



LOCKWOOD PEDESTRIAN SAFETY DISTRICT



Lockwood Pedestrian Safety District Advisory Board Meeting Minutes – 09/02/2026
Lockwood High School, Community Room | 1932 U.S. Hwy 87 E, Billings, MT 59101.

- **Meeting Called to Order:** 7:00 pm
 - **Board members in attendance**
 - Travis Smith, Nick Pancheau, Tim Sather, Kim Deal
 - Board member not in attendance: Pam Ask, Nick Zacher
 - Others in attendance: Erin Claunch, Woody Woods, Ingrid Pancheau, Karoline Pancheau
- **Public Comment**
 - None
- **Minutes:** August minutes motion by Deal, second by Sather. Minutes approved.
- **TA Grant (Erin Claunch, Sanbell)**
 - Update by Claunch. Agreements between MDT & Yellowstone County are in County Commission discussion on 9/10. Anticipated approved agreements by 9/15.
- **Existing Sidewalk Maintenance Project (Erin Claunch, Sanbell)**
 - Work completed.
- **Old Hardin Road East_Cole Street-Saddle Lane (Erin Claunch, Sanbell)**
 - Claunch provided Sanbel Proposal. Board review and discussion. Pancheau motion to approve proposal and move forward with sidewalk segment engineering. Sather second. Motion approved. Smith to send approved proposal to County for execution.
- **Billings MET Transit Governance and Study Committee (Travis Smith)**
 - No meeting held in August. Woods present to provide update from County Commission meeting. MET interested in proceeding with a pilot program to provide bus service to Lockwood on a 3-year trial basis. Matching funds will be sought from Lockwood to contribute to trail service period. Rusty Logan with MET to reach out and coordinate next steps.
- **Billings Bypass/TEDD update (Nick Pancheau)**
 - Pancheau report. Billings Bypass/Johnson Lane Interchange currently bidding. No TEDD meeting held in August. Phased utility infrastructure plan is being reviewed by County Commission.
- **Trail Count Report (Mike Hayes, Transportation Planner)**
 - Trail counts provided via email by Hayes.
 - New Trail Counter Locations to be coordinated by LPSD board.



LOCKWOOD PEDESTRIAN SAFETY DISTRICT



- **Old Business**

- FY26-27 Budget (Travis Smith)
 - FY26-27 Budget
 - Per Jones: Unknown until after certified values received on 9/1/26
 - Levied Revenue based on certified values: \$342,860
 - FY26-27 PILT Request
 - Per Jones: Unknown until after certified values received on 9/1/26
 - Preliminary Approval: \$5,000
 - Cash Balance (as of 6/30/26): \$521,389
 - Current Loan Balance (as of 7/9/26)
 - Per Jones: \$138,653.90 (as of 7/9/26)
 - Loan/Bond Capacity
 - Per Jones: Unknown until after certified values received on 9/1/26
- Maintenance Contract Update (Travis Smith)
 - Updated Winter '26-'27 contract provided to county for approval/execution.
- 205 Greenwood Development (Nick Pancheau)
 - Yellowstone County Chief In-House Counsel (Steve Williams) emailed Pancheau on 8/27/26. Email stated that Monica with Public Works will be reaching out to the landowner. Public Works will request that either a new license is agreed upon, or the old license will be cancelled.
 - Pancheau to reach out and work directly with Monica at Public Works for continued push for resolution.

- **New Business**

- N/A
- **Meeting adjourned:** 7:27 pm
- **Next Meeting Date(s):** Wednesday, October 7th, 2026, 7pm.



LOCKWOOD PEDESTRIAN SAFETY DISTRICT



Lockwood Pedestrian Safety District Advisory Board Meeting Attendees – September 2, 2026

Name	Email (If not provided previously)
1. Nick Panchera	
2. Ingrid Panchera	
3. Karoline Panchera	
4. Ken Deal	
5. Woody Woods	
6. Tim Sather	
7. Erik Clannett	
8. Travis Smith	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

TASK ORDER #3 – OLD HARDIN ROAD – COLE ST TO SADDLE LANE SIDEWALK IMPROVEMENTS

This **Task Order** is issued under the **Contract for Professional Engineering Services Agreement** dated 04/19/2022 between Yellowstone County and Sanbell for services to be provided by the Engineer for the County, as described in the Project Information section of this Task Order Proposal dated 08/05/2026. This Task Order is incorporated into and made part of the Contract for Professional Engineering Services Agreement.

A. Project Information

This project is intended to add sidewalk along southern side of Old Hardin Road from Cole Street to Saddle Lane. To do so, the existing, open ditch will need to be piped.

B. Scope of Services: The Scope of Services to be provided under this Task Order are described as follows:

- 1) Survey
 - a. Survey existing site and boundary conditions
 - b. Create a base map of the existing conditions
- 2) Site Design
 - a. Coordination with MDT and DOWL for Johnson Lane reconstruction
 - b. Coordination with Yellowstone County Public Works
 - c. Coordination with Ditch Company
 - d. Site Plan, including geometric design
 - e. Site Grading
 - f. Stormwater analysis and plan
 - g. Production Plan Set – this includes plan sheets with one round of review comments from both the LPSD Board and Yellowstone County Public Works
 - h. Revisions to plan set based on comments
- 3) Bidding
 - a. Solicit bids
 - b. Answer RFIs/Issue addendums (assumes up to one addendum)
 - c. Bid Opening and Award Contract
 - d. Contractor coordination and File Prep
- 4) Construction
 - a. Shop drawing review
 - b. Answer RFI's
 - c. Onsite inspection – assumes 120 hours (2 weeks for pipework at 8 hours per day and 3 weeks at approximately 2.5 hours per day)
 - d. Engineer Site Visits (up to 4)
 - e. Final site walkthrough and punchlist

C. Compensation: Sanbell will bill for its service on a time and materials basis for this task up to a maximum of \$69,000. If work that is out of scope is requested or if the in-scope work to be completed is ultimately anticipated to exceed the estimated project fee, Sanbell will request approval from the County before performing the additional work. Sanbell will begin work once this agreement has been executed by both parties.

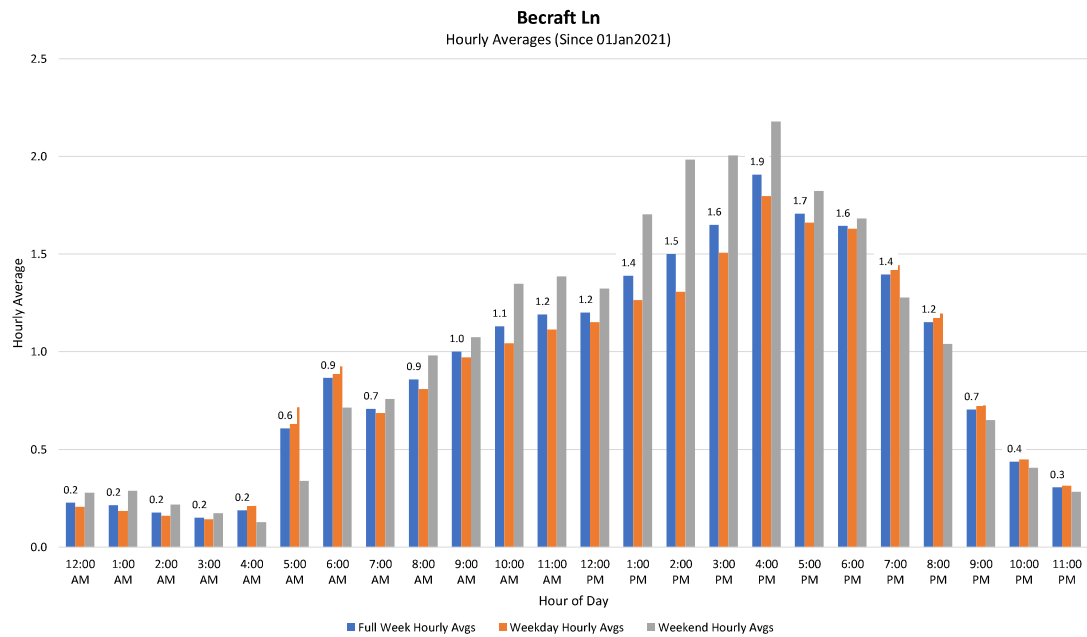
Sanbell shall submit invoices to the Client for work accomplished during each calendar month. Monthly invoices shall include, separately listed, any charges for services for which time charges and/or unit costs shall apply. Such invoices shall also include, separately listed, any charges for consultants retained by Sanbell, and reimbursable costs. Such invoices shall be submitted by Sanbell as soon as possible after the end of the month in which the work was accomplished and shall be due and payable by the Client upon receipt. The Client agrees that the monthly invoice from Sanbell is correct, conclusive, and binding on the Client unless the Client, within 20 working days from the date of receipt of such invoice, notifies Sanbell in writing of alleged inaccuracies, discrepancies, errors in the invoice, or the need for additional backup.

