

Billings City Administrator Weekly Report

May 9, 2025

1. **Budget & Finance Committee** - Andy and I shared our approach to shaving another \$2.3 million from the proposed FY26 budget. It starts with leaving positions vacant until FY27 outside of PD and FD. More capital cuts will be shown in parks, then there will be a series of smaller ticket items. As for personnel cost (union and non-union) I prefer to save money through vacancy savings rather than pay freezes or renegotiating contracts. With vacancies, the workload will shift to those who are on staff and the market continues to be relatively tight. We will cover the details next week with the Budget and Finance Committee.
2. **Chamber Board Meeting** – Monday, the chamber board held their board meeting in the new council chambers. Lots of great feedback on the room and the new city hall.
3. **Interim Fire Chief** - The City of Billings congratulates Interim Fire Chief Matt Hoppel on earning the Chief Fire Officer (CFO) designation from the Commission on Professional Credentialing®. This international recognition places him among just over 2,000 CFOs worldwide. The designation follows a rigorous peer review process and recognizes excellence in leadership, education, technical skills, and community service. Chief Hoppel's achievement reflects his ongoing commitment to professional growth and to serving the Billings community. Learn more at www.cpse.org/credentialing
4. **Amend Recreation Center** – Please see the attached weekly update and Amend Park Courts Building Presentation.
5. **Pedestrian Crossing Hesper Road Between Reservoirs** - At the May 27, 2025, City Council meeting, City Council will be presented a change order with Dick Anderson Construction, Inc for the West End Reservoirs. In the change order, a culvert was added to the scope of work that would connect the two reservoirs under Hesper Road. This underpass was intended to be discussed and possibly constructed when Hesper Road was reconstructed. The cost when constructed with the road is estimated to be nearly \$2M. During recent discussions with the engineer and contractor on the West End Reservoir project, the idea was brought up to put the culvert in now instead of waiting as there would be significant cost savings. The contractor needs to over-excavate both reservoirs this year to prepare for the installation of the liner and cutoff walls. Because of the depth that will need to be reached, they can install a box culvert for generally the cost of the material – approximately \$450,000. While there will still be work to finalize the pedestrian crossing (approaches, lighting, etc.), the cost savings to do the work now will be significant. Staff did not budget for the pedestrian crossing, but the city recently received the funds from Intermountain Health for the street vacation. Funds from street vacations go back to gas tax and are included in the future year's budgets. Staff is proposing to use the funds from the vacation to install the culvert while the site is over-excavated. Staff will present the change order at the 5/27 meeting with the culvert cost included so the materials can be ordered and received in time to install it later this summer. A budget amendment for the funds will follow the 5/27 meeting if the City Council approves the change order.

6. **Building News** – The April Building Division Statistics are attached.
7. **Landfill City/County Loads** - PW and IT have worked together to develop a better method to determine whether loads to the landfill are city or county. With a smartphone, the attendant can scan the person's drivers license and using our GIS system, it will tell the attendant if they are in the City limits or not. It is quick and easy and everyone coming to the landfill should have a driver's license with them. We intend to start communicating this widely over the month of May and then implementing the process June 2, 2025.
8. **Billings Library** – Please see the attached Billings Public Library Foundation Spring Newsletter.
9. **2025 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.
10. **Next Week's Meetings/Task Forces**
 - a. Budget and Finance Committee, Wednesday, May 14th 9:00 AM, Rimrock Conference Room, 316 N. 26th Street, 5th Floor.
 - b. Legislative & Local Affairs Committee. Wednesday, May 14th 4:00 PM, Rimrock Conference Roon, 316 N. 26th Street, 5th Floor.
 - c. Southside Task Force, Thursday, May 15th 6:00 PM, Hope Center, 425 S. 28th.

Amend Recreation Center: Weekly Update

5/9/2025

VP-Eastern District:	Jason Hubbard	jhub@langlas.com
Project Manager:	Rachel Guisti	rachelb@langlas.com
SR. Project Superintendent:	Lane Huffman	lhuffman@langlas.com
Field Engineer:	Si Ryan	sir@langlas.com

Progress Summary: Week of May 5th

- Weave (Civil Contractor): Wrapping up the extent of what they can do as of now. Weave will continue to help Castlerock with spoil piles.
- **Groundbreaking Ceremony**





- Castlerock (Utility Contractor): New Flared End @ End of Ditch Location Working stormwater retention excavation.
- Langlas: Temporary Power, Quality Control, Schedule for next Bid Day
- Good Earth Works (Irrigation Contractor): All connections are complete.

