



# **Cascade County Public Works Department** **Annual Report for CY 2015**

**Brian K. Clifton, Director**



## **Introduction**

The intent of this report is to provide a yearly update as to the operations within the Public Works Department; specifically, the history, the divisions, employees, past performance, and upcoming goals as a way of sharing the inner workings of the department.

## **Public Works Department History**

In 2010, the Board of County Commissioners created a Public Works Department (PWD) and moved the Weed Department, Mosquito Department, Superintendent of County Buildings Department, Buildings Maintenance Department, Road Department, Bridge Department, Radio & Communications Department and Planning Department under the umbrella of Public Works. Brian Clifton was the successful candidate hired as Cascade County's first Public Works Director. Over the course of the next two years, the new department underwent significant restructuring and reorganization.

All of the departments which were originally placed under Public Works were restructured and renamed as divisions within the Public Works Department. A Fleet Maintenance Division was created to oversee all of the maintenance of the Public Works Department fleet of equipment which combined the mechanics and machinists from the Road Division and the Weed and Mosquito Divisions into one division. Robert Wilson became the Superintendent of the Fleet Maintenance Division. Next, the Weed Division and the Mosquito Division managers were reduced in force and combined to create one division, the Weed & Mosquito Division. Ryan Arkoudas was the successful candidate to become the new division manager. The Superintendent of County Buildings and the Building Maintenance Divisions, which were previously co-directed by Brian Clifton and Kerry Saunders, were combined into one division and Kerry Saunders was named the Superintendent of the Building Maintenance Division. The Planning Division remained the same and Susan Conell was named the Director of the Planning Division replacing Brian Clifton who was previously Planning Director. Finally, the Road Division and Bridge Division were combined and Rick Schutz became the Superintendent of the newly combined Road & Bridge Division.

In November of 2013, the Board of Commissioners separated the buildings and facilities responsibilities from the events responsibilities within the Expo Park. The newly formed Expo Park Maintenance Division became part of the Public Works Department and consisted of a Division Superintendent, Rick Cole, and five (5) laborers under his direction.

In March of 2014, a Deputy Director of Public Works position was created to assist the Director in the management of the divisions, special projects and other managerial duties associated with the department. Jim Ekberg, formerly of the Planning Division, was hired as the first Deputy Director.

In July of 2015, the GIS Mapping Technician was transferred from the IT Department to the Public Works Department by the Board of Commissioners forming the new GIS Division. Cascade County's Public Works Department currently consists of eight (8) divisions to include the Communications Division and GIS Division.

## Public Works Administration

### Staff Duties

The Public Works Administration is responsible for the overall policies, procedures, budget, and personnel of all of the divisions within the department. The administration is made up of five (5) employees; one (1) Director, one (1) Deputy Director, one (1) Accounting Technician and two (2) Administrative Assistants.

The Public Works Director is **Brian Clifton**. Brian began with Cascade County on July 11, 1994 in the City-County Health Department as a Registered Sanitarian. In 2003 he transferred into the Planning Department as a Senior Planner and became the Planning Director in 2007. He was then hired as the Public Works Director in January of 2010. As the Public Works Director, Brian oversees all day-to-day operations in each of the divisions within Public Works as well as still coordinating special projects assigned to him by the Board of County Commissioners.

The Deputy Director is **James (Jim) Ekberg**. Jim was hired by Cascade County on August 5<sup>th</sup>, 2013, as a Planner. After high school, Jim enlisted in the U.S. Navy where he proudly served our country for 24 years. After working in the Planning Division for eight (8) months, Jim was hired as the Public Works Deputy Director. As the Deputy Director, Jim works closely with the director to oversee all day-to-day operations in each of the divisions within Public Works as well as assisting with special projects assigned to the director by the Board of County Commissioners.

The Public Works Accounting Technician is **Gayle Fellows**. Gayle began with Cascade County on May 19<sup>th</sup>, 1986. Gayle is in charge of accounts payable (for Fleet Maintenance Division, Road and Bridge Division and the Weed and Mosquito Division), accounts receivable, yearly budget (for all of the Public Works Divisions) and some data entry for Fleet Maintenance's work orders.

The first of the two Administrative Assistants is **Nadine Thares**. Nadine began with Cascade County on October 17<sup>th</sup>, 1994. She was re-located from the Public Works Facility to the Planning Division Office as the Administrative Assistant in September 2012, assuming various responsibilities there. Nadine has over eighteen (18) years of experience with the Road & Bridge Division; her background knowledge of being able to read maps, understanding the road systems and overall familiarity of the roads have been important assets to the Planning Division.

The second of the Administrative Assistants is **Deborah Anderson**. Deb started on August 11<sup>th</sup>, 2015. Deb is the Administrative Assistant at the Public Works Facility. Her responsibilities include (but are not limited to): entering timecards for the Road & Bridge Division, Building Maintenance, SOCB, and the Expo Park laborers; bill payment in Logos for Building Maintenance, Planning, SOCB, Junk Vehicle, and Water Operations; monthly inter-service billing for SOCB; data entry in PubWorks for Fleet Maintenance, Road & Bridge and Building Maintenance, and data entry for the Weed & Mosquito Division for the seasonal spraying season.

## Special Projects

Every year brings new challenges and projects to the commissioners in which they forward to Public Works to oversee such as environmental cleanups, remodeling of existing facilities, new construction, or just oddities that do not fall under any one department's purview. These projects are then organized, coordinated, and completed by Public Works. This year's projects have included but are not limited to the following:

Courthouse Roof  
County Phone System Upgrade (Aging Services, CCHD, JDC, County Attorney, Treasurer)  
Courthouse Clerk of Courts Security Upgrades  
ExpoPark Grandstand Area Paving  
ExpoPark Marquee Sign  
ExpoPark Tree Trimming & Tree Removal  
ExpoPark Warm-Up Arena  
ExpoPark Outdoor Rodeo Upgrades  
ExpoPark Four Seasons Flooring  
ExpoPark Four Seasons Electrical Upgrades  
Aging Services Remodel PAR

## Wind Generator

In 2008, as part of the new construction of the Public Works Facility on Vaughn South Frontage Road, the Board of County Commissioners approved the installation of a 50kW Wind Generator. The wind generator was installed for multiple reasons including, the promotion of wind energy in the county, a tool to be utilized in studying wind energy efficiency, and an alternate source of energy to assist with reducing energy costs in the new Public Works Facility. The total “turn key” cost of installation for the generator was \$195,169.80. In 2015, additional maintenance work to the facility was completed by Ethos totaling \$3166.77 bringing the total cost of the project to date to \$204,889.49. The following is a summary of data since the installation of the wind generator.



Year	kWh Used	Total Paid	Average Amount Per kWh Cost	Generated kWh	x per/kWh cost	Total Value of Generated Energy
2008	53200	\$6,831.94	0.1284	33846.50	0.1284	\$ 4,345.89
2009	147680	\$15,895.80	0.1076	63998.10	0.1076	\$ 6,886.20
2010	189600	\$17,231.29	0.0909	58654.00	0.0909	\$ 5,330.61
2011	190960	\$22,442.82	0.1175	73187.20	0.1175	\$ 8,601.42
2012	211760	\$25,175.92	0.1189	40332.90	0.1189	\$ 4,795.14
2013	269440	\$31,794.14	0.1180	16417.20	0.1180	\$ 1,937.24
2014	251920	\$30,706.56	0.1219	61870.10	0.1219	\$ 7,541.35
2015	236880	\$30,772.08	0.1299	66575.20	0.1299	\$ 8,648.50
				<b>414881.20</b>	<b>Total</b>	<b>\$ 48,086.35</b>
<b>Total Value Generated</b>	<b>/ Years</b>	<b>Avg Value per Year</b>	<b>Total Project Cost to Date</b>	<b># Years Buy Back</b>		
\$48,086.35	7.58	\$6,343.85	\$204,889.49	32.30		

ACCOUNT #1681166-3														AVERAGE	AVERAGE
2015	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTALS	MONTHLY (12)	DAILY
ELECTRIC \$\$	\$3,951.01	\$2,644.20	\$2,926.67	\$2,471.84	\$2,617.89	\$2,519.92	\$2,212.50	\$2,085.93	\$1,989.41	\$2,058.06	\$2,472.97	\$2,821.68	\$30,772.08	\$2,564.34	\$83.85
kWh used	34240	19120	22800	17120	19840	17840	18000	16400	16320	13600	19040	22560			
Avg kWh per day	1037.6	637.3	735.5	590.30	661.30	557.50	580.60	565.50	510.00	469.00	656.60	705.00			
Avg Cost per day	\$119.73	\$88.14	\$94.41	\$85.24	\$87.26	\$74.47	\$71.37	\$71.93	\$62.45	\$70.97	\$85.27	\$88.18			
# DAYS IN BILLING	33	30	31	29	30	32	31	29	32	29	29	32	367		
GAS \$\$	\$2,693.01	\$1,604.12	\$1,578.80	\$788.06	\$426.11	\$145.99	\$145.99	\$145.38	\$156.19	\$236.89	\$907.82	\$1,582.49	\$10,410.85	\$867.57	\$28.37
Therms Used	3315	1993	2062	1002	509	312	112	111	183	246	1247	2325			
Avg Therms per day	100.5	66.5	66.5	34.60	17.00	9.80	3.60	3.80	5.70	8.50	43.00	72.70			
Avg daily temp	21	38	34	44	48	57	67	70	59	55	42	32			
Total costs	\$6,644.02	\$4,248.32	\$4,505.47	\$3,259.90	\$3,044.00	\$2,665.91	\$2,358.49	\$2,231.31	\$2,145.60	\$2,294.95	\$3,380.79	\$4,404.17			

Total kWh Used in 2015	<b>236880</b>		
Total kWh Generated 2015 (from Apterra Data)	<b>66575.2</b>	1/1/2015	12/31/2015
		<b>348306</b>	<b>414881.2</b>
Total Theoretical Max Production kWh per year (365 days x 24 hours x 50kWh)(constant)	<b>438000</b>		
Generator Efficiency (actual/theoretical)	<b>15.20%</b>		
Percent of Facility Usage Powered by Generator (total)	<b>28.11%</b>		

## **Building Maintenance Division**

(Includes Building Maintenance, Superintendent of County Buildings [SOCB], Water Distribution)

### Staff Duties

The Building Maintenance Division of Public Works is responsible for maintaining all of the county buildings except for the Sheriff's Office. In June of 2015, Montana ExpoPark laborers re-structured their union contract and as a result decreased the number of laborers and increased the number of Building Maintenance staff by five (5) personnel to work at the Montana ExpoPark as part of their normal rotation of daily sites that they are responsible for around the county. The staff is made up of one (1) Division Superintendent, one (1) Chief Engineer, one (1) Assistant Engineer, thirteen (13) Custodians, one (1) Painter and one (1) Carpenter, for a total of eighteen (18) employees.

