

**OFFICIAL AGENDA**  
**TUESDAY February 18, 2025**  
**Meeting Start Time: 9:00 a.m.**  
**Board of County Commissioners**  
**Yellowstone County, Montana**  
**Stillwater Building**  
**316 N. 26th Street, Room 3108**  
**Billings, MT**  
**8:45 a.m. Agenda Setting**

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Pledge to the Flag: Moment of Silence: Minutes

**REGULAR AGENDA**

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

Brent Johnson	Detention Center	15 Years of Service
Bobby Wise	Road	15 Years of Service
Cody Goodyear	Detention Center	10 Years of Service

Detention Facility Promotion - Lieutenant Rickett

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

1. **PLANNING DEPARTMENT**

Platinum Commercial Park Subdivision - County Major Subdivision Preliminary Plat

**CLAIMS**

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**CONSENT AGENDA**

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1. **COMMISSIONERS**

- a. Veterans Navigation Network - Request for PILT Funds
- b. MOU Between MHC and YC for Mental Health Center Services at YCDF
- c. MACo Health Care Trust Vision Retiree Coverage
- d. Board Reappointment - Pamela Ask & Terry Seiffert to Lockwood TEDD Board
- e. DBA Request for Mental Health Mill Levy Funding
- f. YSC DOC Licensing Inspection

2. **COUNTY ATTORNEY**

Letter re DocuSign

3. **FINANCE**

- a. Public Safety Mental Health Mill Levy Request
- b. Finance - Request to Expend - New Phone for Purchasing Agent
- c. IT Dept - Request to Expend - New Phone for IT Assistant Director
- d. MetraPark 1st Avenue Entrance - WWC Engineering Letter of Agreement

4. **METRA PARK**

Metra Trust Check Log for January 2025

5. **HUMAN RESOURCES**

**PERSONNEL ACTION REPORTS - County Attorney** - 1 Appointment; **District Court** - 1 Appointment; **Detention Facility** - 1 Termination; **Sheriff's Office** - 1 Termination; **Finance** - 1 Salary & Other

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**FILE ITEMS**

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1. **AUDITOR**

- a. Payroll Audit - January 16 to January 31, 2025
- b. Dick Anderson Construction Change Order PC-03

2. **CLERK AND RECORDER**

Board Minutes - Yellowstone Conservation District

3. **EMERGENCY AND GENERAL SERVICES**

EMPG - FY24/25 Quarter 2 Reimbursement Request Submitted

4. **HUMAN RESOURCES**

January 15 - January 31 Payroll Audit

**PUBLIC COMMENTS ON COUNTY BUSINESS**

B.O.C.C. Regular

Meeting Date: 02/18/2025

Title: February Recognition

Submitted By: Amy Mills

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TOPIC:

Brent Johnson	Detention Center	15 Years of Service
Bobby Wise	Road	15 Years of Service
Cody Goodyear	Detention Center	10 Years of Service

BACKGROUND:

na

RECOMMENDED ACTION:

na

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B.O.C.C. Regular

Meeting Date: 02/18/2025

Title: Promotion

Submitted By: Teri Reitz, Board Clerk

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TOPIC:

Detention Facility Promotion - Lieutenant Rickett

BACKGROUND:

N/A

RECOMMENDED ACTION:

N/A

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B.O.C.C. Regular

Meeting Date: 02/18/2025

SUBJECT: Platinum Commercial Park Subdivision - County Major Subdivision Preliminary Plat

THROUGH: Anna Vickers

FROM: Dave Green

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## TOPIC

Platinum Commercial Park Subdivision - County Major Subdivision Preliminary Plat

## INTRODUCTION

On December 2, 2024, Performance Engineering applied for preliminary major plat approval of Platinum Commercial Park Subdivision. The subdivision will create 14 lots for commercial/industrial development. The subject property is generally located northeast of the intersection of South 72nd Street West and Danford Road. This parcel of land is outside county zoning. Historically, the land has been used for farming/agriculture.

## RECOMMENDATION

The Planning Board is forwarding a recommendation of conditional approval to the Board of County Commissioners for the major preliminary plat of Platinum Commercial Park Subdivision, approve the variance requests, and adopt the Findings of Fact as presented in the staff report.

## VARIANCE REQUESTED

The applicant has requested variances from Section 4.6.B.1 and Section 4.6.B.2 of the Yellowstone County Subdivision Regulations, which outlines connections to undeveloped/underdeveloped land surrounding the proposed subdivisions. The maximum distance between those connections is 600 feet. Staff is recommending approval of the variance requests. Further explanation and analysis can be found in 'Attachment A.'

## PROPOSED CONDITIONS OF APPROVAL

Pursuant to Section 76-3-608(4), MCA, the following conditions are recommended to reasonably minimize potential adverse impacts identified within the Findings of Fact.

1. To protect public health and safety, prior to final plat approval, the applicant will receive approval from the MDEQ for the proposed water systems, septic systems and the proposed storm water management. The applicant will also create an RSID to maintain the community wastewater system.
2. To provide a maintenance mechanism for the new public roads within the subdivision and to protect public health and safety, prior to final plat approval, the applicant will petition to create an RSID for the future maintenance of the roads.
3. To protect public health and safety with proper fire suppression, prior to final plat approval, the applicant will submit construction drawings of the dry hydrant system to Billings Fire Department for review and approval. Once installed, the applicant will request Billings Fire Department test the system to ensure it works correctly and get a sign off from Billings Fire Department. The applicant will also create an RSID for the dry hydrant system.
4. To minimize the effects on local service, prior to final plat approval, the applicant will coordinate with the USPS for locating and providing the correct amount of space for safely delivering the mail to the lots.
5. Prior to final plat approval, the Traffic Impact Study and any identified improvements shall be completed and approved by the Public Works Department.
6. Minor changes may be made in the SIA and final documents, as requested by the Planning, Legal or Public Works Departments to clarify the documents and bring them into the standard acceptable format.
7. The final plat shall comply with all requirements of the Yellowstone County Subdivision Regulations, rules, policies, and resolutions of Yellowstone County, and the laws and Administrative Rules of the State of Montana.

## PROCEDURAL HISTORY

- Pre-application meeting October 10, 2024
- Preliminary plat application submitted to Planning Division on December 2, 2024
- Planning Board plat review meeting January 14, 2025
- Planning Board public hearing meeting January 28, 2025
- Preliminary plat to Board of County Commissioners, February 18, 2025
- 60 working-day preliminary plat review period ends February 28, 2025

## PLAT INFORMATION

General location: Northeast corner of 72nd Street South and Danford Road

Legal Description: SE 1/4 SW 1/4 SECTION 30, TOWNSHIP 1 SOUTH, RANGE 25 EAST

Owner/Subdivider: KE Construction

Surveyor/Engineer: Performance Engineering

Existing Zoning: Outside zoning

Proposed Zoning: None

Existing Land Use: Farming

Proposed Land Use: Commercial

Gross area: 67.311

Net area: 54.082

Proposed number of lots: 14

Max.: 5.68

Min.: 2.63

Parkland requirements: Parkland dedication is not required as this is a commercial subdivision.

## PLANNING BOARD PUBLIC HEARING DISCUSSION

There was a public hearing held for this proposed subdivision on January 28, 2025. At that meeting, staff gave a brief overview of the proposed subdivision to the Planning Board and the attending public. After the presentation, staff stood for any questions from the board. A question from Board member Bonogofsky was about whether there are any mechanisms to preserve farmland to keep it from being developed. Staff responded that with property rights, a farmer has a right to sell land and if a developer buys it, then they have a right to develop that land. Staff further pointed out that there are requirements in the subdivision regulations that the developer of land cannot disturb any surrounding ditches or waterways that are used by other farmers farther down stream. But there is no mechanism that would preserve the farmland from being developed in place in Yellowstone County. Another question was asked by Board member Stahly about the traffic from the subdivision. Considering it is a commercial / industrial use subdivision, will there be signage on South 72nd West to warn south-bound traffic about truck traffic? Staff responded that the traffic study would need to identify the need for a sign. Also, the County would have to be in agreement with that recommendation for a sign to be installed on the road.

Taylor Kasperick from Performance Engineering stood to further answer the question about signs. He stated that the traffic study was done basing the use on more intense traffic because they do not know what businesses will be purchasing land in the subdivision. He pointed out that when a new lot owner applies for an access permit they will know what the use is, and it's potential to generate traffic. If the use is intense, the county may request a traffic study to determine if there needs to be modifications to the access into the subdivision. Staff also shared that signs for heavy truck traffic are established through resolution by the County Commissioners. Such signage is outside of the subdivision regulations and would need to be determined by County Public Works and the County Commissioners.

There were no other questions from the board. The public hearing was opened, no one from the public

stood to speak.

A motion was made by Board member Stephenson to recommend conditional approval of the subdivision, approve the variance request, and adopt the Findings of Fact as presented in the staff report. The motions was seconded by Board member Woods with a unanimous vote by the board to forward the recommendation.

#### YELLOWSTONE COUNTY BOARD OF COUNTY COMMISSIONERS FINDINGS OF FACT

See attachment Findings of Fact

#### CONCLUSIONS OF FINDINGS OF FACT

See attachment Findings of Fact

#### RECOMMENDATION

The Planning Board is forwarding a recommendation of conditional approval to the Board of County Commissioners for the major preliminary plat of Platinum Commercial Park Subdivision, approve the variance requests, and adopt the Findings of Fact as presented in the staff report.

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Attachments

[Findings of Fact](#)

[Proposed Plat](#)

[Draft SIA](#)

[Variance requests](#)

[Attachment A - Staff variance review](#)

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## FINDINGS OF FACT

The City-County Planning Division Staff has prepared the Findings of Fact for Platinum Commercial Park Subdivision. These findings are based on the preliminary plat application and supplemental documents addressing the review criteria required by the Montana Subdivision and Platting Act (76-3-608, MCA) and the Yellowstone County Subdivision Regulations (YCSR).

### **A. What are the effects on agriculture, local services, the natural environment, wildlife and wildlife habitat and public health and safety (76-3-608 (3) (a) MCA) (Section 3.2 (H) (2) YCSR)**

#### **1. Effect on agriculture and agricultural water users' facilities**

The subject property has been used for farming purposes. No water rights or shares will be transferred to individual lot owners. Irrigation ditches that exist on the perimeter of this development are for the benefit of other properties. Perimeter ditches and drains shall remain in place and shall not be altered by the Subdivider or subsequent owners without permission of said adjacent properties. There will be no effect on the water users down stream from this property.

#### **2. Effect on local services**

a. **Water** – The proposed subdivision is not located within any public water district. The subdivision will be served by individual wells or alternative water source as approved by the Montana Department of Environmental Quality, or its designee. Water systems will be installed meeting the requirements outlined in Section 4.9 of the Yellowstone County Subdivision Regulations and the MDEQ. **(Condition #1)** The operation and maintenance of approved water system will be the responsibility of individual lot owners.

b. **Septic** - The proposed subdivision is not located within any public sewer district. The subdivision will be served by wastewater disposal systems as submitted to and approved by Montana Department of Environmental Quality. These systems shall be located and installed as shown on the site layout approved by Montana Department of Environmental Quality, or its designee.

The Subdivision is proposed to be served by a community wastewater treatment system located on Utility Lot 7, Block 2, which will be dedicated to the public in accordance with Yellowstone County Subdivision Regulations Section 4.8, E. An RSID will be formed to provide maintenance, repair, and replacement of said community wastewater treatment system. Septic systems will be installed meeting the requirements outlined in Section 4.9 of the Yellowstone County Subdivision Regulations and the MDEQ. **(Condition #1)** The operation and maintenance of the septic system will be the responsibility of the County through an RSID.

All private utilities, power, telephone, gas and cable television will be installed in the public right of way or easements identified on the plat.

c. **Streets and roads** – Access to the Subdivision shall be from proposed approaches on Danford Road and South 72nd Street West as approved by the Yellowstone County Public Works Department. Resource Way, within the subdivision, will be built in 74-foot-wide right of way and be built with a 34-foot paved surface. Palladium Way will be built in 60-foot-wide right of way and be built with a 24-foot paved surface. An RSID will be created to maintain the roads within the subdivision. **(Condition #2)**

This subdivision has frontage on Danford Road and South 72<sup>nd</sup> Street West. To meet the requirements of more than one way in and out there will be one access from South 72<sup>nd</sup> Street West and one from Danford Road.

A TIS has been submitted for this proposed subdivision. After initial review County Public works stated that there are some negligible corrections and minor information that needs to be addressed by the applicant. No existing road improvements are required for this subdivision. In the future should there be more development then this subdivision can be assessed proportional cost through the Waiver.

Any required improvements to intersections or possible widening at access points to accommodate traffic movement into and out of the subdivision will be completed by the applicant. Any item identified in the TIS that needs to be done will be coordinated with the applicant and County Public Works. **(Condition #5)**

d. **Fire and Police services** – The property is within the BUFSA boundary. This subdivision will be provided fire service from the Billings Fire Department. The subdivision will have a dry hydrant tank installed alongside the road Resource Way on the edge of the Utility Lot, as shown on the plat. The applicant will submit drawings for the tank to the Billings Fire Department for review and approval. When the tank is installed the applicant will have the system tested and signed off by the Billings Fire Department. **(Condition #3)**

The Yellowstone County Sheriff's Department will provide law enforcement services to this subdivision.

e. **Solid Waste disposal** – The Billings Landfill has capacity for solid waste disposal. Solid waste will be collected and disposed of by a private garbage collection company. Each lot owner will be responsible for arranging for collection.

f. **Storm water drainage** – The storm water drainage will be collected onsite using a combination of swales and the natural slope of the land. Proposed storm water drainage shall be submitted to the MDEQ for review and approval prior to final plat. All proposed stormwater systems shall meet the requirements of Section 4.7 of Yellowstone County Subdivision Regulation's and the requirements of MDEQ. **(Condition #1)**

g. **School facilities** – The proposed subdivision is located within Laurel School District. Because this is a commercial / industrial subdivision there will be no impact on schools.

h. **Parks and recreation** – This proposed subdivision is not required to provide parkland as it is a commercial / industrial subdivision.

i. **Postal Service** – The applicant will be required to coordinate with the USPS to ensure they are providing a safe location for the postal worker to deliver the mail and the business owners to retrieve it. (**Condition #4**)

j. **Historic features** – No known historic or cultural assets exist on the site.

k. **Phasing of Development** - The applicant is not proposing to develop this subdivision in phases.

### **3. Effects on the natural environment**

The development will use noxious weed control measures to prevent the spread of noxious weeds to adjacent developed or agricultural land. As required by County Subdivision Regulations Section 4.15 all county subdivisions are required to apply for and obtain a weed management plan with the County Weed Department. Any subdivision that has an existing Weed Management Plan are required to get an updated Weed Management Plan. The weed management plan has been completed and will be submitted with final plat.

There are no apparent or known natural hazards on the property.

### **4. Effects on wildlife and wildlife habitat**

Impacts on Significant, Important, and Critical Habitat:

According to the U.S. Fish and Wildlife Service’s IPaC (Information for Planning and Consultation), there are no critical habitats within the Area of Interest (AOI). Critical habitat for listed species is not known to be present on the AOI; however, changing the land use could potentially impact some food supply for multiple species of birds.

There are no known endangered or threatened species on the property. A paragraph in the ‘Conditions that Run with the Land’ section of the SIA warns future lot owners of the likely presence of wildlife in the area and their potential to damage residential landscaping.

### **5. Effects on public health and safety**

Plans and designs for the water and septic system will be reviewed and approved by MDEQ prior building construction on each lot to ensure public health and safety.

Fire and emergency services are provided for this proposed subdivision from Billings Fire Department and the Yellowstone County Sheriff’s department.

## **B. Was an environmental assessment required? If yes, what, if any, significant adverse impacts were identified? (76-3-603 MCA) (Chapter 9, YCSR)**

A summary of impacts was required for this subdivision pursuant Section 9.2 of the County Subdivision Regulations.

**C. Does the subdivision conform to the Yellowstone County 2008 Growth Policy, the 2018 Urban Area Transportation Plan and the Billings Area Bikeway and Trail Master Plan Update? [BMCC 23-302.H.4.]**

**1. Yellowstone County - 2008 Growth Policy**

The subdivision is consistent with the following goals of the Growth Policy:

- Goal: Predictable land use decisions that are consistent with neighborhood character and land use patterns. (p. 6)

*The subdivision is consistent with the type of residential development in the surrounding area. Large lots with homes on those lots.*

- Goal: Controlled weed populations. (p. 9)

*The developer shall complete a weed management plan and shall provide a re-vegetation plan for any ground disturbed by development.*

**2. 2023 Billings Urban Area Long Range Transportation Plan**

The subject property maintains the road study area of the Transportation Plan. As proposed, the internal streets are neighborhood streets associated with this subdivision.

