

Billings City Administrator Weekly Report

October 17, 2025

1. Billings MP Long Range Transportation Plan (LRTR) Webinar –

Join the Billings Metropolitan Planning Organization (MPO) for a public webinar to discuss updates to the Long-Range Transportation Plan (LRTP), including:

-  1 Financial Plan & Project List updates to meet federal fiscal requirements
-  2 Review of the Metropolitan Planning Boundary based on 2020 Census data
-  Date: October 22, 2025
-  Time: 12:00 p.m. (Noon)
-  Where: [Virtual Webinar Registration](#) or in person at City Hall, Beartooth Conference

Room, 316 N. 26th St., 5th Floor

Public input helps shape long-term transportation priorities—join us and share your feedback!

 [Learn more](#) |  (406) 247-8622 |  mattoxl@billingsmt.gov

2. Park and Recreation News –Please see the attached Amend Recreation Center weekly update and the 2025 Project Progress Report.

3. Aviation News - Billings Airport Business Manager Wins Aviation Excellence Award.

On Friday, October 10, 2025, Marita Herold, Business Manager of Billings Logan International Airport (BIL), was honored with the **Aviation Excellence Award** by the Northwest Chapter of the American Association of Airport Executives (NWAAE). This prestigious award recognizes airport professionals who demonstrate outstanding commitment to the advancement, operation, and improvement of aviation and airport management. Herold, a 36-year employee of the City of Billings and Business Manager at BIL for the past 17 years, was recognized for her leadership, professionalism, and lasting contributions to the airport and aviation industry. Marita has been instrumental in advancing key initiatives that enhance airport operations, customer service, and financial management. Herold recently guided a year-long project to automate BIL's lease management system, streamlining property and lease contracts, and financial tracking into a single, integrated platform. Her initiative required coordination with city departments, system providers, and airport stakeholders, as well as providing comprehensive training to ensure a smooth transition. Her tireless efforts, including countless evenings and weekends, ensured the system's success and long-term impact on airport efficiency. Beyond this achievement, Herold has been instrumental in securing multi-year marketing contracts, supporting terminal development, and utilizing her municipal government experience to navigate the city's funding processes to advance numerous airport projects. Known for her professionalism, collaborative spirit, and dedication to service, Herold embodies the values the Aviation Excellence Award seeks to honor.

4. **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.
5. **Next Week's Meetings/Task Forces**
 - a. Westend Task Force, Tuesday, October 21st 7:00 PM, Connections Church, 56th Street West.



Amend Recreation Center: Weekly Update

10-17-2025

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 October 13th

- Weather: Over this past weekend, we got a lot of rain and temperatures dropped significantly. This led to a very muddy site along with it continually freezing overnight and thawing each day. The poor weather held up the erection of the trusses another week. Next week is supposed to be sunny and nice, but it is Montana, so who knows.
- Langlas: Staking out line for the NWE to come excavate along as well as the T-Tap.
- Weave: Unable to perform any work in the muddy swamp.
- J & B Erectors: (True North): Continuing to erect all steel in the lobby. The last of the steel (for the angled wall) arrived yesterday and will be erected by end of day.
- Central Electric: Began laying conduit down for the light poles and junction boxes, other than the 3 in the very east parking lot around the petroleum. No further update on what is to be done with that material.
- Painters Inc.: Painters are working on finishing up all the steel that will be hung from the roof, will start on all lower paint once trusses are attached.
- Silver Peak Framing: No work this week with the trusses still on the ground. Steel stud framing was delivered this week.



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

Schedule: Upcoming week of October 20th

- Langlas: Once Alpine is finished up, lines will be snapped to allow for framing to begin in the lobby as well as the main gym. Installing cattle guards on the south entrance to mitigate mud leaving the site.
- Weave: To begin site concrete on the south end of the ice rink and work their way west toward the basketball courts.
- Central Electric: Central to continue with the light poles.
- J & B Erectors: Main gym trusses are to be erected via crane and attached.
- Painters Inc.: Once trusses are overhead, painters will begin painting the lower parts of the steel, above 8' on all columns.
- Alpine Concrete: Alpine to be here Monday and work all week to get all the concrete polished.
- Silver Peak Framing: Framing to begin next week in both the gym and the lobby.