The division superintendent, **Kerry Saunders**, oversees all operations within the division. Kerry was hired by the county on December 18<sup>th</sup>, 1997, becoming a co-director in 2009. Kerry was then promoted to Building Maintenance Division Superintendent in 2010. Kerry's job duties include but are not limited to: monitor budget (for Building Maintenance, SOCB and Water Operation); assist the Public Works Director to recruit, screen and hire staff (as needed); authorize and notify Alarm Service regarding users on/off system; complete payroll updates (annually and as needed); monitor and approve timecards via Kronos Time Keeper (bi-weekly); approve/deny leave requests; meet with Chief Engineer daily; meet with staff during shift change daily; supervise staff; arrange training for staff (as needed &/or as opportunities arise); order or purchase supplies and materials for custodial use and/or maintenance issues; order or purchase tools and office supplies; respond to alarm or other emergency call-outs at the Courthouse, Annex, Health Dept., Executive Plaza Offices, Water Stations, Juvenile Detention Center (nights, weekends & holidays as required); monitor & maintain Courthouse Security Systems; snow removal (up to and including: shoveling sidewalks, steps, entryways, operate snow auger and possibly plow snow); create inter-service bills and forward to appropriate departments or staff; coordinate work between county staff, contractors, and technicians; receive and assign Work Order Requests; Special Projects; Water Station coin collection; record coin-counter readings from each Water Station; deposit coins immediately following collection; answer maintenance calls for Water Stations; maintain and repair Water Stations.

The Chief Engineer is **Steve Highwood**. Steve has been with the county since May 17<sup>th</sup>, 1978. Steve works the day shift from 7:00am until 5:30pm (Wednesday –Saturday). Steve has many jobs and duties he oversees within the division. Including: maintains heating, cooling and other mechanical systems for various county buildings; responsible for safety in mechanical and maintenance areas; maintains water station locations and regularly collects coins from those sites accompanied by Kerry (or another staff member); mows and trims lawns; cares for landscaping; clears snow from parking lots, sidewalks, steps and entryways for county facilities; orders and purchases supplies and equipment as needed with appropriate authorization; inspects facilities to ensure they are maintained, clean and safe; maintains entry key systems for various county buildings and assigns keys to authorized staff; accompanies and assists

contractors or vendors providing services and goods to various county buildings; moves equipment and furniture as needed; performs duties of custodian (including cleaning and maintenance duties at county buildings on an as-needed basis); is available for emergency call-outs.

The Assistant Engineer is **Shawn Jackson**. Shawn has been with the county since May 29<sup>th</sup>, 2001. Shawn generally works the evening shift (Sunday-Thursday) from 4:00pm until 12:30am.

Shawn's job duties include: supervises custodial employees; insures that work schedules and work assignments are followed and enforced; maintains heating, cooling and other mechanical systems for various county buildings; responsible for after-hours security of various county buildings; responsible for safety in mechanical and maintenance areas; performs duties of custodian including cleaning and maintenance duties of county buildings; inspects facilities to ensure they are maintained, clean and safe; report and makes suggestions to supervisors regarding condition of buildings or grounds; lawn maintenance; clears snow from parking lots, sidewalks, steps and entryways; preforms routine inspection and maintenance of mechanical systems and safety and security systems; maintains a clean and safe workplace for staff, residents and the public; substitutes and assumes duties for daytime engineer as required; is available for call-outs for various county facilities.



**Melissa Peterson** is a custodian who was hired April 19<sup>th</sup>, 2002. Melissa works at the Public Works Facility, working 8:00am to 6:30pm (Monday – Thursday). Melissa's job duties include but are not limited to: sweeps, scrubs, mops, waxes and polishes floors; vacuums and shampoos carpeted areas; dusts and polishes furniture; washes windows; cleans walls and woodwork; cleans and sanitizes restrooms; empties trash receptacles; cleans and straightens meeting and conference rooms; provides laundry service; replaces light bulbs and tubes; performs routine plumbing repairs; maintains and repairs cleaning equipment; snow removal from sidewalks and entryways; moves equipment and furniture as needed; maintains clean and safe workplace for staff, residents, and the public.

**Lawrence (Larry) Stimac** is a custodian who was hired October 14<sup>th</sup>, 2008. Larry is one of the evening custodians, working (Sunday-Thursday) the 4:00pm until 12:30am shift. Larry's job duties include but are not limited to: sweeps, scrubs, mops, waxes and polishes floors; vacuums and shampoos carpeted areas; dusts and polishes furniture; washes windows; cleans walls and woodwork; cleans and sanitizes restrooms; empties trash receptacles; cleans and straightens meeting and conference rooms; replaces light bulbs and tubes; performs routine plumbing repairs; maintains and repairs cleaning equipment; lawn maintenance; landscaping; snow

removal from parking lots, sidewalks and entryways; maintains and repairs landscaping equipment; moves equipment and furniture as needed; maintains clean and safe workplace for staff, residents, and the public.

**Daniel (Dan) Winney** is a custodian who has been with the county since February 8<sup>th</sup>, 2010. Dan works the day shift from 7:00am until 5:30pm (Sunday –Wednesday). Dan’s job duties include but are not limited to: sweeps, scrubs, mops, waxes and polishes floors; vacuums and shampoos carpeted areas; dusts and polishes furniture; washes windows; cleans walls and woodwork; cleans and sanitizes restrooms; empties trash receptacles; cleans and straightens meeting and conference rooms; replaces light bulbs and tubes; performs routine plumbing repairs; maintains and repairs cleaning equipment; lawn maintenance; landscaping; snow removal from parking lots, sidewalks and entryways; maintains and repairs landscaping equipment; moves equipment and furniture as needed; maintains clean and safe workplace for staff, residents, and the public.

**James Walker** is a custodian who has been with the county since August 13<sup>th</sup>, 2010. James works an evening shift (Sunday-Thursday) from 4:00pm until 12:30am. James’ job duties include but are not limited to: sweeps, scrubs, mops, waxes and polishes floors; vacuums and shampoos carpeted areas; dusts and polishes furniture; washes windows; cleans walls and woodwork; cleans and sanitizes restrooms; empties trash receptacles; cleans and straightens meeting and conference rooms; replaces light bulbs and tubes; performs routine plumbing repairs; maintains and repairs cleaning equipment; lawn maintenance; landscaping; snow removal from parking lots, sidewalks and entryways; maintains and repairs landscaping equipment; moves equipment and furniture as needed; maintains clean and safe workplace for staff, residents, and the public.

**Vernon (Vern) Green** is a custodian who has been with the county since August 30<sup>th</sup>, 2010. Vern works the day shift (Sunday-Thursday) from 7:00am until 3:30pm. Vern’s job duties include but are not limited to: sweeps, scrubs, mops, waxes and polishes floors; vacuums and shampoos carpeted areas; dusts and polishes furniture; washes windows; cleans walls and woodwork; cleans and sanitizes restrooms; empties trash receptacles; cleans and straightens meeting and conference rooms; replaces light bulbs and tubes; performs routine plumbing repairs; maintains and repairs cleaning equipment; lawn maintenance; landscaping; snow removal from parking lots, sidewalks and entryways; maintains and repairs landscaping equipment; moves equipment and furniture as needed; maintains clean and safe workplace for staff, residents, and the public.

**Drew Heineman** is a custodian who has been employed with the county since July 5<sup>th</sup>, 2011. Drew works the day shift (Tuesday-Saturday) from 7:00am until 3:30pm. Drew’s job duties include but are not limited to: sweeps, scrubs, mops, waxes and polishes floors; vacuums and shampoos carpeted areas; dusts and polishes furniture; washes windows; cleans walls and woodwork; cleans and sanitizes restrooms; empties trash receptacles; cleans and straightens meeting and conference rooms; replaces light bulbs and tubes; performs routine plumbing repairs; maintains and repairs cleaning equipment; lawn maintenance; landscaping; snow

removal from parking lots, sidewalks and entryways; maintains and repairs landscaping equipment; moves equipment and furniture as needed; maintains clean and safe workplace for staff, residents, and the public.

