

**OFFICIAL AGENDA**  
**TUESDAY July 7, 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**

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Pledge to the Flag: Moment of Silence: Minutes

**REGULAR AGENDA**

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

Bid Opening for Janitorial Services

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

Resolution 26-68 to Increase Solid Waste Disposal District Fee

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

**1. COMMISSIONERS**

Yellowstone County Emergency Declaration

**2. COUNTY ATTORNEY**

Petition- Validity of Initiative

**3. FINANCE**

Resolution 26-76 of Intent to Create RSID 923M - Bar 11 Subdivision - Parks and Setting the Public Hearing for Tuesday August 11, 2026 at 9:00 a.m. in Room 309 of the John Ostlund Building

**4. PUBLIC WORKS**

Resolution 26-83 to Set the Public Hearing for the Abandonment of Certain Roads within Rockwell-Schauer Subdivision the Public Hearing will be on Tuesday, July 28, 2026 at 9:00 a.m. in Room 309 of the John Ostlund Building

**CLAIMS**

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**CONSENT AGENDA**

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**1. COMMISSIONERS**

- a. MET Financial and Governance Study
- b. Board Openings - City/County Planning Board/Broadview Cemetery/Blue Creek FSA/Laurel Fire District #5 & #7/Huntley Project FSA/Consolidated Zoning Commission/Lockwood Pedestrian Safety District Advisory Board/Area II Agency on Aging/Allies in Aging
- c. Board Reappointment - Gary Levine to Yellowstone County Museum
- d. Board Appointment - Aaron Kind to Historic Preservation Board

**2. COUNTY ATTORNEY**

- a. Resolution 26-84 Establishing a Legal Intern Housing Assistance Allowance
- b. Yellowstone County Sheriff's Office DUI Center Agreement with MSUB of Montana

**3. FINANCE**

- a. ARPA Minimum Allocation Grant (MAG) - Draw Request #11 & Compliance Certification
- b. South Central Regional Juvenile Detention Grant 2027 Award Letter

4. **METRA PARK**

MetraPark Trust Check Log June 2026

5. **PLANNING DEPARTMENT**

FFY27 Billings MPO Unified Planning Work Program (UPWP) - Recommendation to PCC

6. **SHERIFF**

2026 Montana Fair Stipend for Sheriff Deputies

7. **HUMAN RESOURCES**

**PERSONNEL ACTION REPORTS - Clerk and Recorder** - 1 Appointment, 1 Termination; **IT** - 1 Termination; **MetraPark** - 1 Termination; **Youth Services Center** - 1 Salary & Other; **Finance** - 2 Salary & Other; 1 Termination; **Sheriff's Office**- 1 Salary & Other, 1 Termination; **Detention Facility** - 1 Termination; **IT** - 2 Salary & Other

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**FILE ITEMS**

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1. **CLERK AND RECORDER**

- a. Sworn Statements of Circulation from Billings Gazette and Yellowstone County News
- b. Board Minutes - Yellowstone Conservation District

2. **CLERK OF DISTRICT COURT**

Checks and Disbursements for June 2026

3. **COMMISSIONERS**

- a. Board Minutes - DUI Task Force June 2026
- b. Board Minutes - Allies in Aging Board Minutes January 2026 - May 2026

4. **PUBLIC WORKS**

- a. Contract with Rock Solid Excavating, Inc.
- b. Contract with Rock Solid Excavating, Inc
- c. Contract with JIm Rooney Excavating Inc.

**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. Public comment is limited to 3 minutes per individual.

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

**Meeting Date:** 07/07/2026

**Title:** Bid Opening for Janitorial Services

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

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**TOPIC:**

Bid Opening for Janitorial Services

**BACKGROUND:**

N/A

**RECOMMENDED ACTION:**

Refer to staff.

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

**Meeting Date:** 07/07/2026

**Title:** Resolution 26-68 to Increase Solid Waste Disposal District Fee

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

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**TOPIC:**

Resolution 26-68 to Increase Solid Waste Disposal District Fee

**BACKGROUND:**

Resolution to increase the Solid Waste Disposal District fee from \$35.00 to \$45.00 due to increased costs associated with City of Billings Landfill Contract.

**RECOMMENDED ACTION:**

Approve.

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**Attachments**

Res #26-68 Raising Solid Waste Disposal Fee

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# YELLOWSTONE COUNTY BOARD OF COUNTY COMMISSIONERS

Resolution No. 26-68

## Resolution to Increase Fee for Yellowstone County Solid Waste Disposal District

WHEREAS, pursuant to Sections 7-11-1001 through 7-11-1029 of the Montana Code Annotated, a board of county commissioners has the authority to create a county solid waste disposal district. Pursuant to Section 7-11-1024(1) of the Montana Code Annotated, a board may assess a fee for a solid waste disposal district. Pursuant to Section 7-11-1025, to assess a fee a board shall pass a resolution of intent and set a public hearing on the fee. The resolution of intent shall contain a list of the parcels in the district, the names of the parcel owners and the amount of the assessment against each of the parcels. The board shall publish notice of the public hearing. The board shall accept comments on the fee, including objections to the fee. The board shall hold a public hearing and hear comments on the fee, including objections on the fee. The board shall pass a resolution to enact the fee.

WHEREAS, the Yellowstone County Board of County Commissioners has created the Yellowstone County Solid Waste Disposal District. The Yellowstone County Commission manages the District. The County Commission wants to increase the fee for the District from \$35.00 to \$45.00 per residential parcel located within the District effective as of September 1, 2026. The County Commission wants to increase the fee because of projected increases in the cost to dispose of the waste charged by the City of Billings. The Board of County Commissioners believes that the fee increase is necessary to maintain the current level of service provided by the District.

WHEREAS, on June 23, 2026, the Yellowstone County Board of County Commissioners passed a resolution of intent to increase the fee for the Yellowstone County Solid Waste Disposal District and set a public hearing on the fee increase for July 7, 2026. The Yellowstone County Clerk and Recorder provided notice of the hearing, received written objections and comments on the fee increase and provided the objections and comments to the Board before the hearing. On June 26, 2026 and July 3, 2026, the Clerk and Recorder published notice of the hearing in the *Yellowstone County News*.

WHEREAS, on July 7, 2026, the Yellowstone County Board of County Commissioners held a public hearing on the fee increase. The Board received written objections and both written and oral comments on the fee increase. The Board considered the objections and comments. The Board found that the fee increase is in the best interest of the public, is needed to cover increased costs and is needed to maintain the current level of service provided by the District.

NOW THEREFORE, BE IT RESOLVED,

The Yellowstone County Board of County Commissioners increases the fee assessed by the Yellowstone County Solid Waste Disposal District on residential properties from \$35.00 to \$45.00 effective as of September 1, 2026 per parcel to continue until otherwise amended. A list of the parcels in the District, the owners of the parcels in the District and the new assessment for each parcel in the District is available in the Clerk & Recorder's Office with Resolution 26-68 of Intent to Increase Fees for Yellowstone County Solid Waste Disposal District.

Passed and Adopted on the 7th day of July 2026.

BOARD OF COUNTY COMMISSIONERS  
YELLOWSTONE COUNTY, MONTANA

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Mark Morse, Chairman

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Michael J. Waters, Member

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Chris White, Member

Attest:

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Jeff Martin  
Yellowstone County Clerk and Recorder

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

**Meeting Date:** 07/07/2026

**Title:** Yellowstone County Emergency Declaration

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

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**TOPIC:**

Yellowstone County Emergency Declaration

**BACKGROUND:**

This is a placeholder. A special meeting will be held on Monday, July 6, 2026, at 8:00 to determine the next steps due to the flooding at the Yellowstone County courthouse.

**RECOMMENDED ACTION:**

Discuss and maybe approve.

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

**Meeting Date:** 07/07/2026

**Title:** Petition- validity of initiative

**Submitted For:** Melissa Williams, Deputy County Attorney

**Submitted By:** Melissa Williams, Deputy County Attorney

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**TOPIC:**

Petition- Validity of Initiative

**BACKGROUND:**

A petition to place proposed ordinance No 2026-01 was submitted to the Yellowstone County election administrator. On June 23, 2026, the Montana Supreme Court issued a decision in *Treasure County v. Edlund*. Because of this recent decision and the requirement that the law be followed, the county attorney's office recommends that Yellowstone County file a suit asking the District Court for a ruling to determine if the petition to place an ordinance before the voters is permitted or not.

**RECOMMENDED ACTION:**

Agenda Item

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

**Meeting Date:** 07/07/2026

**Title:** Res of Intent to Create RSID 923M

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

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**TOPIC:**

Resolution 26-76 of Intent to Create RSID 923M - Bar 11 Subdivision - Parks and Setting the Public Hearing for Tuesday August 11, 2026 at 9:00 a.m. in Room 309 of the John Oslund Building

**BACKGROUND:**

See attached.

**RECOMMENDED ACTION:**

Approve.

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**Attachments**

ROI to Create RSID 923M

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# YELLOWSTONE COUNTY BOARD OF COUNTY COMMISSIONERS

Resolution No. 26- 76

## Resolution of Intent to Create Yellowstone County Rural Special Improvement District No. 923M

WHEREAS, pursuant to Sections 7-12-2101 through 7-12-2113 of the Montana Code Annotated, a board of county commissioners has the authority to create a rural special improvement district to construct and or maintain a public improvement. When all the owners of the land in the proposed district do not consent to the creation of the district, to create a district, a board should pass a resolution of intent, set a public hearing, provide notice of the public hearing, receive protests, hold a public hearing, consider protests and pass a resolution that either creates or does not create the district. When all the owners of the land in the proposed district consent to the creation of a district, to create the district, the board does not have to hold a public hearing.

WHEREAS, in 2016, the Yellowstone County Board of County Commissioners granted conditional approval of Bar 11 Subdivision. One of the conditions of approval was the creation of a rural special improvement district to maintain the parks in the Subdivision. In 2018, the Board granted final approval of the Subdivision. For an unknown reason a district was not created to maintain the parks in the Subdivision. In 2026, the Board became aware that a district had not been created to maintain the parks. To correct the mistake, the Board intends to create a district to maintain the parks in the Subdivision. Exhibit 1 contains the specifics of the district, such as name, location, map, parcels, property owners, activities, costs, assessment method, assessment and engineer. Below is a summary of the specifics of the District.

### District Summary

District Name:	Yellowstone County Rural Special Improvement District No. 923M
District Location:	Bar 11 Subdivision
District Parcels:	164 lots
District Activities:	Maintenance of Parks
District Costs:	\$11,500 Annual Estimated Cost Subject to Change
District Assessment Method:	Per Parcel
District Assessment:	\$70 Annual Estimated Assessment Per Parcel Subject to Change
District Duration:	Indefinite
District Engineer:	Yellowstone County Public Works Department

NOW THEREFORE, BE IT RESOLVED,

The Yellowstone County Board of County Commissioners intends to create a rural special improvement district to maintain the parks in Bar 11 Subdivision.

On August 11, 2026, the Board shall hold a public hearing on the creation of the District. At the hearing, the Board will receive comments and consider protests on the creation of the District. The Board orders the Yellowstone County Clerk and Recorder to publish notice of the public hearing, mail notice of the public hearing to all property owners within the proposed District, receive written comments and protests on the creation of the District and provide the comments and protests to the Board before the hearing.

After the hearing, if enough property owners have not protested the creation of the District and the Board believes the creation is in the best interest of the public, it will pass a resolution to create the District. Conversely, if either enough property owners have protested the creation of the District or the Board believes the creation is not in the best interest of the public, it will pass a resolution not to create the District.

Passed and Adopted on the 7<sup>th</sup> day of July 2026.

BOARD OF COUNTY COMMISSIONERS  
YELLOWSTONE COUNTY, MONTANA

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Mark Morse, Chair

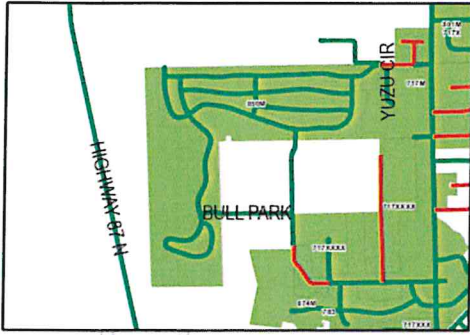
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Michael J. Waters, Member

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Chris White, Member

ATTEST:

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Jeff Martin, Clerk and Recorder

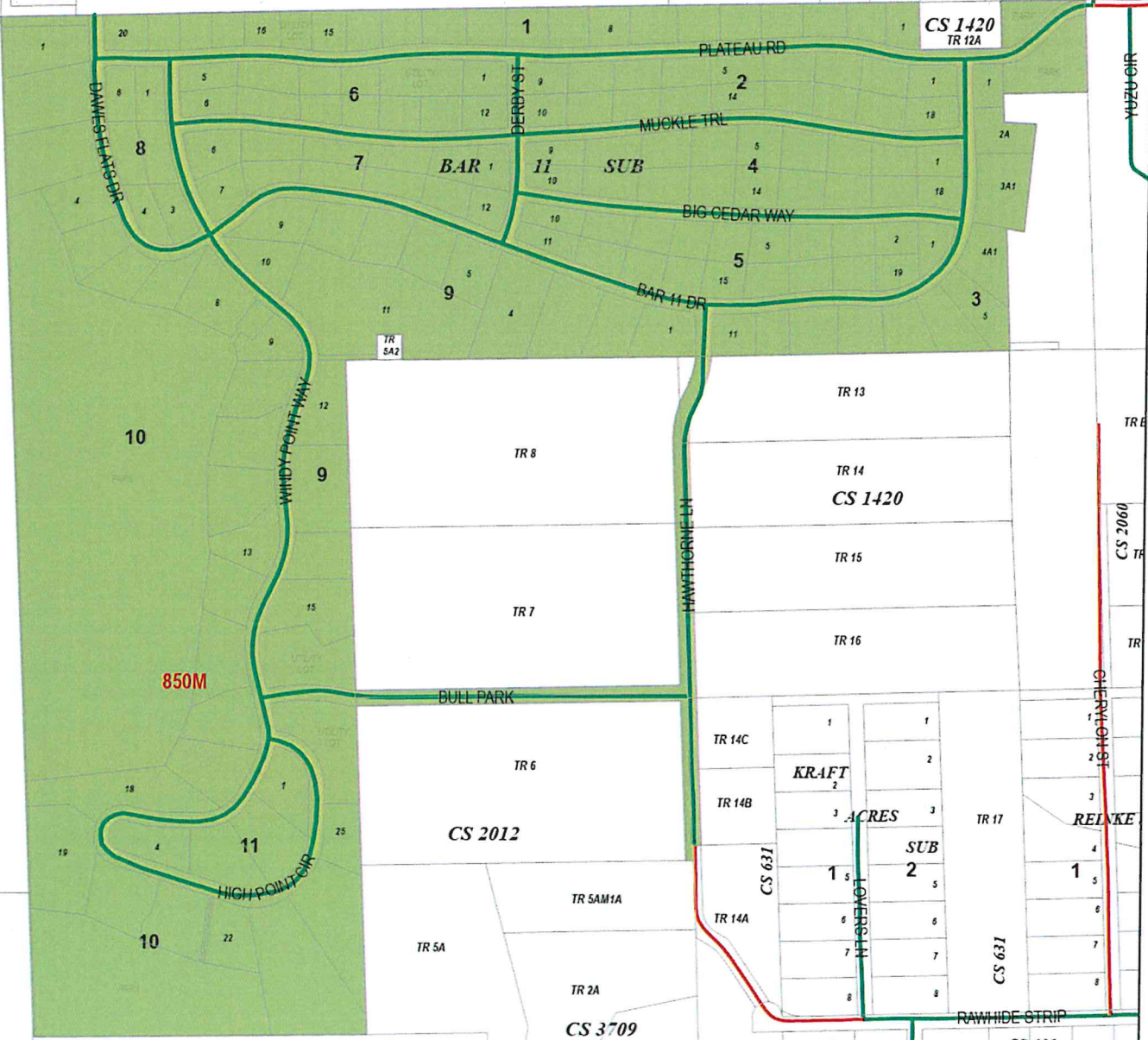
Exhibit 1



TR 1  
YVEC

TR 2A  
SKY RIDGE DR  
CS 3787  
TR 1  
TR 2B  
TR 2C  
TR 2D

CS 1420  
TR 12A



850M

CS 2012

CS 1420

CS 2579

CS 3709

CS 631

CS 631

CS 2012

HOMESTEAD 7

Tax Parcel

**Roads**

- Private
- Public
- rsids
- Parcels



This document is intended for informational purposes only and is not guaranteed to be accurate nor current.  
Date: 5/20/2024  
YELLOWSTONE COUNTY GIS



Exhibit 1

TaxID	Property Address	Mailing Address	Mailing City State	Legal Description	Owner
C17418	1319 PLATEAU RD	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 1, Lot 1, CORR (20)	KML INC
C17419	1309 PLATEAU RD	223 AUDEN PL	SILVER SPRING, MD 20906-3530	BAR 11 (19), S02, T01 N, R26 E, BLOCK 1, Lot 2, CORR (20)	HITTLE, ERIC RENATO &
C17420	1239 PLATEAU RD	2735 HUMMINGBIRD WAY	BILLINGS, MT 59105-6021	BAR 11 (19), S02, T01 N, R26 E, BLOCK 1, Lot 3, CORR (20)	HD BUILDING INC
C17421	1229 PLATEAU RD	1229 PLATEAU RD	BILLINGS, MT 59105-4649	BAR 11 (19), S02, T01 N, R26 E, BLOCK 1, Lot 4, CORR (20)	THOMAS, TONY L & DIANA K
C17422	1219 PLATEAU RD	1219 PLATEAU RD	BILLINGS, MT 59105-4649	BAR 11 (19), S02, T01 N, R26 E, BLOCK 1, Lot 5, CORR (20)	COTTEN FAMILY TRUST
C17423	1207 PLATEAU RD	1207 PLATEAU RD	BILLINGS, MT 59105-4633	BAR 11 (19), S02, T01 N, R26 E, BLOCK 1, Lot 6, CORR (20)	TORRES JR, ANGLO &
C17424	1135 PLATEAU RD	1135 PLATEAU RD	BILLINGS, MT 59105-4633	BAR 11 (19), S02, T01 N, R26 E, BLOCK 1, Lot 7, CORR (20)	ROBE, ADAM D & CARMELLA A
C17425	1125 PLATEAU RD	869 TIERRA DR	BILLINGS, MT 59105-5415	BAR 11 (19), S02, T01 N, R26 E, BLOCK 1, Lot 8, CORR (20)	MULLER, BRADY & KATIE
C17426	1115 PLATEAU RD	1115 PLATEAU RD	BILLINGS, MT 59105-4633	BAR 11 (19), S02, T01 N, R26 E, BLOCK 1, Lot 9, CORR (20)	WALEST, NORMA
C17427	1105 PLATEAU RD	1105 PLATEAU RD	BILLINGS, MT 59105-4633	BAR 11 (19), S02, T01 N, R26 E, BLOCK 1, Lot 10, CORR (20)	JENSEN, JOHN L & KATHLEEN E
C17428	1037 PLATEAU RD	1037 PLATEAU RD	BILLINGS, MT 59105	BAR 11 (19), S02, T01 N, R26 E, BLOCK 1, Lot 11, CORR (20)	GAUGLER, DUSTIN &
C17429	1027 PLATEAU RD	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 1, Lot 12, CORR (20)	KML INC
C17430	PLATEAU RD	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 1, Lot 13, CORR (20)	KML INC
C17431	PLATEAU RD	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 1, Lot 14, CORR (20)	KML INC
C17432	PLATEAU RD	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 1, Lot 15, CORR (20)	KML INC
C17433	PLATEAU RD	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 1, Lot 16, CORR (20)	KML INC
C17434	PLATEAU RD	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 1, Lot 17, CORR (20)	KML INC
C17435	PLATEAU RD	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 1, Lot 18, CORR (20)	KML INC
C17436	PLATEAU RD	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 1, Lot 19, CORR (20)	KML INC
C17437	PLATEAU RD	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 1, Lot 20, CORR (20)	KML INC
C17438	PLATEAU RD	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 1, UTILITY LOT 1, CORR (20)	KML INC
C17439	PLATEAU RD	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 2, Lot 1, CORR (20)	KML INC
C17440	PLATEAU RD	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 2, Lot 2, CORR (20)	KML INC
C17441	PLATEAU RD	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 2, Lot 3, CORR (20)	KML INC
C17442	PLATEAU RD	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 2, Lot 4, CORR (20)	KML INC
C17443	PLATEAU RD	8121 STEWARTS LOOP	BILLINGS, MT 59105-4635	BAR 11 (19), S02, T01 N, R26 E, BLOCK 2, Lot 5, CORR (20)	DIAL, DERRICK L & NIKKI
C17444	1206 PLATEAU RD	1206 PLATEAU RD	BILLINGS, MT 59105-4649	BAR 11 (19), S02, T01 N, R26 E, BLOCK 2, Lot 6, CORR (20)	TOLAR, ANDREW & MICHAELA
C17445	1132 PLATEAU RD	1132 PLATEAU RD	BILLINGS, MT 59105-4633	BAR 11 (19), S02, T01 N, R26 E, BLOCK 2, Lot 7, CORR (20)	SCHENDEL, AARON W &
C17446	PLATEAU RD	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 2, Lot 8, CORR (20)	KML INC
C17447	PLATEAU RD	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 2, Lot 9, CORR (20)	KML INC
C17448	3927 Derby ST	3927 DERBY ST	BILLINGS, MT 59105-4695	BAR 11 (19), S02, T01 N, R26 E, BLOCK 2, Lot 10, CORR (20)	RECH, STERLING M & HEATHER D
C17449	MUCKLE TRL	100 38TH AVE NW	GREAT FALLS, MT 59404-6817	BAR 11 (19), S02, T01 N, R26 E, BLOCK 2, Lot 11, CORR (20)	KML INC
C17450	1133 MUCKLE TRL	1133 MUCKLE TRL	BILLINGS, MT 59105-4624	BAR 11 (19), S02, T01 N, R26 E, BLOCK 2, Lot 12, CORR (20)	BUCHANAN JAMES D JR TRUSTEE
C17451	MUCKLE TRL	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 2, Lot 13, CORR (20)	KML INC
C17452	1221 MUCKLE TRL	2735 HUMMINGBIRD WAY	BILLINGS, MT 59105-6021	BAR 11 (19), S02, T01 N, R26 E, BLOCK 2, Lot 14, CORR (20)	HD BUILDING INC LLC
C17453	MUCKLE TRL	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 2, Lot 15, CORR (20)	KML INC
C17454	1301 MUCKLE TRL	1301 MUCKLE TRL	BILLINGS, MT 59105-4635	BAR 11 (19), S02, T01 N, R26 E, BLOCK 2, Lot 16, CORR (20)	BOLTE, TARA K
C17455	1315 MUCKLE TRL	1315 MUCKLE TRL	BILLINGS, MT 59105-4635	BAR 11 (19), S02, T01 N, R26 E, BLOCK 2, Lot 17, CORR (20)	BROWNING, BARRETT W & JESSICA L
C17456	1329 MUCKLE TRL	1329 MUCKLE TRL	BILLINGS, MT 59105-4635	BAR 11 (19), S02, T01 N, R26 E, BLOCK 2, Lot 18, CORR (20)	CRAWMER, KENNETH LYLE & BEVERLY ANN
C17457	BAR ELEVEN DR	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 3, Lot 1, CORR (20)	KML INC
C17458	BAR ELEVEN DR	1709 WALKER LN	BILLINGS, MT 59105-4749	BAR 11 (19), S02, T01 N, R26 E, BLOCK 3, Lot 2A, CORR (21)	KML INC
C17459	3901 BAR 11 DR	3901 BAR ELEVEN DR	BILLINGS, MT 59105-4651	BAR 11 (19), S02, T01 N, R26 E, BLOCK 3, Lot 3A1, CORR AM (22)	LATARTO, DANIELLE M & BRIAN BRAD
C17460	BAR ELEVEN DR	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 3, Lot 4A1, CORR AM (22)	KML INC
C17461	BAR ELEVEN DR	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 3, Lot 5, CORR (20)	KML INC
C17462	BAR ELEVEN DR	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 3, Lot 6, CORR (20)	KML INC
C17463	BAR ELEVEN DR	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 3, Lot 7, CORR (20)	KML INC
C17464	BAR ELEVEN DR	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 3, Lot 8, CORR (20)	KML INC
C17465	BAR ELEVEN DR	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 3, Lot 9, CORR (20)	KML INC
C17466	BAR ELEVEN DR	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 3, Lot 10, CORR (20)	KML INC
C17467	BAR ELEVEN DR	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 3, Lot 11, CORR (20)	KML INC
C17468	BAR ELEVEN DR	PO BOX 35003	BILLINGS, MT 59107-5003	BAR 11 (19), S02, T01 N, R26 E, BLOCK 3, Lot 12, PARKLAND 2, CORR (20)	YELLOWSTONE COUNTY
C17469	BAR ELEVEN DR	PO BOX 35003	BILLINGS, MT 59107-5003	BAR 11 (19), S02, T01 N, R26 E, BLOCK 3, Lot 21, PARKLAND CORR (20)	YELLOWSTONE COUNTY
C17470	MUCKLE TRL	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 4, Lot 1, CORR (20)	KML INC
C17471	1316 MUCKLE TRL	1316 MUCKLE TRL	BILLINGS, MT 59105-4635	BAR 11 (19), S02, T01 N, R26 E, BLOCK 4, Lot 2, CORR (20)	CADY, LINDA
C17472	MUCKLE TRL	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 4, Lot 3, CORR (20)	KML INC
C17473	MUCKLE TRL	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 4, Lot 4, CORR (20)	KML INC
C17474	MUCKLE TRL	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 4, Lot 5, CORR (20)	KML INC
C17475	1212 MUCKLE TRL	308 8TH AVE SE	CUT BANK, MT 59427-3579	BAR 11 (19), S02, T01 N, R26 E, BLOCK 4, Lot 6, CORR (20)	LEWIS, KYLE A & JOYCA A
C17476	MUCKLE TRL	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 4, Lot 7, CORR (20)	KML INC
C17477	MUCKLE TRL	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 4, Lot 8, CORR (20)	KML INC
C17478	MUCKLE TRL	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 4, Lot 9, CORR (20)	KML INC
C17479	BIG CEDAR WAY	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 4, Lot 10, CORR (20)	KML INC
C17480	1125 BIG CEDAR WAY	1125 BIG CEDAR WAY	BILLINGS, MT 59105-4634	BAR 11 (19), S02, T01 N, R26 E, BLOCK 4, Lot 11, CORR (20)	SCHWARTZ, DREW E & BREANNA M
C17481	1137 BIG CEDAR WAY	1137 BIG CEDAR WAY	BILLINGS, MT 59105-4634	BAR 11 (19), S02, T01 N, R26 E, BLOCK 4, Lot 12, CORR (20)	LOTT JAMES M & LORI L
C17482	1213 BIG CEDAR WAY	1213 BIG CEDAR WAY	BILLINGS, MT 59105-4644	BAR 11 (19), S02, T01 N, R26 E, BLOCK 4, Lot 13, CORR (20)	LEWIS, KYLE A & KATHRYN M
C17483	1223 BIG CEDAR WAY	1223 BIG CEDAR WAY	BILLINGS, MT 59105-4644	BAR 11 (19), S02, T01 N, R26 E, BLOCK 4, Lot 14, CORR (20)	HAGEMAN, JASON & CELESTE A
C17484	1235 BIG CEDAR WAY	2541 SPRING CULCH WAY	BILLINGS, MT 59105-5514	BAR 11 (19), S02, T01 N, R26 E, BLOCK 4, Lot 15, CORR (20)	GREENFIELD, DAVID RAYMOND &
C17485	BIG CEDAR WAY	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 4, Lot 16, CORR (20)	KML INC
C17486	BIG CEDAR WAY	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 4, Lot 17, CORR (20)	KML INC
C17487	BIG CEDAR WAY	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 4, Lot 18, CORR (20)	KML INC
C17488	1330 BIG CEDAR WAY	1330 BIG CEDAR WAY	BILLINGS, MT 59105-4672	BAR 11 (19), S02, T01 N, R26 E, BLOCK 5, Lot 1, CORR (20)	MERRELL, AMBER DEE
C17489	BIG CEDAR WAY	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 5, Lot 2, CORR (20)	KML INC
C17490	BIG CEDAR WAY	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 5, Lot 3, CORR (20)	KML INC
C17491	1238 BIG CEDAR WAY	1238 BIG CEDAR WAY	BILLINGS, MT 59105-4644	BAR 11 (19), S02, T01 N, R26 E, BLOCK 5, Lot 4, CORR (20)	KARY, MARK & HOLLY
C17492	BIG CEDAR WAY	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 5, Lot 5, CORR (20)	KML INC
C17493	BIG CEDAR WAY	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 5, Lot 6, CORR (20)	KML INC
C17494	1208 BIG CEDAR WAY	1208 BIG CEDAR WAY	BILLINGS, MT 59105-4644	BAR 11 (19), S02, T01 N, R26 E, BLOCK 5, Lot 7, CORR (20)	KRIVICE, THOMAS J & JUDITH A
C17495	BIG CEDAR WAY	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 5, Lot 8, CORR (20)	KML INC
C17496	BIG CEDAR WAY	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 5, Lot 9, CORR (20)	KML INC
C17497	BIG CEDAR WAY	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 5, Lot 10, CORR (20)	KML INC
C17498	BAR ELEVEN DR	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 5, Lot 11, CORR (20)	KML INC
C17499	1121 BAR 11 DR	1121 BAR 11 DR	BILLINGS, MT 59105-4686	BAR 11 (19), S02, T01 N, R26 E, BLOCK 5, Lot 12, CORR (20)	PULSE, VICTOR & NICHOLE
C17500	BAR ELEVEN DR	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 5, Lot 13, CORR (20)	KML INC
C17501	1141 BAR ELEVEN DR	1141 BAR 11 DR	BILLINGS, MT 59105-4686	BAR 11 (19), S02, T01 N, R26 E, BLOCK 5, Lot 14, CORR (20)	BURNAM, JUDITH V
C17502	BAR ELEVEN DR	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 5, Lot 15, CORR (20)	KML INC
C17503	BAR ELEVEN DR	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 5, Lot 16, CORR (20)	KML INC
C17504	BAR ELEVEN DR	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 5, Lot 17, CORR (20)	KML INC
C17505	BAR ELEVEN DR	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 5, Lot 18, CORR (20)	KML INC
C17506	BAR ELEVEN DR	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 5, Lot 19, CORR (20)	KML INC
C17507	PLATEAU RD	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 6, Lot 1, CORR (20)	KML INC
C17508	PLATEAU RD	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 6, Lot 2, CORR (20)	KML INC
C17509	PLATEAU RD	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 6, Lot 3, CORR (20)	KML INC
C17510	PLATEAU RD	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 6, Lot 4, CORR (20)	KML INC
C17511	PLATEAU RD	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 6, Lot 5, CORR (20)	KML INC
C17512	BAR ELEVEN DR	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 6, Lot 6, CORR (20)	KML INC
C17513	MUCKLE TRL	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 6, Lot 7, CORR (20)	KML INC
C17514	MUCKLE TRL	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 6, Lot 8, CORR (20)	KML INC
C17515	MUCKLE TRL	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 6, Lot 9, CORR (20)	KML INC
C17516	MUCKLE TRL	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 6, Lot 10, CORR (20)	KML INC
C17517	MUCKLE TRL	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 6, Lot 11, CORR (20)	KML INC
C17518	MUCKLE TRL	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 6, Lot 12, CORR (20)	KML INC
C17519	MUCKLE TRL	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 6, Lot 13, CORR (20)	KML INC
C17520	MUCKLE TRL	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 6, Lot 14, CORR (20)	KML INC
C17521	MUCKLE TRL	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 6, Lot 15, CORR (20)	KML INC
C17522	MUCKLE TRL	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T0	

Exhibit 1

TaxID	Property Address	Mailing Address	Mailing City State	Legal Description	Owner
C17535	DAWES FLATS DR	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 8, Lot 5, CORR (20)	KML INC
C17536	DAWES FLATS DR	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 8, Lot 6, CORR (20)	KML INC
C17537	BAR ELEVEN DR	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 9, Lot 1, CORR (20)	KML INC
C17538	BAR ELEVEN DR	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 9, Lot 2, CORR (20)	KML INC
C17539	BAR ELEVEN DR	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 9, Lot 3, CORR (20)	KML INC
C17540	BAR ELEVEN DR	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 9, Lot 4, CORR (20)	KML INC
C17541	BAR ELEVEN DR	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 9, Lot 5, CORR (20)	KML INC
C17542	BAR ELEVEN DR	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 9, Lot 6, CORR (20)	KML INC
C17543	BAR ELEVEN DR	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 9, Lot 7, CORR (20)	KML INC
C17544	BAR ELEVEN DR	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 9, Lot 8, CORR (20)	KML INC
C17545	BAR ELEVEN DR	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 9, Lot 9, CORR (20)	KML INC
C17546	WINDY POINT WAY	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 9, Lot 10, CORR (20)	KML INC
C17547	3801 WINDY POINT WAY	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 9, Lot 11, CORR (20)	KML INC
C17548	WINDY POINT WAY	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 9, Lot 12, CORR (20)	KML INC
C17549	WINDY POINT WAY	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 9, Lot 13, CORR (20)	KML INC
C17550	WINDY POINT WAY	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 9, Lot 14, CORR (20)	KML INC
C17551	WINDY POINT WAY	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 9, Lot 15, CORR (20)	KML INC
C17552	WINDY POINT WAY	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 9, UTILITY LOT 1 CORR (20)	KML INC
C17553	DAWES FLATS DR	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 10, Lot 1, CORR (20)	KML INC
C17554	DAWES FLATS DR	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 10, Lot 2, CORR (20)	KML INC
C17555	DAWES FLATS DR	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 10, Lot 3, CORR (20)	KML INC
C17556	DAWES FLATS DR	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 10, Lot 4, CORR (20)	KML INC
C17557	DAWES FLATS DR	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 10, Lot 5, CORR (20)	KML INC
C17558	DAWES FLATS DR	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 10, Lot 6, CORR (20)	KML INC
C17559	DAWES FLATS DR	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 10, Lot 7, CORR (20)	KML INC
C17560	3830 WINDY POINT WAY	3830 WINDY POINT WAY	BILLINGS, MT 59105-4673	BAR 11 (19), S02, T01 N, R26 E, BLOCK 10, Lot 8, CORR (20)	TOONEY, DIRK & SHANNON
C17561	WINDY POINT WAY	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 10, Lot 9, CORR (20)	KML INC
C17562	WINDY POINT WAY	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 10, Lot 10, CORR (20)	KML INC
C17563	3724 WINDY POINT WAY	2466 S 23RD RD	BALLANTINE, MT 59006-9770	BAR 11 (19), S02, T01 N, R26 E, BLOCK 10, Lot 11, CORR (20)	KOMIGSFELD, ROBERT
C17564	3712 WINDY POINT WAY	2735 HUMMINGBIRD WAY	BILLINGS, MT 59105-6021	BAR 11 (19), S02, T01 N, R26 E, BLOCK 10, Lot 12, CORR (20)	HD BUILDING INC
C17565	WINDY POINT WAY	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 10, Lot 13, CORR (20)	KML INC
C17566	WINDY POINT WAY	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 10, Lot 14, CORR (20)	KML INC
C17567	3610 WINDY POINT WAY	3610 WINDY POINT WAY	BILLINGS, MT 59105-4669	BAR 11 (19), S02, T01 N, R26 E, BLOCK 10, Lot 15, CORR (20)	CAGLE, STEPHEN RLE
C17568	WINDY POINT WAY	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 10, Lot 16, CORR (20)	KML INC
C17569	WINDY POINT WAY	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 10, Lot 17, CORR (20)	KML INC
C17570	3512 WINDY POINT WAY	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 10, Lot 18, CORR (20)	KML INC
C17571	HIGH POINT CIR	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 10, Lot 19, CORR (20)	KML INC
C17572	HIGH POINT CIR	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 10, Lot 20, CORR (20)	KML INC
C17573	HIGH POINT CIR	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 10, Lot 21, CORR (20)	KML INC
C17574	HIGH POINT CIR	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 10, Lot 22, CORR (20)	KML INC
C17575	HIGH POINT CIR	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 10, Lot 23, CORR (20)	KML INC
C17576	HIGH POINT CIR	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 10, Lot 24, CORR (20)	KML INC
C17577	HIGH POINT CIR	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 10, Lot 25, CORR (20)	KML INC
C17578	HIGH POINT CIR	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 10, UTILITY LOT 1 CORR (20)	KML INC
C17579	HIGH POINT CIR	PO BOX 35003	BILLINGS, MT 59107-5003	BAR 11 (19), S02, T01 N, R26 E, BLOCK 10, Lot 26, PARKLAND CORR (20)	YELLOWSTONE COUNTY
C17580	HIGH POINT CIR	PO BOX 35003	BILLINGS, MT 59107-5003	BAR 11 (19), S02, T01 N, R26 E, BLOCK 10, Lot 26, PARKLAND CORR (20)	YELLOWSTONE COUNTY
C17581	HIGH POINT CIR	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 11, Lot 1, CORR (20)	KML INC
C17582	HIGH POINT CIR	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 11, Lot 2, CORR (20)	KML INC
C17583	HIGH POINT CIR	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 11, Lot 3, CORR (20)	KML INC
C17584	PLATEAU RD	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 11, Lot 4, CORR (20)	KML INC
C17585	PLATEAU RD	121 8TH ST W	WILLISTON, ND 58801-5235	BAR 11 (19), S02, T01 N, R26 E, BLOCK 6, UTILITY LOT 1 CORR (20)	KML INC

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

**Meeting Date:** 07/07/2026

**Title:** Resolution 26-83 to Set the Public Hearing for Abandonment of Certain Roads within Rockwell-Schauer Subdivision

**Submitted For:** Monica Plecker, Public Works Director

**Submitted By:** Jay Anderson, Deputy Public Works Director

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**TOPIC:**

Resolution 26-83 to Set the Public Hearing for the Abandonment of Certain Roads within Rockwell-Schauer Subdivision the Public Hearing will be on Tuesday, July 28, 2026 at 9:00 a.m. in Room 309 of the John Ostlund Building

**BACKGROUND:**

A resident of the Rockwell-Schauer subdivision provided a sufficiently complete petition requesting the abandonment of certain roads within the Rockwell-Schauer Subdivision. The subdivision is located west of Laurel, Montana, situated in the northeast corner at the intersection of 25th Avenue West and Old Highway 10. The roads petitioned for abandonment were dedicated to the public but were never constructed. Roads to be abandoned include portions of 35th Avenue, 33rd Avenue, Second Street, and Fourth Street.

The Public Hearing is set for Tuesday, July 28, 2026, at 9:00 a.m. in the Boardroom, Room 309, of the John V. Ostlund Building, located at 2825 3rd Avenue North in Billings, MT, 59101.

**RECOMMENDED ACTION:**

Approve Resolution 26-83 setting the public hearing for the abandonment of certain roads within Rockwell-Schauer Subdivision.

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**Attachments**

Resolution to Set the Public Hearing for the Abandonment of Certain Roads  
Board of Viewers Report

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# YELLOWSTONE COUNTY BOARD OF COUNTY COMMISSIONERS

Resolution No. 26-83

## **Resolution to Set Hearing on Board of Viewers' Report for Abandonment of Certain Roads in Rockwell-Schauer Subdivision**

WHEREAS, pursuant to Sections 7-14-2101, 7-14-2102 and 7-14-2103 of the Montana Code Annotated, a board of county commissioners has the authority to manage county roads within the county. Pursuant to Section 7-14-2615 of the Montana Code Annotated, a board of county commissioners has the authority to abandon a county road after a public hearing.

WHEREAS, on September 25, 1961, Maizy Rockwell and Gertrude Schauer filed the Plat of the Rockwell-Schauer Subdivision that dedicated the roads in the subdivision to the public. The roads for the subdivision were not constructed when the plat was filed. Over the years only portions of the roads have been constructed. On September 4, 1973, the Yellowstone County Board of County Commissioners abandoned some of the roads in the subdivision. On March 2, 1984, the Board abandoned some of the roads in the subdivision.

WHEREAS, Steven Krum owns land in the Rockwell-Schauer Subdivision. On January 8, 2026, Krum submitted a petition to the Yellowstone County Board of County Commissioners, through the Yellowstone County Public Works Department, to abandon roads in the Rockwell-Schauer Subdivision. The petition indicates which roads he would like the Board to abandon, he would like the Board to abandon the roads because they have not been constructed and are not needed, who would receive the roads if the Board abandoned them and the affected landowners have consented to the abandonment. On May 12, 2026, the Board reviewed the petition and appointed a Board of Viewers to investigate the proposed abandonment. On July 07, 2026, the Board of Viewers submitted a report on the proposed abandonment. [Exhibit 1 – Report](#). The Board of Viewers' Report recommended the Board abandon the roads with conditions.

NOW THEREFORE, BE IT RESOLVED,

On July 28, 2026, at 9:00 a.m., in Room 309 of the John Ostlund Building at 2825 3<sup>rd</sup> Avenue North in Billings, Montana, the Yellowstone County Board of County Commissioners shall hold a public hearing on the petition to abandon certain roads in the Rockwell-Schauer Subdivision. The Board orders the Yellowstone County Clerk and Recorder to provide notice of the hearing, to receive written comments on behalf of the Board and to provide the comments to the Board before the hearing.

At the hearing, the Board shall receive comments on the proposed abandonment and consider the Board of Viewers' Report and any comments on the proposed abandonment. After the hearing, the Board may or may not abandon the roads. If the Board believes that it is in the best interest of the public to abandon the roads, it shall pass a resolution of intent to abandon the roads with conditions. Once Krum has satisfied the conditions, the Board shall pass a resolution that abandons the roads. If the Board believes it is not in the best interest of the public to abandon the roads, it shall pass a resolution not to abandon the roads.

Passed and Adopted on the 7<sup>th</sup> day of July 2026.

BOARD OF COUNTY COMMISSIONERS  
YELLOWSTONE COUNTY, MONTANA

\_\_\_\_\_  
Mark Morse, Chair

\_\_\_\_\_  
Michael J. Waters, Member

\_\_\_\_\_  
Chris White, Member

ATTEST:

\_\_\_\_\_  
Jeff Martin, Clerk and Recorder

**Attachment**

Exhibit 1 – Report.

# YELLOWSTONE COUNTY BOARD OF COUNTY COMMISSIONERS

Resolution No. 26-83

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Passed and Adopted on the 7<sup>th</sup> day of July 2026.

BOARD OF COUNTY COMMISSIONERS  
YELLOWSTONE COUNTY, MONTANA

\_\_\_\_\_  
Mark Morse, Chair

\_\_\_\_\_  
Michael J. Waters, Member

\_\_\_\_\_  
Chris White, Member

ATTEST:

\_\_\_\_\_  
Jeff Martin, Clerk and Recorder

**Attachment**

Exhibit 1 – Report.

**To: Yellowstone County Board of County Commissioners**

**From: Board of Viewers**

**Date: July 07, 2026**

**Subject: Board of Viewers Report - Request for Abandonment of Certain Roads within Rockwell-Schauer Subdivision**

**Board of Viewers Inspection:**

Field inspections to view this petition were conducted on different dates in May 2026 by the Board of Viewers. The following people were appointed by Resolution to the Board of Viewers for this petition:

Chris White	Yellowstone County Commissioner, Member (District 1)
Jeff Martin	Yellowstone County Clerk and Recorder
Lora Mattox	Transportation Planning Coordinator (City/County Planning)
Jay Anderson	Yellowstone County Deputy Public Works Director

**Background:**

Yellowstone County received a Road Abandonment Petition for the abandonment of a certain roads within Rockwell-Schauer Subdivision from a landowner. The roads petitioned for abandonment, names as platted in the Rockwell-Schauer Subdivision, include the portion of 35<sup>th</sup> Avenue not previously abandoned, 33<sup>rd</sup> Avenue in its entirety, the portion of Second Street not previously abandoned and a portion to remain dedicated to the public at 34<sup>th</sup> Avenue, and Fourth Street excluding portions on the eastern and western limits of the subdivision. The length of 35<sup>th</sup> Avenue to be abandoned is approximately 620-feet extending from Second Street to Highway 10 West. The length of 33<sup>rd</sup> Avenue to be abandoned is approximately 1,256-feet extending from Fourth Street to Highway 10 West. Second Street will be abandoned between 35<sup>th</sup> Avenue and 34<sup>th</sup> Avenue (approximately 265-feet) and between 34<sup>th</sup> Avenue and 33<sup>rd</sup> Avenue (approximately 265-feet). The length of Fourth Street to be abandoned is approximately 1,882-feet. Fourth Street will not be abandoned along its common boundary with Lot 12 of Decarlo Subdivision and Area A of Amended Tract 1B of Amended Certificate of Survey 3055 as the property owner did not consent to the petition. Fourth Street will not be abandoned along its common boundary with Schauer Park, which is a park owned by Yellowstone County. The petitioner, Steve Krum, owns Block 4, Lots 1-16, and Block 6, Lots 1-16. Achten owns Block 3, Lots 5-12, Duncan owns Block 2, Lots 1-2, 11-12. Loyning owns Block 1, Lots 1-12. McComish owns Block 3, Lots 1-4, and 13-16. Gordon owns Block 5, Lots 9-16. Tiefenthaler owns Block 5, Lots 1-8. Whiteley owns Tract 1 of Certificate of Survey 3920. Laurel Golf Club owns Tract 1B of Certificate of Survey 3055 Amended. There was not opposition to the abandonment by any of the abutting landowners and the petitioner collected more than the minimum required signatures of Yellowstone County property owners in support of the petition.

**Findings:**

1. Observations of the petitioned roads: The petitioned roads in the Rockwell-Schauer Subdivision have not been constructed. The roads have largely been fenced over or are currently used by the adjacent property owners.
2. Usage and Necessity: The petitioned roads are not currently being considered for improvement by the County. Portions of the roads were previously abandoned. The petitioned roads are not necessary to provide access to the adjacent properties. All properties involved would maintain access through other roads. The roads do not provide through connections or appear to provide such opportunity in the future.

**Recommendations and Conditions of Approval:**

After review and input from the Board of Viewers it is their recommendation to proceed with the proposed abandonment of a portion of 35<sup>th</sup> Avenue, 33<sup>rd</sup> Avenue in its entirety, a portion of Second Street, and a portion of Fourth Street. Based on the input and consideration of this Board and no opposition from the affected stakeholders this would be the appropriate action to take. The abandonment should only be approved and finalized with the following listed conditions:

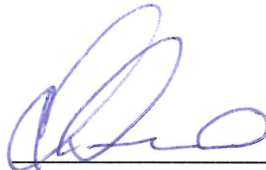
1. Submit and record an amended plat and certificate of survey to the Clerk and Recorders Office aggregating the desired abandonments into the existing Lots or Tracts as agreed to by the adjacent owners. All lots or tracts will need to have legal access.
2. Petitioner has one year to complete all conditions for the abandonment to be finalized.

Respectfully Submitted,

Board of Viewers

Chris White

Yellowstone County Commissioner



6/25/26

Date

Jeff Martin

Yellowstone County Clerk and Recorder



6/24/26

Date

Lora Mattox

Transportation Planning Coordinator (City/County)



6/22/26

Date

Jay Anderson

Yellowstone County Public Works Deputy Director



6/25/26

Date

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

1. a.

**Meeting Date:** 07/07/2026

**Title:** MET Financial and Governance Study

**Submitted By:** Erika Guy

---

**TOPIC:**

MET Financial and Governance Study

**BACKGROUND:**

See Attached

**RECOMMENDED ACTION:**

Approve or Deny

---

**Attachments**

MET Financial and Governance Study

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# FINAL REPORT

## TRANSIT FINANCIAL SUSTAINABILITY AND GOVERNANCE STUDY



CITY OF BILLINGS, MONTANA



# Table of Contents

Executive Summary .....	4
Part I: Introduction .....	6
State Property Tax Legislation Changes.....	6
Service Growth Desires and Organization Constraints.....	7
Final Report Document Organization.....	7
Key Study Findings .....	9
Governance Findings .....	10
Funding Findings.....	11
Part II: Current Conditions & Alternatives Analysis.....	13
Current Service Summary.....	13
Governance Alternatives Evaluation .....	17
Funding Alternatives Evaluation .....	25
Regional Considerations.....	42
Comparative Analysis: Governance and Funding Alignment .....	43
Part III: Economic Return on Transit Investment .....	45
Benefit-Cost Analysis.....	45
Part IV: Stakeholder Input & Peer Review .....	49
Committee Meetings .....	49
July 2025 Resident Survey Results .....	50
UTD Peer Interviews .....	50
Other Stakeholder Input: Laurel Transit.....	51
Part V: Conclusion.....	52
Implementation Considerations .....	53
Appendix A: Funding Enhancement Alternatives Review Technical Memorandum	
Appendix B: Survey Summary	
Appendix C: UTD Interview Notes	

# Table of Figures

- Figure 1. Governance Criteria Results Summary by Alternative ..... 11
- Figure 2. Billings MET Transit Fixed-Route Service Map..... 14
- Figure 3. Laurel Transit Vehicle..... 15
- Figure 4. Thematic Representation of Demand for Service Expansion in the Future ..... 16
- Figure 5. Billings Urban Area and Planned Development Within 1.5 Miles in Laurel ..... 18
- Figure 6. Governance Alternatives..... 19
- Figure 7. Governance Model Analysis Criteria and Goals..... 21
- Figure 8. Phase 2 Evaluation of Sub-Options..... 22
- Figure 9. Phased Implementation Approach..... 24

# Table of Tables

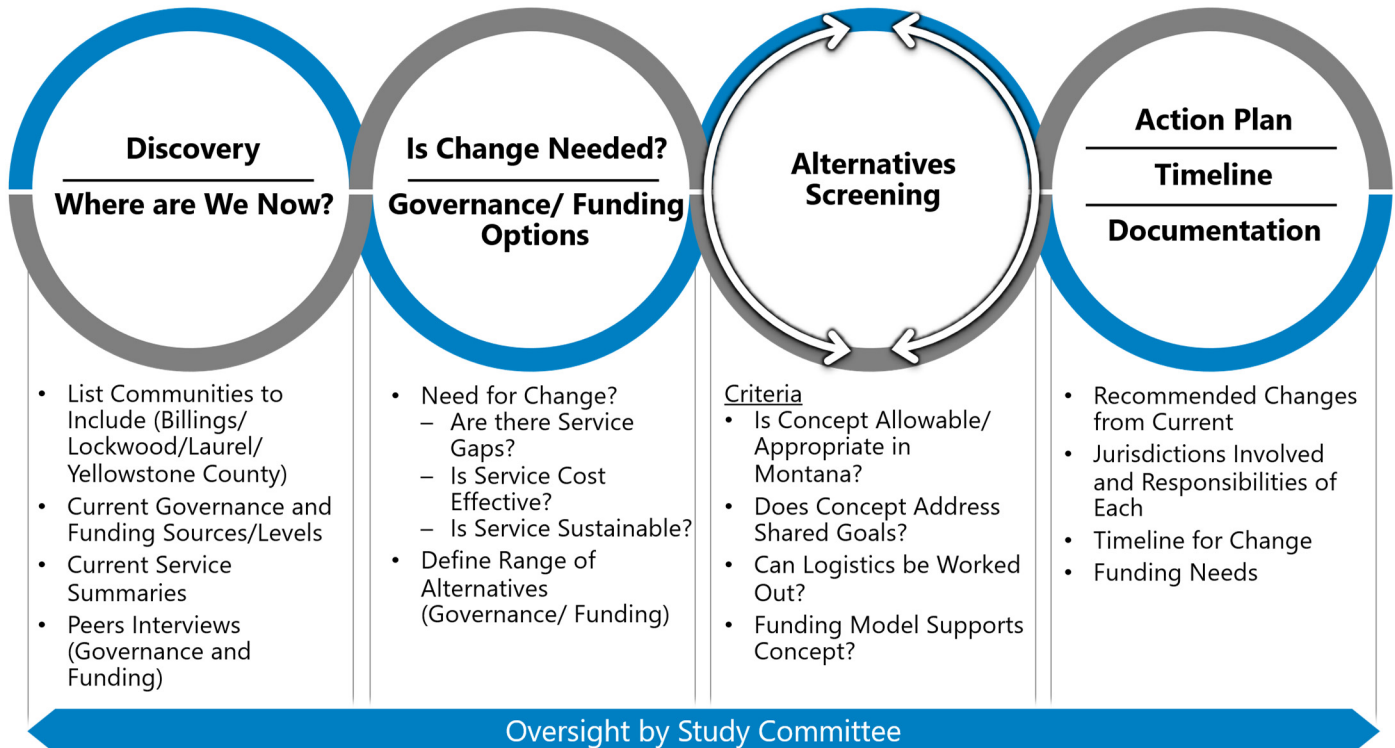
- Table 1. Phase 2 Evaluation by Criteria and Option ..... 23
- Table 2. Five-Year Revenue Generation Comparison - City Property Tax Versus UTD Tax Option ..... 28
- Table 3. Funding Tools Evaluation Summary ..... 32
- Table 4. Peer Agency Fixed-Route Fare Comparison ..... 36
- Table 5. Peer Agency Fare Media Comparison..... 37
- Table 6. Fixed-Route System Size and Productivity..... 38
- Table 7. Systemwide Operating Expense, Fare Revenue, and Farebox Recovery..... 39
- Table 8. Local Funding Context..... 40
- Table 9. Advertising Revenue, 2024..... 41
- Table 10. Trip Purposes by Frequency of Ridership..... 46
- Table 11. Cost-Benefit Ratio for Billings Transit Investment ..... 48
- Table 12. Return on Investment Assumptions..... 49

# EXECUTIVE SUMMARY

Billings Metropolitan Transit (MET Transit) undertook this study to examine whether its current governance structure and funding approach are sufficient to sustain transit service over time and support future growth. MET Transit has recently improved service through implementation of the 2022 Transit Development Plan, including a network redesign that increased frequency and reliability. At the same time, the City of Billings and the surrounding area continue to grow, creating interest in additional service within Billings and potential connections to nearby communities of Lockwood and Laurel. The study was initiated to better understand whether MET Transit’s existing structure can support these evolving needs and what alternative approaches may be available.

The study also responds to growing financial pressure facing the current municipal model. Recent change to Montana property tax law is expected to constrain future revenue growth, while MET Transit’s operating costs are projected to rise faster than available funding. In that context, this study evaluates MET Transit’s current governance and funding framework, reviews relevant state law and peer practices, and assesses alternative governance and funding approaches that could improve long-term financial sustainability and better position the transit system to meet community needs.

The following figure shows how the study moved from defining MET Transit’s current challenges and opportunities to evaluating options and outlining a practical path forward.



The table below summarizes the recommendations that emerged from this study and organizes them into a practical sequence of short-, middle-, and longer-term actions. Taken together, the recommendations reflect a path that begins with strengthening MET Transit within its current structure, advancing near-term funding opportunities, and laying the groundwork for larger governance and funding decisions as expanded service and long-term financial sustainability remain priorities for the Billings region. This includes potential consideration of a multi-jurisdictional Urban Transportation District (UTD), which is a separate transit governance structure authorized under Montana law that can span multiple jurisdictions and has the option to provide dedicated taxing authority to fund and oversee transit service.

Focus Area	Recommendation	Implementation Timing
<b>Governance</b>	Operate MET as Stand-Alone City Department Partner with Laurel to Provide Service Assess Needs/Opportunities/Support for Lockwood Service Develop Multi-Jurisdictional UTD <i>– Establish UTD through Yellowstone County</i> <i>– Develop Governance Parameters</i> <i>– Develop Funding/ Program</i> <i>– Implement UTD</i>	Short-Term Short to Middle-Term Short to Middle-Term  Middle-Term Middle-Term Middle-Term Middle-Term
<b>Funding</b>	Assess Potential to Access CMAQ Funding Pursue Use of Other Identified Funding Sources Monitor/Reassess Funding Capacity Relative to Expenses Develop Updated Funding Needs and Tax Levy Amount Monitor Longer Term Use of CMAQ for Transit	Short-Term Short to Middle-Term Short to Middle-Term Middle to Longer-Term Middle to Longer-Term

*Note: Short-Term = 0 to 2 years, Middle-Term = 2 to 5 years, Longer-Term = 5+ years*

Overall, this study finds that the future of transit in Billings will be shaped by a series of related decisions about funding, governance, service priorities, and regional coordination. In addition to evaluating governance and funding alternatives, the study also examines MET Transit’s fare structure, and the role fares play in the agency’s financial picture, as well as the broader return on investment that transit provides to the community through access, mobility, and economic value. The remainder of this report presents the analysis, peer review, and stakeholder input that informed these findings and provides the context for the recommendations and implementation considerations that follow.

## PART I: INTRODUCTION

Billings Metropolitan Transit (MET Transit) is the public transportation provider for the City of Billings, offering fixed-route bus service and complementary paratransit service that helps residents access jobs, schools, healthcare, and other essential destinations. As Billings continues to grow and travel needs evolve, MET Transit's ability to sustain and improve service depends on having access to funding streams that are clear, stable, and aligned with community priorities. As a division of the city, MET Transit draws from the range of funding options available and used by the city. Currently, the primary local sources of funding are:

- Property tax revenue
- Fares
- State entitlement payments – Portion of the amount redistributed to Billings by the State of Montana
- State TransADE – Assistance to local agencies for service for persons with disabilities and seniors
- Other local tax allocations
- Advertising

Historically, funding has supported MET Transit's ability to operate and implement enhancements such as the recent 30-minute service overhaul (relative to 60-minute service prior), updates to the fleet to reduce maintenance costs, and updates to maintenance/storage/administrative facilities. While current funding streams have supported enhancements within the city, as the region continues to develop and urbanize, consideration of more service outside the city limits has the potential to add demand to many of the funding streams available. Thus, identification of the opportunity and level of alternative funding streams will be critical to being able to provide the range of transit services needed in the region.

### State Property Tax Legislation Changes

State tax reform legislation passed in 2025 included changes to the method of establishing the taxable valuation for primary, secondary, and rental properties and instituted a cap on the year-to-year revenue increase allowed to be collected through property taxes. For the first year of the new policies, jurisdictions were able to adjust their mill levy to levels that would retain the pre-legislation property tax revenue, but going forward the cap of half the rate of inflation or a maximum of two percent is in place. Valuations in the last 10 plus years have outpaced the cumulative inflation rate, which allows the mill levy to stay the same or even decline. If the situation changes and valuations do not continue to escalate, this is a complicating factor to revenue generation that is unique to Billings and one other Montana community. If a mill levy increase is needed to offset stagnating valuations, in Billings the increase may require a referendum, while in most Montana communities the elected body of the jurisdiction can increase the levy to maintain property tax revenue levels.

With the cumulative impacts of the range of property tax changes, the City is expecting revenues to be flat in 2026, decline by about 1.8 percent in 2027, and then normalize to an expected annual growth rate of 1.75 percent in 2028 and forward. Year-over-year expenses for MET Transit reflect an increase of approximately 3.5 percent and would be capped at a lower increment. Property tax allocations represent approximately 31 percent of MET Transit's current revenue. Capping the increase would have a relatively small impact in one year to the next; however, over a period of years the cumulative impacts have the potential to affect the

ability to support the desired level of service. One purpose of this study is to look at alternative funding sources to property taxes to offset the impacts of the 2025 legislation.

## Service Growth Desires and Organization Constraints

The 2022 Transit Development Plan (TDP) included a network redesign implemented in 2023. The current system consists of 13 weekday routes and six Saturday routes operating in a pulse structure with two primary transfer centers. The redesign improved frequency and reliability and transitioned from flag stops to designated bus stops.

While the TDP has resulted in successful service changes in the past few years, it is understood that the region will continue to grow and demand for more service will increase. As part of this study, the Project Team identified the following additional near- to medium-term service needs:

- Increased frequency along the Heights–Downtown corridor
- Expanded service in West Billings
- Potential fixed-route service to Lockwood
- Enhanced connectivity between Billings and Laurel

Operating cost estimates suggest each additional fixed-route bus requires approximately \$460,000 annually within the current service area and approximately \$550,000 annually when complementary paratransit is required outside existing boundaries. Adding three to six buses could increase annual operating costs by \$1.7 to \$3.3 million. The increment of cost associated with the desired service expansion exceeds the likely anticipated increase in funding available to MET Transit for implementation.

As a division of the City of Billings, MET Transit provides service within the city limits. Growth and the desire for service outside the city adds to the funding analysis. Through the study, concepts considered include each jurisdiction providing its own service, MET Transit entering into service agreements with other jurisdictions, and/or stakeholders creating a new transit entity that would provide service throughout the region.

## Final Report Document Organization

This final report summarizes the MET Transit Funding Sustainability and Governance Study, compiling what the study team learned through technical analysis, peer review, and stakeholder input. The report is intended to support informed choices about how MET Transit is structured, how it is funded, and what practical steps could be taken to sustain and strengthen transit service over time. The report is organized into five parts, as described below.

### **Part I: Introduction**

Establishes the purpose of the study, the questions the study is intended to answer, and the overall approach used to evaluate MET Transit’s funding and governance needs.

### **Part II: Current Conditions & Alternatives Analysis**

Documents MET Transit’s current funding and governance context and the factors shaping future needs, then describes the governance and funding alternatives considered and how each would function in practice.

### **Part III: Economic Return on Transit Investment**

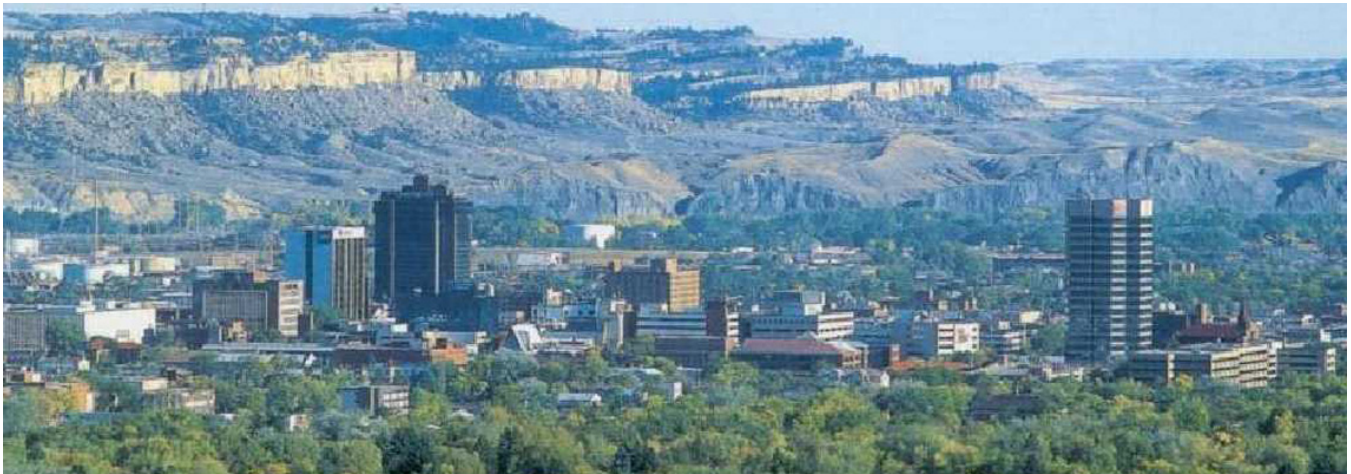
Explains the broader value of transit to Billings and how transit investment can support economic activity, household affordability, and access to opportunity.

### **Part IV: Stakeholder Input & Peer Review**

Summarizes what was heard and learned through engagement with stakeholders and the Study Review Committee, as well as relevant takeaways from peer transit systems.

### **Part V: Conclusion and Implementation Considerations**

Brings the analysis together by summarizing tradeoffs, highlighting key findings, and outlining actionable next steps and considerations for implementation under different governance and funding pathways.



## **Study Scope**

The study is neutral in nature. It does not recommend a specific alternative. Instead, it provides an objective assessment of advantages, risks, fiscal implications, and implementation considerations associated with each option. The scope of this study includes both governance structure and funding authority, recognizing that these issues are interdependent. The scope of work primarily includes:

- Collection and analysis of data that illustrate existing conditions within MET Transit including, but not limited to, resources available, existing plans, current and historic fare structures and revenues, funding mechanisms within the state and region, and current growth and population data.
- Alternative governance model development through data analysis.
- Development of goals and performance criteria to evaluate the alternatives.

The study does not include detailed service design, ridership forecasting, or final financial modeling beyond order-of-magnitude projections necessary to evaluate structural sustainability.

## **Study Process**

This study was informed by multiple sources of data and stakeholder engagement. Key elements of the process included:

- Review of Montana statutes governing municipal bus services, Urban Transportation Districts (UTDs), interlocal agreements, and related financing authorities.
- Analysis of recent state legislation (including HB 231, SB 542, HB 20, and HB 764) affecting property tax valuation, mill levy authority, and service area limitations.
- Evaluation of MET Transit's current operating budget, revenue composition, and projected revenue growth rates.
- Interviews with leadership from comparable Montana UTDs, including Great Falls, Missoula (Mountain Line), Gallatin Valley (Streamline), and Big Sky.
- Discussion with project stakeholders, including the Project Review Committee, regarding regional expansion feasibility and political considerations.
- Integration of findings from the 2022 Transit Development Plan and subsequent network redesign.

