

Billings City Administrator Weekly Report

January 5, 2024

1. **Short-Term Holding Facility Presentation** – A local architect presented their preliminary report on the proposed short-term holding facility to the county commissioners and public yesterday. As presented, the 31-bed facility would take approximately 15 months to design and construct. The commissioners and CJCC jail sub-committee will be reviewing the details to determine the next steps.
2. **2024 Leadership Billings** – Education Day included a combination of tours and conversations with Central HS, Rocky Vista, Rocky Mountain College, MSUB, SD2, the Education Foundation and the Career Center. The class reported on their assigned biographies. I was assigned to read What It Takes to Be #1 – Vince Lombardi on Leadership by Vince Lombardi, Jr.
3. **Council Operations Committee** – Kevin provided an update on the sale of city hall and the two parking lots surrounding the Burger Dive. We are working to present the sale agreement to Council on January 22, February 12 will be our backup. The committee also made progress on their recommendations for the local government study review resolution to be presented in February.
4. **Mentorship Program** – I attended training to participate in the United Way's mentorship program. I will be teamed up with a SD2 junior high student within the next few weeks.
5. **Billings Airport News** – the Billings Gazette ran a positive article on holiday travel at the airport on December 29th https://billingsgazette.com/news/billings-airport-holiday-travel/article_5dbbe15e-a5c5-11ee-ade5-9f37e72112ea.html or see attached.
6. **City of Billings Grant Funding Update** – Please see the attached update on Rose Park.
7. **Park Project Progress Report** - Please see the attached Park Project Progress Report.
8. **Next Week's Meetings/Task Forces**
 - a. Budget & Finance Committee, Wednesday, January 10th 9:00 AM, City Hall Conference Room
 - b. Legislative Committee, Wednesday, January 10th 4:00 PM, City Hall Conference Room
9. **2024 Council Meeting Schedule** – Please see the attached Council Meeting schedule for upcoming items on the agenda.
10. **Fire Station 8 Interior Remodel Update** –

Interior demolition complete.
Asbestos abatement complete – covered by DEQ Brownfields.
Concrete flat work complete.
Rough in framing complete.
Rough in plumbing complete.
Stairs to crew private yard installed.

Privacy fence installed.
 Natural gas back-up generator installed.
 Building foundation painted.
 Large tree along Lake Elmo removed to improve site distance.



11. New City Hall Update –

5th Floor

Electrical wall trim out.
 Welding pipe for new heat exchanger.
 Run fire alarm cables and install devices.
 Pull data cable.
 Window replacement on the south and west elevation.
 Water test windows.
 Wall and floor tile in main restroom group.

4th Floor

Demo existing steam pipe in fan room.
 Lighting control wiring.
 Home run wire pull to electrical panels.
 Sheetrock hard lids and soffits.
 Tape hard lids and soffits.
 HVAC control wiring.

2nd Floor

Test hydronic piping.
HVAC overhead rough in.
Run overhead conduit for home runs.
Install light fixture boxes.
Taping and corner bead north end.
Mask off hollow metal frames.
Prime walls south end.
Soffit framing south court room.



1st Floor

HVAC overhead rough in and VAV's.
Plumbing waste and vent rough in.
Hydronic piping to VAV's
Core drilling for future rain leaders.
Install hollow metal frames.
Install blocking in walls.



