****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.

CITY OF Billings

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

REVISED 5.7.2025
Item 1I memo and attachments added
Item 1J memo and attachments added
Special Presentation added
Closed Executive Session added

CITY COUNCIL
REGULAR BUSINESS MEETING
AGENDA

COUNCIL CHAMBERS **MAY 12, 2025** **5:30 P.M.**
316 N. 26th Street, 5th Floor

CALL TO ORDER: Mayor Cole

PLEDGE OF ALLEGIANCE: Mayor Cole

INVOCATION: Councilmember Tidswell

ROLL CALL: Councilmembers present on roll call were: ☐ Shaw, ☐ Gulick, ☐ Neese, ☐ Owen, ☐ Rogers, ☐ Kennedy, ☐ Aspenlieder, ☐ Tidswell, ☐ Boyett, ☐ Rupsis

MINUTES: April 28, 2025 - Pending

COURTESIES:

PROCLAMATIONS:

COUNCIL REPORTS:

ADMINISTRATOR REPORTS - CHRIS KUKULSKI

PUBLIC COMMENT on "NON-PUBLIC HEARING" Agenda Items: 1 - Consent Agenda and Special Presentation 1 ONLY. Speaker sign-in required. (Comments are limited to three (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. Comments on items listed as public hearing items will be heard ONLY during the designated public hearing time for each respective item. For items not on this agenda, public comment will be taken at the end of the agenda.)

1. **CONSENT AGENDA** -- Separations:

A. **Bid Awards:**

1. **1302 Parkhill Drive Housing Rehabilitation Project.** (Opened 3/4/2025) Recommend Van Arsdale Construction.
2. **MET Transit Transfer Center Security Upgrade.** (Opened 3/4/2025) Recommend rejecting all bids.
3. **Water Treatment Plant Poly-Aluminum Coagulant.** (Opened 4/1/2025) Recommend Hawkins, Inc.

B. **Contract** with Western Municipal Construction for W.O. 25-01, Contract 3: Rosemont Way Water Main Replacement.

C. **Agreement** with Azteca Systems for CityWorks GIS-centric asset management software.

D. **Grant** to Parks, Recreation and Public Lands from Musco Sports Lighting for Skate Park lighting improvements.

E. **Preliminary Plat** for Yellowstone Valley Subdivision. *Quasi-Judicial

F. **Resolution** amending Annexation 25-01, Wilson Park.

G. **Second/Final Reading Ordinance for Zone Change 1064:** 1115, 1116, 1121, 1122, 1126 and 1127 Buffalo Crossing Drive. *Quasi-Judicial

H. **Bills for the Weeks of:**

1. April 14, 2025
2. April 21, 2025

I. **Contract** with Pride of Montana, Inc. for Outsourcing of Custodial Services at City Hall.

J. **Contract** with ABM Industry Groups, LLC for Outsourcing of Custodial Services at Billings Operations Center.

Recommended Motion: I move to approve the items of the Consent Agenda as submitted, with the exception of items moved for separation.

REGULAR AGENDA:

- **No Items**

SPECIAL PRESENTATION:

1. **Northern Lights Family Justice Center Update.**

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.)*

COUNCIL INITIATIVES:

RECESS TO CLOSED EXECUTIVE SESSION*

*Note: The Executive Session will be closed, as allowed in Section 2-3-203(3), MCA, as discussions relate to matters of individual privacy and wherein the demands of individual privacy exceed the merits of public disclosure.

City Administrator Performance Review.

ADJOURN:

Council Chambers are readily accessible to individuals with physical disabilities.

For more information or to make requests for special arrangements, please contact the City Clerk's Office at 657-8210 or e-mail bohlmand@billingsmt.gov, 72 hours prior to the meeting date.
~ ~ ~

City Council Regular

Date:	05/12/2025
Title:	Bid Award / 1302 Parkhill Drive Housing Rehabilitation Project
Presented by:	Tam Rodier
Department:	Planning & Community Services
Presentation:	No
Legal Review:	Yes
Project Number:	N/A

RECOMMENDATION

Staff recommends the City Council approve the bid award to Van Arsdale Construction, and the subsequently negotiated ***Construction Agreement*** and ***Final Work List*** between the City of Billings and Van Arsdale Construction, for the rehabilitation of a single-family home located at 1302 Parkhill Drive.

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

The City of Billings purchased this HUD-foreclosed property in August 2024 as part of the City's Foreclosure Acquisition / Rehabilitation Program. Under this program, Community Development Block Grant (CDBG) funds are used to acquire and redevelop foreclosed properties that might otherwise become sources of abandonment and blight within our community. This property features a one-story 1,013 square foot Cape Cod vernacular-style single-family house, with a full basement and attic, on a 7,000 square foot lot. Following a series of professional inspections to identify issues needing to be addressed, an invitation for Bids (IFB) was developed and advertised with the following result: **Van Arsdale Construction:** $379,356

The bid received was significantly higher than City staff's estimate. This may be due to the fact that this home has been determined eligible for the National Register of Historic Places. The rehabilitation work must therefore meet the Secretary of the Interior's Standards for Rehabilitation. The State Historic Preservation Office (SHPO) provided specific guidance, which was included within the IFB.

To lower rehabilitation costs, staff eliminated several non-historical line items and reduced the scope of other line items. A ***Construction Agreement*** and ***Final Work List*** were subsequently negotiated with Van Arsdale Construction for $262,530.

STAKEHOLDERS

Because the rehabilitated home will be sold to an income-qualified First Time Home Buyer applicant, all low-income community members are considered stakeholders in the rehabilitation of this housing unit. In addition, neighbors living near the home, who have been dealing with the negative neighborhood impacts of this dilapidated, vacant home for years, are also considered stakeholders. The City Code Enforcement Division received six (6) separate complaints about this property between 2011 and 2022.

ALTERNATIVES

City Council may:

- Approve the bid award, Construction Agreement and Final Work List with Van Arsdale Construction; or,
- Not Approve the bid award to Van Arsdale Construction, reject all bids, and provide additional direction to staff. Since only one contractor bid on this project, it may be difficult to get another bid for this work to get this home rehabilitated and back in private ownership.

FISCAL EFFECTS

The Foreclosure Acquisition / Rehabilitation Program utilizes pass-through CDBG funding from HUD. CDBG funding is available to allocate to this project. This program is key to meeting HUD expenditure deadlines for CDBG funding annually, and is a popular program as it both gets people into homes and can significantly improve a neighborhood where a vacant home has been sitting for months or years.

City resources are not used for this program.

Property Sale Price: Following rehabilitation, the property sale price will be the lower of:
1) The post-rehab appraisal amount,

2) The acquisition and rehabilitation costs, or
3) HUD's current maximum purchase price limit for Billings.

SUMMARY

Staff recommends the City Council approve the bid award to Van Arsdale Construction, and the subsequently negotiated ***Construction Agreement*** and ***Final Work List*** between the City of Billings and Van Arsdale Construction, for the rehabilitation of the single-family home located at 1302 Parkhill Drive.

Attachments

Construction Agreement
Final Work List
Invitation for Bid
Van Arsdale - Certificate of Liability Insurance Exp 11.1.2024

CONSTRUCTION AGREEMENT

BETWEEN

CITY OF BILLINGS (Grantee)

AND

VAN ARSDALE CONSTRUCTION (Contractor)

FOR

FORECLOSURE ACQUISTION / REAHBILITATION PROGRAM

This Agreement entered this date _____ by and between **Van Arsdale Construction** hereinafter referred to as the "Contractor" and the City of Billings hereinafter referred as the "City."

WHEREAS, the City has applied for and received funds from the United States Government under Title I of the Housing and Community Development Act of 1974, as amended (HCD Act), Public Law 93-383; and

WHEREAS, the City desires to engage the Contractor to perform certain work on the premises commonly known as **1302 Parkhill Drive, Billings, Montana 59102, a**nd legally described as:

Lot 47 and 48 , Block 12, of Evergreen Subdivision, Second Filing, in the City of Billings, Yellowstone County, Montana, according to the official plat on file in the office of the Clerk and Recorder of said County, under Document #494692.

WHEREAS, the City desires to have the Contractor rehabilitate, renovate, remodel and improve the aforesaid premises in accordance with standards set out by the Neighborhood Stabilization Program and the Foreclosure Acquisition / Rehabilitation Program; and

WHEREAS, the City desires the home to be affordable to low-income households at or below eighty percent (80%) of the Area Median Income for Billings, Montana; and

WHEREAS, the City desires to utilize all services provided by the Foreclosure Acquisition / Rehabilitation Program in connection with the said project; and

NOW THEREFORE, the parties hereto do mutually agree as follows:

Section 1. Contractor Engagement: The City hereby engages Contractor to perform the services and supply the materials hereinafter set forth. The City and Contractor agree that the Contractor is an independent contractor for the purposes of this agreement and is not to be considered an employee of the City for any purpose. The Contractor is not subject to the terms and provisions of the City's personnel policies handbook and may not be considered an employee for worker's compensation or any other purpose. The Contractor is not authorized to represent the City or otherwise bind the City in any dealings between the Contractor and any third parties.

Section 2. National Objectives: All activities funded with Community Development Block Grant (CDGB) funds must meet one of the CDBG program's National Objectives. This project will meet the national objective of benefiting low- and moderate-income persons.

The City and the Contractor certify that the activities carried out under this Agreement will benefit a low-income household. Following project completion, the property will be sold to a City-approved First-Time Home Buyer applicant.

Section 3. Environmental Review: The City has completed the Environmental Review Record for this activity.

Section 4. Scope of Services: The Contractor shall perform all of the services and furnish all the materials necessary to make the improvements described in this Agreement for the aforesaid premises. Improvements will be made in accordance with current and applicable building codes, zoning codes and setback requirements, and all other applicable federal, state, and local codes and ordinances. This will include all line items included within the attached **FINAL WORK LIST**.

Section 5. Improvements: The improvements to be made and/or constructed by the Contractor at the address indicated above are set forth in the plans and/or specifications referred to as the **FINAL WORK LIST,** which was negotiated after receipt of the Contractor's sealed bid in response to the **Invitation for Bid (IFB) / Exhibit A** and each are made a part hereof and incorporated as a part of this Agreement.

Section 6. FINANCIAL MANAGEMENT

A. **Budget:** The total amount of this Agreement will not exceed **$262,530** (Two Hundred Sixty-Two Thousand Five Hundred Thirty and 00/100 Dollars) and must be expended by the end of the agreement performance period as noted **Section 11. Time For Performance**.

   A copy of the **FINAL WORK LIST** is attached and is made a part of this Agreement and binding upon the Contractor.

   Funding not expended by the end of the agreement performance period as noted **Section 11. Time For Performance** will be considered un-programmed funds and made available for allocation to new projects.

B. **Budget Modifications:** Adjustments between line items must be approved in advance by the City. In the event the Contractor is unable to comply with the terms and the conditions of this Agreement, any costs incurred will be the Contractor's sole responsibility.

C. **Award Reduction:** If the actual total cost of completing the project is less than has been projected by the Contractor in its budget, the City may, at its discretion, reduce the amount to be provided under this Agreement in proportion to the overall savings.

D. **Program Income:** If the use of CDBG funding results in revenues (fees paid, insurance payments, etc.), the revenue is also considered CDBG and referenced as "program income." The Contractor will expend any program income it receives on the activities described herein, before requesting additional CDBG funds. The City will deduct the amount of program income on hand, shown on the drawdown form, from the amount requested by the Contractor. This program income will be treated as additional CDBG funds and will be subject to all applicable requirements governing the use of CDBG funds.

   The Contractor will record receipt and expenditure of program income as part of the financial transactions of the project. If the Contractor anticipates program income after project closeout, a program income plan must be developed and submitted for review and written approval by the City at the time of closeout. At the time of closeout, the City will specify the conditions and requirements that will apply to program income received by the Contractor after project closeout.

E. **Procurement:** The Contractor shall comply with the City's current purchasing procedures; copies available upon request.

   1. The Contractor must properly document purchasing activities and decisions.
   2. The Contractor must use local businesses and contract with small, minority and/or women-owned businesses to the maximum extent feasible.
   3. The Contractor must not make any payments to organizations that were disbarred or suspended or otherwise ineligible to receive federal funding. Contractor must check the SAM.gov exclusion record database prior to utilizing federal resources.
   4. The Contractor shall maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds provided herein. All program assets (unexpended program income, property, equipment, etc.) shall revert to the City upon termination of this Agreement.

   OMB Standards: Unless specified otherwise within this agreement, the Contractor shall procure all materials, property, or services in accordance with the requirements of 2 CFR 200.

Section 7. Subcontracting: Unless otherwise noted, a "subcontractor" means a person or entity with whom the Contractor has a verbal or written contract to perform any work contained within the **FINAL WORK LIST** or to supply any materials for the **FINAL WORK LIST**. Contractor shall ensure any subcontractors will be bound by the terms and conditions of this contract insofar as it applies to their work, and the Contractor shall not be relieved of any obligations under this contract by the use of subcontractor[s]. The Contractor agrees that they are fully responsible for the acts and omissions of their subcontractors, and of persons either directly or indirectly employed by them, as they are for the acts and omissions of persons directly employed by them. Nothing contained in the Agreement documents shall create any contractual relation between any subcontractor and the City. The City and/or the Contractor shall not be required to employ any subcontractor against whom they have a reasonable objection.

Section 8. Contractor Requirements:

a) Debarred: The Contractor certifies that the Contractor's firm and the firm's principals are not debarred, suspended, voluntarily excluded, or otherwise ineligible for participation in federally assisted contracts under Executive Order 12549, "Debarment and Suspension" (2 CFR Part 2424).

b) Workers' Compensation: The Contractor certifies that workers' compensation insurance will be maintained as required by the Montana Workers' Compensation Act (39-71-2101, MCA). The Contractor further certifies that the Contractor will comply at all times with occupational disease and health and safety laws and regulations to the full extent applicable.

c) Business License: The Contractor agrees to maintain a current City of Billings Business License for the duration of this Agreement.

d) Montana Contractor Registration Requirements: Title 39, Chapter 9, Part 2, MCA provides that no Contractor may submit a bid unless properly registered with the Montana Department of Labor and Industry (DOLI).

MCA 39-9-201 through 39-9-211 sets out contractor registration requirements with the State of Montana. Contractors and any of the contractor's subcontractors doing work on a project are required to register with DOLI. Information and forms for registration are available from the DOLI and may be obtained by visiting their website, calling 406.444.6543, or visiting their offices at 301 South Park Avenue, 5th Floor, Helena, MT 59601.

e) One Percent Gross Receipts Withholding Requirement): Pursuant to Section 15-50-206(2)(3), MCA, the City is required to withhold one percent of all payments due the Contractor and is required to transmit such monies to the Montana Department of Revenue. In like fashion, the Contractor is required to withhold one percent from payments to subcontractors.

f) Pre-Construction Conference: After the Agreement has been awarded, but before the start of construction, a conference will be held for the purpose of discussing requirements on such matters as project supervision, coordination with City officials, on-site inspections, progress schedules and reports, payments to contractors, change orders, insurance, safety and other items pertinent to the project. The Contractor shall arrange to have all supervisory personnel connected with the project on hand to meet with representatives of the City to discuss any problems anticipated.

g) Reports and Information: The Contractor, at such times and in such forms as the City may require, shall furnish the City such periodic reports as it may request pertaining to the work or services undertaken pursuant to this Agreement, the costs and obligations incurred or to be incurred in connection therewith, and any other matters covered by this Agreement.

h) Local, State and Federal Requirements: During the duration of this Agreement, the Contractor will conform to current and future federal requirements as communicated by Community Development Division staff via regular mail, email and/or fax.

Section 9. Contractor Compliance: The Contractor will comply with any and all applicable state, federal, and local laws, ordinances, regulations and codes, including, but not limited to, the following:

a) Fair Labor Standards: The Contractor will comply with Section 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by the Department of Labor regulations (29 CFR, Part 5), the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR, Part 3), Davis-Bacon Act (40 U.S.C. 276a to a-7) as supplemented by Department of Labor regulations (29 CDF, Part 5), and rules regarding conflict of interest as provided in 24 CFR 85.36.

b) Prevailing Wage Requirements – Montana: Unless superseded by federal law, Montana law requires that contractors and subcontractors give preference to the employment of Montana residents for any public works contract in excess of $25,000 for construction or non-construction services in accordance with sections 18-2-401 through 18-2-432, MCA, and all administrative rules adopted pursuant thereto. Unless superseded by federal law, each contractor shall ensure that at least 50% of the contractor's workers performing labor on a construction project are bona fide Montana residents. The Commissioner of the Montana Department of Labor and Industry has established the resident requirements in accordance with sections 18-2-403 and 18-2-409, MCA. Any and all questions concerning prevailing wage and Montana resident issues should be directed to the Montana Department of Labor and Industry.

In addition, unless superseded by federal law, all employees working on a public works contract shall be paid prevailing wage rates in accordance with sections 18-2-401 through 18-2-432, MCA, and all administrative rules adopted pursuant thereto. Montana law requires that all public works contracts, as defined in section 18-2-401, MCA, in which the total cost of the contract is in excess of $25,000, contain a provision stating for each job classification the standard prevailing wage rate, including fringe benefits, travel, per diem, and zone pay that the contractors, subcontractors, and employers shall pay during the public works contract.

Section 18-2-406, MCA, requires that all contractors, subcontractors, and employers who are performing work or providing services under a public works contract post in a prominent and accessible site on the project staging area or work area, no later than the first day of work and continuing for the entire duration of the contract, a legible statement of all wages and fringe benefits to be paid to the employees in compliance with section 18-2-423, MCA. Section 18-2-423, MCA, requires that employees receiving an hourly wage must be paid on a weekly basis.

Furthermore, Section 18-2-417, requires allowance for a 3% annual increase in wages for a multiyear contract. (1) Any public works contract that by the terms of the original contract calls for more than 30 months to fully perform must include a provision to adjust, as provided in subsection (2), the standard prevailing rate of wages to be paid to the workers performing the contract. (2) The standard prevailing rate of wages paid to workers under a contract subject to this section must be adjusted 12 months after the date of the award of the public works contract. The amount of the adjustment must be a 3% increase. The adjustment must be made and applied every 12 months for the term of the contract. (3) Any increase in the standard rate of prevailing wages for workers under this section is the sole responsibility of the contractor and any subcontractors and not the contracting agency.

Each contractor, subcontractor, and employer must maintain payroll records in a manner readily capable of being certified for submission under section 18-2-423, MCA, for not less than three years after the contractor's, subcontractor's, or employer's completion of work on the public works contract.

The nature of the work performed or services provided under this contract meets the statutory definition of a "public works contract" under section 18-2-401(11)(a), MCA, The booklet is attached and may also be found at http://erd.dli.mt.gov/labor-standards/state-prevailing-wage-rates.

c) Equal Employment Provisions: This Agreement is subject to Executive Order 11246, Executive Order 11375, Executive Order 13672, Title VI, Title VII and Title VIII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the American with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974, and Section 49-3-207, MCA, and their implementing regulations, as amended, which prohibit discrimination against any employee or applicant on the basis of race, color, creed, religion, national origin, age, disability, sex, familial/marital status, sexual orientation or gender identity. Non-compliance with equal employment provisions may result in cancellation, termination or suspension of this Agreement in whole, or in part, and the Contractor may be declared ineligible for federally funded contracts.

The Contractor will take affirmative action to ensure that individuals seeking employment, and employees are treated during employment, without regard to their race, color, creed, religion, national origin, age, disability, sex, familial/marital status, sexual orientation or gender identity. Such actions shall include, but not limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement so that such provisions will be binding upon each subcontractor or vendor.

d) Section 3 of the Housing and Urban Development Act of 1968: The work performed under this Agreement is subject to the requirement of Section 3 ensuring that the Contractor will, to the greatest extent feasible, extend opportunities for training and employment arising in connection with this federally-assisted project to low-income residents. Further, the Contractor will, to the greatest extent feasible, utilize Section 3 Business Concerns that meet at least one of the following criteria, documented within the last six month period:

- At least 51% owned and controlled by low-income person(s); or
- Over 75 percent (75%) of the labor hours performed for the business over the prior three-month period were performed by Section 3 Workers; or

- A business at least 51 percent (51%) owned and controlled by current public housing residents, residents who currently live in Section 8-assisted housing.

e) Minority Business Enterprise (MBE) / Women Business Enterprise (WBE): Executive Orders 11625, 12432 and 12138 (Minority / Women Business Enterprises) as supplemented in 24 CFR 85.36(3) require Contractors on federally funded projects to take affirmative steps to assure that minority- and women-owned businesses are used, when possible, as a sources of supplies, equipment, construction and services. Additionally, the Contractor must document all affirmative steps taken to solicit minority- and women-owned businesses and forward this documentation along with the names of the minority / women subcontractors and suppliers to the City upon request.

f) Clean Air Act: Contracts must comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 USC 1857 (H), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR, Part 15). The purpose of the Clean Air Act is to regulate air emissions from stationary and mobile sources to protect public health and welfare from hazardous air pollutants. The purpose of the Clean Water Act is to regulate pollution discharges into surface waters. Contractors will comply with both Acts in order to protect the public and environments from hazardous pollutants.

g) Lead Safe Work Methods Agreement / Non-lead Based Paint Agreement: The Contractor agrees to comply with Federal regulations 24 CFR Part 35 with regard to Lead Based Paint. Specifically, the use of lead based paint in residential structures is prohibited. Contractors are required to comply with the EPA Renovation, Repair and Painting (RRP) requirements described in 40 CFR 745.80 Subpart E effective April 22, 2010, affecting work on houses constructed prior to 1978 and containing lead based paint. If the Contractor has not attended and passed the Certified Renovator licensure, the Contractor will not be eligible to perform needed repairs until they achieve certification. Lead clearance testing with positive results will be remediated by the Contractor until negative results are achieved.

h) BUILD AMERICA, BUY AMERICA ACT (BABA): For projects with $250,000 or more of Community Development Block Grant (CDBG) and/or Home Investment Partnership Program (HOME) funds, BABA requires a domestic content procurement preference. This means all iron, steel, manufactured products, and construction materials used in the project have been produced in the United States, unless the awarding agency has issued a waiver of this requirement. This is called the "Buy American Preference" (BAP). The purpose of BABA is to bolster America's industrial base, protect national security, and support high-paying jobs. BABA applies to this project. The contractor will comply with BABA on this project.

i) The Contractor will include the provisions of paragraphs a) through g) above in every subcontract or purchase order unless exempted by rules, regulations, or order of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontractor or purchase order as the City may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that, in the event the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the City, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

Section 10. Insurance: The Contractor shall maintain, at its own cost and expense, such insurance as will protect it from claims under Worker's Compensation Acts and other employee benefits acts, from claims for damages to property which may arise both out of and during operations under this Agreement, whether such operations be by the Contractor or by any subcontractor or anyone directly or indirectly employed by either of them. This insurance shall cover claims as may be caused by any negligent act or omission. At its sole cost and expense, the Contractor shall purchase the following insurance coverage:

(a) Workers' compensation and employer's liability coverage as required by Montana law.

(b) Commercial general liability, including contractual and personal injury coverage's — $750,000 per claim and $1,500,000 per occurrence.

(b) Commercial Automobile Liability: $1,500,000 per accident.

(c) Builder's Risk Insurance: In the amount of the total value of the property: Land Value: **$43,756**; Residential Home: **$269,444** ; for a **TOTAL of $313,200** .

The Contractor shall save the City harmless from damages arising out of the work set forth therein. Before commencing work, Contractor shall furnish the City with certificates showing that the above insurance is in force.

The Contractor's insurance certificates shall state that the City of Billings is listed as an additional insured and shall contain a waiver of subrogation against the City, except Worker's Compensation Policies. If any listed insurance certificate is due to expire during the construction period, the Contractor shall not permit the coverage to lapse and new certificates shall be furnished to the City.

Section 11. Time For Performance: The Contractor shall upon execution of this Agreement and submission of evidence of satisfactory insurance coverage, begin work no later than **10 days** after a Notice To Proceed is delivered to the Contractor and shall be satisfactorily completed by **December 31, 2025**. Notwithstanding the aforesaid, the Contractor is excused from performance or delay if at any time in the progress of the work Contractor is delayed by any act or neglect of the City, or of any employee of the City, or by any separate Contractor employed by the City, or by changes ordered in the work, or by strikes, lockouts, fire, unusual delay in transportation, unavoidable casualties or any causes beyond the Contractor's control, or by delay authorized by the Community Development Division, or by any cause which the Community Development Division shall decide to justify the delay, then the time of completion shall be extended for such reasonable time as the Community Development Division may decide. When the work has been fully completed, approved by the Community Development Division, and all waivers and releases of liens required by the Community Development Division are submitted, final payment shall be made.

Section 12. Monitoring: The City will monitor Contractor performance against goals and performance standards as stated in this Agreement and the Contractor's bid documents. Monitoring will be conducted via desk reviews for progress reports and requests for reimbursements. City staff may also schedule on-site monitoring visits to assess performance and compliance. Substandard performance, as determined by the City, will constitute noncompliance with this Agreement.

Section 13. Access To Records & Records Retention: The general CDBG standard for record keeping is that records must be accurate, complete, and orderly:

A. The Contractor will comply with CDBG record keeping regulations in 24 CFR Part 570, as now in effect or as they may be amended during the term of this Agreement; all requirements established by the City; applicable State and Federal laws, regulations, administrative directives and procedures; and local ordinances and resolutions.

B. The Awardee will maintain adequate and reasonable records of its performance under this Agreement for at least three (3) years following project closeout or until all findings have been resolved to the satisfaction of the City and/or the State of Montana. Contractor will allow access to these records at any time during normal business hours by the City, HUD, the Comptroller General and, when required by law, the Montana Legislative Auditor. These records will be kept in the Contractor's offices as noted in this Agreement.

C. Any deficiencies noted in audit reports must be fully cleared by the Contractor within 30 days after receipt by the Contractor. Failure of the Contractor to comply with the above audit requirements will constitute a violation of this Agreement and may result in the withholding of future payments.

D. The Contractor shall provide citizens with reasonable access to records regarding the past use of CDBG funds, consistent with applicable state and local laws regarding privacy and obligations of confidentiality.

Section 14. Uniform Administrative and Program Management Standards: Contractor will ensure compliance with 2 CFR Part 200. The Contractor's internal controls will consist of a combination of procedures:

A. Organizational chart;
B. Written definition of duties and key job responsibilities;
C. Qualified personnel;
D. Formal system of authorization and supervision;
E. Separation of duties so no one individual has authority over an entire financial transaction;
F. Control over access to assets, blank forms, and confidential documents;
G. Periodic comparisons of financial records to actual assets and liabilities (reconciliation); and
H. Records that together create accountability in the Awardee's financial system and safeguard its cash, property, and other assets.

Section 15. Liquidated Damages: In the event the Contractor fails to complete the work specified and required to be performed within the time limit set forth in this Agreement, after due allowance for any extension or extensions of time made in accordance with provisions hereinbefore and not as a penalty, the sum of Twenty-Five and 00/100 Dollars ($25.00) for each and every calendar day (excluding all holidays) that the Contractor shall be in default of completion, as determined by the City. The City shall

deduct said liquidated damages from any amount due, or that which may become due to the Contractor. Liquidated damages will not be imposed on the Contractor for justifiable delays beyond his/her control as described in **Section 11. Time For Performance**.

Section 16. Changes in the Work: No modifications of this Agreement shall be made except by a properly executed Change Order signed by the Contractor and approved by the City Administrator and/or the Billings City Council. A change order must be signed by said parties before commencement of work addressed in the change order.

Section 17. Release of Liens: The Contractor shall submit to the City a release of all mechanics and material liens prior to final payment of the consideration set forth hereafter.

Section 18. Compensation: The City agrees to compensate the Contractor for labor, materials, overhead and other charges as stipulated within **Section 4. Scope of Services** above, which reference the **FINAL WORK LIST** for the services and the materials to be provided herein. The **FINAL WORK LIST** was negotiated with the Contractor after the City Clerk received the Contractor's sealed bid before the 2:00 p.m. March 4, 2025, deadline to respond to the publicly-advertised Invitation for Bids for this Foreclosure, Acquisition / Rehabilitation Program project.

Section 19. Payment for Completed Work: The City shall retain five (5%) percent of every invoice until all work has been completed and will also pay State of Montana the one percent (1%) of invoicing for Gross Receipts Tax. When the project is complete, and all inspections conducted and approved, the Contractor will be paid the full Agreement price, less the one percent (1%) Gross Receipts Tax. Payments may be made in one final lump-sum amount after the work is satisfactorily completed, or in regular progress payments after all appropriate inspections have been conducted and approved.

No advance or down-payments will be made to the Contractor or vendor unless the Contractor has a Performance Bond for the total project amount. Advance payment will only be provided when original invoices have been provided to the City.

When work is complete, or significant progress is made, the Contractor shall seek appropriate building inspections, and after approval, submit invoice to Community Development Division. City staff may also conduct on-site inspections. Following these inspections, City staff will process payment requests as quickly as possible, but it may take up to 30 days for payment to be issued.

No progress payment will be made prior to thirty (30) days after the date work began and at intervals of not less than thirty (30) days thereafter.

Should progress payments be deemed necessary, progress payments shall not exceed 80% of the value of the work satisfactorily completed less the five percent (5%) retainage withholding and one percent (1%) Gross Receipts Tax. Payments due the Contractor will be paid within thirty (30) days after the City receives the Contractor's invoice and transfers release of liens or claims for liens by subcontractors, laborers, and material suppliers for completed work or installed materials to the City. Checks payable to the Contractor will be delivered to the contractor after the contractor makes any desired work corrections; provides any necessary warranties; and signs the lien waiver.

The Contractor warrants that all services and work will be performed in a professional manner. The Contractor acknowledges that it will be liable for any breach of this warranty for a period of one year from the time the work is completed, inspected, and approved by the City as indicated by the date of approval for the last project payment.

Section 20. Provisions for the City: The City will permit the Contractor to use, at no cost, existing utilities such as electricity, natural gas, and water necessary to carry out and complete the work. The City will cooperate with Contractor to facilitate the performance of the work.

Section 21. Notice to the City: The Contractor will notify the City 24-hours in advance of their readiness to begin the work. The Contractor will inform the City where and how the work will be done, so that the City will have ample time to clear the specific work area.

Section 22. Occupancy Provision: The premises are to be VACANT during the course of the construction work.

Section 23. Condition of Premises: The Contractor agrees to keep the premises neat and orderly during the course of the work, clean up, and remove all debris at the completion of the project.

Section 24. Interest of the City Personnel and Local Public Officials: No City staff members, who exercise any project functions or responsibilities, shall have any interest, direct or indirect, in this Agreement.

Section 25. Disputes: The City shall, within a reasonable time, make decisions on all claims by the Contractor and on all other matters relating to the execution and progress of the work or the interpretation of this Agreement. The City's decisions, in matters relating to artistic effects, shall be final, within the terms of this Agreement.

Section 26. Workmanship: The work provided hereunder by the Contractor shall be executed as directed by the specifications contained within the **FINAL WORK LIST** and in the most sound, professional, and substantial manner, and all materials used in the project, and other improvements shall be new, unless otherwise expressly set forth in the specifications.

Section 27. Engineering Surveys and Permits and Fees: The City shall furnish all engineer surveys as required unless otherwise specified. The Contractor agrees to secure and pay for all necessary permits, licenses, and fees required for the Contractor's performance of the work associated with the **FINAL WORK LIST** and to adhere to applicable local, state and national codes and requirements whether or not covered by the specifications and drawings for the work, including any Contractor registration requirements.

Section 28. Inspection of Work: The Community Development Division, or agent acting on behalf of the Community Development Division, shall be provided access to inspect the work. If the specifications, plans, instructions, laws, ordinances, or any public authority requires any work to be specifically inspected, tested or approved, the Contractor shall give timely notice of readiness for inspection. Inspections by the Community Development Division, or third-party agent appointed by the Community Development Division, shall be promptly made. Inspections should be completed by Community Development Division staff, City of Billings' Building Division staff, or other procured inspectors, prior to work being covered up by other work. If any work should be covered up without completion of said inspections, it must be uncovered, if required, for examination at the Contractor's expense. If such work should be found not in accordance with this contracting, including incorporated plans and specifications and applicable building codes, the Contractor shall pay such costs; provided, however, if the Contractor can show that the defect was not caused by him/her or his/her subcontractors, then in that event, the City shall pay the cost or remedy for such work.

The Contractor must correct any work that fails to conform to the requirements and specification of the **FINAL WORK LIST** and applicable building standards. Upon notice, while work is progressing, the Contractor must remedy defects due to faulty materials, equipment, or workmanship before payment shall be issued.

Section 29. Defects after Completion: Any defects that appear within twelve (12) months from the completion of the work and arise out of defective or improper materials or workmanship will, upon the direction of the City staff, be corrected and made good by the Contractor at the contractor's expense.

Section 30. Approval by the City: This Agreement must be approved by the City Administrator and/or the Billings City Council before it becomes effective.

Section 31. Non-Liability of the City: Contractor will indemnify and hold the City harmless from all claims and liability due to the undertaking and carrying out of this Agreement.

Section 32. Default: In case of default by the Contractor, the City may procure the articles or services from other sources and hold the Contractor responsible for any excess cost occasioned thereby.

Section 33. Termination: Upon written notice to the Contractor, the City shall have the right to declare Contractor in default in the performance of its obligations under this Agreement in the following circumstances: 1) the Contractor fails to furnish materials or execute work in accordance with the provisions of this Agreement; 2) the Contractor fails to proceed with or complete the work within the time limit specified in this Agreement; or 3) the provisions of this Agreement are otherwise violated by the Contractor therein. Said notice shall contain the reason for the City's declaring Contractor at fault.

Upon receipt of such notice, the Contractor shall cease and desist from further work activity associated with this Agreement. This Agreement shall be considered null and void unless, within the (10) days from the date of said notice, Agreement is re-negotiated between the City and the Contractor.

In the event the Agreement is thus declared null and void, the City shall proceed to have any unfinished work completed and shall apply to the cost of having said work completed, any money due the Contractor under the Contract, and Contractor shall be responsible for any damages or additional costs resulting to the City by reason for said default.

Section 34. Successors in Interest: The covenants, agreements and all statements in this Agreement apply to and shall be binding on the heirs, personal representatives, successors and assigns of the respective Parties.

Section 35. Attorney's Fees and Costs: That in the event it becomes necessary for either Party to this Agreement to retain an attorney to enforce any of the terms or conditions of this Agreement or to give any notice required herein, then the prevailing Party or the Party giving notice shall be entitled to reasonable attorney's fees and costs.

Section 36. Notice: Notices required by this Agreement shall be in writing and delivered via mail (postage paid), personal delivery, or sent by electronic mail (email), fax or other electronic means. Any notice delivered or sent as previously mentioned shall be effective on the date of delivery or sending. All notices and other written communications under this Agreement shall be addressed to the individuals in the capacities indicated below, unless otherwise modified by subsequent written notice.

City	Contractor
Tam Rodier, CD Program Coordinator City of Billings	Kim Van Arsdale, Owner Van Arsdale Construction
PO Box 1178, Billings, MT 59103 Phone: 406.208.9962	6625 Hesper Road, Billings, MT 59106 Phone: 406.860.4255
Email: RodierT@billingsmt.gov	Email: kvaiscool@gmail.com

Section 37. Condition for Validity of Agreement: This Agreement is contingent upon the receipt by the City of federal funding in an amount sufficient to cover the cost of all agreed upon work. If the funding is not approved, this Agreement is null and void.

Section 38. Governing Law and Venue: This Agreement shall be construed and enforced in accordance with the laws of the State of Montana. Venue for any suit between the parties arising out of this Agreement shall be the State of Montana Thirteenth Judicial District Court, Yellowstone County.

Section 39. Ownership of Documents: All documents, data, drawings, specifications, software applications and other products or materials produced by the Contractor in connection with the services rendered under this Agreement shall be the property of the City, whether the project for which they are made is executed or not.

All such documents, products and materials shall be forwarded to the City at its request and may be used by the City as it sees fit. The City agrees that if the documents, products and materials prepared by the Contractor are used for purposes other than those intended by the Agreement, the City does so at its sole risk and agrees to hold the Contractor harmless for such use.

All or any portions of materials, products and documents produced under this Agreement may be used by the Contractor upon confirmation from the City that they are subject to disclosure under the Public Disclosure Act. All services performed under this Agreement will be conducted solely for the benefit of the City and will not be used for any other purpose without written consent of the City. Any information relating to the services will not be released without the written permission of the City. The Contractor shall preserve the confidentiality of all City documents and data accessed for use in Contractor's work product.

IN WITNESS WHEREOF, the parties hereto have executed this instrument the day and year first above written.

ACCEPTANCE BY:

Van Arsdale Construction

Kim Van Arsdale, Owner

6625 Hesper Road, Billings, MT 59106
Address

Date of Acceptance: 4/14/2025

City of Billings, Montana

William A. Cole, Mayor

PO Box 1178, Billings, MT 59103
Address

Date of Acceptance: _____

APPROVED AS TO FORM:

_____

City Attorney's Office

ATTEST:

_____

City Clerk

FORECLOSURE ACQUISITION / REHABILITATION PROGRAM

City of Billings / Community Development Division

P.O. Box 1178, Billings, MT 59103

(406) 208-9962

Date Prepared: **4/11/2025**

FINAL WORK LIST

Property Owner	**City of Billings**	Contact Person:	**Tam Rodier**
		Contact Phone:	**406.208.9962**
Property Address:	**1302 Parkhill Drive, Billings, MT 59102**		
General Contractor	**Van Arsdale Construction**	Contractor Phone:	**406.860.4255**

Project Site: 1302 Parkhill Drive, Billings, MT 59102 and also known as Tax Code A06862.

Property Legal Description: Lots 47 and 48, Block 12, of Evergreen Subdivision, Second Filing, in the City of Billings, Yellowstone County, Montana, according to the official plat on file in the office of the Clerk and Recorder of said county, under Document #494692.

LEAD-BASED PAINT: All homes in the Foreclosure Acquisition / Rehab Program are evaluated to identify conditions that may cause lead exposure from lead-contaminated dust or lead-contaminated paint that is deteriorated or present in accessible surfaces, friction surfaces, and/or impact surfaces that could result in adverse human health effects.

On this specific property, the following was conducted: professional inspection, XRF testing of coated surfaces on the interior and exterior of the house and detached garage, dust wipe sampling, and soil sampling. XRF and laboratory results show the presence of lead-contaminated dust or lead-contaminated paint that is deteriorated or present in accessible surfaces, friction surfaces, and/or impact surfaces that could result in adverse human health effects. Therefore, lead abatement activites (permanent) and/or interim controls (temporary) are ***REQUIRED to be completed by an EPA-Certified Lead Renovator contractor***. Specific details contained within line items below.

HISTORIC PROPERTY: The property has been determined eligible for the National Register of Historic Places, and a finding of "Historic Places Affected, No Adverse Effect" attached. The rehabilitation work must meet the Secretary of the Interior's Standards for Rehabilitation. The State Historic Preservation Office (SHPO) has provided specific guidance, which has been included within the appropriate line items below.

ASBESTOS: Asbestos has been known to cause serious injury to lungs. This home was evaluated to identify the presence of asbestos. Asbestos testing was completed and asbestos locations identified. Most of the identified asbestos has been removed by an EPA-certified asbestos removal contractor. Following completion of the asbestos abatement work, an accredited, third-party company was retained to conduct final visual clearance and air testing. Following the successful final clearance visual inspection, the firm employed an aggressive clearance testing methods and collected five air samples in the containment using Phase Contrast Microscopy (PCM) cassettes. The five clearance samples along with two field blanks were analyzed in accordance with National Institute for Occupational Safety and Health (NIOSH) Method 7400,
Asbestos and Other Fibers by PCM. PCM analysis indicated that all five samples passed Montana Department of Environmental Quality (MDEQ) regulatory requirements for clearance air testing. Any remaining asbestos is to be encapsulated; specific details are included within the line items below.

Items to be Completed	*Notes*	*Bid Price*	*Date Completed*	*Inspections*	*Amount Paid*	*Notes*
Requirements						
Contractor must review and adhere to all City of Billings' Building & Safety Division permitting requirements whether or not they are specified within the Construction Agreement and/or this Final Work List.		N/A				
Adjacent Property Notifications						
CD STAFF: Will notify area property owners regarding project activities and estimated timeline based upon contractor's submittal and Construction Agreement.		N/A				
VAN ARSDALE CONSTRUCTION: Is responsible for "being a good neighbor" to avoid conflicts with area residents. This includes, but is not limited to: - Adhering to construction noise hours of 7:00 a.m. to 8:00 p.m., - Keeping construction materials and debris from litering nearby properties, - Providing and using outhouses, as appropriate, and - Being friendly and respectful to residents asking questions about the project (questions may be referred to CD staff)		$0.00				
Safety Items and Electrical *(Electrical and plumbing items must be completed by licensed professionals)*						
CO DETECTORS: Install units that meet current code requirements. Prefer hardwired, interconnected units with battery backup. New batteries and inspection required.						
SMOKE DETECTORS: Install units that meet current code requirements. Prefer hardwired, interconnected units with battery backup. New batteries and inspection required.						
SERVICE LINES: **1)** Typically overhead service cables are required to be 8' above a flat roof and 3' above the ridge line of a sloped roof. **2)** The service wires do not have adequate clearance from the ground at the rear of the house. The top of the service mast and the service wires should be at least 15' from the ground. Have licensed electrician make appropriate corrections.	*Electrical quote includes trenching from garage to SW corner at the back of house*					

Items to be Completed	*Notes*		*Date Completed*	*Inspections*	*Amount Paid*	*Notes*
ELECTRICAL DISTRIBUTION PANELS: The brand name of both distribution panels are Federal Pacific (FPE). The Consumer Product Safety Commission's 1980s study indicate circuit breakers fail to trip under certian overload conditions, which have been linked to fires. **1) Main Panel at the rear of the house:** The FPE panels with Stab-Lock breakers, although not recalled, are associated with known product defects, including breakers that have a reputation for failing to trip when necessary. Replace panel. **2) Stairway Panel:** Replace panel. Have a licensed electrician replace both panels.	*After meeting with Northwest Energy and City electrical inspector, new electric panel will be mounted on garage and service line to house will be trenched to home at back SW corner. Only minor code compliance items in basement.*	$16,800.00				
DISTRIBUTION WIRING: **1)** In the 2nd floor west bedroom's side attic space, improper electrical connections should be improved. All electrical connections should be made inside junction boxes or rated enclosures and fitted with cover plates. **2)** Under the stairs in the basement, the open junction box should be fitted with a cover plate to protect the wire connections. Have a licensed electrician make appropriate corrections.						
GFCI OUTLETS: Install / ensure all electrical outlets within 6 feet of water sources are GFCI protected in kitchen, bathrooms, laundry room, and at exterior. Weatherproof GFCI outlets required at all exterior outlets.						
WATER HEATER: **1)** The water heater was manufactured in 2019; the unit is approximately 5 year old. **2)** The "draft diverter" of the water heater venting system is configured in such a way that it could allow spillage of exhaust products in the utility closet. This is a potential safety concern that should be addressed promptly. A licensed plumber should evaluate the above conditions and make recommendations. Alternately, preemptive replacement may be considered.	*Quote listed under plumbing section on Page 5*					
GAS PIPING: The unused gas pipe in the laundry room in the basement should be capped. A shutoff valve is not sufficient for this task. A qualified professional should make needed correction(s).	*Quote listed under plumbing section on Page 5*					

Items to be Completed	*Notes*		*Date Completed*	*Inspections*	*Amount Paid*	*Notes*
FIREPLACE / MASONRY FLUE: **1)** The rear wall of the fireplace firebox in the living room has a crack and should be repaired for improved safety. **2)** The fireplace and masonry flue in the family room should be cleaned and inspected prior to operation. Masonry flue tiles are notorious for developing cracks, which can affect the safety of the fireplace. In such cases, relining the chimney is typically recommended. **3)** A rain cap with vermin screen should be installed on the masonry chimney. A professional fireplace service technician should inspect, recommend, and make appropriate corrections.	*Estimated cost to repair $17,500; quote is for a gas fireplace insert instead*	$6,700.00				
STAIRWAY HANDRAIL: The loose handrail on the stairway should be secured or replaced.	*Quote incorporated into painting bid*					
ELECTRICAL						
AUXILIARY PANEL: The openings in the detached garage auxiliary panel should be covered.	*Quote listed under Safety & Electrical section on Page 3*					
SWITCHES: Utility closet has a missing switch cover plate that should be replaced with one matching other cover plates in the home.						
LIGHT FIXTURES: **1)** The globes are missing or damaged at the light fixtures in the upper level bedrooms and in the upper hall. **2)** Exterior light fixture at the rear of the house is loose. **3)** Evaluate all interior and exterior light fixtures and make recommendations for keeping or replacing.	*Keeping vanity light in main floor bathroom; keeping dining room light; other fixtures to be replaced*					
All globes and light fixtures to be secured, repaired, and/or replaced, as appropriate.	*Included in electrical quote on page 3*					
Plumbing *(Plumbing items must be completed by licensed plumber / permit(s) required)*						
SUPPLY LINES: System was not tested due to utilities being off at the time of inspection. The supply piping is leaking under the basement stairs. A licensed plumber should evaluate the system and make needed repairs or replace.						

Items to be Completed	Notes		Date Completed	Inspections	Amount Paid	Notes
MAIN LEVEL HALL BATHROOM TOILET: The toilet is loose. It is recommended the toilet be removed, the floor around the drain flange inspected for water penetration, replace the wax gasket prior to reinstalling and secure the toilet properly. A new "right-height" toilet may alternatively be installed. A licensed plumber should determine and make the appropriate repairs or replacements. SEE "INTERIOR / MAIN FLOOR BATHROOM" FOR ADDITIONAL WORK TO THIS BATHROOM	*Keeping existing toilet, pedestal sink, and medicine cabinet as they are in good shape*					
UPPER HALL BATHROOM: **1)** The bathtub and surround is in poor condition and should be replaced along with installing a new faucet and shower head. **2)** Replace the vanity, sink, faucet, medicine cabinet, and lights. **3)** Replace the toilet with a "right height" toilet, inspect the floor around the drain flange for water penetration, replace the wax gasket prior to the toilet being installed and secured properly. A licensed plumber should determine and make the appropriate repairs or replacements.		$22,300.00				
HOSE BIB / REAR OF HOUSE: **1)** It is recommended that an anti-siphon device be added to the hose bib at the rear of the house. **2)** The hose bib needs to be secured. Excessive movement may cause unnecessary wear and fatigue on connections possibly resulting in a leak. A licensed plumber should determine and make the appropriate repairs or replacements.						
Roof System						
ROOF: The existing asphalt shingles on the house and garage show significant hail strikes and heavy wear. **1)** Remove shingles and nails. **2)** Replace damaged or rotted sections of the roof deck. **3)** Lay down new underlayment and ice shield. **4)** Install new 30-year asphalt shingles. **5)** Install kickout flashing at the front of the house to divert runoff water from the roof away from the wall. **6)** Evaluate and replace other roof components, as necessary	*House $9,000* *Garage $4,800* *This quote excludes any hidden damage that may be uncovered during constuction; extra charge(s) may apply* *Carport quote on page 6*	$13,800.00				

Items to be Completed	*Notes*		*Date Completed*	*Inspections*	*Amount Paid*	*Notes*
GUTTERS & DOWNSPOUTS: Install new gutters and downspouts on the house and the detached garage. Downspout extensions should be provided to channel runoff away from the foundations.		$2,100.00				
Exterior						
HOUSE SIDING: House siding is stucco with significant damage. **1)** Stucco to be cleaned and peeling paint removed using lead-safe work methods. **2)** Localized damage / openings in the stucco at the rear corners of the house should be repaired to prevent water intrusion. **3)** Repair or patch all other damaged stucco areas. **4)** The opening in the siding at the meter should be sealed. **5)** Following repair, paint stucco to match the existing color as closely as possible. Asbestos was identified in the layers of stucco (see attached report). Contractor must ensure the safety of workers during the repair of the existing stucco. Review the attached Preservation Brief 22: The Preservation and Repair of Historic Stucco to ensure an understanding requirements. *Must maintain historical significance of the home.*	*Stucco repair and paint house*	$16,500.00				
"TIP-OUT" ATTIC SECTION ON SOUTH SIDE OF THE HOUSE: This is covered with what might be referred to as "clapboard wood siding" that is showing chipping and peeling paint and some deterioration. NOTE: Existing materials tested positive for lead-based paint. Repair or replace with like materials or appropriate substitute materials, prep, and paint using lead-safe work methods to match the existing color as closely as possible. Review the attached Preservation Brief 16: The Use of Substitute Material on Historic Building Exteriors to ensure understanding of what is required. *Must maintain historical significance of the home.* If materials are to be replaced, remove and dispose of materials as per EPA guidelines at https://www.epa.gov/lead/regulatory-status-waste-generated-contractors-and-residents-lead-based-paint-activities	*Quote is to patch, repair and replace a few boards, as necessary.* *Quote to replacing all siding with new cedar bevel siding $16,000*	$10,500.00				

Items to be Completed	*Notes*		*Date Completed*	*Inspections*	*Amount Paid*	*Notes*
HOUSE EAVES, SOFFIT, FASCIA, SHUTTERS AND TRIM: Soffit, fascia, shutters and window and door trim are wood; localized rot and/or deterioration noted. Repairs to window frames may be accomplished by a skilled carpenter, although a replacement window is preferred in some cases. Evaluate for repair feasibility. If deterioration precludes repair, they should be replaced with wood or a substitute material, rather than encapsulated. Encapsulations do not halt ongoing deterioration of historic fabric. Caulk, prep and paint. Asbestos was identified in the exterior window caulk (see attached report). Contractor must ensure the safety of workers during the repair or replacement of trim. Review the attached Preservation Brief 16: The Use of Substitute Material on Historic Building Exteriors to ensure understanding of what is required. *Must maintain historical significance of the home.*	*Quote is to repair / replace soffit, fascia and replace five (5) pair of shutters and paint to match original color*	$8,000.00				
DETACHED GARAGE SIDING & TRIM: **1)** Existing siding is Masonite or hardboard siding. Localized rot observed in the siding on the south side of the garage. Replace bottom row or two only on S, W, E sides. **2)** Localized rot was observed in the wood fascia in various locations. Repair or replace as appropriate (with Pro Trim). **3)** Caulk, prep and paint the garage to match the existing color of the stucco house as closely as possible.		$4,800.00				
CARPORT: Although no significant movement of the carport at the detached garage was noted at the time of inspection, there are several examples of nonstandard workmanship that should be evaluated by a licensed structural engineer to determine integrity and/or remedies. **1)** Over spanned; more than 12' **2)** Lack of adequate support on the north side. Implement structural engineer's recommendations	*Quote is to tear down old carport, cut concrete for new trenched electrical, and repour concrete*	$3,500.00				
FRONT STEPS & HANDRAIL: **1)** The concrete stairs at the front of the house have settled and are now unlevel. Mudjack the steps back to level. If necessary, caulk the connection to the house. **2)** The stair railing at the front of the house has become detached from the structure and should be reattached for stability. **3)** Prep and paint the handrail.	*Quote is to grind out the grout between the bottom of the bricks and the steps, lift the steps, tilt toward house, stabalize the steps in a level position, reattach existing handrails*	$1,750.00				

Items to be Completed	*Notes*		*Date Completed*	*Inspections*	*Amount Paid*	*Notes*
HVAC						
HEATING SYSTEM(S): **1)** The heating system in the lower level utility closet has lacked maintenance / servicing. **2)** Some evidence of prior condensate leakage was noted on the unit in the utility closet. **3)** The heating system was manufactured in 1984; approximate age 40 years old. A qualified HVAC technician should evaluate house needs and replace. Old unit to be removed and disposed of appropriately. Asbestos was identified in the duct tape (see attached report). Contractor must ensure the safety of workers during the repair or replacement of the heating system. If materials are to be replaced, remove and dispose of materials as per EPA guidelines at https://www.epa.gov/lead/regulatory-status-waste-generated-contractors-and-residents-lead-based-paint-activities	*Quote is for the installation of a new 90% high efficiency 80,000 BTU furnac*	$7,000.00				
Insulation / Ventilation						
EXHAUST FANS: Should be vented to exterior of the house. Exhaust air from bathrooms and kitchen shall not be recirculated within a residence and shall be exhausted directly to the outdoors. Exhaust air from bathrooms and kitchen shall not discharge into an attic, crawl space or other areas inside the building. All bathrooms should have either an operable window or an exhaust fan. **1)** The upper hall bathroom has an operable window, but a bathroom exhaust fan is a better choice. **2)** The basement bathroom lacks both an operable window and an exhaust fan. Install / ensure exhaust fans in all bathrooms and in the kitchen are operational and meet code requirements.	*Duct bathrooms and kitchen stove (there is none existing)* *New duct for dryer*	$3,800.00				
Insulation: New insulation in attic walls & ceiling and cut in a new attic access, because there was none.		$4,500.00				

Items to be Completed	*Notes*		*Date Completed*	*Inspections*	*Amount Paid*	*Notes*
Windows & Doors						
WINDOWS: Windows are double-hung wood windows. Replace windows with low-E insulated glass, wood frame windows similar in size and style to each of the existing windows on the main floor to ensure workability and energy efficiency while maintainig the historical significance of the home. Basement and attic windows to be vinyl in similar style to exisitng. Asbestos was identified in the exterior window caulk (see attached report). Contractor must ensure the safety of workers during the repair or replacement of the windows. **NOTE:** Existing window sashs and sills tested positive for lead-based paint. Remove and dispose of per EPA guidelines at https://www.epa.gov/lead/regulatory-status-waste-generated-contractors-and-residents-lead-based-paint-activities	*Quote is to replace all main floor historic wood windows with new wood windows;* *Wood casement in the main floor bedroom meeting egress requirements;* *Other windows will be replaced with single-hung vinyl windows that look like original historic wood windows*	$36,800.00				
LIVING ROOM: One large picture window insert with two double-hung side windows.						
LIVING ROOM: Two (2) double-hung windows, one on each side of the fireplace, on the west side of the house.						
DINING ROOM: Two side-by-side double-hung windows on the front of the house (north side)						
DINING ROOM: One double-hung window on the east side of the house.						
KITCHEN: One double-hung window above the sink on the south side of the house.						
KITCHEN: One double-hung window on the east side of the house.						
MAIN FLOOR BEDROOM: One double-hung window on the west side of the house.						
MAIN FLOOR BEDROOM: One double-hung window on the south side of the house.						
BASEMENT WINDOWS: There are eight (8) non-egress, awning or sliding basement windows. Five (5) are to be replaced with new sliding, vinyl, double-pane, energy efficient windows.	*Quote does not replace the boarded up window opening in the former basement kitchen*	$2,400.00				
ATTIC EAST BEDROOM: Two side-by-side double-hung windows on the east side of the house.						
ATTIC WEST BEDROOM: Two side-by-side double-hung windows on the west side of the house.						

Items to be Completed	*Notes*		*Date Completed*	*Inspections*	*Amount Paid*	*Notes*
ATTIC BATHROOM: One double-hung window on the south side of the house.						
OVER THE STAIRS: One double-hung window.						
MAIN ENTRY DOOR: Replace with a solid core door in a similar style to the existing door, prep and paint or stain door to match exterior and interior trim paint colors to maintain the historical significance of the home. **NOTE:** Existing door and casing tested positive for lead-based paint. Remove and dispose of per EPA guidelines at https://www.epa.gov/lead/regulatory-status-waste-generated-contractors-and-residents-lead-based-paint-activities	*Sinmilar style door to existing historic door* *Reusing existing locks & deadbolts*	$3,000.00				
REAR ENTRY DOOR: Replace with a solid wood door in a similar style to the existing door, prep paint or stain door to match exterior and interior trim paint colors to maintain the historical significance of the home. **NOTE:** Existing door and casing tested positive for lead-based paint. Remove and dispose of per EPA guidelines at https://www.epa.gov/lead/regulatory-status-waste-generated-contractors-and-residents-lead-based-paint-activities	*Sinmilar style door to existing historic door* *Reusing existing locks & deadbolts*	$2,500.00				
ATTIC BEDROOM DOOR: Door is missing. Install a standard 6-panel door, prep and paint to match new interior paint.	*Hollow core wood*	$500.00				
DETACHED GARAGE WALK-THROUGH DOOR: Install steel door with deadbolt and handset.	*Install new door & paint to match garage trim*	$800.00				

Interior						
FLOORS / STAIRS: Existing materials include carpet, vinyl, linoleum, laminate, ceramic tile, and hardwood. Damage / deterioration, uneven areas, and soiled spots noted throughout the house. Evaluate and repair or replace all flooring with LifeProof Laminate flooring, Luxury Vinyl Plank Flooring, or a similar product. Prep and install any necessary subflooring. NOTE: At least one tile in front of the fireplace is loose and/or cracked and should be repaired or replaced.	*Quote is to refinish existing oak flooring on main level (except bathroom), upstairs (except bathroom), and existing oak stairs* *New luxury vinyl plank flooring will be installed in the remaining rooms on the main floor, upstairs, and stairway to basement (no flooring in basement)* *Sheet vinyl to be installed in both main floor & upstairs bathrooms* *Remove tile by fireplace; replace with oak*	$21,880.00				
WALL & CEILING FINISHES: **1)** Larger than typical cracks noted in the main floor dining room and living room ceiling. It appears these are cosmetic only. Repair to match ceiling pattern as closely as possible. **2)** Install new matching baseboards throughout the house.	*Existing lath & plaster has lime in the plaster; lime is failing causing cracks in ceilings and walls. Quote is to fix / fill cracks. Over time, more cracks may appear because of age*	$30,250.00				
INTERIOR PAINT: Prepare all interior surfaces (walls, trim, baseboards, ceilings, etc.) and paint all components using complementary neutral colors.	*Includes new baseboard trim*					

Items to be Completed	*Notes*		*Date Completed*	*Inspections*	*Amount Paid*	*Notes*
MAIN FLOOR HALL BATHROOM: **1)** Remove the barnwood accent wall covering. If needed, install or patch sheetrock, tape, texture and paint. **2)** Replace medicine cabinet / mirror, sink and vanity, toilet and fixtures with new. Toilet to be a "right height" unit. **3)** Install 2-3 shelves over toilet (above head height when sitting on toilet). **4)** Install towel bar to the right of the sink / vanity. **5)** Caulk and/or grout where needed to prevent water intrusion. **6)** Ensure the fan is operable and vented to the outside (replace if needed).	*Keeping toilet, pedestal sink, faucet, medicine cabinet, and vanity light since they are in good condition*	$2,100.00				
MAIN FLOOR KITCHEN: **1)** Remove and dispose of upper and lower cabinets per EPA guidelines at https://www.epa.gov/lead/regulatory-status-waste-generated-contractors-and-residents-lead-based-paint-activities **2)** Remove and dispose of counter tops, back splash, sink, and faucet. **3)** Install new upper and lower cabinets, counter tops, back splash, sink, and faucet. **4)** Install new, energy efficient appliances including free standing range, hood vent, and refrigerator. All appliances shall be in working order. Lead-based paint was identified in the kitchen cabinets (see attached report). Asbestos was identified on the underside of the sink and in the ceiling light fixture (see attached report). Asbestos abatement previously abated.	*New custom cabinets and counter tops; remove tile floor, install new luxury plank flooring $17,300* *New appliances $3,000*	$20,300.00				
LAUNDRY ROOM: **1)** Install new washer and dryer hook-ups. **2)** Install new dryer vent to the outside. **3)** Install utility sink	*Quote includes removing & disposing of cabinets and countertop in basement kitchen* *Utility sink bid under plumbing*	$1,500.00				
UPSTAIRS BEDROOMS & STORAGE AREAS: **1) West Bedroom** - Replace two (2) storage access doors. **2) Stairway -** Replace storage access door.		$4,550.00				

Items to be Completed	*Notes*		*Date Completed*	*Inspections*	*Amount Paid*	*Notes*
Grounds						
REAR PATIO: There is a concrete patio, walkway, and stepping stones from house to the carport. **1)** Remove the wind screen on the west side of the patio. **2)** Ensure adequate roof supports. **3)** Remove all tripping hazards.		$600.00				
FENCE: There is a 6' metal and wood privacy fence surrounding the rear yard that is in very poor condition. **1)** Remove north, east, and south rear yard fences. **2)** Obtain a required fence permit from City/County Planning, **3)** Install new 6' privacy fence from a point even with the front of the house (north side) that is approximately 6' east of the house from the NE corner of the house going south to the existing fence line north of the detached garage/carport, continue westward to the property line and existing west fence. **4)** Install two (2) gates, one leading from the rear yard to the detached garage and one near the NE corner of the house. The new fence must not not encroach on the clear vision zone for the alley or the signalized intersection. SHPO Guidance: "Fence should be of a scale and material compatable with the historic character of the property."	*6' cedar fence with two (2) gates* *NOT replacing west fence shared with neighbor or the gate at the SW corner*	$9,000.00				
GRADING: The grade at both the house and detached garage foundations are negative in areas. Recommend adding positive drainage. Need to pitch the slope of soils away from the foundations. The ground should slope away from the foundation at a rate of one inch per foot for at least the first ten feet (where possible).	*North, east and south sides of the house*	$4,300.00				
Warranties						
Minimum 1-year warranty on the home, appliances, project elements listed within this Final Work List, including workmanship.	*Included in Van Arsdale Construction quote*	$0.00				

Items to be Completed	*Notes*		*Date Completed*	*Inspections*	*Amount Paid*	*Notes*
Rights-of-Way						
Rights-of-Way: The contractor will immediately correct or replace any and all rights-of-way damaged during the project as directed by the City Engineer's Office.		TBD				
Other:						
All Required Permit(s): Including all building, mechanical, electrical, plumbing, etc.	*Included in lump sum quote*	$0.00				
Montana Gross Receipts Tax): Will be witheld from each progress payment and submitted by the City to the State of Montana as required.	*1%*	N/A				
Performance Bond: Required if Van Arsdale Construction desires advance payment for materials and/or other project costs	*Responsibility of Van Arsdale Construction*	TBD				
Project Total		**$262,530.00**				
Space Reserved for Change Orders						
Total Project		**$262,530.00**				

- The final work list as described above was established with Majestic Homes' input and final approval.
- Changes to the above work list ***must be approved by the CD Program Coordinator prior to implementation*** .
- Contractors ***must obtain appropriate permits*** from the City of Billings prior to working on electrical, plumbing, and major structural systems.
- Contractors ***must schedule inspections for all electrical, plumbing and major structural systems*** work with the City of Billings Building Division.
- Community Development will issue payment(s) only after all required inspections have been conducted and approved by the Building Division (if permit required) AND by the CD Program Coordinator. Payment will not be issued without the CD Program Coordinator's approval of work completed.

SIGNATURES

CD Program Coordinator: Tam Rodgers Date: 4/14/2025

Van Arsdale Construction: K. VoArsdale Date: 4/14/2025

Mayor, City of Billings Date:

INVITATION FOR BIDS (IFB)

Name of Service Requested: **1302 Parkhill Drive Housing Rehabilitation Project**

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Background

The City of Billings purchased this HUD-foreclosed property in August 2024 as part of the City's Foreclosure Acquisition / Rehabilitation Program. Under this program, Community Development Block Grant (CDBG) funds are used to acquire and redevelop foreclosed properties that might otherwise become sources of abandonment and blight within our community. This property features a one-story 1,013 square foot Cape Cod (?) vernacular-style single-family house, with a full basement and attic, on a 7,000 square foot lot. Following a series of professional inspections, an Invitation for Bids (IFB) was developed and advertised. After a successful competitive bidding process, and completion of the rehabilitation project, this home will be offered for sale to approved low-income First Time Home Buyers.

Summary of Invitation for Bid

This bid is for the purpose of entering into a contract for 1302 Parkhill Drive Housing Rehabilitation Project for the City of Billings. The successful bidder agrees to provide the City of Billings with an acceptable quality of equipment/service, performance, and workmanship as determined by the City of Billings.

It is the purpose of this bid to obtain the best quality of equipment / service at the most favorable price to the City of Billings. Consideration will be given for the level of service offered and ability to meet stated specifications as outlined in the contract documents.

The lowest bid need not be accepted if it is documented that a specific service provider / supplier in the past has been a poor performer or has provided poor goods or services.

Instructions to Bidders

Sealed bids entitled 1302 Parkhill Drive Housing Rehabilitation Project for the City of Billings Community Development Division, must be received by the City Clerk of Billings, Montana, up until 2:00 PM (MST) on Tuesday, March 4, 2025.

All bids may be submitted to Billings City Clerk via email at bids@billingsmt.gov, or by mail to P.O. Box 1178, Billings, MT 59103 or 316 North 26th Street, Billings, MT 59101. Bid openings will be held live on the City's Facebook page: https://www.facebook.com/Billings-MT-City-Government-74352842013/. Bid tabulations will be posted for public viewing after the bids have been opened.

More specific additional information regarding the 1302 Parkhill Drive Housing Rehabilitation

Project may be obtained by contacting Tam Rodier, Program Coordinator, at 406.208.9962, or in person by appointment at the Community Development Division office in City Hall, 316 N 26th Street, 4th Floor, or by mail to PO Box 1178, Billings, MT 59103 or via email to rodiert@billingsmt.gov.

Bidders, and their subcontractors, are invited to view the property, by appointment with, and at the convenience of, the Program Coordinator between February 3 and February 21, 2025.

A ***Pre-Bid Meeting*** will be conducted at 1:30 p.m. Monday, February 17,2025. Interested parties will participate either in person in the Beartooth Conference Room on the 5th floor of City Hall, 316 North 26th Street, Billings, Montana or online via Zoom conferencing after making arrangements to do so with the CD Program Coordinator at least 24 hours in advance of the meeting. ***All bidding contractors are strongly encouraged to attend***.

Each bid must be accompanied by a Certified Check, Cashier's Check, or Bid Bond payable to the City of Billings, Montana, in the amount not less than ten percent (10%) of the total amount of the bid. The bid security will be retained by the City Clerk until the successful bidder enters into a contract with the City of Billings. If no contract is entered into by the successful bidder within sixty (60) days, the security may be forfeited to the City of Billings.

Successful bidders will be required to furnish an approved Performance Bond in the amount of one hundred percent (100%) of the contract amount.

No bids may be withdrawn after the scheduled time for the public opening of bids, which is 2:00 PM (MST) on Tuesday, March 4, 2025.

The right is reserved to reject any or all bids received, to waive irregularities, to postpone the award of the contract for a period of not to exceed sixty (60) days, and to accept that bid which is in the best interests of the City of Billings, Montana.

The City of Billings is an Equal Opportunity Employer. The Contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a), which prohibit discrimination against qualified protected veterans and/or qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and individuals with disabilities.

Examination of Documents

Before submitting a bid, the bidder shall:

a. Carefully examine the Standards and Specifications as well as all other attached documents;

b. Fully inform themselves of the existing conditions and limitations;

c. Include with the bid sufficient information to cover all items required in the specifications.

Bid Compliance

It shall be the responsibility of the bidder to see that all bids are submitted to the office of the City Clerk before 2:00 PM (MST) on Tuesday, March 4, 2025 .

Bid Modifications

Bids shall be made on the forms provided herein; they shall not contain any recapitulation of the work to be done. Modifications, additions or changes to the terms and conditions of this Invitation for Bid may be cause for rejection of the bid. Bids submitted on other forms may be rejected.

Interpretation Priority

Should a bidder find discrepancies in, or omissions from, the specifications, or be in doubt as to their meaning, bidder shall notify Tam Rodier, CD Program Coordinator at Community Development Division, 316 North 26th Street, 4th Floor, Billings, MT 59101, who will send written instructions or addenda to all bidders. The City will not be responsible for oral interpretation. All addenda issued prior to bid opening shall be incorporated into and become a portion and part of the contract/agreement upon award. Questions received less than ninety-six (96) hours before the bid opening cannot be answered.

Withdrawal of Bids

Bidders may withdraw their bid either personally or by written request at any time prior to the time set for bid opening. No bid may be withdrawn or modified after the time set for opening, unless and until the award of the contract is delayed for a period exceeding sixty (60) days.

Bid Price Valid

Bidder acknowledges that no contractual relationship with the Bidder exists until execution of the resulting contract following City Administration or City Council approval. Because contract approval can be delayed due to scheduling or unforeseen circumstances, the Bidder must honor their pricing and any other terms set forth in the proposal for at least ninety (90) days after the bid due date.

Certification

The bidder certifies that the bid has been arrived at by the bidder independently and has been submitted without any collusion designed to limit independent bidding or competition. The bidder further certifies that the materials, products, services and/or goods offered herein meet all requirements of the stated specifications and are equal in quality, value and performance with highest quality, nationally advertised brand and/or trade names.

Any manufacturer's trade names, if used in specifications, are for the express purpose of establishing a standard of quality and coordination of design, not for the purpose of limiting competition.

Insurance

The bidder certifies that it/they shall maintain in good standing the insurance outlined below:

1. Workers' compensation and employer's liability coverage as required by Montana law.
2. Commercial general liability, including contractual and personal injury coverage's -- $750,000 per claim and $1,500,000 per occurrence.
3. Automobile liability -- $1,500,000 per accident.
4. Professional liability in the amount of $1,500,000 per claim.

Each policy of insurance required by this Section shall provide for no less than 30 days' advance written notice to the CITY prior to cancellation.

The CITY shall be listed as an additional insured on all policies except Professional Liability and Worker's Compensation Policies.

In addition, all policies except Professional Liability and Worker's Compensation shall contain a waiver of subrogation against the CITY.

BIDDER shall comply with the applicable requirements of the Workers' Compensation Act, Title 39, Chapter 71, MCA, and the Occupational Disease Act of Montana, Title 39, Chapter 71, MCA. Bidder shall maintain workers' compensation insurance coverage for all members and employees of Bidder's business, except for those members who are exempted as independent contractors under the provisions of §39-71-401, MCA.

The certificate will be provided to the City prior to contract execution.

Eligibility

The successful bidder will be required to provide copies of the following, or the ability to obtain the following within 15 days of notification of contract award:

- Completed and signed the new vendor forms, if necessary (to be eligible for payment) (http://mt-billings3.civicplus.com/DocumentCenter/View/26004)
- City of Billings Business License (http://ci.billings.mt.us/981/Business-Licenses)
- Montana Contractor's License (http://erd.dli.mt.gov/work-comp-regulations/montana-contractor/construction-contractor-registration)

- Certificate of Workman's Compensation or Certificate of Exemption from Workman's Compensation (http://erd.dli.mt.gov/work-comp-regulations)
- Unique Entity ID (UEI) number (free at https://sam.gov/content/home)
- Proof of SAM registration (federal government's System for Award Management (SAM) free at www.SAM.gov) Local assistance: Montana APEX Accelerator https://www.montanaapex.org/

Evidence of Qualification

Upon request of the City of Billings, a bidder whose bid is under consideration for award may be required to manifest satisfactory evidence of his/her/their financial resources, experience, the organization and equipment as well as service provisions bidder has available or will make available. In determining the lowest responsible bidder, in addition to price, the following considerations may be addressed:

a) The ability, capacity and skill of the bidder to perform the contract or provide the service required.
b) The character, integrity, reputation, judgment, experience and efficiency of the bidder.
c) Whether the bidder can perform the contract within time specified.
d) The quality of performance of previous contracts, agreements and/or performance.
e) Previous and/or existing compliance by the bidder with laws relating to the contract or services.
f) Such other information which may be secured having a bearing on the decision to award the contract.

Contractors' Gross Receipts Tax and Prevailing Wage Rates

The bidder understands that, if applicable, all contractors or subcontractors working on a publicly funded construction project are required to pay or have withheld from earnings one percent (1%) of the gross contract price if the gross contract price is Eighty Thousand Dollars ($80,000) or more.

The bidder also understands that, if applicable and unless superseded by federal law, Montana law requires that contractors and subcontractors give preference to the employment of Montana residents for any public works contract in excess of $25,000 for construction or non-construction services in accordance with sections 18-2-401 through 18-2-432, MCA, and all administrative rules adopted pursuant thereto. Unless superseded by federal law, each contractor shall ensure that at least 50% of the contractor's workers performing labor on a construction project are bona fide Montana residents. The Commissioner of the Montana Department of Labor and Industry has established the resident requirements in accordance with sections 18-2-403 and 18-2-409, MCA. Any and all questions concerning prevailing wage and Montana resident issues should be

directed to the Montana Department of Labor and Industry.

Contract Requirements and Specifications

See Exhibit A

Pricing and Addendum

Please bid net prices at which you will agree to furnish required goods or services (please input the "Total Project Bid" amount included in Exhibit A).

TOTAL PROJECT BID PRICE - _____dollars
(words)
and _____ cents ($_____)
(words) (figures)

I/We acknowledge _____ addendum.
#

_____ _____
Company Name Date

_____ _____
Contact Name (please print) Title

_____
Signature of Contact Position

By signing the above, I certify that I am authorized by the Company named above to respond to this request.

Standard Terms and Conditions

In case of default by the successful bidder or failure to deliver the goods or services within the time specified, the City Purchasing Agent, after written notice, may procure them from other sources and hold contractor responsible for excess costs occasioned thereby.

The specifications attached to the instructions to bidders establish a standard of quality desired by the City of Billings. Any bidder may submit quotations on any article which substantially complies with these specifications as to quality, workmanship and service. The City of Billings reserves the right to make its selections of materials or services purchased, based on its best judgment as to which articles substantially comply with the requirements of the specifications.

No alteration in any of the terms, conditions, delivery, quality, or specifications will be effective without prior written consent of the City of Billings.

No exception to delivery or service dates shall be allowed unless prior written approval is first obtained from the City of Billings.

The contractor warrants all articles supplied under this contract to conform to specifications, herein. The contractor will deliver a warranty stating that all articles supplied under the contract are fit and sufficient for the purpose manufactured, merchantable, and free from defects.

In the event the City is entitled to a prompt payment or cash discount, the period of computation shall commence on the date of delivery, or receipt of correctly completed invoices, whichever is later. If an adjustment of payment is necessary, the discount period shall commence on the date final approval for payment is authorized.

The contractor agrees not to discriminate against any client, employee or applicant for employment or for services, because of race, color, national origin, disability, familial status, sex, religion, creed, marital status, age, gender identity and/or sexual orientation with regard to, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or recruitment advertising; layoffs and termination; rates of pay or other forms of compensation; selection for training; rendition of services. It is further understood that any contractor who is in violation of this shall be barred forthwith from receiving awards of any purchase order for the City unless a satisfactory showing is made that discriminatory practices have terminated and that a reoccurrence of such acts are unlikely.

The City reserves the right to cancel and terminate this contract forthwith upon giving 30 days written notice to the contractor (This provision does not apply to the purchase of materials and equipment. A purchase order for materials and equipment is a binding contract).

Should either party employ an attorney or attorneys or utilize the services of in-house attorneys

to enforce any of the provisions hereof or to protect its interest in any manner arising under this contract, the non-prevailing party in any action pursued in a court of competent jurisdiction agrees to pay to the prevailing party all reasonable costs, damages, expenses, and attorneys' fees, including fees for in-house attorneys, expended or incurred in connection therewith.

Where applicable, possible or required, bidder is required to submit descriptive literature, sample material, design sketches and detailed shop drawings. Failure to submit required items may result in rejection of the bid or termination of contract.

The successful bidder may not make any advertising or sale use of the fact that contract items are being used by purchaser and other approved agencies, under penalty of contract termination.

This Agreement shall be construed and enforced in accordance with the laws of the State of Montana. Venue for any suit between the parties arising out of this Agreement shall be the State of Montana Thirteenth Judicial District Court, Yellowstone County.

Regardless of FOB point, contractor agrees to bear all risks of loss, injury, or destruction of goods and materials ordered herein and such loss, injury, or destruction shall not release contractor from any obligation hereunder.

All materials submitted in response to this IFB become public records under Article II, Section 9 of the Montana Constitution and §§ 2-6-102 and 7-1-4144, MCA and may be distributed by written request pursuant to Montana's Constitutional Right to Know or Public Records Acts.

Information provided in response to this IFB will be held in confidence and will not be revealed or discussed with competitors prior to award of Contract by the City Administrator or City Council. However, one copy of each bid submitted shall be retained for the official files of the Department and will become public record after award of the Construction Agreement.

Records and materials that are constitutionally protected from disclosure are not subject to the provisions of this section.

Conditions and Non-Collusion Agreement

To receive consideration, this form must be signed in full by a responsible, authorized agent, officer, employee or representative of your firm.

CONDITIONS AND NON-COLLUSION AGREEMENT

We have read and agree to the conditions and stipulations contained herein and to the Standard Terms and Conditions contained on the attached.

We further agree to furnish the product / services specified at the prices stated herein. We additionally agree to deliver the products / services to the location and by the date set forth herein, if applicable.

In signing this bid, you also certify that you have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a bid; that this bid has been independently arrived at without collusion with any other bidder, competitor or potential competitor; that this bid has not been knowingly disclosed prior to the opening of bids to any other bidder or competitor; that the above statement is accurate under penalty of perjury.

_____	_____
Legal Name of Firm/Corporation	Authorized Signature
_____	_____
Address	Printed Name
_____	_____
City/State/Zip	Title
_____	_____
Date	Telephone Number

Intent to Respond Form

Mail by US Postal Service or email to Tam Rodier, CD Program Coordinator, the following Intent to Respond form so that it is received at least two (2) days prior to the Bid Opening date of March 4, 2025 , even if your company chooses NOT to participate.

To: City of Billings – Planning & Community Service Department

Attn: Tam Rodier, CD Program Coordinator

Phone: 406.208.9962

Email: rodiert@billingsmt.gov

From: _____ (Contact Name)

_____ (Company Name)

_____ (Company Address)

_____

_____ (Email Address)

_(_____)_____ (Phone Number)

_(_____)_____ (Fax Number)

Please indicate whether or not you intend to submit a bid on: March 4, 2025 , by checking Yes or No.

We intend to respond by the specified due date:

Yes _____ No _____

_____ _____

Company Name Date

_____ _____

Contact Name (please print) Title

_____

Signature of Contact Position

By signing the above, I certify that I am authorized by the Company named above to respond to this request.

Questions

Questions regarding this Invitation for Bids must be sent to the contact person listed in Section B no later than 5 business days prior to due date. The City will make every effort to provide a written response within two (2) business days. Whenever responses to inquiries would constitute a modification or addition to the original IFB, the reply will be made in the form of an addendum to the IFB, a copy of which will be posted on the City's website and forwarded to all Contractors who have submitted an "Intent to Respond" form (Section G).

Contractors must submit their questions via email using the "Master Q & A" form found below (Attachment A), and provide, at a minimum, the following:

- Contractor's name, requester, and appropriate contact information.
- The question, clearly stated.
- Specific reference to the applicable IFB section(s).

Protests

Any Bidder protest of award recommendations and/or bid specifications must be filed with the Purchasing Agent within seven (7) days of bid opening.

Upon receiving a written protest, the Purchasing Agent, with assistance from the Legal Department, determines if the protest has sufficient merit and if so, schedules an informal hearing with the protesting bidder and the user Department.

At this hearing, all parties discuss the basis of the protest and attempt to resolve the dispute based on fact. If the protesting party is not in agreement with the results of the informal hearing, they may appeal to the City Administrator.

ATTACHMENT A: MASTER Q & A FORM

IFB: 1302 Parkhill Drive Housing Rehabilitation Project

Master Q&A	Any questions regarding this IFB should be submitted according to the process outlined below. The City will make every effort to answer within two (2) days of receiving the questions.
Q&A Process	1. Prepare questions or concerns on the template provided. 2. Complete the table in full, providing a date for each question and a section of the IFB to reference (if applicable). 3. Submit the completed form via email to rodiert@billingsmt.gov. Attach associated documents as necessary. Please contact Tam Rodier, CD Program Coordinator, with any questions regarding this process.

Questions from: _____ **Company:** _____

Email Address: _____

#	Date	Reference Section	Question or Comment	City Response
1				
2				
3				
4				

City of Billings / Community Development Division
P.O. Box 1178, Billings, MT 59103
406.208.9962

Foreclosure Acquisition / Rehabilitation Program

INVITATION FOR BID / EXHIBIT A

Owner: City of Billings **Address:** 1302 Parkhill Drive, Billings 59102	**Phone:** 406.208.9962 (Tam Rodier, Program Coordinator)

Contractor / Business Name:

Contractor Address:

Date Form Prepared: 1/27/2025

NOTES TO BIDDER:

1. All work is subject to the purchase of applicable building permits and completed / approved City of Billings Inspections. Contractors must obtain the correct permits and have inspections approved before payment will be issued. Please alert the permit clerk to note on the permit "Community Development Division Project".

2. If contractor's bid is accepted / awarded, the contractor must submit the following to the Community Development office prior to contract execution:
   a. Current City of Billings Business License number
   b. Current Montana Contractor's License number
   b. Proof of current General Commercial Liability Insurance Coverage and Automobile Insurance Coverage in amounts specified within the Invitation For Bid.
   c. Proof of current Workman's Compensation Coverage, or an exemption, as per State law.
   d. Unique Entity ID (UEI) number; may register for FREE online at www.SAM.gov
   e. Current registration in the federal government's System for Award Management (SAM). CD staff must verify the contractor has not been debarred. All contractors receiving payment with federal funds from Community Development Division programs must be registered in SAM. Contractors may register on-line for FREE at www.SAM.gov. FREE local assistance is also available from Montana APEX Accelerator https://www.montanaapex.org/

3. All work in connection with this project must be performed in a professional, workmanlike manner and in accordance with all city codes, ordinances, and state laws. This includes current electrical, mechanical, plumbing, housing and other applicable codes.

4. Contractors must include a specific list of work to be performed with a specific itemized bid price for each line item so that items may be added or deleted based on the availability of funds.

5. All bids are final and any proposed changes must be submitted via a change order, signed and submitted by the CD staff and Contractor for approval by the City Administrator.

6. Cost of all required permits and bonds are the responsibility of the Contractor and should be included in the total bid price.

