

Billings City Administrator Weekly Report

February 14, 2025

- 1. BSEDA** – CM Owen, Wyeth and I participated in the executive search process to select the next executive director of BSED. Steve is retiring in April; he has done an excellent job leading our regional economic development agency. Steve's integrity and leadership skills will be missed. We welcome Paul Green, current director of the Department of Commerce, to Billings and look forward to our continued partnership.
- 2. Amend Recreation Campus** – we had several meetings this week to coordinate work between the city, SBURA and Yellowstone Ice Foundation. We have also been working on the lease between the city and YIF which we expect to have ready for approval by both parties in mid-March.
- 3. Substance Abuse Connect** – I met with Riverstone's team this week to exchange ideas on the future of SAC and a potential partnership for Crisis Response Units. Later this winter or early spring we plan to hold a joint meeting with the city, county and Riverstone to present and discuss the best path forward.
- 4. Cost of Services** – Wyeth, Andy and I met with CM Gulick to get this project back on track. We are struggling with how to use the tool as it currently stands as well as working through some of the consultants' assumptions. I have a call this afternoon with a city manager in KS who has used this tool.
- 5. Inner Belt Loop/Highway 3 Area Planning** – Planning and Public Works staff are continuing to coordinate on the steps needed to complete analysis of the Inner Belt Loop/Highway 3 Area Plan work to determine the expected land uses informed by housing and economic development demands/interest for the area and the utility and infrastructure needs to serve this area for urban developed in the city limits. Staff also is working to ensure coordination and alignment with the MDT managed Highway 3 Corridor Study Update that is just now taking off. Public Works has made significant progress on further utility analysis for the area and expects to have that information available in March/April. Staff have conducted a property owner meeting with the Rehberg family on what they see as their next steps to begin further development of their subdivision, and we are now working to set up meetings with the other landowners along the corridor.

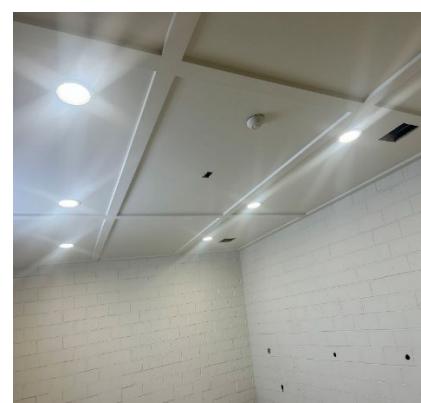
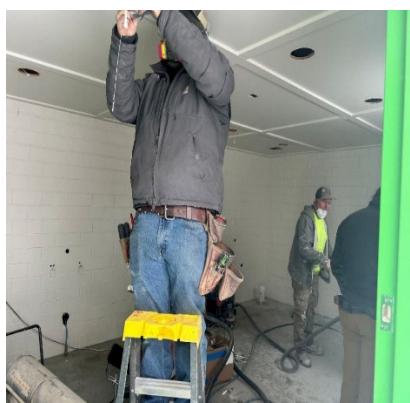
An opportunity for efficiency also has occurred as we are just launching the Land Use Plan and Future Land Use Map work with Orion Planning and Design (Council approved the Contract on 1/27) to avoid duplication of public engagement and outreach for discussions of land use and development in the area. We are looking to combine some of those efforts with the IBL/Hwy 3 Area planning efforts to better inform the community, avoid confusion and realize some efficiencies.

Ongoing Activity and Next Steps in (estimated February – May) are:

- Complete property owner meetings with those along the IBL corridor

- Complete Utility and Infrastructure Analysis
- Begin economic development analysis of the area
- Develop approach to engage stakeholders in discussion of future land uses and development along Hwy 3 and the IBL as part of the Future Land Use Plan and Map work and the MDT Hwy 3 Corridor study efforts. Our Council Adopted Public Participation Plan is already in our scope to guide this effort.

6. Parks & Recreation News - Castle Rock Restroom Remodel includes interior painting complete, new exterior door installed, electrical and HVAC updates complete, floor drains installed, concrete floors ground ready for seal, fixtures arrived and waiting for installation. (See the Parks and Recreation Projects Update attached.)



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. President's Day, Monday, February 17th **CITY OFFICES WILL BE CLOSED.**
- b. West End Task Force, Tuesday, February 18th 7:00 PM, Connections Church, 56th Street West.
- c. Legislative and Local Affairs Committee, Wednesday, February 19th 4:00 PM, Rimrock Conference Room, 316 N. 26th Street, 5th Floor.
- d. Southside Task Force, Thursday, February 20th 6:30 PM, Hope Center, 425 S. 28th.