**3. Billings Area Bikeway and Trail Master Plan (BABTMP)**

This subdivision is inside the BABTMP boundaries for trails. There are future trails shown on South 72<sup>nd</sup> Street and Danford Road. At a future time when these two roads are widened those trails will be installed. This subdivision will not be required to install any trails at this time.

**D. Does the subdivision conform to the Montana Subdivision and Platting Act (MSPA) and to local subdivision regulations? [MCA 76-3-608 (3) (b) and Section 3.2 (3) (a) YCSR]**

The proposed subdivision meets the requirements of the MSPA and the YCSR. The subdivider and the local government have complied with the subdivision review and approval procedures that are set forth by local and state subdivision regulations.

**E. Does the subdivision conform to sanitary requirements? [Section 4.8 (C) and 4.9 (C), YCSR]**

The subdivision must receive approval from the MDEQ prior to any building construction on each lot. The new parcels will be connected to the subdivision community septic system. This system will be approved by MDEQ before final plat.

**F. Does the proposed subdivision meet any applicable Zoning Requirements? [Section 3.2 (H) (3) (e), YCSR]**

The proposed subdivision is outside the County Zoning Jurisdiction.

**G. Does the subdivision provide for necessary planned utilities? [MCA 76-3-608 (3) (c) and Section 3.2 (H) (3) (b), YCSR]**

The applicant will coordinate with private utility companies to provide the required easements.

**H. Does the proposed subdivision provide for Legal and Physical Access to all lots? [MCA 76-3-608 (3) (d) and Section 3.2 (H) (3) (c) (d), YCSR]**

Legal and physical access will be provided from South 72<sup>nd</sup> Street and Danford Road. Access to each lot will be from the internal roads of the subdivision.

**CONCLUSIONS OF FINDINGS OF FACT**

- This subdivision does not create adverse impacts that warrant denial of the subdivision.
- Impacts to agriculture, agriculture water user facilities, local services, public health and safety, the natural environment, and wildlife should be minimal, and can be mitigated by reasonable conditions of final plat approval.
- The subdivision conforms to some of the goals of the Growth Policy.
- The applicant has complied with the MSPA and YCSR processes and the subdivision conforms to the law requirements.

**RECOMMENDATION**

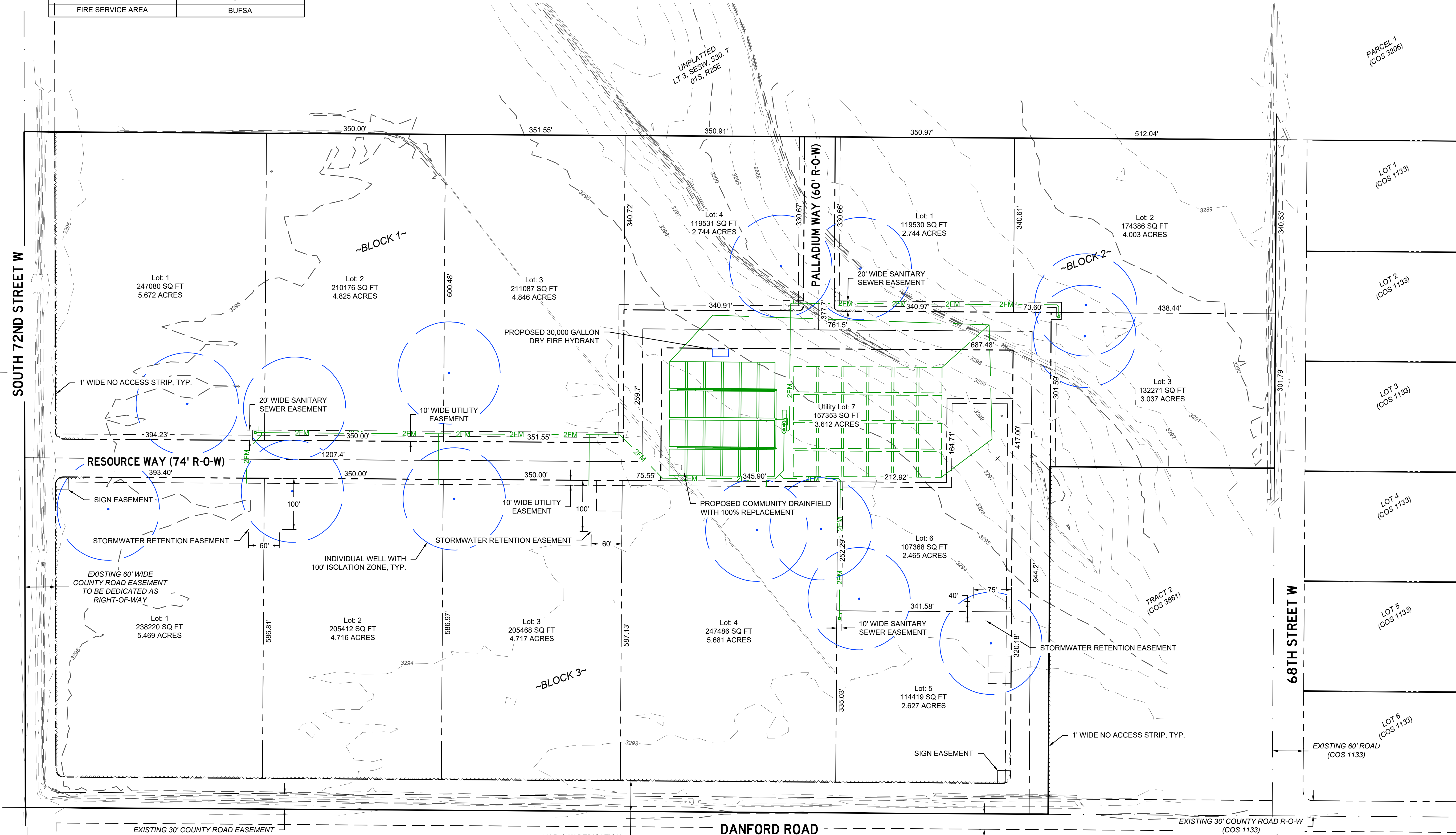
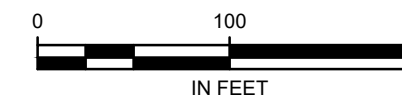
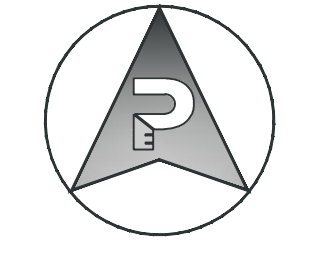
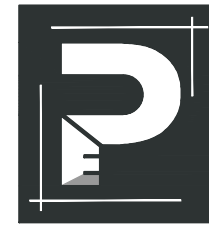
The Planning Board is forwarding a recommendation of conditional approval to the Board of County Commissioners for the preliminary plat of Platinum Commercial Park Subdivision, approve the variance requests and adopt the Findings of Fact as presented in the staff report.



SITE DATA	
NUMBER OF LOTS	14
MAXIMUM LOT AREA	± 247,486 SF
MINIMUM LOT AREA	± 107,368 SF
PARKLAND AREA REQUIRED	N/A
PARKLAND AREA PROVIDED	N/A
LINEAL FEET OF STREET $\epsilon$	± 3,524 LF
NET LOT ACREAGE	± 57.158 AC
GROSS ACREAGE	± 67.311 AC
EXISTING ZONING	UNZONED
EXISTING LAND USE	AGRICULTURAL
PROPOSED LAND USE	COMMERCIAL
SANITARY SEWER	COMMUNITY SEPTIC
WATER	INDIVIDUAL WATER
FIRE SERVICE AREA	BUFSA

PRELIMINARY PLAT OF  
**PLATINUM COMMERCIAL PARK SUBDIVISION**  
 BEING LOCATED ON LOT 4, SE 1/4 SW 1/4 SECTION 30, TOWNSHIP 1 SOUTH, RANGE 25 EAST,  
 YELLOWSTONE COUNTY, MONTANA

PREPARED FOR : KE CONSTRUCTION  
 PREPARED BY : PERFORMANCE ENGINEERING, LLC



1/22/2024 3:05:08 PM  
 Z:\KE Construction\2023-100 72nd And Danford Subd\CADD\DWG\Plat\23-100 Preliminary Plat.dwg

**SUBDIVISION IMPROVEMENTS AGREEMENT**  
**Platinum Commercial Park Subdivision**  
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**(Yellowstone County)**

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# SUBDIVISION IMPROVEMENTS AGREEMENT

## Platinum Commercial Park Subdivision

**This agreement** is made and entered this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between *Cougar Investments, LLC, a Montana limited liability company*, whose address for the purpose of this agreement **PO Box 81153, Billings, MT 59108**, hereinafter referred to as “Subdivider,” and YELLOWSTONE COUNTY, Montana, hereinafter referred to as “County.”

### WITNESSETH:

**WHEREAS**, the plat of *Platinum Commercial Park Subdivision*, located in Yellowstone County, Montana, was submitted to the Yellowstone County Board of Planning; and

**WHEREAS**, at a regular meeting conducted on \_\_\_\_ day of \_\_\_\_\_, 20\_\_, the Board of Planning recommended conditional approval of a preliminary plat of *Platinum Commercial Park Subdivision*; and

**WHEREAS**, at a regular meeting conducted on \_\_\_\_ day of \_\_\_\_\_, 20\_\_, the Yellowstone County Board of County Commissioners conditionally approved a preliminary plat of *Platinum Commercial Park Subdivision*; and

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

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

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

### **I. VARIANCES**

Subdivider has requested, and the County hereby grants, the following variances by the Board of County Commissioners from the strict interpretation of the County’s Subdivision Regulations (Chapter 11, Yellowstone County Subdivision Regulations):

1. Variance from the Yellowstone County Subdivision Regulations, Section 4.6 Streets and Roads, B, 1 is requested to allow for a single connection to the adjacent undeveloped property north of Platinum Commercial Park Subdivision, rather than multiple connections spaced no more than 600 feet apart.
  - a. This variance is sought as Platinum Commercial Park Subdivision is proposed as a commercial and industrial use development with large lots, whose traffic

characteristics may vary significantly from future development plans to the north which would intermingle residential and commercial/industrial traffic and vehicles compromising the potential safety of motorists and residents. In addition, the proposed single connection to the adjacent property to the north provides interconnectedness between Platinum Commercial Park Subdivision and the adjacent property to limit the need to enter Danford Road or South 72<sup>nd</sup> Street West to access the future undeveloped parcel as is intended by this Subdivision Regulation. Based on the desired lot sizes and configuration of Platinum Commercial Park Subdivision, meeting the connection per 600' would also necessitate unduly splitting lots further (minimum lot width along the northern line is ~350' with a maximum lot width of 518') to comply with this requirement when large lots are desired and proposed.

2. Variance from the Yellowstone County Subdivision Regulations, Section 4.6 Streets and Roads, B, 2 is requested to allow for no connection to be made to the existing 68<sup>th</sup> Street West.
  - a. This variance is sought as the existing land use of properties on the east side of 68<sup>th</sup> Street West include single family residences whose "land use in incompatible with the proposed subdivision" being a commercial/industrial development. This is a condition of waiving this requirement per the referenced section of the Subdivision Regulations.
  - b. Additionally, the portion of 68<sup>th</sup> Street West that would be able to tied into is a roadway tract created with Certificate of Survey No. 1133 (Document Number 845884). This roadway tract does not appear to have been formally accepted as right-of-way by Yellowstone County.

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

- A.** Lot owners should be aware that this subdivision is being built in close proximity to prime deer and antelope habitat and it is likely that homeowners will experience problems with damage to landscaped shrubs, flowers, and gardens. The Montana Fish, Wildlife, and Parks Department does not provide damage assistance unless there is damage to commercial crops and/or a threat to public health and safety.
- B.** Lot owners should be aware that soil characteristics within the area of this subdivision, as described in the 1972 Yellowstone County Soil Survey, indicate that there could be potential limitations for proposed construction on the lots, which may require a geotechnical survey prior to construction.
- C.** There is attached hereto a Waiver waiving the right to protest the creation of the special improvement district or districts which by this reference is expressly incorporated herein and made as much a part hereof as though fully and completely set forth herein at this point. The Waiver will be filed with the plat, shall run with the land, and shall constitute the guarantee by the Subdivider and property owner or owners of the developments described herein. Said Waiver is effective upon filing and is not

conditioned by the completion of the conditions set forth in the Agreement. The Subdivider and owner specifically agree that they are waiving valuable rights and do so voluntarily.

- D.** Culverts and associated drainage swales shall not be filled in or altered by the Subdivider or subsequent lot owners.
- E.** When required by road improvements, all fences and irrigation ditches in the public right-of-way adjacent to this subdivision shall be removed or relocated outside of the public right-of-way and any relocation outside of the public right-of-way shall be subject to securing and recording easements.
- F.** Future maintenance of all public (or common) improvements shall be done through one (1) or more RSID(s) created as part of the SIA for this subdivision.
- G.** Individual lot owners should be aware that Best Management Practices for stormwater control shall be required for new construction on lots. Best Management Practices are detailed within the MDEQ Montana Post-Construction Storm Water BMP Design Guidance Manual and the MDEQ Storm Water Management During Construction Field Guide for Best Management Practices.
- H.** No water rights have been transferred to the lot owners. Irrigation ditches that exist on the perimeter of this development are for the benefit of other properties. Perimeter ditches and drains shall remain in place and shall not be altered by the Subdivider or subsequent owners without permission of said adjacent properties.

### **III. TRANSPORTATION**

#### **A. Access**

Access to the Subdivision shall be from proposed approaches on Danford Road and South 72<sup>nd</sup> Street West as approved by the Yellowstone County Public Works Department. Danford Road and South 72<sup>nd</sup> Street West are both Yellowstone County roadways within 60-foot wide and 120-foot wide road easements, respectively, that will be perpetuated with this Subdivision. An RSID will be formed for ongoing maintenance, repair, and replacement of internal roadways of the subdivision, including Resource Way (74' right-of-way and 34' wide asphalt road) and Palladium Way (60' right-of-way and 24' asphalt road). Public right-of-way for each roadway will be dedicated with the platting of the subdivision.

#### **B. Traffic Control**

Traffic control for the proposed roadway approaches to the Subdivision will be implemented as recommended within the Traffic Impact Study (TIS) for the Subdivision. Said TIS shall be prepared and paid for by the Subdivider.

#### **IV. EMERGENCY SERVICE**

The Subdivision is located within the Billings Urban Fire Service Area, and as such the City of Billings Fire Department currently provides fire protection services for the subdivision.

At a minimum, the following is required:

- An unobstructed gravel road or gravel road base must be within 150 feet of the furthest portion of a building under construction as measured along the approved route.
- Being a major subdivision and planned commercial use, a 30,000-gallon dry hydrant fire tank is required for the subdivision and will be constructed as part of the Subdivision public improvements. An RSID will be formed for ongoing maintenance, repair, and replacement of said dry hydrant fire tank.

#### **V. STORM DRAINAGE**

All drainage improvements shall comply with the provisions of the Section 4.7, Yellowstone County Subdivision Regulations, and a stormwater management plan shall be submitted to and approved by the Montana Department of Environmental Quality (MDEQ), or its designee.

#### **VI. UTILITIES**

##### **A. Water**

In accordance with Section 4.9 of the Yellowstone County Subdivision Regulations, all proposed water systems must obtain Approval by Montana Department of Environmental Quality, or its designee.

Municipal public water service is not available in the subdivision at this time. The subdivision will be served by individual wells or alternative water source as approved by the Montana Department of Environmental Quality, or its designee.

Individual lot water supply is the responsibility of the lot owner at the time of development.

##### **B. Septic System**

In accordance with Section 4.8 of the Yellowstone County Subdivision Regulations, all sanitary sewer systems must obtain approval by the Montana Department of Environmental Quality, or its designee.

Municipal public sanitary sewer service is not available in the subdivision at this time. The subdivision will be served by wastewater disposal systems as submitted to and approved by Montana Department of Environmental Quality. These systems shall be

located and installed as shown on the site layout approved by Montana Department of Environmental Quality, or its designee.

The Subdivision is proposed to be served by a community wastewater treatment system located on Utility Lot 7, Block 3, which will be dedicated to the public in accordance with Yellowstone County Subdivision Regulations Section 4.8, E. An RSID will be formed to provide maintenance, repair, and replacement of said community wastewater treatment system.

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

Power, natural gas, telephone, and cable services will be extended into the subdivision through utility easements along each lot's frontage along Resource Way and Palladium Way at the time of construction of subdivision roadways.

