

**\*\*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](http://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](http://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](http://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](mailto: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](mailto:bohlmand@billingsmt.gov), or at 406.657.8210, with any questions.



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

**CITY COUNCIL  
REGULAR BUSINESS MEETING**

**AGENDA  
FEBRUARY 23, 2026**

**5:30 P.M.**

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

**CALL TO ORDER:** Mayor Nelson

**PLEDGE OF ALLEGIANCE:** Mayor Nelson

**INVOCATION:** Councilmember Neese

**ROLL CALL:** Councilmembers present on roll call were: ☐ Shaw, ☐ Nicholson, ☐ Neese, ☐ Pitman, ☐ Aguirre,  
☐ Kennedy, ☐ Aspenlieder, ☐ Lindley, ☐ Boyett, ☐ O'Donnell

**MINUTES:** February 9, 2026

**COURTESIES:**

**PROCLAMATIONS:**

**COUNCIL REPORTS:**

**ADMINISTRATOR REPORTS - CHRIS KUKULSKI**

**PUBLIC COMMENT on "NON-PUBLIC HEARING" Agenda Items: 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:** None

**B.**

|    | Name             | Board/Commission                  | Term     |          |
|----|------------------|-----------------------------------|----------|----------|
| 1  | No Applications  | Animal Control Board*             | 02/09/26 | 12/31/28 |
| 2  | Lindsay Stilwell | Animal Control Board              | 02/09/26 | 12/31/29 |
| 3  | No Applications  | Animal Control Board              | 02/09/26 | 12/31/29 |
| 4  | Chuck Tooley     | Aviation & Transit Board*         | 02/09/26 | 12/31/28 |
| 5  | No Applications  | Billings Parking Board*           | 02/09/26 | 12/31/26 |
| 6  | Mitchell Bohn    | Billings Parking Board            | 02/09/26 | 12/31/29 |
| 7  | Denise Joy       | Board of Adjustments              | 02/09/26 | 12/31/29 |
| 8  | No Applications  | Board of Adjustments              | 02/09/26 | 12/31/29 |
| 9  | No Applications  | Board of Appeals                  | 02/09/26 | 12/31/29 |
| 10 | No Applicatons   | Community Development - Low Mode  | 02/09/26 | 12/31/29 |
| 11 | Tally Monteau    | Public Art Committee -- NADC Rep. | 02/09/26 | TBA*     |

- \*1 Unexpired term of John Scheuering
- \*4 Unexpired term of Denis Pitman
- \*5 Unexpired term of Jarod Greenwood

TBA\* - Three of the founding members of this committee will be assigned three-year terms; the other four will be assigned four-year terms.

- C. **Agreements** with Billings Public Schools and Billings Catholic Schools for School Resource Officer (SRO) Program.
- D. **Annual Renewal** for Mimecast critical protection email security services.
- E. **2026 MET Transit Human Services Transportation Coordination Plan Update.**
- F. **2026 MET Public Transit Agency Safety Plan Update.**
- G. **Donation** to Library from various donors to purchase books and library programming.
- H. **Donation** to Parks, Recreation and Public Lands from Mark Nicholson for the Youth and Senior Scholarship Fund.
- I. **Donation** to Parks, Recreation and Public Lands from Scheels for the Youth and Senior Scholarship Fund.
- J. **Donation** to Police Department from Yellowstone County DUI Task Force for purchase of preliminary breath testers.
- K. **Resolution** authorizing the filing and acceptance of Transit grant funds.
- L. **Bills for the Weeks of:**
  - 1. January 20, 2026
  - 2. January 27, 2026
  - 3. February 2, 2026

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

#### **SPECIAL PRESENTATIONS:**

##### **ANNUAL REPORT:**

- Planning and Community Services

#### **REGULAR AGENDA:**

- 2. **PUBLIC HEARING AND RESOLUTION** setting Building, Electrical, Plumbing, Mechanical, and Fire System Permit Fees. Staff recommends approval.

**Recommended Motion:** Having conducted a public hearing, considered written and spoken public testimony, I move to approve a resolution setting Building, Electrical, Plumbing, Mechanical, and Fire System Permit Fees, as recommended by staff.

- 3. **PUBLIC HEARING AND RESOLUTION** approving and adopting FY2026 Budget Amendments. Staff recommends approval.

**Recommended Motion:** Having conducted a public hearing, considered written and spoken public testimony, I move to approve a resolution approving and adopting FY2026 budget amendments, as recommended by staff.