7. Any work done for this project (if awarded the contract) shall be billed on an original invoice, addressed to and mailed or delivered to Tam Rodier, CD Program Coordinator, 316 N 26th Street, 4th Floor, Billings, MT 59101. Payment will generally be made within 30 days after verification of work performed and City-approved inspections.

8. Contractors related by blood or marriage to Community Development Division staff are not eligible for this project; this is considered a conflict of interest.

GENERAL: Contractor must review and adhere to all City of Billings' Building & Safety Division permit requirements whether or not they are specified within the Construction Agreement and/or this Invitation for Bid (IFB) - Exhibit A.

LEAD-BASED PAINT: All homes in the Foreclosure Acquisition / Rehab Program are evaluated to identify conditions that may cause lead exposure from lead-contaminated dust or lead-contaminated paint that is deteriorated or present in accessible surfaces, friction surfaces, and/or impact surfaces that could result in adverse human health effects.

The following was conducted: professional inspection, XRF testing of coated surfaces on the interior and exterior of the house and detached garage, dust wipe sampling, and soil sampling. XRF and laboratory results show the presence of lead-contaminated dust or lead-contaminated paint that is deteriorated or present in accessible surfaces, friction surfaces, and/or impact surfaces that could result in adverse human health effects. Therefore, lead abatement activites (permanent) and/or interim controls (temporary) are REQUIRED to be completed by an EPA-Certified Lead Renovator contractor. Specific details contained within line items below.

ASBESTOS: Asbestos has been known to cause serious injury to lungs. This home was evaluated to identify the presence of asbestos. Asbestos testing was completed and asbestos locations identified. Most of the identified asbestos has been removed by an EPA-certified asbestos removal contractor. Following completion of the asbestos abatement work, an accredited, third-party company was retained to conduct final visual clearance and air testing. Following the successful final clearance visual inspection, the firm employed an aggressive clearance testing methods and collected five air samples in the containment using Phase Contrast Microscopy (PCM) cassettes. The five clearance samples along with two field blanks were analyzed in accordance with National Institute for Occupational Safety and Health (NIOSH) Method 7400, Asbestos and Other Fibers by PCM. PCM analysis indicated that all five samples passed Montana Department of Environmental Quality (MDEQ) regulatory requirements for clearance air testing. Any remaining asbestos is to be encapsulated; specific details are included within the line items below.

HISTORIC PROPERTY: The property has been determined eligible for the National Register of Historic Places, and a finding of "Historic Places Affected, No Adverse Effect" attached. The rehabilitation work must meet the Secretary of the Interior's Standards for Rehabilitation. The State Historic Preservation Office (SHPO) has provided specific guidance, which has been included within the appropriate line items below.

ADJACENT PROPERTY NOTIFICATIONS:
CD Staff - Will notify area property owners regarding project activities and estimated timeline based upon contractor's submittal and Construction Agreement.
Contractor - Is responsible for "being a good neighbor" to avoid conflicts with area residents. This includes, but is not limited to:
- Adhering to construction noise hours of 7:00 a.m. to 8:00 p.m.,
- Keeping construction materials and debris from litering nearby properties,
- Providing and using outhouses, as appropriate, and
- Being friendly and respectful to residents asking questions about the project (questions may be referred to CD staff)

Work Items	*Bid Amount*	*Notes*
Safety Items *(Electrical and plumbing items must be completed by licensed professionals / permit(s) required)*		
CO DETECTORS: Install units that meet current code requirements. Prefer hardwired, interconnected units with battery backup. New batteries and inspection required.		Combination Smoke/CO2 units would also be acceptable
SMOKE DETECTORS: Install units that meet current code requirements. Prefer hardwired, interconnected units with battery backup. New batteries and inspection required.		
SERVICE LINES: **1)** Typically overhead service cables are required to be 8' above a flat roof and 3' above the ridge line of a sloped roof. **2)** The service wires do not have adequate clearance from the ground at the rear of the house. The top of the service mast and the service wires should be at least 15' from the ground. NorthWestern Energy said it is the homeowner's responsibility to raise the elecrical masts on the house and garage. Have a licensed electrician make appropriate corrections.		

Work Items	*Bid Amount*	*Notes*
ELECTRICAL DISTRIBUTION PANELS: The brand name of both distribution panels are Federal Pacific (FPE). The Consumer Product Safety Commission's 1980s study indicate circuit breakers fail to trip under certian overload conditions, which have been linked to fires. **1)** Main Panel at the rear of the house: The FPE panels with Stab-Lock breakers, although not recalled, are associated with known product defects, including breakers that have a reputation for failing to trip when necessary. Replace panel. **2)** Stairway Panel: Replace panel. Have a licensed electrician replace both panels.		
DISTRIBUTION WIRING: **1)** In the 2nd floor west bedroom's side attic space, improper electrical connections should be improved. All electrical connections should be made inside junction boxes or rated enclosures and fitted with cover plates. **2)** Under the stairs in the basement, the open junction box should be fitted with a cover plate to protect the wire connections. Have a licensed electrician make appropriate corrections.		
GFCI OUTLETS: Install / ensure all electrical outlets within 6 feet of water sources are GFCI protected in kitchen, bathrooms, laundry room, and at exterior. Weatherproof GFCI outlets required at all exterior outlets.		
WATER HEATER: **1)** The water heater was manufactured in 2019; the unit is approximately 5 year old. **2)** The “draft diverter” of the water heater venting system is configured in such a way that it could allow spillage of exhaust products in the utility closet. This is a potential safety concern that should be addressed promptly. A licensed plumber should evaluate the above conditions and make recommendations. Alternately, preemptive replacement may be considered.		
GAS PIPING: The unused gas pipe in the laundry room in the basement should be capped. A shutoff valve is not sufficient for this task. A qualified professional should make needed correction(s).		
FIREPLACE / MASONRY FLUE: **1)** The rear wall of the fireplace firebox in the living room has a crack and should be repaired for improved safety. **2)** The fireplace and masonry flue in the family room should be cleaned and inspected prior to operation. Masonry flue tiles are notorious for developing cracks, whch can affect the safety of the fireplace. In such cases, relining the chimney is typically recommended. **3)** A rain cap with vermin screen should be installed on the masonry chimney. A professional fireplace service technician should inspect, recommend, and make appropriate corrections.		
STAIRWAY HANDRAIL: The loose handrail on the stairway should be secured or replaced.		
EGRESS WINDOW(S): There is not an egress window in the basement. An additional means of egress is required. Appropriately sized and positioned egress window(s) should be installed to meet code requirements.		Check with City Building Division to determine number of egress windows required

Work Items	Bid Amount	Notes
Electrical *(Electrical items must be completed by licensed professions / permit(s) required)*		
AUXILIARY PANEL: The openings in the detached garage auxiliary panel should be covered.		
SWITCHES: Utility closet has a missing switch cover plate that should be replaced with one matching other cover plates in the home. Most electrical outlet / switch covers are metal; all need to be cleaned. A few need to be replaced (main floor bathroom; attic bedrooms; basement-4)		
LIGHT FIXTURES: 1) The globes are missing or damaged at the light fixtures in the upper level bedrooms and in the upper hall. 2) Exterior light fixture at the rear of the house is loose. 3) Evaluate all interior and exterior light fixtures and make recommendations for keeping or replacing. All globes and light fixtures to be secured, repaired, and/or replaced, as appropriate.		
Plumbing *(Plumbing items must be completed by a licensed profession / permit(s) required)*		
SUPPLY LINES: System was not tested due to utilities being off at the time of inspection. The supply piping is leaking under the basement stairs. A licensed plumber should evaluate the system and make needed repairs or replace.		
MAIN LEVEL HALL BATHROOM TOILET: The toilet is loose. It is recommended the toilet be removed, the floor around the drain flange inspected for water penetration, replace the wax gasket prior to reinstalling and secure the toilet properly. A new "right-height" toilet may alternatively be installed. A licensed plumber should determine and make the appropriate repairs or replacements. SEE "INTERIOR / MAIN FLOOR BATHROOM" FOR ADDITIONAL WORK TO THIS BATHROOM		
BASEMENT BATHROOM SHOWER: The shower has cracked, deteriorated, and missing shower stall grout and caulking. There is evidence of a significant leak in both the bathroom and the adjacent storage room. In addition, the door to the existing shower stall is very narrow. Consider Installing a shower stall with standard base and a wider shower door. This may require additional framing to facilitate. A licensed plumber should determine and make the appropriate repair and/or replacements. SEE "INTERIOR / BASEMENT BATHROOM" FOR ADDITIONAL WORK TO THIS BATHROOM		
UPPER HALL BATHROOM: **1)** The bathtub and surround is in poor condition and should be replaced along with installing a new faucet and shower head. **2)** Replace the vanity, sink, faucet, medicine cabinet, and lights. **3)** Replace the toilet with a "right height" toilet, inspect the floor around the drain flange for water penetration, replace the wax gasket prior to the toilet being installed and secured properly. A licensed plumber should determine and make the appropriate repairs or replacements.		

Work Items	*Bid Amount*	*Notes*
HOSE BIB / REAR OF HOUSE: **1)** It is recommended that an anti-siphon device be added to the hose bib at the rear of the house. **2)** The hose bib needs to be secured. Excessive movement may cause unnecessary wear and fatigue on connections possibly resulting in a leak. A licensed plumber should determine and make the appropriate repairs or replacements.		
Roof System		
ROOF: The existing asphalt shingles on the house and garage show significant hail strikes and heavy wear. **1)** Remove shingles and nails. **2)** Replace damaged or rotted sections of the roof deck. **3)** Lay down new underlayment and ice shield. **4)** Install new 30-year asphalt shingles. **5)** Install kickout flashing at the front of the house to divert runoff water from the roof away from the wall. **6)** Evaluate and replace other roof components, as necessary. **7)** The carport roof is low-slope and asphalt shingles are not recommended for this application. Determine and install more appropriate roofing material on the carport.		
DETACHED GARAGE FASCIA: Localized rot was observed at overhangs. Fascia should be repaired or replaced, prepped, caulked and painted; or wrapped with maintenance free materials.		
GUTTERS & DOWNSPOUTS: Install new gutters and downspouts on the house and the detached garage. Downspout extensions should be provided to channel runoff away from the foundations.		
Exterior		
HOUSE SIDING: House siding is stucco with significant damage. **1)** Stucco to be cleaned and peeling paint removed using lead-safe work methods. **2)** Localized damage / openings in the stucco at the rear corners of the house should be repaired to prevent water intrusion. **3)** Repair or patch all other damaged stucco areas. **4)** The opening in the siding at the meter should be sealed. **5)** Following repair, paint stucco to match the existing color as closely as possible. Asbestos was identified in the layers of stucco (see attached report). Contractor must ensure the safety of workers during the repair of the existing stucco. Review the attached Preservation Brief 22: The Preservation and Repair of Historic Stucco to ensure an understanding requirements. *Must maintain historical significance of the home.*		

Work Items	*Bid Amount*	*Notes*
"TIP-OUT" ATTIC SECTION ON SOUTH SIDE OF THE HOUSE: This is covered with what might be referred to as "clapboard wood siding" that is showing chipping and peeling paint and some deterioration. **NOTE:** Existing materials tested positive for lead-based paint. Repair or replace with like materials or appropriate substitute materials, prep, and paint using lead-safe work methods to match the existing color as closely as possible. Review the attached ***Preservation Brief 16: The Use of Substitute Material on Historic Building Exteriors*** to ensure understanding of what is required. *Must maintain historical significance of the home.* If materials are to be replaced, remove and dispose of materials as per EPA guidelines at *https://www.epa.gov/lead/regulatory-status-waste-generated-contractors-and-residents-lead-based-paint-activities*		
HOUSE EAVES, SOFFIT, FASCIA, SHUTTERS AND TRIM: Soffit, fascia, shutters and window and door trim are wood; localized rot and/or deterioration noted. Repairs to window frames may be accomplished by a skilled carpenter, although a replacement window is preferred in some cases. Evaluate for repair feasibility. If deterioration precludes repair, they should be replaced with wood or a substitute material, rather than encapsulated. Encapsulations do not halt ongoing deterioration of historic fabric. Caulk, prep and paint. Soffit & fascia tested positive for lead-based paint. Contractor must complete the work using lead-safe work methods. Asbestos was identified in the exterior window caulk (see attached report). Contractor must ensure the safety of workers during the repair or replacement of trim. Review the attached Preservation Brief 16: The Use of Substitute Material on Historic Building Exteriors to ensure understanding of what is required. *Must maintain historical significance of the home.*		
DETACHED GARAGE SIDING & TRIM: **1)** Existing siding is Masonite or hardboard siding. Localized rot observed in the siding on the south side of the garage. Repair or replace as appropriate. **2)** Localized rot was observed in the wood fascia in various locations. Repair or replace as appropriate. **3)** Caulk, prep and paint the garage to match the existing color of the stucco house as closely as possible.		
CARPORT: Although no significant movement of the carport at the detached garage was noted at the time of inspection, there are several examples of nonstandard workmanship that should be evaluated by a licensed structural engineer to determine integrity and/or remedies. **1)** Over spanned; more than 12'. **2)** Lack of adequate support on the north side. Implement structural engineer's recommendations. As noted in the roofing section above, the carport roof is low-slope and asphalt shingles are not recommended for this application. Determine and install more appropriate roofing material on the carport.		

Work Items	*Bid Amount*	*Notes*
FRONT STEPS & HANDRAIL: **1)** The concrete stairs at the front of the house have settled and are now unlevel. Mudjack the steps back to level. If necessary, caulk the connection to the house. **2)** The stair railing at the front of the house has become detached from the structure and should be reattached for stability. **3)** Prep and paint the handrail.		
HVAC		
HEATING SYSTEM(S): **1)** The heating system in the lower level utility closet has lacked maintenance / servicing. **2)** Some evidence of prior condensate leakage was noted on the unit in the utility closet. **3)** The heating system was manufactured in 1984; approximate age 40 years old. A qualified HVAC technician should evaluate house needs and, replace. Old unit to be removed and disposed of appropriately. Asbestos was identified in the duct tape (see attached report). Contractor must ensure the safety of workers during the repair or replacement of the heating system. If materials are to be replaced, remove and dispose of materials as per EPA guidelines at *https://www.epa.gov/lead/regulatory-status-waste-generated-contractors-and-residents-lead-based-paint-activities*		
COOLING SYSTEM: None present. Installing a central air conditioning system could reduce traffic noise and increase resident comfort. A qualified HVAC technician should evaluate home and recommend an appropriate unit, location placement, etc.		
DRYER VENT: The dryer vent at the rear of the house is damaged. Repair or replace. SEE "BASEMENT KITCHEN - CONVERT TO LAUNDRY ROOM" LINE ITEM FOR ADDITIONAL WORK.		
Insulation / Ventilation		
EXHAUST FANS: Should be vented to exterior of the house. Exhaust air from bathrooms and kitchen shall not be recirculated within a residence and shall be exhausted directly to the outdoors. Exhaust air from bathrooms and kitchen shall not discharge into an attic, crawl space or other areas inside the building. All bathrooms should have either an operable window or an exhaust fan. **1)** The upper hall bathroom has an operable window, but a bathroom exhaust fan is a better choice. **2)** The basement bathroom lacks both an operable window and an exhaust fan. Install / ensure exhaust fans in all bathrooms and in the kitchen are operational and meet code requirements.		

Work Items	*Bid Amount*	*Notes*
Windows and Doors: Windows are double-hung wood windows. Replace all windows with low-E insulated glass, wood frame windows similar in size and style to each of the existing windows to ensure workability and energy efficiency while maintainig the historical significance of the home. Asbestos was identified in the exterior window caulk (see attached report). Contractor must ensure the safety of workers during the repair or replacement of the windows. NOTE: Existing window sashs and sills tested positive for lead-based paint. Remove and dispose of per EPA guidelines at *https://www.epa.gov/lead/regulatory-status-waste-generated-contractors-and-residents-lead-based-paint-activities.* *Please provide list of window sizes, locations, and bid price for each window; City staff will choose which windows to replace based upon available funding.*		
Window Size: Window Type: Specific Location(s): **Living Room / North Wall** Existing: One large picture window insert with two double-hung side windows.		
Window Size: Window Type: Specific Location(s): **Living Room / West Wall** Existing: Two (2) double-hung windows, one on each side of the fireplace.		
Window Size: Window Type: Specific Location(s): **Dining Room / North Wall** Existing: Two side-by-side double-hung windows on the front of the house.		
Window Size: Window Type: Specific Location(s): **Dining Room / East Wall** Existing: One double-hung window.		
Window Size: Window Type: Specific Location(s): **Kitchen / South Wall** Existing: One double-hung window above the sink.		
Window Size: Window Type: Specific Location(s): **Kitchen / East Wall** Existing: One double-hung window.		
Window Size: Window Type: Specific Location(s): **Main Floor Bedroom / West Wall** Existing: One double-hung window.		
Window Size: Specific Location(s): **Main Floor Bedroom / South Wall** Existing: One double-hung window.		
Window Size: Window Type: Specific Location(s): **Basement** Existing: There are eight (8) non-egress, awning or sliding basement windows. Seven (7) are to be replaced with new sliding, wood, double-pane, energy efficient windows. NOTE: Safety section above stipulates replacement of at least one of the existing basement window with an egress window meeting current building code requirements.		

Work Items	*Bid Amount*	*Notes*
Window Size: Window Type: Specific Location(s): **Attic East Bedroom / East Wall** Existing: Two side-by-side double-hung windows.		
Window Size: Window Type: Specific Location(s): **Attic West Bedroom / West Wall** Existing: Two side-by-side double-hung windows.		
Window Size: Window Type: Specific Location(s): **Attic Bathroom / South Wall** Existing: One double-hung window.		
Window Size: Window Type: Specific Location(s): **Over the Stairs / South Wall** Existing: One double-hung window.		
MAIN ENTRY DOOR: Replace with a solid core door in a similar style to the existing door, prep and paint or stain door to match exterior and interior trim paint colors to maintain the historical significance of the home. NOTE: Existing door and casing tested positive for lead-based paint. Remove and dispose of per EPA guidelines at *https://www.epa.gov/lead/regulatory-status-waste-generated-contractors-and-residents-lead-based-paint-activities*		
MAIN ENTRY STORM DOOR: Evaluate storm door condition. Repair or replace, as appropriate.		
REAR ENTRY DOOR: Replace with a solid wood door in a similar style to the existing door, prep paint or stain door to match exterior and interior trim paint colors to maintain the historical significance of the home. NOTE: Existing door and casing tested positive for lead-based paint. Remove and dispose of per EPA guidelines at *https://www.epa.gov/lead/regulatory-status-waste-generated-contractors-and-residents-lead-based-paint-activities*		
REAR ENTRY STORM DOOR: Evaluate storm door condition. Repair or replace, as appropriate.		
BASEMENT REC ROOM SLIDING BARN DOOR: The rail on the right side has been pulled loose from the wall. Patch wall and reattach so it operates smoothly and safely. May require installing increased wall support. Alternative: replace with a standard 6-panel door, prep and paint to match new interior paint.		
ATTIC BEDROOM DOOR: Door is missing. Install a new door that matches other existing attic doors as closely as possible. Prep and paint to match new interior paint.		

Work Items	*Bid Amount*	*Notes*
Interior		
FLOORS / STAIRS: Existing materials include carpet, vinyl, linoleum, laminate, ceramic tile, and hardwood. Damage / deterioration, uneven areas, and soiled spots noted throughout the house. Evaluate and repair or replace all flooring with LifeProof Laminate flooring, Luxury Vinyl Plank Flooring, or a similar product. Prep and install any necessary subflooring. NOTE: At least one tile in front of the fireplace is loose and/or cracked and should be repaired or replaced.		
BASEMENT WALLS & CEILING: "Orange peel" texture on the basement ceiling and walls and the mastic used to affix paneling tested positive for asbestos, so all basement wall coverings have been removed. Most of the basement walls and ceilings were stripped down to the studs as part of the asbestos abatement process. Install sheetrock, tape, sand, and texture in preparation for painting.		
WALL & CEILING FINISHES: **1)** Water damage noted in the basement bathroom rear the shower. Remove and replace damaged materials. **2)** Evidence of possible mold growth was observed in the former basement kitchen; to become new laundry room, the storage cubby, and/or under the existing sink, in the basement bathroom near the shower, and in the storage room adjacent to the shower. The affected areas appear to be small enough to not require specialized remediation methods. Remove and replace damaged materials. **3)** Larger than typical cracks noted in the main floor dining room and living room ceiling. It appears these are cosmetic only. Repair to match ceiling pattern as closely as possible. **4)** Install new matching baseboards throughout the house.		
INTERIOR PAINT: Prepare all interior surfaces (walls, trim, baseboards, ceilings, etc.) and paint all components using complementary neutral colors.		
MAIN FLOOR HALL BATHROOM: **1)** Remove the barnwood accent wall covering. If needed, install or patch sheetrock, tape, texture and paint. **2)** Replace medicine cabinet / mirror, sink and vanity, toilet and fixtures with new. Toilet to be a "right height" unit. **3)** Install 2-3 shelves over toilet (well above head height when sitting on toilet). **4)** Install towel bar to the right of the sink / vanity. **5)** Caulk and/or grout where needed to prevent water intrusion. **6)** Ensure the fan is operable and vented to the outside (replace if needed).		

Work Items	*Bid Amount*	*Notes*
MAIN FLOOR KITCHEN: **1)** Remove and dispose of upper and lower cabinets per EPA guidelines at *https://www.epa.gov/lead/regulatory-status-waste-generated-contractors-and-residents-lead-based-paint-activities* **2)** Remove and dispose of counter tops, back splash, sink, and faucet. **3)** Install new upper and lower cabinets, counter tops, back splash, sink, and faucet. **4)** Install new, energy efficient appliances including free standing range, hood vent, and refrigerator. All appliances shall be in working order. Lead-based paint was identified in the kitchen cabinets (see attached report). Asbestos was identified on the underside of the sink and in the ceiling light fixture (see attached report). Asbestos abatement previously abated.		
ACCESS FROM KITCHEN TO DINING ROOM: Evaluate the feasibility of either: **1)** Creating a pass-through opening with counter / eating area in the north kitchen wall (south dining room wall), or **2)** Removing the wall, or part of the wall, between the kitchen and dining room and install an archway to match other archways).		
BASEMENT KITCHEN - CONVERT TO LAUNDRY ROOM: **1)** Remove and discard upper and some lower cabinets, counter tops, back splash, sink, and faucet. **2)** Evaluate using a short section of lower cabinets and counter top for a folding area. **3)** Install washer and dryer hook-ups. **4)** Install dryer vent to the outside. **5)** Install utility sink.		
BASEMENT 3/4 BATHROOM - EXPAND TO FULL BATHROOM: **1)** Evaluate the feasibility of expanding the bathroom into the adjacent storage area and reconfigure it to make it a "full" bath. **2)** Remove the shower and address all leakage issues. **3)** Install a bathtub and surround. **3)** Replace medicine cabinet / mirror, sink / vanity, toilet and fixtures with new. Toilet to be a "right height" unit. **4)** Install 2-3 shelves over toilet (well above head height when sitting on toilet). **5)** Install towel bars next to the sink / vanity and the bathtub. **6)** Caulk and/or grout where needed to prevent water intrusion. **7)** Ensure the fan is operable and vented to the outside (replace if appropriate).		
ATTIC BEDROOMS & STORAGE AREAS: **1)** West Bedroom - Expand into the two "winged" storage areas by installing doors and/or cupboard doors into both storage areas. Finish areas for easy access for storage. **2)** East Bedroom - **a)** Expand the bedroom into the south and north "winged" storage areas by providing a doorway and/or cupboard doors into the storage areas. Make the larger south area into a finished sitting room, office area, or closet. **b)** Remove the storage access from the stairway, patch and paint the wall.		

Work Items	*Bid Amount*	*Notes*
Grounds		
TREE TRIMMING: Tree limbs at the rear of the detached garage should be cut back from the electrical service entrance wires.		
REAR PATIO: There is a concrete patio, walkway, and stepping stones from house to the carport. **1)** Remove the wind screen on the west side of the patio. **2)** Ensure adequate roof supports. **3)** Remove all tripping hazards. **4)** Prep and paint the wraught iron roof supports.		
FENCE: There is a 6' metal and wood privacy fence surrounding the rear yard that is in very poor condition. **1)** Remove rear yard fences. **2)** Obtain a required fence permit from City/County Planning, **3)** Install new 6' privacy fence from a point even with the front of the house (north side) that is approximately 6' east of the house from the NE corner of the house going south to the existing fence line north of the detached garage / carport, continue westward to the property line, continue north to a point west of the SW corner of the house, continue eastward to the SW corner of the house. **4)** Install three (3) gates, one leading to the detached garage, one near the SW corner of the house, and one near the NE corner of the house. The new fence must not not encroach on the clear vision zone for the alley or the signalized intersection. SHPO Guidance: "Fence should be of a scale and material compatable with the historic character of the property."		
GRADING: The grade at both the house and detached garage foundations are negative in areas. Recommend adding positive drainage. Need to pitch the slope of soils away from the foundations. The ground should slope away from the foundation at a rate of one inch per foot for at least the first ten feet (where possible).		
DRY SHADOW: Install heavy duty grid weed control landscape fabric, anchor with edging, and cover with decorative rock around perimeter of house to create up to a 5-foot dry shadow on the north, east, and south sides of the house (where possible).		
XERISCAPING: Install xeriscaping along the east property boundry adjacent to the west side of the sidewalk from the south side of the sidewalk along Parkhill Drive going south on the east side of the rear yard fence to the gravel driveway. "Xeriscaping is the practice of designing landscapes to reduce or eliminate the need for irrigation. This means xeriscaped landscapes need little or no water beyond what the natural climate provides." - National Geographic		Please bid material and labor separately; may be constructed by AmeriCorps National Civilian Community Corp (NCCC) team, if the City's application is approved
Defects		
Any defects that appear within twelve (12) months from the completion of the work and arise out of defective or improper materials or workmanship will, upon the direction of the City staff, be corrected and made good by the Contractor at the contractor's expense.	N/A	
Rights-of-Way		
The contractor will immediately correct or replace any and all rights-of-way damaged during the project as directed by the City Engineer's Office.	N/A	

Work Items	*Bid Amount*	*Notes*
Other		
All Required Permit(s): Including all building, mechanical, electrical, plumbing, etc.	N/A	To be include in prices above
Retainage: Will be withheld from each progress payment. Retainage will be released after project final inspection approval and issuance of the Certificate of Occupancy.	N/A	5%
Montana Gross Receipts Tax): Will be witheld from each progress payment and submitted by the City to the State as required.	N/A	1%
Performance Bond: Required if Contractor desires advance payment for materials and/or other project cost	N/A	To be include in prices above / Contractor Responsibility
1st Sub-Total:	**$**	

Additional Recommended Work Items: Pleae list any work items not included above that should be considered for inclusion with this project.

2nd Sub-Total:	**$**	

Note that a 10% contingency may be included in the contract, if awarded, to be used for minor change orders

Miscellaneous		
Are you able to complete the project in 120 days? (circle answer at right)		Yes No
What is your hourly rate for labor / services	**HVAC**	
What is your hourly rate for labor / services	**Electrical**	
What is your hourly rate for labor / services	**Plumbing**	
What is your hourly rate for labor / services Other: _____		
What is your hourly rate for labor / services Other: _____		
What is the overhead percentage you charge to pick up and deliver supplies to the jobsite?		
What do you charge the customer in overhead costs to obtain a building, plumbing, electrical and/or other permits?		
What is the overhead percentage you charge to the customer for subcontractors?		
Are there any other costs you charge to complete a job that have not been listed above? If yes, please explain:		
Total Project Bid	**$**	

The undersigned agrees to perform the work items listed above at the home listed above. Contractor also agrees all work will be done in an manner of good workmanship and for the compensation indicated for "Total Project Bid." Any changes to the above work list will be submitted as a Change Order and must be approved by the Community Development office and the City Administrator before such changes are begun. All properties constructed prior to 1978 are presumed to contain Lead Based Paint and may require the use of a Contractor trained in Lead Safe Work Methods. All work and materials shall be in accordance and in compliance with City of Billings and all current electrical, mechanical, plumbing, and housing codes and/or ordinances.	
Company Name	
Contact Name (please print):	**Title:**
Authorized Signature	**Date:**
By signing the above, I certify that I am authorized by the Company named above to respond to this request.	
Able to Commence Work By (Date):	**# of Days to Complete Work:**
Names of worker(s) anticipated to be working on this project and their phone numbers:	

16 PRESERVATION BRIEFS

The Use of Substitute Materials on Historic Building Exteriors

John Sandor, David Trayte, and Amy Elizabeth Uebel

National Park Service
U.S. Department of the Interior

Technical Preservation Services

The *Secretary of the Interior's Standards for Rehabilitation* generally require that deteriorated distinctive architectural features of a historic property be repaired rather than replaced. Standard 6 of the *Standards for Rehabilitation* further states that when replacement of a distinctive feature is necessary, the new feature must "match the old in composition, design, color, texture, and other visual properties, and, *where possible*, materials" (emphasis added). While the use of matching materials to replace historic ones is always preferred under the *Standards for Rehabilitation*, the Standards also purposely recognize that flexibility may sometimes be needed when it comes to new and replacement materials as part of a historic rehabilitation project. Substitute materials that closely match the visual and physical properties of historic materials can be successfully used on many rehabilitation projects in ways that are consistent with the Standards.

The flexibility inherent in the *Standards for Rehabilitation* must always be balanced with the preservation of the historic character and the historic integrity of a building, of which historic materials are an important aspect. Any replacement work reduces the historic integrity of a building to some degree, which can undermine the historic character of the property over time. With limited exceptions, replacement should only be considered when damage or deterioration is too severe to make repair feasible. When needed replacement is made with a material that matches the historic material, the impact on integrity can be minimal, especially when only a small amount of new material is needed. When a substitute material is used for the replacement, the loss in integrity can sometimes, although not always, be greater than that of a matching material. Also, whether historic or substitute material, there is a point where the amount of replacement can become excessive and the building's historic integrity is diminished to an unacceptable degree, regardless of the material used—that is, a loss of authenticity and the physical features and characteristics closely associated with the property's historic significance.

The term *substitute materials* is used to describe building materials that have the potential to match the appearance, physical properties, and related attributes of historic materials well enough to make them alternatives for use in current preservation practice when historic materials require replacement.

Compelling reasons to use a substitute material instead of the historic material include the unavailability or poor performance of the historic material, or environmental pressures or code-driven requirements that necessitate a change in material. When using a substitute material for replacement it is critical that it match the historic material in all of its visual and physical properties to preserve the historic character of the building and minimize the impact on its integrity.

Substitute materials can be cost-effective, permit the accurate visual duplication of historic materials, and provide improved durability. While the behavior of traditional, historic materials is generally well understood, the behavior of newer materials can be less established and sometimes less predictable. Substitute materials are most successful when the properties of both the original material and the substitute are thoroughly understood by all those involved in the design and construction process. The architect must be adept at the selection of substitute materials and their incorporation into architectural plans and specifications. The contractor or tradesperson in the field must also be experienced with their use.

This Preservation Brief provides general guidance on the use of substitute materials as replacement materials for distinctive features on the exterior of historic buildings. Due to the ever-evolving product market for construction materials, this Brief does not provide specifications for substitute materials. This guidance should be used in conjunction with qualified professionals who are knowledgeable in current construction and historic preservation practices.

This Brief includes a discussion of the appropriate use of substitute materials and provides a path for decision-making in their use. In considering the use of substitute materials, such issues as the deterioration or failure of the historic building component and material must be understood. The existing component's physical and visual properties, profile, surface texture, dimensions, and performance should be identified to establish the basis for evaluating a possible replacement material. The physical and visual properties of the various substitute materials available should also be assessed and compared to the original material for their physical and visual compatibility. Lastly, the suitability of a given substitute replacement material should be determined based on how well the material matches both the physical and visual properties of the existing material as well as any specific performance or application needs. The Brief's descriptions of common substitute materials are not meant to be comprehensive, and, as the performance history of newer materials continues to grow and new materials are developed, available options will change, and our understanding of current material performance will continue to evolve.

Historical Use of Substitute Materials

The tradition of using affordable and common materials in imitation of more expensive and less available materials is a long one. At Mount Vernon, for example, George Washington used wood painted with sand-impregnated paint to imitate rusticated stone. This technique, along with scoring stucco into block patterns, was common in Colonial America to imitate stone.

Nineteenth-century technology made a variety of materials readily available and widely used that were not only able to imitate traditional materials but were also cheaper to fabricate and easier to use. Traditionally, carved stone units were individually worked. Molded or cast materials greatly increased efficiency in creating repetitive elements. Cement-based products such as cast stone could provide convincing imitations of natural stone with carefully chosen aggregates and cements and was typically a commercially manufactured product. It could be tooled like natural stone, though that could reduce much of the cost advantage. These carefully-crafted cementitious products were widely used as trim elements for masonry structures or as the face material for an entire building. At the other end of the spectrum, mail-order catalogs provided a wide variety of forms for molding concrete that were merely evocative of natural stone and did little to match its appearance. Concrete masonry units could be fabricated locally and on site, avoiding expensive quarrying and shipping costs.

Offering similar efficiencies as cast stone for reproducing repetitive and even complex decorative shapes, terra cotta could mimic the surface characteristics of stone with various textures and glazes. It was popular in the late nineteenth and early twentieth centuries for details on stone or brick buildings as well as for the entire skin of large and elaborately detailed buildings.

Cast iron was also used to imitate stone, often with very decorative profiles, for a variety of architectural features ranging from window hoods to columns, piers, balustrades, and even whole façades. Cast iron offered its own set of efficiencies including cost, fabrication time, and weight, but required a painted finish.

While cast stone, terra cotta, and cast iron offered efficiencies over quarried and, particularly, carved stone, they were not cheap or impermanent materials. Less costly, but also less durable, stamped or brake-formed sheet metal, typically galvanized, could also be used instead of masonry for cornices, window hoods, roofing tiles, and even entire building façades.

Substitute Materials and Applying the Standards for Rehabilitation

The *Standards for Rehabilitation* are focused on preserving the important and distinctive character-defining features of a historic property (Standards 2 and 6), and they are to be applied in a reasonable manner, taking into account economic and technical feasibility (36 CFR 67.7 and 36 CFR 68). The Standards have an inherent flexibility that facilitates their application to diverse projects, historic properties, and conditions. They are to be applied on a "cumulative-effect" basis, when the overall effect of all work in the context of the specific conditions of the property and the project is consistent with the property's historic character.

The *Standards for Rehabilitation* require that the replacement of a distinctive feature match the old in physical and visual properties. While the use of matching materials is always preferred, the Standards purposely allow for the use of substitute materials when the use of original materials is not reasonably possible, such as in consideration of economic and technical feasibility or in new construction. They also provide additional flexibility in the treatment of secondary, less distinctive features that are less important in defining the historic character of the property. The *Standards for Rehabilitation* recognize that flexibility is appropriate to facilitate "a compatible use for a property … while preserving those portions or features which convey its historical, cultural, or architectural values" (definition of "Rehabilitation," 36 CFR 67.2(b)).

Examples of Historical Use of Substitute Materials

Figure 2a. Casting concrete blocks to mimic quarried stone was a popular late 19th- to mid 20th-century technique. Concrete masonry units could be completed by local craftsman, saving time and shipping costs. Photo: John Sandor, NPS.

Figure 2b: The 19th century also produced a variety of metal products used to imitate other materials. Across the country, cast iron was used in storefronts to imitate stone. Photo: John Sandor, NPS.

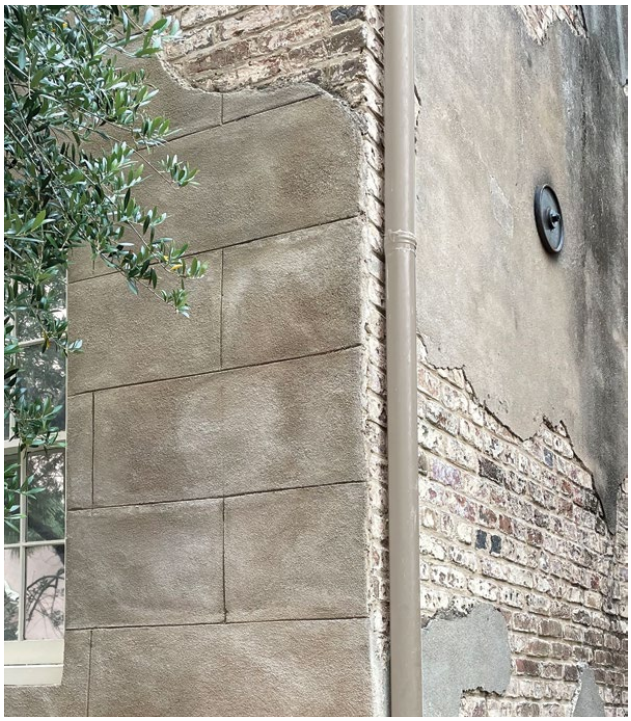

Figure 2c: Stucco has been used to imitate a number of building materials for many centuries. Seen here, stucco was applied to a brick structure and scored to represent a stone façade. Photo: John Sandor, NPS.

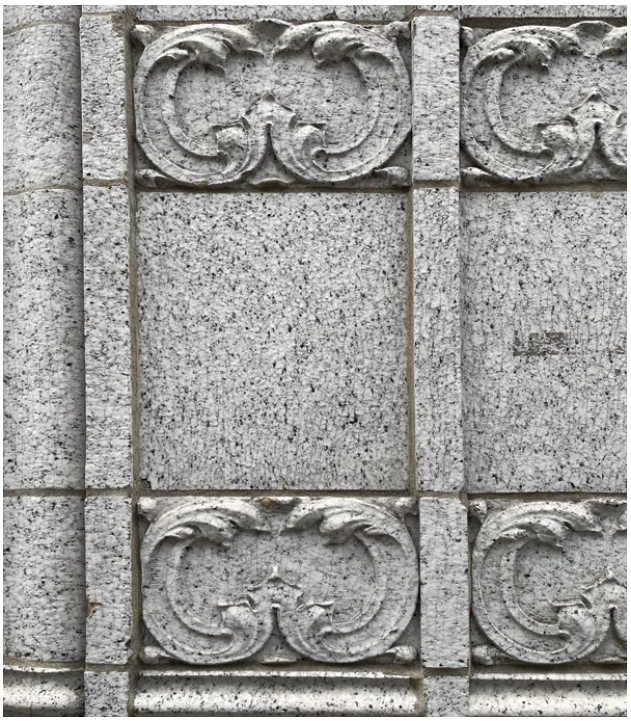

Figure 2d: Terra cotta gained popularity in the late 19th century as a cheap and lightweight alternative to stone. Glazing techniques allowed the blocks to imitate a variety of natural stone materials. Photo: John Sandor, NPS.

These examples of one material used to imitate another, more often in initial construction than for later repair and replacement purposes, are referred to as *imitative materials* in the *Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings*, updated in 2017, that accompany the *Secretary of the Interior's Standards for the Treatment of Historic Properties*. These imitative materials, while evoking other materials, usually had distinctive qualities of their own and were not always a very close match in appearance to the historic material they were meant to imitate.

Many of the traditional materials discussed above are still available and used to replace damaged or missing original features, both to replace matching historic materials and sometimes as substitute materials. Because of their extensive use over time and their known physical and chemical properties, cast stone, cast iron, and terra cotta are well understood substitute materials. This continued usage and familiarity means their installation requirements and service life are well established, which in turn makes it easier to determine when and how to use these traditional materials as substitutes for a deteriorated material. However, innovation in replacement materials continues, and new products (many of them consisting of synthetic materials) are continually introduced. These non-traditional products are an increasing part of both the new construction and rehabilitation industries. Some materials, like glass fiber reinforced polymers, glass fiber reinforced concrete, or fiber cement, have been in use long enough for an accurate prediction of their service life and performance. Other newer, non-traditional materials may be too new to have established performance records, thus, understanding their material properties is critical, and their use should be approached with more caution.

When to Consider Using Substitute Materials in Preservation Projects

According to the *Standards for Rehabilitation*, deterioration should generally be addressed through repair if in repairable condition. Repair can entail a variety of treatments that retain the unit of building material and remove and patch or replace only the damaged portion. This approach can be done with traditional methods and materials such as a dutchman, where like-kind material is precisely inserted into wood or stone, or it may employ other materials such as epoxies for wood repair or cementitious compounds for masonry. As long as the repair methods are sound and do not damage or accelerate the deterioration of the historic material, repairs are generally preferable to replacement of an entire element. More complex manufactured products, typical of more recent historic materials (as well as a lot of modern building materials generally), may be more difficult to repair, if they can be repaired at all.

There are situations, however, when the level of deterioration makes localized repairs infeasible and entire features or units of historic material must be replaced. While achieving an effective match of all of the visual qualities of a material can be challenging, even when replacement is in kind, it can be even more challenging when the replacement is a substitute material. A good visual match is not the only consideration when a substitute material is to be used for incremental replacement within a larger assembly of historic material. When an individual siding board or a single block of ashlar is being replaced, it is usually best achieved with the original material. Introduction of a different material into an intact assembly requires that its inherent properties, such as expansion and contraction, moisture resistance, or permeability, be thoroughly considered relative to those of the surrounding historic materials to avoid causing damage.

Figure 3: Incremental repair is best done using in-kind material to minimize differences in the performance characteristics that could negatively affect the overall assembly. Photo: NPS.

Figure 4. While occasionally used to imitate other materials such as wood or slate shingle, many asbestos shingles and siding materials had their own distinct shape and profile. No longer manufactured today, alternative materials must be found to replace these materials when they are distinctive features on a historic structure. Drawing: Association for Preservation Technology, Building Technology Heritage Library.

Figure 5. (Left) Asbestos shingles were often used as a substitute for traditional slate roof shingles. The historic asbestos roof on this rehabilitation project had reached the end of its lifespan and required complete replacement. (Right) Given the limited replacement materials available to match the historic asbestos shingles, utilizing natural slate was determined to be the best visual match for the original shingles and design intent in this instance. Photos: Crosskey Architects.

Circumstances in which the use of substitute materials may generally be considered appropriate, taking into consideration technical and economic feasibility reasons, include: the unavailability of historic materials; the unavailability of skilled artisans or historic craft techniques; inadequate durability of the original materials; the replacement of a secondary feature; construction of a new addition; the reconstruction of a missing feature; code-required performance; and for enhanced resilience and sustainability:

- **Unavailability of historic material.** A common reason for using substitute materials is the difficulty in finding a good match using the historic material (particularly a problem for masonry materials where the color and texture are derived from the material itself). This may be due to the actual unavailability of the material or to protracted delivery dates, particularly if the material cannot be sourced domestically. It is not uncommon for a local quarry that is no longer in operation to have been the source of an original stone. If another quarry cannot supply a satisfactory match, a substitute material such as dry-tamp cast stone or textured precast concrete may be an appropriate alternative, if care is taken to ensure that the detail, color, and texture of the original stone are matched. Even when the color is successfully matched, the appearance of a cementitious product may diverge from that of the historic stone as the substitute material ages.

  Many manufactured materials that were used historically on buildings are no longer made. Terne-plated steel, which was the material most typically used for painted standing-seam or flat-seam roofing, is no longer made. However, because it was always painted, other metals including galvanized steel or copper can generally be substituted if painted. When the historic material needing to be replaced is a manufactured product developed as an imitation of a natural material, which was the case with asbestos shingles meant to imitate slate, the natural material may now be an appropriate substitute material to consider for the manufactured one that is no longer produced.

- **Unavailability of skilled artisans or historic craft techniques**. These two issues can complicate any preservation or rehabilitation project. This is particularly true for intricate ornamental work, such as carved wood, carved stone, wrought iron, or cast iron. While skilled craftsmen may not be as difficult to find as they once were, there can still be limitations geographically, even in finding less specialized skills, and particularly if a project is small. Technical advances have allowed some stone or wood carvers to take advantage of computerized equipment, but complex designs will likely still require hand work. It may also be possible to mimic a carved element using a material that can be cast in a mold, adding significant efficiency where an historic element survives from which a mold can be made. Options for casting include aluminum, cast stone, fiberglass, glass fiber reinforced concretes, and terra cotta, but not all carved elements can be duplicated by a casting, and mold-making and casting still require skilled craftsmen.

- **Inadequate durability of the original material.** Some historic building materials were of inherently poor quality or were not durable. In other cases, one material was naturally incompatible with other materials on the building, causing staining or galvanic corrosion. Examples of poor-quality materials are very soft sandstones, which eroded quickly, and brownstone, which is vulnerable to delamination. In some cases, more durable natural stones may be visually similar enough to stand in for these soft stones but cast stone or another material may be needed to achieve an appropriate match.

The ready availability of manufactured ornamental wood features fed a nineteenth-century taste for decorative architectural details that were often used on the exterior of buildings with little concern for how they would be affected by moisture or maintained. Even old-growth wood from decay-resistant species often could not prevent features with severe exposure from eventually needing to be replaced. Today's available commercial supplies of lumber no longer provide the denser, more decay-resistant wood of old-growth forests, so even careful matching to species, which is not always possible, will not yield a replacement equal in performance to the historic material. Old-growth wood is likely to be very expensive, if it can be found, and may not be available from a sustainable, environmentally responsible source. When features with severe exposure need to be replaced or reproduced, substitute materials that are less susceptible to decay can have a longer life, and when the feature is painted, as exterior wood features generally are, the visual effect of a substitute material can be minimal.

- **Replacement of a secondary feature.** When it is necessary to replace a less distinctive, secondary feature that is less important in defining the historic character of the property, there is more flexibility in how it can be replaced. While it may be less important to find an exact match in materials when replacing such a feature, the retention of the overall historic character should still guide selection of an appropriate replacement material. For example, replacing secondary features such as those with limited visibility (e.g., siding materials on a rear elevation) may permit replacement materials that are similar in appearance or character without having to be a perfect match.

Figure 6. The dramatic difference in the number of growth rings between old-growth wood and wood that was recently harvested from second- or third-growth forests is indicative of the diminished dimensional stability and durability of most lumber currently available. Photo: Zachary Dettmore.

- **Construction of a new addition.** The *Standards* require that new additions to historic buildings and related new construction be differentiated from the old as well as be compatible with the historic character of the property and its site and environment. Using materials that evoke, without matching, the historic material can be an effective means of achieving the needed balance between compatibility and

Figure 7. A new addition replaced non-historic construction on the rear elevation of this building. Fiber cement gives the addition a compatible appearance without replicating the exposure for thickness of the historic siding. Photo: Ward Architecture + Preservation.

differentiation for new additions and new construction. Even if differentiation is achieved through design rather than materials, there generally is no basis for requiring the use of matching historic materials for new additions and new construction as part of a rehabilitation project.

- **Reconstruction of a missing feature.** Many buildings lose significant features over the course of their lives for reasons such as those previously discussed. When a missing feature is to be reconstructed, the importance of matching the original material may be less important to the effect replacing the missing feature may have on the overall historic character and appearance of the building. Though replacement of missing features must be substantiated by documentary, physical, or pictorial evidence, in many cases the authenticity of the material may be secondary to the overall visual qualities. The use of a more cost-effective substitute material for the construction of a missing feature can often be an important factor in the feasibility of undertaking such work.

- **Code-required performance.** Modern building codes are regularly amended to require higher performance levels for new and existing buildings in such areas as life safety, seismic retrofits, and accessibility. Rehabilitation projects often trigger compliance with code requirements that were not in place when a building was constructed. Although building codes may often allow for the retention of historic materials and assemblies, substitute materials can offer an alternative in situations when the historic materials are non-compliant and cannot otherwise be reasonably retained. In these instances, a change in material may be appropriate to meet code requirements, while in other instances selecting the optimal code compliance method for the project may achieve code-compliant solutions that also allow for the preservation of a building's historic materials and finishes.

  For example, fire codes may require increased resistance to flame spread for buildings within dense urban environments where building proximity and separation between buildings is a concern. Some substitute materials are non-combustible, have good ratings for flame spread, and can provide an alternative to help meet

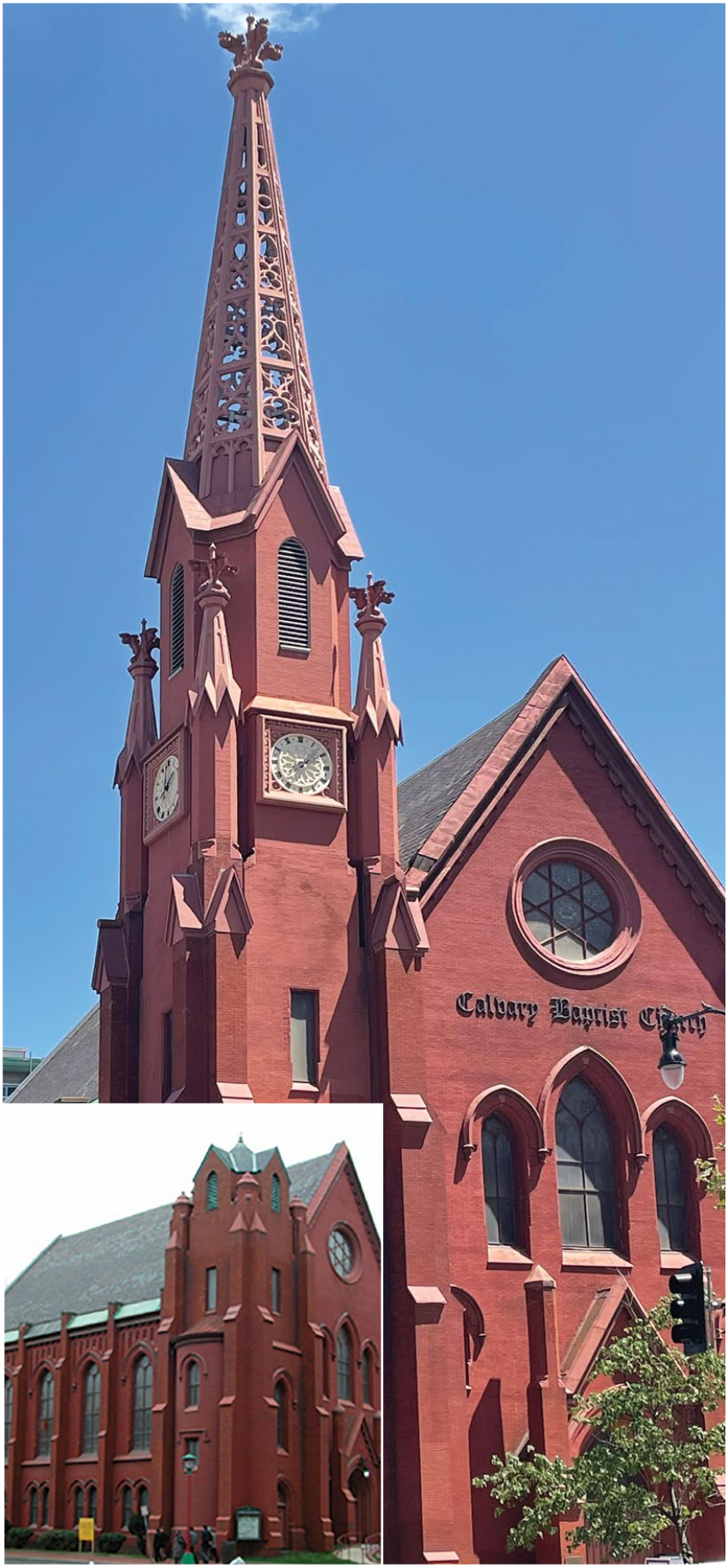

Figure 8. A long-missing cast-iron steeple was reconstructed in aluminum and fiber-reinforced polymer (FRP). Photo: John Sandor, NPS, Inset: Quinn Evans.

fire code requirements. Depending on the building component and the material, however, a substitute material may not resist fire any better than the historic material. In addressing code issues, all feasible alternatives should be considered to minimize the impact on the historic character of the building while still meeting code requirements.

With specific provisions in building code related to issues such as seismic hazards, the choice of materials for features inherently unstable in a seismic event can be a key part of a code-compliant retrofit solution. Elements at risk of falling such as parapets, finials, and overhanging cornices may be made safe by anchoring them to new structural frames. However, for some heavy masonry features, especially where there is deterioration or the feature is difficult to effectively brace, adequately anchoring the existing feature may not prove feasible. In such cases removing and replacing these features with lighter-weight replicas that incorporate a resilient structural framework can help preserve the historic character of the building while improving life safety performance.

- **Enhanced resilience and sustainability.** Wildfires, earthquakes, floods, hurricanes, and other extreme weather events put historic buildings and their occupants at risk and may require adaptive treatments that are more invasive than might be accepted in other circumstances, including related to the use of substitute materials. In these contexts, it is still necessary to try to minimize impacts on a building's historic character as much as possible while still adapting it to be more resilient. Widespread wildfires, for example, have increased demand for fire resistant materials for the exterior building envelope. Flood events may necessitate the replacement of historic materials that have been damaged or inundated with hazardous substances in contaminated floodwaters. When undertaking repairs in such circumstances, substitute materials may offer greater resilience to anticipated future exposure to natural hazard risks.

  Similarly, efforts to improve energy efficiency and performance may include the use of substitute materials as replacement components when modifications to building assemblies are required and the historic materials cannot be preserved. When evaluating substitute materials in the context of sustainability objectives, factors such as the environmental impact of production, the full life cycle of products, and the embodied carbon of the materials already in place should be carefully analyzed. There may be more sustainable choices for a replacement material, including the use of more traditional materials in place of manufactured products that may consist of non-renewable resources or hazardous materials. While some synthetic substitute materials are made from recycled materials or are otherwise sustainably produced, many are not repairable, salvageable, or recyclable themselves, and they may have shorter lifespans to their historic material counterparts. When either greater resilience or sustainability is a factor, all feasible alternatives should be considered in finding a balanced approach that maintains historic character while meeting resilience and sustainability goals.

Substitute Materials and Economic Feasibility

Economic feasibility is inevitably a concern when choosing a material for any part of a project, whether a historic or substitute material, but it should not be the sole determinant factor at the expense of maintaining the historic character and historic integrity of a building. Other factors may prompt the consideration of a substitute material, such as the cost of maintaining the historic material, because it is comparatively difficult or costly to reach or access, or the frequency of required maintenance the historic material needs. Additionally, where in-kind replacement material is found to be prohibitively expensive, it may be reasonable to consider a substitute that offers an alternative and is a good physical and visual match. Not all substitute materials are, however, cost-effective replacements. Long-term durability and maintainability are other factors that should be considered in conjunction with initial cost.

Figure 9. Previously bricked-in openings below the flood line were reopened and new aluminum windows installed with cellular PVC trim detailed to hold back moderate flood waters and survive exposure to water. Photo: John Sandor, NPS.

Maintenance of a material, particularly where accessibility is difficult or expensive, can be an important part of a

cost evaluation. Maintenance costs should not be considered without also considering life-cycle expenses. While some substitute materials may offer reduced initial costs, they may be as or more costly than traditional materials to maintain over time. For example, many substitute materials are not readily repairable, necessitating full replacement when damaged. The cost to replace a material or assembly at the end of its lifespan may also be greater than the accumulated incremental expense to maintain the historic material, particularly if it is a more traditional, repairable material. Maintenance cost should never be the sole reason for replacing a historic material that is not deteriorated.

Criteria for the Appropriate Use of Substitute Materials

Substitute materials must meet three basic criteria to be considered: they must be compatible with the historic materials in appearance; their physical properties must be similar to those of the historic materials, or the materials must be installed in a manner that tolerates differences; and they must meet certain basic performance expectations over an extended period of time.

- **Matching the Appearance of the Historic Material**
  Any material's appearance varies depending on the nature of the material and how it is used. Some historic materials, such as wood and ferrous metals, were typically painted, making the color of the substitute unimportant, though the texture of the surface, which telegraphs through a paint layer, is still an important consideration. Texture can be a large part of distinguishing a material formed by hand from one that is machine-made. Many historic materials, such as most building stones, are used without any coating, making the color, pattern, and reflectivity, as well as surface texture, dependent on the material itself. Matching the color and surface characteristics of a historic natural material with a man-made substitute can often be quite difficult.

When the color and surface characteristics of an existing material are important, cleaning the material should be the starting point for evaluating a potential matching material. In situations where there are subtle variations in color and texture within the original material, the substitute material should be similarly varied so that it is not conspicuous by its uniformity. If a material is custom fabricated, a sufficient number of samples should be supplied to permit on-site comparison of color, texture, detailing, and other critical visual qualities. For a manufactured product with preset choices of color or texture, it may be necessary to look at samples from more than one manufacturer to find the best match. Similarly, prefabricated products, such as roofing slate, may offer limited, if any, choice of unit size, which can be a critical factor for achieving a good match. A substitute material should not be used to replace distinctive, character-defining materials and features if an adequate match in design and appearance is not possible.

As all exposed materials are subject to ultraviolet degradation, samples of a new material, particularly when custom formulated, should be prepared during the early planning phases to allow for evaluation of the effects of weathering on color stability. When that is not possible, or if a prefabricated product is used, the fabricator or manufacturer may be able to identify regional locations where equivalent products have been installed long enough ago to get a better sense of how the material weathers and performs.

While a perfect match is the desired goal for replacing distinctive features, it is not always possible, even when the same matching material is chosen for the replacement. When any compromise

Figure 10. Polymer slates offer a choice of shapes but not sizes, limiting their ability to achieve a good visual match for some historic slate. With the size of the polymer slates (right) being nearly twice that of the historic slates (left), the scale of the entire feature is incompatibly altered. The molded edges of this material, which contribute to its ability to replicate slate, would be lost if each shingle was resized by cutting. Photo: John Sandor, NPS.

Figure 11. The thickness of the wood siding on the front (left) creates a deeper shadow line than is achieved with the fiber cement siding used on the side (right) elevation. While the exposure can be adjusted, fiber cement siding is not available in a matching thickness. Photo: John Sandor, NPS.

must be made in the precision of the match, it is wise to consider the vantage point from which the material will be seen. Sometimes what seems important at close range, such as variations in the texture of a surface, may be secondary to other aspects of the material when viewed from some distance. The closer a feature is to the viewer, the more closely the material and craftsmanship should match the original. An on-site mock-up using a sample of the proposed material can help evaluate whether it is an adequate visual match.

- **Matching the Physical Properties of the Historic Material**
  Carefully chosen substitute materials can often closely match the appearance of historic materials, but their physical properties may differ greatly. These differences are most critical when incrementally replacing components of a larger assembly that retains significant historic material. The chemical composition of the material (e.g., the presence of acids, alkalis, salts, or metals) should be evaluated to ensure that the replacement materials will be compatible with the adjacent historic materials. Materials that will cause galvanic corrosion or other chemical reactions must be isolated from one another.

  The thermal- and moisture-driven expansion and contraction coefficients of each adjacent material must be within narrow limits or be accommodated

Figure 12. Cellulose composite materials, like wood, expand and contract with moisture. Here it was used to reconstruct a missing storefront. Unlike solid wood that is dimensionally stable parallel to the grain, this composite moves equally in all dimensions, resulting in gaps that were not adequately anticipated in the design. Photo: John Sandor, NPS.

by carefully designed joints and fasteners. Joints can play a role both in accommodating movement of materials as well as in managing moisture, either to keep it from entering the enclosure assembly or to let it escape from the building envelope, or both. Because some synthetic materials are less permeable to moisture than more traditional materials, installations must take into account the potential to trap moisture and cause deterioration of historic and new materials. An assembly incorporating new and historic materials should be designed so that if material failures occur, the failures occur within the new material rather than the historic one.

During installation, surface preparation is critical to ensure proper attachment. Deteriorated underlying material must be removed or stabilized. Non-corrosive anchoring devices or fasteners that are designed to carry the new material and to withstand wind, rain, snow, and other destructive elements should be used. Since physical failures often result from poor anchorage or improper installation techniques, a structural engineer should be included in planning any major project. For readily available, off-the-shelf materials, manufacturers' recommendations for attachment and spacing should be followed.

Nearly all substitute materials have some properties that are different from the historic materials they may replace. Even when substitute materials are isolated from historic materials and features, it is important to understand the substitute materials' properties in order to use them successfully.

- **Performance of the Material Over Time**
  When more traditional materials are used to replace damaged historic materials and features, their performance is predictable in most cases. An exception may be modern wood that has durability and other prop-

erties different than those of historic wood from old-growth forests. Many of the materials used as substitutes have been in use long enough to provide some idea of how they perform over time. Other material may only have test results from accelerated weathering. The length of manufacturer warranties may be an indicator of expected durability and lifespan. Warranties only predict a manufacturer's expectation of a product's performance and are no guarantee that the manufacturers will still be in business at the time needed to stand behind them. Just as new manufacturers emerge with new materials, others disappear. Where possible, projects involving substitute materials in similar installations and exposures should be examined before selecting a new, less-tested material. It is unrealistic to expect a substitute material, which can be quite different in composition than the historic material, not to age differently.

Even traditional materials will not perform well if not used or detailed appropriately, and experienced architects, engineers, fabricators, and installers rely on their professional knowledge and experience to ensure proper installation and techniques when working with familiar materials. This is just one of many reasons that using the original materials for needed replacement is usually the best choice. Some of the materials now available as substitutes have properties that differ greatly from the traditional materials they may be used to replace. It is critical to the successful performance of substitute materials that everyone involved in the selection, design, and installation fully understands the material's properties, especially how it is different than the material it is replacing, and how that will affect the surrounding materials and building systems.

Many traditional building materials can be repaired either with traditional methods and materials or with more modern conservation techniques using substances like epoxies. However, many modern substitute materials (particularly synthetic ones) are not as easily repaired, if repairable at all, as their more traditional counterparts. Confirming that a material is repairable may be important for those used, e.g., where impact or significant wear or abrasion is likely.

Finally, it is critical that the substitute materials be documented as part of the historical record of the building so that proper care and maintenance of all of the building materials continue, ensuring the continued life of the historic building.

Choosing an Appropriate Substitute Material

Once all reasonable options for repair and replacement in kind have been considered and sufficient justification for substitute materials has been established, the choice among the variety of substitute materials currently available must be made. Rapidly developing technologies allow a wide variety of materials to choose from that are intended to mimic historic materials. Many of the materials that were historically used as substitutes for more traditional historic materials have themselves become historic, and some of these early substitutes continue to be reasonable options as substitute materials today. No substitute material will exactly match the historic material in all aspects, but many are able to adequately match the appearance and relevant physical attributes to make for a potential substitute. If a substitute material is not

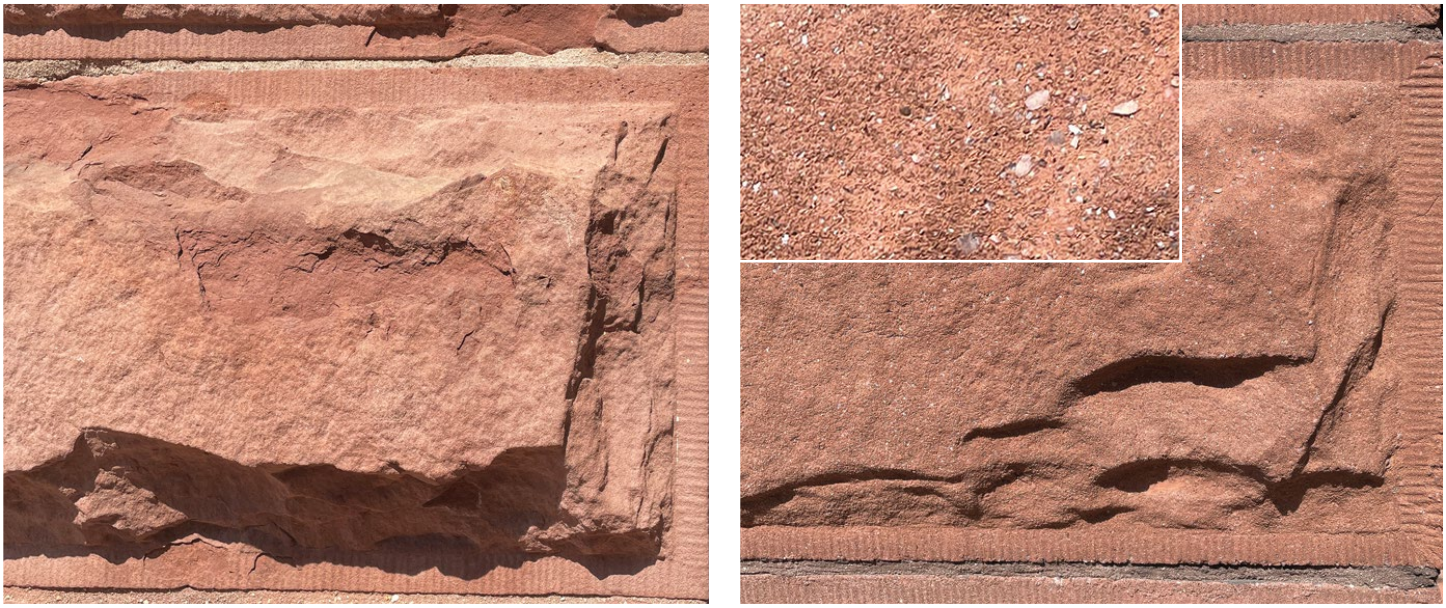

Figure 13. Cast stone was used to effectively replace individual blocks of sandstone. Both the original (left) and the substitute material (right) retain similar physical and visible properties. Having weathered for over 30 years, some erosion of the binder has revealed quartz grains of the aggregate (inset), but it is only noticeable upon close inspection. Photo: John Sandor, NPS.

an adequate physical and visual match given the specific conditions of the building and the project, then it should not be used to replace distinctive, character-defining materials and features.

Listed below are various building components or features and the substitute materials which may, in some circumstances, be considered for use as possible replacement materials in a historic rehabilitation project consistent with the *Standards for Rehabilitation*. This list includes different substitute material options available today for these building features and poses questions that should be asked and considered when choosing between the original material and various types of substitute materials. This is followed by a list of some of the more commonly used, currently available materials that may have some applications as substitute materials and the properties of each that affect their suitability for use as substitutes. This list should not be read as an endorsement of any of these materials, generally, or their appropriateness for use as a substitute material, but it serves as a reminder that the successful use of any building material requires a careful consideration of its properties relative to where and how it will be used.

Considering Substitute Materials

Considering the use of a substitute material should begin with the following questions about the conditions and location where it will be used:

- Will the significance or visibility of the historic feature require a very precise match?
- Is the entire feature being replaced or just a component of it?
- Are pre-existing conditions contributing to the failure of the existing material, and, if so, how will they be addressed/corrected?
- Is the need for replacement due to inherent deficiencies of the original material?
- Will the material need to resist any environmental hazards such as flooding or fire?

Historic Features and Substitute Materials

Historic Building Features

Potential Substitute Materials	**Masonry** Stone, terra cotta	**Architectural Metals** Cast & wrought iron, steel, pressed metal	**Siding** Wood, asbestos	**Roofing** Wood shingle, slate, tile	**Decking** Tongue-and-groove & square-edge wood	**Molding / Trim** Wood
Aluminum	●	●	●			●
Cast Stone & Precast Concrete	●			●		
Fiber Reinforced Concretes	●					
Glass Fiber Reinforced Polymers	●	●				
Fiber Cement			●	●		●
Mineral / Polymer Composite			●	●	●	●
Cellulose Fiber / Polymer Composite			●	●	●	●
Non-composite Polymers		●			●	●
Cellular PVC			●		●	●

The above chart lists materials that are sometimes used as substitutes for replacement of historic building features. Even within a given category, all materials may not be equally suitable as a substitute replacement material for the actual historic material or feature. Any substitute material should be selected based on its specific physical and visual characteristics, conditions, and intended application consistent with the Secretary of the Interior's Standards for Rehabilitation.

Historic Building Features: Criteria for selecting an appropriate replacement material

Masonry

FEATURES: corbels, brackets, balusters, cornices, window and door surrounds, friezes, wall surfaces, horizontal surfaces, incidental ornament, columns

HISTORIC MATERIALS: terra cotta, cast stone, stone, concrete

POTENTIAL SUBSTITUTES: cast stone, pre-cast concrete, GFRC, GFRP, non-composite polymers (polyurethane), cast or stamped metal

Questions to ask about the replacement material:

- Can it serve a structural function?
- How is the material affected by moisture?
- Can the material survive flooding and be reused?
- Can it reproduce the surface texture of the original?
- Is its shrinkage in curing low enough to allow it to be molded from existing stones?
- Can matching color be achieved without a coating and with UV stability?
- Can an adequate match of the surface (color and texture) be achieved with a coating?
- Is a coating required?
- If it is not self-supporting, is it lightweight enough to be supported by an underlying framework?
- Can multiple original units be replicated with a single replacement piece?
- Where thermal movement is different from the original material, how will joints accommodate?
- Is the material combustible?

Architectural Metals

FEATURES: pilasters, door and window surrounds, cornices, incidental ornament, columns, spandrels, ceilings, sheathing, roofing

HISTORIC MATERIALS: cast and wrought iron, steel, bronze, lead, aluminum, and stamped steel (usually galvanized or terne-coated)

POTENTIAL SUBSTITUTES: GFRP, aluminum, non-composite polymer (polyurethane), GFRC, metallic/polymer composite

Questions to ask about the replacement material:

- Will the replacement material serve a structural or cosmetic role?
- Will it expand and contract with temperature change enough to require special accommodation in its installation?
- If part of an assembly of mixed materials, how will any expansion and contraction of the dissimilar materials be accommodated?
- Will the replacement material increase deterioration of the historic or surrounding elements, for instance due to galvanic corrosion, moisture entrapment, jacking of original material, off-gassing creating a corrosive environment, or poor original design of the historic material?
- How will the replacement material mimic the surface color/patination of the original material?
- If a coating is needed, what preparation is needed, and what is its durability or service life of the finish?
- What attachment and support systems are necessary?
- If the original element is structural, but the new material is not, how can supplemental structure be introduced to support the new?

Figure 14. Surface texture is an important aspect in matching the appearance of a historic material, especially when a material is viewed at close range. As seen in these two images, many of the substitute materials produced for siding and trim have an embossed wood grain, making them incompatible for replacing historic wood that was typically planed to a smooth surface. Some substitute products are available with a smooth surface as well. Photos: John Sandor, NPS.

Siding

FEATURES: clapboard, tongue-and-groove or shiplap siding, board and batten, shingles

HISTORIC MATERIALS: wood and asbestos

POTENTIAL SUBSTITUTES: cellular PVC, wood fiber/polymer composite, fiber cement, mineral/polymer composite

Questions to ask about the replacement material:

- What are the widths, lengths, profiles, thicknesses, and textures available?
- What, if any, are the finishing requirements, and/or is it available factory-finished?
- How well does it hold paint, and can prefinished surfaces be renewed?
- What tools are needed to cut it, and can it be machined?
- Does it absorb moisture and, if so, to what effect?
- Can the material survive flooding and be reused?
- Will it expand and contract with temperature change enough to require special accommodation in its installation?
- What characteristics can affect its handling (e.g., weight, flexibility, brittleness)?
- Does it have specific fastening requirements?
- Is it susceptible to insect damage?
- What is its impact resistance?
- Does it have a flame spread rating?
- What is the expected lifespan and/or warranty?

Roofing

HISTORIC MATERIALS: wood shingle, slate shingle, asbestos shingle, clay tile, concrete tile, metal

POTENTIAL SUBSTITUTES: fiber cement, mineral/polymer composite, wood fiber/polymer composite, pre-cast concrete, metal

Questions to ask about the replacement material:

- What sizes and shapes are available?
- What are color choices?
- What is the color stability of the new material, and how will it age/weather?
- What is the impact resistance?
- What is its flame spread rating?
- What are the installation requirements of the new material?
- Can the feature being replaced be custom-produced if ready-made ones of the new material are not an accurate match?
- What is the expected lifespan and/or warranty?

Decking

FEATURES: tongue-and-groove, square-edge flooring

HISTORIC MATERIALS: wood

POTENTIAL SUBSTITUTES: cellular PVC, wood fiber/polymer composite, mineral/polymer composite, non-composite polymers (solid PVC)

Questions to ask about the replacement material:

- What are the widths, lengths, and textures available?
- Is it site painted or prefinished?
- How well does it hold paint, and can prefinished surfaces we renewed?
- What tools are needed to cut it, and can it be machined?
- What dimensional span does its strength allow?
- Does it absorb water, and if so, to what effect?
- Can the material survive flooding and be reused?
- Does it require a drainage plane, or can it be installed atop a membrane?
- Will it expand and contract with temperature change enough to require special accommodation in its installation?
- Is it susceptible to insect damage?
- Is it impact resistant?
- Does it have a flame spread rating?
- What is the expected lifespan and/or warranty?

Molding / Trim

FEATURES: run moldings, flat boards, casings, cornice, frieze, railings, balustrade, columns

HISTORIC MATERIALS: wood, metal

POTENTIAL SUBSTITUTES: cellular PVC, wood fiber/polymer composite, mineral/polymer composite, non-composite polymer (polyurethane), GFRP, sheet metal

Questions to ask about the replacement material:

- What are the widths, lengths, and textures available?
- What, if any, are the finishing requirements and/or is it available factory-finished?
- How well does it hold paint, and can prefinished surfaces be renewed?
- What tools are needed to cut it, and can it be machined?
- Does it absorb moisture, and if so, to what effect?
- Can the material survive flooding and be reused?
- Will it expand and contract with temperature change enough to require special accommodation in its installation?
- What characteristics can affect its handling (e.g., weight, flexibility, brittleness)?
- Does it have specific fastening requirements?
- Is it susceptible to insect damage?
- What is its impact resistance?
- Does it have a flame spread rating?
- What is the expected lifespan and/or warranty?

Figure 15. Tongue-and-groove porch flooring is manufactured in several different substitute materials. Each type has different properties, though most are more moisture-resistant than wood. The prefinished product shown can be painted when worn, but repainting is not recommended for some product choices. Photo: Oak Alley Foundation.

Potential Substitute Materials: Matching properties and performance needs

Physical Composition and Properties

After assessing different material options based on the intended application, the appropriateness of a substitute material should also be considered in context of the material's physical composition, associated properties, and necessary visual match.

Aluminum

MATERIAL: Aluminum is a highly corrosion-resistant alloy that can be cast, wrought, or extruded. Molten aluminum is cast into permanent (metal) molds or one-time sand molds forming cast aluminum. Extruded aluminum is formed by passing heated aluminum through a die which produces the desired form. Wrought aluminum is worked using the heated metal and then bending, stamping, and otherwise shaping the metal. If not self-supporting, aluminum elements are generally screwed or bolted to a structural frame. Aluminum can be welded, but more often sections, particularly extruded ones, are mechanically connected.

PROPERTIES:

- Isotropic
- Lightweight
- Thermal movement greater than cast iron or wood
- Corrosion-resistant, but direct contact with other metals may trigger galvanic corrosion
- Lower structural strength that iron or steel
- Ductile - less brittle than cast iron
- Non-combustible
- Retains high definition through molding process and produces crisp profiles through extrusion
- Can be given a durable metallic finish through anodization. Surface etching required for paint adhesion
- Can be machined into a large variety of shapes/ dimensions

Figure 16. Aluminum is a highly corrosion-resistant metal that is commonly used as a substitute material for cast iron. Aluminum can be a more affordable and lightweight alternative to cast iron that retains a similar texture, shape, and maintenance cycle. Photo: NPS.

Figure 17. The balustrade consists of multiple prior campaigns of using cast stone to replace the natural stone. The effective match for the surface texture and color of the original stone allowed individual elements to be incrementally replaced only when they had failed, thus retaining the maximum amount of original material as long as possible. Photo: EverGreene Architectural Arts.

Cast Stone & Precast Concrete

MATERIAL: A cement lime and aggregate mixture that is dry-tamped into a mold is generally referred to as cast stone. Cast stone is one of the original substitute materials. Its longevity has proved that the material ages compatibly with stone. A wet mix of cement and aggregate poured into molds also has a long history of being used to produce concrete masonry units mimicking stone and roofing tiles mimicking clay tile. Both methods have minimal shrinkage during curing, though they employ different curing and finishing techniques. Both can include reinforcing bars and anchorage devices installed during fabrication. The dry-tamp fabrication method is especially effective at producing an outer surface with the appearance of stone.

PROPERTIES:

- Isotropic
- Weight equivalent to stone
- Expansion/contraction similar to stone
- Water absorption may differ from that of any particular stone
- Can be structural
- Non-combustible
- Vapor-permeable
- May achieve a wide range of color and surface textures by varying mix, but use of pigments may reduce UV stability
- Can be coated
- May be tooled to match the appearance of tooled stone
- Repairs similarly to stone

Figure 18. Missing historic terra cotta spandrel panels on all floor levels were recreated utilizing glass fiber reinforced concrete (GFRC) replacements. New spandrels were fabricated as individual components and attached with metal clips between historic terra cotta piers. Photo: Kris Frail, Dewberry.

Fiber Reinforced Concretes (GFRC, CFRC)

MATERIAL: Fiber reinforced concretes are lightweight concrete compounds modified with additives and reinforced with alkaline resistant glass fibers (GFRC), or less frequently carbon fibers (CFRC). They are generally fabricated as thin-shelled panels and applied to a separate structural frame or anchorage system. GFRC is typically sprayed into forms, although it can be poured, and anchoring devices are included in the fabrication. The color is derived from the natural aggregates and, if necessary, a small percentage of added pigments. Because of its low shrinkage in curing, it can be produced using molds taken directly from the building.

PROPERTIES:

- Isotropic
- Lighter weight than solid masonry
- Expansion/contraction similar to stone
- No load bearing capacity, so underlying framework must be used to accommodate any loads
- Material can be fire-rated
- Vapor-permeable
- Can be produced in larger sections efficiently reproducing repetitive elements or features that were originally made up of small individual units
- Large range of colors achievable by varying aggregates, but when pigments are needed UV stability may be reduced
- May be left uncoated or may be painted

Figure 19. A new, lightweight fiber reinforced polymer is attached to a new metal armature to replicate damaged and missing elements of a terra cotta cornice. Photo: Quinn Evans.

Glass Fiber Reinforced Polymers (FRP, Fiberglass)

MATERIAL: Fiberglass is the most well-known of the FRP products generally produced as a thin, rigid, laminate shell formed by pouring a polyester or epoxy resin gelcoat into a mold. When tack-free, layers of chopped glass or glass fabric are added along with additional resins. The surface gel coat can be pigmented or painted. Reinforcing rods and attachment devices can be added when necessary. Because of is low shrinkage in curing, it can be produced using molds taken directly from the building. Rather than being produced as standard components, FRP is custom fabricated for individual applications.

PROPERTIES

- Isotropic
- Lighter weight than masonry, similar to sheet metal
- More thermally driven expansion than masonry or metals
- No load bearing capacity, so underlying framework must be used to accommodate any loads
- High strength to weight ratio
- Flammable
- Not vapor-permeable
- Can be produced in larger sections efficiently reproducing repetitive elements or features that were originally made up of small individual units
- May be difficult to match false joints in multi-unit assemblies to actual joints that need to accommodate movement
- Color can be incorporated into the surface gel-coat, or the surface may be coated

Figure 20. Cement board was used to replace a non-historic infill and mimics the configuration of a typical vehicular door of the period. Photos: Historic Augusta.

Fiber Cement

MATERIAL: Fiber cement products are made from fiber, sand that is ground to a powder, cement, and proprietary additives to reduce moisture absorption. The fiber used in roof products is glass fiber alone, whereas siding and trim board products are primarily wood fiber. The material is formed with a smooth or textured surface, cut to standard sizes of panels, boards, or shingles, and cured in an autoclave. Roofing material has integral color, but board and siding products are produced with a primer, if not fully factory finished. Most siding and trim boards are embossed with a wood grain on one surface and are smooth on the other, the smooth side being the appropriate surface to imitate planed wood.

PROPERTIES:

- Products are minimally orthotropic
- Heavier and more brittle than wood, limiting available lengths
- Very little thermal- and no moisture-driven movement
- Low water absorption, but not recommended for ground or roof contact
- Class A flame spread
- Resists insect damage
- Available in limited thicknesses and widths
- Not machinable, but may be cut with special carbide blades; cutting requires dust collection and personal protective equipment
- Cut edges require sealing
- Available unfinished, primed, or prefinished, and must be painted (with latex paint)
- 15-year limited warranty typical

Figure 21. A mineral polymer composite siding was available in the profile very similar to the historic siding. The replacement siding was used where the original material was almost completely missing beneath a more modern covering. Areas where the original wood was largely intact were replaced with matching wood to sustain more of the material integrity of the building. Photo: Belk Architecture.

Mineral / Polymer Composite

MATERIAL: Calcium carbonate or fly ash are mineral ingredients held in a matrix of various polymers to produce materials formed or molded into a number of building products. Additives found in some of the roofing products include pigments and UV stabilizers. Some use a substantial portion of recycled material. Different combinations yield products with different properties, each formulated for a specific building component. When the material is fly ash with some glass fibers bound in a matrix of polyurethane, it is identified as polyash. Siding, trim, bead board, and deck products are primed or prefinished, whereas roof products have integral color.

PROPERTIES:

Fly ash (siding and trim)

- Isotropic
- Heavier and more brittle than wood, and lacking structural capacity
- Little thermal or moisture-driven movement
- Sufficiently low water absorption to permit ground contact
- Class C flame spread
- Resists insect damage
- Available in limited thicknesses and widths
- Machinable with carbide tools blades; requires dust collection
- Cut edges do not require sealing
- Must be painted
- 30-year limited warranty typical

Calcium carbonate or recycled rubber (roofing)

- Isotropic
- More thermally-driven movement than slate or wood
- Little to no moisture absorption
- As shingles: lighter and more flexible than slate
- As tongue-and-groove decking: heavier and harder than wood
- Not vulnerable to insect damage
- Available in limited dimensions
- As shingles: Class 4 impact resistance, and flame spread ratings ranging from Class A to Class C depending on the specific product
- As shingles: integral color, that may be subject to fading
- As tongue-and-groove decking: prefinished with non-renewable finish, and can be cut with woodworking tools
- 50-year limited warranties on roofing products typical

Cellulose Fiber / Polymer Composite

MATERIAL: Wood strands or fibers are coated with resin for moisture resistance and zinc-borate for insect and fungal-decay resistance, then consolidated under heated pressure. Solid composite core boards are cut from sheets of material, then factory-primed or finished. Resulting siding and trim board products can be referred to as engineered wood, fiber board, or hardboard. Products may be embossed with a wood grain or have a smooth finish, the smooth side being the appropriate surface to imitate planed wood. Siding, trim, and tongue-and-grove decking with a slightly different properties are produced by extruding polyvinyl chloride (PVC) combined with non-wood cellulose. Roofing shingles are molded from fine wood fibers, color additives, and UV stabilizers bound with polypropylene or polyethylene (thermoplastics).

