

YELLOWSTONE COUNTY EMPLOYEE PARKING POLICY

POLICY 26-03

This Parking Policy becomes effective March 1, 2026. This Policy supersedes all previous parking policies or amendments. Yellowstone County, (the County), strives to provide parking for all County employees.

The wait list sections of this policy applies to those employees who work at the Ostlund Building but park in the Courthouse parking lot while waiting room to park in the Ostlund Building parking lot, as well as those Courthouse employees who currently park in the Credit Union parking lot and await room to park in the Courthouse parking lot.

There are no wait lists for employee parking at the following locations: Sheriff Office, Extensions, Road and Bridge, (including Weed), MetraPark, Elections, Detention and Youth Services Center.

Employees Park at all County parking locations on a first comes first serve basis, there is no reserved employee parking in any County parking lot. Elected Officials and Department Heads have designated parking at the Ostlund parking lot.

PARKING FEE

A monthly fee of \$10.00, (\$5.00 per paycheck), shall be deducted from all employees, including elected officials, who park in County parking lots. Employee locations included in this fee-based parking include The Ostlund lot, The Courthouse lot, (including the Credit Union lot), Metra Park employee parking, Election office employee parking, Extension Office employee parking, Youth Services employee parking, and Sheriff Office non-sworn employee parking. Excluded from this list are Sheriff Officers, Detention Officers, Road and Bridge employees and the following MetraPark employees covered under the CBA : maintenance employees, the working Foreperson/Engineering Assistant, the Engineer and housekeeping/custodian employees.

WAIT LIST

There are two wait lists, one list for the Ostlund Building lot and one list for the Courthouse lot. Employees eligible for Ostlund Building parking must work in the Ostlund Building and will receive notice when space becomes available in the Ostlund lot. Courthouse employees who currently park in the Credit Union parking lot will be notified when a Courthouse parking space becomes available.

UNAUTHORIZED USE

Parking in the Ostlund lot or Courthouse lots is limited to County employees only. If an employee cannot locate a parking spot, it is possible that someone from the public has parked in a county employee lot. Should that happen, the employee is to notify their supervisor or Department Head and can then park in a paid lot or at a meter and the County will reimburse the employee up to nine (9) hours of parking fees. The employee must obtain reimbursement for the County Auditor within five (5) working days.

Unauthorized vehicles parked in any County employee parking lot may be towed at the owner's expense upon the advice and consent of the County Attorney, Civil Division.

Approved this _____ day of _____, 2026, effective March 1, 2026. The Board of County Commissioners reserves the right to modify, amend or alter this policy.

Board of County Commissioners
Yellowstone County, Montana

ATTEST:

Mark Morse, Chairman

Jeff Martin
Clerk and Recorder

Michael J. Waters, Member

Chris White, Member