**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:**

**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](mailto:bohlmand@billingsmt.gov), 72 hours prior to the meeting date.*

~~~~~

**\* Quasi-Judicial** -- *Caution must be exercised concerning any potential ex parte communications with interested parties. This policy-making body may exercise approval or other adjudication authority which is "judicial" because it directly affects the legal rights of a person.*

**City Council Regular Business Meeting****Meeting Date:** 02/23/2026**TITLE:** Boards & Commissions Appointments**PRESENTED BY:** Chris Kukulski, City Administrator**Department:** City Hall Administration**Presentation:** No**Legal Review:** No**Project Number:** N/A

---

**RECOMMENDATION**

Mayor Nelson recommends that the City Council confirm the appointments to the following boards and commissions that are vacant.

|    | Name             | Board/Commission                  | Term     |          |
|----|------------------|-----------------------------------|----------|----------|
| 1  | No Applications  | Animal Control Board*             | 02/09/26 | 12/31/28 |
| 2  | Lindsay Stilwell | Animal Control Board              | 02/09/26 | 12/31/29 |
| 3  | No Applications  | Animal Control Board              | 02/09/26 | 12/31/29 |
| 4  | Chuck Tooley     | Aviation & Transit Board*         | 02/09/26 | 12/31/28 |
| 5  | No Applications  | Billings Parking Board*           | 02/09/26 | 12/31/26 |
| 6  | Mitchell Bohn    | Billings Parking Board            | 02/09/26 | 12/31/29 |
| 7  | Denise Joy       | Board of Adjustments              | 02/09/26 | 12/31/29 |
| 8  | No Applications  | Board of Adjustments              | 02/09/26 | 12/31/29 |
| 9  | No Applications  | Board of Appeals                  | 02/09/26 | 12/31/29 |
| 10 | No Applicatons   | Community Development - Low Mode  | 02/09/26 | 12/31/29 |
| 11 | Tally Monteau    | Public Art Committee -- NADC Rep. | 02/09/26 | TBA*     |

\*1 Unexpired term of John Scheuering

\*4 Unexpired term of Denis Pitman

\*5 Unexpired term of Jarod Greenwood

TBA\* - Three of the founding members of this committee will be assigned three-year terms; the other four will be assigned four-year terms.

**EXECUTIVE SUMMARY**

N/A

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

The Mayor is requesting that the City Council confirm appointments for the Board and Commission positions that are vacant due to unfilled vacancies.

**FISCAL EFFECTS**

The proposed action has no financial impact.

**STAKEHOLDERS**

N/A

**ALTERNATIVES**

Council may:

- Confirm the proposed appointments; or
  - Not confirm the appointments.
-

**City Council Regular Business Meeting**

**Meeting Date:** 02/23/2026

**TITLE:** Agreements with Career Center and Billings Central High, High School and Middle School Resource Officers (SROs)

**PRESENTED BY:** Rich St. John, Police Chief

**Department:** Police

**Presentation:** No

**Legal Review:** Not Applicable

**Project Number:** N/A

---

**RECOMMENDATION**

Staff Recommends that the City Council approve the SRO Program Agreements with Billings Public Schools and Billings Catholic Schools.

**EXECUTIVE SUMMARY**

This item requests City Council approval of two Agreements for the School Resource Officer (SRO) Program with Billings Public Schools and Billings Catholic Schools for the period of July 1, 2025 through June 30, 2026. The agreements continue a long-standing collaborative program that enhances school safety through the placement of eight SROs and clearly define program objectives, roles, financial responsibilities, and termination provisions. Participating school partners will reimburse the City \$429,967, offsetting approximately 59% of the total program cost. Approval maintains continuity of the SRO program and avoids the City absorbing the full cost or modifying the program.

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

The City of Billings, Billings Public Schools, and more recently, Billings Catholic Schools, have enjoyed a 30 year history with the School Resource Officer (SRO) program. The attached Agreements make provisions for program objectives, guidelines, financial consideration and for terminating the agreements. The Agreements are for the period of July 1, 2025 to June 30, 2026. The SRO Program is a collaborative effort by certified law enforcement officers, educators, students, parents, and the community, to offer a liaison program in the schools to reduce crime, drug abuse, violence, and provide a safe school environment. The program also provides networking, public relations, and relationship building among the City, Police Department, the School District, and the community. The City Council is being asked to approve two separate Agreements. One combined Billings Catholic Schools (BCS) and Billings School District 2 (BSD2) for a shared (1) SRO, and the second with BSD2 for seven (7) SRO's. The total amount would be \$429,967.

These contracts are typically executed in late June or early July. However, execution was delayed this year due to the police labor contracts not being finalized, which was necessary to accurately calculate the agreed-upon pay increase.

**FISCAL EFFECTS**

The approximate total cost for the SRO positions is \$732,616. Billings Public Schools and Billings Catholic Schools will make a payment of \$429,967 (59%) to help offset salary and benefit costs for the eight officers.

**STAKEHOLDERS**

**ALTERNATIVES**

City Council may:

- Approve the Agreements for the SRO Program; or,
- Not Approve the Agreements for the SRO Program. If not approved, City would have to absorb \$429,967 currently paid by BSD2 and BCS and/or modify or eliminate the program.

---

**Attachments**

Agreement with Career Center & Catholic Schools

Agreement with School District for Middle, Elementary, & High Schools

---





**SCHOOL RESOURCE OFFICER PROGRAM AGREEMENT**  
**BILLINGS PUBLIC SCHOOLS AND BILLINGS CATHOLIC SCHOOLS**

**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**"; **BILLINGS PUBLIC SCHOOLS** of 415 N 30<sup>th</sup> St, Billings, Montana 59101, hereinafter referred to as "**SCHOOL DISTRICT**"; AND **BILLINGS CATHOLIC SCHOOLS** of 3 Broadwater Ave, Billings, Montana 59101, collectively the "**PARTIES**."

**WHEREAS**, the **PARTIES** recognize that the School Resource Officer program has enjoyed a thirty-year history within the **CITY**, beginning with a limited pilot project at Billings West High School implemented by the Westend Community-Oriented Policing team, and has enjoyed an excellent relationship with the schools;

**WHEREAS**, the **PARTIES** desire to provide clarification of expectations, minimize confusion, and provide for consistency between officers, school administration, and **CITY** officials.

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:** This **AGREEMENT** identifies each **PARTY'S** roles, duties, and responsibilities pertaining to the School Resource Officer program.
2. **EFFECTIVE DATE:** This **AGREEMENT** is effective July 1, 2025, and will terminate on June 30, 2026.
3. **SCOPE OF WORK:** The expectations of the Parties and duties of the Billings Police Officers working as School Resource Officers (**SROs**) are outlined in Exhibit A, attached hereto, and by this reference made a part hereof. The **CITY** will provide one **SRO** for the following two schools - Billings Career Center and Billings Central High School.
4. **INDEMNIFICATION:** The **SCHOOL DISTRICT** shall provide, at its own expense, adequate liability insurance coverage. The **SCHOOL DISTRICT** shall defend, indemnify, and hold harmless the **CITY**, its officers, agents, representatives, and employees (including the **SROs**) from any and all claims, demands, suits, losses, damages, liability, or expenses (including but not limited to reasonable attorney fees, consultant and expert fees, and court costs) to the extent caused by or arising from the negligence, recklessness, or intentional misconduct of the **SCHOOL DISTRICT**, its trustees, employees, agents,

representatives, or volunteers. **SCHOOL DISTRICT** will give the **CITY** prompt, written notice of any claim subject to the foregoing indemnity. **SCHOOL DISTRICT** will, at its own expense, cooperate with the **CITY** in its defense or settlement of the claim. Should the **CITY** be required to bring an action against the **SCHOOL DISTRICT** to assert its right to defense or indemnification under this **AGREEMENT** or under the **SCHOOL DISTRICT's** applicable insurance policies required below, the **CITY** shall be entitled to recover from the **SCHOOL DISTRICT** reasonable costs and attorney fees incurred in asserting its right to indemnification or defense but only if a court of competent jurisdiction determines that the **SCHOOL DISTRICT** was obligated to defend the claim(s) or was obligated to indemnify the **CITY** for a claim(s) or any portion(s) thereof. The obligations above shall survive termination of this Agreement and the services performed hereunder.

The **BILLINGS CATHOLIC SCHOOLS** shall provide, at its own expense, adequate liability insurance coverage. The **BILLINGS CATHOLIC SCHOOLS** shall defend, indemnify, and hold harmless the **CITY**, its officers, agents, representatives, and employees (including the **SROs**) from any and all claims, demands, suits, losses, damages, liability, or expenses (including but not limited to reasonable attorney fees, consultant and expert fees, and court costs) to the extent caused by or arising from the negligence, recklessness, or intentional misconduct of the **BILLINGS CATHOLIC SCHOOLS**, its trustees, employees, agents, representatives, or volunteers. **BILLINGS CATHOLIC SCHOOLS** will give the **CITY** prompt, written notice of any claim subject to the foregoing indemnity. **BILLINGS CATHOLIC SCHOOLS** will, at its own expense, cooperate with the **CITY** in its defense or settlement of the claim. Should the **CITY** be required to bring an action against the **BILLINGS CATHOLIC SCHOOLS** to assert its right to defense or indemnification under this **AGREEMENT** or under the **BILLINGS CATHOLIC SCHOOLS'** applicable insurance policies required below, the **CITY** shall be entitled to recover from the **BILLINGS CATHOLIC SCHOOLS** reasonable costs and attorney fees incurred in asserting its right to indemnification or defense but only if a court of competent jurisdiction determines that the **BILLINGS CATHOLIC SCHOOLS** was obligated to defend the claim(s) or was obligated to indemnify the **CITY** for a claim(s) or any portion(s) thereof. The obligations above shall survive termination of this Agreement and the services performed hereunder.

The **CITY** shall provide, at its own expense, adequate liability insurance coverage. The **CITY** shall defend, indemnify, and hold harmless the **SCHOOL DISTRICT**, its trustees, agents, employees, and representatives from any and all claims for loss or damage to property or injury or death to persons, arising from the negligent or wrongful acts or omissions of the **CITY**, its Council Members, Mayor, employees (including the **SROs**), agents, or representatives. The **CITY's** duties under this Provision 4 Indemnification are conditioned upon: (a) the

**SCHOOL DISTRICT** promptly notifying the **CITY** in writing of the claim; (b) the **CITY** having sole control of the defense of the lawsuit and all negotiations for its settlement or compromise; (c) the **SCHOOL DISTRICT** cooperating with the **CITY** and, if requested by the **CITY**, providing reasonable assistance at the **SCHOOL DISTRICT's** sole expense in the defense or settlement of the claim.

The **CITY** shall provide, at its own expense, adequate liability insurance coverage. The **CITY** shall defend, indemnify, and hold harmless the **BILLINGS CATHOLIC SCHOOLS**, its trustees, agents, employees, and representatives from any and all claims for loss or damage to property or injury or death to persons, arising from the negligent or wrongful acts or omissions of the **CITY**, its Council Members, Mayor, employees (including the **SROs**), agents, or representatives. The **CITY's** duties under this Provision 4 Indemnification are conditioned upon: (a) the **BILLINGS CATHOLIC SCHOOLS** promptly notifying the **CITY** in writing of the claim; (b) the **CITY** having sole control of the defense of the lawsuit and all negotiations for its settlement or compromise; (c) the **BILLINGS CATHOLIC SCHOOLS** cooperating with the **CITY** and, if requested by the **CITY**, providing reasonable assistance at the **BILLINGS CATHOLIC SCHOOLS'** sole expense in the defense or settlement of the claim.

5. **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.
6. **PAYMENT:** In return for services provided by the **SRO**, the **SCHOOL DISTRICT** will pay the **CITY** the sum of ninety-one thousand five hundred seventy-seven dollars (\$91,577) to cover the salary and benefits for an entry level officer for 12 months. Payment shall be made no later than five business days from execution of the contract by the **SCHOOL DISTRICT**. **BILLINGS CATHOLIC SCHOOLS** shall reimburse the **SCHOOL DISTRICT** the sum of \$91,577 for the **SRO**.
7. **INSURANCE:** The **SCHOOL DISTRICT** and **BILLINGS CATHOLIC SCHOOLS** shall each maintain in good standing the insurance described in this Section. Before rendering any services under this **AGREEMENT**, the **SCHOOL DISTRICT** and **BILLINGS CATHOLIC SCHOOLS** shall furnish the **CITY** with proof of insurance in accordance with this Section.

The **SCHOOL DISTRICT** and **BILLINGS CATHOLIC SCHOOLS** shall provide the following insurance:

- Workers' compensation and employer's liability coverage as required by Montana law.

- Commercial general liability, including contractual liability assumed under an insured agreement and personal injury coverages in the minimum amount of \$750,000 per claim and \$1,500,000 per occurrence.

The limits required by this **AGREEMENT** can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies).

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.

The **SCHOOL DISTRICT** and **BILLINGS CATHOLIC SCHOOLS** 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. The **SCHOOL DISTRICT** and **BILLINGS CATHOLIC SCHOOLS** shall maintain workers' compensation insurance coverage for all members and employees of their business, except for those members who are exempted as independent contractors under the provisions of §39-71-401, MCA.

The **SCHOOL DISTRICT** and **BILLINGS CATHOLIC SCHOOLS** shall furnish the **CITY** with copies showing one of the following: **(1)** a binder for workers' compensation coverage by an insurer licensed and authorized to provide workers' compensation insurance in the State of Montana; or **(2)** proof of exemption from workers' compensation granted by law for independent contractors.

8. **COMPLIANCE WITH LAWS:** the **SCHOOL DISTRICT** and **BILLINGS CATHOLIC SCHOOLS** agree to comply with all federal, state, and local laws, ordinances, rules and regulations.
9. **NONDISCRIMINATION:**
  - A. The **SCHOOL DISTRICT** and **BILLINGS CATHOLIC SCHOOLS**, to the extent the laws apply to **BILLINGS CATHOLIC SCHOOLS**, 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. The **SCHOOL DISTRICT** and **BILLINGS CATHOLIC SCHOOLS** are, respectively, 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 the **SCHOOL DISTRICT** or **BILLINGS CATHOLIC SCHOOLS** subjects any subcontractors to the same provisions. In accordance with 49-3-207, MCA, and Executive Order No. 04-2016. The **SCHOOL DISTRICT** and **BILLINGS CATHOLIC SCHOOLS** agree 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 **SCHOOL DISTRICT** and **BILLINGS CATHOLIC SCHOOLS** 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 **SCHOOL DISTRICT** and **BILLINGS CATHOLIC SCHOOLS** agree 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 **SCHOOL DISTRICT** and **BILLINGS CATHOLIC SCHOOLS**, to the extent the laws apply to **BILLINGS CATHOLIC SCHOOLS**, 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 **SCHOOL DISTRICT**, **BILLINGS CATHOLIC SCHOOLS**, and any 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 **SCHOOL DISTRICT, BILLINGS CATHOLIC SCHOOLS**, and any subcontractor shall abide by the requirements of 41 CFR 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 **SCHOOL DISTRICT'S** or **BILLINGS CATHOLIC SCHOOLS'** legal duty to furnish information.

- C. The **SCHOOL DISTRICT** and **BILLINGS CATHOLIC SCHOOLS** will send to each labor union or representative of workers with which they have 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 **SCHOOL DISTRICT'S** and **BILLINGS CATHOLIC SCHOOLS'** 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 **SCHOOL DISTRICT** and **BILLINGS CATHOLIC SCHOOLS** shall comply with any and all reporting requirements that may apply to it that the **CITY** may establish by regulation. The **SCHOOL DISTRICT** and **BILLINGS CATHOLIC SCHOOLS** will send to each labor union or representative of workers with which they have 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 their 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.
- E. The **SCHOOL DISTRICT** and **BILLINGS CATHOLIC SCHOOLS**, to the extent the laws apply to **BILLINGS CATHOLIC SCHOOLS**, 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 **SCHOOL DISTRICT'S** or **BILLINGS CATHOLIC SCHOOLS**, to the extent the laws apply to **BILLINGS CATHOLIC SCHOOLS'**, 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 **PARTY** 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 **SCHOOL DISTRICT** and **BILLINGS CATHOLIC SCHOOLS**, to the extent the laws apply to **BILLINGS CATHOLIC SCHOOLS**, 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 any subcontractor or vendor of the **PARTY** under this **AGREEMENT**. The **SCHOOL DISTRICT** and **BILLINGS CATHOLIC SCHOOLS**, to the extent the laws apply to **BILLINGS CATHOLIC SCHOOLS**, 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 **SCHOOL DISTRICT** or **BILLINGS CATHOLIC SCHOOLS** becomes involved in, or is threatened with, litigation with any subcontractor or vendor as a result of such direction, the **SCHOOL DISTRICT** or **BILLINGS CATHOLIC SCHOOLS**, may request the United States to enter into such litigation to protect the interests of the United States.
- H. The **SCHOOL DISTRICT** and **BILLINGS CATHOLIC SCHOOLS**, to the extent the laws apply to **BILLINGS CATHOLIC SCHOOLS**, agree to post, in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
10. **DEFAULT AND TERMINATION:** Any **PARTY** may terminate this **AGREEMENT** upon sixty (60) days' written notice to the other **PARTY**. If this **AGREEMENT** is terminated by the **SCHOOL DISTRICT** or **BILLINGS CATHOLIC SCHOOLS**, then the full balance of the amount paid will be retained by the **CITY**. If the **AGREEMENT** is terminated by the **CITY**, then the pro-rated balance of the amount paid will be refunded to the **SCHOOL DISTRICT** who will reimburse Billings Catholic Schools with its portion. The pro-rated balance will be based on the total number of school days of the school year and the number of school days remaining after the date of termination of the **AGREEMENT**.



Both **PARTIES** will cooperate to complete any investigations and to participate in any court or disciplinary proceedings which extend beyond the termination of this **AGREEMENT**.

The non-defaulting **PARTY** may bring suit for damages, specific performance, and any other remedy provided by law. These remedies are cumulative and not exclusive. Use of one remedy does not preclude use of the others.

11. **NOTICES:** All requests, notices, payments, demands, authorizations, directions, consents, waivers or other documents required or permitted under this **AGREEMENT** shall be in writing and shall be delivered in person to, or deposited postage prepaid and return receipt requested in the registered or certified mails of the United States, addressed to:

**The City of Billings at:**

City of Billings Police Department  
Chief of Police  
P. O. Box 1554  
Billings, MT 59103

**To Billings Public Schools at:**

Superintendent, Billings Public Schools,  
Lincoln Center, 415 North 30th Street  
Billings, MT 59101

**To Billings Catholic Schools at:**

President  
Billings Catholic Schools  
P.O. Box 31158  
Billings, MT 59107

Notice is deemed given upon receipt.

12. **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 Montana Thirteenth Judicial District Court, Yellowstone County.
13. **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**, the **SCHOOL DISTRICT**, and the **BILLINGS CATHOLIC SCHOOLS**, 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 stricken provision.

14. **SUCCESSORS AND ASSIGNS:** No **PARTY** shall assign, transfer or encumber any rights, duties or interests accruing from this **AGREEMENT** without the written consent of all other **PARTIES**.

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

**BILLINGS PUBLIC SCHOOLS**

**ATTEST:**

\_\_\_\_\_  
Dr. Erwin Garcia, Superintendent

\_\_\_\_\_  
Daniela Walsh, Clerk of the District

**CITY OF BILLINGS**

**ATTEST:**

\_\_\_\_\_  
Mike Nelson, Mayor

\_\_\_\_\_  
Denise Bohlman, City Clerk

APPROVED BY:

**BILLINGS CATHOLIC SCHOOLS**

\_\_\_\_\_  
Andrew McDonald, President

APPROVED AS TO FORM AND CONTENT:



---

City Attorney's Office

---

Attorney for Billings Public Schools



## EXHIBIT A

### SCOPE OF WORK

The **PARTIES** agree that it is mutually beneficial for Billings Police Officers to be assigned as **School Resource Officers (SROs)** to elementary, middle schools, and high schools within the **CITY**.

#### 1. **SELECTION AND FINANCIAL CONSIDERATION**

One (1) officer will be selected by means of a joint selection committee, comprised of three (3) representatives from the **SCHOOL DISTRICT** who will be appointed by the Superintendent of Schools and the President of the Billings Catholic Schools (BCS), and three (3) representatives from the Billings Police Department who will be appointed by the Billings Chief of Police. The Selection Committee will make recommendations to the Chief of Police. While the Chief of Police will duly consider the Committee's recommendations, selection of each SRO is within the sole discretion of the Chief of Police.

Both schools will provide a private office, office furnishings, telephone, a computer, and any other necessary office supplies to the **SRO** for his/her use in the school. The School District (Career Center) will also provide reimbursement for any required police equipment, including radios and a motorized vehicle to the **SRO** needed for completion of duties. The Police Department will provide to its **SROs** any required police equipment, including but not limited to radios and motorized and non-motorized vehicles.

#### 2. **PARTNERSHIP WITH BILLINGS CATHOLIC SCHOOLS**

The **PARTIES** agree that twenty (20%) percent of the Career Center **SRO** time will be used to provide services to BCS. The **PARTIES** further agree that BCS will reimburse the School District for twenty (20) percent of all costs incurred under this **AGREEMENT**. Reimbursement will be made by BCS to the School District within thirty (30) days of the date of the **SCHOOL DISTRICT'S** payment. The School District is responsible for assessing BCS for its share of the SRO and related costs under this **AGREEMENT**.

#### 3. **PROGRAM ASSESSMENT**

**SROs**, School Administration for the respective elementary, middle and/or high schools, and the assigned Police Supervisor will meet at the beginning of each school year to set the goals and objectives of the **SRO** for the respective school.

An assessment mechanism will be developed jointly that will be used to determine the effectiveness of the **SRO** program. The School Resource Officer Program will be assessed annually, and the evaluation will be conducted jointly by the **PARTIES**. Quarterly and year end meetings will be held to determine progress and to make adjustments as needed.

The following topics, at a minimum, will be used to evaluate the program:

- ◆ Success of established goals and objectives.
- ◆ An internal survey of high school administration, faculty and student council members, primarily concerning perceptions of safety and security.
- ◆ Traditional police-citizen contacts (warnings, citations, arrests, FIRs, etc.).
- ◆ Non-traditional police-citizen contacts (meetings attended, problem areas addressed, student or family interviews, etc.).
- ◆ Surrounding neighborhood feedback and reaction to police efforts to address issues concerning the schools and students.
- ◆ Accomplishment of tasks agreed upon as part of any work plan written in conjunction with the Principal.

In addition, each officer's effectiveness in the program will be evaluated at the end of each school term. The **SCHOOL DISTRICT** administration, through the Superintendent or designee, will provide input into the evaluation, including information regarding and supporting any dissatisfaction. This input may include a recommendation to the Chief of Police that the officer not be assigned to that school the following year. The Chief of Police will seriously consider the evaluation and the input of the Superintendent when assigning an officer to a building, and will make a good faith effort to address any concerns raised. Ultimately, however, the final decision on which officer will be assigned as an **SRO** and where is within the sole discretion of the Police Chief.

#### **4. RESPONSIBILITIES**

The **SROs'** primary responsibility is to maintain law and order in the schools and to insure that the students and faculty have a safe, secure, and drug free educational environment. As such, the **SROs** investigate criminal cases involving youth, maintain order through the enforcement of local, state and federal laws, recover stolen property, bring perpetrators to justice, and support school administration in enforcing the conduct policies of the Billings Public Schools. As law enforcement officers, **SROs** must comply with the federal and state constitutions, laws, and **CITY** policies and procedures.

The **SRO** will be responsible for carrying out his/her duties at the assigned schools. The **SRO** shall/are:

- a) Provide friendly contact between the Police Department and the **CITY's** youth. Provide students, faculty and staff, and families the opportunity to meet and interact with a police officer in a non-confrontational setting. Many people, especially our young people, do not often get the chance to learn about who the officers are "behind the badge". This program provides the opportunity for the officer to serve as a role model as well as a resource and a mentor to students.
- b) Provide assistance and information-sharing concerning problems and issues affecting the schools and students.
- c) Educate children regarding personal rights and responsibilities, the role of laws, courts, and police in society, and other law-enforcement related topics. However, **SROs** shall not give legal advice to students, families, or school employees.
- d) Provide children education and protection from alcohol and drugs, gangs, molestation, involvement with older law violators, and other harmful influences.
- e) Investigate cases involving juveniles and use of effective alternatives to court whenever possible.
- f) Prevent crime or delinquent behavior by juveniles within the areas of assignment.
- g) Increase safety and security of the school's students, faculty, staff, and visitors.
- h) Assist in problem solving and liaise with affected neighborhoods surrounding the schools.
- i) encouraged to be a part of student groups and school staff when requested, and to work as a team with school administration for the betterment of students and the school and neighborhood environment as a whole.
- j) encouraged to work extracurricular activities as requested by the school administrator. It is recognized by the **PARTIES** that these assignments provide further opportunities for crime prevention and crime detection. The

**SRO** will not be used as a replacement security officer for off-duty/special duty assignments. If security is needed at special events, the **SCHOOL DISTRICT** is encouraged to employ its own security personnel or contract with a private security provider. All work outside of school hours shall be approved by the assigned Police Department Supervisor in advance and will be consistent with the federal and state wage and hour laws and the collective bargaining agreement. The cost of any overtime will be the responsibility of the **CITY** of Billings. The **SCHOOL DISTRICT** shall provide documentation to the **CITY** of Billings regarding any additional hours, if requested.

- k) expected to keep the school principal or his designee informed about law enforcement action which occurs on school property and/or which may involve a student unless the information cannot be released pursuant to the Montana Criminal Justice Information Act. The **CITY** and **SCHOOL DISTRICT** agree to cooperate with each other during their respective investigations.
  - l) expected to attend all training, meetings, and appointments assigned by the Police Department. It is recognized that some of these will conflict with officer availability at the school during normal school hours. These conflicts will be minimized as much as possible, but the potential exists that such requirements will take precedence over school presence. The **SROs** shall strive to keep the school principal or designee informed about such absences as appropriate on a need to know basis.
- The **SROs** shall coordinate closely with the school Principals on all matters and seek guidance, permission, and advice as to any actions or activities that are not law enforcement. The Principal has the primary responsibility for education and maintaining discipline at the school, and the **SRO** is there to assist the Principal as the Principal determines is necessary. In so doing, the **SRO** shall be the designee of the Principal in maintaining the safety of the physical plant of the school, which includes but is not limited to the building(s), ground(s), parking lot(s), locker(s) and other public school property. The Principal and **SRO** will develop a system of record-keeping by which the **SRO** logs and shares information that is relevant to school administration's management of the school.
  - **SROs** will not be involved in ordinary school discipline, UNLESS it will prevent a disruption and/or situation that places someone at risk of imminent and serious harm. Disciplining students is a **SCHOOL DISTRICT** responsibility, and only when the Principal (or designee) and the **SRO** agree that **SRO** assistance is needed to maintain a safe and proper school environment will the Principal request such assistance and the **SRO** provide it. The **SRO** program is not

intended to be a substitute for or relieve the school administrators of their responsibility for maintenance of discipline and good order in the schools.

- The **SCHOOL DISTRICT** shall provide training regarding school policies and procedures.

## 5. TRANSPORTING STUDENTS

**SROs** shall not transport students in Police Department vehicles except:

- a) When the student is a victim of a crime, under arrest, or some other emergency circumstances exist; or
- b) When a student is suspended and/or sent home from school pursuant to school disciplinary actions, if the student's parent/guardian/caretaker has refused or is unable to pick up the child within a reasonable time period and the student is disruptive/disorderly and his or her continued presence on campus is a threat to the safety and welfare of other students or school personnel. The student's parent/guardian/caretaker will be notified of this transportation prior to it occurring; or
- c) At the request of a parent/guardian/caregiver with approval of the principal, under exigent circumstances.

Prior to transporting any student, school administration and/or the **SRO** must determine that the student's parent/guardian/caregiver is at the destination to which the student is being transported. **SROs** shall not transport students in their personal vehicles.

**SROs** shall notify school administration prior to removing a student from campus.

## 6. EMPLOYMENT, TRAINING, ETC.

**SROs** are employees of the **CITY'S** Police Department and are subject to the administration, supervision, and control of the **CITY**. **SROs** are police officers assigned as Uniform Patrol Officers of the Operations Division of the Billings Police Department and are subject to the chain of command of the Police Department. **SROs** are not employees or agents of the **SCHOOL DISTRICT**, and no employee or agent of the **SCHOOL DISTRICT** shall be deemed an employee or agent of the **CITY**. **SROs** are police officers and not school teachers, school administrators, school counselors, school officials, or other school employee.

**SROs** are “non-exempt” employees covered by the federal Fair Labor Standards Act and the Montana Wage and Hour laws. Wages, benefits, and other terms and conditions of employment comply with those laws, the **CITY** employment contract, and the current collective bargaining agreement between the Montana Federation of Public Employees, Billings Police Officers Local 7769 and the **CITY**.

**SROs** are governed by the rules, policies, shifts, schedules, procedures and practices of the Billings Police Department and the **CITY** of Billings, under the supervision of an assigned Sergeant.

If the **SRO** is absent from work, the **SRO** shall notify the **CITY** of Billings in accordance with its usual protocols and the Principal of the school to which the **SRO** is assigned. If during the **SRO** absence an incident arises that requires police involvement, the **SCHOOL DISTRICT** shall notify the Police Department who shall provide an officer to respond to the incident.

It is the intent of the **PARTIES** that the **SRO** duty hours shall conform to the school day. Duty assignment in the summer months, when school is not in session, will be under the direction of the Police Operations Commander. **SROs** may also be required to work regular police duty assignments at other times when school is not in session, when so directed by the Police Operations Commander.

## **7. ACCESS TO EDUCATION RECORDS**

School administration shall allow SROs to inspect and copy any public records maintained by the school to the extent allowed by law and constitution. School administration and the SRO may share information and provide assistance to each other concerning problems and issues affecting the schools to the extent allowed by law and constitution.

If confidential information in a student’s record is needed in an emergency to protect the health and safety of the student or other individuals, school administration may disclose to the **SRO** that information which is needed to respond to the emergency situation based on the seriousness of the threat to someone’s health or safety, the need for the information to meet the emergency, and the extent to which time is of the essence. The **SRO** shall not disclose that information to anyone else except as allowed by law.

If the **SRO** requests confidential student records or information, but no emergency exists, the information may only be released to the **SRO** as allowed



by law, constitution, and policy. Directory information, as defined by FERPA and policy, is not confidential and is available to the **SROs**.



**SCHOOL RESOURCE OFFICER PROGRAM AGREEMENT**  
**BILLINGS ELEMENTARY SCHOOLS, MIDDLE SCHOOLS AND HIGH SCHOOLS**

**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**"; **BILLINGS PUBLIC SCHOOLS** of 415 N 30<sup>th</sup> St, Billings, Montana 59101, hereinafter referred to as "**SCHOOL DISTRICT**", collectively the "**PARTIES**."

**WHEREAS**, the **PARTIES** recognize that the School Resource Officer program has enjoyed a thirty-year history within the **CITY**, beginning with a limited pilot project at Billings West High School implemented by the Westend Community-Oriented Policing team, and has enjoyed an excellent relationship with the schools;

**WHEREAS**, the **PARTIES** desire to provide clarification of expectations, minimize confusion, and provide for consistency between officers, school administration, and **CITY** officials.

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:** This **AGREEMENT** identifies each **PARTY'S** roles, duties, and responsibilities pertaining to the School Resource Officer program.
2. **EFFECTIVE DATE:** This **AGREEMENT** is effective July 1, 2025, and will terminate on June 30, 2026.
3. **SCOPE OF WORK:** The expectations of the Parties and duties of the Billings Police Officers working as School Resource Officers (**SROs**) are outlined in Exhibit A, attached hereto, and by this reference made a part hereof. The **CITY** will provide three **SROs** across six middle schools, one **SRO** for one elementary school, and three **SROs** across three high schools (Skyview, Senior, West).
4. **INDEMNIFICATION:** The **SCHOOL DISTRICT** shall provide, at its own expense, adequate liability insurance coverage. The **SCHOOL DISTRICT** shall defend, indemnify, and hold harmless the **CITY**, its officers, agents, representatives, and employees (including the **SROs**) from any and all claims, demands, suits, losses, damages, liability, or expenses (including but not limited to reasonable attorney fees, consultant and expert fees, and court costs) to the extent caused by or arising from the negligence, recklessness, or intentional misconduct of the **SCHOOL DISTRICT**, its trustees, employees, agents, representatives, or volunteers. **SCHOOL DISTRICT** will give the **CITY** prompt,

written notice of any claim subject to the foregoing indemnity. **SCHOOL DISTRICT** will, at its own expense, cooperate with the **CITY** in its defense or settlement of the claim. Should the **CITY** be required to bring an action against the **SCHOOL DISTRICT** to assert its right to defense or indemnification under this **AGREEMENT** or under the **SCHOOL DISTRICT's** applicable insurance policies required below, the **CITY** shall be entitled to recover from the **SCHOOL DISTRICT** reasonable costs and attorney fees incurred in asserting its right to indemnification or defense but only if a court of competent jurisdiction determines that the **SCHOOL DISTRICT** was obligated to defend the claim(s) or was obligated to indemnify the **CITY** for a claim(s) or any portion(s) thereof. The obligations above shall survive termination of this Agreement and the services performed hereunder.

The **CITY** shall provide, at its own expense, adequate liability insurance coverage. The **CITY** shall defend, indemnify, and hold harmless the **SCHOOL DISTRICT**, its trustees, agents, employees, and representatives from any and all claims for loss or damage to property or injury or death to persons, arising from the negligent or wrongful acts or omissions of the **CITY**, its Council Members, Mayor, employees (including the **SROs**), agents, or representatives. The **CITY's** duties under this Provision 4 Indemnification are conditioned upon: (a) the **SCHOOL DISTRICT** promptly notifying the **CITY** in writing of the claim; (b) the **CITY** having sole control of the defense of the lawsuit and all negotiations for its settlement or compromise; (c) the **SCHOOL DISTRICT** cooperating with the **CITY** and, if requested by the **CITY**, providing reasonable assistance at the **SCHOOL DISTRICT's** sole expense in the defense or settlement of the claim.

5. **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.
6. **PAYMENT**: In return for services provided by the **SRO**, the **SCHOOL DISTRICT** will pay the **CITY** the sum of three hundred thirty-eight thousand three hundred ninety dollars (\$338,390).
7. **INSURANCE**: The **SCHOOL DISTRICT** shall maintain in good standing the insurance described in this Section. Before rendering any services under this **AGREEMENT**, the **SCHOOL DISTRICT** shall furnish the **CITY** with proof of insurance in accordance with this Section.

The **SCHOOL DISTRICT** shall provide the following insurance:

- Workers' compensation and employer's liability coverage as required by Montana law.

- Commercial general liability, including contractual liability assumed under an insured agreement and personal injury coverages in the minimum amount of \$750,000 per claim and \$1,500,000 per occurrence.

The limits required by this **AGREEMENT** can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies).

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.

The **SCHOOL DISTRICT** 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. The **SCHOOL DISTRICT** shall maintain workers' compensation insurance coverage for all members and employees of their business, except for those members who are exempted as independent contractors under the provisions of §39-71-401, MCA.

The **SCHOOL DISTRICT** shall furnish the **CITY** with copies showing one of the following: **(1)** a binder for workers' compensation coverage by an insurer licensed and authorized to provide workers' compensation insurance in the State of Montana; or **(2)** proof of exemption from workers' compensation granted by law for independent contractors.

8. **COMPLIANCE WITH LAWS:** the **SCHOOL DISTRICT** agrees to comply with all federal, state, and local laws, ordinances, rules and regulations.

9. **NONDISCRIMINATION:**

- A. The **SCHOOL DISTRICT** 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. The **SCHOOL DISTRICT** 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 the **SCHOOL DISTRICT** subjects any subcontractors to the same provisions. In accordance with 49-3-207, MCA, and Executive Order No. 04-2016. The **SCHOOL DISTRICT** 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 **SCHOOL DISTRICT** 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 **SCHOOL DISTRICT** 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 **SCHOOL DISTRICT** 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 **SCHOOL DISTRICT** and any 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 **SCHOOL DISTRICT** and any subcontractor shall abide by the requirements of 41 CFR 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 **SCHOOL DISTRICT'S** legal duty to furnish information.

- C. The **SCHOOL DISTRICT** will send to each labor union or representative of workers with which they have 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 **SCHOOL DISTRICT'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 **SCHOOL DISTRICT** shall comply with any and all reporting requirements that may apply to it that the **CITY** may establish by regulation. The **SCHOOL DISTRICT** will send to each labor union or representative of workers with which they have 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 their 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.
- E. The **SCHOOL DISTRICT** 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 **SCHOOL DISTRICT'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 **PARTY** 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 **SCHOOL DISTRICT** 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 any subcontractor or vendor of the **PARTY** under this **AGREEMENT**. The **SCHOOL DISTRICT** 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 **SCHOOL DISTRICT** becomes involved in, or is threatened with, litigation with any subcontractor or vendor as a result of such direction, the **SCHOOL DISTRICT**, may request the United States to enter into such litigation to protect the interests of the United States.

H. The **SCHOOL DISTRICT** agrees to post, in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non- discrimination clause.

10. **DEFAULT AND TERMINATION:** Any **PARTY** may terminate this **AGREEMENT** upon sixty (60) days' written notice to the other **PARTY**. If this **AGREEMENT** is terminated by the **SCHOOL DISTRICT**, then the full balance of the amount paid will be retained by the **CITY**. If the **AGREEMENT** is terminated by the **CITY**, then the pro-rated balance of the amount paid will be refunded to the **SCHOOL DISTRICT**. The pro-rated balance will be based on the total number of school days of the school year and the number of school days remaining after the date of termination of the **AGREEMENT**.

Both **PARTIES** will cooperate to complete any investigations and to participate in any court or disciplinary proceedings which extend beyond the termination of this **AGREEMENT**.

The non-defaulting **PARTY** may bring suit for damages, specific performance, and any other remedy provided by law. These remedies are cumulative and not exclusive. Use of one remedy does not preclude use of the others.

11. **NOTICES:** All requests, notices, payments, demands, authorizations, directions, consents, waivers or other documents required or permitted under this **AGREEMENT** shall be in writing and shall be delivered in person to, or deposited postage prepaid and return receipt requested in the registered or certified mails of the United States, addressed to:

**The City of Billings at:**

City of Billings Police Department  
Chief of Police  
P. O. Box 1554  
Billings, MT 59103

**To Billings Public Schools at:**



Superintendent, Billings Public Schools,  
Lincoln Center, 415 North 30th Street  
Billings, MT 59101

Notice is deemed given upon receipt.

12. **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 Montana Thirteenth Judicial District Court, Yellowstone County.
13. **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 **SCHOOL DISTRICT**, 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 stricken provision.
14. **SUCCESSORS AND ASSIGNS:** Neither the **CITY** nor the **SCHOOL DISTRICT** shall assign, transfer or encumber any rights, duties or interests accruing from this **AGREEMENT** without the written consent of the other.

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

**BILLINGS PUBLIC SCHOOLS**

**ATTEST:**

\_\_\_\_\_  
Dr. Erwin Garcia, Superintendent

\_\_\_\_\_  
Daniela Walsh, Clerk of the District

**CITY OF BILLINGS**

**ATTEST:**

\_\_\_\_\_  
Mike Nelson, Mayor

\_\_\_\_\_  
Denise Bohlman, City Clerk



APPROVED AS TO FORM AND CONTENT:

---

City Attorney's Office

---

Attorney for Billings Public Schools

## EXHIBIT A

### SCOPE OF WORK

The **PARTIES** agree that it is mutually beneficial for Billings Police Officers to be assigned as **School Resource Officers (SROs)** to elementary, middle schools, and high schools within the **CITY**.

#### 1. SELECTION AND FINANCIAL CONSIDERATION

One (1) officer will be selected by means of a joint selection committee, comprised of three (3) representatives from the **SCHOOL DISTRICT** who will be appointed by the Superintendent of Schools and three (3) representatives from the Billings Police Department who will be appointed by the Billings Chief of Police. The Selection Committee will make recommendations to the Chief of Police. While the Chief of Police will duly consider the Committee's recommendations, selection of each SRO is within the sole discretion of the Chief of Police.

Both schools will provide a private office, office furnishings, telephone, a computer, and any other necessary office supplies to the **SRO** for his/her use in the school. The School District will also provide reimbursement for any required police equipment, including radios and a motorized vehicle to the **SRO** needed for completion of duties. The Police Department will provide to its **SROs** any required police equipment, including but not limited to radios and motorized and non-motorized vehicles.

#### 2. PROGRAM ASSESSMENT

**SROs**, School Administration for the respective elementary, middle and/or high schools, and the assigned Police Supervisor will meet at the beginning of each school year to set the goals and objectives of the **SRO** for the respective school. An assessment mechanism will be developed jointly that will be used to determine the effectiveness of the **SRO** program. The School Resource Officer Program will be assessed annually, and the evaluation will be conducted jointly by the **PARTIES**. Quarterly and year end meetings will be held to determine progress and to make adjustments as needed.

The following topics, at a minimum, will be used to evaluate the program:

- ◆ Success of established goals and objectives.

- ◆ An internal survey of high school administration, faculty and student council members, primarily concerning perceptions of safety and security.
- ◆ Traditional police-citizen contacts (warnings, citations, arrests, FIRs, etc.).
- ◆ Non-traditional police-citizen contacts (meetings attended, problem areas addressed, student or family interviews, etc.).
- ◆ Surrounding neighborhood feedback and reaction to police efforts to address issues concerning the schools and students.
- ◆ Accomplishment of tasks agreed upon as part of any work plan written in conjunction with the Principal.

In addition, each officer's effectiveness in the program will be evaluated at the end of each school term. The **SCHOOL DISTRICT** administration, through the Superintendent or designee, will provide input into the evaluation, including information regarding and supporting any dissatisfaction. This input may include a recommendation to the Chief of Police that the officer not be assigned to that school the following year. The Chief of Police will seriously consider the evaluation and the input of the Superintendent when assigning an officer to a building, and will make a good faith effort to address any concerns raised. Ultimately, however, the final decision on which officer will be assigned as an **SRO** and where is within the sole discretion of the Police Chief.

### 3. RESPONSIBILITIES

The **SROs'** primary responsibility is to maintain law and order in the schools and to insure that the students and faculty have a safe, secure, and drug free educational environment. As such, the **SROs** investigate criminal cases involving youth, maintain order through the enforcement of local, state and federal laws, recover stolen property, bring perpetrators to justice, and support school administration in enforcing the conduct policies of the Billings Public Schools. As law enforcement officers, **SROs** must comply with the federal and state constitutions, laws, and **CITY** policies and procedures.

The **SRO** will be responsible for carrying out his/her duties at the assigned schools. The **SRO** shall/are:

- a) Provide friendly contact between the Police Department and the **CITY's** youth. Provide students, faculty and staff, and families the opportunity to meet and interact with a police officer in a non-confrontational setting. Many people, especially our young people, do not often get the chance to learn about who the officers are "behind the badge". This program provides the

opportunity for the officer to serve as a role model as well as a resource and a mentor to students.

- b) Provide assistance and information-sharing concerning problems and issues affecting the schools and students.
- c) Educate children regarding personal rights and responsibilities, the role of laws, courts, and police in society, and other law-enforcement related topics. However, **SROs** shall not give legal advice to students, families, or school employees.
- d) Provide children education and protection from alcohol and drugs, gangs, molestation, involvement with older law violators, and other harmful influences.
- e) Investigate cases involving juveniles and use of effective alternatives to court whenever possible.
- f) Prevent crime or delinquent behavior by juveniles within the areas of assignment.
- g) Increase safety and security of the school's students, faculty, staff, and visitors.
- h) Assist in problem solving and liaise with affected neighborhoods surrounding the schools.
- i) encouraged to be a part of student groups and school staff when requested, and to work as a team with school administration for the betterment of students and the school and neighborhood environment as a whole.
- j) encouraged to work extracurricular activities as requested by the school administrator. It is recognized by the **PARTIES** that these assignments provide further opportunities for crime prevention and crime detection. The **SRO** will not be used as a replacement security officer for off-duty/special duty assignments. If security is needed at special events, the **SCHOOL DISTRICT** is encouraged to employ its own security personnel or contract with a private security provider. All work outside of school hours shall be approved by the assigned Police Department Supervisor in advance and will be consistent with the federal and state wage and hour laws and the collective bargaining agreement. The cost of any overtime will be the responsibility of the **CITY** of Billings. The **SCHOOL DISTRICT** shall provide

documentation to the **CITY** of Billings regarding any additional hours, if requested.

- k) expected to keep the school principal or his designee informed about law enforcement action which occurs on school property and/or which may involve a student unless the information cannot be released pursuant to the Montana Criminal Justice Information Act. The **CITY** and **SCHOOL DISTRICT** agree to cooperate with each other during their respective investigations.
  - l) expected to attend all training, meetings, and appointments assigned by the Police Department. It is recognized that some of these will conflict with officer availability at the school during normal school hours. These conflicts will be minimized as much as possible, but the potential exists that such requirements will take precedence over school presence. The **SROs** shall strive to keep the school principal or designee informed about such absences as appropriate on a need to know basis.
- The **SROs** shall coordinate closely with the school Principals on all matters and seek guidance, permission, and advice as to any actions or activities that are not law enforcement. The Principal has the primary responsibility for education and maintaining discipline at the school, and the **SRO** is there to assist the Principal as the Principal determines is necessary. In so doing, the **SRO** shall be the designee of the Principal in maintaining the safety of the physical plant of the school, which includes but is not limited to the building(s), ground(s), parking lot(s), locker(s) and other public school property. The Principal and **SRO** will develop a system of record-keeping by which the **SRO** logs and shares information that is relevant to school administration's management of the school.
  - **SROs** will not be involved in ordinary school discipline, UNLESS it will prevent a disruption and/or situation that places someone at risk of imminent and serious harm. Disciplining students is a **SCHOOL DISTRICT** responsibility, and only when the Principal (or designee) and the **SRO** agree that **SRO** assistance is needed to maintain a safe and proper school environment will the Principal request such assistance and the **SRO** provide it. The **SRO** program is not intended to be a substitute for or relieve the school administrators of their responsibility for maintenance of discipline and good order in the schools.
  - The **SCHOOL DISTRICT** shall provide training regarding school policies and procedures.

#### 4. TRANSPORTING STUDENTS

**SROs** shall not transport students in Police Department vehicles except:

- a) When the student is a victim of a crime, under arrest, or some other emergency circumstances exist; or
- b) When a student is suspended and/or sent home from school pursuant to school disciplinary actions, if the student's parent/guardian/caretaker has refused or is unable to pick up the child within a reasonable time period and the student is disruptive/disorderly and his or her continued presence on campus is a threat to the safety and welfare of other students or school personnel. The student's parent/guardian/caretaker will be notified of this transportation prior to it occurring; or
- c) At the request of a parent/guardian/caregiver with approval of the principal, under exigent circumstances.

Prior to transporting any student, school administration and/or the **SRO** must determine that the student's parent/guardian/caregiver is at the destination to which the student is being transported. **SROs** shall not transport students in their personal vehicles.

**SROs** shall notify school administration prior to removing a student from campus.

#### 5. EMPLOYMENT, TRAINING, ETC.

**SROs** are employees of the **CITY'S** Police Department and are subject to the administration, supervision, and control of the **CITY**. **SROs** are police officers assigned as Uniform Patrol Officers of the Operations Division of the Billings Police Department and are subject to the chain of command of the Police Department. **SROs** are not employees or agents of the **SCHOOL DISTRICT**, and no employee or agent of the **SCHOOL DISTRICT** shall be deemed an employee or agent of the **CITY**. **SROs** are police officers and not school teachers, school administrators, school counselors, school officials, or other school employee.

**SROs** are "non-exempt" employees covered by the federal Fair Labor Standards Act and the Montana Wage and Hour laws. Wages, benefits, and other terms and conditions of employment comply with those laws, the **CITY** employment contract, and the current collective bargaining agreement between the Montana Federation of Public Employees, Billings Police Officers Local 7769 and the **CITY**.



**SROs** are governed by the rules, policies, shifts, schedules, procedures and practices of the Billings Police Department and the **CITY** of Billings, under the supervision of an assigned Sergeant.

If the **SRO** is absent from work, the **SRO** shall notify the **CITY** of Billings in accordance with its usual protocols and the Principal of the school to which the **SRO** is assigned. If during the **SRO** absence an incident arises that requires police involvement, the **SCHOOL DISTRICT** shall notify the Police Department who shall provide an officer to respond to the incident.

It is the intent of the **PARTIES** that the **SRO** duty hours shall conform to the school day. Duty assignment in the summer months, when school is not in session, will be under the direction of the Police Operations Commander. **SROs** may also be required to work regular police duty assignments at other times when school is not in session, when so directed by the Police Operations Commander.

## **6. ACCESS TO EDUCATION RECORDS**

School administration shall allow SROs to inspect and copy any public records maintained by the school to the extent allowed by law and constitution. School administration and the SRO may share information and provide assistance to each other concerning problems and issues affecting the schools to the extent allowed by law and constitution.

If confidential information in a student's record is needed in an emergency to protect the health and safety of the student or other individuals, school administration may disclose to the **SRO** that information which is needed to respond to the emergency situation based on the seriousness of the threat to someone's health or safety, the need for the information to meet the emergency, and the extent to which time is of the essence. The **SRO** shall not disclose that information to anyone else except as allowed by law.

If the **SRO** requests confidential student records or information, but no emergency exists, the information may only be released to the **SRO** as allowed by law, constitution, and policy. Directory information, as defined by FERPA and policy, is not confidential and is available to the **SROs**.

**City Council Regular Business Meeting**

**Meeting Date:** 02/23/2026

**TITLE:** Approval of Annual Renewal for Mimecast Email Security Services â€” Critical Protection Tier

**PRESENTED BY:** Jeff Sprock, IT Director

**Department:** Information Technology

**Presentation:** No

**Legal Review:** No

**Project Number:** N/A

---

**RECOMMENDATION**

Approve the annual renewal of Mimecast email security services for the City of Billings at the Critical Protection service level for a one-year term at a cost not to exceed \$108,133.

**EXECUTIVE SUMMARY**

The City of Billings Information Technology Department requests approval to renew its Mimecast email security services at the Critical Protection service level. Email remains the City's primary communication platform and is the most common entry point for cybersecurity threats, particularly phishing, impersonation, and business email compromise. After evaluating available renewal options, IT staff determined that the Critical Protection tier provides the most effective mitigation of these risks while maintaining fiscal responsibility. This renewal continues the City's use of a proven and effective email security platform while enhancing protections against human-targeted attacks.

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

The City of Billings has used Mimecast for several years as its enterprise email security platform. Mimecast provides a secure email gateway and related services that filter spam, block malicious attachments and links, protect against impersonation and fraud attempts, and prevent users from accessing dangerous websites. These capabilities are critical to protecting City systems, data, employees, elected officials, and residents.

Last year, the City spent \$92,528 on Mimecast services. As part of the current renewal cycle, IT staff reviewed multiple service-level options provided through SHI, ranging from maintaining the current configuration to higher-tier protection levels. Cybersecurity threats have increasingly shifted toward social engineering and impersonation attacks that exploit human trust rather than technical vulnerabilities. The Critical Protection tier directly addresses this risk by strengthening defenses against business email compromise, executive impersonation, and fraudulent payment requests.

**FISCAL EFFECTS**

The quoted cost for the Mimecast Critical Protection renewal is \$108,133.31 for a one-year term. The City expects the final cost to be lower than this amount due to the planned removal of certain optional components that are no longer needed. The request before Council is for approval not to exceed \$108,133, with the final contract amount to be executed at a reduced cost once adjustments are finalized.

The increase over the prior year reflects enhanced protection against business email compromise and impersonation attacks, which are not included in the City's current service level. Funding for this expense is included in the Information Technology Department's approved budget.

**STAKEHOLDERS**

**ALTERNATIVES**

1. Approve the renewal as recommended
2. Do not approve the renewal

---

**Attachments**

SHI Quote

---



Pricing Proposal  
Quotation #: 27089115  
Created On: 1/23/2026  
Valid Until: 3/29/2026

## MT-City of Billings

### Loren Peterson

P.O. BOX 1178  
ATTN: IT  
Billings, MT 59103  
United States  
Phone: 406.657.3099  
Fax:  
Email: petersonl@billingsmt.gov

## Inside Account Executive

### Enrico Borromeo

290 Davidson Ave  
Somerset, NJ 08873  
Phone: 732-584-4466  
Fax:  
Email: enrico\_borromeo@shi.com

All Prices are in US Dollar (USD)

| Product                                                                                                                                                                                                                               | Qty | Your Price | Total       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------------|-------------|
| 1 DMARC Analyzer - T4 - Annual Subscription [Qty 1-5]<br>Mimecast - Part#: M_DMA-T4_1_A<br>Contract Name: OMNIA Partners IT Solutions, Products & Services<br>Contract #: 2024056-02<br>Coverage Term: 3/29/2026 – 3/28/2027          | 5   | \$1,784.97 | \$8,924.85  |
| 2 DMARC Analyzer - SPF Delegation<br>Mimecast - Part#: M_DMARC-SPF_1_A<br>Contract Name: OMNIA Partners IT Solutions, Products & Services<br>Contract #: 2024056-02<br>Coverage Term: 3/29/2026 – 3/28/2027                           | 1   | \$0.00     | \$0.00      |
| 3 Browser Isolation - Annual Subscription [Qty 250-999]<br>Mimecast - Part#: M_BROWSER-ISO_250_A<br>Contract Name: OMNIA Partners IT Solutions, Products & Services<br>Contract #: 2024056-02<br>Coverage Term: 3/29/2026 – 3/28/2027 | 925 | \$15.66    | \$14,485.50 |
| 4 Advanced Support<br>Mimecast - Part#: M_ADV-SP_1_A<br>Contract Name: OMNIA Partners IT Solutions, Products & Services<br>Contract #: 2024056-02<br>Coverage Term: 3/29/2026 – 3/28/2027                                             | 1   | \$7,309.71 | \$7,309.71  |
| 5 Critical Protection Cloud Gateway<br>Mimecast - Part#: M_CTRL-PRT-CG_250_A<br>Contract Name: OMNIA Partners IT Solutions, Products & Services<br>Contract #: 2024056-02<br>Coverage Term: 3/29/2026 – 3/28/2027                     | 925 | \$64.72    | \$59,866.00 |
| 6 Engage Cloud Gateway<br>Mimecast - Part#: M_ENG-CG_250_A<br>Contract Name: OMNIA Partners IT Solutions, Products & Services<br>Contract #: 2024056-02<br>Coverage Term: 3/29/2026 – 3/28/2027                                       | 925 | \$18.97    | \$17,547.25 |

|   |                                                                                                                                                                                                                     |   |          |              |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|----------|--------------|
| 7 | Configuration Assistance - Advanced BEC<br>Mimecast - Part#: M_LCSCA_ABEC_1_OO<br>Contract Name: OMNIA Partners IT Solutions, Products & Services<br>Contract #: 2024056-02<br>Coverage Term: 3/29/2026 – 3/28/2027 | 1 | \$0.00   | \$0.00       |
| 8 | Configuration Assistance for Engage<br>Mimecast - Part#: M_IMP-CAENG_1_OO<br>Contract Name: OMNIA Partners IT Solutions, Products & Services<br>Contract #: 2024056-02<br>Coverage Term: 3/29/2026 – 3/28/2027      | 1 | \$0.00   | \$0.00       |
|   |                                                                                                                                                                                                                     |   | Shipping | \$0.00       |
|   |                                                                                                                                                                                                                     |   | Total    | \$108,133.31 |

#### Additional Comments

Mimecast has a no returns policy.

Please Note: all MIMECAST maintenance/subscriptions are auto-renewed and require cancellation prior to 30 days of the executed renewal date

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

*The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.*

**City Council Regular Business Meeting****Meeting Date:** 02/23/2026**TITLE:** MET - 2026 Human Services Transportation Coordination Plan Update**PRESENTED BY:** Rusty Logan**Department:** Transit**Presentation:** No**Legal Review:** No**Project Number:** N/A**RECOMMENDATION**

Staff recommends City Council adopt the 2026 Billings Area Public Transportation Coordination Plan as recommended by the Human Services Transportation Coordination group.

**EXECUTIVE SUMMARY**

MET Transit is seeking adoption of the 2026 Human Services Public Transportation Coordination Plan to support ongoing coordinated service efforts in support of seniors, individuals with disabilities and low income populations; further, adoption of this plan supports MET Transit's compliance with State and Federal requirements governing the use of Section 5310 Federal Transit Administration Funds. While MET does not intend to apply for Section 5310 urban funds available in support of the 2026 plan due to all paratransit vehicles currently within usable life or already programmed for replacement, adoption of the plan by the lead agency board is a requirement of the program for the urbanized area. Further, this program also supports the allocation of State of Montana TransADE funds to MET Transit in support of public transportation for seniors and individuals with disabilities.

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

In accordance with 49 USC 5310 requirements, urbanized areas are required to develop and regularly update a Human Services Public Transportation Coordination Plan in order to apply for and utilize Section 5310 Federal Transit Administration funding provided in support of transportation for seniors, individuals with disabilities, and low-income populations; these funds are allocated annually to each urbanized area but are currently managed and awarded by the State of Montana. The State has designated the City of Billings MET Transit Division as the "lead agency" for the Billings Urban Area; this requires MET Transit to annually submit updated coordination and capital recommendations in the form of a coordination plan supporting funding and awards for both MET Transit and area agencies providing transportation. In previous years, the State accepted the recommendation of projects by the Coordination group as well as approved programming of recommended projects in the local Transportation Improvement Plan for grant application; however, with recent procedural changes, the State now requires the governing board of each agency as well as the transit system "lead-agency" board to adopt the area Public Transportation Coordination Plan prior to application and award of recommended projects. The plan, as recommended by the Coordination group is attached; this group meets in publicly advertised meetings to discuss ongoing transportation challenges and potential solutions in the Billings Urban Area as well as prioritize requested or recommended capital projects supported by 5310 funding. This program and related funding has historically been utilized to purchase MET Transit paratransit vehicles, vehicles for partner agencies, and updates to bus stop infrastructure. Total section 5310 funding available to the Billings urbanized area for the 2026 period is \$255,661, which requires a 20% local match. MET Transit was recently in receipt of an awarded section 5339(B) competitive grant to purchase eight (8) replacement paratransit vehicles, so MET has no need for replacement vehicles at this time; further, MET currently has additional federal funds marked for bus stop improvements and so recommended supporting area agency needs for vehicles as this year's priority, as indicated in the attached plan:

- Priority #1 - COR Enterprises: award of federal funds to purchase an ADA-accessible and non/ADA vehicles for client transport.
- Remaining urban 5310 funds will be carried forward for next year's capital application process to support future projects.

Further, the State of Montana application process now groups the annual 5310 fund application with the annual TransADE fund applications, requiring attachment of the adopted Coordination Plan for both programs. As indicated in the plan, this funding is utilized within MET-Plus paratransit operations to provide services beyond minimum ADA requirements, including providing "time and space" anywhere within City limits rides to paratransit eligible individuals. Without this funding, MET's ability to provide paratransit rides anywhere within City limits would be compromised.

**FISCAL EFFECTS**

The anticipated allocation of TransADE funding from the State of Montana to Billings MET Transit totals \$214,665.

### **STAKEHOLDERS**

The City of Billings, the State of Montana, the Federal Transit Administration, and local area agencies providing human services related transportation for seniors, individuals with disabilities, and low-income populations.

### **ALTERNATIVES**

City Council may:

- Approve the adoption of the 2026 Billings Area Public Transportation Coordination Plan as recommended ; or,
- Not Approve the adoption of the 2026 Billings Area Public Transportation Coordination Plan, potentially jeopardizing receipt of Federal Transit Administration 5310 funds and TransADE operational funds, and recommend to staff how to proceed.

---

### **Attachments**

2026 Transit Coordination Plan

---



BILLINGS AREA  
PUBLIC TRANSPORTATION  
COORDINATION PLAN

2026

## Table of Contents

|                                                              |    |
|--------------------------------------------------------------|----|
| INTRODUCTION .....                                           | 3  |
| Purpose .....                                                | 3  |
| Public Transit Sources of Funding and Eligible Projects..... | 3  |
| Goals .....                                                  | 4  |
| COORDINATION STRUCTURE .....                                 | 4  |
| Coordination Group .....                                     | 4  |
| Coordination Technical Advisory Committee .....              | 5  |
| AGENCIES INVOLVED.....                                       | 5  |
| Coordination Technical Advisory Committee Agencies.....      | 5  |
| Coordination Group Agencies.....                             | 7  |
| Other Identified Area Agencies.....                          | 8  |
| PARTICIPATING AGENCY FLEET STATUS.....                       | 10 |
| FUNDING AND 2026 CAPITAL ASSISTANCE PROJECTS .....           | 11 |
| TransADE.....                                                | 11 |
| Capital Assistance Projects for 2026.....                    | 11 |

## INTRODUCTION

### ***Purpose***

This coordination plan, as required by the Montana Department of Transportation and federal regulations, provides an overview of the structure and practices of the Billings Area Public Transportation Coordination Group and Technical Advisory Committee along with a summary of current and anticipated coordination efforts in the Billings, MT area including prioritized projects for the current funding cycle. Billings is the largest city in the state with a population of approximately 120,000 people (according to 2020 census counts) and covers a geographic area of over 43 square miles. Roughly, two-thirds of the city is located within the Yellowstone River valley with the remainder of the city located north of a sandstone cliff formation above the river valley; Billings is also in close proximity to a significant rail hub for the region (Laurel, MT) which presents a number of challenges regarding transportation where rail and vehicle traffic interact. Regarding demographics, according to 2018 census estimates, 22.7 percent of the population is under the age of 18 years while 18 percent is over the age of 65 years. Further, according to the same source, 9.1 percent of the population under the age of 65 presents with some form of disability. Approximately 11.1 percent of the population falls below the federal poverty level; the area's median household income is \$69,692 annually.

The Billings area is served by a variety of health care providers, human services organizations, senior services agencies, private transportation companies, and a single public transit operator. As transit funding is limited at the local, state, and federal levels, it is imperative entities within the Billings area coordinate transportation services and needs in order to maximize mobility for residents and minimize duplication of services.

The primary purpose of this plan is to refine existing methods and develop new strategies that increase mobility for seniors, individuals with disabilities, and low-income populations through public and stakeholder input. The identified strategies update the current Billings Area Public Transportation Coordination Plan and involve the public transit operator as well as other area agencies/entities. All area transportation and human services providers are welcome to participate in the group.

### ***Public Transit Sources of Funding and Eligible Projects***

The Federal Transit Administration (FTA) administers a variety of public grant programs across the nation. This coordinated plan focuses primarily upon those outlined in 49 U.S.C. 5310, but the public transit operator may also utilize other funding sources in support of goals outlined in this document. In regard to FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities, funding may be utilized for both traditional and non-traditional projects, as recommended by the Coordination Group and selected by the Technical Advisory Committee.

## **Goals**

The overall goal of this plan is for all providers listed in this coordination plan to work closely with each other and the lead agency, the City of Billings MET Transit, to:

1. Provide more effective transportation solutions for improvements to ridership, improved access to jobs, and reduced congestion.
2. Minimize duplication of services and ensure more efficient provision of transportation services and resources.
3. Identify transit best practices, enhancements, and human service transportation coordination projects which may help improve transportation services and coordination.
4. Identification and discussion of community needs and recommendations on how to best meet those needs.
5. Ensure adequate and appropriate outreach efforts including seeking participation from non-participating local agencies and entities who may not qualify to receive state or federal transportation funding.

As the lead agency, MET Transit is committed to including the following groups and organizations in the coordinated process:

1. Existing and potential transit riders including the general population, individuals, with disabilities, seniors, and low-income groups.
2. Area transportation planning agencies and transportation providers, including both private and non-profit entities.
3. Human services agencies.
4. Other public and private agencies which administer health and medical, employment, vocational rehabilitation, independent living, and other essential services.

## **COORDINATION STRUCTURE**

Management of the Coordination Plan is facilitated by the lead agency, MET Transit, in conjunction with other agencies and interested parties. In order to ensure efficient and effective group coordination and planning, the overall Coordination Plan will involve input from two distinct groups: the Transportation Coordination Group and the Coordination Technical Advisory Committee (TAC).

### ***Coordination Group***

The Coordination Group is composed of representatives from area agencies listed in this plan, as well as members of the public and any other interested groups. Coordination Group meetings are held at least once per quarter and open to the public with the meeting date, times, and locations published in accordance with the MET Transit Public Participation Plan. These meetings are intended to aid in determining the needs of and prioritizing solutions and services for transportation in the City of Billings area. Once needs and potential solutions are identified,

the Coordination Group will make recommendations on projects to be considered by the Coordination Technical Advisory Committee.

### ***Coordination Technical Advisory Committee***

The Coordination Technical Advisory committee is a five (5) member committee composed of representatives from area agencies responsible for providing services to the distinct groups identified in the Federal Regulations regarding section 5310 funding. Specifically, the group will include one representative each from agencies responsible for providing services to seniors, individuals with disabilities, and low-income populations; each representative should be an individual with the authority to recommend or make decisions regarding projects and transportation coordination within their respective agencies. The group will also include representation from the lead agency, MET Transit, as well as the Metropolitan Planning Organization (MPO). Agencies and members are as follows:

- Allies in Aging of Yellowstone County (formerly Adult Resource Alliance and Big Sky Senior Services)
- Riverstone Health/Healthy By Design
- COR Enterprises
- Billings Urbanized Area MPO
- City of Billings MET Transit

This group will meet at least once per quarter following the quarterly Coordination Group meetings to discuss and develop recommended projects. Identified projects will be assessed for feasibility, potential impacts, and overall effects on area transportation and coordination efforts; periodically, the CTAC may invite outside members directly involved in proposed projects to provide further information for or discussion on the identified project. Should multiple projects be identified and recommended which exceed available funds, the group will select and prioritize projects based upon majority consensus; application for these projects will then be submitted for funding. Prior to final recommendation and application for funding of projects, the CTAC will publish a public meeting notice and allow for public comment on selected projects.

## **AGENCIES INVOLVED**

### ***Coordination Technical Advisory Committee Agencies***

**MET Transit:** As MET Transit is the local designated recipient for Federal Transit Administration 5307 operating funds to provide public transit service, it serves as the lead agency in coordination efforts. MET has been providing public transportation since 1973 and currently provides both fixed-route and paratransit services. Paratransit is public transportation for individuals who are, due to a disability or other condition, unable to use the MET fixed-route service. Paratransit service was originally established in 1977 by Special Transportation, Inc, which was assumed by the City of Billings MET Transit in 1997 under the new designation of MET Special Transit; MET Transit has since renamed all operations under paratransit to MET-PLUS. Paratransit service meets the transportation needs of a broad spectrum of people who otherwise could not travel locally.

MET provides fixed-route and paratransit service from approximately 5:45 am to 8:15 pm, Monday through Friday and 8:00 am to 6:00 pm on Saturdays. MET serves any disability group, ambulatory and non-ambulatory, including seniors with disabling conditions. Provided rides include trips for employment, educational, medical, shopping and recreational and any other reason. MET coordinates with many different agencies, as well as the general public, to provide transportation within the City of Billings. Skilled nursing facilities and hospitals coordinate with MET for transportation when they are unable to provide rides to clients. Montana Medicaid and Allies in Aging both contract with MET to provide medically related transportation, as well as support for waiver services.

**Billings Urbanized Area Metropolitan Planning Organization:** The Billings Urbanized Area Metropolitan Planning Organization (MPO) oversees transportation planning for the Billings Urban Area. The urban area encompasses the City of Billings, as well as a planning area extending approximately 4.5 miles outside the city limits. The MPO prepares a Unified Planning Work Program (UPWP) each year that contains discussion of projects to undertake during the upcoming program year, including transit specific projects. The UPWP is supplemented by a five-year Transportation Improvements Plan (TIP). The TIP is a fiscal planning program for federally assisted highway and transit improvements for the Billings Urban Area. Every five (5) years, the MPO prepares an Urban Area Transportation Plan that assesses the transportation needs and recommends actions to address those needs. As the MPO exists as a requirement for both Federal Highway and Federal Transit funding in the small urban area and is directly involved in all aspects of area transportation, MPO involvement in coordination efforts is essential for addressing and planning for existing and future transportation needs.

**Allies in Aging** provides a comprehensive network of services that help older adults remain independent, connected, and supported. Our programs are designed to meet the diverse needs of seniors across Yellowstone County, ensuring access to nutrition, transportation, in-home care, financial protection, and meaningful community connection.

Their services include:

- **Nutrition Support**, offering community dining opportunities at multiple sites and home-delivered Meals on Wheels for older adults who are home-bound or facing food insecurity.
- **Benefits and Resource Navigation**, including Medicare, Social Security and Medicaid education and enrollment assistance.
- **Transportation Services**, providing non-emergency medical rides, community access rides, and volunteer-based transportation support.
- **In-Home Services**, such as personal care, homemaking, nursing medication setup, health checks, and caregiver support.
- **Financial and Protective Programs**, including representative payee services, guardianship, and elder abuse prevention and education.
- **Community Volunteer Programs**, connecting neighbors of all ages to meaningful service roles that strengthen independence and reduce isolation.

Together, these programs reflect our commitment to ensuring older adults experience dignity, safety, and belonging as they age well.

**Riverstone Health:** Riverstone Health was created in 2008 as a single identity that grew out of

the Yellowstone City-County Health Department. The foundation of their work has been Health, Education, Leadership and Protection (HELP). In their medical and dental clinics, they provide care to 20,000 patients each year. Through their Montana Family Medicine Residency they train doctors to help meet Montana's shortage of family medicine practice physicians and provide health services, such as WIC and Maternal Child Health, to help families and young children. They provide hospice services and focus efforts at preventing infectious diseases to make the whole community a safer and better place to live.

**COR Enterprises, Inc.:** COR was originally known as the Billings Sheltered Workshop and has been in operation since 1971; they provide vocational rehabilitation and developmental services for persons with disabilities. COR Enterprises services include Organizational Employment, Community Employment and Community Support Services. Aside from the Yellowstone County and Billings area, this agency also provides services in Musselshell, Big Horn, Carbon, Stillwater and Wheatland Counties.

COR Enterprises provides rides for their clients, primarily Monday through Saturday. The agency does provide rides on Sundays for special events and services needed by their clients. Most rides are provided between the hours of 7:00 am and 4:30 pm; however, several rides are also provided during evening hours depending on the client's needs. Transportation is provided for a variety of services, including employment, medical, shopping, and recreational purposes. COR Enterprises regularly coordinates with both the MET fixed-route buses and MET-PLUS. COR coordinates and provides transportation for clients from other agencies such as the PD Waiver Program, Developmental Disabilities and the SDMI Program. COR Enterprises has vehicles available through an individual agreement for other Human Services agencies, to use when COR is not using them.

### ***Coordination Group Agencies***

Listed below are providers who participate in the Coordination Group meetings and in the coordination of services.

**Billings Clinic:** Based in Billings, Billings Clinic is Montana's largest health care organization and serves a vast region covering much of Montana, northern Wyoming and the western Dakotas. Billings Clinic manages 11 Critical Access Hospitals and has other partnerships across the region. Affiliated hospitals are located throughout Montana and Wyoming. Billings Clinic is a physician-led, integrated multi-specialty group practice with a 304-bed hospital and a Level II trauma center. It also operates a number of clinics providing a full range of medical services. Billings Clinic's vision is to be a national leader in providing the best clinical quality, patient safety, service and value.

**Intermountain Health Care:** Intermountain Healthcare is based in Salt Lake City, Utah, and provides high-quality, affordable, and personalized healthcare to the people of Montana, Wyoming, Idaho, Nevada, Utah, Colorado, and Kansas. Intermountain Health delivers care by taking a proactive approach to help you stay well. As an innovative, nonprofit healthcare system, Intermountain invests back into improving the care they deliver. Intermountain

Healthcare has more than 63,000 employees, 385 clinics, and 33 hospitals. Locally, representatives from the Intermountain Healthcare St. Vincent Regional Hospital participate in coordination efforts.

**State of Montana DPHHS Developmental Disabilities Program (DDP):** The Montana Developmental Disabilities Program's central office is in Helena with regional offices in Billings, Glasgow, Great Falls and Missoula. DDP contracts with private, non-profit corporations to provide services across the lifespan for individuals who have developmental disabilities and their families. The focus of the program is to tailor care to the individual and provide it in as natural an environment as possible.

### ***Other Identified Area Agencies***

MET Transit has identified the following local area agencies who occasionally participate or may be interested in participating; contact was made via invites to the local coordination group.

|                                            |                                             |
|--------------------------------------------|---------------------------------------------|
| Advanced Care Hospital of Montana          | Northern Rockies Surgery Center             |
| Affinity at Billings                       | Prairie Tower Apartments                    |
| Aspen Grove                                | Rainbow House                               |
| Aspen Meadows                              | Residential Support Services                |
| Autumn Springs Assisted Living             | River Ridge Rehab & Nursing                 |
| AWARE                                      | Rocky Mountain College                      |
| Billings School District #2                | Rocky Mountain Home Care                    |
| Billings Yellow Cab Services               | Rocky Mountain Hospice                      |
| Blind & Low Vision Services                | S.T.E.P.                                    |
| Casmur Assisted Living                     | Sage Tower                                  |
| Central Court Village                      | The Springs at Grand Park – Assisted Living |
| City Cab                                   | St. John's Lutheran Ministries              |
| Eagle Cliff Manor                          | Skyline Heights Nursing and Rehab           |
| Edgewood Vista                             | Starnier Gardens                            |
| Fraser Tower                               | Sweetwater Retirement                       |
| Head Start, Inc.                           | Synergy Home Care                           |
