

## Billings City Administrator Weekly Report

August 25, 2023

1. **Solid Waste Program Changes** - Public Works has been working to develop a robust outreach program for the rollout of the Solid Waste program changes that will take effect the week of 9/11/23. The outreach program includes a list of methods that are being used to connect with customers as well as several handouts to make the implementation go as smoothly as possible. These are included here as well as an example of a sticker that will go on a container the week of 8/28/23. Each area of the city will get a different color sticker that corresponds with their new day of the week for collection. We have visited with all Task Forces that have met since the program was approved. Additional information is on the PW website [Billings Public Works, MT | Official Website \(billingsmtpublicworks.gov\)](https://www.billingsmtpublicworks.gov) and included in the PW semi-annual report that was in the August 12 weekly update [17562 \(billingsmt.gov\)](https://www.billingsmt.gov). A presentation held at the Library on Wednesday, August 23<sup>rd</sup> had 80 citizens attending. Please let us know if there are any community groups you would like us to visit with. (Please see attachments.)
2. **Parks & Recreation News** – The City of Billings Parks, Recreation and Public Lands Department is excited to announce that Cole McQuillan has been promoted to Parks Superintendent. A Nationwide search was conducted, and the hiring committee selected Cole from over 18 candidates. Cole has been with the City Parks Department for over 13 years starting as an Equipment Operator and rising up to Senior EO, Parks Supervisor and before taking the position as Superintendent Cole was the Parks Project Manager. Cole has been a vital member of our team and we are excited to continue to rely on his knowledge and experience to make us stronger. Please join us in welcoming Cole. (See attached Parks Project Process.)
3. **New City Hall Update** - It was a productive week at the new city hall project. Installing sheetrock on one side of the walls was done on the 5<sup>th</sup> floor this week. Plumbing wall rough in on the 5<sup>th</sup> floor was completed and inspected. Electrical wall rough in on the 4<sup>th</sup> floor continued and the 5<sup>th</sup> floor had some misc. rough in going on. Electrical inspection on the 5<sup>th</sup> floor rough in was done and signed off. HVAC overhead rough in on the 4<sup>th</sup> floor is in progress. Wall framing on the second floor is ongoing and looking good. Penetrations through the roof got started for new HVAC equipment.
4. **Board & Commission Annual Reports** – Please see the attached annual report for the Billings Parking Board.
5. **From the PIO Desk:**

### From the PIO desk

*Billings MET prepares for new designated bus stop system*

<https://www.billingsmt.gov/CivicAlerts.aspx?AID=2516>

*Billings Public Library offers assistance filling out property tax rebate*

<https://www.billingsmt.gov/CivicAlerts.aspx?AID=2513>

*Billings Chamber to host free City Council candidate forums*

<https://www.billingsmt.gov/CivicAlerts.aspx?AID=2514>

## **USS Billings**

USS Billings sailors participate in namesake's Navy Week

<https://www.dvidshub.net/news/451968/uss-billings-lcs-15-sailors-participate-namesakes-navy-week?fbclid=IwAR3bZexlKvnfzudxUhGCTy9peeP9D7aPXJ5amivkyVQisJ2yAq3apLSlwC4>

## **Fire**

*Billings Fire Department welcomes first therapy dog*

[https://www.nonstoplocal.com/billings/news/billings-fire-department-welcomes-first-therapy-dog/article\\_420c6d61-25bf-5aa2-b7a9-7d517c78e478.html](https://www.nonstoplocal.com/billings/news/billings-fire-department-welcomes-first-therapy-dog/article_420c6d61-25bf-5aa2-b7a9-7d517c78e478.html)

*Billings firefighters receive help with stress from therapy dog*

<https://www.ktvq.com/news/local-news/billings-firefighters-receive-help-with-stress-from-therapy-dog>

*Billings Fire welcomes first therapy dog*

[https://billingsgazette.com/billings-fire-welcomes-first-therapy-dog/image\\_397d329a-42e0-11ee-a1de-8770b77a1a89.html](https://billingsgazette.com/billings-fire-welcomes-first-therapy-dog/image_397d329a-42e0-11ee-a1de-8770b77a1a89.html)

## **PW**

*City of Billings hosts residential garbage service Q & A*

[https://www.kulr8.com/news/city-of-billings-hosts-residential-garbage-service-q-a/article\\_c62f0a16-4217-11ee-a04a-1f7f5c47b838.html](https://www.kulr8.com/news/city-of-billings-hosts-residential-garbage-service-q-a/article_c62f0a16-4217-11ee-a04a-1f7f5c47b838.html)