Figure 22. A porch was reconstructed using posts fabricated on site from a smooth-surface cellulose/polymer composite material. Though the face of the posts are painted, the lack of paint on the bottom at the cut ends is not consistent with manufacturers' recommendations. This treatment will allow moisture to be absorbed, shortening the life of the new replacement feature. Photo: John Sandor, NPS.

PROPERTIES:

Predominantly Cellulose (siding, trim and decking)

- Minimal thermal movement
- Resistant to moisture-driven movement
- Lighter and more flexible than solid wood, but lacks structural capacity
- Rice hull cellulose: can span typical floor-framing spacing as decking
- Low water absorption (for wood, no ground or roof contact)
- Class A or Class C flame spread
- Resists insect damage
- Available in limited dimensions
- Machinable with woodworking tools
- Wood cellulose: Cut edges must be sealed and may need additional surface prep for finish; must be painted if unfinished or primed, also available prefinished
- Rice hull cellulose: Accepts stain/paint, but no finish required
- 30–50 year limited warranty, depending on manufacturer

Predominantly Polymer (roofing)

- Minimal thermal movement
- Little to no moisture absorption
- Lighter and more flexible than slate
- Class 4 impact-resistance
- Class A flame spread
- Available in limited shingle size
- 50-year limited warranty typical

Figure 23. 3-D printing using various polymers is occasionally used to replicate missing metal or wood features. This new application is continually being refined, but the application can be successful when a painted, lightweight feature needs to be replicated. Photo: NPS.

Non-composite Polymers

MATERIALS: The main two polymer materials used without significant other components are polyurethane and polyvinyl chloride (PVC). Polyurethane millwork is constructed of urethane foam created by mixing isocyanate and resin. The polyurethane mixture is kept under pressure in a mold as it expands to any desired shape. These molded products have a closed-cell, foamed core with a denser surface skin. Polyurethane products can have exterior applications but are more often used for interior features. Polyvinyl chloride (PVC) in a solid extruded form is another polymer that can have architectural application as tongue-and-groove decking. Various polymers formed using 3-D printing are also being explored as replacements for painted metal or wood ornamental features.

PROPERTIES: Each of the two groupings has distinct physical properties

Urethane Foam (moldings and decorative elements)

- Lightweight and flexible, but lacking structural capacity
- More thermally-driven movement than wood or stone, but less than cellular PVC
- Does not absorb water
- Flammable
- Resists insect damage
- Can be cut with standard woodworking tools
- Adhesive and mechanical fasteners both recommended for installation
- Supplied primed and must be painted (latex paint)
- Lifetime limited warranty typical

Solid PVC (flooring)

- Isotropic
- Heavier and less flexible that wood
- Minimal thermal movement
- Does not absorb water
- Strength to span typical floor-framing spacing
- Impact-resistance greater than wood
- Class A flame spread
- No insect susceptibility
- Good paint adhesion, but also available prefinished
- 20-year warranty typical

Cellular Polyvinyl Chloride (PVC)

MATERIAL: Varying amounts of calcium carbonate and a foaming agent are added to melted PVC before passing through an injection die and then a calibrator to produce the shape and size of the finished product. Cellular PVC is produced as sheets, boards, and moldings. Differences in the specifics of the equipment and the rate of cooling create two varieties of product, with distinct properties. One is known as free-foam, having a fairly consistent structure throughout its section, and the other is identified as Celuka, having a skin that is denser than its core. This primarily affects the ease with which the product can be milled and shaped. The material is white and needs no applied finish. When produced for decking the material has a colored and textured wear layer over the PVC core.

PROPERTIES

- Isotropic
- Lighter and more flexible than wood
- Less strong than wood (in tension and shear), but can span typical floor- framing spacing as decking
- More impact-resistance than wood
- Negligible water absorption; no moisture-driven movement, unlike wood
- Subject to thermal expansion and contraction significantly greater than wood, though the thermal movement is less for the same dimension than the cross-grain moisture-driven movement of wood
- For longer pieces, thermal movement requires manufacturer's specifications to be followed for attachment, and inclusion of expansion joints when installed at low temperature (joints should be glued)
- Class A flame spread
- Resists insect damage
- Machinable with woodworking tools, though cut edges may need additional surface prep for finish
- Good paint adhesion; if painted, high light reflectance (HLV) is recommended to minimize heat driven expansion
- 25–30-year limited warranty, depending on manufacturer

Figure 24. Cellular PVC when painted can be used to replace deteriorated wood features. This beadboard set in a wood frame was not historically designed to shed water effectively and had deteriorated. Cellular PVC was able to match the appearance of the wood details, while its properties were well matched to the shady location, painted finish, and limited size and configuration within the overall assembly; thus, it should provide a long-lasting solution for this application. Photo: Jennifer Balson Alvarez, NPS.

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22 PRESERVATION BRIEFS

The Preservation and Repair of Historic Stucco

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Preservation Assistance Division

The term "stucco" is used here to describe a type of exterior plaster applied as a two-or-three part coating directly onto masonry, or applied over wood or metal lath to a log or wood frame structure. Stucco is found in many forms on historic structures throughout the United States. It is so common, in fact, that it frequently goes unnoticed, and is often disguised or used to imitate another material. Historic stucco is also sometimes incorrectly viewed as a sacrificial coating, and consequently removed to reveal stone, brick or logs that historically were never intended to be exposed. Age and lack of maintenance hasten the deterioration of many historic stucco buildings. Like most historic building materials, stucco is at the mercy of the elements, and even though it is a protective coating, it is particularly susceptible to water damage.

Stucco is a material of deceptive simplicity: in most cases its repair should not be undertaken by a property owner unfamiliar with the art of plastering. Successful stucco repair requires the skill and experience of a professional plasterer. Therefore, this Brief has been prepared to provide background information on the nature and components of traditional stucco, as well as offer guidance on proper maintenance and repairs. The Brief will outline the requirements for stucco repair, and, when necessary, replacement. Although several stucco mixes representative of different periods are provided here for reference, this Brief does not include specifications for carrying out repair projects. Each project is unique, with its own set of problems that require individual solutions.

Historical Background

Stucco has been used since ancient times. Still widely used throughout the world, it is one of the most common of traditional building materials (Fig. 1). Up until

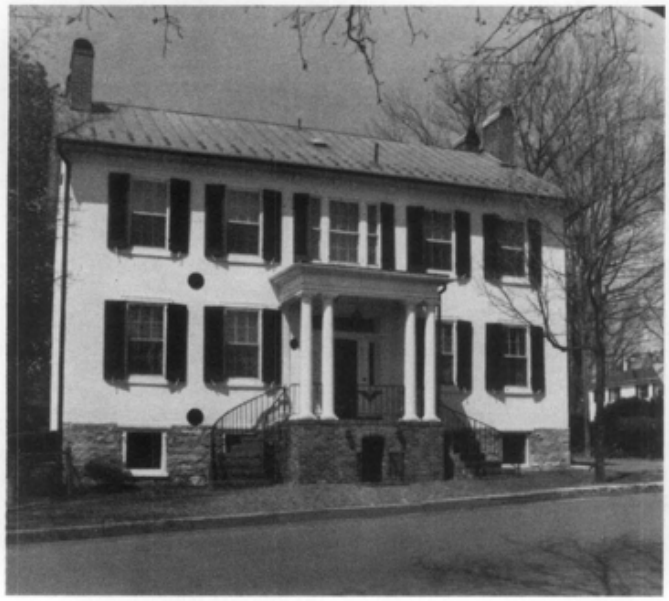


Fig. 1. These two houses in a residential section of Winchester, Virginia, illustrate the continuing popularity of stucco (a) from this early 19th century, Federal style house on the left, (b) to the English Cotswold style cottage that was built across the street in the 1930's. Photos: Anne Grimmer.

the late 1800's, stucco, like mortar, was primarily lime-based, but the popularization of portland cement changed the composition of stucco, as well as mortar, to a harder material. Historically, the term "plaster" has often been interchangeable with "stucco"; the term is still favored by many, particularly when referring to the traditional lime-based coating. By the nineteenth century "stucco," although originally denoting fine interior ornamental plasterwork, had gained wide acceptance in the United States to describe exterior plastering. "Render" and "rendering" are also terms used to describe stucco, especially in Great Britain. Other historic treatments and coatings related to stucco in that they consist at least in part of a similarly plastic or malleable material include: parging and pargeting, wattle and daub, "cob" or chalk mud, pisé de terre, rammed earth, briqueté entre poteaux or bousillage, half-timbering, and adobe. All of these are regional variations on traditional mixtures of mud, clay, lime, chalk, cement, gravel or straw. Many are still used today.

The Stucco Tradition in the United States

Stucco is primarily used on residential buildings and relatively small-scale commercial structures. Some of the earliest stucco buildings in the United States include examples of the Federal, Greek and Gothic Revival styles of the eighteenth and the nineteenth centuries that emulated European architectural fashions. Benjamin Henry Latrobe, appointed by Thomas Jefferson as Surveyor of Public Buildings of the United States in 1803, was responsible for the design of a number of important stucco buildings, including St. John's Church (1816), in Washington, D.C. (Fig. 2). Nearly half a century later Andrew Jackson Downing also advocated the use of stucco in his influential book *The Architecture of Country Houses,* published in 1850. In Downing's opinion, stucco was superior in many respects to plain brick or stone because it was cheaper, warmer and dryer, and could be "agreeably" tinted. As a result of his advice, stuccoed Italianate style urban and suburban villas proliferated in many parts of the country during the third quarter of the nineteenth century.

Revival Styles Promote Use of Stucco

The introduction of the many revival styles of architecture around the turn of the twentieth century, combined with the improvement and increased availability of portland cement resulted in a "craze" for stucco as a building material in the United States. Beginning about 1890 and gaining momentum into the 1930's and 1940's, stucco was associated with certain historic architectural styles, including: Prairie; Art Deco, and Art Moderne; Spanish Colonial, Mission, Pueblo, Mediterranean, English Cotswold Cottage, and Tudor Revival styles; as well as the ubiquitous bungalow and "four-square" house (Fig. 3). The fad for Spanish Colonial Revival, and other variations on this theme, was especially important in furthering stucco as a building material in the United States during this period, since stucco clearly looked like adobe (Fig. 4).

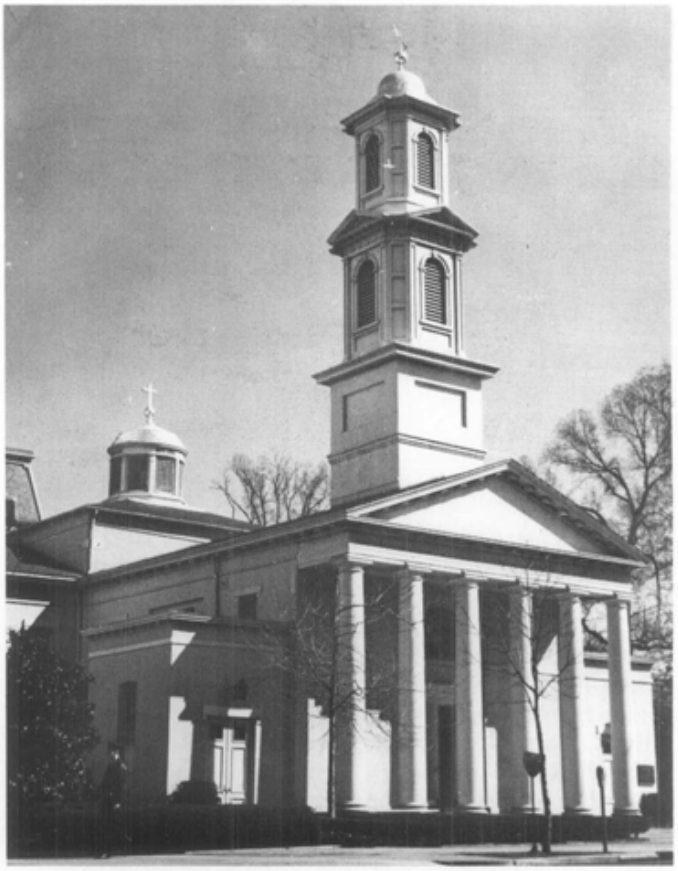


Fig. 2. St. John's Church, Washington, D.C., constructed of brick and stuccoed immediately upon completion in 1816, reflects the influence of European, and specifically English, architectural styles. Photo: Russell Jones, HABS Collection.

Fig. 3. The William Gray and Edna S. Purcell House, Minneapolis, Minnesota, was designed in 1913 by the architects Purcell and Elmslie in the Prairie style. Stuccoed in a salmon-pink, sand (float) finish, it is unusual in that it featured a 3-color geometric frieze stencilled below the eaves of the 2nd story. The Minneapolis Institute of Art has removed the cream-colored paint added at a later date, and restored the original color and texture of the stucco. Photo: Courtesy MacDonald and Mack Partnership.

Although stucco buildings were especially prevalent in California, the Southwest and Florida, ostensibly because of their Spanish heritage, this period also spawned stucco-coated, revival-style buildings all over the United States and Canada. The popularity of stucco as a cheap, and readily available material meant that by the 1920's, it was used for an increasing variety of building types. Resort hotels, apartment buildings, private mansions and movie theaters, railroad stations, and even gas stations and tourist courts took advantage of the "romance" of period styles, and adopted the stucco construction that had become synonymous with these styles (Fig. 5).

Fig. 4. The elaborate Spanish Colonial Revival style of this building designed by Bertram Goodhue for the 1915 Panama California Exposition held in San Diego's Balboa Park emphasizes the sculptural possibilities of stucco. Photo: C.W. Snell, National Historic Landmark Files.

A Practical Building Material

Stucco has traditionally been popular for a variety of reasons. It was an inexpensive material that could simulate finely dressed stonework, especially when "scored" or "lined" in the European tradition. A stucco coating over a less finished and less costly substrate such as rubblestone, fieldstone, brick, log or wood frame, gave the building the appearance of being a more expensive and important structure. As a weather-repellent coating, stucco protected the building from wind and rain penetration, and also offered a certain amount of fire protection. While stucco was usually applied during construction as part of the building design, particularly over rubblestone or fieldstone, in some instances it was added later to protect the structure, or when a rise in the owner's social status demanded a comparable rise in his standard of living.

Composition of Historic Stucco

Before the mid-to-late nineteenth century, stucco consisted primarily of hydrated or slaked lime, water and sand, with straw or animal hair included as a binder. Natural cements were frequently used in stucco mixes after their discovery in the United States during the 1820's. Portland cement was first manufactured in the United States in 1871, and it gradually replaced natural cement. After about 1900, most stucco was composed primarily of portland cement, mixed with some lime. With the addition of portland cement, stucco became even more versatile and durable. No longer used just as a coating for a substantial material like masonry or log, stucco could now be applied over wood or metal lath attached to a light wood frame. With this increased strength, stucco ceased to be just a veneer and became a more integral part of the building structure.

Fig. 5. During the 19th and 20th centuries stucco has been a popular material not only for residential, but also for commercial buildings in the Spanish style. Two such examples are (a) the 1851 Ernest Hemingway House, Key West, Florida, built of stuccoed limestone in a Spanish Caribbean style; and (b) the Santa Fe Depot (Union Station), San Diego, California, designed by the architects Bakewell and Brown in 1914 in a Spanish Colonial Revival style, and constructed of stucco over brick and hollow tile. Photos: (a) J.F. Brooks, HABS Collection, (b) Marvin Rand, HABS Collection.

Today, gypsum, which is hydrated calcium sulfate or sulfate of lime, has to a great extent replaced lime. Gypsum is preferred because it hardens faster and has less shrinkage than lime. Lime is generally used only in the finish coat in contemporary stucco work.

The composition of stucco depended on local custom and available materials. Stucco often contained substantial amounts of mud or clay, marble or brick dust, or even sawdust, and an array of additives ranging from animal blood or urine, to eggs, keratin or gluesize (animal hooves and horns), varnish, wheat paste, sugar, salt, sodium silicate, alum, tallow, linseed oil, beeswax, and wine, beer, or rye whiskey. Waxes, fats and oils were included to introduce water-repellent properties, sugary materials reduced the amount of water needed and slowed down the setting time, and alcohol acted as an air entrainer. All of these additives contributed to the strength and durability of the stucco.

The appearance of much stucco was determined by the color of the sand—or sometimes burnt clay, used in the mix, but often stucco was also tinted with natural pigments, or the surface whitewashed or colorwashed after stuccoing was completed. Brick dust could provide color, and other coloring materials that were not affected by lime, mostly mineral pigments, could be added to the mix for the final finish coat. Stucco was also marbled or marbleized—stained to look like stone by diluting oil of vitriol (sulfuric acid) with water, and mixing this with a yellow ochre, or another color (Fig. 6). As the twentieth century progressed, manufactured or synthetic pigments were added at the factory to some prepared stucco mixes.

Methods of Application

Stucco is applied directly, without lath, to masonry substrates such as brick, stone, concrete or hollow tile (Fig. 7). But on wood structures, stucco, like its interior counterpart plaster, must be applied over lath in order to obtain an adequate key to hold the stucco. Thus, when applied over a log structure, stucco is laid on horizontal wood lath that has been nailed on vertical wood furring strips attached to the logs (Fig. 8). If it is applied over a wood frame structure, stucco may be applied to wood or metal lath nailed directly to the wood frame; it may also be placed on lath that has been attached to furring strips. The furring strips are themselves laid over building paper covering the wood sheathing (Fig. 9). Wood lath was gradually superseded by expanded metal lath introduced in the late-nineteenth and early-twentieth century. When stuccoing over a stone or brick substrate, it was customary to cut back or rake out the mortar joints if they were not already recessed by natural weathering or

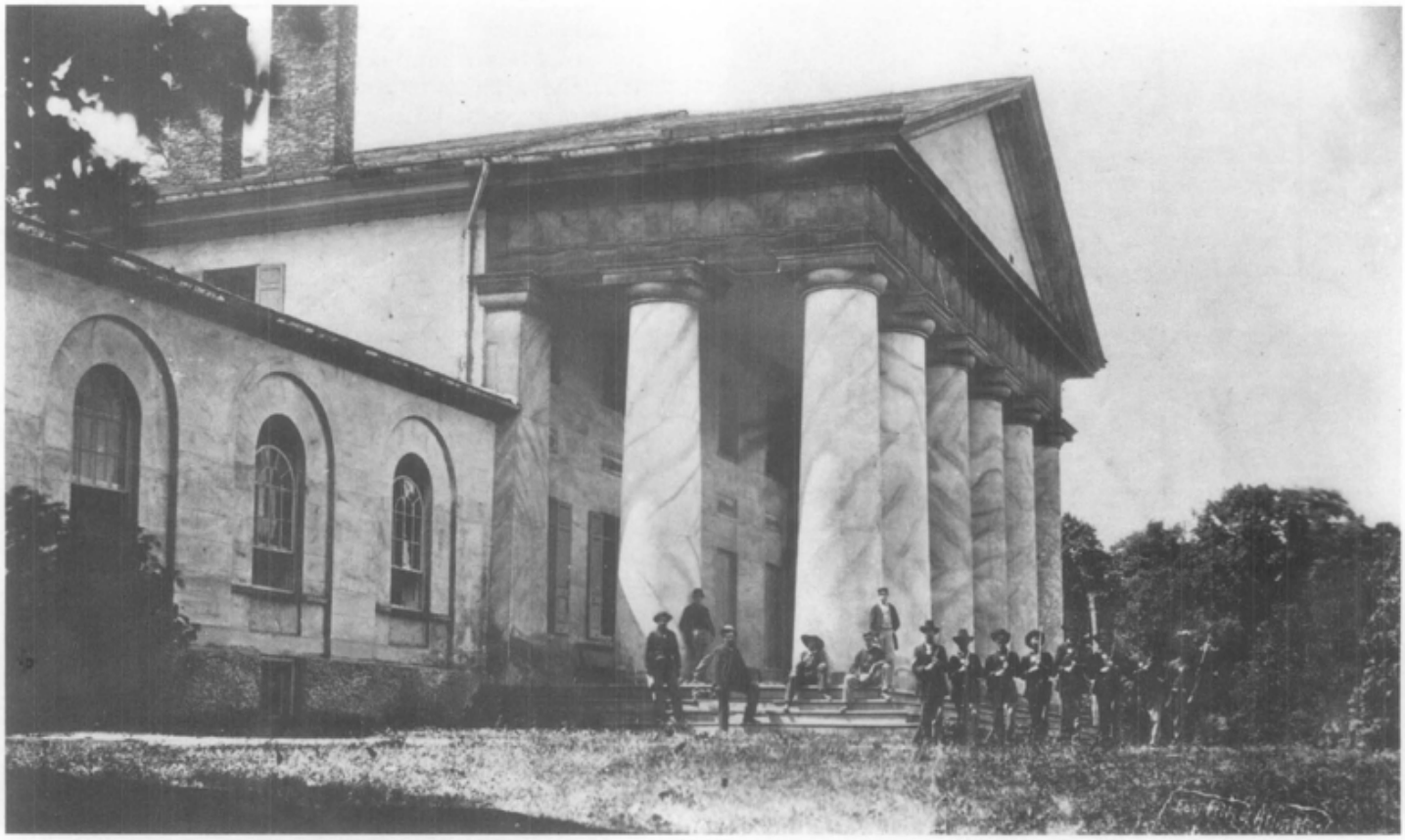


Fig. 6. Arlington House, Arlington, Virginia, was built between 1802–1818 of brick covered with stucco. It was designed by George Hadfield for George Washington Parke Custis, grandson of Martha Washington, and was later the home of Robert E. Lee. This photograph taken on June 28, 1864, by Captain Andrew J. Russell, a U.S. Signal Corps photographer, shows the stucco after it had been marbleized during the 1850's. Yellow ochre and burnt umber pigments were combined to imitate Sienna marble, and the stucco, with the exception of the roughcast foundation, was scored to heighten the illusion of stone. Photo: National Archives, Arlington House Collection, National Park Service.

Fig. 7. Patches of stucco have fallen off this derelict 19th century structure exposing the rough-cut local stone substrate. The missing wood entablature on the side and the rough wood lintel now exposed above a second-floor window, offer clues that the building was stuccoed originally. Photo: National Park Service Files.

Fig. 8. Removal of deteriorated stucco in preparation for stucco repair on this late-18th century log house in Middleway, West Virginia, reveals that the stucco was applied to hand-riven wood lath nailed over vertical wood strips attached to the logs. Photo: Anne Grimmer.

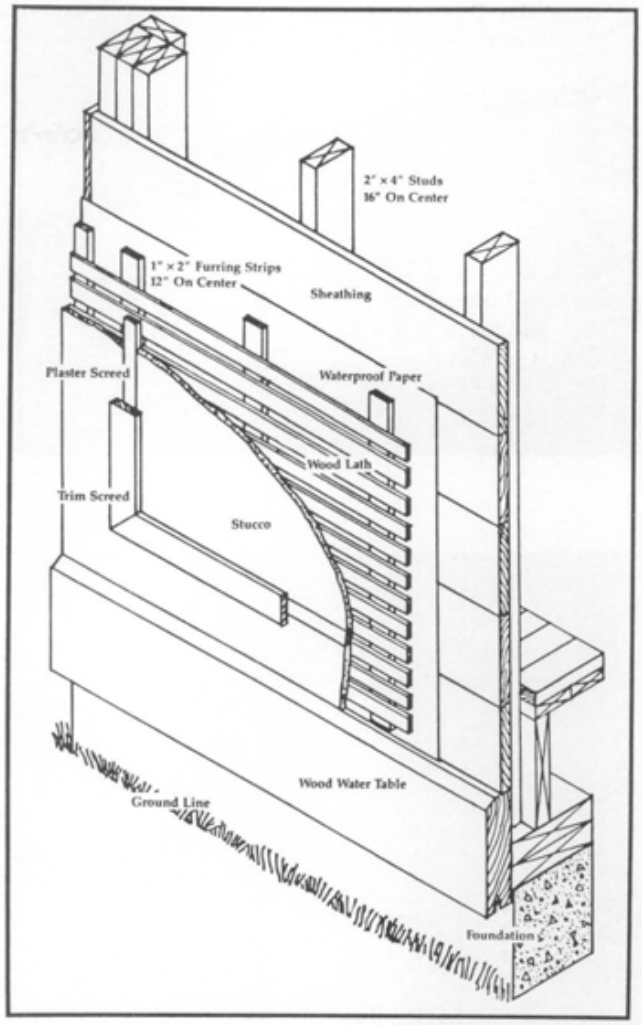


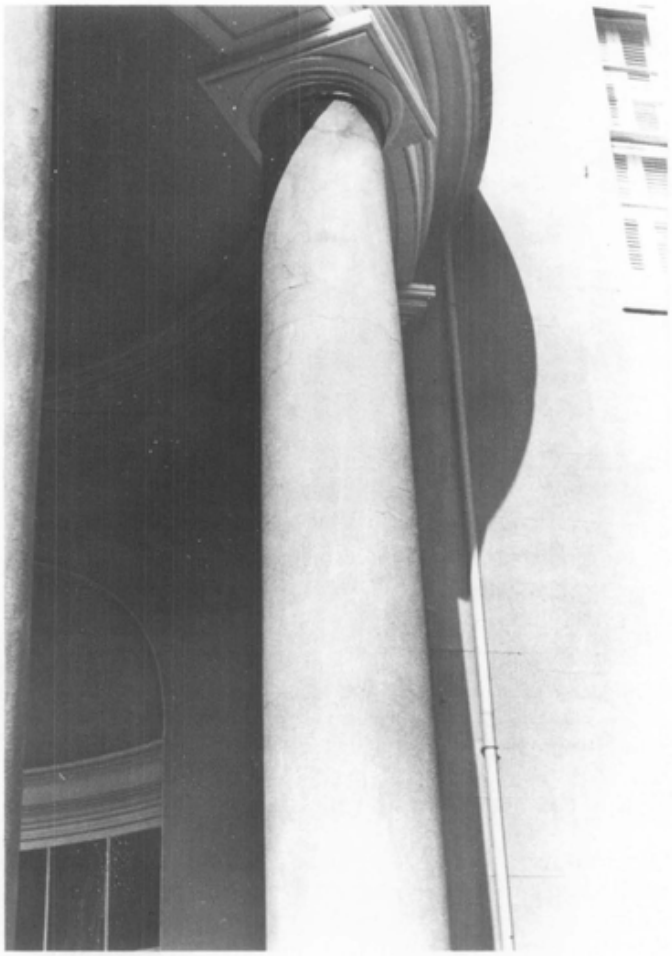
Fig. 9. This cutaway drawing shows the method of attachment for stucco commonly used on wood frame or balloon frame structures from the late-19th to the 20th century. Drawing: Brian Conway, "Illinois Preservation Series Number 2: Stucco."

erosion, and sometimes the bricks themselves were gouged to provide a key for the stucco. This helped provide the necessary bond for the stucco to remain attached to the masonry, much like the key provided by wood or metal lath on frame buildings.

Like interior wall plaster, stucco has traditionally been applied as a multiple-layer process, sometimes consisting of two coats, but more commonly as three. Whether applied directly to a masonry substrate or onto wood or metal lath, this consists of a first "scratch" or "pricking-up" coat, followed by a second scratch coat, sometimes referred to as a "floating" or "brown" coat, followed finally by the "finishing" coat. Up until the late-nineteenth century, the first and the second coats were of much the same composition, generally consisting of lime, or natural cement, sand, perhaps clay, and one or more of the additives previously mentioned. Straw or animal hair was usually added to the first coat as a binder. The third, or finishing coat, consisted primarily of a very fine mesh grade of lime and sand, and sometimes pigment. As already noted, after the 1820's, natural cement was also a common ingredient in stucco until it was replaced by portland cement.

A

B



C

D

Fig. 10. (a) Tudor Place, Washington, D.C. (1805–1816), was designed by Dr. William Thornton. Like its contemporary, Arlington House, it is stuccoed and scored, with a roughcast base, but here the stucco is a monochromatic sandstone color tinted by sand and mineral pigments (b). Although the original stucco was replaced in the early-20th century with a portland cement-based stucco, the family, who retained ownership until 1984 when the house was opened to the public, left explicit instructions for future stucco repairs. The mix recommended for repairing hairline cracks (c), consists of sharp sand, cement and lime, burnt umber, burnt sienna, and a small amount of raw sienna. Preparation of numerous test samples, the size of "a thick griddle cake," will be necessary to match the stucco color, and when the exact color has been achieved, the mixture is to be diluted to the "consistency of cream," brushed on the wall and rubbed into the cracks with a rubber sponge or float. Note the dark color visible under the eaves intended to replicate the stronger color of the original limewashed stucco (d). Photos: Anne Grimmer.

Both masonry and wood lath must be kept wet or damp to ensure a good bond with the stucco. Wetting these materials helps to prevent them from pulling moisture out of the stucco too rapidly, which results in cracking, loss of bond, and generally poor quality stuccowork.

Traditional Stucco Finishes

Until the early-twentieth century when a variety of novelty finishes or textures were introduced, the last coat of stucco was commonly given a smooth, troweled finish, and then scored or lined in imitation of ashlar. The illusion of masonry joints was sometimes enhanced by a thin line of white lime putty, graphite, or some other pigment. Some nineteenth century buildings feature a water table or raised foundation of rough-cast stucco that differentiates it from the stucco surface above, which is smooth and scored (Fig. 10). Other novelty or textured finishes associated with the "period" or revival styles of the early-twentieth century include: the English cottage finish, adobe and Spanish, pebble-dashed or dry-dash surface, fan and sponge texture, reticulated and vermiculated, roughcast (or wet dash), and sgraffito (Fig. 11).

Repairing Deteriorated Stucco

Regular Maintenance

Although A. J. Downing alluded to stuccoed houses in Pennsylvania that had survived for over a century in relatively good condition, historic stucco is inherently not a particularly permanent or long-lasting building material. Regular maintenance is required to keep it in good condition. Unfortunately, many older or historic buildings are not always accorded this kind of care.

Because building owners knew stucco to be a protective, but also somewhat fragile coating, they employed a variety of means to prolong its usefulness. The most common treatment was to whitewash stucco, often annually. The lime in the whitewash offered protection and stability and helped to harden the stucco. Most importantly, it filled hairline cracks before they could develop into larger cracks and let in moisture. To improve water repellency, stucco buildings were also sometimes coated with paraffin, another type of wax, or other stucco-like coatings, such as oil mastics.

Assessing Damage

Most stucco deterioration is the result of water infiltration into the building structure, either through the roof, around chimneys, window and door openings, or excessive ground water or moisture penetrating through, or splashing up from the foundation. Potential causes of deterioration include: ground settlement, lintel and door frame settlement, inadequate or leaking gutters and downspouts, intrusive vegetation, moisture migration within walls due to interior condensation and humidity, vapor drive problems caused by furnace, bathroom and kitchen vents, and rising damp resulting from excessive ground water and poor drainage around the foundation. Water infiltration will cause wood lath to rot, and metal lath and nails to rust, which eventually will cause stucco to lose its bond and pull away from its substrate.

Fig. 11. The Hotel Washington, Washington, D.C. (1916–1917), is notable for its decorative ***sgraffito*** *surfaces. Stucco panels under the cornice and around the windows feature classical designs created by artists who incised the patterns in the outer layer of red-colored stucco while still soft, thereby exposing a stucco undercoat of a contrasting color. Photo: Kaye Ellen Simonson.*

After the cause of deterioration has been identified, any necessary repairs to the building should be made first before repairing the stucco. Such work is likely to include repairs designed to keep excessive water away from the stucco, such as roof, gutter, downspout and flashing repairs, improving drainage, and redirecting rainwater runoff and splash-back away from the building. Horizontal areas such as the tops of parapet walls or chimneys are particularly vulnerable to water infiltration, and may require modifications to their original design, such as the addition of flashing to correct the problem.

Previous repairs inexpertly carried out may have caused additional deterioration, particularly if executed in portland cement, which tends to be very rigid, and therefore incompatible with early, mostly soft lime-based stucco that is more "flexible." Incompatible

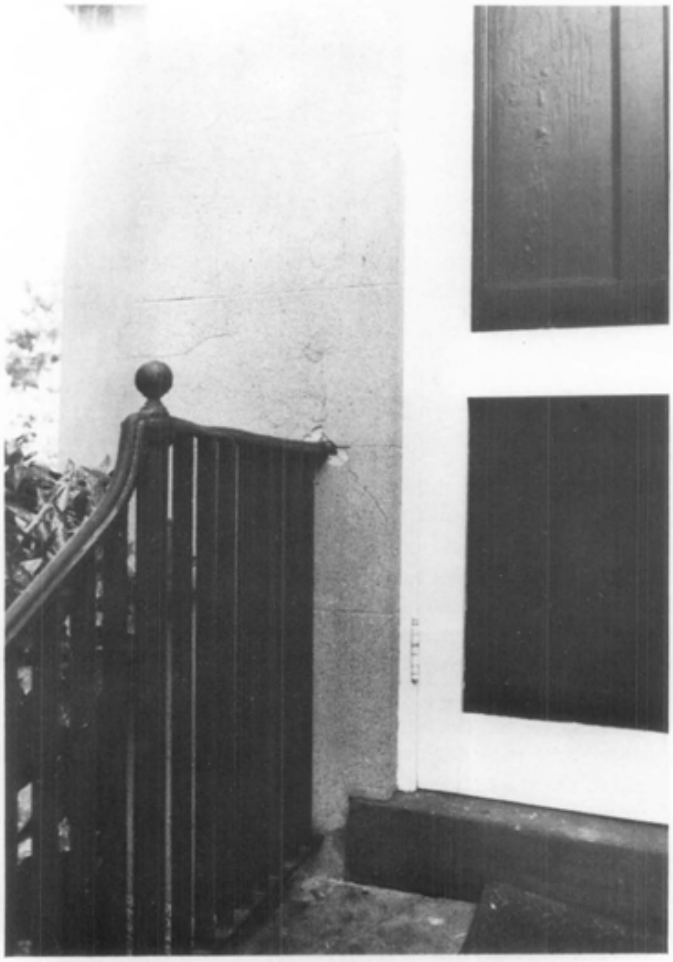
repairs, external vibration caused by traffic or construction, or building settlement can also result in cracks which permit the entrance of water and cause the stucco to fail (Fig. 12).

Before beginning any stucco repair, an assessment of the stucco should be undertaken to determine the extent of the damage, and how much must be replaced or repaired. Testing should be carried out systematically on all elevations of the building to determine the overall condition of the stucco. Some areas in need of repair will be clearly evidenced by missing sections of stucco or stucco layers. Bulging or cracked areas are obvious places to begin. Unsound, punky or soft areas that have lost their key will echo with a hollow sound when tapped gently with a wooden or acrylic hammer or mallet.

Identifying the Stucco Type

Analysis of the historic stucco will provide useful information on its primary ingredients and their proportions, and will help to ensure that the new replacement stucco will duplicate the old in strength, composition, color and texture as closely as possible. However, unless authentic, period restoration is required, it may not be worthwhile, nor in many instances possible, to attempt to duplicate *all* of the ingredients (particularly some of the additives), in creating the new stucco mortar. Some items are no longer available, and others, notably sand and lime—the major components of traditional stucco—have changed radically over time. For example, most sand used in contemporary masonry work is manufactured sand, because river sand, which was used historically, is difficult to obtain today in many parts of the country. The physical and visual qualities of manufactured sand versus river sand, are quite different, and this affects the way stucco works, as well as the way it looks. The same is true of lime, which is frequently replaced by gypsum in modern stucco mixes. And even if identification of all the items in the historic stucco mix were possible, the analysis would still not reveal how the original stucco was mixed and applied.

There are, however, simple tests that can be carried out on a small piece of stucco to determine its basic makeup. A dilute solution of hydrochloric (muriatic) acid will dissolve lime-based stucco, but not portland cement. Although the use of portland cement became common after 1900, there are no precise cut-off dates, as stuccoing practices varied among individual plasterers, and from region to region. Some plasterers began using portland cement in the 1880's, but others may have continued to favor lime stucco well into the early-twentieth century. While it is safe to assume that a late-eighteenth or early-nineteenth century stucco is lime-based, late-nineteenth or early-twentieth century



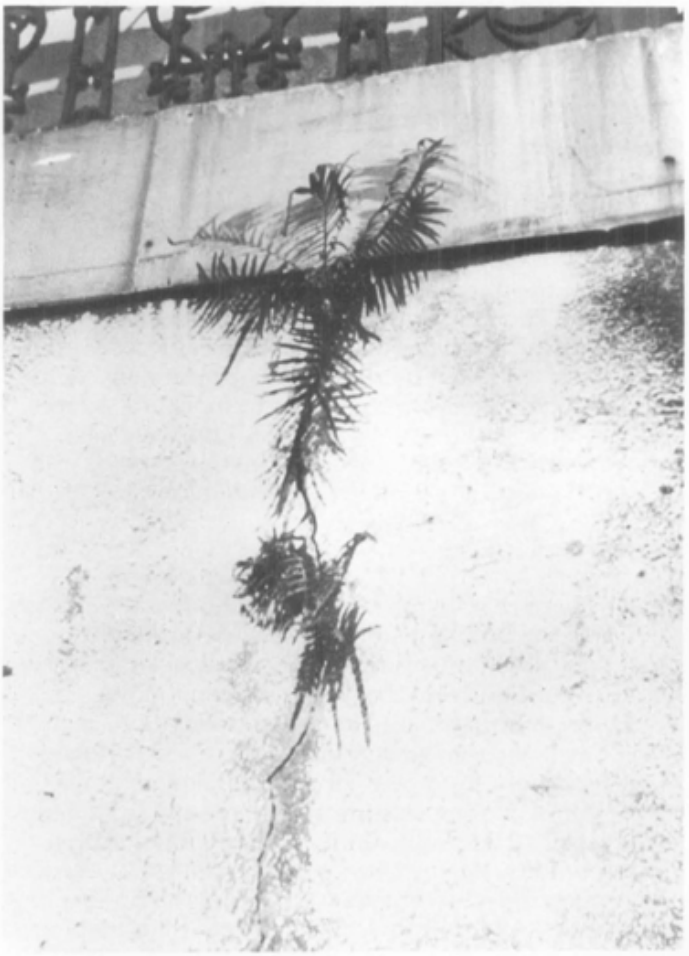


Fig. 12. (a) Water intrusion caused by rusting metal, or (b) plant growth left unattended will gradually enlarge these cracks, resulting in spalling, and eventually requiring extensive repair of the stucco. Photos: National Park Service Files.

Fig. 13. (a) In preparation for repainting, hairline cracks on this Mediterranean style stucco apartment building were filled with a commercial caulking compound; (b) dirt is attracted and adheres to the texture of the caulked areas, and a year after painting, these inappropriate repairs are highly obvious. Photos: Anne Grimmer.

stucco may be based on either lime or portland cement. Another important factor to take into consideration is that an early lime-stucco building is likely to have been repaired many times over the ensuing years, and it is probable that at least some of these patches consist of portland cement.

Planning the Repair

Once the extent of damage has been determined, a number of repair options may be considered. Small hairline cracks usually are not serious and may be sealed with a thin slurry coat consisting of the finish coat ingredients, or even with a coat of paint or whitewash. Commercially available caulking compounds are not suitable materials for patching hairline cracks. Because their consistency and texture is unlike that of stucco, they tend to weather differently, and attract more dirt; as a result, repairs made with caulking compounds may be highly visible, and unsightly (Fig. 13). Larger cracks will have to be cut out in preparation for more extensive repair. Most stucco repairs will require the skill and expertise of a professional plasterer (Fig. 14).

In the interest of saving or preserving as much as possible of the historic stucco, patching rather than wholesale replacement is preferable. When repairing heavily textured surfaces, it is not usually necessary to replace an entire wall section, as the textured finish, if well-executed, tends to conceal patches, and helps them to blend in with the existing stucco. However, because of the nature of smooth-finished stucco, patching a number of small areas scattered over one elevation may not be a successful repair approach unless the stucco has been previously painted, or is to be painted following the repair work. On unpainted stucco such patches are hard to conceal, because they may not match exactly or blend in with the rest of the historic stucco surface. For

Fig. 14. This poorly executed patch is not the work of a professional plasterer. While it may serve to keep out water, it does not match the original surface, and is not an appropriate repair for historic stucco. Photo: Betsy Chittenden.

this reason it is recommended, if possible, that stucco repair be carried out in a contained or well-defined area, or if the stucco is scored, the repair patch should be "squared-off" in such a way as to follow existing scoring. In some cases, especially in a highly visible location, it may be preferable to restucco an entire wall section or feature. In this way, any differences between the patched area and the historic surface will not be so readily apparent.

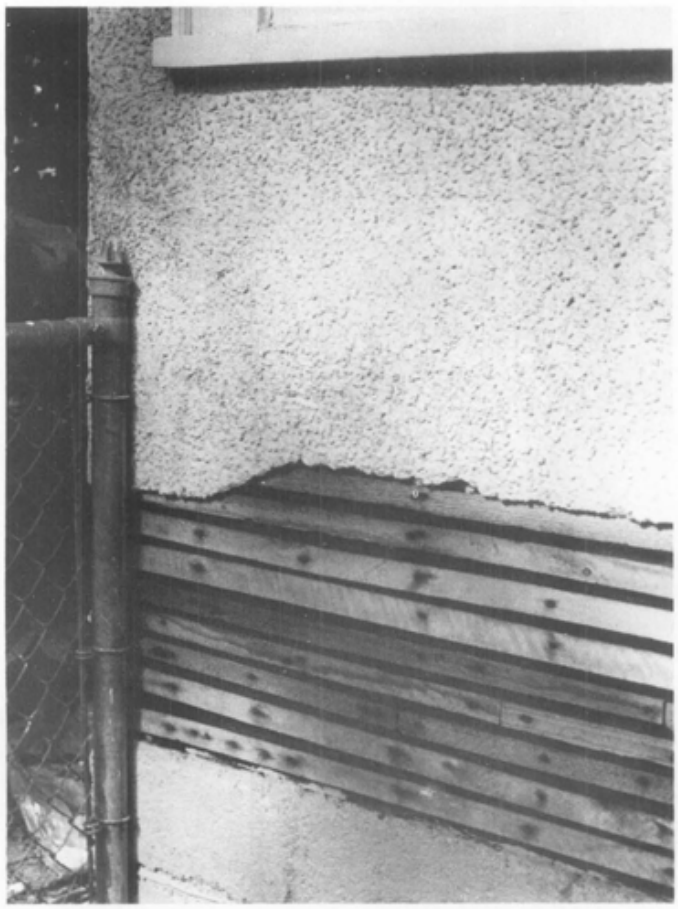
Repair of historic stucco generally follows most of the same principles used in plaster repair. First, all deteriorated, severely cracked and loose stucco should be removed down to the lath (assuming that the lath is securely attached to the substrate), or down to the masonry if the stucco is directly applied to a masonry substrate. A clean surface is necessary to obtain a good

bond between the stucco and substrate. The areas to be patched should be cleaned of all debris with a bristle brush, and all plant growth, dirt, loose paint, oil or grease should be removed (Fig. 15). If necessary, brick or stone mortar joints should then be raked out to a depth of approximately 5/8" to ensure a good bond between the substrate and the new stucco.

To obtain a neat repair, the area to be patched should be squared-off with a butt joint, using a cold chisel, a hatchet, a diamond blade saw, or a masonry bit. Sometimes it may be preferable to leave the area to be patched in an irregular shape which may result in a less conspicuous patch. Proper preparation of the area to be patched requires very sharp tools, and extreme caution on the part of the plasterer not to break keys of surrounding good stucco by "over-sounding" when removing deteriorated stucco. To ensure a firm bond, the new patch must not overlap the old stucco. If the stucco has lost its bond or key from wood lath, or the lath has deteriorated or come loose from the substrate, a decision must be made whether to try to reattach the old lath, to replace deteriorated lath with new wood lath, or to leave the historic wood lath in place and supplement it with modern expanded metal lath. Unless authenticity is important, it is generally preferable (and easier) to nail new metal lath over the old wood lath to support the patch. Metal lath that is no longer securely fastened to the substrate may be removed and replaced in kind, or left in place, and supplemented with new wire lath.

When repairing lime-based stucco applied directly to masonry, the new stucco should be applied in the same manner, directly onto the stone or brick. The stucco will bond onto the masonry itself without the addition of lath because of the irregularities in the masonry or those of its mortar joints, or because its surface has been scratched, scored or otherwise roughened to provide an additional key. Cutting out the old stucco at a diagonal angle may also help secure the bond between the new and the old stucco. For the most part it is not advisable to insert metal lath when restuccoing historic masonry in sound condition, as it can hasten deterioration of the repair work. Not only will attaching the lath damage the masonry, but the slightest moisture penetration can cause metal lath to rust. This will cause metal to expand, eventually resulting in spalling of the stucco, and possibly the masonry substrate too.

If the area to be patched is properly cleaned and prepared, a bonding agent is usually not necessary. However, a bonding agent may be useful when repairing hairline cracks, or when dealing with substrates that do not offer a good bonding surface. These may include dense stone or brick, previously painted or stuccoed



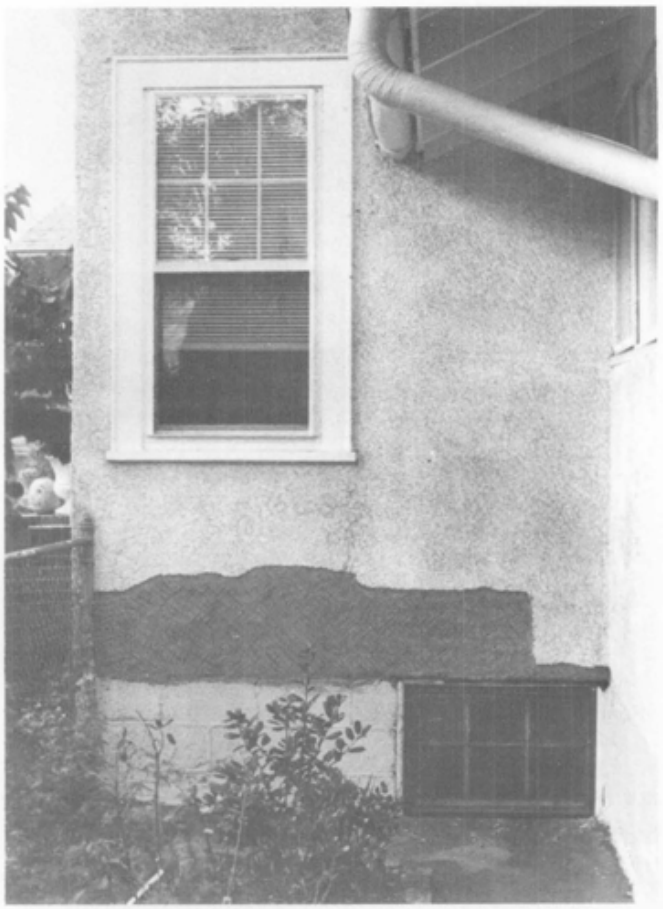


Fig. 15. (a) After reattaching any loose wood lath to the furring strips underneath, the area to be patched has been cleaned, the lath thoroughly wetted, and (b) the first coat of stucco has been applied and scratched to provide a key to hold the second layer of stucco. Photos: Betsy Chittenden.

masonry, or spalling brick substrates. A good mechanical bond is always preferable to reliance on bonding agents. Bonding agents should not be used on a wall that is likely to remain damp or where large amounts of salts are present. Many bonding agents do not survive well under such conditions, and their use could jeopardize the longevity of the stucco repair.

A stucco mix compatible with the historic stucco should be selected after analyzing the existing stucco. It can be adapted from a standard traditional mix of the period, or based on one of the mixes included here. Stucco consisting mostly of portland cement generally will not be physically compatible with the softer, more flexible lime-rich historic stuccos used throughout the eighteenth and much of the nineteenth centuries. The differing expansion and contraction rates of lime stucco and portland cement stucco will normally cause the stucco to crack. Choosing a stucco mix that is durable and compatible with the historic stucco on the building is likely to involve considerable trial and error, and probably will require a number of test samples, and even more if it is necessary to match the color. It is best to let the stucco test samples weather as long as possible—ideally one year, or at least through a change of seasons, in order to study the durability of the mix and its compatibility with the existing stucco, as well as the weathering of the tint if the building will not be painted and color match is an important factor. If the test samples are not executed on the building, they should be placed next to the stucco remaining on the building to compare the color, texture and composition of the samples with the original. The number and thickness of stucco coats used in the repair should also match the original.

After thoroughly dampening the masonry or wood lath, the first, scratch coat should be applied to the masonry substrate, or wood or metal lath, in a thickness that corresponds to the original if extant, or generally about 1/4″ to 3/8″. The scratch coat should be scratched or cross-hatched with a comb to provide a key to hold the second coat. It usually takes 24–72 hours, and longer in cold weather, for each coat to dry before the next coat can be applied. The second coat should be about the same thickness as the first, and the total thickness of the first two coats should generally not exceed about 5/8″. This second or leveling coat should be roughened using a wood float with a nail protruding to provide a key for the final or finish coat. The finish coat, about 1/4″ thick, is applied after the previous coat has initially set. If this is not feasible, the base coat should be thoroughly dampened when the finish coat is applied later. The finish coat should be worked to match the texture of the original stucco (Fig. 16).

Colors and Tints for Historic Stucco Repair

The color of most early stucco was supplied by the aggregate included in the mix—usually the sand. Sometimes natural pigments were added to the mix, and eighteenth and nineteenth-century scored stucco was often marbleized or painted in imitation of marble or granite. Stucco was also frequently coated with whitewash or a colorwash. This tradition later evolved into the use of paint, its popularity depending on the vagaries of fashion as much as a means of concealing repairs. Because most of the early colors were derived from nature, the resultant stucco tints tended to be mostly earth-toned. This was true until the advent of brightly colored stucco in the early decades of the twentieth century. This was the so-called "Jazz Plaster" developed by O.A. Malone, the "man who put color into California," and who founded the California Stucco Products Corporation in 1927. California Stucco was revolutionary for its time as the first stucco/plaster to contain colored pigment in its pre-packaged factory mix.

When patching or repairing a historic stucco surface known to have been tinted, it may be possible to determine through visual or microscopic analysis whether the source of the coloring is sand, cement or pigment. Although some pigments or aggregates used traditionally may no longer be available, a sufficiently close color-match can generally be approximated using sand, natural or mineral pigments, or a combination of these. Obtaining such a match will require testing and comparing the color of dried test samples with the original. Successfully combining pigments in the dry stucco mix prepared for the finish coat requires considerable skill. The amount of pigment must be carefully measured for each batch of stucco. Overworking the mix can make the pigment separate from the lime. Changing the amount of water added to the mix, or using water to apply the tinted finish coat, will also affect the color of the stucco when it dries.

Generally, the color obtained by hand-mixing these ingredients will provide a sufficiently close match to cover an entire wall or an area distinct enough from the rest of the structure that the color differences will not be obvious. However, it may not work for small patches conspicuously located on a primary elevation, where color differences will be especially noticeable. In these instances, it may be necessary to conceal the repairs by painting the entire patched elevation, or even the whole building.

Many stucco buildings have been painted over the years and will require repainting after the stucco repairs have been made. Limewash or cement-based paint, latex paint, or oil-based paint are appropriate coatings for stucco buildings. The most important factor to consider when repainting a previously painted or coated surface is that the new paint be compatible with any coating already on the surface. In preparation for repainting, all loose or peeling paint or other coating material not firmly adhered to the stucco must be removed by hand-scraping or natural bristle brushes. The surface should then be cleaned.

Cement-based paints, most of which today contain some portland cement and are really a type of limewash, have traditionally been used on stucco buildings. The ingredients were easily obtainable. Furthermore, the lime in such paints actually bonded or joined with the stucco and provided a very durable coating. In many regions, whitewash was applied annually during spring cleaning. Modern, commercially available premixed masonry and mineral-based paints may also be used on historic stucco buildings.

Fig. A

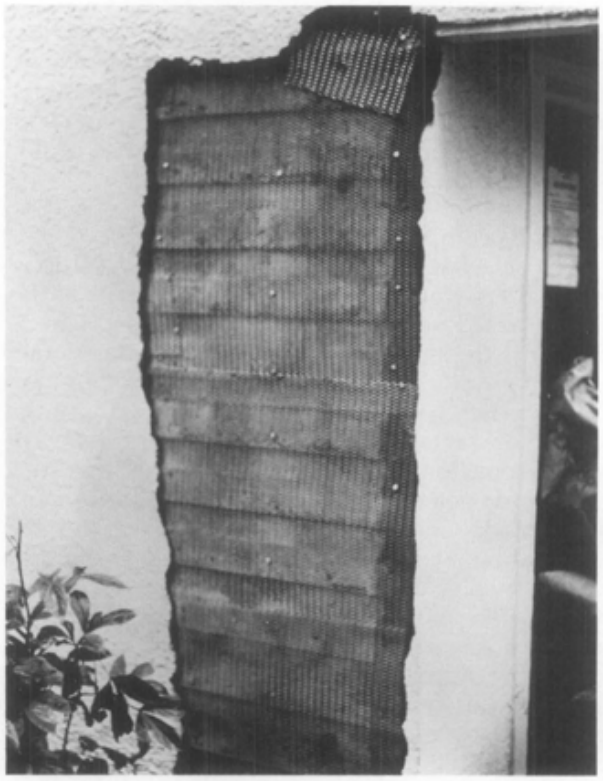


Fig. B

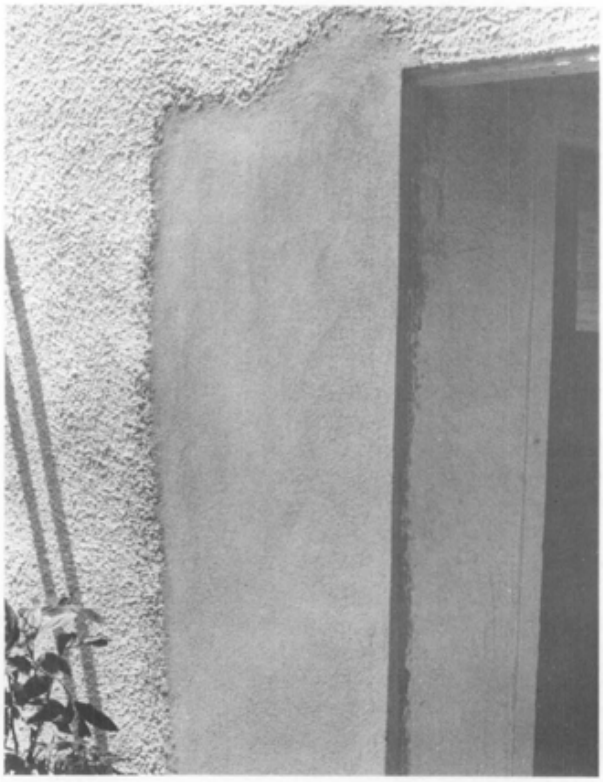


Fig. C

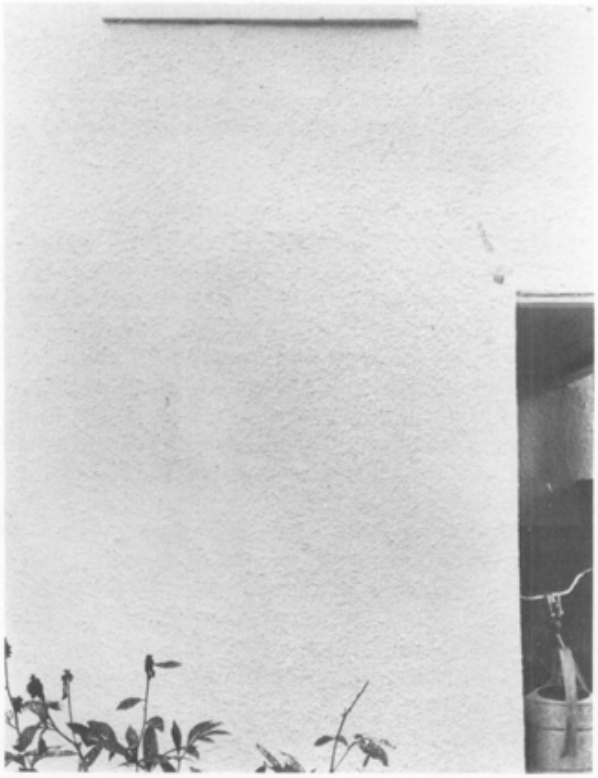


Fig. D

Fig. 16. (a) In preparation for stucco repair, this plasterer is mixing the dry materials in a mortar box with a mortar hoe (note the 2 holes in the blade), pulling it through the box using short choppy strokes. After the dry materials are thoroughly combined, water is added and mixed with them using the same choppy, but gradually lengthening stokes, making sure that the hoe cuts completely through the mix to the bottom of the box. (b) The deteriorated stucco has been cut away, and new metal lath has been nailed to the clapboarding in the area to be patched. (Although originally clapboarded when built in the 19th century, the house was stuccoed around the turn-of-the-century on metal lath nailed over the clapboard.) (c) The first, scratch coat and the second coat have been applied here, and await the spatterdash or rough-cast finish of the final coat (d) which was accomplished by the plasterer using a whisk broom to throw the stucco mortar against the wall surface. This well-executed patch is barely discernable, and lacks only a coat of paint to make it blend completely with the rest of the painted wall surface. Photos: Anne Grimmer.

If the structure must be painted for the first time to conceal repairs, almost any of these coatings may be acceptable depending on the situation. Latex paint, for example, may be applied to slightly damp walls or where there is an excess of moisture, but latex paint will not stick to chalky or powdery areas. Oil-based, or alkyd paints must be applied only to dry walls; new stucco must cure up to a year before it can be painted with oil-based paint.

Contemporary Stucco Products

There are many contemporary stucco products on the market today. Many of them are not compatible, either physically or visually, with historic stucco buildings. Such products should be considered for use only after consulting with a historic masonry specialist. However, some of these prepackaged tinted stucco coatings may be suitable for use on stucco buildings dating from the late-nineteenth or early-twentieth century, as long as the color and texture are appropriate for the period and style of the building. While some masonry contractors may, as a matter of course, suggest that a water-repellent coating be applied after repairing old stucco, in most cases this should not be necessary, since colorwashes and paints serve the same purpose, and stucco itself is a protective coating.

Cleaning Historic Stucco Surfaces

Historic stucco buildings often exhibit multiple layers of paint or limewash. Although some stucco surfaces may be cleaned by water washing, the relative success of this procedure depends on two factors: the surface texture of the stucco, and the type of dirt to be removed. If simply removing airborne dirt, **smooth unpainted stucco,** and **heavily-textured painted stucco** may sometimes be cleaned using a low-pressure water wash, supplemented by scrubbing with soft natural bristle brushes, and possibly non-ionic detergents. Organic plant material, such as algae and mold, and metallic stains may be removed from stucco using poultices and appropriate solvents. Although these same methods may be employed to clean **unpainted roughcast, pebble-dash, or any stucco surface featuring exposed aggregate,** due to the surface irregularities, it may be difficult to remove dirt, without also removing portions of the decorative textured surface. Difficulty in cleaning these surfaces may explain why so many of these textured surfaces have been painted.

When Total Replacement is Necessary

Complete replacement of the historic stucco with new stucco of either a traditional or modern mix will probably be necessary only in cases of extreme deterioration—that is, a loss of bond on over 40–50 per cent of the stucco surface. Another reason for total removal might be that the physical and visual integrity of the historic stucco has been so compromised by prior incompatible and ill-conceived repairs that patching would not be successful.

When stucco no longer exists on a building there is more flexibility in choosing a suitable mix for the replacement. Since compatibility of old and new stucco will not be an issue, the most important factors to consider are durability, color, texture and finish. Depending on the construction and substrate of the building, in some instances it may be acceptable to use a relatively strong cement-based stucco mortar. This is certainly true for many late-nineteenth and early-twentieth century buildings, and may even be appropriate to use on some stone substrates even if the original mortar would have been weaker, as long as the historic visual qualities noted above have been replicated. Generally, the best principle to follow for a masonry building is that the stucco mix, whether for repair or replacement of historic stucco, should be somewhat weaker than the masonry to which it is to be applied in order not to damage the substrate.

General Guidance for Historic Stucco Repair

A skilled professional plasterer will be familiar with the properties of materials involved in stucco repair and will be able to avoid some of the pitfalls that would hinder someone less experienced. General suggestions for successful stucco repair parallel those involving restoration and repair of historic mortar or plaster. In addition, the following principles are important to remember:

• Mix only as much stucco as can be used in one and one-half to two hours. This will depend on the weather (mortar will harden faster under hot and dry, or sunny conditions); and experience is likely to be the best guidance. Any remaining mortar should be discarded; it should not be retempered.

• Stucco mortar should not be over-mixed. (Hand mix for 10–15 minutes after adding water, or machine mix for 3–4 minutes after all ingredients are in mixer.) Over-mixing can cause crazing and discoloration, especially in tinted mortars. Over-mixing will also tend to make the mortar set too fast, which will result in cracking and poor bonding or keying to the lath or masonry substrate.

• Wood lath or a masonry substrate, but not metal lath, must be thoroughly wetted before applying stucco patches so that it does not draw moisture out of the stucco too rapidly. To a certain extent, bonding agents also serve this same purpose. Wetting the substrate helps retard drying.

• To prevent cracking, it is imperative that stucco not dry too fast. Therefore, the area to be stuccoed should be shaded, or even covered if possible, particularly in hot weather. It is also a good idea in hot weather to keep the newly stuccoed area damp, at approximately 90 per cent humidity, for a period of 48 to 72 hours.

• Stucco repairs, like most other exterior masonry work, should not be undertaken in cold weather (below 40 degrees fahrenheit, and preferably warmer), or if there is danger of frost.

Historic Stucco Textures

Most of the oldest stucco in the U.S. dating prior to the late-nineteenth century, will generally have a **smooth, troweled finish** (sometimes called a **sand** or **float finish**), possibly scored to resemble ashlar masonry units. Scoring may be incised to simulate masonry joints, the scored lines may be emphasized by black or white penciling, or the lines may simply be drawn or painted on the surface of the stucco. In some regions, at least as early as the first decades of the nineteenth century, it was not uncommon to use a **roughcast finish** on the foundation or base of an otherwise **smooth-surfaced** building (Fig. a). **Roughcast** was also used as an overall stucco finish for some outbuildings, and other less important types of structures.

A wide variety of decorative surface textures may be found on revival style stucco buildings, particularly residential architecture. These styles evolved in the late-nineteenth century and peaked in popularity in the early decades of the twentieth century. Frank Lloyd Wright favored a **smooth finish** stucco, which was imitated on much of the Prairie style architecture inspired by his work. Some of the more picturesque surface textures include: **English Cottage** or **English Cotswold finish**; **sponge finish** (Fig. b); **fan texture**; **adobe finish** (Fig. c), and **Spanish** or **Italian finish.** Many of these finishes and countless other regional and personalized variations on them are still in use.

The most common early-twentieth century stucco finishes are often found on bungalow-style houses, and include: **spatter** or **spatterdash** (sometimes called **roughcast, harling,** or **wetdash**), and **pebbledash** or **drydash.** The **spatterdash** finish is applied by throwing the stucco mortar against the wall using a whisk broom or a stiff fiber brush, and it requires considerable skill on the part of the plasterer to achieve a consistently rough wall surface. The mortar used to obtain this texture is usually composed simply of a regular sand, lime, and cement mortar, although it may sometimes contain small pebbles or crushed stone aggregate, which replaces one-half the normal sand content. The **pebbledash** or **drydash finish** is accomplished manually by the plasterer throwing or "dashing" dry pebbles (about 1/8" to 1/4" in size), onto a coat of stucco freshly applied by another plasterer. The pebbles must be thrown at the wall with a scoop with sufficient force and skill that they will stick to the stuccoed wall. A more even or uniform surface can be achieved by patting the stones down with a wooden float. This finish may also be created using a texturing machine (Figs. d–f illustrate 3 versions of this finish. Photos: National Park Service Files).

Fig. A

Fig. B

Fig. C

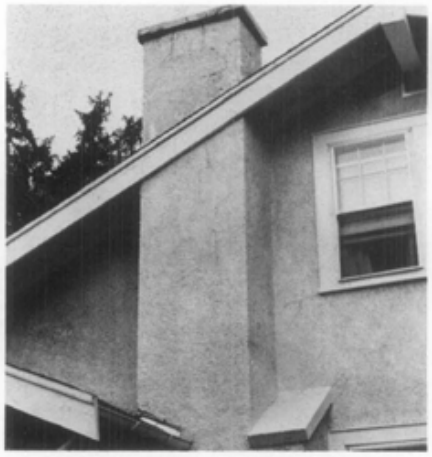


Fig. D

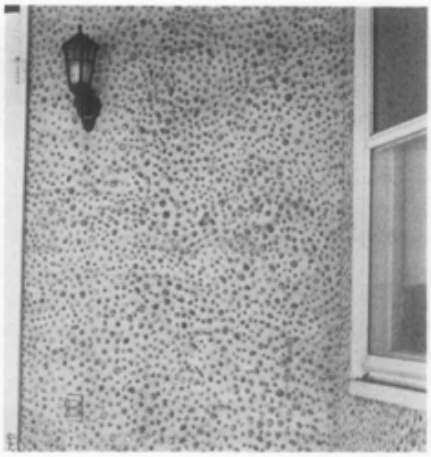


Fig. E

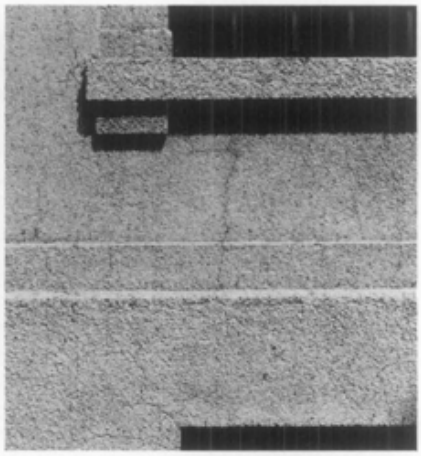


Fig. F

Summary

Stucco on historic buildings is especially vulnerable not only to the wear of time and exposure to the elements, but also at the hands of well-intentioned "restorers," who may want to remove stucco from eighteenth and nineteenth century structures, to expose what they believe to be the original or more "historic" brick, stone or log underneath. Historic stucco is a character-defining feature and should be considered an important historic building material, significant in its own right. While many eighteenth and nineteenth century buildings were stuccoed at the time of construction, others were stuccoed later for reasons of fashion or practicality. As such, it is likely that this stucco has acquired significance over time, as part of the history and evolution of a building. Thus, even later, non-historic stucco should be retained in most instances; and similar logic dictates that new stucco should not be applied to a historic building that was not stuccoed previously. When repairing historic stucco, the new stucco should duplicate the old as closely as possible in strength, composition, color and texture.

Mixes for Repair of Historic Stucco

Historic stucco mixes varied a great deal regionally, depending as they did on the availability of local materials. There are probably almost as many mixes that can be used for repair of historic stucco as there are historic stucco buildings. For this reason it is recommended that at least a rudimentary analysis of the existing historic stucco be carried out in order to determine its general proportions and primary ingredients. However, if this is not possible, or if test results are inconclusive, the following mixes are provided as reference. Many of the publications listed under "Selected Reading" include a variety of stucco mixes and should also be consulted for additional guidance.

Materials Specifications should conform to those contained in *Preservation Briefs 2: Repointing Mortar Joints in Historic Brick Buildings,* and are as follows:

- Lime should conform to ASTM C–207, Type S, Hydrated Lime for Masonry Purposes.
- Sand should conform to ASTM C–144 to assure proper gradation and freedom from impurities. Sand, or other type of aggregate, should match the original as closely as possible.
- Cement should conform to ASTM C–150, Type II (white, non-staining), portland cement.
- Water should be fresh, clean and potable.
- If hair or fiber is used, it should be goat or cattle hair, or pure manilla fiber of good quality, 1/2" to 2" in length, clean, and free of dust, dirt, oil, grease or other impurities.
- Rules to remember: More lime will make the mixture more plastic, but stucco mortar with a very large proportion of lime to sand is more likely to crack because of greater shrinkage; it is also weaker and slower to set. More sand or aggregate, will minimize shrinkage, but make the mixture harder to trowel smooth, and will weaken the mortar.

Soft Lime Stucco (suitable for application to buildings dating from 1700–1850)

A.J. Downing's Recipe for Soft Lime Stucco

1 part lime

2 parts sand

(A.J. Downing, "The Architecture of Country Houses," 1850)

Vieux Carre Masonry Maintenance Guidelines

Base Coats (2):

1 part by volume hydrated lime

3 parts by volume aggregate [sand]—size to match original

6 pounds/cubic yards hair or fiber

Water to form a workable mix.

Finish Coat:

1 part by volume hydrated lime

3 parts aggregate [sand]—size to match original

Water to form a workable mix.

Note: No portland cement is recommended in this mix, but if it is needed to increase the workability of the mix and to decrease the setting time, the amount of portland cement added should never exceed 1 part to 12 parts lime and sand.

("Vieux Carre Masonry Maintenance Guidelines," June, 1980.)

"Materials for Soft Brick Mortar and for Soft Stucco"

5 gallons hydrated lime

10 gallons sand

1 quart white, non-staining portland cement (1 cup only for pointing)

Water to form a workable mix.

(Koch and Wilson, Architects, New Orleans, Louisiana, February, 1980)

Mix for Repair of Traditional Natural Cement or Hydraulic Lime Stucco

1 part by volume hydrated lime

2 parts by volume white portland cement

3 parts by volume fine mason's sand

If hydraulic lime is available, it may be used instead of lime-cement blends.

("Conservation Techniques for the Repair of Historical Ornamental Exterior Stucco, January, 1990)

Early-twentieth century Portland Cement Stucco

1 part portland cement

2 1/2 parts sand

Hydrated lime = to not more than 15% of the cement's volume

Water to form a workable mix.

The same basic mix was used for all coats, but the finish coat generally contained more lime than the undercoats. ("Illinois Preservation Series No. 2: Stucco," January, 1980)

American Portland Cement Stucco Specifications (c. 1929)

Base Coats:

5 pounds, dry, hydrated lime

1 bag portland cement (94 lbs.)

Not less than 3 cubic feet (3 bags) sand (passed through a #8 screen)

Water to make a workable mix.

Finish Coat:

Use WHITE portland cement in the mix in the same proportions as above.

To color the stucco add not more than 10 pounds pigment for each bag of cement contained in the mix.

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Whitewash & Coldwater Paints. Bulletin No. 304–G. Washington, D.C.: National Lime Association, 1955.

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Acknowledgements

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This publication has been prepared pursuant to the National Historic Preservation Act of 1966, as amended, which directs the Secretary of the Interior to develop and make available information concerning historic properties. Comments on the usefulness of this publication may be directed to H. Ward Jandl, Chief, Technical Preservation Services Branch, Preservation Assistance Division, National Park Service, P.O. Box 37127, Washington, D.C. 20013-7127. This publication is not copyrighted and can be reproduced without penalty. Normal procedures for credit to the author and the National Park Service are appreciated.

October 1990

Cover Photograph: St. James Church, Goose Creek, Berkeley County, South Carolina (1713–1719), is constructed of brick covered with stucco. Although much restored, it is notable for its ornamental stucco detailing, including rusticated quoins, cherub head "keystones" above the windows, flaming hearts, and a pelican in piety—symbol of the sacrament, in the pediment over the front door. Photo: Gary Hume.

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September 13, 2024

Ms. Tam Rodier
Program Coordinator
Billings Planning & Community Services
2825 3rd Avenue North, Suite 610
Billings, Montana 59101

RE: Limited Lead-based Paint Survey
Residence at 1302 Parkhill Drive
Billings, Montana
Northern Project Number 105-100

Dear Ms. Rodier:

This letter report provides the summarized results of the limited lead-based paint survey conducted by Chris Hust of Northern Industrial Hygiene, Inc. (Northern) on August 14, 2024, at the above referenced site. The survey was requested prior to conducting renovations on the Interior and exterior of the residence and garage to identify potential lead-based paint that may be present as required by the Environmental Protection Agency Lead Renovation, Repair and Paint Rule (RRP) (40 CFR Part 745, Subpart E).

Lead-Based Paint Overview

Lead is found in the paint on the inside and outside of many buildings. Most buildings constructed prior to World War II had lead-based paint applied to the interior or exterior surfaces. Some paints introduced up until 1977 contained some level of lead. Regulations enforced by the Consumer Product Safety Commission banned the use of all but small amounts of lead in paints in 1978. However, manufacturers are still allowed to produce paints containing up to 90 parts per million lead.

If the paint which contains lead is in poor or damaged condition, persons working or living in the area can be exposed to small paint chips or lead-containing dust. Exposure can also result from construction, demolition, repair and refinish (sanding) operations or from the torch cutting or burning of painted materials.

Exposure to the lead can also occur as a result of hobbies or sports. Individuals who work with lead while making stained glass or while melting lead to make sinkers or bullets, or individuals that reload ammunition are all exposed to varying levels of lead.

Lead-Based Paint Sampling Procedures

The painted surfaces in this survey were analyzed for the presence of lead using a portable X-ray fluorescence instrument (XRF) manufactured for paint analysis. Portable XRF instruments expose the painted surface(s) to X-rays that cause lead to fluoresce with a characteristic frequency. The intensity of this fluorescence is measured by the instrument's detector and is then converted into a number that represents the amount of lead in the paint per unit area (milligrams per square centimeter (mg/cm^2). The XRF instrument has

the capability to analyze the lead content of multiple layers of paint at one time.

For labeling and definition purposes in this report, the term lead-based paint means paint or other surface coatings that contain lead at a concentration equal to or greater than 1.0 mg/cm^2 as measured using an XRF. This definition is utilized by the Department of Housing and Urban Development (HUD) and does not specifically apply to exposure concerns under the Occupational Safety and Health Administration (OSHA).

OSHA regulates employee exposure to lead regardless of the concentration of lead in the material or the material containing lead. The definition of lead-based paint in this report should be used only to discriminate paint with relatively high lead content from paint with relatively low lead content.

Lead-Based Paint Sampling Findings

The survey focused on identifying interior and exterior painted components and testing these painted components for the presence or absence of lead-based paint. Suspect painted components are labeled as lead homogeneous areas (LHA) and are listed in Table 1 as they are identified.

Lead-based paint was detected on eleven (11) of the components tested. These components are:

- LHA-6 Wood Door
- LHA-8 Wood Window Sill
- LHA-9 Wood Window Sash
- LHA-10 Wood Cabinet
- LHA-14 Wood Door (Exterior)
- LHA-15 Wood Door Casing (Exterior)
- LHA-16 Wood Window Sill (Exterior)
- LHA-17 Wood Window Sash (Exterior)
- LHA-18 Wood Soffit
- LHA-19 Wood Siding
- LHA-21 Wood Fascia

Reference Table 1 for a description of identified painted building components and XRF screening results and Table 2 for individual XRF test readings.

Conclusions and Recommendations

Lead-based paint was detected on eleven (11) of the components sampled for this report. Northern recommends that contractors working with the materials be provided a copy of this report. Contractors disturbing painted surfaces of residences and child-occupied facilities constructed prior to 1978 must comply with the Lead RRP rule. Exposure to lead in construction related activities is regulated by the OSHA Lead-in-Construction Standard (29 CFR 1926.62).

Limitations

This lead-based paint sampling report was prepared based on information obtained during our on-site observations and interpretation of the XRF data collected during the sampling. The conclusions of this report are professional opinions based solely upon review of our visual site observations and interpretations of field data as described in our report.

This report has been prepared to provide information concerning the interior and exterior painted building components sampled and the locations of any components identified as having lead-based paint present, if any. It includes only those components that were visible and accessible at the time of our inspection. We did not remove any permanent building enclosures or disassemble any equipment.

This sampling report is intended to identify lead-based paint coated building components as required by the Lead RRP. It is not intended to be used for the purpose of obtaining bids for their removal by abatement contractors. The scope of services completed by Northern may not be appropriate to satisfy the needs of other users, and any use or re-use of this document, or the findings presented herein, is at the sole risk of the user.

Our opinions are intended exclusively for use by the City of Billings Planning & Community Services. The opinions presented herein apply to the site conditions existing at the time of our sampling. Therefore, our opinions and recommendations may not apply to future conditions that may exist at the site that we have not had the opportunity to evaluate.

We trust this summary report provides sufficient information for planning purposes. We appreciate the opportunity to assist you and look forward to continuing to work with you.

If you have any questions or require additional information, please contact us.

Respectfully submitted,

NORTHERN INDUSTRIAL HYGIENE, INC.

Chris Hust, Montana Lead Inspector

Attachments: XRF Lead Result Tables 1 and 2
Room & LBP Location Drawings
Credentials
Invoice

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September 13, 2024

Ms. Tam Rodier
Program Coordinator
Billings Planning & Community Services
2825 3rd Avenue North, Suite 610
Billings, Montana 59101

RE: Letter Report
Asbestos Survey
Residence Located at 1302 Parkhill Drive
Billings, Montana
Northern Project Number 105-100

Dear Ms. Tam Rodier:

This letter report provides the summarized results of the asbestos surveys conducted by Chris Hust (MTA-5681, exp. 02/16/2025) of Northern Industrial Hygiene, Inc. (Northern) on August 14, 2024 at the above referenced site. The survey was conducted to identify potential hazardous materials (asbestos) that may be present in the building. The survey was conducted prior to the to the possible future renovation project. The survey included the interior, exterior and roof of the house and detached garage.

Overview of Building

The building is a one-story, wood framed residence with a pitched roof, and a full finished basement. It was constructed in 1952. There are approximately 1,552 square feet of interior space.

Typical interior building materials include: wood plank, 9”x9” tile, 12”x12” tile, viny sheet, ceramic, carpet, and concrete finished floors; plaster, gypsum board, wood panel, and fiberglass reinforced panel (FRP) finished walls; and plaster, and gypsum board finished ceilings. Lower walls are finished with wood and vinyl bases. Some gypsum board walls are further finished with orange peel texture and wallpaper and some gypsum board ceilings are further finished with orange peel and knockdown texture.

Exterior building finish materials consist of wood and stucco siding, and an asphalt shingle roof. Both the walls and attic space are insulated with fiberglass insulation.

The building has a forced air heating system that is routed through the walls to wall vents on each floor. domestic water lines are not insulated.

Asbestos Overview

Asbestos is a trade name for a group of fibrous naturally occurring minerals that were used widely in building materials because of its ability to bind, resist chemicals, insulate, and fireproof. Exposure to elevated levels of asbestos fibers has been documented to cause a variety of diseases including asbestosis and cancer. Consequently, the application, removal,

and disposal of asbestos-containing materials is regulated by several agencies.

Asbestos in most building materials poses little threat to human health as long as the asbestos fibers are securely bound within the building material. However, as the materials deteriorate because of time or exposure, or are disturbed because of human or other activities, the potential increases for the fibers to become airborne. When this occurs, the risk to human health increases significantly when the fibers are inhaled.

Occupational Safety and Health Administration (OSHA) regulations, (29 CFR Parts 1910 and 1926) define an asbestos-containing material as:

- Any material that contains more than one percent asbestos and also defines certain high-risk materials, which are presumed to contain asbestos, as Presumed Asbestos-containing Materials (PACM). The PACM designation applies to thermal system insulation, sprayed on or troweled on surfacing material and debris where such material is present. The PACM terminology was added to ensure compliance with the hazard communication provisions of the laws and specifically for buildings constructed prior to 1980.

The National Emissions Standards for Hazardous Air Pollutants (NESHAP), (40 CFR, Part 61, Subpart M) defines regulated asbestos containing material (RACM) as follows:

- Friable asbestos-containing material containing more than one percent asbestos, which has been applied on ceilings, walls, structural members, piping, duct work, or any other part of a building, which when dry, may be crumbled, pulverized, or reduced to powder by hand pressure. The term includes non-friable asbestos-containing materials after it becomes damaged, by any means, such that when dry, it may be crumbled, pulverized, or reduced to powder by hand-pressure.

Asbestos Survey Procedures

Sampling Procedures

The asbestos survey was conducted using the applicable portions of the currently recognized standard protocol developed for schools under AHERA, as promulgated in Title 40, Code of Federal Regulations (40 CFR), Part 763 and as amended in the Federal Register. Since the primary concern for this investigation was to identify potential asbestos hazards throughout the residence, Northern representatives visually surveyed existing conditions considering each construction, addition, or renovation date as separate, unique buildings, if applicable.

Laboratory Analysis of Bulk Samples

Bulk samples collected during the survey were assigned bulk sample numbers and entered on sample summary/chain-of-custody forms. The samples were submitted to the laboratory by overnight courier under standard chain-of-custody procedures. The analysis was conducted in accordance with EPA Method 600/R-93/116, which employs polarized light microscopic techniques with dispersion staining for identification of mineral forms of asbestos. The

quantification of asbestos in the sample is intended to be an estimate only and the limit of detection for this method is approximately 1% by volume.

Asbestos Survey Findings

House

A total of 44 homogeneous areas of building materials were identified in the structure. These 44 materials were sampled following sample collection requirements outlined under the EPA, AHERA legislation. Laboratory results revealed that eight (8) of the sampled materials contain asbestos at greater than 1%. These materials are:

- F1.1 Vinyl Sheet Flooring Gray Square Pattern w/Mastic and Floor Tile (VSF-ND, Mastic-ND, Floor Tile-5% Chrysotile)
- F3.1 9"x9" Floor Tile Black and Brown w/Mastic (Mastic 1- ND, Floor Tile 1- 5% Chrysotile, Floor Tile 2- 5% Chrysotile, Mastic 2- 8% Chrysotile)
- M10.1 Black Sink Undercoating (2% Chrysotile)
- M12.2 4" Vinyl Cove Base w/Mastic (Cove Base-ND, Mastic- 3% Chrysotile)
- M20.2 Light Fixture Paper (20% Chrysotile)
- M20.4 Wood Wall Panel (Wall Panel- ND, Mastic- 4% Chrysotile, Vinyl Tile- 6% Chrysotile)
- S1.2 Orange Peel Texture (1.75% Chrysotile)
- T8.1 Duct Wrap (50% Chrysotile)

As stated in the Asbestos Overview section above, an asbestos-containing material is defined by state and federal regulations (EPA and OSHA) as any building material containing greater than 1% asbestos. While not meeting that definition, laboratory analysis detected asbestos at 1% or less in the following material(s):

- M3.1 Gypsum Wallboard System (Tape-ND, Joint Compound- 1.25% Chrysotile by PLM 400 Point Count, Gypsum Wallboard-ND)
- M8.7 Exterior Window Caulk and Stucco (Caulk-ND, Stucco- 0.25% Chrysotile by PL M 400 Point Count)
- M8.11 Roof Penetration Sealant (<1% Chrysotile)
- M15.1 Stucco (Stucco Layer 1-ND, Stucco Layer 2-0.50% Chrysotile by PLM 400 Point Count, Stucco Layer 3- 0.25% Chrysotile by PLM 400 Point Count, Stucco Layer 4-ND, Stucco Layer 5-ND, Stucco Layer 6- 0.25% Chrysotile by PLM 400 Point Count)

For additional information refer to Tables 1A and 2A and the attached laboratory report.

Garage

A total of seven (7) homogeneous areas of building materials were identified in the structure. These seven materials were sampled following sample collection requirements outlined under the EPA, AHERA legislation. Laboratory results revealed that none of the sampled materials contain asbestos at greater than 1%.

For additional information refer to Table 1B and the attached laboratory report.

Conclusions and Recommendations

Asbestos was confirmed to be present in **eight** of the suspect materials. Prior to conducting any demolition or renovation activities that will disturb these materials, an accredited asbestos abatement contractor should be retained to perform all necessary asbestos abatement work.

Northern further recommends that, following completion of the abatement work, an accredited, third-party company be retained to conduct final clearance visual and air testing in all interior areas where asbestos is removed and final clearance visual inspections in all exterior areas where asbestos is removed.

Less than 1% asbestos was detected in the four materials. These materials are not considered asbestos-containing by State, EPA and OSHA definition however other OSHA regulations regarding potential worker exposure to asbestos fibers apply during renovation or demolition activities. Specifically, OSHA requires that wet removal methods be employed to control employee exposures except where such methods would be infeasible because of electrical hazards or equipment malfunction. In addition, OSHA requires prompt clean-up and disposal of wastes and debris contaminated with asbestos in leak-tight containers except in the case of roofing materials where other specific procedures are required. While OSHA requires this waste to be containerized EPA regulations do not require it to be disposed of as asbestos-containing waste.

The contractor conducting the demolition or renovation work is required to produce a negative exposure assessment (NEA) for his employees showing that they will not be exposed to asbestos fibers exceeding either the permissible exposure limit (PEL) of 0.1 fibers per cubic centimeter (f/cc) of air for an eight (8) hour time-weighted average (TWA) or the excursion limit (EL) of 1.0 f/cc for any thirty (30) minute work period. If an initial NEA for the type of work being performed cannot be produced the contractor is required to conduct asbestos exposure monitoring until an NEA can be produced. During this initial exposure assessment the contractor must provide those employees with the correct protective clothing and, at a minimum, half-mask air-purifying respirators and the contractor must provide those employees training that meets OSHA mandates.

Limitations

This asbestos survey report was prepared based on information obtained during our on-site observations and interpretation of the laboratory analysis of bulk samples of building materials collected during the survey. The conclusions of this report are professional opinions based solely upon our visual site observations and interpretations of laboratory analyses and field data as described in our report.
This report has been prepared to provide information concerning the various types and estimated quantities of asbestos-containing materials present at this site. It includes only those materials that were visible and accessible at the time of our survey. We did not remove any

permanent building enclosures or disassemble any equipment.

This survey report is intended to identify asbestos-containing materials. It is not intended to be used for the purpose of obtaining bids for its removal by abatement contractors. The scope of services completed by Northern may not be appropriate to satisfy the needs of other users, and any use or re-use of this document, or the findings presented herein, is at the sole risk of the user.

Our opinions are intended exclusively for use by the City of Billings. The opinions presented herein apply to the site conditions existing at the time of our investigation. Therefore, our opinions and recommendations may not apply to future conditions that may exist at the site that we have not had the opportunity to evaluate.

We trust this summary report provides sufficient information for planning purposes. We appreciate the opportunity to assist you and look forward to continuing to work with you.

Please contact us if you have any questions or require additional information.

Respectfully submitted,

NORTHERN INDUSTRIAL HYGIENE, INC.

Chris Hust
EPA/Montana Accredited Asbestos Inspector

Attachments: Table Sets 1 and 2
Room and ACM Location Drawings
Laboratory Analysis Report
Inspector Credentials
Invoice

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 4/14/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

Roger L. Daniel Insurance Agency Inc
2047 Broadwater Ave. STE 1
Billings MT 59102

CONTACT NAME: Tammy Czerniecki
PHONE (A/C, No, Ext): (406) 252-3411 FAX (A/C, No):
E-MAIL ADDRESS: tammy@rogerdanielagency.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : ATAIN SPECIALTY INS CO	17159
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

Van Arsdale Construction
6625 HESPER RD
BILLINGS MT 59106-3125

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	✘ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ✘ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ✘ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y	Y	CIP455608	04/30/2025	04/30/2026	EACH OCCURRENCE	$ 200,0000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 2,000,000
							GENERAL AGGREGATE	$ 3,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N ☐ (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					☐ PER STATUTE ☐ OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

City of Billings
PO Box 1178
Billings MT 59103

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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City Council Regular

Date:	05/12/2025
Title:	MET Transit Transfer Center Security Upgrade Bid - Staff recommends Rejection of All Bids
Presented by:	Rusty Logan
Department:	Transit
Presentation:	No
Legal Review:	Not Applicable
Project Number:	N/A

RECOMMENDATION

Staff recommends the City Council reject all bids received in connection with the MET Transit Transfer Center Security Upgrade project.

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

On November 14, 2024, City Administration approved Amendment 21 with the Aviation and Transit Department's contracted A&E firm, Morrison-Maierle, for the design, engineering, and project management of a video surveillance (security camera) project to update MET's Transfer Center facility video surveillance systems, located at 220 N 25th St and 264 Stewart Park Rd. This project consists of adding surveillance to the Stewart Park Transfer Center and updating the Downtown Transfer Center facility security camera systems. The updates will provide enhanced video coverage for both MET properties. This project will include the installation of new cameras, related wiring and other infrastructure, and a new primary video recorders for file storage at each site and required a small amount of groundwork at the Stewart Park facility; this project will improve the overall security of both facilities by providing high quality video that may be referenced should an event occur. This project also supports the annual requirement of 49 USC 5307 requiring a minimum expenditure of apportioned Federal Transit Administration funds on security projects. Based upon the recently executed MET Transit METroplex security camera update project as well as other typical costs, the engineer's estimated budget for the project was $250,000. The project was advertised in the Yellowstone County News on February 13, 2025 and closed on March 04, 2025. The following bids were received:

Contractor	Bid
Security Management Systems	$ 270,761.00
TelNet Systems	$ 592,101.00

In review of the documents provided by the low bidder, as well as direct communication with the vendor, the low bidder on the project is unable to meet cable warranty requirements for the project; further, the next lowest bidder's proposed pricing far exceeds reasonable budget estimates. Due to these factors, with both bids received, staff recommends the rejection of all bids to allow for re-evaluation of project requirements and scope in order to re-advertise the project at a future date.

ALTERNATIVES

City Council may:

- Approve staff's recommendation and reject all bids; or,
- Not Approve the recommendation to reject all bids and direct staff on how to proceed.

FISCAL EFFECTS

When executed, the project will be funded using a mixture of Federal Transit Administration section 5339 capital funding as well as local reserve funds at an 80% federal, 20% local ratio.

City Council Regular

Date: 05/12/2025
Title: Water Treatment Plant Poly-Aluminum Coagulant Bid Award
Presented by: Debi Meling
Department: Public Works
Presentation: No
Legal Review: Not Applicable
Project Number: N/A

RECOMMENDATION

Staff recommends that Council approve the award for the purchase of chemical coagulant from Hawkins, Inc. for one year with the option of two, one-year extensions if prices are mutually acceptable to the City and the supplier.

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

Chemical coagulants are used in water treatment to remove silt and clarify the water. The current contract for coagulant has expired and staff requested bids for a new contract. The Public Works Department advertised bids on March 14 and 21, 2025, in the Yellowstone County News and on the City's website. Bids were opened on April 1, 2025. The City received one bid for chemical coagulant from Hawkins Inc.

ALTERNATIVES

City Council may:

- Approve the award for the purchase of chemical coagulant from Hawkins, Inc.; or,
- Not approve the award from Hawkins, Inc. If City Council does not approve, chemical coagulant will need to be purchased at market prices for each shipment, likely resulting in additional cost.

FISCAL EFFECTS

Coagulant is budgeted in the Public Works water fund. Bids were received on April 1, 2025. Only one bid was received, and the bidding result is as follows:

SUPPLIER	RAILCAR DELIVERY $/lb	TRUCK DELIVERY $/lb	TOTE DELIVERY $/lb
Hawkins, Inc.	$0.705	$0.81	$0.85

The City anticipates purchasing approximately 1,000,000 lbs at railcar delivery price annually so the total expense for coagulant would be $705,000 per year.

Hawkins, Inc. has been the City's coagulant supplier for more than 6 years. Compared to previous years, the cost was $0.6762/lb for the truck delivery price. The $0.81/lb is a 19.8% increase. In the previous contract, Hawkins did not offer a railcar delivery price. Staff intends to utilize railcar deliveries since the cost is lower at $0.705/lb. This would limit the increase in cost to 4.3% from the previous truck price. Staff contacted other suppliers for reasons for not bidding. Other suppliers stated lack of chemical production capacity or cost feasibility as reasons for not bidding. Staff also contacted area communities, and they have seen similar price increases in coagulant.

City Council Regular

Date:	05/12/2025
Title:	W.O. 25-01, Contract 3: Rosemont Way Water Main Replacement Project, Bid Award
Presented by:	Debi Meling
Department:	Public Works
Presentation:	No
Legal Review:	Not Applicable
Project Number:	N/A

RECOMMENDATION

Staff recommends that City Council award a contract for W.O. 25-01, Contract 3: Rosemont Way Water Main Replacement, to Western Municipal Construction in the amount of $865,680.

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

W.O. 25-01 Contract 3, Rosemont Way Water Main Replacement, will replace approximately 1,925 feet of existing water main. This water main being replaced was selected based on several criteria including age, break history, and costs associated with repair of breaks. This project will replace the 16-inch ductile iron water main within Turnberry Circle and Rosemont Way from Briarwood Boulevard to McMasters Road with 8-inch PVC, including all intersection lateral mains.

The existing 16-inch ductile iron water main is located in the boulevard under and adjacent to existing dry utilities such as power and natural gas in a non-standard location. Some of the main traverses residential driveways. The location and size of the water main makes repair of water main breaks difficult and dangerous. Previous breaks on this water main have caused costly private property damage. The new water main will be constructed in a standard location in the street. When complete, this project will provide more reliable water service to residents with a looped feed. In summary, this project is the second phase of a project completed in 2024 by Public Works to take the 16-inch transmission main out of the residential street, place it within Briarwood Boulevard, and then replace the aging main within the residential street.

The project was advertised on March 21, March 28, April 4, and April 11, 2025, in the Yellowstone County News and on the City's website. Bids were opened on April 15, 2025 and five bids were received. Western Municipal Construction submitted the lowest, responsible bid.

ALTERNATIVES

City Council may:

- Award W.O. 25-01, Contract 3: Rosemont Way Water Main Replacement, to Western Municipal Construction in the amount of $865,680; or,
- Do not award a contract and reject all bids. If the project is not awarded, the City's water mains in this area will continue to be unreliable and experience ongoing maintenance problems and expenses.

FISCAL EFFECTS

The following bids were received:

Contractor	Total Bid Price
Western Municipal Construction	$865,680.00
4050 Development, LLC	$905,390.00
Earth Movers Excavation	$915,454.00
Askin Construction, LLC	$927,709.00
COP Construction, LLC	$962,720.00

This project was budgeted in FY25 using Water Funds in the amount of $4,500,000. There are adequate funds to award this contract. Previously encumbered funds in the amount of $572,361 in combination with this contract leaves $3,061,959 in the budget. Remaining funds will be used for additional FY25 water main replacement, materials testing, and any change orders.

City Council Regular

Date:	05/12/2025
Title:	CityWorks - Enterprise License Agreement
Presented by:	David Watterson, IT Director
Department:	Information Technology
Presentation:	No
Legal Review:	Not Applicable
Project Number:	N/A

RECOMMENDATION

Staff recommends the City Council approve a 1-year Enterprise Licensing Agreement with Azteca Systems for their CityWorks GIS-centric asset management software.

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

The City of Billings has reached the end of its 3-Year Enterprise License Agreement (ELA) with Azteca Systems, LLC for CityWorks, the GIS-centric platform used to manage infrastructure assets, maintenance activities, and work orders across departments. Cityworks is a critical enterprise system used by Public Works and Parks & Recreation. Recent expansions include the successful implementation of CityWorks at the Wastewater Reclamation Facility, with deployment at the Water Treatment Plant planned later this summer. The City also plans to implement the Storeroom module to support inventory tracking.

The CityWorks Premium Enterprise License Agreement (ELA) renewal is for a 1-year period, providing unlimited user licenses and access to numerous add-on features like mobile apps, Excel integration, and API connectivity, enabling data integration across application platforms. Information Technology with support from departmental stakeholders are actively evaluating whether FME can replace or consolidate functionality currently bundled in the Premium ELA. As such, staff recommends a one-year renewal at this time to maintain service continuity while determining whether we can transition in the future to a Standard ELA which will be more cost-effective. FME is a product newly purchased by the city to allow us to manage and standardize the sharing/integration of data between software systems throughout the organization. FME's roots come from the integration of spatial data and so we are optimistic that this product can allow us to return to a Standard ELA with CityWorks in the years to come.

This purchase qualifies as a sole-source procurement under Montana Code Annotated §18-4-306(b), as Azteca Systems, LLC, is the exclusive provider of CityWorks software. A sole-source letter is attached for reference.

ALTERNATIVES

City Council may:

- Approve the 1-Year Enterprise License Agreement for Azteca Systems - Cityworks, or,
- Not Approve

FISCAL EFFECTS

The CityWorks Enterprise License Agreement (ELA) 1-year renewal is priced at $115,500, a 5% increase over the prior year, and covers the term from June 21, 2025, through June 20, 2026. The renewal is included in the FY25 approved budget for the Information Technology Department and supports ongoing operations and expansion of CityWorks across multiple departments.

Attachments

CityWorks - 1YR ELA Renewal Quote
Azteca - CityWorks Sole Source Letter

Azteca Systems, LLC - Cityworks
11075 S State St, Suite 24 | Sandy, UT 84070
801-523-2751 | Fax # 801-523-3734

Quote Number	Q-39030-1
Created Date	3/11/2025

Contact Information

Contact Name:	Rachel Guaraglia	Prepared By Name:	Jenn Miya
Customer:	Billings (MT), City of	Prepared By Phone:	(801) 872-9528
Contact Address:	210 N. 27th Street Atten: IT Billings, MT 59101	Prepared By Email:	jennifer_miya@trimble.com

Quote Lines

Product Name	Quantity	Net Unit Price
AMS ELA Premium	1.00	USD 115,500.00
Respond - AMS	1.00	USD 0.00
Mobile Native Apps (iOS/Android) - AMS	1.00	USD 0.00
Storeroom	1.00	USD 0.00
Equipment Checkout	1.00	USD 0.00
Contracts	1.00	USD 0.00
Cityworks for Excel	1.00	USD 0.00
Cityworks Analytics - AMS	1.00	USD 0.00
eURL - AMS	1.00	USD 0.00
Operational Insights	1.00	USD 0.00
Workload - AMS	1.00	USD 0.00
Web Hooks - AMS	1.00	USD 0.00
OpX Projects	1.00	USD 0.00
OpX Contracts	1.00	USD 0.00
OpX Budgets	1.00	USD 0.00
Service Request API	1.00	USD 0.00
Citizen Engagement API	1.00	USD 0.00
Work Order API - Basic	1.00	USD 0.00
Work Order API - Extended	1.00	USD 0.00
Inspection API	1.00	USD 0.00
Metrics API	1.00	USD 0.00
Storeroom API	1.00	USD 0.00
	TOTAL:	USD 115,500.00

Notes

Year 1 Dollar Value	USD 115,500.00	Year 1 Date Range	6/21/2025 - 6/20/2026

Maintenance Start Date: 6/21/2025 **Maintenance End Date:** 6/20/2026

Quote Notes:

Price has increased to reflect adjustment from the previous year. This change will take effect on your next annual renewal.

Terms and Conditions

Payment Terms
Payment due within 30 days

IF YOUR ORGANIZATION REQUIRES A PURCHASE ORDER, PLEASE CONTACT YOUR FINANCE DEPARTMENT TO BEGIN THE APPROVAL PROCESS TO AVOID PAYMENT DELAYS.

All quotations are valid for ninety-days (90) from the date above, unless otherwise stated in this quotation form. All prices quoted are in USD, unless specifically provided otherwise, above. These prices and terms are valid only for items purchased for use and delivery for the Customers listed above.

Unless otherwise referenced, this quotation is for the Cityworks software products referenced above only. Pricing for implementation services (installation, configuration, training, etc.), or other software applications is provided separately and upon request.

The procurement, installation and administration of the Esri software or any other third-party software utilized in conjunction with Cityworks will be the responsibility of the Customer.

For “on-prem” installations, the procurement, installation and administration of the RDBMS utilized in conjunction with Cityworks will be the responsibility of the Customer. Currently, Cityworks supports Oracle and SQL Server. The procurement, installation and administration of the infrastructure
(hardware and networking) utilized in conjunction with Cityworks will be the responsibility of the Customer.

This quotation and the pricing information herein is confidential and proprietary and may not be copied or released other than for the express purpose of the current system Software and Product selection and purchase. This information may not be given to outside parties or used for any other purpose without written consent from Azteca Systems, LLC or unless otherwise specifically permitted by law. If a “public access” or similar request is made, Customer, shall notify Azteca Systems, prior to any disclosure.

Software Licensing
All Azteca Systems software offered in this quotation are commercial off-the-shelf (COTS) software developed at private expense, and is subject to the terms and conditions of the signed “Cityworks Software License and Maintenance Agreement” ("Agreement") and any and all addendums or amendments thereto. A fully executed copy of the Agreement and any addendum(s) is required before delivery and installation and usage of the software is subject to the terms of the current license agreement.

The terms and conditions of the executed Cityworks Software License Agreement apply to this Quote unless otherwise specifically stated herein. Any additional or conflicting terms set forth in any purchase orders, invoices, or other standard form documents exchanged during the ordering process, other than product descriptions, quantities, pricing, and dates are void and of no effect.

Delivery method is by way of download through Azteca Systems, LLC. customer support web portal.

Taxes
Prices quoted do not include any applicable state, sales, local, or use taxes unless so stated. In preparing your budget and/or Purchase Order, please allow for any applicable taxes, including, sales, state, local or use taxes as necessary. Azteca Systems reserves the right to collect any applicable sales, use or other taxes tax assessed by or as required by law. Azteca Systems reserves the right to

add any applicable tax to the invoice, unless proof with the order is shown that your organization or entity is tax exempt or if it pays any applicable tax directly.

International Customers
These items are controlled by the U.S. government and authorized for export only to the country of ultimate destination for use by the ultimate consignee or end-user(s) herein identified. They may not be resold, transferred, or otherwise disposed of, to any other country or to any person other than the authorized ultimate consignee or end-user(s), either in their original form or after being incorporated into other items, without first obtaining approval from the U.S. government or as otherwise authorized by U.S. law and regulations.

Your signature indicates your acceptance of this Quote, and that you have read and accepted the Terms and Conditions set forth above.

_____
Accepted by:

_____
Title

_____/_____/_____
Date

Cityworks®
A TRIMBLE COMPANY

April 26, 2021

City of Billings
Attn: David Watterson, IT Director
210 North 27th Street
Billings, MT 59101
Via e-mail: wattersond@billingsmt.gov

Re: *Cityworks Sole Source Letter – City of Billings, Montana*

To Whom it may concern:

This letter is to confirm that the Cityworks® Software is a sole source product, designed, created, and owned exclusively by Azteca Systems, LLC. Azteca Systems is the sole creator and owner of the Cityworks software including the Copyrights and Trademarks for Cityworks® and Empowering GIS® in the United States and elsewhere. Within the United States of America, Azteca Systems, LLC is the sole source provider of the Cityworks license and maintenance services. The product may be purchased only directly from Azteca Systems or through authorized parties.

Should you have any further questions please contact me at (801) 523-2751 or if you prefer e-mail at bhaslam@cityworks.com.

Sincerely,

Brian L. Haslam

Brian L. Haslam
President - CEO, Azteca Systems, LLC

City Council Regular

Date:	05/12/2025
Title:	Musco Lighting grant acceptance for Billings Skatepark Committee
Presented by:	Cole McQuillan, Parks Superintendent
Department:	Parks/Rec/Public Lands
Presentation:	No
Legal Review:	No
Project Number:	N/A

RECOMMENDATION

Staff recommends City Council accept the grant donation for a value-in-kind of $100,000 awarded to the Billings Skatepark Committee for lighting improvements at the Skate Park.

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

The Billings Skatepark Committee (BSC) is a group organized to promote improvements to the Skate Park and increase activity at the park. They have organized events and training sessions for local skaters to help encourage more people to utilize the park and increase positive activities there. One of the improvements is to apply CPTED principles and use lighting to illuminate the park and skateboarding areas. BSC has been awarded a value-in-kind grant from Musco Sports Lighting from the National Recreation and Park Association to install such lights at the Skate Park. The lights are an important part of the overall plan to improve safety in the park and increase positive activities, as well as make the park more visible for the Police Department to patrol.

STAKEHOLDERS

Billings Skatepark Committee, City of Billings, PRPL, users of the Skate Park

ALTERNATIVES

City Council may:

- Approve; or,
- Not Approve and lights will not be installed at the Skate Park.

FISCAL EFFECTS

There are no City funds used for accepting the grant. The Billings Skatepark Committee has been awarded the grant to cover the purchase and installation costs for lights at the Skate Park. There will be a cost to the City for electricity usage of approximately $3-5K annually, which will be paid from PRPL's annual operating budget. PRPL anticipates the reduction in vandalism repair, graffiti removal, litter removal, and restroom building maintenance will offset the additional electricity costs.

Attachments

MUSCO
Lighting layout
System requirements

Corporate: 100 1st Ave West · PO Box 808 · Oskaloosa, IA 52577 · 641/673-0411 · 800/825-6020 · Fax: 641/673-4740
Manufacturing: 2107 Stewart Road · PO Box 260 · Muscatine, IA 52761 · 563/263-2281 · 800/756-1205 · Fax: 800/374-6402
Web: www.musco.com · **Email**: lighting@musco.com

Dear Peter,

Congratulations! Billings Skatepark Committee has been awarded a value-in-kind grant from Musco Sports Lighting as part of the National Park and Recreation Association's Youth Sports Equity Program.

This grant, valued at $100,000, is for a lighting system at Billings Downtown Skatepark and reflects the many hours and resources you have invested in creating and/or enhancing a space in the local community that will advance equitable access to youth sports. Your diligent work in this area is helping to positively impact the lives of youth and families in your community, and we at Musco are proud to assist in this important work.

CLAIMING YOUR AWARD
We have informed your Musco representative, Josh Tiffany, that you were awarded a grant for $100,000. This will be reflected as a discount on both your purchase agreement and your final invoice when purchasing the Musco materials for your project.

TIMELINE
Our expectation is that your project will be fully complete within one year. Please communicate with your Musco representative about any changes to your timeline, particularly if you think that your project will be delayed.

If you have any additional questions about your grant, please contact Brittany Clarahan (brittany.clarahan@musco.com).

Sincerely,

Eduardo Zamarripa
Director of Youth Sports Market Development

Billings Downtown Skatepark

Billings, MT

Lighting System

Pole/Fixture Summary

Pole ID	Pole Height	Mtg Height	Fixture Qty	Luminaire Type	Load	Circuit
SK1	50'	50'	2	TLC-LED-900	1.76 kW	A
SK2	50'	50'	4	TLC-LED-900	3.52 kW	A
SK3-SK4	50'	50'	2	TLC-LED-900	1.76 kW	A
SK5	50'	50'	4	TLC-LED-900	3.52 kW	A
SK6	50'	50'	2	TLC-LED-900	1.76 kW	A
6			**16**		**14.08 kW**	

Circuit Summary

Circuit	Description	Load	Fixture Qty
A	Skate Park	14.08 kW	16

Fixture Type Summary

Type	Source	Wattage	Lumens	L90	L80	L70	Quantity
TLC-LED-900	LED 5700K - 75 CRI	880W	104,000	>120,000	>120,000	>120,000	16

Single Luminaire Amperage Draw Chart

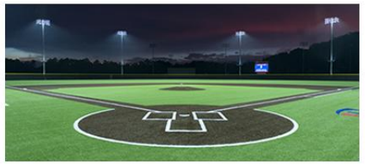
Driver Specifications (.90 min power factor)	Line Amperage Per Luminaire (max draw)						
Single Phase Voltage	208 (60)	220 (60)	240 (60)	277 (60)	347 (60)	380 (60)	480 (60)
TLC-LED-900	5.2	4.9	4.5	3.9	3.1	2.9	2.3

Light Level Summary

Calculation Grid Summary

Grid Name	Calculation Metric	Illumination Ave					Circuits	Fixture Qty
		Ave	Min	Max	Max/Min	Ave/Min		
50' Glare @ 5ft.	Max Candela (by Fixture)	172.180	2.11	557.95	264.036	81.480	A	16
50' Spill @ 3ft.	Horizontal Illuminance	0.014	0.00	0.06	450.809	111.066	A	16
50' Spill @ 5ft.	Max Vert Illuminance (by Light Bank)	0.016	0.00	0.06	483.888	137.106	A	16
Skatepark	Horizontal Illuminance	39.7	27	45	1.70	1.49	A	16

From Hometown to Professional



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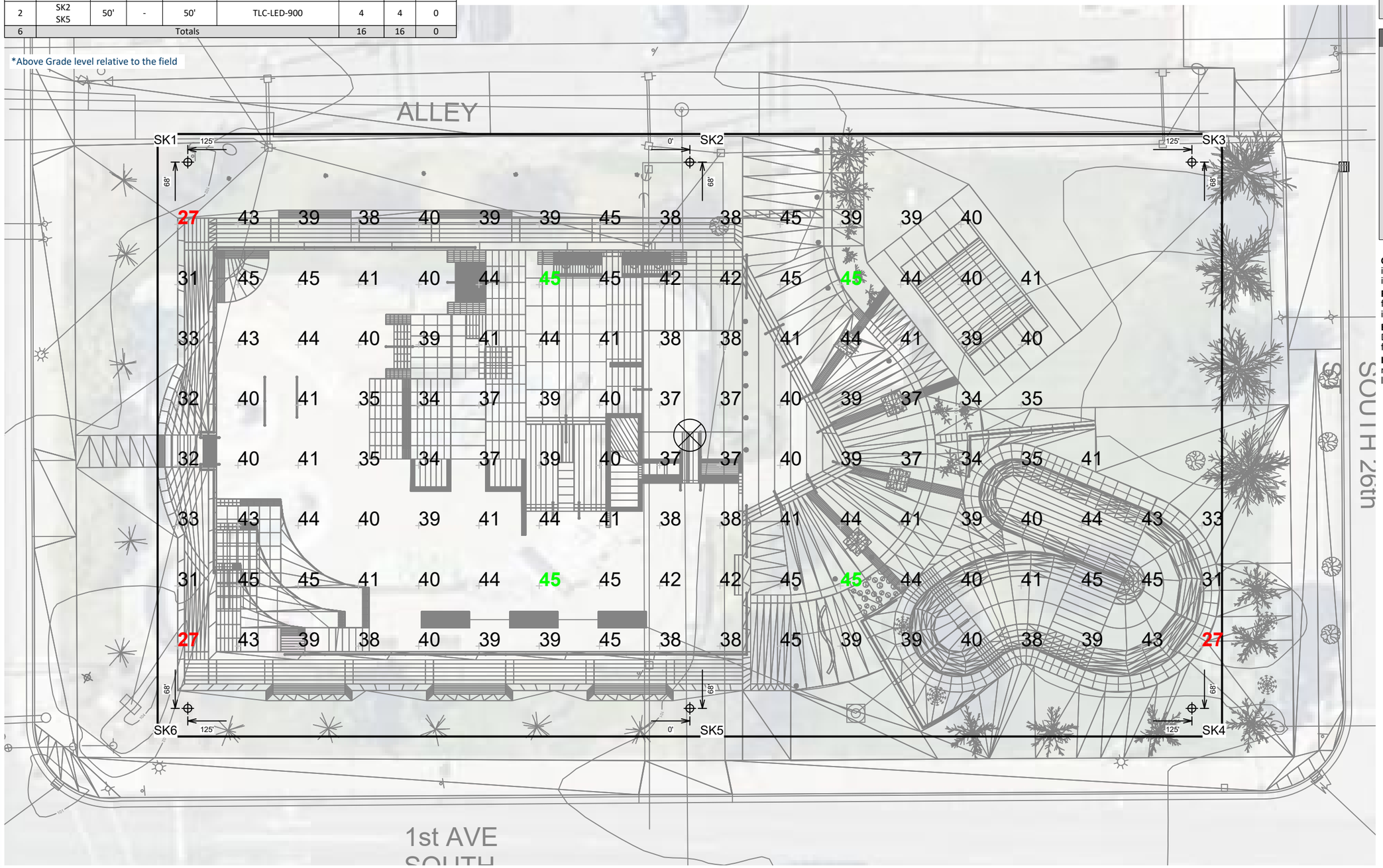
Billings Downtown Skatepark

Billings, MT

Equipment List For Areas Shown

Pole				Luminaires				
QTY	LOCATION	SIZE	GRADE ELEVATION	ABOVE GRADE LEVEL	LUMINAIRE TYPE	QTY/POLE	THIS GRID	OTHER GRIDS
4	SK1 SK3-SK4 SK6	50'	-	50'	TLC-LED-900	2	2	0
2	SK2 SK5	50'	-	50'	TLC-LED-900	4	4	0
6	Totals					16	16	0

*Above Grade level relative to the field



Grid Summary

Name:	**Skatepark**
Size:	265' x 150'
Spacing:	15.0' x 15.0'
Height:	3.0' above grade

Illumination Summary

MAINTAINED HORIZONTAL FOOTCANDLES	
	Entire Grid
Guaranteed Average:	**30**
Scan Average:	39.7
Maximum:	45
Minimum:	27
Avg/Min:	1.49
Guaranteed Max/Min:	**2.5**
Max/Min:	1.70
UG (adjacent pts):	1.62
CU:	0.77
No. of Points:	129
LUMINAIRE INFORMATION	
Applied Circuits:	A
No. of Luminaires:	**16**
Total Load:	14.08 kW

Guaranteed Performance: The ILLUMINATION described above is guaranteed per your Musco Warranty document and includes a 0.95 dirt depreciation factor.

Field Measurements: Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

Electrical System Requirements: Refer to Amperage Draw Chart and/or the **"Musco Control System Summary"** for electrical sizing.

Installation Requirements: Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.

SCALE IN FEET 1 : 25

0' 25' 50'

ENGINEERED DESIGN By: J. Adams III • File #233245C • 11-Apr-25

Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗

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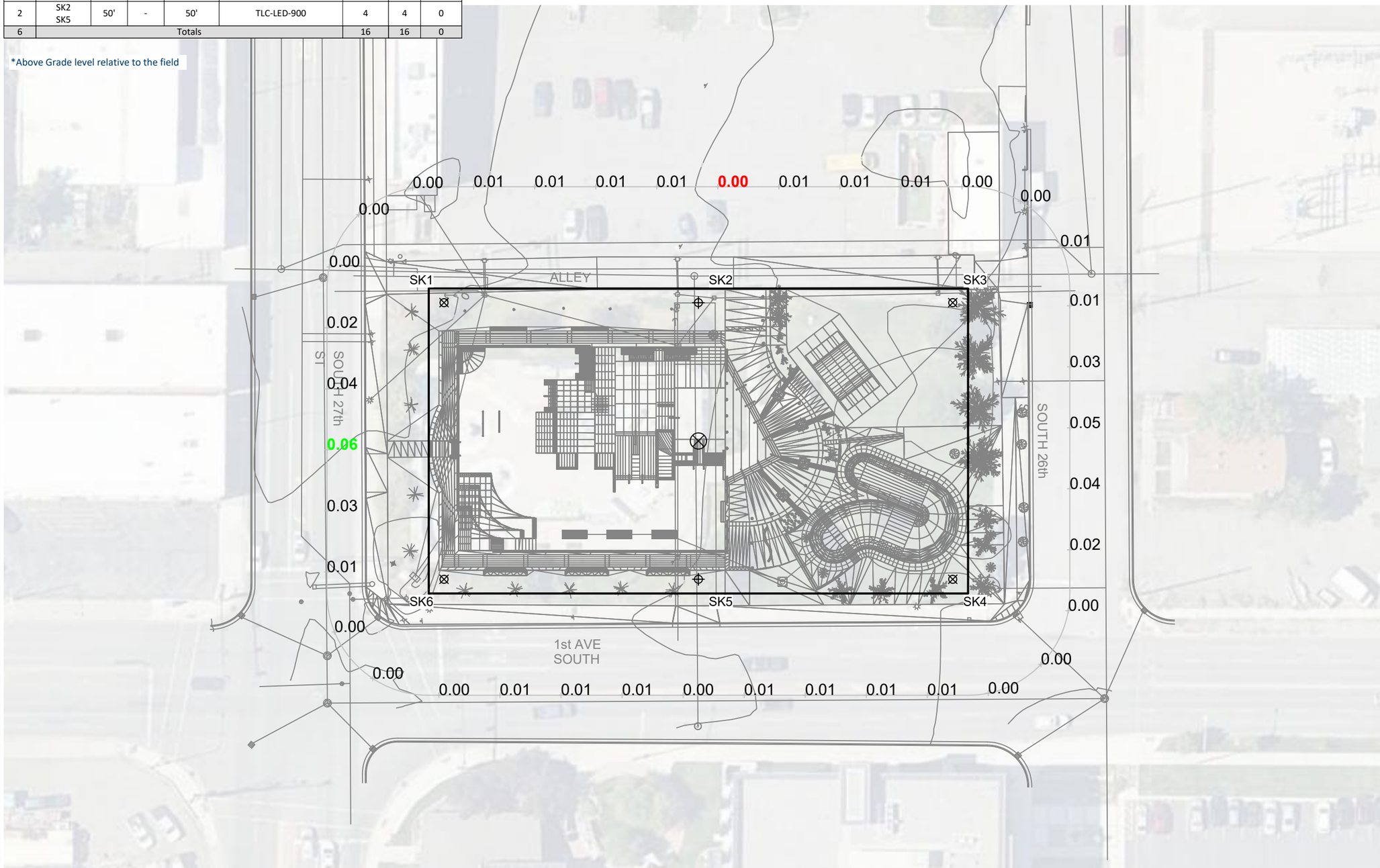
Billings Downtown Skatepark

Billings, MT

Equipment List For Areas Shown

Pole				Luminaires				
QTY	LOCATION	SIZE	GRADE ELEVATION	ABOVE GRADE LEVEL	LUMINAIRE TYPE	QTY/POLE	THIS GRID	OTHER GRIDS
4	SK1 SK3-SK4 SK6	50'	-	50'	TLC-LED-900	2	2	0
2	SK2 SK5	50'	-	50'	TLC-LED-900	4	4	0
6	Totals					16	16	0

*Above Grade level relative to the field



Grid Summary

Name:	**50' Spill @ 3ft.**
Spacing:	30.0'
Height:	3.0' above grade

Illumination Summary

	INITIAL HORIZONTAL FOOTCANDLES
	Entire Grid
Scan Average:	**0.014**
Maximum:	0.06
Minimum:	0.00
CU:	0.00
No. of Points:	38
LUMINAIRE INFORMATION	
Applied Circuits:	A
No. of Luminaires:	**16**
Total Load:	14.08 kW

Guaranteed Performance: The ILLUMINATION described above is guaranteed per your Musco Warranty document.

Field Measurements: Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

Electrical System Requirements: Refer to Amperage Draw Chart and/or the **"Musco Control System Summary"** for electrical sizing.

Installation Requirements: Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.

SCALE IN FEET 1 : 50

0' 50' 100'

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Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊠

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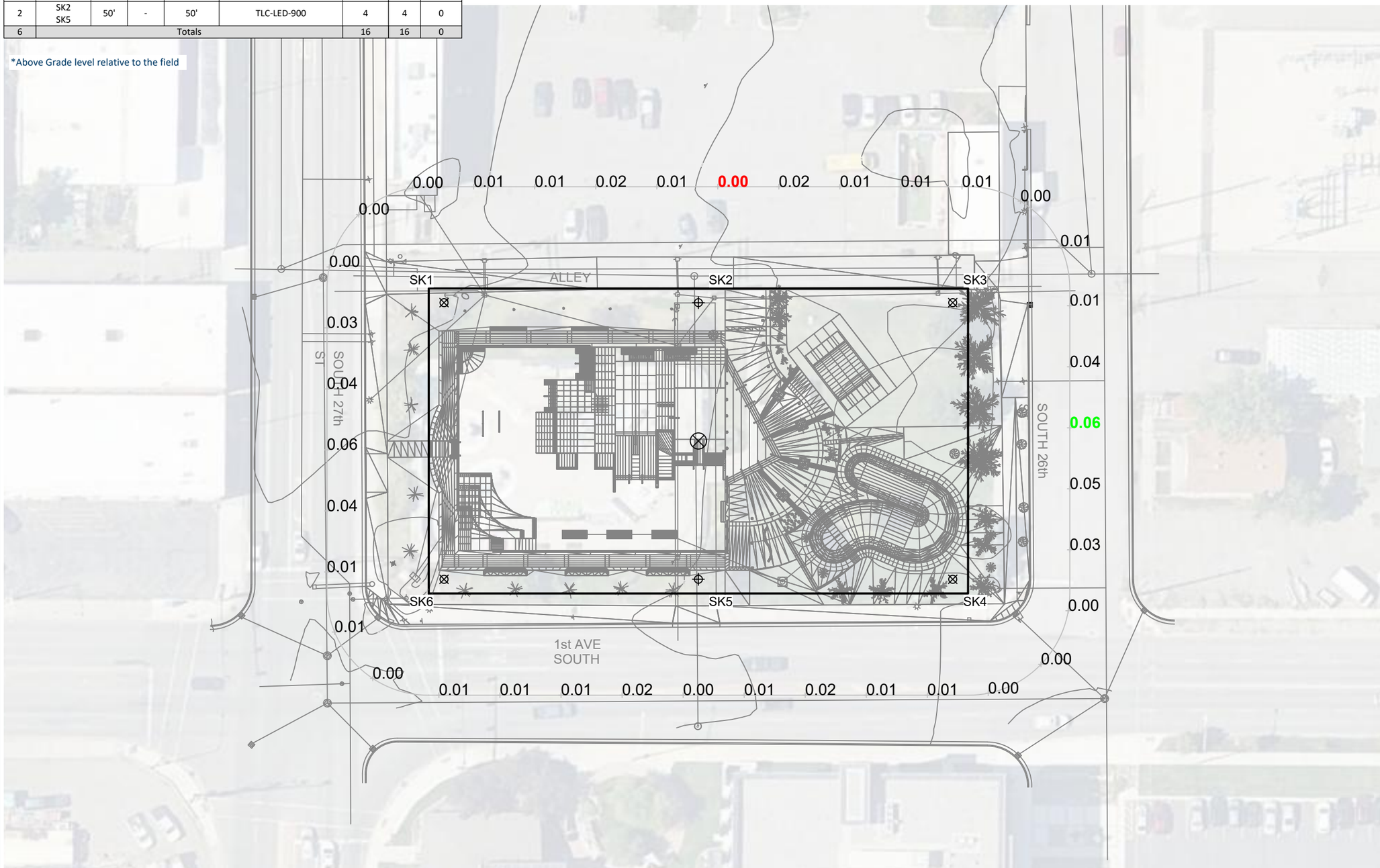
Billings Downtown Skatepark

Billings, MT

Equipment List For Areas Shown

Pole				Luminaires				
QTY	LOCATION	SIZE	GRADE ELEVATION	ABOVE GRADE LEVEL	LUMINAIRE TYPE	QTY/POLE	THIS GRID	OTHER GRIDS
4	SK1 SK3-SK4 SK6	50'	-	50'	TLC-LED-900	2	2	0
2	SK2 SK5	50'	-	50'	TLC-LED-900	4	4	0
6	Totals					16	16	0

*Above Grade level relative to the field



Grid Summary

Name:	**50' Spill @ 5ft.**
Spacing:	30.0'
Height:	5.0' above grade

Illumination Summary

	INITIAL MAX VERTICAL FOOTCANDLES
	Entire Grid
Scan Average:	**0.016**
Maximum:	0.06
Minimum:	0.00
CU:	0.00
No. of Points:	38
LUMINAIRE INFORMATION	
Applied Circuits:	A
No. of Luminaires:	**16**
Total Load:	14.08 kW

Guaranteed Performance: The ILLUMINATION described above is guaranteed per your Musco Warranty document.

Field Measurements: Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

Electrical System Requirements: Refer to Amperage Draw Chart and/or the **"Musco Control System Summary"** for electrical sizing.

Installation Requirements: Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.

SCALE IN FEET 1 : 50

0' 50' 100'

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Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊠

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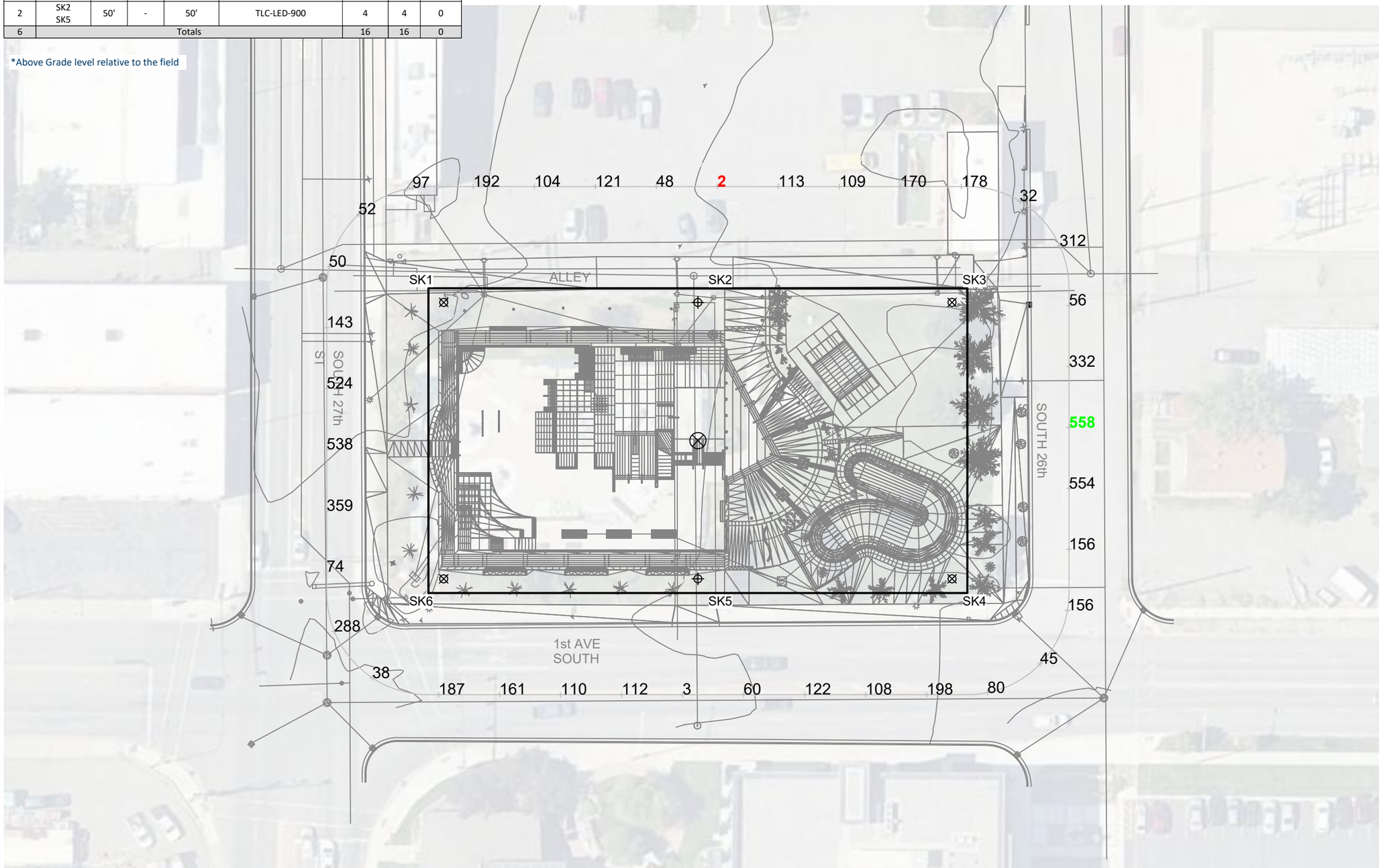
Billings Downtown Skatepark

Billings, MT

Equipment List For Areas Shown

Pole				Luminaires				
QTY	LOCATION	SIZE	GRADE ELEVATION	ABOVE GRADE LEVEL	LUMINAIRE TYPE	QTY/POLE	THIS GRID	OTHER GRIDS
4	SK1 SK3-SK4 SK6	50'	-	50'	TLC-LED-900	2	2	0
2	SK2 SK5	50'	-	50'	TLC-LED-900	4	4	0
6	Totals					16	16	0

*Above Grade level relative to the field



Grid Summary

Name:	**50' Glare @ 5ft.**
Spacing:	30.0'
Height:	5.0' above grade

Illumination Summary

	INITIAL CANDELA (PER LIGHTBANK)
	Entire Grid
Scan Average:	**172.180**
Maximum:	557.95
Minimum:	2.11
CU:	0.00
No. of Points:	38
LUMINAIRE INFORMATION	
Applied Circuits:	A
No. of Luminaires:	**16**
Total Load:	14.08 kW

Guaranteed Performance: The ILLUMINATION described above is guaranteed per your Musco Warranty document.

Field Measurements: Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

Electrical System Requirements: Refer to Amperage Draw Chart and/or the **"Musco Control System Summary"** for electrical sizing.

Installation Requirements: Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.

SCALE IN FEET 1 : 50

0' 50' 100'

ENGINEERED DESIGN By: J. Adams III • File #233245C • 11-Apr-25

Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊠

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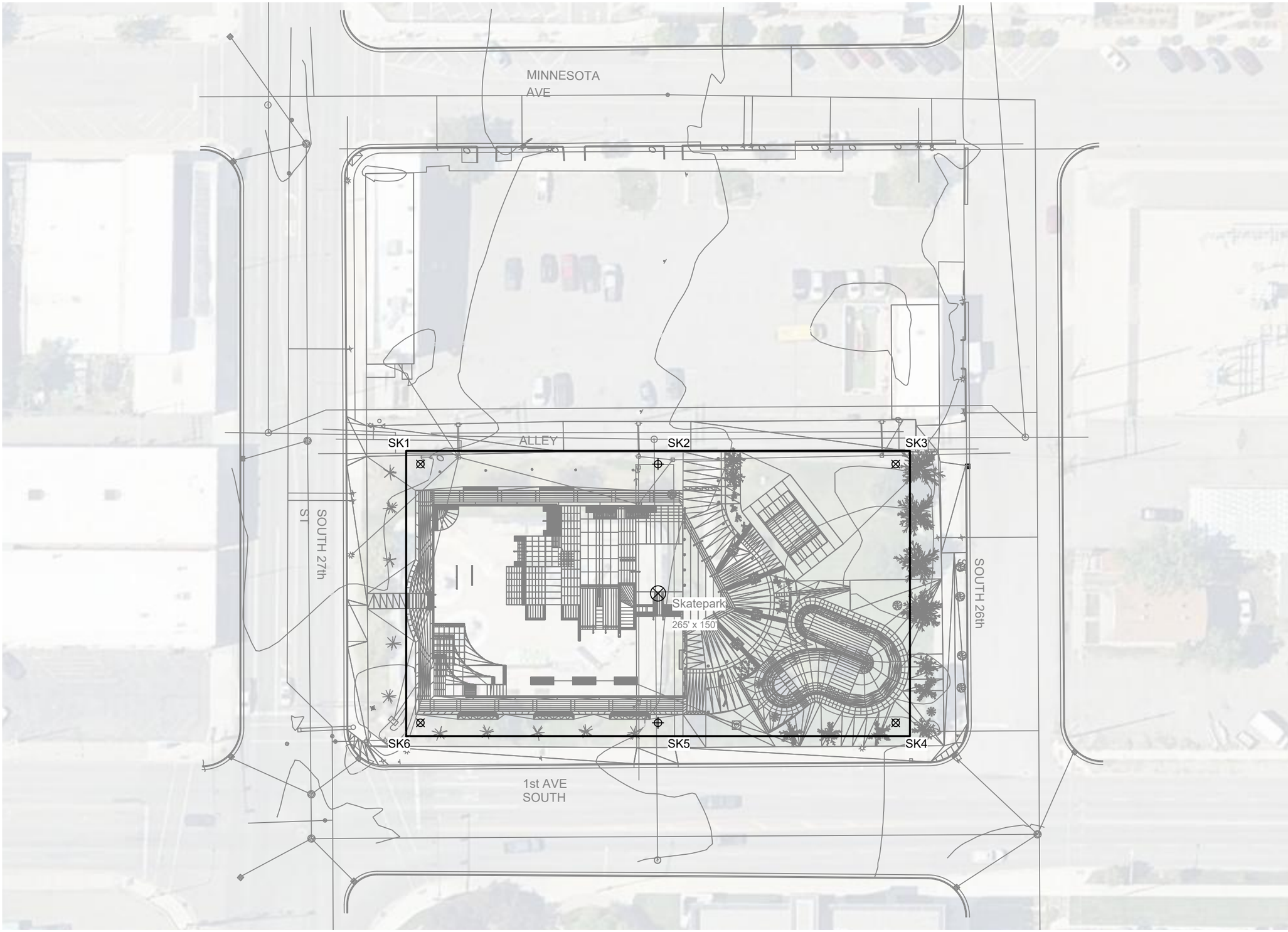
Billings Downtown Skatepark

Billings, MT



Equipment Layout

INCLUDES:
· Skatepark

Electrical System Requirements: Refer to Amperage Draw Chart and/or the **"Musco Control System Summary"** for electrical sizing.

Installation Requirements: Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.

Equipment List For Areas Shown

Pole				Luminaires		
QTY	LOCATION	SIZE	GRADE ELEVATION	ABOVE GRADE LEVEL	LUMINAIRE TYPE	QTY/POLE
4	SK1 SK3-SK4 SK6	50'	-	50'	TLC-LED-900	2
2	SK2 SK5	50'	-	50'	TLC-LED-900	4
6	Totals					16

Single Luminaire Amperage Draw Chart

Driver Specifications (.90 min power factor)	Line Amperage Per Luminaire (max draw)						
Single Phase Voltage	208 (60)	220 (60)	240 (60)	277 (60)	347 (60)	380 (60)	480 (60)
TLC-LED-900	5.2	4.9	4.5	3.9	3.1	2.9	2.3

SCALE IN FEET 1 : 50

0' 50' 100'

ENGINEERED DESIGN By: J. Adams III • File #233245C • 11-Apr-25

Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊠

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System Requirements: Control System Summary

Project Name: Billings Downtown Skatepark | Project #: 233245
Control System ID: 1 of 1
Distribution Panel Location/ID: Service #1

Preliminary Plans:
Confirm all details - see Note 1

Project Information

Control System

Control System ID:	1 of 1
Control System Type:	Control-Link® Control and Monitoring System
Communication Type:	PowerLine-ST

Power Requirements

Control cabinet(s):	
Control voltage (phase to neutral)	120/60
VA loading - Inrush	2043.0
VA loading - Sealed	232.0
Lighting Circuits:	
Voltage/Hertz/Phase	240/60/3

Project Notes:

Equipment Listing

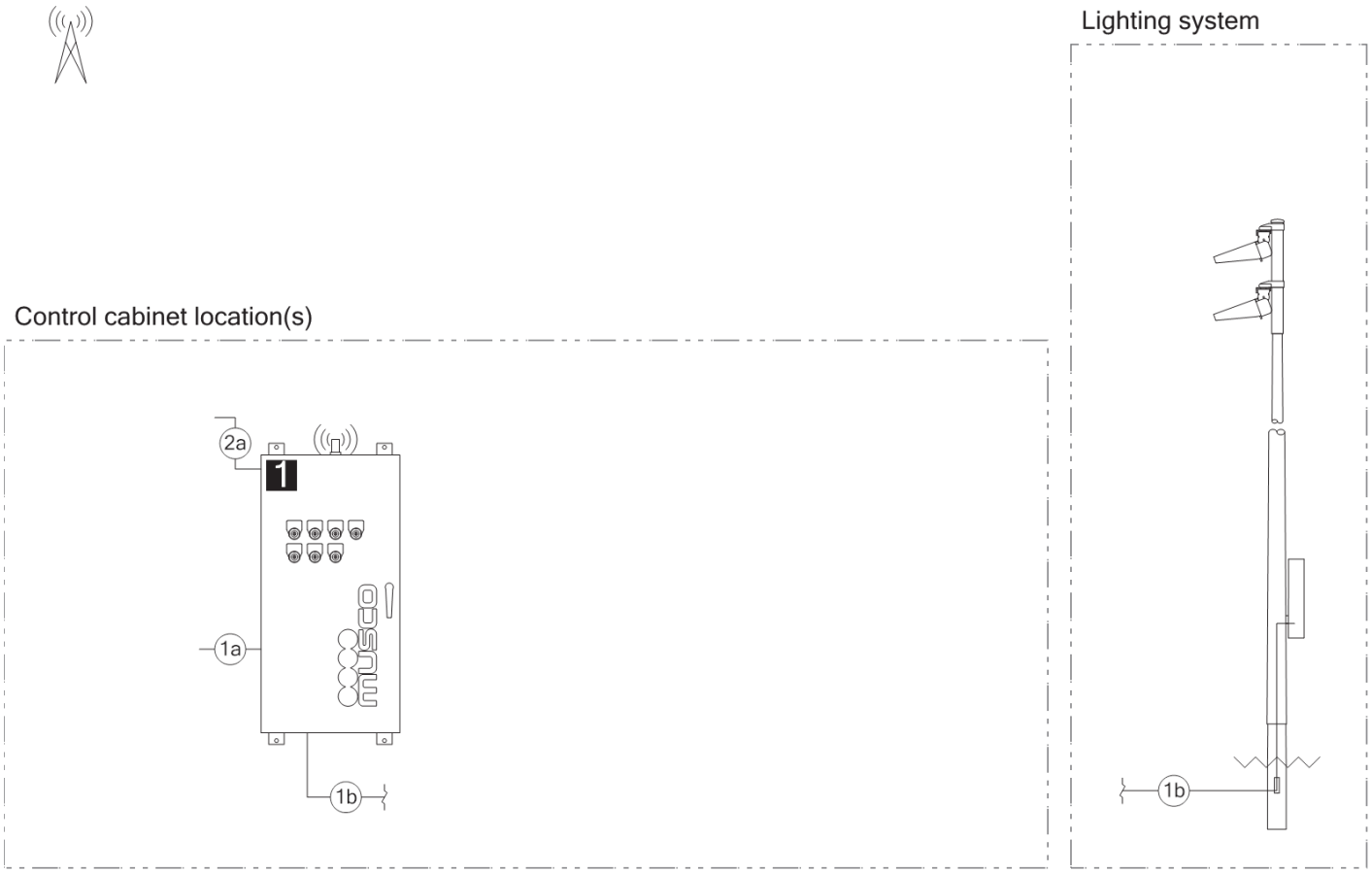
Description	Qty	Size (in)
Control and monitoring cabinet - primary	1	24 X 48
Contactors, 30 amperes	6	-
Off/On/Auto switches	1	-

Important Notes:

1. Please confirm that the lighting circuit voltage listed above is accurate for this facility. This is the voltage/phase being connected and utilized at each lighting pole's electrical components enclosure disconnect. Inaccurate voltage/phase can result in additional costs and delays. Contact your Musco sales representative to confirm this item.
2. In a 3 phase design, all 3 phases are to be run to each pole location. Musco's single phase luminaires come pre-wired to utilize all 3 phases across the entire facility.
3. One contactor is required for each circuit at each pole location. Contactors are 3 pole and 100% rated for the published continuous load.
4. If the lighting system will be fed from more than one distribution location, additional equipment may be required. Contact your Musco sales representative.
5. Size overcurrent devices using the full load amps column of the Circuit Summary by Switch chart (Minimum power factor is 0.9). Size conduit per code unless otherwise specified as larger to allow for harness connectors.
6. Avoid use of in-ground junction/pull boxes when possible. If used, the following best practices must be followed:
   • Underground handholes (pull boxes) must be supported to prevent settling. Boxes buried directly in soil, without support, are not allowed.
   • Use polymer concrete lids marked with ELECTRIC for underground handholes. Steel lids are not allowed.
   • Avoid underground connections when possible. If used, all wire connectors must be UL listed for Wet Locations to prevent leakage current.
7. Control power wiring must be in separate conduit from line or load power wiring. Communication cables must be in separate conduit from any power wiring.
8. Test wire per ANSI/NETA ATS-2021. Wires with insulation resistance less than 100 MOhms, in water-filled conduit, must be replaced.
9. Refer to Installation Instructions for more details on equipment information and the installation requirements.

Project Name: Billings Downtown Skatepark | Project #: 233245
Control System ID: 1 of 1
Distribution Panel Location/ID: Service #1

Equipment Layout and Connection Details



Connection Details	
ID	**Description**
1a	Line power to contactors, and equipment grounding conductor. Requires one circuit per contactor, size wiring per load and voltage drop.
1b	Load power from contactors, and equipment grounding conductor. Requires one circuit per contactor, size wiring per load and voltage drop.
2a	Control power with equipment ground to control cabinet. Requires dedicated 20 A circuit. Provide transformer if control voltage not present.

Equipment	
ID	**Description**
1	Control and monitoring cabinet - primary

System Requirements: Control System Summary

Project Name: Billings Downtown Skatepark | Project #: 233245
Control System ID: 1 of 1
Distribution Panel Location/ID: Service #1

Circuit Summary

Switching Schedule	
Field/Switch Description	**Switches**
Skatepark	**1**

Control Module ID: 1

Lighting Circuit Voltage: 240/60/3

Circuit Summary by Switch							
Switch	**Zone Description**	**Pole ID**	**Qty of Fixtures**	**Full load amperes**	**Contactor Size (Amps)**	**Cabinet #**	**Contactor ID**
1	Skatepark	SK1	2	7.83	30	1	C1
	Skatepark	SK2	4	11.74	30	1	C2
	Skatepark	SK3	2	7.83	30	1	C3
	Skatepark	SK4	2	7.83	30	1	C4
	Skatepark	SK5	4	11.74	30	1	C5
	Skatepark	SK6	2	7.83	30	1	C6

City Council Regular

Date:	05/12/2025
Title:	Yellowstone Valley Subdivision - Preliminary Minor Plat
Presented by:	David Green
Department:	Planning & Community Services
Presentation:	No
Legal Review:	Yes
Project Number:	PZX-24-00283

RECOMMENDATION

Staff recommends the City Council conditionally approve the preliminary plat of Yellowstone Valley Subdivision, and adopt the Findings of Fact as presented in the staff report.

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

On March 3, 2025, Performance Engineering, on behalf of the City of Billings, applied for preliminary minor plat approval for Yellowstone Valley Subdivision. The proposed subdivision creates two lots. Lot 2 is for public, civic, and Institutional uses per P-2 zoning now designated for a portion of the property. Lot 1 will remain a City of Billings Park, Wilson Park. The subject property is generally located east of Riverside Road, north of Hannon Road and south of the sugar factory on State Avenue. The entire property was zoned P1 -- Parks and Open Space but proposed Lot 2 received a zone change to P2- Public, Civic, and Institutional at the March 24, 2025, City Council meeting. P1 zoning is still in place on proposed Lot 1.

The City of Billings owns the property. Conditions of approval are meant to ensure the plat is recorded per local and state requirements. However, a Subdivision Improvement Agreement (SIA) is not provided with this plat as the City would not enter into an SIA with itself. Recording a Waiver of Right to Protest future SIDs is necessary, as it subjects any future property owners to the Waiver. A Waiver is attached to this memo to be executed at final plat approval. Legal staff advised the City may provide covenants and restrictions in the process of conveying the property in the future to Yellowstone Valley Animal Shelter (YVAS), or any other future owner. The future conveyance documents would contain many of the same elements that a standard SIA would contain as far as improvement requirements for the future owner.

VARIANCES REQUESTED

No variances from the City Subdivision Regulations have been requested.

PROPOSED CONDITIONS OF APPROVAL

Pursuant to Section 76-3-608(4), MCA, the following conditions are recommended to reasonably minimize potential adverse impacts identified within the Findings of Fact.

1. To protect public health and safety and ensure correct infrastructure installation, proposed infrastructure will be approved by the Engineering Division and shall be installed in conformance with the design standards, specifications, rules and regulations of the City of Billings and Montana Department of Environmental Quality.
2. Minor changes may be made in the final documents, as requested by the Planning, Legal or Public Works Departments to clarify the documents and bring them into the standard acceptable format.
3. The final plat shall comply with all requirements of the City of Billings Subdivision regulations, rules, policies, and resolutions of the City of Billings, and the laws and Administrative Rules of the State of Montana.

PROCEDURAL HISTORY

- Pre-application meeting December 12, 2024
- Preliminary plat application submitted to Planning Division on March 3, 2025
- The 35 working-day preliminary plat review period ended on April 21, 2025. However, since the City owns the property, it is able to complete the preliminary plat after this date. The Planning staff took some extra time to confer with Legal staff before finalizing this preliminary plat memo.
- Preliminary plat to City Council May 12, 2025

PLAT INFORMATION

General location:	East of Riverside Road, north of Hannon Road and south of the sugar factory

on State Avenue

Legal Description: Located in the NW ¼ of the SE ¼ of Section 10, Township 01 South, Range 26 East

Owner/Subdivider: City of Billings

Engineer and Surveyor: Performance Engineering

Existing Zoning: P1 and P2

Existing land use: Open grassland / City Park

Proposed land use: Public, Civic, and Institutional, and City Park

Gross area: 13.82 acres

Proposed number of lots: 2

Lot size: Max: 9.05 acres
Min: 4.77 acres

Parkland requirements: Parkland dedication is not required as this is a minor subdivision. However, Proposed Lot 1 will remain 9.05 acres of City of Billings parkland.

STAKEHOLDERS

A public hearing is not scheduled for the City Council meeting; however, nearby property owners may attend the City Council meeting and speak at the Public Comment section of the agenda.

ALTERNATIVES

In accordance with State law, the City Council has 35 working days to act upon minor preliminary plats. The 35 working day review period for the proposed plat ended on April 21, 2025. Since the City is the subdivider, it gave itself extra time to ensure Planning and Legal staff coordinated on the elements of the preliminary plat, bringing the plat to the City Council on May 12. State and City subdivision regulations also require that preliminary plats be reviewed using specific criteria, as stated within this report. The City Council may:

1. Approve;
2. Conditionally Approve; or
3. Deny the Preliminary Plat. Denial of the plat would be in direct conflict with the City Council's past actions to annex and rezone a portion of the property to facilitate a future animal shelter and animal clinic location for the community.

FISCAL EFFECTS

This plat will have no fiscal impact on the City/County Planning Division. There may be impacts to the City budget for the process of platting the subdivision and preparing for a future conveyance of one of the lots to the Yellowstone Valley Animal Shelter, or another entity.

SUMMARY

One of the purposes of the City's subdivision review process is to identify potential negative effects of property being subdivided. Negative effects that are identified become the subdivider's responsibility to mitigate. Various City departments, private service/utility providers and the affected school district/s, have reviewed this application and provided input on effects and mitigation. The Findings of Fact, which are presented as an attachment, discuss potential negative impacts of the subdivision and conditions of approval are recommended as measures to further mitigate any impacts. In this case, there were found to be minimal impacts from this proposed subdivision.

Attachments

Findings of Fact
Proposed Plat
YVAS Subdivision Waiver
Mayor's Letter

FINDINGS OF FACT

The Planning staff has prepared the Findings of Fact for the preliminary plat of Yellowstone Valley Subdivision. These findings are based on the preliminary plat application and supplemental documents and address the review criteria required by the Montana Subdivision and Platting Act (76-3-608, MCA) and the Billings Subdivision Regulations (Section 23-303(H), BMCC).

A. What are the effects on agriculture, local services, the natural environment, wildlife, wildlife habitat, and public health, safety and welfare? [MCA 76-3-608 (3) (a) and BMCC 23-302.H.2.]

1. Effect on agriculture and agricultural water user facilities

The subject property is currently a City of Billings park, Wilson Park. There are no permanent irrigation ditches, field laterals, or irrigation easements that exist on the subject property. The subdivision should not affect agricultural water users' facilities.

2. Effect on local services

a. **Utilities** – Water service will be provided by the City of Billings. There is an existing 12-inch water main located in Riverside Road. There is also a County water main in Hannon Road from riverside road to Minnie Place. Water lines and services will be approved by the City of Billings Public Works Department and shall be installed in conformance with the design standards, specifications, rules and regulations of the City of Billings and Montana Department of Environmental Quality (MDEQ). **(Condition #1)**

   Sanitary sewer service will be provided by the City of Billings. The Subdivider will connect to an existing 30-inch sewer main located along the north property line of the proposed subdivision. Sewer services shall be reviewed and approved and built in accordance with design standards, specifications, rules and regulations of the City of Billings Public Works Department and MDEQ. **(Condition #1)**

   Private utility companies will provide services to the subdivision. Any easement required by a private utility company will be coordinated with the subdivider and the utility company.

   Stormwater – This subdivision shall satisfy the criteria set forth by the *City of Billings Stormwater Management Manual* and will be subject to review and approval by the City Engineering Department. A Stormwater Report will be submitted for review and approval by City Engineering at the time of individual lot development. **(Condition #1)**

b. **Solid waste** – The City of Billings will provide solid waste collection and disposal. The City's landfill has adequate capacity for this waste.

c. **Streets** – Riverside Road runs along the western boundary of this proposed subdivision. Both lots can access Riverside Road. No internal roads are proposed for this subdivision. The subdivider will be providing an additional 37 feet of right of way for Riverside Road. That road currently has only 30 feet of right of way. Riverside Road is classified as a collector.

   All sidewalks will be 5-feet-wide with a 5-foot-wide boulevard behind the curb to the edge of the sidewalk. There will be ADA compliant ramps installed where necessary.

   Widening of Riverside Road and the installation of sidewalks will be done at a future date. These items are included in the Waiver or Right to Protest. The property owner will participate in the proportional costs when the road is improved at a future date.

d. **Emergency services** – The Billings Police and Fire Departments will respond to emergencies within the proposed subdivision. The fire station serving this area is located at 503 South 28th Street (Station #2). The subdivision is located within the ambulance service area of American Medical Response (AMR).

e. **Schools** –This subdivision will have no effect on schools in the area. It is a commercial / Parkland subdivision.

f. **Parks and Recreation** – Commercial subdivisions are not required by City of Billings Subdivision Regulations to provide parkland. The land for this subdivision is a City of Billings park. Lot 1 will remain as parkland.

g. **Mail Delivery -** The United States Postal Service will provide postal service to the subdivision. Location of mail delivery boxes will need to be coordinate with the developer and the postal service.

h. **Phasing of Development -** The applicant is not proposing to develop this subdivision in phases.

3. Effect on the natural environment

The subject property is currently a City of Billings Park, Wilson Park. This park has not been developed and is a native grassland area with trees in a few locations on the property. During development, storm water pollution prevention best management practices are required to be used and monitored to prevent erosion on exposed ground. Overall, the effect on the natural environment should be minimal.

4. Effect on wildlife and wildlife habitat

There are no known endangered or threatened species on the property. This subdivision should have a minimal effect on wildlife and wildlife habitat.

5. Effect on the public health, safety and welfare

There will be minimal impacts to public health, safety and welfare because of this subdivision.

B. Was an Environmental Assessment required? [(MCA 76-3-616 and BMCC 23-302.H.1.]

The proposed subdivision is exempt from the requirement for an Environmental Assessment pursuant to Section 76-3-616, MCA.

C. Does the subdivision conform to the City of Billings 2016 Growth Policy, the 2014 Transportation Plan, and the Billings Area Bikeway and Trail Master Plan? [BMCC 23-302.H.4.]

1. City of Billings 2016 Growth Policy

The proposed subdivision is consistent with the following goals of the Growth Policy:

> **Place Making (Enhance, maintain, preserve, and improve existing public places):** Natural landscapes are important because they define the uniqueness of Billings and help protect the environment and beautify neighborhoods.
>
> **Strong Neighborhoods (livable, safe, sociable and resilient neighborhoods):** Implementation of the Infill Policy is important to encourage development of underutilized properties.

2. 2023 Billings Urban Area Long Range Transportation Plan

The proposed subdivision adheres to the goals and objectives of the 2023 Transportation Plan and preserves the street network and street hierarchy specified in the plan. Riverside Road is identified as a collector road. The subdivision will not be creating any new roads.

3. Billings Area Bikeway and Trail Master Plan (BABTMP)

There is a future trail identified on Riverside Road. At a future time when the street is widened, the trail would be on constructed at that time.

D. Does the subdivision conform to the Montana Subdivision and Platting Act and to local subdivision regulations? [MCA 76-3-608 (3) (b) and BMCC 23-302.H.3.a.]

The proposed subdivision satisfies the requirements of the Montana Subdivision and Platting Act and to the design standards specified in the local subdivision regulations. The subdivider and the local government have complied with the subdivision review and approval procedures set forth in the local and state subdivision regulations.

E. Does the proposed subdivision conform to all requirements of the zoning in effect? [BMCC 23-302.H.3.e.]

The subdivision will have two zonings, Lot 1 will be zoned P1 and Lot 2 will be zoned P2. The lot frontages conform to the requirements of these zonings. Other building

setbacks and structure specific requirements will be reviewed for compliance at the time of building permit review.

F. Does the proposed plat provide easements for the location and installation of any utilities? [MCA 76-3-608 (3) (c) and BMCC 23-302.H.3.b.]

The subdivider will provided utility easements as requested by private utility companies. Those easements will be shown on the face of the plat.

G. Does the proposed plat provide legal and physical access to each parcel within the subdivision and notation of that access on the plat? [MCA 76-3-608 (3) (d) and BMCC 23-302.H.3.c.]

Legal and physical access is provided to the proposed lots from existing roads, Riverside Road.

CONCLUSIONS OF FINDINGS OF FACT

- The preliminary plat of Yellowstone Valley Subdivision, does not create any adverse impacts that warrant denial of the subdivision.

- The proposed subdivision conforms to several of the goals and policies of the 2016 Growth Policy and does not conflict with the Transportation or Bikeway/Trail Plans.

- The proposed subdivision complies with state and local subdivision regulations, local zoning, and sanitary requirements and provides legal and physical access to each lot.

- Any potential negative or adverse impacts will be mitigated with the proposed conditions of approval.

RECOMMENDATION

Staff recommends to the City Council that the preliminary plat of Yellowstone Valley Subdivision, be conditionally approved and adopt the Findings of Fact as presented in the staff report.

Approved by the Billings City Council, May 12, 2025

_____

William A. Cole, Mayor

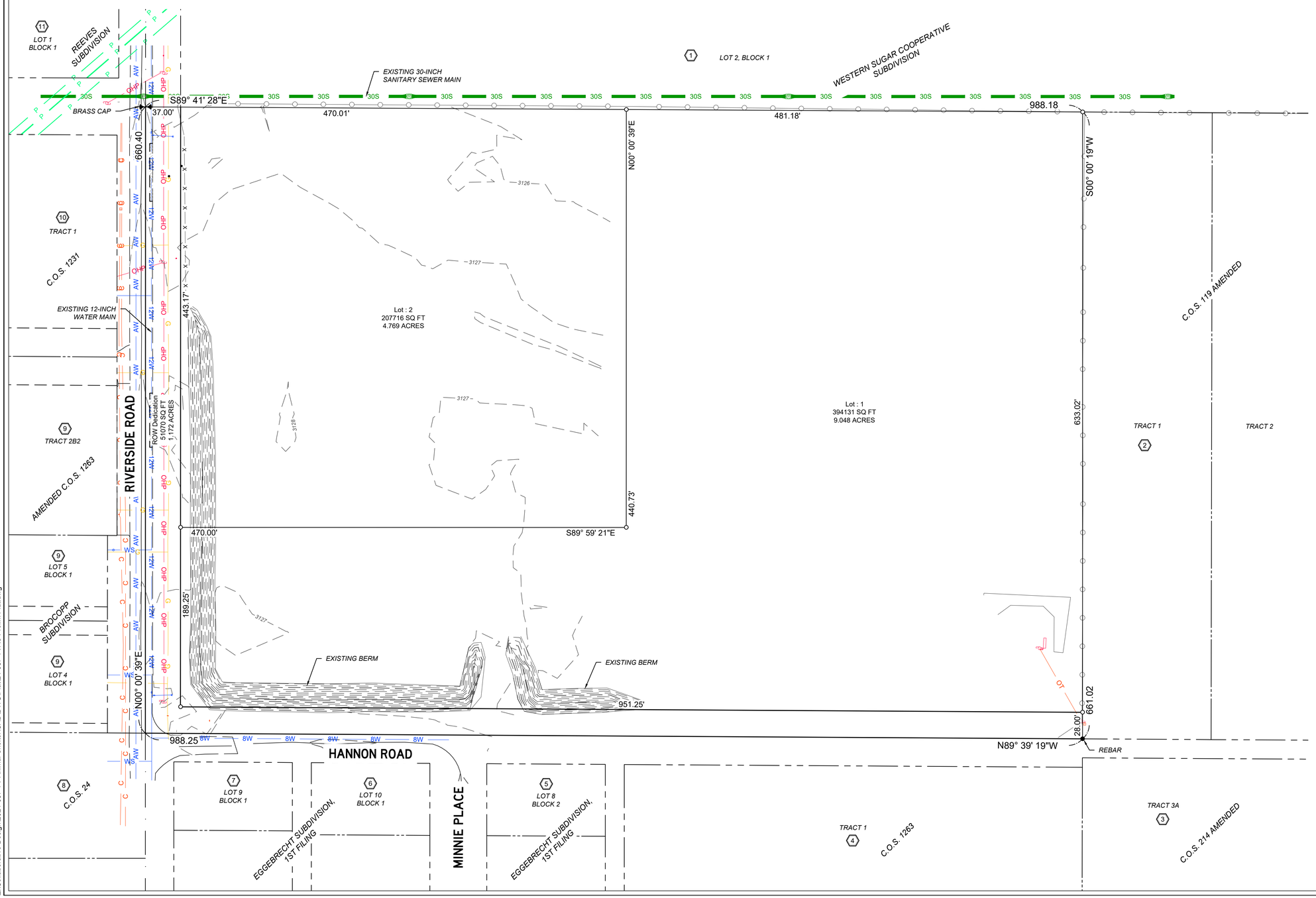
PRELIMINARY PLAT OF

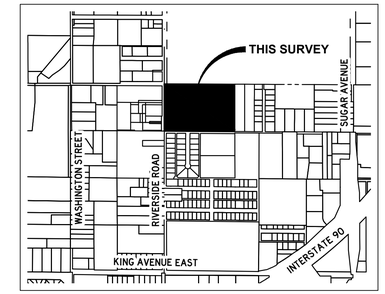
YELLOWSTONE VALLEY SUBDIVISION

LOCATED IN THE NW 1/4 OF THE SE 1/4 OF SECTION 10, TOWNSHIP 01 SOUTH, RANGE 26 EAST, P.M.M.,
YELLOWSTONE COUNTY, MONTANA

LEGEND

- PROPERTY CORNER, FOUND AS DESCRIBED
- PROPERTY CORNER, SET 5/8" REBAR W/ PE CAP
- QUARTER CORNER, FOUND AS DESCRIBED
- SURVEY BOUNDARY
- PROPERTY LINE
- EXISTING PROPERTY LINE
- EXISTING RIGHT-OF-WAY LINE





VICINITY MAP
NOT TO SCALE

SITE DATA	
NO. OF LOTS	2
MAXIMUM LOT AREA	± 394,131 SF
MINIMUM LOT AREA	± 207,716 SF
PARKLAND AREA REQUIRED	NONE
PARKLAND AREA PROVIDED	NONE
GROSS ACREAGE	± 13.82 AC
EXISTING ZONING	P1
PROPOSED ZONING	P2
EXISTING LAND USE	VACANT
PROPOSED LAND USE	MIXED USE
SANITARY SEWER	CITY OF BILLINGS
WATER	CITY OF BILLINGS
FIRE SERVICE AREA	CITY OF BILLINGS

ADJACENT PROPERTY OWNER INFORMATION

1. Western Sugar Company
   c/o Ken Gemperline
   7555 E Hampden Ave, Suite 520
   Denver, CO 80231
2. K Brothers Properties
   PO Box 21136
   Billings, MT 59104
3. Iron Clad, LLC
   4110 Bennett Ave
   Billings, MT 59105
4. Sustainable Montana
   PO Box 81406
   Billings, MT 59108
5. Carolyn M Hirsch
   716 Saint Johns Ave
   Billings, MT 59101
6. Mikala M & Brandon J Chapman
   502 Minnie Pl
   Billings, MT 59101
7. Beehive Storage, LLC
   PO Box 20853
   Billings, MT 59104
8. Curtis L & Shelly L Eckhardt
   502 Riverside Rd
   Billings, MT 59101
9. Marilyn G Brocopp
   2031 Edgewood Dr
   Billings, MT 59102
10. John M & Beverly A Bermes Trust
    1105 Saint Johns Ave
    Billings, MT 59102
11. John O Weber, Bradley D Brown, & Barbara T Stevenson
    c/o 336 Riverside LLC
    1821 Laura Cir
    Billings, MT 59106

SHEET 1 OF 1

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1/2/2025 11:03:47 AM
Z:\Collaborative Design\2024-087 YV Animal Shelter\CAD\DWG\Plat\24-087 YVAS Prelim Plat.dwg

Waiver of Right to Protest

FUTURE SPECIAL IMPROVEMENTS DISTRICTS

FOR VALUABLE CONSIDERATION, the undersigned, being the Subdivider and all of the owners of the hereinafter described real property, do hereby waive the right to protest the formation of one or more Special Improvement District(s) for a period of no more than twenty years from the recording of this waiver, for street light maintenance and energy, and for the construction of streets, street widening, sidewalks, survey monuments, street name signs, curb and gutter, street lights, driveways, traffic signals, and traffic control devices, parks and park maintenance, trails, sanitary sewer lines, water lines, storm drains (either within or outside the area), and other improvements which the City of Billings may require.

This Waiver and Agreement is independent from all other agreements and is supported by sufficient independent consideration to which the undersigned are parties, and shall run with the land and shall be binding upon the undersigned, their successors and assigns, and the same shall be recorded in the office of the County Clerk and Recorder of Yellowstone County, Montana.

This Waiver is in addition to any other recorded waiver related to the property described herein and is not intended to replace, supersede, or invalidate any such waiver.

The real property hereinabove mentioned is more particularly described as follows:

Yellowstone Valley Subdivision

Signed and dated this _____ day of _____, 20__.

City of Billings

By: _____
Mayor

Attest: _____
City Clerk

STATE OF MONTANA)
: ss
County of Yellowstone)

On this ____ day of _____, 20__, before me, a Notary Public in and for the State of Montana, personally appeared _____ and _____, known to me to be the Mayor and City Clerk, respectively, of the City of Billings, Montana, whose names are subscribed to the foregoing instrument in such capacity and acknowledged to me that they executed the same on behalf of the City of Billings, Montana.

_____
Notary Public in and for the State of Montana
Printed Name: _____
Residing at: _____
My commission expires: _____

CITY OF
Billings
MAYOR'S OFFFICE

Bill Cole, Mayor
P.O. Box 1178
Billings, MT 59103
P 406.657.8296
F 406.657.8390

Performance Engineering
3412 Colton Blvd
Billings, MT 59102

Dear Applicant:

On May 12, 2025 the Billings City Council conditionally approved the preliminary plat of Yellowstone Valley Subdivision, subject to the following conditions of approval:

1. To protect public health and safety and ensure correct infrastructure installation, proposed infrastructure will be approved by the Engineering Division and shall be installed in conformance with the design standards, specifications, rules and regulations of the City of Billings and Montana Department of Environmental Quality.

2. Minor changes may be made in the SIA and final documents, as requested by the Planning, Legal or Public Works Departments to clarify the documents and bring them into the standard acceptable format.

3. The final plat shall comply with all requirements of the City of Billings Subdivision regulations, rules, policies, and resolutions of the City of Billings, and the laws and Administrative Rules of the State of Montana.

Should you have any questions please contact Dave Green at (406) 657-8666 or by email at greend@billingsmt.gov

May 12, 2025

Sincerely,

_____
William A. Cole, Mayor

City Council Regular

Date:	05/12/2025
Title:	Resolution Amending Annexation 25-01, Wilson Park
Presented by:	Hunter Kelly, Planner 1
Department:	Planning & Community Services
Presentation:	No
Legal Review:	Yes
Project Number:	PZX-25-00005

RECOMMENDATION

Staff recommends the City of Billings approve the Resolution amending annexation 25-01, Wilson Park (Resolution No. 25-11262).

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

On March 24, 2025, the City of Billings passed Resolution 25-11262 annexing Wilson Park, an unplatted parcel of land situated in the northwest one-quarter (NW 1/4) of the southeast one-quarter (SE 1/4) of Section 10, Township 01 south, Range 26 east, P.M.M., Yellowstone County Montana, more particularly described as follows: Beginning at the center quarter corner of said Section 10, said point being the Point of Beginning; thence S00"00'39"W a distance of 660.40 feet; thence S89"39"19"E following the northern boundary of the right-of-way for Hannon Road a distance of 988.25 feet; thence N00'07'28'E following the western boundary of Tract 1 of Certificate of Survey No. 119 Amended a distance of 661.02 feet; thence N89"41'28'W following the southern boundary of Lot 2, Block 1 of the Western Sugar Cooperative Subdivision a distance of 988.19 feet back to the Point of Beginning. Including all adjacent rights of way of Riverside Road & Hannon Road. Said annexation contains a net and gross area of 14.99 acres, more or less.

While there was no deficiency in the previous approval and the process followed was correct, the Resolution was approved with a condition that stated: "*Within 45 working days and prior to site development, a mutually acceptable Subdivision Improvement Agreement shall be executed between the owner(s) and the City that shall stipulate, among other things, specific infrastructure improvements and right-of-way dedication, provide guarantees for said improvements, and include a Waiver of Right to Protest the creation of special improvement districts which will be recorded with the Yellowstone County Clerk and Recorder."* Subsequent legal review concluded that since the City of Billings is already the owner of the parcel in question, a subdivision improvement agreement with itself is not necessary for annexation. Instead, when the City of Billings conveys this property, it will place a covenant on the property including information that is typically included within the subdivision improvement agreement. The amended resolution will strike this condition of approval from the resolution.

ALTERNATIVES

The City Council may

- Approve the proposed Resolution amending annexation 25-01, Wilson Park
- Deny the proposed Resolution Amending Annexation 25-01, Wilson Park. Denial of the resolution will mean the existing annexation resolution will remain as is and may create confusion about an SIA being filed and uncertainty about the effective date of the annexation.

FISCAL EFFECTS

This amended annexation will have no financial impact on the Planning Division.

Attachments

Proposed Resolution
Existing Resolution 25-11262

RESOLUTION NO. 25 -

A RESOLUTION OF THE CITY OF BILLINGS AMENDING RESOLUTION NO. 25-11262 ANNEXING TERRITORY UNDER TITLE 7, CHAPTER 2, PART 44 OF THE MONTANA CODE ANNOTATED.

WHEREAS, the City Council approved Resolution 25-11262 annexing the territory described below pursuant to Title 7, Chapter 2, Part 44 of the Montana Code Annotated following a public hearing on March 24, 2025, and determines it is necessary to make corrections to Resolution 25-11262; and

WHEREAS, on February 24, 2025, Council properly passed a resolution of intent to annex the property and set a public hearing on March 24, 2025; and

WHEREAS, after providing proper notice and allowing for a protest period, Council made a finding that it is in the best interest of the City of Billings to annex the territory described below; and

WHEREAS, after a public hearing on March 24, 2025, Council annexed the territory described below, subject to conditions, pursuant to Title 7, Chapter 2, Part 44 of the Montana Code Annotated; and

WHEREAS, Resolution No. 25-11262 included conditional language not necessary because the City of Billings is the recorded owner of the territory and a subdivision improvement agreement is not necessary.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BILLINGS, MONTANA:

1. <u>TERRITORY ANNEXED.</u> Pursuant to M.C.A., Title 7, Chapter 2, Part 44, the following territory is hereby annexed to the City of Billings:

An unplatted parcel of land situated in the northwest one-quarter (NW ¼) of the southeast one-quarter (SE ¼) of Section 10, Township 01 south, Range 26 east, P.M.M., Yellowstone County Montana, more particularly described as follows:

Beginning at the center quarter corner of said Section 10, said point being the Point of Beginning; thence S00˚00’39”W a distance of 660.40 feet; thence S89˚39’19”E following the northern boundary of the right-of-way for Hannon Road a distance of 988.25 feet; thence N00˚07’28”E following the western boundary of Tract 1 of Certificate of Survey No. 119 Amended a distance of 661.02 feet; thence N89˚41’28”W following the southern

boundary of Lot 2, Block 1 of the Western Sugar Cooperative Subdivision a distance of 988.19 feet back to the Point of Beginning. Including all adjacent rights of way of Riverside Road & Hannon Road.

Said annexation contains a net and gross area of 14.99 acres, more or less

See Exhibit “A” Attached

3. EFFECTIVE DATE. This resolution to annex the above-described territory shall be effective March 24, 2025. This resolution shall supersede and replace Resolution No. 25-11262.

4. PROCEDURE. All procedures as required under M.C.A., Title 7, Chapter 2, Part 44, have been duly and properly followed and taken.

ADOPTED AND APPROVED by the City Council of the City of Billings, Montana, on the May 12, 2025.

CITY OF BILLINGS:

BY: _____

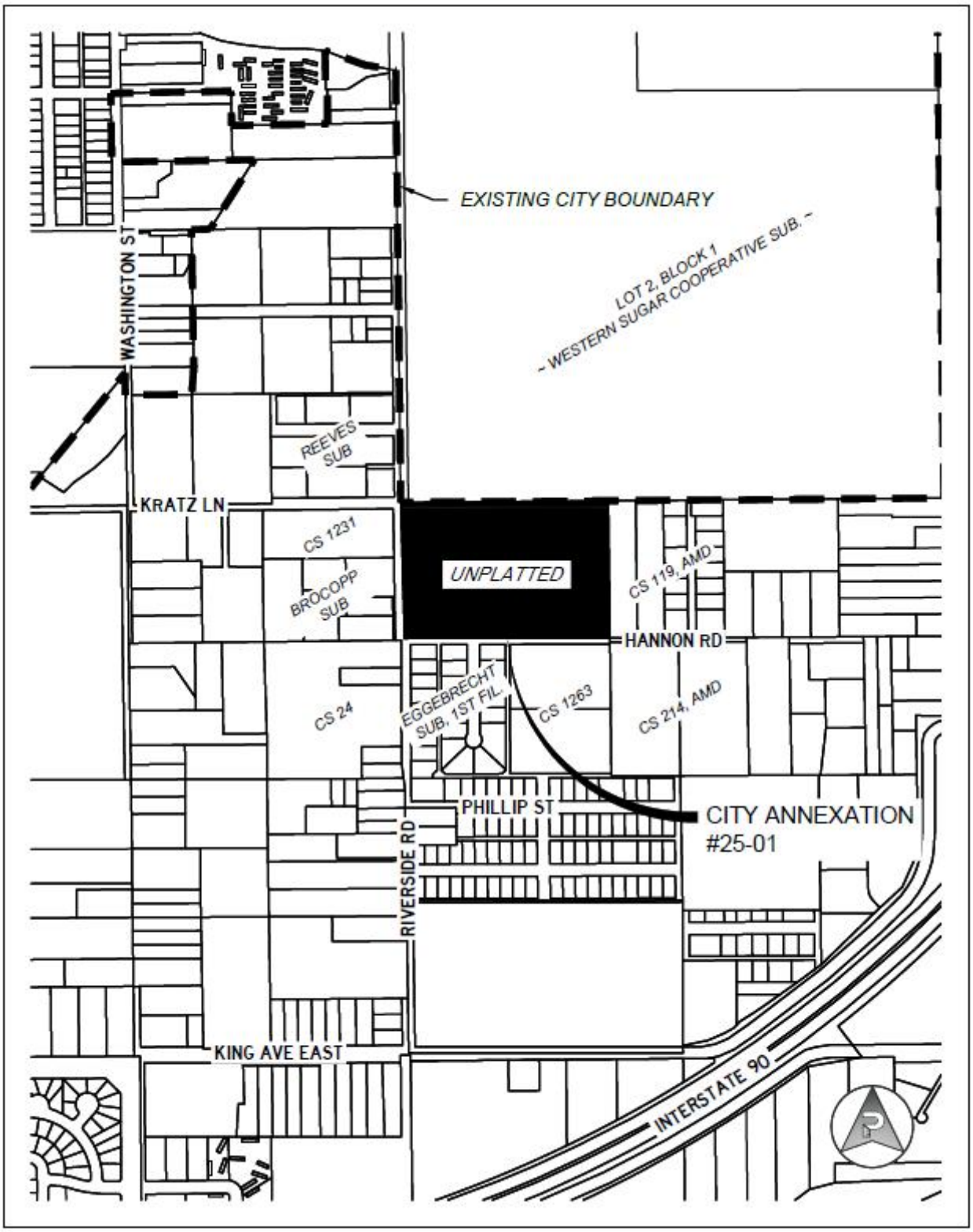
William A. Cole, Mayor

ATTEST:

BY: _____

Denise R. Bohlman, City Clerk

EXHIBIT "A"


EXISTING CITY BOUNDARY
LOT 2, BLOCK 1
- WESTERN SUGAR COOPERATIVE SUB. -
WASHINGTON ST
REEVES SUB
KRATZ LN
CS 1231
BROCOPP SUB
UNPLATTED
CS 119, AMD
HANNON RD
CS 24
EGGEBRECHT SUB, 1ST FIL.
CS 1263
CS 214, AMD
PHILLIP ST
CITY ANNEXATION #25-01
RIVERSIDE RD
KING AVE EAST
INTERSTATE 90

RESOLUTION 25-11262

A RESOLUTION OF THE CITY OF BILLINGS ANNEXING TERRITORY UNDER TITLE 7, CHAPTER 2, PART 44 OF THE MONTANA CODE ANNOTATED.

WHEREAS, the City Council intends to annex said territory pursuant to Title 7, Chapter 2, Part 44 of the Montana Code Annotated; and

WHEREAS, the City Council of the City of Billings has determined that it is in the best interest of the City of Billings to annex the territory hereinafter described and passed a Resolution of Intent on February 24, 2025 pursuant to Title 7, Chapter 2 Part 4404; and

WHEREAS, the City of Billings provided notice and held a 20-day notice period pursuant to Title 7, Chapter 2, Part 4405 of the Montana Code Annotated; and

WHEREAS, the City of Billings provided notice and held public hearing pursuant to Title 7, Chapter 2, Part 4406 of the Montana Code Annotated; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BILLINGS, MONTANA:

1. TERRITORY ANNEXED. Pursuant to Petition filed as provided M.C.A., Title 7, Chapter 2, Part 44, the following territory is hereby annexed to the City of Billings:

An unplatted parcel of land situated in the northwest one-quarter (NW ¼) of the southeast one-quarter (SE ¼) of Section 10, Township 01 south, Range 26 east, P.M.M., Yellowstone County Montana, more particularly described as follows:

Beginning at the center quarter corner of said Section 10, said point being the Point of Beginning; thence S00°00'39"W a distance of 660.40 feet; thence S89°39'19"E following the northern boundary of the right-of-way for Hannon Road a distance of 988.25 feet; thence N00°07'28"E following the western boundary of Tract 1 of Certificate of Survey No. 119 Amended a distance of 661.02 feet; thence N89°41'28"W following the southern boundary of Lot 2, Block 1 of the Western Sugar Cooperative Subdivision a distance of 988.19 feet back to the Point of Beginning. Including all adjacent rights of way of Riverside Road & Hannon Road.

Said annexation contains a net and gross area of 14.99 acres, more or less

See Exhibit "A" Attached

2. CONDITIONS. The annexation is approved, subject to the following conditions:

   1. Within 45 working days and prior to site development, a mutually acceptable Subdivision Improvement Agreement shall be executed between the owner(s) and the City that shall stipulate, among other things, specific infrastructure improvements and right-of-way dedication, provide guarantees for said improvements, and include a Waiver of Right to Protest the creation of special improvement districts which will be recorded with the Yellowstone County Clerk and Recorder.

   If the above conditions are not satisfied as set forth herein, the annexation will not be effective and any subsequent requests for annexation of the property legally described within this resolution shall be processed as a new petition for annexation.

3. EFFECTIVE DATE. This resolution to annex the above-described territory shall be effective immediately upon satisfaction of all conditions. If the above condition(s) are not satisfied, this resolution shall be null and void and shall have no effect.

4. PROCEDURE. All procedures as required under M.C.A., Title 7, Chapter 2, Part 44, have been duly and properly followed and taken.

ADOPTED AND APPROVED by the City Council of the City of Billings, Montana, on the March 24, 2025.

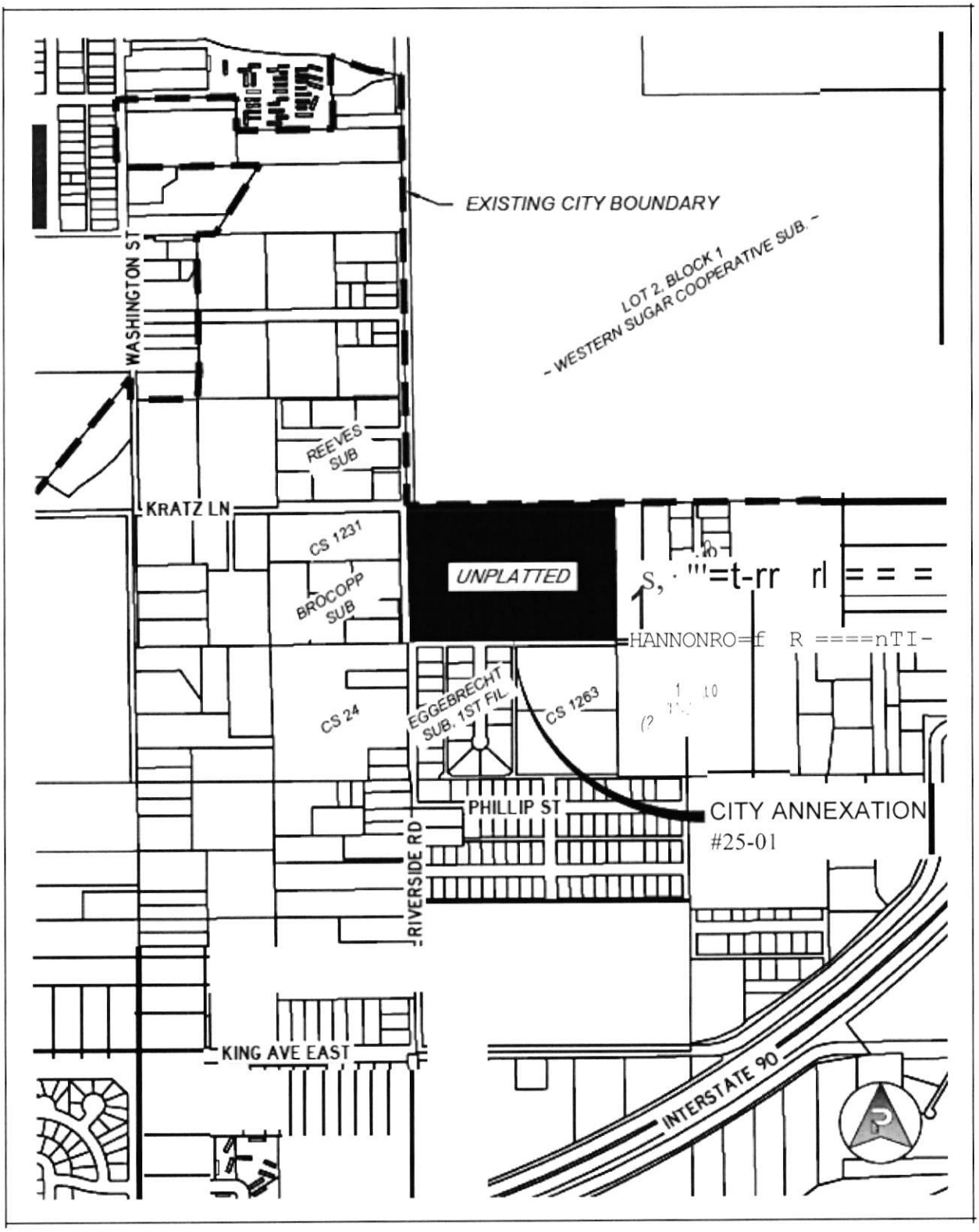
CITY OF BILLINGS:

BY: William A. Cole
William A. Cole, Mayor

ATTEST:

BY: Denise R. Bohlman
Denise R. Bohlman, City Clerk

EXHIBIT "A"


EXISTING CITY BOUNDARY
LOT 2, BLOCK 1
WESTERN SUGAR COOPERATIVE SUB.
WASHINGTON ST
REEVES SUB
KRATZ LN
CS 1231
BROCOPP SUB
UNPLATTED
CS 24
EGGEBRECHT SUB, 1ST FIL.
CS 1263
PHILLIP ST
CITY ANNEXATION
#25-01
RIVERSIDE RD
KING AVE EAST
INTERSTATE 90

City Council Regular

Date:	05/12/2025
Title:	Zone Change 1064 - 1115, 1116, 1121, 1122, 1126 & 1127 Buffalo Crossing Drive -Second Reading
Presented by:	Karen Husman
Department:	Planning & Community Services
Presentation:	No
Legal Review:	Not Applicable
Project Number:	PZX-25-00030

RECOMMENDATION

The Zoning Commission recommends approval and adoption of the findings of the 10 review criteria for Zone Change 1064. The City Council approved the zone change on first reading on April 28, 2025. A second reading of the ordinance is required.

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

This is a zone change from Suburban Neighborhood Residential (N3) to Mid-Century Neighborhood Residential (N2) for six lots in the Buffalo Crossing Subdivision. The total area subject to the proposed zoning is 1.498 acres of land. Two of the lots have split zoning (N2 and N3) and the proposed zone change will remedy this situation. The intent of the zone change is to allow for two-family dwellings on the property.

Two master plans for multi-family developments are currently in progress near the subject property. A Master Site Plan for Parcel 4B of Certificate of Survey 2735, located northeast of the subject parcels, has been approved for 18 units on an NX2-zoned parcel, consisting of three fourplex dwellings and one sixplex dwelling. Another Master Site Plan is under review for 56 units on Block 1, Lot 1, and Block 3, Lot 1 of Buffalo Crossing Subdivision, further north and east along Grand Avenue on NX2-zoned parcels. This plan includes one sevenplex, two sixplexes, three fourplexes, and a five fiveplex.

There are few housing choices in this area of West Billings. Most (70% +) are single-family homes on urban lots (7,000 sf +). There are several areas that also offer duplex dwellings. Foxtail Village to the north has 18 duplexes, Grand Peaks to the east has about 22 duplexes, and Signal Peak at 62nd St W and Rimrock Rd has about 77 duplex townhomes. These comprise less than 20% of the total housing choice in the area. The rarest housing choice is the attached multi-family unit (3+ units per structure), either for rent or ownership. This is less than 5% of the total housing choice west of Shiloh Road from Central Avenue to the north. A resilient urban fabric has more housing choices than are currently available in West Billings.

The Zoning Commission recommends approval based on the compatibility with the adjacent zoning and the zoning will provide predictable development in Buffalo Crossing. The proposed zoning is in conformance with the 2016 Growth Policy guidelines.

APPLICATION DATA

OWNER: Doug Wild
AGENT: Greg Reid, WWC Eng.
LEGAL DESCRIPTION: Lots 4-6, Block 3 and Lots 7-9, Block 1, Buffalo Crossing Subd.
ADDRESS: 1115, 1116, 1121, 1122, 1126, 1127 Buffalo Crossing Drive
CURRENT ZONING: N3 (Suburban Neighborhood Residential)
PROPOSED ZONING: N2 (Mid-Century Neighborhood Residential)
EXISTING LAND USE: Vacant parcels
PROPOSED LAND USE: Single-family or Duplex dwelling units
SIZE OF PARCEL(S): Lots from 9,247 sf to 12,583 sf for a total of 12,583 sf.

SURROUNDING LAND USE & ZONING

NORTH:
Zoning: N2 - Mid-Century Neighborhood
Land Use: Duplex dwellings
SOUTH:
Zoning: N3 Suburban Neighborhoods
Land Use: Single Family Residential

EAST:
Zoning: NX2
Land Use: Mixed Residential
WEST:
Zoning: RR3 - Rural Residential 3 (County)
Land Use: Agricultural

STAKEHOLDERS

The applicant conducted a pre-application neighborhood meeting on February 8, 2025, at the subject property, with one neighboring property owner in attendance. The primary concerns raised focused on density, parking, and whether the future residents would be owners or renters. The attendee also inquired about the reasoning behind the proposed zone change. The applicant explained that the existing N2 lots had been sold to a buyer interested in purchasing the additional six lots, contingent on their allowance for duplex dwellings. Additionally, the applicant received two emails expressing concerns that the zoning change could set a precedent for increased duplex housing, particularly non-owner-occupied units.

Planning staff fulfilled all notification requirements, including mailing notices, posting the property, updating the Current Zoning Application web page with a synopsis, and publishing legal information for the Zoning Commission hearing. No public comments were received by Planning staff before this report.

Buffalo Crossing Subdivision was established in 2022 through a Planned Neighborhood Development (PND) zone change process, which also included the annexation of a 33.64-acre parcel located south of Grand Avenue and 60th St West. It is bordered by Trails West Subdivision to the east and Foxtail Village Subdivision to the north, across Grand Avenue.

The approved Mixed Residential PND designated approximately 5 acres as N2, 19 acres as N3, 3.6 acres as NX2, and about 5 acres as open space (P1). PND regulations require either a Mixed Residential or Commercial/mixed-use zoning designation for any arterial street frontage. Zone Change 1011 was approved as part of the PND process, incorporating mixed residential zoning (NX2), N2, and N3 districts, along with the minimum required Public 1 (P1) zoning, which must account for at least 2% of the net area. The PND, subdivision, and annexation were all approved concurrently.

City Zoning Commission - April 1, 2025

Zoning Commission held a public hearing on April 1, 2025, and received the staff recommendation and testimony from the applicant, Doug Wild. Mr. Wild concurred with staff's recommendation. No other testimony was received. Commissioner Goss asked if the Senate Bill 323 would affect the parcels if the zone change was not approved. Planning Staff clarified that Senate Bill 323 was in place at the state level to allow duplex dwellings on all residential lots, but the applicant would like to conform to local zoning regulations as well. The Commission had no other questions. The Chair closed the public hearing and asked for a motion on the application. Commission member McCall made a motion to recommend approval to the City Council and adoption of the findings of the 10 review criteria. The motion was seconded by Commission Member Gordan and was approved on a 4-0 vote.

City Council Public Hearing - April 28, 2025

City Council conducted a public hearing and received the Zoning Commission recommendation and testimony from Greg Reid from WWC Engineering, agent, on April 28, 2025.

Council members asked for clarity regarding the state law that allows for duplexes in all single-family zoning and the applicant's intent with their application. Staff clarified that the applicant's intent is to be in compliance with local zoning regulations, should state law change. Council members asked about request for zoning and how the lines of the property do not align with the lines of the zoning. Staff deferred the inclusion of additional properties to the applicant. Council members were provided clarification that it is not allowable to condition zoning. Agent, Greg Reid clarified that there is a buy/sell agreement associated with the properties included within the requested zone change. Council opened the application for public hearing. One public comment was received from Doug Wild with Buffalo Crossing. Mr. Wild stated that the intent of the zone change was to follow zoning. The public hearing was then closed.

Council member Boyett made a motion to approve Zone Change 1064 and adopt the findings of the 10 review criteria as recommended by Zoning Commission. The motion was seconded by Council member Shaw. The zone change was passed unanimously.

ALTERNATIVES

The City Council may take one of the following actions:

- Approve and adopt the findings of the ten review criteria for Zone Change 1064 as recommended by the Zoning Commission; or,
- Deny and adopt different findings of the ten review criteria for Zone Change 1064; or,
- Delay action on the zone change request for up to 30 days at the request of the applicant or on its own motion; or
- Refer the application back to the Zoning Commission for an additional public hearing based on 1) new information submitted that the applicant and public have not had an opportunity to examine; or 2) new information has been presented that was never submitted or considered by the Zoning Commission or staff; or
- Allow the applicant to withdraw the zone change request.

The applicant has not requested a delay or withdrawal of the application.

FISCAL EFFECTS

Approval or denial of the proposed zone change will not have an effect on the Planning Division budget.

SUMMARY

Prior to making a decision the City Council shall consider the following proposed findings as recommended by the City Zoning Commission:

1) Is the new zoning designed in accordance with the Growth Policy and neighborhood plans?
The proposed zone change is consistent with the following guidelines of the 2016 Growth Policy:
Strong Neighborhoods;

- Zoning regulations that allow a mixture of housing types provide housing options for all age groups and income levels.
- Neighborhoods that are safe and attractive and provide essential services are much desired.
- Walkable neighborhoods that permit convenient destinations such as neighborhood services, open space, parks, schools and public gathering spaces foster health, goodwill, and social interaction.

Home Base;

- A mix of housing types that meet the needs of a diverse population is important.
- The Housing Needs Assessment is an important tool to ensure Billings recognizes and meets the demands of future development.
- Common to all types of housing choices is the desire to live in surroundings that are affordable, healthy, and safe.

The proposed zoning would enable the sale and development of existing vacant parcels as single-family or two-family dwellings, aligning with the development pattern of the parcels to the north. The current concept plan allows for up to six additional dwelling units, with one additional unit per parcel. The proposed zoning also conforms to the West Billings Neighborhood Plan. The West Billings Neighborhood Plan goals and objectives stated the need to locate compatible uses and offer a range of housing choices and development densities. The West Billings Plan adopted a number of goals, policies, and implementation strategies:

- Establish Development Patterns that Use Land More Efficiently and encourage innovative land-use planning techniques to be used in building higher density and mixed-use developments as well as infill developments.

2) Is the new zoning designed to secure from fire and other dangers?
The new zoning requires minimum setbacks, open and landscaped areas and building separations. The new zoning, as do all zoning districts, provides adequate building separations and density limits to provide security from fire and other dangers. The site will be developed in conformance with Section 27-300 (BMCC) for residential zones as well as landscaping (27-1200). New buildings would be required to meet City Building Codes and Engineering standards as well.

3) Whether the new zoning will promote public health, public safety and general welfare?
Similar to criteria 2, public health and public safety will be promoted by both the existing zoning and the proposed zoning. The proposed N2 zoning would allow the vacant property to be developed with compatible uses to the already approved Buffalo Crossing neighborhood. The site and structure regulations found in Section 27-300 for the N2 zone districts promote the minimum standards to ensure public health and safety and promote general welfare.

4) Will the new zoning facilitate the adequate provision of transportation, water, sewerage, schools, parks and other public requirements?
Transportation: The proposed zoning should not have any measurable impact on transportation. The impact on

traffic will depend on the number of residents and drivers on the site when development occurs. The owner will need to coordinate any changes to the existing traffic analysis done for Buffalo Crossing with the City Engineering Department.
Water and Sewer: The City will provide water and sewer to the property.
Schools and Parks: The proposed zoning itself should not affect schools and parks, this will depend on the new residents when a development plan moves forward. Schools and parks should not be negatively affected by the proposed zoning. The School district provided no comments on this zone change. Parks should not be negatively impacted by the proposed zoning. Approval of this zone change should not impact the parkland requirements already in place for the Buffalo Crossing Subdivision.
Fire and Police: The subject property will be served by city public safety services. The Police and Fire Departments had no concerns with the zone change.

5) Will the new zoning provide adequate light and air?
Similar to criteria 2 and 3, the proposed zoning provides for sufficient setbacks to allow for adequate separation between structures and adequate light and air. Any development of the property would follow the requirements of Section 27-300 (BMCC) and other city regulations for development.

6) Will the new zoning affect motorized and non-motorized transportation?
The proposed zoning itself will not have a negative effect on motorized and non-motorized transportation. The motorized transportation will be entering the development from Grand Avenue and 60th Street West at Buffalo Crossing Drive. As part of the original subdivision development requirements, Buffalo Crossing Drive, along the subject property, has completed the installation of new curb/gutter based on the City of Billings standards and will have sidewalk installed upon completion of residences. City Engineering is updating its site development code to require sidewalks for all private streets and the zoning code requires street trees for all public or private roads.

7) Will the new zoning promote compatible urban growth?
The proposed zoning is compatible with the adjacent zoning and existing urban growth proposed for this area. The property to the west is outside the city limits and is agricultural land. The surrounding residential subdivisions are compatible with this proposed zoning. The zoning does promote compatible urban growth.

8) Does the new zoning consider the character of the district and the peculiar suitability of the property for particular uses?
The proposed zoning will allow the development of two-unit dwellings in an area where this housing choice is limited. The N2 zone is compatible with the surrounding development with the existing development to the north and east. The proposed zoning does consider the character of the district and the suitability of the property for future uses.

9) Will the new zoning conserve the value of buildings?
The new zoning is not expected to alter the value of any buildings in the area. Any development of the property will need to meet the site development requirements in the zoning code. For the N2 zone, this includes, but is not limited to, building heights, setbacks, and window and door facade coverage. In general, new buildings improve property values in the area. There are several areas close by that also offer a two-unit dwelling. Foxtail Village to the north has 18 duplexes, Grand Peaks to the east has about 22 duplexes, and Signal Peak at 62nd St W and Rimrock Rd has about 77 duplex town homes.

10) Will the new zoning encourage the most appropriate use of land throughout the City of Billings?
The proposed zoning will allow the development of duplexes, townhomes or condominiums (up to 2 units per building). This is an appropriate location for the zoning to density that is compatible with adjacent uses.This also contributes to the neighborhood stability of the area. There are several areas that also offer a two-unit dwelling. Foxtail Village to the north has 18 duplexes, Grand Peaks to the east has about 22 duplexes, and Signal Peak at 62nd St W and Rimrock Rd has about 77 duplex town homes. The proposed zoning and use will encourage the most appropriate use of the parcels.

Attachments

Ordinance

ORDINANCE 25-_____

AN ORDINANCE OF THE CITY OF BILLINGS, PROVIDING THE ZONE CLASSIFICATION for Lots 4, 5, 6 in Block 3, and 7, 8 & 9, in Block 1 Buffalo Crossing Subdivision, BE AMENDED

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BILLINGS THAT:

Section 1. **RECITALS.** *Title 76, Chapter 2, Part 3, MCA,* and *Sections 27-1628, BMCC,* provide for amendment to the City Zoning Map from time to time. The City Zoning Commission and staff have reviewed the proposed zoning for the real property hereinafter described. The Zoning Commission and staff have considered the ten (10) criteria required by Title 76, Chapter 2, Part 3, MCA. The recommendations of the Zoning Commission and staff have been submitted to the City Council, and the City Council, in due deliberation, has considered the ten (10) criteria required by state law.

Section 2. **DESCRIPTION. Lots 4, 5, 6 in Block 3, and 7, 8 & 9, in Block 1 Buffalo Crossing Subdivision,** is presently zoned **Suburban Neighborhood Residential (N3),** and is shown on the official zoning map within this zone.

Section 3. **ZONE DISTRICT AMENDMENT.** The official zoning map is hereby amended and the zoning for **Lots 4, 5, 6 in Block 3, and 7, 8 & 9, in Block 1 Buffalo Crossing Subdivision,** is hereby changed from **Suburban Neighborhood Residential (N3),** to **Mid-Century Neighborhood Residential (N2)** and from the effective date of this ordinance, shall be subject to all the rules and regulations pertaining to **Mid-Century Neighborhood Residential (N2),** as set out in the Billings, Montana City Code.

Section 4. **EFFECTIVE DATE**. This ordinance shall be effective thirty (30) days after second reading and final adoption as provided by law.

Section 5. **REPEALER**. All resolutions, ordinances, and sections of the City Code inconsistent herewith are hereby repealed.

Section 6. **SEVERABILITY**. If any provision of this ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect the other provisions of this ordinance which may be given effect without the invalid provisions or application, and, to this end, the provisions of this ordinance are declared to be severable.

PASSED by the City Council on first reading this 28th day of April, 2025.

PASSED, ADOPTED and APPROVED on second reading this 12th day of May, 2025.

CITY OF BILLINGS

BY:_____

William A. Cole, Mayor

Attest:

BY:_____

Denise R. Bohlman, City Clerk

Zone Change 1064-1115, 1116, 1121, 1122, 1126 & 1127 Buffalo Crossing Drive

City Council Regular

Date:	05/12/2025
Title:	Payment of Claims for week of April 14th, 2025
Presented by:	Erin Watterud
Department:	Finance
Presentation:	No
Legal Review:	Not Applicable
Project Number:	N/A

RECOMMENDATION

Staff recommends Council approve the Payment of Claims

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

Claims in the amount of $6,259,706.63 have been reviewed and are presented for City Council payment approval. A complete listing of the claims for the week are available in the Finance Department. Payment Approval Process Every invoice for payment is entered into the City's accounting system and the backup documentation is scanned in and attached (physical invoices, additional e-mails explaining payments, bids, contracts, etc.). Each invoice goes through a multi-step approval process depending upon the amount of the payment. First, invoices are entered by the department requesting the payment and the department director or designee must perform an initial review and approval of the purchase. The number of approvals within the department can vary based upon the size of the department, but no less than one approver within each department must verify the payment. Second, all payments, regardless of size, must be approved by the Purchasing Agent or designee. The Purchasing Agent will review the payment to ensure purchasing procedures are followed and appropriate documentation is attached. If the payment is greater than $1,000, then it must be approved by the Finance Director or designee. If that payment is greater than $10,000, then it must be approved by the City Administrator or Assistant City Administrator. Once all approvals are completed, the payment is able to be made and the Accounts Payable Clerk can print the check. After all checks are printed, a list of all checks in excess of $2,500 is generated and placed on the next City Council meeting for review.

ALTERNATIVES

No other alternatives were analyzed.

FISCAL EFFECTS

Claims have a varying impact on department budgets, but are submitted by the departments and reviewed by Finance staff before being sent to the Council.

Attachments

CouncilMemo wk of 04142025

Check Date	Check #	Name	Fund Name		Amount	Item Desc
04/14/2025	879320	2M Company	Street/Traffic	$	905.44	irrigation repair parts
04/14/2025	879320	2M Company	Street/Traffic	$	99.66	irrigation repair parts
04/14/2025	879320	2M Company	Street/Traffic	$	103.30	irrigation repair parts
04/14/2025	879320	2M Company	Street/Traffic	$	84.96	irrigation repair parts
04/14/2025	879320	2M Company	Street/Traffic	$	24.53	irrigation repair parts
04/14/2025	879321	3-V Distributing	Fleet	$	189.00	25232
04/14/2025	879321	3-V Distributing	Fleet	$	15.00	25232
04/14/2025	879322	Ace Electric	Parking	$	3,442.71	LENS/CLIPS FOR LIGHTS & REPAIR LIGHTING OUTAGES
04/14/2025	879322	Ace Electric	Solid Waste	$	1,750.00	LF gas flare replacing pin and sleeve connector.
04/14/2025	879322	Ace Electric	Wastewater	$	151.62	2nd Quarter Billing
04/14/2025	879322	Ace Electric	Water	$	454.88	2nd Quarter Billing
04/14/2025	879323	AD Creative Group	Airport	$	2,200.00	Summer 25
04/14/2025	879324	ADELHEIDE, BLACKMORE	Water	$	34.67	MAR Refund Acct # 3064794
04/14/2025	879325	ADULLAM HOUSE	Water	$	55.12	MAR Refund Acct # 3073879
04/14/2025	879327	Advanced Employment	Planning	$	365.40	W/E. 3/30/25 Temp Employee
04/14/2025	879327	Advanced Employment	Public Safety	$	210.00	Invoices 1360097890&1360097821
04/14/2025	879326	Advanced Employment	Public Safety	$	700.00	office cleanng
04/14/2025	879327	Advanced Employment	Solid Waste	$	1,292.20	Contract labor at Landfill for week ending 3/23/25
04/14/2025	879327	Advanced Employment	Solid Waste	$	72.80	Contract labor at Landfill for week ending 3/30/25
04/14/2025	879327	Advanced Employment	Solid Waste	$	1,415.05	Contract labor at Landfill for week ending 3/30/25
04/14/2025	879328	AFTERMATH SERVICES	Water	$	227.38	MAR Refund Acct # 3065430
04/14/2025	879329	ALLEN L, WHITTINGTON	Water	$	7.49	MAR Refund Acct # 3093113
04/14/2025	879330	Alsco-American Linen	Airport	$	85.46	LBIL2014229
04/14/2025	879330	Alsco-American Linen	Airport	$	16.04	LBIL2014230
04/14/2025	879330	Alsco-American Linen	Airport	$	68.26	LBIL2015750
04/14/2025	879330	Alsco-American Linen	Airport	$	16.04	LBIL2015751
04/14/2025	879330	Alsco-American Linen	Airport	$	68.26	LBIL2017249
04/14/2025	879330	Alsco-American Linen	Airport	$	16.04	LBIL2017250
04/14/2025	879330	Alsco-American Linen	Airport	$	854.76	LBIL2018788
04/14/2025	879330	Alsco-American Linen	Airport	$	108.17	LBIL2018789
04/14/2025	879330	Alsco-American Linen	Transit	$	2.91	LBIL2013482
04/14/2025	879330	Alsco-American Linen	Transit	$	39.22	LBIL2013778
04/14/2025	879330	Alsco-American Linen	Transit	$	114.59	LBIL2013778

Check Date	Check #	Name	Fund Name		Amount	Item Desc
04/14/2025	879330	Alsco-American Linen	Transit	$	29.38	LBIL2013778
04/14/2025	879330	Alsco-American Linen	Transit	$	2.91	LBIL2014146
04/14/2025	879330	Alsco-American Linen	Transit	$	2.91	LBIL2015032
04/14/2025	879330	Alsco-American Linen	Transit	$	38.25	LBIL2015316
04/14/2025	879330	Alsco-American Linen	Transit	$	114.59	LBIL2015316
04/14/2025	879330	Alsco-American Linen	Transit	$	28.41	LBIL2015316
04/14/2025	879330	Alsco-American Linen	Transit	$	2.91	LBIL2015672
04/14/2025	879330	Alsco-American Linen	Transit	$	2.91	LBIL2016522
04/14/2025	879330	Alsco-American Linen	Transit	$	38.25	LBIL2016807
04/14/2025	879330	Alsco-American Linen	Transit	$	114.59	LBIL2016807
04/14/2025	879330	Alsco-American Linen	Transit	$	28.41	LBIL2016807
04/14/2025	879330	Alsco-American Linen	Transit	$	2.91	LBIL2017166
04/14/2025	879330	Alsco-American Linen	Transit	$	2.91	LBIL2018065
04/14/2025	879330	Alsco-American Linen	Transit	$	38.25	LBIL2018352
04/14/2025	879330	Alsco-American Linen	Transit	$	114.59	LBIL2018352
04/14/2025	879330	Alsco-American Linen	Transit	$	28.41	LBIL2018352
04/14/2025	879330	Alsco-American Linen	Transit	$	2.91	LBIL2018707
04/14/2025	879330	Alsco-American Linen	Transit	$	2.91	LBIL2019577
04/14/2025	879331	Alta Planning & Design	Planning	$	1,765.00	Professional Services Through March 28, 2025
04/14/2025	879332	Alternatives	CDBG	$	9,775.16	Q1 - Alternatives, Inc. HOME-ARP Reimbursement
04/14/2025	879332	Alternatives	Court Grants	$	60.00	24 Nov. CSVP
04/14/2025	879332	Alternatives	Court Grants	$	20.00	24 Sept. CSVP
04/14/2025	879332	Alternatives	Court Grants	$	30.00	25 December CSVP
04/14/2025	879332	Alternatives	Court Grants	$	120.00	25 February CSVP
04/14/2025	879332	Alternatives	Court Grants	$	60.00	25 March CSVP
04/14/2025	879333	American Seating	Transit	$	2,232.00	256125_Seat Interior ENC Passenger Replacement
04/14/2025	879333	American Seating	Transit	$	48.58	256125_Shipping
04/14/2025	879334	American Welding & Gas	Wastewater	$	160.67	gases
04/14/2025	879335	Andersen	Street/Traffic	$	41.72	renewal of cdl online
04/14/2025	879336	ANDREA AND ALEX, HEYNEMAN	Water	$	388.13	MAR Refund Acct # 3075401
04/14/2025	879337	ANDREW, HALL	Water	$	16.48	MAR Refund Acct # 3058752
04/14/2025	879338	Archie Cochrane	Fleet	$	65.51	5565799
04/14/2025	879338	Archie Cochrane	Fleet	$	42.61	5565824

Check Date	Check #	Name	Fund Name	Amount	Item Desc
04/14/2025	879338	Archie Cochrane	Fleet	$ 60.08	5565867
04/14/2025	879338	Archie Cochrane	Fleet	$ 32.26	5566105
04/14/2025	879338	Archie Cochrane	Fleet	$ 74.48	5566105
04/14/2025	879338	Archie Cochrane	Fleet	$ 22.91	5566105
04/14/2025	879338	Archie Cochrane	Fleet	$ 73.92	5566105
04/14/2025	879338	Archie Cochrane	Fleet	$ 69.86	5566174
04/14/2025	879338	Archie Cochrane	Transit	$ 19.74	5567868_Bearing Parts
04/14/2025	879338	Archie Cochrane	Transit	$ 17.60	5567868_Bearing Parts
04/14/2025	879338	Archie Cochrane	Transit	$ 67.18	5567868_Stock Brake Parts
04/14/2025	879338	Archie Cochrane	Transit	$ 33.38	5567868_Stock-Brake Parts
04/14/2025	879338	Archie Cochrane	Transit	$ 30.04	5567868_Stock-Break Parts
04/14/2025	879338	Archie Cochrane	Transit	$ (37.34)	5568209_Return Cup Bearing
04/14/2025	879338	Archie Cochrane	Transit	$ 4,380.87	857194_Unit#1876_Repair From Accident
04/14/2025	879339	Associated Employers Of MT	Public Safety	$ 330.00	Facilitation of lead meeting
04/14/2025	879340	Avery Dennison	Street/Traffic	$ 5,908.50	sheeting for sign printer
04/14/2025	879341	Banfield	Public Safety	$ 1,402.46	Tuition Reimbursement Winter 2025 75%
04/14/2025	879342	Bcs Scrip	City Ins Fund	$ 1,500.00	Additional $50 Visa Gift cards for Healthy Is Event
04/14/2025	879343	Bcs Scrip	City Ins Fund	$ 4,900.00	First Quarter Wellness 2025
04/14/2025	879344	Beartooth Environmental	Solid Waste	$ 17,398.78	Manifests 026835987JJK, 026835988JJK, 026835989JJK
04/14/2025	879345	Big Sky Economic Development	General	$ 1,000.00	Inv. 20241011 2024-2025 Annual Member Investment
04/14/2025	879346	Big Sky Linen & Uniform	Public Safety	$ 138.42	MARCH SERVICES 911 CENTER
04/14/2025	879347	Billings Community Cable	General	$ 58,568.00	Blngs Community Cable Corp quarterly disbursement
04/14/2025	879347	Billings Community Cable	General	$ 7,872.28	July 7 23, October 6 23, January 24, April 1 24 short paid
04/14/2025	879348	Billings Office Systems	IT Resources	$ 75.00	FS--3920 quarterly printer maintenance
04/14/2025	879348	Billings Office Systems	IT Resources	$ 30.00	TA-3051ci quarterly printer maintenance
04/14/2025	879349	Billings Police Petty Cash	PD Program	$ 90.73	Reimb of Petty Cash for the BPD. CPC
04/14/2025	879349	Billings Police Petty Cash	Public Safety	$ 267.09	Reimb of Petty Cash for the BPD
04/14/2025	879349	Billings Police Petty Cash	Public Safety	$ 145.72	Reimb of Petty Cash for the BPD. Detectives.
04/14/2025	879349	Billings Police Petty Cash	Public Safety	$ 35.48	Reimb of Petty Cash for the BPD. Records.
04/14/2025	879350	Billings Times	General	$ 255.00	Code- 500 Yellow Parking for Camping Stickers
04/14/2025	879351	Bruco	Parking	$ 150.00	SEMINAR REGISTRATION
04/14/2025	879351	Bruco	Parking	$ 19.73	VAC BAGS
04/14/2025	879351	Bruco	Parking	$ 19.73	VAC BAGS

Check Date	Check #	Name	Fund Name		Amount	Item Desc
04/14/2025	879351	Bruco	Parking	$	19.74	VAC BAGS
04/14/2025	879352	Carolina Software	Solid Waste	$	650.00	WasteWORKS Software Support Quarter ending 6/30/25
04/14/2025	879352	Carolina Software	Wastewater	$	700.00	Waste Works Software 1st Quarter 2025
04/14/2025	879352	Carolina Software	Wastewater	$	700.00	WasterWorks for 2nd Quarter Ending 06/30
04/14/2025	879353	CBRE 1ST SOUTH	Water	$	222.32	MAR Refund...CBRE 1st South LLC...Acct # 3091140
04/14/2025	879354	Century Link	Airport	$	1,399.68	FY25 500mbps Circuit for WIFI
04/14/2025	879354	Century Link	Solid Waste	$	81.00	Landfill 9-1-1 Line
04/14/2025	879355	Certified Laboratories	Water	$	955.85	PREMALUBE NLGI # 23 GREASE CHEVRON DURALITH
04/14/2025	879358	Charter Communications	Parking	$	149.99	Empire Garage
04/14/2025	879357	Charter Communications	Phone System	$	1,299.00	Fiber 2305 8th Ave North SB Fiber Internet Guest Wi-Fi
04/14/2025	879359	Charter Communications	Public Safety	$	944.00	2305 8th Ave -172692901 Cable modems
04/14/2025	879356	Charter Communications	Public Safety	$	199.99	Charter Inter/Phone ConnectionFire 3 172717001
04/14/2025	879356	Charter Communications	Public Safety	$	199.99	Charter Internet/Phone Connection Fire 2
04/14/2025	879356	Charter Communications	Public Safety	$	199.99	Charter Internet/Phone Connection Fire 4 172704001
04/14/2025	879356	Charter Communications	Public Safety	$	199.99	Charter Internet/Phone Connection Fire 5 172724701
04/14/2025	879356	Charter Communications	Public Safety	$	149.99	Charter Internet/Phone Connection Fire 7 PD 172740501
04/14/2025	879356	Charter Communications	Public Safety	$	200.00	Charter Internet/Phone Connection Fire 7 PD 172740501
04/14/2025	879356	Charter Communications	Public Safety	$	249.95	Charter Internet/Phone ConnectionFire 6 172739101
04/14/2025	879360	CHRISTOPHER, MEREDITH	Water	$	45.29	MAR Refund Acct # 3059122
04/14/2025	879361	CityServiceValcon	Water	$	97.83	oil for pump motors
04/14/2025	879362	CivicSmart Parking Technologies	Parking	$	1,479.92	CC METER FEES APRIL / MARCH 2025
04/14/2025	879362	CivicSmart Parking Technologies	Parking	$	565.80	LMG MAIN BOARD ASSEMBLY
04/14/2025	879362	CivicSmart Parking Technologies	Parking	$	750.00	LNG COMS BOARD ASSEMBLY
04/14/2025	879362	CivicSmart Parking Technologies	Parking	$	634.20	MECH REPAIR
04/14/2025	879363	Copy Right	Library	$	576.22	62458 Newsletter
04/14/2025	879364	Cotter's Sewer Service	Park Dist 1	$	120.00	TOILET RENTAL FOR POLY VISTA - 2955
04/14/2025	879365	Cross Petroleum	Wastewater	$	617.50	DEF- DIESEL EXHAUST FLUID
04/14/2025	879365	Cross Petroleum	Water	$	617.50	DEF- DIESEL EXHAUST FLUID
04/14/2025	879366	Cubic Corp and Subsidiaries	Transit	$	9,040.00	Elect Fare Collection Sys Units1847,1848,1849, 1850
04/14/2025	879366	Cubic Corp and Subsidiaries	Transit	$	10,000.00	Electronic Fare Collection System-Contactless Cards
04/14/2025	879366	Cubic Corp and Subsidiaries	Transit	$	1,761.40	25-MET-06_Monthly Transaction Fees
04/14/2025	879367	Dahl	General	$	40.00	April Phone Stipend
04/14/2025	879368	Dakota Supply Group	Water	$	74.18	1" X 100' POLY PIPE - SDR9 CTS 250# P/N: SDR91100

Check Date	Check #	Name	Fund Name		Amount	Item Desc
04/14/2025	879368	Dakota Supply Group	Water	$	1,037.73	10" PVC PLASTIC WATER PIPE C-900
04/14/2025	879368	Dakota Supply Group	Water	$	267.00	27" POLYWRAP .008 MIL - PIPE WRAP (1891692)
04/14/2025	879368	Dakota Supply Group	Water	$	963.83	6" WATEROUS HYDRT EXT K562 AFC P/N: 36603
04/14/2025	879368	Dakota Supply Group	Water	$	175.94	8 X 2 TAPPING SADDLE - FOR C900 P/N: 342432
04/14/2025	879368	Dakota Supply Group	Water	$	1,228.51	8" SMITH-BLAIR (421) 8.54-9.85 P/N: 627837
04/14/2025	879368	Dakota Supply Group	Water	$	279.67	8" X 3/4" TAPPING SADDLE - FOR C900 PLASTIC PIPE
04/14/2025	879368	Dakota Supply Group	Water	$	286.32	MARKING PAINT GREEN - GREEN SPRAYON #3631
04/14/2025	879369	DARREN and KELLY, BOELEN	Water	$	282.71	MAR Refund Acct # 3061508
04/14/2025	879370	David Legare Law	Facilities	$	450.00	reviewed documents/contacted consulting experts
04/14/2025	879370	David Legare Law	Facilities	$	6,901.50	Review materials prepare evaluation of JLG's liability
04/14/2025	879371	Dell Computer L P	Airport	$	1,508.99	Dell OptiPlex 7020-PageGate, Airport
04/14/2025	879371	Dell Computer L P	Public Safety	$	127.41	1-24" Monitor -Charge to Crime Scene Van
04/14/2025	879372	Desert Mountain	Street/Traffic	$	5,549.28	ice slicer
04/14/2025	879372	Desert Mountain	Street/Traffic	$	5,744.64	ice slicer
04/14/2025	879372	Desert Mountain	Street/Traffic	$	5,533.44	ice slicer
04/14/2025	879373	Dick Anderson Construction	Stillwater Const	$	381,562.34	Partial Retainage Release
04/14/2025	879373	Dick Anderson Construction	Water	$	3,284,998.24	WO1942 West End WTP Project - Construction
04/14/2025	879373	Dick Anderson Construction	Water	$	418,824.45	WO2396 Dick Anderson Const WTP Intake #2 Catwalk
04/14/2025	879374	Digital Video Systems	Solid Waste	$	145.00	add/remove users to access control system at Landfill.
04/14/2025	879374	Digital Video Systems	Solid Waste	$	145.00	tried to connect computer to scale house at Landfill.
04/14/2025	879375	Direct Automotive	Fleet	$	158.26	14IM0395
04/14/2025	879375	Direct Automotive	Fleet	$	199.68	14IM0395
04/14/2025	879376	DOWL	Planning	$	4,438.75	Professional Services from March 2, 2025-April 5, 2025
04/14/2025	879377	Downtown Billings Association	Parking	$	768.25	GREEN METER COLLECTIONS FEB 2025
04/14/2025	879377	Downtown Billings Association	Parking	$	920.53	GREEN METER COLLECTIONS MARCH 2025
04/14/2025	879378	Downtown Billings Partnership	Tax Incrmnt N27	$	1,731.22	Signage Program through DBA
04/14/2025	879379	Drinkwalter Auto Glass	Wastewater	$	187.00	WINDSHIELD FOR VEHICLE 7416
04/14/2025	879379	Drinkwalter Auto Glass	Wastewater	$	190.00	WINDSHIELD FOR VEHICLE 7416
04/14/2025	879379	Drinkwalter Auto Glass	Water	$	187.00	WINDSHIELD FOR VEHICLE 7416
04/14/2025	879379	Drinkwalter Auto Glass	Water	$	190.00	WINDSHIELD FOR VEHICLE 7416
04/14/2025	879380	Earth First Aid Recycling	Solid Waste	$	3,310.50	Residential Cardboard Recycling - 3/25
04/14/2025	879381	EBMS	City Ins Fund	$	875.00	Monthly billing statement for May 1, 2025
04/14/2025	879381	EBMS	City Ins Fund	$	41,255.00	Monthly billing statement for May 1, 2025

Check Date	Check #	Name	Fund Name		Amount	Item Desc
04/14/2025	879381	EBMS	City Ins Fund	$	78,020.20	Monthly billing statement for May 1, 2025
04/14/2025	879381	EBMS	City Ins Fund	$	1,270.50	Monthly billing statement for May 1, 2025
04/14/2025	879381	EBMS	City Ins Fund	$	1,660.50	Monthly billing statement for May 1, 2025
04/14/2025	879381	EBMS	City Ins Fund	$	6,732.00	Monthly billing statement for May 1, 2025
04/14/2025	879381	EBMS	Payroll Clearing	$	13,841.36	Monthly billing statement for May 1, 2025
04/14/2025	879382	Edge Construction Supply	Wastewater	$	62.08	Caution tape,
04/14/2025	879383	ELAINE, TREIBER	Water	$	97.06	MAR Refund Acct # 3061651
04/14/2025	ACH	Eldorado National California	Transit	$	6,509.76	90879156__Glass-Rear ENC Window
04/14/2025	ACH	Eldorado National California	Transit	$	327.88	90879156__Shipping
04/14/2025	ACH	Eldorado National California	Transit	$	131.63	90879327_Unit#1836_DEF Gauge
04/14/2025	ACH	Eldorado National California	Transit	$	14.21	90879327_Unit#1836_Shipping
04/14/2025	879384	ELIZABETH, HUBBS	Water	$	55.93	MAR Refund Acct # 3069238
04/14/2025	879385	ELLE, WHITACRE	Water	$	7.49	MAR Refund Acct # 3073308
04/14/2025	879386	Empire Garage Owner's Assoc	Parking	$	9,099.74	EGOA ASSESSMENT APRIL 2025
04/14/2025	879386	Empire Garage Owner's Assoc	Parking	$	9,099.74	EGOA ASSESSMENT MARCH 2025
04/14/2025	879387	Empire Heating & Cooling	Wastewater	$	54,853.92	WO 24-31 WRF Solids Process Bldg
04/14/2025	879388	Engineering	Tax Incrmnt S	$	450.14	Civil Design for Amend Park Recreation Campus
04/14/2025	879389	Escosupply	Street/Traffic	$	4,293.00	plow cutting edges
04/14/2025	ACH	Evoqua Water Technologies	Wastewater	$	722.86	AFT Parts
04/14/2025	879390	Executive Cleaning	Library	$	1,863.00	80242
04/14/2025	879391	Fastenal	Fleet	$	22.48	MTBLL128526
04/14/2025	879391	Fastenal	Fleet	$	3.99	MTBLL128526
04/14/2025	879391	Fastenal	Fleet	$	229.34	MTBLL128526
04/14/2025	879392	Fellerer	Library	$	282.40	Fellerer MLA Conference 2025
04/14/2025	879393	Ferguson Enterprises	Wastewater	$	910.32	Tee/bolt packs for Primary Digester Over
04/14/2025	ACH	FlashParking	Parking	$	29.63	MOBILE PAYMENT FEES - PARK 1-3 MARCH 2025
04/14/2025	ACH	FlashParking	Parking	$	29.63	MOBILE PAYMENT FEES - PARK 1-3 MARCH 2025
04/14/2025	ACH	FlashParking	Parking	$	29.64	MOBILE PAYMENT FEES - PARK 1-3 MARCH 2025
04/14/2025	ACH	FlashParking	Parking	$	12.25	MOBILE PAYMENT FEES MARCH 2025
04/14/2025	879394	Floyd's Truck Center WY	Fleet	$	42.47	X401199449.01
04/14/2025	879394	Floyd's Truck Center WY	Fleet	$	37.50	X401199449.01
04/14/2025	879395	FORMATION	Water	$	180.22	MAR Refund...Formation Inc...Acct # 3092628
04/14/2025	879396	FRANK TAGGART	Park Dist 1	$	30.00	OIL PAINTING REFUND

Check Date	Check #	Name	Fund Name		Amount	Item Desc
04/14/2025	879397	Fust	Building	$	411.00	Legislative Trip
04/14/2025	879398	GAIL, CAIPIO	Water	$	31.20	MAR Refund Acct # 3062509
04/14/2025	ACH	Galles Filter	Fleet	$	107.56	P1-36541-02
04/14/2025	ACH	Galles Filter	Fleet	$	137.00	P1-36599-02
04/14/2025	ACH	Galles Filter	Fleet	$	48.44	P1-36690-01
04/14/2025	ACH	Galles Filter	Fleet	$	157.08	P1-36690-01
04/14/2025	ACH	Galles Filter	Fleet	$	186.24	P1-36690-01
04/14/2025	ACH	Galles Filter	Fleet	$	8.28	P1-36690-01
04/14/2025	ACH	Galles Filter	Fleet	$	3.60	P1-36690-01
04/14/2025	ACH	Galles Filter	Fleet	$	4.56	P1-36690-02
04/14/2025	ACH	Galles Filter	Fleet	$	8.58	P1-36746-01
04/14/2025	ACH	Galles Filter	Fleet	$	49.16	P1-36746-01
04/14/2025	ACH	Galles Filter	Fleet	$	35.80	P1-36746-01
04/14/2025	ACH	Galles Filter	Fleet	$	19.30	P1-36746-01
04/14/2025	ACH	Galles Filter	Fleet	$	33.06	P1-36746-01
04/14/2025	ACH	Galles Filter	Fleet	$	3.60	P1-36746-01
04/14/2025	ACH	Galles Filter	Fleet	$	11.28	P1-36746-01
04/14/2025	ACH	Galles Filter	Fleet	$	7.20	P1-36820-01
04/14/2025	ACH	Galles Filter	Fleet	$	3.66	P1-36820-01
04/14/2025	ACH	Galles Filter	Fleet	$	8.58	P1-36820-01
04/14/2025	ACH	Galles Filter	Fleet	$	157.08	P1-36820-01
04/14/2025	ACH	Galles Filter	Fleet	$	24.58	P1-36820-01
04/14/2025	ACH	Galles Filter	Fleet	$	6.90	P1-36820-01
04/14/2025	ACH	Galles Filter	Fleet	$	19.30	P1-36820-01
04/14/2025	ACH	Galles Filter	Fleet	$	22.56	P1-36820-01
04/14/2025	ACH	Galles Filter	Fleet	$	84.24	P1-36848-01
04/14/2025	ACH	Galles Filter	Fleet	$	41.20	P136927.01
04/14/2025	ACH	Galles Filter	Fleet	$	32.96	P136927.01
04/14/2025	ACH	Galles Filter	Fleet	$	44.08	P1-36970-01
04/14/2025	ACH	Galles Filter	Fleet	$	7.89	P1-36970-01
04/14/2025	ACH	Galles Filter	Fleet	$	4.20	P1-36970-01
04/14/2025	ACH	Galles Filter	Fleet	$	10.17	P1-36970-01
04/14/2025	ACH	Galles Filter	Fleet	$	10.84	P1-36970-01

Check Date	Check #	Name	Fund Name	Amount	Item Desc
04/14/2025	ACH	Galles Filter	Fleet	$ 3.44	P1-36970-01
04/14/2025	ACH	Galles Filter	Fleet	$ 43.20	P1-36970-01
04/14/2025	ACH	Galles Filter	Fleet	$ 19.30	P1-36970-01
04/14/2025	ACH	Galles Filter	Fleet	$ 3.66	P1-36970-01
04/14/2025	ACH	Galles Filter	Fleet	$ 7.28	P1-36970-01
04/14/2025	ACH	Galles Filter	Fleet	$ 10.80	P1-36970-01
04/14/2025	ACH	Galles Filter	Fleet	$ 30.25	P1-36970-02
04/14/2025	ACH	Galles Filter	Fleet	$ 8.28	P1-36970-02
04/14/2025	ACH	Galles Filter	Fleet	$ 8.76	P1-37120-01
04/14/2025	ACH	Galles Filter	Fleet	$ 15.04	P1-37120-01
04/14/2025	ACH	Galles Filter	Fleet	$ 23.59	P1-37120-01
04/14/2025	ACH	Galles Filter	Fleet	$ 12.68	P1-37120-01
04/14/2025	ACH	Galles Filter	Fleet	$ 31.95	P1-37120-01
04/14/2025	ACH	Galles Filter	Fleet	$ 186.24	P1-37120-01
04/14/2025	ACH	Galles Filter	Fleet	$ 13.98	P1-37120-01
04/14/2025	ACH	Galles Filter	Fleet	$ 4.20	P1-37120-01
04/14/2025	ACH	Galles Filter	Fleet	$ 107.56	P1-37141-01
04/14/2025	ACH	Galles Filter	Solid Waste	$ 1,116.87	Inner and Outer Air Element. Landfill.
04/14/2025	ACH	Galles Filter	Solid Waste	$ 1,293.06	Outer Air elements for Landfill equipment.
04/14/2025	ACH	Galles Filter	Wastewater	$ 140.59	12 VOLT COMMERCIAL FOR VEHICLE 7520
04/14/2025	ACH	Galles Filter	Water	$ 140.59	12 VOLT COMMERCIAL FOR VEHICLE 7520
04/14/2025	879399	Grainger Parts	Facilities	$ 229.62	Park 1 Fluorescent 40 W
04/14/2025	879399	Grainger Parts	Facilities	$ 93.16	Park 1 Diaphragm Assembly Manual Toliets
04/14/2025	879399	Grainger Parts	Facilities	$ 48.18	City Hall Fluor Ballast
04/14/2025	879399	Grainger Parts	Facilities	$ 125.10	YVAS Hydraulic Door Closer
04/14/2025	879399	Grainger Parts	Facilities	$ 42.24	City Hall Fluor Ballast
04/14/2025	879399	Grainger Parts	Facilities	$ 125.05	YVAS Door Closure Aluminum
04/14/2025	879399	Grainger Parts	Facilities	$ 29.48	BOC V-Belt Pulley Finished
04/14/2025	879399	Grainger Parts	Facilities	$ 76.58	BOC Pillow Block Bearing
04/14/2025	879399	Grainger Parts	Facilities	$ 14.95	City Hall Fluor Ballast
04/14/2025	879399	Grainger Parts	Facilities	$ 52.20	City Hall Fluor Ballast
04/14/2025	879399	Grainger Parts	Facilities	$ 198.40	City Hall Battery Alkaline D/ Dry Wipes
04/14/2025	879399	Grainger Parts	Facilities	$ 24.02	Evidence

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04/14/2025	879399	Grainger Parts	Facilities	$ 29.28	BOC Ltd Ext Cord 50 Ft.
04/14/2025	879399	Grainger Parts	Facilities	$ 18.91	BOC Sprayer wand/Worm Gear Hose Clamp
04/14/2025	879399	Grainger Parts	Facilities	$ 46.41	Stillwater Building Siphon and Gauge
04/14/2025	879399	Grainger Parts	Facilities	$ 24.81	BOC Eye Wash Station 16 oz
04/14/2025	879399	Grainger Parts	Facilities	$ 19.96	Stillwater Building Syphon Carbon Steel
04/14/2025	879399	Grainger Parts	Facilities	$ 91.13	BOC Eyewash Yoke Assembly
04/14/2025	879399	Grainger Parts	Facilities	$ 30.64	BOC Eyewash Dust Cap
04/14/2025	879399	Grainger Parts	Facilities	$ 96.32	BOC Eyewash Dust Cap/Stainless Handle w/ Ball Valve
04/14/2025	879399	Grainger Parts	Facilities	$ 377.52	City Hall Odor Removal Pleated Air Filter
04/14/2025	879399	Grainger Parts	Facilities	$ 556.51	BOC Pleated Air Filters
04/14/2025	879399	Grainger Parts	Facilities	$ 3.97	BOC Hand Drum Pump Siphon
04/14/2025	879399	Grainger Parts	Facilities	$ 70.26	BOC Eye Wash Station
04/14/2025	879399	Grainger Parts	Facilities	$ 220.72	Absorbent Boom Oil - Based Liquids
04/14/2025	879399	Grainger Parts	Facilities	$ 73.30	Parking 1 Fluorescent bulbs and ballast
04/14/2025	879399	Grainger Parts	Facilities	$ 94.49	City Hall Def Purpose Mag Contactor
04/14/2025	879399	Grainger Parts	Facilities	$ 42.53	Stillwater Building Impct Skt Steel
04/14/2025	879399	Grainger Parts	Facilities	$ 44.01	BOC Battery Alkaline C/Shower Curtain
04/14/2025	879399	Grainger Parts	Facilities	$ 25.00	Fire Station #5 V-Belt/Tape Measure for Facility
04/14/2025	879399	Grainger Parts	Facilities	$ 26.68	P1 Fluorescent/LED 10 screw/Trip Lever
04/14/2025	879399	Grainger Parts	Facilities	$ 38.70	PD1 Shower Curtain
04/14/2025	879399	Grainger Parts	Facilities	$ 57.42	BOC White Lithium Grease Aerosol
04/14/2025	879399	Grainger Parts	Facilities	$ 14.28	Evidence Construction Adhesive
04/14/2025	879399	Grainger Parts	Facilities	$ 34.50	BOC Bucket
04/14/2025	879399	Grainger Parts	Facilities	$ 77.30	Park 1 Diaphragm Assembly/ Trap Brass
04/14/2025	879399	Grainger Parts	Facilities	$ 30.27	PD 1 Dielectric Grease
04/14/2025	879399	Grainger Parts	Facilities	$ 109.17	Park 1 Low Arc Chrome Moen Chateau Brass
04/14/2025	879399	Grainger Parts	Facilities	$ 69.56	City Hall Fluor Ballast
04/14/2025	879399	Grainger Parts	Facilities	$ 20.72	City Hall Led 10 Screws
04/14/2025	879399	Grainger Parts	Facilities	$ 61.78	BOC Vacuum Breaker Repair Kit/Vacuum Bags
04/14/2025	879399	Grainger Parts	Facilities	$ 348.48	BOC Pleated Air Filters
04/14/2025	879399	Grainger Parts	Facilities	$ 11.28	Inv. #9254778658 BOC Pleated Air Filter
04/14/2025	879399	Grainger Parts	Facilities	$ 18.79	Inv. #9256713604 BOC Mop Sink Hose
04/14/2025	879399	Grainger Parts	Facilities	$ 179.65	Inv. #9256713612 BOC Door Closer Hydraulic

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04/14/2025	879399	Grainger Parts	Facilities	$	519.92	Inv. #9260454922 BOC Dry Wipes
04/14/2025	879399	Grainger Parts	Facilities	$	94.88	Inv. #9274325407 City Hall Fluor Ballast
04/14/2025	879399	Grainger Parts	Facilities	$	153.22	Inv. #9286441598 BOC Straight Chrome Moen Brass
04/14/2025	879399	Grainger Parts	Facilities	$	17.38	Inv. #9292107241 Police Barn Flange Plunger
04/14/2025	879399	Grainger Parts	Facilities	$	167.10	Inv. #9297945074 City Hall Fluor Ballast
04/14/2025	879399	Grainger Parts	Facilities	$	109.69	Inv. #9297945090 BOC Metal Cleaner and Polish
04/14/2025	879399	Grainger Parts	Facilities	$	18.60	Inv. #9302327078 BOC Correctional Toilet Brush
04/14/2025	879399	Grainger Parts	Facilities	$	117.84	Inv. #9318090413 BOC Brake Parts Cleaner
04/14/2025	879399	Grainger Parts	Facilities	$	19.50	Inv. #9320281513 City Hall Battery D
04/14/2025	879399	Grainger Parts	Facilities	$	12.46	Inv. #9325047000 BOC Masking Tape
04/14/2025	879399	Grainger Parts	Facilities	$	164.31	Inv. #9326543320 YVAS Door Closer Aluminum
04/14/2025	879399	Grainger Parts	Facilities	$	16.60	Inv. #9326543338 BOC Handheld Broadcast Spreader
04/14/2025	879399	Grainger Parts	Facilities	$	52.64	City Hall Master rebuild Kit, Toilets
04/14/2025	879399	Grainger Parts	Facilities	$	22.69	Park 1 Replacement Thermostat
04/14/2025	879399	Grainger Parts	Facilities	$	36.91	BOC Flush Valve Cover Sloan
04/14/2025	879399	Grainger Parts	Facilities	$	82.53	BOC Battery C/Inside Cover Sloan/Diaphragm Assmbly
04/14/2025	879399	Grainger Parts	Facilities	$	107.18	Little Llamas Learners(P1) Valve for Optima Faucets
04/14/2025	879399	Grainger Parts	Facilities	$	139.44	Park 1 Fluor Ballast/Fluorescent
04/14/2025	879399	Grainger Parts	Facilities	$	34.08	Park 1 Fluor Ballast
04/14/2025	879399	Grainger Parts	Facilities	$	153.16	BOC Pillow Block Bearings
04/14/2025	879399	Grainger Parts	Facilities	$	82.36	PD1 Spindle
04/14/2025	879399	Grainger Parts	Facilities	$	234.97	BOC Pleated Air Filters
04/14/2025	879399	Grainger Parts	Facilities	$	51.26	BOC Tarp
04/14/2025	879399	Grainger Parts	Facilities	$	257.27	City Hall Fluorescent Lights
04/14/2025	879399	Grainger Parts	Fleet	$	37.11	9434742277
04/14/2025	879399	Grainger Parts	Fleet	$	28.82	9436511696
04/14/2025	879399	Grainger Parts	Fleet	$	15.06	9436554258
04/14/2025	879399	Grainger Parts	Fleet	$	2.18	9436819073
04/14/2025	879399	Grainger Parts	Fleet	$	7.70	9436902564
04/14/2025	879399	Grainger Parts	Fleet	$	3.57	9437912570
04/14/2025	879399	Grainger Parts	Fleet	$	29.48	9437912570
04/14/2025	879399	Grainger Parts	Fleet	$	8.03	9437912588
04/14/2025	879399	Grainger Parts	Fleet	$	7.43	9442560729

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04/14/2025	879399	Grainger Parts	Fleet	$	16.18	9443255394
04/14/2025	879399	Grainger Parts	Public Safety	$	11.04	Fire Station #5 V-Belt/Tape Measure for Facility
04/14/2025	879399	Grainger Parts	Public Safety	$	65.04	Fire Pleated Air Filter
04/14/2025	879400	Granite Peak Pump	Park Dist 1	$	10,960.00	PUMP REPAIRS FOR CASTLE ROCK LOWER PUMP -25025
04/14/2025	879401	GREG, VAN BINSBERGEN	Water	$	87.68	MAR Refund...Greg Van Binsebergen...Acct # 3089634
04/14/2025	879402	H&E Equipment Services	Solid Waste	$	360.00	Rental for Landfill. Replacing hoses in shop.
04/14/2025	879403	Hanson Chemical	Water	$	266.68	OPTICORE 2PLY TP 3.8"X4" P/N: 20100107CASE
04/14/2025	879403	Hanson Chemical	Water	$	60.70	Spartan Sparcling Restrm Clean P/N: 10165100CASE
04/14/2025	879403	Hanson Chemical	Water	$	184.50	TURN TOWEL WHITE 8" P/N: 20100201CASE
04/14/2025	ACH	HDR	Engineering	$	567.72	WO 20-33 Public Works GIS Services,; Pmt 62
04/14/2025	ACH	HDR	Light Maint	$	146.94	WO 20-33 Public Works GIS Services,; Pmt 62
04/14/2025	ACH	HDR	P.W. Admin	$	1,621.33	WO 20-33 Public Works GIS Services,; Pmt 62
04/14/2025	ACH	HDR	Solid Waste	$	661.22	WO 20-33 Public Works GIS Services,; Pmt 62
04/14/2025	ACH	HDR	Storm Sewer	$	1,806.68	WO 20-33 Public Works GIS Services,; Pmt 62
04/14/2025	ACH	HDR	Street/Traffic	$	2,225.78	WO 20-33 Public Works GIS Services,; Pmt 62
04/14/2025	ACH	HDR	Wastewater	$	2,431.16	WO 20-33 Public Works GIS Services,; Pmt 62
04/14/2025	ACH	HDR	Water	$	7,236.72	WO 20-33 Public Works GIS Services,; Pmt 62
04/14/2025	879404	Hernandez	Street/Traffic	$	75.00	Simeon Hernandez. Safety Glass Reimburse
04/14/2025	879405	High Point Networks	Airport	$	2,034.00	Invoice #269160. Monthly WIFI Management Fees
04/14/2025	879405	High Point Networks	Library	$	294.00	269101 Firewall monthly service
04/14/2025	879406	Hose & Rubber	Fleet	$	103.06	2036513
04/14/2025	879406	Hose & Rubber	Fleet	$	46.22	2036852
04/14/2025	879406	Hose & Rubber	Fleet	$	0.60	2038647
04/14/2025	879406	Hose & Rubber	Fleet	$	21.73	2039030
04/14/2025	879406	Hose & Rubber	Fleet	$	89.54	2040190
04/14/2025	879406	Hose & Rubber	Fleet	$	191.11	2040515
04/14/2025	879406	Hose & Rubber	Fleet	$	204.00	2040586
04/14/2025	879406	Hose & Rubber	Solid Waste	$	37.97	Hoses for Landfill shop.
04/14/2025	879406	Hose & Rubber	Solid Waste	$	130.54	Hoses for Landfill shop.
04/14/2025	879406	Hose & Rubber	Street/Traffic	$	62.00	spiral wrap hose for grader 1213
04/14/2025	879406	Hose & Rubber	Street/Traffic	$	96.33	jackhammer hose for unit 1318
04/14/2025	879406	Hose & Rubber	Street/Traffic	$	890.43	hoses for unit 1238/1239
04/14/2025	879408	ICMA	General	$	1,200.00	Kukulski ICMA Membership for 7/2025 - 6/2026

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04/14/2025	879409	InfoSend	P.W. Admin	$	12,836.87	Statement Processing Service..02/28/2025
04/14/2025	879409	InfoSend	P.W. Admin	$	4,231.54	Statement Processing Service..02/28/2025
04/14/2025	879410	Ingram Library	Library	$	0.02	86939864
04/14/2025	879410	Ingram Library	Library	$	17.10	86939864
04/14/2025	879410	Ingram Library	Library	$	0.19	86939865
04/14/2025	879410	Ingram Library	Library	$	137.43	86939865
04/14/2025	879410	Ingram Library	Library	$	26.39	86939865
04/14/2025	879410	Ingram Library	Library	$	11.20	86939865
04/14/2025	879410	Ingram Library	Library	$	0.01	86939866
04/14/2025	879410	Ingram Library	Library	$	10.02	86939866
04/14/2025	879410	Ingram Library	Library	$	0.05	86939867
04/14/2025	879410	Ingram Library	Library	$	20.65	86939867
04/14/2025	879410	Ingram Library	Library	$	2.66	86939868
04/14/2025	879410	Ingram Library	Library	$	193.95	86939868
04/14/2025	879410	Ingram Library	Library	$	511.03	86939868
04/14/2025	879410	Ingram Library	Library	$	27.44	86939868
04/14/2025	879410	Ingram Library	Library	$	201.33	86939868
04/14/2025	879410	Ingram Library	Library	$	1,057.65	86939868
04/14/2025	879410	Ingram Library	Library	$	0.07	86939869
04/14/2025	879410	Ingram Library	Library	$	50.90	86939869
04/14/2025	879410	Ingram Library	Library	$	0.26	86950688
04/14/2025	879410	Ingram Library	Library	$	5.19	86950688
04/14/2025	879410	Ingram Library	Library	$	14.99	86950688
04/14/2025	879410	Ingram Library	Library	$	0.15	86950689
04/14/2025	879410	Ingram Library	Library	$	26.96	86950689
04/14/2025	879410	Ingram Library	Library	$	2.59	86950690
04/14/2025	879410	Ingram Library	Library	$	38.67	86950690
04/14/2025	879410	Ingram Library	Library	$	134.76	86950690
04/14/2025	879410	Ingram Library	Library	$	32.02	86950690
04/14/2025	879410	Ingram Library	Library	$	58.27	86950690
04/14/2025	879410	Ingram Library	Library	$	72.10	86950691
04/14/2025	879410	Ingram Library	Library	$	59.55	86950691
04/14/2025	879410	Ingram Library	Library	$	34.58	86950691

Check Date	Check #	Name	Fund Name	Amount		Item Desc
04/14/2025	879410	Ingram Library	Library	$ 17.56	86950691	
04/14/2025	879410	Ingram Library	Library	$ 0.95	86959183	
04/14/2025	879410	Ingram Library	Library	$ 32.97	86959183	
04/14/2025	879410	Ingram Library	Library	$ 0.18	86959184	
04/14/2025	879410	Ingram Library	Library	$ 9.72	86959184	
04/14/2025	879410	Ingram Library	Library	$ 0.47	86959185	
04/14/2025	879410	Ingram Library	Library	$ 11.79	86959185	
04/14/2025	879410	Ingram Library	Library	$ 1.18	86959186	
04/14/2025	879410	Ingram Library	Library	$ 44.97	86959186	
04/14/2025	879410	Ingram Library	Library	$ 0.22	86959187	
04/14/2025	879410	Ingram Library	Library	$ 6.49	86959187	
04/14/2025	879410	Ingram Library	Library	$ 0.07	87034066	
04/14/2025	879410	Ingram Library	Library	$ 29.50	87034066	
04/14/2025	879410	Ingram Library	Library	$ 0.09	87034067	
04/14/2025	879410	Ingram Library	Library	$ 35.40	87034067	
04/14/2025	879410	Ingram Library	Library	$ 22.40	87034067	
04/14/2025	879410	Ingram Library	Library	$ 0.02	87034068	
04/14/2025	879410	Ingram Library	Library	$ 10.17	87034068	
04/14/2025	879410	Ingram Library	Library	$ 10.61	87034068	
04/14/2025	879410	Ingram Library	Library	$ 0.22	87034069	
04/14/2025	879410	Ingram Library	Library	$ 101.25	87034069	
04/14/2025	879410	Ingram Library	Library	$ 34.19	87034069	
04/14/2025	879410	Ingram Library	Library	$ 2.60	87034070	
04/14/2025	879410	Ingram Library	Library	$ 223.59	87034070	
04/14/2025	879410	Ingram Library	Library	$ 390.48	87034070	
04/14/2025	879410	Ingram Library	Library	$ 147.29	87034070	
04/14/2025	879410	Ingram Library	Library	$ 153.99	87034070	
04/14/2025	879410	Ingram Library	Library	$ 700.92	87034070	
04/14/2025	879410	Ingram Library	Library	$ 3.00	87034071	
04/14/2025	879410	Ingram Library	Library	$ 16.51	87034071	
04/14/2025	879410	Ingram Library	Library	$ 0.11	87047584	
04/14/2025	879410	Ingram Library	Library	$ 13.17	87047584	
04/14/2025	879410	Ingram Library	Library	$ 1.69	87047585	

Check Date	Check #	Name	Fund Name	Amount	Item Desc
04/14/2025	879410	Ingram Library	Library	$ 59.39	87047585
04/14/2025	879410	Ingram Library	Library	$ 51.91	87047585
04/14/2025	879410	Ingram Library	Library	$ 12.98	87047585
04/14/2025	879410	Ingram Library	Library	$ 7.14	87047585
04/14/2025	879410	Ingram Library	Library	$ 81.32	87047585
04/14/2025	879410	Ingram Library	Library	$ 0.22	87047586
04/14/2025	879410	Ingram Library	Library	$ 32.32	87047586
04/14/2025	879410	Ingram Library	Library	$ 0.98	87047587
04/14/2025	879410	Ingram Library	Library	$ 165.20	87047587
04/14/2025	879410	Ingram Library	Library	$ 0.13	87055358
04/14/2025	879410	Ingram Library	Library	$ 17.70	87055358
04/14/2025	879410	Ingram Library	Library	$ 2.09	87055359
04/14/2025	879410	Ingram Library	Library	$ 194.83	87055359
04/14/2025	879410	Ingram Library	Library	$ 32.45	87055359
04/14/2025	879410	Ingram Library	Library	$ 0.18	87055360
04/14/2025	879410	Ingram Library	Library	$ 27.43	87055360
04/14/2025	879410	Ingram Library	Library	$ 0.36	87055361
04/14/2025	879410	Ingram Library	Library	$ 17.69	87055361
04/14/2025	879410	Ingram Library	Library	$ 18.88	87055361
04/14/2025	879410	Ingram Library	Library	$ 0.19	87055362
04/14/2025	879410	Ingram Library	Library	$ 16.52	87055362
04/14/2025	879410	Ingram Library	Library	$ 11.39	87055362
04/14/2025	879410	Ingram Library	Library	$ 0.05	87055363
04/14/2025	879410	Ingram Library	Library	$ 5.84	87055363
04/14/2025	879411	Inland Truck Parts	Fleet	$ 108.74	1774128
04/14/2025	879411	Inland Truck Parts	Fleet	$ 97.74	1774128
04/14/2025	879411	Inland Truck Parts	Fleet	$ 231.56	2476264
04/14/2025	879412	Interstate Batteries	Fleet	$ 416.85	1190401
04/14/2025	879412	Interstate Batteries	Fleet	$ 475.80	52039144
04/14/2025	879412	Interstate Batteries	Fleet	$ 121.56	52039144
04/14/2025	879412	Interstate Batteries	Fleet	$ 102.36	52039144
04/14/2025	879413	Interstate Power Systems	Fleet	$ 870.78	C007068914.01
04/14/2025	879413	Interstate Power Systems	Fleet	$ 1,414.20	R007062414.01