Findings from these steps were synthesized to evaluate structural tradeoffs rather than to advocate for a single course of action.

The findings of this study reflect the opinions of the consultant team with input from staff based on available information at the time; recent actions by City Council or other authorities regarding the budgetary, legal, or other processes and may not be reflected.

## Key Study Findings

The analysis conducted through this study yields several overarching findings that frame the remainder of the report.

### Structural Revenue Constraints

Recent changes in state property tax law, combined with the Billings City Charter mill levy cap, limit MET Transit's ability to adjust property tax revenues administratively. Over the five- to seven-year horizon, projected revenue growth is estimated to lag behind expected wage and operating cost increases, creating structural financial pressure even if service levels remain constant.

### Service Expansion Needs

Order-of-magnitude cost estimates indicate that implementing near-term expansion priorities identified, such as increased frequency and westward expansion, would require annual operating increases of approximately \$1.7 to \$3.3 million, plus significant capital investment. Without new revenue authority, these improvements are unlikely to be sustainable.

### Governance and Funding Authority

The existing municipal model offers administrative continuity but is constrained by competition within the city budget and by Charter-imposed mill caps without a referendum vote to adjust. Alternative governance structures, particularly a UTD, introduce greater flexibility in boundary design and dedicated funding authority but require voter approval and administrative transition.

### **Incremental Revenue Tools**

Transportation utility fee adjustments, employer partnerships, marijuana excise reallocation, and parking benefit strategies may provide meaningful supplemental revenue. However, individually they are unlikely to fully offset projected structural gaps associated with both inflationary pressures and service expansion.

### **Regional Coordination**

Laurel and Lockwood integration appear to be the most feasible for near-term regional consideration. Broader county participation may be viable with additional outreach. Governance structures that allow flexibility in boundary design may better align with regional growth patterns over time.

### **Tradeoffs Between Scenarios**

The Status Quo model emphasizes stability and incremental adaptation but remains fiscally constrained. A UTD model emphasizes structural flexibility and dedicated funding but introduces formation of risk and administrative complexity. Neither option eliminates tradeoffs; rather, they distribute fiscal, political, and operational risks differently.

## **Governance Findings**

Governance alternatives were evaluated using seven criteria tied to individual goals:

- Sufficient and sustainable revenue
- Political feasibility and public support
- Coordination across jurisdictions
- Efficiency
- Responsiveness to needs and preferences
- Accountability of decision-makers
- Ease of implementation

The findings below summarize how the primary governance pathways perform relative to these goals. These results are visualized below in Figure 1.

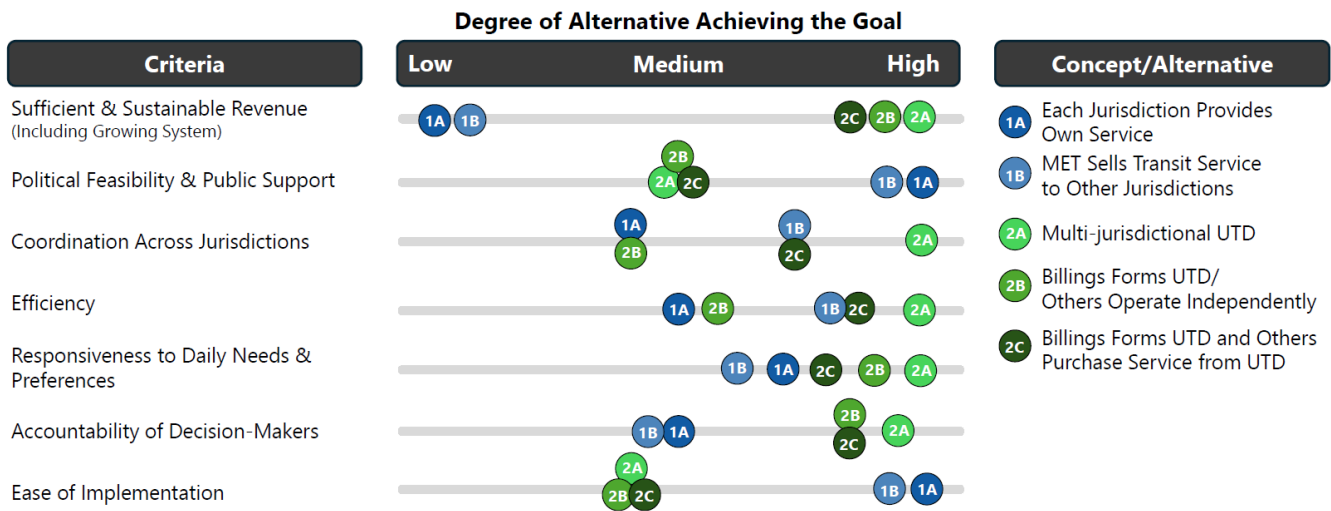
**Revenue Sustainability Is the Primary Structural Distinction Between Models.** The Status Quo municipal model provides continuity but remains constrained by the City Charter mill levy cap, limiting long-term revenue growth without voter action. A UTD structure provides a dedicated levy authority within district boundaries, offering comparatively stronger alignment with the goal of sufficient and sustainable revenue. Implementation of the UTD concept could include an initial increment budget request that would provide funding for expansion that would be difficult to fund within the constraints of state-imposed year-over-year increases tied to half the rate of inflation and a maximum of two percent.

**Coordination Across Jurisdictions and Legal Flexibility Favor a District Model.** The municipal model can coordinate through interlocal agreements, but boundaries and taxing authority remain closely tied to the City. A UTD offers statutory authority to span jurisdictions, annex new areas, and align service boundaries with regional growth patterns, supporting coordination and legal flexibility.

**Efficiency and Accountability Vary by Structure Rather Than Directionally.** The municipal model benefits from established City administrative systems and direct accountability to elected City officials. A UTD provides governance focused solely on transit policy, with a dedicated transportation board accountable under state law. Each model offers different forms of accountability and operational efficiency.

**Responsiveness to Community Needs Depends on Governance Design and Funding Capacity.** Both models can respond to service needs; however, responsiveness is ultimately tied to available revenue and governance authority. A UTD may offer greater flexibility in aligning service to regional demand, while the municipal model offers direct integration with City planning and infrastructure processes.

Figure 1. Governance Criteria Results Summary by Alternative



## Funding Findings

The funding analysis yielded the following conclusions:

### Revenue Growth Under the Current Structure Is Projected to Lag Behind Cost Growth.

Flat or declining short-term revenues combined with wage and operating cost increases create structural imbalance over the five- to seven-year horizon.

**Primary Revenue Tools Capable of Addressing a Potential Funding Gap Include Property Tax and Congestion Mitigation and Air Quality Program (CMAQ).** Property tax mechanisms, whether under the City or through a UTD, and CMAQ funds emerged as the most likely and meaningful ways to improve financial sustainability.

**Other Revenue Tools Can Supplement Property Tax and CMAQ Funds.** Transportation utility fee adjustments, employer partnerships, excise tax reallocation, parking benefit districts, and joint development strategies can contribute meaningfully but are unlikely to independently close projected funding gaps associated with both inflationary pressures and service expansion.

**Raising Fares could Increase Revenue, but Carries Risk.** Relative to a peer group in this study, MET Transit has the highest one-way fare but the lowest 31-day pass fare. Increasing either of these rates could increase revenue but would also be offset by ridership reduction and could potentially have equity concerns.

**The City Charter Mill Cap Limits Administrative Flexibility.** Unlike most Montana municipalities, Billings cannot administratively adjust its transit mill levy beyond the current cap without voter approval. This constraint narrows the range of near-term fiscal responses under the municipal model.

**Governance Structure Influences Funding Feasibility.** The ability to implement and sustain certain funding tools, particularly a dedicated property tax levy, depends on governance authority. As such, governance and funding decisions should be considered together rather than in isolation.

## PART II: CURRENT CONDITIONS & ALTERNATIVES ANALYSIS

This chapter provides detailed analysis supporting the study's findings. It first describes the current transit landscape in Billings and surrounding communities, then outlines likely service growth scenarios in the near-to medium-term planning horizon. It subsequently presents governance and funding alternatives in greater depth along with an analysis of their applicability in the Billings region. Finally, the section concludes with discussion of how transit investment supports economic vitality and community outcomes.

### Current Service Summary

The Billings area is currently served by two public transit providers: Billings MET Transit and Laurel Transit. Together, these services form a modest but essential regional transit network focused primarily on local mobility, workforce and medical access, and basic community connectivity.

#### MET Transit Service

MET Transit operates a fixed-route bus system within the Billings city limits, serving approximately 44 square miles (Figure 2). The system includes 13 fixed routes operating on weekdays and six routes operating on Saturdays. The network operates as a pulse system, with buses arriving and departing simultaneously from two MET Transit Transfer Centers and a common transfer location in the Heights. This structure is designed to facilitate timely connections between routes across the city. Another key element of the system design is having one route operate between downtown Billings and Billings Heights, connecting two Billings Heights circulators.

MET Transit directly operates complementary paratransit service, known as MET Plus, for riders who are unable to use the fixed-route system due to a disability. MET Plus provides origin-to-destination trips for individuals certified as eligible under the Americans with Disabilities Act (ADA). While federal regulations require paratransit service within  $\frac{3}{4}$  mile of fixed routes, MET Transit exceeds this requirement by offering MET Plus service to all eligible riders anywhere within the Billings city limits, as time and space allow.

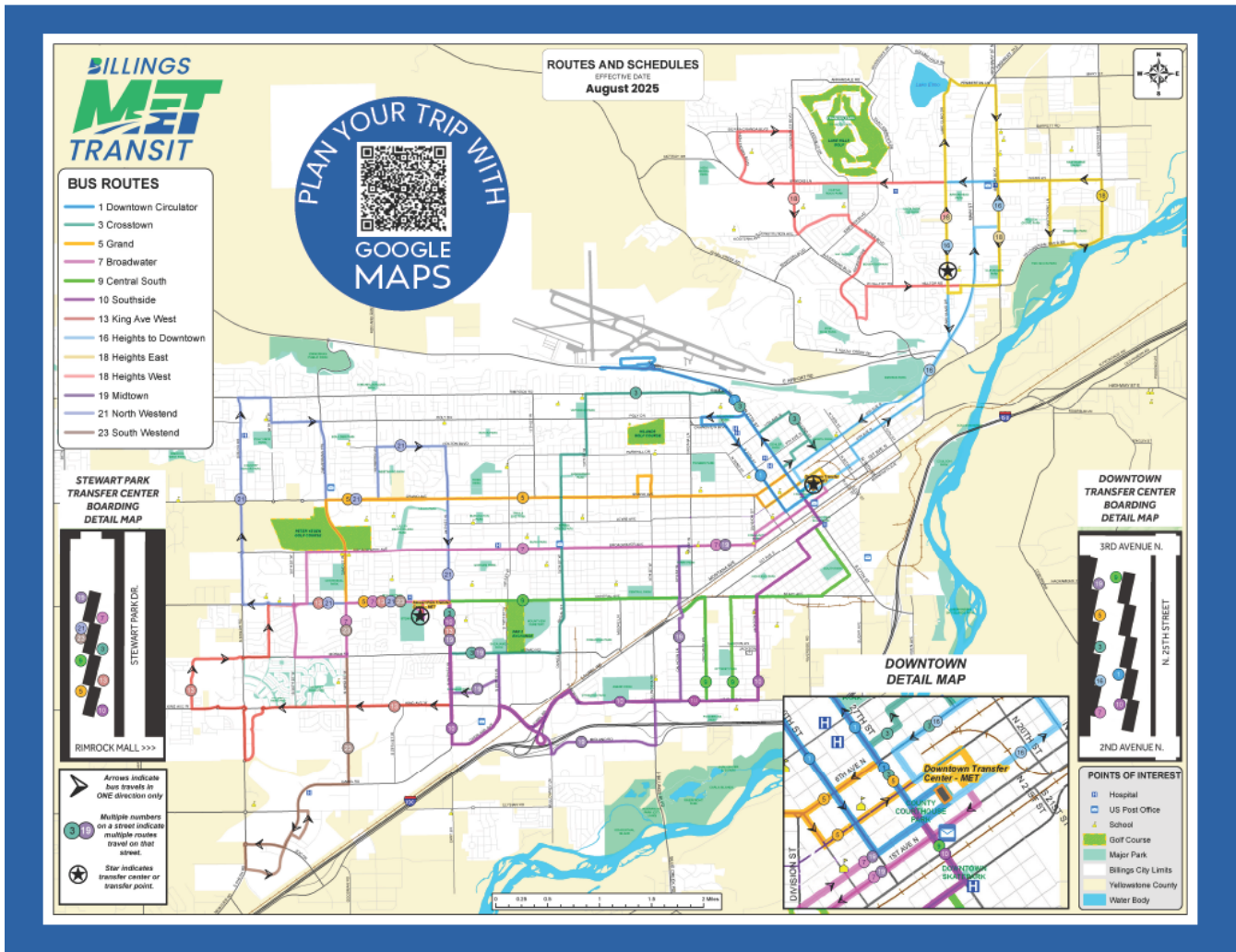
MET Transit's fixed-route fleet consists of 25 buses while the paratransit fleet includes 15 vehicles.

Following completion of the 2022 Transit Development Plan (TDP), MET Transit implemented a comprehensive system redesign in October 2023. The redesign reduced the number of routes from 19 to 13, consolidated service into higher-frequency corridors, introduced 30-minute service on many routes, and transitioned from a flag-stop system to designated bus stops. These changes improved operational efficiency, clarified routing, and strengthened core corridors with higher ridership demand.

#### Laurel Transit Service

Laurel Transit operates a demand-response, reservation-based service Monday through Friday between 10:00 a.m. and 4:00 p.m. Service is provided within the Laurel city limits and extends up to one mile beyond the municipal boundary. In addition to local trips, Laurel Transit operates a weekly Tuesday connection to Billings, primarily supporting medical appointments and essential errands. Service is available to the general public but primarily serves older adults and individuals with disabilities.

Figure 2. Billings MET Transit Fixed-Route Service Map



The Laurel Transit fleet includes three vehicles, which are owned by the City of Laurel. Allies in Aging provides the drivers and other administrative and funding support.

While Laurel’s service model differs from MET Transit’s fixed-route structure, the two systems are functionally connected through regional travel patterns. As development continues between Billings and Laurel, coordination between the two services may become increasingly relevant within the five- to seven-year planning horizon.

Figure 3. Laurel Transit Vehicle



## Potential Future Transit Service Expansion

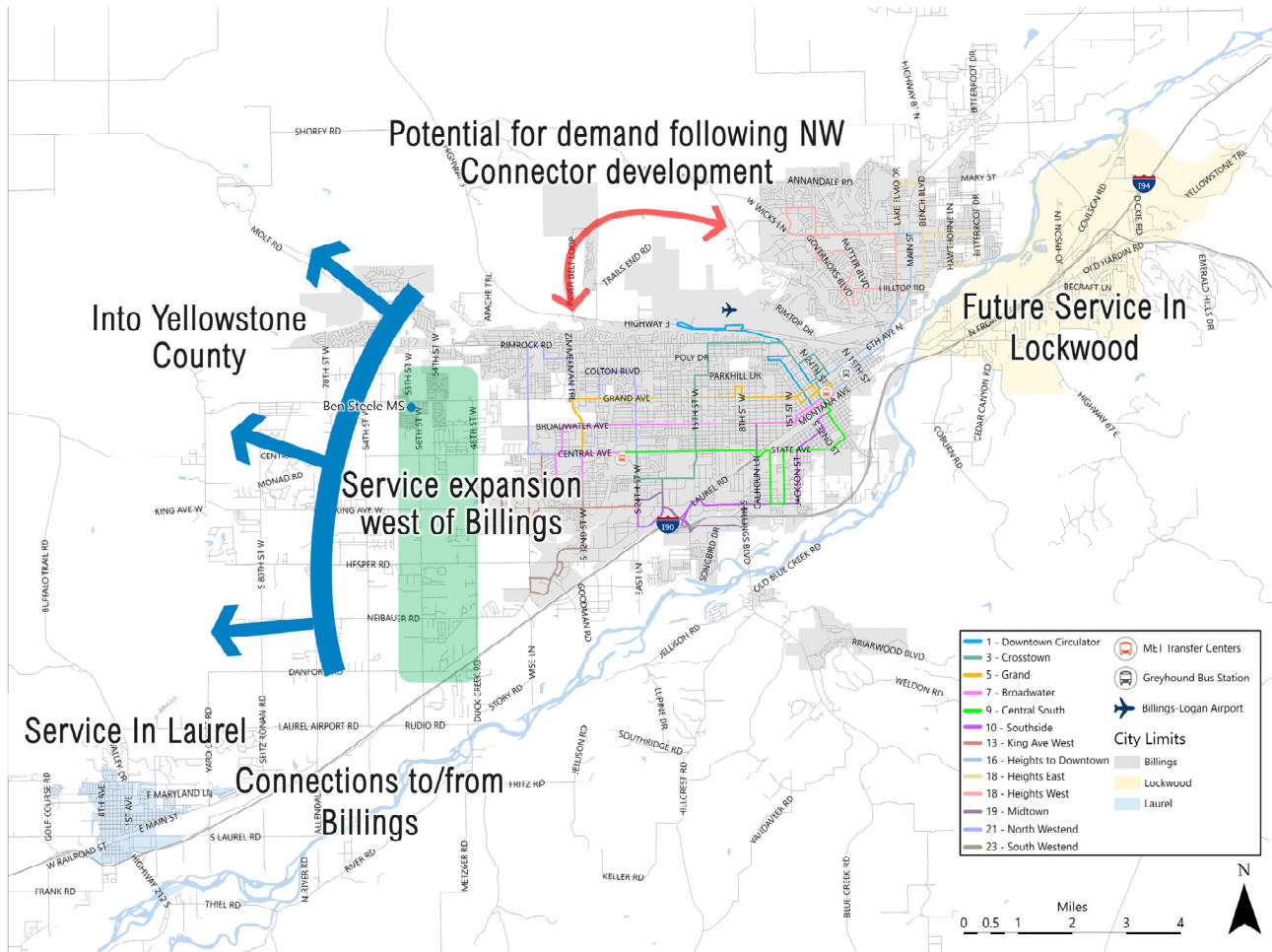
The Project Team and Project Review Committee analyzed the most likely service expansion needs in the near- to medium-term, which are summarized below.

### Likely Service Expansion in and Around Billings

Analysis of prior planning efforts, staff input, and public feedback indicates several likely areas for future service expansion, including increased frequency on high-ridership corridors, westward expansion within Billings, and improved connectivity to nearby communities such as Lockwood and Laurel, as shown in Figure 4. While Lockwood is already included in the Billings Urban Area, Laurel is not yet included.

Additionally, a public mapping exercise was conducted at the 34th Annual Strawberry Festival and via an online survey to identify travel destinations and service interest, which aligns with the findings in Figure 4. Additional details on the mapping exercise are shown in [Part IV: Stakeholder Input & Peer Review](#).

Figure 4. Thematic Representation of Demand for Service Expansion in the Future



### Cost Implications of Expanding Service

Expanding fixed-route service requires both operating and capital investment. Based on recent cost trends, each additional fixed-route bus represents a substantial annual operating commitment, with complementary paratransit further increasing costs outside the current service area.

Assuming three to six additional buses are added to support near- to medium-term service expansion, annual operating costs are projected to increase by \$1.7 million to \$3.3 million, representing a 20–40 percent increase over the FY 2026 operating budget. Additionally, each new 35-foot fixed-route bus costs between \$532,000 and \$1 million, depending on propulsion type (diesel or electric). Paratransit vans range from \$124,000 to \$157,000 per vehicle.

### What Happens if Laurel Joins the Urban Area?

Currently, the Billings Urban Area includes Lockwood, but it does not include Laurel. Determination of urban area boundaries takes place with each Decennial Census. Based on the 2020 Census Urban Area criteria, qualifying census blocks within 1.5 miles of an existing urban area boundary can be added into the urban

area if they meet all the criteria for inclusion.<sup>1</sup> In the 2020 Census, qualifying blocks in Laurel were not included in the Billings Urban Area because the “jump” between qualifying blocks in the Billings Urban Area and Laurel was greater than 1.5 miles.

Meanwhile, there is new development planned within the 1.5 mile “jump” radius of the current Billings Urban Area, as shown in Figure 5. If this development or other development takes place, it is possible that Laurel will be included in the Billings Urban Area in the 2030 Census.

If Laurel became part of the federally designated urban area, Billings would remain the FTA-designated recipient and Section 5307 funds would need to be allocated across both communities. This would require new agreements governing funding distribution, service responsibilities, and local match contributions.

The Section 5307 funding formula for urban areas under 200,000, which includes Billings, is based on the population and the population density of the urban area. The net increase in population due to adding Laurel to the urban area would likely increase Section 5307 funding slightly. Notably, the criteria for inclusion in an urban area and the formula for Section 5307 funding can change over time. There is no guarantee that there would be an increase in Section 5307 funding if these criteria and formulae changed.

Additionally, if Laurel became part of the Billings Urban Area, transit service within Laurel would generally shift from eligibility under Section 5311 (rural) to eligibility under Section 5307 (urbanized), because Section 5311 funds are intended for areas outside urbanized areas. However, Section 5311 could still be used for any service Laurel Transit provides in surrounding nonurbanized areas and for connections that primarily serve rural areas, with Section 5311 funds applied only to the nonurbanized portion of service.

## Governance Alternatives Evaluation

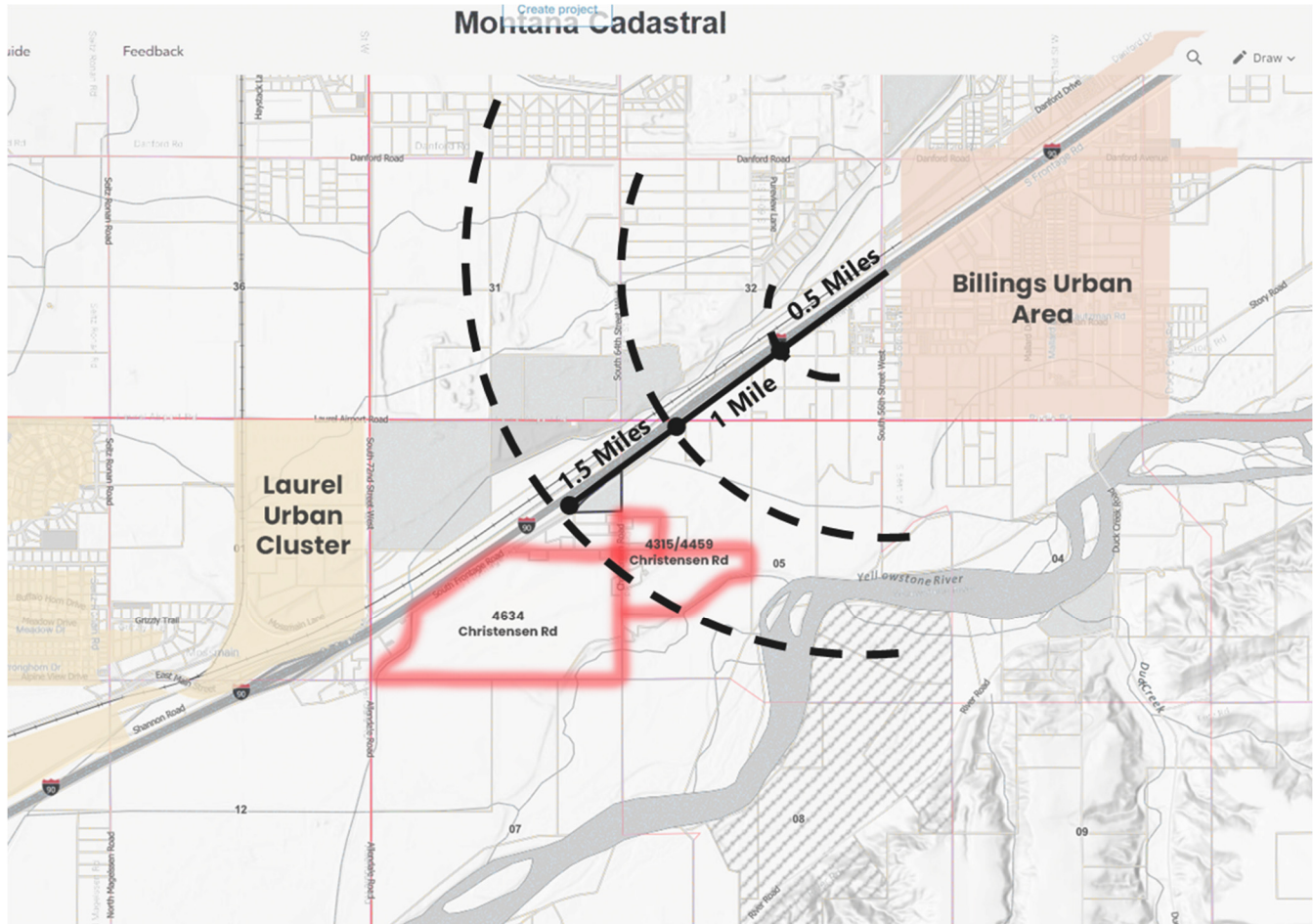
MET Transit currently operates as a city department function rather than a separate, independent transit agency. The transit system is organized as a division within the City of Billings’ Aviation and Transit Department, which houses MET Transit’s day-to-day management and administrative responsibilities. From a governance standpoint, policy direction and ultimate decision-making authority rest with the City’s elected leadership, the Mayor and City Council.

Because MET Transit is housed within city government, the City also retains key external roles associated with federal transit funding. Under the current structure, the City of Billings continues to serve as the FTA Section 5307 designated recipient for the urban area, maintaining responsibility for managing and distributing these federal formula funds in accordance with applicable requirements.

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<sup>1</sup> [https://www2.census.gov/geo/pdfs/reference/ua/Census\\_UA\\_CritDiff\\_2010\\_2020.pdf](https://www2.census.gov/geo/pdfs/reference/ua/Census_UA_CritDiff_2010_2020.pdf)

Figure 5. Billings Urban Area and Planned Development Within 1.5 Miles in Laurel

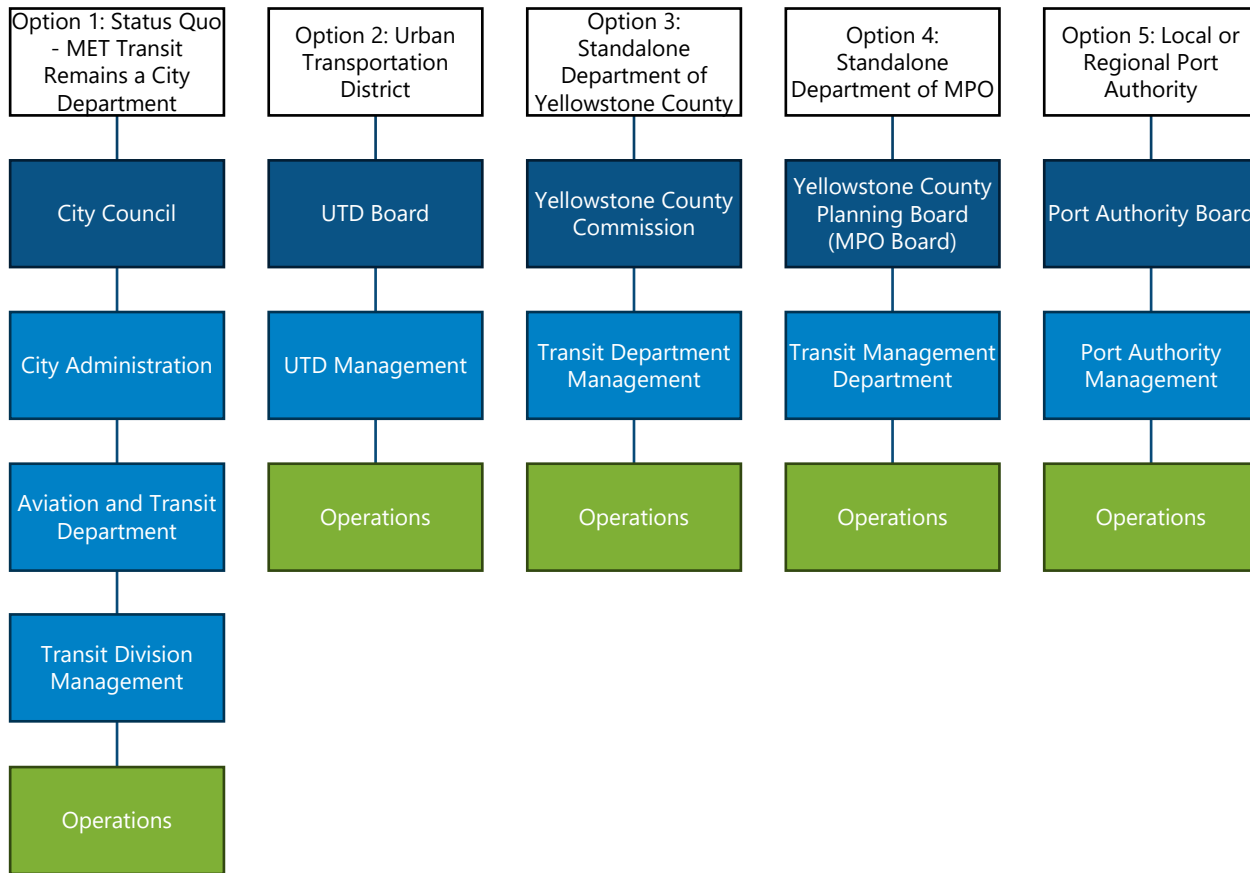


To begin the evaluation of alternative governance models, the Project Team first identified all the possible ways in which transit service is authorized to be governed in the State of Montana. The following five potential governance structures were initially considered:

- Option 1: Status Quo – MET Transit Remains a City Department
- Option 2: Urban Transportation District (UTD)
- Option 3: Standalone Department of Yellowstone County
- Option 4: Standalone Department of the MPO
- Option 5: Local or Regional Port Authority

Figure 6 shows the layers of decision-making authority for each of the five options. In each option, the ultimate decision-making body is shown in dark blue, while intermediate management is shown in light blue. As a division of the City’s Aviation and Transit Department, the status quo option includes several layers of management and administration between operations and the City Council. Each of the other four options shows fewer layers of management, which could lead to streamlined governance processes.

Figure 6. Governance Alternatives



## Evaluation Phases

With the comprehensive list of alternatives available, the Project Team went through a process of narrowing down options in the following phases:

- Phase 1: Screening for statutory feasibility and administrative practicality.
- Phase 2: Evaluation for alignment with criteria and goals.
- Phase 3: Recommended phased approach of alternatives.

The process and results of each phase are described in the following sections.

### Phase 1: Screening for Statutory Feasibility and Administrative Practicality

Phase 1 looked at each of the governance options and considered the following questions:

- Is this governance option statutorily feasible?
- Is this governance option administratively practical and politically viable in the Billings region?
- Does this governance option provide clear advantages over the others in terms of achieving financial sustainability?

Through these questions, three of the options were screened out, as described below.

### **Option 3: Standalone Department of Yellowstone County**

While future service expansion could include unincorporated portions of Yellowstone County, transferring transit governance to the County would likely dilute Billings' service focus. County administration would be expected to distribute service geographically, potentially reducing service levels within Billings to fund lower-density areas. There is also no indication of County interest in assuming transit governance responsibilities.

### **Option 4: Standalone Department of the MPO**

The Billings MPO is a planning body administered by City staff. Transitioning transit operations to the MPO would not provide meaningful structural or financial benefits and would likely require continued reliance on City administrative systems.

### **Option 5: Local or Regional Port Authority**

Port Authorities in Montana are designed primarily to advance commerce and economic development through transportation infrastructure. While transit supports economic development, it is not a core statutory purpose of a Port Authority, and no examples in Montana exist where a Port Authority operates public transit. The model offers no clear advantage over a UTD and may be more appropriate for capital facility development than operations.

## **Phase 2: Evaluation for Alignment with Criteria and Goals**

Following the Phase 1 screening, the Project Team established a set of criteria and goals to provide a consistent framework for evaluating the remaining governance alternatives, as shown in Figure 7. Phase 2 highlights how each governance model would perform in relation to the outcomes the City, MET Transit, and stakeholders are seeking to achieve.

### **Development of Sub-Options**

In Phase 2 of the evaluation, the Project Team zoomed in closer to Options 1 and 2 to identify a few sub-options that could be pursued under these umbrellas.

### **Option 1: Status Quo – MET Transit Remains a City Department**

Under this option, MET Transit would continue operating as a division within the City of Billings Aviation and Transit Department. The Mayor and City Council would remain the governing body, and the City would continue serving as the Federal Transit Administration (FTA) Section 5307 designated recipient.

- **Option 1A: Independent Local Operations:** Laurel, Lockwood, or other areas could operate separate transit services. While this preserves local autonomy, it risks duplication of administration, fragmented branding and service standards, and increased federal compliance complexity, particularly if Laurel becomes part of the Billings Urban Area and transitions from §5311 rural funding to §5307 urban funding.
- **Option 1B: Purchase of Service from MET Transit:** Under this sub-option, surrounding jurisdictions would purchase service from MET Transit through formal agreements such as interlocal agreements, consolidation agreements, or multi-jurisdictional service districts. This allows coordinated operations while preserving local funding responsibility.

Figure 7. Governance Model Analysis Criteria and Goals



## Option 2: Urban Transportation District (UTD)

A UTD is a special-purpose unit of local government established under Montana Code Annotated Title 7, Chapter 14, Part 2.<sup>2</sup> Its purpose is to “supply transportation services and facilities to district residents and other persons,” allowing multiple jurisdictions, including cities, towns, and counties, to collectively plan, fund, and operate public transportation. Unlike a municipal bus service, a UTD is designed to provide regional coordination and funding across jurisdictional boundaries. They can provide any combination of fixed-route, paratransit, and demand-response services.

A UTD functions as an independent governmental and financial entity with the authority to own property, enter into contracts, and levy a property tax within its boundaries to support operations, capital improvements, and debt service. It is governed by a transportation board that represents participating jurisdictions, giving the district a regional decision-making structure. This arrangement enables long-term planning and resource sharing between neighboring communities, helping to align service decisions with regional growth and travel patterns.

According to the Montana Department of Transportation, UTDs serve the critical role of “creating a steady funding source for local governments to finance a variety of transportation services and facilities” and allow several municipalities and counties to jointly fund and operate a unified transit system.<sup>3</sup> The district may contract with municipalities, counties, or private providers to deliver services, offering flexibility in how operations are structured.

<sup>2</sup> [https://archive.legmt.gov/bills/mca/title\\_0070/chapter\\_0140/part\\_0020/sections\\_index.html](https://archive.legmt.gov/bills/mca/title_0070/chapter_0140/part_0020/sections_index.html)

<sup>3</sup> <https://www.mdt.mt.gov/research/toolkit/m1/ftools/fd/utd.aspx>

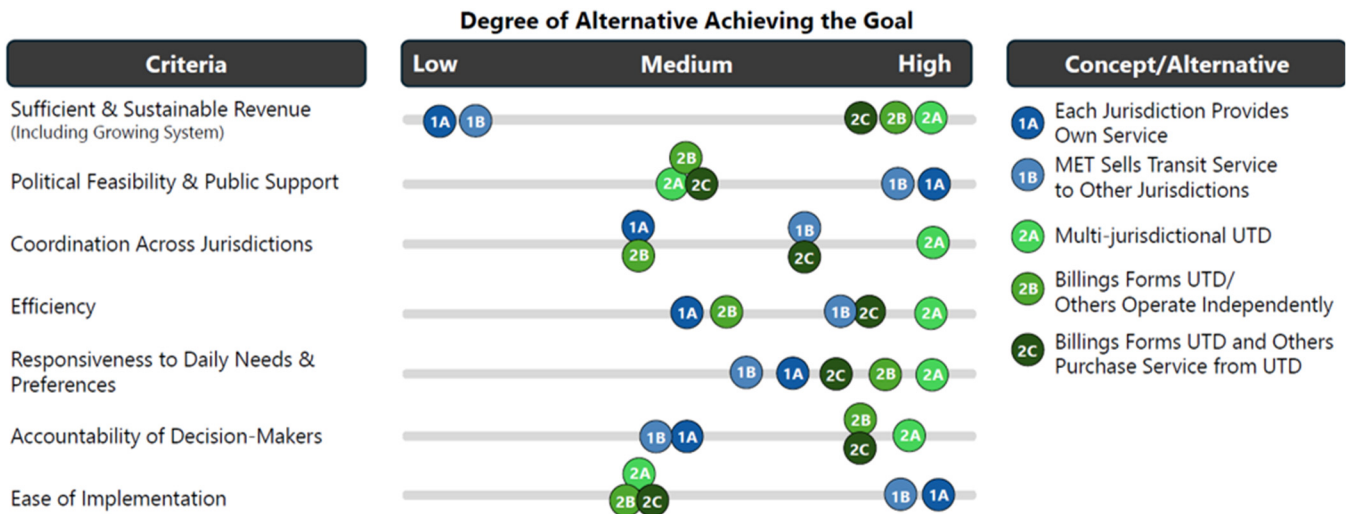
Under the UTD umbrella, there are three sub-options for how a UTD could be used in the Billings region:

- **Option 2A: Multi-Jurisdictional UTD:** Includes Billings and surrounding communities in a single district with unified governance and tax base.
- **Option 2B: Billings-Only UTD:** Establishes a district for Billings while neighboring jurisdictions remain independent.
- **Option 2C: Billings UTD with Purchased Service:** Surrounding jurisdictions purchase service from the UTD through formal agreements.

### Phase 2 Evaluation Results

With the sub-options identified, the Project Team evaluated each against the criteria and goals established in Figure 7. Each sub-option was assessed for the degree to which it achieves each of the seven goals. The results are shown in Figure 8 below. The Option 1: Status Quo – MET Transit Remains a City Department group is shown in blue, while the Option 2: Urban Transportation District (UTD) group is shown in green.

Figure 8. Phase 2 Evaluation of Sub-Options



While the sub-options consider the various ways in which each Option 1 and Option 2 can be deployed, for the most, for each goal, the sub-options are clustered together. Table 1 provides additional detail on the evaluation results by criteria and option.

Table 1. Phase 2 Evaluation by Criteria and Option

Criteria	Option 1: Status Quo	Option 2: UTD
Sufficient and Sustainable Revenue	Revenue remains subject to the City Charter mill levy cap and municipal budget processes (e.g., reallocation of State Entitlement funds by City Council). While voter-approved adjustments are possible, long-term sustainability is constrained relative to an independent district.	A UTD provides dedicated levy authority within district boundaries, supporting stronger alignment with long-term revenue sustainability goals, subject to statewide levy growth limits. Peer interviews in Great Falls and Gallatin Valley emphasized that dedicated mill levies improved long-range planning stability, though increases still require careful public communication.
Political Feasibility and Public Support	Political feasibility is comparatively strong because no new governmental entity is created and no formation election is required.	Formation requires voter approval and public engagement, increasing political complexity relative to the Status Quo. Peer agencies noted that tailored messaging and early coordination with county officials were critical to formation success.
Coordination Across Jurisdictions	Coordination can occur through interlocal agreements or purchase-of-service arrangements; however, taxing authority and governance remain City-centered.	A UTD boundary may be drawn to include any area, without the need to follow any existing political boundaries. The multi-jurisdictional UTD allows for the highest level of coordination across jurisdictions.
Efficiency	The model benefits from established City administrative systems, reducing duplication of HR, finance, and legal functions.	A multi-jurisdictional UTD can provide very efficient service by acting as the FTA designated recipient for the region, with service planning decisions made at a regional level and all administrative functions consolidated. Some administrative functions could still be contracted to the City of Billings to further reduce duplication.
Responsiveness to Needs and Preferences	Direct integration with City planning and public works supports coordination of transit with infrastructure and land use decisions. However, service expansion remains limited by revenue capacity.	As a standalone entity, the UTD can be very responsive to the needs and preferences of the community. Under this model, there is no competition for resources among departments within the city budget.
Accountability of Decision-Makers	Transit policy decisions remain directly accountable to elected City Council members.	Governance is provided by a transportation board, which may be appointed or elected depending on district design, creating a transit-focused accountability structure under state law.
Ease of Implementation	Implementation requires no structural change. Option 2B could proceed immediately through policy adjustments or agreements.	Starting a UTD will require significant work for all parties involved over a period of several years, including hiring staff to replace current city positions, transferring assets, and no guarantee a mill levy would pass.

### Phase 3: Recommended Phased Approach of Alternatives

Following Phase 2 of evaluation, the Project Team and the Project Review Committee developed a short-term and long-term path forward (Figure 9). The short-term recommendation is to pursue the most feasible options, while the long-term recommendation is to work toward what is best for regional growth.

While there are benefits and drawbacks associated with all the options, it became apparent to the group that MET would continue to operate as it does now in the near term (Option 1A). At the same time, it is feasible to establish service agreements with neighboring jurisdictions, which will have regional benefits, as described by Option 1B.

Still, the Project Team recognizes that status quo will not be sustainable in the long term. To continue to provide the current levels of service, let alone increase service, while staying financially sustainable, MET will need to transition to a UTD in the future. There was consensus within the Project Review Committee that the multi-jurisdictional UTD is the gold standard for the region due to it having a relatively high degree of meeting the goals, especially in the areas of sufficient and sustainable revenue and coordination across jurisdictions. For this reason, Options 2B and 2C should only be considered if option 2A becomes unattainable when working toward implementation in the future.

Figure 9. Phased Implementation Approach



### UTD Formation Process Overview

A UTD can be created under Montana Code Annotated § 7-14-2<sup>4</sup> through either a voter petition (20 percent of registered voters within the proposed district signing the petition) or a county commission resolution. The county commission holds a public hearing, and, if the signatures are found sufficient, places the question before voters. A majority vote is required to formally establish the district.

HB 764 (2025), also allows property owners to withdraw from a district if transit service has not been provided within 1.5 miles of their property in the last five years.<sup>5</sup> District boundaries must be contiguous, although they do not need to follow any other political boundary and can be drawn from property to property.

Once approved, the county commission appoints or oversees the election of a transportation district board, which governs the district, adopts budgets, and oversees contracts and operations. The district may be established without an initial tax levy; a mill levy can be added later through a separate voter election once

<sup>4</sup> [https://archive.legmt.gov/bills/mca/title\\_0070/chapter\\_0140/part\\_0020/sections\\_index.html](https://archive.legmt.gov/bills/mca/title_0070/chapter_0140/part_0020/sections_index.html)

<sup>5</sup> <https://legiscan.com/MT/text/HB764/id/3217740>

the district is operational and service needs are defined. This flexibility allows communities to form a district, organize governance, and coordinate service before asking voters to commit new revenue.

## Governance Alternatives Evaluation Summary

The Project Team and the Project Review Committee identified all five transit governance options available in the state of Montana and then worked together through a three-phase evaluation process to reach a recommended phased approach of alternatives.

During the first phase of evaluation, three options were ruled out as they did not pass a screening for statutory feasibility and administrative practicality. During the second phase of evaluation, the Project Team looked more closely at the remaining two options to develop several sub-options that could be pursued. The sub-options were all evaluated against seven criteria and goal statements to determine the degree to which each sub-option would achieve the goal.

Following that process, the team transitioned to the third review phase in which the group developed a recommended path forward. In the short term, it is recommended that MET Transit continue with the most feasible options, namely continuing with status quo in Option 1A while also pursuing service agreements in Option 1B. In the long term, it is recommended that MET Transit pursue the option that will result in the best regional growth. Option 2A: Multi-Jurisdictional UTD allows for the most integrated, sustainable, efficient, and responsive transit service for residents.

The multi-jurisdictional UTD model introduces greater structural flexibility and a dedicated funding platform capable of supporting long-term expansion. While formation requires voter approval and administrative transition, it provides a governance structure better aligned with regional growth and long-term service sustainability. Based on statutory authority, fiscal flexibility, and regional scalability, the UTD model represents the most beneficial structural alternative to the status quo.

## Funding Alternatives Evaluation

The Project Team evaluated all the potential mechanisms available for funding transit operations in Montana. An interim summary of these findings is included in Appendix A: Funding Enhancement Alternatives Review Technical Memorandum. The final analysis of these alternatives is included below. Additionally, the project team conducted an analysis of MET Transit's fare levels, fare structures, and fare payment systems relative to peers to understand how these could be modified to address MET Transit's long-term financial sustainability goals.

## Background and Current Funding Structure

MET Transit is in a period of potentially stagnating property tax funding levels that will limit the agency's ability to implement service expansion/enhancement to better serve the region. Thus, MET Transit is completing a review of alternatives to property taxes (in addition to fares and advertising revenue) as the source of local funding. The 2025 State of Montana property tax reform bill that lowered property tax revenue from primary residences and shifted more of the burden to short-term rentals and second homes, has the potential to impact revenue for MET Transit due to a unique City Charter limit on adjusting the mill rate. While most municipalities in the state can adjust the mill levy through an action by the council, in Billings the Charter requires a referendum to adjust the mill levy.

The 2025 legislation allowed for a one-time mill adjustment to fill the revenue gap created by valuation adjustments; however, any need to adjust the mill levy going forward would require a vote of the people. Because of these changes, the City is expecting revenues to be flat in 2026 (relative to 2025), decline by about 1.8 percent in 2027, and then normalize to an expected annual growth rate of about 1.75 percent in 2028 and onwards. The City typically plans for inflation to increase costs by about 1.5-2 percent each year, and wages are based on a contract with the local bargaining unit, which is renegotiated regularly. Wages are expected to increase 3.5 percent next year based on the current contract. As a result, MET Transit is expecting a short-term budget shortfall followed by annual cost increases that will outpace revenue growth.

Historically, MET Transit has received revenue from three main funding sources:

- **Federal Transit Authority Operating and Capital Grants:** These include both formula funding as well as competitive grants. In 2026, this source makes up about 40 percent of total revenues. While federal funding is not anticipated to be impacted by the property tax changes, transportation funding will be re-authorized in 2026, and future funding levels are unknown.
- **Local Taxes:** In 2026, MET Transit is anticipating about \$3.7 million in local tax revenue, with \$2.7 million – about 35 percent of the total budget – coming from property taxes. This percentage could be expected to decline over the coming years as tax revenues stagnate and costs continue to increase.
- **Direct Revenues:** Direct revenues include fares, advertising, and other forms of fees paid directly to the transit agency. In 2026, MET Transit is anticipating fares to make up only about seven percent of total revenues, with advertising and parking fees at the downtown transit center contributing another three to four percent, for about 10 percent of the total operating budget coming from direct revenues.

Other minor sources of funding such as state grants, fees for service and the sale of surplus equipment make up the remaining revenue.

## Funding Tools Evaluated

The following funding tools were evaluated. Below includes detail on what the funding tool is and the viability of using it to support transit in Billings. Each of the tools was also evaluated in four areas:

- Applicability to transit in Billings.
- Potential funding generated.
- Complexity/viability.
- Ability to be used for transit in Montana.

Results are shown in Table 3 (page 32).

### Urban Transportation District Levy

In Montana, an [Urban Transportation District](#) (UTD) is a special taxing district that provides the ability to raise revenue directly for transit services. Districts are created by counties and approved through voter referendums. Districts may extend across city and county boundaries and provide the ability to levy property taxes to all properties within the specified boundaries.

Establishing a UTD is likely a viable option for MET Transit but would need to be voter approved as a referendum. Five other UTDs have been established in the state, demonstrating their political feasibility and record of success. Great Falls, Missoula, and Dawson County are the three UTDs that currently levy the property tax option. Big Sky and Gallatin Valley UTDs were established without an initial property tax levy; however, each has expressed that they could consider the option in the future.

By establishing a UTD, MET Transit may increase property taxes outside of the city's mill levy cap in order to provide adequate revenues for transit service. However, taxes levied through a UTD are still subject to the states' mill levy increase cap, which limits annual total tax revenue increases to the average level of inflation over the past three years (or a maximum of four percent).

This means that property tax revenues through a UTD are subject to a maximum increase of four percent annually when inflation is high, with the long-term average annual increase likely to be closer to two or three percent. By contrast, property tax revenues levied through the city are subject to the mill levy cap, meaning revenues are likely to increase by approximately the rate of taxable value increase, which historically has been about 2.5 percent per year. If both taxable value and inflation continue to increase at approximately the historic average rates, the difference in tax revenue is likely to be within a few percentage points.

As an illustration of the potential revenue impacts of transitioning to a UTD, a hypothetical projection of five years of future revenues is shown in Table 2. The revenue impacts of the mill levy cap are expected to compound over the five years, leading to a potential revenue gap. These projections are illustrative based on a variety of assumptions and the calculation methods [provided by the State of Montana](#), and do not reflect actual revenues. Additionally, the taxbase could be increased if the UTD were to include more areas outside the current Billings service area.

**Viability:** High, subject to voter approval and governance transition.

### **Congestion Mitigation and Air Quality Improvement (CMAQ)**

CMAQ is a federal program that provides funding to areas in nonattainment or maintenance for ozone, carbon monoxide, and/or particulate matter. Funds may be used for any transit capital expenditure otherwise eligible for FTA funding as long as they have an air quality benefit.

In addition to capital projects, a state may obligate CMAQ funds for operating costs under Chapter 53 of Title 49<sup>6</sup> in an eligible area, and the statute specifies no imposed time limitation when the operating assistance is for a transit system located in an urbanized area of 200,000 or fewer, which includes Billings.

The Project Review Committee expressed broad support for a CMAQ-funded transit operations strategy once the bypass project is complete. One proposed concept could use approximately \$400,000 annually for existing transit operations, and an additional \$250,000 annually for a Lockwood service pilot. The pilot would include a sunset provision (e.g., three years) to reassess performance. Prior to utilizing CMAQ for Transit Operations, the funding source would need to be reflected as an option for transit use in the Long Range Transportation Plan (LRTP) and included in the local Transportation Improvement Plan (TIP).

**Viability:** High potential pending approval.

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<sup>6</sup> <https://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title23-section149&num=0&edition=prelim>

Table 2. Five-Year Revenue Generation Comparison - City Property Tax Versus UTD Tax Option

Scenario	Previous Year Property Tax Revenue <sup>7</sup>	3-year Inflation Average <sup>8</sup>	New Adjusted Property Tax Revenue <sup>9</sup>	Maximum Mills (Calculated) <sup>10</sup>	Actual Mills <sup>11</sup>	Revenue Based on Mills	Difference
Year 1							
Transit as City	\$2,680,062	4%	\$2,787,264	11.83	11.71	\$2,758,436	
Transit as UTD	\$2,680,062	4%	\$2,787,264	11.83	11.83	\$2,787,264	\$28,828
Year 2							
Transit as City	\$2,758,436	3%	\$2,841,189	11.77	11.71	\$2,827,396	
Transit as UTD	\$2,787,264	3%	\$2,870,882	11.89	11.89	\$2,870,882	\$43,485
Year 3							
Transit as City	\$2,827,397	2.5%	\$2,898,082	11.71	11.71	\$2,898,081	
Transit as UTD	\$2,870,882	2.5%	\$2,942,654	11.89	11.89	\$2,942,654	\$44,572
Year 4							
Transit as City	\$2,898,082	2.5%	\$2,970,534	11.71	11.71	\$2,970,533	
Transit as UTD	\$2,942,654	2.5%	\$3,016,221	11.89	11.89	\$3,016,220	\$45,686
Year 5							
Transit as City	\$2,970,534	2.5%	\$3,044,797	11.71	11.71	\$3,044,797	
Transit as UTD	\$3,016,221	2.5%	\$3,091,626	11.89	11.89	\$3,091,626	\$46,829

### Street Maintenance District Assessments

Street Maintenance Districts are special assessment areas levied by the City to support transportation improvements. Billings currently has two Street Maintenance Districts, with funding from these assessments dedicated to street upkeep and capital improvements. In 2026, those two assessments combined are estimated to generate \$17.8 million. One district includes the downtown area and the other is community-wide and are used to fund activities such as snow plowing and sanding, pothole patching, street sweeping, signing and striping, and repairs.

While the fees are paid as part of owner’s property tax bill, the year-over-year increment is not subject to the tax levy limit applied to property taxes. Assessments have historically been adjusted based on rising costs, but the Council directed the city not to increase residential fees in 2026. If politically viable, dedicating revenue from a small rate increase to the assessments could benefit the MET system by supporting transit capital improvements to sidewalks or bus stop areas. It is unlikely the funding source could be used for operations.

The median home in 2026 will pay approximately \$216.25 in street maintenance district fees. An increase of approximately five percent would generate an additional \$1 million and increase fees on the median home by \$10.

<sup>7</sup> Year 1 based on 2026 budget. Following years based on projected revenues.

<sup>8</sup> Assumes cooling inflation to two percent average.

<sup>9</sup> Previous year tax revenue plus inflation.

<sup>10</sup> Calculated based on formula provided by State of Montana.

<sup>11</sup> Updated City Charter caps transit mills at 11.71. UTD is not subject to the cap, but is subject to total revenue increase cap.

**Viability:** High revenue potential; politically sensitive.

### **Arterial Construction Fees**

In support of constructing and/or reconstructing the arterial network in Billings, an Arterial Construction Fee has been established and is applied to all non-city/government properties in the city. Funds from the fees are segregated from other city funds and rates applied to all property classifications are set annually by the city council. The fund is intended to support capital improvements falls under the portion of the MCA covering impact fees.

The program generates approximately \$3 million annually for arterial improvements. Relative to the Street Maintenance District alternative, potential revenue for transit from this program is substantially less and the focus of where the dollars could be used (arterial routes) is also more restrictive.

**Viability:** Moderate for incremental support for capital projects in arterial corridors; unlikely to close full funding gap.

### **Employer/Institutional Partnerships**

Institutional partnerships are sometimes used by transit agencies to increase revenue and provide incentives for local workers to use transit. Generally, major employers or universities in the area purchase transit passes (typically at a discounted rate) for all employees, who then have access to unlimited transit rides using their student or employee identification.

This may be especially attractive in Billings as three of the largest institutions in the area are all located on a single corridor – Billings Clinic, Intermountain Health, and Montana State University Billings. Such a program would likely require MET to provide high quality service to these riders, which might mean increased frequency or extended hours.

If 5,000 unlimited passes were purchased at a 50 percent discount, this would provide about \$840,000 in revenue per year. It might be slightly offset by a decrease in fare revenues as some who would have purchased passes on their own get access to the passes.

**Viability:** High potential; dependent on service quality and employer participation.

### **Parking Revenue and Parking Benefit Districts**

The City of Billings collects approximately \$2.6 million in revenue through the parking department, including parking meter income, garage and surface lot permits, and violations. However, the parking department is currently projecting about \$3.3 million in expenses for 2026, partially due to the sale of two downtown parking lots, one of which will be leased back, reducing revenues and creating a new recurring expense.

Through a city reorganization it may be possible to merge the transit and parking departments, allowing parking revenue to supplement transit service. However, while this may provide long-term revenue opportunities, it has the potential of increasing the department's potential shortfall in the short term.

A [parking benefit district](#), which would support improvements by increasing parking fees in a specific area, would be an interim strategy. While this strategy has not been applied in Montana, it may be an option. The

increased meter rates would be designed to increase parking turnover and decrease parking congestion in the downtown area, with additional revenues going toward transit service.

**Viability:** Moderate for incremental support; unlikely to close full funding gap.

## **Impact Fees Fund**

The Montana Code Annotated grants the authority for a community to impose impact fees to support improvement to transportation and select other types of capital improvement. The mechanism works by defining a charge to individual developments to account for the impact added traffic has on the current system. Fees collected transitionally help pay for adding turning lanes to intersection influenced by a development of for signal improvements. Developers are charged an upfront fee based on the type of use they propose to build and the size of the development.

Impact fees vary from the range currently being charged as they are an upfront one-time cost to the developer. State statutes require a report outlining the potential for impacts to be prepared and used, in part, as the basis for determining the fee to be charged to account for impacts. The concept is like the Arterial Construction Fee concept.

Bozeman has an impact fee program that supports capital funding for fire/emergency medical services, transportation, water, and wastewater. Impacts fees for residential units range from approximately \$5,400 to over \$25,000 depending on the square footage. Fees for each multi-family unit range from approximately \$3,700 to over \$16,200. Non-residential uses are charged based on the square footage across a range of uses, with a low of approximately \$700 per 100 square feet to over \$18,500 per 100 square feet for retail/restaurants. The program generates approximately \$11.5 million per year.

**Viability:** Politically dependent as similar fees attached to development are charges; high revenue potential if viable.

## **Marijuana Excise Tax Reallocation**

Yellowstone County collects a three percent excise tax on all recreational marijuana sales, the maximum allowed by state law. A portion of this revenue goes to the City of Billings, estimated to be \$425,000 in 2026. Currently that revenue is dedicated to the construction of City Hall and increasing resources for mental health and substance abuse.

However, the use of excise taxes is under local control, and it may be possible in the future to reallocate a portion of that revenue to fund transit service if it is deemed politically viable. This would require cooperation across City departments and the support of City Council.

**Viability:** Politically dependent; moderate scale relative to need.

## **Joint Development and Transit-Oriented Development**

Joint development refers to public-private partnerships to develop or improve land owned by transit agencies. For example, a transit agency may purchase parcels near a current or proposed station or rapid transit line and lease the land to a developer for development. The transit agency then collects revenues as rent payments on the property. As an additional benefit, transit ridership may increase due to increased density near major transit lines.

Some FTA funding may assist in property acquisition or property development, but the success of this strategy is largely driven by market forces. While Billings is growing, other areas of Montana are attracting much higher rates of growth and development. The most obvious area of potential is the downtown transfer station, which may be attractive to developers for a future joint venture.

**Viability:** Long-term supplemental strategy; limited near-term operating relief.

### **Tax Increment Financing (TIF)**

A TIF is a public financing tool used by local governments to fund redevelopment, infrastructure, and community improvements by capturing future tax revenue increases. In Billings, a TIF district could be created to stabilize capital planning, budgeting, and funding.

**Viability:** Feasible for capital projects pending local approval for use.

### **Eliminated Alternatives**

The following potential funding alternatives were determined not to be viable in Billings:

- Resort tax: A resort tax is Montana’s version of a local options sales tax, levied only on hotels, restaurants, bars and resorts. This option is not viable as Billings does not meet the state’s definition of “resort community.”
- Wheelage tax: Many communities around the country include a “wheelage fee” on motor vehicle registrations to help fund local transportation. This option is not viable because a wheelage tax does not exist in Montana.
- Franchise fees: These are fees added to utility bills by municipalities. This option is likely not feasible in Billings following the City settling on a class action lawsuit on franchise fees in 2023.

## **Funding Alternatives Evaluation Summary**

No single alternative is sufficient alone to close the possible future funding gap while supporting service expansion. The full results summary of the analysis is shown in Table 3, though the most scalable tools are:

- A dedicated property tax levy through a UTD structure
- CMAQ funding for operations
- Transportation utility fee adjustments
- Employer/institutional bulk pass partnerships

Incremental tools such as marijuana excise reallocation or parking benefit districts may provide supplemental support but are unlikely to fully address long-term needs. Joint developments and TODs may provide operating costs in the long term but will require capital investments to develop. Finally, TIFs may help with funding capital in the long term, but funds would not be eligible for operations.

Table 3. Funding Tools Evaluation Summary

Option	Description	Evaluation Criteria				
		Applicability		Potential Additional Funding Generated	Viability/ Use Simplicity	Option to Fund Transit in MT
		Operations	Capital/ Asset Improvement			
Increase Direct (System Generated) Revenues	System may increase fares, or seek additional advertising/partnership opportunities	●	●	●	●	Yes
Urban Transportation District	Voter-approved special taxing district, which can levy property taxes	●	●	●	●	Yes
Congestion Mitigation Air Quality Funds	Transit's impact of reducing vehicle miles traveled connects use of CMAQ funds to supporting operations	●	●	●	●	Yes
Arterial Construction Fee	Fees paid by property owners/developers dedicated to arterial street (re)construction and maintenance (including bond payments).	●	●	●	●	Yes, capital/ asset maintenance only.
Street Maintenance District Assessment	Assessment within a designate area (district) for on-going street maintenance and improvements. Can include sidewalks.	●	●	●	●	Yes, capital/ asset maintenance only.
Employer/ Institutional Partnerships	Partner with transit supportive employers or businesses for service and or capital improvements supplemental funding.	●	●	●	●	Yes, capital/ asset maintenance only.
Parking Fees/Parking Benefit District	Dedicate all or part of parking revenue to transit operations	●	●	●	●	Yes, but no current examples
Impact Fees Fund	Fee charged to new development to account for the new infrastructure made necessary by the development.	●	●	●	●	Yes, specific new capital facilities/ assets only

Option	Description	Evaluation Criteria					Option to Fund Transit in MT
		Applicability		Potential Additional Funding Generated	Viability/ Use Simplicity		
		Operations	Capital/ Asset Improvement				
Marijuana Excise Taxes	Dedicate part of City's share of excise taxes to transit operations	●	●	●	●	Yes, but no current examples	
Tax Increment Financing	Taxing district that captures future tax revenue increases for capital projects	●	●	●	●	Yes, capital/ assets only	
Business Improvement District Taxes	Overlay taxing area to support business improvement/expansion that serves a public use. Residential zoned areas exempt.	●	●	●	●	Yes, in designated business districts	
Service agreements (e.g., providing demand response to Laurel)	Coordinate with Laurel leadership to provide demand response service - accesses 5311 funds, likely additional state funds, local funds and fares	●	●	●	●	Yes	
Resort Tax	A resort tax is MT's version of a local options sales tax, levied only on hotels, restaurants, bars and resorts	●	●	●	●	Yes, but not in Billings	
Wheelage Tax	Use a portion of "wheelage fee" on motor vehicle registrations to help fund local transportation	●	●	N/A	N/A	No	
Franchise Fees	Fee added to utility bills by municipalities	●	●	●	●	Yes, but no current examples	

**Legend**

- High applicability, funding potential, and viability
- Moderate applicability, funding potential, and viability
- Low applicability, funding potential, and viability



## Fares Analysis

Increasing fare revenue is one way to fund operations and work toward financial sustainability; however, raising fares carries the risk of ridership reduction and potential equity concerns. Another potential way to increase total fare revenue without raising the cost of a fare is to make it easier to purchase fares through multiple media and physical locations. To better understand MET Transit's fare practices and how they could potentially be improved, this section evaluates the following topics relative to comparable peer systems:

- MET Transit's fare revenue and operating cost context.
- Fare structure comparisons, including base fares, pass pricing, and fare media.
- Farebox recovery and cost per passenger comparisons.
- Variations in local funding approaches.

This analysis focuses on systemwide financial metrics to understand how MET Transit's operating expenses, fare revenue, and farebox recovery align with similarly sized transit systems throughout Montana, with other systems selected for comparison in North Dakota, South Dakota, and Indiana. Using 2024 National Transit Database (NTD) data, this section includes several measures to provide a consistent financial snapshot across agencies.

This section also identifies the publicly available characteristics of peer agencies' local funding environments and other revenue sources to contextualize MET Transit's funding sources. This component of the analysis is intended to establish a financial baseline that will guide broader discussion of governance structure and funding sustainability.

### Peer Agency Selection

Peer agencies included in this analysis were identified based on prior governance discussions, regional context, and general alignment in agency size and the scale of service provided. Several Montana systems, including **Mountain Line (Missoula)**, **Great Falls Transit District (Great Falls)**, and **Streamline (Gallatin Valley/Bozeman)** were included in governance interviews conducted earlier in this project; these agencies provide relevant statewide context despite not necessarily aligning exactly on the scale of service. Additional peer systems include **Bis-Man Transit (Bismarck-Mandan, ND)**, **Sioux Area Metro (Sioux Falls, SD)** and **Citilink (Fort Wayne, IN)**. These agencies were selected due to similarities in service scale and urban context, but also for their illustrative value in reviewing alternative local funding structures such as public-private or institutional partnerships. While this peer group is not intended to represent a statistically derived set, the selected agencies provide financial and structural context for comparison using publicly available data sources.

### Fare Comparison

Passenger fares are an important portion of any transit agency's operating budget, including MET Transit's. Fare policy, fare levels, and fare collection technology are important to consider when determining a strategic direction for a transit agency.

Table 4 lists peer agencies' single ride, day pass, and monthly pass fares. These fare categories were selected because they are consistently available across agencies, though many agencies also offer additional fare products, such as multi-ride passes and reduced fare categories. Two of the Montana peer systems

(Mountain Line and Streamline) currently offer fare-free fixed-route service. Among the remaining systems, base fares are generally consistent, with most agencies charging \$1.50 per ride.

MET Transit’s base fare of \$2.00 is somewhat higher than other fare-charging systems included in this comparison. However, day pass and monthly pass pricing shows greater variation across agencies. Day passes range from \$3.00 to \$6.00, while monthly passes range from \$30.00 to \$54.00. MET Transit’s monthly pass price of \$28.00 is the lowest among the peer systems reviewed, indicating a relatively lower per-ride cost for the system’s most frequent riders despite the higher single-ride fare.

Table 4. Peer Agency Fixed-Route Fare Comparison

Agency	Location	Single Ride	Day Pass	Monthly Pass
Mountain Line*	Missoula, MT	-	-	-
Great Falls Transit District	Great Falls, MT	\$1.00	\$4.00	\$30.00
Streamline*	Gallatin Valley/Bozeman, MT	-	-	-
Bis-Man Transit	Bismarck-Mandan, ND	\$1.50	\$6.00	\$36.00
Sioux Area Metro	Sioux Falls, SD	\$1.50	\$3.00	\$30.00
Citilink	Fort Wayne, IN	\$1.50	\$3.75	\$54.00
<b>MET Transit</b>	<b>Billings, MT</b>	<b>\$2.00</b>	<b>\$4.00</b>	<b>\$28.00</b>

\*Agency is zero-fare.

