

Billings City Administrator Weekly Report

November 8, 2024

- 1. SL Serco Utility Audit** – I had an opportunity today to see first-hand the work that Monte (SL Serco) and Marty (Billings Field Service Manager) are doing to literally check meters in homes. They have been in ~30 homes over the past few days. I was able to participate in one on Rimrock and Nutter.



- 2. Council Operations Committee** – Ken Sande made an abbreviated presentation of his RW 360 Going Beyond Emotional Intelligence. We will discuss this further at our next meeting to decide if we want to go through the training with the full council and department directors at our next retreat.
- 3. West End Neighborhood Task Force Land Use Planning Workshop** – November 12, 2024, Connections Church, 5554 Grand Avenue, 6:30 – 8:00 PM. Calling all West End neighbors and community enthusiasts! Join us for a planning workshop to help inform the land use plan of West Billings. In this hands-on workshop, participants will collaborate and get creative, working together to explore options for a 20 year land use plan. This is a fantastic opportunity to make your voice heard and contribute ideas as a community. Ideas collected during this event will be used to develop the proposed land use plan for West Billings.

Workshop Highlights:

- Collaborative exercises focused on long-term planning.
- Engaging activities are designed to inspire creative solutions.
- Discussions about infrastructure, transportation, housing, and neighborhood character.

Bring your ideas, passion for our community, and a readiness to collaborate with fellow neighbors.

Although registration is not required, we will be working in groups and to utilize our time efficiently, registration is recommended. Please RSVP to Lauren Waterton at lwaterton@sanbell.com if you plan on joining the workshop.

- 4. Mark your calendars for the next public open house on the West End Neighborhood Plan. This meeting will be an open house style to review future land use types for the West End Neighborhood Area** - This meeting will be an open house style to review future land use types for

the West End Neighborhood Area. The meeting is Wednesday, November 13th and will start at 6:00 p.m. and will held at Ben Steele Middle School, 5640 Grand Avenue. More to come.

5. New City Hall Anticipated Moving Schedule for Departments:

Phase 1:

~~Miller Building: GIS, Planning, CE, Building, and Com Dev. (exit by 9/1/2024)~~

Historic Tax Credits: Nov. '24

Terrazzo Floors: in progress

Temporary Occupancy (employees only) of new City Hall permit: Dec. 2024, 5th floor only

Council Chambers to Library Community Room: December 2024; January 2025 at new City Hall

Phase 2:

Dec. '24: City Admin, HR, City Clerk, Planning, Building (move to new City Hall); basement records (Courts)

Phase 3:

Jan. '25: Community Development, Code Enforcement, Parking, Legal (move to new City Hall)

- Old City Hall broom ready by April '25 (hire third party)

Feb. '25: Police, Courts, IT, Finance, PW (move to new City Hall)

Dept: PW (exit Depot by 2/1/2025)

- ADDITIONAL STEP: incorporate WFH for employees or move to Belknap
- Move from Depot to Belknap is responsibility of Public Works personnel

Phase 4:

Parks and Rec; Crime Prevention Center* (Feb. '25)

*sale of Crime Prevention Center building may change timeline

- Plan for Code Enforcement and CPC personnel in case of displacement

Certificate of Occupancy (public access) of new City Hall: February 2025

6. Park and Recreation News – Amend Park Recreation Campus - The Parks and Recreation

Department formed an RFP committee to select a design firm for the Amend Recreation Campus. The RFP committee selected A&E Architects of Billings to lead the design team for the campus. The campus is being funded by the South Billings Urban Renewal Association, the TIF District for South Billings. The campus will include a Community Recreation Center and a privately funded ice arena. The campus layout will also include locations for future recreational opportunities and expansion. The campus is located on the Southeast corner of Amend Park and will bring an indoor recreation component to the community. The site plan and Recreation Center design are scheduled to be completed in the Spring of 2025.

