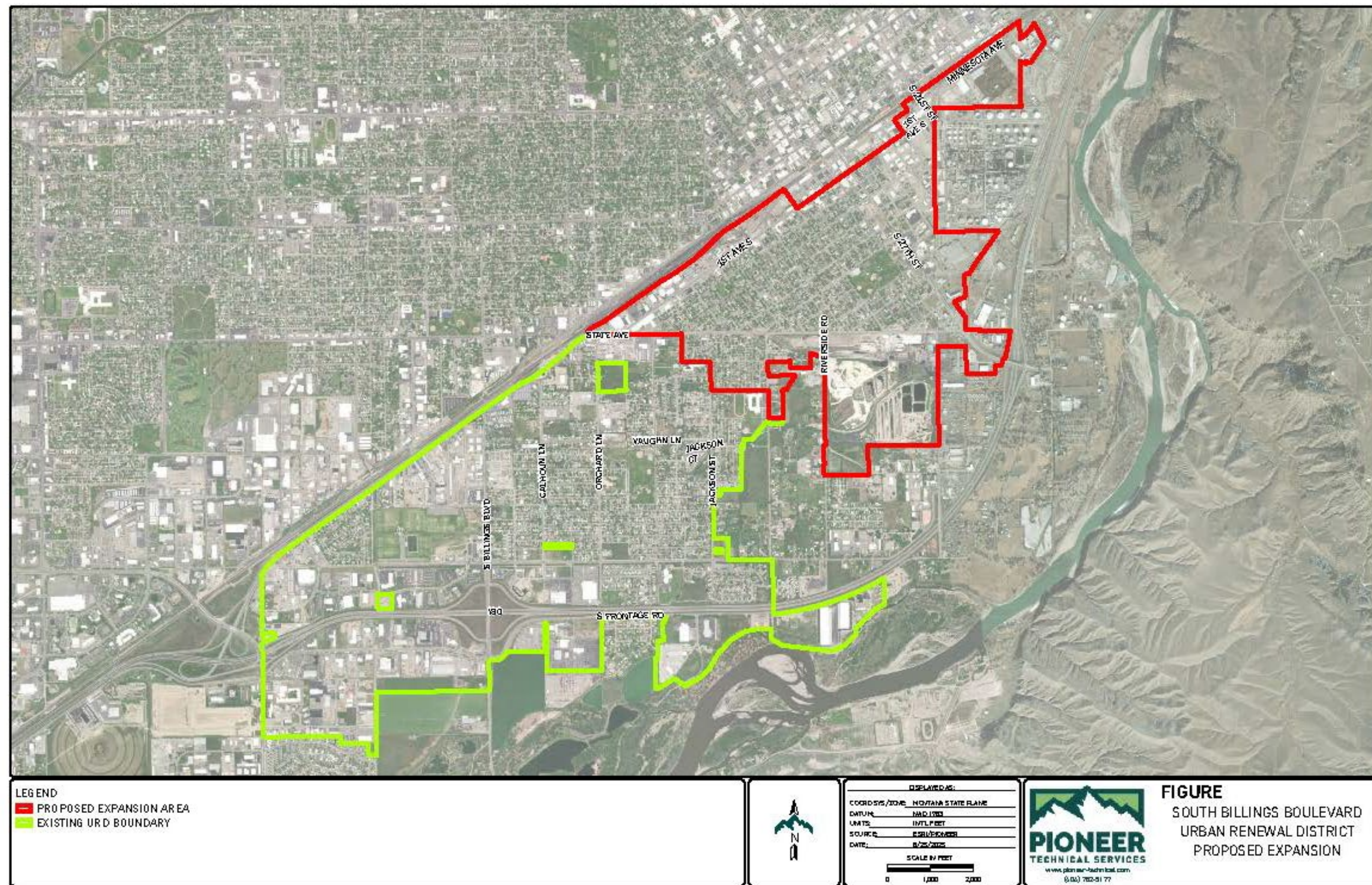
**Prepared by:**

Pioneer Technical Services, Inc.  
2310 Broadwater Ave., Suite 1  
Billings, Montana 59102

# 1 Introduction

The City of Billings, Montana (City) is working to improve the overall economic health of the community through the revitalization and redevelopment of blighted areas. To that end, on May 12, 2008, the City of Billings adopted an ordinance creating the South Billings Boulevard Urban Renewal District (SBBURD) with a Tax Increment Financing (TIF) provision. Part of this ordinance included the adoption of an urban renewal plan and the boundaries of the tax increment financing district. In October of 2008, the City modified the SBBURD to include three additional properties. The SBBURD was amended a second time in July 2019 and then was amended for the third and last time in 2021, as codified in Ordinance 21-5765 of the Billings Municipal Code. The 2021 amendment expanded the boundary of the SBBURD to add five new properties to the district. The SBBURD boundary, as of the 2021 amendment, is shown on Figure 1.







The City is now considering amending the SBBURD to include additional areas adjacent to the existing district. These areas could benefit from inclusion in the SBBURD to provide resources to address conditions contributing to blight and help to achieve the City's goal to improve the overall economic health of the community through the revitalization and redevelopment of blighted areas. Therefore, the City initiated an examination of conditions that can be considered to contribute to blight in an area generally east of and adjacent to the SBBURD. The purpose of this review is to determine whether such conditions exist and whether rehabilitation, redevelopment, or both, are necessary and in the interest of the public health and welfare of Billings residents. This evaluation is required by Montana's Urban Renewal statutes in §7-15-4210, Montana Code Annotated (MCA) (Montana State Legislature, 2025a), as a first step in amending the SBBURD.

The statutory definitions of blight are found in §7-15-4206, MCA (Montana State Legislature, 2025b) and detailed in Section 2.2 of this review; for purposes of clarity, visible signs of conditions that contribute to blight are as follows:

- Structures that have become ill-suited for their original use
- Deterioration of building structure components or infrastructure, such as roadways, alleys, curbs, gutters, and sidewalks
- Buildings or structures that endanger the life, limb, health, property, or safety of the general public or their occupants
- Inadequate utilities and infrastructure, such as storm sewers and storm drainage, sanitary sewers, water lines, power, roadways, alleys, curbs, gutters, sidewalks, and communication services, that are shown to be lacking, of insufficient capacity to serve the uses of the area, deteriorated, antiquated, obsolete, or in disrepair.
- Real property in the area that has incurred or may incur future planned Montana Department of Environmental Quality or U.S. Environmental Protection Agency remediation costs.
- Excessive vacancies occurring in buildings that are unoccupied and underutilized and that represent an adverse influence on the area because of the frequency, extent, or duration of the vacancies.

Following this examination, the City will determine whether it is appropriate to expand the SBBURD. Expanding the Urban Renewal District (URD) will enable the City to address conditions that contribute to blight through:

- The investment in public infrastructure in support of economic development
- The attainment of urban density to achieve greater efficiency in the delivery of public services
- Retention and recruitment of commerce
- Leveraging private and public local, state, and federal capital
- The creation of opportunities for living wage jobs

## 2 Growth Policy Conformance

One of the requirements of Montana's Urban Renewal Law (Title 7, Chapter 15, Parts 42 and 43, MCA) is that the urban renewal plan must conform to the community's growth policy. The 2016 City of Billings Growth Policy ("Growth Policy") (City of Billings, 2016) refers to and promotes economic development and urban renewal in various ways. Note that the Growth Policy was officially adopted by the City of Billings via Resolution 16-10575 on August 8, 2016. The City of Billings Growth Policy Statement is:

*"In the next 20 years, Billings will manage its growth by encouraging development within and adjacent to the existing City limits, but preference will be given to areas where City infrastructure exists or can be extended within a fiscally constrained budget and with consideration given to increased tax revenue from development. The City will prosper with strong neighborhoods with their own unique character that are clean, safe, and provide a choice of housing and transportation options" (City of Billings, 2016).*

Expanding the SBBURD and developing plans and means to address conditions contributing to blight can help to achieve the vision included in this Growth Policy Statement. While a more detailed analysis of compliance with the Growth Policy will be incorporated into the Urban Renewal Plan, this preliminary evaluation indicates that including this area into the SBBURD will most likely be in compliance with the City of Billings Growth Policy.

## 3 Background

### 3.1 History and Previous Activities

The SBBURD lies within the City, is situated between major transportation routes, and stretches from the east side of the King Avenue Overpass east to Washington Street and from State Avenue South to the City limit boundaries. Located within the SBBURD is Interstate Highway 90 and the major railway line through the City. Figure 1 shows the boundary of the existing SBBURD.

Billings, Montana, was established in 1882 by the Northern Pacific Railway and named after Frederick H. Billings, a former president of the company. The City quickly grew as a railroad hub. The City's commercial core developed along Montana Avenue, with the Parmly Billings Memorial Library, built in 1901, symbolizing its growing civic pride. Billings' strategic location and access to railroads helped it flourish as a distribution center during the homesteading boom (Montana Historical Society, 2025).

Following the homesteading boom, Billings evolved from a railroad town into Montana's leading economic center. Its strategic location and access to transportation networks helped it become a hub for agriculture, energy, and trade. Over time, the City diversified its economy, adding healthcare, education, finance, and tourism as major sectors. Today, Billings accounts for roughly 20% of Montana's Gross Domestic Product (GDP), with a metropolitan population nearing 200,000. The City serves a regional market of over 650,000 people, stretching across multiple states and provinces. With two major hospitals, several colleges, and a growing technical and service industry, Billings continues to attract businesses and workers. Investments in infrastructure, housing, and air travel have further solidified its role as a dynamic and resilient economic powerhouse in the Northern Rockies (Big Sky Economic Development, 2024). However, portions of the City have not enjoyed growth and prosperity to the same extent, including the SBBURD and the area being considered for expansion.

While the SBBURD is administered by the City of Billings, it is advised by the South Billings Urban Renewal Association (SBURA). The SBURA advises the Billings City Council on the SBBURD's administration and tax increment expenditures. This includes funding of public infrastructure projects and support of private development that promote economic development and/or reduce blight in the SBBURD.

Due to the location, the SBBURD has demonstrated an immense amount of potential to become a major economic force. Development has occurred since the formation of the SBBURD given its destination for retail, goods and services, manufacturing, and entertainment. The area considered for expansion also has significant potential to add to this positive economic impact.

### ***3.2 Area General Description***

The current SBBURD is in the south-center region of the City of Billings. Bordered by the interstate corridor, the main railroad line, and principal transportation routes, it is an area with numerous economic development opportunities. In addition, numerous service-related, commercial, industrial, parks and recreation, and housing choices are located within the area.

The area being considered for the URD expansion encompasses the area generally north and east of the SBBURD, starting near the intersection of State Street and Orchard Lane in the west, extending northeast along and south of Montana Avenue to the City's boundary near the Yellowstone River, and then south to include the Western Sugar Co-op, generally following the City's southern boundary in this area. The area includes commercial, residential, and industrial properties. It covers approximately 903 acres and encompasses 1,597 non-right-of-way parcels of property. The area is shown on Figure 1. A more detailed description of the boundary is included in Appendix A. The entire area is within the City of Billings. Existing land uses and current zoning are shown on Figures 2 and 3.

