

Billings City Administrator Weekly Report

December 13, 2024

1. **2024 CPSM Analysis** – The Center for Public Safety Management’s (CPSM) 2024 analysis of the Police Department is enclosed. CPSM and city staff will be highlighting the report and answering questions during our January 6th work session. See the report at this link https://www.billingsmt.gov/DocumentCenter/View/53115/Billings_Police_CPSM-Final-Report_2024
2. **Director Mike Pigg Retirement Announcement** – As a leader in the PRPL Department since 2013, Mike has done an excellent job improving the condition of our public spaces. He took over the Department in the middle of last year’s Parks, Recreation and Trail bond education efforts. Mike and his team worked tirelessly to provide exceptional educational, recreational, and cultural services and amenities as an identified goal of the City Council. Mike will be retiring in mid-March 2025. Over the next several weeks, Kevin and I will determine how best to move forward.
3. **Budget & Finance Committee Meeting** – Wyeth walked through the enclosed SBURA expansion timeline and key steps. The process will take approximately six months and cost between \$20 - \$35K + staff time. We also discussed budget goals to coincide with the recently adopted goals and objectives. With the need for the county to successfully run bond election to expand the jail, much of the committee will strongly advocate for no increases in utility rates, assessments or property taxes in 2025.
4. **Legislative & Local Affairs Committee** – We covered the highlights of last week’s legislative breakfast (Public Safety, Infrastructure, Housing & Econ. Dev.). The committee will meet weekly through the 2025 session on Wednesday afternoons at 4:00 pm on the 5th floor of City Hall in the Rimrock Conference Room.

I also had an opportunity to meet with HD 47 Representative James Reavis to discuss South Park Pool and redevelopment grants for the downtown.
5. **YMCA/City Discussion** – CEO Kim Kaiser and I met to discuss continued opportunities to collaborate on serving our community. Collaboration is critical between the City, YMCA, Boys and Girls Club and others. The demand for services is higher than our collective capacity, especially for kids.
6. **Rehberg Ranch** – The development review team met with the Rehberg’s to share ideas on their planned expansion near Skyway Drive.
7. **Planning News** – The Planning Division office will be closed to the public from 8 am to 12 pm on December 16th to move. They will be available to receive phone calls at (406) 657-8247. (See attached flyer.)
8. **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.

9. Next Week's Meetings/Task Forces

- a. West End Task Force, Tuesday, December 17th 7:00 PM, Connection Church.
- b. Southside Task Force, Thursday, December 19th 6:30 PM, Hope Center, 425 S. 28th.

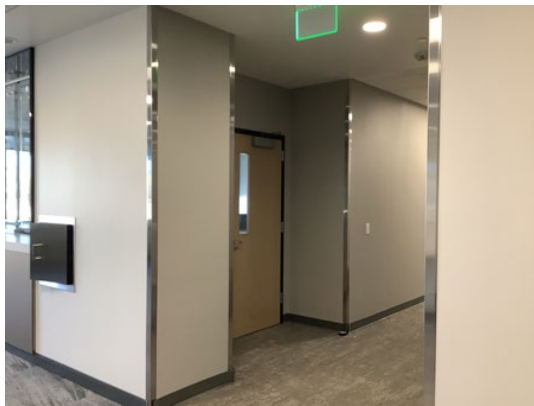
10. New City Hall Update –

5th Floor

Casework punch list.

Install granite at heads of elevator doors.

Reset automatic flush valves in restrooms.



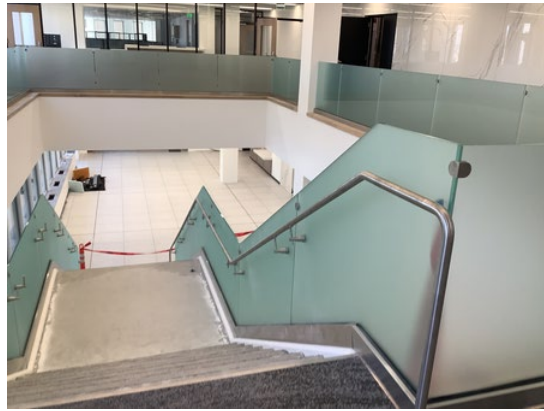
4th floor

Install stainless corner guards.

