

**OFFICIAL AGENDA
TUESDAY July 8, 2025
Meeting Start Time: 9:00 a.m.
Board of County Commissioners
Yellowstone County, Montana
Stillwater Building
316 N. 26th Street, Room 3108
Billings, MT
8:45 a.m. Agenda Setting**

Pledge to the Flag: Moment of Silence: Minutes

REGULAR AGENDA

PUBLIC COMMENTS ON REGULAR, CONSENT AND FILED AGENDA ITEMS

1. METRA PARK

Box Office Update

2. COMMISSIONERS

Resolution 25-83 to Change the Start Time of the August 5, 2025, Board of County Commissioners Meeting from 9:00 a.m. to 9:30 a.m.

CLAIMS

CONSENT AGENDA

1. COMMISSIONERS

Bylaws of the Yellowstone County Council on Aging, Inc.

2. FINANCE

- a. Bond for Lost Warrant
- b. South Central Regional Juvenile Detention Grant 2026
- c. Contract Amendment - Parking Lot Design - Cushing Terrell

3. METRA PARK

Metra Trust Check Log for June 2025

4. PLANNING DEPARTMENT

FY26 Billings MPO Unified Planning Work Program (UPWP)

5. PUBLIC WORKS

- a. MDT 2025-26 Noxious Weed Control Agreement between the State of Montana, Department of Transportation (MDT), and Yellowstone County Weed District.
- b. 1 Year Extension for Rosebud Lane Abandonment

6. SHERIFF

Propertyroom.com Agreement

7. HUMAN RESOURCES

- a. FY26 Stop Loss Contract with Nationwide Life Insurance Company
- b. Amwins Gene Therapy Solutions
- c. Amended Travel Policy 24-145
- d. **PERSONNEL ACTION REPORTS - MetraPark** - 2 Appointments

FILE ITEMS

1. CLERK AND RECORDER

- a. Yellowstone County News Sworn Statement of Circulation
- b. Billings Gazette Sworn Statement of Circulation

2. CLERK OF DISTRICT COURT

Checks and Disbursements from June 2025

3. FINANCE

ARPA SLFRF Compliance Report for the Period of Apr-Jun 2025

PUBLIC COMMENTS ON COUNTY BUSINESS

B.O.C.C. Regular

Meeting Date: 07/08/2025

Title: Box Office Update

Submitted By: Teri Reitz, Board Clerk

TOPIC:

Box Office Update

BACKGROUND:

N/A

RECOMMENDED ACTION:

Update

B.O.C.C. Regular

Meeting Date: 07/08/2025

Title: Resolution to Change the Time of the BOCC Board Meeting

Submitted By: Teri Reitz, Board Clerk

TOPIC:

Resolution 25-83 to Change the Start Time of the August 5, 2025, Board of County Commissioners Meeting from 9:00 a.m. to 9:30 a.m.

BACKGROUND:

Due to a scheduling conflict the Board of County Commissioners Board meeting on August 5, 2025 will start at 9:30 a.m. instead of 9:00 a.m.

RECOMMENDED ACTION:

Approve or deny.

Attachments

Resolution 25-83

RESOLUTION NO. 25-83

Establishing a Special Time of the Board of County Commissioners

WHEREAS, the Board of County Commissioners of Yellowstone County, Montana, wish to establish a special meeting time for Tuesday August 5, 2025 at 9:30 A.M.,

WHEREAS, the Board of County Commissioners, pursuant to Section 7-5-2122, M.C.A., must set any official meeting changes by resolution;

WHEREAS, The Board of County Commissioners wish to establish a special meeting time to convene on Tuesday, August 5, 2025 @ 9:30 a.m.;

NOW THEREFORE, IT IS HEREBY RESOLVED by the Board of County Commissioners of Yellowstone County, Montana, that the Board shall meet to conduct a special meeting time on **Tuesday, August 5, 2025 at 9:30 A.M.**

DONE BY ORDER of the Board of County Commissioners, Yellowstone County, Montana, and this 8th day of July, 2025.

BOARD OF COUNTY COMMISSIONERS
YELLOWSTONE COUNTY, MONTANA

Mark Morse, Chairman

Michael J. Waters, Member

ATTEST:

(SEAL)

Jeff Martin
Clerk and Recorder
Yellowstone County, Montana

B.O.C.C. Regular

Meeting Date: 07/08/2025

Title: Bylaws of the Yellowstone County Council on Aging, Inc.

Submitted By: Erika Guy

TOPIC:

Bylaws of the Yellowstone County Council on Aging, Inc.

BACKGROUND:

See Attachment

RECOMMENDED ACTION:

Approve or Deny

Attachments

Bylaws of the Yellowstone County Council on Aging Inc

**BYLAWS OF THE
YELLOWSTONE COUNTY COUNCIL ON AGING, INC.**

(as adopted _____ 2025)

MISSION STATEMENT

To provide effective services and lead collaborative efforts to ensure seniors remain independent with the highest possible quality of life.

PREAMBLE

The Yellowstone County Council on Aging, Inc., currently doing business as Adult Resources Alliance of Yellowstone County and other tradenames, hereinafter referred to as the "Alliance" is a corporation, not-for-profit, organized and operating under the laws of the State of Montana exclusively for charitable services to and for the benefit of the older adults. The principal office of the Alliance shall be in Billings, Yellowstone County, Montana. The Alliance may have other such offices within Yellowstone County as the Board of Directors may determine.

ARTICLE I. PURPOSES

The purposes of the Alliance shall be:

- a. To promote and develop programs, services and activities that benefit senior citizens; make services available to older adults, for example, health, nutrition, informational services, volunteerism, transportation and other programs as identified; to bring older adults together for social activities; and to promote appropriate public relations programs in support of older adults.
- b. To cooperate with public and private agencies administrated by the Alliance to more effectively meet the needs of, and provide opportunities for, older adults.
- c. To solicit funds at the local, state and national levels to support services for older adults.

ARTICLE II. BOARD OF DIRECTORS

ARTICLE III. OFFICERS AND DUTIES

Section 1. Officers: The officers of the Alliance shall be the Chair, Vice Chair, Treasurer and Secretary. Such officers shall have the authority and shall perform such duties as shall be prescribed by the Board and these Bylaws.

Section 2. Election and Term of Officers: At the Annual Meeting, the officers shall be elected by the Board from its Members and shall hold office immediately. Each term of office shall be two (2) years. The elected officers shall serve no more than two (2) consecutive two-year terms in their respective offices. In the event of a vacancy before the end of a term in any office, a new officer shall be elected to serve until the next Annual Meeting. A partial term does not count toward the four-year limitation.

Section 3. Powers and Duties:

- a. The Chair, or in his or her absence, the Vice-Chair, shall preside over all meetings of the Board. In case of the absence of both, the Secretary shall preside. The Chair shall exercise general supervision through, appointed committees over all affairs of the organization.
- b. The Chair shall be a member, ex-officio, of all Board committees. In the absence of the Chair, the Vice-Chair shall serve in his or her stead, or the Chair may appoint another member to serve.

ARTICLE IV. COMMITTEES

Section 1. Committees: The Board may create committees by a majority vote of the Directors then in office. Such committees shall include no less than two Members of the Board. Appointments to Board committees shall be approved by a majority vote of Board. To the extent provided in the resolution designating and appointing the Board committee, it may take any action on behalf of the Board as may from time to time be permitted by law, other than those actions specifically prohibited in Section 5 below. Each committee may, subject to the approval of the Board, prescribe rules and regulations for the call and conduct of committee meetings and other matters relating to its procedure. **Section 2. Membership:** The Chair shall annually appoint members of each committee and name the chair of each committee. Non-Board members may be included as members of any committee. The Chair may designate ad hoc committees as deemed necessary.

Section 3. Duties: The duties of each Committee shall be determined by the Board.

Section 4. Executive Committee: The Executive Committee shall consist of the current elected officers and the Immediate Past Chair, if still a Board Member, and shall have the authority to make emergency decisions pertinent to the Board's authority in matters that require immediate attention when there is not time to convene a special Board meeting. The Committee shall meet on the call of the Chair. Any decisions by the Executive Committee shall be presented to the Board for ratification at the next regular Board meeting.

ARTICLE VIII. BOOKS AND RECORDS

The Alliance shall keep or cause to be kept, as long as legally necessary, correct and complete books and records of account and shall also keep minutes of the proceedings of its Board and committees having and exercising any of the authority of the Board. The Alliance shall keep a record giving the names and addresses of the Board members. All books and records shall be kept at the principal office of the Alliance and may be inspected by any Board member, or by his or her agent or attorney, for any proper purpose at any reasonable time. In addition, the corporation shall keep a copy of the corporation's Articles of Incorporation and Bylaws as amended to date. An annual audit will be performed by a qualified CPA.

ARTICLE IX. FISCAL YEAR

The fiscal year of the Alliance shall begin on the first day of July in each year and end at midnight on the 30th day of June of the following year.

ARTICLE X. INDEMNIFICATION AND INSURANCE

Section 1. Mandatory Indemnification. The Corporation shall indemnify a Board Member or former Board Member, who was wholly successful, on the merits or otherwise, in the defense of any proceeding to which he or she was a party because he or she is or was a Board Member of the Corporation against reasonable expenses incurred by him or her in connection with the proceedings.

Section 2. Permissible Indemnification. The Corporation shall indemnify a Board Member or former Board Member, made a party to a proceeding, because he or she is or was a Board Member of the Corporation, against liability incurred in the proceeding, if determination to indemnify him or her has been made in the manner proscribed by the Act and payment has been authorized in the manner proscribed by the Act.

Section 3. Advance for Expenses. Expenses incurred in defending a civil or criminal action, suit or proceeding may be paid by the Corporation in advance of the final disposition of such action, suit or proceeding, as authorized by the Board in the specific case, upon receipt of: (a) a written affirmation from the Board Member, officer, employee or agent of his or her good faith belief that he or she is entitled to indemnification as authorized in this Article 10; and (b) an undertaking by or on behalf of the Board Member, officer, employee or agent to repay such amount, unless it shall ultimately be determined that he or she is entitled to be indemnified by the Corporation authorized in this Article.

ARTICLE XIV. COUNTY COMMISSIONER APPROVAL

The Yellowstone County Commissioners have reviewed these Bylaws and by notation here indicate their approval.

Chair, Yellowstone County Commission

Date

B.O.C.C. Regular

2. a.

Meeting Date: 07/08/2025

Title: Bond for Lost Warrant

Submitted By: Anna Ullom, Senior Accountant

TOPIC:

Bond for Lost Warrant

BACKGROUND:

Bond for Lost Warrant

RECOMMENDED ACTION:

Approve reissue

Attachments

Bond for Lost Warrant

NI-16

BOND FOR LOST WARRANT

On July 14, 2023 Yellowstone County issued a warrant numbered 21382 to STIEF, MARK (Principal) in the amount of \$170.00. The warrant was drawn in payment of INMATE RELEASE CHECK. Principal now attests that the warrant has been lost or destroyed, and it has undertaken a diligent search but has been unable to recover the warrant. Moreover, Principal has not received payment on the claim. Therefore, Principal has requested that Yellowstone County issue a duplicate warrant in the same sum of \$170.00 to replace the lost or destroyed warrant.

WHEREFORE, Principal agrees to indemnify and hold harmless Yellowstone County and its officers from all loss, costs, or damages incurred as a result of issuing the duplicate warrant, should Yellowstone County issue a duplicate warrant, and agrees to release any and all claims that principal may have against Yellowstone County now or in the future as related to payment of the above stated claim. Principal also agrees to pay to any person entitled to receive payment under the original warrant, as the lawful holder of the original warrant, all monies received upon the duplicate warrant.

Further, Principal agrees to bind itself, its heirs, assigns, executors, administrators, successors and assigns, jointly and severally, for twice the amount of the original warrant as required by M.C.A. 7-7-2104 (2), which is \$ 340.00 and may be enforced in the event the Principal cashes both the original warrant and the replacement warrant. In addition, Principal agrees to pay reasonable attorney's fees, and to cover all losses, damages, and other costs incurred by Yellowstone County in enforcing its rights under this bond.

Mark Stief

Principal Signature

3165 King ave E

Mailing Address for replacement check

Billings MT 59101

City, State Zip

State of Montana)

County of Yellowstone) : (seal/stamp)

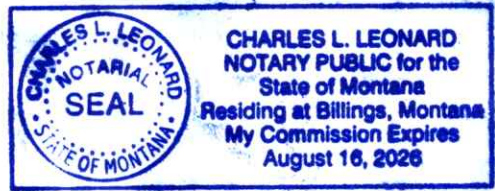
This instrument was acknowledged before me on this 26th day of June, 2023

by Mark Stief

Charles L. Leonard

Notary Signature

(NOTARIAL SEAL/STAMP)



APPROVED:

Chair, Board of County Commissioners

Date

Replaced with warrant # _____, dated _____ (completed by County)

B.O.C.C. Regular

2. b.

Meeting Date: 07/08/2025

Title: South Central Regional Juvenile Detention Grant 2026

Submitted By: Anna Ullom, Senior Accountant

TOPIC:

South Central Regional Juvenile Detention Grant 2026

BACKGROUND:

South Central Regional Juvenile Detention Grant 2026 Award and Special Conditions

RECOMMENDED ACTION:

Sign and approve.

Attachments

Award Letter - South Central Regional Juvenile Detention Grant FY26

South Central Regional Juvenile Detention Grant 2026 - Special Conditions



Montana Board of Crime Control

5 S Last Chance Gulch
PO Box 201408
Helena MT 59620
Phone (406)444-3604
Fax (406)444-4722
TTY (406)444-7099
www.mbcc.mt.gov

Leo Dutton
Sheriff & Coroner,
Lewis & Clark County
Chairperson

Rick Kim
Fort Peck Tribal Member and
Rural Montana Representative
Vice Chairperson

Laurie Barron
Superintendent,
Evergreen School District

Andrea Bethel
Captain,
MT Probation & Parole

Eric Bryson
Executive Director, Montana
Association of Counties

Shantelle Gaynor
Director, Missoula County
Community Justice

Brian Gootkin
Director, Department of
Corrections

Jason Johnson
Administrator
Gambling Control Division

Matt Kuntz
Executive Director
NAMI Montana

Amanda Littlesun
DV Program Director,
Rocky Mountain Tribal
Leaders Council

Dave McAlpin
Administrator,
Office of the Court
Administrator

Meaghan Mulcahy
Investigator, MT Human
Rights Bureau

Amanda Myers
Assistant U.S. Attorney

Brett Schandelson
Director, Office of
State Public Defender

Kaydee Snipes Ruiz
District Court Judge
12th Judicial District

Amy Tenney
Chief Executive Officer, Boyd
Andrew Community Services

Scott Twito
Yellowstone County Attorney

Robert Weber
Chief of Police, Glasgow
Police Department

June 23, 2025

Sam Bofto
Yellowstone County Youth Services Center
410 South 26th Street
Billings, MT 59101

RE: FY2026 Regional Juvenile Detention Grant - Yellowstone County Youth Services Center

Dear Sam,

The Montana Board of Crime Control (MBCC) congratulates you on the award of your application.

Enclosed is your grant award and necessary instructions. If there has been a change to any authorized official since the time of application, please complete a new signature page (<https://mbcc.mt.gov/Funding/Forms>) and submit it with the signed award documents. Once your award letter becomes available, please have **Mark Morse, Chair, Board of Commissioners**, complete and sign the following:

- *Grant Award*
- *Special Conditions*
- *Other documents as indicated in the task assigned to you in AmpliFund*

Documents require original signatures and must be uploaded to the Public folder in AmpliFund.

All grant funds are provided on a reimbursement basis, with proof of expenses incurred.

Quarterly Reports are required. MBCC will reach out with more information and instructions before you are required to submit reports in AmpliFund.

If you have any questions regarding your grant, please contact:

Jeremy Shields
406-444-2056



STATE OF MONTANA
BOARD OF CRIME CONTROL

Contact information for awarding official:
5 S Last Chance Gulch – Helena MT 59601-4178
Phone: (406) 444-3604 | Fax: (406) 444-4722



GRANT AWARD

Subgrant: 26-L01-2333 Yellowstone county Youth services Center

Grantee: Yellowstone County Youth Services Center
410 South 26th Street
Billings, MT 59101

Project Period: 07/01/2025 - 06/30/2026

Award Date: June 5, 2025

Subrecipient's MBCC Award Identification number:
26-L01-2333

Federal Amount
Awarded:

State Amount Awarded: \$137,239.00

Guaranteed Local \$124,739.00

Matching: _____

Total: \$261,978.00

Project Description: Support Regional Juvenile detention centers to provide funding and assist with staffing, supervisor and facility operation related to securely housing juveniles.

Special Conditions

Please see award Special Conditions in your grant folder.

This grant is subject to the special conditions for this award and must be implemented and administered along guidelines already established by your agency. This grant shall become effective, as of the date of award, when the grantee signs and returns a copy of this grant award to the Board of Crime Control.

Funds allocated to this project, both awarded and matching, must be obligated prior to **06/30/2026**.

Natalia Bowser
Director
Montana Board of Crime Control

June 23, 2025

Date

I, as authorized representative of the above grantee agency, hereby signify acceptance of the above described grant on the terms and conditions set forth above or incorporated by reference therein.

Mark Morse
Chair, Board of Commissioners

Date



STATE OF MONTANA
BOARD OF CRIME CONTROL
5 Last Chance Gulch - Helena MT 59601-4178
Phone: (406) 444-3604 Fax: (406) 444-4722



**Regional Juvenile Detention Centers
State Special Conditions 2026**

1. Equipment Purchases Require Competitive Bids

Subrecipients must obtain competitive bids for equipment and awards should go to the lowest bidder. For equipment costing more than \$5,000.00, bids must be written and copies submitted with quarterly financial reports. If other than the lowest bid is accepted, a full justification must be submitted to the Board of Crime Control.

2. Award is Conditional Upon Availability of Funds

This grant award is conditional upon availability of government funds and may be reduced at any time due to budget reductions.

3. Non-committal to Future Funding

Award of this grant does not commit the Board of Crime Control to future funding.

4. Personnel Time and Attendance Records

Applicant must maintain time and attendance records to support personnel costs associated with grant project.

5. Travel Reimbursement

State rates for mileage, meals, and lodging are maximum amounts that can be charged to subgrants funded by MBCC and are subject to change.

Mileage rate effective 01/01/2025 - 12/31/2025: \$0.70 cents per mile

Per Diem Rates Effective 10/1/2024 through 9/30/2025, Updates will be available after 9/30/2025.

Meals Allowance:	In-State	Out-of-State
Morning Meal (12:01AM-10:00AM)	\$8.25	\$16.00
Midday Meal (10:01AM-3:00PM)	\$9.25	\$19.00
Evening Meal (3:01PM-12:00AM)	\$16.00	\$28.00
	\$33.50	\$63.00

To claim reimbursement for a meal, you must be in a travel status for more than 3 continuous hours within one of the time ranges. To receive the morning meal, you must leave before 7:00AM and to receive the evening meal you must return after 6:01PM.

The lodging rate is available online through the following location: https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results?action=perdiems_report&city=&fiscal_year=2025&state=MT&zip=

Grant funds may not be used to pay for out-of-state travel without prior approval from MBCC.

Grant funds cannot be used for costs and fees associated with cancelation or changes to travel, (i.e. Airline, hotels, registration, etc.) unless approved by MBCC.

Reimbursement for lodging without a receipt will be \$12.00

Allowable expenses include emergency working supplies, taxi fares, and business telephone calls. Paid receipts must support individual expense items of \$25.00 or more.

Special Conditions

6. Consultants Maximum Rate

The maximum rate for consultants is \$650.00 (excluding travel and subsistence costs) for an eight (8) hour day. An 8-hour day may include preparation, evaluation and travel time in addition to the time required for actual performance. Prior approval is required by MBCC for a rate exceeding \$650 or \$81.25 per hour.

7. Project Income

The subrecipient agrees that all income generated as a direct result of this award shall be deemed program income. All program income must be accounted for and used for the purposes under the conditions applicable and must be used to further the objectives of the program or deducted from the total project costs for the purpose of determining the federal share of costs. Further, the use of program income must be shown on the quarterly Financial Status Reports.

8. Quarterly Progress and Financial Reports

Quarterly progress, financial, narrative and statistical reports, in a format required by MBCC are required for calendar quarters ending September 30, December 31, March 31, and June 30. These reports are to be received by the Montana Board of Crime Control within 15 days following the end of the calendar quarter. Subrecipients who fail to submit reports by the due date will be subject to the following:

FIRST LATE REPORT: Subrecipient will be notified to cease all expenditures of grant funds until the reports are submitted.

SECOND LATE REPORT: The grant will be cancelled. The project director must appear before the Application Review Committee and petition to get the grant reinstated.

9. Consultant Services

Consultant services provided by consultants employed with profit, nonprofit, and not-for-profit organizations are subject to competitive bidding procedures. Contracted services provided by other types of organizations may also have restrictions. Please check with MBCC staff prior to committing grant funds.

10. Successful Progress, Subcommittee Appearance

Subrecipient may be required to appear before a subcommittee, at the Board's discretion, to explain their progress towards successful implementation of the grant.

11. Reversion of Un-obligated Funds

Any funds not properly obligated during the grant period shall lapse and revert to the Montana Board of Crime Control.

12. Cancellation of Award

COMMENCEMENT WITHIN 60 DAYS. If a project is not operational within 60 days of the original start date of the award period, the subrecipient must report by letter to MBCC the steps taken to initiate the project, the reasons for delay, and the expected start date.

OPERATIONAL WITHIN 90 DAYS: If a project is not operational within 90 days of the original start date of the award period, the subrecipient must submit a second statement to MBCC explaining the implementation delay. Upon receipt of the 90-day letter MBCC may cancel the project. MBCC may also, where extenuating circumstances warrant, extend the implementation date of the project past the 90-day period. When this occurs, the appropriate subrecipient files and records must so note the extension.

13. Approved Application

Grant funds may be used only for the purposes in the subrecipient's approved application. The subrecipient shall not undertake any work or activities that are not described in the grant application.

Special Conditions

14. Responsibility of the Project

Responsibility for the day-to-day conduct of the project rests with the subrecipient. This specifically includes operations, data collection, analysis and interpretation.

Responsibility for the general oversight and redirection of the project, if necessary, rests with MBCC. MBCC will review and approve all activities in the requirements under the various stages, as approved in this award.

15. Subrecipients With No Procurement Policies

Subrecipients that do not have established procurement policies and procedures must use the established State of Montana procurement process. If a subrecipient chooses to use the State procurement policy, it must be documented within the subrecipient's own policies. The procurement guide, forms and templates are located at the following: <https://spb.mt.gov/Procurement-Guide>. Below is the value threshold for the types of purchases or contracts used.

Small Purchases: Less than or equal to \$5,000; simple market research. Choose technique that best meets subrecipient needs. Follow prudent purchasing practices (competitive quotes where practical).

Limited Solicitation: Purchases greater than \$5,001 - \$25,000 for services, or up to \$50,000 for supplies. Must be documented using the Limited Solicitation form. Must be awarded to the lowest acceptable quote if cost is the only consideration.

Formal Bids & Proposals: Over \$25,001 for services, or over \$50,001 for supplies.

Note: All values are based on total contract value

Example: Subrecipient enters into a 2-year service agreement for \$4,000 a year. This agreement constitutes a total contract value of \$8,000 and would have to go through the limited solicitation process.

16. Subrecipients Agrees to Provide Requested Documentation

The recipient agrees to promptly provide, upon request, financial or programmatic-related documentation related to this award, including documentation of expenditures and achievements. The recipient understands that it will be subject to additional financial and programmatic in-depth or on-site monitoring, which may be on short notice, and agrees that it will cooperate with any such monitoring. The recipient agrees to develop or maintain effective internal controls to manage federal awards (see 2 C.F.R. 200.303) and effective financial management policies and procedures to manage federal awards (see 2 C.F.R. 200.302).

17. Requests for Project Period Extensions and Final Budget Modifications

Including but not limited to no-cost extensions, must be submitted to MBCC at least thirty (30) days in advance of the project period end date indicated in the award letter. Any such requests received after this deadline may not be approved and result in denial of the extension or modification request.

I, as authorized representative of the above grantee agency, hereby signify acceptance of the above special conditions.

Agency _____

Amplifund Award Number _____

Title _____

Printed Name _____

Signature _____

Date _____

B.O.C.C. Regular

2. c.

Meeting Date: 07/08/2025

Title: Contract Amendment - Parking Lot Design - Cushing Terrell

Submitted For: Matt Kessler, Purchasing Agent

Submitted By: Matt Kessler, Purchasing Agent

TOPIC:

Contract Amendment - Parking Lot Design - Cushing Terrell

BACKGROUND:

The Finance department is requesting a contract amendment with Cushing Terrell for the Yellowstone County Administration Building Contract. This amendment would add a site survey and design services to repave the admin building parking lot. The total fees for these services are \$21,600.00, bringing the total contract value to \$1,032,576.00.

RECOMMENDED ACTION:

Approve, sign contract amendment and return a copy to Finance.

Attachments

Contract Amendment - Cushing Terrell - CAB Parking Lot



AIA® Document G802® – 2017

Amendment to the Professional Services Agreement

PROJECT: *(name and address)*

Yellowstone County Admin. Building
Remodel »
2825 3rd Avenue North»
Billings, MT 59101»

AGREEMENT INFORMATION:

Date: September 27, 2023

AMENDMENT INFORMATION:

Amendment Number: Eight (8)

Date: July 2, 2025

OWNER: *(name and address)*

Yellowstone County »« »
Yellowstone County Commissioners
Billings, MT »

ARCHITECT: *(name and address)*

CTA Inc, (dba Cushing Terrell)
13 North 23rd Street
Billings MT 59101

The Owner and Architect amend the Agreement as follows:

1. Survey: The mapping area will include: the flowline of the curb on two sides, the alley and adjacent building wall to the east and the northerly face of the subject building. The building footprints will be simplified to show major angle points at grade level. All storm structures within this area will be located and invert measurements will be made to all visible piping, including the man hole which falls at the North end of the alley. We assume that we need buried public utilities and will submit a public locate request a week prior to our fieldwork. Fieldwork is estimated at two days plus travel time.

Locate request will need to be made a full week in advance of fieldwork

Fee: \$9500

2. Civil: Cushing Terrell will evaluate the topographic survey drawing to determine areas of inadequate drainage across the site, as well as identify areas that do not meet accessibility requirements. We will then create the proposed civil drawing base files and construction document sheets including an updated finished grade surface in the areas necessary. The primary focus for the improvements is for a replacement of the full pavement section, any necessary areas of curb, concrete pavement sections, pavement striping, and assistance in determining if wheel stops should be replaced. Throughout the design process, we will be coordinating with City of Billings Planning and Engineering departments as necessary to ensure our proposed improvements meet city standards. We will submit plans to the city with the building permit package, and address any comments the city may have.

Assistance with bidding and construction administration would be additional service at an hourly rate.

Fee: \$12,100

The Architect's compensation and schedule shall be adjusted as follows:

Compensation Adjustment:

Fixed Fee in the amount of \$21,600

Schedule Adjustment:

Deliverable for permit estimated at August 29th, 2025 based on a notice to proceed the first week in July of 2025

SIGNATURES:

Cushing Terrell

Yellowstone County

ARCHITECT *(Firm name)*

OWNER *(Firm name)*



SIGNATURE

SIGNATURE

Jim Beal, Principal

Mark Morse, Chair

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

July 3, 2025

DATE

DATE

B.O.C.C. Regular

Meeting Date: 07/08/2025

Title: Metra Trust Checking Disbursement Log

Submitted For: Jennifer Jones, Finance Director

Submitted By: Charis Krank, Accounting Assistant

TOPIC:

Metra Trust Check Log for June 2025

BACKGROUND:

Metra Trust Check Log for June 2025

RECOMMENDED ACTION:

Consent item for MetraPark Trust check register.

Attachments

June 2025 Trust Check Log

Metra Trust Checking Account Disbursement Log

For the Month of: JUNE 2025

The undersigned members of the Board of County Commissioners do hereby approve the listed check detail as obligations of the Metra Trust account.

Dated: July 2, 2025

Mark Morse, Chair: _____

Approved by Metra General Manager

John Ostlund, Member: _____

Michael J. Waters, Member: _____

Amounts disbursed by the Trust were initiated by a check request generated by accounting staff, signed by the requesting authorized staff member, with processing by a staff member not involved with the requesting of the payment. The request and back up documentation is verified and signed off as to accuracy by the person generating the check for payment. The check is then signed by two managers authorized by signature card at the bank to do so. Copies are retained in event files, and for daily reconciliations and A101s.

Submitted by:

 _____

2:24 PM

07/01/25

COUNTY OF YELLOWSTONE

Check Detail

June 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Check		06/02/2025	US BANK	CC FEES - MAY 25 - BOX OFFICE	METRAPARK EVENTS		-679.50
				CC FEES - MAY 25 - BOX OFFICE	CREDIT CARD FEES / TICKET FEES	-679.50	679.50
TOTAL						-679.50	679.50
Check		06/02/2025	US BANK	CC FEES - MAY 25 - CONC	METRAPARK EVENTS		-761.17
				CC FEES - MAY 25 - CONC	CREDIT CARD FEES / TICKET FEES	-761.17	761.17
TOTAL						-761.17	761.17
Check		06/02/2025	US BANK	CC FEES - MAY 25 - SKYBOX (ADMIN)	METRAPARK EVENTS		-1,027.71
				CC FEES - MAY 25 - SKYBOX (ADMIN)	CREDIT CARD FEES / TICKET FEES	-1,027.71	1,027.71
TOTAL						-1,027.71	1,027.71
Check		06/18/2025	FAIR ENTRY FEES	25 MT FAIR ENTRY FEES CHARGEBACK 6/12/...	METRAPARK EVENTS		-41.00
				25 MT FAIR ENTRY FEES CHARGEBACK 6/12/25	FAIR ENTRY FEES	-40.00	40.00
				25 MT FAIR ENTRY FEES CHARGEBACK 6/12/25	CREDIT CARD CONVENIENCE FEES	-1.00	1.00
TOTAL						-41.00	41.00
Check	24180	06/06/2025	American Medical ...	I#323424 - OUTLAWS G#4 5/17/25	METRAPARK EVENTS		-318.75
				AMR - I#323424 - OUTLAWS G#4 5/17/25	AMBULANCE SERVICES	-318.75	318.75
TOTAL						-318.75	318.75
Check	24181	06/06/2025	DIA EVENTS	I#7825 - OUTLAWS G#4 5/17/25	METRAPARK EVENTS		-885.00
				SOUND - I#7825 - OUTLAWS G#4 5/17/25	SOUND COSTS	-885.00	885.00
TOTAL						-885.00	885.00
Check	24182	06/06/2025	RIMROCK STAGEH...	I#202949 - OUTLAWS G#4 5/17/25	METRAPARK EVENTS		-790.40
				IATSE - I#202949 - OUTLAWS G#4 5/17/25	STAGEHANDS - IATSE LOCAL 140	-790.40	790.40
TOTAL						-790.40	790.40
Check	24183	06/06/2025	Starplex Corporation	I#608549 - OUTLAWS G#4 5/17/25	METRAPARK EVENTS		-4,604.26
				SECURITY - I#608549 - OUTLAWS G#4 5/17/25	STARPLEX SECURITY/USHERS	-4,604.26	4,604.26
TOTAL						-4,604.26	4,604.26
Check	24184	06/06/2025	Breakfast Exchang...	OUTLAWS G#4 5/17/25	METRAPARK EVENTS		-1,415.68

2:24 PM

07/01/25

COUNTY OF YELLOWSTONE

Check Detail

June 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
				ALCOHOL - OUTLAWS G#4 5/17/25	OTHER	-2,219.00	2,219.00
				38% BEER SALES - OUTLAWS G#4 5/17/25	Beer Sales Percentage	803.32	-803.32
TOTAL						-1,415.68	1,415.68
Check	24185	06/06/2025	BILLINGS BAR	I#AR000245 - OUTLAWS G#4 5/17/25	METRAPARK EVENTS		-365.52
				ALCOHOL - I#AR000245 - OUTLAWS G#4 5/17/25	OTHER	-573.00	573.00
				38% BEER SALES I#AR000245 - OUTLAWS G#...	Beer Sales Percentage	207.48	-207.48
TOTAL						-365.52	365.52
Check	24186	06/06/2025	American Medical ...	I#323932 - OUTLAWS G#5 6/1/25	METRAPARK EVENTS		-281.25
				AMR - I#323932 - OUTLAWS G#5 6/1/25	AMBULANCE SERVICES	-281.25	281.25
TOTAL						-281.25	281.25
Check	24187	06/06/2025	DIA EVENTS	I#7854 - OUTLAWS G#5 6/1/25	METRAPARK EVENTS		-885.00
				SOUND - I#7854 - OUTLAWS G#5 6/1/25	SOUND COSTS	-885.00	885.00
TOTAL						-885.00	885.00
Check	24188	06/06/2025	RIMROCK STAGEH...	I#202952 - OUTLAWS G#5 6/1/25	METRAPARK EVENTS		-790.40
				IATSE - I#202952 - OUTLAWS G#5 6/1/25	STAGEHANDS - IATSE LOCAL 140	-790.40	790.40
TOTAL						-790.40	790.40
Check	24189	06/06/2025	Starplex Corporation	I#608556 - OUTLAWS G#5 6/1/25	METRAPARK EVENTS		-4,243.04
				SECURITY - I#608556 - OUTLAWS G#5 6/1/25	STARPLEX SECURITY/USHERS	-4,243.04	4,243.04
TOTAL						-4,243.04	4,243.04
Check	24190	06/06/2025	Breakfast Exchang...	BEER SALES - OUTLAWS G#5 6/1/25	METRAPARK EVENTS		-914.30
				BEER SALES - OUTLAWS G#5 6/1/25	OTHER	-1,433.00	1,433.00
				BEER 38% - OUTLAWS G#5 6/1/25	Beer Sales Percentage	518.70	-518.70
TOTAL						-914.30	914.30
Check	24191	06/06/2025	BILLINGS BAR	ALCOHOL - OUTLAWS G#5 6/1/25	METRAPARK EVENTS		-525.08
				ALCHOLO - OUTLAWS G#5 6/1/25	OTHER	-823.00	823.00
				AHCOLOL 38% - OUTLAWS G#5 6/1/25	Beer Sales Percentage	297.92	-297.92
TOTAL						-525.08	525.08

2:24 PM

07/01/25

COUNTY OF YELLOWSTONE

Check Detail

June 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Check	24192	06/12/2025	DIA EVENTS	I#7808 - MSUB GRADUATION 5/3/25	METRAPARK EVENTS		-4,450.00
				SOUND - I#7808 - MSUB GRADUATION 5/3/25	SOUND COSTS	-4,450.00	4,450.00
TOTAL						-4,450.00	4,450.00
Check	24193	06/13/2025	OSTERHOUT, MAD...	BATH FITTER - 25 MT FAIR MKT VNDR - REFU...	METRAPARK EVENTS		-257.50
				BATH FITTER - 25 MT FAIR MKT VNDR - REFU...	METRAPARK MKT VENDORS	-250.00	250.00
				BATH FITTER - 25 MT FAIR MKT VNDR - REFU...	CREDIT CARD CONVENIENCE FEES	-7.50	7.50
TOTAL						-257.50	257.50
Check	24194	06/19/2025	AXS GROUP LLC	I#872622 - AXS FEES BO FEES 5/31/25	METRAPARK EVENTS		-137.40
				I#872622 - AXS FEES BO FEES 5/31/25	AXS FEES	-137.40	137.40
TOTAL						-137.40	137.40
Check	24195	06/19/2025	DIA EVENTS	I#7847 - HOT WHEELS 6/14-15/25	METRAPARK EVENTS		-1,155.00
				SOUND - I#7847 - HOT WHEELS 6/14-15/25	SOUND COSTS	-1,155.00	1,155.00
TOTAL						-1,155.00	1,155.00
Check	24196	06/19/2025	RIMROCK STAGEH...	I#202955 & 202956 - HOT WHEELS 6/14-15/25	METRAPARK EVENTS		-7,040.80
				IATSE - I#202955 - HOT WHEELS 6/14-15/25	STAGEHANDS - IATSE LOCAL 140	-2,828.80	2,828.80
				IATSE - I#202956 - HOT WHEELS 6/14-15/25	STAGEHANDS - IATSE LOCAL 140	-4,212.00	4,212.00
TOTAL						-7,040.80	7,040.80
Check	24197	06/19/2025	Starplex Corporation	I#608568 - HOT WHEELS 6/14-15/25	METRAPARK EVENTS		-12,814.45
				SECURITY - I#608568 - HOT WHEELS 6/14-15/25	STARPLEX SECURITY/USHERS	-12,814.45	12,814.45
TOTAL						-12,814.45	12,814.45
Check	24198	06/19/2025	Yellowstone Count...	HOT WHEELS 6/14-15/25 - WIRE	METRAPARK EVENTS		-199,324.78
				WIRE - HOT WHEELS 6/14-15/25	HOT WHEELS MONSTER TRUCK	-199,324.78	199,324.78
TOTAL						-199,324.78	199,324.78
Check	24199	06/19/2025	Yellowstone Count...	HOT WHEELS 6/14-15/25 - MERCH WIRE	METRAPARK EVENTS		-71,944.18
				MERCH WIRE - HOT WHEELS 6/14-15/25	NOVELTY SALES	-71,944.18	71,944.18
TOTAL						-71,944.18	71,944.18
Check	24200	06/19/2025	RIMROCK STAGEH...	I#202947 - THUNDERSTRUCK DANCE 5/3-4/25	METRAPARK EVENTS		-1,022.45

2:24 PM
07/01/25

COUNTY OF YELLOWSTONE
Check Detail
June 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
				IATSE - I#202947 - THUNDERSTRUCK DANCE ...	STAGEHANDS - IATSE LOCAL 140	-1,022.45	1,022.45
TOTAL						-1,022.45	1,022.45
Check	24201	06/19/2025	THE METRA	THUNDERSTRUCK DANCE 5/3-4/25	METRAPARK EVENTS		-14,118.90
				CIP - THUNDERSTRUCK DANCE 5/3-4/25	CIP FEES	-880.00	880.00
				PAV RENT - THUNDERSTRUCK DANCE 5/3-4/25	PAVILION	-4,400.00	4,400.00
				USER SVCS - THUNDERSTRUCK DANCE 5/3-4/25	USER SV FEES	-1,968.15	1,968.15
				CONC - THUNDERSTRUCK DANCE 5/3-4/25	Concession Stands	-6,120.75	6,120.75
				NOVELTY - THUNDERSTRUCK DANCE 5/3-4/25	NOVELTY SALES	-750.00	750.00
TOTAL						-14,118.90	14,118.90
Check	24202	06/19/2025	THE METRA	MT COUNTRY CREATIONS 5/10/25	METRAPARK EVENTS		-1,789.00
				CIP- MT COUNTRY CREATIONS 5/10/25	CIP FEES	-220.00	220.00
				PAV RENT - MT COUNTRY CREATIONS 5/10/25	PAVILION	-1,100.00	1,100.00
				USER SVCS - MT COUNTRY CREATIONS 5/10/25	USER SV FEES	-469.00	469.00
TOTAL						-1,789.00	1,789.00
Check	24203	06/19/2025	American Medical ...	I#323423 - SPECIAL OLYMPICS 5/14-15/25	METRAPARK EVENTS		-206.25
				AMR - I#323423 - SPECIAL OLYMPICS 5/14-15/25	AMBULANCE SERVICES	-206.25	206.25
TOTAL						-206.25	206.25
Check	24204	06/19/2025	DIA EVENTS	I#7822 - SPECIAL OLYMPICS 5/14-15/25	METRAPARK EVENTS		-13,050.00
				SOUND - I#7822 - SPECIAL OLYMPICS 5/14-15/25	SOUND COSTS	-13,050.00	13,050.00
TOTAL						-13,050.00	13,050.00
Check	24205	06/19/2025	RIMROCK STAGEH...	I#202950 - SPECIAL OLYMPICS 5/14-15/25	METRAPARK EVENTS		-2,207.40
				IATSE - I#202950 - SPECIAL OLYMPICS 5/14-15/25	STAGEHANDS - IATSE LOCAL 140	-2,207.40	2,207.40
TOTAL						-2,207.40	2,207.40
Check	24206	06/19/2025	Starplex Corporation	I#608548 - SPECIAL OLYMPICS 5/14-15/25	METRAPARK EVENTS		-183.28
				SECURITY - I#608548 - SPECIAL OLYMPICS 5/14-15/25	STARPLEX SECURITY/USHERS	-183.28	183.28
TOTAL						-183.28	183.28
Check	24207	06/19/2025	THE METRA	SPECIAL OLYMPICS 5/14-15/25	METRAPARK EVENTS		-40,392.96
				CIP - SPECIAL OLYMPICS 5/14-15/25	CIP FEES	-1,580.00	1,580.00
				ARENA RENT - SPECIAL OLYMPICS 5/14-15/25	ARENA	-2,150.00	2,150.00

2:24 PM
07/01/25

COUNTY OF YELLOWSTONE
Check Detail
June 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
				GRNDS RENT - SPECIAL OLYMPICS 5/14-15/25	GROUNDS	-700.00	700.00
				PAV RENT - SPECIAL OLYMPICS 5/14-15/25	PAVILION	-1,100.00	1,100.00
				CATERING - SPECIAL OLYMPICS 5/14-15/25	CATERING	-26,031.60	26,031.60
				USER SVCS - SPECIAL OLYMPICS 5/14-15/25	USER SV FEES	-8,050.36	8,050.36
				CONC - SPECIAL OLYMPICS 5/14-15/25	Concession Stands	-781.00	781.00
TOTAL						-40,392.96	40,392.96
Check	24208	06/19/2025	THE METRA	WATCHTOWER 5/22-25/25	METRAPARK EVENTS		-13,200.00
				CIP - WATCHTOWER 5/22-25/25	CIP FEES	-3,200.00	3,200.00
				ARENA RENT - WATCHTOWER 5/22-25/25	ARENA	-10,000.00	10,000.00
TOTAL						-13,200.00	13,200.00
Check	24209	06/20/2025	COWLES MONTAN...	I#236668-1, 236668-2 - HOT WHEELS 6/14-15/25	METRAPARK EVENTS		-4,005.00
				ADVERTISING - I#236668-1 - HOT WHEELS 6/1...	ADVERTISING	-345.00	345.00
				ADVERTISING - I236668-2 - HOT WHEELS 6/14...	ADVERTISING	-3,660.00	3,660.00
TOTAL						-4,005.00	4,005.00
Check	24210	06/20/2025	TOWNSQUARE ME...	I#5668428-1 - HOT WHEELS 6/14-15/25	METRAPARK EVENTS		-3,000.00
				ADVERTISING - I#5668428-1 - HOT WHEELS 6/...	ADVERTISING	-3,000.00	3,000.00
TOTAL						-3,000.00	3,000.00
Check	24211	06/20/2025	LOUD LARK MEDIA	I#25050113 - HOT WHEELS 6/14-15/25	METRAPARK EVENTS		-1,500.00
				ADVERTISING - I#25050113 - HOT WHEELS 6/1...	ADVERTISING	-1,500.00	1,500.00
TOTAL						-1,500.00	1,500.00
Check	24212	06/23/2025	THE METRA	MARKET MANIA 5/31/25	METRAPARK EVENTS		-14,050.25
				GRNDS RENT - MARKET MANIA 5/31/25	GROUNDS	-2,350.25	2,350.25
				CONC OUTSIDE % - MARKET MANIA 5/31/25	Concession - Outside %	-1,050.00	1,050.00
				ENTRY FEES - MARKET MANIA 5/31/25	MARKET MANIA ENTRY FEE	-6,650.00	6,650.00
				SPONSORSHIP - MARKET MANIA 5/31/25	SPONSORSHIPS	-4,000.00	4,000.00
TOTAL						-14,050.25	14,050.25
Check	24213	06/23/2025	American Medical ...	I#324505 - OUTLAWS G6 6/9/25	METRAPARK EVENTS		-318.75
				AMR - I#324505 - OUTLAWS G6 6/9/25	AMBULANCE SERVICES	-318.75	318.75
TOTAL						-318.75	318.75
Check	24214	06/23/2025	BILLINGS BAR	I#AR000248 - OUTLAWS G6 6/9/25	METRAPARK EVENTS		-483.02