| Highgate Senior Living                     | Tender Nest Assisted Living                 |
| Holiday Aspen View                         | Limoscene - Total Transportation            |
| Human Resources Development Council        | United Way                                  |
| Interim Health Care                        | Vintage Suites                              |
| Job Connection                             | Visiting Angels Senior Home Care            |
| The Legacy Assisted Living                 | Vocational Rehab                            |
| LIFTT                                      | Volunteers of America                       |
| Magic City Terrace – Volunteers of America | Westpark Retirement Village                 |
| Mental Health Center                       | Yellowstone County Human Services           |
| Morning Star Senior Living                 | Yellowstone Naturopathic Clinic             |

MSU-Billings

Yellowstone River Nursing & Rehabilitation  
YMCA/YWCA

## PARTICIPATING AGENCY FLEET STATUS

Most recent reported fleet information for agencies participating in the Coordination Plan are as follows:

### MET TRANSIT

| Year | Make     | Model    | Mileage | ADA Lift Equipped | Passenger Capacity | Currently in Use? |
|------|----------|----------|---------|-------------------|--------------------|-------------------|
| 2015 | Eldorado | Aerotech | 144,505 | Yes               | 16                 | Yes               |
| 2017 | Elkhart  | Coach    | 149,484 | Yes               | 16                 | Yes               |
| 2018 | Elkhart  | Coach    | 123,333 | Yes               | 16                 | Yes               |
| 2018 | Elkhart  | Coach    | 135,136 | Yes               | 16                 | Yes               |
| 2018 | Elkhart  | Coach    | 138,065 | Yes               | 16                 | Yes               |
| 2018 | Elkhart  | Coach    | 135,307 | Yes               | 16                 | Yes               |
| 2018 | Elkhart  | Coach    | 150,090 | Yes               | 16                 | Yes               |
| 2019 | Elkhart  | Coach    | 108,029 | Yes               | 16                 | Yes               |
| 2019 | Elkhart  | Coach    | 90,864  | Yes               | 16                 | Yes               |
| 2019 | Elkhart  | Coach    | 96,887  | Yes               | 16                 | Yes               |
| 2023 | Ford     | Transit  | 15,741  | Yes               | 7                  | Yes               |
| 2023 | Ford     | Transit  | 18,033  | Yes               | 7                  | Yes               |
| 2023 | Ford     | Transit  | 19,401  | Yes               | 7                  | Yes               |
| 2023 | Ford     | Transit  | 14,513  | Yes               | 7                  | Yes               |
| 2024 | Ford     | Endera   | 10,679  | Yes               | 16                 | Yes               |

### ALLIES IN AGING

| Year | Make  | Model   | Mileage | ADA Lift Equipped | Passenger Capacity | Currently in Use? |
|------|-------|---------|---------|-------------------|--------------------|-------------------|
| 2004 | GMC   | G31     | 90,325  | Yes               | 12                 | Yes               |
| 2003 | GMC   | G31     | 92,400  | Yes               | 12                 | Yes               |
| 1997 | Buick | LeSabre | 168,596 | No                | 3                  | Yes               |

### COR ENTERPRISES

| Year | Make   | Model    | Mileage | ADA Lift Equipped | Passenger Capacity | Currently in Use? |
|------|--------|----------|---------|-------------------|--------------------|-------------------|
| 2024 | FORD   | Endera   | 10,490  | Yes               | 11                 | Yes               |
| 2024 | KIA    | Sportage | 37,209  | No                | 4                  | Yes               |
| 2023 | NISSAN | Rogue    | 37,053  | No                | 4                  | Yes               |
| 2022 | FORD   | Transit  | 17,868  | Yes               | 9                  | Yes               |
| 2019 | FORD   | Elkhart  | 92,686  | Yes               | 14                 | Yes               |
| 2019 | DODGE  | Caravan  | 84,646  | No                | 7                  | Yes               |

|      |          |          |         |     |    |     |
|------|----------|----------|---------|-----|----|-----|
| 2017 | GMC      | Sierra   | 101,847 | No  | 4  | Yes |
| 2014 | CHEVY    | Impala   | 126,185 | No  | 4  | Yes |
| 2014 | Chrysler | T&C      | 121,799 | No  | 5  | Yes |
| 2012 | FORD     | Flex     | 108,085 | No  | 6  | Yes |
| 2012 | SUBARU   | Outback  | 103,084 | No  | 4  | Yes |
| 2011 | FORD     | Elkhart  | 141,935 | Yes | 14 | Yes |
| 2010 | Lincoln  | MKS      | 72,323  | No  | 5  | Yes |
| 2006 | SUBARU   | Forester | 109,959 | No  | 4  | Yes |
| 2005 | DODGE    | Caravan  | 225,997 | No  | 4  | Yes |

## **FUNDING AND 2026 CAPITAL ASSISTANCE PROJECTS**

Agencies identified in this coordination plan have an in-depth understanding of the limits of available funding to provide transportation services to both the groups identified in the 5310 program and the public as a whole. The group has continually discussed innovative means to improve access to transportation by utilizing available funding in more efficient and effective ways. In the coming year, MET Transit intends to continue engaging identified agencies in the coordination plan in re- evaluation of existing coordination practices and agreements. Both the CTAC and Coordination Group understand existing needs in the community which may be better served by evaluating existing practices in ways which utilize available funding in increasingly effective ways.

### ***TransADE***

The transportation coordination group has discussed the use of TransADE funds to improve access to transit for the identified groups, and the public. Currently, MET Transit utilizes TransADE funding to prevent a decrease in available services as the funds help to maintain current service levels provided by the public transit agency. While federal regulations require paratransit service within a ¾ mile corridor around fixed-route service, MET Transit currently provides paratransit service beyond this minimum requirement by serving nearly any area within the City of Billings city limits. Without TransADE funding, this expanded service would be detrimentally impacted.

### ***Capital Assistance Projects for 2026***

Throughout the course of discussions in the previous plan year, the existing group identified needs regarding fleet replacement for local area transportation and human services providers as well as modifications to the existing MET Transit practices. Through discussion reflected in the attached meeting minutes, the group identified and agreed upon the following three eligible capital projects:

#### **Priority 1: COR ENTERPRISES ADA VEHICLE**

COR has a number of vehicles that have exceeded usable life when considering both age and mileage as indicated by their vehicle list. COR expressed the need for both an ADA accessible Cutaway with 12+ passengers, as well as two non-ADA vehicles, which can be fulfilled preferably with a minivan but a small SUV may also suffice. COR utilizes awarded vehicles primarily for transport of client with disabilities between day program sites and client group homes or residences. COR also utilizes the vehicles in support of daily life activities for individuals with disabilities. Current estimated pricing is \$49,999 per minivan and \$135,552 for the small ADA-Cutaway.

## City Council Regular Business Meeting

Meeting Date: 02/23/2026

TITLE: MET- 2026 Public Transit Agency Safety Plan Update

PRESENTED BY: Rusty Logan

Department: Transit

Presentation: No

Legal Review: No

Project Number: N/A

---

### RECOMMENDATION

Staff recommends City Council adopt the updated MET Transit Agency Safety Plan as required by the Federal Transit Administration (FTA) under 49 CFR Part 673.

### EXECUTIVE SUMMARY

MET Transit is seeking adoption of the 2026 Public Transit Agency Safety Plan (PTASP) with updates. This plan includes safety activities and elements required of all public transit operators in accordance with Federal Transit Administration regulations. This Plan covers all areas of the City of Billings MET Transit operation in regard to safety, including vehicle operation, passenger service, administration, and other applicable areas. It specifically includes updated Safety Performance Targets as well as policies and procedural outlines for Safety Management, Risk Management, Safety Assurance, Continuous Improvement, and Safety Promotion. As outlined by the final rule in 49 CFR 673, this plan requires adoption by the transit agency's governing board, the Billings City Council, when updates to the plan body occur.

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

49 CFR 673 includes the Public Transportation Agency Safety Plan final rule, which requires operators of public transportation systems who receive Federal financial assistance under 49 U.S.C. Chapter 53 to develop Public Transportation Agency Safety Plans based on the Safety Management System approach and principles. The development and implementation of these safety plans helps to ensure that public transportation systems across the nation operate in a safe manner in execution of transit services; these plans were first required to be implemented in January of 2020. In order to meet this requirement, MET Transit Division staff developed, implemented, and continue to maintain the MET Transit Agency Safety Plan in accordance with and guidance from Federal Transit Administration regulations and requirements. The overall procedures and practices outlined by the Plan continue to be implemented daily while the plan itself is updated and modified as necessary for continued compliance as well as necessary improvements to safety practices. The plan is required to be reviewed annually. As MET Transit staff recently completed the annual review of the Plan, updated language has been added to the document. Specific updates to the Plan are outlined in the "Plan Development, Approval, and Update History" of the document, with specific updated items listed under the most recent revision.

### FISCAL EFFECTS

At this time, there will be no additional financial impact as the MET Transit Division intends to continue utilizing current personnel and resources to fulfill the requirements of the MET Transit Agency Safety Plan. However, as the Plan continues to develop, additional capital and or operational resources may be necessary and will be evaluated as needed.

### STAKEHOLDERS

### ALTERNATIVES

City Council may:

- Adopt the MET Transit Agency Safety Plan with updates, ensuring compliance with FTA regulations; or
- Not Adopt the MET Transit Agency Safety Plan. This action would put the receipt of Federal funding in jeopardy, placing a significant financial strain on both the capital and operational needs of the MET Transit Division and impair the City's ability to provide transit services to the population of Billings.

---

### Attachments

MET Public Transportation Agency Safety Plan

---

City of Billings  
Aviation and Transit Dept.



MET TRANSIT DIVISION  
Public Transit Agency Safety Plan  
2026

## Table of Contents

|                                                        |    |
|--------------------------------------------------------|----|
| TRANSIT AGENCY INFORMATION .....                       | 1  |
| PLAN DEVELOPMENT, APPROVAL, UPDATE HISTORY.....        | 2  |
| SAFETY PERFORMANCE TARGET COORDINATION .....           | 4  |
| ANNUAL SAFETY PERFORMANCE TARGETS .....                | 5  |
| SAFETY MANAGEMENT POLICY .....                         | 6  |
| SAFETY RISK MANAGEMENT .....                           | 11 |
| SAFETY ASSURANCE .....                                 | 16 |
| SAFETY PROMOTION.....                                  | 19 |
| COMMONLY USED ACRONYMS .....                           | 22 |
| APPENDIX A – INCIDENT REPORT FORM.....                 | 23 |
| APPENDIX B – BREAKDOWN LOG.....                        | 25 |
| APPENDIX C – HARRASMENT REPORT FORM .....              | 26 |
| APPENDIX D – WORKPLACE VIOLENCE REPORT FORM .....      | 28 |
| APPENDIX E – SAFETY RISK REGISTER .....                | 29 |
| APPENDIX F – CITY ACCIDENT/INJURY REPORT .....         | 30 |
| APPENDIX G – SAFETY ASSURANCE POLICY .....             | 32 |
| APPENDIX H – SELF REPORTING AND NEAR MISS POLICY ..... | 34 |
| APPENDIX I – RISK ASSESSMENT FORM .....                | 35 |
| APPENDIX J – INFECTIOUS DISEASE CLEANING PROTOCOL..... | 36 |
| APPENDIX K – ORGANIZATIONAL STRUCTURE.....             | 37 |
| APPENDIX L – FTA ASSAULT DEFINITION & SMS REPORT ..... | 38 |



## TRANSIT AGENCY INFORMATION

Accountable Executive: Rusty Logan - Assistant Transit Director

Chief Safety Officer: Josh Smith - Transit Operations Coordinator

MET Transit regularly utilizes FTA funding from sections 5303, 5310, 5307, and 5339.

The Metropolitan (MET) Transit System is a division of the Aviation and Transit Department within the City of Billings located in Billings, MT. The system provides public transportation service within city limits, which includes both fixed-route bus services and ADA paratransit services (referred to as MET Plus). MET Transit has served the city with fixed-route service since 1973; ADA paratransit services were internalized to city operations in 1997. The City of Billings has the largest population of any city in the state of Montana with approximately 120,000 people and covers a geographic area of over 43 square miles. Roughly two-thirds of the city are located within the Yellowstone River Valley, with the remainder of the city located north of a sandstone cliff formation above the valley; Billings is also a significant rail hub for the region, which presents a number of challenges regarding planning, development and daily operations of routes where rail and motor vehicle traffic interact.

MET Transit utilizes a fleet of twenty-five (25) heavy-duty buses to provide service on fourteen fixed- routes, as well as eleven (11) body-on-chassis small buses and four (4) Ford Transit vans providing service across ten (10) paratransit demand-response routes. These vehicles operate from approximately 5:45 AM to 8:15 PM on weekdays and 8:00 AM to 6:00 PM on Saturdays. Further, MET Transit has three (3) separate property locations with three (3) separate facilities, consisting of the main operations facility and two transfer centers placed strategically in the city.

- The METroplex - 1705 Monad Road. This is the main operations facility and consists of a large building combining the administrative offices, bus storage and fueling bays, fleet maintenance bays, and general inventory storage; this facility also has a smaller secondary building that houses the MET Transit bus wash bay and a large yard for both storage and training, this lot is also equipped with 4 electric bus chargers. All rolling stock, equipment, and parts inventories are housed at the METroplex.
- The Stewart Park Transfer Center- 260 Stewart Park Rd. This consists of a large bus parking area with passenger shelters, as well as a small outbuilding which serves as a driver break area.
- The Downtown Transfer Center - 220 N. 25th St. This consists of a large parking area with passenger shelters and a facility containing driver-break areas, as well as offices for periodic administrative use.



## PLAN DEVELOPMENT, APPROVAL, UPDATE HISTORY

| <b>DRAFTED BY</b>                         | City of Billings- MET Transit                                                                                                                                                                                                                                                                                                                                  |                   |                                                                                     |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------------------------------------------------------------------|
| <b>SIGNATURE OF ACCOUNTABLE EXECUTIVE</b> | <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> Rusty Logan- Assistant Transit Director                                                                                                                                                                                                                                         |                   |                                                                                     |
| <b>CITY COUNCIL APPROVAL</b>              | Meeting Minutes Attached                                                                                                                                                                                                                                                                                                                                       |                   |                                                                                     |
| <b>MAYOR SIGNATURE</b>                    | <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> Mike Nelson – Mayor                                                                                                                                                                                                                                                             |                   | <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> DATE |
| <b>VERSION NUMBER AND UPDATES</b>         |                                                                                                                                                                                                                                                                                                                                                                |                   |                                                                                     |
| VERSION NUMBER                            | SECTION AFFECTED                                                                                                                                                                                                                                                                                                                                               | REASON FOR CHANGE | DATE ISSUED                                                                         |
| 0001                                      | All                                                                                                                                                                                                                                                                                                                                                            | New Document      | December 31, 2020                                                                   |
| 0002                                      | <ul style="list-style-type: none"> <li>- Annual Review &amp; Update</li> <li>- Discipline Thresholds</li> <li>- Recognition Page</li> <li>- Safety Risk Register</li> <li>- Safety Assurance Policy</li> <li>- Self Reporting Policy</li> <li>- Self Report Form</li> </ul>                                                                                    | Annual Review     | January 10, 2022                                                                    |
| 0003                                      | <ul style="list-style-type: none"> <li>- Agency Leadership- Road Supervisor</li> <li>- Updated Targets and Information</li> <li>- Infectious Disease</li> <li>- Organizational Structure</li> </ul>                                                                                                                                                            | Annual Review     | January 16, 2023                                                                    |
| 0004                                      | <ul style="list-style-type: none"> <li>- Updated Targets and Information</li> </ul>                                                                                                                                                                                                                                                                            | Annual Review     | January 2024                                                                        |
| 0005                                      | <ul style="list-style-type: none"> <li>- Transit Agency Info Updated</li> <li>- Targets and Information</li> <li>- Key Staff updated with Training Position info</li> <li>- Safety Recognition Jacket language</li> <li>- Safety Assurance Policy</li> <li>- Organizational Structure</li> <li>- Added new Directive 24-1 Information in Appendices</li> </ul> | Annual Review     | February 2025                                                                       |

|      |                                                                                                                                                                                                                                                                                                                                                                                      |               |               |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------|
| 0006 | <ul style="list-style-type: none"> <li>- Targets and Information</li> <li>- Organizational Structure</li> <li>- Weblink update</li> <li>- Collision and Assaults Added</li> <li>- Continuous Improvement Added</li> <li>- Incident Report Form update</li> <li>- City of Billings Form updates</li> <li>- Risk Assessment Form Added</li> <li>- Appendix L status updates</li> </ul> | Annual Review | February 2026 |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------|

#### **ANNUAL REVIEW & UPDATE PROCESS**

The annual review and update of this Public Transit Agency Safety Plan (PTASP) plan will take place at the beginning of each calendar year. Updates will be finalized and in place by the 1<sup>st</sup> Quarter of each year. The review will be led by the Accountable Executive, with support from the Chief Safety Officer as well as the Transit Training and Compliance Coordinator, Road Supervisors, and remaining management team, with input from the safety committee. Updates will be administered based on operational needs, updated regulations, safety goals, employee and public feedback, as well as informed by any safety findings or issues that arise throughout the previous year.

The most recent approved version of the PTASP is published on the MET Transit website at: <https://www.billingsmt.gov/3077/LEARN-ABOUT-MET-TRANSIT>.



## SAFETY PERFORMANCE TARGET COORDINATION

MET Transit's Accountable Executive shares our Public Transit Agency Safety Plan, including safety performance targets, with the Metropolitan Planning Organization (MPO) Technical Advisory Committee (TAC). The TAC is comprised of both State of Montana representatives and the Billings-Yellowstone County MPO participants.

|                                         |                                 |                                 |
|-----------------------------------------|---------------------------------|---------------------------------|
| <b>Targets Transmitted to the State</b> | <b>State Entity Name</b>        | <b>Date Targets Transmitted</b> |
|                                         | State of Montana                | 02/24/2026                      |
| <b>Targets Transmitted to the MPO</b>   | <b>City of Billings MPO</b>     | <b>Date Targets Transmitted</b> |
|                                         | Billings-Yellowstone County MPO | 02/24/2026                      |



## ANNUAL SAFETY PERFORMANCE TARGETS

MET Transit has established safety performance targets based on the safety performance measures established by FTA in the National Public Transportation Safety Plan Final Rule. The safety performance measures are total fatalities, injuries, safety events, and system reliability separated by mode of transit service. Due to increased operator and transit employee assaults, and in response to FTA's General Directive 24-1: Required Actions Regarding Assaults on Transit Workers, MET has added an additional performance target and increased safety mitigations and training in an effort to reduce the number of operator and employee assaults in the future.

Current safety performance targets are identified in the table below and are adjusted as needed in consideration of previous performance results. In 2025, MET recorded six (6) safety events on the fixed route service mode and zero (0) on Paratransit. The six safety events resulted in seven (7) injuries and zero (0) fatalities. MET had two (2) verbal employee assaults and zero (0) physical assaults. One verbal assault was on a transit operator, and the other on a supervisor that responded to an unruly passenger. This was a large decrease from 2025, when MET had 16 assaults on Transit Workers. The Federal Transit Administration (FTA) definition of assault and full Safety Management System Report (SMS) can be found in Appendix L.

Updated safety performance targets for 2026 are below:

| Safety Performance Target                      | Fixed Route Service | Paratransit Service |
|------------------------------------------------|---------------------|---------------------|
| <b>Major Safety Events (Total)</b>             | <b>2</b>            | <b>0</b>            |
| Major Event Rate (per 100k VRM)                | <0.25               | 0                   |
| Collision Rate (per 100k VRM)                  | <0.25               | 0                   |
| Pedestrian Collision Rate (per 100k VRM)       | 0                   | 0                   |
| Vehicular Collision Rate (per 100k VRM)        | <0.25               | 0                   |
| <b>Fatalities (Total)</b>                      | <b>0</b>            | <b>0</b>            |
| Fatality Rate (per 100k VRM)                   | 0                   | 0                   |
| Transit Worker Fatality Rate (per 100k VRM)    | 0                   | 0                   |
| <b>Injuries (Total)</b>                        | <b>2</b>            | <b>0</b>            |
| Injury Rate (per 100k VRM)                     | <0.25               | 0                   |
| Transit Worker Injury Rate (per 100k VRM)      | 0                   | 0                   |
| <b>Assault on Transit Workers (Total)</b>      | <b>0</b>            | <b>0</b>            |
| Assault on Transit Workers Rate (per 100k VRM) | 0                   | 0                   |
| System Reliability (VRM/Failures)              | 30,000              | 50,000              |



# SAFETY MANAGEMENT POLICY

## **Safety Management Policy Statement**

MET Transit is dedicated to maintaining safe operations while providing the people of Billings with a cost-effective and efficient public transportation system. MET has developed the included policies to facilitate a safe working environment for employees, customers, and the general public.

The purpose of this plan is to provide a structured safety management approach that effectively controls operational safety risks and continuously improves MET's safety performance; accomplishing this requires the following actions:

- Document a top-down commitment from management and a commitment from employees, contractors, and the general public to achieve safety goals.
- Establish a chain of control to document the implementation of the PTASP through guidelines, policies, and provisions.
- Identify safety management roles and responsibilities that outline ownership at every level.
- Establish the Agency's safety goals and objectives while ensuring MET is following industry safety practices and federal recommendations.
- Set safety performance targets to ensure MET achieves its safety objectives.
- Define acceptable levels of safety performance for provided services.
- Provide a framework and guidance to implement, evaluate, and continuously improve safety policies, the safety risk management processes, and the achievement of related goals and objectives.
- Establish safety programs that document MET Transit's commitment to safety.
- Maintain SMS records according to reporting year and type of record. All records will be maintained for a minimum of three (3) years.

This PTASP applies to all MET Transit operations and related activities. All MET facilities fall under the same requirements that equipment, supplies, practices, and procedures, and must meet or exceed applicable federal, state, and local standards, as well as the MET Transit Safety Management Systems (SMS) standards.

## **Safety Management Policy Communications**

Rusty Logan, the Assistant Transit Director and Accountable Executive, informed MET's staff of the implementation of the PTASP plan in August 2020. MET Transit distributes a hard copy of the Safety Management Policy to each employee, as well as posting the policy on MET Transit's website. MET Transit utilizes a safety bulletin board in operations common areas where the policy and all supporting documents are displayed. MET operates an internal safety committee comprised of management, operators, maintenance staff, and administrative personnel to carry out and continually evaluate various aspects of the safety plan. Further, the safety committee



provides a platform for employees to communicate safety concerns and allows management to communicate mitigation updates. All new hires are given a one-on-one introduction to MET's Safety Management Policy.

### **Authorities, Accountabilities, and Responsibilities**

#### *Accountable Executive*

The Assistant Transit Director serves as the Agency's Accountable Executive. The Assistant Director's responsibilities for the SMS Plan include:

- Acts as the Division's safety advocate
- Maintains authority for major financial issues
- Directs responsibility for the conduct of the division's affairs
- Has final authority over division operations
- Establishes and promotes safety policy
- Collaborates with Management Staff to establish the division's safety objectives and targets
- Has final responsibility for the resolution of all safety issues
- Has ultimate responsibility for carrying out the ASP and TAM

#### *Chief Safety Officer*

The Transit Operations Coordinator serves as the Agency's Chief Safety Officer (CSO). The Transit Operations Coordinator:

- Has oversight authority and responsibility for implementing MET's Safety Management System (SMS)
- Reports directly to the Assistant Transit Director
- Responsible for providing resources and executive-level safety advocacy and direction to Supervisors and other management staff who manage day-to-day implementation and operation of the SMS

#### *Agency Leadership*

The role of the Supervisors and other management staff is to assist the CSO in maintaining safe operations. The duties of the Supervisors include taking a lead role in:

- Developing/maintaining safety policies, plans, procedures, and processes, along with developing and maintaining a proactive SMS Plan/program
- Providing advice for developing realistic and data-driven safety performance indicators and targets
- Providing advice, interpretation, and recommendations over technical matters, such as safety design and systems in new bus purchases, facility renovations, decommissioning of old equipment, and other areas, including, but not limited to, standards for safe

working, job hazard analyses, and assisting with the development of Standard Operating Procedures (SOPs)

- Leading the development of safety training, competency, and awareness programs, and providing advice, input, and final review in the development of training activities
- Tailor safety management plans for conduct of operations based upon risk
- Engaging in Risk Management in safety audit activities, verifying compliance with the SMS Plan with relevant guidelines and standards, and performing regular safety-related reviews of operations
- Allocate safety resources based on work, associated hazards and the importance of facilities/operations
- Provide training and education programs that maintain competence in safety-critical areas
- Measure and report program effectiveness in a form that is useful and relevant
- Road supervision and addressing of customer complaints
- Administration of daily safety messages before operators begin their shift

### *Key Staff and Activities*

**Safety Training and Compliance Coordinator:** This position is responsible for providing and/or coordinating all staff training including new employee training, CDL training, ongoing annual safety training, mitigation training, and other identified training.

**Transit Road Supervisors:** These positions are responsible for direct supervision of fixed-route, paratransit, and dispatch staff as well as coordination of daily operation activities; primary safety audits and reviews of operations staff are completed by these positions.

**Transit Maintenance Supervisor:** This position is responsible for oversight, direction, and coordination of daily fleet and facility maintenance and operations, including staff supervision; primary safety audits and reviews of maintenance staff are completed by this position.

MET Transit has an internal safety committee and conducts staff meetings to support its SMS and safety programs:

- **Staff Meetings:** Hazard reports and mitigations will be shared; safety topics will be shared and discussed. Any safety concerns or further information will be documented.
- **Safety Committee:** The internal safety committee will meet quarterly to discuss hazards, mitigations, and any related safety issues that may arise. The safety committee shall be comprised of management staff and of representatives from each frontline transit worker group including operators, maintenance staff, and dispatch.

## **Employee Safety Reporting Program**

The objective of the Employee Safety Reporting Program is to cultivate and foster a proactive safety culture in which employees are comfortable and encouraged to bring safety concerns to the attention of agency Management. MET recognizes that employees are most familiar with the details of their respective jobs and work environment, which makes their input crucial to maintaining safety in the workplace. Therefore, when witnessing an unsafe act or noticing an unsafe condition or being involved in a near miss or unsafe act, employees must promptly report the unsafe condition or act to a Supervisor, Chief Safety Officer, or the Assistant Transit Director. The situation shall be evaluated promptly with employees receiving a clear plan for correcting the issue.

No person will be penalized or retaliated against for bringing safety issues to the attention of management. This statement does not apply to information received from a source other than the employee, or which involves an illegal act, deliberate or willful disregard of policy, regulations, or procedures. However, repetitive risk behaviors displayed by an employee may be subject to disciplinary action.

There are several ways employees can report their safety concerns to management:

- Report directly to a Supervisor
- Report directly to the Chief Safety Officer
- Report directly to the Assistant Transit Director
- Submit a safety concern anonymously via the safety suggestion box, located in the employee Driver Lobby
- Report minor safety concerns to transit dispatch
- Complete a safety self-report form

All safety concerns and comments are reviewed with follow-up by the direct supervisors in a timely manner.

Examples of information typically reported include:

- Safety concerns in the operating environment (potholes, water main break, etc.)
- Policies and procedures that are not working as intended
- Information regarding safety events (perhaps lack of radio communication or failure of equipment)

The Chief Safety Officer will review and document all safety items as needed. Forms can be submitted to the safety suggestion box or directly turned into supervisors. All safety reporting forms are as follows:

- All near misses, safety events, or hazards will be reported on the Incident Report Form, which can be found in Appendix A.

- Vehicle breakdowns will be logged on a spreadsheet by transit dispatchers daily. The vehicle breakdown sheet can be found in Appendix B.
- City of Billings Harassment Report Form can be found in Appendix C.
- City of Billings Workplace Violence Report form can be found in Appendix D.
- MET Transit Safety Risk Register can be found in Appendix E.
- City of Billings Incident Report Form can be found in Appendix F.
- Driver Assault Form can be found in Appendix M



# SAFETY RISK MANAGEMENT

## Safety Risk Management Process

A Hazard is defined as “a condition with the potential to cause harm.” Risk management is a systematic approach to managing workplace hazards. It is essential that management identifies, evaluates, and determines the means to reduce risks to an acceptable level to protect employees, visitors, third-party contractors, and others who are physically present in the workplace. Risk management also protects assets and considers how to avoid losses.

After hazards and their potential impact have been identified, MET Management will conduct a Safety Risk Assessment to determine the seriousness of the risk. Factors considered include the likelihood of occurrence, the severity of the consequences should there be an occurrence and the level of exposure to the hazard.

The evaluation consists of:

- Existing controls – Existing processes, devices, practices, or controls that act to minimize threats or enhance opportunities, including an indication of how they might be of influence.
- Consequence – A description and rating of the consequence of a risk, in terms of the loss or gain that may be experienced if the event occurs.
- Likelihood – A description and rating of the likelihood of the risk for the full range of event consequences (for opportunities, it is the likelihood of the stated gain being realized if the opportunity is pursued).

MET Transit supervisory staff will assess safety risks utilizing the Safety Risk Matrix. Results of the risk evaluation process will help prioritize the risk and determine whether it is being appropriately managed or controlled. If the risks are acceptable, the hazard will need further monitoring. If the risks are unacceptable, MET will take necessary steps to lower the risk to an acceptable or tolerable level, or to remove or avoid the hazard.

When contractors work on transit property, it is expected that they will wear necessary personal protective equipment and follow all safety protocols put in place by MET. This is essential for the safety of passengers, transit employees, contractors, and protection of transit property. MET Transit has a duty to inform contractors when knowledge of hazards exists. Any unsafe act observed by the contracting agency must be addressed, up to and including, work stoppage. All unsafe contractor behaviors will be recorded on MET’s Incident Report Form, which can be found in Appendix A.



## **Safety Hazard Identification**

Hazard identification and hazard analysis are tools to identify and address hazards before they escalate into incidents or accidents. At MET Transit, hazards are identified through the following activities:

- Employee safety reporting
- Customer service reporting
- Observations of operations
- Safety inspections
- Incident reporting and investigation
- Incident, injuries, and accident history
- Items discussed at the MET Transit Staff Meetings
- Legislation and industry standards
- Data trending reports made available through incident, injury and accident history, insurance carriers and pools, oversight authorities, and local authorities such as the local health department
- Review and audit of safety policies and procedures, and safety instructions for equipment and materials
- Random camera footage review, ride-alongs with operators, or direct field observation performed by a supervisor in the Safety Assurance Process
- Safety data trends as determined in review of Safety Assurance activities

When hazards are identified, they are addressed by:

- Immediate resolution
- Reporting to a higher level within the organization
- Reporting the hazard to the representative Supervisor
- Supervisor will complete a “Risk Assessment Form”, Appendix I
- Inputting the risk into the Safety Risk Register, which can be found in Appendix G, so that all mitigations are available for employee viewing
- Utilizing MET’s lock-out tag-out policy when deemed necessary

## **Safety Risk Assessment**

All identified and system-accepted hazards, near-miss situations, and safety events that occur shall be assessed. Safety risk assessment will be conducted for the “as reported” hazardous condition and again conducted for the “mitigated” condition. Additionally, system-wide annual risk assessments will be conducted. The risk assessment and risk control process shall be reviewed and revised:

- As a part of MET Transit’s safety meetings
- As applicable due to new or revised activities or procedures
- Annually by management

A safety risk assessment has two elements: hazard severity and hazard probability. Hazard severity is a qualitative determination of the worst likely case that could be anticipated because of human error, poor design, failure or malfunction of component(s). Hazard severity ratings are as follows:

- Catastrophic – Operating conditions are such that human error, poor design, failure, or malfunction of components may commonly cause multiple deaths, numerous casualties or major system loss. Catastrophic hazards require the immediate cessation of unsafe activity or operation.
- Significant – Operating conditions are such that human error, poor design, failure, or malfunction of components may commonly cause death, limited casualties or significant system loss that will require immediate termination of the unsafe activity or operation.
- Moderate – Operating conditions are such that human error, environment, poor design, failure or malfunction of components or procedural deficiencies may commonly cause severe injury, or major subsystem damage requiring immediate corrective action.
- Low – Operating conditions are such that they commonly cause minor injury, minor occupational illness, or minor system damage. Human error or component failures can be controlled or counteracted.
- Negligible – Operating conditions are such that human error, poor design, failure or malfunction of components may commonly cause no, or less than minor injury, occupational illness, or system damage. Hazard probability is a subjective measure of the likelihood that a specific hazard will occur during the useful life of the asset.

Hazard probability is categorized as follows:

- Frequent – Likely to occur frequently
- Probable – Likely to occur several times
- Occasional – Likely to occur sometimes
- Remote – Unlikely but possible to occur
- Improbable – So unlikely that it can be rejected from consideration

Hazard severity and probability can be considered using a Risk Assessment Matrix. A Risk Assessment Matrix helps to assess the level of risk (risk rating) for each identified hazard and subsequent control measures to apply through hazard resolution or mitigation, to rank the prioritization of limited resources in the event that more hazards are identified than budget allocation allows for the implementation of hazard elimination or mitigation measures.

### RISK RATING = LIKELIHOOD x SEVERITY

| S<br>E<br>V<br>E<br>R<br>I<br>T<br>Y | Catastrophic | 5 | 5          | 10     | 15         | 20       | 25       |
|--------------------------------------|--------------|---|------------|--------|------------|----------|----------|
|                                      | Significant  | 4 | 4          | 8      | 12         | 16       | 20       |
|                                      | Moderate     | 3 | 3          | 6      | 9          | 12       | 15       |
|                                      | Low          | 2 | 2          | 4      | 6          | 8        | 10       |
|                                      | Negligible   | 1 | 1          | 2      | 3          | 4        | 5        |
|                                      |              |   | 1          | 2      | 3          | 4        | 5        |
|                                      |              |   | 1          | 2      | 3          | 4        | 5        |
|                                      |              |   | Improbable | Remote | Occasional | Probable | Frequent |
|                                      |              |   | LIKELIHOOD |        |            |          |          |

|              |               |
|--------------|---------------|
| Catastrophic | STOP          |
| Unacceptable | URGENT ACTION |
| Undesirable  | ACTION        |
| Acceptable   | MONITOR       |
| Desirable    | NO ACTION     |

### Safety Risk Mitigation

If a risk is deemed unacceptable, risk controls are developed that will either eliminate the risk or mitigate the risk to an acceptable level. After mitigations are developed, the Chief Safety Officer will reassess the new controls to ensure they do not produce an alternative risk. A second assessment of the new control will be conducted following the same procedure. Once satisfied that residual risk has been mitigated to an acceptable level, the new process/solution will be implemented and documented.

Many different means are employed to resolve identified hazards. These include, but are not limited to design changes, the installation of controls and warning devices, and the implementation of special procedures. The methods for resolving hazards are as follows:

- *Design for Minimum Risk* – From the initial design, eliminate hazards through design selection.
- *Safety Devices* - Hazards that cannot be eliminated or controlled through design selection shall be controlled using fixed, automatic, or other protective safety design features or devices. MET will perform periodic checks of safety devices.
- *Warning Devices* - When neither design nor safety devices can effectively eliminate or control an identified hazard, devices may be used to detect and generate an adequate warning signal to correct the hazard or evacuate employees. Warning signals shall be designed to minimize the probability of employees responding incorrectly to signals and shall be standardized within similar systems.
- *Procedures and Instruction* - Where it is impossible to eliminate or adequately control a hazard through design selection, engineering or use of safety and warning devices, the agency will use procedures and training to control the hazard. Procedures may include the use of personal protective equipment. Precautionary notations shall be standardized as specified by management; safety critical tasks and activities may require employees to be certified.

Other sources of information:

- *Risk Management or Safety Guidelines* – Provide requirements across MET Transit based on policy, legislation or regulation (e.g., Operator’s Manual City of Billings Human Resources Employee Manual, etc.).
- *Safe Work Instructions* – MET Transit-specific procedures and instructions developed and used by management to manage health and safety and implement the SMS within the team.

When to use Safety Risk Mitigation:

- *Daily Operational Systems Assessment* - Methods that provide real-time feedback of safety compliance, adherence to established safety norms, or identified job hazards.
- *Design* – Steps taken to ensure safety requirements are considered in the planning, operation, and disposal of all items including shops, facilities, and equipment.
- Performance of asset condition assessments and SMS hazard analysis to ensure compliance with State of Good Repair standards.

Safety Risk Matrix Discipline Thresholds

- *Score of 15 or Above: Stop or Urgent Action* - Any risk that has been given a score of 15 or higher will result in corrective action. Per the Risk Matrix these scores would require urgent action or cessation of action.

*Score of 12 or below: Action* - Risks that have been given a score of 14 or below may result in corrective action. MET Transit’s goal is to provide training and guidance to prevent incidents and risky behavior. Risks given a score of 14 below will be addressed with additional training and coaching letters; however, operators that are found to have repetitive risk behavior may be subject to disciplinary action.

## SAFETY ASSURANCE

The purpose of Safety Assurance is to evaluate the overall effectiveness of safety risk controls established under Safety Risk Management and MET Transit PTASP. MET Transit is responsible for monitoring and evaluating the operations system to ensure that:

- 1) Emerging risks are identified
- 2) MET is in compliance with regulatory requirements applicable to the SMS plan, and
- 3) The organization meets or exceeds its safety objectives through the collection, analysis and assessment of data regarding the organization's performance.

### **Safety Performance Monitoring and Measurement**

MET Transit's safety assurance activities for supporting oversight and performance evaluation includes, but is not limited to:

- Safety Meetings
- Quarterly Safety Committee Meetings
- Safety Inspections and Reviews
- Risk Assessment
- Internal Audits
- Employee Reporting
- Regular review of onboard and facility camera footage to assess employees and specific incidents
- Regular in field and on the job observation of employees
- Regular vehicle inspections and preventative maintenance
- Annual employee evaluations
- Regular mitigation review to determine identified mitigations that may be ineffective, inappropriate, or not implemented as they were intended.

MET's Chief Safety Officer and supervisory team will document all activities listed above. Upon review, the MET team will make appropriate changes to safety practices to ensure that all mitigations are deemed effective.

### **Continuous Improvement**

MET Transit is committed to continuous safety and will conduct a Continuous Improvement Review on a quarterly basis as part of its Safety Assurance activities. This review will include an evaluation of Safety Assurance Reviews, the Safety Risk Register, and all reported safety events and incident reports.

Following completion of the quarterly review, MET Transit management staff will analyze the data to identify emerging hazards, recurring events, and safety performance trends. When safety trends are identified, management and safety committee members will determine



appropriate mitigations and develop action plans designed to reduce risk and improve safety performance. During review, management will also ensure identified mitigations are implemented as necessary.

The effectiveness of implemented mitigations will be monitored through ongoing Safety Assurance processes and evaluated during subsequent reviews. This approach supports MET Transit's commitment to proactive hazard identification, risk mitigation, and continuous improvement.

### **Safety Event Investigation**

Documented procedures are maintained for conducting safety investigations of events (accidents, incidents, and occurrences, as defined by FTA) to find causal and contributing factors and review the existing mitigations in place at the time of the event.

The Chief Safety Officer maintains all documentation of investigation policies, processes, forms, checklists, activities, and results. Safety event investigations are chaired by the Chief Safety Officer and will include Supervisors and the Accountable Executive. The following determinations need to be made:

- The accident was preventable or non-preventable;
- Personnel require discipline;
- Personnel require retraining;
- The causal factor(s) indicate(s) that a safety hazard contributed to or was present during the event; and
- The accident appears to involve underlying organizational causal factors beyond just individual employee behavior
- The Risk profile of any hazards via the Risk Assessment Form

Employees violating mitigations and policies to prevent catastrophic and unacceptable risks will result in disciplinary action, while undesirable and lower risks will require further investigation on a case-by-case basis. All risk violations will be addressed directly with an employee by a Supervisor. Refresher training will be provided for the identified employee as appropriate.

### **Monitoring of Safety Reporting**

MET Transit's Chief Safety Officer and Safety Committee routinely review safety data captured in employee safety reports, safety meeting minutes, customer complaints, and other safety communication channels. When necessary, the Chief Safety Officer or Safety Committee may make recommendations to ensure concerns are investigated through the Safety Risk Management Process. Quarterly reviews of safety data regularly occur in the



Continuous Improvement process. The Chief Safety Officer and Safety Committee also review internal and external audits to ensure compliance with all MET Transit safety regulations.



# SAFETY PROMOTION

## Training

The comprehensive safety training program applies to all employees directly responsible for safety, including:

- Transit Operators
- Dispatchers
- Mechanics and Fleet/Facility Techs
- Road Supervisors
- Training and Compliance Coordinator
- Chief Safety Officer
- Accountable Executive

Resources are dedicated to conducting a comprehensive safety training program, as well as training on SMS roles and responsibilities. The scope of the safety training, including annual refresher training, is appropriate to each employee's individual safety-related job responsibilities and their role in the SMS.

Operations safety-related skill training includes the following:

- New-hire transit operator classroom, skills course, and on-the-job training
- Classroom, skills course, and on-the job Transit Operator refresher training
- Classroom and on-the-job training for dispatchers
- Classroom and on-the-job training for Road Supervisors
- Classroom and on-the-job training for Transit Management
- Accident investigation training for the Chief Safety Officer and Road Supervisors

Vehicle and facility maintenance safety-related skill training includes the following:

- Ongoing maintenance technician skill training
- Ongoing skill training for maintenance Supervisor
- Ongoing hazardous material training for maintenance staff
- Training provided by vendors

The Accountable Executive, Chief Safety Officer, and Supervisors must complete FTA'S SMS Awareness online training.

## Safety Communication

The Chief Safety Officer and Supervisors coordinate safety communication activities for the SMS. Activities focus on the three categories of communication activity established in 49 CFR Part 673:



- Communicating safety and safety performance information throughout the agency: Information is communicated on safety and safety performance through the MET Transit Safety Bulletin Board and with a permanent agenda item in all Drivers' Meetings dedicated to safety. Information typically conveyed during these meetings includes safety performance statistics, lessons learned from recent occurrences, upcoming events that may impact service or safety performance, and updates regarding SMS implementation, policy, and procedures. Requests for information from drivers during these meetings are also recorded in meeting minutes.
- Communicating information on hazards and safety risks relevant to employees' roles and responsibilities throughout the agency: As part of new-hire training, safety policies and procedures are distributed, included in the Employee Handbook, to all employees. Training is provided on these policies and procedures and discussed during safety talks between Supervisors and bus operators and vehicle technicians. For newly emerging issues or safety events at MET, the Chief Safety Officer issues bulletins or messages to employees that are reinforced by Supervisors in one-on-one or group discussions with employees.
- Informing employees of safety actions taken in response to reports submitted through the Employee Safety Reporting Program: Targeted communication to inform employees of safety actions taken in response to reports submitted through the Employee Safety Reporting Program is provided, including handouts and flyers, safety talks, updates to bulletin boards, and one-on-one discussions between employees and supervisors.

## **Safety Recognition**

MET Transit recognizes employees that exemplify workplace safety.

### **Annually**

- On their anniversary date, each transit operator will be eligible to receive a pin and certificate recognizing their dedication to driving safely. Pins will be awarded during each employee's annual evaluation.
- To receive an annual safe driving award, an employee must be in good safety standing.
- During the annual evaluation, a supervisor will review supervisor notes, corrective actions, and any other information in an employee's personnel file to determine eligibility.

### **Milestone Years**

- Beginning at 5 years of service, a transit operator will be eligible to receive a MET Transit Safe Driving jacket with years of safe service embroidered as long as the



employee has consistently received annual awards for safe driving.

- Jackets will be distributed on employee anniversaries in increments of 5 years.
- MET Transit will be responsible for the initial cost of each jacket award at milestone years; however, if during the subsequent 5-year period the coat needs replaced, the employee can utilize their uniform allotment for replacement.

At initiation of the jacket program, MET Transit retroactively reviewed personnel files and awarded jackets in accordance with this policy.

## COMMONLY USED ACRONYMS

| Acronym | Word or Phase                      |
|---------|------------------------------------|
| PTASP   | Public Transit Agency Safety Plan  |
| CSO     | Chief Safety Officer               |
| ESRP    | Employee Safety Reporting Program  |
| FTA     | Federal Transit Administration     |
| MPO     | Metropolitan Planning Organization |
| SMS     | Safety Management System           |
| SRM     | Safety Risk Management             |



## APPENDIX A – INCIDENT REPORT FORM

### CITY OF BILLINGS MET TRANSIT INCIDENT REPORT FORM

|                                    |                                           |                                |                                      |
|------------------------------------|-------------------------------------------|--------------------------------|--------------------------------------|
| <input type="checkbox"/> Near Miss | <input type="checkbox"/> Workplace Hazard | <input type="checkbox"/> Other | <input type="checkbox"/> Self Report |
| Date:                              | Employee:                                 | Reported to Supervisor:        |                                      |
| Time:                              | Location and Unit Number:                 | Date:                          |                                      |
|                                    |                                           | Time:                          |                                      |

**Describe the incident: (Provide any contributing events and circumstances; work activity; procedures or work instructions that may apply. Please attach supplemental documentation if applicable.)**

**Root Cause(s)/Contributing Factor(s):**

**Mitigation Action Taken (If necessary):**

**Immediate:**

**Long Term:**

**A. Environmental (Check or complete all that apply)**

| Potential Release (gas, liquid, solid) | Estimated Amount | Unit of Measure |
|----------------------------------------|------------------|-----------------|
|                                        |                  |                 |

**B. Mitigation Action Complete**

|                         |       |
|-------------------------|-------|
| Supervisor (print name) |       |
| Supervisor Signature:   | Date: |
| Employee Signature:     | Date: |

## APPENDIX B – BREAKDOWN LOG

## MET BREAKDOWN LOG

[illegible]



## APPENDIX C – HARRASMENT REPORT FORM



### ANTI-HARASSMENT Complaint Form

Anti-Harassment Policy# 2-1

(Submit to Human Resources, [HR@billingsmt.gov](mailto:HR@billingsmt.gov) )

Complainant Information

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Respondent (Accused) Information

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Description of Incident(s): Provide a description of the incident(s), including the dates(s), location(s) and the presence of any witnesses. Describe in your own words the actions of all those involved – attach additional pages if necessary.

Effect of alleged harassment on complainant:

If known, names of other individuals who may have been subject to the same or similar harassment:

What, if any, steps complainant has taken to try to stop the harassment:

Any other information potentially relevant to the complaint/investigation:

---

I understand that Human Resources will conduct an investigation of my report. A report of harassment, its investigation, the outcome of the investigation and any action taken relating to a specific employee is confidential. Dissemination of confidential information shall be limited to persons with a need to know in order to conduct an investigation and take appropriate corrective actions.

I understand that false accusations are not tolerated and will be addressed with the appropriate corrective actions.

I hereby authorize dissemination of information regarding this report with other persons with a need to know. I acknowledge that I have read and understand the above statements and certify that all information I have provided is true to the best of my knowledge.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Complainant)



# APPENDIX D – WORKPLACE VIOLENCE REPORT FORM



## REPORT OF WORKPLACE VIOLENCE

Workplace Violence Policy #: 2-14

(Submit to Human Resources, [HR@billingsmt.gov](mailto:HR@billingsmt.gov))

### Complainant Information

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

**Description of Incident:** *Provide a detailed description of the incident(s), including date(s), and location(s). Describe in your own words the actions of all involved - attach additional pages if necessary.*

Name(s) of Witnesses:

I understand that Human Resources will conduct an investigation of my report. A report of workplace violence, its investigation, the outcome of the investigation and any action taken relating to a specific employee is confidential. Dissemination of confidential information shall be limited to persons with a need to know in order to conduct an investigation and take appropriate corrective action.

I hereby authorize dissemination of information regarding this report to other persons with a need to know.

I acknowledge that I have read and understand the above statements and certify that all information I have provided is true to the best of my knowledge.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Submitted to: \_\_\_\_\_

Date: \_\_\_\_\_

09/2025

## APPENDIX E – SAFETY RISK REGISTER

|  <b>SAFETY RISK REGISTER</b> |                                      |                           |                                                          |                                     |                                                      |                                                                                   |                                      |                                  |                |
|---------------------------------------------------------------------------------------------------------------|--------------------------------------|---------------------------|----------------------------------------------------------|-------------------------------------|------------------------------------------------------|-----------------------------------------------------------------------------------|--------------------------------------|----------------------------------|----------------|
| Risk ID #                                                                                                     | Risk Identification/Description/Date | Risk Evaluation (1 to 25) | Risk Impact Time Horizon (short term or long term/phase) | Risk Control (Internal or external) | Area of Impact (time, cost, quality, other projects) | Response Strategy (Eliminate, reduce likelihood, reduce impact, accept, transfer) | Assigned Staff Member to Handle Risk | Risk Evaluation After Mitigation | Date Completed |
| 1                                                                                                             |                                      |                           |                                                          |                                     |                                                      |                                                                                   |                                      |                                  |                |
| 2                                                                                                             |                                      |                           |                                                          |                                     |                                                      |                                                                                   |                                      |                                  |                |
| 3                                                                                                             |                                      |                           |                                                          |                                     |                                                      |                                                                                   |                                      |                                  |                |
| 4                                                                                                             |                                      |                           |                                                          |                                     |                                                      |                                                                                   |                                      |                                  |                |
| 5                                                                                                             |                                      |                           |                                                          |                                     |                                                      |                                                                                   |                                      |                                  |                |
| 6                                                                                                             |                                      |                           |                                                          |                                     |                                                      |                                                                                   |                                      |                                  |                |
| 7                                                                                                             |                                      |                           |                                                          |                                     |                                                      |                                                                                   |                                      |                                  |                |
| 8                                                                                                             |                                      |                           |                                                          |                                     |                                                      |                                                                                   |                                      |                                  |                |
| 9                                                                                                             |                                      |                           |                                                          |                                     |                                                      |                                                                                   |                                      |                                  |                |
| 10                                                                                                            |                                      |                           |                                                          |                                     |                                                      |                                                                                   |                                      |                                  |                |

# APPENDIX F – CITY ACCIDENT/INJURY REPORT



## CITY of BILLINGS ACCIDENT/INJURY FORM

(Revised October 2025)

REPORT OF:

(Check all that apply)

- ☐ Employee on-the-job injury\*
- ☐ Occupational illness\*
- ☐ Damage to City property
- ☐ Damage to citizen's property or person

THIS FORM MUST BE COMPLETED AND SUBMITTED TO THE SAFETY OFFICER. EMAIL TO [vergerj@billingsmt.gov](mailto:vergerj@billingsmt.gov) or FAX TO 657-8390, or SEND VIA COURIER. A DRAFT COPY IS REQUIRED WITHIN 3 WORKING DAYS, EVEN IF/WHILE YOU ARE ATTEMPTING TO ROUTE FOR REVIEW AND SIGNATURES.

### EMPLOYEE

Employee: \_\_\_\_\_ Dept & Position: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor Phone: \_\_\_\_\_

### INCIDENT

Date & Time of Incident: \_\_\_\_\_ Address/Location of Incident: \_\_\_\_\_

Describe what occurred: \_\_\_\_\_

Investigating Police Officer: \_\_\_\_\_ Report No.: \_\_\_\_\_

**CDL Holders:** Was employee drug & alcohol tested? \_\_\_\_\_ If no, why not \_\_\_\_\_  
*(Employee must be immediately tested if any one of the following occurs: (1) a fatality; (2) medical treatment is required away from scene and City driver cited; or (3) if either vehicle is disabled and City driver receives a citation. If testing is not conducted, we must specify why it was not necessary).*

### EMPLOYEE INJURY

Type of Injury and Part(s) of Body \* \_\_\_\_\_  
 (\*Be specific. e.g., sprained R ankle, bruised L wrist, etc.)

Did or will the employee seek medical treatment? \_\_\_\_\_ Name of Dr./Hospital: \_\_\_\_\_

Type of medical treatment: \_\_\_\_\_  
 (Must submit doctor's statement/restrictions/release)

Did a doctor remove the employee from work? \_\_\_\_\_ Date(s) of absence: \_\_\_\_\_

Did a doctor impose restrictions or limitations due to this injury? \_\_\_\_\_

If yes, explain: \_\_\_\_\_

*{This is my claims for workers' compensation benefits due to an on-the-job injury, occupational disease or death of the above named worker. I understand that signing this claim for compensation authorizes the release of rehabilitation records, Social Security records and health care information (medical records) relevant to this claim to the workers' compensation insurer and insurer's agents. I also understand that if I obtain or exert unauthorized control over workers' compensation benefits, I may be fined and/or imprisoned. City policy states that an absence required as the result of a work injury runs concurrently with leave provided under FMLA.}*

### CITY VEHICLE AND/OR OTHER CITY PROPERTY

Description of Property \_\_\_\_\_

Vehicle Year, Make & Model \_\_\_\_\_ Vehicle No.: \_\_\_\_\_

Description of Damage (Attach/Enclose photos): \_\_\_\_\_



**CITIZEN/OTHER PARTY INFORMATION**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone(s): \_\_\_\_\_  
City/ST/Zip: \_\_\_\_\_ Phone(s): \_\_\_\_\_  
Driver Name (if different than above): \_\_\_\_\_ Phone(s): \_\_\_\_\_  
Owner Name (if different than above): \_\_\_\_\_ Phone(s): \_\_\_\_\_  
Description of Damage (Attach/Enclose photos): \_\_\_\_\_  
Vehicle Year/Make/Model: \_\_\_\_\_ License Plate No.: \_\_\_\_\_ VIN: \_\_\_\_\_  
Insurance Company: \_\_\_\_\_ Policy No: \_\_\_\_\_  
Agent: \_\_\_\_\_ Agent Phone: \_\_\_\_\_  
Citizen injuries and treatment: \_\_\_\_\_  
Doctor or Hospital: \_\_\_\_\_

**WITNESSES: (Attach signed witness statements as appropriate)**

Witness Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Address: \_\_\_\_\_  
Witness Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Address: \_\_\_\_\_  
Witness Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Address: \_\_\_\_\_

**SUPERVISOR'S SECTION**

Date/time employee reported incident to you: \_\_\_\_\_  
Based on your investigation, what was the cause of this accident? (Select all that apply)

UNSAFE ACT

- ☐ FAILURE TO FOLLOW RULES  
☐ IMPROPER PROCEDURE  
☐ HASTE  
☐ FAILURE TO OBTAIN HELP  
☐ IMPROPER USE OF TOOLS/EQUIPMENT  
☐ INATTENTION OR DISTRACTION  
☐ FAILURE TO USE PPE

UNSAFE CONDITION

- ☐ UNSAFE LAYOUT  
☐ UNSAFE EQUIPMENT/FACILITIES  
☐ INSUFFICIENT EMPLOYEE TRAINING  
☐ ACTION OF ANOTHER PERSON  
☐ PERSONAL PHYSICAL CONDITION  
☐ OTHER (EXPLAIN) \_\_\_\_\_

Supervisor's comments – Including what specific corrective actions have been/will be implemented to prevent similar injuries? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURES:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
Dept/Division Head: \_\_\_\_\_ Date: \_\_\_\_\_

FAX completed form to 657-8390 or email to Jolynn Yerger at yergerj@billingsmt.gov.

**NOTE:** IN THE EVENT A WORKPLACE ACCIDENT RESULTS IN AN EMPLOYEE *DEATH*, THE RISK & SAFETY OFFICE MUST PROVIDE NOTICE TO THE MT SAFETY & HEALTH BUREAU **WITHIN 8 HOURS** TO 1-844-669-5461 OR TO: <https://erd.dli.mt.gov/safety-health/workplace-fatality-reporting>.  
IN THE EVENT A WORKPLACE INJURY RESULTS IN *IN-PATIENT HOSPITALIZATION, AMPUTATION OR LOSS OF AN EYE*, THE RISK & SAFETY OFFICE MUST PROVIDE NOTICE TO THE MT SAFETY & HEALTH BUREAU **WITHIN 24 HOURS** TO 1-844-669-5461 OR TO: <https://erd.dli.mt.gov/safety-health/workplace-fatality-reporting>.

## APPENDIX G – SAFETY ASSURANCE POLICY

**Purpose:** The purpose of this policy is to provide the framework for a Safety Assurance program to ensure the delivery of quality public transportation for the citizens of Billings.

**Policy:** It is the policy of MET Transit to execute a Safety Assurance program using random reviews of camera footage, ride-a-longs, and ride checks quarterly. All Transit Operators will participate.

### Definitions:

- **Route tour:** A supervisor will follow an operator in a service vehicle while the operator is on a route for up to 20 minutes and may include spot checks.
- **Ride-a-longs:** A supervisor will ride with an operator while in service for up to 30 minutes or for the duration of a scheduled route run.
- **Camera footage reviews:** A supervisor will review camera footage for up to 20 minutes.
- **Meets Expectations:** Performance consistently meets job requirements. Achieves performance objectives as stated.
- **Needs Improvement:** Performance in one or more skills is less than expected and needs improvement. Direction, supervision, and learning are required if performance objectives are to be achieved.

**Procedure:** Supervisors will review route video footage, route tour an operator, or ride-a-long with up to 25 percent of the operators quarterly. Driver selection and review type will be random. New operators will be subject to 30, 60, 90, 120, and 240 day reviews. Supervisors will be looking for but not limited to the following:

- Problem-solving/decision-making
- Performance in non-stress conditions
- Performance in stress conditions
- Rules of the road
- Driving proficiency
- Interactions with others
- ADA compliance
- Safety risks
- Other daily operations skills including speed checks

Each review will be handled individually with the operator meeting with members of the supervisory team as soon as possible.

Any witnessed violation will be handled on a case-by-case basis.

- a. The evaluator will consider the risk of the violation using a Risk Assessment Form.
- b. The evaluator will identify if the violation could be handled with coaching or training.
- c. The evaluator will use corrective action when the violation is 15 or above in the risk matrix. (See page 10 of the PTASP for the matrix.)
- d. The evaluator may use corrective action for repeat offenses.

Examples: The operator did not check a crosswalk for pedestrians and nearly hits a pedestrian while driving across the crosswalk at excessive speeds. The result of this violation would most likely result in corrective action.

| MET TRANSIT SAFETY ASSURANCE REVIEW FORM                                                 |                                       | DRIVER/OPERATOR                                         |                  |                  |
|------------------------------------------------------------------------------------------|---------------------------------------|---------------------------------------------------------|------------------|------------------|
| Employee Name:                                                                           |                                       | <b>Review Type:</b> Circle or highlight all that apply. |                  |                  |
| Supervisor Name:                                                                         |                                       | Camera Review                                           | Ride Along       | Follow           |
| Route:                                                                                   |                                       | 30 Day                                                  | 60 Day           | 90 Day           |
| Date:                                                                                    |                                       | 120 Day                                                 | 240 Day          | Random Quarterly |
| Time:                                                                                    |                                       | Remedial Training/Follow-up                             |                  |                  |
| SAFETY ELEMENT                                                                           | COMMENTS                              | Need Improvement                                        | Meet Requirement | NA               |
| Accelerating                                                                             |                                       |                                                         |                  |                  |
| Stopping/braking                                                                         |                                       |                                                         |                  |                  |
| Left Turns                                                                               |                                       |                                                         |                  |                  |
| Right Turns                                                                              |                                       |                                                         |                  |                  |
| Intersection Safety                                                                      |                                       |                                                         |                  |                  |
| Blinker/hazard use                                                                       |                                       |                                                         |                  |                  |
| Reversing                                                                                |                                       |                                                         |                  |                  |
| Railroad Crossings                                                                       |                                       |                                                         |                  |                  |
| Service Stop (passenger stop)                                                            |                                       |                                                         |                  |                  |
| Parking Lot Safety (Para)                                                                |                                       |                                                         |                  |                  |
| 2 Hands on Wheel                                                                         |                                       |                                                         |                  |                  |
| Mirror Checks (every 5-8 Seconds)                                                        |                                       |                                                         |                  |                  |
| Defensive Driving Techniques                                                             |                                       |                                                         |                  |                  |
| Pedestrian, Bike & Crosswalk Safety                                                      |                                       |                                                         |                  |                  |
| Public Interaction                                                                       |                                       |                                                         |                  |                  |
| Allows Passenger to take a seat before proceeding on route.                              |                                       |                                                         |                  |                  |
| Lift/Ramp Use (Safety & ADA)                                                             |                                       |                                                         |                  |                  |
| Mobility Device Securement                                                               |                                       |                                                         |                  |                  |
| Priority Seating (asking passengers to move to a different seat for elderly or disabled) |                                       |                                                         |                  |                  |
| Radio Usage/Etiquette                                                                    |                                       |                                                         |                  |                  |
| Tablet/ on-board Devices                                                                 |                                       |                                                         |                  |                  |
| Pre/Post Trip (including fueling & DEF)                                                  |                                       |                                                         |                  |                  |
| <b>Comments or Hazards Identified:</b>                                                   |                                       |                                                         |                  |                  |
|                                                                                          |                                       |                                                         |                  |                  |
| SPEED CHECK                                                                              | LOCATION                              | Time                                                    | Posted           | Actual           |
| Check 1                                                                                  |                                       |                                                         |                  |                  |
| Check 2                                                                                  |                                       |                                                         |                  |                  |
| Check 3                                                                                  |                                       |                                                         |                  |                  |
|       | Employee Signature:                   |                                                         |                  |                  |
|                                                                                          | Supervisor Signature:                 |                                                         |                  |                  |
|                                                                                          | Assistant Transit Director Signature: |                                                         |                  |                  |

## APPENDIX H – SELF REPORTING AND NEAR MISS POLICY

**PURPOSE:** The purpose of this policy is to cultivate and foster a proactive safety culture in which employees are comfortable and encouraged to bring safety concerns and reports of close calls to the attention of MET Management. MET recognizes that employees are most familiar with the details of their respective jobs and work environment, which makes their input crucial to maintaining safety in the workplace.

**POLICY:** When witnessing an unsafe act, noticing an unsafe condition or near miss, or being involved in a near miss, employees must promptly report the unsafe condition or act to a Transit Road Supervisor, Maintenance Supervisor, or the Transit Operations Coordinator.

No person will be penalized or retaliated against for bringing safety issues to the attention of management, including their involvement in near miss incidents. This statement does not apply to information received from a source other than the employee, or which involves an illegal act, or a deliberate or willful disregard of policy, regulations, or procedures. Repetitive risk behaviors displayed by an employee may also be subject to disciplinary action.

A near miss is defined as a safety event in which no property was damaged, and no personal injury was sustained, but given a slight shift in time or position, damage or injury easily could have occurred.

There are several ways employees can report their safety concerns to management:

- Any safety concern may be reported directly to a Supervisor or the Chief Safety Officer
- **Near misses** must be directly reported to a Supervisor or the Chief Safety Officer using the incident form.
- Minor safety concerns, not including near misses, may be reported to Transit Dispatch.
- Safety concerns, not including near misses, may be reported anonymously via the safety suggestion box, located in the employee METroplex break area.

All safety concerns and comments are reviewed with follow-up by the direct supervisors in a timely manner.

Examples of information typically reported include, but is not limited to:

- Safety concerns in the operating environment.
- Policies and procedures that are not working as intended.
- Information regarding safety events.
- Near misses.

# APPENDIX I – RISK ASSESSMENT FORM

## RISK ASSESSMENT FORM

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                        |                                                    |                |            |          |          |    |    |               |   |   |    |    |    |            |   |   |   |    |    |       |   |   |   |   |    |              |   |   |   |   |   |  |  |   |   |   |   |   |  |  |            |        |            |          |          |  |  |                   |  |  |  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|----------------------------------------------------|----------------|------------|----------|----------|----|----|---------------|---|---|----|----|----|------------|---|---|---|----|----|-------|---|---|---|---|----|--------------|---|---|---|---|---|--|--|---|---|---|---|---|--|--|------------|--------|------------|----------|----------|--|--|-------------------|--|--|--|--|
| <b>DATE/TIME</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                        |                                                    |                |            |          |          |    |    |               |   |   |    |    |    |            |   |   |   |    |    |       |   |   |   |   |    |              |   |   |   |   |   |  |  |   |   |   |   |   |  |  |            |        |            |          |          |  |  |                   |  |  |  |  |
| <b>COMPLETED BY</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                        |                                                    |                |            |          |          |    |    |               |   |   |    |    |    |            |   |   |   |    |    |       |   |   |   |   |    |              |   |   |   |   |   |  |  |   |   |   |   |   |  |  |            |        |            |          |          |  |  |                   |  |  |  |  |
| <b>IDENTIFIED HAZARD</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                        |                                                    |                |            |          |          |    |    |               |   |   |    |    |    |            |   |   |   |    |    |       |   |   |   |   |    |              |   |   |   |   |   |  |  |   |   |   |   |   |  |  |            |        |            |          |          |  |  |                   |  |  |  |  |
| <b>LOCATION/VEHICLE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <i>(If Applicable)</i> |                                                    |                |            |          |          |    |    |               |   |   |    |    |    |            |   |   |   |    |    |       |   |   |   |   |    |              |   |   |   |   |   |  |  |   |   |   |   |   |  |  |            |        |            |          |          |  |  |                   |  |  |  |  |
| <b>EMPLOYEE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <i>(If Applicable)</i> |                                                    |                |            |          |          |    |    |               |   |   |    |    |    |            |   |   |   |    |    |       |   |   |   |   |    |              |   |   |   |   |   |  |  |   |   |   |   |   |  |  |            |        |            |          |          |  |  |                   |  |  |  |  |
| <b>HAZARD RATING (CIRCLE ONE):</b><br><br><p style="text-align: center;"><b>RISK RATING = LIKELIHOOD x SEVERITY</b></p> <table border="1"> <tr> <td rowspan="5" style="text-align: center; vertical-align: middle;"><b>S<br/>E<br/>V<br/>E<br/>R<br/>I<br/>T<br/>Y</b></td> <td>Catastrophic 5</td> <td>5</td> <td>10</td> <td>15</td> <td>20</td> <td>25</td> </tr> <tr> <td>Significant 4</td> <td>4</td> <td>8</td> <td>12</td> <td>16</td> <td>20</td> </tr> <tr> <td>Moderate 3</td> <td>3</td> <td>6</td> <td>9</td> <td>12</td> <td>15</td> </tr> <tr> <td>Low 2</td> <td>2</td> <td>4</td> <td>6</td> <td>8</td> <td>10</td> </tr> <tr> <td>Negligible 1</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td colspan="2"></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td colspan="2"></td> <td>Improbable</td> <td>Remote</td> <td>Occasional</td> <td>Probable</td> <td>Frequent</td> </tr> <tr> <td colspan="2"></td> <td colspan="5" style="text-align: center;"><b>LIKELIHOOD</b></td> </tr> </table> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <p>Catastrophic <span style="display: inline-block; width: 15px; height: 15px; background-color: red; border: 1px solid black;"></span> STOP</p> <p>Unacceptable <span style="display: inline-block; width: 15px; height: 15px; background-color: orange; border: 1px solid black;"></span> URGENT ACTION</p> <p>Undesirable <span style="display: inline-block; width: 15px; height: 15px; background-color: yellow; border: 1px solid black;"></span> ACTION</p> <p>Acceptable <span style="display: inline-block; width: 15px; height: 15px; background-color: lightgreen; border: 1px solid black;"></span> MONITOR</p> <p>Desirable <span style="display: inline-block; width: 15px; height: 15px; background-color: green; border: 1px solid black;"></span> NO ACTION</p> </div> </div> |                        | <b>S<br/>E<br/>V<br/>E<br/>R<br/>I<br/>T<br/>Y</b> | Catastrophic 5 | 5          | 10       | 15       | 20 | 25 | Significant 4 | 4 | 8 | 12 | 16 | 20 | Moderate 3 | 3 | 6 | 9 | 12 | 15 | Low 2 | 2 | 4 | 6 | 8 | 10 | Negligible 1 | 1 | 2 | 3 | 4 | 5 |  |  | 1 | 2 | 3 | 4 | 5 |  |  | Improbable | Remote | Occasional | Probable | Frequent |  |  | <b>LIKELIHOOD</b> |  |  |  |  |
| <b>S<br/>E<br/>V<br/>E<br/>R<br/>I<br/>T<br/>Y</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Catastrophic 5         |                                                    | 5              | 10         | 15       | 20       | 25 |    |               |   |   |    |    |    |            |   |   |   |    |    |       |   |   |   |   |    |              |   |   |   |   |   |  |  |   |   |   |   |   |  |  |            |        |            |          |          |  |  |                   |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Significant 4          |                                                    | 4              | 8          | 12       | 16       | 20 |    |               |   |   |    |    |    |            |   |   |   |    |    |       |   |   |   |   |    |              |   |   |   |   |   |  |  |   |   |   |   |   |  |  |            |        |            |          |          |  |  |                   |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Moderate 3             |                                                    | 3              | 6          | 9        | 12       | 15 |    |               |   |   |    |    |    |            |   |   |   |    |    |       |   |   |   |   |    |              |   |   |   |   |   |  |  |   |   |   |   |   |  |  |            |        |            |          |          |  |  |                   |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Low 2                  |                                                    | 2              | 4          | 6        | 8        | 10 |    |               |   |   |    |    |    |            |   |   |   |    |    |       |   |   |   |   |    |              |   |   |   |   |   |  |  |   |   |   |   |   |  |  |            |        |            |          |          |  |  |                   |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Negligible 1           | 1                                                  | 2              | 3          | 4        | 5        |    |    |               |   |   |    |    |    |            |   |   |   |    |    |       |   |   |   |   |    |              |   |   |   |   |   |  |  |   |   |   |   |   |  |  |            |        |            |          |          |  |  |                   |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                        | 1                                                  | 2              | 3          | 4        | 5        |    |    |               |   |   |    |    |    |            |   |   |   |    |    |       |   |   |   |   |    |              |   |   |   |   |   |  |  |   |   |   |   |   |  |  |            |        |            |          |          |  |  |                   |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                        | Improbable                                         | Remote         | Occasional | Probable | Frequent |    |    |               |   |   |    |    |    |            |   |   |   |    |    |       |   |   |   |   |    |              |   |   |   |   |   |  |  |   |   |   |   |   |  |  |            |        |            |          |          |  |  |                   |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                        | <b>LIKELIHOOD</b>                                  |                |            |          |          |    |    |               |   |   |    |    |    |            |   |   |   |    |    |       |   |   |   |   |    |              |   |   |   |   |   |  |  |   |   |   |   |   |  |  |            |        |            |          |          |  |  |                   |  |  |  |  |
| HAS HAZARD BEEN IDENTIFIED PREVIOUSLY?   YES   NO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                        |                                                    |                |            |          |          |    |    |               |   |   |    |    |    |            |   |   |   |    |    |       |   |   |   |   |    |              |   |   |   |   |   |  |  |   |   |   |   |   |  |  |            |        |            |          |          |  |  |                   |  |  |  |  |
| IS MITIGATION WARRANTED BASED ON RATING?   YES   NO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                        |                                                    |                |            |          |          |    |    |               |   |   |    |    |    |            |   |   |   |    |    |       |   |   |   |   |    |              |   |   |   |   |   |  |  |   |   |   |   |   |  |  |            |        |            |          |          |  |  |                   |  |  |  |  |
| IF YES, REVIEW WITH CSO AND DOCUMENT ON INCIDENT FORM.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                        |                                                    |                |            |          |          |    |    |               |   |   |    |    |    |            |   |   |   |    |    |       |   |   |   |   |    |              |   |   |   |   |   |  |  |   |   |   |   |   |  |  |            |        |            |          |          |  |  |                   |  |  |  |  |

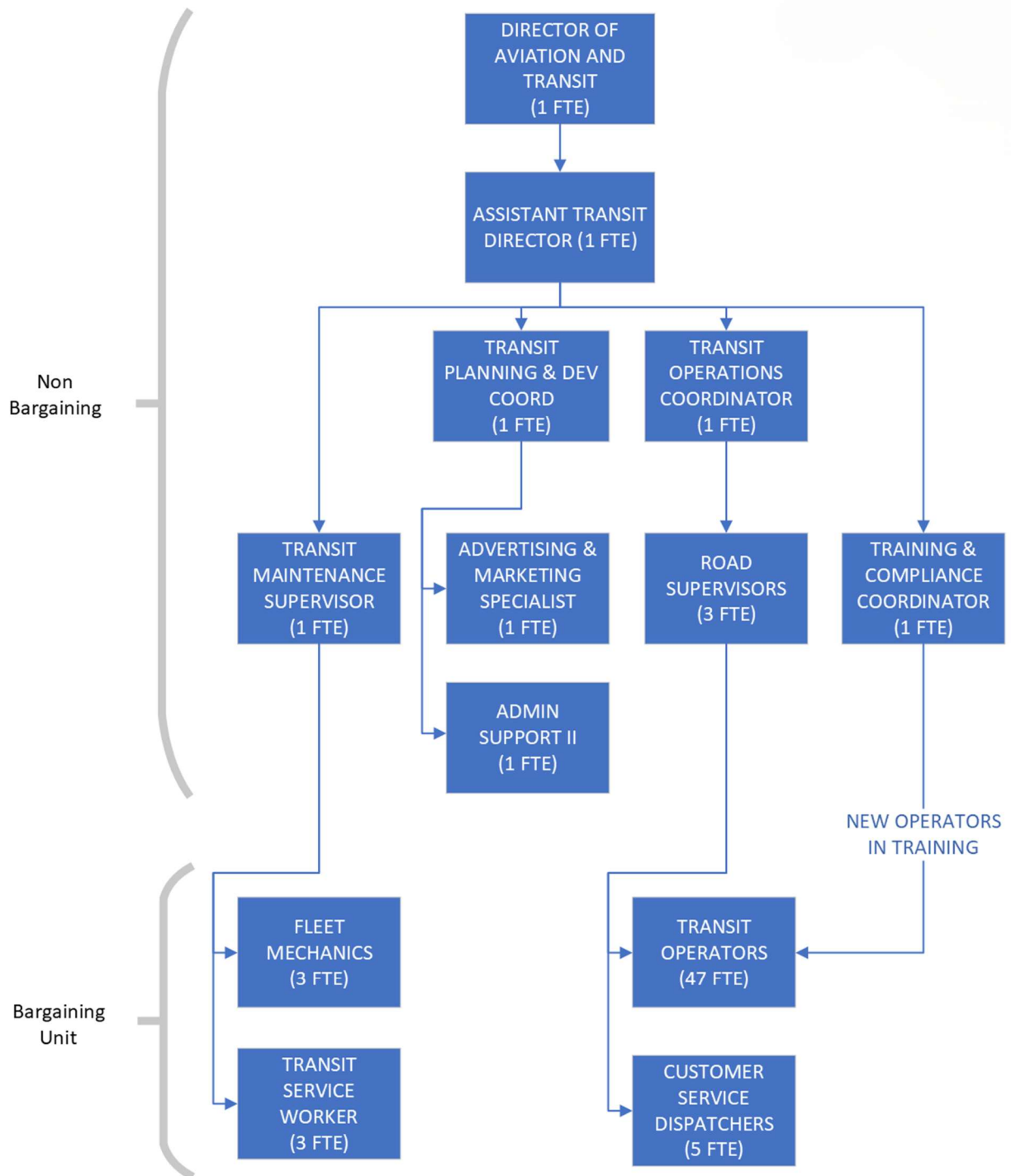
## APPENDIX J – INFECTIOUS DISEASE CLEANING PROTOCOL

1. Program Scope
  - a. MET Transit’s Infectious Disease Cleaning Protocol focuses on the maintenance, cleaning, and disinfecting of transit vehicles and facilities during a pandemic. The protocol was developed in response to COVID – 19 but will be utilized for any future viral outbreaks.
2. Program Schedule
  - a. The Centers for Disease Control and Prevention (CDC) has developed procedures for cleaning and disinfecting facilities and vehicles, which includes recommendations on minimum requirements for the frequency of cleaning activities. These are summarized on the table below.

| ACTIVITY                                                                    | FREQUENCY                              |
|-----------------------------------------------------------------------------|----------------------------------------|
| Facility and vehicle routine cleaning                                       | Daily                                  |
| Partial facility and vehicle cleaning areas i.e.- time clock, door handles) | During shift changes                   |
| Deep facility and vehicle cleaning (all surfaces cleaned)                   | Weekly                                 |
| HVAC filter change                                                          | Based on manufacturer’s recommendation |

3. Cleaning Products
  - a. In addition to the CDC-recommended use of soap and water, MET Transit utilizes disinfectant chemicals for surface cleaning. The disinfectant dispensers are on the columns in the fixed route bays. Each disinfectant station dispenses chemicals for mopping and spray bottle applications. SDS sheets for all cleaning chemicals are in the City of Billings database.
4. Personal Protective Equipment
  - a. MET Transit provides all employees with masks, disposable gloves, and eye protection for use while completing all cleaning activities.
5. Records & Quality Assurance
  - a. MET Transit’s supervisory team will perform quality assurance checks daily to ensure that the facility and vehicles are being cleaned properly.
  - b. Deep cleaning logs for MET Transit vehicles and facilities are completed in the appropriate tracking software, ensuring that all areas are cleaned timely.

## APPENDIX K – ORGANIZATIONAL STRUCTURE



## APPENDIX L – FTA ASSAULT DEFINITION & SMS REPORT

From The 2024 National Transit Database Safety and Security Policy Manual, “an assault on a transit worker is a circumstance in which an individual knowingly, without lawful authority or permission, and with intent to endanger the safety of any individual, or with a reckless disregard for the safety of human life, interferes with, disables, or incapacitates a transit worker while the transit worker is performing the duties of the transit worker.”

FTA’s assault definition requires either “intent to endanger the safety of any individual” or “reckless disregard for the safety of human life.”

Transit Worker Assault Detail Type selections:

- Physical: An assault in which the attack involved physical contact with the transit worker. This could include any physical contact with the victim from the attacker’s body, a weapon, a projectile or other item (e.g., spitting).
- Non-Physical: An assault in which the attack involves no physical contact with the transit worker. This could include threats, intimidation, or interference that do not result in any physical contact with the transit worker.

Transit Worker Type selections:

- Operator: An individual who is compensated by the transit agency and whose function is to operate the transit vehicle.
- Other Transit Worker (e.g., transit police, station agent, etc.): An individual who is compensated by the transit agency or who is otherwise providing specific services on behalf of a transit agency.

The following information was first included in the Safety Management System Report and submitted by MET Transit on December 23, 2024, as required in response to General Directive 24-1: Required Actions Regarding Assaults on Transit Workers. The following actions have been updated regarding status and activities.

**Hazard Assessed:** Transit workers must interact with passengers, patrons, and the public, and, at times, must clarify or enforce agency policies. Unfortunately, consequences can occur leading to transit workers being assaulted on transit vehicles and at revenue facilities. The following mitigation measures have been identified with descriptions, likelihood, severity ratings, start and projected completion dates, and effectiveness.

Safety Mitigations Identified by MET:

## 1. Signage Informing Riders of Surveillance/Penalties

- *Description:* Bus infotainment system displays internal video feed. Decals have been installed in every fixed route vehicle explaining that each bus is equipped with both video and audio surveillance equipment.

Signage informing riders of expected rider behavior and potential refusal of service for failure to comply are posted in all vehicles.

PLANNED: Currently, no State or Local laws exist explicitly laying out penalties for transit worker assaults. MET Transit leadership and the Montana Transit Association have proposed to state lawmakers legislation enforcing harsher penalties for assaults on transit workers, with interest from other transit systems in the state. State lawmakers have yet to take up the legislation.

|                                |                 |
|--------------------------------|-----------------|
| <b>Risk rating Likelihood:</b> | <b>Moderate</b> |
| <b>Risk rating Severity:</b>   | <b>Moderate</b> |
| <b>Consequence Likelihood:</b> | <b>Moderate</b> |
| <b>Consequence Severity:</b>   | <b>Moderate</b> |

- *Effectiveness:* The riding public appears to be generally aware that they are on camera when in a vehicle based on interactions; with some interactions, this limits escalation of the individual while other individuals may continue regardless of video recording.

Regarding the proposed legislation, this will be an ongoing effort in order to develop the law and advocate for its passage. Determining effectiveness will be a multi-year endeavor, comparing available assault data with trends in reductions if implemented. MET Transit will assess general signage after implementation; MET Transit will assess frequency of occurrences of operator assault prior to and after implementation.

## 2. De-Escalation Training

- *Description:* Currently every new hire completes the required TAPTCO training videos including Hazard Identification & Mitigation, Employee Safety Reporting Program, and Conflict and Aggression Management. Our employees also receive Passenger Assistance, Safety and Sensitivity (PASS) training and recertification. The training team schedules annual refresher de-escalation training for both new and ongoing employees that is held at quarterly safety meetings.

|                                |                 |
|--------------------------------|-----------------|
| <b>Risk rating Likelihood:</b> | <b>Moderate</b> |
| <b>Risk rating Severity:</b>   | <b>Moderate</b> |

|                                |                 |
|--------------------------------|-----------------|
| <b>Consequence Likelihood:</b> | <b>Moderate</b> |
| <b>Consequence Severity:</b>   | <b>Moderate</b> |

- *Effectiveness:* Effective. Generally, existing de-escalation (conflict and aggression management appears to be effective) as operators tend to react in a neutral and de-escalating manner when presented with issues while in service; additional training assists in reinforcing this behavior.

### 3. Operating Policies and Procedures

- *Description:* MET Transit prints and distributes operating policies and procedures for each employee. These policies and procedures are reviewed in a classroom setting with new hires and during re-training of existing workforce. Policy reminders are regularly published in memo form as the need arises (e.g., only request fare payment once: “In the event of a non-paying passenger, the operator is to inform the passenger of the required fare amount and avoid confrontation. The operator may state to the passenger a fare is required, and the individual cannot ride without paying a fare or showing a pass...If the passenger refuses to leave, notify a supervisor but do not attempt to forcibly remove a passenger”).

|                                |                 |
|--------------------------------|-----------------|
| <b>Riskrating Likelihood:</b>  | <b>Moderate</b> |
| <b>Riskrating Severity:</b>    | <b>Moderate</b> |
| <b>Consequence Likelihood:</b> | <b>Moderate</b> |
| <b>Consequence Severity:</b>   | <b>Moderate</b> |

- *Effectiveness:* Effective. Operating policies are in a continual state of update depending on needs and identified issues. Policies for operators appear to be effective in assisting personnel in managing conflicts and issues by providing guidelines for behavior and what issues they should focus on; passenger policies provide operators with something to reference when dealing with problem passengers.

### 4. Video/Audio Surveillance

- *Description:* All vehicles (fixed route, paratransit, support) are equipped with video and audio surveillance equipment. The METroplex is also equipped with a video surveillance equipment, including audio surveillance in public facing areas. Projects are currently in process to add audio/video systems to the MET transfer centers.

|                                |                 |
|--------------------------------|-----------------|
| <b>Riskrating Likelihood:</b>  | <b>Moderate</b> |
| <b>Riskrating Severity:</b>    | <b>Moderate</b> |
| <b>Consequence Likelihood:</b> | <b>Moderate</b> |

|                              |                 |
|------------------------------|-----------------|
| <b>Consequence Severity:</b> | <b>Moderate</b> |
|------------------------------|-----------------|

- *Effectiveness:* Effective. Video recording on buses has been in use since 2010; long term use has appeared to be effective in reducing repeat instances from problem riders once the rider was made aware of video recording being utilized to substantiate transit operator claims of issues.

## 5. Covert/Overt Emergency Alarms

- *Description:* Fixed route vehicles are currently equipped with a push-style button integrated into software for the onboard signage that silently alerts the public by displaying an emergency message on exterior signage; all vehicles also have an emergency button on each radio that directly alerts the City/County Emergency dispatch of an onboard emergency.

|                                |                 |
|--------------------------------|-----------------|
| <b>Riskrating Likelihood:</b>  | <b>Moderate</b> |
| <b>Riskrating Severity:</b>    | <b>Moderate</b> |
| <b>Consequence Likelihood:</b> | <b>Moderate</b> |
| <b>Consequence Severity:</b>   | <b>Moderate</b> |

- *Effectiveness:* Effective. All vehicles purchased since 2005 have had emergency radio capabilities; all fixed route vehicles and all paratransit vehicles with destination signs have also had covert message abilities to display to the public. MET has directly experienced members of the public reporting emergency messaging on fixed-route buses as well as calls from dispatch reporting emergency radio button use. MET is not aware of any instances when MET personnel were not notified of the usage of either system.

## 6. Automatic Vehicle Location

- *Description:* All vehicles (fixed route, paratransit, support) are equipped with AVL equipment. AVL technology allows MET personnel to direct local law enforcement to bus location; AVL also assists passengers in being aware of vehicle location.

|                                |                 |
|--------------------------------|-----------------|
| <b>Riskrating Likelihood:</b>  | <b>Moderate</b> |
| <b>Riskrating Severity:</b>    | <b>Moderate</b> |
| <b>Consequence Likelihood:</b> | <b>Moderate</b> |
| <b>Consequence Severity:</b>   | <b>Moderate</b> |

- *Effectiveness:* Effective. AVL has been utilized on paratransit vehicles since the late 2000s; fixed-route buses have been in use since 2018. AVL has proven effective in quick response for law enforcement and emergency personnel should the need arise to dispatch to the vehicle location. More recently (Oct

2024), full automated audio/visual stop annunciation was added to all fixed route vehicles for all stops to not only increase passenger usability but also reduce the potential for conflict arising from passengers missing their correct alighting location. Effectiveness of this will be assessed by measuring prior conflicts arising from missed stops in comparison to missed stop issues after implementation.

## 7. Patrol Strategies

- *Description:* Local police (Billings Police Department) increased the occurrence of patrols through transfer center locations to help mitigate the instances of loitering, vandalism, and general issues; further, in 2022, MET Transit contracted with Sundown Security to increase overnight patrols through transfer centers. In May 2022, MET Transit added specific Road Supervisor positions in support of PTASP goals (training, mitigation, safety assurance, hazard identification) and direct personnel support. Road Supervisors regularly tour routes in service vehicles, are present at transfer centers, and ride along on revenue vehicles.

|                                |                 |
|--------------------------------|-----------------|
| <b>Riskrating Likelihood:</b>  | <b>Moderate</b> |
| <b>Riskrating Severity:</b>    | <b>Moderate</b> |
| <b>Consequence Likelihood:</b> | <b>Low</b>      |
| <b>Consequence Severity:</b>   | <b>Moderate</b> |

- *Effectiveness:* Effective. Instances of vandalism, loitering, and general issues at transfer center locations have decreased significantly since contracting with Sundown Security as well as increased police presence. Road Supervisor/Transit personnel presence has also been shown to reduce instances of issues with both passengers and the general public.

## 8. Communication Protocols

- *Description:* Internal covert communication policies, if possible, from operators in the field; operator asks about detours on Sunday via two-way radio to alert dispatch as MET Transit does not currently offer Sunday service. Further, MET utilizes private channels for discussion via two-way radio of incidents.

|                                |                 |
|--------------------------------|-----------------|
| <b>Riskrating Likelihood:</b>  | <b>Moderate</b> |
| <b>Riskrating Severity:</b>    | <b>Moderate</b> |
| <b>Consequence Likelihood:</b> | <b>Moderate</b> |
| <b>Consequence Severity:</b>   | <b>Moderate</b> |

- *Effectiveness:* Not yet determined. Covert communications via 2-way have not yet been assessed as the need to utilize has not arisen. Private channel communications are not always effective as fleet operators tend to change

channels to "listen in" even when the situation does not involve their vehicle. MET is exploring options to expand available communications via the AVL system, cellular systems, and other protocols.

## 9. Other

- *Description:* MET Transit's primary facility is protected and secured with chain link fencing on all sides. MET has had two (2) automatic opening/closing gates installed at both entrances into the lot. In addition to these gates, MET has invested in RFID technology that will allow gates to open automatically when vehicles with installed headlight/window tags approach. Additionally, pedestrian gates have security hardware installed requiring coded entry for access. The primary MET facility uses a combination of electronic access controls with a badge system and manual cipher locks. MET Transit transfer centers are equipped with cipher locks only to to grant access to employees only. Electronic access controls are currently included in the security camera project for each transfer center, as well as outfitting the entire METroplex with updated access systems.

|                                |                 |
|--------------------------------|-----------------|
| <b>Riskrating Likelihood:</b>  | <b>Moderate</b> |
| <b>Riskrating Severity:</b>    | <b>Moderate</b> |
| <b>Consequence Likelihood:</b> | <b>Low</b>      |
| <b>Consequence Severity:</b>   | <b>Moderate</b> |

- *Effectiveness:* Effective. The MET Transit facility has been fenced since its construction in 1983; coded security locks were added in 2018. Electronic access controls were added in 2025. Unauthorized access to the facility is rare.

| Mitigation                                         | Status                         | Actual Start Date | Completion/Projected Completion Date | Estimated Progress   |
|----------------------------------------------------|--------------------------------|-------------------|--------------------------------------|----------------------|
| Signage Informing Riders of Surveillance/Penalties | Legislative action in progress |                   | 05/2027                              | 80%                  |
| De-Escalation Training                             | Update as needed               | July 2019         | All staff by 05/2025                 | Ongoing              |
| Operating Policies & Procedures                    | Update as needed               | March 2019        | Ongoing                              | Ongoing              |
| Video/Audio Surveillance                           | Update as needed               | July 2010         | Additional systems by 07/2026        | Complete and ongoing |
| Covert/Overt Emergency Alarms                      | Update as needed               | July 2005         | 07/2005                              | Complete and ongoing |
| Automatic Vehicle Location                         | Update as needed               | Feb 2018          | 11/2018                              | Complete and ongoing |
| Patrol Strategies                                  | Update as needed               | March 2022        | 05/2022                              | Complete and ongoing |
| Communication Protocols                            | Update as needed               | July 2019         | 07/2019                              | Complete and ongoing |
| Other                                              | Update as needed               | July 2019         | Additional systems by 07/2026        | Complete and ongoing |

**City Council Regular Business Meeting**

**Meeting Date:** 02/23/2026

**TITLE:** Donations to the Billings Public Library (\$5,055)

**PRESENTED BY:** Kelsie Rubich, Assistant Library Director

**Department:** Library

**Presentation:** No

**Legal Review:** Not Applicable

**Project Number:** N/A

---

**RECOMMENDATION**

Staff recommends that the City Council accept the donation to the Billings Public Library.

**EXECUTIVE SUMMARY**

The Billings Public Library has received two private donations: \$1,000 from David and Nancy Myers and \$500 from Ellen Knight, designated for the purchase of library books. The Friends of the Library have also contributed \$3,555 for specific programs at the library. Staff recommends City Council formally accept the donations. Acceptance has no fiscal impact on the City budget and supports enhancement of the Library's collection and programming.

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

The Billings Public Library has received two donations: \$1,000 from David and Nancy Myers and \$500 from Ellen Knight, earmarked for the purchase of books. The Friends of the Library have also given \$3,555 in support of library programming and patron assistance.

**FISCAL EFFECTS**

There is no budgetary impact.

**STAKEHOLDERS**

**ALTERNATIVES**

City Council may:

- Approve the donation; or,
  - Not Approve the donation.
-

**City Council Regular Business Meeting**

**Meeting Date:** 02/23/2026

**TITLE:** Acceptance of Donation from Mark Nicholson for the Youth and Senior Scholarship Fund

**PRESENTED BY:** Kory Thomson

**Department:** Parks/Rec/Public Lands

**Presentation:** No

**Legal Review:** No

**Project Number:** N/A

---

**RECOMMENDATION**

Staff recommend that City Council accept the generous donation from Mark Nicholson in the amount of \$1,000 for the Youth and Senior Scholarship Fund.

**EXECUTIVE SUMMARY**

The Billings Parks & Recreation Youth & Senior Scholarship Fund provides youth and senior adults in our community access to recreational programs for individuals and families who may not otherwise be able to afford them. These scholarships provide participants with exposure to positive experiences, social connections, and active lifestyles. Through our programs, children and senior adults are given the opportunity to gain and refine life skills, improve health and wellness, and develop positive personal and social connections. All of the donations to this fund go directly to support scholarships for Billings' youth and senior adults.

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

Council policy requires that any donation exceeding \$500 be approved by City Council. City Council is being asked to accept a \$1000 donation from Mark Nicholson to help provide financial assistance to low-income children and seniors with activity registrations and swimming pool passes.

**FISCAL EFFECTS**

There will be no additional fiscal impacts to the City's General Fund.

**STAKEHOLDERS**

Users of PRPL Recreation programs

**ALTERNATIVES**

City Council may:

Approve the donation of \$1,000 from Mark Nicholson to the Youth and Senior Scholarship Fund; or,

Not approve the donation,

---

**City Council Regular Business Meeting**

**Meeting Date:** 02/23/2026

**TITLE:** Acceptance of Donation from Billings Scheels for Youth and Senior Scholarship Fund

**PRESENTED BY:** Kory Thomson

**Department:** Parks/Rec/Public Lands

**Presentation:** No

**Legal Review:** No

**Project Number:** N/A

---

**RECOMMENDATION**

Staff recommend that City Council accept the donation from Scheels in Billings in the amount of \$2,000 for the Youth and Senior Scholarship Fund.

**EXECUTIVE SUMMARY**

The Billings Parks & Recreation Youth & Senior Scholarship Fund provides youth and senior adults in our community access to recreational programs for individuals and families who may not otherwise be able to afford them. These scholarships provide participants with exposure to positive experiences, social connections, and active lifestyles. Through our programs, children and senior adults are given the opportunity to gain and refine life skills, improve health and wellness, and develop positive personal and social connections. All donations to this fund go directly to support scholarships for Billings' youth and senior adults.

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

Council policy requires that any donation exceeding \$500 be approved by City Council. As part of their "Day of Giving," the Scheels store in Billings generously donated \$2,000 to the Youth and Senior Scholarship Fund, through the Partners for Parks Foundation, to benefit children and seniors in the Billings community. This is the fifth year in a row that Scheels has made a donation to the Fund.

**FISCAL EFFECTS**

There will be no additional fiscal impacts to the City's General Fund.

**STAKEHOLDERS**

**ALTERNATIVES**

City Council may:

- Approve the donation of \$2,000 from Scheels to the Youth and Senior Scholarship Fund; or,
  - Not approve the donation,
-

**City Council Regular Business Meeting**

**Meeting Date:** 02/23/2026

**TITLE:** Accept a Donation in the Amount of \$2,000 from the Yellowstone County DUI Task Force to Purchase Preliminary Breath Testers

**PRESENTED BY:** Rich St. John, Police Chief

**Department:** Police

**Presentation:** No

**Legal Review:** No

**Project Number:** N/A

---

**RECOMMENDATION**

Staff recommends that City Council accept a donation from the Yellowstone County DUI Task Force in the amount of \$2,000 to be used to purchase Preliminary Breath Testers (PBT's) for patrol cars.

**EXECUTIVE SUMMARY**

Approval is requested to accept a \$2,000 donation from the Yellowstone County DUI Task Force to purchase Preliminary Breath Testers for Billings Police Department patrol vehicles. The donation requires Council approval and has no General Fund impact.

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

Council policy requires that any donation greater than \$500 must be approved by the City Council. City Council is being asked to accept a donation in the amount of \$2,000 from the Yellowstone County DUI Task Force. The donation will be used to purchase Portable Breath Testers (PBT's) and associated supplies.

**FISCAL EFFECTS**

There is no impact to the General Fund.

**STAKEHOLDERS**

**ALTERNATIVES**

City Council may:

- Approve the donation to the Billings Police Department in the amount of \$2,000 or;
  - Disapprove the donation to the Billings Police Department in the amount of \$2,000 and the Billings Police Department will use the General Fund to purchase the PBT's.
-

**City Council Regular Business Meeting****Meeting Date:** 02/23/2026**TITLE:** MET - 2026 Annual Resolution Authorizing the Filing and Acceptance of Transit Grant Funds and Related Documents**PRESENTED BY:** Rusty Logan**Department:** Transit**Presentation:** No**Legal Review:** No**Project Number:** N/A**RECOMMENDATION**

Staff recommends the City Council approve the Resolution authorizing the MET Transit Division to apply for, accept, and execute Federal and State transit related grants, execute annual required certifications and assurances when available, as well as execute any subsequently awarded grant agreements.

**EXECUTIVE SUMMARY**

Each year, the MET Transit Division applies for various grants with the Federal Transit Administration (FTA) and/or the State of Montana Department of Transportation (MDT). These grants support planning, capital, training, innovation, and operating assistance. In order to apply for and accept grants with both FTA and MDT, it is necessary to include with the grant applications a City Council approved Resolution formally authorizing the City of Billings' MET Transit Division to submit the applications, execute annual Federal Certifications and Assurances, and any other documentation required to secure the funding. This Resolution also authorizes the execution of any subsequent grant offers or agreements.

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

Funding is provided either directly to the City as a recipient of federal funds, directly suballocated from the State, or as a pass-through funding mechanism managed by the State; these funds are typically received under Sections 49 USC 5303, 5307, 5310, and 5339, but may include other sections as funds become available. MET Transit receives annual formula grant funds for planning (5303), operating (5307), and capital (5310, 5339), which are apportioned via national funding formulas based upon area population and performance factors of the system. Should competitive grant funds become available, MET Transit staff will also determine if an application for available funds would be appropriate to support current and future transit needs. In general, grant funding for operating assistance requires a 50% local, 50% Federal match rate, while most capital projects and planning are funded at a 20% local, 80% Federal match rate. The FFY25 Federal Certifications and Assurances have been attached as reference; once action is taken by Congress at the national level regarding full-year government funding, FFY26 Federal Certifications and Assurances will be available.

**FISCAL EFFECTS**

Typically, MET Transit is eligible to apply for and expend the following estimated formula amounts:

- \$210,000 of 5303 planning funds, requiring \$52,500 of local matching funds; projects are managed by Billings MET Transit and reimbursed by the MDT. These projects/expenditures are programmed in the Unified Planning and Work Program with the MPO in conjunction with surface transportation planning projects.
- \$2,900,000 of 5307 operating funds, requiring \$2,900,000 of local matching funds; projects are programmed and managed by Billings MET Transit and programmed annually into the Transportation Improvement Plan (TIP) with reimbursement direct from FTA.
- \$120,000 of 5310 capital funds with \$30,000 required for local match, for paratransit vehicles, ADA bus stop upgrades, and other applicable projects within the Billings Urban Area; projects are recommended and adopted in the required Human Services Transportation Coordination Plan, are managed by Billings MET Transit and reimbursed via MDT. All projects, including for area agencies, are programmed annually into the TIP.
- \$750,000 of 5339A capital funds for replacement of buses and facility projects, requiring \$187,500 of local matching funds; projects are managed by Billings MET Transit, reimbursed direct from FTA, and programmed into the TIP.
- MET may also apply for competitive capital funds of varying amounts funded at the same capital ratio of 80% Federal, 20% Local through available State and Federal programs, including the Bus and Bus Facilities program (5339B) and the Low/No Emissions Vehicles program (5339C), which would subsequently be required to be added to the TIP. Since 2021, MET Transit has secured over \$7.8 million in competitive funds to support fleet and facility projects. Without these grant funds, the City of Billings' ability to operate a transit system would be significantly reduced. All projects are programmed annually into the Transportation Improvement Plan.

## STAKEHOLDERS

## ALTERNATIVES

City Council may:

- Approve the Resolution for the MET Transit Division to apply for, accept, and execute grant agreements as well as annual Certifications and Assurances to support both operating, capital, and planning programs; or
- Not Approve the Resolution and direct staff on how to proceed without potentially compromising the receipt of Federal funding to support both ongoing transit operations and capital programs.

---

### Attachments

Resolution  
FFY25 Certs and Assurances

---

## **RESOLUTION 26-**

### **A RESOLUTION AUTHORIZING THE FILING OF ALL APPLICATIONS FOR AND ACCEPTANCE OF AWARD OF FUNDS FROM THE FEDERAL TRANSIT ADMINISTRATION, AN OPERATING AGENCY OF THE UNITED STATES DEPARTMENT OF TRANSPORTATION FOR FEDERAL TRANSPORTATION PLANNING, CAPITAL, TRAINING, INNOVATION AND/OR OPERATING ASSISTANCE**

WHEREAS, the City of Billings has the power to enter into agreements with the Federal Transit Administration and the State of Montana; and

WHEREAS, the Federal Transportation Administration and the State of Montana, Department of Transportation, have been delegated authority to award Federal financial assistance for transportation and transit projects; and

WHEREAS, all contracts for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of project costs; and

WHEREAS, the applicant has or will provide all annual Certifications and Assurances to the Federal Transit Administration, as well as other documents required for the project.

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

1. That the City of Billings MET Transit Division is authorized to execute and file all applications on behalf of the City of Billings with the U.S. Department of Transportation, Federal Transit Administration, and the State of Montana, Department of Transportation, to aid in the financing of all planning, capital, training, innovation, and/or operating assistance projects authorized by 49 U.S.C. Chapter 53, Title 23 or other Federal or State statutes authorizing a project administered by the Federal Transit Administration and/or the Montana Department of Transportation.
2. That the City of Billings MET Transit Division is authorized to execute and file with such applications the annual Certifications and Assurances, and any other documents required by the U.S. Department of Transportation, Federal Transit Administration, fulfilling the purpose of the proposed projects, including local share.
3. That the City of Billings MET Transit Division is authorized to execute grant and cooperative agreements with the U.S. Department of Transportation, Federal Transit Administration, and the State of Montana, Department of Transportation.

4. That the MET Transit Division is designated to furnish such additional information as may be required in connection with all applications and grant awards.

ADPOTED AND APPROVED by the City Council of the City of Billings, Montana,  
on the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

CITY OF BILLINGS

By: \_\_\_\_\_  
Mike Nelson, Mayor

ATTEST:

By: \_\_\_\_\_  
Denise R. Bohlman, City Clerk

*Not every provision of every certification will apply to every applicant or award. If a provision of a certification does not apply to the applicant or its award, FTA will not enforce that provision.*

*Text in italic is not part of a certification and is of no legal effect. Its purpose is to provide explanation and context for the certification.*

## **CATEGORY 1. CERTIFICATIONS AND ASSURANCES REQUIRED OF EVERY APPLICANT.**

*All applicants must make the certifications in this category.*

### **1.1. Standard Assurances.**

*The certifications in this subcategory appear as part of the applicant's registration or annual registration renewal in the System for Award Management (SAM.gov) and on the Office of Management and Budget's standard form 424B "Assurances—Non-Construction Programs". This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.*

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
- (b) Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- (c) Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- (d) Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- (e) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728–4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
- (f) Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:

- (1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin, as effectuated by U.S. DOT regulation 49 CFR Part 21, including any amendments thereto;
  - (2) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–1683, and 1685–1686), which prohibits discrimination on the basis of sex, as effectuated by U.S. DOT regulation 49 CFR Part 25;
  - (3) Section 5332 of the Federal Transit Law (49 U.S.C. § 5332), which prohibits any person being excluded from participating in, denied a benefit of, or discriminated against under, a project, program, or activity receiving financial assistance from FTA because of race, color, religion, national origin, sex, disability, or age.
  - (4) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps, as effectuated by U.S. DOT regulation 49 CFR Part 27;
  - (5) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101–6107), which prohibits discrimination on the basis of age;
  - (6) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
  - (7) The comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91–616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
  - (8) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
  - (9) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing;
  - (10) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
  - (11) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- (g) Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (“Uniform Act”) (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases. The requirements of the Uniform Act are effectuated by U.S. DOT regulation 49 CFR Part 24.
- (h) Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§ 1501–1508 and 7324–7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

- (i) Will comply, as applicable, with the provisions of the Davis–Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327–333), regarding labor standards for federally assisted construction sub-agreements.
- (j) Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- (k) Will comply with environmental standards which may be prescribed pursuant to the following:
  - (1) Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;
  - (2) Notification of violating facilities pursuant to EO 11738;
  - (3) Protection of wetlands pursuant to EO 11990;
  - (4) Evaluation of flood hazards in floodplains in accordance with EO 11988;
  - (5) Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.);
  - (6) Conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.);
  - (7) Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and
  - (8) Protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93–205).
- (l) Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- (m) Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq.).
- (n) Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- (o) Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§ 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

- (p) Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
- (q) Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 CFR Part 200, Subpart F, “Audit Requirements”, as adopted and implemented by U.S. DOT at 2 CFR Part 1201.
- (r) Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program under which it is applying for assistance.
- (s) Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. § 7104) which prohibits grant award recipients or a subrecipient from:
  - (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect;
  - (2) Procuring a commercial sex act during the period of time that the award is in effect; or
  - (3) Using forced labor in the performance of the award or subawards under the award.

## 1.2. Standard Assurances: Additional Assurances for Construction Projects.

*This certification appears on the Office of Management and Budget’s standard form 424D “Assurances—Construction Programs” and applies specifically to federally assisted projects for construction. This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.*

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency; will record the Federal awarding agency directives; and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
- (b) Will comply with the requirements of the assistance awarding agency with regard to the drafting, review, and approval of construction plans and specifications.
- (c) Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work confirms with the approved plans and specifications, and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

### 1.3. Procurement.

*The Uniform Administrative Requirements, 2 CFR § 200.325, allow a recipient to self-certify that its procurement system complies with Federal requirements, in lieu of submitting to certain pre-procurement reviews.*

The applicant certifies that its procurement system complies with:

- (a) U.S. DOT regulations, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 1201, which incorporates by reference U.S. OMB regulatory guidance, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 200, particularly 2 CFR §§ 200.317–200.327 “Procurement Standards;
- (b) Federal laws, regulations, and requirements applicable to FTA procurements; and
- (c) The latest edition of FTA Circular 4220.1 and other applicable Federal guidance.

### 1.4. Increased Micro-Purchase Threshold.

*A recipient may establish a micro-purchase threshold that is higher than the Federal micro-purchase threshold. Pursuant to 2 CFR § 200.320(a)(1)(iv), the recipient may self-certify a micro-purchase threshold up to \$50,000. Pursuant to 2 CFR § 200.320(a)(1)(v), the recipient may set a micro-purchase threshold higher than \$50,000, but only with the approval of the recipient’s Federal cognizant agency for indirect costs. To determine an applicant’s cognizant agency for indirect costs, consult the definition of “cognizant agency for indirect costs” in 2 CFR § 200.1.*

If the recipient uses a micro-purchase threshold that is higher than the Federal micro-purchase threshold, the recipient certifies:

- (a) The recipient’s micro-purchase threshold does not exceed \$50,000, or the recipient has approval from its Federal cognizant agency for indirect costs to use a higher micro-purchase threshold;
- (b) The recipient has a written justification for its micro-purchase threshold; and
- (c) The recipient has supporting documentation of any of the following:
  - (1) The recipient qualifies as a low-risk auditee, in accordance with the criteria in 2 CFR § 200.520 for the most recent audit;
  - (2) The recipient has an annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or
  - (3) For public institutions, a higher threshold is consistent with State law.

**1.5. Suspension and Debarment.**

*Pursuant to Executive Order 12549, as implemented at 2 CFR Parts 180 and 1200, prior to entering into a covered transaction with an applicant, FTA must determine whether the applicant is excluded from participating in covered non-procurement transactions. For this purpose, FTA is authorized to collect a certification from each applicant regarding the applicant's exclusion status. 2 CFR § 180.300. Additionally, each applicant must disclose any information required by 2 CFR § 180.335 about the applicant and the applicant's principals prior to entering into an award agreement with FTA. This certification serves both purposes.*

The applicant certifies, to the best of its knowledge and belief, that the applicant and each of its principals:

- (a) Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily or involuntarily excluded from covered transactions by any Federal department or agency;
- (b) Has not, within the preceding three years, been convicted of or had a civil judgment rendered against him or her for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction; violation of Federal or State antitrust statutes, including those proscribing price fixing between competitors, allocation of customers between competitors, and bid rigging; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty;
- (c) Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any offense described in paragraph (b) of this certification; and
- (d) Has not, within the preceding three years, had one or more public transactions (Federal, State, or local) terminated for cause or default.

**1.6. Lobbying.**

*If the applicant will apply for a grant or cooperative agreement exceeding \$100,000, or a loan, line of credit, loan guarantee, or loan insurance exceeding \$150,000, it must make the following certification and, if applicable, make a disclosure regarding the applicant's lobbying activities. This certification is required by 49 CFR § 20.110 and app. A to that part.*

*This certification does not apply to an applicant that is an Indian Tribe, Indian organization, or an Indian tribal organization exempt from the requirements of 49 CFR Part 20.*

***1.6.1. Certification for Contracts, Grants, Loans, and Cooperative Agreements.***

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

***1.6.2. Statement for Loan Guarantees and Loan Insurance.***

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement

shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### **1.7. Real Property Use**

*This certification responds to Recommendation #7 in the U.S. Department of Transportation's Office of Inspector General Report FS2024025 (May 20, 2024).*

If the applicant will use assistance provided by the Federal Transit Administration to acquire or improve real property, the applicant certifies that it will comply with the requirements of 2 CFR § 200.311, including but not limited to, requirements to use the property for the purposes authorized in its award, and to seek disposition instructions from FTA when the property no longer is needed for any authorized purpose.

## **CATEGORY 2. PUBLIC TRANSPORTATION AGENCY SAFETY PLANS**

*This certification is required of each applicant under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), each rail operator that is subject to FTA's state safety oversight programs, and each State that is required to draft and certify a Public Transportation Agency Safety Plan on behalf of a Small Public Transportation Provider (as that term is defined at 49 CFR § 673.5) pursuant to 49 CFR § 673.11(d).*

*This certification is required by 49 U.S.C. § 5307(c)(1)(L), 49 U.S.C. § 5329(d)(1), and 49 CFR § 673.13. This certification is a condition of receipt of Urbanized Area Formula Grants Program (49 U.S.C. § 5307) funding.*

*This certification does not apply to any applicant that only receives financial assistance from FTA under the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310), the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or combination of these two programs, unless it operates a rail fixed guideway public transportation system.*

If the applicant is an operator, the applicant certifies that it has established a Public Transportation Agency Safety Plan meeting the requirements of 49 U.S.C. § 5329(d)(1) and 49 CFR Part 673; including, specifically, that the board of directors (or equivalent entity) of the applicant has approved, or, in the case of an applicant that will apply for assistance under 49 U.S.C. § 5307 that is serving an urbanized area with a population of 200,000 or more, the safety committee of the entity established under 49 U.S.C. § 5329(d)(5), followed by the board of directors (or equivalent entity) of the applicant has approved, the Public Transportation Agency Safety Plan or any updates thereto; and, for each recipient serving an urbanized area with a population of fewer than 200,000, that the Public Transportation Agency Safety Plan has been developed in cooperation with frontline employee representatives.

If the applicant is a State that drafts and certifies a Public Transportation Agency Safety Plan on behalf of a public transportation operator, the applicant certifies that:

- (a) It has drafted and certified a Public Transportation Agency Safety Plan meeting the requirements of 49 U.S.C. § 5329(d)(1) and 49 CFR Part 673 for each Small Public Transportation Provider (as that term is defined at 49 CFR § 673.5) in the State, unless the Small Public Transportation Provider provided notification to the State that it was opting out of the State-drafted plan and drafting its own Public Transportation Agency Safety Plan; and
- (b) Each Small Public Transportation Provider within the State that opts to use a State-drafted Public Transportation Agency Safety Plan has a plan that has been approved by the provider's Accountable Executive (as that term is defined at 49 CFR § 673.5), Board of Directors or Equivalent Authority (as that term is defined at 49 CFR § 673.5), and, if the Small Public Transportation Provider serves an urbanized area with a population of 200,000 or more, the safety committee of the Small Public Transportation Provider established under 49 U.S.C. § 5329(d)(5).

### **CATEGORY 3. TAX LIABILITY AND FELONY CONVICTIONS.**

*If the applicant is a business association (regardless of for-profit, not for-profit, or tax-exempt status), it must make this certification. Federal appropriations acts since at least 2014 have prohibited FTA from using funds to enter into an agreement with any corporation that has unpaid Federal tax liabilities or recent felony convictions without first considering the corporation for debarment. E.g., Further Consolidated Appropriations Act, 2024, Pub. L. 118-47, div. B, tit. VII, §§ 744-745. U.S. DOT Order 4200.6 defines a "corporation" as "any private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association", and applies the restriction to all tiers of subawards. As prescribed by U.S. DOT Order 4200.6, FTA requires each business association applicant to certify as to its tax and felony status.*

If the applicant is a private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association, the applicant certifies that:

- (a) It has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and
- (b) It has not been convicted of a felony criminal violation under any Federal law within the preceding 24 months.

**CATEGORY 4. PRIVATE SECTOR PROTECTIONS.**

*If the applicant will apply for funds that it will use to acquire or operate public transportation facilities or equipment, the applicant must make the following certification regarding protections for the private sector.*

**4.1. Charter Service Agreement.**

*To enforce the provisions of 49 U.S.C. § 5323(d), FTA's charter service regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following Charter Service Agreement. 49 CFR § 604.4.*

The applicant agrees that it, and each of its subrecipients, and thirdparty contractors at any level who use FTA-funded vehicles, may provide charter service using equipment or facilities acquired with Federal assistance authorized under the Federal Transit Laws only in compliance with the regulations set out in 49 CFR Part 604, the terms and conditions of which are incorporated herein by reference.

**4.2. School Bus Agreement.**

*To enforce the provisions of 49 U.S.C. § 5323(f), FTA's school bus regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following agreement regarding the provision of school bus services. 49 CFR § 605.15.*

- (a) If the applicant is not authorized by the FTA Administrator under 49 CFR § 605.11 to engage in school bus operations, the applicant agrees and certifies as follows:
  - (1) The applicant and any operator of project equipment agrees that it will not engage in school bus operations in competition with private school bus operators.
  - (2) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Mass Transit Regulations, or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
- (b) If the applicant is authorized or obtains authorization from the FTA Administrator to engage in school bus operations under 49 CFR § 605.11, the applicant agrees as follows:
  - (1) The applicant agrees that neither it nor any operator of project equipment will engage in school bus operations in competition with private school bus operators except as provided herein.
  - (2) The applicant, or any operator of project equipment, agrees to promptly notify the FTA Administrator of any changes in its operations which might jeopardize the continuation of an exemption under § 605.11.

- (3) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Transit Administration regulations or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
- (4) The applicant agrees that the project facilities and equipment shall be used for the provision of mass transportation services within its urban area and that any other use of project facilities and equipment will be incidental to and shall not interfere with the use of such facilities and equipment in mass transportation service to the public.

#### **CATEGORY 5. TRANSIT ASSET MANAGEMENT PLAN.**

*If the applicant owns, operates, or manages capital assets used to provide public transportation, the following certification is required by 49 U.S.C. § 5326(a).*

The applicant certifies that it is in compliance with 49 CFR Part 625.

#### **CATEGORY 6. ROLLING STOCK BUY AMERICA REVIEWS AND BUS TESTING.**

##### **6.1. Rolling Stock Buy America Reviews.**

*If the applicant will apply for an award to acquire rolling stock for use in revenue service, it must make this certification. This certification is required by 49 CFR § 663.7.*

The applicant certifies that it will conduct or cause to be conducted the pre-award and post-delivery audits prescribed by 49 CFR Part 663 and will maintain on file the certifications required by Subparts B, C, and D of 49 CFR Part 663.

##### **6.2. Bus Testing.**

*If the applicant will apply for funds for the purchase or lease of any new bus model, or any bus model with a major change in configuration or components, the applicant must make this certification. This certification is required by 49 CFR § 665.7.*

The applicant certifies that the bus was tested at the Bus Testing Facility established in accordance with 49 U.S.C. § 5318 (currently the Larson Transportation Institute's Bus Research and Testing Center at Pennsylvania State University) and that the bus received a passing test score as required by 49 CFR Part 665. The applicant has received or will receive the appropriate full Bus Testing Report and any applicable partial testing reports before final acceptance of the first vehicle.

**CATEGORY 7. URBANIZED AREA FORMULA GRANTS PROGRAM.**

*If the applicant will apply for an award under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), or any other program or award that is subject to the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310); “flex funds” from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)); projects that will receive an award authorized by the Transportation Infrastructure Finance and Innovation Act (“TIFIA”) (23 U.S.C. §§ 601–609) or State Infrastructure Bank Program (23 U.S.C. § 610) (see 49 U.S.C. § 5323(o)); formula awards or competitive awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(a) and (b)); or low or no emission awards to any area under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(c)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5307(c)(1).*

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out the program of projects (developed pursuant 49 U.S.C. § 5307(b)), including safety and security aspects of the program;
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities;
- (c) Will maintain equipment and facilities in accordance with the applicant’s transit asset management plan;
- (d) Will ensure that, during non-peak hours for transportation using or involving a facility or equipment of a project financed under this section, a fare that is not more than 50 percent of the peak hour fare will be charged for any—
  - (1) Senior;
  - (2) Individual who, because of illness, injury, age, congenital malfunction, or any other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use a public transportation service or a public transportation facility effectively without special facilities, planning, or design; and
  - (3) Individual presenting a Medicare card issued to that individual under title II or XVIII of the Social Security Act (42 U.S.C. §§ 401 et seq., and 1395 et seq.);
- (e) In carrying out a procurement under 49 U.S.C. § 5307, will comply with 49 U.S.C. §§ 5323 (general provisions) and 5325 (contract requirements);
- (f) Has complied with 49 U.S.C. § 5307(b) (program of projects requirements);
- (g) Has available and will provide the required amounts as provided by 49 U.S.C. § 5307(d) (cost sharing);
- (h) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning);

- (i) Has a locally developed process to solicit and consider public comment before raising a fare or carrying out a major reduction of transportation;
- (j) Either—
  - (1) Will expend for each fiscal year for public transportation security projects, including increased lighting in or adjacent to a public transportation system (including bus stops, subway stations, parking lots, and garages), increased camera surveillance of an area in or adjacent to that system, providing an emergency telephone line to contact law enforcement or security personnel in an area in or adjacent to that system, and any other project intended to increase the security and safety of an existing or planned public transportation system, at least 1 percent of the amount the recipient receives for each fiscal year under 49 U.S.C. § 5336; or
  - (2) Has decided that the expenditure for security projects is not necessary;
- (k) In the case of an applicant for an urbanized area with a population of not fewer than 200,000 individuals, as determined by the Bureau of the Census, will submit an annual report listing projects carried out in the preceding fiscal year under 49 U.S.C. § 5307 for associated transit improvements as defined in 49 U.S.C. § 5302; and
- (l) Will comply with 49 U.S.C. § 5329(d) (public transportation agency safety plan).

#### **CATEGORY 8. FORMULA GRANTS FOR RURAL AREAS.**

*If the applicant will apply for funds made available to it under the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), it must make this certification. Paragraph (a) of this certification helps FTA make the determinations required by 49 U.S.C. § 5311(b)(2)(C). Paragraph (b) of this certification is required by 49 U.S.C. § 5311(f)(2). Paragraph (c) of this certification, which applies to funds apportioned for the Appalachian Development Public Transportation Assistance Program, is necessary to enforce the conditions of 49 U.S.C. § 5311(c)(2)(D).*

- (a) The applicant certifies that its State program for public transportation service projects, including agreements with private providers for public transportation service—
  - (1) Provides a fair distribution of amounts in the State, including Indian reservations; and
  - (2) Provides the maximum feasible coordination of public transportation service assisted under 49 U.S.C. § 5311 with transportation service assisted by other Federal sources; and
- (b) If the applicant will in any fiscal year expend less than 15% of the total amount made available to it under 49 U.S.C. § 5311 to carry out a program to develop and support intercity bus transportation, the applicant certifies that it has consulted with affected

intercity bus service providers, and the intercity bus service needs of the State are being met adequately.

- (c) If the applicant will use for a highway project amounts that cannot be used for operating expenses authorized under 49 U.S.C. § 5311(c)(2) (Appalachian Development Public Transportation Assistance Program), the applicant certifies that—
  - (1) It has approved the use in writing only after providing appropriate notice and an opportunity for comment and appeal to affected public transportation providers; and
  - (2) It has determined that otherwise eligible local transit needs are being addressed.

**CATEGORY 9. FIXED GUIDEWAY CAPITAL INVESTMENT GRANTS AND THE EXPEDITED PROJECT DELIVERY FOR CAPITAL INVESTMENT GRANTS PILOT PROGRAM.**

*If the applicant will apply for an award under any subsection of the Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), including an award made pursuant to the FAST Act's Expedited Project Delivery for Capital Investment Grants Pilot Program (Pub. L. 114-94, div. A, title III, § 3005(b)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5309(c)(2) and Pub. L. 114-94, div. A, title III, § 3005(b)(3)(B).*

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award,
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities acquired or improved under its Award.
- (c) Will maintain equipment and facilities acquired or improved under its Award in accordance with its transit asset management plan; and
- (d) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning).

**CATEGORY 10. GRANTS FOR BUSES AND BUS FACILITIES AND LOW OR NO EMISSION VEHICLE DEPLOYMENT GRANT PROGRAMS.**

*If the applicant is in an urbanized area and will apply for an award under subsection (a) (formula grants), subsection (b) (buses and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 7 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5339(a)(3), (b)(6), and (c)(3), respectively.*

*If the applicant is in a rural area and will apply for an award under subsection (a) (formula grants), subsection (b) (bus and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 8 for Formula Grants for Rural Areas (49 U.S.C. § 5311). This certification is required by 49 U.S.C. § 5339(a)(3), (b)(6), and (c)(3), respectively.*

*Making this certification will incorporate by reference the applicable certifications in Category 7 or Category 8.*

*If the applicant will receive a competitive award under subsection (b) (buses and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) related to zero emissions vehicles or related infrastructure, it must make the following certification. This certification is required by 49 U.S.C. § 5339(d).*

The applicant will use 5 percent of grants related to zero emissions vehicles (as defined in 49 U.S.C. § 5339(c)(1)) or related infrastructure under 49 U.S.C. § 5339(b) or (c) to fund workforce development training as described in section 49 U.S.C. § 5314(b)(2) (including registered apprenticeships and other labor-management training programs) under the recipient's plan to address the impact of the transition to zero emission vehicles on the applicant's current workforce; or the applicant certifies a smaller percentage is necessary to carry out that plan.

#### **CATEGORY 11. ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAMS.**

*If the applicant will apply for an award under the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program (49 U.S.C. § 5310), it must make the certification in Category 7 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5310(e)(1). Making this certification will incorporate by reference the certification in Category 7, except that FTA has determined that (d), (f), (i), (j), and (k) of Category 7 do not apply to awards made under 49 U.S.C. § 5310 and will not be enforced.*

*In addition to the certification in Category 7, the applicant must make the following certification that is specific to the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program. This certification is required by 49 U.S.C. § 5310(e)(2).*

The applicant certifies that:

- (a) The projects selected by the applicant are included in a locally developed, coordinated public transit-human services transportation plan;

- (b) The plan described in clause (a) was developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers, and other members of the public;
- (c) To the maximum extent feasible, the services funded under 49 U.S.C. § 5310 will be coordinated with transportation services assisted by other Federal departments and agencies, including any transportation activities carried out by a recipient of a grant from the Department of Health and Human Services; and
- (d) If the applicant will allocate funds received under 49 U.S.C. § 5310 to subrecipients, it will do so on a fair and equitable basis.

### **CATEGORY 12. STATE OF GOOD REPAIR GRANTS.**

*If the applicant will apply for an award under FTA’s State of Good Repair Grants Program (49 U.S.C. § 5337), it must make the following certification. Because FTA generally does not review the transit asset management plans of public transportation providers, the asset management certification is necessary to enforce the provisions of 49 U.S.C. § 5337(a)(4). The certification with regard to acquiring restricted rail rolling stock is required by 49 U.S.C. § 5323(u)(4). Note that this certification is not limited to the use of Federal funds.*

The applicant certifies that the projects it will carry out using assistance authorized by the State of Good Repair Grants Program, 49 U.S.C. § 5337, are aligned with the applicant’s most recent transit asset management plan and are identified in the investment and prioritization section of such plan, consistent with the requirements of 49 CFR Part 625.

If the applicant operates a rail fixed guideway service, the applicant certifies that, in the fiscal year for which an award is available to the applicant under the State of Good Repair Grants Program, 49 U.S.C. § 5337, the applicant will not award any contract or subcontract for the procurement of rail rolling stock for use in public transportation with a rail rolling stock manufacturer described in 49 U.S.C. § 5323(u)(1).

### **CATEGORY 13. INFRASTRUCTURE FINANCE PROGRAMS.**

*If the applicant will apply for an award for a project that will include assistance under the Transportation Infrastructure Finance and Innovation Act (“TIFIA”) Program (23 U.S.C. §§ 601–609) or the State Infrastructure Banks (“SIB”) Program (23 U.S.C. § 610), it must make the certifications in Category 7 for the Urbanized Area Formula Grants Program, Category 9 for the Fixed Guideway Capital Investment Grants program, and Category 12 for the State of Good Repair Grants program. These certifications are required by 49 U.S.C. § 5323(o).*

*Making this certification will incorporate the certifications in Categories 7, 9, and 12 by reference.*

**CATEGORY 14. ALCOHOL AND CONTROLLED SUBSTANCES TESTING.**

*If the applicant will apply for an award under FTA's Urbanized Area Formula Grants Program (49 U.S.C. § 5307), Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) programs, the applicant must make the following certification. The applicant must make this certification on its own behalf and on behalf of its subrecipients and contractors. This certification is required by 49 CFR § 655.83.*

The applicant certifies that it, its subrecipients, and its contractors are compliant with FTA's regulation for the Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations, 49 CFR Part 655.

**CATEGORY 15. RAIL SAFETY TRAINING AND OVERSIGHT.**

*If the applicant is a State with at least one rail fixed guideway system, or is a State Safety Oversight Agency, or operates a rail fixed guideway system, it must make the following certification. The elements of this certification are required by 49 CFR §§ 672.31 and 674.39.*

The applicant certifies that the rail fixed guideway public transportation system and the State Safety Oversight Agency for the State are:

- (a) Compliant with the requirements of 49 CFR Part 672, "Public Transportation Safety Certification Training Program"; and
- (b) Compliant with the requirements of 49 CFR Part 674, "State Safety Oversight".

**CATEGORY 16. DEMAND RESPONSIVE SERVICE.**

*If the applicant operates demand responsive service and will apply for an award to purchase a non-rail vehicle that is not accessible within the meaning of 49 CFR Part 37, it must make the following certification. This certification is required by 49 CFR § 37.77.*

The applicant certifies that the service it provides to individuals with disabilities is equivalent to that provided to other persons. A demand responsive system, when viewed in its entirety, is deemed to provide equivalent service if the service available to individuals with disabilities, including individuals who use wheelchairs, is provided in the most integrated setting appropriate to the needs of the individual and is equivalent to the service provided other individuals with respect to the following service characteristics:

- (a) Response time;
- (b) Fares;
- (c) Geographic area of service;
- (d) Hours and days of service;

- (e) Restrictions or priorities based on trip purpose;
- (f) Availability of information and reservation capability; and
- (g) Any constraints on capacity or service availability.

#### **CATEGORY 17. INTEREST AND FINANCING COSTS.**

*If the applicant will pay for interest or other financing costs of a project using assistance awarded under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), the Fixed Guideway Capital Investment Grants Program (49 U.S.C. § 5309), or any program that must comply with the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310), “flex funds” from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)), or awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the following certification. This certification is required by 49 U.S.C. §§ 5307(e)(3) and 5309(k)(2)(D).*

The applicant certifies that:

- (a) Its application includes the cost of interest earned and payable on bonds issued by the applicant only to the extent proceeds of the bonds were or will be expended in carrying out the project identified in its application; and
- (b) The applicant has shown or will show reasonable diligence in seeking the most favorable financing terms available to the project at the time of borrowing.

#### **CATEGORY 18. CYBERSECURITY CERTIFICATION FOR RAIL ROLLING STOCK AND OPERATIONS.**

*If the applicant operates a rail fixed guideway public transportation system, it must make this certification. This certification is required by 49 U.S.C. § 5323(v). For information about standards or practices that may apply to a rail fixed guideway public transportation system, visit <https://www.nist.gov/cyberframework> and <https://www.cisa.gov/>.*

The applicant certifies that it has established a process to develop, maintain, and execute a written plan for identifying and reducing cybersecurity risks that complies with the requirements of 49 U.S.C. § 5323(v)(2).

#### **CATEGORY 19. PUBLIC TRANSPORTATION ON INDIAN RESERVATIONS FORMULA AND DISCRETIONARY PROGRAM (TRIBAL TRANSIT PROGRAMS).**

*Before FTA may provide Federal assistance for an Award financed under either the Public Transportation on Indian Reservations Formula or Discretionary Program authorized under 49 U.S.C. § 5311(c)(1), as amended by the FAST Act, (Tribal Transit Programs), the applicant*

*must select the Certifications in this Category, except as FTA determines otherwise in writing. Tribal Transit Program applicants may certify to this Category and Category 1 (Certifications and Assurances Required of Every Applicant) and need not make any other certification, to meet Tribal Transit Program certification requirements. If an applicant will apply for any program in addition to the Tribal Transit Program, additional certifications may be required.*

FTA has established terms and conditions for Tribal Transit Program grants financed with Federal assistance appropriated or made available under 49 U.S.C. § 5311(c)(1). The applicant certifies that:

- (a) It has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award.
- (b) It has or will have satisfactory continuing control over the use of its equipment and facilities acquired or improved under its Award.
- (c) It will maintain its equipment and facilities acquired or improved under its Award, in accordance with its transit asset management plan and consistent with FTA regulations, “Transit Asset Management,” 49 CFR Part 625. Its Award will achieve maximum feasible coordination with transportation service financed by other federal sources.
- (d) With respect to its procurement system:
  - (1) It will have a procurement system that complies with U.S. DOT regulations, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 1201, which incorporates by reference U.S. OMB regulatory guidance, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 200, for Awards made on or after December 26, 2014,
  - (2) It will have a procurement system that complies with U.S. DOT regulations, “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments,” 49 CFR Part 18, specifically former 49 CFR § 18.36, for Awards made before December 26, 2014, or
  - (3) It will inform FTA promptly if its procurement system does not comply with either of those U.S. DOT regulations.
- (e) It will comply with the Certifications, Assurances, and Agreements in:
  - (1) Category 4.1 and 4.2 (Charter Service Agreement and School Bus Agreement),
  - (2) Category 5 (Transit Asset Management Plan),
  - (3) Category 6.1 and 6.2 (Rolling Stock Buy America Reviews and Bus Testing),
  - (4) Category 8 (Formula Grants for Rural Areas),
  - (5) Category 14 (Alcohol and Controlled Substances Testing), and
  - (6) Category 16 (Demand Responsive Service).

**CATEGORY 20. EMERGENCY RELIEF PROGRAM.**

*An applicant to the Public Transportation Emergency Relief Program, 49 U.S.C. § 5324, must make the following certification. The certification is required by 49 U.S.C. § 5324(f) and must be made before the applicant can receive a grant under the Emergency Relief program.*

The applicant certifies that the applicant has insurance required under State law for all structures related to the emergency relief program grant application.

**FEDERAL FISCAL YEAR 2025 CERTIFICATIONS AND ASSURANCES FOR FTA  
ASSISTANCE PROGRAMS**

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: \_\_\_\_\_

The Applicant certifies to the applicable provisions of all categories: (*check here*) \_\_\_\_\_.

*Or,*

The Applicant certifies to the applicable provisions of the categories it has selected:

| <b>Category</b>                                                                                                                  | <b>Certification</b> |
|----------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 01    Certifications and Assurances Required of Every Applicant                                                                  | _____                |
| 02    Public Transportation Agency Safety Plans                                                                                  | _____                |
| 03    Tax Liability and Felony Convictions                                                                                       | _____                |
| 04    Private Sector Protections                                                                                                 | _____                |
| 05    Transit Asset Management Plan                                                                                              | _____                |
| 06    Rolling Stock Buy America Reviews and Bus Testing                                                                          | _____                |
| 07    Urbanized Area Formula Grants Program                                                                                      | _____                |
| 08    Formula Grants for Rural Areas                                                                                             | _____                |
| 09    Fixed Guideway Capital Investment Grants and the Expedited<br>Project Delivery for Capital Investment Grants Pilot Program | _____                |
| 10    Grants for Buses and Bus Facilities and Low or No Emission<br>Vehicle Deployment Grant Programs                            | _____                |
| 11    Enhanced Mobility of Seniors and Individuals with Disabilities<br>Programs                                                 | _____                |

- |    |                                                                   |  |
|----|-------------------------------------------------------------------|--|
| 12 | State of Good Repair Grants                                       |  |
| 13 | Infrastructure Finance Programs                                   |  |
| 14 | Alcohol and Controlled Substances Testing                         |  |
| 15 | Rail Safety Training and Oversight                                |  |
| 16 | Demand Responsive Service                                         |  |
| 17 | Interest and Financing Costs                                      |  |
| 18 | Cybersecurity Certification for Rail Rolling Stock and Operations |  |
| 19 | Tribal Transit Programs                                           |  |
| 20 | Emergency Relief Program                                          |  |

**CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE**

**AFFIRMATION OF APPLICANT**

Name of the Applicant: \_\_\_\_\_

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in the federal fiscal year, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

The Certifications and Assurances the Applicant selects apply to each Award for which it now seeks, or may seek in the future, of federal assistance to be awarded by FTA during the federal fiscal year.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Name \_\_\_\_\_ Authorized Representative of Applicant

**AFFIRMATION OF APPLICANT'S ATTORNEY**

For (Name of Applicant): \_\_\_\_\_

As the undersigned Attorney for the above-named Applicant, I hereby affirm the Applicant has the authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Name \_\_\_\_\_ Attorney for Applicant

*Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.*

**City Council Regular Business Meeting**

**Meeting Date:** 02/23/2026

**TITLE:** Payment of Claims for week of January 20th, 2026

**PRESENTED BY:** Erin Watterud

**Department:** Finance

**Presentation:** No

**Legal Review:** No

**Project Number:** N/A

---

**RECOMMENDATION**

Staff recommends Council approve the Payment of Claims

**EXECUTIVE SUMMARY**

Claims in the amount of \$3,859,312.00 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.

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

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.

**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.

**STAKEHOLDERS**

**ALTERNATIVES**

No other alternatives were analyzed.

---

**Attachments**

CouncilMemo wk of 01202026

---

| Check Date | Check # | Name                | Fund Name      | Amount       | Item Desc                                            |
|------------|---------|---------------------|----------------|--------------|------------------------------------------------------|
| 01/20/2026 | 886625  | 1319 Ash            | Tax Incrmnt N  | \$ 50,000.00 | Lincoln Apartments - DT TIF Project.                 |
| 01/20/2026 | 886627  | A & E Architects    | Tax Incrmnt S  | \$ 24,806.25 | Amend park recreation campus architectural agreement |
| 01/20/2026 | ACH     | A & I Distributors  | Airport        | \$ 1,650.00  | Invoice #156065-00. Bulk DEF                         |
| 01/20/2026 | ACH     | A & I Distributors  | Airport        | \$ 1,126.97  | Invoice #158540-00. Engine Oil                       |
| 01/20/2026 | ACH     | A & I Distributors  | Fleet          | \$ 0.22      | 155542-00                                            |
| 01/20/2026 | ACH     | A & I Distributors  | Fleet          | \$ 1,432.20  | 155542-00                                            |
| 01/20/2026 | ACH     | A & I Distributors  | Fleet          | \$ 467.50    | 155542-00                                            |
| 01/20/2026 | ACH     | A & I Distributors  | Fleet          | \$ 608.85    | 155542-00                                            |
| 01/20/2026 | ACH     | A & I Distributors  | Fleet          | \$ 327.38    | 155542-00                                            |
| 01/20/2026 | ACH     | A & I Distributors  | Fleet          | \$ 1,473.45  | 155719-00                                            |
| 01/20/2026 | ACH     | A & I Distributors  | Fleet          | \$ 41.53     | 158686                                               |
| 01/20/2026 | ACH     | A & I Distributors  | Fleet          | \$ 41.53     | 158686                                               |
| 01/20/2026 | ACH     | A & I Distributors  | Fleet          | \$ 41.53     | 158686                                               |
| 01/20/2026 | ACH     | A & I Distributors  | Fleet          | \$ 41.53     | 158686                                               |
| 01/20/2026 | ACH     | A & I Distributors  | Fleet          | \$ 954.80    | 158686-00                                            |
| 01/20/2026 | ACH     | A & I Distributors  | Fleet          | \$ 465.85    | 158686-00                                            |
| 01/20/2026 | ACH     | A & I Distributors  | Fleet          | \$ 989.45    | 158686-00                                            |
| 01/20/2026 | ACH     | A & I Distributors  | Fleet          | \$ 1,431.83  | 158686-00                                            |
| 01/20/2026 | ACH     | A & I Distributors  | Fleet          | \$ 491.15    | 158686-00                                            |
| 01/20/2026 | ACH     | A & I Distributors  | Fleet          | \$ 385.00    | 158686-00                                            |
| 01/20/2026 | ACH     | A & I Distributors  | Fleet          | \$ 1,052.00  | 160439-00                                            |
| 01/20/2026 | ACH     | A & I Distributors  | Fleet          | \$ 1,473.45  | 160439-00                                            |
| 01/20/2026 | ACH     | A & I Distributors  | Fleet          | \$ 1,432.20  | 163313-00                                            |
| 01/20/2026 | ACH     | A & I Distributors  | Fleet          | \$ 491.15    | 163313-00                                            |
| 01/20/2026 | ACH     | A & I Distributors  | Solid Waste    | \$ 825.00    | 330 gal DEF                                          |
| 01/20/2026 | ACH     | A & I Distributors  | Solid Waste    | \$ 894.22    | 330 Gal DEF and Prestone Washer Fluid                |
| 01/20/2026 | ACH     | A & I Distributors  | Solid Waste    | \$ 2,115.85  | Def & Antifreeze                                     |
| 01/20/2026 | ACH     | A & I Distributors  | Solid Waste    | \$ 2,967.30  | Hydraulic Oil                                        |
| 01/20/2026 | ACH     | A & I Distributors  | Street/Traffic | \$ 1,650.00  | DEF - 2 - 330 gallons                                |
| 01/20/2026 | 886629  | Advanced Employment | Solid Waste    | \$ 336.70    | Contract Labor for 12/18-12/19/2025...SW             |
| 01/20/2026 | 886629  | Advanced Employment | Solid Waste    | \$ 273.00    | Contract Labor for week ending 12/20/202             |
| 01/20/2026 | 886629  | Advanced Employment | Solid Waste    | \$ 1,738.10  | Contract Labor for Week ending 12/28/202             |
| 01/20/2026 | 886629  | Advanced Employment | Solid Waste    | \$ 3,157.70  | SW Landfill...Contract Labor for Week of             |

| Check Date | Check # | Name                 | Fund Name     | Amount      | Item Desc                                            |
|------------|---------|----------------------|---------------|-------------|------------------------------------------------------|
| 01/20/2026 | 886636  | American Water Works | Water         | \$ 7,370.00 | Membership                                           |
| 01/20/2026 | 886645  | ASPEN COVE SOUTH HOA | Water         | \$ 9,554.11 | ASPEN COVE SOUTH HOA...MAR Refund...Acct # 3081872-8 |
| 01/20/2026 | 886654  | AT & T Corp          | Airport       | \$ 801.05   | Airport -                                            |
| 01/20/2026 | 886654  | AT & T Corp          | Building      | \$ 591.85   | Building Cell Phones                                 |
| 01/20/2026 | 886654  | AT & T Corp          | Building      | \$ 41.84    | Building Manager                                     |
| 01/20/2026 | 886654  | AT & T Corp          | Building      | \$ 306.40   | Building Surfaces                                    |
| 01/20/2026 | 886654  | AT & T Corp          | CDBG          | \$ 129.58   | Comm Dev                                             |
| 01/20/2026 | 886654  | AT & T Corp          | Court Grants  | \$ 83.68    | Muni Court DC                                        |
| 01/20/2026 | 886654  | AT & T Corp          | Engineering   | \$ 263.71   | Engineering Cell Phones and MiFi                     |
| 01/20/2026 | 886654  | AT & T Corp          | Engineering   | \$ 187.59   | Engineering Tablets                                  |
| 01/20/2026 | 886654  | AT & T Corp          | Facilities    | \$ 84.67    | Doug and Christian and Larry                         |
| 01/20/2026 | 886654  | AT & T Corp          | Facilities    | \$ 41.84    | Doug and Christian and Larry                         |
| 01/20/2026 | 886654  | AT & T Corp          | Facilities    | \$ 83.68    | Facilities Managers                                  |
| 01/20/2026 | 886654  | AT & T Corp          | Fleet         | \$ 83.68    | FLEET                                                |
| 01/20/2026 | 886654  | AT & T Corp          | General       | \$ 111.05   | Code Enforcement                                     |
| 01/20/2026 | 886654  | AT & T Corp          | General       | \$ 41.84    | Finance purchasing agent                             |
| 01/20/2026 | 886654  | AT & T Corp          | General       | \$ 283.71   | Legal Dept -Domestic Violence -                      |
| 01/20/2026 | 886654  | AT & T Corp          | IT Resources  | \$ 81.55    | IT Department -On call Phone -                       |