## **VII. PARKS/OPEN SPACE**

Section 76-3-621 (3) (a-e) of the Montana Code Annotated (MCA) provides for when park land dedication may not be required. As the Subdivision is proposed as a Commercial/Industrial use subdivision (all non-residential), the Yellowstone County Subdivision Regulations Section 10.8 and said MCA does not require parkland dedication. While the Utility Lot 7, Block 3 is not considered parkland per the Yellowstone County Subdivision regulations, this ~3.612 acre piece of land will provide for open space within the Subdivision.

## **VIII. IRRIGATION**

Subdivider agrees there will be no irrigation water, outside that reviewed and appropriated by DNRC in approval of the Subdivision, available to this Subdivision. No irrigation water shares shall be transferred to individual lot owners.

## **IX. WEED MANAGEMENT**

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

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



**X. SOILS/GEOTECHNICAL STUDY**

A geotechnical study is not required by the Yellowstone County Subdivision Regulations as part of this plat. Lot owners should be aware that soil characteristics within the area of this subdivision, as described in the 1972 Yellowstone County Soil Survey, indicate that there could be potential limitation for proposed construction on the lots, which may require a geotechnical survey prior to construction.

**XI. PHASING OF IMPROVEMENTS**

There are no intended phasing improvements.

**XII. FINANCIAL GUARANTEES**

Except as otherwise provided, Subdivider shall install and construct said required improvements by private contracts secured by bonds, irrevocable letters of credit, sequential development, or any other method that may be acceptable to the Planning Board and Board of County Commissioners. All engineering and legal work in connection with such improvements shall be paid by the contracting parties pursuant to said private contract, and the improvements shall be designed by and constructed under the supervision of a professional engineer competent in civil engineering, licensed in the state of Montana. Upon completion of the improvements, the consulting Engineer shall file with the Public Works Department, a statement certifying that the improvements have been completed in accordance with approved, seal stamped, record drawings, along with all required post-construction certification per Section 4.6.C. of the Yellowstone County Subdivision Regulations..

**XIII. LEGAL PROVISIONS**

- A. Subdivider agrees to guarantee all public improvements for a period of one year from the date of final acceptance by Yellowstone County.
- B. The owners of the properties involved in this proposed Subdivision by signature subscribed herein below agree, consent, and shall be bound by the provisions of this Agreement.
- C. The covenants, agreements, and all statements in this Agreement apply to and shall be binding on the heirs, personal representatives, successors and assigns of the respective parties.
- D. In the event it becomes necessary for either party to this Agreement to retain an attorney to enforce any of the terms or conditions of this Agreement or to give any notice required herein, then the prevailing party or the party giving notice shall be entitled to reasonable attorney fees and costs.
- E. Any amendments or modifications of this Agreement or any provisions herein shall be made in writing and executed in the same manner as this original document and shall after execution become a part of this Agreement.



- F.** Subdivider shall comply with all applicable federal, state, and local statutes, ordinances, and administrative regulations during the performance and discharge of its obligations. Subdivider acknowledges and agrees that nothing contained herein shall relieve or exempt it from such compliance.
- G.** Subdivider agrees to create any required (or expansion of existing) RSID(s) for future maintenance of all public (or common) constructed improvements prior to final plat approval.

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

“SUBDIVIDER”

*Cougar Investments, LLC, a Montana limited liability company*

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

Its: \_\_\_\_\_

STATE OF MONTANA     )  
  : ss  
County of Yellowstone     )

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_, before me, a Notary Public in and for the State of Montana, personally appeared \_\_\_\_\_, authorized signatory of *Cougar Investments, LLC, a Montana limited liability company*, known to me to be the person who executed the foregoing instrument and acknowledged to me that he/she executed the same.

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

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

“COUNTY”  
COUNTY OF YELLOWSTONE  
MONTANA

County of Yellowstone  
Board of County Commissioners

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

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

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

STATE OF MONTANA     )  
  : ss  
County of Yellowstone     )

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

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

# Waiver of Right to Protest

FOR VALUABLE CONSIDERATION, the undersigned, being the Subdivider and all of the owners of the hereinafter described real property, do hereby waive the right to protest the formation of one or more Rural Special Improvement Districts (RSID's), for a period of no more than twenty years from the recording of this waiver, which Yellowstone County may require.

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

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

Platinum Commercial Park Subdivision

Signed and dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

“SUBDIVIDER”

*Cougar Investments, LLC, a Montana limited liability company*

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

Its: \_\_\_\_\_

STATE OF MONTANA     )  
  : ss  
County of Yellowstone     )

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me, a Notary Public in and for the State of Montana, personally appeared \_\_\_\_\_, authorized signatory of *Cougar Investments, LLC, a Montana limited liability company*, known to me to be the person who executed the foregoing instrument and acknowledged to me that he/she executed the same.

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

**Variance Request**  
**Platinum Commercial Park Subdivision**

Platinum Commercial Park Subdivision is a 14-lot major subdivision proposed on the northeast corner of 72<sup>nd</sup> Street West and Danford Road West. As part of the proposed subdivision, a variance from the 600' minimum spacing of connections to adjacent properties is requested in relation to the property to the north of the proposed subdivision.

*1. The granting of the variance will not be detrimental to the public health, safety, or general welfare or injurious to other adjoining properties.*

The granting of this variance will not be detrimental to the public health, safety, or general welfare or injurious to adjoining properties. A connection to the adjacent property to the north is proposed with the subdivision (Palladium Way) which will enable connection to the adjacent parcel for residents and owners to utilize to go from one subdivision to the other if desired. As the proposed subdivision is intended to be utilized for commercial and industrial uses (will be specified in the subdivision CCRs), limiting the number of connections to the adjacent property to the north will actually serve to potentially limit having heavy truck and equipment traffic intermingling with potentially residential traffic. While it is not guaranteed that the property to the north will be residential, the owner of the adjacent property has been met with and also desires a limited number of connection (s) for this reason.

*2. Because of the particular physical surroundings, shape, or topographical conditions of the specific property involved, an undue hardship to the owner would result if the strict letter of the regulation was enforced.*

As the proposed subdivision is intended to serve commercial and industrial uses, it is desired to have large lots to facilitate these uses. With an average lot width of 388' along the northern property line, requiring connections to be spaced a minimum of 600' feet apart would unduly require further splitting of the lots into smaller parcels (goes against the need and intent of the subdivision) or place roadway connections between each lot essentially. This would be an undue burden on the owner.

*3. The variance will not result in an increase in taxpayer burden.*

The variance would not increase taxpayer burden as connection between the subdivision and adjacent parcel to the north is still provided, allowing for traffic from one parcel to travel to the other without imparting more traffic on 72<sup>nd</sup> Street West or Danford Road West.

*4. The variance will not in any manner place the subdivision in nonconformance with any adopted zoning regulations or Growth Policy.*

The subject parcel is outside the zoning boundary of Yellowstone County (property is unzoned).

*5. The subdivider must prove that the alternative design is equally effective, and the objectives of the improvements are satisfied.*

By providing a singular connection to the property to the north, residents and owners within each area can navigate to the other without needing to travel back onto 72<sup>nd</sup> Street West or Danford Road West, which is the primary intent of this requirement.

## Attachment A

### Staff Analysis and Recommendation

County Planning, County Public Works, and County Legal staff have reviewed the request for a variance from Yellowstone County Subdivision Regulations Section 4.6.B.2, of the Yellowstone County Subdivision Regulations, which outlines connection to undeveloped/underdeveloped land surrounding proposed subdivisions. Also, from Section 4.6.B.1, the maximum distance between those connections of 600 feet.

The variance request is for this subdivision to make one connection to the north and not to connect to South 68<sup>th</sup> Street West to the east of the subdivision. South 68<sup>th</sup> Street West is not a developed street.

*1. The granting of the variance will not be detrimental to the public health, safety, or general welfare or injurious to other adjoining properties.*

The granting of this variance would not be detrimental to the public health. The reason for the requirement to connect to other land is to prevent subdivision islands where main roads between subdivisions are the only option available to subsequent subdivisions. The connection to the north will provide a connection to the north if that land develops in the future. The connection to the east is an undeveloped road, South 68<sup>th</sup> Street West, and the development is residential. Several property owners in the residential development use the undeveloped South 68<sup>th</sup> Street West as a driveway to their homes. In an effort to not have conflict with residential and commercial / industrial traffic, this particular road connection is not being proposed. Staff believes the requested variances will not be detrimental to the area. Commercial/industrial uses have larger lot needs and the requirement to have a connection every 600 feet is more appropriate for residential lots with more typical lot sizes under 1 acre.

*2. Because of the particular physical surroundings, shape, or topographical conditions of the specific property involved, an undue hardship to the owner would result if the strict letter of the regulation was enforced.*

There are no surrounding physical conditions that would result in an undue hardship to the developer.

*3. The variance will not result in an increase in taxpayer burden.*

The variance will not increase taxpayer burden.

*4. The variance will not in any manner place the subdivision in nonconformance with any adopted zoning regulations or Growth Policy.*

Approval of this variance will not place this subdivision in nonconformance of adopted zoning regulations or the growth policy. This subdivision is outside of the Yellowstone County Zoned area.

*5. The subdivider must prove that the alternative design is equally effective, and the objectives of the improvements are satisfied.*

Staff believes what is being proposed by the developer is a solution that works with the proposed uses within the new subdivision, commercial/industrial. Multiple connections with such large lots being proposed would require the subdivider to re-layout the subdivision and the lots would be smaller. Smaller lots may not be the market this developer is aiming for.

Therefore, staff is recommending approval of the proposed variances and recommends that the Planning Board recommend approval to the Board of County Commissioners.

B.O.C.C. Regular

1. a.

Meeting Date: 02/18/2025

Title: Veterans Navigation Network - Request for PILT Funds

Submitted By: Erika Guy

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**TOPIC:**

Veterans Navigation Network - Request for PILT Funds

**BACKGROUND:**

See Attachment

**RECOMMENDED ACTION:**

Approve or Deny

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**Attachments**

VNN Request

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# VETERANS NAVIGATION NETWORK

Facilitating Veteran Success in our Community

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Blake Fuhriman  
Founder and Executive Director,  
Veterans Navigation Network  
2173 Overland Ave  
Billings, MT 59102  
February 10, 2025

Subject: Emergency Financial Assistance Funds for Veterans

Mr. John Ostlund  
Mr. Mark Morse  
Mr. Mike Waters

Board of County Commissioners  
Yellowstone County  
316 N. 26th Street, Room 3108  
Billings, MT 59107

Dear Commissioners.

I am writing on behalf of the Veterans Navigation Network (VNN) to respectfully request \$10,000 in funding to support justice-involved veterans and those at-risk of being homeless as they navigate critical challenges integrating into society. Through this initiative, VNN aims to provide targeted assistance to approximately 6-20 veterans facing crises, offering them the essential resources needed to stabilize their lives and integrate successfully into their communities.

The veterans we seek to assist often grapple with immediate barriers to housing, transportation, and basic utilities, increasing their risk of recidivism and/or homelessness. Each veteran would be eligible for between \$500 - \$1,500 in financial assistance for these critical expenses, enabling them to secure stable housing, maintain utilities, access reliable transportation, and seek necessary treatment. With your support, we can provide a lifeline that reduces the likelihood of re-incarceration or homelessness and sets these veterans on a path toward stability and self-sufficiency.

To accomplish this, each veteran receiving aid will benefit from the dedicated support of a VNN Resource Navigator. Over the course of six months, our navigators will provide tailored case management and mentorship, with a goal that at least 90% of participants will avoid reentering the justice system or becoming homeless during this period. By meeting veterans' immediate

501(C)(3) 84-3207666  
<https://www.veteransnavigation.org>  
[info@veteransnavigation.org](mailto:info@veteransnavigation.org)  
<https://www.facebook.com/VetNavNet/>  
1-406-435-9308



needs and offering consistent follow-up, we not only mitigate the risk of recidivism but also contribute to healthier, more resilient communities.

Our approach combines financial assistance with comprehensive support services, addressing not only economic challenges but also service-related disabilities, mental health needs, and connections to employment and educational resources. We are committed to honoring our veterans' service and ensuring they have access to the tools and guidance needed to build productive, fulfilling lives.

We appreciate your consideration of this request and would welcome the opportunity to discuss how your support can make a transformative impact on the lives of justice-involved veterans. Thank you for your commitment to our shared mission of fostering stability and hope among those who have served our nation.

Warm regards,



Blake Fuhriman

Founder & Executive Director

Veterans Navigation Network

[Blake@VeteransNavigation.org](mailto:Blake@VeteransNavigation.org)

(406) 698-5448

Enclosure: Proposal for Emergency Financial Assistance Funds for Veterans



# VETERANS NAVIGATION NETWORK

Facilitating Veteran Success in our Community

## Veterans Navigation Network

### Proposal for Emergency Financial Assistance Funds for Veterans

The Veterans Navigation Network (VNN) is requesting \$10,000 in funding to provide essential support to veterans experiencing the need for emergency financial assistance. This initiative aims to help approximately 6-20 veterans facing crises, ensuring they have the resources needed to stabilize their lives. Through targeted assistance, we can help prevent veterans from returning to incarceration or experiencing homelessness by addressing their immediate needs for housing, transportation, and basic utilities.

Each veteran in crisis could receive between \$350 - \$1,500 to cover critical expenses that promote stability and self-sufficiency. This support will allow them to secure safe housing, maintain utilities, access transportation, and obtain necessary treatment. By meeting these essential needs, we reduce the risk of repeat offenses, giving veterans the stability they need to build healthier, more productive lives. Additionally, each veteran receiving aid will be supported by a VNN Resource Navigator who will follow their progress for six months. Our goal is that 90% of these veterans will avoid reentering the justice system or becoming homeless within this period.

This funding will serve as a critical lifeline for at-risk veterans, helping them overcome the immediate challenges that often lead to re-incarceration or homelessness. By providing this support and consistent follow-up, we invest in their potential to lead successful, independent lives, reducing the burden on the criminal justice system and strengthening our communities.

**Purpose:** VNN is committed to assisting veterans as they navigate the challenges of re-entering society after being justice-involved, those who are currently homeless, or those at risk of becoming homeless. This policy outlines the criteria and procedures for the allocation of financial assistance from VNN to veterans.

### Providing Flexible, Targeted Financial Assistance to At-Risk Veterans:

1. **Facilitating Reintegration and Stability:** Veterans leaving the justice system or experiencing homelessness often face unique challenges due to past service-related trauma, mental health issues, or a lack of support networks. Financial assistance helps cover essential expenses such as housing, food, and utilities, reducing the likelihood of homelessness or financial crisis.
2. **Reducing Recidivism:** Financial support can lessen the temptation or necessity to engage in criminal behavior for economic survival. By stabilizing veterans' lives,

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<https://www.veteransnavigation.org>  
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<https://www.facebook.com/VetNavNet/>  
1-406-435-9308



this assistance helps decrease their chances of re-offending, promoting safer communities and reducing costs associated with repeated incarceration.

3. **Addressing Service-Related Disabilities:** Many veterans in the justice system struggle with physical injuries or mental health conditions like PTSD or traumatic brain injuries (TBI), which can hinder their ability to find employment. Financial assistance helps bridge gaps as they seek VA benefits or other support services, ensuring they don't fall into poverty.
4. **Connecting to Resources and Services:** Financial assistance programs often include or lead to case management, employment resources, mental health services, and peer support. This holistic approach helps veterans build sustainable paths toward self-sufficiency, improve their quality of life, and reconnect with the community.
5. **Recognizing Their Service:** Offering financial assistance is a way to honor veterans' service and sacrifices. By providing targeted support, society can help veterans build stable, productive lives and address the challenges they face upon re-entry.

## Eligible Expenses and Verification

VNN will utilize funding to assist 6-20 veterans with up to \$1,500 in emergency financial assistance, when none is available through other means (federal VA and local partner organizations). Our aim is to support those who don't generally qualify to receive assistance from conventional agencies/emergency financial assistance organizations so that they can begin to build sustainable paths toward self-sufficiency.

Assistance will be used for the following expenses:

- Utility Bills – Gas, Electric, Water
- Primary phone/service
- Rent payment
- Auto loan payment
- Auto repair
- Vehicle gas for medical appointments or job interviews
- Other expenses deemed appropriate by the VNN Executive Director

## Expenses Not Covered:

- Federal, state, or local tax payments, including property tax payments, past-due child support payments, fines/legal fees associated with a civil or criminal offense
- Credit card bills or bankruptcy payments, luxury goods/services of any kind
- Cosmetic or investigational medical procedures & expenses
- Furniture, electronic equipment, or vehicle rentals
- Any other expenses not determined to be a basic life need

## Process

As part of our intake/screening process, any veteran assisted by VNN must complete an intake/screening form, participate in one-on-one resource counseling, case management, and, if needed, a peer mentorship program.