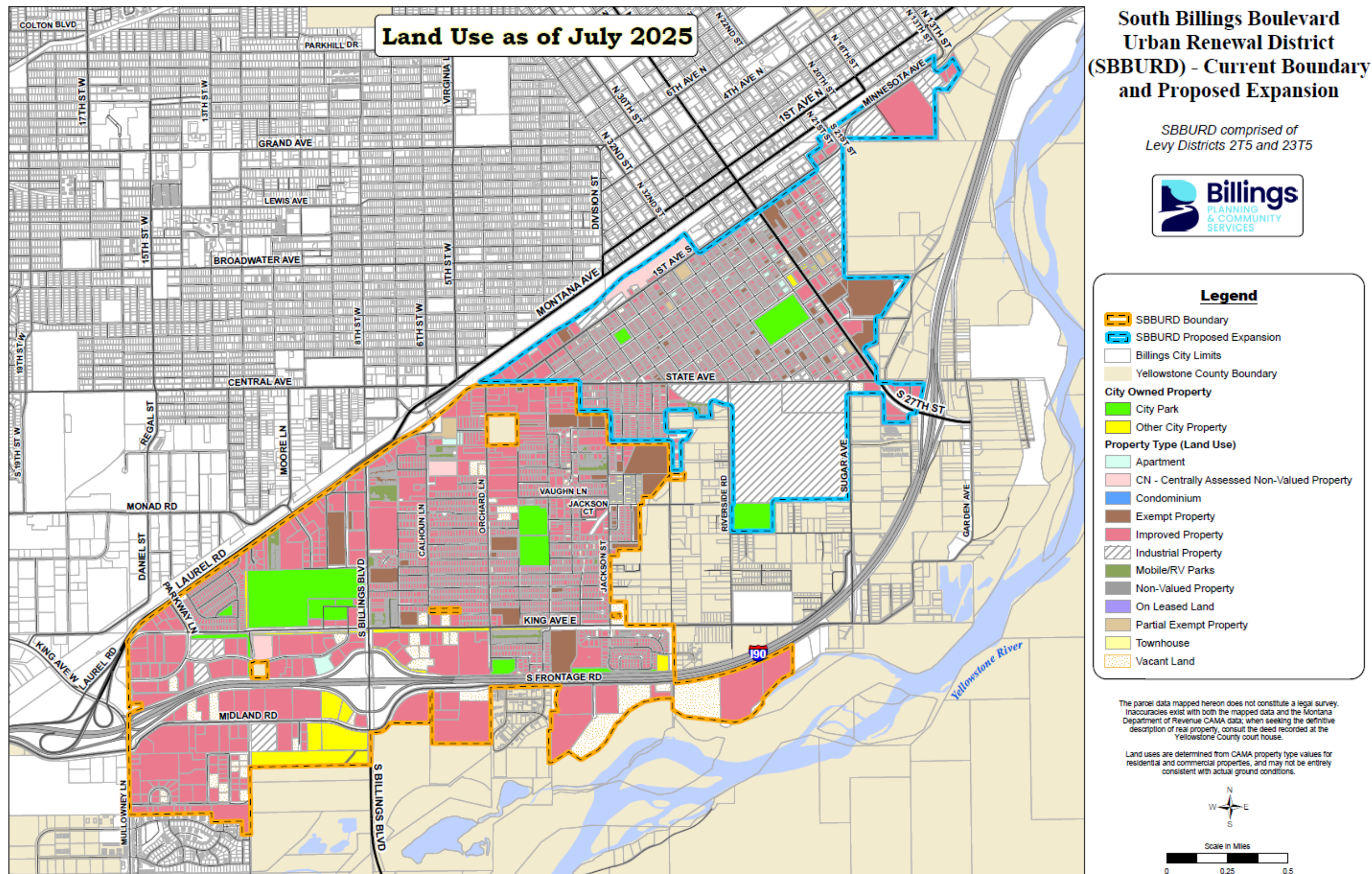
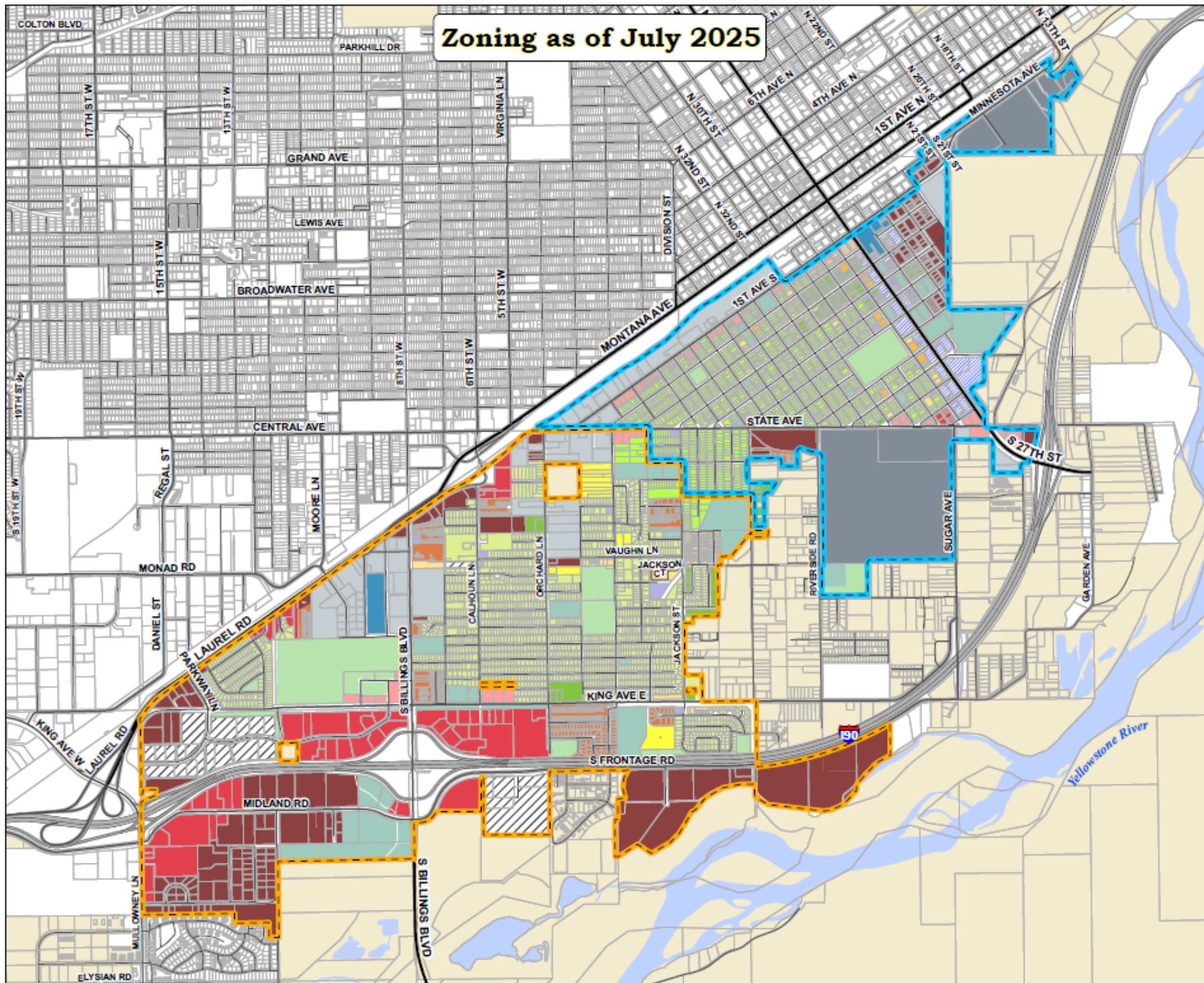


Figure 2. Current Land Uses.





# **South Billings Boulevard Urban Renewal District (SBBURD) - Current Boundary and Proposed Expansion**

*SBBURD comprised of  
Levy Districts 2T5 and 23T5*



**Legend**

- SBBURD Boundary
- SBBURD Proposed Expansion
- Billings City Limits
- Yellowstone County Boundary

**Zoning**

- A - Agriculture (10+ acres)\*
- C3 - General Commercial
- CBO - Central Business District
- CMU1 - Corridor Mixed-Use
- CMU2 - Corridor Mixed-Use & Commercial Centers
- CX - Heavy Commercial
- DX - Downtown Support
- EBURD Industrial Sanctuary
- I1 - Light Industrial
- I2 - Heavy Industrial
- N1 - First Neighborhood
- N2 - Mid-Century Neighborhood
- N3 - Suburban Neighborhood
- N4 - Large Lot Suburban Neighborhood\*
- NMU - Neighborhood Mixed-Use
- NX1 - Mixed Residential 1 (1-4 du/structure)
- NX2 - Mixed Residential 2 (2-8 du/structure)
- NX3 - Mixed Residential 3 (>=5 du/structure)
- P1 - Open Space, Parks, Recreation
- P2 - Public- Civic, Institutional
- P3 - Public- Campuses - Medical, Civic, Educational
- PD - Planned Development
- RMH - Residential Mobile Home
- RR1 - Rural Residential (1 to 2.99 acres)\*
- RR3 - Rural Residential (3 to 9.9 acres)\*

The parcel data mapped hereon does not constitute a legal survey. Inaccuracies exist with both the mapped data and the Montana Department of Revenue CAMA data; when seeking the definitive description of real property, consult the deed recorded at the Yellowstone County court house.

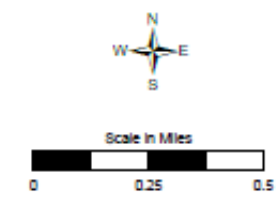


Figure 3. Current Zoning.

The current SBBURD neighborhood includes an established mixed residential and commercial area. It also includes three elementary schools and one middle school. Some areas include unimproved streets with no sidewalk, curb, or gutter. In addition, a few areas are still not served by municipal water and sewer. While some municipal water and sewer services consist of old, inadequate infrastructure, much of the District has seen utility improvements under the SBBURD, which was one of the reasons for its establishment as conditions contributing to blight. A significant concern raised by residents within the SBBURD has centered around routes for children to get to school, including bus routes that run on unimproved streets and children walking down the street instead of on sidewalks. Many of these infrastructure deficits were identified in the SBBURD Urban Renewal Plan and projects have been completed to remedy the deficiencies.

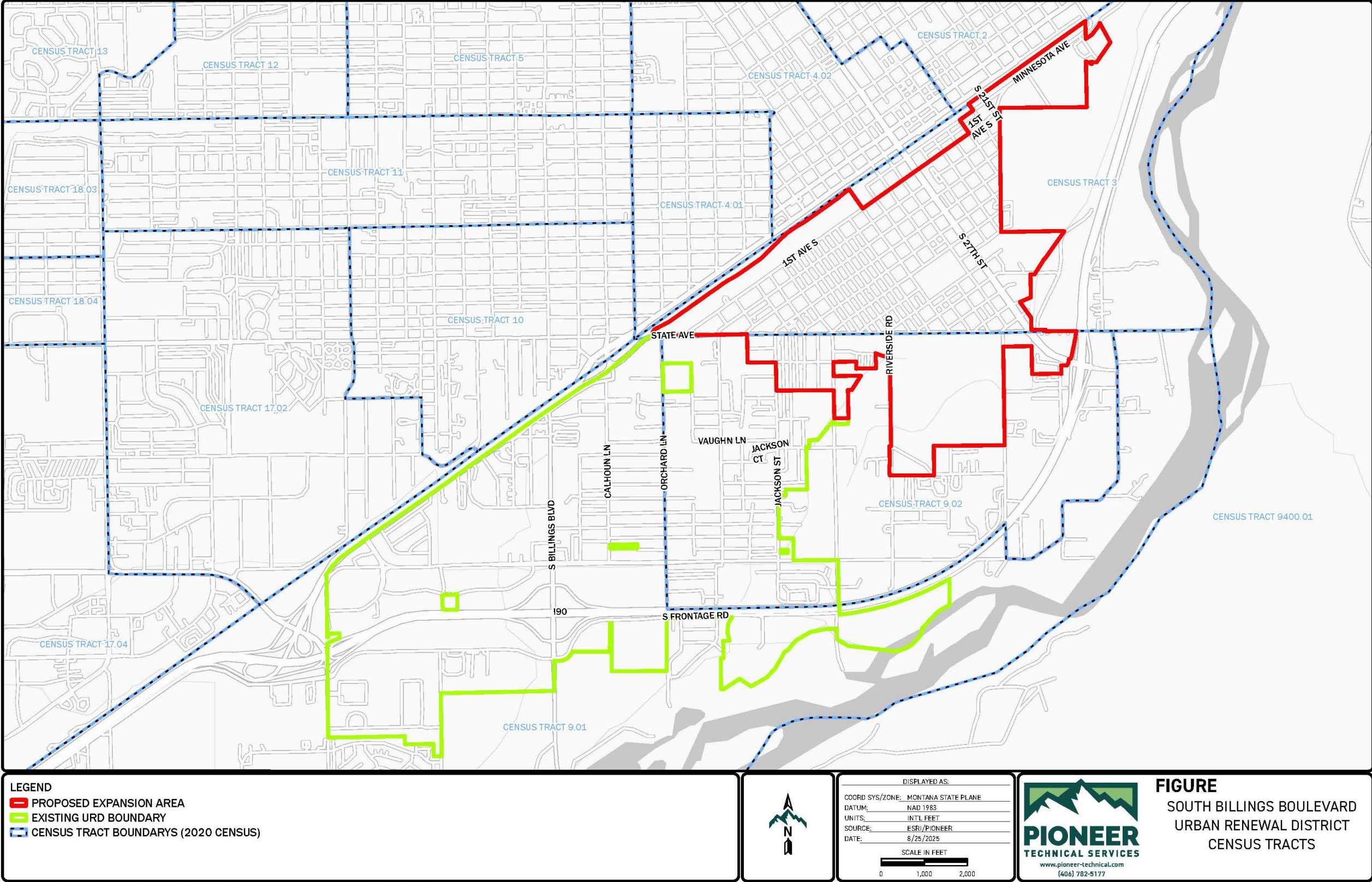
### ***3.3 Current Demographic Conditions for Billings and the SBBURD***

The City of Billings has a population of 120,874 as of 2023 (U.S. Census Bureau, 2023a). It has a land area of 44.6 square miles, and the median age of the residents is 38.2, less than the median age in Montana of 40.6. Those aged 65 and older comprise 19.0% of the population, again less than the Montana average of 20.5% (U.S. Census Bureau, n.d.).

The racial makeup of Billings is predominantly White at 78.2%, with significant fractions of Hispanic or Latino (6.3%), American Indian or Alaska Native (4.6%) populations, and 7.0% of the population identify as belonging to two or more races.

The proposed expansion area falls primarily in Census Tract 3, with a smaller fraction falling within Census Tract 9.02, as shown on Figure 4.





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Figure 4. SBBURD Census Tracts

Table 1 shows the housing data for the census tracts that cover the proposed expansion area, as well as for the City of Billings overall, based on American Community Survey 2023 estimates from the U.S. Census Bureau.

**Table 1. Housing Data**

	<b>City of Billings</b>	<b>Census Tract 3</b>	<b>Census Tract 9.02</b>
Total Housing Units	54,758	1,459	2009
Occupied Housing Units	52,878	1,357	1927
Occupancy Rate	97%	93%	96%
Vacancy Rate	3%	7%	4%
Median Gross Rent	\$ 1,033	\$ 852	\$ 911

(Source: U.S. Census Bureau, 2023a).

In 2023 Billings had a median annual household income of \$67,028, less than the state median of \$70,804. In Billings, 11.2% of the people live in poverty, as compared to a state-wide average of 11.7% (U.S. Census Bureau, 2023a). Within the proposed expansion area, median incomes are lower. In Census Tract 3, the median household income is \$50,765, 24% less than the median for Billings and 28% less than the state median. In census tract 9.02, the median household income is estimated at \$52,202, 22% and 26% lower, respectively, than the Billings and state median household incomes (U.S. Census Bureau, 2023b). Both Census Tracts experience more poverty than the rest of Billings or the state. The Census Bureau estimates that 13.3% of the population in Census Tract 9.02 live below the poverty level (U.S. Census Bureau, 2023c) and 15.6% of the population in Census Tract 3 lives below the poverty level (U.S. Census Bureau, 2023c).

Both of these census tracts are designated as Qualified Census Tracts (QCTs) by the U.S. Department of Housing and Urban Development (HUD), thereby qualifying for the Low-Income Housing Tax Credit program (Office of Policy Development and Research, n.d.) To be designated as a QCT, a census tract must have at least 50% of households with incomes below 60% of the Area Median Gross Income or have a poverty rate of at least 25%, per Section 42(d)(5)(C) of the Internal Revenue Code (Office of the Law Revision Council, n.d.).