Overall, the comparison suggests that while MET Transit’s base fare is somewhat higher than most of the selected peers, its pass pricing structure offers stronger quantity discounts than peer agencies. These differences highlight the ways in which agencies balance single-ride fares and passes when making decisions on fare policy structure to support frequent ridership.

### Fare Structure Considerations

In addition to fare levels themselves, it is also important to consider broader factors which may influence how fares function within a transit system. These include fare collection methods and how changes in fare levels may impact system ridership.

#### FARE PAYMENT METHODS

The types of fare media available can have an impact on rider convenience, fare collection efficiency, and the administrative costs borne by agencies associated with operating a fare system. Common fare media include cash payment, paper tickets or passes, smart cards, and mobile ticketing apps.

Table 5 summarizes the primary fare media available across the peer systems reviewed. Most agencies continue to accept cash onboard vehicles, while several systems also offer electronic or app-based fare payment. Specifically, mobile ticketing has become increasingly common industry-wide in recent years among small and mid-sized urban transit agencies, as it allows riders to purchase and store tickets on their smartphones. This trend has the potential to reduce the need for physical ticket distribution and processing.

Table 5. Peer Agency Fare Media Comparison

Agency	Location	Cash	Paper Passes	Smart Card	Mobile Ticketing
Mountain Line*	Missoula, MT	-	-	-	-
Great Falls Transit District	Great Falls, MT	✓	✓	-	✓
Streamline*	Gallatin Valley/Bozeman, MT	-	-	-	-
Bis-Man Transit	Bismarck-Mandan, ND	✓	✓	-	✓
Sioux Area Metro	Sioux Falls, SD	✓	✓	-	✓
Citilink	Fort Wayne, IN	✓	✓	✓	✓
<b>MET Transit</b>	<b>Billings, MT</b>	✓	✓	✓	✓

\*Agency is zero-fare.

While fare media does not relate directly to fare levels, it can influence how easily riders are able to access the transit system and how efficiently agencies collect revenue. Systems with multiple payment options may improve rider convenience and reduce barriers to using transit, while also allowing for the use of more advanced tools to track fare sales and patterns.

Additionally, the use of fare media like smart cards and mobile ticketing enables streamlined implementation of fare capping, in which riders are automatically charged no more than the cost of a daily or monthly pass once their accumulated fares paid over the relevant time period reach that threshold. This provides many of the benefits of pass products without requiring upfront payment, which may improve affordability for riders.

#### ELASTICITY

It is generally understood that changes to fare levels affect ridership, and those changes are most acutely felt by those individuals for whom transit fares are a significant financial burden. In other words, a fare increase can be associated with a decline in ridership, whereas a fare decrease can increase ridership.

Transit planning research commonly describes this relationship using fare elasticity, which measures how sensitive ridership is to changes in price. A commonly cited planning guideline is that transit ridership will increase by approximately 0.3 percent for every 1.0 percent decrease in fares over their previous level (and vice versa).<sup>12</sup> In more practical terms, this means that a 10 percent fare increase might be expected to reduce ridership by approximately three percent. Research conducted through the Transit Cooperative Research Program indicates that short-run fare elasticities typically fall near -0.3 for many transit systems.

For planning purposes, this is an acceptable estimate; however, when looking at specific user groups, it is important to be mindful of the following outcomes of transit fare changes:

- Rider groups that are least sensitive to fare changes tend to be “traditional” commuters traveling to core areas of cities.

<sup>12</sup> Transit Cooperative Research Program (TCRP) Report 95: Traveler Response to Transportation System Changes, Chapter 12 – Transit Pricing and Fares. [https://trb.org/publications/tcrp/tcrp\\_rpt\\_95c12.pdf](https://trb.org/publications/tcrp/tcrp_rpt_95c12.pdf), p. 12-11.

- Demand is most sensitive to price at off-peak times, for short trips, in relatively affluent markets, and places without much traffic congestion.
- Fare increases affect travel behaviors of people with lower incomes more than more affluent passengers.
- The quality of transit service and the cost of automobile travel and ownership is a much more significant factor when determining transit ridership in comparison to fare changes.

While fare changes can influence ridership levels, their effects are typically expected to be modest and can vary across rider groups and local conditions. As such, fare policy is often considered along with broader questions of funding sustainability and service quality.

### Systemwide Financial Context

Systemwide financial metrics provide additional insight into the role of fares within transit agency funding. Using National Transit Database (NTD) data, several high-level financial indicators were reviewed for both MET Transit and its peers. These indicators provide a 2024 snapshot of annual operating costs, ridership levels, and the relationship between fare revenue and local funding sources.

Because several of the selected peer agencies report to NTD as reduced reporters, the availability of certain financial data varies across systems. As such, this analysis focuses on metrics that are available consistently across agencies.

### Fixed-Route System Size and Productivity

Table 6 compares the scale and operating efficiency of fixed-route service across the peer systems reviewed. Fixed route operating statistics were used for this comparison to evaluate the portion of each system that is most directly influenced by fare policy and is most comparable across agencies. Among peer agencies, Citilink and Mountain Line operate the largest fixed-route systems in the group, each with over a million annual passenger trips and over \$10 million in fixed-route operating expenses. MET Transit falls near the middle of the peer group in terms of both ridership and cost effectiveness. Fixed route operating expenses per passenger trip vary across systems, ranging from \$8.61 per trip in Missoula to \$17.34 in Bismarck-Mandan.

Table 6. Fixed-Route System Size and Productivity

Agency	Location	Fixed Route Operating Expense	Fixed-Route Passenger Trips	Operating Expense per Passenger Trip (Fixed-Route)
Mountain Line	Missoula, MT	\$10,514,003	1,221,669	\$8.61
Great Falls Transit District	Great Falls, MT	\$3,502,891	363,628	\$9.63
Streamline	Gallatin Valley/Bozeman, MT	\$2,106,093	148,397	\$14.19
Bis-Man Transit	Bismarck-Mandan, ND	\$2,107,550	121,538	\$17.34
Sioux Area Metro	Sioux Falls, SD	\$7,216,243	496,460	\$14.54
Citilink	Fort Wayne, IN	\$14,034,876	1,543,424	\$9.09
<b>MET Transit</b>	<b>Billings, MT</b>	<b>\$5,099,731</b>	<b>385,381</b>	<b>\$13.23</b>

Source: NTD Annual Agency Profiles, 2024

## Systemwide Fare Revenue and Farebox Recovery

Table 7 summarizes systemwide operating expenses, fare revenue, and farebox recovery ratios for MET Transit and peer agencies. Unlike the previous comparison of fixed-route productivity, these metrics reflect total systemwide operations across all modes in order to better illustrate how passenger fares contribute to agency funding.

As previously discussed, Mountain Line and Streamline both operate fare-free fixed-route service and therefore generate little to no fare revenue. Among agencies that do charge fares, farebox recovery ratios generally remain modest, reflecting typical funding structures of small and mid-sized urban transit agencies. MET Transit’s farebox recovery ratio is the highest in the peer group, indicating that fares make up a larger share of operating expenses relative to each of the other systems reviewed. This conclusion aligns with previous comparisons which found that MET Transit’s single-ride fares are the highest in the peer group.

Table 7. Systemwide Operating Expense, Fare Revenue, and Farebox Recovery

Agency	Location	Total Operating Expense	Fare Revenue	Farebox Recovery
Mountain Line*	Missoula, MT	\$14,114,272	-	0.0%
Great Falls Transit District	Great Falls, MT	\$4,835,839	\$320,858	6.6%
Streamline*	Gallatin Valley/Bozeman, MT	\$2,761,060	\$7,393	0.3%
Bis-Man Transit	Bismarck-Mandan, ND	\$5,049,602	\$338,153	6.7%
Sioux Area Metro	Sioux Falls, SD	\$11,481,319	\$418,433	3.6%
Citilink	Fort Wayne, IN	\$18,170,345	\$1,543,659	8.5%
<b>MET Transit</b>	<b>Billings, MT</b>	<b>\$6,785,076</b>	<b>\$602,121</b>	<b>8.9%</b>

\*Agency is zero-fare.

Source: NTD Annual Agency Profiles, 2024

## Local Funding

Table 8 provides additional context on the role of local funding sources in supporting operations among MET Transit and its peers. Local funding values include passenger fare revenue, funding reported through NTD as allocated by local government(s), and any other locally generated tax revenues dedicated specifically to transit, such as transit district property taxes or sales taxes.

Local funding shares vary widely across the peer systems reviewed. Mountain Line relies heavily on local funding sources, with local revenues supporting more than 70 percent of total operating expenses. Several other peer systems, including Sioux Area Metro, Citilink, and Great Falls Transit, also rely on local funding for roughly half of their operating budgets. Relative to these peers, local funding represents a smaller share of total operating expenses for MET Transit and Streamline.

Comparing fare revenue to local funding also provides context on the importance of fares within each agency’s local funding structure. Among the peer systems that charge fares, fare revenue generally

represents a small percentage of locally generated funding. This reflects a common pattern among transit systems in which fares supplement operating budgets but are not necessarily intended to replace primary local funding sources such as taxes or local government contributions.

Table 8. Local Funding Context

Agency	Location	Local Funding	Local Funding Share	Fare Revenue as % of Local Funding
Mountain Line*	Missoula, MT	\$10,048,920	71.2%	0.0%
Great Falls Transit District	Great Falls, MT	\$2,432,672	50.3%	13.2%
Streamline*	Gallatin Valley/Bozeman, MT	\$1,013,824	36.7%	0.7%
Bis-Man Transit	Bismarck-Mandan, ND	\$2,083,563	41.3%	16.2%
Sioux Area Metro	Sioux Falls, SD	\$6,106,667	53.2%	6.9%
Citilink	Fort Wayne, IN	\$9,249,978	50.9%	16.7%
<b>MET Transit</b>	<b>Billings, MT</b>	<b>\$2,363,311</b>	<b>34.8%</b>	<b>25.5%</b>

\*Agency is zero-fare.  
Source: NTD Annual Agency Profiles, 2024

**Non-Fare Local Revenue and Funding Approaches**

In addition to passenger fares and traditional local government contributions, agencies supplement operating funding through a variety of locally generated revenue sources. These arrangements can leverage creative local revenue opportunities that may be unique to the communities each agency serves. The peer systems evaluated during this process illustrate several examples of these approaches.

**Institutional Partnerships**

Large institutions, such as hospitals and universities, often partner with transit agencies to fund services that support employee, student, or visitor travel. These arrangements typically involve direct financial contributions to support specific routes or broader transit system access.

**CITILINK – FORT WAYNE, IN**

Citilink operates the MedLink route connecting two Parkview Health hospital campuses. The route is funded directly by the hospital system, which contributes approximately \$325,000 annually to support this service. The partnership allows the hospital to improve access between facilities, support employee commuting, and expand transit access for the surrounding community to its facilities.

**MOUNTAIN LINE – MISSOULA, MT**

Mountain Line receives funding support through the Associated Students of the University of Montana. Student fees help support the agency’s fare-free service model and provide a stable revenue source tied to the university population. University partnerships like this are relatively common in college communities and often replace or supplement traditional fare revenue. An alternate version of such an arrangement can also

be implemented when colleges and universities purchase a set number of passes at the outset of each academic year, often outlined and repeated annually in a contract.

**Directly Generated Revenue**

Transit agencies may generate revenue directly through activities such as advertising, sponsorships, or other commercial agreements. While these revenues typically represent a small share of overall funding, they can help offset operating costs and diversify funding sources.

MET Transit currently generates locally controlled revenue through advertising on transit vehicles and facilities. As Table 9 shows, MET Transit has the highest advertising revenue among its peers as well as the highest value of advertising revenue as a percentage of total operating expenses at 3.1 percent. The second closest was Bis-Man Transit with 2.5 percent, while the other peers were 1.0 percent or less. This shows MET Transit’s commitment to diversifying its revenue by implementing a successful advertising revenue stream.

*Table 9. Advertising Revenue, 2024*

Agency	Location	Total Operating Expense	Advertising Revenue	Advertising Revenue as % of Total Operating Expense
Mountain Line*	Missoula, MT	\$14,114,272	\$25,594	0.2%
Great Falls Transit District	Great Falls, MT	\$4,835,839	\$25,476	0.5%
Streamline*	Gallatin Valley/Bozeman, MT	\$2,761,060	\$0	0.0%
Bis-Man Transit	Bismarck-Mandan, ND	\$5,049,602	\$123,953	2.5%
Sioux Area Metro	Sioux Falls, SD	\$11,481,319	\$68,770	0.6%
Citilink	Fort Wayne, IN	\$18,170,345	\$179,169	1.0%
<b>MET Transit</b>	<b>Billings, MT</b>	<b>\$6,785,076</b>	<b>\$207,993</b>	<b>3.1%</b>

Source: 2024 NTD Annual Data - Funding Sources (Directly Generated)

**Dedicated Funding Mechanisms**

Some transit systems are funded through dedicated transit taxes rather than annual municipal appropriations. These funding mechanisms are typically authorized through voter approval and provide a stable source of local funding dedicated specifically to transit operations.

**GREAT FALLS TRANSIT DISTRICT – GREAT FALLS, MT**

Great Falls Transit District receives funding through a voter-approved transit district property tax in addition to passenger fares. Under this structure, the transit district generates funding directly through a dedicated local tax rather than relying on general fund appropriations from local governments. Dedicated funding mechanisms such as transit district taxes can provide a stable revenue stream for transit operations while allowing agencies greater financial independence from annual municipal budgeting processes.

## Fares Analysis Summary

Based on the fare analysis, fare policy can help MET Transit's financial sustainability, but it is unlikely to be a major revenue solution on its own. MET Transit already relies on fares more than its peers: among systems that charge fares, MET Transit has the highest farebox recovery (8.9 percent) and the highest fare revenue as a share of local funding (25.5 percent). This suggests there may be limited upside from fare increases before equity and ridership impacts become a concern.

If MET Transit considers raising fares, the peer context matters. MET Transit's \$2.00 single-ride fare is the highest among the fare-charging peers (most are \$1.50), while its \$28 monthly pass is the lowest. This means MET Transit is already relatively expensive for occasional riders but comparatively affordable for frequent riders. The analysis also notes that ridership generally declines with fare increases, so any increase should be modest and carefully targeted to avoid offsetting revenue gains with ridership loss.

MET Transit is already advanced in its offerings of fare payment options, with cash, paper passes, smart cards, and mobile ticketing options available. MET Transit also already offers fare capping. One area of potential improvement is to have more ticket and fare card vending machines available in popular public places across the city. Finally, MET Transit has a successful advertising program that generates the highest advertising revenue among the peers as well as the highest advertising revenue as a percentage of its total operating expense.

## Regional Considerations

There are many regional dynamics becoming increasingly relevant to MET Transit's long-term sustainability. Growth patterns, travel demand, federal funding eligibility, and community expectations suggest that transit planning in Billings should consider areas outside of municipal limits.

## Laurel Integration

Laurel represents the most feasible near-term regional partnership. Laurel Transit currently operates a small, demand-response service funded primarily through 5311 and TransADE grants with a modest local match. Laurel leadership has expressed openness to MET Transit operating service on its behalf through a purchase-of-service arrangement. Key considerations include:

- Laurel's annual operating budget is approximately \$65,000, indicating limited local fiscal capacity.
- Fixed-route service is not considered viable at this time, reinforcing that any integration model would likely focus on demand response.
- If the urban area expands to include Laurel after the 2030 census, federal funding allocations could shift, though this outcome is not guaranteed.

Under the Status Quo model, Laurel could continue operating independently with coordination through interlocal agreements. Under a UTD model, Laurel could either be included within district boundaries or participate through a purchase-of-service contract. In either case, the relatively small scale of Laurel's operation suggests that integration is administratively feasible, though funding flows and service standards would need to be clearly defined.

## Lockwood and Westward Growth

Lockwood and areas along the I-90 corridor represent significant unmet service demand, as reflected in survey results from a July public engagement event. Forty-two survey responses were located in Lockwood, indicating meaningful public interest in service expansion.

Service to Lockwood would require additional operating resources and complementary paratransit coverage, increasing annual costs by approximately \$550,000 per added bus when operating outside current boundaries.

Regional governance structures may impact the feasibility with which such service can be implemented. Under the municipal model, expansion beyond city limits requires interlocal agreements and external funding sources. Under a UTD, district boundaries could be designed to include Lockwood or areas to the west of Billings from the outset, or they could be expanded through annexation processes.

## County Participation and Boundary Design

Yellowstone County participation remains uncertain and would likely require additional outreach and research. Interviews with UTDs reinforced the importance of carefully defining district boundaries to align with service expectations and to avoid opt-out pressures or mismatched coverage obligations.

If a multi-jurisdictional UTD were pursued, decisions regarding initial boundaries would influence political feasibility and long-term flexibility. Alternatively, maintaining the Status Quo model would preserve municipal clarity but might require multiple additional agreements as growth continued.

## Comparative Analysis: Governance and Funding Alignment

Governance and funding decisions are interdependent and while they have so far been evaluated independently in this report, the comparative analysis below synthesizes findings from both the governance and funding evaluations.

### Status Quo Model

Under the municipal model, MET Transit remains embedded within City government. Funding flexibility is primarily limited by the Charter-imposed mill levy cap and municipal budget competition. Strengths of this alignment include:

- Administrative continuity and lower transition risk.
- Established accountability to elected City officials.
- Ability to pursue incremental funding tools (utility fee adjustments, parking revenues, employer partnerships) without structural change.

Limitations include:

- Limited ability to expand property tax authority without voter approval.
- Potential constraints on service expansion beyond city limits.
- Exposure to broader City fiscal pressures unrelated to transit.

## UTD Model

Under a UTD model, transit governance is separated from municipal structure and vested in a single-purpose district with independent levy authority. Strengths of this alignment include:

- Dedicated revenue source capable of addressing structural funding gaps at scale.
- Flexible boundary design to accommodate regional growth.
- Governance focus solely on transit policy and investment decisions.

Limitations include:

- Requirement for voter approval and public campaign.
- Administrative transition planning, including asset transfer and labor considerations.
- Continued exposure to statewide levy growth limits.

## Alignment with Service Expansion Goals

The scale of projected expansion costs of \$1.7 to \$3.3 million annually for three to six additional buses suggests that supplemental revenue tools alone are unlikely to sustain both existing service and meaningful expansion.

If expansion into Lockwood, increased frequency, and enhanced regional connectivity are prioritized, governance structures that support scalable property tax authority may provide greater long-term stability. If maintaining current service levels with modest adjustments is the primary objective, the municipal model may remain viable with targeted supplemental funding.

## Risk Distribution Rather Than Risk Elimination

Both pathways carry risk. The municipal model concentrates fiscal risk within existing Charter constraints and City budget competition. The UTD model concentrates political and formation risk upfront but may reduce long-term structural fiscal pressure.

Ultimately, the comparative analysis indicates that the choice between governance pathways reflects differing tolerance for political complexity versus fiscal constraint. The evaluation framework provided in this report is intended to assist decision-makers in weighing those tradeoffs transparently and deliberately.

Governance and funding tools are closely linked. The Status Quo model preserves administrative simplicity but limits revenue flexibility. A UTD structure introduces a dedicated funding mechanism aligned with regional expansion potential.

In addition to the UTD tax, CMAQ presents a real opportunity for funding operations. Utility fees, partnerships, excise reallocation, and other funding mechanisms may supplement either model but are unlikely to independently close projected funding gaps.

## PART III: ECONOMIC RETURN ON TRANSIT INVESTMENT

This section discusses the benefits of providing transit service. When revenue sources are constrained, it is crucial to demonstrate that transit services are financially sustainable and that they provide tangible benefits to the community.

A recent healthcare study<sup>13</sup> found that about six percent of adult Americans reported that a lack of reliable transportation had kept them from medical appointments, meetings, work, or from getting things they needed for daily living. These missing life experiences come with a price. By filling transportation gaps, public transportation helps residents of a community avoid unnecessary penalties.

There is more than one approach to valuing transit; this section uses benefit-cost analysis methods to weigh the cost of providing service against the benefits generated by transit service.

### Benefit-Cost Analysis

A benefit-cost analysis (BCA) identifies and monetizes the *societal benefits* of transit service and compares them with the *cost* of providing transit service. Most benefits are quantifiable, and most quantifiable benefits can be monetized. A BCA takes only the monetary values so that a single ratio can be produced. If the ratio is greater than one, the net benefit is positive.

Because it is expressed in dollar terms, this net benefit can also be described as a return on investment: every dollar invested in transit generates a larger dollar amount of societal benefit. This section uses ridership figures from 2024-2025 to estimate the dollar value of the trips taken on transit in Billings, compare this value with the cost of operating the service, and calculate a return on investment.

### Forgone Trips

The dollar value is applied to trips that would be forgone in the absence of transit. This is only a fraction of total trips. If public transit were not available, then many trips would likely be made in other ways – by hiring a taxi, asking a friend for a ride, walking, or (for those who have cars) driving instead.

Research into alternate modes suggests that the overall percentage of transit trips that would only be made by transit is around 20 percent. In a 2017 analysis of on-board surveys conducted by transit agencies around the United States, about 23 percent of bus trips and 21 percent of rail trips would not be made if public transportation service were no longer available.<sup>14</sup> When the same survey data are broken down by city size, 17 percent of trips would be forgone in urban areas with fewer than a million residents; residents of smaller cities are more likely to walk, bike, or get a ride instead.

Some trips may be more likely to be forgone than others. It is reasonable to suppose that most people looking for work would find some way to get there if transit were not an option. Other trips are more likely

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<sup>13</sup> Ng AE, Adjaye-Gbewonyo D, Dahlhamer J. Lack of reliable transportation for daily living among adults: United States, 2022. NCHS Data Brief, no 490. Hyattsville, MD: National Center for Health Statistics. 2024. DOI: <https://dx.doi.org/10.15620/cdc:135611>

<sup>14</sup> APTA (2017). Who Rides Public Transportation. <https://rosap.nhl.bts.gov/view/dot/6296>

to be forgone. During the COVID-19 pandemic, a survey of patients in North Carolina found that 20.7 percent of respondents had missed a medical appointment because they could not find a ride.<sup>15</sup>

## Trip Purpose

In order to place a value on a trip, it is important to understand its purpose. Based on community survey results from the 2023 MET Transit TDP update, the top trip purpose among daily users of transit is job access (62 percent; Table 10). Healthcare trips are a smaller but measurable share at four percent; it represents a larger share for infrequent/occasional transit users. Other trip purposes include shopping and errands, K-12 school trips, personal/recreational/social activity, and accessing government or social service agencies.

Table 10. Trip Purposes by Frequency of Ridership

Trip Purpose	5 or More Days per Week	A Few Days per Week	A Few Times per Month	Less than Once per Month
Government or social service agency	2.2%	2.9%	3.0%	0.0%
Medical	4.4%	8.6%	16.7%	15.8%
Personal/recreational/social activity	0.0%	11.4%	18.2%	36.8%
School (K-12)	13.3%	11.4%	6.1%	1.8%
Shopping or errands	17.8%	22.9%	25.8%	21.1%
Work	62.2%	42.9%	30.3%	24.6%

Source: Billings Met Transit Community Survey, 2023.

Among these trip purposes, the two most readily quantifiable types of trips are work- and healthcare-related.

- **Work benefit:** The wages earned by people who use transit to access jobs. The value of one work-related bus trip is estimated at \$60. The analysis assumes that five percent of work trips would be forgone in the absence of transit and that an hourly wage is \$15.
- **Healthcare cost savings:** The net value of regular medical appointments, including both the difference between routine and emergency care and the value of additional quality of life years attributable to well-maintained conditions. The value of one healthcare-related bus trip is estimated at about \$609. The analysis assumes that 20 percent of healthcare trips would be forgone in the absence of transit.

Other trip purposes have benefits as well. Visits to a government or social service agency have substantial value to people who receive services. With these visits they may be maintaining their eligibility for supplemental nutrition programs, managing their utility bills, or otherwise ensuring that they continue to thrive. Social activities help maintain community resilience through relationships; shopping and errands

<sup>15</sup> Cochran, A. L., McDonald, N. C., Prunkl, L., Vinella-Brusher, E., Wang, J., Oluyede, L., & Wolfe, M. (2022). Transportation barriers to care among frequent health care users during the COVID pandemic. *BMC public health*, 22(1), 1783. <https://doi.org/10.1186/s12889-022-14149-x>

include essential goods; and school trips by transit reduce pressures on busy parents as well as the yellow bus system.

However, these other benefits are less readily quantifiable, as they have not been studied as thoroughly in the literature. In the absence of a verifiable estimate, their value is not incorporated into the analysis.

## Work

About half of frequent transit users use the bus to get to their jobs. If transit were not available, there would undoubtedly be people who would not be able to work or who would be working less desirable jobs.

A straightforward way to estimate the benefit of work trips is to divide an individual's wage by the number of transit trips they had to make to earn it. Wages vary across regions and demographic groups, with transit riders tending to earn below their local average. The state minimum wage of \$10.85 provides a floor for any estimates but is likely an underestimate for transit riders. According to recent statistics from the [Bureau of Labor Services](#), the average hourly wage in Billings was \$28.64 in 2024. Within the relatively low-paid industries of food preparation, healthcare support, and administrative support, average wages ranged from \$15.64 to \$22.28. Taking \$15 an hour as a conservative estimate, if a person makes two daily trips to complete an eight-hour shift, then the value of a single trip is \$15 times 4 or \$60.

## Healthcare Access

Hughes-Cromwick et al. (2005)<sup>16</sup> established a methodology for estimating the value of a healthcare trip that continues to be the standard. The study looked at the cost-effectiveness of providing non-emergency medical transportation. It measured two types of benefit:

- Actual decreases in healthcare costs for some conditions. E.g. by providing routine care for a condition, it is possible to avoid major expenditures on emergency care. This care is deemed cost-saving.
- Improved quality of life for people who receive treatment for chronic conditions. The vehicle for attaching a dollar to quality of life is the Quality Adjusted Life-Year (QALY), which is valued at \$50,000. An intervention that provides one additional QALY and costs less than \$50,000 is deemed cost-effective.

The study was comprehensive in that it identified the population that misses non-emergency medical care because of a lack of available transportation, determined the medical conditions that the target population suffered from, estimated the cost of providing transportation, estimated the healthcare costs and benefits that would result from providing transportation for the target population, and compared the relative costs and benefits. The chronic medical conditions found to most affect transportation-disadvantaged populations included depression, hypertension, heart disease, asthma, chronic obstructive pulmonary disease, diabetes, and end-stage renal disease. The preventive care found to be most needed included dental care, cancer screening, prenatal care, and vaccinations. For all of these conditions, well-managed care including transportation costs was found to be either cost-effective or cost-saving.

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<sup>16</sup> Hughes-Cromwick, P., Wallace, R., Mull, H., Bologna, J., Kangas, C., Lee, J., & Khasnabis, S. (2005). "Cost benefit analysis of providing non-emergency medical transportation." TCRP (No. Project B-27).

Godavarthy et al. (2014)<sup>17</sup> used the methods and national norms documented by Hughes-Cromwick et al. to produce an estimate of the value of a single healthcare trip. The estimate rolls different conditions and their respective benefits into one composite number: \$357 for a one-way trip. This dollar figure has since been used in other studies.<sup>18,19</sup> If that 2005 figure is converted to 2026 dollars, it comes to \$608.89 in savings per healthcare trip.

## Analysis of Ridership and Survey Data

In order to estimate a return on investment for Billings, community survey data on trip purpose were combined with recent ridership figures to estimate the number of trips per year that are made for each purpose. Those trip purposes that could be assigned a value were added up to estimate the total benefit of transit provision.

Two different values are used in the analysis of the return on investment: the total cost of operating the system, and the local investment. Because so much public transportation spending is federally funded, local transit investments have a powerful leverage effect that should be considered in any discussion.

The resulting benefit-cost ratio is shown in Table 11.

*Table 11. Cost-Benefit Ratio for Billings Transit Investment*

Cost Input	Benefit	Cost	Benefit/Cost Ratio
Total Operating Budget (Bus Only) 2024	\$3,908,216	\$5,099,731	0.77
Local Funding (All Modes) 2024	\$3,908,216	\$1,205,889	3.24

Source: National Transit Database (NTD) and SRF analysis of MET Transit Community Survey (2023) and MET Transit ridership data (2024-2025). "All Modes" represents total local investment into transit, as reported to the NTD. This value includes both fixed-route and paratransit. The benefit value is derived from fixed-route trips only.

When the total operating budget is compared with the total return for fixed route, the benefit/cost ratio is below 1.0.

More importantly, the ratio between benefits and *local* funding is much higher at 3.24. This means that for every dollar of local funding that Billings invests in transit service, \$3.24 is returned to the community.

It is important to note that this is based on a conservative estimate for the value of most trips, as shown in Table 12.

<sup>17</sup> Godavarthy, R., Mattson, J., & Ndembe, E. (2014). Cost-Benefit Analysis of Rural and Small Urban Transit. University of South Florida, Tampa: National Center for Transit Research.

<sup>18</sup> Mattson, J. (2020). Measuring the Economic Benefits of Rural and Small Urban Transit Services in Greater Minnesota. Upper Great Plains Transportation Institute, North Dakota State University. <http://mndot.gov/research/reports/2020/20210.pdf>

<sup>19</sup> Ducote, N., and K. Belton Ducote. (2016). Gap Analysis and Cost-Benefit Modeling: Northeast Oregon Public Transit's Rides to Wellness Program. Prepared by Ducote Consulting LLC for Community Connection of Northeast Oregon and Northeast Oregon Public Transit, La Grande, OR.

Table 12. Return on Investment Assumptions

Trip Purpose	Weighted Total Annual Trips	% Forgone	Value per Trip	Value per Year
Government or social service agency	9,448	5%	\$0	\$0
Medical	27,115	20%	\$609	\$3,302,617
Personal/recreational/social activity	23,405	30%	\$0	\$0
School (K-12)	45,756	5%	\$0	\$0
Shopping or errands	77,791	30%	\$0	\$0
Work	201,866	5%	\$60	\$605,599

Source: SRF analysis of MET Transit Community Survey (2023) and MET Transit ridership data (2024-2025).

## PART IV: STAKEHOLDER INPUT & PEER REVIEW

This study was guided largely by a Project Review Committee of local stakeholders, peer interviews, and discussions with regional partners. The input summarized below reflects the perspectives gathered throughout the study process and helped shape the evaluation of governance and funding alternatives.

### Committee Meetings

A Project Review Committee was convened to oversee and guide the study. Members included City of Billings MET Transit leadership, as well as representatives of the MPO, Yellowstone County, the City of Laurel, Allies in Aging, the City/County Planning Board, the Lockwood Pedestrian District, the Lockwood Steering Committee, and School District 2. Committee meetings were held on the following dates:

- September 11, 2025
- October 14, 2025
- November 20, 2025
- February 5, 2026
- April 23, 2026

Early meetings focused on:

- Identifying unmet transportation needs, particularly in Lockwood, west Billings, and Yellowstone County.
- Reviewing current MET Transit and Laurel service structures.
- Discussing the full range of technically feasible governance and funding options.
- Considering how property tax reform and the Charter mill cap affect long-term sustainability.

Subsequent meetings narrowed the focus of alternatives. On funding, the committee emphasized that a governance change alone would not solve funding constraints without either higher mill levies or expanded service area contributions.

## July 2025 Resident Survey Results

On July 12, 2025, MET and SRF conducted a public mapping exercise at the 34th Annual Strawberry Festival and via an online survey to identify travel destinations and service interests (results in Appendix B: Survey Summary). A total of 256 responses were collected, including 178 online submissions. Of those responses:

- 150 were located within Billings.
- 42 were located in Lockwood.
- 22 were located in Laurel.
- 42 were distributed among unincorporated areas.

The strongest concentration of responses occurred near 1st Avenue and 40th Street in Billings. Lockwood also showed notable clustering along North Frontage Road near Johnson Lane. Survey results reinforced committee discussions indicating:

- Continued demand within Billings.
- Strong interest in service to Lockwood.
- Meaningful interest in Laurel despite its smaller population.
- Limited but present interest in rural areas.

These findings informed both service expansion scenarios and governance discussions regarding regional coordination.

## UTD Peer Interviews

Peer interviews were conducted with representatives from four Montana UTDs to better understand formation, governance, funding, and operational lessons. These interviews indicated that successful districts emphasize clear public messaging, simple board/governance structures, and alignment between district boundaries and funding sources. Districts can contract for operations and share administrative services to minimize duplication. Some additional insights are highlighted below, while full meeting minutes are included in Appendix C: UTD Interview Notes.

### **Big Sky Transportation District**

Formed in 1991 to serve a community spanning two counties without municipal government. Big Sky relies primarily on a resort (local-option) tax rather than a property tax levy. Annexation in 2021 required voter approval in both counties and added board members. Key lessons included the importance of simple bylaws, maintaining small, appointed boards, and aligning district boundaries with funding sources.

### **Gallatin Valley UTD (Bozeman/Streamline)**

Formed after Bozeman exceeded 50,000 population and required a 5307 recipient. The previous nonprofit operator was not authorized to receive 5307 funds, prompting creation of a UTD. Formation required 16,000 petition signatures, a public hearing, and an election. Messaging emphasized maintaining service continuity

and creating a single-purpose transit entity. The district now spans multiple municipalities and contracts for operations. Key lessons included proactive communication, strong relationships with county clerks, and clarity around the five-year service requirement within district boundaries.

### **Great Falls Transit District**

Established as a grassroots effort when the City declined to start service. The district has maintained stable boundaries since formation and relies primarily on its mill levy. Leadership emphasized the importance of clear levy messaging, realistic expectations about service improvements, and strong working relationships with county treasurers.

### **Missoula (Mountain Line UTD)**

Missoula's UTD was formed in 1977 and is governed by a seven-member board with city and county appointments. The district has implemented multiple levies over time and operates with substantial autonomy from municipal government. Lessons shared included the importance of county initiation in formation, careful management of annexation and opt-out provisions, and maintaining clear bylaws. Leadership noted that UTDs can feel administratively "quirky" but have proven durable and effective.

### **Key Interview Themes**

Across all UTD interviews, recurring themes included:

- Dedicated revenue improves long-range planning capacity.
- Voter education and tailored messaging are critical to formation success.
- Boundary design should anticipate future growth to reduce tension.
- Governance design (appointed vs. elected boards) can influence political dynamics.
- Formation complexity is manageable with early coordination among jurisdictions.

## **Other Stakeholder Input: Laurel Transit**

Laurel operates a small, grant-dependent demand-response service through a memorandum of understanding with Allies in Aging. The annual operating budget is approximately \$65,000. Laurel leadership expressed openness to MET Transit operating service on Laurel's behalf, even at a higher cost, if service reliability and demand could be met. Fixed-route service was not considered viable for Laurel at this time. These discussions suggest that a purchase-of-service model may be feasible in the near term under either the municipal or UTD governance structure.

## PART V: CONCLUSION

This study evaluated governance and funding alternatives available to support MET Transit in the context of structural property tax constraints, rising operating costs, and anticipated service growth pressures. The analysis demonstrated that the challenges facing MET Transit are not the result of a single short-term imbalance, but rather a mix of statutory revenue limits, local Charter provisions, inflationary cost growth, and expanding regional mobility needs.

Under the current municipal structure (Status Quo), MET Transit benefits from administrative consistency, established relationships, and integration with city planning and capital programming. However, it remains constrained by the City Charter mill levy cap and competition within the broader municipal budget framework. Without voter-approved changes or significant supplemental revenue tools, revenue growth is projected to lag behind operating cost growth.

Formation of an Urban Transportation District (UTD) is a structural alternative that would establish a single-purpose transit entity with independent property tax levy authority and flexible boundary design. This model aligns more directly with long-term revenue sustainability and regional coordination goals. At the same time, it would require voter approval, public education, administrative transition, and careful boundary planning. The UTD model maintains fiscal and potentially adds political risk rather than eliminating all risks.

The funding analysis indicated that while supplemental tools such as transportation utility fee adjustments, employer partnerships, marijuana excise reallocation, parking revenues, and joint development may provide meaningful incremental support, property tax authority remains the primary mechanism capable of addressing structural gaps at scale. Governance structure influences the feasibility and durability of such authority. CMAQ was also identified as a meaningful source of operating funds under any governance model.

Regional considerations further complicate the decision on how to move forward. Laurel integration appears feasible in the near term through purchase-of-service arrangements. Lockwood and broader County participation may be viable with additional outreach and research. Growth patterns along the I-90 corridor suggest that governance structures capable of adapting to regional expansion may better align with long-term development trends.

Stakeholder engagement throughout the study underscored several consistent themes: the importance of clearly articulating tradeoffs; the need for a realistic funding strategy tied to service expectations; moderate tolerance for structural change paired with interest in fiscal sustainability; and support for phased approaches that preserve flexibility.

No single alternative provides a risk-free or universally superior outcome. The decision before policymakers is not whether to eliminate tradeoffs, but how to balance fiscal stability, political feasibility, administrative capacity, and regional alignment.

## Implementation Considerations

Regardless of the governance pathway, several implementation considerations emerge.

**Phased Strategy.** A phased approach may reduce risk. Under either model, near-term actions could include pursuing CMAQ-supported operating pilots, refining cost estimates for expansion corridors, and strengthening interlocal coordination with Laurel and other adjacent areas.

**Revenue Planning.** Incremental revenue tools may serve as bridge funding while longer-term structural decisions are evaluated. If a UTD formation process is pursued, financial projections and public communication strategies should be developed in advance of any ballot measure.

**Boundary and Service Alignment.** If regional governance is considered, boundary design should anticipate projected growth and clearly communicate service expectations to avoid opt-out pressures or mismatched coverage requirements.

**Administrative Transition Planning.** Should a UTD be formed, early coordination on asset transfer, labor considerations, federal grant recipient status, and shared services agreements would reduce disruption and uncertainty.

**Contingency Planning.** If structural governance reform is pursued and not approved by voters, a fallback strategy identifying incremental funding tools and service prioritization should be prepared in advance.

Over the upcoming planning horizon, the central policy question is how MET Transit should be positioned to manage constrained revenues while responding to evolving mobility needs. The comparative analysis presented in this report provides a structured foundation for that decision. Ultimately, the chosen model should reflect local priorities regarding fiscal stability, governance, regional cooperation, and community investment in public transportation.

# APPENDIX A: FUNDING ENHANCEMENT ALTERNATIVES REVIEW TECHNICAL MEMORANDUM



## MEMORANDUM

**To:** Rusty Logan  
Billings MET

**From:** Lydia Statz, AICP  
William Troe, Director-Transit and Transportation Planning

**Date:** January 21, 2026

**Subject:** Funding Enhancement Alternatives Review

### Transit Funding Alternatives

#### Background

Billings Metropolitan Transit (MET) is in a period of potentially stagnating property tax funding levels that will limit the agency's ability to implement service expansion/enhancement to better serve the region. Thus, MET is completing a review of alternatives to property taxes (in addition to fares and advertising revenue) as the source of local funding. The 2025 State of Montana property tax reform bill that lowered property tax revenue from primary residences and shifted more of the burden to short-term rentals and second homes, has the potential impact revenue for Billings MET due to a unique city charter limit on adjusting the mill rate. While most municipalities in the state can adjust the mill levy through an action by the council, in Billings the charter requires a referendum to adjust the mill levy.

The 2025 legislation allowed for a one-time mill adjustment to fill the revenue gap created by valuation adjustments, however, any need to adjust the mill levy going forward would require a vote of the people. Because of these changes, the City is expecting revenues to be flat in 2026 (relative to 2025), decline by about 1.8% in 2027, and then normalize to an expected annual growth rate of about 1.75% in 2028 and onwards. The City typically plans for inflation to increase costs by about 1.5-2% each year, and wages are based on a contract with the local bargaining unit, which is renegotiated regularly. Wages are expected to increase 3.5% next year based on the current contract. As a result, MET is expecting a short-term budget shortfall followed by annual cost increases that will outpace revenue growth.

Historically, MET has received revenue from three main funding sources:

- **Federal Transit Authority Operating and Capital Grants:** These include both formula funding as well as competitive grants. In 2026, this source makes up about 40% of total revenues. While federal funding is not anticipated to be impacted by the property tax

changes, transportation funding will be re-authorized in 2026, and future funding levels are unknown.

- **Local Taxes:** In 2026, MET is anticipating about \$3.7 million in local tax revenue, with \$2.7 million being from property taxes, or about 35% of the total budget. This percentage could be expected to decline over the coming years as tax revenues stagnate and costs continue to increase.
- **Direct Revenues:** Direct revenues include fares, advertising, and other forms of fees paid directly to the transit agency. In 2026, MET is anticipating fares to make up only about 7% of total revenues, with advertising and parking fees at the downtown transit center contributing another 3-4%, for about 10% of the total operating budget coming from direct revenues.

Other minor sources of funding such as state grants, fees for service and the sale of surplus equipment make up the remaining revenue.

## Analysis of Funding Options

### Parking Fees

The City of Billings collects approximately \$2.6 million in revenue through the parking department, including parking meter income, garage and surface lot permits, and violations. However, the parking department is currently projecting about \$3.3 million in expenses for 2026, partially due to the sale of two downtown parking lots, one of which will be leased back, reducing revenues and creating a new recurring expense.

Through a city reorganization it may be possible to merge the transit and parking departments, allowing parking revenue to supplement transit service. However, while this may provide long-term revenue opportunities, it has the potential of increasing the department's potential shortfall in the short term.

A [parking benefit district](#), which would support improvements by increasing parking fees in a specific area, would be an interim strategy. While this strategy has not been applied in Montana, it may be an option. The increased meter rates would be designed to increase parking turnover and decrease parking congestion in the downtown area, with additional revenues going toward transit service.

### Marijuana Excise Taxes

Yellowstone County collects a 3% [excise tax](#) on all recreational marijuana sales, the maximum allowed by state law. A portion of this revenue goes to the City of Billings, estimated to be \$425,000 in 2026. Currently that revenue is dedicated to the construction of City Hall and increasing resources for mental health and substance abuse.

However, the use of excise taxes are under local control, and it may be possible in the future to reallocate a portion of that revenue to fund transit service if it is deemed politically viable. This would require cooperation across City departments and the support of City Council.

### Urban Transportation District

In Montana, an [Urban Transportation District](#) is a special taxing district that provides the ability to raise revenue directly for transit services. Districts are created by counties and approved through voter referendums. Districts may extend across city and county boundaries, and provide the ability to levy property taxes to all properties within the specified boundaries.

Establishing a UTD is likely a viable option for MET, but would need to be voter approved as a referendum. Four other UTDs have been established in the state (Great Falls, Big Sky, Missoula, and Dawson County), demonstrating their political feasibility and record of success. Establishing a UTD would require major structural and governance changes for MET, as outlined in a separate technical memo.

By establishing a UTD, MET may increase property taxes outside of the city's mill levy cap in order to provide adequate revenues for transit service. However, taxes levied through a UTD are still subject to the states' mill levy increase cap, which limits annual total tax revenue increases to the average level of inflation over the past 3 years (or a maximum of 4%).

This means that property tax revenues through a UTD are subject to a maximum increase of 4% annually when inflation is high, with the long-term average annual increase likely to be closer to 2-3%. By contrast, property tax revenues levied through the city are subject to the mill levy cap, meaning revenues are likely to increase by approximately the rate of taxable value increase, which historically has been about 2.5% per year. Assuming that both taxable value and inflation continue to increase at approximately the historic average rates, the difference in tax revenue is likely to be within a few percentage points.

As an illustration of the potential revenue impacts of transitioning to a UTD, a hypothetical projection of five years of future revenues is shown in Table 1. The revenue impacts of the mill levy cap are expected to compound over the five years, leading to a potential revenue. These projections are illustrative based on a variety of assumptions and the calculation methods [provided by the State of Montana](#), and do not reflect actual revenues.

**Table 1. Five-Year Revenue Generation Comparison – City Property Tax Versus Urban Transportation District Tax Options**

Scenario	Previous Year Property Tax Revenue <sup>1</sup>	3-year Inflation Average <sup>2</sup>	New Adjusted Property Tax Revenue <sup>3</sup>	Maximum Mills (Calculated) <sup>4</sup>	Actual Mills <sup>5</sup>	Revenue based on mills	Difference
Year 1							
Transit as City	\$2,680,062	4%	\$2,787,264	11.83	11.71	\$2,758,436	
Transit as UTD	\$2,680,062	4%	\$2,787,264	11.83	11.83	\$2,787,264	\$28,828
Year 2							
Transit as City	\$2,758,436	3%	\$2,841,189	11.77	11.71	\$2,827,396	
Transit as UTD	\$2,787,264	3%	\$2,870,882	11.89	11.89	\$2,870,882	\$43,485
Year 3							
Transit as City	\$2,827,397	2.5%	\$2,898,082	11.71	11.71	\$2,898,081	
Transit as UTD	\$2,870,882	2.5%	\$2,942,654	11.89	11.89	\$2,942,654	\$44,572
Year 4							
Transit as City	\$2,898,082	2.5%	\$2,970,534	11.71	11.71	\$2,970,533	
Transit as UTD	\$2,942,654	2.5%	\$3,016,221	11.89	11.89	\$3,016,220	\$45,686
Year 5							
Transit as City	\$2,970,534	2.5%	\$3,044,797	11.71	11.71	\$3,044,797	
Transit as UTD	\$3,016,221	2.5%	\$3,091,626	11.89	11.89	\$3,091,626	\$46,829

### Transportation Utility Fees

Transportation Utility Fees are special assessments levied by the City to support transportation improvements. Billings currently has two Street Maintenance Districts, with funding from these assessments dedicated to street upkeep and capital improvements. In 2026, those two assessments combined are estimated to generate \$17.8 million.

Because these assessments are fees collected through a utility bill, they are exempt from the City’s mill levy cap and therefore may be increases to support a budget estimate that exceeds the CIP restricted increase cap. These assessments have historically been adjusted based on rising costs, but the Council directed the city not to increase residential fees in 2026. If politically viable, dedicating revenue from these assessments, paired with a small increase, to support transit improvements and operations may be an option. The median home in 2026 will pay approximately \$216.25 in street maintenance district fees. An increase of approximately 5% would generate an additional \$1 million for transit and increase fees on the median home by \$10.

<sup>1</sup> Year 1 based on 2026 budget. Following years based on projected revenues

<sup>2</sup> Assumes cooling inflation to 2% average

<sup>3</sup> Previous year tax revenue plus inflation

<sup>4</sup> Calculated based on formula provided by State of Montana

<sup>5</sup> Updated city charter caps transit mills at 11.71. UTD is not subject to the cap, but is subject to total revenue increase cap.

## Joint Development and Transit-Oriented Development

Joint development refers to public-private partnerships to develop or improve land owned by transit agencies. For example, a transit agency may purchase parcels near a current or proposed station or rapid transit line and lease the land to a developer for development. The transit agency then collects revenues as rent payments on the property. As an additional benefit, transit ridership may increase due to increased density near major transit lines.

Some FTA funding may assist in property acquisition or property development, but the success of this strategy is largely driven by market forces. While Billings is growing, other areas of Montana are attracting much higher rates of growth and development. The most obvious area of potential is the downtown transfer station, which may be attractive to developers for a future joint venture.

## Employer/Institution Partnerships

Institutional partnerships are sometimes used by transit agencies to increase revenue and provide incentives for local workers to use transit. Generally, major employers or universities in the area purchase transit passes for all employees (typically at a discounted rate), who then have access to unlimited transit rides using their student or employee identification.

This may be especially attractive in Billings as three of the largest institutions in the area are all located on a single corridor – Billings Clinic, Intermountain Health, and Montana State University Billings. Such a program would likely require MET to provide high quality service to these riders, which may mean increased frequency or extended hours.

If 5,000 unlimited passes were purchased at a 50% discount, this would provide about \$840,000 in revenue per year. It may be slightly offset by a decrease in fare revenues as some who would have purchased passes on their own get access to the passes. MET should conduct an analysis to determine whether the increased revenue would be advantageous.

## Identified but Quickly Eliminated Ideas

Table 1 below includes additional alternatives that were identified as they generate revenue that is used locally, however, each was eliminated as:

- Implementing would likely result in a negative impact on transit.
- Use of the funds is directed to specific non-transit uses.

**Table 1. Identified and Dismissed Revenue Sources**

Funding Options	Details	Viability
<b>Increase direct revenue</b>	System may increase fares, or seek additional advertising/partnership opportunities	Fare increase likely not viable – increase in fares generally leads to drop in ridership. Increased advertising revenue may be viable, but unlikely to make a major impact
<b>Resort Tax</b>	A resort tax is MT’s version of a local options sales tax, levied only on hotels, restaurants, bars and resorts.	Not viable. Billings does not meet the state’s definition of “resort community.”
<b>Wheelage tax</b>	Many communities around the country include a “wheelage fee” on motor vehicle registrations to help fund local transportation.	Not viable. Wheelage tax does not exist in MT.
<b>Franchise Fees</b>	Fee added to utility bills by municipalities.	Likely not viable – City settled a class action lawsuit on franchise fees in 2023.

# APPENDIX B: SURVEY SUMMARY



# MEMORANDUM

**To:** Rusty Logan, Sarah Graham  
City of Billings MET

**From:** SRF Consulting

**Date:** September 5, 2025

**Subject:** Resident Travel Survey

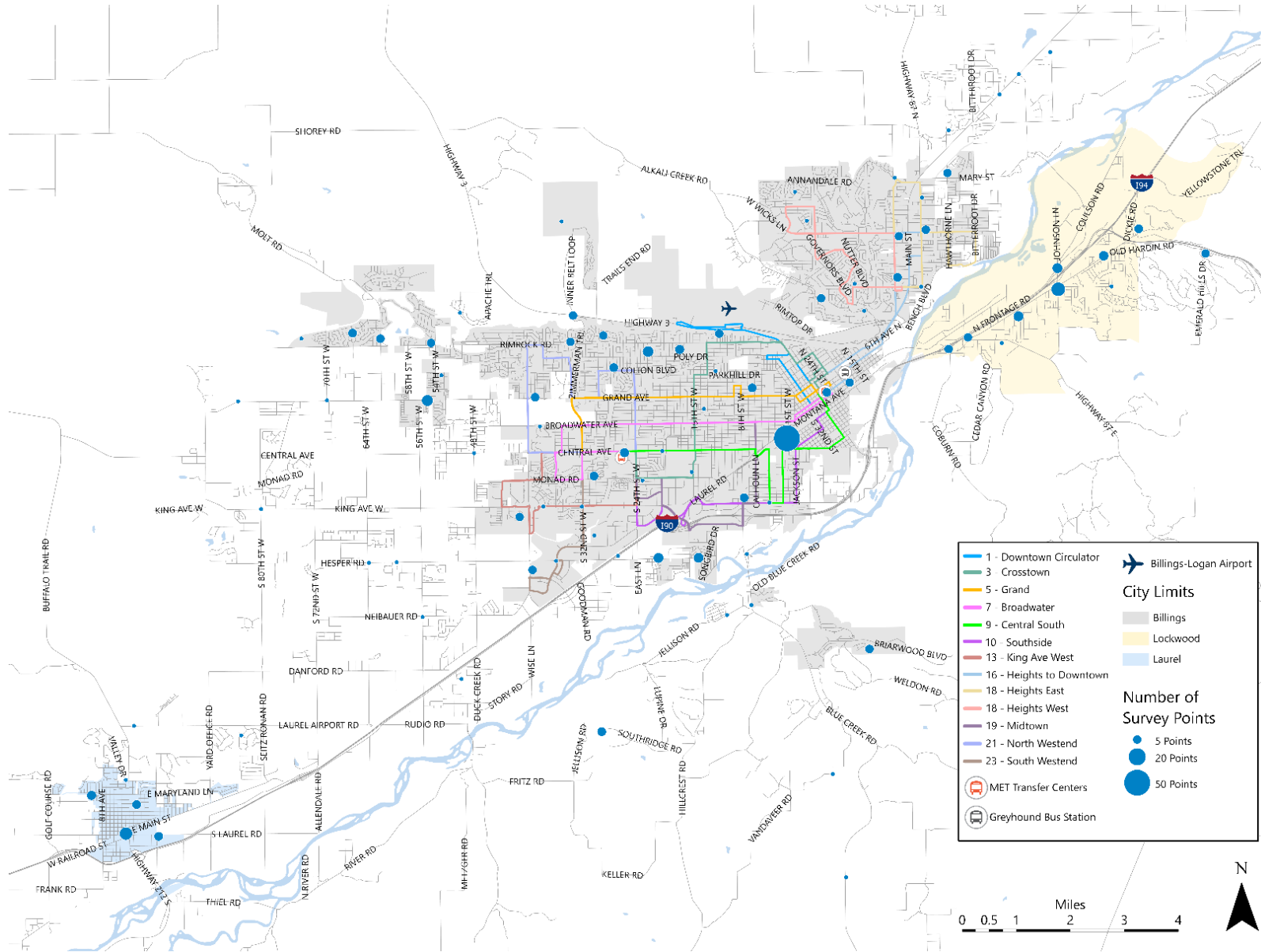
On July 12, 2025, representatives from Billings MET Transit attended the 34<sup>th</sup> Annual Strawberry Festival in downtown Billings. At the event, a posterboard was displayed for the public to offer input related to destinations they travel to by any mode, including home, businesses, and any other destination. Users were instructed to place a colored dot representing a destination on the poster. A QR code was also displayed on the poster that allowed users to add destination points to an interactive map online. A total of 256 dots were placed, 178 of which were received through the online survey. The results of these exercises are visualized in Figure 1. The map includes dots placed both in-person and through the online survey and are clustered to aid in visualizing concentrations of points.

A significant majority of dots, 214 out of 256, were placed within the boundaries of Billings, Lockwood, and Laurel. In general, the dots within each of the three communities are spread fairly uniformly, except for some specific concentrations. The greatest concentration of responses, with 49 points, is clustered near 1<sup>st</sup> Ave and 40<sup>th</sup> St in Billings. Notable clusters also appear along N Frontage Rd in Lockwood, particularly at the intersection with Johnson Ln. Table 1 provides a quantified breakdown of dot placement for each municipality, community, and surrounding area.

*Table 1. Number of Dots by Place*

Municipality/Community	In-Person	Online	Total
Billings	34	116	150
Lockwood	16	26	42
Laurel	3	19	22
Unincorporated Between Laurel and Billings	14	3	17
Unincorporated South of I90	7	10	17
Unincorporated North of Billings	4	4	8
<b>Totals</b>	<b>78</b>	<b>178</b>	<b>256</b>

Figure 1. Aggregated Survey Results



# APPENDIX C: UTD INTERVIEW NOTES



# RECORD OF MEETING

SRF Project No. 19202

**Project/Meeting Name:** Billings MET Transit Funding Sustainability and Governance Study  
Big Sky Transportation District Peer Interview

**Date:** September 5, 2025

**Location:** Teams

**Attendees:** Jacob Connor (SRF), David Kack (BSTD Transit Coordinator), Darren Brugmann (BSTD Executive Director)

**Prepared by:** SRF Consulting

## Purpose of Meeting

The purpose of interviewing Big Sky Transportation District (Skyline) was to understand how the UTD started, as well as how it is governed, funded, and operated today. The interview included Jacob Connor with SRF, as well as David Kack (BSTD Transit Coordinator) and Darren Brugmann (BSTD Executive Director).

## Summary of Meeting

### Formation & origin

- Formed in 1991 because the Big Sky community spans Gallatin and Madison Counties and isn't a municipality—so a UTD made the most sense.
- Early service ("Snow Express") was seasonal in Big Sky and contracted out from the start; no FTA funding initially.
- No mill levy then or now. Core local funding is the resort (local-option) sales tax, which explicitly permits spending on transit; ~\$1.5M expected this year.
- Resort tax exists only in approved tourism communities (<5,000 residents) and is governed by its own board.

### Boundaries, annexation & service area

- Annexation (May 4, 2021): Expanded to match the resort-tax boundary because they were serving areas outside the district. Required votes in both counties; added two Madison County board members.
- Who votes: Registered voters in the expansion area (not existing district residents). Many second-home owners aren't registered locally. UTD lines don't have to follow other political boundaries.
- Neighbor coordination: With the new Gallatin Valley UTD, the goal is for Skyline to operate to Four Corners and then have a transfer to Bozeman service.

- Other local services: Madison County Senior Center (in Ennis) operates 5311-funded trips to Big Sky/Bozeman (2 mills) and promotes rides as open to anyone. Counties can levy a senior transportation mill; could serve as match.
- Outside-boundary service: They run to Bozeman (mainly workers and tourists). Considering a UTD mill levy (which they do not currently have) especially to include Four Corners, which currently doesn't contribute to the resort tax funding.
- Current boundary doesn't touch Gallatin Valley UTD; a commissioner asked why the two UTDs aren't connected—merger talk could happen in the future.

## **Governance, bylaws & relationships**

- Preference for a small, appointed board (about 5–7). Monthly meetings are helpful but don't need to be codified in bylaws. Keep bylaws simple.
- Example elsewhere: Gallatin Valley UTD specifies role-based seats (e.g., rider rep, MSU), but Big Sky favors less prescription.
- Interlocals: They have one with the resort-tax district; funding moved from annual applications to 3-year agreements.
- They'd like interlocal agreements with both counties so they don't have to ask for money every year.

## **Funding & revenues**

- Primary local source: Resort tax.
- If they pursue a UTD mill levy, their message would be: property tax funds service inside the zone; resort tax covers service outside the UTD zone.

## **Budgeting, service design & paratransit**

- They must provide ADA paratransit, but demand is low because most riders are able-bodied.
- Microtransit (Big Sky Connect) gets a handful of wheelchair trips.
- Intercity route has different rules (no ¾-mile ADA overlay)
- Fixed route is primarily within Big Sky, up and down the mountain.

## **Legislation, politics & closing notes**

- Local debate elsewhere about elected vs. appointed boards; Big Sky prefers appointed to avoid anti-transit candidates running to eliminate service. Smaller board is viewed as better.
- SB 260 discussion: residents wanted tax dollars generated in Big Sky to stay local (schools/hospitals). A new district structure keeps funds in Big Sky even when facilities are technically in Gallatin County; if a new mill is added, residents will want assurance money stays local.
- Federal reauthorization uncertainty could change what they ask for.
- They're watching Billings/Laurel connectivity; curious how it plays out.

- MTA/MDT Rural Passenger Needs Study update underway; many small communities want links to bigger cities.
- State puts very little into transit; TransADE is small and tied largely to senior trips—there's interest in finding more state funding sources.

**Project/Meeting Name:** Billings MET Transit Funding Sustainability and Governance Study  
Gallatin Valley UTD Peer Interview

**Date:** September 5, 2025

**Location:** Teams

**Attendees:** Jacob Connor (SRF), Sunshine Ross (Gallatin Valley UTD Director)

**Prepared by:** SRF Consulting

## Purpose of Meeting

The purpose of interviewing the Gallatin Valley UTD (Bozeman, Streamline Bus) was to understand how the UTD started, as well as how it is governed, funded, and operated today. The interview included Jacob Connor with SRF, as well as Sunshine Ross (Gallatin Valley UTD Director).

## Summary of Meeting

### Formation & origin

- Trigger: Bozeman crossed 50,000 population; the nonprofit operator couldn't be the 5307 recipient, and neither the City nor County wanted to run service.
- A feasibility study pointed to forming a UTD to keep service seamless and cover fast-growing unincorporated areas SW of Bozeman.
- Process: gathered 16,000 certified signatures (needed ~13,000), held public hearing, then election.
- Messaging: "single-purpose transit entity," no automatic tax, avoids service cuts, and can operate beyond city boundaries.
- A broad stakeholder group plus a separate, volunteer "Yes for Streamline" campaign handled outreach; consultants helped tailor messages by community (environmental benefits resonate in Missoula; independence/economy more in Bozeman/Belgrade).
- Timing: placed on the May election (alongside school ballot items). Support from newspapers/chambers mattered.

### Boundaries, annexation & service area

- District drawn to include Bozeman, Belgrade, and Four Corners, following roads/rivers/parcels; coordinated with planners across jurisdictions.
- District formed before the MPO; MPO followed similar boundaries.
- New state law: must provide service within 1.5 miles of the boundary within 5 years—they're exploring commuter/microtransit zones and potential premium on-demand outside core.

- Proposed expansions (e.g., Belgrade commuter) and microtransit zones are under consideration; some riders may “opt out” if expectations aren’t clear.

## Governance, bylaws & relationships

- Board preference: appointed members to maintain accountability while avoiding politicized races; initial concept was 3 appointees from each political jurisdiction, plus designated seats (e.g., one elected official, one funder/partner, one rider/representative from each).
- Advisory structure of committee to set up the UTD: 13-member formation committee; board now uses standing committees (planning, operations, finance) and may add a rider advisory committee when pursuing a levy.
- Campaigning: the citizen campaign was separate from official agency communications per legal guidance; digital ads and mailers were targeted.
- Key partners: HRDC (senior & disability services provider) still handles senior trips and now provides back-office services (IT, HR, finance) to the UTD under contract.

## Funding & revenues

- Shifted from 5311 (largest rural) to 5307 (small urban)—lost roughly \$400k on the state allocation formula change.
- No fares (never have) to build partner support.
- Local contributions: City of Bozeman, Belgrade, County one-time purchases (which they have funded almost annually), MSU admin contribution + \$10 student fee
- TransADE support continues; business improvement district can’t fund ops; TIF might.
- Considering a mill levy or bonds later—did polling to test tax tolerance and messages.
- STIC: Billings gets it; Bozeman doesn’t yet but could close the funding gap if they qualify.
- Communications choices (e.g., bus wraps with historic imagery) reflect community preference against a “big-city” look.

## Budgeting, service design & paratransit

- Organization is lean (2 UTD employees); they contract fixed route and paratransit now (previously purchased fixed route and operated paratransit in-house).
- HRDC formerly owned the facility/vehicles; as UTD became the FTA recipient, assets were transferred—a long process. Shared office space; HRDC leases vehicles from UTD for now (could change later).
- Fixed-route ops contracted to Jefferson Lines at their facility; UTD vehicles are housed there.
- Paratransit: UTD operates ADA paratransit; seniors remain with HRDC due to unique funding streams.

## Legislation, politics & closing notes

- Tailor messages to local values (independence and access in conservative areas; equity/environment elsewhere).

- Bring clerks and county commissioners in early; having commissioners on the formation committee eased board design and the ballot path.
- Coordinate with other ballot items; being on the same ballot as schools can help.
- Proactively explain costs, service tradeoffs, microtransit options, and the 5-year boundary-service rule to manage opt-out risk.
- Build strong ties with the clerk's office.
- Kept the well-known Streamline brand publicly, but use the formal "Gallatin Valley UTD" name in government contexts.
- Expected more skepticism in Belgrade; adjust messaging accordingly.
- For Billings: engage chambers/newspapers early, consider a separate citizen campaign, and map service growth tied to the 5-year requirement.

**Project/Meeting Name:** Billings MET Transit Funding Sustainability and Governance Study  
Great Falls Transit District Peer Interview

**Date:** September 5, 2025

**Location:** Teams

**Attendees:** Jacob Connor (SRF), Nadine Hanning (Great Falls Transit District)

**Prepared by:** SRF Consulting

## Purpose of Meeting

The purpose of interviewing the Great Falls Transit District General Manager was to understand how the UTD started, as well as how it is governed, funded, and operated today. The interview was a one-on-one conversation with Jacob Connor and Nadine Hanning (GTD general manager).

## Summary of Meeting

### Formation & origin

- Transit existed as a private bus in the 1950s–60s, then disappeared.
- Residents organized to create a UTD because the city said it didn't have money to start service. It was never a municipal service.
- Nadine unsure if there was municipal/political help gathering signatures; it seemed grassroots.

### Boundaries, annexation & service area

- The district boundary hasn't changed since formation. With the growth of the city, the UTD is now smaller than the City of Great Falls.
- Some city residents only want service inside the city; others have asked for growth. Nadine's recommendation: let the district grow with the city to match the city boundaries to reduce tension related to which parts of the city are within the UTD boundary and which parts are not.
- Expansion historically stalled due to process complexity, lack of staff capacity, and fear that opening the boundary discussion could spark "opt-out" interest.
- The TDP raised expansion ideas in the community
- Relationship with the city is mostly around MPO/FTA planning; the city has one board appointee.
- Board: 5 members—3 elected, 1 city appointee, 1 county appointee. Elections are defined in statute, but candidate interest is often low. Nadine suggests that a smaller board is easier to manage. Concern with elected board members is that people who oppose transit can run.

- One adjoining township has service, but in general, service outside the district is avoided because taxpayers inside the district may feel underserved. People don't complain about paratransit going beyond the city limit though.