## **Parks & Rec**

*Dog Days of Summer at Rose Park Pool*

[https://billingsgazette.com/news/local/dog-days-of-summer/article\\_bd53c618-3f9a-11ee-95ad-f33da4aefcbd.html](https://billingsgazette.com/news/local/dog-days-of-summer/article_bd53c618-3f9a-11ee-95ad-f33da4aefcbd.html)

## **PD**

*Billings back to school Shop with a Cop*

[https://www.kulr8.com/news/billings-back-to-school-shop-with-a-cop/article\\_1b2dd536-3fae-11ee-8a79-c30ebcf9d15f.html](https://www.kulr8.com/news/billings-back-to-school-shop-with-a-cop/article_1b2dd536-3fae-11ee-8a79-c30ebcf9d15f.html)

*Shop with a Cop at Scheels on Sunday*

[https://billingsgazette.com/news/local/shop-with-a-cop-at-scheels-on-sunday/video\\_dc9785e4-b0af-56ae-bd3e-110c0bf1805c.html](https://billingsgazette.com/news/local/shop-with-a-cop-at-scheels-on-sunday/video_dc9785e4-b0af-56ae-bd3e-110c0bf1805c.html)

*BPD Semi Annual report for 2023 shows lower violent crime*

<https://www.yourbigsky.com/billings-beat/bpd-arrest-warrant-concern/>

*Billings police mid-year report shows violent crime is down 11 percent*

<https://www.ktvq.com/news/local-news/billings-police-mid-year-report-shows-violent-crime-is-down-11-percent>

*Billings police report rise in vehicle break-in cases involving stolen firearms*

[https://www.kulr8.com/news/billings-police-report-rise-in-vehicle-break-in-cases-involving-stolen-firearms/article\\_45708946-4112-11ee-b07a-0f641db9b3a1.html](https://www.kulr8.com/news/billings-police-report-rise-in-vehicle-break-in-cases-involving-stolen-firearms/article_45708946-4112-11ee-b07a-0f641db9b3a1.html)

*Billings man who displayed firearm across from school arrested*

<https://www.ktvq.com/news/crime-watch/billings-man-who-displayed-firearm-across-from-school-arrested>

*Broadwater rifleman arrested by feds, charged with illegal possession*

[https://billingsgazette.com/news/local/crime-courts/atf-bpd-arrest-gun-violence-broadwater-elementary/article\\_220269ce-41d1-11ee-9d2a-4b707e9a805b.html](https://billingsgazette.com/news/local/crime-courts/atf-bpd-arrest-gun-violence-broadwater-elementary/article_220269ce-41d1-11ee-9d2a-4b707e9a805b.html)

*Bond set at \$1.5 million for suspect in West End trailer park shooting*

[https://billingsgazette.com/news/local/crime-courts/gunfire-homicide-billings-west-end-standoff-darrell-colton-bryant/article\\_9183a35e-3de8-11ee-9932-af6d8fd51ac4.html](https://billingsgazette.com/news/local/crime-courts/gunfire-homicide-billings-west-end-standoff-darrell-colton-bryant/article_9183a35e-3de8-11ee-9932-af6d8fd51ac4.html)

*UPDATE: Billings man charged with three counts of attempted deliberate homicide in trailer park shooting*

<https://www.yourbigsky.com/billings-beat/billings-police-release-information-about-shooting-in-golden-meadows-trailer-park-man-charged-with-attempted-deliberate-homicide/>

*Billings man charged with 3 counts of attempted murder*

<https://www.ktvq.com/news/crime-watch/billings-man-charged-with-3-counts-of-attempted-murder>

**In other news...**

*Citizens gather to discuss crime in City*

Yellowstone County News – Aug. 25, 2023 Pages 1, 4 & 5

*Heights Water District board continues rate discussions*

Yellowstone County News – Aug. 25, 2023 Pages 1 & 6

*New \$262k public restroom ‘Prioritizes Public Safety’*

Yellowstone County News – Aug. 25, 2023 Page 9

*Bottled water distributed in Miles City as city works to fix water problems*

<https://www.ktvq.com/neighborhood-news/miles-city-custer-county/bottled-water-distributed-in-miles-city-as-city-works-to-fix-water-problems>

*Billings vape shop training employees to administer Narcan*

<https://www.ktvq.com/news/local-news/billings-vape-shop-training-employees-to-administer-narcan>

*Billings schools aim to prevent violence, implement anonymous reporting system*

<https://www.ktvq.com/news/local-news/billings-schools-aim-to-prevent-violence-implement-anonymous-reporting-system>

# THURSDAY

Starting 9/11/23



**Billings**  
PUBLIC  
WORKS

Your Garbage & Yard Waste Collection Day is **Thursday**.  
Your Carboard Collection Day is the Fourth Thursday of every month.

