

**OFFICIAL AGENDA**  
**TUESDAY January 27, 2026**  
**Meeting Start Time: 9:00 a.m.**  
**Board of County Commissioners**  
**Yellowstone County, Montana**  
**Ostlund Building**  
**2825 3rd Ave N, Room 309**  
**Billings, MT**  
**8:45 a.m. Agenda Setting**

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Pledge to the Flag: Moment of Silence: Minutes

**REGULAR AGENDA**

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**9:00 a.m. RECOGNITION**

|                |                      |                     |
|----------------|----------------------|---------------------|
| Darren Mattern | Clerk of Court       | 10 Years of Service |
| Darcie Tempel  | Metra Administration | 10 Years of Service |

**9:00 a.m. BID OPENING**

Open and Acknowledge RFQ's for Insurance Agent/Brokerage Services

**9:00 a.m. ZONE CHANGE PUBLIC HEARING**

County Zone Change 733– 2535 Rockwood St.– Lot Suburban Neighborhood (N4) to Rural Residential Manufactured Home (R-RMH)

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

**1. COUNTY ATTORNEY**

Resolution - Laurel & YC Joint Planning Board Appointment

**CLAIMS**

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**CONSENT AGENDA**

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**1. CLERK AND RECORDER**

- a. Corrected Plat of Platinum Commercial Park Subdivision
- b. Plat of Banlee Estates Subdivision and the S.I.A.

**2. COMMISSIONERS**

Letter of Support for Beartooth RC&D Economic Development Organization Capacity Building Grant

**3. FINANCE**

- a. Request to Expend - Sheriff's Office - Cell Phone for New Civil Process Officer
- b. Bond for Lost Warrant on Lost/Stale Dated Check
- c. Request to Expend - Public Works - Gas Furnace

**4. PUBLIC WORKS**

- a. Two Moon Park Caretakers Lease
- b. IFB - Public Works, Central Avenue and 48th Street West Intersection Improvements

**5. HUMAN RESOURCES**

**PERSONNEL ACTION REPORTS - Sheriff's Office - 1 Appointment; Detention Facility - 2 Appointments**

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**FILE ITEMS**

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**1. AUDITOR**

Payroll Audit - January 1 to January 15, 2026

**2. CLERK AND RECORDER**

**Board Minutes** - Lockwood Irrigation District Board Minutes for December

**3. COMMISSIONERS**

- a. Board Minutes - Tax Appeal Minutes 1/20/26
- b. Board Minutes - Tax Appeal Board 1/21/26

**4. FINANCE**

Two Moon Park Fuel Reduction & Forest Health Grant Application

**5. HUMAN RESOURCES**

January 1 - January 15 Payroll Audit

**PUBLIC COMMENTS ON COUNTY BUSINESS**

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

**B.O.C.C. Regular**

**Meeting Date:** 01/27/2026

**Title:** January Recognition

**Submitted By:** Amy Mills

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**TOPIC:**

Darren Mattern Clerk of Court 10 Years of Service

Darcie Tempel Metra Administration 10 Years of Service

**BACKGROUND:**

na

**RECOMMENDED ACTION:**

na

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**B.O.C.C. Regular**

**Meeting Date:** 01/27/2026

**Title:** Open and Acknowledge RFQ's

**Submitted By:** Teri Reitz, Board Clerk

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**TOPIC:**

Open and Acknowledge RFQ's for Insurance Agent/Brokerage Services

**BACKGROUND:**

N/A

**RECOMMENDED ACTION:**

Refer to staff.

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**B.O.C.C. Regular****Meeting Date:** 01/27/2026**SUBJECT:** County Zone Change 733-2535 Rockwood- From N4 to R-RMH**THROUGH:** Karen Husman**FROM:** Karen Husman

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**TOPIC**

County Zone Change 733– 2535 Rockwood St.– Lot Suburban Neighborhood (N4) to Rural Residential Manufactured Home (R-RMH)

**REQUEST**

County Zone Change 733– 2535 Rockwood St. – From N4 to R-RMH- A zone change request from Large Lot Suburban Neighborhood (N4) to Rural-Residential Manufactured Home (R-RMH), on Lot 26, Meadowbrook Sub., S30, T01 N, R27 E, a 30,056 Sq. Ft. parcel of land. Included in this request is a variance from Section 27-304, Table 27-300.3.1-from the minimum lot size for each single-family dwelling of 15,001 square feet, to allow 2 single family principal buildings on a lot that is 30,056 square feet. A pre-application neighborhood meeting was held on November 22, 2025, at the subject property. Tax ID: C04827

**RECOMMENDATION**

The Zoning Commission is recommending denial of the requested zone change and adoption of the findings of the 11 criteria for Zone Change 733.

**APPLICATION DATA****OWNER:** Justin Fields**LEGAL DESCRIPTION:** Lot 26, Meadowlark Subd. S30, T1 N, R27 E**ADDRESS:** 2535 Rockwood St.**CURRENT ZONING:** N4**EXISTING LAND USE:** Residential**PROPOSED USE:** Residential**SIZE OF PARCEL:** approximately 30,056.4 square feet**CONCURRENT APPLICATIONS**

None

**APPLICABLE ZONING HISTORY**

See attachments.

**SURROUNDING LAND USE & ZONING**

**NORTH:** Zoning: Large Lot Suburban Neighborhood Residential (N4)

Land Use: Residential single-family

**SOUTH:** Zoning: Large Lot Suburban Neighborhood Residential (N4)

Land Use: Residential single-family

**EAST:** Zoning: Mid-Century Neighborhood Residential (N2)

Land Use: Large Lot Residential

**WEST:** Zoning: Large Lot Suburban Neighborhood Residential (N4)

Land Use: Residential single-family

## **BACKGROUND**

This application is a request to change the zoning designation from Large Lot Suburban Neighborhood (N4) to Rural Residential Manufactured Home (R-RMH), which allows a parcel size of 15,001 square feet for each principal building on Lot 26, Meadowbrook Sub., S30, T01 N, R27 E, a 30,056.4 Sq. Ft. parcel of land. There are two Residential Manufacture Home districts within the Yellowstone County Zoning Regulations. The R-RMH differs from the "Residential Manufactured Home (RMH)" in that it allows manufactured homes of all types as well as single-family homes on a minimum lot per dwelling of 15,001 square feet, while the RMH allows a minimum of 3,000 square feet for each principal building.

The property is located within an established neighborhood consisting of similarly sized and developed parcels. The adjacent property to the west has both a single-family home and a manufactured home, and the property to the east also contains an existing manufactured home.

The requested zone change was also evaluated in consultation with Yellowstone County Legal Department to determine if it is considered spot zoning. Spot zoning generally comprises "the process of singling out a small parcel of land for a use classification totally different from that of the surrounding area for the benefit of the owner of such property to the detriment of the other owners. Spot zoning is determined using three criteria. All three criteria must usually receive a yes in order to be considered spot zoning.

1. Whether the "requested use is significantly different from the prevailing use in the area;"  
The use of the property with the requested zone change will be residential. Surrounding properties are used as residential with some containing manufactured homes. The use will not be significantly different than the use in the prevailing area.
2. Whether "the area in which the requested use is to apply is rather small;"  
The area of the zone change is small, applying only to the associated lot, making the requested use area small. The use of residential does exist on adjacent properties and the zone change will continue to residential use.
3. Whether "the requested change is more in the nature of special legislation."

Courts have determined this to mean, is the zoning designed to benefit only one or a few landowners at the expense of the surrounding landowners or the general public? The zone change request does benefit only one landowner.

## **STAKEHOLDERS**

Planning staff provided public notice of the application in accordance with zoning regulations, including notification to surrounding property owners, publication of a legal advertisement, and posting of the subject property. Public comment was received at the Zoning Commission Hearing on this application. The comment was against the zone change and is outlined below in this section of the memo. The applicant held a pre-application neighborhood meeting on November 22, 2025, at the subject property, attended by seven members of the public. Neighborhood concerns included:

- Potential decrease in surrounding property values.
- The zone change's impact on neighboring properties.
- Whether the zoning would change the entire block.
- The status of the mobile home.

Details of the neighborhood meeting can be found within the attachments of this report.

Planning staff has reviewed the application, the zoning history of the surrounding area and the Lockwood Growth Policy for this area and recommended approval of the zone change.

After the discussion agenda item was submitted, additional information was received from the applicant and is attached to this staff report.

The Yellowstone County Consolidated Zoning Commission (YCCZC) conducted a public hearing on January 8, 2026. Chairperson Bush opened the hearing, after which staff provided a brief presentation outlining the findings and determinations supporting a recommendation of approval. The applicant, Justin Fields, concurred with staff's recommendation and requested approval of the zone change to allow the existing mobile home to remain on the property. Four (4) surrounding property owners spoke in opposition to the request, citing concerns that manufactured home zoning would negatively impact neighborhood character and potentially decrease surrounding property values.

Commission member Ellis made a motion to recommend denial of the zone change, specifying the determinations she believed were not met. The motion was seconded by Commission member Hecker and approved by a 3-0 voice vote. YCCZC is forwarding a recommendation of denial. Their determination contradicts staff's recommendation and findings. The Commission found that the proposal:

- Did not meet Growth Policy guidelines to preserve neighborhood character and quality of life. (Determination 1).
- The proposed zone would not support compatible urban development (Determination 7).
- Would not support the character of the district, and is not compatible with all the properties in the district (Determination 9).
- Would not conserve the value of existing buildings in the area (Determination 9).
- It is not encouraging the most appropriate use of the land. (Determination 10)

## **ALTERNATIVES**

The Yellowstone County Board of County Commissioners may:

- Deny and adopt the findings of the eleven review criteria determined by the YCCZC for Zone Change 733; or,
- Approval and adopt different findings of the eleven review criteria for Zone Change 733; or,
- Delay action on the zone change request for up to 30 days; or,
- Allow the applicant to withdraw the zone change request. The applicant has not requested the Commission consider withdrawal of the application.

## **FISCAL EFFECTS**

Approval or denial of the proposed zone change will have no fiscal effects on the Planning Division budget.

## **SUMMARY**

The Yellowstone County Board of County Commissions, prior to any decision, shall consider the following:

### **1. Is the new zoning designed in accordance with the Growth Policy?**

**Yellowstone County Growth Policy Goal:** Predictable land use decisions that are consistent with neighborhood character and preferred land use patterns identified in neighborhood plans.

**Staff Determination:** This area of the county includes a mix of low-density residential neighborhoods. Adjacent parcels to the east and west contain existing manufactured homes, and an established mobile home park is located approximately 200 feet east of the subject property. The proposed zoning is consistent with the Growth Policy's goal of supporting predictable land-use decisions that reflect existing neighborhood character and align with the preferred land-use patterns identified in adopted neighborhood plans.

**Zoning Commission Determination:** The proposed zoning would permit manufactured homes on the subject property which is not consistent with urban growth patterns or the existing neighborhood character. The presence of a limited number of existing mobile homes in the surrounding area does not, by itself, demonstrate conformity with the prevailing neighborhood pattern or support a finding that the proposed zoning would be compatible with planned growth in the area.

**Yellowstone County Growth Policy Goal:** Preserve neighborhood character and quality of life.

**Staff Determination:** The proposed zone change to R-RMH is designed to preserve neighborhood character and quality of life by facilitating residential development that reflects the scale and form of

surrounding neighborhoods. The proposed zone change will allow for compatible development while ensuring that housing types and lot configurations remain consistent with adjacent residential areas.

**Zoning Commission Determination:** The proposed zoning would permit manufactured homes on the subject property, which is not consistent with preserving the established neighborhood character. The presence of a limited number of existing mobile homes in the surrounding area does not, by itself, demonstrate conformity with the prevailing neighborhood pattern or support a finding that the proposed zoning would preserve neighborhood character or quality of life.

**The 2016 Lockwood Growth Policy** designates this property as Residential 7-10du/acre on the Preferred Future Land Use Map. The property is .69 acres and will have two dwelling units with a density of 2.89 dwelling units/acre.

## **2. Is the new zoning designed to secure from fire and other danger?**

This property is currently served by Lockwood Fire Department. There are existing hydrants located at the intersections of Greenwood Avenue with Rockwood Street and Silverton Street. The existing and proposed zoning requires building separations, setbacks, and height limits that should provide security from fire or other public safety emergencies.

## **3. Will the new zoning facilitate the provision of transportation, water, sewerage, schools, parks and other public requirements?**

**Transportation:** The proposed zoning will not, on its own, generate a significant increase in traffic. The property is already developed, and the zoning change would allow for only one additional dwelling unit. This may result in a minor increase of approximately ten vehicle trips per day. **Water and Sewerage:** The property is located within the Lockwood Water and Sewer District and is currently served by the district. No changes to service are anticipated as a result of the proposed zoning.

**Fire and Police:** The subject property is served by the Lockwood Fire District and the Yellowstone County Sheriff's Department. Both agencies were notified of the proposal, and no comments were received at the time this report was prepared.

**Schools and Parks:** The proposed zoning is expected to have minimal impact on local schools, as it would add only one additional dwelling unit. The Lockwood School District was notified of the proposal and provided no comments.

## **4. Will the new zoning promote health and general welfare?**

The zoning itself is not expected to have a negative effect on the health and general welfare of the area. County zoning regulations require minimum setbacks from property lines, separation of buildings, and restrict uses. The proposed zoning allows manufactured homes as a residential use, thereby maintaining compatibility with surrounding and adjacent properties.

## **5. Will the new zoning provide adequate light and air?**

The proposed zoning will require minimum setbacks, maximum building heights, separation between buildings, and maximum lot coverage. These requirements, found in Table 27-300-5, allow adequate light and air to reach the subject property and adjacent properties.

## **6. Will the new zoning affect motorized and non-motorized transportation?**

Consistent with Criteria 3, the proposed zoning change itself will not directly increase traffic on adjacent county roads. Rockwood Street is a county maintained, dead end, gravel road that connects to the county road, Greenwood Street. Neither Rockwood nor Greenwood Street have sidewalks. The addition of approximately 10 vehicle trips per day is anticipated to have minimal impact on the road and non-motorized transportation.

## **7. Will the new zoning be compatible with urban growth in the vicinity?**

**Staff Determination:** The R-RMH zoning district supports compact residential development that is compatible with the urban character of the surrounding area, which includes a mix of residential zoning districts such as RMH, N2, and N4. Under both the current and proposed zoning, the maximum number

of principal buildings permitted on the property is two.

**Zoning Commission Determination:** The proposed zoning would permit manufactured homes on the subject property, which is inconsistent with established urban growth patterns and the existing neighborhood character. The existence of a limited number of mobile homes in the surrounding area does not establish conformity with the prevailing neighborhood pattern and does not support a finding that the proposed zoning would be compatible with planned growth or appropriate land use in the area.

**8. Does the new zoning consider the character of the district and the suitability of the property for particular uses?**

**Staff Determination:** The surrounding area consists of similar residential zoning districts, including RMH, N2, and N4, which support a range of housing types. Adjacent parcels to the east and west contain existing manufactured homes, and an established mobile home park is located approximately 200 feet east of the subject property. Rezoning to R-RMH allows for the existing single family and an additional manufactured home that matches the scale and style of surrounding development.

**Zoning Commission Determination:** Similar to Determination 7 above, the proposed zoning would permit manufactured homes on the subject property and fails to consider the established character of the district. The presence of a limited number of existing mobile homes in the surrounding area does not establish conformity with the prevailing neighborhood pattern and does not support a finding that the proposed zoning is consistent with, or suitable for, the district.

**9. Will the new zoning conserve the value of buildings?**

**Staff Determination:** Similar to Criteria 8 above, the new zoning itself is not expected to alter the value of any buildings in the area. Valuations are typically based on improvements to the individual properties themselves. Adjacent parcels to the east and west contain existing manufactured homes, and an established mobile home park is located approximately 200 feet east of the subject property. The new zoning will allow the addition of one manufactured home. The residential uses should have no impact on surrounding properties. Any development of the property will need to meet the site development requirements in the zoning code, including building heights, setbacks, and separations.

**Zoning Commission Determination:** Similar to Determinations 7 and 8 above, the proposed zoning would permit manufactured homes on the subject property, which is inconsistent with the established character of the district. The installation of an older mobile home on the property would not conserve surrounding property values, and the proposed zoning would not contribute to the economic stability of the neighborhood.

**10. Will the new zoning encourage the most appropriate use of land in Yellowstone County?**

**Staff Determination:** Similar to Criteria 8 and 9, the proposed zoning supports appropriate residential land uses. Surrounding parcels include manufactured homes and a nearby mobile home park. This confirms the zone change promotes compatible consistent growth. The property immediately to the west of the requested zone change added a manufactured home between September 2009 and June 2011, based on available aerial imagery. The property to the east has contained a manufactured home since at least 1974, according to Department of Revenue records.

**Zoning Commission Determination:** The presence of a limited number of existing mobile homes in the surrounding area does not support the most appropriate use of the land.

**11. Will the new zoning be as compatible as possible with adjacent zoning in the City of Billings?**

The proposed zoning is not adjacent to, nor in proximity to, the City of Billings city limits or areas subject to City of Billings zoning.

## **RECOMMENDATION**

The Zoning Commission is recommending denial of the requested zone change and adoption of the findings of the 11 criteria for Zone Change 733.

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## Attachments

Zoning Map & Site Photos  
Application & Applicant Letter  
Neighborhood Meeting Info.  
History  
Applicant Rebuttal letter  
Rebuttal supporting photos

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## Attachments for Zone Change 733



## Attachments for Zone Change 733



Attachments for Zone Change 733



Attachments for Zone Change 733



# Attachments for Zone Change 733

## COUNTY APPLICATION FORM

COUNTY ZONE CHANGE County Zone Change # 733 - Project # 25-00219

The undersigned as owner(s) of the following described property hereby request a Zone Change as outlined in the Yellowstone County Unified Zoning Regulations.

Present Zoning: N4

Proposed Zoning: R-RM H

Property Tax ID # C04827 COUNTY COMMISSIONER DISTRICT # 1

Legal Description of Property: LOT 26 MEADOWBROOK SUB.

Address or General Location (If unknown, contact County Public Works):

2535 Rockwood St.

Size of Parcel (Area & Dimensions): 29,309 SF.

Present Land-Use: RESIDENTIAL

Proposed Land-Use: SAME

\*\*\* Additional information may be required as determined by the Zoning Coordinator in order to fully evaluate the application.

Owner(s) Justin Fields  
(Record Owner)  
2539 Rockwood St., Billings, MT 59101  
(Address)  
406-591-1518 grampyjake1@gmail.com  
(Phone Number) (Email)

Agent(s): \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_ (Phone Number) \_\_\_\_\_ (Email)

I understand that the filing fee accompanying this application is not refundable, that it pays for the cost of processing, and that the fee does not constitute a payment for a Zone Change. Also, I attest that all the information presented herein is factual and correct.

Signature: Justin Fields Date: 12/11/25  
(Record Owner – Digital Signature Allowed)

## Attachments for Zone Change 733

### **Zoning Map Amendment Support Statement**

**Applicant:** Justin Fields

**Property Address:** 2535 Rockwood Street, Lockwood (County Portion of Billings, Montana)

**Request:** Zone change to allow placement of a mobile home on the same parcel as an existing stick-built home

**Submitted To:** Yellowstone County Zoning Commission

#### **Introduction**

This statement is submitted in support of a zoning map amendment for the property located at **2535 Rockwood Street** in Lockwood, a neighborhood located in Yellowstone County, owned by **Justin Fields**. The applicant seeks approval to place a mobile home on the same parcel as the existing stick-built residence. This request promotes responsible housing expansion, aligns with both the **2016 City of Billings Growth Policy** and the **2016 Lockwood Growth Policy**, satisfies all ten statutory zoning criteria under **MCA 76-2-304**, and is compatible with the existing development pattern of the neighborhood, which already includes multiple manufactured homes—including long-standing mobile homes on each property directly adjacent to the subject parcel to the east and the west and two mobile home parks within the 300 foot radius map area as identified by the City County Planning Office of Billings, MT in regard to the subject property.

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#### **Finding 1 – Consistency with the 2016 Growth Policy & Lockwood Growth Policy**

##### **A. Consistency with the 2016 City of Billings Growth Policy**

The proposed zoning map amendment supports multiple Growth Guidelines:

1. **Home Base 1 & 2 – Housing Diversity and Affordability**  
The Growth Policy encourages a mix of housing types and supports housing that meets varying income levels. Allowing a mobile home in addition to the primary residence directly aligns with this guideline by creating safe, affordable housing within an already serviced area.
2. **Strong Neighborhoods – Compatible Infill**  
The Policy supports infill development where infrastructure already exists. This request uses existing utilities, road access, and emergency services without creating sprawl or extending service boundaries.
3. **Community Fabric – Reinvestment in Existing Neighborhoods**  
Adding an additional housing option to an established parcel enhances the neighborhood's stability and supports flexible, multigenerational housing options.
4. **Essential Investments – Efficient Use of Existing Services**  
The Policy prioritizes development that makes full use of existing public investments. No new infrastructure is required for the proposed use.

##### **B. Consistency with the 2016 Lockwood Growth Policy**

The Lockwood Growth Policy envisions a community supported by a range of housing options. Key elements include:

1. **A Variety of Housing Types as Core to Lockwood's Identity**  
The Policy documents that **over 34% of existing Lockwood housing units are manufactured homes**, demonstrating the established and ongoing role of manufactured housing within the community.

## Attachments for Zone Change 733

### 2. **Support for Higher Residential Densities Where Infrastructure Exists**

The subject property is located in a well-serviced area with existing road access, utilities, and emergency response capability. The proposal aligns with the Policy's support for modest increases in residential density without subdivision.

### 3. **Housing That Supports Family Stability and Community Needs**

The additional residence supports multigenerational living or long-term rental housing, consistent with Lockwood's need for flexible and affordable options.

#### **Conclusion for Finding 1:**

The proposed zoning change directly implements the goals of both Growth Policies by supporting affordable, flexible housing and making efficient use of existing resources.

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#### **Finding 2 – Compliance with MCA 76-2-304 Statutory Criteria**

The proposed zone change meets all ten statutory criteria as follows:

##### 1. **Public Health, Safety, and General Welfare**

The parcel is appropriately sized and already served by public safety, utilities, and road infrastructure. The addition of a mobile home introduces no safety or health risks.