## **Governance, bylaws & relationships**

- Bylaws are intentionally generic to avoid conflicts with other laws, to keep procedures simple, and to eliminate the need to update bylaws as things change.
- "Must-have" bylaws provisions they value:
  - Authority for the board to hire a manager or a management company and to delegate federal grant signature authority.
  - Clear election procedures, kept current with Montana law.
- Finances flow through the county treasurer (as tax collector), so a strong working relationship with the county is essential.
- In general, it seems that residents prefer funding a standalone transit entity rather than paying more in "city money" taxes.
- Partnerships: good ties with United Way and disability/vision organizations.
- GF UTD serves as the local lead for 5310 money, they coordinate planning and fleet eligibility rankings among participating nonprofits; state actually procures vehicles

## **Funding, revenue, budgeting**

- Local revenue is almost entirely the UTD mill levy; no ongoing alternative local sources in use.
- They have not pursued federal competitive grants (e.g., Low-No) much.
- Montana has no statewide sales tax; some resort/local-option taxes exist elsewhere.
- State TransADE support has fluctuated; it was higher during/after COVID but has dropped.
- GF has other taxing districts (schools, special improvements, parks, boulevard), but they're not seen as direct competitors to UTD—though any concurrent ballot measures are watched closely.
- Original expectation at formation was ~14 mills (1970s).
- Mill increases now follow an inflation formula that allows only a portion of inflation; once you start with a base, you're subject to that formula.
- GF UTD is a 5307 direct recipient; 5307 is mostly used for operating, sometimes capital.
- 5339 capital typically comes via the state; when that's not enough, they tap 5307 or local levy.
- Small Transit Intensive Cities (STIC) can add funds if STIC performance thresholds are met.
- They keep a tight operating budget; holding large undesignated reserves can undermine a case for mill increases.
- Paratransit is broadly provided inside the district and sometimes beyond fixed-route limits, reflecting strong local support for disability access.

- Few complaints about ADA coverage
- Very few requests for any communities to exit the district over the past five years.
- Currently strong local revenue is being directed to capital, but capital needs still exceed available funds.
- Nadine suggests GFTD is likely getting more funding from its levy than Billings gets from city funding.
- Recent property-tax calculation changes mean GFTD millage will rise regardless.

### **Public & political dynamics**

- Stories about people who rely on transit (e.g., medical trips) resonate more than abstract budget arguments.
- Board seats tend to attract people who either strongly support or strongly oppose transit, so recruitment and retention can be challenging.
- Manage expectations about what a levy can buy. Many assume a levy equals “a lot more service,” but even one new route can require taxing many additional properties.
- Communicate costs and tradeoffs clearly up front to prevent disappointment later.

Jordan Hess – Mountainline

October 15, 2025

Also consider talking with Bozeman (from Jordan – more recently created UTD)

UTD organized in 1977.

Will send bylaws.

Board Make Up:

- 7 members (3 appointed by Mayor, 3 by county, 1 rotating appointed by city and then county)
- Updated in the 1980s.
- Rotating seat has gone to same person for quite some time.
- No politicians (many times do not understand transit).
- No politicians has at time been a weakness – sometimes get sideways with local politics.

County commission has to (most likely) initiate effort – Yellowstone County is not always on-board with adding new departments/political subdivisions – they have not added a UTD while others have. (Jordan's opinion).

Glendive – 5K people. Has a UTD. Tough to get participants. Interpreting it as in Glendive board is elected.

Board members cannot be compensated – In legislation.

UTD has worked really well. It is clunky and quirky, but seems to work well.

County collects taxes generated.

Three levies over time:

- Original from 1976 (Floats now)
- 2013 added new levy (14.5 mills – is a fixed levy – does not float)
- XXXX (20 mills – also fixed)

1980s – 15.10.420 (Code) limited levy increases to ½ rate of inflation. Strangled local government revenues. Some exceptions. Made cities and counties get creative...create assessment districts and similar. There have been adjustments to address annexation. Counties have gotten "creative" with special assessments and other assessment districts.

Mills have been translated to dollars. So each year estimate the dollars needed, but cap at ½ rate of inflation is an increase then convert to mills to be applied.

Missoula is the only incorporated city in Missoula County.

Having some areas wanting to leave the district. Must petition to leave (process is outlined in the bylaws). Outside the city limits of Missoula – are not getting service.

Fixed route service extends a bit into Missoula County. This is somewhat due to the nature of development in the Missoula area (development into valleys between mountains).

Intergovernmental Agreements – Not too many. The UTD operates with a high degree of autonomy. As there is only Missoula and the county.

Will send resolutions on creation and modification. Bill sent email requesting.

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

1. b.

**Meeting Date:** 07/07/2026

**Title:** Board Openings

**Submitted By:** Erika Guy

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**TOPIC:**

Board Openings - City/County Planning Board/Broadview Cemetery/Blue Creek FSA/Laurel Fire District #5 & #7/Huntley Project FSA/Consolidated Zoning Commission/Lockwood Pedestrian Safety District Advisory Board/Area II Agency on Aging/Allies in Aging

**BACKGROUND:**

See Attached

**RECOMMENDED ACTION:**

Post

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**Attachments**

Board Openings

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# YELLOWSTONE COUNTY BOARD OPENINGS

July 7, 2026

CITY/COUNTY PLANNING: DIST 3	2 year	1 partial to 12/31/26
CITY/COUNTY PLANNING: DIST 4	2 year	1 partial to 12/31/26
CITY/COUNTY PLANNING: DIST 5	2 year	1 full to 12/31/27
CITY/COUNTY PLANNING: DIST 7	2 year	1 full to 12/31/27

✚ NOTE: To be eligible for the above special district boards, applicants must live AND own property within the boundaries of the district. To find which planning district you live in, please contact the City/County Planning Division at 247-8676.

BROADVIEW CEMETERY	3 year	1 full to 6/30/29
BLUE CREEK FIRE SERVICE AREA	3 year	2 full to 5/8/27
LAUREL FIRE DISTRICT #5	3 year	1 full to 5/1/28
LAUREL FIRE DISTRICT #7	3 year	1 full to 5/1/28
HUNTLEY PROJECT FIRE SERVICE AREA	3 year	1 full to 6/30/29

✚ NOTE: To be eligible for the above special district boards, applicants must live OR own property within the boundaries of the district.

CONSOLIDATED ZONING COMMISSION	2 year	1 full to 6/30/27 1 full to 6/30/28
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✚ NOTE: Eligible applicants for the above board must live outside the city limits of Billings but within 4-1/2 mile zoning boundary.

LOCKWOOD PEDESTRIAN SAFETY DISTRICT ADV.	3 year	1 partial to 12/31/27
AREA II AGENCY ON AGING	1 year	1 full to 6/30/27
ALLIES IN AGING	2 year	1 full to 6/30/28

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APPLICATIONS FOR THE ABOVE POSITIONS WILL BE ACCEPTED  
UNTIL 5:00PM ON THURSDAY, August 6, 2026

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June 23, 2026

LOCKWOOD URBAN TRANSPORTATION DISTRICT	4 year	2 full to 5/2/28
FUEGO FIRE SERVICE AREA	3 year	1 full to 12/31/28
WORDEN FIRE DISTRICT #4	3 year	1 full to 5/1/29
LAUREL FIRE DISTRICT #7	3 year	1 full to 5/1/29

✚ NOTE: To be eligible for the above special district boards, applicants must live OR own property within the boundaries of the district.

CUSTER CEMETERY BOARD	3 year	1 partial to 6/30/27
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APPLICATIONS FOR THE ABOVE POSITIONS WILL BE ACCEPTED  
UNTIL 5:00PM ON THURSDAY, July 23, 2026

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

1. c.

**Meeting Date:** 07/07/2026

**Title:** Board Reappointment

**Submitted By:** Erika Guy

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**TOPIC:**

Board Reappointment - Gary Levine to Yellowstone County Museum

**BACKGROUND:**

See Attached

**RECOMMENDED ACTION:**

Sign and Mail

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**Attachments**

Gary Levine

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# Yellowstone County



COMMISSIONERS  
(406) 256-2701

P.O. Box 35000  
Billings, MT 59107-5000  
bocc@yellowstonecountymt.gov

July 7, 2026

Mr. Gary Levine  
3203 3<sup>rd</sup> Ave N #200  
Billings, MT 59101

RE: Re-appointment to Yellowstone County Museum Board

Dear Mr. Levine,

The Board of County Commissioners of Yellowstone County has re-appointed you to the above-named board. Your term by this appointment will be to June 30, 2029.

We wish to take this opportunity to thank you, in advance, for accepting this community service.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
YELLOWSTONE COUNTY, MONTANA

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Mark Morse, Chair

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Michael J. Waters, Member

---

Chris White Member

BOCC/eg

c: Board File - Clerk & Recorder  
Mr. Zach Garhart, 1950 Terminal Circle, Billings, MT 59105

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

1. d.

**Meeting Date:** 07/07/2026

**Title:** Board Appointment

**Submitted By:** Erika Guy

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**TOPIC:**

Board Appointment - Aaron Kind to Historic Preservation Board

**BACKGROUND:**

See Attached

**RECOMMENDED ACTION:**

Approve or Deny

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**Attachments**

Aaron Kind

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# Yellowstone County



COMMISSIONERS  
(406) 256-2701

P.O. Box 35000  
Billings, MT 59107-5000  
bocc@yellowstonecountymt.gov

July 7, 2026

Mr. Aaron Kind  
3425 Castle Pine Dr.  
Billings, MT 59101

RE: Historic Preservation Board

Dear Mr. Kind,

The Board of County Commissioners of Yellowstone County has appointed you to represent Yellowstone County as a member on the above-named board. Your term by this appointment will be to December 31, 2026.

We wish to take this opportunity to thank you in advance for accepting this community service.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
YELLOWSTONE COUNTY, MONTANA

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Mark Morse, Chair

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Michael J. Waters, Member

---

Chris White, Member

BOCC/eg

cc: Board File - Clerk & Recorder  
Mr. Dave Green, 316 N 26<sup>th</sup> St., Billings, MT 59101

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

2. a.

**Meeting Date:** 07/07/2026

**Title:** Legal Intern Housing Assistance Allowance

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

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**TOPIC:**

Resolution 26-84 Establishing a Legal Intern Housing Assistance Allowance

**BACKGROUND:**

See attached.

**RECOMMENDED ACTION:**

Approve.

---

**Attachments**

Resolution Establishing a Legal Intern Housing Assistance Allowance

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YELLOWSTONE COUNTY BOARD OF COUNTY COMMISSIONERS

Resolution No. 26-84

**Resolution Establishing a Legal Intern Housing Assistance Allowance**

Whereas the County Attorney's Office employs law student interns during the summer months and other law school break periods to assist with legal services provided to the citizens of Yellowstone County; and

Whereas the Board of County Commissioners finds that the recruitment and retention of qualified legal interns serves a legitimate public purpose and benefits the operation of the County Attorney's Office; and

Whereas housing availability and affordability may present challenges for summer interns that are temporarily residing in Yellowstone County; and

Whereas, the County has arranged for legal interns to have access to housing located on the Montana State University- Billings campus.

NOW THEREFORE BE IT RESOLVED,

1. Housing Assistance Allowance Authorized. Legal Interns employed by the County Attorney's Office and participating in the MSU-B housing program shall be eligible to receive a housing assistance allowance in the amount of Three Hundred Twenty-Five Dollars (\$325.00) per month during the period of their internship.
2. Method of Payment. The housing assistance allowance shall be paid through the County payroll system and included in the intern's regular paycheck.
3. Tax and Payroll treatment. The allowance shall be administered and reported in accordance with applicable federal and state tax laws, payroll requirements and County policies. The County Attorney's Office is to take such action as necessary to ensure proper withholding, reporting and administration of the stipend, including prorating stipends for partial months.
4. Proof of Occupancy. The County Attorney's Office shall ensure that the allowance is available only to interns actually residing in the MSU-B dorms.
5. Budget Authority. The stipend shall be paid from funds budgeted and appropriated for the operation of the County Attorney's Office.

Passed and Adopted on the 7<sup>th</sup> day of July 2026.

BOARD OF COUNTY COMMISSIONERS

YELLOWSTONE COUNTY, MONTANA

\_\_\_\_\_  
Mark Morse, Chairman

\_\_\_\_\_  
Michael J. Waters, Member

\_\_\_\_\_  
Chris White, Member

Attest

\_\_\_\_\_  
Jeff Martin, Clerk and Recorder

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

2. b.

**Meeting Date:** 07/07/2026

**Title:** YCSO DUI Center Agreement

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

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**TOPIC:**

Yellowstone County Sheriff's Office DUI Center Agreement with MSUB of Montana

**BACKGROUND:**

See attached.

**RECOMMENDED ACTION:**

Approved.

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**Attachments**

YCSO DUI Center Agreement with MSUB of Montana

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## YCSO DUI CENTER AGREEMENT

This Agreement for provision of conducting DUI investigations and blood draws at the Yellowstone County Detention Facility (Agreement) is entered into between the Montana State University Billings (MSUB) and Yellowstone County (COUNTY) on this \_\_\_ day of \_\_\_\_\_, 2026.

### 1. PARTIES

- a. Yellowstone County is a political subdivision of the MSUB of Montana.
- b. Montana State University Billings is a university organized under the laws of the state of Montana and a member of the Montana University System.

### 2. PURPOSE

MSUB desires to contract with COUNTY to use space at the Yellowstone County Detention Facility to conduct DUI investigations and for COUNTY to provide personnel to perform blood draws of suspects in DUI investigations performed by the MSUB Police.

### 3. TERM

This Agreement shall begin on \_\_\_\_\_, 2026 and shall renew every month for up to one year. The parties may mutually agree, in writing, to terminate this Agreement at any time. Further, either party may terminate this Agreement unilaterally with written notice of at least 30 days.

### 4. COUNTY OBLIGATIONS

- a. COUNTY will provide space at the Yellowstone County Detention Facility, located at 3165 King Ave E, Billings, MT 59101, for DUI investigations and blood draws to be conducted.
- b. COUNTY will provide appropriate personnel, through use of contracted medical staff, to conduct blood draws on DUI suspects at the Yellowstone County Detention Facility on an as-needed basis.
- c. COUNTY personnel will be available to conduct blood draws on an on-call basis 24 hours a day, 7 days a week.

### 5. MSUB OBLIGATIONS

- d. MSUB will pay COUNTY \$150.00 (one-hundred and fifty dollars) per blood draw performed.
- e. MSUB acknowledges all persons brought in by MSUB for DUI investigations remain in the custody and control of MSUB unless and until processed into the Detention Facility through normal booking procedures.

### 6. INSURANCE, INDEMNIFICATION, AND WORKER'S COMPENSATION INSURANCE

- a. MSUB, as an agency of the State of Montana, warrants and represents that it is self-funded for liability insurance with such protection being limited to the officers, employees, servants and agents of the University while acting within the scope of their

employment. MSUB will maintain such liability, property, automobile, and worker's compensation insurance required for state agencies under Title 2, Ch. 9, MCA. The statutory limits of liability are \$750,000 for each claim and \$1.5 million for each occurrence.

- b. COUNTY is self-insured. COUNTY maintains excess insurance coverage for claims subject to MSUB statutory tort limits for governmental entities of not less than \$750,000 per claim and \$1,500,000 per occurrence. For claims not subject to MSUB statutory tort limits for governmental entities, COUNTY maintains coverage limits not less than \$5,000,000 per occurrence.
- c. The parties shall each be liable for the wrongful or negligent acts or omissions of their respective officers, agents, and employees to the full extent required by law. The parties shall reasonably cooperate in the defense of any claim or action brought related to any right or obligation under this Agreement. Nothing contained in this Agreement shall constitute a waiver of any good faith claim or defense available to either party, or a waiver of any applicable sovereign immunity.
- d. MSUB shall deliver to Yellowstone County within at most ten (10) days of the effective date of this Agreement a Certificate of Insurance showing such insurance to be in effect. Yellowstone County reserves the right to require complete copies of insurance policies at all times. The policy of insurance will be endorsed to provide Yellowstone County a 30 (thirty) day notice of cancellation.

**7. ENTIRE AGREEMENT.**

This Agreement embodies the entire understanding between MSUB and COUNTY with respect to the specific subject matter hereof, and no prior oral or written representation shall serve to modify or amend this Agreement. This Agreement may not be modified except by action of both governing bodies.

**8. AUTHORIZED SIGNATURES**

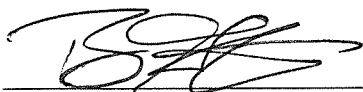
The parties represent and agree that the persons signing this Agreement have authorization to bind their respective entities to the terms of this Agreement.

Passed and Adopted on the \_\_\_\_ day of \_\_\_\_\_, 2026.

BOARD OF COUNTY COMMISSIONERS  
YELLOWSTONE COUNTY, MONTANA

MONTANA STATE UNIVERSITY  
BILLINGS

\_\_\_\_\_  
Mark Morse, Chairman

  
\_\_\_\_\_  
Brandon Gatlin  
Chief of Police

\_\_\_\_\_  
Mike Waters, Member

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Chris White, Member

Attest:

Attest:

---

Jeff Martin  
Yellowstone County Clerk and Recorder

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Jeff Martin  
Yellowstone County Clerk and Recorder

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

3. a.

**Meeting Date:** 07/07/2026

**Title:** ARPA MAG - Draw #11 & Compliance Certificate

**Submitted For:** Russell Burton, Comptroller

**Submitted By:** Russell Burton, Comptroller

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**TOPIC:**

ARPA Minimum Allocation Grant (MAG) - Draw Request #11 & Compliance Certification

**BACKGROUND:**

Yellowstone County is the pass through for Worden Ballantine Water & Sewer District's ARPA Minimum Allocation Grant. This is the request for funds that will be submitted to the DNRC ARPA Program for invoices that they have already paid.

**RECOMMENDED ACTION:**

Approve

---

**Attachments**

YC WB ARPA MAG Draw 11

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# Yellowstone County



FINANCE  
(406) 256-2754  
(406) 254-7929 (FAX)

P.O. Box 35003  
Billings, MT 59107-5003

July 7, 2026

Christalle Thompson, ARPA Grant Specialist  
Montana Department of Natural Resources & Conservation  
Via: EMAIL

Subject: Yellowstone County Worden-Ballantine Water & Sewer District Water System Improvements  
Request for Relief

Dear Christalle :

Yellowstone County seeks relief from ARPA Grant Agreement AM-22-0063, Section 7, which states that the Subrecipient agrees to submit documentation of its grant expenses to receive reimbursement from DNRC. While the county is anxious to pay our vendors on the project, the county does not maintain reserves for expenditures as large as those that the vendors require.

Invoices from the District accompany this letter to indicate which invoices were submitted with AM-22-0063 **Draw #11 for \$187,329.81**. Those expenses shown without warrant numbers have not been paid to date.

The county understands and will comply with the requirement to pay vendors within 7 days of receipt of the funds from DNRC and will provide documentation of that payment within 10 days of receipt of funds from DNRC.

Thank you for promptly releasing funds.

Sincerely,

Mark Morse  
Yellowstone County Commissioner, Chair

**FINAL REPORT**  
**CERTIFICATE OF COMPLIANCE**

Subrecipient: Yellowstone County

Project Name: Worden Ballantine Water & Sewer District Water Improvement Project

Grant Number: AM-22-0063

Grant Amount: \$2,837,191

I, the undersigned, being duly qualified, respectfully, of the Yellowstone County, in Yellowstone County, State of Montana, do hereby certify that the above-named project is in full compliance with all of the covenants and conditions set forth in the Agreement identified above between Yellowstone County and the State of Montana, Department of Natural Resources and Conservation. I understand that any money remaining after final payments will be returned to the appropriate accounts at DNRC.

\_\_\_\_\_  
Authorized Subrecipient Signature

\_\_\_\_\_  
Date

This form and the one on page 3 are available on the DNRC website:  
<http://dnrc.mt.gov/divisions/cardd/docs/resource-development/final-report-certificates.pdf>.

STATE OF MONTANA				
<b>VENDOR INVOICE</b>		<ul style="list-style-type: none"> <li>• VENDOR RETURNS SIGNED ORIGINAL</li> <li>• FILE ORIGINAL WITH TRANSFER-WARRANT CLAIM.</li> </ul>		
VENDOR'S NAME AND ADDRESS		BILLED TO		
Yellowstone County 217 North 27th Billings, MT 59101		DNRC-CARDD PO Box 201601 Helena, MT 59620-1601 Attn Grant Manager: Christalle Thompson		
<b>PROJECT INFORMATION:</b>				
Grant Agreement Number:	AM-22-0063	Project Name	Worden Ballantine WSD Water System Improvements	
Period of Performance:	6/13/2026 - 6/30/26	Reimbursement Request Number:	11	
<b>DESCRIPTION OF GOODS DELIVERED OR SERVICES RENDERED:</b>				
Name of Business/Vendor	Invoice Number	Dates of Service/ Invoice Date	Budget Category / Task Number and Description (see Grant Agreement Attachment B Budget)	Amount
Askin Construction, LLS	Ph5 5	6/17/2026	Construction	\$71,526.23
Western Municipal Construction	7	5/29/2026	Construction	\$106,328.58
MT DOR 1% CGR	7	5/29/2026	Construction	\$9,475.00
			<b>GRAND TOTAL</b>	<b>\$187,329.81</b>
STATE USE ONLY APPROVED FOR PAYMENT		<i>I certify that this invoice is correct in all respects and that payment has not been received.</i>		
		Authorized Recipient Name	Mark Morse	
		Date Processed		
Authorized Signature	Authorized Recipient Signature			
Date	Title		Yellowstone County Commissioner, Chair	

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

3. b.

**Meeting Date:** 07/07/2026

**Title:** South Central Regional Juvenile Detention Grant 2027 Award Letter

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

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**TOPIC:**

South Central Regional Juvenile Detention Grant 2027 Award Letter

**BACKGROUND:**

The South Central Regional Juvenile Detention Grant for FY2027 has been awarded. Letter is attached and must be signed to accept the grant.

**RECOMMENDED ACTION:**

Sign and Approve.

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**Attachments**

South Central Regional Juvenile Detention Grant 2027 Award Letter

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**Montana Board of Crime Control**

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

Leo Dutton  
Sheriff & Coroner,  
Lewis & Clark County  
**Chairperson**

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

Laurie Barron  
Superintendent, Evergreen  
School District

Natalia Bowser  
Deputy Director  
Department of Corrections

Eric Bryson  
Executive Director, Montana  
Association of Counties

Matt Bugni  
Chief Executive Officer,  
A.W.A.R.E Inc.

Katie Campbell Captain,  
DOC Probation & Parole

Alan Doane  
Deputy Attorney General,  
Montana Department of Justice

Shantelle Gaynor  
Director, Missoula County  
Community Justice

Amanda Littlesun  
DV Program Director, Rocky  
Mountain Tribal Leaders  
Council

Dave McAlpin  
Administrator, Office of  
the Court Administrator

Koan Mercer,  
Director, Office of Public Defender

Meaghan Mulcahy  
Investigator, MT Human  
Rights Bureau

Vacant  
Assistant U.S. Attorney

Kaydee Snipes Ruiz  
District Court Judge 12<sup>th</sup>  
Judicial District

Amy Tenney  
Chief Executive Officer, Boyd  
Andrew Community Services

Scott Twito  
Yellowstone County Attorney

Rob Weber  
Representative  
MT Association of Chiefs of Police

June 25, 2026

Sam Bofto  
Yellowstone County Youth Services Center  
410 S 26th St  
Billings, MT 59101

RE: FY2027 Regional Juvenile Detention Grant - South Central Regional Juvenile Detention

Dear Sam,

Please accept this letter as official notice of your FY2027 Regional Juvenile Detention Grant award through the Montana Board of Crime Control.

Please find enclosed the grant award and instructions. The grant award document provides a total from each federal and state funding source. If the authorized official has changed since the time of application, please complete a new Signature Page form and submit it with the signed award documents. The form is available on the MBCC Subgrantee Resources webpage under 'General' at <https://mbcc.mt.gov/Funding/Forms>. When the award letter is available on Euna Grants formerly Amplifund, Mark Morse, Chair, Board of Commissioners, must complete and sign the following:

- Grant Award
- Special Conditions
- Other documents as indicated in the task assigned to you in Euna Grants

The above documents and others assigned to you in Euna Grants require original signatures. The documents must be uploaded to the public folder in Euna Grants. All grant funds are provided on a reimbursement basis with proof of expenses incurred. Prior to submission of your required quarterly reports in Euna Grants, MBCC will provide instructions and additional resources to help you successfully complete them.

Thank you for all you do. If you have any questions, please contact your MBCC grant manager.

Sincerely,

A handwritten signature in blue ink that reads "Kayla Bragg".

Kayla Bragg  
Executive Director  
Montana Board of Crime Control



STATE OF MONTANA  
BOARD OF CRIME CONTROL



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

**GRANT AWARD**

Subgrant: 27-L01-2635 Yellowstone County Youth Services Center

Grantee: Yellowstone County Youth Services Center  
410 S 26th St  
Billings, MT 59101

Project Period: 7/1/2026 - 6/30/2027

Award Date: June 4, 2026

Federal Amount: \$0.00

State GF Amount: \$136,819.00

Local Matching: \$124,319.00

Total: \$261,138.00

**Subrecipient's MBCC Award Identification number:**  
27-L01-2635

**Award identification number(s):** N/A

**Federal award date(s):** N/A

**Federal awarding agency:** N/A

**Source of Federal Fund:** N/A

**This Federal award is related to Research and Development:** No

**Indirect cost rate for the Federal award:** N/A

**Project Description:** Support Regional Juvenile detention centers to provide funding and assist with staffing, supervisor and facility operation related to securely housing juveniles. The money is also used to fund Juvenile Transportation Services in counties without detention centers to contract transportation services to move youth safely and legally to the nearest licensed juvenile facility.

Special Conditions

*Please see award Special Conditions in your grant folder.*

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

Funds allocated to this project, both awarded and matching, must be obligated prior to **06/30/2027**.

Kayla Bragg  
Executive Director  
Montana Board of Crime Control

June 25, 2026

Date

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

Mark Morse  
Chair, Board of Commissioners

Date

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

**Meeting Date:** 07/07/2026

**Title:** MetraPark Trust check log June 2026

**Submitted For:** Stoney Field, Metra General Manager

**Submitted By:** Charis Krank, Accounting Assistant

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**TOPIC:**

MetraPark Trust Check Log June 2026

**BACKGROUND:**

MetraPark Trust Check Log June 2026

**RECOMMENDED ACTION:**

Approval of MetraPark Trust Check Log June 2026

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**Attachments**

June 2026 Metra Trust Check Log

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# Metra Trust Checking Account Disbursement Log

For the Month of: June 2026

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

Dated: July 2, 2026

Mark Morse, Chair: \_\_\_\_\_

Approved by Metra General Manager

Michael J. Waters, Member: \_\_\_\_\_

Chris White, Member: \_\_\_\_\_

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

Submitted by: 

**COUNTY OF YELLOWSTONE**  
**Check Detail**  
June 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Check		06/01/2026	US BANK	ADMIN (SKYBOX) CC FEES MAY 2026	METRAPARK EVENTS		-1,516.75
				ADMIN (SKYBOX) CC FEES MAY 2026	CREDIT CARD FEES / TICKET FEES	-1,516.75	1,516.75
TOTAL						-1,516.75	1,516.75
Check		06/01/2026	US BANK	BOX OFFICE CC FEES MAY 2026	METRAPARK EVENTS		-419.89
				BOX OFFICE CC FEES MAY 2026	CREDIT CARD FEES / TICKET FEES	-419.89	419.89
TOTAL						-419.89	419.89
Check		06/01/2026	US BANK	CONC CC FEES MAY 2026	METRAPARK EVENTS		-63.99
				CONC CC FEES MAY 2026	CREDIT CARD FEES / TICKET FEES	-63.99	63.99
TOTAL						-63.99	63.99
Check		06/01/2026	SHIFT4	CONC CC FEES MAY 2026	METRAPARK EVENTS		-1,105.00
				CONC CC FEES MAY 2026	CREDIT CARD FEES / TICKET FEES	-1,105.00	1,105.00
TOTAL						-1,105.00	1,105.00
Check		06/01/2026	SHIFT4	CONC CC FEES MAY 2026 (SKYBOX)	METRAPARK EVENTS		-9.51
				CONC CC FEES MAY 2026 (SKYBOX)	CREDIT CARD FEES / TICKET FEES	-9.51	9.51
TOTAL						-9.51	9.51
Check		06/04/2026	Stockman Bank	STOP PAYMENT CH#24320	METRAPARK EVENTS		-20.00
				STOP PAYMENT CH#24320	Bank Service Charges	-20.00	20.00
TOTAL						-20.00	20.00
Check		06/16/2026	MARKET MANIA	RETURN OF GATE ADMISSIONS CASH 6/1...	METRAPARK EVENTS		-100.00
			METRAPARK BO...	RETURN OF GATE ADMISSIONS CASH 6/1...	Hard Ticket Sales	-100.00	100.00
TOTAL						-100.00	100.00
Check	24627	06/03/2026	Stockman Bank	BOX OFFICE ADDTL CASH BANK - RENAI...	METRAPARK EVENTS		-10,000.00
				BOX OFFICE ADDTL CASH BANK - RENAI...	BOX OFFICE CHANGE ORDER	-10,000.00	10,000.00
TOTAL						-10,000.00	10,000.00
Check	24628	06/05/2026	Yellowstone Cou...	OLD WARRANTS-UNCLAIMED CK-JULIE ...	METRAPARK EVENTS		-37.50

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07/01/26

**COUNTY OF YELLOWSTONE**  
**Check Detail**  
June 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
				OLD WARRANTS-UNCLAIMED CK-JULIE N...	ART SALES	-37.50	37.50
TOTAL						-37.50	37.50
Check	24629	06/05/2026	THE METRA	MAHA 5/16-17/26	METRAPARK EVENTS		-1,560.00
				CIP MAHA 5/16-17/26	CIP FEES	-180.00	180.00
				GRND RNT MAHA 5/16-17/26	GROUNDS	-900.00	900.00
				STALLS MAHA 5/16-17/26	GROUNDS	-480.00	480.00
TOTAL						-1,560.00	1,560.00
Check	24630	06/05/2026	American Medical...	#339452 SPECIAL OLYMPICS 5/13-14/26	METRAPARK EVENTS		-562.50
				AMR SPECIAL OLYMPICS 5/13-14/26	AMBULANCE SERVICES	-562.50	562.50
TOTAL						-562.50	562.50
Check	24631	06/05/2026	RIMROCK STAGE...	#203044 SPECIAL OLYMPICS 5/13-14/26	METRAPARK EVENTS		-2,860.00
				IATSE SPECIAL OLYMPICS 5/13-14/26	STAGEHANDS - IATSE LOCAL 140	-2,860.00	2,860.00
TOTAL						-2,860.00	2,860.00
Check	24632	06/05/2026	DIA EVENTS	#8138 SPECIAL OLYMPICS 5/13-14/26	METRAPARK EVENTS		-13,050.00
				DIA SPECIAL OLYMPICS 5/13-14/26	SOUND COSTS	-13,050.00	13,050.00
TOTAL						-13,050.00	13,050.00
Check	24633	06/05/2026	THE METRA	SPECIAL OLYMPICS 5/13-14/26	METRAPARK EVENTS		-47,095.13
				CATERING SPECIAL OLYMPICS 5/13-14/26	CATERING	-26,180.00	26,180.00
				SPECIAL OLYMPICS 5/13-14/26	CIP FEES	-3,180.00	3,180.00
				ARENA RNT SPECIAL OLYMPICS 5/13-14/26	ARENA	-2,150.00	2,150.00
				EXPO RNT SPECIAL OLYMPICS 5/13-14/26	EXPO	-2,150.00	2,150.00
				GRNDS RNT SPECIAL OLYMPICS 5/13-14/26	GROUNDS	-3,650.00	3,650.00
				USR SVC SPECIAL OLYMPICS 5/13-14/26	USER SV FEES	-8,687.63	8,687.63
				CONC SPECIAL OLYMPICS 5/13-14/26	Concession Stands	-1,097.50	1,097.50
TOTAL						-47,095.13	47,095.13
Check	24634	06/05/2026	THE METRA	BIG SKY REPTILE SHOW 5/16/26	METRAPARK EVENTS		-5,497.50
				CIP BIG SKY REPTILE SHOW 5/16/26	CIP FEES	-304.00	304.00
				PAV RNT BIG SKY REPTILE SHOW 5/16/26	PAVILION	-1,520.00	1,520.00
				USR SVC BIG SKY REPTILE SHOW 5/16/26	USER SV FEES	-1,205.00	1,205.00
				CONC BIG SKY REPTILE SHOW 5/16/26	Concession Stands	-2,468.50	2,468.50
TOTAL						-5,497.50	5,497.50
Check	24635	06/05/2026	THE METRA	PRAIRIE SISTERS 5/22-23/26	METRAPARK EVENTS		-5,234.00

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07/01/26

**COUNTY OF YELLOWSTONE**  
**Check Detail**  
June 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
				CIP PRAIRIE SISTERS 5/22-23/26	CIP FEES	-608.00	608.00
				FD VNDR BO PRAIRIE SISTERS 5/22-23/26	CONCESSIONS	-600.00	600.00
				PAV RNT PRAIRIE SISTERS 5/22-23/26	PAVILION	-3,040.00	3,040.00
				USR SVC PRAIRIE SISTERS 5/22-23/26	USER SV FEES	-443.50	443.50
				CONC PRAIRIE SISTERS 5/22-23/26	Concession Stands	-542.50	542.50
TOTAL						-5,234.00	5,234.00
Check	24636	06/05/2026	DIA EVENTS	#8112 BRETZ RV SHOW 4/15-19/26	METRAPARK EVENTS		-430.00
				DIA BRETZ RV SHOW 4/15-19/26	SOUND COSTS	-430.00	430.00
TOTAL						-430.00	430.00
Check	24637	06/05/2026	THE METRA	BRETZ RV SHOW 4/15-19/26	METRAPARK EVENTS		-33,774.22
				CIP BRETZ RV SHOW 4/15-19/26	CIP FEES	-3,715.00	3,715.00
				FD VNDR BO BRETZ RV SHOW 4/15-19/26	CONCESSIONS	-450.00	450.00
				EXP RNT BRETZ RV SHOW 4/15-19/26	EXPO	-18,575.00	18,575.00
				GRNDS RNT BRETZ RV SHOW 4/15-19/26	GROUNDNS	-6,250.00	6,250.00
				USR SVC BRETZ RV SHOW 4/15-19/26	USER SV FEES	-4,784.22	4,784.22
TOTAL						-33,774.22	33,774.22
Check	24638	06/09/2026	MONTANA RENAI...	MT RENAISSANCE FESTIVAL 6/6-7/26	METRAPARK EVENTS		-144,306.50
				MT RENAISSANCE FESTIVAL 6/6-7/26	MT RENAISSANCE FEST	-144,306.50	144,306.50
TOTAL						-144,306.50	144,306.50
Check	24639	06/12/2026	Stockman Bank	BOX OFFICE ADDITIONAL CASH BANK - ...	METRAPARK EVENTS		-5,000.00
				BOX OFFICE ADDITIONAL CASH BANK - M...	BOX OFFICE CHANGE ORDER	-5,000.00	5,000.00
TOTAL						-5,000.00	5,000.00
Check	24640	06/12/2026	Stockman Bank	CASH ADVANCE - MATT RIFE	METRAPARK EVENTS		-2,000.00
				CASH ADVANCE - MATT RIFE	MATT RIFE	-2,000.00	2,000.00
TOTAL						-2,000.00	2,000.00
Check	24641	06/15/2026	Yellowstone Cou...	MATT RIFE 6/14/26 WIRE TRANSFER	METRAPARK EVENTS		-701,533.93
				MATT RIFE 6/14/26 WIRE TRANSFER	MATT RIFE	-701,533.93	701,533.93
TOTAL						-701,533.93	701,533.93
Check	24642	06/17/2026	THE METRA	MT RENAISSANCE FEST 6/6-7/26	METRAPARK EVENTS		-63,292.12
				CIP MT RENAISSANCE FEST 6/6-7/26	CIP FEES	-23,997.00	23,997.00

COUNTY OF YELLOWSTONE

Check Detail

June 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
				FD VNDR BO MT RENAISSANCE FEST 6/6-...	CONCESSIONS	-6,450.00	6,450.00
				GRNDS RNT MT RENAISSANCE FEST 6/6-...	GROUNDS	-12,000.00	12,000.00
				ROD ARNA RNT MT RENAISSANCE FEST ...	RODEO ARENA	-12,000.00	12,000.00
				PAV RNT MT RENAISSANCE FEST 6/6-7/26	PAVILION	-1,100.00	1,100.00
				USR SVC MT RENAISSANCE FEST 6/6-7/26	USER SV FEES	-7,725.12	7,725.12
				TCKT ERROR MT RENAISSANCE FEST 6/6...	TICKET ERRORS	-20.00	20.00
TOTAL						-63,292.12	63,292.12
Check	24643	06/17/2026	AA&A Auto Rental	I#5382 MATT RIFE 6/14/26	METRAPARK EVENTS		-260.00
				VAN RNTL MATT RIFE 6/14/26	OTHER	-260.00	260.00
TOTAL						-260.00	260.00
Check	24644	06/17/2026	RIMROCK STAGE...	I#203046 MATT RIFE 6/14/26	METRAPARK EVENTS		-19,000.43
				IATSE MATT RIFE 6/14/26	STAGEHANDS - IATSE LOCAL 140	-19,000.43	19,000.43
TOTAL						-19,000.43	19,000.43
Check	24645	06/19/2026	THE METRA	WATCHTOWER 5/29-31/26	METRAPARK EVENTS		-7,200.00
				ARENA RENT - WATCHTOWER 5/29-31/26	ARENA	-7,200.00	7,200.00
TOTAL						-7,200.00	7,200.00
Check	24646	06/19/2026	BEST CROWD M...	MT RENAISSANCE FEST 6/6-7/26	METRAPARK EVENTS		-1,121.38
				SECURITY - I#1583079 - MT RENAISSANC...	SECURITY/USHERS	-475.98	475.98
				SECURITY - I#1583078 - MT RENAISSANC...	SECURITY/USHERS	-645.40	645.40
TOTAL						-1,121.38	1,121.38
Check	24647	06/19/2026	American Medical...	I# 339597 HIGH SCH GRAD 5/24/26	METRAPARK EVENTS		-768.75
				AMR - I# 339597 HIGH SCH GRAD 5/24/26	AMBULANCE SERVICES	-768.75	768.75
TOTAL						-768.75	768.75
Check	24648	06/19/2026	BEST CROWD M...	I#1574384 HIGH SCH GRAD 5/24/26	METRAPARK EVENTS		-5,779.23
				SECURITY - I#1574384 HIGH SCH GRAD 5/...	SECURITY/USHERS	-5,779.23	5,779.23
TOTAL						-5,779.23	5,779.23
Check	24649	06/19/2026	RIMROCK STAGE...	I#203046 HIGH SCH GRAD 5/24/26	METRAPARK EVENTS		-1,029.60
				IATSE - I#203046 HIGH SCH GRAD 5/24/26	STAGEHANDS - IATSE LOCAL 140	-1,029.60	1,029.60
TOTAL						-1,029.60	1,029.60

2:24 PM  
07/01/26

**COUNTY OF YELLOWSTONE**  
**Check Detail**  
June 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Check	24650	06/22/2026	Yellowstone Cou...	MATT RIFE - MERCH SALES - WIRE TRAN...	METRAPARK EVENTS		-58,749.58
				MATT RIFE - MERCH SALES - WIRE TRAN...	NOVELTY SALES	-58,749.58	58,749.58
TOTAL						-58,749.58	58,749.58
Check	24651	06/22/2026	THE METRA	BRETZ RV / ELECTIONS	METRAPARK EVENTS		-202.50
				USR SVC BRETZ RV	USER SV FEES	-3.00	3.00
				CONC ELECTIONS	Concession Stands	-199.50	199.50
TOTAL						-202.50	202.50
Check	24652	06/22/2026	THE METRA	MARKET MANIA 6/13/26	METRAPARK EVENTS		-17,044.50
				GRNDS RNT TIX SALES MARKET MANIA 6/...	GROUNDS	-5,358.00	5,358.00
				FD VNDR BO MARKET MANIA 6/13/26	MARKET MANIA ENTRY FEE	-900.00	900.00
				VNDR FEES MARKET MANIA 6/13/26	MARKET MANIA ENTRY FEE	-5,820.00	5,820.00
				SPNSRSHPS MARKET MANIA 6/13/26	SPONSORSHIPS	-4,000.00	4,000.00
				CONC MARKET MANIA 6/13/26	Concession Stands	-966.50	966.50
TOTAL						-17,044.50	17,044.50
Check	24653	06/23/2026	DIA EVENTS	#8145 HIGH SCHOOL GRADUATIONS 5/24...	METRAPARK EVENTS		-2,250.00
				SOUND HIGH SCHOOL GRADUATIONS 5/2...	SOUND COSTS	-2,250.00	2,250.00
TOTAL						-2,250.00	2,250.00
Check	24654	06/23/2026	THE METRA	HIGH SCHOOL GRADUATIONS 5/24/26	METRAPARK EVENTS		-30,986.87
				CIP HIGH SCHOOL GRADUATIONS 5/24/26	CIP FEES	-860.00	860.00
				ARENA RNT HIGH SCHOOL GRADUATION...	ARENA	-4,300.00	4,300.00
				USR SVC HIGH SCHOOL GRADUATIONS 5...	USER SV FEES	-7,804.87	7,804.87
				CONC HIGH SCHOOL GRADUATIONS 5/24/...	Concession Stands	-18,022.00	18,022.00
TOTAL						-30,986.87	30,986.87
Check	24655	06/24/2026	American Medical...	#340261 MATT RIFE 6/14/26	METRAPARK EVENTS		-618.75
				AMR - #340261 MATT RIFE 6/14/26	AMBULANCE SERVICES	-618.75	618.75
TOTAL						-618.75	618.75
Check	24656	06/24/2026	THE METRA	MATT RIFE 6/14/26	METRAPARK EVENTS		-94,199.90
				CIP - MATT RIFE 6/14/26	CIP FEES	-26,593.00	26,593.00
				CATERING - MATT RIFE 6/14/26	CATERING	-2,060.00	2,060.00
				ARENA RENT - MATT RIFE 6/14/26	ARENA	-20,000.00	20,000.00
				USER SVCS - MATT RIFE 6/14/26	USER SV FEES	-6,737.37	6,737.37
				CONC - MATT RIFE 6/14/26	Concession Stands	-15,844.00	15,844.00

COUNTY OF YELLOWSTONE

Check Detail

June 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
				NOVELTY - MATT RIFE 6/14/26	NOVELTY SALES	-14,387.83	14,387.83
				PARKING - MATT RIFE 6/14/26	Paid Parking	-2,009.70	2,009.70
				SKYBOX RENT - MATT RIFE 6/14/26	Skybox Rent	-1,500.00	1,500.00
				SKYBOX TIX - MATT RIFE 6/14/26	SKYBOX TICKET SALES	-5,068.00	5,068.00
TOTAL						-94,199.90	94,199.90
Check	24657	06/29/2026	THE METRA	AUX FEES APR-JUN 2026	METRAPARK EVENTS		-155,475.38
				AUX FEES APR-JUN 2026	AUXILLIARY FEES - CLOSED EVENTS	-155,475.38	155,475.38
TOTAL						-155,475.38	155,475.38
Check	24658	06/29/2026	BEST CROWD M...	I#S 1586102 & 1586101 MATT RIFE 6/14/26	METRAPARK EVENTS		-11,712.89
				SECURITY I#1586102 MATT RIFE 6/14/26	SECURITY/USHERS	-1,459.48	1,459.48
				SECURITY I#1586101 MATT RIFE 6/14/26	SECURITY/USHERS	-10,253.41	10,253.41
TOTAL						-11,712.89	11,712.89
Check	24659	06/29/2026	THE METRA	SCHAFF WEDDING 6/27/26	METRAPARK EVENTS		-2,000.00
				PAV RENT SCHAFF WEDDING 6/27/26	PAVILION	-1,665.00	1,665.00
				CIP SCHAFF WEDDING 6/27/26	CIP FEES	-335.00	335.00
TOTAL						-2,000.00	2,000.00
Check	24660	06/30/2026	THE METRA	GUN SHOW / DOG SHOW 6/18-21/26	METRAPARK EVENTS		-5,920.50
				CONC - YKVC DOG SHOW 6/18-21/26	CONCESSIONS	-162.00	162.00
				USER SVCS - YKVC DOG SHOW 6/18-21/26	USER SV FEES	-38.00	38.00
				CONC - YKVC DOG SHOW 6/18-21/26	Concession Stands	-3,360.50	3,360.50
				CONC - GUN SHOW 6/19-21/26	Concession Stands	-2,360.00	2,360.00
TOTAL						-5,920.50	5,920.50
Check	24661	06/30/2026	THE METRA	CAMPING APR-JUN 2026	METRAPARK EVENTS		-36,489.56
				CAMPING - GUN SHOW	Metra Grounds - Camping	-240.00	240.00
				CAMPING - JORDAN CIRCUS	Metra Grounds - Camping	-2,600.00	2,600.00
				CAMPING - BLK DIAMON HORSE SHOW	Metra Grounds - Camping	-1,400.00	1,400.00
				CAMPING - JEHOVAHS	Metra Grounds - Camping	-32,560.00	32,560.00
				CAMPING - MAHA	Metra Grounds - Camping	-480.00	480.00
				CAMPING - MT RENAISSANCE	Metra Grounds - Camping	-2,640.00	2,640.00
				CAMPIING - ST OF MT	LODGING TAX	3,430.44	-3,430.44
TOTAL						-36,489.56	36,489.56
Check	24662	06/30/2026	DEPARTMENT O...	APR-JUN 2026 CAMPING - LODGING TAX	METRAPARK EVENTS		-3,430.44
				APR-JUN 2026 CAMPING - LODGING TAX	LODGING TAX	-3,430.44	3,430.44

2:24 PM

07/01/26

COUNTY OF YELLOWSTONE

Check Detail

June 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
TOTAL						-3,430.44	3,430.44
Check	24663	06/30/2026	THE METRA	YVKC DOG SHOW 6/18-21/26	METRAPARK EVENTS		-2,200.00
				PAV RENT - YVKC DOG SHOW 6/18-21/26	PAVILION	-2,200.00	2,200.00
TOTAL						-2,200.00	2,200.00
Check	24664	06/30/2026	THE METRA	SPARK SOME FUN 6/26-28/26	METRAPARK EVENTS		-1,080.00
				GRNDS RNT - SPARK SOME FUN 6/26-28/26	GROUNDS	-1,080.00	1,080.00
TOTAL						-1,080.00	1,080.00
Check	24665	06/30/2026	THE METRA	FWP AUCTION 6/27/26	METRAPARK EVENTS		-1,050.00
				EXPO RNT - FWP AUCTION 6/27/26	EXPO	-1,050.00	1,050.00
TOTAL						-1,050.00	1,050.00

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

**Meeting Date:** 07/07/2026

**TITLE:** FFY27 Billings MPO Unified Planning Work Program (UPWP)

**PRESENTED BY:** Lora Mattox

**DEPARTMENT:** Planning Department

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### **TOPIC:**

FFY27 Billings MPO Unified Planning Work Program (UPWP) - Recommendation to PCC

### **INTRODUCTION:**

The Billings MPO (MPO) is presenting the 2027 Unified Planning Work Program (UPWP) for review and recommendation to the governing bodies that are members of the Policy Coordinating Committee. The UPWP is primarily for programming federal funds that Billings receives from the Federal Highway Administration (FHWA) for transportation planning and the Federal Transit Administration (FTA) for transit (MET) planning. These funds are passed through the Montana Department of Transportation (MDT). All transportation planning activities are included in the UPWP to represent a comprehensive document for the urban transportation planning program. This UPWP proposes planning activities for Federal Fiscal Year 2027, running from October 1, 2026, through September 30, 2027, and corresponds directly with the Planning Division's annual work plan.

This year, the total PL allocation is \$1,035,870, which the Planning Division proposes providing local matching funds for, which are required at a certain percentage per element (a total breakdown of funding is located in Table 1 Funding Summary on page 52). On page 53, Table 3 provides a 5-year PL funding allocation projection. By outlining the proposed future PL funding that the Billings MPO could receive, it allows for future project planning and ensures that the MPO will have funding available for the required documents the MPO is required to complete.

A review of the FFY26 funding summary and the FFY27 PL funding level shows that the MPO will receive approximately \$359,953 less in PL funding this cycle. This reduction is primarily due to lower carryover funding from FFY25, as unobligated PL funds are available for carryover after two years, as well as the addition of two new MPOs, Helena and Bozeman, which has increased competition for available PL funds.

During FFY26, the Billings MPO completed a significant amendment to the 2023 Long Range Transportation Plan (LRTP), which included updates to the MPO Planning Area Boundary and revisions to the fiscally constrained project list. As part of this effort, MPO staff also developed a transportation planning dashboard to improve public access to transportation planning information and project tracking. The MPO continued work on several planning studies, including:

- Finalizing the 21st Street Underpass Feasibility Study
- Advancing additional Safe Routes to School (SRTS) feasibility analysis and public outreach activities
- Initiated the Trails for All Feasibility Study, which evaluates trail connections between Downtown and the Heights, the Alkali -Creek corridor, and the Aronson Trail system
- MPO staff is finalizing a Complete Streets Economic Analysis to better understand the economic benefits associated with multimodal transportation investments
- In addition, the MPO implemented organizational changes consistent with FHWA and MDT recommendations by transitioning the MPO Traffic Technician position into the Planning Division to strengthen integration between transportation planning and data collection activities.

As a result of the reduced PL funding allocation, the MPO's ability to undertake transportation planning activities beyond those required for federally mandated MPO documents will be more limited this year. For the Billings MPO, the main focus will include the initiation of the update to the Long Range Transportation Plan that will be required to be completed by July 2028.

Table 4 on page 53 outlines the percentage breakdown per element (note that some transportation planning elements are 100% PL funded). The Planning Division matches these funds through the Planning Mill levy and fees generated through city and county planning applications and processes. This year, with the allocation for staffing and transportation planning activities, the MPO is proposing to use up to \$988,000 in PL funding. The local match is \$719,000. This amount includes portions of the \$695,569 from the County Planning Mil Levy, \$170,000 in County Planning fees, and \$274,000 in City Planning fees, with the remaining balance of \$420,596 of local funding utilized for non-MPO operations and projects. The un-programmed PL funds in the amount of \$47,871 will carry over to FFY29.

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

- Under Element 300 – Transportation System Data – 100% PL
- Replacement and upgrade to traffic and trail counters. The total cost budgeted for this is \$20,000. Proposed by the MPO.
- Under Element 301 – Transportation Plan – 100% PL

In FFY27, Billings MPO staff will begin internal development of the 2028 Long Range Transportation Plan (LRTP) through a two-year effort focused on public engagement and technical preparation. Initial activities will include public meetings, stakeholder coordination, digital outreach, an interactive mapping platform, and a public survey to identify transportation needs, safety concerns, mobility issues, and investment priorities across the region, with portions of the outreach and survey work supported by consultant services.

Concurrently, the MPO will initiate updates to the regional TransCAD travel demand model using current demographic, land use, and network data, with consultant assistance for model calibration and technical analysis as needed. These efforts will provide a strong, data-driven, and publicly informed foundation for continued LRTP development in future program years. MPO staff has already begun reviewing the 2023 LRTP and outlining steps for the 2028 update, with \$100,000 allocated for first-year technical support, including \$24,141 dedicated to Safe and Accessible Transportation Planning Options per FHWA requirements.

#### **ALTERNATIVES ANALYZED:**

- Forward a recommendation of approval of the FYY27 UPWP to the Policy Coordinating Committee which will allow the continuation of federal transportation planning funding to the MPO, or;
- Not forward a recommendation of approval of the FYY27 UPWP to the Policy Coordinating Committee. Not forwarding a positive recommendation could jeopardize continued federal transportation planning funding to the MPO.

#### **FINANCIAL IMPACT:**

Approval of the 2027 UPWP allows the MPO to access federal funds for transportation planning in the community. Federal and local funds are combined to provide most of the planning work done by the City-County Planning Division. If the UPWP is not approved, there would be a significant loss of resources for community planning, and the community's ability to manage transportation planning projects and programs would be severely limited. The estimated breakdown of funding sources for the FY 2027 UPWP is as follows:

- \$274,000 Planning Dept. Fee Revenue (City of Billings)
- \$170,000 Planning Dept. Fee Revenue (Yellowstone County)
- \$695,569 Yellowstone County Planning Levy

- \$1,035,870 Federal Planning (PL) Allocation

Total Local and Federal Program Funding (UPWP): \$2,175,439

**RECOMMENDATION**

The Technical Advisory Committee recommends the Board of County Commissioners forward a recommendation for approval of the FFY27 Unified Planning Work Program (UPWP) to the Policy Coordinating Committee (PCC). The PCC is scheduled to take final action on the UPWP at its meeting on July 21, 2026.

The County Commissioners received a presentation on the FFY27 UPWP at its June 25 Discussion Session.

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**Attachments**

FFY27 UPWP

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# **Unified Planning Work Program (UPWP)**

## **Federal Fiscal Year 2027**

**(October 1, 2026 – September 30, 2027)**

**Prepared by:**

**Billings Metropolitan Planning Organization**

**In cooperation with:**

**City of Billings, Montana**

**Yellowstone County, Montana**

**Yellowstone County Board of Planning**

**Montana Department of Transportation**

**Federal Highway Administration**

**Federal Transit Administration**

Approved by:

Yellowstone County: July 2, 2026

City of Billings: July 13, 2026

Yellowstone County Board of Planning: July 14, 2026

Policy Coordinating Committee: July 21, 2026

MDT:

FHWA/FTA:

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

DRAFT

## TABLE OF CONTENTS

### **CHAPTER 1 – PROGRAM INFORMATION**

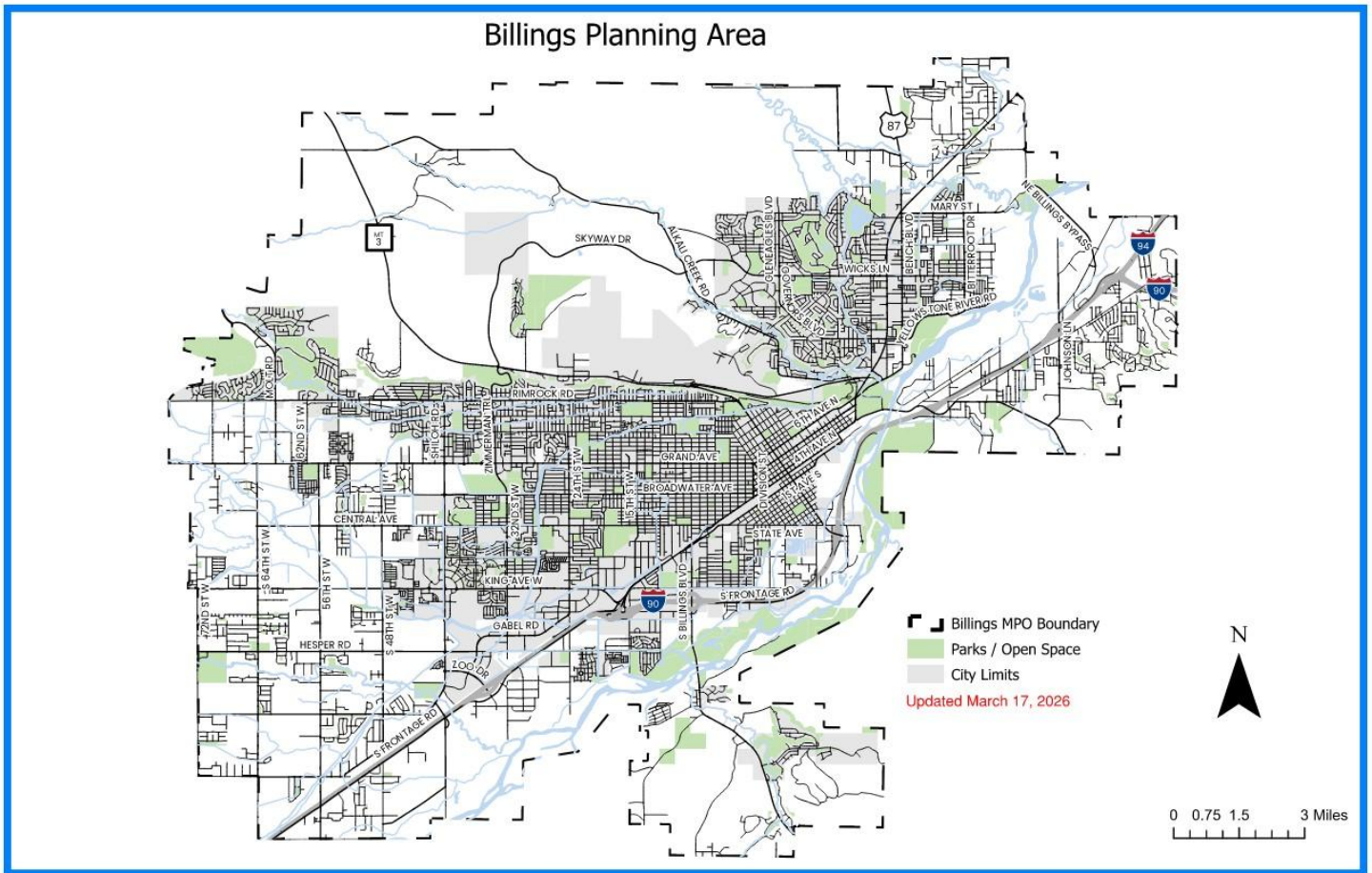
<b>SECTION 1 - INTRODUCTION</b> .....	<b>6</b>
Work Program Abbreviations & Acronyms .....	6
UPWP and Its Purpose .....	8
Federal Guidance .....	8
Performance Measures .....	9
Safe and Accessible Transportation Options (SATO).....	10
Public Involvement.....	10

### **CHAPTER 2 – HIGHWAY**

<b>SECTION 1 – WORK ELEMENTS</b> .....	<b>11</b>
<b>Program Support and Administration</b> .....	<b>11</b>
100 – Program Administration .....	11
101 – Service.....	16
102 – Citizen Involvement .....	18
<b>General Development &amp; Comprehensive Planning</b> .....	<b>21</b>
200 – Community Planning.....	21
204 – Zoning Administration .....	27
205 – Subdivision Administration.....	30
<b>Long Range Transportation Planning</b> .....	<b>33</b>
300 – Transportation System Data .....	33
301 – Transportation Plan .....	37
302 – Planning Studies.....	41
<b>Transportation Improvement Program</b> .....	<b>45</b>
500 – Transportation Improvement Program .....	45
<b>Special Projects</b> .....	<b>47</b>
600 – Environmental Considerations.....	47

<b>Other Activities</b> .....	<b>49</b>
700 – Un-Programmed Funds.....	49
<b>SECTION 2 – FUNDING</b> .....	<b>51</b>
Table I Funding Summary.....	51
Table II Funding Comparisons .....	51
Table III 5-Year PL Allocation Projections.....	52
Table IV Funding Percentages .....	52
Table V Staff Months Worked.....	53
Table VI Eligible Safe and Accessible Transportation Option Planning Activities .....	53
<b>SECTION 3 – INDIRECT COST PLAN</b> .....	<b>54</b>
Identification of Costs .....	54
Funding Sources .....	54
<b><u>CHAPTER 3 – TRANSIT</u></b>	
<b>SECTION 1 –WORK ELEMENTS</b> .....	<b>56</b>
<b>44.21.00 Program Support and Administration</b> .....	<b>56</b>
<b>44.24.00 Short Range Transportation Planning</b> .....	<b>61</b>
<b>SECTION 2 –FUNDING</b> .....	<b>64</b>

# Billings Area MPO Boundary



# **CHAPTER 1 – PROGRAM INFORMATION**

## **SECTION 1 – INTRODUCTION**

### **ABBREVIATIONS & ACRONYMS USED IN THE WORK PROGRAM**

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

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

## THE UNIFIED WORK PROGRAM AND ITS PURPOSE

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

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

## FEDERAL GUIDANCE

The Infrastructure Investment and Jobs Act (IIJA) approved by Congress on November 15, 2021, authorized funding for Federal transportation programs for federal fiscal years 2022-2026. The IIJA effectively replaced the Fixing America's Surface Transportation (FAST) Act.

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

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the safety of the transportation system for motorized and non-motorized users.
3. Increase the security of the transportation system for motorized and non-motorized users.

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

## PERFORMANCE MEASURES

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

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

## SAFE AND ACCESSIBLE TRANSPORTATION OPTIONS (SATO)

IIJA/BIL requires an annual 2.5 percent of an MPO's PL allocation to be set aside for safe and accessible transportation options (SATO). The FY 27 set-aside is projected at \$24,141. The MPO will program expenditures of the required set-aside in this year's projects in the amount of \$25,000. Those projects will be noted in the Work Program Elements. Note: PCC as a governing

body has not adopted a Complete Street Policy, any reference to Complete Streets in this document refers to the City of Billings only.

## PUBLIC INVOLVEMENT

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

- County Public Works Staff: May 20, 2026
- Technical Advisory Committee (TAC): June 11, 2026
- UPWP Posted on MPO Website: June 15, 2026
- City Council Legislative & Local Affairs Committee: June 17, 2026
- County Commissioner Discussion: July 2, 2026
- City Council Work Session: July 6, 2026
- Billings City Council: July 13, 2026
- Yellowstone County Planning Board: July 14, 2026
- Yellowstone County Commissioners: July 14, 2026

Final action on the FFY 2027 UPWP occurred during the PCC meeting on July 21, 2026.

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

## **CHAPTER 2 – HIGHWAY**

### **SECTION 1 – WORK PROGRAM**

#### **PROGRAM SUPPORT AND ADMINISTRATION**

##### **100 Program Administration**

##### **Objectives**

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

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

##### **Accomplishments – Fiscal Year 2026**

Conformance with federal, state, and local administrative and regulatory requirements, as well as maintenance of planning operations was achieved for FY26.

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

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

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

### **Proposed Activities - Fiscal Year 2027**

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

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

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

The MPO will work with federal, state and local agencies to improve current performance tracking methods.

With the refilling of the Planner 1 positions, senior staff has had the ability to undertake a few neighborhood planning efforts. The West Billings and Heights Neighborhood Plans are expected

to be completed by the end of FFY26, as will Billings 2045 (City Comprehensive Plan). The land use plan for the newly opened Skyway Drive area is upcoming. These projects have been identified with local funding.

### **PL Eligible Activities**

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

In addition, the MPO will:

- As per the MPO's public participation plan and ongoing public outreach efforts, the planning staff will make available the documents and guidelines for transportation planning activities to the community, as well as keep abreast of federal and state requirements as they relate to the overall planning processes. These activities may include distribution of the current Billings Area Tour Map for bicycle and pedestrian users and visitors, distribution and explanation of the latest Billings Urbanized Area Traffic Count Map and Bicycle Count Map, explanation and distribution of the MPO's public participation plan to groups involved or interested in transportation planning processes in the community, and explanation and information dissemination of the TA or other grant programs to possible project applicants in the community.
- Staff will monitor the PL & Memorandum of Agreement as necessary to meet the requirements of the IJA or any new legislation that may be approved in the upcoming fiscal year.
- Quarterly progress and expenditure reports will be prepared and transmitted to the Montana Department of Transportation (MDT) in order to maintain federal funding support.
- The FY 2027 UPWP will be continually appraised and monitored in terms of content and budget allocations and will be revised when deemed necessary.
- The Fiscal Year 2028 UPWP will be developed under this work element.
- The Board of Planning, Board of County Commissioners and City Council will be kept informed of the activities of the staff and their progress in completing the approved UPWP.
- All planning staff will participate in recognized and approved training programs in order to improve staff skills and capabilities. Planning expertise will be maintained through enrollment in appropriate planning and transportation-related courses at area colleges, workshops, seminars, webinars and conferences.

- Staff will adapt software programs to effectively utilize traffic data and continue computer-training programs.
- The use of PL funds for out-of-state travel and/or registration fees for the above or other purposes will continue to be subject to prior approval of MDT.
- The MPO TA Program administration will be funded through this work element.
- Planning activities pertaining to Bicycle-Pedestrian in this work element will include:
  - Work field inspections, handle complaints and investigate problem areas of the Bike/Pedestrian system.
  - Presentations as needed.

**Locally Funded Activities**

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

**STAFFING**

20 Staff Months – City/County Planning

**FUNCTIONAL AGENCY RESPONSIBILITY**

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

**PRODUCT**

- An ongoing administrative program focused primarily on effective and expeditious implementation of this UPWP.
- The continual enhancement of the Planning Division staff skills and knowledge.

- Maintenance of a coordinated, comprehensive, and cooperative planning process that is endorsed and supported by the local community.
- The development of the FY28 UPWP.

**FUNDING SCHEDULE - ADMINISTRATION**

**FUNDS PROGRAMMED - FISCAL YEAR 2026**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$220,000.00	\$180,000.00	\$400,000.00
<b>TOTAL</b>	<b>\$220,000.00</b>	<b>\$180,000.00</b>	<b>\$400,000.00</b>

**DISBURSEMENT PERCENTAGE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	55	45	100

**FUNDS PROGRAMMED - FISCAL YEAR 2027**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$138,500.00	\$138,500.00	\$277,000.00
<b>TOTAL</b>	<b>\$138,500.00</b>	<b>\$138,500.00</b>	<b>\$277,000.00</b>

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

\*\* Four computer replacements - \$6,000, if this estimate exceeds \$10,000, full procurement process will be implemented.