The labor force participation rate in Billings is 65.7% for those aged 16 years and over, above the state-wide average of 60.8%, per the U.S. Census Bureau (U.S. Census Bureau, 2023a). According the U.S. Bureau of Labor Statistics, city-wide the total work force in April 2025 was 99,068, of which 96,487 were employed and 2,581 were unemployed for an unemployment rate of 2.6% (U.S. Bureau of Labor and Statistics, 2025). As shown in Table 2, the “Educational services, and healthcare and social assistance” sector is the largest, employing 25.7% of the workforce, followed by “Professional, scientific, and management, and administrative and waste management services,” which employs 12% of the workforce (U.S. Census Bureau, n.d.).



**Table 2. City of Billings Industry for Civilian Employed Population 16 Years and Older**

<b>Industry for Civilian Employed Population</b>	<b>Percent of Workforce</b>
Educational services, and health care and social assistance	25.7%
Professional, scientific, and management, and administrative and waste management services	12.0%
Arts, entertainment, and recreation, and accommodation and food services	11.4%
Retail trade	10.1%
Finance and insurance, and real estate and rental and leasing	7.9%
Construction	6.3%
Transportation and warehousing, and utilities	6.0%
Public administration	5.5%
Other services, except public administration	5.4%
Manufacturing	3.6%

Source: U.S. Census Bureau, n.d.

Labor participation is slightly lower in the area of the proposed expansion based on data from the U.S. Census Bureau. Census Tract 3 has a labor force participation rate of 56.6% for those aged 16 years and older. In Census Tract 9.02, the rate is 64.7% (U.S. Census Bureau, 2023a).

### ***3.4 The Montana Urban Renewal Law***

The expansion of an URD must be undertaken in accordance with §7-15-4201, et Seq., MCA (Montana State Legislature, 2023a) and enables local government to use the TIF provision to help fund its efforts. Tax Increment Financing is a locally driven funding mechanism that allows cities to direct property tax increments that accrue from increases in taxable value within a specified URD to a special fund that can be used to finance economic development and infrastructure projects within that district.

Taxpayers located within a district where TIF is in effect pay the same amount of property tax as they would if the property were located outside the district. Tax Increment Financing only affects the way that taxes, once collected, are distributed. Taxes that are derived from base-year taxable values continue to be distributed to the various taxing jurisdictions, including local and state government entities and school districts. Taxes derived from the incremental increase in taxable value are placed in a special fund for purposes set forth in an urban renewal plan (see Figure 5 below). Per §7-15-4292, MCA (Montana State Legislature, 2023b), a TIF provision is authorized for 15 years but may be extended for up to an additional 15 years if TIF bonds are sold any time during the first 15 years; the total life of the TIF may not extend beyond the 30th year following the original adoption of the tax increment provision. The TIF provision for the SBBURD is due to sunset in 2046. Funds may be used for a variety of purposes as detailed in §7-15-4288, MCA (Montana State Legislature, 2023c) and include improvements to vehicular and pedestrian transportation infrastructure, land acquisition, streetscapes, parks and landscaping, water and sewer lines, and connecting to infrastructure outside the district.

### How a Tax Increment Finance Provision (TIF) Works

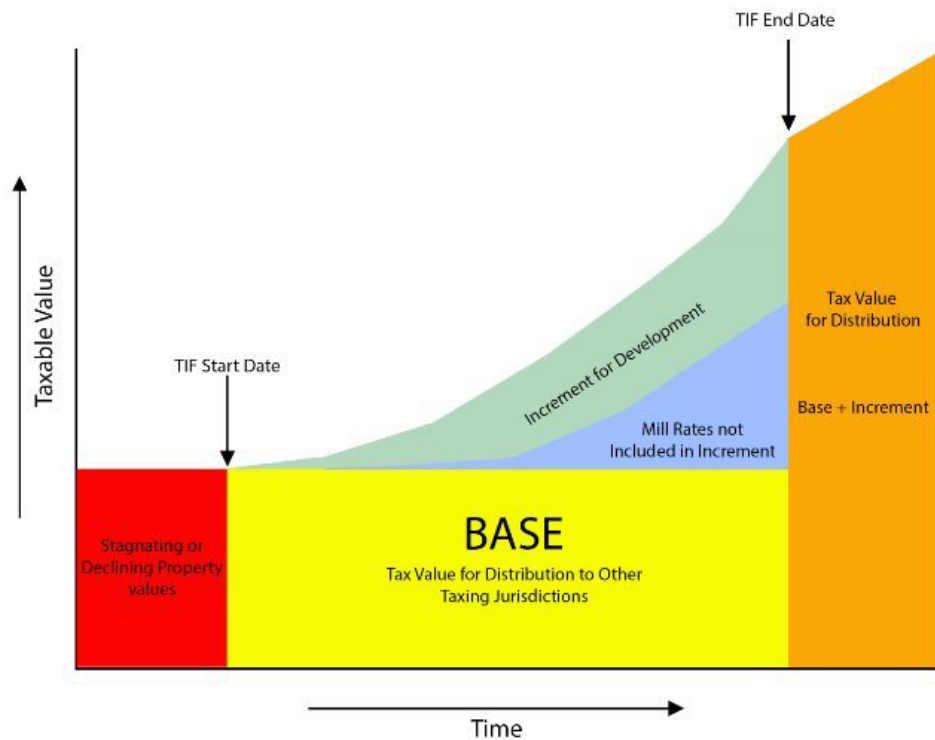


Figure 5. Tax Increment Financing Schematic

As stated in § 7-15-4209, MCA (Montana State Legislature, 2023d), a local government “may formulate a workable program for using appropriate private and public resources:

- (a) to eliminate and prevent the development or spread of blighted areas;
- (b) to encourage needed urban rehabilitation;
- (c) to provide for the redevelopment of such areas; or
- (d) to undertake such of the aforesaid activities or other feasible municipal activities as may be suitably employed to achieve the objectives of such workable program.”

While funds are typically used for public infrastructure investments, there are instances where local governments have used TIF funds to partner with private property owners to make improvements to historic buildings, to address life-safety issues, and to enhance landscaping. The statutes also provide for the establishment of a TIF revolving loan program that can support private investment in the district. Loan funds can continue to “revolve” in perpetuity; however, eligible projects must be undertaken in accordance with and in the area encompassed by an urban renewal (URD) plan for the district.

This review of conditions contributing to blight constitutes the first step in the process to create the URD. This document will determine if the proposed boundary meets the statutory requirements for an URD, which would allow the City to incorporate the area into the SBBURD and undertake revitalization programs and activities. This is followed by the adoption of a Resolution of Necessity and the update of the urban renewal plan with a TIF provision to include the proposed area. The urban renewal plan acts as a guide for revitalization activities and the ability to address critical issues within the district.

## **4 Establishing Blight**

### ***4.1 Resolution of Necessity***

As previously discussed, the City council must first adopt a resolution of necessity required per §7-15-4210, MCA (Montana State Legislature, 2025a), finding that the area being proposed displays at least three conditions as described in §7-15-4206, MCA (Montana State Legislature, 2025b). This action enables the preparation of an urban renewal plan and provides the rationale for using public funds in redevelopment activities.

### ***4.2 Defining Blight***

Montana law defines specific conditions regarding blight in §7-15-4206, MCA (Montana State Legislature, 2025b). A “blighted area” means an area that is determined to be detrimental to public health, safety, or welfare due to the presence of at least three of the following characteristics or conditions:

- (a) An advanced state of disrepair or neglect of necessary repairs to the primary structural components of buildings or improvements in such a combination that a documented building condition analysis determines that major repair is required, or the defects are so serious and so extensive that the buildings must be removed.
- (b) Structures that have become ill-suited for their original use.
- (c) Deterioration of building structure components or infrastructure, such as roadways, alleys, curbs, gutters, and sidewalks.
- (d) Buildings or structures that endanger the life, limb, health, property, or safety of the general public or their occupants.
- (e) Inadequate utilities and infrastructure, such as storm sewers and storm drainage, sanitary sewers, water lines, power, roadways, alleys, curbs, gutters, sidewalks, and communication services, that are shown to be lacking, of insufficient capacity to serve the uses in the area, deteriorated, antiquated, obsolete, or in disrepair.
- (f) Real property in the area that has incurred or may incur future planned Montana Department of Environmental Quality or U.S. Environmental Protection Agency remediation costs.

- (g) Tax or special assessment delinquency exceeding the fair value of a majority of the land and improvements.
- (h) Excessive vacancies occurring in buildings that are unoccupied and underutilized and that represent an adverse influence on the area because of the frequency, extent, or duration of the vacancies.

### ***4.3 Conditions Identified in the Area that Contribute to Blight***

Many instances of conditions contributing to blight are apparent in the proposed expansion area. These include deteriorating or inadequate infrastructure, disrepair of buildings and buildings ill-suited for their original use, and environmental contamination. Parks and recreation infrastructure is deteriorating in places and in need of repairs or upgrades. Neighborhoods, in some cases, suffer from lack of connectivity, and access for disabled people is not always adequate, which substantially limits access and reduces overall safety. Specific instances of conditions contributing to blight, as defined in §7-15-4206, MCA (2) (Montana State Legislature, 2025b), are described below.

#### **§7-15-4206, MCA (2)(b): Structures that have become ill-suited for their original use**

Structures that have become ill-suited for their original use can significantly deter economic vitality by limiting their functionality and appeal to potential investors, businesses, and residents. Such structures often fail to meet modern requirements, creating an environment of neglect and underutilization. This contributes to blight by reinforcing perceptions of decline, reducing property values, and discouraging economic activities in the affected area.

There are examples of this in the proposed expansion area, including warehouses and other buildings that have been repurposed as commercial businesses, or structures designed for one type of commercial business but repurposed for a different use, which often leads to underutilization of the structure.



The Garfield School has been repurposed for alternative use, which may not be the most efficient use of the structure without extensive remodeling and retrofitting.





The South Park Pool building does not include secondary containment for chemical storage and does not function efficiently, which is a safety concern.

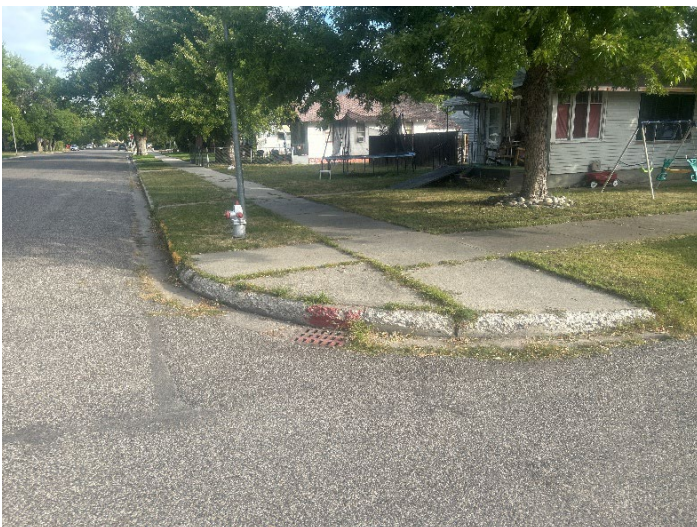
**§7-15-4206, MCA (2)(c): Deterioration of building structure components or infrastructure, such as roadways, alleys, curbs, gutters, and sidewalks**

Deterioration of building structure components or infrastructure refers to the visible and functional decline of essential physical elements such as walls, roofs, and foundations, as well as public infrastructure like roadways, alleys, curbs, gutters, and sidewalks. This degradation can result from age, neglect, weather exposure, or lack of maintenance, and it often leads to safety hazards, reduced accessibility, and a negative visual impact on the surrounding area. Over time, such deterioration can contribute to broader community decline by discouraging investment and diminishing the overall quality of life in the neighborhood.

Examples of this can be seen throughout the district and include, but are not limited to, the following:



Deteriorated sidewalk near the intersection of 3<sup>rd</sup> Avenue South and South 25<sup>th</sup> Street.



Deteriorated curb and gutter and sidewalk at intersection of 5<sup>th</sup> Avenue South and South 36<sup>th</sup> Street.



Deteriorated alleyway near the intersection of 3<sup>rd</sup> Avenue South and South 28<sup>th</sup> Street.





Roof of ancillary building in South Park is in disrepair and in need of replacement.





The South Park Pool and associated infrastructure is in an advanced state of disrepair.





Much of the curbing around South Park is in deteriorated condition.



Damaged, unsafe sidewalks in South Park.





Deteriorated curb and gutter at Highland Park.



Deteriorated curb and gutter near the intersection of 4<sup>th</sup> Avenue South and South 31<sup>st</sup> Street.

**§7-15-4206, MCA (2)(d): Buildings or structures that endanger the life, limb, health, property, or safety of the general public or their occupants**

Buildings or structures that pose a danger to life, limb, health, property, or public safety are considered hazardous and can significantly impact both their occupants and the surrounding community. These dangers may arise from structural instability, fire hazards, exposure to harmful materials, or other unsafe conditions that make the building or property unsafe to the public. When such risks are present, they not only threaten the well-being of individuals but can also lead to broader public safety concerns, including emergency response burdens and neighborhood decline. Addressing these issues promptly is essential to protect residents and maintain a safe, livable environment.

Examples of this can be seen in the district, including the following.



The City of Billings, via legal action, is trying to compel significant improvement or demolition of The Colonial Apartments on South 27<sup>th</sup> Street due to conditions endangering residents and neighboring properties, including structural damage, electrical and plumbing hazards, peeling paint, broken windows and doors. .

