

## Billings City Administration Weekly Report

June 21, 2019

### **1) Remaining Budget Schedule**

- a. Monday, June 24 – Budget adoption

### **2) Information Technology Security** - the City of Riviera Beach, Florida just paid \$600,000 in ransom to hackers who took over their computer systems. This is in addition to \$1 Million they spent in the past 2 weeks upgrading hardware, software, and their security systems. More than 50 cities across the United States, large and small, have been hit by ransomware attacks during the past two years. Among them: Atlanta; Baltimore; Albany, N.Y.; Greenville, N.C.; Imperial County, Calif.; Cleveland, Ohio; Augusta, Maine; Lynn, Mass.; Cartersville, Ga.; and in April, nearby Stuart, Fl. The Riviera Beach crisis started by a city employee opening an E-mail and clicking on an infected link.

IT wants to say “Thank-You” to all of you for supporting IT’s efforts to enhance our overall systems/network security. This includes your support for our new policies and procedures, working closely with IT on best practices, committing to keeping your department’s hardware and software updated, and most of all, your support for our on-going Cyber Security Training.

### **3) Spa/Massage Ordinance Meeting** – Monday morning several of our staff along with Councilmember Ronning and Mayor Cole held our second open meeting with the message therapy professionals to receive their input on the City’s draft massage business license ordinance. Approximately eight industry professionals attended. Of those who attended, the strongest voices spoke in opposition to the ordinance. I suggest we decide later this summer or fall where we want to go with this ordinance.

### **4) Monthly Reports** – The monthly reports for Community Development, Code Enforcement, Parks, Recreation & Public Land, Planning and Public Works are attached.

During last week’s leadership team strategy meeting, we decided to create a uniform reporting system. No longer will some departments/divisions be creating monthly, quarterly and annual reports instead most departments will create a quarterly report and all departments will create an annual report. You will receive copies of each report; however we will be adjusting what quarterly information is presented to the Council during your meetings. We believe this will give us more time on Monday evenings to focus on critical policy issues facing the community. As always, we welcome your

feedback and hope you find the change beneficial.

- 5) **School District 2** – Kevin Iffland, Mike Whitaker and I met with the school district regarding a land exchange totaling approximately 6 acres (Rose Park, Castlerock, and Medicine Crow schools). The school district will put a map together for further discussion with the School Board and City Council.

- 6) **Meetings/Task Forces/Presentations etc.**

- a. Heights Task Force, Tuesday, June 25 7:00 PM at the Oasis Conference Room, 543 Aronson.
  - b. Southwest Corridor Task Force, Thursday, June 27 7:00 PM Amend Park Community Room, 5101 King Avenue East.

Have a great weekend!



**CITY CODE ENFORCEMENT MONTHLY REPORT**  
**Month of May 2019**

Violation	Received				Resolved			
	Central & West End	Heights & Southside	Commercial Areas	Total	Central & West End	Heights & Southside	Commercial Areas	Total
Building Code				1	1			1
Clear Vision	4			4	4			4
Commercial	1			2	3			2
General Zoning	3	4	1	8	3	3	2	8
Graffiti				0				4
Junk Vehicles	2	13		15	3	8		11
Miscellaneous		2	5	7		1	5	6
Nuisance		14		14	1	8		9
Obstruction of Public ROW	10	26	2	38	12	45	2	59
Open Storage of Junk & Salvage	6	17		23	7	15		22
Parking on Lawn	2	5		7	3	8		11
RV & Trailers	47	25		72	32	30		62
Signs	2		1	3	1	1	1	3
Snow & Ice on Sidewalks				0				0
Solid Waste	8	1	1	10	2	1	1	4
Trees/Shrubs Blocking ROW	8	3		11	5	1		6
Weeds	111	152		263	43	35		78
<b>Total for Month</b>	<b>204</b>	<b>262</b>	<b>13</b>	<b>479</b>	<b>116</b>	<b>156</b>	<b>18</b>	<b>290</b>
Commercial Plan Reviews and Final Inspections				15	15			
Business License Reviews				69	69			
Parking Tickets	21	33		54	<b>Total Ticket Revenue \$790</b>			
<b>Active Cases As of June 1, 2019</b>				<b>270</b>				
<b>Misdemeanor or Municipal Infraction Citations Issued</b>				<b>10</b>				
<b>No Code Violations or Unable to Locate</b>				<b>21</b>				

Violation	Year To Date				Previous 2 years	
	Central & West End	Heights & Southside	Commercial Areas	Total	Jan-May 2018	Jan-May 2017
Building Code	4	2	1	7	6	9
Clear Vision	9	1	1	11	20	30
Commercial	9	2	17	28	39	22
General Zoning	7	10	5	22	47	29
Graffiti	1	1	12	14	81	44
Junk Vehicles	24	35	1	60	70	75
Miscellaneous		2	25	27	17	25
Nuisance	9	29		38	23	50
Obstruction of Public ROW	116	166	17	299	279	341
Open Storage of Junk & Salvage	50	61	3	114	144	167
Parking on Lawn	24	20		44	46	62
RV & Trailers	139	85	3	227	200	298
Signs	2	1	1	4	100	159
Snow & Ice on Sidewalks	143	105	53	301	748	380
Solid Waste	16	9	4	29	20	11
Trees/Shrubs Blocking ROW	14	5		19	30	46
Weeds	111	152		263	387	679
<b>Year to Date</b>	<b>678</b>	<b>686</b>	<b>143</b>	<b>1507</b>	<b>2257</b>	<b>2427</b>
Commercial Plan Reviews and Final Inspections				59	109	99
Business License Reviews				349	394	418
Parking Tickets	140	135		275	278	394
<b>Total Ticket Revenue \$6,805</b>					<b>\$6,000</b>	<b>\$6,965</b>