2:24 PM

07/01/25

COUNTY OF YELLOWSTONE

Check Detail

June 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
				OTHER - I#AR000248 - OUTLAWS G6 6/9/25 BEER % - 38% - OUTLAWS G6 6/9/25	OTHER Beer Sales Percentage	-757.00 273.98	757.00 -273.98
TOTAL						-483.02	483.02
Check	24215	06/23/2025	Breakfast Exchang...	OUTLAWS G6 6/9/25	METRAPARK EVENTS		-1,369.28
				BEC - OUTLAWS G6 6/9/25 BEER % - 38% - OUTLAWS G6 6/9/25	OTHER Beer Sales Percentage	-2,146.00 776.72	2,146.00 -776.72
TOTAL						-1,369.28	1,369.28
Check	24216	06/23/2025	DIA EVENTS	I#7843 - OUTLAWS G6 6/9/25	METRAPARK EVENTS		-930.00
				SOUND - I#7843 - OUTLAWS G6 6/9/25	SOUND COSTS	-930.00	930.00
TOTAL						-930.00	930.00
Check	24217	06/23/2025	RIMROCK STAGEH...	I#202953 - OUTLAWS G6 6/9/25	METRAPARK EVENTS		-1,102.40
				IATSE - I#202953 - OUTLAWS G6 6/9/25	STAGEHANDS - IATSE LOCAL 140	-1,102.40	1,102.40
TOTAL						-1,102.40	1,102.40
Check	24218	06/23/2025	Starplex Corporation	VOID: I#608562 - OUTLAWS G6 6/9/25	METRAPARK EVENTS		0.00
TOTAL						0.00	0.00
Check	24219	06/27/2025	THE METRA	OUTLAWS G4 5/17/25	METRAPARK EVENTS		-12,205.03
				CIP - OUTLAWS G4 5/17/25 USER SVCS - OUTLAWS G4 5/17/25 BEC BEER % - OUTLAWS G4 5/17/25 WBL BEER % - OUTLAWS G4 5/17/25 CONC - OUTLAWS G4 5/17/25 PARKING - OUTLAWS G4 5/17/25 SKYBOX F&B - OUTLAWS G4 5/17/25 SKYBOX RENT - OUTLAWS G4 5/17/25 TIX ERROR - OUTLAWS G4 5/17/25	CIP FEES USER SV FEES Beer Sales Percentage Beer Sales Percentage Concession Stands Paid Parking SKYBOX F & B Skybox Rent TICKET ERRORS	-3,231.50 -2,836.34 -803.32 -207.48 -4,875.25 -252.30 -3.00 -35.00 39.16	3,231.50 2,836.34 803.32 207.48 4,875.25 252.30 3.00 35.00 -39.16
TOTAL						-12,205.03	12,205.03
Check	24220	06/27/2025	THE METRA	OUTLAWS G5 6/1/25	METRAPARK EVENTS		-11,696.33
				CIP - OUTLAWS G5 6/1/25 ARENA RENT - OUTLAWS G5 6/1/25 USER SVCS - OUTLAWS G5 6/1/25 BEC BEER % - OUTLAWS G5 6/1/25 WBL BEER % - OUTLAWS G5 6/1/25 CONC - OUTLAWS G5 6/1/25 PARKING - OUTLAWS G5 6/1/25 SKYBOX F&B - OUTLAWS G5 6/1/25	CIP FEES ARENA USER SV FEES Beer Sales Percentage Beer Sales Percentage Concession Stands Paid Parking SKYBOX F & B	-2,543.00 -1,090.36 -2,692.06 -518.70 -297.92 -4,366.00 -182.70 -9.75	2,543.00 1,090.36 2,692.06 518.70 297.92 4,366.00 182.70 9.75

2:24 PM

07/01/25

COUNTY OF YELLOWSTONE

Check Detail

June 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
				SKYBOX RENT - OUTLAWS G5 6/1/25	Skybox Rent	-35.00	35.00
				TIX ERROR - OUTLAWS G5 6/1/25	TICKET ERRORS	39.16	-39.16
TOTAL						-11,696.33	11,696.33
Check	24221	06/27/2025	THE METRA	OUTLAWS G6 6/9/25	METRAPARK EVENTS		-10,722.52
				CIP - OUTLAWS G6 6/9/25	CIP FEES	-2,773.00	2,773.00
				USER SVCS - OUTLAWS G6 6/9/25	USER SV FEES	-2,669.20	2,669.20
				BEC BEER % - OUTLAWS G6 6/9/25	Beer Sales Percentage	-776.72	776.72
				WBL BEER % - OUTLAWS G6 6/9/25	Beer Sales Percentage	-273.98	273.98
				CONC - OUTLAWS G6 6/9/25	Concession Stands	-4,180.00	4,180.00
				PARKING - OUTLAWS G6 6/9/25	Paid Parking	-165.30	165.30
				SKYBOX F&B - OUTLAWS G6 6/9/25	SKYBOX F & B	-5.00	5.00
				SKYBOX RENT - OUTLAWS G6 6/9/25	Skybox Rent	-140.00	140.00
				G6 TIX ERROR - OUTLAWS G6 6/9/25	TICKET ERRORS	132.70	-132.70
				G1-3 TIX ERROR - OUTLAWS G6 6/9/25	TICKET ERRORS	127.98	-127.98
TOTAL						-10,722.52	10,722.52
Check	24222	06/27/2025	THE METRA	YVKC DOG SHOW 6/19-22/25	METRAPARK EVENTS		-16,515.23
				CIP - YVKC DOG SHOW 6/19-22/25	CIP FEES	-1,760.00	1,760.00
				PAV RENT - YVKC DOG SHOW 6/19-22/25	PAVILION	-8,800.00	8,800.00
				USER SVCS - YVKC DOG SHOW 6/19-22/25	USER SV FEES	-2,610.00	2,610.00
				CONC - YVKC DOG SHOW 6/19-22/25	Concession Stands	-3,345.23	3,345.23
TOTAL						-16,515.23	16,515.23
Check	24223	06/27/2025	Starplex Corporation	I#608562 - OUTLAWS G6 6/9/25	METRAPARK EVENTS		-4,236.15
				SECURITY - I#608562 - OUTLAWS G6 6/9/25	STARPLEX SECURITY/USHERS	-4,236.15	4,236.15
TOTAL						-4,236.15	4,236.15
Check	24224	06/27/2025	THE METRA	JORDAN WORLD CIRCUS 5/15-18/25	METRAPARK EVENTS		-20,840.00
				CIP - JORDAN WORLD CIRCUS 5/15-18/25	CIP FEES	-2,800.00	2,800.00
				EXPO RENT - JORDAN WORLD CIRCUS 5/15-1...	EXPO	-14,000.00	14,000.00
				CONC BO - JORDAN WORLD CIRCUS 5/15-18/25	CONCESSIONS	-1,000.00	1,000.00
				USER SVCS - JORDAN WORLD CIRCUS 5/15-1...	USER SV FEES	-2,040.00	2,040.00
				NOVELTY BO - JORDAN WORLD CIRCUS 5/15-...	NOVELTY SALES	-1,000.00	1,000.00
TOTAL						-20,840.00	20,840.00
Check	24225	06/27/2025	THE METRA	SCCA AUTORCROSS 6/21-22/25	METRAPARK EVENTS		-2,280.00
				CIP - SCCA AUTORCROSS 6/21-22/25	CIP FEES	-380.00	380.00
				GRNDS RENT - SCCA AUTORCROSS 6/21-22/25	GROUND	-1,900.00	1,900.00
TOTAL						-2,280.00	2,280.00

2:24 PM

07/01/25

COUNTY OF YELLOWSTONE

Check Detail

June 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Check	24226	06/27/2025	American Medical ...	I#324892 - HOT WHEELS 6/14-15/25	METRAPARK EVENTS		-581.25
				AMR - I#324892 - HOT WHEELS 6/14-15/25	AMBULANCE SERVICES	-581.25	581.25
TOTAL						-581.25	581.25
Check	24227	06/27/2025	THE METRA	HOT WHEELS 6/14-15/25	METRAPARK EVENTS		-106,462.81
				CIP - HOT WHEELS 6/14-15/25	CIP FEES	-19,768.00	19,768.00
				ARENA RENT - HOT WHEELS 6/14-15/25	ARENA	-25,000.00	25,000.00
				CATERING - HOT WHEELS 6/14-15/25	CATERING	-1,200.00	1,200.00
				USER SVCS - HOT WHEELS 6/14-15/25	USER SV FEES	-7,516.70	7,516.70
				CONC - HOT WHEELS 6/14-15/25	Concession Stands	-29,321.50	29,321.50
				NOVELTY - HOT WHEELS 6/14-15/25	NOVELTY SALES	-17,209.65	17,209.65
				PARKING - HOT WHEELS 6/14-15/25	Paid Parking	-4,332.60	4,332.60
				SKYBOX F&B - HOT WHEELS 6/14-15/25	SKYBOX F & B	-144.75	144.75
				SKYBOX RENT - HOT WHEELS 6/14-15/25	Skybox Rent	-2,087.00	2,087.00
				PROMO REB SHTG - HOT WHEELS 6/14-15/25	PROMOTER REBATE SHORTAGE	122.00	-122.00
				TIX ERRORS - HOT WHEELS 6/14-15/25	TICKET ERRORS	-4.61	4.61
TOTAL						-106,462.81	106,462.81
Check	24228	06/30/2025	THE METRA	MISC 2ND QTR REV & END FISCAL YR REV	METRAPARK EVENTS		-68,493.26
				SB#1 BOB SMITH APRIL - JUNE 2025	Skybox Rent	-2,756.25	2,756.25
				SB#3 WOODS POWER GRIP - APRIL - JUNE 20...	Skybox Rent	-3,281.25	3,281.25
				CATERING - FCRSA NAT'L SOC 6/11-13/25	MetraPark Catering	-9,000.00	9,000.00
				CONC - FCRSA NAT'L SOC 6/11-13/25	Concession Stands	-2,163.25	2,163.25
				CAMPING - BLK DIAMOND 5/3-4/25	Metra Grounds - Camping	-400.00	400.00
				CAMPING - GUNS SHOW 4/11-13/25	Metra Grounds - Camping	-200.00	200.00
				CAMPING JEHOVAH WITNESS 5/22-25/25	Metra Grounds - Camping	-26,820.74	26,820.74
				CAMPING - JORDAN CIRCUS 6/15-18/25	Metra Grounds - Camping	-1,200.00	1,200.00
				CAMPING - YVKC DOG SHOW 6/19-22/25	Metra Grounds - Camping	-3,500.00	3,500.00
				CONC - GUN SHOW 6/20-22/25	Concession Stands	-2,078.52	2,078.52
				CONC - HIGH SCH GRADUATION 6/7/25	Concession Stands	-17,093.25	17,093.25
TOTAL						-68,493.26	68,493.26
Check	24229	06/30/2025	THE METRA	AUX FEES - APRIL - JUNE 2025	METRAPARK EVENTS		-87,802.77
				AUX FEES - APRIL - JUNE 2025	AUXILLIARY FEES - CLOSED EVENTS	-87,802.77	87,802.77
TOTAL						-87,802.77	87,802.77

B.O.C.C. Regular**Meeting Date:** 07/08/2025**TITLE:** FY26 Unified Planning Work Program**PRESENTED BY:** Lora Mattox**DEPARTMENT:** Planning Department

TOPIC:

FY26 Billings MPO Unified Planning Work Program (UPWP)

INTRODUCTION:

The Billings Metropolitan Planning Organization (MPO) is presenting the draft 2026 UPWP for review and recommendation to the Board of County Commissioners (BOCC) and governing bodies. The UPWP is primarily for programming federal funds that Billings receives from the Federal Highway Administration (FHWA) for transportation planning and the Federal Transit Administration (FTA) for transit (MET) planning. These funds are passed through the Montana Department of Transportation (MDT). All transportation planning activities are included in the UPWP to represent a comprehensive document for the urban transportation planning program. This UPWP proposes planning activities for Federal Fiscal Year 2026, running from October 1, 2025, through September 30, 2026, and corresponds directly with the Planning Division's annual work plan.

This year the total PL allocation is \$1,395,824, which the Planning Division proposes providing local matching funds which are required at a certain percentage per element (a total breakdown of funding is located in Table I Funding Summary on page 52 of the UPWP). Table 3 on page 53 outlines the percentage breakdown per element (note that some transportation planning elements are 100% PL funded). The Planning Division matches these funds through the County-wide Planning Mill Levy, and fees generated through city and county planning applications and processes. This year, with the allocation for staffing and transportation planning activities, the MPO is proposing to use up to \$1,143,600 in PL funding. The local match is \$758,400 (Planning). The unprogrammed PL funds will not be lost to the MPO; unprogrammed PL funds are carried over and re-allocated to the MPO in a two-year timeframe. This means in FY28, the MPO could receive an additional \$204,224 in PL funding.

Projects identified for this year's program include (detailed description of each project in the UPWP):

Under Element 300 -- Transportation System Data -- 100% PL

- Replacement and upgrade of traffic and trail counters as needed. The total cost budgeted for this is \$15,000. Proposed by the MPO.
- Support the City of Billings Transportation Corridor Analysis Study by providing Travel Demand Modeling Support as needed. The total cost budgeted for this is \$50,000. Proposed by the MPO.
- An update to the 2017 Household Travel Survey. This information assists in the development and upkeep of the Billings Travel Demand Model in preparation for the 2028 Long Range Transportation Plan Update. This data is also applicable as the City

conducts the Transportation Corridor Analysis and as MET Transit continues to evaluate its routes and system. The total budget for this is \$150,000. Proposed by the MPO.

Under Element 302 -- Planning Studies -- 60% PL/40%

- Feasibility and Planning Study -- Alkali Creek Trail Connection. This project is proposed by the MPO. This project is identified in the FY26-30 CIP and the 2016 Bikeways and Trail Master Plan. Trail alignment and planning level design work is needed for this project to be prepared for a future Transportation Alternatives Program grant or other funding opportunity. The Parks Department supports the completion of this final connection between the trail segments in this area to enable users to remain on a park trail through the area. The total budgeted cost for this project is \$20,000.
- Feasibility and Planning Study -- Downtown to Billings Heights Non-Motorized Connection. This project is proposed by the MPO. This project is identified in the FY26-30 CIP and the 2016 Bikeways and Trail Master Plan. Corridor analysis and planning level design work is needed for this project to be prepared for a future Transportation Alternatives Program grant or other funding opportunity. The Parks Department supports the completion of this connection to provide access from the Downtown to Coulson Park as further park improvements are being made to make Coulson more of a destination. The total budgeted cost for this project is \$20,000.
- Feasibility and Planning Study -- Aronson Avenue to Annandale Road Trail Connection. This project is proposed by the Billings City Council. This project is identified in the 2016 Bikeways and Trail Master Plan. Corridor analysis and planning level design work is needed for this project to be prepared for a future Transportation Alternatives Program grant or other funding opportunity. The Parks Department supports the completion of this connection to provide access from Aronson Avenue through several neighborhoods located in the Billings Heights up to Annandale Road, including an elementary, middle and high school. The total budgeted cost for this project is \$40,000.
- Additional Evaluation and Public Outreach -- Safe Routes to School - St. Francis Catholic School/Poly Drive Elementary and Medicine Crow Middle School. This project is proposed by the Billings City Council. These projects are identified in the Phase I and Phase II Safe Routes to School Studies completed by the MPO. Both of these projects were identified needing additional evaluation and public outreach to determine feasibility and local support. The total cost budgeted for this project is \$75,000.
- Transportation Corridor Analysis Public Outreach -- The MPO is actively participating in Phase II of the Transportation Corridor Analysis project. Initiated by Engineering, this project will engage the community in shaping how the transportation network should function and its appearance. To meet this goal, Engineering launched a two-phase project. Phase I, led by Engineering, involves extensive public outreach using a variety of engagement tools and opportunities. Phase II, led by the MPO, will build upon the first phase by validating its findings and incorporating additional engagement efforts, including visual preference surveys, open houses, corridor pop-up events, and stakeholder group meetings. The total cost budgeted for this project is \$80,000.

The local review of the UPWP involves public discussion sessions, work sessions, and regular business meetings of the City Council, Yellowstone County Board of County Commissioners, and Yellowstone County Board of Planning (Planning Board). The Planning Board, the designated MPO, conducted a public hearing at the June 24th meeting. No public testimony was provided.

The public can provide comments or questions at any of these meetings, as well as formal public testimony at the Planning Board. Below is a list of outreach associated with the development of the FY26 UPWP:

- MPO staff discussed the initial development of the UPWP with the Technical Advisory Committee on May 8th and encouraged City and County Public Works to review potential transportation planning studies or projects that could be beneficial in advancing future capital projects.
- City Public Works/Engineering suggested two corridor studies that support future CIP projects (discussed above).
- May 21st, MPO staff met with the County Public Works staff. Discussion included a discussion on the types of projects the MPO can assist with. One area of interest is conducting intersection studies at predetermined locations. The MPO also suggested that after the Billings Bypass is completed, an update to the Lockwood Transportation Study could be completed. No specific projects were identified at this meeting.
- MPO staff attended the June 4th Board of County Commissioners meeting to discuss the meeting with County Public Works, discuss proposed MPO projects and continue a dialogue with the Commissioners.
- On June 11th, MPO staff along with City Public Works and MET Transit met with the Legislative and Local Affairs Committee members of the City Council. This opportunity provided a discussion with council representatives on proposed projects and dialogue on council goals.
- On June 12th, the Technical Advisory Committee met and reviewed proposed projects submitted by the MPO, City and County. Based on this information, the TAC recommended the projects identified in this memo for inclusion.
- MPO staff attended the June 16th City Council Work and provided information on the UPWP and proposed projects. The City Council supports the above projects set forth by the MPO.
- On June 24th, the Planning Board received a presentation on the FY26 UPWP and conducted a public hearing to collect public comment. No public comment was received. The Planning Board will take final action and forward a recommendation at its July 8 meeting.
- On July 2nd, MPO staff attended the BOCC Discussion meeting to update the Commission on the addition of the Transportation Corridor Analysis project recommended by the City of Billings.

ALTERNATIVES ANALYZED:

The BOCC may:

- Forward a recommendation of approval of the FY26 UPWP to the Policy Coordinating Committee which will allow the continuation of federal transportation planning funding to the MPO, or;
- Not forward a recommendation of approval of the FY26 UPWP to the Policy Coordinating Committee. Not forwarding a positive recommendation could jeopardize continued federal transportation planning funding to the MPO.

FINANCIAL IMPACT:

Approval of the 2026 UPWP allows the MPO to access federal funds for transportation planning in the community. Federal and local funds are combined to provide most of the planning work done by the Planning Division for the City and the County. If the UPWP is not approved, there would be a significant loss of resources for community planning, and the community's ability to manage transportation planning projects and programs would be severely limited. The estimated breakdown of funding sources for the FY 2026 UPWP is as follows:

- \$274,000 Planning Dept. Fee Revenue (City of Billings)
- \$170,000 Planning Dept. Fee Revenue (Yellowstone County)
- \$668,000 County-Wide Planning Levy
- \$1,395,824 Federal Planning (PL) Allocation

Total Local and Federal Program Funding (UPWP): \$2,507,824

RECOMMENDATION

Staff recommends the Board of County Commissioners (BOCC) forward a recommendation of approval of the FY26 Unified Planning Work Program (UPWP) to the Policy Coordinating Committee (PCC). The PCC is scheduled to take final action on the UPWP at its meeting on July 22, 2025.

Attachments

FFY26 DRAFT UPWP
FY26 Project Locations



Unified Planning Work Program (UPWP)

Federal Fiscal Year 2026

(October 1, 2025 – September 30, 2026)

Prepared by:

Billings Metropolitan Planning Organization

In cooperation with:

City of Billings, Montana

Yellowstone County, Montana

Yellowstone County Board of Planning

Montana Department of Transportation

Federal Highway Administration

Federal Transit Administration

Approved by:

TAC: June 2, 2025

Yellowstone County: July 8, 2025

Yellowstone County Board of Planning: July 8, 2025

City of Billings: July 14, 2025

Policy Coordinating Committee: July 22, 2025

MDT:

FHWA/FTA:

This report was prepared with funding support from the Federal Highway Administration and the Federal Transit Administration of the U.S. Department of Transportation, provided through the State Planning and Research Program (Section 505) or the Metropolitan Planning Program (Section 104(d)) under Title 23 of the U.S. Code. The work program follows the format outlined in Chapter 2, Part 4 of Federal Transit Administration (FTA) Circular 8100.1D. The content of this report does not necessarily represent the official views or policies of the U.S. Department of Transportation.

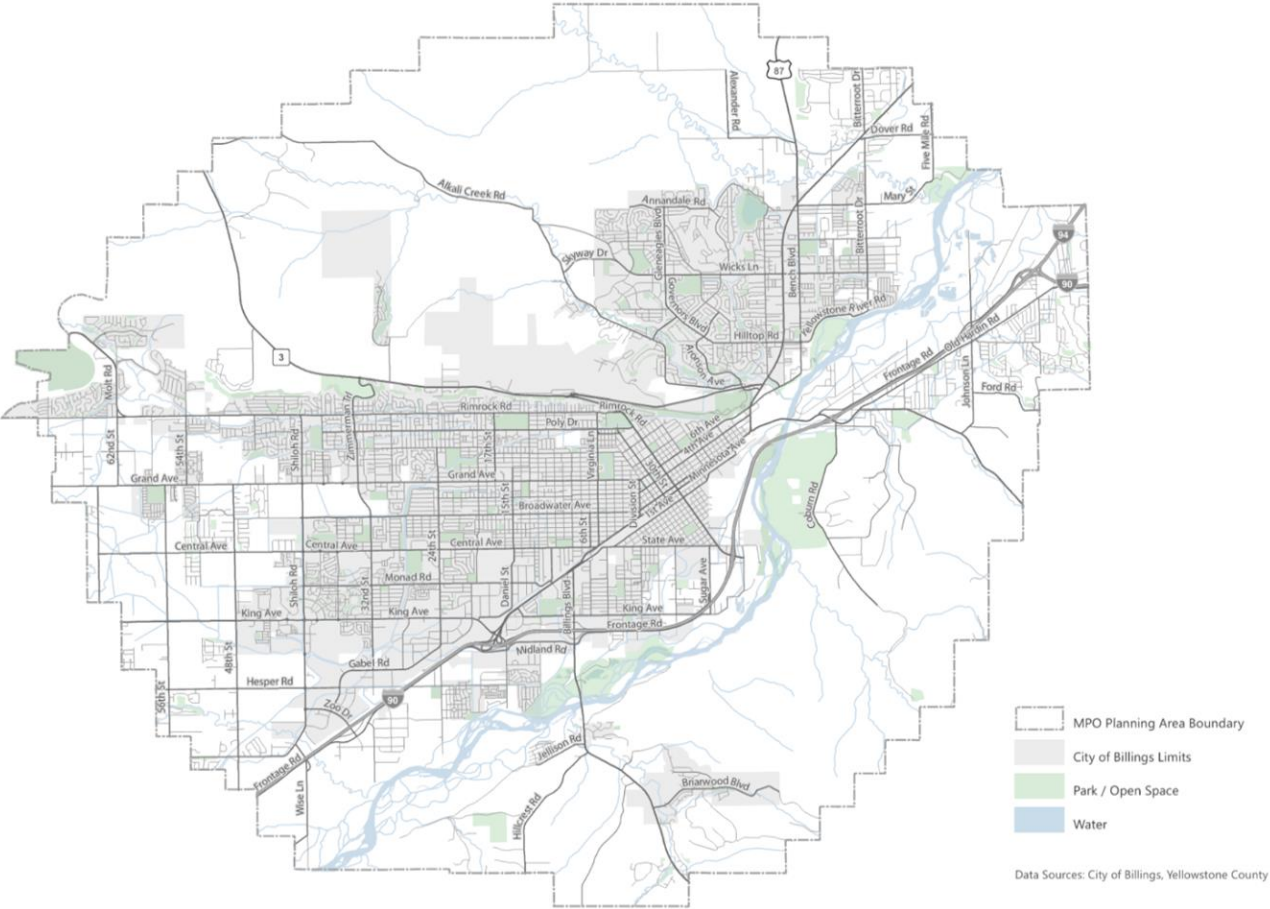
TABLE OF CONTENTS

CHAPTER 1 - HIGHWAY

SECTION 1 - INTRODUCTION	6
Work Program Abbreviations & Acronyms	6
UPWP and Its Purpose	8
Federal Guidance	8
Performance Measures	9
Safe and Accessible Transportation Options (SATO).....	10
Public Involvement.....	10
SECTION 2 – WORK ELEMENTS	11
Program Support and Administration	11
100 – Program Administration	11
101 – Service.....	16
102 – Citizen Involvement	18
General Development & Comprehensive Planning	21
200 – Community Planning.....	21
204 – Zoning Administration	27
205 – Subdivision Administration	30
Long Range Transportation Planning	33
300 – Transportation System Data	33
301 – Transportation Plan	39
302 – Transportation Planning Studies.....	42
Transportation Improvement Program	47
500 – Transportation Improvement Program	47
Special Projects.....	49
600 – Environmental Considerations.....	49

Other Activities.....	51
700 – Un-Programmed Funds.....	51
SECTION 3 – FUNDING	53
Table I Funding Summary.....	53
Table II Funding Comparisons	54
Table III Funding Percentages	54
Table IV Staff Months Worked	55
Table V Eligible Safe and Accessible Transportation Option Planning Activities	55
SECTION 4 – INDIRECT COST PLAN	56
Identification of Costs	56
Identification of Costs	56
Funding Sources	56
<u>CHAPTER 2 – TRANSIT</u>	
SECTION 1 –WORK ELEMENTS.....	58
44.21.00 Program Support and Administration	58
44.21.01 Administration	58
44.24.00 Short Range Transportation Planning.....	61
44.24.01 Future Service Analysis and Enhancements	61
44.21.02 Current Service Enhancement	64
44.25.00 Transportation Improvement Program	67
44.25.01 Transportation Improvement Program	67
44.26.00 Other Activities	69
44.26.12 Coordination of Non-Emergency Human Service Transportation	69
SECTION 2 –FUNDING	73

Billings MPO Boundary



CHAPTER 1 – HIGHWAY

SECTION 1 – INTRODUCTION

ABBREVIATIONS & ACRONYMS USED IN THE WORK PROGRAM

ADA	American Disability Act
ACS	American Community Survey
ARP	American Rescue Plan
AVL	Automated Vehicle Locator
BSED	Big Sky Economic Development
BUILD	Better Utilizing Investments to Leverage Development
CAC	Citizen Advisory Committee
CARES	Coronavirus Aid, Relief, and Economic Security
CDL	Commercial Driver’s License
CIP	Capital Improvement Plan
CMAQ	Congestion Mitigation Air Quality
CTSP	Community Transportation Safety Plan
EBURD	East Billings Urban Renewal District
ERP	Equipment Replacement Plan
FAST Act	Fixing America’s Surface Transportation Act
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year
FFY	Federal Fiscal Year
GIS	Geographic Information System
GTFS	General Transit Feed Specification
HPMS	Highway Performance Monitoring System
IIJA	Infrastructure Investment and Jobs Act
ITS	Intelligent Transportation Systems
LRTP	Long Range Transportation Plan
MDT	Montana Department of Transportation
MPO	Metropolitan Planning Organization
NTD	National Transit Database

PCC	Policy Coordinating Committee
PEP	Private Enterprise Participation
PL	Planning Funds
PTASP	Public Transit Agency Safety Plan
RAISE	Rebuilding American Infrastructure with Sustainability and Equity
SBBURD	South Billings Boulevard Urban Renewal District
TA	Transportation Alternative Program
TAC	Technical Advisory Committee
TAM	Transit Asset Management
TAZ	Traffic Analysis Zones
TDP	Transit Development Plan
TIP	Transportation Improvement Program
UPWP	Unified Planning Work Program
VMT	Vehicle Miles Traveled
YCBP	Yellowstone County Board of Planning

THE UNIFIED WORK PROGRAM AND ITS PURPOSE

The Unified Planning Work Program (UPWP) outlines transportation planning activities for the Billings Metropolitan area during the Federal Fiscal Year (FFY), which spans October 1 to September 30. The Yellowstone County Board of Planning acts as the designated Metropolitan Planning Organization (MPO) and is charged with the responsibility of administering the planning process. Each year, the Billings (MPO) prepares the UPWP for review and approval by local, state, and federal transportation authorities. The process begins with the Billings MPO Technical Advisory Committee, which conducts an initial review and provides a formal recommendation to the Yellowstone County Board of Planning, Billings City Council, and the Yellowstone Board of County Commissioners. These local agencies then submit their recommendations to the Policy Coordinating Committee (PCC), which gives final local approval before forwarding the UPWP to the Montana Department of Transportation (MDT), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA) for final authorization.

The UPWP includes work elements such as administration, public involvement, and long- and short-range planning. Each element outlines objectives, accomplishments from the previous fiscal year, and planned activities for the upcoming year. It also specifies the agency responsible, required resources, including staff hours, funding amounts, and sources, ensuring a comprehensive and transparent planning framework.

FEDERAL GUIDANCE

The Infrastructure Investment and Jobs Act (IIJA) was passed by Congress on November 15, 2021, authorizing funding for Federal transportation programs for federal fiscal years 2022-2026. The IIJA effectively replaced the Fixing America's Surface Transportation (FAST) Act and the prior infrastructure act Moving Ahead for Progress in the 21st Century (MAP-21) Act.

The IIJA retains FAST Act's ten planning factors. The MPO is required, per 23 USC 134(h)(1), to consider these factors when developing transportation plans, programs, and projects:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.

2. Increase the safety of the transportation system for motorized and non-motorized users.
3. Increase the security of the transportation system for motorized and non-motorized users.
4. Increase the accessibility and mobility of people and for freight.
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth, housing, and economic development patterns.
6. Enhance the integration and connectivity of the transportation system, across and between modes, people, and freight.
7. Promote efficient system management and operation.
8. Emphasize the preservation of the existing transportation system.
9. Improve resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.
10. Enhance travel and tourism.

PERFORMANCE MEASURES

The passage of the Infrastructure Investment and Jobs Act (IIJA) reinforces the performance-based planning and programming framework established by MAP-21 and the FAST Act. A key feature of these acts, continued under the IIJA, is the development of a performance- and outcome-based federal-aid program. The MPO will monitor performance measures and report progress to committees, agencies, and the public.

The performance measures address national goal areas, including safety, infrastructure condition, congestion reduction, system reliability, freight movement, environmental sustainability, and minimizing delays in project delivery. Instead of setting independent performance measure targets for the Billings Metropolitan Planning Area, the Yellowstone County Board of Planning and the City of Billings Aviation and Transit adopted the state performance targets established by MDT. This agreement, developed in coordination with Montana MPOs, was formalized through a Cooperative Performance-Based Planning Agreement on May 14, 2018.

SAFE AND ACCESSIBLE TRANSPORTATION OPTIONS (SATO)

IIJA/BIL requires an annual 2.5 percent of an MPO's PL allocation to be set aside for safe and accessible transportation options (SATO). The FY 26 set-aside is projected at \$24,141. The MPO will program expenditures of the required set-aside in this year's projects. Those projects will be noted in the Work Program Elements. Note: PCC as a governing body has not formally adopted any policy outside the Federal Mandate for Alternative Modes. Any reference to Complete Streets in this document refers to the City of Billings only.

PUBLIC INVOLVEMENT

The development of the UPWP included multiple opportunities for public review and feedback, culminating in its adoption by the PCC. The MPO facilitated this process by hosting TAC UPWP meetings and posting the draft UPWP on its website for a two-week public review period. The PCC's adoption of the UPWP also took place in a public forum. Below are the outreach efforts and meetings where the public could provide input on the draft UPWP:

- Technical Advisory Committee (TAC): June 12, 2025
- UPWP Posted on MPO Website: June 17, 2025
- Yellowstone County Planning Board: July 8, 2025
- Yellowstone County Commissioners: July 8, 2025
- Billings City Council: July 14, 2025

Final action on the FFY 2026 UPWP occurred during the PCC meeting on July 22, 2025.

Additionally, the MPO welcomed comments and addressed questions in person, by mail, email, and phone as needed following the posting of the draft UPWP. Revisions to the document were made based on feedback received from MDT and the public.

SECTION 2 – WORK PROGRAM

PROGRAM SUPPORT AND ADMINISTRATION

100 Program Administration

Objectives

The role involves administering the transportation planning process and providing support to the Board of Planning, the City Council, and County Commissioners, and other boards and commissions in their decision-making activities related to transportation initiatives.

Responsibilities include engaging in administrative and financial actions specific to transportation planning activities and effectively prioritizing those initiatives. Additionally, the position emphasizes enhancing staff skills and ensuring ongoing exposure to state-of-the-art practices and technologies in transportation planning, including relevant software. A key aspect of the role is maintaining contact with, providing input to, and receiving feedback from various local, state, and federal agencies, committees, and groups involved in transportation planning.

Accomplishments – Fiscal Year 2025

Conformance with federal, state, and local administrative and regulatory requirements, as well as maintenance of planning operations was achieved for FY25.

Members of the planning staff attended various professional meetings, workshops, and conferences at which planning, transportation, transit, bicycle/pedestrian and related topics were presented and discussed.

Specifically, the City-County Planning Division (Planning Division) and members of other local, state and federal departments and agencies actively participated in a diverse set of local meetings, including the Billings Technical Advisory Committee (TAC), Policy Coordinating Committee (PCC), Billings & Yellowstone County Zoning Commissions and Boards of Adjustment, Board of Planning, City Annexation Committee, City Development Process Review Committee, Community Development Board, Public Works (formerly the Traffic Control) Board, Bicycle and Pedestrian Advisory Committee, Historic Preservation Board, and others. Staff also participated in meetings with MDT and the other MPOs quarterly to discuss activities and issues. The Billings MPO also meets with MDT to discuss project coordination and issues.

Planning staff worked with GIS staff who updated geographic data in geographic information systems (GIS) including layers such as streets, zoning, addresses, ownership, and environmental

data. This GIS information is vital to provide to consultants for local plan development. Staff regularly utilize an application tracking and project management software system that integrates the existing City building permits with finance and land management software. The software also helps staff provide coordinated subdivision and development project reviews across City and County departments. Additionally, it allows for electronic submittal of building, sign, fence and exempt plats for local review. Staff also reviewed/updated the City Annexation Policy and Limits of Annexation Map and assisted in updates to the City's Capital Improvement Plan (CIP). Implementation of the City of Billings Complete Streets Policy is ongoing with the continued collection of data to be incorporated into the City of Billings Complete Streets Status Report. Implementation of the Billings Community Transportation Safety Plan will continue with reporting to MDT as required.

Proposed Activities - Fiscal Year 2026

All administrative functions of the Planning Division will be performed under this work element. Program management activities will include, but not be limited to the following:

- Correspondence
- Public Relations
- Employee Guidance, Supervision, and Training
- Program Organization and Management
- Consultant Liaison Activities
- Staff Meetings
- Negotiations
- Preparation of Contracts
- Performance Monitoring
- Office Equipment Acquisition
- Budget Management and Administration

Federal regulations require that performance measures and goals be established to monitor the performance of the region's transportation system.

The MPO will work with federal, state and local agencies to improve current performance tracking methods. Performance measures will be tracked on the MPO website and regular reporting will be provided to the Transportation Policy Coordinating Committee, MPO committees, and the general public depending on the availability of related data.

With the refilling of the Planner 1 positions, senior staff has had the ability to undertake a few neighborhood planning efforts this last year and will continue in this next year with the

initiation of the update to the Growth Policy, and land use plan for the newly opened Skyway Drive area. These projects have been identified with local funding.

PL Eligible Activities

The MPO plans to replace five staff computers in the upcoming fiscal year. This aligns with the city's strategic equipment replacement program, which outlines the scheduled replacement of computers and related equipment.

The MPO is proposing to have the current Transportation Planner, Elyse Monat, complete the ITE Professional Transportation Planner Certificate Program. This program is a professional development program offered by the Institute of Transportation Engineers (ITE). It is designed to enhance the knowledge and skills of transportation planners and engineers by providing comprehensive training in transportation planning principles, processes, and best practices. The program includes a series of online courses covering topics such as travel demand forecasting, land use and transportation integration, performance-based planning, and emerging technologies, followed by a certification exam. Participants who complete the required coursework earn a certificate that demonstrates their proficiency and commitment to the field of transportation planning.

In addition, the MPO will:

- As per the MPO's public participation plan and ongoing public outreach efforts, the planning staff will make available the documents and guidelines for transportation planning activities to the community, as well as keep abreast of federal and state requirements as they relate to the overall planning processes. These activities may include distribution of the current Billings Area Tour Map for bicycle and pedestrian users and visitors, distribution and explanation of the latest Billings Urbanized Area Traffic Count Map and Bicycle Count Map, explanation and distribution of the MPO's public participation plan to groups involved or interested in transportation planning processes in the community, and explanation and information dissemination of the TA or other grant programs to possible project applicants in the community.
- Staff will monitor the PL & Memorandum of Agreement as necessary to meet the requirements of the IIJA or any new legislation that may be approved in the upcoming fiscal year.
- Quarterly progress and expenditure reports will be prepared and transmitted to the Montana Department of Transportation (MDT) in order to maintain federal funding support.
- The FY 2026 UPWP will be continually appraised and monitored in terms of content and budget allocations and will be revised when deemed necessary.
- The Fiscal Year 2027 UPWP will be developed under this work element.

- The Board of Planning, Board of County Commissioners and City Council will be kept informed of the activities of the staff and their progress in completing the approved UPWP.
- All planning staff will participate in recognized and approved training programs in order to improve staff skills and capabilities. Planning expertise will be maintained through enrollment in appropriate planning and transportation-related courses at area colleges, workshops, seminars, webinars and conferences.
- Staff will adapt software programs to effectively utilize traffic data and continue computer-training programs.
- The use of PL funds for out-of-state travel and/or registration fees for the above or other purposes will continue to be subject to prior approval of MDT.
- The MPO TA Program administration will be funded through this work element.
- The Infrastructure Investment and Jobs Act (IIJA) will be reviewed so staff may become familiar with changes affecting the metropolitan planning process.
- Planning activities pertaining to Bicycle-Pedestrian in this work element will include:
 - Work field inspections, handle complaints and investigate problem areas of the Bike/Pedestrian system.
 - Presentations as needed.

Locally Funded Activities

- General administrative activities will include maintenance of files, library documents, daily correspondence and preparation of necessary periodic reports.
- Interagency committee participation is included in this work element.
- All staff members will continue to participate in and encourage increased cooperation between state and local agencies, departments and governing bodies.
- The Planning Division will serve both as a coordinator of and a participant in meetings and committees.
- Planning Division involvement will include participation with such agencies as the Housing Authority, Big Sky Economic Development (BSED), Air Pollution Control Board, RiverStone Health (City-County Health Department), Healthy by Design, legislative study committees, and other agencies.
- Staff will continue to implement long-term document storage through virtual servers and cloud storage platforms.

STAFFING

22 Staff Months – City/County Planning

FUNCTIONAL AGENCY RESPONSIBILITY

The Planning Division will be responsible for administering the area-wide planning process for the City and County.

PRODUCT

- An ongoing administrative program focused primarily on effective and expeditious implementation of this UPWP.
- The continual enhancement of the Planning Division staff skills and knowledge.
- Maintenance of a coordinated, comprehensive, and cooperative planning process that is endorsed and supported by the local community.
- The development of the FY27 UPWP.

FUNDING SCHEDULE - ADMINISTRATION

FUNDS PROGRAMMED - FISCAL YEAR 2025

FUNDING SOURCE			
AGENCY	PL	LOCAL	TOTAL
MPO	\$295,900.00	\$242,100.00	\$538,000.00
TOTAL	\$295,900.00	\$242,100.00	\$538,000.00

DISBURSEMENT PERCENTAGE			
AGENCY	PL	LOCAL	TOTAL
MPO	55	45	100

FUNDS PROGRAMMED - FISCAL YEAR 2026

FUNDING SOURCE			
AGENCY	PL	LOCAL	TOTAL
MPO	\$171,600.00	\$140,400.00	\$312,000.00
TOTAL	\$171,600.00	\$140,400.00	\$310,000.00

*The matching ratio is Federal PL--86.58% and State match-13.42%.

** Five computer replacements - \$9,500; ITE Transportation Planning Certificate Program - \$800.

101 Service

Objectives

To facilitate the sharing of information and the exchange of ideas among planning agencies, the interested public, decision-makers, and other relevant departments, agencies, and organizations associated with the Billings MPO.

Accomplishments – Fiscal Year 2025

The planning staff engaged in a diverse range of service tasks. Their responsibilities included delivering presentations concerning roadways and alternative transportation, addressing citizen inquiries and complaints about streets, subdivision layouts, sight distances, zoning requests, and ensuring alignment with the 2024 Transportation Plan, the 2017 Billings Area Bikeway and Trails Master Plan, the City of Billings 2016 Growth Policy, the Lockwood Growth Policy, and various neighborhood and community plans.

Staff also provided transportation planning information to organizational and agency partners as needed for education and decision-making purposes. Additionally, they shared updates and insights with the community and stakeholders throughout the development of several planning initiatives.

Proposed Activities - Fiscal Year 2026

PL Eligible Activities

- Planner I positions will also be working within this element. These positions will provide transportation and related planning information to the general public and interested organizations.
- Planning Division and Transportation Planning staff continually look at ways to disseminate and provide information on transportation activities, including by creating social media posts addressing transportation safety, and tabling at community events.

Locally Funded Activities

- Staff will continue to develop and use website tools enabling citizens to access information on upcoming planning activities, board and commission meetings, and recent land use applications, as well as interact with various planning processes through email notification and online comment programs. Staff will look at implementing citizen access to the Questys System software for access to historical data related to transportation, zoning and other planning applications.
- Continue increasing community and agency awareness of the interrelationships between land use development and transportation needs through dissemination of information and drafting of planning documents that incorporate both elements together.

STAFFING

7 Staff Months – City/County Planning

FUNCTIONAL AGENCY RESPONSIBILITY

As Assigned.

PRODUCT

- A responsive and flexible planning process utilizing staff capable of providing short-term findings and recommendations, as well as ongoing customer service to the public on all levels of planning projects and regulations.
- Provide transportation-related webinars to staff, local officials and the general public to educate on current transportation issues.

FUNDING SCHEDULE - SERVICE

FUNDS PROGRAMMED - FISCAL YEAR 2025

FUNDING SOURCE			
AGENCY	PL	LOCAL	TOTAL
MPO	\$32,500.00	\$32,500.00	\$65,000.00
TOTAL	\$32,500.00	\$32,500.00	\$65,000.00

DISBURSEMENT PERCENTAGE			
AGENCY	PL	LOCAL	TOTAL
MPO	50	50	100

FUNDS PROGRAMMED - FISCAL YEAR 2026

FUNDING SOURCE			
AGENCY	PL	LOCAL	TOTAL
MPO	\$25,000.00	\$25,000.00	\$50,000.00
TOTAL	\$25,000.00	\$25,000.00	\$50,000.00

*The matching ratio is Federal PL--86.58% and State match-13.42%.

102 Citizen Involvement

Objectives

To gather community input on values and goals while encouraging participation in the development of plans and projects.

Accomplishments – Fiscal Year 2025

Planning staff attended numerous meetings with service clubs, civic groups, and professional organizations to discuss various aspects of local planning. The Planning Board actively sought public input to review and gather feedback on a broad range of planning issues affecting both the City and County. Staff also participated in meetings of neighborhood task force organizations and advisory committees, responding to questions and addressing long-term planning topics, particularly those related to transportation projects and code enforcement concerns.

Proposed Activities - Fiscal Year 2026

PL Eligible Activities

- The City of Billings is undertaking the development of a Land Use Plan and Future Land Use Map to comply with the Montana Land Use Planning Act (MLUPA). The MLUPA legislation is aimed at fostering the well-being of Montana's residents by implementing comprehensive land use planning. Transportation will be very relevant to the development of the future land use map. Significant public outreach and engagement will be involved in this project. The MPO is proposing to allocate \$5,000 of PL funding towards this activity to assist in public engagement. This project was kicked off in May of 2025 with the majority of the engagement beginning summer into spring of 2026.
- Outreach to the public and all affected jurisdictions for ongoing transportation projects, including but not limited to several MDT planning and construction projects such as the North Billings Bypass, 1st Avenue North reconstruction, Zoo Drive and several MPO projects. The MPO has several projects that will be completed and initiated this upcoming year including an update to the 2017 Household Travel Survey.
- The staff will continue to support the Bicycle and Pedestrian Advisory Committee. The Committee is responsible for forwarding recommendations to the Planning Board and governing bodies on bicycle safety, bike lanes, pedestrian safety and access, and other matters. The group will be involved in the nomination and review of TA Program eligible projects, bicycle and pedestrian signing and safety projects, grant applications for non-motorized transportation projects, and community education and outreach on bicycle and pedestrian safety within the MPO.