**Dinah Standley** is a custodian who has been employed with the county since November 21<sup>st</sup>, 2011. Dinah works the evening shift (Sunday-Thursday) from 4:00pm until 12:30am. Dinah's job duties include but are not limited to: sweeps, scrubs, mops, waxes and polishes floors; vacuums and shampoos carpeted areas; dusts and polishes furniture; washes windows; cleans walls and woodwork; cleans and sanitizes restrooms; empties trash receptacles; cleans and straightens meeting and conference rooms; replaces light bulbs and tubes; performs routine plumbing repairs; maintains and repairs cleaning equipment; lawn maintenance; landscaping; snow removal from parking lots, sidewalks and entryways; maintains and repairs landscaping equipment; moves equipment and furniture as needed; maintains clean and safe workplace for staff, residents, and the public.

**Jared Davis** is a custodian who has been employed with the county since December 22<sup>nd</sup>, 2014. Jared works the evening shift (Sunday-Thursday) from 4:00pm until 12:30am. Jared's job duties include but are not limited to: sweeps, scrubs, mops, waxes and polishes floors; vacuums and



shampoos carpeted areas; dusts and polishes furniture; washes windows; cleans walls and woodwork; cleans and sanitizes restrooms; empties trash receptacles; cleans and straightens meeting and conference rooms; replaces light bulbs and tubes; performs routine plumbing repairs; maintains and repairs cleaning equipment; lawn maintenance; landscaping; snow removal from parking lots, sidewalks and entryways; maintains and repairs landscaping equipment; moves equipment and furniture as needed; maintains clean and safe workplace for staff, residents, and the public.

**Bruce Klick** is a custodian who has been employed with the county since November 25<sup>th</sup>, 2013. Bruce was originally a laborer at Montana ExpoPark but transferred to the Building

Maintenance Division in July after the laborers re-structured their union contract at ExpoPark in June. Bruce works the evening shift (Tuesday-Saturday) from 4:00pm until 12:30am. Bruce's job duties include but are not limited to: sweeps, scrubs, mops, waxes and polishes floors; vacuums and shampoos carpeted areas; dusts and polishes furniture; washes windows; cleans walls and woodwork; cleans and sanitizes restrooms; empties trash receptacles; cleans and straightens meeting and conference rooms; replaces light bulbs and tubes; performs routine plumbing repairs; maintains and repairs cleaning equipment; lawn maintenance; landscaping; snow removal from parking lots, sidewalks and entryways; maintains and repairs landscaping equipment; moves equipment and furniture as needed; maintains clean and safe workplace for staff, residents, and the public.

**Jeremy Paul** is a custodian who has been employed with the county since July 13<sup>th</sup>, 2015. Jeremy works the evening shift (Tuesday-Saturday) from 4:00pm until 12:30am. Jeremy's job duties include but are not limited to: sweeps, scrubs, mops, waxes and polishes floors; vacuums and shampoos carpeted areas; dusts and polishes furniture; washes windows; cleans walls and woodwork; cleans and sanitizes restrooms; empties trash receptacles; cleans and straightens meeting and conference rooms; replaces light bulbs and tubes; performs routine plumbing repairs; maintains and repairs cleaning equipment; lawn maintenance; landscaping; snow removal from parking lots, sidewalks and entryways; maintains and repairs landscaping equipment; moves equipment and furniture as needed; maintains clean and safe workplace for staff, residents, and the public.

**Barry Rider** is a custodian who has been employed with the county since July 20<sup>th</sup>, 2015. Barry works the evening shift (Tuesday-Saturday) from 4:00pm until 12:30am. Barry's job duties include but are not limited to: sweeps, scrubs, mops, waxes and polishes floors; vacuums and shampoos carpeted areas; dusts and polishes furniture; washes windows; cleans walls and woodwork; cleans and sanitizes restrooms; empties trash receptacles; cleans and straightens meeting and conference rooms; replaces light bulbs and tubes; performs routine plumbing repairs; maintains and repairs cleaning equipment; lawn maintenance; landscaping; snow removal from parking lots, sidewalks and entryways; maintains and repairs landscaping equipment; moves equipment and furniture as needed; maintains clean and safe workplace for staff, residents, and the public.

**Bruce Thompson** is a custodian who has been employed with the county since July 27<sup>th</sup>, 2015. Bruce works the evening shift (Sunday-Thursday) from 4:00pm until 12:30am. Bruce's job duties include but are not limited to: sweeps, scrubs, mops, waxes and polishes floors; vacuums and shampoos carpeted areas; dusts and polishes furniture; washes windows; cleans walls and woodwork; cleans and sanitizes restrooms; empties trash receptacles; cleans and straightens meeting and conference rooms; replaces light bulbs and tubes; performs routine plumbing repairs; maintains and repairs cleaning equipment; lawn maintenance; landscaping; snow removal from parking lots, sidewalks and entryways; maintains and repairs landscaping equipment; moves equipment and furniture as needed; maintains clean and safe workplace for staff, residents, and the public.

**Brandon Hassell** is a custodian who has been employed with the county since January 22<sup>nd</sup>, 2010. Brandon was originally a laborer at Montana ExpoPark but transferred to the Building Maintenance Division in August after the laborers re-structured their union contract at ExpoPark in June. Brandon works the evening shift (Sunday-Thursday) from 4:00pm until 12:30am. Brandon's job duties include but are not limited to: sweeps, scrubs, mops, waxes and polishes floors; vacuums and shampoos carpeted areas; dusts and polishes furniture; washes windows; cleans walls and woodwork; cleans and sanitizes restrooms; empties trash receptacles; cleans and straightens meeting and conference rooms; replaces light bulbs and tubes; performs routine plumbing repairs; maintains and repairs cleaning equipment; lawn maintenance; landscaping; snow removal from parking lots, sidewalks and entryways;

maintains and repairs landscaping equipment; moves equipment and furniture as needed; maintains clean and safe workplace for staff, residents, and the public.

We have two (2) county employees in the Superintendent of County Buildings (SOCB) section of the Building Maintenance Division, Timothy (Tim) Roberts and Larry Evaro.

The first of the categories in SOCB is the Carpenter position, which is currently held by **Tim Roberts**. Tim has been employed by the county since March 8<sup>th</sup>, 2010. Tim works in and around each of the buildings within the county depending on the various projects being worked on. Tim's work duties include: performs rough & finish carpentry for both interior & exterior (this includes but is not limited to: demolition of existing interior walls, ceilings and floors; construction of interior walls, ceilings, floors, including installation of framing, drywall, doors, windows & suspended ceilings; installation & repair of exterior building materials, including: siding, roofing, soffits, stairs, windows & doors); designs & fabricates cabinetry, counters, and desks using traditional & modern materials; repairs a variety of furniture including but not limited to: modern furnishings & antique furniture; hangs cabinets, pictures, bulletin & drawing boards, & wall files; repairs walls, doors and windows including but not limited to drywall, hardware, glazing; installs door hardware including but not limited to knobs & locksets, doorstops and kick-downs; constructs concrete forms, pours & finishes small concrete pads & other concrete projects; patches concrete as needed; operates, maintains & repairs carpentry shop equipment & tools; maintains clean and safe workplace for staff, residents and the public.

The second of the categories in SOCB is the Painter position, which is currently held by **Larry Evaro**. He has been employed by the county since April 7<sup>th</sup>, 2014, starting as the painter on December 8<sup>th</sup>, 2014. Much like Tim, Larry works in and around each of the buildings within the county depending on what projects are in operation. Larry's job duties include: performs



interior and exterior painting on a variety of building materials including but not limited to: plaster, drywall, wood, stucco, concrete, masonry, iron and other raw materials; work will take place as new construction, remodeling, refurbishing and repair; performs wall preparation and repairs including but not limited to: perfa-taping, sanding & finishing, smooth & decorative plaster work; performs cabinet and furniture finishing including but not limited to: wood preparation, staining, sealing & finishing; performs sign work including but not limited to: layout & fabrication of signs, removal, replacement & installation of posts and signs; performs striping and marking of county roadways and railroad crossings; work locations include but are not limited to: variety of new & existing county buildings, fabrication shop, paint booth, on-site locations of bridges, culverts & other outdoor venues; maintains inventory of standard signs, hardware and posts; maintain & repair painting equipment and tools; orders & purchases needed supplies & equipment with appropriate authorization; maintains a clean and safe workplace for staff, residents and the public.

## Work Codes Report

The report is capable of tracking the number of hours spent doing various custodial duties. By creating this Task Code spreadsheet and entering these codes in the PubWorks program, we can now accurately track and show how many hours are being used to maintain various buildings doing these custodial duties.