If a veteran needs emergency financial assistance, the process starts at intake. VNN staff will assess the need, complete an emergency financial assistance request form, and submit it to the VNN Executive Director for consideration. If the request is approved, VNN staff will inform the veteran and coordinate payment to the applicable company. Payments will be made directly to vendors, and all paperwork, including receipts, will be uploaded to the veteran's case file in our secure case management system.

## Eligibility

- The applicant must be a Montana service member or a veteran currently residing in Montana (subject to verification) who is working to put the justice system or homelessness behind them.
- Veterans cannot have a Dishonorable Discharge (Bad Conduct Discharges considered on a case-by-case basis depending on the reason for Court Martial).
- VNN staff will require documentation, such as billing statements or repair estimates, to verify the expense before payment is made.

## Payment

- Emergency funds will be disbursed directly to the vendor/service provider.
- Payments will be processed within three business days after verification.

## Assistance Amounts

- Between \$350 - \$1,500 per veteran.

## Follow-up and Accountability

Veterans in the program will be required to participate in the VNN mentor program, which includes goal setting and regular follow-ups. The program will track progress in areas such as:

1. **Employment and Income Stability:**
  - Employment status and salary changes
  - Job training or certification completion
2. **VA Benefits and Compensation:**
  - Compensation/pension claim outcomes
  - Enrollment in VA programs
3. **Housing Stability:**
  - Housing status and stability

- Impact of financial assistance on securing housing
- 4. **Education and Skill Development:**
  - Completion of educational programs or certifications
  - Acquisition of new skills
- 5. **Physical and Mental Health:**
  - Ongoing access to healthcare services
  - Mental health and substance use outcomes

## Evaluation

- **Outcome Metrics:** Benchmarks for success include:
  - Veteran housed stably after 6 and 12 months
  - Veteran employed after 6 and 12 months
  - Veteran connected to VA healthcare
  - Veteran connected to USDVA compensation or pension (if eligible)
  - Veteran enrolled in a college/trade program or improved employment
  - Veteran does not re-offend within 6 and 12 months
- **Continuous Monitoring:** Regular reviews of outcome data ensure that assistance programs are meeting intended goals, allowing for adjustments as needed.

By following this policy, VNN can ensure that financial assistance not only provides immediate relief but also leads to measurable and sustainable improvements in veterans' lives over the long term.

### Please address any questions to:

Blake Fuhriman, Founder & Executive Director, VNN

Email: [Blake@VeteransNavigation.org](mailto:Blake@VeteransNavigation.org)

Phone: (406) 698-5448

Mike McManus, Program Manager, VNN

Email: [Mike@VeteransNavigation.org](mailto:Mike@VeteransNavigation.org)

Phone: (406) 435-9308

B.O.C.C. Regular

1. b.

Meeting Date: 02/18/2025

Title: MOU Between MHC and YC for Mental Health Center Services at YCDF

Submitted By: Erika Guy

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**TOPIC:**

MOU Between MHC and YC for Mental Health Center Services at YCDF

**BACKGROUND:**

See Attachment

**RECOMMENDED ACTION:**

Approve or Deny

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**Attachments**

MOU

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## **MEMORANDUM OF UNDERSTANDING FOR MENTAL HEALTH CENTER SERVICES AT YCDF**

This Memorandum of Understanding for the expansion of services at the Yellowstone County Detention Center (YCDF) provided by the Mental Health Center is entered into between the MENTAL HEALTH CENTER (MHC) and YELLOWSTONE COUNTY (COUNTY) on this 18<sup>th</sup> day of February 2025.

**WHEREAS**, MHC and COUNTY desire to expand the services provided by MHC at YCDF and for individuals released from YCDF. MHC will serve as a liaison between individuals who are detained at YCDF to determine and provide assessments for individuals who will return to the community after detention and would benefit from wrap around community based mental health services with the goal of reducing recidivism at YCDF.

**THEREFORE**, this Memorandum sets forth the following terms pursuant to which MHC and COUNTY shall agree:

1. MHC will provide a Licensed Addiction Counselor (“LAC”) who will perform up to six assessments a week when referred by the primary medical provider at YCDF, YCDF case manager or the civil division of the Yellowstone County Attorney’s Office.
2. MHC will provide a Licensed Clinical Social Worker (“LCSW”) who will perform up to six assessments a week when referred by the primary medical provider at YCDF, YCDF case manager or the civil division of the Yellowstone County Attorney’s Office.
3. MHC will provide a Licensed Clinical Social Worker who will perform up to six assessments a week when referred by the primary medical provider at YCDF.
4. MHC will provide a Clinical Director who will cooperate with YCDF staff in identifying inmates for potential release and be available for consultation.
5. MHC will support inmates released from YCDF through MHC’s Projects for Assistance in Transition from Homelessness (PATH) team, case management, and peer support.
6. COUNTY will reimburse MHC \$350 (three-hundred and fifty dollars) per assessment performed by the LAC.
7. COUNTY will reimburse MHC \$2,000 every other week for the LCSW referrals. The LCSW shall be available for assessments at YCDF a minimum of four consecutive hours, every other week.
8. COUNTY will reimburse MHC \$100 (one hundred dollars) per hour for up to five hours per week for the services of the Clinical Director.
9. Term. This Memorandum shall begin on February \_\_, 2024 and shall have an initial term of one year. The parties may mutually agree, in writing, to terminate this Memorandum at any time. Further, either party may terminate this Memorandum unilaterally with written



notice. MHC is currently piloting this program at YCDF. MHC shall be reimbursed for services provided prior to entering this formal memorandum.

10. No Creation of Entity, Hold Harmless. This Agreement shall not be construed to create, either expressly or by implication, the relationship of agency or partnership between MHC and COUNTY. Neither MHC nor COUNTY is authorized to act on behalf of the other in any manner in relation to the subject matter of this Memorandum, and neither shall be liable for the acts, errors, or omissions of the other entered into, committed or performed with respect to or in the performance of this Memorandum. Each party agrees to indemnify and hold the other part harmless against any claims arising from the acts, errors or omissions of its employees or agents relating to this Memorandum.
11. Governing Law, Informal Dispute Resolution, Venue. This Memorandum shall be governed by and construed in accordance with the laws of the State of Montana. Should a dispute arise regarding the terms of this Memorandum, the parties shall first enter into good faith discussions in an attempt to resolve the dispute. Should the dispute result in litigation, the parties agree that proper venue lies in the Montana 13<sup>th</sup> Judicial District Court.
12. Entire Memorandum and Revocation of Prior Memorandum. This Memorandum embodies the entire understanding between MHC and COUNTY with respect to the specific subject matter hereof, and no prior oral or written representation shall serve to modify or amend this Memorandum. This Memorandum may not be modified except by action of both parties.
13. Authorized Signatures. The parties represent and agree that the persons signing this Memorandum have authorization to bind their respective governmental entities to the terms of this Memorandum.

Passed and Adopted on the 18<sup>th</sup> day of February 2025.


BOARD OF COUNTY COMMISSIONERS  
YELLOWSTONE COUNTY, MONTANA

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

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

\_\_\_\_\_  
John Ostlund, Member

MENTAL HEALTH CENTER

  
\_\_\_\_\_  
Rod Ostermiller, Director

Attest:

\_\_\_\_\_  
Jeff Martin  
Yellowstone County Clerk and Recorder

B.O.C.C. Regular

1. c.

Meeting Date: 02/18/2025

Title: MACo Health Care Trust Vision Retiree Coverage

Submitted By: Erika Guy

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**TOPIC:**

MACo Health Care Trust Vision Retiree Coverage

**BACKGROUND:**

See Attachment

**RECOMMENDED ACTION:**

Approve or Deny

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**Attachments**

MACo Health Care Trust Vision Retiree Coverage

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## IT'S ALL ABOUT TRUST

MACo Health Care Trust | 2717 Skyway Drive, Helena, MT 59602-1213 | (406) 443-8102

January 28, 2025

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

Re: Vision for Retirees

Dear Yellowstone County Commissioners,

The MACo Health Care Trust can provide vision benefits to your retirees if your county would like to adopt this change. Below are details to consider.

- Employees on the vision plan that are eligible for PERS/SRS Retirement benefits could remain on the vision plan at the same rate as an active employee.
- The vision premiums would be paid out of their PERS/SRS retirement just like the health insurance premium. A personal check or a payroll deduction for the first month would be allowed if PERS/SRS had not been set up in time to make the first retiree payment.
- Retirees can remain on the vision insurance even after age 65 which may be different than their medical benefits.
- Unlike employee vision insurance, which must be elected each year, retiree insurance would roll over from year to year until cancelled in writing to Yellowstone County Human Resources and/or MACo Health Care Trust.
- The retiree insurance payment is due to MACo by the 10<sup>th</sup> of each month. Retiree billing is included on the monthly Yellowstone County bill under a Retiree section.
- If approved by the Yellowstone BOCC, this benefit would become effective on April 1, 2025 and employees retiring during the month of March 2025 or after, who are currently on the vision plan, would be eligible to enroll in the retiree vision.

Please let me know if you have any questions. We look forward to the opportunity to strengthen our partnership with Yellowstone County.

Joanne Romasko

MACo HCT Administrator

B.O.C.C. Regular

1. d.

Meeting Date: 02/18/2025

Title: Board Reappointments

Submitted By: Erika Guy

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**TOPIC:**

Board Reappointment - Pamela Ask & Terry Seiffert to Lockwood TEDD Board

**BACKGROUND:**

See Attachments

**RECOMMENDED ACTION:**

Sign and Mail

---

**Attachments**

Pam Ask

Terry Seiffert

---

# Yellowstone County



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

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

February 18, 2025

Ms. Pamela Ask  
5320 High Trail Rd  
Billings, MT 59101

RE: Re-appointment to Lockwood Targeted Economic Development District  
Advisory Board

Dear Ms. Ask,

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 March 31, 2028.

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

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
YELLOWSTONE COUNTY, MONTANA

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

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

\_\_\_\_\_  
John Ostlund, Member

BOCC/eg

c: Board File - Clerk & Recorder  
Mr. Thom MacLean, 201 North Broadway, Billings, MT 59101

# Yellowstone County



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

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

February 18, 2025

Mr. Terry Seiffert  
Po Box 31181  
Billings, MT 59107

RE: Re-appointment to Lockwood Targeted Economic Development District  
Advisory Board

Dear Mr. Seiffert,

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 March 31, 2028.

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

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
YELLOWSTONE COUNTY, MONTANA

---

Mark Morse, Chair

---

Michael J. Waters, Member

---

John Ostlund, Member

BOCC/eg

c: Board File - Clerk & Recorder  
Mr. Thom MacLean, 201 North Broadway, Billings, MT 59101

B.O.C.C. Regular

1. e.

Meeting Date: 02/18/2025

Title: DBA Request for Mental Health Mill Levy Funding

Submitted By: Erika Guy

---

TOPIC:

DBA Request for Mental Health Mill Levy Funding

BACKGROUND:

See Attachment

RECOMMENDED ACTION:

Approve or Deny

---

Attachments

DBA Request for Mental Health Mill Levy Funding

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February 11, 2025

Yellowstone County Board of County Commissioners  
316 N 26<sup>th</sup> St, #3101  
Billings, MT 59101

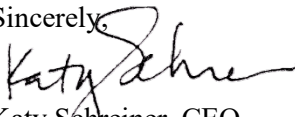
Dear Commissioner Morse, Commissioner Ostlund, and Commissioner Waters:

In October of 2024, the Yellowstone County BOCC allocated funds to the Downtown Billings Alliance (DBA) for the Motivated Addiction Alternatives Program (MAAP). We would like to formally request that the YCBOCC fund the second half of the program funds, in the amount of \$37,500, to be paid to the DBA per the original allocation agreement.

If funded, the DBA commits to the following:

- **Crisis Stabilization:** through the Motivated Addiction Alternatives Program (MAAP), and the Homeless Outreach Team (HOT is a partnership with Rimrock’s Peer Support program), the DBA identifies individuals with a combination of mental illness, substance use disorder, and quality of life misdemeanor violations (public urination, open container, trespass, theft). MAAP and HOT staff make a concerted effort to build relationships with these individuals and connect them to treatment and support services as an alternative to jail. MAAP staff also work closely with the Yellowstone County Detention Facility to ensure that individuals entering or being discharged from the YCDF who meet MAAP criteria, have ongoing support from MAAP and the HOT Team.
- **Referrals:** The DBA will work with Crisis Leaders and other stakeholders to ensure that the handoff process from the MAAP and HOT teams to other services is working efficiently and appropriately.
- **Community Partnership:** The DBA funds three FTE Billings Police Officers who are an essential part of the MAAP program. The Community Resource Director position provides a dedicated contact that police officers can transfer individuals to for intentional and consistent follow up. This essential position engages with all county and regional resources available and ensures individuals can access the most appropriate help. While this position has been funded by numerous grants over the years, the DBA seeks a more sustainable funding source for this key position through continued inclusion in this Mental Health Mill Levy request.
- **Data Collection and Reporting:** The DBA will continue to collect data using HMIS and will deliver quarterly reporting on the successful efforts of the MAAP and HOT programs. Additionally, the DBA will collaborate with Billings Police Department to issue an annual Community Impact Statement.

Thank you for the opportunity to partner with Yellowstone County in this important work. We look forward to continuing this valuable partnership to serve our community. Please don’t hesitate to reach out with any questions or concerns. You can reach me at [katy@downtownbillings.com](mailto:katy@downtownbillings.com) or by calling 406-294-5060.

Sincerely,  
  
Katy Schreiner, CEO  
Downtown Billings Alliance



B.O.C.C. Regular

1. f.

Meeting Date: 02/18/2025

Title: YSC DOC Licensing Inspection

Submitted By: Erika Guy

---

TOPIC:

YSC DOC Licensing Inspection

BACKGROUND:

See Attachment

RECOMMENDED ACTION:

Approve or Deny

---

Attachments

YSC DOC Licensing Inspection

---

# Yellowstone County Youth Services Center

Secure Detention • Crisis Shelter Care  
410 So. 26th Street • Billings, MT 59101  
Office: (406) 256-6825 Fax: (406) 256-6836



To comply with Montana Juvenile Detention licensing requirements, specifically Administrative Rules of Montana 20-9-610 (Administration), the Yellowstone County Board of County Commissioners have inspected the Ted Lechner Youth Services Center located at 410 South 26<sup>th</sup> Street in Billings, Montana in February of 2025. The inspection included operations, fiscal management, health, fire safety, security, rehabilitation programs, recreation, treatment of youth and personnel training.

*Mark Morse*

*06 Feb 2025*

Commissioner Mark Morse, Chair

Date

*John Ostlund*

*02/13/25*

Commissioner John Ostlund

Date

*Mike Waters*

*02/13/2025*

Commissioner Mike Waters

Date

B.O.C.C. Regular

Meeting Date: 02/18/2025

Title: Letter re DocuSign

Submitted By: Steve Williams

---

TOPIC:

Letter re DocuSign

BACKGROUND:

Finance requested a letter be put together regarding DocuSign procedures and reiterating the purchasing policy limitations for department heads. After bringing the letter to discussion on 2/10, the letter was modified to specify that the exception regarding Metra contracts pertained to event contracts.

RECOMMENDED ACTION:

Approve

---

Attachments

Attachment (Purchasing Policy)

Letter re DocuSign

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**YELLOWSTONE COUNTY PURCHASING POLICIES & PROCEDURES**  
**POLICY 24-127 AMENDING**  
**POLICY NO. 23-117**

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A. FORWARD/INTRODUCTION

The following Purchasing Policies and Procedures are intended for use as a guide for the decentralized purchasing system currently being used by Yellowstone County. When used with good judgment and common sense, the information provided will enable the County to obtain needed supplies and services efficiently and economically. County employees involved in the purchasing process should be familiar with and adhere to the guidelines set forth. These policies and procedures supersede all previous Purchasing Policies and Procedures.

B. PURCHASE REQUISITION

The purchase requisition (PR) is the initiating document necessary to set the purchasing or payment process in motion. The PR is prepared by each department in the Tyler Infinite Visions software. If the PR is for payment of an already received product or service, paperwork verifying the expense must be attached, i.e., invoice, packing slip, etc. The purchasing staff of the Finance Department will review the PR to assure all required information is correct. If all requirements are met, a purchase order number will be assigned. If the PR does not include the required information when received in the Finance Department, it will be returned to the originating department along with a memo noting the additional information necessary in order to process it or corrected if the Finance Department decides that is a better option.

The PR shall include all the following information:

1. Vendor, if known.
2. Quantity
3. Invoice or document identification number, if for payment
4. Abbreviated, accurate description of product or service.
5. Account number.
6. Unit price
7. Freight if applicable

When the Finance Department receives the PR, they will then become accountable for either ordering the items needed or processing the PR for payment. In order to do so, however, the following signatures are recommended to be on all purchase requisitions.