Castle Rock Park - The restroom remodel has begun at Castle Rock Park. This project will include new fixtures and amenities inside and a fresh facelift outside. Construction activities will begin the week of November 11, 2024. We expect a substantial 90 completion with final acceptance early spring. Things you will expect to encounter while this process is underway includes but not limited

to construction equipment, safety fencing, construction dumpsters, crews, and reduced parking. We appreciate everyone's patience as we get underway and hope to minimize the impact on daily activities and events. Since the restroom has been winterized and is closed for the season the impact on park users will be minimized.

The zip line repair is nearing completion and will be back in operation as soon as the fall protection is replaced. The swing has structural issues again. The manufacturer has designed changes in the structure and is changing the swing configuration. The swing bay that had the tire-swing will now have two regular swings. This should reduce the demand for the structure and ensure it remains safe for use.

Parking lot repairs were made over the last two weeks. A soft spot had developed, and the pavement was being damaged. The contractor removed the damaged areas and found an abandoned irrigation pipe that was causing the soft spot. Repairs are complete and the parking lot is useable.



Mountview Cemetery - On Monday November 4, 2024, a car drove into the Veteran's section of Mountview Cemetery again. The car damaged over 15 veteran headstones and destroyed the cemetery sign. The Cemetery staff has ordered planters which will provide a temporary barrier until funding can be identified to construct a more permanent structure. (Please see the attached Parks Project Progress report.)

The Parks and Recreation Department recently hired Gayle Lam for the Urban Forestry IRA Grant Technician position. Gayle has been busy studying the grant, planning the tree inventory for the identified areas, and moving forward to begin planting and maintaining boulevard trees. Thursday, November 7, 2024, using grant funding, the first trees were planted. This kicks off a multiyear project to increase the canopy cover and improve tree health identified within the grant. A crowd gathered to celebrate what is the first of many plantings that will take place over the next few years.



7. 2024 Council Meeting Schedule – Please review the attached draft agendas and provide any feedback regarding the order of business, modification of agenda items, or other changes to the consent or regular agendas. City code requires a specific order of business as it relates to certain items on meeting agendas, e.g., placement of public hearings first on the regular agenda, so your feedback will be incorporated with those code requirements in mind. ([BMCC 2-214](#)) Work session agendas are more flexible and can also easily be modified by the mayor with the consensus of Council during those informal meetings.

8. Next Week's Meetings/Task Forces

- a. Veteran's Day – City offices will be closed.
- b. West End Task Force, Tuesday, November 12th 6:30 pm, Connections Church.
- c. Budget & Finance Committee, Wednesday, November 13th 9:00 am City Hall Conference Room.
- d. Legislative & Local Affairs Committee, Wednesday, November 13th 4:00 pm City Hall Conference Room.
- e. West End Neighborhood Plan Open House, Wednesday, November 13th 5:30 pm at Ben Steele Middle School, 5640 Grand Avenue.

9. New City Hall Update –



5th Floor

Trim at coiling doors

Carpet base complete (Except the east side and at elevator jambs)

4th Floor

Elevator lobby carpet complete

Base complete (Except at elevator jambs)

Paint touch up

OFCI work





2nd Floor

Elevator lobby carpet and base
Taping touch up in elevator lobby
Paint touch up in elevator lobby
OFCI work.

1st Floor

Terrazzo sealed at east vestibule
Casing and sills near complete
Carpet at the finance
Carpet base complete
ACT grid and tiles at finance
ACT tiles throughout
Painting touch up
Gallery floor tile
Concessionaire wall framing, drywall, and taping
Plumbing trim out in main restroom
Storefront install and glazing at lobby
Electrical ceiling rough in at finance
Security floor box install

Site

Flagpole base install complete (Concrete base poured and stripped)
Exterior signs lit up



10. City Communications -

New web page for utility billing updates! We've created a new page that customers can visit to see the latest developments in the utility bill audit. It's easier to navigate than the previous page:

BillingsMT.gov/BillingUpdates – Besides using this link, visitors to our website can find it in the notifications bar at the very top of the page, and it's the first item listen in the Magic City Spotlight.