All Terms and Conditions of the Contract for Professional Engineering Services Agreement shall continue in full force and effect, This Task Order is accepted, and the Engineer is authorized to proceed.

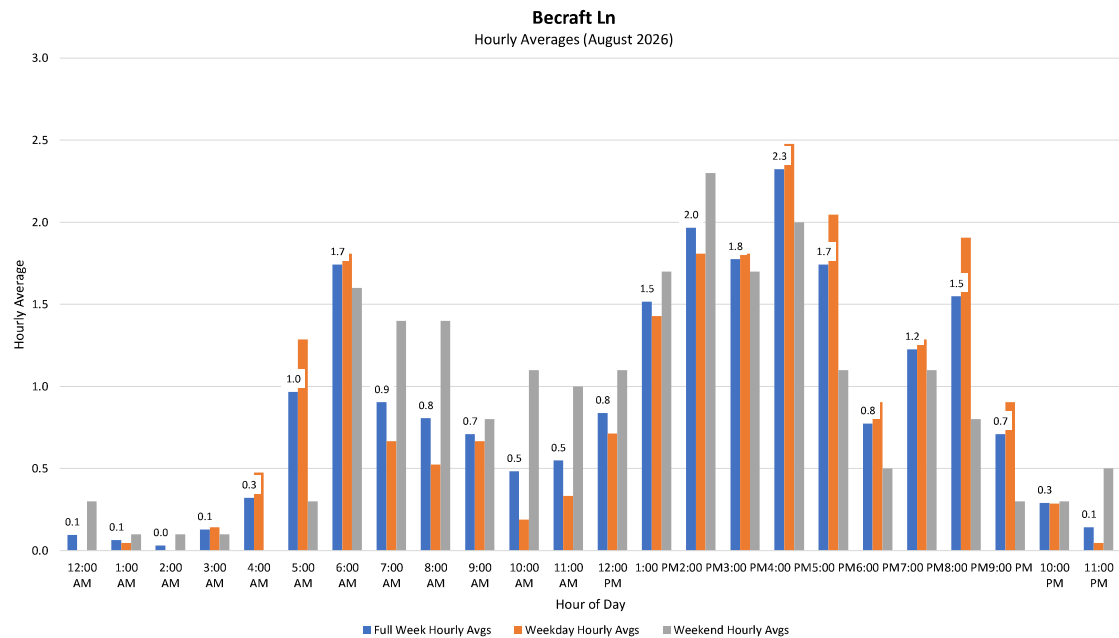
Engineer: Sanbell	Yellowstone County
By:_____Date:_____	By:_____Date:_____
Name/Title:_____	Name/Title:_____
Address:_____	Address:_____
_____	_____
Phone:_____Fax:_____	Phone:_____Fax:_____

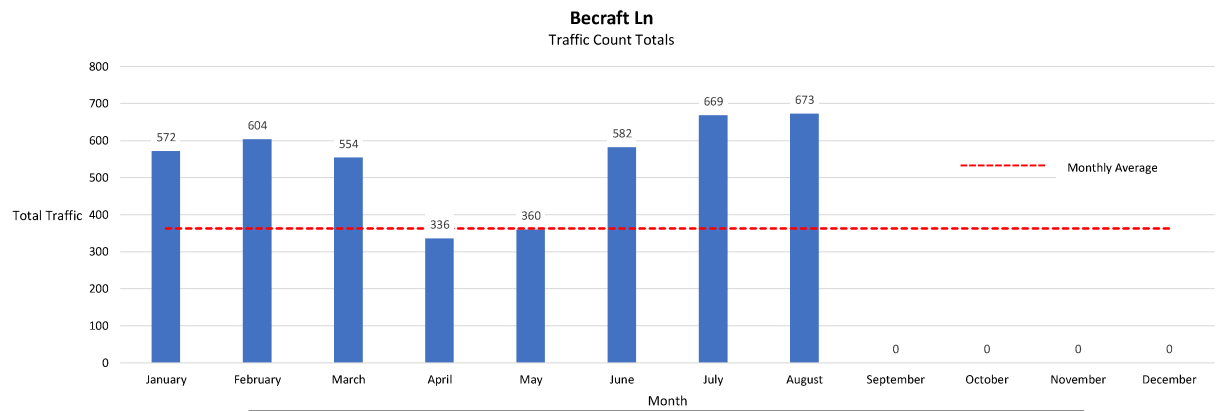
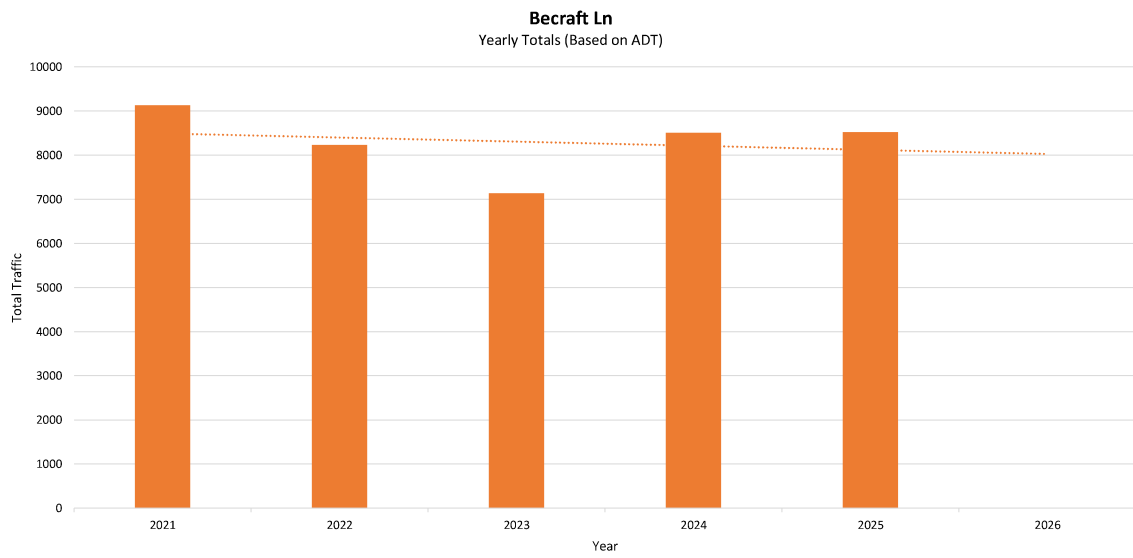
Task Order reference number: 03

Hourly Statistics		
	Total	Month
Average	0.9	0.9
Median	0.9	0.8
STDV	0.6	0.7
Min	0.2	0.0
Max	1.9	2.3