##### 2. **Consistency with the Growth Policy**

As shown above, the request aligns with both the Billings and Lockwood Growth Policies.

##### 3. **Compatibility with Existing Neighborhood Character**

Lockwood is a mixed-housing community containing stick-built homes, manufactured homes, mobile homes, and mobile home communities. This request is entirely consistent with the neighborhood's established pattern.

##### 4. **No Adverse Impacts on Adjacent Properties**

The proposal respects all setbacks and placement standards. The mobile home will not create noise, traffic, or visual impacts beyond normal residential use.

##### 5. **Adequacy of Public Services**

Existing road access, utilities, fire protection, and emergency services are sufficient for the proposed use. No expansions or upgrades are required.

##### 6. **Promotion of Orderly Development**

This modest increase in density supports compact, efficient development without requiring additional subdivision or sprawl.

##### 7. **Minimization of Public Infrastructure Costs**

Because all necessary services already exist, the county incurs no additional expense.

##### 8. **Consideration of Environmental Constraints**

The parcel is not within a floodplain, wetland, or environmentally sensitive area.

##### 9. **Balancing Property Rights with Community Interests**

The proposal allows the applicant to make reasonable residential use of their property while remaining fully compatible with the area and Growth Policy.

##### 10. **Contribution to Economic Stability**

Manufactured housing contributes to affordable living opportunities in Lockwood, supporting local workforce needs and housing stability.

#### **Conclusion for Finding 2:**

The request satisfies all statutory criteria and is consistent with responsible planning and public welfare.

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## Attachments for Zone Change 733

### **Finding 3 – Compatibility with Existing and Planned Development**

#### **1. Existing Compatibility**

The immediate neighborhood already contains multiple mobile and manufactured homes. Notably, a long-standing mobile home exists **directly adjacent** to the subject property to the west and a long-standing mobile home exists **directly adjacent** to the subject property to the east.

#### **2. Neighborhood Housing Composition**

The surrounding streets and blocks feature a mix of site-built homes, manufactured homes, and multifamily housing. **Mobile home courts also exist within 300 feet of the subject property**, including along Old Hardin Road and along Johnson Lane.

#### **3. Planned Development Patterns**

Lockwood's Growth Policy anticipates continued residential growth with diverse housing options. Allowing a second residence in the form of a mobile home fits within this long-range vision.

#### **Conclusion for Finding 3:**

The zoning change reinforces the established mixed-housing character of the neighborhood and is entirely compatible with both current and anticipated future development patterns.

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### **Final Conclusion**

The proposed zoning map amendment for **2535 Rockwood Street**:

- Fully complies with the **2016 City of Billings Growth Policy** and **2016 Lockwood Growth Policy**
- Meets all statutory requirements under **MCA 76-2-304**
- Is compatible with and supported by surrounding development
- Makes efficient use of existing public infrastructure
- Provides stable, affordable housing consistent with neighborhood expectations

**Approval of this request is recommended**, as it advances community goals while allowing the property owner, Justin Fields, to responsibly and beneficially use his land.

**YELLOWSTONE COUNTY**  
**Pre-Application Statement of Owner(s) or Agent(s)**

The owner(s), contract purchasers (if any) and agents (if any) are required to submit this completed form on-line and any attachments along with a completed zone change application form, including any required fees, for a zone change to be processed by the Planning Division.

1. Present Zoning: N4

2. Written description of the Zone Change Plan including square footage or acres of proposed new zoning:

R-R M 1t

3. Subject Property Map: please attach to this form

4. Legal Description of Property: LOT 26 MEADOW BROOK SUB

5. Roster of persons who attended the pre-application neighborhood meeting: please attach to this form

6. A copy of the meeting notice. please attach to this form

7. A brief synopsis of the meeting results. please attach to this form

8. The undersigned affirm the following:

- The pre-application neighborhood meeting was held on the 22, day of NOVEMBER 2025
- The zone change application is based on materials presented at the meeting.

Owner (s): Justin Fields Telephone: 406-591-1518

Address: 2539 Rockwood St. Email: grampyjake1@gmail.com  
Billings, MT 59101

Agent (s): \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

## Attachments for Zone Change 733

Justin "Jake" Fields  
2539 Rockwood St., Billings, MT 59101  
(406) 591-1518 [grampyjake1@gmail.com](mailto:grampyjake1@gmail.com)

November 13, 2025

Planning & Community Services Department  
P.O. Box 1178  
Billings MT 59103

**Re: Neighborhood Meeting for Zone Change**

Dear Landowner:



The purpose of this letter is to inform you of a neighborhood meeting pertaining to a potential zone change for 2535 Rockwood St. (MEADOWBROOK SUBD, S30, T01 N, R27 E, Lot 26). As part of the zone change process, this meeting is required to provide information to the surrounding property owners of the potential zone change for their review and comment prior to submitting the zone change application.

The current zoning of property is N4, Large Lot Suburban Neighborhood Residential, and the proposed zone change will be to R-RMH, Rural Residential Manufactured Home. The owner, Justin Fields, intends to perform this zone change to allow for the addition of his manufactured home to the property. Below is an excerpt from the Yellowstone County Zoning Regulations defining the two different types of zoning, along with a web address where additional information on regulations can be found.

**N4: LARGE LOT SUBURBAN NEIGHBORHOOD RESIDENTIAL**

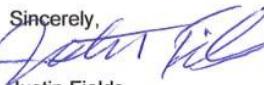
The N4 district is intended for large lot residential neighborhoods primarily with single-family homes. Characteristics include wide, large lots and attached garages often located on the front building façade. Regulations include basic setback and height parameters.

**R-RMH: RURAL RESIDENTIAL MANUFACTURED HOME**

The R-RMH district is intended to provide stable environments for individual manufactured homes and compatible accessory uses.

<https://www.billingsmt.gov/DocumentCenter/View/53645/Yellowstone-County-Zoning-Regulations-APR-2025-UPDATE>

The meeting will be held on the subject property, 2535 Rockwood Street, Saturday November 22 at 3:00pm. If you are unable to attend the scheduled meeting and have comments on the zone change, please provide them to me in writing at the email address below.

Sincerely,  
  
Justin Fields  
[grampyjake1@gmail.com](mailto:grampyjake1@gmail.com)

Sacie Fields ~~Joiner~~ 406-860-7633  
322 Green Terrace Drive 59102

Heather & Shane Durman 406.500.2370  
~~Heather Durman~~ No/No

Richard Hibbs No  
Rockhurst Hobbs 406-425-2302

Will Johnson No  
William Johnson 406 698-4720

Review Code/CCS for age of mobile home.

Eric & Rose Runestad 406 698-3880 Yes/Yes  
mrunestad@gmail.com

Runestad Kew Hazel 406 670-5914  
No

## Attachments for Zone Change 733

Justin "Jake" Fields  
2539 Rockwood St., Billings, MT 59101  
(406) 591-1518 [grampyjake1@gmail.com](mailto:grampyjake1@gmail.com)

### ZONE CHANGE PRE-APPLICATION NEIGHBORHOOD MEETING NOTES 3:00pm, Saturday, November 22

Seven people representing six properties attended

#### ATTENDING:

Shane & Heather Luhman, 2520 Rockwood St.  
Richard Hibbs, 2514 Old Hardin Rd.  
William Johnson, 2511 Rockwood St.  
Eric & Marisa (Rese) Runestad representing Marjorie Runestad, 531 Greenwood Ave.  
Ken Hagel, 2537 Silverton St.

#### ALSO ATTENDING:

Jacie Fields, daughter of Justin Fields, 3221 Green Terrace Drive, 59102

#### NOTES BY JUSTIN FIELDS:

Shane Luhman was concerned that I had not moved the mobile home as soon as I received the notice of zone violation.

The Luhmans and Mr. Johnson expressed confusion as to what property would be affected by the zone change. They had the idea that a block of several properties including theirs would all have their zones changed along with mine. They expressed their intent to research the matter, and I encouraged them to do so.

Mr. Hibbs, Mr. Johnson, and the Luhmans, thought the presence of a mobile on my property would negatively affect the value of their properties.

I pointed out that the properties immediately to the east and west of mine have mobiles already present and that there are two trailer courts within view of my property. I also pointed out that I have improved the value of my property by removing several large and in some cases dangerous trees, bringing in gravel to stabilize the ground and provide driveway and parking, and skirting my mobile by building a 2x4 frame and insulating and siding it.

Mrs. Luhman indicated her intent to have a realtor assess the possible property disparity in view of the presence of my mobile.

Mr. Hibbs became quite agitated and left the meeting.

Mr. Luhman was combative, argumentative, and was asked not to use foul language at one point. He made the statement that he was going to see to it that my zone change request would be denied and that when that happened, I would have to move my mobile within a week. He continued to bring up the same points in a combative posture to the point that I had to tell him our conversation was over.

Once Mr. Luhman was gone the remaining neighbors were able to express their viewpoints and each, Erick and Rese Runestad and Ken Hagel, had no objection to the presence of my mobile. Mrs. Runestad stated that because the mobile is behind the house that is on the property it is not visible.

## Attachments for Zone Change 733

### NOTES BY JACIE FIELDS:

I attended the community meeting at 2535 Rockwood Street, Billings, MT 59101 on Saturday, November 22 at 3:00 p.m. Justin Fields is the property owner. I am his daughter. I do not have an ownership interest in the property. I attended in order to take notes.

My father began the meeting with a humble acknowledgement that his intention in improving the property through extensive tree removal, dirt work, and gravel laying had all been done in an effort to create a quality addition to his property and the neighborhood. He is a seventy-three-year-old man who is retired but is currently working full time at the refinery in Lockwood to help with finances in his retirement. He has worked hard, blue collar jobs his whole life. He has owned the mobile home that has been placed on the property for some time. His pride in ownership is apparent throughout the careful updates to the mobile home and the land itself. He was not private about his intentions as he had opportunity to talk with neighbors when he began extensive tree removal on the property in June. In July, the mobile home was professionally moved to the site, hooked to utilities, and only then did he receive notice that he would need to request a zone change, prompted by a call to zoning by Shane Luhman, who acknowledged at the meeting that he made the call instead of directly contacting Justin. When he received the letter, Justin immediately called the zoning department and was directed to Mike Scheino who told him that as long as he stayed in communication and began the process, he did not need to take action. Based on that guidance, Justin moved forward with finalizing the project. He walked the attendees through this timeline and calmly asked that they be understanding of his intention to use the rental income from the pre-existing home to cover his mortgage and allow him to retire soon.

Attendees Shane and Heather Luhman and Richard Hibbs were the most outspoken, stating that they believed that the zone change would affect the whole neighborhood zoning. I attempted to clarify for them that the zone change request was only specific to the subject property parcel. They then claimed that the presence of one additional mobile home- while another is more in line of sight of both of their properties and is in a blighted condition- would affect their property values. I recommended that they speak with licensed real estate agents who can confirm for them that the presence of one additional mobile home in a neighborhood does not affect their specific property value. Shane Luhman became irate and began to cuss at my father and me. I calmly asked him to maintain a professional decorum. He claimed that he had also spoken to the same gentleman from zoning just the day before and that he had been reassured that if the zoning request didn't pass, the mobile home would have to be removed within a week. Mr. Hibbs became belligerent and left the meeting abruptly, shouting obscenities back at us as he left.

I had a side conversation with Heather Luhman where I once again attempted to clarify for her that everything Justin had done had been in an effort to improve his property and live in peace with his neighbors. She and I both know a REALTOR® named Jacque Lorang who is a specialist in the Lockwood area. I recommended that she reach out to her to discuss a Comparative Market Analysis which does not take into account the specific zoning or presence of a single mobile home in the overall pricing of their home. She and her husband seem to have a singular mindset that is based on the belief that because they "told Justin to stop" by making a call to zoning, that he needs to be "punished" and forced to remove his home, at a severe loss to my father's overall net worth.

Neighboring landowners Marisa and Eric Runestad made statements of support for the change, noting their long-standing involvement in the neighborhood through family-owned property nearby. They have recently torn down a blighted home located at 531 Greenwood which has been in their family for a very long time. When the attendees who had been taking part in the shouting and cussing had left, they, along with Ken Hagel, shared their support of the zone change.

My father is an upstanding, hardworking citizen. He will continue to improve the property, providing a safe rental to the new English teacher at Lockwood High School, and peacefully living on the property as well. He has served the Lockwood community throughout his life. He volunteered at local retirement homes and churches for 20+ years, taking part in free sports camps for local youth, and selflessly mowing lawns for less fortunate members of the neighborhood even when he lived in the Heights. He owned and operated a business, The Big Dipper Drive Inn, in Lockwood for six years. Allowing him to live in his

## Attachments for Zone Change 733

mobile home in Lockwood would allow him the opportunity to live amongst an area he has cared for in one way or another throughout his adult life. He carries the core values of a good neighbor, and someone who will seek to improve not only his own property, but the lives and properties of those around him.

Thank you for considering this zone change on his behalf.

Warmly,  
Jacie Fields  
3221 Green Terrace Drive  
Billings, MT 59102

**APPLICABLE ZONING HISTORY – Zone Change 733 -2535 Rockwood Street**

| <b>SUBJECT PROPERTY</b>         | <b>ZONE CHANGE</b> | <b>DATE</b> | <b>FOR</b>         | <b>APPROVED (Y/N)</b> | <b>ADDITIONAL DATA</b>     |
|---------------------------------|--------------------|-------------|--------------------|-----------------------|----------------------------|
| None.                           |                    |             |                    |                       |                            |
| <b>SURROUNDING PROPERTY</b>     | <b>ZONE CHANGE</b> | <b>DATE</b> | <b>FOR</b>         | <b>APPROVED (Y/N)</b> | <b>ADDITIONAL DATA</b>     |
| C.O.S 540                       | 60                 | 9/30/1975   | R-150 to RM        | Y                     |                            |
| C.O.S 540                       | N/A                | 2021        | Updated to RR3     |                       | Updated during Recode      |
| Grand and 50 <sup>th</sup> St W | 690                | 8/31/2019   | A-1 to NC and R-70 | N                     |                            |
| 2404 & 2422 Old Hardin Rd       | 701                | 5/26/2020   | R-150 to RMFR      | Y                     |                            |
| 133 Eagle Cliff Meadows         | 702                | 8/25/2020   | A-S to R-150       | Y                     |                            |
| Cherry Creek Lt 2               | 703                | 10/6/2020   | R-96 to R-80       | N                     |                            |
| 626 Johnson Ln                  | 704                | 8/31/2021   | CMU2 to NX3        | Y                     |                            |
| 2433 Highway 87 E               | 712                | 10/4/2022   | RR3 to NX1         | Y                     |                            |
| 2602 Rockwood                   | 729                | 7/22/2025   | RR-3 to N2         | Y                     |                            |
| 406 Johnson Ln.                 | 730                | 8/30/2025   | RR-3 to RMH        | N                     | Staff Recommended approval |

Justin "Jake" Fields  
2539 Rockwood St., Billings, MT 59101  
(406) 591-1518 [grampyjake1@gmail.com](mailto:grampyjake1@gmail.com)

Yellowstone County Commissioners

Re: Zone Change Request 733

OWNER: Justin Fields

LEGAL DESCRIPTION: Lot 26, Meadowlark Subd. S30, T1 N, R27 E

ADDRESS: 2535 Rockwood St.

CURRENT ZONING: N4

EXISTING LAND USE: Residential

PROPOSED USE: Residential

SIZE OF PARCEL: approximately 30,056.4 square feet

Dear Sirs:

I appreciate the opportunity to bring my zone change request before you. I am grateful to have this process in place, I am grateful for the kindness and patience of the planning staff as they led me through this process, and I am grateful for the service of the Consolidated Yellowstone County Zoning Commission.

As you know, this is the final step in the process after a community meeting, submission of a packet of materials to the planning department, and review by the Zoning Commission.

The materials that I provided to the planning department included notes on the community meeting, a letter outlining how this change is consistent with the city and county growth policy concluding that the zoning change reinforces the established mixed-housing character of the neighborhood and is entirely compatible with both current and anticipated future development patterns, a plat outline, an aerial view of the subject and surrounding properties, etc.

After review of the materials provided the planning staff recommended approval of the zone change on the basis that the change does meet all eleven criteria set out in the city and county growth plans along with explanations for each point as to why and how the change does meet the criteria.

A public hearing was held on January 8, 2026, at 4:00 pm in City Council Chambers, 5<sup>th</sup> Floor City Hall. Karen Husman, Zoning Coordinator for Billings Planning and Community Services, presented the zoning staff's findings, I was given a chance to address the Commission, public attendees gave their statements, and then the Commission made their determination.

I was quite surprised to hear the Commission unanimously vote to recommend denial of the zone change request. Commission Vice Chairman, Pam Ellis, without reading the text of the criteria point or points, only read the question posed by each criteria point and said "No, it doesn't" meet the criteria. She offered no evidence or supporting statement to rebut the statements that planning staff provided showing that the zone change request does meet the criteria for each point. She initially picked item eight stating that the zone change would violate state law (a law she could not cite specifically) and that I would need to have a foundation under the mobile home, a point that was not stated during all my communications with Mike Schieno nor the zoning staff before the hearing and over which there was some confusing communication between Mrs. Ellis and Karen Husman of the planning department during the hearing. Karen Husman attempted to clarify the scope of the law being referenced, which did not apply here, however Commissioner Ellis did not seem to understand how it was unrelated to my zone change request. Commissioner Ellis eventually added items seven through ten to say "No" to.

I would like to take this opportunity to present the full text of the points in question so that you will have a chance to see them in their entirety:

*7. Will the new zoning be compatible with urban growth in the vicinity?*

The R-RMH zoning district supports compact residential development that is compatible with the urban character of the surrounding area, which includes a mix of residential zoning districts such as RMH, N2, and N4. Under both the current and proposed zoning, the maximum number of principal buildings permitted on the property is two.

8. *Does the new zoning consider the character of the district and the suitability of the property for particular uses?*

The surrounding area consists of similar residential zoning districts, including RMH, N2, and N4, which support a range of housing types. Adjacent parcels to the east and west contain existing manufactured homes, and an established mobile home park is located approximately 200 feet east of the subject property. Rezoning to R-RMH allows for the existing single family and an additional manufactured home that matches the scale and style of surrounding development.

9. *Will the new zoning conserve the value of buildings?*

Similar to Criteria 8 above, the new zoning itself is not expected to alter the value of any buildings in the area. Valuations are typically based on improvements to the individual properties themselves. Adjacent parcels to the east and west contain existing manufactured homes, and an established mobile home park is located approximately 200 feet east of the subject property. The new zoning will allow the addition of one manufactured home. The residential uses should have no impact on surrounding properties. Any development of the property will need to meet the site development requirements in the zoning code, including building heights, setbacks, and separations.

10. *Will the new zoning encourage the most appropriate use of land in Yellowstone County?*

Similar to Criteria 8 and 9, the proposed zoning supports appropriate residential land uses. Surrounding parcels include manufactured homes and a nearby mobile home park, this confirms the zone change promotes compatible growth consistent with the existing residential character. The property immediately to the west of the requested zone change added a manufactured home between September 2009 and June 2011, based on available aerial imagery. The property to the east has contained a manufactured home since at least 1974, according to Department of Revenue records.

Please allow me to offer this information in an attempt to clarify the law, HB 785, which became law in 2025;

**Key Requirements for Permanent Foundation Status (HB 785)**

To be considered real property (like a stick-built house) for tax and lending purposes, a manufactured home must meet these criteria, with specific allowances for older homes:

1. **Remove Running Gear:** The wheels, axles, and towing hitch must be removed.
2. **Permanent Foundation:** Must be on a permanent foundation, defined as concrete, concrete block, or wood piers on concrete/block footings (not temporary supports like wood blocks).
3. **Attach to Land:** The home must be affixed to the foundation.
4. **Land Ownership/Permission:** Must be on owned or permitted land.

Although Commissioner Ellis never referenced any particular law, this law concerning foundations on mobile homes was passed in 2025. The purpose of the law is for tax and lending purposes and is not intended to require permanent foundations on any and all mobile homes from 2025 on.

The Yellowstone County definition of R-RMH zone contains no requirement regarding foundations and reads as follows:

R-RMH: RURAL RESIDENTIAL MANUFACTURED HOME The R-RMH district is intended to provide stable environments for individual manufactured homes and compatible accessory uses.

Also, **in regard to criteria 8**, planning staff notes the existing mobile homes on the lots to the east and west of my property and a mobile home park (actually two mobile home parks) within 200 feet of my property. I would add that three properties north of my property and the property to the east have businesses operating on/from them. This indicates to me that the neighborhood exhibits a multi-use personality.

**Criteria 7** refers to the limit of two principal buildings on the property which fits with my intended use. My communication to the planning department supports criteria 7 in this way;

## A. Consistency with the 2016 City of Billings Growth Policy

The proposed zoning map amendment supports multiple Growth Guidelines:

### 1. **Home Base 1 & 2 – Housing Diversity and Affordability**

The Growth Policy encourages a mix of housing types and supports housing that meets varying income levels. Allowing a mobile home in addition to the primary residence directly aligns with this guideline by creating safe, affordable housing within an already serviced area.

### 2. **Strong Neighborhoods – Compatible Infill**

The Policy supports infill development where infrastructure already exists. This request uses existing utilities, road access, and emergency services without creating sprawl or extending service boundaries.

### 3. **Community Fabric – Reinvestment in Existing Neighborhoods**

Adding an additional housing option to an established parcel enhances the neighborhood's stability and supports flexible, multigenerational housing options.

### 4. **Essential Investments – Efficient Use of Existing Services**

The Policy prioritizes development that makes full use of existing public investments. No new infrastructure is required for the proposed use.

**Criteria 9** addresses the question of property values stating "Similar to Criteria 8 above, the new zoning itself is not expected to alter the value of any buildings in the area. Valuations are typically based on improvements to the individual properties themselves." In other words, the value of a property does not materially affect the value of any other property. If it did then my property would be the one being negatively affected, seeing the condition of surrounding properties. Planning staff also refers to the existing individual mobile homes and mobile home parks on surrounding properties.