Schedule: Upcoming week of May 12th

- Continue moving the topsoil off site and storm retention ponds
- Continue working with the Utility Companies and Scheduling

Schedule: Lookahead/Milestone Dates

- PEMB Building tentatively arrives - Mid August
- 100% CD (Permit Documents) – Received
- Remaining Packages Out to Bid – Week of May 12th
- Bid Opening set for May 22nd
- City Council Approval June 23rd

2685 Gabel Road Billings, MT 59102 P 406.656.0629 F 406.656.1088
4555 Valley Commons Drive Bozeman, MT 59718 P 406.585.3420 F 406.585.4110
4852 Kendrick Place Missoula MT, 59808.P 406.215.1356 F 406.926.2005
101 E. Park Street Butte, MT 59701 P 406.490.2824



AMEND PARK

RECREATION CAMPUS
COURTS BUILDING



Langlas
GENERAL
CONTRACTORS

content

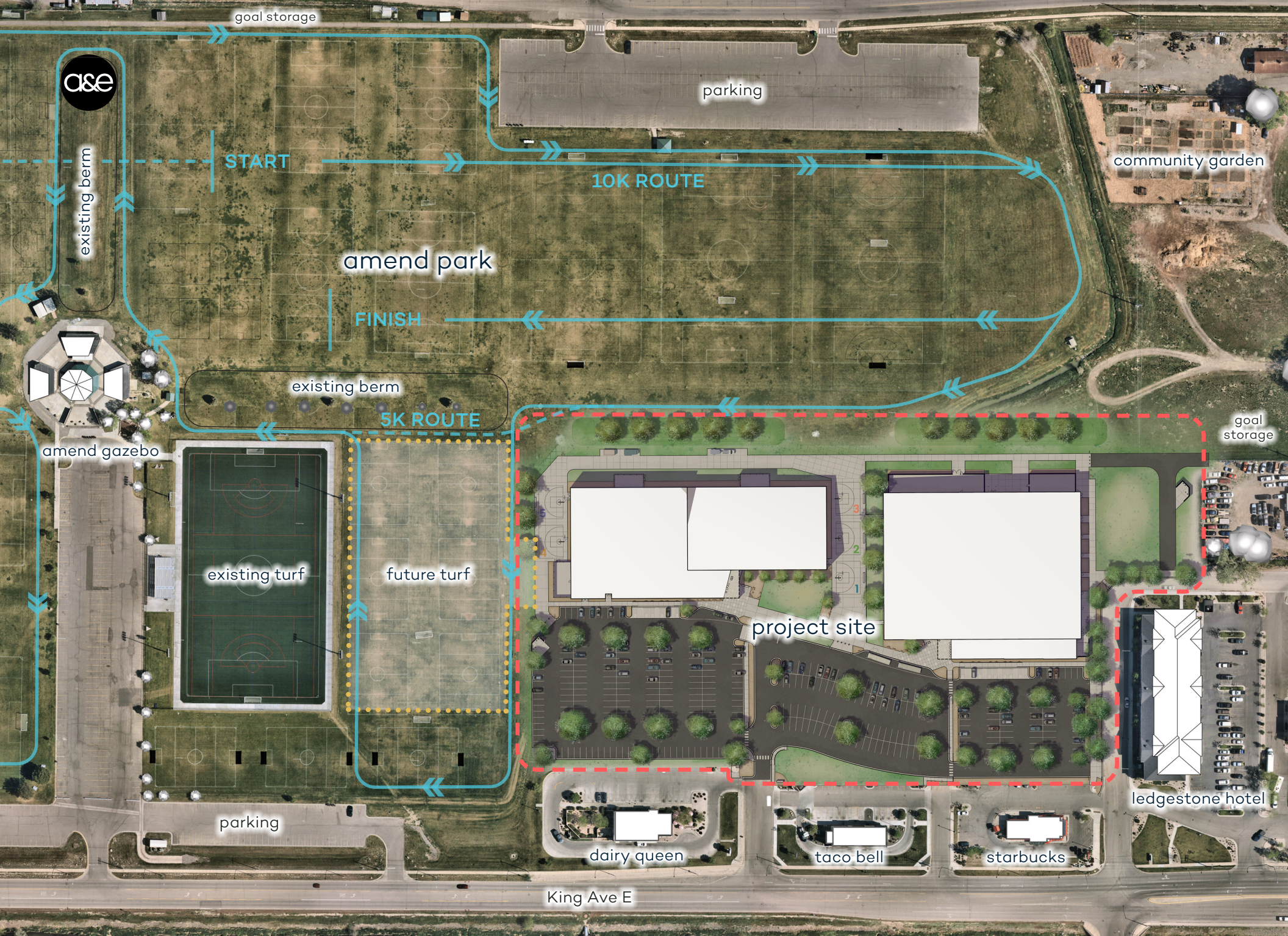
Site Design

Floor Plan

Building Design

Schedule

site
design.





