

## Billings City Administrator Weekly Report

December 19, 2025

- 1. Utility Payment Update** - See attached. Each week we will update the data in these charts.
- 2. Orientation** – This week's session focused on land use and transportation planning. This conversation will continue Monday, January 5<sup>th</sup>. We will also discuss our relationship with Lockwood wastewater. We're jumping to Lockwood since there is a formal request to allow Lockwood to expand its district in January.
- 3. Building News** – Please see the attached Building Division Statistics for November 2025.
- 4. Planning News** – 21<sup>st</sup> Street Underpass Survey Public Outreach Round 2 Open. (Please see attached press release and flyer.)
- 5. Park and Recreation News** - The PRPL Winter registration (update) and the Amend Recreation Center weekly update are attached.

**Senior Christmas Luncheon** - On Friday, December 19<sup>th</sup>, the Billings Community & Senior Center welcomed nearly 100 guests for the annual Christmas Luncheon. This is a wonderful opportunity every year for seniors to spend time with friends before the holidays and enjoy a nourishing meal. As special guests, the Billings Central Catholic High School Orchestra was the musical entertainment this year, playing enjoyable holiday songs as the soundtrack for the meal. The senior center is a Monday-Friday meal site for healthy, affordable food for the senior community. Each month, a special Friday luncheon is dedicated to celebrating birthdays and holidays.



- 6. 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.

**7. Next Week's Meetings/Task Forces**

- a. Heights Task Force, Tuesday, December 23<sup>rd</sup> 7 PM, Oasis Water Park, 943 Aronson.
- b. Christmas, Thursday, December 25<sup>th</sup> City offices will be closed.

**Hope everyone has a Merry Christmas!**

## **Weekly Delinquent Utility Bill Update**

City staff continues to work on utility billing late fees and turnoffs in accordance with the plan discussed with City Council on September 15, 2025. The schedule that was discussed is below. **The first late fees were assessed on Monday, Dec 15 and included on the bills that went out on Thursday, Dec 18.**

Cycle	Bill Date	Late Fee Assessed	Delinquent Letter	Phone Call /Email	Shut-off
Cycle 3	Monday, Nov 17, 2025	Monday, Dec 15, 2025	Tuesday, Dec 23, 2025	Tuesday, Jan 6, 2026	Monday, Jan 12, 2026
Cycle 4	Monday, Nov 24, 2025	Monday, Dec 22, 2025	Tuesday, Dec 30, 2025	Tuesday, Jan 13, 2026	Monday, Jan 20, 2026
Cycle 1	Wednesday, Dec 3, 2025	Tuesday, Dec 30, 2025	Tuesday, Jan 6, 2026	Tuesday, Jan 20, 2026	Monday, Jan 26, 2026
Cycle 2	Wednesday, Dec 10, 2025	Tuesday, Jan 6, 2026	Tuesday, Jan 13, 2026	Tuesday, Jan 27, 2026	Monday, Feb 2, 2026

Collection schedule for Sewer and Garbage customers				
Cycle	Bill Date	Late Fee Assessed	Delinquent Letter	Phone Call /Email
8	Monday, Dec 1, 2025	Monday, Dec 29, 2025	Monday, Jan 5, 2026	Friday, Jan 9, 2026
5	Wednesday, Dec 3, 2025	Tuesday, Dec 30, 2025	Tuesday, Jan 6, 2026	Tuesday, Jan 20, 2026

## **Delinquent Account Summary**

Account Status	End of November		Last Week		Currently	
	Count	Total Amount Due	Count	Total Amount Due	Count	Total Amount Due
Delinquent Accounts	5,894	\$3,584,689	5,894	\$3,584,689	5,736	\$3,347,848
Delinquent accounts on payment plans	99	\$157,210	99	\$157,210	184	\$231,247
Delinquent accounts that meet turnoff criteria*	2,959	\$2,340,622	2,959	\$2,340,622	2,497	\$2,170,661
Previous Week Disconnections	0	N/A	0	N/A	0	N/A

\*Accounts that do not meet criteria include accounts with a balance <\$100, inactive accounts, accounts with a payment plan, and non-water accounts.