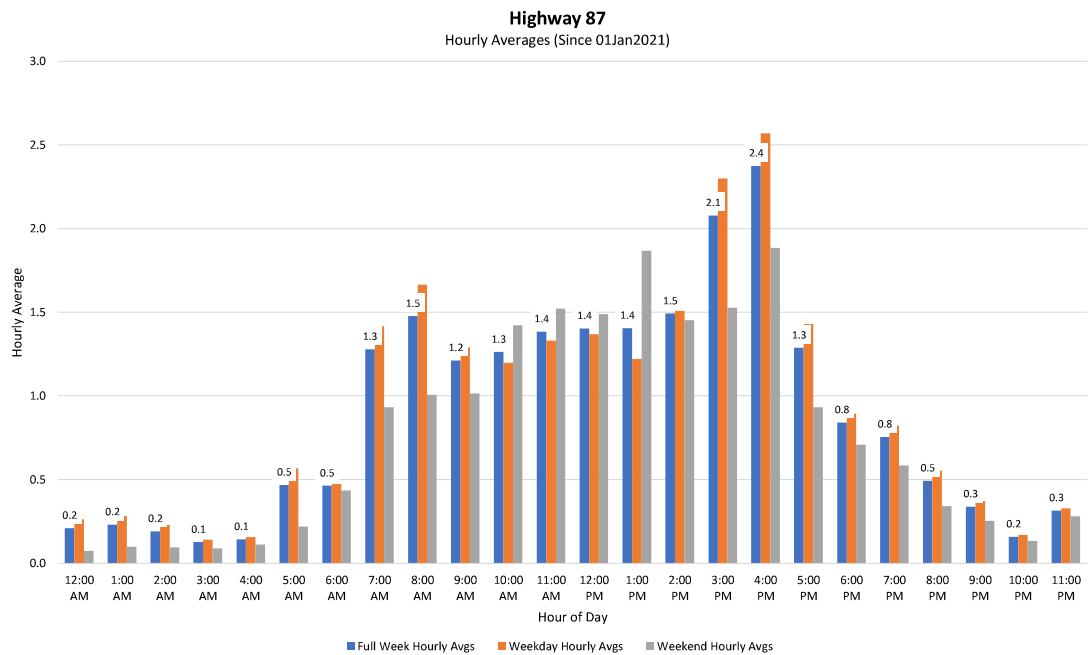


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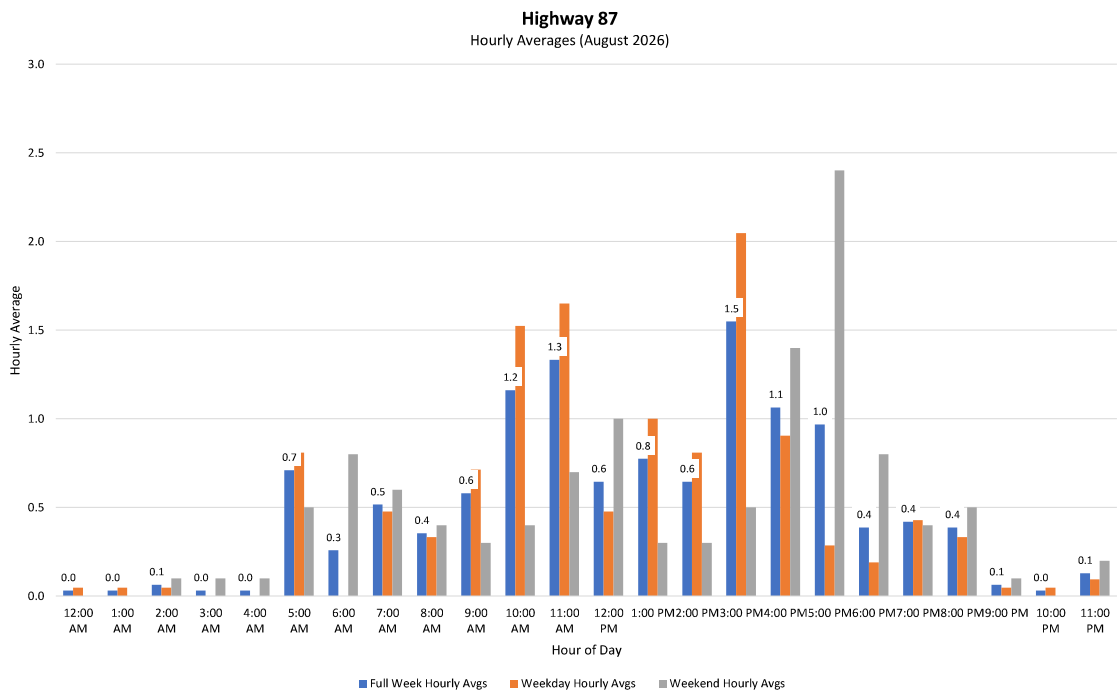


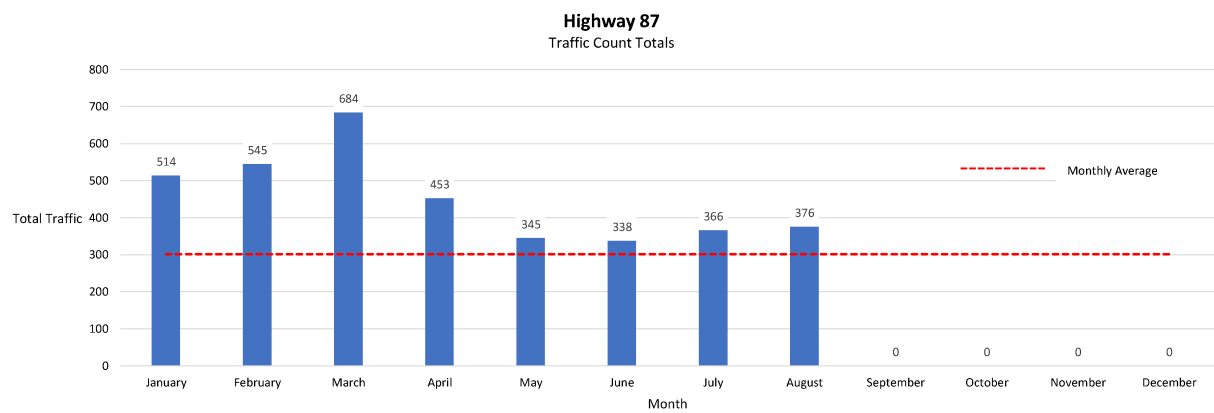
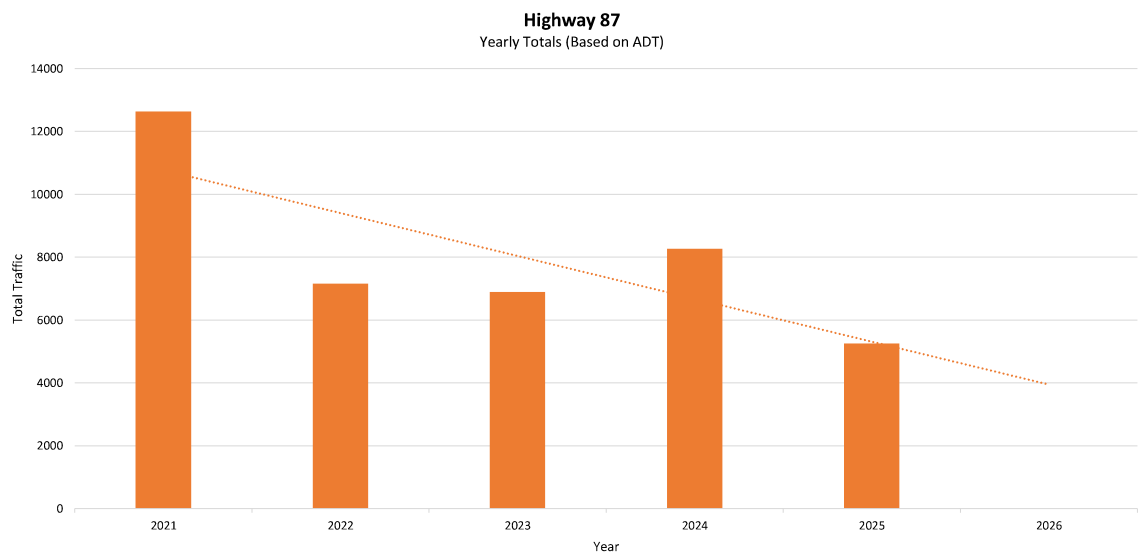
Site Name	Total Count	Average	Wk. Day Avg	Wk. End Avg	Min	Date w/ Min Total	Max	Monthly Avg
BECRAFT LN	4,350	19	18	7	1	23-Jan	53	362.50