1. The requestor.
2. The Elected Official or Department Head, if not# 1.
3. The Elected Official or Department Head designee as filed in the Finance Department.

All purchase requisitions must have an authorized electronic approval or written manual approval on paper documentation.

If the PR is submitted to the Finance Department for payment only, all invoices verifying the expense(s) must accompany it. Any discounts available should also be noted on the PR in the appropriate place.

C. PURCHASE ORDER/CLAIM

The Purchase order/claim (PO) is basically a legal contract between the vendor and Yellowstone County. It authorizes the vendor to supply Yellowstone County with ordered goods or services. All purchase order/claims will be signed by the Purchasing Agent or his/her designee. No PO will be processed without a properly completed purchase requisition.

After the PO is executed, it will be attached to the PR and delivered to the Auditing Department.

Once Finance has made payment to the vendor and the transaction is complete, the purchase order and all accompanying paperwork will be filed in numeric order in the Auditing Department and retained for at least as long as records retention statutes require.

D. CREDIT CARDS

When possible, County purchases should be made using direct billing by the vendor.

Credit cards are to be requested through the Finance Department who will then seek BOCC approval for issuance.

Credit cards follow the same process as normal expenditures.

All credit card statements are required to have supporting documentation. Original itemized receipts and invoices must be turned over to the person in charge of the credit cards for that department in a timely manner after the date of the transaction or after returning from a trip or conference with any additional information to show the public purpose of the purchase. If a receipt is lost, the employee is required to prepare a missing receipt form, within five (5) business days, that is signed by the employee stating the purpose of the expense.

Each department will assign one person the responsibility of ensuring purchase requisitions containing all credit card invoices are turned in to the Finance Department in a timely manner to avoid incurring late fees. That person is responsible for ensuring all goods ordered are actually received and should not be the one to order the goods. If they are the employee who ordered the goods, a separate employee shall receive and inspect any goods purchased. Said person will review receipts and ensure that each purchase complies with county policy.

Monthly credit card bills must be paid in full by the department to avoid interest charges. Late fees on credit card invoices are determined to be an improper use of taxpayer money and could result in an audit comment on our annual financial audit. NOTE - Continued late charges due to a department's delays in getting the required paperwork with supporting docs and account coding submitted in a timely fashion may lead to the loss of credit card use by that department.

Credit card purchases are allowed for County business expenses only. Cash advances, purchases of alcoholic beverages or the purchase of personal items are not allowed under any circumstances. If an employee accidentally purchases a personal item on the County credit card, reimbursement must be made within five (5) business days. The original receipt must be turned in as proof of reimbursement to keep with the credit card purchase order.

It is the responsibility of the Elected Official/Department Head or designated person to notify the Finance department that a cardholder is ending employment so the credit card can be closed immediately. Failure to promptly notify the Finance Department may result in the loss of department credit card privileges.

Lost or stolen credit cards must be reported to the Finance department immediately by email.

All Credit Cards are also subject to the policy outlined in section C, "Purchase Order/Claim" and section I, 'Receiving and Inspection' below.

E. CAPITAL EXPENDITURES

Expenditure approval for capital outlay (900 series account) is granted when the budget is approved by the Board of County Commissioners, except for the following, which require further Commission approval.

1. A change in the type of capital equipment or project that was budgeted.
2. Any capital purchase that exceeds the capital outlay budget by more than 10%, not to exceed \$8,000 and that would require a transfer of funds from another line item in the budget.
3. If the capital purchase requires a formal bidding process by State statutes.
4. Purchases exceeding \$80,000, in line with MCA limits.
5. Purchases of real estate.

The Purchasing Agent will verify budget balance and assist with the purchase. Any computer and telecommunications related requests will be forwarded to Information Technology for review.

For building or remodeling projects approved by the Board of County Commissioners undertaken by the County as it relates to non-contract issues, the following applies:

1. In cases where an overall budget amount for a project is approved by the Board of County Commissioners, any expenditures specifically related to that project in an amount of \$50,000 or less may be approved by the Finance Director.
2. Any change order relating to an approved building or remodeling project in the amount of \$50,000 or less may be approved by the Finance Director.
3. Any individual expenditures exceeding \$50,000 shall be submitted to the Board of County Commissioners for approval.

F. REQUEST TO EXPEND

The request to expend (RTE) will be used to verify available budget monies and obtain Commissioner's approval, **when necessary** (see below), for all requests (costing \$2,500 or more with a useful life of at least one year). The RTE form is available from the Finance Department. The request to expend shall be completed by the Elected Official or Department Head requesting the equipment and forwarded to the Purchasing Agent with a completed purchase requisition. Per

MCA 18-4-306, if the purchase of goods/services exceeds \$10,000, and no competitive bid or proposal process is used, a Sole Source Procurement Justification Form acquired from the Finance Department will be filled out with the Department's recommendation and turned into Finance to accompany the RTE. The Purchasing Agent will then verify that budgeted funds are available for the purchase.

For amounts less than \$2,500, all departments will utilize purchase requisition (PR) forms only, no RTE is required.

Goods or services specifically approved by the Board of County Commissioners during the budget process and within the amount specifically approved, in amounts less than \$80,000, shall not require an RTE or Board approval.

For any goods or services to be coded to the 900 series object codes - capital items – costing \$2,500 or more and for which separate identification and approval was not included in the budget process, an RTE shall be submitted to the Board of County Commissioners for consideration and approval or denial at a regularly scheduled Board meeting.

Once the RTE is approved, it will then be the Finance Department's responsibility to assist the department with the capital acquisition and process the RTE with the purchase order.

The request to expend shall include the following information:

1. Item requested.
2. Cost
3. Any additional cost considerations (trade-in, freight charges, etc.)
4. Explanation of Purchase
5. Date RTE is prepared
6. Elected Official, Department Head or designee signature
7. Vendor, if known
8. Fund, Department, Activity and Objective number
9. Any price quotations or information pertaining to the purchase
10. Account balance
11. Purchasing Agent signature

Unless an emergency situation arises, all capital outlay purchases requiring an RTE must be approved by the Finance Department, and Board of County Commissioners, when necessary, prior to obligating County funds.

G. TRAVEL REQUEST (See Policy 09-22)

H. PETTY CASH

Petty Cash funds will be used to facilitate the purchase of low-cost items. Purchases allocated from petty cash should be limited to \$100.00. If expenditures are over this amount, normal purchasing procedures should be followed.



When a petty cash transaction occurs, a two-part petty cash form should be completed. For those departments that have their own petty cash fund, the original copy and sales receipt should be held by the requisitioning department until the cash on hand needs replenishment. At this time, the original copy of the petty cash form and sales receipt are to be forwarded to Purchasing for processing. A warrant to reimburse the department's petty cash fund will then be issued. The second copy of the petty cash form should be filed by the requisitioning department for their records. For those departments that do not have their own petty cash fund, the reimbursement process can be completed in the Auditor's office. All that is required is the receipt for which reimbursement is to be made.

The petty cash forms should contain the following information:

1. Date of purchase.
2. Amount of purchase.
3. Description of item purchased.
4. Department name.
5. Fund number.
6. Department number.
7. Activity number.
8. Object number.
9. Elected Official, Department Head or designee signature.
10. Vendor.

#### I. COMMISSIONERS' APPROVAL LIST

The Auditor's Office will generate a purchase order log used to record the Auditor's and Board of County Commissioners' approval on all claims prior to payment. The PO log will contain the following information:

1. PO number.
2. Date PO was issued.
3. Vendor.
4. Total dollar amount of PO.
5. Fund, Department, Activity and Objective number of the department in involved.
6. Brief description.

Copies of the Purchase Orders will be forwarded with the purchase requisitions, requests to expend, travel requests and any additional paperwork to the Auditing Office for examination and verification. After verification, the Auditor's Office will forward one PO log to the Board of County Commissioners for their approval during a formal board meeting and one PO log to the Finance Department for warrants to be printed. After the Board has made final approval, the warrants are released.

#### J. RECEIVING AND INSPECTION

Those departments that receive products directly in their department will be responsible for the

receipt, inspection, and acceptance of those items. Inspection and acceptance of products shall not be conducted by any department employee involved in the ordering of the products. In no circumstance provided for under this section shall the Purchasing Agent serve in a receiving or accepting capacity for the County.

Receiving procedures are as follows:

1. When any or all items on the PO have been received, inspected, and accepted, the delivery receipt/packing list shall be dated, signed and forwarded to Finance purchasing staff.
2. When received items are not acceptable, the ordering department should notify the purchasing staff of the discrepancy, which will in turn contact the vendor and make arrangements to rectify the situation.
3. When items already accepted are subsequently found to be defective, the using department should notify the Purchasing Agent. When doing so, the following information, if available, is requested:
  - a. Name of vendor
  - b. PO number originally ordered on
  - c. Date defective item received
  - d. Nature of defect
  - e. Action requested (return for credit, replace, etc.)
4. When items are to be received by or delivered to someone or someplace other than the ordering department, such as Central Services, the above procedures shall be modified only to the extent that:
  - a. The receiving department may sign and date the delivery receipt/packing slip and forward it to Finance.
  - b. The receiving department must notify the ordering department of receipt of the order.

In the event an order is received without a packing list, one will have to be completed by the receiving department. A blank form for this purpose will be available from purchasing staff. It is extremely important that the packing slips are sent to purchasing staff as soon as the items are received and checked in. Without this paperwork, a warrant cannot be issued, and the vendor will not receive payment.

K. DISPOSITION OF ASSETS

Board of County Commissioners' approval is required by state statute to dispose of any asset in the County inventory. Any Elected Official or Department Head possessing assets excess to their needs are to submit in writing the description, asset tag number, if applicable, value, etc., of the asset to the Finance Department. The Finance Department will coordinate disposition by checking with other departments for possible use and consolidate a list to the Board to declare excess for sale, trade-in, or donation.

L. INVITATION FOR BID/REQUEST FOR PROPOSAL

When the estimated cost of products or supplies exceeds the limit established in MCA 7-5-2301 (\$80,000 at the time of adoption of this policy), the construction / repair / maintenance cost of a construction project exceeds this amount, or the construction of a building, road, or bridge exceeds this amount, an Invitation for Bid (IFB) or Request for Proposal (RFP) must be prepared. When the estimated cost of architectural/ engineering services exceeds the limit established in MCA 18-8-212 (\$50,000 at the time of adoption of this policy), an Invitation for Bid (IFB) or Request for Proposal (RFP) must be prepared. It must contain, but not be limited to, the following information:

1. The date and time the IFB/RFP is to be returned.
2. The date and time the IFB/RFP is to be opened.
3. The item(s) to be quoted or proposed.
4. A complete description and specification sheet for the item(s). This section must contain all information necessary for a vendor to make a complete and precise price quotation.
5. Shipping terms.
6. An estimated date the item is needed.
7. Operators/Service and Parts manual, if applicable.
8. The type and amount of the bid security required.
9. Any additional information such as pictures, warranties, trade-ins, etc.
10. Disclaimer.
11. The signature of the Yellowstone County Commission Chairperson.
12. The signature of the Yellowstone County Clerk and Recorder.
13. The address all IFB/RFPs are to be submitted to.

This information will be completed jointly by the requesting department and the Purchasing Agent. Specifications should be drafted in such a manner that a minimum of two (2) vendors will be able to participate in the procedure.

In addition to the completion of an IFB or RFP, an abbreviated form of each must also be published at least once a week for two consecutive weeks in an official newspaper of Yellowstone County. It must include the following information:

1. General description.
2. Bid deposit required.
3. Location where bid specifications may be secured.
4. Instructions for return of bid/proposal.
5. Time and date bids/proposals are to be returned.
6. Time and date bids/proposals are to be opened.

The Purchasing Agent may also solicit sealed bids from responsible suppliers by sending them a copy of the IFB or RFP.

When all IFB's and RFP's have been received, opened, reviewed, and recommended by the department head, the Board of County Commissioners shall award the contract to the lowest and best responsible bidder in the best interests of Yellowstone County.

For a detailed explanation of the Invitation to Bid or Request for Proposal process, please consult Volumes 2 and 3 of the Montana Codes Annotated.

M. CONTRACT AGREEMENTS

All agreements and contracts (excepting certain MetraPark contracts, and routine operational service and maintenance contracts) between any outside person or entity and Yellowstone County must be approved by the Board of County Commissioners prior to obligating Yellowstone County if any of the following factors exist:

1. The contract is in excess of \$20,000, or
2. The contract's term is in excess of one (1) year, or
3. The department's budget does not have sufficient funds to purchase the service or item.

The contract will be an official meeting agenda item and an official record of Yellowstone County. Furthermore, the Board of County Commissioners reserves the right to review any contract per their request.

N. PRINTED MATERIALS

Purchase requisitions for printed materials shall be accompanied by a sample form whenever possible. If the sample form needs to be returned, please indicate so on the purchase requisition. In addition to the standard information requested, an estimated date the forms will be required, and a projected yearly usage figure should be noted on the purchase requisition.

If there are changes of either the context or composition of the requested form, the finished proof (PMT) of said form shall be initialed by the Elected Official or Department Head as being correct prior to printing. When ordering printed materials, please keep in mind that the usual delivery time is five to six weeks. The suggested standard for ordering is to request a twelve-month supply when you have a three-month supply left. If followed, these guidelines should provide a continuous flow of forms necessary for daily operations.

O. BUDGET TRANSFER AUTHORITY

In instances where a department has sufficient budget authority within the various line items, the Finance Director or other Board of County Commissioners designee may authorize the transfer of budget authority, within line-item accounts, the legal budget authority of the fund not to exceed \$50,000. Such approved budget transfers will be noticed to the Board and the Board Secretary on a timely basis for placement to the record and accumulated and delivered to the Board and the public in writing as part of the County's mid-year budget and final budget documents.

P. LOCAL PURCHASING

All departments shall make every effort to use local vendors and businesses for all work-related purchases, reducing reliance on out-of-county retailers.

Q. BRANDING

To maintain consistency and appropriateness in the use of county branding, all departments are required to seek approval from the BOCC before creating any county-branded merchandise, including shirts, hats, bags, or other items intended for personal use, giveaways, or promotional purposes. In accordance with this policy, please submit any proposals for county-branded merchandise to the BOCC for review and approval before proceeding with production. This can be done by putting the item on the agenda for one of the BOCC's weekly discussion meetings.

R. EFFECTIVE DATE AND APPROVAL

These Purchasing Policies and Procedures are approved by the Board of County Commissioners of Yellowstone County, Montana, this 13<sup>th</sup> day of August, 2024. It is effective August 13th, 2024.

**BOARD OF COUNTY COMMISSIONERS  
YELLOWSTONE COUNTY, MONTANA**

\_\_\_\_\_  
John Ostlund, Chair

\_\_\_\_\_  
Mark Morse, Member

\_\_\_\_\_  
Donald W. Jones, Member

ATTEST:

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

YELLOWSTONE COUNTY

FINANCE DEPARTMENT

SOLE SOURCE PROCUREMENT JUSTIFICATION FORM

Each sole source purchase must satisfy the following requirements: MCA 18-4-306, Sole Source Procurement--Records and ARM 2. 5.604.

- There is only one source for the supply or service item.
- Only one source is acceptable or suitable for the supply or service item.
- The supply or service item must be compatible with current supplies or services.

Department \_\_\_\_\_

Location: \_\_\_\_\_

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

Product/Service: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Estimated Cost of Purchase: \$ \_\_\_\_\_

Estimated length of Contract: (if applicable) \_\_\_\_\_

What evaluation or other product suppliers or service providers was made? (Please furnish names, addresses, and other documentation.) \_\_\_\_\_

How did you determine that there was only source for the product or services?  
\_\_\_\_\_

What product supplier or service provider has your Department used until now to satisfy similar requirements? \_\_\_\_\_

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Purchasing Agent

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Sole Source Procurement Fact Sheet

MCA 18-4-306, Sole Source Procurement--Records and ARM 2. 5.604, Sole Source Procurement require that when making sole source purchases, that a "*Sole Source Justification*" form be completed by the requesting Department Head and signed off by the County Purchasing Agent. The form should be used on any sole source purchase when the price of goods/services exceeds \$10,000.00.

The form has a 4-year retention period, and the form is to be made available for public inspection.

# Yellowstone County



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

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

Date: February 18, 2025

Subject: Guidelines for the Use of DocuSign and Electronic Signatures in Contracts

Attention: Yellowstone County Department Heads:

The purpose of this memorandum is to provide guidance to Yellowstone County department heads regarding the use of DocuSign and electronic signatures for contracts, as well as the limitations on contracts that may be signed by individual departments.