**Criteria 10** also refers to the existing individual mobile homes and mobile home parks on surrounding properties which supports appropriate land use by me.

I think it appropriate to mention the improvements that I have made to my property to facilitate the addition of my mobile. In 2024 I had one large tree that was a danger to my neighbor removed and during the summer of 2025 I removed 10 trees, some of which were very large and some a hazard. Some of the trees were on Lockwood Irrigation District right of way. I communicated with Carl Peters, the president of the district, about the cost of removal if done by a professional tree service. Because the removal was beneficial to both me and the district I removed them at no cost to the district. I brought in a large amount of gravel for parking and driveway areas which helps to stabilize the land. I took out the old and inefficient heating system in the existing house on the property and installed new central heating and cooling. The skirting I installed on my mobile is built like a house wall, framed with 2x4s, insulated, and sided. The addition of cedar trim completes a pleasant look for the skirting.

I would say that I struggle to understand how Commissioner Ellis can deny my request on the basis of a law that she could not cite specifically but that she accused me of being in violation of or how the other commissioners, Tyler Bush and Carlotta Hicker, could follow her lead without being sure of the law in question. These actions by the Commissioners seems harsh, reckless, and irresponsible. I am not sure if any of the commissioners had a chance to read the findings of the planning department so that they could understand the issues involved in this zone change request.

I would like to clearly state that HB 785 has no affect on the status of my zone change request.

I am including with this letter pictures, videos, and an aerial view of my property and the surrounding properties. I think you will be able to see from these that my property is compatible with and is in at least as good, if not better condition as surrounding properties.

I respectfully request that you view the links for videos we took on the evening of January 11, 2026, in order to show the scope of the Greenwood and Rockwood Street neighborhoods.

You will see that the neighborhood is defined by:

1. Mobile and manufactured homes. Both placed on the street, and viewable, in numbers,

from anywhere one walks or drives through the neighborhood.

2. Numerous unmoving vehicles.

3. Livestock presence. Goats, horses, sheep, chickens and free roaming chickens.

4. Properties in severe disrepair. (Exposed siding, overgrowth, 531 Greenwood was razed by the owners in the fall of 2025)

5. Nine camper trailers being inhabited for full time, residential use. There are possibly more being used for the same purpose, as camper trailers in various states of dereliction are prolific in the area.

The first video is 1:39 minutes long and shows the approach from Old Hardin Road, ending at the front door of my home. <https://youtube.com/shorts/62fz4PypgYg?si=0x7JC9luqEVdEbga>

The second video is 7:09 minutes long and shows the approach to the mobile home park one street over, and the state of properties along Greenwood.

<https://youtu.be/MZIrHy9dkvc?si=tO4Gn2tlgLSg3QqL>

On the basis of these things, I would respectfully request that you not follow the recommendation of the Consolidated Zoning Commission but that you follow the recommendation of the Planning and Community Services Department and approve my zone change request.

Respectfully

*Justin Fields*

Justin Fields

01/12/2026



## Completed Document Audit Report

Completed with SignWell.com

### Title: ZONE CHANGE - Yellowstone County Commissioners

Document ID: 216755b4-89ea-41cf-bec0-3ede96bec825

Time Zone: (GMT+00:00) Coordinated Universal Time

### Files

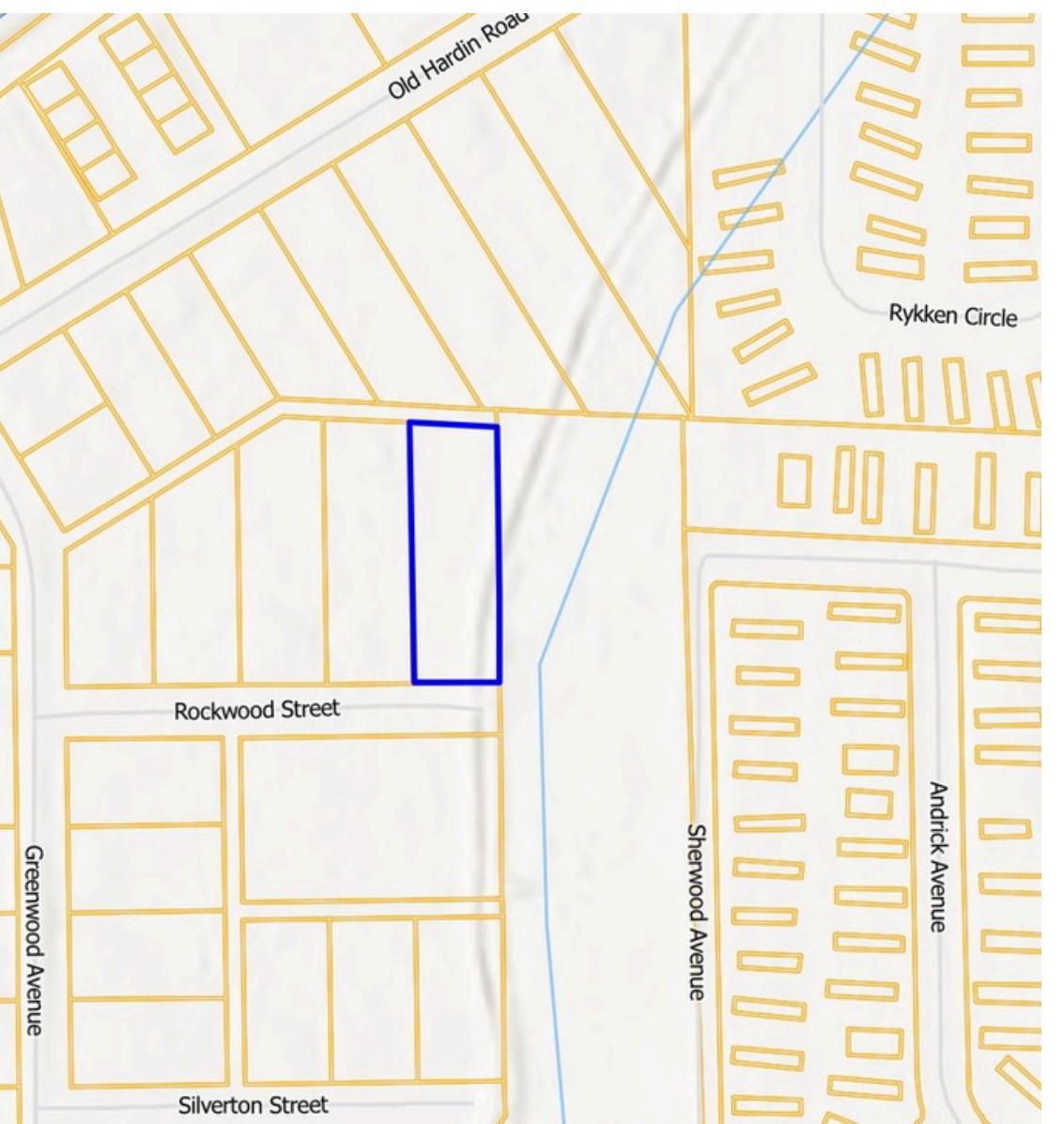
|   |                           |
|---|---------------------------|
| ZONE CHANGE - Yellowstone County Commissioners.docx - 4 pages | Jan 12, 2026 13:30:22 UTC |
|---|---------------------------|

### Activity

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|--|---|---------------------------|
|  <b>Jacie Fields</b>   | created the document (jfieldsmt@gmail.com)    | Jan 12, 2026 13:30:41 UTC |
| IP: 2600:6c67:49f0:2f20:7406:e58:a9b1:170b   |   |                           |
|  <b>Jacie Fields</b>  | sent the document to grampyjake1@gmail.com    | Jan 12, 2026 13:31:20 UTC |
|  |   |                           |
|  <b>Justin Fields</b> | first viewed document (grampyjake1@gmail.com) | Jan 12, 2026 13:32:00 UTC |
| IP: 2600:6c67:49f0:2f20:bda3:4d87:83b6:3ba2  |   |                           |
|  <b>Justin Fields</b> | signed the document (grampyjake1@gmail.com)   | Jan 12, 2026 13:32:43 UTC |
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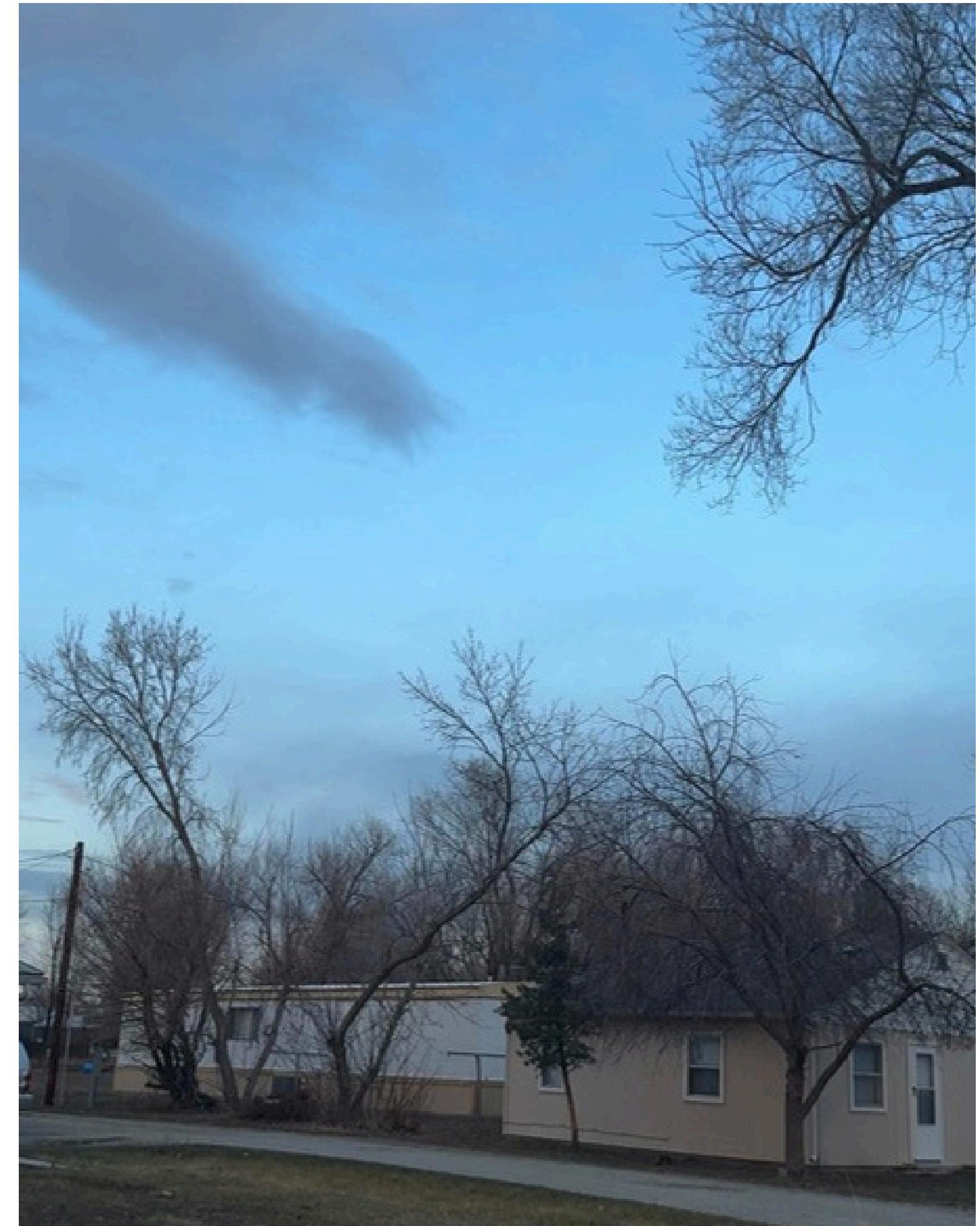
# 2539 Rockwood Street Subject Property

- I have lived in this home for 17 years at its previous location, 433 Roxy Lane in the Billings Heights, near Lake Elmo.
- I continue to personally reside in the home. This IS my home. This is the home all of my 11 grandchildren have come to visit me their entire lives.



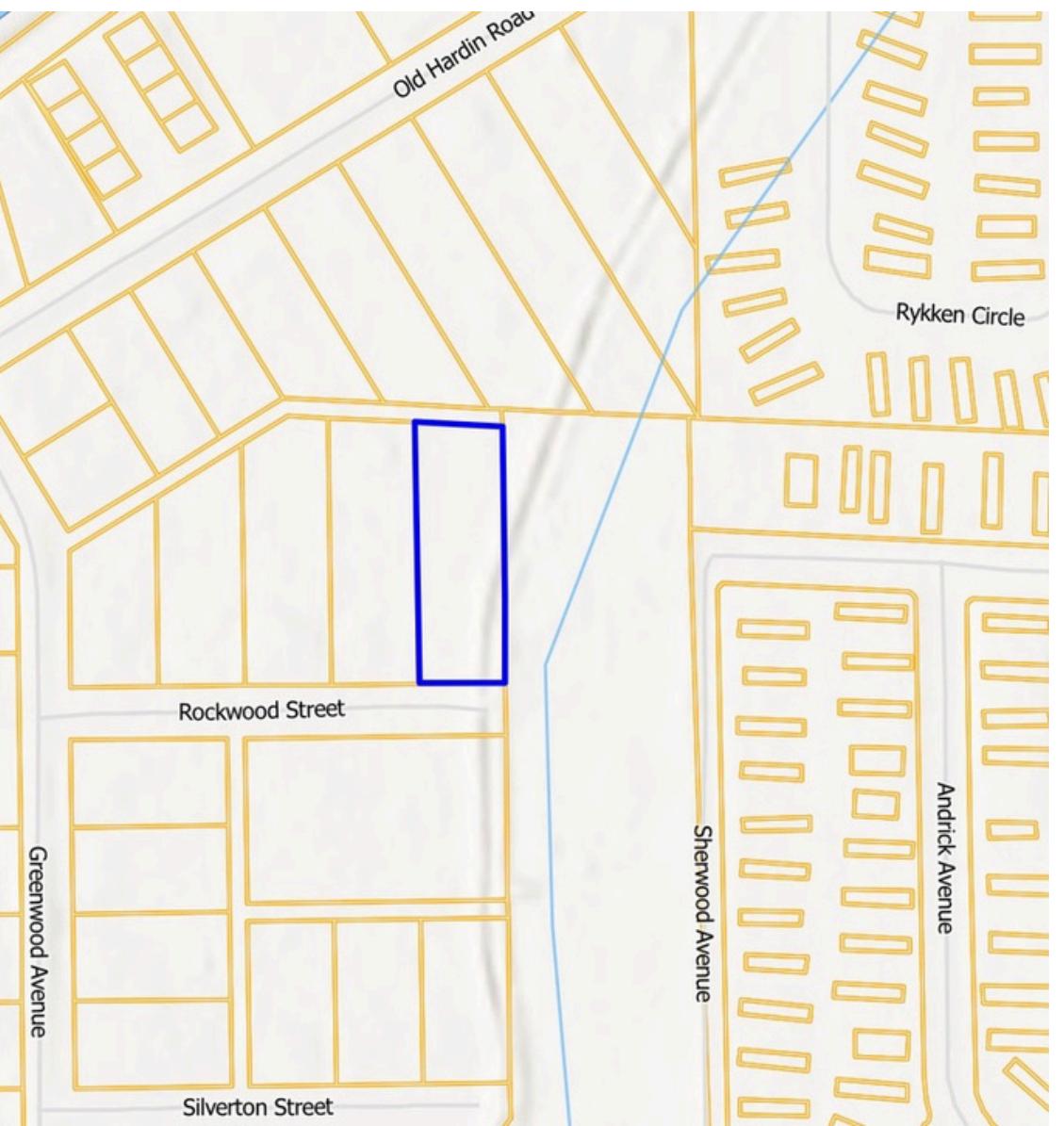
# 2539 Rockwood Street Subject Property

- Right photo shows the view of both homes as seen from Rockwood Street, exemplifying the view from the front door of 2520.
- Bottom photo shows the front entrance to my home and the extensive improvements I have provided by clearing overgrowth and investing in \$1200 worth of gravel infill to create an intentional and even private drive and parking area.
- I built my skirting in line with framing guidelines for stick built homes.



# 2535 Rockwood Street Subject Property

- Stick built home constructed in 1956.
- No laundry hookups at all. No laundry services available.
- Did not have gas forced air or air conditioning until I installed it this summer.
- Extensively remodeled in 2022 by the previous owner to bring it out of derelict condition.
- I removed 10 very large trees at my own personal cost and effort, at NO CHARGE to the Lockwood Irrigation District.



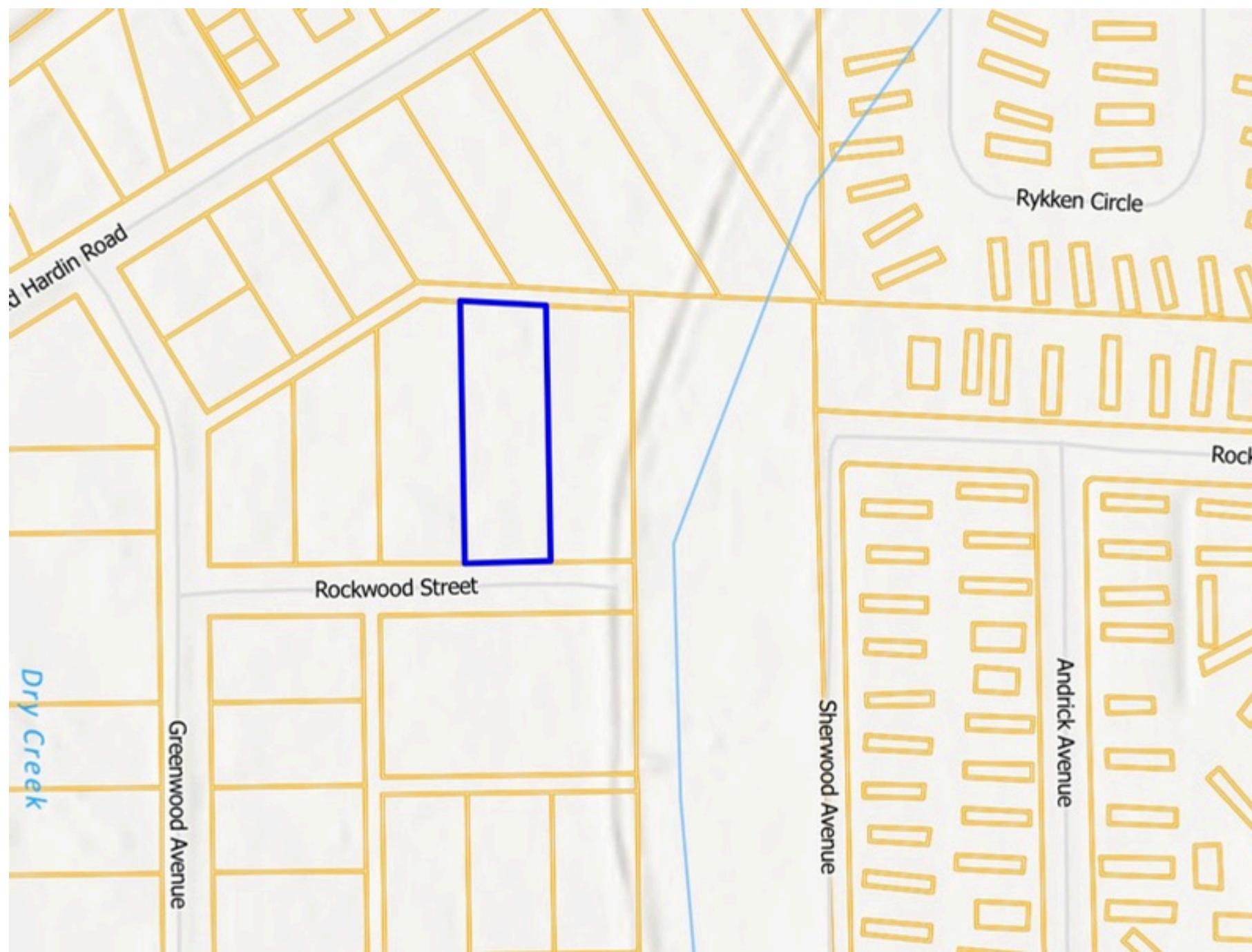
# 2527 1/2 Rockwood Street

- Adjacent property, West of subject property.
- Historically on site since 1974.
- No zone change has been requested or enforced for the ADU.
- Photo taken from subject property, near the North end of 2539 Rockwood.



# 2527 1/2 Rockwood Street

- Photo taken from the end of the private drive, on Rockwood Street.
- This use aligns with the RMH zoning I have requested for my property.
- Please note Karen Husman's statements during the hearing (7:52 time stamp) regarding "This may instigate another code enforcement case on the adjacent property to the West with its existing manufactured home."



# 2602 Rockwood Street

- Photo taken from the ditch area, just to the right of the road access.
- This mobile home was placed some time between 2009 and 2011.
- Through conversations with neighbors I understand it underwent a zone change in 2025 from RR to N2 to allow development of multiple units.
- There are two mobile home parks bordering this which can be seen from any vantage point of the Rockwood Street gravel road.



# 2602 Rockwood Street

- Right photo taken from the ditch area, at the entrance to the property. Note the 6 mobile homes in view, which are viewable the entire time one drives down the gravel road that is Rockwood Street.
- Bottom photo taken from the ditch area, looking North, showing the light industrial use being utilized on the portion of the land directly across the ditch from my property.



# 2602 Rockwood Street

- Both photos taken from the ditch area, directly across from the parking area of 2535 Rockwood Street.
- Exemplifies mixed use in the area with current light industrial and recent zone change to allow more dense development.
- Six mobile homes are immediately visible in the background.