Code	Description	# of Hrs	% of Total Yr Hrs	Code	Description	# of Hrs	% of Total Yr Hrs
Hol	County Paid Holiday	802	3.7%	7190	Water Station Call Out	0	0.0%
Leave	Vacation/Comp/Sick Leave Used	1793	8.2%	7200	Water Staion Coin Collection	0	0.0%
7000	Trash	3390.8	17.5%	7210	Water Station Maintenance	6.8	0.0%
7010	Vacuum	2888.6	14.9%	7220	Irrigation Repair	58.1	0.3%
7020	Sweeping (Floors/Sidewalks)	665.5	3.4%	7230	Electric Repairs	48.5	0.3%
7030	Dry Mopping	451.8	2.3%	7240	Top to Down Cleaning	72.1	0.4%
7040	Wet Mopping	1562.5	8.1%	7250	Boiler Maintenance	169.9	0.9%
7050	Cleaning Restrooms	2280	11.8%	7260	Cooling Maintenance	121.3	0.6%
7060	High Dusting	62.2	0.3%	7270	Paperwork/Timesheets	612.9	3.2%
7070	Dusting	326.2	1.7%	7280	Wash/Scrub Walls	104.3	0.5%
7080	Hard Floor Cleaning	198.6	1.0%	7290	Stair Cleaning	69	0.4%
7090	Carpet Cleaning	35.2	0.2%	7300	Building Service Call-Out	26.6	0.1%
7100	Glass Cleaning (Indoor)	437.2	2.3%	7310	Bldg Open/Close Procedures	751.4	3.9%
7110	Glass Cleaning (Outdoor)	162.1	0.8%	7320	Security Patrol/Ground Ck.	212.4	1.1%
7120	Strip Waxing	35.7	0.2%	7330	Work Done Inspections	36.3	0.2%
7130	Light Fixtures Maintenance (Change out ballsts/bulbs)	131.7	0.7%	466	Fuel/Supplies	212.5	1.1%
7140	Cleaning Light Fixtures	19.9	0.1%	447	Mowing/Weed Control	553.4	2.9%
7150	HVAC Service	228.7	1.2%	483	Travel Time	595	3.1%
7160	Fixture(s) Cleaning	474.7	2.5%	513	Snow/Ice Removal	251.6	1.3%
7170	Plumbing	100.1	0.5%	742	Employee Training/Meetings	607.3	3.1%
7180	Dusting Blinds	7.8	0.0%	785	Building Repair/Maintenance	908.5	4.7%
7190	Water Station Call Out	7.8	0.0%	787	Shop & Yard Cleanup	342.5	1.8%
7200	Water Staion Coin Collection	95	0.5%	912	Vehicle Repair Costs	40.3	0.2%

Total Hours Available	21,955	Total Hours used:	21955	Percentage:	100.0%
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2015 Building Maintenance's Time Breakdown			
Holiday Hours	802	3.7%	
Sick Hours	868	4.0%	
Vacation Hours	922	4.2%	
Comp Hours	0	0.0%	
Total Hours Worked	19363	88.2%	
Total	21955	100.0%	

## Water Station Report (CALENDAR YEAR 2015)

WATER DISTRIBUTION STATIONS 2015 ANNUAL REPORT											
WEST DISTRIBUTION STATION- 1605 8th Ave NW							Information from GF City water bill				
Month	Start Meter Cubic Feet	End Meter Cubic Feet	Total Gallons	Total Quarter Count	Total Gallons/Quarter	Total Income	Total Payment to City of GF	Date From	Date To	Cubic Feet Usage	Gallon Conversion
Jan	2121889	2203398	609687	5872	104	\$ 1,468.00	\$1,151.44	12/15/2014	1/18/2015	80,000	598400
Feb	2203398	2280097	573709	5518	104	\$ 1,379.50	\$1,137.34	1/19/2015	2/15/2015	79,000	590920
March	2280097	2373624	699582	5822	120	\$ 1,455.50	\$1,109.14	2/16/2015	3/15/2015	77,000	575960
April	2373624	2478007	780785	8452	92	\$ 2,113.00	\$1,433.44	3/16/2015	4/12/2015	1,000,000	7480000
May	2478007	2578848	754291	7433	101	\$ 1,858.25	\$1,634.18	4/13/2015	5/10/2015	112,000	837760
June	2578848	2738850	1196815	10808	111	\$ 2,702.00	\$1,640.78	5/11/2015	6/8/2015	107,000	800360
July	2738850	2899586	1220205	11080	109	\$ 2,770.00	\$2,561.88	6/9/2015	7/5/2015	160,000	1196800
Aug	2899586	3078402	1337544	12178	110	\$ 3,044.50	\$2,412.88	7/6/2015	8/2/2015	158000	1181840
Sept	3078402	3,202,968	931754	8225	113	\$ 2,056.25	\$2,521.68	8/3/2015	9/6/2015	166,000	1241680
Oct	3202968	3,306,686	775811	7419	105	\$ 1,854.75	\$1,927.68	9/7/2015	10/11/2015	126,000	942480
Nov	3306686	3,398,832	689252	5643	122	\$ 1,410.75	\$1,399.18	10/12/2015	11/15/2015	91,000	680680
Dec	3398832	3487402	662504	6311	105	\$ 1,577.75	\$1,519.98	11/16/2015	12/20/2015	99,000	740520
<b>TOTAL</b>			<b>10214037</b>	<b>94761</b>	<b>108</b>	<b>\$ 23,690.25</b>	<b>\$ 20,449.60</b>			<b>2255000</b>	<b>16867400</b>
NORTH DISTRIBUTION STATION- 1400 36th Ave NE							Information from GF City water bill				
Month	Start Meter Cubic Feet	End Meter Cubic Feet	Total Gallons	Total Quarter Count	Total Gallons/Quarter	Total Income	Total Payment to City of GF	Date From	Date To	Cubic Feet Usage	Gallon Conversion
Jan	1463960	1502254	286439	5872	49	\$ 1,468.00	\$474.64	12/15/2014	1/18/2015	32,000	239360
Feb	1502254	1537527	263842	5518	48	\$ 1,379.50	\$531.04	1/19/2015	2/15/2015	36,000	269280
March	1537527	1584642	352420	2845	124	\$ 711.25	\$545.14	2/16/2015	3/15/2015	37,000	276760
April	1584642	1650170	490149	5268	93	\$ 1,317.00	\$770.74	3/16/2015	4/12/2015	53,000	396440
May	1650170	1707267	427086	4203	102	\$ 1,050.75	\$1,209.75	4/13/2015	5/10/2015	82,000	613360
June	1707267	1795032	656482	6535	100	\$ 1,633.75	\$689.48	5/11/2015	6/8/2015	44,000	329120
July	1795032	1849152	404818	4074	99	\$ 1,018.50	\$1,489.78	6/9/2015	7/5/2015	97,000	725560
Aug	1849152	1849152	0	1	0	\$ 0.25	\$449.88	8/9/2015	8/2/2015	28,000	209440
Sept	1849152	1849152	0	1	0	\$ 0.25	\$25.08	8/3/2015	9/6/2015	0	0
Oct	1849152	1867354	136151	897	152	\$ 224.25	\$25.08	9/7/2015	10/11/2015	1,849	13831
Nov	1867354	1,906,538	293096	2631	111	\$ 657.75	\$417.68	10/12/2015	11/15/2015	26,000	194480
Dec	1906538	1946125	296111	3135	94	\$ 783.75	\$659.28	11/16/2015	12/2/2015	42,000	314160
<b>TOTAL</b>			<b>3606594</b>	<b>40980</b>	<b>88</b>	<b>\$ 10,245.00</b>	<b>\$ 7,287.57</b>			<b>478849</b>	<b>3581791</b>
SOUTH WATER STATION- 1100 21st Ave S							Information from GF City water bill				
Month	Start Meter Cubic Feet	End Meter Cubic Feet	Total Gallons	Total Quarter Count	Total Gallons/Quarter	Total Income	Total Payment to City of GF	Date From	Date To	Cubic Feet Usage	Gallon Conversion
Jan	2070154	2143015	545000	4913	111	\$ 1,228.25	\$1,142.30	1/5/2015	2/1/2015	80,000	598400
Feb	2143015	2207289	480770	4334	111	\$ 1,083.50	\$987.20	2/2/2015	3/1/2015	69,000	516120
March	2207289	2285568	585527	4475	131	\$ 1,118.75	\$888.50	3/2/2015	3/29/2015	62,000	463760
April	2285568	2371117	639907	6513	98	\$ 1,628.25	\$1,311.50	3/30/2015	4/26/2015	92,000	688160
May	2371117	2464871	701280	6272	112	\$ 1,568.00	\$1,376.52	4/27/2015	5/24/2015	91,000	680680
June	2464871	2612050	1100899	10175	108	\$ 2,543.75	\$1,525.30	5/25/2015	6/21/2015	100,000	748000
July	2612050	2764244	1138411	10561	108	\$ 2,640.25	\$2,690.00	6/22/2015	7/19/2015	177,000	1323960
Aug	2764244	2912282	1107324	10051	110	\$ 2,512.75	\$2,265.20	7/20/2015	8/24/2015	149,000	1114520
Sept	2912282	3008540	720010	5967	121	\$ 1,491.75	\$1,646.10	8/25/2015	9/29/2015	108,000	807840
Oct	3008540	3089128	602798	5365	112	\$ 1,341.25	\$1,449.80	9/30/2015	11/1/2015	95,000	710600
Nov	3089128	3166130	575975	4473	129	\$ 1,118.25	\$1,102.50	11/2/2015	12/6/2015	72,000	538560
Dec	3166130	3236854	529016	4895	108	\$ 1,223.75	\$1,117.60	12/7/2015	1/3/2016	73,000	546040
<b>TOTAL</b>			<b>8726916</b>	<b>77994</b>	<b>112</b>	<b>\$ 19,498.50</b>	<b>\$ 17,502.52</b>			<b>1168000</b>	<b>8736640</b>
<b>GRAND TOTAL</b>			<b>22547547</b>	<b>213735</b>	<b>102.56</b>	<b>\$ 53,433.75</b>	<b>\$ 45,239.69</b>			<b>3901849</b>	<b>29185831</b>
							<b>\$ 8,194.06</b>	(net gain/loss)			

**Notes:**

1. Total payment to the city is not for water only, it includes fire hydrant, and sewer for the south and west water station. The north water station is on a drainfield.
2. North water station shut down on July 20 2015 for water tower retrofit.

Operational costs for CY2015 included a total of \$5330.77 in labor & equipment for coin collection; \$778.18 in labor & equipment for station call outs; and \$531.66 in Water Station Maintenance which includes equipment, parts & labor. With \$6640.61 in Water Station Maintenance costs and a net gain of \$8194.06, the stations generated \$1553.45 this calendar year.

