

## Billings City Administrator Weekly Report

January 11, 2025

1. **Ward 3 Mayoral Appointment** – Thursday, January 16<sup>th</sup> at 7:00 PM the mayor will host a “Meet & Greet” event for the public and all individuals who have applied to be appointed to the vacant Ward 3 council seat. The meeting will be in the Library Community Room. The City Charter requires the mayor submit a name to the city council no later than February 5<sup>th</sup>.
2. **City Hall** – Administration, HR and the Clerk’s office moved into the new city hall Thursday. On Friday, we began training on the technology systems in the council chambers. Next week we will schedule time for council members to participate in a mock council meeting to train and test the systems. The room’s technology allows us to set the room up in different configurations. The council, staff and guests can all be seated at the same table for work sessions.
3. **City/County/Schools Meeting** – The point was emphasized that the jail bond is a top priority of the county and city. Chairman Morse updated the group on the jail committee’s work but was not comfortable identifying a target date for the bond election.
4. **Heights Water District Meeting** – The independent analysis of the HWD kicks off this month. Staff support the district’s request to install an additional meter at their expense to help manage the system. We are concerned about development alongside the new interchange being connected to public utilities. Several board members are also strong advocates for a new TIF district in the heights to support redevelopment and infrastructure upgrades.
5. **Legislative & Local Affairs Committee** – Reviewed the draft Public Art Policy and recommended it be placed on a future council work session. Crowley Fleck (Aimee and Dan) will provide us with a weekly update on Monday’s that will be shared with the Council.
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. **Next Week’s Meetings/Task Forces**
  - a. Budget & Finance Committee, Wednesday, January 15<sup>th</sup> 9:00 AM, Rimrock Conference Room, 316 N. 26<sup>th</sup> Street, 5<sup>th</sup> Floor.
  - b. Legislative & Local Affairs Committee, Wednesday, January 15<sup>th</sup> 4:00 PM, Rimrock Conference Room, 316 N. 26<sup>th</sup> Street, 5<sup>th</sup> Floor.
  - c. Rimrock Neighborhoods Task Force, Wednesday, January 15<sup>th</sup> 7:00 PM, Mayflower Church, Rehberg and Poly.

- d. Council Operations Committee, Thursday, January 16<sup>th</sup> 4:00 PM, Rimrock Conference Room, 316 N. 26<sup>th</sup> Street, 5<sup>th</sup> Floor.
- e. Southside Task Force, Thursday, January 16<sup>th</sup> 6:30 PM, Hope Center, 425 S. 28<sup>th</sup>.
- f. Meet & Greet for Ward 3 vacancy candidates, Thursday, January 16<sup>th</sup> 7:00 PM, Library Community Room.
- g. Central Terry Task Force, Thursday, January 16<sup>th</sup> 7:00 PM, Topline Hair, 1331 Central Avenue.

## 8. New City Hall Update –

### 5<sup>th</sup> Floor

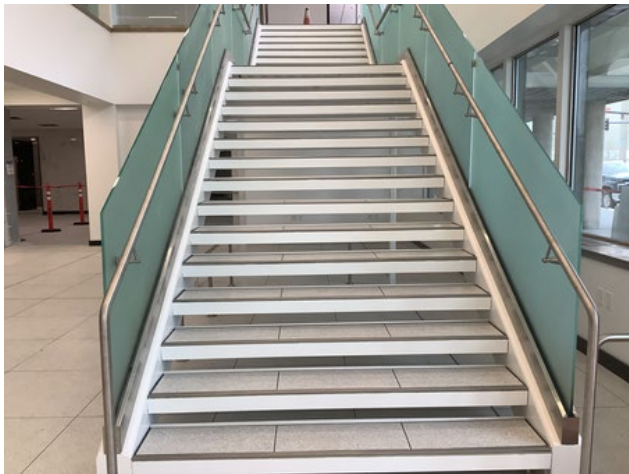
Punch list corrections.

### 4<sup>th</sup> Floor

No work

### 2<sup>nd</sup> Floor

No work.



### 1<sup>st</sup> Floor

Finish gallery stair grout.  
Caulk granite base in gallery and lobby.  
Install BR glass at Parks counter.  
Start caulking storefront frames.  
Install exterior metal soffit and main entrance.  
Change sprinkler heads in rooms 102D and 152B.  
Work on granite panel install in entry vestibule.  
Install exterior soffit lights at main entrance.  
Paint touch up in gallery and gallery stairs.





## Basement

Spray SFRM in areas removed for construction.  
Install high temp sprinkler heads in generator room.