50K! Billings MET Transit continues seeing rise in ride numbers

<https://www.facebook.com/share/v/16vQmCFoeY/>

BIL one of the best managed airports of 2024!

<https://businessviewmagazine.com/brochures/sept-2024/billings-logan-international-airport/>

Discover the history of Billings Logan International Airport

<https://www.facebook.com/share/p/18W5LCrcYN/>

Billings Parks and Rec kicks off urban forestry initiative

<https://www.facebook.com/share/p/14MpvAx6iN/>

Winter-Spring Activity Guide is out now!

<https://issuu.com/simplylocalus/docs/winterbrochure24-25nb?fr=sOWZiNjc1MzlzMjM>

BPD Weekly Brief

<https://www.facebook.com/share/p/13kSKv3Uy5/>

Billings PD's five newest officers graduate from MT Law Enforcement Academy

<https://www.facebook.com/share/p/15ew7tKnnb/>

West End Neighborhood Task Force Land Use Planning Workshop scheduled for Nov. 12

<https://www.facebook.com/share/p/15D2aGefLU/>

Utility Billing

City of Billings signs contract, work on utility billing audit will begin first week of November

https://www.kulr8.com/news/city-of-billings-signs-contract-work-on-utility-billing-audit-will-begin-first-week-of/article_b2a24b60-9942-11ef-9dbc-4f6577cbc1ba.html

City of Billings hires independent contractor to audit utilities billing system

<https://www.ktvq.com/news/local-news/city-of-billings-hires-independent-contractor-to-audit-utilities-billing-system>

PRPL

Photo: Million dollar grant funds urban trees in Billings

https://billingsgazette.com/news/trees-forest-service-grant-billings-parks-and-recreation/article_14b8cdfa-9d36-11ef-8ee8-bfb8d80d4342.html

Urban forestry initiative brings new trees to Billings streets

https://www.kulr8.com/news/urban-forestry-initiative-brings-new-trees-to-billings-streets/article_d359554e-9d64-11ef-b6e4-173bd96c9709.html

Driver runs through Billings cemetery, damages 30 gravestones

<https://www.ktvq.com/news/crime-watch/drivers-runs-through-billings-cemetery-damages-300-gravestones>

'Wonderful to see': Billings Mountview Cemetery offers green burials

<https://www.ktvq.com/news/local-news/wonderful-to-see-billings-mountview-cemetery-offers-green-burials>

PW

Billings City Council considers proposal for more back-in-angle parking

<https://www.ktvq.com/news/local-news/billings-city-council-consider-proposal-for-more-back-in-angle-parking>

Cleanup in Billings prepares city for winter

https://www.kulr8.com/news/cleanup-in-billings-prepares-city-for-winter/video_a637ea02-9d1f-11ef-ab2e-6bdd9a667ec.html