- The MPO has several planning efforts this year and next, as part of its continuous efforts to engage the public in these transportation planning efforts, staff will be actively engaged with City and County Departments and partnering organizations to push information and public participation opportunities to the community.
- TAC and PCC meetings will be held, and meeting information disseminated as necessary.
- Staff will continue to update and maintain the MPO's website to provide the most current up to date information for the community.
- Staff will utilize web-based GIS and web mapping software for assistance in transportation planning.
- Some of the specific projects that will involve community participation include the completion of the update to the 2017 Household Travel Survey, MPO participation in the City of Billings Transportation Corridor Plan, and the significant development of the Billings Comprehensive Plan. These projects will include extensive public participation and solicitation.

Locally Funded Activities

- Meetings with various citizen groups will be coordinated and attended for the purpose of soliciting information and ideas on a broad range of planning issues within the Billings Urban Area and throughout Yellowstone County.
- Community participation using new tools and techniques will also be included in all planning studies proposed within this document.
- Staff will utilize web-based GIS and Web mapping software for assistance in land-use planning.

STAFFING

9.5 Staff Months – City/County Planning

FUNCTIONAL AGENCY RESPONSIBILITY

City/County Planning

PRODUCT

- A comprehensive and coordinated solicitation and collection of public opinions in order to accurately reflect the preferences and priorities of the citizens within the Billings Urban Area.
- An enhanced integrated web-based public participation software that includes MPO and general planning projects and procedures and other pertinent information.

FUNDING SCHEDULE - CITIZEN INVOLVEMENT

FUNDS PROGRAMMED - FISCAL YEAR 2025

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$51,000.00	\$51,000.00	\$102,000.00
TOTAL	\$51,000.00	\$51,000.00	\$102,000.00

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	50	50	100

FUNDS PROGRAMMED - FISCAL YEAR 2026

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$45,000.00	\$45,000.00	\$90,000.00
TOTAL	\$45,000.00	\$45,000.00	\$90,000.00

*The matching ratio is Federal PL--86.58% and State match-13.42%. Includes \$5,000 for public outreach and engagement activities associated with the City of Billings Land Use Plan and Future Land Use Map development.

200 Community Planning

Objectives

The planning staff is responsible for maintaining accurate records and projections related to population, dwelling units, land use, employment data, and financial reports. They provide up-to-date information on the quantity of residential, commercial, industrial, and public land within the MPO and across the County. Staff analyze and summarize development trends, offering visual data and insights to the City Council, County Commission, Planning Board, and the public to support informed transportation and land-use decision-making. Additionally, they recommend implementing the goals, policies, and strategies outlined in the 2016 City of Billings and Lockwood Growth Policies and facilitate the implementation of the Long-Range Transportation Plan and related planning studies.

Ten Planning Factors Incorporated into the UPWP:

1. **Economic Vitality:** Support the metropolitan area's economic vitality by fostering global competitiveness, productivity, and efficiency.
2. **Safety:** Enhance the safety of transportation systems for both motorized and non-motorized users.
3. **Security:** Improve the security of transportation systems for all users.
4. **Accessibility and Mobility:** Increase accessibility and mobility for people and freight.
5. **Environmental Protection and Quality of Life:** Protect the environment, promote energy conservation, improve quality of life, and align transportation improvements with State and local growth, housing, and economic development plans.
6. **System Integration and Connectivity:** Improve the integration and connectivity of transportation systems across different modes for both people and freight.
7. **System Efficiency:** Promote efficient management and operation of transportation systems.
8. **Preservation:** Prioritize the preservation and maintenance of existing transportation systems.

9. **Resilience and Reliability:** Enhance the resilience and reliability of transportation systems while reducing or mitigating stormwater impacts from surface transportation.
10. **Travel and Tourism:** Support enhancements to travel and tourism through transportation initiatives.

Accomplishments – Fiscal Year 2025

Staff reviewed and analyzed the most current release of the 2019-2023 Census and American Community Survey (ACS) data. Current ACS data is updated and placed in various databases as it has become available. Data gathered and updated included annual information related to population estimates for city and counties within the State of Montana. This annual information is used by the public and public agencies for planning purposes. The ACS is accessed for review and dissemination, and updated information released by the US Census Bureau in regard to commuting patterns. Other data gathered includes:

- Building Permits, Demolition Permits, Electrical Permits, Subdivision Applications, Zoning Applications, Special Reviews, Variances, temporary use permits, sign permits, zoning compliance permits and zoning clarification documents, annexation data, population trends, land use trends, school enrollment, employment data and general economic indicators.

The planning staff continues to review the most current ACS data and information from the 2020 Census data and estimates for population and demographic data. Census information is made available to various local agencies and organizations and to the general public. The data is used for developing reports, grant applications and planning documents such as Transportation and Land Use Plans and for projects like the Recreational Trails Program Grant and other grants as needed.

The City-County Planning Division, on behalf of the Billings MPO, is responsible for preparing a City of Billings Complete streets (excluding Yellowstone County) Progress Report. This direction was outlined in the City of Billings Complete streets (excluding Yellowstone County) Policy: “The City will periodically collect, review and report performance data and benchmark measurements to demonstrate the effectiveness of the policy.” This effort was completed with the first-ever City of Billings Complete Streets (excluding Yellowstone County) Benchmark Report prepared in 2013. This [Progress Report](#) includes comparison of various data sets related to motorized and non-motorized transportation.

Numerous other special purpose maps were prepared for meeting purposes including bicycle trail maps, annexation maps, estimated development density maps and tables for the Limits of

Annexation Map area, and other project influence areas. Natural resources, 2020 Census, and jurisdictional boundary information was updated or developed. Traffic count station locations were geo-positioned and linked with the City-County traffic count matrix. The City also upgraded its internal mapping system with an ArcGIS product that makes access to the most current property data and aerial photography better and easier for staff when researching existing conditions of transportation corridors and adjacent property. The new system provides a robust City GIS base map for use in application reviews, transportation planning efforts, and general customer inquiries. Ongoing review and implementation of sub-area neighborhood and transportation plans, and other planning documents were carried out by staff.

While not a part of PL funds, the City of Billings was awarded a Safe Streets for All (SS4A) grant from the US DOT. The Transportation Planner anticipates dedicating a significant amount of time to managing this grant, including coordinating a public education campaign about Safe Routes to School and helping to provide management for the implementation of Safe Routes to School projects.

Proposed Activities - Fiscal Year 2026

PL Eligible Activities

- In FY25, the MPO added an additional employee to the PL formula. In 2008, the recession forced the Planning Division to reorganize staffing and eliminated the Long Range/Neighborhood Planner position. Based on community and City Council goals, this position is needed to complete numerous neighborhood, subarea, and long-range plans. The funding structure is set at a 30-70 split, with 30 percent of the budget provided by the PL and the remaining 70 percent covered by local funding. This collaborative funding approach ensures that the Neighborhood Planner is well-resourced to address local needs while aligning with broader planning objectives. In May of 2025, the Planning Division successfully filled this position with Tate Johnson. Previously working the front lines for the Planning Division and processing numerous planning applications, Tate will be a great addition to the long-range planning activities. The Neighborhood Planner will play a crucial role in the MPO's transportation planning activities, including:
 - Community Engagement.
 - Data Collection and Analysis.
 - Assistance with the development of Transportation Plans.
- The web-based GIS software is compatible with available datasets and utilizes the existing data sets more effectively. The GIS software will be utilized to develop a series of maps, including existing and proposed pedestrian trail routes and projects in the community, maps to implement the Long-Range Transportation Plan, updates to a preferred growth

area map in conjunction with the City's Limits of Annexation Map, mapping of focus areas for implementation of the City's Infill Development Policy, and others. This ability of the GIS program allows for anticipating and planning for the transportation network in areas of annexation and infill. This will assist in the implementation of our LRTP and project planning for future plans and studies.

- The planning staff, under the direction of the Board of Planning, will continue to work on long-range planning projects according to the priorities established by both the City of Billings and Yellowstone County. In particular, the continuing implementation of the 2024 Long Range Transportation Plan Update, and to implement the 2017 Bikeway and Trails Master Plan.

Work related to Bicycle-Pedestrian activities in this work element will include:

- Work with staff to ensure a bike/pedestrian friendly community.
- Review of proposed subdivisions for non-motorized transportation connectivity.

Locally Funded Activities

- Senior staff will be undertaking development of a variety of long-range land use plans this upcoming year that will all include significant public involvement and engagement including as mentioned earlier.
- The Planner I's will continue to undertake the review of:
 - Zoning applications. The development and adoption of Project Re:Code now ties land uses and land patterns to the road and street network.
 - Site development plans to address clear vision and controlled and shared access points.
 - Site development plans address newly implemented build to zones which prevent traffic flow in front of buildings.
 - Site orientations that allow for internal traffic and other services, for example, drive through locations.
- Staff also will continue to work with the Big Sky Economic Development (BSED) to implement the Master Plan for the East Billings Urban Renewal District (EBURD), the Hospitality Corridor Planning Study, the Exposition Gateway Concept Plan and the South Billings Boulevard Urban Renewal District (SBBURD) Master Plan. The plans include detailed analysis of the transportation and land use connections in the area and promote sustainable development projects.
- Staff plans to work with the City, County, BSED, and neighborhood groups to identify planning needs in various parts of the urbanized area.
- Continued maintenance and update of socio-economic and land use data for both transportation and comprehensive planning activities will continue in 2026, with 2020 Decennial Census data and the 2023 American Community Survey data.

- Various GIS databases and layers will continue to be developed and centrally maintained, including information on neighborhoods, community assets, route planning, trail systems and transportation plans.
- The new web-based system tracking and managing projects will include application information on zoning and subdivision applications.
- Neighborhood planning activities will be initiated to identify local issues and strategies to assist neighborhood groups and organizations with neighborhood sustainability, equity, and safety.

STAFFING

21.5 Staff Months – City/County Planning

FUNCTIONAL AGENCY RESPONSIBILITY

City/County Planning

PRODUCT

- Various reports, files, and projections of socio-economic data necessary for current transportation and comprehensive planning activities, as well as support of City/County economic development activities.
- An ongoing GIS database/mapping system for the City of Billings and Yellowstone County.
- Ongoing updates to the preferred growth areas mapping and analysis for the City, implementation of the City Infill Development Policy, SBURD Master Plan, the 2024 Long Range Transportation Plan Update, 2018 Public Participation Plan, the Downtown Area Traffic Circulation and Safety Study, Wayfinding Sign Plan, and the Heritage Trail Tour Map and Application.

FUNDING SCHEDULE – COMMUNITY PLANNING

FUNDS PROGRAMMED - FISCAL YEAR 2025

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$104,400.00	\$243,600.00	\$348,000.00
TOTAL	\$104,400.00	\$243,600.00	\$348,000.00

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	30	70	100

FUNDS PROGRAMMED - FISCAL YEAR 2026

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$105,000.00	\$245,000.00	\$350,000.00
TOTAL	\$105,000.00	\$245,000.00	\$350,000.00

*The matching ratio is Federal PL--86.58% and State match-13.42%.

204 Zoning Administration

Objectives

The planning staff is responsible for overseeing, interpreting, and enforcing current City and County zoning regulations. They ensure effective administration of these regulations while providing efficient service to elected officials and the public. Additionally, staff maintain up-to-date zoning and land use information for all zoned properties within the jurisdiction of the Billings Metropolitan Planning Organization, supporting long-range transportation planning studies, traffic analysis, and transportation projects.

Accomplishments – Fiscal Year 2025

Staff continues to see robust applications for zone changes, special reviews, variances, and planned developments. Reports and recommendations were prepared on each case to the various boards, commissions, and governing bodies. Digital photos are now incorporated into all zoning reports and Microsoft PowerPoint presentations are given to all boards and commissions. Staff is in the process of ongoing scanning of historic zoning files in preparation of future citizen access through a new archiving system software. All applications for building permits were also reviewed for compliance with City and County zoning regulations. Special zoning studies and ordinance updates were prepared as requested by the governing bodies. These included making a series of zoning code amendments to bring the regulations into compliance with changes in State Law and changes driven by community interests.

Staff coordinated with the County GIS Department to ensure that all zone changes within the Billings MPO area were reflected on GIS online and printed maps to ensure land use information was current.

A significant amount of time was also spent assisting the public with general zoning questions. The status of all active zoning applications is now posted on the City/County Planning websites.

After 25 years of service, Nicole Cromwell, the City-County Zoning Coordinator, retired at the end of May. Nicole leaves very big shoes to fill. Karen Husman, a long-time planner with City/County Planning, stepped into this role at the end of May.

Proposed Activities - Fiscal Year 2026

PL Eligible Activities

- Zoning, Special Review, and Variance applications will be reviewed for land use compatibility, traffic, access, and overall site design.
- Staff will continue to maintain its zoning maps and land use information so that it is applicable to long-range transportation planning efforts in the Billings MPO. This

information is regularly applied to a variety of MPO functions, including corridor analysis efforts like those involved in the Billings Bypass project, specific road projects, TA program applications and non-motorized grant applications.

- Staff will continue implementing the Zoning Code. Staff continues to review and troubleshooting inconsistencies or inaccuracies in the code with the intent to make any needed amendments. As stated earlier, the Zoning Code places a higher emphasis on the transportation system, including road classification; safety and connectivity is vital to how the adjacent land uses for residential and commercial development are built. The road system emphasizes location and setting of any structures.
- Planner I's allow senior staff to take a more active role in long range planning. It is anticipated that Planner I's will undertake the review of:
 - Zoning applications. Project Re:Code now ties land uses and land patterns to the road and street network.
 - Site development plans to address clear vision and controlled and shared access points.
 - Site development plans to address newly implemented build to zones which prevent traffic flow in front of buildings.
 - Site orientations that allow for internal traffic and other services, for example, drive through locations.

Locally Funded Activities

- Carrying out the day-to-day activities required to effectively administer the zoning regulations as well as ensure that land use information is current and available for all long-range transportation planning efforts, including Transportation Plan updates, specific road projects, corridor studies and the North Bypass project.
- Activity in 2026 will include ordinance updates as required by State law or requested by the public or governing bodies.
- All zone change applications will be reviewed for compliance with local plans.
- Staff will continue the update to the Zoning Code based on fulfilling policy goals set by the local governing body including Growth Policy, Neighborhood Plans, and by increasing safe and accessible transportation planning options Streets and Infill Policies.

STAFFING

15.5 Staff Months – City/County Planning

FUNCTIONAL AGENCY RESPONSIBILITY

City/County Planning

PRODUCT

- Effective zoning regulations and administration for the City of Billings and Yellowstone County. Effective enforcement of the zoning regulations for Yellowstone County.
- Online submittal capability for certain zoning permits, i.e., sign and fence will increase efficiency and convenience for applicants.

FUNDING SCHEDULE – ZONING ADMINISTRATION**FUNDS PROGRAMMED - FISCAL YEAR 2025****FUNDING SOURCE**

AGENCY	PL	LOCAL	TOTAL
MPO	\$42,000.00	\$168,000.00	\$210,000.00
TOTAL	\$42,000.00	\$168,000.00	\$210,000.00

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	20	80	100

FUNDS PROGRAMMED - FISCAL YEAR 2026**FUNDING SOURCE**

AGENCY	PL	LOCAL	TOTAL
MPO	\$24,000.00	\$96,000.00	\$120,000.00
TOTAL	\$24,000.00	\$96,000.00	\$120,000.00

*The matching ratio is Federal PL--86.58% and State match-13.42%.

205 Subdivision Administration

Objectives

The planning staff is responsible for maintaining current City and County subdivision regulations and updating them as needed to align with changes in State law. They ensure effective administration of these regulations, providing efficient service to developers, engineers, surveyors, elected officials, and the community. Staff work to minimize negative impacts of development on the community, ensuring that subdivisions are designed to be safe and sustainable. When subdivision applications are submitted, they evaluate traffic accessibility studies, general circulation data, and ensure conformity with the Functional Classification Map and elements of the Long-Range Transportation Plan. Additionally, they collect, manage, and apply subdivision development information to support long-range transportation planning activities for the MPO, including updates to the transportation plan and maintenance of traffic modeling inputs.

Accomplishments – Fiscal Year 2025

The Board of Planning and the planning staff reviewed all preliminary major and minor plat applications. Numerous conceptual and pre-application meetings were coordinated and attended by staff. All final plats were reviewed and processed. Also, a significant amount of time was spent assisting the public with general subdivision questions. Updates to the City and County Subdivision Regulations due to legislative changes were drafted and approved.

Staff collected and compiled information on the details of each new subdivision, such as the number of lots and land area slated for development. This information is integral to any transportation plan updates or long-range transportation planning efforts undertaken by the MPO in the community to determine population growth and location of residents and commercial services that affect the transportation system. This involved monthly subdivision activity reporting and periodic reviews of new development locations. This is also considered in relation to the TA program and when the MPO pursues grants for non-motorized transportation projects in the community.

The MPO continues to implement and enforce the County Subdivision Regulations that require property currently outside the city limits but within the County Zoning Jurisdiction that may be annexed in the future to develop at city standards for infrastructure such as sidewalk, storm water management and future utility access. This procedure has been positive to residential development in the city fringe areas and contributes to the development of safe and accessible transportation options.

Proposed Activities - Fiscal Year 2026

PL Eligible Activities

- Staff will review all subdivisions for compliance with the Billings Area Long Range Transportation Plan, and for conformity with the Billings Area Bikeway and Trails Master Plan, Lockwood Transportation Plan, Blue Creek Transportation Plan, and other neighborhood and community transportation plans as applicable.
- Staff also will continue to collect information on the details of each new subdivision as an integral data source for long-range transportation planning efforts undertaken by the MPO. The MPO expects to use this data in 2026 for a variety of projects, including the implementation of the Long-Range Transportation Plan, the Bike/Ped Plan and continued analysis for the North Bypass.
- In the last couple of years with the addition of the new Planner I to the UPWP, the Division has additional assistance in reviewing subdivision applications for compliance with the various transportation and planning documents overseeing land use within the MPO and Planning jurisdictional area.

Locally Funded Activities

- All subdivision applications will be reviewed for compliance with local and state subdivision law.
- Staff will continue to carry out the day-to-day activities required to effectively administer the subdivision regulations, and to keep the regulations current.
- Continued implementation of the Suburban Subdivision Regulations within the County Zoning Jurisdiction area.

STAFFING

17 Staff Months – City/County Planning

FUNCTIONAL AGENCY RESPONSIBILITY

City/County Planning

PRODUCT

- An effective subdivision review process regarding local and state law, the Growth Policy, and the Billings Area Transportation Plan.
- Accurately identified and reviewed the street segments proposed in the new subdivision to ensure their alignment with the designated road functional classifications as outlined in the 2023 Transportation Plan Functional Classification Map. This involved a thorough

analysis to verify that each street segment meets the specific criteria and standards set forth in the plan, ensuring consistency with the broader transportation network and supporting the intended flow of traffic. The review process included cross-referencing proposed street layouts with the functional classification map, assessing potential impacts on traffic patterns, and confirming that the street segments will contribute to an efficient and well-coordinated transportation system within the subdivision and its connection to existing infrastructure.

FUNDING SCHEDULE – SUBDIVISION ADMINISTRATION

FUNDS PROGRAMMED - FISCAL YEAR 2025

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$63,900.00	\$149,100.00	\$213,000.00
TOTAL	\$63,900.00	\$149,100.00	\$213,000.00

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	30	70	100

FUNDS PROGRAMMED - FISCAL YEAR 2026

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$45,000.00	\$105,000.00	\$150,000.00
TOTAL	\$45,000.00	\$105,000.00	\$150,000.00

*The matching ratio is Federal PL--86.58% and State match-13.42%.

LONG RANGE TRANSPORTATION PLANNING

300 Transportation System Data

Objectives

The planning staff is responsible for developing and maintaining the current transportation system data files and records. They provide transportation planning and data information to City and County staff, elected officials, developers, engineering firms, and the general public to support informed decision-making and project development.

Accomplishments – Fiscal Year 2025

The traffic, trail and bike lane count programs for FY 2025 was completed. Travel times/delay/speed studies were completed, calculations computed, and level-of-service values determined. This data was used for various planning and engineering projects throughout the year. In addition, the public commonly requests this data for land use planning.

Staff participated in the update of the City of Billings Capital Improvement Plan (CIP). Crash information was compiled and analyzed. Crash data is also used in many of the planning studies undertaken by the MPO. The staff also continued to utilize the trail scanners that were purchased and found new and better ways to both use the scanners in more trail locations in the community and display the data for various applications. A couple of years ago, the MPO also took over collection and distribution of the data from the Lockwood sidewalk counters purchased through the Lockwood Pedestrian Safety District.

Proposed Activities - Fiscal Year 2026

PL Eligible Activities

- The traffic count program for the Billings Urban Area as well as the Yellowstone County influence area will be conducted and the appropriate data recorded during FY2025. All traffic count data will be submitted to the MDT by February 1, 2026.
- Staff will update, where appropriate, the City's Capital Improvement Program.
- Continue with the contract position with City Engineering to continue traffic and trail counts.
- Staff will collect and maintain bike/pedestrian information through use of the trail-bike/pedestrian scanners. The information from the bike/pedestrian counts links directly to the development of the LRTP and the MPO's non-motorized planning studies. These counts also contribute to other planning projects such as the City of Billings Complete Streets Progress Report. This activity is in conjunction with MPO region wide planning.

- The traffic count data archive will be maintained and accessible for other agencies and the public.
- Data will also be used during proposed FY26 Planning Studies as needed.
- The Bicycle-Pedestrian activities will continue. Duties will include but are not limited to:
 - Maintain Bike/pedestrian databases in conjunction with MPO region wide planning purposes.
 - Maintain database for easement acquisition.

Proposed Special Activities or Projects

Replacement and Upgrades to Traffic and Trail Counters

To support data-driven planning and performance measurements, the Billings Metropolitan Planning Organization (MPO) utilizes a network of traffic and trail counters to monitor bicycle and pedestrian activity across the region. As these devices age and technology evolve, many of the existing counters have become outdated, unreliable, or incompatible with newer data collection platforms. In response, the MPO proposes the replacement and necessary upgrades of its current counting equipment to ensure the continued accuracy, consistency, and usability of non-motorized traffic data.

Upgrading and replacing the counters will allow for better integration with current data platforms, improved remote access and maintenance, and more precise detection of different travel modes. This effort will also support year-round data collection with weather-resistant and automated systems that reduce manual labor and increase reliability.

Furthermore, high-quality count data is a critical asset in securing competitive state and federal funding. Many grant programs, including Transportation Alternatives, Safe Routes to School, and multimodal safety initiatives—require or strongly recommend supporting data that demonstrates community use and project justification.

Investing in modern, dependable traffic and trail counters will enhance the MPO's ability to make informed decisions, track progress toward mobility and safety goals, and advance a connected, efficient, and inclusive non-motorized transportation network for the Billings region.

The MPO is proposing allocating \$15,000 towards the completion of this project.

The expenditure of these funds will occur throughout the federal fiscal year as needed.

Travel Demand Modeling Support for the Billings Transportation Corridor Plan

The City of Billings is in the process of developing a comprehensive Transportation Corridor Analysis Plan to evaluate the existing roadway network and guide the future of transportation infrastructure across the metropolitan area. In support of this effort, the Billings Metropolitan Planning Organization (MPO) proposes the use of Planning (PL) funding to conduct advanced travel demand modeling. This modeling will serve as a critical analytical tool to assess how proposed roadway improvements and alternative development scenarios would impact travel patterns, traffic flow, and overall network performance.

The goal of the modeling effort is to provide data-driven insights that inform long-range transportation planning decisions, prioritize infrastructure investments, and ensure that the evolving transportation network meets the needs of a growing and changing population. By testing various roadway configurations and land use scenarios, the MPO will be able to forecast future conditions, identify potential congestion points, and evaluate the effectiveness of multimodal strategies, including public transit, bicycle, and pedestrian infrastructure.

The MPO plans to continue its successful partnership with Kittelson & Associates, a firm with extensive experience in transportation modeling and planning. Kittelson has previously supported the MPO with travel demand modeling tasks on an as-needed basis and is well-versed in the specific characteristics and needs of the Billings region. Their expertise will help ensure that the modeling is technically sound, consistent with best practices, and tailored to the unique challenges and opportunities facing the community.

This project represents a strategic use of federal planning resources to enhance the technical foundation of the Billings model, support scenario planning, and advance the development of a safe, efficient, and resilient transportation system for the region.

The MPO is proposing allocating \$50,000 towards the completion of this project. This project will be initiated at the request of the City of Billings for the project.

Billings MPO Household Travel Survey Update – Project Description

The Billings Metropolitan Planning Organization (MPO) is initiating an update to the 2017 Household Travel Survey to better understand current travel behavior and trends within the Billings urban area. This comprehensive survey will collect data on how, when, and why residents travel throughout the region, providing a critical foundation for transportation planning, modeling, and investment decisions.

The updated Household Travel Survey will incorporate contemporary data collection methods, including digital tools and mobile technology, to ensure broader participation and more accurate representation of daily travel patterns. The information gathered will include trip purposes, modes of travel, trip start and end times, and socio-demographic characteristics of participating households.

This effort is essential to support the development of future transportation plans, including the Billings Long Range Transportation Plan (LRTP), transit planning, corridor studies, and other transportation planning efforts. The updated survey will also help align transportation strategies with the changing needs of the community, promote equity in planning, and guide investments that improve mobility, safety, and accessibility for all users.

The Billings MPO is committed to a transparent and inclusive process, engaging stakeholders and the public throughout the survey's development and implementation phases. The updated data will be a vital tool in ensuring that transportation infrastructure and services continue to meet the needs of a growing and evolving region.

The MPO is proposing allocating \$150,000 towards the completion of this project with \$10,000 towards safe and accessible transportation options allocated to this project. The MPO will advertise this project in December of 2025 with project start in the spring of 2026.

STAFFING

9.0 Staff Months – City/County Planning

11.0 Staff Months – City of Billings Engineering

FUNCTIONAL AGENCY RESPONSIBILITY

City/County Planning/MDT

PRODUCT

- Documentation as necessary, support of transportation grant programs, transportation system modeling, updated Traffic Count Program, and research and integration of traffic information into planning projects and development review activities.
- Current traffic count data. Traffic counts are vital for any long-range planning efforts and during development of commercial and residential projects. Traffic counts also directly relate to the development of projects in the LRTP and ultimately for programming in the TIP.
- Current bike/pedestrian counts. MPO uses these counts for the development of the non-motorized network. This information is used for the development of the Bikeway and Trails Master Plan as well as for applications for various grants.

- To comply with Federal Guidelines for reporting Performance Measures under the BUILD Grant, the MPO will contract to develop the following performance measure components: Crash rates by type and severity, average daily traffic, and bike and pedestrian count/trips. This information is required at various time frames including a baseline, year 1, year 2, and final report in year 3.
- The City of Billings is developing a Transportation Corridor Plan to evaluate the existing road network and various transportation elements. The Metropolitan Planning Organization (MPO) proposes using PL funding for travel demand modeling to analyze proposed roadway improvements or scenario planning. This modeling will help assess how the proposed roadways would function and their overall impact on the transportation network. The MPO has previously contracted with Kittelson & Associates for modeling assistance with transportation planning projects as needed.
- The proposed update to the 2017 Billings Metropolitan Planning Organization (MPO) Household Travel Survey aims to collect current and comprehensive travel behavior data from a representative sample of households within the Billings metropolitan area. This update will provide critical insights into daily travel patterns, mode choices, trip purposes, and household demographics, reflecting changes in population, land use, transportation infrastructure, and mobility trends since the original survey. The refreshed data will support transportation planning, travel demand modeling, and policy development to ensure an efficient, equitable, and future-ready regional transportation system. The updated survey will also incorporate technological advancements and best practices in data collection, including online and smartphone-based participation options, to improve accuracy and public engagement.

FUNDING SCHEDULE – TRANSPORTATION SYSTEM DATA

FUNDS PROGRAMMED - FISCAL YEAR 2025

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$190,000.00	\$0.00	\$190,000.00
TOTAL	\$190,000.00	\$0.00	\$190,000.00

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	100	0	100

FUNDS PROGRAMMED - FISCAL YEAR 2026

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$350,000.00	\$0.00	\$350,000.00
TOTAL	\$350,000.00	\$0.00	\$350,000.00

*The matching ratio is Federal PL--86.58% and State match-13.42%. **This Includes - \$15,000 for Traffic Counters, \$50,000 for use of the Billings MPO Travel Demand Model for the Billings Transportation Corridor Plan, \$150,000 for an update to the 2017 Household Travel Survey (includes \$10,000 towards Safe and Accessible Transportation Options),

301 Transportation Plan

Objectives

As part of its ongoing commitment to strategic, data-informed transportation planning, the Billings Metropolitan Planning Organization (MPO) will focus on implementing the goals and objectives outlined in the Billings Long Range Transportation Plan (LRTP). This implementation effort involves translating the vision of the LRTP into actionable strategies that guide policy development, project prioritization, and investment decisions across the urban transportation network. To effectively support this process, the MPO will also work to develop and maintain comprehensive, up-to-date datasets for the Billings urban area. These datasets are essential for monitoring key performance indicators, tracking system performance, and evaluating the continued validity and relevance of the LRTP over time. By collecting and analyzing data on travel behavior, traffic volumes, safety trends, system usage, and demographic shifts, the MPO can ensure that the transportation plan remains aligned with current conditions and future needs. This data-driven approach not only strengthens regional planning efforts but also enhances the MPO's ability to respond to emerging challenges, adapt to growth, and pursue targeted improvements that support a safe, efficient, and equitable transportation system for all users.

Accomplishments – Fiscal Year 2025

Staff implemented the 2023 Long Range Transportation Plan (LRTP). Elements in the LRTP include Goals and Objectives, a Transit section, an analysis of the railroad interface with the community, and a review of current projects listed in the Plan.

The Billings MPO successfully completed the audit and redesign of the project list in the 2023 LRTP, addressing the constructive recommendations provided by FHWA during the FHWA/MDT audit. Several inaccuracies were corrected, and the revised project list was restructured to improve clarity and ease of review. PL funds were effectively utilized to support this effort. In addition, the MPO updated its urban planning boundary in accordance with the 2020 Census review of the urbanized area. These updates were incorporated into a formal modification of the 2023 LRTP, ensuring compliance and enhancing the accuracy and usability of the document.

Trail Mobile Application

The Trail Mobile Application, originally created in 2019 to help residents and visitors easily navigate the bikeway and trail system, was updated to ensure continued compatibility with newer mobile devices and to enhance the user interface. Five years after its initial launch, the app was modernized to improve functionality and user experience.

Proposed Activities - Fiscal Year 2026

PL Eligible Activities

- Projects will continue to be reviewed for future implementation in the City's CIP and the MPO's TIP.
- MPO Staff to meet recommendations from the 2024 Billings MPO FHWA/MDT Audit, will begin compiling a list of MPO processes to develop an internal handbook for MPO staff when implementing various transportation planning procedures.

STAFFING

15 Staff Months – City/County Planning

FUNCTIONAL AGENCY RESPONSIBILITY

City/County Planning/MDT

PRODUCT

- Implementation of transportation projects identified in the Billings Area Bikeway and Trails Master Plan, the Transportation Improvements Program, Transportation Plan and the Capital Improvements Program.
- An internal guidance document for MPO staff to undertake the various transportation planning processes.

FUNDING SCHEDULE – TRANSPORTATION PLAN

FUNDS PROGRAMMED - FISCAL YEAR 2025

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$150,000.00	\$0.00	\$150,000.00
TOTAL	\$150,000.00	\$0.00	\$150,000.00

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	100	0	100

FUNDS PROGRAMMED - FISCAL YEAR 2026

FUNDING SOURCE			
AGENCY	PL	LOCAL	TOTAL
MPO	\$150,000.00	\$0.00	\$150,000.00
TOTAL	\$150,000.00	\$0.00	\$150,000.00

*The matching ratio is Federal PL--86.58% and State match-13.42%.

302 Planning Studies

Objectives

The planning staff develops and maintains up-to-date transportation system data files and records. They share this information with City and County staff, elected officials, developers, engineering firms, and the general public to facilitate informed decision-making and support project development.

Accomplishments – Fiscal Year 2025

During the FHWA/MDT audit of the Billings MPO, FHWA provided constructive recommendations on the project list in the 2023 LRTP, highlighting several inaccuracies and noting that the list was confusing to review. In response, the MPO used PL funds to audit and redesign the project list, ensuring accurate funding sources and listings. Additionally, the MPO updated its urban planning boundary to comply with the 2020 Census review of the urbanized area. These updates were incorporated into a modification of the 2023 LRTP to address the identified needs.

The update to the Billings Heights Neighborhood Plan was continued and completed. The plan included a significant MPO-led transportation element, incorporating accident and volume data, as well as considerations for neighborhood mobility, safety, and equity within the transportation system.

Projects will continue to be reviewed for future implementation in the City's CIP and the MPO's TIP.

Proposed Activities - Fiscal Year 2026

PL Eligible Activities

Proposed Special Activities or Projects

Alkali Creek Trail Connection – Feasibility and Planning Study

The Billings Metropolitan Planning Organization (MPO) consulted the City of Billings' Capital Improvement Plan (CIP) and there are several shared use path projects in the Planning Division's section. Several of these ideas are conceptual and need more evaluation of feasibility, definition of scope, and other planning-level pre-work to get them ready for a potential grant application. Grant opportunities come up yearly, but it is hard to complete the application in the allotted time if the groundwork is not laid when the application opens. Besides being listed in the City's CIP, this project is also listed in the 2016 Bikeways and Trail Master Plan.

The Project Narrative

The Alkali Creek Trail Connection connects two sections of existing shared use path. The path would be generally parallel to Airport Road and would run at least partially on private property. Right now, the only way to get between the two existing path segments is the sidewalk on Airport Road which is uncomfortable as it is close to fast moving traffic. The new connector would provide a safer and more pleasant route.

The MPO's project would start with discussions with the property owners to determine feasibility and move into developing a planning-level design and cost estimate, taking into consideration the terrain by the creek while developing a cost-effective plan.

Separately, Billings TrailNet donated funds for work on this project. Funds from Billings TrailNet are more flexible and could be used for developing and obtaining easements from the property owners as well as more in-depth design past the planning-level design.

Getting this project more shovel ready could help it qualify grants like the Recreational Trails Program Grant, Montana Trail Stewardship Grant, and/or Transportation Alternatives, as well as any other grants that come available.

The MPO is scheduling this project to begin in the spring as part of a package of trail feasibility studies that includes this project and the Downtown and Aronson projects. The MPO proposes allocating a budget of \$20,000 to the completion of this feasibility and planning study, \$5,000 would be allocated towards Safe and Accessible Transportation Planning Options.

Downtown to Billings Heights Non-Motorized Connection – Feasibility and Planning Study

The Billings Metropolitan Planning Organization (MPO) consulted the City of Billings' Capital Improvement Plan (CIP) and there are several shared use path projects in the Planning Division's section. Several of these ideas are conceptual and need more evaluation of feasibility, definition of scope, and other planning-level pre-work to get them ready for a potential grant application. Grant opportunities come up yearly, but it is hard to complete the application in the allotted time if the groundwork is not laid when the application opens. Besides being listed in the City's CIP, this project is also listed in the 2016 Bikeways and Trail Master Plan.

The Project Narrative

The Downtown to Billings Heights Non-Motorized Connection would provide a safer non-motorized connection to the Jim Dutcher Trail, Coulson Park, and the campgrounds in the area,

as well as the Billings Heights. Until the Stagecoach Trail is built, the Jim Dutcher Trail currently provides the only separated non-motorized connection between downtown Billings and the Billings Heights. Building the shared use path would require coordination with local businesses and possibly the railroad. Initial conversations with Phillips 66, one of the property owners in this area, have been positive.

Separately, Billings TrailNet donated funds for work on this project. Funds from Billings TrailNet are more flexible and could be used for developing and obtaining easements from the property owners as well as more in-depth design past the planning-level design.

Getting this project more shovel ready could help it qualify grants like the Recreational Trails Program Grant, Montana Trail Stewardship Grant, and/or Transportation Alternatives, as well as any other grants that come available.

The MPO is scheduling this project to begin in the spring as part of a package of trail feasibility studies that includes this project and the Alkali Creek and Aronson projects. The MPO proposes allocating a budget of \$20,000 to the completion of this feasibility and planning study, \$5,000 would be allocated towards Safe and Accessible Transportation Planning Options.

Aronson Avenue to Annandale Road Trail Connection – Feasibility and Planning Study

The Billings Metropolitan Planning Organization (MPO) consulted with the Billings City Council on developing transportation planning projects that would benefit the city in advancing desired capital transportation projects. A request was made by the City Council to include a feasibility study on a non-motorized connection from Aronson Avenue to Annandale Road. This project is also listed in the 2016 Bikeways and Trail Master Plan.

The Project Narrative

Completing a non-motorized study of the trail connection between Aronson Avenue and Annandale Road in Billings Heights offers valuable benefits for the community. This study would help identify the most feasible and safe route for pedestrians and bicyclists, improving access to nearby neighborhoods, parks, and schools. It would support efforts to enhance connectivity within the Billings trail system, reduce reliance on motor vehicles, and promote healthier, more active lifestyles. Additionally, the study would help address safety concerns, guide future infrastructure investments, and align with community goals for sustainable, multi-modal transportation options in the growing Heights area.

Getting this project more shovel ready could help it qualify grants like the Recreational Trails Program Grant, Montana Trail Stewardship Grant, and/or Transportation Alternatives, as well as any other grants that come available.

The MPO is scheduling this project to begin in the spring as part of a package of trail feasibility studies that includes this project and the Alkali Creek and Downtown projects. The MPO proposes allocating a budget of \$40,000 to the completion of this feasibility and planning study, \$5,000 would be allocated towards Safe and Accessible Transportation Planning Options.

St. Francis Catholic School/Poly Drive Elementary Safe Routes to School and Medicine Crow Middle School – Additional Evaluation and Public Input Study

The Billings Metropolitan Planning Organization (MPO) consulted with the Billings City Council on developing transportation planning projects that would benefit the city in advancing desired capital transportation projects. Staff recommended additional evaluation and public input on certain Safe Routes to School (SRTS) projects identified in two SRTS Studies. The City Council approved this request and is recommending two areas of evaluation. The first is the St. Francis Catholic School and Poly Drive SRTS project and the second is the Medicine Crow Middle School.

The Project Narrative

The MPO is scheduling this project to begin in the fall/winter of 2025 and is allocating a budget of \$75,000 to the completion of this evaluation and public outreach, \$10,000 would be allocated towards Safe and Accessible Transportation Planning Options.

Transportation Corridor Analysis Public Outreach

The Billings Metropolitan Planning Organization (MPO) is partnering with the City of Billings Public Works Engineering Division to support Phase II of the Transportation Corridor Analysis project. Initiated at the request of the Billings City Council, this project is focused on gathering meaningful community input to help define the future function and appearance of the city's transportation network.

The Project Narrative

The Billings Metropolitan Planning Organization (MPO) is actively participating in Phase II of the Transportation Corridor Analysis project, initiated by the City of Billings Public Works

Engineering Division (Engineering). This project was requested by the Billings City Council to engage the community in shaping how the transportation network should function and appear.

To meet this goal, Engineering launched a two-phase project. Phase I, led by Engineering, involves extensive public outreach using a variety of engagement tools and opportunities. Phase II, led by the MPO, will build upon the first phase by validating its findings and incorporating additional engagement efforts, including visual preference surveys, open houses, corridor pop-up events, and stakeholder group meetings.

The culmination of both the phases will allow Engineering to use the information developed in Phase I to develop a draft Vision and Typologies Document.

This effort is essential to support the development of future transportation plans, including the Billings Long Range Transportation Plan (LRTP), transit planning, corridor studies, and other transportation planning efforts.

The Billings MPO is committed to a transparent and inclusive process, engaging stakeholders and the public throughout the survey's development and implementation phases. The updated data will be a vital tool in ensuring that transportation infrastructure and services continue to meet the needs of a growing and evolving region.

STAFFING

11.5 Staff Months – City/County Planning

FUNCTIONAL AGENCY RESPONSIBILITY

City/County Planning/MDT

PRODUCT

- Implementation of transportation projects identified in the Billings Area Bikeway and Trails Master Plan, the Transportation Improvements Program, Transportation Plan and the Capital Improvements Program. This will include three non-motorized feasibility studies for Alkali Creek, Downtown Connection and Aronson.
- Safe Routes to School additional project evaluation and public input for two projects St. Francis Catholic School/Poly Drive and Medicine Crow Middle School. A completed a corridor study for Monad Road between Daniel Street and Moore Lane. The study will provide transportation planning-level information to inform future infrastructure projects identified and approved in the City's FY26–30 Capital Improvement Plan (CIP).
- Partnering with the City of Billings in the development of a Vision and Typologies Document.

FUNDING SCHEDULE – PLANNING STUDIES

FUNDS PROGRAMMED - FISCAL YEAR 2025

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$123,000.00	\$82,000.00	\$205,000.00
TOTAL	\$123,000.00	\$82,000.00	\$205,000.00

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	60	40	100

FUNDS PROGRAMMED - FISCAL YEAR 2026

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$201,000.00	\$134,000.00	\$335,000.00
TOTAL	\$201,000.00	\$134,000.00	\$335,000.00

*The matching ratio is Federal PL--86.58% and State match-13.42%.

**Approximately \$20,000 for the Alkali Creek Trail Connector Feasibility Study, \$20,000 for a Downtown to Billings Heights Non-Motorized Connection Feasibility Study and \$40,000 for the Aronson Avenue to Annandale Road Trail Feasibility Study (includes \$15,000 towards Safe and Accessible Transportation Options)

TRANSPORTATION IMPROVEMENT PROGRAM

500 Transportation Improvement Program

Objectives

To maintain a viable five-year program of transportation improvements for the Billings Urban Area.

ACCOMPLISHMENTS - FISCAL YEAR 2025

At the time of the development of this UPWP, the MPO completed two TIP amendments and one Administrative Modification in FY25. These updates included updating projects, project costs and project timing. The last amendment was approved on April 15, 2025, by the Policy Coordinating Committee.

PROPOSED ACTIVITIES - FISCAL YEAR 2026

PL Eligible Activities

- The Transportation Improvement Program (TIP) will be evaluated and updated as needed. A certification statement will be included, as appropriate, to conform to the planning regulations. Based on the Transportation Plan, projects will be evaluated and ranked in accordance with the Priority Ranking Procedures, and in accordance with consistency/conformity procedures. Necessary data will be gathered from primary and secondary sources by the planning staff based upon the Memorandum of Understanding with the City of Billings Public Works Department, establishing areas of data responsibility. Conformity determinations will be prepared as necessary to ensure conformity with the Clean Air Act.

STAFFING

2.5 Staff Months – City/County Planning

FUNCTIONAL AGENCY RESPONSIBILITY

City/County Planning

PRODUCT

- A current transportation improvement program which reflects conformity with FHWA, the Clean Air Act, and local priorities.

FUNDING SCHEDULE - TRANSPORTATION IMPROVEMENT PROGRAM

FUNDS PROGRAMMED - FISCAL YEAR 2025

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$30,000.00	\$0.00	\$30,000.00
TOTAL	\$30,000.00	\$0.00	\$30,000.00

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	100	0	100

FUNDS PROGRAMMED - FISCAL YEAR 2026

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$50,000.00	\$0.00	\$50,000.00
TOTAL	\$50,000.00	\$0.00	\$50,000.00

*The matching ratio is Federal PL--86.58% and State match-13.42%.

SPECIAL PROJECTS

600 Environmental Considerations

Objectives

The Metropolitan Planning Organization (MPO) is responsible for maintaining up-to-date records of monitored air pollution levels and acquiring additional environmental data as needed within the Metropolitan Planning Area. Additionally, the MPO reviews proposed development projects and transportation system improvements to ensure they align with environmental considerations within its area of influence.