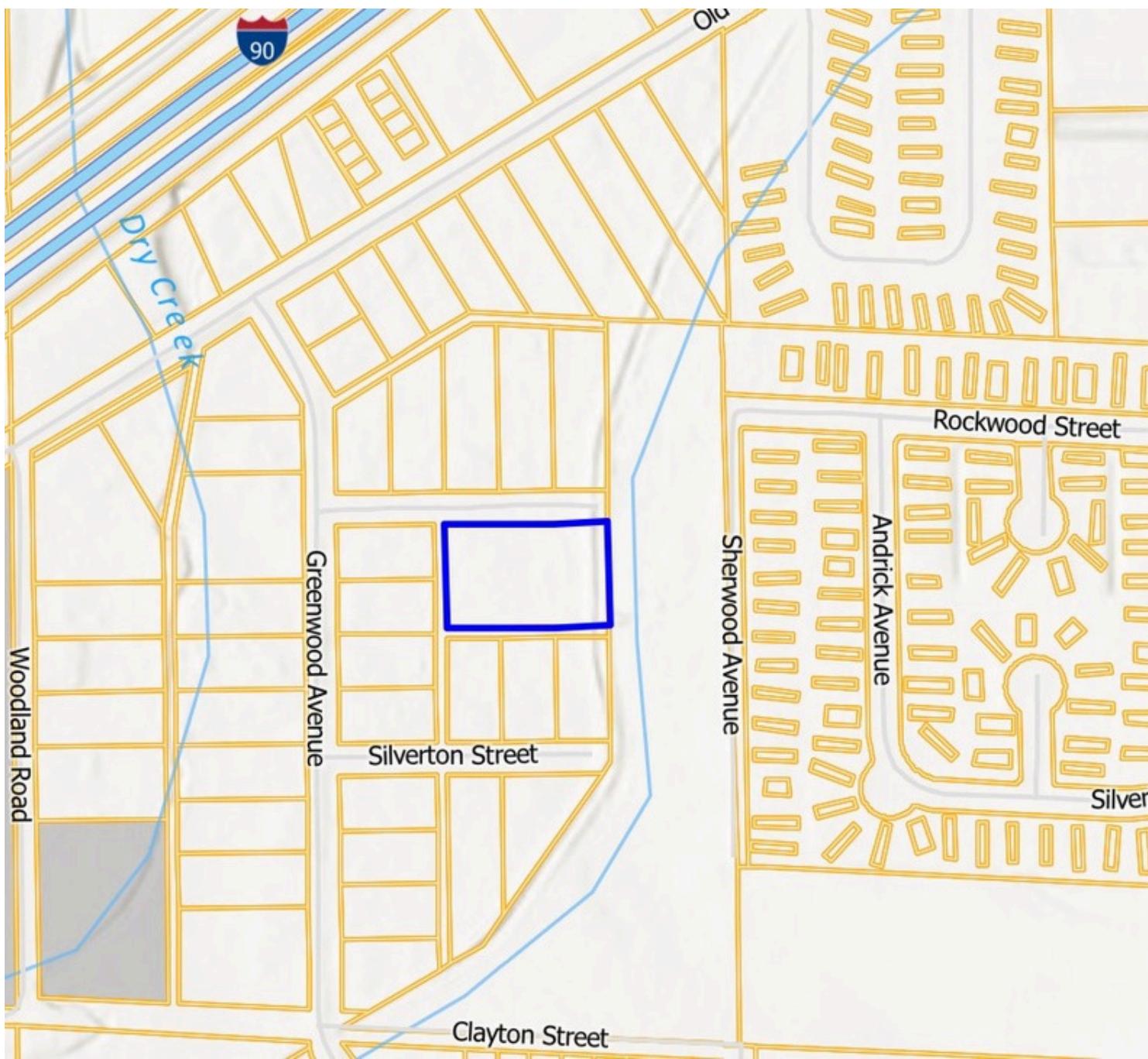
# 2602 Rockwood Street

- Both photos taken from the ditch area, directly across from the side door of the 2535 Rockwood Street. This is the view directly outside the side door of the original home.



# 2520 Rockwood Street

- Photo taken from Rockwood Street, across from the driveway leading to the mobile home located at 2527 1/2.
- Uniquely sized lot, heavily fenced and containing 20+ unmoving vehicles.
- Exemplifies mixed use of light industrial whether used as a wrecking yard, hobby shop, or small business.



# 2520 Rockwood Street

- Right photo taken from the ditch, just to the South of the Rockwood street entrance to 2602.
- Bottom photo looking further South.



# 2520 Rockwood Street

- These three photos were taken from along the ditch walkway, showing the scope of the non-residential use exemplified by this property.



**B.O.C.C. Regular**

**Meeting Date:** 01/27/2026

**Title:** Resolution - Laurel & YC Joint Planning Board Appointment

**Submitted By:** Steve Williams

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**TOPIC:**

Resolution - Laurel & YC Joint Planning Board Appointment

**BACKGROUND:**

The Laurel & YC Joint Planning Board Appointment currently has a vacant position that is appointed by the Yellowstone County Board of County Commissioners. This resolution appoints Commissioner Waters as a board member.

**RECOMMENDED ACTION:**

Approve

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**Attachments**

Resolution 26-07

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## **YELLOWSTONE COUNTY BOARD OF COUNTY COMMISSIONERS**

Resolution No. 26-07

### **A RESOLUTION APPOINTING MICHAEL J. WATERS TO THE CITY OF LAUREL / YELLOWSTONE COUNTY JOINT CITY-COUNTY PLANNING BOARD**

WHEREAS, pursuant to § 76-1-112, MCA, and the Interlocal Agreement between the City of Laurel and Yellowstone County, approved November 3, 2014, the City of Laurel / Yellowstone County Joint City–County Planning Board was established; and

WHEREAS, the Interlocal Agreement provides that vacancies on the Board shall be filled by the entity that made the original appointment, with the appointee serving the remainder of the unexpired term; and

WHEREAS, a vacancy currently exists on the City of Laurel / Yellowstone County Joint City–County Planning Board in a position appointed by the Yellowstone County Board of County Commissioners; and

WHEREAS, Michael J. Waters is qualified to serve and is willing to accept appointment to the Board.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Yellowstone County, Montana, that Michael J. Waters is hereby appointed to the City of Laurel / Yellowstone County Joint City–County Planning Board to fill the existing vacancy, for the remainder of the term ending June 30, 2026.

Passed and Adopted on the 27th day of January 2026.

BOARD OF COUNTY COMMISSIONERS  
YELLOWSTONE COUNTY, MONTANA.

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Mark Morse, Chair

---

Chris White, Member

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Jeff Martin, Clerk and Recorder

**Resolution No. 26-07**

**A RESOLUTION APPOINTING MICHAEL J. WATERS TO THE CITY OF LAUREL / YELLOWSTONE  
COUNTY JOINT CITY-COUNTY PLANNING BOARD**

**B.O.C.C. Regular**

1. a.

**Meeting Date:** 01/27/2026

**Title:** Corrected Platinum Commercial Park

**Submitted For:** Jeff Martin, Clerk And Recorder

**Submitted By:** Jeff Martin, Clerk And Recorder

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**TOPIC:**

Corrected Plat of Platinum Commercial Park Subdivision

**BACKGROUND:**

Corrected to include proper road dedication and acceptance language.

**RECOMMENDED ACTION:**

Approve.

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**B.O.C.C. Regular**

1. b.

**Meeting Date:** 01/27/2026

**Title:** Banlee Estates

**Submitted For:** Jeff Martin, Clerk And Recorder

**Submitted By:** Jeff Martin, Clerk And Recorder

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**TOPIC:**

Plat of Banlee Estates Subdivision and the S.I.A.

**BACKGROUND:**

Reviewed.

**RECOMMENDED ACTION:**

Approve.

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**Attachments**

Banlee Estates SIA

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## SUBDIVISION IMPROVEMENTS AGREEMENT

### Banlee Estates Subdivision

This agreement is made and entered into this 16<sup>th</sup> day of DECEMBER, 2025, by and between Five Heirs Real Estate LLC, whose address for the purpose of this agreement is 2093 N. 8<sup>th</sup> Road, Huntley 59037, hereinafter referred to as "Subdivider," and **YELLOWSTONE COUNTY**, Montana, hereinafter referred to as "County."

#### WITNESSETH:

**WHEREAS**, the plat of Banlee Estates Subdivision, located in Yellowstone County, Montana, was submitted to the Yellowstone County Board of Planning; and

**WHEREAS**, a Subdivision Improvements Agreement is required by the County prior to the approval of the final plat.

**WHEREAS**, the provisions of this agreement shall be effective and applicable to Banlee Estates Subdivision the filing of the final plat thereof in the office of the Clerk and Recorder of Yellowstone County, Montana. The Subdivision shall comply with all requirements of the Yellowstone County Subdivision Regulations, the rules, regulations, policies, and resolutions of Yellowstone County, and the laws and administrative rules of the State of Montana.

**THEREFORE, THE PARTIES TO THIS AGREEMENT**, for and in consideration of the mutual promises herein contained and for other good and valuable consideration, do hereby agree as follows:

#### **I. VARIANCES**

A. Subdivider has requested, and the County hereby grants, the following variances by the Board of County Commissioners from the strict interpretation of the County's Subdivision Regulations (Section 14.A.1, Yellowstone County Subdivision Regulations):

No variances requested.

#### **II. CONDITIONS THAT RUN WITH THE LAND**

A. Lot owners should be aware that this subdivision is being built in close proximity to prime deer and antelope habitat and it is likely that homeowners will experience problems with damage to landscaped shrubs, flowers, and gardens. The Montana Fish, Wildlife, and Parks Department does not provide damage assistance unless there is damage to commercial crops and/or a threat to public health and safety.

- B.** Lot owners should be aware that soil characteristics within the area of this subdivision, as described in the 1972 Yellowstone County Soil Survey, indicate that there could be potential limitations for proposed construction on the lots, which may require a geotechnical survey prior to construction.
- C.** No water rights have been transferred to the lot owners. Irrigation ditches that exist on the perimeter of this development are for the benefit of other properties. Perimeter ditches and drains shall remain in place and shall not be altered by the Subdivider or subsequent owners.
- D.** There is attached hereto a Waiver waiving the right to protest the creation of the special improvement district or districts which by this reference is expressly incorporated herein and made as much a part hereof as though fully and completely set forth herein at this point. The Waiver will be filed with the plat, shall run with the land, and shall constitute the guarantee by the Subdivider and property owner or owners of the developments described herein. Said Waiver is effective upon filing and is not conditioned on the completion of the conditions set forth in this Agreement. The Subdivider and owner specifically agree that they are waiving valuable rights and do so voluntarily.
- E.** Culverts and associated drainage swales shall not be filled in or altered by the subdivider or subsequent lot owners.
- F.** When required by future road improvements, all fences and irrigation ditches in the public right-of-way adjacent to this subdivision shall be removed or relocated outside of the public right-of-way and any relocation outside of the public right-of-way shall be subject to securing easements.

### **III. TRANSPORTATION**

The subdivider agrees to guarantee all improvements for a period of one (1) year from the date of final acceptance by the County Public Works Department per Section 4.6(C)(3) of the Yellowstone County Subdivision Regulations.

- A. Streets**
  - Stanhope Road is a private gravel road in a 60' wide road tract.
- B. Traffic Control Devices**
  - The access is a driveway off of Stanhope Road. No new street signs are required.
- C. Access**
  - Lot 1 shall have its own Commercial driveway access off Stanhope Road.
  - Lot 2 and Lot 3 shall share a driveway access and cul-de-sac off Stanhope Road. Lot 1 shall not have access to the cul-de-sac.

**D. Billings Area Bikeway and Trail Master Plan**

- Subdivision is not within the Billings Area Bikeway and Trail Master Plan.

**IV. EMERGENCY SERVICE**

- Stanhope Road will provide emergency access to the subdivision.
- This Subdivision is in the Worden Fire District.

**V. STORM DRAINAGE**

All drainage improvements shall comply with the provisions of Section 4.7, Yellowstone County Subdivision Regulations, and a stormwater management plan shall be submitted to and approved by the County Public Works Department.

**VI. UTILITIES**

**A. Water**

- Lot 1 and 2 have a shared drinking well located on Lot 2 for water service.
- Lot 3 has an individual drinking water well located on Lot 3 for water service.

**B. Septic System**

- Lot 1 has a system of a septic tank and gravelless chambered pressure dosed subsurface drainfield sized to service the arena building.
- Lot 2 has a system of one septic tank and gravelless chambered pressure dosed subsurface drainfield sized to service the single family home.
- Lot 3 shall have a system of one septic tank and gravelless chambered pressure dosed subsurface drainfield sized to service the single family home.
- State Department of Environmental Quality approval (letter submitted with final plat)

**C. Power, Telephone, Gas, and Cable Television**

- Services to be provided within the public right-of-way, existing or to be installed

**VII. PARKS/OPEN SPACE**

There is no parkland requirement for the proposed Plat of Banlee Estates Subdivision, as this is a minor subdivision [MCA 76-3-617(3) (a)].

## **VIII. IRRIGATION**

- No irrigation passes through this development.

## **IX. WEED MANAGEMENT**

All noxious weeds on the latest Yellowstone County Noxious Weed List shall be controlled on all properties in the subdivision.

The weed plan shall include the following and shall be referenced in this SIA:

- A Weed Management Plan has been filed and updated as needed for approval by the Yellowstone County Weed Department. Said weed management plan contains the noxious weeds being addressed and the plan for the control of those weeds. All associated cost for noxious weed control is the responsibility of the owner of record.
- A revegetation plan shall be submitted as part of the management plan. A seeding recommendation can be obtained from the Yellowstone County Weed Department pursuant to Section 7-22-2152, MCA. The Yellowstone County Weed Department reserves the right to revise these recommendations based on the required site inspection.

## **X. SOILS/GEOTECHNICAL STUDY**

- No geotechnical study was required for this development.

## **XI. FINANCIAL GUARANTEES**

Except as otherwise provided, Subdivider shall install and construct said required improvements by private contracts secured by letters of credit or a letter of commitment to lend funds from a commercial lender. All engineering and legal work in connection with such improvements shall be paid by the contracting parties pursuant to said special improvement district or private contract. Upon completion of the improvements, the consulting Engineer shall file with the Public Works Department, a statement certifying that the improvements have been completed in accordance with approved as-built plans.

The subdivider agrees to guarantee all improvements for a period of one (1) year from the date of final acceptance by the County Public Works Department per Chapter 5 of the Yellowstone County Subdivision Regulations.

## **XII. LEGAL PROVISIONS**

- A.** Subdivider agrees to guarantee all public improvements for a period of one year from the date of final acceptance by Yellowstone County.
- B.** The owners of the properties involved in this proposed Subdivision by signature subscribed herein below agree, consent, and shall be bound by the provisions of this Agreement.
- C.** The covenants, agreements, and all statements in this Agreement apply to and shall be binding on the heirs, personal representatives, successors and assigns of the respective parties.
- D.** In the event it becomes necessary for either party to this Agreement to retain an attorney to enforce any of the terms or conditions of this Agreement or to give any notice required herein, then the prevailing party or the party giving notice shall be entitled to reasonable attorney fees and costs.
- E.** Any amendments or modifications of this Agreement or any provisions herein shall be made in writing and executed in the same manner as this original document and shall after execution become a part of this Agreement.
- F.** Subdivider shall comply with all applicable federal, state, and local statutes, ordinances, and administrative regulations during the performance and discharge of its obligations. Subdivider acknowledges and agrees that nothing contained herein shall relieve or exempt it from such compliance.

**IN WITNESS WHEREOF**, the parties hereto have set their hands and official seals on the date first above written.

## “SUBDIVIDER”

*Five Heirs Real Estate LLC*

By  John Doe

Zeth Ban

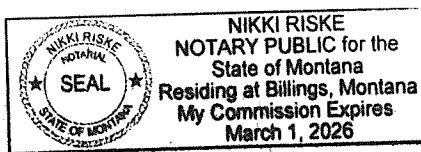
Its: MEMBER

---

## Member

STATE OF MONTANA )  
County of Yellowstone )

On this 16<sup>TH</sup> day of DECEMBER, 2025, before me, a Notary Public in and for the State of Montana, personally appeared Zeth Ban, as Member, of Five Heirs Real Estate LLC, known to me to be the person who executed the foregoing instrument and acknowledged to me that he/she executed the same.



Notary Public in and for the State of Montana  
Printed Name: \_\_\_\_\_  
Residing at: \_\_\_\_\_  
My commission expires: \_\_\_\_\_

This agreement is hereby approved and accepted by Yellowstone County, this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

“COUNTY”  
COUNTY OF YELLOWSTONE  
MONTANA

County of Yellowstone  
Board of County Commissioners

By: \_\_\_\_\_  
Chairman

## Commissioner

---

## Commissioner

Attest: \_\_\_\_\_  
County Clerk and Recorder

STATE OF MONTANA )  
: ss  
County of Yellowstone )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me, a Notary Public in and for the State of Montana, personally appeared \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_, known to me to be the Board of County Commissioners and the County Clerk and Recorder, respectively, of Yellowstone County, Montana, whose names are subscribed to the foregoing instrument in such capacity and acknowledged to me that they executed the same on behalf of Yellowstone County, Montana.

Notary Public in and for the State of Montana  
Printed Name: \_\_\_\_\_  
Residing at: \_\_\_\_\_  
My commission expires: \_\_\_\_\_

## **Waiver of Right to Protest**

FOR VALUABLE CONSIDERATION, the undersigned, being the Subdivider and all of the owners of the hereinafter described real property, do hereby waive the right to protest the formation of one or more Rural Special Improvement Districts (RSID's), which Yellowstone County may require.

This Waiver and Agreement is independent from all other agreements and is supported by sufficient independent consideration to which the undersigned are parties, and shall run with the land and shall be binding upon the undersigned, their successors and assigns, and the same shall be recorded in the office of the County Clerk and Recorder of Yellowstone County, Montana.

The real property hereinabove mentioned is more particularly described as follows:

## Banlee Estates Subdivision,

Signed and dated this 16<sup>th</sup> day of December, 2025

*Five Heirs Real Estate LLC*

11. *Leucosia* *leucostoma* *leucostoma*

Zeth Ban

Its: MEMBER  
Member

STATE OF MONTANA )  
County of Yellowstone )

On this 16<sup>TH</sup> day of DECEMBER, 2025 before me, a Notary Public in and for the State of Montana, personally appeared Zeth Ban, as Member, of Five Heirs Real Estate LLC, known to me to be the persons who executed the forgoing instrument and acknowledged to me that he/she executed the same.

IN WITNESS WHEROF, I have hereunto set my hand and affixed my Notarial Seal the day and year hereinabove written. *[Signature]* *[Seal]*



NIKKI RISKE  
NOTARY PUBLIC for the  
State of Montana  
Residing at Billings, Montana  
My Commission Expires  
March 1, 2026

---

Notary Public in and for the State of Montana

Printed name:

Residing in Billings, Montana

My commission expires:

**B.O.C.C. Regular**

**Meeting Date:** 01/27/2026

**Title:** Letter of Support for Beartooth RC&D Economic Development Organization Capacity Building Grant

**Submitted By:** Erika Guy

---

**TOPIC:**

Letter of Support for Beartooth RC&D Economic Development Organization Capacity Building Grant

**BACKGROUND:**

See Attached

**RECOMMENDED ACTION:**

Sign

---

**Attachments**

Support Letter

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# Yellowstone County



**COMMISSIONERS**  
(406) 256-2701  
(406) 256-2777 (FAX)

P.O. Box 35000  
Billings, MT 59107-5000  
[bocc@yellowstonecountymt.gov](mailto:bocc@yellowstonecountymt.gov)

January 22, 2026

Montana Department of Commerce - Opportunities in Rural Economies Program

Re: Letter of Support for Beartooth RC&D ORE Economic Development Organization Capacity Building Grant Application

To Whom It May Concern,

Yellowstone County is pleased to provide this letter of support for Beartooth Resource Conservation and Development Area, Inc. (Beartooth RC&D) in its application to the Montana Department of Commerce for the Opportunities in Rural Economies Economic Development Organization Capacity Building Grant.

Beartooth RC&D serves as the Certified Regional Development Corporation and designated Economic Development District for south-central Montana. The organization has been a trusted regional partner in supporting local governments, businesses, and communities with economic development planning, business assistance, redevelopment efforts, and grant coordination.

Through this application, Beartooth RC&D proposes capacity-building initiatives that will strengthen how economic development services are delivered across our region. These include a client management and impact reporting system, a regional Site Selector and Business Location Support Tool, and digital infrastructure and communications improvements. These investments will enhance Beartooth's ability to support business growth, respond to investment opportunities, promote redevelopment-ready sites including brownfields properties, and provide clear reporting of economic outcomes.

Yellowstone County recognizes the value of these initiatives and their potential to improve regional coordination, strengthen rural investment readiness, and expand economic opportunities for our residents. We look forward to collaborating with Beartooth RC&D, particularly in contributing site and community data to the Site Selector Tool and engaging in future economic development initiatives supported by these capacity improvements.

We appreciate the opportunity to support this important effort and encourage favorable consideration of Beartooth RC&D's application.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
YELLOWSTONE COUNTY, MONTANA

---

Mark Morse, Chair

---

Michael J. Waters, Member

---

Chris White, Member

**B.O.C.C. Regular**

3. a.

**Meeting Date:** 01/27/2026**Title:** Request to Expend - Sheriff's Office - Cell Phone for New Civil Process Officer**Submitted For:** Matt Kessler, Purchasing Agent**Submitted By:** Matt Kessler, Purchasing Agent

---

**TOPIC:**

Request to Expend - Sheriff's Office - Cell Phone for New Civil Process Officer

**BACKGROUND:**

The Sheriff's Office is requesting Commissioners' approval for a cell phone for the new Civil Process Officer. All cell phones with contractual obligations must be approved by the Commissioners. The device has no cost and the monthly line fees are \$45.88 per month.

**RECOMMENDED ACTION:**

Approve request and return a copy to Finance.

---

**Attachments**

---

RTE - Civil Process Officer Cell Phone

---



## Yellowstone County

### Request to Expend

This form is to be completed for all Capital outlay requests (a single item costing \$5,000.00 or more or a useful life of at least one year). Please attach all pertinent paperwork with price quotes, if available, and forward to the Purchasing Department with a completed Requisition. The Account Code numbers and budget balance lines must be completed by the requesting Department. Please use the most recent budget report to obtain this information. This date will be verified by the Finance Department. If the item(s) to be purchased are over the budgeted amount or were not budgeted, Commissioner approval is required prior to placing the order.