12. City Communications –

Katie Heller sworn in, filling newly created second Municipal Court Judge seat

<https://www.billingsmt.gov/CivicAlerts.aspx?AID=2557>

Reported kitchen fires spike during holiday season

<https://www.facebook.com/photo?fbid=756710503170435&set=a.245649937609830>

Community Service Officers begin responding to non-injury crashes

<https://www.facebook.com/photo/?fbid=758479279647186&set=a.226302889531497>

Long-time Billings PD Chaplin Rev. Paul Reeder passes away

<https://www.facebook.com/photo?fbid=757820723046375&set=a.226302889531497>

Billings PD weekly brief

<https://www.facebook.com/photo?fbid=756770639818050&set=a.226302889531497>

2024 Public Works Solid Waste holiday closures & Residential Service Calendar

<https://www.facebook.com/billingsmtpublicworks/posts/pfbid02c2hXg87bNkEqoo9esYszxC7ftWMSvqBYYuHb2Zp8XsNk6C9UhPiTmCkExeXzEcl>

Billings Public Library plans grand opening reception & birthday bash for 10th anniversary

Event links: <https://fb.me/e/wkkcc4DLe> & <https://fb.me/e/1cHk3929M>

Terminal expansion project update at BIL

<https://www.facebook.com/flybillings/videos/672150064991995>

Municipal Court

Billings Municipal Court Judge Katie Heller sworn in Tuesday

https://billingsgazette.com/news/local/billings-municipal-court-judge-katie-heller-sworn-in-tuesday/article_f8c81d16-a9c1-11ee-aed4-7f159079b641.html

New Billings municipal court judge sworn in

https://www.nonstoplocal.com/billings/news/new-billings-municipal-court-judge-sworn-in/article_2d622ac5-779e-5c03-bbd7-67bb7a929629.html

Billings swears in new municipal court judge

<https://www.ktvq.com/news/local-news/billings-swears-in-new-municipal-court-judge>

Katie Heller Sworn In, Filling Newly Created Second Municipal Court Judge Seat

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BPD

Suspect in custody after shooting at north of Rimrock Tuesday

https://www.nonstoplocal.com/billings/news/suspect-in-custody-after-shooting-at-north-of-rimrock-tuesday/article_89d18ee7-99b6-571b-af75-b6959aa7c049.html

After 50 years in downtown Billings, crime pushes another business out of the 'war zone'

https://billingsgazette.com/news/local/business/billings-crime-downtown-drives-businesses-out/article_19517024-a4ee-11ee-a0c8-0f4f031da8c8.html

BPD introduces 'Project Eyes on the Block' to seek residents' help with criminal investigations

https://www.nonstoplocal.com/billings/news/bpd-introduces-project-eyes-on-the-block-to-seek-residents-help-with-criminal-investigations/article_fd8d2886-f6cc-559f-aa09-c23f7bc02d80.html

BIL

Billings airport gears up for second busiest year-end holiday travel rush

https://billingsgazette.com/news/billings-airport-holiday-travel/article_5dbbe15e-a5c5-11ee-ade5-9f37e72112ea.html

Billings airport and Montana roads have increased Christmas travelers

<https://www.ktvq.com/news/local-news/billings-airport-and-montana-roads-have-increased-christmas-travelers>

PW

The City of Billings is working on multiple projects to improve the flow of traffic

https://www.nonstoplocal.com/billings/news/the-city-of-billings-is-working-on-multiple-projects-to-improve-the-flow-of-traffic/article_37feefe6-4070-5245-a957-75ba208f364b.html

PRPL

'Explore their senses': Sensory pathway first for Billings parks

<https://www.ktvq.com/community/out-and-about/explore-their-senses-sensory-pathway-first-for-billings-parks>

Billings Parks and Rec testing out new anti-graffiti measure after recent vandalism

<https://www.ktvq.com/news/local-news/billings-parks-and-rec-testing-out-new-anti-graffiti-measure-after-recent-vandalism>

PCSD

City of Billings receives grant to improve pedestrian safety at schools

<https://www.ktvq.com/news/local-news/city-of-billings-receives-grant-to-improve-pedestrian-safety-at-schools>

City of Billings Gets \$3.56 Million Grant for Safe Routes to School

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In other news...