## COMMUNITY DEVELOPMENT DIVISION

### Monthly Report - May 2019

2825 3<sup>rd</sup> Avenue North, Billings, MT 59101

Phone: 406.657.8281

[www.CityofBillings.net/ComDev](http://www.CityofBillings.net/ComDev)

#### CORE PROGRAMS

##### First Time Home Buyer Program (FTHB)

The FTHB Program funds are currently depleted. There is a final household that is scheduled to close in June.



*A south side property purchased by a FTHB in May*

##### Home Repair Programs

**Housing Rehabilitation:** During May, two clients were preliminarily approved and their home inspections scheduled, two approved applicants sought bids, four projects were under construction, and one new rehab loan was processed.

*Construction continues at this home, but a new stove, new exterior doors, and a new a fire wall between the garage and the house have already been installed.*



##### Seeking General Contractors

The City of Billings' Community Development Division maintains a list\* of eligible general contractors that is provided to homeowners procuring contractor services for their housing rehabilitation projects.

Why? Because Community Development staff manages a *Housing Rehabilitation Loan Program* designed to preserve and improve existing housing and to eliminate health and safety issues. The program assists low-income homeowners in making needed repairs and/or improvements to their homes. Typical work includes: electrical, plumbing, heating, roofing, windows, insulation, structural corrections, weatherization, accessibility, bathroom and kitchen remodeling, etc.

*Interested in being included on the contractor list?*



**Learn how by flipping this card over!**



**Contractors:** Efforts were made during May to recruit new contractors. "Seeking Contractor" post cards were printed and placed on the City's Building Division front counter. In addition, two large "Seeking Contractors" ads were placed in *Tidbits*.

**Manufactured Home Repair:** No new applications were received during May. Two homeowners continue to seek bids.

### **Affordable Housing Development Program**

The twin units being completed by NeighborWorks MT are substantially complete. At this time, NeighborWorks is marketing the both properties to be sold to a low-income first time homebuyer.



*Recycled barn wood was used on the panel separating kitchen from the living room, on a sitting area in hallway at entrance and on the exterior front of the house.*

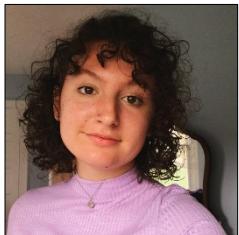
### **Foreclosure, Acquisition / Rehabilitation Program**

**215 19<sup>th</sup> Street West:** Work has been completed and the property is being marketed for sale to approved FTHB applicants for \$245,000 (sales price is the lesser of the appraised value OR acquisition + rehabilitation costs).

**930 Steffanich Drive:** Staff continues to gather and review information to determine options for the project.

### **Billings Metro VISTA Project (MVP)**

#### **Summer Associates - Class of 2019**



**Allison Gasparini** graduated from Syracuse University with a degree in physics and since then has devoted her time to breaking down complex science topics so that anyone can understand! She's interned in the communications offices at NASA and Brookhaven National Lab and is excited to now get to help build STEM education at the **Wise Wonders Children's Museum**. When Allison isn't writing about science, you can probably find her in a coffee shop, reading a book, or talking about the latest episode of The Bachelorette.

**Siriana Lundgren** is originally from Billings and looks forward to serving her hometown through AmeriCorps. She recently graduated from St. Olaf College with degrees in Music and Women's and Gender Studies and will begin PhD studies in Music at Harvard University this fall. Passionate about using the arts to empower others, Siriana is excited to help children realize the power of their unique voices and learning loss prevention through her position at the **Billings Public Library** – Children's Learning Area.





**Madeline Ustanik** recently graduated from the University of Richmond with a double major in healthcare studies and biology. She is enthusiastic about the opportunity to promote community health through the Summer Opioid & Meth Services Expansion Project with the **City of Billings – Community Development Division**. She has a twin brother and another younger brother. She is an avid runner who also enjoys traveling, hiking, and scoping out new coffee shops.

**Kirksey Cunningham** is from Billings and is currently studying French and Biology at the University of Montana. In her free time, she enjoys reading, getting outside, and spending time with her cat. She will be working with the **Billings Public Library** in the TECH Lab focusing on improving academic engagement and performance by increasing STEM / STEAM education programs. She is passionate about education and learning, public and environmental issues, and serving in her community.



**Elizabeth Hubbs** is 22 years old and is currently in her senior year at Montana State University - Billings. She is majoring in Organizational Communications. Once her degree is complete, she will be attending graduate school to obtain her master and doctoral degrees in Archival. She joined AmeriCorps VISTA as a Summer Associate because she believes it is important to give back to the community you live in. This summer she will be helping students to get out of poverty and succeed in school, work, and life through STEM / STEAM programming. Her project will be with the **Billings Public Library** in the TECH Lab. She is always up for a visit, so feel free to stop by!