ACCOMPLISHMENTS - FISCAL YEAR 2025

The MPO was notified that in July of 2021 the Billings Urban Area was removed from the Air Quality's "Not Classified" list. The MPO is now designated as an Attainment Area and will move the update of the LRTP from 4-years to 5-years.

The MPO collaborated with MDT on the development MDT Statewide Carbon Reduction Strategy Plan.

Air quality monitoring information was obtained from the County Air Pollution Control Board. Air quality mapping for the State Air Quality Bureau was revised. The Congestion Mitigation Air Quality (CMAQ) program was implemented. Staff continues to monitor carbon monoxide (CO) information in the Urbanized Area.

The Socio-Economic and Environmental (SEE) effects guidelines were used to review proposed developments and transportation system improvements.

PROPOSED ACTIVITIES - FISCAL YEAR 2026

PL Eligible Activities

- Continue to collaborate with MDT on the Carbon Reduction Plan.
- The planning staff will continue to utilize the SEE effects guidelines to evaluate all major development proposals in terms of transportation systems. This would include the CMAQ program.
- Work will continue to maintain the Billings air quality designation.
- Staff will continue to review the MOVES Program and others like it and their relationship to the MPO.

STAFFING

1.5 Staff Months – City/County Planning

FUNCTIONAL AGENCY RESPONSIBILITY

City/County Planning

PRODUCT

Current environmental data as well as a comprehensive planning and transportation planning process that will substantially address the socio-economic and environmental consequences associated with growth and development.

FUNDING SCHEDULE - ENVIRONMENTAL CONSIDERATIONS

FUNDS PROGRAMMED - FISCAL YEAR 2025

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$36,000.00	\$0.00	\$36,000.00
TOTAL	\$36,000.00	\$0.00	\$36,000.00

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	100	0	100

FUNDS PROGRAMMED - FISCAL YEAR 2026

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$25,000.00	\$0.00	\$25,000.00
TOTAL	\$25,000.00	\$0.00	\$25,000.00

*The matching ratio is Federal PL--86.58% and State match-13.42%.

OTHER ACTIVITIES

700 Un-Programmed Funds

Objectives

To provide for the accounting of available un-programmed funds in the current UPWP.

ACCOMPLISHMENTS - FISCAL YEAR 2025

N/A

PROPOSED ACTIVITIES - FISCAL YEAR 2026

PL Eligible Activities

- This work element will be utilized for accounting purposes only. No specific work activity will be charged to this work element.

STAFFING

N/A

FUNCTIONAL AGENCY RESPONSIBILITY

N/A

PRODUCT

N/A

FUNDING SCHEDULE - CONTINGENCY

FUNDS PROGRAMMED - FISCAL YEAR 2025

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$2,834.00	\$118,350.00	\$121,184.00
TOTAL	\$2,834.00	\$118,350.00	\$121,184.00

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	100	0	100

FUNDS PROGRAMMED - FISCAL YEAR 2026

FUNDING SOURCE

MPO	\$220,324.00	\$392,500.00	\$607,824.00
TOTAL	\$220,324.00	\$392,500.00	\$607,824.00

*The matching ratio is Federal PL--86.58% and State match-13.42%.

SECTION 3 – FUNDING

TABLE I
FUNDING SUMMARY
FEDERAL FISCAL YEAR 2026

WORK ELEMENT	FUNDING SOURCES FY 2026		
	PL*	LOCAL	EST. COST
100 Administration	\$171,600.00	\$140,400.00	\$312,000.00
101 Service	\$25,000.00	\$25,000.00	\$50,000.00
102 Citizen Involvement	\$45,000.00	\$45,000.00	\$90,000.00
200 Community Planning	\$105,000.00	\$245,000.00	\$350,000.00
204 Zoning	\$24,000.00	\$96,000.00	\$120,000.00
205 Subdivision	\$45,000.00	\$105,000.00	\$150,000.00
300 Transportation System	\$350,000.00	\$0.00	\$350,000.00
301 Transportation Plan	\$150,000.00	\$0.00	\$150,000.00
302 Planning Studies	\$201,000.00	\$134,000.00	\$335,000.00
500 T.I.P.	\$50,000.00	\$0.00	\$50,000.00
600 Environmental	\$25,000.00	\$0.00	\$25,000.00
700 Un-Programmed Funds	\$204,224.00	\$321,600.00	\$525,824.00
Totals	\$1,395,824	\$1,112,000.00	\$2,507,824

*The matching ratio is Federal PL--86.58% and State match-13.42%.

TABLE II
FUNDING COMPARISONS

WORK ELEMENT	FY 2026 ESTIMATED COST	FY 2025 ESTIMATED COST
100 Administration	\$312,000.00	\$312,000.00
101 Service	\$50,000.00	\$50,000.00
102 Citizen Involvement	\$90,000.00	\$90,000.00
200 Community Planning	\$350,000.00	\$350,000.00
204 Zoning	\$120,000.00	\$120,000.00
205 Subdivision	\$150,000.00	\$150,000.00
300 Transportation System	\$350,000.00	\$350,000.00
301 Transportation Plan	\$150,000.00	\$150,000.00
302 Planning Studies	\$255,000.00	\$335,000.00
500 T.I.P.	\$50,000.00	\$50,000.00
600 Environmental	\$25,000.00	\$25,000.00
700 Un-Programmed Funds	\$605,824.00	\$605,824.00
TOTAL	\$2,507,824.00	\$2,587,824

TABLE III
FUNDING PERCENTAGES FEDERAL FISCAL YEAR 2026

WORK ELEMENT	RECIPIENT	PL	LOCAL	TOTAL
100 Administration	MPO	55	45	100
101 Service	MPO	50	50	100
102 Citizen Inv.	MPO	50	50	100
200 Community Planning	MPO	30	70	100
204 Zoning Administration	MPO	20	80	100
205 Subdivision Admin.	MPO	30	70	100
300 Trans. System Data	MPO	100		100
301 Transportation Plan	MPO	100		100
302 Planning Studies	MPO	60	40	100
500 T.I.P.	MPO	100		100
600 Environmental	MPO	100		100
700 Un-Programmed Funds	MPO	100		100

TABLE IV
STAFF MONTHS BY WORK ELEMENT FISCAL YEAR 2026

Work Element	Director-Friday	MPO Coord.- Mattox- Planner II	Planner I- Husman	Planning Manager- Vickers	Planner II (Trans)- Monat	Clerk- Berns	Planner II- Green	Planner I- Johnson	Planner I- Kelly	Zoning Coord.Pl- nner II- Cromwell	Planner I (Multi- Modal)- Vacant	Planner II (LRP)-Vac	Total M.M.
100	7	1.5	1.5	6	0.5	2	0.5	0.5	0.5	1	0.5	0.5	22
101	0.5	0	2	0	0	1.5	0.5	0.5	0.5	1	0	0.5	7
102	0.5	0	2	0.5	0.5	1.5	1	0.5	0.5	0	0.5	2	9.5
200	1.5	0	2	2	1	2	1	2	2	2	1	5	21.5
204	0	0	2	0.5	0	1	0.5	3	2	6	0	0.5	15.5
205	0	0	1.5	0.5	0	1	7.5	2	3	1	0	0.5	17
300	0	3	0	0.5	2	0.5	0	0	0	0	3	0	9
301	0.5	3	0	0.5	3	0.5	0	2.5	0	0	3	2	15
302	0.5	1.5	0	0.5	3	0.5	0	0	2.5	0	3	0	11.5
500	0.5	1	0	0	0.5	0.5	0	0	0	0	0	0	2.5
600	0	1	0	0	0.5	0	0	0	0	0	0	0	1.5
Total	11	11	11	11	11	11	11	11	11	11	11	11	132

WORK ELEMENT	CITY TRAF. TECHNICIAN
300	11
TOTAL	11

TABLE V
ELIGIBLE SAFE AND ACCESSIBLE TRANSPORTATION OPTIONS
PLANNING ACTIVITY BY WORK ELEMENT FISCAL YEAR 2025

WORK ELEMENT	FY 2026 ELIGIBLE SAFE AND ACCESSIBLE TRANSPORTATION OPTIONS PLANNING ACTIVITY ESTIMATE COST	FY 2025 ELIGIBLE SAFE AND ACCESSIBLE TRANSPORTATION OPTIONS PLANNING ACTIVITY ESTIMATE COST
300 Transportation System Data	\$ 15,000.00	
301 Transportation Plan	\$ -	\$ 10,000.00
302 Planning Studies	\$ 20,000.00	\$ 10,492.00
TOTAL	\$ 35,000.00	\$ 20,492.00

The 2.5% PL Funding set-aside for Alternative Modes Planning activities have a match ratio of 86.58% Federal Share/13.42% State Share and are eligible for 100% Federal Share in FFY2024 and FFY2025.

SECTION 4 – INDIRECT COST PLAN

Introduction

The Office of Management and Budget Circular 2 CFR Part 200 is used as governing criteria for establishing the allowed costs.

Identification of Costs

The costs are delineated below by type:

DIRECT	INDIRECT	BENEFITS
Salaries & Wages	Maintenance	FICA
Legal Notices	Reproduction	PERS
Travel	Supplies	Workmen's Compensation
Printing	Postage	Accident Insurance
Training	Subscriptions	Health Insurance
Consultants	Telephone	Sick Leave
Equipment	Utilities	Vacation
Mileage	Rent	Holidays
Moving/Interview	Audit	Maternity
	Messenger	Military
		Life Insurance
		Dental Insurance

Allocation of Costs

Direct costs will be charged to the work program line item to which they apply.

An indirect cost rate of **9%** of the City and County's direct salaries and wages is proposed. The **9%** rate will be applied to the direct wages and salaries of each line item within the work program to cover all indirect expenses.

Benefits will be calculated at a rate of **55%** of the City and County's direct salaries and wages charged to each line item.

Funding Sources

The degree of participation by each funding agency is based on the prorations which have been determined for each line item. Each agency will be billed their share of the total charges made against each line item according to the approved prorations.

Funding sources and amounts contained in the UPWP are as follows:

Planning Dept. Fees (City of Billings)	\$274,000
Planning Dept. Fees (Yellowstone Co.)	\$170,000
Yellowstone County (Mill)	668,000
PL *	\$1,395,824
TOTAL	\$2,507,824

*The matching ratio is Federal PL--86.58% and State match-13.42%.

Summary

The indirect cost rate is a predetermined fixed rate which is not subject to adjustment. The base period used in determining the rate is the period from July 1, 2025, through June 30, 2026. The calculated rate is applicable to the grant period, which is October 1, 2025, through September 30, 2026.

CHAPTER 2 – TRANSIT DIVISION

SECTION 1 – UNIFIED PLANNING WORK PROGRAM ELEMENTS

44.21.00 PROGRAM SUPPORT ADMINISTRATION

44.21.01 Administration

OBJECTIVE

The program aims to deliver comprehensive support through general administration and effective grant management, while also offering training to enhance transit planning activities.

ACCOMPLISHMENTS - FISCAL YEAR 2025

Conformance with federal, state, and local administrative and regulatory requirements for maintenance of transit planning and development, as well as execution of developed plans.

Staff remained informed of Federal and State requirements concerning all federal funding sources including, but not limited to, Sections 5303, 5307, 5310, and 5339. Staff programmed, managed, revised, and closed grants from state and federal sources, as needed.

Staff prepared and submitted quarterly progress and expenditure reports to MDT to maintain federal and state funding support.

Staff attended training opportunities to enhance knowledge and skills, including the Spring Montana Transit Association conference focused on grant and budget guidance, American Public Transportation Association Marketing, Communications, and Customer Experience Workshop, Community Transportation Association of America Expo focused on training and system improvements, and other education opportunities and webinars on various safety and federal requirements.

Staff maintained and updated the Transit Asset Management (TAM) Plan with upcoming and in- process capital projects, as well as fleet and facility metrics to ensure accurate capital and asset planning.

Updated the Public Transit Agency Safety Plan for MET Transit for the required annual review; this included additional training program development for operator and dispatch

staff including focuses on transit employee assaults and de-escalation training. Submitted the newly required Safety Management System Report, including planning for future transit safety measures.

Staff managed FTA Section 5303 grant activities and prepared the transit aspect of Unified Planning Work Program.

Staff updated the DBE Program Plan based on newly required Federal updates and prepared the DBE Program semi-annual reports to ensure continued attempts to meet DBE Program goals while planning capital purchases.

Updated the MET Transit Title VI and Public Participation Plans due April 1, 2025.

PROPOSED ACTIVITIES - FISCAL YEAR 2026

All administrative functions necessary in support of transit planning and development will be performed under this work element. Activities will include:

- Quarterly progress and expenditure reports will be prepared and transmitted to the Montana Department of Transportation, Urban Planning Division to maintain funding requirements.
- The FY2026 UPWP will be monitored and revised as necessary.
- Transit activities for the FY2027 UPWP will also be developed within this element.
- Staff will execute grant administrative functions; staff will continue research and development regarding the utilization of FTA funding, including furthering innovative funding practices and partnerships.
- Maintenance of coordination agreements with 5310 providers and, as the lead agency, updates to the Billings Area Human Services Transportation Coordination Plan.
- Research feasibility and make recommendations for capital grants in the 5339 Bus and Bus Facilities programs and other funding opportunities utilizing the TAM plan, as well as the City Equipment Replacement plan.
- Extensive division policy development includes procedures, regulations, codes, and practices to ensure compliance with federal, state, and local requirements as they relate to the transit planning process.
- Participate with the TAC, Transportation Coordination Plan Committee, citizen advisory boards and other committees throughout the community, as needed.
- Staff will continue updating and maintaining the FTA mandated Transit Asset Management Plan.
- Staff will continue to update and implement the required Public Transit Agency

Safety Plan, including annual updates to the PTASP and Safety Management System Reports, as well as further research and development of best practices.

STAFFING

120.00 Asst. Transit Director Staff Hours
 280.00 Transit Planner Staff Hours
 120.00 Transit Operations Coordinator
40.00 Marketing and Outreach Coordinator Staff Hours

560.00 Total Staff Hours

FUNCTIONAL AGENCY RESPONSIBILITY

City of Billings Transit Division – MET Transit

PRODUCT

- An ongoing administrative program to carry out the transit elements identified within this UPWP.
- Administrative oversight and execution of transit planning and development functions, including federally required plans.
- Enhancement of transit division skills and knowledge.
- Proper maintenance and administration of grant related activities.

FUNDING SCHEDULE - ADMINISTRATION

FUNDS PROGRAMMED - FISCAL YEAR 2025

FUNDING SOURCE			
AGENCY	LOCAL	FTA	TOTAL
MET	\$9,538	\$38,152	\$47,690
TOTAL	\$9,538	\$38,152	\$47,690

FUNDS PROGRAMMED - FISCAL YEAR 2026

FUNDING SOURCE			
AGENCY	LOCAL	FTA	TOTAL
MET	\$ 10,706	\$42,825	\$53,531
TOTAL	\$ 10,706	\$42,825	\$53,531

44.24.00 SHORT RANGE TRANSPORTATION PLANNING

44.24.01 Future Service Analysis and Enhancements

OBJECTIVE

To facilitate considerations of means to ensure citizens will have acceptable and improved public transportation alternatives in the future.

ACCOMPLISHMENTS - FISCAL YEAR 2025

Members of the transit division updated projections of future revenues and expenses and directed annual budget and financial resources analysis, including multi-year forecasts in response to changes to mill levy structure and funding sources.

Staff arranged for and ensured execution of on-going data gathering and analysis efforts to monitor current system effectiveness and efficiency. This assisted in identification of operating and capital needs required to ensure a reliable and effective system into the future.

Staff updated several fixed routes and bus stops previously implemented through the Transit Development Plan in response to needed and requested changes.

Staff tracked and compiled on-going ridership metrics by route and mode to support planning practices and updated cost of service rates with new routes and budget figures.

Staff completed the Request for Proposals process and awarded SRF Consulting, Inc. the contract to complete the Transit Financial Sustainability and Governance Study; Study meetings and research are still in progress.

Staff provided information and comments related to transit at meetings geared toward development, annexation, and traffic projects. Staff also received and responded to system inquiries, concerns, complaints, and suggestions.

Staff continued evaluating approximately 450 designated bus stop locations for placement, bus stop amenities, and ADA requirements.

Transit members attended and participated in a diverse range of transit-related and general community meetings including the Billings Technical Advisory Committee (TAC), the Policy Coordinating Committee (PCC), City of Billings Transportation Team meetings,

City of Billings Annexation Committees, Bike and Pedestrian, West End and Heights Plan Steering Committees, Yellowstone County Health Improvement Planning Meeting, and Safe Routes to Schools. As the lead agency on the Coordinated Human Services Transportation Plan Committee, staff also provided guidance and updates to the plan.

PROPOSED ACTIVITIES - FISCAL YEAR 2026

Functions necessary in support of future transit planning and development will be performed under this work element, including continuation of activities undertaken in FY2025. These activities necessitate the ongoing cloud-based software costs and run-cutting module, for route development and planning, which is split between this element and current service enhancements. Activities are as follows:

- Continue investigating the feasibility of expanding service beyond existing city limits and engage county stakeholders in discussion regarding potential for service to outlying areas.
- Assess the feasibility of adding additional transfer locations, specifically in growing areas of the City, including the Heights and near the West End Reservoir locations.
- Assess feasibility of a rapid transit line to directly connect Heights, Downtown, and West End to decrease passenger travel time.
- Continue to analyze and evaluate current City and other area government practices for right of way requirements regarding future bus stop locations.
- Assessing ongoing and future capital and operating requirements based upon projected demand and growth. Continue to assess financial and infrastructure requirements of transitioning eligible fleet vehicles to electric or alternative fuel sources.
- Continue research on feasibility of, and make recommendations for additional technology conveniences for passengers, including amenities at transfer centers.
- Continuation of planning efforts regarding public and stakeholder involvement and input opportunities, including recruiting involvement from key partners.
- Facilitation of public meetings to support system improvements, as well as specialized services for seniors and disabled.
- Perform additional analysis of fare structure, including comparisons to similar systems and populations to ensure equitable and sustainable fare generation.
- Analyze, develop, and recommend opportunities for MPO and Transit collaboration on projects eligible for multiple funding sources, including flex funding, to support integration of transit and overall surface transportation structure.

180.00	Asst. Transit Director Staff Hours
160.00	Transit Planner Staff Hours
120.00	Transit Operations Coordinator
80.00	Marketing and Outreach Coordinator Staff Hours

540.00 Total Staff Hours

PRODUCT

- Completed and approved Transit Financial Sustainability and Governance Study.
- Financial and capital analysis for future transit enhancements.
- Identification and assistance in implementation of future system modifications.
- Annual subscription to planning and scheduling software.

FUNCTIONAL AGENCY RESPONSIBILITY

City of Billings Transit Division – MET Transit

FUNDING SCHEDULE – FUTURE SERVICE EVALUATION AND ANALYSIS

FUNDS PROGRAMMED - FISCAL YEAR 2025

FUNDING SOURCE			
AGENCY	LOCAL	FTA	TOTAL
MET	\$43,400	\$173,599	\$216,999
TOTAL	\$43,400	\$173,599	\$216,999

FUNDS PROGRAMMED - FISCAL YEAR 2026

FUNDING SOURCE			
AGENCY	LOCAL	FTA	TOTAL
MET	\$15,302	\$61,208	\$76,510
TOTAL	\$15,302	\$61,208	\$76,510

**The 2026 amounts figure above includes \$22,500 for planning software and \$54,010 budgeted for staff hours.

44.24.02 Current Service Enhancement

OBJECTIVE

To improve service, ridership, and effectiveness of the existing transit system.

ACCOMPLISHMENTS FISCAL YEAR 2025

Staff continued implementation of expanded marketing programs, including outreach to various community groups, education institutions, and public events.

Completed the integration with Apple Maps in addition to previous integration with Google Maps.

Continued to develop the internal advertising program, by exploring additional amenity opportunities to support transit operations, as well as opportunities for capital support.

Continued to leverage data gained from the electronic fare system to make recommendations to admin regarding metric tracking and budget structure.

Updated and began redesign of agency website to increase ease of use, as well as improve overall communication with the public. Continued to develop and implement an improved social media presence for public engagement, including campaigns about the AVL system, designated bus stops, hiring events, and route updates.

Developed and implemented fixed-route service, including routes and schedules in the Downtown core due to the City's conversion of 1-way streets to 2-way streets.

Developed FY2025 APC Maintenance Plan update, due to mandatory sampling year.

Staff reviewed ridership data in analysis of system functioning and passenger miles travelled metrics; members also provided monthly ridership analysis (including ADA lift use and bike rack use), assessed ridership trends, and prepared other information on system functioning, as requested.

Staff prepared National Transit Database reports for monthly submission of ridership, safety, and operational data, as well as annual reporting requirements.

Staff members regularly participated in group meetings and committee meetings (both in person and virtual) to solicit partner and public feedback on current system usage, demands, successes, and shortfalls.

PROPOSED ACTIVITIES FISCAL YEAR 2026

Functions necessary in support of planning and development of enhancements to the current systems will be performed under this work element, including continuation of activities undertaken in FY2025. These activities necessitate the ongoing cloud-based software costs and run cutting module, for route development and planning, which is split between this element and future service enhancements.

Activities are as follows:

- Continue to develop and implement criteria for bus stop amenities and other required items and make changes to stop amenities as needed; make recommendations on funding priorities to support bus stops with high usage and infrastructure needs.
- Enhance development and implementation of education and outreach strategies to guide market research, promote public awareness, and engagement to increase ridership.
- Develop and implement further education and outreach programs to increase partnerships and other forms of participation.
- Collect and analyze ridership data from automatic passenger counters hardware and software.
- Continue to sample manual ridership on all bus routes to ensure data reporting is correct and consistent; FY2026 is a mandatory sampling year for passenger miles traveled (PMT).
- Develop further marketing strategies, including opportunities for increased revenue generation through amenity expansion and innovative concession programs. Include analysis of potential concession for retail space and other revenue generators at the Downtown Transfer Center.
- Assessment of current personnel usage for areas of improvement in utilization of resources and effectiveness; evaluate effectiveness of current staffing levels.
- Maintain monthly ridership figures and summary figures for effective decision-making and complete related National Transit Database reports.
- Solicit and record public reaction to any modified routes, schedules, education efforts, and technology enhancements.
- Assessment of current budgetary impact of recommended improvements.

STAFFING

200.00	Asst. Transit Director Staff Hours
240.00	Transit Planner Staff Hours
60.00	Transit Operations Coordinator
95.60	Marketing and Outreach Coordinator Staff Hours

595.60 Total Staff Hours**FUNCTIONAL AGENCY RESPONSIBILITY**

City of Billings Transit Division – MET Transit

PRODUCT

- Information relating to potential enhancements to existing service and system with newly designed website.
- Recommendations for immediate improvements.
- Analysis of current system functions.
- Budget alternatives.

FUNDING SCHEDULE – CURRENT SERVICE ENHANCEMENTS**FUNDS PROGRAMMED - FISCAL YEAR 2025****FUNDING SOURCE**

AGENCY	LOCAL	FTA	TOTAL
MET	\$18,817	\$75,268	\$94,085
TOTAL	\$18,817	\$75,268	\$94,085

FUNDS PROGRAMMED - FISCAL YEAR 2026**FUNDING SOURCE**

AGENCY	LOCAL	FTA	TOTAL
MET	\$16,260	\$65,040	\$81,300
TOTAL	\$16,260	\$65,040	\$81,300

**The 2026 amounts figure above includes \$22,500 for planning software and \$58,800 budgeted for staff hours.

44.25.00 TRANSPORTATION IMPROVEMENT PROGRAM

44.25.01 Transportation Improvement Program

OBJECTIVE

To maintain a viable five-year program of transit improvements for the Billings Urbanized Area.

ACCOMPLISHMENTS FISCAL YEAR 2025

Developed Transit specific data for a TIP/STIP update for the new five-year document, including programming for selected capital programs. Updated projects were also added to the Division's Transit Asset Management Plan (TAM), Capital Improvement Plan (CIP), and Equipment Replacement Plan (ERP).

Monitored projects for inclusion in the TIP and STIP. The Statewide Transportation Improvement Program (STIP) process was also addressed and monitored.

Completed TIP amendments; attended and participated in MPO meetings.

PROPOSED ACTIVITIES FISCAL YEAR 2026

Functions necessary in support of transit related project inclusion in the Transportation Improvement Program will be performed under this work element.

Activities are as follows:

- Division members will develop and compile information on operating and capital projects for which MET Transit plans to utilize grant assistance for inclusion in the TIP; this includes utilizing and updating the Division's TAM, CIP, ERP, and other plans as required.
- All applicable projects will be provided to the MPO for inclusion in the program.
- Staff will monitor inclusion in the TIP and STIP to ensure the ability to obtain federal Sections 5307, 5310, 5339, and other applicable grants

STAFFING

32.00 Asst. Transit Director Staff Hours

32.00 Transit Planner Staff Hours

64.00 Total Staff Hours

FUNCTIONAL AGENCY RESPONSIBILITY

City of Billings Transit Division – MET Transit will provide transit-related information to the City/County Planning Department for the MPO's inclusion in the TIP document.

PRODUCT

- Monitoring of plans including Transit Asset Management, the Capital Improvement Program, and components of the Equipment Replacement Plan for related projects.
- Annual inclusion of projects in TIP, as necessary per FTA regulations.
- Amendments to TIP as necessary to include new projects.

FUNDING SCHEDULE – Transportation Improvement Program

FUNDS PROGRAMMED - FISCAL YEAR 2025

FUNDING SOURCE			
AGENCY	LOCAL	FTA	TOTAL
MET	\$1,526	\$6,103	\$7,629
TOTAL	\$1,526	\$6,103	\$7,629

FUNDS PROGRAMMED - FISCAL YEAR 2026

FUNDING SOURCE			
AGENCY	LOCAL	FTA	TOTAL
MET	\$1,395	\$5,578	\$6,973
TOTAL	\$1,395	\$5,578	\$6,973

44.26.12 COORDINATION ON NON-EMERGENCY HUMAN SERVICE TRANSPORTATION

44.26.12 Coordination of Non-Emergency Human Service Transportation

OBJECTIVE

To ensure optimal use of City of Billings funds in meeting the transportation needs of seniors and individuals with disabilities in both demand response and fixed route transportation in accordance with Federal Regulations.

ACCOMPLISHMENTS FISCAL YEAR 2025

Staff continued to investigate methods to improve paratransit efficiency and cost-effectiveness.

Continued evaluating dispatch and customer service practices for potential modification in regard to dispatching software implementation, as well as other technology implementations.

Members also continued to assess the financial and operational functioning of paratransit services, including a contractual agreement with Adult Resource Alliance. MET staff worked with Alliance staff regarding certifications of clients to ensure program sustainability.

Staff monitored procedures and policies involving ADA accessible fixed-route service and other accessibility features/requirements and updated with relevant findings, including updates to the Paratransit and Dispatch Handbooks.

Assessed and updated paratransit vehicle specifications to support future vehicle purchases; continued implementation and further procurement development of smaller ADA equipped vehicles to enhance paratransit service efficiencies.

Staff familiarized passengers with fixed route system use as appropriate via MET's travel training program.

Staff continued to coordinate transportation services among 5310 transit providers, social service agencies, and the public to provide an overall strategy to enhance transportation access, minimize duplication of services, and facilitate the most appropriate cost-effective transportation possible within available resources. This also

included outreach and engagement to improve and advance the coordination plan, as well as to improve community relations.

PROPOSED ACTIVITIES FISCAL YEAR 2026

Functions necessary in support of planning and development of transit related Americans with Disabilities projects, procedures, outreach, and other related activities will be performed under this work element. Activities are as follows:

- Continue developing and refining improvements to current travel training options to the public using available technology and updated delivery methods; improve education and outreach surrounding these services.
- Staff will continue to evaluate each bus stop for ADA compliance and suggest improvements based on priority of needs and funding availability, as outlined in the Bus Stop Master Plan.
- Staff will continue to provide outreach and education for professionals, organizations, and other identified entities in the community, including participating on advisory groups in order to maintain positive relationships with individuals with disabilities and senior communities.
- Staff will continue to facilitate and encourage involvement in regular Billings Area Human Services Transportation Coordination Plan meetings with human service providers, social service agencies, transportation providers, and the public to coordinate efforts associated with transit capital and service planning.
- Continue to facilitate effective service provision and usage of lift-equipped fixed-route vehicles; assess and recommend capital and operational projects with the intent of supporting existing service, increased demand, and adding potential enhancements.
- Continue identification of means to address transit and paratransit needs, assessing both short- and long-term paratransit needs, and the organizational and financial capabilities of addressing those needs.
- Continue community outreach to the public and organizations in support of improving access to transportation for seniors, individuals with disabilities, and low-income populations; continue participation on community committee meetings, while exploring avenues for further outreach and engagement.
- Analyze and recommend improvements to current scheduling practices, including more advanced use of available technologies to expand availability of services to seniors and low-income groups.
- Continue to assess, evaluate, and recommend improvements to the Paratransit Eligibility process to respond to increased demand for services to ensure all requirements regarding capacity and service are executed efficiently and equitably.

STAFFING

160.00 Asst. Transit Director Staff Hours
100.00 Transit Planner Staff Hours
120.00 Transit Operations Coordinator
80.00 Marketing and Outreach Coordinator Staff Hours

460.00 Total Staff Hours

FUNCTIONAL AGENCY RESPONSIBILITY

City of Billings Transit Division – MET Transit

PRODUCT

- Continued community consensus and support of City of Billings methods for addressing specialized needs, including lift-equipped vehicles and other options for individuals with disabilities and seniors.
- Recommendations and proposals for enhancements to existing system and programs in support of ADA compliance and regulations aimed at increasing efficiency and effectiveness.
- Public involvement and feedback regarding potential system enhancements in support of transportation for seniors and individuals with disabilities.

FUNDING SCHEDULE – ADA SERVICE (COORDINATION OF NON-EMERGENCY HUMAN SERVICE TRANSPORTATION)

FUNDS PROGRAMMED - FISCAL YEAR 2025

FUNDING SOURCE			
AGENCY	LOCAL	FTA	TOTAL
MET	\$8,572	\$34,289	\$42,861
TOTAL	\$8,572	\$34,289	\$42,861

FUNDS PROGRAMMED - FISCAL YEAR 2026

FUNDING SOURCE

AGENCY	LOCAL	FTA	TOTAL
MET	\$9,261	\$37,043	\$46,304
TOTAL	\$9,261	\$37,043	\$46,304

SECTION 2 – FUNDING SUMMARY

FEDERAL FISCAL YEAR 2026

WORK ELEMENT	FUNDING SOURCES FY 2026			STAFF HOURS
	LOCAL	FTA	EST.COST	
44.21.01 Administration				
Staff Hours	\$10,706	\$42,825	\$53,531	560.00
44.24.01 Future Service				
Staff Hours	\$10,802	\$43,208	\$54,010	540.00
Planning Software	\$4,500	\$18,000	\$22,500	
44.24.02 Current Service				
Staff Hours	\$11,760	\$47,040	\$58,800	595.60
Planning Software	\$4,500	\$18,000	\$22,500	
44.25.01 T.I.P.				
Staff Hours	\$1,395	\$5,578	\$6,973	64.00
44.26.12 Coordination of Non- Emergency Human Service Transportation				
Staff Hours	\$9,261	\$37,043	\$46,304	460.00
TOTAL	\$52,924	\$211,694	\$264,618	2,219.60

ALLOCATION OF COSTS

Expenditures identified include direct costs, benefits at the rate of 73% of direct salary or wages, and indirect costs at the rate of 11% of direct salary or wages.

Federal Transit Administration Section 5303 funding is available at an 80% reimbursement rate, meaning the local to FTA funding ratio for all categories is 20% local, 80% federal.

Proposed FY26 UPWP Project Locations

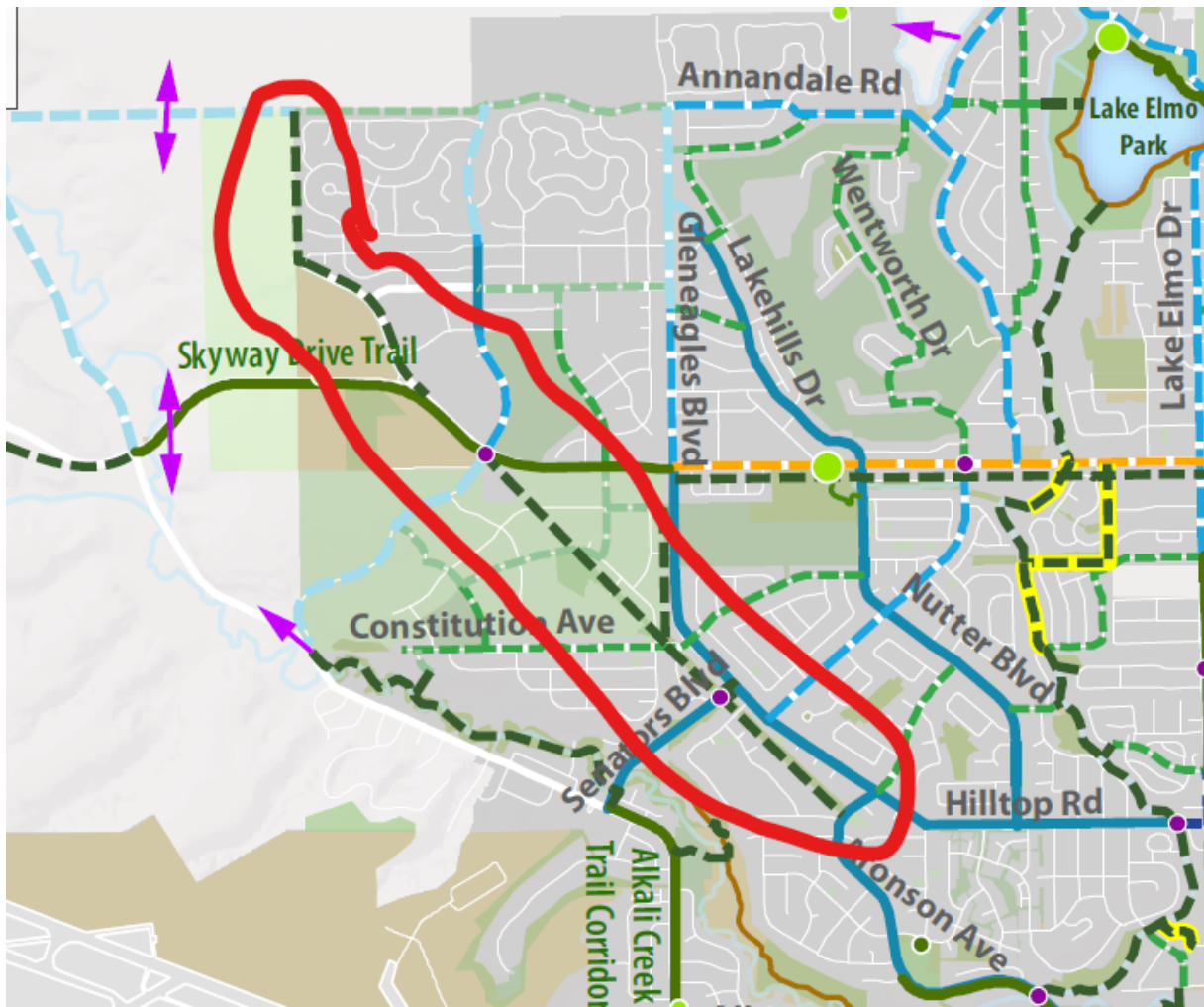
Alkali Creek Trail Connection



Downtown to Billings Heights Connection

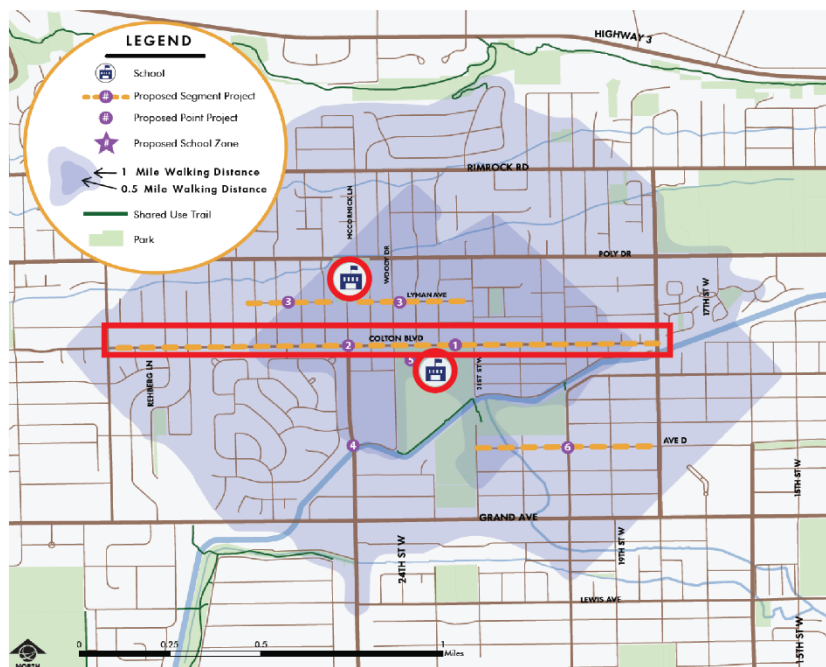


Aronson Avenue to Annandale Road Trail Connection

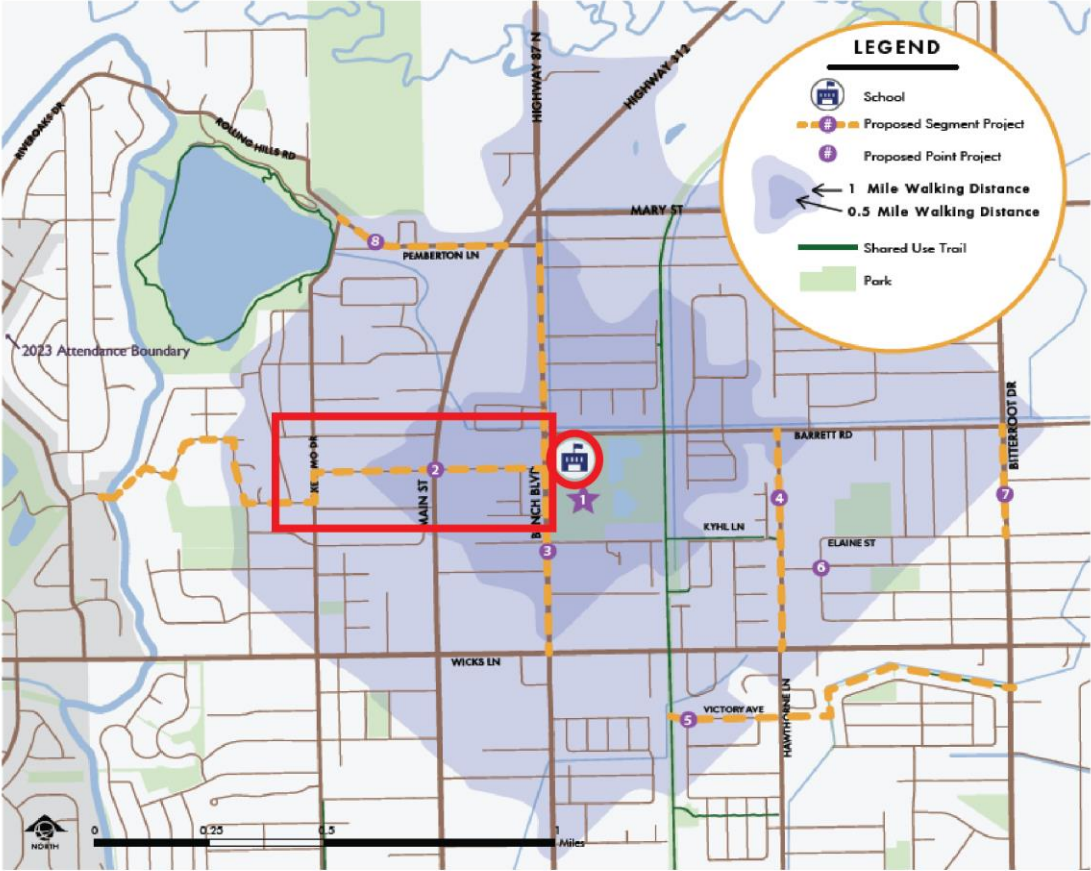


Additional Safe Routes to School Evaluation and Public Input – St. Francis/Poly Drive & Medicine Crow

Proposed Projects Map at St. Francis Catholic School and one at Poly Drive Elementary



Proposed Projects Map at Medicine Crow Middle School



B.O.C.C. Regular

5. a.

Meeting Date: 07/08/2025

Title: MDT 2025-26 Contract

Submitted For: Joe Lockwood, Supervisor

Submitted By: Joe Lockwood, Supervisor

TOPIC:

MDT 2025-26 Noxious Weed Control Agreement between the State of Montana, Department of Transportation (MDT), and Yellowstone County Weed District.

BACKGROUND:

Annual contract with MDT for noxious weed control within the limits of the rights-of- way on all state routes within Yellowstone County Weed District, for state routes which are under the jurisdiction of MDT.

RECOMMENDED ACTION:

Please review agreement (contract) and approve it and then I will submit the signed copy to MDT.

Thank You for your past support and future support of the YCWD.

Thank You
Joe Lockwood
Weed Coordinator
YCWD

Attachments

MDT 2025-26 Contract

NOXIOUS WEED CONTROL AGREEMENT

This Noxious Weed Control Agreement (Agreement) is entered into by and between the State of Montana, Department of Transportation (MDT), and Yellowstone County Weed District (Applicator).

- I. **PURPOSE.** The purpose of this Agreement is to set forth the terms and conditions for the control of listed noxious weeds within the limits of the rights-of-way on all state routes within Yellowstone County Weed District, for state routes which are under the jurisdiction of MDT.
- II. **PAYMENT.** MDT agrees to pay Applicator the sum of \$42,000 annually for FY 2026 (July 1, 2025 through June 30, 2026), which shall be paid upon submission of an itemized billing from Applicator setting forth the dates, place, equipment, supplies and time spent by Applicator for control of noxious weeds. Itemized billing submissions must be submitted to MDT for payment no later than June 15th for spring treatments, and no later than October 30th for summer and fall treatments. Applicator must provide daily weed control report forms supporting the billing to the MDT contact person. This contract may, upon mutual agreement, be extended in one (1) year increments for a period not to exceed a total of three (3) years, [two (2) additional years].
 1. **COST INCREASE BY MUTUAL AGREEMENT.** After the Contract's initial term and if MDT agrees to a renewal, the parties may agree upon a cost increase. MDT is not obligated to agree upon a renewal or a cost increase. Any cost increases must be based on need and prevalence of additional noxious weed control.
- III. **APPLICATOR DUTIES AND RESPONSIBILITIES.** Applicator agrees payment by MDT is due only upon acceptable performance of the following:
 1. Applicator must be licensed to spray MDT right-of-way. Applicator must be in direct charge and supervision of all spray crews performing work under this Agreement.
 2. Spraying by Applicator must be for listed noxious weed control only. Continuous spraying of the right-of-way or boom spraying is prohibited unless preauthorization is given by the Billings Division Maintenance Chief or designee, and then only in accordance with the environmental impact statement and policy.
 3. Applicator must use chemicals only in accordance with the manufacturer/supplier's label for use and spraying techniques. Only chemicals registered with the Environmental Protection Agency (EPA) and the State of Montana may be used.

4. Applicator must notify the Billings Division Maintenance Chief or designee prior to initiating spraying season.
5. Spraying by Applicator must be done in such a manner as to most effectively prevent non-target damage to residential areas, plants, gardens, berries, orchards, vineyards, farm years, farm crops, or any threat to livestock or persons in the area.
6. Applicator must provide all necessary equipment, tools, chemicals, supplies, personnel, safety equipment and traffic control so as to perform the work in a timely, effective and professional manner. MDT personnel will not directly supervise Applicator's work.
7. Applicator must maintain for the duration of this Agreement, at its own cost and expense, insurance in an amount of \$750,000 or more against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the duties and obligations in the Agreement by its agents, employees, representatives, assigns, or subcontractors. This insurance shall cover such claims as may be caused by any negligent act or omission of Applicator, its agents, employees, representatives, assigns or subcontractors.
8. Applicator must maintain workers' compensation insurance and require its contractors and its contractor's sub-contractors to carry their own workers compensation coverage while performing work within MDT right-of-way in accordance with Mont. Code Ann. §§39-71-401 and 39-71-405. Neither the Applicator nor its employees are employees of MDT. This insurance/exemption must be valid for the entire Agreement period.
9. Applicator shall protect, defend, indemnify, and hold MDT, its elected and appointed officials, agents and employees, while acting within their duties as such, harmless from and against all claims, liabilities, demands, causes of action, and judgments (including the cost of defense and reasonable attorney fees) arising in favor of or asserted by Applicator's employees or third parties on account of damage to property, bodily or personal injury, or death arising out of any services performed, act or omission that in any way results from the acts or omissions of the Applicator, or their agents, or subcontractors, except the sole negligence of MDT, under this Agreement.