## SOCB Work Code Report (CALENDAR YEAR 2015)

The carpenter and painter worked on several projects within the county, working throughout all of the buildings. Public Works laborers assist in these projects on occasions. All of these hours are then tracked in the SOCB's total hours accrued. Overall the breakdown shows how many hours were accumulated in the various assignment codes for the projects worked on.

SOCB's 2015 Work Code Report							
Code	Description	# of Hrs	% of Total Yr Hrs	Code	Description	# of Hrs	% of Total Yr Hrs
6100	Sheet rocking	18.5	0.4%	466	Fuel & Supplies	36.8	0.9%
6110	Cementing	0	0.0%	485	Flagging, Road Traffic	0	0.0%
6120	Siding	53	1.3%	519	Repair from County Work	0	0.0%
6130	Framing	192	4.6%	522	(Not Construction)	0	0.0%
6140	Insulating	11.8	0.3%	526	Painting (striping/markings)	0	0.0%
6150	Cabinetry	150.5	3.6%	5050	Work Dirt	3	0.1%
6160	Roofing	24	0.6%	5060	Carpentry	26.5	0.6%
6170	Finish Work	700.3	16.8%	5120	Stock Panels (Set-up/Tear-Down)	2	0.0%
6180	Ceiling	0	0.0%	5140	Forklift Operations	3	0.1%
6190	Flooring	5.5	0.1%	7000	Trash	76.5	1.8%
6200	Demolition	125.8	3.0%	7020	Sweeping - Floor & Sidewalks	3	0.1%
6210	Preparation: Sanding, filling, masking, caulking, puttying, grinding, drilling, etc.	365.8	8.8%	7080	Hard Floor Cleaning	2	0.0%
6220	Bidding/Assessments/Sub. Oversight/Billing/Paperwork	439	10.6%	7270	Paperwork/Timesheets	4.5	0.1%
6230	Planning/Drafting	109	2.6%	7300	Building Service Call-Out	1	0.0%
6240	Transporting Materials/Equip	81	1.9%	7330	Work Done Inspection	1	0.0%
6250	General Repair	179.8	4.3%	742	Occupational/Safety Training/Employee Meeting	22.5	0.5%
6260	Cosmetics Hanging, Mounting, etc.	5	0.1%	787	Shop & Yard Cleanup	189.3	4.6%
6270	Priming, Painting, Staining	643.5	15.5%	Leave	Vacation/Sick/Leave	388	9.3%
6280	Mudding/Taping/Texturing	161.3	3.9%	Hol	County Paid Holiday	160	3.8%
6290	Wall Paper	0	0.0%				
<b>Total Hours Available</b>		<b>4160</b>		<b>Total Hours used:</b>	<b>4160</b>	<b>Percentage:</b>	<b>100.0%</b>

Carpenter:													
Date	Timeclock Hours	Vacation/Comp	Sick/Leave	Holiday	Billable Depts	Non-Billable Dept	Carp Shop	Billable %	Non-Billable %	Carp Shop %	Leave %	Total %	
January	176	0	0	16	96	6.5	57.5	54.5%	3.7%	32.7%	9.1%	100%	
February	159	0	8	8	53.5	89.5	0	33.6%	56.3%	0.0%	10.1%	100%	
March	176	0	0	0	18	140	18	10.2%	79.5%	10.2%	0.0%	100%	
April	175	29	0	0	51.5	94.5	0	29.4%	54.0%	0.0%	16.6%	100%	
May	168	16	0	8	58	86	0	34.5%	51.2%	0.0%	14.3%	100%	
June	176	0	0	0	37	139	0	21.0%	79.0%	0.0%	0.0%	100%	
July	184	0	8	8	77	91	0	41.8%	49.5%	0.0%	8.7%	100%	
August	168	32	0	0	30	106	0	17.9%	63.1%	0.0%	19.0%	100%	
September	176	0	0	8	47	121	0	26.7%	68.8%	0.0%	4.5%	100%	
October	168	16	0	8	102	42	0	60.7%	25.0%	0.0%	14.3%	100%	
November	162	13.75	0	16	106.75	11	14	66.1%	6.8%	8.7%	18.4%	100%	
December	184	24	0	8	119	33	0	64.7%	17.9%	0.0%	17.4%	100%	
Totals	2071.5	130.75	16	80	795.75	959.5	89.5	0.384142	46%	4%	11%	100%	

Painter:														
Date	Timeclock hours	Vacation/Comp	Sick/Leave	Holiday	Billable Depts	Non-Billable Depts	Signage	Carp Shop	Billable %	Non-Billable %	Signage %	Carp Shop %	Leave %	Total %
January	167	0	3.75	16	126.75	0.5	0	19.5	76.1%	0.3%	0.0%	11.7%	12%	100%
February	160	9.5	3	8	121	15.5	0	3	75.6%	9.7%	0.0%	1.9%	13%	100%
March	183	12.5	0	0	1	163.75	4	1.5	0.5%	89.6%	2.2%	0.8%	7%	100%
April	176	20	7.5	0	63	66.5	0	19	35.8%	37.8%	0.0%	10.8%	16%	100%
May	167	10	0	8	122.25	2	0	24.75	73.2%	1.2%	0.0%	14.8%	11%	100%
June	176	0	0	0	88	88	0	0	0.0%	0.0%	0.0%	0.0%	0%	0%
July	142	0	0	8	133.5	0	0	0	94.3%	0.0%	0.0%	0.0%	6%	100%
August	176	5.5	8	0	18	144.5	0	0	10.2%	82.1%	0.0%	0.0%	8%	100%
September	193	16	0	8	80.75	88	0	0	41.9%	45.7%	0.0%	0.0%	12%	100%
October	176	0	0	8	93.5	74.5	0	0	53.1%	42.3%	0.0%	0.0%	5%	100%
November	175	84.5	1.5	16	61.5	0	0	11.5	35.1%	0.0%	0.0%	6.6%	58%	100%
December	126	35.5	8	8	74	0	0	0	59.0%	0.0%	0.0%	0.0%	41%	100%
Totals	2015	193.5	31.75	80	983.25	643.25	4	79.25	49%	32%	0%	4%	15%	100%

## Communications Division

The Public Works Communications Technician is **Les Payne**. Les began with Cascade County on February 9<sup>th</sup>, 2015. Les is responsible for the installation, maintenance, and repair of all communications equipment in county facilities, county vehicles and non-county agencies serving Cascade County. He also installs, maintains, and programs all mobile and portable radios and pagers, as well as all the lights and sirens on county law enforcement vehicles. Additionally, Les oversees and maintains nine (9) radio repeater sites and oversees all vendor work on communications equipment used by Cascade County.

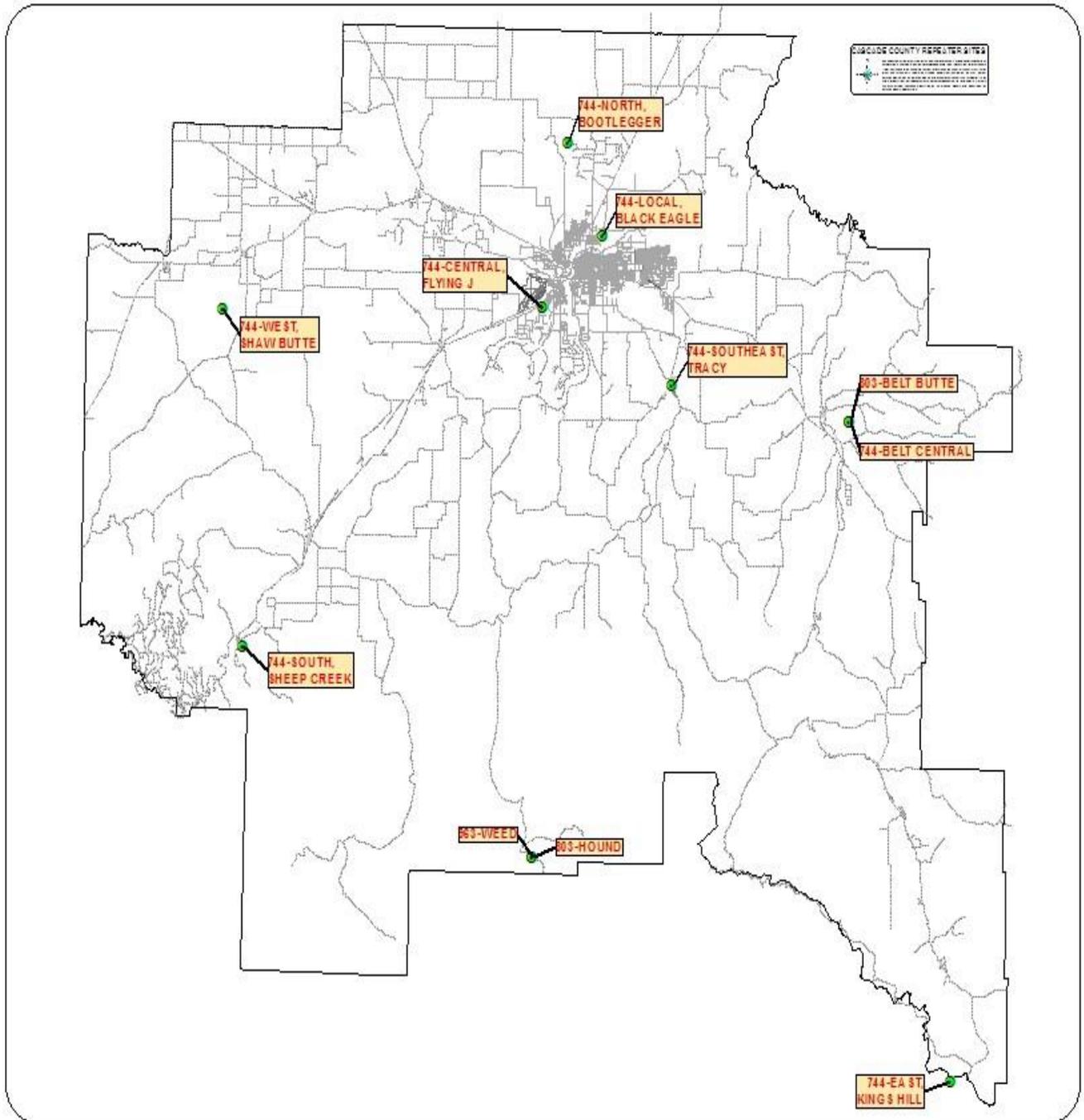
Cascade County currently has nine (9) radio repeater sites, and is in the process of adding two more over the next fiscal year. These sites are used throughout the county by most agencies to include the Sheriff's Office, Volunteer Fire, Search and Rescue and Public Works. The Communications Division maintains the buildings, towers, and all radio equipment operating at these locations. Repeater sites are as follows:

- 744/North-located north of town on Bootlegger Trail
- 744/Local-located in Black Eagle
- 744/Central-located on top of Airport Hill
- 744/West-located on top of Fort Shaw Butte
- 744/South-located at the end of Sheep Creek (this site does not have motorized vehicle access; everything must be packed up and down the mountain 45 minutes each way)
- 744/SE-located on mountain top above Tracy
- 744/East-located on top of Showdown Ski Resort
- 803/Belt-located on top of Belt Butte
- 963/Weed-located on Upper Millegan Rd

Currently, two of these sites are powered only by Solar (744/West & 744/SE). The other seven locations have commercial power and have either battery back-up, generator back-up, or solar for back-up power sources, in case of power outages.

In 2015, 744/West repeater was moved from Highway 89 area over to Fort Shaw Butte to help get better radio coverage west of town. This process included delivering a building and the radio equipment to the new mountain top location and installing the repeater equipment and solar power system to make this location functional. Feedback on this new location has been great, citing much better radio coverage and saving the county money by discontinuing the commercial power at the old location and going to solar power at the new location. In the spring, the two new repeater sites will be established (744/Belt Central & 803/Hound Creek). The Communications Division is in the process of installing solar backup power systems at three sites. Currently, 744/South has been installed and is operating with solar backup. For 803/Belt Butte site, all parts have been built and fabricated for install and have been delivered to the site; installation will occur in the spring. For 963/Weed site, all parts have been built and fabricated, delivered to the site and one panel has been installed onto the building and wired to the inside; installation will be completed in the spring.

## Cascade County Radio Repeater Sites



The Communications Technician provides county-wide telephone support, repairing and maintaining the county telephone systems. In 2015, Aging Services, Juvenile Detention Center, City-County Health Department, Treasurer's Office and the County Attorney's Office phone systems were updated from an analog system to Voice Over Internet Protocol (VOIP).

## Expo Park Maintenance Division

### Staff Duties

The Expo Park Maintenance Division is responsible for maintaining the Expo Park buildings and grounds. The Expo Park laborers re-structured their union contract in June 2015 and as a result lowered their numbers from ten (10) to five (5). The division consists of six (6) employees; one (1) Division Superintendent and (5) laborers.

The division superintendent is **Rick Cole**. Rick was hired by Cascade County on June 27<sup>th</sup>, 2005. Rick's job duties include but are not limited to overseeing maintenance of facilities, laborers; event monitoring/set-up/clean up; sweeps, scrubs, mops, waxes and polishes floors; vacuums and shampoos carpeted areas; dusts and polishes furniture; washes windows; cleans walls and woodwork; cleans and sanitizes restrooms; empties trash receptacles; cleans and straightens meeting and conference rooms; replaces light bulbs and tubes; performs routine plumbing repairs; maintains and repairs cleaning equipment; lawn maintenance; landscaping; snow removal from parking lots, sidewalks and entryways; maintains and repairs landscaping equipment; moves equipment and furniture as needed; maintains clean and safe workplace for staff, residents, and the public. On a daily basis, Rick oversees the Expo Park crew and assigns various task sheets to ensure efficient time management of his team.

**Charles (Ed) Herman**, a laborer, was hired by Cascade County on May 23<sup>rd</sup>, 2005. Ed's job responsibilities include but are not limited to: event monitoring/set-up/clean up; sweeps, scrubs, mops, waxes and polishes floors; vacuums and shampoos carpeted areas; dusts and polishes furniture; washes windows; cleans walls and woodwork; cleans and sanitizes restrooms; empties trash receptacles; cleans and straightens meeting and conference rooms; replaces light bulbs and tubes; performs routine plumbing repairs; maintains and repairs cleaning equipment; lawn maintenance; landscaping; snow removal from parking lots, sidewalks and entryways; maintains and repairs landscaping equipment; moves equipment and furniture as needed; maintains clean and safe workplace for staff, residents, and the public.

**James McDermid**, a laborer, was hired by Cascade County on April 13<sup>th</sup>, 2009. James' job responsibilities include but are not limited to: event monitoring/set-up/clean up; sweeps, scrubs, mops, waxes and polishes floors; vacuums and shampoos carpeted areas; dusts and polishes furniture; washes windows; cleans walls and woodwork; cleans and sanitizes restrooms; empties trash receptacles; cleans and straightens meeting and conference rooms; replaces light bulbs and tubes; performs routine plumbing repairs; maintains and repairs cleaning equipment; lawn maintenance; landscaping; snow removal from parking lots, sidewalks and entryways; maintains and repairs landscaping equipment; moves equipment and furniture as needed; maintains clean and safe workplace for staff, residents, and the public.

**Melvin Brown**, a laborer, was hired by Cascade County on May 26<sup>th</sup>, 2009. Melvin's job responsibilities include but are not limited to: event monitoring/set-up/clean up; sweeps,



scrubs, mops, waxes and polishes floors; vacuums and shampoos carpeted areas; dusts and polishes furniture; washes windows; cleans walls and woodwork; cleans and sanitizes restrooms; empties trash receptacles; cleans and straightens meeting and conference rooms; replaces light bulbs and tubes; performs routine plumbing repairs; maintains and repairs cleaning equipment; lawn maintenance; landscaping; snow removal from parking lots, sidewalks and

entryways; maintains and repairs landscaping equipment; moves equipment and furniture as needed; maintains clean and safe workplace for staff, residents, and the public.

**Christopher Buck**, a laborer, was hired by Cascade County on January 10<sup>th</sup>, 2013. Christopher's job responsibilities include but are not limited to: event monitoring/set-up/clean up; sweeps, scrubs, mops, waxes and polishes floors; vacuums and shampoos carpeted areas; dusts and polishes furniture; washes windows; cleans walls and woodwork; cleans and sanitizes restrooms; empties trash receptacles; cleans and straightens meeting and conference rooms; replaces light bulbs and tubes; performs routine plumbing repairs; maintains and repairs cleaning equipment; lawn maintenance; landscaping; snow removal from parking lots, sidewalks and entryways; maintains and repairs landscaping equipment; moves equipment and furniture as needed; maintains clean and safe workplace for staff, residents, and the public.

**Anthony (Tony) Rucinsky** is a laborer and was hired by the County on December 5, 2012. Tony worked for a couple years as a laborer in the Road & Bridge Division before returning to Expo Park in 2015. Tony's job responsibilities include but are not limited to: event monitoring/set-up/clean up; sweeps, scrubs, mops, waxes and polishes floors; vacuums and shampoos carpeted areas; dusts and polishes furniture; washes windows; cleans walls and woodwork; cleans and sanitizes restrooms; empties trash receptacles; cleans and straightens meeting and conference rooms; replaces light bulbs and tubes; performs routine plumbing repairs; maintains and repairs cleaning equipment; lawn maintenance; landscaping; snow removal from parking lots, sidewalks and entryways; maintains and repairs landscaping equipment; moves equipment and furniture as needed; maintains clean and safe workplace for staff, residents, and the public.