## **101 Service**

### **Objectives**

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

### **Accomplishments – Fiscal Year 2026**

The planning staff engaged in a diverse range of service tasks. Their responsibilities included delivering presentations concerning roadways and alternative transportation, addressing citizen inquiries and complaints about streets, subdivision layouts, sight distances, zoning requests, and ensuring alignment with the 2023 Transportation Plan, the 2017 Billings Area Bikeway and Trails Master Plan, the City of Billings 2016 Growth Policy, the Lockwood Growth Policy, and various neighborhood and community plans.

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

### **Proposed Activities - Fiscal Year 2027**

#### **PL Eligible Activities**

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

#### **Locally Funded Activities**

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

**STAFFING**

7 Staff Months – City/County Planning

**FUNCTIONAL AGENCY RESPONSIBILITY**

As Assigned.

**PRODUCT**

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

**FUNDING SCHEDULE - SERVICE**

**FUNDS PROGRAMMED - FISCAL YEAR 2026**

**FUNDING SOURCE**

AGENCY	PL	LOCAL	TOTAL
MPO	\$34,000.00	\$34,000.00	\$68,000.00
TOTAL	\$34,000.00	\$34,000.00	\$68,000.00

**DISBURSEMENT PERCENTAGE**

AGENCY	PL	LOCAL	TOTAL
MPO	40	60	100

**FUNDS PROGRAMMED - FISCAL YEAR 2026**

**FUNDING SOURCE**

AGENCY	PL	LOCAL	TOTAL
MPO	\$20,000.00	\$30,000.00	\$50,000.00
TOTAL	\$20,000.00	\$30,000.00	\$50,000.00

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

## **102 Citizen Involvement**

### **Objectives**

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

### **Accomplishments – Fiscal Year 2026**

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

### **Proposed Activities - Fiscal Year 2027**

#### **PL Eligible Activities**

- Outreach to the public and all affected jurisdictions for ongoing transportation projects, including projects that will be completed and initiated this upcoming year, this includes the start of the update to the Billings 2023 Long Range Transportation Plan (LRTP).
- The staff will continue to support the Bicycle and Pedestrian Advisory Committee. The Committee is responsible for forwarding recommendations to the Planning Board and governing bodies on bicycle safety, bike lanes, pedestrian safety and access, and other matters. When funding is available, the group will be involved in the nomination and review of TA Program eligible projects, bicycle and pedestrian signing and safety projects, grant applications for non-motorized transportation projects, and community education and outreach on bicycle and pedestrian safety within the MPO.
- The MPO will be initiating the update to the 2023 LRTP and is planning several continuous efforts to engage the public in these transportation planning efforts, staff will be actively engaged with City and County Departments and partnering organizations to push information and public participation opportunities to the community.
- TAC and PCC meetings will be held, and meeting information disseminated as necessary.
- Staff will continue to update and maintain the MPO's website to provide the most current up to date information for the community.
- Staff will utilize web-based GIS and web mapping software for assistance in transportation planning.

- The main project being undertaken in FFY27 will be the start of the update to the 2023 LRTP and will involve community. This project will include extensive public participation and solicitation.

### **Locally Funded Activities**

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

### **STAFFING**

9.5 Staff Months – City/County Planning

### **FUNCTIONAL AGENCY RESPONSIBILITY**

City/County Planning

### **PRODUCT**

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

**FUNDING SCHEDULE - CITIZEN INVOLVEMENT**

**FUNDS PROGRAMMED - FISCAL YEAR 2026**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$45,000.00	\$45,000.00	\$90,000.00
<b>TOTAL</b>	\$45,000.00	\$45,000.00	\$90,000.00

**DISBURSEMENT PERCENTAGE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	40	60	100

**FUNDS PROGRAMMED - FISCAL YEAR 2027**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$36,000.00	\$54,000.00	\$90,000.00
<b>TOTAL</b>	\$36,000.00	\$54,000.00	\$90,000.00

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

### 200 Community Planning

#### Objectives

The planning staff is responsible for maintaining accurate records and projections related to population, dwelling units, land use, employment data, and financial reports. They provide up-to-date information on the quantity of residential, commercial, industrial, and public land within the MPO and across the County. Staff analyze and summarize development trends, offering visual data and insights to the City Council, County Commission, Planning Board, and the public to support informed transportation and land-use decision-making. Additionally, they recommend implementing the goals, policies, and strategies outlined in the Billings 2045 Comprehensive Plan and Lockwood Growth Policies and facilitate the implementation of the 2023 Long-Range Transportation Plan and related planning studies.

#### Ten Planning Factors Incorporated into the UPWP:

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

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

### **Accomplishments – Fiscal Year 2026**

Staff reviewed and analyzed the most current release of the 2020-2024 Census and American Community Survey (ACS) data. Current ACS data is updated and placed in various databases as it has become available. Data gathered and updated included annual information related to population estimates for cities and counties within the State of Montana. This annual information is used by the public and public agencies for planning purposes. The ACS is accessed for review and dissemination, and updated information released by the US Census Bureau in regard to commuting patterns. Other data gathered includes:

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

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

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

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

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

While not a part of PL funds, the City of Billings was awarded a Safe Streets for All (SS4A) grant from the US DOT. The Transportation Planner is dedicating a significant amount of time to managing this grant, including coordinating a public education campaign about Safe Routes to School and helping to provide management for the implementation of Safe Routes to School projects. The public outreach portion of the education campaign has wrapped up, and the consultants are now moving into campaign development which will include TV public service announcements, social media posts, and activities at a select number of pilot schools.

### **Proposed Activities - Fiscal Year 2027**

#### **PL Eligible Activities**

- The Planning Division will continue implementing a staffing and funding strategy that strengthens long-range and neighborhood planning capacity within the MPO. Building on the FY25 addition of an employee to the PL formula, the Division is reestablishing dedicated long-range planning expertise that was lost during the 2008 recession. This effort responds directly to community priorities and City Council goals by ensuring the capacity to complete neighborhood, subarea, and comprehensive long-range plans. To sustain this position, the Division will maintain a collaborative funding model, with 30 percent of costs supported through PL funds and 70 percent through local funding sources. This structure ensures both alignment with regional transportation planning objectives and responsiveness to local needs.

With the successful hiring of the Neighborhood Planner in 2025, the Division will continue to leverage this role to expand long-range planning efforts and integrate them more effectively with MPO activities. The position will support ongoing work by leading community engagement efforts, strengthening data collection and analysis practices, and contributing to the development and refinement of transportation plans. Through this

approach, the Planning Division will enhance its ability to deliver coordinated, forward-looking planning initiatives that reflect both local priorities and regional goals.

- The web-based GIS software is compatible with available datasets and utilizes the existing data sets more effectively. The GIS software will be utilized to develop a series of maps, including existing and proposed pedestrian trail routes and projects in the community, maps to implement the Long-Range Transportation Plan, updates to a preferred growth area map in conjunction with the City's Limits of Annexation Map, mapping of focus areas for implementation of the City's Infill Development Policy, and others. This ability of the GIS program allows for anticipating and planning for the transportation network in areas of annexation and infill. This will assist in the implementation of our LRTP and project planning for future plans and studies.
- The planning staff, under the direction of the Board of Planning, will continue to work on long-range planning projects according to the priorities established by both the City of Billings and Yellowstone County. In particular, the continuing implementation of the 2023 Long Range Transportation Plan Update, and to implement the 2017 Bikeway and Trails Master Plan.

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

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

### **Locally Funded Activities**

- The Neighborhood Planner will be undertaking development of a variety of long-range land use plans in the upcoming years that will all include significant public involvement and engagement including as mentioned earlier.
- The Planner I's will continue to undertake the review of:
  - Zoning applications. The development and adoption of Project Re:Code now ties land uses and land patterns to the road and street network.
  - Site development plans to address clear vision and controlled and shared access points.
  - Site development plans address newly implemented build to zones which prevent traffic flow in front of buildings.
  - Site orientations that allow for internal traffic and other services, for example, drive through locations.
- Staff also will continue to work with the Big Sky Economic Development (BSED) to implement the Master Plan for the East Billings Urban Renewal District (EBURD), the Hospitality Corridor Planning Study, the Exposition Gateway Concept Plan and the South Billings Boulevard Urban Renewal District (SBBURD) Master Plan. The plans include

detailed analysis of the transportation and land use connections in the area and promote sustainable development projects.

- Staff plans to work with the City, County, BSED, and neighborhood groups to identify planning needs in various parts of the urbanized area.
- Continued maintenance and update of socio-economic and land use data for both transportation and comprehensive planning activities will continue in FFY27, with 2020 Decennial Census data and the 2020-2024 American Community Survey data.
- Various GIS databases and layers will continue to be developed and centrally maintained, including information on neighborhoods, community assets, route planning, trail systems and transportation plans.
- The new web-based system tracking and managing projects will include application information on zoning and subdivision applications.
- Neighborhood planning activities will be initiated to identify local issues and strategies to assist neighborhood groups and organizations with neighborhood sustainability, equity, and safety.

#### **STAFFING**

21.5 Staff Months – City/County Planning

#### **FUNCTIONAL AGENCY RESPONSIBILITY**

City/County Planning

#### **PRODUCT**

- Various reports, files, and projections of socio-economic data necessary for current transportation and comprehensive planning activities, as well as support of City/County economic development activities.
- An ongoing GIS database/mapping system for the City of Billings and Yellowstone County.
- Ongoing updates to the preferred growth areas mapping and analysis for the City, implementation of the City Infill Development Policy, SBURD Master Plan, the 2023 Long Range Transportation Plan Update, 2018 Public Participation Plan, Wayfinding Sign Plan, and the Heritage Trail Tour Map.

**FUNDING SCHEDULE – COMMUNITY PLANNING**

**FUNDS PROGRAMMED - FISCAL YEAR 2026**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$120,000.00	\$280,000.00	\$400,000.00
<b>TOTAL</b>	<b>\$120,000.00</b>	<b>\$280,000.00</b>	<b>\$400,000.00</b>

**DISBURSEMENT PERCENTAGE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	30	70	100

**FUNDS PROGRAMMED - FISCAL YEAR 2027**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$100,500.00	\$234,500.00	\$335,000.00
<b>TOTAL</b>	<b>\$100,500.00</b>	<b>\$234,500.00</b>	<b>\$335,000.00</b>

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

## **204 Zoning Administration**

### **Objectives**

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

### **Accomplishments – Fiscal Year 2026**

Staff continues to process a high volume of land use applications, including zone changes, special reviews, variances, and planned developments, reflecting ongoing growth and development pressures in the community. Reports and recommendations are prepared for each case and presented to the appropriate boards, commissions, and governing bodies. As part of ongoing process improvements, digital photos are incorporated into all zoning reports, and Microsoft PowerPoint presentations are used to clearly communicate project details and recommendations during public meetings.

In alignment with the Billings 2045 Comprehensive Plan, staff is refining how land use applications are evaluated and administered. Greater emphasis is being placed on consistency with the Future Land Use Map, ensuring that development proposals support the community's long-term vision for growth, land use patterns, and infrastructure coordination. This has resulted in more comprehensive analysis during application review and clearer connections between policy direction and regulatory decisions.

Staff also conducts special zoning studies and prepares ordinance updates as directed by governing bodies. Recent efforts include a series of zoning code amendments to ensure compliance with changes in State law and to address evolving community priorities identified through the comprehensive planning process. These updates, along with procedural refinements, are helping modernize the administration of land use regulations and improve overall efficiency and consistency.

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

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

## **Proposed Activities - Fiscal Year 2027**

### **PL Eligible Activities**

- Zoning, Special Review, and Variance applications will be reviewed for land use compatibility, traffic, access, and overall site design.
- Staff will continue to maintain its zoning maps and land use information so that it is applicable to long-range transportation planning efforts in the Billings MPO. This information is regularly applied to a variety of MPO functions, including corridor analysis efforts like those involved in the Billings Bypass project, specific road projects, TA program applications and non-motorized grant applications.
- Staff will continue implementing the Zoning Code. Staff continues to review and troubleshoot inconsistencies or inaccuracies in the code with the intent to make any needed amendments. As stated earlier, the Zoning Code places a higher emphasis on the transportation system, including road classification; safety and connectivity is vital to how the adjacent land uses for residential and commercial development are built. The road system emphasizes location and setting of any structures.
- Planner I's allow senior staff to take a more active role in long range planning. It is anticipated that Planner I's will undertake the review of:
  - Zoning applications. Project Re:Code now ties land uses and land patterns to the road and street network.
  - Site development plans to address clear vision and controlled and shared access points.
  - Site development plans to address newly implemented build-to zones which prevent traffic flow in front of buildings.
  - Site orientations that allow for internal traffic and other services, for example, drive through locations.

### **Locally Funded Activities**

- Carrying out the day-to-day activities required to effectively administer the zoning regulations as well as ensure that land use information is current and available for all long-range transportation planning efforts, including Transportation Plan updates, specific road projects, corridor studies and the North Bypass project.
- Activity in 2027 will include ordinance updates as required by State law or requested by the public or governing bodies.
- All land use applications will be reviewed for compliance with local plans.
- Staff will continue the update to the Zoning Code based on fulfilling policy goals set by the local governing body including Growth Policy, Neighborhood Plans, and by increasing safe and accessible transportation planning options Streets and Infill Policies.

**STAFFING**

15.5 Staff Months – City/County Planning

**FUNCTIONAL AGENCY RESPONSIBILITY**

City/County Planning

**PRODUCT**

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

**FUNDING SCHEDULE – ZONING ADMINISTRATION**

**FUNDS PROGRAMMED - FISCAL YEAR 2026**

**FUNDING SOURCE**

AGENCY	PL	LOCAL	TOTAL
MPO	\$30,000.00	\$120,000.00	\$150,000.00
TOTAL	\$30,000.00	\$120,000.00	\$150,000.00

**DISBURSEMENT PERCENTAGE**

AGENCY	PL	LOCAL	TOTAL
MPO	20	80	100

**FUNDS PROGRAMMED - FISCAL YEAR 2027**

**FUNDING SOURCE**

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

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

## **205 Subdivision Administration**

### **Objectives**

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

### **Accomplishments – Fiscal Year 2026**

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

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

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

## **Proposed Activities - Fiscal Year 2027**

### **PL Eligible Activities**

- Staff will review all subdivisions for compliance with the 2023 Billings Area Long Range Transportation Plan, and for conformity with the Billings Area Bikeway and Trails Master Plan, Lockwood Transportation Plan, Blue Creek Transportation Plan, and other neighborhood and community transportation plans as applicable.
- Staff also will continue to collect information on the details of each new subdivision as an integral data source for long-range transportation planning efforts undertaken by the MPO. The MPO expects to use this data in 2027 for a variety of projects, including the implementation of the Long-Range Transportation Plan, the Bikeway and Trail Master Plan and continued analysis for the North Bypass.
- In the last couple of years with the addition of the new Planner I to the UPWP, the Division has additional assistance in reviewing subdivision applications for compliance with the various transportation and planning documents overseeing land use within the MPO and Planning jurisdictional area.

### **Locally Funded Activities**

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

### **STAFFING**

17 Staff Months – City/County Planning

### **FUNCTIONAL AGENCY RESPONSIBILITY**

City/County Planning

### **PRODUCT**

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

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

**FUNDING SCHEDULE – SUBDIVISION ADMINISTRATION**

**FUNDS PROGRAMMED - FISCAL YEAR 2026**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$55,500.00	\$129,500.00	\$185,000.00
<b>TOTAL</b>	<b>\$55,500.00</b>	<b>\$129,500.00</b>	<b>\$185,000.00</b>

**DISBURSEMENT PERCENTAGE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	30	70	100

**FUNDS PROGRAMMED - FISCAL YEAR 2027**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$29,000.00	\$116,000.00	\$145,000.00
<b>TOTAL</b>	<b>\$29,000.00</b>	<b>\$116,000.00</b>	<b>\$145,000.00</b>

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

**DISBURSEMENT PERCENTAGE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	20	80	100

## LONG RANGE TRANSPORTATION PLANNING

### 300 Transportation System Data

#### Objectives

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

#### Accomplishments – Fiscal Year 2026

The traffic, trail and bike lane count programs for FY 2026 was completed. Travel times/delay/speed studies were completed, calculations computed, and level-of-service values determined. This data was used for various planning and engineering projects throughout the year. In addition, the public commonly requests this data for land use planning.

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

The MPO, working with City Public Works, officially moved the Traffic Technician into the Planning Division as an employee of the Planning Division. Realigning this position within the MPO ensures compliance with Federal regulations and demonstrates a commitment to addressing FHWA and MDT recommendations. Importantly, this change does not reduce or restrict the availability of the Traffic Technician to City Public Works for traffic studies and related needs. Rather, it formally establishes the position within Planning to strengthen MPO capacity and advance data-driven transportation planning.

#### Proposed Activities - Fiscal Year 2027

#### PL Eligible Activities

- The traffic count program for the Billings Urban Area as well as the Yellowstone County influence area will be conducted and the appropriate data recorded during FFY2027. All traffic count data will be submitted to the MDT by February 1, 2027.

- Staff will update, where appropriate, the City’s Capital Improvement Program.
- Staff will collect and maintain bike/pedestrian information through use of the trail-bike/pedestrian scanners. The information from the bike/pedestrian counts links directly to the development of the LRTP and the MPO’s non-motorized planning studies. These counts also contribute to other planning projects such as the City of Billings Complete Streets Progress Report. This activity is in conjunction with MPO region wide planning.
- The traffic count data archive will be maintained and accessible for other agencies and the public.
- Data will also be used during proposed FY27 Planning Studies as needed.
- The Bicycle-Pedestrian activities will continue. Duties will include but are not limited to:
  - Maintain Bike/pedestrian databases in conjunction with MPO region wide planning purposes.
  - Maintain database for easement acquisition.

### **Proposed Special Activities or Projects**

#### **Replacement and Upgrades to Traffic and Trail Counters**

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

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

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

Investing in modern, dependable traffic and trail counters will enhance the MPO’s ability to make informed decisions, track progress toward mobility and safety goals, and advance a

connected, efficient, and inclusive non-motorized transportation network for the Billings region.

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

**Bicycle and Pedestrian Count and Analysis**

The collection, monitoring, and analysis of bicycle and pedestrian counts throughout the MPO transportation network. The data provides valuable insight into active transportation travel patterns, helping to identify trends, evaluate the effectiveness of infrastructure investments, and support planning decisions. By tracking bicycle and pedestrian activity over time, the MPO can better assess mobility needs, prioritize improvements, and advance transportation projects that enhance safety, accessibility, and connectivity for all users.

For this project, the MPO will set \$5,000 towards Safe and Accessible Transportation Planning Options.

Task – Bicycle and Pedestrian County and Analysis	Timeframe
Collect Bicycle and Pedestrian Counts	Q3
County Analysis	Q4

**STAFFING**

20.0 Staff Months – City/County Planning

**FUNCTIONAL AGENCY RESPONSIBILITY**

City/County Planning/MDT

**PRODUCT**

- Documentation as necessary, support of transportation grant programs, transportation system modeling, updated Traffic Count Program, and research and integration of traffic information into planning projects and development review activities.
- Current traffic count data. Traffic counts are vital for any long-range planning efforts and during development of commercial and residential projects. Traffic counts also directly relate to the development of projects in the LRTP and ultimately for programming in the TIP.

- Current bike/pedestrian counts. MPO uses these counts for the development of the non-motorized network. This information is used for the development of the Bikeway and Trails Master Plan as well as for applications for various grants.
- To comply with Federal Guidelines for reporting Performance Measures under the BUILD Grant, the MPO will contract to develop the following performance measure components: Crash rates by type and severity, average daily traffic, and bike and pedestrian count/trips. This information is required at various time frames including a baseline, year 1, year 2, and final report in year 3.

**FUNDING SCHEDULE – TRANSPORTATION SYSTEM DATA**

**FUNDS PROGRAMMED - FISCAL YEAR 2026**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$350,000.00	\$0.00	\$325,000.00
<b>TOTAL</b>	<b>\$350,000.00</b>	<b>\$0.00</b>	<b>\$325,000.00</b>

**DISBURSEMENT PERCENTAGE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	100	0	100

**FUNDS PROGRAMMED - FISCAL YEAR 2027**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$220,000.00	\$0.00	\$220,000.00
<b>TOTAL</b>	<b>\$220,000.00</b>	<b>\$0.00</b>	<b>\$220,000.00</b>

\*The matching ratio is Federal PL--86.58% and State match-13.42%. \*\*This Includes - \$20,000 for Traffic/Trail Counters

## **301 Transportation Plan**

### **Objectives**

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

### **Accomplishments – Fiscal Year 2026**

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

Due to the complexity of redeveloping the project list, the MPO carried this project over into the FFY26 UPWP to allow sufficient time for completion and to meet FHWA requirements for fiscal constraint. No additional PL funding was used in FFY26. The project was originally budgeted at \$50,000 in FFY25; approximately \$45,000 was expended in FFY25, with the remaining \$5,000 expended in the first quarter of FFY26.

## **Proposed Activities - Fiscal Year 2027**

### **Proposed Special Activities or Projects**

#### **2028 Long Range Transportation Plan (LRTP) Update**

In FFY27, the Billings Metropolitan Planning Organization (MPO) will initiate the updated 2028 Long Range Transportation Plan (LRTP). This effort will focus on early-stage planning activities, including robust public outreach to identify transportation needs, concerns, and priorities across the planning area. The MPO will conduct initial engagement through a combination of public meetings, stakeholder coordination, and digital outreach tools. The MPO will program this project over a two-year cycle.

To enhance accessibility and participation, the MPO will deploy an interactive mapping platform that allows community members to identify specific locations of concern and provide geographically referenced feedback. In addition, a public input survey will be administered to gather input on transportation system performance, safety, mobility, and future investment priorities. The MPO anticipates that portions of these outreach efforts, including development of engagement tools and survey design, will be supported through some level of consultant services.

Concurrent with public outreach efforts, the MPO will begin technical updates to support the LRTP development process. This will include initiating updates to the regional travel demand model using TransCAD, incorporating the most recent demographic, land use, and network data. Consultant assistance may also be utilized to support model development, calibration, and analysis to ensure technical accuracy and efficiency.

These activities will establish a strong foundation for the continued development of the 2028 LRTP in subsequent program years, ensuring a data-driven and publicly informed planning process.

MPO staff has already begun the review of the 2023 LRTP and has developed an outline of steps to undertake in the development of the 2028 LRTP. For technical support for this first year, the MPO has allocated \$100,000. For this project, the MPO will set \$20,000 towards Safe and Accessible Transportation Planning Options.

<b>Task – 2028 Long Range Transportation Plan (LRTP) Update</b>	<b>Timeframe</b>
Contract for Travel Demand Model Update	Q1
Public Outreach	Q1–Q4
MPO Staff Internal Review of 2018 LRTP-Draft MPO staff tasks	Q1-2
MPO Staff LRTP Chapter Development	Q3-Q4

## **Public Participation Plan Update**

### **Public Participation Plan Update – FFY27 UPWP Task**

In FFY27, the Billings Metropolitan Planning Organization (MPO) will undertake an update to its Public Participation Plan (PPP) to ensure continued compliance with federal requirements and to reflect current best practices in public engagement. This effort will include a comprehensive review of existing participation strategies, outreach methods, and documentation procedures to identify opportunities for improvement and increased effectiveness.

The update will incorporate enhancements to public involvement techniques, with an emphasis on expanding accessibility, transparency, and meaningful engagement across diverse populations within the planning area. Particular attention will be given to integrating digital tools, refining notification procedures, and ensuring consistency with 23 CFR 450.316 and Title VI and Environmental Justice considerations.

This task will be completed in-house by MPO staff, utilizing existing resources and expertise. Conducting the update internally will allow the MPO to efficiently tailor the plan to local needs while maintaining flexibility throughout the process. The updated PPP will provide a strong framework to guide future outreach activities, including those associated with the 2028 LRTP update and other MPO planning efforts.

<b>Task – Public Participation Plan (PPP) Update</b>	<b>Timeframe</b>
MPO Staff finalize draft PPP for MDT/FHWA Review	Q1
MPO Review/Adoption of PPP	Q2–Q3

**PL Eligible Activities**

- MPO Staff to begin an update to the 2028 LRTP.
- Update to the Billings MPO Public Participation Plan.
- Projects will continue to be reviewed for future implementation in the City’s CIP and the MPO’s TIP.

**STAFFING**

12.5 Staff Months – City/County Planning

**FUNCTIONAL AGENCY RESPONSIBILITY**

City/County Planning/MDT

**PRODUCT**

- Initial start on the 2028 LRTP.
- An updated Public Participation Plan.
- Implementation of transportation projects identified in the Billings Area Bikeway and Trails Master Plan, the Transportation Improvements Program, Transportation Plan and the Capital Improvements Program.

**FUNDING SCHEDULE – TRANSPORTATION PLAN**

**FUNDS PROGRAMMED - FISCAL YEAR 2026**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$155,000.00	\$0.00	\$190,000.00
<b>TOTAL</b>	<b>\$155,000.00</b>	<b>\$0.00</b>	<b>\$190,000.00</b>

**DISBURSEMENT PERCENTAGE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	100	0	100

**FUNDS PROGRAMMED - FISCAL YEAR 2027**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$300,000.00	\$0.00	\$300,000.00
<b>TOTAL</b>	<b>\$300,000.00</b>	<b>\$0.00</b>	<b>\$300,000.00</b>

\*The matching ratio is Federal PL--86.58% and State match-13.42%. \*\*This Includes - \$100,000 for initiation of the 2028 LRTP (includes \$24,141 in Safe and Accessible Transportation Planning Options)

## **302 Planning Studies**

### **Objectives**

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

### **Accomplishments – Fiscal Year 2026**

The 21<sup>st</sup> Street Underpass Study was initiated to evaluate improvements to this area including safety, multi-modal, and roadway. This project will go through the review and adoption process and will likely be adopted at the July 2026 PCC meeting. It provides four options for decision makers on how to proceed with the 21<sup>st</sup> St. Underpass.

In addition, the Complete Streets Economic Analysis was completed and will go through the review and adoption process and will likely be adopted at the August 2026 PCC meeting. It looked at four case studies in Billings and considered the impact of Complete Streets elements on several different indicators including economic, safety, and quality of life. A Complete Streets Progress report is also being completed internally by staff without any PL funds.

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

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

### **Feasibility and Planning Studies: Alkali Creek Trail Connection, Downtown to Billings Heights Trail Connection, and the Aronson Avenue to Annandale Road Trail Connection– Feasibility and Planning Study**

The Billings Metropolitan Planning Organization (MPO) has identified several shared use path projects through coordination with the City of Billings' Capital Improvement Plan (CIP) and the 2016 Bikeways and Trail Master Plan. Many of these projects are currently conceptual in nature and require additional feasibility analysis, scope definition, and other planning-level work to position them for future funding opportunities. While grant opportunities are available on an annual basis, the limited application window makes it difficult to prepare competitive

submissions without prior groundwork. To address this, the MPO is advancing a coordinated package of feasibility and planning studies for key trail connections. These projects are consultant-led with MPO staff support and are currently in progress at the time of this document's creation, with completion anticipated by September 30, 2026.

This effort includes three priority projects: the Alkali Creek Trail Connection, the Downtown to Billings Heights Non-Motorized Connection, and the Aronson Avenue to Annandale Road Trail Connection. Each project is intended to improve safety, connectivity, and accessibility for non-motorized users while advancing the City's broader transportation and livability goals.

The Alkali Creek Trail Connection will link two existing segments of shared use path that are currently disconnected. The proposed route would generally run parallel to Airport Road, with portions likely located on private property. At present, the only connection between these segments is a sidewalk adjacent to fast-moving traffic, creating an uncomfortable and potentially unsafe experience for users. This project will begin with outreach to property owners to assess feasibility, followed by development of a planning-level design and cost estimate that accounts for terrain challenges near Alkali Creek while identifying a cost-effective alignment.

The Downtown to Billings Heights Non-Motorized Connection aims to establish a safer and more direct route linking downtown Billings to the Heights, including connections to the Jim Dutcher Trail, Coulson Park, and nearby campgrounds. Currently, the Jim Dutcher Trail serves as the only separated non-motorized route between these areas until the future Stagecoach Trail is constructed. Development of this connection will require coordination with local businesses and potentially the railroad; early discussions with key stakeholders, including Phillips 66, have been encouraging.

The Aronson Avenue to Annandale Road Trail Connection focuses on evaluating a new non-motorized route within the Billings Heights, as requested by the Billings City Council. This study will identify the most feasible and safe alignment for pedestrians and bicyclists, improving access to neighborhoods, parks, and schools. It will also support broader goals of enhancing system connectivity, promoting active transportation, and guiding future infrastructure investments in a rapidly growing area.

Across all three projects, the MPO is developing feasibility assessments, planning-level designs, and cost estimates to move these concepts toward implementation readiness. In addition, funding support from Billings TrailNet provides flexible resources that may be used for activities such as easement acquisition and advancing design beyond the planning level. Advancing these

projects to a more “shovel-ready” stage will improve their competitiveness for funding programs such as the Recreational Trails Program, Montana Trail Stewardship Grant, Transportation Alternatives, and other emerging grant opportunities.

Collectively, these projects represent a strategic investment in advancing priority trail connections, improving safety and accessibility for non-motorized users, and positioning the City of Billings to successfully compete for future funding opportunities.

## **Proposed Activities - Fiscal Year 2027**

### **PL Eligible Activities**

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

The Billings Metropolitan Planning Organization (MPO) consulted with the Billings City Council on developing transportation planning projects that would benefit the city in advancing desired capital transportation projects. Staff recommended additional evaluation and public input on certain Safe Routes to School (SRTS) projects identified in two SRTS Studies. The City Council approved this request and is recommending two areas of evaluation. The first is the St. Francis Catholic School and Poly Drive SRTS project and the second is the Medicine Crow Middle School. Consultant Kimley-Horn was selected to lead this project. The project involves two rounds of public engagement on each corridor as well as additional technical analysis. The study considers improvements to Colton Boulevard which could include enhanced crossings, bike facilities, and lighting. Near Medicine Crow Middle School, the study considers a possible crossing of Main Street as well as sidewalks and a possible trail connection connecting students to the school. While the majority of the work for this project is expected to be completed in FFY26, the MPO is carrying over \$10,000 of this project to be completed in FFY27. The MPO expects that all major public outreach will be completed in FFY26, and work in FFY27 will mainly include compilation of the report and taking the study through the adoption process.

The MPO allocated a budget of \$75,000 to the completion of this evaluation and public outreach, \$10,000 of which would be allocated towards Safe and Accessible Transportation Planning Options. The MPO expects most of the funds, about \$65,000, to be expended in FFY26 and is budgeting the remaining \$10,000 in FFY27.

## **STAFFING**

### **14.0 Staff Months – City/County Planning**

**FUNCTIONAL AGENCY RESPONSIBILITY**

City/County Planning/MDT

**PRODUCT**

- Tracking future transportation planning projects.

**FUNDING SCHEDULE – PLANNING STUDIES**

**FUNDS PROGRAMMED - FISCAL YEAR 2026**

<b>FUNDING SOURCE</b>			
<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$283,800.00	\$189,200.00	\$473,000.00
<b>TOTAL</b>	\$283,800.00	\$189,200.00	\$473,000.00

**DISBURSEMENT PERCENTAGE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	60	40	100

**FUNDS PROGRAMMED - FISCAL YEAR 2027**

<b>FUNDING SOURCE</b>			
<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$78,000.00	\$52,000.00	\$130,000.00
<b>TOTAL</b>	\$78,000.00	\$52,000.00	\$130,000.00

\*The matching ratio is Federal PL--86.58% and State match-13.42%. This includes \$10,000 for the completion of the Safe Routes to School Feasibility Study and \$10,000 this project is carried over from the FFY26 UPWP.

## TRANSPORTATION IMPROVEMENT PROGRAM

### 500 Transportation Improvement Program

#### Objectives

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

#### ACCOMPLISHMENTS - FISCAL YEAR 2026

MPO staff completed a TIP Amendment for the FFY2024-2028. This amendment included the addition of projects including two Transportation Alternative Program projects and several MDT projects. This amendment was approved on May 19, 2026, by the Policy Coordinating Committee.

#### PROPOSED ACTIVITIES - FISCAL YEAR 2027

##### PL Eligible Activities

- The Transportation Improvement Program (TIP) will be evaluated and updated as needed. A certification statement will be included, as appropriate, to conform to the planning regulations. Based on the Transportation Plan, projects will be evaluated and ranked in accordance with the Priority Ranking Procedures, and in accordance with consistency/conformity procedures.

#### STAFFING

2.5 Staff Months – City/County Planning

#### FUNCTIONAL AGENCY RESPONSIBILITY

City/County Planning

#### PRODUCT

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

**FUNDING SCHEDULE - TRANSPORTATION IMPROVEMENT PROGRAM**

**FUNDS PROGRAMMED - FISCAL YEAR 2026**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$25,000.00	\$0.00	\$25,000.00
TOTAL	\$25,000.00	\$0.00	\$25,000.00

**DISBURSEMENT PERCENTAGE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	100	0	100

**FUNDS PROGRAMMED - FISCAL YEAR 2026**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$20,000.00	\$0.00	\$20,000.00
TOTAL	\$20,000.00	\$0.00	\$20,000.00

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

## SPECIAL PROJECTS

### 600 Environmental Considerations

#### Objectives

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

#### ACCOMPLISHMENTS - FISCAL YEAR 2026

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

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

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

#### PROPOSED ACTIVITIES - FISCAL YEAR 2027

##### PL Eligible Activities

- Continue to collaborate with MDT on the Carbon Reduction Plan.
- The planning staff will continue to utilize the SEE effects guidelines to evaluate all major development proposals in terms of transportation systems. This would include the CMAQ program.
- Work will continue to maintain the Billings air quality designation.

#### STAFFING

1.5 Staff Months – City/County Planning

**FUNCTIONAL AGENCY RESPONSIBILITY**

City/County Planning

**PRODUCT**

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

**FUNDING SCHEDULE - ENVIRONMENTAL CONSIDERATIONS**

**FUNDS PROGRAMMED - FISCAL YEAR 2026**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$25,000.00	\$0.00	\$25,000.00
<b>TOTAL</b>	<b>\$25,000.00</b>	<b>\$0.00</b>	<b>\$25,000.00</b>

**DISBURSEMENT PERCENTAGE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	100	0	100

**FUNDS PROGRAMMED - FISCAL YEAR 2026**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$20,000.00	\$0.00	\$20,000.00
<b>TOTAL</b>	<b>\$20,000.00</b>	<b>\$0.00</b>	<b>\$20,000.00</b>

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

## OTHER ACTIVITIES

### 700 Un-Programmed Funds

#### Objectives

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

#### ACCOMPLISHMENTS - FISCAL YEAR 2026

N/A

#### PROPOSED ACTIVITIES - FISCAL YEAR 2027

#### PL Eligible Activities

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

#### STAFFING

N/A

#### FUNCTIONAL AGENCY RESPONSIBILITY

N/A

#### PRODUCT

N/A

#### FUNDING SCHEDULE - CONTINGENCY

##### FUNDS PROGRAMMED - FISCAL YEAR 2026

##### FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$42,524.00	\$134,300.00	\$176,824.00
TOTAL	\$42,524.00	\$134,300.00	\$176,824.00

##### DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	100	0	100

FUNDS PROGRAMMED - FISCAL YEAR 2027

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$47,871.00	\$420,569.00	\$468,440.00
TOTAL	\$47,871.00	\$420,569.00	\$468,440.00

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

## SECTION 2 – FUNDING

### TABLE I FUNDING SUMMARY FEDERAL FISCAL YEAR 2027

Work Element	PL	Local	Est. Cost
100	\$138,500.00	\$138,500.00	\$277,000.00
101	\$20,000.00	\$30,000.00	\$50,000.00
102	\$36,000.00	\$54,000.00	\$90,000.00
200	\$100,500.00	\$234,500.00	\$335,000.00
204	\$24,000.00	\$96,000.00	\$120,000.00
205	\$29,000.00	\$116,000.00	\$145,000.00
300	\$220,000.00	\$0.00	\$220,000.00
301	\$305,000.00	\$0.00	\$305,000.00
302	\$75,000.00	\$50,000.00	\$125,000.00
500	\$20,000.00	\$0.00	\$20,000.00
600	\$20,000.00	\$0.00	\$20,000.00
700	\$47,870.00	\$420,569.00	\$468,439.00
<b>Totals</b>	<b>\$1,035,870.00</b>	<b>\$1,139,569.00</b>	<b>\$2,175,439.00</b>

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

### TABLE II FUNDING COMPARISONS

WORK ELEMENT	FY 2027 ESTIMATED COST	FY 2026 ESTIMATED COST
100 Administration	\$277,000.00	\$400,000.00
101 Service	\$50,000.00	\$68,000.00
102 Citizen Involvement	\$90,000.00	\$90,000.00
200 Community Planning	\$335,000.00	\$400,000.00
204 Zoning	\$120,000.00	\$150,000.00
205 Subdivision	\$145,000.00	\$185,000.00
300 Transportation System	\$220,000.00	\$325,000.00
301 Transportation Plan	\$305,000.00	\$190,000.00
302 Planning Studies	\$125,000.00	\$473,000.00
500 T.I.P.	\$20,000.00	\$25,000.00
600 Environmental	\$20,000.00	\$25,000.00
700 Un-Programmed Funds	\$468,439.00	\$176,824.00
<b>TOTAL</b>	<b>\$2,175,439.00</b>	<b>\$2,507,824.00</b>

**TABLE III  
PL 5-YEAR PL ALLOCATION PROJECTIONS**

		2027	2028	2029	2030	2031
Allocation		\$965,648	\$975,304	\$985,058	\$994,908	\$1,004,857
Carryover, Adjustments		\$180,221	\$47,870	\$28,875	\$14,723	\$9,299
Minus State Allocation		(\$109,999)	(\$111,099)	(\$112,210)	(\$113,332)	(\$114,465)
Total for annual UPWP		\$1,035,870	\$912,075	\$901,723	\$896,299	\$899,691
<b>100. Program Administration and Coordination</b>						
	100 Administration	\$138,500	\$100,000	\$100,000	\$100,000	\$100,000
	101 Service	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
	102 Citizens Involvement	\$36,000	\$30,000	\$30,000	\$30,000	\$30,000
<b>200. Public/Stakeholder Participation &amp; Education</b>						
	200 Community Planning	\$100,500	\$60,000	\$60,000	\$60,000	\$60,000
	204 Zoning	\$24,000	\$22,000	\$22,000	\$22,000	\$22,000
	205 Subdivision	\$29,000	\$25,000	\$25,000	\$25,000	\$25,000
<b>300. Transportation System Data and Plans</b>						
	300 Transportation System	\$220,000	\$233,200	\$240,000	\$240,000	\$240,000
	301 Transportation Plan	\$305,000	\$275,000	\$200,000	\$200,000	\$200,000
	302 Planning Studies	\$75,000.00	\$78,000.00	\$150,000	\$150,000	\$150,000
<b>500. Metropolitan Transportation Plan</b>						
	500 TIP	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
<b>600. Environmental Considerations</b>						
	600 Environmental	\$20,000.00	\$20,000	\$20,000	\$20,000	\$20,000
<b>Balance</b>						
		\$988,000	\$883,200	\$887,000	\$887,000	\$887,000
Amounts shown in total dollars						
	Carryover	\$47,870	\$28,875	\$14,723	\$9,299	\$12,691

**TABLE IV  
FUNDING PERCENTAGES FEDERAL FISCAL YEAR 2027**

WORK ELEMENT	RECIPIENT	PL	LOCAL	TOTAL
100 Administration	MPO	50	50	100
101 Service	MPO	40	60	100
102 Citizen Involvement	MPO	40	60	100
200 Community Planning	MPO	30	70	100
204 Zoning	MPO	20	80	100
205 Subdivision	MPO	20	80	100
300 Transportation System	MPO	100	0	100
301 Transportation Plan	MPO	100	0	100
302 Planning Studies	MPO	60	40	100
500 T.I.P.	MPO	100	0	100
600 Environmental	MPO	100	0	100
700 Un-Programmed Funds	MPO	100	0	100

**TABLE V  
STAFF MONTHS BY WORK ELEMENT FISCAL YEAR 2027**

Work Element	Director-Friday	MPO Coord.-Mattox-Planner II	Planner I-Vacant	Planning Manager-Vickers	Planner II (Trans)-Monat	Clerk-Berns	Planner II-Green	Planner I-Vacant	Planner I-Kelly	Zoning Coord.Planner II-Husman	Planner I (Multi-Modal)-Hayes	Planner II (LRP)-Johnson	Traffic Technician-Bargsten	Total M.M.
100	7	1.5	0.5	6	0.5	2	0.5	0.5	0.5	0	0.5	0.5	0	20
101	0.5	0	2	0	0	1.5	0.5	2	1	1	0	0.5	0	7
102	0.5	0	2	0.5	0.5	1.5	1	2	0.5	0	0.5	2	0	9.5
200	1.5	0	2	2	1	2	1	2	2	2	1	5	0	21.5
204	0	0	2	0.5	0	1	0.5	2	3	6	0	0.5	0	15.5
205	0	0	1.5	0.5	0	1	6.5	1.5	3	1	0	0.5	0	17
300	0	3	0	0.5	2	0.5	0	0	0	0	3	0	11	20
301	0.5	3	1	0.5	3	0.5	1	1	1	1	3	2	0	12.5
302	0.5	1.5	0	0.5	3	0.5	0	0	0	0	3	0	0	14
500	0.5	1	0	0	0.5	0.5	0	0	0	0	0	0	0	2.5
600	0	1	0	0	0.5	0	0	0	0	0	0	0	0	1.5
<b>Total</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>143</b>

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

WORK ELEMENT	FY 2027 ELIGIBLE SAFE AND ACCESSIBLE TRANSPORTATION OPTIONS PLANNING ACTIVITY ESTIMATE COST
300 Transportation System Data	\$ 5,000.00
301 Transportation Plan	\$ 20,000.00
302 Planning Studies	\$ -
<b>TOTAL</b>	<b>\$ 20,000.00</b>

The 2.5% PL Funding set-aside for Alternative Modes Planning activities have an FFY 2022 match ratio of 86.58% Federal Share/13.42% State Share and are eligible for 100% Federal Share in FFY2027

## SECTION 3 – INDIRECT COST PLAN

### Introduction

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

### Identification of Costs

The costs are delineated below by type:

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

### Allocation of Costs

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

An indirect cost rate of **11%** of the City and County's direct salaries and wages is proposed. The **11%** rate will be applied to the direct wages and salaries of each line item within the work program to cover all indirect expenses.

Benefits will be calculated at a rate of **75%** of the City and County's direct salaries and wages charged to each line item.

### Funding Sources

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

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

Planning Dept. Fees (City of Billings)	\$274,000
Planning Dept. Fees (Yellowstone Co.)	\$170,000
Yellowstone County (Mill)	\$695,569
PL*	\$1,035,871
TOTAL	\$2,175,440

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

### Summary

The indirect cost rate is a predetermined fixed rate which is not subject to adjustment. The base period used in determining the rate is the period from July 1, 2026, through June 30, 2027. The calculated rate is applicable to the grant period, which is October 1, 2026, through September 30, 2027.

## **CHAPTER 3 – TRANSIT**

### **SECTION 1 – UNIFIED PLANNING WORK PROGRAM ELEMENTS**

#### **44.21.00 PROGRAM SUPPORT ADMINISTRATION**

##### **OBJECTIVE**

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

##### **ACCOMPLISHMENTS - FISCAL YEAR 2026**

Staff remained informed of Federal and State requirements concerning all federal funding sources including, but not limited to, Sections 5303, 5307, 5310, and 5339. Transit Planner programmed, managed, revised, and closed grants from state and federal sources, while also submitting quarterly progress and expenditure reports to MDT to maintain federal and state funding support.

Staff attended training opportunities to enhance knowledge and skills, including the Spring Montana Transit Association conference focused on operations and compliance, Community Transportation Association of America Legislative Fly-In, and on-site training include CivicPlus website, ADA paratransit eligibility, and CDL third-party testing site training.

Staff maintained and updated the Transit Asset Management (TAM) Plan, City of Billings' Capital Improvement Plan (CIP), Equipment Replacement Plan (ERP) and Technology Replacement Plan (TRP) with upcoming and in- process capital projects, as well as fleet and facility metrics to ensure accurate capital and asset planning.

Updated the Public Transit Agency Safety Plan for MET Transit for the required annual review; this included additional training program development for operator and dispatch staff including focuses on transit employee assaults and de-escalation training.

Staff managed FTA Section 5303 grant activities and prepared the transit aspect of Unified Planning Work Program, along with completing quarterly narrative and drawdown reimbursement requests.

Staff continued to coordinate transportation services among 5310 transit providers, social service agencies, and the public to provide an overall strategy to enhance transportation access,

minimize duplication of services and facilitate the most appropriate cost-effective transportation possible within available resources. This also included outreach and engagement to improve and advance the coordination plan, as well as to improve community relations.

Completed Transit specific data for a TIP/STIP update for Amendments 2 and 3 of the five-year document, including programming for selected capital programs and attended all governing body approval meetings to ensure compliance.

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

Updated and began complete redesign of agency website to increase ease of use, as well as gain compliance with WCAG 2.1 ADA requirements. Continued to develop and implement an improved social media presence for public engagement, including campaigns about the AVL system, designated bus stops, hiring events, and route updates.

Staff reviewed ridership data in analysis of system functioning and passenger miles travelled metrics, assessed ridership trends, evaluated ADA lift use at bus stops, bike rack utilization, and prepared other information on system functioning, as requested.

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

Members of the transit division updated projections of future revenues and expenses and directed annual budget and financial resources analysis, including multi-year forecasts in response to changes to mill levy structure and funding sources and prepared FY27 Transit Division Operating and Capital Budget.

Transit members attended and participated in a diverse range of transit-related and general community meetings including the Billings Technical Advisory Committee (TAC), the Policy Coordinating Committee (PCC), City of Billings Transportation Team meetings, City of Billings Annexation Committees, Commuter Challenge, Aviation and Transit Board, MT 3 Billings Corridor Study, Age Friendly Billings, and Safe Routes to Schools in an effort to solicit partner and public feedback on current system usage, demands, successes, and shortfalls. As lead agency on the Coordinated Human Services Transportation Plan Committee, staff also provided guidance and updates to the plan.

Successfully completed Federal Transit Administration Triennial Compliance Review with only two deficiency findings; in preparation for review, staff completed extensive policy and procedural updates.

## **PROPOSED ACTIVITIES - FISCAL YEAR 2027**

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

- Complete development of a five-year Transit Development Plan including both short term and long-term transit goals and in-depth fixed-route system analysis in pursuit of additional service hours, additional routes to address growth projections, and more efficient and effective use of existing and new resources.
- Organizational structure analysis in support of Transit Development Plan.
- Develop and compile information on operating and capital projects for which MET Transit plans to utilize grant assistance, thus requiring inclusion in the TIP and STIP; included in this assessment is evaluating ongoing and future capital and operating requirements based upon projected demand and growth and continuing to assess financial and infrastructure requirements.
- Update the Division's TAM, CIP, ERP, TRP, and other plans as required.
- Quarterly progress and expenditure reports will be prepared and transmitted to the Montana Department of Transportation, Urban Planning Division to maintain funding requirements.
- The FY2027 UPWP will be monitored and revised as necessary, and transit activities for the FY2028 UPWP will also be developed within this element.
- Publish RFQ for architectural and engineering services for new five-year span.
- Staff will execute grant administrative functions including required monthly and annual reporting to the National Transit Database; staff will continue research and development regarding the utilization of FTA funding, including furthering innovative funding practices and partnerships.
- Procurement and implementation of further technology enhancements, including updated automatic passenger counters that will require certification, to gather fixed-route fleet data, improve efficiency, and further customer conveniences.
- Update Benchmarking Plan and maintain certification of automatic passenger counters when new equipment is received.
- Staff will continue to evaluate each bus stop for ADA compliance and suggest improvements based on priority of needs and funding availability, including programming awarded funds from FY25 Section 5310 for bus stop improvements.
- Maintenance of coordination agreements with 5310 providers and, as lead agency, complete updates to the Billings Area Human Services Transportation Coordination Plan.
- Participate with the TAC, Safe Routes to School, MPO Quarterly meetings, citizen advisory boards and other committees throughout the community, as needed.

- Staff will continue to update and implement the required Public Transit Agency Safety Plan, including annual updates to the PTASP and Safety Management System Reports, as well as further research and development of best practices.
- Continue research on feasibility of, and make recommendations for additional technology conveniences for passengers, including amenities at transfer centers and bus stops.
- Facilitation of public meetings to support system improvements, as well as specialized services for seniors and disabled.
- Using information collected from the Governance and Sustainability Study, perform additional analysis of fare structure, including comparisons to similar systems and populations to ensure equitable and sustainable fare generation.
- Analyze, develop, and recommend opportunities for MPO and Transit collaboration on projects eligible for multiple funding sources, including flex funding, to support integration of transit and overall surface transportation structure.
- Enhance development and implementation of education and outreach strategies to guide market research, promote public awareness, and engagement to increase ridership.

## **STAFFING**

541.00 Asst. Transit Director Staff Hours

1079.00 Transit Planner Staff Hours

204.00 Transit Operations Coordinator

239.94 Marketing and Outreach Coordinator Staff Hours

**2063.94 Total Staff Hours**

## **FUNCTIONAL AGENCY RESPONSIBILITY**

City of Billings Transit Division – MET Transit

## **PRODUCT**

- Transit Development Plan compiled by staff with data from public survey and outreach to guide future transit planning.
- Administrative oversight and execution of transit planning and development functions, including federally required plans.
- Enhancement of transit division skills and knowledge.
- Proper maintenance and administration of grant related activities.

**FUNDING SCHEDULE - ADMINISTRATION**

**FUNDS PROGRAMMED - FISCAL YEAR 2026**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>LOCAL</b>	<b>FTA</b>	<b>TOTAL</b>
MET	\$10,973	\$43,893	\$54,866
<b>TOTAL</b>	<b>\$10,973</b>	<b>\$43,893</b>	<b>\$54,866</b>

**FUNDS PROGRAMMED - FISCAL YEAR 2027**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>LOCAL</b>	<b>FTA</b>	<b>TOTAL</b>
MET	\$44,269	\$177,075	\$221,344
<b>TOTAL</b>	<b>\$44,269</b>	<b>\$177,075</b>	<b>\$221,344</b>

## 44.24.00 SHORT RANGE TRANSPORTATION PLANNING

### OBJECTIVE

To improve service, ridership, and effectiveness of the existing transit system, while ensuring citizens will have acceptable and improved public transportation alternatives in the future.

### ACCOMPLISHMENTS - FISCAL YEAR 2026

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

Staff updated several fixed routes and bus stops in response to needed and requested changes.

Together with SRF Consulting, Inc., staff completed and received approval from governing bodies for the Transit Financial Sustainability and Governance Study.

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

### PROPOSED ACTIVITIES - FISCAL YEAR 2027

Functions necessary in support of future transit planning and development will be performed under this work element, including continuation of activities undertaken in FY2026. These activities necessitate the ongoing cloud-based software costs and run-cutting module, for route development and planning, the cost of which is included in this element.

Activities are as follows:

- Continue investigating the feasibility of expanding service beyond existing city limits and engage county stakeholders in discussion regarding potential for service to outlying areas.
- Assess the feasibility of adding additional transfer locations, specifically in growing areas of the City, including the Heights and near the West End Reservoir locations.
- Assess feasibility of a rapid transit line to directly connect Heights, Downtown, and West End to decrease passenger travel time.
- Continue to analyze and evaluate current City and other area government practices for right of way requirements regarding future bus stop locations.

- Continue to develop and implement criteria for bus stop amenities and other required items and make changes to stop amenities as needed; make recommendations on funding priorities to support bus stops with high usage and infrastructure needs.
- Perform a community-wide survey regarding transit use, support, and feedback, as part of the Transit Development Plan, including public engagement and meetings.

**FUNCTIONAL AGENCY RESPONSIBILITY**

City of Billings Transit Division – MET Transit

**PRODUCT**

- Annual subscription to planning and scheduling software.
- Direct costs associated with Transit Development Plan outreach and public engagement, including survey software subscription and public meeting materials.

**FUNDING SCHEDULE – SHORT RANGE TRANSPORTATION PLANNING**

**FUNDS PROGRAMMED - FISCAL YEAR 2026**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>LOCAL</b>	<b>FTA</b>	<b>TOTAL</b>
MET	\$31,282	\$125,127	\$156,409
<b>TOTAL</b>	<b>\$31,282</b>	<b>\$125,127</b>	<b>\$156,409</b>

\*\*The 2026 amounts figure above includes \$45,000 for planning software and \$111,409 budgeted for staff hours.

**FUNDS PROGRAMMED - FISCAL YEAR 2027**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>LOCAL</b>	<b>FTA</b>	<b>TOTAL</b>
MET (DIRECT COSTS FOR TDP)	\$360	\$1,440	\$1,800
MET (PLANNING SOFTWARE)	\$9,640	\$38,560	\$48,200
<b>TOTAL</b>	<b>\$10,000</b>	<b>\$40,000</b>	<b>\$50,000</b>

\*All staff hours are now included in Program Support Administration.

## SECTION 2 – FUNDING SUMMARY

### FEDERAL FISCAL YEAR 2027

WORK ELEMENT	FUNDING SOURCES FY 2027			STAFF HOURS
	LOCAL	FTA	EST.COST	
<b>44.21.00 Program Support Administration</b>				
Staff Hours	\$44,269	\$177,075	\$221,344	2,063.94
<b>44.24.00 Short Range Transportation Planning</b>				
Direct Costs for TDP	\$360	\$1,440	\$1,800	
Planning Software	\$9,640	\$38,560	\$48,200	
<b>TOTAL</b>	<b>\$54,269</b>	<b>\$217,075</b>	<b>\$271,344</b>	<b>2,063.94</b>

### ALLOCATION OF COSTS

Expenditures identified include direct costs, benefits at the rate of 75% of direct salary or wages, and indirect costs at the rate of 11% of direct salary or wages.

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

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

**Meeting Date:** 07/07/2026

**Title:** MFPE Sheriff Deputies 2026 Montana Fair Stipend

**Submitted By:** Carol Redler

---

**TOPIC:**

2026 Montana Fair Stipend for Sheriff Deputies

**BACKGROUND:**

See attached document.

**RECOMMENDED ACTION:**

Approve and sign.

---

**Attachments**

2026 MT Fair stipend

---

## **MFPE Sheriff Deputies 2026 Montana Fair Stipend**

Effective August 7, 2026, through August 15, 2026, a Sheriff Deputy engaged in working a special off-duty assignment at the Montana Fair will receive compensation of time and one half at their rate of pay plus a \$16.00 per hour stipend for hours volunteered during the Fair. The stipend is taxable income and will be paid through the normal payroll process. Deputies volunteering to work the Fair may not exceed 16 hours for a daily shift. If a deputy works a normal 12-hour shift, they will be limited to 4 hours of special assignment at the Fair.

The Board of County Commissioners reserves the right to modify, amend, or alter this policy.

Approved this \_\_\_\_\_ day of July, 2026.

BOARD OF COUNTY  
COMMISSIONERS  
YELLOWSTONE COUNTY

THE MONTANA FEDERATION OF PUBLIC  
EMPLOYEES

\_\_\_\_\_  
MARK MORSE, CHAIRMAN

\_\_\_\_\_  
JOE DOMPIER, FIELD REP

\_\_\_\_\_  
MICHAEL J. WATERS, MEMBER

\_\_\_\_\_  
Christopher Etter, UNION PRESIDENT

\_\_\_\_\_  
CHRIS WHITE, MEMBER

\_\_\_\_\_  
Randy Nagel, UNION REPRESENTATIVE

\_\_\_\_\_  
MIKE LINDER, SHERIFF

ATTEST: \_\_\_\_\_  
JEFF MARTIN, CLERK & RECORDER

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

**Meeting Date:** 07/07/2026

**Title:**

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

---

**TOPIC:**

**PERSONNEL ACTION REPORTS - Clerk and Recorder** - 1 Appointment, 1 Termination; **IT** - 1 Termination; **MetraPark** - 1 Termination; **Youth Services Center** - 1 Salary & Other; **Finance** - 2 Salary & Other; 1 Termination; **Sheriff's Office**- 1 Salary & Other, 1 Termination; **Detention Facility** - 1 Termination; **IT** - 2 Salary & Other

**BACKGROUND:**

**RECOMMENDED ACTION:**

---

**Attachments**

PARS

---



Yellowstone County Commissioners  
RECEIVED

# Hire/Personnel Action Form

**JUN 25 2026**

## Employee Information

Employee  
Oliver Peters

## Hire Information

Position Details	Hire Req#	Job Type
Records Clerk (C) (1030)	202600436	Full-Time Regular
Person ID	Job Class	Pay Rate
67593785	Records Clerk (C)	\$18.46
Department	Job Class#	HireDate
Clerk & Recorder	1030	6/24/26

Division  
N/A

## Comments

1000.102.410940.111 replacing J. Rowse 100%

## Approvals

HUMAN RESOURCES	Kevin Gillen	6/24/26 4:22 PM
FINANCE	JENNIFER JONES	6/25/26 6:39 AM

Commissioners Action  
Approve Disapprove

Chair

MM \_\_\_\_\_

Member

[Signature] \_\_\_\_\_

Member

[Signature] \_\_\_\_\_

JUN 29 2026

YELLOWSTONE COUNTY  
PERSONNEL ACTION REPORT  
Section 1

Section 1 is to be completed by the initiating department for recommended personnel changes

Name: KATHLEEN DOKKEN Effective Date: 6/30/26  
Current Title: RECORDS CLERK Gr. 21:73/AA Salary \$ 45,198.46  
Title Change: \_\_\_\_\_ Gr. \_\_\_\_\_ Salary \$ \_\_\_\_\_

Check as Applicable:

Regular Full Time:  New Hire: \_\_\_\_\_  
Regular Part Time: \_\_\_\_\_ Rehire: \_\_\_\_\_  
Temp Full Time: \_\_\_\_\_ Termination:  RETIREMENT  
Temp Part Time: \_\_\_\_\_ Promotion: \_\_\_\_\_  
Seasonal Hire: \_\_\_\_\_ Transfer: \_\_\_\_\_  
Replaces position \_\_\_\_\_ Demotion: \_\_\_\_\_  
Name \_\_\_\_\_  
New Budgeted Position \_\_\_\_\_

Other: \_\_\_\_\_ Reclassification: \_\_\_\_\_

Funding: 1000 - 102 - 410940 - 111 Percent \_\_\_\_\_ New Account \_\_\_\_\_  
Percent \_\_\_\_\_ Split Account \_\_\_\_\_

MAO Elected Official/Department Head \_\_\_\_\_ Date 6/24/26

Section 2

Human Resources: \_\_\_\_\_ Finance: \_\_\_\_\_

Note: \_\_\_\_\_  
Ken Siler Director Date 6-24-26  
John Gamba Director Date 6-29-26

H.R. Comments: \_\_\_\_\_  
Commissioner's Action  
Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

Date entered in payroll \_\_\_\_\_  
Clerk & Recorder - original \_\_\_\_\_  
Human Resources - canary \_\_\_\_\_  
Auditor - pink \_\_\_\_\_  
Department - goldenrod \_\_\_\_\_  
Chair AK  
Member MSW  
Member [Signature]

JUN 29 2026

YELLOWSTONE COUNTY  
PERSONNEL ACTION REPORT

Section 1

Section 1 is to be completed by the initiating department for recommended personnel changes

Name: Konstantine Rutherford Effective Date: 6/22/2026  
Current Title: IT Engineer Gr. H Salary \$ 69576.08  
Title Change: \_\_\_\_\_ Gr. \_\_\_\_\_ Salary \$ \_\_\_\_\_

Check as Applicable:

Regular Full Time:  New Hire: \_\_\_\_\_  
Regular Part Time: \_\_\_\_\_ Rehire: \_\_\_\_\_  
Temp Full Time: \_\_\_\_\_ Termination:   
Temp Part Time: \_\_\_\_\_ Promotion: \_\_\_\_\_  
Seasonal Hire: \_\_\_\_\_ Transfer: \_\_\_\_\_  
Replaces position \_\_\_\_\_ Demotion: \_\_\_\_\_  
Name \_\_\_\_\_  
New Budgeted Position \_\_\_\_\_

Other: \_\_\_\_\_ Reclassification: \_\_\_\_\_

Funding: ~~6000~~ - ~~608~~ - ~~500800~~ Percent \_\_\_\_\_ New Account \_\_\_\_\_  
1000 - 115 - 410580 - 111 Percent 100 Split Account \_\_\_\_\_  
[Signature] 6/24/2026  
Elected Official/Department Head Date

Section 2

Human Resources: \_\_\_\_\_ Finance: \_\_\_\_\_

Note: \_\_\_\_\_ Note: \_\_\_\_\_  
Director Date Director Date  
Ken Lee 6-24-26 [Signature] 6-29-26

H.R. Comments: \_\_\_\_\_ Commissioner's Action  
Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

Chair MY \_\_\_\_\_  
Member MTN \_\_\_\_\_  
Member [Signature] \_\_\_\_\_

Date entered in payroll \_\_\_\_\_  
Clerk & Recorder - original \_\_\_\_\_  
Human Resources - canary \_\_\_\_\_  
Auditor - pink \_\_\_\_\_  
Department - goldenrod \_\_\_\_\_

JUN 29 2026

YELLOWSTONE COUNTY  
PERSONNEL ACTION REPORT

Section 1

Section 1 is to be completed by the initiating department for recommended personnel changes

Name: Samantha Johnson  
Current Title: Catering Coordinator

Effective Date: 6/30/2026  
Gr. E Salary \$ 25,684.16  
Gr. \_\_\_\_\_ Salary \$ \_\_\_\_\_

Title Change: \_\_\_\_\_

Check as Applicable:

Regular Full Time: \_\_\_\_\_  
Regular Part Time: \_\_\_\_\_  
Temp Full Time: \_\_\_\_\_  
Temp Part Time: \_\_\_\_\_  
Seasonal Hire: \_\_\_\_\_  
Replaces position Name: \_\_\_\_\_  
New Budgeted Position: \_\_\_\_\_

Other: \_\_\_\_\_

Funding: 5810 - 553 - 440442 - 111 Percent 100% New Account \_\_\_\_\_  
SJD Percent \_\_\_\_\_ Split Account \_\_\_\_\_  
Elected Official/Department Head \_\_\_\_\_ Date 6/29/26

Section 2

Human Resources: \_\_\_\_\_ Finance: \_\_\_\_\_

Note: \_\_\_\_\_  
Tom Allen 6.29.26  
Director Date  
Juliana 6.29.26  
Director Date

H.R. Comments: \_\_\_\_\_  
Commissioner's Action  
Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

Date entered in payroll \_\_\_\_\_  
Clerk & Recorder - original \_\_\_\_\_  
Human Resources - canary \_\_\_\_\_  
Auditor - pink \_\_\_\_\_  
Chair MA \_\_\_\_\_  
Member MSW \_\_\_\_\_  
Member [Signature] \_\_\_\_\_

JUN 29 2026

YELLOWSTONE COUNTY  
PERSONNEL ACTION REPORT

Section 1

Section 1 is to be completed by the initiating department for recommended personnel changes

Name: Chris Silveria Effective Date: 6/16/26  
Current Title: JCUJ Gr. 7 Salary \$ 25.47  
Title Change: \_\_\_\_\_ Gr. \_\_\_\_\_ Salary \$ -.70

Check as Applicable: \_\_\_\_\_  
Regular Full Time:  \_\_\_\_\_  
Regular Part Time: \_\_\_\_\_

Temp Full Time: \_\_\_\_\_  
Temp Part Time: \_\_\_\_\_  
Seasonal Hire: \_\_\_\_\_

Replaces position \_\_\_\_\_  
Name \_\_\_\_\_  
New Budgeted Position \_\_\_\_\_  
Other: no longer overnight

Funding: 2399-235 - 42025D - 111 Percent 100% New Account \_\_\_\_\_  
Percent \_\_\_\_\_ Split Account \_\_\_\_\_

Elected Official/Department Head \_\_\_\_\_ Date 6-25-26

Section 2

Human Resources: \_\_\_\_\_ Finance: \_\_\_\_\_

Note: \_\_\_\_\_  
Ken Green Director Date 6-29-26  
Julianne Director Date 6-29-26

H.R. Comments: \_\_\_\_\_ Commissioner's Action  
Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

Date entered in payroll \_\_\_\_\_  
Clerk & Recorder - original \_\_\_\_\_  
Human Resources - canary \_\_\_\_\_  
Auditor - pink \_\_\_\_\_  
Department - goldenrod \_\_\_\_\_  
Chair HY \_\_\_\_\_  
Member MDW \_\_\_\_\_  
Member [Signature] \_\_\_\_\_

JUN 29 2026

YELLOWSTONE COUNTY  
PERSONNEL ACTION REPORT

Section 1

Section 1 is to be completed by the initiating department for recommended personnel changes

Name: Matt McNeal Effective Date: 6.30.26  
Current Title: Accountant Gr. 4 Salary \$ 15,100  
Title Change: \_\_\_\_\_ Gr. \_\_\_\_\_ Salary \$ \_\_\_\_\_

Check as Applicable:

Regular Full Time: \_\_\_\_\_ New Hire: \_\_\_\_\_  
Regular Part Time: \_\_\_\_\_ Rehire: \_\_\_\_\_  
Temp Full Time: \_\_\_\_\_ Termination:   
Temp Part Time: \_\_\_\_\_ Promotion: \_\_\_\_\_  
Seasonal Hire: \_\_\_\_\_ Transfer: \_\_\_\_\_  
Replaces position \_\_\_\_\_ Demotion: \_\_\_\_\_  
Name \_\_\_\_\_  
New Budgeted Position \_\_\_\_\_

