

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 5th. 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** – 21st 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 19th, 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 23rd 7 PM, Oasis Water Park, 943 Aronson.
- b. Christmas, Thursday, December 25th 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.

| | November | Last Week | Currently |
|-----------------|---------------|---------------|---------------|
| Past Due Amount | # 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 |
|----------------------------------|--------------|--------------|
| <u>New Construction</u> | | |
| New Single Family | 199 | 210 |
| Townhome | 32 | 92 |
| Duplex | 111 | 36 |
| Commercial | 36 | 51 |
| Garage/Carport | 33 | 33 |
| <u>Additions/Remodels</u> | | |
| Residential Addition/Remodel | 187 | 251 |
| Commercial Addition/Remodel | 338 | 259 |
| <u>Miscellaneous</u> | | |
| Residential Exterior | 1431 | 1149 |
| Comm Fence/Roofing | 58 | 58 |
| Solar | 330 | 460 |
| Foundations | 10 | 5 |
| Total | 2,765 | 2,604 |

**City/County
Planning Division**

**Billings
Metropolitan
Planning
Organization**

2825 3rd Ave. N
Billings, MT 59101
4th Floor
P 406.247.8676

December 15, 2025

FOR IMMEDIATE RELEASE

Contact: Elyse Monat
Billings Metropolitan Planning Organization
monate@billingsmt.gov
406.247.8637

21st St. Underpass Survey Public Outreach Round 2 Open!

The second round of public outreach is now open for the Billings Metropolitan Planning Organization's *21st 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

[billingsmt.gov](https://storymaps.arcgis.com/stories/6daab93b38dc4067ba70b82fc821e1ae)

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

Public Input Opportunity!

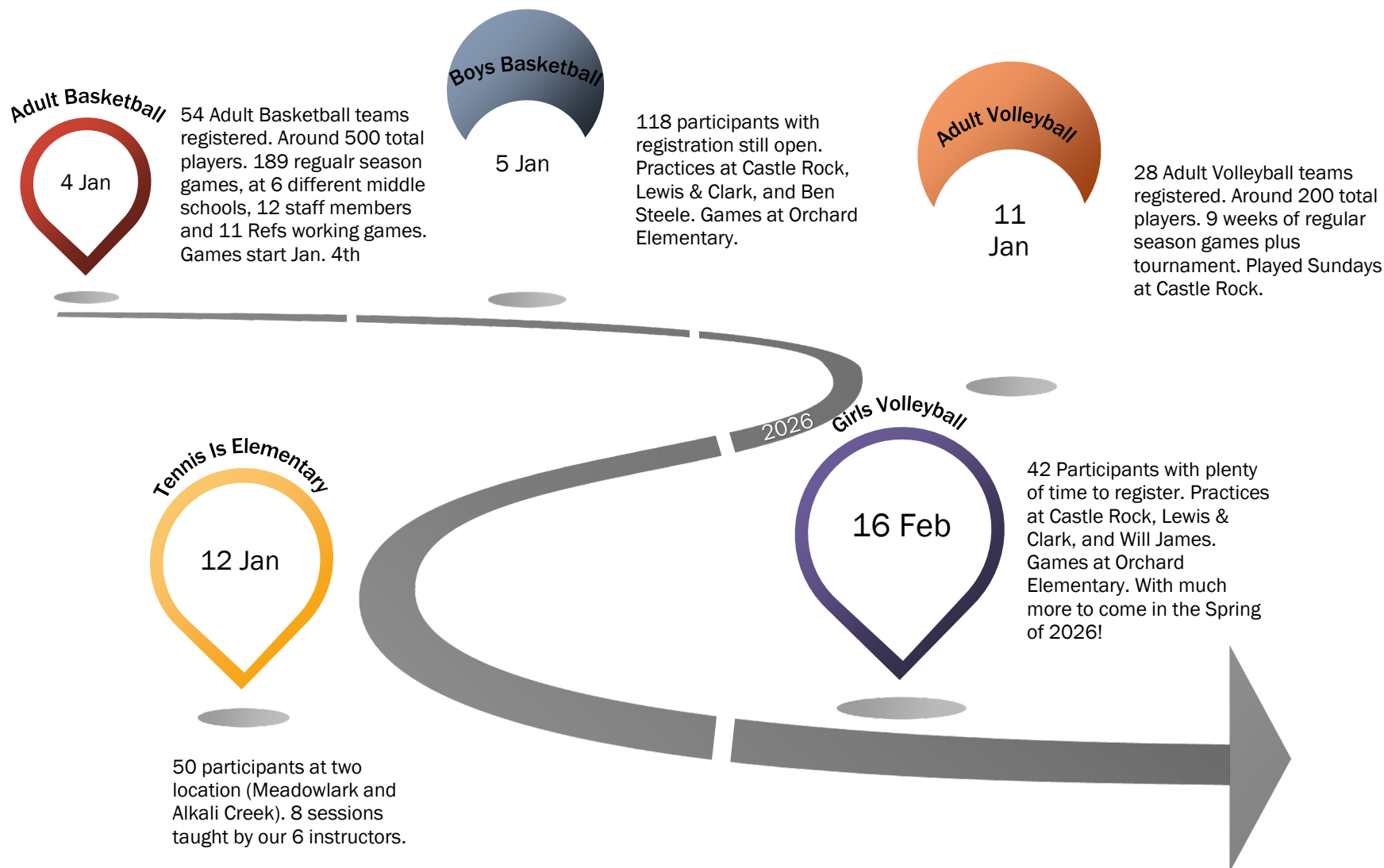


21st Street Underpass Study

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 | 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 December 15th

- 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 22nd

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

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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 1st 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