9. City Communications

Billings Fire Department announces 2025 station tour dates

<https://billingsmt.gov/CivicAlerts.aspx?AID=2680>

REEL: It's all in the finishing details at MET Monad Office

<https://www.facebook.com/share/r/19kzm5rEnT/>

WATCH: Spotlight on the Arts w/ BPL

<https://youtu.be/f7YK9ttXxE?si=pkghupCeSHcz-tI0>

City of Billings in the News

Mayor

Free bus passes for Billings residents are being handed out by local United Way

https://billingsgazette.com/news/local/article_132d76e0-e8c5-11ef-a54d-77001669e38f.html

BIL

More snow headed for Billings, airport crews get ready for next round after record snowfall

https://billingsgazette.com/news/local/weather/article_e555ab42-ea4b-11ef-8c6a-97722a268920.html

FD

Billings Fire Department reviewing ways to improve cardiovascular health in responders

<https://www.ktvq.com/lifestyle/your-health-matters/billings-fire-department-reviewing-ways-to-improve-cardiovascular-health-in-responders>

PD

Billings' new Northern Lights Family Justice Center centralizes help for domestic violence victims

https://billingsgazette.com/news/local/crime-courts/article_f7156202-e8dc-11ef-a97d-9befdef46f8.html

Facilities

New Billings City Hall

<https://www.facebook.com/share/v/1BamYXmxPQ/>

PW

Billings plowers struggle to keep up with heavy snow

<https://www.ktvq.com/news/local-news/billings-plowers-struggle-to-keep-up-with-heavy-snow>

Parks and Recreation Projects

February 12, 2025 Progress Report

Park	Progress	Project	Status	*updated information for this week
	Started ----->	Completed		
*Rose Park North Trail	<div style="width: 40%; background-color: #800080;"></div>			*Design complete. Bid package is out. Bid opening March 4th.
*Spitz Bollard Replacement	<div style="width: 10%; background-color: #800080;"></div>			*Waiting on quotes for concrete repair and bollard installation.
*Coulson Park South & North Improvements	<div style="width: 40%; background-color: #800080;"></div>			*Received council consent, contract in routing now as well as ordering the shade structure and restroom.
*Grandview irrigation automation	<div style="width: 40%; background-color: #800080;"></div>			*On hold till Spring
*North Park adult exercise & shelter	<div style="width: 60%; background-color: #3CB371;"></div>			*contractor fixed incorrectly installed suspension trainer.
*North Park playground replacement	<div style="width: 60%; background-color: #3CB371;"></div>			*Playground installation complete, contractor waiting on delivery of replacements for vandalized fixtures
*North Park restroom replacement	<div style="width: 60%; background-color: #3CB371;"></div>			*Contractor completed restroom install, awaiting final inspection
*Pioneer Park tennis courts replacement	<div style="width: 60%; background-color: #3CB371;"></div>			*Punchlist scheduled for Spring time. Otherwise project is complete.
*Poly Vista inclusive playground and parking lot	<div style="width: 30%; background-color: #800080;"></div>			*work to resume in spring with intallation of playground
*Rose Park pool spray equipment replacement	<div style="width: 100%; background-color: #800080;"></div>			*Spray ground install complete. Pool painting in the spring
*North Park Court Improvement	<div style="width: 40%; background-color: #800080;"></div>			*Contractors selected. Required paperwork received we will be issuing contracts. Blackrattler/Montana Fence.
*Lillis Park Senior Challenge Board	<div style="width: 40%; background-color: #800080;"></div>			*Challenge board is expected to arrive March 13th. Contractor has been selected for install.
*Castle rock parking solar lighting	<div style="width: 10%; background-color: #800080;"></div>			*Lighting quote obtained. Waiting on install quotes.
*Castle rock bathroom	<div style="width: 100%; background-color: #800080;"></div>			*New doors installed, floor prepped for epoxy, ceiling complete, lighting complete, everything has at least a primer coat of paint.
*Arnold Drain Trail/Big Ditch Trail	<div style="width: 60%; background-color: #800080;"></div>			*Finalizing design for both. Lillis(Arnold Drain) should be ready for bid process in approx 3 weeks.
*Sacajawea Playground Replacement	<div style="width: 40%; background-color: #800080;"></div>			* Received Council Consent. Contract is currently in routing.
* Swords/Rimrock shade structure	<div style="width: 10%; background-color: #800080;"></div>			* New location has to be determined. New location may change the previously selected structure.
*Centennial Sidewalk	<div style="width: 40%; background-color: #800080;"></div>			*Contractor is under contract.
*Dehler Park Protective Netting	<div style="width: 40%; background-color: #800080;"></div>			*Bid package is out. Bis opening March 4th.
*Skyline Shade Structures	<div style="width: 20%; background-color: #800080;"></div>			*Waiting on stamped set of drawings
*Dehler Park Infield Sod	<div style="width: 40%; background-color: #800080;"></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!