IV. MDT DUTIES.

1. MDT shall remit payment per the Agreement within 30-days of submission of the itemized billing statement from Applicator.
2. MDT shall provide a response as soon as possible to any questions or requests from Applicator as to spraying equipment, materials, or locations, and any limitations regarding chemicals used or area to be sprayed.

V. GENERAL TERMS AND CONDITIONS.

1. This Agreement shall be effective upon signature of the Parties, and shall terminate on June 30, 2026 ,unless otherwise agreed to by the Parties.
2. Either party may terminate this Agreement with or without cause by providing written notice to the other no later than 30-days prior to the desired date of termination.
3. The Applicator assumes all responsibility for ensuring and enforcing safe working conditions and compliance with all safety-related rules and regulations for the benefit of the Applicator's own employees and the traveling public. That responsibility includes all duties relating to safety, regardless of whether any such duties are, or are alleged to be, "nondelegable" (e.g., Mont. Code Ann., Title 50, Chapter 71, Part 2).
4. It is understood and accepted by both Parties that the Applicator is acting and performing as an independent contractor under this Agreement. Neither Party is by virtue of this Agreement authorized as an agent, employee or legal representative of the other. Nothing contained in this Agreement shall be deemed or construed, either by the Parties hereto or by any third party, to create the relationship of principal and agent or create any partnership, joint venture or other association between MDT and Applicator.
5. The Applicator shall not assign, subcontract, or transfer any part of this Agreement without the prior written consent of MDT.
6. The Applicator must, in the performance of this Agreement, fully comply with all applicable federal, state or local laws, rules and regulations, including the Montana Human Rights Act, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Attachment A, Non-Discrimination Notice, is incorporated into this Agreement and during the performance of this Agreement, Applicator for itself, its assignees, and successors in interest, agrees to adhere to the contents of Attachment A.
https://www.mdt.mt.gov/other/webdata/external/civilrights/title_vi_nondisc.pdf

7. The Applicator agrees to retain records supporting the services rendered or supplies delivered for a period of 3 years after either the completion date of the Agreement or the conclusion of any claim, litigation or exception relating to the Agreement taken by the State of Montana or third party. All records maintained in connection with this Agreement are open for review and/or audit, without prior notice, by representatives of MDT, the Legislative Auditor, and the Legislative Fiscal Analysts, during normal business hours.
8. Each Party to this Agreement agrees to perform any further acts and execute and deliver any further documents that may be reasonably necessary to carry out the provisions of this Agreement.
9. The Parties agree that any litigation concerning this Agreement must be brought in the First Judicial District Court, in and for the County of Lewis and Clark, State of Montana, and each party shall pay its own costs and attorney fees except as otherwise noted in this Agreement.
10. A declaration by any court that any provision of the Agreement is illegal and void shall not affect the legality and enforceability of any other provision of the Agreement, unless the provisions are mutually dependent.
11. Subject to the foregoing, this document contains the entire agreement between the Parties, and no statements, promises or inducements made by either Party or its agents which in any way modifies, alters or changes the contents of this document is binding.
12. This Agreement may only be modified or amended, in writing, by mutual agreement of the parties.
13. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same Agreement. The counterparts of this Agreement may be executed and delivered by facsimile or other electronic signature by any of the parties to any other party and the receiving party may rely on the receipt of such document so executed and delivered by facsimile or other electronic means as if the original had been received.

IN WITNESS WHEREOF, duly authorized representatives of MDT and the
Applicator have executed this Agreement on the dates indicated.

YELLOWSTONE COUNTY WEED DISTRICT

Joe Lockwood
Printed Name

Weed Coordinator
Title

Joe Lockwood
Signature

7/2/2025
Date

MONTANA DEPARTMENT OF TRANSPORTATION

Printed Name

Title

MDT NON-DISCRIMINATION AND DISABILITY ACCOMMODATION NOTICE
Will be included with this agreement.

https://www.mdt.mt.gov/other/webdata/external/civilrights/title_vi_nondisc.pdf

B.O.C.C. Regular

5. b.

Meeting Date: 07/08/2025

Title: 1 Year Extension for Rosebud Lane Abandonment

Submitted For: Monica Plecker, Public Works Director

Submitted By: Monica Plecker, Public Works Director

TOPIC:

1 Year Extension for Rosebud Lane Abandonment

BACKGROUND:

Garret Rich of PLE on behalf of Camping World has requested a 1 year extension for the abandonment of a portion of Rosebud Lane. The BOCC conditionally approved the abandonment with Resolution of Intent 24-112 on July 9, 2024. Per the resolution, the applicant has one year to meet the conditions of approval. An extension can be applied for if they fail to meet the conditions in time. The extension request is attached.

RECOMMENDED ACTION:

Staff recommends approval.

Attachments

Original Petition

Extension Request

PETITION PROCEDURE TO ESTABLISH, ALTER, OR ABANDON
A COUNTY ROAD UNDER SECTION 7-14-2601 MCA

1. Obtain a petition from the Yellowstone County Public Works Department located in Room 312 of the County Courthouse. Read the petition procedure carefully. If you have any questions or need clarification about the petition procedures, please contact the Public Works Department at (406) 256-2735. Incomplete or inaccurate petitions will cause delays in the petition process.
2. Type the complete and correct legal description for the roadway being petitioned in Section A of the petition. Petitions with incorrect or incomplete legal descriptions will be returned to the petitioner.
3. Attach a photocopy of the affected plat, Certificate of Survey, or Assessor Map to the petition. Mark and / or color the area described in the legal description. These copies do not have to be full plats but must detail the petitioned roadway and adjoining property. Copies of plats can be obtained from the Clerk and Recorder's Office in Room 401 of the County Courthouse.
4. Provide the reason for the petition in Section B of the petition.
5. Obtain at least **TEN (10)** signatures including addresses of landowners who wish to establish, alter, or abandon a county road (refer to Section C). It is recommended that more than ten signatures be on the petition so that the petition will not be voided if any signatures are invalid.
6. Consult the Public Works Department to review the plat and area affected by the petitioned roadway. This will be needed to complete steps 7 and 8 of the procedure.
7. Attach an Ownership Report from a Title Company, paid for by the petitioner, to verify current ownership of property affected by the petitioned roadway.
8. Obtain signatures and consent for the petition from all property owners affected by the roadway being petitioned in Section D.
9. Submit the petition along with a non-refundable \$25.00 fee and any necessary attachments (ownership report, warranty deeds, quit claim deeds, etc.) to the Yellowstone County Public Works Department.
10. Typically, within thirty (30) days of filing a correct and complete petition to establish, alter, or abandon a county road, the Commissioners will appoint a Board of Viewers to investigate the request.

11. The Board of Viewers will issue a report of its findings and recommendations to the Board of County Commissioners who will then schedule a public hearing. This hearing will be advertised in the newspaper and will be open to the public for comments from any persons who may speak in favor of, or in opposition to the petition.
12. Within ten (10) days after the public hearing, the Board of County Commissioners will issue a notice of decision by certified mail to all owners of land affected by the petitioned roadway. Notified owners will be those parties listed on the last county assessment roll.
13. If the petition is to abandon a subdivision or certificate of survey road, the following will be required if abandonment is granted by the County Commissioners:
 - The petitioner and / or benefiting property owners will be required to file an amended plat with the Clerk and Recorder.
 - The amended plat will reflect the adjusted lot lines affected by this abandonment.
 - This amended plat will need to be completed and filed with the Clerk and Recorder within a year of the approved petition.
 - Comply with any (and all) other specific conditions that are established by the Board of County Commissioners.

PETITION TO ESTABLISH, ALTER, OR ABANDON A COUNTY ROAD

TO: YELLOWSTONE COUNTY BOARD OF COMMISSIONERS

This petition is respectfully submitted this 9th day of November, 2023.

Petitioner/Initiator (and/or) Contact Person:

NAME: ~~Freedom Roads, LLC.~~ FRHP Lincolnshire, LLC
ADDRESS: 250 Parkway Drive, Suite 270
Lincolnshire, IL 60069
PHONE NO: 847-808-3000

I swear that all of the above information is true and correct, and all the landowner's signatures are the original true and consenting landowners.

Lindsay J. Christen
Petitioner's Signature

November 16, 2023

Date

List all attachments:

- ☒ Sections A, B, C, and D of the Petition
- ☒ Map of petitioned roadway and affected property
- ☒ Affected property Ownership Report
- ☒ Check for \$25.00 made payable to Yellowstone County Public Works Department
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

PETITION TO ESTABLISH, ALTER, OR ABANDON A COUNTY ROAD

SECTION A

Legal description of the petitioned roadway (attach additional sheets if needed)

[illegible]

PETITION TO ESTABLISH, ALTER, OR ABANDON A COUNTY ROAD

SECTION B

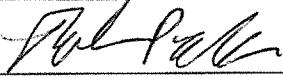
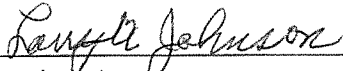
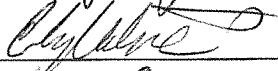

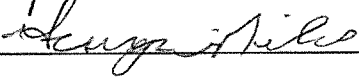
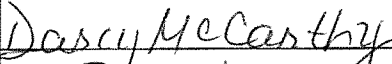

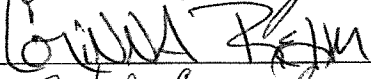

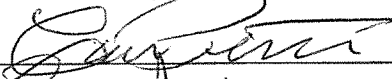
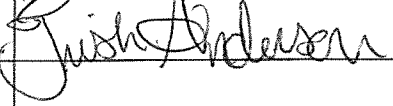
Reason for Petition

The portion of Rosebud Lane we are requesting to be abandoned would not be used
to provide access to any other property but Camping World.
Camping World purchased and aggregated the properties along Rosebud Lane.
Hencefore; the portion of Rosebud Lane and its Culdesac we are requesting to be
abandoned became useless to the public and provide a place for people to congregate
and loiter.
Camping World would grant appropriate easements for the utilities and fire hydrant as
well as maintain the property. This would result in a reduction on the County's
maintenance budget.

PETITION TO ESTABLISH, ALTER, OR ABANDON A COUNTY ROAD

SECTION C




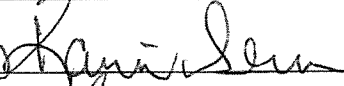
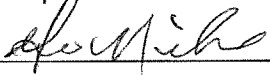
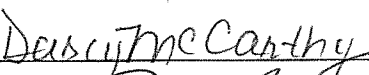
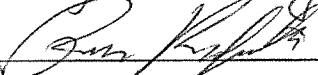
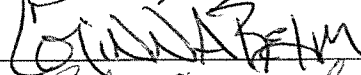

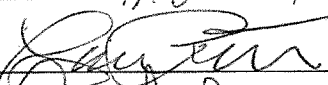
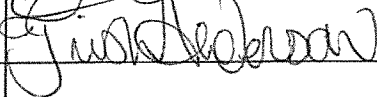
Signatures and addresses of landowners in Yellowstone County
who wish to establish, alter, or abandon a county road
(minimum TEN (10) landowners)

PRINTED NAME	SIGNATURE	ADDRESS
Rob Pedigo		1035 Rosebud
LARRY JOHNSON		204 Coburn RD.
Cody Vojovich		1326 Rosebud Ln
Karina Serrano		1332 Rosebud Ln
George Niles		1326 Rosebud
Darcy McCarthy		1429 Rosebud Ln.
Ron Kunkel		1509 Boulder Lane
LORENA FERN		1521 Rosebud Ln
PAT McGRATH		1510 Rosebud Ln
CARL PETERS		1548 Rosebud Ln
TRISH ANDERSON		135 Maier Rd.

PETITION TO ESTABLISH, ALTER, OR ABANDON A COUNTY ROAD

SECTION D

Consent or non-consent of land owners in Yellowstone County
abutting and / or affected by the petitioned roadway

PRINTED NAME	SIGNATURE	ADDRESS	CONSENT	
			YES	NO
Rob. Pedra		1035 Rosebud	X	
Larry Johnson		204 Coburn RD	X	
Cody Udoovich		1326 Rosebud LN	X	
Harina Sarwan		1332 Rosebud Ln	X	
George N. / or		1320 Rosebud Ln	X	
Darry McCarthy		1429 Rosebud Ln	X	
Bonnie Kindsch		1529 Gravel	X	
LORNA BETH		1521 Rosebud	X	
Pat McGrail		1510 Rosebud	X	
Carl J. Jars		1548 Rosebud	✓	
TRISH Anderson		135 Mpier	✓	

ROSEBUD LANE ABANDONMENT LEGAL DESCRIPTION

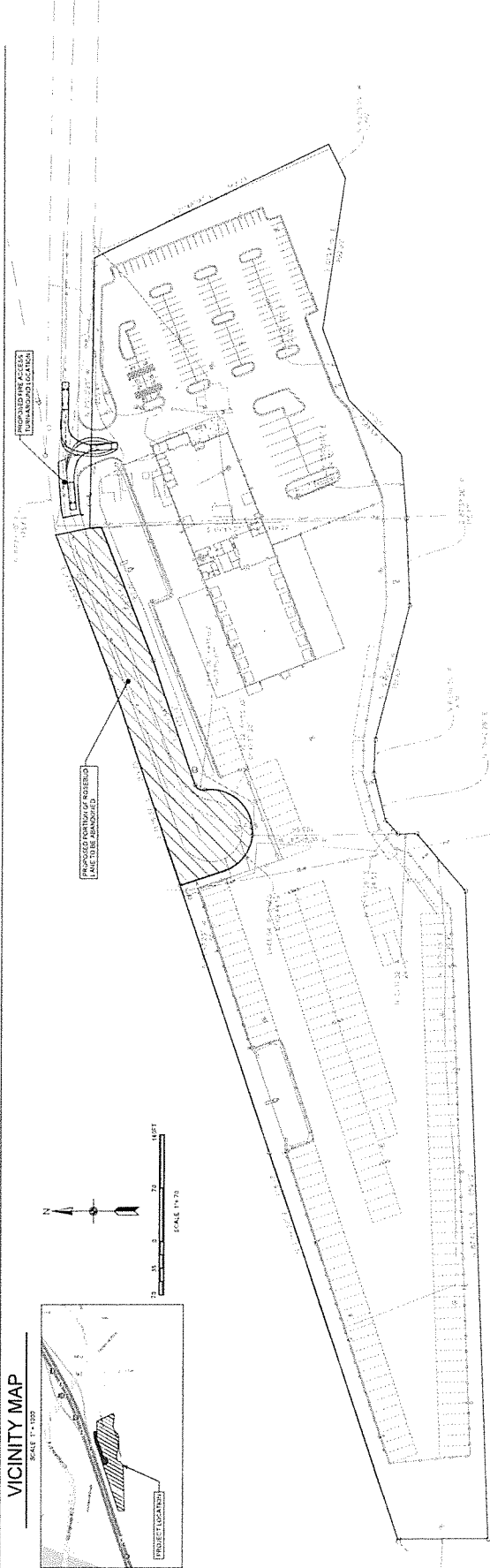
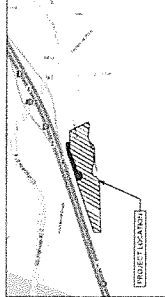
BEGINNING AT A FOUND 5/8" REBAR, BEING THE NORTH CORNER OF PARCEL A (DESCRIBED BELOW); THENCE N71°16'37"E 289.75 FEET ALONG THE NORTH RIGHT OF WAY OF ROSEBUD LANE; THENCE N68°27'29"E 200.26 FEET; THENCE S11°48'49"E 45.60 FEET; THENCE S01°45'39"E 16.05 FEET; THENCE S68°31'56"W 187.70' FEET ALONG THE SOUTH RIGHT OF WAY OF ROSEBUD LANE; THENCE S71°11'54"W 172.11 FEET; THENCE WITH A CURVE TO THE LEFT, HAVING A CHORD BEARING OF S28° 28'20"W 14.99 FEET, WITH AN ARC LENGTH OF 16.76 FEET, AND A RADIUS OF 11.03 FEET; THENCE WITH A CURVE TO THE RIGHT, HAVING A CHORD BEARING OF S43°35'41"W 86.44 FEET, WITH AN ARC LENGTH OF 95.32 FEET, AND A RADIUS OF 55.00 FEET; THENCE WITH A CURVE TO THE RIGHT, HAVING A CHORD BEARING OF N51°30'29"W 59.75 FEET, HAVING A ARC LENGTH OF 66.94 FEET, AND A RADIUS OF 55.00 FEET; THENCE N18°43'23"W 60.00 FEET, TO THE POINT OF BEGINNING, BEING 0.78 ACRES, MORE OR LESS.

PARCEL A:

THAT PART OF NORTHWEST 1/4 OF SECTION 35, TOWNSHIP 1 NORTH, RANGE 26 EAST, OF THE PRINCIPAL MONTANA MERIDIAN, IN YELLOWSTONE COUNTY, MONTANA, DESCRIBED AS TRACTS 1 AND 2, OF CORRECTED CERTIFICATE OF SURVEY NO. 3431 ON FILE IN THE OFFICE OF THE CLERK AND RECORDER OF SAID COUNTY, UNDER DOCUMENT #3583467.

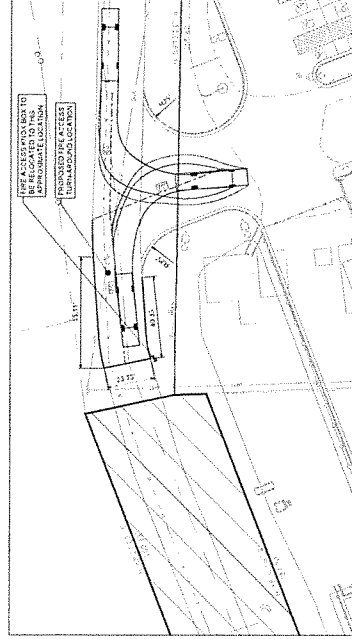
VICINITY MAP

SCALE 1" = 100'



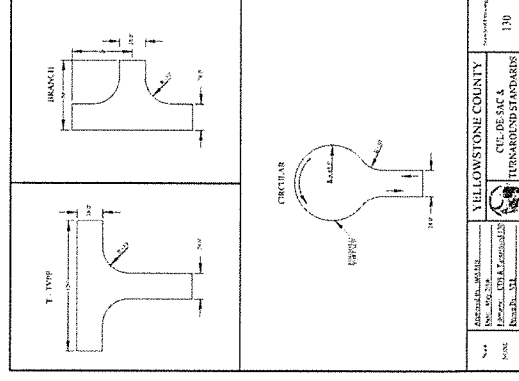
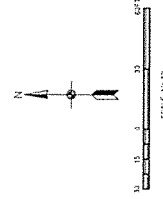
TURN AROUND OPTION

SCALE 1" = 25'



TURN AROUND OPTION (ENLARGED VIEW)

SCALE 1" = 25'



PROJECT NO.	21105
DATE	27 JULY 2023
REVISIONS	
DESIGNED BY	YELLOWSTONE COUNTY
CHECKED BY	CUL-DE-SAC & TURN-AROUND STANDARDS
SCALE	1" = 25'





PHILLIP LEWIS ENGINEERING

Structural + Civil Consultants

23620 Interstate 30 | Bryant, AR
PH: 501-350-9840

July 02, 2025

Monica Plecker
Deputy Public Works Director
Yellowstone County, Montana

RE: Extension Request of “Resolution of Intent to Abandon a Portion of Rosebud Lane” – Resolution No. 24-112

To whom it may concern,

On behalf of Camping World and FRHP Lincolnshire LLC, please accept this letter as a formal request to extend the adopted resolution referenced above for an additional (1) year. This resolution was passed and adopted on July 9th, 2024. The client, Camping World (FRHP Lincolnshire LLC), was unable to complete the necessary conditions included with this approval within the allowed one year window. It is still Camping World’s desire to complete these conditions and complete the portion of abandonment of Rosebud Lane.

The abandonment legal description can be defined as:

BEGINNING AT A FOUND 5/8” REBAR, BEING THE NORTH CORNER OF PARCEL A (DESCRIBED BELOW); THENCE N71°16’37”E 289.75 FEET ALONG THE NORTH RIGHT OF WAY OF ROSEBUD LANE; THENCE N68°27’29”E 200.26 FEET; THENCE S11°48’49”E 45.60 FEET; THENCE S01°45’39”E 16.05 FEET; THENCE S68°31’56”W 187.70’ FEET ALONG THE SOUTH RIGHT OF WAY OF ROSEBUD LANE; THENCE S71°11’54”W 172.11 FEET; THENCE WITH A CURVE TO THE LEFT, HAVING A CHORD BEARING OF S28° 28’20”W 14.99 FEET, WITH AN ARC LENGTH OF 16.76 FEET, AND A RADIUS OF 11.03 FEET; THENCE WITH A CURVE TO THE RIGHT, HAVING A CHORD BEARING OF S43°35’41”W 86.44 FEET, WITH AN ARC LENGTH OF 95.32 FEET, AND A RADIUS OF 55.00 FEET; THENCE WITH A CURVE TO THE RIGHT, HAVING A CHORD BEARING OF N51°30’29”W 59.75 FEET, HAVING A ARC LENGTH OF 66.94 FEET, AND A RADIUS OF 55.00 FEET; THENCE N18°43’23”W 60.00 FEET, TO THE POINT OF BEGINNING, BEING 0.78 ACRES, MORE OR LESS.

PARCEL A:

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If you have any questions, please give me a call.

Sincerely,
Garrett Rich
Phillip Lewis Engineering
501-213-5190

B.O.C.C. Regular

Meeting Date: 07/08/2025

Title: Propertyroom.com Agreement

Submitted By: Teri Reitz, Board Clerk

TOPIC:

Propertyroom.com Agreement

BACKGROUND:

This agreement is for asset disposition for the Sheriff's Office.

RECOMMENDED ACTION:

Approve or deny.

Attachments

Propertyroom.com Agreement

Yellowstone County

OFFICE OF THE SHERIFF



P.O. BOX 35017
BILLINGS, MT 59107-5017
(406) 256-2929

July 3, 2025

Yellowstone County Board of Commissioners
P.O. Box 35000
Billings, MT 59107

Re: Asset disposal agreement

Dear Commissioners:

Attached to this letter is an Asset Disposition Agreement, as well as an addendum, from a company called Propertyroom.com. This company works with law enforcement agencies around the country, taking on the task of disposing of assets / items once they are no longer needed for operations, as well as items released by the courts after cases are adjudicated. They also pick up and dispose of items such as found or seized property, which is something our evidence clerks currently do.

In this case, our clerks would work directly with propertyroom.com, who would pick up and dispose of the items, normally in an auction format, and retain a percentage of the proceeds. Currently, our clerks deliver the items to be disposed of to local auction houses, where they also retain a percentage of the proceeds. Contracting with propertyroom.com would reduce the amount of time and effort our clerks put in to organizing and disposing of these items. And it does not cost the county anything to participate. Both the company and the county receive revenue based on what an item sells for.

This agreement has been reviewed by Melissa in the CA's Office, and we have received her blessing to proceed.

Respectfully,

A handwritten signature in black ink, appearing to read "Mike Linder".

Sheriff Mike Linder

Commissioners Approval:

Chair Mark Morse _____

Commissioner Michael J Waters _____

This Asset Disposition Services Agreement ("Agreement") is made by and between PropertyRoom.com, Inc., a Delaware corporation ("Contractor") and _____ ("Owner"). The Agreement is effective upon Owner's signature date ("Effective Date").

Whereas Contractor's business involves surplus asset management, selling, auction, disposition and related services ("Services"); and

Whereas Contractor desires to provide Services to Owner and Owner desires Contractor to provide Services subject to this Agreement.

Now therefore, in consideration of premises above and mutual covenants and agreements set forth herein, Contractor and Owner agree as follows.

Any other municipal, county, or state government agency located within the same state as Owner may also procure Services under this Agreement under the same terms and conditions stated in this Agreement by executing an adoption agreement with Contractor based upon this Agreement.

1. **Items Requiring Services.** Owner will identify items ("Assets") it desires to provide to Contractor for Services. Contractor retains the right to accept or reject certain Assets in its sole discretion.
2. **Title to Assets.** Owner shall retain, at all times, legal title to Assets unless and until Assets are purchased or otherwise disposed of according to the Agreement, at which time Owner will be deemed to have transferred title directly to an Asset purchaser or other acquirer ("Buyer") identified by Contractor. Owner appoints Contractor as its representative and instrumentality to hold and offer Assets for sale, on Owner's behalf, in accordance with the Agreement. Owner appoints Contractor as its attorney-in-fact to sign any and all documents necessary to assign to Buyers all of Owner's rights, title and interest in and to Assets sold or disposed. Cash receipts, accounts receivable, contract rights, notes, general intangibles, and other rights to payment of any kind arising out of Asset sales ("Proceeds") belong to Owner. Contractor may withhold from Proceeds amounts owed to Contractor and any third parties in connection with Services, which amounts shall be disbursed by Contractor on Owner's behalf. Contractor will remit remaining balances to Owner ("Owner Net Proceeds").

3. Term and Termination

This Agreement shall commence on the Effective Date and shall continue for an initial term of one (1) year from the Effective Date and thereafter will automatically renew for consecutive one (1) year terms unless written

notice of non-renewal is provided by either party to the other at least sixty (60) days prior to the expiration of the then current term.

- a. Either Owner or Contractor (the "Party" or "Parties") may terminate the Agreement upon thirty (30) days prior notice to the other Party.
 - b. The rights of the Parties to terminate the Agreement are not exclusive of any other rights and remedies available at law or in equity, and such rights will be cumulative. Exercising any such right or remedy will not preclude exercising these or any other rights and remedies.
 - c. Upon any termination or expiration, Contractor may continue to provide Services for any unsold Assets then in the possession of Contractor. Alternatively, Owner may, at Owner's expense, arrange for the return of Owner Assets.
4. **Payment for Services**
- a. **Fees.** Fees for Contractor Services appear in signed addendums to this Agreement.
 - b. **Remittance of Proceeds.** Once a month, Contractor will remit Owner Net Proceeds from sales completed the prior month. Sales are deemed completed when all items from an asset list line-item are sold, paid for and shipped. Contractor may defer payment of any amount less than \$250 until such time as the amount owed Owner equals or exceeds \$250.
 - c. **Invoices.** If monthly Proceeds do not cover amounts owed, Contractor and Owner will mutually agree for Contractor to either:
 - (1) Invoice Owner for Services, net of Proceeds collected, or
 - (2) Accrue and carry-over unpaid balances, invoicing Owner when negative balances persist for six (6) consecutive months.
 - d. **Reporting.** Each month, Contractor will publish a standard online report containing information related to Owner Assets, Services provided, Fees and Owner Net Proceeds.
5. **Contractor Obligations.** Contractor may utilize subcontractors in its performance of Services, provided Contractor shall be responsible for any breach of this Agreement by such subcontractors. With respect to delivering Services:
- a. Contractor shall maintain insurance covering Assets against fire, theft, and extended coverage risks ordinarily included in similar policies.
 - b. For auction Services, Contractor will use organic marketing techniques ("OMT") to increase bidding on Owner Assets. OMT may include, but not be limited to, email, publicity related to this Agreement, and facilitation of

clickable links on Owner website(s) to websites used by Contractor for Asset sales.

6. **Asset Lists**

- a. **Manifest & Asset Lists.** Owner will complete paperwork reasonably necessary to convey custodial possession of Assets to Contractor, such as written manifests or Asset lists (the "Asset Lists") describing items in sufficient detail for proper identification. Contractor owns exclusive rights to sell Assets described in Asset Lists provided by Owner for a period of 120 days from the date Owner releases an Asset to Contractor for sale and Owner will not grant any such rights to any third party (or itself sell the applicable Assets).
- b. **Excluded Assets.** Owner agrees it will not knowingly provide illegal or hazardous Assets or Assets that infringe intellectual property rights of any third party ("Excluded Assets"). In the event Contractor identifies any item as an Excluded Asset, Contractor shall have the right to suspend, cancel, or unwind any sale or disposal of such Excluded Asset.

7. **Salability of Assets.**

- a. Owner states Assets subject to Services are legally available for sale to the general public; and
- b. If required, Owner has taken necessary actions for transfer of Asset title(s) to Buyers.

8. **Books and Records.** Contractor will keep complete and accurate books of account, records, and other documents with respect to the Agreement ("Books and Records") for at least 3 years following Agreement expiration or termination. Upon reasonable notice, Books and Records will be available for inspection by Owner, at Owner's expense, at the location where Books and Records are regularly maintained, during Contractor's normal business hours.

9. **Assignment.** This Agreement shall be binding upon and inure to the benefit of the Parties named herein and their respective successors and assigns. Neither Party may assign any of its obligations under this Agreement without the prior written consent of the other Party, such consent not to be unreasonably withheld or delayed, provided that Contractor may assign this Agreement without such consent to a successor in interest by way of a merger, consolidation, or sale of all or substantially all of Contractor's assets.

10. **Notices.** Any notice or other communication given under the Agreement will be in writing and delivered by hand, sent by facsimile (provided

acknowledgment of receipt thereof is delivered to the sender), sent by certified, registered mail or sent by any nationally recognized overnight courier service to the addresses provided in the Owner information section. Notices sent by registered mail or national overnight carrier shall be effective upon delivery. The Parties may, from time to time and at any time, change their respective addresses and each will have the right to specify as its address any other address by written notice to the other Party. A change of address will take effect upon receipt of notice unless a later date is otherwise specified.

11. **Interpretation.** Whenever possible, each provision of the Agreement will be interpreted in such a manner as to be effective and valid under applicable law, but if any provision of the Agreement is held to be prohibited by or invalid under applicable law, such provision will be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of the Agreement. The Agreement headings are inserted for convenience of reference only and shall not constitute a part hereof.

12. **Governing Law.** The internal law, and not the law of conflicts, of the state in which Owner is located will govern all questions concerning construction, validity and interpretation of the Agreement and the performance of the obligations imposed by the Agreement. The proper venue for any proceeding at law or in equity will be the state and county in which the Owner is located, and the Parties waive any right to object to the venue.

13. **Further Assurances.** Contractor and Owner will each sign such other documents and take such actions as the other may reasonably request in order to effect the relationships, Services and activities contemplated by the Agreement and to account for and document those activities.

14. **Relationship of the Parties.** No representations or assertions will be made or actions taken by either Party that could imply or establish any joint venture, partnership, employment or trust relationship between the Parties with respect to the subject matter of the Agreement. Except as expressly provided in the Agreement, neither Party will have any authority or power whatsoever to enter into any agreement, contract or commitment on behalf of the other, or to create any liability or obligation whatsoever on behalf of the other, to any person or entity.

Asset Disposition Services Agreement

15. **Force Majeure.** Neither Party will be liable for any failure of or delay in performance of the Agreement for the period that such failure or delay is due to acts of God, public enemy, war, strikes or labor disputes, or any other cause beyond the Parties' reasonable control (each a "Force Majeure"), it being understood that lack of financial resources

will not to be deemed a cause beyond a Party's control. Each Party will notify the other Party promptly of any Force Majeure occurrence and carry out the Agreement as promptly as practicable after such Force Majeure is terminated. The existence of any Force Majeure will not extend the term of the Agreement.

This Agreement, together with one or more signed addendums attached hereto, comprises the entire agreement between Contractor and Owner relating to Services and supersedes any prior understandings, agreements, or representations by or between the parties, whether written or oral.

<u>OWNER</u>	
Signature	_____
Name	_____
Title	_____
Date	_____

<u>CONTRACTOR</u>	
Signature	_____
Name	_____
Title	_____
Date	_____

OWNER INFORMATION & AGREEMENT OPTIONS SELECTED

Owner Name:	Account #:
Street Address:	Cooperative Purchasing Agreement? Sourcewell <input type="checkbox"/> Other (Please specify) _____ <input type="checkbox"/> Member #: _____
City, State/Province, Postal Code, Country:	Resolution of Unpaid Monthly Service Fees: Balance carry-over <input type="checkbox"/> Monthly Invoice <input type="checkbox"/>
Telephone:	Fax:
Primary Contact:	Secondary Contact:
Name _____	Name _____
Work _____	Work _____
Mobile _____	Mobile _____
Email _____	Email _____

1. This addendum ("Addendum") is attached to and made part of the Asset Disposition Services Agreement dated _____ ("Agreement") between Contractor and Owner. In the event of a conflict between the provisions of the Agreement, this Addendum and any prior agreement or Agreement addendum, this Addendum will govern.
2. **Definitions.**
 - a. **Winning Bid.** "Winning Bid" means the highest amount committed and paid by a Buyer of a sold Asset. Winning Bid does not include shipping & handling, buyer premiums, or other fees, if any, nor does Winning Bid include an amount a Buyer commits but fails to pay.
 - b. **Sales Price.** "Sales Price" equals the Winning Bid plus shipping & handling, shipping insurance and sales tax paid by a Buyer.
 - c. **Payment Processing Costs.** Payment processing costs equal 3% of Sales Price ("PP Costs").
 - d. **Success Fee.** For sold Assets, Owner will pay Contractor a Services fee equal to a percent of profits or Winning Bids as specified below ("Success Fee").
 - e. **Buyer Premiums.** Notwithstanding anything to the contrary herein, Contractor may collect a Winning Bid percent fee from a Buyer, typically referred to as a "Buyer's Premium".
3. **Services Offered.** Contractor provides a suite of Services referenced herein. Upon mutual agreement of Owner and Contractor, Contractor may provide all or any combination of Services. Contractor will use commercially reasonable efforts to deliver Services.
 - a. **Portables Auction Service ("Portables").** Applying to Assets small enough for pick-up by Contractor via box truck or common carrier shipment, excluding firearms, Contractor will transport, test and/or authenticate (if applicable and practicable), erase or destroy memory media (in the case of electronics), image, store, list and sell Assets via public internet auction on one or more Contractor selected websites. Owner will pay Contractor a Success Fee as described below.
 - (1) **Asset Success Fee.** For Portable Assets, Success Fee equals 50% for the first \$1,000 of a Winning Bid amount and 25% of Winning Bid amount, if any, over \$1,000.
 - (2) **Net Proceeds.** For each Portables Asset, Owner Net Proceeds equals Winning Bid less Success Fee less PP Costs.
 - (3) **Fuel Surcharge.** If quarterly retail diesel prices, as published by the U.S. Energy Information Administration, rise above the level shown in the table below, a fuel surcharge ("Fuel Surcharge") will be deducted from Owner Net Proceeds for each Portable Manifest picked up at Owner's location.

Retail Diesel (per gal)	Fuel Surcharge
< \$ 2.50	\$ 0.00
\$ 2.50 to \$ 2.99	\$ 12.40
\$ 3.00 to \$ 3.49	\$ 24.80
\$ 3.50 to \$ 3.99	\$ 37.20*

* Table continues at same rate of \$12.40 increments per \$0.50 per gal change in Retail Diesel.

- (4) **Shipping Fee.** If assets are transported via common carrier and not picked up by Contractor, the shipping fee will be deducted from Owner Net Proceeds.
- b. **Firearms Auction Service.** This service is restricted to Owner firearm assets ("Firearm Assets") legally available for public sale in the United States. Contractor is compliant with ATF, Title 18, U.S. Code Ch. 44 and NFA (26 U.S.C., Ch. 53), as well as applicable state and local laws. Contractor may work with one or more subcontractors ("Subcontractor") for storage and processing of Firearm Assets.

Contractor will deliver Firearm Assets disposition services beginning with the collection and transport of Firearm Assets to a Federal Firearms Licensee ("FFL") holder ("Recipient FFL" or "Partner FFL"). Subsequently, Contractor and Recipient FFL will store, catalog, image, list for public internet auction, process purchaser payment and ship Firearms Assets to another FFL holder ("Transferee FFL") that will administer final physical transfer to purchaser ("Buyer") in compliance with applicable federal, state, and local laws. Owner will pay Contractor a Success Fee as described below.

 - (1) **Success Fee.** For Firearm Assets, Success Fee equals 50% for the first \$1,000 of a Winning Bid amount and 25% of Winning Bid amount, if any, over \$1,000.
 - (2) **Net Proceeds.** For each Firearm Asset, Owner Net Proceeds equals Winning Bid less Success Fee less PP Costs.

- c. **In Place Auction Service ("In Place").** Applying to Assets that Owner and Contractor mutually agree to auction in place, Contractor will sell In Place Assets via public internet auction on one or more Contractor selected websites using descriptions and digital images supplied by Owner. Owner will maintain physical control of In Place Assets and transfer possession to Buyers after sale. Owner will pay Contractor a Success Fee as described below.
- (1) **Success Fee.** For each In Place Asset, Success Fee equals 2.5% of Winning Bid.
- (2) **Net Proceeds.** For each In Place Asset sold at auction, Winning Bid less Success Fee less PP Costs equals Owner Net Proceeds.
- d. **Haul Away Auction Service ("Haul Away").** Applying to fleet vehicles and equipment, Contractor will tow Assets to, or take delivery at, Yards. Contractor will store, image, describe, list and sell Haul Away Assets via public internet auction on one or more Contractor selected websites. Contractor may work with one or more subcontractors ("Subcontractor") for storage and processing of Assets at Yards. Owner will pay Contractor a Success Fee as well as other fees as specified below.
- (1) **Success Fee.** For each Haul Away Asset, Success Fee equals 12.5% of Winning Bid.
- (2) **Tow & Miscellaneous Fees.** Tow and Miscellaneous Service Fees are indicated in fee schedule below that specifies tow processes and related fees for Owner-specific needs ("Tow & Miscellaneous Fee Schedule"). The Tow & Miscellaneous Fee Schedule will distinguish between Assets that can be hauled away on a standard vehicle transporter (such as automobiles and light trucks) from over-sized Assets (e.g., cranes, buses, backhoes).

Haul Away Auction Service – Tow and Miscellaneous Fee Schedule			
Fee Type	Fee Description	Rate Description	Rate Per Asset
Light Tow	Light duty vehicles up to 11,000 GVWR	Per vehicle towed	First 30 miles free. \$10 for every 10 miles over the 1st 30 free miles
Medium Tow	Medium duty vehicles 11,001 - 33,000 GVWR and oversized vehicles such as an F-350 w/ dual wheels, etc.)	Per vehicle towed	Billed at cost by subcontractor - see standard schedule
Heavy Tow	Heavy duty vehicles 33,001+ GVWR	Per vehicle towed	Billed at cost by subcontractor - see standard schedule
Re-list / Re-run	Fee for re-listing asset more than three (3) times due to any type of owner imposed bidding restriction	Per re-list of asset on 4 th or subsequent attempt	\$35 / re-list
Storage - light & medium duty	Storage for assets stored for any reason other than awaiting auction	Per day over 30 days after pickup date	\$3 / day
Storage - heavy duty	Storage for assets stored for any reason other than awaiting auction	Per day over 30 days after pickup date	\$5 / day
De-identification	De-identifying assets	Charged in 15 minute increments for the labor to de-identify	\$20 / quarter hour
Decal Removal	Removal of a decal	Charged in 15 minute increments for the labor to perform decal removal	\$20 / quarter hour; \$45 minimum charge per vehicle (\$45 maximum charge per vehicle for Light Duty Vehicles)

- (3) **Net Proceeds.** For each Haul Away Asset, Winning Bid less the sum of Success Fee, Tow & Miscellaneous Fees, and PP Costs equals Owner Net Proceeds.
- e. **Impound Storage & Auction Service ("Impound").** Applying to citizen vehicles seized and or impounded by Owner, Contractor will receive tows of Impound Assets at tow yard facilities ("Yards"), storing Assets while Owner decides whether to release to a citizen or auction. For release-to-citizen vehicles ("Released Vehicles"), Contractor will process and collect fees from citizens. For auctioned vehicles, Contractor will store, image, describe and sell Impound Assets via public internet auction on one or more Contractor selected websites. Contractor may work with one or more sub-contractors ("Subcontractor") for storage and processing of Assets at Yards. Owner will pay Contractor a Success Fee as well as other fees as specified below.

- (1) **Success Fee.** For each Impound Asset sold at auction, Success Fee equals 12.5% of the Winning Bid.
- (2) **Tow & Miscellaneous Fees.** Tow and Miscellaneous Service Fees are indicated in fee schedule below that specifies tow processes and related fees for Owner-specific needs ("Tow & Miscellaneous Fee Schedule"). The Tow & Miscellaneous Fee Schedule will distinguish between Assets that can be hauled-away on a standard vehicle transporter (such as automobiles and light trucks) from over-sized Assets (e.g., cranes, buses, backhoes).
- (3) **Storage Fees.** Impound storage fees are indicated in the fee schedule below. Owner retains rights to charge citizens higher storage fees for Released Vehicles and Contractor will collect those storage fees along with other citizen fees set by Owner, such as tow charges, administrative charges, court processing fees, etc. ("Citizen Payments"). In the event that Assets are stored for an extended period of time without being released by Owner for auction, Owner agrees to reimburse Contractor for such storage fees in a manner to be mutually agreed upon.

Impound Storage & Auction Service – Tow and Miscellaneous Fee Schedule			
Fee Type	Fee Description	Rate Description	Rate Per Asset
<i>Light Tow</i>	Light duty vehicles up to 11,000 GVWR	Per vehicle towed	Billed at cost by subcontractor - see standard schedule
<i>Medium Tow</i>	Medium duty vehicles 11,001 - 33,000 GVWR and oversized vehicles such as an F-350 w/ dual wheels, etc.)	Per vehicle towed	Billed at cost by subcontractor - see standard schedule
<i>Heavy Tow</i>	Heavy duty vehicles 33,001+ GVWR	Per vehicle towed	Billed at cost by subcontractor - see standard schedule
<i>Re-list / Re-run</i>	Fee for re-listing asset more than three (3) times due to any type of owner imposed bidding restriction	Per re-list of asset on 4 th or subsequent attempt	\$35 / re-list
<i>Owner Storage Fees</i>	Daily storage for assets stored and awaiting auction	Per day	\$8 / day
<i>Citizen Storage Fees</i>	Daily storage for release vehicles	Per day	\$15 / day
<i>De-identification</i>	De-identifying assets	Charged in 15 minute increments for the labor to de-identify	\$20 / quarter hour
<i>Decal Removal</i>	Removal of a decal	Charged in 15 minute increments for the labor to perform decal removal	\$20 / quarter hour; \$45 minimum charge per vehicle (\$45 maximum charge per vehicle for Light Duty Vehicles)

- (4) **Net Proceeds.** For each Impound Asset, the sum of Winning Bid and Citizen Payments less the sum of Success Fee, Tow & Miscellaneous Fees, Owner/Citizen Storage Fees and PP Costs equals Owner Net Proceeds.
4. **Modifications.** Contractor may, from time to time, modify Standard Fees & Services. To effect a fee change, Contractor will provide Owner advance written notice which will include an update to this Addendum.

<u>OWNER</u>	
Signature	_____
Name	_____
Title	_____
Date	_____

<u>CONTRACTOR</u>	
Signature	_____
Name	_____
Title	_____
Date	_____

PROPERTYROOM.COM
NEW ACCOUNT SET-UP



After receiving the signed agreement, we will provide you with a user name and password for access to our Agency Web online reporting system. This will allow you to track status of all assets you give to us to sell from the time of listing to the sale and collection of the funds and remittance of the funds to your account (and will allow you historical data 24/7/365.). Please answer the following questions so that we can get your new account established in our system.

1. *Check payable to* information and the address where checks are to be mailed.

2. Main pick-up location for assets. (If more than one location, please specify)

3. Main contact's name, title, phone number, fax number, and email address. The main contact will (a) receive a Welcome Call from our Client Services Department; (b) receive mailed bar codes; (c) be contacted every thirty (30) days for scheduling pickups; and (d) have primary access to the Agency Web system for tracking and auditing.

PROPERTYROOM.COM
NEW ACCOUNT SET-UP



4. Name, title, phone number, and email address of any additional department personnel requiring access to our Agency Web reporting system.

5. Name, email address, and phone number of the person responsible for the department's website so our IT team can coordinate with adding a notice to the public link on your website.