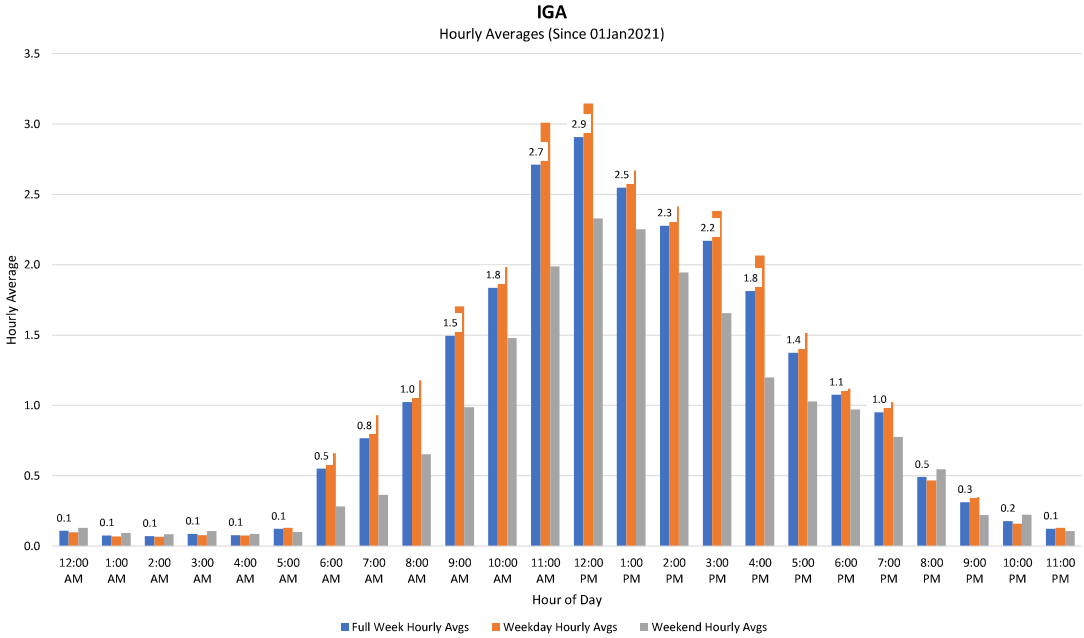
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Average	0.9	0.5
Median	0.8	0.4
STDV	0.7	0.4
Min	0.1	0.0
Max	2.4	1.5

Field Notes



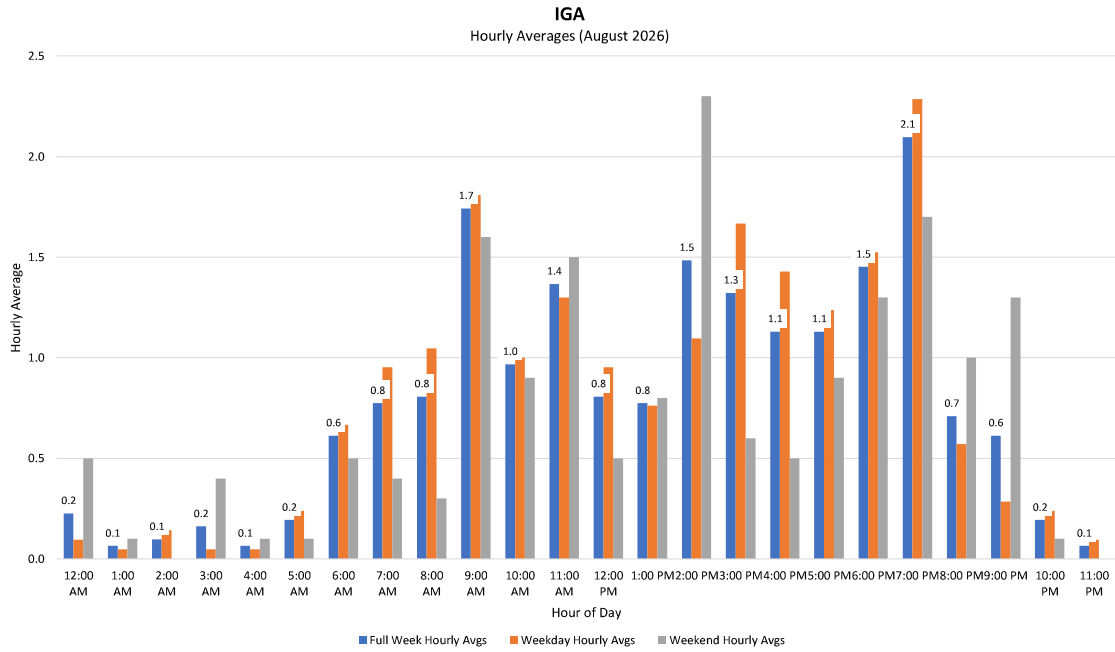


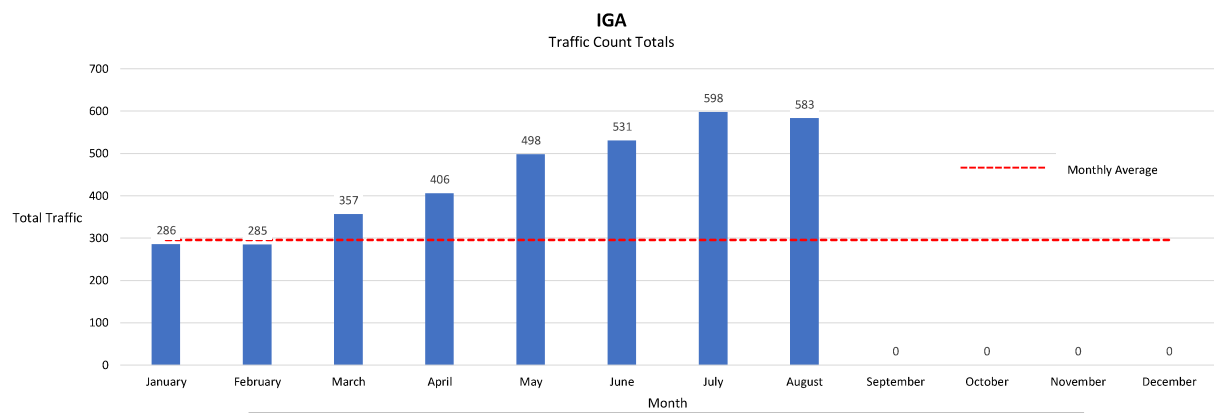
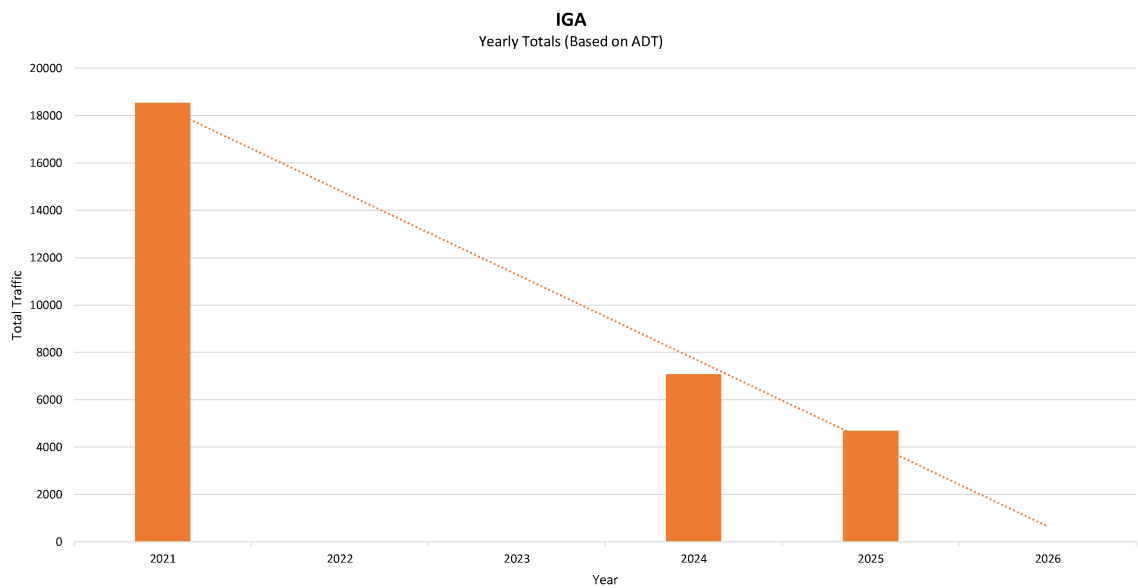
Site Name	Total Count	Average	Wk. Day Avg	Wk. End Avg	Min	Date w/ Min Total	Max	Monthly Avg
HIGHWAY 87	3,621	15	14	7	0	24-Jan	45	301.75