Yellowstone County's Purchasing Policy (attached) outlines the requirements and restrictions for departmental purchasing. As stated in the policy:

All agreements and contracts (excepting certain MetraPark contracts<sup>1</sup>, and routine operational service and maintenance contracts) between any outside person or entity and Yellowstone County must be approved by the Board of County Commissioners prior to obligating Yellowstone County if any of the following factors exist:

- 1) The contract is in excess of \$20,000 or
- 2) The contract's term is in excess of one (1) year, or
- 3) The department's budget does not have sufficient funds to purchase the service or item.

The contract will be an official meeting agenda item and an official record of Yellowstone County.

Additionally, "Goods or services specifically approved by the Board of County Commissioners during the budget process and within the amount specifically approved, in amounts less than \$80,000, shall not require an RTE or Board approval."

Under these, and other policies, department heads are authorized to sign contracts or agreements within the above-listed limits. Once a contract is signed, it must be placed on the BOCC's agenda to ensure compliance with the purchasing policy and to maintain a centralized record of contracts. Contracts that exceed the amounts and conditions above must be signed by the BOCC.

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<sup>1</sup> The exception regarding Metra contracts pertains to event contracts.



Furthermore, the use of DocuSign and electronic signatures has become increasingly common. Any contract requiring BOCC approval must be presented to the Board before being signed, regardless of whether it utilizes an electronic signature. The same signature authorization rules that apply to traditional contracts also apply to those signed electronically.

Please ensure compliance with these guidelines to maintain transparency and proper contract management. If you have any questions, please contact our office for further clarification.

Sincerely,

---

Mark Morse  
Yellowstone County Board Chair

---

Michael J. Waters  
Yellowstone County Commissioner

---

John Ostlund  
Yellowstone County Commissioner

Enc: Yellowstone County Purchasing Policy

B.O.C.C. Regular

3. a.

Meeting Date: 02/18/2025

Title: Public Safety Mill Levy Request

Submitted For: Jennifer Jones, Finance Director Submitted By: Juli Bjornebo

---

**TOPIC:**

Public Safety Mental Health Mill Levy Request

**BACKGROUND:**

A request was received from Community Crisis Center for public safety mental health mill levy funds.

**RECOMMENDED ACTION:**

Approve.

---

**Attachments**

Public Safety Mill LEvy Invoice Q3

---



# Community Crisis Center

704 North 30<sup>th</sup> Street • Billings, MT 59101  
Phone: 406-259-8800 • Fax: 406-259-4400

# INVOICE

Date: 2/12/2024  
INVOICE # 1110

To: Yellowstone County Public  
Safety Mill Levy  
c/o: Jennifer Jones

Qty	Description	Amount
3rdQTR	Mental Health services and data provided for PSMHML to assist law enforcement in community protection, to mitigate the use of jails and hospitals for persons suffering with mental health and substance use disorders.	\$150,000
<b>Total Due:</b>		\$150,000

Make checks payable to Community Crisis Center

**Thank you!**

B.O.C.C. Regular

3. b.

Meeting Date: 02/18/2025

Title: Finance - Request to Expend - New Phone for Purchasing Agent

Submitted For: Matt Kessler, Purchasing Agent

Submitted By: Matt Kessler, Purchasing Agent

---

**TOPIC:**

Finance - Request to Expend - New Phone for Purchasing Agent

**BACKGROUND:**

The Finance department is requesting the Commissioners' approval for a cell phone for the Purchasing Agent. All cell phones with contractual obligations must be approved by the Commissioners. The phone has no cost and the monthly line fees are approximately \$39.99 per month with a two-year agreement.

**RECOMMENDED ACTION:**

Approve request and return a copy to Finance.

---

**Attachments**

RTE - Purchasing Agent Cell Phone

---



# Yellowstone County

## Request to Expend

07/01/2021

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

Item(s) Requested:

Samsung Galaxy S24 Smartphone

Cost: \$0.00

Other Costs: \$39.99 per month for unlimited voice & data plan (2 year)

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

Net Cost of Request \$959.76 (2 years)

### Explanation of Purchase

For communication with contractors, vendors and county staff while out of the office for onsite meetings and walkthroughs at various project sites.

Finance \_\_\_\_\_

Elected Official or Department Manager

Department \_\_\_\_\_

### Budget Information

Account Numbers: 1000.000.111.410510.345

Budget Balance: \$240.09

Is this a budgeted item? No

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

### COMMISSIONER ACTION

Approved: YES \_\_\_ NO \_\_\_

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

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

Votes: YES NO

Chairperson \_\_\_\_\_

Member \_\_\_\_\_

Member \_\_\_\_\_

2/13/25

Purchasing Agent

Date

B.O.C.C. Regular

3. c.

Meeting Date: 02/18/2025

Title: IT Dept - Request to Expend - New Phone for IT Assistant Director

Submitted For: Matt Kessler, Purchasing Agent

Submitted By: Matt Kessler, Purchasing Agent

---

**TOPIC:**

IT Dept - Request to Expend - New Phone for IT Assistant Director

**BACKGROUND:**

The IT department is requesting the Commissioners' approval for a cell phone for the IT Assistant Director. All cell phones with contractual obligations must be approved by the Commissioners.

The phone costs \$249.99 and the monthly line fees are approximately \$39.99 per month with a two-year agreement.

**RECOMMENDED ACTION:**

Approve request and return a copy to Finance.

---

**Attachments**

RTE - IT Assistant Director Cell Phone

---



# Yellowstone County Request to Expend

07/01/2021

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

Item(s) Requested:  
Samsung Galaxy S25 Ultra

Cost: \$249.99

Other Costs: \$39.99 per month for voice & data unlimited plan (2 year)

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

Net Cost of Request \$1,209.75

**Explanation of Purchase**

Information Technology Assistant Director new phone for a new position. Is the backup for the IT Director.  
Net cost is for phone and 24 months of data plan charges.

Information Technology

Department

Budget Information

Account Numbers: 1000.000.115.410580.220

Budget Balance: \$21,986.33

Is this a budgeted item? No

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

Elected Official or Department Manager

**COMMISSIONER ACTION**

Approved: YES \_\_\_ NO \_\_\_

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

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

Votes: YES NO

Chairperson \_\_\_\_\_

Member \_\_\_\_\_

Member \_\_\_\_\_

2/13/25

Purchasing Agent

Date

B.O.C.C. Regular

3. d.

Meeting Date: 02/18/2025

Title: MetraPark 1st Avenue Entrance - WWC Engineering Letter of Agreement

Submitted For: Matt Kessler, Purchasing Agent

Submitted By: Matt Kessler, Purchasing Agent

---

**TOPIC:**

MetraPark 1st Avenue Entrance - WWC Engineering Letter of Agreement

**BACKGROUND:**

Please see attached letter of agreement with WWC Engineering to provide planning assistance for the 1st Avenue entrance at MetraPark. Cost of services are not to exceed \$20,000. This expense was anticipated and included on the Metra FY25 Capital List (5811.000.552.460442.930).

**RECOMMENDED ACTION:**

Approve agreement and return a signed copy to Finance.

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**Attachments**

WWC Letter of Agreement - 1st Ave MetraPark

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550 S. 24<sup>th</sup> STREET W., SUITE 201, BILLINGS, MT 59102 | 406.894.2210

March 15, 2024

Mr. Tim Goodridge  
MetraPark  
*via email - tgoodridge@metrapark.com*

RE: 1<sup>st</sup> Avenue Entrance - Planning Assistance

Dear Mr. Goodridge:

WWC Engineering (WWC) is pleased to present this proposal and letter agreement to provide site civil planning services for potential construction of a future intersection and large entrance onto 1<sup>st</sup> Avenue North, near Gate 2. WWC understands that you are soliciting a fee proposal to provide these services.

**Scope of Work**

Task 01. - Stakeholder Planning for Roadway and Intersection

Under this task, WWC will work with the MetraPark staff, County officials, and MDT to evaluate the pathway for construction of the intersection. The primary points of this task are to determine the items listed below. The deliverable for this task would be a memo summarizing these items.

1. Timing of potential intersection construction and determine if it could be included with the upcoming MDT project or if it would need to occur separately.
2. Funding obligations of the intersection.
3. Interest level of County and MetraPark for additional exit without further development or facilities east of current layout.
4. Summary of documents needed for the design and/or permitting of the intersection, including outline of the traffic data previously provided and what traffic design and analysis would be necessary for the design of the intersection.

Task 02. - Preliminary Layout of Internal Roadway

Dependent on the results of Task 01, and interest in pursuit of a potential intersection and connecting roadway, WWC would work with the MetraPark and County officials to develop preliminary concepts for the internal roadway. WWC recommends to develop the focus and scope of this task following the completion of Task 01, however listed below are items for consideration at this time for Task 02.

1. Identify potential route of internal roadway and possible impacts to 4<sup>th</sup> Avenue entrance.
2. Identify reconfiguration of Lower Lot entrance, if necessary.
3. Outline alternatives for directing traffic to the proposed intersection from Lower Lot, Expo Lot, and possibly Arena front lot.
4. Survey staking of potential layouts for on-site review of alternatives by MetraPark and County staff.

**Cost of Services**

WWC proposes to provide these services on a time and materials (T&M) basis for a cost not to exceed \$20,000. WWC anticipates an adjustment to our services following Task 01, which is the basis for proposing a T&M not to exceed agreement.

Invoices are due upon receipt. Please mail payments to our office at 1849 Terra Ave, Sheridan, WY 82801. You understand that we may stop work until all interim invoices are paid, if payment is not received within thirty (30) days of the invoice date.

Any amount not paid within 30 days from the date of the invoice may be assessed an interest charge at 1% per month. If the amount is not paid within 90 days, you agree to pay reasonable costs of collection, including attorney and legal fees in addition to the invoiced amounts and interest charges.

WWC will perform the work with the usual thoroughness and competence of the engineering profession. No warranty or representation, either expressed or implied, is included or intended in this agreement. We agree that WWC's liability is limited to the amount of our fees due to WWC.



Mr. Goodridge  
Page 3 of 3  
March 15, 2024

If this letter satisfactorily sets forth your understanding of the arrangement between us, please print out and sign a copy of this letter in the space provided and return one to us. An electronic copy of the signed contract will satisfy our needs.

We look forward to working with you on this project. Should you have any questions regarding the proposed scope of work, estimated costs, or approach presented here-in, please do not hesitate to let us know.

Sincerely,



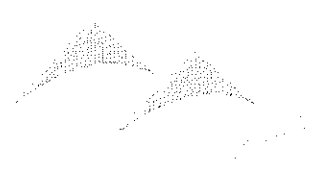
Greg Reid, P.E.  
Billings Branch Manager

Client Accepted this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Signature: \_\_\_\_\_  
Title: \_\_\_\_\_

WWC Accepted this  
15 day of \_\_\_\_\_, March \_\_\_\_\_, 2024

Signature:  \_\_\_\_\_  
Title: Billings Branch Manager



B.O.C.C. Regular

Meeting Date: 02/18/2025

Title: Metra Trust Checking Account Disbursement Log

Submitted For: Kevan Bryan, OMB Director

Submitted By: Charis Krank, Accounting Assistant

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TOPIC:

Metra Trust Check Log for January 2025

BACKGROUND:

Metra Trust Check Log for January 2025

RECOMMENDED ACTION:

Consent item for MetraPark Trust check register.

---

Attachments

MP Trust Check Log Jan 2025

---

# Metra Trust Checking Account Disbursement Log

For the Month of: January 2025

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

Dated: February 7, 2025

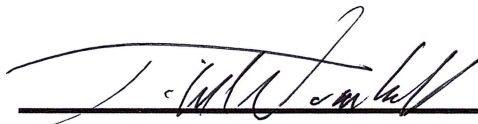
Mark Morse, Chair: \_\_\_\_\_

Approved by Metra General Manager

John Ostlund, Member: \_\_\_\_\_

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

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

Submitted by:  \_\_\_\_\_

**COUNTY OF YELLOWSTONE**  
**Check Detail**  
 January 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Check		01/02/2025	US BANK	CC FEES - DEC 24 - BOX OFFICE	METRAPARK EVE...		-1,536.10
				CC FEES - DEC 24 - BOX OFFICE	CREDIT CARD FE...	-1,536.10	1,536.10
TOTAL						-1,536.10	1,536.10
Check		01/02/2025	US BANK	CC FEES - DEC 24 - CONC	METRAPARK EVE...		-705.35
				CC FEES - DEC 24 - CONC	CREDIT CARD FE...	-705.35	705.35
TOTAL						-705.35	705.35
Check		01/02/2025	US BANK	CC FEES - DEC 24 - SKYBOX (ADMIN)	METRAPARK EVE...		-232.94
				CC FEES - DEC 24 - SKYBOX (ADMIN)	CREDIT CARD FE...	-232.94	232.94
TOTAL						-232.94	232.94
Check	23962	01/08/2025	CHASE HAWKS	CHASE HAWKS MEMORIAL RODEO 12/21/24	METRAPARK EVE...		-98,040.03
				CHASE HAWKS MEMORIAL RODEO 12/21/24	CHASE HAWKS	-98,040.03	98,040.03
TOTAL						-98,040.03	98,040.03
Check	23963	01/09/2025	THE METRA	CAMPING JULY - DEC 2024	METRAPARK EVE...		-21,327.00
				CAMPING JULY - DEC 2024	Metra Grounds - Ca...	-320.00	320.00
				CAMPING JULY - DEC 2024	Metra Grounds - Ca...	-2,087.00	2,087.00
				CAMPING JULY - DEC 2024	Metra Grounds - Ca...	-360.00	360.00
				CAMPING JULY - DEC 2024	Metra Grounds - Ca...	-18,480.00	18,480.00
				CAMPING JULY - DEC 2024	Metra Grounds - Ca...	-80.00	80.00
TOTAL						-21,327.00	21,327.00
Check	23964	01/10/2025	DEPARTMENT OF ...	OCT - DEC 2024 LODGING TAX ON CAMPING	METRAPARK EVE...		-1,472.64
				OCT - DEC 2024 LODGING TAX ON CAMPING	AUXILLIARY FEES ...	-1,472.64	1,472.64
TOTAL						-1,472.64	1,472.64
Check	23965	01/10/2025	Starplex Corporati...	I# 608455 CHASE HAWKS 12/21/24	METRAPARK EVE...		-5,813.75
				SECURITY CHASE HAWKS 12/21/24	STARPLEX SECU...	-5,813.75	5,813.75

7:14 PM  
02/06/25

**COUNTY OF YELLOWSTONE**  
**Check Detail**  
January 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
TOTAL						-5,813.75	5,813.75
Check	23966	01/10/2025	RIMROCK STAGE...	I# 202911 CHASE HAWKS 12/21/24	METRAPARK EVE...		-6,471.40
				STAGEHANDS CHASE HAWKS 12/21/24	STAGEHANDS - IA...	-6,471.40	6,471.40
TOTAL						-6,471.40	6,471.40
Check	23967	01/10/2025	DiA EVENTS	I# 7699 CHASE HAWKS 12/21/24	METRAPARK EVE...		-495.00
				SOUND CHASE HAWKS 12/21/24	SOUND COSTS	-495.00	495.00
TOTAL						-495.00	495.00
Check	23968	01/10/2025	BENTON MEDIA IN...	I# 928 CHASE HAWKS 12/21/24	METRAPARK EVE...		-500.00
				ADVERTISING CHASE HAWKS 12/21/24	ADVERTISING	-500.00	500.00
TOTAL						-500.00	500.00
Check	23969	01/10/2025	American Medical ...	I# 317624 CHASE HAWKS 12/21/24	METRAPARK EVE...		-675.00
				AMBULANCE CHASE HAWKS 12/21/24	AMBULANCE SER...	-675.00	675.00
TOTAL						-675.00	675.00
Check	23970	01/10/2025	THE METRA	CHASE HAWKS 12/21/24	METRAPARK EVE...		-54,411.67
				CIP CHASE HAWKS 12/21/24	CIP FEES	-15,096.50	15,096.50
				RENT ARENA CHASE HAWKS 12/21/24	ARENA	-9,600.00	9,600.00
				USER SVC CHASE HAWKS 12/21/24	USER SV FEES	-14,906.47	14,906.47
				EQUIP CHASE HAWKS 12/21/24	EQUIPMENT	-400.00	400.00
				CATERING CHASE HAWKS 12/21/24	CATERING	-525.00	525.00
				CONC CHASE HAWKS 12/21/24	Concession Stands	-11,411.00	11,411.00
				SKYBOX F&B CHASE HAWKS 12/21/24	SKYBOX F & B	-217.00	217.00
				PARKING CHASE HAWKS 12/21/24	Paid Parking	-1,400.70	1,400.70
				SKYBOX TIX CHASE HAWKS 12/21/24	Skybox Rent	-855.00	855.00
TOTAL						-54,411.67	54,411.67
Check	23971	01/10/2025	THE METRA	VOID: METRAPARK AUXILLARY FEES 2ND QTR ...	METRAPARK EVE...		0.00
TOTAL						0.00	0.00