amend "edge"

berm

260 stalls

campus plaza

berm

courts

main entry

future turf entrance

ice

main entry

Southgate Dr

345 stalls

Commerce Way

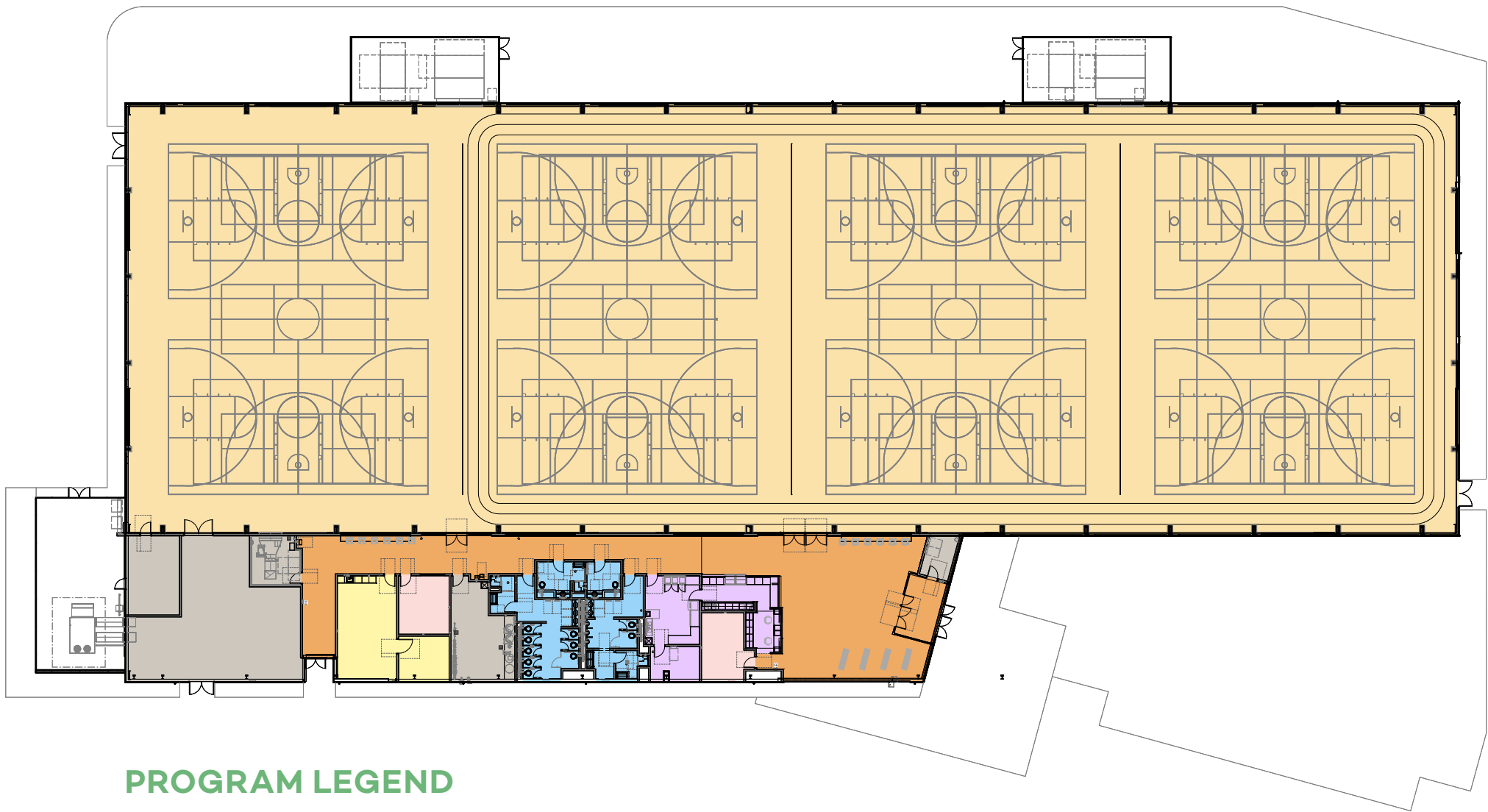
373 stalls

King Ave E

SITE PLAN

Amend Park Recreation Campus

floor plan.



PROGRAM LEGEND


- Gymnasium - 46,470 sf
- Lobby / Circulation - 3,345 sf
- Administration - 495 sf
- Multi-Use Room - 500 sf
- Restrooms - 1,025 sf
- Concession - 650 sf
- Storage / Support - 2,675 sf

TOTAL SF: 56,980


building
design.

