

Billings City Administrator Weekly Report

December 6, 2024

- 1. Legislative Breakfast** – Monday morning the city hosted a legislative breakfast. Approximately 35 attended and worked through the enclosed agenda covering the City's legislative priorities.
- 2. Vet Ready Program** – Wednesday the City launched a new effort to improve our retention and recruitment of veterans. Our core values of integrity, collaboration, service and stewardship align with all branches of the military. Over 20% of Yellowstone County residents are veterans providing a great pool of potential employees to draw from. We will be working with Dave Nordel over the next year to enhance the work we do in this space.
- 3. Council Operations Committee** – Operations are beginning to move into the new city hall as of this week. We will likely need to remain in the Library Community Room for Council meetings until late January. The committee discussed and determined that this year's CA evaluation process was improved from prior years and would be replicated in 2025.
- 4. Parks & Rec Staff Memo Correction** – Please see the attached Amend Recreation Campus Contract in reference to the Master Q & A Form, Cushing Terrell and A & E Design submitted questions related to the REP.
- 5. Billings Internation Logan Airport Concession's Quarterly Sales Break Records** - For the first time, BIL's gift shop exceeded \$500,000 in quarterly sales, during the first quarter of FY 2025 (July 1 – September 30), with sales totaling \$526,108. This resulted in commissions totaling \$131,527 (25% of sales) paid to the airport during this period.

BIL's Sky Dine food and beverage concession sales also exceeded \$1 million in total quarterly sales for the first time during the first quarter of FY 2025 (July 1 – Sep 30), with sales totaling \$1,047,299. This resulted in commissions totaling \$83,783 (8% of sales) paid to the airport during this period.

These record-breaking non-airline revenue sources help the airport keep airline revenue requirements lower.

- 6. 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.

7. Park Construction Updates -



High Sierra shadow structure is completed.

North Park Court wall demolition began the week of December 2, 204. Courts are approximately 70 % demolished. Demo is expected to be completed by the week of December 9, 2024. Various city departments will be involved in the haul off and disposal of the debris.

Castelrock Restroom Renovation construction is in progress and moving forward. Interior concrete demo is completed. Electrical rough in is also completed. Work scheduled moving forward is the plumbing rough in.



8. Next Week's Meetings/Task Forces

- a. Budget & Finance Committee, Wednesday, December 11th 9:00 AM, City Hall Conference Room.
- b. Legislative & Local Affairs Committee, Wednesday, December 11th 4:00 PM, City Hall Conference Room.

9. New City Hall Update –



5th Floor

Punch list work.

Install tv screen and chairs in council chambers.

Install stainless corner guards.

Access control rough in for elevator 3.

Fix tile transition to the terrazzo at main restroom group.

Install glass in doors at building dept. and break room 503.

4th Floor

Finish architectural base.

Punch list work.

Access control rough in for elevator 3.

2nd Floor

Punch list work.

Drill holes in podiums for AV.

Access control rough in for elevator 3.

1st Floor

Punch list work.

Install floor tile in gallery.

Install storefront frame at Parks.

Install thresholds at main entry vestibule.

Cut in deal tray locations at finance counter.

Install large format tile in elevator lobby.

Paint floor in electrical, data and server rooms.



Parking Garage

Install CMU walls around generator.
Prep and paint HM doors and frames.



Site

Install new flag pole.
Remove construction fence at north side of building.





12.2.24

PRIORITIES

7:15 MAYOR'S WELCOME
7:20 INTRODUCTIONS
7:30 PRIORITY DISCUSSION
8:45 WRAP UP

**THE CITY OF BILLINGS RESOLVES TO SUPPORT
LEGISLATION THAT ACHIEVES THE FOLLOWING:**

1

**PUBLIC
SAFETY**

- Enhances safety, health, and security for Billings Residents
- Fights drug abuse, domestic violence, human trafficking and associated crime
- Reduces vagrancy, homelessness and increase resources for mental health services

2

HOUSING

- Promotes housing abundance, affordability, and promoting home ownership for citizens
- Support, in general, the Governor's Housing Task Force recommendations

3

**ECONOMIC
DEVELOPMENT**

- Facilitates private investment in Billings
- Supports preservation of TIF as an economic development tool

4

INFRASTRUCTURE

- Increases investments in infrastructure critical to supporting our economy and community

5

**SHIFT TAX
BURDEN**

- Shifts the tax burden from Billings property owners to users of government services, where appropriate

6

**SELF-GOVERNING
POWERS/MLCT**

- Supports, in general, the Montana League of Cities and Towns Legislative Resolutions