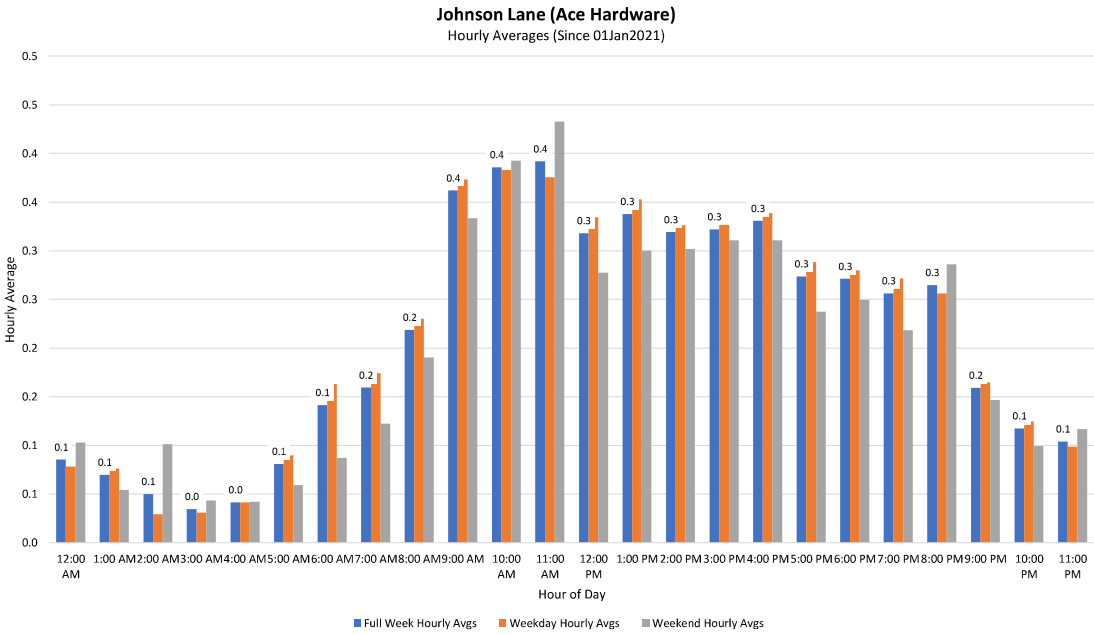
Hourly Statistics		
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Median	0.9	0.8
STDV	1.0	0.6
Min	0.1	0.1
Max	2.9	2.1

Field Notes



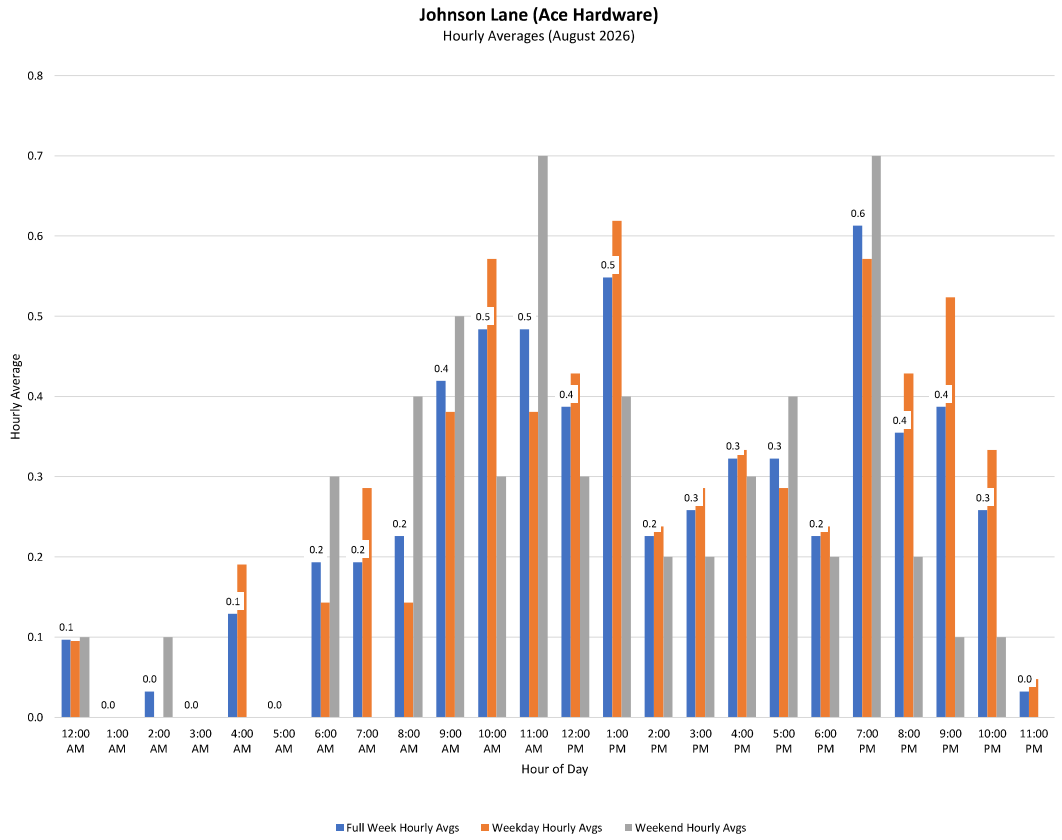


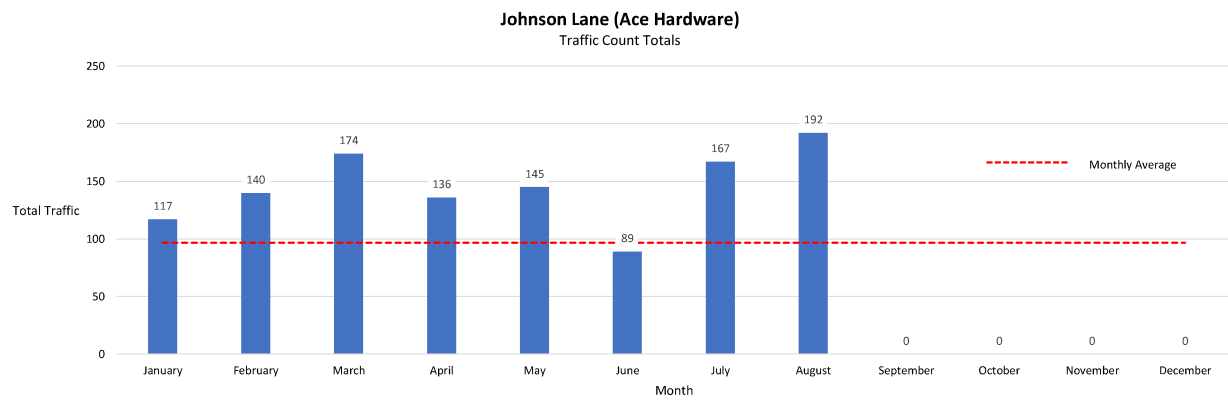
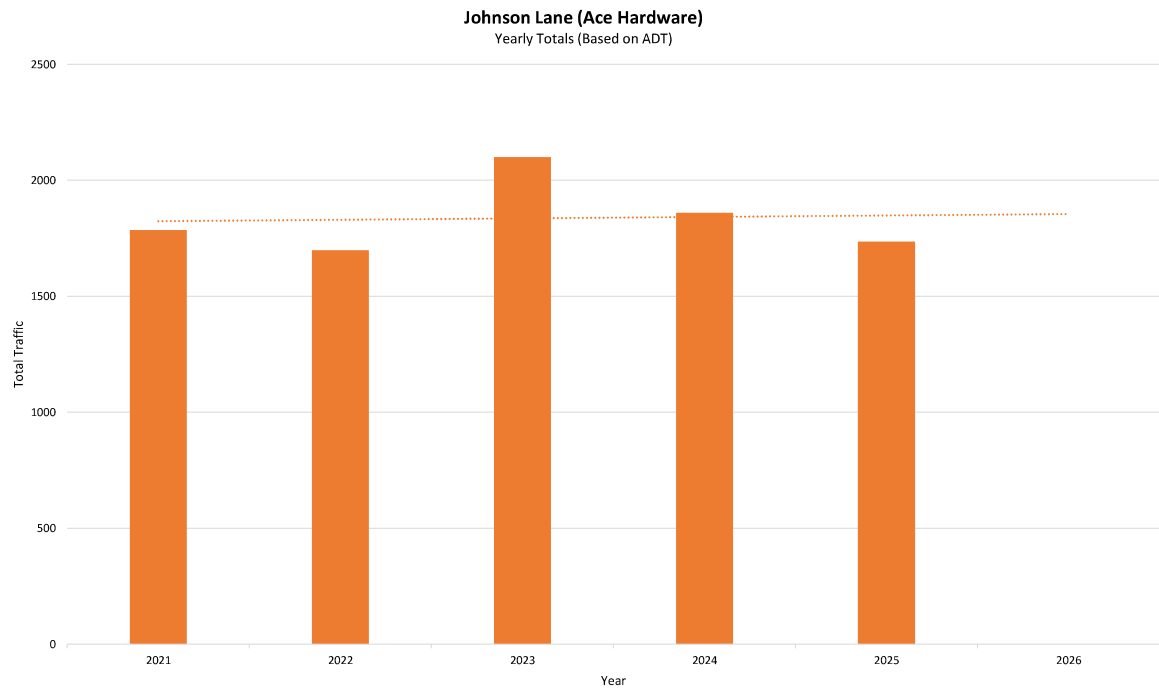
Site Name	Total Count	Average	Wk. Day Avg	Wk. End Avg	Min	Date w/ Min Total	Max	Monthly Avg
IGA	3,544	15	15	6	0	14-Mar	54	295.33