**COUNTY OF YELLOWSTONE**  
**Check Detail**  
 January 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Check	23972	01/10/2025	THE METRA	METRAPARK AUX FEES 2ND QTR FY25	METRAPARK EVE...		<b>-83,482.06</b>
				AUX FEES 2ND QTR FY25; OCT - DEC 2024	AUXILLIARY FEES ...	-83,482.06	83,482.06
TOTAL						-83,482.06	83,482.06
Check	23973	01/13/2025	Starplex Corporati...	I#608445 YULE RENAISSANCE FESTIVAL 12/14/24	METRAPARK EVE...		<b>-178.00</b>
				SECURITY YULE RENAISSANCE FESTIVAL 12/14...	STARPLEX SECU...	-178.00	178.00
TOTAL						-178.00	178.00
Check	23974	01/13/2025	THE METRA	YULE RENAISSANCE FESTIVAL 12/14/24	METRAPARK EVE...		<b>-5,976.00</b>
				CIP YULE RENAISSANCE FESTIVAL 12/14/24	CIP FEES	-700.00	700.00
				RENT EXPO YULE RENAISSANCE FESTIVAL 12/...	EXPO	-3,500.00	3,500.00
				USER SVCS YULE RENAISSANCE FESTIVAL 12/...	USER SV FEES	-1,776.00	1,776.00
TOTAL						-5,976.00	5,976.00
Check	23975	01/15/2025	BILLINGS PUBLIC ...	I#CTR1425 CROSS TOWN RIVALRY 1/4/25	METRAPARK EVE...		<b>-849.12</b>
				CROSS TOWN RIVALRY 1/4/25	CROSS TOWN RIV...	-849.12	849.12
TOTAL						-849.12	849.12
Check	23976	01/15/2025	THE METRA	HEIGHTS WRESTLING PRACTICE DEC 2024	METRAPARK EVE...		<b>-1,380.00</b>
				CIP HEIGHTS WRESTLING PRACTICE DEC 2024	CIP FEES	-280.00	280.00
				RENT GRNDS HEIGHTS WRESTLING PRACTICE ...	GRANDSTAND/SU...	-700.00	700.00
				USER SVC HEIGHTS WRESTLING PRACTICE DE...	USER SV FEES	-400.00	400.00
TOTAL						-1,380.00	1,380.00
Check	23977	01/16/2025	AXS GROUP LLC	I#856139 AXS FEES BOX OFFICE FEES DECEMB...	METRAPARK EVE...		<b>-189.70</b>
				AXS FEES BOX OFFICE FEES DECEMBER 31, 2...	AXS FEES	-189.70	189.70
TOTAL						-189.70	189.70
Check	23978	01/17/2025	Starplex Corporati...	I#608457 CROSS TOWN BASKETBALL 1/4/25	METRAPARK EVE...		<b>-7,580.00</b>
				SECURITY CROSS TOWN BASKETBALL 1/4/25	STARPLEX SECU...	-7,580.00	7,580.00



7:14 PM  
02/06/25

**COUNTY OF YELLOWSTONE**  
**Check Detail**  
**January 2025**

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
TOTAL						-7,580.00	7,580.00
Check	23979	01/17/2025	American Medical ...	I#318010 CROSS TOWN BASKETBALL 1/4/25	METRAPARK EVE...		-600.00
				CROSS TOWN BASKETBALL 1/4/25	AMBULANCE SER...	-600.00	600.00
TOTAL						-600.00	600.00
Check	23980	01/17/2025	DiA EVENTS	I#7705 CROSS TOWN BASKETBALL	METRAPARK EVE...		-155.00
				CROSS TOWN BASKETBALL	SOUND COSTS	-155.00	155.00
TOTAL						-155.00	155.00
Check	23981	01/17/2025	THE METRA	CROSS TOWN BASKETBALL 1/4/25	METRAPARK EVE...		-14,070.08
				CIP CROSS TOWN BASKETBALL 1/4/25	CIP FEES	-2,836.50	2,836.50
				RENT ARENA CROSS TOWN BASKETBALL 1/4/25	ARENA	-1,000.00	1,000.00
				USER SVCS CROSS TOWN BASKETBALL 1/4/25	USER SV FEES	-2,041.88	2,041.88
				CONC CROSS TOWN BASKETBALL 1/4/25	Concession Stands	-7,931.50	7,931.50
				PARKING CROSS TOWN BASKETBALL 1/4/25	Paid Parking	-226.20	226.20
				SKYBOX RENT CROSS TOWN BASKETBALL 1/4/25	Skybox Rent	-34.00	34.00
TOTAL						-14,070.08	14,070.08
Check	23982	01/30/2025	THE METRA	REPUBLIC 2024 FAIR SPONSORSHIP/NILE JAN ...	METRAPARK EVE...		-3,045.00
				REPUBLIC 2024 FAIR SPONSORSHIP	SPONSORSHIPS	-1,995.00	1,995.00
				NILE JAN 25 RENT	Rent	-1,050.00	1,050.00
TOTAL						-3,045.00	3,045.00
Check	23983	01/30/2025	Starplex Corporati...	I#608461 GREAT ROCKIES SPORTSHOW 1/17-19...	METRAPARK EVE...		-1,612.25
				GREAT ROCKIES SPORTSHOW 1/17-19/25	STARPLEX SECU...	-1,612.25	1,612.25
TOTAL						-1,612.25	1,612.25
Check	23984	01/30/2025	THE METRA	GREAT ROCKIES SPORT SHOW 1/17-19/25	METRAPARK EVE...		-23,747.25
				CIP GREAT ROCKIES SPORT SHOW 1/17-19/25	CIP FEES	-2,580.00	2,580.00
				RENT EXPO GREAT ROCKIES SPORT SHOW 1/1...	EXPO	-12,900.00	12,900.00
				USER SVCS GREAT ROCKIES SPORT SHOW 1/1...	USER SV FEES	-3,483.25	3,483.25
				FOOD VNDR BUYOUT GREAT ROCKIES SPORT ...	CONCESSIONS	-150.00	150.00

**COUNTY OF YELLOWSTONE**  
**Check Detail**  
**January 2025**

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
				CONC GREAT ROCKIES SPORT SHOW 1/17-19/25	Concession Stands	-4,634.00	4,634.00
TOTAL						-23,747.25	23,747.25
Check	23985	01/30/2025	THE METRA	PRE-SCHOOL FAIR 1/11/25	METRAPARK EVE...		-2,220.75
				CIP PRE-SCHOOL FAIR 1/11/25	CIP FEES	-170.00	170.00
				RENT PAV PRE-SCHOOL FAIR 1/11/25	PAVILION	-850.00	850.00
				USER SVCS PRE-SCHOOL FAIR 1/11/25	USER SV FEES	-1,120.00	1,120.00
				CONC PRE-SCHOOL FAIR 1/11/25	Concession Stands	-80.75	80.75
TOTAL						-2,220.75	2,220.75
Check	23986	01/30/2025	Billings Central Hi...	CENTRAL VS HARDIN 1/24/25	METRAPARK EVE...		-74.37
				CENTRAL VS HARDIN 1/24/25	CENTRAL-HARDIN...	-74.37	74.37
TOTAL						-74.37	74.37

B.O.C.C. Regular

Meeting Date: 02/18/2025

Title: PARS

Submitted By: Teri Reitz, Board Clerk

---

TOPIC:

**PERSONNEL ACTION REPORTS - County Attorney - 1 Appointment; District Court - 1 Appointment; Detention Facility - 1 Termination; Sheriff's Office - 1 Termination; Finance - 1 Salary & Other**

BACKGROUND:

See attached.

RECOMMENDED ACTION:

Approve.

---

Attachments

PARS

---



Yellowstone County Commissioners  
RECEIVED

FEB 06 2025

# Hire/Personnel Action Form

## Employee Information

Employee  
Rebecca Ries

## Hire Information

Position Details	Hire Req#	Job Type
Legal Assistant (E) (3050-CIVIL)	202300263	Full-Time Regular
Person ID	Job Class	Pay Rate
53154178	Legal Assistant (E)	\$21.74
Department	Job Class#	HireDate
County Attorney's Office	3050	2/24/25

## Comments

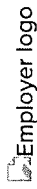
2190-429-510333-111 - 100% - Replaced Caitlyn Foxhoven

## Approvals

HUMAN RESOURCES	Dwight Vigness	2/6/25 1:57 PM
FINANCE	JENNIFER JONES	2/6/25 2:27 PM

Commissioners Action  
Approve Disapprove

Chair	<u>MM</u>	_____
Member	<u>JD</u>	_____
Member	<u>MSW</u>	_____



Yellowstone County Commissioners  
RECEIVED

# Hire/Personnel Action Form

FEB 06 2025

## Employee Information

Employee  
Kelby Pemberton

## Hire Information

Position Details	Hire Req#	Job Type
District Court Clerk (C) (3025)	202300272	Full-Time Regular
Person ID	Job Class	Pay Rate
60662240	District Court Clerk (C)	\$17.93
Department	Job Class#	HireDate
District Court	3025	2/24/25
Division		
N/A		

## Comments

1000 221 410330 111 100%  
Replaces Katrina Plainbull Deputy Clerk position

## Approvals

HUMAN RESOURCES	Dwight Vigness	2/6/25 1:55 PM
FINANCE	JENNIFER JONES	2/6/25 2:26 PM

Commissioners Action  
Approve Disapprove

Chair	<u>MM</u>	___
Member	<u>J</u>	___
Member	___	___

YELLOWSTONE COUNTY  
PERSONNEL ACTION REPORT

FEB 10 2025

Section 1

Section 1 is to be completed by the initiating department for recommended personnel changes

Name: Rowdy Egger Effective Date: 02/06/2025  
Current Title: Detention Officer Gr.      Salary \$ 24.07  
Title Change: Gr.      Salary \$     

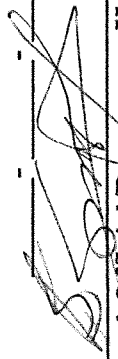
Check as Applicable:

Regular Full Time: XX New Hire:       
Regular Part Time:      Rehire:       
Temp Full Time:      Termination: XX  
Temp Part Time:      Probationary  
Seasonal Hire:      Promotion:     

Replaces position      Transfer:       
Name      Demotion:       
New Budgeted Position     

Other:      Reclassification:     

Funding: 2300 - 136 - 420200 - 111 Percent 100 New Account       
Percent      Split Account     

  
Elected Official/Department Head      02/06/2025  
Date

Section 2

Human Resources:      Finance:     

Note:      Note:       
     Director      Director      Date       
     Director      Date     

H.R. Comments:      Commissioner's Action  
     Approve      Disapprove     

Chair      Chair ME  
Member      Member GA  
Member      Member MSW

Date entered in payroll       
Clerk & Recorder - original  
Human Resources - canary  
Auditor - pink  
Department - goldenrod

FEB 10 2025

YELLOWSTONE COUNTY  
PERSONNEL ACTION REPORT

Section 1

Section 1 is to be completed by the initiating department for recommended personnel changes

Name: Charis Krank Effective Date: 1/16/25  
Current Title: Accountant Gr. G Salary \$ 103,364.03  
Title Change: \_\_\_\_\_ Gr. \_\_\_\_\_ Salary \$ \_\_\_\_\_

Check as Applicable:  
Regular Full Time: \_\_\_\_\_ New Hire: \_\_\_\_\_ Expiration  
Regular Part Time: \_\_\_\_\_ of 5% bump  
Temp Full Time: \_\_\_\_\_ Rehire: \_\_\_\_\_ upon  
Temp Part Time: \_\_\_\_\_ Termination: \_\_\_\_\_ Oct to Janke

Seasonal Hire: \_\_\_\_\_ Promotion: \_\_\_\_\_  
Replaces position \_\_\_\_\_ Transfer: \_\_\_\_\_  
Name \_\_\_\_\_ Demotion: \_\_\_\_\_  
New Budgeted Position \_\_\_\_\_

Other: \_\_\_\_\_ Reclassification: \_\_\_\_\_

Funding: 5811-558-460442 - 111 Percent 100 New Account \_\_\_\_\_  
Percent \_\_\_\_\_ Split Account \_\_\_\_\_  
Charis Krank 2-5-25 Date  
Elected Official/Department Head \_\_\_\_\_

Section 2

Human Resources: \_\_\_\_\_ Finance: \_\_\_\_\_

Note: \_\_\_\_\_ Note: \_\_\_\_\_  
Director 2-10-25 Director JMM 2-10-25 Date  
Director \_\_\_\_\_ Date \_\_\_\_\_

H.R. Comments: \_\_\_\_\_ Commissioner's Action  
Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

Chair MJ \_\_\_\_\_  
Member JD \_\_\_\_\_  
Member MW \_\_\_\_\_  
Date entered in payroll \_\_\_\_\_  
Clerk & Recorder - original \_\_\_\_\_  
Human Resources - canary \_\_\_\_\_  
Auditor - pink \_\_\_\_\_  
Department - goldenrod \_\_\_\_\_





B.O.C.C. Regular

1. a.

Meeting Date: 02/18/2025

Title: Payroll Audit

Submitted By: Teri Reitz, Board Clerk

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**TOPIC:**

Payroll Audit - January 16 to January 31, 2025

**BACKGROUND:**

See attached.

**RECOMMENDED ACTION:**

Place to file.

---

**Attachments**

Payroll Audit

---

RECEIVED

FEB 06 2025

YELLOWSTONE COUNTY  
CLERK AND RECORDER

**PAYROLL AUDIT**  
**January 16 to January 31, 2025**

Date: 2/6/2025

To: Board of County Commissioners



From: Tanya McWilliams, Deputy Auditor

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

Date	Employee Name	Department	Finding
2/6/25	Otich, William	Detention	Shift Diff hrs s/b 80 @.70
2/6/25	Montelongo, Jerrod	IT	Add 7.5 hrs sick, Update accruals
2/6/25	Breland, Beverly	Treasurer	Sick hrs s/b 13.50, Update accruals
2/6/25	Lopez-Gutierrez, Amelia	Treasurer	Add 2.75 vac hrs, Update accruals
2/6/25	Dole, Fuailei	YSC	Remove Overtime hrs s/b comp earned, Update comp accruals

B.O.C.C. Regular

1. b.

Meeting Date: 02/18/2025

Title: Dick Anderson Construction

Submitted For: Tanya McWilliams

Submitted By: Tanya McWilliams

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**TOPIC:**

Dick Anderson Construction Change Order PC-03

**BACKGROUND:**

The contract sum will be decreased by this Change Order to an amount of \$4,332.46.

**RECOMMENDED ACTION:**

File Item

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**Attachments**

Dick Anderson Construction

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# **AIA** Document G701<sup>®</sup> – 2017

## Change Order

<b>PROJECT:</b> <i>(Name and address)</i> Administration Building Renovation 301 North 29 <sup>th</sup> Street Billings, MT 59101	<b>CONTRACT INFORMATION:</b> Contract For: Pre-Construction Date: 8/22/2024	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: PC-03 Date: January 24, 2024
<b>OWNER:</b> <i>(Name and address)</i> Yellowstone County 217 North 27 <sup>th</sup> Street Billings, MT 59101	<b>ARCHITECT:</b> <i>(Name and address)</i> CTA, Inc. dba Cushing Terrell 13 North 23 <sup>rd</sup> Street Billings, MT 59101	<b>CONTRACTOR:</b> <i>(Name and address)</i> Dick Anderson Construction 4512 Sout Frontage Road Billings, MT 59101

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

The reduction in fee to align with final billing to close-out the Pre-Construction Services. Reference DAC's final invoice dated 1/23/2025.