Install granite at heads of elevator doors.

2nd Floor

Install granite at heads of elevator doors.
Start handrail install on gallery stairs.
Install closers at west courtroom.
Rest automatic flush valves in restrooms.



1st Floor

Patch gallery floor north end.
Continue install of tile and grout in gallery.
Install east entrance interior vestibule storefront frame.
Ceiling grid in elevator lobby and entry vestibule.
Casework punch list.
Install granite at parks, finance and heads of elevator doors.
Start granite base in gallery.
Complete fire alarm system install.
Finish nitrogen suppression system.

Basement

Prep and paint HM doors and frames.
Prep and paint hand/guardrail.
Finish electrical work in generator room.
Install frame, door and hardware in generator room.
Finish fire alarm system install.
Fire stooping at new CMU walls.



11. City Communications -

PRPL

Billings Parks Director Mike Pigg calls it quits, will retire in March

https://billingsgazette.com/news/local/government-politics/billings-parks-director-mike-pigg-to-retire-in-2025/article_6e36bee2-b978-11ef-9c20-af021ef34882.html

New state-of-the-art ice rink coming to Billings with community support

https://www.kulr8.com/news/new-state-of-the-art-ice-rink-coming-to-billings-with-community-support/article_674c157e-b706-11ef-a37a-f7da8e347645.html

Fight over parks leads Billings to offload some parkland as a way to cut costs

https://billingsgazette.com/news/local/government-politics/billings-parks-and-recreation-budget-lampman-park/article_8c540d82-b35e-11ef-be66-0bcb48c23826.html

PD

Billings police misconduct investigation leads to felony cases being dropped; hundreds of cases under review

https://billingsgazette.com/news/local/crime-courts/billings-police-misconduct-felony-cases-dropped/article_04b796ca-b406-11ef-bf40-37d732470825.html

Shop with a Cop event brings holiday cheer to local children

https://www.kulr8.com/news/shop-with-a-cop-event-brings-holiday-cheer-to-local-children/article_c9d0879a-b984-11ef-9109-43b5ea49f2e4.html

Holiday crime crackdown: An inside look at Billings police detective sting operations

<https://www.ktvq.com/news/local-news/holiday-crime-crackdown-an-inside-look-at-billings-police-detective-sting-operations>

PW

City of Billings begins replacing water meters for third-party testing

<https://www.ktvq.com/news/local-news/city-of-billings-begins-replacing-water-meters-for-third-party-testing>

BUILDING

Billings city departments to unite under one roof by March

https://www.kulr8.com/news/billings-city-departments-to-unite-under-one-roof-by-march/article_06e52b2c-b63d-11ef-a4f5-63cc8457f818.html

PARKING

'Tickets of Cheer' appearing on vehicles in downtown Billings for the holidays

<https://www.ktvq.com/news/local-news/tickets-of-cheer-appearing-on-vehicles-in-downtown-billings-for-the-holidays>

SBBURD Expansion Summary

Council Budget and Finance Committee – December 11, 2024

Wyeth Friday, PCSD

Background:

Council vote for staff direction to move the project forward at August 19 Work Session was 6-4 with CM Neese absent. The questions/comments noted were:

- Can SBBURD funds pay for the process to expand? (Yes)
- Why can't we do an internal blight analysis, as law does not say how big the report has to be? Blight analysis needs to be thorough per the MCA definition of blight and this includes property condition, property status (vacant/not vacant), infrastructure condition and gaps, needs of area to be included to reduce blight. City staff has no capacity to complete this.
- More information on the current tax base in the triangle – residential, commercial, exempt – would be helpful. This has not been researched at this time due to the work involved and this will be provided when the blight/property/infrastructure condition analysis is conducted.
- What would an SID look like for the pool project versus expanding the District? Staff does not recommend an SID approach due to determining benefitting properties, the allocation to properties for an SID, and the complexity of the process overall per these points below:
 - The SID would need to raise \$1M a year for the SID bond for 15 years.
 - A \$10M pool would require raising \$14.4 M over 15 years and so the SID area would need to accommodate this bond capacity.
 - The Southside Triangle area has about 1,000 properties so just that area would add about \$1,000 a year to each property for the SID, so the area would have to be much larger to reduce that SID to a manageable annual assessment.
- What is the staff capacity to do this? Staff has little to no capacity to do this project, as it was not a priority that was factored into any Department work plan for FY25. Even with consultant assistance, staff will have to dedicate time to this effort that was not anticipated in all Departments.