| 01/20/2026 | 886654  | AT & T Corp          | Library       | \$ -        | Library                                              |
| 01/20/2026 | 886654  | AT & T Corp          | Library       | \$ 91.32    | Library Out Reach                                    |
| 01/20/2026 | 886654  | AT & T Corp          | Park Dist 1   | \$ 366.77   | Parks Dept.                                          |
| 01/20/2026 | 886654  | AT & T Corp          | Park Dist 1   | \$ -        | Parks Seasonal                                       |
| 01/20/2026 | 886654  | AT & T Corp          | Park Dist 1   | \$ 494.38   | Parks Tablets                                        |
| 01/20/2026 | 886654  | AT & T Corp          | Park Dist 1   | \$ 209.20   | PRPL - Recreation Division                           |
| 01/20/2026 | 886654  | AT & T Corp          | Park Dist 1   | \$ 18.31    | REC Seasonal                                         |
| 01/20/2026 | 886654  | AT & T Corp          | Parking       | \$ 226.02   | Parking Phones and scanner                           |
| 01/20/2026 | 886654  | AT & T Corp          | Parking       | \$ 251.04   | Parking Phones and scanner                           |
| 01/20/2026 | 886654  | AT & T Corp          | PD Program    | \$ 41.84    | POLICE -DOM. VIOLENCE                                |
| 01/20/2026 | 886654  | AT & T Corp          | Phone System  | \$ 24.86    | IT Department -On call Phone -                       |
| 01/20/2026 | 886654  | AT & T Corp          | Phone System  | \$ 71.52    | IT iPads                                             |
| 01/20/2026 | 886654  | AT & T Corp          | Phone System  | \$ 43.87    | TeleComm Manager                                     |
| 01/20/2026 | 886654  | AT & T Corp          | Planning      | \$ 43.87    | PLANNING                                             |
| 01/20/2026 | 886654  | AT & T Corp          | Public Safety | \$ 171.32   | Animal Control Cell Phones                           |

| Check Date | Check # | Name        | Fund Name     | Amount      | Item Desc                                               |
|------------|---------|-------------|---------------|-------------|---------------------------------------------------------|
| 01/20/2026 | 886654  | AT & T Corp | Public Safety | \$ 183.84   | Animal Control -MDT                                     |
| 01/20/2026 | 886654  | AT & T Corp | Public Safety | \$ 94.26    | Assistant chiefs                                        |
| 01/20/2026 | 886654  | AT & T Corp | Public Safety | \$ 56.52    | Assistant chiefs                                        |
| 01/20/2026 | 886654  | AT & T Corp | Public Safety | \$ 61.28    | CCSIU Toughbook                                         |
| 01/20/2026 | 886654  | AT & T Corp | Public Safety | \$ 49.48    | Comm. Center 9-1-1 Cell and Surfaces                    |
| 01/20/2026 | 886654  | AT & T Corp | Public Safety | \$ 190.06   | Comm. Center 9-1-1 Cell and Surfaces                    |
| 01/20/2026 | 886654  | AT & T Corp | Public Safety | \$ 311.19   | Comm. Center 9-1-1 Cell and Surfaces                    |
| 01/20/2026 | 886654  | AT & T Corp | Public Safety | \$ 30.64    | Detective Chartier -Toughbook                           |
| 01/20/2026 | 886654  | AT & T Corp | Public Safety | \$ 351.44   | FIRE CRADLEPOINT AND DRONES                             |
| 01/20/2026 | 886654  | AT & T Corp | Public Safety | \$ 102.02   | FIRE CRADLEPOINT AND DRONES                             |
| 01/20/2026 | 886654  | AT & T Corp | Public Safety | \$ 1,275.33 | Fire Department Cell Phones                             |
| 01/20/2026 | 886654  | AT & T Corp | Public Safety | \$ 247.40   | FIRE EMS                                                |
| 01/20/2026 | 886654  | AT & T Corp | Public Safety | \$ 167.36   | Fire EMS Cell Phone                                     |
| 01/20/2026 | 886654  | AT & T Corp | Public Safety | \$ 150.72   | FIRE INSPECTIONS                                        |
| 01/20/2026 | 886654  | AT & T Corp | Public Safety | \$ 56.52    | Fire iPads and Surfaces                                 |
| 01/20/2026 | 886654  | AT & T Corp | Public Safety | \$ 169.56   | Fire iPads and Surfaces                                 |
| 01/20/2026 | 886654  | AT & T Corp | Public Safety | \$ 30.64    | Fire iPads and Surfaces                                 |
| 01/20/2026 | 886654  | AT & T Corp | Public Safety | \$ 49.48    | Fire iPads and Surfaces                                 |
| 01/20/2026 | 886654  | AT & T Corp | Public Safety | \$ 376.80   | Fire Station iPads                                      |
| 01/20/2026 | 886654  | AT & T Corp | Public Safety | \$ -        | Fire Training Laptops                                   |
| 01/20/2026 | 886654  | AT & T Corp | Public Safety | \$ 337.04   | MDT Fire                                                |
| 01/20/2026 | 886654  | AT & T Corp | Public Safety | \$ -        | Police -Career Center                                   |
| 01/20/2026 | 886654  | AT & T Corp | Public Safety | \$ 64.39    | POLICE CRADLEPOINT                                      |
| 01/20/2026 | 886654  | AT & T Corp | Public Safety | \$ 115.08   | POLICE CSO                                              |
| 01/20/2026 | 886654  | AT & T Corp | Public Safety | \$ 4,418.91 | Police Department Cell Phone                            |
| 01/20/2026 | 886654  | AT & T Corp | Public Safety | \$ 30.64    | POLICE -ICAC                                            |
| 01/20/2026 | 886654  | AT & T Corp | Public Safety | \$ 3,215.09 | Police MDT Toughbooks and Loaner MDT's                  |
| 01/20/2026 | 886654  | AT & T Corp | Public Safety | \$ 153.20   | Police MDT Toughbooks and Loaner MDT's                  |
| 01/20/2026 | 886654  | AT & T Corp | Public Safety | \$ 30.64    | SRO Richter Hot Spot CPC Tablets                        |
| 01/20/2026 | 886654  | AT & T Corp | Public Safety | \$ 61.28    | SRO Richter Hot Spot CPC Tablets                        |
| 01/20/2026 | 886654  | AT & T Corp | Public Safety | \$ 30.64    | Yellowstone County Cellular Charges -Three cradlepoints |
| 01/20/2026 | 886654  | AT & T Corp | Solid Waste   | \$ 143.41   | SOLID WASTE Cell and iPads                              |
| 01/20/2026 | 886654  | AT & T Corp | Solid Waste   | \$ 517.45   | SOLID WASTE Cell and iPads                              |

| Check Date | Check # | Name        | Fund Name      | Amount    | Item Desc                                |
|------------|---------|-------------|----------------|-----------|------------------------------------------|
| 01/20/2026 | 886654  | AT & T Corp | Solid Waste    | \$ 33.84  | SOLID WASTE CRADLE POINT                 |
| 01/20/2026 | 886654  | AT & T Corp | Street/Traffic | \$ 56.85  | School Flashers                          |
| 01/20/2026 | 886654  | AT & T Corp | Street/Traffic | \$ 551.32 | Street Traffic iPads                     |
| 01/20/2026 | 886654  | AT & T Corp | Street/Traffic | \$ 33.84  | Street Traffic iPads                     |
| 01/20/2026 | 886654  | AT & T Corp | Transit        | \$ 43.88  | MET                                      |
| 01/20/2026 | 886654  | AT & T Corp | Transit        | \$ 43.87  | MET                                      |
| 01/20/2026 | 886654  | AT & T Corp | Transit        | \$ 125.55 | MET                                      |
| 01/20/2026 | 886654  | AT & T Corp | Transit        | \$ 17.55  | MET                                      |
| 01/20/2026 | 886654  | AT & T Corp | Transit        | \$ 6.70   | MET                                      |
| 01/20/2026 | 886654  | AT & T Corp | Transit        | \$ 43.88  | MET                                      |
| 01/20/2026 | 886654  | AT & T Corp | Transit        | \$ 43.86  | MET                                      |
| 01/20/2026 | 886654  | AT & T Corp | Transit        | \$ 41.80  | MET                                      |
| 01/20/2026 | 886654  | AT & T Corp | Transit        | \$ 43.88  | MET                                      |
| 01/20/2026 | 886654  | AT & T Corp | Transit        | \$ 20.92  | MET                                      |
| 01/20/2026 | 886654  | AT & T Corp | Transit        | \$ 41.98  | MET                                      |
| 01/20/2026 | 886654  | AT & T Corp | Transit        | \$ 26.80  | MET                                      |
| 01/20/2026 | 886654  | AT & T Corp | Transit        | \$ 20.92  | MET                                      |
| 01/20/2026 | 886654  | AT & T Corp | Transit        | \$ 26.33  | MET                                      |
| 01/20/2026 | 886654  | AT & T Corp | Transit        | \$ 281.83 | MET Transit Tablets                      |
| 01/20/2026 | 886654  | AT & T Corp | Transit        | \$ 394.55 | MET Transit Tablets                      |
| 01/20/2026 | 886654  | AT & T Corp | Wastewater     | \$ 179.04 | PW Environmental                         |
| 01/20/2026 | 886654  | AT & T Corp | Wastewater     | \$ 279.59 | PWBELKNAP-DIST COLL CELL PHONES          |
| 01/20/2026 | 886654  | AT & T Corp | Wastewater     | \$ 440.45 | PWBLKNP Electricians -Phones             |
| 01/20/2026 | 886654  | AT & T Corp | Wastewater     | \$ 14.97  | PWBLKNP STORES -75/25                    |
| 01/20/2026 | 886654  | AT & T Corp | Wastewater     | \$ 845.85 | PWBLNP-WWTRMNT1 WTP and iPads            |
| 01/20/2026 | 886654  | AT & T Corp | Wastewater     | \$ 119.20 | PWBLNP-WWTRMNT1 WTP and iPads            |
| 01/20/2026 | 886654  | AT & T Corp | Wastewater     | \$ 261.43 | PW-Distribution Collection Tablets 50/50 |
| 01/20/2026 | 886654  | AT & T Corp | Wastewater     | \$ 136.04 | PW-Environmental                         |
| 01/20/2026 | 886654  | AT & T Corp | Water          | \$ 279.60 | PWBELKNAP-DIST COLL CELL PHONES          |
| 01/20/2026 | 886654  | AT & T Corp | Water          | \$ 67.68  | PWBELKNAP-WT Water Treatment             |
| 01/20/2026 | 886654  | AT & T Corp | Water          | \$ 985.65 | PWBELKNAP-WT Water Treatment             |
| 01/20/2026 | 886654  | AT & T Corp | Water          | \$ 400.23 | PWBLKNP COMM-METER CityWorks/Neptune     |
| 01/20/2026 | 886654  | AT & T Corp | Water          | \$ 316.79 | PWBLKNP MTRSHOP CELL PHONE AND IPADS     |

| Check Date | Check # | Name                               | Fund Name      | Amount          | Item Desc                                            |
|------------|---------|------------------------------------|----------------|-----------------|------------------------------------------------------|
| 01/20/2026 | 886654  | AT & T Corp                        | Water          | \$ 378.59       | PWBLKNP MTRSHOP CELL PHONE AND IPADS                 |
| 01/20/2026 | 886654  | AT & T Corp                        | Water          | \$ 44.97        | PWBLKNP STORES -75/25                                |
| 01/20/2026 | 886654  | AT & T Corp                        | Water          | \$ 261.42       | PW-Distribution Collection Tablets                   |
| 01/20/2026 | 886659  | Beartooth Resource Cons & Dev Area | General        | \$ 13,506.28    | 2026 Beartooth RC&D/EDD Assess/2026 Board Memb Dues  |
| 01/20/2026 | 886661  | Billings Bench Water               | Park Dist 1    | \$ 2,575.00     | assessments for Mountview cemetery - 54040           |
| 01/20/2026 | 886661  | Billings Bench Water               | Park Dist 1    | \$ 4,185.00     | water assessments - invoice 54037                    |
| 01/20/2026 | 886661  | Billings Bench Water               | Parks Maint    | \$ 300.00       | assessments for Uinta - 54038                        |
| 01/20/2026 | 886670  | Cambridge Econometrics             | Planning       | \$ 2,750.00     | Professional services through December 2025          |
| 01/20/2026 | 886682  | Cop Construction                   | Water          | \$ 67,777.70    | WO 19-42 West End WTP Transmission Main Phase 2      |
| 01/20/2026 | 886687  | Cummins Inc - Rocky Mtn            | Fleet          | \$ 366.06       | 38-260124920                                         |
| 01/20/2026 | 886687  | Cummins Inc - Rocky Mtn            | Transit        | \$ 31,936.89    | 38-260124979 Engine- complete 003-013                |
| 01/20/2026 | 886692  | Dell Marketing Lp                  | Water          | \$ 36,812.42    | WO 19-42 New Servers for West End WTP ..             |
| 01/20/2026 | 886693  | Desert Mountain Corporation        | Street/Traffic | \$ 5,280.08     | Ice Slicer                                           |
| 01/20/2026 | 886693  | Desert Mountain Corporation        | Street/Traffic | \$ 6,041.36     | Ice Slicer                                           |
| 01/20/2026 | 886693  | Desert Mountain Corporation        | Street/Traffic | \$ 5,233.08     | Ice Slicer                                           |
| 01/20/2026 | 886693  | Desert Mountain Corporation        | Street/Traffic | \$ 5,663.68     | Ice slicer used on slick streets                     |
| 01/20/2026 | ACH     | Dick Anderson Construction         | Water          | \$ 1,162,151.81 | WO 19-42 West End WTP Project - Construction; PMt 24 |
| 01/20/2026 | 886696  | DOWL                               | St Maint Dist  | \$ 862.21       | WO 23-11 Downtown 2-Way Street Conversion; Pmt 34    |
| 01/20/2026 | 886696  | DOWL                               | Tax Incrmnt N  | \$ 7,858.29     | WO 23-11 Downtown 2-Way Street Conversion; Pmt 34    |
| 01/20/2026 | 886697  | Downtown Billings BID              | Parks Maint    | \$ 2,500.00     | fy26 quarter 3 pm contract Jan-mar 2026              |
| 01/20/2026 | 886697  | Downtown Billings BID              | Parks Maint    | \$ 2,500.00     | fy26 quarter 3 pm contract Jan-mar 2026              |
| 01/20/2026 | 886706  | Gallagher Benefit Services         | City Ins Fund  | \$ 35,250.00    | Inv. #361404 January - June 2026 Consulting Services |
| 01/20/2026 | ACH     | Galles Filter Service              | Fleet          | \$ 32.50        | P1-41844-01                                          |
| 01/20/2026 | ACH     | Galles Filter Service              | Fleet          | \$ 15.44        | P1-41844-01                                          |
| 01/20/2026 | ACH     | Galles Filter Service              | Fleet          | \$ 26.37        | P1-41844-01                                          |
| 01/20/2026 | ACH     | Galles Filter Service              | Fleet          | \$ 12.71        | P1-41844-01                                          |
| 01/20/2026 | ACH     | Galles Filter Service              | Fleet          | \$ 115.44       | P1-41844-01                                          |
| 01/20/2026 | ACH     | Galles Filter Service              | Fleet          | \$ 24.36        | P1-41844-01                                          |
| 01/20/2026 | ACH     | Galles Filter Service              | Fleet          | \$ 33.87        | P1-41844-01                                          |
| 01/20/2026 | ACH     | Galles Filter Service              | Fleet          | \$ 8.49         | P1-41844-01                                          |
| 01/20/2026 | ACH     | Galles Filter Service              | Fleet          | \$ 7.36         | P1-41844-01                                          |
| 01/20/2026 | ACH     | Galles Filter Service              | Fleet          | \$ 70.19        | P1-41963-01                                          |
| 01/20/2026 | ACH     | Galles Filter Service              | Fleet          | \$ 8.10         | P1-41963-01                                          |

| Check Date | Check # | Name                  | Fund Name | Amount    | Item Desc   |
|------------|---------|-----------------------|-----------|-----------|-------------|
| 01/20/2026 | ACH     | Galles Filter Service | Fleet     | \$ 24.82  | P1-41963-01 |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet     | \$ 3.68   | P1-41963-01 |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet     | \$ 160.92 | P1-41963-01 |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet     | \$ 11.15  | P1-41963-01 |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet     | \$ 3.75   | P1-41963-01 |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet     | \$ 11.58  | P1-41963-01 |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet     | \$ 76.96  | P1-41963-01 |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet     | \$ 3.68   | P1-41963-01 |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet     | \$ 5.67   | P1-41963-01 |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet     | \$ 19.77  | P1-41963-01 |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet     | \$ 3.68   | P1-41963-01 |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet     | \$ 190.80 | P1-41963-01 |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet     | \$ 14.32  | P1-41963-01 |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet     | \$ 70.32  | P1-41963-01 |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet     | \$ 4.05   | P1-42067-01 |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet     | \$ 19.30  | P1-42067-01 |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet     | \$ 6.92   | P1-42067-01 |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet     | \$ 33.87  | P1-42067-01 |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet     | \$ 3.68   | P1-42067-01 |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet     | \$ 3.53   | P1-42067-01 |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet     | \$ 30.99  | P1-42067-01 |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet     | \$ 25.19  | P1-42067-01 |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet     | \$ 8.49   | P1-42067-01 |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet     | \$ 41.08  | P1-42067-01 |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet     | \$ 30.99  | P1-42067-02 |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet     | \$ 15.20  | P1-42067-03 |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet     | \$ 17.58  | P1-42149-01 |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet     | \$ 76.96  | P1-42149-01 |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet     | \$ 3.68   | P1-42149-01 |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet     | \$ 4.05   | P1-42149-01 |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet     | \$ 7.36   | P1-42149-01 |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet     | \$ 39.54  | P1-42149-01 |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet     | \$ 4.30   | P1-42149-01 |

| Check Date | Check # | Name                  | Fund Name   | Amount      | Item Desc                       |
|------------|---------|-----------------------|-------------|-------------|---------------------------------|
| 01/20/2026 | ACH     | Galles Filter Service | Fleet       | \$ 73.36    | P1-42149-01                     |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet       | \$ 50.38    | P1-42149-01                     |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet       | \$ 181.34   | P1-42149-01                     |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet       | \$ 33.87    | P1-42149-01                     |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet       | \$ 3.75     | P1-42149-01                     |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet       | \$ 70.32    | P1-42149-01                     |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet       | \$ 43.16    | P1-42149-01                     |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet       | \$ 160.92   | P1-42149-01                     |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet       | \$ 35.16    | P1-42149-02                     |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet       | \$ 21.96    | P1-42248-01                     |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet       | \$ 112.96   | P1-42248-01                     |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet       | \$ 7.26     | P1-42248-01                     |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet       | \$ 29.46    | P1-42248-01                     |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet       | \$ 26.32    | P1-42248-01                     |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet       | \$ 49.64    | P1-42248-01                     |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet       | \$ 72.90    | P1-42248-01                     |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet       | \$ 8.10     | P1-42248-01                     |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet       | \$ 165.48   | P1-42248-01                     |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet       | \$ 17.32    | P1-42248-01                     |
| 01/20/2026 | ACH     | Galles Filter Service | Fleet       | \$ 32.73    | P1-42248-01                     |
| 01/20/2026 | ACH     | Galles Filter Service | Park Dist 1 | \$ 20.64    | fuel truck supplies - # U-20609 |
| 01/20/2026 | ACH     | Galles Filter Service | Solid Waste | \$ 169.59   | AIR FILTER                      |
| 01/20/2026 | ACH     | Galles Filter Service | Solid Waste | \$ 945.09   | AIR FILTERS FOR UNIT # 0261     |
| 01/20/2026 | ACH     | Galles Filter Service | Solid Waste | \$ 154.53   | COOLANT                         |
| 01/20/2026 | ACH     | Galles Filter Service | Solid Waste | \$ 691.35   | Dobstat air filter Stock        |
| 01/20/2026 | ACH     | Galles Filter Service | Solid Waste | \$ 856.35   | FILTER ELEMENTS                 |
| 01/20/2026 | ACH     | Galles Filter Service | Solid Waste | \$ 1,033.67 | FILTER ELEMENTS                 |
| 01/20/2026 | ACH     | Galles Filter Service | Solid Waste | \$ 417.91   | OUTER INNER ELEMENT             |
| 01/20/2026 | ACH     | Galles Filter Service | Transit     | \$ 182.88   | P1-41730-01 UF106               |
| 01/20/2026 | ACH     | Galles Filter Service | Transit     | \$ 208.86   | P1-41753-02 filter              |
| 01/20/2026 | ACH     | Galles Filter Service | Transit     | \$ 117.90   | P1-42119-01 filter              |
| 01/20/2026 | ACH     | Galles Filter Service | Transit     | \$ 292.50   | P1-42150-01 1" heater hose      |
| 01/20/2026 | ACH     | Galles Filter Service | Water       | \$ 514.32   | CITROL DEGREASER                |

| Check Date | Check # | Name                   | Fund Name      | Amount        | Item Desc                                             |
|------------|---------|------------------------|----------------|---------------|-------------------------------------------------------|
| 01/20/2026 | 886711  | GovExec Holding        | IT Resources   | \$ 1,500.00   | High Performance Leadership Tuition for and Gilbert   |
| 01/20/2026 | 886711  | GovExec Holding        | Public Safety  | \$ 1,500.00   | High Performance Leadership Tuition for Francis       |
| 01/20/2026 | 886711  | GovExec Holding        | Public Safety  | \$ 1,500.00   | High Performance Leadership Tuition for and Gilbert   |
| 01/20/2026 | 886712  | Grade A Civil          | Water          | \$ 280,348.20 | WO 23-12 Zone 4 Pump Station & Waterline Improvements |
| 01/20/2026 | 886712  | Grade A Civil          | Water          | \$ 333,124.18 | WO 23-12 Zone 4 Pump Station & Waterline Improvements |
| 01/20/2026 | 886712  | Grade A Civil          | Water          | \$ -          | WO 23-29 Grand Avenue Waterline Replacement           |
| 01/20/2026 | 886712  | Grade A Civil          | Water          | \$ -          | WO 23-29 Grand Avenue Waterline Replacement           |
| 01/20/2026 | ACH     | Great West Engineering | Solid Waste    | \$ 4,372.00   | Landfill Engineering Services                         |
| 01/20/2026 | ACH     | HDR                    | Engineering    | \$ 95.95      | WO 20-33 Public Works GIS Services,; Pmt 71           |
| 01/20/2026 | ACH     | HDR                    | Light Maint    | \$ 24.83      | WO 20-33 Public Works GIS Services,; Pmt 71           |
| 01/20/2026 | ACH     | HDR                    | P.W. Admin     | \$ 274.01     | WO 20-33 Public Works GIS Services,; Pmt 71           |
| 01/20/2026 | ACH     | HDR                    | Solid Waste    | \$ 111.75     | WO 20-33 Public Works GIS Services,; Pmt 71           |
| 01/20/2026 | ACH     | HDR                    | Storm Sewer    | \$ 305.34     | WO 20-33 Public Works GIS Services, Pmt 71            |
| 01/20/2026 | ACH     | HDR                    | Street/Traffic | \$ 376.17     | WO 20-33 Public Works GIS Services,; Pmt 71           |
| 01/20/2026 | ACH     | HDR                    | Wastewater     | \$ 410.88     | WO 20-33 Public Works GIS Services,; Pmt 71           |
| 01/20/2026 | ACH     | HDR                    | Water          | \$ 1,223.05   | WO 20-33 Public Works GIS Services,; Pmt 71           |
| 01/20/2026 | ACH     | HDR                    | Water          | \$ 12,007.53  | WO 23-12 Zone 4 Pump Station & Waterline Improvements |
| 01/20/2026 | 886719  | High Point Networks    | Airport        | \$ 2,034.00   | Invoice #2803505. Monthly WIFI Management Fees        |
| 01/20/2026 | 886719  | High Point Networks    | Library        | \$ 740.00     | 2803504 Firewall monthly service                      |
| 01/20/2026 | 886721  | Hose & Rubber Supply   | Fleet          | \$ 256.24     | 2141475                                               |
| 01/20/2026 | 886721  | Hose & Rubber Supply   | Fleet          | \$ 222.46     | 2141561                                               |
| 01/20/2026 | 886721  | Hose & Rubber Supply   | Fleet          | \$ 58.81      | 2142027                                               |
| 01/20/2026 | 886721  | Hose & Rubber Supply   | Fleet          | \$ 86.34      | 2142192                                               |
| 01/20/2026 | 886721  | Hose & Rubber Supply   | Fleet          | \$ 37.62      | 21423503                                              |
| 01/20/2026 | 886721  | Hose & Rubber Supply   | Fleet          | \$ 26.94      | 2142421                                               |
| 01/20/2026 | 886721  | Hose & Rubber Supply   | Fleet          | \$ 181.38     | 2142557                                               |
| 01/20/2026 | 886721  | Hose & Rubber Supply   | Fleet          | \$ 139.47     | 2142576                                               |
| 01/20/2026 | 886721  | Hose & Rubber Supply   | Fleet          | \$ 107.55     | 2142620                                               |
| 01/20/2026 | 886721  | Hose & Rubber Supply   | Fleet          | \$ 59.67      | 2142860                                               |
| 01/20/2026 | 886721  | Hose & Rubber Supply   | Fleet          | \$ 33.90      | 2142980                                               |
| 01/20/2026 | 886721  | Hose & Rubber Supply   | Fleet          | \$ 406.27     | 2144264                                               |
| 01/20/2026 | 886721  | Hose & Rubber Supply   | Fleet          | \$ 729.00     | 2145149                                               |
| 01/20/2026 | 886721  | Hose & Rubber Supply   | Fleet          | \$ 763.28     | 2145520                                               |

| Check Date | Check # | Name                 | Fund Name      | Amount       | Item Desc                                |
|------------|---------|----------------------|----------------|--------------|------------------------------------------|
| 01/20/2026 | 886721  | Hose & Rubber Supply | Fleet          | \$ 12.92     | 2145644                                  |
| 01/20/2026 | 886721  | Hose & Rubber Supply | Fleet          | \$ 351.12    | 2145653                                  |
| 01/20/2026 | 886721  | Hose & Rubber Supply | Fleet          | \$ 437.40    | 2145654                                  |
| 01/20/2026 | 886721  | Hose & Rubber Supply | Fleet          | \$ 349.80    | 2145656                                  |
| 01/20/2026 | 886721  | Hose & Rubber Supply | Fleet          | \$ (351.12)  | 2145921                                  |
| 01/20/2026 | 886721  | Hose & Rubber Supply | Fleet          | \$ 328.24    | 2146387                                  |
| 01/20/2026 | 886721  | Hose & Rubber Supply | Street/Traffic | \$ 85.33     | HYDR HOSE                                |
| 01/20/2026 | 886721  | Hose & Rubber Supply | Street/Traffic | \$ 55.69     | HYDRAULIC HOSE                           |
| 01/20/2026 | 886721  | Hose & Rubber Supply | Wastewater     | \$ 5.35      | FITTING                                  |
| 01/20/2026 | 886721  | Hose & Rubber Supply | Wastewater     | \$ 4.70      | HYDRAULIC FITTING                        |
| 01/20/2026 | 886721  | Hose & Rubber Supply | Water          | \$ 5.34      | FITTING                                  |
| 01/20/2026 | 886721  | Hose & Rubber Supply | Water          | \$ 4.70      | HYDRAULIC FITTING                        |
| 01/20/2026 | 886724  | Idexx Distribution   | Water          | \$ 5,841.85  | Colilert Reagent                         |
| 01/20/2026 | 886724  | Idexx Distribution   | Water          | \$ 138.93    | Micro Standards                          |
| 01/20/2026 | 886725  | InfoSend             | P.W. Admin     | \$ 1,040.00  | Programming fees..PDF DPPM mplementation |
| 01/20/2026 | 886725  | InfoSend             | P.W. Admin     | \$ 12,278.37 | Statement services 12/01/2025- 12/30/20  |
| 01/20/2026 | 886725  | InfoSend             | P.W. Admin     | \$ 7,283.37  | Statement services 12/01/2025- 12/30/20  |
| 01/20/2026 | 886725  | InfoSend             | P.W. Admin     | \$ 6,188.88  | statement services 11/03/2025-11/26/2025 |
| 01/20/2026 | 886725  | InfoSend             | P.W. Admin     | \$ 12,549.60 | statement services 11/03/2025-11/26/2025 |
| 01/20/2026 | 886729  | Invoice Cloud        | Building       | \$ 23.76     | Biller Portal Access Fee...12/01-12/31/2 |
| 01/20/2026 | 886729  | Invoice Cloud        | City Ins Fund  | \$ 20.79     | Biller Portal Access Fee...12/01-12/31/2 |
| 01/20/2026 | 886729  | Invoice Cloud        | Parking        | \$ 20.79     | Biller Portal Access Fee...12/01-12/31/2 |
| 01/20/2026 | 886729  | Invoice Cloud        | Solid Waste    | \$ 528.67    | Biller Portal Access Fee...12/01-12/31/2 |
| 01/20/2026 | 886729  | Invoice Cloud        | Solid Waste    | \$ 7,741.22  | Biller Portal Access Fee/Credit Card ser |
| 01/20/2026 | 886729  | Invoice Cloud        | Storm Sewer    | \$ 3,440.55  | Biller Portal Access Fee/Credit Card ser |
| 01/20/2026 | 886729  | Invoice Cloud        | Wastewater     | \$ 13,332.12 | Biller Portal Access Fee/Credit Card ser |
| 01/20/2026 | 886729  | Invoice Cloud        | Water          | \$ 18,492.91 | Biller Portal Access Fee/Credit Card ser |
| 01/20/2026 | 886723  | I-State Truck        | Fleet          | \$ 821.24    | C251403770.01                            |
| 01/20/2026 | 886723  | I-State Truck        | Fleet          | \$ 333.50    | C251403770.01                            |
| 01/20/2026 | 886723  | I-State Truck        | Fleet          | \$ 36.38     | C251403770.01                            |
| 01/20/2026 | 886723  | I-State Truck        | Fleet          | \$ 3.58      | C251403850.01                            |
| 01/20/2026 | 886723  | I-State Truck        | Fleet          | \$ 8.64      | C251403850.01                            |
| 01/20/2026 | 886723  | I-State Truck        | Fleet          | \$ 1.08      | C251403850.01                            |

| Check Date | Check # | Name          | Fund Name | Amount      | Item Desc     |
|------------|---------|---------------|-----------|-------------|---------------|
| 01/20/2026 | 886723  | I-State Truck | Fleet     | \$ 50.00    | C251403850.01 |
| 01/20/2026 | 886723  | I-State Truck | Fleet     | \$ 18.40    | C251403850.01 |
| 01/20/2026 | 886723  | I-State Truck | Fleet     | \$ 3.79     | C251403850.01 |
| 01/20/2026 | 886723  | I-State Truck | Fleet     | \$ 11.20    | C251403850.01 |
| 01/20/2026 | 886723  | I-State Truck | Fleet     | \$ 4.32     | C251403850.01 |
| 01/20/2026 | 886723  | I-State Truck | Fleet     | \$ 1.44     | C251403850.01 |
| 01/20/2026 | 886723  | I-State Truck | Fleet     | \$ 13.40    | C251403890.01 |
| 01/20/2026 | 886723  | I-State Truck | Fleet     | \$ 695.49   | C251403890.01 |
| 01/20/2026 | 886723  | I-State Truck | Fleet     | \$ 9,912.49 | C251403890.01 |
| 01/20/2026 | 886723  | I-State Truck | Fleet     | \$ 118.30   | C251403890.01 |
| 01/20/2026 | 886723  | I-State Truck | Fleet     | \$ 2,006.22 | C251403890.01 |
| 01/20/2026 | 886723  | I-State Truck | Fleet     | \$ 321.18   | C251403890.01 |
| 01/20/2026 | 886723  | I-State Truck | Fleet     | \$ 12.12    | C251403890.01 |
| 01/20/2026 | 886723  | I-State Truck | Fleet     | \$ 18.50    | C251403890.01 |
| 01/20/2026 | 886723  | I-State Truck | Fleet     | \$ 118.71   | C251403900.01 |
| 01/20/2026 | 886723  | I-State Truck | Fleet     | \$ 9.88     | C251403900.01 |
| 01/20/2026 | 886723  | I-State Truck | Fleet     | \$ 58.38    | C251403921.01 |
| 01/20/2026 | 886723  | I-State Truck | Fleet     | \$ (333.50) | C251403937.01 |
| 01/20/2026 | 886723  | I-State Truck | Fleet     | \$ 165.00   | C251403968.01 |
| 01/20/2026 | 886723  | I-State Truck | Fleet     | \$ 1,309.78 | C251403968.01 |
| 01/20/2026 | 886723  | I-State Truck | Fleet     | \$ 10.10    | C251403988.01 |
| 01/20/2026 | 886723  | I-State Truck | Fleet     | \$ 60.67    | C251404020.01 |
| 01/20/2026 | 886723  | I-State Truck | Fleet     | \$ 116.32   | C251404128.01 |
| 01/20/2026 | 886723  | I-State Truck | Fleet     | \$ 96.98    | C251404171.01 |
| 01/20/2026 | 886723  | I-State Truck | Fleet     | \$ 67.22    | C251404171.01 |
| 01/20/2026 | 886723  | I-State Truck | Fleet     | \$ 50.00    | C251404171.01 |
| 01/20/2026 | 886723  | I-State Truck | Fleet     | \$ 465.44   | C251404177.01 |
| 01/20/2026 | 886723  | I-State Truck | Fleet     | \$ 57.29    | C251404177.01 |
| 01/20/2026 | 886723  | I-State Truck | Fleet     | \$ 288.74   | C251404177.01 |
| 01/20/2026 | 886723  | I-State Truck | Fleet     | \$ 57.50    | C251404185.01 |
| 01/20/2026 | 886723  | I-State Truck | Fleet     | \$ 280.49   | C251404185.01 |
| 01/20/2026 | 886723  | I-State Truck | Fleet     | \$ 149.75   | C251404195.01 |
| 01/20/2026 | 886723  | I-State Truck | Fleet     | \$ 25.66    | C251404238.01 |

| Check Date | Check # | Name                  | Fund Name      | Amount      | Item Desc        |
|------------|---------|-----------------------|----------------|-------------|------------------|
| 01/20/2026 | 886723  | I-State Truck         | Fleet          | \$ 1.83     | C251404238.01    |
| 01/20/2026 | 886723  | I-State Truck         | Fleet          | \$ 69.43    | C251404240.01    |
| 01/20/2026 | 886723  | I-State Truck         | Fleet          | \$ 11.19    | C251404260.01    |
| 01/20/2026 | 886723  | I-State Truck         | Fleet          | \$ (57.50)  | C251404275.01    |
| 01/20/2026 | 886723  | I-State Truck         | Fleet          | \$ 345.00   | C251404319.01    |
| 01/20/2026 | 886723  | I-State Truck         | Fleet          | \$ 695.49   | c251404319.01    |
| 01/20/2026 | 886723  | I-State Truck         | Fleet          | \$ 148.23   | C251404357.01    |
| 01/20/2026 | 886723  | I-State Truck         | Fleet          | \$ 17.38    | C251404367.01    |
| 01/20/2026 | 886723  | I-State Truck         | Fleet          | \$ 596.76   | C251404396.01    |
| 01/20/2026 | 886723  | I-State Truck         | Fleet          | \$ 96.98    | C251404405.01    |
| 01/20/2026 | 886723  | I-State Truck         | Fleet          | \$ 64.68    | C251404430.01    |
| 01/20/2026 | 886723  | I-State Truck         | Fleet          | \$ 33.80    | C251404431.01    |
| 01/20/2026 | 886723  | I-State Truck         | Public Safety  | \$ 210.70   | TRANSMITTER ASSY |
| 01/20/2026 | ACH     | Joe Johnson Equipment | Fleet          | \$ 232.32   | P03408           |
| 01/20/2026 | ACH     | Joe Johnson Equipment | Fleet          | \$ 77.60    | P03411           |
| 01/20/2026 | ACH     | Joe Johnson Equipment | Fleet          | \$ 1,665.40 | P03411           |
| 01/20/2026 | ACH     | Joe Johnson Equipment | Fleet          | \$ 672.00   | P03411           |
| 01/20/2026 | ACH     | Joe Johnson Equipment | Fleet          | \$ 12.32    | P03411           |
| 01/20/2026 | ACH     | Joe Johnson Equipment | Fleet          | \$ 60.60    | P03411           |
| 01/20/2026 | ACH     | Joe Johnson Equipment | Fleet          | \$ 159.48   | P03411           |
| 01/20/2026 | ACH     | Joe Johnson Equipment | Fleet          | \$ 1,331.21 | P03411           |
| 01/20/2026 | ACH     | Joe Johnson Equipment | Fleet          | \$ 1,629.24 | P03411           |
| 01/20/2026 | ACH     | Joe Johnson Equipment | Fleet          | \$ 29.92    | P03411           |
| 01/20/2026 | ACH     | Joe Johnson Equipment | Fleet          | \$ 140.00   | P03411           |
| 01/20/2026 | ACH     | Joe Johnson Equipment | Fleet          | \$ 10.12    | P03411           |
| 01/20/2026 | ACH     | Joe Johnson Equipment | Fleet          | \$ 329.10   | P03411           |
| 01/20/2026 | ACH     | Joe Johnson Equipment | Fleet          | \$ 1,235.87 | P03411           |
| 01/20/2026 | ACH     | Joe Johnson Equipment | Fleet          | \$ 2,400.00 | P03411           |
| 01/20/2026 | ACH     | Joe Johnson Equipment | Fleet          | \$ 25.08    | P03411           |
| 01/20/2026 | ACH     | Joe Johnson Equipment | Street/Traffic | \$ 840.00   | STRIP BROOM      |
| 01/20/2026 | ACH     | Joe Johnson Equipment | Street/Traffic | \$ 840.00   | STRIP BROOM      |
| 01/20/2026 | ACH     | Joe Johnson Equipment | Street/Traffic | \$ 840.00   | STRIP BROOM      |
| 01/20/2026 | 886731  | Jottodesk             | Fleet          | \$ 566.15   | 79207229         |

| Check Date | Check # | Name                       | Fund Name      | Amount        | Item Desc                                            |
|------------|---------|----------------------------|----------------|---------------|------------------------------------------------------|
| 01/20/2026 | 886731  | Jottodesk                  | Fleet          | \$ 1,160.02   | 79207229                                             |
| 01/20/2026 | 886731  | Jottodesk                  | Fleet          | \$ 7,065.48   | 79207229                                             |
| 01/20/2026 | 886731  | Jottodesk                  | Fleet          | \$ 368.88     | 79207229                                             |
| 01/20/2026 | 886731  | Jottodesk                  | Fleet          | \$ 1,660.96   | 79207230                                             |
| 01/20/2026 | 886731  | Jottodesk                  | Fleet          | \$ 525.72     | 79207230                                             |
| 01/20/2026 | 886731  | Jottodesk                  | Fleet          | \$ 201.88     | 79207230                                             |
| 01/20/2026 | 886731  | Jottodesk                  | Fleet          | \$ 898.80     | 79207230                                             |
| 01/20/2026 | 886731  | Jottodesk                  | Fleet          | \$ 2,319.56   | 79207230                                             |
| 01/20/2026 | 886731  | Jottodesk                  | Fleet          | \$ 3,639.60   | 79207230                                             |
| 01/20/2026 | 886732  | JCCS                       | General        | \$ 45,000.00  | FY2025 Audit Services; Progress Billing Inv # 922874 |
| 01/20/2026 | ACH     | Kois Brothers              | Fleet          | \$ 515.90     | 137172                                               |
| 01/20/2026 | ACH     | Kois Brothers              | Fleet          | \$ 159.46     | 137172                                               |
| 01/20/2026 | ACH     | Kois Brothers              | Fleet          | \$ 344.67     | 137296                                               |
| 01/20/2026 | ACH     | Kois Brothers              | Fleet          | \$ 1,636.00   | 601110                                               |
| 01/20/2026 | ACH     | Kois Brothers              | Fleet          | \$ 94.75      | 601110                                               |
| 01/20/2026 | ACH     | Kois Brothers              | Fleet          | \$ 1,584.08   | 601129                                               |
| 01/20/2026 | ACH     | Kois Brothers              | Fleet          | \$ 88.56      | 601129                                               |
| 01/20/2026 | ACH     | Kois Brothers              | Fleet          | \$ 649.80     | 601167                                               |
| 01/20/2026 | ACH     | Kois Brothers              | Fleet          | \$ 650.25     | 601167                                               |
| 01/20/2026 | ACH     | Kois Brothers              | Fleet          | \$ 323.22     | 601185                                               |
| 01/20/2026 | ACH     | Kois Brothers              | Fleet          | \$ (159.46)   | 9405                                                 |
| 01/20/2026 | ACH     | Kone                       | Library        | \$ 13,249.68  | 871895005 Annual Maintenance                         |
| 01/20/2026 | 886737  | Langlas & Associates       | Tax Incrmnt S  | \$ -          | Amend Park Recreation Campus                         |
| 01/20/2026 | 886737  | Langlas & Associates       | Tax Incrmnt S  | \$ 656,574.06 | CO #1A Amend Park Recreation Campus                  |
| 01/20/2026 | 886737  | Langlas & Associates       | Tax Incrmnt S  | \$ 256,027.38 | Pay App #9                                           |
| 01/20/2026 | 886738  | Lee Newspaper Enterprises  | Solid Waste    | \$ 8,000.00   | Solid Waste Leaf Container Ads Dec 2025              |
| 01/20/2026 | 886741  | Maaco                      | Property Ins   | \$ 4,240.80   | RO #40734 Repairs to Building Truck #1063            |
| 01/20/2026 | 886742  | Mailing Technical Services | Central Servic | \$ 4,984.77   | Postage for December, 2025                           |
| 01/20/2026 | 886742  | Mailing Technical Services | General        | \$ 1,740.69   | Postage for December, 2025                           |
| 01/20/2026 | 886742  | Mailing Technical Services | P.W. Admin     | \$ 2,271.17   | Postage for December, 2025                           |
| 01/20/2026 | 886742  | Mailing Technical Services | P.W. Admin     | \$ 1,944.52   | Postage for December, 2025                           |
| 01/20/2026 | 886751  | Montana Peterbilt          | Fleet          | \$ 1,210.79   | 127175BL                                             |
| 01/20/2026 | 886751  | Montana Peterbilt          | Fleet          | \$ 237.50     | 127175BL                                             |

| Check Date | Check # | Name                    | Fund Name     | Amount       | Item Desc                                                   |
|------------|---------|-------------------------|---------------|--------------|-------------------------------------------------------------|
| 01/20/2026 | 886751  | Montana Peterbilt       | Fleet         | \$ 335.07    | 127353BL                                                    |
| 01/20/2026 | 886751  | Montana Peterbilt       | Fleet         | \$ 598.40    | 127354BL                                                    |
| 01/20/2026 | 886751  | Montana Peterbilt       | Fleet         | \$ 325.53    | 127460BL                                                    |
| 01/20/2026 | 886751  | Montana Peterbilt       | Fleet         | \$ 158.15    | 127508BL                                                    |
| 01/20/2026 | 886751  | Montana Peterbilt       | Fleet         | \$ 315.29    | 127682BL                                                    |
| 01/20/2026 | 886751  | Montana Peterbilt       | Fleet         | \$ 98.21     | 127705BL                                                    |
| 01/20/2026 | 886751  | Montana Peterbilt       | Fleet         | \$ 32.60     | 127705BL                                                    |
| 01/20/2026 | 886751  | Montana Peterbilt       | Fleet         | \$ 849.10    | 127706BL                                                    |
| 01/20/2026 | 886751  | Montana Peterbilt       | Fleet         | \$ 98.21     | 127896BL                                                    |
| 01/20/2026 | 886751  | Montana Peterbilt       | Fleet         | \$ 252.06    | 127964BL                                                    |
| 01/20/2026 | 886751  | Montana Peterbilt       | Fleet         | \$ 1,880.49  | 127994BL                                                    |
| 01/20/2026 | 886751  | Montana Peterbilt       | Fleet         | \$ 201.84    | 129529BL                                                    |
| 01/20/2026 | 886751  | Montana Peterbilt       | Fleet         | \$ 341.39    | 129529BL                                                    |
| 01/20/2026 | 886751  | Montana Peterbilt       | Solid Waste   | \$ 1,216.08  | --; HEATER ENG HARNESS                                      |
| 01/20/2026 | 886751  | Montana Peterbilt       | Transit       | \$ 62.80     | 129168BL turbo gasket                                       |
| 01/20/2026 | 886752  | Montana Radiator Works  | Fleet         | \$ 551.00    | 3643                                                        |
| 01/20/2026 | 886752  | Montana Radiator Works  | Transit       | \$ 6,455.00  | 3703 radiator (1832, WO: 2026-825)                          |
| 01/20/2026 | 886752  | Montana Radiator Works  | Transit       | \$ 6,455.00  | 3703 radiator (1837, WO: 2026-929)                          |
| 01/20/2026 | 886752  | Montana Radiator Works  | Transit       | \$ 840.00    | 3773 radiator change out (1837, WO: 2026-929)               |
| 01/20/2026 | 886754  | Morrison Maierle        | Airport       | \$ 73,737.05 | Ticketing Area & Install Baggage Belt System - Fed          |
| 01/20/2026 | 886754  | Morrison Maierle        | Airport       | \$ 3,880.90  | Ticketing Area & Install Baggage Belt System - Loc Eligible |
| 01/20/2026 | 886754  | Morrison Maierle        | Airport       | \$ 26,080.05 | Ticketing Area & Install Baggage Belt System - Non Eligible |
| 01/20/2026 | 886757  | MT Dept of Revenue-CGR2 | Tax Incrmnt S | \$ -         | Amend Park Recreation Campus                                |
| 01/20/2026 | 886757  | MT Dept of Revenue-CGR2 | Tax Incrmnt S | \$ 2,586.13  | Amend Park Recreation Campus                                |
| 01/20/2026 | 886757  | MT Dept of Revenue-CGR2 | Tax Incrmnt S | \$ 6,632.07  | Amend Park Recreation Campus                                |
| 01/20/2026 | 886757  | MT Dept of Revenue-CGR2 | Water         | \$ 11,738.91 | WO 19-42 West End WTP Construction; PMt 24                  |
| 01/20/2026 | 886757  | MT Dept of Revenue-CGR2 | Water         | \$ 684.62    | WO 19-42 West End WTP Transmission Main Phase 2             |
| 01/20/2026 | 886757  | MT Dept of Revenue-CGR2 | Water         | \$ 2,831.80  | WO 23-12 Zone 4 Pump Station & Waterline Improvements       |
| 01/20/2026 | 886757  | MT Dept of Revenue-CGR2 | Water         | \$ 3,364.89  | WO 23-12 Zone 4 Pump Station & Waterline Improvements       |
| 01/20/2026 | 886757  | MT Dept of Revenue-CGR2 | Water         | \$ -         | WO 23-29 Grand Avenue Waterline Replacement                 |
| 01/20/2026 | 886757  | MT Dept of Revenue-CGR2 | Water         | \$ -         | WO 23-29 Grand Avenue Waterline Replacement;                |
| 01/20/2026 | ACH     | Northwest Pipe Fittings | Water         | \$ 21,450.00 | 1" E-CODER CU/FT INSIDE METER P/N: 202NS22170               |
| 01/20/2026 | 886763  | NorthWestern Energy     | Airport       | \$ 15.25     | 0712534-7. Gate 16 Light. December 2025                     |

| Check Date | Check # | Name                | Fund Name   | Amount    | Item Desc                                       |
|------------|---------|---------------------|-------------|-----------|-------------------------------------------------|
| 01/20/2026 | 886763  | NorthWestern Energy | Airport     | \$ 37.55  | 0712791-3. Gate 16. December 2025               |
| 01/20/2026 | 886763  | NorthWestern Energy | Airport     | \$ 38.56  | 0712795-4. Gate 17. December 2025               |
| 01/20/2026 | 886763  | NorthWestern Energy | Airport     | \$ 34.84  | 0712797-0. Gate 9. December 2025                |
| 01/20/2026 | 886763  | NorthWestern Energy | Airport     | \$ 30.88  | 07128005-1. IP-10. December 2025                |
| 01/20/2026 | 886763  | NorthWestern Energy | Airport     | \$ 23.85  | 0712813-5. Burn Pit. December 2025              |
| 01/20/2026 | 886763  | NorthWestern Energy | Airport     | \$ 39.96  | 0719759-3. Gate 12. December 2025               |
| 01/20/2026 | 886763  | NorthWestern Energy | Airport     | \$ 90.80  | 0719760-1. Gate 14. December 2025               |
| 01/20/2026 | 886763  | NorthWestern Energy | Airport     | \$ 47.27  | 0719761-9. Gate 15. December 2025               |
| 01/20/2026 | 886763  | NorthWestern Energy | Airport     | \$ 39.71  | 0719762-7. Gate 13. December 2025               |
| 01/20/2026 | 886763  | NorthWestern Energy | Airport     | \$ 37.00  | 0720296-3. Gate 29. December 2025               |
| 01/20/2026 | 886763  | NorthWestern Energy | Airport     | \$ 61.65  | 2114868-9. Runway Weather System. December 2025 |
| 01/20/2026 | 886763  | NorthWestern Energy | Building    | \$ 34.84  | 1569631-3                                       |
| 01/20/2026 | 886763  | NorthWestern Energy | Park Dist 1 | \$ 186.06 | 0712538-8                                       |
| 01/20/2026 | 886763  | NorthWestern Energy | Park Dist 1 | \$ 22.17  | 0722253-2                                       |
| 01/20/2026 | 886763  | NorthWestern Energy | Park Dist 1 | \$ 24.38  | 0722258-1                                       |
| 01/20/2026 | 886763  | NorthWestern Energy | Park Dist 1 | \$ 30.43  | 0722259-9                                       |
| 01/20/2026 | 886763  | NorthWestern Energy | Park Dist 1 | \$ 10.33  | 0722272-2                                       |
| 01/20/2026 | 886763  | NorthWestern Energy | Park Dist 1 | \$ 149.53 | 0722273-0                                       |
| 01/20/2026 | 886763  | NorthWestern Energy | Park Dist 1 | \$ 10.68  | 0722274-8                                       |
| 01/20/2026 | 886763  | NorthWestern Energy | Park Dist 1 | \$ 102.19 | 0722275-5                                       |
| 01/20/2026 | 886763  | NorthWestern Energy | Park Dist 1 | \$ 35.04  | 0722278-9                                       |
| 01/20/2026 | 886763  | NorthWestern Energy | Park Dist 1 | \$ 15.25  | 0722279-7                                       |
| 01/20/2026 | 886763  | NorthWestern Energy | Park Dist 1 | \$ 22.17  | 0722280-5                                       |
| 01/20/2026 | 886763  | NorthWestern Energy | Park Dist 1 | \$ 22.17  | 0722281-3                                       |
| 01/20/2026 | 886763  | NorthWestern Energy | Park Dist 1 | \$ 22.17  | 0722283-9                                       |
| 01/20/2026 | 886763  | NorthWestern Energy | Park Dist 1 | \$ 22.17  | 0722284-7                                       |
| 01/20/2026 | 886763  | NorthWestern Energy | Park Dist 1 | \$ 15.25  | 0722808-3                                       |
| 01/20/2026 | 886763  | NorthWestern Energy | Park Dist 1 | \$ 24.49  | 0722852-1                                       |
| 01/20/2026 | 886763  | NorthWestern Energy | Park Dist 1 | \$ 24.38  | 0722862-0                                       |
| 01/20/2026 | 886763  | NorthWestern Energy | Park Dist 1 | \$ 82.47  | 0722901-6                                       |
| 01/20/2026 | 886763  | NorthWestern Energy | Park Dist 1 | \$ 22.71  | 0722976-8                                       |
| 01/20/2026 | 886763  | NorthWestern Energy | Park Dist 1 | \$ 641.48 | 0722995-8                                       |
| 01/20/2026 | 886763  | NorthWestern Energy | Park Dist 1 | \$ 92.74  | 0723005-5                                       |

| Check Date | Check # | Name                | Fund Name   | Amount   | Item Desc |
|------------|---------|---------------------|-------------|----------|-----------|
| 01/20/2026 | 886763  | NorthWestern Energy | Park Dist 1 | \$ 22.17 | 0723025-3 |
| 01/20/2026 | 886763  | NorthWestern Energy | Park Dist 1 | \$ -     | 0723039-4 |
| 01/20/2026 | 886763  | NorthWestern Energy | Park Dist 1 | \$ 22.05 | 0723046-9 |
| 01/20/2026 | 886763  | NorthWestern Energy | Park Dist 1 | \$ 22.05 | 0723049-3 |
| 01/20/2026 | 886763  | NorthWestern Energy | Park Dist 1 | \$ 34.56 | 0723064-2 |
| 01/20/2026 | 886763  | NorthWestern Energy | Park Dist 1 | \$ 34.56 | 0723065-9 |
| 01/20/2026 | 886763  | NorthWestern Energy | Park Dist 1 | \$ 70.54 | 0723884-3 |
| 01/20/2026 | 886763  | NorthWestern Energy | Park Dist 1 | \$ 34.56 | 0723887-6 |
| 01/20/2026 | 886763  | NorthWestern Energy | Park Dist 1 | \$ 37.18 | 0793134-8 |
| 01/20/2026 | 886763  | NorthWestern Energy | Park Dist 1 | \$ 52.51 | 0813489-2 |
| 01/20/2026 | 886763  | NorthWestern Energy | Park Dist 1 | \$ 46.63 | 0978917-3 |
| 01/20/2026 | 886763  | NorthWestern Energy | Park Dist 1 | \$ -     | 1409394-2 |
| 01/20/2026 | 886763  | NorthWestern Energy | Park Dist 1 | \$ 22.05 | 1588262-4 |
| 01/20/2026 | 886763  | NorthWestern Energy | Park Dist 1 | \$ 12.27 | 1849408-8 |
| 01/20/2026 | 886763  | NorthWestern Energy | Park Dist 1 | \$ 19.97 | 1904944-4 |
| 01/20/2026 | 886763  | NorthWestern Energy | Park Dist 1 | \$ 22.05 | 3178260-0 |
| 01/20/2026 | 886763  | NorthWestern Energy | Park Dist 1 | \$ 22.05 | 3477233-5 |
| 01/20/2026 | 886763  | NorthWestern Energy | Park Dist 1 | \$ 22.05 | 3771457-3 |
| 01/20/2026 | 886763  | NorthWestern Energy | Park Dist 1 | \$ 68.00 | 4148708-3 |
| 01/20/2026 | 886763  | NorthWestern Energy | Parks Maint | \$ 6.89  | 0722272-2 |
| 01/20/2026 | 886763  | NorthWestern Energy | Parks Maint | \$ 22.17 | 0723384-4 |
| 01/20/2026 | 886763  | NorthWestern Energy | Parks Maint | \$ 24.01 | 0723386-9 |
| 01/20/2026 | 886763  | NorthWestern Energy | Parks Maint | \$ 24.01 | 0723387-7 |
| 01/20/2026 | 886763  | NorthWestern Energy | Parks Maint | \$ 24.01 | 0723388-5 |
| 01/20/2026 | 886763  | NorthWestern Energy | Parks Maint | \$ 0.73  | 0723392-7 |
| 01/20/2026 | 886763  | NorthWestern Energy | Parks Maint | \$ 22.71 | 0723393-5 |
| 01/20/2026 | 886763  | NorthWestern Energy | Parks Maint | \$ 22.17 | 0723394-3 |
| 01/20/2026 | 886763  | NorthWestern Energy | Parks Maint | \$ 22.17 | 0723395-0 |
| 01/20/2026 | 886763  | NorthWestern Energy | Parks Maint | \$ 22.17 | 0723396-8 |
| 01/20/2026 | 886763  | NorthWestern Energy | Parks Maint | \$ 22.17 | 0723397-6 |
| 01/20/2026 | 886763  | NorthWestern Energy | Parks Maint | \$ 22.17 | 0723398-4 |
| 01/20/2026 | 886763  | NorthWestern Energy | Parks Maint | \$ 22.17 | 0723835-5 |
| 01/20/2026 | 886763  | NorthWestern Energy | Parks Maint | \$ 24.38 | 0723836-3 |

| Check Date | Check # | Name                | Fund Name      | Amount      | Item Desc                           |
|------------|---------|---------------------|----------------|-------------|-------------------------------------|
| 01/20/2026 | 886763  | NorthWestern Energy | Parks Maint    | \$ 22.30    | 0723840-5                           |
| 01/20/2026 | 886763  | NorthWestern Energy | Parks Maint    | \$ 22.71    | 0723883-5                           |
| 01/20/2026 | 886763  | NorthWestern Energy | Parks Maint    | \$ 0.63     | 0723885-0                           |
| 01/20/2026 | 886763  | NorthWestern Energy | Parks Maint    | \$ 0.96     | 1029192-0                           |
| 01/20/2026 | 886763  | NorthWestern Energy | Parks Maint    | \$ -        | 1045813-1                           |
| 01/20/2026 | 886763  | NorthWestern Energy | Parks Maint    | \$ 0.53     | 1265177-4                           |
| 01/20/2026 | 886763  | NorthWestern Energy | Parks Maint    | \$ 0.54     | 1396192-5                           |
| 01/20/2026 | 886763  | NorthWestern Energy | Parks Maint    | \$ 0.53     | 1425364-5                           |
| 01/20/2026 | 886763  | NorthWestern Energy | Parks Maint    | \$ 0.73     | 1513796-1                           |
| 01/20/2026 | 886763  | NorthWestern Energy | Parks Maint    | \$ 37.79    | 1513800-1                           |
| 01/20/2026 | 886763  | NorthWestern Energy | Parks Maint    | \$ 25.38    | 1513802-7                           |
| 01/20/2026 | 886763  | NorthWestern Energy | Parks Maint    | \$ 22.05    | 1513804-3                           |
| 01/20/2026 | 886763  | NorthWestern Energy | Parks Maint    | \$ 22.71    | 1514388-6                           |
| 01/20/2026 | 886763  | NorthWestern Energy | Parks Maint    | \$ 1.06     | 1948667-9                           |
| 01/20/2026 | 886763  | NorthWestern Energy | Parks Maint    | \$ 0.64     | 2041362-1                           |
| 01/20/2026 | 886763  | NorthWestern Energy | Parks Maint    | \$ 9.70     | 2055817-7                           |
| 01/20/2026 | 886763  | NorthWestern Energy | Public Safety  | \$ 28.33    | 0712532-1                           |
| 01/20/2026 | 886763  | NorthWestern Energy | Public Safety  | \$ 770.23   | 0720817-6                           |
| 01/20/2026 | 886763  | NorthWestern Energy | Public Safety  | \$ 849.60   | 1183483-5                           |
| 01/20/2026 | 886763  | NorthWestern Energy | Street/Traffic | \$ 22.05    | 0855404-0                           |
| 01/20/2026 | 886763  | NorthWestern Energy | Street/Traffic | \$ 27.81    | 1045820-6                           |
| 01/20/2026 | 886763  | NorthWestern Energy | Street/Traffic | \$ 23.85    | 2047007-6                           |
| 01/20/2026 | 886763  | NorthWestern Energy | Street/Traffic | \$ 24.21    | 2047010-0                           |
| 01/20/2026 | 886763  | NorthWestern Energy | Street/Traffic | \$ 23.85    | 2047013-4                           |
| 01/20/2026 | 886763  | NorthWestern Energy | Street/Traffic | \$ 23.59    | 2047017-5                           |
| 01/20/2026 | 886763  | NorthWestern Energy | Street/Traffic | \$ 23.59    | 2047019-1                           |
| 01/20/2026 | 886763  | NorthWestern Energy | Street/Traffic | \$ 24.08    | 3088038-9                           |
| 01/20/2026 | 886763  | NorthWestern Energy | Street/Traffic | \$ 89.11    | 3648861-7                           |
| 01/20/2026 | 886763  | NorthWestern Energy | Street/Traffic | \$ 27.55    | 3660075-7                           |
| 01/20/2026 | 886763  | NorthWestern Energy | Transit        | \$ 492.12   | 0719225-5                           |
| 01/20/2026 | 886763  | NorthWestern Energy | Transit        | \$ 2,614.26 | METroplex electricity- January 2026 |
| 01/20/2026 | 886763  | NorthWestern Energy | Wastewater     | \$ 180.62   | 0723383-6                           |
| 01/20/2026 | 886763  | NorthWestern Energy | Wastewater     | \$ 380.34   | 0723878-5                           |

| Check Date | Check # | Name                | Fund Name  | Amount       | Item Desc                                              |
|------------|---------|---------------------|------------|--------------|--------------------------------------------------------|
| 01/20/2026 | 886763  | NorthWestern Energy | Wastewater | \$ 39.22     | 1704025-4                                              |
| 01/20/2026 | 886763  | NorthWestern Energy | Wastewater | \$ 219.66    | 389 62nd St Lift Entrance Dec 2025                     |
| 01/20/2026 | 886763  | NorthWestern Energy | Water      | \$ 25.83     | 0722249-0                                              |
| 01/20/2026 | 886763  | NorthWestern Energy | Water      | \$ 2,638.53  | 0722270-6                                              |
| 01/20/2026 | 886763  | NorthWestern Energy | Water      | \$ 23.71     | 1160807-2                                              |
| 01/20/2026 | 886763  | NorthWestern Energy | Water      | \$ 5.20      | 1346673-5                                              |
| 01/20/2026 | 886763  | NorthWestern Energy | Water      | \$ 1,093.47  | 4519 Hesper Rd TEMP WO 19-12                           |
| 01/20/2026 | 886763  | NorthWestern Energy | Water      | \$ 2,702.93  | 5809 Canyonwoods Dr, Dec 2025                          |
| 01/20/2026 | 886763  | NorthWestern Energy | Water      | \$ 530.73    | 805 Const. Ave Dec 2025                                |
| 01/20/2026 | 886776  | Pride of Montana    | Facilities | \$ 16,555.00 | Monthly Cleaning of the Stillwater Building - Dec 2025 |
| 01/20/2026 | 886777  | Public Utilities    | Airport    | \$ 62.85     | 3059379-Corp Air/Alpine                                |
| 01/20/2026 | 886777  | Public Utilities    | Airport    | \$ 181.25    | 3059382-US Postal Service Gate 15                      |
| 01/20/2026 | 886777  | Public Utilities    | Airport    | \$ 118.12    | 3059383-EBH Office                                     |
| 01/20/2026 | 886777  | Public Utilities    | Airport    | \$ 224.50    | 3070894-Edwards Jet Center 1691 Aviation Place         |
| 01/20/2026 | 886777  | Public Utilities    | Airport    | \$ 152.68    | 3070895-MT State Lands DEQ/DNRC                        |
| 01/20/2026 | 886777  | Public Utilities    | Airport    | \$ 126.60    | 3082456-Zone Dispatch-IP6 & IP7                        |
| 01/20/2026 | 886777  | Public Utilities    | Airport    | \$ 165.54    | 3082459-Rocky Mountain College-EJC                     |
| 01/20/2026 | 886777  | Public Utilities    | Airport    | \$ 153.50    | 3082460-EBH Hangar                                     |
| 01/20/2026 | 886777  | Public Utilities    | Airport    | \$ 95.01     | 3082461-TSA                                            |
| 01/20/2026 | 886777  | Public Utilities    | Airport    | \$ 90.65     | 3094193-Alpine Air-Maintenance                         |
| 01/20/2026 | 886777  | Public Utilities    | Airport    | \$ 121.71    | 3094194-West End T-Hangars                             |
| 01/20/2026 | 886777  | Public Utilities    | Airport    | \$ 399.44    | 3094195-Airfield Maintenance Compactor                 |
| 01/20/2026 | 886777  | Public Utilities    | Airport    | \$ 135.30    | 3094196-Edwards Jet Center 1871 Aviation Place         |
| 01/20/2026 | 886777  | Public Utilities    | Airport    | \$ 121.68    | 3094197-Aerotronics                                    |
| 01/20/2026 | 886777  | Public Utilities    | Airport    | \$ 236.02    | 3094198-Billings Fire Center-BLM                       |
| 01/20/2026 | 886777  | Public Utilities    | Airport    | \$ 281.66    | 3105643-QTA                                            |
| 01/20/2026 | 886777  | Public Utilities    | Airport    | \$ 128.93    | 3105644-Executive Hangars                              |
| 01/20/2026 | 886777  | Public Utilities    | Airport    | \$ 9.21      | 3105644-Executive Hangars USDA APHIS                   |
| 01/20/2026 | 886777  | Public Utilities    | Airport    | \$ 362.56    | 3105645-UPS Gate 21                                    |
| 01/20/2026 | 886777  | Public Utilities    | Airport    | \$ 126.60    | 3116871-Beacon/Patton Aviation                         |
| 01/20/2026 | 886777  | Public Utilities    | Facilities | \$ 88.45     | 3080251                                                |
| 01/20/2026 | 886777  | Public Utilities    | Facilities | \$ 92.68     | 3100365                                                |
| 01/20/2026 | 886777  | Public Utilities    | Library    | \$ 172.76    | 3105094                                                |

| Check Date | Check # | Name             | Fund Name   | Amount    | Item Desc |
|------------|---------|------------------|-------------|-----------|-----------|
| 01/20/2026 | 886777  | Public Utilities | Park Dist 1 | \$ 29.87  | 3064232   |
| 01/20/2026 | 886777  | Public Utilities | Park Dist 1 | \$ 203.78 | 3068022   |
| 01/20/2026 | 886777  | Public Utilities | Park Dist 1 | \$ 6.61   | 3086379   |
| 01/20/2026 | 886777  | Public Utilities | Park Dist 1 | \$ 19.83  | 3086384   |
| 01/20/2026 | 886777  | Public Utilities | Park Dist 1 | \$ 21.06  | 3086387   |
| 01/20/2026 | 886777  | Public Utilities | Park Dist 1 | \$ 190.30 | 3086388   |
| 01/20/2026 | 886777  | Public Utilities | Park Dist 1 | \$ 123.43 | 3089293   |
| 01/20/2026 | 886777  | Public Utilities | Park Dist 1 | \$ 257.96 | 3091164   |
| 01/20/2026 | 886777  | Public Utilities | Park Dist 1 | \$ 843.38 | 3091294   |
| 01/20/2026 | 886777  | Public Utilities | Park Dist 1 | \$ 18.15  | 3098105   |
| 01/20/2026 | 886777  | Public Utilities | Park Dist 1 | \$ 6.61   | 3098113   |
| 01/20/2026 | 886777  | Public Utilities | Park Dist 1 | \$ 6.61   | 3109445   |
| 01/20/2026 | 886777  | Public Utilities | Park Dist 1 | \$ 50.04  | 3109451   |
| 01/20/2026 | 886777  | Public Utilities | Park Dist 1 | \$ 13.35  | 3110120   |
| 01/20/2026 | 886777  | Public Utilities | Park Dist 1 | \$ 79.55  | 3111950   |
| 01/20/2026 | 886777  | Public Utilities | Parks Maint | \$ 71.10  | 3059048   |
| 01/20/2026 | 886777  | Public Utilities | Parks Maint | \$ 10.05  | 3061212   |
| 01/20/2026 | 886777  | Public Utilities | Parks Maint | \$ 166.69 | 3063374   |
| 01/20/2026 | 886777  | Public Utilities | Parks Maint | \$ 103.14 | 3063384   |
| 01/20/2026 | 886777  | Public Utilities | Parks Maint | \$ 11.25  | 3063385   |
| 01/20/2026 | 886777  | Public Utilities | Parks Maint | \$ 13.26  | 3064055   |
| 01/20/2026 | 886777  | Public Utilities | Parks Maint | \$ 54.90  | 3067458   |
| 01/20/2026 | 886777  | Public Utilities | Parks Maint | \$ 13.35  | 3069969   |
| 01/20/2026 | 886777  | Public Utilities | Parks Maint | \$ 12.05  | 3072961   |
| 01/20/2026 | 886777  | Public Utilities | Parks Maint | \$ 11.25  | 3072990   |
| 01/20/2026 | 886777  | Public Utilities | Parks Maint | \$ 10.05  | 3073704   |
| 01/20/2026 | 886777  | Public Utilities | Parks Maint | \$ 96.38  | 3074740   |
| 01/20/2026 | 886777  | Public Utilities | Parks Maint | \$ 11.25  | 3074748   |
| 01/20/2026 | 886777  | Public Utilities | Parks Maint | \$ 13.35  | 3074750   |
| 01/20/2026 | 886777  | Public Utilities | Parks Maint | \$ 10.05  | 3074751   |
| 01/20/2026 | 886777  | Public Utilities | Parks Maint | \$ 74.80  | 3074752   |
| 01/20/2026 | 886777  | Public Utilities | Parks Maint | \$ 8.81   | 3074753   |
| 01/20/2026 | 886777  | Public Utilities | Parks Maint | \$ 11.25  | 3075407   |

| Check Date | Check # | Name             | Fund Name      | Amount    | Item Desc                |
|------------|---------|------------------|----------------|-----------|--------------------------|
| 01/20/2026 | 886777  | Public Utilities | Parks Maint    | \$ 10.05  | 3075860                  |
| 01/20/2026 | 886777  | Public Utilities | Parks Maint    | \$ 8.81   | 3075860                  |
| 01/20/2026 | 886777  | Public Utilities | Parks Maint    | \$ 11.25  | 3078687                  |
| 01/20/2026 | 886777  | Public Utilities | Parks Maint    | \$ 13.35  | 3081602                  |
| 01/20/2026 | 886777  | Public Utilities | Parks Maint    | \$ 13.35  | 3086389                  |
| 01/20/2026 | 886777  | Public Utilities | Parks Maint    | \$ 18.50  | 3086390                  |
| 01/20/2026 | 886777  | Public Utilities | Parks Maint    | \$ 54.90  | 3086391                  |
| 01/20/2026 | 886777  | Public Utilities | Parks Maint    | \$ 13.35  | 3086392                  |
| 01/20/2026 | 886777  | Public Utilities | Parks Maint    | \$ 11.25  | 3086393                  |
| 01/20/2026 | 886777  | Public Utilities | Parks Maint    | \$ 11.25  | 3086929                  |
| 01/20/2026 | 886777  | Public Utilities | Parks Maint    | \$ 18.50  | 3090572                  |
| 01/20/2026 | 886777  | Public Utilities | Parks Maint    | \$ 11.25  | 3095935                  |
| 01/20/2026 | 886777  | Public Utilities | Parks Maint    | \$ 6.61   | 3098114                  |
| 01/20/2026 | 886777  | Public Utilities | Parks Maint    | \$ 6.61   | 3098115                  |
| 01/20/2026 | 886777  | Public Utilities | Parks Maint    | \$ 13.35  | 3098115                  |
| 01/20/2026 | 886777  | Public Utilities | Parks Maint    | \$ 140.90 | 3098116                  |
| 01/20/2026 | 886777  | Public Utilities | Parks Maint    | \$ 13.35  | 3098117                  |
| 01/20/2026 | 886777  | Public Utilities | Parks Maint    | \$ 10.05  | 3098999                  |
| 01/20/2026 | 886777  | Public Utilities | Parks Maint    | \$ 18.50  | 3107297                  |
| 01/20/2026 | 886777  | Public Utilities | Parks Maint    | \$ 8.81   | 3107297                  |
| 01/20/2026 | 886777  | Public Utilities | Parks Maint    | \$ 13.35  | 3107305                  |
| 01/20/2026 | 886777  | Public Utilities | Parks Maint    | \$ 11.25  | 3107704                  |
| 01/20/2026 | 886777  | Public Utilities | Parks Maint    | \$ 28.46  | 3107704                  |
| 01/20/2026 | 886777  | Public Utilities | Parks Maint    | \$ 13.35  | 3108190                  |
| 01/20/2026 | 886777  | Public Utilities | Parks Maint    | \$ 71.10  | 3109457                  |
| 01/20/2026 | 886777  | Public Utilities | Parks Maint    | \$ 10.05  | 3109458                  |
| 01/20/2026 | 886777  | Public Utilities | Parks Maint    | \$ 10.05  | 3113693                  |
| 01/20/2026 | 886777  | Public Utilities | Parks Maint    | \$ 54.90  | 3113702                  |
| 01/20/2026 | 886777  | Public Utilities | Parks Maint    | \$ 799.68 | 3114277                  |
| 01/20/2026 | 886777  | Public Utilities | Public Safety  | \$ 134.80 | 1700 Parkhill Dr 3109286 |
| 01/20/2026 | 886777  | Public Utilities | Street/Traffic | \$ 17.20  | 3058560                  |
| 01/20/2026 | 886777  | Public Utilities | Street/Traffic | \$ 12.05  | 3064068                  |
| 01/20/2026 | 886777  | Public Utilities | Street/Traffic | \$ 12.05  | 3064069                  |

| Check Date | Check # | Name                   | Fund Name      | Amount       | Item Desc                                            |
|------------|---------|------------------------|----------------|--------------|------------------------------------------------------|
| 01/20/2026 | 886777  | Public Utilities       | Street/Traffic | \$ 12.05     | 3064449                                              |
| 01/20/2026 | 886777  | Public Utilities       | Street/Traffic | \$ 12.05     | 3073598                                              |
| 01/20/2026 | 886777  | Public Utilities       | Street/Traffic | \$ 17.20     | 3075421                                              |
| 01/20/2026 | 886777  | Public Utilities       | Street/Traffic | \$ 9.95      | 3075422                                              |
| 01/20/2026 | 886777  | Public Utilities       | Street/Traffic | \$ 12.05     | 3075775                                              |
| 01/20/2026 | 886777  | Public Utilities       | Street/Traffic | \$ 12.05     | 3079016                                              |
| 01/20/2026 | 886777  | Public Utilities       | Street/Traffic | \$ 16.87     | 3079239                                              |
| 01/20/2026 | 886777  | Public Utilities       | Street/Traffic | \$ 17.20     | 3083177                                              |
| 01/20/2026 | 886777  | Public Utilities       | Street/Traffic | \$ 12.05     | 3085204                                              |
| 01/20/2026 | 886777  | Public Utilities       | Street/Traffic | \$ 12.05     | 3087053                                              |
| 01/20/2026 | 886777  | Public Utilities       | Street/Traffic | \$ 9.95      | 3087054                                              |
| 01/20/2026 | 886777  | Public Utilities       | Street/Traffic | \$ 12.05     | 3090825                                              |
| 01/20/2026 | 886777  | Public Utilities       | Street/Traffic | \$ 12.05     | 3090876                                              |
| 01/20/2026 | 886777  | Public Utilities       | Street/Traffic | \$ 17.20     | 3094347                                              |
| 01/20/2026 | 886777  | Public Utilities       | Street/Traffic | \$ 12.05     | 3098792                                              |
| 01/20/2026 | 886777  | Public Utilities       | Street/Traffic | \$ 12.05     | 3102621                                              |
| 01/20/2026 | 886777  | Public Utilities       | Street/Traffic | \$ 12.05     | 3110133                                              |
| 01/20/2026 | 886777  | Public Utilities       | Street/Traffic | \$ 9.95      | 3110134                                              |
| 01/20/2026 | 886777  | Public Utilities       | Transit        | \$ 49.00     | 3064066                                              |
| 01/20/2026 | 886777  | Public Utilities       | Transit        | \$ 91.18     | 3064066                                              |
| 01/20/2026 | 886777  | Public Utilities       | Wastewater     | \$ 6,539.21  | 3060439                                              |
| 01/20/2026 | ACH     | RDO Equipment Co.      | Solid Waste    | \$ 720.77    | HOSE, FLUID                                          |
| 01/20/2026 | ACH     | RDO Equipment Co.      | Solid Waste    | \$ 79,995.00 | John Deere 1050K Dozer Engine Replacement            |
| 01/20/2026 | ACH     | RDO Equipment Co.      | Solid Waste    | \$ 946.00    | REPAIR HYDRAULIC LEAK                                |
| 01/20/2026 | ACH     | RDO Equipment Co.      | Wastewater     | \$ 276.73    | NEW BATTERY                                          |
| 01/20/2026 | ACH     | RDO Equipment Co.      | Wastewater     | \$ 319.90    | REPLACE BATTERY                                      |
| 01/20/2026 | 886789  | Rood & Associates      | Airport        | \$ 3,420.00  | Indep Fee Estimate Detention Pond E Expansion Design |
| 01/20/2026 | 886789  | Rood & Associates      | Airport        | \$ 180.00    | Indep Fee Estimate Detention Pond E Expansion Design |
| 01/20/2026 | 886790  | Routeware Inc          | Solid Waste    | \$ 59,815.32 | Routeware Software Services 12/31/2025               |
| 01/20/2026 | 886791  | S & S Machine Inc      | Water          | \$ 3,277.00  | spools for P2 & P4                                   |
| 01/20/2026 | 886798  | SHI International Corp | Airport        | \$ 170.00    | Stanina G1 to G3 -Ariport                            |
| 01/20/2026 | 886798  | SHI International Corp | IT Resources   | \$ 1,627.20  | Office 365 upgrades                                  |
| 01/20/2026 | 886798  | SHI International Corp | Library        | \$ 4,250.00  | Qty. 20 G3 upgrades -LibraryNew hire G3              |

| Check Date | Check # | Name                           | Fund Name      | Amount       | Item Desc                                                |
|------------|---------|--------------------------------|----------------|--------------|----------------------------------------------------------|
| 01/20/2026 | 886798  | SHI International Corp         | Park Dist 1    | \$ 300.00    | G3 -Shelbee -Parks and Rec New G1 -Forest Intern         |
| 01/20/2026 | 886798  | SHI International Corp         | Public Safety  | \$ 1,000.00  | Police upgrades from email to G3                         |
| 01/20/2026 | 886798  | SHI International Corp         | Public Safety  | \$ 75.90     | Power Bi -Lennick                                        |
| 01/20/2026 | 886798  | SHI International Corp         | Public Safety  | \$ 606.00    | Three G3 upgrades -Animal Control                        |
| 01/20/2026 | 886801  | SK Geotechnical Corporation    | Storm Sewer    | \$ 13,008.00 | WO 26-25 44th Street W Water & Storm Ut                  |
| 01/20/2026 | 886802  | Solid Waste Systems Inc        | Fleet          | \$ 356.01    | P20015SPO                                                |
| 01/20/2026 | 886802  | Solid Waste Systems Inc        | Fleet          | \$ 3,429.72  | P21363SPO                                                |
| 01/20/2026 | 886802  | Solid Waste Systems Inc        | Fleet          | \$ 181.30    | P21891SPO                                                |
| 01/20/2026 | 886802  | Solid Waste Systems Inc        | Fleet          | \$ 667.04    | P21891SPO                                                |
| 01/20/2026 | 886803  | SRF Consulting Group Inc       | Transit        | \$ 11,316.92 | Financial Sustainability & Governance Study              |
| 01/20/2026 | 886804  | St Vincent Occupational Health | City Ins Fund  | \$ 600.00    | Drug Testing, Nursing, DOT Physicals, Vaccs, BA Testing  |
| 01/20/2026 | 886804  | St Vincent Occupational Health | Fleet          | \$ 114.25    | Drug Testing, Nursing, DOT Physicals, Vaccs, BA Testing  |
| 01/20/2026 | 886804  | St Vincent Occupational Health | General        | \$ 1,585.25  | Drug Testing, Nursing, DOT Physicals, Vaccs, BA Testing  |
| 01/20/2026 | 886804  | St Vincent Occupational Health | Public Safety  | \$ 50.00     | Drug Testing, Nursing, DOT Physicals, Vaccs, BA Testing  |
| 01/20/2026 | 886804  | St Vincent Occupational Health | Solid Waste    | \$ 228.50    | Drug Testing, Nursing, DOT Physicals, Vaccs, BA Testing  |
| 01/20/2026 | 886804  | St Vincent Occupational Health | Solid Waste    | \$ 202.25    | Drug Testing, Nursing, DOT Physicals, Vaccs, BA Testing  |
| 01/20/2026 | 886804  | St Vincent Occupational Health | Street/Traffic | \$ 342.75    | Drug Testing, Nursing, DOT Physicals, Vaccs, BA Testing  |
| 01/20/2026 | 886804  | St Vincent Occupational Health | Transit        | \$ 114.25    | Drug Testing, Nursing, DOT Physicals, Vaccs, BA Testing  |
| 01/20/2026 | 886804  | St Vincent Occupational Health | Wastewater     | \$ 158.25    | Drug Testing, Nursing, DOT Physicals, Vaccs, BA Testing  |
| 01/20/2026 | 886804  | St Vincent Occupational Health | Water          | \$ 158.25    | Drug Testing, Nursing, DOT Physicals, Vaccs, BA Testing  |
| 01/20/2026 | 886804  | St Vincent Occupational Health | Water          | \$ 88.00     | Drug Testing, Nursing, DOT Physicals, Vaccs, BA Testing  |
| 01/20/2026 | 886807  | State Of MT Bldng Codes Bureau | Building       | \$ 10,209.72 | FY26 First Semi-Annual Payment Building Code Edu Fund    |
| 01/20/2026 | 886809  | Stewart Title Company          | CDBG           | \$ 15,000.00 | FTHB- 609 Joyce St. Down payment/closing cost assistance |
| 01/20/2026 | 886816  | Tetra Tech                     | Public Safety  | \$ 12,988.00 | YVAS Surface Contamination Sampling                      |
| 01/20/2026 | 886817  | The Goodyear Tire & Rubber Co  | Transit        | \$ 3,057.76  | 9865076062 tire lease- December 2025 mileage             |
| 01/20/2026 | 886818  | The Madison Agency             | Airport        | \$ 7,174.00  | Advertising & Marketing Program Consult & Support FY26   |
| 01/20/2026 | 886818  | The Madison Agency             | Planning       | \$ 1,199.00  | Safe Routes to School Education Campaign                 |
| 01/20/2026 | 886820  | Thorn Run Partners             | Airport        | \$ 2,500.00  | Amendment to Federal Lobbyist Svcs - Extension Payment   |
| 01/20/2026 | 886820  | Thorn Run Partners             | General        | \$ 2,500.00  | Amendment to Federal Lobbyist Svcs - Extension Payment   |
| 01/20/2026 | 886820  | Thorn Run Partners             | General        | \$ -         | Amendment to Federal Lobbyist Svcs - Extension Payment   |
| 01/20/2026 | 886820  | Thorn Run Partners             | P.W. Admin     | \$ 2,500.00  | Amendment to Federal Lobbyist Svcs - Extension Payment   |
| 01/20/2026 | 886821  | Top Notch Concrete             | Park Dist 1    | \$ 7,877.50  | pioneer basketball court-Kaden court matching grant-2025 |

| Check Date | Check # | Name                  | Fund Name      | Amount       | Item Desc                                              |
|------------|---------|-----------------------|----------------|--------------|--------------------------------------------------------|
| 01/20/2026 | ACH     | Town & Country Supply | Fleet          | \$ 3,379.93  | 452192                                                 |
| 01/20/2026 | ACH     | Town & Country Supply | Fleet          | \$ 3,312.98  | 452192                                                 |
| 01/20/2026 | ACH     | Town & Country Supply | Fleet          | \$ 7,948.47  | 452192                                                 |
| 01/20/2026 | ACH     | Town & Country Supply | Fleet          | \$ 2.20      | 452192                                                 |
| 01/20/2026 | ACH     | Town & Country Supply | Fleet          | \$ 2,828.36  | 452192                                                 |
| 01/20/2026 | ACH     | Town & Country Supply | Solid Waste    | \$ 2.33      | 451843                                                 |
| 01/20/2026 | ACH     | Town & Country Supply | Solid Waste    | \$ 11,343.46 | 451843                                                 |
| 01/20/2026 | ACH     | Town & Country Supply | Transit        | \$ 4,117.00  | 451150 unleaded fuel (2000 gal.)                       |
| 01/20/2026 | ACH     | Tractor & Equipment   | Fleet          | \$ (686.03)  | BLCR0105290,0105370                                    |
| 01/20/2026 | ACH     | Tractor & Equipment   | Fleet          | \$ 725.10    | BLCS0876538                                            |
| 01/20/2026 | ACH     | Tractor & Equipment   | Fleet          | \$ 686.03    | BLCS0876538                                            |
| 01/20/2026 | ACH     | Tractor & Equipment   | Fleet          | \$ 1,450.99  | BLCS0876538                                            |
| 01/20/2026 | ACH     | Tractor & Equipment   | Fleet          | \$ 957.16    | BLCS0877232                                            |
| 01/20/2026 | ACH     | Tractor & Equipment   | Solid Waste    | \$ 372.00    | INSTALL NEW DOOR                                       |
| 01/20/2026 | ACH     | Tractor & Equipment   | Solid Waste    | \$ 186.00    | INSTALL NEW MIRROR                                     |
| 01/20/2026 | ACH     | Tractor & Equipment   | Solid Waste    | \$ 152.90    | NEW DOOR                                               |
| 01/20/2026 | ACH     | Tractor & Equipment   | Solid Waste    | \$ 198.39    | NEW MIRROR                                             |
| 01/20/2026 | ACH     | Tractor & Equipment   | Street/Traffic | \$ 3,322.20  | Cutting edges for vehicles# 1200, 1205, 1212 and 1213. |
| 01/20/2026 | 886828  | Verizon Wireless      | Engineering    | \$ 67.33     | PW-Engineering                                         |
| 01/20/2026 | 886828  | Verizon Wireless      | Fleet          | \$ 42.83     | Motor Pool                                             |
| 01/20/2026 | 886828  | Verizon Wireless      | General        | \$ 77.30     | City Administrator                                     |
| 01/20/2026 | 886828  | Verizon Wireless      | General        | \$ 270.55    | Code Enf. Tina Hoeger Laptop and Cell Phones           |
| 01/20/2026 | 886828  | Verizon Wireless      | General        | \$ 10.02     | Code Enf. Tina Hoeger Laptop and Cell Phones           |
| 01/20/2026 | 886828  | Verizon Wireless      | General        | \$ 40.01     | Code Enforcement Laptop                                |
| 01/20/2026 | 886828  | Verizon Wireless      | Library        | \$ 413.92    | Library                                                |
| 01/20/2026 | 886828  | Verizon Wireless      | Parking        | \$ 193.25    | Parking                                                |
| 01/20/2026 | 886828  | Verizon Wireless      | PD Program     | \$ 507.76    | CCSIU Cell/PTT                                         |
| 01/20/2026 | 886828  | Verizon Wireless      | PD Program     | \$ 80.02     | CCSIU RAVEN                                            |
| 01/20/2026 | 886828  | Verizon Wireless      | Phone System   | \$ 20.08     | Andy iPad                                              |
| 01/20/2026 | 886828  | Verizon Wireless      | Phone System   | \$ 80.02     | WRF Cradle Point Belknap Cradle Point                  |
| 01/20/2026 | 886828  | Verizon Wireless      | Public Safety  | \$ 40.01     | Bait Car                                               |
| 01/20/2026 | 886828  | Verizon Wireless      | Public Safety  | \$ 40.01     | Fire Drone Hotspot                                     |
| 01/20/2026 | 886828  | Verizon Wireless      | Public Safety  | \$ 40.01     | Fire MDT                                               |

| Check Date | Check # | Name                           | Fund Name      | Amount      | Item Desc                            |
|------------|---------|--------------------------------|----------------|-------------|--------------------------------------|
| 01/20/2026 | 886828  | Verizon Wireless               | Public Safety  | \$ 20.02    | Fire MDT Verizon iPad                |
| 01/20/2026 | 886828  | Verizon Wireless               | Public Safety  | \$ 320.08   | MDT Toughbooks                       |
| 01/20/2026 | 886828  | Verizon Wireless               | Public Safety  | \$ 40.04    | MDT Toughbooks                       |
| 01/20/2026 | 886828  | Verizon Wireless               | Public Safety  | \$ 94.25    | Police Bait Car and SRO Boeckel      |
| 01/20/2026 | 886828  | Verizon Wireless               | Public Safety  | \$ 40.01    | Police iPad Chief                    |
| 01/20/2026 | 886828  | Verizon Wireless               | Public Safety  | \$ 64.36    | Police MiFi                          |
| 01/20/2026 | 886828  | Verizon Wireless               | Solid Waste    | \$ 24.39    | PW-SW-ON CALL Solid Waste On Call    |
| 01/20/2026 | 886828  | Verizon Wireless               | Street/Traffic | \$ 174.67   | PW-Streets & Street Cameras          |
| 01/20/2026 | 886828  | Verizon Wireless               | Street/Traffic | \$ 244.11   | PW-STRT TRFC Streets                 |
| 01/20/2026 | 886828  | Verizon Wireless               | Transit        | \$ 309.02   | MET AVL                              |
| 01/20/2026 | 886828  | Verizon Wireless               | Transit        | \$ 970.36   | MET Max Transit                      |
| 01/20/2026 | 886828  | Verizon Wireless               | Transit        | \$ 1,120.28 | MET Max Transit                      |
| 01/20/2026 | 886828  | Verizon Wireless               | Transit        | \$ 280.07   | MET Transit                          |
| 01/20/2026 | 886828  | Verizon Wireless               | Wastewater     | \$ 520.13   | MET Tablets                          |
| 01/20/2026 | 886828  | Verizon Wireless               | Water          | \$ -        | PWBLKNP Water Treatment Brian Risser |
| 01/20/2026 | 886828  | Verizon Wireless               | Water          | \$ 67.33    | PWBLNP Comm-Meter CityWorks/Neptune  |
| 01/20/2026 | 886828  | Verizon Wireless               | Water          | \$ 40.05    | PWBLNP Comm-Meter CityWorks/Neptune  |
| 01/20/2026 | 886835  | Yellowstone Valley Rock Supply | Park Dist 1    | \$ 2,500.00 | BLOCK ROCK FOR FORESTRY - Y251478    |

**City Council Regular Business Meeting**

**Meeting Date:** 02/23/2026  
**TITLE:** Payment of Claims for week of January 27th, 2026  
**PRESENTED BY:** Erin Watterud  
**Department:** Finance  
**Presentation:** No  
**Legal Review:** No  
**Project Number:** N/A

---

**RECOMMENDATION**

Staff recommends Council approve the Payment of Claims

**EXECUTIVE SUMMARY**

Claims in the amount of \$1,452,975.14 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.

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

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.

**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.

**STAKEHOLDERS**

**ALTERNATIVES**

No other alternatives were analyzed.

---

**Attachments**

CouncilMemo wk of 01272026

---

| Check Date | Check # | Name                               | Fund Name       | Amount        | Item Desc                                               |
|------------|---------|------------------------------------|-----------------|---------------|---------------------------------------------------------|
| 01/27/2026 | 886838  | ABM Industry Groups                | Facilities      | \$ 11,836.00  | Custodial Services at the BOC - Month of February 2026  |
| 01/27/2026 | 886846  | Billings Clinic                    | Public Safety   | \$ 1,530.00   | Billings Clinic LBD 1-21-26                             |
| 01/27/2026 | 886846  | Billings Clinic                    | Public Safety   | \$ 3,780.00   | Medical Director Oct, Nov, and Dec 2025                 |
| 01/27/2026 | 886848  | Billings Tourism                   | Tourism BID #2  | \$ 511,244.18 | Paid December Distributed January, 2026                 |
| 01/27/2026 | 886851  | Brenntag Pacific                   | Wastewater      | \$ 6,075.00   | centrifuge defoamant                                    |
| 01/27/2026 | 886855  | Cascade Engineering                | Solid Waste     | \$ 30,460.00  | 580 96-Gallon Sterling series Black Cart w/ City Logo   |
| 01/27/2026 | 886855  | Cascade Engineering                | Solid Waste     | \$ 30,460.00  | Residential Solid Waste Containers                      |
| 01/27/2026 | 886855  | Cascade Engineering                | Solid Waste     | \$ 30,460.00  | Residential Solid Waste Containers                      |
| 01/27/2026 | 886855  | Cascade Engineering                | Solid Waste     | \$ 30,460.00  | Residential Solid Waste Containers                      |
| 01/27/2026 | 886864  | Department Of Natural Resource     | Park Dist 1     | \$ 6,442.57   | riverfront lease - SULS26000789                         |
| 01/27/2026 | 886865  | Desert Mountain Corp               | Street/Traffic  | \$ 5,536.96   | Ice SLicer                                              |
| 01/27/2026 | 886865  | Desert Mountain Corp               | Street/Traffic  | \$ 5,887.20   | Ice Slicer 01/07/2025...33.45 T                         |
| 01/27/2026 | 886865  | Desert Mountain Corp               | Street/Traffic  | \$ 5,709.44   | ice slicer ...01/09/2026...32.44 T                      |
| 01/27/2026 | 886865  | Desert Mountain Corp               | Street/Traffic  | \$ 4,919.20   | Ice Slicer 01/08/2026...27.95 T                         |
| 01/27/2026 | 886865  | Desert Mountain Corp               | Street/Traffic  | \$ 5,804.48   | Ice Slicer...01/08/2026...32.98 T                       |
| 01/27/2026 | 886866  | Destiny Software                   | General         | \$ 7,485.00   | AgendaQuick Hosted Svcs Jan 2026 through Dec 2026       |
| 01/27/2026 | 886869  | Downtown Billings BID              | Downtown BID    | \$ 66,154.79  | BID Assessment; Paid December Distributed January, 2026 |
| 01/27/2026 | 886870  | Downtown Billings Partnership      | Tax Incrmnt N27 | \$ 27,175.42  | FY26 DT TIF Operating Agreement.                        |
| 01/27/2026 | 886872  | Empire Heating & Cooling           | Wastewater      | \$ 89,358.96  | WO 24-31 WRF Solids Process Bldg; Pmt 4                 |
| 01/27/2026 | 886876  | General Pacific                    | Fire Grants     | \$ 7,200.00   | TB65 Intelligent Flight Battery for M350 x8             |
| 01/27/2026 | 886876  | General Pacific                    | Public Safety   | \$ 9,219.00   | DJI Matrice 4 Thermal DJI Matrice 4 Battery             |
| 01/27/2026 | 886878  | Groome Industrial Service Group    | Public Safety   | \$ 1,318.79   | NONE; BODY REPAIR                                       |