**Anna Alfred** is a recent graduate of her home states pride and joy West Virginia University. She studied Human Nutrition and Foods. During her time at university, she was an undergraduate research assistant for the Lifestyle intervention lab being involved in community demographic studies and program implementation. In her free time, she enjoys yoga, running, hiking the Appalachia Mountains, reading and cooking. One of her favorite hobbies is trying new foods and recipes. She will be continuing her education this fall at The University of Texas Medical Branch studying Human Nutrition and Metabolism. Her project will be with the **Housing Authority of Billings** focusing on making fresh, healthy food available to low-income children during the summer months when school is not in session.





**City of Billings  
Parks and  
Recreation  
Department**

Michael Whitaker  
Director

# MEMO

**To:** Mayor and City Council  
**CC:** Chris Kukulski, City Administrator  
**From:** Michael Whitaker, Director  
**Date:** June 6, 2019  
**Re:** June Monthly Report

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## Recreation



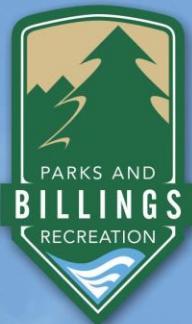
**Aquatics Operations:** All of our Aquatic facilities are ready to open for the summer. Rose and South pools open on June 5<sup>th</sup>. The wading pools at Pioneer and Hawthorne Parks open on June 10<sup>th</sup>. With the momentum building through registrations in swim lessons, our lifeguard certification trainings, Aqua Zumba, and the AquaNuts camp, the recreation division is excited for the upcoming aquatic season. Our lifeguarding staff has completed over 40 hours of training, which includes certification and re-certification classes and our in-service training on June 3<sup>rd</sup> and 4<sup>th</sup>. During our in-service training, lifeguard staff performed many refresher scenarios and skills; including CPR, back boarding, and deep-water retrieval.

390 North 23rd Street  
Billings, MT 59101

Phone: 406-657-8371  
Fax: 406-247-8641  
[BillingsParks.org](http://BillingsParks.org)

***"We create community through people, parks, and programs"***

# ADVENTURE CAMP



## Summer Program

**Enrollment:** Enrollment totals thus far are excellent. All of our youth camps, programs, and special interest camps are projecting great enrollment numbers again this year. Overall enrollment and revenue for the period from April 1<sup>st</sup> to June 1<sup>st</sup> from 2014 to 2019 has increased by \$92,000, which is a 93% growth in activity registration. A special thanks to our Recreation Specialists for their hard work and dedication in helping the Recreation Division continue to improve and expand the potential for recreational opportunities in our community.

## Summer Seasonal Hiring:

The hiring process for seasonal positions has concluded and our Recreation staff is now completely involved with staff preparation and scheduling for the busy summer schedule.

This summer we have hired 31 camp counselors and had in-service training for those employees during the last week of May. We currently have 56 lifeguards hired for the 2019 aquatic season, in 2013 we only had 46, so our wage increases have definitely had an important impact. Our in-house American Red Cross Certification course expanded to two sessions in 2015 and in 2018 produced certifications to 33 new lifeguards and recertification to 11 returning staff.



# Volunteer and Community Outreach

**May Volunteer Project Report:** In May, we had 160 volunteers contributing 429.25 hours of volunteer service. Major volunteer projects included a geocache trash cleanup at Coulson Park, A 5<sup>th</sup> grade class from Poly Drive Elementary who cleaned out the debris in the creek running through Pioneer Park, marking 110 graves at the Boot Hill Cemetery (many of which were recently discovered), and spreading new play sand at the Rose Park Volleyball Courts.



**Arbor Day:** Arbor Day was held at Central Park on May 2<sup>nd</sup>. The event involved 108 volunteers who planted over 20 trees in the park. Volunteer projects of the day included edging of the infield grass on the baseball field, painting the bleachers around the baseball fields, rebuilding and revamping the horseshoe pits, replacing floors in the baseball field dugouts, and facilitating the tree climb booth. Over 450 students attended 24 educational booths conducted by local organizations.

**Boothill Cemetery:** A group of MSU-B students lead by Professor Thomas Rust, used ground-penetrating radar to locate 110 graves at Boothill Cemetery in the heights. Many of these graves were not previously unknown and unmarked. A volunteer placed temporary survey markers to serve as temporary locates until a more permanent solution can be developed. A steering committee is currently forming to help fundraise to buy permanent grave markers and devise a maintenance plan for the site.

**Community Garden Report:** The garden orientation took place on Saturday, May 11<sup>th</sup> at Newman Elementary School. Most of the plots have been tilled and planted at this time. We still have a handful of vacant 10x10 plots, which will be tilled, and planted with cover crops for the year to help revitalize the nutrients in the soil and prevent weeds from invading the space.

## **Partnerships and other Programs:**

- ***Eagle Scout Projects:*** An Eagle Scout group completed building a large compost bin at Songbird Community Garden. This will allow the gardeners to compost organic material and save on the cost of soil each year.
- ***Upcoming Eagle Scout Projects***- an Eagle Scout Tree planting will take place on June 4<sup>th</sup> at Olympic Park. The Eagle Scouts will plant 7 trees of different varieties on a strip of parkland adjacent to the housing development.
- ***Upcoming Events*** - Centennial Park Groundbreaking Ceremony. The groundbreaking ceremony will take place on Wednesday, June 19<sup>th</sup> at 12:00 pm to celebrate the first park development project since 1982.