Parks and Recreation Projects

November 7th, 2024 Progress Report

Park	Progress	Project	Status	*updated information for this week
	Started -----> Completed			
*Castle Rock playground addition	<div style="width: 75%; background-color: #6aa84f;"></div>			*contractor is working on zipline and sidewalk repairs currently.
Castle Rock parking lot	<div style="width: 100%; background-color: #6aa84f;"></div>			Parking lot replacement completed week of 8/26
Cottonwood Park masterplan	<div style="width: 75%; background-color: #6aa84f;"></div>			Presented at November 8th Park Board meeting and approved for recommendation to City Council
Coulson Park South & North Improvements	<div style="width: 25%; background-color: #9b59eb;"></div>			Waiting for finalized contract from DNRC
Gorham irrigation automation	<div style="width: 100%; background-color: #6aa84f;"></div>			Installation and testing completed
*Grandview irrigation automation	<div style="width: 30%; background-color: #667380;"></div>			*Mainline installation nearing completion, contractor preparing to install laterals
Highland playground replacement	<div style="width: 100%; background-color: #6aa84f;"></div>			Playground install complete.
Millice irrigation automation	<div style="width: 10%; background-color: #667380;"></div>			Sealed bids opened, project over budget, rebid at a later date
*North Park adult exercise & shelter	<div style="width: 100%; background-color: #6aa84f;"></div>			*contractor fixed incorrectly installed suspension trainer.
North Park playground replacement	<div style="width: 75%; background-color: #6aa84f;"></div>			Playground installation complete, contractor waiting on delivery of replacements for vandalized fixtures
North Park restroom replacement	<div style="width: 100%; background-color: #6aa84f;"></div>			Contractor completed restroom install, awaiting final inspection
Pioneer Park tennis courts replacement	<div style="width: 75%; background-color: #6aa84f;"></div>			Renner is scheduled to finish punch list items week of 11/4
Poly Vista inclusive playground and parking lot	<div style="width: 30%; background-color: #9b59eb;"></div>			work to resume in spring with intstallation of playground
Rose Park pool spray equipment replacement	<div style="width: 25%; background-color: #9b59eb;"></div>			Per Park scheduling pool spray ground replacement delayed till the fall of 2024.
Skypoint sail replacement	<div style="width: 100%; background-color: #6aa84f;"></div>			Complete week of 09/24/2024
North Park Dog Park	<div style="width: 100%; background-color: #6aa84f;"></div>			Complete
Dehler Park Spring Improvements	<div style="width: 100%; background-color: #6aa84f;"></div>			Spring improvements are complete.
*Castle rock bathroom	<div style="width: 50%; background-color: #9b59eb;"></div>			* Construction begins week of 11/11
*Optimist Park Lighting	<div style="width: 50%; background-color: #9b59eb;"></div>			*Preparing to go out to bid.
*N. Park wall demo.	<div style="width: 100%; background-color: #9b59eb;"></div>			*Wall demo to start week of December 2nd.
*Arnold Drain Trail/Big Ditch Trail	<div style="width: 50%; background-color: #9b59eb;"></div>			*Consultant under contract, working on bid package.
*High Sierra Dog Park Shade Structure.	<div style="width: 50%; background-color: #9b59eb;"></div>			* Construction expected to begin 11/11/2024.
Pickleball Assoc. Shade Structure Lillis Park	<div style="width: 10%; background-color: #667380;"></div>			Project on hold until further notice.
*Centennial Sidewalk	<div style="width: 50%; background-color: #9b59eb;"></div>			*Contractor has been selected and working on getting them under contract.
*Dehler Park Protective Netting	<div style="width: 50%; background-color: #9b59eb;"></div>			*Under contract with consultant. Working on design now for netting
*Skyline Shade Structures	<div style="width: 50%; background-color: #9b59eb;"></div>			*VE items submitted. Waiting on approval from P4P
Dehler Park Irrigation Repair	<div style="width: 100%; background-color: #6aa84f;"></div>			Repair complete and operational
*Dehler Park Infield Sod	<div style="width: 50%; background-color: #9b59eb;"></div>			*Project pushed to spring.

UPCOMING DRAFT AGENDAS FOR COUNCIL / LEADERSHIP

Please review the draft agendas below and provide any feedback regarding the order of business, modification of agenda items, or other changes to the consent or regular agendas. City code requires a specific order of business as it relates to certain items on meeting agendas, e.g., placement of public hearings first on the regular agenda, so your feedback will be incorporated with those code requirements in mind. [\(BMCC 2-214\)](#) Work session agendas are more flexible and can also easily be modified by the Mayor with the consensus of Council during those informal meetings.

Thank you for your feedback!