## Staff Report (CALENDAR YEAR 2015)

2015 Expo Park's Laborer's Work Code Report											
Code	Description	# of Hrs	% of Total Yr Hrs	Code	Description	# of Hrs	% of Total Yr Hrs	Code	Description	# of Hrs	% of Total Yr Hrs
Hol	County Paid Holiday	304	3.6%	7250	Boiler Maintenance	0	0.0%	5110	Pipe/Drape Tear-Down	44	0.5%
Leave	Vaca/Comp/Sick Leave Used	524.3	6.2%	7260	Cooling Maintenance	0	0.0%	5120	Stock Panels (Set-up/Tear Down)	840.3	9.9%
7000	Trash	377.3	4.4%	7270	Paperwork/Timesheets	357.5	4.2%	5130	Event Monitoring	417.8	4.9%
7010	Vacuum	36.5	0.4%	7280	Wash/Scrub Walls	12.5	0.1%	5140	Forklift Operations	292.5	3.4%
7020	Sweeping (Floors/Sidewalks)	61	0.7%	7290	Stair Cleaning	0	0.0%	5150	Stall Clean-up	201.3	2.4%
7030	Dry Mopping	0	0.0%	7300	Building Service Call-Out	12.3	0.1%	5160	Bleachers (Moving/Setting)	180.5	2.1%
7040	Wet Mopping	27.9	0.3%	7310	Opening/Closing Procedures	351.5	4.1%				0.0%
7050	Cleaning Restrooms	146.5	1.7%	7320	Security Patrol (Prop/Grounds)	39.3	0.5%				0.0%
7060	High Dusting	2.5	0.0%	7330	Work Done Inspection	6	0.1%				0.0%
7070	Dusting	1	0.0%				0.0%				0.0%
7080	Hard Floor Cleaning	118.8	1.4%	5000	Install Riot Barricades	32	0.4%				0.0%
7090	Carpet Cleaning	0	0.0%	5010	Stage (Set-up &/or Tear Down)	103.8	1.2%	447	Mowing/Weed Control	182	2.1%
7100	Glass Cleaning (Indoor)	4	0.0%	5020	Sound Wind (Set-up &/or Tear	47	0.6%	461	Move Equipment	210.5	2.5%
7110	Glass Cleaning (Outdoor)	0	0.0%	5030	Tables/Chairs (Set-up &/or Tear-Down)	444.5	5.2%	466	Fuel Fill-up &/or Supplies Pick-up	125.8	1.5%
7130	Light Fixtures Maintenance (Change out ballasts/bulbs)	12	0.1%	5040	Water Dirt	61.5	0.7%	468	Lead-Man Pay	40	0.5%
7140	Cleaning Light Fixtures	1	0.0%	5050	Work Dirt	237.3	2.8%	483	Travel Time	9.5	0.1%
7150	HVAC Service	80	0.9%	5060	Carpentry	67.5	0.8%	513	Snow/Ice Removal	286	3.4%
7160	Fixture(s) Cleaning	9	0.1%	5070	Set Basketball Floor	108.8	1.3%	742	Occupational/Safety/Training/Employee Meetings	164.8	1.9%
7170	Plumbing	247.3	2.9%	5080	Welding	48.5	0.6%	785	Building Repairs/Maintenance	753	8.9%
7220	Irrigation Repair	60.5	0.7%	5090	Set Barriers (Jersey/A-Frame)	105	1.2%	787	Shop/Yard Cleanup	301.8	3.6%
7230	Electric Repairs	130.5	1.5%	5100	Pipe/Drape Set-Up	75.3	0.9%	912	Repair Costs/Vehicle	176.5	2.1%
		Total Hours Available 8,410				Total Hours used: 8,410				Percentage: 100.0%	
2015 Expo Park's Laborer's Time Breakdown											
		Holiday Hours 304				4%					
		Sick Hours 154.5				2%					
		Vacation Hours 278.25				3%					
		Comp (& Other) Hours 20.75				0%					
		Total Hours Worked 7652.5				91%					
		Total 8410				100%					

## Fleet Maintenance Division

### Staff Duties

The Fleet Maintenance Division is responsible for maintaining the county vehicles and equipment. In the division, there are ten (10) employees, consisting of one (1) Division Superintendent, (1) Purchasing Agent, (1) Lead Mechanic, (1) Shop Assistant/Parts Runner and six (6) Mechanics/Machinists.

The division superintendent is **Robert (Bob) Wilson**. Bob was hired by Cascade County on March 8<sup>th</sup>, 2010. Bob's responsibilities include but are not limited to: directly assists the Public Works Director with the day-to-day management and oversight of all vehicle maintenance activities within the County Shops; oversees the actions of mechanics, welders and technicians in carrying out major, minor, and preventative maintenance, engine/transmission overhaul, body repair/refinishing, road recovery, and vehicle servicing programs; oversees vehicle preparation for daily service dispatching; monitors budget expenditures and has purchasing authority up to a set limit to be determined by the director; actively manages the down vehicle line and coordinates parts requirements; tracks, monitors and investigates road calls daily to identify the cause.

The purchasing agent for the Public Works Department is **Gloria Braucht**. Gloria was hired by Cascade County on February 17<sup>th</sup>, 2009, originally working in the Planning Division office; she was transferred to the Public Works Facility in September 2012 and then took on the responsibilities of her current position as purchasing agent in January 2013. Gloria's job duties include: tracking fuel logs for the Road & Bridge vehicles; managing the purchases of parts and supplies for the county; controlling inventory; maintaining the stock room and overseeing the safety program for public works.

**Scott McCallum**, a mechanic, was hired by Cascade County on June 21<sup>st</sup>, 1997. Scott's job duties include but are not limited to: all aspects of maintenance and repairs on light duty trucks, heavy duty trucks, and heavy duty off road vehicles, as well as tools, pumps and small engines.



**Aaron McKay**, the Leadman for the Mechanics and the shop, was hired by the county on March 19<sup>th</sup>, 2008. Aaron is the main fabricator/welder in the Public Works Shop assisting when needed as a mechanic. Aaron's job duties include but are not limited to: all aspects of maintenance and repairs on light duty trucks, heavy duty trucks, and heavy duty off road vehicles, as well as tools, pumps and small engines.



**Bryan Brundage**, a mechanic, was first hired by Expo Park on April 13<sup>th</sup>, 2009, transferring to the Fleet Maintenance Division on June 26<sup>th</sup>, 2010. Bryan's job duties include but are not limited to: all aspects of maintenance and repairs on light duty trucks, heavy duty trucks, and heavy duty off road vehicles, as well as tools, pumps and small engines.

**Dan Bronec**, a mechanic, was hired by the county on July 25<sup>th</sup>, 2013. Dan's job duties include but are not limited to: all aspects of maintenance and repairs on light duty trucks, heavy duty trucks, and heavy duty off road vehicles, as well as tools, pumps and small engines.

**Andrew Scollin**, a mechanic, was hired by the county on September 26<sup>th</sup>, 2013. Andrew's job duties include but are not limited to: all aspects of maintenance and repairs on light duty trucks, heavy duty trucks, and heavy duty off road vehicles, as well as tools, pumps and small engines.

**Tony Lutke**, a mechanic, was hired by the county on April 28<sup>th</sup>, 2014. Tony's job duties include but are not limited to: all aspects of maintenance and repairs on light duty trucks, heavy duty trucks, and heavy duty off road vehicles, as well as tools, pumps and small engines.

**Cole Martin**, a mechanic, was hired by the county on May 12<sup>th</sup>, 2014. Cole's job duties include but are not limited to: all aspects of maintenance and repairs on light duty trucks, heavy duty trucks, and heavy duty off road vehicles, as well as tools, pumps and small engines.

The shop assistant and parts runner is **Robin Atkison**. Robin was hired by Cascade County on July 21, 2014. Robin was originally hired as a temporary worker during the fair and continued on with the Cascade County Parks position when that opened up. Robin then transferred into the Expo Park Maintenance Laborer Division and transferred to Fleet Maintenance after the ExpoPark laborers re-structured their union contract in June. Robin's job duties include but are not limited to: cleans the Public Works Facility; assists the shop superintendent (Bob) with maintaining the Public Works facilities; runs for parts and supplies ordered / needed by the county.



## Capital Improvement Plan for Light-Duty Vehicles

PUBLIC WORKS LIGHT DUTY VEHICLES CAPITAL IMPROVEMENTS PLAN						
ID#	YEAR	Description of Existing Vehicle	Proposed 2015-2016	Actual 2015-2016	Proposed 2016-2017	Proposed 2017-2018
409	2000	FORD TAURUS (WHITE)	\$23,500.00			
703	2004	FORD TAURUS (light green)	\$23,500.00			
5109-1	1986	Chevy 1T SERVICE TRUCK (Andrew)	\$28,000.00	\$30,574.00		
203	1997	FORD F150 PU (WHITE)	\$23,500.00			
207	2000	DODGE INTREPID	\$23,500.00			
604	2010	FORD FUSION	\$23,500.00			
4109	2002	GMC 2500HD 4x4 Spray Truck	\$28,000.00			
1148	2004	F350 Flatbed 2WD	\$25,000.00			
2110	2015	Ford F-450 with 15' Dump	\$47,000.00	\$53,953.90		
312	2003	CHEVROLET IMPALA	\$41,000.00	\$40,973.05		
310	2005	FORD EXPLORER	\$23,500.00	\$23,712.75		
317	2000	CHEV 1 TON TRK (blue quad cab)	\$25,000.00			
319	2006	FORD F150 TRUCK	\$41,000.00	\$43,337.74		
328	2007	FORD F150 TRUCK	\$41,000.00	\$43,337.74		
335	2007	FORD F150 TRUCK	\$41,000.00	\$43,337.74		
339	2013	FORD INTERCEPTOR	\$41,000.00	\$43,337.74		
344	2008	F150 TRUCK	\$41,000.00	\$43,337.74		
355	2008	F150 TRUCK	\$41,000.00	\$43,337.74		
4107	2008	Chevy 1500 4x4	\$25,000.00			
3126	1995	Chevy 3500 4x4 Flatbed Spray Truck	\$28,000.00			
412	2004	CHEVROLET VAN (WHITE)			\$25,000.00	
413	2004	CHEVROLET VAN (WHITE)			\$25,000.00	
414	2005	DODGE CARAVAN (BLUE)			\$25,000.00	
506	1994	FORD F250			\$25,000.00	
503	2009	Ford Fusion			\$25,000.00	
602	2007	Ford 1Ton Van			\$25,000.00	
535	2006	FORD EXPEDITION			\$35,000.00	
7104	2002	GMC 2500HD 4x4 Spray Truck			\$28,000.00	
1129	1997	Chevy 3500 1T 4x4 (Laborers Red)			\$26,000.00	
1128	1990	Crew Cab 4x4 (compressor truck)				\$28,000.00
1141	2004	F350 Flatbed 2WD			\$26,000.00	
1144	2004	F350 Flatbed 2WD			\$26,000.00	
308	2013	FORD INT. SUV			\$45,000.00	
314	2008	F150 TRUCK			\$45,000.00	
318	2012	FORD POLICE INTERCEPTOR			\$45,000.00	
356	2008	F150 TRUCK			\$45,000.00	
361	2008	F150 TRUCK			\$45,000.00	
415	2005	DODGE CARAVAN (SILVER)				\$25,000.00
7106	2003	Ford F350 (Sanding Truck) (WHITE)				\$25,000.00
515	1990	Chevy 3500 4x4 Flatbed				\$25,000.00
5107	1982	Chevy 1T w/ lift gate				\$26,500.00
1105	2004	Ford F350 XL 4x4				\$28,000.00
1140	2004	F350 Flatbed 2WD				\$26,000.00
1142	2004	F350 Flatbed 2WD				\$26,000.00
1143	2004	F350 Flatbed 2WD				\$26,000.00
1146	2004	F350 Flatbed 2WD				\$26,000.00
304	2013	FORD POLICE INTERCEPTOR				\$45,000.00
305	2013	FORD POLICE INTERCEPTOR				\$45,000.00
307	1993	CHEV PICKUP DIESEL				\$28,000.00
315	2013	FORD INT. SUV				\$45,000.00
320	2014	Ford Police Interceptor Utility w/ Decals				\$45,000.00
321	2012	FORD INTERCEPTOR			\$45,000.00	
333	2013	FORD INTERCEPTOR				\$45,000.00
340	2003	FORD ECONOLINE VAN				\$50,000.00
507	2005	Ford F150 XL 4x4				\$25,000.00
516	2001	Chevy 1500 4x4 Spray Truck				\$28,000.00
3118	1997	Chevy 3500 4x4 Flatbed Spray Truck				\$28,000.00
			\$634,000.00	\$409,240.14	\$561,000.00	\$645,500.00
				Trade-In Value Received	\$36,800.00	
				2016 Approved Bids	\$372,440.14	