**§7-15-4206, MCA (2)(e): Inadequate utilities and infrastructure, such as storm sewers and storm drainage, sanitary sewers, water lines, power, roadways, alleys, curbs, gutters, sidewalks, and communication services, that are shown to be lacking, of insufficient capacity to serve the uses in the area, deteriorated, antiquated, obsolete, or in disrepair**

Inadequate utilities and infrastructure refer to essential systems—such as storm and sanitary sewers, water lines, power, roadways, alleys, curbs, gutters, sidewalks, and communication services that are either missing, outdated, deteriorated, or insufficient to meet the needs of the area. When these systems lack capacity or fall into disrepair, they hinder daily operations, reduce quality of life, and can pose safety and environmental risks to the community.

The Billings Engineering Department has a lengthy list of infrastructure that is lacking and in need of improvement. This includes, but is not limited to, the following:

- Replace the contaminated storm main in State Avenue from South 35<sup>th</sup> Street to South 27<sup>th</sup> Street.
- Pipe the existing Kratz Drain between the Mitchell and Jackson Court Apartments.
- Replace the water mains in the President streets south of State Avenue: Buchanan, Roosevelt, Monroe, Jefferson, Adams, Madison, Washington.
- Install a sidewalk or trail on Sugar Avenue from State Avenue to Riverside Drive, located south of Interstate 90 to improve safety for pedestrians and non-motorized vehicles.
- Add street lights in areas without any or inadequate lighting.

Other examples of infrastructure requiring improvements throughout the district include, but are not limited to, the following examples.





There are over 6,700 feet of residential streets in the proposed expansion area that are gravel and do not meet the City's standards for residential streets, like this example from Newman Lane. This is after significant street improvements have already been made in the area.



Washington Street between State Avenue and King Avenue East does not have proper drainage controls, curb and gutter, or sidewalks. There are many other similar streets within the area that need infrastructure upgrades, including portions of Riverside Road and Jackson Street.





Properties within the SBBURD either have inadequate drainage controls, such as this example lacking curb and gutter, and controlled parking with an approach onto an arterial street, which can cause confusion and safety concerns. This picture is from Washington Street just south of State Avenue.



The sidewalk approaches at this intersection of State Avenue and South 35<sup>th</sup> Street are not fully compliant with the Americans with Disabilities Act (ADA).



Evidence of improper drainage on South 33<sup>rd</sup> Street, leading to asphalt damage, and not fully compliant crossings with the Americans with Disabilities Act (ADA)



Improper drainage and missing curb, gutter or sidewalk on Fifth Avenue South near 27<sup>th</sup> Street, right at the entrance to Downtown Billings.



Damaged electrical infrastructure in South Park.

**§7-15-4206, MCA (2)(f): Real property in the area that has incurred or may incur future planned Montana Department of Environmental Quality or U.S. Environmental Protection Agency remediation costs**

Properties affected by contamination, whether due to hazardous waste, chemical spills, or other environmental pollutants, face significant barriers to development. Developers may be discouraged by the high costs of remediation required to meet environmental safety standards, as well as the potential legal liabilities and prolonged timelines associated with cleanup efforts. Contaminated sites often remain undeveloped for extended periods, fostering neglect and disrepair. This not only diminishes the aesthetic and functional value of the area but also discourages investment and economic activity, perpetuating a cycle of blight that affects the broader community. Such properties can become eyesores and even health hazards, further exacerbating their adverse impact on neighborhood vitality and public welfare.

Within the proposed expansion area, there are numerous sites that have or may incur environmental remediation costs, as shown on Figure 6. The Billings PCE Superfund site overlies a portion of the area. There are also some state Comprehensive Environmental Cleanup and

Responsibility Act (CECRA) Superfund sites within the boundary, and some active and remediated leaking underground storage tank (LUST) sites.



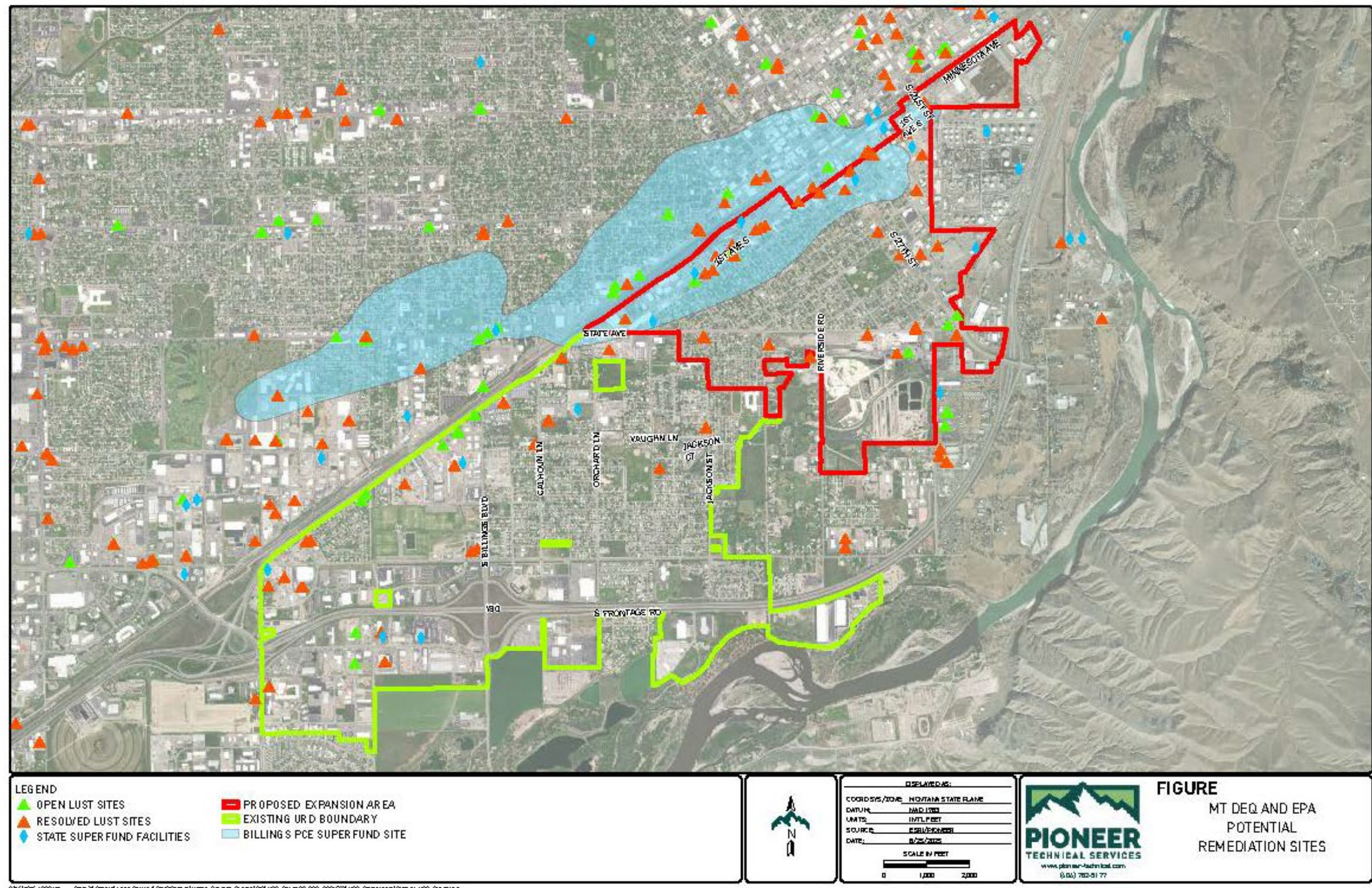


Figure 6. Environmental Remediation Sites



**§7-15-4206, MCA (2)(h): Excessive vacancies occurring in buildings that are unoccupied and underutilized and that represent an adverse influence on the area because of the frequency, extent, or duration of the vacancies**

Conditions relating to excessive vacancies refer to situations where buildings remain unoccupied or underutilized for extended periods, either frequently or across large areas. These vacancies can negatively impact the surrounding neighborhood by creating a sense of neglect, reducing property values, and discouraging investment or development. When such buildings are left empty for too long or in significant numbers, they can become a visible sign of economic decline and contribute to broader social and environmental challenges in the area.

Examples of this in the district include, but are not limited to, those below:



Partially vacant  
commercial space on  
State Avenue.



Vacant, underutilized and poorly maintained property on 1<sup>st</sup> Avenue South near South 35<sup>th</sup> Street. The top photograph is from 2021, and the bottom photograph is from 2025, demonstrating further dilapidation and lack of maintenance.



Vacant, underutilized property on 1<sup>st</sup> Avenue South with deteriorating infrastructure and no maintenance.

## 5 Conclusion

In conclusion, the findings presented in this review clearly demonstrate that the proposed area being considered for expansion of the SBBURD meets the statutory criteria for designation as an URD. To be included in an URD, the area must display at least three conditions contributing to blight as described in §7-15-4206, MCA. This area clearly meets six of the conditions included in the MCA, and likely more.

The presence of deteriorating infrastructure, unsafe structures, and excessive vacancies collectively contribute to conditions of blight that hinder the area’s economic vitality and public welfare. Expanding the SBBURD will provide the City with the necessary tools to address these challenges through strategic reinvestment, infrastructure improvements, and community revitalization efforts. This designation marks a critical step toward realizing the goals outlined in the Growth Policy (City of Billings, 2016) and fostering a more vibrant, safe, and economically resilient neighborhood.

## 6 References

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# **Appendix A**

## **SBBURD Expansion Legal Description**

## **SBBURD PROPOSED EXPANSION AREA LEGAL DESCRIPTION**

Created 8.21.2025 by S. Gilbert

### **DESCRIPTION**

A tract of land as described as follows: Commencing at the SE corner of the SW ¼ of Section 4 of Township 1S, Range 26E, thence North 19.46 Feet, thence S 89° W a distance of 220.99 Feet to the POINT OF BEGINNING.

Thence N 0° 36' 43.29" E a distance of 79.398 Feet  
Thence N 32° 6' 22.33" E a distance of 78.184 Feet  
Thence N 62° 25' 46.52" E a distance of 109.512 Feet  
Thence N 62° 36' 17.38" E a distance of 102.459 Feet  
Thence N 63° 2' 58.94" E a distance of 20.338 Feet  
Thence N 62° 28' 8.86" E a distance of 45.943 Feet  
Thence N 62° 33' 35.35" E a distance of 37.591 Feet  
Thence N 61° 10' 43.27" E a distance of 36.322 Feet  
Thence N 59° 18' 13.3" E a distance of 33.703 Feet  
Thence N 57° 45' 48.74" E a distance of 29.568 Feet  
Thence N 55° 34' 41.82" E a distance of 30.67 Feet  
Thence N 54° 52' 32.36" E a distance of 52.488 Feet  
Thence N 55° 6' 47.53" E a distance of 50.038 Feet  
Thence N 54° 38' 28.31" E a distance of 73.359 Feet  
Thence N 54° 36' 32.47" E a distance of 44.614 Feet  
Thence N 54° 40' 49.19" E a distance of 80.95 Feet  
Thence N 55° 20' 21.12" E a distance of 179.854 Feet  
Thence N 53° 50' 32.75" E a distance of 121.553 Feet  
Thence N 54° 22' 13.35" E a distance of 84.369 Feet  
Thence N 54° 52' 53.49" E a distance of 64.837 Feet  
Thence N 54° 56' 21.59" E a distance of 76.45 Feet  
Thence N 54° 37' 35.3" E a distance of 123.218 Feet  
Thence N 54° 50' 19.57" E a distance of 132.2 Feet  
Thence N 54° 42' 48.22" E a distance of 151.068 Feet  
Thence N 54° 56' 10.64" E a distance of 93.29 Feet  
Thence N 54° 10' 10.01" E a distance of 172.571 Feet  
Thence N 57° 59' 40.44" E a distance of 40.269 Feet  
Thence N 54° 51' 4.62" E a distance of 56.844 Feet  
Thence N 62° 42' 1.16" E a distance of 82.727 Feet  
Thence N 59° 54' 14.09" E a distance of 134.305 Feet  
Thence N 57° 19' 9.76" E a distance of 149.322 Feet  
Thence N 54° 0' 22.86" E a distance of 54.586 Feet  
Thence N 54° 59' 43.75" E a distance of 113.766 Feet  
Thence N 54° 33' 50.29" E a distance of 99.47 Feet  
Thence N 54° 45' 59.9" E a distance of 106.282 Feet  
Thence N 54° 43' 39.48" E a distance of 121.948 Feet