INTERIOR FINISHES


TIMELESS COLORS & PATTERNS IN NATURE




← FIELD PAINT COLOR




← FIELD PAINT ACCENT




← RESTROOM ACCENT



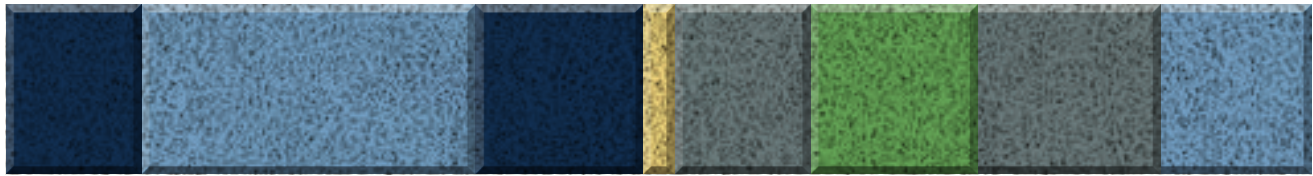
← RESTROOM ACCENT



← ACOUSTIC WALL PANELS IN GYM
(USED SPARINGLY)



← ACOUSTIC WALL PANELS IN GYM
(USED SPARINGLY)



ACOUSTIC WALL PANELS



PORCELAIN FLOOR TILE



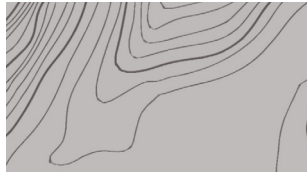
CERAMIC WALL TILE 01



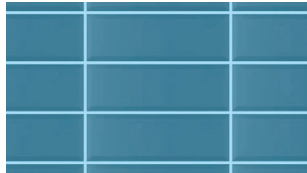
ATHLETIC WOOD STRIP FLOORING



CARPET TILE



WALL GRAPHIC



CERAMIC WALL TILE 02



PLASTIC LAMINATE



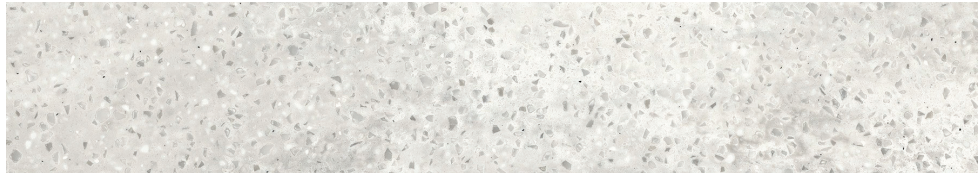
PLASTIC LAMINATE



WALL GRAPHIC



ACOUSTIC CEILING PANEL



SOLID SURFACE COUNTERTOP



Perspective: LOBBY



Perspective: RECEPTION



Perspective: CONCESSION



Perspective: COURTS

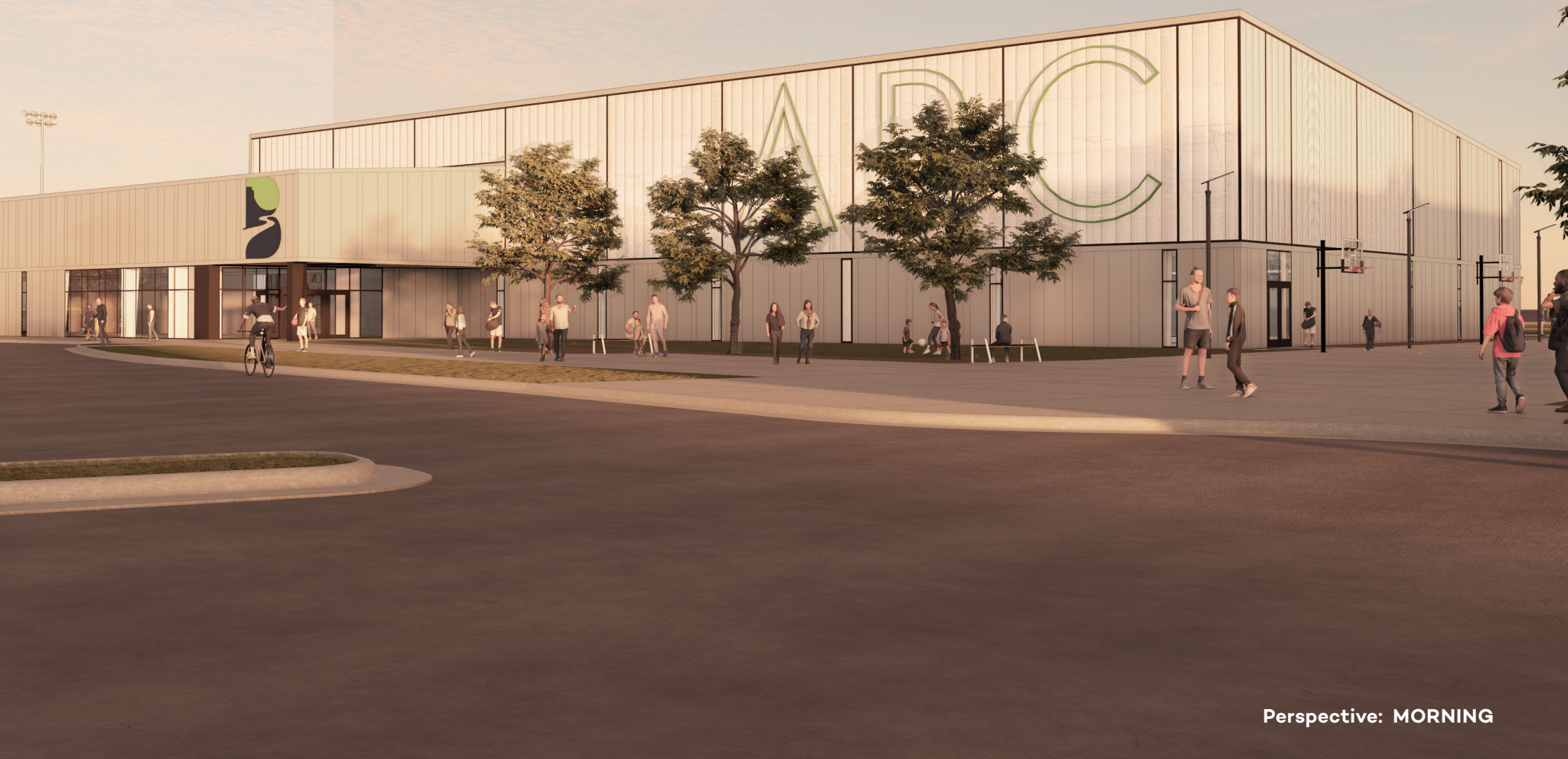


Perspective: COURTS

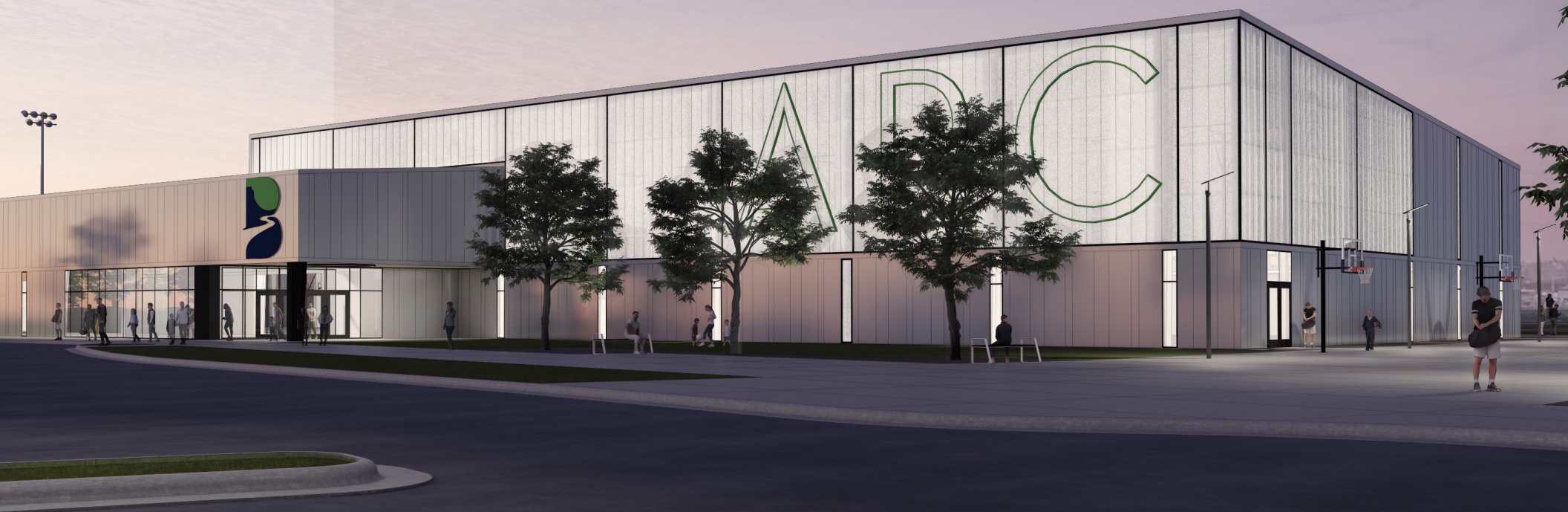


Perspective: PARKSIDE

Amend Park Recreation Campus



Perspective: MORNING