| 01/27/2026 | 886878  | Groome Industrial Service Group    | Public Safety   | \$ 2,518.66   | NONE; BODY REPAIR                                       |
| 01/27/2026 | 886882  | Hanson Chemical                    | Street/Traffic  | \$ 2,921.54   | Used to remove oil and asphalt off of to                |
| 01/27/2026 | ACH     | Joe Johnson Equipment              | Street/Traffic  | \$ 1,012.60   | REAR BROOM                                              |
| 01/27/2026 | ACH     | Joe Johnson Equipment              | Street/Traffic  | \$ 1,012.60   | REAR BROOM                                              |
| 01/27/2026 | ACH     | Joe Johnson Equipment              | Street/Traffic  | \$ 1,012.60   | REAR BROOM                                              |
| 01/27/2026 | ACH     | Joe Johnson Equipment              | Street/Traffic  | \$ 55.58      | TEE, NYLON TUBE                                         |
| 01/27/2026 | 886892  | Kitchens Plus MT LLC               | Public Safety   | \$ 2,823.00   | Station 5 remodel Kitchen Cabinetry. 100% complete.     |
| 01/27/2026 | 886894  | Laurel Chevrolet                   | Capital Replace | \$ 30,508.00  | 2026 Chevrolet Silverado 1500 Unit 4098                 |
| 01/27/2026 | 886894  | Laurel Chevrolet                   | Public Safety   | \$ 19,909.00  | 2026 Chevrolet Silverado 1500 Unit 4098                 |
| 01/27/2026 | 886897  | Mead & Hunt Inc                    | Airport         | \$ 7,100.00   | Amend#4 to the Master Agreement. Air Service Consult    |
| 01/27/2026 | 886898  | Metric One Training and Consulting | General         | \$ 2,500.00   | Final payment CE two day training                       |

| Check Date | Check # | Name                               | Fund Name        | Amount       | Item Desc                                                |
|------------|---------|------------------------------------|------------------|--------------|----------------------------------------------------------|
| 01/27/2026 | 886899  | Metropolis Capital Holdings        | Airport          | \$ 13,429.20 | Invoice 00809-D1-0126F. January Holiday Shuttle          |
| 01/27/2026 | 886900  | Montana Conservation Corps         | Park Dist 1      | \$ 12,744.00 | for americor person- 26x8001s-01 Jan26                   |
| 01/27/2026 | 886901  | Montana CSED                       | Payroll Clearing | \$ 5,830.30  | Payroll Summary                                          |
| 01/27/2026 | 886902  | Montana Dakota Utilities Co        | Airport          | \$ 746.95    | 129 573 1000 1. Mud Wash. January 2026                   |
| 01/27/2026 | 886902  | Montana Dakota Utilities Co        | Airport          | \$ 185.96    | 160 73 35733 6. USDA. January 2026                       |
| 01/27/2026 | 886902  | Montana Dakota Utilities Co        | Airport          | \$ 5,281.05  | 179 053 7751 5. Terminal. January 2026                   |
| 01/27/2026 | 886902  | Montana Dakota Utilities Co        | Airport          | \$ 415.23    | 185 580 1000 7. TSA. January 2026                        |
| 01/27/2026 | 886902  | Montana Dakota Utilities Co        | Airport          | \$ 66.44     | 229 573 1000 0. Detail Bay 1. January 2026               |
| 01/27/2026 | 886902  | Montana Dakota Utilities Co        | Airport          | \$ 372.98    | 283 116 655 3. Alpine IP-12. January 2026                |
| 01/27/2026 | 886902  | Montana Dakota Utilities Co        | Airport          | \$ 335.75    | 295 580 1000 4. Aero Interiors. January 2026             |
| 01/27/2026 | 886902  | Montana Dakota Utilities Co        | Airport          | \$ 133.26    | 329 573 1000 9. Detail Bay 3 National/Alamo. Jan 2026    |
| 01/27/2026 | 886902  | Montana Dakota Utilities Co        | Airport          | \$ 98.80     | 429 573 1000 8. Detail Bay 4. Avis/Budget. Jan 2026      |
| 01/27/2026 | 886902  | Montana Dakota Utilities Co        | Airport          | \$ 59.40     | 529 573 1000 7 Detail Bay 5 Thrifty/Dollar. January 2026 |
| 01/27/2026 | 886902  | Montana Dakota Utilities Co        | Airport          | \$ 138.18    | 629 573 1000 6 . Detail Bay 2 National/Alamo. Jan 2026   |
| 01/27/2026 | 886902  | Montana Dakota Utilities Co        | Airport          | \$ 1,520.56  | 889 373 1000 6. Car Wash. January 2026                   |
| 01/27/2026 | 886902  | Montana Dakota Utilities Co        | Water            | \$ 84.48     | 3113 Stanford                                            |
| 01/27/2026 | 886903  | MFPE                               | Payroll Clearing | \$ 2,974.40  | Payroll Summary                                          |
| 01/27/2026 | 886904  | Montana League Of Cities and Towns | General          | \$ 5,000.00  | Inv. ML02185 MLCT 2025 Conference Sponsorship            |
| 01/27/2026 | 886907  | MSFA                               | Payroll Clearing | \$ 6,048.04  | Payroll Summary                                          |
| 01/27/2026 | 886908  | Morrison Maierle                   | Airport          | \$ 1,206.31  | Amendment #24 Overlook Road Rehabilitation - Fed         |
| 01/27/2026 | 886908  | Morrison Maierle                   | Airport          | \$ 63.49     | Amendment #24 Overlook Road Rehabilitation - Loc         |
| 01/27/2026 | 886908  | Morrison Maierle                   | Airport          | \$ 11,165.35 | Amendment 23 Pavement Condition Index Survey Fed         |
| 01/27/2026 | 886908  | Morrison Maierle                   | Airport          | \$ 587.65    | Amendment 23 Pavement Condition Index Survey Loc         |
| 01/27/2026 | 886908  | Morrison Maierle                   | Transit          | \$ 493.52    | Amendment #20 MET Bus Wash Equipment Upgrade             |
| 01/27/2026 | 886908  | Morrison Maierle                   | Water            | \$ 7,464.10  | Retainage Release FULL                                   |
| 01/27/2026 | 886910  | MPPA                               | Payroll Clearing | \$ 3,933.23  | Payroll Summary                                          |
| 01/27/2026 | 886913  | Napa Auto Parts                    | Fleet            | \$ 6.47      | 489903                                                   |
| 01/27/2026 | 886913  | Napa Auto Parts                    | Fleet            | \$ (14.61)   | 705930                                                   |
| 01/27/2026 | 886913  | Napa Auto Parts                    | Fleet            | \$ (14.74)   | 705930                                                   |
| 01/27/2026 | 886913  | Napa Auto Parts                    | Fleet            | \$ 29.55     | 710927                                                   |
| 01/27/2026 | 886913  | Napa Auto Parts                    | Fleet            | \$ 76.53     | 711066                                                   |
| 01/27/2026 | 886913  | Napa Auto Parts                    | Fleet            | \$ 149.88    | 711171                                                   |
| 01/27/2026 | 886913  | Napa Auto Parts                    | Fleet            | \$ (76.53)   | 711218                                                   |

| Check Date | Check # | Name            | Fund Name | Amount    | Item Desc |
|------------|---------|-----------------|-----------|-----------|-----------|
| 01/27/2026 | 886913  | Napa Auto Parts | Fleet     | \$ 312.50 | 711250    |
| 01/27/2026 | 886913  | Napa Auto Parts | Fleet     | \$ 15.91  | 711250    |
| 01/27/2026 | 886913  | Napa Auto Parts | Fleet     | \$ 68.31  | 711474    |
| 01/27/2026 | 886913  | Napa Auto Parts | Fleet     | \$ 131.04 | 711474    |
| 01/27/2026 | 886913  | Napa Auto Parts | Fleet     | \$ 33.20  | 711604    |
| 01/27/2026 | 886913  | Napa Auto Parts | Fleet     | \$ 37.98  | 711624    |
| 01/27/2026 | 886913  | Napa Auto Parts | Fleet     | \$ 16.92  | 711638    |
| 01/27/2026 | 886913  | Napa Auto Parts | Fleet     | \$ 93.46  | 711715    |
| 01/27/2026 | 886913  | Napa Auto Parts | Fleet     | \$ 74.94  | 711738    |
| 01/27/2026 | 886913  | Napa Auto Parts | Fleet     | \$ 117.98 | 711780    |
| 01/27/2026 | 886913  | Napa Auto Parts | Fleet     | \$ 111.98 | 711837    |
| 01/27/2026 | 886913  | Napa Auto Parts | Fleet     | \$ 25.80  | 712269    |
| 01/27/2026 | 886913  | Napa Auto Parts | Fleet     | \$ 23.80  | 712541    |
| 01/27/2026 | 886913  | Napa Auto Parts | Fleet     | \$ 55.16  | 712641    |
| 01/27/2026 | 886913  | Napa Auto Parts | Fleet     | \$ 4.85   | 712647    |
| 01/27/2026 | 886913  | Napa Auto Parts | Fleet     | \$ 27.20  | 712674    |
| 01/27/2026 | 886913  | Napa Auto Parts | Fleet     | \$ 74.94  | 712732    |
| 01/27/2026 | 886913  | Napa Auto Parts | Fleet     | \$ 449.64 | 712820    |
| 01/27/2026 | 886913  | Napa Auto Parts | Fleet     | \$ 58.51  | 712895    |
| 01/27/2026 | 886913  | Napa Auto Parts | Fleet     | \$ 52.75  | 712895    |
| 01/27/2026 | 886913  | Napa Auto Parts | Fleet     | \$ 42.97  | 712895    |
| 01/27/2026 | 886913  | Napa Auto Parts | Fleet     | \$ 37.31  | 712942    |
| 01/27/2026 | 886913  | Napa Auto Parts | Fleet     | \$ 47.66  | 712990    |
| 01/27/2026 | 886913  | Napa Auto Parts | Fleet     | \$ 35.94  | 713038    |
| 01/27/2026 | 886913  | Napa Auto Parts | Fleet     | \$ 16.59  | 713091    |
| 01/27/2026 | 886913  | Napa Auto Parts | Fleet     | \$ 5.90   | 713104    |
| 01/27/2026 | 886913  | Napa Auto Parts | Fleet     | \$ 8.20   | 713138    |
| 01/27/2026 | 886913  | Napa Auto Parts | Fleet     | \$ 27.20  | 713158    |
| 01/27/2026 | 886913  | Napa Auto Parts | Fleet     | \$ 142.00 | 713218    |
| 01/27/2026 | 886913  | Napa Auto Parts | Fleet     | \$ 68.82  | 713237    |
| 01/27/2026 | 886913  | Napa Auto Parts | Fleet     | \$ 39.57  | 713362    |
| 01/27/2026 | 886913  | Napa Auto Parts | Fleet     | \$ 103.97 | 713381    |
| 01/27/2026 | 886913  | Napa Auto Parts | Fleet     | \$ 72.84  | 713489    |

| Check Date | Check # | Name                        | Fund Name      | Amount       | Item Desc                                |
|------------|---------|-----------------------------|----------------|--------------|------------------------------------------|
| 01/27/2026 | 886913  | Napa Auto Parts             | Fleet          | \$ 84.09     | 713489                                   |
| 01/27/2026 | 886913  | Napa Auto Parts             | Fleet          | \$ 17.60     | 713489                                   |
| 01/27/2026 | 886913  | Napa Auto Parts             | Fleet          | \$ 166.24    | 713489                                   |
| 01/27/2026 | 886913  | Napa Auto Parts             | Fleet          | \$ 25.46     | 713515                                   |
| 01/27/2026 | 886913  | Napa Auto Parts             | Fleet          | \$ 58.99     | 713616                                   |
| 01/27/2026 | 886913  | Napa Auto Parts             | Fleet          | \$ 32.22     | 713652                                   |
| 01/27/2026 | 886913  | Napa Auto Parts             | Fleet          | \$ 131.22    | 713652                                   |
| 01/27/2026 | 886913  | Napa Auto Parts             | Fleet          | \$ (72.84)   | 714360                                   |
| 01/27/2026 | 886913  | Napa Auto Parts             | Fleet          | \$ 43.68     | 721307                                   |
| 01/27/2026 | 886913  | Napa Auto Parts             | Fleet          | \$ 104.65    | 721346                                   |
| 01/27/2026 | 886913  | Napa Auto Parts             | Fleet          | \$ 14.70     | 721346                                   |
| 01/27/2026 | 886913  | Napa Auto Parts             | Fleet          | \$ 80.32     | 721346                                   |
| 01/27/2026 | 886913  | Napa Auto Parts             | Fleet          | \$ 84.88     | 721346                                   |
| 01/27/2026 | 886913  | Napa Auto Parts             | Fleet          | \$ 404.96    | 721548                                   |
| 01/27/2026 | 886913  | Napa Auto Parts             | Library        | \$ 38.97     | --; DEF                                  |
| 01/27/2026 | 886913  | Napa Auto Parts             | Wastewater     | \$ 4.47      | terminal extractor tool                  |
| 01/27/2026 | 886913  | Napa Auto Parts             | Wastewater     | \$ 24.55     | torch kit                                |
| 01/27/2026 | 886913  | Napa Auto Parts             | Water          | \$ 4.47      | terminal extractor tool                  |
| 01/27/2026 | 886913  | Napa Auto Parts             | Water          | \$ 24.56     | torch kit                                |
| 01/27/2026 | 886914  | NAPA-AIRPORT                | Airport        | \$ 1,550.44  | December Parts Purchases                 |
| 01/27/2026 | 886914  | NAPA-AIRPORT                | Airport        | \$ 1,571.99  | November Parts Purchaes                  |
| 01/27/2026 | 886914  | NAPA-AIRPORT                | Airport        | \$ 26.75     | November Parts Purchaes                  |
| 01/27/2026 | 886915  | Network Information Systems | Parking        | \$ 5,860.00  | 4247_5 AI THETA CAMERAS AT EMPIRE GARAGE |
| 01/27/2026 | ACH     | NorMont Equipment Company   | Street/Traffic | \$ 5,301.00  | materialsfor signs crew                  |
| 01/27/2026 | 886917  | Northwest Industrial Repair | Wastewater     | \$ 41,156.00 | Refurbish Biogas Compressor WWTP         |
| 01/27/2026 | 886917  | Northwest Industrial Repair | Wastewater     | \$ 185.83    | shipping                                 |
| 01/27/2026 | ACH     | Northwest Pipe Fittings     | Wastewater     | \$ 184.30    | Copper pipe for repair of Non-Pot Water  |
| 01/27/2026 | ACH     | Northwest Pipe Fittings     | Wastewater     | \$ 1,102.20  | Large Ball Valves for Centrate lines     |
| 01/27/2026 | ACH     | Northwest Pipe Fittings     | Wastewater     | \$ 586.98    | Pipe/plumbing supplies for Potable water |
| 01/27/2026 | ACH     | Northwest Pipe Fittings     | Wastewater     | \$ 424.51    | Plumbing for Lab Deionized Water         |
| 01/27/2026 | ACH     | Northwest Pipe Fittings     | Wastewater     | \$ 436.30    | Plumbing parts for eyewash and safety sh |
| 01/27/2026 | ACH     | Northwest Pipe Fittings     | Wastewater     | \$ 265.00    | Plumbing parts for Eyewash/safety shower |
| 01/27/2026 | ACH     | Northwest Pipe Fittings     | Wastewater     | \$ 301.43    | plumbing parts for Potable Water Line in |

| Check Date | Check # | Name                    | Fund Name  | Amount       | Item Desc                                        |
|------------|---------|-------------------------|------------|--------------|--------------------------------------------------|
| 01/27/2026 | ACH     | Northwest Pipe Fittings | Wastewater | \$ 234.18    | Plumbing parts/materials for broken Non-         |
| 01/27/2026 | ACH     | Northwest Pipe Fittings | Wastewater | \$ 31.43     | PUMP                                             |
| 01/27/2026 | ACH     | Northwest Pipe Fittings | Water      | \$ 117.08    | 1" BALL VALVE T580 THREADED                      |
| 01/27/2026 | ACH     | Northwest Pipe Fittings | Water      | \$ 430.32    | 1" COMPRESSION COUPLING SLIP P/N: 2108959        |
| 01/27/2026 | ACH     | Northwest Pipe Fittings | Water      | \$ 276.60    | 1/2" BALL VALVE T-585 THREADED P/N: 1196845      |
| 01/27/2026 | ACH     | Northwest Pipe Fittings | Water      | \$ 107.25    | 1-1/2" TD METER FLANGE GASKETS P/N: 2038393      |
| 01/27/2026 | ACH     | Northwest Pipe Fittings | Water      | \$ 48.74     | 1-1/2" TD METER FLANGES P/N: 2038240             |
| 01/27/2026 | ACH     | Northwest Pipe Fittings | Water      | \$ 536.14    | 1-1/2" TD METER FLANGES P/N: 2038240             |
| 01/27/2026 | ACH     | Northwest Pipe Fittings | Water      | \$ 116.88    | 2" TD FLANGE GASKETS - PS-1003 DROP IN           |
| 01/27/2026 | ACH     | Northwest Pipe Fittings | Water      | \$ 1,908.00  | 3" HPT UME Ecoder Pit C/F                        |
| 01/27/2026 | ACH     | Northwest Pipe Fittings | Water      | \$ 461.90    | 3/4" BALL VALVE - THREADED                       |
| 01/27/2026 | ACH     | Northwest Pipe Fittings | Water      | \$ 376.20    | 3/4" COMPRESSION COUPLING SLIP - 74758Q34        |
| 01/27/2026 | ACH     | Northwest Pipe Fittings | Water      | \$ 83.70     | 6" TYTON PUSH-ON GASKET P/N: 333-020-00280       |
| 01/27/2026 | ACH     | Northwest Pipe Fittings | Water      | \$ 83.70     | 6" TYTON PUSH-ON GASKET P/N: 333-020-00280       |
| 01/27/2026 | ACH     | Northwest Pipe Fittings | Water      | \$ 125.55    | Backflow assembly WTP                            |
| 01/27/2026 | ACH     | Northwest Pipe Fittings | Water      | \$ 378.18    | Backflow parts                                   |
| 01/27/2026 | ACH     | Northwest Pipe Fittings | Water      | \$ 287.08    | Ball valves - shop stock                         |
| 01/27/2026 | ACH     | Northwest Pipe Fittings | Water      | \$ 7,109.99  | Big Island Maste Meter                           |
| 01/27/2026 | ACH     | Northwest Pipe Fittings | Water      | \$ 194.60    | DUC LUGS-FIG-S-14-STELLAR - CORP                 |
| 01/27/2026 | ACH     | Northwest Pipe Fittings | Water      | \$ 48.80     | HYDRANT METER GASKET 2.5" - THREAD SWIVEL GASKET |
| 01/27/2026 | ACH     | Northwest Pipe Fittings | Water      | \$ 27.45     | HYDRANT METER GASKET 2.5" - THREAD SWIVEL GASKET |
| 01/27/2026 | ACH     | Northwest Pipe Fittings | Water      | \$ 7,109.99  | Meter/Meter Shop                                 |
| 01/27/2026 | ACH     | Northwest Pipe Fittings | Water      | \$ 59.82     | MJ GASKETS 4" P/N: 333-020-00070                 |
| 01/27/2026 | ACH     | Northwest Pipe Fittings | Water      | \$ 119.64    | MJ GASKETS 6" P/N: 333-020-00080                 |
| 01/27/2026 | ACH     | Northwest Pipe Fittings | Water      | \$ 28.08     | Plugs, caps, Restock Shop                        |
| 01/27/2026 | ACH     | Northwest Pipe Fittings | Water      | \$ 108.10    | POLY WRAP WATER MAIN TAPE 2" X 100' #900         |
| 01/27/2026 | ACH     | Northwest Pipe Fittings | Water      | \$ 31.43     | PUMP                                             |
| 01/27/2026 | ACH     | Northwest Pipe Fittings | Water      | \$ 3,764.04  | R900 MIU W/6' WIRE 13442- - 200 ENHANCED PIT     |
| 01/27/2026 | ACH     | Northwest Pipe Fittings | Water      | \$ 16,950.14 | replacement valve & actuator Pump 2..Voe         |
| 01/27/2026 | ACH     | Northwest Pipe Fittings | Water      | \$ 316.26    | WQD Chapple Parts                                |
| 01/27/2026 | 886918  | NorthWestern Energy     | Airport    | \$ 32.23     | 1647695-4. De Icer. January 2026                 |
| 01/27/2026 | 886918  | NorthWestern Energy     | Water      | \$ 3,290.60  | NorthWestern Energy 4158139-8..Dec 2025.         |
| 01/27/2026 | 886922  | Park One LLC            | Facilities | \$ 3,832.50  | Park One Rent for February, 2026                 |

| Check Date | Check # | Name                               | Fund Name        | Amount       | Item Desc                                          |
|------------|---------|------------------------------------|------------------|--------------|----------------------------------------------------|
| 01/27/2026 | 886923  | Polydyne Inc                       | Wastewater       | \$ 5,096.00  | Flosperse 30S                                      |
| 01/27/2026 | ACH     | RDO Equipment Co.                  | Airport          | \$ 24,147.61 | Repair/Replace Mast on 644 JDLoader- Emergency Rep |
| 01/27/2026 | ACH     | RDO Equipment Co.                  | Solid Waste      | \$ 2,340.72  | AIR FILTERS                                        |
| 01/27/2026 | 886937  | Solid Waste Systems                | Fleet            | \$ 384.48    | P13042SPO                                          |
| 01/27/2026 | 886937  | Solid Waste Systems                | Fleet            | \$ 24.03     | P13042SPO                                          |
| 01/27/2026 | 886937  | Solid Waste Systems                | Fleet            | \$ 23.87     | P19170SPO                                          |
| 01/27/2026 | 886937  | Solid Waste Systems                | Fleet            | \$ 1,804.13  | P19170SPO                                          |
| 01/27/2026 | 886937  | Solid Waste Systems                | Fleet            | \$ 65.61     | P19196SPO                                          |
| 01/27/2026 | 886937  | Solid Waste Systems                | Fleet            | \$ 443.70    | P19196SPO                                          |
| 01/27/2026 | 886937  | Solid Waste Systems                | Fleet            | \$ 1,407.87  | P19405SPO                                          |
| 01/27/2026 | 886937  | Solid Waste Systems                | Fleet            | \$ 54.33     | P19405SPO                                          |
| 01/27/2026 | 886937  | Solid Waste Systems                | Fleet            | \$ 65.91     | P19405SPO                                          |
| 01/27/2026 | 886937  | Solid Waste Systems                | Fleet            | \$ 43.70     | P19405SPO                                          |
| 01/27/2026 | 886937  | Solid Waste Systems                | Fleet            | \$ 433.07    | P19405SPO                                          |
| 01/27/2026 | 886937  | Solid Waste Systems                | Fleet            | \$ 23.16     | P19490SPO                                          |
| 01/27/2026 | 886937  | Solid Waste Systems                | Fleet            | \$ 1,627.83  | P19490SPO                                          |
| 01/27/2026 | 886938  | South Billings Urban Renewal Assoc | Tax Incrmnt S    | \$ 40,000.00 | SBURA FY26 Operating Agreement.                    |
| 01/27/2026 | ACH     | Teamsters Union Local 190          | Payroll Clearing | \$ 10,394.00 | Payroll Summary                                    |
| 01/27/2026 | 886946  | Tire-Rama                          | Solid Waste      | \$ 458.36    | BEARING CUP                                        |
| 01/27/2026 | 886946  | Tire-Rama                          | Solid Waste      | \$ 195.00    | FRONT BRAKE PADS                                   |
| 01/27/2026 | 886946  | Tire-Rama                          | Solid Waste      | \$ 540.00    | LABOR                                              |
| 01/27/2026 | 886946  | Tire-Rama                          | Solid Waste      | \$ 200.00    | MOUNT                                              |
| 01/27/2026 | 886946  | Tire-Rama                          | Solid Waste      | \$ 240.00    | MOUNT                                              |
| 01/27/2026 | 886946  | Tire-Rama                          | Solid Waste      | \$ 240.00    | MOUNT                                              |
| 01/27/2026 | 886946  | Tire-Rama                          | Solid Waste      | \$ 240.00    | MOUNT                                              |
| 01/27/2026 | 886946  | Tire-Rama                          | Solid Waste      | \$ 240.00    | MOUNT                                              |
| 01/27/2026 | 886946  | Tire-Rama                          | Solid Waste      | \$ 120.00    | MOUNT TIRES                                        |
| 01/27/2026 | 886946  | Tire-Rama                          | Solid Waste      | \$ 1,044.76  | NEW TIRES                                          |
| 01/27/2026 | 886946  | Tire-Rama                          | Solid Waste      | \$ 937.88    | PARTS & LABOR FOR UNIT# 0038                       |
| 01/27/2026 | 886946  | Tire-Rama                          | Solid Waste      | \$ 330.75    | PARTS & LABOR FOR UNIT# 0038                       |
| 01/27/2026 | 886946  | Tire-Rama                          | Solid Waste      | \$ 115.00    | REPAIR FRONT BRAKE                                 |
| 01/27/2026 | 886946  | Tire-Rama                          | Solid Waste      | \$ 5.00      | ROTATE                                             |
| 01/27/2026 | 886946  | Tire-Rama                          | Solid Waste      | \$ 5.00      | ROTATE TIRES                                       |

| Check Date | Check # | Name                            | Fund Name        | Amount       | Item Desc                                            |
|------------|---------|---------------------------------|------------------|--------------|------------------------------------------------------|
| 01/27/2026 | 886946  | Tire-Rama                       | Solid Waste      | \$ 390.00    | tire dismount, rotate and mount                      |
| 01/27/2026 | 886946  | Tire-Rama                       | Solid Waste      | \$ 1,065.00  | Tire dismount, rotate and mount                      |
| 01/27/2026 | 886946  | Tire-Rama                       | Solid Waste      | \$ 25.00     | TIRE ROTATE                                          |
| 01/27/2026 | 886946  | Tire-Rama                       | Solid Waste      | \$ 4,476.00  | tires - SW Collections                               |
| 01/27/2026 | 886946  | Tire-Rama                       | Solid Waste      | \$ 4,272.00  | tires - SW Collections                               |
| 01/27/2026 | 886946  | Tire-Rama                       | Solid Waste      | \$ 4,822.50  | Tires - Shop Stock                                   |
| 01/27/2026 | 886946  | Tire-Rama                       | Solid Waste      | \$ 4,822.50  | Tires- SHop Stock                                    |
| 01/27/2026 | 886946  | Tire-Rama                       | Solid Waste      | \$ 2,744.80  | Tires - SW Collection                                |
| 01/27/2026 | 886946  | Tire-Rama                       | Solid Waste      | \$ 4,990.00  | Tires - SW Collection                                |
| 01/27/2026 | 886946  | Tire-Rama                       | Solid Waste      | \$ 2,107.00  | Tires - SW Collections                               |
| 01/27/2026 | 886946  | Tire-Rama                       | Solid Waste      | \$ 3,349.70  | tires - SW Collections                               |
| 01/27/2026 | 886946  | Tire-Rama                       | Solid Waste      | \$ 2,395.00  | Tires- Back Stock                                    |
| 01/27/2026 | 886946  | Tire-Rama                       | Solid Waste      | \$ 4,790.50  | Tires, Back Stock                                    |
| 01/27/2026 | 886946  | Tire-Rama                       | Solid Waste      | \$ 3,215.00  | Tires-Shop Stock                                     |
| 01/27/2026 | ACH     | Town & Country Supply           | Fleet            | \$ 4,619.12  | 452199                                               |
| 01/27/2026 | ACH     | Town & Country Supply           | Fleet            | \$ 3,764.28  | 452199                                               |
| 01/27/2026 | ACH     | Town & Country Supply           | Fleet            | \$ 8,925.22  | 452199                                               |
| 01/27/2026 | ACH     | Town & Country Supply           | Fleet            | \$ 4,543.15  | 452199                                               |
| 01/27/2026 | ACH     | Town & Country Supply           | Fleet            | \$ 2.43      | 452199                                               |
| 01/27/2026 | ACH     | Town & Country Supply           | Public Safety    | \$ 3,098.23  | Diesel for stations                                  |
| 01/27/2026 | ACH     | Town & Country Supply           | Transit          | \$ 5,120.28  | 452944 diesel (1800 gal.)                            |
| 01/27/2026 | ACH     | Town & Country Supply           | Transit          | \$ 9,703.26  | 452944 diesel fuel (4200 gal.)                       |
| 01/27/2026 | ACH     | Tractor & Equipment             | Fleet            | \$ 78.10     | BLCS0876170                                          |
| 01/27/2026 | ACH     | Tractor & Equipment             | Solid Waste      | \$ 1,281.31  | AIR FILTERS                                          |
| 01/27/2026 | 1879    | Tractor & Equipment             | Solid Waste      | \$ 1,752.20  | CAB FILTER                                           |
| 01/27/2026 | ACH     | Tractor & Equipment             | Solid Waste      | \$ 318.09    | LEVER                                                |
| 01/27/2026 | 886951  | TranSource Truck & Equipment    | Fleet            | \$ 631.44    | 46P1442                                              |
| 01/27/2026 | 886951  | TranSource Truck & Equipment    | Street/Traffic   | \$ 2,777.02  | --; DIAGNOSE & REPAIR                                |
| 01/27/2026 | 886952  | Unemployment Ins Contrib Bureau | Payroll Clearing | \$ 62,917.81 | Unemployment Insurance 4th Quarter 2025              |
| 01/27/2026 | 886953  | Uniforms2gear, Inc.             | PD Program       | \$ 10,132.30 | Uniforms, crime scene tape for May - November, 2025. |
| 01/27/2026 | 886953  | Uniforms2gear, Inc.             | Public Safety    | \$ 7,340.02  | Uniforms, crime scene tape.                          |
| 01/27/2026 | 886962  | Yellowstone County GIS          | EOC 911          | \$ 27,500.00 | E-911 Contract Services                              |

**City Council Regular Business Meeting**

**Meeting Date:** 02/23/2026  
**TITLE:** Payment of Claims for week of February 2nd, 2026  
**PRESENTED BY:** Erin Watterud  
**Department:** Finance  
**Presentation:** No  
**Legal Review:** No  
**Project Number:** N/A

---

**RECOMMENDATION**

Staff recommends Council approve the Payment of Claims

**EXECUTIVE SUMMARY**

Claims in the amount of \$2,418,079.47 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.

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

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.

**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.

**STAKEHOLDERS**

**ALTERNATIVES**

No other alternatives were analyzed.

---

**Attachments**

CouncilMemo wk of 02022026

---

| Check Date | Check # | Name                    | Fund Name         | Amount     | Item Desc                                          |
|------------|---------|-------------------------|-------------------|------------|----------------------------------------------------|
| 02/02/2026 | ACH     | Askin Construction      | Airport \$        | 132,859.97 | Retainage Release                                  |
| 02/02/2026 | ACH     | Askin Construction      | Airport \$        | 188,661.01 | Runway 7/25 Reconstruction & Extension Proj- Fed   |
| 02/02/2026 | ACH     | Askin Construction      | Airport \$        | 9,929.53   | Runway 7/25 Reconstruction & Extension Proj- Local |
| 02/02/2026 | ACH     | Fisher's Technology     | Central Servic \$ | 4,833.54   | January Contract Invoice                           |
| 02/02/2026 | ACH     | Fisher's Technology     | Central Servic \$ | 4,923.50   | December Contract Invoice                          |
| 02/02/2026 | ACH     | Northwest Pipe Fittings | Water \$          | 4,357.40   | 1-1/2" EU2A1F1 MACH10 METER P/N: 2022551           |
| 02/02/2026 | ACH     | Spencer Fluid Power     | Fleet \$          | 13.38      | 32890766                                           |
| 02/02/2026 | ACH     | Spencer Fluid Power     | Water \$          | 12.60      | O'ring for valve leak                              |
| 02/02/2026 | ACH     | Spencer Fluid Power     | Fleet \$          | 2,901.74   | 32892048                                           |
| 02/02/2026 | ACH     | Spencer Fluid Power     | Fleet \$          | 66.88      | 32893574                                           |
| 02/02/2026 | ACH     | Spencer Fluid Power     | Fleet \$          | 18.66      | 32893574                                           |
| 02/02/2026 | ACH     | Spencer Fluid Power     | Fleet \$          | 222.00     | 32895213                                           |
| 02/02/2026 | ACH     | Spencer Fluid Power     | Fleet \$          | 493.00     | 32895213                                           |
| 02/02/2026 | ACH     | Town & Country Supply   | Fleet \$          | 3,834.86   | 452819                                             |
| 02/02/2026 | ACH     | Town & Country Supply   | Fleet \$          | 3,603.30   | 452818                                             |
| 02/02/2026 | ACH     | Town & Country Supply   | Fleet \$          | 2.85       | 452818                                             |
| 02/02/2026 | ACH     | Town & Country Supply   | Fleet \$          | 8,951.86   | 452818                                             |
| 02/02/2026 | ACH     | Town & Country Supply   | Airport \$        | 19,315.21  | Invoice #452948. QTA Car Rental Fuel               |
| 02/02/2026 | ACH     | Town & Country Supply   | Fleet \$          | 3,904.91   | 452440                                             |
| 02/02/2026 | ACH     | U.S. Bank PCards        | Park Dist 1 \$    | 35.00      | Zumbini - PCard                                    |
| 02/02/2026 | ACH     | U.S. Bank PCards        | Park Dist 1 \$    | 72.39      | Zumba Fitness - PCard                              |
| 02/02/2026 | ACH     | U.S. Bank PCards        | Facilities \$     | 68.88      | Zoro Tools Inc - PCard                             |
| 02/02/2026 | ACH     | U.S. Bank PCards        | PD Program \$     | 116.64     | Zoom.Com 888-799-9666 - PCard                      |
| 02/02/2026 | ACH     | U.S. Bank PCards        | Public Safety \$  | 38.88      | Zoom.Com 888-799-9666 - PCard                      |
| 02/02/2026 | ACH     | U.S. Bank PCards        | P.W. Admin \$     | 16.59      | Zoom.Com 888-799-9666 - PCard                      |
| 02/02/2026 | ACH     | U.S. Bank PCards        | Court Grants \$   | 17.63      | Zoom.Com 888-799-9666 - PCard                      |
| 02/02/2026 | ACH     | U.S. Bank PCards        | Park Dist 1 \$    | 16.59      | Zoom.Com 888-799-9666 - PCard                      |
| 02/02/2026 | ACH     | U.S. Bank PCards        | General \$        | 16.59      | Zoom.Com 888-799-9666 - PCard                      |
| 02/02/2026 | ACH     | U.S. Bank PCards        | Transit \$        | 16.59      | Zoom.Com 888-799-9666 - PCard                      |
| 02/02/2026 | ACH     | U.S. Bank PCards        | Facilities \$     | 35.96      | Kings Ace Hdwe - PCard                             |
| 02/02/2026 | ACH     | U.S. Bank PCards        | Park Dist 1 \$    | 12.72      | Kings Ace Hdwe - PCard                             |
| 02/02/2026 | ACH     | U.S. Bank PCards        | Wastewater \$     | 29.03      | Kings Ace Hdwe - PCard                             |
| 02/02/2026 | ACH     | U.S. Bank PCards        | Facilities \$     | 98.96      | Kings Ace Hdwe - PCard                             |

| Check Date | Check # | Name             | Fund Name         | Amount   | Item Desc                         |
|------------|---------|------------------|-------------------|----------|-----------------------------------|
| 02/02/2026 | ACH     | U.S. Bank PCards | Facilities \$     | 183.26   | Kings Ace Hdwe - PCard            |
| 02/02/2026 | ACH     | U.S. Bank PCards | Facilities \$     | 30.57    | Kings Ace Hdwe - PCard            |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$    | 483.88   | Kleen Rite Corp - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | General \$        | 37.05    | Lasercrafting - PCard             |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$        | 14.49    | Laurel Ace Hdwe - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | General \$        | 360.00   | Law Office Of Karen J - PCard     |
| 02/02/2026 | ACH     | U.S. Bank PCards | Transit \$        | 85.00    | Lawson Products Inc - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | Transit \$        | 8.49     | Lawson Products Inc - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 4,251.90 | Life Assist Inc - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 54.49    | Linkedin P1014361314 - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 54.49    | Linkedin P1014361314 - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 48.16    | Linkedin P1023003284 - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 48.17    | Linkedin P1023003284 - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Engineering \$    | 87.92    | Little Caesar'S 3727-0002 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 65.14    | Lockwood Ace Hardware - PCard     |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 49.98    | Lowes #00319* - PCard             |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 241.38   | Lowes #00319* - PCard             |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 54.80    | Lowes #00319* - PCard             |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 251.78   | Lowes #00319* - PCard             |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 160.92   | Lowes #00319* - PCard             |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 401.32   | Lowes #00319* - PCard             |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 331.52   | Lowes #00319* - PCard             |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 80.46    | Lowes #00319* - PCard             |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 26.84    | Lowes #00319* - PCard             |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 376.32   | Lowes #00319* - PCard             |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 348.66   | Lowes #00319* - PCard             |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 57.48    | Lowes #00319* - PCard             |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 283.11   | Lowes #00319* - PCard             |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 263.56   | Lowes #00319* - PCard             |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 599.99   | Lowes #00319* - PCard             |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 200.87   | Lowes #00319* - PCard             |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 66.95    | Lowes #00319* - PCard             |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 101.19   | Lowes #00319* - PCard             |

| Check Date | Check # | Name             | Fund Name         | Amount   | Item Desc                        |
|------------|---------|------------------|-------------------|----------|----------------------------------|
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 33.73    | Lowes #00319* - PCard            |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 91.38    | Lowes #00319* - PCard            |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 477.56   | Lowes #00319* - PCard            |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 66.23    | Lowes #00319* - PCard            |
| 02/02/2026 | ACH     | U.S. Bank PCards | Facilities \$     | 66.62    | Lowes #00319* - PCard            |
| 02/02/2026 | ACH     | U.S. Bank PCards | Facilities \$     | 37.96    | Lowes #00319* - PCard            |
| 02/02/2026 | ACH     | U.S. Bank PCards | Facilities \$     | 137.90   | Lowes #00319* - PCard            |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$        | 174.00   | Ls Als Bootery And Re - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Transit \$        | 526.88   | Marketing Specialties In - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 819.35   | Mcmaster-Carr - PCard            |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 96.54    | Mcmaster-Carr - PCard            |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 655.00   | Medallion Vault & Casket - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 655.00   | Medallion Vault & Casket - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 292.52   | Mgm Grand - Adv Dep - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 10.84    | Midland Implement Co - PCard     |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 139.01   | Midland Implement Co - PCard     |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 32.27    | Midland Implement Co - PCard     |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 36.59    | Midland Implement Co - PCard     |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 2,852.00 | Midland Mechanical Inc - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 136.22   | Mid-Rivers Telephone Co - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | General \$        | 8.99     | Mileiq Us Monthly Sub - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 108.40   | Minuteman Press Billing - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 254.51   | Mitchell Instrument Co - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 25.00    | Montana Fire Chiefs As - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$        | 60.00    | Montana Library Associ - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 1,253.04 | Montana Rural Water - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 533.04   | Montana Rural Water - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 547.48   | Motorola Solutions Onlin - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 547.48   | Motorola Solutions Onlin - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 4,718.75 | Motorola Solutions Onlin - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 480.00   | Motorola Solutions Onlin - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 389.95   | Napa Store 3547001 - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | (19.99)  | Napa Store 3547001 - PCard       |

| Check Date | Check # | Name             | Fund Name         | Amount  | Item Desc                        |
|------------|---------|------------------|-------------------|---------|----------------------------------|
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 44.46   | Napa Store 3547001 - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$    | 15.45   | Napa Store 3547001 - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$    | 68.12   | Napa Store 3547001 - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$    | 123.72  | Napa Store 3547001 - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$    | 10.62   | Napa Store 3547001 - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$    | 48.85   | Napa Store 3547001 - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$    | 73.71   | Napa Store 3547001 - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$    | 97.10   | Napa Store 3547001 - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | Facilities \$     | 27.77   | Napa Store 3547001 - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 24.99   | Napa Store 3547001 - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$    | 24.61   | Napa Store 3547001 - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$    | 195.12  | Napa Store 3547001 - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 4.79    | Napa Store 3547007 - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 172.07  | Napa Store 3547007 - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | (80.00) | National Academies Of - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 150.00  | National Animal Care And - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 145.00  | National Fire Protection - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 32.00   | National Registry Emt - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 50.00   | National Registry Emt - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 500.00  | National Registry Emt - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 500.00  | National Registry Emt - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 200.00  | National Registry Emt - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 26.00   | National Registry Emt - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 640.00  | National Registry Emt - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 207.80  | Nemont - PCard                   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Transit \$        | 79.75   | Nexus Electronics Llc - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 119.63  | Norco - 80 - Gillette - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 33.43   | Norco - 80 - Gillette - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 33.43   | Norco - 80 - Gillette - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$    | 51.79   | Norco - 80 - Gillette - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$    | 112.53  | Norco - 80 - Gillette - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 104.78  | Norco - 80 - Gillette - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 19.11   | Norco - 80 - Gillette - PCard    |

| Check Date | Check # | Name             | Fund Name         | Amount   | Item Desc                         |
|------------|---------|------------------|-------------------|----------|-----------------------------------|
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 19.12    | Norco - 80 - Gillette - PCard     |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$        | 22.67    | Norco - 97 - Billings - PCard     |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 192.00   | Norco - 97 - Billings - PCard     |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$        | 163.06   | Norco - 97 - Billings - PCard     |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 59.28    | Norco - 97 - Billings - PCard     |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$        | 1,153.67 | North Coast Electric - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$        | 229.73   | North Coast Electric - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$        | 84.91    | Northwest Industrial Supp - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 45.89    | Northwest Industrial Supp - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 33.38    | Northwest Pipe Fittings - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Facilities \$     | 180.32   | Northwest Pipe Fittings - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 200.75   | Northwest Scientific Inc - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$        | 1,300.67 | Ns Wash Corporation - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$        | 1,961.09 | Ns Wash Corporation - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$        | 20.00    | Ntl Cntr For Safety - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$        | 95.00    | Nwaaae - PCard                    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$        | 95.00    | Nwaaae - PCard                    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$        | 2,866.05 | Nwestco - 001 - PCard             |
| 02/02/2026 | ACH     | U.S. Bank PCards | Transit \$        | 103.97   | Office Depot #1080 - PCard        |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 27.99    | Office Depot #450 - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 35.97    | Office Depot #450 - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 36.77    | Office Depot #450 - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Court Grants \$   | 48.87    | Office Depot #450 - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | General \$        | 20.00    | Openai *Chatgpt Subscr - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 20.00    | Openai *Chatgpt Subscr - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 20.00    | Openai *Chatgpt Subscr - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | CDBG \$           | 20.00    | Openai *Chatgpt Subscr - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 20.00    | Openai *Chatgpt Subscr - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 20.00    | Openai *Chatgpt Subscr - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | IT Resources \$   | 20.00    | Openai *Chatgpt Subscr - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 20.00    | Openai *Chatgpt Subscr - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$        | 79.06    | O'Reilly 1551 - PCard             |
| 02/02/2026 | ACH     | U.S. Bank PCards | Transit \$        | 13.98    | O'Reilly 1551 - PCard             |

| Check Date | Check # | Name             | Fund Name         | Amount   | Item Desc                         |
|------------|---------|------------------|-------------------|----------|-----------------------------------|
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 51.96    | O'Reilly 1551 - PCard             |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 47.17    | O'Reilly 1551 - PCard             |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 179.85   | O'Reilly 1551 - PCard             |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 35.18    | O'Reilly 1551 - PCard             |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 103.51   | O'Reilly 1551 - PCard             |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 77.77    | O'Reilly 1551 - PCard             |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 119.48   | Pacific Steel Branch #02 - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 93.65    | Pacific Steel Branch #02 - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 126.77   | Pacific Steel Branch #02 - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 126.76   | Pacific Steel Branch #02 - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 47.87    | Pacific Steel Branch #02 - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 56.30    | Pacific Steel Branch #02 - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 44.82    | Pacific Steel Branch #02 - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 356.19   | Pacific Steel Branch #02 - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 33.98    | Pacific Steel Branch #02 - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 45.84    | Pacific Steel Branch #02 - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 34.04    | Pacific Steel Branch #02 - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 311.46   | Pacific Steel Branch #02 - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 112.15   | Partselect.Com - PCard            |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 810.00   | Paypal *Genuinemark - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 175.00   | Paypal *Jcatlaw - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$        | 115.50   | Paypro *Faronics - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 159.59   | Peavey Corp. - PCard              |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 182.00   | Pepsicola Bottling Compan - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 985.16   | Perkinelmer.Com - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | P.W. Admin \$     | 566.31   | Phoenix Park Hotel - PCard        |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$        | 51.59    | Pizza Hut #1714 - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | IT Resources \$   | 30.00    | Pp*Zee Creative - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$        | 170.00   | Pp*Zee Creative - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 44.00    | Pp*Zee Creative - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 1,999.80 | Pro Jansan - PCard                |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 1,008.88 | Process Technology, Inc. - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 162.76   | Purvis Industries 68 - PCard      |

| Check Date | Check # | Name             | Fund Name        | Amount   | Item Desc                         |
|------------|---------|------------------|------------------|----------|-----------------------------------|
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 104.27   | Purvis Industries 68 - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 100.00   | Py *Montana Emergency Med - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 256.80   | Py *Mosaic Threads, Llc - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 432.50   | Pzg**Hispublications - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | General \$       | 161.25   | Pzg**Mt Com Political - PCard     |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 118.25   | Pzg**Mt Dept Labor Ind - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 118.25   | Pzg**Mt Dept Labor Ind - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 235.50   | Pzg**Mt Dept Labor Ind - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Transit \$       | 21.50    | Pzg**Mt Dept Transport - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Transit \$       | 172.00   | Pzg**Mt Dept Transport - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | General \$       | 62.50    | Pzg**Mt Dli Ebiz - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | P.W. Admin \$    | 62.50    | Pzg**Mt Dli Ebiz - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 155.00   | Pzg**Mt Dli Ebiz - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 574.00   | Quickscores - PCard               |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 251.09   | Radwell International - PCard     |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 92.40    | Radwell International - PCard     |
| 02/02/2026 | ACH     | U.S. Bank PCards | Parks Maint \$   | 175.49   | Rain Bird Online Store - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Parks Maint \$   | 175.49   | Rain Bird Online Store - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 1,579.41 | Rain Bird Online Store - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 5.58     | Ratco Llc - PCard                 |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 1,751.16 | Rdo Equipment Billings - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$   | 195.32   | Rdo Equipment Billings - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 206.99   | Redd"S Prints & Signs In - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Facilities \$    | 450.00   | Reliable Automation Syste - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | General \$       | 2.99     | Remarkable - PCard                |
| 02/02/2026 | ACH     | U.S. Bank PCards | Planning \$      | 25.00    | Rockcreekcoffee.Com - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | IT Resources \$  | 25.00    | Rockcreekcoffee.Com - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | Court Grants \$  | 475.00   | Rvt*Public - PCard                |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 303.17   | Safety Kleen Systems - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | P.W. Admin \$    | 17.98    | Sams Club #4805 - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 37.50    | Sams Club #4805 - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 26.84    | Sams Club #4805 - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$   | 244.36   | Sams Club #4805 - PCard           |

| Check Date | Check # | Name             | Fund Name        | Amount   | Item Desc                         |
|------------|---------|------------------|------------------|----------|-----------------------------------|
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 31.50    | Sams Club #4805 - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Fleet \$         | 79.18    | Sams Club #4805 - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 58.94    | Sams Club #4805 - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 59.94    | Sams Club.Com - PCard             |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 71.40    | Samsclub #4805 - PCard            |
| 02/02/2026 | ACH     | U.S. Bank PCards | Planning \$      | 23.94    | Samsclub #4805 - PCard            |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 87.40    | Samsclub #4805 - PCard            |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 80.30    | Samsclub #4805 - PCard            |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 419.98   | Scheels Billings - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 34.86    | Schnitzer Steel Billings - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 19.50    | Schnitzer Steel Billings - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 65.14    | Schnitzer Steel Billings - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | General \$       | 11.99    | Scribd* R680918576 - PCard        |
| 02/02/2026 | ACH     | U.S. Bank PCards | Engineering \$   | 41.31    | Selbys - PCard                    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 1,304.98 | Sensidyne - PCard                 |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 17.19    | Shamrock Fsw590 Billings - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | PD Program \$    | 201.21   | Sheraton Dallas Fd - PCard        |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 117.90   | Sherwin-Williams703203 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 82.59    | Sherwin-Williams703429 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 573.67   | Sherwin-Williams703429 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 55.98    | Shipton'S Big R East - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$    | 280.93   | Shipton'S Big R East - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 65.98    | Shipton'S Big R East - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 19.49    | Shipton'S Big R East - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Facilities \$    | 49.99    | Shipton'S Big R East - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Parking \$       | 17.99    | Shipton'S Big R East - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 25.14    | Shipton'S Big R West - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 41.99    | Shipton'S Big R West - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$   | 11.99    | Shipton'S Big R West - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 974.05   | Sigmaaldrich.Com - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 343.00   | Simply Local Mag - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 343.00   | Simply Local Mag - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 602.22   | Sirchie Acquisition Compa - PCard |

| Check Date | Check # | Name             | Fund Name        | Amount   | Item Desc                         |
|------------|---------|------------------|------------------|----------|-----------------------------------|
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$   | 300.05   | Six Robblees Billings - PCard     |
| 02/02/2026 | ACH     | U.S. Bank PCards | IT Resources \$  | 794.47   | Smartsign - PCard                 |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 102.00   | Snappyduds - PCard                |
| 02/02/2026 | ACH     | U.S. Bank PCards | Facilities \$    | 3,009.94 | Sp All Security 1776 - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 303.33   | Sp American Button M - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | General \$       | 214.98   | Sp Bigtimeclocks - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$    | 2,958.11 | Sp Epasales - PCard               |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 170.00   | Sp Helm Publishing - PCard        |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 1,040.40 | Sp Iptm Publications - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 79.00    | Sp Linovision - PCard             |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 192.64   | Sp Ram Mounts - PCard             |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 596.86   | Sp Resqstore - PCard              |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$    | 1,360.19 | Sp Restaurant Supply - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 203.88   | Sp Super Exer Band - PCard        |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 131.95   | Sp Utility Technol - PCard        |
| 02/02/2026 | ACH     | U.S. Bank PCards | Parking \$       | 157.29   | Sp Whisper Heat - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Transit \$       | 105.80   | Sp Yurik Accessories E - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 308.84   | Spectrum - PCard                  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 119.99   | Spi*Directv Service - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 126.00   | Spic And Span - PCard             |
| 02/02/2026 | ACH     | U.S. Bank PCards | Parking \$       | 18.00    | Spic And Span - PCard             |
| 02/02/2026 | ACH     | U.S. Bank PCards | Parking \$       | 18.00    | Spic And Span - PCard             |
| 02/02/2026 | ACH     | U.S. Bank PCards | Parking \$       | 33.00    | Spic And Span - PCard             |
| 02/02/2026 | ACH     | U.S. Bank PCards | Parking \$       | 33.00    | Spic And Span - PCard             |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 19.99    | Spotify P3E09Cbf1F - PCard        |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 600.00   | Sq *Esstac - PCard                |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 2,403.00 | Sq *National Tactical Off - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Transit \$       | 200.00   | Sq *Shaun Hirschi - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Parking \$       | 145.00   | Sq *Skyline Services, Inc - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 240.00   | Sq *Stomping Grounds Book - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 89.95    | Sq *Stomping Grounds Book - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 35.00    | Sq *The Rubber Stamp Shop - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | IT Resources \$  | 25.00    | Sq *The Sourdough Bagel - PCard   |

| Check Date | Check # | Name             | Fund Name        | Amount   | Item Desc                         |
|------------|---------|------------------|------------------|----------|-----------------------------------|
| 02/02/2026 | ACH     | U.S. Bank PCards | Planning \$      | 25.00    | Sq *The Sourdough Bagel - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 25.00    | Sq *This House Of Books - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 52.00    | Sq *Yellowstone County Ne - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 13.98    | Stapls7671600417000001 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 11.04    | Stapls7671619098000001 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 26.96    | Stapls7671693127000001 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$    | 93.01    | Stapls7671694591000001 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | IT Resources \$  | 25.07    | Stapls7671695367000001 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 6.11     | Stapls7671800345000001 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 36.12    | Stapls7671865589000001 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 35.30    | Stapls7671946476000001 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 4.55     | Stapls7671984574000001 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | P.W. Admin \$    | 40.82    | Stapls7672088186000001 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 28.45    | Stapls7672392302000001 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 5.64     | Stapls7672531421000001 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Fleet \$         | 186.88   | Stapls7672676655000001 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | General \$       | 352.17   | Stapls7672736450000001 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | P.W. Admin \$    | 72.32    | Stapls7672966014000001 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 6.11     | Stapls7673017776000001 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 31.32    | Stapls7673033332000001 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | P.W. Admin \$    | 61.56    | Stapls7673034043000001 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 64.93    | Stapls7673131909000001 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$    | 68.12    | Stapls7673268707000001 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 808.08   | State Chemic*State Che - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 4,277.94 | State Chemic*State Che - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 631.00   | Summit Fire And Security - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 178.70   | Superior Water Solutions - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Facilities \$    | 82.00    | Superior Water Solutions - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 111.08   | Supply Online - PCard             |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 25.33    | Tacoma Screw Products Inc - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 90.24    | Tacoma Screw Products Inc - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 60.96    | Tacoma Screw Products Inc - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 243.62   | Tacoma Screw Products Inc - PCard |

| Check Date | Check # | Name             | Fund Name      | Amount    | Item Desc                         |
|------------|---------|------------------|----------------|-----------|-----------------------------------|
| 02/02/2026 | ACH     | U.S. Bank PCards | Water          | \$ 62.50  | Tacoma Screw Products Inc - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1    | \$ 47.65  | Tacoma Screw Products Inc - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1    | \$ 31.14  | Tacoma Screw Products Inc - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1    | \$ 42.90  | Tacoma Screw Products Inc - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water          | \$ 446.45 | Tacoma Screw Products Inc - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1    | \$ 79.11  | Tacoma Screw Products Inc - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1    | \$ 83.13  | Tacoma Screw Products Inc - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water          | \$ 105.87 | Tacoma Screw Products Inc - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water          | \$ 105.87 | Tacoma Screw Products Inc - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water          | \$ 137.64 | Tacoma Screw Products Inc - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water          | \$ 54.23  | Tacoma Screw Products Inc - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater     | \$ 54.22  | Tacoma Screw Products Inc - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water          | \$ 12.87  | Tacoma Screw Products Inc - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater     | \$ 12.86  | Tacoma Screw Products Inc - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water          | \$ 6.88   | Tacoma Screw Products Inc - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater     | \$ 6.87   | Tacoma Screw Products Inc - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater     | \$ 33.45  | Tacoma Screw Products Inc - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater     | \$ 1.86   | Tacoma Screw Products Inc - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1    | \$ 57.48  | Tacoma Screw Products Inc - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater     | \$ 86.12  | Tacoma Screw Products Inc - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater     | \$ 278.14 | Tacoma Screw Products Inc - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater     | \$ 182.13 | Tacoma Screw Products Inc - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater     | \$ 31.46  | Tacoma Screw Products Inc - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste    | \$ 248.99 | Tacoma Screw Products Inc - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste    | \$ 6.58   | Tacoma Screw Products Inc - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste    | \$ 421.24 | Tacoma Screw Products Inc - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste    | \$ 41.38  | Tacoma Screw Products Inc - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water          | \$ 125.68 | Tacoma Screw Products Inc - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water          | \$ 149.17 | Tacoma Screw Products Inc - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water          | \$ 73.29  | Tacoma Screw Products Inc - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic | \$ 105.04 | Tacoma Screw Products Inc - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library        | \$ 5.39   | Target 00001719 - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library        | \$ 24.97  | Target 00001719 - PCard           |

| Check Date | Check # | Name             | Fund Name         | Amount | Item Desc                |                  |
|------------|---------|------------------|-------------------|--------|--------------------------|------------------|
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 90.00  | Target                   | 00001719 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 439.98 | Target                   | 00013334 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 27.24  | Target                   | 00013334 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 33.99  | Target                   | 00013334 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 19.99  | Target                   | 00013334 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | PD Program \$     | 11.98  | Target                   | 00013334 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 50.00  | Textmagic.Com            | - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 77.77  | The Home Depot #3101     | - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 29.86  | The Home Depot #3101     | - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 16.76  | The Home Depot #3101     | - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 109.41 | The Home Depot #3101     | - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 59.96  | The Home Depot #3101     | - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 26.64  | The Home Depot #3101     | - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$        | 109.10 | The Home Depot #3101     | - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 23.48  | The Home Depot #3101     | - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 78.75  | The Home Depot #3101     | - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 26.25  | The Home Depot #3101     | - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 33.09  | The Home Depot #3101     | - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 320.74 | The Home Depot #3101     | - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 47.46  | The Home Depot #3101     | - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 14.98  | The Home Depot #3101     | - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Facilities \$     | 41.26  | The Home Depot #3101     | - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 267.75 | The Home Depot 3101      | - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 238.00 | The Home Depot 3101      | - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 353.02 | The Home Depot 3101      | - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 280.83 | The Home Depot 3101      | - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 501.82 | The Home Depot 3101      | - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$    | 298.00 | The Home Depot 3101      | - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 546.81 | The Home Depot 3101      | - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$    | 121.13 | The Mail Drop            | - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$        | 813.75 | The Montana Quarterly    | - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 138.42 | The Ups Store 4741       | - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 446.24 | Thomas Scientific Holdin | - PCard          |

| Check Date | Check # | Name             | Fund Name         | Amount   | Item Desc                         |
|------------|---------|------------------|-------------------|----------|-----------------------------------|
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 1,891.70 | Thomas Scientific Holdin - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 177.10   | Thomas Scientific Holdin - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 230.40   | Thomas Scientific Holdin - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 87.62    | Thomas Scientific Holdin - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 9.82     | Thomas Scientific Holdin - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 454.44   | Thomas Scientific Holdin - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 384.75   | Thomas Scientific Holdin - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 256.50   | Thomas Scientific Holdin - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | General \$        | 2,255.33 | Thomson West*Tcd - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$        | 13.49    | Thrift Books Global, Llc - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$        | 1.99     | Thrift Books Global, Llc - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 160.95   | Tire Rama 101 Bc - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 273.60   | Tlo Transunion - PCard            |
| 02/02/2026 | ACH     | U.S. Bank PCards | CDBG \$           | 20.00    | Topz Sandwich Company - PCard     |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 97.00    | Trace Analytics Llc - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 97.00    | Trace Analytics Llc - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 97.00    | Trace Analytics Llc - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 131.63   | Tractor & Equipment - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 2,195.86 | Tractor & Equipment - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 179.98   | Tractor-Supply-Co #0303 - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 49.16    | Tractor-Supply-Co #0303 - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$        | 2,500.00 | Transportation Security C - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$        | 111.84   | Traverseon - PCard                |
| 02/02/2026 | ACH     | U.S. Bank PCards | Transit \$        | (169.04) | Truckac - PCard                   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Planning \$       | 139.15   | Tst* Spitz Restaurant Gro - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Planning \$       | 16.66    | Tst* Spitz Restaurant Gro - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | IT Resources \$   | 16.67    | Tst* Spitz Restaurant Gro - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | P.W. Admin \$     | 16.67    | Tst* Spitz Restaurant Gro - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Planning \$       | 16.66    | Tst* Spitz Restaurant Gro - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | IT Resources \$   | 16.67    | Tst* Spitz Restaurant Gro - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | P.W. Admin \$     | 16.67    | Tst* Spitz Restaurant Gro - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | CDBG \$           | 471.50   | Tst*Carverss Brazilian S - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 41.28    | Tst*City Brew Coffee - C - PCard  |

| Check Date | Check # | Name             | Fund Name         | Amount   | Item Desc                         |
|------------|---------|------------------|-------------------|----------|-----------------------------------|
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 50.90    | Tst*City Brew Coffee - C - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 49.80    | Tst*City Brew Coffee - C - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 58.86    | Tst*City Brew Coffee - C - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 756.91   | Uline *Ship Supplies - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | General \$        | 310.00   | Ultra Graphics, Llc - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 278.86   | United 0162362564172 - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 328.23   | United 0162364979049 - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 328.23   | United 0162364979050 - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 8.28     | Universal Awards - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 24.29    | Ups*Billing Center - PCard        |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 32.35    | Ups*Billing Center - PCard        |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 15.72    | Ups*Billing Center - PCard        |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 122.22   | Ups*Billing Center - PCard        |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 18.48    | Ups*Billing Center - PCard        |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 57.86    | Ups*Billing Center - PCard        |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 8.55     | Usps Po 2907810117 - PCard        |
| 02/02/2026 | ACH     | U.S. Bank PCards | Transit \$        | 963.55   | Usps.Com Every Door Dtml - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$        | 1,829.36 | Vernon Library Supplies - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Planning \$       | 26.94    | Vz* Bps-Rental A248G - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 33.48    | Walgreens #11503 - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 65.33    | Wal-Mart #1956 - PCard            |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 52.82    | Wal-Mart #1956 - PCard            |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 17.97    | Wal-Mart #1956 - PCard            |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 168.88   | Wal-Mart #2923 - PCard            |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 95.92    | Wal-Mart #4412 - PCard            |
| 02/02/2026 | ACH     | U.S. Bank PCards | Court Grants \$   | 35.00    | Walmart.Com - PCard               |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$        | 22.98    | Walmart.Com 8009256278 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 64.64    | Walmart.Com 8009256278 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | General \$        | 140.58   | Wasabi Technologies - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 483.49   | Wasabi Technologies - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | IT Resources \$   | 230.95   | Web*Networksolutions - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | IT Resources \$   | 84.95    | Web*Networksolutions - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$        | 21.00    | West End Lock And Securit - PCard |

| Check Date | Check # | Name             | Fund Name         | Amount   | Item Desc                         |
|------------|---------|------------------|-------------------|----------|-----------------------------------|
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 30.00    | West End Lock And Securit - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 10.00    | West End Lock And Securit - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Facilities \$     | 110.00   | West End Lock And Securit - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Facilities \$     | 760.00   | West End Lock And Securit - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 81.69    | Wm Supercenter #1956 - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 16.00    | Wm Supercenter #1956 - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Parking \$        | 6.34     | Wm Supercenter #1956 - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Parking \$        | 6.34     | Wm Supercenter #1956 - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$        | 27.28    | Wm Supercenter #2923 - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 109.44   | Wm Supercenter #2923 - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Building \$       | 87.16    | Wm Supercenter #2923 - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 12.95    | Wmt Plus Jan 2026 - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 330.00   | Www.Dji.Com - PCard               |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 79.00    | Www.Isa.Org - PCard               |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 79.00    | Www.Isa.Org - PCard               |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 79.00    | Www.Isa.Org - PCard               |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 79.00    | Www.Isa.Org - PCard               |
| 02/02/2026 | ACH     | U.S. Bank PCards | General \$        | 493.05   | Www.Theseminargroup.Ne - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | General \$        | 986.10   | Www.Theseminargroup.Ne - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 97.00    | Www.Volgistics.Com - PCard        |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 50.68    | Yellowstone County Treas - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 25.34    | Yellowstone County Treas - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$        | 25.33    | Yellowstone County Treas - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 25.34    | Yellowstone County Treas - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$        | 1,620.00 | Yellowstone Electric Comp - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 1,524.10 | Yellowstone Valley Elect - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 1,952.99 | Yellowstone Valley Elect - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 40.43    | Yellowstone Valley Elect - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 253.68   | Yellowstone Valley Elect - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 220.87   | Yellowstone Valley Elect - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$    | 211.81   | Yellowstone Valley Elect - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 27.00    | Yellowstone Valley Elect - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$    | 1,063.67 | Yellowstone Valley Elect - PCard  |

| Check Date | Check # | Name             | Fund Name        | Amount   | Item Desc                        |
|------------|---------|------------------|------------------|----------|----------------------------------|
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$   | 3,932.63 | Yellowstone Valley Elect - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$   | 1,417.70 | Yellowstone Valley Elect - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 34.00    | Yellowstone Valley Elect - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 34.59    | Yellowstone Valley Elect - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 643.67   | Yellowstone Valley Elect - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 206.93   | Yellowstone Valley Elect - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 60.17    | Yellowstone Valley Elect - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Parks Maint \$   | 202.53   | Yellowstone Valley Elect - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Parks Maint \$   | 303.31   | Yellowstone Valley Elect - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 27.00    | Yellowstone Valley Elect - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Parks Maint \$   | 56.32    | Yellowstone Valley Elect - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Parks Maint \$   | 54.93    | Yellowstone Valley Elect - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Parks Maint \$   | 55.05    | Yellowstone Valley Elect - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Parks Maint \$   | 27.82    | Yellowstone Valley Elect - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 154.10   | Yellowstone Valley Elect - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 31.44    | Yellowstone Valley Food - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Facilities \$    | 780.00   | Yodeck.Com Flipnode - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | General \$       | 780.00   | Yodeck.Com Flipnode - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | General \$       | 780.00   | Yodeck.Com Flipnode - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | General \$       | 452.00   | Zeecreative - PCard              |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 2,687.16 | Zoll Medical Corp - PCard        |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 16.59    | Zoom.Com 888-799-9666 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | General \$       | 16.59    | Zoom.Com 888-799-9666 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | General \$       | 66.39    | Zoom.Com 888-799-9666 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$   | 71.98    | Kings Ace Hdwe - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$   | 17.99    | Kings Ace Hdwe - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Parking \$       | 7.99     | Kings Ace Hdwe - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Parking \$       | 1.63     | Kings Ace Hdwe - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$    | 4.87     | Kings Ace Hdwe - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 4.87     | Kings Ace Hdwe - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$    | 14.67    | Kings Ace Hdwe - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 14.67    | Kings Ace Hdwe - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$    | 4.49     | Kings Ace Hdwe - PCard           |

| Check Date | Check # | Name             | Fund Name         | Amount   | Item Desc                      |
|------------|---------|------------------|-------------------|----------|--------------------------------|
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 4.50     | Kings Ace Hdwe - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$        | 37.97    | Amazon Mktpl*T74S23E03 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Planning \$       | 36.56    | Amazon Mktpl*Tj63J5Ff3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | IT Resources \$   | 36.28    | Amazon Mktpl*Tk0Wz5Rk3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | IT Resources \$   | 19.37    | Amazon Mktpl*Tw11A3Bk3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$        | 279.93   | Amazon Mktpl*Tx70U9Sn3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 96.99    | Amazon Mktpl*U10Vv9Up3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$        | 39.99    | Amazon Mktpl*U99Mx3Lv3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 72.98    | Amazon Mktpl*Um7Sy4Fg3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Central Servic \$ | 161.97   | Amazon Mktpl*Up89Q6A93 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$        | 17.12    | Amazon Mktpl*Vs2558Zx3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$        | 23.55    | Amazon Mktpl*Vt30K23V3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 16.10    | Amazon Mktpl*Wf8Wu7483 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 105.98   | Amazon Mktpl*Wz11D4Uo3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 19.49    | Amazon Mktpl*Wz11D4Uo3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$        | 10.51    | Amazon Mktpl*Xq0G12Wv3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$        | 3.99     | Amazon Mktpl*Xq0G12Wv3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 139.98   | Amazon Mktpl*Y91Tg11R3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$        | 8.73     | Amazon Mktpl*Yf9Cv9Kh3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$        | 4.99     | Amazon Mktpl*Yf9Cv9Kh3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$        | 9.98     | Amazon Mktpl*Yl5Re6Wc3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 102.99   | Amazon Mktpl*Yv74T4I63 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$        | 3.99     | Amazon Mktpl*Z37S622K3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$        | 4.99     | Amazon Mktpl*Z37S622K3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$        | 38.64    | Amazon Mktpl*Zn03K67I3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 84.36    | Amazon Mktpl*Zp98S8Lw3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$        | 15.00    | Amazon Mktpl*Zq6V114A3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | PD Program \$     | (66.03)  | Amazon Mktplace Pmts - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | (147.18) | Amazon Mktplace Pmts - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | General \$        | (19.90)  | Amazon Mktplace Pmts - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | General \$        | (4.98)   | Amazon Mktplace Pmts - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 23.23    | Amazon Reta* 022733Zh3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | CDBG \$           | 45.99    | Amazon Reta* 0C4Q23Ot3 - PCard |

| Check Date | Check # | Name             | Fund Name      | Amount     | Item Desc                      |
|------------|---------|------------------|----------------|------------|--------------------------------|
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety  | \$ 10.41   | Amazon Reta* 1089N56D3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library        | \$ 17.95   | Amazon Reta* 1V9Ti1Rg3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | IT Resources   | \$ (32.71) | Amazon Reta* 2M1Cl5033 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library        | \$ 10.99   | Amazon Reta* 3E0O85Nh3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library        | \$ 8.99    | Amazon Reta* 480D76lp3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library        | \$ 270.71  | Amazon Reta* 4W70E8Lp3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | IT Resources   | \$ 31.47   | Amazon Reta* 5808T37Z3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library        | \$ 16.99   | Amazon Reta* 5W0T06Ff3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library        | \$ 15.00   | Amazon Reta* 6F42Q4Ht3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water          | \$ 62.85   | Amazon Reta* 6I5Vd9973 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic | \$ 171.50  | Amazon Reta* 752Yd36X3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety  | \$ 63.35   | Amazon Reta* 8Q0E64K63 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library        | \$ 14.95   | Amazon Reta* A14Nw9O63 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library        | \$ 6.68    | Amazon Reta* Ah2Ec5Hl3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library        | \$ 21.99   | Amazon Reta* B23H299F3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water          | \$ 20.99   | Amazon Reta* Cp8986Z93 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater     | \$ 6.99    | Amazon Reta* Cp8986Z93 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Fleet          | \$ 14.99   | Amazon Reta* Ej1Fl15K3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library        | \$ 8.99    | Amazon Reta* Go5Yj0Ye3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | P.W. Admin     | \$ 6.78    | Amazon Reta* Hc0Et1An3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater     | \$ 198.64  | Amazon Reta* Hz8Pu9X33 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library        | \$ 8.21    | Amazon Reta* Ik9In5Sl3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library        | \$ 17.99   | Amazon Reta* K73Hg9Ru3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library        | \$ 11.64   | Amazon Reta* Ki2595Ak3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Transit        | \$ 15.43   | Amazon Reta* Ku2Ah0Tb3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Engineering    | \$ 227.97  | Amazon Reta* Ln3Zr4E03 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | General        | \$ 71.24   | Amazon Reta* N34Ad61K3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | General        | \$ 86.52   | Amazon Reta* Nt8Nv8Rv3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Central Servic | \$ 36.94   | Amazon Reta* Nv4Vd08O3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library        | \$ 7.99    | Amazon Reta* Pq7Kb4P53 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | P.W. Admin     | \$ (42.19) | Amazon Reta* Py5Ij90B3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | P.W. Admin     | \$ 210.95  | Amazon Reta* Py5Ij90B3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library        | \$ 6.99    | Amazon Reta* Q58Ss48E3 - PCard |