Thence N 53° 37' 30.13" E a distance of 77.284 Feet  
Thence N 47° 18' 17.63" E a distance of 69.383 Feet  
Thence N 44° 59' 60.0" E a distance of 90.146 Feet  
Thence N 45° 8' 33.72" E a distance of 86.068 Feet  
Thence N 46° 19' 22.66" E a distance of 67.413 Feet  
Thence N 44° 59' 59.64" E a distance of 132.134 Feet  
Thence N 46° 24' 52.03" E a distance of 108.691 Feet  
Thence N 43° 44' 27.43" E a distance of 65.935 Feet  
Thence N 46° 9' 12.11" E a distance of 95.961 Feet  
Thence N 46° 32' 54.29" E a distance of 47.666 Feet  
Thence N 46° 36' 57.38" E a distance of 68.496 Feet  
Thence N 51° 49' 16.75" E a distance of 45.178 Feet  
Thence N 56° 33' 34.07" E a distance of 20.434 Feet  
Thence N 54° 35' 19.71" E a distance of 65.443 Feet  
Thence N 55° 7' 38.31" E a distance of 36.342 Feet  
Thence N 54° 19' 9.95" E a distance of 54.289 Feet  
Thence N 58° 24' 34.09" E a distance of 49.126 Feet  
Thence N 59° 46' 52.73" E a distance of 28.458 Feet  
Thence N 64° 1' 29.43" E a distance of 11.886 Feet  
Thence N 59° 38' 17.37" E a distance of 38.049 Feet  
Thence N 59° 27' 27.66" E a distance of 58.871 Feet  
Thence N 60° 10' 2.58" E a distance of 47.251 Feet  
Thence N 57° 37' 9.95" E a distance of 56.588 Feet  
Thence N 54° 49' 17.3" E a distance of 68.45 Feet  
Thence N 54° 38' 34.33" E a distance of 57.405 Feet  
Thence N 54° 25' 45.58" E a distance of 78.814 Feet  
Thence N 54° 45' 28.46" E a distance of 43.766 Feet  
Thence N 55° 12' 46.39" E a distance of 53.458 Feet  
Thence N 53° 50' 29.72" E a distance of 43.791 Feet  
Thence N 54° 49' 19.77" E a distance of 53.951 Feet  
Thence N 54° 37' 25.56" E a distance of 64.09 Feet  
Thence N 54° 58' 37.88" E a distance of 96.281 Feet  
Thence N 54° 44' 37.35" E a distance of 107.799 Feet  
Thence N 54° 11' 19.83" E a distance of 88.709 Feet  
Thence N 54° 11' 47.8" E a distance of 68.49 Feet  
Thence N 55° 5' 11.76" E a distance of 90.689 Feet  
Thence N 51° 16' 56.56" E a distance of 47.073 Feet  
Thence N 49° 10' 0.05" E a distance of 29.895 Feet  
Thence N 49° 55' 8.54" E a distance of 43.061 Feet  
Thence N 48° 37' 16.16" E a distance of 34.795 Feet  
Thence N 49° 52' 6.47" E a distance of 27.97 Feet  
Thence N 50° 39' 34.92" E a distance of 29.419 Feet  
Thence N 52° 31' 42.34" E a distance of 40.26 Feet  
Thence N 55° 45' 51.05" E a distance of 38.48 Feet

Thence N 53° 1' 54.63" E a distance of 45.225 Feet  
Thence N 55° 59' 12.51" E a distance of 20.492 Feet  
Thence S 35° 1' 53.83" E a distance of 546.505 Feet  
Thence N 54° 53' 14.91" E a distance of 323.612 Feet  
Thence N 54° 23' 52.07" E a distance of 465.296 Feet  
Thence N 54° 27' 34.96" E a distance of 284.505 Feet  
Thence N 54° 43' 0.71" E a distance of 299.174 Feet  
Thence N 54° 38' 33.15" E a distance of 110.376 Feet  
Thence N 55° 28' 48.21" E a distance of 110.995 Feet  
Thence N 55° 38' 36.14" E a distance of 43.966 Feet  
Thence N 54° 28' 39.14" E a distance of 48.394 Feet  
Thence N 55° 15' 21.18" E a distance of 74.811 Feet  
Thence N 55° 28' 59.96" E a distance of 68.858 Feet  
Thence N 54° 48' 38.79" E a distance of 73.624 Feet  
Thence N 54° 46' 32.28" E a distance of 79.476 Feet  
Thence N 54° 34' 34.17" E a distance of 267.078 Feet  
Thence N 54° 41' 51.07" E a distance of 677.634 Feet  
Thence N 54° 37' 2.18" E a distance of 110.663 Feet  
Thence N 44° 0' 11.62" W a distance of 41.621 Feet  
Thence N 34° 37' 24.52" W a distance of 337.945 Feet  
Thence N 54° 32' 35.67" E a distance of 385.465 Feet  
Thence N 37° 2' 46.44" W a distance of 185.958 Feet  
Thence N 54° 37' 27.97" E a distance of 1737.218 Feet  
Thence N 54° 37' 53.6" E a distance of 21.073 Feet  
Thence N 54° 37' 27.84" E a distance of 908.045 Feet  
Thence N 54° 42' 42.89" E a distance of 670.642 Feet  
Thence S 0° 50' 3.18" E a distance of 417.134 Feet  
Thence N 55° 25' 11.43" E a distance of 168.623 Feet  
Thence N 37° 55' 15.0" E a distance of 250.157 Feet  
Thence N 26° 38' 13.96" E a distance of 82.484 Feet  
Thence S 28° 47' 56.35" E a distance of 507.998 Feet  
Thence S 34° 40' 19.79" W a distance of 570.149 Feet  
Thence N 84° 35' 15.63" W a distance of 133.286 Feet  
Thence S 25° 11' 40.53" E a distance of 54.679 Feet  
Thence N 64° 54' 21.59" W a distance of 150.674 Feet  
Thence S 1° 8' 38.46" E a distance of 1067.245 Feet  
Thence S 89° 31' 32.1" W a distance of 2028.008 Feet  
Thence S 0° 41' 59.61" E a distance of 2893.302 Feet  
Thence N 88° 57' 40.13" E a distance of 1447.412 Feet  
Thence S 57° 39' 19.83" E a distance of 23.85 Feet  
Thence S 35° 22' 9.98" W a distance of 786.803 Feet  
Thence N 61° 52' 59.86" W a distance of 10.003 Feet  
Thence S 31° 59' 49.27" W a distance of 426.009 Feet  
Thence S 89° 5' 38.6" W a distance of 95.244 Feet

Thence S 0° 59' 5.43" E a distance of 533.055 Feet  
Thence S 66° 26' 46.56" W a distance of 276.158 Feet  
Thence S 35° 23' 54.6" E a distance of 449.701 Feet  
Thence S 0° 57' 18.95" E a distance of 284.029 Feet  
Thence N 89° 37' 54.52" E a distance of 331.656 Feet  
Thence S 0° 0' 0.0" W a distance of 33.048 Feet  
Thence N 89° 23' 58.41" E a distance of 677.333 Feet  
Thence S 89° 20' 18.44" E a distance of 32.763 Feet  
Thence S 6° 8' 25.23" W a distance of 44.426 Feet  
Thence S 7° 17' 58.72" W a distance of 58.241 Feet  
Thence S 8° 50' 0.96" W a distance of 49.739 Feet  
Thence S 10° 54' 29.39" W a distance of 108.147 Feet  
Thence S 11° 19' 54.5" W a distance of 79.885 Feet  
Thence S 11° 38' 40.85" W a distance of 117.421 Feet  
Thence S 11° 6' 14.23" W a distance of 147.711 Feet  
Thence S 20° 50' 11.84" W a distance of 43.52 Feet  
Thence S 40° 31' 11.82" W a distance of 14.888 Feet  
Thence S 57° 46' 53.1" W a distance of 9.411 Feet  
Thence S 69° 18' 47.1" W a distance of 7.969 Feet  
Thence S 78° 59' 33.75" W a distance of 9.428 Feet  
Thence N 89° 37' 34.63" W a distance of 10.312 Feet  
Thence S 8° 0' 34.95" W a distance of 82.517 Feet  
Thence S 31° 32' 11.0" W a distance of 75.035 Feet  
Thence S 89° 24' 24.72" W a distance of 130.005 Feet  
Thence S 0° 46' 46.3" E a distance of 192.15 Feet  
Thence N 85° 26' 19.67" W a distance of 38.426 Feet  
Thence S 89° 21' 20.12" W a distance of 641.241 Feet  
Thence N 0° 54' 2.09" W a distance of 646.026 Feet  
Thence S 89° 24' 6.82" W a distance of 659.486 Feet  
Thence S 0° 47' 2.95" E a distance of 2299.337 Feet  
Thence S 89° 32' 39.14" W a distance of 1648.248 Feet  
Thence S 0° 42' 53.91" E a distance of 686.649 Feet  
Thence S 89° 50' 34.09" W a distance of 1028.642 Feet  
Thence N 0° 51' 53.15" E a distance of 21.738 Feet  
Thence S 89° 17' 59.9" W a distance of 9.963 Feet  
Thence N 1° 5' 41.08" W a distance of 207.902 Feet  
Thence N 89° 25' 35.66" E a distance of 9.999 Feet  
Thence N 0° 58' 8.71" W a distance of 451.712 Feet  
Thence N 89° 25' 50.48" E a distance of 37.048 Feet  
Thence N 0° 39' 11.62" W a distance of 2070.194 Feet  
Thence N 80° 6' 3.27" W a distance of 153.298 Feet  
Thence N 71° 44' 49.26" W a distance of 99.996 Feet  
Thence N 68° 45' 0.77" W a distance of 99.99 Feet  
Thence S 1° 4' 30.23" E a distance of 186.003 Feet



Thence N 89° 0' 21.28" E a distance of 7.375 Feet  
Thence S 1° 6' 32.89" E a distance of 165.001 Feet  
Thence S 89° 0' 5.05" W a distance of 460.522 Feet  
Thence N 1° 10' 12.73" W a distance of 165.003 Feet  
Thence S 88° 59' 59.41" W a distance of 527.991 Feet  
Thence S 1° 7' 12.78" E a distance of 329.927 Feet  
Thence N 89° 0' 28.17" E a distance of 631.791 Feet  
Thence S 32° 14' 23.97" W a distance of 394.341 Feet  
Thence S 88° 59' 32.0" W a distance of 90.284 Feet  
Thence S 1° 1' 0.48" E a distance of 657.516 Feet  
Thence S 89° 26' 59.89" W a distance of 300.002 Feet  
Thence N 86° 40' 24.32" W a distance of 30.085 Feet  
Thence N 1° 1' 0.34" W a distance of 653.141 Feet  
Thence S 89° 41' 43.4" W a distance of 1333.209 Feet  
Thence N 1° 9' 50.67" W a distance of 657.024 Feet  
Thence S 89° 56' 35.09" W a distance of 658.512 Feet  
Thence N 0° 54' 23.58" W a distance of 659.483 Feet  
Thence S 87° 47' 22.64" W a distance of 118.606 Feet  
Thence S 87° 47' 23.53" W a distance of 99.665 Feet  
Thence S 89° 10' 21.9" W a distance of 1980.38 Feet to the point of  
beginning for an area of 902.899 US survey acres.

B.O.C.C Thursday Discussion

3. 3. a.

Meeting Date: 09/04/2025

Title: Ivy Correctional Medicine- update and staffing STDF

Submitted For: Melissa Williams, Deputy County Attorney

Submitted By: Melissa Williams, Deputy County Attorney

---

**TOPIC:**

Ivy Correctional Medicine- update and staffing STDF

**BACKGROUND:**

Ivy Correctional Medicine-general update and Ivy will discuss a proposal for staffing and pharmacy coverage of the new short term detention facility at YCDF.

**RECOMMENDED ACTION:**

Agenda Item

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B.O.C.C Thursday Discussion

3. 3. b.

Meeting Date: 09/04/2025

Title: JustFOIA- redaction software for CCJI/PRR

Submitted For: Melissa Williams, Deputy County Attorney

Submitted By: Melissa Williams, Deputy County Attorney

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TOPIC:

JustFOIA- proposal for redaction software for CCJI/PRR

BACKGROUND:

Due to the volume of confidential criminal justice requests and public records requests, the civil division is in need of redaction software. JustFOIA was selected from a list of approved vendors from IT.

RECOMMENDED ACTION:

Agenda Item

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Attachments

JustFOIA proposal

---





Melissa Williams  
Attorney's Office  
Yellowstone County ("Client")  
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(866) 761-5301  
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sales@justfoia.com  
www.justfoia.com

Dear Melissa Williams,

Thank you for considering **JustFOIA's Proposal** in your organization's search for a Records Request Tracking Solution. Please consider the following benefits included with your JustFOIA partnership and subscription:

- **Long-Term Partnership Ensuring Client Success:** We are with you every step of your JustFOIA Client Journey. Our Delivery Team conducts live trainings and partners with you to ensure the system is configured to your unique needs. Our partnership continues throughout your journey, supported by our Technical Support & dedicated Client Success Teams.
- **Continuous Training:** In addition to live training, JustFOIA provides a complimentary subscription to a Learning Management System (LMS) including on-demand continuing educational videos and content.
- **Government Security & Compliance:** All JustFOIA client sites are deployed exclusively on the Microsoft Azure Government Cloud, the Gold Standard in government-level security. As a certified SOC 2 organization, JustFOIA ensures the foundational principles of security, privacy, compliance, and transparency.
- **Unlimited Administrators, Power Users & General Users:** No matter the number of staff involved in records requests, JustFOIA allows unlimited users for all contracted modules at no additional charge.
- **Configurability & Flexibility:** JustFOIA is more than *just* FOIA. Receive a better return on investment by leveraging the solution for more than public records. Liens, Permits and Subpoenas are just a few client examples. With JustFOIA, you have more control over system settings and functionality than any other solution. Dynamic fields recognize keywords entered by citizens to point them to the right place.
- **Having a Voice:** JustFOIA was created based on client feedback, which continues to be the main source of product roadmap ideas. Clients play an essential role in our product feedback loop, collaborating with JustFOIA's Product Development & Quality Assurance Teams to ensure powerful and easy-to-use releases.

If you have any questions concerning our proposal or desire additional information, please do not hesitate to contact me. We appreciate your consideration and hope that we will have the pleasure of partnering with you.

Sincerely,

**Amber Etheridge**

Solution Consultant

(850) 757-7245 | aetheridge@justfoia.com



# Proposal

Yellowstone County

Issued: August 4, 2025



# EXECUTIVE SUMMARY

Records request challenges continue to increase, and the call for transparency is at an all-time high. Organizations are selecting JustFOIA to bridge the transparency gap with their community to create an environment of trust and accountability. JustFOIA licenses a software-as-a-service solution (the “Solution”), which is the **easiest-to-use records requests software** that manages every step of the process from intake to delivery. Our Solution can help you save valuable time by automating repetitive tasks, such as redactions, assignments, reminders, and communication with requesters and responders. It is now essential to leverage technology to streamline your records requests process.

## OUR COMPANY

### *Built by users, for users*

JustFOIA, Inc. (“JustFOIA”) began as a product built for MCCi’s public sector clients from a deep understanding gained through 20+ years of servicing municipal clerks, records managers, and the public sector. From its founding roots as a Municode company, MCCi has accelerated more than 1,600 clients’ digital transformation journeys by adding intelligence to their processes.



