

Billings City Administrator Weekly Report

August 29, 2025

1. **Labor Day Schedule** – City offices are closed on Monday, September 1st.
2. **Parks and Recreation** – Please see the attached Amend Recreation Center weekly update.

The 2025 Project Progress report is also attached.

3. **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.
4. **Next Week's Meetings/Task Forces**
 - a. Labor Day, Monday, September 1st City offices will be closed.
 - b. North Park Task Force, Wednesday, August 3rd 7:00 PM, North Park Community Center.

Amend Recreation Center: Weekly Update

8/29/2025

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 August 25th

- **Langlas:**
 - Interior Wall Layout & Grid Lines.
 - Schedule & Coordination with all Sub-Contractors
 - Quality Control
- **Castlerock:**
 - South Boulder Pit is 100% dug.
- **Weave:**
 - Excavating the Tie Beams in the Gym Area
 - Backfilling the interior perimeter of the gym
- **Tru North**
 - Gearing up to start going Vertical
- **Plumb MT**
 - Underground Rough In is complete in the Administration Area
- **Central Electric**
 - Started Underground Rough In the Administration Area





Schedule: Upcoming week of September 2nd

- Langlas:
 - City/Special Inspections
 - Gym Tie Beams
 - Slab Pour on Thursday September 4th
- Billings Concrete:
 - Slab Prep Tuesday and Wednesday
 - Tie Beam Pour on Wednesday
 - Slab Pour on Thursday 4:00 am
- Weave:
 - Backfilling- Over the Exterior Gas Line
 - Excavating Tie Beams
 - Slab Prep on the West side of the Gym
- Plumb MT:
 - Gas Line
 - Backfilling and Compacting own trenches
 - Working on Submittals
- Central Electric:
 - Underground Rough In- Administration Area
 - Transformer Pad Layout
 - Working on Submittals
- Castlerock:
 - Working on South Boulder Pit
 - Trucking Material Off Site

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

Parks and Recreation Projects

August 26, 2025 Progress Report

Park	Progress	Project	Status	Updated information for this week	Newly added project
	Started ----->	Completed			
*Rose Park North Trail	<div></div>		*Expected Trail completion week of 08/25/25. Begin working on punchlist		
*Pioneer Park Basketball Court	<div></div>		*Contract documents in progress		
*Coulson Park North & South Improvements	<div></div>		*Shade structure under construction. Restroom installed. Working with CXT on order discrepancy on risers.		
*Rose Park North trail Lighting	<div></div>		*Light installation scheduled for the week of 09/01/25.		
*Automate Millice Park Irrigation CIP2026	<div></div>		* Out for public bid.		
*Rose Park Pool Fence Replacement CIP 2026	<div></div>		*Contractor selected. Bid was \$79,980.00. Working on contract routing.		
*Coulson Bike Pump Track	<div></div>		*On hold indefinitely		
*North Park Court Improvement	<div></div>		*Fence is complete. Waiting on benches to complete project.		
* Lillis Park Senior Challenge Board Signage	<div></div>		* Ordering signs week of August 4,2025.		
*Arnold Drain Trail Renovation	<div></div>		* Trail is complete. Waiting on painter to paint pedestrian bridge hand railing.		
*Big Ditch Trail Ext.	<div></div>		*Contractor expected to begin work mid September with concrete work early October.		
*Swords/Rimrock Shade Structure	<div></div>		*New location has to be determined. New location may change the previously selected structure.		
*South and East Shop Roof Repairs CIP2026	<div></div>		*		
*Dehler Park Protective Netting	<div></div>		*Contractor onsite week of 08/25/25 and did pole layout. Demo expected to begin 09/08/2025.		
*Dehler Park Infield Sod	<div></div>		*Contractor selected. Working on contract documents. Work expected to begin middle of September.		
*South Park South Bball Court Resurfacing	<div></div>		* YVBCC is severely delayed due to manpower. Reviewing Parks Board minutes over striping responsibilities.		
*Skyline Shade Structure	<div></div>		*Waiting on city building permits. Ordering structures week of 09/01/25.		
*Pioneer Park Bridge Replacement	<div></div>		* Reviewing previous estimates and evaluating engineering requirements.		
CIP 2026			Completed Projects		
River Front Trail Resurfacing (400)k			Black Otter Trail Seal Coating.		
Stewart Park Playground (400K)			Castlerock Restroom Renovation.		
Various Trails and Sidewalks (100k)					

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!