- Everything out by 7 AM
- Opening facing street or alley
- 4 ft from any obstacles
- All garbage must be bagged & tied
- Yard waste must not be bagged

## City of Billings Cardboard Recycling Dos & Don'ts



Box board packages



Use a box as container & break down the rest OR set things out in a flattened stack



Cardboard egg cartons drink cartons toilet paper cores



Clean



No liquid containers  
(due to wax coating inside)



No paper products please



Not empty



Not clean

For questions about your services reach us at 406.657.8315 (option 3)  
Please find detailed FAQs at [www.billingsmtpublicworks.gov](http://www.billingsmtpublicworks.gov)



# CLEAN. DRY. EMPTY. FLATTENED

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# THINGS TO KNOW ABOUT RESIDENTIAL GARBAGE SERVICE CHANGES STARTING 9/11/2023



# Billings

PUBLIC  
WORKS

## BASIC SERVICES



Weekly garbage collection service

1 x 64 Gal = \$9.90/Month (maximum 1 per household)

1 x 96 gal = \$13.90/month (maximum 2 per household)

1 additional 96 gal = \$4.50/month (cannot be added to 64 gal)

Please make sure household waste is bagged and tied.



Weekly yard waste collection is included

Season runs from first full week of April until the last full week of November

Maximum 2 green bins per household

Yard waste must not be bagged to be compostable.



Monthly Cardboard collection is included. Only brown cardboard, thin brown box board (soda box, cereal box, clean pizza box, etc.), moving/mailling boxes, and cardboard egg cartons are accepted.



Citywide cleanups, fall leaf containers, post storm cleanups, and Christmas tree recycling programs

**Remember... Municipal solid waste is accepted at the landfill for FREE for Billings residents**

## ADDITIONAL SERVICES



Extra garbage is call in only for \$5 per item

An item is household and yard waste only, must be less than 75 lbs & can consist of up to 3 typical 13-gal tall kitchen garbage bags or fit in a container less than 2ft x 2 ft (32-gal equivalent). Up to 3 bundles of large branches that are securely tied, less than 75 lbs total, less than 4 ft long each, and less than 2 ft in diameter each can be collected as a call-in extra item as well.



Bulky items pick up is call in only

\$55.00 for 1-5 items

\$110.00 for 6-10 items

\$165.00 for >10 items

For questions about your services reach us at 406.657.8315 (option 3)  
Please find detailed FAQs at [www.billingsmtpublicworks.gov](http://www.billingsmtpublicworks.gov)



## **Communication Plan for Billings Public Works Solid Waste Improvements**

### **Objective**

To effectively communicate the upcoming solid waste improvements to the residents of Billings, promoting understanding, participation, and cooperation.

### **Communication Channels**

1. Postcards (Direct Mailing):
  - Develop and distribute postcards to all residential addresses in Billings.
  - Highlight key changes, benefits, and timelines of the solid waste improvements.
  - Provide contact information for further inquiries or concerns.
2. Working with Lee Enterprises:
  - Promote the changes online (including social media and streaming channels) and in the local Gazette newspaper, reaching a wide audience.
  - Emphasize the importance and positive impact of these solid waste improvements.
  - Include essential details and direct readers to additional resources.
3. Route Map on PW Website:
  - Create a dedicated webpage on the Billings Public Works website with an interactive map.
  - Display updated collection routes and schedules by zone for easy reference.
  - Ensure the website is mobile-friendly and accessible to all residents.
4. Social Media Posts:
  - Utilize various social media platforms (e.g., Facebook, Twitter, Instagram, NextDoor, LinkedIn) to disseminate information.
  - Share relevant announcements and reminders.
  - Encourage residents to share posts and engage in discussions.
5. Media Release:
  - Draft a comprehensive media release to announce the solid waste improvements.
  - Distribute the release to local news outlets, emphasizing the significance and benefits.
  - Include contact information for media inquiries.
6. Media Interviews:
  - Coordinate media interviews with knowledgeable representatives from Public Works.
  - Discuss the improvements' details, goals, and expected outcomes.
  - Address any concerns or misconceptions.
7. Bright Arrow 30-sec Direct Voice Message:
  - Utilize the Bright Arrow messaging system to send a direct voice message to all registered phone numbers.