## 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 13, 2025 - **REGULAR BUSINESS** (LIBRARY)

#### **CONSENT:**

1. BID AWARD: 2 Large Area Mowers – Midland Implement Co.
2. BID AWARD: Front Mount Mower – Midland Implement Co.
3. BID AWARD: Coulson Park – North/South Improvements
4. Contract to replace outdated emergency call handling system
5. MOU for Donation to Yellowstone County of Emerson 30KVA UPS
6. Grant Application Submittal for the AmeriCorps VISTA Project
7. AARP Grant – Lillis Park Senior Challenge Board
8. Recreational Trails Program Grant and Montana Trail Stewardship Grant
9. Donation of funding for art piece along Skyline trail
10. Donation from Partners for Parks for Wayfinding Signage
11. Donation from Billings Scheels for Youth Scholarship Fund
12. Donation from Billings Go Kickball for Youth Scholarship Fund
13. Donation from Youth Volunteer Corps
14. Donation - Lockwood Pre-cast Bench at Mountview Cemetery
15. Donation to Anti-Graffiti Fund from the Brosovich Family Foundation
16. Final Plat – Skyview Ridge Subd., 2<sup>nd</sup> filing
17. Resolution for alternate project delivery – Amend Park
18. Emergency Resolution King Avenue East Water Transmission Main Repair

#### **REGULAR:**

1. PH/1<sup>st</sup> Reading Ord. Zone Change 1059 - Zimmerman Home Place

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

1. Off the Streets (Jim Mack)
2. Final Housekeeping Amendments to Zoning Code 2025

**January 27, 2025 REGULAR BUSINESS** (MAYBE NEW CITY HALL?? OR **LIBRARY**)

**CONSENT:**

1. BID AWARD: Corrosion Inhibited Solid Sodium Chloride
2. Contract with Orion Planning and Development for Billings Land Use Plan and Future Land Use Map
3. Amendment 2, with AE2S for W.O. 23-96: Water Treatment Plant Intake No. 2 Catwalk Improvements
4. Exchange City Golf Par 3 Budget
5. Billings American Legion Budget 2025
6. **Amend** Park Development Council Proposed Budget (Not in AQ)
7. Updated Easement for Rose Park Trail
8. Federal Aviation Airport Improvement Program grants
9. Donations to Library
10. Resolution Establishing Compliance with Reimbursement under Internal Revenue Code for the South TIF Construction Projects
11. Resolution Establishing Compliance with Reimbursement under Internal Revenue Code for the Amend Park Recreation Campus TIF Bonds
12. **2<sup>nd</sup>/Final Rdg.** Ord. ZC 1059 - Zimmerman Home Place (Not in AQ)

**REGULAR:**

1. PH/1<sup>st</sup> Rdg. Ord. ZC 1056 - High Sierra Sub. (**Contentious**)
2. PH/1<sup>st</sup> Rdg. Ord. amendments (Code Enforcement)
3. Mayor's appointment for Ward III Councilmember

**February 3, 2025– WORK SESSION**

1. **SL SERCO UPDATE (Utility Billing Update)**
2. Transportation Alternatives Program Funding / Safe Routes to Schools / Yellowjacket Trail / TrailNet (Kristi Drake / Elyse Monat / Debi Meling)
3. Aspenlieder's Initiative – Professional Services Contracting Review / Update
4. Sale of City Properties (Kevin)

**February 10, 2025 REGULAR BUSINESS**

**CONSENT:**

1. BID AWARD: BOC Rooftop Unit Replacement
2. 2<sup>nd</sup>/Final Rdg Ord. - ZC 1056 - High Sierra Sub.
3. 2<sup>nd</sup> /Final Rdg Ord. - Code Enforcement amendments
4. Resolution for graffiti amendment

**REGULAR:**

**February 18, 2025 (Tuesday) – WORK SESSION**

1. Billings TrailNet
2. **Big Sky Senior Services – Adult Resource Alliance (Erika Purington)**
- 3.

**February 24, 2025 REGULAR BUSINESS**

**CONSENT:**

**REGULAR:**

**March 3, 2025 – WORK SESSION**

1. Citizen's Police Advisory Board (CPAB) Update – Kari Boiter
2. Big Sky Senior Services – Adult Resource Alliance (Erika Purington)
3. Pedestrian and Bicycle Master Plan Update – Elyse Monat

**March 10, 2025 REGULAR BUSINESS**

**CONSENT:**

**REGULAR:**

2. 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