CITY OF
Billings

**BILLINGS
LEGISLATIVE
BREAKFAST**

CITY CONTACTS

PLEASE CONTACT US WITH QUESTIONS RELATED TO ANY OF OUR PRIORITIES OR OTHER TOPICS THAT COULD AFFECT OUR CITY

KENDRA SHAW, COUNCIL COMMITTEE CHAIR • shawk@billingsmt.gov • 406-670-7772

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ECONOMIC DEVELOPMENT/TIF - WYETH FRIDAY

INFRASTRUCTURE

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SELF-GOVERNING POWERS/MLCT

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TEAM

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STAFF MEMO CORRECTION – AMEND RECREATION CAMPUS CONTRACT

In reference to the Master Q & A Form (Attachment D), Cushing Terrell and A & E Design submitted questions related to the RFP. The attachments are included.



ATTACHMENT D / Page 1 of 3

MASTER Q & A FORM

PROJECT: Amend Park Recreation Campus

Master Q&A	Any questions regarding this Request for Proposals should be submitted according to the process outlined below. The City will make every effort to answer within two (2) days of receiving the questions.
Q&A Process	<ol style="list-style-type: none">1. Prepare questions or concerns on the template provided.2. Complete the table in full, providing a date for each question and a section of the RFP to reference (if applicable).3. Submit the completed form via email to thomsonk@billingsmt.gov. Attach associated documents as necessary. <p>Please contact Kory Thomson, Recreation Superintendent, with any questions regarding this process.</p>

Questions from: Brad Sperry Company: Cushing Terrell

Email Address: bradsperry@cushingterrell.com

#	Date	Reference Section	Question or Comment	City Response
1	9.30.24	Section 3 Page 8	Are the "Supporting Attachments (if necessary 8 pages maximum)" applicable to the entire Section D. Core Content 1-4 or Attachments A & C or referencing something else?	Intended to relate to #4 "Past Project Performance" not Pricing.
2	9.30.24	Section 4 Page 9 Evaluation	Who will be on the evaluation team?	Committee will have representation from the City, SBURA and Parks Advisory Board
3	9.30.24	Section 4 Page 9 Evaluation	Is the Pricing sent under separate cover confidential until after selection or included in the evaluation?	Pricing must be emailed under separate cover with "Amend Park Recreation Campus RFP Confidential Pricing" as the subject line. Pricing will not be included with initial evaluation to select the most qualified firm.
4	9.30.24	Section 4 Page 9 Evaluation	What is the weighting of each of the evaluation categories?	No weight assigned to evaluation criteria



ATTACHMENT D / Page 2 of 3

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Questions from: Brad Sperry **Company:** Cushing Terrell

Email Address: bradsperry@cushingterrell.com

#	Date	Reference Section	Question or Comment	City Response
1	9.30.24	Section 5 Page 10 Summary	Can more information be provided on the scope of the Proforma. Are you looking to start over or build upon what was previously completed? Any concerns with the previous proforma that need to be addressed?	Proforma will need to relate specifically to the actual design of the sport court facility. All past proformas are not being considered with this project.
2	9.30.24	Section 4 Page 9 Evaluation	Are specific dates being held for interviews, if needed?	Not at this time.
3	9.30.24	Section 4 Page 9 Evaluation	When is the notice to proceed anticipated?	No date has been identified
4	9.30.24	Attachment B Page 13	Are attachments allowed to Attachment B Price Matrix?	Attachments may be included with Attachment B Price Matrix.



ATTACHMENT D / Page 3 of 3

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Questions from: Brad Sperry **Company:** Cushing Terrell

Email Address: bradsperry@cushingterrell.com

#	Date	Reference Section	Question or Comment	City Response
1	9.30.24	Section 3 RFP Response Submission Page 7	Is there a required page size for the submission?	Since the submission of proposals are digital there are no requirements for page size. However, some members of the review committee will most likely choose to print each proposal.
2	9.30.24			
3	9.30.24			
4	9.30.24			

390 North 23rd St., Billings, MT 59101

Amend Park Recreation Campus

Page 15 of 16



ATTACHMENT D

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Questions from: Lindsay McGimpsey Company: A&E Design

Email Address: lmcgimpsey@ae.design

#	Date	Reference Section	Question or Comment	City Response
1	10/2/24	Narrative D5	Are you looking for fees and a work plan for Phase I only, or would you like to see fees and a work plan for Phase II as well?	Phase 1 only
2				
3				
4				

390 North 23rd St., Billings, MT 59101

Amend Park Recreation Campus

Page 15 of 16

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!