**Item(s) Requested:**

I-Phone with AT&T

Cost: No charge for device

Other Costs: Monthly useage fee \$45.88

Less Trade-In / Discount

Net Cost of Request \$45.88 per month

**Explanation of Purchase**

County phone required for new Civil Process Officer Megan Fahrenbruch.

A handwritten signature in black ink, appearing to read "M. Fahrenbruch".

Department

Elected Official or Department Manager

**Budget Information****COMMISSIONER ACTION**

Account Numbers: 2300.000.133.420160.345

Approved: YES        NO       

Budget Balance: \$1,360.83

Tabled:       

Is this a budgeted item? No

Date:       

Finance Note:       

Votes: YES        NO       

Chairperson       

Member       

Member       

A handwritten signature in black ink, appearing to read "M. Fahrenbruch".

1/16/26

Purchasing Agent

Date

**B.O.C.C. Regular**

**3. b.**

**Meeting Date:** 01/27/2026

**Title:** Bond for Lost Warrant

**Submitted By:** Anna Ullom, Senior Accountant

---

**TOPIC:**

Bond for Lost Warrant on Lost/Stale Dated Check

**BACKGROUND:**

A bond for lost warrant has been signed, notarized and returned for a check lost in the mail.

**RECOMMENDED ACTION:**

Approve reissue.

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**Attachments**

Bond for Lost Warrant

---

## BOND FOR LOST WARRANT

On January 21, 2025 Yellowstone County issued a warrant numbered 533878 to CLEAN START OF MONTANA (Principal) in the amount of \$189.00. The warrant was drawn in payment of PO#598340 (10/24 PSA GPS I#10312024). 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 \$189.00 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 \$ 378.00 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.

Principal Signature

P.O. Box 1332

Mailing Address for replacement check

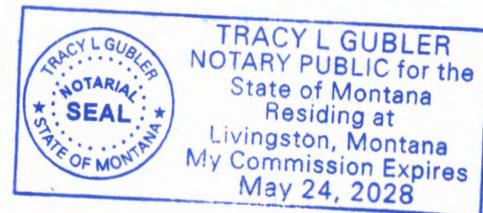
Bozeman, MT 59771

City, State Zip

State of Montana)

: (seal/stamp)

County of Park)



This instrument was acknowledged before me on the Jan. day of 16, 2026

by Tracy L Gubler

(NOTARIAL SEAL/STAMP)

Notary Signature

APPROVED:

Chair, Board of County Commissioners

Date

Replaced with warrant # \_\_\_\_\_, dated \_\_\_\_\_ (completed by County)

**B.O.C.C. Regular**

3. c.

**Meeting Date:** 01/27/2026**Title:** Request to Expend - Public Works - Gas Furnace**Submitted For:** Matt Kessler, Purchasing Agent**Submitted By:** Matt Kessler, Purchasing Agent

---

**TOPIC:**

Request to Expend - Public Works - Gas Furnace

**BACKGROUND:**

The Public Works Department is requesting Commissioners' approval for the purchase of a new gas furnace to replace an old rusted out furnace as the road shop. The cost of services is \$6,480.00. There are adequate funds available in the Repair & Maintenance - Buildings account (2110.000.401.430200.366).

**RECOMMENDED ACTION:**

Approve request and return a copy to Finance.

---

**Attachments**

---

RTE - PW Gas Furnace

---



## Yellowstone County

### Request to Expend

07/01/2021

This form is to be completed for all Capital outlay requests ( a single item costing \$2,500.00 or more or a useful life of at least one year). Please attach all pertinent paperwork with price quotes, if available, and forward to the Purchasing Department with a completed Requisition. The Account Code numbers and budget balance lines must be completed by the requesting Department. Please use the most recent budget report to obtain this information. This date will be verified by the Finance Department. If the item(s) to be purchased are over the budgeted amount or were not budgeted, Commissioner approval is required prior to placing the order.

**Item(s) Requested:**

NEW GAS FURNACE FOR MAIN SHOP

**Cost:** \$6,480.00

**Other Costs:** \_\_\_\_\_

**Less Trade-in / Discount** \_\_\_\_\_

**Net Cost of Request** \$6,480.00

**Explanation of Purchase**

REPLACE EXISTING RUSTED OUT FURNACE WITH A NEW ONE

PUBLIC WORKS

*X Monica Pisch*

**Department**

Elected Official or Department Manager

**Budget Information**

**COMMISSIONER ACTION**

Account Numbers: 2110-401-430200-020 2110.000.401.430200.366

Approved: YES  NO

Budget Balance: \$15,718.34

Tabled: \_\_\_\_\_

Is this a budgeted item? NO

Date: \_\_\_\_\_

Finance Note: \_\_\_\_\_

Votes: YES  NO

Chairperson

Member

Member

*M. Kossler* 1/22/20

Purchasing Agent

Date

**B.O.C.C. Regular****4. a.****Meeting Date:** 01/27/2026**Title:** Two Moon Park Caretakers Lease**Submitted For:** Monica Plecker, Public Works Director**Submitted By:** Monica Plecker, Public Works Director

---

**TOPIC:**

Two Moon Park Caretakers Lease

**BACKGROUND:**

Staff has updated the caretakers agreement for Anthony Sammartano who is the current caretaker of Two Moon Park. The lease was discussed at the BOCC discussion on January 22nd. The Board requested two minor changes which have been incorporated into the agreement. The agreement may be terminated with 30 days notice and it is now clarified that work logs are submitted monthly.

**RECOMMENDED ACTION:**

Approve.

---

**Attachments**Caretaker Agreement

---

## **TWO MOON PARK CARETAKER AGREEMENT**

This Agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2026 by and between Anthony Sammartano of 850 Two Moon Park Road, Billings, Montana 59105, ("Caretaker") and the Yellowstone County Board of County Commissioners ("County") whose address is Post Office Box 35000, Billings Montana 59107.

1. Term. This Agreement shall commence upon the date of the last signature and shall remain in effect for a period of three (3) years. Following the initial term, the Agreement may be renewed or extended for additional periods upon the mutual written agreement of the parties.
2. Independent Contractor Status and Hold Harmless. It is understood that this Agreement does not create an employer-employee relationship between Caretaker and County. Caretaker shall be responsible for all personal insurance, including health, workers' compensation, and liability coverage. The housing space provided to Caretaker is solely part of this contractual arrangement, and County shall not be responsible for providing any additional services to Caretaker. Caretaker agrees to indemnify, defend, and hold harmless the County, its officers, agents, and employees from and against any and all claims, losses, damages, or liabilities arising out of or resulting from Caretaker's negligent acts or omissions, or those of Caretaker's agents.

Caretaker is thoroughly experienced in the duties which he has agreed to assume pursuant to the terms of this Agreement and, while a number of duties are set forth, Caretaker has wide discretion over his hours of work, the manner in which he does his work, the order in which he performs tasks, and the tools he uses to perform those tasks. Caretaker is responsible for providing all tools and equipment necessary for performing all tasks required of him herein, except that he may, with prior express agreement of the County, at the expense of County, rent equipment necessary to perform a task.

3. Duties of Caretaker. Caretaker shall be responsible for the overall care and maintenance of Two Moon Park as directed by the Board or the County Parks Administrator/Public Works Director. The following duties are illustrative and not an exhaustive list of responsibilities:
  - a. Represent the County at Two Moon Park and assist visitors by providing information as available.
  - b. Open and close the entrance gate as needed.
  - c. Maintain the Caretaker facility area in a neat, orderly condition.
  - d. Maintain a reliable means of communication with the Yellowstone County Public Works Director.
  - e. Pick up litter or debris as needed in the entrance area and interior of the Park.

- f. Keep all fences and park equipment in good working order.
  - g. Maintain irrigation system in good working order. Caretaker is responsible for basic routine maintenance but should coordinate repair and maintenance work with Public Works.
  - h. Coordinate noxious weed work with the Yellowstone County Weed District.
  - i. Coordinate volunteer events for noxious weed and invasive species cleanup.
  - j. Identify funding opportunities for park improvements and work with Public Works and the County to apply for and manage these projects.
  - k. Monitor, maintain, and clean public facilities, including bathrooms.
  - l. Keep a log of maintenance and incidents in writing and submit monthly to the Public Works Director.
  - m. Report vandalism, criminal mischief, or other issues to law enforcement.
  - n. Report potential problems to the Public Works Director
  - k. Develop rapport with the Park neighbors, local government and law enforcement officials, and those who visit the Park.
  - l. Report in-person at Board of County Commissioner meetings as requested by the Board.
  - m. Notify the Public Works Director of any absence from duties of more than 48 hours and find a mutually agreeable person to perform Caretaker's duties on a temporary basis during the absence
  - n. Obey all laws, ordinances, and park rules.
4. **Insurance and Liability.** Caretaker shall maintain personal liability insurance covering activities performed under this agreement and shall operate all equipment, vehicles, and tools in a safe manner. Caretaker acknowledges that Yellowstone County and the Board are not responsible for injuries, accidents, or property damage arising from Caretaker's negligence or misuse of Park equipment and facilities.
5. **Obligations of the County.**
  - a. The County has provided a site and a residence located at 850 Two Moon Park Road in Billings, Yellowstone County, Montana for Caretaker to reside at while fulfilling the terms of this agreement.
  - b. Board shall pay all utility bills for solid waste disposal, the irrigation systems, and the safety light on Two Moon Park Road as well as utilities (electric, gas, water, & sewer) for the residence.

6. Termination. This Agreement may be terminated by either party by written notification to other party no less than 30 days before termination becomes effective. Any such notice shall be effective on the date it is deposited in the mail, as evidenced by the postmark.

This Agreement may also be terminated for cause by either party by giving the other party written notice of the cause of termination.

7. Alterations and Restoration of Residence. Caretaker shall not make any permanent alterations or improvements to the residence without the prior written consent of the Board of County Commissioners. Upon termination of this Agreement, the Caretaker shall restore the residence to its original condition within 15 days, and any changes or additions made without consent shall be removed at the Caretaker's expense.
8. Modifications. The terms of this Agreement can be modified only by a subsequent written Agreement signed by all parties hereto.
9. Governing Law and Jurisdiction. This Agreement shall be governed by and construed in accordance with the laws of the State of Montana, without regard to its conflict of laws principles. Any dispute, claim, or controversy arising out of or relating to this Agreement, including its breach, termination, or validity, shall be subject to the exclusive jurisdiction of the courts of the Thirteenth Judicial District of the State of Montana, and the parties hereby consent to the personal jurisdiction of such courts.
10. No Assignment. Caretaker may not assign, delegate, or transfer any of their rights or obligations under this Agreement without the prior written consent of Yellowstone County Public Works Director. Any attempted assignment without such consent shall be null and void.
11. Entire Agreement and Severability. This Agreement constitutes the entire understanding between the parties and supersedes any prior agreements, whether written or oral, relating to the subject matter herein. If any provision of this Agreement is held invalid or unenforceable, the remaining provisions shall remain in full force and effect.

In witness whereof, the parties have hereunto affixed their hands on the date first above written.

---

Anthony Sammartano  
Caretaker

---

Mark Morse, Chairman  
Yellowstone County Board of County  
Commissioners

**B.O.C.C. Regular****4. b.****Meeting Date:** 01/27/2026**Title:** IFB - Public Works, Central and 48th Intersection Improvements**Submitted For:** Monica Plecker, Public Works Director**Submitted By:** Jay Anderson, Deputy Public Works Director

---

**TOPIC:**

IFB - Public Works, Central Avenue and 48th Street West Intersection Improvements

**BACKGROUND:**

Public Works is requesting Commissioners' approval to release an Invitation for Bids for the Central Avenue and 48th Street West Intersection Improvements project. Bids will be due on February 23rd, 2026. Bids will be open and read aloud on February 24th, 2026. The project was anticipated and included in Public Works' FY 26 CIP Funds (Road/Heavy Equipment).

**RECOMMENDED ACTION:**

Approve request and return signed file to Public Works.

---

**Attachments**

IFB - Central/48th Intersection Improvements

---

**INVITATION TO BID**  
**YELLOWSTONE COUNTY, MONTANA**  
**CENTRAL AVENUE AND 48<sup>th</sup> STREET WEST INTERSECTION IMPROVEMENTS**

Yellowstone County will receive sealed bids for the **Central Avenue and 48<sup>th</sup> Street West Intersection Improvements** project (herein after “project”) per the enclosed specifications until **3:00 PM on Monday, February 23, 2026**. All bids must be submitted in triplicate (1 original and 2 copies) to the Board of County Commissioners, P.O. Box 35000, Billings, MT 59107 or delivered to their office in the John V. Ostlund County Administration Building, Room 419, 2825 3<sup>rd</sup> Avenue North, Billings, MT 59101. Envelopes containing bids must be marked “Central Avenue and 48<sup>th</sup> Street West Intersection Improvements” in the lower right-hand corner.

All Bids received will be time and date stamped. The time and date stamped on each bid must indicate that it was received no later than 3:00 PM on Monday, February 23, 2026.

All timely bids will be opened and read aloud at 9:00 AM on Tuesday, February 24, 2026, in the Commissioners Board Room, Room 309, located on the third floor of the John V. Ostlund County Administration Building, 2825 3<sup>rd</sup> Avenue North, Billings, MT 59101. All bids received that are time and date stamped later than 3:00 PM on Monday, February 23, 2026, will not be opened.

The Yellowstone County Public Works Department is currently requesting bids for the Central and 48<sup>th</sup> Intersection Improvements project. The primary purpose of the project is to construct a signalized intersection and roadway widenings at Central Avenue and 48<sup>th</sup> Street West. The associated roadway improvements will extend approximately 600 feet along the west and south legs from the center of the intersection, approximately 560 feet along the east leg from the center of the intersection, and approximately 660 feet along the north leg from the center of the intersection. Miscellaneous works include culvert replacement, approach construction, utility coordination, and general milling and filling, and associated widening work.

Bid documents, including any addenda, will be available on the Yellowstone County website at <https://www.yellowstonecountymt.gov/purchasing/>.

There will be a non-mandatory Pre-Bid Conference held at Sanbell, 1300 N Transtech Way, at 2:00 p.m. on Wednesday, February 11, 2026. Interested CONTRACTORS are encouraged to attend.

All bids must include a bid bond made in favor of Yellowstone County in an amount equal to 10% of the total bid. The security may consist of cash, a cashier's check, a certified check, a bank money order, a certificate of deposit, a money market certificate, or a bank draft. The security must be: a) drawn and issued by a federally chartered or state chartered bank or savings and loan association that is insured by or for which insurance is administered by the Federal Deposit Insurance Corporation; b) drawn and issued by a credit union insured by the National Credit Union Share Insurance Fund c) a bid bond or bonds, original only, no copies, executed by a surety company authorized to do business in the State of Montana. Personal checks, business checks, and facsimiles will not be accepted for bid security.

No bid may be withdrawn prior to sixty (60) days after the scheduled time for receipt of the bids.

Each bidder must have a current Montana Public Contractor's Registration number when submitting their bid. The number must appear on the bid. All subcontractors, if any, must obtain a registration number prior to beginning any work on the project. Bid-only registrations are acceptable for the bidding process.

All contractors and subcontractors performing work pertaining to the construction, reconstruction, or improvement of any public road, street, or intersection, or a bridge construction repair or maintenance project awarded by any government agency, must obtain and maintain a Special Fuel User Permit from the Montana Department of Transportation.

The successful bidder will be required to provide the County with a performance bond and labor and materials bond, both for 100% of the contract amount, within ten (10) days of the execution of the contract and prior to starting any work on the project. The selected Contractor will also be required to provide a copy of their commercial liability insurance certificate and workers compensation coverage prior to beginning the project.

The successful bidder will be required to follow all the directives included in section 18-2-422 of the Montana Code Annotated concerning Montana Prevailing Wages. Those directives are as follows:

- (1) the contractor and any subcontractors are required to pay the standard prevailing wage rate, including fringe benefits, for each job classification as stated in the current prevailing wage rate schedules. This information is included in the four (4) prevailing wage rate schedules that are being provided to each bidder as part of this bid package. The current schedules are also available at the State of Montana website (<https://erd.dli.mt.gov/labor-standards/state-prevailing-wage-rates/>). It is the responsibility of the contractors to obtain and use the applicable Wage Rate Schedules.
- (2) each contractor and subcontractor is required to maintain payroll records in a manner readily capable of being certified for submission under statute 18-2-423, for not less than three (3) years after the contractor's and subcontractor's completion of work on the project;
- (3) each contractor is required to post a statement of all wages and fringe benefits in compliance with statute 18-2-423.

Statute 18-2-423 is as follows: If a complaint is filed with the department alleging noncompliance with 18-2-422, the department may require the project to submit to it certified copies of the payroll records for workers employed on that project. A contractor or a subcontractor shall pay employees receiving an hourly wage on a weekly basis. If a wage violation complaint is filed with the department, the contractor or subcontractor shall provide the employee's payroll records to the department within 5 days of receiving the payroll request from the department.

The successful bidder will be required to give preference to the employment of bona fide Montana residents in the performance of the work on this project.

All state laws pertaining to Resident Bidders, both State and County will be adhered to if applicable.

A 5% retainage fee will be withheld from all progress payments made to the successful bidder. The fee will be returned to the contractor upon completion of the project and acceptance of the project by the County. The successful bidder will be required to pay the State of Montana a sum equal to 1% of the gross receipts from the public contract. The County will withhold this amount and forward it to the State of Montana.

The Contractor must, in performance of work under this contract, fully comply with all applicable federal, state or local laws, rules, regulations, including the Montana Human Rights Act, Civil Rights Act of 1964, the Age Discrimination Act of 1975 and the American with Disabilities Act of 1990. Any subletting or subcontracting by the Contractor subjects subcontractors to the same provisions. In accordance with section 49-3-207, MCA, the Contractor agrees that the hiring of persons to perform the contract will be made on the basis of merit and qualifications and there will be no discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing under the contract.

Requests for information relating to the bid package (plans and specifications) should be addressed to DJ Clark of Sanbell at (406) 869-3358. Questions concerning the bid procedure may be addressed to Matt Kessler of Yellowstone County at (406) 256-2717.

The Board of County Commissioners may award the project to the lowest and/or the best responsible bidder. The Board reserves the right to reject any or all bids received, to waive informalities to evaluate the bids submitted, and to accept the bid which best serves the interests of Yellowstone County.

Done by order of the Board of County Commissioners of Yellowstone County, MT this 27th day of January 2026.

Board of County Commissioners  
Yellowstone County, Montana

(Seal)  
Attest:

---

Mark Morse, Chair

---

Jeff Martin, Clerk and Recorder

## **INSURANCE REQUIREMENTS**

The successful bidder (herein after "Contractor") shall maintain, at its sole cost and expense, commercial general liability insurance naming Yellowstone County/Yellowstone County Public Works as additional insured for this project against liability for damages for bodily injury, including death and completed operations and property damages in a minimum amount of One Million Dollars (\$1,000,000.00) for each occurrence and Two Million Dollars (\$2,000,000.00) in the aggregate arising from incidents which occur as the result of Contractors negligence during the project and for which Yellowstone County/Yellowstone County Public Works sole basis of liability is vicarious liability for the acts or omissions of the Contractor or/and subcontractors. Contractor shall maintain for this project, at its cost and expense, insurance against claims for injuries to persons or damages to property, including contractual liability which may arise from or in connection with the project by Contractor, agents, employees, representatives, assigns and sub-contractors. This insurance shall cover claims as may be caused by any negligent act or omission. The policy of insurance shall be an occurrence policy with a Best Rating of A- or better and must be in force throughout the project.

Contractor shall name on the Certificate of Liability Insurance Yellowstone County/Yellowstone County Public Works as additional insured throughout the project. In addition, Contractor will furnish to Yellowstone County a copy of the policy endorsement, CG 32 87 05 10, indicating that Yellowstone County/Yellowstone County Public Works are named as an additional insured under the Contractors insurance policy for this project. Contractor agrees to furnish both the Certificate of Insurance and policy endorsement at least ten (10) days prior to beginning work on the project.

Contractor agrees to defend, indemnify and hold harmless Yellowstone County /Yellowstone County Public Works from and against any and all claims demands, obligations causes of action, lawsuits and all damages and liabilities fines, judgments, costs, (including settlement costs), and expenses associated therewith (including reasonable attorney's fees and disbursements), arising from incidents that occur from the result of Contractor negligence during this project and for which Yellowstone County/Yellowstone County Public Works' sole basis of liability is vicarious liability for the acts or omissions of Contractor. The defense and indemnification obligations under this paragraph of the Invitation to Bid shall not be limited by any assertions or finding that Yellowstone County/Yellowstone County Public Works is liable for any damages by reason of a non-delegable duty.

## **WORKERS COMPENSATION**

Contractor is required to maintain workers compensation insurance, or an independent contractor's exemption issued by the Montana Department of Labor covering Contractor and Contractor's employees. Contractor is not, nor are Contractor's workers, employees of Yellowstone County / Yellowstone County Public Works. Workers Compensation insurance, or the exemption from the workers compensation obligation must be valid for the entire period of the project.

**B.O.C.C. Regular**

**Meeting Date:** 01/27/2026

**Title:** PARS

**Submitted By:** Teri Reitz, Board Clerk

---

**TOPIC:**

**PERSONNEL ACTION REPORTS - Sheriff's Office** - 1 Appointment; **Detention Facility** - 2 Appointments

**BACKGROUND:**

See attached.

**RECOMMENDED ACTION:**

Approve.