Because many of these clients were searching for a way to better manage the rise in complexity and volume of their organizations’ records requests, MCCi’s development team and leadership worked hand-in-hand with these clients to simplify the process and provide a better user experience for records managers and the constituents they serve. **In 2014, the JustFOIA Solution was launched.** Fast forward to 2020, JustFOIA’s success sparked the need for its own brand and evolution into becoming a sister-company to MCCi. In 2022, we celebrated the milestone of over 1 MILLION records requests processed in JustFOIA, serving more than 500 clients in 44 states.

## WHAT MAKES US DIFFERENT

### *Development fueled by client ideas*



Our clients continue to be a vital component of our product feedback loop with client success, implementation, and support teams all regularly contributing ideas to product management. With the launch of our [Ideas Portal](#), **we ensure clients have a voice**, providing a direct line to submit ideas for development consideration, see the status of their development request, and actively vote for the most important features and improvements.

We believe ideas get better when you create an environment of sharing. We regularly organize specialized group discussions, where users with similar challenges engage with our team to make the system work better for them. In addition to testing done by our seasoned, in-house development and quality assurance testing teams, when large features are ready to be tested, we gather beta clients for focus groups and trial usage before releases make it to prime time.

### *Personalized, consultative services approach*

When choosing a records request management solution partner, there are many things to consider. Features and functionality are certainly part of any software partner buying decision, but what will truly dictate your overall experience will be the support you receive during the initial implementation and beyond. We know records requests are only a part of your overall responsibilities, so we start by taking a personalized, consultative approach to the implementation. You’re not expected to figure this out on your own – we take the time to fully understand your unique needs and conduct multiple live trainings with your Administrators and Power Users, making sure the end result is the desired one.



### ***Best-in-class technical support***

Once your project is complete, you will have access to our stellar Technical Support Team, maintaining a documented **100% client satisfaction rate**, for troubleshooting and supporting the Solution. We offer optional supplementary support packages as well, giving you more access to our staff based on your needs.



### ***Proactive client success***



JustFOIA



We are fanatical about client success. Don't just take our word for it—check out our [G2 Reviews](#). Success starts with our eagerness to understand our clients' needs and where they are headed on their journey to streamlining their records requests processes. We believe in a proactive support methodology, which begins with client education, excellent service, and communication. Your organization will have a **dedicated Client Success Specialist** that can:

- Identify any needs that could easily be addressed by the Solution
- Serve as a resource for questions and answers, best practices, how other clients are using the system with the use of documented case studies, support center, etc.
- Provide continued education for existing and new users through webinars, workshops, user groups, and more
- Coordinate with our sales operations team for pricing/renewals inquiries and budgetary information

### ***Easiest-to-use or we'll retrain you free***

We understand that software – no matter how many features it has – can't be great unless it's easy to use. **We guarantee that JustFOIA is the easiest-to-use records request software, or we will train you again at no extra cost.**



To back this up and to supplement our **live trainings**, we offer our industry-exclusive [Learning Management Software platform](#) – The Training Center for JustFOIA – to our clients for free. With unlimited, on-demand access to hundreds of help videos and product documentation, live monthly learning sessions, and peer-based user groups, training new departments and employees is a breeze. We leverage the platform as we roll out JustFOIA to new clients every day, using it to store custom training videos and designing courses for users that simplify training on new features and functionality. If you are as passionate about learning as we are about training, get JustFOIA certified. We offer certifications for Administrators, Power Users and General Users.

# WHAT'S INCLUDED WITH JustFOIA PRO PLUS?

FEATURES & SERVICES		Pro Plus
<b>Security &amp; Compliance</b>		
SOC 2 Certified Organization Partner		✓
Annual Employee Certified CJIS & HIPAA Training		✓
ADA/Section 508 Compliant		✓
CJIS ACE Seal of Compliance		✓
Secure Hosting on Microsoft Azure Government Cloud (FedRAMP Authorized at Level High)		✓
Texas Risk and Authorization Management Program (TX-RAMP) Certified Cloud Product		✓
System Updates		✓
Single Sign-On (SSO)		✓+
<b>Data Storage &amp; Users</b>		
Standard Data Storage		Unlimited
Unlimited Administrators, Power Users, General Users, & Viewers		✓
<b>Requester Experience</b>		
One (1) Configurable Public Portal for Requesters to Submit & Track Requests		✓
Search Archive to Allow Requesters to Search Previous Requests		✓
Dynamic Form Fields (e.g., conditional fields or messages)		✓
<b>User Experience</b>		
Retention Schedules		✓
Configurable Workflow for User(s)/Department(s) to Work Concurrently		✓
DirectRoute Workflow		+
Notifications, Reminders & Alerts		✓
In-App Internal & External (Requester) Communication Tools		✓
In-App Redaction with Auto-Redaction (Unlimited Users)		✓
Unlimited File Size in Release to Requester		✓
Any & All Document Management with .PST File Extraction, Response Doc Folder Organization, In-App Document Viewer & Batch Auto-Redaction		✓
Time & Materials Tracking		✓
Invoicing Module		✓
Payment Portal for Credit Card Processing (NCR, Authorize.net, PayPal, NIC, Catalis, or Paymentus)		✓+
Laserfiche Integration for Importing/Exporting Files		+
Reporting Dashboard		✓
Standard & Custom Reports through Advanced Reporting		✓
<b>Training/Onboarding</b>		
Dedicated Project Lead		✓
Live, Remote Administrator & Power User Training		✓
Live, Onsite Administrator & Power User Training		+
One-Week Hypercare Period after Go-Live		✓
24/7/365 Training Center LMS with Client-Specific & General Trainings & Videos		✓
<b>Client Service &amp; Support</b>		
Live Technical Support from 8 a.m. to 8 p.m. Eastern		✓
Dedicated Client Success Specialist		✓
Monthly Webinars		✓
JustFOIA Supplemental Support Hours		+

✓ Included + Optional ✓ + Client choice of SSO or Payment Portal Included (Also available as an Optional Add-on)

# PRICING



3717 Apalachee Parkway, Suite 201  
Tallahassee, FL 32311  
850.701.0725  
850.564.7496 fax

**Client Name:** Yellowstone County  
**Client Address:** 217 N 27th Street, Billings, MT 59101  
**Quote Number:** 37268  
**Quote Type:** New JustFOIA System

**Quote Date:** 8/4/2025

<i>Product Description:</i>	<i>Qty.</i>	<i>Unit Cost</i>	<i>Total</i>
<b><u>JustFOIA ANNUAL RECURRING SERVICES</u></b>			
<input checked="" type="checkbox"/> <b>JustFOIA Pro Plus</b>	1	\$9,835.00	\$9,835.00
<input checked="" type="checkbox"/> <b>Payment Portal for JustFOIA Pro Plus</b>	1	\$1,475.25	\$1,475.25
<input checked="" type="checkbox"/> <b>Single Sign-On (SSO)</b>	1	Included	Included
<input checked="" type="checkbox"/> <b>Any &amp; All Document Management</b>	1	Included	Included
<input checked="" type="checkbox"/> <b>Unlimited Admins, Power Users &amp; General Users</b>	1	Included	Included
<input checked="" type="checkbox"/> <b>Unlimited Storage</b>	1	Included	Included
 <input checked="" type="checkbox"/> <b>JustFOIA Process Administration Support Services</b>	 1	 \$3,402.00	 \$3,402.00
<i>Up to 20 hours of JustFOIA staff time to be used post-implementation for training, consultation, configuration or adjustments to workflows. Hours expire when subscription period ends.</i>			

<b>SUBTOTAL - RECURRING ANNUAL SERVICES</b>	<b>\$14,712.25</b>
---------------------------------------------	--------------------

<i>Service Description:</i>	<i>Qty.</i>	<i>Unit Cost</i>	<i>Total</i>
<b><u>JustFOIA SERVICE PACKAGES</u></b>			
<input checked="" type="checkbox"/> <b>Pro Implementation</b>	1	Included	Included
<input checked="" type="checkbox"/> <b>Configuration of 1 Request Form</b> <i>• General Records Requests</i>	1	Included	Included
<input checked="" type="checkbox"/> <b>Redaction Exemption Codes Configuration</b>	1	\$1,500.00	\$1,500.00
<input checked="" type="checkbox"/> <b>Payment Portal Configuration</b> <i>for NCR, Authorize.NET, PayPal, NIC, Catalis, or Paymentus payments</i>	1	\$750.00	\$750.00
<input checked="" type="checkbox"/> <b>Single Sign-On Configuration</b>	1	Included	Included
<input checked="" type="checkbox"/> <b>Any &amp; All Document Management Configuration</b>	1	Included	Included
<input checked="" type="checkbox"/> <b>Dynamic Fields Configuration (up to 10/package)</b>	1	\$370.00	\$370.00

<b>SUBTOTAL - ONE-TIME SERVICES</b>	<b>\$2,620.00</b>
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<b>YEAR 1 ORDER COST</b>	<b>\$17,332.25</b>
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*All Quotes Expire 30 Days from Quote Date*



**This is NOT an invoice. Please use this confirmation to initiate Client's purchasing process.**

**NOTE:** *The information presented in this document is based on the results of JustFOIA's and Client's collaborative preliminary discovery thus far. As planning and discovery continue, the project scope and costs may change to meet the specific needs of Client. **JustFOIA will provide Master Services Agreement and Addendum with Assumptions, Terms & Conditions for review and approval prior to the start of any project.***

## **RECURRING SERVICES**

Client has elected to license the JustFOIA software provided as a service (the "**Solution**").

The Recurring Services portion of this Order and/or applicable Addendum will systematically renew unless written notice of termination has been provided. An annual increase of 5% will be applied to the immediately preceding annual rates (excluding any initial or one-time discounts) unless Client has terminated the Order and/or Addendum earlier, as set forth below, or provided sixty (60) days written notice prior to the scheduled renewal date of the Recurring Services.

## **SALES TAX**

Sales tax will be invoiced where the Client is not exempt and/or has not communicated its tax status to JustFOIA. Sales tax is not included in the fee quote above.

*[remainder of page intentionally left blank]*

# TECHNICAL & SUPPLEMENTAL SUPPORT

To support your journey, it's important to have a plan in case issues or needs arise.

## Technical Support

JustFOIA Technical Support is provided for all clients through the online support center, by email (support@JustFOIA.com), or by telephone (800-342-2633), during business hours of 8 a.m. to 8 p.m. Eastern Time. Technical Support covers Solution break/fix support, version updates, and continued educational resources including the JustFOIA Training Center.

	JustFOIA Technical Support Services	JustFOIA Managed Support Services	JustFOIA Process Administration Support Services
Description	Technical	JMSS	JPASS
Easy access to JustFOIA's team of support technicians for break/fix support issues (i.e., error codes, bug fixes, etc.) & basic Q&A support	■	■	■
Remote access support through web meeting	■	■	■
Access to version updates, security updates and hotfixes	■	■	■
Customized JustFOIA Training Center Support	■	■	■
Access to high-level support technicians with enhanced knowledge		■	■
Remote Training for New/Existing Users		■	■
Annual System Review (upon Client request)		■	■
System Settings Consultation		■	■
Assistance with Current System Modifications*		■	■
Assistance with New System Configurations**		■	■
Configuration Changes to Routing of Current DirectRoute Workflows		■	■
Dedicated Technical Support Professional			■
Institutional Knowledge of Client's Solution			■
Proactive recurring consultation calls upon the Client's request			■
Adjust Current SSO or Payment Portal Connections			■

\***Current System Modifications** includes Public Portal, Forms, Standard Workflows, Email Templates, Advanced Reports, Custom Dashboards, Dynamic Fields, Users, and Redaction settings.

\*\***New System Configurations** includes Users, Forms, Standard Workflows, Email Templates, Advanced Reports, Custom Dashboards, Dynamic Fields, Users, and Redaction settings. This will also include new additional features that are added to Client's subscription in the future.

**Note on Hours usage:** JustFOIA allows clients to use their hours for a multitude of post-implementation services, as long as a request will not start a service that cannot be completed within the hours available. The creation of new DirectRoute Workflows is not included in Supplemental Support Services.

## JustFOIA Supplemental Support Services

Want an enhanced level of post-implementation support? JustFOIA offers two supplemental support packages, Managed Support Services (JMSS) or Process Administration Support Services (JPASS), to cover ongoing consultation, training, and configuration services. A supplemental support package is strongly encouraged to be included with every renewal and is an annual subscription. Pricing is based on the package purchased and is an advanced discounted block of hours, which expires on the same date as Client's annual renewal. JMSS pricing for the advanced block of hours is based on JustFOIA's Support Technician hourly rate discounted by 10%. JPASS pricing for the advanced block of hours is based on JustFOIA's Senior Support Technician hourly rate discounted by 10%.

## **Supplemental Support Package Definitions**

### **ENHANCED KNOWLEDGE**

You'll have access to our team of more knowledgeable support technicians.

### **REMOTE TRAINING**

Additional remote training is conducted to train new users or as refresher training for existing users.

### **SYSTEM CONSULTATION**

JustFOIA offers best practices consultation that includes recommendations for adding additional departments, statuses, email templates, etc.

### **CONFIGURATION/MODIFICATION SERVICES**

Configuration/modification services for request forms, standard workflows, email templates, dynamic form fields, and more.

### **CHANGES TO ROUTING OF CURRENT DIRECTROUTE WORKFLOWS**

For clients with a DirectRoute Workflow, we will make minor adjustments such as changing the routing individual to maintain your DirectRoute Workflow.

### **DEDICATED SUPPORT PROFESSIONAL & INSTITUTIONAL KNOWLEDGE**

You will be assigned a dedicated support professional who will gain institutional knowledge of your agency's unique setup and configuration of the JustFOIA solution.

### **PROACTIVE, RECURRING CALLS UPON REQUEST**

Clients can request to have a recurring call with their dedicated support professional (monthly or quarterly) to discuss recommended changes, questions, or concerns.