Other: \_\_\_\_\_  
Reclassification: \_\_\_\_\_

Funding: 1000 - 161 - 410510 - 111 Percent 100% New Account \_\_\_\_\_  
Percent \_\_\_\_\_ Split Account \_\_\_\_\_  
James Gomer 6.29.26  
Elected Official/Department Head Date

Section 2

Human Resources: \_\_\_\_\_ Finance: \_\_\_\_\_  
Note: Jan Allen 6-29-26 Note: James Gomer 6.29.26  
Director Date Director Date

H.R. Comments: \_\_\_\_\_ Commissioner's Action  
Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

Date entered in payroll \_\_\_\_\_  
Chair 117 \_\_\_\_\_  
Clerk & Recorder - original \_\_\_\_\_  
Member MTN \_\_\_\_\_  
Human Resources - canary \_\_\_\_\_  
Member CA \_\_\_\_\_  
Auditor - pink \_\_\_\_\_  
Department - goldendrod \_\_\_\_\_

YELLOWSTONE COUNTY  
PERSONNEL ACTION REPORT

JUN 30 2026

Section 1

Section 1 is to be completed by the initiating department for recommended personnel changes

Name: Selaine Ans  
Current Title: Snr Sec.  
Title Change: \_\_\_\_\_

Effective Date: 7.1.26  
Gr. \_\_\_\_\_ Salary \$ \$21.45/hr → \$22.52  
Gr. \_\_\_\_\_ Salary \$ \_\_\_\_\_

Check as Applicable:

Regular Full Time: \_\_\_\_\_  
Regular Part Time: \_\_\_\_\_  
Temp Full Time: \_\_\_\_\_  
Temp Part Time: \_\_\_\_\_  
Seasonal Hire: \_\_\_\_\_  
Replaces position Name: \_\_\_\_\_  
New Budgeted Position: \_\_\_\_\_  
Other: \_\_\_\_\_  
New Hire: \_\_\_\_\_ 5% Additional  
Rehire: \_\_\_\_\_ Duties  
Termination: \_\_\_\_\_ 6 months probationary period  
Promotion: \_\_\_\_\_  
Transfer: \_\_\_\_\_  
Demotion: \_\_\_\_\_  
Reclassification: \_\_\_\_\_

Funding: 1000 - III - 410510 - III  
Percent 100% New Account \_\_\_\_\_  
Percent \_\_\_\_\_ Split Account \_\_\_\_\_  
Selaine Ans  
Elected Official/Department Head Date 6-30-26

Section 2

Human Resources:

Finance:

Note: Selaine \_\_\_\_\_ Date 6-30-26  
Director

Note: \_\_\_\_\_ Date \_\_\_\_\_  
Director

H.R. Comments:

Commissioner's Action  
Approve Disapprove

Date entered in payroll \_\_\_\_\_  
Clerk & Recorder - original \_\_\_\_\_  
Human Resources - canary \_\_\_\_\_  
Auditor - pink \_\_\_\_\_  
Department - goldenrod \_\_\_\_\_

Chair MM \_\_\_\_\_  
Member MAN \_\_\_\_\_  
Member [Signature] \_\_\_\_\_

YELLOWSTONE COUNTY  
PERSONNEL ACTION REPORT

JUN 30 2026

Section 1

Section 1 is to be completed by the initiating department for recommended personnel changes

Name: Christy Linderson  
Current Title: SNR Sec.  
Title Change: \_\_\_\_\_

Effective Date: 7.1.26  
Gr. \_\_\_\_\_ Salary \$ \$21.00/hr → \$22.05/hr  
Gr. \_\_\_\_\_ Salary \$ \_\_\_\_\_

Check as Applicable:

Regular Full Time: \_\_\_\_\_  
Regular Part Time: \_\_\_\_\_

Temp Full Time: \_\_\_\_\_  
Temp Part Time: \_\_\_\_\_

Seasonal Hire: \_\_\_\_\_

Replaces position  
Name \_\_\_\_\_

New Budgeted Position \_\_\_\_\_

Other: \_\_\_\_\_

Funding: 1000-III - 410510 - III

Percent 100% New Account \_\_\_\_\_

Percent \_\_\_\_\_ Split Account \_\_\_\_\_

Christy Linderson  
Elected Official/Department Head

Date 6.30.26

Section 2

Human Resources: \_\_\_\_\_

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

Note: Ken Allen 6-30-26  
Director Date

Note: Christy Linderson 6.30.26  
Director Date

H.R. Comments: \_\_\_\_\_

Commissioner's Action  
Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

Date entered in payroll \_\_\_\_\_  
Clerk & Recorder - original  
Human Resources - canary  
Auditor - pink  
Department - goldenrod

Chair ML  
Member MSW  
Member [Signature]

50% Add'l  
Duties  
Comms  
prob/trial  
NY

JUN 29 2026

YELLOWSTONE COUNTY  
PERSONNEL ACTION REPORT

Section 1

Section 1 is to be completed by the initiating department for recommended personnel changes

Name: David Sanderlin Effective Date: 6/16/26  
Current Title: Deputy Sheriff FTO Gr. 4033 Salary \$ 4033  
Title Change: Deputy Sheriff Gr. 3965 Salary \$ 3965

Check as Applicable:

Regular Full Time:  New Hire:   
Regular Part Time:  Rehire:   
Temp Full Time:  Termination:   
Temp Part Time:  Promotion:   
Seasonal Hire:  Transfer:   
Replaces position Name:  Demotion:   
New Budgeted Position:  Reclassification:

Other: Demar FTO  Percent 100 New Account   
Funding: 2900-132 - 420150 - 111 Percent  Split Account   
Patricia 3-15 6-23-26  
Elected Official/Department Head Date

Section 2

Human Resources: Finance:  
Note: Ken Ylva 6-24-26 Julie Jones 6-29-26  
Director Date Director Date  
Commissioner's Action  
Approve  Disapprove

Date entered in payroll \_\_\_\_\_  
Clerk & Recorder - original \_\_\_\_\_  
Human Resources - canary \_\_\_\_\_  
Auditor - pink \_\_\_\_\_  
Department - goldenrod \_\_\_\_\_  
Chair MY \_\_\_\_\_  
Member MMW \_\_\_\_\_  
Member AO \_\_\_\_\_

JUN 29 2026

YELLOWSTONE COUNTY  
PERSONNEL ACTION REPORT

Section 1

Section 1 is to be completed by the initiating department for recommended personnel changes

Name: Mary Griggs Effective Date: 6-30-26  
Current Title: Law Enforcement Records Gr.      Salary \$ 18.57  
Title Change: Gr.      Salary \$     

Check as Applicable:

Regular Full Time: xx New Hire:       
Regular Part Time:      Rehire:       
Temp Full Time:      Termination: xx  
Temp Part Time:      Voluntary Promotion:       
Seasonal Hire:      Transfer:       
Replaces position Name      Demotion:       
New Budgeted Position      Reclassification:       
Other:     

Funding: 2300 - 134 - 420170 - 111 Percent 100 New Account       
Percent      Split Account     

Elected Official/Department Head      6-16-26 Date     

Section 2

Human Resources: Finance:       
Note:      Note:       
Ken Deles 6-24-26 John Griggs 6-29-26  
Director Date Director Date

H.R. Comments:      Commissioner's Action  
     Approve      Disapprove     

Chair       
Member       
Member     

Date entered in payroll       
Clerk & Recorder - original       
Human Resources - canary       
Auditor - pink       
Department - goldenrod

JUN 30 2026

YELLOWSTONE COUNTY  
PERSONNEL ACTION REPORT

Section 1

Section 1 is to be completed by the initiating department for recommended personnel changes

Name: Cody Silvesan Effective Date: 7/1/26  
Current Title: Asst. Facilities Super Gr. 9 Salary \$ 32.63  
Title Change: \_\_\_\_\_ Gr. \_\_\_\_\_ Salary \$ 34.27 590

Check as Applicable:

- Regular Full Time: \_\_\_\_\_
- Regular Part Time: \_\_\_\_\_
- Temp Full Time: \_\_\_\_\_
- Temp Part Time: \_\_\_\_\_
- Seasonal Hire: \_\_\_\_\_
- Replaces position Name: \_\_\_\_\_
- New Budgeted Position: \_\_\_\_\_
- Other: interim super. Addt. Duty

Funding: 2300 - 146 - 411200 - 111 Percent 100 New Account \_\_\_\_\_  
Percent \_\_\_\_\_ Split Account \_\_\_\_\_  
Elected Official/Department Head: [Signature] Date: 6-26-26

Section 2

Human Resources: \_\_\_\_\_ Finance: \_\_\_\_\_

Note: \_\_\_\_\_  
Director: Jim Allen Date: 6-29-26  
Director: [Signature] Date: 6-29-26

H.R. Comments: \_\_\_\_\_  
Commissioner's Action: \_\_\_\_\_  
Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

Date entered in payroll \_\_\_\_\_  
Clerk & Recorder - original \_\_\_\_\_  
Human Resources - canary \_\_\_\_\_  
Auditor - pink \_\_\_\_\_  
Department - goldenrod \_\_\_\_\_

Chair: [Signature]  
Member: [Signature]  
Member: [Signature]

JUN 5 0 2026

YELLOWSTONE COUNTY  
PERSONNEL ACTION REPORT

Section 1

Section 1 is to be completed by the initiating department for recommended personnel changes

Name: Edward Sweeney Effective Date: 7/1/26  
Current Title: Asst. Facilities Super Gr. G Salary \$ 28.41  
Title Change: \_\_\_\_\_ Gr. \_\_\_\_\_ Salary \$ 29.83 5%

Check as Applicable:

Regular Full Time: \_\_\_\_\_  
Regular Part Time: \_\_\_\_\_  
Temp Full Time: \_\_\_\_\_  
Temp Part Time: \_\_\_\_\_  
Seasonal Hire: \_\_\_\_\_  
Replaces position Name: \_\_\_\_\_  
New Budgeted Position: \_\_\_\_\_  
Other: interim Super.  
Advt. Duty

Funding: 1000 - 145 - 411200 - 111 Percent 100 New Account \_\_\_\_\_  
Percent \_\_\_\_\_ Split Account \_\_\_\_\_  
[Signature] Date 6-26-26  
Elected Official/Department Head

Section 2

Human Resources: \_\_\_\_\_ Finance: \_\_\_\_\_  
Note: [Signature] Date \_\_\_\_\_  
Director \_\_\_\_\_  
H.R. Comments: \_\_\_\_\_  
Commissioner's Action  
Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

Date entered in payroll \_\_\_\_\_  
Clerk & Recorder - original \_\_\_\_\_  
Human Resources - canary \_\_\_\_\_  
Auditor - pink \_\_\_\_\_  
Department - goldenrod \_\_\_\_\_  
Chair [Signature]  
Member [Signature]  
Member [Signature]



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

1. a.

**Meeting Date:** 07/07/2026

**Title:** Sworn Statements of Circulation

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

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**TOPIC:**

Sworn Statements of Circulation from Billings Gazette and Yellowstone County News

**BACKGROUND:**

See attached.

**RECOMMENDED ACTION:**

Place to file.

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**Attachments**

Billings Gazette Sworn Statement of Circulation

Yellowstone County News Sworn Statement of Circulation

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RECEIVED

JUN 30 2026

YELLOWSTONE COUNTY  
CLERK AND RECORDER

# COUNTY

## Sworn Statement of Circulation

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

To: Clerk and Recorder:

Yellowstone County

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

Name of Publication: Billings Gazette

Mailing Address: PO Box 36300

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

Publisher's Name: Matt Sandberg

Date Publication Established: May 2, 1885

Is the Publication of General Circulation?  Yes  No

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

Number of Days per Week Publication is published: 6

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

Yes  No

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



United States Postal Service

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

1. Publication Title: Billings Gazette
2. Publication Number: z o j d e
3. Filing Date: 06/01/2025
4. Issue Frequency: Every Day Except Some Holidays
5. Number of Issues Published Annually: 356
6. Annual Subscriptions Price: \$1,221.00

7. Complete Mailing Address of Known Office of Publication (Not printer) (Street, city, county, state, and ZIP+4)
Address: P.O. Box 36300 Billings MT 59107
City, State ZIP: Billings, Yellowstone County, MT 59101-1243

8. Complete Mailing Address of Headquarter or General Business Office of Publisher (Not Printer)
Address: P.O. Box 36300 Billings MT 59107
City, State ZIP: Billings, Yellowstone County, MT 59101-1243

9. Full Name and Complete Mailing Address of Publisher, Editor and Managing Editor (do not leave blank)
Publisher Name: Steve Kiggins
Address: P.O. Box 36300 Billings MT 59107
City, State ZIP: Billings, Yellowstone County, MT 59101-1243

10. Name and Complete Mailing Address of Publisher, Editor and Managing Editor (do not leave blank)
Name: Steve Kiggins
Address: P.O. Box 36300 Billings MT 59107
City, State ZIP: Billings, MT 59107

11. Name and Complete Mailing Address of Publisher, Editor and Managing Editor (do not leave blank)
Name: Steve Kiggins
Address: P.O. Box 36300 Billings MT 59107
City, State ZIP: Billings, MT 59107

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

Table with 2 columns: Full Name, Complete Mailing Address. Lists various entities like Law Enforcers, Madison Family of Companies, etc.

13. Name and Complete Mailing Address of Publisher, Editor and Managing Editor (do not leave blank)
Full Name: Barbara Hathaway
Complete Mailing Address: 5355 Farman St, Omaha, NE 68131-3378

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

PS Form 3526, July 2014

Table with 3 columns: Extent and Nature of Circulation, Average No. Copies Each Issue During Preceding 12 Months, No. Copies of Single Issue Published Nearest to Filing Date. Includes rows for Total Number of Copies, Paid and/or Requested Circulation, Total Paid Distribution, Free or Nominal Rate Distribution, Total Free or Nominal Rate Distribution, Copies not Distributed, Total (Sum of 12i and 12j), Percent Paid, and Total (Sum of 12i and 12j).

15. Electronic copy Circulation
a. Total Electronic Copies: 4,820
b. Total Paid Print Copies (Line 13c) + Paid Electronic Copies (Line 14a): 9,214
c. Total Print Distribution (Line 13f) + Paid Electronic Copies (Line 14a): 9,783
d. Percentage Paid (Both Print & Electronic Copies (14b divided by 14c x 100): 94.18%

16. Signature and Title of Editor, Publisher, Business Manager, or Owner
Signature: [Signature]
Title: Div Dir of Consumer Sales & Operations
Date: 07/21/2025

I certify that all information furnished on this form is true and complete. I understand that anyone who furnishes false or misleading information on this form or who omits material or information requested on the form may be subject to criminal sanctions (including fines and imprisonment) and/or civil sanctions (see 49 USC 3685).

RECEIVED

JUN 30 2026

COUNTY

YELLOWSTONE COUNTY  
CLERK AND RECORDER

### Sworn Statement of Circulation

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

To: Clerk and Recorder:

Yellowstone County

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

Name of Publication: Yellowstone County News

Mailing Address: P.O. Box 130

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

Publisher's Name: Jonathan & Tania McNiven

Date Publication Established: 1977

Is the Publication of General Circulation?  Yes \_\_\_ No

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

Number of Days per Week Publication is published: 1

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

Yes \_\_\_ No

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

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

	Within County	Outside of County
Average Net Circulation Paid:		
By Mail or Carrier	<u>1,782</u>	<u>76</u>
By Rack or Newsstand	<u>456</u>	<u>0</u>
Average Net Circulation Free:	<u>—</u>	<u>—</u>
By Mail or Carrier	<u>206</u>	<u>25</u>
By Rack or Newsstand	<u>31</u>	<u>0</u>
Total Average Net Circulation Per Issue:*	<u>2,475</u>	<u>101</u>

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

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

Jonathan S. W. W. Date 6/29/26  
Signature and Title of Editor, Publisher, Business Manager, or Owner



**UNITED STATES  
POSTAL SERVICE®**

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

1. Publication Title <u>Yellowstone County News</u>	2. Publication Number <u>454-450</u>	3. Filing Date <u>9/30/25</u>
--------------------------------------------------------	-----------------------------------------	----------------------------------

4. Issue Frequency <u>Weekly</u>	5. Number of Issues Published Annually <u>52</u>	6. Annual Subscription Price <u>\$49.00</u>
-------------------------------------	-----------------------------------------------------	------------------------------------------------

7. Complete Mailing Address of Known Office of Publication (Not printer) (Street, city, county, state, and ZIP+4®) <u>P.O. Box 130, Huntley, MT 59037</u>	Contact Person <u>Jonathan McNiven</u>
	Telephone (Include area code) <u>406-672-5941</u>

8. Complete Mailing Address of Headquarters or General Business Office of Publisher (Not printer)  
SAME

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

Publisher (Name and complete mailing address)  
SAME

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

Managing Editor (Name and complete mailing address)  
SAME

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

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

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

Full Name	Complete Mailing Address

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

13. Publication Title <i>Yellowstone County News</i>		14. Issue Date for Circulation Data Below <i>9/30/25</i>	
15. Extent and Nature of Circulation <i>General circulation</i>		Average No. Copies Each Issue During Preceding 12 Months	No. Copies of Single Issue Published Nearest to Filing Date
a. Total Number of Copies (Net press run)		<i>3,000</i>	<i>3,000</i>
b. Paid Circulation (By Mail and Outside the Mail)	(1) Mailed Outside-County Paid Subscriptions Stated on PS Form 3541 (Include paid distribution above nominal rate, advertiser's proof copies, and exchange copies)	<i>43</i>	<i>39</i>
	(2) Mailed In-County Paid Subscriptions Stated on PS Form 3541 (Include paid distribution above nominal rate, advertiser's proof copies, and exchange copies)	<i>802</i>	<i>798</i>
	(3) Paid Distribution Outside the Mails Including Sales Through Dealers and Carriers, Street Vendors, Counter Sales, and Other Paid Distribution Outside USPS®	<i>1,223</i>	<i>1,213</i>
	(4) Paid Distribution by Other Classes of Mail Through the USPS (e.g., First-Class Mail®)	<i>0</i>	<i>0</i>
c. Total Paid Distribution [Sum of 15b (1), (2), (3), and (4)]		<i>2068</i>	<i>2050</i>
d. Free or Nominal Rate Distribution (By Mail and Outside the Mail)	(1) Free or Nominal Rate Outside-County Copies included on PS Form 3541	<i>32</i>	<i>38</i>
	(2) Free or Nominal Rate In-County Copies Included on PS Form 3541	<i>110</i>	<i>102</i>
	(3) Free or Nominal Rate Copies Mailed at Other Classes Through the USPS (e.g., First-Class Mail)	<i>0</i>	<i>0</i>
	(4) Free or Nominal Rate Distribution Outside the Mail (Carriers or other means)	<i>341</i>	<i>338</i>
e. Total Free or Nominal Rate Distribution (Sum of 15d (1), (2), (3) and (4))		<i>483</i>	<i>478</i>
f. Total Distribution (Sum of 15c and 15e)		<i>2551</i>	<i>2528</i>
g. Copies not Distributed (See Instructions to Publishers #4 (page #3))		<i>449</i>	<i>472</i>
h. Total (Sum of 15f and g)		<i>3000</i>	<i>3000</i>
i. Percent Paid (15c divided by 15f times 100)		<i>81%</i>	<i>81%</i>

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



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

16. Electronic Copy Circulation

	Average No. Copies Each Issue During Preceding 12 Months	No. Copies of Single Issue Published Nearest to Filing Date
a. Paid Electronic Copies	334	344
b. Total Paid Print Copies (Line 15c) + Paid Electronic Copies (Line 16a)	2402	2394
c. Total Print Distribution (Line 15f) + Paid Electronic Copies (Line 16a)	2885	2872
d. Percent Paid (Both Print & Electronic Copies) (16b divided by 16c × 100)	83%	83%

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

17. Publication of Statement of Ownership

If the publication is a general publication, publication of this statement is required. Will be printed

Publication not required.

in the 10/3/25 issue of this publication.

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

Date

*Jonathan D. [Signature]*

9/30/25

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

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

1. b.

**Meeting Date:** 07/07/2026

**Title:** Board Minutes

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

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**TOPIC:**

Board Minutes - Yellowstone Conservation District

**BACKGROUND:**

See attached.

**RECOMMENDED ACTION:**

Place to file.

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**Attachments**

Yellowstone Conservation Board Minutes

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**YELLOWSTONE CONSERVATION DISTRICT**

PO Box 80088, Billings MT 59108 1670 48<sup>th</sup> St. W Suite 2, Billings, MT 59106  
Phone: 406.690.9326 email: [lvie@mt.gov](mailto:lvie@mt.gov)

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**YELLOWSTONE CONSERVATION DISTRICT  
Board Meeting Minutes**

**May 26, 2026**

1670 48<sup>th</sup> St. West Suite #2, Billings MT 59106

1:00 pm

**BOARD MEMBERS PRESENT:** Chad Sedgwick - Chair, Brad Kraft - Vice-Chair, Leroy Gabel, Jackie Haaland, Bryan Mothershead

**BOARD MEMBERS ABSENT:** Stacey Robinson

**NON-BOARD PRESENT:** LaVerne Ivie - YCD; Mike Waters & Chris White- Yellowstone Co. Commissioners;  
Steve Williams - Yellowstone Co. Attorney;  
Crystal White - PF/NRCS; Demi Blythe - FWP; Dan Rostad - YRCDC  
Carolyn Siever, YRPA; Ronni Tallerico, Yellowstone Co. Floodplain  
Virtually: Seanna Torske, NRCS; Veronica Wolf, DNRC

**Chair Sedgwick called the meeting to order at 1:00 pm**

**Roll Call** - After the introductions, Sedgwick informed attendees: All issues will be addressed to the Chair; public comments are always welcome but wait until the issue is addressed on the agenda, ask to be recognized by the chair and then limit comments to 3 minutes; no action will be taken on any item not on the agenda.

**Agenda Changes:** None

**Minutes:** Mothershead made a motion to approve April 21, 2026, Minutes as written and reviewed, second by Haaland, motion passed.

**Board member absences:** Kraft made a motion to approve Stacey Robinson's absence from today's meeting for personal reasons, second by Gabel, motion passed.

**310's** .

• **Applications, Emergencies, Complaints & Violations:**

- **YE-17-26 - Andrew Hyams - tributary to Duck Creek** - application to install a bridge was returned requesting further information, maps and drawings.
- **YE-18-26 - Tri-County Telephone Association - Blue Creek** - Installation of HDPE conduits via directional drilling (boring) under all water bodies/creek beds. The bore length for the area is 428' which extends far beyond the creek itself. The width will be approximately 6" and will be a minimum of 10' beneath the creek bed. **Board discussion and decision:** Gabel made a motion to declare a non-project because it does not impact the immediate bed or bank of Blue Creek, second by Mothershead, motion passed.
- **YE-19-26 - Yellowstone River Parks Association - Yellowstone River** - Sievers presented details for the repair of the existing boat ramp structure at the Blue Creek Fishing Access Site. The project involves replacing rock material that has been washed downstream since the ramp's original construction in 2019. The resulting scour hole at the end of the ramp creates a significant safety hazard for recreationists. The proposed repair area is approximately 14 feet wide by 12 feet long and will require no new bank disturbance. **Inspection Date and Team:** March 19, 2026; Gabel, Haaland, Ivie, YRPA representatives, and Blackburn. **Board Decision:** Gabel moved to approve the project as submitted. Kraft seconded the motion, motion passed.

- **YE-20-26 - Joseph McCuen - 'Cove Creek'** - The project site consists of sagebrush, grass, and scattered trees. The property slopes toward a drainage, sometimes referred to as "Cove Creek"; however, the drainage only conveys water during weather events. A 6-inch PVC gravity main will be installed underground from the existing manhole (MH) on the south side of the property to the proposed home site. Installation of the pipe will be completed using an open-cut trench method. **Board Decision:** Kraft made a motion to declare the proposal a non-project because the project has no impact on the immediate bed or bank of a perennial flowing stream. Mothershead seconded the motion. The motion passed.
- **Other 310 Issues & Projects**
  - **310 Model Rule changes:** The board set July 7, 2026 for the Public Hearing to adopt changes to the 310 Law. The hearing will be noticed in the Yellowstone County News following YCD's public hearing rules.
  - **Yellowstone River CD Council - Dan Rostad**
    - Channel migration zone updates: provided a copy of the Yellowstone River Bankline's and Channel Plugs comparing interpreted bank full conditions of 2001 v 2023 noting that the river has not changed much in the past 22 years.
    - YR tour will be held July 16th and YCD personnel are encouraged to attend
    - TMDL's - numeric standards have been replaced with narrative standards and EPA approval is pending. He discussed challenges with nutrient levels and arsenic contamination.
- **Old Business**
  - **Personnel Committee** - will meet with a prospective part time employee this summer.
- **New Business**
  - **YR Water Reservation Fees structure discussion** - The Board discussed YCD's fee structure and noted that it does not adequately account for the annual reporting workload, particularly when the Administrator must make multiple contacts with water users to obtain required reports. The Board discussed implementing an annual reporting fee in the range of \$100-\$500 using a sliding-scale model. Under the proposed concept, reports submitted on time would incur a minimal fee or no fee, while additional fees would be assessed for each week a report is submitted late. **Board Decision:** Gabel made a motion to table any changes to the fee structure for late reports until the next YCD Board meeting to allow time for additional information to be gathered. Haaland seconded the motion. The motion passed.
- **Treasurer's Report**
  - **T-Report:** Gabel made a motion to accept April's Treasurer's report as submitted and reviewed, second by Mothershead, motion passed.
  - **Dues & Donations requests:**
    - **Arbor Day venue donation** - Gabel made a motion to donate \$200 in appreciation for the use of the indoor greenhouse during the Arbor Day event, second by Haaland, motion passed.
  - **Travel & Meetings:** June 4 - Chamber of Commerce Ag tour (no one can attend); June 16 - Fly Creek water sampling close-out meeting (Gabel, Sedgwick, Ivie); June 20 - Pollinator Fair (Haaland, Ivie, Kraft, Mothershead); June 22 - Realtor's luncheon (Kraft, Ivie); June 23 - Co. Commissioners budget hearing (Sedgwick, Kraft, Ivie)

#### **Standing Committee Reports**

- **Arbor Day April 24, 2026** - All agreed the tree giveaway was a huge success.
- **Fly Creek Close-out Meeting** - The landowner meeting was scheduled for May 20<sup>th</sup>, but the main presenter cannot attend on that date. The group will reschedule for a day in June.
- **Pollinator Fair status** - Haaland, White & Ivie - The pollinator fair is on track for June 20<sup>th</sup> at Pioneer Park. The planning group will review and adjust the supplies budget due to increased expected attendance. Coordinate with tree climbing organization on cross-marketing and food trucks.
- **YR Water Reservation applications:**

- Double L Ranch - Another Form 606 will be filled out June 29<sup>th</sup> with the DNRC Billings office
- Wade Keller and Brandon Keller - Public Hearing is scheduled for July 7, 2026
- Mill Creek Farm - will require a change in the point of diversion so we are looking at several planning meetings.
- **Westend Reservoirs** - no report

#### Partner/Agency Reports

- **YCD Administrator Report** - sent to Supervisors prior to the meeting.
- **Partner Biologist Report** - White contributed throughout the meeting.
- **Army Corps of Engineers** - unable to attend meeting
- **Beartooth RC&D** - Mothershead attended the last meeting and reported: Beartooth RC&D recently announced a new partnership with GIS Web Tech to provide a leading-edge geographic systems (GIS) research and property search technology. GURU is the new on-line site selection solution that will soon be available on BRCD website. It will provide extensive online search capabilities as well as data analysis for the Beartooth region's real estate listings.
- **DNRC** - CDB report emailed to supervisors and Wolf provided input throughout the meeting when asked.
- **Fish, Wildlife & Parks** - Demi Blythe - FWP Region 5 is entering June 2026 with worsening drought conditions. No hoot owl restrictions currently and unlikely over the next two weeks; Shocked the town section (Blue Creek to just above Western Sugar intake) - lots of nongame species, game species include smallmouth bass, sauger, brown trout.
- **NRCS - Seanna Torske** - MT received more money for CPS applications, and the offices are currently working on getting the application on file contracted. The new NRCS Chief hails from Texas.
- **Yellowstone County**
  - **Yellowstone County Commissioner** - Commissioners Chris White and Mike Waters were present for the entire meeting and contributed comment when appropriate.
  - **Yellowstone Co. Extension** - Sammartano is coordinating Extension's role in the Pollinator Fair event.
  - **Yellowstone Co. Floodplain** - Ronni Tallerico - nothing new to report
  - **Yellowstone Co. Weed Department** - Joe Lockwood - unable to attend meeting
  - **Yellowstone River Parks Association** - Carolyn Siever discussed the weed district conducting an experimental treatment for White Bryony at Dover Park. YRPA and Two Moon Park - oversee mastication project for Russian Olive and Buckthorn removal this fall and use as example for woody invasive treatment.
- **Unscheduled Matters:** none
- **Public comments** - none
- **Next YCD Board Meeting** - July 7, at 1:00 pm
- Kraft motion to adjourn the meeting at 2:15 pm, second by Gabel.

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

**Meeting Date:** 07/07/2026

**Title:** Checks and Disbursements for June 2026

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

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**TOPIC:**

Checks and Disbursements for June 2026

**BACKGROUND:**

See attached.

**RECOMMENDED ACTION:**

Place to file.

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**Attachments**

Checks and Disbursements for June 2026

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Yellowstone County Commissioners  
RECEIVED

Fine Fee Summary  
From 06/01/2026 06:01 AM to 06/30/2026 06:00 PM  
All Case Types and Sub-Types  
All Clerks

JUL 02 2026  
*MH MINTA*

**Receipts**

**Bond Payment**

Criminal Bond 10,000.00

Subtotal: 10,000.00

**Case Payment**

Billings Drug Forfeiture Fund 1,192.11

Billings Drug Fund City 1,505.00

Case Payment Overage 53.00

Drug Forfeiture Fund County 74.00

Felony Surcharge 2,063.33

Fine 8,770.33

Legal Fee 2,850.41

MHP Drug Fund 251.97

Misdemeanor Surcharge 152.95

Public Defender Fee 1,187.15

Technology Surcharge 442.55

Victim Witness Admin Fee 45.00

Victim Witness Surcharge 2,133.00

Yellowstone County Sheriff Office Drug Fines 50.00

Subtotal: 20,770.80

**Civil Filing Payment**

Adoption 525.00

Appearance 1,050.00

Certification with a Seal 74.00

Commencement of Action or Proceedings / Invalidity 3,480.00

Copies - 11 Pages or More 14.50

Copies - First 10 Pages 51.00

Copy of Decree of Dissolution 430.00

Executions, Orders of Sale, Writs 25.00

Foreign Judgment 270.00

Guardianship/Conservatorship Probate/ Formal And Informal 300.00

Judgment Entry From Prevailing Party 1,150.00

Marriage License 7,791.00

Petition For Dissolution 3,800.00

Petition For Legal Separation 180.00

Substitution of Judge 200.00

Transcript of Records From Other Courts 10.00

Subtotal: 19,350.50

**Misc. Payment**

Administration Fee 2.00

Authentication or Exemplification Fee 42.00

Certification With A Seal 620.00

## Fine Fee Summary

From 06/01/2026 06:01 AM to 06/30/2026 06:00 PM  
All Case Types and Sub-Types  
All Clerks

**Receipts****Misc. Payment**

Copies - 11 Pages or More	737.50
Copies - First 10 Pages	453.00
Copies by Email, Fax, etc - Outgoing	349.00
Copy of Decree of Dissolution	390.00
Copy of Marriage License	605.00
Postage	20.00
Substitution of Judge	100.00

Subtotal:	<u>3,318.50</u>
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**Trust Receipt**

Trust	142,322.13
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Subtotal:	<u>142,322.13</u>
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**Unapplied Receipt Accept**

Unapplied Receipt	30,740.51
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Subtotal:	<u>30,740.51</u>
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<b>Total Receipts:</b>	<u>226,502.44</u>
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**Transfers****Case Payment**

Billings Drug Forfeiture Fund	15.46
Billings Drug Fund	1.66
Billings Drug Fund City	6.67
Felony Surcharge	483.00
Fine	56.26
Legal Fee	217.25
Misdemeanor Surcharge	19.26
Public Defender	12.73
Public Defender Fee	160.39
Technology Surcharge	126.29
Victim Witness Admin Fee	8.84
Victim Witness Surcharge	227.12

Subtotal:	<u>1,334.93</u>
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**Civil Filing Payment**

Adoption	105.00
Appearance	4,130.00
Commencement of Action or Proceedings / Invalidity	11,040.00
Executions, Orders of Sale, Writs	2,775.00
Foreign Judgment	450.00
Guardianship/Conservatorship Probate/ Formal And Informal	3,500.00
Judgment Entry From Prevailing Party	1,350.00
Paternity	120.00

Fine Fee Summary

From 06/01/2026 06:01 AM to 06/30/2026 06:00 PM  
All Case Types and Sub-Types  
All Clerks

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**Transfers**

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**Civil Filing Payment**

Petition For Contested Amendments to Parenting Plan	120.00
Petition For Dissolution	4,800.00
Probate / Foreign PR With Certificate	85.00
Substitution of Judge	700.00
Transcript of Judgment	950.00

Subtotal: 30,125.00

**Total Transfers:** 31,459.93

**Report Total:** **257,962.37**

End of Period Disbursement Detail  
 Bank Account: Wells Fargo - 9505883054925  
 From 07/01/2026 to 07/01/2026  
 Total Only

Check Number: None

Date	Description	Case Number	Payer	Citation No.	Amount	
<b>Account 200-0001 - Adoptive Services Special Revenue 7462</b>						
					Account 200-0001 Total:	\$450.00
<b>Account 200-0155 - Billings Drug Fund City 7850-000-021240</b>						
					Account 200-0155 Total:	\$2,720.90
<b>Account 200-0400 - County Drug Forfeiture</b>						
					Account 200-0400 Total:	\$74.00
<b>Account 200-0450 - District Court Fund</b>						
					Account 200-0450 Total:	\$4,522.00
<b>Account 200-0500 - Domestic Violence Intervention Program 7468</b>						
					Account 200-0500 Total:	\$1,911.00
<b>Account 200-0525 - Felony Surcharge</b>						
					Account 200-0525 Total:	\$2,546.33
<b>Account 200-0550 - Fines 7466</b>						
					Account 200-0550 Total:	\$11,894.25
<b>Account 200-0650 - Indigent Legal 7466</b>						
					Account 200-0650 Total:	\$1,360.27
<b>Account 200-0700 - Misdemeanor Surcharge</b>						
					Account 200-0700 Total:	\$172.21
<b>Account 200-0765 - Drug Violation Fines 2300.000.000.351021.000</b>						
					Account 200-0765 Total:	\$50.00
<b>Account 200-0780 - Drug Forfeiture Due to State 7450.000.000.021220.0</b>						
					Account 200-0780 Total:	\$251.97
<b>Account 200-0800 - State General 7461</b>						
					Account 200-0800 Total:	\$20,141.00
<b>Account 200-0850 - State General Additional Filing Fee 7461</b>						
					Account 200-0850 Total:	\$4,380.00
<b>Account 200-0900 - State General Commencement of Action 7463</b>						
					Account 200-0900 Total:	\$10,980.00
<b>Account 200-0950 - State General Dissolution 7464</b>						
					Account 200-0950 Total:	\$7,310.00
<b>Account 200-1000 - State General Legal Separation 7465</b>						
					Account 200-1000 Total:	\$150.00
<b>Account 200-1050 - Technology Surcharge 7458</b>						
					Account 200-1050 Total:	\$3,518.84

End of Period Disbursement Detail  
Bank Account: Wells Fargo - 9505883054925  
From 07/01/2026 to 07/01/2026  
Total Only

Check Number: None

Date	Description	Case Number	Payer	Citation No.	Amount
<b>Account 200-1200 - Victim Witness Admin Fee</b>					
<b>Account 200-1200 Total:</b>					<b>\$53.84</b>
<b>Account 200-1250 - Victim Witness Surcharge</b>					
<b>Account 200-1250 Total:</b>					<b>\$2,360.12</b>
<b>Check Total:</b>					<b>\$ 74,846.73</b>
<b>Report Total:</b>					<b>\$74,846.73</b>

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

3. a.

**Meeting Date:** 07/07/2026

**Title:** Board Minutes

**Submitted By:** Erika Guy

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**TOPIC:**

Board Minutes - DUI Task Force June 2026

**BACKGROUND:**

See Attached

**RECOMMENDED ACTION:**

File

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**Attachments**

Board Minutes

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Yellowstone County DUI Task Force  
PO Box 20982  
Billings, MT 59104

**Yellowstone County DUI Task Force AOD Symposium Planning Meeting  
June 18, 2026**

**Present:** Monty Wallis, Bob Drake, Andrew Loken, Kevin Holland, Haley Swan, Travis Sylvester, Karen Sylvester, Brennen Plucker, Jenna Solomon, Brandon Gatlin, Kacy Keith, Brandon Ihde, Darla Tyler-McSherry.

Brandon called the meeting to order at 11:09 AM.

The group discussed getting the Save the Date information out that includes date, time, location. Travis stated he could get this information out with limited design by the end of next week. Then, we can follow up with additional messaging and more customized/stylized that is approved by the Task Force via email vote. The tailored look would be ready to go within the month of August.

Darla reached out to Vinnie Montez. We have cost information, and the group determined we want to explore more options with him, including an after-hours comedy event, his presentation on mental health, and also his presentation on comedy and mental health. Darla will follow up and report out.

The group is also interested in potentially having Dominic Syracuse return as a presenter. He has an after-hours event titled, "Comedy That Cares" that helps raise funds for local non-profits. Darla will reach out to learn more and report out.

Brandon reported that the North Dakota conference was a positive event, and that he made several connections and has contact information. The conference booklet will be scanned and sent out with the planning meeting minutes. He stated the presentation on cannabis by Sgt. Haskell was excellent. We have made preliminary inquiries about his availability and are waiting to hear back. Brandon said that Robert Stack from NHTSA could also be a potential option for us to explore. We will compensate the registration fees for neighboring states' DUI Task Force Chairs and Coordinators to attend our Symposium.

We will explore Vision Zero funding options along with our grants and sponsors.

Brandon stated it may be possible to have the trailer that is in North Dakota that houses the car involved in a DUI crash pulled to our event.

Today's meeting was brief due to the upcoming RFP review and vote. Meeting adjourned at 11:30 AM.



Yellowstone County DUI Task Force  
 PO Box 20982  
 Billings, MT 59104

**Yellowstone County DUI Task Force Meeting Minutes  
 June 18, 2026**

**Present:** Monty Wallis, Bob Drake, Andrew Loken, Kevin Holland, Haley Swan, Karen Sylvester, Travis Sylvester, Brennen Plucker, Jenna Solomon, Brandon Gatlin, Kacy Keith, Brandon Ihde, Darla Tyler-McSherry. **Excused:** Sam Atwood, Ben Milam, Sam Morris, Kent O'Donnell, Shaun Pisk, Gabby Thompson.

Brandon called the meeting to order at 12:01 PM.

Members received the May meeting minutes via email. Kacy made a motion to approve the May meeting minutes without changes. Karen seconded the motion. Motion approved.

Brandon asked for any new Conflicts of Interest to disclose. None were reported at this time.

Members received the budget reports via email. No questions were brought forward at this time.

Travis provided the social media report. They are utilizing the messaging of the "100 Deadliest Days on the Road". They are conducting campaigns focusing on the summer holidays, especially the 4<sup>th</sup> of July. These are one of the campaign messages we have, along with alcohol and cannabis. Travis asked for suggestions for other topics to address and it was suggested to include boating and substance abuse.

The DUI Task Force received four (4) RFP applications by the June 1 deadline:

Organization	Project	Nexus to DUI	Requested	Approved
STEER Court	All Rise Conference	Training for STEER Court staff inc. Officer Pisk	\$6,000	\$3,000
Laurel PD	DUI OT Patrol	DUI Interdiction	\$1,500	\$1,500
Sheriff's Office	DUI OT Patrol	DUI Interdiction	\$2,500	\$2,500
MT Highway Patrol	DUI Patrol/OT Callout	DUI Interdiction	\$3,000	\$3,000
<b>Total</b>			<b>\$13,000</b>	<b>\$10,000</b>

Monty made a motion to approve the RFPs with the following amounts: STEER Court \$3,000: Laurel PD \$1,500: Sheriff's Office \$2,500: and MHP \$3,000. Karen seconded the motion. Motion approved.

Brandon provided an overview of the Symposium Planning meeting. He attended the North Dakota conference and reported that it was an informative event, and he made several contacts for potential presenters for our event. He will be reimbursed for \$173.21 for fuel costs, as approved at the May meeting. The ND event was for law enforcement only. Darla will send the PDF of the North Dakota schedule and speaker info along with the meeting minutes. Brandon noted that AAA was the sponsor of the ND lunch; perhaps it is a potential sponsor for our event. The Chair and Coordinator of this event will attend ours and we will compensate them for their registration fee. The group discussed using QR codes to enter questions for panelists/presenters and the emcee reads the question. The group also discussed a potential after-hours comedy event featuring Vinnie Montez and/or Dominic Syracuse. Brandon stated it may be possible for us to have trailer in ND that houses the car that carried 5 victims of a DUI crash brought to the Symposium.

Darla shared that our FY 2027 Strategic Plan is on the Commissioners agenda for approval. A signed copy will be sent with the meeting minutes.

Setup for the Laurel 4<sup>th</sup> of July parade begins at 10:00 on Saturday, July 4. Contact Haley if you'd like to volunteer.

Kacy is collecting information for apparel through SanMar. Each Task Force member will pay for their own apparel, and the Task Force will pay to have our logo applied.

The Ales for Trails event takes place this year on Friday, August 28. We will have our table and water and potentially swag items along with the interactive spin the wheel game. Darla will send out a volunteer sign up as the time gets closer. Historically, the shifts are 4:00-6:00, 6:00-8:00 and 8:00-10:00 or until the water supply is exhausted. Kevin volunteered to help and Kacy agreed to sponsor the water.

Travis will compile potential options and pricing information for swag items for us to consider at the next meeting.

For New Business items Kevin said that the Montana Law Enforcement Museum is hosting a golf tournament next weekend in Butte. A 4-person team registration is \$100.

Andrew said that STEER & CAMO Court are hosting a golf tournament. Contact Andrew for more information.

The Task Force will consider the Coordinator contract at the July meeting. The current contract runs through November 30.

Brandon asked for a motion to adjourn. Andrew made a motion to adjourn. Kevin seconded. Motion approved.

Meeting adjourned at 12:55 PM.

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

3. b.

**Meeting Date:** 07/07/2026

**Title:** Board Minutes

**Submitted By:** Erika Guy

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**TOPIC:**

Board Minutes - Allies in Aging Board Minutes January 2026 - May 2026

**BACKGROUND:**

See Attached

**RECOMMENDED ACTION:**

File

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**Attachments**

1.28.26

2.25.26

3.25.26

5.20.26

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## BOARD MEETING MINUTES

Board of Directors Meeting  
January 28, 2026 Noon – 1:30 PM  
In person at Avenue D and Teams



**Present:** Brooke Rivera, Graham Scott (Teams), Amy Carter, Sue DeVries, Jeff Tibbals, Brian McHugh, Corinne Streeter, Brandon Hoskins (Teams), Linda Roers (Teams), Becky Rosenleaf, Heather Hirsch, Duane Loken, Chris White  
**Staff:** Erika Purington, Tyler Amundson, Kristen Rose, Evelyn Dempsey, Jason Rodriguez, Taylor Abrahms (Board Mentee), Bridget Stewart  
**Guests:** Mary Beth Brotzel

**Call to Order:** Brooke called the meeting to order at 12:01 PM

### Approval of Minutes:

**\*\*Motion was made to approve the minutes of December 3, 2025, meeting by Sue DeVries, 2<sup>nd</sup> by Amy Carter. Motion unanimously approved.**

**Introduction:** Mary Beth Brotzel

**Correspondence:** Many thank you cards from staff to the Board for the fabulous Holiday Party!!

**Public Comment:** No comment

**Board Development & Education** - Meals on Wheels (Stacy out on route-no discussion)

**Mission in Action:** Jerry Wamsley

- Mary Beth Brotzel shared Jerry's story
- Widower who volunteered at numerous organizations - quiet, positive presence
- Endowed our organization with a very generous amount

**Finance/Personnel Committee Chair Assignment:** Board President nominated Brian McHugh

**\*\*Motion to install Brian McHugh as Finance and Personnel Committee Chair made by Duane Loken, 2<sup>nd</sup> by Corinne Streeter. Motion unanimously approved**

**Fund Development/Marketing Committee:** Sue DeVries gave the committee report

- The focus is on upcoming fundraisers

- “The Party” - Adult prom - May 8, 2026, at the Northern
  - Wine Pull suggested as opposed to Booze basket
- Annual golf tournament - August date

**Finance & Personnel Committee:** Brian McHugh gave the committee report

- December 2025 financial statement was presented and questions answered
- A revised vacation/sick accrual policy was presented to the Board
  - Addresses employees carrying a large amount of vacation and sick in their accounts - one time payout
  - Provides clarity on calculation of accrual to accommodate the merging of the two companies - based on time worked

**\*\*Motion to approve the revised vacation/sick accrual policy, with the stipulation that the policy is made retroactive to January 23, 2026, made by Duane Loken, 2<sup>nd</sup> by Becky Rosenleaf. Motion unanimously approved.**

- BSSS/ARA final audit report – unmodified and clean
- Discussion regarding goals for surplus funds and possible investment strategies will be brought forward at February Board meeting.

**Program Oversight:** Committee report given by Linda Roers

- A plan for revision of the SHH rates was presented
  - Update of rates to better align with same services elsewhere
  - Will better identify clients with greater need

**\*\*Motion to approve the revised SHH rates made by Becky Rosenleaf, 2<sup>nd</sup> by Heather Hirsch. Motion unanimously approved.**

**Governance & Recruitment:** No Report - February meeting planned

**Executive Committee:** Report given by Brooke Rivera

- 3 - 5 year strategic planning underway
- Core Value Statement presented

**\*\*Motion to approve the Core Values as presented by the Executive Committee made by Sue DeVries, 2<sup>nd</sup> by Brian McHugh. Motion unanimously approved.**

**Director of Community Services:** Report given by Evelyn Dempsey

- Focus
  - MOW route coverage is main concern
- SHH recruitment needed

- Property tax assistance underway
- During Medicare part D open enrollment, **we saved our clients 1.2 Million dollars**

**Director of Mission and Development:** Report given by Tyler Amundson

- Sponsorships update - February meeting with Allies
- Grants - Received \$150,000 from the National Council on Aging
- Marketing - Vehicle advertising being researched
- Advocacy - Working on legislative agenda

**Director of Human Resources:** Report given by Kristen Rose

- EFlex update
  - 8 weeks from approval to implementation
  - EFlex very accommodating and easy to work with

**CEO:** Report given by Erika Purington

- Laurel transportation issues discussed
  - Allies has no vehicles there; we pay the drivers
- Cash management was discussed and board encouraged to share their ideas with Finance and Personnel Committee

Next Board meeting will be held February 25, 2026, Ave D at 12:00 PM, Lewis/Clark Room, In person and Teams.

**\*\*Motion made to adjourn the Board meeting at 1:31 PM made by Duane Loken, 2<sup>nd</sup> by Becky Rosenleaf. Motion unanimously approved.**

**Minutes prepared by:** Bridget Stewart – Bookkeeper/Admin Support  
**Approval Date:** 02/25/2026

These minutes serve as the official record of the Adult Resource Alliance of Yellowstone County Board of Directors Meeting held on January 28, 2026.

## BOARD MEETING MINUTES

Board of Directors Meeting  
February 25, 2026, Noon – 1:30 PM  
In person at Avenue D and Teams



**Present:** Brooke Rivera, Graham Scott (Teams), Amy Carter, Sue DeVries, Jeff Tibbals, Brian McHugh, Linda Roers (phone), Becky Rosenleaf, Heather Hirsch, Duane Loken, Chris White

**Staff:** Erika Purington, Tyler Amundson, Kristen Rose, Evelyn Dempsey, Jason Rodriguez, Bridget Stewart

**Guests:** Stacy Seward

**Call to Order:** Brooke called the meeting to order at 12:04 PM

### Approval of Minutes:

**\*\*Motion to approve the minutes of January 28, 2026, meeting (addition of Heather Hirsch to present) made by Duane Loken, 2<sup>nd</sup> by Sue DeVries. Motion unanimously approved.**

**Introduction:** Stacy Seward - Meals on Wheels Manager

- 100 regular drivers; 40 sub drivers - 3 routes to fill
- 260 client participants daily; 140 meals delivered to sites daily
- FY25 - 72,764 meals; FY26 - 37,659 at halfway point

**Correspondence:** No correspondence

**Public Comment:** No comment

**Board Development & Education** - Becky Rosenleaf and Jeff Tibbals

- Billings Community Foundation - Board Development training sessions
  - Every two months (approx.) through 2026
  - Topics vary per session to inform and improve Non-profit Board effectiveness
  - Very enlightening and helpful experience - many ideas

**Mission in Action:** Discussion

- Becky shared story of delivering MOW with her grandparents who then became MOW recipients
- Generational bridges built

**Fund Development/Marketing Committee:** Sue DeVries gave the committee report

- Distribution of information regarding “Allies in Aging” can be as simple as distributing a few “Prime Connections” to the Dr’s office
- Giving relationships
  - Dispensary sponsorship discussed
- Gift acceptance policy tabled until next Board meeting for examination by members
- “The Party” - Adult prom - May 8, 2026, at the Northern
  - Wine/Booze pull discussed
- Vehicle signage being priced to assess viability

**Finance & Personnel Committee:** Brian McHugh gave the committee report

- January financial report presented and discussed
  - Due to 3 pay periods and End of Year catch ups deficit inflated - expenses were normal
- Cash management proposal was presented
  - Will allow us to put liquid cash to work and still have available funds if needed

**\*\*Motion made to adopt the Cash Management Proposal as outlined made by Linda Roers, 2<sup>nd</sup> by Amy Carter. Motion Unanimously approved.**

- BearPaw Painting proposal
  - Painting required on 2<sup>nd</sup> floor of Ave D

**\*\*Motion made to approve the estimate from BearPaw Painting dated 02/09/2026, made by Becky Rosenleaf, 2<sup>nd</sup> by Amy Carter. Motion unanimously approved.**

**Program Oversight:** Linda Roers gave the committee report

- Clients informed of SHH rate increase with March billing
  - May 1, 2026, effective date
- Kickoff for Mill Levy RFP
  - Sites will be notified in March - April presentations expected
- Laurel Transportation Program proposal presented
  - Will eliminate liability currently carried by Allies for the City of Laurel Transit system after six months
  - Documentation will stand as the beginning of the 6-month waiting period for the MOU with City of Laurel

**\*\*Motion to approve the Laurel Transportation Program proposal made by Becky Rosenleaf, 2<sup>nd</sup> by Amy Carter. Motion unanimously approved.**

**Governance & Recruitment:** Brooke Rivera gave the committee report

- Work on By-Laws

- Skill set needs of “Allies” Board taken into consideration to better target recruitment efforts

**Executive Committee:** Brooke Rivera gave the committee report

- 3-5 year strategic planning underway
  - Consultant to aid in efforts discussed
- Possible Board retreat/training in April

**Director of Community Services:** Evelyn Dempsey on Grant call

**Director of Mission and Development:** Report given by Tyler Amundson

- February “Afternoon with Allies” canceled due to lack of response
  - Tactic change moving forward
- “The Party”
  - Tickets on sale now
  - Still pursuing Major sponsor
  - Royalty - \$100.00 donation to enter; donors can donate \$ on website to elect
- Allies in Aging to host Chamber “Next Hour” 3/19

**Director of Human Resources:** Report given by Kristen Rose

- EFlex update
  - Sick time and Vacation accrual are having a few issues; EFlex is very responsive; transition is going well on whole
- Recruitment of kitchen staff and SHH continuing to be a challenge

**Director of Nutrition and Meal Sites:** Report given by Lorri Pool

- Strategic planning underway
  - Meal site surveys dispersed - to evaluate need/focus
    - Nutrition and customer experience
  - Cost analysis being done to discern most effective expenditure path
- Staffing is moving in a positive direction; Staff are being cross-trained

Next Board meeting will be held March 25, 2026, Ave D at 12:00 PM, Lewis/Clark Room, In person and Teams.

**\*\*Meeting adjourned at 1:31 PM**

**Minutes prepared by:** Bridget Stewart – Bookkeeper/Admin Support

**Approval Date:** 3/25/2026

These minutes serve as the official record of the Adult Resource Alliance of Yellowstone County Board of Directors Meeting held on February 25, 2026.



# BOARD MEETING MINUTES

Board of Directors Meeting  
March 25, 2026, Noon – 1:30 PM  
In person at Avenue D and Teams



**Present:** Brooke Rivera, Graham Scott, Amy Carter, Sue DeVries, Jeff Tibbals, Corinne Streeter, Linda Roers (phone), Becky Rosenleaf, Heather Hirsch (Teams), Brandon Hoskins (Teams), Duane Loken, Chris White

**Staff:** Erika Purington, Tyler Amundson, Kristen Rose, Evelyn Dempsey, Jason Rodriguez, Bridget Stewart

**Call to Order:** Brooke called the meeting to order at 12:02 PM

## Approval of Minutes:

**\*\*Motion to approve the minutes of February 25, 2026, meeting made by Duane Loken, 2<sup>nd</sup> by Becky Rosenleaf. Motion unanimously approved.**

**Introduction:** No Introductions

**Correspondence:** No correspondence

**Public Comment:** No comment

**Allies in Aging Core Values** - Core Values were read out loud by various Board Members - all decisions and actions should be based on the key principles of Empathy, Courage, Excellence, Accountability, and Belonging

- Well received by staff at initial rollout (3-10-26)

**Board Development & Education** - Becky Rosenleaf and Jeff Tibbals

- Priority Checklist Exercise
  - Aids in alignment of priorities across varying perspectives

**Mission in Action:** Discussion

**Proposed changes to federal grant certifications letter sign on:** Tyler/Erika

- Letter opposing proposed SAM registration requirements composed by Tyler and Erika presented to the Board
  - More stringent SAM registration requirements discussed

**\*\*Motion to support letter submission to the appropriate and most effective platforms made by Duane Loken, 2<sup>nd</sup> by Graham Scott. Motion unanimously approved.**

**Fund Development/Marketing Committee:** Sue DeVries gave the committee report

- Afternoon with Allies went well
- “The Party” - 5/08/2026
  - Reminder to Board regarding Wine and Booze pull
- Golf Tournament organization underway
- Advertising, fundraising, and Prime Connections
  - Board encouraged to share any/all ideas with Tyler
- Gift acceptance policy discussed Wine/Booze pull discussed

**\*\*Motion to approve the Gift Acceptance Policy made by Amy Carter, 2<sup>nd</sup> by Becky Rosenleaf. Motion unanimously approved.**

**Finance & Personnel Committee:** No report

**Program Oversight:** No report

**\*\*Motion to approve the Laurel Transportation Program proposal made by Becky Rosenleaf, 2<sup>nd</sup> by Amy Carter. Motion unanimously approved.**

**Governance & Recruitment:** No report

**Executive Committee:** Brooke Rivera gave the committee report

- Americorps Grant discussed
- Board gathering - time/place discussed

**Director of Community Services:** Report given by Evelyn Dempsey

- SHH new rate structure rolled out
- Payee Services and Care Management restructured
- Partnership with Poochz BnB for expansion of volunteer program
- Senior Housing Survey being completed

**Director of Mission and Development:** Report given by Tyler Amundson

- There are six grants in process
- Platform for tracking advertising efficiency online and being adapted as necessary
- Board invited to “Cause” videotaping, April 4, 2026, from 1:30 - 3:30.

**Director of Human Resources:** Report given by Kristen Rose

- Focus on PEO Transition and HRISS Stabilization, Organizational culture and core values rollout, organizational restructuring support and staff alignment
- Wins have been successful Core Values rollout, Leadership advancement, and recruitment
- There have been some challenges in the areas of Data integration into the Employer Flex, also recruitment continues to be challenging

- Upcoming activities include Leadership Development training, Employee Engagement initiatives, and Workforce planning/program changes

**Director of Nutrition and Meal Sites:** Lorri Pool not present

**CEO Report:** Report given throughout the meeting as appropriate discussions developed

- Meal Site RFP's due March 27, 2026
- Laurel Transportation discussions underway

Next Board meeting will be held May 20, 2026, Ave D at 12:00 PM, Lewis/Clark Room, In person and Teams.

**\*\*Meeting adjourned at 1:34 PM**

**Minutes prepared by:** Bridget Stewart – Bookkeeper/Admin Support

**Approval Date:** 5/20/2026

These minutes serve as the official record of the Adult Resource Alliance of Yellowstone County Board of Directors Meeting held on March 25, 2026.

## BOARD MEETING MINUTES

Board of Directors Meeting  
May 20, 2026, Noon – 1:30 PM  
In person at Avenue D and Teams



**Present:** Brooke Rivera, Amy Carter, Jeff Tibbals, Corinne Streeter, Linda Roers (Teams), Heather Hirsch, Brandon Hoskins (Teams), Duane Loken, Brian McHugh (Teams), Chris White

**Staff:** Erika Purington, Kristen Rose, Evelyn Dempsey, Jason Rodriguez, Bridget Stewart

**Call to Order:** Brooke called the meeting to order at 12:05 PM

### Approval of Minutes:

**\*\*Motion to approve the minutes of March 25, 2026, meeting made by Duane Loken, 2<sup>nd</sup> by Heather Hirsch. Motion unanimously approved.**

**Introduction:** No Introductions

**Correspondence:** No correspondence

**Public Comment:** No comment

**Allies in Aging Core Values** - Core Values were read out loud by various Board Members

**Board Development & Education** - Becky Rosenleaf and Jeff Tibbals

- Non-profit resources available to view
- Governance and Board improvements discussed

**Fund Development/Marketing Committee:** No report

**Finance & Personnel Committee:** Report given by Brian McHugh

- April financials presented
  - Positive position
  - Expense control is focus
- Point of sale system to be implemented at Ave D, Laurel, and Heights
- Heights Facility Upgrades and Repairs discussed

**\*\*Motion to approve Heights Facilities Upgrades and Repairs made by Amy Carter, 2<sup>nd</sup> by Jeff Tibbals. Motion unanimously approved.**

- Investment Policy discussed

**\*\*Motion to approve Investment Policy made by Heather Hirsch, 2<sup>nd</sup> by Jeff Tibbals. Motion unanimously approved.**

- Yellowstone County Senior Mill Levy Funding Allocations

**\*\*Motion to approve \$60,000 to Billings Parks & Rec made by Amy Carter, 2<sup>nd</sup> by Linda Roers. Motion unanimously approved. Brian McHugh recused himself.**

**\*\*Motion to approve \$7,500 to Billings Senior Citizens, Inc. made by Heather Hirsch, 2<sup>nd</sup> by Duane Loken. Motion unanimously approved.**

**\*\*Motion to approve \$4,000 to Broadview Senior Center made by Heather Hirsch, 2<sup>nd</sup> by Duane Loken. Motion unanimously approved.**

**\*\*Motion to approve \$50,000 to Family Services made by Heather Hirsch, 2<sup>nd</sup> by Corinne Streeter. Motion unanimously approved.**

**\*\*Motion to approve \$9,000 to Huntley Senior Center made by Heather Hirsch, 2<sup>nd</sup> by Jeff Tibbals. Motion unanimously approved.**

**\*\*Motion to approve \$8,000 to Junction City Senior Center made by Duane Loken, 2<sup>nd</sup> by Heather Hirsch. Motion unanimously approved.**

**\*\*Motion to approve \$70,000 (+\$15,000 loan payment) to Laurel Senior Center made by Heather Hirsch, 2<sup>nd</sup> by Amy Carter. Motion unanimously approved.**

**\*\*Motion to approve \$6,200 to Native American Dev Corp made by Duane Loken, 2<sup>nd</sup> by Amy Carter. Motion unanimously approved.**

**\*\*Motion to approve \$24,000 (+\$2,000 - ADA door) to Shepherd Senior Center made by Heather Hirsch, 2<sup>nd</sup> by Corinne Streeter. Motion unanimously approved.**

**\*\*Motion to approve \$53,000 to South Park Senior Center made by Heather Hirsch, 2<sup>nd</sup> by Jeff Tibbals. Motion unanimously approved.**

**\*\*Motion to approve \$8,500 to Worden Senior Center made by Corinne Streeter, 2<sup>nd</sup> by Jeff Tibbals. Motion unanimously approved.**

- Preliminary FY27 Budget for presentation to Yellowstone County discussed

**\*\*Motion to approve the Preliminary Budget, with the condition of corrections to South Park (+3,000.00) and Worden allotments (+300.00), made by Heather Hirsch, 2<sup>nd</sup> by Corinne Streeter. Motion unanimously approved.**

**Program Oversight Committee:** Linda Roers gave the report

- Recruitment efforts
  - Caregivers and Field Manager being sought by SHH
  - Guardianship Council Manager obtained
- Laurel Transportation Program
  - Moving forward with efforts to assist Laurel in their efforts
  - Plans to provide transportation for Seniors being constructed

**Governance & Recruitment Committee:** No Meeting

- Discussion regarding need for Governance Committee chair

**Executive Committee:** No Meeting

**Other Business:**

- Budget Presentation to Yellowstone County Commissioners: June 23, 2026, 10 AM, Yellowstone County Commissioner board room.

**\*\*Motion to adjourn made by Duane Loken, 2<sup>nd</sup> by Amy Carter. Motion unanimously approved at 1:05 PM**

**Minutes prepared by:** Bridget Stewart – Bookkeeper/Admin Support

**Approval Date:** 6/30/2026

These minutes serve as the official record of the Adult Resource Alliance of Yellowstone County Board of Directors Meeting held on May 20, 2026.

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

4. a.

**Meeting Date:** 07/07/2026

**Title:** Contract with Rock Solid Excavating, Inc.

**Submitted For:** Monica Plecker, Public Works Director

**Submitted By:** Trasee Field, Senior Secretary

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**TOPIC:**

Contract with Rock Solid Excavating, Inc.

**BACKGROUND:**

Contract with Rock Solid Excavating, Inc. for gravel street maintenance within Lupine Subdivision RSID 692M.

**RECOMMENDED ACTION:**

File

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**Attachments**

Contract

Contract

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# YELLOWSTONE COUNTY INDEPENDENT CONTRACTOR CONTRACT

This Contract is entered into by and between Yellowstone County, Montana, herein referred to as "COUNTY", and Rock Solid Excavating, Inc., herein referred to as "CONTRACTOR", whose address is PO Box 235, Park City, MT 59063.

THE PARTIES AGREE AS FOLLOWS:

**1. SCOPE OF SERVICES:** CONTRACTOR agrees to complete and perform the work or services in accordance with the solicitation, plans, and specifications attached and hereby incorporated as **Exhibit A.**

The work is generally described as gravel street maintenance within Lupine Subdivision RSID 692M, which includes gravel street grading, placing and compacting 3-inches of 1-1/2-inch crushed base course along approximately 900-feet of street, and addressing some miscellaneous items..

**2. INDEPENDENT CONTRACTOR:** COUNTY hereby employs CONTRACTOR as an independent contractor to complete and perform the scope of services. Neither CONTRACTOR or its principals or employees are employees of COUNTY.

**3. EFFECTIVE DATE AND TIME OF PERFORMANCE:** CONTRACTOR shall commence work upon approval of this Contract by both parties and shall complete the described work by June 1, 2026.

**4. COMPENSTATION:** For the satisfactory completion of the scope of services, COUNTY shall pay CONTRACTOR a total of Eight-thousand eight-hundred and zero dollars (\$8,800.00). CONTRACTOR should submit invoices directly to COUNTY upon satisfactory completion of services for the period being invoiced. Any Change Orders for the project must be approved in writing by COUNTY prior to work being started. COUNTY shall pay invoices within 30 days of invoice date.

**5. CONTRACTOR'S REPRESENTATION:**

1. CONTRACTOR has examined and reviewed Contract Documents and other related paperwork
2. CONTRACTOR has visited the site and become familiar with and is satisfied as to the general, local and site conditions that may affect cost, progress, performance and furnishing of the work.
3. CONTRACTOR is familiar with and is satisfied as to all federal, state and local laws and regulations that may affect cost, progress and furnishing of the work.
4. CONTRACTOR has given COUNTY written notice of all conflicts, errors, ambiguities or discrepancies that CONTRACTOR has discovered in the Contract Documents and that the Contract Documents are generally sufficient to indicate and convey the understanding of all terms and conditions for performance of the scope of services.

**6. CONTRACT DOCUMENTS:** The Contract Documents, which comprise the entire agreement between COUNTY and CONTRACTOR, consist of the following:

1. This agreement
2. Exhibit A, attached hereto
3. CONTRACTOR's quote dated, April 23, 2026
4. CONTRACTOR's certificate of insurance and workers compensation coverage

7. WARRANTY: CONTRACTOR warrants that all services shall be performed in a professional manner. CONTRACTOR acknowledges that it shall be liable for any breach of this warranty for a period of one (1) year from the time services are completed.