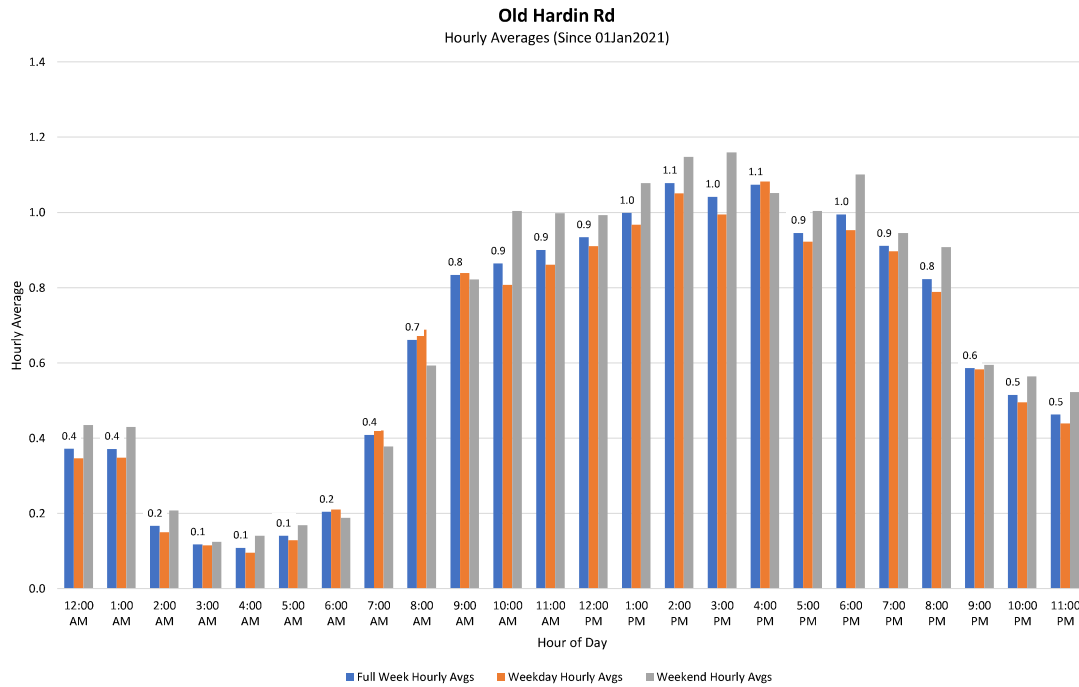
Hourly Statistics		
	Total	Month
Average	0.2	0.3
Median	0.2	0.2
STDV	0.1	0.2
Min	0.0	0.0
Max	0.4	0.6

Field Notes



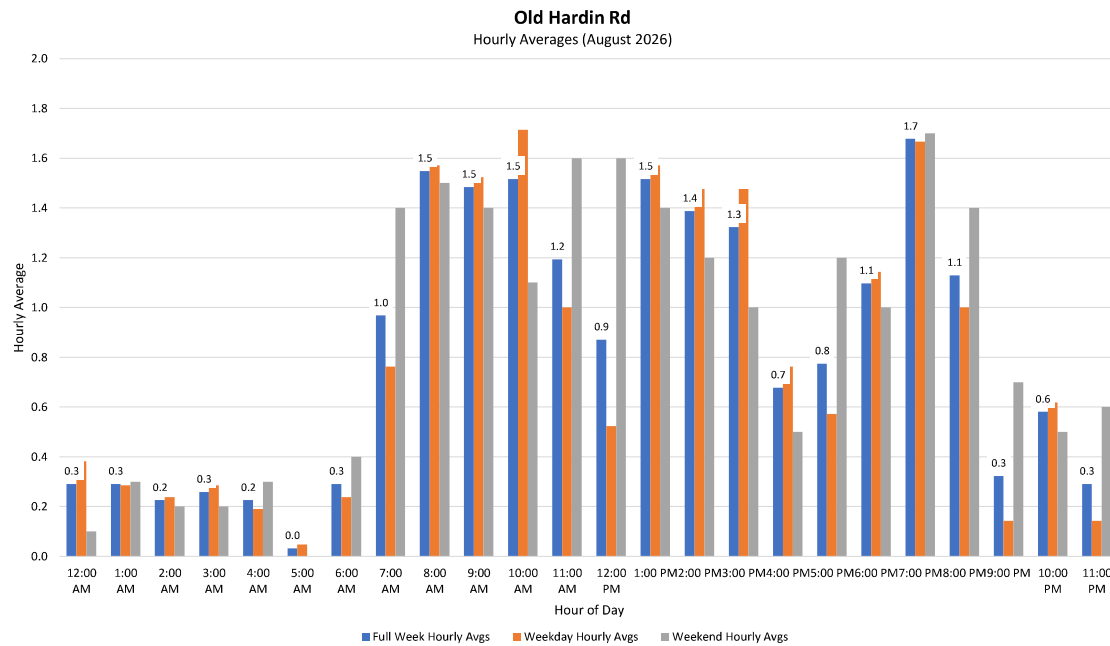


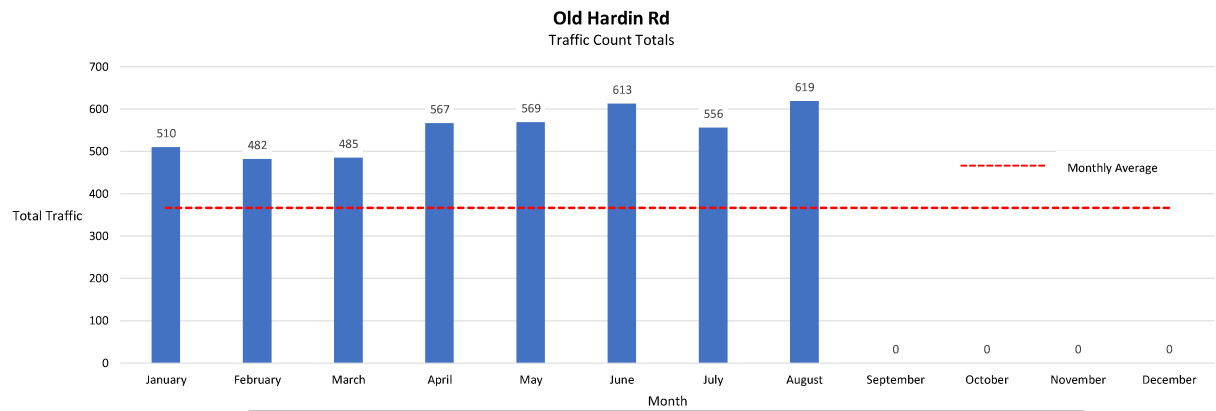
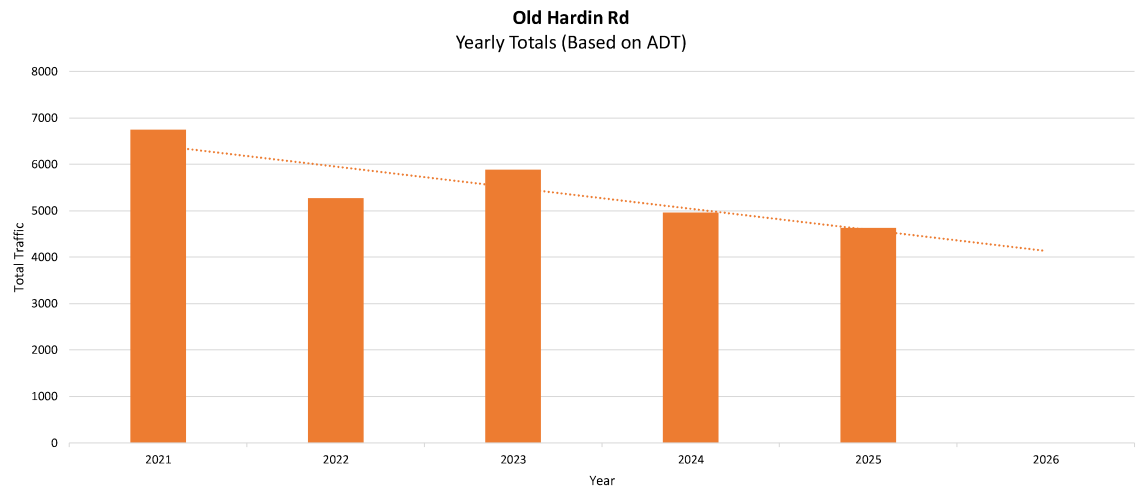
Site Name	Total Count	Average	Wk. Day Avg	Wk. End Avg	Min	Date w/ Min Total	Max	Monthly Avg
Johnson Lane (Ace Hardware)	1,160	6	5	2	0	23-Jan	17	96.67



