

****ATTENTION****

The City Council meeting will be held in a hybrid format that may include both in-person AND virtual attendance via Zoom. Unless they have cause to appear virtually, Councilmembers will attend the meeting in person in Council Chambers, fifth floor of City Hall, 316 N. 26th Street. In order to honor the Right of Participation and the Right to Know in Article II, Sections 8 and 9, of the Montana Constitution, the City of Billings and City Council are making every effort to meet the requirements of the open meeting laws.

Citizens are invited to:

- . Review the Agenda Packet on the City's website at: www.billingsmt.gov and click on "Your Government," "City Council," and "Agendas & Minutes".
- . View the meeting:
 - . On Community 7 TV - Channel 7 or Channel 507 -- Spectrum Cable. *(On evenings when there is a conflict with School District No. 2 Board meetings, the City Council meeting will be broadcast on Channel 8 - Spectrum Cable.)* Channel 7 or Channel 978 - TDS Fiber.
 - . Online at www.comm7tv.com and click on the "Watch Live" icon. Community 7 also has links to their Facebook page and YouTube channel.
 - . On the City's website at www.billingsmt.gov and click on "Watch Meetings Online" on the homepage.
 - . In-Person.

Citizens may submit public comment via the following methods:

- . Mail: City Clerk, P.O. Box 1178, Billings, MT 59103
- . Email: Council@billingsmt.gov.
 - . Emails received after 3:00 PM on the day of the meeting, may be posted on the Council's webpage the following day for public viewing.
- . Attend the meeting in person

Please contact Denise Bohlman, City Clerk, at bohlmand@billingsmt.gov, or at 406.657.8210, with any questions.



VISION STATEMENT:
"The Magic City: A diverse,
welcoming community
where people prosper and
business succeeds."

**WORK SESSION AGENDA
SEPTEMBER 15, 2025**

5:30 P.M.

**COUNCIL CHAMBERS
316 N. 26th St., 5th Floor**

CALL TO ORDER: Mayor Cole

CLOSED EXECUTIVE SESSION - LITIGATION UPDATE (4:30 PM - 5:30 PM)

- John Skauge

PUBLIC COMMENT ON ALL ITEMS. This is the time to comment on any matter (Agenda or Non-Agenda) falling within the scope of the Billings City Council. There will also be time in conjunction with each agenda item for public comment relating to that item. You may only speak once for each item during the meeting.

Please note, the City Council cannot take action on any item of significant interest to the public that does not appear on the agenda. Comments are limited to three (3) minutes during each public comment period or as set by the Mayor. **Speaker sign-in required.** Please sign the roster at the cart located at the back of the Council chambers or at the podium.

1. Snow Operations Update.

-Public Comment

2. Utility Billing Update.

-Public Comment

3. Amend Recreation Center (ARC) Update.

-Public Comment

HIGHLIGHT UPCOMING AGENDA ITEMS OF COUNCIL INTEREST:

COUNCIL DISCUSSION:

PUBLIC COMMENT on "NON-AGENDA ITEMS". **Speaker Sign-in required.** *(Restricted to ONLY items not on this printed agenda. Comments are limited to 3 minutes or as set by the Mayor. Please sign the roster at the cart located at the back of the Council chambers or at the podium.)*

ADJOURN:

Note:

- This meeting is an "informal" meeting of the City Council. The content of the Agenda is subject to change at the meeting.
- In the event there is a closed executive session to discuss litigation strategy, the other parties to the case(s) discussed are not public bodies or associations as described in Section 2-3-203(1) and (2), MCA. The meeting is closed, as allowed by Section 2-3-203(4)(a), MCA, "to discuss a strategy to be followed with respect to litigation when an open meeting would have a detrimental effect on the litigating position" of the City of Billings.
In the event there is a closed executive session to discuss a matter related to an individual's privacy, the presiding officer must determine the demands of individual privacy exceed the merits of public disclosure and the individual has not waived their right to privacy.

City Council Work Session

Date: 09/15/2025
Title: Snow Operations for Public Works
Presented by: Derick Miller
Department: Public Works
Presentation: Yes
Legal Review: Not Applicable
Project Number: N/A

RECOMMENDATION

The presentation is for information and does not require council action.

BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

City staff was asked to present information on winter operations. The presentation will cover the priorities, materials, activities and issues pertaining to snow operations.

ALTERNATIVES

This is a discussion item so no alternatives are presented for council action.

FISCAL EFFECTS

There are no fiscal effects as this is a presentation only.

Attachments

Presentation



SNOW OPERATIONS



GOAL

- ❖ Safety
- ❖ Efficient commutes
- ❖ Good stewards of resources

APPROACH

- ❖ Adaptable
- ❖ Storm specific response
- ❖ Efficient use of materials
- ❖ Largest impact to greatest number of people




Levels of priority

- ❖ **Arterials** - Rimrock, 24th, King, Wicks
- ❖ **Collectors** - Nutter, Parkhill, 8th St W, Ironwood
- ❖ **Local/Residential** - Monroe, Custer, Prestwick, Elm

MAJOR ACTIVITIES

- ❖ Intersection snow/ice
- ❖ Plowing & hauling
- ❖ Residential plowing
- ❖ Trails, crosswalks, special attention areas

INTERSECTION ICE/SNOW

	Sand	Ice Slicer	Liquid Deicer
Temperature	Any temperature	10 °F and rising	20 °F and rising
Cost to apply	\$	\$\$\$\$	\$\$\$\$\$\$
Traction	Excellent	Good	None
Cleanup	Must be swept up after	None	None
Effect	10% salt for clumping, minimal melting, minimal tracking	Excellent melting, takes some time to brine, excellent tracking	Excellent melting, instant effects, good tracking
Benefits	Cheapest Best traction	Best melting, same gradation as sand and can be used by all of our sanders	Instant effects No cleanup

PLOWING AND HAULING

Plowing

- ❖ **Center stack**
- ❖ Extra truck to clear openings
- ❖ Must haul away
- ❖ **Curb line**
- ❖ Boulevards – plow to the curb and done
- ❖ **Downtown**
- ❖ Parking
- ❖ 2-way conversion
- ❖ **Arterial & Collectors**
- ❖ **24 hrs to complete once snow stops**
- ❖ **Issues**
- ❖ Parking & traffic

❖ 7

Hauling

- ❖ **7 days after storm ends**
- ❖ **Snow dump sites**
 - ❖ Field of Dreams
 - ❖ daytime operations only
 - ❖ Airport site
- ❖ **Help from other divisions**
 - ❖ Distribution & Collection
 - ❖ Solid Waste
- ❖ **Private Contractors**

RESIDENTIAL PLOWING

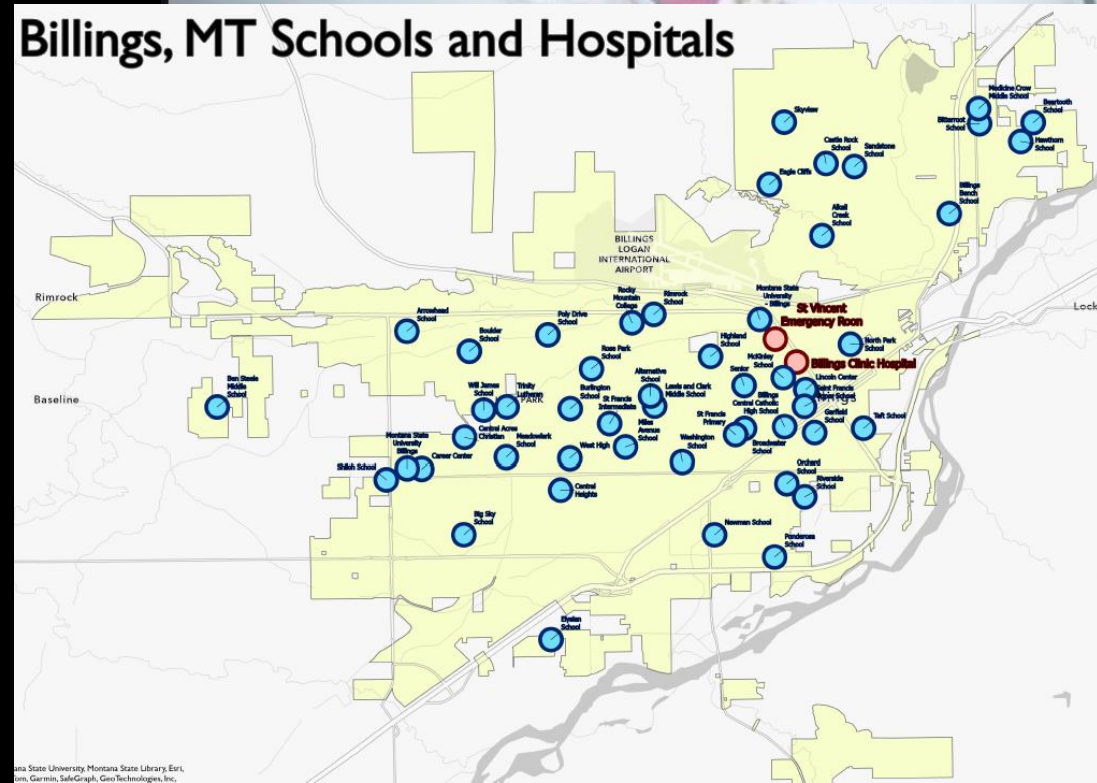
Pros & Cons

- ❖ Concentrates the snow at the curb line
- ❖ Driveways, mailboxes, cars
- ❖ Helps rutting issues
- ❖ Parked cars (no off-street parking)
- ❖ Communication
- ❖ Costs \$43,000/day
- ❖ Public's preference
- ❖ 5 Days to get through all areas
- ❖ Rotate areas 1-6



SPECIAL FOCUS AREAS

- ❖ SMD 1
- ❖ School zones
- ❖ Zimmerman Trail
- ❖ Inner Belt Loop
- ❖ Protected Bike lanes & Downtown 2-way conversion
- ❖ Crosswalks with center Islands
- ❖ Multi-Use Trails
- ❖ Drifting areas
- ❖ Hills
 - ❖ North of Rimrock
 - ❖ Rehberg Ranch
 - ❖ Briarwood/Cedar Park
- ❖ Plow routes, Plow maps, Sander maps, Blvd / curb walks



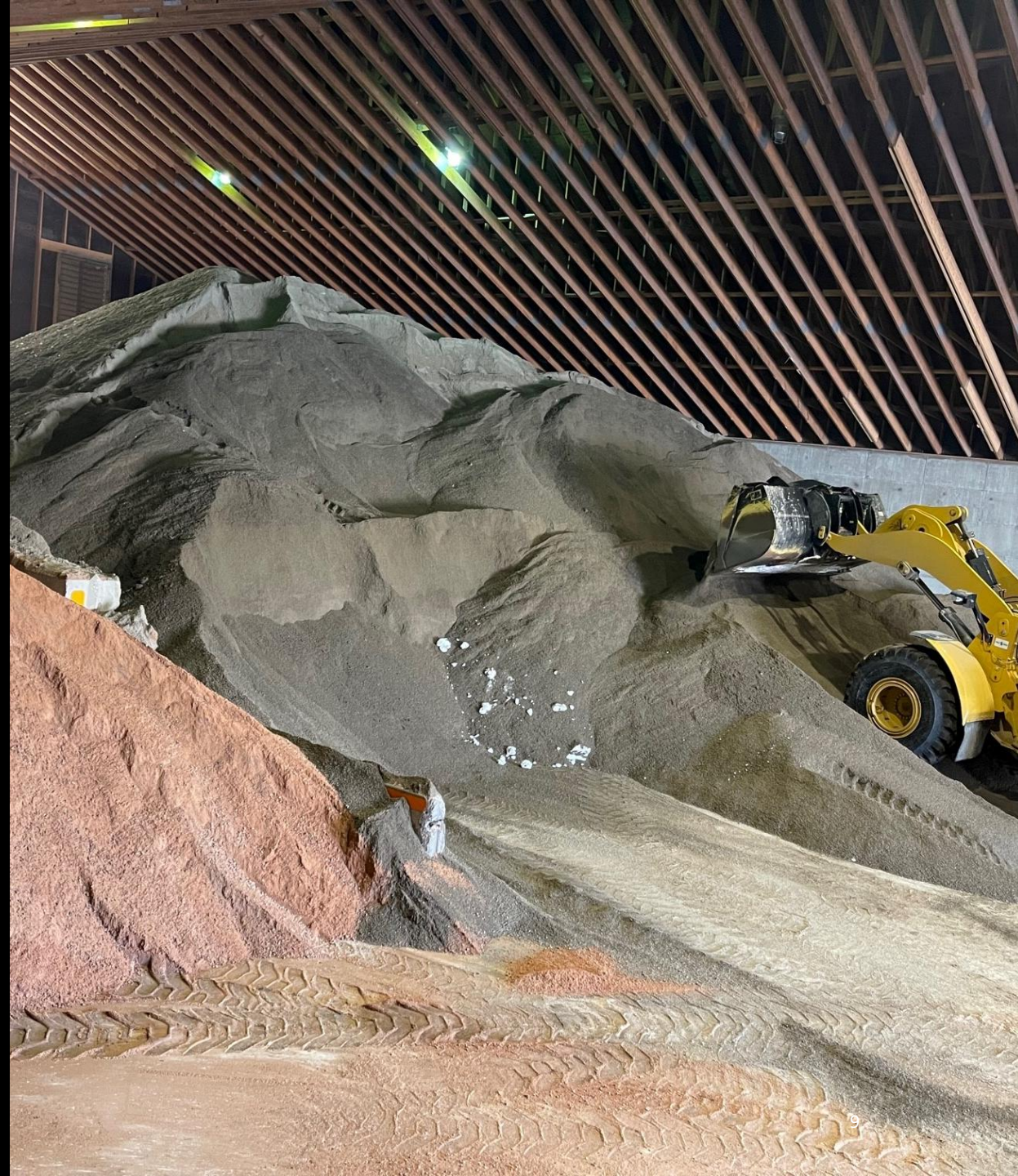


IN THE STORM

- ❖ **Decisions during the storm**
 - ❖ Material to use
 - ❖ Plowing / Product
- ❖ **Full plow mode**
 - ❖ Bringing in other divisions
- ❖ **Plowing residential due to drifting**
- ❖ **Activate residential plowing**
 - ❖ Accumulation / weather / snow type
 - ❖ Populate map on City website/link on FB
 - ❖ Funding \$43,000 / day
- ❖ **Maintenance**
 - ❖ Cutting edges/freezing equipment/break downs
 - ❖ Hit signs / lights / normal calls
- ❖ **Material order**

AFTER THE STORM

- ❖ Picking up the stacks
- ❖ Hauling snow to Airport & Wilson Park
- ❖ Continuous sanding at controlled intersections
- ❖ Hauling Cul-de-Sacs
- ❖ Another storm
 - ❖ Switch back to plow/sand mode
 - ❖ 3-4 hours to get everything switched over
- ❖ Melting snow
 - ❖ Frozen inlets / Ice on roads





THANK YOU | Q&A

Derick Miller
S-T Superintendent

Follow us on  | [BillingsMTPublicWorks.gov](https://www.BillingsMTPublicWorks.gov)



Billings
PUBLIC
WORKS

City Council Work Session

Date: 09/15/2025
Title: Utility Billing Update
Presented by: Debi Meling
Department: Public Works
Presentation: Yes
Legal Review: Not Applicable
Project Number: N/A

RECOMMENDATION

The presentation is intended to inform City Council about the status of utility billing as far as late fees and turn offs. There is no formal action required at the meeting but staff will ask for feedback regarding the plan.

BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

The new template for utility bills has been used for every billing cycle for at least one month. Staff has developed plans for invoking lates fees and turning off water service and will present the various schedules as well as considerations for each. The following is the proposed communication plan:

- 1.5 to 2 months before date – Contact large commercial customers with large outstanding balances
- The bill before the date – messages will be added to bills regarding late fees and instructions for how to set up payment plan.
- 1-2 months before the date – social media posts about the late fee date and how to set up payment plans
- Month before the date – issue press releases and communicate with media outlets.
- Two weeks to a month before the date –send letter to all past due accounts
- Two weeks before the date – contact via telephone calls to all past due accounts
- From the date the late fees start to accrue - concentrated effort to communicate with customers with past due accounts to set up payment plans.

Staff developed two options for the schedule. The first option is to move forward immediately. The second option is to move foward later in the fall so that late fees and turn offs would not occur until after the holidays.

ALTERNATIVES

Staff is considering two options for the schedule to invoke late fees and start water turn offs. The options will be presented for feedback. No formal action will be taken.

FISCAL EFFECTS

There are no fiscal impacts as no formal decision will be made. Staff will present financial information about outstanding accounts.

Attachments

Options

OPTION 1

MESSAGE ON BILLS ABOUT LATE FEES AND SHUT-OFFS

CYCLE	BILL DATE
Cycle 3	Thursday, September 18, 2025
Cycle 4	Wednesday, September 24, 2025
Cycle 1	Friday, October 3, 2025
Cycle 2	Friday, October 10, 2025
Cycle 3	Friday, October 17, 2025
Cycle 4	Friday, October 24, 2025
Cycle 1	Monday, November 3, 2025
Cycle 2	Monday, November 10, 2025

Cycle	BILL DATE	DUE DATE	LATE FEES ASSESSED	DELINQUENT LETTERS SENT	PHONE CALLS/EMAILS SENT	SHUT OFF FOR NON-PAYMENT
Cycle 3	Monday, November 17, 2025	Tuesday, December 2, 2025	Monday, December 15, 2025	Friday, December 19, 2025	Friday, January 2, 2026	Tuesday, January 6, 2026
Cycle 4	Monday, November 24, 2025	Tuesday, December 9, 2025	Monday, December 22, 2025	Tuesday, December 30, 2025	Tuesday, January 13, 2026	Tuesday, January 20, 2026
Cycle 1	Wednesday, December 3, 2025	Thursday, December 18, 2025	Monday, December 29, 2025	Tuesday, January 6, 2026	Tuesday, January 20, 2026	Monday, January 26, 2026
Cycle 2	Wednesday, December 10, 2025	Sunday, December 28, 2025	Thursday, January 8, 2026	Wednesday, January 14, 2026	Tuesday, January 27, 2026	Monday, February 2, 2026

OPTION 2

MESSAGE ON BILLS ABOUT LATE FEES AND SHUT-OFFS

CYCLE	BILL DATE
Cycle 2	Friday, October 10, 2025
Cycle 3	Friday, October 17, 2025
Cycle 4	Friday, October 24, 2025
Cycle 1	Monday, November 3, 2025
Cycle 2	Monday, November 10, 2025
Cycle 3	Monday, November 17, 2025
Cycle 4	Monday, November 24, 2025
Cycle 1	Wednesday, December 3, 2025

Cycle	BILL DATE	DUE DATE	LATE FEES ASSESSED	DELINQUENT LETTERS SENT	PHONE CALLS/EMAILS SENT	SHUT OFF FOR NON-PAYMENT
Cycle 2	Wednesday, December 10, 2025	Sunday, December 28, 2025	Thursday, January 8, 2026	Wednesday, January 14, 2026	Tuesday, January 27, 2026	Monday, February 2, 2026
Cycle 3	Thursday, December 18, 2025	Friday, January 2, 2026	Tuesday, January 13, 2026	Tuesday, January 20, 2026	Tuesday, February 3, 2026	Monday, February 9, 2026
Cycle 4	Wednesday, December 24, 2025	Thursday, January 8, 2026	Monday, January 19, 2026	Tuesday, January 27, 2026	Tuesday, February 10, 2026	Tuesday, February 17, 2026
Cycle 1	Friday, January 2, 2026	Monday, January 19, 2026	Friday, January 30, 2026	Thursday, February 5, 2026	Wednesday, February 18, 2026	Tuesday, February 24, 2026