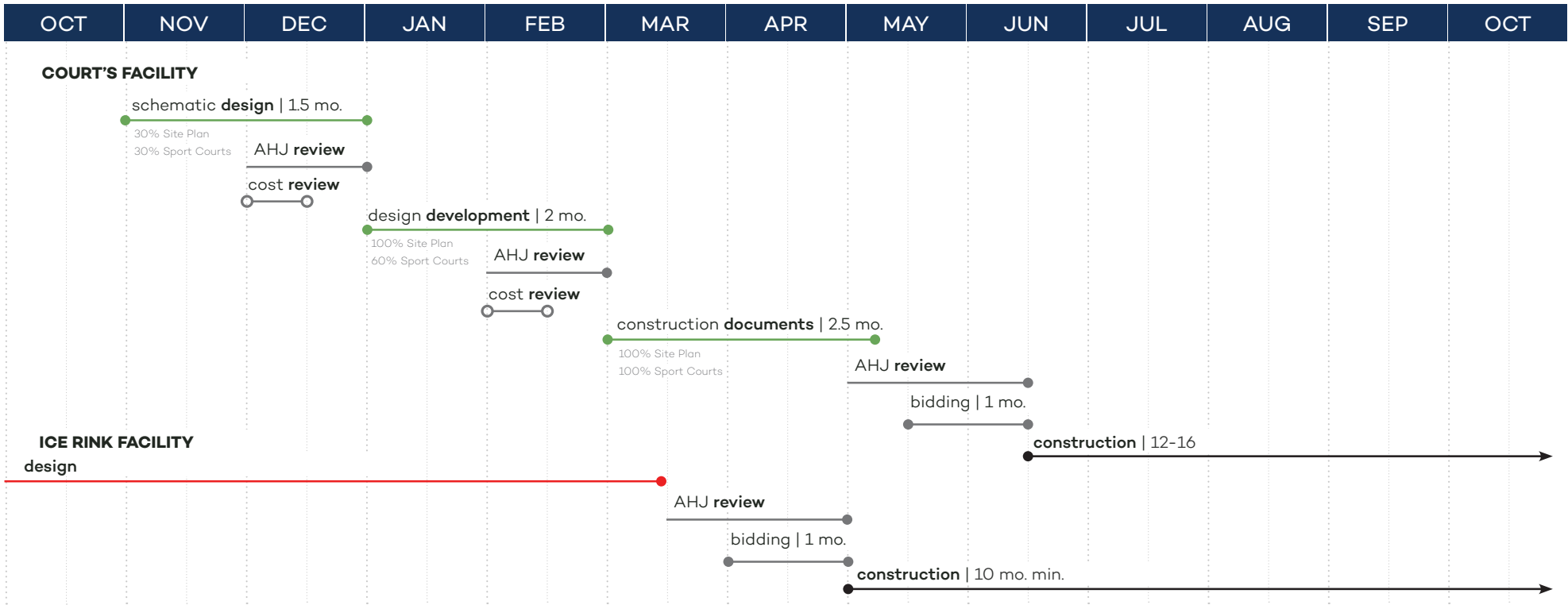
Perspective: EVENING

Amend Park Recreation Campus

schedule.

2024

2025



thank
you.



What can we
help you create?

124 N 29th St. Suite 100
Billings, MT 59101

www.ae.design

BUILDING DIVISION STATISTICS

APRIL 2025

TOTAL PERMITS ISSUED = 584

TOTAL VALUATION = \$20,756,288

Building Permit Applications Submitted 146

Building Inspections Completed 1306

New Construction 35

- Single Family = 23
 - Total Valuation = \$7,963,962
- Duplex = 10
 - Total Valuation = \$4,146,632
- Townhome = 1
 - Total Valuation = \$1,000,000
- Commercial = 1
 - Total Valuation = \$4,000,000

Addition and Remodel 61

- Residential = 26
 - Total Valuation = \$1,454,721
- Commercial = 35
 - Total Valuation = \$3,072,755

Miscellaneous 148

- Residential Exterior = 123
 - Total Valuation = \$2,159,963
- Comm Fence/Roofing/Pool = 3
 - Total Valuation = \$55,139
- Solar = 22
 - Total Valuation = \$422,130

Top Commercial Projects Issued:

Tractor Supply - \$4,000,000

Townhome Shell - \$1,000,000

County Museum Remodel - \$500,000

Auto Auction Remodel - \$400,000

Wal-Mart (Mechanical Replacement) - \$300,000

Permits Issued Calendar Year to Date:

2025 2024

New Construction

New Single Family	59	72
Commercial Townhome	1	6
Duplex	34	8
Commercial	8	13
Garage/Carport	10	7

Additions/Remodels

Residential Addition/Remodel	61	138
Commercial Addition/Remodel	148	84

Miscellaneous

Residential Exterior	260	322
Comm Fence/Roofing	12	21
Solar	96	161
Foundations	5	1

Total 602 687



Footnotes

Your Update from the Billings Public Library Foundation

BILLINGS PUBLIC LIBRARY WINS 2025 LIBRARY OF THE YEAR

Billings Public Library has been named the 2025 Library of the Year by the Montana Library Association. The award recognizes the success of the Library Express Locker program, an innovative service that has expanded access to library materials across Billings and Yellowstone County.