---

**Attachments**

PARS

---



Yellowstone County Commissioners  
RECEIVED

JAN 20 2026

# Hire/Personnel Action Form

## Employee Information

Employee  
Parker Huskey

## Hire Information

|   |                                  |                   |
|---|----------------------------------|-------------------|
| Position Details                        | Hire Req#                        | Job Type          |
| Deputy Sheriff (Patrol)<br>(MCA) (5045) | 202500361                        | Full-Time Regular |
|   | Job Class                        | Pay Rate          |
| Person ID<br>58241231                   | Deputy Sheriff (Patrol)<br>(MCA) | \$32.23           |
| Department<br>Sheriff's Office          | Job Class#                       | HireDate          |
|   | 5045                             | 2/23/26           |
| Division<br>Sheriff Patrol              |                                  |                   |

## Comments

Funding: 2300.132.420150.111 @ 100%

replaces: Harris

## Approvals

|                 |                   |                     |
|-----------------|-------------------|---------------------|
| HUMAN RESOURCES | Kevin Gillen      | 1/20/26 10:20<br>AM |
| FINANCE         | JENNIFER<br>JONES | 1/20/26 11:08<br>AM |

**Commissioners Action**  
Approve Disapprove

Chair MM     
Member MM     
Member MM



Yellowstone County Commissioners  
RECEIVED

JAN 20 2026

# Hire/Personnel Action Form

## Employee Information

Employee  
Riley Foy

## Hire Information

|                                 |                       |                   |
|---------------------------------|-----------------------|-------------------|
| Position Details                | Hire Req#             | Job Type          |
| Detention Officer (D)<br>(5090) | 202500314             | Full-Time Regular |
| Person ID                       | Job Class             | Pay Rate          |
| 63380993                        | Detention Officer (D) | \$24.67           |
| Department                      | Job Class#            | HireDate          |
| Sheriff's Office                | 5090                  | 2/2/26            |
| Division                        |                       |                   |
| Detention Facility              |                       |                   |

## Comments

Funding: 2300.136.420200.111 @ 100%

replaces: New FTE

## Approvals

|                 |                   |               |
|-----------------|-------------------|---------------|
| HUMAN RESOURCES | Kevin Gillen      | 1/20/26 10:20 |
|                 |                   | AM            |
| FINANCE         | JENNIFER<br>JONES | 1/20/26 11:07 |
|                 |                   | AM            |

Commissioners Action  
Approve Disapprove

Chair MM       

Member MM       

Member



JAN 10 2026

# Hire/Personnel Action Form

## Employee Information

Employee  
Akee Barker

## Hire Information

|                                 |                       |                   |
|---------------------------------|-----------------------|-------------------|
| Position Details                | Hire Req#             | Job Type          |
| Detention Officer (D)<br>(5090) | 202500314             | Full-Time Regular |
| Person ID                       | Job Class             | Pay Rate          |
| 64756725                        | Detention Officer (D) | \$24.67           |
| Department                      | Job Class#            | HireDate          |
| Sheriff's Office                | 5090                  | 2/2/26            |
| Division                        |                       |                   |
| Detention Facility              |                       |                   |

## Comments

Funding: 2300.136.420200.111 @ 100%

replaces: New FTE

## Approvals

|                 |                   |                 |
|-----------------|-------------------|-----------------|
| HUMAN RESOURCES | Kevin Gillen      | 1/15/26 4:57 PM |
| FINANCE         | JENNIFER<br>JONES | 1/15/26 6:46 PM |

**Commissioners Action**  
Approve Disapprove

Chair MM \_\_\_\_\_  
Member MTW \_\_\_\_\_  
Member AB \_\_\_\_\_

**B.O.C.C. Regular**

**Meeting Date:** 01/27/2026

**Title:** Payroll Audit

**Submitted By:** Teri Reitz, Board Clerk

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**TOPIC:**

Payroll Audit - January 1 to January 15, 2026

**BACKGROUND:**

See attached.

**RECOMMENDED ACTION:**

Place to file.

---

**Attachments**

Payroll Audit

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**RECEIVED**

JAN 12 2026

YELLOWSTONE COUNTY  
CLERK AND RECORDER

**PAYROLL AUDIT**

January 1 to January 15, 2026

Date: 1/21/2026

To: Board of County Commissioners

*Tanya McWilliams*

From: Tanya McWilliams, Deputy Auditor

From my office's review of the above referenced payroll, the findings are noted below:

| Date    | Employee Name   | Department | Finding  |
|---------|-----------------|------------|--|
| 1/21/26 | Robison, Levi   | CA         | Correct vacation accruals (10-15 years)                |
| 1/21/26 | Mills, Amy      | HR         | Correct vacation used in wrong column, update accruals |
| 1/21/26 | Anderson, Bryan | Sheriff    | Correct fund acct# s/b 2300.131.420140.111, 120        |

**B.O.C.C. Regular**

**Meeting Date:** 01/27/2026

**Title:** Board Minutes

**Submitted By:** Teri Reitz, Board Clerk

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**TOPIC:**

**Board Minutes** - Lockwood Irrigation District Board Minutes for December

**BACKGROUND:**

See attached.

**RECOMMENDED ACTION:**

Place to file.

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**Attachments**

Lockwood Irrigation District Board Minutes

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## Meeting Minutes:

December 17, 2025

December meeting of the L.I.D. was held at the Lockwood Water and Sewer District office, at 1644 Old Hardin RD. The board members present were Terry Seiffert, Bob Riehl, Brent Kober by phone and Manager Carl Peters. Dick Hoke was also present.

The meeting was called to order at 7:00 PM by Terry Seiffertl. November 19, 2025, meeting minutes were reviewed, a motion was made by Bob Riehl to approve the amended minutes, seconded by Brent Kober to approve the October 15<sup>th</sup> minutes, motion carried.

### Public Comment: (None)

### New Business

1. **OHR Sidewalk Project:** The project has been completed with the changes that were agreed to at the last meeting.
2. **\$1,739,00.00 Bond:** We made our first DNRC loan payment of \$ 44,159.17 on 12-2-25 but was due 1-1-26. The principal amount was \$18,074.17 and the interest was \$26,085.00.
3. **New Pump Station Project:** Northwestern Energy has agreed to move the power pole approximately 16 feet from the present location, which is about 7 feet from the center of our lift pipe. The Manager received-new easements from Kam Tankam with Northwestern Energy. Metra RV owner Doug Becker would not sign his easement because of the language regarding structures, because he may want to build. Kam agreed to take the language out regarding structures and Mr. Becker signed the revised easement. The 60' power pole will be moved in January. The Lift Pipe is only five feet deep and the board agreed that the information obtained in the exploration work completed by Askin Construction should be recorded with Yellowstone County Clerk of Court so that future generations know the depth of the lift pipe in this area and that the ground over the pipe is marked with steel stakes.
4. **Phase 3 LWSD Sewer Project:** 15 canal crossings encroachment fee is currently \$500.00 per crossing. There are 7 crossings on the 60 foot and 8 crossing on the 100 foot. The crossing must be bored 10 feet below our canal. The Manager says that after talking to Robbie with Performance and BBWA, the amount we have set looks to be pretty accurate and recommends that we stay at the \$500-dollar amount. Bob Riehl made a motion to approve the \$500 per crossing to LWSD for encroachment permits needed to cross our canal 15 times, and Brent Kober seconded the motion, motion carried. Terry Seiffert suggests getting copies of encroachment fees from other Districts to show how much they are charging.
5. **New Pump Station Project (Continued):** The board approved Askin Construction PAY APP # 5 in the amount of \$137, 500.00. A motion was made by Bob Reihl to approve Pay App #5 and seconded be Brent Kober, motion carried. The update from Robbie Neihart with Performance Engineering:
  - Outlet pipe has been connected to the existing discharge pipe
  - All electrical components have been installed at both canals and the pump station.
  - All concrete work has been completed.
  - The walkway is 75% installed. The engineers are just waiting for MWK to finish the stair sections.
  - The hand railing is approximately 75% installed around pump station
  - MT fencing will be onsite this week to install the security fence around the pump station

Mr. Neihart anticipates that everything is going great and the project is on schedule for Watertronics. The project electrical contractor-Millennium Electric said if we purchased wall pack LED lights from Home Depot he would install them on the south side, east side, and the north side of the pump house because there is a light pole on the west side. Askin Construction re-poured the footings for the stairs on the walkway which were at the wrong elevation. The steel fabricators-MWK made the two sets of stairs the wrong size and will

make corrections. Bob Riehl asked if we are still going to meet our substantial completion with all the changes. Rob spoke with bond counsel and explained that we may be a couple of days past 11-30- 25 deadline. Bond Counsel said this will be fine because the District is shut down in fall and doesn't start up until Spring.

4. **MDT I-90 Interchange Projects:** The Manager will ask our Engineers about Lockwood Interchange HDR engineer Leif Sande's request for "design flow" for the MDT RCP 48-inch 60' I-90 siphon. The Manager says MDT should have information. This project is 60% design. The Johnson Lane Interchange may start in 2026.
6. **Clayton ST Project: 60' Greenwood Culvert extension:** Lance Story the developer on the project had two sections of the CMP in a 10-foot section and a 20-foot section for access while construction is in progress, but the Developer still plans on about 80 feet when completed. The connection at Greenwood only had two bolts out of three and didn't have a gasket. Rob Neihart from Performance Engineering says that it can go without a gasket because it is at grade. The Developer has agreed to make these changes after the Manager's inspection of the connection. The Manager also informed the developer of the two steel 8 inch pipes that drain the Gardiner-Sterling 100' lateral into the 60' must be connected to the culvert, the 12" CMP drain culvert from Consani's hay field must remain and to provide irrigation water access to each lot from the Stirling alley lateral. The Manager has informed the County, and they have been in contact with the developer about their requirements for Greenwood. Dick Hoke asked how Lockwood Water and Sewer are going to connect into this development because they must cross the ditch in either direction to get to this property. The Manager said he will ask Mr. Ariztia from the Lockwood Water and Sewer District their plans for this area.
7. **Required Audit:** Strom & Associates, PC contract and engagement letter, appendix A through E, and audit extension were sent to the board and Strom and Associates via email approved and signed 12-5-25, state approved 12-8-25, but for the record we need a motion to approve \$13,650.00 estimated fees and \$150.00 per hour for non-audit fees. A motion was made by Bob Riehl and seconded by Brent Kober to approve the contract with Strom & Associates for our required audit, Motion carried. The Manager has not heard from the Local Government Services Bureau Local State Financial Services about approval of the extension till October of 2026. The Manager received an email from Anna Miller on 12-8-25, and she is not aware of any funding to help with the audit costs.

#### Old Business

1. **LID-LWSD Water Rights:** Nothing new.
2. **2014 LID Rate Update 2019:** On Hold.

#### Manager's Report:

The accumulated interest on our bond account is \$34,930.08. The ending trial balance is about \$13,000.00 higher this year than last year at this time. The Manager reported that we have not received an invoice for PCO #5 from Askin Construction for Exploratory Excavation of the 100' Lift Pipe and asked about payment of the invoice from our O&M account instead of the bond account. Bob Riehl requested a balance sheet at the January meeting for the Pump Station Replacement Project. Any remaining funds could be used toward the cost of a canopy to protect the new pump station.

#### Secretary's Report:

The November financial reports were presented, a motion was made by Bob Riehl to approve the financials for November, seconded by Brent Kober, motion carried. With no further business, a motion was made to adjourn by Bob Riehl, 2<sup>nd</sup> by Brent Kober, the meeting was adjourned at 7:57PM. The next board meeting will be on January 21, 2026, at 7:00 PM, located at the Lockwood Water and Sewer Office.

Respectfully submitted,  
Angela Watson, Secretary/Treasurer

**B.O.C.C. Regular**

3. a.

**Meeting Date:** 01/27/2026

**Title:** Board Minutes

**Submitted By:** Erika Guy

---

**TOPIC:**

Board Minutes - Tax Appeal Minutes 1/20/26

**BACKGROUND:**

See Attached

**RECOMMENDED ACTION:**

File

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**Attachments**

Board Minutes

---

Yellowstone County Tax Appeal Board

Physical Address: Mailing Address:  
316 N 26<sup>th</sup> Street Rm 3101 PO Box 35000  
Billings, MT 59101 Billings, MT 59107-5000



# Yellowstone County Tax Appeal Board

## MINUTES

COUNTY: Yellowstone County  
PLACE: BOCC Board Room

DATE: January 20<sup>th</sup>, 2026  
TIME: 2:00pm-2:28pm  
\*SHOW RECESS AND RECONVENTION

BOARD MEMBERS PRESENT:  
Laura Myers  
Hanna Wagner  
Oscar Heinrich Jr.

SECRETARY:  
Erika Guy

### HEARINGS HELD:

2:00pm Docket #A-16-25 419 Acquisitions LLC

### DECISIONS MADE:

Docket #A-16-25/A33021 419 Acquisitions LLC Adjusted

#### Docket #A-16-25:

The appeal started with an administrative hearing regarding the timeliness of the taxpayer's appeal. DOR stated according to MCA the taxpayers appeal is untimely for the 2025 tax cycle. The taxpayer stated they did not receive the assessment notice from the DOR on any of their properties. Laura Myers made a motion to accept the taxpayers' appeal for the 2025-2026 tax cycle. Motion seconded by Hanna Wagner. Motion passed 2/1 with Oscar Heinrich Jr. voting no.

Motion made by Laura Myers to adjust tax code A33021 from \$151,458.00 to \$81,787.00. Second, by Oscar Heinrich Jr. Motion passed unanimously.

### SIGNED:

A handwritten signature in black ink that reads "Laura Myers".

Laura Myers

Laura Myers, Chair

NOV 20 2025

APPEAL TO THE COUNTY APPEAL TAX BOARD

MTAB-401

Complete this document to appeal a property tax classification or assessment set by the Montana Department of Revenue (DOR). This appeal must be filed with the County Clerk and Recorder of the county where the property is located. This appeal will be heard by that county's Tax Appeal Board (CTAB). The County Tax Appeal Board is not part of the Department of Revenue.

Only one appeal may be made in each two-year appraisal cycle. The date your appeal is due depends on whether you went through the AB-26 informal review process with DOR.

If you did NOT file an AB-26.

OR

If you went through the AB-26 process.

The county Clerk and Recorder must receive your appeal within 30 days from the date on the DOR's notice of tax classification or assessment.

The county Clerk and Recorder must receive your appeal within 30 days from the date on the final AB-26 decision sent by Montana Dept. of Revenue.

If your appeal is received late it will not be considered. If your property taxes are due before the appeal is resolved, you must pay them under protest if you want them refunded to you.

If you refuse to allow DOR to inspect your property for appraisal you must submit an appraisal conducted by a licensed appraiser who is in good standing and certified in Montana. If you do not, the county and state tax appeal boards cannot revise your valuation.

|                 |                        |       |            |     |       |
|-----------------|------------------------|-------|------------|-----|-------|
| Name            | 419 ACQUISITIONS LLC   |       |            |     |       |
| Taxpayer Name   | Greg Franks            |       |            |     |       |
| Property County | Yellowstone            |       |            |     |       |
| Address         | PO Box 241             |       |            |     |       |
| City            | Billings               | State | MT         | Zip | 59103 |
| Email           | wendyfranks1@gmail.com | Phone | 4066902442 |     |       |

Was an AB-26 Form filed with the Dept. of Revenue?

Select One:

No

Yes

Decision Date:

## APPEAL TO THE COUNTY APPEAL TAX BOARD

MTAB-401

**Legal Description of Property:**

|                    |                              |              |                        |
|--------------------|------------------------------|--------------|------------------------|
| Street Address     | 610 TUMBLEWEED DR            | No. of Acres | 2.086 Acres            |
| Lot(s)             | 6A                           | Section      | 29                     |
| Block(s)           | 3                            | Township     | 01 N                   |
| Addition / Subdiv. | ALKALI CREEK SUBD 5TH FILING | Range        | 26 E                   |
| City / Town        | Billings                     | GEOCode      | 03-1033-29-1-04-20-000 |

|                             | Dept. of Revenue<br>Valuation | Taxpayer Requested<br>Valuation | CTAB Valuation<br>For CTAB use only. |
|-----------------------------|-------------------------------|---------------------------------|--------------------------------------|
| Land                        | \$151,458.00                  | 92,376                          |                                      |
| Buildings &<br>Improvements | 0                             | 0                               |                                      |

This section is your opportunity to describe what you think was incorrect about DOR's classification and assessment and to describe what the Board should do to correct it.

**What was incorrect about DOR's classification or assessment?**

*(Ex: A similar house in my neighborhood sold for less.)*

Other properties located in this area, had a decrease in their property taxes. Also the other lots we own under 419 Acquisitions LLC all had reduction in property tax. Tax codes A02248, A02247A and A00247. The property codes listed had their market value increase between 28% and 34% and property A33021 increased its market value by 213%.

**What are you asking for to correct the problem?**

*(Ex: My home should be valued at \$75,000.)*

I am asking the property be valued at an increase rate uniform with the other properties in the area.

11 / 24 / 2025  
Date

Taxpayer Signature

## APPEAL TO THE COUNTY APPEAL TAX BOARD

MTAB-401

**Optional: 3rd Party Representation: List below.**

|                    |   |                                 |                    |
|--------------------|---|---------------------------------|--------------------|
| I hereby authorize |   | to represent me in this appeal. |                    |
| Address            |   |                                 |                    |
| Email              |   | Phone                           |                    |
| Date               | / | /                               | Taxpayer Signature |

Finally, make two copies of this document and:

- Send the original AND one copy to the County Clerk and Recorder.
- Keep one copy for your records.

**What Happens Next?**

The County Tax Appeal Board will contact you to arrange a hearing with you and the Department of Revenue. After the hearing, the County Tax Appeal Board will provide you with a decision by mail within 3 days.

The following section is for the County Tax Appeal Board to write its decision.

|  |         |   |        |   |                        |
|--|---------|---|--------|---|------------------------|
| The above application is:  | Granted | / | Denied | / | <i>Granted in Part</i> |
| For the following reasons: <i>Value adjusted to new number of \$81,787 due to restriction placed on property as a result of road - reduced value by 51/2%; value duly supported by DOR</i> |         |   |        |   |                        |
| Date: <u>1-20-26</u> Chair Signature & County: <i>Lawyers, Yellowstone</i>   |         |   |        |   |                        |

You may appeal this County Tax Appeal Board decision to the Montana Tax Appeal Board. To do so, complete and submit an Appeal to the Montana Tax Appeal Board (form MTAB-801), available at [www.mtab.mt.gov](http://www.mtab.mt.gov).

**The Montana Tax Appeal Board must receive your appeal within 30 days from when you received the County Tax Appeal Board decision or your appeal will not be accepted.**

**B.O.C.C. Regular**

**3. b.**

**Meeting Date:** 01/27/2026

**Title:** Board Minutes

**Submitted By:** Erika Guy

---

**TOPIC:**

Board Minutes - Tax Appeal Board 1/21/26

**BACKGROUND:**

See Attached

**RECOMMENDED ACTION:**

File

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**Attachments**

3 Arrows LLC

Eddleman

---

# Yellowstone County Tax Appeal Board

Physical Address: Mailing Address:  
2825 3<sup>rd</sup> Ave N, Rm 419 PO Box 35000  
Billings, MT 59101 Billings, MT 59107-5000



# Yellowstone County Tax Appeal Board

## MINUTES

COUNTY: Yellowstone County  
PLACE: BOCC Board Room

DATE: January 21<sup>st</sup>, 2026  
TIME: 1:00pm-1:34pm  
\*SHOW RECESS AND RECONVENTION

BOARD MEMBERS PRESENT:  
J.R. Reger  
Dan Cohn  
Oscar Heinrich Jr.

SECRETARY:  
Erika Guy

### HEARINGS HELD:

1:00pm Docket #A-12-25 3 Arrows LLC

### DECISIONS MADE:

Docket #A-12-25/A30697 3 Arrows LLC Approved

### Docket #A-12-25:

Motion made by J.R. Reger to approve the taxpayers appeal for \$433,330. Seconded by Oscar Heinrich Jr. Motion passed unanimously.

### SIGNED:

A blue ink signature of "J.R. Reger" with a stylized "J.R." and a "B" at the end.

J.R. Reger, Chair

NOV 18 2025

A30697

## APPEAL TO THE COUNTY TAX APPEAL BOARD

MTAB-401

Complete this document to appeal a property tax classification or assessment set by the Montana Department of Revenue (DOR). This appeal must be filed with the County Clerk and Recorder of the county where the property is located. This appeal will be heard by that County's Tax Appeal Board (CTAB). The County Tax Appeal Board is not part of the Department of Revenue.

FOR COUNTY TAX APPEAL BOARD USE

Docket Number: A-12-25

Date Filed: 11/18/25

Received by: Erika G.

Only one appeal may be made in each two-year appraisal cycle. The date your appeal is due depends on whether you went through the AB-26 informal review process with DOR.

If you did NOT file an AB-26.      OR      If you went through the AB-26 process.

The County Clerk and Recorder must receive your appeal within 30 days from the date on the DOR's notice of tax classification or assessment.

The County Clerk and Recorder must receive your appeal within 30 days from the date on the final AB-26 decision sent by the Montana Dept. of Revenue.

If your appeal is received late, it will not be considered. If your property taxes are due before the appeal is resolved, you must pay them under protest if you want them refunded to you.

|                 |   |       |    |     |       |
|-----------------|---|-------|----|-----|-------|
| Name            | Jacob Butt  |       |    |     |       |
| Taxpayer Name   | Jacob Butt (3 Arrows LLC)                               |       |    |     |       |
| Property County | Yellowstone County                                      |       |    |     |       |
| Address         | 1753 Majestic Ln. <i>1728 Lampman Dr. Suite A</i> 59102 |       |    |     |       |
| City            | Billings  | State | MT | Zip | 59102 |
| Email           | JacobButt@pioneeroil-co.com                             |       |    |     |       |
| Phone           | 406-839-8891  |       |    |     |       |

Was an AB-26 Form filed with the Dept. of Revenue?

Select One:

No       Yes

Decision Date: 10/21/2025

## APPEAL TO THE COUNTY TAX APPEAL BOARD

MTAB-401

**Legal Description of Property:**

|                    |                       |              |      |
|--------------------|-----------------------|--------------|------|
| Street Address     | 1753 Majestic Ln.     | No. of Acres | 1.99 |
| Lot(s)             | 20                    | Section      | 23   |
| Block(s)           | 1                     | Township     | 01 S |
| Addition / Subdiv. | Broso Valley Park Sub | Range        | 25 E |
| City / Town        |                       | GEOCode      |      |

|                          | Dept. of Revenue Valuation | Taxpayer Requested Valuation | CTAB Valuation<br>For CTAB use only. |
|--------------------------|----------------------------|------------------------------|--------------------------------------|
| Land                     | \$781,511                  | \$433,330                    |                                      |
| Buildings & Improvements | \$0.00                     | \$0.00                       |                                      |

This section is your opportunity to describe what you think was incorrect about DOR's classification and assessment and to describe what the Board should do to correct it and why. The taxpayer has the burden to show how the DOR incorrectly valued the property.