City Council Work Session

Date: 09/15/2025
Title: Amend Recreation Center (ARC) update
Presented by: Gavin Woltjer
Department: Parks/Rec/Public Lands
Presentation: Yes
Legal Review: Not Applicable
Project Number: N/A

RECOMMENDATION

Staff recommends City Council hear the update on the Amend Recreation Center (ARC) from the PRPL Director and ARC Operations Committee and help outline next steps regarding operation plans for the facility.

BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

On April 21, 2025, PRPL staff, representatives from A&E Design, a representative from Langlas Construction, and a representative from Johnson Consulting presented to Council the final design of the Amend Park Recreation Campus Courts Building, construction timeline, and pro forma. From this conversation, PRPL Director Woltjer noted the request from Council to have Council be included in this project as it moved forward. Director Woltjer emailed Council to have Ward representatives select who they would like to join the ARC Operations Committee. Ward representatives consulted with each other and emailed their selected Ward representative to Director Woltjer. The ARC Operations Committee is composed of the following individuals: CM Gulick (Ward 1), CM Neese (Ward 2), CM Kennedy (Ward 3), CM Aspenlieder (Ward 4), and CM Rupsis (Ward 5), City Administrator Chris Kukulski, Assistant City Administrator Kevin Iffland, PRPL Director Gavin Woltjer, and PRPL Recreation Superintendent Kory Thomson.

The ARC Operations Committee has met eight (8) times since their formation: June 4, June 18, July 2, July 23, August 6, August 20, September 3, and September 10. Meetings were held in City Hall on these dates from 11:00 am to 1:00 pm. except for the July 23 meeting which was held at Rose Pool.

Meeting topics included:

June 4: selection of a Committee Chair (CM Aspenlieder elected); rules of the Committee; preliminary discussion of ARC expectations

June 18: ARC hours of operations; concessions; ARC board/governance

July 2: ARC operation policy; potential daily, weekly, monthly programmatic scheduling; ARC staffing needs

July 23: field trip to Rose Pool to look at concessions, staffing, and Rose Park recreation programming; recreation partnerships

August 6: conversation with Ally Eggart from Visit Billings/TBID and Casey Conlon from Visit Billings/Sports Tourism

August 20: conversation with Dick Zier from SBURA; conversation with Brandon Dowling from Johnson Consulting

September 3: naming rights

September 10: overview September 15 Council work session presentation

At the April 21, 2025, work session, Council requested Director Woltjer to explore three different operational modalities for the ARC: private, public-private, and public. Information was ascertained from Johnson Consulting that larger facilities can create more revenue generation than smaller facilities. The ARC is considered a smaller facility. The facility is composed of four (4) main courts that are convertible to eight (8) smaller courts, five (5) exterior 3-on-3 courts, a three (3) lane walking track, and one (1) multipurpose room. This space is primarily designed for tournaments, court rentals, and recreation programming. Johnson Consulting provided examples of Community First Champion Center in Wisconsin and the SportsPark Center in Greenville, TX. Both of these facilities started with a third party operational model. In both cases, the third party was not able to maximize profits. In the case of Community First Champion Center, this led to the facility reverting back to local control when services diminished and care of the facility degraded. SportsPark Center, too, reverted to local control (Greenville Parks and Recreation) after three years. Johnson Consulting stressed that privately operated sports facilities are successful when national tournaments are available and are located in areas that are natural destinations for tourism or family vacations. The ARC facility is not designed to attract national tournaments. Johnson Consulting further expressed a key to success is the optimization of facility space through tournaments, recreation programming, court rentals, and concession sales. The pro forma from Johnson Consulting suggests that the Billings market would support regional and local tournaments, local events, and court rentals.