## Special Events:



Ribbon Cutting Ceremony at Optimist Park Playground

- ***Optimist Park Playground Ribbon Cutting*** - On May 30<sup>th</sup>, The Parks and Recreation Department and the South Billings Urban Renewal Association (SBURA) held the Ribbon Cutting ceremony of the new Optimist Park Playground. Over 60 children from Orchard Elementary and Ponderosa Elementary attended the event, as well as community members, local elected officials, staff from the Boys and Girls Club and 1 Montana House Representative.

## Planning and Development



### Primrose Park Playground

**Replacement:** We are waiting on the weather to improve to continue with the site improvements. The playground equipment is here and as soon as the site improvements are completed we will schedule the equipment installation. We hope to have the playground completed by the end of June.

**Annafeld Parks First Phase:** Council approved the bid for construction of park improvements at their May 28<sup>th</sup> Council meeting. Bids were received and opened April 23<sup>rd</sup>. We anticipate beginning construction in the middle of June.



**Centennial Park Development:** A pre-construction meeting was held on May 31<sup>st</sup>. Notice to Proceed will be issued any day now as soon as Administration reviews and signs the contracts.

**Coulson Park Master Plan:** The project website ([www.coulsonpark.com](http://www.coulsonpark.com)) is up and running. You will be able to follow the project and give input there. Our consultant will be in town to meet with the Steering Committee, City Council and Stake Holders on June 7<sup>th</sup>. They will be manning an informational booth at the Strawberry Festival on June 8<sup>th</sup>. On June 13<sup>th</sup> we will be holding the first public meeting at the Billings Community Center at 6:00 pm.

**Hawthorne Park Shade Structures:** The contractor is waiting for suitable weather and firm soil conditions to get started with the installation of the shade structures. This project will provide much-needed shade for park and playground users. We anticipate this work to be completed by the end of June.

# Parks

**Staff:** At the end of May, 50 seasonal staff members were working in the Park Maintenance and Forestry Divisions. Increasing seasonal employee pay has attracted more applicants than in previous years resulting in us being able to fill all positions earlier. This has allowed us to provide more orientation and job-related training to seasonal staff earlier and more consistently than in the past. The restroom closer position continues to be a problem keeping filled. To date, four people hired to fill this position have lasted a combined 3 nights, one quit after 20 minutes.

**Turf Mowing:** Turf mowing in developed parks began in the middle of April and was at a full schedule during May. Park Maintenance mows approximately 900 acres of irrigated turf grass parks each week. With all the spring rain it has been difficult to mow every park, but the mowing staff has endured the rains and done an exceptional job.

**Canal Irrigated Parks:** The irrigation canals are all flowing. The water quality is not very good this time of year due to the silt load from spring runoff. There was a delay starting the Suburban ditch, but the staff was able to clear all the debris and get water flowing by the 17<sup>th</sup> of May.



## **Park Irrigation Systems:**

The park irrigation systems were energized and operational by the middle of May. Rainfall during the month allowed us to not have to operate any park irrigation systems, and they remained off through the month. This allowed us to save water, and electrical costs are lower since pumps aren't running.

**Riverfront Park Irrigation System:** The pump that supplies water for Riverfront Park is not repairable. Staff removed the pump over the winter and tried to have it repaired. The pump is too old and parts are not available. A new pump station is on order, but will not be completed until late June. Without irrigation, until July the turf will suffer.

**Restrooms:** All 22 park restrooms have remained open since the middle of April. The restrooms at South, North, and Skate Parks were the last to open until we had adequate staff to keep them clean. They are open from approximately 8 am to 9 pm 7 days a week. Seasonal restroom attendants clean, stock and maintain the restrooms several times each day.

**Landscape Projects:** Parks staff has been busy redoing the planters along Montana Ave. and on the corners along Broadway. This seems like a never-ending project due to the difficult environment of the plantings.

**Turf Fertilization:** Staff fertilized all sports fields during May. This included all baseball fields, all of Amend Park and large open spaces also programmed for sports. Staff also fertilized developed parks with a slow release turf fertilizer where necessary. This is a continuation of the program that began in 2013. It is hoped that we will be able to fertilize over 300 acres again this season.

**Playgrounds:** Staff has been busy repairing playground equipment at all 40 park playgrounds. Staff has assisted in the preparation for replacement of the equipment at Primrose Park.