**What was incorrect about DOR's classification or assessment?**

*(Ex: A similar house in my neighborhood sold for less.)*

|   |
|---|
| This lot was purchased in 2025 for \$433,330, by defination that is market value.   |
| The DOR is assesing the property at \$9/sqft, there are no properties listed in this area at \$9/sqft. The highest values are \$7/sqft and those properties continue to sit unsold. |

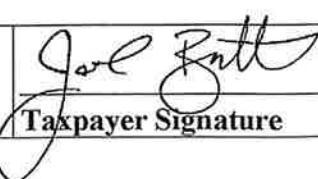
**What are you asking for to correct the problem?**

*(Ex: My home should be valued at \$75,000.)*

|  |
|--|
| I understand the DOR has to make a calculated estimate. In this case, we have actual market data that shows this property was valued at \$433k by the free market. I am asking the the DOR lower the value to the actual purchase price. |
|--|

11/17/2025

Date


  
Taxpayer Signature

# APPEAL TO THE COUNTY TAX APPEAL BOARD

MTAB-401

## Optional: 3rd Party Representation: List below.

|  |                    |  |
|--|--------------------|--|
| I hereby authorize _____ to represent me in this appeal. |                    |  |
| Address  |                    |  |
| Email  | Phone              |  |
| Date   | Taxpayer Signature |  |

Finally, make two copies of this document and:

- Send the original AND one copy to the County Clerk and Recorder.
- Keep one copy for your records.

### What Happens Next?

The County Tax Appeal Board will contact you to arrange a hearing with you and the Department of Revenue. After the hearing, the County Tax Appeal Board will provide you with a decision by mail within 3 days.

The following section is for the County Tax Appeal Board to write its decision.

|  |  |
|--|--|
| The above application is:  | <input checked="" type="checkbox"/> Granted / <input type="checkbox"/> Denied / <input type="checkbox"/> Granted in Part |
| For the following reasons: Under MCA 2019-15-8-1 Value<br>is based on value of a willing buyer and<br>willing seller under no compulsion. Taxpayer acquired<br>the property for \$433,330. |  |
| Date: 1.21.26  | Chair Signature & County:            |

You may appeal this County Tax Appeal Board decision to the Montana Tax Appeal Board. To do so, complete and submit an Appeal to the Montana Tax Appeal Board (form MTAB-801), available at [www.mtab.mt.gov](http://www.mtab.mt.gov).

The Montana Tax Appeal Board must receive your appeal within 30 days from when you received the County Tax Appeal Board decision, or your appeal will not be accepted.

# APPEAL TO THE COUNTY TAX APPEAL BOARD

MTAB-401

## Instructions for filing:

The Taxpayer should fill out this form to appeal their taxes. The three pages are self-explanatory and easy to use. This appeal form and more information on the appeal process can be found on the Montana Tax Appeal Board website, [www.mtab.mt.gov](http://www.mtab.mt.gov).

### PAGE ONE

- The upper right-hand corner of page 1 is the information box for the county's use.
- The third paragraph with a chart shows the requirements for the next steps of the appeal when filing with or without the AB-26 from the Department of Revenue.
- It is important to note that the taxpayer must pay taxes under protest, or they will not receive a refund.
- The next section should be filled out legibly to facilitate timely future correspondence.

### PAGE TWO

- Give the addresses and property description(s) along with the requested values of land and building values or improvements for the taxpayer and the DOR. The bordered box for the CTAB values is to be left blank.
- In the lower portion of page 2, the taxpayer should explain what is incorrect about the DOR's value and what they would like to have corrected by the appeal.

### PAGE THREE

- Provide the name of representative (if any) and contact information. The middle of the page explains what the taxpayer will provide for the county and how the process continues. The boxed in section on this page is for the CTAB Chairman to record the decision and date of the decision.
- The remainder of the form gives information about how to appeal to the Montana Tax Appeal Board.

Yellowstone County Tax Appeal Board

Physical Address:  
2825 3<sup>rd</sup> Ave N  
Billings, MT 59101

Mailing Address:  
PO Box 35000  
Billings, MT 59107-5000



# Yellowstone County Tax Appeal Board

## MINUTES

COUNTY: Yellowstone County  
PLACE: BOCC Board Room

DATE: January 21<sup>st</sup>, 2026  
TIME: 3:00pm-4:18pm  
\*SHOW RECESS AND RECONVENTION

BOARD MEMBERS PRESENT:  
Dan Cohn  
J.R. Reger  
Oscar Heinrich Jr.

SECRETARY:  
Erika Guy

HEARINGS HELD:

3:00pm                    Docket #A-15-25                    Eddleman

DECISIONS MADE:

Docket #A-15-25/A07176                    Eddleman                    Adjusted

**Docket #A-15-25:**

Motion made by Oscar Heinrich Jr. to adjust tax code A07176 from \$319,600.00 to \$309,300.00.  
Seconded by Dan Cohn. Motion passed unanimously.

SIGNED:

A handwritten signature in blue ink, appearing to read "Dan Cohn".

---

Dan Cohn, Chair

A07176

NOV 21 2025

## APPEAL TO THE COUNTY TAX APPEAL BOARD

MTAB-401

Complete this document to appeal a property tax classification or assessment set by the Montana Department of Revenue (DOR). This appeal must be filed with the County Clerk and Recorder of the county where the property is located. This appeal will be heard by that County's Tax Appeal Board (CTAB). The County Tax Appeal Board is not part of the Department of Revenue.

Only one appeal may be made in each two-year appraisal cycle. The date your appeal is due depends on whether you went through the AB-26 informal review process with DOR.

If you did NOT file an AB-26,

OR

If you went through the AB-26 process,

The County Clerk and Recorder must receive your appeal within 30 days from the date on the DOR's notice of tax classification or assessment.

The County Clerk and Recorder must receive your appeal within 30 days from the date on the final AB-26 decision sent by the Montana Dept. of Revenue.

If your appeal is received late, it will not be considered. If your property taxes are due before the appeal is resolved, you must pay them under protest if you want them refunded to you.

|                 |                              |       |    |     |       |
|-----------------|------------------------------|-------|----|-----|-------|
| Name            | Robert & Terri Eddleman      |       |    |     |       |
| Taxpayer Name   | Robert & Terri Eddleman      |       |    |     |       |
| Property County | Yellowstone                  |       |    |     |       |
| Address         | P.O. Box 21614               |       |    |     |       |
| City            | Billings                     | State | MT | Zip | 59104 |
| Email           | terri.kurth@gmail.com        |       |    |     |       |
| Phone           | 406-698-8378 or 406-671-5022 |       |    |     |       |

Was an AB-26 Form filed with the Dept. of Revenue?

Select One:

No  Yes

Decision Date: 10-23-2025

# APPEAL TO THE COUNTY TAX APPEAL BOARD

MTAB-401

## Legal Description of Property:

|                    |                             |              |                        |
|--------------------|-----------------------------|--------------|------------------------|
| Street Address     | 711 N. 32 <sup>nd</sup> ST. | No. of Acres | .12                    |
| Lot(s)             | 19, a N 1/2 LT 20           | Section      |                        |
| Block(s)           | 33                          | Township     |                        |
| Addition / Subdiv. | Foster ADD.                 | Range        |                        |
| City / Town        | Billings                    | GEOCode      | 031033-32-4-V1-T2-0000 |

|                          | Dept. of Revenue Valuation | Taxpayer Requested Valuation | CTAB Valuation For CTAB use only. |
|--------------------------|----------------------------|------------------------------|-----------------------------------|
| Land                     |                            |                              |                                   |
| Buildings & Improvements | 319,000                    | 299,000                      |                                   |

This section is your opportunity to describe what you think was incorrect about DOR's classification and assessment and to describe what the Board should do to correct it and why. The taxpayer has the burden to show how the DOR incorrectly valued the property.

**What was incorrect about DOR's classification or assessment?**

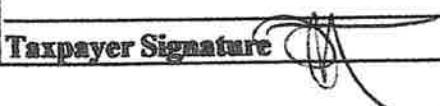
*(Ex: A similar house in my neighborhood sold for less.)*

Attached Information: (Exhibit A) - no note / old 2022 prorated  
 " (Exhibit B) mainly rental property around US  
 (Exhibit D) - Around

**What are you asking for to correct the problem?**

*(Ex: My home should be valued at \$75,000.)*

Our home should be valued at 299,000<sup>00</sup>  
 Exhibit D - Sold a Current listings  
 in the last 180 days

|      |            |  |
|------|------------|--|
| Date | 11-21-2025 | Taxpayer Signature   |
|      | 11-21-2025 |  |

# APPEAL TO THE COUNTY TAX APPEAL BOARD

MTAB-401

Optional: 3rd Party Representation: List below.

|  |                    |  |
|--|--------------------|--|
| I hereby authorize _____ to represent me in this appeal. |                    |  |
| Address  |                    |  |
| Email  | Phone              |  |
| Date   | Taxpayer Signature |  |

**Finally, make two copies of this document and:**

- **Send the original AND one copy to the County Clerk and Recorder.**
- **Keep one copy for your records.**

## What Happens Next?

The County Tax Appeal Board will contact you to arrange a hearing with you and the Department of Revenue. After the hearing, the County Tax Appeal Board will provide you with a decision by mail within 3 days.

**The following section is for the County Tax Appeal Board to write its decision.**

|   |   |
|---|---|
| The above application is:   | Granted / Denied / <u>Granted in Part</u> |
| For the following reasons: <u>The taxpayer persuasively argued that the attributes and location of the property, including the number of bathrooms and proximity to apartment buildings, merit a decreased valuation.</u> |   |
| Date: <u>1/21/26</u>  | Chair Signature & County: <u>John</u>     |

You may appeal this County Tax Appeal Board decision to the Montana Tax Appeal Board. To do so, complete and submit an Appeal to the Montana Tax Appeal Board (form MTAB-801), available at [www.mtab.mt.gov](http://www.mtab.mt.gov).

**The Montana Tax Appeal Board must receive your appeal within 30 days from when you received the County Tax Appeal Board decision, or your appeal will not be accepted.**

**B.O.C.C. Regular**

**Meeting Date:** 01/27/2026

**Title:** Two Moon Fuels Reduction & Forest Health Grant Application

**Submitted By:** Anna Ullom, Senior Accountant

---

**TOPIC:**

Two Moon Park Fuel Reduction & Forest Health Grant Application

**BACKGROUND:**

This was discussed on the January 6, 2026 meeting. This grant was previously awarded in the amount of \$20,000.00 to the County for Two Moon Park, but federal programmatic changes led to the funding not being fulfilled. With the new grant round, we have applied for the same funding to support buckthorn removal and safety project.

**RECOMMENDED ACTION:**

File.

---

**Attachments**

Two Moon Park - Fuel Reduction & Forest Health Application 2026

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8 ▾ Menu ⓘ (https://www.submittable.com/help/submitter?\_hstc=39408956.7cf7a7cadc200a6e07fab52523cb32e6.1768496023679.1768496023679.17691021236)  
♀  
♀  
)

## Forestry - FY26 UCF Program Development (PD)

### 1. Organization Information

#### 1.1. Organization Name

Yellowstone County Public Works

#### 1.2. Has the organization received any DNRC Forestry grants or subawards previously?

Yes

### 2. Applicant Information

The person completing this application.

By default, of Submittable, the person submitting this application will be the point of contact for future communications such as reports and requests for reimbursement for the life of this grant.

You may collaborate with others to complete the application and future forms, but you will be responsible for all final submissions. [HERE](https://submittable.help/en/articles/6449440-additional-form-collaboration#h_9b406cbf1b) (https://submittable.help/en/articles/6449440-additional-form-collaboration#h\_9b406cbf1b) are the instructions for collaborating with others for this application.

#### 2.1. Your name

Anthony Sammartano

#### 2.2. Your Phone

+14062562828

#### 2.3. Your Email

[anthony.sammartano@montana.edu](mailto:anthony.sammartano@montana.edu) (mailto:anthony.sammartano@montana.edu)

#### 2.4. Provide a Secondary Contact for the project.

Monica Plecker

#### 2.5. Secondary Contact Phone

+14062562730

#### 2.6. Secondary Contact Email

[mplecker@yellowstonecountymt.gov](mailto:mplecker@yellowstonecountymt.gov) (mailto:mplecker@yellowstonecountymt.gov)

## 3. Project Elements

### 3.1. Project Name

Two Moon Park Fuel Reduction & Forest Health

### 3.2. Project Location

This project is located at a 150-acre county park in Yellowstone County, called Two Moon Park. The address for the park is 850 Two Moon Park Rd, Billings, MT 59105.

### 3.3. Have you contacted your DNRC Service Forester?

Yes

#### 3.3.1. Foresters Name

Noah Wilson

## 4. Project Description

### 4.1. Project Description - Provide 2-3 paragraphs that summarize your project.

This project will assist in the creation of a resilient forest within an urban area that has minimal fire risk and other hazards to human health by removing woody invasive species, hazardous trees, dangerous fuel loads, and restoring appropriate stand density.

This project will aid in diversifying the species composition by implementing mastication to control woody invasive species. Woody invasive species (Russian Olive and Common Buckthorn) degrade public lands in Yellowstone County, especially along riparian areas, which weave throughout the urban communities of Billings, Lockwood and Laurel. These species reduce diversity of our urban forests, especially along riparian areas, and create fire safety hazards by increasing hazardous fuel loads in these riparian forests. They also created areas where transient camps get established, and these camps have proven dangerous to the communities that surround them, and taxing for law enforcement to manage.

The communities at large are not engaged about these invasive trees and the damage caused but have expressed a community desire to learn more and be active in managing public lands.

This project demonstrates proper urban forest management in Yellowstone County and serves as a public example for local land managers who have expressed interest in seeing action taken to combat the degradation of our urban forest areas. This project creates an urban forest that will serve as an educational space for the community, seen as field trips for K-12, college field studies, and for celebrations of Arbor and Earth Days.

## 5. Existing Program Resources

### 5.1. Do you have a tree inventory?

No

### 5.2. Do you have an urban forest management plan?

No

### 5.3. Is the project located in a Tree City USA community?

Yes

## 6. Federal & State Program Goals

### 6.1. How does your project align with the state and federal program goals? Choose all that apply.

- 1. Advance public education and understanding for the social, economic, environmental and aesthetic values of trees, forests and related resources in communities.
- 2. Climate change mitigation and adaptation.
- 3. Expand opportunities, resources and access for underserved and at-risk populations and communities.
- 5. Promote urban forestry planning and tree management plans including broadening community engagement.
- 6. Develop and encourage the profession of urban forestry through technology transfer, education and training.
- 7. Increase the biodiversity, health and resilience of trees in urban and community forests through best maintenance and management practices.

#### 6.1.1. Explain how the project advances public education and understanding for the social, economic, environmental and aesthetic value of trees, forests and related resources in communities.

This project advances public education and understanding of the benefits of healthy trees and forests in urban landscapes by being a project in a very public setting. Any management action taken in the project area will draw community attention, and this serves as an avenue for providing education on the proper management needed to create healthy trees and forests in our urban landscapes. Education signage, media content, workshops, field trips, will be created during the work this grant will support to explain the management being done, and how it helps to benefit the forests and surrounding communities.

#### 6.1.2. Explain how the project advances climate change mitigation and adaptation.

This project advances mitigation and adaptation by restoring an urban forest that is degraded due to lack of management of established invasive woody species. By restoring this urban forest and allowing native trees and shrubs to return, the site become resilient to disturbances, including climate change. Plant species of the forests in the Yellowstone riparian areas are adapted to periods of flooding and drought, but due to the degradation of our local forests, damage caused by the fluctuations of climate become harder to rebound from. This project will restore native species to urban forests and add resiliency towards climate change.

#### 6.1.3. Explain how the project expands opportunities, resources and access for underserved and at-risk populations and communities.

The project location is in an eastern part of Yellowstone County/Billings referred to as The Heights. The project location is one of the few public parks that provides access to the Yellowstone River on the eastern side of Billings. The unmanaged urban forest of this area has allowed for nefarious individuals to plan and commit crimes against the Heights community, who have limited access to public areas to recreate. The educational and volunteer events related to this project will serve as community vitality programs to a part of Yellowstone County has expressed a need for these types of events.

#### 6.1.5. Explain how the project promotes urban forestry planning and tree management plans, including broadening community engagement.

The education program developed from this project will educate the Yellowstone County Community about the importance of tree and forest management plans, by showing the before and after of sites that are being properly managed. Radio, TV and Social Media content will be created from this project. Schools have already signed up to take field trips to this site to learn about the project. Biannual volunteer and education events currently occur at this project site, and this project aims to educate participants on how to be better land stewards, which includes learning about how to care for trees and forests.

#### 6.1.6. Explain how the project develops and encourages the profession of urban forestry through technology transfer, education and training.

This project develops and encourages the profession of urban forestry by creating a project site that demonstrates multiple methods for how to manage urban trees and forests. This project will show the success of a land managers partnering with local profession foresters to conduct prescribed work that within urban settings. Partnership with conservation groups and local university classes, who are implementing new conservation methods and conducting monitoring studies, allows this project site to produce information that could be useful to foresters and land managers who are trying to make decisions on how to best manager forested land.

#### 6.1.7. Explain how the project increases the biodiversity, health and resilience of trees in urban and community forests through best maintenance and management practices.

This project works to remove the monoculture invasive tree forests that have taken over the project site. This project includes following the initial removal treatment with a native reseeding effort the same year, and then for the next consecutive 2 years, coming back to retreat any regrowth of the initially removed invasive species. Native trees and shrubs will be planted and protected by deer cages, which are installed during the time of planting, to increase biodiversity. As the desirable vegetation becomes established, the forest site will become resilient and resistant to reinvasion and disturbances and become a healthy forest.

## 7. Project Personnel

### 7.1. List the Project Personnel

I would like to use the provided table for my project personnel information.

#### 7.1.1. Provided Project Personnel Table

|   | A                  | B  | C  | D                    |
|---|--------------------|--|--|----------------------|
| 1 | Name               | Title/Qualification  | Project Role   | Level of Involvement |
| 2 | Anthony Sammartano | MSU Horticulture Extension Agent                                   | Grant writer, main project manager, educator, volunteer recruiter/coordinate, weed sprayer               | High                 |
| 3 | Megan Hoyer        | Montana Dept of Ag: Invasive Species Education Coordinator         | Co-project manager, educator, volunteer leader, technical consultant                                     | High                 |
| 4 | Caleb Music        | Yellowstone County Weed District Crew Foreman/Education Specialist | Co-project manager, educator, volunteer leader, technical assistance, weed sprayer                       | High                 |
| 5 | Joe Lockwood       | Yellowstone County Weed Superintendent                             | Supervises Foreman/education specialists activities, coordinates with contractors, grant writer/manager. | Medium               |
| 6 | Carolyn Sevier     | Director of Yellowstone River Parks Association                    | Volunteer recruitment and supervision, donations/match assistance  | Low                  |
| 7 | Monica Plecker     | Yellowstone County Director of Road & Bridge/Public Works          | Department Supervisor  | Low                  |
| 8 | Megan Poulette     | Associate Professor of Environmental Science and Botany            | Monitoring program supervisor  | Low                  |

### 7.2. Supplemental Information - Project Personnel Narrative. If desired, use this space to explain or expand on the Personnel information.

n/a

## 8. Leveraging Local Support and Outreach

### 8.1. List local groups and people supporting the project with in-kind contributions and volunteering time.

I would like to use the provided table for my Leveraging Local Support and Outreach information.

#### 8.1.1. Provided table for Leveraging Local Support and Outreach.

|  | A | B |
|--|---|---|
|  |   |   |

|    |  |   |
|----|--|---|
| 1  | Partner Organization Name                          | Activities/Effort   |
| 2  | Yellowstone River Parks Association                | Match donations, volunteer recruitment & education, event advertising     |
| 3  | Just Serve   | Runs volunteer recruitment database, project promotion                    |
| 4  | Bright N Beautiful                                 | Project promotion, volunteer recruitment, litter pickup supply donations. |
| 5  | Yellowstone County Master Gardeners                | Donations of native plant material, volunteer recruitment                 |
| 6  | Quest Program (Gifted 5-8th grade student program) | faciliates field trips for middle school students to project site         |
| 7  | —  | —   |
| 8  | Volunteers   | Activities/Efforts  |
| 9  | Barb & Ann Kate                                    | Donation of labor and supplies  |
| 10 | Missionaries from Church of Latter Day             | —   |

8.2. Supplemental Information - Leveraging Support Narrative. If desired, use this space to explain or expand on the Leveraging Support List.

n/a

## 9. Project Work Plan and Schedule

### 9.1. Outline the Project Work Plan and Schedule

I would like to use the provided table for my Project Work Plan and Schedule.

#### 9.1.1. Provided Table for Work Plan and Schedule

Download
Edit

|   | A   | B          | C         |
|---|---|------------|-----------|
| 1 | Task  | Start Date | End Date  |
| 2 | Weed Educational Movie/Promotional Night                                | 2/27/26    | 2/27/26   |
| 3 | Earth Day/Arbor Day Educational Service Projects                        | 4/20/26    | 4/25/26   |
| 4 | Summer Camp Education/Service Week                                      | 6/22/26    | 6/26/26   |
| 5 | Site Maintenance and Prep (mastication treatment to occur fall of 2026) | 4/25/26    | 10/30/26  |
| 6 | Field Trips   | 4/26       | 10/26     |
| 7 | Buckthorn Bandits Fall Education/Volunteer Event                        | 11/3/2026  | 11/7/2026 |
| 8 | —   | —          | —         |

9.2. Supplemental Information - Project Work Plan and Schedule Narrative. If desired, use this space to explain or expand on the Project Plan and Schedule.