September 2, 2025 (Tues.) – WORK SESSION Kevin Out (Denise)

1. SBBURD Expansion Analysis Update
2. Urban Renewal District Legislative and Operational Modifications

September 8, 2025 REGULAR BUSINESS

CONSENT:

1. Bid Award: City Vehicles
2. Purchase Airport ARFF Trucks
3. Purchase of Toolcat
4. Airport ARFF Trucks
5. Microsoft Enterprise License agreement w/SHI International Group
6. West End Hangar Ground Lease with Robert C. Bryan and Phyllis C. Bryan
7. West End Hangar Ground Lease with Belix Investments, LLC
8. West End Hangar Ground Lease with Experimental Aircraft Association Chapter 57, Inc.
9. Amended Plat of Southgate Subdivision, 1st Filing

REGULAR:

2. PH and RES Setting Annual Light District Assessments for FY26
3. PH and RES Revising and Assessing Encroachment Rental Fees
4. Downtown Billings Partnership - Tax Increment Assistance Extension - Old Billings Hardware Building

September 15, 2025– WORK SESSION Kevin Out (Toni)

Litigation Update - Executive Session 4:30 P.M. – 5:30 P.M.

1. Snow Plowing Update
2. Utility Billing Update (late fees and reinstatement of service)

September 22, 2025 REGULAR BUSINESS Kevin Out

CONSENT:

1. Boards & Commissions Appointments
2. Bid Award: W.O. 25-31, WRF AFT Roof Replacement
3. Bid Award: MET Transit Bus Wash Equipment Replacement
4. Millice Park Irrigation System Replacement
5. MOU between Riverstone Health, Yellowstone County, and the City of Billings
6. PS Software License agreement w/Tyler Technologies
7. Airport Governance Consultant Selection – RFQ
8. Acceptance of Temporary Land Use Agreement with YC for Duck Creek Bridge Repair
9. Resolution adopting Public Art Policy
10. Resolution of Intent to Expand the SBBURD and Set Public Hearing Date
11. High Sierra Subdivision, 23rd Filing - Preliminary Plat
12. Final plat for L.J. Wells Sub.
13. Final Plat, Annafeld Sub., 6th Filing

REGULAR:

2. Land Use Contrary to Zoning 8 – Alkali Creek Elementary School 681 Alkali Creek Rd. - Allow an EMD Sign in a P2 zone
3. PH and RES approving Weed Abatement Assessments
4. PH and RES approving Nuisance Property Abatement Assessments
5. PH and RES approving Annexation 25-04, Homestead Acres (*No Annexation Agreement handled in SIA of the Plat on October 13th Agenda*)
6. PH and 1st Rdg ORD – Zone Change, Annexation 25-04, Homestead Acres
7. PH and 1st Rdg ORD – Ward Boundary Expansion, Annexation 25-04
8. Resolution to renew Citizens Police Advisory Committee (Regular Agenda Item)

October 6, 2025– WORK SESSION

1. RFP for Facilities Management Services
2. Urban Renewal District Draft Service Agreement Review

October 13, 2025 REGULAR BUSINESS

CONSENT:

1. Homestead Acres Subdivision, Preliminary Plat

REGULAR:

2. Preliminary Plat, Homestead Acres Subdivision
3. RES Establishing a Procedure for the Disposition of Unclaimed Property (Not submitted into routing in AQ)

October 20, 2025– WORK SESSION

Executive Session 4:00 PM-5:30 PM

1. Chris Evaluation

October 27, 2025 REGULAR BUSINESS Kevin Out

CONSENT:

1. TRP, ERP and CIP?
2. *Council Meeting Schedule for December

REGULAR:

1. Public Hearing and First Reading of Ordinance to Expand SBBURD

November 3, 2025– WORK SESSION

November 10, 2025 REGULAR BUSINESS Kevin Out

CONSENT:

1. Beartooth RC&D MOU
2. Second and Final Reading of Ordinance to Expand the District

REGULAR:

November 17, 2025– WORK SESSION

1. Energy and Conservation Commission (Louis Engels)

November 24, 2025 REGULAR BUSINESS Kevin Out

CONSENT:

- 1.

REGULAR:

December 1, 2025– WORK SESSION

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

December 8, 2025 REGULAR BUSINESS

CONSENT:

1. Boards & Commissions Appointments

REGULAR:

December 15, 2025– WORK SESSION (Vacate???)

December 22, 2025 REGULAR BUSINESS Kevin Out

CONSENT:

1.

REGULAR:

DRAFT

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