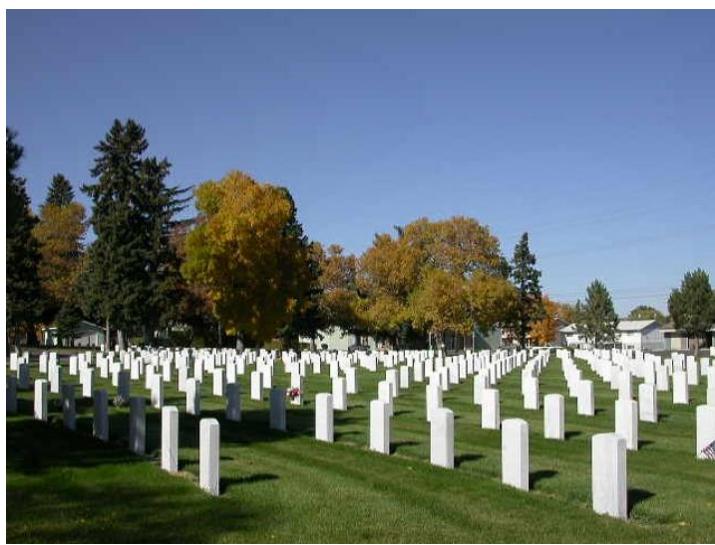


## Urban Forestry



- Planted trees in Ramada and McIntyre Parks
- Stump ground 9 trees that were removed by Davey in Central Park during Arbor Day, ground 1 in the cemetery, 1 at Stewart Park.
- Received trees from Apple Creek Nursery
- Planted 37 trees total in Central Park during Arbor Day
- Planted 2 memorial trees in Pioneer and 1 in Rose
- Sprayed several small elms for scale in Rose and North Parks
- Removed one cottonwood leaning towards houses and chipped up remaining fallen trees along Poly bike trail
- Set up gravel drip system for the season
- Removed 3 russian olives next to homeowners fence in Uinta
- Pruned deadwood out of several white poplars in North park including cottonwood around the playground
- Planned eagle scout tree planting in Olympic
- Cleaned out and leveled Wilson nursery so it can be mowed
- Weed abatement has started up, summer staff has been hired
- Removed honey locust in Hawthorne Park for an incoming shade structure
- Removed trees and brush on 6<sup>th</sup> Ave. bypass to expose homeless camps

# Cemetery



May was a busy month for the cemetery staff between burials and preparations for Memorial Day. Two seasonal staff were hired in May. There were 10 burials during the month (1 full sized, 1 infant, 8 cremations). Seasonal park staff assisted with string trimming the cemetery the week before Memorial Day. Cemetery staff did an excellent job getting the grounds ready for the holiday by doing regular maintenance tasks like mowing and trimming and doing extra jobs like cleaning the mausoleum and trimming the hedges. Despite the rain, there was good attendance for the Memorial Day ceremony.

Below are the cemetery statistics for the month of May:

	Monthly Total	FY Totals	Calendar Year Totals
<b>New Graves</b>	<b>0</b>	<b>44</b>	<b>8</b>
<b>Full Burials</b>	<b>1</b>	<b>30</b>	<b>11</b>
<b>Cremation Burials</b>	<b>8</b>	<b>57</b>	<b>16</b>
<b>Infant Burial</b>	<b>1</b>	<b>2</b>	<b>1</b>
<b>Total Burials</b>	<b>10</b>	<b>89</b>	<b>28</b>
<b>Veterans Grave</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>Immediate Use Sales</b>	<b>2</b>	<b>19</b>	<b>5</b>
<b>Future Use Sales</b>	<b>3</b>	<b>39</b>	<b>17</b>
<b>Contract for Deed</b>	<b>0</b>	<b>1</b>	<b>1</b>
<b>Disinterment Full</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>Disinterment Infant</b>	<b>0</b>	<b>2</b>	<b>0</b>
<b>Other (Cremation Disentombment)</b>	<b>1</b>	<b>2</b>	<b>2</b>

# CITY – COUNTY PLANNING DIVISION

## Monthly Activity Report, June 2019



To: Board of County Commissioners, City Administrator, Mayor and City Council, Planning Board, Zoning Boards and Commissions, Planning and Community Services Department Director

From: Monica Plecker, AICP, Planning Division Manager

Date: June 20, 2019

### MEETING MANAGEMENT & SUPPORT

Planning staff supports the regular meetings of the following Boards, Committees, and Commissions:

- Yellowstone County Board of Planning
- City & County Board of Adjustment
- County & City Zoning Commission
- Historic Preservation Board
- Bicycle and Pedestrian Advisory Committee
- Policy Coordinating Committee

### PROJECT Re:CODE WEBSITE RELEASE

### WWW.PROJECT-RECODE.COM



This new interactive and very informative website we will be used for the remainder of our Project Re: Code process for much of our communication and outreach. It provides

information on draft code sections to date, upcoming public meetings, and an interactive map to see current and proposed zoning across the City and County. Most important it provides an avenue to provide feedback and ask questions. Be sure to check it out!

### BIKE RACK RIBBON CUTTING

#### TRANSPORTATION TEAM GEARS UP FOR BUILD GRANT AND WAYFINDING

On Wednesday, June 19<sup>th</sup>, people gathered to catch a glimpse of the new Billings branded bike racks. The unveiling took place at the Big Dipper. Those in attendance included Council Members Yakawich and Friedel. With these new racks, Billings will more than double the number of bike racks in downtown in the next year thanks to a generous grant from the Montana Office of Tourism & Business Development.

Downtown businesses can apply for a rack outside of their business for only \$50. This funding helps cover maintenance of the racks and allows for the purchase of additional racks. To learn more or apply for a rack for your business, contact Elyse Monat, Active Transportation Planner, at monate@billingsmt.gov or by calling 406-247-8637.