Check Date	Check #	Name	Fund Name		Amount	Item Desc
04/14/2025	879413	Interstate Power Systems	Street/Traffic	$	399.07	TROUBLESHOOT & DIAG
04/14/2025	879414	Invoice Cloud	Building	$	17.41	Biller Portal Access Fee - MAR...Feb 202
04/14/2025	879414	Invoice Cloud	Building	$	18.21	Biller Portal Access Fee March 2025
04/14/2025	879414	Invoice Cloud	City Ins Fund	$	15.23	Biller Portal Access Fee - MAR...Feb 202
04/14/2025	879414	Invoice Cloud	City Ins Fund	$	15.93	Biller Portal Access Fee March 2025
04/14/2025	879414	Invoice Cloud	Parking	$	15.23	Biller Portal Access Fee - MAR...Feb 202
04/14/2025	879414	Invoice Cloud	Parking	$	15.94	Biller Portal Access Fee March 2025
04/14/2025	879414	Invoice Cloud	Solid Waste	$	7,991.80	Biller Portal Access Fee - March 2025
04/14/2025	879414	Invoice Cloud	Solid Waste	$	387.31	Biller Portal Access Fee - MAR...Feb 202
04/14/2025	879414	Invoice Cloud	Solid Waste	$	405.18	Biller Portal Access Fee March 2025
04/14/2025	879414	Invoice Cloud	Solid Waste	$	7,859.36	Biller Portal Access Fee...Feb 2025
04/14/2025	879414	Invoice Cloud	Wastewater	$	11,987.70	Biller Portal Access Fee - March 2025
04/14/2025	879414	Invoice Cloud	Wastewater	$	11,789.04	Biller Portal Access Fee...Feb 2025
04/14/2025	879414	Invoice Cloud	Water	$	16,346.85	Biller Portal Access Fee - March 2025
04/14/2025	879414	Invoice Cloud	Water	$	16,075.95	Biller Portal Access Fee...Feb 2025
04/14/2025	879407	I-State Truck	Fleet	$	777.96	C251391064.01
04/14/2025	879407	I-State Truck	Fleet	$	190.26	C251391087.01
04/14/2025	879407	I-State Truck	Fleet	$	(86.25)	C251391089.01
04/14/2025	879407	I-State Truck	Fleet	$	115.00	C251391227.01
04/14/2025	879407	I-State Truck	Fleet	$	438.69	C251391227.01
04/14/2025	879407	I-State Truck	Fleet	$	(115.00)	C251391229.01
04/14/2025	879407	I-State Truck	Fleet	$	77.94	C251391255.01
04/14/2025	879407	I-State Truck	Fleet	$	166.64	C251391278.01
04/14/2025	879407	I-State Truck	Fleet	$	(166.64)	C251392006.01
04/14/2025	879407	I-State Truck	Fleet	$	417.76	C251392208:01
04/14/2025	879407	I-State Truck	Wastewater	$	172.82	FENDER-QTR,112V FOR VEHICLE 7620
04/14/2025	879407	I-State Truck	Wastewater	$	191.28	FENDER-QTR,112V FOR VEHICLE 7620
04/14/2025	879407	I-State Truck	Wastewater	$	(172.82)	RETURN FENDER-QTR,112V- VEHICLE 7620
04/14/2025	879407	I-State Truck	Water	$	172.82	FENDER-QTR,112V FOR VEHICLE 7620
04/14/2025	879407	I-State Truck	Water	$	191.28	FENDER-QTR,112V FOR VEHICLE 7620
04/14/2025	879407	I-State Truck	Water	$	(172.82)	RETURN FENDER-QTR,112V- VEHICLE 7620
04/14/2025	879415	J & M Auto Parts	Fleet	$	37.38	1437
04/14/2025	879415	J & M Auto Parts	Fleet	$	11.95	1437

Check Date	Check #	Name	Fund Name		Amount	Item Desc
04/14/2025	879415	J & M Auto Parts	Fleet	$	94.45	1437
04/14/2025	879416	J & M Tire	Wastewater	$	9.75	FLAT REPAIR FOR VEHICLE 7412
04/14/2025	879416	J & M Tire	Wastewater	$	80.00	ROTATE TIRE VEHICLE 7416 & 7916
04/14/2025	879416	J & M Tire	Water	$	9.75	FLAT REPAIR FOR VEHICLE 7412
04/14/2025	879416	J & M Tire	Water	$	80.00	ROTATE TIRE VEHICLE 7416 & 7916
04/14/2025	879417	J.J. Keller & Associates	Solid Waste	$	483.50	CDL Tracking Software...December 2024
04/14/2025	879417	J.J. Keller & Associates	Solid Waste	$	483.50	CDL Tracking Software...March 2025
04/14/2025	879417	J.J. Keller & Associates	Solid Waste	$	380.12	Training Software Access...April 2025
04/14/2025	879417	J.J. Keller & Associates	Street/Traffic	$	241.75	CDL Tracking Software...December 2024
04/14/2025	879417	J.J. Keller & Associates	Street/Traffic	$	241.75	CDL Tracking Software...March 2025
04/14/2025	879417	J.J. Keller & Associates	Street/Traffic	$	190.06	Training Software Access...April 2025
04/14/2025	879417	J.J. Keller & Associates	Wastewater	$	120.88	CDL Tracking Software...December 2024
04/14/2025	879417	J.J. Keller & Associates	Wastewater	$	120.88	CDL Tracking Software...March 2025
04/14/2025	879417	J.J. Keller & Associates	Wastewater	$	95.03	Training Software Access...April 2025
04/14/2025	879417	J.J. Keller & Associates	Water	$	120.88	CDL Tracking Software...December 2024
04/14/2025	879417	J.J. Keller & Associates	Water	$	120.88	CDL Tracking Software...March 2025
04/14/2025	879417	J.J. Keller & Associates	Water	$	95.03	Training Software Access...April 2025
04/14/2025	879418	JD Publishing	Airport	$	1,490.00	Invoice #JDP 22699. Big Sky Journal Home 2025
04/14/2025	879419	JENNIFER, WOLCOTT	Water	$	39.67	MAR Refund Acct # 3092348
04/14/2025	ACH	Joe Johnson Equipment	Fleet	$	1,588.00	P02555
04/14/2025	ACH	Joe Johnson Equipment	Fleet	$	75.87	P02555
04/14/2025	ACH	Joe Johnson Equipment	Street/Traffic	$	311.04	clamp for unit 1239
04/14/2025	879420	JOHN and LISA, STRECKER	Water	$	26.05	MAR Refund Acct # 3066069
04/14/2025	879421	Jones	Public Safety	$	75.00	Teach Child Crimes at MLEA Per Diem reimbursement.
04/14/2025	879422	Jones	Transit	$	42.68	CDL Renewal_2025
04/14/2025	879423	KARIN, ZEPF	Water	$	15.70	MAR Refund Acct # 3070789
04/14/2025	879424	KATHY, RANIERI	Water	$	28.44	MAR Refund Acct # 3066713
04/14/2025	879425	KATHYRN E. LAW	Parking	$	5.00	REFUND FOR OVERPAYMENT OF PARKING CITATION
04/14/2025	879426	KB Commercial	Water	$	194.07	AIR FRESHNER OURFRESH REFILL
04/14/2025	879426	KB Commercial	Water	$	29.60	SENSOR/WINDSOR VACUUM BAGS - 10 PER PACK
04/14/2025	879426	KB Commercial	Water	$	37.87	STORM NEUTRAL CLEANER P/N: ESS1043FC-CS
04/14/2025	879427	KEESHA, JOHNSON	Water	$	80.00	MAR Refund Acct # 3066385
04/14/2025	879428	KELLY JOHN, FROST	Water	$	7.47	MAR Refund Acct # 3073220

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04/14/2025	879429	KEVEN and LISA, REINSCHMIDT	Water	$	5.11	MAR Refund Acct # 3058736
04/14/2025	879430	KEVIN, LARSON	Water	$	40.26	MAR Refund Acct # 3071261
04/14/2025	879431	KIMBERLY, KERSHAW	Water	$	45.99	MAR Refund Acct # 3058943
04/14/2025	879432	KING MOUNTAIN BUILDERS	Water	$	21.64	MAR Refund...King Mountain BLDRS...Acct # 3069196
04/14/2025	879433	King's Hardware Central Inc.	Street/Traffic	$	218.50	weedeater heads
04/14/2025	879434	Knife River	Street/Traffic	$	2,319.72	winter traction material
04/14/2025	879434	Knife River	Street/Traffic	$	6,110.78	winter traction material
04/14/2025	879434	Knife River	Street/Traffic	$	5,813.08	winter traction material
04/14/2025	879434	Knife River	Street/Traffic	$	3,887.00	winter traction material
04/14/2025	879434	Knife River	Street/Traffic	$	1,115.12	3/4" crushed base
04/14/2025	ACH	Kone	Parking	$	245.18	ELEVATOR MAINTENANCE MARCH 2025
04/14/2025	ACH	Kone	Parking	$	735.54	ELEVATOR MAINTENANCE MARCH 2025
04/14/2025	ACH	Kone	Parking	$	490.36	ELEVATOR MAINTENANCE MARCH 2025
04/14/2025	ACH	Kone	Parking	$	16.48	MVD DATA BASE REGISTERED OWNER FEES - MAR 2025
04/14/2025	879435	Kruger	Library	$	43.40	Kruger, Mileage reimbursement for 3rd quarter FY2025
04/14/2025	879436	Kussmaul Electronics Company	Fleet	$	47.98	270278
04/14/2025	879436	Kussmaul Electronics Company	Fleet	$	815.10	270278
04/14/2025	879437	L N Curtis and Sons	Public Safety	$	5,519.88	12 CAIRNS STRUCTURE HELMETS
04/14/2025	879437	L N Curtis and Sons	Public Safety	$	462.74	CAIRNS STRUCTURE HELMET
04/14/2025	879437	L N Curtis and Sons	Public Safety	$	695.00	HURST TOOL REPAIR R421E2
04/14/2025	879437	L N Curtis and Sons	Public Safety	$	70.72	IRONS STRAP
04/14/2025	879438	L P Anderson Tire	Engineering	$	800.00	TIRE; TIRES
04/14/2025	879438	L P Anderson Tire	Fleet	$	65.00	2231031
04/14/2025	879438	L P Anderson Tire	Solid Waste	$	390.00	--; TIRE; TIRE
04/14/2025	879438	L P Anderson Tire	Street/Traffic	$	(0.02)	--; TIRE; TIRE
04/14/2025	879438	L P Anderson Tire	Street/Traffic	$	(48.00)	TIRE REPAIR; TIRE REPAIR
04/14/2025	879438	L P Anderson Tire	Street/Traffic	$	(80.00)	TIRE REPAIR; TIRE REPAIR
04/14/2025	879438	L P Anderson Tire	Street/Traffic	$	48.00	TIRE REPAIR; TIRE REPAIR
04/14/2025	879438	L P Anderson Tire	Street/Traffic	$	89.50	TIRE REPAIR; TIRE REPAIR
04/14/2025	879438	L P Anderson Tire	Street/Traffic	$	94.67	TIRE REPAIR; TIRE REPAIR
04/14/2025	879438	L P Anderson Tire	Street/Traffic	$	48.00	TIRE REPAIR; TIRE REPAIR
04/14/2025	879439	LANGLAS and ASSOC	Water	$	634.05	Acct # 3063568 MAR Refund. Langlas & Assoc
04/14/2025	879440	LARRY, NICHOLS	Water	$	36.61	MAR Refund acct # 3058466

Check Date	Check #	Name	Fund Name		Amount	Item Desc
04/14/2025	879441	LCEO, LLC	PD Program	$	2,922.00	2 Ops-Core Fast SF Super High Cut Helmets.
04/14/2025	879442	LEE, HATVELDT	Water	$	56.86	MAR Refund Acct # 3061647
04/14/2025	879443	Lenco Armored Vehicles	Public Safety	$	16,871.00	Hyd Ram Upgrade for existing armored vehicle order.
04/14/2025	879444	Lithia Dodge Of Billings	Fleet	$	315.75	515385
04/14/2025	879444	Lithia Dodge Of Billings	Fleet	$	137.28	515431
04/14/2025	879444	Lithia Dodge Of Billings	Fleet	$	43.64	515591
04/14/2025	879444	Lithia Dodge Of Billings	Fleet	$	117.90	515591
04/14/2025	879444	Lithia Dodge Of Billings	Fleet	$	67.95	515591
04/14/2025	879444	Lithia Dodge Of Billings	Fleet	$	217.50	515591
04/14/2025	879444	Lithia Dodge Of Billings	Fleet	$	105.00	515591
04/14/2025	879444	Lithia Dodge Of Billings	Fleet	$	112.50	515591
04/14/2025	879445	LLC, BLANCHARD HOLDINGS	Water	$	72.55	MAR Refund Acct # 3065504
04/14/2025	879446	LYNNETTE, FEUSNER	Water	$	181.05	MAR Refund Acct # 3071820
04/14/2025	879447	Madison Agency	Airport	$	7,174.00	Marketing & Creative for Advertising FY25
04/14/2025	879448	Mailing Technical Services	Library	$	1,216.18	LIBR Library mailing March 2025
04/14/2025	879449	MAJESTIC HOMES	Water	$	98.57	MAR Refund Acct # 3062861
04/14/2025	879450	Major	Library	$	247.40	Major MLA Conference 2025
04/14/2025	879451	MARILYN, ANDERSON	Water	$	124.80	MAR Refund Acct # 3090869
04/14/2025	879452	Marketing Specialties	Wastewater	$	68.00	GASBOY FOBS (BLACK)
04/14/2025	879452	Marketing Specialties	Wastewater	$	170.00	GASBOY FOBS (RED)
04/14/2025	879452	Marketing Specialties	Water	$	204.00	GASBOY FOBS (BLACK)
04/14/2025	879452	Marketing Specialties	Water	$	510.00	GASBOY FOBS (RED)
04/14/2025	879453	McLoughlin & Eardley Group	Fleet	$	472.50	281775
04/14/2025	879454	Meadow Green Sales	Park Dist 1	$	945.50	LINEAR ACTUATOR - 10288
04/14/2025	879454	Meadow Green Sales	Park Dist 1	$	25.00	PIVOT SHAFT-10356
04/14/2025	879454	Meadow Green Sales	Park Dist 1	$	8.00	SPRING CLIP BRACKET - 10289
04/14/2025	879454	Meadow Green Sales	Park Dist 1	$	46.25	wheel axle - 5654
04/14/2025	879455	Midco Diving & Marine	Water	$	375.00	DIvers inspection report of internal tan
04/14/2025	879456	Midland Implement	Street/Traffic	$	367.29	blade for unit 13012 toro mower
04/14/2025	879456	Midland Implement	Street/Traffic	$	9.04	hose clamp for irrigation
04/14/2025	879457	Midwest Tape	Library	$	10.49	506877547
04/14/2025	879457	Midwest Tape	Library	$	64.98	506877548
04/14/2025	879457	Midwest Tape	Library	$	56.22	506877560

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04/14/2025	879457	Midwest Tape	Library	$	12.73	506877561
04/14/2025	879457	Midwest Tape	Library	$	35.22	506877562
04/14/2025	879457	Midwest Tape	Library	$	35.22	506877563
04/14/2025	879457	Midwest Tape	Library	$	39.73	506910175
04/14/2025	879457	Midwest Tape	Library	$	57.70	506910176
04/14/2025	879457	Midwest Tape	Library	$	141.69	506910177
04/14/2025	879457	Midwest Tape	Library	$	27.71	506948554
04/14/2025	879457	Midwest Tape	Library	$	17.99	506948556
04/14/2025	879457	Midwest Tape	Library	$	7.49	506948557
04/14/2025	879457	Midwest Tape	Library	$	7.49	506948558
04/14/2025	879458	MIKE, GRAMM	Water	$	60.78	MAR Refund Acct # 3091140
04/14/2025	879459	Montana DEQ	Solid Waste	$	35,939.30	Annual SW Management Sys License Cert fee. FY2025
04/14/2025	879460	Montana Dept Of Livestock	Public Safety	$	44.09	rabies submits
04/14/2025	879461	Montana Peterbilt	Fleet	$	1,962.23	111738BL
04/14/2025	879461	Montana Peterbilt	Fleet	$	133.88	111870BL
04/14/2025	879461	Montana Peterbilt	Fleet	$	279.56	111870BL
04/14/2025	879461	Montana Peterbilt	Fleet	$	31.47	112003BL
04/14/2025	879461	Montana Peterbilt	Fleet	$	30.36	112043BL
04/14/2025	879461	Montana Peterbilt	Fleet	$	472.70	112062BL
04/14/2025	879461	Montana Peterbilt	Fleet	$	345.25	112422BL
04/14/2025	879461	Montana Peterbilt	Fleet	$	797.79	112422BL
04/14/2025	879461	Montana Peterbilt	Fleet	$	57.24	112443BL
04/14/2025	879461	Montana Peterbilt	Fleet	$	86.13	112487BL
04/14/2025	879461	Montana Peterbilt	Fleet	$	77.52	113609BL
04/14/2025	879461	Montana Peterbilt	Fleet	$	60.82	113609BL
04/14/2025	879461	Montana Peterbilt	Fleet	$	143.34	113609BL
04/14/2025	879461	Montana Peterbilt	Fleet	$	88.50	113609BL
04/14/2025	879461	Montana Peterbilt	Fleet	$	164.56	113628BL
04/14/2025	879461	Montana Peterbilt	Fleet	$	196.24	113628BL
04/14/2025	879461	Montana Peterbilt	Fleet	$	377.28	113628BL
04/14/2025	879461	Montana Peterbilt	Solid Waste	$	129.53	111720BL
04/14/2025	879461	Montana Peterbilt	Solid Waste	$	171.36	LATCH; DOOR LATCH
04/14/2025	879462	Montana Radiator Works	Transit	$	950.00	2408_Unit#1828_Install/Test Radiator Assembly

Check Date	Check #	Name	Fund Name		Amount	Item Desc
04/14/2025	879463	Morrison Maierle	Transit	$	26,022.31	Amendment 10 MET Transit Remodel Project
04/14/2025	879463	Morrison Maierle	Wastewater	$	6,666.90	WO 24-01 2024 Sewer Main Repl Project Engineer Svc
04/14/2025	879463	Morrison Maierle	Wastewater	$	18,031.30	WO 25-01 Contract 2: 2025 Sewer Replacement Project
04/14/2025	879463	Morrison Maierle	Water	$	21,189.21	WO 24-01 Cedar Park Water Main Replacement
04/14/2025	879463	Morrison Maierle	Water	$	35,177.50	WO 25-01 Rosemont Way Water Main Replacement
04/14/2025	879464	Motor Power Equipment	Fleet	$	67.20	01BI548871
04/14/2025	879464	Motor Power Equipment	Solid Waste	$	(3.44)	Cred for Inv 01BI541262. Used Pcard
04/14/2025	879464	Motor Power Equipment	Solid Waste	$	3.44	gasket for landfill.
04/14/2025	879465	MSDSonline	Property Ins	$	4,499.00	MSDS Online Subscription 4/23/2025 - 4/22/2026
04/14/2025	879466	Mt Dept Of Labor & Industry	Parking	$	390.00	ELEVATOR INSPECTION FEES - 2025
04/14/2025	879467	MT Dept of Rev-CGR2	Stillwater Const	$	3,854.17	Partial Retainage Release
04/14/2025	879467	MT Dept of Rev-CGR2	Stillwater Const	$	88.37	Verkada access control and camera system Stillwater
04/14/2025	879467	MT Dept of Rev-CGR2	Transit	$	1,133.11	MET Transit Addition & Remodel - Federal
04/14/2025	879467	MT Dept of Rev-CGR2	Transit	$	890.30	MET Transit Addition & Remodel - Local
04/14/2025	879467	MT Dept of Rev-CGR2	Wastewater	$	1,496.03	WO 23-22 WRF Digester Boiler..Construction
04/14/2025	879467	MT Dept of Rev-CGR2	Wastewater	$	262.50	WO 23-23 Briarwood Lift Station H2S
04/14/2025	879467	MT Dept of Rev-CGR2	Wastewater	$	554.08	WO 24-31 WRF Solids Process Bldg
04/14/2025	879467	MT Dept of Rev-CGR2	Water	$	33,181.80	WO 19-42 West End WTP Construction
04/14/2025	879467	MT Dept of Rev-CGR2	Water	$	4,230.55	WO 23-96 Water Treatment Plant Intake #2 Catwalk
04/14/2025	879467	MT Dept of Rev-CGR2	Water	$	33.25	WO 24-27 2024 Water Service Repairs
04/14/2025	879468	N T C/RENZIOS	Water	$	46.85	MAR Refund Acct # 3068096
04/14/2025	879469	Napa Auto Parts	Fleet	$	24.64	644457
04/14/2025	879469	Napa Auto Parts	Fleet	$	17.55	644685
04/14/2025	879469	Napa Auto Parts	Fleet	$	38.80	644700
04/14/2025	879469	Napa Auto Parts	Fleet	$	20.49	644794
04/14/2025	879469	Napa Auto Parts	Fleet	$	1.90	644872
04/14/2025	879469	Napa Auto Parts	Fleet	$	194.68	644874
04/14/2025	879469	Napa Auto Parts	Fleet	$	70.28	644969
04/14/2025	879469	Napa Auto Parts	Fleet	$	4.40	644969
04/14/2025	879469	Napa Auto Parts	Fleet	$	22.28	644975
04/14/2025	879469	Napa Auto Parts	Fleet	$	2.20	644987
04/14/2025	879469	Napa Auto Parts	Fleet	$	25.21	645038
04/14/2025	879469	Napa Auto Parts	Fleet	$	34.72	645195

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04/14/2025	879469	Napa Auto Parts	Fleet	$ 23.90	645239
04/14/2025	879469	Napa Auto Parts	Fleet	$ 4.46	645252
04/14/2025	879469	Napa Auto Parts	Fleet	$ 13.83	645253
04/14/2025	879469	Napa Auto Parts	Fleet	$ 5.26	645279
04/14/2025	879469	Napa Auto Parts	Fleet	$ 42.64	645326
04/14/2025	879469	Napa Auto Parts	Fleet	$ 83.16	645326
04/14/2025	879469	Napa Auto Parts	Fleet	$ 5.54	645344
04/14/2025	879469	Napa Auto Parts	Fleet	$ 361.85	645393
04/14/2025	879469	Napa Auto Parts	Fleet	$ (25.21)	645406
04/14/2025	879469	Napa Auto Parts	Fleet	$ 18.55	645592
04/14/2025	879469	Napa Auto Parts	Fleet	$ 12.88	645603
04/14/2025	879469	Napa Auto Parts	Fleet	$ 30.89	645605
04/14/2025	879469	Napa Auto Parts	Fleet	$ 35.94	645605
04/14/2025	879469	Napa Auto Parts	Fleet	$ 14.00	645605
04/14/2025	879469	Napa Auto Parts	Fleet	$ 13.84	645605
04/14/2025	879469	Napa Auto Parts	Fleet	$ 35.94	645634
04/14/2025	879469	Napa Auto Parts	Fleet	$ 27.78	645696
04/14/2025	879469	Napa Auto Parts	Fleet	$ 16.92	645696
04/14/2025	879469	Napa Auto Parts	Fleet	$ 13.48	645979
04/14/2025	879469	Napa Auto Parts	Fleet	$ 19.40	650174
04/14/2025	879469	Napa Auto Parts	Fleet	$ 75.09	650489
04/14/2025	879469	Napa Auto Parts	Fleet	$ 34.38	650736
04/14/2025	879469	Napa Auto Parts	Fleet	$ 42.60	650870
04/14/2025	879469	Napa Auto Parts	Fleet	$ 128.70	650870
04/14/2025	879469	Napa Auto Parts	Fleet	$ 145.60	651042
04/14/2025	879469	Napa Auto Parts	Fleet	$ 69.48	651129
04/14/2025	879469	Napa Auto Parts	Fleet	$ 39.16	651587
04/14/2025	879469	Napa Auto Parts	Fleet	$ 596.52	651608
04/14/2025	879469	Napa Auto Parts	Park Dist 1	$ 5.33	FILTER
04/14/2025	879469	Napa Auto Parts	Solid Waste	$ 17.68	VALVE; VALVE
04/14/2025	879470	Napa-MET	Transit	$ 15.00	446152_Body Panel Sheet
04/14/2025	879470	Napa-MET	Transit	$ 8.82	649820_Unit#1893_Axel Gaskets
04/14/2025	879470	Napa-MET	Transit	$ 28.14	650654_Wheel Seals

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04/14/2025	879470	Napa-MET	Transit	$	416.28	650819_Rear Slack Adjuster
04/14/2025	879470	Napa-MET	Transit	$	19.99	650819_Shipping
04/14/2025	879470	Napa-MET	Transit	$	(416.28)	651091_CR Slack Adjuster
04/14/2025	879471	Naturion LLC	Water	$	1,650.00	WO 19-12 Upper Yellowstone Mitigation Ba
04/14/2025	879472	Network Information Systems	Wastewater	$	255.00	1) Waldo Pump Station
04/14/2025	879472	Network Information Systems	Water	$	255.00	1) Waldo Pump Station
04/14/2025	879472	Network Information Systems	Water	$	645.00	2) Meter Reading Antenna
04/14/2025	879473	NEW DAY	Water	$	887.87	MAR Refund...New Day...Acct # 3071632
04/14/2025	879474	Norco	Solid Waste	$	112.53	Welding Supplies. Cylinder Rent 3/1/25-3/31/25. Collect
04/14/2025	879474	Norco	Solid Waste	$	89.28	Welding Supplies. Cylinder Rent 3/1/25-3/31/25. LF
04/14/2025	879474	Norco	Wastewater	$	231.90	Shop Inventory
04/14/2025	ACH	NorMont Equipment	Street/Traffic	$	977.00	magnetic locator
04/14/2025	879475	North Coast Electric	Street/Traffic	$	180.95	conduit and various parts for city county drain project
04/14/2025	ACH	Northwest Industrial Supply	Street/Traffic	$	49.97	tool bucket for bucket truck
04/14/2025	ACH	Northwest Industrial Supply	Wastewater	$	16.75	latch for lifting chaing
04/14/2025	ACH	Northwest Industrial Supply	Wastewater	$	86.81	lifting chain
04/14/2025	ACH	Northwest Industrial Supply	Wastewater	$	59.25	lifting sling, tape measure
04/14/2025	ACH	Northwest Industrial Supply	Wastewater	$	623.48	Pump Cable/Sewer Lift
04/14/2025	ACH	Northwest Industrial Supply	Water	$	6.98	223801-TS 4" MINI ROLLER FRAME P/N: NS00116356
04/14/2025	ACH	Northwest Industrial Supply	Water	$	61.38	42168-24" PUSH BROOM P/N: 8806460
04/14/2025	ACH	Northwest Industrial Supply	Water	$	71.50	5 GALLON BUCKET WITH LID - (8007225) P/N: 8007225
04/14/2025	ACH	Northwest Industrial Supply	Water	$	36.89	5/8" forged weld, 5" PWR Extension
04/14/2025	ACH	Northwest Industrial Supply	Water	$	34.70	54102 THREADED BROOM HANDLE 5' P/N: 5925042
04/14/2025	ACH	Northwest Industrial Supply	Water	$	68.10	BROOM HANDLE UNTHREADED P/N: 54103
04/14/2025	ACH	Northwest Industrial Supply	Water	$	30.60	CUTTING WHEEL 4-1/2"x .045x7/8 P/N: 0392221
04/14/2025	ACH	Northwest Industrial Supply	Water	$	21.42	EMERY CLOTH 1" X 50 - 180 GRIT P/N: 0422039
04/14/2025	ACH	Northwest Industrial Supply	Water	$	16.75	latch for lifting chaing
04/14/2025	ACH	Northwest Industrial Supply	Water	$	86.81	lifting chain
04/14/2025	ACH	Northwest Industrial Supply	Water	$	59.25	lifting sling, tape measure
04/14/2025	ACH	Northwest Industrial Supply	Water	$	88.08	MARKING PAINT FLUORESCENT - HOT PINK # (SO3612)
04/14/2025	ACH	Northwest Industrial Supply	Water	$	152.90	POD EAR PLUGS WITH CORD P/N: 111-305-01010
04/14/2025	ACH	Northwest Industrial Supply	Water	$	123.80	RAIL-ROAD-PICK-HANDLE 36" P/N: 220-19
04/14/2025	ACH	Northwest Industrial Supply	Water	$	20.00	SAFETY VEST SMALL P/N: 111-305-00050

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04/14/2025	ACH	Northwest Industrial Supply	Water	$	73.60	SAWZALL BLADE 9" DIAMOND - GRIT TORCH 48-00-1450
04/14/2025	ACH	Northwest Industrial Supply	Water	$	250.64	SKULL SCREW EAR PLUG WITH CORD P/N: 7565635
04/14/2025	879476	NorthWestern Energy	Airport	$	12.78	0712534-7. Gate 16 Light. March 2025
04/14/2025	879476	NorthWestern Energy	Airport	$	140.00	0712535-4. Employee Parking. March 2025
04/14/2025	879476	NorthWestern Energy	Airport	$	19.98	0712791-3. Gate 16. March 2025
04/14/2025	879476	NorthWestern Energy	Airport	$	23.60	0712795-4. Gate 17. March 2025
04/14/2025	879476	NorthWestern Energy	Airport	$	17.96	0712797-0. Gate 9. March 2025
04/14/2025	879476	NorthWestern Energy	Airport	$	12.85	0712805-1. IP-10. March 2025
04/14/2025	879476	NorthWestern Energy	Airport	$	7.21	0712813-5. Burn Pit. March 2025
04/14/2025	879476	NorthWestern Energy	Airport	$	24.13	0719759-3. Gate 12. March 2025
04/14/2025	879476	NorthWestern Energy	Airport	$	65.70	0719760-1. Gate 14. March 2025
04/14/2025	879476	NorthWestern Energy	Airport	$	57.72	0719761-9. Gate 15. March 2025
04/14/2025	879476	NorthWestern Energy	Airport	$	27.78	0719762-7. Gate 13. March 2025
04/14/2025	879476	NorthWestern Energy	Airport	$	19.84	0720296-3. Gate 29. March 2025
04/14/2025	879476	NorthWestern Energy	Airport	$	24.35	2114868-9. Runway Weather System. March 2025
04/14/2025	879476	NorthWestern Energy	Building	$	15.42	1569631-3
04/14/2025	879476	NorthWestern Energy	CDBG	$	9.34	1302 Parkhill Dr/ Account #4241122-3
04/14/2025	879476	NorthWestern Energy	CDBG	$	21.78	1709 Saint Johns / Account #4150071-1
04/14/2025	879476	NorthWestern Energy	Facilities	$	925.22	0720829-1
04/14/2025	879476	NorthWestern Energy	Facilities	$	11.51	3866815-8
04/14/2025	879476	NorthWestern Energy	Facilities	$	163.60	3922089-2
04/14/2025	879476	NorthWestern Energy	Library	$	5,403.20	3039007-4 Library electricity April 2025
04/14/2025	879476	NorthWestern Energy	Park Dist 1	$	155.27	0712538-8
04/14/2025	879476	NorthWestern Energy	Park Dist 1	$	114.53	0712539-6
04/14/2025	879476	NorthWestern Energy	Park Dist 1	$	-	0712683-2
04/14/2025	879476	NorthWestern Energy	Park Dist 1	$	6.13	0722253-2
04/14/2025	879476	NorthWestern Energy	Park Dist 1	$	8.46	0722258-1
04/14/2025	879476	NorthWestern Energy	Park Dist 1	$	12.69	0722259-9
04/14/2025	879476	NorthWestern Energy	Park Dist 1	$	8.77	0722272-2
04/14/2025	879476	NorthWestern Energy	Park Dist 1	$	307.90	0722273-0
04/14/2025	879476	NorthWestern Energy	Park Dist 1	$	8.91	0722274-8
04/14/2025	879476	NorthWestern Energy	Park Dist 1	$	85.63	0722275-5
04/14/2025	879476	NorthWestern Energy	Park Dist 1	$	29.74	0722278-9

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04/14/2025	879476	NorthWestern Energy	Park Dist 1	$ 12.78	0722279-7	
04/14/2025	879476	NorthWestern Energy	Park Dist 1	$ 6.13	0722280-5	
04/14/2025	879476	NorthWestern Energy	Park Dist 1	$ 6.13	0722281-3	
04/14/2025	879476	NorthWestern Energy	Park Dist 1	$ 6.13	0722283-9	
04/14/2025	879476	NorthWestern Energy	Park Dist 1	$ 6.13	0722284-7	
04/14/2025	879476	NorthWestern Energy	Park Dist 1	$ 12.78	0722808-3	
04/14/2025	879476	NorthWestern Energy	Park Dist 1	$ 6.80	0722852-1	
04/14/2025	879476	NorthWestern Energy	Park Dist 1	$ 8.46	0722862-0	
04/14/2025	879476	NorthWestern Energy	Park Dist 1	$ 48.19	0722901-6	
04/14/2025	879476	NorthWestern Energy	Park Dist 1	$ 6.53	0722976-8	
04/14/2025	879476	NorthWestern Energy	Park Dist 1	$ 686.54	0722995-8	
04/14/2025	879476	NorthWestern Energy	Park Dist 1	$ 78.51	0723005-5	
04/14/2025	879476	NorthWestern Energy	Park Dist 1	$ 6.13	0723025-3	
04/14/2025	879476	NorthWestern Energy	Park Dist 1	$ -	0723039-4	
04/14/2025	879476	NorthWestern Energy	Park Dist 1	$ 6.00	0723046-9	
04/14/2025	879476	NorthWestern Energy	Park Dist 1	$ 6.00	0723049-3	
04/14/2025	879476	NorthWestern Energy	Park Dist 1	$ 19.13	0723064-2	
04/14/2025	879476	NorthWestern Energy	Park Dist 1	$ 19.13	0723065-9	
04/14/2025	879476	NorthWestern Energy	Park Dist 1	$ 4.00	0723391-9	
04/14/2025	879476	NorthWestern Energy	Park Dist 1	$ 48.86	0723884-3	
04/14/2025	879476	NorthWestern Energy	Park Dist 1	$ 19.13	0723887-6	
04/14/2025	879476	NorthWestern Energy	Park Dist 1	$ 43.22	0813489-2	
04/14/2025	879476	NorthWestern Energy	Park Dist 1	$ -	0831702-6	
04/14/2025	879476	NorthWestern Energy	Park Dist 1	$ 22.67	0920801-8	
04/14/2025	879476	NorthWestern Energy	Park Dist 1	$ 14.99	1141284-8	
04/14/2025	879476	NorthWestern Energy	Park Dist 1	$ 48.34	1160780-1	
04/14/2025	879476	NorthWestern Energy	Park Dist 1	$ -	1409394-2	
04/14/2025	879476	NorthWestern Energy	Park Dist 1	$ 6.00	1588262-4	
04/14/2025	879476	NorthWestern Energy	Park Dist 1	$ 10.58	1635289-0	
04/14/2025	879476	NorthWestern Energy	Park Dist 1	$ 10.84	1849408-8	
04/14/2025	879476	NorthWestern Energy	Park Dist 1	$ 16.98	1904944-4	
04/14/2025	879476	NorthWestern Energy	Park Dist 1	$ 35.04	1941243-6	
04/14/2025	879476	NorthWestern Energy	Park Dist 1	$ 11.38	3241436-9	

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04/14/2025	879476	NorthWestern Energy	Park Dist 1	$ 6.00	3477233-5	
04/14/2025	879476	NorthWestern Energy	Park Dist 1	$ 9.36	3771457-3	
04/14/2025	879476	NorthWestern Energy	Park Dist 1	$ -	4086220-3	
04/14/2025	879476	NorthWestern Energy	Park Dist 1	$ -	4204010-5	
04/14/2025	879476	NorthWestern Energy	Parking	$ 1,721.61	1569636-2	
04/14/2025	879476	NorthWestern Energy	Parking	$ 97.62	3835890-9	
04/14/2025	879476	NorthWestern Energy	Parks Maint	$ 5.86	0722272-2	
04/14/2025	879476	NorthWestern Energy	Parks Maint	$ 6.13	0723384-4	
04/14/2025	879476	NorthWestern Energy	Parks Maint	$ 8.05	0723386-9	
04/14/2025	879476	NorthWestern Energy	Parks Maint	$ 8.05	0723387-7	
04/14/2025	879476	NorthWestern Energy	Parks Maint	$ 8.05	0723388-5	
04/14/2025	879476	NorthWestern Energy	Parks Maint	$ 2.68	0723391-9	
04/14/2025	879476	NorthWestern Energy	Parks Maint	$ 6.68	0723393-5	
04/14/2025	879476	NorthWestern Energy	Parks Maint	$ 6.13	0723394-3	
04/14/2025	879476	NorthWestern Energy	Parks Maint	$ 6.13	0723395-0	
04/14/2025	879476	NorthWestern Energy	Parks Maint	$ 6.13	0723396-8	
04/14/2025	879476	NorthWestern Energy	Parks Maint	$ 6.13	0723397-6	
04/14/2025	879476	NorthWestern Energy	Parks Maint	$ 6.13	0723398-4	
04/14/2025	879476	NorthWestern Energy	Parks Maint	$ 6.13	0723835-5	
04/14/2025	879476	NorthWestern Energy	Parks Maint	$ 8.46	0723836-3	
04/14/2025	879476	NorthWestern Energy	Parks Maint	$ 6.26	0723840-5	
04/14/2025	879476	NorthWestern Energy	Parks Maint	$ -	0723879-3	
04/14/2025	879476	NorthWestern Energy	Parks Maint	$ 6.53	0723883-5	
04/14/2025	879476	NorthWestern Energy	Parks Maint	$ 6.80	0881455-0	
04/14/2025	879476	NorthWestern Energy	Parks Maint	$ 0.59	1265177-4	
04/14/2025	879476	NorthWestern Energy	Parks Maint	$ 0.39	1396192-5	
04/14/2025	879476	NorthWestern Energy	Parks Maint	$ 0.38	1425364-5	
04/14/2025	879476	NorthWestern Energy	Parks Maint	$ 0.59	1513796-1	
04/14/2025	879476	NorthWestern Energy	Parks Maint	$ 20.64	1513800-1	
04/14/2025	879476	NorthWestern Energy	Parks Maint	$ 8.55	1513802-7	
04/14/2025	879476	NorthWestern Energy	Parks Maint	$ 8.02	1513804-3	
04/14/2025	879476	NorthWestern Energy	Parks Maint	$ 6.53	1514388-6	
04/14/2025	879476	NorthWestern Energy	Parks Maint	$ 0.60	2041362-1	

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04/14/2025	879476	NorthWestern Energy	Parks Maint	$	0.38	3707234-5
04/14/2025	879476	NorthWestern Energy	Parks Maint	$	0.38	3707235-2
04/14/2025	879476	NorthWestern Energy	Parks Maint	$	0.49	3707236-0
04/14/2025	879476	NorthWestern Energy	Parks Maint	$	4.20	4103439-8
04/14/2025	879476	NorthWestern Energy	Public Safety	$	16.15	0712537-0
04/14/2025	879476	NorthWestern Energy	Public Safety	$	4.53	0720840-8
04/14/2025	879476	NorthWestern Energy	Public Safety	$	-	1984150-1
04/14/2025	879476	NorthWestern Energy	Public Safety	$	-	1984155-0
04/14/2025	879476	NorthWestern Energy	Public Safety	$	241.08	4045328-4
04/14/2025	879476	NorthWestern Energy	Street/Traffic	$	1.47	3088038-9
04/14/2025	879476	NorthWestern Energy	Street/Traffic	$	0.67	3590004-2
04/14/2025	879476	NorthWestern Energy	Street/Traffic	$	13.53	3660075-7
04/14/2025	879476	NorthWestern Energy	Transit	$	0.32	0712764-0
04/14/2025	879476	NorthWestern Energy	Wastewater	$	11.38	1704025-4
04/14/2025	879476	NorthWestern Energy	Wastewater	$	1,415.98	2132749-9
04/14/2025	879476	NorthWestern Energy	Wastewater	$	190.10	389 62nd St Lift Entrance...Mar 2025
04/14/2025	879476	NorthWestern Energy	Water	$	556.84	0100478-7
04/14/2025	879476	NorthWestern Energy	Water	$	863.91	0722252-4
04/14/2025	879476	NorthWestern Energy	Water	$	-	0723043-6
04/14/2025	879476	NorthWestern Energy	Water	$	7.08	1160807-2
04/14/2025	879476	NorthWestern Energy	Water	$	5.20	1346673-5
04/14/2025	879476	NorthWestern Energy	Water	$	6.53	1867265-9
04/14/2025	879476	NorthWestern Energy	Water	$	1,637.54	4374 Hesper Rd Temp, March 2025
04/14/2025	879476	NorthWestern Energy	Water	$	1,761.81	4519 Hesper Rd,,,Temp Service...March 20
04/14/2025	879476	NorthWestern Energy	Water	$	2,024.41	5809 Canyonwoods Dr..Mar 2025
04/14/2025	879476	NorthWestern Energy	Water	$	385.37	805 Constitution Ave, March 2025
04/14/2025	ACH	Parker Technology	Parking	$	1,086.64	CALL CENTER FEES EMPIRE APRIL 2025
04/14/2025	ACH	Parker Technology	Parking	$	773.05	CALL CENTER FEES MARCH 2025 PARK 2
04/14/2025	ACH	Parker Technology	Parking	$	267.69	CALL CENTER FEES PARK 1 APRIL 2025
04/14/2025	ACH	Parker Technology	Parking	$	773.05	HELP CENTER CALL FEES PARK 2 MARCH AND APRIL 2025
04/14/2025	ACH	Paybyphone Technologies	Parking	$	1,678.30	CC TRANSACTION FEES -FEBRUARY 2025
04/14/2025	ACH	Paybyphone Technologies	Parking	$	2,338.30	TRANSACTION FEES MARCH 2025
04/14/2025	879477	Pearson	Public Safety	$	45.08	Reimbursement of Fuel MLEA PVOC Training in Helena

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04/14/2025	879478	Peggy Rued	Public Safety	$	45.00	trap deposit
04/14/2025	879479	PETER, PHILIPPI	Water	$	9.65	MAR Refund Acct # 3062574
04/14/2025	879480	Peterson Office Furniture	Legal Grants	$	1,228.50	Peterson Quality Office Invoice #20070 (VOCA Grant)
04/14/2025	879481	Petty Cash CCSIU	PD Program	$	5,368.29	Reimb of PE/PI Money. Receipts on file at the BPD.
04/14/2025	879482	Pine Cove Consulting	Stillwater Const	$	8,748.43	Verkada access control and camera system Stillwater
04/14/2025	879483	Public Utilities	Street/Traffic	$	154.11	Feb 2025 - 22,400 Gallons
04/14/2025	879483	Public Utilities	Street/Traffic	$	996.23	July, Aug, Sept, Oct, Nov, Dec, Jan Paym
04/14/2025	879483	Public Utilities	Wastewater	$	165.12	16 Loads...Feb 2025
04/14/2025	879483	Public Utilities	Wastewater	$	4,631.22	July, Aug, Sept, Oct, Nov, Dec & Jan Pmt
04/14/2025	879484	Q and A PROPERTIES	Water	$	204.56	MAR Refund ..Q & A Properties LLC...Acct # 3092567
04/14/2025	ACH	RDO Equipment	Solid Waste	$	8,429.04	DSL PRT; FLTR ELMT; S/H; SLNG RNG; HZRDS MTL
04/14/2025	ACH	RDO Equipment	Solid Waste	$	296.95	Filter Element and air filters for LF equipment.
04/14/2025	ACH	RDO Equipment	Solid Waste	$	2,105.40	Filter elements for Landfill equipment.
04/14/2025	ACH	RDO Equipment	Solid Waste	$	1,938.74	HYDRO HSE; S/H; HZRDS MTL; SRV ACCSS
04/14/2025	ACH	RDO Equipment	Solid Waste	$	1,938.30	LABOR
04/14/2025	ACH	RDO Equipment	Solid Waste	$	2,572.50	LABOR
04/14/2025	ACH	RDO Equipment	Solid Waste	$	1,253.70	LABOR
04/14/2025	ACH	RDO Equipment	Solid Waste	$	901.36	WET CHRGD BAT; HZRDS MTL; SRV ACCSS
04/14/2025	879485	Relentless	Public Safety	$	1,398.00	3 Day Criminal Interdiction Workshop (hands-on).
04/14/2025	ACH	Rexel USA	Fleet	$	175.94	6C12693
04/14/2025	ACH	Rexel USA	Fleet	$	11.19	6C12693
04/14/2025	ACH	Rexel USA	Water	$	127.55	labels for Staples 4-3 Soft Start Replac
04/14/2025	ACH	Rexel USA	Water	$	1,259.49	materials for Willett PLC upgrade
04/14/2025	879486	RICHARD W., YOUNG	Water	$	42.78	MAR Refund Acct # 3073165
04/14/2025	879487	RICHARD, ZIER	Water	$	13.46	MAR Refund Acct # 3072762
04/14/2025	879488	Rimrock Pest Control	Library	$	155.00	6540 April 2025 insect spraying
04/14/2025	879489	Rocky Mtn Health Network	City Ins Fund	$	8,000.00	Healthy Is-Corporate Wellness
04/14/2025	879490	Routeware	Solid Waste	$	41,171.31	2025 Q2 Support (Apr, May, June)
04/14/2025	879491	Rubich	Library	$	197.40	Rubich, MLA Conference 2025
04/14/2025	879492	Safe Software	IT Resources	$	24,900.00	Annual FME License thru 3/31/2026
04/14/2025	879493	Scott	Parking	$	40.00	PHONE STIPEND APRIL 2025
04/14/2025	879494	Selbys	Planning	$	220.00	1-Bluebeam License
04/14/2025	879495	SHARON K, STEPPLER	Water	$	87.07	MAR Refund Acct # 3060532

Check Date	Check #	Name	Fund Name		Amount	Item Desc
04/14/2025	879496	Sherwin Williams	Street/Traffic	$	39.59	tips for paint stripers
04/14/2025	879497	SHI International Corp	IT Resources	$	92,528.46	State Contract AR2488 -Mimecast Annual Renewal
04/14/2025	879498	SIGNAL 88 FRANCHISE GROUP	Building	$	15,970.88	Dedicated Security Officer - City Hall Dedicated Guards
04/14/2025	879498	SIGNAL 88 FRANCHISE GROUP	Library	$	19,809.05	US_20575 Security Guard Service March 2025
04/14/2025	879499	Sky Dine Billings	Airport	$	103.51	April 2025 Aviation & Transit Board Meeting.
04/14/2025	879500	Solid Waste Systems	Fleet	$	219.76	179586
04/14/2025	879500	Solid Waste Systems	Fleet	$	16.38	179586
04/14/2025	879500	Solid Waste Systems	Fleet	$	879.04	179590
04/14/2025	879500	Solid Waste Systems	Fleet	$	22.69	179590
04/14/2025	879500	Solid Waste Systems	Fleet	$	27.82	179642
04/14/2025	879500	Solid Waste Systems	Fleet	$	22.68	179642
04/14/2025	879500	Solid Waste Systems	Fleet	$	700.05	179642
04/14/2025	879500	Solid Waste Systems	Fleet	$	224.22	179642
04/14/2025	879500	Solid Waste Systems	Fleet	$	26.21	179769
04/14/2025	879500	Solid Waste Systems	Fleet	$	1,172.12	179769
04/14/2025	879500	Solid Waste Systems	Fleet	$	403.76	179795
04/14/2025	879500	Solid Waste Systems	Fleet	$	504.58	179795
04/14/2025	879500	Solid Waste Systems	Fleet	$	704.72	235390
04/14/2025	879501	SONDRA L, DALY	Water	$	42.45	MAR Refund...Sondra Daly...Acct # 3070639
04/14/2025	879502	Speedy Auto Glass	Public Safety	$	567.76	--; WINDSHIELD
04/14/2025	879502	Speedy Auto Glass	Solid Waste	$	494.70	--; WINDSHIELD
04/14/2025	879503	St V's Occupational Health	City Ins Fund	$	500.00	On-Site Nurse/Drug Testing/DOT Physicals/Hep B Vac
04/14/2025	879503	St V's Occupational Health	Fleet	$	114.25	On-Site Nurse/Drug Testing/DOT Physicals/Hep B Vac
04/14/2025	879503	St V's Occupational Health	General	$	2,179.25	On-Site Nurse/Drug Testing/DOT Physicals/Hep B Vac
04/14/2025	879503	St V's Occupational Health	Public Safety	$	425.00	On-Site Nurse/Drug Testing/DOT Physicals/Hep B Vac
04/14/2025	879503	St V's Occupational Health	Public Safety	$	10,939.76	RECRUIT PRE-EMPLOYMENT PHYSICALS
04/14/2025	879503	St V's Occupational Health	Solid Waste	$	228.50	On-Site Nurse/Drug Testing/DOT Physicals/Hep B Vac
04/14/2025	879503	St V's Occupational Health	Solid Waste	$	148.00	On-Site Nurse/Drug Testing/DOT Physicals/Hep B Vac
04/14/2025	879503	St V's Occupational Health	Street/Traffic	$	114.25	On-Site Nurse/Drug Testing/DOT Physicals/Hep B Vac
04/14/2025	879503	St V's Occupational Health	Transit	$	457.00	On-Site Nurse/Drug Testing/DOT Physicals/Hep B Vac
04/14/2025	879503	St V's Occupational Health	Wastewater	$	238.00	On-Site Nurse/Drug Testing/DOT Physicals/Hep B Vac
04/14/2025	879503	St V's Occupational Health	Water	$	114.25	On-Site Nurse/Drug Testing/DOT Physicals/Hep B Vac
04/14/2025	879503	St V's Occupational Health	Water	$	238.00	On-Site Nurse/Drug Testing/DOT Physicals/Hep B Vac

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04/14/2025	879504	Star Service	Wastewater	$	148,106.97	WO 23-22 WRF Digester Boiler...Construction
04/14/2025	879505	State of MT Motor Vehicle Division	Solid Waste	$	20.01	CDL WIFI for Tablets....APR 2025
04/14/2025	879505	State of MT Motor Vehicle Division	Solid Waste	$	20.01	WIFI for CDL Tablet...December 2024
04/14/2025	879505	State of MT Motor Vehicle Division	Street/Traffic	$	10.00	CDL WIFI for Tablets....APR 2025
04/14/2025	879505	State of MT Motor Vehicle Division	Street/Traffic	$	10.00	WIFI for CDL Tablet...December 2024
04/14/2025	879505	State of MT Motor Vehicle Division	Transit	$	40.01	CDL WIFI for Tablets....APR 2025
04/14/2025	879505	State of MT Motor Vehicle Division	Transit	$	40.01	WIFI for CDL Tablet...December 2024
04/14/2025	879505	State of MT Motor Vehicle Division	Wastewater	$	5.00	CDL WIFI for Tablets....APR 2025
04/14/2025	879505	State of MT Motor Vehicle Division	Wastewater	$	5.00	WIFI for CDL Tablet...December 2024
04/14/2025	879505	State of MT Motor Vehicle Division	Water	$	5.00	CDL WIFI for Tablets....APR 2025
04/14/2025	879505	State of MT Motor Vehicle Division	Water	$	5.00	WIFI for CDL Tablet...December 2024
04/14/2025	879506	Summit Fire & Security	Solid Waste	$	22,891.72	Replaced all 4", 6", and 2" grooved couplings
04/14/2025	879507	Summit Utility Services	Phone System	$	979.55	March 29, 2025-April 1, 2025 Locates
04/14/2025	879508	Sundown Security	Airport	$	4,573.00	Workers Screening Svcs for March as Required by TSA
04/14/2025	879508	Sundown Security	Tax Incrmnt E	$	2,751.72	EBURD Safety Pilot Prgrm BIRD Area Patrol; Apr, 2025
04/14/2025	879508	Sundown Security	Tax Incrmnt E	$	1,584.40	EBURD Safety Pilot Prgrm Downtown Patrol, Apr, 2025
04/14/2025	879509	Sunset Excavation	Water	$	3,291.75	WO 24-27 2024 Water Service Repairs
04/14/2025	879510	Superior Signals	Fleet	$	660.00	23146550
04/14/2025	879511	Swank Enterprises	Transit	$	112,177.92	MET Transit Addition & Remodel - Federal
04/14/2025	879511	Swank Enterprises	Transit	$	88,139.79	MET Transit Addition & Remodel - Local
04/14/2025	879512	Tacoma Screw Products	Fleet	$	21.74	270157899
04/14/2025	879512	Tacoma Screw Products	Fleet	$	3.09	270157946
04/14/2025	879512	Tacoma Screw Products	Fleet	$	42.58	270158123
04/14/2025	879512	Tacoma Screw Products	Fleet	$	65.74	270158123
04/14/2025	879512	Tacoma Screw Products	Fleet	$	20.80	270158123
04/14/2025	879512	Tacoma Screw Products	Fleet	$	24.96	270158365
04/14/2025	879512	Tacoma Screw Products	Fleet	$	0.97	270158365
04/14/2025	879512	Tacoma Screw Products	Fleet	$	1.03	270158494
04/14/2025	879512	Tacoma Screw Products	Fleet	$	5.25	270158497
04/14/2025	879512	Tacoma Screw Products	Fleet	$	4.95	270158577
04/14/2025	879512	Tacoma Screw Products	Fleet	$	21.75	270158661
04/14/2025	879512	Tacoma Screw Products	Fleet	$	14.13	270159455-00
04/14/2025	879512	Tacoma Screw Products	Fleet	$	23.51	270159455-00

Check Date	Check #	Name	Fund Name		Amount	Item Desc
04/14/2025	879512	Tacoma Screw Products	Fleet	$	37.58	270159455-00
04/14/2025	879512	Tacoma Screw Products	Fleet	$	7.01	270159455-00
04/14/2025	879512	Tacoma Screw Products	Fleet	$	32.88	270159455-00
04/14/2025	879512	Tacoma Screw Products	Fleet	$	9.98	270159455-00
04/14/2025	879512	Tacoma Screw Products	Fleet	$	14.74	Anchor screws
04/14/2025	879512	Tacoma Screw Products	Fleet	$	30.06	Drill bits
04/14/2025	879512	Tacoma Screw Products	Street/Traffic	$	1.96	locking nut/hex nut for mowers
04/14/2025	879512	Tacoma Screw Products	Street/Traffic	$	101.86	carts for painting
04/14/2025	879512	Tacoma Screw Products	Street/Traffic	$	22.08	grind pads for shop
04/14/2025	879512	Tacoma Screw Products	Street/Traffic	$	44.28	bolts/washers/nuts for steel plates for grates
04/14/2025	879512	Tacoma Screw Products	Street/Traffic	$	19.69	threaded rod/grease for irrigation rack
04/14/2025	879512	Tacoma Screw Products	Wastewater	$	3.05	HARDWARE FOR FENDER FOR VEHICLE 7620
04/14/2025	879512	Tacoma Screw Products	Water	$	3.06	HARDWARE FOR FENDER FOR VEHICLE 7620
04/14/2025	879512	Tacoma Screw Products	Water	$	3.93	tools for Staples 4-3 Soft Start Replace
04/14/2025	879513	TAILWIND MANAGEMENT	Water	$	35.55	MAR Refund Acct # 3064271
04/14/2025	879514	TERRI, JACKSON	Water	$	156.35	MAR Refund Acct # 3066141
04/14/2025	879515	THEODORE D and CECILIA PASCHKE	Water	$	40.19	MAR Refund Acct # 3075401
04/14/2025	879516	Thomas	Library	$	247.40	Thomas MLA Conference 2025
04/14/2025	879517	THOMAS, SNELLMAN	Water	$	80.92	MAR Refund Acct # 3093195
04/14/2025	879518	Thorn Run Partners	General	$	3,750.00	Federal Lobbying Svcs 2 Year Contract.; March Inv 2025
04/14/2025	879518	Thorn Run Partners	P.W. Admin	$	3,750.00	Federal Lobbying Svcs 2 Year Contract.; March Inv 2025
04/14/2025	879519	TINA, BOONE	Water	$	12.94	MAR Refund Acct # 3061512
04/14/2025	879520	Title And Registration Bureau	Parking	$	47.38	REGISTERED OWNER LOOKUP FEB 2025
04/14/2025	879521	TNT Springs	Fleet	$	143.91	235180
04/14/2025	879521	TNT Springs	Fleet	$	173.96	235180
04/14/2025	879521	TNT Springs	Fleet	$	544.96	235216
04/14/2025	879522	Torgerson's	Fleet	$	70.50	P11060
04/14/2025	879522	Torgerson's	Fleet	$	155.00	P11060
04/14/2025	879522	Torgerson's	Fleet	$	29.00	P11060
04/14/2025	879522	Torgerson's	Fleet	$	31.30	P11060
04/14/2025	879522	Torgerson's	Fleet	$	59.75	P11060
04/14/2025	879522	Torgerson's	Fleet	$	39.85	P11060
04/14/2025	879522	Torgerson's	Fleet	$	155.00	P11060

Check Date	Check #	Name	Fund Name		Amount	Item Desc
04/14/2025	ACH	Town & Country Supply	Public Safety	$	1,770.91	UNLEADED FUEL AND DIESEL FOR FIRE STATIONS
04/14/2025	ACH	Town & Country Supply	Solid Waste	$	18,649.40	445783
04/14/2025	ACH	Tractor & Equipment	Fleet	$	12.18	BLCS0857445
04/14/2025	ACH	Tractor & Equipment	Fleet	$	356.19	BLCS0857445
04/14/2025	ACH	Tractor & Equipment	Fleet	$	29.45	BLCS0857446
04/14/2025	ACH	Tractor & Equipment	Fleet	$	145.35	BLCS0857545
04/14/2025	ACH	Tractor & Equipment	Fleet	$	31.24	BLCS0857652
04/14/2025	ACH	Tractor & Equipment	Fleet	$	71.28	BLCS0857653
04/14/2025	ACH	Tractor & Equipment	Fleet	$	25.34	BLCS0857813
04/14/2025	ACH	Tractor & Equipment	Fleet	$	115.18	BLCS0857813
04/14/2025	ACH	Tractor & Equipment	Fleet	$	31.84	BLCS0857813
04/14/2025	ACH	Tractor & Equipment	Fleet	$	99.12	BLCS0857813
04/14/2025	ACH	Tractor & Equipment	Fleet	$	896.88	BLCS0857813
04/14/2025	ACH	Tractor & Equipment	Fleet	$	40.68	BLCS0857813
04/14/2025	ACH	Tractor & Equipment	Fleet	$	42.29	BLCS0857813
04/14/2025	ACH	Tractor & Equipment	Solid Waste	$	(31.26)	CNSMBLS; ENVIRO FEE
04/14/2025	ACH	Tractor & Equipment	Solid Waste	$	26.04	CNSMBLS; ENVIRO FEE
04/14/2025	ACH	Tractor & Equipment	Solid Waste	$	31.26	CNSMBLS; ENVIRO FEE
04/14/2025	ACH	Tractor & Equipment	Solid Waste	$	52.08	CNSMBLS; ENVIRO FEE
04/14/2025	ACH	Tractor & Equipment	Solid Waste	$	508.34	Element AS-P; Element AS-S for Landfill unit 0260
04/14/2025	ACH	Tractor & Equipment	Solid Waste	$	485.76	Elements for LF unit 0255
04/14/2025	ACH	Tractor & Equipment	Solid Waste	$	400.00	EM Services Annual Subscription Renewal
04/14/2025	ACH	Tractor & Equipment	Solid Waste	$	322.44	Filter- cab A for LF unit 254
04/14/2025	ACH	Tractor & Equipment	Solid Waste	$	173.62	FTTG & TUBE; CNSMBLS; ENVIRO FEE
04/14/2025	ACH	Tractor & Equipment	Solid Waste	$	1,455.00	LABOR
04/14/2025	ACH	Tractor & Equipment	Solid Waste	$	5,483.00	Labor
04/14/2025	ACH	Tractor & Equipment	Solid Waste	$	6,362.50	LABOR
04/14/2025	ACH	Tractor & Equipment	Solid Waste	$	(446.50)	LABOR
04/14/2025	ACH	Tractor & Equipment	Solid Waste	$	372.00	LABOR
04/14/2025	ACH	Tractor & Equipment	Solid Waste	$	446.50	LABOR
04/14/2025	ACH	Tractor & Equipment	Solid Waste	$	446.50	LABOR
04/14/2025	ACH	Tractor & Equipment	Solid Waste	$	744.00	LABOR
04/14/2025	ACH	Tractor & Equipment	Solid Waste	$	193.17	OIL; CNSMBLS; ENVIRO FEE

Check Date	Check #	Name	Fund Name		Amount	Item Desc
04/14/2025	ACH	Tractor & Equipment	Solid Waste	$	6,629.82	Parts and S/H.
04/14/2025	ACH	Tractor & Equipment	Solid Waste	$	1,132.53	UNION; ELBW; NT; CPLNG; FTTNG; M-BLK HSE; CNCTR
04/14/2025	879523	Transportation Equipment Sales	Transit	$	(215.21)	IN0069289_Unit#1874_Transition Plate- Credit
04/14/2025	879523	Transportation Equipment Sales	Transit	$	16.84	PA0223586_Shipping
04/14/2025	879523	Transportation Equipment Sales	Transit	$	49.90	PA0223586_Switch
04/14/2025	879523	Transportation Equipment Sales	Transit	$	49.90	PA0223586_Switch-Open/Close Side Door
04/14/2025	879523	Transportation Equipment Sales	Transit	$	18.35	PA0223772_Shipping
04/14/2025	879523	Transportation Equipment Sales	Transit	$	16.00	PA0223772_Switch Holder
04/14/2025	879523	Transportation Equipment Sales	Transit	$	21.69	PA0224674_Shipping
04/14/2025	879523	Transportation Equipment Sales	Transit	$	126.70	PA0224674_Switch
04/14/2025	879523	Transportation Equipment Sales	Transit	$	565.40	PA0224752_Hand Control Pendant
04/14/2025	879523	Transportation Equipment Sales	Transit	$	19.69	PA0224752_Shipping
04/14/2025	879523	Transportation Equipment Sales	Transit	$	26.12	PA0224851_Clevis Pins
04/14/2025	879523	Transportation Equipment Sales	Transit	$	18.39	PA0224851_Shipping
04/14/2025	879524	Treasure State Electrical	Public Safety	$	1,619.77	STATION 8 MIANTENANCE
04/14/2025	879525	Tropicana Inn-Vestments 2.0	Tax Incrmnt S	$	500,000.00	SBURA TIF Project - MT Trailhead $500k
04/14/2025	879526	TrueNorth Steel	Street/Traffic	$	691.13	geogrid for road out back
04/14/2025	879527	Unique Management Services	Library	$	41.20	6138280 Placements
04/14/2025	879527	Unique Management Services	Library	$	1,088.33	6138281 Phone Notices
04/14/2025	879528	Unruh	Public Safety	$	639.20	Reimb of expenses for MPAT Instructor School.
04/14/2025	879529	Us Bank	Tax Incrmnt E	$	400.00	Tax Inc Urban Rnwl Rev Bonds Taxable Series 2013B
04/14/2025	879530	Utilities Underground Location	Phone System	$	1.75	February and March Locates 2025
04/14/2025	879530	Utilities Underground Location	Phone System	$	59.50	February and March Locates 2025
04/14/2025	879530	Utilities Underground Location	Storm Sewer	$	546.44	March 2025....1249 Locates
04/14/2025	879530	Utilities Underground Location	Street/Traffic	$	546.44	March 2025....1249 Locates
04/14/2025	879530	Utilities Underground Location	Street/Traffic	$	546.43	March 2025....1249 Locates
04/14/2025	879530	Utilities Underground Location	Wastewater	$	273.22	March 2025....1249 Locates
04/14/2025	879530	Utilities Underground Location	Water	$	273.22	March 2025....1249 Locates
04/14/2025	879531	VICTOR E, LUEDKE	Water	$	108.19	MAR Refund Acct # 3072451
04/14/2025	879532	VIRGINIA, SCHILREFF	Water	$	135.25	Account # 3090170
04/14/2025	879533	Voegele Acquisitions	Street/Traffic	$	2,075.00	pre-emergent application
04/14/2025	879533	Voegele Acquisitions	Street/Traffic	$	4,117.00	fertilization of trees along shiloh from Rimrock-Hesper
04/14/2025	879533	Voegele Acquisitions	Street/Traffic	$	114.00	tree fertilization N Rimrock corner of Rimrock & shiloh

Check Date	Check #	Name	Fund Name		Amount	Item Desc
04/14/2025	879533	Voegele Acquisitions	Street/Traffic	$	1,437.00	fertilization trees on king from 32nd to shiloh
04/14/2025	879533	Voegele Acquisitions	Street/Traffic	$	147.00	fertilization of trees by cabelas
04/14/2025	879533	Voegele Acquisitions	Street/Traffic	$	1,695.00	fertilization of trees on king, golden meadows, zimm
04/14/2025	879534	Western Municipal Construction	Wastewater	$	25,987.50	WO 23-23 Briarwood Lift Station H2S; Pmt 1
04/14/2025	879535	Wilson Bohannan	Water	$	683.98	PADLOCK MODEL C61 C6170 - MAS#A565 CODE 3142003
04/14/2025	879536	WMDTech	PD Program	$	9,000.00	Electronic Design&Defeat 5-day course in Billings, MT
04/14/2025	879537	Worden Thane	General	$	1,376.00	COB - Lease and Dev. Agreements re Amend Park
04/14/2025	879538	Yellowstone County	General	$	24.00	Relocated Ditch Easement - Suburban Ditch Co.
04/14/2025	879538	Yellowstone County	General	$	40.00	Memorandum of Ground Lease - Yellowstone Ice
04/14/2025	879539	Yellowstone County Finance Dpt	Parking	$	1,695.28	COUNTY METER COLLECTION MARCH 2025
04/14/2025	879539	Yellowstone County Finance Dpt	Parking	$	1,282.06	COUNTY METER COLLECTIONS FEB 2025
04/14/2025	879540	Yellowstone County News	Airport	$	4.90	Airport
04/14/2025	879540	Yellowstone County News	CDBG	$	90.70	Community Development
04/14/2025	879540	Yellowstone County News	Engineering	$	318.90	Engineering
04/14/2025	879540	Yellowstone County News	General	$	87.00	Administration
04/14/2025	879540	Yellowstone County News	Library	$	19.20	Library
04/14/2025	879540	Yellowstone County News	P.W. Admin	$	9.60	Public Works
04/14/2025	879540	Yellowstone County News	P.W. Admin	$	48.00	Water Quality Department
04/14/2025	879540	Yellowstone County News	Park Dist 1	$	157.30	Parks & Rec
04/14/2025	879540	Yellowstone County News	Planning	$	9.80	Planning
04/14/2025	879540	Yellowstone County News	Planning	$	179.10	Planning
04/14/2025	879540	Yellowstone County News	Public Safety	$	19.20	Police
04/14/2025	879540	Yellowstone County News	Transit	$	4.90	Airport
04/14/2025	879541	Yellowstone Ice & Water	Wastewater	$	98.50	ice for cleaning washer compactor in hea
04/14/2025	879543	YOUTH DYNAMICS	Water	$	103.68	MAR Refund...Youth Dynamics...Acct # 3067318
04/14/2025	879542	YOUTH DYNAMICS	Water	$	100.01	Youth Dynamics Acct # 3090384
04/14/2025	879544	Zayo Group	EOC 911	$	692.71	911 CENTER MARCH SERVICES
04/14/2025	879545	Zee Creative	Park Dist 1	$	165.00	trail signage for rose park trail - 50522

City Council Regular

Date:	05/12/2025
Title:	Payment of Claims for week of April 21st, 2025
Presented by:	Erin Watterud
Department:	Finance
Presentation:	No
Legal Review:	Not Applicable
Project Number:	N/A

RECOMMENDATION

Staff recommends Council approve the Payment of Claims

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

Claims in the amount of $2,642,934.69 have been reviewed and are presented for City Council payment approval. A complete listing of the claims for the week are available in the Finance Department. Payment Approval Process Every invoice for payment is entered into the City's accounting system and the backup documentation is scanned in and attached (physical invoices, additional e-mails explaining payments, bids, contracts, etc.). Each invoice goes through a multi-step approval process depending upon the amount of the payment. First, invoices are entered by the department requesting the payment and the department director or designee must perform an initial review and approval of the purchase. The number of approvals within the department can vary based upon the size of the department, but no less than one approver within each department must verify the payment. Second, all payments, regardless of size, must be approved by the Purchasing Agent or designee. The Purchasing Agent will review the payment to ensure purchasing procedures are followed and appropriate documentation is attached. If the payment is greater than $1,000, then it must be approved by the Finance Director or designee. If that payment is greater than $10,000, then it must be approved by the City Administrator or Assistant City Administrator. Once all approvals are completed, the payment is able to be made and the Accounts Payable Clerk can print the check. After all checks are printed, a list of all checks in excess of $2,500 is generated and placed on the next City Council meeting for review.

ALTERNATIVES

No other alternatives were analyzed.

FISCAL EFFECTS

Claims have a varying impact on department budgets, but are submitted by the departments and reviewed by Finance staff before being sent to the Council.

Attachments

CouncilMemo wk of 04212025

Check Date	Check #	Name	Fund Name		Amount	Item Desc
04/21/2025	879548	A & E Architects	Public Safety	$	668.50	Contract of design services for FS#5 interior design
04/21/2025	879548	A & E Architects	Tax Incrmnt S	$	290,664.00	Amend park rec campus architectural agreement
04/21/2025	879549	Ace Electric	Wastewater	$	4,892.00	Installation of Electrical Conduits and
04/21/2025	879550	Advanced Engineering & Environmental	Wastewater	$	20,565.21	Phase 1 - Water and Wastewater Rate Study
04/21/2025	879550	Advanced Engineering & Environmental	Wastewater	$	-	Phase 2 - Water and Wastewater Rate Study
04/21/2025	879550	Advanced Engineering & Environmental	Water	$	17,924.79	Phase 1 - Water and Wastewater Rate Study
04/21/2025	879550	Advanced Engineering & Environmental	Water	$	-	Phase 2 -Water and Wastewater Rate Study
04/21/2025	879551	Air Controls-Billings	Engineering	$	287.50	Changed filters
04/21/2025	879551	Air Controls-Billings	Facilities	$	7,365.56	headmasters and fan controls Police Evidence
04/21/2025	879556	Altitude Signal	St Maint Dist	$	3,295.00	WO 25-28 Safe Routes to School..
04/21/2025	879560	AT & T Corp	Airport	$	829.86	Airport -
04/21/2025	879560	AT & T Corp	Building	$	603.94	Building Cell Phones
04/21/2025	879560	AT & T Corp	Building	$	388.96	Building Surfaces
04/21/2025	879560	AT & T Corp	Fleet	$	90.52	FLEET
04/21/2025	879560	AT & T Corp	General	$	316.76	Legal Dept -Domestic Violence -
04/21/2025	879560	AT & T Corp	IT Resources	$	120.00	IT Department -On call Phone -
04/21/2025	879560	AT & T Corp	PD Program	$	160.56	CCSIU Toughbook
04/21/2025	879560	AT & T Corp	PD Program	$	45.59	POLICE -DOM. VIOLENCE
04/21/2025	879560	AT & T Corp	Public Safety	$	273.21	Animal Control Cell Phones
04/21/2025	879560	AT & T Corp	Public Safety	$	240.84	Animal Control -MDT
04/21/2025	879560	AT & T Corp	Public Safety	$	120.41	Assistant chiefs new iPads
04/21/2025	879560	AT & T Corp	Public Safety	$	334.49	Comm. Center 9-1-1
04/21/2025	879560	AT & T Corp	Public Safety	$	40.14	Detective C -Toughbook
04/21/2025	879560	AT & T Corp	Public Safety	$	444.13	FIRE CRADLEPOINT AND DRONES
04/21/2025	879560	AT & T Corp	Public Safety	$	127.47	FIRE CRADLEPOINT AND DRONES
04/21/2025	879560	AT & T Corp	Public Safety	$	1,352.47	Fire Department Cell Phones
04/21/2025	879560	AT & T Corp	Public Safety	$	346.03	FIRE EMS
04/21/2025	879560	AT & T Corp	Public Safety	$	181.04	Fire EMS Cell Phone
04/21/2025	879560	AT & T Corp	Public Safety	$	198.72	FIRE INSPECTIONS
04/21/2025	879560	AT & T Corp	Public Safety	$	274.18	Fire iPads
04/21/2025	879560	AT & T Corp	Public Safety	$	40.14	Fire iPads
04/21/2025	879560	AT & T Corp	Public Safety	$	222.06	Fire iPads
04/21/2025	879560	AT & T Corp	Public Safety	$	802.80	Fire Station iPads

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04/21/2025	879560	AT & T Corp	Public Safety	$	441.54	MDT Fire
04/21/2025	879560	AT & T Corp	Public Safety	$	83.39	POLICE CRADLEPOINT
04/21/2025	879560	AT & T Corp	Public Safety	$	144.35	POLICE CSO
04/21/2025	879560	AT & T Corp	Public Safety	$	3,855.32	Police Department Cell Phone
04/21/2025	879560	AT & T Corp	Public Safety	$	50.32	Police -Drone
04/21/2025	879560	AT & T Corp	Public Safety	$	40.14	POLICE -ICAC
04/21/2025	879560	AT & T Corp	Public Safety	$	5,249.58	Police MDT Toughbooks and Loaner MDT's
04/21/2025	879560	AT & T Corp	Public Safety	$	200.70	Police MDT Toughbooks and Loaner MDT's
04/21/2025	879560	AT & T Corp	Public Safety	$	287.20	Ylwstne County Cellular Charges -3 cradlepoints
04/21/2025	879560	AT & T Corp	Solid Waste	$	-	Solid Waste
04/21/2025	879560	AT & T Corp	Street/Traffic	$	55.35	School Flashers
04/21/2025	879560	AT & T Corp	Transit	$	50.32	MET
04/21/2025	879560	AT & T Corp	Transit	$	50.32	MET
04/21/2025	879560	AT & T Corp	Transit	$	22.63	MET
04/21/2025	879560	AT & T Corp	Transit	$	50.32	MET
04/21/2025	879560	AT & T Corp	Transit	$	30.19	MET
04/21/2025	879560	AT & T Corp	Transit	$	50.32	MET
04/21/2025	879560	AT & T Corp	Transit	$	7.38	MET
04/21/2025	879560	AT & T Corp	Transit	$	45.26	MET
04/21/2025	879560	AT & T Corp	Transit	$	29.55	MET
04/21/2025	879560	AT & T Corp	Transit	$	22.63	MET
04/21/2025	879560	AT & T Corp	Transit	$	50.32	MET
04/21/2025	879560	AT & T Corp	Transit	$	50.32	MET
04/21/2025	879560	AT & T Corp	Transit	$	20.12	MET
04/21/2025	879560	AT & T Corp	Transit	$	339.59	MET Transit Tablets
04/21/2025	879560	AT & T Corp	Wastewater	$	181.04	PW Environmental
04/21/2025	879562	BAR 10	Park Dist 1	$	9,000.00	castlerock parking lot project - 0000019 light poles
04/21/2025	879562	BAR 10	Park Dist 1	$	7,000.00	installation of senior walk board sidewalk
04/21/2025	879568	Billings Clinic	Public Safety	$	6,720.00	2020 PALS Heartcode
04/21/2025	879568	Billings Clinic	Public Safety	$	4,410.00	MEDICAL DIRECTOR JAN-MARCH SERVICES
04/21/2025	879569	Billings Construction Supply	Fleet	$	24.14	33318
04/21/2025	879569	Billings Construction Supply	Park Dist 1	$	138.96	toilet rental at centennial - 17057
04/21/2025	879569	Billings Construction Supply	Park Dist 1	$	172.17	toilet rental at Kiwanis trail bike trail-16998

Check Date	Check #	Name	Fund Name		Amount	Item Desc
04/21/2025	879569	Billings Construction Supply	Public Safety	$	134.17	GENERIC TOILET - MARCH
04/21/2025	879569	Billings Construction Supply	Public Safety	$	37.50	MISC PARTS
04/21/2025	879569	Billings Construction Supply	Solid Waste	$	136.74	Landfill Toilet Rental Site: S236. 3/1/25 - 3/31/25.
04/21/2025	879569	Billings Construction Supply	Solid Waste	$	259.49	Landfill Toilet Rental Site: S479. 3/1/25 - 3/31/25.
04/21/2025	879569	Billings Construction Supply	Street/Traffic	$	220.55	sonotube for sca lights
04/21/2025	879569	Billings Construction Supply	Street/Traffic	$	33.50	rake for paving
04/21/2025	879569	Billings Construction Supply	Street/Traffic	$	78.47	starter assy for wacker
04/21/2025	879569	Billings Construction Supply	Wastewater	$	199.25	chop saw repair
04/21/2025	879569	Billings Construction Supply	Wastewater	$	20.72	chow saw parts
04/21/2025	879569	Billings Construction Supply	Wastewater	$	131.96	Rod & Gun Club Toilet Rental...03/01-03/
04/21/2025	879569	Billings Construction Supply	Wastewater	$	148.00	WOrk in Primary Digester
04/21/2025	879569	Billings Construction Supply	Water	$	199.26	chop saw repair
04/21/2025	879569	Billings Construction Supply	Water	$	20.73	chow saw parts
04/21/2025	879569	Billings Construction Supply	Water	$	745.00	Set up for Leak on 13th & Grand
04/21/2025	879570	Billings Tourism	Tourism BID #2	$	48,069.44	TBID Paid March Distributed April, 2025
04/21/2025	ACH	Border States Electric	Wastewater	$	4,387.60	Headworks Blower Soft Start Replacement
04/21/2025	ACH	Border States Electric	Water	$	3,004.58	isolation contactor for Staples 4-3 Soft
04/21/2025	ACH	Border States Electric	Water	$	1,027.02	materials for Staples 4-3 Soft Start Rep
04/21/2025	ACH	Border States Electric	Water	$	426.71	materials for Willett PLC Upgrade
04/21/2025	ACH	Border States Electric	Water	$	788.38	materials for Willett PLC Upgrade
04/21/2025	ACH	Border States Electric	Water	$	40.00	materials for Willett Pump Station PLC u
04/21/2025	ACH	Border States Electric	Water	$	1,728.65	materials for Willett Pump Station PLC u
04/21/2025	ACH	Border States Electric	Water	$	17.82	tools for Staples 4-3 Soft Start Replace
04/21/2025	879592	City High Ditch Water Users Assoc	Park Dist 1	$	9,000.00	Ditch User fees - invoice 0236
04/21/2025	879597	Cop Construction	Water	$	14,912.73	Retainage Release Final
04/21/2025	879601	Crowley Fleck	General	$	6,500.00	Inv. #1064029 Legislative Services March 2025
04/21/2025	879604	Dakota Fence	Park Dist 1	$	8,689.00	playground equipment parts for central - 303654
04/21/2025	879605	Dakota Supply Group	Wastewater	$	224.57	Repair sleeve
04/21/2025	879605	Dakota Supply Group	Water	$	1,992.45	8" gate valve, gaskets PBD-036
04/21/2025	879605	Dakota Supply Group	Water	$	1,506.00	8" PVC Pipe PBD036
04/21/2025	879605	Dakota Supply Group	Water	$	222.53	Pipe for Water Service Repair
04/21/2025	879606	Dana Safety Supply	Fleet	$	20.00	947212
04/21/2025	879606	Dana Safety Supply	Fleet	$	695.00	948777

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04/21/2025	879606	Dana Safety Supply	Fleet	$	120.00	948777
04/21/2025	879606	Dana Safety Supply	Fleet	$	83.00	954636
04/21/2025	879606	Dana Safety Supply	Fleet	$	1,360.00	954636
04/21/2025	879606	Dana Safety Supply	Fleet	$	16.13	954941
04/21/2025	879606	Dana Safety Supply	Fleet	$	324.00	954941
04/21/2025	879606	Dana Safety Supply	Fleet	$	2,580.00	957875
04/21/2025	879606	Dana Safety Supply	Fleet	$	262.60	957875
04/21/2025	879608	Denny Menholt Chevrolet	Property Ins	$	7,651.92	Repairs to BPD Car 1550 damaged on 3/16/25.
04/21/2025	879609	Desert Mountain	Street/Traffic	$	5,595.04	ice slicer
04/21/2025	879610	Dick Anderson Construction	Stillwater Const	$	77,569.23	COB Law and Justice Center/City Hall Remodel
04/21/2025	879611	Dick Anderson Construction	Stillwater Const	$	3,878.46	COB Law and Justice Center/City Hall Remodel
04/21/2025	879620	Ferguson Enterprises	Water	$	172.91	2 1/2 SWVL
04/21/2025	879620	Ferguson Enterprises	Water	$	3,579.95	8" gate valve, 6" gate valve, 8x6 tee P
04/21/2025	879620	Ferguson Enterprises	Water	$	5,497.18	gaskets, valves, fittings
04/21/2025	879629	GMP Consultants	Public Safety	$	20,998.65	911 CENTER MANAGER SEARCH
04/21/2025	879630	Grainger Parts	Facilities	$	85.70	Ceiling Tile for BOC
04/21/2025	879630	Grainger Parts	Facilities	$	109.04	Ice Melt Granular 50 # for Animal Shelter
04/21/2025	879630	Grainger Parts	Facilities	$	437.57	Pleated Air Filters for City Hall
04/21/2025	879630	Grainger Parts	Facilities	$	67.17	Flour Ballast for PD2
04/21/2025	879630	Grainger Parts	Facilities	$	526.20	Bollard 42" Yellow Carbon Steel for City Hall
04/21/2025	879630	Grainger Parts	Facilities	$	139.04	Flush Push Button City Hall
04/21/2025	879630	Grainger Parts	Facilities	$	66.32	Lighting Dimmer 3-way switch for BOC
04/21/2025	879630	Grainger Parts	Public Safety	$	327.64	MISC STATION SUPPLES
04/21/2025	879630	Grainger Parts	Wastewater	$	256.26	Replacement for SPS exhaust fan motor
04/21/2025	879630	Grainger Parts	Wastewater	$	81.32	thermostats for plant temperature alarms
04/21/2025	879630	Grainger Parts	Water	$	53.46	replacement clock for office area
04/21/2025	879630	Grainger Parts	Water	$	256.26	replacement emergency lights
04/21/2025	879630	Grainger Parts	Water	$	141.21	replacement motor for Filter Gallery Exh
04/21/2025	879630	Grainger Parts	Water	$	82.40	replacement thermostats for Unit Heaters
04/21/2025	879636	Hi-Country Dock & Door	Property Ins	$	5,749.00	Inv. 1577 - Door #50 repairs
04/21/2025	879637	High Point Networks	IT Resources	$	10,924.00	Palo Alto renewal co term 7/31/2026
04/21/2025	879644	Ingram Library	Library	$	39.36	87071295
04/21/2025	879644	Ingram Library	Library	$	110.49	87071295