Rebates arriving now after settlement in Billings utility fee class action suit

https://billingsgazette.com/news/local/houser-lawsuit-billings-franchise-fees-monforton/article_db5d676a-aa64-11ee-a5f5-071fdebe91d2.html

Judge puts hold on Montana zoning-related laws

<https://www.ktvq.com/news/judge-puts-hold-on-montana-zoning-related-laws>

SD2 proposes converting Washington Elementary into high school 'Innovation Center'

https://billingsgazette.com/news/local/washington-elementary-closure-innovation-center-new-program-sd2/article_32e04316-aa8a-11ee-9f97-17525156ec52.html

Mental health system discussion planned for Jan. 10 at Billings library

https://billingsgazette.com/news/local/mental-health-state-representatives-discussion-meeting/article_5273c9d2-aa4e-11ee-ba27-df3d899049cb.html

County Initiates Assessment for a Temporary Holding Facility, Possible Permanent Jail Expansion

Yellowstone County News – Jan. 5, 2024, Pages 1 & 4

County Treasurer Plans for Additional Tax Bill

Yellowstone County News – Jan. 5, 2024, Pages 1 & 13

DEQ Highlights Importance of Testing Homes for Radon

Yellowstone County News – Jan. 5, 2024, Page 7

Billings airport gears up for second busiest year-end holiday travel rush

Dec 28, 2023

The Billings Logan International Airport is on track to top off 2023 with the second busiest year-end holiday travel rush on record.

Passenger projections estimate the airport will serve 78,430 travelers this month.

Although the passenger counts have yet to return to pre-pandemic levels, they're steadily climbing back from the low of 45,405 in December 2020. But, they've yet to top the 87,032 travelers in the last month of 2019.

"It's looking like we'll end the year close to 2019 but we're not quite there," Billings Aviation and Transit Director Jeff Roach said.

The airlines will report actual passenger counts for this month in mid-January. Estimates for the peak holiday travel period from Dec. 20 to 31, show BIL will serve 1,944 to 2,704 passengers a day.

During last week's Christmas travel rush, the terminal parking and overflow lots filled up. Airport staff opened the gravel lots along Overlook Drive just west of the control tower and ran a shuttle to take passengers to the terminal.

Overflow parking lots at the Billing airport have filled to capacity and some vehicles are parked along Overlook Drive as residents travel for the holidays.

"We do it as a courtesy as long as staffing allows," Roach said.

However, he said, not all drivers followed signs and directions to the designated parking area and a few vehicles had to be moved to a safe location. Parking on the grass or along the road is never allowed.

Roach said the airport's overflow lots rarely fill up but it is a possibility travelers should plan ahead for. He suggests arriving at least two hours before a scheduled flight.

He also encourages passengers to avoid delays by double checking their checked and carry-on bags to make sure they do not have prohibited items.

Lorie Dankers with TSA Public Affairs demonstrates how to properly prepare a firearm for air travel. In 2022, the Billings Logan International Airport had a record number of firearms recovered from carry-on luggage, with 17 guns found in luggage at the TSA screening checkpoint.

Roach said his operations team will continue to work hard to accommodate travelers' parking needs, running the shuttle as long as staffing allows.

They plan to look into expanding terminal parking during the airport master plan update, which is expected to begin in early 2024.



Update on Grant Funding Received by the City of Billings December 2023

Rose Park Trail Phases I & II



At 20 acres, Rose Park extends from 22nd Street West and Avenue B to the BBWA Canal and Rose Park Elementary School. The Park includes ballfields, pool, water slide, playground, and more. New trails will connect neighborhoods on the west side of the park to Rose Park School.

Image credit: Billings City/County Planning staff

The 2022 Safe Routes to Schools update lists Rose Park Elementary as a location needing both trail construction to connect the school with its surrounding neighborhoods, especially to the apartment complexes located on and around Avenue C on the west side of Rose Park.