## PLANNING DIVISION PROJECT PRIORITIES AND GOALS 2018-2019

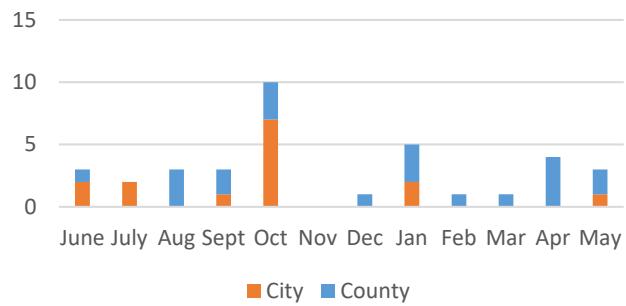
Priority	Project/Goal	Completion Date
1	<b>County Growth Policy Revision* **</b>	1/1/2020
1	Complete Streets Progress Report* **	Completed
1	<b>Zoning Code Revitalization - Begin Review**</b>	11/1/2019
2	<b>Development of Billings Traffic Model</b>	10/1/2018
2	EBURD and DBA Workforce Housing Needs Assessment	Completed
2	2018 Transportation Plan and PPP Updated	Completed
2	Revamp Monthly Planning Report (PCSD Interface)	Completed
3	<b>Online Permitting and Application Delivery (PCSD Interface)</b>	Ongoing
3	<b>Kids in Motion</b>	Ongoing
3	<b>Innoprise/Data Imaging System for Archiving (PCSD Interface)</b>	Ongoing
3	Board and Commission Training	Completed
4	Permanent Funding Sources - (Grants, Levy, Bond) - Bike/Ped Facilities	Ongoing
5	<b>Records Retention/Review/Storage Process (PCSD Interface)</b>	Ongoing
5	<b>Bike Parking Facilities* **</b>	Ongoing
5	<b>Healthy PLACES Working Group</b>	Ongoing
5	Annexation Policy and Map Review	Ongoing
5	Active Transportation Web Page Development**	Ongoing
5	<b>Neighborhood Task Force/Adjacent Neighborhood Support</b>	Ongoing
5	<b>TIFD Administrative Application/Support</b>	Ongoing
5	Infill Policy Implementation**	Ongoing

\* Aligns with 2019 Planning Work Plan, \*\* Aligns with 2014 Council Strategic Plan and Initiatives and BOCC

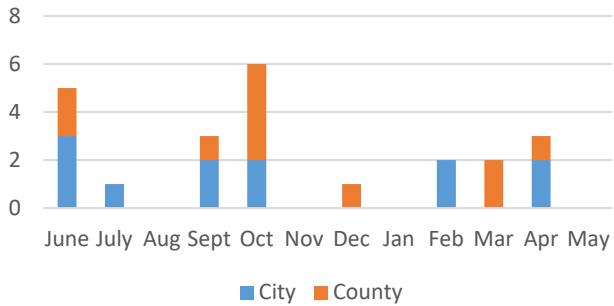
**Priority Index:** 1 = Next 3 Months, 2 = Next 6 Months, 3 = Next 12 Months, 4 = 2017-2018, 5 = Ongoing



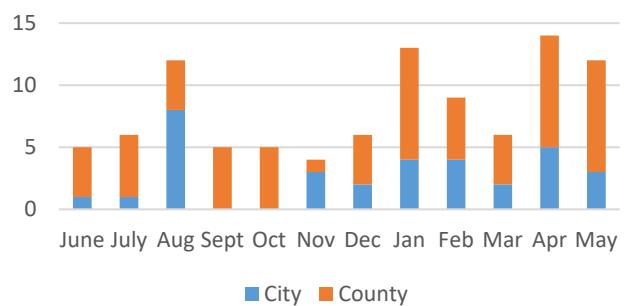
### Pre-Application Meetings



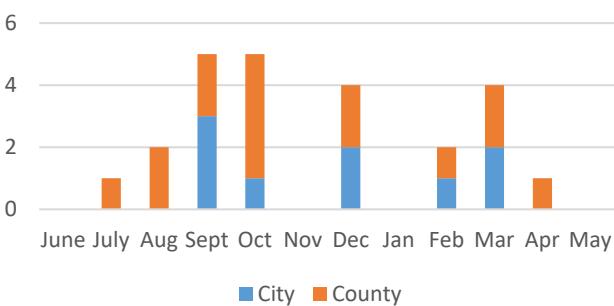
### Preliminary Plats



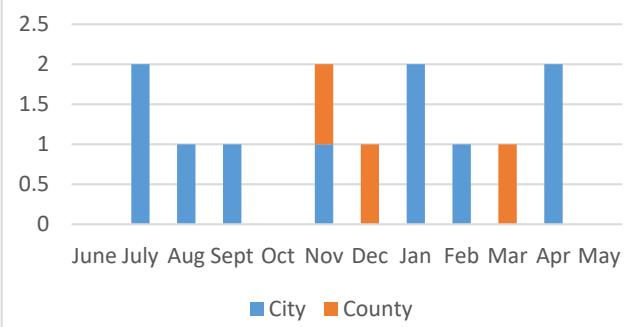
### Exempt Plats



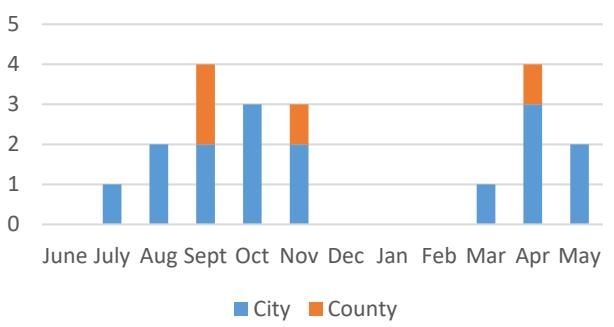
### Final Plats



### Special Reviews



### Variances



### Zone Changes



City of Billings, Montana

**PUBLIC WORKS DEPARTMENT**

# The Newsletter

JUNE 2019



## Letter from the Director

**Jennifer Duray—Deputy Director**

City of Billings residential Solid Waste customers will be seeing a small increase to their service fees beginning July 1, 2019. For those who have the standard 90-gallon residential container service the change will reflect an additional \$3.24 annually. Residential customers receive their regular collection services, additional pick-up of small extra items when their bin is full, Landfill disposal access and 8 months of yard waste service each year.