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04/21/2025	879644	Ingram Library	Library	$ 92.20	87071295
04/21/2025	879644	Ingram Library	Library	$ 1.02	87078913
04/21/2025	879644	Ingram Library	Library	$ 10.19	87078913
04/21/2025	879644	Ingram Library	Library	$ 1.98	87078914
04/21/2025	879644	Ingram Library	Library	$ 17.70	87078914
04/21/2025	879644	Ingram Library	Library	$ 0.55	87100026
04/21/2025	879644	Ingram Library	Library	$ 17.10	87100026
04/21/2025	879644	Ingram Library	Library	$ 0.48	87100027
04/21/2025	879644	Ingram Library	Library	$ 17.69	87100027
04/21/2025	879644	Ingram Library	Library	$ 0.73	87100028
04/21/2025	879644	Ingram Library	Library	$ 16.52	87100028
04/21/2025	879644	Ingram Library	Library	$ 0.73	87100029
04/21/2025	879644	Ingram Library	Library	$ 14.72	87100029
04/21/2025	879644	Ingram Library	Library	$ 0.51	87100030
04/21/2025	879644	Ingram Library	Library	$ 10.19	87100030
04/21/2025	879644	Ingram Library	Library	$ 0.17	87135328
04/21/2025	879644	Ingram Library	Library	$ 14.39	87135328
04/21/2025	879644	Ingram Library	Library	$ 2.83	87135329
04/21/2025	879644	Ingram Library	Library	$ 56.26	87135329
04/21/2025	879644	Ingram Library	Library	$ 140.01	87135329
04/21/2025	879644	Ingram Library	Library	$ 109.57	87135329
04/21/2025	879644	Ingram Library	Library	$ 54.53	87135330
04/21/2025	879644	Ingram Library	Library	$ 21.56	87135330
04/21/2025	879644	Ingram Library	Library	$ 62.73	87135330
04/21/2025	879644	Ingram Library	Library	$ 0.02	87171719
04/21/2025	879644	Ingram Library	Library	$ 19.46	87171719
04/21/2025	879644	Ingram Library	Library	$ 0.13	87171720
04/21/2025	879644	Ingram Library	Library	$ 62.97	87171720
04/21/2025	879644	Ingram Library	Library	$ 6.49	87171720
04/21/2025	879644	Ingram Library	Library	$ 0.02	87171721
04/21/2025	879644	Ingram Library	Library	$ 17.69	87171721
04/21/2025	879644	Ingram Library	Library	$ 0.02	87171722
04/21/2025	879644	Ingram Library	Library	$ 17.11	87171722

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04/21/2025	879644	Ingram Library	Library	$	2.81	87171723
04/21/2025	879644	Ingram Library	Library	$	69.38	87171723
04/21/2025	879644	Ingram Library	Library	$	328.74	87171723
04/21/2025	879644	Ingram Library	Library	$	1,303.43	87171723
04/21/2025	879645	Insight Public Sector	General	$	2,395.83	Surface Pro 10,i7-City Administrator
04/21/2025	879645	Insight Public Sector	Public Safety	$	4,785.32	Qty. 2 Surface Pro, i7 -Evidence
04/21/2025	879653	Johnny Gene Woods Jr.	PD Program	$	12,800.00	Release cash for dismissed case 18-63710
04/21/2025	879655	K2 Civil Inc	Park Dist 1	$	125,497.85	payment #1 Coulson Park n & s improvements
04/21/2025	879657	Karpel Solutions	General	$	2,975.00	Karpel Solutions Invoice #72074
04/21/2025	879662	Knife River	Street/Traffic	$	3,460.08	3/4" crushed base
04/21/2025	879662	Knife River	Street/Traffic	$	2,104.72	1 1/2" crushed
04/21/2025	879662	Knife River	Street/Traffic	$	91.01	1 1/2" crushed base
04/21/2025	879662	Knife River	Street/Traffic	$	50.00	micro sand
04/21/2025	ACH	Kois Brothers Equipment	Fleet	$	855.25	135227
04/21/2025	ACH	Kois Brothers Equipment	Fleet	$	59.53	135227
04/21/2025	ACH	Kois Brothers Equipment	Fleet	$	109.48	600009
04/21/2025	ACH	Kois Brothers Equipment	Fleet	$	26.88	600056
04/21/2025	ACH	Kois Brothers Equipment	Fleet	$	405.36	600109
04/21/2025	ACH	Kois Brothers Equipment	Street/Traffic	$	81.67	pin for unit 1183 dump bed
04/21/2025	ACH	Kois Brothers Equipment	Transit	$	881.75	135052_Unit#1860_Shipping
04/21/2025	ACH	Kois Brothers Equipment	Transit	$	2,209.00	135052_Unit#1860_Wing Blades_Snow Plow
04/21/2025	ACH	Kois Brothers Equipment	Transit	$	290.00	600046_Unit#1860_Install of Wing Kit_Snow Plow
04/21/2025	ACH	Kone	Airport	$	157.04	FY25 Elevator/Escalator Maintenance- IP9
04/21/2025	ACH	Kone	Airport	$	64.67	FY25 Elevator/Escalator Maintenance- Ops
04/21/2025	ACH	Kone	Airport	$	3,382.77	FY25 Elevator/Escalator Maintenance- Terminal
04/21/2025	879664	L P Anderson Tire	Fleet	$	125.17	--; TIRE; TIRE, DSMT,MNT
04/21/2025	879664	L P Anderson Tire	Fleet	$	240.00	2233574
04/21/2025	879664	L P Anderson Tire	Fleet	$	320.00	2234354
04/21/2025	879664	L P Anderson Tire	Street/Traffic	$	4,271.20	RETREAD
04/21/2025	879664	L P Anderson Tire	Street/Traffic	$	48.00	TIRE REPAIR; TIRE REPAIR
04/21/2025	879664	L P Anderson Tire	Street/Traffic	$	103.17	TIRE REPAIR; TIRE REPAIR
04/21/2025	879676	Meadow Green Sales	Airport	$	15.00	Invoice #10524. Lug Bolt
04/21/2025	879676	Meadow Green Sales	Airport	$	2,920.00	Invoice #10541. Walker Mower Engine

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04/21/2025	879679	Midco Diving & Marine	Water	$	4,136.00	Diver cleaning service. Filter gallery
04/21/2025	879679	Midco Diving & Marine	Water	$	12,603.00	Diver Cleaning service. Waldo/Fox Reser
04/21/2025	879681	Midwest Tape	Library	$	7,531.49	506971019 Hoopla
04/21/2025	879683	Mitchell Court	CDBG	$	254,649.40	Affordable Housing Development Project
04/21/2025	879684	Modern Machinery	Street/Traffic	$	6,650.00	teeth for mill machine #1234
04/21/2025	879685	Montana CSED	Payroll Clearing	$	5,363.77	Child Support
04/21/2025	879686	Montana Dakota Utilities	Airport	$	711.96	788 689 5644 8. Concourse Kitchen. April 2025
04/21/2025	879686	Montana Dakota Utilities	Facilities	$	26,753.76	989 733 1000 0
04/21/2025	879686	Montana Dakota Utilities	Public Safety	$	31.61	357 004 5071 7
04/21/2025	879686	Montana Dakota Utilities	Public Safety	$	152.59	958 650 1000 3
04/21/2025	879686	Montana Dakota Utilities	Public Safety	$	204.87	971 487 8549 2
04/21/2025	879686	Montana Dakota Utilities	Wastewater	$	123.10	017 739 3911 9
04/21/2025	879686	Montana Dakota Utilities	Wastewater	$	95.23	470 750 1000 0
04/21/2025	879686	Montana Dakota Utilities	Wastewater	$	30.88	559 250 1000 5
04/21/2025	879686	Montana Dakota Utilities	Water	$	12.18	600 490 1000 6
04/21/2025	879686	Montana Dakota Utilities	Water	$	12.18	600 490 1000 6
04/21/2025	879686	Montana Dakota Utilities	Water	$	416.95	825 150 1000 5
04/21/2025	879688	MFPE	Payroll Clearing	$	2,879.09	Payroll Summary
04/21/2025	879689	Montana Peterbilt	Fleet	$	801.22	112418BL
04/21/2025	879689	Montana Peterbilt	Fleet	$	358.80	112449BL
04/21/2025	879689	Montana Peterbilt	Fleet	$	89.95	112692BL
04/21/2025	879689	Montana Peterbilt	Fleet	$	375.00	112760BL
04/21/2025	879689	Montana Peterbilt	Fleet	$	1,660.50	112760BL
04/21/2025	879689	Montana Peterbilt	Fleet	$	36.72	112830BL
04/21/2025	879689	Montana Peterbilt	Fleet	$	598.40	113071BL
04/21/2025	879689	Montana Peterbilt	Fleet	$	269.32	113173BL
04/21/2025	879689	Montana Peterbilt	Fleet	$	286.68	114113BL
04/21/2025	879689	Montana Peterbilt	Fleet	$	292.36	114113BL
04/21/2025	879689	Montana Peterbilt	Fleet	$	58.14	114113BL
04/21/2025	879689	Montana Peterbilt	Fleet	$	561.36	114113BL
04/21/2025	879689	Montana Peterbilt	Solid Waste	$	1,554.77	DIAGNOSE
04/21/2025	879689	Montana Peterbilt	Solid Waste	$	358.80	SWITCH; SWITCH
04/21/2025	879689	Montana Peterbilt	Transit	$	393.60	114042BL_Fuel Filters

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04/21/2025	879691	MSFA	Payroll Clearing	$	5,899.02	Payroll Summary
04/21/2025	879694	Morrison Maierle	Wastewater	$	3,834.00	WO 25-32 Indian Cliffs Wastewater Study; Pmt 2
04/21/2025	879696	MPPA	Payroll Clearing	$	3,884.37	Payroll Summary
04/21/2025	879705	New Day	Court Grants	$	1,400.00	24 Feb. Treatment Services
04/21/2025	879705	New Day	Court Grants	$	1,400.00	24 March Treatment Services
04/21/2025	ACH	NorMont Equipment	Street/Traffic	$	3,579.40	hoses for unit 1228
04/21/2025	ACH	NorMont Equipment	Street/Traffic	$	3,689.83	telspar posts
04/21/2025	ACH	NorMont Equipment	Street/Traffic	$	2,808.50	rivets/telspar post for signs
04/21/2025	ACH	NorMont Equipment	Street/Traffic	$	4,498.50	telspar post
04/21/2025	ACH	NorMont Equipment	Street/Traffic	$	4,235.75	telspar posts
04/21/2025	ACH	Northwest Pipe Fittings	Street/Traffic	$	36.80	pvc tees/adapter
04/21/2025	ACH	Northwest Pipe Fittings	Street/Traffic	$	40.44	nipple/bushing/elbow for unit 1224
04/21/2025	ACH	Northwest Pipe Fittings	Street/Traffic	$	449.12	tubing cutter/couplings/insert liner for irrigation
04/21/2025	ACH	Northwest Pipe Fittings	Street/Traffic	$	1,164.20	pipe/couplings for irrigation
04/21/2025	ACH	Northwest Pipe Fittings	Wastewater	$	298.20	Drinking water fountain filters
04/21/2025	ACH	Northwest Pipe Fittings	Wastewater	$	1,082.34	Gate valve for nonpotable line break
04/21/2025	ACH	Northwest Pipe Fittings	Wastewater	$	794.34	P.D. Heating water line
04/21/2025	ACH	Northwest Pipe Fittings	Wastewater	$	39.25	street cleaning equipment
04/21/2025	ACH	Northwest Pipe Fittings	Wastewater	$	184.23	Sump Pump
04/21/2025	ACH	Northwest Pipe Fittings	Water	$	46.74	1" BRASS CAP P/N: 0408726
04/21/2025	ACH	Northwest Pipe Fittings	Water	$	258.30	1" COUPLING CTS X FLARE 74755Q1 P/N: 2108793
04/21/2025	ACH	Northwest Pipe Fittings	Water	$	5,238.00	1" PIT C/F ECODER REGISTER P/N: RH2F31
04/21/2025	ACH	Northwest Pipe Fittings	Water	$	58.60	1/2 X 1/4 -BRASS BUSHING P/N: 111-275-01510
04/21/2025	ACH	Northwest Pipe Fittings	Water	$	79.65	1/2" BALL VALVE T-585 THREADED P/N: 1196845
04/21/2025	ACH	Northwest Pipe Fittings	Water	$	166.15	2" MEASURING CHAMBER COMPLETE - 9600-015
04/21/2025	ACH	Northwest Pipe Fittings	Water	$	166.15	2" MEASURING CHAMBER COMPLETE - 9600-015
04/21/2025	ACH	Northwest Pipe Fittings	Water	$	9.80	BLACK NIPPLE 1"X 5" P/N: 0451134
04/21/2025	ACH	Northwest Pipe Fittings	Water	$	19.60	BLACK NIPPLE 1"X 5" P/N: 0451134
04/21/2025	ACH	Northwest Pipe Fittings	Water	$	103.00	BLACK NIPPLE 1-1/4" X 12" P/N: 0451394
04/21/2025	ACH	Northwest Pipe Fittings	Water	$	167.27	Bolts for Willet pump #2 Removal
04/21/2025	ACH	Northwest Pipe Fittings	Water	$	583.38	BONNET GASKETS-K8109-FOR K11&K81 HYDRANTS
04/21/2025	ACH	Northwest Pipe Fittings	Water	$	64.82	BONNET GASKETS-K8109-FOR K11&K81 HYDRANTS
04/21/2025	ACH	Northwest Pipe Fittings	Water	$	198.95	HOSE NOZZLE K81 - 1/4 TURN (#K8140)

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04/21/2025	ACH	Northwest Pipe Fittings	Water	$	319.00	K8120 STANDPIPE O-RING - (K8120)
04/21/2025	ACH	Northwest Pipe Fittings	Water	$	241.40	P679 SONOSCOPE (2148586) P/N: 333-090-00230
04/21/2025	ACH	Northwest Pipe Fittings	Water	$	356.98	PVC fitting for sump pump install
04/21/2025	ACH	Northwest Pipe Fittings	Water	$	19,013.40	R-900 ENHANCED WALL RR - MIU 13341-200 (RF'S)
04/21/2025	ACH	Northwest Pipe Fittings	Water	$	34.01	Seal Pin ARB
04/21/2025	ACH	Northwest Pipe Fittings	Water	$	39.25	street cleaning equipment
04/21/2025	ACH	Northwest Pipe Fittings	Water	$	21.92	Willett # 2 Repair
04/21/2025	879710	NorthWestern Energy	Light Maint	$	1,096.63	SILMD 10 Acct# 0712546-1
04/21/2025	879710	NorthWestern Energy	Light Maint	$	2,062.86	SILMD 100 Acct# 0712559-4
04/21/2025	879710	NorthWestern Energy	Light Maint	$	1,733.67	SILMD 107 Acct# 0712560-2
04/21/2025	879710	NorthWestern Energy	Light Maint	$	4,347.93	SILMD 109 Acct# 0712561-0
04/21/2025	879710	NorthWestern Energy	Light Maint	$	213.89	SILMD 113 Acct# 0712562-8
04/21/2025	879710	NorthWestern Energy	Light Maint	$	935.63	SILMD 114 Acct# 0712563-6
04/21/2025	879710	NorthWestern Energy	Light Maint	$	220.15	SILMD 115 Acct# 0712564-4
04/21/2025	879710	NorthWestern Energy	Light Maint	$	577.88	SILMD 116 Acct# 0712565-1
04/21/2025	879710	NorthWestern Energy	Light Maint	$	3,147.44	SILMD 117 Acct# 0712566-9
04/21/2025	879710	NorthWestern Energy	Light Maint	$	200.61	SILMD 118 Acct# 0712567-7
04/21/2025	879710	NorthWestern Energy	Light Maint	$	122.49	SILMD 119 Acct# 0712568-5
04/21/2025	879710	NorthWestern Energy	Light Maint	$	2,476.67	SILMD 121 Acct# 0712570-1
04/21/2025	879710	NorthWestern Energy	Light Maint	$	185.03	SILMD 122 Acct# 0712571-9
04/21/2025	879710	NorthWestern Energy	Light Maint	$	330.22	SILMD 123 Acct# 0712572-7
04/21/2025	879710	NorthWestern Energy	Light Maint	$	963.14	SILMD 124 Acct# 0712573-5
04/21/2025	879710	NorthWestern Energy	Light Maint	$	385.25	SILMD 125 Acct# 0712574-3
04/21/2025	879710	NorthWestern Energy	Light Maint	$	192.64	SILMD 126 Acct# 0712575-0
04/21/2025	879710	NorthWestern Energy	Light Maint	$	693.86	SILMD 127 Acct# 0712576-8
04/21/2025	879710	NorthWestern Energy	Light Maint	$	485.69	SILMD 128 Acct# 0712577-6
04/21/2025	879710	NorthWestern Energy	Light Maint	$	330.22	SILMD 129 Acct# 0712578-4
04/21/2025	879710	NorthWestern Energy	Light Maint	$	4,706.02	SILMD 13 Acct# 0721276-4
04/21/2025	879710	NorthWestern Energy	Light Maint	$	118.23	SILMD 130 Acct# 0712579-2
04/21/2025	879710	NorthWestern Energy	Light Maint	$	853.08	SILMD 131 Acct# 0712580-0
04/21/2025	879710	NorthWestern Energy	Light Maint	$	219.55	SILMD 133 Acct# 0712581-8
04/21/2025	879710	NorthWestern Energy	Light Maint	$	506.66	SILMD 134 Acct# 0712582-6
04/21/2025	879710	NorthWestern Energy	Light Maint	$	508.82	SILMD 135 Acct# 0712583-4

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04/21/2025	879710	NorthWestern Energy	Light Maint	$	467.81	SILMD 136 Acct# 0712584-2
04/21/2025	879710	NorthWestern Energy	Light Maint	$	372.12	SILMD 137 Acct# 0712585-9
04/21/2025	879710	NorthWestern Energy	Light Maint	$	742.99	SILMD 138 Acct# 0712586-7
04/21/2025	879710	NorthWestern Energy	Light Maint	$	247.66	SILMD 139 Acct# 0712587-5
04/21/2025	879710	NorthWestern Energy	Light Maint	$	2,322.44	SILMD 14 Acct# 0721277-2
04/21/2025	879710	NorthWestern Energy	Light Maint	$	35.56	SILMD 14 Acct# 4167204-9
04/21/2025	879710	NorthWestern Energy	Light Maint	$	577.88	SILMD 143 Acct# 0712588-3
04/21/2025	879710	NorthWestern Energy	Light Maint	$	27.49	SILMD 144 Acct# 0712589-1
04/21/2025	879710	NorthWestern Energy	Light Maint	$	462.57	SILMD 145 Acct# 0712590-9
04/21/2025	879710	NorthWestern Energy	Light Maint	$	357.74	SILMD 146 Acct# 0712591-7
04/21/2025	879710	NorthWestern Energy	Light Maint	$	435.60	SILMD 147 Acct# 0712592-5
04/21/2025	879710	NorthWestern Energy	Light Maint	$	1,588.43	SILMD 149 Acct# 0712593-3
04/21/2025	879710	NorthWestern Energy	Light Maint	$	740.11	SILMD 150 Acct# 0712594-1
04/21/2025	879710	NorthWestern Energy	Light Maint	$	632.91	SILMD 151 Acct# 0712595-8
04/21/2025	879710	NorthWestern Energy	Light Maint	$	4,271.28	SILMD 152 Acct# 0712596-6
04/21/2025	879710	NorthWestern Energy	Light Maint	$	531.94	SILMD 153 Acct# 0712597-4
04/21/2025	879710	NorthWestern Energy	Light Maint	$	1,202.69	SILMD 154 Acct# 0712598-2
04/21/2025	879710	NorthWestern Energy	Light Maint	$	495.33	SILMD 155 Acct# 0712599-0
04/21/2025	879710	NorthWestern Energy	Light Maint	$	902.01	SILMD 157 Acct# 0712600-6
04/21/2025	879710	NorthWestern Energy	Light Maint	$	798.04	SILMD 158 Acct# 0712601-4
04/21/2025	879710	NorthWestern Energy	Light Maint	$	963.81	SILMD 159 Acct# 0712602-2
04/21/2025	879710	NorthWestern Energy	Light Maint	$	715.47	SILMD 160 Acct# 0712603-0
04/21/2025	879710	NorthWestern Energy	Light Maint	$	1,040.78	SILMD 161 Acct# 0712604-8
04/21/2025	879710	NorthWestern Energy	Light Maint	$	46.83	SILMD 162 Acct# 0712605-5
04/21/2025	879710	NorthWestern Energy	Light Maint	$	771.56	SILMD 163 Acct# 0712606-3
04/21/2025	879710	NorthWestern Energy	Light Maint	$	370.05	SILMD 164 Acct# 0712607-1
04/21/2025	879710	NorthWestern Energy	Light Maint	$	880.59	SILMD 165 Acct# 0712608-9
04/21/2025	879710	NorthWestern Energy	Light Maint	$	231.28	SILMD 167 Acct# 0712609-7
04/21/2025	879710	NorthWestern Energy	Light Maint	$	1,137.12	SILMD 17 Acct# 0712553-7
04/21/2025	879710	NorthWestern Energy	Light Maint	$	555.09	SILMD 171 Acct# 0712610-5
04/21/2025	879710	NorthWestern Energy	Light Maint	$	506.66	SILMD 172 Acct# 0712611-3
04/21/2025	879710	NorthWestern Energy	Light Maint	$	1,156.43	SILMD 173 Acct# 0712612-1
04/21/2025	879710	NorthWestern Energy	Light Maint	$	971.40	SILMD 174 Acct# 0712613-9

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04/21/2025	879710	NorthWestern Energy	Light Maint	$	323.79	SILMD 175 Acct# 0712614-7
04/21/2025	879710	NorthWestern Energy	Light Maint	$	33.43	SILMD 176 Acct# 0712615-4
04/21/2025	879710	NorthWestern Energy	Light Maint	$	254.41	SILMD 178 Acct# 0712616-2
04/21/2025	879710	NorthWestern Energy	Light Maint	$	508.82	SILMD 179 Acct# 0712617-0
04/21/2025	879710	NorthWestern Energy	Light Maint	$	346.92	SILMD 180 Acct# 0712618-8
04/21/2025	879710	NorthWestern Energy	Light Maint	$	1,678.63	SILMD 181 Acct# 0712619-6
04/21/2025	879710	NorthWestern Energy	Light Maint	$	578.22	SILMD 182 Acct# 0712620-4
04/21/2025	879710	NorthWestern Energy	Light Maint	$	1,156.42	SILMD 183 Acct# 0712621-2
04/21/2025	879710	NorthWestern Energy	Light Maint	$	370.05	SILMD 184 Acct# 0712622-0
04/21/2025	879710	NorthWestern Energy	Light Maint	$	138.77	SILMD 185 Acct# 0712623-8
04/21/2025	879710	NorthWestern Energy	Light Maint	$	704.29	SILMD 186 Acct# 0712624-6
04/21/2025	879710	NorthWestern Energy	Light Maint	$	231.28	SILMD 187 Acct# 0712625-3
04/21/2025	879710	NorthWestern Energy	Light Maint	$	277.54	SILMD 188 Acct# 0712626-1
04/21/2025	879710	NorthWestern Energy	Light Maint	$	231.28	SILMD 189 Acct# 0712627-9
04/21/2025	879710	NorthWestern Energy	Light Maint	$	1,202.69	SILMD 190 Acct# 0712628-7
04/21/2025	879710	NorthWestern Energy	Light Maint	$	412.81	SILMD 191 Acct# 0712629-5
04/21/2025	879710	NorthWestern Energy	Light Maint	$	300.67	SILMD 192 Acct# 0712630-3
04/21/2025	879710	NorthWestern Energy	Light Maint	$	740.11	SILMD 193 Acct# 0712631-1
04/21/2025	879710	NorthWestern Energy	Light Maint	$	314.41	SILMD 194 Acct# 0712632-9
04/21/2025	879710	NorthWestern Energy	Light Maint	$	251.54	SILMD 195 Acct# 0712633-7
04/21/2025	879710	NorthWestern Energy	Light Maint	$	80.85	SILMD 196 Acct# 0712634-5
04/21/2025	879710	NorthWestern Energy	Light Maint	$	80.85	SILMD 197 Acct# 0712635-2
04/21/2025	879710	NorthWestern Energy	Light Maint	$	115.63	SILMD 198 Acct# 0712636-0
04/21/2025	879710	NorthWestern Energy	Light Maint	$	58.90	SILMD 200 Acct# 0712637-8
04/21/2025	879710	NorthWestern Energy	Light Maint	$	485.69	SILMD 201 Acct# 0712638-6
04/21/2025	879710	NorthWestern Energy	Light Maint	$	766.05	SILMD 202 Acct# 0712639-4
04/21/2025	879710	NorthWestern Energy	Light Maint	$	21.56	SILMD 203 Acct# 0712640-2
04/21/2025	879710	NorthWestern Energy	Light Maint	$	443.44	SILMD 204 Acct# 0712641-0
04/21/2025	879710	NorthWestern Energy	Light Maint	$	26.75	SILMD 205 Acct# 0712642-8
04/21/2025	879710	NorthWestern Energy	Light Maint	$	323.79	SILMD 206 Acct# 0712643-6
04/21/2025	879710	NorthWestern Energy	Light Maint	$	370.05	SILMD 207 Acct# 0712644-4
04/21/2025	879710	NorthWestern Energy	Light Maint	$	531.94	SILMD 209 Acct# 0712646-9
04/21/2025	879710	NorthWestern Energy	Light Maint	$	97.02	SILMD 210 Acct# 0712647-7

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04/21/2025	879710	NorthWestern Energy	Light Maint	$	53.92	SILMD 211 Acct# 0712648-5
04/21/2025	879710	NorthWestern Energy	Light Maint	$	53.92	SILMD 212 Acct# 0712649-3
04/21/2025	879710	NorthWestern Energy	Light Maint	$	32.34	SILMD 213 Acct# 0712650-1
04/21/2025	879710	NorthWestern Energy	Light Maint	$	375.68	SILMD 214 Acct# 0712651-9
04/21/2025	879710	NorthWestern Energy	Light Maint	$	138.77	SILMD 216 Acct# 0712652-7
04/21/2025	879710	NorthWestern Energy	Light Maint	$	407.63	SILMD 217 Acct# 0712653-5
04/21/2025	879710	NorthWestern Energy	Light Maint	$	293.35	SILMD 220 Acct# 0712654-3
04/21/2025	879710	NorthWestern Energy	Light Maint	$	6.69	SILMD 221 Acct# 0712655-0
04/21/2025	879710	NorthWestern Energy	Light Maint	$	85.18	SILMD 222 Acct# 0712656-8
04/21/2025	879710	NorthWestern Energy	Light Maint	$	129.37	SILMD 223 Acct# 0712657-6
04/21/2025	879710	NorthWestern Energy	Light Maint	$	1,427.13	SILMD 224 Acct# 0712658-4
04/21/2025	879710	NorthWestern Energy	Light Maint	$	414.18	SILMD 225 Acct# 0712659-2
04/21/2025	879710	NorthWestern Energy	Light Maint	$	236.48	SILMD 226 Acct# 0712660-0
04/21/2025	879710	NorthWestern Energy	Light Maint	$	665.64	SILMD 227 Acct# 0712661-8
04/21/2025	879710	NorthWestern Energy	Light Maint	$	798.04	SILMD 228 Acct# 0712662-6
04/21/2025	879710	NorthWestern Energy	Light Maint	$	412.77	SILMD 229 Acct# 0712663-4
04/21/2025	879710	NorthWestern Energy	Light Maint	$	963.15	SILMD 230 Acct# 0712664-2
04/21/2025	879710	NorthWestern Energy	Light Maint	$	577.88	SILMD 231 Acct# 0712665-9
04/21/2025	879710	NorthWestern Energy	Light Maint	$	2,504.20	SILMD 232 Acct# 0712666-7
04/21/2025	879710	NorthWestern Energy	Light Maint	$	939.20	SILMD 233 Acct# 0712667-5
04/21/2025	879710	NorthWestern Energy	Light Maint	$	509.57	SILMD 234 Acct# 0712668-3
04/21/2025	879710	NorthWestern Energy	Light Maint	$	592.82	SILMD 235 Acct# 0712669-1
04/21/2025	879710	NorthWestern Energy	Light Maint	$	188.65	SILMD 236 Acct# 0712670-9
04/21/2025	879710	NorthWestern Energy	Light Maint	$	393.18	SILMD 237 Acct# 0712671-7
04/21/2025	879710	NorthWestern Energy	Light Maint	$	13.37	SILMD 238 Acct# 0712672-5
04/21/2025	879710	NorthWestern Energy	Light Maint	$	92.51	SILMD 239 Acct# 0712673-3
04/21/2025	879710	NorthWestern Energy	Light Maint	$	452.75	SILMD 240 Acct# 0712674-1
04/21/2025	879710	NorthWestern Energy	Light Maint	$	580.58	SILMD 241 Acct# 0712675-8
04/21/2025	879710	NorthWestern Energy	Light Maint	$	82.55	SILMD 242 Acct# 0712676-6
04/21/2025	879710	NorthWestern Energy	Light Maint	$	110.07	SILMD 244 Acct# 0712677-4
04/21/2025	879710	NorthWestern Energy	Light Maint	$	73.76	SILMD 245 Acct# 0712678-2
04/21/2025	879710	NorthWestern Energy	Light Maint	$	330.22	SILMD 246 Acct# 0712679-0
04/21/2025	879710	NorthWestern Energy	Light Maint	$	979.20	SILMD 247 Acct# 0712680-8

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04/21/2025	879710	NorthWestern Energy	Light Maint	$	2,724.34	SILMD 249 Acct# 0718734-7
04/21/2025	879710	NorthWestern Energy	Light Maint	$	226.37	SILMD 250 Acct# 0719001-0
04/21/2025	879710	NorthWestern Energy	Light Maint	$	3,860.02	SILMD 251 Acct# 0718801-4
04/21/2025	879710	NorthWestern Energy	Light Maint	$	550.37	SILMD 252 Acct# 0719162-0
04/21/2025	879710	NorthWestern Energy	Light Maint	$	1,814.68	SILMD 253 Acct# 0719644-7
04/21/2025	879710	NorthWestern Energy	Light Maint	$	170.38	SILMD 254 Acct# 0719763-5
04/21/2025	879710	NorthWestern Energy	Light Maint	$	144.22	SILMD 255 Acct# 0720813-5
04/21/2025	879710	NorthWestern Energy	Light Maint	$	1,008.69	SILMD 257 Acct# 0720360-7
04/21/2025	879710	NorthWestern Energy	Light Maint	$	2,605.61	SILMD 258 Acct# 0720606-3
04/21/2025	879710	NorthWestern Energy	Light Maint	$	1,550.66	SILMD 259 Acct# 0720810-1
04/21/2025	879710	NorthWestern Energy	Light Maint	$	495.33	SILMD 261 Acct# 0720705-3
04/21/2025	879710	NorthWestern Energy	Light Maint	$	3,080.58	SILMD 262 Acct# 0720937-2
04/21/2025	879710	NorthWestern Energy	Light Maint	$	1,069.68	SILMD 263 Acct# 0720716-0
04/21/2025	879710	NorthWestern Energy	Light Maint	$	185.86	SILMD 264 Acct# 0721427-3
04/21/2025	879710	NorthWestern Energy	Light Maint	$	360.76	SILMD 265 Acct# 0721556-9
04/21/2025	879710	NorthWestern Energy	Light Maint	$	54.01	SILMD 266 Acct# 0721684-9
04/21/2025	879710	NorthWestern Energy	Light Maint	$	141.14	SILMD 270 Acct# 0906944-4
04/21/2025	879710	NorthWestern Energy	Light Maint	$	85.77	SILMD 270 Acct# 0907777-7
04/21/2025	879710	NorthWestern Energy	Light Maint	$	48.28	SILMD 270 Acct# 4262276-1
04/21/2025	879710	NorthWestern Energy	Light Maint	$	67.52	SILMD 270 Acct# 4262277-9
04/21/2025	879710	NorthWestern Energy	Light Maint	$	45.60	SILMD 270 Acct# 4262278-7
04/21/2025	879710	NorthWestern Energy	Light Maint	$	81.03	SILMD 270 Acct# 4262282-9
04/21/2025	879710	NorthWestern Energy	Light Maint	$	954.76	SILMD 271 Acct# 0995095-7
04/21/2025	879710	NorthWestern Energy	Light Maint	$	2,822.71	SILMD 272 Acct# 0905005-5
04/21/2025	879710	NorthWestern Energy	Light Maint	$	203.70	SILMD 273 Acct# 0926386-4
04/21/2025	879710	NorthWestern Energy	Light Maint	$	538.17	SILMD 276 Acct# 0961926-3
04/21/2025	879710	NorthWestern Energy	Light Maint	$	849.37	SILMD 277 Acct# 1058710-3
04/21/2025	879710	NorthWestern Energy	Light Maint	$	238.95	SILMD 278 Acct# 1087619-1
04/21/2025	879710	NorthWestern Energy	Light Maint	$	58.88	SILMD 279 Acct# 1124127-0
04/21/2025	879710	NorthWestern Energy	Light Maint	$	653.99	SILMD 280 Acct# 1045653-1
04/21/2025	879710	NorthWestern Energy	Light Maint	$	497.27	SILMD 283 Acct# 1172743-5
04/21/2025	879710	NorthWestern Energy	Light Maint	$	326.26	SILMD 285 Acct# 1206985-2
04/21/2025	879710	NorthWestern Energy	Light Maint	$	243.21	SILMD 286 Acct# 1296582-8

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04/21/2025	879710	NorthWestern Energy	Light Maint	$	1,851.10	SILMD 288 Acct# 1303978-9
04/21/2025	879710	NorthWestern Energy	Light Maint	$	167.83	SILMD 289 Acct# 1685375-6
04/21/2025	879710	NorthWestern Energy	Light Maint	$	88.03	SILMD 289 Acct# 4185749-1
04/21/2025	879710	NorthWestern Energy	Light Maint	$	142.97	SILMD 290 Acct# 1433921-2
04/21/2025	879710	NorthWestern Energy	Light Maint	$	605.40	SILMD 292 Acct# 1481532-8
04/21/2025	879710	NorthWestern Energy	Light Maint	$	231.28	SILMD 293 Acct# 1481534-4
04/21/2025	879710	NorthWestern Energy	Light Maint	$	462.57	SILMD 294 Acct# 1481535-1
04/21/2025	879710	NorthWestern Energy	Light Maint	$	110.07	SILMD 295 Acct# 1481536-9
04/21/2025	879710	NorthWestern Energy	Light Maint	$	1,225.80	SILMD 296 Acct# 1481537-7
04/21/2025	879710	NorthWestern Energy	Light Maint	$	208.15	SILMD 297 Acct# 1481539-3
04/21/2025	879710	NorthWestern Energy	Light Maint	$	185.03	SILMD 298 Acct# 1481540-1
04/21/2025	879710	NorthWestern Energy	Light Maint	$	408.22	SILMD 300 Acct# 1662840-6
04/21/2025	879710	NorthWestern Energy	Light Maint	$	5,213.82	SILMD 301 Acct# 1687005-7
04/21/2025	879710	NorthWestern Energy	Light Maint	$	273.66	SILMD 302 Acct# 1607534-3
04/21/2025	879710	NorthWestern Energy	Light Maint	$	883.88	SILMD 305 Acct# 1695873-8
04/21/2025	879710	NorthWestern Energy	Light Maint	$	206.51	SILMD 306 Acct# 1740353-6
04/21/2025	879710	NorthWestern Energy	Light Maint	$	2,909.98	SILMD 307 Acct# 2049005-8
04/21/2025	879710	NorthWestern Energy	Light Maint	$	270.23	SILMD 308 Acct# 2072459-7
04/21/2025	879710	NorthWestern Energy	Light Maint	$	358.23	SILMD 309 Acct# 2001311-6
04/21/2025	879710	NorthWestern Energy	Light Maint	$	81.29	SILMD 310 Acct# 2060519-2
04/21/2025	879710	NorthWestern Energy	Light Maint	$	272.53	SILMD 311 Acct# 3014475-2
04/21/2025	879710	NorthWestern Energy	Light Maint	$	280.24	SILMD 312 Acct# 3146127-0
04/21/2025	879710	NorthWestern Energy	Light Maint	$	461.66	SILMD 315 Acct# 3305804-1
04/21/2025	879710	NorthWestern Energy	Light Maint	$	1,160.63	SILMD 316 Acct# 3291842-7
04/21/2025	879710	NorthWestern Energy	Light Maint	$	92.49	SILMD 317 Acct# 3253826-6
04/21/2025	879710	NorthWestern Energy	Light Maint	$	822.92	SILMD 318 Acct# 3372018-6
04/21/2025	879710	NorthWestern Energy	Light Maint	$	62.45	SILMD 320 Acct# 0712569-3
04/21/2025	879710	NorthWestern Energy	Light Maint	$	437.40	SILMD 321 Acct# 3338917-2
04/21/2025	879710	NorthWestern Energy	Light Maint	$	88.96	SILMD 322 Acct# 3402033-9
04/21/2025	879710	NorthWestern Energy	Light Maint	$	746.19	SILMD 323 Acct# 3597170-4
04/21/2025	879710	NorthWestern Energy	Light Maint	$	334.36	SILMD 324 Acct# 1246537-3
04/21/2025	879710	NorthWestern Energy	Light Maint	$	250.92	SILMD 325 Acct# 3587598-8
04/21/2025	879710	NorthWestern Energy	Light Maint	$	111.64	SILMD 326 Acct# 3840455-4

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04/21/2025	879710	NorthWestern Energy	Light Maint	$	185.03	SILMD 327 Acct# 3810801-5
04/21/2025	879710	NorthWestern Energy	Light Maint	$	680.86	SILMD 328 Acct# 3894879-0
04/21/2025	879710	NorthWestern Energy	Light Maint	$	86.12	SILMD 329 Acct# 3939032-3
04/21/2025	879710	NorthWestern Energy	Light Maint	$	254.44	SILMD 330 Acct# 3951594-5
04/21/2025	879710	NorthWestern Energy	Light Maint	$	32.23	SILMD 331 Acct# 0712645-1
04/21/2025	879710	NorthWestern Energy	Light Maint	$	12.26	SILMD 331 Acct# 4174590-2
04/21/2025	879710	NorthWestern Energy	Light Maint	$	38.99	SILMD 331 Acct# 4174591-0
04/21/2025	879710	NorthWestern Energy	Light Maint	$	27.80	SILMD 331 Acct# 4174593-6
04/21/2025	879710	NorthWestern Energy	Light Maint	$	25.54	SILMD 331 Acct# 4176340-0
04/21/2025	879710	NorthWestern Energy	Light Maint	$	141.03	SILMD 332 Acct# 4093467-1
04/21/2025	879710	NorthWestern Energy	Light Maint	$	383.37	SILMD 8 Acct# 0712544-6
04/21/2025	879710	NorthWestern Energy	Light Maint	$	353.73	SILMD 9 Acct# 0712545-3
04/21/2025	879710	NorthWestern Energy	Light Maint	$	503.27	SILMD 95 Acct# 0712556-0
04/21/2025	879710	NorthWestern Energy	Light Maint	$	9,651.56	SILMD 97 Acct# 0712557-8
04/21/2025	879710	NorthWestern Energy	Light Maint	$	1,104.98	SILMD 99 Acct# 0712558-6
04/21/2025	879709	NorthWestern Energy	Park Dist 1	$	38.30	0712387-0
04/21/2025	879709	NorthWestern Energy	Park Dist 1	$	123.30	0712536-2
04/21/2025	879709	NorthWestern Energy	Park Dist 1	$	42.68	0720818-4
04/21/2025	879709	NorthWestern Energy	Park Dist 1	$	286.79	0720821-8
04/21/2025	879709	NorthWestern Energy	Park Dist 1	$	65.65	0720841-6
04/21/2025	879709	NorthWestern Energy	Park Dist 1	$	183.78	0722256-5
04/21/2025	879709	NorthWestern Energy	Park Dist 1	$	29.25	0722277-1
04/21/2025	879709	NorthWestern Energy	Park Dist 1	$	16.65	0722287-0
04/21/2025	879709	NorthWestern Energy	Park Dist 1	$	61.29	0723045-1
04/21/2025	879709	NorthWestern Energy	Park Dist 1	$	20.04	0793134-8
04/21/2025	879709	NorthWestern Energy	Park Dist 1	$	26.96	0978917-3
04/21/2025	879709	NorthWestern Energy	Park Dist 1	$	234.94	0999807-1
04/21/2025	879709	NorthWestern Energy	Park Dist 1	$	6.13	1156527-2
04/21/2025	879709	NorthWestern Energy	Park Dist 1	$	22.55	1191404-1
04/21/2025	879709	NorthWestern Energy	Park Dist 1	$	6.40	1230066-1
04/21/2025	879709	NorthWestern Energy	Park Dist 1	$	0.39	1692666-9
04/21/2025	879709	NorthWestern Energy	Park Dist 1	$	11.24	1836666-6
04/21/2025	879709	NorthWestern Energy	Park Dist 1	$	6.53	1902257-3

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04/21/2025	879709	NorthWestern Energy	Park Dist 1	$	6.00	3020837-5
04/21/2025	879709	NorthWestern Energy	Park Dist 1	$	6.00	3178260-0
04/21/2025	879709	NorthWestern Energy	Park Dist 1	$	20.25	3999603-8
04/21/2025	879709	NorthWestern Energy	Park Dist 1	$	44.02	4148708-3
04/21/2025	879709	NorthWestern Energy	Park Dist 1	$	-	4177819-2
04/21/2025	879709	NorthWestern Energy	Parks Maint	$	8.05	0723385-1
04/21/2025	879709	NorthWestern Energy	Parks Maint	$	0.59	0723392-7
04/21/2025	879709	NorthWestern Energy	Parks Maint	$	0.49	0723883-5
04/21/2025	879709	NorthWestern Energy	Parks Maint	$	0.50	0971824-8
04/21/2025	879709	NorthWestern Energy	Parks Maint	$	0.39	1029192-0
04/21/2025	879709	NorthWestern Energy	Parks Maint	$	0.29	1045813-1
04/21/2025	879709	NorthWestern Energy	Parks Maint	$	0.50	1312707-1
04/21/2025	879709	NorthWestern Energy	Parks Maint	$	6.80	1564209-3
04/21/2025	879709	NorthWestern Energy	Parks Maint	$	0.59	1948667-9
04/21/2025	879709	NorthWestern Energy	Parks Maint	$	4.83	2055817-7
04/21/2025	879709	NorthWestern Energy	Public Safety	$	9.49	0712532-1
04/21/2025	879709	NorthWestern Energy	Public Safety	$	341.80	0720817-6
04/21/2025	879709	NorthWestern Energy	Public Safety	$	577.30	0871546-8
04/21/2025	879709	NorthWestern Energy	Public Safety	$	1,268.50	1183483-5
04/21/2025	879709	NorthWestern Energy	Public Safety	$	428.61	STATION 6 MARCH SERVICES
04/21/2025	879709	NorthWestern Energy	Radio	$	165.08	1006915-1
04/21/2025	879709	NorthWestern Energy	Street/Traffic	$	6.26	0855404-0
04/21/2025	879709	NorthWestern Energy	Street/Traffic	$	10.69	1045820-6
04/21/2025	879709	NorthWestern Energy	Street/Traffic	$	242.35	1738989-1
04/21/2025	879709	NorthWestern Energy	Street/Traffic	$	0.19	1740357-7
04/21/2025	879709	NorthWestern Energy	Street/Traffic	$	0.49	1748896-6
04/21/2025	879709	NorthWestern Energy	Street/Traffic	$	1.18	1797828-9
04/21/2025	879709	NorthWestern Energy	Street/Traffic	$	6.94	2047000-1
04/21/2025	879709	NorthWestern Energy	Street/Traffic	$	7.47	2047007-6
04/21/2025	879709	NorthWestern Energy	Street/Traffic	$	7.89	2047010-0
04/21/2025	879709	NorthWestern Energy	Street/Traffic	$	14.15	2047011-8
04/21/2025	879709	NorthWestern Energy	Street/Traffic	$	6.94	2047013-4
04/21/2025	879709	NorthWestern Energy	Street/Traffic	$	7.47	2047017-5

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04/21/2025	879709	NorthWestern Energy	Street/Traffic	$	7.21	2047018-3
04/21/2025	879709	NorthWestern Energy	Street/Traffic	$	7.47	2047019-1
04/21/2025	879709	NorthWestern Energy	Street/Traffic	$	46.99	3648861-7
04/21/2025	879710	NorthWestern Energy	Street/Traffic	$	11,694.94	Signal Bills 04.15.2025
04/21/2025	879709	NorthWestern Energy	Transit	$	382.06	0719225-5
04/21/2025	879709	NorthWestern Energy	Transit	$	2,550.95	March 2025 UTILITIES_2.26.25-03.27.25
04/21/2025	879709	NorthWestern Energy	Wastewater	$	64,625.03	0100591-7
04/21/2025	879709	NorthWestern Energy	Wastewater	$	913.87	0100606-3
04/21/2025	879709	NorthWestern Energy	Wastewater	$	156.49	0723383-6
04/21/2025	879709	NorthWestern Energy	Wastewater	$	299.05	0723878-5
04/21/2025	879709	NorthWestern Energy	Wastewater	$	77.48	1704030-4
04/21/2025	879709	NorthWestern Energy	Water	$	712.76	0100485-2
04/21/2025	879709	NorthWestern Energy	Water	$	69,453.71	0100606-3
04/21/2025	879709	NorthWestern Energy	Water	$	2,741.59	0100606-3
04/21/2025	879709	NorthWestern Energy	Water	$	9.95	0722249-0
04/21/2025	879709	NorthWestern Energy	Water	$	3,182.66	0722264-9
04/21/2025	879709	NorthWestern Energy	Water	$	2,298.12	0722270-6
04/21/2025	879709	NorthWestern Energy	Water	$	2,537.41	0723040-2
04/21/2025	879709	NorthWestern Energy	Water	$	17.42	0723059-2
04/21/2025	879709	NorthWestern Energy	Water	$	427.57	1116452-2
04/21/2025	879709	NorthWestern Energy	Water	$	139.53	1142253-2
04/21/2025	879715	Polydyne Inc	Wastewater	$	58,608.00	Polymer for centrifuge operations
04/21/2025	879717	Public Utilities	Airport	$	10,602.35	Service Period 02/19/25-03/20/25 Water Service
04/21/2025	879717	Public Utilities	Facilities	$	466.40	3078688
04/21/2025	879717	Public Utilities	Facilities	$	67.07	3080251
04/21/2025	879717	Public Utilities	Facilities	$	335.56	3090329
04/21/2025	879717	Public Utilities	Facilities	$	233.20	3105736
04/21/2025	879717	Public Utilities	Facilities	$	763.79	3113479
04/21/2025	879717	Public Utilities	Park Dist 1	$	12.56	3068144
04/21/2025	879717	Public Utilities	Park Dist 1	$	31.16	3068144
04/21/2025	879717	Public Utilities	Park Dist 1	$	86.57	3091164
04/21/2025	879717	Public Utilities	Park Dist 1	$	195.59	3091164
04/21/2025	879717	Public Utilities	Park Dist 1	$	12.56	3098205

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04/21/2025	879717	Public Utilities	Park Dist 1	$ 35.15	3098205
04/21/2025	879717	Public Utilities	Park Dist 1	$ 13.35	3110120
04/21/2025	879717	Public Utilities	Parking	$ 22.50	3076980
04/21/2025	879717	Public Utilities	Parking	$ 218.36	3088608
04/21/2025	879717	Public Utilities	Parking	$ 764.89	3088641
04/21/2025	879717	Public Utilities	Parking	$ 74.55	3088641
04/21/2025	879717	Public Utilities	Parks Maint	$ 71.10	3059048
04/21/2025	879717	Public Utilities	Parks Maint	$ 10.05	3061212
04/21/2025	879717	Public Utilities	Parks Maint	$ 65.62	3063384
04/21/2025	879717	Public Utilities	Parks Maint	$ 10.05	3064055
04/21/2025	879717	Public Utilities	Parks Maint	$ 13.35	3069969
04/21/2025	879717	Public Utilities	Parks Maint	$ 3.71	3072961
04/21/2025	879717	Public Utilities	Parks Maint	$ 11.25	3072990
04/21/2025	879717	Public Utilities	Parks Maint	$ 10.05	3073704
04/21/2025	879717	Public Utilities	Parks Maint	$ 11.25	3074748
04/21/2025	879717	Public Utilities	Parks Maint	$ 13.35	3074750
04/21/2025	879717	Public Utilities	Parks Maint	$ 10.05	3074751
04/21/2025	879717	Public Utilities	Parks Maint	$ 11.25	3075407
04/21/2025	879717	Public Utilities	Parks Maint	$ 6.68	3075860
04/21/2025	879717	Public Utilities	Parks Maint	$ 10.05	3075860
04/21/2025	879717	Public Utilities	Parks Maint	$ 11.25	3078687
04/21/2025	879717	Public Utilities	Parks Maint	$ 13.35	3081602
04/21/2025	879717	Public Utilities	Parks Maint	$ 11.25	3084220
04/21/2025	879717	Public Utilities	Parks Maint	$ 5.01	3086379
04/21/2025	879717	Public Utilities	Parks Maint	$ 15.97	3086387
04/21/2025	879717	Public Utilities	Parks Maint	$ 156.51	3086388
04/21/2025	879717	Public Utilities	Parks Maint	$ 13.35	3086389
04/21/2025	879717	Public Utilities	Parks Maint	$ 18.50	3086390
04/21/2025	879717	Public Utilities	Parks Maint	$ 54.90	3086391
04/21/2025	879717	Public Utilities	Parks Maint	$ 13.35	3086392
04/21/2025	879717	Public Utilities	Parks Maint	$ 11.25	3086393
04/21/2025	879717	Public Utilities	Parks Maint	$ 11.25	3086929
04/21/2025	879717	Public Utilities	Parks Maint	$ 10.05	3087030

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04/21/2025	879717	Public Utilities	Parks Maint	$ 93.59	3089293
04/21/2025	879717	Public Utilities	Parks Maint	$ 18.50	3090572
04/21/2025	879717	Public Utilities	Parks Maint	$ 639.48	3091294
04/21/2025	879717	Public Utilities	Parks Maint	$ 11.25	3095935
04/21/2025	879717	Public Utilities	Parks Maint	$ 13.76	3098105
04/21/2025	879717	Public Utilities	Parks Maint	$ 71.10	3098116
04/21/2025	879717	Public Utilities	Parks Maint	$ 13.35	3098117
04/21/2025	879717	Public Utilities	Parks Maint	$ 606.34	3098119
04/21/2025	879717	Public Utilities	Parks Maint	$ 10.05	3098999
04/21/2025	879717	Public Utilities	Parks Maint	$ 13.35	3107305
04/21/2025	879717	Public Utilities	Parks Maint	$ 21.58	3107704
04/21/2025	879717	Public Utilities	Parks Maint	$ 11.25	3107704
04/21/2025	879717	Public Utilities	Parks Maint	$ 13.35	3108190
04/21/2025	879717	Public Utilities	Parks Maint	$ 71.10	3109457
04/21/2025	879717	Public Utilities	Parks Maint	$ 10.05	3109458
04/21/2025	879717	Public Utilities	Parks Maint	$ 10.05	3113693
04/21/2025	879717	Public Utilities	Parks Maint	$ 54.90	3113702
04/21/2025	879717	Public Utilities	Public Safety	$ 60.41	3058345
04/21/2025	879717	Public Utilities	Public Safety	$ 37.54	3058345
04/21/2025	879717	Public Utilities	Public Safety	$ 65.46	3065605
04/21/2025	879717	Public Utilities	Public Safety	$ 160.71	3065605
04/21/2025	879717	Public Utilities	Public Safety	$ 60.41	3072537
04/21/2025	879717	Public Utilities	Public Safety	$ 43.35	3072537
04/21/2025	879717	Public Utilities	Public Safety	$ 147.74	3085968
04/21/2025	879717	Public Utilities	Public Safety	$ 26.92	3085968
04/21/2025	879717	Public Utilities	Public Safety	$ 73.39	3088868
04/21/2025	879717	Public Utilities	Solid Waste	$ 16.02	3077970
04/21/2025	879717	Public Utilities	Street/Traffic	$ 80.85	3064068
04/21/2025	879717	Public Utilities	Street/Traffic	$ 12.05	3064069
04/21/2025	879717	Public Utilities	Street/Traffic	$ 12.05	3064449
04/21/2025	879717	Public Utilities	Street/Traffic	$ 65.38	3073598
04/21/2025	879717	Public Utilities	Street/Traffic	$ 34.40	3075421
04/21/2025	879717	Public Utilities	Street/Traffic	$ 19.90	3075422

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04/21/2025	879717	Public Utilities	Street/Traffic	$ 12.05	3075775
04/21/2025	879717	Public Utilities	Street/Traffic	$ 12.05	3079239
04/21/2025	879717	Public Utilities	Street/Traffic	$ 34.40	3083177
04/21/2025	879717	Public Utilities	Street/Traffic	$ 18.93	3087053
04/21/2025	879717	Public Utilities	Street/Traffic	$ 19.90	3087054
04/21/2025	879717	Public Utilities	Street/Traffic	$ 12.05	3090825
04/21/2025	879717	Public Utilities	Street/Traffic	$ 75.68	3094347
04/21/2025	879717	Public Utilities	Street/Traffic	$ 12.05	3098792
04/21/2025	879717	Public Utilities	Street/Traffic	$ 12.05	3102621
04/21/2025	879717	Public Utilities	Street/Traffic	$ 22.42	3108265
04/21/2025	879717	Public Utilities	Street/Traffic	$ 12.05	3110133
04/21/2025	879717	Public Utilities	Street/Traffic	$ 33.66	3110134
04/21/2025	879717	Public Utilities	Street/Traffic	$ 12.05	3113989
04/21/2025	879717	Public Utilities	Transit	$ 163.36	3064066
04/21/2025	879717	Public Utilities	Transit	$ 69.14	3064066
04/21/2025	879717	Public Utilities	Wastewater	$ 15.06	3075442
04/21/2025	ACH	RDO Equipment	Solid Waste	$ 562.83	FAN; BRKE CLN; HZRDS MTL; SRV ACCSS
04/21/2025	ACH	RDO Equipment	Solid Waste	$ 2,788.55	FLW CNTRL HY; S/H; FLDS; HZRDS MTL; SRV ACCSS
04/21/2025	ACH	RDO Equipment	Solid Waste	$ 33,497.94	HYDROSTATIC PUMP
04/21/2025	ACH	RDO Equipment	Solid Waste	$ 800.10	LABOR
04/21/2025	ACH	RDO Equipment	Solid Waste	$ 1,020.60	LABOR
04/21/2025	ACH	RDO Equipment	Solid Waste	$ 9,870.00	labor
04/21/2025	ACH	RDO Equipment	Wastewater	$ 75.75	HYDRAULIC FLUID FOR VEHICLE 7435
04/21/2025	ACH	RDO Equipment	Water	$ 75.75	HYDRAULIC FLUID FOR VEHICLE 7435
04/21/2025	879724	Riverstone Health	Public Safety	$ 14,566.56	Feb 25 RiverStone Health to provide two RNs
04/21/2025	879727	S & S Machine	Wastewater	$ 1,446.00	#1 Washer Compactor
04/21/2025	879727	S & S Machine	Water	$ 4,600.00	L2-P2 Pump Rebuild
04/21/2025	879727	S & S Machine	Water	$ 13,550.00	Rebuild of L2 - P2 Motor
04/21/2025	879737	State Line Contractors	Water	$ 4,800.00	2727 41st St W...water line install
04/21/2025	879745	Tel Net Systems	Wastewater	$ 1,384.58	Troubleshooting/Re-Termination of contro
04/21/2025	879745	Tel Net Systems	Wastewater	$ 1,425.00	Troubleshooting/Re-Termination of contro
04/21/2025	ACH	Town & Country Supply	Airport	$ 16,084.53	Invoice #447201. QTA Car Rental Fuel
04/21/2025	ACH	Town & Country Supply	Fleet	$ 8,287.06	447399

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04/21/2025	ACH	Town & Country Supply	Fleet	$	6,317.19	447399
04/21/2025	ACH	Town & Country Supply	Fleet	$	6,077.79	447399
04/21/2025	ACH	Town & Country Supply	Fleet	$	7,436.75	447399
04/21/2025	ACH	Town & Country Supply	Public Safety	$	4,230.23	UNLEADED FUEL AND DIESEL FOR STATIONS
04/21/2025	ACH	Town & Country Supply	Transit	$	15,886.94	447808_Diesel Fuel_Dyed#2
04/21/2025	ACH	Town & Country Supply	Water	$	1,677.00	Fox Pump station propane refill
04/21/2025	ACH	Tractor & Equipment	Fleet	$	115.18	BLCS0858239
04/21/2025	ACH	Tractor & Equipment	Fleet	$	37.94	BLCS0858239
04/21/2025	ACH	Tractor & Equipment	Fleet	$	34.87	BLCS0858239
04/21/2025	ACH	Tractor & Equipment	Fleet	$	30.25	BLCS0858239
04/21/2025	ACH	Tractor & Equipment	Fleet	$	99.12	BLCS0858239
04/21/2025	ACH	Tractor & Equipment	Fleet	$	12.19	BLCS0858382
04/21/2025	ACH	Tractor & Equipment	Fleet	$	137.97	BLCS0858382
04/21/2025	ACH	Tractor & Equipment	Fleet	$	38.95	BLCS0858383
04/21/2025	ACH	Tractor & Equipment	Fleet	$	20.73	BLCS0858383
04/21/2025	ACH	Tractor & Equipment	Fleet	$	27.75	BLCS0858383
04/21/2025	ACH	Tractor & Equipment	Fleet	$	58.37	BLCS0858383
04/21/2025	ACH	Tractor & Equipment	Fleet	$	16.55	BLCS0858383
04/21/2025	ACH	Tractor & Equipment	Fleet	$	30.75	BLCS0858383
04/21/2025	ACH	Tractor & Equipment	Fleet	$	30.59	BLCS0858384
04/21/2025	ACH	Tractor & Equipment	Fleet	$	40.24	BLCS0858384
04/21/2025	ACH	Tractor & Equipment	Fleet	$	79.88	BLCS0858384
04/21/2025	ACH	Tractor & Equipment	Fleet	$	672.66	BLCS0858385
04/21/2025	ACH	Tractor & Equipment	Fleet	$	155.51	BLCS0858463
04/21/2025	ACH	Tractor & Equipment	Fleet	$	150.18	BLCS0858463
04/21/2025	ACH	Tractor & Equipment	Solid Waste	$	(492,138.11)	CREDIT MEMO FOR INVOICE BLWO0242116
04/21/2025	ACH	Tractor & Equipment	Solid Waste	$	50.94	ELBW; CNSMBLS; ENVIRO FEE
04/21/2025	ACH	Tractor & Equipment	Solid Waste	$	1,713.25	FLTR KT; ELMTS; OIL; S/H; CNSMBLS; ENVIRO FEE
04/21/2025	ACH	Tractor & Equipment	Solid Waste	$	492,138.11	INCORRECT INVOICE FOR PO 25-000389
04/21/2025	ACH	Tractor & Equipment	Solid Waste	$	1,204.00	LABOR
04/21/2025	ACH	Tractor & Equipment	Solid Waste	$	1,489.00	LABOR
04/21/2025	ACH	Tractor & Equipment	Solid Waste	$	837.00	LABOR
04/21/2025	ACH	Tractor & Equipment	Solid Waste	$	372.00	LABOR

Check Date	Check #	Name	Fund Name		Amount	Item Desc
04/21/2025	ACH	Tractor & Equipment	Solid Waste	$	774.00	LABOR
04/21/2025	ACH	Tractor & Equipment	Solid Waste	$	492,138.11	Rebuild the powertrain & hydraulics on unit 0261
04/21/2025	ACH	Tractor & Equipment	Solid Waste	$	324.33	SEAL; PLG; BRTHR; FLTR; ELMT; OIL; CNSMBLS
04/21/2025	ACH	Tractor & Equipment	Solid Waste	$	522.11	SL O RNG; HSE AS; CNSMBLS; ENVIRO FEE
04/21/2025	ACH	Tractor & Equipment	Solid Waste	$	319.92	SL; PLG; BRTHR; FLTR; ELMT; PLG; OIL; CNSMBLS
04/21/2025	879759	Verizon Wireless	Engineering	$	80.25	PW-Engineering
04/21/2025	879759	Verizon Wireless	Fleet	$	42.73	Motor Pool
04/21/2025	879759	Verizon Wireless	General	$	163.61	City Administrator
04/21/2025	879759	Verizon Wireless	General	$	10.02	Code Enf. Manager Laptop
04/21/2025	879759	Verizon Wireless	General	$	40.01	Code Enforcement Laptop
04/21/2025	879759	Verizon Wireless	General	$	27.32	Public Information Officer -Laptop
04/21/2025	879759	Verizon Wireless	Parking	$	40.01	Parking
04/21/2025	879759	Verizon Wireless	PD Program	$	446.39	CCSIU Cell/PTT -Added Rugged Laptops
04/21/2025	879759	Verizon Wireless	PD Program	$	80.02	CCSIU RAVEN
04/21/2025	879759	Verizon Wireless	Phone System	$	80.02	WRF Cradle Point Belknap Cradle Point
04/21/2025	879759	Verizon Wireless	Public Safety	$	40.01	Bait Car
04/21/2025	879759	Verizon Wireless	Public Safety	$	40.01	Fire Drone Hotspot
04/21/2025	879759	Verizon Wireless	Public Safety	$	40.01	Fire MDT
04/21/2025	879759	Verizon Wireless	Public Safety	$	40.01	Fire MDT
04/21/2025	879759	Verizon Wireless	Public Safety	$	291.70	MDT Toughbooks
04/21/2025	879759	Verizon Wireless	Public Safety	$	40.01	Police Bait Car
04/21/2025	879759	Verizon Wireless	Public Safety	$	40.01	Police iPad Chief
04/21/2025	879759	Verizon Wireless	Public Safety	$	35.01	Police MiFi
04/21/2025	879759	Verizon Wireless	Solid Waste	$	-	PW-Solid Waste
04/21/2025	879759	Verizon Wireless	Solid Waste	$	-	PW-SW-ON CALL Solid Waste On Call
04/21/2025	879759	Verizon Wireless	Solid Waste	$	24.34	PW-SW-ON CALL Solid Waste On Call
04/21/2025	879759	Verizon Wireless	Solid Waste	$	(16.62)	Solid Waste Tablets -Routware
04/21/2025	879759	Verizon Wireless	Street/Traffic	$	174.67	PW-Streets and Street Cameras
04/21/2025	879759	Verizon Wireless	Street/Traffic	$	-	PW-Streets City Works
04/21/2025	879759	Verizon Wireless	Street/Traffic	$	243.92	PW-STRT TRFC Streets
04/21/2025	879759	Verizon Wireless	Transit	$	309.02	MET AVL
04/21/2025	879759	Verizon Wireless	Transit	$	970.28	MET Max Transit
04/21/2025	879759	Verizon Wireless	Transit	$	1,120.28	MET Max Transit

Check Date	Check #	Name	Fund Name		Amount	Item Desc
04/21/2025	879759	Verizon Wireless	Transit	$	281.50	MET Transit
04/21/2025	879759	Verizon Wireless	Wastewater	$	520.13	MET Tablets
04/21/2025	879759	Verizon Wireless	Water	$	-	PW Belknap Meter Shop
04/21/2025	879759	Verizon Wireless	Water	$	27.32	PWBLKNP Water Treatment
04/21/2025	879759	Verizon Wireless	Water	$	40.01	PWBLNP Comm-Meter CityWorks/Neptune
04/21/2025	879759	Verizon Wireless	Water	$	67.33	PWBLNP Comm-Meter CityWorks/Neptune
04/21/2025	879760	Vermeer Mountain West	Solid Waste	$	4,128.04	Rental for LF.
04/21/2025	ACH	VertexOne Software	Solid Waste	$	92,513.98	Pmt service Period 02/2025 - 01/2026
04/21/2025	ACH	VertexOne Software	Storm Sewer	$	35,582.31	Pmt service Period 02/2025 - 01/2026
04/21/2025	ACH	VertexOne Software	Wastewater	$	92,513.98	Pmt service Period 02/2025 - 01/2026
04/21/2025	ACH	VertexOne Software	Water	$	135,212.74	Pmt service Period 02/2025 - 01/2026
04/21/2025	879769	Zee Creative	Stillwater Const	$	9,130.00	acrylic sign manufacture and installation City Hall
04/21/2025	879769	Zee Creative	Stillwater Const	$	6,148.15	acrylic sign manufacture and installation City Hall

City Council Regular
Date: 05/12/2025
Title: Outsourcing of Custodial Services at City Hall
Presented by: John Caterino, Facilities Manager
Department: City Hall Administration
Presentation: No
Legal Review: Yes
Project Number: N/A

RECOMMENDATION

Staff recommends that Council approve and award a contract for the outsourcing of custodial services at New City Hall (316 N. 26th St.) to Pride of Montana, Inc. for $614,038.19 for a three-year term, with an option to extend for an additional two years for a total contract cost of $1,054,712.92.

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

It is important to note that the terms custodian/custodial and janitor/janitorial are used interchangeably in the Facilities Management industry, but for the purposes of this memo, "custodian/custodial" is defined as a work product that is inclusive of cleaning services and consumables inventory management.

The City strives to adopt cost-effective practices relating to municipal operations for the benefit of taxpaying citizens of Billings. One such operation involves contracting or subcontracting after evaluating the economics involved (reference attachment A). Of primary importance to the City is protecting and maintaining the $43 million investment Billings taxpayers made in the purchase and renovation of new City Hall. Currently, the Facilities Division provides custodial services at New City Hall. It is becoming increasingly difficult to provide a level of custodial service that meets customer satisfaction while maintaining a cost-effective bottom line. A few variables make this mission challenging:

Expanded amount of space occupied by City Hall tenants

- Increasing cost associated with Facilities Maintenance Support I salaries
- Difficulty hiring qualified personnel
- Ensuring coverage of sick and/or vacation time of staff
- Goal of stabilizing charges for tenants
- Unable to provide adequate amount of supervision time for training, quality control checks, and leadership without a dedicated supervisor position
- Shift coverage at BOC with City Hall personnel

Moving into New City Hall makes things more challenging for custodial services considering the increased amount of area to clean and maintain:

- Old City Hall is approximately 36,000 square feet to clean
- New City Hall is approximately 120,000 square feet to clean
- New City Hall has significantly more public space and restrooms, which require more dedicated attention

Industry benchmark standard for custodial work in an office building is 1 FTE for 28,000 sf (reference attachments B and C). That would require 4.3 FTEs to effectively service New City Hall. In the past four years, the City has willingly sought approval for the addition of 39 Teamster positions when there was justified need and available funding for the positions. The Facilities Division is not equipped to tackle this obstacle under the current staffing model, nor is adding FTEs cost effective at this time. It would require adding and hiring an additional two Facilities Maintenance Support I FTE's at approximately $123,288 for the first year. This does not account for any additional costs associated with supervision and management of custodial staff.

Knowing the current model and staffing will not provide the level of custodial services we need; we analyzed two options: increase FTEs or outsource this scope of work to a vendor. The Facility Division's goal was to determine the most cost effective

and efficient service model, while providing the same or better service that City staff and public visitors expect.

After performing a cost benefit analysis of the two options, it was determined that outsourcing custodial services to a vendor would be more cost effective. Additionally, by outsourcing custodial work, the Division can focus more administrative effort and resources on the core strategic work deliverables of repairs, maintenance, and capital projects.

Benefits of outsourcing include:

- Cost savings of approximately $77,618 for the first year
  - Vendor guarantees pricing for 5 years with 3% escalator
- Less administrative time spent managing custodial issues, including:
  - Coordination of shift coverage
  - Laundry service
  - Daily check-in and weekly sync meetings
  - Dispenser replacement
  - Safety Data Sheet inventory and updates
- Staffing
  - Vendor recruits, hires, trains, and supervises cleaning crew
  - Management team provides quality control and oversight
  - Facilities will not need to overstaff to ensure proper coverage
  - Facilities will not need to pay shift differential for later shifts
- Results
  - Vendors can have better control over results by using the ISSA 612 standard
- Equipment
  - Vendor will provide all equipment to service building
  - Facilities will not need to maintain, repair, procure, or replace equipment
- Uniforms and Shoes
  - Will not need to pay for uniforms or shoes
  - Approximately $600 is paid for 11 kits per the Union contract for new hire FTE
  - Facilities Division provides $100 annual allowance for replacement of worn uniforms
  - Facilities Division reimburses shoes up to $200 per FTE annually per the Union contract
- Hours
  - Vendor can clean after hours to lessen the impact on City staff during working hours
  - Facilities will not need to pay overtime for coverage during certain City holidays
- Experience
  - Vendor knows how to appropriately build workload to ensure maximum efficiency
  - Vendor knows how to schedule cleaning tasks to provide consistent results

Drawbacks of outsourcing include:

- Will have to bid work via an RFP
- Vendor can give thirty days' notice and terminate contract
- Prevailing wages could fluctuate

Outsourcing and contract management of third-party vendors is not new to the Division. Services that are currently outsourced include snow removal, compulsory systems testing (elevators, FACP), pest control, renovation projects, access control installation, security, lawncare and landscaping, and highly skilled mechanical/electrical/plumbing repairs.

Facilities advertised a Requests for Proposal (RFP) on 01/03 and 01/10/2025 in *Yellowstone County News* and on the City's Website. Proposal submission date was 01/24/2025.

Eight (8) firms attended the pre-bid walk, seven (7) firms submitted Intent to Respond forms, and six (6) firms submitted responses.

A review committee unanimously selected Pride of Montana, Inc., based on the following criteria:

- Thoroughness of response
- History of firm
- Firm experience with similar scope and magnitude

- Qualifications
- Approach and methodology to cleaning
- Personnel and staffing

The City anticipates that four Facilities Division -- Maintenance Support I positions will be impacted by this situation, with three FTE employees being offered Maintenance Support I positions in other City work locations. These FTE employees will not lose their seniority should they accept the position. The fourth impacted FTE employee recently submitted their voluntary resignation to pursue employment elsewhere.

STAKEHOLDERS

City:

City Council as approving body
Facilities Division as Contract Administrator
City Hall Tenants (City Council, Administration, Human Resources, Building, Planning, Engineering, Police, Community Development, Courts, Legal, Code Enforcement, Parking, Finance, IT)

External Parties:

Pride of Montana, Inc

ALTERNATIVES

Alternatives include:

1. Reject contract and maintain the current staffing levels. If this alternative is selected, the Facilities Division would be unable to provide a standard level of custodial services at New City Hall
2. Keep the current staffing levels and augment custodial services with a vendor, which would be a cost of around $70,000 annually. This option would also add supervisory time for managing staff and a vendor
3. Reject both City Hall and BOC contracts and approve the Facilities Division to hire additional staff to provide adequate services at both locations.
    a. This would require adding 2 Facility Maintenance Support I positions and a supervisory position at an estimated cost of $227,628 for the first year.

FISCAL EFFECTS

Hiring a vendor instead of hiring additional FTEs will save approximately $77,618 in the first year of the contract. Cost savings will be passed on to Tenants at City Hall by reducing their annual charges.

The pricing in RFP was an annual lump sum for services for 3 years, with options to extend into years 4 and 5. Therefore, the incurred expenses will be as follows:

Year	Price
1	$198,660.00
2	$204,619.80
3	$210,758.39
4	$217,081.15
5	$223,593.58

Staff requests that both vendor contracts for City Hall and BOC be approved to realize the maximum cost savings. If City Hall contract is approved and BOC contract is not, there will be additional costs incurred due to reassignment of staff to BOC that is currently shared between the two sites. There will be 3 FTE assigned to BOC instead of the current 2.5 FTE and BOC tenant charges will increase to cover that cost.

Attachments

Contract - Pride of Montana
Attachment A - Economic Analysis
Attachment B - IFMA Benchmark
Attachment C - Facilities Net Benchmark

SERVICES AGREEMENT

THIS AGREEMENT is made and entered into _____, by and between the **CITY OF BILLINGS, MONTANA,** a municipal corporation organized and existing under the laws of the State of Montana, P.O. Box 1178, Billings, Montana 59103, hereinafter referred to as "**CITY**," and **PRIDE OF MONTANA INC**., of 175 N 27TH St., Suite 1310, Billings, MT 59101hereinafter referred to as "**CONTRACTOR**."

In consideration of the mutual covenants and agreements herein contained, the receipt and sufficiency whereof being hereby acknowledged, the parties hereto agree as follows:

1. **PURPOSE: CITY** agrees to hire **CONTRACTOR** as an independent contractor to perform the services of custodial services described in the Scope of Work attached hereto as Exhibit "A" and by this reference made a part hereof.
2. **EFFECTIVE DATE:** This **AGREEMENT** is effective upon the date of its execution and will terminate on April 30, 2028. The parties may extend this **AGREEMENT**, by mutual written concurrence for two one-year renewal options. Renewals must be signed no later than the final day of each term.
3. **SCOPE OF WORK:** The **CONTRACTOR** shall perform the services set forth in Exhibit "A". In performing these services, the **CONTRACTOR** shall comply with all applicable federal, state and local statutes, rules and ordinances. These services and all duties incidental or necessary therefore shall be performed diligently and completely and in accordance with professional standards of conduct and performance.
4. **INCORPORATION BY REFERENCE:** All exhibits and addenda attached hereto, as well as any bid or proposal referenced, are hereby incorporated into this **AGREEMENT** and made a part hereof. If there is any conflict between such exhibits or addenda and the terms of this **AGREEMENT**, the terms of this **AGREEMENT** shall control.
5. **PAYMENT: CITY** agrees to pay **CONTRACTOR** an amount not to exceed six hundred thirteen thousand four hundred thirty-eight dollars and nineteen cents ($613,438.19) for the work described in the Scope of Work in Exhibit "A". **CITY** will pay **CONTRACTOR** in twelve equal monthly payments in each **AGREEMENT** year as set forth in the pricing breakdown below. **CITY** will issue payment to **CONTRACTOR** within 30 days of receiving **CONTRACTOR's** monthly invoice. Any alteration or deviation from the described work that involves extra costs will be executed only upon written request by the **CITY** to **CONTRACTOR** and will become an extra charge over and above the contract

amount. The parties must agree in writing upon any extra charges before any extra charges are incurred.

Year	Price	Monthly Payments
1	$198,660.00	$16,555.00
2	$204,619.80	$17,051.65
3	$210,758.39	11 payments of $17.563.20, and 12th payment of $17.563.19
4	$217,081.15	11 payments of $18,090.09, and 12th payment of $18,090.16
5	$223,593.58	11 payments of $18,632.80, and 12th payment of $18,632.78

The prices established in this **AGREEMENT** may be extended to other political subdivisions within the State of Montana solely at the **CONTRACTOR'S** discretion.

6. **INDEPENDENT CONTRACTOR STATUS:** The parties agree that **CONTRACTOR** is an independent contractor for purposes of this **AGREEMENT**. The parties agree that neither **CONTRACTOR** nor any of **CONTRACTOR's** owners, officers, employees or agents are employees of the **CITY** for any purpose. **CONTRACTOR** and **CONTRACTOR's** owners, officers, employees or agents are not subject to the terms and provisions of the **CITY**'s personnel policies handbook and may not be considered a **CITY** employee for workers' compensation or any other purpose. **CONTRACTOR** is not authorized to represent the **CITY** or otherwise bind the **CITY** in any dealings between **CONTRACTOR** and any third parties.

7. **INDEMNITY:**

The **CONTRACTOR** SHALL:

A. Indemnify and hold **CITY**, its officers, agents and employees harmless from any and all losses, damage and liability to the extent caused by any intentional, reckless or negligent act on the part of **CONTRACTOR** or its owners, officers, agents or employees.

B. Not indemnify and hold the **CITY** harmless from claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses or reasonable attorneys' fees, expert fees and costs to the extent caused by the wrongful, reckless or negligent acts, error or omission of the **CITY** occurring during the course of or as a result of the performance of the **AGREEMENT**.

C. Where claims, lawsuits or liability, including reasonable attorneys' fees, expert fees and costs arise from any wrongful, reckless or negligent act of both the **CITY** and the **CONTRACTOR**, the **CONTRACTOR** shall indemnify and hold the **CITY** harmless from only that portion of claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses including reasonable attorneys' fees, expert fees and costs, to the extent caused by the **CONTRACTOR'S** or any subcontractor's wrongful, reckless or negligent acts occurring as a result from the **CONTRACTOR'S** performance pursuant to this **AGREEMENT**.

The **CITY** SHALL:

D. Indemnify and hold **CONTRACTOR**, its officers, agents and employees harmless from any and all losses, damage and liability to the extent caused by any intentional, reckless or negligent act on the part of **CITY** or its agents or employees.

E. Not indemnify and hold the **CONTRACTOR** harmless from claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses or reasonable attorneys' fees and costs to the extent caused by the wrongful, reckless or negligent acts, error or omission of the **CONTRACTOR** occurring during the course of or as a result of the performance of the **AGREEMENT**.

F. Where claims, lawsuits or liability, including reasonable attorneys' fees and costs arise from any wrongful or negligent act of both the **CONTRACTOR** and the **CITY**, the **CITY** shall indemnify and hold the **CONTRACTOR** harmless from only that portion of claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses including attorneys' fees and costs, to the extent caused by the **CITY'S** wrongful, reckless or negligent acts occurring as a result from the **CITY'S** performance pursuant to this **AGREEMENT**.

8. <u>INSURANCE</u>:

A. The **CONTRACTOR** shall maintain in good standing the insurance described in this Section. Before rendering any services under this **AGREEMENT**, the **CONTRACTOR** shall furnish the **CITY** with proof of insurance in accordance with this Section.

The **CONTRACTOR** shall provide the following insurance:

1. Workers' compensation and employer's liability coverage as required by Montana law.
2. Commercial general liability, including contractual liability assumed under an insured agreement and personal injury

coverage's -- $750,000 per claim and $1,500,000 per occurrence.

3. Automobile liability -- $1,500,000 per accident.

Each policy of insurance required by this Section shall provide for no less than 30 days' advance written notice to the **CITY** prior to cancellation.

The **CITY** shall be listed as an additional insured on all policies except Worker's Compensation Policies.

CONTRACTOR shall comply with the applicable requirements of the Workers' Compensation Act, Title 39, Chapter 71, MCA, and the Occupational Disease Act of Montana, Title 39, Chapter 71, MCA.

CONTRACTOR shall maintain workers' compensation insurance coverage for all members and employees of **CONTRACTOR's** business, except for those members who are exempted as independent contractors under the provisions of §39-71-401, MCA.

CONTRACTOR shall furnish **CITY** with copies showing one of the following: **(1)** proof of registration as an independent contractor under Title 39, Chapter 71, MCA; **(2)** a binder for workers' compensation coverage by an insurer licensed and authorized to provide workers' compensation insurance in the State of Montana; or **(3)** proof of exemption from workers' compensation granted by law for independent contractors.

9. **COMPLIANCE WITH LAWS: CONTRACTOR** agrees to comply with all applicable federal, state, and local laws, ordinances, rules, and regulations. **CONTRACTOR** agrees to purchase a **CITY** business license.

10. **PREVAILING WAGE RATES:** Unless superseded by federal law, Montana law requires that contractors and subcontractors give preference to the employment of Montana residents for any public works contract in excess of $25,000 for construction or nonconstruction services in accordance with sections 18-2-401 through 18-2-432, MCA, and all administrative rules adopted pursuant thereto. Unless superseded by federal law, each contractor shall ensure that at least 50% of the contractor's workers performing labor on a construction project are bona fide Montana residents. The Commissioner of the Montana Department of Labor and Industry has established the resident requirements in accordance with sections 18-2-403 and 18-2-409, MCA. Any and all questions concerning prevailing wage and Montana resident issues should be directed to the Montana Department of Labor and Industry.

In addition, unless superseded by federal law, all employees working on a public works contract shall be paid prevailing wage rates in accordance with sections 18-2-401 through 18-2-432, MCA, and all administrative rules adopted pursuant

thereto. Montana law requires that all public works contracts, as defined in section 18-2-401, MCA, in which the total cost of the contract is in excess of $25,000, contain a provision stating for each job classification the standard prevailing wage rate, including fringe benefits, travel, per diem, and zone pay that the contractors, subcontractors, and employers shall pay during the public works contract.

Section 18-2-406, MCA, requires that all contractors, subcontractors, and employers who are performing work or providing services under a public works contract post in a prominent and accessible site on the project staging area or work area, no later than the first day of work and continuing for the entire duration of the contract, a legible statement of all wages and fringe benefits to be paid to the employees in compliance with section 18-2-423, MCA. Section 18-2-423, MCA, requires that employees receiving an hourly wage must be paid on a weekly basis.

Furthermore, Section 18-2-417, requires allowance for a 3% annual increase in wages for a multiyear contract. (1) Any public works contract that by the terms of the original contract calls for more than 30 months to fully perform must include a provision to adjust, as provided in subsection (2), the standard prevailing rate of wages to be paid to the workers performing the contract. (2) The standard prevailing rate of wages paid to workers under a contract subject to this section must be adjusted 12 months after the date of the award of the public works contract. The amount of the adjustment must be a 3% increase. The adjustment must be made and applied every 12 months for the term of the contract. (3) Any increase in the standard rate of prevailing wages for workers under this section is the sole responsibility of the contractor and any subcontractors and not the contracting agency.