City planning received grant funding in FY23 to construct a segment of trail from Rose Park Elementary to the northeastern edge of Rose Park (red line, above). That section will be built this summer (2024). A grant application will be submitted this month to fund a trail segment connecting the new trail to the Rose Park trail system (yellow line, above) and to the Canal Connection Trail that was built in 2022 on the north side of the BBWA Canal. The new grant application would also repair existing concrete in the park (light blue dotted line, above). The new projects would be built in 2025.

More About This Project

The Rose Park Trail as currently planned will:

- connect Rose Park Elementary School with neighborhoods – most notably the apartment complexes on and around Avenue C west of Rose Park.
- provide recreational walking, riding, rolling, and running for more than half a mile parallel to the BBWA Canal.
- allow residents north of the Canal to access Rose Park (via a pedestrian bridge) without needing to cross streets.
- provide residents and visitors with access to the northern section of Rose Park.

To learn more about this grant-funded project, contact:

Ted Wilson
City of Billings Grants Administrator
406-869-3997
wilsont@billingsmt.gov

Januray 4th, 2024 progress report

| Park | Progress | Project | Status | *updated information for this week |
|---|----------------|-----------|---|------------------------------------|
| | Started -----> | Completed | | |
| Arrowhead playground replacement | <div></div> | | Playground punch list in progress | |
| Castle Rock playground addition | <div></div> | | Slide replacement parts installed and completed, manufacture warranty work on going for swings and zip line | |
| Castle Rock parking lot & restroom | <div></div> | | Met with consultant 12/20/23, consultant working to finalize design | |
| Central tennis courts replacement | <div></div> | | Submitting LWCF paperwork for project reimbursement | |
| Comanche playground replacement | <div></div> | | Playground complete and open to the public | |
| Cottonwood Park masterplan | <div></div> | | Presented at November 8th Park Board meeting and approved for recommendation to City Council | |
| Coulson Park South Improvements | <div></div> | | Received approval from US Army Corps of Engineers, proceeding with design | |
| Gorham irrigation automation | <div></div> | | Pump station being shipped by manufacture for installation | |
| 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> | | Building permit application was returned 12/21/23, working with consultant on corrections | |
| North Park playground replacement | <div></div> | | Old playground equipment removed, sight cleared in preparation for install of new playground | |
| North Park restroom replacement | <div></div> | | Concrete restroom placed on pad 12/8/23, Contractor continuing work to connect all services to building | |
| *Pioneer Park tennis courts replacement | <div></div> | | Met with consultant to discuss status of design 1/3/24, consultant expects to have core sample results back by the end of january | |
| Poly Vista inclusive playground and parking lot | <div></div> | | Final bid documents reviewed, posted for bid on 12/7/23 | |
| Ponderosa irrigation automation | <div></div> | | Final walkthrough complete, system fully operational | |
| Rose Park pool spray equipment replacement | <div></div> | | Spray equipment delivered, contractor being scheduled for installation | |
| Skypoint sail replacement | <div></div> | | Structural Engineer's report completed, proceeding with recommended repairs prior to painting | |
| Aquatic Facility Assessment | <div></div> | | Consultant performed on site visits and are compiling information for assessment | |

2024 COUNCIL MEETINGS SCHEDULE

(Year to date listing appears at the end of this schedule)

**Judge Kolar would like to be first during budget meetings

January 8, 2024 - **REGULAR BUSINESS**

CONSENT:

- A. Bid Award: W.O. 24-03: Contract 2 Chip Seal / Scrub Seal
- B. Bid Award: W.O. 23-46: Compost Facility Waterline
- C. Library Hail Repairs Change Order No. 1
- D. Purchase Water Reclamation Facility Equipment – Disinfection parts
- E. City-County Special Investigations Unit (CCSIU) Agreement for 2024
- F. W.O. 19-42: WE Water Treatment contract - Dick Anderson
- G. Bureau of Reclamation WaterSMART Small-Scale Water Efficiency Projects
- H. Donations to Library
- I. MT FWP trail stewardship grant application
- J. Northwestern Energy easement for Mountview Cemetery
- K. Easements North 28th Street