6. Two possible dates and times for you and/or your main contact(s) to receive a Welcome Call from our Client Services Manager. We will then confirm the date and time as soon as we get internal confirmation from our Client Services Manager. Upon call meeting time, we will send you a free dial-in conference call phone number and access code.

7. Name, telephone, and email address of the person responsible for media relations in your department to work with our Marketing Department regarding any media inquiries.

B.O.C.C. Regular

7. a.

Meeting Date: 07/08/2025

Title: FY26 Stop Loss Contract

Submitted By: Teri Reitz, Board Clerk

TOPIC:

FY26 Stop Loss Contract with Nationwide Life Insurance Company

BACKGROUND:

See attached.

RECOMMENDED ACTION:

Approve.

Attachments

FY26 Stop Loss Contract with Nationwide

NATIONWIDE LIFE INSURANCE COMPANY

One Nationwide Plaza
Columbus, Ohio 43215

This Rider revises and becomes a part of the Contract to which it is attached. This Rider is subject to all the provisions, limitations and exclusions of the Contract except as they are specifically modified herein. In the event any provision of the Contract and this Rider conflict, the terms of this Rider shall govern. Please read this Rider carefully.

Policyholder: Yellowstone County

Contract Number: SL-0004-25

Rider Effective Date: 07/01/2025

It is understood and agreed by the Company that the above Contract is amended by the addition of the following provision.

ADVANCED FUNDING RIDER

On the condition that all the provisions of the Contract and conditions set forth herein have been followed, the Company agrees to provide the Policyholder with Advanced Funding. Before a claim will be approved for Advanced Funding, the Company must receive satisfactory Proof of Loss, including all information requested in the claim submission forms provided by the Company and any other information requested by the Company to determine the Company's liability for the claim. Any claims approved for Advanced Funding by the Company will be considered reimbursed by the Company and will not be further eligible for reimbursement at time of payment under the Contract.

The Definition section of the Contract will be revised as follows:

Loss, Losses means Eligible Claims Payments determined to be payable by the Policyholder for eligible benefits under the Plan.

Definitions Applicable to this Advanced Funding Rider:

Advanced Funding: The process by which the Company issues funds to the Policyholder equal to the Eligible Claims Payments for a Covered Unit during a Contract Period after:

- 1) the Policyholder has Paid an equal amount to the Specific Deductible for an individual during a Contract Period (including any Aggregating Specific Deductible or other additional Policyholder's liability under the Contract), and
- 2) the Policyholder has Losses greater than \$1,000 over the Specific Deductible which have not been Paid.

Limitations Applicable to this Advanced Funding Rider:

Advanced Funding is only available while the Contract is in force.

Advanced Funding is not available during the last 30 days of the Benefit Period. The Company must receive the request for Advanced Funding and satisfactory Proof of Loss, including all information requested in the claim submission forms provided by the Company and any other information as might be necessary to determine liability for the claim, no later than the 30th day prior to the end of the Benefit Period.


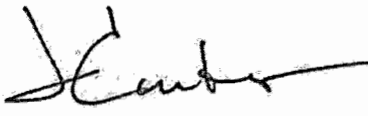
The claim must be fully processed by the Third Party Administrator and must be ready for payment under the Plan within the Benefit Period during which the claim was incurred. Policyholder must fund, via mail or electronic funds transfer, the claim for which Advanced Funding is requested within 10 business days of receipt of Advanced Funding from the Company. If such payment is not made by the Policyholder within 10 days, the Policyholder shall immediately refund to the Company the advanced funds and the Company may revoke Advanced Funding privileges.

It is the Policyholder's sole responsibility to request and apply Advanced Funding in a manner that will secure appropriate provider discounts. In the event the Policyholder cannot fund a claim in time to secure appropriate provider discounts, the Company will not be liable for the amount that the discounts would have been if the provider had been timely paid.

It is the Policyholder's sole responsibility to request and apply Advanced Funding in a manner consistent with all current Plan and Contract provisions and applicable state and federal laws. No provision herein shall be deemed to alter the requirements contained in the Contract that Eligible Claims Payments be Paid by the Policyholder within the Contract and Benefit Periods.

Nothing contained in this Rider will be held to affect any of the terms of the Contract other than as stated herein.

Signed for Nationwide Life Insurance Company

	
Secretary	President

Benefits	Current with Gene Therapy Program	Renewal with Gene Therapy Program
Stop Loss Carrier	Nationwide	Nationwide
Paired Administrative Carrier	Stealth Partner Group	Stealth Partner Group
Employee Count	614	614
Employee + Spouse Count	57	57
Employee + Child(ren) Count	80	80
Family Count	89	89
Total Count	840	840
Contract Terms	Current	Renewal
Specific Deductible	\$350,000	\$350,000
Aggregating Specific	\$150,000	\$150,000
Contract Terms	PAID	PAID
Stop Loss Premiums PEPM	Current	Renewal
Individual Stop Loss Premium PEPM	\$19.42	\$28.26
Individual Stop Loss Premium PEPM - Family	\$58.44	\$90.04
Total Annual Stop Loss Premium	\$301,576	\$452,408
Dollar Change from Current		\$150,832
Percent Change from Current		50.0%
Additional Liability	Current	Renewal
Gene Therapy Program	\$1.99	\$4.75
Laser Liability	\$0	\$0
Alliant Analytics Reporting PEPM	\$1.00	\$1.00
Annual Additional Liability	\$30,139	\$57,960
Total Annual Cost	\$331,715	\$510,368
Dollar Change from Current		\$178,653
Percent Change from Current		54%

Heather Brewer
Account Executive

GENERAL CONDITIONS

It is understood and agreed that the following conditions must be satisfied prior to the approval of this Application:

- The Policyholder is financially sound, with sufficient capital and cash flow to accept the risks inherent in sponsoring the Plan;
- The Third Party Administrator, if any, retained by the Policyholder will be considered the Policyholder's agent and not the Company's agent;
- All documentation requested by the Company must be submitted prior to any approval of this Application and must be received by the Company within thirty (30) of the Effective Date;
- The Company will evaluate the Policyholder's risk, and may require adjustments of rates, factors and or special limitations to accommodate for abnormal risks;
- Premiums are not considered paid until the premium check is received by the Company at the rates set forth in the Schedule of Stop Loss.
- If the Policyholder has more than one business location, a representative of the Policyholder knowledgeable of the Covered Person at each location has reviewed and completed the Stop Loss disclosure statement.

In making this Application, the Policyholder represents that such information accurately reflects the true facts and that the undersigned has authority to bind the Policyholder to the Contract. Accordingly, this Application, including the disclosure statement, will be a part of the Stop Loss Contract if accepted by the Company.

Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

Dated at Billings, MT this 30 day of JUNE, 2025

Policyholder Yellowstone County

Authorized Officer/Partner Kevin Gillen
Type or Print

Title INTERIM Yellowstone County Human Resource Director

Signature Kevin Gillen

Tax ID # 81-6001449

Witness Signature: Lynette Schmidt



Nationwide Life Insurance Company

Home Office: Columbus, Ohio

APPLICATION FOR STOP LOSS INSURANCE COVERAGE ("APPLICATION")

☐ New ☒ Renewal

Application is hereby made to **Nationwide Life Insurance Company** ("Company") for Aggregate and/or Specific Stop Loss Insurance. This Application must be accepted and approved by the Company prior to the Contract being in effect.

Note: All capitalized terms are defined in the Contract.

1. Full Legal name of Policyholder Yellowstone County
2. Main contact at Policyholder Kevin Gillen (E) kgillen@yellowstonecountymt.gov
3. Address 217 North 27th St., Rm 106 – P.O. Box 35041
4. City, State, ZIP Code Billings, MT 59107
5. Subsidiary or affiliated companies (companies under common control through stock ownership, contract or otherwise with access to the Plan) that are to be included. List legal names and addresses of such companies.
6. Other locations. Include city, state and ZIP code.
7. Nature of Policyholder's Business
General Government, NEC
☒ Corporation ☐ Partnership ☐ Proprietorship ☐ Other _____
8. Has the Policyholder ever voluntarily applied for relief in the Bankruptcy Court?
☐ Yes ☒ No If yes, explain
9. Enter the full name of the Policyholder's Plan
Yellowstone County Health Benefit Plan

10. Name and address of Policyholder's Third Party Administrator
BCBS of Montana
P.O. Box 4309, Helena, MT 59604
11. Name of Utilization Review Provider and/or Preferred Provider Organization(s).
UR: BCBS
PPO: BCBS
12. Effective Date 07/01/2025
13. Total eligible Covered Persons 848 Estimated initial enrollment 848
14. Are retirees covered? ☒ Yes ☐ No
15. Deposit premium \$ _____
16. Policyholder's writing agent or broker Stealth Partner Group (general agent)
- Social Security No. or Tax ID 13-4009411
- Address 18700 N. Hayden Rd., Suite 405, Scottsdale, AZ 85255
17. Where is the Stop Loss Contract and other correspondence to be mailed (name and address, if other than listed above)?

Persons to be covered under the Stop Loss Contract: Covered Units who meet the eligibility requirements as set forth under the Policyholder's underlying Plan, except an individual or dependent who is listed in the Special Conditions and/or Limitations section of this Application or who is required to be disclosed in the Stop Loss disclosure statement - unless the individual is named on the Stop Loss disclosure statement and approved by the Company.

SCHEDULE OF STOP LOSS

Coverage under the Stop Loss Contract is applicable only during the Contract Period from 07/01/2025 to 06/30/2026, and is further subject to all terms and conditions of the Contract, unless specified below.

A. Aggregate Stop Loss ☐ Yes ☒ No

B. Specific Stop Loss ☒ Yes ☐ No

Benefit Period: Eligible Plan Losses
Incurred from 07/01/2019 through 06/30/2026, and
Paid from 07/01/2025 through 06/30/2026.

Coverage applying to Specific Stop Loss include: (check all that apply):
☒ Medical ☒ Prescription Drug Card Program

Specific Deductible per person \$ 350,000.00

Aggregating Specific Deductible amount \$ 150,000.00

Specific Percentage Reimbursable (in excess of Deductible) 100 %

Lifetime Maximum Specific Benefit \$ Unlimited
(per person in excess of the Specific Deductible)

Specific Premium per month:

Covered Person Only	\$ <u>28.26</u>
Covered Person & Family	\$ <u>90.04</u>

Minimum Annual Specific Premium \$ 455,862.00

C. SPECIAL CONDITIONS AND/OR LIMITATIONS:

If the Policyholder renews this Contract for a subsequent Contract Period:

1. No additional Covered Person will be subject to an Alternate Specific Deductible in the subsequent Contract Period. A Covered Person subject to an Alternate Specific Deductible in the current Contract Period shall continue to be subject to that same Specific Deductible in the subsequent Contract Period, unless the Company decides to reduce or eliminate a Specific Deductible.

2. The Specific premium will not increase by more than 50% in (Rate Cap) the subsequent Contract Period provided that:

- a. The Plan contains no change that materially alters the risk from the current Contract.
- b. The subsequent Contract contains no change in any terms or conditions from the Current Contract.
- c. There is no change between the demographic distribution of the group covered under the current Contract and the group covered under the subsequent Contract.
- d. There has been no adding or divesting of subsidiaries or affiliated companies or divisions to this Contract.
- e. There is no change in any assessment or tax levied against the Company by the state in which this Contract is delivered.

The Company shall determine, at its discretion, if a change described in clauses a. through e. constitutes a change and will adjust the Rate Cap accordingly.

The provisions, set forth above, shall only apply to the subsequent Contract Period immediately following this Contract. This option may be extended for another Contract Period at the Company's discretion

Elizabeth Montgomery and Emery Brand are excluded from the No New Laser provision under this policy.

D. RIDERS ATTACHED TO AND MADE PART OF THE CONTRACT AT EFFECTIVE DATE OR AS OTHERWISE SPECIFIED:

Advanced Funding Rider	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Effective Date: 07/01/2025	Premium: N/A
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B.O.C.C. Regular

7. b.

Meeting Date: 07/08/2025

Title: Amwins Gene Therapy Solutions

Submitted By: Teri Reitz, Board Clerk

TOPIC:

Amwins Gene Therapy Solutions

BACKGROUND:

See attached.

RECOMMENDED ACTION:

Approve.

Attachments

Amwins Gene Therapy Solutions



Amwins Gene Therapy Solutions Application Form - Risk Purchasing Group "RPG"

Coverage Type: Contractual Liability Insurance Policy

Market: Berkshire Hathaway Specialty Insurance

Agent: Meredith Hunter, SVP Operations, Amwins

Active Broker Agency: Alliant Insurance Services, Inc. Broker: Mary Kay Puckett

GTS Program: GTS-15 \$4.75pepm

Effective Date: 07/01/2025

Expiration Date*:

**Match S/L Policy
Expiration Date* 6/30/26

Group Name: Yellowstone County

Group State: MT

Group Contact Name: Kevin Gillen

Group Contact Phone: 406.256.2816

Group Contact Email: kgillen@yellowstonecountymt.gov

Terms and Conditions:

By signing this "Awmwins Gene Therapy Solutions Application Form", Applicant agrees: (1) to become a Member-Shareholder of Specialty Solutions Risk Purchasing Group ("RPG"); (2) to participate in a program of insurance designed exclusively for the Member-Shareholders of RPG; (3) to accept, abide by, and be bound by the RPG bylaws that will be made available to you upon request; (4) to pay all premiums when due and (5) to maintain stop loss coverage for its health plan while covered under the Policy.

The Specialty Solutions Risk Purchasing Group is a corporation formed for the purpose of enabling its member-shareholders to obtain insurance designed exclusively for such member-shareholders. Once the insurance offered through the RPG is placed and bound by the group, the group will become a member-shareholder of the RPG. The shares issued to the member-shareholder will not carry voting rights or any financial rights, including but not limited to rights to dividends or distributions. A stock certificate will be issued to document the shareholder's interest in the RPG. In the event that the insurance coverage is cancelled or not renewed, the membership and the shares held by the member-shareholder in the RPG will be terminated and cancelled, with such cancellation being effective immediately upon the cessation of the coverage.

4725 Piedmont Row Drive
Ste. 600
Charlotte, NC 28210

 **AMWINS**®



Amwins Gene Therapy Solutions Application Form - Risk Purchasing Group "RPG"

The following terms and conditions apply:

1. The Amwins Gene Therapy Solutions Policy is offered to Member-Shareholders of the Specialty Solutions Risk Purchasing Group (RPG).
2. The Amwins Gene Therapy Solutions Policy will be issued to you upon receipt of this executed application.
3. The Amwins Gene Therapy Solutions Policy and membership in the RPG is subject to cancellation should premiums be past due 90 days or more.
4. The Amwins Gene Therapy Solutions Policy and membership in the RPG is subject to cancellation should the Group terminate their active stop loss policy.
5. Stealth Partner Group is the Program Manager of the RPG and will collect premium associated with the Amwins Gene Therapy Solutions Policy on behalf of the RPG. It will distribute such disbursements and applicable reimbursements as necessary for the administration of the Program. Stealth Partner Group will distribute any applicable disbursements and reimbursements only after it receives such disbursements and reimbursements from the Insurer of the Amwins Gene Therapy Solutions Policy and will not be liable or responsible to any party for such disbursements and reimbursements unless they are received.
6. The Group will cooperate in any requests for information including, but not limited to, the validation of any claim or request for disbursement. Any inaccuracy known by the Group or Group's broker at the time of providing such information or failure to disclose any such known information, including all claims or potential claims, paid or pending, can change the terms, conditions, or premiums, or can void applicability.
7. Nothing herein, express or implied, is intended to confer to any person, other than the parties hereto, any right or remedy of any nature whatsoever; and nothing will create, or be deemed to create, any rights, obligations, or legal relationship between the parties.

The application provided herein is based upon information provided by Group or Group's broker. Upon submission of the signed application, it will be reviewed, the Group will become a Member-Shareholder of the RPG and a Policy will be issued as of the Effective Date defined in this application. By signing below, the Group's Authorized Signer agrees to the terms as stated herein and warrants they are duly authorized to execute this acceptance on behalf of Group:

Group Authorized Signer Name and Title: Kevin Gillen, Interim HR Director

Group Authorized Signer Signature:

Group Authorized Signer Signature Date:

07/01/2025

B.O.C.C. Regular

7. c.

Meeting Date: 07/08/2025

Title: Amended Travel Policy

Submitted By: Teri Reitz, Board Clerk

TOPIC:

Amended Travel Policy 24-145

BACKGROUND:

See attached.

RECOMMENDED ACTION:

Approve or Deny.

Attachments

Amended Travel Policy

YELLOWSTONE COUNTY TRAVEL POLICY

POLICY 24-145

Amendment to Section C, Transportation, Subsection 2.
Other Modes of Transportation, A, B, C.

2a. **Other modes of Transportation:**

County employees are not required to use their private vehicles for County business. County employees should use County-owned vehicles for County business when possible. Metra Park, Detention, Sheriff's Office, Junk Vehicle and Public Works (off-campus County departments) have access to County-owned vehicles.

All other County departments, which are more centrally located, have access to Motor Pool vehicles at the Courthouse. Contact Facilities to reserve a Motor Pool vehicle when needed. All gasoline, oil and repairs will be charged on County Credit cards or accounts whenever possible. All cards and receipts will be turned in when the vehicles are returned.

Repairs and damage to Motor Pool vehicles caused by misuse may be charged back to the using department and could result in the cancellation of Motor Pool privileges.

We ask that all departments evaluate current practices and encourage staff to batch trips when feasible, when coordinating travel for county business.

2b. **Personal Vehicles**

It is strongly recommended that employees who decide to use private vehicles for County business talk with their insurance provider to determine if their current auto insurance is sufficient when using personal vehicles for County business. A commercial use rider may be necessary to provide coverage when operating personal vehicles for County business. Personal auto policies may not provide insurance coverage in the event of an accident while using a private vehicle for County business.

For County employees who decide to use their private vehicle for County business, see below:

- **Insurance Requirements:** Employees must maintain automobile insurance that complies with the State of Montana's insurance requirement. Including a commercial rider indorsement, if required by the employee's insurance provider, for bodily injury and property damage.
- **Primary Insurance Coverage:** If an employee is involved in a collision or accident in a privately owned vehicle while on authorized County business, the employee's automobile coverage is considered primary. Yellowstone County does not provide

County employees who decide to use their personal vehicles for County business with automobile insurance.

2c. **Drug Testing**

- **Drug Testing**: To ensure the safety of all employees and the public and in alignment with the County's commitment to a drug and alcohol-free workplace, any County employee involved in a motor vehicle accident while conducting official County business will be required to submit to a post-accident alcohol and drug test. This applies regardless of whether the accident occurred while operating a County-owned or personal vehicle used for official County business, regardless of fault.

Testing may be conducted by law enforcement, or a third-party test approved provider and paid for by the County.

Refusal to submit to required post-accident testing will be treated as a violation of this policy and may result in disciplinary action up to and including termination.

Test results will be used to determine compliance with County policy and may be considered in any disciplinary or administrative proceeding related to the accident.

Approved this 8th day of July 2025, Effective July 8th, 2025. The Board of County Commissioners reserves the right to modify, amend or alter this policy.

ATTEST

Board of County Commissioners
Yellowstone County, Montana

Mark Morse, Chairman

Jeff Martin
Clerk and Recorder

Michael J. Waters, Member

B.O.C.C. Regular

7. d.

Meeting Date: 07/08/2025

Title: PARS

Submitted By: Teri Reitz, Board Clerk

TOPIC:

PERSONNEL ACTION REPORTS - MetraPark - 2 Appointments

BACKGROUND:

See attached.

RECOMMENDED ACTION:

Approve.

Attachments

PARS



Yellowstone County Commissioners
RECEIVED

JUL 01 2025

Hire/Personnel Action Form

Employee Information

Employee
Kaden Field

Hire Information

Position Details	Hire Req#	Job Type
Event Maintenance	202500324	Full-Time Regular
Worker-MetraPark (D/E)		
(6030)	Job Class	Pay Rate
	Event Maintenance	\$23.00
Person ID	Worker-MetraPark (D/E)	HireDate
62969056	Job Class#	7/1/25
Department	6030	
MetraPark		
Division		
MetraPark Production		

Comments

5810.552.460442.111 replacing Joe Lind

Approvals

HUMAN RESOURCES	Kevin Gillen	7/1/25 9:06 AM
FINANCE	JENNIFER	7/1/25 3:00 PM
	JONES	

Commissioners Action
Approve Disapprove

Chair	<u>MM</u>	_____
Member	<u>MTW</u>	_____
Member	_____	_____

 Employer logo

Yellowstone County Commissioners
RECEIVED

JUL 01 2025

Hire/Personnel Action Form

Employee Information

Employee
Justin Kucera

Hire Information

Position Details	Hire Req#	Job Type
Event Maintenance	202500324	Full-Time Regular
Worker-MetraPark (D/E)		
(6030)	Job Class	Pay Rate
	Event Maintenance	\$23.00
Person ID	Worker-MetraPark (D/E)	HireDate
63014113	Job Class#	7/1/25
Department	6030	
MetraPark		
Division		
MetraPark Production		

Comments

5810.552.460442.111 replacing Brandon Goers

Approvals

HUMAN RESOURCES	Kevin Gillen	7/1/25 9:07 AM
FINANCE	JENNIFER JONES	7/1/25 3:00 PM

Commissioners Action
Approve Disapprove

Chair	<u>MM</u>	_____
Member	<u>MTW</u>	_____
Member	_____	_____

B.O.C.C. Regular

1. a.

Meeting Date: 07/08/2025

Title: Yellowstone County News Sworn Statement of Circulation

Submitted By: Teri Reitz, Board Clerk

TOPIC:

Yellowstone County News Sworn Statement of Circulation

BACKGROUND:

See attached.

RECOMMENDED ACTION:

Place to file.

Attachments

Yellowstone County News Sworn Statement of Circulation

RECEIVED

JUN 30 2025

YELLOWSTONE COUNTY
CLERK AND RECORDER

COUNTY

Sworn Statement of Circulation

(To be filed with the County Clerk and Recorder
in the county of publication prior to July 1 of each year)

To: Clerk and Recorder:

Yellowstone County

In accordance with the provisions of MCA 7-1-2121 and MCA 7-5-2411, the following information needs to be filed with the County Clerk and Recorder in the county of publication prior to July 1 of each year in order to be considered as a publication which is qualified to publish legal advertising wherever local governments, other than a municipality, are required by law to give notice by publication; and to be eligible to contract with the County Commissions for all advertising required by law.

Name of Publication: Yellowstone County News

Mailing Address: P.O. Box 130

City: Hunthley State: MT Zip: 59037 Tel: 406-348-2650

Publisher's Name: Jonathan & TANA McNiven

Date Publication Established: 1976

Is the Publication of General Circulation? ☒ Yes ☐ No

Has the Publication been published continuously at least once a week for the prior 12 months in the county? Yes

Number of Days per Week Publication is published: 1

Is the Publication required to publish a United States Postal Service Periodical Statement of Ownership, Management and Circulation?

☒ Yes ☐ No

If "Yes", please include a copy of the Statement of Ownership for the prior year.

CIRCULATION INFORMATION: For the 12 months prior to July 1 of the filing year.

	Within County	Outside of County
Average Net Circulation Paid:		
By Mail or Carrier	<u>1,617</u>	<u>41</u>
By Rack or Newsstand	<u>421</u>	<u>0</u>
Average Net Circulation Free:	<u>—</u>	<u>—</u>
By Mail or Carrier	<u>362</u>	<u>42</u>
By Rack or Newsstand	<u>68</u>	<u>0</u>
Total Average Net Circulation Per Issue:*	<u>2,468</u>	<u>83</u>

* All figures are to be net, subtracting circulation not actually delivered.

Total online subscriptions = 293 Courtesy subscriptions = 42

I certify that all information furnished on this form is true and complete. I understand that anyone who furnishes false or misleading information on this form, or who omits material or information requested on the form may be subject to criminal and/or civil sanctions as provided by law.

Jonathan D. McElh Date 6/30/25
Signature and Title of Editor, Publisher, Business Manager, or Owner



Statement of Ownership, Management, and Circulation
(All Periodicals Publications Except Requester Publications)

1. Publication Title <u>Yellowstone County News</u>	2. Publication Number <u>454-450</u>	3. Filing Date <u>9/30/24</u>
4. Issue Frequency <u>Weekly</u>	5. Number of Issues Published Annually <u>52</u>	6. Annual Subscription Price <u>\$49.00</u>
7. Complete Mailing Address of Known Office of Publication (Not printer) (Street, city, county, state, and ZIP+4®) <u>P.O. Box 130 Huntley, MT 59037</u>		Contact Person <u>Jonathan McNiven</u> Telephone (Include area code) <u>406-672-5941</u>
8. Complete Mailing Address of Headquarters or General Business Office of Publisher (Not printer) <u>SAME</u>		

9. Full Names and Complete Mailing Addresses of Publisher, Editor, and Managing Editor (Do not leave blank)
Publisher (Name and complete mailing address)

Jonathan & TANA McNiven P.O. Box 130 Huntley
Editor (Name and complete mailing address) MT 59037

SAME
Managing Editor (Name and complete mailing address)

SAME
10. Owner (Do not leave blank. If the publication is owned by a corporation, give the name and address of the corporation immediately followed by the names and addresses of all stockholders owning or holding 1 percent or more of the total amount of stock. If not owned by a corporation, give the names and addresses of the individual owners. If owned by a partnership or other unincorporated firm, give its name and address as well as those of each individual owner. If the publication is published by a nonprofit organization, give its name and address.)

Full Name	Complete Mailing Address
<u>Jonathan D. McNiven</u>	<u>P.O. Box 130 Huntley, MT 59037</u>
<u>TANA L. McNiven</u>	<u>P.O. Box 130 Huntley, MT 59037</u>

11. Known Bondholders, Mortgagees, and Other Security Holders Owning or Holding 1 Percent or More of Total Amount of Bonds, Mortgages, or Other Securities. If none, check box ☒ None

Full Name	Complete Mailing Address

12. Tax Status (For completion by nonprofit organizations authorized to mail at nonprofit rates) (Check one)
The purpose, function, and nonprofit status of this organization and the exempt status for federal income tax purposes:
☐ Has Not Changed During Preceding 12 Months
☐ Has Changed During Preceding 12 Months (Publisher must submit explanation of change with this statement)

13. Publication Title <i>Yellowstone County News</i>		14. Issue Date for Circulation Data Below <i>9/30/24</i>	
15. Extent and Nature of Circulation <i>General circulation</i>		Average No. Copies Each Issue During Preceding 12 Months	No. Copies of Single Issue Published Nearest to Filing Date
a. Total Number of Copies (Net press run)		<i>3,000</i>	<i>3,000</i>
b. Paid Circulation (By Mail and Outside the Mail)	(1) Mailed Outside-County Paid Subscriptions Stated on PS Form 3541 (Include paid distribution above nominal rate, advertiser's proof copies, and exchange copies)	<i>51</i>	<i>48</i>
	(2) Mailed In-County Paid Subscriptions Stated on PS Form 3541 (Include paid distribution above nominal rate, advertiser's proof copies, and exchange copies)	<i>822</i>	<i>817</i>
	(3) Paid Distribution Outside the Mails Including Sales Through Dealers and Carriers, Street Vendors, Counter Sales, and Other Paid Distribution Outside USPS®	<i>1,209</i>	<i>1,203</i>
	(4) Paid Distribution by Other Classes of Mail Through the USPS (e.g., First-Class Mail®)	<i>0</i>	<i>0</i>
c. Total Paid Distribution [Sum of 15b (1), (2), (3), and (4)] ▶		<i>2,082</i>	<i>2,068</i>
d. Free or Nominal Rate Distribution (By Mail and Outside the Mail)	(1) Free or Nominal Rate Outside-County Copies included on PS Form 3541	<i>45</i>	<i>58</i>
	(2) Free or Nominal Rate In-County Copies Included on PS Form 3541	<i>129</i>	<i>108</i>
	(3) Free or Nominal Rate Copies Mailed at Other Classes Through the USPS (e.g., First-Class Mail)	<i>0</i>	<i>0</i>
	(4) Free or Nominal Rate Distribution Outside the Mail (Carriers or other means)	<i>352</i>	<i>358</i>
e. Total Free or Nominal Rate Distribution (Sum of 15d (1), (2), (3) and (4))		<i>526</i>	<i>524</i>
f. Total Distribution (Sum of 15c and 15e) ▶		<i>2,608</i>	<i>2,592</i>
g. Copies not Distributed (See Instructions to Publishers #4 (page #3)) ▶		<i>392</i>	<i>408</i>
h. Total (Sum of 15f and g)		<i>3,000</i>	<i>3,000</i>
i. Percent Paid (15c divided by 15f times 100) ▶		<i>80%</i>	<i>80%</i>

* If you are claiming electronic copies, go to line 16 on page 3. If you are not claiming electronic copies, skip to line 17 on page 3.



**UNITED STATES
POSTAL SERVICE®**

**Statement of Ownership, Management, and Circulation
(All Periodicals Publications Except Requester Publications)**

16. Electronic Copy Circulation

	Average No. Copies Each Issue During Preceding 12 Months	No. Copies of Single Issue Published Nearest to Filing Date
a. Paid Electronic Copies	228	252
b. Total Paid Print Copies (Line 15c) + Paid Electronic Copies (Line 16a)	2310	2320
c. Total Print Distribution (Line 15f) + Paid Electronic Copies (Line 16a)	2836	2844
d. Percent Paid (Both Print & Electronic Copies) (16b divided by 16c × 100)	81%	82%



I certify that 50% of all my distributed copies (electronic and print) are paid above a nominal price.

17. Publication of Statement of Ownership



If the publication is a general publication, publication of this statement is required. Will be printed
in the 10/4/24 issue of this publication.



Publication not required.

18. Signature and Title of Editor, Publisher, Business Manager, or Owner

Date

Jonathan S. McN...

9/30/24

I certify that all information furnished on this form is true and complete. I understand that anyone who furnishes false or misleading information on this form or who omits material or information requested on the form may be subject to criminal sanctions (including fines and imprisonment) and/or civil sanctions (including civil penalties).

B.O.C.C. Regular

1. b.

Meeting Date: 07/08/2025

Title: Billings Gazette Sworn Statement of Circulation

Submitted By: Teri Reitz, Board Clerk

TOPIC:

Billings Gazette Sworn Statement of Circulation

BACKGROUND:

See attached.

RECOMMENDED ACTION:

Place to file.

Attachments

Billings Gazette Sworn Statement of Circulation

RECEIVED

JUN 3 0 2025

COUNTY

YELLOWSTONE COUNTY
CLERK AND RECORDER

Sworn Statement of Circulation

(To be filed with the County Clerk and Recorder
in the county of publication prior to July 1 of each year)

To: Clerk and Recorder:

Yellowstone

County

In accordance with the provisions of MCA 7-1-2121 and MCA 7-5-2411, the following information needs to be filed with the County Clerk and Recorder in the county of publication prior to July 1 of each year in order to be considered as a publication which is qualified to publish legal advertising wherever local governments, other than a municipality, are required by law to give notice by publication; and to be eligible to contract with the County Commissions for all advertising required by law.

Name of Publication: Billings Gazette

Mailing Address: Po Box 36300

City: Billings State: MT Zip: 59107 Tel: 406-657-1200

Publisher's Name: Dave Worstell

Date Publication Established: May 2, 1885

Is the Publication of General Circulation? ☒ Yes ☐ No

Has the Publication been published continuously at least once a week for the prior 12 months in the county? Yes

Number of Days per Week Publication is published: 7

Is the Publication required to publish a United States Postal Service Periodical Statement of Ownership, Management and Circulation?

☒ Yes ☐ No

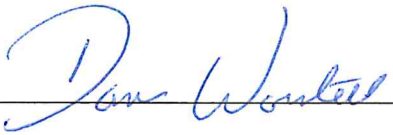
If "Yes", please include a copy of the Statement of Ownership for the prior year.

CIRCULATION INFORMATION: For the 12 months prior to July 1 of the filing year.

	Within County	Outside of County
Average Net Circulation Paid:		
By Mail or Carrier	<u>2832</u>	<u>897</u>
By Rack or Newsstand	<u>208</u>	<u>208</u>
Average Net Circulation Free:		
By Mail or Carrier	<u>56</u>	<u>15</u>
By Rack or Newsstand	<u>240</u>	<u>99</u>
Total Average Net Circulation Per Issue:*	<u>3,336</u>	<u>1,219</u>

* All figures are to be net, subtracting circulation not actually delivered.

I certify that all information furnished on this form is true and complete. I understand that anyone who furnishes false or misleading information on this form, or who omits material or information requested on the form may be subject to criminal and/or civil sanctions as provided by law.

 Date 6/30/25
Signature and Title of Editor, Publisher, Business Manager, or Owner

Statement of Ownership, Management and Circulation
(All Periodicals Publications Except Requester Publications)

1. Publication Title Billings Gazette		2. Publication Number 5 6 2 0 0		3. Filing Date 06/30/2024	
4. Issue Frequency Everyday Except Some Holidays		5. Number of Issues Published Annually 356		6. Annual Subscription Price \$1,221.00	
7. Complete Mailing Address of Known Office of Publication (Not printer) (Street, city, county, state, and ZIP+4) Addr 1: P.O. Box 36300 Billings MT 59107 Addr 2: 401 North 28th St City, State ZIP: Billings, Yellowstone County, MT 59101-1243				Contact Person Robert Ronco Telephone (541) 619-6582	
8. Complete Mailing Address of Headquarters or General Business Office of Publisher (Not Printer) Addr 1: P.O. Box 36300 Billings MT 59107 Addr 2: 401 North 28th St City, State ZIP: Billings, Yellowstone County, MT 59101-1243					
9. Full Names and Complete Mailing Addresses of Publisher, Editor and Managing Editor (do not leave blank)					
Publisher (Name and complete mailing address) Name: Dave Worstell Addr 1: P.O. Box 36300 Billings MT 59107 Addr 2: 401 North 28th St City, State ZIP: Billings, Yellowstone County, MT 59101-1243					
Editor (Name and complete mailing address) Name: Steve Kiggins Addr 1: P.O. Box 36300 Billings MT 59107 Addr 2: 401 North 28th St City, State ZIP: Billings, Yellowstone County, MT 59101-1243					
Managing Editor (Name and complete mailing address) Name: Steve Kiggins Addr 1: P.O. Box 36300 Billings MT 59107 Addr 2: 401 North 28th St City, State ZIP: Billings, Yellowstone County, MT 59101-1243					

10. Ownership and Control. If the publication is owned by a corporation, give the name and address of the corporation immediately followed by the names and addresses of all stockholders owning or holding 1 percent or more of the total amount of stock. If not owned by a corporation, give the names and addresses of all individual owners. If owned by a partnership or other unincorporated firm, give its name and address as well as those of each individual owner. If the publication is published by a nonprofit organization, give its name and address.

Full Name	Complete Mailing Address
Quint Digital	403 Prabhakar Kirtan, 17, Rajendra Place, Delhi India, 110008
Mackie Research Capital Corporation	Commerce Court West, Box 368 Toronto, ON M5L 1G2 Canada
Selas Capital Management LLC	1063 Post Road, 2nd Floor Darien, Connecticut 06820-5446 United States
Practorian Capital Management LLC	119 Washington Avenue, Suite 600 Miami Beach, Florida 33139 United States
Cannell Capital LLC	245 Meriwether Circle, Altu, Wyoming 83414-4561, United States
The Vanguard Company	100 Vanguard Boulevard, V 26, Malvern, Pennsylvania 19355-2331 United States
Junko Mary E	4660 East 53rd Street, Davenport, IA 52807-3479 United States
Ganzen Asset Management, Inc.	41 Mason Street, Greenwich CT 06830, United States
Schermer Gregory P	136 East 3rd Street, Davenport, IA 52801
Mowbray Kevin D	4660 East 53rd Street, Davenport, IA 52807-3479 United States
Gabelli Funds LLC	One Corporate Center Rye, NY 10580-1435 United States
Mason P. Slaine Revocable Trust	701 Brickell Avenue, Suite 330, Miami, FL 33131 United States
Wittenburg Investment Management, Inc	650 Concord Street, Suite 203 Carlisle, Massachusetts 01741-1581 United States
David Brian D	25 Melbourne Place, Buffalo, New York 14212
BBF Capital, Inc	306 West Francis Street, Aspen CO 81611 United States

11. Known Bondholders, Mortgagees and Other Security Holders Owning or Holding 1 Percent or more of Total Amount of Bonds, Mortgages, or Other Securities. If none, check box

Full Name	Complete Mailing Address
Berkshire Hathaway	3555 Farnam St, Omaha, NE 68131-3378

12. Tax Status (For completion by nonprofit organizations authorized to mail at nonprofit rates). (Check one)

The purpose, function, and nonprofit status of this organization and the exempt status for federal income tax purposes:

☒ Has Not Changed During Preceding 12 Months

☐ Has Changed During Preceding 12 Months (Publisher must submit explanation of change with this statement below)

PS Form 3526, July 2014

13. Publication Title Billings Gazette		14. Issue Date for Circulation Data Below 06/23/2024	
15. Extent and Nature of Circulation		Average No. Copies Each Issue During Preceding 12 Months	No. Copies of Single Issue Published Nearest to Filing Date
a. Total Number of Copies (Net press run)		7,136	7,211
(1) Mailed Outside-County Paid Subscriptions Stated on PS Form 3541 (Include paid distribution above nominal rate, advertiser's proof copies, and exchange copies)		514	526
b. Paid and/or Requested Circulation		212	223
(2) Mailed In-County Paid Subscriptions Stated on PS Form 3541 (Include paid distribution above nominal rate, advertiser's proof copies, and exchange copies)			
(3) Paid Distribution Outside the Mails Including Sales Through Dealers and Carriers, Street Vendors, Counter Sales and Other Paid Distribution Outside USPS		4,689	4,593
(4) Paid Distribution by Other Classes of Mail Through the USPS (e.g. First-Class Mail)		0	0
c. Total Paid Distribution (Sum of 15b, (1), (2), (3), and (4))		5,416	5,342
d. Free or Nominal Rate Distribution (By Mail and Outside the Mail)		5	5
(1) Free or Nominal Rate Outside-County Copies Included on PS Form 3541		2,97	3
(2) Free or Nominal Rate Copies Mailed at Other Classes Through the USPS (e.g. First-Class Mail)		0	0
(3) Free or Nominal Rate Distribution Outside the Mail (Carriers or other means)		527	597
(4) Free or Nominal Rate Distribution Through the Mail (Carriers or other means)		535	605
e. Total Free or Nominal Rate Distribution (Sum of 15d, (1), (2), (3) and (4))		5,951	5,947
f. Total Distribution (Sum of 15c, and 15e)		1,185	1,264
g. Copies not Distributed (See Instructions to Publishers #4 (page #3))		7,136	7,211
h. Total (Sum of 15f and g.)		91.01%	89.83%
i. Percent Paid (15c Divided by 15f Times 100)			

* If you are claiming electronic copies, go to line 16 on page 3. If you are not claiming electronic copies, skip to line 17 on page 3.

16. Electronic copy Circulation			
If present, check box			
a. Paid Electronic Copies		13,278	12,872
b. Total Paid Print Copies (Line 15c) + Paid Electronic Copies (Line 16a)		18,694	18,214
c. Total Print Distribution (Line 15f) + Paid Electronic Copies (Line 16a)		19,229	18,819
d. Percentage Paid (Both Print & Electronic Copies (16b divided by 15c x 100))		97.22%	96.79%

☒ I certify that 50% or more of my distribution copies (electronic and print) are paid above a nominal price.

17. Publication of Statement of Ownership

☒ Publication required Will be printed in the 06/30/2024 issue of this publication. ☐ Publication not required

18. Signature and Title of Editor, Publisher, Business Manager, or Owner

John Schermer Title Div Dir of Consumer Svcs & Operations Date 06/05/2024

I certify that all information furnished on this form is true and complete. I understand that anyone who furnishes false or misleading information on this form or who omits material or information requested on the form may be subject to criminal sanctions (including fines and imprisonment) and/or civil sanctions (including civil penalties).

B.O.C.C. Regular

Meeting Date: 07/08/2025

Title: Checks and Disbursements for June 2025

Submitted By: Teri Reitz, Board Clerk

TOPIC:

Checks and Disbursements from June 2025

BACKGROUND:

See attached.

RECOMMENDED ACTION:

Place to file.

Attachments

Clerk of Court Checks and Disbursements

End of Period Disbursement Detail
 Bank Account: Wells Fargo - 9505883054925
 From 07/01/2025 to 07/01/2025
 Total Only

Yellowstone County Commissioners
 RECEIVED

JUL 02 2025

MM MTW

Check Number: None

Date	Description	Case Number	Payer	Citation No.	Amount
<u>Account 200-0001 - Adoptive Services Special Revenue 7462</u>					
Account 200-0001 Total:					\$225.00
<u>Account 200-0155 - Billings Drug Fund City 7850-000-021240</u>					
Account 200-0155 Total:					\$5,325.32
<u>Account 200-0400 - County Drug Forfeiture</u>					
Account 200-0400 Total:					\$200.00
<u>Account 200-0450 - District Court Fund</u>					
Account 200-0450 Total:					\$6,910.50
<u>Account 200-0500 - Domestic Violence Intervention Program 7468</u>					
Account 200-0500 Total:					\$1,872.00
<u>Account 200-0525 - Felony Surcharge</u>					
Account 200-0525 Total:					\$3,859.68
<u>Account 200-0550 - Fines 7466</u>					
Account 200-0550 Total:					\$15,469.50
<u>Account 200-0650 - Indigent Legal 7466</u>					
Account 200-0650 Total:					\$1,376.01
<u>Account 200-0700 - Misdemeanor Surcharge</u>					
Account 200-0700 Total:					\$322.52
<u>Account 200-0800 - State General 7461</u>					
Account 200-0800 Total:					\$19,537.00
<u>Account 200-0850 - State General Additional Filing Fee 7461</u>					
Account 200-0850 Total:					\$4,240.00
<u>Account 200-0900 - State General Commencement of Action 7463</u>					
Account 200-0900 Total:					\$10,080.00
<u>Account 200-0950 - State General Dissolution 7464</u>					
Account 200-0950 Total:					\$6,120.00
<u>Account 200-1050 - Technology Surcharge 7458</u>					
Account 200-1050 Total:					\$3,868.24
<u>Account 200-1200 - Victim Witness Admin Fee</u>					
Account 200-1200 Total:					\$69.00
<u>Account 200-1250 - Victim Witness Surcharge</u>					
Account 200-1250 Total:					\$2,671.28
Check Total:					\$ 82,146.05

End of Period Disbursement Detail
Bank Account: Wells Fargo - 9505883054925
From 07/01/2025 to 07/01/2025
Total Only

Report Total: \$82,146.05

Fine Fee Summary

From 06/01/2025 06:01 AM to 06/30/2025 06:00 PM
All Case Types and Sub-Types
All Clerks

Receipts**Case Payment**

Billings Drug Forfeiture Fund	3,963.34
Billings Drug Fund City	1,355.00
Case Payment Overage	21.10
Drug Forfeiture Fund County	200.00
Felony Surcharge	3,603.49
Fine	11,397.46
Legal Fee	3,951.33
Misdemeanor Surcharge	280.82
Public Defender Fee	1,270.18
Technology Surcharge	589.64
Victim Witness Admin Fee	62.00
Victim Witness Surcharge	2,538.88
Subtotal:	29,233.24

Civil Filing Payment

Adoption	210.00
Appeal / Civil - Lower Court	30.00
Appearance	910.00
Certification with a Seal	30.00
Commencement of Action or Proceedings / Invalidity	3,240.00
Copy of Decree of Dissolution	330.00
Foreign Judgment	90.00
Guardianship/Conservatorship Probate/ Formal And Informal	600.00
Invalid Marriage	120.00
Judgment Entry From Prevailing Party	1,100.00
Marriage License	7,632.00
Petition For Contested Amendments to Parenting Plan	120.00
Petition For Dissolution	3,400.00
Subtotal:	17,812.00

Misc. Payment

Authentication or Exemplification Fee	18.00
Certification With A Seal	954.00
Copies - 11 Pages or More	617.00
Copies - First 10 Pages	424.00
Copies by Email, Fax, etc - Outgoing	2,474.50
Copies, Packets, Forms	110.00
Copy of Decree of Dissolution	650.00
Copy of Marriage License	775.00
Email / Fax Filing - Incoming	34.00
Postage	17.00
Searches - 1st Seven Years \$2 Per Name Per Year	20.00
Searches - After 7th Year \$1 Per Name Per Year	19.00

Fine Fee Summary

From 06/01/2025 06:01 AM to 06/30/2025 06:00 PM
All Case Types and Sub-Types
All Clerks

Receipts**Misc. Payment**

Subtotal: 6,112.50

Unapplied Receipt Accept

Unapplied Receipt

29,164.41

Subtotal: 29,164.41

Total Receipts: 82,322.15

Transfers**Case Payment**

Billings Drug Forfeiture Fund	0.61
Billings Drug Fund City	6.37
Felony Surcharge	256.19
Fine	15.48
Legal Fee	105.23
Misdemeanor Surcharge	41.70
Public Defender	7.70
Public Defender Fee	98.13
Technology Surcharge	28.60
Victim Witness Admin Fee	7.00
Victim Witness Surcharge	132.40

Subtotal: 699.41

Civil Filing Payment

Adoption	105.00
Appearance	4,900.00
Commencement of Action or Proceedings / Invalidity	10,080.00
Complaint in Intervention	80.00
Confession of Judgment	100.00
Executions, Orders of Sale, Writs	380.00
Foreign Judgment	90.00
Guardianship/Conservatorship Probate/ Formal And Informal	5,200.00
Judgment Entry From Prevailing Party	2,550.00
Petition For Contested Amendments to Parenting Plan	240.00
Petition For Dissolution	3,800.00
Probate / Foreign PR With Certificate	85.00
Substitution of Judge	200.00
Transcript of Judgment	500.00

Subtotal: 28,310.00

Total Transfers: 29,009.41

Report Total: 111,331.56

B.O.C.C. Regular

Meeting Date: 07/08/2025

Title: ARPA SLFRF Compliance Report for Period Apr - Jun 2025

Submitted By: Anna Ullom, Senior Accountant

TOPIC:

ARPA SLFRF Compliance Report for the Period of Apr-Jun 2025

BACKGROUND:

ARPA SLFRF Compliance Report for the Period of Apr-Jun 2025

RECOMMENDED ACTION:

File item.