A contractor is on standby in the fall of 2026 to perform mastication treatment of woody invasive species. The activity of the machine will clear the area of impassable thickets of woody debris and woody invasive species and disturb the ground which prepare the site for native

grass reseeding efforts. The funds from this grant will serve to pay this contractor and increase the acreage cleared by mastication. There is going to be education and volunteer events in 2027 to ensure that none of the invasive species being treated through funds of this grant are allowed to reestablish.

Trees are only planted in the latter part of the timeline of this project because part of the future management plan is to have broadleaf herbicide applied on site to control herbaceous invasives that will be trying to get established on the project site. To avoid accidents caused by drift or by invasive weeds growing in close proximity to planted trees, plantings will only occur once the site shows a decline in populations of herbaceous invasive species. Native grass seeds will be applied on the project site immediately after the mastication to provide competition against invasive species and allows for broadleaf herbicide to be used effectively.

Follow up spot treatments are planned and will be conducted in partnership with the local weed district for the following 3 years after the mastication treatment.

### 9.3. Does your project include tree planting?

Yes

#### 9.3.1. Upload your 3-year tree establishment plan.

[Urban\\_Forestry\\_Long\\_Term\\_Maintenance\\_Plan\\_TMP\\_2026.xlsx](#)



### 9.4. Does your project include a tree planting cost-share program?

No

## 10. Project Monitoring and Effectiveness

### 10.1. Describe how your project will meet the needs and benefit your community at large. Outline long-term results, outputs and deliverables.

This project will serve as a community vitality project, where an underrepresented community in Yellowstone County will have an opportunity to invest their time and energy into a local project that will benefit them, their families, and the community in the long term. The biannual education and volunteer events are great opportunities to teach the local community about the invasive species that are causing themselves and their neighbors harm and give them the tools and confidence to manage their own land. This project also serves to connect this community to public resources (MSU Extension, Montana Dept of Ag, Yellowstone County Weed District) that can help to answer their questions and help to solve their land management problems.

**Long Term Results:** Over the span of 5 years from the fall of 2026, the project site will have a significant reduction of fuel buildup, hazardous trees, and woody invasive species. There will be an increase of diversity of desirable native plant species, from grasses to trees, due to the input of native plant material into the project site, and natural immigration from forested land nearby. The increase of plant biodiversity will increase the health of the wildlife that occupies the site and increase the diversity of wildlife that occupy or use the area. The increased biodiversity creates better recreational opportunities for the neighboring community, who lack safe access to public lands that connects to the Yellowstone River. The revegetation will be monitored by college students from Rocky Mountain College, and they will share their findings with members of this project. The data gathered by these students will help to inform land managers of the benefits of proper management of urban trees and forests.

The open forest canopy that will be created from this project will deter troublesome transient camps from getting established, which will make the public forest safer for those recreating on site. The healthy open forest canopy will allow emergency services (fire dept, EMT, public works) easier access to all areas of this public urban forest in case of emergencies. It will also increase the herbaceous invasive species treatments' effectiveness, as the current thick, impenetrable forest hides populations of reproducing invasive species. The newly created open forest will be easy for weed sprayers to navigate through, allowing them to treat spots sections of land that are currently inaccessible. In the long-term monitoring of this project, both ecologically and socially, we expect to see an increase in the biodiversity of the site, and an increase in the volume of recreation usage by the public. We expect to see a decrease in established invasive species populations at this project location, and a decrease in emergency service requests from the public.

### 10.2. Describe any potential challenges that could impact the project.

There currently is only one contractor within our partnership who has the machinery that is required for this project to be completed, and if something were to happen to them, then there may be issues in completing part of this project.

Extreme weather events may cause challenges in completing the project by the projected timeline.

Members of the public have expressed feelings of "ecological grief", in which they mourn the woody invasive species ecosystems that have long been established at the project site. The shock of the change in the forest they are used to may cause them alarm and working to

publicly address these concerns will be necessary to help provided education and understanding on the management actions being taken.

## 11. Budget

Check "More Information" to learn about direct and indirect costs.

More Information

Direct costs are those that are directly and only related to a project. For example: the hours that the organizations forester spends on a particular project, similarly the miles that are driven by the forester to the project location. If a mailing is part of the project, the cost of printing, envelopes and stamps are considered direct costs.

Indirect costs are those that are not directly and only related to a specific project but are spread across the entire organization or several projects. Examples are: rent for the office, the electric bill for the organization. Salary/wages/benefits can be assessed to indirect costs as well, such as an accountant who handles the accounting for the entire organization and does not track how their hours are spent.

Indirect costs are not itemized but are instead paid at a percentage of the Direct costs. Organizations can negotiate a rate with the federal government if they are directly awarded federal funds. This is called a Negotiated Indirect Cost Rate Agreement (NICRA.) Organizations with a NICRA are eligible to request their full percentage rate for any award that comes from federal funds. They can request a smaller rate, but never more than the NICRA.

Organizations without a NICRA are eligible to request Indirect Costs at the de minimis rate of 15%. You can request less than 15% but unless you have a NICRA, you cannot request more than 15%.

### 11.1. Are you requesting indirect costs for this project?

No

## Budget Table Instructions Urban and Community Program Development- Match Required

1. Download the [Project Budget Table Worksheet](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fdnlc.mt.gov%2F_docs%2Fforestry%2FGrantsDocs%2FSubmittableRepository%2FUSE_FY24_UCF_Budget_Tempalate_Match.xlsx&wdOrigin=BROWSELINK) ([https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fdnlc.mt.gov%2F\\_docs%2Fforestry%2FGrantsDocs%2FSubmittableRepository%2FUSE\\_FY24\\_UCF\\_Budget\\_Tempalate\\_Match.xlsx&wdOrigin=BROWSELINK](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fdnlc.mt.gov%2F_docs%2Fforestry%2FGrantsDocs%2FSubmittableRepository%2FUSE_FY24_UCF_Budget_Tempalate_Match.xlsx&wdOrigin=BROWSELINK)).

2. Save the budget table worksheet to your local drive.

3. Complete your budget. Use only numbers in the columns. For example, do not use "/hour" or "per hour", it will cause the formulas to fail.

4. Upload completed budget table worksheet below.

Rows and columns of the budget table worksheet should tabulate for you. However, please review your math and totals.

All match expenditures (both cash and in-kind contributions) must be substantiated with documentation to be applied to the 3:1 match requirement.

Federal funds may NOT be used as match. (No federal cash, donated and/or in-kind contributions.)

### 11.2. Upload Completed Project Budget Table

[USE\\_FY24\\_UCF\\_Budget\\_Tempalate\\_Match\\_1.pdf](#)**11.3. Total Funds Requested.**

\$20,000.00 USD

**11.4. Total Funds Pledged to Match.**

\$6,996.36 USD

## 12. Supporting Documentation

**12.1. Supplemental Information - Upload any supporting documentation you would like included in the application.**[2025\\_Buckthorn\\_Bandits\\_Flyer.jpg](#)[Homeless\\_camp.jpg](#)[Volunteers\\_Planting\\_Trees.jpg](#)[Before\\_1.jpg](#)[After\\_1.jpg](#)[Hand\\_Held\\_Boot\\_Brush.jpg](#)[Before\\_2.jpg](#)[After\\_2.jpg](#)[Invasive\\_Species\\_Education.jpg](#)[2025\\_Noxious\\_Weed\\_Trust\\_Fund\\_Grant\\_Progress\\_Report\\_examples\\_of\\_work\\_to\\_be\\_done.pdf](#)

## 13. Certification and Authorization to Sign

**13.1. Certification and Authority to Sign**

Yes, I am authorized to sign this application on behalf of the organization I represent.

**13.1.1. Federal Funding Certification Statement**

Anthony Sammartano

| Name               | Title/Qualification  | Project Role   | Level of Involvement |
|--------------------|--|--|----------------------|
| Anthony Sammartano | MSU Horticulture Extension Agent                                   | Grant writer, main project manager, educator, volunteer recruiter/coordinate, weed sprayer               | High                 |
| Megan Hoyer        | Montana Dept of Ag: Invasive Species Education Coordinator         | Co-project manager, educator, volunteer leader, technical consultant                                     | High                 |
| Caleb Music        | Yellowstone County Weed District Crew Foreman/Education Specialist | Co-project manager, educator, volunteer leader, technical assistance, weed sprayer                       | High                 |
| Joe Lockwood       | Yellowstone County Weed Superintendent                             | Supervises Foreman/education specialists activities, coordinates with contractors, grant writer/manager. | Medium               |
| Carolyn Sevier     | Director of Yellowstone River Parks Association                    | Volunteer recruitment and supervision, donations/match assistance  | Low                  |
| Monica Plecker     | Yellowstone County Director of Road & Bridge/Public Works          | Department Supervisor  | Low                  |
| Megan Poulette     | Associate Professor of Environmental Science and Botany            | Monitoring program supervisor  | Low                  |
| Noah Wilson        | DNRC Forester  | Technical Assistance   | Low                  |

| Partner Organization Name                          | Activities/Effort   |
|--|---|
| Yellowstone River Parks Association                | Match donations, volunteer recruitment & education, event advertising   |
| Just Serve   | Runs volunteer recruitment database, project promotion  |
| Bright N Beautiful                                 | Project promotion, volunteer recruitment, litter pickup supply donations.                                     |
| Yellowstone County Master Gardeners                | Donations of native plant material, volunteer recruitment   |
| Quest Program (Gifted 5-8th grade student program) | faciliates field trips for middle school students to project site   |
| <hr/>  |   |
| Volunteers   | Activities/Efforts  |
| Barb & Ann Kate                                    | Donation of labor and supplies  |
| Missionaries from Church of Latter Day Saints      | Donations of labor, advertising for volunteer/educational events.   |
| Jack Sterling                                      | Labor in treating woody invasive species, facilitates bonfires to reduce slash buildup                        |
| Peter Dean   | Donations of labor.   |
| Regular Patrons of Two Moon Park                   | spreading of native plant seeds into treatment areas, litter cleanup, reporting problems to project managers. |
| —  | —   |

# Urban Forestry Long Term Maintenance Plan

| Year 1   |  |   |                      |
|--|--|---|----------------------|
| Activity   | Description of Service   | Materials   | Time of Year         |
| Clear area of Russian Olive and Common Buckthorn | Heavy machinery with mastication equipped, hand crews with chainsaw and herbicide  | Heavy equipment, chainsaws, loppers, herbicide and herbicide applicators, PPE | Spring and Fall      |
| Herbaceous invasive/noxious weed treatment.      | Foliar spray herbaceous weeds, and lead volunteer hand crews to dig out herbaceous weeds in areas previous cleared of woody invasive species.      | Herbicide, spray equipment, PPE, shovels, trash bags                          | Spring, Summer, Fall |
| Ezject Treatment                                 | Use Ezject herbicide applicator to target Common Buckthorn   | Ezject applicator, herbicide.   | Fall                 |
| Native Grass Reseeding                           | In areas cleared of woody invasive species, plant native grass seed.   | Native grass seed   | Fall                 |
|  |  |   |                      |
|  |  |   |                      |
| Year 2   |  |   |                      |
| Activity   | Description of Service   | Materials   | Time of Year         |
| Herbaceous invasive/noxious weed treatment.      | Foliar spray herbaceous weeds, and lead volunteer hand crews to dig out herbaceous weeds in areas previous cleared of woody invasive species in    | Herbicide, spray equipment, PPE, shovels, trash bags                          | Spring, Summer.      |
| Ezject Treatment                                 | Use Ezject herbicide applicator to target Common Buckthorn   | Ezject applicator, herbicide.   | Fall                 |
| Native Grass Reseeding                           | In areas cleared of woody invasive species, plant native grass seed.   | Native grass seed   | Fall                 |
| Tree planting and cage installation.             | Plant native trees and shrubs into areas where herbaceous weed spraying occurring in year 1. Install deer cages to protect trees.                  | Native trees and shrubs, cage wire, t-posts                                   | Fall                 |
| Clear area of Russian Olive and Common Buckthorn | Heavy machinery with mastication equipped, hand crews with chainsaw and herbicide  | Heavy equipment, chainsaws, loppers, herbicide and herbicide applicators, PPE | Spring and Fall      |
|  |  |   |                      |
| Year 3   |  |   |                      |
| Activity   | Description of Service   | Materials   | Time of Year         |
| Herbaceous invasive/noxious weed treatment.      | Foliar spray herbaceous weeds, and lead volunteer hand crews to dig out herbaceous weeds in areas previous cleared of woody invasive species in    | Herbicide, spray equipment, PPE, shovels, trash bags                          | Spring, Summer       |
| Ezject Treatment                                 | Use Ezject herbicide applicator to target Common Buckthorn   | Ezject applicator, herbicide.   | Fall                 |
| Native Grass Reseeding                           | In areas cleared of woody invasive species, plant native grass seed.   | Native grass seed   | Spring, Fall         |
| Tree planting and cage installation.             | Plant native trees and shrubs into areas where herbaceous weed spraying occurring in year 2. Install deer cages to protect trees.                  | Native trees and shrubs, cage wire, t-posts                                   | Fall                 |
| Tree Inspection/Monitoring/Evaluation            | Inspect trees and shrubs planted in year 2, evaluate health and determine if a replacement plant is necessary. Mark areas to be replaced by spring |   | Summer, Fall         |



# Volunteers Needed!



SATURDAY

1

NOVEMBER

9AM - 1PM



## Two Moon Park

Fun, Engaging, Hands-on way to give back to your community! Enjoy delicious food, fun activities and quality time in the great outdoors! Help is needed for litter clean-up, park beautification, and native tree and wildflower planting.

Sign up and find out more information at:

<https://www.justserve.org/yellowstonecountyparks>

<https://www.facebook.com/twymoonpark>



















# 2025-06 - Two Moon Park Native Plant Revegetation and Noxious Weed Prevention. - 2025

## Status Report Details

**Funding Opportunity:** 135703-AGR Noxious Weed Trust Fund 2025 Development  
**Program Area:** AGR Noxious Weed Trust Fund  
**Status:** Editing  
**Status Report Number:** 003  
**Status Report Type:** Semi-Annual Report  
**Reporting Period:** -  
  
**Initial Submit Date:**  
**Initially Submitted By:**  
**Last Submit Date:**  
**Last Submitted By:**  
**Approved Date:**

## Contact Information

### Primary Contact Information

**Name:** Mr. Anthony Middle Name Sammartano  
Salutation First Name Last Name  
**Title:**  
**Email\*:** anthony.sammartano@montana.edu  
**Alternate Email:**  
**Address\*:** 301 N. 27th Street, Suite 330

Billings 59107-5021 Montana  
City Postal Code/Zip State/Province

**Phone\*:** (406) 256-2828 Ext.  
Phone  
#### #### ####

**Alternate Phone:**  
**Fax:** #### #### ####

### Organization Information

**Name\*:** Yellowstone County Extension  
**Organization Type\*:** State University  
**Organization Website:** <https://www.montana.edu/extension/yellowstone/>  
**Address\*:** 301 N. 27th Street, Suite 330

Billings Montana 59107-5021  
City State/Province Postal Code/Zip

**Phone\*:** (406) 256-2828 Ext.  
#### #### ####

**Alternate Phone:**  
**Fax:** #### #### ####  
**Email address:**

**Alternate Email:**

## Project Activities Report

### ***Trust Fund Reporting Period***

**Reporting Period\*:** November 30

### ***Planned Project Activities***

| Time Period | Year | Activity Description   | Activities/Events Status  |
|-------------|------|--|---|
| May         | 2025 | Rocky Mountain College Student Projects Begin  | Graduate students started their transects in March, undergraduate students began setting their transects in Sept, conducted monitoring until mid Nov.   |
| July        | 2025 | National Association of County Agricultural Agents taking a tour through the project site.   | event was canceled in by NACAA organizers due to lack of interest from NACAA attendees  |
| January     | 2026 | Community bonfire to educate and celebrate woody invasive species removal.                   | Upcoming.   |
| April       | 2025 | JustServe Day of Caring Revegetation and Education Event                                     | 4/25, 1 volunteer assisted in transplanting seedlings from the Conservation Nursery. 4/26 held community volunteer/educational event, had 60 people in attendance.                                    |
| November    | 2025 | 3 day community event to hand treat woody invasive species and revegetate the treated areas. | 3 successful days of education and woody invasive species projects completed, had over 100 community member attend over the 3 days. Volunteer planted over 70 native trees and spread 40+lbs of seed. |
| October     | 2025 | Photo points established for mastication and hand treatment areas.                           | Photo points for the areas to be masticated were taken in September due to the timeframe in which the contractor could work.  |
| April       | 2025 | Educational and outreach programming start (local radio and TV programs published)           | Social media posts were published both before and after community service days in April, and Nov, and before the mastication in Sept.   |
| October     | 2025 | Mastication of area 3  | Completed September 22 - 26 as timing was better for contractor and site conditions allowed for work to be done earlier than planned.   |
| April       | 2026 | JustServe Day of Caring Revegetation and Education Event                                     | Upcoming.   |
| October     | 2026 | Mastication of area 4  | Upcoming.   |
| October     | 2026 | Photo points established for mastication and hand treatment areas.                           | Upcoming.   |
| November    | 2026 | 3 day community event to hand treat woody invasive species and revegetate the treated areas. | Upcoming.   |

### ***Planned Education Events***

| Event Type            | Planned? Describe Event | Activities/Events Status   |
|-----------------------|-------------------------|--|
| Landowner meeting(s): |                         | Met with Yellowstone County Commissioners, and Department of Public Works to discuss this grant and the project.   |
| Weed tours/floats:    |                         | Site tours were held July 9, and Sept 15 - 19.   |
| Spray days:           |                         | Sprayed with Yellowstone County Weed District Sept 2, & October 9th in previously masticated areas. Rented County Eject Lance for fall treatment of Buckthorn. |

|                                   |  |   |   |
|-----------------------------------|--|---|---|
| News articles/Public information: | Published social media posts, created educational event flyers there were hung, around Yellowstone County and @ the project site.  |   |   |
| K-12 Students - weed education:   | Sept 15 - 19, partnered with Quest Program to educate 250 middle school students on site. Led Arbor Day (10/7) activity teaching about invasive species ecological impacts.          |   |   |
| Conference/meeting presentations: | Yes  | Met with Yellowstone County Public works to discuss the continuation of this project. | Met with Yellowstone County Public works and weed district to discuss moving forward with this project, and how to properly spend the funds through the Yellowstone County Weed District. |
| Other education events:           | Noxious Weed Pint Night fundraiser to educate the community by playing noxious weed bingo. Biweekly interactions with community members at the project site while doing site visits. |   |   |

### **Other Accomplishments**

Describe other project accomplishments made during this reporting period.

#### **Other Project/Objective Accomplishments\*:**

I was able to gain access to a drone to take photos of the project site for both before and after photos. Received monetary donations from community members towards this project.

Began a new collaboration with the Yellowstone County Master Gardeners and Yellowstone Montana Master Naturalists. Both groups provided volunteers who helped with creating educational social media posts to promote the benefit of this project, and who helped with some of the project preparation for the November 1<sup>st</sup> public educational/volunteer event. These two groups also donated native plant material to be used as apart of the revegetation treatment.

Gave a tour to the advisory council of the Noxious Weed Trust Fund and other local land management agencies on July 9<sup>th</sup> July 19th, the citizen science group, Montana Moth Project, conducted a survey of Two Moon Park to see if there was a difference in the insect population between 3 sites in various stages of health.

3000 character max.

Describe any difficulties or problems the grant project has had for this reporting period.

#### **Project Challenges\*:**

Received information from a MSU Extension Noxious Weed Mgmt Workshop that altered the type of desired plant material to be purchased from this grant. This has lowered the amount of grant money that needed to be spent per acre while increasing the effectiveness of the revegetation treatment.

Originally, the budget for this grant included purchasing large amounts of native forb seed, but with repeated broad leaf spray treatments being necessary following mastication, any forb that sprouts from a seeding effort run the risk of herbicide injury. In looking to maximize the effectiveness of the revegetation treatment, all plant material purchased for this project will be native grass seed.

2000 character max.

## **Status Report Documents**

| Description  | File Name  | Type | Size   | Upload Date         |
|--|--|------|--------|---------------------|
| 2025 flyer used to announce the educational/volunteer opportunity at Two Moon Park.  | <a href="#">2025 Buckthorn Bandits Flyer.jpg</a>                       | jpg  | 395 KB | 11/26/2025 03:46 PM |
| 2025 Photos of Two Moon Park and Grant Related Activities.   | <a href="#">Two Moon Grant Project Photos Sharable.docx</a>            | docx | 20 MB  | 11/26/2025 03:46 PM |
| This is a word document that contains the links to the various social media posts related to this grant project.                             | <a href="#">Two Moon Park Educational Social Media Post Links.docx</a> | docx | 15 KB  | 11/26/2025 03:46 PM |
| Two Moon Grant Project Photos (educational event with Quest School Program). These photos are not to be shared outside of this grant report. | <a href="#">Two Moon Grant Project Photos View Only.docx</a>           | docx | 4 MB   | 11/26/2025 03:46 PM |

# Volunteers Needed!



SATURDAY

1

NOVEMBER

9AM - 1PM



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Sign up and find out more information at:

<https://www.justserve.org/yellowstonecountyparks>

<https://www.facebook.com/twymoonpark>



**B.O.C.C. Regular**

**Meeting Date:** 01/27/2026

**Title:** Response to Audit Findings - January 22, 2026

**Submitted By:** Amy Mills

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**TOPIC:**

January 1 - January 15 Payroll Audit

**BACKGROUND:**

na

**RECOMMENDED ACTION:**

na

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**Attachments**

Audit Findings

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# PAYROLL AUDIT

## January 1 to January 15, 2026

Date: 1/21/2026

To: Board of County Commissioners

From: Tanya McWilliams, Deputy Auditor

*Unmarked items indicate changes made by payroll. Checked items indicate changes made by payroll.*

From my office's review of the above referenced payroll, the findings are noted below:

| Date    | Employee Name   | Department | Finding  |
|---------|-----------------|------------|--|
| 1/21/26 | Robison, Levi   | CA         | Correct vacation accruals (10-15 years)                |
| 1/21/26 | Mills, Amy      | HR         | Correct vacation used in wrong column, update accruals |
| 1/21/26 | Anderson, Bryan | Sheriff    | Correct fund acct# s/b 2300.131.420140.111, 120        |