

Billings City Administrator Weekly Report

November 7, 2025

- 1. Leadership Team Retreat** - The City's Leadership Team spent two days in Red Lodge working on ways to strengthen collaboration within the organization and improve how we work with the Mayor and City Council.

What We Focused On:

- Addressing uncertainty following recent changes in administration and department directors.
- Building a stronger, more connected leadership team.
- Creating practical steps to work more effectively with the Council.

Highlights:

- Open discussions about current challenges, organizational impacts, and what leaders need to thrive.
- Team assessment using *The Five Dysfunctions of a Team* to identify strengths and areas to improve.
- Establishing expectations and mentorship strategies for new directors.
- Reflecting on the recent election results and considering how they may shape relationships with the Council.
- Developing a clear plan for enhancing communication and collaboration with elected officials.

Next Steps:

The leadership team will put the action plan into practice, focusing on:

- Strengthening Council–Administration collaboration.
- Supporting new directors for long-term success.
- Aligning administrative work with Council goals to better serve the community.

- 2. Public Works Director Recruitment** – We interviewed three semi-finalists for PW director yesterday.
- 3. Park and Recreation News** –Please see the attached Amend Recreation Center weekly update.
- 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. Veterans Day, Tuesday, November 11th, City offices will be closed.

- b. Budget and Finance Committee, Wednesday, November 12th 9:00 AM, Rimrock Meeting Room.
- c. Legislative and Local Affairs Committee, Wednesday, November 12th 4:00 PM, Rimrock Meeting Room.



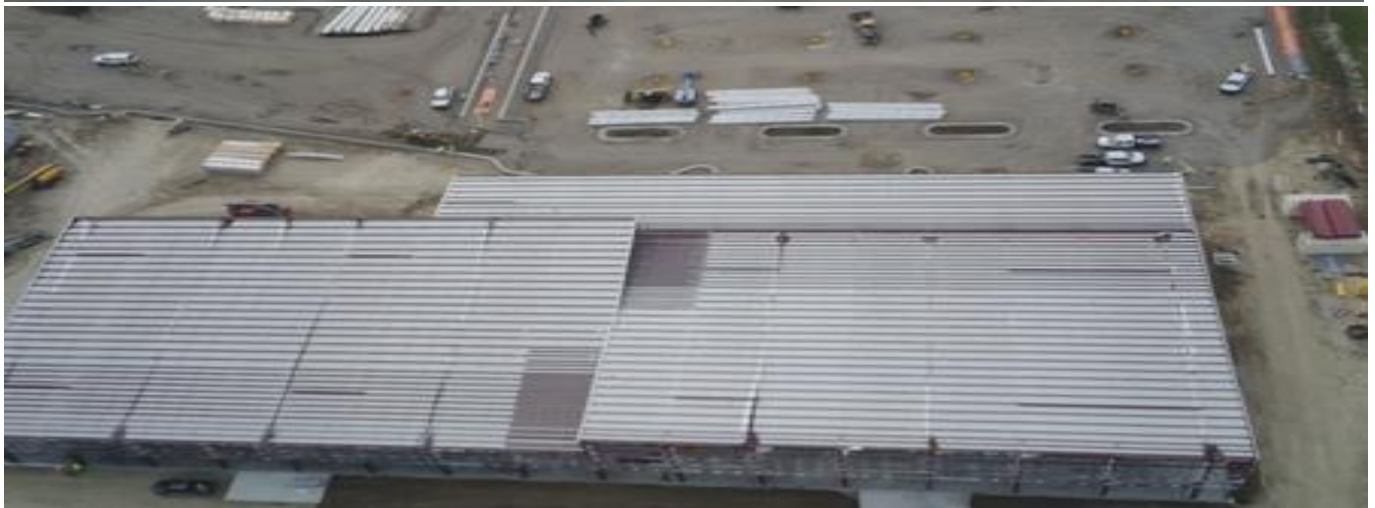
Amend Recreation Center: Weekly Update

11-7-2025

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 November 3rd

- Weather: Another week of cold mornings and warmer afternoons, but still no precipitation. Weather will not be holding anything up and we will proceed ahead.
- Langlas: Light poles for west and north side of courts were laid out and all walls in the lobby have been snapped. Flashing and the angled piece of steel are being installed at the concrete base.
- Weave: Site concrete has begun and will continue. Weave has started working their way around the west side of the courts and slowly making way to the north side, as well.
- J & B Erectors: Finishing up scrim on the roof.
- Central Electric: Installing boxes in the gym and continuing to work on light poles.
- Silver Peak Framing: They finished up in the gym, including the 10' wall.
- Painters Inc.: Continued painting on the tallest columns, still some work left to do on them, mainly the outside that will be seen through the ITP's.