Hourly Statistics		
	Total	Month
Average	0.6	0.8
Median	0.7	0.8
STDV	0.3	0.5
Min	0.1	0.0
Max	1.1	1.7

Field Notes





Site Name	Total Count	Average	Wk. Day Avg	Wk. End Avg	Min	Date w/ Min Total	Max	Monthly Avg
OLD HARDIN RD	4,401	18	19	6	1	31-Mar	52	366.75

August 25th, 2026

Contract Addendum #4

Yellowstone County and John's Home & Yard – Lockwood Pedestrian Safety District
Sidewalk snow removal.

The original contract for Lockwood Pedestrian Safety District snow removal was signed on December 13th, 2022. Addendum #1 signed on October 31st, 2023, to increase the scope for additional completed sidewalk. Addendum #2 was signed November 12th, 2024, to extend the contract to an additional winter season. Addendum #3 was signed December 11th, 2025, to extend the contract to an additional winter season and increased the scope of work to the additional sidewalk that was completed along Old Hardin Road.

Addendum #4 will extend the contract for an additional winter season expiring April 1st, 2027, and change the scope of work based on Exhibit A (attached).

Each snow event will be \$1000.00 per snow event. All other terms of the contract will remain the same except for the revised Exhibit A attached.

Owner:

Yellowstone County
Billings, MT 59101

Contractor:

John's Home & Yard
Billings, MT 59101

Mark Morse Date
BOCC Chair

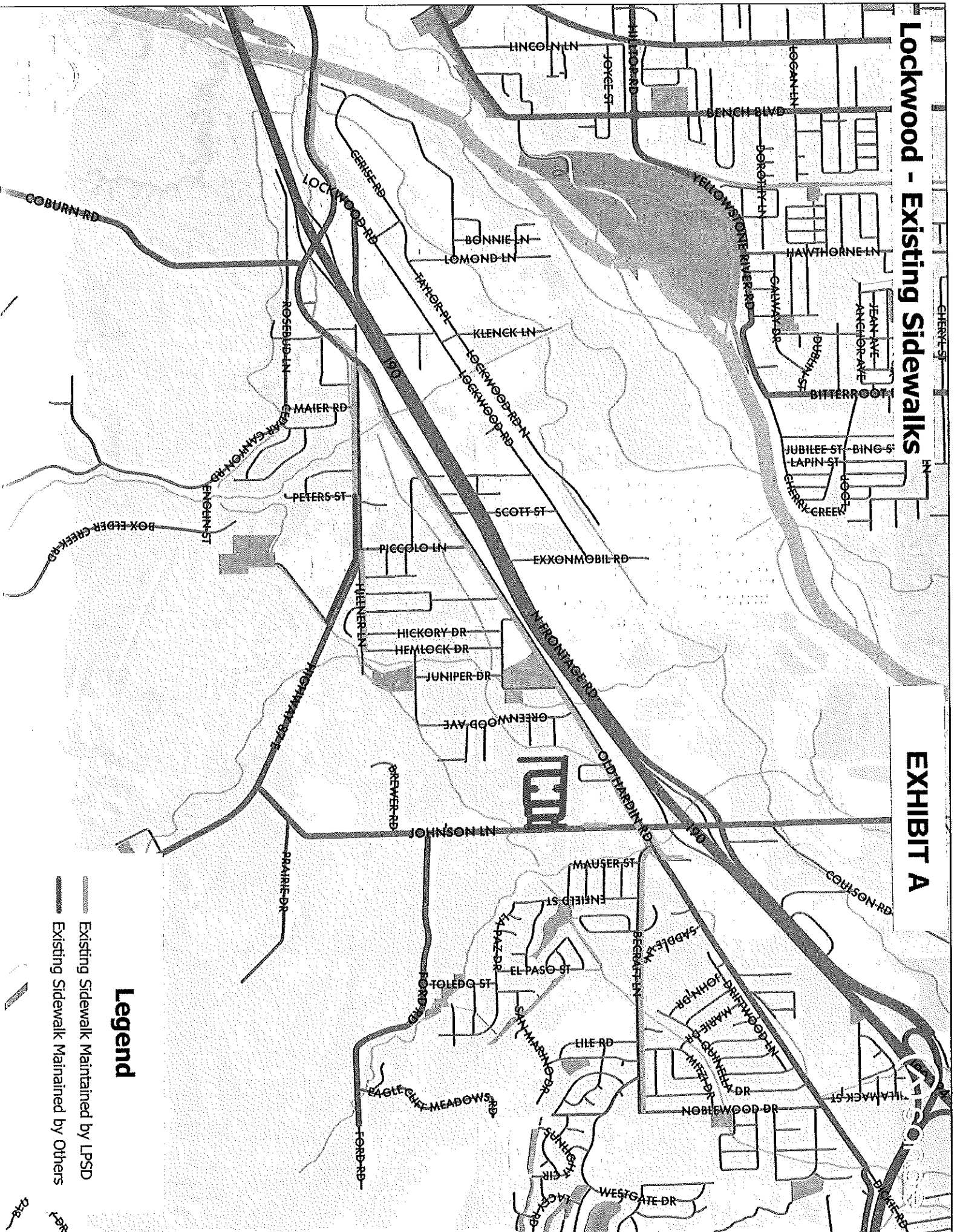
Matt Singer, Owner Date
John's Home & Yard

Attest:

Jeff Martin, Clerk & Recorder

Lockwood - Existing Sidewalks

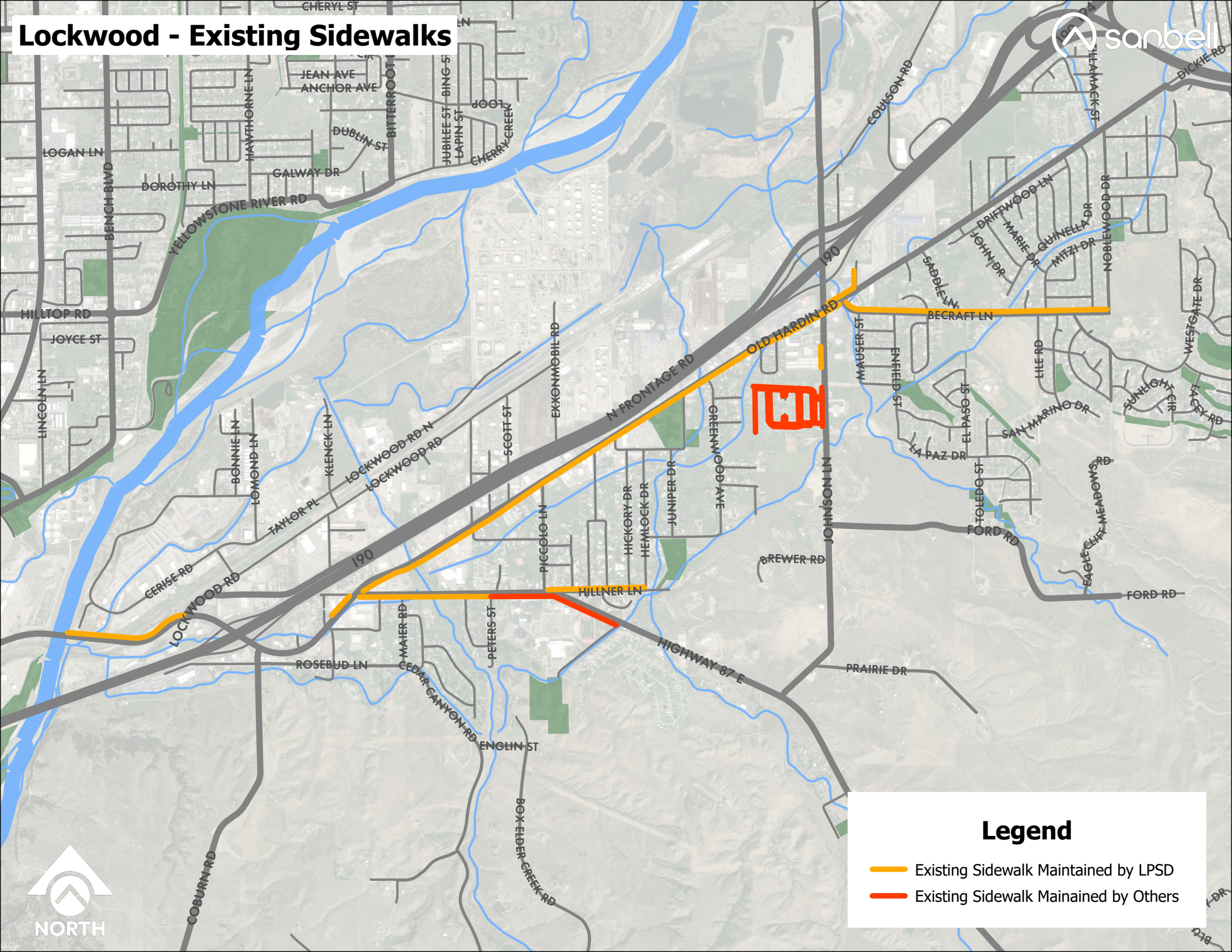
EXHIBIT A



Legend

- Existing Sidewalk Maintained by LPSD
- Existing Sidewalk Maintained by Others

Lockwood - Existing Sidewalks



Legend

- Existing Sidewalk Maintained by LPSD
- Existing Sidewalk Mainained by Others



Travis Smith

From: Steve Williams <swilliams@yellowstonecountymt.gov>
Sent: Thursday, August 27, 2026 1:49 PM
To: Nick Pancheau
Cc: Travis Smith; Monica Plecker
Subject: RE: LPSD Commissioner Meeting Request

Good afternoon, Nick –

Monica with Public Works is reaching out to the landowner. PW will request that he either agree to a new license or the old one will be cancelled.

Best,
Steve

Steve Williams
Chief In-House Counsel
Yellowstone County, MT
swilliams@yellowstonecountymt.gov
(406) 869-8074

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From: Nick Pancheau <Nick@Cd-mt.com>
Sent: Thursday, August 27, 2026 9:24 AM
To: Steve Williams <swilliams@yellowstonecountymt.gov>
Cc: Travis Smith <Travis@Cd-mt.com>
Subject: RE: LPSD Commissioner Meeting Request

Hi Steve,

What is your availability to touch base on this issue? I can reach out to Public Works directly if preferred.

Thank you,
NICK PANCHEAU, AIA
Collaborative Design Architects
ARCHITECT | PRINCIPAL | PRESIDENT

From: Nick Pancheau
Sent: Tuesday, June 30, 2026 1:11 PM
To: 'Steve Williams' <swilliams@yellowstonecountymt.gov>
Cc: Travis Smith <Travis@Cd-mt.com>
Subject: RE: LPSD Commissioner Meeting Request

Hi Steve,

Thank you! Our next Lockwood Pedestrian Safety District meeting is scheduled for next Wednesday, July 8th. I'd like to provide an update to our board. Do you have time early next week for a touch base phone call?

Thank you,

NICK PANCHEAU, AIA

Collaborative Design Architects

ARCHITECT | PRINCIPAL | PRESIDENT

From: Steve Williams <swilliams@yellowstonecountymt.gov>

Sent: Thursday, June 4, 2026 8:24 AM

To: Nick Pancheau <Nick@Cd-mt.com>

Subject: FW: LPSD Commissioner Meeting Request

Nick,

Thanks for reaching out to the County Commissioners office regarding the license issue and providing the relevant documents. Erika forwarded it over to me. I am working with the public works department on this. I would anticipate that they will likely require either a new license with the new owner or a cancellation of the old one.

Please let me know if you'd like to discuss further, and I'm happy to set up a call or meeting.

Best regards,

Steve

Steve Williams

Chief In-House Counsel

Yellowstone County, MT

swilliams@yellowstonecountymt.gov

(406) 869-8074

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From: Nick Pancheau <Nick@Cd-mt.com>

Sent: Wednesday, June 3, 2026 4:13 PM

To: Erika Guy <eguy@yellowstonecountymt.gov>

Subject: FW: LPSD Commissioner Meeting Request

Hi Erika,

Is there a contact at the county attorney's office that I should be in touch with to help coordinate a meeting on these matters?

Thank you,

NICK PANCHEAU, AIA

Collaborative Design Architects

ARCHITECT | PRINCIPAL | PRESIDENT

From: Nick Pancheau
Sent: Wednesday, May 6, 2026 1:56 PM
To: 'Erika Guy' <eguy@yellowstonecountymt.gov>
Cc: Travis Smith <Travis@Cd-mt.com>
Subject: RE: LPSD Commissioner Meeting Request

Hi Erika,

I understand- thank you for the assistance in re-routing to the county attorney. If it helps save the county time, please see the attached correspondence from our on-call engineer and related attachments detailing the question at hand.

Thank you,
NICK PANCHEAU, AIA
Collaborative Design Architects
ARCHITECT | PRINCIPAL | PRESIDENT

From: Erika Guy <eguy@yellowstonecountymt.gov>
Sent: Friday, May 1, 2026 11:36 AM
To: Nick Pancheau <Nick@Cd-mt.com>
Cc: Travis Smith <Travis@Cd-mt.com>
Subject: RE: LPSD Commissioner Meeting Request

Hi Nick,
Unfortunately, Commissioner Morse cannot meet if there is a potential zone change request. Instead, I have forwarded your email to our county attorney, and they will reach out to you once they gather a little information on your request below. Thanks!

From: Nick Pancheau <Nick@Cd-mt.com>
Sent: Friday, May 1, 2026 10:56 AM
To: Erika Guy <eguy@yellowstonecountymt.gov>
Cc: Travis Smith <Travis@Cd-mt.com>
Subject: LPSD Commissioner Meeting Request

Hi Erika,

I'm tracking a potential county zone change on behalf of the Lockwood Pedestrian Safety District. The property owner at 205 Greenwood hosted a neighborhood meeting a few weeks ago stating his intent. There is a county easement running across the property. The property owner knowingly built a building and fence across the easement and entered into an agreement with the county stating that the fence and building would be removed at his expense when and if the county needs the easement. The LPSD masterplan has a sidewalk planned through this easement. Our LPSD engineer has brought it to our attention that the property recently changed hands through a quit-claim deed and that the county agreement may be in jeopardy unless there is action taken to amend the agreement. I'd like to review this with Commissioner Morse ahead of the potential zone change proceedings. I can send documents provided by our engineer for the commissioners review ahead of the meeting. Is there availability for a meeting next week?

Thank you,
NICK PANCHEAU, AIA
Collaborative Design Architects
ARCHITECT | PRINCIPAL | PRESIDENT

nick@cd-mt.com



COLLABORATIVE DESIGN

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