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Parks and Recreation Projects

October 14, 2025 Progress Report

Park	Progress Started -----> Completed	Project Status	*Updated information for this week		*Newly added project
*Rose Park North Trail	<div style="width: 80%; background-color: #2e6b2e;"></div>	*Trail is completed. Working on punchlist. (Concrete repair) Ribbon Cutting Scheduled for November 12th, 2025			
*Pioneer Park Basketball Court	<div style="width: 60%; background-color: #2e6b2e;"></div>	*Notice to proceed given. Contractor expected to be onsite the week of Oct. 20th to begin work.			
*Coulson Park North & South Improvements	<div style="width: 95%; background-color: #2e6b2e;"></div>	*Working on the administrative closeout.			
*Automate Millice Park Irrigation CIP2026	<div style="width: 50%; background-color: #2e6b2e;"></div>	* Notice to proceed given to Good Earth Works. Breaking ground on this project late October.			
*Rose Park Pool Fence Replacement CIP 2026	<div style="width: 40%; background-color: #2e6b2e;"></div>	*Fence materials have arrived. Projected start date last week of October.			
*Coulson Bike Pump Track	<div style="width: 30%; background-color: #2e6b2e;"></div>	*Project to begin the week of Oct. 26th. Consent to accept in-kind work on Council Agenda for Oct. 27th.			
*North Park Court Improvement	<div style="width: 90%; background-color: #2e6b2e;"></div>	*Scheduling bench installation and divider fence installation.			
* Lillis Park Senior Challenge Board Signage	<div style="width: 90%; background-color: #2e6b2e;"></div>	* Waiting on sign layout from AARP.			
*Arnold Drain Trail Renovation	<div style="width: 95%; background-color: #2e6b2e;"></div>	* Painter expected to finish the painting the week of Oct. 20th. Grant deadline extended to Dec. 31, 2025.			
*Big Ditch Trail Ext.	<div style="width: 70%; background-color: #2e6b2e;"></div>	*Pre -Con is done. Contractor expected to begin work this month.			
*Swords/Rimrock Shade Structure	<div style="width: 20%; background-color: #2e6b2e;"></div>	*Reviewing new proposed location.			
*South and East Shop Roof Repairs CIP2026	<div style="width: 20%; background-color: #2e6b2e;"></div>	*Reviewing estimates			
*Dehler Park Protective Netting	<div style="width: 100%; background-color: #2e6b2e;"></div>	*Contractor is back onsite. Installation of the nets is underway. Project is expected to be completed by the first week of November.			
*Dehler Park Infield Sod	<div style="width: 80%; background-color: #2e6b2e;"></div>	* Weather delays. Sod is complete, fine grading the pitchers mound and working on punch list.			
*Skyline Shade Structure	<div style="width: 80%; background-color: #2e6b2e;"></div>	*Addressing questions from permitting. Waiting on engineer.			
*Pioneer Park Bridge Replacement	<div style="width: 10%; background-color: #2e6b2e;"></div>	* Temporarily put on hold.			
*Skate Park Lighting	<div style="width: 20%; background-color: #2e6b2e;"></div>	* Bases arrive week of October 13th. Poles arrive week of November 17th.			
CIP 2026					
River Front Trail Resurfacing (400K)					
Stewart Park Playground (400K)					
Various Trails and Sidewalks (100K)					
Completed Projects					

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!