REGULAR:

2. PH and 1st reading ORD – Cemetery Code changes
3. PH – ZC 1040 - 1404 and 1406 Avenue B
4. PH – Special Review 998 – 1406 Avenue B
5. Nomination and Election of Deputy Mayor Pro Tempore

January 16, 2024 (Tues.) – **WORK SESSION at the Library!**

1. Family Violence Response Unit Update (St. John per Owen's Initiative)
2. Continuing Public Safety Strategy – focused on Crime Prevention
3. Council Discussion

January 22, 2024 - **REGULAR BUSINESS**

CONSENT:

1. Bid Award: W.O. 24-03: Contract 2 City Chip/Scrub Seal
2. Scanning services with DIS Technologies
3. Airport Master Plan update
4. New City Hall Asbestos Abatement, Change Order No. 1
5. Public Library Hail Repairs - Change Order No. 1
6. New City Hall elevator modernization contract
7. Contract for scanning services with DIS Technologies (Not submitted)
8. Memorandum of Understanding with the Yellowstone Conservation District
9. Memorandum of Understanding with Yellowstone County - West End Neighborhood Plan Update
10. Donation from Billings Go Kickball to Youth Scholarship Fund
11. Federal Aviation Administration Airport Improvement Program Grants
12. MT Dept. of Commerce Infrastructure Grant Application
13. Preliminary plat extension request for Annafeld North Subdivision, 2nd Filing
14. Annual Resolution Authorizing the Filing and Acceptance of Transit Grant Funds and Related Documents
15. Resolution Authorizing the Issuance and Private Negotiated Sale of Expanded

North 27th Street Tax Increment Bonds

16. Resolution of Intent to Create District and Set a Public Hearing-SID 1427
17. Resolution of Intent to Create District and Set a Public Hearing-SID 1426
18. 2nd/ Final Reading ORD. – ZC 1040 – 1404 and 1406 Avenue B

REGULAR:

1. BMCC Chapter 26 Water and Wastewater First Reading and Public Hearing
2. MT Dept. of Commerce Infrastructure Grant Application
3. Downtown Billings Partnership - Tax Increment Assistance - Rockman Hotel Project
4. Sale of City Hall, South Parking Lot, and North Parking Lot

February 5, 2024 – WORK SESSION

1. MRM update – Matt Lundgren
2. CRU and MRT Updates (Pepper)
3. Family Violence Response Unit Update (Placeholder)
4. Local Government Review – Resolution for June Ballot
5. Tax Abatement Policy (Dianne, BSEDA/Chris)??
6. Council goals and strategies
7. Council Discussion

February 12, 2024 - REGULAR BUSINESS

CONSENT:

1. Adoption of Council Goals and Strategies

REGULAR:

- 1.

February 20, 2024 (Tues.) – WORK SESSION

1. Billings Mustangs??
2. City Ordinance Amendments – Code Enforcement (Tina Hoeger)
3. PMD Assessment Approval Discussion (Per Rupsis's question) (Schedule Staff Prep meeting to discuss the impacts of Rupsis's questions)
4. Council Discussion

February 26, 2024 - REGULAR BUSINESS

CONSENT:

1. Local Government Review – Resolution for June Ballot
2. Amend Park Development Council budget

REGULAR:

- 1.

March 4, 2024 – WORK SESSION

1. Council Discussion

March 11, 2024 - REGULAR BUSINESS

CONSENT:

1.

REGULAR:

1.

March 18, 2024 – WORK SESSION

CLOSED EXECUTIVE SESSION 4:30 – 5:30 PM

1. Council Discussion

March 25, 2024 - REGULAR BUSINESS

CONSENT:

1.

REGULAR:

1.

April 1, 2024 – WORK SESSION

1.

2. Council Discussion

April 8, 2024 - REGULAR BUSINESS

CONSENT:

1.