### **ADJUSTMENT OF CURRENT SINGLE-SIGN ON OR PAYMENT PORTAL CONNECTIONS**

JustFOIA can assist with adjusting the current SSO or Payment Portal connection.



# HOW DOES IT WORK?



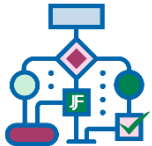
## Receive Records Requests through Your Configurable Public Portal

Direct requesters to an online experience to submit and track the status of their requests, search previous requests, pay invoices, and more. Requesters are automatically notified of receipt.



## Create Custom Request Forms

Modernize paper forms and emailed PDF requests with as many configurable, web-based forms as you want. Digital forms allow you to quickly collect all the information you need from the start!



## Reduce Response Times through Workflow

Streamline your process by automating repetitive tasks and communications through process mapping. Departments and users can be assigned and automatically notified of tasks and due dates. Reminders, escalations, reassignments, and approvals are configurable within each task.



## Centralize All Communications – With the Requester and Internal

Create transparency and simplify your communications both internally and externally. Design and automate common communications with templated messages and workflows.



## Redact Sensitive Information

Automatically redact documents with one click or manually remove sensitive data. Features include text search, proximity search, redact selected text and/or full page(s). There is no per-user fee, so any user can redact a document if they are permitted by your organization. An exemption log can be automatically generated to accompany each request to explain any redactions.



## Estimate & Log Time & Materials

Keep track of the labor, time, and materials costs of fulfilling requests. Configure individual user hourly rates and standard material fees, so invoicing is made simple.



## Generate Invoices and Receive Payments

Issue invoices and receive payments inside the Public Portal. Accept all forms of payments including credit cards via our optional, PCI-Compliant Payment Portal, using third-party payment processors.



## Import & Organize Response Documents

Easily upload documents from your computer, network or via our optional Laserfiche integration for the requestor to retrieve through your secure JustFOIA Public Portal. Using our optional Any & All Document Management module, extract .PST files and simplify managing hundreds of files.



## Analyze Comprehensive Reports

Custom reports are available, in addition to standard reports, such as:

- |                      |                      |                     |
|----------------------|----------------------|---------------------|
| ▪ Processed Requests | ▪ Fees Totals        | ▪ Correspondence    |
| ▪ Bottlenecks        | ▪ Time and Materials | ▪ Open Requests     |
| ▪ User Activity      | ▪ Deleted Requests   | ▪ Request Retention |
| ▪ Paused Requests    | ▪ User Task Activity | ▪ Payment Details   |

# WORLD-CLASS, STANDARD SECURITY & COMPLIANCE

JustFOIA is committed to providing a secure platform for our clients that meets or exceeds industry standards. JustFOIA's SOC 2 Type 2 certification, as defined by the American Institute of Certified Public Accountants (AICPA) demonstrates that an external auditing firm has verified the implementation of strict information security and risk management policies and procedures. JustFOIA's CIO is CISSP certified. **All JustFOIA client sites are deployed exclusively on the Azure Government Cloud**, which was built upon the foundational principles of security, privacy and control, compliance, and transparency. JustFOIA is also the only TX-RAMP Certified records request management cloud product.



## SOC 2 COMPLIANCE

The official SOC 2 audit report provides a thorough review of processes relating to risk management, including:

- Internal Controls
- IT Infrastructure
- Logical Security
- Environmental Security
- Disaster Recovery Plans
- Access Management Policies
- Software Development Lifecycle
- Network Security
- Computer Operations
- Acceptable Use Policies
- Subservice Due Diligence
- Change Management Procedures
- Physical Security
- Business Continuity
- Corporate Ethics

## MICROSOFT AZURE GOVERNMENT CLOUD

Microsoft Azure Government Cloud is FedRAMP Authorized at Level High and designed to handle data subject to certain government regulations and requirements, such as NIST800.171 (DIB), ITAR, IRS 1075, DoD L4, and CJIS. Azure Government uses physically isolated datacenters and networks (located in U.S. only).

## ENCRYPTED DATA

The Solution is a web-based application, and all HTTP communications are secured in transit by TLS 1.2 (aka HTTPS). Your data is encrypted at rest transparently using 256-bit AES encryption, one of the strongest block ciphers available, and is FIPS 140-2 compliant.

## WEB APPLICATION FIREWALL

Azure Web Application Firewall (WAF) provides protection of your web applications from common exploits and vulnerabilities. SQL injection and cross-site scripting are among the most common attacks. WAF on Application Gateway is based on Core Rule Set (CRS) 3.1, 3.0, or 2.2.9 from the Open Web Application Security Project (OWASP). With no additional configuration required, the WAF automatically updates to protect against new vulnerabilities.

## LAYER 7 LOAD BALANCING & NETWORK SECURITY GROUPS

Load Balancing distributes traffic across multiple servers to improve availability and performance. Azure Application Gateway serves as a web traffic load balancer that directs traffic to web applications. While traditional load balancers operate at the transport layer (OSI layer 4), Azure Application Gateway makes routing decisions based on additional attributes of an HTTP request, such as URI path or host headers. Application layer (OSI layer 7) load balancing gives the JustFOIA team greater control in managing the Solution's infrastructure. As a second layer of protection, Network Security Groups applied will only allow traffic that is explicitly defined as allowed.

## MONITORING & PERFORMANCE ANALYSIS

Our monitoring and alerting systems notify our Network Operations Center (NOC) of any issues with availability or performance. Our engineers are available 24/7 to address any cloud infrastructure issues.

## P2S = POINT TO SITE VPN

Support & administrative personnel access the Solution's backend infrastructure via secure VPN connections only.

## UPDATE MANAGEMENT

Updates for Windows Server OS and SQL Server are managed through Azure Automation Update Management, deploying critical and security updates monthly and classification updates quarterly.

## AZURE BACKUP & SITE RECOVERY SERVICES

Azure's backup service provides independent and isolated backups to guard against accidental destruction of original data. Backups are encrypted and stored in a Recovery Services Vault with built-in management of recovery points.

The Solution's Disaster Recovery is built upon Azure Site Recovery (ASR), a native disaster recovery as a service that replicates all Virtual Machine disks (OS and Data for all web, application, and database servers) from the Azure Region hosting your production environment to a geographically disparate Azure Region. Replicas are kept up to date within five (5) minutes.

## ONGOING SECURITY INNOVATION

As you can see, we take numerous measures to secure your data. While we're confident in our technology, we recognize that no system can guarantee data security with 100% certainty. For that reason, we will continue to innovate, maintain state of the art security measures, and thoroughly investigate any reported security issues concerning JustFOIA's services or software.

## 508/ADA COMPLIANCE

As part of our ongoing commitment to providing the easiest-to-use records requests software, we are dedicated to providing a web application that is accessible to the widest possible audience, regardless of technology or ability. As such, we strive to remove barriers that might prevent a person with disabilities from using our products by adhering to the Revised Section 508 Standards published by the United States Access Board.



The WCAG level of compliance is approved by the ADA for websites and provides recommendations for making content accessible. JustFOIA's citizen-facing pages perform at a Level AA (or level two) conformance to these guidelines, including:

- **Text Equivalents:** Alternative text for appropriate images and other non-text elements
- **Full Keyboard Access:** Built so that it can be accessed using a keyboard
- **Site Consistency:** Feature and functions perform the same way every time
- **Site Structure:** Appropriate headings, lists, paragraphs, style sheets, and other format features to enable easy use with assistive technology
- **Links:** Descriptive link titles, unless the link text already fully describes the target

JustFOIA routinely completes a Voluntary Product Accessibility Template (VPAT) and engages with external consultants certified by the International Association of Accessibility Professionals to ensure our Solution conforms with required standards. Our [VPAT Report](#) allows us to provide the data needed for your procurement team to verify that the JustFOIA Solution complies with Section 508 technical requirements.



# CLIENT JOURNEY TO EMPOWERMENT

We're going to walk with you hand-in-hand throughout your JustFOIA Client Journey, actively supporting and guiding your team as they interact and engage with the Solution – thus, empowering your team to manage the system post-implementation. This journey is not viewed as a one-time transaction but as an ongoing partnership, where we remain committed to client success and satisfaction at every stage.

## DELIVERY TEAM

Once you have selected your “destination” of JustFOIA, our Delivery Team will guide you through four phases of implementation, ensuring a smooth path to Go-Live:

### ***Phase 1: Pre-Implementation***

We think it's important that we get to know each other first – building upon the knowledge gained during the decision-making process to configure the Solution to your specific needs. Your Project Coordinator will gather configuration data and outline expectations for the upcoming implementation phases. During our “Implementation Launch Session,” your assigned Project Coordinator will discuss training, confirm the timeline and key milestone dates, and introduce you to the public-facing side of your JustFOIA site and request form(s).

### ***Phase 2: System Training & Configuration***

This phase will consist of two remote/live “*System Training Sessions*” for Administrators and Power Users, focusing on the practical application of the Solution through a hands-on experience submitting and working with mock requests to create a deep practical understanding of requests and administration settings. Clients are introduced to form configurations, retention options, redaction capabilities, communication tools, and more.

### ***Phase 3: Request Training, Processing & Testing***

Administrators and Power Users will be guided through the designed request form workflow, creating a collaborative, problem solving experience that results in a more intimate understanding of the process.

As Administrators and Power Users become experts in the Solution, the JustFOIA Delivery Team will collaborate with you to assist in onboarding general users. With numerous resources to onboard and introduce your staff to the Solution including custom training outlines, workflow maps, and guides for long-term reference, JustFOIA empowers you to create an internal training program while reinforcing your own knowledgebase.

Following training, a designated testing window reinforces training principles while preparing to launch the JustFOIA Solution to the public. Your assigned Project Coordinator will be on stand-by to make necessary system modifications.

### ***Phase 4: Launching JustFOIA***

Now, the moment we've been waiting for – it's time to Go-Live with JustFOIA! The Delivery Team is invested in your success and will be with you every step of the way. We will remove test data from your JustFOIA site and provide a press kit to spread the word about your efforts to promote transparency. High-level priority is given to inquiries and adjustments during our *Hypercare Check-in Service* period until you are transitioned to your long-term Client Success and Technical Support Teams.

## CLIENT SUCCESS

Once you have launched JustFOIA to the public, your journey is only just beginning. Every JustFOIA client is assigned a dedicated Client Success Specialist to ensure they are getting the most out of their investment. Your Client Success Specialist can consult with you to recommend best practices and solutions to common records request issues. We invite clients to participate in periodic user webinars, training opportunities, user communities, and focus groups. Regardless of user type, there is something for everyone.

In addition to ensuring your satisfaction with JustFOIA, your Client Success Specialist will recommend resources found in the Training Center for JustFOIA, our complimentary learning management system with unlimited, on-demand access to hundreds of help videos and product documentation.

# JUSTFOIA DEFINITIONS

*To determine which modules are applicable, please refer to the Pricing section. Your specific implementation may not include all modules described below.*

## REDACTION MODULE

Our powerful in-App Redaction Module allows you to upload and redact documents automatically with one click or manually remove sensitive data. Features include text search, pattern matching, proximity search, redact selected text and/or full page(s). Easily apply exemption codes to cite redaction reasons. Once applied, redacted areas are burnt into the document and cannot be recovered or removed so only the redacted version can be released. There is no per-user fee, so any permitted user can redact a document.

## JUSTFOIA TRAINING CENTER

The JustFOIA Training Center is a robust Learning Management System that offers remote learning, ongoing training and certification. This complimentary subscription provides an easy solution for new users and refresher training. Benefits include:

- 24/7 access to on-demand JustFOIA training videos, certification courses and other resources
- Reduction in training time and expenses
- Catered learning for all skill levels from Basic Users to System Administrators
- Unlimited access for Client's entire organization
- Reduction in internal support and increased user productivity
- Increased efficiency through improved internal usage/adoption of JustFOIA
- Customized with fully indexed, recorded training sessions

## ADVANCED REPORTING

The Advanced Reporting module will allow Client to select data points to create custom reports and includes the following:

- User-selectable data points
- User-defined date ranges
- Saving created reports
- Ability to export data

## SINGLE SIGN-ON (SSO)

The JustFOIA authentication system enables [Single Sign-On](#) ("SSO") integration by allowing connection to one of many supported identity providers. This allows users to login to JustFOIA via trusted connections established with their IT infrastructure (e.g., Microsoft Entra ID (formerly known as Azure Active Directory) login) instead of using username and password authentication within JustFOIA. This feature eliminates the need for users to maintain two sets of credentials, is easier for Client's IT organization to maintain security protocols and gives Client better control over managing user access.

The following types of enterprise connections can be made:

- |                                                                 |                                                             |
|-----------------------------------------------------------------|-------------------------------------------------------------|
| ▪ Microsoft Entra ID (formerly known as Azure Active Directory) | ▪ PingFederate                                              |
| ▪ ADFS                                                          | ▪ Google Workspace (formerly G Suite, formerly Google Apps) |
| ▪ Open ID Connect                                               | ▪ SAML                                                      |
| ▪ Active Directory                                              | ▪ Duo                                                       |

## PAYMENT PORTAL

JustFOIA integrates with NCR, Authorize.net, PayPal, NIC, Catalis, and Paymentus payments to collect payments from requestors online. These third-party payment processors handle all monetary transactions and sensitive credit card data. The requestor enters the request number/security key to see any fees that they owe. If they owe fees, they can pay through a secure NCR, Authorize.net, PayPal, NIC, Catalis, or Paymentus payments site. Once they pay, users are able to make the request documents available for immediate release.

## **LASERFICHE INTEGRATION**

Our exclusive Laserfiche integration is a seamless bridge, allowing your organization to leverage Laserfiche to fulfill records requests more quickly and efficiently. From inside the JustFOIA Solution, users can securely connect to their Laserfiche repository to search and browse for responsive documents, sending selected documents to a specific request in the same file format as they are in the repository. As part of your Laserfiche Integration, you can export custom system reports directly into your Laserfiche repository, as well as all parts of a request including communications, response documents, invoices, and a full timeline history of activity on the request. This integration requires each user to have a full Laserfiche license. Please see the [Laserfiche Integration User & Configuration Guide](#).