February 18, 2025 (Tuesday) – WORK SESSION

1. Aspenlieder's Initiative – City of Billings Purchasing Policy
2. Sale of City Properties (Kevin)

February 24, 2025 REGULAR BUSINESS

CONSENT:

1. Boards and Commissions
2. BID AWARD: WO 25-16: 2025 Annual Street Reconstruction
3. BID AWARD: WO 24-15: WRF Chemical Room Repair
4. Amendment 24 with Morrison-Maierle, Inc. for Rehabilitate Overlook Dr
5. Consultant Contract with Kittelson & Assoc. to complete 21st Street Underpass Improvement Study
6. Consultant Services Contract with Applied Research Associates for W.O. 25-09: City Pavement Condition Survey and Assessment
7. Professional Engineering Services with HDR Engineering for W.O. 24-37: Stagecoach Trail
8. Contract Renewal for 1-yr Mimecast email protection services
9. Donation from Lockwood Pre-cast for bench at Veterans Park
10. Donation from Billings TrailNet for Trail design
11. Updated Rose Park Trail Easement
12. MET Transit 2025 Human Services Transportation Coordination Plan Adoption
13. MET Transit 2025 Public Transit Agency Safety Plan Update
14. MET Transit 2025 Disadvantaged Business Enterprises Program Update
15. Preliminary Plat - High Sierra Subdivision, 22nd Filing
16. Preliminary Minor Plat - Zeiler Subdivision
17. Resolution of Intent to Annex Wilson Park
18. Resolution Authorizing the Filing and Acceptance of Transit Grant Funds and Related Documents

REGULAR:

2. PH and Resolution for Weed Assessments
3. PH and Resolution for Nuisance Property Abatement Assessments
4. PH and Resolution – Annexation 24-05, Annafeld Subdivision, 6th Filing
5. Annafeld Subdivision, 6th Filing - Preliminary Plat
6. PH and 1st Reading ORD - Annexation 24-05, Ward Boundary Expansion
7. ~~JT PH – Annexation 25-01, Wilson Park~~
a. ~~Resolution to Annex Wilson Park~~

- b. 1st Reading ORD – Zone Change 1061 – 441 Riverside Rd, Wilson Park, YVAS
- c. PH and 1st Reading ORD – Annexation 25-01, Ward Boundary Expansion

OWEN'S Initiative - Proposed Resolution – Performance Metrics for Major Projects

March 3, 2025 – WORK SESSION

1. CPSM continued review, update on municipal court study implementation, Citizen's advisory board, CRU update (Owen's request)
2. Pedestrian and Bicycle Master Plan Update – Elyse Monat / Mack Drzayich from Alta Planning + Design

March 10, 2025 REGULAR BUSINESS (*Mayor Cole will be absent/Deputy Mayor Boyett to preside*)

CONSENT:

1. BID AWARD: W.O. 24-32: North 12th Street Gravel Street Improvements
2. Final Amendment to Gross Maximum Price with Sletten Construction for the Terminal Expansion Project
3. RFP to Outsource of Custodial Services at City Hall
4. RFP to Outsource of Custodial Services at BOC
5. Coulson Park Shade Structure Purchase
6. Amend Park Recreation Campus General Contractor / Construction Manager (GC/CM) Contract
7. Grant to fund recreational programming for Skate Park MOU
8. State Highway Traffic Safety DUI Grant
9. FY24 COPS Hiring Program Grant
10. Lease Agreement Addendum with Yellowstone County for Space in the City Hall Building
11. Perpetual Right-of-Way Easement from Griffin Automotive Enterprises, Inc.
12. Public Sidewalk Easement from Rim Pointe Subdivision
13. RES of Intent to create SID 1428 Annafeld Sub., 5th Filing Streetlights and set public hearing
14. 2nd Reading-Annexation 24-05, Ward Boundary Expansion Ordinance -

REGULAR:

2. PH and RES - Annexation 25-02 - Lot 3, Block 1 of Exchange Sub
3. PH and 1st Rdg ORD – Annexation 25-02 Ward Boundary Expansion
4. PH and RES SID 1428, Annafeld Subdivision, 5th Filing, Streetlights
 - a. BID AWARD: SID 1428 Annafeld Sub., 5th Filing Streetlights
5. RES Establishing a Procedure for the Disposition of Unclaimed Property?

March 17, 2025– WORK SESSION

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

1. Billings TrailNet (Kristi Drake)
2. PRPL Sponsorship Program and Endowment (Brandon Schmidt)

3. Public Art Policy (Elyse Monat)

March 24, 2025 **REGULAR BUSINESS**

CONSENT:

1. 2nd Final/Rdg. ORD – Ward Boundary Expansion Annexation 25-02 – Exchange Subd.
- 2.

REGULAR:

2. JT PH - Annexation 25-01 and ZC 1061: 441 Riverside Rd. - Wilson Park
 - a. RES Annexing
 - b. 1st Rdg ORD - ZC 1061
3. PH and 1st Rdg ORD – Annexation 25-01 Ward Boundary Expansion

April 7, 2025 – WORK SESSION

1. Transportation Improvement Program (TIP) – Lora Mattox
2. CRU Follow up (done during the March 3rd WS)?
3. Police and Fire Annual Report
- 4.

April 14, 2025 **REGULAR BUSINESS**

CONSENT:

1. 2nd Final/Rdg. ORD – Ward Boundary Expansion Annexation 25-01 – Wilson Park

REGULAR:

April 21, 2025 - WORK SESSION

1. Big Sky Senior Services – Adult Resource Alliance (Erika Purington) was moved from 2.17.2025 per Erika's request

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**

DRAFT