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 November 10th

- Langlas: Lay out poles depending on how far the electricians get, as well as laying out the easement for MDU, and getting the rest of the base flashing installed so panels are ready to go up.
- Weave: Will continue to bring rock in and get the site to grade while also preparing for site concrete, starting on the north side of the parking lot.
- Central Electric: Assuming their rebar arrives, they will be able to start pouring for the light poles and getting conduit at the light poles on the west and north side of the courts.
- J & B Erectors: Continued work on the scrim, but hoping to split the crew and have them start on installing the panels sooner than later.
- Painters Inc.: Continued painting of the columns, both sides.
- Silver Peak Framing: Framing in the lobby/admin area.
- MDU: They will be here mid next week to start installing the gas line, will be completed the following week.

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!

November 10, 2025 REGULAR BUSINESS Kevin Out

CONSENT:

1. Boards and Commissions - Urban Renewal Advisory Boards Appointments
2. Bid Award: Snow Plowing
3. Urban Renewal District Agreements with DBP, BIRDworks, and SBURA
4. Amendment 4 to Automobile Parking Concession
5. Amendment 31 to Agreement for Engineering Services A & T Department
6. Change Order No. 7, W.O. 19-12, West End Reservoir Project: GC/CM Contract
7. Morledge Property Acquisition - Airport
8. Anti-Graffiti donation
9. City Hall Christmas tree donation
10. Donations to the BPD
11. Donations to the library
12. In-Kind Donation Acceptance - BSEDA Bicycle Pump Track Coulson Park
13. Law Enforcement Mental Health and Wellness Act Grant
14. Final Plat – LJ Wells Subdivision
15. Resolution allocating Council Contingency funds to City Hall Open House
16. Second and Final Reading ORD to Expand SBBURD

REGULAR:

2. PH – 2026 Budget Amendment
3. Downtown Billings Partnership - Tax Increment Assistance Extension - Old Billings Hardware Building
4. Nomination and Election of Deputy Mayor

November 17, 2025– WORK SESSION

1. Energy and Conservation Commission (Louis Engels)
2. ERP
3. CIP
4. Police Axon contract
5. CCWS/PRPL Fees update ??
6. Proposed Revisions to Article 2-200, BMCC, Mayor and City Council

November 24, 2025 REGULAR BUSINESS Kevin Out

CONSENT:

1. Beartooth RC&D MOU
2. Short-Term Agreement with YVAS
3. Amendment 6 for W.O. 19-12: West End Project Final Reservoir Design
4. Purchase of FY26 Solid Waste Containers
5. Purchase of FY26 Solid Waste Vehicles
6. State Highway Traffic Safety DUI Grant for BPD
7. Donation of bike repair station in Coulson Park
8. Exempt Plat - Popelka Commerce Center Subdivision
9. 2nd Reading for Zone Change 1072, Clearwater Estates Lots 1, 4 and 5
10. 2nd Reading for Zone Change 1071, Clearwater Estates Lots 2 and 3

REGULAR:

2. JOINT PUBLIC HEARING - SUNNY COVE FRUIT FARMS SUBDIVISION – Lot 7
 - a. RES for Annexation 25-05, Sunny Cove Fruit Farms
 - b. Annexation Agreement (not in AQ)
 - c. Zone Change 1073 –Sunny Cove Fruit Farms, Lot 7-SW Corner Rimrock & 60th St. W
3. PH and 1st Rdg ORD Expanding Ward Boundaries (Annexation 25-05)
4. JOINT PUBLIC HEARING -
 - a. RES for Annexation 25-06, Central Ave. Sub.
 - b. Annexation Agreement Barber Farms
 - c. Zone Change 1074 –Central Avenue Sub.
5. PH and 1st Rdg ORD Expanding Ward Boundaries (Annexation 25-06)

December 1, 2025– WORK SESSION

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

Litigation Executive Session 4:30 PM–5:30 PM

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)
5. Aggressive Traffic and Excessive Noise (Rupsis Initiative)

December 8, 2025 REGULAR BUSINESS

CONSENT:

1. Boards & Commissions Appointments
2. Adoption of TRP, ERP
3. Adoption of CIP
4. Police Axon contract
5. City-County Special Investigations Unit (CCSIU) Agreement
6. Homestead Acres Subdivision, Preliminary Plat
7. 2nd/Final Rdg. ORD - Zone Change 1073 –Sunny Cove Fruit Farms, Lot 7-SW Corner Rimrock & 60th St. W
8. 2nd/Final Rdg. ORD - Zone Change 1074 –Barber Farms Subd.

REGULAR:

2. JOINT PUBLIC HEARING - Meadowlark Mobile Home Park
 - A. Agreement with Meadowlark of Billings, LLC
 - B. Agreement with Meadowlark Capital, LLC
 - C. Agreement with DEQ
 - D. Agreement with Performance Engineering

December 15, 2025 REGULAR BUSINESS

CONSENT:

1. Boards & Commissions Appointments – Public Art Committee

REGULAR:

December 22, 2025 – Moved to December 15th Per Council Approval 10.27.2025

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