## **ANY & ALL DOCUMENT MANAGEMENT**

For clients who receive requests for “Any and All” communications, the effort to determine the responsive documents can be overwhelming. Built for clients who need to work with a large number of files, JustFOIA’s Any & All Document Management tool helps simplify and speed up this process with a variety of features, including:

- Extract .PST files (emails and attachments)
- Detect duplicate emails
- Bulk redact and sort all files with one-click
- Combine files into one PDF
- Create custom folders and review documents in the document viewer

## **DIRECTROUTE WORKFLOWS**

DirectRoute Workflows enhance your organization’s efficiency by automating the initial routing of requests. This empowers requestors to pinpoint the exact department responsible for receiving and addressing their submission. This leads to a significant reduction in processing time, a streamlined user experience, and assurance that requests are routed accurately.

Like JustFOIA’s standard workflow capabilities, DirectRoute Workflows can include due dates, reminders, escalations, approvals and trigger the dispatch of system and customized emails.

## **DYNAMIC FORM FIELDS**

For clients looking for a more advanced form experience, Dynamic Form Fields provides a way to create highly interactive and user-centric request forms. These fields adapt the form’s behavior to requestor input and predefined conditions, specifically enhance the requestor experience. Dynamic Form Fields can be especially valuable in complex forms where all fields are not relevant to every requestor. The use of Dynamic Form Fields ensures all data necessary to process a request is collected at the initial submission.

A JustFOIA Dynamic Form Field is defined as a single form field (Dropdown, Checkbox, Text Area, Text Input, Date or Label) that becomes visible and/or required based on form selections or requestor input.

## **SANDBOX**

For clients that prefer to test proposed changes before making updates to their live system, JustFOIA offers a Sandbox environment. JustFOIA will provide a sandbox/testing environment based on a snapshot of the configuration and database on the day requests begin being processed via the JustFOIA Public Portal. An update can be requested at any time, for an additional cost.

## **INSTANCE**

For agencies that prefer to have multiple instances of JustFOIA, there are options available. Ideal for shared services environments with centralized IT administration and billing needs, an additional instance can be used for an additional agency, division or even a sandbox environment. An additional instance includes:

- Per-instance administration interface
- Same add-ons as initial system
- A separate, unique URL
- Unique set of system email templates
- Independent branding and separate Public Portal
- Independent reporting
- A different SSO domain and/or payment account

# SERVICE PACKAGES

## GENERAL ASSUMPTIONS

The following assumptions serve as the basis for the Service Package(s) reflected below. Any service or activity not described below is not included in the scope of services to be provided. Variations to the following may impact the Service Package's cost and/or schedule, justifying a change order.

- JustFOIA's completion of a Deliverable to Client shall constitute that JustFOIA has conducted its own review and believes it meets Client's requirements. Client shall then have the right to conduct its own review of the Deliverable as Client deems necessary. If Client, in its reasonable discretion, determines that any submitted Deliverable does not meet the agreed upon expectations, Client shall have five (5) business days after JustFOIA's submission to give written notice to JustFOIA specifying the deficiencies in reasonable detail. JustFOIA shall use reasonable efforts to promptly resolve any such deficiencies. Upon resolution of any such deficiencies, JustFOIA shall resubmit the Deliverable for review as set forth above. Notwithstanding the foregoing, if Client fails to reject any Deliverable within five (5) business days, such Deliverable shall be deemed accepted.
- If either party identifies a business issue during the project, JustFOIA and Client must jointly establish a plan to resolve the issues with potential impact analysis of timeline and budget within five (5) business days of identification. Any necessary business decision resulting from the identified business issues must be made by Client within five (5) business days from request.
- Client will maintain primary contacts and project staff for the duration of the project, as a change in staff may result in a change order for time spent by JustFOIA on retraining, reeducating, or changes in direction.
- Client will ensure that all Client's personnel who may be necessary or appropriate for the successful performance of the services will, on reasonable notice: (i) be available to assist JustFOIA personnel by answering business, technical and operational questions and providing requested documents, guidelines, and procedures in a timely manner; (ii) participate in the services as reasonably necessary for performance under this Order; and (iii) be available to assist JustFOIA with any other activities or tasks required to complete the services in accordance with this Order.
- Note that all services contracted for must be done as part of the initial implementation. For the avoidance of doubt, if there are services or portions thereof that the Client does not elect to implement as part of the initial implementation, such services are forfeited.
- All services, unless otherwise noted, will be performed remotely.

## PRO IMPLEMENTATION

### CLIENT TASKS & DELIVERABLES

- Provide a visual flow chart and/or narrative of current records request process(es) and requirements
- Attend all scheduled implementation sessions and respond promptly to requests for information
- Complete necessary configuration assignments in a timely manner, including but not limited to:
  - Create General User and Viewer accounts and respective departments
  - Create user-created email templates
- Conduct internal end-user (General User) trainings
- Perform user acceptance testing
- Complete JustFOIA Training Center trainings and certification
- Configure Deflection/Dynamic Fields, unless Dynamic Fields Configuration Package is quoted

### JustFOIA TASKS & DELIVERABLES

- Deploy site in the Microsoft Azure Government Cloud
- Set up Client with Training Center accounts
- Conduct Pre-Implementation Session (1 hour) to collect necessary configuration data and outline expectations
- Lead Implementation Launch Session (1 hour) to identify implementation milestones and introduce Client to public facing JustFOIA site and request form(s)
- Establish and configure initial Administrator and Power User security credentials and respective departments
- Personalize Public Portal with Client branding



- Configure number of request forms defined in Order and necessary request statuses and workflow task lists
- Complete initial configuration of observed holidays
- Complete initial configuration of system email templates
- Conduct two (2) Remote System Trainings (1.5 hours and 1 hour respectively); recordings made available in Training Center
- Conduct one (1) Remote Workflow Training (1 hour per form process); recording made available in Training Center
- Provide training support and resources to Administrator and Power User Team for end-user trainings
- Provide technical support through user testing before going live
- Assist with transition to Client Success and Support Teams
- Provide Go-Live Marketing Press Kit

## REDACTION EXEMPTION CODES CONFIGURATION

### CLIENT TASKS & DELIVERABLES

- Provide list of desired Exemption Codes for entry into JustFOIA with desired descriptions

### JustFOIA TASKS & DELIVERABLES

- Configure Redaction Exemption Codes and Exemption Log
- Complete testing and training

## PAYMENT PORTAL CONFIGURATION

### CLIENT TASKS & DELIVERABLES

- Review [Payment Portal Guide](#)
- Set up an account with a valid Payment Processor (NCR, Authorize.net, PayPal, NIC, Catalis, or Paymentus payments)\*  
*\*Recommended that merchant account application be completed at the time of JustFOIA contract execution to avoid project delays.*
- Supply necessary credentials from Payment Processor. Examples include:
  - Client Key
  - Web Key
  - API Identifier
  - Payment Type Name
  - Allowed Payment Method
- Participate in testing process

### JustFOIA TASKS & DELIVERABLES

- Conduct requirements gathering
- Configure and implement Payment Portal

## SINGLE SIGN-ON (SSO) CONFIGURATION

### CLIENT TASKS & DELIVERABLES

- Review [Single Sign-on Guide](#)
- Follow the [Single Sign-on Guide and](#) best practices documentation for your Identity Provider of choice
- Choose a protocol to connect with (e.g.: SAML, Open ID Connect)
- Attend an Integration Call with JustFOIA to walk through any outstanding setup and Q&A, within the scope of JustFOIA responsibilities
- Work with JustFOIA to determine what pieces of information will be needed
- Participate in testing

### JustFOIA TASKS & DELIVERABLES

- Conduct requirements gathering
- Configure JustFOIA SSO:
  - Deliver any relevant documentation for connection type to the client
  - Integration call with Client to walk through any outstanding setup and Q&A, within the scope of JustFOIA responsibilities
  - Information gathered by client is provided to JustFOIA
  - Enterprise Connection is created and established in the JustFOIA system

- Client tests the connection to validate it is configured and working correctly
- Complete testing

## **ANY & ALL DOCUMENT MANAGEMENT CONFIGURATION**

### **CLIENT TASKS & DELIVERABLES**

- Attend remote Document Management training and respond promptly to requests for information

### **JustFOIA TASKS & DELIVERABLES**

- Configure and implement Any & All Document Management module
- Conduct one (1) remote Document Management training session (30 minutes); recording uploaded to Training Center

## **DYNAMIC FIELDS CONFIGURATION**

### **CLIENT TASKS & DELIVERABLES**

- Provide a list of desired dynamic form field(s), keywords and/or external links

### **JustFOIA TASKS & DELIVERABLES**

- Conduct requirements gathering (not to exceed 1 hour)
- Configure and implement up to 10 dynamic form fields (not to exceed 1 hour)
- Complete testing

## READY TO PARTNER?

### If you're ready to take the next step with JustFOIA, what happens next?

Checklist	Step/Activity	Responsible Party
<input type="checkbox"/>	Client notifies JustFOIA Solution Consultant (SC) of Vendor Selection	Client
<input type="checkbox"/>	Client reviews the What's Included and Pricing pages to confirm all necessary components are included and requests any necessary updates.	Client
<input type="checkbox"/>	JustFOIA SC requests information below to provide official Contract/Order with Assumptions, Terms & Conditions: <ul style="list-style-type: none"> <li>Legal Name</li> <li>Bill to Contact(s)/Email(s)</li> <li>Ship to Contact(s)/Email(s)</li> <li>Accounts Payable Email (if applicable)</li> <li>Desired Request Forms</li> <li>Desired URL (Example: bryantx.justfoia.com)</li> </ul>	JustFOIA SC
<input type="checkbox"/>	Ensure your IT Department has reviewed and agreed to the prerequisites for: <ul style="list-style-type: none"> <li><a href="#">Single Sign-on</a> <ul style="list-style-type: none"> <li>Determine enterprise connection (i.e., Microsoft Entra ID (formerly known as Azure Active Directory), ADFS, SAML)</li> </ul> </li> <li><a href="#">Laserfiche Integration</a> <ul style="list-style-type: none"> <li>Must be on version 11 or higher</li> <li>What type of Laserfiche environment do you have (i.e., On-prem, Laserfiche Cloud, MCCi Managed Cloud, etc.)?</li> </ul> </li> </ul>	Client IT
<input type="checkbox"/>	Ensure your Finance Department has reviewed and agreed to the supported payment gateways for the <a href="#">Payment Portal</a> (NCR, Authorize.net, PayPal, NIC, Catalis, or Paymentus payments) <ul style="list-style-type: none"> <li>Determine desired payment gateway</li> <li>Determine/setup merchant account compatible with payment gateway</li> </ul>	Client Finance
<input type="checkbox"/>	Client/JustFOIA Legal Review	Client & JustFOIA SC
<input type="checkbox"/>	Client executes Contract and becomes part of the JustFOIA family!	Client





B.O.C.C Thursday Discussion

4. 1.

Meeting Date: 09/04/2025

Title: Commissioner Board Appointments

Submitted By: Erika Guy

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TOPIC:

Commissioner Board Appointments

BACKGROUND:

See Attachment

RECOMMENDED ACTION:

Discuss

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Attachments

2025 Commissioner Boards

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## 2025 Commissioner Boards

### White:

<u>Adult Resource Alliance</u>	<u>6/30/26</u>
<u>Area II Agency on Aging</u>	<u>6/30/25</u>
<u>Weed Control Board</u>	<u>12/31/26</u>
<u>Billings Urban FSA</u>	<u>INDF.</u>
<u>Community Crisis Center</u>	<u>INDF.</u>
<u>County Compensation</u>	<u>INDF.</u>
<u>MetraPark Advisory Comm.</u>	<u>INDF.</u>
<u>Planning &amp; Zoning</u>	<u>INDF.</u>
<u>Solid Waste District</u>	<u>INDF.</u>

### Waters:

<u>Alternatives</u>	<u>Fall 2028</u>
<u>Beartooth RC&amp;D</u>	<u>6/30/25</u>
<u>SCRJDB</u>	<u>12/31/25</u>
<u>Public Health Local Governing Authority</u>	<u>INDF.</u>
<u>Beartooth RC&amp;D Alt.</u>	<u>6/30/25</u>
<u>Big Sky EDA</u>	<u>12/31/26</u>
<u>Lockwood TEDD</u>	<u>3/31/27</u>
<u>Billings Urban FSA</u>	<u>INDF.</u>
<u>County Compensation</u>	<u>INDF.</u>
<u>MetraPark Advisory Comm.</u>	<u>INDF.</u>
<u>Planning &amp; Zoning</u>	<u>INDF.</u>
<u>Solid Waste District</u>	<u>INDF.</u>

Morse:

<u>Big Sky EDC</u>	<u>12/31/27</u>
<u>Board of Health</u>	<u>12/31/27</u>
<u>Mental Health Board</u>	<u>12/31/26</u>
<u>Yellowstone County Museum</u>	<u>6/30/27</u>
<u>Billings Urban FSA</u>	<u>INDF.</u>
<u>County Compensation</u>	<u>INDF.</u>
<u>MetraPark Advisory Comm.</u>	<u>INDF.</u>
<u>Planning &amp; Zoning</u>	<u>INDF.</u>
<u>Public Health Local Governing Authority</u>	<u>INDF.</u>
<u>Solid Waste District</u>	<u>INDF.</u>

Non-County Boards with Commissioner Appointments:

<u>PCC</u>	<u>MM in 2025</u>
<u>CJCC Subcommittee</u>	<u>MM</u>
<u>Chamber AG</u>	<u>All</u>
<u>Downtown Billings Partnership</u>	<u>CW</u>