All of these services are provided with the residential fee charge. The updated fees will help maintain the collection vehicle fleet, cover the cost of replacement bins as needed by customers and help with the inflationary cost increases for staffing of the Solid Waste Division. This will all be made possible with the revenue of the existing fee charges and the additional support of just 6 cents per week.

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## New Landfill Unsecured Load Fee

At the June 10 Council Meeting, the Council passed a measure that will instate a fee to drivers of vehicles that arrive at the landfill with an unsecured load. The new fee will become effective July 1, 2019 and is just \$10.00 for Billings residents, which includes a tarp for future use. While the fee is minimal, it is designed to benefit the community by creating the responsible habit of covering and securing loads for transportation. For additional information about fees for out of town landfill users, please visit us online at <https://ci.billings.mt.us/66/Public-Works> or 'City of Billings Public Works' on Facebook. A covered and secured load will help prevent accidental litter during the transportation of debris to the landfill. This littered debris poses a hazard on the roadway for traffic and workers who must clean it up. Not to mention, the environmental impact of having materials that are not disposed of properly building up along our roadways.

Here are some tips for best practices when covering and securing your load:

- *Use a tarp large enough so that it fully covers the load.*
- *Tightly secure the tarp with ropes, bungee cords, netting or straps.*
- *Put light items at the bottom when loading debris for transportation.*
- *Secure larger items properly, as they may otherwise shift during transit.*
- *Be sure that the truck or trailer used for transport is in good repair, free of holes or cracks where debris can escape.*
- *Do not overload, be sure materials are level with the sides of the truck bed or trailer, and that your load does not exceed the manufacturer recommended weight limits of the vehicle or trailer.*
- *Before leaving the landfill, remove any remaining loose debris from your truck bed or trailer.*

Be sure you are ready to follow the new guidelines by the end of June to avoid being assessed the fee. If you have any questions or concerns you may call the Solid Waste Division at 406-657-8260.



# Ditches and Drains

Who owns and maintains the ditches within the City limits? Do these ditches have names? Can I use ditch water to irrigate my property? Who do I contact concerning issues with the ditches? What are drains?

City staff has fielded these questions and others from the public. We hope this article will help you to understand the function, benefits, and history of the ditches and drains. It is important to realize that several of the ditches and all the drains eventually discharge to the Yellowstone River. Dumping of yard wastes, chemicals, trash, or debris can potentially cause flooding within the ditches and drains, backups in the City's stormwater collection system, as well as pollute the Yellowstone River. A number of the ditches and drains in the west end of the valley, such as the High, Big, Cove, Snow ditches and, Bannister, Arnold drains terminate into the City's Stormwater collection system before discharging to the river. The City and the County are under a State General Permit for "Stormwater Discharge Associated with Small Municipal Separate Storm Sewer System (MS4)" to regulate stormwater discharge and pollution prevention.

There are 22 ditches that traverse across Yellowstone County. Chances are you live near one of them or have walked a trail located along a ditch. Most of the ditches within the county were constructed in the early 1900's to provide water for agricultural crops. When agricultural crop land is annexed and converted to residential, commercial and industrial developments, many of the ditches remain in service through these developments, providing water for agricultural users adjacent to or downstream of a development. While many of the ditches are open waterways, there are several miles of culverts and pipes that carry ditch water beneath the city.

The two longest irrigation ditches within the city limits are the Billings Bench Water Association (BBWA) Canal at 7.5 miles long and the Hi-Line Ditch at 4.5 miles long. The BBWA is the largest active ditch and has an irrigation water right to flow 600 cubic feet per second (cfs). As a comparison, the city's water treatment plant treats approximately 80 cubic feet (cfs) during a hot summer day. Other ditches are the Canyon Creek and Cove Ditch (west Billings), Grey Eagle Ditch (south Billings), Big Ditch (northwest Billings), and Suburban Ditch (southeast Billings).

Ditches within the county are controlled and maintained by private ditch companies and not the City of Billings. Permission is required from the ditch companies to divert or alter the course of the ditches, construct ditch crossings, discharge stormwater into ditches, and to use irrigation water. In addition to the main ditches maintained by the ditch companies, there are also ditch laterals located across many city and county properties. These small water canals branch off from the main ditch and are designed to direct water to irrigate agricultural properties. Typically when agricultural land is developed these laterals are vacated if there are no other irrigation users. If there are other water users the lateral remains in service. Maintenance of these laterals is the responsibility of the private property owners - not the ditch companies or the City.

*(Continued on Page 5)*



# Water... now it comes with a list of ingredients

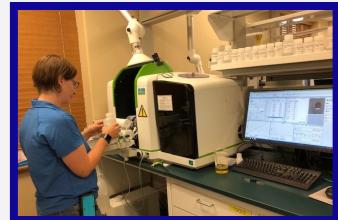
How do I know if my drinking water is safe? The Environmental Protection Agency (EPA) requires all community water systems to deliver a Consumer Confidence Report (CCR), also known as an annual drinking water quality report, to their customers. These reports provide the citizens of Billings information about their local drinking water quality.