REGULAR:

1.

April 15, 2024 – WORK SESSION

1.

2. Council Discussion

April 22, 2024 - REGULAR BUSINESS

CONSENT:

1.

REGULAR:

1.

May 6, 2024 (BUDGET) – WORK SESSION

1.

2. Council Discussion

May 13, 2024 - REGULAR BUSINESS

CONSENT:

1.

REGULAR:

1.

May 20, 2024 (BUDGET) – WORK SESSION

1.

2. Council Discussion

May 28, 2024 (Tues.)- REGULAR BUSINESS

CONSENT:

1.

REGULAR:

1.

June 3, 2024 – WORK SESSION

CLOSED EXECUTIVE SESSION 4:30 – 5:30 PM

1.

2. Council Discussion

June 10, 2024 - REGULAR BUSINESS

CONSENT:

1.

REGULAR:

1.

June 17, 2024 – WORK SESSION

1.

2. Council Discussion

June 24, 2024 - REGULAR BUSINESS

CONSENT:

1.

REGULAR:

1.

July 1, 2024 – WORK SESSION

- 1.
2. Council Discussion

July 8, 2024 - REGULAR BUSINESS

CONSENT:

- 1.

REGULAR:

- 1.

July 15, 2024 – WORK SESSION

- 1.
2. Council Discussion

July 22, 2024 - REGULAR BUSINESS

CONSENT:

- 1.

REGULAR:

- 1.

August 5, 2024 – WORK SESSION

- 1.
2. Council Discussion

August 12, 2024 - REGULAR BUSINESS

CONSENT:

- 1.

REGULAR:

- 1.

August 19, 2024 – WORK SESSION

- 1.
2. Council Discussion

August 26, 2024 - REGULAR BUSINESS

CONSENT:

- 1.

REGULAR:

1.

September 3, 2024 (Tues.) – WORK SESSION
CLOSED EXECUTIVE SESSION 4:30 – 5:30 PM

1.

2. Council Discussion

September 9, 2024 - REGULAR BUSINESS

CONSENT:

1.

REGULAR:

1.

September 16, 2024 – WORK SESSION

1.

2. Council Discussion

September 23, 2024 - REGULAR BUSINESS

CONSENT:

1.

REGULAR:

1.

October 7, 2024 – WORK SESSION

CLOSED EXECUTIVE SESSION 4:30 – 5:30 PM CA Annual Review

1. Council Discussion

October 15, 2024 - REGULAR BUSINESS

CONSENT:

1.

REGULAR:

1.

October 21, 2024 – WORK SESSION

1.

2. Council Discussion

October 28, 2024 - REGULAR BUSINESS

CONSENT:

1.

REGULAR:

1.

November 4, 2024 – WORK SESSION

1.

2. Council Discussion

November 12, 2024 (Tues.) - REGULAR BUSINESS

CONSENT:

1.

REGULAR:

1.

November 18, 2024 – WORK SESSION

1.

2. Council Discussion

November 25, 2024 - REGULAR BUSINESS

CONSENT:

1.

REGULAR:

1.

December 2, 2024 – WORK SESSION

CLOSED EXECUTIVE SESSION 4:30 – 5:30 PM

1.

2. Council Discussion

December 9, 2024 - REGULAR BUSINESS

CONSENT:

1. Beartooth RC&D MOU

REGULAR:

1.

December 16, 2024 – WORK SESSION (Vacate?)

1.

2. Council Discussion

December 23, 2024 - REGULAR BUSINESS

CONSENT:

1.

REGULAR:

1.

January 2, 2024 (Tues.) – WORK SESSION

1. Administration of Oaths and Affirmations of Office for reelected Councilmembers
2. DES Emergency Management Update (K.C. Williams)
3. Ordinance Amendments to Water and Wastewater Utilities
4. Stormwater Billing
5. Council Discussion

DRAFT