Attachments

ARPA SLFRF Quarterly Report 4.1-6.30.25

SLFRF Compliance Report - SLT-2489 - P&E Report - Q2 2025

Report Period : Quarter 2 2025 (April-June)

Recipient Profile

Recipient Information

Recipient UEI	FNVKTJD3B7C1
Recipient TIN	816001449
Recipient Legal Entity Name	Yellowstone County, Montana
Recipient Type	Metro City or County
FAIN	
CFDA No./Assistance Listing	
Recipient Address	PO Box 35003
Recipient Address 2	
Recipient Address 3	
Recipient City	Billings
Recipient State/Territory	MT
Recipient Zip5	59107
Recipient Zip+4	
Recipient Reporting Tier	Tier 2. Metropolitan cities and counties with a population below 250,000 residents that are allocated more than \$10 million in SLFRF funding, and NEUs that are allocated more than \$10 million in SLFRF funding
Base Year Fiscal Year End Date	6/30/2025
Discrepancies Explanation	
Is the Recipient Registered in SAM.Gov?	Yes

Project Overview

Up to and including this reporting period, have revenue replacement funds been allocated to government services and reflected in the below projects?	Yes
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Project Name: Extension / 4H HVAC System

Project Identification Number	A11
Project Expenditure Category	1-Public Health
Project Expenditure Subcategory	1.4-Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, Child care facilities, etc.)
Status To Completion	Completed
Adopted Budget	\$132,880.00
Program Income Earned	\$0.00
Program Income Expended	\$0.00
Total Cumulative Obligations	\$132,880.00
Total Cumulative Expenditures	\$132,880.00
Current Period Obligations	\$0.00
Current Period Expenditures	\$0.00
Project Description	Replacement of HVAC System in the 4-H Building.
Does this project include a capital expenditure?	Yes
What is the Total expected capital expenditure, including pre-development costs, if applicable	\$132,880.00
Type of capital expenditures, based on the following enumerated uses	Installation and improvement of ventilation systems
What Impacted and/or Disproportionally Impacted population does this project primarily serve?	1 Imp General Public
Brief description of structure and objectives of assistance program(s), including public health or negative economic impact experienced	The structure is used for 4-H meetings, displays, and during Fair time. The ventilation system installed was archaic and ineffective, and installed incorrectly by volunteers many years ago. Moisture and contamination issues were also a concern, especially with the building catering directly to the public.
Brief description of recipient's approach to ensuring that response is reasonable and proportional to a public health or negative economic impact of Covid-19	The public accesses this building for the benefit of 4-H programs, so a replacement HVAC system is a simple and effective solution to the problem.

Project Name: Short Term Detention Facility

Project Identification Number	A13
Project Expenditure Category	6-Revenue Replacement
Project Expenditure Subcategory	6.1-Provision of Government Services
Status To Completion	Completed less than 50%
Adopted Budget	\$5,723,929.50

Program Income Earned	\$0.00
Program Income Expended	\$0.00
Total Cumulative Obligations	\$5,723,929.50
Total Cumulative Expenditures	\$4,705,846.54
Current Period Obligations	\$2,247,869.83
Current Period Expenditures	\$2,247,869.83
Project Description	Design and construction of a Detainee Short-Term Holding Facility to address the population of offenders that are committing multiple crimes in a short period of time and are blatantly defying the criminal justice system. These individuals disrespect law enforcement, fail to appear in court, avoid warrants and continue to be free in the community. The city and county will develop a short-term detention facility (STDF) that will be used to detail low-risk offenders who pose a risk to the community but are not charged with a severe crime and are not being held in the limited space at the Yellowstone County Detention Facility (YCDF). The STDF will be a detention facility with most inmates being released on a bond and/or other pre-trial monitoring after arraignment or initial appearance. The intent is for local law enforcement to regain the ability to imminently detain individuals in the community who pose a risk to the community but are not currently held at the YCDF due to a lack of available space.

Project Name: County Admin Building - HVAC

Project Identification Number	A12
Project Expenditure Category	1-Public Health
Project Expenditure Subcategory	1.4-Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, Child care facilities, etc.)
Status To Completion	Completed less than 50%
Adopted Budget	\$1,790,605.00
Program Income Earned	\$0.00
Program Income Expended	\$0.00
Total Cumulative Obligations	\$1,790,605.00
Total Cumulative Expenditures	\$1,231,416.00
Current Period Obligations	\$0.00
Current Period Expenditures	\$1,020,517.45
Project Description	Replacement of outdated HVAC/ventilation system in new County Administration building.
Does this project include a capital expenditure?	Yes
What is the Total expected capital expenditure, including pre-development costs, if applicable	\$1,790,605.00
Type of capital expenditures, based on the following enumerated uses	Installation and improvement of ventilation systems
What Impacted and/or Disproportionally Impacted	

population does this project primarily serve?	1 Imp General Public
Brief description of structure and objectives of assistance program(s), including public health or negative economic impact experienced	This is the new County Administration building, where all non-court services will be located/offered. The public accesses these buildings on a daily basis.
Brief description of recipient's approach to ensuring that response is reasonable and proportional to a public health or negative economic impact of Covid-19	Since this building is for the use of the general public, it is essential it is safe for the public to use. An updated and effective ventilation system is a simple way to achieve this.

Project Name: County Admin Building - Plumbing

Project Identification Number	A14
Project Expenditure Category	6-Revenue Replacement
Project Expenditure Subcategory	6.1-Provision of Government Services
Status To Completion	Completed 50% or more
Adopted Budget	\$1,924,690.28
Program Income Earned	\$0.00
Program Income Expended	\$0.00
Total Cumulative Obligations	\$1,924,690.28
Total Cumulative Expenditures	\$1,410,999.79
Current Period Obligations	\$45,753.60
Current Period Expenditures	\$1,206,564.88
Project Description	Replacing the plumbing in the new County Administration during the renovation to prepare it for moving non-court related services to the building. Normally expensed out of the capital improvement fund.

Project Name: Metra Sewer, Water, & Power Infrastructure

Project Identification Number	A6
Project Expenditure Category	5-Infrastructure
Project Expenditure Subcategory	5.18-Water and Sewer: Other
Status To Completion	Completed
Adopted Budget	\$15,496,879.33
Program Income Earned	\$0.00
Program Income Expended	\$0.00
Total Cumulative Obligations	\$15,496,879.33
Total Cumulative Expenditures	\$15,496,879.33
Current Period Obligations	\$0.00
Current Period Expenditures	\$6,544.29
Project Description	Upgrades on the campus to allow continued use of the facility for evacuation locations and other emergency uses
Projected/actual construction start date	8/22/2022
Projected/actual initiation of operations date	10/31/2022
Location Type(for broadband, geospatial location data)	Address

Location Details	308 6th Ave North Billings MT 59101
Public Water System (PWS) ID Number	MT0000153
National Pollutant Discharge Elimination System (NPDES) Permit Number	n/a
Median Household Income of service area	\$60,032.00
Lowest Quintile Income of the service area	\$17,634.00
Does the project prioritize local hires?	Yes
Does the project have a Community Benefit Agreement, with a description of any such agreement?	No

Project Name: Huntley Water & Sewer

Project Identification Number	A5
Project Expenditure Category	7-Administrative
Project Expenditure Subcategory	7.2-Transfers to Other Units of Government
Status To Completion	Completed
Adopted Budget	\$25,000.00
Total Cumulative Obligations	\$25,000.00
Total Cumulative Expenditures	\$25,000.00
Current Period Obligations	
Current Period Expenditures	
Project Description	ARPA Competitive grant match for Huntley Water & Sewer District.
Does this project include a capital expenditure?	No
What Impacted and/or Disproportionally Impacted population does this project primarily serve?	4 Imp HHs that experienced increased food or housing insecurity
Brief description of structure and objectives of assistance program(s), including public health or negative economic impact experienced	ARPA Competitive grant match for Huntley Water & Sewer district.
Brief description of recipient's approach to ensuring that response is reasonable and proportional to a public health or negative economic impact of Covid-19	Went to discussion with the board of commissioners.

Project Name: Prevention in Congregate Settings

Project Identification Number	A4
Project Expenditure Category	1-Public Health
Project Expenditure Subcategory	1.4-Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, Child care facilities, etc.)
Status To Completion	Completed
Adopted Budget	\$4,609.00
Total Cumulative Obligations	\$4,609.00
Total Cumulative Expenditures	\$4,609.00
Current Period Obligations	

Current Period Expenditures	
Project Description	Lux electrostatic backpack sprayer for disinfectant, for use at the Youth services center. Body temperature scanners for use at the detention facility for incoming inmates, attorneys, and inmate labor working in the kitchen, in response to a COVID outbreak at the detention facility.
Does this project include a capital expenditure?	Yes
What is the Total expected capital expenditure, including pre-development costs, if applicable	\$4,609.00
Type of capital expenditures, based on the following enumerated uses	Acquisition of equipment for COVID-19 prevention and treatment
Please identify the dollar amount of the total project spending that is allocated towards evidence-based interventions	\$4,609.00
Is a program evaluation of the project being conducted?	No
What Impacted and/or Disproportionally Impacted population does this project primarily serve?	1 Imp General Public
Is a program evaluation of the project being conducted?	No
Brief description of structure and objectives of assistance program(s), including public health or negative economic impact experienced	Equipment to prevent infection in YSC and Detention Facilities
Brief description of recipient's approach to ensuring that response is reasonable and proportional to a public health or negative economic impact of Covid-19	Equipment to prevent infection in YSC and Detention Facilities, to allow them to continue running and serving the community and general public.

Project Name: Equipment for Remote Education/Court

Project Identification Number	A3
Project Expenditure Category	1-Public Health
Project Expenditure Subcategory	1.7-Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)
Status To Completion	Completed
Adopted Budget	\$15,972.37
Program Income Earned	\$0.00
Program Income Expended	\$0.00
Total Cumulative Obligations	\$15,972.37
Total Cumulative Expenditures	\$15,972.37
Current Period Obligations	\$0.00
Current Period Expenditures	\$0.00
Project Description	Remote learning wifi and cabling for the Youth Services Center. Virtual teleconferencing equipment for court arraignments for Justice Court to connect to Yellowstone Detention Facility
Does this project include a capital expenditure?	Yes
What is the Total expected capital expenditure, including pre-development costs, if applicable	\$15,972.37

Type of capital expenditures, based on the following enumerated uses	Technology infrastructure to adapt government operations
What Impacted and/or Disproportionally Impacted population does this project primarily serve?	6 Imp For services to address lost instructional time in K-12 schools
Secondary Impacted and/or Disproportionately Impacted populations	1 Imp General Public
Brief description of structure and objectives of assistance program(s), including public health or negative economic impact experienced	Remote learning wifi and cabling for youth services center; teleconferencing equipment for arraignments between Jail and Justice Court.
Brief description of recipient's approach to ensuring that response is reasonable and proportional to a public health or negative economic impact of Covid-19	Necessary cabling infrastructure to allow youth in our juvenile detention centers to receive education safely. Updated teleconferencing equipment for use in arraignments between the Jail and Justice Court.

Project Name: Indoor Air Quality upgrades

Project Identification Number	A10
Project Expenditure Category	1-Public Health
Project Expenditure Subcategory	1.4-Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, Child care facilities, etc.)
Status To Completion	Completed
Adopted Budget	\$1,356,565.40
Total Cumulative Obligations	\$1,356,565.40
Total Cumulative Expenditures	\$1,356,565.40
Current Period Obligations	\$0.00
Current Period Expenditures	\$0.00
Project Description	Upgrades to air handler units, HVAC, Hepa filtration, and propane air standby facility
Does this project include a capital expenditure?	Yes
What is the Total expected capital expenditure, including pre-development costs, if applicable	\$3,350,000.00
Type of capital expenditures, based on the following enumerated uses	Installation and improvement of ventilation systems
What Impacted and/or Disproportionally Impacted population does this project primarily serve?	1 Imp General Public
Brief description of structure and objectives of assistance program(s), including public health or negative economic impact experienced	To address Metra's facilities capability to withstand long-term emergencies in cases of utility disruptions, long-term alternative power, and a back-up heating system fuel for the facility's use as an emergency shelter with heat and power. To update our central HVAC system to reduce the spread of communicable disease and assist in the facility's use as a centralized public health center.
Brief description of recipient's approach to ensuring that response is reasonable and proportional to a public health or negative economic impact of Covid-19	The Metrapark Arena was utilized as a centralized public health center during the COVID pandemic, staging areas for emergency personnel/equipment, field hospital, shelter for displaced individuals/animals, and a public vaccination site. Improvements to the air quality system and back-up generator will assist in this.

Project Name: Lockwood TEDD

Project Identification Number	A8
Project Expenditure Category	7-Administrative
Project Expenditure Subcategory	7.2-Transfers to Other Units of Government
Status To Completion	Completed
Adopted Budget	\$726,552.23
Program Income Earned	\$0.00
Program Income Expended	\$0.00
Total Cumulative Obligations	\$726,552.23
Total Cumulative Expenditures	\$726,552.23
Current Period Obligations	\$0.00
Current Period Expenditures	\$0.00
Project Description	Funding the engineering costs for Lockwood Targeted Economic Development District (TEDD), to assist in the project to extend sewer and water infrastructure to the area north of Interstate 90 near the community of Lockwood, to address the reliance on septic and drain field systems which have led to high nitrate levels and other groundwater concerns.

Project Name: County Attorney

Project Identification Number	A7
Project Expenditure Category	3-Public Health-Negative Economic Impact: Public Sector Capacity
Project Expenditure Subcategory	3.4-Public Sector Capacity: Effective Service Delivery
Status To Completion	Completed
Adopted Budget	\$996,901.51
Total Cumulative Obligations	\$996,901.51
Total Cumulative Expenditures	\$996,901.51
Current Period Obligations	
Current Period Expenditures	
Project Description	Violent drug crime significantly increased as a result of the pandemic. Prosecuting this crime within the local criminal justice system has been further complicated by delays in case resolution time frames directly created by the COVID pandemic. To address increased crime, court case backlogs, and extended pre-trial or pre-revocation hearing status of defendants in YCAO, Yellowstone County will provide 2 prosecutors and 2 paralegals over the course of three years to address this problem. Additionally, a software upgrade is included in this to help with a faster processing for all the above.
Does this project include a capital expenditure?	Yes
What is the Total expected capital expenditure, including pre-development costs, if applicable	\$207,538.77

Type of capital expenditures, based on the following enumerated uses	Other (please specify)
Brief description of structure and objectives of assistance program(s), including public health or negative economic impact experienced	The 4 positions will assist in processing and prosecuting the crimes committed in the Downtown Billings corridor, directly affecting American Indians and Alaska Natives, who have been disproportionately impacted by the pandemic-related surge in crime, as victims (4.9% of population, 21% of victims) and offenders (39% of charges).
Brief description of recipient's approach to ensuring that response is reasonable and proportional to a public health or negative economic impact of Covid-19	Felony cases are taking longer to prosecute and work through the court system putting immense pressure on the local detention facility, the district court, the prosecutors, and defense attorneys. There are more defendants awaiting trial or revocation hearing, and because there are more uncharged suspects, there are more criminal suspects and defendants on the streets in Billings. Violent crime increased almost 40% between 6/20-8/21 compared to the previous 12 months.

Project Name: YWCA Building

Project Identification Number	A9
Project Expenditure Category	2-Negative Economic Impacts
Project Expenditure Subcategory	2.34-Assistance to Impacted Nonprofit Organizations (Impacted or Disproportionately Impacted)
Status To Completion	Completed
Adopted Budget	\$200,000.00
Total Cumulative Obligations	\$200,000.00
Total Cumulative Expenditures	\$200,000.00
Current Period Obligations	
Current Period Expenditures	
Project Description	Funding assistance for YWCA Billings' Domestic violence program and Gateway Horizons Shelter.
Does this project include a capital expenditure?	No
What Impacted and/or Disproportionally Impacted population does this project primarily serve?	11 Imp Classes of NPs designated as negatively economically impacted
Brief description of structure and objectives of assistance program(s), including public health or negative economic impact experienced	As a result of the COVID pandemic, a surge in violent crime and increased substance abuse across the county and the region, there has been a large spike in the number of domestic violence cases. Those trends and the demand for services and sheltering for victims are not subsiding. To augment our capability to assist victims and prevent them from becoming homeless, YWCA Billings has embarked on building another shelter to expand our current capacity by 300 percent.
Brief description of recipient's approach to ensuring that response is reasonable and proportional to a public health or negative economic impact of Covid-19	Yellowstone County provided \$200,000 of ARPA funds for the new Gateway Horizons Shelter. The project cost is \$4 million. YWCA has raised \$2.6 million to move the project forward.
Number of Non-Profits served (by program if recipient establishes multiple separate non-profit assistance programs)	1

Project Name: Sanitation Devices

Project Identification Number	A1
Project Expenditure Category	1-Public Health
Project Expenditure Subcategory	1.5-Personal Protective Equipment
Status To Completion	Completed
Adopted Budget	\$53,850.00
Program Income Earned	\$0.00
Program Income Expended	\$0.00
Total Cumulative Obligations	\$53,850.00
Total Cumulative Expenditures	\$53,850.00
Current Period Obligations	\$0.00
Current Period Expenditures	\$0.00
Project Description	Kart Kleen entrance units and disinfectant lockers for the detention facility. Incident response bags and PPE units for Sheriff's office patrol officers.
Does this project include a capital expenditure?	Yes
What is the Total expected capital expenditure, including pre-development costs, if applicable	\$53,850.00
Type of capital expenditures, based on the following enumerated uses	Other (please specify)
What Impacted and/or Disproportionally Impacted population does this project primarily serve?	1 Imp General Public
Brief description of structure and objectives of assistance program(s), including public health or negative economic impact experienced	Staff were contracting COVID-19, leading to staffing shortages in the detention facility and for patrol officers.
Brief description of recipient's approach to ensuring that response is reasonable and proportional to a public health or negative economic impact of Covid-19	Use of PPE for detention and patrol officers reduces those infected and reduces the need for overtime with existing staff.

Project Name: Digital Screens / Public Address System

Project Identification Number	A2
Project Expenditure Category	1-Public Health
Project Expenditure Subcategory	1.7-Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)
Status To Completion	Completed
Adopted Budget	\$2,882,199.38
Program Income Earned	\$0.00
Program Income Expended	\$0.00
Total Cumulative Obligations	\$2,882,199.38
Total Cumulative Expenditures	\$2,882,199.38
Current Period Obligations	\$0.00
Current Period Expenditures	\$0.00

Project Description	In First Interstate Arena, upgrade LED Video Display/signage, security system, and public address system to allow evacuation notices and other public safety announcements.
Does this project include a capital expenditure?	Yes
What is the Total expected capital expenditure, including pre-development costs, if applicable	\$1,467,042.00
Type of capital expenditures, based on the following enumerated uses	Other (please specify)
Capital Expenditure Justification	The First Interstate Bank facility is used as a emergency facility during such public emergencies like COVID-19. This project will better adapt the facility in its use as such.
What Impacted and/or Disproportionally Impacted population does this project primarily serve?	1 Imp General Public
Brief description of structure and objectives of assistance program(s), including public health or negative economic impact experienced	Intended to improve the facility for evacuation notices and other public safety announcements in case of emergencies
Brief description of recipient's approach to ensuring that response is reasonable and proportional to a public health or negative economic impact of Covid-19	Intended to improve the facility for evacuation notices and other public safety announcements in case of emergencies, facility is used by all residents of the county.

Subrecipients

Subrecipient Name: Hardy Construction Co

TIN	810241559
Unique Entity Identifier	DJ4JNBQJY646
POC Email Address	
Address Line 1	420 North 25th Street
Address Line 2	
Address Line 3	
City	Billings
State	MT
Zip	59101
Zip+4	
Entity Type	Contractor
Is the Recipient Registered in SAM.Gov?	Yes

Subrecipient Name: G & T Plumbing & Mechanical, LLC.

TIN	810510095
Unique Entity Identifier	KLCSPBJAHC4
POC Email Address	
Address Line 1	PO BOX 21613
Address Line 2	
Address Line 3	
City	Billings
State	MT
Zip	59104
Zip+4	
Entity Type	Contractor
Is the Recipient Registered in SAM.Gov?	Yes

Subrecipient Name: KLJ Engineering LLC

TIN	
Unique Entity Identifier	H3XFRE37GWP8
POC Email Address	
Address Line 1	4585 Coleman St
Address Line 2	
Address Line 3	
City	Bismarck

State	ND
Zip	58503
Zip+4	
Entity Type	Contractor
Is the Recipient Registered in SAM.Gov?	Yes

Subrecipient Name: Coneer Engineering Inc

TIN	
Unique Entity Identifier	T3T8P7EKEG35
POC Email Address	
Address Line 1	1629 AVENUE D STE C7
Address Line 2	
Address Line 3	
City	Billings
State	MT
Zip	59102
Zip+4	
Entity Type	Contractor
Is the Recipient Registered in SAM.Gov?	Yes

Subrecipient Name: Terracon Consultants, Inc.

TIN	
Unique Entity Identifier	GNCLMLJU1KB9
POC Email Address	
Address Line 1	PO Box 959673
Address Line 2	
Address Line 3	
City	St Louis
State	MO
Zip	63195
Zip+4	
Entity Type	Contractor
Is the Recipient Registered in SAM.Gov?	Yes

Subrecipient Name: JTL Group, Inc

TIN	
Unique Entity Identifier	QVHTMF23W4H9
POC Email Address	
Address Line 1	4014 Hesper Road

Address Line 2	
Address Line 3	
City	Billings
State	MT
Zip	59106
Zip+4	
Entity Type	Contractor
Is the Recipient Registered in SAM.Gov?	Yes

Subrecipient Name: Star Service, Inc

TIN	
Unique Entity Identifier	JCM4GMENHMD8
POC Email Address	
Address Line 1	26 S 2th St
Address Line 2	
Address Line 3	
City	Billings
State	MT
Zip	59101
Zip+4	
Entity Type	Contractor
Is the Recipient Registered in SAM.Gov?	Yes

Subrecipient Name: Conditioned Air Systems, Inc

TIN	
Unique Entity Identifier	VUAJZV9KUUF7
POC Email Address	
Address Line 1	455 Washington Street
Address Line 2	
Address Line 3	
City	Billings
State	MT
Zip	59101
Zip+4	
Entity Type	Contractor
Is the Recipient Registered in SAM.Gov?	Yes

Subrecipient Name: Dick Anderson Construction, Inc

TIN	

Unique Entity Identifier	WLDASQUKLT9
POC Email Address	
Address Line 1	3424 E US Highway 12
Address Line 2	
Address Line 3	
City	Helena
State	MT
Zip	59601
Zip+4	
Entity Type	Contractor
Is the Recipient Registered in SAM.Gov?	Yes

Subrecipient Name: HIGH TECH SOLUTIONS-SYSTEMS GROUP, INC

TIN	472403909
Unique Entity Identifier	XV8HAL8E3YB7
POC Email Address	
Address Line 1	PO Box 51475
Address Line 2	
Address Line 3	
City	BILLINGS
State	MT
Zip	59105
Zip+4	
Entity Type	Contractor
Is the Recipient Registered in SAM.Gov?	No
In the preceding fiscal year, did recipient receive 80% or more of its annual gross revenue from federal funds?	No
In the preceding fiscal year, did recipient receive \$25 million or more of its annual gross revenue from federal funds?	No

Subrecipient Name: Hulteng CCM Inc

TIN	010807465
Unique Entity Identifier	ZWWGFHB2NEU2
POC Email Address	
Address Line 1	6417 Trade Center Ave
Address Line 2	
Address Line 3	
City	Billings
State	MT
Zip	59101

Zip+4	
Entity Type	Contractor
Is the Recipient Registered in SAM.Gov?	No
In the preceding fiscal year, did recipient receive 80% or more of its annual gross revenue from federal funds?	No
In the preceding fiscal year, did recipient receive \$25 million or more of its annual gross revenue from federal funds?	No

Subrecipient Name: Montana Broom & Brush Co

TIN	810286714
Unique Entity Identifier	FKEAKL218LK1
POC Email Address	
Address Line 1	PO Box 3840
Address Line 2	
Address Line 3	
City	Butte
State	MT
Zip	59701
Zip+4	
Entity Type	Contractor
Is the Recipient Registered in SAM.Gov?	Yes
In the preceding fiscal year, did recipient receive 80% or more of its annual gross revenue from federal funds?	No
In the preceding fiscal year, did recipient receive \$25 million or more of its annual gross revenue from federal funds?	No

Subrecipient Name: Epcon Sign Co

TIN	810360725
Unique Entity Identifier	SD1LTKE93L29
POC Email Address	
Address Line 1	PO Box 21239
Address Line 2	
Address Line 3	
City	Billings
State	MT
Zip	59104
Zip+4	
Entity Type	Contractor
Is the Recipient Registered in SAM.Gov?	No
In the preceding fiscal year, did recipient receive 80% or more of its annual gross revenue from federal funds?	No

In the preceding fiscal year, did recipient receive \$25 million or more of its annual gross revenue from federal funds?	No
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Subrecipient Name: KART KLEEN LLC

TIN	834421771
Unique Entity Identifier	XFGPPENSLY83
POC Email Address	
Address Line 1	219 MANSION HEIGHTS DRIVE
Address Line 2	
Address Line 3	
City	MISSOULA
State	MT
Zip	59803
Zip+4	
Entity Type	Contractor
Is the Recipient Registered in SAM.Gov?	Yes

Subrecipient Name: WESTERN WATER CONSULTANTS, INC

TIN	830250392
Unique Entity Identifier	KWAAEL3M2NM4
POC Email Address	
Address Line 1	611 SKYLINE ROAD
Address Line 2	
Address Line 3	
City	LARAMIE
State	WY
Zip	82070
Zip+4	
Entity Type	Contractor
Is the Recipient Registered in SAM.Gov?	Yes

Subrecipient Name: ACE ELECTRIC INC

TIN	
Unique Entity Identifier	NGJ8DHZDHHY3
POC Email Address	
Address Line 1	808 W. Main Street
Address Line 2	
Address Line 3	
City	Laurel
State	MT

Zip	59044
Zip+4	
Entity Type	Contractor
Is the Recipient Registered in SAM.Gov?	Yes

Subrecipient Name: Tel Net Systems, Inc

TIN	810532133
Unique Entity Identifier	C1J5F6GKZPE3
POC Email Address	
Address Line 1	547 S 20th St West, Suite 2
Address Line 2	
Address Line 3	
City	Billings
State	MT
Zip	59102
Zip+4	
Entity Type	Contractor
Is the Recipient Registered in SAM.Gov?	Yes
In the preceding fiscal year, did recipient receive 80% or more of its annual gross revenue from federal funds?	No
In the preceding fiscal year, did recipient receive \$25 million or more of its annual gross revenue from federal funds?	No

Subrecipient Name: AVI SYSTEMS, INC.

TIN	
Unique Entity Identifier	FZ5HN69FGXX8
POC Email Address	
Address Line 1	NW 8393, PO BOX 1450
Address Line 2	
Address Line 3	
City	MINNEAPOLIS
State	MN
Zip	55485
Zip+4	8393
Entity Type	Contractor
Is the Recipient Registered in SAM.Gov?	Yes

Subrecipient Name: YOUNG WOMENS CHRISTIAN ASSOCIATION OF BILLINGS

TIN	
Unique Entity Identifier	CF1ALKKX1WQ2

POC Email Address	
Address Line 1	909 Wyoming AVE
Address Line 2	
Address Line 3	
City	Billings
State	MT
Zip	59101
Zip+4	1638
Entity Type	Beneficiary
Is the Recipient Registered in SAM.Gov?	Yes

Subrecipient Name: ASKIN CONSTRUCTION, LLC

TIN	
Unique Entity Identifier	PVNTC3F78SY5
POC Email Address	
Address Line 1	3300 2ND AVE N STE 3
Address Line 2	
Address Line 3	
City	Billings
State	MT
Zip	59101
Zip+4	
Entity Type	Contractor
Is the Recipient Registered in SAM.Gov?	No
In the preceding fiscal year, did recipient receive 80% or more of its annual gross revenue from federal funds?	No
In the preceding fiscal year, did recipient receive \$25 million or more of its annual gross revenue from federal funds?	No

Subrecipient Name: Cushing Terrell

TIN	810305543
Unique Entity Identifier	X78FVBRCRBW8
POC Email Address	
Address Line 1	PO Box 30071
Address Line 2	
Address Line 3	
City	Billings
State	MT
Zip	59107
Zip+4	

Entity Type	Contractor
Is the Recipient Registered in SAM.Gov?	Yes

Subrecipient Name: Yellowstone County

TIN	816001449
Unique Entity Identifier	FNVKTJD3B7C1
POC Email Address	
Address Line 1	216 N 26th Street
Address Line 2	
Address Line 3	
City	Billings
State	MT
Zip	59101
Zip+4	
Entity Type	Subrecipient; Beneficiary; Contractor
Is the Recipient Registered in SAM.Gov?	Yes

Subawards

Subward No: A10

Subaward Type	Contract: Definitive Contract
Subaward Obligation	\$1,240,113.60
Subaward Date	4/1/2023
Place of Performance Address 1	308 6th Ave North
Place of Performance Address 2	
Place of Performance Address 3	
Place of Performance City	Billings
Place of Performance State	MT
Place of Performance Zip	59101
Place of Performance Zip+4	
Description	Project is to upgrade the existing HVAC Rooftop Units to include ultraviolet light Units and HEPA/AQ filter upgrades. Project will include upgrades to the Metra propane tanks, new vaporizer/mixers, and supply lines for propane-air standby in case of emergency gas disruption.
Subrecipient	ACE ELECTRIC INC
Period of Performance Start	4/1/2023
Period of Performance End	3/31/2024

Subward No: A2-6

Subaward Type	Contract: Definitive Contract
Subaward Obligation	\$133,650.00
Subaward Date	4/1/2023
Place of Performance Address 1	308 6th Ave North
Place of Performance Address 2	
Place of Performance Address 3	
Place of Performance City	Billings
Place of Performance State	MT
Place of Performance Zip	59101
Place of Performance Zip+4	
Description	It is necessary to replace security cameras in the Expo and Pavilion buildings to avoid operating two different security systems. The new system is compliant with Homeland Security regulations and the old system is not. The cameras in Expo & Pavilion are somewhat piecemeal with supporting I.T. equipment set up in non-secure and wet areas.
Subrecipient	Hardy Construction Co
Period of Performance Start	4/1/2023

Period of Performance End	6/30/2023
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Subward No: A6-3

Subaward Type	Contract: Definitive Contract
Subaward Obligation	\$54,450.00
Subaward Date	4/1/2023
Place of Performance Address 1	308 6th Ave North
Place of Performance Address 2	
Place of Performance Address 3	
Place of Performance City	Billings
Place of Performance State	MT
Place of Performance Zip	59105
Place of Performance Zip+4	
Description	Metra RV Area Electrical pedestal replacement, demo existing pedestals, install new fused disconnects, new 2" PVC conduit with aluminum conductors.
Subrecipient	ACE ELECTRIC INC
Period of Performance Start	4/1/2023
Period of Performance End	3/31/2024

Subward No: A6-4

Subaward Type	Contract: Definitive Contract
Subaward Obligation	\$163,995.39
Subaward Date	7/5/2022
Place of Performance Address 1	308 6th Ave North
Place of Performance Address 2	
Place of Performance Address 3	
Place of Performance City	Billings
Place of Performance State	MT
Place of Performance Zip	59101
Place of Performance Zip+4	
Description	MetraPark Arena building sanitary sewer line scoping and replacement of iron pipes on west side of the arena bathrooms and the sky boxes with PVC sewer pipe.
Subrecipient	G & T Plumbing & Mechanical, LLC.
Period of Performance Start	7/5/2022
Period of Performance End	12/31/2024

Subward No: A8

Subaward Type	Contract: Definitive Contract
Subaward Obligation	\$726,552.23

Subaward Date	12/21/2021
Place of Performance Address 1	Lockwood
Place of Performance Address 2	
Place of Performance Address 3	
Place of Performance City	Billings
Place of Performance State	MT
Place of Performance Zip	59101
Place of Performance Zip+4	
Description	Evaluation and design of water & sewer alignment and design the I-90 water and sewer crossing for the Lockwood area.
Subrecipient	KLJ Engineering LLC
Period of Performance Start	4/1/2022
Period of Performance End	2/28/2025

Subward No: A10-2

Subaward Type	Contract: Definitive Contract
Subaward Obligation	\$74,564.00
Subaward Date	3/9/2022
Place of Performance Address 1	308 6th Ave N
Place of Performance Address 2	
Place of Performance Address 3	
Place of Performance City	Billings
Place of Performance State	MT
Place of Performance Zip	59101
Place of Performance Zip+4	
Description	Engineering services and project management for revisions to the HVAC equipment at the MetraPark complex to improve the ventilation systems, as well as revisions to the existin LP gas back-up fuel source.
Subrecipient	Coneer Engineering Inc
Period of Performance Start	4/1/2022
Period of Performance End	12/31/2024

Subward No: A6-5

Subaward Type	Contract: Definitive Contract
Subaward Obligation	\$81,758.50
Subaward Date	6/14/2022
Place of Performance Address 1	308 6th Ave N
Place of Performance Address 2	
Place of Performance Address 3	

Place of Performance City	Billings
Place of Performance State	MT
Place of Performance Zip	59101
Place of Performance Zip+4	
Description	Certified materials testing and construction special inspection services for various parking lots replaced in the course of infrastructure projects.
Subrecipient	Terracon Consultants, Inc.
Period of Performance Start	11/1/2023
Period of Performance End	12/31/2024

Subward No: A6-7

Subaward Type	Contract: Definitive Contract
Subaward Obligation	\$96,911.09
Subaward Date	6/4/2024
Place of Performance Address 1	308 6th Ave N
Place of Performance Address 2	
Place of Performance Address 3	
Place of Performance City	Billings
Place of Performance State	MT
Place of Performance Zip	59101
Place of Performance Zip+4	
Description	The project is to replace the domestic water heater with a high efficiency water heater, install 2 vertical hot water storage tanks, a backflow preventer, added insulation and temperature controls.
Subrecipient	Star Service, Inc
Period of Performance Start	10/1/2024
Period of Performance End	12/31/2024

Subward No: A6-6

Subaward Type	Contract: Definitive Contract
Subaward Obligation	\$1,157,385.32
Subaward Date	9/9/2024
Place of Performance Address 1	308 6th Ave N
Place of Performance Address 2	
Place of Performance Address 3	
Place of Performance City	Billings
Place of Performance State	MT
Place of Performance Zip	59101
Place of Performance Zip+4	

Description	The project consists of asphalt reconstruction to include milling of asphalt, grading, paving, concrete removal and placement, water main and service replacement, sanitary sewer main and service replacement, and storm drain improvement and replacement located at MetraPark in Billings, MT.
Subrecipient	JTL Group, Inc
Period of Performance Start	10/1/2024
Period of Performance End	12/31/2024

Subward No: A11

Subaward Type	Contract: Definitive Contract
Subaward Obligation	\$119,580.00
Subaward Date	5/28/2024
Place of Performance Address 1	308 6th Ave N
Place of Performance Address 2	
Place of Performance Address 3	
Place of Performance City	Billings
Place of Performance State	MT
Place of Performance Zip	59101
Place of Performance Zip+4	
Description	Replacement of the HVAC system.
Subrecipient	Conditioned Air Systems, Inc
Period of Performance Start	5/28/2024
Period of Performance End	9/30/2024

Subward No: A12

Subaward Type	Contract: Definitive Contract
Subaward Obligation	\$1,790,605.00
Subaward Date	8/22/2024
Place of Performance Address 1	2825 3rd Avenue North
Place of Performance Address 2	
Place of Performance Address 3	
Place of Performance City	Billings
Place of Performance State	MT
Place of Performance Zip	59101
Place of Performance Zip+4	
Description	Contract will be covering replacement of HVAC/ventilation system, including mechanical permit fees.
Subrecipient	Dick Anderson Construction, Inc
Period of Performance Start	8/22/2024

Period of Performance End	12/31/2026
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Subward No: A2-5

Subaward Type	Contract: Definitive Contract
Subaward Obligation	\$480,197.49
Subaward Date	9/20/2022
Place of Performance Address 1	308 6th Ave N
Place of Performance Address 2	
Place of Performance Address 3	
Place of Performance City	BILLINGS
Place of Performance State	MT
Place of Performance Zip	59101
Place of Performance Zip+4	
Description	Electrical work for the Arena security portion of the digital screen and PA system.
Subrecipient	HIGH TECH SOLUTIONS-SYSTEMS GROUP, INC
Period of Performance Start	9/20/2022
Period of Performance End	9/30/2023

Subward No: A2

Subaward Type	Contract: Purchase Order
Subaward Obligation	\$959,859.26
Subaward Date	2/4/2022
Place of Performance Address 1	308 6th Ave North
Place of Performance Address 2	
Place of Performance Address 3	
Place of Performance City	Billings
Place of Performance State	MT
Place of Performance Zip	59101
Place of Performance Zip+4	
Description	L.E.D. video display and signage for more effective communication in emergencies.
Subrecipient	Epcon Sign Co
Period of Performance Start	2/4/2022
Period of Performance End	6/30/2022

Subward No: A1

Subaward Type	Contract: Purchase Order
Subaward Obligation	\$53,850.00
Subaward Date	10/8/2021

Place of Performance Address 1	3165 KING AVE E
Place of Performance Address 2	
Place of Performance Address 3	
Place of Performance City	BILLINGS
Place of Performance State	MT
Place of Performance Zip	59101
Place of Performance Zip+4	
Description	Purchase of equipment used to counteract the spread of COVID-19 in the Yellowstone County Detention Facility and for Sheriff Patrol Officers.
Subrecipient	KART KLEEN LLC
Period of Performance Start	10/8/2021
Period of Performance End	10/8/2021

Subward No: A6

Subaward Type	Contract: Definitive Contract
Subaward Obligation	\$2,302,194.10
Subaward Date	12/14/2021
Place of Performance Address 1	308 6TH AVE NORTH
Place of Performance Address 2	
Place of Performance Address 3	
Place of Performance City	BILLINGS
Place of Performance State	MT
Place of Performance Zip	59101
Place of Performance Zip+4	
Description	The engineer shall provide collaborative coordination, planning, field work, surveying, specifications, cost estimates (PS&E) for the infrastructure project. Including, but not limited to, surfacing, sanitary sewer, potable water, storm water, and power. Engineer will act as prime consultant to provide site, surfacing, stormwater, conveyance design, surveying, lead construction administration and overall project quality assurance and quality control.
Subrecipient	WESTERN WATER CONSULTANTS, INC
Period of Performance Start	2/1/2022
Period of Performance End	6/30/2025

Subward No: A2-2

Subaward Type	Contract: Definitive Contract
Subaward Obligation	\$390,259.97
Subaward Date	3/22/2022
Place of Performance Address 1	308 6TH AVENUE NORTH

Place of Performance Address 2	
Place of Performance Address 3	
Place of Performance City	BILLINGS
Place of Performance State	MT
Place of Performance Zip	59101
Place of Performance Zip+4	
Description	Labor, materials, and equipment necessary for electrical services for MetraPark digital screens and address system.
Subrecipient	ACE ELECTRIC INC
Period of Performance Start	4/26/2022
Period of Performance End	3/31/2024

Subward No: A2-3

Subaward Type	Contract: Definitive Contract
Subaward Obligation	\$339,769.46
Subaward Date	3/22/2022
Place of Performance Address 1	308 6th Ave North
Place of Performance Address 2	
Place of Performance Address 3	
Place of Performance City	Billings
Place of Performance State	MT
Place of Performance Zip	59101
Place of Performance Zip+4	
Description	Labor, materials, and equipment necessary for data cabling services
Subrecipient	Tel Net Systems, Inc
Period of Performance Start	6/1/2022
Period of Performance End	12/31/2023

Subward No: A2-4

Subaward Type	Contract: Definitive Contract
Subaward Obligation	\$223,303.91
Subaward Date	12/16/2021
Place of Performance Address 1	308 6TH AVENUE NORTH
Place of Performance Address 2	
Place of Performance Address 3	
Place of Performance City	BILLINGS
Place of Performance State	MT
Place of Performance Zip	59101
Place of Performance Zip+4	

Description	Labor, materials, and equipment for the installation of audio visual equipment
Subrecipient	AVI SYSTEMS, INC.
Period of Performance Start	3/7/2022
Period of Performance End	12/31/2023

Subward No: A6-2

Subaward Type	Contract: Definitive Contract
Subaward Obligation	\$11,175,062.69
Subaward Date	5/18/2022
Place of Performance Address 1	308 6th Ave North
Place of Performance Address 2	
Place of Performance Address 3	
Place of Performance City	Billings
Place of Performance State	MT
Place of Performance Zip	59101
Place of Performance Zip+4	
Description	The project consists of parking lot reconstruction to include removal of asphalt, grading, paving, concrete, striping, signage, storm drain removal and replacement, and lighting improvements.
Subrecipient	ASKIN CONSTRUCTION, LLC
Period of Performance Start	6/1/2022
Period of Performance End	6/30/2025

Subward No: A9

Subaward Type	Grant: Lump Sum Payment(s)
Subaward Obligation	\$200,000.00
Subaward Date	4/12/2022
Place of Performance Address 1	909 Wyoming Ave
Place of Performance Address 2	
Place of Performance Address 3	
Place of Performance City	Billings
Place of Performance State	MT
Place of Performance Zip	59101
Place of Performance Zip+4	
Description	One time support payment to assist YWCA of Billings in building their 'Gateway Horizons Shelter' for their Domestic violence program.
Subrecipient	YOUNG WOMENS CHRISTIAN ASSOCIATION OF BILLINGS

Period of Performance Start	6/7/2022
Period of Performance End	6/7/2022

Expenditures

Expenditures for Awards more than \$50,000

Expenditure: EN-02387916

Project Name	Extension / 4H HVAC System
Subaward ID	SUB-0970280
Subaward No	A11
Subaward Amount	\$119,580.00
Subaward Type	Contract: Definitive Contract
Subrecipient Name	Conditioned Air Systems, Inc
Expenditure Start	10/1/2024
Expenditure End	12/31/2024
Expenditure Amount	\$119,580.00