8. MODIFICATION OF CONTRACT: This Contract contains the entire agreement between parties, and no statements or promises made by either party, or agents of either party, which are not contained in the written Contract, are valid or binding. This Contract may not be modified or altered except upon written agreement signed by both parties. Any subcontractor shall be bound by all of the terms and conditions of this Contract.

9. INSURANCE: CONTRACTOR shall maintain at its sole cost and expense, commercial general liability insurance from an insurance carrier licensed to do business in the State of Montana in the amount of million dollars (\$1,000,000.00) for each occurrence (minimum) and two million dollars (\$2,000,000.00) aggregate. CONTRACTOR also agrees to maintain workers compensation insurance from an insurance carrier licensed to do business in the State of Montana. Proof of general liability and workers compensation insurance shall be provided to COUNTY at least ten (10) days prior to beginning work under this Contract. COUNTY must be listed as an additional insured on the general liability insurance certificate for this Contract.

10. INDEMNIFICATION: CONTRACTOR agrees to waive all claims and recourse against COUNTY, including the right of contribution for loss and damage to persons or property arising from, growing out of, or in any way connected with incidental to CONTRACTOR's performance of this Contract except for liability arising out of concurrent or sole negligence of COUNTY or its officers, agents or employees. Further, CONTRACTOR shall indemnify, hold harmless and defend COUNTY against all claims, demands, damages, costs, expenses or liability arising out of CONTRACTOR's negligent performance of this Contract except for liability arising out of the concurrent or sole negligence of COUNTY or its offices, agents or employees.

11. COMPLIANCE WITH LAWS: CONTRACTOR shall comply with applicable federal, state, and local laws, rules and 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. CONTRACTOR or their subcontractors agrees that the hiring of persons to perform the contract will be made on the basis of merit and qualification 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 person performing under the Contract.

12. PERMITS: CONTRACTOR is responsible for obtaining any and all permits required to perform work under the Contract.

13. PREVAILING WAGE: All employees employed by CONTRACTOR or their subcontractor(s) in performance of this Contract which exceeds twenty-five thousand dollars (\$25,000.00) will be paid wages at rates as may be required by the laws of the State of Montana in accordance with the

schedule of 2025 Montana Prevailing Wage Rates for Highway Construction as established by the Montana Department of Labor and Industry.

Each CONTRACTOR (Prime and sub) must submit (through the prime CONTRACTOR) certified payrolls for each week from the time the project begins through completion. Certified payrolls must be numbered sequentially and submitted on a weekly basis whether or not work was performed. If no work was performed, CONTRACTOR shall note this on the payroll.

14. PREFERENCE: CONTRACTOR agrees to give preference to the employment of bona fide Montana residents in compliance with MCA 18-2-403 (1). Pursuant to MCA 18-2-409, except for projects involving the expenditure of federal aid funds or where residency preference laws are specifically prohibited by federal law, the CONTRACTOR shall ensure that at least 50% of the workers of the CONTRACTOR (including workers employed by subcontractors) working on the project shall be bona fide Montana Residents.

15. PLACE OF PERFORMANCE, CONSTRUCTION, AND VENUE: Performance of this Contract is in Yellowstone County, Montana and venue for any litigation arising from performance of this Contract is the 13<sup>th</sup> Judicial District Court, Yellowstone County, Montana. This Contract shall be governed by the laws of the State of Montana.

16. ATTORNEY FEES: In the event of litigation between CONTRACTOR and COUNTY, the prevailing party shall be entitled to reimbursement of court costs and reasonable attorney fees by the non-prevailing party.

17. SUSPENSION: Without terminating this Contract, COUNTY may suspend CONTRACTOR's services following written notice. On the suspension date specified in the notice, CONTRACTOR shall have ceased its services in an orderly manner. CONTRACTOR shall be reimbursed for all reasonable costs incurred and unpaid for services rendered through the suspension date specified in the notice, but in no case will CONTRACTOR be paid for services rendered after the date of such suspension. If resumption of CONTRACTOR's services requires any waiver or change in this Contract, any such waiver or change shall require the written agreement of all parties, and the writing shall be attached as an addendum to this Contract.

18. TERMINATION: COUNTY reserves the right to terminate this Contract, in whole or in part, at any time by providing thirty (30) days written notice to CONTRACTOR. On the termination date specified in the notice, CONTRACTOR shall have ceased its services in an orderly manner. If a new contractor is retained to, or COUNTY will itself complete the services, CONTRACTOR will fully cooperate with COUNTY in preparing the new contractor or COUNTY to take over completion of services on the specified termination date. CONTRACTOR will be reimbursed for all reasonable costs incurred and unpaid for services rendered in conformance with this Contract through the date of termination specified in COUNTY's notice to CONTRACTOR. In no case will CONTRACTOR be paid for services rendered after the date of termination.

In the event of a material breach of this Contract by COUNTY, the CONTRACTOR shall have the right to terminate this Contract thirty (30) days after written notice to COUNTY specifying such material breach, unless COUNTY has cured such material breach within said period.

This Contract may be terminated without cause by either party. In that event, the party seeking to terminate this Contract must give ninety (90) days written notice to the other party of the intent to terminate the Contract.

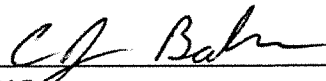
In witness whereof, COUNTY and CONTRACTOR have signed this Contract in duplicate. One counterpart each will be delivered to COUNTY and CONTRACTOR. All portions of the Contract Documents have been signed, initialed or identified by COUNTY and CONTRACTOR.

This Contract will be effective 3/29/26.

COUNTY:  
Yellowstone County  
Billings, MT 59101

  
\_\_\_\_\_  
Jay D. Anderson  
Public Works Deputy Director

CONTRACTOR  
Rock Solid Excavating, Inc.  
Park City, MT 59603

  
\_\_\_\_\_  
CJ Baker  
Authorized Representative

**Gravel Street Maintenance in Lupine Subdivision (RSID 692M)**  
**Price Quote (BID) Sheet**

Please include this sheet with your bid documents.

Base Bid

\*Bid price should include guarantee of work

Bid Item	Qty	Unit	Unit Price	Total
Gravel Street Grading	1	LS	3200 <sup>00</sup>	3200 <sup>00</sup>
1-1/2-inch crushed base course (3-inch thick) & Compaction	1	LS	5600 <sup>00</sup>	5600 <sup>00</sup>

Total Quote Price: \$ 8800<sup>00</sup>  
 (dollar)

Total Quote Price: eight thousand eight hundred & 00/100  
 (numerical)

Rock Solid Excavating Inc  
 Company Name

406 855-8371  
 Telephone and Fax Number

CJ BAKER  
 Authorized Representative

406 855 8371  
 Contractor Number (if applicable)

PO Box 235  
 Mailing Address

4 23 - 26  
 Date

Park City, MT 59063  
 City, State and Zip Code

# EXHIBIT A

April 14, 2026

Yellowstone County is currently soliciting price quotations for:

## **Gravel Street Maintenance in Lupine Subdivision (RSID 692M)**

The project is in Lupine Subdivision, north of South Ridge Road off Hillcrest Road, south of Billings, Montana. A Scope of Work is attached. In general, the work includes gravel street grading, placing and compacting 3-inches of 1-1/2-inch crushed base course along approximately 900-feet of street, and addressing some miscellaneous items.

All quotations must be labeled 'RSID 692M - Maintenance' and submitted to the Yellowstone County Public Works Department, P.O. Box 35024, Billings, MT 59107 or delivered to Yellowstone County Public Works, Room 608 in the John V. Ostlund Building, 2825 3<sup>rd</sup> Avenue North, Billings, MT 59101 or e-mailed to [janderson@yellowstonecountymt.gov](mailto:janderson@yellowstonecountymt.gov). Bids shall be received by Yellowstone County Public Works **no later than 3:00 p.m. April 24, 2026**. Quotes received after the date and time listed above will not be considered.

The selected contractor will be required to provide a copy of their workers compensation coverage and general liability insurance prior to beginning the project. Refer to the sample contract within this solicitation for additional information.

All Work shall be completed in accordance with this scope of work and specifications included, the Yellowstone County Road Policy, and the requirements specified within.

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.

If you have any questions concerning this project, please contact Jay Anderson at the Yellowstone County Public Works Department at (406)-254-7926 or [janderson@yellowstonecountymt.gov](mailto:janderson@yellowstonecountymt.gov)

Yellowstone County reserves the right to reject any or all quotes received and to accept the quote that best serves the interests of Yellowstone County.

Thank you,

Jay D. Anderson, PE  
Deputy Public Works Director  
Yellowstone County

**Gravel Street Maintenance in Lupine Subdivision (RSID 692M)**  
**Scope of Work & Specifications**

The scope of work includes but is not limited to the following:

- Gravel street grading (Lupine Dr, E Lupine Rd, Cedar Ridge Rd)
- Import and place 3-inches of 1-1/2-inch crushed base course
- Compaction
- Gravel grading and/or shoulder cutting to establish positive drainage near 4280 Lupine Dr

**Contract Time**

Work shall be complete no later than June 1, 2026.

**Gravel Street Grading**

Grade the following roads through the limits stated:

Lupine Dr – South Ridge Rd to just beyond 4095 Lupine Dr approach.

E Lupine Rd – Lupine Dr to just beyond 5725 E Lupine Rd approach.

Cedar Ridge Rd – Lupine Dr to just beyond 5800 Cedar Ridge Rd approach.

Not much gravel exists. Contractor shall grade the road utilizing any existing gravel on the shoulders. Contractor shall remove any rocks 3-inches or larger lifted to the surface during the work. Attempt to establish a crown using existing materials – but avoid creating areas of excess rock.

A bird bath exists on the western shoulder near the approach to 4280 Lupine Dr. Contractor shall grade and reshape this area to establish crown and positive drainage. This may require cutting some of the existing shoulder on the west side. Ensure the approach to 4280 Lupine Dr is left in a better condition than exists off Lupine Dr.

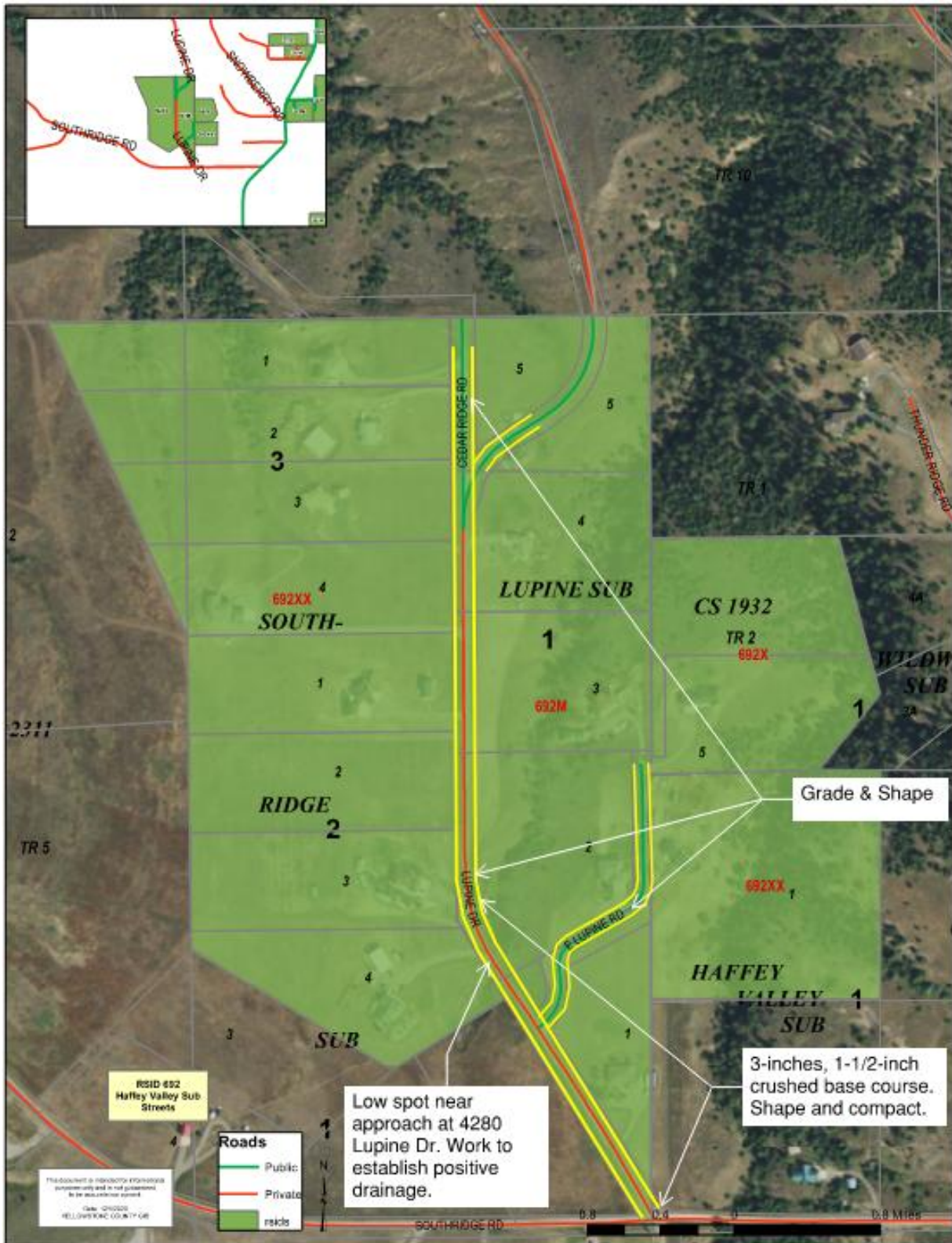
**Gravel**

Install 3-inches of imported 1-1/2-inch crushed base course beginning at South Ridge Rd extending approximately 900-feet north along Lupine Dr through the sag point near 4280 Lupine Dr. Shape to establish a crown. If a crown is not achievable grade to provide positive drainage across the driving surface to the extent feasible. Compaction required.

**Invoicing**

After Completion of work, provide copies of invoices to:  
Yellowstone County Public Works  
Attn: Jay D. Anderson

# Gravel Street Maintenance in Lupine Subdivision (RSID 692M) Vicinity Map & Scope



## **Gravel Street Maintenance in Lupine Subdivision (RSID 692M)**

### **INSURANCE REQUIREMENTS**

The following insurance coverage must be in force throughout the project. Coverage may be obtained through either a general liability policy or excess liability umbrella coverage.

#### **Comprehensive General Liability**

A.	Per occurrence	\$1,000,000
B.	General aggregate	\$2,000,000

#### **Personal Injury**

A.	Per occurrence	\$1,000,000
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#### **Worker's Compensation**

A.	State	Statutory
B.	Federal	Statutory
C.	Employer's Liability	\$500,000

### **CHECK LIST**

Please be sure you have completed the following prior to submitting your bid.

1. Read and understand the plans, specifications, and sample contract.
2. Have made yourself familiar with any State laws that pertain to the bid.
3. Asked and received answers to any questions regarding the bid procedure, specifications or general information.
4. Addressed and mailed or delivered your quotation to be received at the correct address by the time and date indicated.

**Gravel Street Maintenance in Lupine Subdivision (RSID 692M)**  
**Price Quote (BID) Sheet**

**Please include this sheet with your bid documents.**

Base Bid

\*Bid price should include guarantee of work

Bid Item	Qty	Unit	Unit Price	Total
Gravel Street Grading	1	LS		
1-1/2-inch crushed base course (3-inch thick) & Compaction	1	LS		

Total Quote Price: \$ \_\_\_\_\_  
 (dollar)

Total Quote Price: \_\_\_\_\_  
 (numerical)

\_\_\_\_\_  
 Company Name

\_\_\_\_\_  
 Telephone and Fax Number

\_\_\_\_\_  
 Authorized Representative

\_\_\_\_\_  
 Contractor Number (if applicable)

\_\_\_\_\_  
 Mailing Address

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 City, State and Zip Code



# ARTISANS ADVANTAGE ENHANCED COVERAGE ENDORSEMENT

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

This endorsement modifies insurance provided under the following:

**BUILDING AND PERSONAL PROPERTY COVERAGE FORM  
CAUSES OF LOSS – SPECIAL FORM  
COMMERCIAL PROPERTY CONDITIONS  
COMMERCIAL GENERAL LIABILITY COVERAGE FORM**

When this endorsement is attached to the policy, insurance under the Building and Personal Property Coverage Form, the Causes of Loss – Special Form, the Commercial Property Conditions and the Commercial General Liability Coverage Form is enhanced to provide the coverages described in this endorsement. All other conditions of the policy continue to apply.

This coverage is subject to the provisions applicable to the Building and Personal Property Coverage Form, Causes of Loss – Special Form, the Commercial Property Conditions and the General Liability Coverage Form.

## SCHEDULE

<u>Coverage Enhancements</u>	<u>Limits of Insurance Each Location</u>
<b><u>Property Coverage</u></b>	
Premises Boundary	1,000 feet
<b><u>Property Coverage Extensions</u></b>	
Newly Acquired or Constructed Property	
Buildings	\$500,000. at Each Building
Business Personal Property	\$250,000. at Each Building
Personal Effects and Property of Others	\$ 25,000. at Replacement Cost
Valuable Papers and Records (Other than Electronic Data)	\$ 25,000.
Property Off-Premises (Including Laptops and Other Electronic Equipment)	\$ 15,000.
Outdoor Property (Named Perils)	\$ 1,000. per tree/shrub, max. limit \$25,000.
Non-Owned Detached Trailers	\$ 10,000.
Accounts Receivable	\$ 50,000.
Property in Transit (Including Laptops and Other Electronic Equipment)	\$ 15,000.
Fine Arts	\$ 25,000.
<b><u>Property Additional Coverages</u></b>	
Debris Removal	\$ 25,000.
Fire Department Service Charge	\$ 5,000.
Pollutant Clean-up and Removal	\$ 15,000.
Electronic Data	\$ 25,000.
Interruption of Computer Operations	\$ 15,000.
Arson Reward	\$ 5,000.
Water Back-Up and Sump Overflow	\$ 25,000.
Brands and Labels	\$ 25,000.
Employee Theft	\$ 10,000.
Business Income Including Extra Expense	\$ 25,000.
Business Income from Dependent Properties	\$ 10,000.
Claims Expenses	\$ 10,000.
Inventory or Appraisal Cost	\$ 5,000.
Money and Securities	
Inside	\$ 10,000.
Outside	\$ 5,000.
Off Premises Power Failure – Direct Damage	\$ 10,000.
Ordinance or Law Coverage	
Coverage A	Included within Building Limit.
Coverages B and C Combined	25% of Bldg. Limit, \$150,000. maximum
Outdoor Signs	\$ 10,000.
Recharging of Fire Extinguishers	\$ 5,000.
Unauthorized Business Card Use	\$ 5,000.
Forgery or Alteration	\$ 10,000.
Salespersons Samples	\$ 2,500.

### **Inland Marine Coverages**

Installation Coverage	\$ 10,000.
Contractors Equipment Coverages:	
Small Tools	\$ 5,000. (Maximum limit per item \$1,000)
Employee Small Tools	\$ 1,000. (Maximum limit per item \$250)
Leased and Rented Equipment	\$ 5,000.
Rental Reimbursement	\$ 1,000.

### **General Liability Additional Coverages**

Blanket Additional Insured (Including Primary Non-Contributing Coverage)	Included in Each Occurrence Limit
Mobile Equipment Broadened Coverage	Included in Each Occurrence Limit
Aggregate Limit Per Project	Included in Each Occurrence Limit
Blanket Waiver	Included in Each Occurrence Limit
Voluntary Property Damage Coverage	\$ 2,500.

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The following applies to coverages under this endorsement only.

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### **Property Coverage**

The phrase 'within 100 feet of the described premises' used in Paragraphs **a.(5)(b)**, **b.** and **c.(2)** under **A.1. Covered Property** of the **BUILDING AND PERSONAL PROPERTY COVERAGE FORM** and Paragraph **2.c.(1)** under **C. Limitations** of the **CAUSES OF LOSS – SPECIAL FORM** is replaced by the phrase 'within 1,000 feet of the described premises'.

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### **Property Coverage Extensions**

Paragraph **A.5. Coverage Extensions** of the **BUILDING AND PERSONAL PROPERTY COVERAGE FORM** is deleted in its entirety and replaced by the following:

#### **5. Coverage Extensions**

Except as otherwise provided, the following Extensions apply to property located in or on the building described in the Declarations or in the open (or in a vehicle) within 1,000 feet of the described premises.

If a Coinsurance percentage of 80% or more or, a Value Reporting period symbol, is shown in the Declarations, you may extend the insurance provided by this Coverage Part as follows:

##### **a. Newly Acquired Or Constructed Property**

###### **(1) Buildings**

If this policy covers Building, you may extend that insurance to apply to:

- (a)** Your new buildings while being built on the described premises; and
- (b)** Buildings you acquire at locations, other than the described premises, intended for:
  - (i)** Similar use as the building described in the Declarations; or
  - (ii)** Use as a warehouse.

The most we will pay for loss or damage under this Extension is \$500,000 at each building.

###### **(2) Your Business Personal Property**

**(a)** If this policy covers Your Business Personal Property, you may extend that insurance to apply to:

- (i)** Business personal property, including such property that you newly acquire, at any location you acquire, at any location you acquire other than at fairs, trade shows or exhibitions;
- (ii)** Business personal property, including such property that you newly acquire, located at your newly constructed or acquired buildings at the location described in the Declarations; or
- (iii)** Business personal property that you newly acquire, located at the described premises.

The most we will pay for loss or damage under this Extension is \$250,000 at each building.

**(b)** This Extension does not apply to:

- (i) Personal property of others that is temporarily in your possession in the course of installing or performing work on such property; or
- (ii) Personal property of others that is temporarily in your possession in the course of your manufacturing or wholesaling activities.

**(3) Period of Coverage**

With respect to insurance on or at each newly acquired or constructed property, coverage will end when any of the following first occurs:

- (a) This policy expires;
- (b) 30 days expire after you acquire or begin construction of that part of the building that would qualify as covered property; or
- (c) You report values to us.

We will charge you additional premium for values reported from the date you acquire the property or begin construction of that part of the building that would qualify as covered property.

**b. Personal Effects And Property Of Others**

- (1) You may extend the insurance that applies to Your Business Personal Property to apply to:
  - (a) Personal effects owned by you, your officers, your partners or members, your managers or your employees.
  - (b) Personal property of others in your care, custody or control.This Extension does not apply to employee tools.
- (2) The most we will pay for loss or damage under this Extension is \$25,000 at each described premises. Our payment for loss of or damage to personal property of others will only be for the account of the owner of the property.
- (3) **Extension Of Replacement Cost To Personal Property Of Others**
  - (a) Replacement Cost coverage is extended to apply to personal property of others.
  - (b) Paragraphs 3.b.(1) and 4. under **G. Optional Coverages** of the **BUILDING AND PERSONAL PROPERTY COVERAGE FORM** are deleted and all other provisions of the Replacement Cost Optional Coverage apply to replacement cost on personal property of others.
  - (c) With respect to replacement cost on the personal property of others the following limitation applies:

If an item of personal property of others is subject to a written contract which governs your liability for loss or damage to that item, then valuation of that item will be based on the amount for which you are liable under such contract, but not to exceed the lesser of the replacement cost of the property or the applicable Limit of Insurance.

**c. Valuable Papers And Records (Other Than Electronic Data)**

- (1) You may extend the insurance that applies to Your Business Personal Property to apply to direct physical loss or damage to valuable papers and records that you own, or that are in your care, custody or control, caused by or resulting from a Covered Cause of Loss. This Extension includes the cost to research lost information on valuable papers and records for which duplicates do not exist. But this Extension does not apply to valuable papers and records which exist as electronic data. Electronic data has the meaning described under Property Not Covered, Electronic Data.
- (2) Coverage under this Extension is limited to the "specified causes of loss" as defined in the **CAUSES OF LOSS – SPECIAL FORM**, and Collapse as set forth in that form.
- (3) This Extension does not apply to:
  - (a) Property held as samples or for delivery after sale;
  - (b) Property in storage away from the premises shown in the Declarations.
- (4) Section **B. Exclusions** in the **CAUSES OF LOSS – SPECIAL FORM** does not apply to this Extension, except for:
  - (a) Paragraph **B.1.c.** Governmental Action;
  - (b) Paragraph **B.1.d.** Nuclear Hazard;
  - (c) Paragraph **B.1.f.** War And Military Action;
  - (d) Paragraph **B.2.f.**;
  - (e) Paragraph **B.2.g.**; and
  - (f) Paragraph **B.3.**
- (5) The most we will pay under this Extension for loss or damage to valuable papers and records in any one occurrence at each described premises is \$25,000.

For valuable papers and records not at a described premises, the most we will pay is \$5,000 in any one occurrence. Such amounts are additional insurance. We will also pay for the cost of blank material for reproducing the records (whether or not duplicates exist), and (when there is a duplicate) for the cost of labor to transcribe or copy the records. The costs of blank material and labor are subject to the applicable Limit of Insurance on Your Business Personal Property and therefore coverage of such costs is not additional insurance.

**d. Property Off-Premises (Including Laptops And Other Electronic Equipment)**

- (1) You may extend the insurance provided by this Coverage Form to apply to your Covered Property while it is away from the described premises, if it is:
  - (a) Temporarily at a location you do not own, lease or operate;
  - (b) In storage at a location you lease, provided the lease was executed after the beginning of the current policy term; or
  - (c) At any fair, trade show or exhibition.
- (2) This Extension does not apply to property:
  - (a) In or on a vehicle; or
  - (b) In the care, custody or control of your salespersons, unless the property is in such care, custody or control at a fair, trade show or exhibition.
- (3) The most we will pay for loss or damage under this Extension is \$15,000.

**e. Outdoor Property (Named Perils)**

You may extend the insurance provided by this Coverage Form to apply to your outdoor fences, retaining walls (other than retaining walls that are a part of a building), radio and television antennas (including satellite dishes), signs (other than signs attached to buildings), trees, shrubs and plants (other than "stock" of trees, shrubs or plants), including debris removal expense, caused by or resulting from any of the following causes of loss if they are Covered Causes of Loss:

- (1) Fire;
- (2) Lightning;
- (3) Explosion;
- (4) Vandalism;
- (5) Vehicle Damage;
- (6) Riot or Civil Commotion; or
- (7) Aircraft.

The most we will pay for loss or damage under this Extension is \$25,000, but not more than \$1,000 for any one tree, shrub or plant. These limits apply to any one occurrence, regardless of the types or number of items lost or damaged in that occurrence.

**f. Non-Owned Detached Trailers**

- (1) You may extend the insurance that applies to Your Business Personal Property to apply to loss or damage to trailers that you do not own, provided that:
  - (a) The trailer is used in your business;
  - (b) The trailer is in your care, custody or control at the premises described in the Declarations; and
  - (c) You have a contractual responsibility to pay for loss or damage to the trailer.
- (2) We will not pay for any loss or damage that occurs:
  - (a) While the trailer is attached to any motor vehicle or motorized conveyance, whether or not the motor vehicle or motorized conveyance is in motion;
  - (b) During hitching or unhitching operations, or when a trailer becomes accidentally unhitched from a motor vehicle or motorized conveyance.
- (3) The most we will pay for loss or damage under this Extension is \$10,000, unless a higher limit is shown in the Declarations.
- (4) This insurance is excess over the amount due (whether you can collect on it or not) from any other insurance covering such property.

**g. Accounts Receivable**

- (1) You may extend the insurance that applies to Your Business Personal Property to accounts receivable. We will pay:

- (a) All amounts due from your customers that you are unable to collect;
  - (b) Interest charges on any loan required to offset amounts you are unable to collect pending our payment of these amounts;
  - (c) Collection expenses in excess of your normal collection expenses that are made necessary by “loss”; and
  - (d) Other reasonable expenses that you incur to re-establish your records of accounts receivable; that result from direct physical loss or damage by any Covered Cause of Loss to your records of accounts receivable.
- (2) The most we will pay under this Extension for loss or damage in any one occurrence at each described “premises” is \$50,000.
- (3) Section **B.Exclusions** in the **CAUSES OF LOSS – SPECIAL FORM** does not apply to this Extension, except for:
- (a) Paragraph **B.1.c.** Governmental Action;
  - (b) Paragraph **B.1.d.** Nuclear Hazard;
  - (c) Paragraph **B.1.f.** War And Military Action;
  - (d) Paragraph **B.2.f.**;
  - (e) Paragraph **B.2.g.**; and
  - (f) Paragraph **B.3.**
- (4) The following additional exclusion applies to the Extension:
- We will not pay for:
- (a) Loss or damage caused by or resulting from alteration, falsification, concealment or destruction of records of accounts receivable done to conceal the wrongful giving, taking or withholding of “money,” “securities” or other property.  
This exclusion applies only to the extent of the wrongful giving, taking or withholding.
  - (b) Loss or damage caused by or resulting from bookkeeping, accounting or billing errors or omissions.
  - (c) Any loss or damage that requires any audit of records or any inventory computation to prove its factual existence.

**h. Property In Transit (Including Laptops And Other Electronic Equipment)**

**F.1.** under **Additional Coverage Extensions** of the **CAUSES OF LOSS – SPECIAL FORM** is deleted and replaced with the following:

**1. Property In Transit (Including Laptops And Other Electronic Equipment)**

This Extension applies only to your personal property to which this form applies.

- a. You may extend the insurance provided by this Coverage Part to apply to your personal property (other than property in the care, custody or control of your salespersons) in transit more than 1,000 feet from the described premises. Property must be in or on a motor vehicle you own, lease or operate while between points in the coverage territory.
- b. Loss or damage must be caused by or result from one the following causes of loss:
  - (1) Fire, lightning, explosion, windstorm or hail, riot or civil commotion, or vandalism.
  - (2) Vehicle collision, upset or overturn. Collision means accidental contact of your vehicle with another vehicle or object. It does not mean your vehicle’s contact with the road bed.
  - (3) Theft of an entire bale, case or package by forced entry into a securely locked body or compartment of the vehicle. There must be visible marks of the forced entry.
- c. The most we will pay for loss or damage under this Extension is \$15,000.

**i. Fine Arts**

- (1) You may extend the insurance that applies to Your Business Personal Property to cover “fine arts” owned by you and located on the premises described in the Declarations
- (2) In addition to the exclusions in **CAUSES OF LOSS – SPECIAL FORM** we will not pay for loss or damage caused by or resulting from repairing, restoration, or retouching processes.
- (3) In the event of loss or damage, we will pay the actual cash value of the item. The actual cash value will be the price you paid for the item, or the value as determined by an appraisal of the item not more than 360 days prior to the date of loss or damage. In no event will the actual cash value exceed the amount necessary to repair or replace the item with substantially like property.

(4) The most we will pay for "fine arts" at any premises described in the Declarations is \$25,000.

Each of these Extensions is additional insurance unless otherwise indicated. The Additional Condition, Coinsurance, does not apply to these Extensions.

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## Property Additional Coverages

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The following are Additional Coverages. The Additional Condition, Coinsurance, does not apply to these coverages.

### A. Debris Removal

A.4.a. of the **BUILDING AND PERSONAL PROPERTY COVERAGE FORM** is deleted and replaced as follows:

#### a. Debris Removal

- (1) Subject to Paragraphs (3) and (4), we will pay your expense to remove debris of Covered Property caused by or resulting from a Covered Cause of Loss that occurs during the policy period. The expenses will be paid only if they are reported to us in writing within 180 days of the date of direct physical loss or damage.
- (2) Debris Removal does not apply to costs to:
  - (a) Extract "pollutants" from land or water; or
  - (b) Remove, restore or replace polluted land or water.
- (3) Subject to the exceptions in Paragraph (4), the following provisions apply:
  - (a) The most we will pay for the total of direct physical loss or damage plus debris removal expense is the Limit of Insurance applicable to the Covered Property that has sustained loss or damage.
  - (b) Subject to (a) above, the amount we will pay for debris removal expense is limited to 25% of the sum of the deductible plus the amount that we pay for direct physical loss or damage to the Covered Property that has sustained loss or damage.
- (4) We will pay up to an additional \$25,000 for debris removal expense, for each location, in any one occurrence of physical loss or damage to Covered Property, if one or both of the following circumstances apply:
  - (a) The total of the actual debris removal expense plus the amount we pay for direct physical loss or damage exceeds the Limit of Insurance on the Covered Property that has sustained loss or damage.
  - (b) The actual debris removal expense exceeds 25% of the sum of the deductible plus the amount that we pay for direct physical loss or damage to the Covered Property that has sustained loss or damage.Therefore, if (4)(a) and/or (4)(b) apply, our total payment for direct physical loss or damage and debris removal expense may reach but will never exceed the Limit of Insurance on the Covered Property that has sustained loss or damage, plus \$25,000.

#### (5) Examples

##### Example #1

Limit of Insurance	\$ 90,000
Amount of Deductible	\$ 500
Amount of Loss	\$ 50,000
Amount of Loss Payable	\$ 49,500
	(\$50,000 – \$500)
Debris Removal Expense	\$ 10,000
Debris Removal Expense Payable	\$ 10,000
	(\$10,000 is 20% of \$50,000)

The debris removal expense is less than 25% of the sum of the loss payable plus the deductible. The sum of the loss payable and the debris removal expense (\$49,500 + \$10,000 = \$59,500) is less than the Limit of Insurance. Therefore, the full amount of debris removal expense is payable in accordance with the terms of Paragraph (3).

##### Example #2

Limit of Insurance	\$ 90,000
Amount of Deductible	\$ 500
Amount of Loss	\$ 80,000
Amount of Loss Payable	\$ 79,500
	(\$80,000 – \$500)
Debris Removal Expense	\$ 35,500

Debris Removal Expense  
Payable

Basic Amount	\$ 10,500
Additional Amount	\$ 25,000

The basic amount payable for debris removal expense under the terms of Paragraph **(3)** is calculated as follows: \$80,000 (\$79,500 + \$500) x .25 = \$20,000; capped at \$10,500). The cap applies because the sum of the loss payable (\$79,500) and the basic amount payable for debris removal expense (\$10,500) cannot exceed the Limit of Insurance (\$90,000).

The additional amount payable for debris removal expense is provided in accordance with the terms of Paragraph **(4)**, because the debris removal expense (\$35,500) exceeds 25% of the loss payable plus the deductible (\$35,500 is 44.375% of \$80,000), and because the sum of the loss payable and debris removal expense (\$79,500 + \$35,500 = \$115,000) would exceed the Limit of Insurance (\$90,000). The additional amount of covered debris removal expense is \$25,000, the maximum payable under Paragraph **(4)**. Thus the total payable for debris removal expense in this example is \$35,500.

**B. Fire Department Service Charge**

**A.4.c.** of the **BUILDING AND PERSONAL PROPERTY COVERAGE FORM** is deleted and replaced as follows:

**c. Fire Department Service Charge**

When the fire department is called to save or protect Covered Property from a Covered Cause of Loss, we will pay up to \$5,000 for your liability for fire department service charges:

- (1) Assumed by contract or agreement prior to loss; or
- (2) Required by local ordinance.

No Deductible applies to this Additional Coverage.

**C. Pollutant Clean-up And Removal**

**A.4.d.** of the **BUILDING AND PERSONAL PROPERTY COVERAGE FORM** is deleted and replaced as follows:

**d. Pollutant Clean-up And Removal**

We will pay your expense to extract "pollutants" from land or water at the described premises if the discharge, dispersal, seepage, migration, release or escape of the "pollutants" is caused by or results from a Covered Cause of Loss that occurs during the policy period. The expenses will be paid only if they are reported to us in writing within 180 days of the date on which the Covered Cause of Loss occurs.

This Additional Coverage does not apply to costs to test for, monitor or assess the existence, concentration or effects of "pollutants". But we will pay for testing which is performed in the course of extracting the "pollutants" from the land or water.

The most we will pay under this Additional Coverage for each described premises is \$15,000 for the sum of all covered expenses arising out of Covered Causes of Loss occurring during each separate 12 month period of this policy.

**D. Electronic Data**

**A.4.f.** of the **BUILDING AND PERSONAL PROPERTY COVERAGE FORM** is deleted and replaced as follows:

**f. Electronic Data**

- (1) Under this Additional Coverage, electronic data has the meaning described under Property Not Covered, Electronic Data.
- (2) Subject to the provisions of this Additional Coverage, we will pay for the cost to replace or restore electronic data, which has been destroyed or corrupted by a Covered Cause of Loss. To the extent that electronic data is not replaced or restored, the loss will be valued at the cost of replacement of the media on which the electronic data was stored, with blank media of substantially identical type.
- (3) In addition to the "specified causes of loss" as defined in the **CAUSES OF LOSS – SPECIAL FORM**, and Collapse as set forth in that form, the following are covered causes of loss:
  - (a) A virus, harmful code or similar instruction introduced into or enacted on a computer system (including electronic data) or a network to which it is connected, designed to damage or destroy any part of the system or disrupt its normal operation. But there is no coverage for loss or damage caused by or resulting from manipulation of a computer system (including electronic data) by any employee, including a temporary or leased employee, or by an entity retained by you or for you to inspect, design, install, modify, maintain, repair or replace that system.
  - (b) Changes in your electrical power supply, including interruption, power surge, blackout or brownout, if the cause of such event originates 100 feet or less from any premises described in the Declarations;
  - (c) Dishonest acts committed by your employees acting alone or in collusion with other persons, except you or your partners, directors or trustees, but theft by employees is not covered;

- (d) Dampness or dryness of atmosphere or changes in or extremes of temperature;
  - (e) Floods, surface water, waves, tides, tidal waves, overflow of any body of water, or their spray, all whether driven by wind or not; and
  - (f) Earth movement, such as an earthquake, landslide or earth sinking, rising or shifting.
- (4) The most we will pay under this **Additional Coverage – Electronic Data** is \$25,000 for all loss or damage sustained in any one policy year, regardless of the number of occurrences of loss or damage or the number of premises, locations or computer systems involved.

#### **E. Interruption Of Computer Operations**

We will pay your necessary “Extra Expense” to continue normal operations caused by an interruption in computer operations due to destruction or corruption of your electronic data due to a Covered Cause of Loss.

We will also pay for your actual “Business Income” if you must close all or part of your business due to destruction or corruption of your electronic data due to a Covered Cause of Loss.

The most we will pay under this coverage is \$15,000 for any one occurrence.

Under this **Additional Coverage – Interruption Of Computer Operations**, electronic data has the meaning set forth in Paragraph 5. **Limitation – Interruption of Computer Operations** included in **Additional Coverage – Business Income Including Extra Expense** of this form.

#### **F. Arson Reward**

We will reimburse you for an arson reward that you give to someone who discloses information that leads to the conviction of a person or persons for arson at the premises described in the Declarations.

The most we will pay under this coverage is \$5,000 each occurrence.

#### **G. Water Back-Up And Sump Overflow**

1. We will pay for direct physical loss or damage to Covered Property caused by or resulting from:
  - a. Water which backs up through or overflows from a sewer or drain; or
  - b. Water which overflows from a sump, even if the overflow results from mechanical breakdown of a sump pump or its related equipment.However, with respect to Paragraph **b.** above, we will not pay the cost of repairing or replacing a sump pump or its related equipment in the event of mechanical breakdown.
2. The coverage described in Paragraph 1. above does not apply to loss or damage resulting from an insured’s failure to:
  - a. Keep a sump pump or its related equipment in proper working condition; or
  - b. Perform the routine maintenance or repair necessary to keep a sewer or drain free from obstructions.
3. The most we will pay under this coverage is \$25,000 each occurrence.
4. With respect to the coverage provided in this **Additional Coverage – Water Back-Up and Sump Overflow**, Paragraph 3. of the **Water Exclusion** included in this Policy does not apply.

#### **H. Brands And Labels**

If branded or labeled merchandise that is Covered Property is damaged by a Covered Cause of Loss, we may take all or part of the property at an agreed or appraised value. If so, you may:

1. Stamp the word ‘Salvage’ on the merchandise or its containers, if the stamp will not physically damage the merchandise; or
2. Remove the brands and labels, if doing so will not physically damage the merchandise or its containers to comply with the law.

We will pay reasonable costs you incur to perform the activity described in Paragraphs 1. and 2. above. The most we will pay for these costs and the value of the damaged property under this Additional Coverage is \$25,000.

Payments under this Additional Coverage are subject to and not in addition to the Limits of Insurance.

#### **I. Employee Theft**

1. We will pay for direct loss of or damage to Your Business Personal Property and your “money” and “securities” resulting from “theft” committed by any of your “employees” acting alone or in collusion with other persons (except you or your partners, members or managers) with the manifest intent to:
  - a. Cause you to sustain loss or damage; and also
  - b. Obtain financial benefit (other than salaries, commissions, fees, bonuses, promotions, awards, profit sharing, pensions or other employee benefits earned in the normal course of employment) for:
    - (1) Any “employee”; or
    - (2) Any other person or organization.

2. We will not pay for loss or damage:
  - a. Resulting from any dishonest or criminal act that you or any of your partners, members, officers, “managers,” directors, trustees, authorized representatives or anyone to whom you entrust the property for any purpose commit, whether acting alone or in collusion with other persons; or
  - b. The only proof of which as to its existence or amount is one or both of the following:
    - (1) An inventory computation; or
    - (2) A profit and loss computation.
3. The most we will pay under this Additional Coverage for loss or damage in any one occurrence is \$10,000.
4. All loss or damage:
  - a. Caused by one or more “employees”; and
  - b. Involving a single act or series of related acts; is considered one occurrence.
5. We will pay only for loss or damage you sustain through acts committed or events occurring during the policy period. Regardless of the number of years this policy remains in force or the number of premiums paid, no Limit of Insurance cumulates from year to year or period to period.
6. This Additional Coverage does not apply to loss caused by an “employee” after discovery by:
  - a. You; or
  - b. Any of your partners, officers or directors, or members or “managers” not in collusion with the “employee”; of any “theft” or any other dishonest act committed by that “employee” before or after being hired by you.
7. **Extended Period To Discover Loss**
  - a. We will pay for loss that you sustained prior to the effective date of termination or cancellation of this policy, which is discovered by you no later than 1 year from the date of that termination or cancellation.
  - b. However, this extended period to discover loss terminates immediately upon the effective date of any other insurance obtained by you replacing in whole or in part the insurance afforded by this policy, whether or not such other insurance provides coverage for loss sustained prior to its effective date.
8. If you discover a loss or damage during the policy period that you (or any predecessor in interest) sustained during the period of any prior insurance that you could have recovered under that insurance except that the time within which to discover loss or damage had expired, we will pay for it under this Additional Coverage, provided:
  - a. This Additional Coverage became effective at the time of cancellation or termination of the prior insurance; and
  - b. The loss or damage would have been covered by this Additional Coverage had it been in effect when the acts or events causing the loss or damage were committed or occurred.
9. The insurance under Paragraph 8. above is provided within, and not in addition to, the Limit of Insurance applying to this Additional Coverage and is limited to the lesser of the amount recoverable under:
  - a. This Additional Coverage as of its effective date; or
  - b. The prior insurance, had it remained in effect.
10. None of the exclusions in Section **B. Exclusions** of the **CAUSES OF LOSS – SPECIAL FORM** apply to Employee Theft Coverage provided under this endorsement except:
  - a. **B.1.c. Governmental Action;**
  - b. **B.1.d. Nuclear Hazard;** and
  - c. **B.1.f. War And Military Action.**
11. We will not pay for loss as specified below:
  - a. **Acts Committed by You or Your Partners**  
Loss resulting from any dishonest or criminal act committed by your or any of your partners whether acting alone or in collusion with other persons.
  - b. **Indirect Loss**  
Loss that is an indirect result of any act or occurrence covered by this insurance including, but not limited to, loss resulting from:
    - (1) Your inability to realize income that you would have realized had there been no loss of, or loss from damage to “money” and “securities”.
    - (2) Payment of damages of any type for which you are legally liable. But, we will pay compensatory damages arising directly from a loss covered under this Additional Coverage.

- (3) Payment of costs, fees or other expenses you incur in establishing either the existence or the amount of loss under this Additional Coverage.

**c. Legal Expenses**

Expenses related to any legal action.

**12. Ownership Of Property; Interests Covered**

The property covered under this Additional Coverage is limited to property:

- a. That you own or lease;
- b. That you hold for others; or
- c. For which you are legally liable, except for property inside the premises of a "client" of yours.

However, this coverage is for your benefit only. It provides no rights or benefits to any other person or organization. Any claim for loss that is covered under this coverage must be presented by you.

**13. Valuation – Settlement**

Subject to the Limit of Insurance, we will pay for:

- a. Loss of "money" but only up to and including its face value. We may, at our option, pay for loss of "money" issued by any country other than the United States of America:
  - (1) At face value in the "money" issued by that country; or
  - (2) In the United States of America dollar equivalent determined by the rate of exchange published in The Wall Street Journal on the day the loss was discovered.
- b. Loss of "securities" but only up to and including their value at the close of business on the day that loss was discovered. We may, at our option:
  - (1) Pay the value of such "securities" or replace them in kind, in which event you must assign to us all your rights, title and interest in and to those "securities";
  - (2) Pay the cost of any Lost Securities Bond required in connection with issuing duplicates of the "securities." However, we will be liable only for the payment of so much of the cost of the bond as would be charged for a bond having a penalty not exceeding the lesser of the:
    - (a) Value of the "securities" at the close of business on the day the loss was discovered; or
    - (b) Limit of Insurance.

**J. Business Income Including Extra Expense**

**1. Coverage**

**a. Business Income**

Business Income means the:

- (1) Net Income (Net Profit or Loss before income taxes) that would have been earned or incurred; and
- (2) Continuing normal operating expenses incurred, including payroll.

For manufacturing risks, Net Income includes the net sales value of production.

Business Income includes "Rental Value."

We will pay the actual loss of Business Income you sustain due to the necessary "suspension" of your "operations" during the "period of restoration." The "suspension" must be caused by direct physical loss of or damage to property at the premises described in the Declarations, including personal property in the open (or in a vehicle) within 1,000 feet, caused by or resulting from any Covered Cause of Loss.

**b. Extra Expense**

Extra Expense means necessary expenses you incur during the "period of restoration" that you would not have incurred if there had been no direct physical loss or damage to property caused by or resulting from a Covered Cause of Loss.

We will pay Extra Expense (other than the expenses to repair or replace property) to:

- (1) Avoid or minimize the "suspension" of business and to continue operations at the premises described in the Declarations or at replacement premises or temporary locations, including relocation expenses and costs to equip and operate the replacement location or temporary location;
- (2) Minimize the "suspension" of business if you cannot continue "operations."

We will pay Extra Expense to repair or replace property, but only to the extent it reduces the amount of loss that otherwise would have been payable under this Additional Coverage.

## 2. Additional Coverages

### a. Alterations And New Buildings

We will pay for the actual loss of Business Income you sustain and necessary Extra Expense you incur due to direct physical loss or damage at the described premises caused by or resulting from any Covered Cause of Loss to:

- (1) New buildings or structures, whether complete or under construction;
- (2) Alterations or additions to existing buildings or structures; and
- (3) Machinery, equipment, supplies or building materials located on or within 1,000 feet of the described premises and:
  - (a) Used in the construction, alterations or additions; or
  - (b) Incidental to the occupancy of new buildings.

If such direct physical loss or damage delays the start of "operations," the "period of restoration" for Business Income Coverage will begin on the date "operations" would have begun if the direct physical loss or damage had not occurred.

### b. Civil Authority

When a Covered Cause of Loss causes damage to property other than property at the described premises, we will pay for the actual loss of Business Income you sustain and necessary Extra Expense caused by action of civil authority that prohibits access to the described premises, provided both of the following apply:

- (1) Access to the area immediately surrounding the damaged property is prohibited by civil authority as a result of the damage, and the described premises are within that area but are not more than one mile from the damaged property; and
- (2) The action of civil authority is taken in response to dangerous physical conditions resulting from the damage or continuation of the Covered Cause of Loss that caused the damage, or the action is taken to enable a civil authority to have unimpeded access to the damaged property.

Civil Authority Coverage for Business Income will begin 72 hours after the time of the first action of civil authority that prohibits access to the described premises and will apply for a period of up to four consecutive weeks from the date on which such coverage began.

Civil Authority for Extra Expense will begin immediately after the time of the first action of civil authority that prohibits access to the described premises and will end:

- (1) Four consecutive weeks after the date of that action; or
  - (2) When Civil Authority for Business Income ends;
- whichever is later.

### c. Extended Business Income

#### (1) Business Income Other Than "Rental Value"

If the necessary "suspension" of your "operations" produces a Business Income loss payable under this additional coverage, we will pay for the actual loss of Business Income you incur during the period that:

- (a) Begins on the date property (except "finished stock") is actually repaired, rebuilt or replaced and "operations" are resumed; and
- (b) Ends on the earlier of:
  - (i) The date you could restore your "operations," with reasonable speed, to the level which would generate the "business income" amount that would have existed if no direct physical loss or damage had occurred; or
  - (ii) 30 consecutive days after the date determined in (1)(a) above.

However, Extended Business Income does not apply to loss of Business Income incurred as a result of unfavorable business conditions caused by the impact of the Covered Cause of Loss in the area where the described premises are located.

Loss of Business Income must be caused by direct physical loss or damage at the described premises caused by or resulting from any Covered Cause of Loss.

#### (2) "Rental Value"

If the necessary "suspension" of your "operations" produces a "Rental Value" loss payable under this additional coverage, we will pay for the actual loss of "Rental Value" you incur during the period that:

- (a) Begins on the date property is actually repaired, rebuilt or replaced and tenantability is restored; and

(b) Ends on the earlier of:

- (i) The date you could restore tenant occupancy, with reasonable speed, to the level which would generate the "Rental Value" that would have existed if no direct physical loss or damage had occurred; or
- (ii) 30 consecutive days after the date determined in (2)(a) above.

However, Extended Business Income does not apply to loss of "Rental Value" incurred as a result of unfavorable business conditions caused by the impact of the Covered Cause of Loss in the area where the described premises are located.

Loss of "Rental Value" must be caused by direct physical loss or damage at the described premises caused by or resulting from any Covered Cause of Loss.

### 3. Limits of Insurance

The most we will pay for loss under this **Additional Coverage - Business Income Including Extra Expense** in any one occurrence is \$25,000.

Payments under the following additional coverages will not increase the applicable Limit of Insurance:

- a. Alterations and New Buildings;
- b. Civil Authority; or
- c. Extended Business Income.

### 4. Valuation

The following is added to **E.7. Valuation** of the **BUILDING AND PERSONAL PROPERTY COVERAGE FORM**:

g. The amount of Business Income loss will be determined based on:

- (1) The Net Income of the business before the direct physical loss or damage occurred;
- (2) The likely Net Income of the business if no loss or damage occurred, but not including any Net Income that would likely have been earned as a result of an increase in the volume of business due to favorable business conditions caused by the impact of the Covered Cause of Loss on customers or on other businesses;
- (3) The operating expenses, including payroll expenses, necessary to resume "operations" with the same quality of service that existed just before the direct physical loss or damage; and
- (4) Other relevant sources of information, including:
  - (a) Your financial records and accounting procedures;
  - (b) Bills, invoices and other vouchers; and
  - (b) Deeds, liens or contracts.

h. The amount of Extra Expense will be determined based on:

- (1) All expenses that exceed the normal operating expenses that would have been incurred by "operations" during the "period of restoration" if no direct physical loss or damage had occurred. We will deduct from the total of such expenses:
  - (a) The salvage value that remains of any property bought for temporary use during the "period of restoration" once "operations" are resumed; and
  - (b) Any Extra Expense that is paid for by other insurance, except for insurance that is written subject to the same plan, terms, conditions and provisions as this insurance; and
- (2) Necessary expenses that reduce the Business Income loss that otherwise would have been incurred.

#### i. Loss Payment

We will pay for covered loss within 30 days after we receive the sworn proof of loss, if you have complied with all of the terms of this Additional Coverage and:

- (1) We have reached an agreement with you on the amount of loss; or
- (2) An appraisal award has been made.

#### j. Resumption of Operations

We will reduce the amount of your:

- (1) Business Income loss, other than Extra Expense, to the extent you can resume your "operations," in whole or in part, by using damaged or undamaged property (including merchandise or stock) at the described premises or elsewhere.
- (2) Extra Expense loss to the extent you can return "operations" to normal and discontinue such Extra Expense. If you do not resume "operations," or do not resume "operations" as quickly as possible, we will pay based on the length of time it would have taken to resume "operations" as quickly as possible.

## 5. Limitation – Interruption of Computer Operations

- a. Coverage for Business Income does not apply when action is taken to avoid or minimize a “suspension” of “operations” caused by destruction or corruption of electronic data, or any loss or damage to electronic data, except as provided under the **Additional Coverage – Interruption Of Computer Operations**.
- b. Coverage for Extra Expense does not apply when action is taken to avoid or minimize a “suspension” of “operations” caused by destruction or corruption of electronic data, or any loss or damage to electronic data, except as provided under the **Additional Coverage – Interruption Of Computer Operations**.
- c. Electronic data means information, facts or computer programs stored as or on, created or used on, or transmitted to or from computer software (including systems and applications software), on hard or floppy disks, CD-ROMs, tapes, drives, cells, data processing devices or any other repositories of computer software which are used with electronically controlled equipment. The term computer programs, referred to in the foregoing description of electronic data, means a set of related electronic instructions which direct the operations and functions of a computer or device connected to it, which enable the computer or device to receive, process, store, retrieve or send data.

## K. Business Income From Dependent Properties

1. We will pay for the actual loss of Business Income you sustain due to the necessary "suspension" of your "operations" during the coverage period. The "suspension" must be caused by direct physical loss of or damage at the premises of a dependent property caused by or resulting from a Covered Cause of Loss.

However, this Additional Coverage does not apply when the only loss to dependent property is loss or damage to electronic data, including destruction or corruption of electronic data. If the dependent property sustains loss or damage to electronic data and other property, coverage under this Additional Coverage will not continue once the other property is repaired, rebuilt or replaced. Electronic data has the meaning set forth in Paragraph 5. **Limitation – Interruption of Computer Operations** included in **Additional Coverage – Business Income Including Extra Expense** of this form.

The most we will pay under this Additional Coverage is \$10,000 in any one occurrence.

2. We will reduce the amount of your Business Income loss, other than Extra Expense, to the extent you can resume "operations," in whole or in part, by using any other available:
  - a. Source of materials; or
  - b. Outlet for your products.
3. If you do not resume “operations,” or do not resume “operations” as quickly as possible, we will pay based on the length of time it would have taken to resume “operations” as quickly as possible.
4. Business Income, as it pertains to this **Additional Coverage – Business Income From Dependent Properties**, means:
  - a. Net income (net profit or loss before income taxes) that would have been earned or incurred if no physical loss or damage had occurred, but not including any net income that would likely have been earned as a result of an increase in the volume of business due to favorable business conditions caused by the impact of the Covered Cause of Loss; and
  - b. Continuing normal operating expenses incurred, including ordinary payroll.
5. Dependent property means property operated by others whom you depend on to:
  - a. Deliver materials or services to you, or to others for your account. But services does not mean water, communication or power supply services;
  - b. Accept your products or services;
  - c. Manufacture your products for delivery to your customers under contract for sale; or
  - d. Attract customers to your business.

The dependent property must be located in the coverage territory of this policy.

6. The coverage period for Business Income under this Additional Coverage:
  - a. Begins 72 hours after the time of direct physical loss or damage caused by or resulting from any Covered Cause of Loss at the premises of the dependent property; and
  - b. Ends on the date when the property at the premises of the dependent property should be repaired, rebuilt or replaced with reasonable speed and similar quality.
7. The Business Income coverage period, as stated in Paragraph 6., does not include any increased period required due to the enforcement of any ordinance or law that:
  - a. Regulates the construction, use or repair, or requires the tearing down, of any property; or
  - b. Requires any insured or others to test for, monitor, clean up, remove, contain, treat, detoxify or neutralize, or in any way respond to or assess the effects of "pollutants".

The expiration date of this policy will not reduce the Business Income coverage period.

## L. Claims Expenses

In the event of covered loss or physical damage we will pay up to \$10,000 in any one occurrence as an additional Limit of Insurance to cover reasonable expenses incurred by you at our specific request to assist us in:

1. The investigation of a claim or suit; or
2. The determination of the amount of loss, such as taking inventory, or auditing business records.

## M. Inventory Or Appraisal Cost

We will pay up to \$5,000 each occurrence for the cost of any inventory or appraisal required as a result of direct physical loss or damage to covered property caused by or resulting from a Covered Cause of Loss.

## N. Money And Securities

1. We will pay for loss of "money" and "securities" used in your business caused by "theft," disappearance or destruction. The most we will pay for loss in any one "occurrence" under this coverage is:

- a. \$10,000 for "money" and "securities" while inside the "premises" or a "banking premises."
- b. \$5,000 for "money" and "securities" while in the care and custody of a "messenger."

2. **Additional Exclusions Applicable to Money And Securities**

We will not pay for loss as specified below:

- a. Loss resulting from accounting or arithmetical errors or omissions;
- b. Loss resulting from the giving or surrendering of property in any exchange or purchase.
- a. Loss of property contained in any money operated device unless the amount of "money" deposited in it is recorded by a continuous recording instrument in the device.
- d. Loss resulting from any dishonest or criminal act committed by any of your "employees," directors, trustees or authorized representatives:
  - (1) Acting alone or in collusion with other persons; or
  - (2) While performing services for you or otherwise.
- e. Loss of property after it has been transferred or surrendered to a person or place outside the "premises" or "banking premises."
  - (1) On the basis of unauthorized instructions; or
  - (2) As a result of a threat to do:
    - (a) Bodily harm to any person; or
    - (b) Damage to any property.
  - (3) But, this exclusion does not apply to loss of "money" and "securities" while outside the "premises" or "banking premises" in the care and custody of a "messenger" if you:
    - (a) Had no knowledge of any threat at the time the conveyance began; or
    - (b) Had knowledge of a threat at the time the conveyance began, but the loss was not related to the threat.
- f. Loss resulting from your, or anyone acting on your express or implied authority, being induced by any dishonest act to voluntarily part with title to or possession of any property.

3. **Additional Conditions**

- a. The reference to "money" and "securities" in Subparagraph **A.2.a. Property Not Covered** of the **BUILDING AND PERSONAL PROPERTY COVERAGE FORM** does not apply to the coverage provided by this form.
- b. You must keep records of all "money" and "securities" so we can verify the amount of loss or damage.

## O. Off Premises Power Failure – Direct Damage

1. With respect to coverage provided in this **Additional Coverage – Off Premises Power Failure – Direct Damage**, Exclusion **B.1.e.** of the **CAUSES OF LOSS – SPECIAL FORM** is deleted in its entirety and replaced as follows:

- e. **Utility Services**

The failure of utility service (other than Power Supply Service) supplied to the described premises, however caused, if the failure occurs away from the described premises. Failure includes lack of sufficient capacity and reduction in supply.

But if the failure of utility service results in a Covered Cause of Loss, we will pay for the loss or damage caused by that Covered Cause of Loss.

This exclusion does not apply to the Business Income coverage or to Extra Expense coverage. Instead, the Special Exclusion in Paragraph **B.4.a.(1)** applies to these coverages.

2. The following Additional Coverage is added:

**Off Premises Power Failure – Direct Damage**

- a. We will pay for loss of or damage to Covered Property caused by an interruption in Power Supply Service to the described premises. The interruption in Power Supply Service must result from direct physical loss or damage by a Covered Cause of Loss to property that is located off the described premises.
- b. Coverage under this Additional Coverage does not apply to loss or damage to electronic data, including destruction or corruption of electronic data. The term electronic data has the meaning set forth in Paragraph 5. **Limitation – Interruption of Computer Operations** included in **Additional Coverage – Business Income Including Extra Expense** of this form.
- c. Power Supply Service means the following types of property supplying electricity, steam or gas to the described premises:
  - (1) Utility generating plants;
  - (2) Switching stations;
  - (3) Substations;
  - (4) Transformers; and
  - (5) Transmission lines, including overhead transmission lines.
- d. The most we will pay for any one occurrence is \$10,000.

**P. Ordinance Or Law Coverage**

Exclusion **B.1.a. Ordinance Or Law** of the **CAUSES OF LOSS – SPECIAL FORM** is deleted and the following coverage applies:

- 1. Ordinance or Law Coverage applies only if the following is satisfied.
  - a. The ordinance or law:
    - (1) Regulates the demolition, construction or repair of buildings, or establishes zoning or land use requirements at the described premises; and
    - (2) Is in force at the time of loss.But coverage under this endorsement applies only in response to the minimum requirements of the ordinance or law. Losses and costs incurred in complying with recommended actions or standards that exceed actual requirements are not covered under this endorsement.
  - b. (1) The building sustains direct physical damage that is covered under this policy and such damage results in enforcement of the ordinance or law; or
    - (2) The building sustains both direct physical damage that is covered under this policy and direct physical damage that is not covered under this policy, and the building damage in its entirety results in enforcement of the ordinance or law.
    - (3) But if the building sustains direct physical damage that is not covered under this policy, and such damage is the subject of the ordinance or law, then there is no coverage under this additional coverage even if the building has also sustained covered direct physical damage.
  - c. In the situation described in 1.b.(2) above, we will not pay the full amount of loss otherwise payable under the terms of **Coverage A** and/or **Coverage B and C Combined** of this additional coverage. Instead, we will pay a proportion of such loss; meaning the proportion that the covered direct physical damage bears to the total direct physical damage.  
However, if the covered direct physical damage, alone, would have resulted in enforcement of the ordinance or law, then we will pay the full amount of loss otherwise payable under the terms of **Coverages A** and/or **B and C Combined** of this endorsement.
- 2. Under this coverage, we will not pay for loss due to any ordinance or law that:
  - a. You were required to comply with before the loss, even if the building was undamaged; and
  - b. You failed to comply with.
- 3. Under this coverage, we will not pay for:
  - a. Enforcement of any ordinance or law which requires the demolition, repair, replacement, reconstruction, remodeling or remediation of property due to contamination by “pollutants” or due to the presence, growth, proliferation, spread or any activity of “fungus,” wet or dry rot or bacteria; or
  - b. The costs associated with the enforcement of any ordinance or law which requires any insured or others to test for, monitor, clean up, remove, contain, treat, detoxify or neutralize, or in any way respond to, or assess the effects of “pollutants,” “fungus,” wet or dry rot or bacteria.

#### 4. Coverage A: Coverage for Loss to the Undamaged Portion of the Building

- a. If a Covered Cause of Loss occurs to covered building property at the premises described in the Declarations, we will pay for the loss in value of the undamaged portion of the building as a consequence of enforcement of an ordinance or law that requires demolition of undamaged parts of the same building.
- b. **Coverage A** is included within the Limit of Insurance applicable to the covered building property at the premises described in the Declarations. **Coverage A** does not increase the Limit of Insurance.
- c. Loss will be determined as follows:
  - (1) If the Replacement Cost Coverage Option applies and the property is repaired or replaced, on the same premises or another premises, we will not pay more than the lesser of:
    - (a) The amount you actually spend to repair, rebuild or reconstruct the building, but not for more than the amount it would cost to restore the building on the same premises and to the same height, floor area, style and comparable quality of the original property insured; or
    - (b) The Limit of Insurance shown in the Declarations as applicable to the covered building property.
  - (2) If the Replacement Cost Coverage Option applies and the property is **not** repaired or replaced, or if the Replacement Cost Coverage Option does **not** apply, we will not pay more than the lesser of:
    - (a) The actual cash value of the building at the time of loss; or
    - (b) The Limit of Insurance shown in the Declarations as applicable to the covered building property.

#### 5. Coverages B: Demolition Cost and C: Increased Cost of Construction (Combined)

If a Covered Cause of Loss occurs to covered building property, we will pay up to 25 percent (25%) of the Limit of Insurance applicable to building property at the premises described in the Declarations, subject to a maximum limit of \$150,000, for the total of all covered losses (combined) for Demolition Cost and Increased Cost of Construction. Subject to these limits of coverage, the following conditions will apply:

##### a. Demolition Cost

- (1) With respect to the building that has sustained covered direct physical damage, we will pay the cost to demolish and clear the site of undamaged parts of the same building, as a consequence of enforcement of an ordinance or law that requires demolition of such undamaged property.
- (2) The Coinsurance Additional Condition does not apply to Demolition Cost.
- (3) We will not pay more than the amount you actually spend to demolish and clear the site of the premises described in the Declarations.

##### b. Increased Cost of Construction

- (1) With respect to the building that has sustained covered direct physical damage, we will pay the increased cost to:
  - (a) Repair or reconstruct damaged portions of that building property; and/or
  - (b) Reconstruct or remodel undamaged portions of that building property, whether or not demolition is required; when the increased cost is a consequence of enforcement of the minimum requirements of the ordinance or law.However:
  - (a) This coverage applies only if the restored or remodeled property is intended for similar occupancy as the current property, unless such occupancy is not permitted by zoning or land use ordinance or law.
  - (b) We will not pay for increased cost of construction if the building is not repaired, reconstructed or remodeled. The Coinsurance Additional Condition does not apply to Increased Cost of Construction.
- (2) When covered building property is damaged or destroyed by a Covered Cause of Loss and Increased Cost of Construction applies to that property in accordance with **b.(1)** above, coverage for the Increased Cost of Construction also applies to repair or reconstruction of the following, subject to the same conditions stated in **b.(1)**:
  - (a) The cost of excavations, grading, backfilling and filling;
  - (b) Foundation of the building;
  - (c) Pilings; and
  - (d) Underground pipes, flues and drains.The items listed in **(2)(a)** through **(2)(d)** above are deleted from Property Not Covered, but only with respect to the coverage described in this provision **5.b**.
- (3) Loss Payment will be determined as follows:

- (a) We will not pay:
  - (i) Until the property is actually repaired or replaced, at the same or another premises; and
  - (ii) Unless the repairs or replacement are made as soon as reasonably possible after the loss or damage, not to exceed two years. We may extend this period in writing during the two years.
- (b) If the building is repaired or replaced at the same premises, or you elect to rebuild at another premises, the most we will pay is the increased cost of construction at the same premises.