We are grateful for the businesses and donors who believed in the vision for expanding our Library Services throughout the community!



Kelsie Rubich, Interim Library Director and
Jeannie Tracy, Executive Director of the
Foundation at the MLA Awards in March

MONTHLY GIVING

HELP US REACH OUR GOAL OF 200 NEW
MONTHLY DONORS BY JUNE 1st



Monthly donations provide
a consistent and ongoing
method of support! Join today.



WE LOVE THE LIBRARY STAFF



On Friday, February 14th, we celebrated Valentine's Day with a "We Love the Library" breakfast for the Library Staff.

One of the best aspects of the Library is the dedicated and friendly staff. Guests continually share stories of staff who go above and beyond to assist them and treat all people with kindness, respect, and dignity. A recent card from a library patron stated, "I am so proud of our library"

The staff also brings a wealth of creative and engaging programming for all ages. We encourage you to visit the Library website or read the newsletter, and discover the amazing children's programming, adult and community programming, teen events, technology classes and more.



LIBRARY TRANSITION

Welcome to Kelsie Rubich who is serving as the Interim Director of the Billings Public Library. In March 2025, Gavin Woltjer transitioned to serve the City as the Interim Director of Parks and Recreation. Thank you to Gavin for your years of service and the impact you have made on our Library. We are excited to work with Kelsie and the entire Library team to continue the growth and success of the Billings Public Library.

Meet Sierra, New Teen Librarian!

Sierra joined Billings Public Library in October 2023 as a Library Services Specialist II in the Circulation Department. Now, she's bringing her passion and creativity to the Teen Librarian role and the CO+LAB.

"The BPL is more than just a place to find books, we are a vital community hub that promotes access, opportunity, and engagement. The BPL is such an amazing resource, and I'm thrilled to be part of an innovative team that is dedicated to serving our community. I'm especially excited about the new CO+LAB makerspace! It's such an incredible opportunity for teens and others to get hands-on experience with technology, explore potential careers, and try new creative projects. I can't wait to see the ideas that come to life in that space." **What drew Sierra to the Teen Librarian role?** "I've always been passionate about working with teens, especially in environments where they can express themselves and discover new opportunities. The Teen Librarian position at the Billings Public Library felt like the perfect way to combine my love for education, creativity, and helping teens explore their interests."

Sierra is especially excited to collaborate with teens: "From book clubs and art workshops to gaming events and life skills programs, there's so much potential to make the library a vibrant space where teens feel supported and inspired. I want teens to know that the library is a place where they can come to be themselves—whether they're looking for a quiet space to read, want to dive into a new hobby, or just hang out."



Meet Taylor, CO+Lab Librarian

Taylor has been with Billings Public Library for three years, starting in the Circulation Department and moving to Reference. Now, he's bringing his experience and enthusiasm to the CO+LAB.

"I really value the role libraries play as community spaces and I deeply appreciate how I can be a community asset as a librarian. Libraries are more and more becoming places where you can not only check out books, but gain new experiences and skills."

What excites Taylor most? "The CO+LAB is exciting to me because of the opportunity to offer emerging technologies for everyone in the community. It's going to be so cool having things like 3D printers, sewing machines, and a recording studio available for all patrons. Above all, I am very stoked to explore, learn, and create!"



MARCH 2025 DATA

Our Library is a shining example of what is special about our Billings Community...and our MARCH 2025 numbers show it!

25,689
patrons
entered the
Library

2,510 people
attended a
program at
the Library

CHECKOUTS

Downtown,
Bookmobile, and
Senior Outreach

40,615

Express Lockers

1,094

Digital Checkouts

22,699

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!

May 12, 2025 **REGULAR BUSINESS**

CONSENT:

1. BID AWARD: 1302 Parkhill Drive Housing Rehabilitation Project
2. BID AWARD: MET Transit Transfer Center Security
3. BID AWARD: Water Treatment Plant Poly-Aluminum Coagulant
4. W.O. 25-01, Contract 3: Rosemont Way Water Main Replacement
5. Contract for CityWorks - Enterprise License
6. Contract for Custodial Services at City Hall with Pride of Montana
7. Contract for Custodial Services at BOC with ABM Industry Groups
8. Grant to Parks Department from Musco Lighting for Billings Skatepark
9. Preliminary Minor Plat - Yellowstone Valley Subdivision
10. Resolution amending Annexation for Wilson Park
11. 2nd Reading Ord for Zone Change 1064

REGULAR:

None

Special Presentation:

Northern Lights Family Justice Center

Executive Session – City Administrator Performance Review

May 19, 2025 - WORK SESSION (BUDGET ONLY)

May 20, 2025 - WORK SESSION Tues. (BUDGET ONLY)

May 27, 2025 (Tues.) REGULAR BUSINESS

CONSENT:

1. Bid Award: W.O. 25-13: Annual Stormwater Rehab Program
2. Bid Award: W.O. 25-01, Contract 2: 2025 Sanitary Sewer Replacement Project
3. Access Control and Camera Upgrade/ Billings Public Library
4. Compensation Agreement with LC Properties, LLC
5. Wilson Park LWCF conversion
6. CO No. 5, W.O. 19-12, West End Reservoir Project, GC/CM Contract
7. Agreement with Knife River for Fill Project
8. Amendment Amend Park Recreation Campus; Langlas & Associates
9. Donation to Police Dept. for Camp Blue
10. Donation Big Sky Economic Development
11. Limited Commercial Ground Leases with Marchi Family Enterprises, LLC
12. Public Sidewalk Easement from Tanner Bennion - Rim Pointe Subdivision
13. Perpetual Right-of-Way Easement for Multi-Use Trail from Griffin Automotive Enterprises, Inc.
14. Amended Certificate of Survey 3030, Zimmerer Family Transfer
15. Final Plat - High Sierra Subdivision, 20th Filing
16. Final Plat – Buffalo Crossing Subd.
17. CA Agreement Addendum (Not in AQ)

REGULAR:

2. PH for LB Lofts Affordable Housing Development Project
3. PH and Resolution to adopt Billings Public Participation Plan
4. PH and Resolution to Adopt the City of Billings Purchasing Policy
5. PH and RES setting water and wastewater rates
6. PH and RES setting solid waste rates
7. PH and RES setting storm sewer rates
8. PH and RES setting street maintenance district (SMDs) rates
9. PH and 1st Reading Ord. for Curb Cut updates
10. PH to Vacate an Alley Within Block 31 of Annafeld Subdivision, Fifth Filing
11. PH and 1st Reading ORD - Zone Change 1065 - 1440 Governors Blvd
12. PH for Special Review 999 - 4140 State Ave - Drive Through Service
13. EBURD Tax Increment Assistance - TBD

June 2, 2025– WORK SESSION (BUDGET ONLY)

June 3, 2025– WORK SESSION (BUDGET ONLY)

- 1.

June 9, 2025 REGULAR BUSINESS

CONSENT:

1. Boards and Commissions
2. Compensation Agreement with LC Properties, LLC
3. 2nd Rdg Ordinance – Charter changes

REGULAR:

1. PH and RES Annexing Mirco Circle, Annexation 25-03
2. Budget Adoption

June 16, 2025– WORK SESSION

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

1. Snow Plowing Update
2. Transportation Alternatives Grant
3. Bicycle and Pedestrian Advisory Committee Annual Presentation (Elyse Monat)

June 23, 2025 REGULAR BUSINESS

CONSENT:

- 1.

REGULAR:

2. Budget adoption

July 7, 2025– WORK SESSION

1. Big Sky Senior Services – Adult Resource Alliance (Erika Purington) Let them know this has been moved
2. Public Art Policy (Elyse Monat)

July 14, 2025 REGULAR BUSINESS

CONSENT:

- 1.

REGULAR:

2. RES Establishing a Procedure for the Disposition of Unclaimed Property (Has not be submitted into routing in AQ)

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:

April 28, 2025 REGULAR BUSINESS

Legislative Update and Discussion – this appears after the City Administrator Report

CONSENT:

1. BID AWARD: WO 25-26: WTP Sediment Hauling
2. Amendment 1, with A&E Design for Amend Recreation Center.
3. GMP Amendment 1A, Amend Park Recreation Campus; Langlas & Associates
4. Amendment 27, with Morrison-Maierle, Inc. to Expand and Remodel the Airline Ticketing Area & Baggage Belt System
5. Amendment 28, with Morrison-Maierle for Engineering Services on the Runway 7/25 Reconstruction and Extension Project
6. Contract for Custodial Services at City Hall with Pride of Montana
7. Contract for Custodial Services at BOC with ABM Industry Groups
8. Five-year Consolidated Plan for FY2025-2029, the FY2025-2026 Annual Action Plan, and recommended CDBG & HOME Budget Allocations
9. State Farm Grant to Fire Dept. for Rescue Technician Training
10. Petition to Renew City Participation in BID
11. Acknowledge Receipt of Petition to Vacate Carriage Lane in Annafeld Subdivision, 5th Filing
12. Preliminary Plat - Annafeld Subdivision, 7th Filing

REGULAR:

3. PH for Land Use Contrary to Zoning for Orchard School, 120 Jackson St.- Electronic Message Display Sign
4. PH and 1st Rdg Zone Change 1064 - Buffalo Crossing Drive
5. Billings MPO FY25 UPWP Amendment 1

SPECIAL PRESENTATIONS:

1. Curb Cut Ordinance Update (Mac)
2. Transportation Corridor Plan (Debi)

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

February or March: Legislative Updates (ODD years only)

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