| Check Date | Check # | Name             | Fund Name         | Amount | Item Desc                         |
|------------|---------|------------------|-------------------|--------|-----------------------------------|
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$        | 34.99  | Amazon Reta* Q79J48Go3 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Phone System \$   | 9.66   | Amazon Reta* Qn68K6Uo3 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Central Servic \$ | 27.50  | Amazon Reta* Re10W0393 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Central Servic \$ | 134.40 | Amazon Reta* S40709Bi3 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$        | 29.09  | Amazon Reta* Sn88H1Rp3 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$        | 18.14  | Amazon Reta* Tm4622lw3 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Transit \$        | 5.59   | Amazon Reta* Tp4Gq85S3 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$        | 8.99   | Amazon Reta* Tu2Zo3Y43 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | General \$        | 24.99  | Amazon Reta* U44Jf3Gd3 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$        | 17.99  | Amazon Reta* Vh4R49Vb3 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$        | 19.97  | Amazon Reta* Y83Vm12K3 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Transit \$        | 4.79   | Amazon Reta* Yu7Yw6Sq3 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 110.30 | Amazon Reta* Z83J51Er3 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Parking \$        | 16.51  | Amazon.Com*2U6Vf5Ko3 - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 51.92  | Amazon.Com*3V1Q01Lr3 - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 161.90 | Amazon.Com*6B2R19Vc3 - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 42.19  | Amazon.Com*Ba87N1U72 - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 303.46 | Amazon.Com*Bf3Jv8M23 - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Engineering \$    | 142.49 | Amazon.Com*Bo84U1I51 - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | General \$        | 6.92   | Amazon.Com*Cf3270Gp3 - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 47.33  | Amazon.Com*Cn0Bx4Qf3 - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Central Servic \$ | 44.80  | Amazon.Com*Og3C16Kc3 - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 24.00  | Amazon.Com*Ot0Ei90N3 - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 6.64   | Amazon.Com*Uy5Ub45E3 - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Parking \$        | 18.49  | Amazon.Com*Vy70W24O3 - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 4.34   | Amazon.Com*Y45Kt7E63 - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | General \$        | 15.99  | Amazon.Com*Yp9Qp0Yv3 - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 465.00 | Amer. Membrane Tech. A - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Fleet \$          | 302.83 | American Air0017404632363 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 247.77 | American Air0017404632363 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | General \$        | 75.00  | American Assoc Of Code - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Planning \$       | 552.00 | American Planning Associ - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Building \$       | 72.00  | American Water Technol - PCard    |

| Check Date | Check # | Name             | Fund Name        | Amount   | Item Desc                       |
|------------|---------|------------------|------------------|----------|---------------------------------|
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 14.99    | Ampd Strong - PCard             |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 4.99     | Ampd Strong - PCard             |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 74.90    | Anc* Newspapers.Com - PCard     |
| 02/02/2026 | ACH     | U.S. Bank PCards | Transit \$       | 204.17   | Anything Truck - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 110.00   | Apco International Inc - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 850.00   | Arc_Membership_Payment - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 884.75   | Ats Inland Nw - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Phone System \$  | 70.00    | Att*Court Order Chgs - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 1,675.00 | Att*Court Order Chgs - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | General \$       | 17.46    | Audible*Sa0R488B3 - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 697.00   | Automationdirect.Com - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$    | 180.75   | Automationdirect.Com - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$    | 191.83   | Awg 3575 - PCard                |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$    | 170.93   | Awg 3575 - PCard                |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 44.91    | Awg 3575 - PCard                |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$   | 966.25   | Awg 3575 - PCard                |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$   | 40.40    | Awg 3575 - PCard                |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 204.00   | B&H Photo 800-606-6969 - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 10.94    | Barnes & Noble #2765 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$    | 77.75    | Batteries Plus #0598 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 139.00   | Batteries+Bulbs #0253 - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 139.00   | Batteries+Bulbs #0253 - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 26.50    | Batteries+Bulbs #0253 - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 30.00    | Batteries+Bulbs #0253 - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Facilities \$    | 6.00     | Batteries+Bulbs #0253 - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 46.00    | Batteries+Bulbs #0253 - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 234.00   | Batteries+Bulbs #0253 - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$    | 79.99    | Best Buy 00005926 - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | Parking \$       | 59.99    | Best Buy 00005926 - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | IT Resources \$  | 1,609.98 | Bestbuycom807130104367 - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | IT Resources \$  | 119.98   | Bestbuycom807130104367 - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Transit \$       | 209.57   | Big Rig World - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$   | 1,807.68 | Big Sky Linen & Uniform - PCard |

| Check Date | Check # | Name             | Fund Name         | Amount   | Item Desc                         |
|------------|---------|------------------|-------------------|----------|-----------------------------------|
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$    | 524.80   | Big Sky Linen & Uniform - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 361.57   | Big Sky Linen & Uniform - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 361.56   | Big Sky Linen & Uniform - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 690.72   | Big Sky Linen & Uniform - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 282.10   | Big Sky Linen & Uniform - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 725.00   | Big Sky Linen & Uniform - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 88.78    | Big Sky Linen & Uniform - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 29.59    | Big Sky Linen & Uniform - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 1,917.06 | Big Sky Linen & Uniform - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 1,268.48 | Big Sky Linen & Uniform - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 54.00    | Big Sky Linen & Uniform - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 341.70   | Big Sky Linen & Uniform - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 341.69   | Big Sky Linen & Uniform - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 669.24   | Big Sky Linen & Uniform - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 282.10   | Big Sky Linen & Uniform - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 725.00   | Big Sky Linen & Uniform - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 88.78    | Big Sky Linen & Uniform - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 29.59    | Big Sky Linen & Uniform - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$    | 903.84   | Big Sky Linen & Uniform - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$    | 1,373.52 | Big Sky Linen & Uniform - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 333.52   | Big Sky Linen & Uniform - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Fleet \$          | 874.80   | Big Sky Linen & Uniform - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$        | 635.84   | Billings Carpet Water - PCard     |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 1,050.00 | Billings Clinic - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 558.00   | Billings Construction Su - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 780.00   | Billings Construction Sup - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 14.03    | Billings Construction Sup - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 14.02    | Billings Construction Sup - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 19.99    | Billings Hardware & Servi - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 39.99    | Billings Hardware & Servi - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 130.97   | Billings Hardware & Servi - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 25.96    | Billings Hardware & Servi - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 69.72    | Billings Kubota Inc - PCard       |

| Check Date | Check # | Name             | Fund Name        | Amount   | Item Desc                          |
|------------|---------|------------------|------------------|----------|------------------------------------|
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 408.00   | Billings Overhead Door In - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 1,690.18 | Billings Overhead Door In - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 824.00   | Billings Overhead Door In - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 913.08   | Billings Overhead Door In - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 274.50   | Billings Overhead Door In - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$   | 519.90   | Billings Paint Center - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | General \$       | 16.99    | Billingsgazettethrifty nck - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 39.99    | Billingsgazettethrifty nck - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | P.W. Admin \$    | 36.99    | Billingsgazettethrifty nck - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | CDBG \$          | 19.99    | Billingsgazettethrifty nck - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 808.23   | Brodart Supplies - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | General \$       | 500.00   | Bur Of Bus Econ Res Um - PCard     |
| 02/02/2026 | ACH     | U.S. Bank PCards | Building \$      | 70.00    | Business Improvement D - PCard     |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 170.00   | Bwy*Fbinaa Natl Office - PCard     |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 450.43   | C And B Operations Billin - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 573.59   | C And B Operations Billin - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 187.77   | C And B Operations Billin - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$    | 14.26    | C And B Operations Billin - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 90.98    | C And B Operations Billin - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 104.99   | Camping World Rv 312 - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | Building \$      | 120.00   | Canva* I04764-37297639 - PCard     |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 80.00    | Cellular Plus - PCard              |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 40.00    | Cellular Plus - PCard              |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 40.00    | Cellular Plus - PCard              |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 40.00    | Cellular Plus - PCard              |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$   | 8.75     | City Of Billings - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 62.90    | City Of Billings - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 13.39    | City Of Billings - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 8.81     | City Of Billings - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 19.38    | City Of Billings - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 49.00    | City Of Billings - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 1,000.00 | City Of Billings - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 307.14   | City Of Billings - PCard           |

| Check Date | Check # | Name             | Fund Name        | Amount   | Item Desc                         |
|------------|---------|------------------|------------------|----------|-----------------------------------|
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$    | 40.89    | City Of Billings - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 122.57   | City Of Billings - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$    | 81.71    | City Of Billings - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 81.71    | City Of Billings - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 163.42   | City Of Billings - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$    | 234.75   | City Of Billings - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | CDBG \$          | 125.00   | Ck Holiday # 06285 - PCard        |
| 02/02/2026 | ACH     | U.S. Bank PCards | CDBG \$          | 25.00    | Ck Holiday # 06285 - PCard        |
| 02/02/2026 | ACH     | U.S. Bank PCards | IT Resources \$  | 20.00    | Claude.Ai Subscription - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Transit \$       | 1,593.23 | Coach Glass Rv - PCard            |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 1,674.31 | Collaborative Summer Libr - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 92.72    | Comfort Inn Bozeman - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | PD Program \$    | 625.00   | Conference On Crimes Agai - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 47.11    | Conterra Inc - PCard              |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 1,068.00 | Copquest Inc - PCard              |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 28.65    | Corporate Translation Ser - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | General \$       | 36.09    | Corporate Translation Ser - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 30.00    | Costco Whse #1644 - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$    | 29.99    | Costco Whse #1644 - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 41.47    | Costco Whse #1644 - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$    | 41.47    | Costco Whse #1644 - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Engineering \$   | 19.99    | Costco Whse #1644 - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 940.00   | Creative Monograms - PCard        |
| 02/02/2026 | ACH     | U.S. Bank PCards | Building \$      | 273.00   | Creative Monograms - PCard        |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 379.00   | Creative Monograms - PCard        |
| 02/02/2026 | ACH     | U.S. Bank PCards | Parking \$       | 53.00    | Creative Monograms - PCard        |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 43.00    | Creative Monograms - PCard        |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 109.00   | Creative Monograms - PCard        |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 574.85   | Crutchfield.Com - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 36.00    | Culligan Billings - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 1,353.45 | Dash Medical Gloves - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 285.00   | Data Axle-Citydirectories - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 501.99   | Daylight Company Llc - PCard      |

| Check Date | Check # | Name             | Fund Name        | Amount   | Item Desc                         |
|------------|---------|------------------|------------------|----------|-----------------------------------|
| 02/02/2026 | ACH     | U.S. Bank PCards | General \$       | (564.37) | Delta Air 0062388074814 - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | General \$       | (564.37) | Delta Air 0062388074816 - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 535.37   | Delta Air 0062389392431 - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | General \$       | 162.92   | Delta Hotels - PCard              |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 41.53    | Demco Inc - PCard                 |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 182.02   | Demco Inc - PCard                 |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$    | 178.91   | Displays2Go - PCard               |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 162.50   | Dkc*Digi Key Corp - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 1,956.99 | Dkc*Digi Key Corp - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 2.50     | Dollar Tree - PCard               |
| 02/02/2026 | ACH     | U.S. Bank PCards | Court Grants \$  | 5.50     | Dollar Tree - PCard               |
| 02/02/2026 | ACH     | U.S. Bank PCards | Court Grants \$  | 19.50    | Dollar Tree - PCard               |
| 02/02/2026 | ACH     | U.S. Bank PCards | Transit \$       | 517.87   | Dri*48Hourprint - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Phone System \$  | 50.00    | Duo*Com - PCard                   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 261.66   | Dxp Enterprises - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 348.47   | Dxp Enterprises - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 52.99    | Ebay O*10-14006-22412 - PCard     |
| 02/02/2026 | ACH     | U.S. Bank PCards | Transit \$       | 115.00   | Ebay O*27-14041-16175 - PCard     |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 152.70   | Ecolab Inc - PCard                |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 237.73   | Ecolab Inc - PCard                |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 157.37   | Ecolab Inc - PCard                |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 138.10   | Ecolab Inc - PCard                |
| 02/02/2026 | ACH     | U.S. Bank PCards | Facilities \$    | 298.00   | Ecolab Inc - PCard                |
| 02/02/2026 | ACH     | U.S. Bank PCards | Transit \$       | 154.51   | Econo Print - PCard               |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 206.84   | Econo Print - PCard               |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 97.52    | Econo Print - PCard               |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 373.16   | Econo Print - PCard               |
| 02/02/2026 | ACH     | U.S. Bank PCards | P.W. Admin \$    | 417.87   | Econo Print - PCard               |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$    | 52.17    | Econo Print - PCard               |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 54.17    | Econoprint - PCard                |
| 02/02/2026 | ACH     | U.S. Bank PCards | General \$       | 738.53   | Econoprint - PCard                |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 70.00    | Edams Tire And Automotive - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Fleet \$         | 220.00   | Emergency Vehicle Tech - PCard    |

| Check Date | Check # | Name             | Fund Name         | Amount   | Item Desc                         |
|------------|---------|------------------|-------------------|----------|-----------------------------------|
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 180.00   | Emergency Vehicle Tech - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Transit \$        | 221.58   | Etrailer Corporation - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 500.00   | Eurofins Eaton Analytical - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 500.00   | Eurofins Eaton Analytical - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 8.16     | Evergreen Ace Hardware - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$        | 15.14    | Evergreen Ace Hardware - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 509.98   | Evergreen Ace Hardware - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$        | 81.92    | Evergreen Ace Hardware - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 26.34    | Evergreen Ace Hardware - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$        | 34.99    | Evergreen Ace Hardware - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$        | 13.65    | Evergreen Ace Hardware - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 64.89    | Evergreen Ace Hardware - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 17.98    | Evergreen Ace Hardware - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$        | 19.98    | Evergreen Ace Hardware - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 109.96   | Evergreen Ace Hardware - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 131.95   | Evergreen Ace Hardware - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Fleet \$          | 37.13    | Evt Certification - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 30.37    | Evt Certification - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Fleet \$          | 160.79   | Expedia 73344213430661 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 131.56   | Expedia 73344213430661 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Planning \$       | 29.95    | Facebk *Ym94N7Zv92 - PCard        |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$    | 818.54   | Fastenal Company 01Mtbll - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$    | 4,400.00 | Fastenal Company 01Mtbll - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$    | 2,168.16 | Fastenal Company 01Mtbll - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$        | 6.69     | Fei, Inc. - Billings - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 1,191.56 | Feniex Industries - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 1,191.55 | Feniex Industries - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Facilities \$     | 105.90   | Ferguson Ent #1342 - PCard        |
| 02/02/2026 | ACH     | U.S. Bank PCards | Facilities \$     | 75.16    | Ferguson Ent #1342 - PCard        |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 1,496.00 | Fire Protection Pub - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | P.W. Admin \$     | 129.99   | Foxit Software Inc. - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 140.00   | Fsp*Billings Clinic Commu - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 120.00   | Fsp*Billings Clinic Commu - PCard |

| Check Date | Check # | Name             | Fund Name        | Amount   | Item Desc                         |
|------------|---------|------------------|------------------|----------|-----------------------------------|
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 200.00   | Fsp*Billings Clinic Commu - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 70.01    | Gan*1094Grfalltribcirc - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 34.00    | Gan*Usatodaycirc - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Transit \$       | 38.65    | Gateway Fees - PCard              |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 54.02    | General Distributing Comp - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$    | 295.00   | General Distributing Comp - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$    | 322.08   | General Distributing Comp - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 722.58   | General Safety Equipment - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Facilities \$    | 71.28    | Gensco-Billings - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 489.78   | Global Assets Integrated - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 80.85    | Godfathers 8. - PCard             |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 140.00   | Google Workspace_Explore1 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | General \$       | 210.00   | Government Finance Off - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 208.09   | Grainger - PCard                  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 19.90    | Grainger - PCard                  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 35.82    | Grainger - PCard                  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 35.08    | Grainger - PCard                  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 177.00   | Grainger - PCard                  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 17.54    | Grainger - PCard                  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 46.30    | Grainger - PCard                  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 5.38     | Grainger - PCard                  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 1,132.35 | Grainger - PCard                  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 377.45   | Grainger - PCard                  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 343.69   | Grainger - PCard                  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 1,585.20 | Grainger - PCard                  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$   | 107.90   | Grainger - PCard                  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$   | 96.96    | Grainger - PCard                  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$   | 284.30   | Grainger - PCard                  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 132.72   | Grainger - PCard                  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 22.85    | Grainger - PCard                  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$    | 7.62     | Grainger - PCard                  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 66.00    | Grainger - PCard                  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 36.28    | Grainger - PCard                  |

| Check Date | Check # | Name             | Fund Name        | Amount   | Item Desc                        |
|------------|---------|------------------|------------------|----------|----------------------------------|
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 36.28    | Grainger - PCard                 |
| 02/02/2026 | ACH     | U.S. Bank PCards | Parking \$       | 122.85   | Grainger - PCard                 |
| 02/02/2026 | ACH     | U.S. Bank PCards | Parking \$       | 10.95    | Grainger - PCard                 |
| 02/02/2026 | ACH     | U.S. Bank PCards | Parking \$       | 10.95    | Grainger - PCard                 |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 182.87   | Grainger - PCard                 |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 214.51   | Grainger - PCard                 |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 76.36    | Grainger - PCard                 |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 608.81   | Grainger - PCard                 |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 623.57   | Grainger - PCard                 |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$   | 216.24   | Grainger - PCard                 |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$   | 216.24   | Grainger - PCard                 |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 213.84   | Grainger - PCard                 |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 1,216.46 | Green Manufacturing Inc - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$    | 721.20   | Hach Company - PCard             |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 599.70   | Hach Company - PCard             |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$    | 297.73   | Hach Company - PCard             |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 1,575.00 | Hanser Wrecker Company - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 193.38   | Hanson Chemical - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 62.56    | Hanson Chemical - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 163.83   | Hanson Chemical - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 397.59   | Hanson Chemical - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 119.14   | Hanson Chemical - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 108.37   | Hanson Chemical - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 677.40   | Hanson Chemical - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 206.81   | Hanson Chemical - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 241.76   | Hanson Chemical - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 395.98   | Hanson Chemical - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 86.00    | Hanson Chemical - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 156.46   | Hanson Chemical - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 646.12   | Hanson Chemical - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 145.47   | Harbor Freight Tools 207 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 36.98    | Harbor Freight Tools 207 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 69.99    | Harbor Freight Tools 207 - PCard |

| Check Date | Check # | Name             | Fund Name        | Amount   | Item Desc                         |
|------------|---------|------------------|------------------|----------|-----------------------------------|
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 79.99    | Harbor Freight Tools 207 - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 41.97    | Harbor Freight Tools 207 - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 92.97    | Harbor Freight Tools 207 - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$    | 92.98    | Harbor Freight Tools 207 - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 25.64    | Harbor Freight Tools 207 - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$    | 25.63    | Harbor Freight Tools 207 - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 74.98    | Harbor Freight Tools 207 - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Parking \$       | 6.49     | Harbor Freight Tools 207 - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Parking \$       | 6.49     | Harbor Freight Tools 207 - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Parking \$       | 5.94     | Harbor Freight Tools 207 - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Parking \$       | 5.94     | Harbor Freight Tools 207 - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$   | 67.92    | Harbor Freight Tools 207 - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 70.34    | Harbor Freight Tools 207 - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$   | 99.99    | Harbor Freight Tools 207 - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 24.00    | Heights Ace Hdwe - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$    | 415.90   | Heights Ace Hdwe - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$    | 164.92   | Heights Ace Hdwe - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$    | 19.56    | Heights Ace Hdwe - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$    | 243.84   | Heights Ace Hdwe - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 4.94     | Heights Ace Hdwe - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 49.99    | Heights Ace Hdwe - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 17.49    | Heights Ace Hdwe - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 10.70    | Heights Ace Hdwe - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 1,726.18 | Helwig Carbon Products In - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 383.00   | Herc Rentals - PCard              |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 149.00   | Homedepot.Com - PCard             |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$   | 115.49   | Hose & Rubber - Ar - PCard        |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 8.89     | Hose & Rubber - Ar - PCard        |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 11.12    | Hose & Rubber - Blg - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 192.90   | Hose & Rubber - Blg - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 138.43   | Hose & Rubber - Blg - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$    | 4.28     | Hose & Rubber - Blg - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 11.20    | Hose & Rubber - Blg - PCard       |

| Check Date | Check # | Name             | Fund Name        | Amount   | Item Desc                         |
|------------|---------|------------------|------------------|----------|-----------------------------------|
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$   | 43.52    | Hose & Rubber - Blg - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$   | 21.76    | Hose & Rubber - Blg - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$   | 225.95   | Hose & Rubber - Blg - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | Transit \$       | 215.93   | Hose & Rubber - Blg - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 20.04    | Hunt Energy, Llc - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 89.08    | Hunt Energy, Llc - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 174.65   | Hunt Energy, Llc - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 375.00   | labti.Org - PCard                 |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 455.00   | lape - PCard                      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 65.00    | lape - PCard                      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Building \$      | 130.00   | lapmo - PCard                     |
| 02/02/2026 | ACH     | U.S. Bank PCards | Building \$      | 359.00   | lapmo - PCard                     |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 200.00   | Icma Online - PCard               |
| 02/02/2026 | ACH     | U.S. Bank PCards | Transit \$       | 143.12   | In *70E Solutions, Inc - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 1,512.00 | In *Book Page - PCard             |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 1,250.00 | In *Clark Fork Maintenanc - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | (120.00) | In *Cmc Neptune - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 1,200.00 | In *Cmc Neptune - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 111.00   | In *Cotter'S Sewer, Septi - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Transit \$       | 410.00   | In *Cotter'S Sewer, Septi - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 450.00   | In *Critelli Glass Inc. - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 1,525.00 | In *Mjr Industries, Inc. - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 1,525.00 | In *Mjr Industries, Inc. - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 2,425.00 | In *Mjr Industries, Inc. - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 128.00   | In *Perfectemp, Llc - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | Facilities \$    | 942.50   | In *Ryan Comyn - PCard            |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 2,725.00 | In *Ryan Comyn - PCard            |
| 02/02/2026 | ACH     | U.S. Bank PCards | Facilities \$    | 2,430.00 | In *Ryan Comyn - PCard            |
| 02/02/2026 | ACH     | U.S. Bank PCards | Facilities \$    | 572.50   | In *Ryan Comyn - PCard            |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 2,005.00 | In *Ryan Comyn - PCard            |
| 02/02/2026 | ACH     | U.S. Bank PCards | Facilities \$    | 2,370.00 | In *Ryan Comyn - PCard            |
| 02/02/2026 | ACH     | U.S. Bank PCards | Facilities \$    | 542.00   | In *Ryan Comyn - PCard            |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 216.00   | In *Sensource, Inc. - PCard       |

| Check Date | Check # | Name             | Fund Name         | Amount   | Item Desc                         |
|------------|---------|------------------|-------------------|----------|-----------------------------------|
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 106.95   | In *Talkpoint Technologie - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 33.70    | In *Talkpoint Technologie - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 101.56   | Interstate Batteries Of - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Building \$       | 125.00   | Int'L Code Council Inc - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Building \$       | 105.00   | Int'L Code Council Inc - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 419.71   | Iron Mountain - PCard             |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 113.12   | Issa Intl Sports Scien - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 127.99   | Jimmie Youree Snap On - PCard     |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 127.99   | Jimmie Youree Snap On - PCard     |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 163.99   | Jimmy Johns - 1646 - PCard        |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 162.19   | Jimmy Johns - 1646 - E - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | CDBG \$           | 137.50   | Jimmy Johns - 1646 - E - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 58.65    | Jimmy Johns - 2080 - E - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 218.97   | Jj Keller & Associates I - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 218.96   | Jj Keller & Associates I - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 437.94   | Jj Keller & Associates I - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$    | 875.89   | Jj Keller & Associates I - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 195.67   | Kb Commercial Products - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 90.92    | Kb Commercial Products - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 31.88    | Kb Commercial Products - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 10.62    | Kb Commercial Products - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 65.40    | Kb Commercial Products - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 21.80    | Kb Commercial Products - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$        | 1,063.61 | Kb Commercial Products - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$        | 1,325.31 | Kb Commercial Products - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$        | 65.00    | Kb Commercial Products - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$        | 585.28   | Kb Commercial Products - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$        | 333.83   | Kb Commercial Products - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$        | 1,486.87 | Kb Commercial Products - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Facilities \$     | 242.30   | Kb Commercial Products - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Facilities \$     | 225.84   | Kb Commercial Products - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Facilities \$     | 1,375.28 | Kb Commercial Products - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 94.47    | Kings Ace Hdwe - PCard            |

| Check Date | Check # | Name             | Fund Name         | Amount | Item Desc                      |
|------------|---------|------------------|-------------------|--------|--------------------------------|
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 65.77  | Kings Ace Hdwe - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 426.05 | Kings Ace Hdwe - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 142.02 | Kings Ace Hdwe - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 22.45  | Kings Ace Hdwe - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 72.97  | Kings Ace Hdwe - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 11.99  | Kings Ace Hdwe - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 148.90 | Kings Ace Hdwe - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 13.98  | Kings Ace Hdwe - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$        | 3.98   | Kings Ace Hdwe - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 101.97 | Kings Ace Hdwe - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 49.77  | Kings Ace Hdwe - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 50.98  | Kings Ace Hdwe - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 34.99  | Kings Ace Hdwe - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 11.16  | Kings Ace Hdwe - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 21.99  | Kings Ace Hdwe - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 39.99  | Kings Ace Hdwe - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 46.50  | Kings Ace Hdwe - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 50.94  | Kings Ace Hdwe - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 41.94  | Kings Ace Hdwe - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 82.78  | Kings Ace Hdwe - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 24.00  | Kings Ace Hdwe - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 49.27  | Kings Ace Hdwe - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 16.42  | Kings Ace Hdwe - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 10.79  | Kings Ace Hdwe - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 23.94  | Kings Ace Hdwe - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$        | 29.98  | Kings Ace Hdwe - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$        | 17.99  | Kings Ace Hdwe - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 27.54  | Kings Ace Hdwe - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$    | 21.75  | Kings Ace Hdwe - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 69.58  | Amazon Mktpl*T56Bm4Wd3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 84.95  | Amazon Mktpl*Sv9U15Cq3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$        | 3.95   | Amazon Mktpl*St6La1Z83 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$        | 16.46  | Amazon Mktpl*St6La1Z83 - PCard |

| Check Date | Check # | Name             | Fund Name        | Amount   | Item Desc                         |
|------------|---------|------------------|------------------|----------|-----------------------------------|
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 19.56    | Amazon Mktpl*S99H20Wg3 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Transit \$       | 25.47    | Amazon Mktpl*Rz9Sc2Hg3 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Transit \$       | 65.99    | Amazon Mktpl*Ry0Wr6L23 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 9.48     | Amazon Mktpl*Ro9U14Wa3 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$    | 60.28    | Amazon Mktpl*Rg6E24F43 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 236.80   | Amazon Mktpl*Qx0Xg4Dv3 - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$   | 6.00     | 00809 - Apcoa Billings - PCard    |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 57.43    | 0986 Lp Anderson Point S - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 470.00   | 0986 Lp Anderson Point S - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Facilities \$    | 42.00    | 1877Forparts.Com - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 80.90    | 4Te*Pye-Barker Fire & Saf - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 10.19    | 4Te*Pye-Barker Fire & Saf - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$    | 10.19    | 4Te*Pye-Barker Fire & Saf - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 10.19    | 4Te*Pye-Barker Fire & Saf - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$    | 10.18    | 4Te*Pye-Barker Fire & Saf - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 136.50   | 4Te*Pye-Barker Fire & Saf - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 907.44   | 4Te*Pye-Barker Fire & Saf - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 620.70   | 4Te*Pye-Barker Fire & Saf - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 1,082.75 | 4Te*Pye-Barker Fire & Saf - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Facilities \$    | 37.50    | 4Te*Pye-Barker Fire & Saf - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Facilities \$    | 12.50    | 4Te*Pye-Barker Fire & Saf - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Transit \$       | 455.80   | 4Te*Tel Net Systems - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 1,496.15 | 4Te*Tel Net Systems - PCard       |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 35.70    | A&H Specialties - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$    | 35.69    | A&H Specialties - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 329.99   | A&H Specialties - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 85.00    | A&H Specialties - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$    | 84.99    | A&H Specialties - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 7.84     | A&H Specialties - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 169.99   | A&H Specialties - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 7.38     | A&H Specialties - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$    | 317.84   | A&H Specialties - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$    | 112.01   | A&H Specialties - PCard           |

| Check Date | Check # | Name             | Fund Name         | Amount     | Item Desc                         |
|------------|---------|------------------|-------------------|------------|-----------------------------------|
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 30.00      | A&H Specialties - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 30.00      | A&H Specialties - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 278.99     | A&H Specialties - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | PD Program \$     | 2,385.00   | Aa & A Auto Rental - PCard        |
| 02/02/2026 | ACH     | U.S. Bank PCards | PD Program \$     | 425.00     | Aa & A Auto Rental - PCard        |
| 02/02/2026 | ACH     | U.S. Bank PCards | P.W. Admin \$     | 38.00      | Aaim - Services - PCard           |
| 02/02/2026 | ACH     | U.S. Bank PCards | Transit \$        | 855.65     | Abc Florida Parts Call Ct - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 119.00     | Abpa - PCard                      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 208.00     | Achillion - PCard                 |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 59.99      | Adobe Inc - PCard                 |
| 02/02/2026 | ACH     | U.S. Bank PCards | Transit \$        | 69.99      | Adobe Inc - PCard                 |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 12.99      | Adobe Inc - PCard                 |
| 02/02/2026 | ACH     | U.S. Bank PCards | General \$        | 19.99      | Adobe Inc - PCard                 |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 59.99      | Adobe Inc - PCard                 |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 69.99      | Adobe Inc - PCard                 |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 77.37      | Adobe Inc - PCard                 |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 690.00     | Aed Superstore - PCard            |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 65.58      | Agilent Technologies, - PCard     |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$     | 1,630.85   | Agilent Technologies, - PCard     |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$        | 1,552.50   | Air Controls-Billings, I - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Parking \$        | 569.66     | Air Controls-Billings, I - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 2,480.00   | Airdata Enterprise - PCard        |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | (2,480.00) | Airdata Enterprise - PCard        |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 1,700.00   | Airdata.Com - PCard               |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$          | 533.50     | Airgas Llc -Central C258 - PCard  |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 41.18      | Albertsons #0038 - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 37.53      | Albertsons #0038 - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 41.42      | Albertsons #0038 - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$    | 39.90      | Albertsons #0038 - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Street/Traffic \$ | 47.95      | Albertsons #0047 - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Transit \$        | 18.47      | Albertsons #0630 - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$  | 19.96      | Albertsons #1227 - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | PD Program \$     | 11.99      | Albertsons #1227 - PCard          |

| Check Date | Check # | Name             | Fund Name        | Amount   | Item Desc                        |
|------------|---------|------------------|------------------|----------|----------------------------------|
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 35.90    | Albertsons #4025 - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 7.00     | Albertsons #4041 - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Court Grants \$  | 25.09    | Albertsons #4041 - PCard         |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 5.49     | Albertsons 3367 - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 24.98    | Albertsons 3447 - PCard          |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 300.00   | Allegra Billings Mt - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 1,589.02 | Allegra Billings Mt - PCard      |
| 02/02/2026 | ACH     | U.S. Bank PCards | PD Program \$    | 600.00   | Alliance For Hope Intern - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | PD Program \$    | 600.00   | Alliance For Hope Intern - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 53.40    | Alsco Inc. - PCard               |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 91.97    | Alsco Inc. - PCard               |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 13.35    | Alsco Inc. - PCard               |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 54.01    | Alsco Inc. - PCard               |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 41.89    | Alsco Inc. - PCard               |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 146.72   | Alsco Inc. - PCard               |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 102.00   | Alsco Inc. - PCard               |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 53.40    | Alsco Inc. - PCard               |
| 02/02/2026 | ACH     | U.S. Bank PCards | Facilities \$    | 222.95   | Alsco Inc. - PCard               |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 38.24    | Alsco Inc. - PCard               |
| 02/02/2026 | ACH     | U.S. Bank PCards | Facilities \$    | 410.42   | Alsco Inc. - PCard               |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 10.99    | Amazon Mark* 235B94Fe3 - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Facilities \$    | 7.76     | Amazon Mark* 9V9Ur6Vl3 - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Facilities \$    | 36.98    | Amazon Mark* A55Vx6Cs3 - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 9.99     | Amazon Mark* B79Cf66G3 - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | General \$       | (5.99)   | Amazon Mark* Bi7X25Gp0 - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 97.00    | Amazon Mark* E66Vp1Ar3 - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 18.71    | Amazon Mark* H75Jd47K3 - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$    | 18.71    | Amazon Mark* H75Jd47K3 - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | CDBG \$          | 34.99    | Amazon Mark* H98Tk9K83 - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 277.89   | Amazon Mark* Ha9Zt6T63 - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Transit \$       | 106.69   | Amazon Mark* Id5Wb9Zo3 - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 28.07    | Amazon Mark* Ip8J81Ni3 - PCard   |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$    | 28.06    | Amazon Mark* Ip8J81Ni3 - PCard   |

| Check Date | Check # | Name             | Fund Name        | Amount  | Item Desc                      |
|------------|---------|------------------|------------------|---------|--------------------------------|
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 73.65   | Amazon Mark* L41J26Sl3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Facilities \$    | 222.90  | Amazon Mark* M93O37Lg3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$    | 159.98  | Amazon Mark* Mt5Q38Uv3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Facilities \$    | 52.12   | Amazon Mark* Ur9Px29H3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | General \$       | 116.99  | Amazon Mark* V37Ab96D3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | (49.99) | Amazon Mark* V37B93143 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Facilities \$    | (68.18) | Amazon Mark* Yu8Bs4X33 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 19.49   | Amazon Mark* Z79Rx2633 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 8.89    | Amazon Mktpl*016Xz9D63 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$    | 48.43   | Amazon Mktpl*0J73F4X43 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 30.74   | Amazon Mktpl*1G6Rn9Da3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$    | 10.25   | Amazon Mktpl*1G6Rn9Da3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Fleet \$         | 208.05  | Amazon Mktpl*1J85W4H63 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Engineering \$   | 18.46   | Amazon Mktpl*1M8L35Vr3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Airport \$       | 732.15  | Amazon Mktpl*1W3Z432K3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Transit \$       | 39.80   | Amazon Mktpl*247V37Yh3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 123.14  | Amazon Mktpl*2T1Yp77P3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | General \$       | 31.48   | Amazon Mktpl*338Ry63D3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Parking \$       | 17.06   | Amazon Mktpl*3515H6Sh3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | IT Resources \$  | 59.95   | Amazon Mktpl*3A3Gr43T3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 4.99    | Amazon Mktpl*3J6Eo1Pf3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 3.89    | Amazon Mktpl*3J6Eo1Pf3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 146.25  | Amazon Mktpl*3K62E6Ze3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 42.12   | Amazon Mktpl*3Q12N6H23 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 185.89  | Amazon Mktpl*3Y5Gi7P63 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 235.96  | Amazon Mktpl*3Z4Ua6L53 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 18.33   | Amazon Mktpl*4C72W4633 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | General \$       | 68.74   | Amazon Mktpl*4F64D02F3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 33.99   | Amazon Mktpl*5G48D6Cu3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$   | 29.99   | Amazon Mktpl*5I3Lp9Q93 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Solid Waste \$   | 6.99    | Amazon Mktpl*5I3Lp9Q93 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Transit \$       | 52.26   | Amazon Mktpl*6770Q80T3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 49.98   | Amazon Mktpl*7S2Gu4Hz3 - PCard |

| Check Date | Check # | Name             | Fund Name        | Amount | Item Desc                      |
|------------|---------|------------------|------------------|--------|--------------------------------|
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 7.98   | Amazon Mktpl*8S6Gf8Ze3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 148.89 | Amazon Mktpl*9E0Jg5Ye3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 99.98  | Amazon Mktpl*9K61E3983 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 3.99   | Amazon Mktpl*9Y2Ye34G3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 26.00  | Amazon Mktpl*9Y2Ye34G3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | P.W. Admin \$    | 89.99  | Amazon Mktpl*Ag5Ya9Mb3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | IT Resources \$  | 74.78  | Amazon Mktpl*Ah0Ek3Ch3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 7.52   | Amazon Mktpl*Ai3Y32973 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Building \$      | 49.22  | Amazon Mktpl*Am0E42Kh3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 347.69 | Amazon Mktpl*A09Y54X03 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Water \$         | 14.54  | Amazon Mktpl*B12Tu2V13 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Wastewater \$    | 4.85   | Amazon Mktpl*B12Tu2V13 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 151.96 | Amazon Mktpl*Bc5C79Wg3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 11.94  | Amazon Mktpl*Bf18B8F43 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Transit \$       | 85.00  | Amazon Mktpl*Bl0Ta2293 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | CDBG \$          | 18.25  | Amazon Mktpl*D153V3Cp3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 45.98  | Amazon Mktpl*Do7Sr0B23 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | PD Program \$    | 13.29  | Amazon Mktpl*Ds9Hi5Kc3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Transit \$       | 13.29  | Amazon Mktpl*Ds9Hi5Kc3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Building \$      | 17.90  | Amazon Mktpl*Dt28F37K3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 31.37  | Amazon Mktpl*F688C0433 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 19.00  | Amazon Mktpl*Fi3Wm18B3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Transit \$       | 14.54  | Amazon Mktpl*Fw7Cs6Pn3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Library \$       | 11.47  | Amazon Mktpl*Fy2Qu3Kd3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | General \$       | 11.40  | Amazon Mktpl*Fy9356Y33 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 11.27  | Amazon Mktpl*G28Gj6Jd3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 11.28  | Amazon Mktpl*G28Gj6Jd3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 33.29  | Amazon Mktpl*G76H33Qn3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Park Dist 1 \$   | 291.27 | Amazon Mktpl*Gi8Is2As3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 10.85  | Amazon Mktpl*Ha62J7Te3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Engineering \$   | 18.84  | Amazon Mktpl*Hc4Sw4Lc3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | Public Safety \$ | 139.96 | Amazon Mktpl*He8Xe9Fx3 - PCard |
| 02/02/2026 | ACH     | U.S. Bank PCards | General \$       | 7.57   | Amazon Mktpl*Hz8Pt0U23 - PCard |

| Check Date | Check # | Name                      | Fund Name        | Amount    | Item Desc                                         |
|------------|---------|---------------------------|------------------|-----------|---------------------------------------------------|
| 02/02/2026 | ACH     | U.S. Bank PCards          | Transit \$       | 8.49      | Amazon Mktpl*Ip1364Sf3 - PCard                    |
| 02/02/2026 | ACH     | U.S. Bank PCards          | Water \$         | 9.97      | Amazon Mktpl*Iq5W43Dc3 - PCard                    |
| 02/02/2026 | ACH     | U.S. Bank PCards          | Wastewater \$    | 9.97      | Amazon Mktpl*Iq5W43Dc3 - PCard                    |
| 02/02/2026 | ACH     | U.S. Bank PCards          | Public Safety \$ | 176.04    | Amazon Mktpl*lu2263F53 - PCard                    |
| 02/02/2026 | ACH     | U.S. Bank PCards          | Wastewater \$    | 119.74    | Amazon Mktpl*Iv5Yv8Zh3 - PCard                    |
| 02/02/2026 | ACH     | U.S. Bank PCards          | Engineering \$   | 572.63    | Amazon Mktpl*Kf1Xg3713 - PCard                    |
| 02/02/2026 | ACH     | U.S. Bank PCards          | Public Safety \$ | 43.89     | Amazon Mktpl*Kk0Pp60Z3 - PCard                    |
| 02/02/2026 | ACH     | U.S. Bank PCards          | Library \$       | 55.69     | Amazon Mktpl*Kp5Kc3Pu3 - PCard                    |
| 02/02/2026 | ACH     | U.S. Bank PCards          | Library \$       | 20.24     | Amazon Mktpl*Kw8NI6643 - PCard                    |
| 02/02/2026 | ACH     | U.S. Bank PCards          | Library \$       | 64.27     | Amazon Mktpl*Lw50J4Ds3 - PCard                    |
| 02/02/2026 | ACH     | U.S. Bank PCards          | Library \$       | 11.67     | Amazon Mktpl*Mh41R0D13 - PCard                    |
| 02/02/2026 | ACH     | U.S. Bank PCards          | Public Safety \$ | 17.79     | Amazon Mktpl*MI83O84J3 - PCard                    |
| 02/02/2026 | ACH     | U.S. Bank PCards          | Public Safety \$ | 56.85     | Amazon Mktpl*My29P8V23 - PCard                    |
| 02/02/2026 | ACH     | U.S. Bank PCards          | Engineering \$   | 52.72     | Amazon Mktpl*Os6705363 - PCard                    |
| 02/02/2026 | ACH     | U.S. Bank PCards          | Public Safety \$ | 73.58     | Amazon Mktpl*P994R4413 - PCard                    |
| 02/02/2026 | ACH     | U.S. Bank PCards          | Wastewater \$    | 11.19     | Amazon Mktpl*Pe2Y73Sr3 - PCard                    |
| 02/02/2026 | ACH     | U.S. Bank PCards          | Park Dist 1 \$   | 73.64     | Amazon Mktpl*Ps7Cr64N3 - PCard                    |
| 02/02/2026 | ACH     | U.S. Bank PCards          | General \$       | 44.21     | Amazon Mktpl*Pu9Cx5Gd3 - PCard                    |
| 02/02/2026 | ACH     | U.S. Bank PCards          | Library \$       | 11.23     | Amazon Mktpl*Qh50N9P33 - PCard                    |
| 02/02/2026 | ACH     | U.S. Bank PCards          | Public Safety \$ | 19.98     | Amazon Mktpl*Qw1Mv5Di3 - PCard                    |
| 02/02/2026 | ACH     | VertexOne Software        | P.W. Admin \$    | 3,904.15  | service for Dec 2025                              |
| 02/02/2026 | ACH     | Western Water Consultants | CDBG \$          | 5,588.80  | 1302 Parkhill Dr- Bus Bench Concrete Pad Easement |
| 01/28/2026 | 350811  | EBMS Import               | City Ins Fund \$ | 11,523.02 | EBMS INSURANCE PAYMENTS                           |
| 01/28/2026 | 350813  | EBMS Import               | City Ins Fund \$ | 39,490.14 | EBMS INSURANCE PAYMENTS                           |
| 01/28/2026 | 350814  | EBMS Import               | City Ins Fund \$ | 4,628.00  | EBMS INSURANCE PAYMENTS                           |
| 01/28/2026 | 350815  | EBMS Import               | City Ins Fund \$ | 16,784.84 | EBMS INSURANCE PAYMENTS                           |
| 01/28/2026 | 350817  | EBMS Import               | City Ins Fund \$ | 78,211.53 | EBMS INSURANCE PAYMENTS                           |
| 01/28/2026 | 350818  | EBMS Import               | City Ins Fund \$ | 6,568.00  | EBMS INSURANCE PAYMENTS                           |
| 01/28/2026 | 350819  | EBMS Import               | City Ins Fund \$ | 7,598.25  | EBMS INSURANCE PAYMENTS                           |
| 01/28/2026 | 350830  | EBMS Import               | City Ins Fund \$ | 67,999.90 | EBMS INSURANCE PAYMENTS                           |
| 01/28/2026 | 350837  | EBMS Import               | City Ins Fund \$ | 12,813.16 | EBMS INSURANCE PAYMENTS                           |
| 01/28/2026 | 350847  | EBMS Import               | City Ins Fund \$ | 4,700.77  | EBMS INSURANCE PAYMENTS                           |
| 01/28/2026 | 350853  | EBMS Import               | City Ins Fund \$ | 3,973.68  | EBMS INSURANCE PAYMENTS                           |

| Check Date | Check # | Name                      | Fund Name     | Amount        | Item Desc                                |
|------------|---------|---------------------------|---------------|---------------|------------------------------------------|
| 01/28/2026 | 350867  | EBMS Import               | City Ins Fund | \$ 5,253.46   | EBMS INSURANCE PAYMENTS                  |
| 01/28/2026 | 350873  | EBMS Import               | City Ins Fund | \$ 2,884.52   | EBMS INSURANCE PAYMENTS                  |
| 01/28/2026 | 350874  | EBMS Import               | City Ins Fund | \$ 7,062.86   | EBMS INSURANCE PAYMENTS                  |
| 01/28/2026 | 350880  | EBMS Import               | City Ins Fund | \$ 33,051.54  | EBMS INSURANCE PAYMENTS                  |
| 01/28/2026 | 350885  | EBMS Import               | City Ins Fund | \$ 2,557.50   | EBMS INSURANCE PAYMENTS                  |
| 01/28/2026 | 350888  | EBMS Import               | City Ins Fund | \$ 6,389.70   | EBMS INSURANCE PAYMENTS                  |
| 01/28/2026 | 350910  | EBMS Import               | City Ins Fund | \$ 67,537.73  | EBMS INSURANCE PAYMENTS                  |
| 01/28/2026 | 350928  | EBMS Import               | City Ins Fund | \$ 38,370.20  | EBMS INSURANCE PAYMENTS                  |
| 01/28/2026 | 350930  | EBMS Import               | City Ins Fund | \$ 12,640.30  | EBMS INSURANCE PAYMENTS                  |
| 01/28/2026 | 350932  | EBMS Import               | City Ins Fund | \$ 107,971.66 | EBMS INSURANCE PAYMENTS                  |
| 01/28/2026 | 350933  | EBMS Import               | City Ins Fund | \$ 2,544.00   | EBMS INSURANCE PAYMENTS                  |
| 01/28/2026 | 350934  | EBMS Import               | City Ins Fund | \$ 6,395.50   | EBMS INSURANCE PAYMENTS                  |
| 01/28/2026 | 350963  | EBMS Import               | City Ins Fund | \$ 67,858.79  | EBMS INSURANCE PAYMENTS                  |
| 01/28/2026 | 350993  | EBMS Import               | City Ins Fund | \$ 19,005.99  | EBMS INSURANCE PAYMENTS                  |
| 01/28/2026 | 350999  | EBMS Import               | City Ins Fund | \$ 4,194.66   | EBMS INSURANCE PAYMENTS                  |
| 01/28/2026 | 351013  | EBMS Import               | City Ins Fund | \$ 174,405.27 | EBMS INSURANCE PAYMENTS                  |
| 01/28/2026 | 351014  | EBMS Import               | City Ins Fund | \$ 20,595.50  | EBMS INSURANCE PAYMENTS                  |
| 01/28/2026 | 351018  | EBMS Import               | City Ins Fund | \$ 6,026.46   | EBMS INSURANCE PAYMENTS                  |
| 02/02/2026 | 886966  | 3-V Distributing          | Fleet         | \$ 106.00     | 25788                                    |
| 02/02/2026 | 886966  | 3-V Distributing          | Fleet         | \$ 350.00     | 25788                                    |
| 02/02/2026 | 886966  | 3-V Distributing          | Fleet         | \$ 151.00     | 25788                                    |
| 02/02/2026 | 886966  | 3-V Distributing          | Fleet         | \$ 960.00     | 25790                                    |
| 02/02/2026 | 886966  | 3-V Distributing          | Fleet         | \$ 126.00     | 25790                                    |
| 02/02/2026 | 886966  | 3-V Distributing          | Fleet         | \$ 223.00     | 25788                                    |
| 02/02/2026 | 886966  | 3-V Distributing          | Fleet         | \$ 4,560.00   | 25788                                    |
| 02/02/2026 | 886966  | 3-V Distributing          | Fleet         | \$ 18.00      | 25788                                    |
| 02/02/2026 | 886966  | 3-V Distributing          | Fleet         | \$ 65.00      | 25788                                    |
| 02/02/2026 | 886966  | 3-V Distributing          | Fleet         | \$ 19.00      | 25788                                    |
| 02/02/2026 | 886967  | A-1 Machine & Fabrication | Solid Waste   | \$ 6,145.20   | supplies to repair old containers        |
| 02/02/2026 | 886969  | Advanced Employment       | Solid Waste   | \$ 673.40     | Contract Labor SW Landfill...Week Endin  |
| 02/02/2026 | 886969  | Advanced Employment       | Solid Waste   | \$ 5,350.80   | Contract Labor - Landfill - Week ending  |
| 02/02/2026 | 886969  | Advanced Employment       | Solid Waste   | \$ 91.00      | Contract labor - Landfill...Week ending  |
| 02/02/2026 | 886969  | Advanced Employment       | Solid Waste   | \$ 5,505.50   | contract labor for week ending 01/11/202 |

| Check Date | Check # | Name                  | Fund Name        | Amount    | Item Desc                                      |
|------------|---------|-----------------------|------------------|-----------|------------------------------------------------|
| 02/02/2026 | 886970  | Air Controls-Billings | Facilities \$    | 22,118.18 | Inv. # 57740 Pay App #6 RETAINAGE RELEASE      |
| 02/02/2026 | 886972  | Alpha Overhead Door   | Transit \$       | 500.00    | 41802563 door repair                           |
| 02/02/2026 | 886972  | Alpha Overhead Door   | Transit \$       | 1,165.00  | 41414099 annual door service                   |
| 02/02/2026 | 886972  | Alpha Overhead Door   | Transit \$       | 1,070.00  | 41413683 garage repair (13)                    |
| 02/02/2026 | 886977  | BAR 10                | Park Dist 1 \$   | 10,500.00 | concrete Pioneer Park part of basketball court |
| 02/02/2026 | 886988  | Century Link          | Phone System \$  | 49.70     | Animal Control Fax                             |
| 02/02/2026 | 886988  | Century Link          | Airport \$       | 49.20     | Airport Terminal Power M                       |
| 02/02/2026 | 886988  | Century Link          | Library \$       | 421.11    | Library 6 lines                                |
| 02/02/2026 | 886988  | Century Link          | Phone System \$  | 63.73     | MET Fax and Kenco Fax                          |
| 02/02/2026 | 886988  | Century Link          | Phone System \$  | 118.08    | Library 4 lines                                |
| 02/02/2026 | 886988  | Century Link          | Phone System \$  | 93.16     | Library 4 lines                                |
| 02/02/2026 | 886988  | Century Link          | Phone System \$  | 416.71    | Library 4 lines                                |
| 02/02/2026 | 886988  | Century Link          | Public Safety \$ | 49.20     | 406-245-1743 Fire Elevator                     |
| 02/02/2026 | 886988  | Century Link          | Phone System \$  | 63.73     | Streets Fax                                    |
| 02/02/2026 | 886988  | Century Link          | Phone System \$  | 61.97     | Pioneer Park                                   |
| 02/02/2026 | 886988  | Century Link          | EOC 911 \$       | 45.65     | 911                                            |
| 02/02/2026 | 886988  | Century Link          | Phone System \$  | 61.97     | Fire Alarm                                     |
| 02/02/2026 | 886988  | Century Link          | EOC 911 \$       | 45.65     | 911                                            |
| 02/02/2026 | 886988  | Century Link          | Water \$         | 39.44     | PUD Alarm Water Tower                          |
| 02/02/2026 | 886988  | Century Link          | Phone System \$  | 57.85     | Miller Building                                |
| 02/02/2026 | 886988  | Century Link          | IT Resources \$  | (212.17)  | Kenco Security Alarm IT Alarm                  |
| 02/02/2026 | 886988  | Century Link          | Phone System \$  | 163.77    | PRPL -Fax and Senior center fax                |
| 02/02/2026 | 886988  | Century Link          | Public Safety \$ | 46.19     | Crime Prevention Alarm                         |
| 02/02/2026 | 886988  | Century Link          | Airport \$       | 45.66     | Airport Alarm                                  |
| 02/02/2026 | 886988  | Century Link          | Phone System \$  | 61.97     | Four Dances                                    |
| 02/02/2026 | 886988  | Century Link          | Phone System \$  | 61.97     | South Park                                     |
| 02/02/2026 | 886988  | Century Link          | Water \$         | 185.91    | Water Department Alarm                         |
| 02/02/2026 | 886988  | Century Link          | EOC 911 \$       | 300.00    | 9-1-1 Center Landfill #2                       |
| 02/02/2026 | 886988  | Century Link          | Phone System \$  | 115.86    | Airport Measured Lines                         |
| 02/02/2026 | 886988  | Century Link          | Solid Waste \$   | 84.38     | Solid Waste Landfill                           |
| 02/02/2026 | 886988  | Century Link          | EOC 911 \$       | 2,495.90  | 9-1-1 Center                                   |
| 02/02/2026 | 886988  | Century Link          | Public Safety \$ | 119.32    | Fire                                           |
| 02/02/2026 | 886988  | Century Link          | EOC 911 \$       | 311.26    | 9-1-1 Center Fox Reservoir #2                  |

| Check Date | Check # | Name         | Fund Name      | Amount      | Item Desc                                         |
|------------|---------|--------------|----------------|-------------|---------------------------------------------------|
| 02/02/2026 | 886988  | Century Link | Phone System   | \$ 191.19   | WWTP Conference Room                              |
| 02/02/2026 | 886988  | Century Link | Phone System   | \$ 185.91   | BOC Alarms                                        |
| 02/02/2026 | 886988  | Century Link | Airport        | \$ 31.99    | Bill Date: Aug 16, 2021.                          |
| 02/02/2026 | 886988  | Century Link | Public Safety  | \$ 118.28   | Fire RR Crossing Alarm                            |
| 02/02/2026 | 886988  | Century Link | Phone System   | \$ 2,764.00 | Main System Centrex                               |
| 02/02/2026 | 886988  | Century Link | Phone System   | \$ 817.12   | Main System Centrex                               |
| 02/02/2026 | 886988  | Century Link | Phone System   | \$ 616.31   | Main System Centrex                               |
| 02/02/2026 | 886988  | Century Link | Park Dist 1    | \$ 46.00    | Parks 3890 Stillwater                             |
| 02/02/2026 | 886988  | Century Link | Parking        | \$ 49.20    | Park 1 Elevator Phone                             |
| 02/02/2026 | 886988  | Century Link | Planning       | \$ 54.20    | Planning Traffic Central 9th                      |
| 02/02/2026 | 886988  | Century Link | Phone System   | \$ 108.40   | PUD Measured Lines                                |
| 02/02/2026 | 886988  | Century Link | Public Safety  | \$ 35.19    | Fire Maintenance Shop                             |
| 02/02/2026 | 886988  | Century Link | Planning       | \$ 54.20    | Planning Traffic Central Broadwater               |
| 02/02/2026 | 886988  | Century Link | Street/Traffic | \$ 49.20    | PW Traffic Signal 24 Central                      |
| 02/02/2026 | 886988  | Century Link | Park Dist 1    | \$ 63.00    | Stewart Park Batting Cages                        |
| 02/02/2026 | 886988  | Century Link | General        | \$ -        | Cemetery Kenco Line                               |
| 02/02/2026 | 886988  | Century Link | Park Dist 1    | \$ 66.00    | Parks                                             |
| 02/02/2026 | 886988  | Century Link | P.W. Admin     | \$ 118.40   | Measured Lines Depot 50/50                        |
| 02/02/2026 | 886988  | Century Link | Public Safety  | \$ 59.20    | Fire 5 911 Line                                   |
| 02/02/2026 | 886988  | Century Link | Street/Traffic | \$ 35.19    | PW Traffic 3728 McDougall                         |
| 02/02/2026 | 886988  | Century Link | Engineering    | \$ 118.40   | Measured Lines Depot 50/50                        |
| 02/02/2026 | 886988  | Century Link | Solid Waste    | \$ 187.10   | SW Landfill                                       |
| 02/02/2026 | 886988  | Century Link | Airport        | \$ 78.20    | Airport -Charges for Airport phone fax alarm line |
| 02/02/2026 | 886988  | Century Link | Wastewater     | \$ 56.33    | PUD Sahara Sand Lift Station                      |
| 02/02/2026 | 886988  | Century Link | Fleet          | \$ 44.69    | Motor Pool                                        |
| 02/02/2026 | 886988  | Century Link | Airport        | \$ 49.19    | Airport P9 Building                               |
| 02/02/2026 | 886988  | Century Link | Phone System   | \$ 112.68   | BOC Measured Lines                                |
| 02/02/2026 | 886988  | Century Link | Airport        | \$ 83.58    | Airport                                           |
| 02/02/2026 | 886988  | Century Link | Parking        | \$ 35.19    | Park 2 Elevator Phone                             |
| 02/02/2026 | 886988  | Century Link | Airport        | \$ 45.19    | 406-252-0721 Airport 1FB Line                     |
| 02/02/2026 | 886988  | Century Link | Phone System   | \$ 108.40   | Met Measured Lines                                |
| 02/02/2026 | 886988  | Century Link | Radio          | \$ 311.26   | Fire Airport Radio Tower Jellison                 |
| 02/02/2026 | 886988  | Century Link | Radio          | \$ 311.26   | Fire Airport Radio Tower WCK                      |

| Check Date | Check # | Name                    | Fund Name     | Amount       | Item Desc                                     |
|------------|---------|-------------------------|---------------|--------------|-----------------------------------------------|
| 02/02/2026 | 886994  | Civicplus               | IT Resources  | \$ 7,250.00  | Website Two Day On-Site Training              |
| 02/02/2026 | 886999  | Con-Wal                 | Solid Waste   | \$ 9,413.24  | TARPS                                         |
| 02/02/2026 | 887005  | Dana Safety Supply      | Fleet         | \$ 1,107.60  | 994698                                        |
| 02/02/2026 | 887005  | Dana Safety Supply      | Fleet         | \$ 19,515.00 | 994698                                        |
| 02/02/2026 | 887007  | Dell Computer           | Engineering   | \$ 2,668.73  | Dell Pro Max 14, dock, 24" monitor            |
| 02/02/2026 | 887007  | Dell Computer           | Engineering   | \$ 1,853.66  | Dell Pro Max Slim                             |
| 02/02/2026 | 887007  | Dell Computer           | Engineering   | \$ 981.52    | Dell Pro Max Slim                             |
| 02/02/2026 | 887007  | Dell Computer           | Public Safety | \$ 158.91    | 1- 27" monitor                                |
| 02/02/2026 | 887007  | Dell Computer           | Building      | \$ 1,430.19  | 9 27" monitors -each building person          |
| 02/02/2026 | 887007  | Dell Computer           | Public Safety | \$ 317.82    | 2 -27" monitors                               |
| 02/02/2026 | 887007  | Dell Computer           | IT Resources  | \$ 381.18    | Docking station                               |
| 02/02/2026 | 887012  | Digicert Inc            | IT Resources  | \$ 7,587.84  | DigiCert Sub-4-FQDN and 2- Wildcard one year  |
| 02/02/2026 | 887018  | Empire Garage Owner's   | Parking       | \$ 6,804.83  | IN001767_CITY OF BILLINGS DECEMBER ASSESSMENT |
| 02/02/2026 | 887018  | Empire Garage Owner's   | Parking       | \$ 9,099.74  | IN001774_CITY OF BILLINGS JAN 2026 ASSESSMENT |
| 02/02/2026 | 887034  | High Point Networks     | IT Resources  | \$ 56,772.00 | Annual Cortex XDR Renewal thru 1/24/2027      |
| 02/02/2026 | 887036  | Hrdc                    | CDBG          | \$ 36,529.42 | HOME-ARP Supportive Svcs-Reimbfor Q1 FY26-27  |
| 02/02/2026 | 887040  | Ingram Library Services | Library       | \$ 27.18     | 93568691 Express                              |
| 02/02/2026 | 887040  | Ingram Library Services | Library       | \$ 0.01      | 93589801                                      |
| 02/02/2026 | 887040  | Ingram Library Services | Library       | \$ 9.43      | 93589801                                      |
| 02/02/2026 | 887040  | Ingram Library Services | Library       | \$ 53.94     | 93587052 Express                              |
| 02/02/2026 | 887040  | Ingram Library Services | Library       | \$ 33.17     | 93587052 Express                              |
| 02/02/2026 | 887040  | Ingram Library Services | Library       | \$ 34.19     | 93587052 Express                              |
| 02/02/2026 | 887040  | Ingram Library Services | Library       | \$ 120.29    | 93587052 Express                              |
| 02/02/2026 | 887040  | Ingram Library Services | Library       | \$ 0.05      | 93589802                                      |
| 02/02/2026 | 887040  | Ingram Library Services | Library       | \$ 17.70     | 93589802                                      |
| 02/02/2026 | 887040  | Ingram Library Services | Library       | \$ 17.11     | 93589802                                      |
| 02/02/2026 | 887040  | Ingram Library Services | Library       | \$ 69.58     | 93560390 Express                              |
| 02/02/2026 | 887040  | Ingram Library Services | Library       | \$ 78.18     | 93560390 Express                              |
| 02/02/2026 | 887040  | Ingram Library Services | Library       | \$ 13.79     | 93560390 Express                              |
| 02/02/2026 | 887040  | Ingram Library Services | Library       | \$ 77.53     | 93560390 Express                              |
| 02/02/2026 | 887040  | Ingram Library Services | Library       | \$ 0.06      | 93589800                                      |
| 02/02/2026 | 887040  | Ingram Library Services | Library       | \$ 50.07     | 93589800                                      |
| 02/02/2026 | 887040  | Ingram Library Services | Library       | \$ 16.79     | 93703475 Express                              |

| Check Date | Check # | Name                    | Fund Name | Amount    | Item Desc        |
|------------|---------|-------------------------|-----------|-----------|------------------|
| 02/02/2026 | 887040  | Ingram Library Services | Library   | \$ 0.14   | 93763400         |
| 02/02/2026 | 887040  | Ingram Library Services | Library   | \$ 11.20  | 93763400         |
| 02/02/2026 | 887040  | Ingram Library Services | Library   | \$ 16.79  | 93703474 Express |
| 02/02/2026 | 887040  | Ingram Library Services | Library   | \$ 1.49   | 93763399         |
| 02/02/2026 | 887040  | Ingram Library Services | Library   | \$ 186.30 | 93763399         |
| 02/02/2026 | 887040  | Ingram Library Services | Library   | \$ 0.91   | 93763401         |
| 02/02/2026 | 887040  | Ingram Library Services | Library   | \$ 35.40  | 93763401         |
| 02/02/2026 | 887040  | Ingram Library Services | Library   | \$ 17.69  | 93763401         |
| 02/02/2026 | 887040  | Ingram Library Services | Library   | \$ 28.24  | 93763401         |
| 02/02/2026 | 887040  | Ingram Library Services | Library   | \$ 0.20   | 93763402         |
| 02/02/2026 | 887040  | Ingram Library Services | Library   | \$ 20.34  | 93763402         |
| 02/02/2026 | 887040  | Ingram Library Services | Library   | \$ 7.99   | 93663614 Express |
| 02/02/2026 | 887040  | Ingram Library Services | Library   | \$ 3.00   | 93727276         |
| 02/02/2026 | 887040  | Ingram Library Services | Library   | \$ 10.19  | 93727276         |
| 02/02/2026 | 887040  | Ingram Library Services | Library   | \$ 70.12  | 93668262 Express |
| 02/02/2026 | 887040  | Ingram Library Services | Library   | \$ 46.38  | 93668262 Express |
| 02/02/2026 | 887040  | Ingram Library Services | Library   | \$ 55.14  | 93668262 Express |
| 02/02/2026 | 887040  | Ingram Library Services | Library   | \$ 99.30  | 93668262 Express |
| 02/02/2026 | 887040  | Ingram Library Services | Library   | \$ 0.12   | 93763398         |
| 02/02/2026 | 887040  | Ingram Library Services | Library   | \$ 13.79  | 93763398         |
| 02/02/2026 | 887040  | Ingram Library Services | Library   | \$ 27.58  | 93663612 Express |
| 02/02/2026 | 887040  | Ingram Library Services | Library   | \$ 1.32   | 93727274         |
| 02/02/2026 | 887040  | Ingram Library Services | Library   | \$ 33.63  | 93727274         |
| 02/02/2026 | 887040  | Ingram Library Services | Library   | \$ 5.19   | 93727274         |
| 02/02/2026 | 887040  | Ingram Library Services | Library   | \$ 11.37  | 93663613 Express |
| 02/02/2026 | 887040  | Ingram Library Services | Library   | \$ 1.68   | 93727275         |
| 02/02/2026 | 887040  | Ingram Library Services | Library   | \$ 28.96  | 93727275         |
| 02/02/2026 | 887040  | Ingram Library Services | Library   | \$ 17.40  | 93626954 Express |
| 02/02/2026 | 887040  | Ingram Library Services | Library   | \$ 0.82   | 93727272         |
| 02/02/2026 | 887040  | Ingram Library Services | Library   | \$ 38.65  | 93727272         |
| 02/02/2026 | 887040  | Ingram Library Services | Library   | \$ 193.23 | 93663611 Express |
| 02/02/2026 | 887040  | Ingram Library Services | Library   | \$ 269.29 | 93663611 Express |
| 02/02/2026 | 887040  | Ingram Library Services | Library   | \$ 163.09 | 93663611 Express |

| Check Date | Check # | Name                            | Fund Name     | Amount      | Item Desc                  |
|------------|---------|---------------------------------|---------------|-------------|----------------------------|
| 02/02/2026 | 887040  | Ingram Library Services         | Library       | \$ 15.99    | 93663611 Express           |
| 02/02/2026 | 887040  | Ingram Library Services         | Library       | \$ 67.54    | 93663611 Express           |
| 02/02/2026 | 887040  | Ingram Library Services         | Library       | \$ 3.00     | 93727273                   |
| 02/02/2026 | 887040  | Ingram Library Services         | Library       | \$ 410.34   | 93727273                   |
| 02/02/2026 | 887040  | Ingram Library Services         | Library       | \$ 7.99     | 93613966 Express           |
| 02/02/2026 | 887040  | Ingram Library Services         | Library       | \$ 16.79    | 93613966 Express           |
| 02/02/2026 | 887040  | Ingram Library Services         | Library       | \$ 11.99    | 93613966 Express           |
| 02/02/2026 | 887040  | Ingram Library Services         | Library       | \$ 0.74     | 93727271                   |
| 02/02/2026 | 887040  | Ingram Library Services         | Library       | \$ 29.15    | 93727271                   |
| 02/02/2026 | 887040  | Ingram Library Services         | Library       | \$ 79.98    | 93595732 Express           |
| 02/02/2026 | 887040  | Ingram Library Services         | Library       | \$ 1.44     | 93727270                   |
| 02/02/2026 | 887040  | Ingram Library Services         | Library       | \$ 20.38    | 93727270                   |
| 02/02/2026 | 887040  | Ingram Library Services         | Library       | \$ 90.54    | 93727270                   |
| 02/02/2026 | 887040  | Ingram Library Services         | Library       | \$ 8.44     | 93727270                   |
| 02/02/2026 | 887040  | Ingram Library Services         | Library       | \$ 2.88     | 93589803                   |
| 02/02/2026 | 887040  | Ingram Library Services         | Library       | \$ 274.13   | 93589803                   |
| 02/02/2026 | 887040  | Ingram Library Services         | Library       | \$ 946.82   | 93589803                   |
| 02/02/2026 | 887040  | Ingram Library Services         | Library       | \$ 110.26   | 93589803                   |
| 02/02/2026 | 887040  | Ingram Library Services         | Library       | \$ 609.88   | 93589803                   |
| 02/02/2026 | 887040  | Ingram Library Services         | Library       | \$ 92.95    | 93595731 Express           |
| 02/02/2026 | 887040  | Ingram Library Services         | Library       | \$ 507.58   | 93595731 Express           |
| 02/02/2026 | 887040  | Ingram Library Services         | Library       | \$ 997.89   | 93595731 Express           |
| 02/02/2026 | 887040  | Ingram Library Services         | Library       | \$ 145.50   | 93595731 Express           |
| 02/02/2026 | 887040  | Ingram Library Services         | Library       | \$ 1,127.88 | 93595731 Express           |
| 02/02/2026 | 887040  | Ingram Library Services         | Library       | \$ 0.14     | 93763403                   |
| 02/02/2026 | 887040  | Ingram Library Services         | Library       | \$ 11.20    | 93763403                   |
| 02/02/2026 | 887040  | Ingram Library Services         | Library       | \$ 3.00     | 93763405                   |
| 02/02/2026 | 887040  | Ingram Library Services         | Library       | \$ 34.22    | 93763405                   |
| 02/02/2026 | 887040  | Ingram Library Services         | Library       | \$ 3.00     | 93763404                   |
| 02/02/2026 | 887040  | Ingram Library Services         | Library       | \$ 70.80    | 93763404                   |
| 02/02/2026 | 887040  | Ingram Library Services         | Library       | \$ 3.00     | 93763406                   |
| 02/02/2026 | 887040  | Ingram Library Services         | Library       | \$ 17.11    | 93763406                   |
| 02/02/2026 | 887041  | Intermountain Health St Vincent | City Ins Fund | \$ 9,658.44 | EAP Services - 4th Quarter |

| Check Date | Check # | Name                     | Fund Name      | Amount       | Item Desc                            |