The ARC Operations Committee further explored the private-public model. This model was decided to be too

restrictive for both parties because of concession revenue, technology and security concerns, and maintenance of the facility.

These meetings, in conjunction with conversations with stakeholders and subject experts, have provided a meaningful and prudent framework of how best to establish the ARC in a successful manner regarding facility operations and management for the next three (3) years.

The ARC Operations Committee has expressed that PRPL operate and manage the ARC facility for a three (3) year period. The decision for this three-year duration is in direct relation to the \$500,000 committed by the Billings Tourism Business Improvement District (TBID) to help offset operational costs during this time period. The ARC Operations Committee has requested PRPL meet financial and performance metrics during this three (3) year period. (These metrics are currently being developed by the Committee.) This Committee also concluded that the ARC facility is not conducive to a public membership model because it lacks fitness and aquatic amenities associated with typical recreation facilities.

The following have been identified as next steps for the ARC Operations Committee:

- Council Resolution
- Establish financial and performance metrics
- MOU with TBID
- Finalization of ARC operation policy
- Formation of ARC Advisory Board
- Establish Common Area Charges (CAM) for campus
- Establish ARC budget
- Amend current City ordinance regarding food trucks

The following steps have been identified as next steps for the ARC Advisory Board:

- Establish tournament and court rental fees
- Job descriptions for Facility Manager; hybrid Recreation Specialist/Tournament Coordinator
- Formation of Naming Rights Committee
- Marketing campaign

STAKEHOLDERS

PRPL department
City of Billings
Users of the ARC facility
Users of Amend Park campus
Billings Tourism Business Improvement District (TBID)
South Billings Urban Renewal Association (SBURA)
Visit Billings (Billings Chamber of Commerce)

ALTERNATIVES

City Council may:

- Approve; or,
- Not Approve

FISCAL EFFECTS

PRPL staff developed the following estimated revenues and expenses based on conversations with industry experts and other facility comparisons.

Revenues: (\$460,000; does not include any naming rights)

- Tournaments (15) = \$150,000
- Court Rentals (115) = \$115,000
- Concessions (based on tournaments only) = \$75,000
 - The Committee agreed that concession operations should not be contracted to a third party. A similar model already established at Rose Pool will be utilized. Concessions will offer two different menus for everyday operations and tournaments.

- Recreation programming (\$10,000/month) = \$120,000

Expenses: (\$587,000)

- Facility Manager (salary and benefits) = \$100,000
- Recreation Specialist/Tournament Coordinator (salary and benefits) = \$80,000
- Maintenance staff (salary and benefits) = \$70,000
- Support staff (wages) = \$150,000
- Building costs (utilities) = \$112,000
- Supplies/Equipment = \$25,000
- Concession inventory = \$30,000
- Reserves = \$20,000 (the goal is to fully fund the reserve at 20% of the cost of the facility (\$2M); this goal will be supplemented by funding from naming rights and any fiscal revenues above operational needs)

TBID has committed \$500,000 total for three (3) years to offset operational costs. An MOU will be created with TBID to outline how the breakdown of this money will occur each fiscal year. Additionally, the ARC Operations Committee has emphasized that all revenues generated at the ARC remain at the ARC to cover operational costs and contribute to a reserve account for maintenance and capital improvements.

The Committee outlined a menu regarding opportunities for naming rights. Lifetime naming opportunities are not available. Pricing for the menu is still under discussion. The menu is as follows:

- Building (10 years)
- Four (4) courts (5 years)
- Lobby/Concession area (5 years)
- Multipurpose Room (3 years)
- 3-on-3 exterior courts (3 years)
- Banners (3 years)
- Scoreboards (3 years)

Preliminary discussions regarding naming rights revenue generation estimate that between \$300,000-\$425,000 could be collected yearly.

It is recommended from the Committee that revenue generated from the sale of naming rights be used in the following manner:

- Years 1-3:
 - 50% for operations and maintenance
 - 50% for reserves
 - Years 4-10:
 - 75% for operations and maintenance
 - 25% for reserves
-