Past Due Amount	November	Last Week	Currently
	# of Accounts	# of Accounts	# of Accounts
<\$100	1,625	1,625	1,602
\$101-\$500	2,418	2,418	2,288
\$501-\$1,000	889	889	877
>\$1,001	962	962	969

## **Communication**

Communication Type	Date of Contact
Notice on bill to all customers	Started 9/18 and was on for 3 months
Letter to all customers with any past due balance	December 5, 2025
Phone calls to cust starting with largest balances	October 1 through today

Mass phone calls by automated system to Cycle 3 customers with past due balances	Tuesday December 16
Mass phone calls by automated system to Cycle 4 customers with past due balances	Friday December 18
Delinquent letters	December 23 – January 13
Phone calls and/or emails	January 6 – January 27

### Disconnection Plan

- First Disconnection Dates: January 12 – February 2, depending on cycle
- Criteria for Disconnection: Accounts with past due balances > \$100
- Suspended Disconnection: Disconnection for accounts with active payment plans will be suspended unless the terms of the payment plan are not met.
- Staff Resources: Staff is currently evaluating resources necessary to perform and support turnoffs. Both the meter shop and customer service staff may limit our ability to do all turnoffs during the initial week that they meet the criteria. Staff is looking at options.

### Recommendations

- Evaluate the effectiveness of communication methods and adjust as necessary.
- Continue mass calls to delinquent customers as this seemed to be effective in increasing customer responsiveness.

### Next Steps

- Consultant actions: SL Serco has been engaged to do a review of the current status of the billing system. The work that SL Serco is doing now is not another audit or repeat of what was done before. Rather, it is a review of the processes from meter to cash which will result in recommendations to improve processes and procedures.
- Letters and phone calls have successfully increased phone calls to customer service staff. We will monitor phone traffic daily and adjust resources as necessary.

# BUILDING DIVISION STATISTICS

November 2025

**TOTAL PERMITS ISSUED = 472**

**TOTAL VALUATION = \$21,093,019**

Building Permit Applications Submitted 91

Building Inspections Completed 1111

New Construction 24

- Single Family = 16
  - Total Valuation = \$5,300,049
- Duplex = 2
  - Total Valuation = \$453,120
- Townhomes = 4
  - Total Valuation = \$2,371,796
- Commercial = 2
  - Total Valuation = \$2,871,274

Addition and Remodel 31

- Residential = 12
  - Total Valuation = \$344,920
- Commercial = 19
  - Total Valuation = \$7,509,055

Miscellaneous 139

- Residential Exterior = 114
  - Total Valuation = \$1,650,086
- Comm Fence/Roofing/Pool = 3
  - Total Valuation = \$302,000
- Solar = 22
  - Total Valuation = \$491,819

## Top Commercial Projects Issued:

Intermountain Health - Consolidated Service Laundry Infrastructure - \$5,000,000  
Hannesson Building Shell Only - \$1,468,049  
Rocky Mountain Car Wash - \$1,349,225  
Double Tree Electrical Upgrade - \$610,000  
Hanger Clinic Tenant Improvement - \$550,000

## Permits Issued Calendar Year to Date:

2025 2024

### New Construction

New Single Family	199	210
Townhome	32	92
Duplex	111	36
Commercial	36	51
Garage/Carport	33	33

### Additions/Remodels

Residential Addition/Remodel	187	251
Commercial Addition/Remodel	338	259

### Miscellaneous

Residential Exterior	1431	1149
Comm Fence/Roofing	58	58
Solar	330	460
Foundations	10	5
<b>Total</b>	<b>2,765</b>	<b>2,604</b>

**December 15, 2025**

FOR IMMEDIATE RELEASE

Contact: Elyse Monat

Billings Metropolitan Planning Organization

[monate@billingsmt.gov](mailto:monate@billingsmt.gov)

406.247.8637

**21<sup>st</sup> St. Underpass Survey Public Outreach Round 2 Open!**

The second round of public outreach is now open for the Billings Metropolitan Planning Organization's *21<sup>st</sup> St. Underpass Study*. The 21st Street underpass is one of two grade-separated railroad under crossings that link downtown Billings to the industrial and residential areas south of the railroad (13th Street being the only other grade-separated crossing). The 21st Street crossing is unique because it is the only grade-separated crossing that serves the central downtown area — making it one of the critical railroad crossings in Billings. However, there are significant limitations to the current use of the 21st Street underpass including a lack of clearance for large vehicles.

The first round of public outreach asked respondents questions related to their use of the underpass and their concern with the underpass. Based on technical analysis and public input, the project team developed four planning level alternatives for the underpass. The second round of public outreach describes four alternatives for the underpass and asks for feedback on each alternative. The alternatives include:

- No Build (i.e., no change from the current underpass)
- Minor Improvements with Over height Vehicle Warning System
- Increasing the Clearance to 11.5' with Roadway Modifications
- Increase Clearance to 13.5' with Bridge Replacement

The survey will be open through January 9, 2026. The results will help inform the final report. To take the survey, please visit

<https://storymaps.arcgis.com/stories/6daab93b38dc4067ba70b82fc821e1ae>

# Public Input Opportunity!

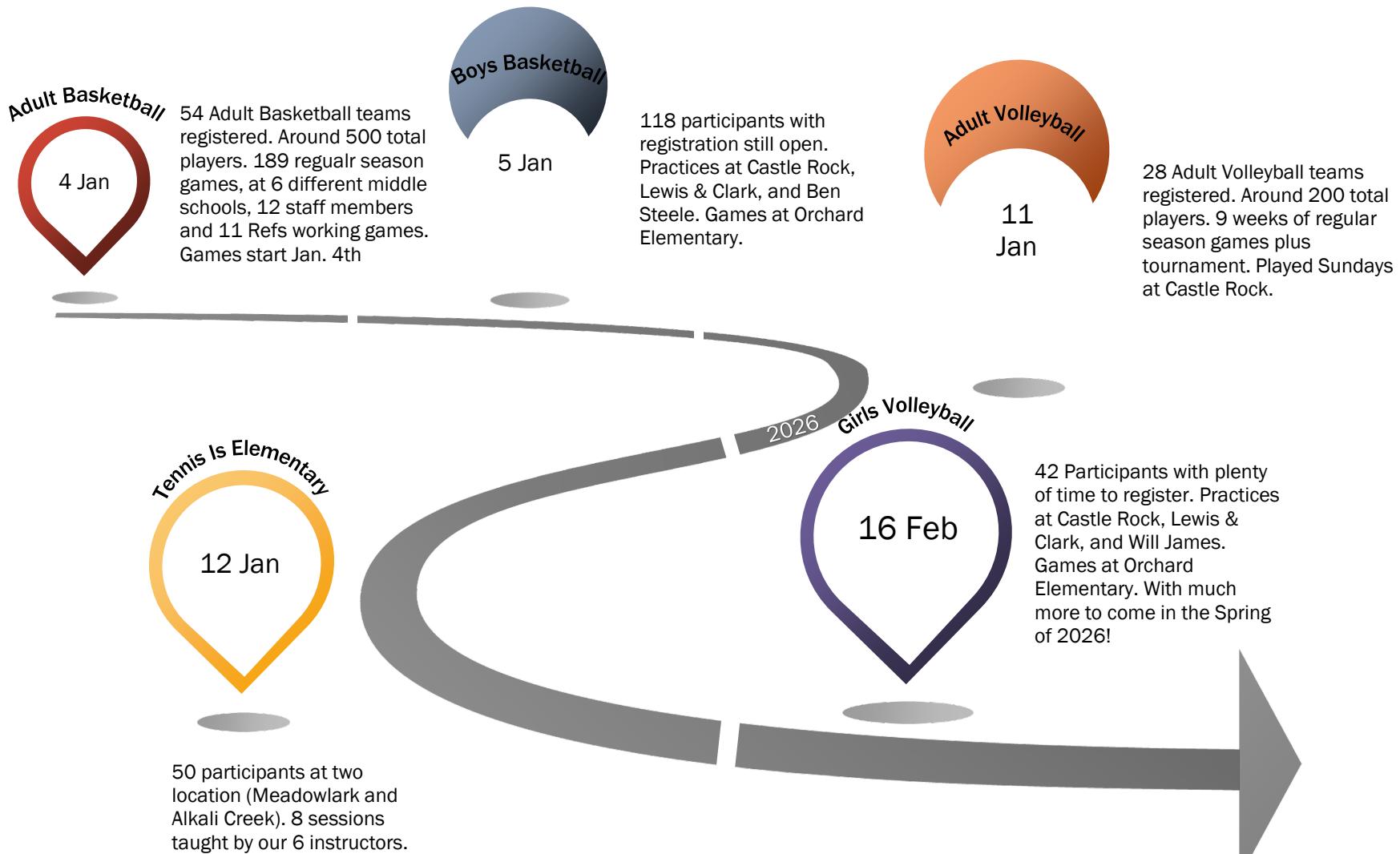


21st Street Underpass Study

Share your feedback by January 9!

<https://bit.ly/21stStUnderpass>

# Parks and Recreation - Winter Registration Off to a Great Start!





## Amend Recreation Center: Weekly Update

12-19-2025

VP-Eastern District:	Jason Hubbard	<a href="mailto:jhub@langlas.com">jhub@langlas.com</a>
Project Manager:	Rachel Guisti	<a href="mailto:rachelb@langlas.com">rachelb@langlas.com</a>
SR. Project Superintendent:	Lane Huffman	<a href="mailto:lhuffman@langlas.com">lhuffman@langlas.com</a>
Field Engineer:	Si Ryan	<a href="mailto:sir@langlas.com">sir@langlas.com</a>

## Progress Summary: Week of December 15<sup>th</sup>

- Langlas:
  - Quality Control and Schedule
  - Flashing
  - Pick Up Framing
- J & B Erectors: (True North)
  - Finish the Roof
  - Starting to Install Panels at the front entry
- Central Electric:
  - Roughing In walls Administration Area
  - Roughing In Gym Ceiling
- Air Controls
  - Roughing In Administration Area
  - Working on Delivery Dates for RTU
- Silver Peak Framing
  - Framing Administration Area

### Weather:

- This week has been quite trying with the winds. It was nearly impossible to install the 30' Metal Panels. The steel erectors have started installing the 12' Metal Panels so that we can still progress while the wind is blowing.

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 December 22<sup>nd</sup>**

**SHORT WEEK with Christmas**

- Langlas:
  - Schedule
  - Sheathing Interior Fur out walls
- Air Controls:
  - Roughing In the Administration Lobby Area
- Central Electric:
  - Roughing In the 10" wall dividing the Administration from the Gym
- J & B Erectors
  - Installing Insulated Metal Panels

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

# 2026

## 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!*

### January 5, 2026 WORK SESSION

1. Swearing In Ceremony (New Mayor and Councilmembers)
2. Contract for short term lease of the Animal Shelter
3. Lockwood Water and Sewer Amendment to Agreement Discussion
4. PRPL Fees update (Gavin)
5. Part 1 - Timing of Traffic Study Submittals (Aspenlieder Initiative) (Wyeth?)

### WORK ON COUNCIL ORIENTATION SCHEDULE FOR JANUARY

### January 12, 2026 REGULAR BUSINESS

#### CONSENT:

1. Board and Commission Term Revisions
2. BID AWARD: WO 26-08: WRF Digester Gas Piping Buried Pipe Replacement
3. Purchase of 1 2026 Vactor
4. Purchase of 2 Elgin Sweepers
5. Annexation Agreement with Mirco Homeowners Association
6. Amendment 32, Taxilane Design/Construction - Airport
7. Council appointments to Boards, Committees and Subcommittees / Urban Renewal
8. Preliminary Plat Extension Request for Fifty-Four West Subdivision

#### REGULAR:

2. PH and Amendment 2 to Agreement with Lockwood Water and Sewer
3. Nomination and Election of Deputy Mayor Pro Tempore
4. Council Appointments to Community Boards and Committees and Council Subcommittees (B&F, Local Affairs & Legislative, Council Operations); and Urban Renewal Boards

### January 20, 2026 (Tuesday) WORK SESSION

1. Energy and Conservation Commission (Louis Engels / Glenn Foy, Chair) (20 min.)
2. MDT – MT3 Corridor Study and Access Management Plan Presentation (Jackson Lang) (20 min.)
3. 2023 Long Range Transportation Plan/MPO Boundary Amendment (Lora Mattox)
4. Rimrock Road – 30% Design Update (Mac) (15 Min.)
5. Stagecoach Trail Update (Mac) (15 Min.)
6. Citizen's Police Advisory Board discussion

**January 26, 2026 **REGULAR BUSINESS****

**Closed Executive Session (Litigation Update)**

**CONSENT:**

1. Boards and Commissions
2. Proposed Settlement Agreement re The Colonial Property
3. Contract Amendment - Northern Lights Family Justice Center
4. Amendment 1 to contract with XXX for Northern Lights Family Justice Center

**REGULAR:**

**February 2, 2026 – WORK SESSION**

**(DAN CLARK, Local Government Center) Orientation – Board Training**

**February 9, 2026 **REGULAR BUSINESS****

**CONSENT:**

1. 2023 Long Range Transportation Plan/Metropolitan Planning Organization Boundary Amendment
2. Redesignation letter (Lora Mattox)

**REGULAR:**

**February 17, 2026 (Tues) – WORK SESSION**

**February 23, 2026 **REGULAR BUSINESS****

**CONSENT:**

1. Redesignation of the Billings MPO to a Transportation Policy Coordinating Committee (TPCC) Structure

**REGULAR:**

3. PH and 1<sup>st</sup> Rdg. Ordinance - Aggressive Traffic and Excessive Noise (Rupsis Initiative) (Rich / Gina) If this is going it needs to be advertised 2 weeks ahead.

**March 2, 2026 – WORK SESSION**

1. Proposed Revisions to Article 2-200, BMCC, Mayor and City Council

**March 9, 2026 **REGULAR BUSINESS****

**CONSENT:**

**REGULAR:**

**March 16, 2026 (Tues) – WORK SESSION**

**March 23, 2026 **REGULAR BUSINESS****

**CONSENT:**

**REGULAR:**

**April 6, 2026 – WORK SESSION**

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

**April 13, 2026 **REGULAR BUSINESS****

**CONSENT:**

**REGULAR:**

**April 20, 2026 – WORK SESSION**

**April 27, 2026 **REGULAR BUSINESS****

**CONSENT:**

**REGULAR:**

**May 4, 2026 – WORK SESSION** (Budget Only)

**May 5, 2026 – WORK SESSION** (Budget Only)

**May 11, 2026 **REGULAR BUSINESS****

**CONSENT:**

**REGULAR:**

**May 18, 2026– WORK SESSION** (Budget Only)

**May 19, 2026– WORK SESSION** (Budget Only)

**May 26, 2026 (Tues) **REGULAR BUSINESS****

**CONSENT:**

**REGULAR:**

**June 1, 2026 – WORK SESSION**  
**Executive Session 4:30 P.M. – 5:30 P.M.**

**June 8, 2026 **REGULAR BUSINESS****

**CONSENT:**

**REGULAR:**

**June 15, 2026 – WORK SESSION**

**June 22, 2026 **REGULAR BUSINESS****

**CONSENT:**

**REGULAR:**

**July 6, 2026 – WORK SESSION**

**July 13, 2026 **REGULAR BUSINESS****

**CONSENT:**

**REGULAR:**

**July 20, 2026 – WORK SESSION**

**July 27, 2026 **REGULAR BUSINESS****

**CONSENT:**

**REGULAR:**

**August 3, 2026 – WORK SESSION**

**August 10, 2026 **REGULAR BUSINESS****

**CONSENT:**

**REGULAR:**

**August 17, 2026 – WORK SESSION**

**August 24, 2026 REGULAR BUSINESS**

**CONSENT:**

**REGULAR:**

**September 8, 2026 (Tues)– WORK SESSION**

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

**September 14, 2026 REGULAR BUSINESS**

**CONSENT:**

**REGULAR:**

**September 21, 2026 – WORK SESSION**

**September 28, 2026 REGULAR BUSINESS**

**CONSENT:**

**REGULAR:**

**October 5, 2026 – WORK SESSION**

**October 12, 2026 REGULAR BUSINESS**

**CONSENT:**

**REGULAR:**

**October 19, 2026 – WORK SESSION**

**October 26, 2026 REGULAR BUSINESS**

**CONSENT:**

**REGULAR:**

**November 2, 2026 – WORK SESSION**

**November 9, 2026 REGULAR BUSINESS**

**CONSENT:**

**REGULAR:**

**November 16, 2026 – WORK SESSION**

**November 23, 2026 REGULAR BUSINESS**

**CONSENT:**

**REGULAR:**

**December 7, 2026 – WORK SESSION**

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

**December 14, 2026 REGULAR BUSINESS**

**CONSENT:**

**REGULAR:**

**December 21, 2026 – WORK SESSION**

**December 28, 2026 REGULAR BUSINESS**

**CONSENT:**

**REGULAR:**

## **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

DRAFT