The original Contract Sum was	\$	8,530.00
The net change by previously authorized Change Orders	\$	59,302.59
The Contract Sum prior to this Change Order was	\$	67,832.59
The Contract Sum will be decreased by this Change Order in the amount of	\$	4,332.46
The new Contract Sum including this Change Order will be	\$	63,500.13

The Contract Time will be unchanged by Zero (0) days.  
 The new date of Substantial Completion will be

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

Cushing Terrell _____ <b>ARCHITECT</b> <i>(Firm name)</i>  _____ <b>SIGNATURE</b>  Robert La Perler, Sr. PM _____ <b>PRINTED NAME AND TITLE</b>  01/24/2025 _____ <b>DATE</b>	Dick Anderson Construction _____ <b>CONTRACTOR</b> <i>(Firm name)</i> Anthony Harmon <small style="font-size: 8px; display: block; margin: 0 auto;">Digitally signed by Anthony Harmon DN: cn=US, email=aharmon@construction.com, o=Dick Anderson Construction, c=US, ou=Anthony Harmon Date: 2025.01.24 09:30:13-0700</small> _____ <b>SIGNATURE</b>  AJ Harmon, PM _____ <b>PRINTED NAME AND TITLE</b>  01/24/2025 _____ <b>DATE</b>	Yellowstone County _____ <b>OWNER</b> <i>(Firm name)</i>  _____ <b>SIGNATURE</b>  Matt Kessler, Purchasing Agent _____ <b>PRINTED NAME AND TITLE</b>  1/29/25 _____ <b>DATE</b>
--	--	--

Kevan Bryan, OMB  
 2/3/25

B.O.C.C. Regular

Meeting Date: 02/18/2025

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

Board Minutes

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## *YELLOWSTONE CONSERVATION DISTRICT*

*PO Box 80888, Billings MT 59108 1670 48<sup>th</sup> St. W Suite 2, Billings, MT 59106  
Phone: 406.690.9326 email: livie@mt.gov*

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### **YELLOWSTONE CONSERVATION DISTRICT**

January 14, 2025

### **November/December Board Meeting Minutes**

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, Jackie Haaland, Bryan Mothershead, Stacey Robinson

**BOARD MEMBERS ABSENT:** Leroy Gabel

**NON-BOARD PRESENT:** LaVerne Ivie - YCD; Crystal White - YCD/PF; Mike Waters, Yellowstone Co. Commissioner  
Christine Schweigert - DNRC; Ronni Tallerico - Yellowstone County Floodplain;  
Zoe Craft, NRCS; Michelle Yeager, Jack Bernhardt - DNRC;  
Shannon Blackburn & Demi Blythe - FWP; Anthony Sammartano - Yellowstone Co. Extension  
Jill Hickson - Yellowstone River Parks Assoc.; Don Sasse  
Virtually: Seanna Torske - NRCS; Veronica Grigaltchik, DNRC  
Francisco Gamboa Herrera - Yellowstone Co. Extension  
310 applicants: Joy Stevens & Jens Selvey

Chair Sedgwick called the meeting to order at 1:05 p.m.

#### **Roll Call**

After introductions, Chair Sedgwick informed attendees: All issues will be addressed to the Chair; public comments are always welcome but ask that you 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. Attendees were reminded to sign the attendance sheet.

**Agenda Changes:** None

**Oath of Office:** YCD Board Supervisors recited and signed the Oath of Office administered by Christine Schweigert, DNRC & Notary Public. The affidavits will be provided to Yellowstone County Clerk and Recorder.

**Election of 2025 YCD Board Officers:** Mothershead made a motion to retain the same slate of officers for 2025 as in 2024,, second by Robinson, motion passed.

**Minutes:** Robinson made a motion to approve the November 20, 2024 Minutes as written and reviewed, second by Haaland, motion passed. Robinson made a motion to approve the December 23, 2024 Conference Call Minutes as printed, second by Haaland, motion passed.

**Board member absences:** Kraft made a motion to approve Leroy Gabel's absence from today's meeting, second by Mothershead, motion passed.

#### **310's**

- **Applications, Emergencies, Complaints & Violations:**
  - **YE-12-22 Joy Stevens, Alkali Creek** - submitted an updated 310 application for the continuing violation area. Steve Williams, Yellowstone County Attorney and YCD's legal counsel had a last minute conflict thus unable to attend today's meeting. **Board decision:** Kraft made a motion to table the application until the Feb.

2025 YCD Board meeting on the grounds legal counsel was unable to attend today, second by Haaland, motion passed.

- **YE-09-25 - Jim Hein, Yellowstone River riprap maintenance** - Supervisors signed this permit today that was approved during the 12-23-24 conference call.
- **YE-09-25 - Triangle Telephone, multiple locations in the Worden, MT area** - Robinson declared all horizontal directional boring sites as non- projects because the construction will not impact the immediate bed or banks of any perennial flowing streams, second by Mothershead, motion passed.
- **YE-10-25 - Edward Skierka, farm ground on his Pompey's Piller property** - not a project because it is a considerable distance from the nearest water body.
- **YE-11-25 - River Ranch Retreat, HOA, Yellowstone River riprap maintenance** - Project description: maintenance of existing structure as described by team member Mothershead - repair 25 linear feet on existing bank stabilization and stabilize 20' linear feet of existing ditch to properly tie in the existing bank stabilization to prevent the river from taking out an irrigation return ditch. Some of the sloughed rock riprap will be retrieved from the river and utilized in the repairs. **Team inspection:** 1-3-25; Sedgwick, Haaland, Mothershead, Ivie, Blythe, Tallerico and Dena Bolton. **Board decision:** Mothershead made a motion to approve as proposed, second by Kraft, motion passed.
- **YE-22-24 - Briarwood Golf Course project completion notice** - provided before and after pictures of the project intake site on the Yellowstone River. Board accepted as complete.

### Other 310 Issues & Projects

- **Yellowstone River CD Council** - no report

### Agency Report

- **YCD Administrator Report** - was received prior to meeting. No questions or concerns raised by Supervisors.
- **Partner Biologist Report** - Crystal White - in addition to the report provided prior to the meeting, White provided copies of the Prairie Dog workshop flyer that will take place 2-6-25.
- **Army Corps of Engineers** - unable to attend
- **Beartooth RC&D** - no current report
- **DNRC - Michelle Yeager, Jack Bernhardt** - attended meeting but did not provide a report; Conservation District's Bureau report from Grigaltchik, was emailed to YCD Supervisors prior to meeting.
- **Fish Wildlife and Parks** - Demi Blythe & Shannon Blackburn
  - Activity report submitted by Blythe before today's meeting included meetings and inspections FWP attended, personnel updates and an overview of the City of Billings Water Treatment Plant Intake #1 dredging project.
- **NRCS - Seanna Torske and Zoe Craft** - Field office report emailed to supervisors:
  - FY25 EQIP and CSP Applications- We received word from our State Office that program payment limitations (\$450,000 for EQIP and \$200,000 for CSP during 2018 Farm Bill), are being waived for the FY2025 signups since it is unlikely we'll have a Farm Bill.
  - FY25 EQIP Applications - Applications have been received for Pivots for Pollinators TIP and Invasive Annual Grasses TIP, Community Ag and Rooting for Soil Health. The Billings office is processing 42 applications
  - CSP Applications - NHQ is continuing to push the need for more CSP applications due to our increased funding for CSP. We'll continue to provide outreach on this program..
  - FY25 TIP Proposals - Seanna Torske has been working on TIP proposals for the remaining phases of our Pivot for Pollinators TIPs in Big Horn and Yellowstone Counties. Crystal White, our Pheasants Forever Farm Biologist in the Billings FO, is working on a "Ranching with Wildlife" TIP for Yellowstone County. The focus is on nonlethal methods for managing prairie dogs and other wildlife. These were presented at our area meeting and received comments for editing.
- **Yellowstone County**
  - **Yellowstone County Commissioner** - Mike Waters was present and contributed throughout the meeting. He again thanked the YCD for the opportunity to be a participant on the annual 310 jet boat tour of the Yellowstone River.
  - **Yellowstone Co. Extension** - Francisco Gamboa Herrera and Anthony Sammartano provided a brief report on upcoming activities and pesticide classes being offered. March 15<sup>th</sup> will be a community seed swap.
  - **Yellowstone Co. Floodplain** - Ronni Tallerico office update: still working on the Hruschka violation. Now that Miller retire, her plate is full.
  - **Yellowstone Co. Weed Department** - Joe Lockwood unable to attend but sent the following report:

- This year's salt cedar project treated 128.9 acres this fall. Approximately 500,000 trees were sprayed. All funds from the House Bill grant have been expended were expended last year.
- YCD was requested to write a support letter for the Yellowstone County 2025 Salt Cedar grant project. Ivie wrote the letter and Chair Sedgwick read to the board. Kraft made a motion to sign the letter of support and send to the Noxious Weed Trust Fund grant program, second by Robinson, motion passed.

## BUSINESS MEETING

- **Old Business**
  - **Gallatin CD Resolution 24-01: Support for Reducing the Use of Neonicotinoids in Montana** - the resolution was passed as edited at the state convention.
- **New Business**
  - **Conservation District Day in Helena - Jan. 23<sup>rd</sup>** - Keeping the YCD budget in mind and the cost of traveling to Helena, YCD will skip participation in this year's event.
  - **New YCD equipment** -Robinson made a motion for YCD to purchase a new cell phone for Ivie, second by Haaland, motion passed.
- **T-Report**
  - **November & December T-Reports:** Mothershead made a motion to accept the November & December Treasurer's Reports as written and reviewed, second by Robinson, motion passed.
  - **Travel & Meetings** - None
  - **Dues and Donations:**
    - **NILE** - Referencing the verbal report the new NILE manager provided to the YCD at the Oct. 1<sup>st</sup> YCD board meeting and how he is planning to tighten up the business structure, the board wanted to revisit the dues request. Commissioner Waters provided an update on the new outdoor arena area on the METRA grounds and said the hope is to have construction completed in time for the 2025 MT State Fair. The NILE will hold its annual rodeo in the new arena. Robinson made a motion for YCD to purchase a corporate reserve membership for \$500, second to the motion by Mothershead, motion passed.
- **Standing Committee Reports**
  - **Realtor's Workshop: Irrigation Districts requirements for new landowners** - White sent the power point presentation to the Realtor's Association's education committee for approval. The workshop will be offered to realtors for two (2) CE credits. Four (4) irrigation districts and DNRC Water Rights will conduct the presentations.
  - **Yellowstone Conservation Area (aka West End Reservoirs/City Lakes)** - YCD committee members reported that revision to the Master Plan is underway. It should be available for early editing by the end of January.
- **Unscheduled Matters** - none
- **Public comments** - none
- **Next YCD Board Meeting** - The next YCD meeting will be held February 11, 2025
- Mothershead motion to adjourn the meeting at 2:00 p.m.



B.O.C.C. Regular

Meeting Date: 02/18/2025

Title: EMPG - FY24/25 Quarter 2 Reimbursement Request Submitted

Submitted For: Annemarie Overcast, DES Coordinator

Submitted By: Annemarie Overcast, DES Coordinator

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TOPIC:

EMPG - FY24/25 Quarter 2 Reimbursement Request Submitted

BACKGROUND:

Reimbursement request submitted to the state on 2/10/2025.

RECOMMENDED ACTION:

Note for the Record

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Attachments

FY24-25 Q2 Reimbursement Request

EMPG\_FY24-25 Q2

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# FY25 EMPG - Yellowstone County – Yellowstone County Q2

## Organization and Grant Information

Funder Organization Montana Disaster and Emergency Services

Grant Name FY25 EMPG - Yellowstone County

## Payment Request Information

Payment Request Name Yellowstone County Q2

Date Created 2/10/2025

Expenses From 10/1/2024 To 12/31/2024

Payment Type Reimbursement

Payment Request Status Submitted

Date Submitted 2/10/2025 4:11 PM

Submitted By Annemarie Overcast

## Financial Detail

	Expensed	Cash Match	In-Kind Match	Other Funding	Match	Grant Funded	Grant-Funded Remaining ⓘ
A. Organization: Personnel Salary	\$43,142.46	\$21,571.23	\$0.00	\$0.00	\$21,571.23	\$21,571.23	\$29,314.02
B. Organization: Fringe Benefits	\$13,337.20	\$6,668.60	\$0.00	\$0.00	\$6,668.60	\$6,668.60	\$11,627.02
C. Operational	\$11,164.10	\$5,582.05	\$0.00	\$0.00	\$5,582.05	\$5,582.05	\$2,762.44



Cancel

	Expensed	Cash Match	In-Kind Match	Other Funding	Match	Grant Funded	Grant-Funded Remaining ⓘ
Utilities							
D. Travel for EMPG	\$684.18	\$342.09	\$0.00	\$0.00	\$342.09	\$342.09	\$315.85
E. Supplies / Accountable Supplies	\$429.20	\$214.60	\$0.00	\$0.00	\$214.60	\$214.60	\$620.09
G. Consultants / Contractual	\$6,950.00	\$3,475.00	\$0.00	\$0.00	\$3,475.00	\$3,475.00	\$618.74
K. Soft Match / In-Kind Match	\$3,043.56	\$1,521.78	\$0.00	\$0.00	\$1,521.78	\$1,521.78	(\$3,669.32)
<b>Totals</b>	<b>\$78,750.70</b>	<b>\$39,375.35</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$39,375.35</b>	<b>\$39,375.35</b>	

Requested Amount    \$39,375.35

Remaining Grant Balance    \$88,214.18

## Additional Information

Comments

Attachments    FY24\_Q2 Reimbursement

FY24\_Q2 Soft Match

# FY25 EMPG - Yellowstone County – Award Details

## Award Information and Status

Name	FY21 EMPG ARPA - Yellowstone County (FY24)
Recipient Name	Yellowstone County DES
Recipient Award Name	FY25 EMPG - Yellowstone County
Award Status	Approved
Grant-Funded Amount ⓘ	\$130,000.00
Match Requirement ⓘ	\$130,000.00
<b>Total Budget ⓘ</b>	<b>\$260,000.00</b>
Expenses To Date ⓘ	\$171,785.82
Match Contributions To Date ⓘ	\$85,892.91
Invoiced To Date ⓘ	\$85,892.91
Pending Invoices ⓘ	\$39,375.35
Approved Invoices ⓘ	\$46,517.56
Cash Received To Date ⓘ	\$0.00
Remaining Available Grant-Funded Amount ⓘ	\$44,107.09
Remaining Match Requirement ⓘ	\$44,107.09
<b>Remaining Available Budget ⓘ</b>	<b>\$88,214.18</b>

### Fund Activity Categories

## Post-Award Information

Funder Manager Genny Lighthiser

Funder Additional Users Jeff Gates

Recipient Manager

Recipient Additional Users

Award Identification Number

RFP ID Number

Funding Opportunity Number

Assistance Listings Number

Awarded Date 7/1/2024

Start Date 7/1/2024

Grant Year 1 End Date ⓘ 6/30/2025

End Date 6/30/2025

Length of Award 1 year 0 months 0 days

Close Out Date 8/15/2025

Activity Code (NAICS or NTEE-NPC)

Federal Agency and Organizational  
Element

Identifying Number Assigned by  
Federal Agency

Recipient Account Number

Description

Recipient Description

Award Details

Eligibility Requirements

Additional Information  
Derek Yeager  
Director, Department of Emergency Services  
Yellowstone County  
316 N. 26th Street Billings, MT 59101  
Office: 406-256-2775

## Award Budget Information

Awarded Amount	\$130,000.00	<a href="#">View Awarded Amount History</a>
Cash Match Amount	\$130,000.00	
In-Kind Match Amount	\$0.00	
Other Funding Amount	\$0.00	
Total Budget	\$260,000.00	

## Record Information

Record Id	2149
Unique Identifier	
Record Status	Final

B.O.C.C. Regular

Meeting Date: 02/18/2025

Title: Response to Audit Findings - February 7, 2025

Submitted By: Amy Mills

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TOPIC:

January 15 - January 31 Payroll Audit

BACKGROUND:

na

RECOMMENDED ACTION:

na

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Attachments

Audit Findings

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# PAYROLL AUDIT

## January 16 to January 31, 2025

Date: 2/6/2025

To: Board of County Commissioners

From: Tanya McWilliams, Deputy Auditor

Checked items indicate changes made by payroll.

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

Date	Employee Name	Department	Finding
2/6/25	Otich, William	Detention	Shift Diff hrs s/b 80 @.70
2/6/25	Montelongo, Jerrod	IT	Add <sup>7.5</sup> 8 hrs sick, Update accruals
2/6/25	Breland, Beverly	Treasurer	Sick hrs s/b 13.50, Update accruals
2/6/25	Lopez-Gutierrez, Amelia	Treasurer	Add 2.75 vac hrs, Update accruals
2/6/25	Dole, Fualelei	YSC	Remove Overtime hrs s/b comp earned, Update comp accruals



1. The following information is being furnished to you for your information only. It is not intended to constitute an offer of insurance or any other financial product.

Case No.	Policy No.	Insured	Amount	Remarks
1000	1000000000	ABC COMPANY	1000000	1000000
1001	1000000001	DEF COMPANY	2000000	2000000
1002	1000000002	GHI COMPANY	3000000	3000000
1003	1000000003	JKL COMPANY	4000000	4000000
1004	1000000004	MNO COMPANY	5000000	5000000
1005	1000000005	PQR COMPANY	6000000	6000000

The above information is being furnished to you for your information only. It is not intended to constitute an offer of insurance or any other financial product.

1. The following information is being furnished to you for your information only. It is not intended to constitute an offer of insurance or any other financial product.

changes made by byaloli  
Checked items indicate

Date: 20/05/2020

1000000000  
1000000001  
1000000002  
1000000003  
1000000004  
1000000005