#### Q. Outdoor Signs

1. We will pay for direct physical loss of or damage to all Outdoor Signs at the premises described in the Declarations:
  - a. owned by you; or
  - b. owned by others but in your care, custody or control.
2. None of the exclusions in Section **B. Exclusions** of the **CAUSES OF LOSS – SPECIAL FORM** apply to Outdoor Signs provided under this coverage except:
  - a. **B.1.c. Governmental Action;**
  - b. **B.1.d. Nuclear Hazard;** and
  - c. **B.1.f. War and Military Action.**
3. We will not pay for loss or damage caused by or resulting from:
  - a. wear and tear;
  - b. hidden or latent defect;
  - c. rust;
  - d. corrosion; or
  - e. mechanical breakdown.

The most we will pay for loss of or damage in any one occurrence is \$10,000.

#### R. Recharging Of Fire Extinguishers

We will pay for expenses you incur for the recharging of Fire Extinguishers made necessary by the fighting of a fire at the premises described in the Declarations or adjacent to such property.

The most we will pay for any one occurrence is \$5,000.

#### S. Unauthorized Business Card Use

We will pay for the loss of "money" resulting from theft, forgery or unauthorized use of credit, debit or charge cards issued in the business name to you, your partners or officers, including:

1. Fund transfer cards;
2. Charge plates; and
3. Telephone cards.

The most we will pay under this Additional Coverage during each 12 month period of this policy (including any extension of less than one year), is \$5,000.

We will not pay for loss resulting from the use of any credit, debit or charge card if not customarily used in your business.

#### T. Forgery Or Alteration

1. We will pay for loss resulting directly from "forgery" or alteration of checks, drafts, promissory notes, or similar written promises, orders or directions to pay a sum certain in "money" that are:

- (a) Made or drawn by or drawn upon you; or
- (b) Made or drawn by one acting as your agent; or that are purported to have been so made or drawn.

For the purposes of this Insuring Agreement, a substitute check as defined in the Check Clearing for the 21st Century Act shall be treated the same as the original it replaced.

2. If you are sued for refusing to pay any instrument covered in Paragraph 1. above, on the basis that it has been forged or altered, and you have our written consent to defend against the suit, we will pay for any reasonable legal expenses that you incur and pay in that defense.
3. The most we will pay for any loss in any one "occurrence" including legal expenses is \$10,000.

#### U. Salespersons Samples

1. We will pay for loss of or damage to Covered Property from a Covered Cause of Loss to samples (including their containers) of your stock in trade that are:
  - (a) Owned by you; or

(b) The property of others for which you are legally liable.

But this coverage applies only while such property is:

(a) In the custody of your salespersons or authorized sales representatives;

(b) In your custody, if you are an individual, while you are acting as a salesperson; or

(c) In due course of transit to or from your premises and your salespersons or authorized sales representatives.

### 3. Additional Exclusion Applicable to Salespersons Samples

We will not pay for loss as specified below:

Theft from an unattended vehicle unless at the time of theft, its windows, doors and compartments were closed and locked and there are visible signs that the theft was the result of forced entry.

4. The most we will pay under this coverage is \$2,500 in any one occurrence.

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## Inland Marine Coverages

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The following coverages are added under **4. Additional Coverages** of the **BUILDING AND PERSONAL PROPERTY COVERAGE FORM**. The Additional Condition, Coinsurance, does not apply to these coverages.

### A. Installation Coverage

#### 1. Coverage

a. We will pay for loss of or damage to the following property:

(1) Materials, supplies, equipment, machinery and fixtures owned by you or in your care, custody or control, and which are to be installed by you or at your direction; and

(2) Temporary structures built or assembled by you on site, including cribbing, scaffolding and construction forms.

This property is covered while:

(1) At any job site you do not own, lease or operate;

(2) Awaiting and during installation, or awaiting acceptance by the purchaser;

(3) At a "temporary storage location."

But property in transit is not covered except as provided under Property Extension – Property In Transit.

b. This Additional Coverage does not apply to:

(1) An existing building or structure to which an addition, alteration, improvement or repair is being made;

(2) Property stored at a permanent warehouse or storage yard that you own;

(3) A plan, blueprint, design or specification; and

(4) Machinery, tools, equipment, supplies or similar property that will not become a permanent part of the project. This includes contractors equipment and other tools belonging to a contractor or sub-contractor.

c. We will not pay for loss or damage caused by or resulting from any of the following:

(1) The cost to make good or replace faulty or defective materials or workmanship;

(2) Penalties for noncompletion or non-compliance with any contract terms or conditions;

(3) Testing including stand-up performance, stress, pressure, overload testing of the covered property;

(4) A fault, defect, deficiency, error or omission in a plan, blueprint, design or specification; or

(5) The weight of a load when it exceeds the designed capacity of any property covered under this Additional Coverage to lift, move or support the load from any position.

#### 2. The following is added to **E.7. Valuation** of the **BUILDING AND PERSONAL PROPERTY COVERAGE FORM**:

f. As respects your materials, supplies, machinery, fixtures and equipment and similar property of others in your care, custody or control which will become a permanent part of your installation, fabrication or erection project, the value of covered property may be valued as follows:

(1) **Actual Cost to Repair, Replace or Rebuild.** The value of covered property will be based on the lesser of the following accounts:

(a) The actual cost to repair, replace or rebuild the covered property with materials of like kind and quality. The actual cost may include material, labor and reasonable overhead expenses; or

(b) The amount you actually spend to repair, replace or rebuild the covered property.

This valuation provision does not apply to Paragraphs (2) or (3) below.

(2) **Pair or Set.** The value of a lost or damaged article which is part of a pair or set is based on a reasonable proportion of the value of the entire pair or set. The loss is not considered a total loss of the pair or set.

(3) **Loss to Parts.** The value of a lost or damaged part of an item that consists of several parts when it is complete is based on the value of only the lost or damaged part or the cost to repair or replace it.

### 3. Limit of Insurance

The most we will pay for loss or damage to property covered under this Additional Coverage is \$10,000 per occurrence.

This is the most we will pay regardless of:

- a. The number of job sites you do not own, lease or operate; or
- b. "Temporary storage locations."

4. With respect to this coverage, **Installation Coverage**, Section **D. Deductible** of the **BUILDING AND PERSONAL PROPERTY COVERAGE FORM** is deleted and replaced by the following:

#### D. Deductible

We will not pay for loss or damage in any one occurrence until the amount of loss or damage exceeds \$500. We will then pay the amount of loss or damage in excess of \$500 up to the applicable limit of insurance.

5. Paragraph **e.** of **C.1. Limitations** of the **CAUSES OF LOSS – SPECIAL FORM** is replaced by the following:

**e.** Property that is missing, where the only evidence of the loss or damage is a shortage disclosed on taking inventory, or other instances where there is no physical evidence to show what happened to the property.

But, this limitation does not apply to covered property in the custody of a carrier for hire.

6. The following are added to **F. Additional Conditions** of the **BUILDING AND PERSONAL COVERAGE FORM**:

#### 3. Carriers for Hire

You may accept bills of lading or shipping receipts issued by carriers for hire that limit their liability to less than the actual cash value of the covered property.

4. Coverage provided under the Installation Coverage will end when one of the following first occurs:

- (1) This policy expires or is cancelled;
- (2) The property covered under this Additional Coverage is accepted by the purchaser;
- (3) Your interest in the property covered under this Additional Coverage ceases;
- (4) You abandon the project to be performed by you for the purchaser, with no intention to complete it;
- (5) 90 days after the project to be performed by you for the purchaser is completed, unless we specify a different date in writing.

## B. Contractors Equipment Coverage

### 1. Your "Small Tools" and "Small Tools" Owned by Your Employees

We will pay for your "small tools" and "small tools" owned by your employees. The most we will pay is as follows:

Limit for Your "Small Tools": \$5,000. (maximum limit per item \$1,000)

Limit for "Small Tools" Owned by Your Employees: \$1,000. (maximum limit per item \$250)

#### Leased and Rented Equipment

We will pay for contractors' equipment that is leased or rented from others to you. Contractors' equipment means machinery, equipment, and tools of a mobile nature that you use in your contracting, installation, erection, or moving operations or projects. The most we will pay for property leased or rented from others is \$5,000.

**a.** Coverage applies only to covered property while:

- (1) At the described premises;
- (2) On a "client's" premises; or
- (3) In transit directly between the described premises and a "client's" premises and while in a motor vehicle owned, leased or operated by the named insured.

**b.** The coverage provided by this Additional Coverage applies only to loss caused by or resulting from the following causes of loss and only if they are Covered Causes of Loss:

- (1) Fire;
- (2) Lightning;
- (3) Explosion;
- (4) Aircraft;

- (5) Vandalism and malicious mischief; or
- (6) Theft.

c. The following is added to **A.2. Property Not Covered** of the **BUILDING AND PERSONAL PROPERTY COVERAGE FORM**:

r. Property while stored or operated underground in connection with any mining operations.

d. The following is added to Paragraph 2. of **B. Exclusions** of the **CAUSES OF LOSS - SPECIAL FORM**:

n. We will not pay for loss or damage caused by puncture, blowout and road damage to tires and tubes mounted on vehicles. However, we do pay for puncture, blowout or road damage caused by a specified peril.

o. We will not pay for loss caused by humidity, dampness, dryness or changes in or extremes of temperature.

p. We will not pay for loss caused by the weight of a load which, under the operating conditions at the time of a loss, exceeds the registered lifting capacity of any equipment or machine.

q. We will not pay for loss due to theft or mysterious disappearance from any vehicle or attached container. We will pay for loss due to burglary when there are signs of forcible entry to a locked vehicle or container.

e. **E.7. Valuation** of the **BUILDING AND PERSONAL PROPERTY COVERAGE FORM** is deleted and replaced by the following:

**7. Valuation**

We will determine the value of covered property in the event of loss or damage as follows:

a. At actual cash value at the time of the loss (with a deduction for depreciation) except as provided in Paragraphs b. and c. following.

b. **Pair or Set.** The value of a lost or damaged article which is part of a pair or set is based on a reasonable proportion of the value of the entire pair or set. The loss is not considered a total loss of the pair or set.

c. **Loss to Parts.** The value of a lost or damaged part of an item that consists of several parts when it is complete is based on the value of only the lost or damaged part or the cost to repair or replace it.

**2. Rental Reimbursement**

In the event of loss by a covered peril to covered contractors' equipment that you own, we will reimburse you for your expense to rent similar equipment while your equipment is inoperable. The most we will reimburse you for rental reimbursement expenses is \$1,000. We will continue to reimburse you for the rental of equipment after the expiration date of this coverage provided the loss occurred before the expiration date.

We will not reimburse you:

a. If you can continue or resume your operations with similar equipment that is available to you at no additional expense to you; or

b. For the rental expense of any equipment unless you make every reasonable effort to repair, replace or rebuild the inoperable equipment after the covered loss occurs.

3. With respect to this Additional Coverage, **Contractors Equipment Coverage**, Section **D. Deductible** of the **BUILDING AND PERSONAL PROPERTY COVERAGE FORM** is deleted and replaced by the following:

**D. Deductible**

We will not pay for loss or damage in any one occurrence until the amount of loss or damage exceeds \$500. We will then pay the amount of loss or damage in excess of \$500 up to the applicable limit of insurance.

We will not reimburse you for the rental of equipment until after 72 hours have passed since the covered property was rendered inoperable. After 72 hours have passed, we will only reimburse you for the rental expense that you actually incur.

The deductible of \$500 does not apply to rental reimbursement expenses.

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**General Liability Additional Coverages**

The following Additional Coverages are added to the **COMMERCIAL GENERAL LIABILITY COVERAGE FORM**.

**A. Blanket Additional Insured Coverage**

1. **SECTION II – WHO IS AN INSURED** of the **COMMERCIAL GENERAL LIABILITY COVERAGE FORM** is amended to include as an insured any person or organization (referred to as Additional Insured) whom you are required to add as an Additional Insured on this policy under:

a. A written contract or agreement; and

b. Where a certificate of insurance showing that person or organization as an additional insured has been issued; and

- c. When the written contract or agreement and certificate of insurance are currently in effect or becoming in effect during the term of the policy and executed prior to the "bodily injury," "property damage," or "personal and advertising injury."
2. The insurance provided to the Additional Insured is limited as follows:
    - a. The Additional Insured is only an additional insured for:
      - (1) "Bodily injury," "property damage," or "personal and advertising injury" caused in whole or in part by negligent acts or omissions of the Named Insured or anyone directly or indirectly employed by the Named Insured or for whose acts a Named Insured may be liable.
      - (2) Liability arising out of your ongoing operations for the Additional Insured by or for you. A person's or organization's status as an insured under this coverage ends when your operations for that insured are completed.
    - b. The Limits of Insurance applicable to the Additional Insured are those specified in the written contract or agreement but not more than the Limits of Insurance specified in the Declarations for this policy. The Limits of Insurance applicable to the Additional Insured are inclusive of and not in addition to the Limits of Insurance shown in the Declarations for the Named Insured.
  3. In addition to the other exclusions applicable to **Section I, Coverages A., B. and C. of the COMMERCIAL GENERAL LIABILITY COVERAGE FORM**, the insurance provided to the Additional Insured does not apply to:
    - a. "Property damage" to:
      - (1) Property owned, used, occupied by, loaned or rented to the Additional Insured;
      - (2) Property in the care, custody or control of the Additional Insured or over which the Additional Insured are for any purpose exercising physical control; or
      - (3) "Your work" performed for the Additional Insured.
    - b. "Bodily injury," "property damage," or "personal and advertising injury" arising out of an architect's, engineer's or surveyor's rendering or failure to render any professional services for you, for the Additional Insured or for others, including, but not limited to:
      - (1) The preparing, approving or failure to prepare or approve maps, drawings, opinions, reports, surveys, change orders, designs or specifications; or
      - (2) Supervisory, inspection or engineering services.
    - c. "Bodily injury" or "property damage" occurring after:
      - (1) All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured at the site of the covered operations has been completed; or
      - (2) That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.
  4. **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**, Paragraph 4. **Other Insurance**, is amended to add the following subparagraph:
    - d. **Additional Insured's Other Insurance As Excess Insurance**  
 To the extent required by an "insured contract," this insurance is primary on behalf of the Additional Insured; and any other insurance maintained by the Additional Insured is excess and not contributory with this insurance. If the "insured contract" does not require this provision, then Paragraph a. above will apply.

## **B. Mobile Equipment Broadened Coverage**

**V.12.f.(1)** of the **COMMERCIAL GENERAL LIABILITY COVERAGE FORM** is replaced by the following:

- (1) Equipment designed primarily for:
  - (a) Snow Removal;
  - (b) Road maintenance, but not construction or resurfacing; or
  - (c) Street cleaning.

Except the above provisions do not apply to self-propelled vehicles of less than 1,000 pounds gross vehicle weight which are not intended for use on a highway.

## **C. Aggregate Limit Per Project**

The General Aggregate Limit under **SECTION III – LIMITS OF INSURANCE** of the **COMMERCIAL GENERAL LIABILITY COVERAGE FORM** applies separately to each of your projects away from premises owned by or rented to you.

#### **D. Blanket Waiver Of Transfer Of Rights Of Recovery Against Others To Us**

The **Transfer Of Rights Of Recovery Against Others To Us** Condition (**SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**) is amended by the addition of the following:

We waive any right of recovery we may have against any person or organization to whom you by written contract or written agreement have waived your own right or recovery for loss caused by that person or organization because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a written contract or written agreement with that person or organization and included in the "products-completed operations hazard."

This provision does not apply unless the written contract or written agreement has been executed prior to the "occurrence" or offense giving rise to the "bodily injury" or "property damage."

#### **E. Voluntary Property Damage Coverage**

1. We will, at your request, pay but not defend any claim for "property damage" to the property of others otherwise excluded under **A.2.j.(4), (5) and (6)** of the **COMMERCIAL GENERAL LIABILITY COVERAGE FORM** provided that:
  - a. Such "property damage" takes place while such property is in your care, custody or control, or is property of others over which you, for any purpose, are exercising or have exercised physical control; and
  - b. Such "property damage" takes place away from any premises you own, rent or lease; and
  - c. Such "property damage" takes place within the "coverage territory" and during the policy term; and
  - d. Such "property damage" takes place only during your operations that are known to us, are scheduled on the policy and for which a premium has been charged.
2. The insurance under this additional coverage does not apply to "property damage" to property:
  - a. Held by you for servicing, repair, storage or sale at premises owned by, rented or leased to you;
  - b. While being transported by or caused by the ownership, maintenance, operation, use, "loading or unloading" of any "auto," watercraft or aircraft; or
  - c. Owned or occupied by or rented to you.

#### **3. Deductible**

This additional coverage will apply only to that amount of any loss in each "occurrence" that exceeds \$500.

The terms of the policy with respect to your duties in the event of "occurrence," claim or "suit" and the Company's right to investigate, negotiate and settle any claim or "suit" apply irrespective of the application of the deductible amount of \$500.

We may pay any part or all of the deductible amount of \$500 to effect settlement of any claim or "suit." Upon notification of the action taken, you must promptly reimburse us for such part of the deductible amount as has been paid by us.

#### **4. Limits of Liability**

The Limit of Liability for this additional coverage shall not exceed \$2,500 for each "occurrence" and is the limit of the Company's liability for all damages on account of each claim or "suit" covered herein. The annual aggregate Limit of Liability is \$2,500 and is, subject to the above provisions respecting each claim, the total limit of the Company's liability for all damages.

#### **5. Settlement**

In the event of loss covered by this additional coverage, you shall, if requested by us, replace the property or furnish the labor and materials necessary for repairs thereto at actual cost to you, excluding prospective profit or overhead charges of any nature. Any property so paid for or replaced shall, at our option, become the property of the Company. Payment hereunder shall not constitute an admission of liability of you or, except as stated herein, of the Company.

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#### **Additional Conditions**

#### **A. Insurance Under Two Or More Coverages**

The following is added to Paragraph **C. Insurance under Two or More Coverages** of the **COMMERCIAL PROPERTY CONDITIONS**:

If a Coverage Form is attached to this policy that provides a limit for any coverage provided by this endorsement; the limit shown in the **SCHEDULE** and the coverage provided by this endorsement are deleted and replaced by the limit and coverage provided by the Coverage Form.

#### **B. Limits Of Insurance**

Regardless of the number of buildings at a location covered by this endorsement, the most we will pay under this Coverage Enhancement endorsement in any one occurrence is the applicable Limits of Insurance shown in the **SCHEDULE** on page 1 of this endorsement.

### C. Deductibles

The Deductible described in section **D.** of the **BUILDING AND PERSONAL PROPERTY COVERAGE FORM** applies to each of the Coverage Enhancements except as shown below:

We will not pay for loss or damage in any one occurrence until the amount of loss or damage exceeds \$500. We will then pay the amount of loss or damage in excess of \$500 up to the applicable Limit of Insurance for the following enhancements:

1. Personal Effects and Property of Others
2. Valuable Papers and Records (Other than Electronic Data)
3. Property Off-Premises (Including Laptops and Other Electronic Equipment)
4. Outdoor Property (Named Perils)
5. Accounts Receivable
6. Property in Transit (Including Laptops and Other Electronic Equipment)
7. Fine Arts
8. Electronic Data
9. Water Back-Up and Sump Overflow
10. Employee Theft
11. Money and Securities
12. Forgery or Alteration

No deductible provisions apply to the following enhancements:

1. Fire Department Service Charge
2. Arson Reward
3. Claims Expenses
4. Inventory or Appraisal Cost
5. Recharging of Fire Extinguishers
6. Rental Reimbursement

### D. Additional Definitions

The following **Additional Definitions** apply to this endorsement only:

1. **"Banking Premises"** means the interior of that portion of any building occupied by a banking institution or similar safe depository.
2. **"Business Income"** means the:
  - a. Net income (Net Profit or Loss before income taxes) that would have been earned had no loss occurred; and
  - b. Continuing normal operating expenses incurred, including payroll.  
For manufacturing risks, Net Income includes the net sales value of production.
3. **"Client"** as used in **Employee Theft** Coverage means any entity for whom you perform services under a written agreement.
4. **"Client"** as used in **Contractors Equipment** Coverage means an individual, company or organization with whom you have a written contract or work order for your services for a described premises and have billed for your services.
5. **"Employee"** as used in **Employee Theft** and **Money And Securities** Coverages means:
  - a. **"Employee"** means:
    - (1) Any natural person:
      - (a) While in your service or for 30 days after termination of service;
      - (b) Who you compensate directly by salary, wages or commissions; and
      - (c) Who you have the right to direct and control while performing services for you;
    - (2) Any natural person who is furnished temporarily to you:
      - (a) To substitute for a permanent **"employee"** as defined in Paragraph (1) above, who is on leave; or
      - (b) To meet seasonal or short-term work load conditions;  
while that person is subject to your direction and control and performing services for you, excluding, however, any such person while having care and custody of property outside the **"premises"**;

- (3) Any natural person who is leased to you under a written agreement between you and a labor leasing firm, to perform duties related to the conduct of your business, but does not mean a temporary employee as defined in Paragraph (2) above;
  - (4) Any natural person who is your director or trustee while that person is handling "**money**" or "**securities.**"
  - (5) Any natural person who is a former "**employee,**" director, partner, member (an owner of a limited liability company represented by its membership interest, who also may serve as a manager), manager (a person serving in a directorial capacity for a limited liability company), representative or trustee retained as a consultant while performing services for you; or
  - (6) Any natural person who is a guest student or intern pursuing studies or duties, excluding, however, any such person while having care and custody of "**money**" or "**securities**" outside the "**premises.**"
- b. "**Employee**" does not mean:
- (1) Any agent, broker, factor, commission merchant, consignee, independent contractor or representative of the same general character; or
  - (2) Any manager (a person serving in a directorial capacity for a limited liability company), director or trustee except while performing acts coming within the scope of the usual duties of an "**employee.**"
6. "**Extra Expense**" means necessary expenses you incur during the "**period of restoration**" that you would not have incurred if there had been no direct physical loss or damage to property caused by or resulting from a Covered Cause of Loss. Coverage pertains to expenses (other than the expense to repair or replace property) which are incurred to
- a. Avoid or minimize the "**suspension**" of business and to continue "**operations**" at the described premises or at replacement premises or temporary locations, including relocation expenses and costs to equip and operate the replacement location or temporary location.
  - b. Minimize the "**suspension**" of business if you cannot continue "**operations.**"
7. "**Fine Arts**" means paintings, etchings, pictures, tapestries, art glass windows, valuable rugs, statuary, marbles, bronzes, antique furniture, rare books, antique silver, manuscripts, porcelains, rare glass, bric-a-brac, and similar property of rarity, historical value or artistic merit.
8. "**Finished Stock**" means stock you have manufactured. Finished stock also includes whiskey and alcoholic products being aged.
9. "**Forgery**" means the signing of the name of another person or organization with intent to deceive; it does not mean a signature which consists in whole or in part of one's own name signed with or without authority, in any capacity, for any purpose.
10. "**Loss**" as used in the **Accounts Receivable** Extension means accidental loss or damage.
11. "**Manager**" as used in **Employee Theft** Coverage means a person serving in a directorial capacity for a limited liability company.
12. "**Messenger**" means you, any of your partners or any employee while having care and custody of the property outside the "**premises.**"
13. "**Money**" means:
- a. Currency, coins and bank notes whether or not in current use; and
  - b. Travelers checks, register checks and money orders held for sale to the public.
14. "**Occurrence**" as used in the **Money And Securities** Coverage means an act or series of related acts involving one or more persons; or an act or event, or a series of related acts or events not involving any person.
15. "**Occurrence**" as used in the **Forgery Or Alteration** Coverage means all loss caused by any person or in which that person is involved, whether the loss involves one or more instruments.
16. "**Operations**" as used in the **Business Income Including Extra Expense** and **Business Income From Dependent Properties** Coverages "**Extra Expense**" Definition means your business activities occurring at the address shown in the Declaration that you occupy for your business.
17. "**Period of Restoration**" means the period of time that:
- a. Begins with the date of direct physical loss or damage caused by or resulting from any Covered Cause of Loss at the described premises; and
  - b. Ends on the date when the property at the described premises should be repaired, rebuilt or replaced with reasonable speed and similar quality.
- "**Period of Restoration**" does not include any increased period required due to the enforcement of any ordinance of law that:
- (1) Regulates the construction, use or repair, or requires the tearing down of any property; or

(2) Requires any insured or others to test for, monitor, clean up, remove, contain, treat, detoxify or neutralize, or in any way respond to, or assess the effects of "**pollutants.**"

18. "**Pollutants**" as used in the **Business Income From Dependent Properties** Coverage and the "**Period of Restoration**" Definition means any solid, liquid, gaseous or thermal irritant or contaminant, including smoke, vapor, soot, fumes, acids, alkalis, chemicals and waste. Waste includes materials to be recycled, reconditioned or reclaimed.
19. "**Premises**" as used in the **Money And Securities** Coverage and "**Employee**" and "**Messenger**" Definitions means the interior of that portion of any building you occupy in conducting your business.
20. "**Premises**" as used in the **Accounts Receivable** Extension means that interior of the building at the address shown in the Declarations that you occupy for your business.
21. "**Rental Value**" means the:
  - a. Total anticipated rental income from tenant occupancy of the premises described in the Declarations as furnished and equipped by you, and
  - b. Amount of all charges which are the legal obligation of the tenant(s) and which would otherwise be your obligations, and
  - c. Fair rental value of any portion of the described premises which is occupied by you.
22. "**Securities**" means negotiable and non-negotiable instruments or contracts representing either "**money**" or other property and include:
  - a. Tokens, tickets, revenue and other stamps whether or not in current use; and
  - b. Evidences of debt issued in connection with credit or charge cards, which are not of your own issue but does not include "**money.**"
23. "**Small Tools**" means any tool which can be moved easily by one person without mechanical assistance and/or can be hand held for the purpose of doing labor.
24. "**Suspension**" means the slowdown or cessation of your business activities.
25. "**Temporary Storage Location**" means a location where property that is to become a permanent part of a completed project is stored while waiting to be delivered to the job site:
  - a. That you do not own, lease or operate; and
  - b. Where work is in progress, or will begin in 30 days.
26. "**Theft**" as used in the **Employee Theft** and **Money And Securities** Coverages means the unlawful taking of "**money**" or "**securities**" to the deprivation of the insured.

All Other Conditions of this Policy apply.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **COMMERCIAL AUTO ENHANCEMENT ENDORSEMENT**

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

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### **A. SECTION II – COVERED AUTO LIABILITY COVERAGE**

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The following amendments refer to Paragraph **SECTION II – LIABILITY COVERAGE, A.1. Who Is An Insured**, is amended by the addition of the following:

#### **1. Broadened Named Insured**

Any organization you newly acquire or form, other than a partnership, joint venture or limited liability company, and over which you maintain ownership or majority interest, and there is no other similar insurance available to that organization. However, insurance provided by this provision:

- a. Is afforded only until the 180th day after you acquire or form the organization or the end of the policy period, whichever is earlier;
- b. Does not apply to “bodily injury” or “property damage” resulting from an “accident” that occurred before you acquired or formed the organization;
- c. Does not apply to an insured under any other automobile liability policy, or would be an insured under such a policy but for the exhaustion of such policy’s limits of insurance or the termination of such policy; and
- d. No newly acquired or formed organization is an insured with respect to any current or past partnership, joint venture or limited liability company that is not shown as a Named Insured in the Declarations.

#### **2. Employee Hired Auto**

An “employee” of yours is an “insured” while operating an “auto” hired or rented under a contract or agreement in that “employee’s” name, with your permission, while performing duties related to the conduct of your business.

Under **SECTION IV – BUSINESS AUTO CONDITIONS, B.5., Other Insurance, Paragraph b.** is deleted and replaced with the following:

- b. For Hired Auto Physical Damage Coverage, the following are deemed to be covered “autos” you own:
  - 1) Any covered “auto” you lease, hire, rent or borrow; and
  - 2) Any covered “auto” hired or rented by your “employee” under a contract in that individual “employee’s” name, with your permission, while performing duties related to the conduct of your business.

However, any “auto” that is leased, hired, rented or borrowed with a driver is not a covered “auto”.

If Employee Hired Autos Coverage Form CA 20 54 is attached to this policy, then the Employee Hired Autos coverage described above does not apply.

#### **3. Employees as Insured**

Any “employee” of yours is an “insured” while using a covered “auto” you don’t own, hire or borrow in your business or your personal affairs.

If Employees as Insured CA 99 33 is attached to this policy, then the Employees as Insured coverage described above does not apply.

#### **4. Partners or Members as Insured**

Definition includes as an "insured" a partner (if you are a partnership) or a member (if you are a limited liability company) while using a covered "auto" owned by him or her or a member of his or her household in your business affair.

If Partners or Members as Insureds CA 05 25 is attached to this policy, then the Partners or Members as Insureds coverage described above does not apply.

#### **5. Blanket Additional Insured**

Any person or organization with respect to the operation, maintenance, or use, of a covered "auto" that you are required to include as additional insured on the Coverage Form in a written agreement or written "insured contract" that is signed and executed by you before the "bodily injury" or "property damage" occurs. However, such person or organization is an insured:

- a. Only for "bodily injury" or "property damage" caused by an "accident" which takes place after you executed the written agreement or written "insured contract";
- b. Is in effect during the policy period; and
- c. Only for damages to which this insurance applies and only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Section II.

Under **SECTION II – LIABILITY COVERAGE, A.2., Coverage Extensions, a. Supplementary Payments**, Paragraphs **a.(2)** and **a.(4)** are deleted and replaced by the following:

#### **6. Supplementary Payments**

- a. Up to \$5,000 for cost of bail bonds (including bonds for related traffic law violations) required because of an "accident" we cover. We do not have to furnish these bonds.
- b. All reasonable expenses incurred by the "insured" at our request, including actual loss of earnings up to \$500 a day because of time off from work.

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### **B. SECTION III – PHYSICAL DAMAGE COVERAGE**

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Under **SECTION III – PHYSICAL DAMAGE COVERAGE, A.4., Coverage Extensions, a. Transportation Expenses** is deleted in its entirety and replaced with the following:

#### **1. Transportation Expenses**

We will pay up to \$50 per day, to a maximum of \$1,500, for temporary transportation expense incurred by you because of the total theft of a covered "auto" of the private passenger type. We will pay only for those covered "autos" for which you carry either Comprehensive or Specified Causes Of Loss Coverage. We will pay for temporary transportation expenses incurred during the period beginning 48 hours after the theft and ending, regardless of the Policy's expiration, when the covered "auto" is returned to use or we pay for its "loss".

Under **SECTION III – PHYSICAL DAMAGE COVERAGE, A. Coverage, 4. Coverage Extensions**, the last paragraph under **b. Loss Of Use Expenses** is replaced as follows

#### **2. Loss of Use Expenses**

However, the most we will pay for any expenses for loss of use is \$65 per day, to a maximum of \$1,950.

Under **SECTION III – PHYSICAL DAMAGE COVERAGE, A.4., Coverage Extensions**, the following is added:

#### **3. Theft Expense**

If Comprehensive Coverage is purchased on a covered "auto", and that covered "auto" is stolen, we will pay the expense of returning that stolen auto to you. The limit for this coverage extension is \$2,500.

#### **4. Rental Agency Expense**

We will pay the following expenses that you or any or your "employees" are legally obligated to pay because of a written contract or written agreement entered into for use of a rental vehicle in the conduct of your business:

Maximum amount we will pay for any one written contract or written agreement:

- a. \$2,500 for loss of income incurred by the rental agency during the period of time that vehicle is out of use due as a result of actual damage to, or "loss" of, that vehicle, including income lost due to absence of that vehicle for use as a replacement;
- b. \$2,500 for decrease in trade-in value of the rental vehicle because of actual damage to that vehicle arising out of a covered "loss"; and

- c. \$2,500 for administrative expenses incurred by the rental agency, as stated in the written contract or written agreement.
- d. Maximum total amount payable under Paragraphs a., b. and c. combined is \$7,500.

#### **5. Hired Auto Physical Damage**

If hired "autos" are covered "autos" for Liability Coverage, and if Comprehensive, Specified Causes Of Loss, or Collision Coverage as provided under this Coverage Part, then coverage is extended to "autos" you hire without a driver, subject to the following:

- a. The most we will pay for "loss" to any hired "auto" is \$50,000 or the actual cash value or cost to repair or replace, whichever is less, minus a deductible.
- b. The deductible will be equal to the largest deductible applicable to any owned "auto" for that coverage.

Coverage provided by this extension applies only to "autos" you hire of the private passenger type or light truck (gross vehicles weight 10,000 pounds or less) type vehicles.

If a limit for Hired Auto – Physical Damage is shown in the Declarations, then that limit replaces, and is not added to, the \$50,000 limit indicated above.

#### **6. Personal Effects**

We will pay up to \$500 for "loss" to personal effects which are owned by an "insured"; and in or on your covered "auto."

This coverage applies only in the event of the total theft of your covered "auto." No deductible applies to this coverage. For the purposes of this provision, "personal effects" mean tangible property that is worn or carried by an insured. "Personal effects" does not include tools, equipment, jewelry, money or securities.

#### **7. Vehicle Vinyl Wrap**

We will pay up to \$1,000 per occurrence in any 12 months in the case of a total loss for vinyl vehicle wraps displayed on the vehicle at the time of loss.

Under **SECTION III – PHYSICAL DAMAGE COVERAGE, B. Exclusions**, Paragraph **3.a.** is replaced as follows:

#### **8. Airbag Coverage**

Wear and tear, freezing, mechanical or electrical breakdown. However, mechanical or electrical breakdown does not apply to the unintended discharge of an airbag. Any loss covered under this provision is excess over any other collectible insurance or warranty.

Under **SECTION III – PHYSICAL DAMAGE COVERAGE, D., Deductible**, the following is added:

#### **9. Glass Repair – Waiver of Deductible**

If Comprehensive Coverage or Specified Causes Of Loss Coverage is purchased on a covered "auto", no deductible shown in the Declaration applies to the cost of repairing damaged safety glass on the covered "auto(s)".

#### **10. Parked Auto Collision Coverage – Waiver of Deductible**

The deductible does not apply to "loss" caused by collision to such covered "auto" of the private passenger type or light weight truck with a gross vehicle weight of 10,000 lbs. or less as defined by the manufacturer as maximum loaded weight the "auto" is designed to carry while it is:

- a. In the charge of an "insured";
- b. Legally parked; and
- c. Unoccupied.

The "loss" must be reported to the police authorities within 24 hours of known damage.

The total amount of the damage to the covered "auto" must exceed the deductible shown in the Declarations.

This provision does not apply to any "loss" if the covered "auto" is in the charge of any person or organization engaged in the automobile business.

#### **11. Physical Damage Deductible – Vehicle Tracking System**

Any Comprehensive Deductible shown in the Declarations will be reduced by 50% for any "loss" caused by theft if the vehicle is equipped with a vehicle tracking device such as a radio tracking device or a global position device and that device was the method of recovery of the vehicle.

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### C. DEATH BENEFIT

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1. We will pay a supplementary death benefit equal to \$10,000 per person because of death caused by an "auto" "accident" and sustained by an "insured". We will pay the benefit if death from an "auto" "accident" occurs within three years of the date of such "accident".
2. The "beneficiary" must furnish us with proof of death of the "insured", accompanied by a police report or other suitable proof.
3. Any amounts payable under the supplementary death benefit shall not be reduced by any other amounts paid or payable under this policy.
4. "Beneficiary" means (in order of priority of payment):
  - a. The surviving spouse if a resident in the same household as the deceased at the time of the "accident"; or
  - b. If the deceased is an unmarried minor, either of the surviving parents who had legal custody at the time of the "accident"; or
  - c. The estate of the deceased

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### D. SECTION IV – BUSINESS AUTO CONDITIONS

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Under **SECTION IV – BUSINESS AUTO CONDITIONS, B. General Conditions, Paragraph 2. Concealment, Misrepresentation Or Fraud**, is amended by the addition of the following:

#### 1. Unintentional Failure To Disclose Hazards

The unintentional omission of, or unintentional error in, any information given by you shall not prejudice your rights under this insurance. However, this provision does not affect our right to collect additional premium or exercise our right of cancellation or non-renewal.

Under **SECTION IV – BUSINESS AUTO CONDITIONS, A.2. Duties In The Event Of Accident, Claim, Suit Or Loss**, Paragraph 2.a., is deleted and replaced with the following:

#### 2. Duties In The Event Of Accident, Claim, Suit Or Loss

In the event of "accident", claim, "suit" or "loss", you must give us or our authorized representative prompt notice of the "accident" or "loss" after it becomes known to:

- a. You, if you are an individual;
- b. A partner or member, if you are a partnership or joint venture;
- c. A member or manager, if you are a limited liability company; or
- d. An executive officer or insurance manager if you are an organization other than a partnership, joint venture or limited liability company.

Notice should include the following:

- a. How, when and where the "accident" or "loss" occurred;
- b. The "insured's" name and address; and
- c. To the extent possible, the names and addresses of any injured persons and witnesses. Your "employees" may know of an "accident", claim, "suit" or "loss". This will not mean that you have such knowledge of an "accident", claim, "suit" or "loss".



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

4. b.

**Meeting Date:** 07/07/2026

**Title:** Contract with Rock Solid Excavating, Inc.

**Submitted For:** Monica Plecker, Public Works Director

**Submitted By:** Trasee Field, Senior Secretary

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**TOPIC:**

Contract with Rock Solid Excavating, Inc

**BACKGROUND:**

Contract with Rock Solid Excavating, Inc. for grading 1.5 miles of Red & King Gulch Road apart of RSID 733.

**RECOMMENDED ACTION:**

File

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**Attachments**

Contract

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# YELLOWSTONE COUNTY INDEPENDENT CONTRACTOR CONTRACT

This Contract is entered into by and between Yellowstone County, Montana, herein referred to as "COUNTY", and Rock Solid Excavating, Inc., herein referred to as "CONTRACTOR", whose address is P.O. Box 235, Park City, MT, 59063.

THE PARTIES AGREE AS FOLLOWS:

**1. SCOPE OF SERVICES:** CONTRACTOR agrees to complete and perform the work or services in accordance with the following:

The work is generally described as: Complete the following operations twice - grade 1.5 miles of Red and King Gulch Road, that portion included as part of the RSID, and procure, place, and grade 3 loads of 1-1/2-inch gravel in locations along the 1.5 mile stretch of roadway as identified by the Ad Hoc committee.

**2. INDEPENDENT CONTRACTOR:** COUNTY hereby employs CONTRACTOR as an independent contractor to complete and perform the scope of services. Neither CONTRACTOR or its principals or employees are employees of COUNTY.

**3. EFFECTIVE DATE AND TIME OF PERFORMANCE:** CONTRACTOR shall commence work upon approval of this Contract by both parties and shall complete the described work by June 1, 2026.

**4. COMPENSTATION:** For the satisfactory completion of the scope of services, COUNTY shall pay CONTRACTOR a total of \$8,760.00. CONTRACTOR should submit invoices directly to COUNTY upon satisfactory completion of services for the period being invoiced. Any Change Orders for the project must be approved in writing by COUNTY prior to work being started. COUNTY shall pay invoices within 30 days of invoice date.

**5. CONTRACTOR'S REPRESENTATION:**

1. CONTRACTOR has examined and reviewed Contract Documents and other related paperwork
2. CONTRACTOR has visited the site and become familiar with and is satisfied as to the general, local and site conditions that may affect cost, progress, performance and furnishing of the work.
3. CONTRACTOR is familiar with and is satisfied as to all federal, state and local laws and regulations that may affect cost, progress and furnishing of the work.
4. CONTRACTOR has given COUNTY written notice of all conflicts, errors, ambiguities or discrepancies that CONTRACTOR has discovered in the Contract Documents and that the Contract Documents are generally sufficient to indicate and convey the understanding of all terms and conditions for performance of the scope of services.

**6. CONTRACT DOCUMENTS:** The Contract Documents, which comprise the entire agreement between COUNTY and CONTRACTOR, consist of the following:

1. This agreement
2. CONTRACTOR's certificate of insurance and workers compensation coverage

7. WARRANTY: CONTRACTOR warrants that all services shall be performed in a professional manner. CONTRACTOR acknowledges that it shall be liable for any breach of this warranty for a period of one (1) year from the time services are completed.

8. MODIFICATION OF CONTRACT: This Contract contains the entire agreement between parties, and no statements or promises made by either party, or agents of either party, which are not contained in the written Contract, are valid or binding. This Contract may not be modified or altered except upon written agreement signed by both parties. Any subcontractor shall be bound by all of the terms and conditions of this Contract.

9. INSURANCE: CONTRACTOR shall maintain at its sole cost and expense, commercial general liability insurance from an insurance carrier licensed to do business in the State of Montana in the amount of million dollars (\$1,000,000.00) for each occurrence (minimum) and two million dollars (\$2,000,000.00) aggregate. CONTRACTOR also agrees to maintain workers compensation insurance from an insurance carrier licensed to do business in the State of Montana. Proof of general liability and workers compensation insurance shall be provided to COUNTY at least ten (10) days prior to beginning work under this Contract. COUNTY must be listed as an additional insured on the general liability insurance certificate for this Contract.

10. INDEMNIFICATION: CONTRACTOR agrees to waive all claims and recourse against COUNTY, including the right of contribution for loss and damage to persons or property arising from, growing out of, or in any way connected with incidental to CONTRACTOR's performance of this Contract except for liability arising out of concurrent or sole negligence of COUNTY or its officers, agents or employees. Further, CONTRACTOR shall indemnify, hold harmless and defend COUNTY against all claims, demands, damages, costs, expenses or liability arising out of CONTRACTOR's negligent performance of this Contract except for liability arising out of the concurrent or sole negligence of COUNTY or its offices, agents or employees.

11. COMPLIANCE WITH LAWS: CONTRACTOR shall comply with applicable federal, state, and local laws, rules and 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. CONTRACTOR or their subcontractors agrees that the hiring of persons to perform the contract will be made on the basis of merit and qualification 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 person performing under the Contract.

12. PERMITS: CONTRACTOR is responsible for obtaining any and all permits required to perform work under the Contract.

13. PREVAILING WAGE: All employees employed by CONTRACTOR or their subcontractor(s) in performance of this Contract which exceeds twenty-five thousand dollars (\$25,000.00) will be paid wages at rates as may be required by the laws of the State of Montana in accordance with the schedule of 2025 Montana Prevailing Wage Rates for Highway Construction as established by the Montana Department of Labor and Industry.

Each CONTRACTOR (Prime and sub) must submit (through the prime CONTRACTOR) certified payrolls for each week from the time the project begins through completion. Certified payrolls must be numbered sequentially and submitted on a weekly basis whether or not work was performed. If no work was performed, CONTRACTOR shall note this on the payroll.

14. PREFERENCE: CONTRACTOR agrees to give preference to the employment of bona fide Montana residents in compliance with MCA 18-2-403 (1). Pursuant to MCA 18-2-409, except for projects involving the expenditure of federal aid funds or where residency preference laws are specifically prohibited by federal law, the CONTRACTOR shall ensure that at least 50% of the workers of the CONTRACTOR (including workers employed by subcontractors) working on the project shall be bona fide Montana Residents.

15. PLACE OF PERFORMANCE, CONSTRUCTION, AND VENUE: Performance of this Contract is in Yellowstone County, Montana and venue for any litigation arising from performance of this Contract is the 13<sup>th</sup> Judicial District Court, Yellowstone County, Montana. This Contract shall be governed by the laws of the State of Montana.

16. ATTORNEY FEES: In the event of litigation between CONTRACTOR and COUNTY, the prevailing party shall be entitled to reimbursement of court costs and reasonable attorney fees by the non-prevailing party.

17. SUSPENSION: Without terminating this Contract, COUNTY may suspend CONTRACTOR's services following written notice. On the suspension date specified in the notice, CONTRACTOR shall have ceased its services in an orderly manner. CONTRACTOR shall be reimbursed for all reasonable costs incurred and unpaid for services rendered through the suspension date specified in the notice, but in no case will CONTRACTOR be paid for services rendered after the date of such suspension. If resumption of CONTRACTOR's services requires any waiver or change in this Contract, any such waiver or change shall require the written agreement of all parties, and the writing shall be attached as an addendum to this Contract.

18. TERMINATION: COUNTY reserves the right to terminate this Contract, in whole or in part, at any time by providing thirty (30) days written notice to CONTRACTOR. On the termination date specified in the notice, CONTRACTOR shall have ceased its services in an orderly manner. If a new contractor is retained to, or COUNTY will itself complete the services, CONTRACTOR will fully cooperate with COUNTY in preparing the new contractor or COUNTY to take over completion of services on the specified termination date. CONTRACTOR will be reimbursed for all reasonable costs incurred and unpaid for services rendered in conformance with this Contract through the date of termination specified in COUNTY's notice to CONTRACTOR. In no case will CONTRACTOR be paid for services rendered after the date of termination.

In the event of a material breach of this Contract by COUNTY, the CONTRACTOR shall have the right to terminate this Contract thirty (30) days after written notice to COUNTY specifying such material breach, unless COUNTY has cured such material breach within said period.

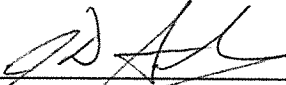
This Contract may be terminated without cause by either party. In that event, the party seeking to terminate this Contract must give ninety (90) days written notice to the other party of the intent to terminate the Contract.

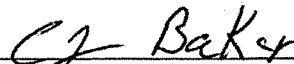
In witness whereof, COUNTY and CONTRACTOR have signed this Contract in duplicate. One counterpart each will be delivered to COUNTY and CONTRACTOR. All portions of the Contract Documents have been signed, initialed or identified by COUNTY and CONTRACTOR.

This Contract will be effective June 30, 2026.

COUNTY:  
Yellowstone County  
Billings, MT 59101

CONTRACTOR  
Rock Solid Excavating, Inc.  
Park City, MT 59063

  
\_\_\_\_\_  
~~Monica Plocker, AICP~~  
Public Works Director *DEPUTY*

  
\_\_\_\_\_  
CJ Baker  
Owner

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

4. c.

**Meeting Date:** 07/07/2026

**Title:** Contract with Jim Rooney Excavating, Inc.

**Submitted For:** Monica Plecker, Public Works Director

**Submitted By:** Trasee Field, Senior Secretary

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**TOPIC:**

Contract with Jim Rooney Excavating Inc.

**BACKGROUND:**

Contract with Jim Rooney Excavating, Inc. for gravel street maintenance along Pike Court in Pike Subdivision. RSID 825

**RECOMMENDED ACTION:**

File

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**Attachments**

Contract

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# YELLOWSTONE COUNTY INDEPENDENT CONTRACTOR CONTRACT

This Contract is entered into by and between Yellowstone County, Montana, herein referred to as “COUNTY”, and Jim Rooney Excavating, Inc., herein referred to as “CONTRACTOR”, whose address is 8100 Shepherd Road, Shepherd, MT 59079.

THE PARTIES AGREE AS FOLLOWS:

**1. SCOPE OF SERVICES:** CONTRACTOR agrees to complete and perform the work or services in accordance with the solicitation, plans, and specifications attached and hereby incorporated as **Exhibit A.**

The work is generally described as: gravel street maintenance along Pike Court in Pike Subdivision. Moisture condition as required, and address radii at intersection of Stillwater Drive and Pike Court.

**2. INDEPENDENT CONTRACTOR:** COUNTY hereby employs CONTRACTOR as an independent contractor to complete and perform the scope of services. Neither CONTRACTOR or its principals or employees are employees of COUNTY.

**3. EFFECTIVE DATE AND TIME OF PERFORMANCE:** CONTRACTOR shall commence work upon approval of this Contract by both parties and shall complete the described work by June 1, 2026.

**4. COMPENSTATION:** For the satisfactory completion of the scope of services, COUNTY shall pay CONTRACTOR a total of \$2,100.00. CONTRACTOR should submit invoices directly to COUNTY upon satisfactory completion of services for the period being invoiced. Any Change Orders for the project must be approved in writing by COUNTY prior to work being started. COUNTY shall pay invoices within 30 days of invoice date.

**5. CONTRACTOR’S REPRESENTATION:**

1. CONTRACTOR has examined and reviewed Contract Documents and other related paperwork
2. CONTRACTOR has visited the site and become familiar with and is satisfied as to the general, local and site conditions that may affect cost, progress, performance and furnishing of the work.
3. CONTRACTOR is familiar with and is satisfied as to all federal, state and local laws and regulations that may affect cost, progress and furnishing of the work.
4. CONTRACTOR has given COUNTY written notice of all conflicts, errors, ambiguities or discrepancies that CONTRACTOR has discovered in the Contract Documents and that the Contract Documents are generally sufficient to indicate and convey the understanding of all terms and conditions for performance of the scope of services.

**6. CONTRACT DOCUMENTS:** The Contract Documents, which comprise the entire agreement between COUNTY and CONTRACTOR, consist of the following:

1. This agreement

2. CONTRACTOR's quote dated, June 17, 2026
3. CONTRACTOR's certificate of insurance and workers compensation coverage
4. Exhibit A, attached hereto

7. WARRANTY: CONTRACTOR warrants that all services shall be performed in a professional manner. CONTRACTOR acknowledges that it shall be liable for any breach of this warranty for a period of one (1) year from the time services are completed.

8. MODIFICATION OF CONTRACT: This Contract contains the entire agreement between parties, and no statements or promises made by either party, or agents of either party, which are not contained in the written Contract, are valid or binding. This Contract may not be modified or altered except upon written agreement signed by both parties. Any subcontractor shall be bound by all of the terms and conditions of this Contract.

9. INSURANCE: CONTRACTOR shall maintain at its sole cost and expense, commercial general liability insurance from an insurance carrier licensed to do business in the State of Montana in the amount of million dollars (\$1,000,000.00) for each occurrence (minimum) and two million dollars (\$2,000,000.00) aggregate. CONTRACTOR also agrees to maintain workers compensation insurance from an insurance carrier licensed to do business in the State of Montana. Proof of general liability and workers compensation insurance shall be provided to COUNTY at least ten (10) days prior to beginning work under this Contract. COUNTY must be listed as an additional insured on the general liability insurance certificate for this Contract.

10. INDEMNIFICATION: CONTRACTOR agrees to waive all claims and recourse against COUNTY, including the right of contribution for loss and damage to persons or property arising from, growing out of, or in any way connected with incidental to CONTRACTOR's performance of this Contract except for liability arising out of concurrent or sole negligence of COUNTY or its officers, agents or employees. Further, CONTRACTOR shall indemnify, hold harmless and defend COUNTY against all claims, demands, damages, costs, expenses or liability arising out of CONTRACTOR's negligent performance of this Contract except for liability arising out of the concurrent or sole negligence of COUNTY or its offices, agents or employees.

11. COMPLIANCE WITH LAWS: CONTRACTOR shall comply with applicable federal, state, and local laws, rules and 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. CONTRACTOR or their subcontractors agrees that the hiring of persons to perform the contract will be made on the basis of merit and qualification 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 person performing under the Contract.

12. PERMITS: CONTRACTOR is responsible for obtaining any and all permits required to perform work under the Contract.

13. PREVAILING WAGE: All employees employed by CONTRACTOR or their subcontractor(s) in performance of this Contract which exceeds twenty-five thousand dollars (\$25,000.00) will be paid wages at rates as may be required by the laws of the State of Montana in accordance with the schedule of 2025 Montana Prevailing Wage Rates for Highway Construction as established by the Montana Department of Labor and Industry.

Each CONTRACTOR (Prime and sub) must submit (through the prime CONTRACTOR) certified payrolls for each week from the time the project begins through completion. Certified payrolls must be numbered sequentially and submitted on a weekly basis whether or not work was performed. If no work was performed, CONTRACTOR shall note this on the payroll.

14. PREFERENCE: CONTRACTOR agrees to give preference to the employment of bona fide Montana residents in compliance with MCA 18-2-403 (1). Pursuant to MCA 18-2-409, except for projects involving the expenditure of federal aid funds or where residency preference laws are specifically prohibited by federal law, the CONTRACTOR shall ensure that at least 50% of the workers of the CONTRACTOR (including workers employed by subcontractors) working on the project shall be bona fide Montana Residents.

15. PLACE OF PERFORMANCE, CONSTRUCTION, AND VENUE: Performance of this Contract is in Yellowstone County, Montana and venue for any litigation arising from performance of this Contract is the 13<sup>th</sup> Judicial District Court, Yellowstone County, Montana. This Contract shall be governed by the laws of the State of Montana.

16. ATTORNEY FEES: In the event of litigation between CONTRACTOR and COUNTY, the prevailing party shall be entitled to reimbursement of court costs and reasonable attorney fees by the non-prevailing party.

17. SUSPENSION: Without terminating this Contract, COUNTY may suspend CONTRACTOR's services following written notice. On the suspension date specified in the notice, CONTRACTOR shall have ceased its services in an orderly manner. CONTRACTOR shall be reimbursed for all reasonable costs incurred and unpaid for services rendered through the suspension date specified in the notice, but in no case will CONTRACTOR be paid for services rendered after the date of such suspension. If resumption of CONTRACTOR's services requires any waiver or change in this Contract, any such waiver or change shall require the written agreement of all parties, and the writing shall be attached as an addendum to this Contract.

18. TERMINATION: COUNTY reserves the right to terminate this Contract, in whole or in part, at any time by providing thirty (30) days written notice to CONTRACTOR. On the termination date specified in the notice, CONTRACTOR shall have ceased its services in an orderly manner. If a new contractor is retained to, or COUNTY will itself complete the services, CONTRACTOR will fully cooperate with COUNTY in preparing the new contractor or COUNTY to take over completion of services on the specified termination date. CONTRACTOR will be reimbursed for all reasonable costs incurred and unpaid for services rendered in conformance with this Contract through the date of termination specified in COUNTY's notice to CONTRACTOR. In no case will CONTRACTOR be paid for services rendered after the date of termination.

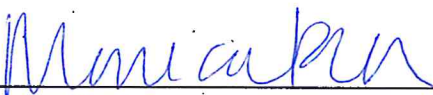
In the event of a material breach of this Contract by COUNTY, the CONTRACTOR shall have the right to terminate this Contract thirty (30) days after written notice to COUNTY specifying such material breach, unless COUNTY has cured such material breach within said period.

This Contract may be terminated without cause by either party. In that event, the party seeking to terminate this Contract must give ninety (90) days written notice to the other party of the intent to terminate the Contract.

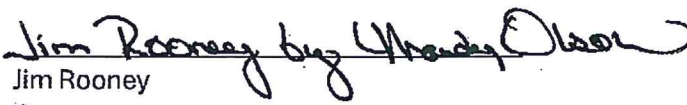
In witness whereof, COUNTY and CONTRACTOR have signed this Contract in duplicate. One counterpart each will be delivered to COUNTY and CONTRACTOR. All portions of the Contract Documents have been signed, initialed or identified by COUNTY and CONTRACTOR.

This Contract will be effective June, 25, 2026.

COUNTY:  
Yellowstone County  
Billings, MT 59101

  
\_\_\_\_\_  
Monica Plecker, AICP  
Public Works Director

CONTRACTOR  
Jim Rooney Excavating, Inc.  
Shepherd, MT 59079

  
\_\_\_\_\_  
Jim Rooney  
Owner

**Gravel Street Maintenance in Pike Subdivision (RSID 825M)**  
**Price Quote (BID) Sheet**

Please include this sheet with your bid documents.

Base Bid

\*Bid price should include guarantee of work

Bid Item	Qty	Unit	Unit Price	Total
Gravel Street Blading	1	LS		2100 <sup>00</sup>

Total Quote Price: \$ 2,100<sup>00</sup> (dollar)

Total Quote Price: two thousand one hundred & 00/100 (numerical)

*\$1500 for grading  
\$600 for water  
if needed*

Jim Rooney Excavating Inc.  
Company Name

406-670-6961  
Telephone and Fax Number

Jim Rooney by Handyman  
Authorized Representative

273711  
Contractor Number (if applicable)

8100 Shepherd Rd  
Mailing Address

6/17/26  
Date

Shepherd, VT 59079  
City, State and Zip Code

June 11, 2026

Yellowstone County is currently soliciting price quotations for all labor, materials, necessary equipment and permits required for

### **Gravel Street Maintenance for Pike Subdivision**

A Scope of Work for the project is attached.

All quotations must be labeled 'RSID 825M – Maintenance' and submitted to the Yellowstone County Public Works Department, P.O. Box 35024, Billings, MT 59107 or delivered to Yellowstone County Public Works, Room 608 in the John V. Ostlund Building, 2825 3<sup>rd</sup> Avenue North, Billings, MT 59101 or e-mailed to [janderson@yellowstonecountymt.gov](mailto:janderson@yellowstonecountymt.gov). Bids shall be received by Yellowstone County Public Works **no later than 3:00 p.m. June 19, 2026**. Quotes received after this date and time will not be considered.

The selected contractor will be required to provide a copy of their workers' compensation coverage and general liability insurance prior to beginning the project. Insurance requirements are provided within the solicitation.

A boilerplate contract is attached for reference. The County will enter into a Contractual agreement updating this boilerplate with pertinent information if the Contract is awarded.

All Work shall be completed in accordance with this scope of work and specifications included, the Yellowstone County Road Policy, and the requirements specified within.

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.

If you have any questions concerning this project, please contact Jay Anderson at the Yellowstone County Public Works Department at (406)-254-7926 or [janderson@yellowstonecountymt.gov](mailto:janderson@yellowstonecountymt.gov)

Yellowstone County reserves the right to reject any or all quotes received and to accept the quote that best serves the interests of Yellowstone County.

Thank you,

Jay D. Anderson, PE  
Deputy Public Works Director  
Yellowstone County

## **Gravel Street Maintenance for Pike Subdivision (RSID 825M)**

### **Scope of Work & Specifications**

The scope of work includes but is not limited to the following:

#### **Gravel Street Blading**

- Grade and compact gravel street
  - Pike Court – Approximately 1,050-ft (includes cul-de-sac)
- Blade Pike Court fillings potholes, removing washboards, and establishing a 2-3% normal crown with an approximately 24-ft top minimum, or match existing width
- Blade the cul-de-sac in a manner that maintains existing drainage
- Provide water as necessary to minimize dust and aid compaction
- Blade out radii at intersection of Stillwater Drive and Pike Court to reestablish positive drainage

#### **Contract Time**

Work shall be complete no later than July 17, 2026.

#### **Compaction & Watering**

Following blading, the road shall be compacted to provide a solid surface and achieve a minimum compaction of 95% maximum dry density of proctor, +/-2% optimum moisture. The County will perform testing as determined necessary by the Engineer. Water may be required as part of the work. Any watering shall be incidental to the blading work. Contractors are encouraged to utilize weather.

#### **Driveway Transitions**

Blading and compaction methods and operations shall be done in a manner that provides a smooth transition from gravel street surface to approach. An approach having a row of gravel across it is not acceptable and will need to be bladed out.

#### **Property Owner Coordination/Traffic Control**

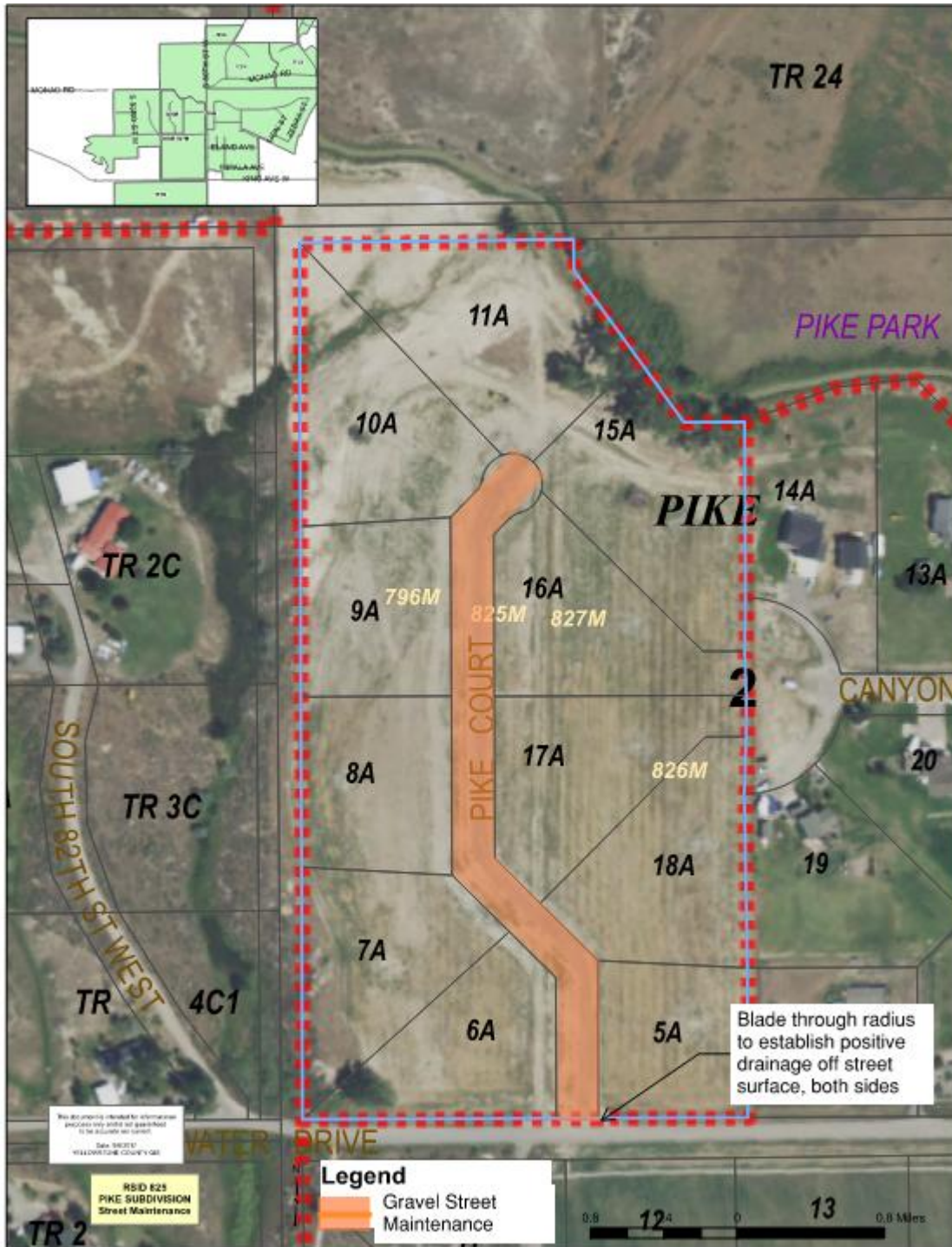
Pike Court is a dead-end road with cul-de-sac. Most of the existing property owner affects will be removed from the roadside shoulder. However, an existing boulder on the east edge of the road at 515 Pike Court will remain in place and protects an existing sprinkler head. If the sprinkler head is damaged, it will be the Contractor's responsibility to repair at Contractor's expense.

Contractor shall maintain property owner access at all times. Prior to beginning work, Contractor shall notify AdHoc Committee member Lynn at 1-971-409-3635, or Kathy at 1-406-670-6496 a minimum 48-hours in advance of beginning the work.

#### **Invoicing**

After Completion of work, provide copies of invoices to:  
Yellowstone County Public Works  
Attn: Jay D. Anderson

**Gravel Street Maintenance for Pike Subdivision (RSID 825M)  
Vicinity Map**



## **Gravel Street Maintenance in Pike Subdivision (RSID 825M)**

### **INSURANCE REQUIREMENTS**

The following insurance coverage must be in force throughout the project. Coverage may be obtained through either a general liability policy or excess liability umbrella coverage.

#### **Comprehensive General Liability**

A.	Per occurrence	\$1,000,000
B.	General aggregate	\$2,000,000

#### **Personal Injury**

A.	Per occurrence	\$1,000,000
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#### **Worker's Compensation**

A.	State	Statutory
B.	Federal	Statutory
C.	Employer's Liability	\$500,000

### **CHECK LIST**

Please be sure you have completed the following prior to submitting your bid.

1. Read and understand the plans, specifications, and sample contract.
2. Have made yourself familiar with any State laws that pertain to the bid.
3. Asked and received answers to any questions regarding the bid procedure, specifications or general information.
4. Addressed and mailed or delivered your quotation to be received at the correct address by the time and date indicated.

**Gravel Street Maintenance in Pike Subdivision (RSID 825M)**  
**Price Quote (BID) Sheet**

Please include this sheet with your bid documents.

Base Bid

\*Bid price should include guarantee of work

<b>Bid Item</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total</b>
Gravel Street Blading	1	LS		

Total Quote Price: \$ \_\_\_\_\_  
(dollar)

Total Quote Price: \_\_\_\_\_  
(numerical)

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Telephone and Fax Number

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Contractor Number (if applicable)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
City, State and Zip Code