|------------|---------|--------------------------|----------------|--------------|--------------------------------------|
| 02/02/2026 | 887046  | K2 Civil                 | Park Dist 1    | \$ 57,432.92 | SEPT2025 PAYMENT; LANDON'S INCLUSIVE |
| 02/02/2026 | 887046  | K2 Civil                 | Park Dist 1    | \$ 188.71    | SEPT2025 PAYMENT; LANDON'S INCLUSIVE |
| 02/02/2026 | 887046  | K2 Civil                 | Park Dist 1    | \$ 352.77    | SEPT2025 PAYMENT; LANDON'S INCLUSIVE |
| 02/02/2026 | 887052  | Knife River              | Street/Traffic | \$ 7,580.44  | Winter Sand                          |
| 02/02/2026 | 887052  | Knife River              | Street/Traffic | \$ 7,140.28  | Wlnter Sand material                 |
| 02/02/2026 | 887057  | L P Anderson Tire        | Street/Traffic | \$ 112.95    | TIRE REPAIR; TIRE REPAIR             |
| 02/02/2026 | 887057  | L P Anderson Tire        | Fleet          | \$ 95.00     | 332611                               |
| 02/02/2026 | 887057  | L P Anderson Tire        | Fleet          | \$ 1,632.00  | 320704                               |
| 02/02/2026 | 887057  | L P Anderson Tire        | Transit        | \$ 235.90    | 380588 tire mounting                 |
| 02/02/2026 | 887057  | L P Anderson Tire        | Fleet          | \$ 75.40     | 295613                               |
| 02/02/2026 | 887057  | L P Anderson Tire        | Fleet          | \$ 3,384.00  | 336362                               |
| 02/02/2026 | 887074  | Montana Dakota Utilities | Public Safety  | \$ 715.82    | 307 111 5825 0                       |
| 02/02/2026 | 887074  | Montana Dakota Utilities | Water          | \$ 119.02    | 373 580 1000 9                       |
| 02/02/2026 | 887074  | Montana Dakota Utilities | Water          | \$ 119.02    | 373 580 1000 9                       |
| 02/02/2026 | 887074  | Montana Dakota Utilities | Park Dist 1    | \$ 93.89     | 501 473 1000 2                       |
| 02/02/2026 | 887074  | Montana Dakota Utilities | Water          | \$ 114.27    | 541 380 1000 1                       |
| 02/02/2026 | 887074  | Montana Dakota Utilities | Wastewater     | \$ 93.93     | 596 733 1000 5                       |
| 02/02/2026 | 887074  | Montana Dakota Utilities | Airport        | \$ 6,467.99  | 595 580 1000 1                       |
| 02/02/2026 | 887074  | Montana Dakota Utilities | Public Safety  | \$ 611.32    | 668 670 1000 2                       |
| 02/02/2026 | 887074  | Montana Dakota Utilities | Public Safety  | \$ 1,391.41  | 819 360 1000 8                       |
| 02/02/2026 | 887074  | Montana Dakota Utilities | Wastewater     | \$ 93.93     | 713 064 3190 0                       |
| 02/02/2026 | 887074  | Montana Dakota Utilities | Airport        | \$ 1,516.72  | 706 580 1000 7                       |
| 02/02/2026 | 887074  | Montana Dakota Utilities | Public Safety  | \$ 314.66    | 672 860 1000 3                       |
| 02/02/2026 | 887074  | Montana Dakota Utilities | Park Dist 1    | \$ 198.59    | 703 760 1000 8                       |
| 02/02/2026 | 887074  | Montana Dakota Utilities | Park Dist 1    | \$ 152.13    | 112 138 9381 8                       |
| 02/02/2026 | 887074  | Montana Dakota Utilities | Airport        | \$ 2,406.31  | 285 580 1000 6                       |
| 02/02/2026 | 887074  | Montana Dakota Utilities | Water          | \$ 125.05    | 162 660 1000 4                       |
| 02/02/2026 | 887074  | Montana Dakota Utilities | Water          | \$ 126.23    | 921 580 1000 6                       |
| 02/02/2026 | 887074  | Montana Dakota Utilities | Public Safety  | \$ 40.36     | 930 442 2308 4                       |
| 02/02/2026 | 887074  | Montana Dakota Utilities | Park Dist 1    | \$ 396.08    | 902 360 1000 6                       |
| 02/02/2026 | 887074  | Montana Dakota Utilities | Wastewater     | \$ 91.19     | 843 879 2205 1                       |
| 02/02/2026 | 887074  | Montana Dakota Utilities | Park Dist 1    | \$ 82.06     | 879 660 1000 8                       |
| 02/02/2026 | 887076  | Montana Rural Water      | Water          | \$ 3,300.00  | MRWS Conference - WTP                |

| Check Date | Check # | Name                    | Fund Name      | Amount       | Item Desc                                             |
|------------|---------|-------------------------|----------------|--------------|-------------------------------------------------------|
| 02/02/2026 | 887078  | Morrison Maierle        | Airport        | \$ 3,740.63  | Runway 7/25 Reconstruction & Extension Proj- Fed      |
| 02/02/2026 | 887078  | Morrison Maierle        | Airport        | \$ 15,454.68 | Runway Reconstruction & Extension Project - Fed       |
| 02/02/2026 | 887078  | Morrison Maierle        | Airport        | \$ 28,817.76 | Remodel Ticket Area & Baggage Belt System - Fed       |
| 02/02/2026 | 887078  | Morrison Maierle        | Airport        | \$ 10,192.55 | Remodel Ticket Area & Baggage Belt System - Non-El    |
| 02/02/2026 | 887078  | Morrison Maierle        | Airport        | \$ 8,686.77  | Airport Master Plan Update - Local Share              |
| 02/02/2026 | 887078  | Morrison Maierle        | Airport        | \$ 1,516.73  | Remodel Ticket Area & Baggage Belt System - Loc       |
| 02/02/2026 | 887078  | Morrison Maierle        | Airport        | \$ 196.87    | Runway 7/25 Reconstruction & Extension Proj- Local    |
| 02/02/2026 | 887078  | Morrison Maierle        | Airport        | \$ 813.40    | Runway Reconstruction & Extension Project - Loc       |
| 02/02/2026 | 887078  | Morrison Maierle        | Airport        | \$ 78,180.85 | Airport Master Plan Update - Federal Share            |
| 02/02/2026 | 887078  | Morrison Maierle        | Airport        | \$ 2,204.19  | FY26 Miscellaneous Services                           |
| 02/02/2026 | 887082  | MT Dept of Revenue-CGR2 | Park Dist 1    | \$ 580.13    | FINAL PAYMENT -SEPT25; playground Poly Vista          |
| 02/02/2026 | 887082  | MT Dept of Revenue-CGR2 | Park Dist 1    | \$ 1.91      | FINAL PAYMENT -SEPT25; playground Poly Vista          |
| 02/02/2026 | 887082  | MT Dept of Revenue-CGR2 | Park Dist 1    | \$ 3.56      | FINAL PAYMENT -SEPT25; playground Poly Vista          |
| 02/02/2026 | 887082  | MT Dept of Revenue-CGR2 | Airport        | \$ 100.30    | Runway 7/25 Reconstruction & Extension Proj- Local    |
| 02/02/2026 | 887082  | MT Dept of Revenue-CGR2 | Airport        | \$ 1,342.02  | Retainage Release                                     |
| 02/02/2026 | 887082  | MT Dept of Revenue-CGR2 | Airport        | \$ 1,905.66  | Runway 7/25 Reconstruction & Extension Proj- Fed      |
| 02/02/2026 | 887082  | MT Dept of Revenue-CGR2 | Facilities     | \$ 223.42    | Pay App #6 57740 RETAINAGE RELEASE                    |
| 02/02/2026 | 887084  | N Harris Computer       | Building       | \$ 70,473.45 | Annual Software Mntnce CityView: 2/1/26 -1/31/27      |
| 02/02/2026 | 887087  | Newman Traffic Signs    | Street/Traffic | \$ 3,638.90  | sign blanks                                           |
| 02/02/2026 | 887089  | NorthWestern Energy     | Park Dist 1    | \$ 1,211.82  | 0100506-5                                             |
| 02/02/2026 | 887089  | NorthWestern Energy     | Airport        | \$ 2,460.99  | 3477231-9. Parking Zone. January 2026                 |
| 02/02/2026 | 887089  | NorthWestern Energy     | Water          | \$ 5,227.54  | 0100540-4                                             |
| 02/02/2026 | 887089  | NorthWestern Energy     | Airport        | \$ 126.30    | 3085107-5. Employee Parking. January 2026             |
| 02/02/2026 | 887089  | NorthWestern Energy     | Wastewater     | \$ 379.05    | 822 Shiloh Crossing BLVD List...Dec 2025              |
| 02/02/2026 | 887089  | NorthWestern Energy     | Airport        | \$ 39,274.93 | 0100482-9. Vault Main account. January 2026           |
| 02/02/2026 | 887089  | NorthWestern Energy     | Water          | \$ 961.57    | 0100485-2                                             |
| 02/02/2026 | 887089  | NorthWestern Energy     | Parking        | \$ 2,375.19  | 0720834-1                                             |
| 02/02/2026 | 887089  | NorthWestern Energy     | Airport        | \$ 142.56    | 2001867-7. Detail Bay 5. Thrifty/Dollar. January 2026 |
| 02/02/2026 | 887089  | NorthWestern Energy     | Airport        | \$ 445.06    | 0712792-1. IP-7. January 2026                         |
| 02/02/2026 | 887089  | NorthWestern Energy     | Radio          | \$ 361.88    | 0721580-9                                             |
| 02/02/2026 | 887089  | NorthWestern Energy     | Airport        | \$ 1,129.41  | 0712800-2. IP-9. January 2026                         |
| 02/02/2026 | 887089  | NorthWestern Energy     | Park Dist 1    | \$ 22.05     | 0722237-5                                             |
| 02/02/2026 | 887089  | NorthWestern Energy     | Airport        | \$ 627.84    | 0712809-3. IP11/12 Alpine. January 2026               |

| Check Date | Check # | Name                | Fund Name      | Amount    | Item Desc                                          |
|------------|---------|---------------------|----------------|-----------|----------------------------------------------------|
| 02/02/2026 | 887089  | NorthWestern Energy | Park Dist 1 \$ | 22.57     | 0722247-4                                          |
| 02/02/2026 | 887089  | NorthWestern Energy | Park Dist 1 \$ | 72.80     | 0722251-6                                          |
| 02/02/2026 | 887089  | NorthWestern Energy | Airport \$     | 46.27     | 3733186-5. Airport Storage. January 2026           |
| 02/02/2026 | 887089  | NorthWestern Energy | Park Dist 1 \$ | 308.40    | 0720821-8                                          |
| 02/02/2026 | 887089  | NorthWestern Energy | Airport \$     | 197.42    | 2001862-8. Detail Bay 3. January 2026              |
| 02/02/2026 | 887089  | NorthWestern Energy | Facilities \$  | 728.54    | 0720829-1                                          |
| 02/02/2026 | 887089  | NorthWestern Energy | Airport \$     | 587.01    | 2001865-1. Detail Bay 4 Avis/Budget. January 2026  |
| 02/02/2026 | 887089  | NorthWestern Energy | Park Dist 1 \$ | 63.89     | 0720818-4                                          |
| 02/02/2026 | 887089  | NorthWestern Energy | Airport \$     | 322.48    | 2001855-2 Detail Bay 2 National/Alamo January 2026 |
| 02/02/2026 | 887089  | NorthWestern Energy | Park Dist 1 \$ | 45.20     | 0712387-0                                          |
| 02/02/2026 | 887089  | NorthWestern Energy | Airport \$     | 478.54    | 2001846-1. Mud Wash. January 2026                  |
| 02/02/2026 | 887089  | NorthWestern Energy | Park Dist 1 \$ | 181.14    | 0712536-2                                          |
| 02/02/2026 | 887089  | NorthWestern Energy | Airport \$     | 517.71    | 2001848-7. Detail Bay 1 Hertz. January 2026        |
| 02/02/2026 | 887089  | NorthWestern Energy | Wastewater \$  | 999.04    | 0100606-3                                          |
| 02/02/2026 | 887089  | NorthWestern Energy | Airport \$     | 1,320.26  | 1993430-6. Car Wash. January 2026                  |
| 02/02/2026 | 887089  | NorthWestern Energy | Airport \$     | 3,124.11  | 0100483-7. Runway Lights. January 2026             |
| 02/02/2026 | 887089  | NorthWestern Energy | Water \$       | 75,926.93 | 0100606-3                                          |
| 02/02/2026 | 887089  | NorthWestern Energy | Airport \$     | 1,777.27  | 0100484-5. ARFF Facility. January 2025             |
| 02/02/2026 | 887089  | NorthWestern Energy | Water \$       | 2,997.11  | 0100606-3                                          |
| 02/02/2026 | 887089  | NorthWestern Energy | Wastewater \$  | 68,354.23 | 0100591-7                                          |
| 02/02/2026 | 887089  | NorthWestern Energy | Airport \$     | 176.38    | 4318482-9. ASF. January 2025                       |
| 02/02/2026 | 887089  | NorthWestern Energy | Park Dist 1 \$ | 0.10      | 0722254-0                                          |
| 02/02/2026 | 887089  | NorthWestern Energy | Airport \$     | 151.37    | 1138926-9. Aero Interiors. January 2026            |
| 02/02/2026 | 887089  | NorthWestern Energy | Park Dist 1 \$ | 104.98    | 0722255-7                                          |
| 02/02/2026 | 887089  | NorthWestern Energy | Airport \$     | 288.48    | 3446396-8. USDA. January 2026                      |
| 02/02/2026 | 887089  | NorthWestern Energy | Park Dist 1 \$ | -         | 0722261-5                                          |
| 02/02/2026 | 887089  | NorthWestern Energy | Park Dist 1 \$ | -         | 0722262-3                                          |
| 02/02/2026 | 887089  | NorthWestern Energy | Park Dist 1 \$ | -         | 0722257-3                                          |
| 02/02/2026 | 887089  | NorthWestern Energy | Airport \$     | 551.28    | 1669567-8. TSA. January 2026                       |
| 02/02/2026 | 887089  | NorthWestern Energy | Park Dist 1 \$ | 105.79    | 0722260-7                                          |
| 02/02/2026 | 887089  | NorthWestern Energy | Park Dist 1 \$ | 203.53    | 0722266-4                                          |
| 02/02/2026 | 887089  | NorthWestern Energy | Park Dist 1 \$ | -         | 0722265-6                                          |
| 02/02/2026 | 887089  | NorthWestern Energy | Water \$       | 4,172.86  | 0722264-9                                          |

| Check Date | Check # | Name                | Fund Name     | Amount      | Item Desc |
|------------|---------|---------------------|---------------|-------------|-----------|
| 02/02/2026 | 887089  | NorthWestern Energy | Park Dist 1   | \$ 1.18     | 0722268-0 |
| 02/02/2026 | 887089  | NorthWestern Energy | Park Dist 1   | \$ 42.20    | 0722287-0 |
| 02/02/2026 | 887089  | NorthWestern Energy | Park Dist 1   | \$ 32.92    | 0722269-8 |
| 02/02/2026 | 887089  | NorthWestern Energy | Park Dist 1   | \$ 12.58    | 0722292-0 |
| 02/02/2026 | 887089  | NorthWestern Energy | Park Dist 1   | \$ 22.17    | 0722905-7 |
| 02/02/2026 | 887089  | NorthWestern Energy | Park Dist 1   | \$ 45.37    | 0722293-8 |
| 02/02/2026 | 887089  | NorthWestern Energy | Park Dist 1   | \$ 99.44    | 0722933-9 |
| 02/02/2026 | 887089  | NorthWestern Energy | Park Dist 1   | \$ 11.41    | 0723027-9 |
| 02/02/2026 | 887089  | NorthWestern Energy | Park Dist 1   | \$ 217.33   | 0723037-8 |
| 02/02/2026 | 887089  | NorthWestern Energy | Park Dist 1   | \$ 22.81    | 0723036-0 |
| 02/02/2026 | 887089  | NorthWestern Energy | Park Dist 1   | \$ 114.38   | 0723035-2 |
| 02/02/2026 | 887089  | NorthWestern Energy | Water         | \$ 2,929.68 | 0723040-2 |
| 02/02/2026 | 887089  | NorthWestern Energy | Park Dist 1   | \$ 42.41    | 0723044-4 |
| 02/02/2026 | 887089  | NorthWestern Energy | Park Dist 1   | \$ 58.01    | 0723042-8 |
| 02/02/2026 | 887089  | NorthWestern Energy | Park Dist 1   | \$ 74.08    | 0723045-1 |
| 02/02/2026 | 887089  | NorthWestern Energy | Park Dist 1   | \$ -        | 0723051-9 |
| 02/02/2026 | 887089  | NorthWestern Energy | Park Dist 1   | \$ -        | 0723052-7 |
| 02/02/2026 | 887089  | NorthWestern Energy | Park Dist 1   | \$ 27.43    | 0723055-0 |
| 02/02/2026 | 887089  | NorthWestern Energy | Park Dist 1   | \$ 43.61    | 0723054-3 |
| 02/02/2026 | 887089  | NorthWestern Energy | Park Dist 1   | \$ 40.42    | 0723056-8 |
| 02/02/2026 | 887089  | NorthWestern Energy | Park Dist 1   | \$ 28.86    | 0723058-4 |
| 02/02/2026 | 887089  | NorthWestern Energy | Park Dist 1   | \$ 23.85    | 0723057-6 |
| 02/02/2026 | 887089  | NorthWestern Energy | Park Dist 1   | \$ 38.52    | 0723170-7 |
| 02/02/2026 | 887089  | NorthWestern Energy | Park Dist 1   | \$ 22.05    | 0723162-4 |
| 02/02/2026 | 887089  | NorthWestern Energy | Park Dist 1   | \$ 32.00    | 0723090-7 |
| 02/02/2026 | 887089  | NorthWestern Energy | Water         | \$ 48.28    | 0723059-2 |
| 02/02/2026 | 887089  | NorthWestern Energy | Water         | \$ 497.11   | 1116452-2 |
| 02/02/2026 | 887089  | NorthWestern Energy | Facilities    | \$ 1,791.69 | 0975808-7 |
| 02/02/2026 | 887089  | NorthWestern Energy | Park Dist 1   | \$ 219.52   | 0925496-2 |
| 02/02/2026 | 887089  | NorthWestern Energy | Parks Maint   | \$ 22.81    | 0881455-0 |
| 02/02/2026 | 887089  | NorthWestern Energy | Public Safety | \$ 795.41   | 0871546-8 |
| 02/02/2026 | 887089  | NorthWestern Energy | Park Dist 1   | \$ 33.19    | 0789437-1 |
| 02/02/2026 | 887089  | NorthWestern Energy | Parks Maint   | \$ 38.07    | 0723879-3 |

| Check Date | Check # | Name                       | Fund Name         | Amount    | Item Desc                                       |
|------------|---------|----------------------------|-------------------|-----------|-------------------------------------------------|
| 02/02/2026 | 887089  | NorthWestern Energy        | Street/Traffic \$ | 22.05     | 0723645-8                                       |
| 02/02/2026 | 887089  | NorthWestern Energy        | Parks Maint \$    | 258.06    | 4299970-6                                       |
| 02/02/2026 | 887089  | NorthWestern Energy        | Transit \$        | 7,452.67  | 4270013-8                                       |
| 02/02/2026 | 887089  | NorthWestern Energy        | Park Dist 1 \$    | -         | 4204010-5                                       |
| 02/02/2026 | 887089  | NorthWestern Energy        | Parks Maint \$    | 4.20      | 4103439-8                                       |
| 02/02/2026 | 887089  | NorthWestern Energy        | Park Dist 1 \$    | 35.95     | 4089118-6                                       |
| 02/02/2026 | 887089  | NorthWestern Energy        | Park Dist 1 \$    | -         | 4086220-3                                       |
| 02/02/2026 | 887089  | NorthWestern Energy        | Park Dist 1 \$    | 32.00     | 4081700-9                                       |
| 02/02/2026 | 887089  | NorthWestern Energy        | Facilities \$     | 9,590.66  | 3927205-9                                       |
| 02/02/2026 | 887089  | NorthWestern Energy        | Facilities \$     | 83.34     | 3922089-2                                       |
| 02/02/2026 | 887089  | NorthWestern Energy        | Facilities \$     | 25.12     | 3866815-8                                       |
| 02/02/2026 | 887089  | NorthWestern Energy        | Parking \$        | 86.83     | 3835890-9                                       |
| 02/02/2026 | 887089  | NorthWestern Energy        | Parks Maint \$    | 0.41      | 3707236-0                                       |
| 02/02/2026 | 887089  | NorthWestern Energy        | Parks Maint \$    | 0.41      | 3707235-2                                       |
| 02/02/2026 | 887089  | NorthWestern Energy        | Parks Maint \$    | 0.41      | 3707234-5                                       |
| 02/02/2026 | 887089  | NorthWestern Energy        | Street/Traffic \$ | 0.73      | 3590004-2                                       |
| 02/02/2026 | 887089  | NorthWestern Energy        | Public Safety \$  | 2,489.16  | 3448739-7                                       |
| 02/02/2026 | 887089  | NorthWestern Energy        | Solid Waste \$    | 1,319.15  | 3252194-0                                       |
| 02/02/2026 | 887089  | NorthWestern Energy        | Park Dist 1 \$    | 22.95     | 3241436-9                                       |
| 02/02/2026 | 887089  | NorthWestern Energy        | Park Dist 1 \$    | 241.85    | 1941243-6                                       |
| 02/02/2026 | 887089  | NorthWestern Energy        | Water \$          | 22.57     | 1867265-9                                       |
| 02/02/2026 | 887089  | NorthWestern Energy        | Park Dist 1 \$    | 26.53     | 1836666-6                                       |
| 02/02/2026 | 887089  | NorthWestern Energy        | Transit \$        | 505.34    | 1784756-7                                       |
| 02/02/2026 | 887089  | NorthWestern Energy        | Street/Traffic \$ | 0.53      | 1748896-6                                       |
| 02/02/2026 | 887089  | NorthWestern Energy        | Street/Traffic \$ | 0.20      | 1740357-7                                       |
| 02/02/2026 | 887089  | NorthWestern Energy        | Parking \$        | 1,509.49  | 1594282-4                                       |
| 02/02/2026 | 887089  | NorthWestern Energy        | Parking \$        | 1,626.32  | 1569636-2                                       |
| 02/02/2026 | 887089  | NorthWestern Energy        | Park Dist 1 \$    | 46.92     | 1191404-1                                       |
| 02/02/2026 | 887089  | NorthWestern Energy        | Water \$          | 165.47    | 1142253-2                                       |
| 02/02/2026 | 887095  | Pioneer Technical Services | Tax Incrmnt S \$  | 2,742.50  | Professional Services through December 31, 2025 |
| 02/02/2026 | 887101  | Public Utilities           | Park Dist 1 \$    | 132.77    | 3060453                                         |
| 02/02/2026 | 887101  | Public Utilities           | Public Safety \$  | 82.81     | 3063998                                         |
| 02/02/2026 | 887101  | Public Utilities           | Airport \$        | 10,706.84 | 12/17/25-1/16/26 Water Service                  |

| Check Date | Check # | Name                              | Fund Name        | Amount                                                  | Item Desc |
|------------|---------|-----------------------------------|------------------|---------------------------------------------------------|-----------|
| 02/02/2026 | 887101  | Public Utilities                  | Transit \$       | 545.69 3057820                                          |           |
| 02/02/2026 | 887101  | Public Utilities                  | Solid Waste \$   | 16.12 3077970                                           |           |
| 02/02/2026 | 887101  | Public Utilities                  | Facilities \$    | 992.45 3090329                                          |           |
| 02/02/2026 | 887101  | Public Utilities                  | Wastewater \$    | 14.89 3092611                                           |           |
| 02/02/2026 | 887101  | Public Utilities                  | Solid Waste \$   | 139.30 3092576                                          |           |
| 02/02/2026 | 887101  | Public Utilities                  | Solid Waste \$   | 12.05 3112719                                           |           |
| 02/02/2026 | 887101  | Public Utilities                  | Public Safety \$ | 40.88 3110936                                           |           |
| 02/02/2026 | 887101  | Public Utilities                  | Park Dist 1 \$   | 666.56 3113369                                          |           |
| 02/02/2026 | 887101  | Public Utilities                  | Water \$         | 11.10 3120428                                           |           |
| 02/02/2026 | 887123  | Sympro Inc                        | General \$       | 6,406.80 Maintenance and Support Fee: Investment Mngmnt |           |
| 02/02/2026 | 887143  | Yellowstone Valley Animal Shelter | Public Safety \$ | 28,038.75 YVAS MONTHLY PAYMENT FOR DECEMBER 2025        |           |

**City Council Regular Business Meeting**

**Meeting Date:** 02/23/2026

**Title:** ANNUAL REPORT

**Presented by:** Chris Kukulski, City Administrator

**Department:** City Hall Administration

**Division:** Administration

---

**RECOMMENDATION**

Council may review the Annual Report attached to this staff report from the Planning and Community Services. Presentation will be given by Department staff.

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

The annual report for this department was attached to the City Administrator's weekly report, February 6, 2026. It can also be found on the City's Website.

Presentations will highlight growth, development and community goals.

**ALTERNATIVES**

N/A

**FISCAL EFFECTS**

N/A

---

**Attachments**

Planning and Community Services Department Annual Report

---



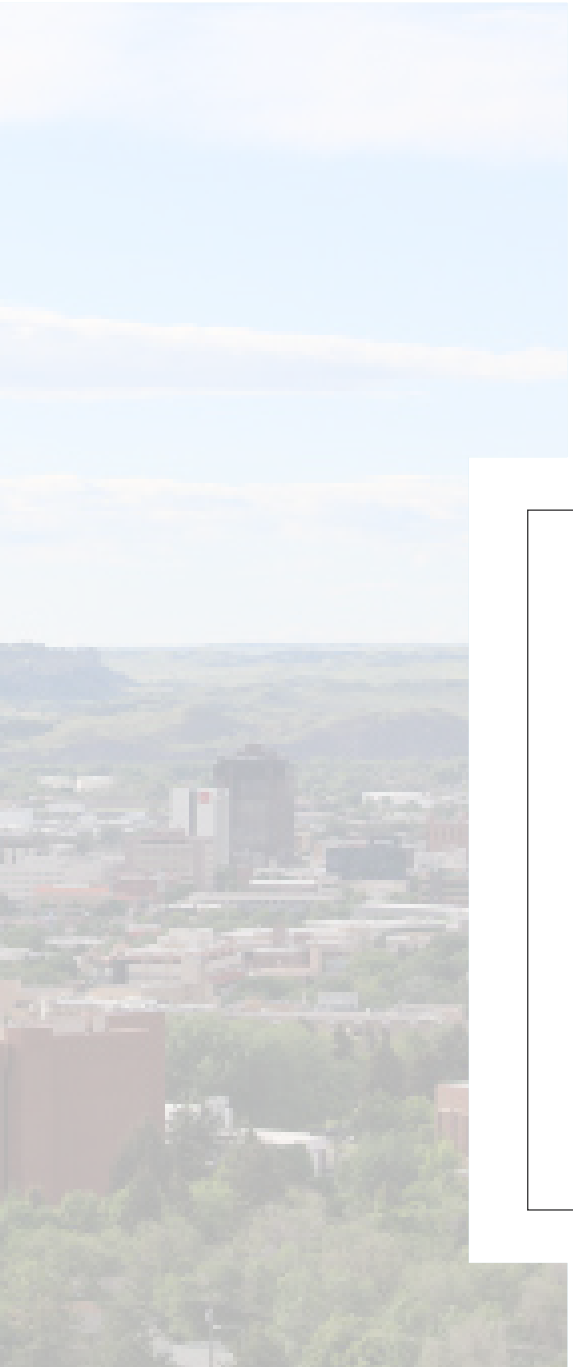
ANNUAL REPORT

# PCSD

2025

The City of Billings Planning & Community  
Services Department reflects on 2025, a year  
of community successes and changes on the  
horizon.

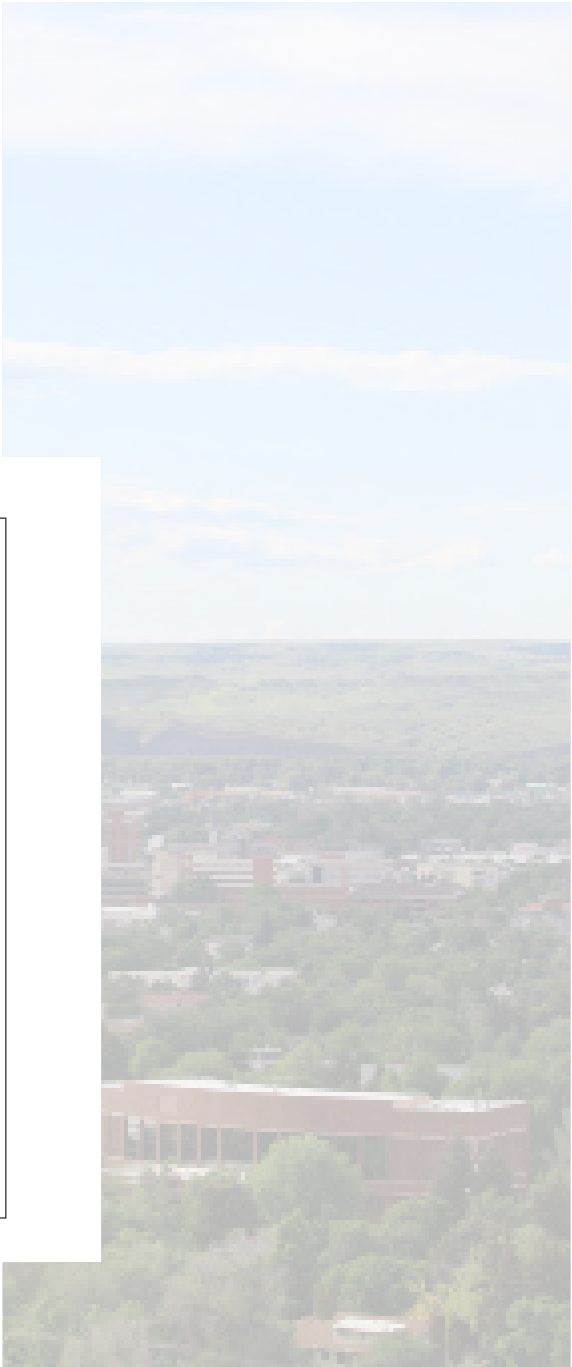




# One Mission

## The Magic City

**A diverse, welcoming community where people prosper and business succeeds.**



# About Us

Most citizens seek the services of the Planning and Community Services Department when they need information on property, buildings, or land uses. Landowners, realtors, builders, and developers rely on our fast and customer-friendly service. Qualified homebuyers and not-for-profit community organizations enjoy the programs we offer. All residents benefit from the Code Enforcement Division's efforts to enhance public safety.

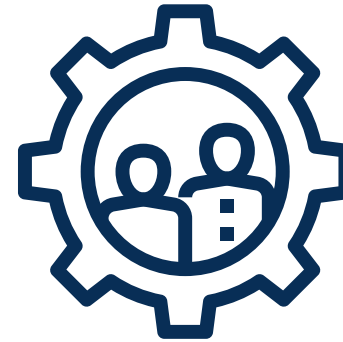
The Planning and Community Services Department is committed to building a safe community that uses its resources wisely. Our services and programs help maintain a high quality of life while providing a variety of housing and businesses choices for all residents. Consisting of three Divisions, we are happy to be at your service.

# PCSD DIVISIONS



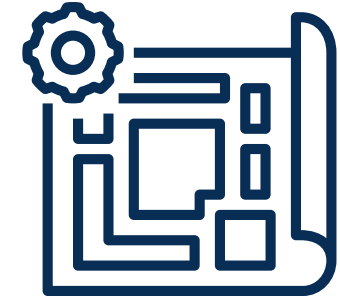
## CODE ENFORCEMENT

**C**ode Enforcement is a complaint-based response program for violations of zoning, building codes, business regulations, nuisance codes, sign codes and specific parking regulations. With the implementation of the Public Safety Mill Levy, responsibilities including massage facility licensing, marijuana business licensing, and graffiti removal have been added to the division. Additionally, the division has grown from four officers to seven. Five residential officers divide the city into enforcement areas. A commercial code officer was added to staff and covers the entire city. The existing nuisance property officer covers the entire city as well and serves on the city's nuisance property team.



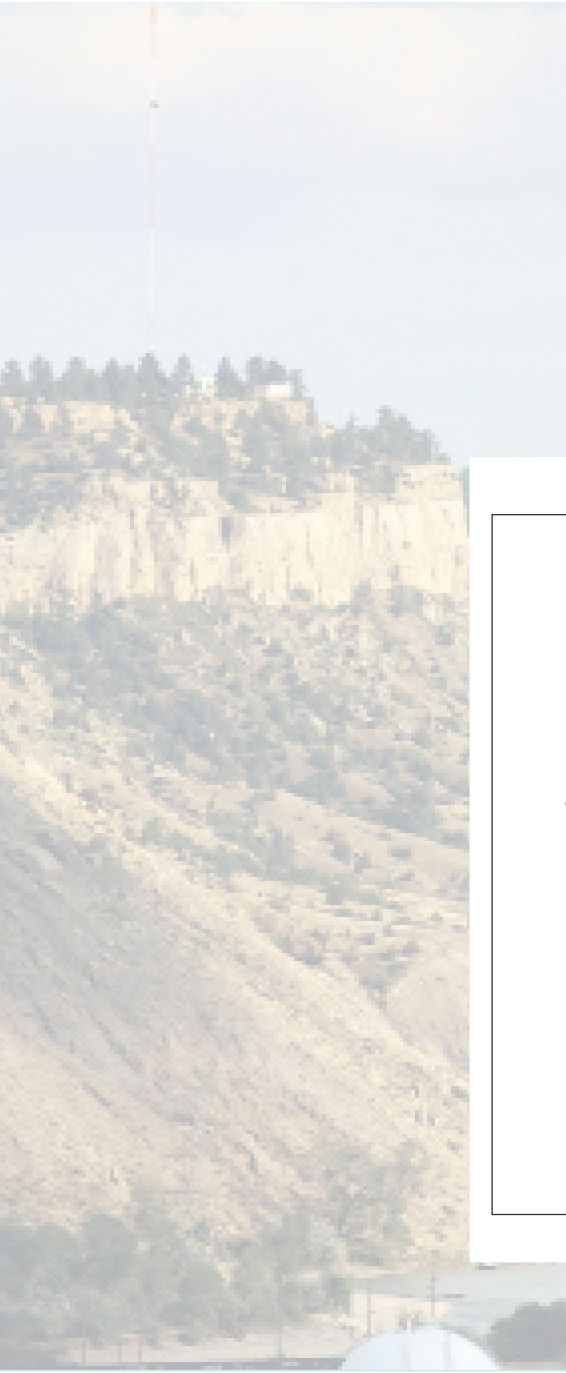
## COMMUNITY DEVELOPMENT

**T**he Community Development Division joins local partners with resources to increase access to housing, support capacity building for local non-profit organizations, create a sustainable community, and to promote neighborhood revitalization. The Division is primarily responsible for managing federal grant programs, including the Community Development Block Grant, HOME Investment Partnerships Program, and AmeriCorps Volunteers in Service to America (VISTA).



## PLANNING

**T**he Planning Division provides community planning and development services to Yellowstone County, the City of Billings, and the Town of Broadview. It provides the community with a broad service base that consists of current planning, neighborhood and community planning, and transportation planning. The Division provides services to residents and developers by reviewing proposed projects and processing subdivision applications, applications for requests for zoning changes and variances, and special use permits.



# Director Message

*The Planning and Community Services Department (PCSD) staff and all of you, our customers, had a very busy 2025 improving and supporting our community.*

Wyeth Friday  
Director  
PCSD

The Planning and Community Services Department (PCSD) was busier than we have ever been in 2025 serving you through projects like Billings2045 (Pgs. 13-14), the West Billings Neighborhood Plan (Pg. 11), the Heights Neighborhood Plan (Pg. 12), expansion of the South Billings Boulevard Urban Renewal District, supporting a new low-income housing development (Pg. 23), working on transportation plans and projects, and processing many subdivision, zoning and permit applications. Here are some highlights:

- Continued development of the West Billings Neighborhood Plan, Heights Neighborhood Plan, and the overarching project that ties it all together – Billings2045. This involved a massive public outreach and engagement effort including public meetings, stakeholder meetings, online interactive opportunities, social media and marketing programs, transportation system analysis and development of land use categories to inform a future land use map. (Pgs. 11-14)
- Cleaned up graffiti at a rate not seen before in Billings through a Code Enforcement Division coordinated effort with City Public Works, Parks, and Police. The effort focused on City-owned or public property but also partnered with private property owners for some graffiti mitigation work. (Pg. 26)
- Brought more than \$1 million in CDBG and HOME program support to the HomeFront housing development in the Billings Heights for our low-income residents. The project is set to begin construction in May 2026 (Pg. 23)
- Our building and development community was very active in 2025 as demonstrated by the Planning Division reviewing 1,297 building permits of all types, more than 18 zone change applications in the City and County zoning jurisdiction, and our City-County Planning Board reviewing and recommending 13 preliminary subdivisions to the City Council and County Commission. (Pgs. 9, 10, 19)

As we enter 2026, we will be completing and implementing (the most exciting part!) major community planning and development efforts across the City and urban area of the County. Our services, community partnerships and programs will move Billings and Yellowstone County further ahead as a leader for Montana and the region in 2026. Please join us in making our community stronger, healthier and safer in the New Year!



## What We Do

### Current Planning

The Planning Division handles numerous application types for projects like Subdivisions, Exempt Subdivisions, Special Reviews, Variances, and Zone Changes. We also review permits like zoning compliance, fences, and signs.

#### Permits

#### Projects

### Long-Range Planning

The Planning Division is responsible for development and implementation of long-range plans like neighborhood plans, growth policies, and sub area plans.

#### Policies

#### Plans

### Transportation Planning

The City of Billings and Yellowstone County are designated a Metropolitan Planning Organization (MPO). This designation allows for federal funding of transportation specific plans.

#### MPO Administration

#### Plans

## Meet Our Team



**Anna Vickers**  
Planning Division Manager  
Started: June, 2024  
From: Prairieville/Gonzales, LA – Jambalya Capital of the World  
I'm excited for the implementation of Billings 2045 and the shared community vision.



**Lora Mattox, AICP**  
Transportation Planning Coordinator  
Started: November, 2003  
From: Burlington, IA – Home of Snake Alley.  
I'm most excited about making transportation planning more transparent and accessible to the public.



**Karen Husman**  
Zoning Coordinator  
Started: October, 2002  
From: Napa Valley, CA – where there are acres and acres of vineyards and not a grape to eat.  
I'm excited for the completion of the Billings 2045 Plan and the implementation of legislative updates.



**Elyse Monat, AICP**  
Transportation Planner II  
Started: June, 2018  
From: Indianapolis, IN – nicknamed is the "Circle City" as there is a traffic circle at the center of original 1821 plat of the city.  
I am looking forward to starting the household travel survey.



**Tate Johnson, AICP**  
Neighborhood Planner II  
Started: July, 2023  
From: Boca Raton, FL – Known for Spanish Revival architecture.  
I am looking forward to watching the Billings 2045 plan become part of everyday planning work.



**Dave Green**  
Planner II  
Started: June, 2006  
From: Ririe, ID – Small Farm Town  
I am looking forward to working together to get all the new processes up and running.



**Mike Hayes**  
Multi-Modal Planner I  
Started: June, 2025  
From: Billings, MT – The Magic City  
I'm looking forward to the Stagecoach Trail construction.



**Hunter Kelly, AICP**  
Planner I  
Started: October, 2021  
From: Huntington Beach, CA – Home of the annual US Surf Open.  
Even if it is a long way out, I'm excited for the full opening of the Billings Bypass.



**Makayla Paul**  
Planner I  
Started: August, 2025  
From: Great Falls, MT – home to 6 electric dams making it known as the "Electric City"  
Looking forward to continuing to learn more about planning and the continuation of the Billings2045 project.



**Ben Jackson**  
Planner I  
Started: September, 2025  
From: Sydney, Australia – Nicknamed the harbour city.  
I'm looking forward to seeing how implementation of MLUPA affects development in the City.



**Brenda Berns**  
Planning Clerk  
Started: July, 2023  
From: Lakewood, CA – also known as the "Instant City".  
Would enjoy seeing a distinctive character throughout Billings, a unifying visual element that clearly represents the city.

# Planning Division

## Subdivisions

Subdivision activity in 2025 was slightly higher compared to 2024. There was a significant increase in proposed lots in 2024 and over 100 additional lots were created compared to 2024 figures. The subdivision regulation amendments that went into effect in October of 2024 do not appear to have had a significant effect on subdivision creation. Changes in state law earlier in 2025 prioritized the taking of a cash-in-lieu contribution for parkland over physical dedication, which has had a significant impact on subdivision layout.

The City of Billings experienced slightly higher growth in 2025 than the previous year. In 2024, the City of Billings received over 625 proposed lots during pre-application, but only 15 lots made it to preliminary plat approval and 295 lots were created through approved final plats. In 2025 there were 597 lots proposed in pre-applications, 770 lots receiving preliminary plat approval and 411 lots created with final plat. Compared to 2024, 2025 saw a 39% increase in the number of lots created through final plat approval.

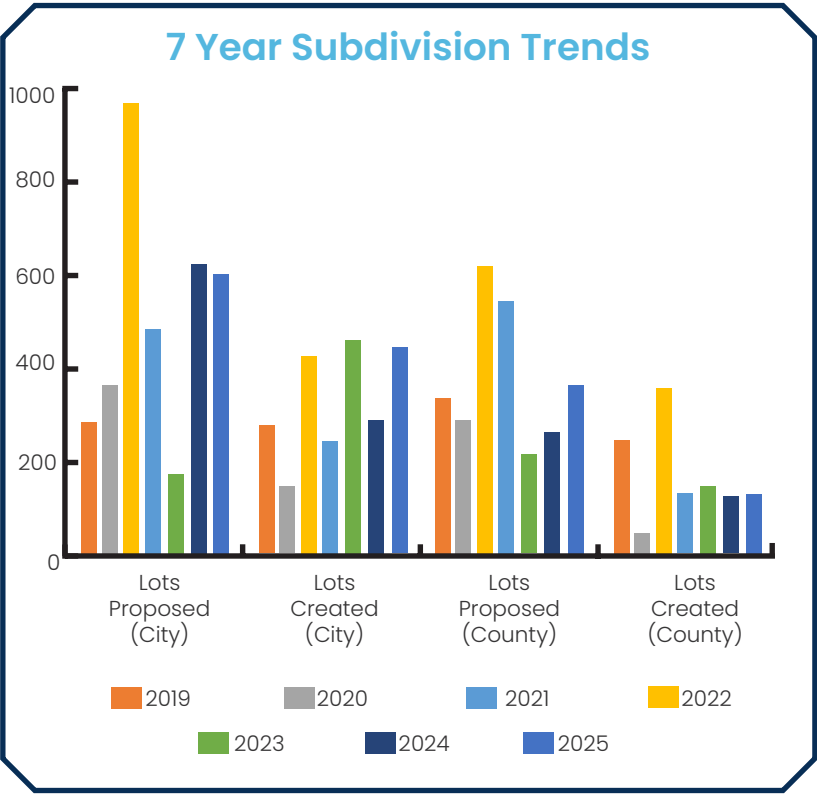
Yellowstone County followed similar trends to the City of Billings. In 2024, 240 lots were proposed with 24 lots getting preliminary plat approval, and only 98 lots created through final plat approval. In 2025, 360 lots were proposed with 114 lots getting preliminary plat approval, and 105 lots created through final plat approval. Yellowstone County saw an increase of 7% between 2024 and 2025 for lots created through final plat approval.

411

LOTS CREATED IN  
BILLINGS FOR 2025

105

LOTS CREATED IN  
YELLOWSTONE COUNTY  
IN 2025



7 Year Subdivision Trends

## Annexations

Annexation activity continues to play an important role in guiding the orderly growth of the city and ensuring the efficient extension of public services and infrastructure. From 2015 through 2025, the City processed a range of annexation requests varying in both number and acreage, reflecting fluctuations in development patterns, market conditions, and infrastructure readiness.

In December 2025, the Annexation Committee began meeting to review and discuss updates to the City's Annexation Policy and Annexation Map. The committee is composed of representatives from Planning, Fire, Police, Parks, MET Transit, and Public Works, ensuring that annexation decisions are evaluated comprehensively across service, safety, and infrastructure considerations. The committee's role is to assess long-term growth patterns, service capacity, and policy alignment, and to make recommendations to City Council.

The updated Annexation Policy and Map are intended to provide clear guidance for future annexation requests, support coordinated infrastructure planning, and promote fiscally responsible growth. Recommendations from the Annexation Committee will be forwarded to City Council for consideration and approval in Spring 2026.

## Historic Preservation

The Yellowstone Historic Preservation Board (YHPB) requested that the State Historic Preservation Office (SHPO) carry over unspent funds from last fiscal year's grant, 2024-2025, to the 2025-2026 fiscal year so they could have a larger pot of money to complete a project that had begun in 2024-2025.

The project, also funded by SHPO, focuses on developing a Multiple Property Documentation associated with properties whose buildings were designed by Architect Chandler Cohagen. Cohagen's properties are scattered throughout Billings downtown and the North Elevation Neighborhood. Upon completion of this project, it will contribute to the creation of an enriching walking tour experience.

The Yellowstone Historic Preservation Board has transitioned to a different way of hiring consultants for projects they wish to pursue, moving to a project-by-project mode. It will be a more efficient way to use funds and the ability to hire consultants as needed for projects.

The board looks forward to the many opportunities in the future to identify and highlight the great historic buildings and sites within Yellowstone County.

## 10 Year Annexation Trends

| YEAR | NUMBER OF ANNEXATION REQUESTS | TOTAL ACERAGE ANNEXED |
|------|-------------------------------|-----------------------|
| 2015 | 15                            | 286.352               |
| 2016 | 5                             | 72.791                |
| 2017 | 4                             | 111.045               |
| 2018 | 6                             | 416.752               |
| 2019 | 2                             | 57.451                |
| 2020 | 5                             | 49.793                |
| 2021 | 15                            | 306.022               |
| 2022 | 7                             | 178.248               |
| 2023 | 11                            | 244.554               |
| 2024 | 3                             | 129.333               |
| 2025 | 5                             | 91.446                |

10 Year Annexation Trends

## West Billings Neighborhood Plan

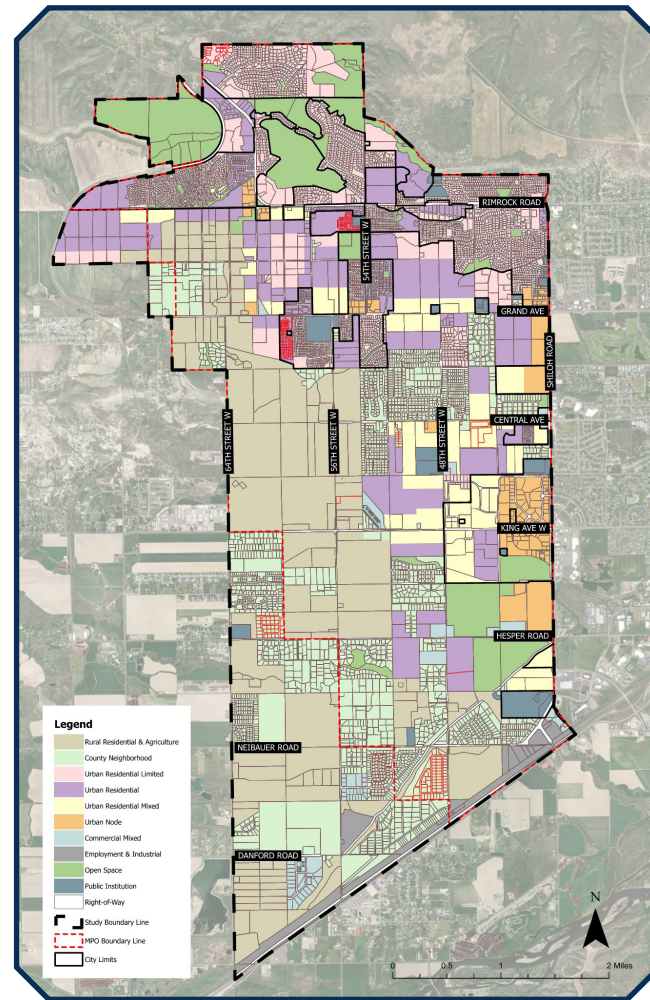
Over the past year, the city continued work on updating the West Billings Neighborhood Plan with our consultant Sanbell (formerly Sanderson Stewart) to guide growth, transportation, and infrastructure in one of Billings' fastest-growing areas. The Plan is intended to support development review, long-range planning, and coordination across City departments to ensure future growth needs are considered as the area continues to develop.

A key focus this year was continued development of the future land use map, which illustrates how residential, commercial, and public areas are expected to evolve over time. The map provides a framework for aligning land use decisions with planned transportation connections, access management, and infrastructure investments.

The Neighborhood Plan remains a foundational tool for prioritizing improvements, supporting coordinated development, and guiding long-term investment to promote safe, efficient, and sustainable growth in West Billings.



## West Billings Neighborhood Plan Open House Held in August 2025



## Future Land Use Map for West Billings

The information in this neighborhood plan will help inform and shape the City of Billings Comprehensive Land Use Plan and will be incorporated into the final adopted document.

Information and documents regarding this update can be found at: <https://sanbell.com/engage/west-billings-plan/>

## Billings Heights Neighborhood Plan

Similar to the West Billings Neighborhood Plan, the City continued development of the Billings Heights Neighborhood Plan with consultants from Dowl Engineering and Planning to guide growth, redevelopment, and infrastructure investment in the Heights area. The Plan supports development review, transportation planning, and coordination among City departments and regional partners to ensure planned improvements align with long-term community goals.

Work this year also included continued development and refinement of the future land use map, which illustrates how residential, commercial, and mixed-use areas are expected to evolve over time. The map provides a framework for coordinating land use decisions with transportation connectivity, access management, and infrastructure planning, particularly along key corridors and neighborhood centers.

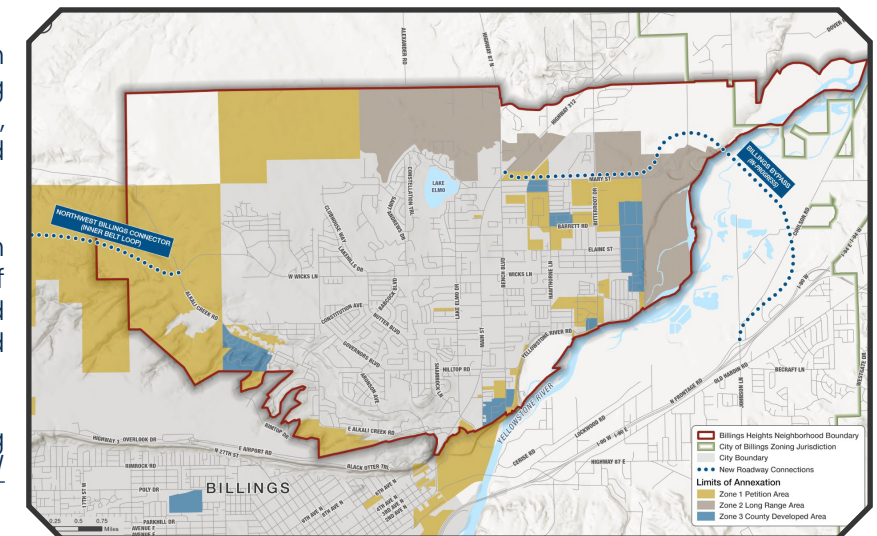
The Billings Heights Neighborhood Plan remains an important tool for guiding coordinated growth, prioritizing investments, and supporting safe, efficient, and sustainable development in the Heights.

The information in this neighborhood plan will help inform and shape the City of Billings Comprehensive Land Use Plan and will be incorporated into the final adopted document.

Information and documents regarding this update can be found at: <https://billingsheightsplan.com/>



Heights Neighborhood Plan Open House  
Held in September of 2024



Heights Neighborhood Plan Boundary

## Billings2045

Billings 2045 is the City of Billings' land use plan and long-term guide for future growth. The plan is being developed in response to Senate Bill 382, adopted by the Montana Legislature in 2023. Senate Bill 382 established the Montana Land Use Planning Act (MLUPA), which requires communities to update how land use policies are created and implemented. Under MLUPA, communities such as the City of Billings are required to replace their existing growth policy with a comprehensive land use plan and update zoning and subdivision regulations to align with this new planning framework.

Billings 2045 is being shaped through extensive public engagement, with community voices helping set the foundation early in the process and remaining central as the plan continues to evolve. This is consistent with MLUPA's emphasis on front-loaded and ongoing public involvement. Public outreach began in the summer of 2025 and continues today, with Planning staff engaging residents at community events throughout the city, including the Downtown Strawberry Festival, the Phillips 66 South Park Picnic, Harvest Festival, and various neighborhood meetings and events.



Planning Staff Tabling at Strawberry Festival in Downtown Billings on July 12, 2025



Planning Staff Tabling at Harvest Festival in Downtown Billings on October 11, 2025

In August 2025, Planning staff held a series of stakeholder meetings with key groups and organizations from Billings and the surrounding region. These meetings provided an opportunity to gather early input from community partners, agencies, and interest groups on shared priorities, challenges, and long-term growth considerations.

In November 2025, Planning staff completed the primary public engagement phase of the project, highlighted by Community Planning Week. This effort featured five community workshops focused on key land use topics such as housing, transportation, commercial development, the natural environment and future growth patterns. Each workshop included a brief, informative presentation followed by interactive stations where community members were invited to share input on the strengths, weaknesses, opportunities,

and challenges facing Billings. Planning staff were joined in person by the project's consultants, Orion Planning and Design, allowing for direct collaboration with the public and deeper discussion of planning concepts. In addition, a community-wide survey was open from September through December 2025, generating more than 1,100 responses.



Planning Division Manager Anna Vickers Introducing the Billings2045 Plan at the Rose Park Elementary Workshop



Conversations Around an Interactive Mapping Station at Planning Week at the Career Center Workshop



Planning Division Manager Anna Vickers Introducing the Billings2045 Plan at the Oasis Workshop



Conversations Around an Interactive Mapping Station at Planning Week at the Oasis Workshop



Consultant Allison Mouch of Orion Planning and Design Introducing the Billings2045 Plan at the MSUB City College Workshop



Conversations Around an Interactive Mapping Station at Planning Week at the Oasis Workshop

Following the completion of the public engagement phase, Planning staff and the project team are now incorporating community input and analyzing data to draft the Billings 2045 Land Use Plan. This next phase will focus on developing plan policies, a future land use framework, and implementation strategies that reflect community priorities and align with the Montana Land Use Planning Act. Additional opportunities for public review and feedback will be provided as draft materials are released, prior to formal consideration and adoption by the City Council in Spring 2026.

Transportation

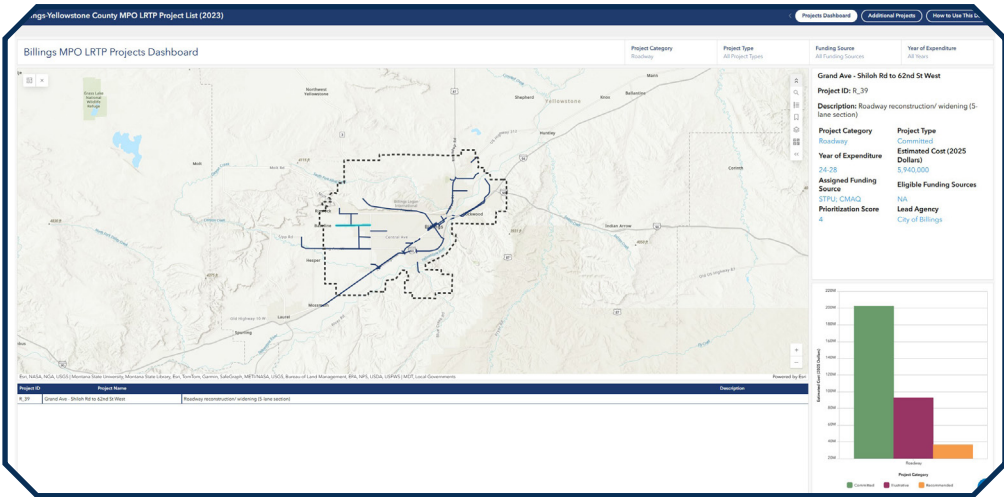
Metropolitan Planning Organization Staff Updates

The Metropolitan Planning Organization (MPO) is very happy to announce two staff additions this year. Mike Hayes, who most recently acted as the Traffic Technician for the MPO has moved into the Multi-modal Transportation Planner position. This position will oversee multi-modal transportation systems, policies, plans and programs that include walking, biking, public transit and vehicular travel. This role focuses on creating a balanced transportation network that enhances mobility, accessibility, and safety for all users. Mike will engage with community stakeholders, conduct analysis, and collaborate with the City and County to create innovative and sustainable transportation solutions.

David Bargsten comes to the MPO as the Traffic Technician replacing Mike Hayes. This position supports the City's MPO transportation and traffic planning efforts through both office and field work. Duties include collecting and analyzing data for traffic, parking, safety, and multimodal studies. The role helps develop data-driven recommendations that are shared with City and County staff, school districts, partner agencies, and the public. This position also works closely with Engineering, Planning, and County Public Works staff and helps maintain strong working relationships with community partners.

Long Range Transportation Plan Amendment with Dashboard

Curious about the future of transportation in the Billings urbanized area? As part of an amendment to the 2023 Long-Range Transportation Plan (LRTP), the Billings MPO developed an interactive LRTP Projects Dashboard. This map-based tool allows the public to explore transportation projects identified in the 2023 Billings Long-Range Transportation Plan, which was adopted in 2023 and updated in 2025.



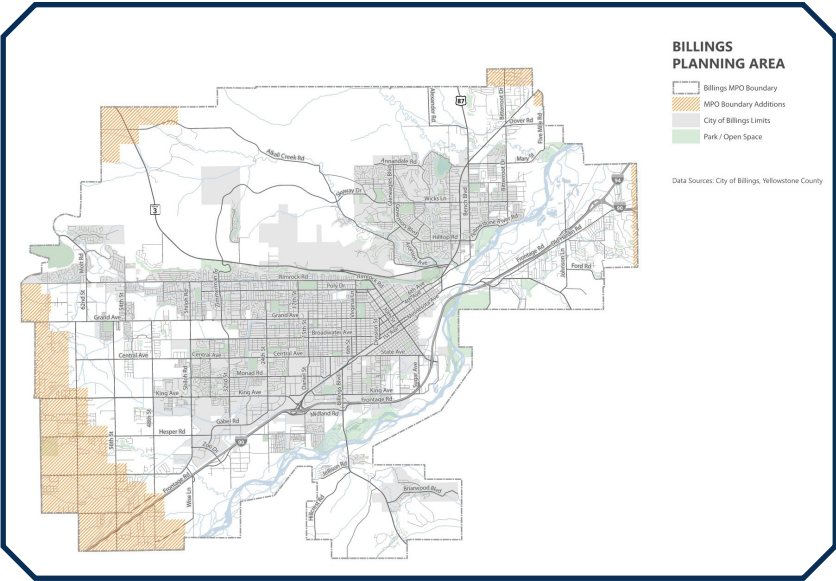
New LRTP Dashboard Displaying Projects

The dashboard lets users view detailed information for each project and zoom in on specific locations. Project details include the project name, Project ID and description; project category (such as congestion management, roadway, intersection, bicycle, pedestrian, transit, and Safe Routes to School); project type (committed, recommended, or illustrative); estimated cost, year of expenditure, and funding sources; as well as the lead agency and prioritization score.

The site can be accessed at: <https://tinyurl.com/2pu3tatn>

Metropolitan Planning Organization Planning Boundary Amendment

In 2025, the Billings Metropolitan Planning Organization (MPO) completed an important update to its planning boundary to better reflect the region's current urbanized area and ensure that federal transportation planning and funding decisions accurately serve our rapidly growing community. This update was part of the MPO's work under its 2023 Long Range Transportation Plan (LRTP) and was undertaken following a review of the 2020 Census, which showed changes in population and development patterns that expanded the urbanized area. By aligning the Metropolitan Planning Area boundary with this most recent data, the MPO helps ensure compliance with federal requirements and improves long-range planning for transportation projects—from roads and transit to walking and biking networks—across Billings and surrounding areas.



New Expanded MPO Planning Boundary

Transportation Alternatives (TA) Program Grant Funds More Than \$1.5 million in Projects

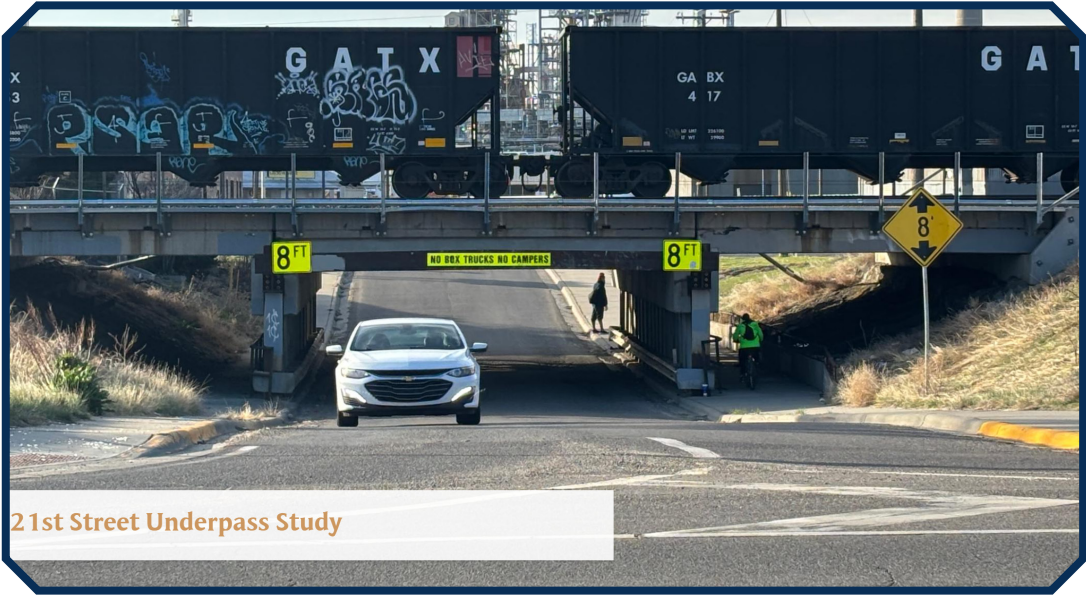
The Transportation Alternatives Program (TA) is a set-aside program from the federal government that Metropolitan Planning Organizations (MPOs) can administer with oversight from the Montana Department of Transportation (MDT). The funding is designated for a variety of pedestrian and bicycle projects. The Billings MPO, located within the Planning Division, received \$1,784,111 in the 2025 grant round. This funding could be awarded to applications with a local, federal, or state sponsoring agency. The MPO received two applications which were funded in full. One came from the City of Billings for a suite of Safe Routes to School Projects (\$1,292,030 in TA funds awarded) and the other came from Yellowstone County via the Lockwood Pedestrian District for the Johnson Lane Sidewalk Connector Project (\$217,021 in TA funds awarded). After signing a contract with MDT, the City of Billings and Yellowstone County will design and construct their respective projects, leading to increased safety for all community members!



Lockwood Sidewalk Work (Photo Credit: Larry Mayer Billings Gazette)

21st Street Underpass Study

The Billings Metropolitan Planning Organization (MPO) is conducting the 21st Street Underpass Study. The 21st St. underpass is one of two grade-separated railroad under crossings that link downtown Billings to the industrial and residential areas south of the railroad. The 21st Street crossing is unique because it is the only grade-separated crossing that serves the central downtown area — making it one of the critical railroad crossings in Billings. However, there are significant limitations to the current use of the 21st Street underpass including lack of vertical clearance for large vehicles, narrow lanes and sidewalks, and periodic roadway drainage problems. The consultant team developed four alternatives for the underpass and engaged the community through two separate survey periods. The final study is expected in early 2026 and will provide the community with possible improvement options for the underpass.



The 21st Street Underpass

Upcoming Planning Studies

The Billings Metropolitan Planning Organization (MPO) has a busy year coming up with several transportation planning studies starting soon. In early 2026, the MPO will be publishing requests for proposals for two new studies. One will evaluate the feasibility of three trail connections. The three trails under consideration include the Downtown to Heights Connector, which could connect Lillian Ave. to the existing Jim Dutcher trail and eventually to the Heights; the Alkali Creek Trail Connector which could connect two existing portions of trail and eliminate the need to use a sidewalk close to fast moving traffic on Airport Rd.; and the Aronson Ave. to Annandale Rd. Trail, utilizing a path lane corridor for safe travel.

The second study with a planned start in early 2026 will include further study and public engagement of Safe Routes to School projects near St. Francis Elementary, Poly Dr. Elementary and Medicine Crow Middle School.

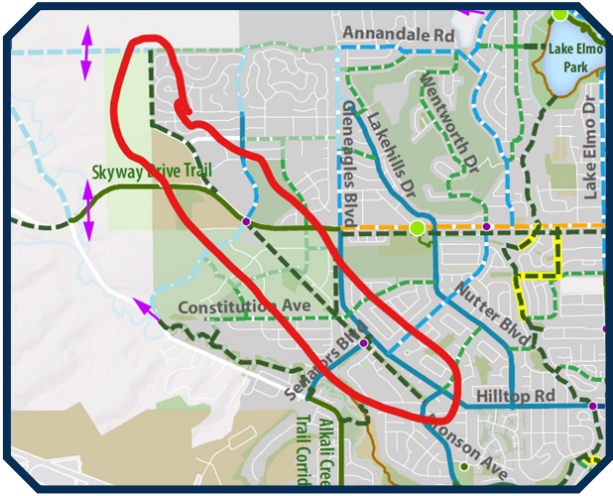
The final new project that the MPO will undertake in 2026 is the Household Travel Survey. A Household Travel Survey is a statically valid survey of how residents travel around Billings’ urbanized area. The Household Travel Survey was last completed in 2017. The recommendation is to update this survey every 10 years. Travel patterns have changed quite a bit in the last 10 years due to the COVID-19 pandemic, and the updated data will provide a better understanding of how residents travel today. The updated data will feed into the Billings Travel Demand Model, and eventually the Billings Area Long Range Transportation Plan (LRTP), which is due for an update in 2028.



Downtown to Heights



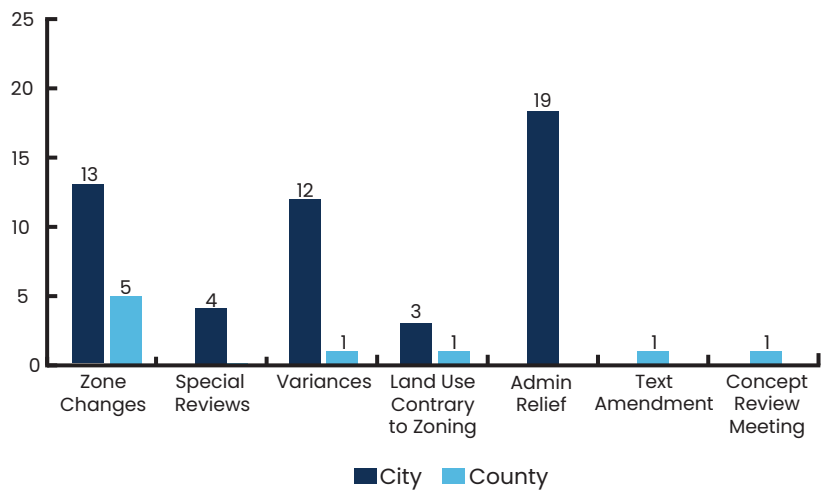
The Alkali Creek Trail Connector



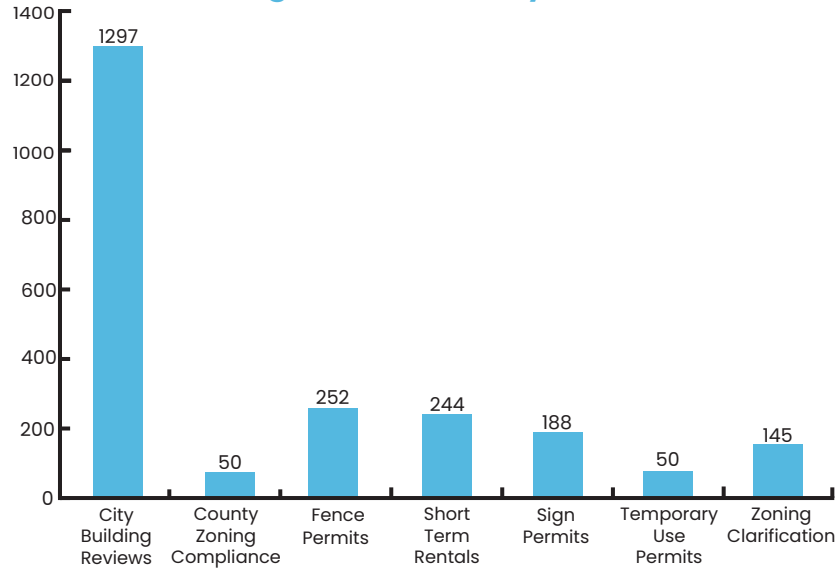
The Aronson to Annandale Trail

# Planning Division

Zoning Application Activity for 2025



Zoning Permit Activity for 2025



# COMMUNITY DEVELOPMENT

## Staff

Brenda Beckett  
Division Manager

Carly Collins  
Program Coordinator

Jordan Langton  
Program Coordinator

## First Time Home Buyer & Foreclosure Acquisition and Rehabilitation

### Parkhill Drive Home

Community Development Division staff acquired and rehabilitated a historically significant home on Parkhill Drive and renovation was completed in December 2025.

From the 1950s onward, the home was owned by real estate developers, a railway engineer, a scales serviceman, a postal service employee, a secretary for Rocky Mountain College, and a reverend. The fully renovated home will be sold to an income-eligible first-time homebuyer, helping revitalize the neighborhood while creating an opportunity for long-term housing stability and generational wealth.



Before



After



Renovated Entryway and Dining Room



Renovated Kitchen



Renovated Living Room

First Time Home Buyer & Foreclosure Acquisition and Rehabilitation

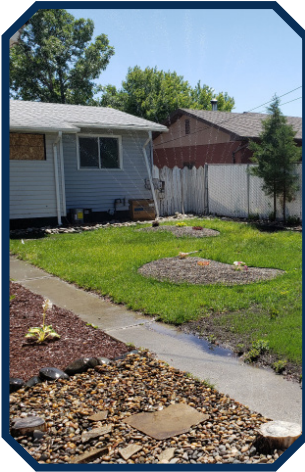
Saint Johns Avenue Home

In 2025, six (6) first-time homebuyers achieved homeownership in Billings with the help of down payment and closing cost assistance. One of these homes, located on Saint Johns Avenue, was purchased and rehabilitated using funding from the U.S. Department of Housing and Urban Development Community Development Block Grant program. The home was sold to a family of five (5) who relocated to Billings from Glendive, Montana.

AmeriCorps NCCC completed xeriscape landscaping at the property, resulting in reduced water use, lower utility costs, and decreased maintenance demands for the low-income homeowner.



AmeriCorps NCCC Members



Finished Backyard Xeriscaping



Finished Exterior Renovation



Newly Planted Garden



AmeriCorps NCCC Members Working on Landscaping



Finished Kitchen Renovation

Affordable Housing Development

Mitchell Court

The Community Development Division invested \$1.2 million in HOME Investment Partnership funds to support the development of this 32-unit affordable housing project. Staff continued to monitor construction of Mitchell Court, an affordable apartment complex developed by GL Development. Construction is nearing completion, and the one-, two-, and three-bedroom units are expected to be available for rent to income-eligible households at affordable rates in early 2026.



Mitchell Court Apartments



Mitchell Court Apartments



Apartment Bathrooms



Apartment Kitchens

Affordable Housing Development  
LB Lofts

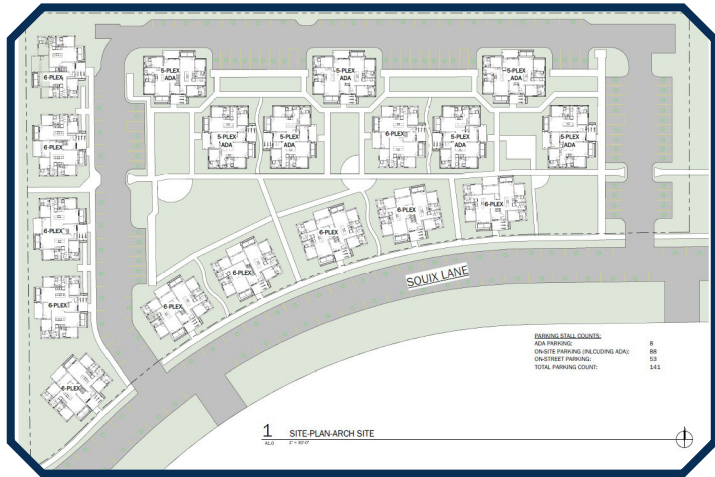
HomeFront and Homeword partnered on a funding application for LB Lofts, an affordable housing development in the Billings Heights. The project will repurpose modular “pods” from North Dakota to create 101 two-bedroom affordable apartment units. City Council committed \$1.545 million in HOME Investment Partnership and Community Development Block Grant funding, enabling construction to begin in summer 2026.



Building Mock Up



Conceptual Layout



Site Plan

AmeriCorps VISTA  
Billings Metro VISTA Project

In 2025, 11 AmeriCorps VISTA members served with the Billings Metro VISTA Project (B-MVP), strengthening local nonprofit capacity and advancing poverty-alleviation efforts across the community. Collectively, VISTAs generated \$36,160 in cash and in-kind resources and recruited 84 volunteers who contributed 377 hours of service to support critical programming.

VISTA projects included developing preventive health programs, expanding food security initiatives, increasing youth academic engagement through volunteerism and recreational opportunities, improving access to health resources for veterans, and enhancing pathways to economic mobility for underserved communities.



VISTA Orientation in August 2025



VISTA’s Attending City Council in March 2025



VISTA’s Jenasea and Melanie in October 2025

# CODE ENFORCEMENT

## Staff

Tina Hoeger  
CE Division Manager

Trina Adams  
CE Clerk

Code Enforcement II

Todd Morgan  
Commercial & Graffiti

Clayton Gudmundson  
Nuisance Property

Residential Officers

Justin Anderson  
(North Side)

Akard Eli  
(West End 2)

Mark Guy  
(South Side)

Tanya Card  
(West End 1)

Drew Miller  
(Heights and Rehberg)

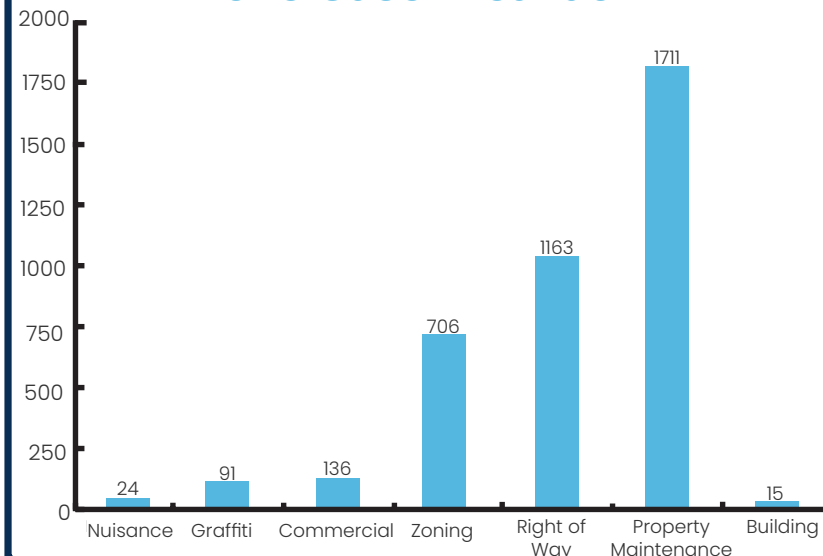
The Code Enforcement Division protects and enhances the quality of life in neighborhoods by responding to citizen complaints about violations of city codes. These range from property maintenance issues such as tall grass, to public nuisances, open storage, as well as violations pertaining to commercial businesses.

## 2025 CASE OVERVIEW

4,483  
CASES

93%  
OF CASES  
ACHIEVED  
COMPLIANCE  
IN 30 DAYS

### 2025 Case Breakdown



15

### BUILDING CASES

This category includes building without a permit or in violation of an approved permit.

91

### GRAFFITI CASES

This category includes residential and commercial graffiti removal by the property owner.

85

### ZONING CASES

This category includes building setbacks, uses, and fencing issues.

85

### BPD REFERRALS

This category includes referrals from the police department to code enforcement via the dispatch center.

24

### NUISANCE CASES

This category includes improper or extended boarding of vacant buildings, dangerous, burned out or abandoned buildings.

136

### COMMERCIAL CASES

This category includes Short Term Rentals, sober living homes, massage facility inspections, and marijuana licensing inspections.

1163

### RIGHT OF WAY CASES

This category includes signs obstructing sidewalks, parking violations, trees too low over the sidewalk or street, snow removal and leaving an unattached trailer on the street.

213

### PARKING TICKETS ISSUED

This category includes parking tickets issued by all seven code officers across the city.

1711

### PROPERTY MAINTENANCE CASES

This category includes storing junk and debris outdoors, junk vehicles, not mowing, improper storage of RVs, boats, and campers.

### Code Enforcement Division 2025 Highlights

It has been another productive year in the Code Enforcement Division. In February, we moved into our new offices on the second floor of the New City Hall.

Our graffiti abatement program continued to make a significant impact around the city. Over 30 sites were abated in 2025 representing approximately 112 staff hours to complete. Abating graffiti is a major deterrent to reduce criminal activity in and around properties that helps reduce future Police Department involvement.

There were 13 property abatements completed in 2025, resulting in 110 combined staff hours. During these abatements, code enforcement recycled metal from the properties. These properties yielded a combined 24,600 pounds of metal that did not end up in our landfill. Code Enforcement partners with adult treatment court to conduct some of these abatements. We had 19 participants in 2025, reflecting 57 combined volunteer hours to assist with our abatements.

The Code Enforcement Division has been responsible for unattached trailers on the street for the past several years, which has removed that responsibility from the Police Department. In 2025, code enforcement had 814

trailer complaints, 15 of which had to be towed. In 2024, there were 710 trailer complaints, so this has reduced those calls for service for the Police Department. Additionally, the Police Department referred 85 calls to Code Enforcement through the dispatch center for a variety of reasons, again helping us share responsibilities and reduce the call volume for Police.

City right of way and public property cleanups are also referred to Code Enforcement from other City Departments. Last year, we completed 26 such clean ups, resulting in 83 combined staff hours to complete.

All of this work, coordination and cooperation with the Police Department and other City Departments contributes to promoting a safe community and improving the quality of life in the city .

802 Yellowstone Avenue – Meat House and Lockers

The Code Enforcement Division initiated the case on this property in 2022 for a nuisance structure. The building was collapsing, attracting criminal activity, and was a danger to the neighborhood. After a long process, the City acquired the property at the end of 2024. In collaboration with Big Sky Economic Development and Granite Peak Environmental, the City was able to demolish the building through the US EPA Brownfields program. As part of the demolition effort, more than 21,400 pounds of metal were recycled from the property. The lot was cleared and leveled and is ready for improvement. Demolition was completed in September 2025.

CASE CLOSED

Before



After



Interior of Building Prior to Demolition



Demolition of 802 Yellowstone Avenue

Boards and Commissions

The Planning and Community Services Department Supports many Boards and Commissions. Below is a roster of board members and summary of applicable Board action that occurred in 2025.

**Interim Planning Commission** – Provides recommendations on the adoption of Billings 2045 and updates to the City Zoning Code and City Subdivision Regulations to ensure compliance with the Montana Land Use Planning Act.

Jim Ronquillo, Roger Gravgaard, Dennie Stephenson, John Staley, David Nordel, Daniel Brooks, Josh Sayer, Kim Welzenbach, and Amber Parish

**City County Planning Board** – 11 Subdivision Applications and 6 Transportation Planning Recommendations

Jim Ronquillo, Roger Gravgaard, Dennie Stephenson, John Staley, David Nordel, Scott Reiter, Troy Boucher, Dennis Cook, Woody Woods, Alexis Bonogofsky, and Morgan Tuss

**City of Billings Zoning Commission** – 13 Zone Changes Requests and 4 Special Reviews

Greg McCall, Daniel Brooks, David Goss, Beau Mulvaney, and Andy Megorden

**City of Billings Board of Adjustment** – 12 Variance Requests

Chris Hayes, Michael Bruschwein, Oscar Heinrich, Brian Roush, George Warmer, Josh Sayer, and David Hagstrom

**Yellowstone County Consolidated Zoning Commission** – 5 Zone Change Requests and 1 Variance

Tyler Bush, Todd Hewett, Pam Ellis, and Carlotta Hecker

**Bicycle Pedestrian Advisory Committee** – Provides direct report to City Council, BOCC, and Planning Board

Stephaine Donovan, Kristy Halderman, Anna O'Donnell, and Dave Coppock

**Yellowstone County Historic Preservation Board** – Provides annual work plan report to City Council with grant renewal and supports preservation activities across Yellowstone County

Rebecca Jeter, Keith Edgerton, Ginger Aldrich, Zachary Garhart, and Linda Lien

**Community Development Board** – Provides annual report to City Council during Consolidated Plan Update and advises the City Council in allocation of CDBG, HOME, and VISTA programs

Kathleen Candelaria, Hans Abbey, Ali Pistora, James Allen, Erica Doornek, Donald White, Rebecca Noell, Joe Stockburger, James Corson, and Adam Toland

**Policy Coordinating Committee** – Provides local oversight of MPO Program and Projects

Mayor Bill Cole, County Commission Chair Mark Morse, Planning Board President Roger Gravgaard, MDT District Administrator Michael Taylor, MDT Planner Samantha Wood, and FHA Division Administrator Katie Potts





**City Council Regular Business Meeting**

**Meeting Date:** 02/23/2026

**TITLE:** Public Hearing and Resolution Setting Building, Electrical, Plumbing, Mechanical, and Fire System Permit Fees

**PRESENTED BY:** Jessica Fust, Building Official

**Department:** City Hall Administration

**Presentation:** Yes

**Legal Review:** Yes

**Project Number:** N/A

---

**RECOMMENDATION**

Staff recommends approval of the proposed resolution to adjust Building, Mechanical, Plumbing, Electrical, and Fire System permit fees.

**EXECUTIVE SUMMARY**

The proposed resolution will repeal Resolution 11-19068, which set the permit fee rates currently being used. The new resolution simplifies the fee schedules and will generally reduce overall permit and plan review fees by about 23-31%. Some adjustments result in nominal increases to flat fees, while plan revision and deferred submittal fees will be eliminated. Commercial plan review fees will be reduced from 65% to 60% of the permit cost. There is no plan review fee for residential projects. The new resolution intends to reduce, simplify, and streamline the Building Division fees.

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

Building permit fees for both commercial and residential building projects are a function of the project valuation. The project valuations are determined either by the cost provided by the applicant or calculated by the plans examiner based on estimated building costs published semi-annually by the International Code Council, which takes into account the type of construction and use of the building. Due to the significant increase in construction costs over the last few years, the revenues collected from permit and plan review fees have outpaced the Building Division's operating costs. While several of these projects are multi-year projects where the fees are collected up front, based on the continued projected construction growth, the fees need to be adjusted so that the revenues do not continue to significantly outpace the division's expenses. MCA 50-60-106 requires that Building Divisions do not hold more than 36 months' operating expenses in reserves. Currently, we are estimated to have about 22 months' operating expenses in reserves. The state allows up to 36 months primarily for smaller jurisdictions that may have inconsistent revenues, yet need to provide services for multi-year projects. All fees are collected up front before construction starts, so it is critical to budget those fees for the lifespan of the project. With the proposed fee reductions, we have taken into account the operating funds needed for the lifetime of projects currently in review and under construction. Our intent is to draw down reserves over the next couple of years and the resolution may need to be replaced with a new resolution to stabilize fees once reserves have been adequately reduced. Our goal is to hold no more than a 10-12 month reserve, while taking into account continual operating expenses needed for projects under review or construction.

**FISCAL EFFECTS**

Based on current construction trends, the proposed resolution should reduce the Building Division's FY27 revenues by around \$750,000 - \$1,000,000. Overall, our customers will see a reduction in permit fees of 23-31%.

**STAKEHOLDERS**

**ALTERNATIVES**

Alternatives include:

- Keep the resolution as-is with current fees
- Reduce fees by a different amount

---

**Attachments**

Permit Fee Resolution

---

**RESOLUTION NO. 26-\_\_\_\_\_**

**A RESOLUTION SETTING BUILDING, ELECTRICAL,  
PLUMBING MECHANICAL AND FIRE SYSTEMS  
PERMIT FEES**

WHEREAS, the City of Billings adopted Resolution No. 11-19068 on June 13, 2011 to establish valuation-based fees for building permits issued by the Building Division;

WHEREAS, the City of Billings has experienced a substantial increase in construction project valuations, along with several large projects, leading to a corresponding increase in revenue from building permits issued by the Building Division; and

WHEREAS, the increase in fees for building permits has resulted in the Building Division collecting revenue in excess of its projected expenditures for the previous and current fiscal year; and

WHEREAS, the City Council finds it both fiscally responsible and in the public interest to reduce fees for building permits to benefit the community and promote continued investment and reinvestment in new and existing properties; and

WHEREAS, the City seeks to balance financial stewardship with encouraging residential and commercial improvements;

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

1. **BUILDING PERMIT FEES.** Residential and Commercial Building Permit fees are to be charged on the higher of total bid price values or based on the most recent valuation table established in the International Code Council Building Safety Journal and in accordance with the schedule as follows:

**COMMERCIAL AND RESIDENTIAL BUILDING PERMIT FEES**

| VALUATION            | FEE                                                                                |
|----------------------|------------------------------------------------------------------------------------|
| \$1 - \$2,000        | 45.00                                                                              |
| \$2,001 - \$25,000   | 45.00 for the first \$2,000 Plus 8.00 for each additional \$1000 or fraction of    |
| \$25,001 to \$50,000 | 229.00 for the first \$25,000 Plus 5.00 for each additional \$1,000 or fraction of |

|                            |                                                                                         |
|----------------------------|-----------------------------------------------------------------------------------------|
| \$50,001 to \$100,000      | 354.00 for the first \$50,000 Plus 3.50 for each additional \$1,000 or fraction of      |
| \$100,001 to \$500,000     | 529.00 for the first \$100,000 Plus 2.50 for each additional \$1,000 or fraction of     |
| \$500,001 to \$1,000,000   | 1,529.00 for the first \$500,000 Plus 2.00 for each additional \$1,000 or fraction of   |
| \$1,000,001 to \$5,000,000 | 2,529.00 for the first \$1,000,000 Plus 1.75 for each additional \$1,000 or fraction of |
| \$5,000,001 and over       | 9,529.00 for the first \$5,000,000 Plus 1.50 for each additional \$1,000 or fraction of |

COMMERCIAL PLAN REVIEW FEE SHALL BE ASSESSED AT 60% OF THE PERMIT FEE

2. ELECTRICAL PERMIT FEES. Electrical Permit fees are to be charged as follows:

|                                                                                                                               |                         |        |
|-------------------------------------------------------------------------------------------------------------------------------|-------------------------|--------|
| A. Single Family Dwelling (includes garage wired at same time)                                                                |                         |        |
|                                                                                                                               | 100 to 300 amp service  | 130.00 |
|                                                                                                                               | 301 or more amp service | 200.00 |
| B. Interior Rewire Only or New Addition to Home                                                                               |                         |        |
|                                                                                                                               |                         | 40.00  |
| C. Residential Change of Service                                                                                              |                         |        |
|                                                                                                                               |                         | 25.00  |
| D. Private Property Accessory Building (Garages, Barns, Sheds, Etc.)                                                          |                         |        |
|                                                                                                                               | To 200 amp service      | 40.00  |
|                                                                                                                               | 201 to 300 amp service  | 100.00 |
|                                                                                                                               | 301 or more amp service | 130.00 |
| E. Modular Home - No basement and/or garage                                                                                   |                         |        |
|                                                                                                                               |                         | 40.00  |
| Modular Home - With basement and/or garage                                                                                    |                         |        |
|                                                                                                                               |                         | 65.00  |
| F. Mobile Home located in a court                                                                                             |                         |        |
|                                                                                                                               |                         | 25.00  |
| Mobile Home located outside of a court                                                                                        |                         |        |
|                                                                                                                               |                         | 40.00  |
| G. Livestock Wells, Irrigation Wells                                                                                          |                         |        |
|                                                                                                                               |                         | 40.00  |
| H. Irrigation Pump or Machines, per unit (one pump or one pivot)                                                              |                         |        |
|                                                                                                                               |                         | 35.00  |
| I. Temporary Construction Service (ADDITIONAL FEE)                                                                            |                         |        |
|                                                                                                                               |                         | 25.00  |
| J. New service only                                                                                                           |                         |        |
|                                                                                                                               |                         | 40.00  |
| K. Multi-family Dwellings Per Building+>                                                                                      |                         |        |
|                                                                                                                               |                         | 100.00 |
| Plus per unit, up to and including 12 units>                                                                                  |                         |        |
|                                                                                                                               |                         | 40.00  |
| [\$100.00 per bldg. Fee does not apply to remodel/rewire projects only. Over 12 units under one roof will use commercial fee] |                         |        |
| L. Mobile Home Courts and/or Recreational Vehicle Parks up to 3 spaces                                                        |                         |        |
|                                                                                                                               |                         | 45.00  |
| (Audit. spaces at same time plus per space) - >                                                                               |                         |        |
|                                                                                                                               |                         | 5.00   |

COMMERCIAL ELECTRICAL PERMIT FEES:

|                     |                                                |
|---------------------|------------------------------------------------|
| Project Cost        |                                                |
| \$ 0 - \$ 500       | 30.00                                          |
| \$ 501 - \$ 1,000   | 30.00 for first \$500 plus 6% of balance       |
| \$ 1,001 - \$10,000 | 60.00 for first \$1,000 plus 2% of balance     |
| \$10,001 - \$50,000 | 240.00 for first \$10,000 plus 0.5% of balance |
| \$50,001 - or more  | 440.00 for first \$50,000 plus 0.3% of balance |

### 3. PLUMBING PERMIT FEES

|                                 |       |
|---------------------------------|-------|
| For the issuance of each permit | 20.00 |
|---------------------------------|-------|

#### UNIT FEE SCHEDULE

|                                                                                                                                                            |       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| A. For each plumbing fixture or trap or set of fixtures on one trap                                                                                        | 7.00  |
| (including water, drainage piping, and backflow protection)                                                                                                | 15.00 |
| B. For each building sewer and each trailer park sewer                                                                                                     | 7.00  |
| C. Rainwater systems - per drain (inside building)                                                                                                         | 25.00 |
| D. For each cesspool (where permitted)                                                                                                                     | 40.00 |
| E. For each private sewage disposal system                                                                                                                 | 7.00  |
| F. For each water heater and/or vent                                                                                                                       | 5.00  |
| G. For each gas-piping system of one to five outlets                                                                                                       | 1.00  |
| H. For each additional gas piping system outlet, per outlet                                                                                                |       |
| I. For each industrial waste pretreatment interceptor including its trap and vent, excepting kitchen-type grease interceptors functioning as fixture traps | 7.00  |
| J. For installation, alteration, or repair of water piping and/or water-treating equipment, each                                                           | 7.00  |
| K. For each repair or alteration of drainage or vent piping, each fixture                                                                                  | 7.00  |
| L. For each lawn sprinkler system on any one meter, including backflow protection devices                                                                  | 7.00  |
| M. For atmospheric-type vacuum breakers not included in Item L:                                                                                            |       |
| 1 to 5                                                                                                                                                     | 5.00  |
| Over 5, each                                                                                                                                               | 1.00  |
| N. For each backflow protective device other than atmospheric-type Vacuum breakers:                                                                        |       |
| 2 inch diameter and smaller                                                                                                                                | 7.00  |
| over 2 inch diameter                                                                                                                                       | 15.00 |

#### 4. MECHANICAL PERMIT FEES

Mechanical Permit fees are to be charged as follows:

Permit Issuance [MINIMUM FEE PLUS THE CHARGES BELOW]: \$20

##### RESIDENTIAL FEES (1&2-Family and Townhomes)

For new installation, repair or replacement of each piece of equipment or system:

|                      |       |
|----------------------|-------|
| A. Furnace           | 20.00 |
| B. Kitchen Exhaust   | 5.00  |
| C. Bathroom Exhaust  | 5.00  |
| D. Other Exhaust Fan | 5.00  |
| E. Dryer Vent        | 10.00 |
| F. Unit Heater       | 20.00 |
| G. Air Conditioner   | 10.00 |

##### COMMERCIAL AND MULTI-FAMILY

For new installation, repair or replacement of each piece of equipment or system:

|                    |       |
|--------------------|-------|
| A. Boiler          | 30.00 |
| B. Kitchen Hood    | 30.00 |
| C. Furnace         | 20.00 |
| D. Rooftop Unit    | 30.00 |
| E. Unit Heater     | 20.00 |
| F. Air Conditioner | 10.00 |
| G. Air Handler     | 10.00 |
| H. Exhaust Fan     | 5.00  |
| I. Other           | 10.00 |

5. FIRE SYSTEM PERMIT FEES:

Includes the installation, repair, and/or replacement of fire protection and alarm systems. For each system:

| PROJECT COST            | PERMIT FEE |
|-------------------------|------------|
| \$0 - \$500             | 45.00      |
| \$501 - \$ 1,000        | 90.00      |
| \$ 1,001 - \$10,000     | 180.00     |
| \$10,001 - \$50,000     | 250.00     |
| \$50,001 - \$100,000    | 500.00     |
| \$100,001 - \$1,000,000 | 1,000.00   |
| \$1,000,000 and over    | 2,000.00   |

6. OTHER INSPECTIONS AND FEES \$ 75.00 per hour
- A. Inspections outside of normal business hours (Minimum charge- two hours)
  - B. Re- inspection (Minimum charge- one hour)
  - C. Inspections for which no fee is specifically indicated (Minimum charge- one hour)
  - D. Additional plan review required by changes, additions, or revisions to approved plans (minimum charge – ½ hour)

7. EFFECTIVE DATE. This resolution shall be effective immediately upon passage.
8. REPEALER. All resolutions inconsistent herewith, including Resolution 11-19068, are hereby repealed.
9. SEVERABILITY. If any provision of this resolution or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect the other provisions of this resolution which may be given effect without the invalid provisions or application, and, to this end, the provisions of this resolution are declared to be severable.

ADOPTED AND APPROVED by the City Council of the City of Billings, Montana on the \_\_\_\_ day of \_\_\_\_\_, 2026.

CITY OF BILLINGS

By: \_\_\_\_\_  
Mike Nelson, Mayor

ATTEST:

By: \_\_\_\_\_  
Denise R. Bohlman, City Clerk

**City Council Regular Business Meeting**

**Meeting Date:** 02/23/2026  
**TITLE:** 2026 Budget Amendments  
**PRESENTED BY:** Sarah Lane  
**Department:** Finance  
**Presentation:** Yes  
**Legal Review:** No  
**Project Number:** N/A

**RECOMMENDATION**

Staff recommends City Council hold a public hearing and adopt the FY2026 budget amendments.

**EXECUTIVE SUMMARY**

This budget amendment request addresses several critical financial adjustments, primarily focused on fulfilling contractual obligations and maintaining infrastructure. The largest allocation facilitates over \$12.8 million in transfers related to the Historical Tax Credit Lease for the Former Federal Building, alongside a \$1.27 million debt payment for City Hall funded by tax credit revenue. Additional requests include approximately \$70,800 to address an incinerator malfunction at the Animal Shelter, specifically covering essential repairs and cleanup fees. The request also designates \$609,517 for Axon Police Software and equipment, while authorizing a technical correction of \$695,538 to restore funding for a Motorola Radio installation. Importantly, all proposed amendments are fully covered by incoming revenues or existing fund reserves, requiring no new taxpayer funding. Collectively, these amendments ensure that debt service, public safety technology, and emergency facility maintenance are appropriately funded through dedicated sources.

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

The following items are requested budget amendments for the 2nd quarter of Fiscal Year 2026. On 2/11/2026, the City Council Budget and Finance committee met and discussed the following budget amendments. The committee voted unanimously to approve the following amendments to the FY2026 budget.

- **Historical Tax Credit Lease (\$12,870,914):** Facilitates debt payments and transfers for the New City Hall (Former Federal Building), fully covered by tax credit payments. A budget amendment is requested to facilitate the payment of debt and other agreed-upon expenses within the Historical Tax Credit Lease structure. This action involves a transfer from one Historical Tax Credit entity to another, as well as a transfer out to the appropriate fund for debt payment. While no budget was originally approved for this specific fund, all associated expenses are fully covered by payments received on the historical tax credit. These fees were explicitly outlined in the original agreement.
- **Facilities (\$57,812) & Public Safety (\$12,988):** A budget amendment is requested to cover the expense of the incinerator malfunction and resulting cleanup fees. This expense will be covered by Facility and Public Safety reserves.
- **City Hall Debt (\$1,278,500):** A budget amendment is requested to allow payment on the City Hall outstanding debt from funds received from the payment of the Historical Tax Credit. A previous amendment increased this by \$5,900,000. This request is to cover additional Historical Tax Credit received.
- **Capital Replacement (\$609,517):** A budget amendment is requested to cover the cost of the Axon Police Software covering the first round of equipment and the installation of software. This will be paid from reserves accumulated to pay for tasers and bodycams from the Public Safety Equipment Capital Replacement Fund.
- **City Hall Construction (\$695,538):** This amendment corrects a premature reallocation of funds regarding the Motorola Radio installation. Due to inconsistent communication with the vendor, the project was inaccurately identified as complete, and its remaining balance was transferred to City Hall Construction. It has since been clarified that the original contract amount remains due. This request seeks to restore \$695,538 to the project budget to satisfy our outstanding contractual obligations.

**FISCAL EFFECTS**

The impacts of these expenses will vary by fund. However, there is sufficient revenue and cash on hand to cover these expenses in all funds.

| <b>Fund</b>                    | <b>Budget Amount</b> |
|--------------------------------|----------------------|
| Historical Tax Credit          | 12,870,914           |
| Public Safety (Animal Control) | 12,988               |
| Facilities (Animal Shelter)    | 57,812               |
| City Hall Debt Fund            | 1,278,500            |
| Capital Replacement            | 609,517              |
| City Hall Construction         | 695,538              |

**STAKEHOLDERS**

**ALTERNATIVES**

City Council may:  
 Approve; or,  
 Not Approve. If not approved, some funds may be over budget in FY26, and the City would not be compliant with State law (Title 7, Chapter 6, Part 40)

| <b>Attachments</b>               |
|----------------------------------|
| FY26 Budget Amendment Resolution |

RESOLUTION 25-

A RESOLUTION ADOPTING FISCAL YEAR 2026  
ADJUSTMENTS TO APPROPRIATIONS PURSUANT TO M.C.A.  
7-6-4006 AS AMENDED, AND PROVIDING TRANSFERS AND  
REVISIONS WITHIN THE GENERAL CLASS OF SALARIES  
AND WAGES, MAINTENANCE AND SUPPORT AND CAPITAL  
OUTLAY.

WHEREAS, M.C.A. 7-6-4006 provides that the City Council, upon proper resolution, adopted by said Council at a regular meeting and entered into its Minutes, may transfer or revise appropriations within the general class of salaries and wages, maintenance and support, and capital outlay, and

WHEREAS, based upon a Budget Review (**FY 2026**), it is necessary to alter and change said appropriations.

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

That the attached transfers or revisions are hereby adopted.

(SEE EXHIBIT A)

PASSED AND APPROVED by the City Council, this 23rd day of February 2026

THE CITY OF BILLINGS:

BY: \_\_\_\_\_  
Mike Nelson, MAYOR

ATTEST:

BY: \_\_\_\_\_  
Denise R. Bohlman, CITY CLERK

## **EXHIBIT A**

### **Expenditure**

#### **Fund 7970/7980 - Historical Tax Credit Lease**

A budget amendment is requested to facilitate the payment of debt and other agreed-upon expenses within the Historical Tax Credit Lease structure. This action involves a transfer from one Historical Tax Credit entity to another, as well as a transfer out to the appropriate fund for debt payment.

While no budget was originally approved for this specific fund, all associated expenses are fully covered by payments received on the historical tax credit. These fees were explicitly outlined in the original agreement.

|                         |           |           |
|-------------------------|-----------|-----------|
| Former Federal Building | 6,174,259 | Transfers |
| Former Federal Building | 6,696,655 | Transfers |

---

#### **Fund 6530/1500 - Facilities (Animal Shelter) Fund and Public Safety Fund**

A budget amendment is requested to cover the expense of the incinerator malfunction and resulting cleanup fees. This expense will be covered by Facility reserves.

|                                |        |                            |
|--------------------------------|--------|----------------------------|
| Public Safety (Animal Control) | 12,988 | Operations and Maintenance |
| Facilities (Animal Shelter)    | 57,812 | Operations and Maintenance |

---

#### **Fund 3200 - City Hall Debt Fund**

A budget amendment is requested to allow payment on the City Hall outstanding debt from funds received from the payment of the Historical Tax Credit. A previous amendment increased this by \$5,900,000. This request is to cover additional Historical Tax Credit received.

|                     |           |              |
|---------------------|-----------|--------------|
| City Hall Debt Fund | 1,278,500 | Debt Payment |
|---------------------|-----------|--------------|

---

#### **Fund 6410 - Capital Replacement Fund**

A budget amendment is requested to cover the cost of the Axon Police Software covering the first round of equipment and the installation of software. This will be paid from reserves accumulated to pay for tasers and bodycams from the Public Safety Equipment Capital Replacement Fund.

|                     |         |         |
|---------------------|---------|---------|
| Capital Replacement | 609,517 | Capital |
|---------------------|---------|---------|

---

#### **Fund 4920 - City Hall Construction**

This amendment corrects a premature reallocation of funds regarding the Motorola Radio Installation. Due to inconsistent communication with the vendor, the project was inaccurately identified as complete, and its remaining balance was transferred to the City Hall Construction. It has since been clarified that the original contract amount remains due. This request seeks to restore \$695,538 to the project budget to satisfy our outstanding contractual obligations.

|                        |         |          |
|------------------------|---------|----------|
| City Hall Construction | 695,538 | Transfer |
|------------------------|---------|----------|