The expansion of an Urban Renewal District (URD) follows the same basic process as creation of a new URD per MCA 7-15-4212 through 7-15-4219. The schedule can vary per start and end time and circumstances. The usual timeframe is approximately 6

months but the expansion of the SBBURD could run a little shorter if a series of processes move more quickly than usual.

Draft Schedule for SBBURD expansion:

Month 1: December

- City Council approves funding and priority of expansion of the District and SBURA is notified of the expansion and provides recommendation for City Council consideration.
- NOTE: Since SBURA is already aware of the intended expansion and has even discussed with Council funding of projects in the expansion area, it is assumed that with Council budgeting for the Finding of Blight Analysis, the first steps in the expansion will advance.
- County and School District must be notified of possible expansion per MCA 7-15-4282(2)(a) which includes discussion with the Council at a public meeting with the opportunity for public comment at the meeting. Note: This could be accomplished before or after the Determination of Blight Analysis is complete.

Month 2 – 4: January - March

City staff, District and consultant prepare analysis of area to be included to determine deficiencies (blight) and compliance with MT Urban Renewal Laws to establish elements of a modified urban renewal plan for District expansion. (Example: City funded study when it considered expansion of Downtown District in 2020)

Month 4-5: March - April

- Council passes resolution to amend the District
 - Declares existence of blight
 - Sets a public hearing
 - Notification of the hearing to the owners of the properties to be included in the expanded district and all property owners in the existing District.
 - Staff/Consultant schedule a public meeting before the formal public hearing to explain the expansion, what being in a District means, etc. This would be included in the notification of the formal public hearing to save postage costs.
- Planning Board at public meeting reviews amendment of the District and must make a formal finding that amending the District conforms with the City's

Growth Policy, as per State Law. Makes recommendation to City Council on conformance. Usually two meetings for these actions.

Month 6: May

- City Council conducts a public hearing and acts on First Reading of an Ordinance to expand the District. A modified Urban Renewal Plan is part of this action. This occurs at one business meeting.
- Council conducts Second Reading and final Approval of Ordinance to expand the District. This occurs at second business meeting.

Consultant Information:

Two consultant teams are interested and appear capable of assisting in the process for Council to consider expanding the SBBURD. They are Baker Tilley and Pioneer Technical Services. I have been in contact with them on the costs and logistics.

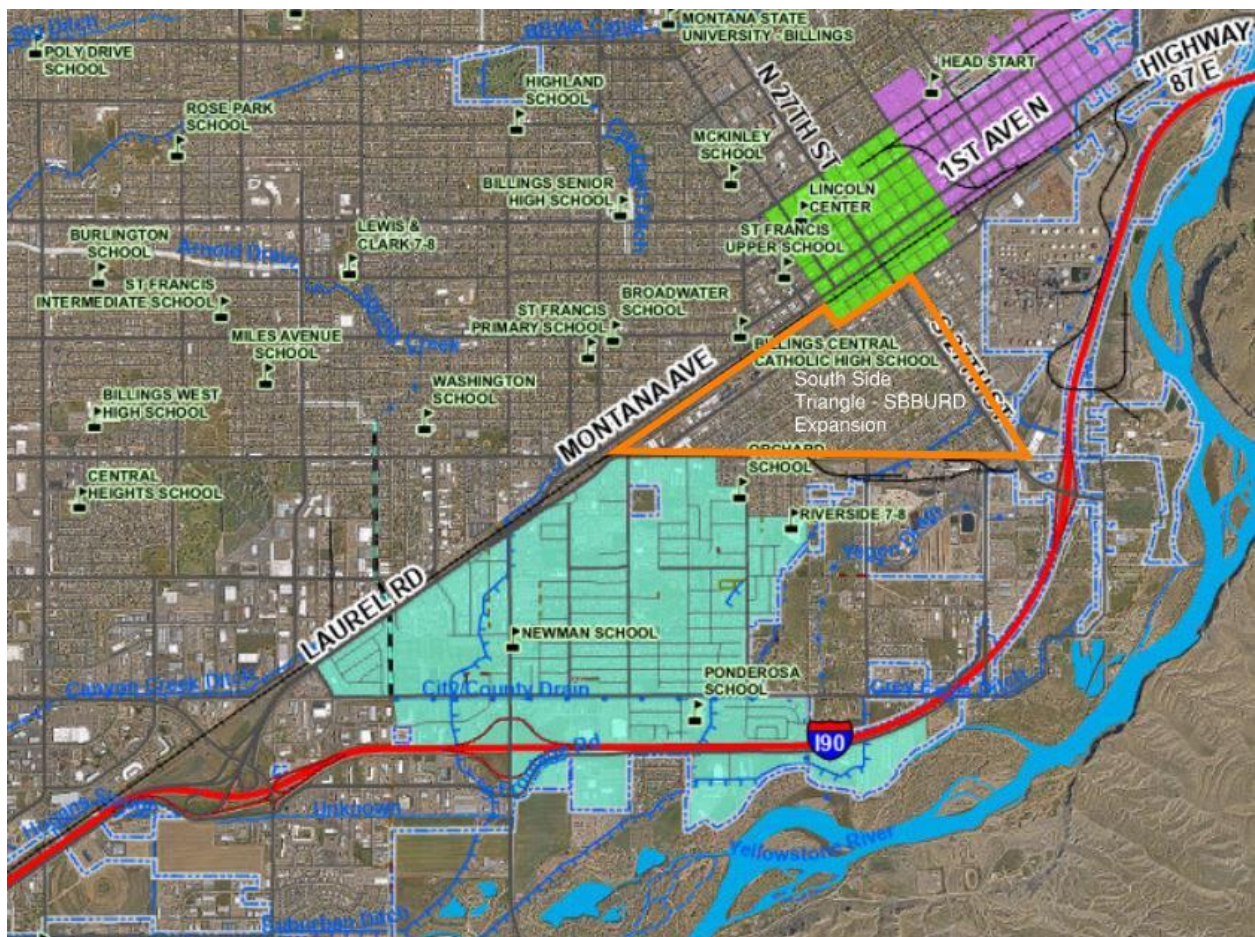
- Based on information from both firms, cost to do the initial finding of blight analysis is between \$10,000 and \$20,000
- Either could accomplish it between December and March
- If the City decided to move ahead with District expansion (approved finding of blight and passed intent to expand District in March/April) and wanted consultant assistance in that process (Staff recommends this – includes Planning Board conformance with Growth Policy, School Dist. and County Commission meetings, public meetings, Council work sessions/hearings, etc. – consultants could help for additional \$10,000 to \$15,000
- City staff for the effort – GIS, Finance, Public Works, Planning, and consultants would get DOR property information, etc. Would involve staff time throughout process. Ballpark of one week per month of work for PCSD staff (@240 hours) to maybe one week for PW, Finance and GIS for project (@120 hours)

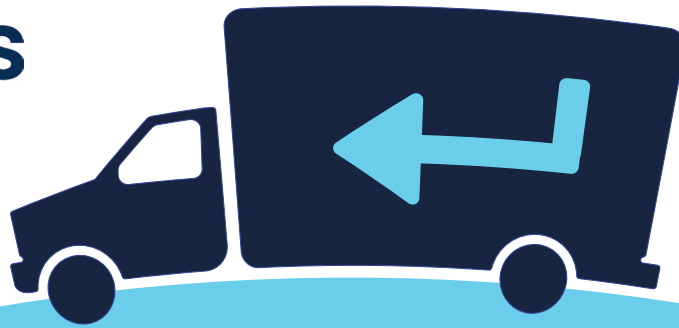
State Legislative Implications:

While there is no certainty how some State Legislators would react to Billings expanding one of its URDs, and the City would follow the current State Statutes to do so, it is always good to be aware of the focus URDs and TIF have had at the Legislature

for session after session. Often, Billings and other communities are put on the defensive to keep URDs and TIF as an economic development tool to improve infrastructure and encourage private investment in the community.

The state is heading into the 2025 Legislative Session and already several URD/TIF bills are being drafted and considered. It is important for the City Council to recognize any local action on URDs and TIF gets the attention of the Legislature and can be received positively or negatively in terms of legislation.





WE ARE MOVING

**PLANNING
DIVISION**

The Planning Division office will be closed to the public from 8 AM to 12 PM on December 16th in order to move. We will still be available to take phone calls at (406) 657-8247.

STARTING MONDAY
DECEMBER 16TH @ 12PM

THE PLANNING DIVISION
WILL BE LOCATED AT

Billings New City Hall
Stillwater Building
316 N 26th St
5th Floor



**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 16, 2024 - REGULAR BUSINESS (LIBRARY)

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

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. BUFSA with Yellowstone County
4. Amendment No. 3, Automobile Parking Concession Agreement – Airport
5. Amendment No. 3, PSA with Honaker Realty for City Hall Building at 210 N. 27th St.
6. Change Order No. 3, for W.O. 19-12: West End Reservoir Project, Dewatering and Site Improvements
7. Donation to Parks, Recreation and Cemetery from Partners for Parks for Patriot Run Expenses
8. FWP Grant for Repairs to the Arnold Drain Trail in Lillis Park
9. Montana Main Street Program Adaptive Reuse & Mixed-Use Development - Billings Masonic Temple grant

REGULAR:

2. Contract with A & E Design for Design Services - Amend Recreation Campus
3. Yellowstone Ice MOU

January 6, 2025 – WORK SESSION (LIBRARY)

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

January 13, 2025 - REGULAR BUSINESS (LIBRARY)

SL SERCO UPDATE (Utility Billing Update)

CONSENT:

1. Contract to replace outdated emergency call handling system
2. Acceptance art piece for placement along Skyline trail
3. Lillis Park Senior Challenge Board
4. Lockwood Pre-cast Bench Donation
5. Anti-Graffiti fund donation from the Brosovich Family Foundation
6. Application Submittal for the AmeriCorps VISTA Project
7. Final Plat – Skyview Ridge Subd., 2nd filing

REGULAR:

1. PH/1st Reading Ord. Zone Change 1059 - Zimmerman Home Place
2. RES. Alternate Construction Method
3. SL Serco Utility Audit ??

January 21, 2025 (Tuesday) – WORK SESSION (LIBRARY)

SL SERCO UPDATE (Utility Billing Update)

1. Off the Streets (Jim Mack)
2. SL Serco Utility Audit ??
3. Final Housekeeping Amendments to Zoning Code 2025
4. Transportation Alternatives Program Funding / Safe Routes to Schools / Yellowjacket Trail / TrailNet

January 27, 2025 REGULAR BUSINESS (LIBRARY)

SL SERCO UPDATE (Utility Billing Update)

CONSENT:

1. 2nd/Final Rdg. Ord. ZC 1059 - Zimmerman Home Place

REGULAR:

1. PH/1st Rdg. Ord. ZC 1056 - High Sierra Sub.

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
2. 2nd/Final Rdg Ord. - ZC 1056 - High Sierra Sub.
- 3.

REGULAR:

February 18, 2025 (Tuesday) – WORK SESSION

1. Billings Trailnet

February 24, 2025 REGULAR BUSINESS

CONSENT:

REGULAR:

March 3, 2025 – WORK SESSION

- 1.

March 10, 2025 REGULAR BUSINESS

CONSENT:

REGULAR:

4. RES Establishing a Procedure for the Disposition of Unclaimed Property (NOT IN AQ)

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