November 12, 2024 (Tues.) - REGULAR BUSINESS

CONSENT:

1. BID AWARD: WO 25-03: Contract 2, Schedule 1 & 2
2. BID AWARD: WO 25-03: Contract 3, City Chip/Scrub Seal
3. BID AWARD: WO 23-23: Briarwood Lift Station H2S Mitigation
4. Aviation Ground Lease – MT Fish, Wildlife and Parks
5. Purchase 3 mowers for Parks Department
6. Amendment No. 2, Purchase and Sale Agreement – City Hall - Extension
7. Agreement w/Broadcom/VMWare Virtual Server Licensing
8. 2024 Federal Homeland Security Grant for Bomb Squad - BPD
9. JAG Application and Acceptance of Award - BPD
10. Donation from the Rimrock Credit Union – BPD
11. Final Minor Plat, Zimmerman Home Place Sub., 5th Filing
12. Resolution Setting Tax Abatement Policies
13. 2nd/Final Rdg. Ord - Adoption of International Fire Code (IFC)
14. Council Holiday Meetings Schedule

REGULAR:

2. Resolution Establishing Legislative Priorities for the 2025 Montana State Legislature's 69th Session
3. Resolutions relating to a Lease Purchase Financing and a Historic Tax Credit for New City Hall
4. EBURD TIF – 1616 1st Ave. N. – Animal Family Hospital
5. EBURD TIF – 2016 2nd Ave. N. – Vemco Office

November 18, 2024 – WORK SESSION

1. CRU Strategic Follow-up
2. Community Development Discussion
3. TRP, ERP
4. CIP

November 25, 2024 - REGULAR BUSINESS**CONSENT:**

1. BID AWARD: Coulson Park North and South Improvements
2. BID AWARD: Airport's West End Sewer and Water Expansion Project
3. BID AWARD: WO 23-96: WTP Intake No. 2 Catwalk Repairs
4. W.O. 24-31: WRF Solids Process Building Ventilation
5. Landfill Use Agreement
6. Purchase of Rebuild for Landfill Compactor Powertrain and Hydraulics
7. Purchase 1 - 2025 Backhoe Loader – Landfill
8. Change Order No. 2, WO 19-12, West End Reservoir Project
9. Amendment 22 with Morrison-Maierle, Inc. for Engineering Services on the Runway 7/25 Reconstruction and Extension Project
10. Removal of 2 obsolete radio structures and donation of 1 to Daniels County
11. Amend Recreation Campus Design Contract
12. Donation from Scheels to BPD
13. Lockwood Precast Donation

REGULAR:

2. RES Establishing a Procedure for Disposition of Unclaimed Property (NOT IN AQ)
3. PH and 1st Reading - Zone Change 1058 - 2135 Grand Ave- CMU1 to CMU2
4. EBURD Safety Pilot Program - District and Business Partnership
5. Adoption of City Council Strategies and Priorities
6. Babcock and Depot – Revolving Loan Fund (NOT IN AQ)

December 2, 2024 – WORK SESSION**CLOSED EXECUTIVE SESSION 4:30 – 5:30 PM**

1. Friends of the Children (Kendra's Request – Nina Hernandez)
2. West End Neighborhood Plan Update (Lauren Waterton – Sanbell)
3. Off-the-Streets (Jim Mack) / Continuum Of Care (Kody Christianson)
4. Maintain what we have - Preserving our Parks

December 9, 2024 - REGULAR BUSINESS**CONSENT:**

1. Boards & Commissions Appointments
2. BID AWARD: WO 23-96: WTP Intake No. 2 Catwalk Repairs
3. Beartooth RC&D MOU
4. Bright n' Beautiful MOU
5. Donation from Phillips 66 to Police Dept.
6. 2nd/Final Reading - Zone Change 1058 - 2135 Grand Ave- CMU1 to CMU2

REGULAR:

1. TRP, ERP Adoption
2. CIP adoption

December 16, 2024 - REGULAR BUSINESS

CONSENT:

1.

REGULAR:

1.