Each contractor, subcontractor, and employer must maintain payroll records in a manner readily capable of being certified for submission under section 18-2-423, MCA, for not less than three years after the contractor's, subcontractor's, or employer's completion of work on the public works contract.

The nature of the work performed or services provided under this contract meets the statutory definition of a "public works contract" under section 18-2-401(11)(a), MCA, The booklet is attached and may also be found at http://erd.dli.mt.gov/labor-standards/state-prevailing-wage-rates.

11. NONDISCRIMINATION:

A. **CONTRACTOR** shall, in performance of work under this **AGREEMENT**, fully comply with all applicable federal, state, or local laws, rules, regulations, and executive orders including but not limited to, the Montana Human Rights Act, the Equal Pay Act of 1963, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. **CONTRACTOR** is the employer for the purpose of providing healthcare benefits and paying

any applicable penalties, fees and taxes under the Patient Protection and Affordable Care Act [P.L. 111-148, 124 Stat. 119]. Any subletting or subcontracting by **CONTRACTOR** subjects subcontractors to the same provisions. In accordance with 49-3-207, MCA, and Executive Order No. 04-2016. **CONTRACTOR** agrees that the hiring of persons to perform this Contract will be made on the basis of merit and qualifications and there will be no discrimination based on race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, physical or mental disability, military service or veteran status, or marital status by the persons performing this **AGREEMENT**. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

B. The **CONTRACTOR** shall state, in all solicitations or advertisements for employees to work on jobs, that all qualified applicants will receive equal consideration for employment without regard to race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, physical or mental disability, military service or veteran status, or marital status

The **CONTRACTOR** and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a), which prohibit discrimination against qualified protected veterans and/or qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and individuals with disabilities.

The **CONTRACTOR** and any subcontractor shall abide by the requirements of 41 CRF 60-1.4, which states employees or applicants may not be discharged or in any other manner discriminated against because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their

essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the **CONTRACTOR'S** legal duty to furnish information.

C. The contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

D. The **CONTRACTOR** shall comply with any and all reporting requirements that may apply to it that the **CITY** may establish by regulation. The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

E. The **CONTRACTOR** shall comply with all applicable federal, state, and city laws concerning the prohibition of discrimination. This includes complying with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

F. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be cancelled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of Sept 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

G. The **CONTRACTOR** shall include the provisions of Subsections A through F of this Section in every subcontract or purchase order under this **AGREEMENT**, so as to be binding upon every such subcontractor or vendor of the **CONTRACTOR** under this **AGREEMENT**. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such

provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

H. The **CONTRACTOR** agrees to post, in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

12. **CONTRACTOR PERSONNEL:** A list of personnel who will be onsite for work shall be provided by **CONTRACTOR** to **CITY** within 10 business days of contract execution, including:

A. First and last name;

B. Duration onsite; and,

C. Personnel responsibilities.

13. **BACKGROUND CHECKS: CONTRACTOR** to have all employees fingerprint-based felony background check and CJIN certification approved before working in Police, Courts, City Attorney, and IT areas of City Hall.

14. **SAFETY PROGRAM: CONTRACTOR** to provide **CITY** with safety program within 10 business days of contract execution.

15. **TERMINATION:** This **AGREEMENT** may be terminated by either party for any reason and at any time upon giving the other party thirty (30) days' prior written notice of termination, with the effective date of termination occurring thirty (30) days following the date of the written notice. Notices shall be provided in writing and hand-delivered or mailed to the parties at the addresses set forth in the first paragraph of this **AGREEMENT**.

16. **LIAISON:** The **CITY's** designated liaison for this **AGREEMENT** is John Caterino and the **CONTRACTOR**'s designated liaison for this **AGREEMENT** is Tom Iverson.

17. **GOVERNING LAW AND VENUE:** This **AGREEMENT** shall be construed and enforced in accordance with the laws of the State of Montana. Venue for any suit between the parties arising out of this **AGREEMENT** shall be the State of Montana Thirteenth Judicial District Court, Yellowstone County.

18. **SEVERABILITY:** Any provision or part of the **AGREEMENT** held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the **CITY** and the **CONTRACTOR**, who agree that the **AGREEMENT** shall be reformed to replace such stricken provision or part thereof with a valid and enforceable

provision that comes as close as possible to expressing the intention of the parties as pertains to the stricken provision.

19. **SUCCESSORS AND ASSIGNS:** Neither the **CITY** nor the **CONTRACTOR** shall assign, transfer or encumber any rights, duties or interests accruing from this **AGREEMENT** without the written consent of the other.

20. **OWNERSHIP OF DOCUMENTS:** All documents, data, drawings, specifications, software applications and other products or materials produced by the **CONTRACTOR** in connection with the services rendered under this **AGREEMENT** shall be the property of the **CITY** whether the project for which they are made is executed or not. All such documents, products and materials shall be forwarded to the **CITY** at its request and may be used by the **CITY** as it sees fit. The **CITY** agrees that if the documents, products, and materials prepared by the **CONTRACTOR** are used for purposes other than those intended by the **AGREEMENT**, the **CITY** does so at its sole risk and agrees to hold the **CONTRACTOR** harmless for such use. All or any portions of materials, products and documents produced under this **AGREEMENT** may be used by the **CONTRACTOR** upon confirmation from the **CITY** that they are subject to disclosure under the Public Disclosure Act. All services performed under this **AGREEMENT** will be conducted solely for the benefit of the **CITY** and will not be used for any other purpose without written consent of the **CITY**. Any information relating to the services will not be released without the written permission of the **CITY**. The **CONTRACTOR** shall preserve the confidentiality of all **CITY** documents and data accessed for use in **CONTRACTOR**'s work product.

IN WITNESS WHEREOF, the parties hereto have executed this instrument the day and year first above written.

CITY OF BILLINGS, MONTANA

_____

WILLIAM A. COLE,
MAYOR

APPROVED AS TO FORM:

_____

CITY ATTORNEY'S OFFICE

ATTEST:

_____

DENISE BOHLMAN, CITY CLERK

PRIDE OF MONTANA INC.

_____

SIGNATURE

_____

PRINT NAME

_____

PRINT TITLE

EXHIBIT A – CLEANING SCOPE

All services to be rendered at
Site Name: City Hall
Site Address: 316 N 26th St., Billings, MT 59101
Tax ID: A00251
Item: Custodial Services

Services to be provided Monday through Friday, less City holidays, and include 3 hours of day porting. Hours of operations: 10am-2pm for day porting. 5pm and on for nightly services.
Owner to supply consumables, vendor to supply equipment and operating chemicals.
Vacuuming scope to be 3 times a week with space vac wide area carpet M/W/F, and 2 times a week with upright T/TH.

Area	**Frequency**			
Restrooms and Locker Rooms	Weekly	Monthly	Quarterly	Yearly
Check and stock consumables	5			
Empty trash and replace can liners	5			
Clean/disinfect urinals and toilets	5			
Clean/disinfect sinks, sink fixtures, and brightwork	5			
Clean mirrors	5			
Mop floors, dust and vacuum as needed	5			
Spot clean as necessary	5			
Spot clean/disinfect walls, urinal partitions, and toilet partitions	1			
Clean/disinfect shower stalls and walls		1		
Deep clean of grout and tile			1	
Machine scrub floors				2
Deep clean shower stalls				1

Area	Frequency			
Break Rooms	Weekly	Monthly	Quarterly	Yearly
Check and stock consumables	5			
Empty trash and replace can liners	5			
Spot clean LVP flooring	5			
Clean/disinfect sinks and countertops	5			
Clean/disinfect door hardware	5			
Clean windows	5			
Wipe down tables	5			
Wipe chairs		1		

Area	Frequency			
Offices, Workstations, Private Areas	Weekly	Monthly	Quarterly	Yearly
Vacuum carpet floors	5			
Spot clean as necessary	5			
Wipe door handles	1			
Clean windows	1			
Wipe partition tops and glass ledges	1			
Dust windowsills		2		
Dust surfaces between shoulder and knees, as necessary		1		
Dust surfaces above shoulder and below knees, as necessary		1		

Area	Frequency			
Entry Ways and Lobbies	Weekly	Monthly	Quarterly	Yearly
Empty trash and replace can liners	5			
Mop terrazzo floors and vacuum carpet	5			
Clean glass entry doors inside/outside	5			
Vacuum carpet floor mats	5			
Spot clean as necessary	5			
Shampoo carpet				1

Area	Frequency			
Hallways/Common Areas	Weekly	Monthly	Quarterly	Yearly
Mop terrazzo and tile floors, and vacuum carpet	5			
Spot clean lobby furniture	5			
Spot clean walls from floor to shoulder	1			
Clean baseboards		1		

Area	Frequency			
Elevators	Weekly	Monthly	Quarterly	Yearly
Vacuum floors	5			
Wipe elevator controls	5			
Spot clean interior car and hall doors as necessary	5			

Area	Frequency			
Courtrooms	Weekly	Monthly	Quarterly	Yearly
Vacuum floors	5			
Wipe benches	5			
Wipe counter	5			
Clean/disinfect door hardware	5			

Area	Frequency			
Meeting Rooms	Weekly	Monthly	Quarterly	Yearly
Vacuum floors	5			
Wipe tables	5			
Clean glass	5			
Clean/disinfect door hardware	5			

Area	Frequency			
Customer Counters	Weekly	Monthly	Quarterly	Yearly
Wipe counter	5			
Clean glass	5			
Clean/disinfect door hardware	5			

Area	Frequency			
Stairwells	Weekly	Monthly	Quarterly	Yearly
Spot clean	5			

Area	Frequency			
Council Chambers	Weekly	Monthly	Quarterly	Yearly
Vacuum carpet	1			
Clean glass	1			
Wipe chairs, as necessary	1			
Wipe counters	1			
Clean/disinfect door hardware	1			

Floor Areas – Total

Floor	Area
1st floor	26,159 square feet
2nd floor	34,295 square feet
3rd floor	34,295 square feet
4th floor	34,295 square feet
5th floor	34,295 square feet

Floor Areas – Total Built Out and Occupied

Floor	Area
1st floor	19,402 square feet
2nd floor	29,326 square feet
3rd floor	18,930 square feet
4th floor	23,057 square feet
5th floor	30,162 square feet

Floor Areas – Common Areas (shared TR and lobbies)

Floor	Area
1st floor	6,074 square feet
2nd floor	3,538 square feet
3rd floor	3,000 square feet
4th floor	2,254 square feet
5th floor	3,773 square feet

Toilet Rooms – Fixtures

Floor	Lavs	Water Closets	Urinals	Water Coolers	Showers
Lower Basement	3	3	0	0	2
1st floor	5	7	2	2	0
2nd floor	9	9	2	2	0
3rd floor	8	11	3	2	0
4th floor	10	13	3	2	0
5th floor	8	10	3	2	0

Toilet Rooms – Dispensers

Floor	Soap	Toilet Paper	Paper Towels	Seat Covers	Napkin Cans
Lower Basement	3	3	3	0	0
1st floor	7	7	7	7	4
2nd floor	14	10	14	10	4
3rd floor	2	9	4	9	6
4th floor	9	13	9	11	7
5th floor	12	10	10	10	7

Breakrooms – Fixtures and Dispensers

Floor	Soap	Paper Towels	Sinks
Lower Basement	0	0	0
1st floor	2	2	2
2nd floor	2	2	2
3rd floor	0	0	0
4th floor	3	3	3
5th floor	4	4	4

Waste Cans

1st floor	
Size	**Quantity**
7 gallon	1
16 gallon	10
23 gallon	4
35 gallon	4

2nd floor	
Size	**Quantity**
7 gallon	7
16 gallon	6
23 gallon	0
30 gallon	10
35 gallon	17

3rd floor	
Size	**Quantity**
7 gallon	0
16 gallon	4
23 gallon	0
35 gallon	0

4th floor	
Size	**Quantity**
7 gallon	3
16 gallon	5
23 gallon	0
30 gallon	4
35 gallon	13

5th floor	
Size	**Quantity**
7 gallon	7
16 gallon	15
23 gallon	6
30 gallon	10
35 gallon	3

ATTACHMENT A

Option 1 - Current Staffing Model		
Management Staff/Non custodial work tasks*		
	Annual Hours	Expense
N35	104	$ 8,281
N03	20	$ 1,166
186	104	$ 5,438
		$ 14,885
Custodial Staff		
City Hall	Daily Hours	Expense
FMS II^	8	$ 84,667
FMS I	8	$ 63,456
FMS I	4	$ 31,583
		$ 179,706
Custodial Staff		
BOC	Daily Hours	Expense
FMS I	8	$ 68,595
FMS I	8	$ 61,644
FMS I	4	$ 31,583
		$ 161,822
Misc Costs		
Equipment O&M		$ 3,000
Uniforms and Shoes		$ 1,500
		$ 4,500
Total Operating Costs - Year 1		$ 360,913
Total Operating Costs - Year 2		$ 371,740
Total Operating Costs - Year 3		$ 382,893
Total Operating Costs - Year 4		$ 394,379
Total Operating Costs - Year 5		$ 406,211

*Providing clarification that there is only one supervisor/manager for the Division. The hours listed here is the time spent on items that include both management time in addition to other tasks related to custodial work but are not actual custodial duties such as repairing equipment, invoicing, training, compliance, etc. This is not a complete list but a snap shot

Option 2 - Industry Bechmark Staffing Model		
Management Staff/Non custodial work tasks*		
	Annual Hours	Expense
N35	30	$ 2,388
N03	520	$ 25,650
		$ 28,038
Custodial Staff		
City Hall	Daily Hours	Expense
FMS I	8	$ 63,456
FMS I	8	$ 63,167
FMS I	8	$ 61,644
FMS I	8	$ 61,644
		$ 249,911
Custodial Staff		
BOC	Daily Hours	Expense
FMS I	8	$ 68,595
FMS I	8	$ 61,644
FMS I	8	$ 61,644
		$ 191,883
Misc Costs		
Equipment O&M		$ 5,000
Uniforms and Shoes		$ 2,100
		$ 7,100
Total Operating Costs - Year 1		$ 476,932
Total Operating Costs - Year 2		$ 491,240
Total Operating Costs - Year 3		$ 505,977
Total Operating Costs - Year 4		$ 521,156
Total Operating Costs - Year 5		$ 536,791

1. ^Current FMS II (maintenance) employee is performing tasks of FMS I (janitorial) . As there is a vacant FMS II maintenance position, this employee would move to that assignment and that janitorial position would be backfilled with a new FMS I
2. Hire 2 new FMS I FTE
3. Create new Supervisor position

Option 3 - Vendor Ousource Staffing Model		
Management Staff		
	Annual Hours	Expense
N35	30	$ 2,388
N03	15	$ 874
		$ 3,262
		Expense
City Hall	Pride of Montana	$ 198,660
BOC	ABM	$ 142,032
		$ 340,692
Total Operating Costs - Year 1		$ 343,954
		Expense
City Hall	Pride of Montana	$ 204,620
BOC	ABM	$ 146,293
		$ 350,913
Total Operating Costs - Year 2		$ 354,273
		Expense
City Hall	Pride of Montana	$ 210,758
BOC	ABM	$ 150,682
		$ 361,440
Total Operating Costs - Year 3		$ 364,901
		Expense
City Hall	Pride of Montana	$ 217,081
BOC	ABM	$ 155,202
		$ 372,283
Total Operating Costs - Year 4		$ 375,848
		Expense
City Hall	Pride of Montana	$ 223,594
BOC	ABM	$ 159,858
		$ 383,452
Total Operating Costs - Year 5		$ 387,123

Year 1 savings	
Vendor versus Current	$ (16,959)
Vendor versus Industry Benchmark	$ (132,978)

Year 2 savings	
Vendor versus Current	$ (17,468)
Vendor versus Industry Benchmark	$ (136,967)

Year 3 savings	
Vendor versus Current	$ (17,992)
Vendor versus Industry Benchmark	$ (141,076)

Year 4 savings	
Vendor versus Current	$ (18,532)
Vendor versus Industry Benchmark	$ (145,309)

Year 5 savings	
Vendor versus Current	$ (19,088)
Vendor versus Industry Benchmark	$ (149,668)

Total Savings Across Contract Term	
Vendor versus Current	$ (90,038)
Vendor versus Industry Benchmark	$ (705,998)

OPERATIONS AND MAINTENANCE SURVEY COMMITTEE MEMBERS

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Jean Boutet, IMS Health Canada Limited
Jonathan P. Bredemeier, CFM, Sears, Roebuck & Company
George Denise, CFM, Cushman & Wakefield, Adobe Systems
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International Facility Management Association

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Research Report #32

OPERATIONS AND MAINTENANCE BENCHMARKS

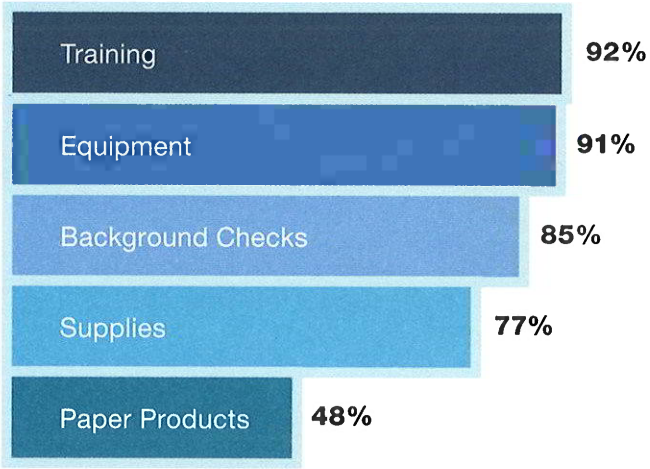
Janitorial Staffing

The following chart shows the average number of janitors, janitorial supervisors and project cleaners (special cleaning or floor crew) for different facility sizes. The median amount of floor area cleaned per janitor is 27,000 rentable square feet.

Facility Size (RSF)	N	Number of Janitor FTEs	Number of Janitorial Supervisor FTEs	Number of Project Cleaners, Special Cleaning or Floor Crew FTEs
Less than 50,000	85	3.2	1.0	2.2
50,000–100,000	89	3.7	1.0	2.6
100,001–250,000	132	6.7	1.3	2.7
250,001–500,000	109	13.1	1.7	3.3
500,001–750,000	33	18.7	1.8	3.7
750,001–1,000,000	20	23.2	3.0	4.0
1,000,001–1,250,000	12	24.8	3.8	6.1
1,250,001–1,500,000	13	33.4	4.6	6.2
1,500,001–2,000,000	7	41.8	4.0	6.0
2,000,001–3,000,000	12	88.8	5.9	7.8
3,000,001–5,000,00	8	143.7	12.1	19.0
More than 5,000,000	8	247.5	15.0	18.0

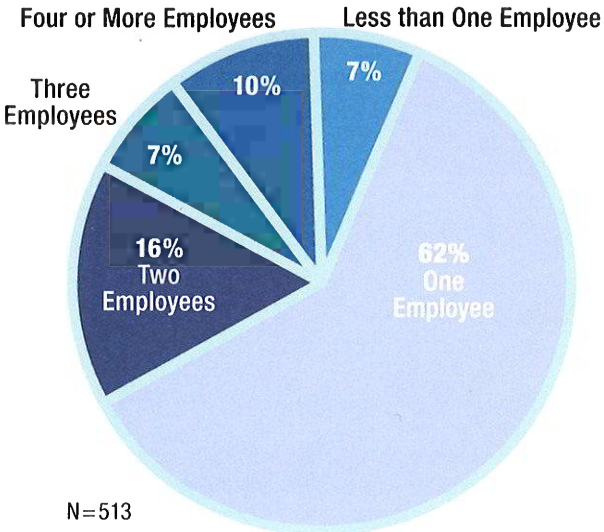
Contractor Practices

CONTRACTOR PROVIDES



N=521

NUMBER OF IN-HOUSE EMPLOYEES SUPERVISING CONTRACT



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Facility Staffing Levels: Maintenance, Custodial, and Grounds Care

National survey provides benchmarks for FTEs per square foot.

OTHER PARTS OF THIS ARTICLE

Pt. 1: This Page

Pt. 2: Survey: Facility Staffing Levels for Office, Educational, Government, and Health Care Buildings

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Check out updated statistics for staffing levels in the fnPrime "Facility Staffing Report." Average staff sizes for maintenance, janitorial, grounds and security positions are broken out by seven facility types, square footage and operating budget.

fnPrime members can access the report for free here.

Non-members can either join the membership or purchase the report separately for $29 here.

One way to evaluate whether a facility management department is understaffed is to look at the staffing practices of comparable organizations.

us staffing levels for maintenance, custodial, and grounds care workers in terms of square feet or square acres per full time equivalent (FTE) employees.

That information was drawn from answers to three staffing questions in Building Operating Management's annual FM Pulse survey. Those three questions were:

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• What is your staffing level for maintenance in square foot per full time equivalent employees (sq.ft./FTE)?

• What is your staffing level for custodians in square foot per full time equivalent employees (sq.ft./FTE)?

• What is your staffing level for grounds care in acres per full time equivalent employees (sq.ft./FTE)?

Nationally, the median number of square feet per FTE for the maintenance staff is 50,000; 22 percent of respondents reported that they outsourced the function. For custodians, the median is 28,000 square feet per FTE; 62

acres per FTE; 82 percent said they used outsourcing for to handle grounds care. (The median is the middle point in a set of data; half of the responses are above it and half are below it.)

The responses revealed very wide variations in the practices of different facility management departments. There are many reasons that staffing levels differ from one organization to another. One is the level of cleaning that is acceptable in the space; the definition of “clean” varies among different organizations. Another has to do with the nature of the space involved. For example, custodial services can be provided more efficiently, in terms of square feet covered by a single FTE, in a 500,000 square foot high rise than in a K-12 system that offers pre-kindergarten in a variety of small spaces.

To help facility managers zero in on practices of comparable buildings, this report breaks down the responses by ten different types of facilities: owner-occupied commercial office, multitenant commercial office, higher education, K-12 systems, health care, hospitality, federal government, state government, municipal government, and retail. Even within those segments, however, there are significant variations in staffing levels. Once again, the variations are explained in part by the different ways that the facilities are used and the different expectations that organizations have for their facilities.

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Thus, in reviewing the data from the survey, it's important to pay at least as much attention to the range of responses as to the medians.

The FM Pulse survey was conducted by email by Facilitiesnet.com, the online home of Building Operating Management and Facility Maintenance Decisions magazines. We received 1,925 responses to the survey from August through October 2017.

Next

CONTINUE READING: FM STAFFING

1 Facility Staffing Levels: Maintenance, Custodial, and Grounds Care

2 Survey: Facility Staffing Levels for Office, Educational, Government, and Health Care Buildings

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City Council Regular

Date: 05/12/2025
Title: Outsourcing of Custodial Services at Billings Operations Center
Presented by: John Caterino, Facilities Manager
Department: City Hall Administration
Presentation: No
Legal Review: Yes
Project Number: N/A

RECOMMENDATION

Staff recommends that Council approve and award a contract for the outsourcing of custodial services at the Billings Operations Center (4810, 4845, 4848, 4850 Midland Rd.) to ABM Industry Groups, LLC for $439,006.71 for a three-year term, with an option to extend for an additional two years for a total contract cost of $754,067.18.

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

It is important to note that the terms custodian/custodial and janitor/janitorial are used interchangeably in the Facilities Management industry, but for the purposes of this memo, "custodian/custodial" is defined as work that is inclusive of cleaning services and consumables inventory management.

The City strives to adopt cost-effective practices relating to municipal operations for the benefit of taxpaying citizens of Billings. One such operation involves contracting or subcontracting after evaluating the economics involved. Currently, the Facilities Division provides custodial services at the Billings Operations Center (BOC). It is becoming increasingly difficult to provide a level of custodial service that meets customer satisfaction while maintaining a cost-effective bottom line. A few variables make this mission challenging:

Expanded amount of space occupied by BOC tenants

- Increasing cost associated with Facilities Maintenance Support I salaries
- Difficulty hiring qualified personnel
- Ensuring coverage of sick and/or vacation time of staff
- Goal of stabilizing charges for tenants
- Unable to provide adequate amount of supervision time for training, quality control checks, and leadership without a dedicated supervisor position
- Shift coverage at City Hall with BOC personnel

Facilities staff service the Administration and Police Barn buildings Monday through Friday and the Evidence building Tuesday and Thursday only, and at a much lower level of service compared to the other two buildings. Currently, the Division services approximately 37,000 square feet at the BOC. This location is unique in that it supports operations of a more industrial nature so the type of cleaning services provided are different than would be provided in a typical office building. The majority of time and effort is dedicated to floor care and restroom/locker room cleaning as opposed to a more routine office building scope of work. Industry benchmark standard for custodial work in an office building is 1 FTE for 28,000 sf (reference attachments B and C). However, since the needs at this location are different, we would require 3 FTEs to effectively service the BOC. In the past four years, the City has willingly sought approval for the addition of 39 Teamster positions when there was justified need and available funding for the positions. The Facilities Division is not equipped to tackle the BOC needs under the current staffing model, nor is adding FTEs cost effective at this time.

Knowing the current model and staffing will not provide the level of custodial services we need; we analyzed two options: increase FTEs or outsource this scope of work to a vendor. The Facility Division's goal was to determine the most cost effective and efficient service model, while providing the same or better service that City staff and public visitors expect.

After performing a cost benefit analysis of the two options (reference attachment A), it was determined that outsourcing custodial services to a vendor would be more cost effective. Additionally, by outsourcing custodial work, the Division can focus more effort and resources on repairs, maintenance, and capital projects.

Benefits of outsourcing include:

- Cost savings of approximately $55,360 for the first year
  - Vendor guarantees pricing for 5 years at a 3% escalator
- Less administrative time spent managing custodial issues, including:
  - Coordination of shift coverage
  - Laundry service
  - Daily check-in and weekly sync meetings
  - Dispenser replacement
  - Safety Data Sheet inventory and updates
- Staffing
  - Vendor recruits, hires, trains, and supervises cleaning crew
  - Management team provides quality control and oversight
  - Facilities will not need to overstaff to ensure proper coverage
  - Facilities will not need to pay shift differential for later shifts
- Results
  - Vendors can have better control over results by using the ISSA 612 standard
- Equipment
  - Vendor will provide all equipment to service building
  - Facilities will not need to maintain, repair, procure, or replace equipment
- Uniforms and Shoes
  - Facilities will not need to pay for uniforms or shoes
  - Approximately $600 is paid for 11 kits per the Union contract for each new FTE
  - Facilities Division provides $100 annually for replacement of worn uniforms
  - Facilities Division reimburses shoes up to $200 per FTE annually per the Union contract
- Hours
  - Vendor can clean after hours to lessen the impact on City staff during working hours
  - Facilities will not need to pay overtime for coverage during certain City holidays
- Experience
  - Vendor knows how to appropriately build workload to ensure maximum efficiency
  - Vendor knows how to schedule cleaning tasks to provide consistent results

Drawbacks of outsourcing include:

- Will have to bid work via an RFP
- Vendor can give thirty days' notice and terminate contract
- Prevailing wages could outpace City wages over the 5 years

Outsourcing and contract management of third-party vendors is not new to the Division. Services that are currently outsourced include snow removal, compulsory systems testing (elevators, FACP), pest control, renovation projects, access control installation, security, lawncare and landscaping, and highly skilled mechanical/electrical/plumbing repairs.

Facilities advertised a Requests for Proposal (RFP) on 01/03 and 01/10/2025 in *Yellowstone County News* and on the City's Website. Proposal submission date was 01/24/2025.

Five (5) firms submitted responses.

A review committee unanimously selected ABM Industry Groups, LLC, based on the following criteria:

- Thoroughness of response
- History of firm
- Firm experience with similar scope and magnitude
- Qualifications
- Approach and methodology to cleaning
- Personnel and staffing

The City anticipates that four Facilities Division -- Maintenance Support I positions will be impacted by this situation, with three FTE employees being offered Maintenance Support I positions in other City work locations. These FTE employees will not

lose their seniority should they accept the position. The fourth impacted FTE employee recently submitted their voluntary resignation to pursue employment elsewhere.

STAKEHOLDERS

City:

City Council as approving body
Facilities Division as Contract Administrator
BOC Tenants (Police, Parks, Fleet, Public Works)

External Parties:

ABM Industry Groups, LLC

ALTERNATIVES

Alternatives include:

1. Reject contract and increase the staffing level to 3 FTEs assigned to BOC and only have a vendor at City Hall. This would add about $30,500 annually to BOC charges.
2. Reject both City Hall and BOC contracts and keep current staffing levels, which cannot meet the needs of the increased scope of work.
3. Reject both City Hall and BOC contracts and approve the Facilities Division to hire additional staff to provide adequate services at both locations.
    a. This would require adding 2 Facility Maintenance Support I positions and a supervisory position at an estimated cost of $227,628 for the first year.

FISCAL EFFECTS

Hiring a vendor will save approximately $55,360 in the first year of the BOC contract, and an estimated $264,401 over 5 years. Cost savings will be passed on to Tenants at BOC by reducing their annual charges.

The pricing in RFP was an annual lump sum for services for 3 years, with options to extend into years 4 and 5. Therefore, the incurred expenses will be as follows:

Year	Price
1	$142,032.00
2	$146,292.96
3	$150,681.75
4	$155,202.20
5	$159,858.27

Staff requests that both vendor contracts for City Hall and BOC be approved to realize the maximum cost savings. If City Hall contract is approved and BOC contract is not, there will be additional costs incurred due to reassignment of staff to BOC that is currently shared between the two sites. There will be 3 FTE assigned to BOC instead of the current 2.5 FTE and BOC tenant charges will increase to cover that cost.

Attachments

Contract - ABM
Attachment A - Economic Analysis
Attachment B - IFMA Benchmark
Attachment C - Facilities Net Benchmark

SERVICES AGREEMENT

THIS AGREEMENT is made and entered into _____, by and between the **CITY OF BILLINGS, MONTANA,** a municipal corporation organized and existing under the laws of the State of Montana, P.O. Box 1178, Billings, Montana 59103, hereinafter referred to as "**CITY**," and **ABM INDUSTRY GROUPS, LLC**, of 4151 Ashford Dunwoody Road, Suite 600, Atlanta, GA 30319 hereinafter referred to as "**CONTRACTOR**."

In consideration of the mutual covenants and agreements herein contained, the receipt and sufficiency whereof being hereby acknowledged, the parties hereto agree as follows:

1. **PURPOSE: CITY** agrees to hire **CONTRACTOR** as an independent contractor to perform the services of custodial services described in the Scope of Work attached hereto as Exhibit "A" and by this reference made a part hereof.
2. **EFFECTIVE DATE:** This **AGREEMENT** is effective upon the date of its execution and will terminate on April 30, 2028. The parties may extend this **AGREEMENT**, by mutual written concurrence for two one-year renewal options. Renewals must be signed no later than the final day of each term.
3. **SCOPE OF WORK:** The **CONTRACTOR** shall perform the services set forth in Exhibit "A". In performing these services, the **CONTRACTOR** shall comply with all applicable federal, state and local statutes, rules and ordinances. These services and all duties incidental or necessary therefore shall be performed diligently and completely and in accordance with professional standards of conduct and performance.
4. **INCORPORATION BY REFERENCE:** All exhibits and addenda attached hereto, as well as any bid or proposal referenced, are hereby incorporated into this **AGREEMENT** and made a part hereof. If there is any conflict between such exhibits or addenda and the terms of this **AGREEMENT**, the terms of this **AGREEMENT** shall control.
5. **PAYMENT: CITY** agrees to pay **CONTRACTOR** an amount not to exceed four hundred thirty-nine thousand six dollars and seventy-one cents ($439,006.71) for the work described in the Scope of Work in Exhibit "A". **CITY** will pay **CONTRACTOR** in twelve equal monthly payments in each **AGREEMENT** year as set forth in the pricing breakdown below. **CITY** will issue payment to **CONTRACTOR** within 30 days of receiving **CONTRACTOR's** monthly invoice. Any alteration or deviation from the described work that involves extra costs will be executed only upon written request by the **CITY** to **CONTRACTOR** and will become an extra charge over and above the contract amount. The parties must agree in writing upon any extra charges before any extra charges are incurred.

Year	Price	Monthly Payments
1	$142,032.00	$11,836.00
2	$146,292.96	$12,191.08
3	$150,681.75	11 payments of $12,556.81, and 12th payment of $12,556.84
4	$155,202.20	11 payments of $12,933.51, and 12th payment of $12,933.59
5	$159,858.27	11 payments of $13,321.52, and 12th payment of $13,321.55

The prices established in this **AGREEMENT** may be extended to other political subdivisions within the State of Montana solely at the **CONTRACTOR'S** discretion.

6. **INDEPENDENT CONTRACTOR STATUS:** The parties agree that **CONTRACTOR** is an independent contractor for purposes of this **AGREEMENT**. The parties agree that neither **CONTRACTOR** nor any of **CONTRACTOR's** owners, officers, employees or agents are employees of the **CITY** for any purpose. **CONTRACTOR** and **CONTRACTOR's** owners, officers, employees or agents are not subject to the terms and provisions of the **CITY**'s personnel policies handbook and may not be considered a **CITY** employee for workers' compensation or any other purpose. **CONTRACTOR** is not authorized to represent the **CITY** or otherwise bind the **CITY** in any dealings between **CONTRACTOR** and any third parties.

7. **INDEMNITY:**

The **CONTRACTOR** SHALL:

A. Indemnify and hold **CITY**, its officers, agents and employees harmless from any and all losses, damage and liability to the extent caused by any intentional, reckless or negligent act on the part of **CONTRACTOR** or its owners, officers, agents or employees.

B. Not indemnify and hold the **CITY** harmless from claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses or reasonable attorneys' fees, expert fees and costs to the extent caused by the wrongful, reckless or negligent acts, error or omission of the **CITY** occurring during the course of or as a result of the performance of the **AGREEMENT**.

C. Where claims, lawsuits or liability, including reasonable attorneys' fees, expert fees and costs arise from any wrongful, reckless or negligent act of

both the **CITY** and the **CONTRACTOR**, the **CONTRACTOR** shall indemnify and hold the **CITY** harmless from only that portion of claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses including reasonable attorneys' fees, expert fees and costs, to the extent caused by the **CONTRACTOR'S** or any subcontractor's wrongful, reckless or negligent acts occurring as a result from the **CONTRACTOR'S** performance pursuant to this **AGREEMENT**.

The **CITY** SHALL:

D. Indemnify and hold **CONTRACTOR**, its officers, agents and employees harmless from any and all losses, damage and liability to the extent caused by any intentional, reckless or negligent act on the part of **CITY** or its agents or employees.

E. Not indemnify and hold the **CONTRACTOR** harmless from claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses or reasonable attorneys' fees and costs to the extent caused by the wrongful, reckless or negligent acts, error or omission of the **CONTRACTOR** occurring during the course of or as a result of the performance of the **AGREEMENT**.

F. Where claims, lawsuits or liability, including reasonable attorneys' fees and costs arise from any wrongful or negligent act of both the **CONTRACTOR** and the **CITY**, the **CITY** shall indemnify and hold the **CONTRACTOR** harmless from only that portion of claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses including attorneys' fees and costs, to the extent caused by the **CITY'S** wrongful, reckless or negligent acts occurring as a result from the **CITY'S** performance pursuant to this **AGREEMENT**.

8. <u>INSURANCE</u>:

A. The **CONTRACTOR** shall maintain in good standing the insurance described in this Section. Before rendering any services under this **AGREEMENT**, the **CONTRACTOR** shall furnish the **CITY** with proof of insurance in accordance with this Section.

The **CONTRACTOR** shall provide the following insurance:

1. Workers' compensation and employer's liability coverage as required by Montana law.
2. Commercial general liability, including contractual liability assumed under an insured agreement and personal injury coverage's -- $750,000 per claim and $1,500,000 per occurrence.
3. Automobile liability -- $1,500,000 per accident.

Each policy of insurance required by this Section shall provide for no less than 30 days' advance written notice to the **CITY** prior to cancellation.

The **CITY** shall be listed as an additional insured on all policies except Worker's Compensation Policies.

CONTRACTOR shall comply with the applicable requirements of the Workers' Compensation Act, Title 39, Chapter 71, MCA, and the Occupational Disease Act of Montana, Title 39, Chapter 71, MCA.

CONTRACTOR shall maintain workers' compensation insurance coverage for all members and employees of **CONTRACTOR's** business, except for those members who are exempted as independent contractors under the provisions of §39-71-401, MCA.

CONTRACTOR shall furnish **CITY** with copies showing one of the following: **(1)** proof of registration as an independent contractor under Title 39, Chapter 71, MCA; **(2)** a binder for workers' compensation coverage by an insurer licensed and authorized to provide workers' compensation insurance in the State of Montana; or **(3)** proof of exemption from workers' compensation granted by law for independent contractors.

9. **COMPLIANCE WITH LAWS:** **CONTRACTOR** agrees to comply with all applicable federal, state, and local laws, ordinances, rules, and regulations. **CONTRACTOR** agrees to purchase a **CITY** business license.

10. **PREVAILING WAGE RATES:** Unless superseded by federal law, Montana law requires that contractors and subcontractors give preference to the employment of Montana residents for any public works contract in excess of $25,000 for construction or nonconstruction services in accordance with sections 18-2-401 through 18-2-432, MCA, and all administrative rules adopted pursuant thereto. Unless superseded by federal law, each contractor shall ensure that at least 50% of the contractor's workers performing labor on a construction project are bona fide Montana residents. The Commissioner of the Montana Department of Labor and Industry has established the resident requirements in accordance with sections 18-2-403 and 18-2-409, MCA. Any and all questions concerning prevailing wage and Montana resident issues should be directed to the Montana Department of Labor and Industry.

In addition, unless superseded by federal law, all employees working on a public works contract shall be paid prevailing wage rates in accordance with sections 18-2-401 through 18-2-432, MCA, and all administrative rules adopted pursuant thereto. Montana law requires that all public works contracts, as defined in section 18-2-401, MCA, in which the total cost of the contract is in excess of $25,000, contain a provision stating for each job classification the standard prevailing wage

rate, including fringe benefits, travel, per diem, and zone pay that the contractors, subcontractors, and employers shall pay during the public works contract.

Section 18-2-406, MCA, requires that all contractors, subcontractors, and employers who are performing work or providing services under a public works contract post in a prominent and accessible site on the project staging area or work area, no later than the first day of work and continuing for the entire duration of the contract, a legible statement of all wages and fringe benefits to be paid to the employees in compliance with section 18-2-423, MCA. Section 18-2-423, MCA, requires that employees receiving an hourly wage must be paid on a weekly basis.

Furthermore, Section 18-2-417, requires allowance for a 3% annual increase in wages for a multiyear contract. (1) Any public works contract that by the terms of the original contract calls for more than 30 months to fully perform must include a provision to adjust, as provided in subsection (2), the standard prevailing rate of wages to be paid to the workers performing the contract. (2) The standard prevailing rate of wages paid to workers under a contract subject to this section must be adjusted 12 months after the date of the award of the public works contract. The amount of the adjustment must be a 3% increase. The adjustment must be made and applied every 12 months for the term of the contract. (3) Any increase in the standard rate of prevailing wages for workers under this section is the sole responsibility of the contractor and any subcontractors and not the contracting agency.

Each contractor, subcontractor, and employer must maintain payroll records in a manner readily capable of being certified for submission under section 18-2-423, MCA, for not less than three years after the contractor's, subcontractor's, or employer's completion of work on the public works contract.

The nature of the work performed or services provided under this contract meets the statutory definition of a "public works contract" under section 18-2-401(11)(a), MCA, The booklet is attached and may also be found at http://erd.dli.mt.gov/labor-standards/state-prevailing-wage-rates.

11. NONDISCRIMINATION:

A. **CONTRACTOR** shall, in performance of work under this **AGREEMENT**, fully comply with all applicable federal, state, or local laws, rules, regulations, and executive orders including but not limited to, the Montana Human Rights Act, the Equal Pay Act of 1963, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. **CONTRACTOR** is the employer for the purpose of providing healthcare benefits and paying any applicable penalties, fees and taxes under the Patient Protection and Affordable Care Act [P.L. 111-148, 124 Stat. 119]. Any subletting or subcontracting by **CONTRACTOR** subjects subcontractors to the same

provisions. In accordance with 49-3-207, MCA, and Executive Order No. 04-2016. **CONTRACTOR** agrees that the hiring of persons to perform this Contract will be made on the basis of merit and qualifications and there will be no discrimination based on race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, physical or mental disability, military service or veteran status, or marital status by the persons performing this **AGREEMENT**. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

B. The **CONTRACTOR** shall state, in all solicitations or advertisements for employees to work on jobs, that all qualified applicants will receive equal consideration for employment without regard to race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, physical or mental disability, military service or veteran status, or marital status

The **CONTRACTOR** and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a), which prohibit discrimination against qualified protected veterans and/or qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and individuals with disabilities.

The **CONTRACTOR** and any subcontractor shall abide by the requirements of 41 CRF 60-1.4, which states employees or applicants may not be discharged or in any other manner discriminated against because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a

formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the **CONTRACTOR'S** legal duty to furnish information.

C. The contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

D. The **CONTRACTOR** shall comply with any and all reporting requirements that may apply to it that the **CITY** may establish by regulation. The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

E. The **CONTRACTOR** shall comply with all applicable federal, state, and city laws concerning the prohibition of discrimination. This includes complying with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

F. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be cancelled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of Sept 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

G. The **CONTRACTOR** shall include the provisions of Subsections A through F of this Section in every subcontract or purchase order under this **AGREEMENT**, so as to be binding upon every such subcontractor or vendor of the **CONTRACTOR** under this **AGREEMENT**. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the

contractor may request the United States to enter into such litigation to protect the interests of the United States.

H. The **CONTRACTOR** agrees to post, in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

12. **CONTRACTOR PERSONNEL:** A list of personnel who will be onsite for work shall be provided by **CONTRACTOR** to **CITY** within 10 business days of contract execution, including:

A. First and last name;

B. Duration onsite; and,

C. Personnel responsibilities.

13. **BACKGROUND CHECKS: CONTRACTOR** to have all employees fingerprint-based felony background check and CJIN certification approved before working in Police, areas of Billings Operations Center.

14. **SAFETY PROGRAM: CONTRACTOR** to provide **CITY** with safety program within 10 business days of contract execution.

15. **TERMINATION:** This **AGREEMENT** may be terminated by either party for any reason and at any time upon giving the other party thirty (30) days' prior written notice of termination, with the effective date of termination occurring thirty (30) days following the date of the written notice. Notices shall be provided in writing and hand-delivered or mailed to the parties at the addresses set forth in the first paragraph of this **AGREEMENT**.

16. **LIAISON:** The **CITY's** designated liaison for this **AGREEMENT** is John Caterino and the **CONTRACTOR**'s designated liaison for this **AGREEMENT** is Chris Rietdorf.

17. **GOVERNING LAW AND VENUE:** This **AGREEMENT** shall be construed and enforced in accordance with the laws of the State of Montana. Venue for any suit between the parties arising out of this **AGREEMENT** shall be the State of Montana Thirteenth Judicial District Court, Yellowstone County.

18. **SEVERABILITY:** Any provision or part of the **AGREEMENT** held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the **CITY** and the **CONTRACTOR**, who agree that the **AGREEMENT** shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the parties as pertains to the stricken provision.

19. **<u>SUCCESSORS AND ASSIGNS:</u>** Neither the **CITY** nor the **CONTRACTOR** shall assign, transfer or encumber any rights, duties or interests accruing from this **AGREEMENT** without the written consent of the other.

20. **<u>OWNERSHIP OF DOCUMENTS:</u>** All documents, data, drawings, specifications, software applications and other products or materials produced by the **CONTRACTOR** in connection with the services rendered under this **AGREEMENT** shall be the property of the **CITY** whether the project for which they are made is executed or not. All such documents, products and materials shall be forwarded to the **CITY** at its request and may be used by the **CITY** as it sees fit. The **CITY** agrees that if the documents, products, and materials prepared by the **CONTRACTOR** are used for purposes other than those intended by the **AGREEMENT**, the **CITY** does so at its sole risk and agrees to hold the **CONTRACTOR** harmless for such use. All or any portions of materials, products and documents produced under this **AGREEMENT** may be used by the **CONTRACTOR** upon confirmation from the **CITY** that they are subject to disclosure under the Public Disclosure Act. All services performed under this **AGREEMENT** will be conducted solely for the benefit of the **CITY** and will not be used for any other purpose without written consent of the **CITY**. Any information relating to the services will not be released without the written permission of the **CITY**. The **CONTRACTOR** shall preserve the confidentiality of all **CITY** documents and data accessed for use in **CONTRACTOR**'s work product.

IN WITNESS WHEREOF, the parties hereto have executed this instrument the day and year first above written.

CITY OF BILLINGS, MONTANA

_____

WILLIAM A. COLE,
MAYOR

APPROVED AS TO FORM:

_____

CITY ATTORNEY'S OFFICE

ATTEST:

_____

DENISE BOHLMAN, CITY CLERK

AMB INDUSTRY GROUP, LLC

_____

SIGNATURE

_____

PRINT NAME

_____

PRINT TITLE

EXHIBIT A – CLEANING SCOPE

All services to be rendered at
Site Name: Billings Operations Center
Site Address: 4810, 4845, 4848, and 4850 Midland Rd., Billings, MT 59101
Tax ID: A30494
Item: Custodial Services

Location: Billings Operations Center – 4810 Midland Rd

Services to be provided Monday through Friday. Hours of operations: 10am-2pm for day porting. 5pm and on for nightly services.
Owner to supply consumables, vendor to supply equipment and operating chemicals.
Vacuuming scope to be 3 times a week with space vac wide area carpet M/W/F, and 2 times a week with upright T/TH.

Area	**Frequency**			
Restrooms and Locker Rooms	Weekly	Monthly	Quarterly	Yearly
Check and stock consumables	5			
Empty trash and replace can liners	5			
Clean/disinfect shower stalls and walls	5			
Clean/disinfect sinks and fixtures	5			
Clean/disinfect toilets and urinals	5			
Clean mirrors	5			
Clean/polish brightwork	5			
Vacuum, mop, or dust floors	5			
Pour water down floor drains		1		
Dust/wipe down lockers		1		
Clean door kickplates		1		
Deep clean of grout and tile				2
Deep clean shower stalls				1

Area	Frequency			
Briefing, Training, and Processing Rooms	Weekly	Monthly	Quarterly	Yearly
Empty trash and replace can liners	5			
Vacuum, and scrub floors	5			
Clean/disinfect sinks	5			
Wipe down tables	5			
Wipe underside of tables	1			
Wipe chairs		1		
Strip/wax floors				2

Area	Frequency			
Office – By Request Only	Weekly	Monthly	Quarterly	Yearly
Empty trash and replace can liners	5			
Vacuum, and scrub floors	5			

Area	Frequency			
Kitchen Areas	Weekly	Monthly	Quarterly	Yearly
Empty trash and replace can liners	5			
Clean/disinfect sinks	5			
Wipe tables and countertops	5			

Area	Frequency			
Entry Ways	Weekly	Monthly	Quarterly	Yearly
Vacuum carpet	5			
Clean glass entry doors inside/outside	1			

Area	Frequency			
Hallways/Common Areas	Weekly	Monthly	Quarterly	Yearly
Vacuum, mop, or dust floors	5			
Clean baseboards			1	
Strip/wax floors				1

Floor Areas – Total

Floor	Area
1st floor	13,137 square feet

Floor Areas – Common Areas (shared TR and lobbies)

Floor	Area
1st floor	9,626 square feet

Toilet Rooms – Fixtures

Floor	Lavs	Water Closets	Urinals	Water Coolers	Showers
1st floor	5	5	3	2	5

Toilet Rooms – Dispensers

Floor	Soap	Toilet Paper	Paper Towels	Seat Covers	Napkin Cans	Napkin Dispenser
1st floor	13	5	2	5	2	1

Breakrooms – Fixtures and Dispensers

Floor	Soap	Toilet Paper	Paper Towels	Sinks
1st floor	2		1	1

Waste Cans

1st floor	
Size	**Quantity**
7 gallon	4
16 gallon	4
23 gallon	2
35 gallon	0

Location: Billings Operations Center – 4845 Midland Rd

Services to be provided on Tuesday and Thursday between the hours of 10am-2pm.
Owner to supply consumables, vendor to supply equipment and operating chemicals.

Area	**Frequency**			
Restrooms and Locker Rooms	Weekly	Monthly	Quarterly	Yearly
Check and stock consumables	2			
Empty trash and replace can liners	2			
Clean/disinfect sinks and fixtures	2			
Clean/disinfect toilets and urinals	2			
Clean mirrors	2			
Clean/polish brightwork	2			
Vacuum, mop, or dust floors	2			
Pour water down floor drains		1		
Clean door kickplates		1		
Clean baseboards			1	
Deep clean of grout and tile				1

Area	**Frequency**			
Hallways/Common Areas	Weekly	Monthly	Quarterly	Yearly
Vacuum, mop, dust, and scrub floors	2			
Clean baseboards			1	

Area	Frequency			
Meeting Room	Weekly	Monthly	Quarterly	Yearly
Check and stock consumables	2			
Empty trash and replace can liners	2			
Vacuum floors	2			
Clean/disinfect sinks	2			
Clean/polish brightwork	2			
Clean/disinfect door hardware	2			
Wipe down tables	2			
Wipe chairs		1		

Area	Frequency			
Offices – By Request Only	Weekly	Monthly	Quarterly	Yearly
Empty trash and replace can liners	2			
Vacuum, mop, dust, and scrub floors	2			
Wipe door handles	1			
Clean windows	1			
Dust blinds		1		
Dust windowsills		1		

Area	Frequency			
Kitchen Area	Weekly	Monthly	Quarterly	Yearly
Empty trash and replace can liners	2			
Clean/disinfect sinks	2			
Wipe tables and countertops	2			

Area	Frequency			
Entry Ways	Weekly	Monthly	Quarterly	Yearly
Clean glass entry doors inside/outside	2			
Vacuum carpet	2			

Floor Areas – Total

Floor	Area
1st floor	18,745 square feet

Floor Areas – Common Areas (shared TR and lobbies)

Floor	Area
1st floor	5,000 square feet

Toilet Rooms – Fixtures

Floor	Lavs	Water Closets	Urinals	Water Coolers	Showers
1st floor	3	3	1	0	1

Toilet Rooms – Dispensers

Floor	Soap	Toilet Paper	Paper Towels	Seat Covers	Napkin Cans
1st floor	3	2	3	1	0

Breakrooms – Fixtures and Dispensers

Floor	Soap	Paper Towels	Sinks
1st floor	1	1	1

Evidence Processing Areas x2

Floor	Soap	Paper Towels	Sinks
1st floor	2	2	2

Waste Cans

1st floor	
Size	**Quantity**
7 gallon	4
16 gallon	4
23 gallon	4
35 gallon	0

Location: Billings Operations Center – 4848 Midland Rd

Services to be provided Monday through Friday and include 3 hours of day porting M-F. Hours of operations: 10am-2pm for day porting. 5pm and on for nightly services.
Owner to supply consumables, vendor to supply equipment and operating chemicals.

Area	**Frequency**			
Restrooms and Locker Rooms	Weekly	Monthly	Quarterly	Yearly
Check and stock consumables	5			
Empty trash and replace can liners	5			
Clean/disinfect shower stalls and walls	5			
Clean/disinfect sinks and fixtures	5			
Clean/disinfect toilets and urinals	5			
Clean mirrors	5			
Clean/polish brightwork	5			
Vacuum, mop, or dust floors	5			
Pour water down floor drains		1		
Dust/wipe down lockers		1		
Clean door kickplates		1		
Deep clean of grout and tile				2
Deep clean shower stalls				1

Area	Frequency			
Break Rooms	Weekly	Monthly	Quarterly	Yearly
Check and stock consumables	5			
Empty trash and replace can liners	5			
Vacuum, mop, or dust floors	5			
Clean/disinfect sinks	5			
Clean/polish brightwork	5			
Clean/disinfect door hardware	5			
Wipe down tables	5			
Wipe chairs		1		
Strip/wax floors				1

Area	Frequency			
Offices	Weekly	Monthly	Quarterly	Yearly
Vacuum, mop, or dust floors	5			
Wipe door handles	1			

Area	Frequency			
Kitchen Areas	Weekly	Monthly	Quarterly	Yearly
Empty trash and replace can liners	5			
Clean/disinfect sinks	5			
Wipe tables and countertops	5			

Area	Frequency			
Entry Ways	Weekly	Monthly	Quarterly	Yearly
Clean glass entry doors inside/outside	5			
Vacuum carpet	5			

Area	Frequency			
Hallways/Common Areas	Weekly	Monthly	Quarterly	Yearly
Vacuum, mop, dust, and scrub floors	5			
Clean baseboards			1	
Strip/wax floors				1

Floor Areas – Total

Floor	Area
1st floor	26,159 square feet

Floor Areas – Common Areas (shared TR and lobbies)

Floor	Area
1st floor	15,000 square feet

Toilet Rooms – Fixtures

Floor	Lavs	Water Closets	Urinals	Water Coolers	Showers
1st floor	21	21	12	3	10

Toilet Rooms – Dispensers

Floor	Soap	Toilet Paper	Paper Towels	Seat Covers	Napkin Cans	Napkin Dispenser
1st floor	34	21	13	28	8	2

Breakrooms/Kitchenettes

Floor	Lavs	Soap	Paper Towels
1st floor	7	14	7

Waste Cans

1st floor	
Size	**Quantity**
7 gallon	2
16 gallon	10
23 gallon	0
35 gallon	10

Location: Billings Operations Center – 4850 Midland Rd

Services to be provided Monday through Friday. Hours of operations: 10am-2pm for day porting. 5pm and on for nightly services. Owner to supply consumables, vendor to supply equipment and operating chemicals.

Area	**Frequency**			
Restrooms and Locker Rooms	Weekly	Monthly	Quarterly	Yearly
Check and stock consumables	5			
Empty trash and replace can liners	5			
Clean/disinfect sinks and fixtures	5			
Clean/disinfect toilets and urinals	5			
Clean mirrors	5			
Clean/polish brightwork	5			
Mop floors	5			
Pour water down floor drains		1		

Floor Areas – Total

Floor	Area
1st floor	300 square feet

Toilet Rooms – Fixtures

Floor	Lavs	Water Closets	Urinals	Water Coolers	Showers
1st floor	2	2	2	0	0

Toilet Rooms – Dispensers

Floor	Soap	Toilet Paper	Paper Towels	Seat Covers
1st floor	4	2	2	3

Waste Cans

1st floor	
Size	**Quantity**
7 gallon	0
16 gallon	2
23 gallon	0
35 gallon	0

ATTACHMENT A

Option 1 - Current Staffing Model		
Management Staff/Non custodial work tasks*		
	Annual Hours	Expense
N35	104	$ 8,281
N03	20	$ 1,166
186	104	$ 5,438
		$ 14,885
Custodial Staff		
City Hall	Daily Hours	Expense
FMS II^	8	$ 84,667
FMS I	8	$ 63,456
FMS I	4	$ 31,583
		$ 179,706
Custodial Staff		
BOC	Daily Hours	Expense
FMS I	8	$ 68,595
FMS I	8	$ 61,644
FMS I	4	$ 31,583
		$ 161,822
Misc Costs		
Equipment O&M		$ 3,000
Uniforms and Shoes		$ 1,500
		$ 4,500
Total Operating Costs - Year 1		$ 360,913
Total Operating Costs - Year 2		$ 371,740
Total Operating Costs - Year 3		$ 382,893
Total Operating Costs - Year 4		$ 394,379
Total Operating Costs - Year 5		$ 406,211

*Providing clarification that there is only one supervisor/manager for the Division. The hours listed here is the time spent on items that include both management time in addition to other tasks related to custodial work but are not actual custodial duties such as repairing equipment, invoicing, training, compliance, etc. This is not a complete list but a snap shot

Option 2 - Industry Bechmark Staffing Model		
Management Staff/Non custodial work tasks*		
	Annual Hours	Expense
N35	30	$ 2,388
N03	520	$ 25,650
		$ 28,038
Custodial Staff		
City Hall	Daily Hours	Expense
FMS I	8	$ 63,456
FMS I	8	$ 63,167
FMS I	8	$ 61,644
FMS I	8	$ 61,644
		$ 249,911
Custodial Staff		
BOC	Daily Hours	Expense
FMS I	8	$ 68,595
FMS I	8	$ 61,644
FMS I	8	$ 61,644
		$ 191,883
Misc Costs		
Equipment O&M		$ 5,000
Uniforms and Shoes		$ 2,100
		$ 7,100
Total Operating Costs - Year 1		$ 476,932
Total Operating Costs - Year 2		$ 491,240
Total Operating Costs - Year 3		$ 505,977
Total Operating Costs - Year 4		$ 521,156
Total Operating Costs - Year 5		$ 536,791

1. ^Current FMS II (maintenance) employee is performing tasks of FMS I (janitorial) . As there is a vacant FMS II maintenance position, this employee would move to that assignment and that janitorial position would be backfilled with a new FMS I
2. Hire 2 new FMS I FTE
3. Create new Supervisor position

Option 3 - Vendor Ousource Staffing Model		
Management Staff		
	Annual Hours	Expense
N35	30	$ 2,388
N03	15	$ 874
		$ 3,262
		Expense
City Hall	Pride of Montana	$ 198,660
BOC	ABM	$ 142,032
		$ 340,692
Total Operating Costs - Year 1		$ 343,954
		Expense
City Hall	Pride of Montana	$ 204,620
BOC	ABM	$ 146,293
		$ 350,913
Total Operating Costs - Year 2		$ 354,273
		Expense
City Hall	Pride of Montana	$ 210,758
BOC	ABM	$ 150,682
		$ 361,440
Total Operating Costs - Year 3		$ 364,901
		Expense
City Hall	Pride of Montana	$ 217,081
BOC	ABM	$ 155,202
		$ 372,283
Total Operating Costs - Year 4		$ 375,848
		Expense
City Hall	Pride of Montana	$ 223,594
BOC	ABM	$ 159,858
		$ 383,452
Total Operating Costs - Year 5		$ 387,123

Year 1 savings	
Vendor versus Current	$ (16,959)
Vendor versus Industry Benchmark	$ (132,978)

Year 2 savings	
Vendor versus Current	$ (17,468)
Vendor versus Industry Benchmark	$ (136,967)

Year 3 savings	
Vendor versus Current	$ (17,992)
Vendor versus Industry Benchmark	$ (141,076)

Year 4 savings	
Vendor versus Current	$ (18,532)
Vendor versus Industry Benchmark	$ (145,309)

Year 5 savings	
Vendor versus Current	$ (19,088)
Vendor versus Industry Benchmark	$ (149,668)

Total Savings Across Contract Term	
Vendor versus Current	$ (90,038)
Vendor versus Industry Benchmark	$ (705,998)

OPERATIONS AND MAINTENANCE SURVEY COMMITTEE MEMBERS

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Jean Boutet, IMS Health Canada Limited
Jonathan P. Bredemeier, CFM, Sears, Roebuck & Company
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Research Report #32

OPERATIONS AND MAINTENANCE BENCHMARKS

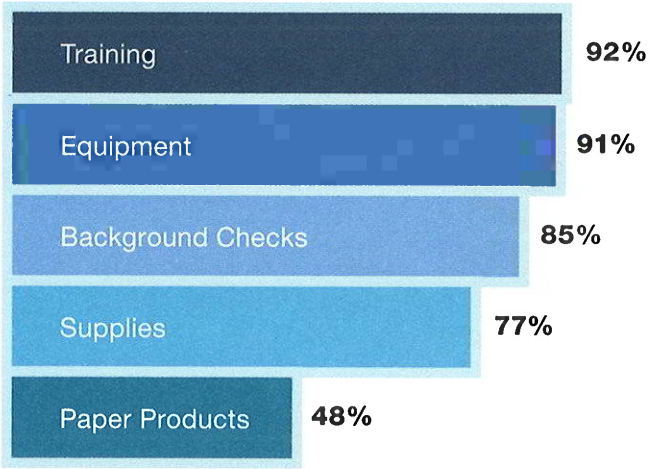
Janitorial Staffing

The following chart shows the average number of janitors, janitorial supervisors and project cleaners (special cleaning or floor crew) for different facility sizes. The median amount of floor area cleaned per janitor is 27,000 rentable square feet.

Facility Size (RSF)	N	Number of Janitor FTEs	Number of Janitorial Supervisor FTEs	Number of Project Cleaners, Special Cleaning or Floor Crew FTEs
Less than 50,000	85	3.2	1.0	2.2
50,000–100,000	89	3.7	1.0	2.6
100,001–250,000	132	6.7	1.3	2.7
250,001–500,000	109	13.1	1.7	3.3
500,001–750,000	33	18.7	1.8	3.7
750,001–1,000,000	20	23.2	3.0	4.0
1,000,001–1,250,000	12	24.8	3.8	6.1
1,250,001–1,500,000	13	33.4	4.6	6.2
1,500,001–2,000,000	7	41.8	4.0	6.0
2,000,001–3,000,000	12	88.8	5.9	7.8
3,000,001–5,000,00	8	143.7	12.1	19.0
More than 5,000,000	8	247.5	15.0	18.0

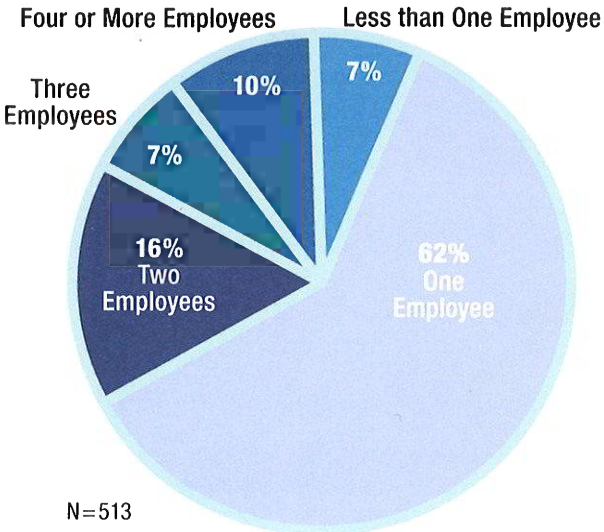
Contractor Practices

CONTRACTOR PROVIDES



N=521

NUMBER OF IN-HOUSE EMPLOYEES SUPERVISING CONTRACT



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Facility Staffing Levels: Maintenance, Custodial, and Grounds Care

National survey provides benchmarks for FTEs per square foot.

OTHER PARTS OF THIS ARTICLE

Pt. 1: This Page

Pt. 2: Survey: Facility Staffing Levels for Office, Educational, Government, and Health Care Buildings

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Check out updated statistics for staffing levels in the fnPrime "Facility Staffing Report." Average staff sizes for maintenance, janitorial, grounds and security positions are broken out by seven facility types, square footage and operating budget.

fnPrime members can access the report for free here.

Non-members can either join the membership or purchase the report separately for $29 here.

One way to evaluate whether a facility management department is understaffed is to look at the staffing practices of comparable organizations.

us staffing levels for maintenance, custodial, and grounds care workers in terms of square feet or square acres per full time equivalent (FTE) employees.

That information was drawn from answers to three staffing questions in Building Operating Management's annual FM Pulse survey. Those three questions were:

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• What is your staffing level for maintenance in square foot per full time equivalent employees (sq.ft./FTE)?

• What is your staffing level for custodians in square foot per full time equivalent employees (sq.ft./FTE)?

• What is your staffing level for grounds care in acres per full time equivalent employees (sq.ft./FTE)?

Nationally, the median number of square feet per FTE for the maintenance staff is 50,000; 22 percent of respondents reported that they outsourced the function. For custodians, the median is 28,000 square feet per FTE; 62

acres per FTE; 82 percent said they used outsourcing for to handle grounds care. (The median is the middle point in a set of data; half of the responses are above it and half are below it.)

The responses revealed very wide variations in the practices of different facility management departments. There are many reasons that staffing levels differ from one organization to another. One is the level of cleaning that is acceptable in the space; the definition of “clean” varies among different organizations. Another has to do with the nature of the space involved. For example, custodial services can be provided more efficiently, in terms of square feet covered by a single FTE, in a 500,000 square foot high rise than in a K-12 system that offers pre-kindergarten in a variety of small spaces.

To help facility managers zero in on practices of comparable buildings, this report breaks down the responses by ten different types of facilities: owner-occupied commercial office, multitenant commercial office, higher education, K-12 systems, health care, hospitality, federal government, state government, municipal government, and retail. Even within those segments, however, there are significant variations in staffing levels. Once again, the variations are explained in part by the different ways that the facilities are used and the different expectations that organizations have for their facilities.

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Thus, in reviewing the data from the survey, it's important to pay at least as much attention to the range of responses as to the medians.

The FM Pulse survey was conducted by email by Facilitiesnet.com, the online home of Building Operating Management and Facility Maintenance Decisions magazines. We received 1,925 responses to the survey from August through October 2017.

Next

CONTINUE READING: FM STAFFING

1 Facility Staffing Levels: Maintenance, Custodial, and Grounds Care

2 Survey: Facility Staffing Levels for Office, Educational, Government, and Health Care Buildings

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Item

City Council Regular

Date:	05/12/2025
Title:	City Administrator Performance Review
Presented by:	Chris Kukulski, City Administrator
Department:	City Hall Administration
Presentation:	No
Legal Review:	No
Project Number:	N/A

RECOMMENDATION

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

ALTERNATIVES

City Council may:

- Approve; or,
- Not Approve

FISCAL EFFECTS

Attachments

1st quarter 2025 Goals and Objectives

Billings Adopted Goals and Objectives 2025-2030 (Nov. 2024)
1st Quarter Update

April 25, 2025

Vision: The Magic City - A diverse welcoming community where people prosper, and business succeeds.

Core Values:

- Collaboration: We commit to provide opportunities to achieve common goals through positive communications and interaction with individuals, and with public and private organizations.
- Integrity: Through accessibility and transparency, we earn the trust of the community to which we are responsible.
- Service: We deliver services with courtesy and respect while meeting our customers' needs.
- Stewardship: We plan and manage resources effectively, responsibly, and efficiently.

Mission: To deliver cost effective public services that enhance our community's quality of life.

Goal #1: Improve the safety of Billings for all citizens

Objectives:

A. Reduce Violent Crime
   - Continued to utilize data-based policing to disrupt and deter violent crime.
   - Continued to utilize targeted policing to disrupt and deter violent crime and criminal activity.
   - Maintained community collaboration and engagement.

B. Reduce escalation of domestic violence
   - Continued support for Family Justice Center.
   - Increased DV training for officers.
   - This is a long-term objective, and we are working now with partner agencies to establish a baseline to measure from going forward. (BPD, YCSO, YCAO, YWCA, MBCC).

C. Reduce repeat victimization by the same or different offender
   - This is a long-term objective, and we are working now with partner agencies to establish a baseline to measure from going forward. (BPD, YCSO, YCAO, YWCA, MBCC).

D. Reduce property crime
   - Utilized data-based policing to support focused patrols and hot-spot policing.

E. Reduce the number of kids in the juvenile justice system through legislative action
   - HB 191 was signed by the governor April 7, 2025, and will go into effect October 1. This bill provides for a new criminal offense of endangering the welfare of a child when a person commits an assault against a partner or family member in the presence of a child less than 18 years of age.
   - Statistically, 25% of children today will witness domestic violence in their lifetime. Once we determine the general number of child witnesses in Billings, we should see a gradual decline in delinquency filings within about 5 years, according to the Family Justice Alliance.

F. Reduce gaps in mental health services for victims/children through legislative action
   - By creating a new class of victims through HB 191, child witnesses will now be eligible for crime victim services, including mental health counseling, which is funded by the state. This was one of the major secondary benefits of passing that legislation.

G. Reduce/eliminate victim self-harm, suicide and overdoses
   - Continued CIT (Crisis Intervention Training) for officers.
   - Continued partnership and information sharing with ODMAP (Overdose Map Program).
   - This is a long-term objective, and we are working now with partner agencies to establish a baseline to measure from going forward. (BPD, YCSO, YCAO, YWCA, MBCC, RIVERSTONE).

H. Reduce/eliminate intimate partner homicide
   - Maintained community collaboration on violence reduction strategies.
   - Continued to promote risk and protective factors at individual and community levels.
   - This is a long-term objective, and we are working now with partner agencies to establish a baseline to measure from going forward. (BPD, YCSO, YCAO, YWCA, MBCC, RIVERSTONE).

I. Maintain code enforcement compliance rate of 90% or higher
   - Continue to implement proactive nuisance property abatement procedures to efficiently increase neighborhood safety – Ongoing.
   - Continue progression of the multi-discipline, multi-jurisdictional nuisance property team to improve neighborhoods – Continuing to meet quarterly and addressing critical nuisance properties.
   - Implement graffiti reduction program – Started 2024 and shared report with City Council in early 2025. Planning both City property maintenance again in summer 2025 as well as continuing private property and other agency property (MDT) cleanups and murals.
   - Propose ordinance amendments – Ongoing with amendments already approved by Council in 2024 and 2025.

- Conduct 10 or more community outreach programs increasing community awareness of city codes – Staff has attended task force meetings on demand and presented at service clubs by invitation or outreach. These practices will continue with data reporting on this activity in the next quarterly report.
- Increase web, social media-based, neighborhood task force presence and information sharing on CE activities and seasonal concerns to improve compliance – Instituted a CE Blog post on the CE website in 2024 that is updated monthly with topics and information.
- Achieve division and individual staff development/training through AACE accreditations – Training process started in early 2025.

J. Enhance downtown safety
- Developed scope of work for the transportation master plan.
- Construction of ADA ramps and concrete work began for downtown 2-way restoration.
- Continued and enhanced officer presence.
- Maintained community and business engagement.

K. Enhance traffic safety, increase traffic law compliance, and reduce traffic accidents
- Continuing design of Safe Routes to School projects for 2025, including pedestrian crossings.
- Preparing grant application for Transportation Alternatives funding for Safe Routes to School projects.
- Developed missing sidewalk project inventory and readying for bidding and construction.
- Requested proposals for design of Rimrock Road from 62nd Street to 54th Street West.
- Engineering is preparing a striping plan for Street/Traffic to improve safety on Babcock Boulevard.
- Preparing Division Street signal timing plan anticipating for implementation after downtown 2-way restoration is complete.
- Developed scope of work for Safe Streets for All 2025 design package.
- Improved public safety by adding stop signs along Custer Ave. between 19th & 17th St W and striping Gleneagles.
- Replaced over 100 stop signs, primarily due to our reflectivity program, ensuring visibility and high reflectivity.
- Currently replacing cracked, faded, and non-reflective engineering-grade signs on Broadwater — started at Division and are now past 10th St W.
- Upgrading faded signs with high prismatic paper printed in-house, covered with a UV anti-graffiti film that has a 15-year warranty against fading, extending the signs' lifespan.
- In full swing applying heat tape to improve the life and reflectivity of pavement markings.

- Airport Police issued 75 traffic and parking warnings and citations.
- Utilized data-based policing to target problematic areas.

L. Improve quality and resilience of medical response services
- Ongoing discussions with Riverstone Health to reimplement CRU.
- Nearing Final Draft of AMR Agreement/Working with City Legal. Also working on a draft proposal to update a very dated city ordinance.
- Discussions with Intermountain Health to help with county wide EMS.
- Initial discussions with both hospitals to form a Community Paramedicine partnership to decrease call recidivism.
- Added equipment to increase cardiac care capabilities.
- Updated protocols to better meet state and national standards.
- State influence at the Board of Medical Examiners (BOME).

Goal #2: Sustain and Upgrade Critical Infrastructure

Objectives:

A. Expand capacity and improve resiliency of water system
- Completed construction of 36-inch water transmission main from King Avenue South toward new west end water plant.
- Began construction of a 20-inch water main along 58th Street West to provide redundancy to the west end of Billings.

B. Increase the number of airport passengers
- Participated in American Assn. of Airport Executives (AAAE) Aviation Issues Conference to help set our airport professional organization's legislative priorities for 2025.
- Conducted Alaska Airlines network planning team on-line air service development meeting.
- Approximately 60,000 seats have been added for 2025. United Airlines, Alaska, America, have added flights to Denver, Chicago, Portland and Seattle.
- Opened construction bids on BIL Runway 7-25 Reconstruction and Extension project.
- Participated in the Mead & Hunt Air Service Development Conference to meet with nine air carrier representatives.

C. Increase BIL's air cargo nationwide position
- Participated in the 2025 ACI-NA Air Cargo Conference to meet with air cargo carriers.
- BIL is now the 55th busiest cargo airport in US up from 63 in 2022.

D. Optimize efficiency of the transportation system
- Grand Avenue from 43rd to 62nd – Added to Urban System in 2023. Adding project to Federal funding priority list with MDT/FHWA now, PCC action in April 2025.

- Complete transportation corridors analysis and outreach – Reporting to Council on progress at the April 21st Work Session.
- Implement safe routes to school, traffic calming, intersection capacity improvements, missing sidewalks and other projects to improve safety and quality of transportation network – Planning/MPO working with Public Works in multiple capacities – TPA Grants, SS4All Grant, SRTS programmed projects in CIP. Working through Council inaction of 2025 Pedestrian Bicycle Plan Update regarding future grant and funding opportunities for multi-modal projects to serve the community.

E. Build and upgrade effective storm sewer system

- Completed construction of 54-inch storm drain piping along Wicks Lane that improves existing drainage along Bitteroot Drive and serves future growth in that area. Water quality is improved through a new water quality unit prior to discharge to the Yellowstone River.
- Began construction of water Intake #2 at the Yellowstone River to improve water intake resiliency and ensure a reliable source of water during winter conditions and flood conditions.
- Completed installation of a pressure-reducing valve at Voelker Pump Station that will allow all properties east of the BBWA to be supplied by the Hesper Water Treatment Plant if needed. This includes the ability to serve the Heights from the Hesper Water Treatment Plant.
- Water Reclamation Facility Staff were recognized in Treatment Plant Operator Magazine for outstanding performance.
- Stormwater system maintenance efforts are ongoing including clearing drains, ponds, and ditches to remove debris and sediment from the system to improve its efficiency.
- Stormwater system repairs have been made to areas damaged by storm events, increasing system's capacity to handle more water.

Goal #3: Foster Economic Vibrancy through Quality Designed Neighborhoods and Business Districts

Objectives:

A. Stimulate infill and redevelopment

- Continue application of the 2021 Zoning Code – Completed last schedule set of amendments in February 2025 since adoption.
- Implement the 2023 Montana Land Use Planning Act – Contract executed with Orion Planning and Design in March and process moving forward. Statutory deadline is May 2026.
- Continue to implement Infill Policy and review policy strategies – Staff continues to use Policy in evaluating applications and projects but there is no staff capacity currently to review or update policy strategies.

- In partnership with architects, builders, developers and private and public utility providers, host education opportunities to make redevelopment in the downtown core less intimidating and more understandable – Launched listening session with development community in late 2024. Ongoing, but staff capacity and 2025 Legislative Session has limited activity in this area in Spring 2025.

B. Improve multi-modal transportation system
   - In the first quarter of 2025, MET Transit ridership continued to see significant growth; total ridership for the quarter was 142,438 which constitutes a growth of 26.6% compared to the same quarter in 2024.
   - MET staff continued to collaborate with other departments to improve multimodal connections including participating on various committees as well as taking direct action, including working with the MPO and planning to better integrate trails and bike system information into the MET Transit travel training program.
   - Complete two-way street conversion – Construction 2025.
   - Complete road diet on Montana Avenue – Coordinating with MDT on improvements, but no exact timeline determined.
   - Complete multi-use path installation along 6th Avenue North to connect Heights and Downtown areas – Not started.
   - Examine improvements to 4th Avenue North and 6th Avenue North to meet safety and redevelopment goals – Not started.
   - Continue implementing Complete Streets Policy – 2025 Policy Report underway with ROI analysis on multi-modal infrastructure being added to effort.
   - Safe Routes to Schools Phase I and Phase II – Projects underway in 2025 and 2026 per CIP, SS4All Grant, TAP Grant.
   - Complete transportation corridors analysis and outreach.

C. Update subdivision regulations
   - Completed late 2024.

D. Update neighborhood plans
   - Neighborhood Planner will advance neighborhood plan updates – Position is currently being advertised with expectation to fill by May 2025.
   - Completing West End and Heights in 2025.

E. Develop new land use plan and future land use map of Billings
   - Contract executed with Orion Planning and Design in March and process moving forward. Statutory deadline is May 2026.

F. Develop housing strategies to address strengthening and stabilizing neighborhoods
   - Support HomeFront's development of a housing strategy – Schedule unknown.
   - Ensure housing strategy aligns with the housing outcomes of Montana Land Use Planning Act and 2025 Consolidated Plan – Built into City Contract for this project.

- Include housing support programs in 2025-2029 Consolidated Plan for CDBG and HOME programs – Included in Con Plan draft that will be approved by Council in April 2025.
- Support resource and program expansion to address housing needs and neighborhood stabilization – The PCSD Director recommends Council set aside Contingency funds in FY26 to research applicability of a city housing/community innovations team (field trips to other communities, research and gather information).

G. Determine application of cost-of-service study findings
   - City staff, Councilmembers and consultants met most recently in March and will meet in April to advance this.

H. Determine economic development, land use and infrastructure to serve Skyway Drive and the Billings bypass
   - Underway in conjunction with Montana Land Use Planning Act work, IBLS/Hwy 3 area plan. Property owner meetings concluded in early April, Council, BSED and staff meeting set for mid-April.

Goal #4: Provide Exceptional Educational, Recreational, and Cultural Services and Amenities

Objectives:

A. Activate parks and public spaces
   - Apply CPTED principles in parks – Using limited CDBG funds in eligible parks in FY25 and FY26.
   - Continue phased implementation of CPTED principles in South Park, Pioneer Park, other parks – Need Council FY26 Budget allocation as was done in FY24.
   - Build new pool and community center in South Park – Entering contract with consultant to support expansion of SBBURD in 2025 to help fund this effort.
   - Established Adopt-A-Park at Phipps and Swords Park.
   - Contracted to install ADA concrete sidewalks through Centennial dog park.
   - New Safe Routes to School sidewalks under contract for construction in Rose Park.
   - Coulson Park improvements at parking lot and boat ramp/launch areas, restrooms, shade structure, picnic tables, and fire pit.
   - Implemented CPTED with new solar lights at North Park.

B. Maximize useful life of parks, recreation, and trail assets
   - Lillis Park Trail under contract for repairs and new asphalt paving.
   - Coulson Park improvements at parking lot and boat ramp/launch areas.
   - Repaired and re-installed pump station at Castle Rock Park.
   - Demo and removal of old handball courts at North Park as advised in CPTED analysis.
   - Commenced replacement of Sacajawea playground.

- South Park basketball courts (southern courts) resurfacing.
- North Park basketball courts resurfacing.
- North Park tennis courts repurposed for pickleball courts.

C. Maximize neighborhood plans

D. Increase trail network
- Plans are underway to connect missing trail segments across the city, making our trail system easier to use.
- Contracted to install ADA concrete sidewalks through Centennial dog park.
- New Safe Routes to School sidewalks under contract for construction in Rose Park.
- Lillis Park trail under contract for repairs and new paving.
- In design phase of Big Ditch Trail from Rim Rock West (1/5 mile).

E. Increase recreation participation
- In partnership with School District #2, the Recreation Division assumed the organization and coordination of the Middle School instructional sports program (6-8 grade) for boys' basketball, girls' basketball, and girls' volleyball, providing activities for an additional 173 middle school students.
- Expanded the Adult Coed Volleyball League from 24 to 28 teams to enroll teams on the waiting list.
- Spring Break Camps are offered for youth during School District #2 spring break, March 3-7 focusing on the arts, gametime play and martial arts.
- During the first 10 days of April, over 1,600 participants have registered for our summer camps, programs, and activities.
- Successfully negotiated and secured public private partnership (PPP) of two sheet ice facility through signed MOU and Lease.
- Completing design and beginning construction for critical infrastructure to serve the Amend Park Recreation Campus to add Ice and courts facilities.

F. Create a 5-year growth plan for the Billings Public Library
- Demonstrate the Library's impact and value.
- Inform the framework for long-term growth.
- Engage stakeholders in shaping the Library's future.
- Support transparency and accountability.

Goal #5: Cultivate a High-Performance Organization

Objectives:

A. Refine the City's vision, mission, core values
- Team of 8 volunteers across the city are rewriting the core value descriptions. Their work will be presented to the HPO (~50 mid and upper-level managers across the city) this quarter.

- Launched HPO team meetings to improve communications, train and improve collaboration across the organization. The group will meet a minimum every other month.

B. Strengthen citizen trust through effective communication and transparency
   - Conducted public polling and confirmed community support for the residential plowing program.
   - Enhanced the snow plowing communication plan by increasing progress update frequency and ensuring residents stay informed on contractor locations and progress.
   - Implemented resident-driven changes to plowing operations, prioritizing school zones and hospitals.
   - Proactively communicated about flood risk due to drastic temperature increase shortly after major snowstorm.
   - Conducted the Billings Air Service Development Community meeting (more than 100 public participants) to keep the community informed on investments in air service development to increase commercial passenger flight opportunities at BIL.
   - Designed and implemented a new Parks and Recreation mobile app which became available for download on March 20th for both Apple and Android users.
   - In discussions with DBA to utilize one of their Placer Al licenses to gather park usage data. Among other benefits, it will aid us in justifying what projects we do and when.
   - Developing a Parks Sponsorship program.

C. Digitize records for proper storage, organization and retrieval.
   - Digitized, filed (into Questys) and disposed of a significant number of essential records including 124 boxes of work orders, 83 boxes of site plans, 87 boxes of SIDs (Special Improvement District), 74 boxes of RIDs (Rural Improvement District), and 268 administrative files.

D. Increase city general fund reserves to 33% of GF expenditures, less capital.
   - The City of Billings is projected to add to the reserves in Fiscal Year 2025, primarily through the sale of old City Hall. Much of this will be used to pay down the lease financing associated with New City Hall. But for the lease payment associated with this financing, the proposed FY2026 budget will include an addition to the General Fund Balance of $100k-$200k.