Expenditure: EN-02515815

Project Name	County Admin Building - HVAC
Subaward ID	SUB-0970283
Subaward No	A12
Subaward Amount	\$1,790,605.00
Subaward Type	Contract: Definitive Contract
Subrecipient Name	Dick Anderson Construction, Inc
Expenditure Start	1/1/2025
Expenditure End	3/31/2025
Expenditure Amount	\$210,898.55

Expenditure: EN-02633273

Project Name	County Admin Building - HVAC
Subaward ID	SUB-0970283
Subaward No	A12
Subaward Amount	\$1,790,605.00
Subaward Type	Contract: Definitive Contract
Subrecipient Name	Dick Anderson Construction, Inc
Expenditure Start	4/1/2025
Expenditure End	6/30/2025
Expenditure Amount	\$1,020,517.45

Expenditure: EN-00743274

Project Name	Metra Sewer, Water, & Power Infrastructure
Subaward ID	SUB-0147589
Subaward No	A6
Subaward Amount	\$2,302,194.10
Subaward Type	Contract: Definitive Contract
Subrecipient Name	WESTERN WATER CONSULTANTS, INC
Expenditure Start	10/1/2022
Expenditure End	12/31/2022
Expenditure Amount	\$121,458.09

Expenditure: EN-00743275

Project Name	Metra Sewer, Water, & Power Infrastructure
Subaward ID	SUB-0354542
Subaward No	A6-2
Subaward Amount	\$11,175,062.69
Subaward Type	Contract: Definitive Contract
Subrecipient Name	ASKIN CONSTRUCTION, LLC
Expenditure Start	10/1/2022
Expenditure End	12/31/2022
Expenditure Amount	\$23,344.29

Expenditure: EN-01065433

Project Name	Metra Sewer, Water, & Power Infrastructure
Subaward ID	SUB-0147589
Subaward No	A6
Subaward Amount	\$2,302,194.10
Subaward Type	Contract: Definitive Contract
Subrecipient Name	WESTERN WATER CONSULTANTS, INC
Expenditure Start	1/2/2023
Expenditure End	3/31/2023
Expenditure Amount	\$330,191.25

Expenditure: EN-01657622

Project Name	Metra Sewer, Water, & Power Infrastructure
Subaward ID	SUB-0147589

Subaward No	A6
Subaward Amount	\$2,302,194.10
Subaward Type	Contract: Definitive Contract
Subrecipient Name	WESTERN WATER CONSULTANTS, INC
Expenditure Start	4/1/2023
Expenditure End	6/30/2023
Expenditure Amount	\$443,051.05

Expenditure: EN-01657819

Project Name	Metra Sewer, Water, & Power Infrastructure
Subaward ID	SUB-0354542
Subaward No	A6-2
Subaward Amount	\$11,175,062.69
Subaward Type	Contract: Definitive Contract
Subrecipient Name	ASKIN CONSTRUCTION, LLC
Expenditure Start	4/1/2023
Expenditure End	6/30/2023
Expenditure Amount	\$3,539,019.93

Expenditure: EN-01672528

Project Name	Metra Sewer, Water, & Power Infrastructure
Subaward ID	SUB-0756635
Subaward No	A6-3
Subaward Amount	\$54,450.00
Subaward Type	Contract: Definitive Contract
Subrecipient Name	ACE ELECTRIC INC
Expenditure Start	4/1/2023
Expenditure End	6/30/2023
Expenditure Amount	\$37,620.00

Expenditure: EN-01783625

Project Name	Metra Sewer, Water, & Power Infrastructure
Subaward ID	SUB-0354542
Subaward No	A6-2
Subaward Amount	\$11,175,062.69
Subaward Type	Contract: Definitive Contract
Subrecipient Name	ASKIN CONSTRUCTION, LLC

Expenditure Start	7/1/2023
Expenditure End	9/30/2023
Expenditure Amount	\$966,472.00

Expenditure: EN-01901260

Project Name	Metra Sewer, Water, & Power Infrastructure
Subaward ID	SUB-0147589
Subaward No	A6
Subaward Amount	\$2,302,194.10
Subaward Type	Contract: Definitive Contract
Subrecipient Name	WESTERN WATER CONSULTANTS, INC
Expenditure Start	10/1/2023
Expenditure End	12/31/2023
Expenditure Amount	\$228,439.96

Expenditure: EN-01901261

Project Name	Metra Sewer, Water, & Power Infrastructure
Subaward ID	SUB-0354542
Subaward No	A6-2
Subaward Amount	\$11,175,062.69
Subaward Type	Contract: Definitive Contract
Subrecipient Name	ASKIN CONSTRUCTION, LLC
Expenditure Start	10/1/2023
Expenditure End	12/31/2023
Expenditure Amount	\$1,427,740.33

Expenditure: EN-01901262

Project Name	Metra Sewer, Water, & Power Infrastructure
Subaward ID	SUB-0756635
Subaward No	A6-3
Subaward Amount	\$54,450.00
Subaward Type	Contract: Definitive Contract
Subrecipient Name	ACE ELECTRIC INC
Expenditure Start	10/1/2023
Expenditure End	12/31/2023
Expenditure Amount	\$55,440.00

Expenditure: EN-02013648

Project Name	Metra Sewer, Water, & Power Infrastructure
Subaward ID	SUB-0147589
Subaward No	A6
Subaward Amount	\$2,302,194.10
Subaward Type	Contract: Definitive Contract
Subrecipient Name	WESTERN WATER CONSULTANTS, INC
Expenditure Start	1/1/2024
Expenditure End	3/31/2024
Expenditure Amount	\$353,880.50

Expenditure: EN-02013649

Project Name	Metra Sewer, Water, & Power Infrastructure
Subaward ID	SUB-0354542
Subaward No	A6-2
Subaward Amount	\$11,175,062.69
Subaward Type	Contract: Definitive Contract
Subrecipient Name	ASKIN CONSTRUCTION, LLC
Expenditure Start	1/1/2024
Expenditure End	3/31/2024
Expenditure Amount	\$560,153.24

Expenditure: EN-02013652

Project Name	Metra Sewer, Water, & Power Infrastructure
Subaward ID	SUB-0756635
Subaward No	A6-3
Subaward Amount	\$54,450.00
Subaward Type	Contract: Definitive Contract
Subrecipient Name	ACE ELECTRIC INC
Expenditure Start	1/1/2024
Expenditure End	3/31/2024
Expenditure Amount	(\$38,610.00)

Expenditure: EN-02205640

Project Name	Metra Sewer, Water, & Power Infrastructure
Subaward ID	SUB-0354542
Subaward No	A6-2

Subaward Amount	\$11,175,062.69
Subaward Type	Contract: Definitive Contract
Subrecipient Name	ASKIN CONSTRUCTION, LLC
Expenditure Start	4/1/2024
Expenditure End	6/30/2024
Expenditure Amount	\$3,123,007.66

Expenditure: EN-02205639

Project Name	Metra Sewer, Water, & Power Infrastructure
Subaward ID	SUB-0147589
Subaward No	A6
Subaward Amount	\$2,302,194.10
Subaward Type	Contract: Definitive Contract
Subrecipient Name	WESTERN WATER CONSULTANTS, INC
Expenditure Start	4/1/2024
Expenditure End	6/30/2024
Expenditure Amount	\$294,131.94

Expenditure: EN-02210536

Project Name	Metra Sewer, Water, & Power Infrastructure
Subaward ID	SUB-0917427
Subaward No	A6-4
Subaward Amount	\$163,995.39
Subaward Type	Contract: Definitive Contract
Subrecipient Name	G & T Plumbing & Mechanical, LLC.
Expenditure Start	1/1/2024
Expenditure End	3/31/2024
Expenditure Amount	\$37,107.49

Expenditure: EN-02210537

Project Name	Metra Sewer, Water, & Power Infrastructure
Subaward ID	SUB-0917427
Subaward No	A6-4
Subaward Amount	\$163,995.39
Subaward Type	Contract: Definitive Contract
Subrecipient Name	G & T Plumbing & Mechanical, LLC.
Expenditure Start	4/1/2024

Expenditure End	6/30/2024
Expenditure Amount	\$85,990.61

Expenditure: EN-02210629

Project Name	Metra Sewer, Water, & Power Infrastructure
Subaward ID	SUB-0919022
Subaward No	A6-5
Subaward Amount	\$81,758.50
Subaward Type	Contract: Definitive Contract
Subrecipient Name	Terracon Consultants, Inc.
Expenditure Start	9/1/2022
Expenditure End	3/31/2024
Expenditure Amount	\$73,432.25

Expenditure: EN-02210630

Project Name	Metra Sewer, Water, & Power Infrastructure
Subaward ID	SUB-0919022
Subaward No	A6-5
Subaward Amount	\$81,758.50
Subaward Type	Contract: Definitive Contract
Subrecipient Name	Terracon Consultants, Inc.
Expenditure Start	4/1/2024
Expenditure End	6/30/2024
Expenditure Amount	\$8,006.25

Expenditure: EN-02211131

Project Name	Metra Sewer, Water, & Power Infrastructure
Subaward ID	SUB-0917427
Subaward No	A6-4
Subaward Amount	\$163,995.39
Subaward Type	Contract: Definitive Contract
Subrecipient Name	G & T Plumbing & Mechanical, LLC.
Expenditure Start	7/5/2022
Expenditure End	9/30/2022
Expenditure Amount	\$34,353.00

Expenditure: EN-02251846

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Project Name	Metra Sewer, Water, & Power Infrastructure
Subaward ID	SUB-0147589
Subaward No	A6
Subaward Amount	\$2,302,194.10
Subaward Type	Contract: Definitive Contract
Subrecipient Name	WESTERN WATER CONSULTANTS, INC
Expenditure Start	7/1/2024
Expenditure End	9/30/2024
Expenditure Amount	\$58,173.75

Expenditure: EN-02251847

Project Name	Metra Sewer, Water, & Power Infrastructure
Subaward ID	SUB-0354542
Subaward No	A6-2
Subaward Amount	\$11,175,062.69
Subaward Type	Contract: Definitive Contract
Subrecipient Name	ASKIN CONSTRUCTION, LLC
Expenditure Start	7/1/2024
Expenditure End	9/30/2024
Expenditure Amount	\$484,429.48

Expenditure: EN-02251849

Project Name	Metra Sewer, Water, & Power Infrastructure
Subaward ID	SUB-0919022
Subaward No	A6-5
Subaward Amount	\$81,758.50
Subaward Type	Contract: Definitive Contract
Subrecipient Name	Terracon Consultants, Inc.
Expenditure Start	7/1/2024
Expenditure End	9/30/2024
Expenditure Amount	\$320.00

Expenditure: EN-02387909

Project Name	Metra Sewer, Water, & Power Infrastructure
Subaward ID	SUB-0147589
Subaward No	A6
Subaward Amount	\$2,302,194.10

Subaward Type	Contract: Definitive Contract
Subrecipient Name	WESTERN WATER CONSULTANTS, INC
Expenditure Start	10/31/2024
Expenditure End	12/31/2024
Expenditure Amount	\$168,005.96

Expenditure: EN-02387911

Project Name	Metra Sewer, Water, & Power Infrastructure
Subaward ID	SUB-0970015
Subaward No	A6-6
Subaward Amount	\$1,157,385.32
Subaward Type	Contract: Definitive Contract
Subrecipient Name	JTL Group, Inc
Expenditure Start	10/1/2024
Expenditure End	12/31/2024
Expenditure Amount	\$1,157,385.32

Expenditure: EN-02387913

Project Name	Metra Sewer, Water, & Power Infrastructure
Subaward ID	SUB-0970011
Subaward No	A6-7
Subaward Amount	\$96,911.09
Subaward Type	Contract: Definitive Contract
Subrecipient Name	Star Service, Inc
Expenditure Start	10/1/2024
Expenditure End	12/31/2024
Expenditure Amount	\$96,911.09

Expenditure: EN-02387984

Project Name	Metra Sewer, Water, & Power Infrastructure
Subaward ID	SUB-0354542
Subaward No	A6-2
Subaward Amount	\$11,175,062.69
Subaward Type	Contract: Definitive Contract
Subrecipient Name	ASKIN CONSTRUCTION, LLC
Expenditure Start	10/1/2024
Expenditure End	12/31/2024

Expenditure Amount	\$185,478.16
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Expenditure: EN-02633272

Project Name	Metra Sewer, Water, & Power Infrastructure
Subaward ID	SUB-0917427
Subaward No	A6-4
Subaward Amount	\$163,995.39
Subaward Type	Contract: Definitive Contract
Subrecipient Name	G & T Plumbing & Mechanical, LLC.
Expenditure Start	4/1/2025
Expenditure End	6/30/2025
Expenditure Amount	\$6,544.29

Expenditure: EN-00550208

Project Name	Metra Sewer, Water, & Power Infrastructure
Subaward ID	SUB-0354542
Subaward No	A6-2
Subaward Amount	\$11,175,062.69
Subaward Type	Contract: Definitive Contract
Subrecipient Name	ASKIN CONSTRUCTION, LLC
Expenditure Start	8/23/2022
Expenditure End	9/20/2022
Expenditure Amount	\$402,283.30

Expenditure: EN-00550210

Project Name	Metra Sewer, Water, & Power Infrastructure
Subaward ID	SUB-0147589
Subaward No	A6
Subaward Amount	\$2,302,194.10
Subaward Type	Contract: Definitive Contract
Subrecipient Name	WESTERN WATER CONSULTANTS, INC
Expenditure Start	8/2/2022
Expenditure End	8/30/2022
Expenditure Amount	\$106,138.62

Expenditure: EN-00200711

Project Name	Metra Sewer, Water, & Power Infrastructure
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Subaward ID	SUB-0147589
Subaward No	A6
Subaward Amount	\$2,302,194.10
Subaward Type	Contract: Definitive Contract
Subrecipient Name	WESTERN WATER CONSULTANTS, INC
Expenditure Start	2/1/2022
Expenditure End	3/29/2022
Expenditure Amount	\$56,118.94

Expenditure: EN-00452977

Project Name	Metra Sewer, Water, & Power Infrastructure
Subaward ID	SUB-0147589
Subaward No	A6
Subaward Amount	\$2,302,194.10
Subaward Type	Contract: Definitive Contract
Subrecipient Name	WESTERN WATER CONSULTANTS, INC
Expenditure Start	4/26/2022
Expenditure End	6/30/2022
Expenditure Amount	\$142,604.04

Expenditure: EN-00453017

Project Name	Metra Sewer, Water, & Power Infrastructure
Subaward ID	SUB-0354542
Subaward No	A6-2
Subaward Amount	\$11,175,062.69
Subaward Type	Contract: Definitive Contract
Subrecipient Name	ASKIN CONSTRUCTION, LLC
Expenditure Start	6/1/2022
Expenditure End	6/30/2022
Expenditure Amount	\$463,134.30

Expenditure: EN-00453069

Project Name	YWCA Building
Subaward ID	SUB-0354549
Subaward No	A9
Subaward Amount	\$200,000.00
Subaward Type	Grant: Lump Sum Payment(s)

Subrecipient Name	YOUNG WOMENS CHRISTIAN ASSOCIATION OF BILLINGS
Expenditure Start	6/7/2022
Expenditure End	6/7/2022
Expenditure Amount	\$200,000.00

Expenditure: EN-02205733

Project Name	Lockwood TEDD
Subaward ID	SUB-0917509
Subaward No	A8
Subaward Amount	\$726,552.23
Subaward Type	Contract: Definitive Contract
Subrecipient Name	KLJ Engineering LLC
Expenditure Start	4/1/2022
Expenditure End	6/30/2024
Expenditure Amount	\$598,748.33

Expenditure: EN-02251850

Project Name	Lockwood TEDD
Subaward ID	SUB-0917509
Subaward No	A8
Subaward Amount	\$726,552.23
Subaward Type	Contract: Definitive Contract
Subrecipient Name	KLJ Engineering LLC
Expenditure Start	7/1/2024
Expenditure End	9/30/2024
Expenditure Amount	\$69,545.40

Expenditure: EN-02387915

Project Name	Lockwood TEDD
Subaward ID	SUB-0917509
Subaward No	A8
Subaward Amount	\$726,552.23
Subaward Type	Contract: Definitive Contract
Subrecipient Name	KLJ Engineering LLC
Expenditure Start	10/1/2024
Expenditure End	12/31/2024
Expenditure Amount	\$54,490.00

Expenditure: EN-02515814

Project Name	Lockwood TEDD
Subaward ID	SUB-0917509
Subaward No	A8
Subaward Amount	\$726,552.23
Subaward Type	Contract: Definitive Contract
Subrecipient Name	KLJ Engineering LLC
Expenditure Start	1/1/2025
Expenditure End	3/31/2025
Expenditure Amount	\$3,768.50

Expenditure: EN-01657824

Project Name	Indoor Air Quality upgrades
Subaward ID	SUB-0751505
Subaward No	A10
Subaward Amount	\$1,240,113.60
Subaward Type	Contract: Definitive Contract
Subrecipient Name	ACE ELECTRIC INC
Expenditure Start	4/1/2023
Expenditure End	6/30/2023
Expenditure Amount	\$670,537.00

Expenditure: EN-01783626

Project Name	Indoor Air Quality upgrades
Subaward ID	SUB-0751505
Subaward No	A10
Subaward Amount	\$1,240,113.60
Subaward Type	Contract: Definitive Contract
Subrecipient Name	ACE ELECTRIC INC
Expenditure Start	7/1/2023
Expenditure End	9/30/2023
Expenditure Amount	\$181,715.89

Expenditure: EN-01901263

Project Name	Indoor Air Quality upgrades
Subaward ID	SUB-0751505

Subaward No	A10
Subaward Amount	\$1,240,113.60
Subaward Type	Contract: Definitive Contract
Subrecipient Name	ACE ELECTRIC INC
Expenditure Start	10/1/2023
Expenditure End	12/31/2023
Expenditure Amount	\$82,636.99

Expenditure: EN-02013653

Project Name	Indoor Air Quality upgrades
Subaward ID	SUB-0751505
Subaward No	A10
Subaward Amount	\$1,240,113.60
Subaward Type	Contract: Definitive Contract
Subrecipient Name	ACE ELECTRIC INC
Expenditure Start	1/1/2024
Expenditure End	3/31/2024
Expenditure Amount	\$243,218.04

Expenditure: EN-02205641

Project Name	Indoor Air Quality upgrades
Subaward ID	SUB-0751505
Subaward No	A10
Subaward Amount	\$1,240,113.60
Subaward Type	Contract: Definitive Contract
Subrecipient Name	ACE ELECTRIC INC
Expenditure Start	4/1/2024
Expenditure End	6/30/2024
Expenditure Amount	\$62,005.68

Expenditure: EN-02205743

Project Name	Indoor Air Quality upgrades
Subaward ID	SUB-0917512
Subaward No	A10-2
Subaward Amount	\$74,564.00
Subaward Type	Contract: Definitive Contract
Subrecipient Name	Coneer Engineering Inc

Expenditure Start	4/1/2022
Expenditure End	6/30/2024
Expenditure Amount	\$74,564.00

Expenditure: EN-00743267

Project Name	Digital Screens / Public Address System
Subaward ID	SUB-0126775
Subaward No	A2
Subaward Amount	\$959,859.26
Subaward Type	Contract: Purchase Order
Subrecipient Name	Epcon Sign Co
Expenditure Start	10/1/2022
Expenditure End	12/31/2022
Expenditure Amount	\$70,146.26

Expenditure: EN-00743268

Project Name	Digital Screens / Public Address System
Subaward ID	SUB-0345875
Subaward No	A2-2
Subaward Amount	\$390,259.97
Subaward Type	Contract: Definitive Contract
Subrecipient Name	ACE ELECTRIC INC
Expenditure Start	10/1/2022
Expenditure End	12/31/2022
Expenditure Amount	\$65,010.13

Expenditure: EN-00743269

Project Name	Digital Screens / Public Address System
Subaward ID	SUB-0345901
Subaward No	A2-4
Subaward Amount	\$223,303.91
Subaward Type	Contract: Definitive Contract
Subrecipient Name	AVI SYSTEMS, INC.
Expenditure Start	10/1/2022
Expenditure End	12/31/2022
Expenditure Amount	\$5,141.57

Expenditure: EN-00743273

Project Name	Digital Screens / Public Address System
Subaward ID	SUB-0423096
Subaward No	A2-5
Subaward Amount	\$480,197.49
Subaward Type	Contract: Definitive Contract
Subrecipient Name	HIGH TECH SOLUTIONS-SYSTEMS GROUP, INC
Expenditure Start	10/1/2022
Expenditure End	12/31/2022
Expenditure Amount	\$209,836.60

Expenditure: EN-01065483

Project Name	Digital Screens / Public Address System
Subaward ID	SUB-0345901
Subaward No	A2-4
Subaward Amount	\$223,303.91
Subaward Type	Contract: Definitive Contract
Subrecipient Name	AVI SYSTEMS, INC.
Expenditure Start	1/1/2023
Expenditure End	3/31/2023
Expenditure Amount	\$42,589.89

Expenditure: EN-01065480

Project Name	Digital Screens / Public Address System
Subaward ID	SUB-0345875
Subaward No	A2-2
Subaward Amount	\$390,259.97
Subaward Type	Contract: Definitive Contract
Subrecipient Name	ACE ELECTRIC INC
Expenditure Start	1/2/2023
Expenditure End	3/31/2023
Expenditure Amount	\$55,900.35

Expenditure: EN-01065481

Project Name	Digital Screens / Public Address System
Subaward ID	SUB-0345881
Subaward No	A2-3

Subaward Amount	\$339,769.46
Subaward Type	Contract: Definitive Contract
Subrecipient Name	Tel Net Systems, Inc
Expenditure Start	1/1/2023
Expenditure End	3/31/2023
Expenditure Amount	\$62,954.99

Expenditure: EN-01657610

Project Name	Digital Screens / Public Address System
Subaward ID	SUB-0345875
Subaward No	A2-2
Subaward Amount	\$390,259.97
Subaward Type	Contract: Definitive Contract
Subrecipient Name	ACE ELECTRIC INC
Expenditure Start	4/1/2023
Expenditure End	6/30/2023
Expenditure Amount	\$30,982.50

Expenditure: EN-01657613

Project Name	Digital Screens / Public Address System
Subaward ID	SUB-0345881
Subaward No	A2-3
Subaward Amount	\$339,769.46
Subaward Type	Contract: Definitive Contract
Subrecipient Name	Tel Net Systems, Inc
Expenditure Start	4/1/2023
Expenditure End	6/30/2023
Expenditure Amount	\$73,772.48

Expenditure: EN-01657616

Project Name	Digital Screens / Public Address System
Subaward ID	SUB-0345901
Subaward No	A2-4
Subaward Amount	\$223,303.91
Subaward Type	Contract: Definitive Contract
Subrecipient Name	AVI SYSTEMS, INC.
Expenditure Start	4/1/2023

Expenditure End	6/30/2023
Expenditure Amount	\$111,234.44

Expenditure: EN-01657619

Project Name	Digital Screens / Public Address System
Subaward ID	SUB-0423096
Subaward No	A2-5
Subaward Amount	\$480,197.49
Subaward Type	Contract: Definitive Contract
Subrecipient Name	HIGH TECH SOLUTIONS-SYSTEMS GROUP, INC
Expenditure Start	4/1/2023
Expenditure End	6/30/2023
Expenditure Amount	\$89,312.94

Expenditure: EN-01657879

Project Name	Digital Screens / Public Address System
Subaward ID	SUB-0751524
Subaward No	A2-6
Subaward Amount	\$133,650.00
Subaward Type	Contract: Definitive Contract
Subrecipient Name	Hardy Construction Co
Expenditure Start	4/1/2023
Expenditure End	6/30/2023
Expenditure Amount	\$133,650.00

Expenditure: EN-01783623

Project Name	Digital Screens / Public Address System
Subaward ID	SUB-0345881
Subaward No	A2-3
Subaward Amount	\$339,769.46
Subaward Type	Contract: Definitive Contract
Subrecipient Name	Tel Net Systems, Inc
Expenditure Start	7/1/2023
Expenditure End	9/30/2023
Expenditure Amount	\$45,329.03

Expenditure: EN-01783624

Project Name	Digital Screens / Public Address System
Subaward ID	SUB-0423096
Subaward No	A2-5
Subaward Amount	\$480,197.49
Subaward Type	Contract: Definitive Contract
Subrecipient Name	HIGH TECH SOLUTIONS-SYSTEMS GROUP, INC
Expenditure Start	7/1/2023
Expenditure End	9/30/2023
Expenditure Amount	\$78,701.88

Expenditure: EN-01901257

Project Name	Digital Screens / Public Address System
Subaward ID	SUB-0345875
Subaward No	A2-2
Subaward Amount	\$390,259.97
Subaward Type	Contract: Definitive Contract
Subrecipient Name	ACE ELECTRIC INC
Expenditure Start	10/1/2023
Expenditure End	12/31/2023
Expenditure Amount	\$866.25

Expenditure: EN-01901259

Project Name	Digital Screens / Public Address System
Subaward ID	SUB-0345881
Subaward No	A2-3
Subaward Amount	\$339,769.46
Subaward Type	Contract: Definitive Contract
Subrecipient Name	Tel Net Systems, Inc
Expenditure Start	10/1/2023
Expenditure End	12/31/2023
Expenditure Amount	(\$503.65)

Expenditure: EN-02013647

Project Name	Digital Screens / Public Address System
Subaward ID	SUB-0345875
Subaward No	A2-2
Subaward Amount	\$390,259.97

Subaward Type	Contract: Definitive Contract
Subrecipient Name	ACE ELECTRIC INC
Expenditure Start	1/1/2024
Expenditure End	3/31/2024
Expenditure Amount	\$40,837.50

Expenditure: EN-00550202

Project Name	Digital Screens / Public Address System
Subaward ID	SUB-0345881
Subaward No	A2-3
Subaward Amount	\$339,769.46
Subaward Type	Contract: Definitive Contract
Subrecipient Name	Tel Net Systems, Inc
Expenditure Start	9/6/2022
Expenditure End	9/20/2022
Expenditure Amount	\$95,272.41

Expenditure: EN-00550203

Project Name	Digital Screens / Public Address System
Subaward ID	SUB-0345875
Subaward No	A2-2
Subaward Amount	\$390,259.97
Subaward Type	Contract: Definitive Contract
Subrecipient Name	ACE ELECTRIC INC
Expenditure Start	7/26/2022
Expenditure End	8/23/2022
Expenditure Amount	\$62,041.95

Expenditure: EN-00550204

Project Name	Digital Screens / Public Address System
Subaward ID	SUB-0126775
Subaward No	A2
Subaward Amount	\$959,859.26
Subaward Type	Contract: Purchase Order
Subrecipient Name	Epcon Sign Co
Expenditure Start	9/20/2022
Expenditure End	9/20/2022

Expenditure Amount	\$259,314.66
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Expenditure: EN-00550205

Project Name	Digital Screens / Public Address System
Subaward ID	SUB-0345901
Subaward No	A2-4
Subaward Amount	\$223,303.91
Subaward Type	Contract: Definitive Contract
Subrecipient Name	AVI SYSTEMS, INC.
Expenditure Start	8/2/2022
Expenditure End	8/2/2022
Expenditure Amount	\$13,365.49

Expenditure: EN-00551169

Project Name	Digital Screens / Public Address System
Subaward ID	SUB-0423096
Subaward No	A2-5
Subaward Amount	\$480,197.49
Subaward Type	Contract: Definitive Contract
Subrecipient Name	HIGH TECH SOLUTIONS-SYSTEMS GROUP, INC
Expenditure Start	9/20/2022
Expenditure End	9/20/2022
Expenditure Amount	\$102,346.07

Expenditure: EN-00152457

Project Name	Digital Screens / Public Address System
Subaward ID	SUB-0126775
Subaward No	A2
Subaward Amount	\$959,859.26
Subaward Type	Contract: Purchase Order
Subrecipient Name	Epcon Sign Co
Expenditure Start	2/4/2022
Expenditure End	2/4/2022
Expenditure Amount	\$362,355.84

Expenditure: EN-00452978

Project Name	Digital Screens / Public Address System
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Subaward ID	SUB-0126775
Subaward No	A2
Subaward Amount	\$959,859.26
Subaward Type	Contract: Purchase Order
Subrecipient Name	Epcon Sign Co
Expenditure Start	6/1/2022
Expenditure End	6/30/2022
Expenditure Amount	\$268,042.50

Expenditure: EN-00452981

Project Name	Digital Screens / Public Address System
Subaward ID	SUB-0345875
Subaward No	A2-2
Subaward Amount	\$390,259.97
Subaward Type	Contract: Definitive Contract
Subrecipient Name	ACE ELECTRIC INC
Expenditure Start	4/26/2022
Expenditure End	6/30/2022
Expenditure Amount	\$134,621.29

Expenditure: EN-00452984

Project Name	Digital Screens / Public Address System
Subaward ID	SUB-0345881
Subaward No	A2-3
Subaward Amount	\$339,769.46
Subaward Type	Contract: Definitive Contract
Subrecipient Name	Tel Net Systems, Inc
Expenditure Start	6/1/2022
Expenditure End	6/30/2022
Expenditure Amount	\$62,944.20

Expenditure: EN-00452987

Project Name	Digital Screens / Public Address System
Subaward ID	SUB-0345901
Subaward No	A2-4
Subaward Amount	\$223,303.91
Subaward Type	Contract: Definitive Contract

Subrecipient Name	AVI SYSTEMS, INC.
Expenditure Start	5/1/2022
Expenditure End	5/17/2022
Expenditure Amount	\$50,972.52

Expenditure: EN-00152458

Project Name	Sanitation Devices
Subaward ID	SUB-0147488
Subaward No	A1
Subaward Amount	\$53,850.00
Subaward Type	Contract: Purchase Order
Subrecipient Name	KART KLEEN LLC
Expenditure Start	10/8/2021
Expenditure End	10/8/2021
Expenditure Amount	\$53,850.00

Aggregate Expenditures for Awards less than \$50,000

Expenditure: EN-00743277

Project Name	Metra Sewer, Water, & Power Infrastructure
Subaward Type (Aggregates)	Aggregate of Direct Payments
Total Period Expenditure Amount	\$10,196.49
Total Period Obligation Amount	\$10,196.49

Expenditure: EN-01065490

Project Name	Metra Sewer, Water, & Power Infrastructure
Subaward Type (Aggregates)	Aggregate of Direct Payments
Total Period Expenditure Amount	\$13,323.73
Total Period Obligation Amount	\$13,323.73

Expenditure: EN-01657829

Project Name	Metra Sewer, Water, & Power Infrastructure
Subaward Type (Aggregates)	Aggregate of Direct Payments
Total Period Expenditure Amount	\$75,536.29
Total Period Obligation Amount	\$75,536.29

Expenditure: EN-01783629

Project Name	Metra Sewer, Water, & Power Infrastructure
Subaward Type (Aggregates)	Aggregate of Direct Payments

Total Period Expenditure Amount	\$47,855.80
Total Period Obligation Amount	\$47,855.80

Expenditure: EN-01901276

Project Name	Metra Sewer, Water, & Power Infrastructure
Subaward Type (Aggregates)	Aggregate of Direct Payments
Total Period Expenditure Amount	\$60,628.23
Total Period Obligation Amount	\$60,628.23

Expenditure: EN-02013657

Project Name	Metra Sewer, Water, & Power Infrastructure
Subaward Type (Aggregates)	Aggregate of Direct Payments
Total Period Expenditure Amount	\$48,335.01
Total Period Obligation Amount	\$48,335.01

Expenditure: EN-02210539

Project Name	Metra Sewer, Water, & Power Infrastructure
Subaward Type (Aggregates)	Aggregate of Direct Payments
Total Period Expenditure Amount	\$78,233.79
Total Period Obligation Amount	\$78,233.79

Expenditure: EN-02210541

Project Name	Metra Sewer, Water, & Power Infrastructure
Subaward Type (Aggregates)	Aggregate of Direct Payments
Total Period Expenditure Amount	(\$37,107.49)
Total Period Obligation Amount	(\$37,107.49)

Expenditure: EN-02251853

Project Name	Metra Sewer, Water, & Power Infrastructure
Subaward Type (Aggregates)	Aggregate of Direct Payments
Total Period Expenditure Amount	\$22,901.66
Total Period Obligation Amount	\$22,901.66

Expenditure: EN-02387920

Project Name	Metra Sewer, Water, & Power Infrastructure
Subaward Type (Aggregates)	Aggregate of Direct Payments
Total Period Expenditure Amount	\$27,203.15
Total Period Obligation Amount	\$27,203.15

Expenditure: EN-00550212

Project Name	Metra Sewer, Water, & Power Infrastructure
Subaward Type (Aggregates)	Aggregate of Contracts Awarded
Total Period Expenditure Amount	\$13,750.03
Total Period Obligation Amount	\$13,750.03

Expenditure: EN-00453220

Project Name	Metra Sewer, Water, & Power Infrastructure
Subaward Type (Aggregates)	Aggregate of Direct Payments
Total Period Expenditure Amount	\$56,565.49
Total Period Obligation Amount	\$56,565.49

Expenditure: EN-00743278

Project Name	Indoor Air Quality upgrades
Subaward Type (Aggregates)	Aggregate of Direct Payments
Total Period Expenditure Amount	\$455.13
Total Period Obligation Amount	\$455.13

Expenditure: EN-01065487

Project Name	Indoor Air Quality upgrades
Subaward Type (Aggregates)	Aggregate of Direct Payments
Total Period Expenditure Amount	\$2,617.00
Total Period Obligation Amount	\$2,617.00

Expenditure: EN-01657838

Project Name	Indoor Air Quality upgrades
Subaward Type (Aggregates)	Aggregate of Direct Payments
Total Period Expenditure Amount	\$9,594.91
Total Period Obligation Amount	\$9,594.91

Expenditure: EN-01783631

Project Name	Indoor Air Quality upgrades
Subaward Type (Aggregates)	Aggregate of Direct Payments
Total Period Expenditure Amount	\$2,040.32
Total Period Obligation Amount	\$2,040.32

Expenditure: EN-01901269

Project Name	Indoor Air Quality upgrades
Subaward Type (Aggregates)	Aggregate of Direct Payments
Total Period Expenditure Amount	\$1,411.22

Total Period Obligation Amount	\$1,411.22
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Expenditure: EN-02013662

Project Name	Indoor Air Quality upgrades
Subaward Type (Aggregates)	Aggregate of Direct Payments
Total Period Expenditure Amount	\$22,332.68
Total Period Obligation Amount	\$22,332.68

Expenditure: EN-02210543

Project Name	Indoor Air Quality upgrades
Subaward Type (Aggregates)	Aggregate of Direct Payments
Total Period Expenditure Amount	\$1,918.54
Total Period Obligation Amount	\$1,918.54

Expenditure: EN-00743276

Project Name	Digital Screens / Public Address System
Subaward Type (Aggregates)	Aggregate of Direct Payments
Total Period Expenditure Amount	\$40,338.90
Total Period Obligation Amount	\$40,338.90

Expenditure: EN-01065491

Project Name	Digital Screens / Public Address System
Subaward Type (Aggregates)	Aggregate of Direct Payments
Total Period Expenditure Amount	\$29,185.83
Total Period Obligation Amount	\$29,185.83

Expenditure: EN-01657836

Project Name	Digital Screens / Public Address System
Subaward Type (Aggregates)	Aggregate of Direct Payments
Total Period Expenditure Amount	\$32,016.23
Total Period Obligation Amount	\$32,016.23

Expenditure: EN-01783630

Project Name	Digital Screens / Public Address System
Subaward Type (Aggregates)	Aggregate of Direct Payments
Total Period Expenditure Amount	\$1,829.34
Total Period Obligation Amount	\$1,829.34

Expenditure: EN-01901268

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Project Name	Digital Screens / Public Address System
Subaward Type (Aggregates)	Aggregate of Direct Payments
Total Period Expenditure Amount	\$8.75
Total Period Obligation Amount	\$8.75

Expenditure: EN-02013659

Project Name	Digital Screens / Public Address System
Subaward Type (Aggregates)	Aggregate of Direct Payments
Total Period Expenditure Amount	\$412.50
Total Period Obligation Amount	\$412.50

Expenditure: EN-00550206

Project Name	Digital Screens / Public Address System
Subaward Type (Aggregates)	Aggregate of Contracts Awarded
Total Period Expenditure Amount	\$32,629.70
Total Period Obligation Amount	\$32,629.70

Expenditure: EN-00200993

Project Name	Digital Screens / Public Address System
Subaward Type (Aggregates)	Aggregate of Direct Payments
Total Period Expenditure Amount	\$39,714.04
Total Period Obligation Amount	\$39,714.04

Expenditure: EN-00453155

Project Name	Digital Screens / Public Address System
Subaward Type (Aggregates)	Aggregate of Direct Payments
Total Period Expenditure Amount	\$137,192.65
Total Period Obligation Amount	\$137,192.65

Payments To Individuals

Expenditure: EN-02387927

Project Name	Extension / 4H HVAC System
Total Period Expenditure Amount	\$13,300.00
Total Period Obligation Amount	\$13,300.00

Expenditure: EN-00145246

Project Name	Equipment for Remote Education/Court
Total Period Expenditure Amount	\$12,101.33
Total Period Obligation Amount	\$12,101.33

Expenditure: EN-00453159

Project Name	Equipment for Remote Education/Court
Total Period Expenditure Amount	\$3,871.04
Total Period Obligation Amount	\$3,871.04

Expenditure: EN-00149053

Project Name	Prevention in Congregate Settings
Total Period Expenditure Amount	\$4,609.00
Total Period Obligation Amount	\$4,609.00

Expenditure: EN-00145254

Project Name	Huntley Water & Sewer
Total Period Expenditure Amount	\$25,000.00
Total Period Obligation Amount	\$25,000.00

Expenditure: EN-00743279

Project Name	Metra Sewer, Water, & Power Infrastructure
Total Period Expenditure Amount	\$218.00
Total Period Obligation Amount	\$218.00

Expenditure: EN-01657843

Project Name	Metra Sewer, Water, & Power Infrastructure
Total Period Expenditure Amount	\$25,631.50
Total Period Obligation Amount	\$25,631.50

Expenditure: EN-01657844

Project Name	Metra Sewer, Water, & Power Infrastructure
Total Period Expenditure Amount	\$23,144.00
Total Period Obligation Amount	\$23,144.00

Expenditure: EN-01901279

Project Name	Metra Sewer, Water, & Power Infrastructure
Total Period Expenditure Amount	\$23,882.50
Total Period Obligation Amount	\$23,882.50

Expenditure: EN-02013666

Project Name	Metra Sewer, Water, & Power Infrastructure
Total Period Expenditure Amount	\$2,486.00
Total Period Obligation Amount	\$2,486.00

Expenditure: EN-02205735

Project Name	Metra Sewer, Water, & Power Infrastructure
Total Period Expenditure Amount	\$6,100.00
Total Period Obligation Amount	\$6,100.00

Expenditure: EN-02211134

Project Name	Metra Sewer, Water, & Power Infrastructure
Total Period Expenditure Amount	(\$34,353.00)
Total Period Obligation Amount	(\$34,353.00)

Expenditure: EN-02210631

Project Name	Metra Sewer, Water, & Power Infrastructure
Total Period Expenditure Amount	(\$62,266.00)
Total Period Obligation Amount	(\$62,266.00)

Expenditure: EN-02251854

Project Name	Metra Sewer, Water, & Power Infrastructure
Total Period Expenditure Amount	\$2,520.00
Total Period Obligation Amount	\$2,520.00

Expenditure: EN-00551176

Project Name	Metra Sewer, Water, & Power Infrastructure
Total Period Expenditure Amount	\$44,401.00
Total Period Obligation Amount	\$44,401.00

Expenditure: EN-00145477

Project Name	Metra Sewer, Water, & Power Infrastructure
Total Period Expenditure Amount	\$15,936.06
Total Period Obligation Amount	\$15,936.06

Expenditure: EN-02387924

Project Name	County Attorney
Total Period Expenditure Amount	\$996,901.51
Total Period Obligation Amount	\$996,901.51

Expenditure: EN-00743280

Project Name	Lockwood TEDD
Total Period Expenditure Amount	\$32,025.00

Total Period Obligation Amount	\$32,025.00
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Expenditure: EN-01065497

Project Name	Lockwood TEDD
Total Period Expenditure Amount	\$128,946.33
Total Period Obligation Amount	\$128,946.33

Expenditure: EN-01657846

Project Name	Lockwood TEDD
Total Period Expenditure Amount	\$75,802.50
Total Period Obligation Amount	\$75,802.50

Expenditure: EN-01783632

Project Name	Lockwood TEDD
Total Period Expenditure Amount	\$41,354.50
Total Period Obligation Amount	\$41,354.50

Expenditure: EN-01901277

Project Name	Lockwood TEDD
Total Period Expenditure Amount	\$56,622.00
Total Period Obligation Amount	\$56,622.00

Expenditure: EN-02013664

Project Name	Lockwood TEDD
Total Period Expenditure Amount	\$70,592.00
Total Period Obligation Amount	\$70,592.00

Expenditure: EN-02205704

Project Name	Lockwood TEDD
Total Period Expenditure Amount	(\$457,135.33)
Total Period Obligation Amount	(\$457,135.33)

Expenditure: EN-00550198

Project Name	Lockwood TEDD
Total Period Expenditure Amount	\$15,613.00
Total Period Obligation Amount	\$15,613.00

Expenditure: EN-00453150

Project Name	Lockwood TEDD
Total Period Expenditure Amount	\$36,180.00

Total Period Obligation Amount	\$36,180.00
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Expenditure: EN-00743281

Project Name	Indoor Air Quality upgrades
Total Period Expenditure Amount	\$15,580.00
Total Period Obligation Amount	\$15,580.00

Expenditure: EN-01065494

Project Name	Indoor Air Quality upgrades
Total Period Expenditure Amount	\$11,304.00
Total Period Obligation Amount	\$11,304.00

Expenditure: EN-01065495

Project Name	Indoor Air Quality upgrades
Total Period Expenditure Amount	\$1,518.00
Total Period Obligation Amount	\$1,518.00

Expenditure: EN-01657848

Project Name	Indoor Air Quality upgrades
Total Period Expenditure Amount	\$10,575.00
Total Period Obligation Amount	\$10,575.00

Expenditure: EN-01783633

Project Name	Indoor Air Quality upgrades
Total Period Expenditure Amount	\$10,200.00
Total Period Obligation Amount	\$10,200.00

Expenditure: EN-02013669

Project Name	Indoor Air Quality upgrades
Total Period Expenditure Amount	\$4,775.00
Total Period Obligation Amount	\$4,775.00

Expenditure: EN-02210545

Project Name	Indoor Air Quality upgrades
Total Period Expenditure Amount	(\$69,914.00)
Total Period Obligation Amount	(\$69,914.00)

Expenditure: EN-00550207

Project Name	Indoor Air Quality upgrades

Total Period Expenditure Amount	\$15,080.00
Total Period Obligation Amount	\$15,080.00

Expenditure: EN-00453160

Project Name	Indoor Air Quality upgrades
Total Period Expenditure Amount	\$2,400.00
Total Period Obligation Amount	\$2,400.00

Expenditure: EN-00023880

Project Name	Digital Screens / Public Address System
Total Period Expenditure Amount	\$41,831.35
Total Period Obligation Amount	\$41,831.35

Report

Revenue Replacement

Is your jurisdiction electing to use the standard allowance of up to \$10 million, not to exceed your total award allocation, for identifying revenue loss?	Yes
Revenue Loss Due to Covid-19 Public Health Emergency	\$10,000,000.00
Were Fiscal Recovery Funds used to make a deposit into a pension fund?	No
Please provide an explanation of how revenue replacement funds were allocated to government services	New plumbing for the County's new Administration building renovation. Construction/design costs for the Short Term Detention Facility being created to deal with offenders who are unable to be housed at the detention facility due to overcrowding.

Overview

Total Obligations	\$31,330,634.00
Total Expenditures	\$29,239,671.55
Total Adopted Budget	\$31,330,634.00
Total Number of Projects	14
Total Number of Subawards	20
Total Number of Expenditures	139
Total Program Income Earned	\$0.00
Total Program Income Expended	\$0.00

Have you expended \$750,000 or more in federal award funds during your most recently completed fiscal year?	Yes
Have you submitted a single audit or program specific audit report to the Federal Audit Clearinghouse (FAC)?	Yes

Certification

Authorized Representative Name	JENNIFER JONES
Authorized Representative Telephone	
Authorized Representative Title	Finance Director
Authorized Representative Email	jjones@yellowstonecountymt.gov
Submission Date	7/2/2025 5:00 PM