

PROJECT:	Billings Bypass Corridor Study	DATE:	2/11/2021
PROJECT NUMBER:	4051.21884.01	TIME:	11:00 am
ORGANIZER:	Lisa Olmsted	SUBJECT:	Project Kick-off Meeting
LOCATION:	Teams	CONTACT INFORMATION:	lolmsted@dowl.com

ATTENDEES:

Scott Walker, Transportation Planner, City/County Planning	Mike Black, County Engineer Yellowstone County Public Works
Lora Mattox, Transportation Planner, City/County Planning	Jennifer Owen, Heights Task Force
Wyeth Friday, Director, City/County Planning	Alan Woodmansey, FHWA
Michael Taylor, MDT	Dianne Lehm, BSED
Kurtis Schnieber, MDT District 5	Woody Woods, Planning Board/Lockwood
Parker Osterloh, MDT Planning	Lisa Olmsted, DOWL
Erin Claunch, City Traffic Engineer Public Works Engineering	Doug Enderson, DOWL
Rusty Logan, MET Transit Manager	

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- 1) Project Introduction
 - a) What this project is.
 - i) Five-mile long corridor, multi-jurisdictional
 - ii) Working outside the road corridor, planning for the new roadway's impact
 - iii) Planning studies benefit the community by providing proactive direction for future development
 - b) What this project is not.
 - i) Won't step outside the existing EIS developed by MDT
 - ii) The roadway plan won't change
 - c) Billings Bypass Corridor Study vs. Billings Bypass
 - d) Geographic focus
 - i) Focus predominantly north of the Yellowstone River; Lockwood has done a lot of planning already. Heights needs more focus because it hasn't had a lot of attention in the past.
 - 2) Team Introductions
 - 3) Scope
 - a) Public Participation
 - i) Unique brand, website
 - ii) Two public meetings
 - iii) Stakeholder engagement
 - b) Corridor Vision Development
 - i) Document review
 - ii) Current land uses: Identify and document

MEETING MINUTES

- iii) Utilities: Review and document
- iv) Floodplain, irrigation, drainage: Review and document
- v) Transportation: Analysis
- vi) Corridor aesthetics
- c) Corridor Study Document

4) Anticipated Timeline

- a) Ten-month Duration
 - i) Corresponds well with Billings Bypass construction schedule. A [map with anticipated construction dates](#) and an [overall anticipated project schedule](#) are available on the MDT project website.
 - b) Six POC meetings (bi-monthly for now). Lisa will send out calendar invitations for upcoming meetings.

Task		Month													
		January	February 1	March 2	April 3	May 4	June 5	July 6	August 7	September 8	October 9	November 10	December 11	January 12	February 13
Project Management and Coordination	Administer work plan														
	Correspondence with City staff and stakeholders														
	Weekly progress reports														
	Six POC meetings with minutes														
	Contract management and monthly invoicing														
Public Participation	Brand and logo														
	Project website*														
	Public meeting #1														
	Public meeting #2														
	Stakeholder outreach														
Corridor Vision Development	Document review														
	Identify and document current land uses														
	Utility review and documentation														
	Floodplain, irrigation, drainage review and documentation														
	Transportation analysis														
	Corridor aesthetics														
Corridor Study Document	Draft study														
	Compilation and discussion of stakeholder comments with POC and MPO														
	Fifteen full-color copies and electronic web-based version														
	Presentations of Draft Study: TAC, Planning Board, City Council (work session), Board of County Commissioners, PCC														

5) Discussion

- OC Commitment
 - Six meetings
 - General input/oversight on study
 - Coordination with your constituencies
- Utilities
 - Important to find out about how the Heights Water District and City of Billings sewer is set-up and explore longer-range plans
- Public meeting format – library is working on hybrid
- Planning board communications
 - Now that Project Re:Code is done, there are a lot of developers hitting the agenda, so agenda time is limited.
- Thanks to OC Committee members for being a part of this effort – your time and insight is valuable and appreciated!