October 20, 2025– WORK SESSION

1. State Proposal for Eastern Montana Forensic Mental Health Facility Discussion
2. Residency Requirements for Department Directors – CM Kennedy Initiative

October 27, 2025 REGULAR BUSINESS Kevin and Chris Out

CONSENT:

1. Purchase of Bulldozer for landfill
2. Amendment 1 to Contract for Professional Engineering Services/WO 25-36: Rimrock Rd
3. Donation to Parks and Recreation – Pickleball Smiles
4. Agreement for Encroachments on Birely Drain District Easement
5. Preliminary Plat - Trestles Subdivision, 1st Filing
6. Final Plat, Clearwater Estates Subdivision, 2nd Filing
7. Final Plat, 44 West Subdivision
8. Second/Final Reading ORD for Annexation 25-04, Sunny Cove Fruit Farms (NOT IN AQ)
9. Second/Final Reading ORD expanding Ward Boundaries (Annex. 25-04)
10. Second/ Final Reading ORD - BMCC 22-406, Sidewalk impediments
11. Council Meeting Schedule for December

REGULAR:

2. PH and Special Review 1002 - 5545 Holiday Ave. - Bar and Casino
3. PH and 1st Reading ORD - City Zone Change 1071- Clearwater Estates Subdivision
4. PH and 1st Reading ORD - City Zone Change 1072 - 4524 Central
5. PH and 1st Reading ORD to Expand SBBURD

November 3, 2025– WORK SESSION

1. Codify HB231 (2025) Levy Adjustments (Rupsis)
2. TRP, ERP
3. CIP
4. Department Heads – City Residency (Kennedy Initiative)

November 10, 2025 REGULAR BUSINESS Kevin Out

CONSENT:

1. Urban Renewal Advisory Boards Appointments
2. Amendment 31 to Agreement for Engineering Services A & T Department
3. Library donations
4. In-Kind Donation Acceptance - BSEDA Bicycle Pump Track Coulson Park
5. Preliminary Plat – Homestead Acres Subdivision
6. Final Minor Plat - Ridgeview Subdivision

7. Final Plat – LJ Wells Subdivision
8. Popelka Commerce Center Subdivision - Exempt Plat
9. Second and Final Reading ORD to Expand SBBURD

REGULAR:

2. PH – 2026 Budget Amendment
3. PH - Land Use Contrary to Zoning 9- 615 S 27th St. - MHP security fence height
4. PH and RES for Annexation 25-03, Mirco Circle
 - a. Annexation Agreement with Mirco Home Owners Association
 - b. PH and 1st Reading ORD – Ward Boundary Expansion (Annex. 25-03)
5. Downtown Billings Partnership - Tax Increment Assistance Extension - Old Billings Hardware Building
6. Nomination and Election of Deputy Mayor

November 17, 2025– WORK SESSION

Executive Session 4:00 PM-5:30 PM (Chris Evaluation)

1. Energy and Conservation Commission (Louis Engels)
2. CIP
3. Proposed Revisions to Article 2-200, BMCC

November 24, 2025 REGULAR BUSINESS Kevin Out

CONSENT:

1. Beartooth RC&D MOU

REGULAR:

2. PH and 1st Rdg. ORD - Zone Change 1073 –Sunny Cove Fruit Farms, Lot 7-SW Corner Rimrock & 60th St. W
3. PH and 1st Rdg. ORD - Zone Change 1074 –Barber Farms Subd.

December 1, 2025– WORK SESSION

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

1. Rimrock Road – 30% Design Update (Mac)
2. Stagecoach Trail Update (Mac)
3. Redevelopment Opportunities for 802 Yellowstone
4. Part 1 - Timing of Traffic Study Submittals (Aspenlieder Initiative)

December 8, 2025 REGULAR BUSINESS

CONSENT:

1. Boards & Commissions Appointments
2. Adoption of TRP, ERP
3. Adoption of CIP
4. **RES Establishing a Procedure for the Disposition of Unclaimed Property (Not submitted into routing in AQ)**
5. 2nd/Final Rdg. ORD - Zone Change 1073 –Sunny Cove Fruit Farms, Lot 7-SW Corner Rimrock & 60th St. W
6. 2nd/Final Rdg. ORD - Zone Change 1074 –Barber Farms Subd.

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

January (First Regular Business Meeting): 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

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