January 6, 2025 – WORK SESSION

1. CPSM Report?
2. Code Enforcement Changes to Ordinances (Tina)

January 13, 2025 REGULAR BUSINESS

CONSENT:

REGULAR:

January 21, 2025 (Tuesday) – WORK SESSION

1. CPSM Report?

January 27, 2025 REGULAR BUSINESS

CONSENT:

REGULAR:

February 3, 2025– WORK SESSION

1.

February 10, 2025 REGULAR BUSINESS

CONSENT:

REGULAR:

February 18, 2025 (Tuesday) – WORK SESSION

1.

February 24, 2025 REGULAR BUSINESS

CONSENT:

REGULAR:

March 3, 2025 – WORK SESSION

1.

March 10, 2025 REGULAR BUSINESS

CONSENT:

REGULAR:

March 17, 2025– WORK SESSION

Executive Session 4:30 P.M. – 5:30 P.M.

1.

March 24, 2025 REGULAR BUSINESS

CONSENT:

REGULAR:

April 7, 2025– WORK SESSION

1. Police and Fire Annual Report

April 14, 2025 REGULAR BUSINESS

CONSENT:

REGULAR:

April 21, 2025 - WORK SESSION

April 28, 2025 REGULAR BUSINESS

CONSENT:

1.

REGULAR:

2.

May 5, 2025 - WORK SESSION (BUDGET ONLY)

May 6, 2025 - WORK SESSION Tues. (BUDGET ONLY)

May 12, 2025 (Tues.) REGULAR BUSINESS

CONSENT:

1.

REGULAR:

2.

May 19, 2025 - WORK SESSION (BUDGET ONLY)

May 20, 2025 - WORK SESSION Tues. (BUDGET ONLY)

May 27, 2025 (Tues.) REGULAR BUSINESS

CONSENT:

1.

REGULAR:

June 2, 2025– WORK SESSION

June 9, 2025 REGULAR BUSINESS

CONSENT:

1.

REGULAR:

2.

June 16, 2025– WORK SESSION

Executive Session 4:30 P.M. – 5:30 P.M.

June 23, 2025 REGULAR BUSINESS

CONSENT:

1.

REGULAR:

July 7, 2025– WORK SESSION

July 14, 2025 ~~REGULAR BUSINESS~~

CONSENT:

1.

REGULAR:

July 21, 2025– WORK SESSION

July 28, 2025 ~~REGULAR BUSINESS~~

CONSENT:

1.

REGULAR:

August 4, 2025– WORK SESSION

August 11, 2025 ~~REGULAR BUSINESS~~

CONSENT:

1.

REGULAR:

August 18, 2025– WORK SESSION

August 25, 2025 ~~REGULAR BUSINESS~~

CONSENT:

1.

REGULAR:

September 2, 2025 (Tues.) – WORK SESSION

September 8, 2025 REGULAR BUSINESS

CONSENT:

1.

REGULAR:

September 15, 2025– WORK SESSION

Executive Session 4:30 P.M. – 5:30 P.M.

September 22, 2025 REGULAR BUSINESS

CONSENT:

1.

REGULAR:

October 6, 2025– WORK SESSION

October 13, 2025 REGULAR BUSINESS

CONSENT:

1.

REGULAR:

October 20, 2025– WORK SESSION

October 27, 2025 REGULAR BUSINESS

CONSENT:

1.

REGULAR:

November 3, 2025– WORK SESSION

November 10, 2025 REGULAR BUSINESS

CONSENT:

1.

REGULAR:

November 17, 2025– WORK SESSION

November 24, 2025 REGULAR BUSINESS

CONSENT:

1.

REGULAR:

December 1, 2025– WORK SESSION

Executive Session 4:30 P.M. – 5:30 P.M.

December 8, 2025 REGULAR BUSINESS

CONSENT:

1.

REGULAR:

December 15, 2025– WORK SESSION

December 22, 2025 REGULAR BUSINESS

CONSENT:

1.

REGULAR: