

Billings City Administrator Weekly Report ([Final report for 2024](#))

December 20, 2024

- 1. Public Safety Career Expo** – First responders, military and law enforcement agencies held a career fair for middle school students at the Metra on Tuesday. Students in attendance were from Ben Steel, Castlerock and Riverside.



- 2. SAC Executive Committee Meeting** – Zack Terakedis led us through his last meeting as the executive director. Zack summarized his perspective of what needs to be considered moving forward. Both city and county representatives (Rupsis, Kukulski and Ostlund) agreed to hold a joint city council/county commissioner meeting in early February to review Riverstone's ideas on how to move forward.
- 3. 2025 Legislature** – Jessica and I met with Aimee Grmoljez since she was traveling through Billings yesterday. The primary issue we worked through is how Brad Longcake will be our lead representative on some of our key issues like land use and taxation to create a firewall between any issues that other attorneys at Crowley Fleck will be representing clients who have apposing positions to the city. **Channel 7** – Lynne Fitzgerald interviewed me on our legislative goals. The recording will air in early January. Unfortunately, Chair Shaw was not able to join me.
- 4. Escalating Parking Ticket Update** – Please see the attached information about the escalating parking ticket update.
- 5. Zoom Participation at Closed Meetings** – the question was asked regarding remote participation for closed meetings. Resolution 22-11092 - A resolution establishing rules, procedures, and criteria for a city council member or a member of a city board, commission, or committee to participate remotely in public meetings #10. No member shall be allowed to participate remotely in a meeting closed to the public pursuant to BMCC 2-600 and state law by electronic means.
- 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. New City Hall Update –

5th Floor

Install granite jambs at elevators.
Drill holes in podiums for grommets.
Drill holes in council chambers ceiling for cameras.
Install grommets in podiums and at building, planning counters.
Set pedestals for elevator call buttons.



4th Floor

Install granite jambs at elevators.
Set pedestals for elevator call buttons.

2nd Floor

Install granite jambs at elevators.
Drill holes in courtroom podiums for grommets.
Install grommets in podiums.
Drill holes in the courtroom ceilings for cameras.
Set pedestals for elevator call buttons.





1st Floor

Install granite jambs at elevators.
Set pedestals for elevator call buttons.
Finish nitrogen suppression system.
Install granite jambs at finance counter.
Install granite base in lobby and gallery.
Layout deal trays in Parks countertop.
Install gallery stair handrail.
Install east entry exterior storefront frame and gallery storefront frame.
Finish gallery floor tile install.
Start tile install on gallery stairs.
Continue granite panel install at east entry vestibule.
Install PLAM panels at finance and parks counter.
Punch list completion walk.
MEP/ Owner trainings.
Electrical and HVAC trim out in lobby.
Install ceiling tile in lobby.



Site

Set Mavity monument.

Basement

Fire sprinkler work in generator room.
Building/ Generator power transfer.

8. City Communications -

Interim agreement reached in Colonial property case

<https://www.billingsmt.gov/CivicAlerts.aspx?AID=2666>

Utility billing update

<https://www.facebook.com/share/p/1AzjDJrha7/>

Two with Billings PD awarded during Angel Tree Ceremony

<https://www.facebook.com/share/p/19xM6soKgR/>

Billings PD hosts Shop with a Cop 2024

<https://www.facebook.com/share/p/19FujAsgWL/>

BPL offers free courses to library card holders through UniversalClass

<https://www.facebook.com/share/p/1BCJ7JXdw6/>

Draft Billings Area Pedestrian and Bicycle Master Plan now available for review

<https://www.facebook.com/share/p/187wbMkcMe/>

PD

Photo: Middle school students attend career fair at MetraPark

https://billingsgazette.com/news/career-fair-at-metrapark-job-school-student/article_930dab2a-bcb8-11ef-b17e-7757d48a0aab.html

Community unites to support Billings family affected by devastating house fire

<https://www.ktvq.com/news/local-news/community-unites-to-support-billings-family-affected-in-devastating-house-fire>

Annual angel tree ceremony in Yellowstone County spreads DUI awareness

https://www.kulr8.com/news/annual-angel-tree-ceremony-in-yellowstone-county-spreads-dui-awareness/video_df1a06c0-be67-11ef-967d-830c74e0a8a3.html

PCSD

Billings offers grants for affordable housing projects, deadline January 17

https://www.kulr8.com/news/billings-offers-grants-for-affordable-housing-projects-deadline-january-17/article_515c6c6a-bbbf-11ef-ac2a-27a367f6ecba.html

Legal

Billings' 'crime-ridden' Colonial Apartments case to go before jury in January

<https://www.ktvq.com/news/local-news/billings-crime-ridden-colonial-apartments-case-to-go-before-jury-in-january>

ESCALATING TICKET UPDATE

BACKGROUND:

Errors were identified with the escalating tickets (timed parking tickets). This document outlines the steps taken to address these issues, current progress, and the anticipated next steps to ensure all refunds are processed accurately and efficiently. As a reminder, the addresses in the TickeTrak software are the addresses at the time the vehicle was registered. Registered owners may have moved after the date of registration.

PROCESS FOR REFUNDS:

Searched all registered owner addresses in TickeTrak software attempting to verify the address listed was their current address. Used sources such as City Innoprise software County Property information and Google.

Attempted to locate other contact information such as a phone number or email address.

Emailed and called phone numbers to try and expedite the verification process.

Mailed letters to those affected.

Began the refund process for those who I could verbally confirm their current mailing address.

OUTCOME AS OF DECEMBER 19, 2024:

Confirmed 15 addresses by email or phone and they should receive their refund sometime next week. Total amount: \$690.00.

Mailed 21 letters confirming their address through another source. Once they verbally confirm their address, \$720.00 will be refunded.

Mailed 12 letters without finding another source matching the address in the TickeTrak software. Once verbal confirmation is received, \$510 will be refunded.

On 12/20/24, 5 letters will be mailed to those whose accounts were credited and will be receiving a refund. Total credited: \$130 Total refunded: \$110

12 names remaining to review for refunds.

34 accounts have been credited for a total of \$1,620. These individuals will be mailed a letter within the next week.

NEXT STEPS:

Complete the review of the remaining 12 names by December 31, 2024.

Ensure all refunds are processed promptly following address confirmations.

Mail letters to the 34 individuals whose accounts have been credited within the next week.

LESSONS LEARNED:

To prevent similar issues in the future, the following measures are being considered:

- Enhancing data accuracy protocols for the TickeTrak software.
- Implementing regular audits to identify discrepancies earlier.
- Search for resources that would provide current mailing addresses allowing changes to be made in TickeTrak before documentation is mailed.

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!

January 6, 2025 – WORK SESSION (LIBRARY)

1. EPA – PCE Superfund Plume Site Update (Boris)
2. CPSM Report (Kevin / Chief St. John)
3. Code Enforcement Changes to Ordinances (Tina)

January 13, 2025 - REGULAR BUSINESS (LIBRARY)

CONSENT:

1. BID AWARD: Coulson Park – North/South Improvements
2. Contract to replace outdated emergency call handling system
3. Amend Park Development Council Proposed Budget **(Not in AQ)**
4. Donation of funding for art piece along Skyline trail
5. Donation from Billings Scheels for Youth Scholarship Fund
6. Donation from Billings Go Kickball for Youth Scholarship Fund
7. Donation - Lockwood Pre-cast Bench at Mountview Cemetery
8. Donation to Anti-Graffiti Fund from the Brosovich Family Foundation
9. MOU for Donation to Yellowstone County of Emerson 30KVA UPS
10. Application Submittal for the AmeriCorps VISTA Project
11. AARP Grant - Senior Challenge Board
12. Final Plat – Skyview Ridge Subd., 2nd filing

REGULAR:

1. PH/1st Reading Ord. Zone Change 1059 - Zimmerman Home Place
2. RES. Authorizing use of Alternative Project Delivery for Amend Park Recreation Campus

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 (Kristi Drake / Elyse Monat / Debi Meling)

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 Initiative – Professional Services Contracting Review / Update
3. Sale of City Properties (Kevin)

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:

3. 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 and Nominations and Elections of Deputy Mayor Pro Tempore

January: Amend Park Development Council 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