- Deliver a concise message summarizing the solid waste improvements and important dates.
  - Provide a contact number for residents to call if they require further information.
8. Emails:
- Send regular email updates to all registered emails, City Council, City staff, etc.
  - Include informative content and reminders of important dates.
  - Provide contact info and website.
9. Public Q&A at Task Force Meetings, Community Groups, and HOA Meetings:
- Organize public question-and-answer sessions during Task Force, Community Group and Homeowners Association meetings.
  - Address concerns, clarify information, and engage with residents directly.
10. Library Presentation:
- An informational session will be held at the Billings Library to educate residents about the solid waste improvements.
  - Conduct a presentation highlighting the benefits, process, and expected outcomes.
  - Allocate time for questions and answers.
11. Stickers on Garbage Cans:
- Put color coded (by new garbage day) stickers containing brief messages about the solid waste improvements, rules, and infographics on garbage cans.
  - Ensure stickers are easily visible, readable, and weatherproof.
  - Reinforce key information and contact details.
12. Short Videos:
- Create short videos explaining different aspects of the solid waste improvements.
  - Publish videos on the Billings Public Works website and social media channels. Provide videos for media use as well.
  - Cover topics such as cardboard recycling guidelines, new collection schedules, proper waste disposal practices, and other misconceptions.

### **Monitoring and Evaluation**

- Regularly monitor feedback and inquiries received through all communication channels and address them timely.
- Adjust the communication strategy based on the public's response and emerging concerns.

### **Desired Outcome**

By implementing this communication plan, Billings Public Works aims to keep residents well-informed and engaged throughout the solid waste improvements process, leading to smoother implementation and increased community support.



August 25, 2023 progress report

Park	Progress	Project	Status	*updated information for this week
	Started -----> Completed			
Arrowhead playground replacement	<div></div>		Play equipment was delivered and ready to be installed by contractor	
Castle Rock playground addition	<div></div>		Playground open, waiting on delivery of final pieces to complete	
Castle Rock parking lot & restroom	<div></div>		Design work with consultant underway	
Central tennis courts replacement	<div></div>		Courts open to the public, substantial completion awarded to contractor, final punch list in progress	
Comanche playground replacement	<div></div>		Playground complete and open to the public	
Cottonwood Park masterplan	<div></div>		Second public meeting completed, public input being compiled by consultant	
*Coulson Park South Improvements	<div></div>		*Received approval from US Army Corps of Engineers, proceeding with design	
*Gorham irrigation automation	<div></div>		*Pre-construction meeting completed with contractor, start date scheduled for after Labor Day	
Grandview irrigation automation	<div></div>		Advertised twice, no bids both times, rebid at a later date	
Highland playground replacement	<div></div>		Playground equipment was delivered, installer under contract for Fall completion	
Millice irrigation automation	<div></div>		Sealed bids opened, project over budget, rebid at a later date	
North Park adult exercise & shelter	<div></div>		Adult exercise equipment delivered, shelter in production, installer under contract for later Summer completion	
*North Park playground replacement	<div></div>		*New play equipment ordered and in production	
North Park restroom replacement	<div></div>		CXT pre-fabbed concrete restroom in production, late Summer delivery date, under contract for site work	
Pioneer Park tennis courts replacement	<div></div>		Direct solicitation for Design/Engineering consultants underway	
Ponderosa irrigation automation	<div></div>		New pump station and irrigation system operational, final punch list by contractor	
*Skypoint sail replacement	<div></div>		*Scheduling removal of existing sails by contractor, writing contract for paint contractor	

## Board & Commission Annual Report to City Council

Purpose: The annual report is to make a written report of a board or commission activity to the mayor and city council as authorized by majority vote of the entire membership of the board or commission.

Name of Board or Commission: Parking

Name of Presiding Officer: Brandon Scala

Name of Person or Persons filling out report: Brandon Scala

Meeting schedule: Monthly unless there is no business then we may skip a month.

Required to meet at least quarterly.

Major Board or Commission accomplishments of the preceding year: I think all the gate work, and automating some stuff was a good start. Lots of things happening with the city and its land sales, etc. Keeping everything moving forward in a positive direction was a great accomplishment in my eyes.

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Major Board or Commission challenges of the preceding year: I feel the biggest challenge was parking rates and back-in parking. Back-in parking was a big deal for the parking division. Not their decision to do it, but they have to hear about it and enforce it.

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Major Board or Commission goals for the upcoming year: Work on efficiencies, processes. Also, "try" and change the perception of parking. Currently it is a pain, unfun, inconvenient, etc. for the public.

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Requests for staff or city council: n/a

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Changes to city ordinance or state law affecting the board or commission that should be considered:

n/a

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Anything else that board, commission or presiding officer want to comment on: I have all kinds  
of ideas 😊

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