The CCR includes information including the drinking water source, any monitored contaminants found in the drinking water, and whether the City meets state and federal water standards. The CCR is an opportunity for the City of Billings to communicate with our customers and raise awareness about the source of their drinking water. The purpose of the CCR is to provide customers with information that can help them make informed choices about their drinking water.

The Public Works Water Quality Division Laboratory monitors the water quality throughout the distribution system on a weekly basis to ensure safe drinking water is delivered to the tap.

If you ever think your drinking water tastes or smells odd, you can always call the Water Quality Division at 247-8503 and have a chemist test your water.

The City of Billings annual Consumer Confidence Report is available on the City website. (<https://www.ci.billings.mt.us/DocumentCenter/View/2480/2018-Consumer-Confidence-Report?bidId=>)



## LOG ON

Register to access your data



## GET NOTIFIED

Sign up for alerts



## SAVE

Money saving actions

The City of Billings Public Works Department is pleased to announce our new customer web portal and online payment services. Your online account will provide you with the tools you need to manage your water utility account. Features include bill pay, usage monitoring and special alerts such as leak detection, a mobile app and more.

These services put it all at your fingertips!

## COMING SOON



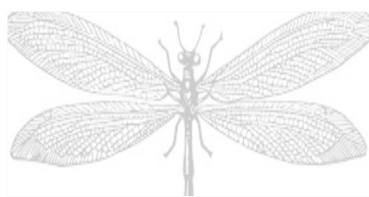
**City of Billings  
Public Works**  
406-657-8315

**WaterSmart  
SOFTWARE**

**InvoiceCloud<sup>TM</sup>**  
Innovating the Customer Experience

# City of Billings Public Works Department

Utilities Service Center  
2251 Belknap Avenue  
Billings, MT. 59101





## What is Pipe Bursting?

Pipe bursting is a trenchless method of replacing buried pipelines (such as water and sewer) without the need for a traditional construction trench. The basics of pipe bursting are pretty straightforward. The new pipe is inserted with a bursthead that breaks the old pipe apart while installing the new pipe. Because pipe bursting destroys the existing pipe, there's no need to remove or dispose of the old pipe, project time and costs are significantly minimized.

Currently, city crews are replacing the old cast iron 6 inch water line with a the new 8 inch pipe in the four block area between 4<sup>th</sup> Ave South and South 38<sup>th</sup> Street. This project is in connection with the lead service replacement program where 5 lead services will also be replaced.

## Ditches and Drains... *continued from page 3*

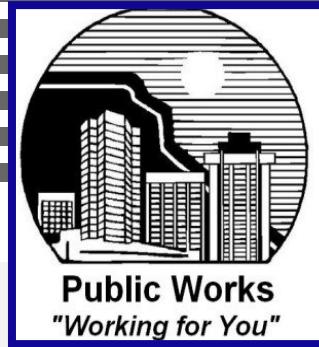
The City of Billings Parks, Recreation, and Public Lands Department maintains water shares on several of the ditches within the city, with the majority of the shares from the BBWA ditch. Ditch water is used to provide most of the irrigation for several of the major parks in the city, including Pioneer Park, Rose Park, Stewart Park, North Park, Castle Rock Park, and Amend Park. Locations of these parks can be found on the City's website at <https://www.billingsparks.org/parks/>

If you see activities that can potentially damage or pollute the ditches, please contact the local ditch company listed on the following website at: <https://ci.billings.mt.us/1491/Ditches-and-Drains>. If you are unsure of the name of the ditch, you can contact the City Public Works Department at 657-8230 or 247-8517 for information and contact numbers.

There are also a series of open canals designed to carry excess water away from the city during storm events as well as irrigation field runoff. The list of drains and the area of the City they serve are as follows: (<https://ci.billings.mt.us/DocumentCenter/View/38288/Ditch-Contacts>)

- ⇒ *City/County and Yegen Drains (central Billings)*
- ⇒ *Bannister and Arnold Drain (west Billings)*
- ⇒ *Kratz Drain (south Billings)*
- ⇒ *Holling Drain (the Heights).*

Ditches and drains are a valuable amenity to the city including neighborhoods by providing natural water features, controlling stormwater runoff, and use as trail corridors. One of the most significant benefits is the recharge of the groundwater aquifer in the valley. Many of our bike and walking paths in the City of Billings Heritage Trail Plan are located along these ditches and drains. It takes a community effort to protect these valuable amenities and keep them clean.



## Contact Us

**Division**

Administration	406-657-8230
Engineering	406-657-8231
Environmental	406-247-8517
Solid Waste	406-657-8260
Street/ Traffic	406-657-8250
Utilities Customer Service	406-657-8315
Utility Emergency ( <i>After Hours</i> )	406-657-8353
Utility Emergency ( <i>Daytime</i> )	406-657-8305
Water Reclamation Facility	406-657-8356
Water Treatment Plant	406-657-8353

**Phone****Community Partners**

Billings Heights Water District	406-252-0539
Montana-Dakota Utilities	406-896-4250
Northwestern Energy	888-467-2669

**Phone**

Stay Informed....

<https://ci.billings.mt.us/publicworks>

 City of Billings Public Works