December 9, 2024 - REGULAR BUSINESS CONSENT:

1. Boards & Commissions Appointments
2. BID AWARD: Snow Hauling
3. BID AWARD: Snow Plowing
4. Contract with A & E Design for Design Services - Amend Recreation Campus
5. Contract w/Fisher's Technology for print management program
6. CCSIU Agreement with Yellowstone County
7. Prof. Services Agreement w/Advanced Engineering for water and wastewater rate studies
8. Park 1 Condominium Declaration and Association ByLaws
9. Aviation ground lease w/ Aerotronics
10. Aviation ground lease w/Edwards Jet Center
11. Beartooth RC&D MOU
12. Donation from Phillips 66 to Police Dept.
13. Donations from various donors to Billings Library
14. Final Plat - Clearwater Estates Administrative Sub
15. RES approving FY26 TRP
16. RES approving FY26 ERP

REGULAR:

2. PH - Land Use Contrary to Zoning for Yellowstone County - Street Trees at the Miller Building (No action)
3. SBBURD TIF Assistance for Service Pro Express Lube – 743 Calhoun Lane
4. RES approving FY2026-FY2030 CIP

December 16, 2024 - REGULAR BUSINESS (LIBRARY**) CONSENT:**

1. Professional Engineering Services Contract with M/M for W.O. 25-01, Contract 1: 2025 Water Main Replacement Project
2. Professional Engineering Services Contract with DOWL for W.O. 25-01, Contract 3: Rosemont Water Main Replacement Project
3. Contract with Grondahl Recreation for Sacajawea Park Playground Replacement
4. BUFSAs with Yellowstone County
5. Amendment No. 3, Automobile Parking Concession Agreement – Airport
6. Amendment No. 3, PSA with Honaker Realty for City Hall Building at 210 N. 27th St.

7. Change Order No. 3, for W.O. 19-12: West End Reservoir Project, Dewatering and Site Improvements
8. Donation to Parks, Recreation and Cemetery from Partners for Parks for Patriot Run Expenses
9. Arnold Drain Trail Repairs – Lillis Park FWP Grant
10. Montana Dept of Commerce – **MAIN STREET PROGRAM ADAPTIVE REUSE & MIXED-USE DEVELOPMENT** - Billings Masonic Temple grant

REGULAR:

2. Yellowstone Ice MOU
3. SBURA South Park Pool, Hardwood Court, Turf Field and Infrastructure

DRAFT

January 6, 2025 – WORK SESSION (New City Hall – 5th Floor??)

1. EPA – PCE Plume Update (Boris)
2. CPSM Report
3. Code Enforcement Changes to Ordinances (Tina)

January 13, 2025 - REGULAR BUSINESS

CONSENT:

1. Contract to replace outdated emergency call handling system
2. Acceptance art piece for placement along Skyline trail
3. Application Submittal for the AmeriCorps VISTA Project
4. Final Plat – Skyview Ridge Subd., 2nd filing

REGULAR:

1. PH/1st Reading Ord. Zone Change 1059 - Zimmerman Home Place
2. RES Establishing a Procedure for the Disposition of Unclaimed Property (NOT IN AQ)

January 21, 2025 (Tuesday) – WORK SESSION

1. Off the Streets (Jim Mack)
2. SL Serco Utility Audit
3. Final Housekeeping Amendments to Zoning Code 2025
- 4.

January 27, 2025 REGULAR BUSINESS

CONSENT:

REGULAR:

1. PH/1st Reading Ord. Zone Change 1056 - High Sierra

February 3, 2025– WORK SESSION

1. Big Sky Senior Services – Adult Resource Alliance (Erika Purington)
2. Aspenlieder's Imitative – Professional Services Contracting Review / Update

February 10, 2025 REGULAR BUSINESS

CONSENT:

1. BID AWARD: BOC Rooftop Unit Replacement

REGULAR:

February 18, 2025 (Tuesday) – WORK SESSION

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. CRU Follow up?
2. 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. *Council Meeting Schedule for December

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:

REGULAR:

December 15, 2025– WORK SESSION

December 22, 2025 REGULAR BUSINESS

CONSENT:

1.

REGULAR:

CLERK'S NOTES

*Annual Items shown in Blue

January (First Work Session) after an election: Swearing in of new Councilmembers

January: Nominations and Elections of Deputy Mayor Pro Tempore

January: Amend Park Development Council 2024 Proposed Budget

January: Beartooth RC&D MOU

March: Budget Calendar

March: Council Priorities

September: City Administrator's Annual Review

October: TRP, ERP and CIP

October: Council Holiday Schedule for December

November (First Regular Business Meeting) after an election: Nominations and Elections of Deputy Mayor

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