## Light Duty Vehicle Program

	Starting # of County Vehicles	# Cars/Trucks Removed from the Fleet	# Cars/Trucks Added to the Fleet	% Reduction of fleet
<b>2013-2014</b>	206	4	3	0.5
<b>2014-2015</b>	205	18	4	6.8
<b>2015-2016</b>	191	10	0	5.2
<b>2016-2017</b>	181			
<b>Total % Reduction of Fleet to Date:</b>		<b>32</b>	<b>7</b>	<b>12.6</b>
	Starting # of County Vehicles	# Cars / Trucks Removed from Fleet	# Cars / Trucks Added to the Fleet	% Reduction of Department / Division's Fleet
<b>911 Addressing</b>	1	0	0	0.00
<b>Aging</b>	32	5	0	15.63
<b>Clerk &amp; Recorder</b>	1	0	0	0.00
<b>Constable</b>	1	0	0	0.00
<b>DES</b>	1	0	0	0.00
<b>MSU Extension</b>	1	0	0	0.00
<b>Fleet Pool</b>	3	2	1	33.33
<b>CCHD</b>	13	0	0	0.00
<b>IT</b>	1	0	0	0.00
<b>JDC</b>	4	0	0	0.00
<b>Public Works</b>	91	21	5	17.58
<b>Commissioners</b>	1	0	0	0.00
<b>Sheriff</b>	56	4	1	5.36
<b>Total:</b>	<b>206</b>	<b>32</b>	<b>7</b>	

## GIS Division

The Public Works GIS Mapping Technician is **Tom Mital**. Tom started with Cascade County on March 18<sup>th</sup>, 2002. Tom recently transferred over from the IT Department to Public Works on July 1<sup>st</sup>, 2015. Tom operates and maintains various types of geographic information system workstations including alphanumeric terminals, digitizers, menu tablets, plotters, and microcomputers. He coordinates the data development and data sharing between county departments and other organizations, which includes database designs, development of standards, data distribution strategies, and meeting planning. He assists county departments with report and map generation and oversees GIS applications development, contract development, and software acquisition. Tom provides technical expertise and user training and support for the countywide GIS plan, maintaining and updating strategic county data layers, which include parcels, subdivisions, tax areas, public lands, lots, special districts, and roads. Additionally, he participates in special projects as required, including general database enhancements and further development of internet applications.

### **2015 GIS Division accomplishments:**

- Mapped, attributed, removed and/or adjusted 111 address points and roads
- Adjusted Cascade County structure points, driveways and roads to aerial imagery
- Updated 253 Map Book pages due to addressing responsibilities
- Mapped the Vaughn Water and Sewer District for concerned residents
- Created Election Precinct and Senate District Maps
- Mapped the Big Bend RSID project
- Updated/Attributed Cascade County Parcel base map with filed surveys
- Adjusted Cascade County parcel base map with aerial photography and GPS survey points
- Mapped Town of Cascade newly annexed City Limits
- Mapped new Expo Park infrastructure using GPS technology
- Updated the Cascade County Herd District boundaries
- Updated the Cascade County Bus Route maps
- Updated the Cascade County Maintenance District maps
- Maintained the Cascade County GIS Geodatabase and GIS shapefiles
- Assisted the Planning Division with mapping needs
- Assisted citizens with address locations

## Planning Division

On October 10, 1973, the Board of Cascade County Commissioners passed a Resolution of Intention to create a County Planning Board. Following a public hearing and receiving no protests, the resolution forming the Cascade County Planning Board was passed November 19, 1973. On January 22, 1974, the Cascade County Planning Board held their first meeting. The Board has continued to meet regularly since that time.

The Cascade County Development Plan (Comprehensive Plan/Master Plan/Growth Policy) was adopted by the Cascade County Commission in 1979, amended in 1982, 1998 and again in 2006. In 2014, the commissioners adopted an updated growth policy which underwent a significant rewrite. Population trends, economic conditions, and local services show a positive trend for growth in Cascade County. New to the growth policy is a section under Conditional Development Areas called the Military Height Zones Conditional Development Areas as well as the Military Runway Accident Potential Zones. Details about developing in these areas are covered in the Cascade County Zoning Regulations.

In 2003, the State of Montana Legislature amended the laws regarding development plans. Through the passing of Senate Bill 326, all governing bodies which have a current development plan may revise it following the procedures in Chapter 1, Title 76, Part 6, of the Montana Code Annotated (MCA).

The Growth Policy, the old comprehensive plan, is a guide to address the community needs and direction that the County Commissioners want to implement and protect. Generally, these are updated routinely every five years or so.

## **Staff Duties**

The County Planning Director is responsible for all the various branches within the Planning Division, and directly accomplishes those duties with staff assistance.

**Susan Conell** was originally hired in August 2006 as a Planner for Cascade County. She is from Fresno, California, where she gained over five years' experience. She was active in the COPPS program, which encouraged inter-governmental responses to common problems. She worked especially close with the Sheriff's Department and the Health Department in resolving issues with "problem" properties. She graduated from San Joaquin Delta College in Stockton, CA, in 1990 with an A.A. in Natural Science. She attended CSU Fresno with a semester abroad in New Zealand before graduating from Humboldt State University in 1995 with a BA in Geography and a minor in Geology.

Since coming to Cascade County, Susan has worked her way up through the ranks, first as the Senior Planner (July 2008) and then to the position of "Interim Planning Director" in February 2010 when Brian Clifton (who had been with Cascade County Planning office since June of 2003) accepted the new position of Public Works Director. Susan was the successful applicant when the Planning Director position was formally filled in August of 2010. She is responsible for reviewing subdivisions,

administering the zoning regulations, floodplain program and zoning permits, county park land, and various other duties. She assists in the everyday planning duties as needed, which include processing the zone changes, subdivision applications, and special use permits. She presents re-zone and subdivision requests before both the Planning Board and the County Commissioners. She reviews the Certificates of Survey, prior to filing, for accuracy and completeness as well as participates in the pre-application meetings with developers and property owners. She also assists the public with zoning questions, explaining zoning uses and processes as well as investigating alleged violations. She is also busy attending meetings and developing stronger community relationships with her counterparts as well as the community. Together with her staff, they perform all duties requested as well as any additional duties assigned by the Cascade County Commissioners. She has been active with the coordination of members of the Joint Land Use Study (JLUS) & the Vibrant Futures Program. County Commissioner Joe Briggs and Susan did an outreach visit to six other counties that have missile silos within their boundaries. Each Commissioner was given an individual opportunity to ask what their questions and concerns regarding the relationship of the JLUS and their counties' participation. There has been additional work and meetings that have led us to a final document to that was released in early spring 2012. There were many community meetings regarding the findings of the study throughout the missile counties. The meetings were held in Lewistown, Simms, Great Falls, Fort Benton, and Choteau. Susan enjoys being a part of the planning office in Montana. She just completed fifteen (15) years in the world of Planning!

**Don Sims** was hired with Cascade County on June 17<sup>th</sup>, 2013. Don began his professional career as a Peace Corps Volunteer writing grants and teaching English in Bulgaria. While in Bulgaria Mr. Sims met an urban planner and learned what an interesting career planning was, he learned that planners get to work in a community towards the goal of creating desirable environment through zoning and land use planning. Mr. Sims attended the Urban and Regional Planning Masters' Program Eastern Washington University where he studied the administrative framework of planning in typical western towns. Mr. Sims created an internship for himself in Coeur d' Alene, Idaho's Planning Department. After graduating in 2008 Mr. Simms moved to Missoula and supplemented his Master's with a Professional GIS Certificate. In 2010 – 2011 Mr. Sims returned to the Peace Corps, this time working in the Philippines creating flood assessment maps and doing flood awareness talks for local governments on the island of Negros.

**Alex Dachs** was hired with Cascade County on April 2, 2012, as a Sanitarian for the City County Health Department. Alex transferred to the Public Works Department Planning Division on September 14, 2015 and is our newest planner. His duties currently include zoning and enforcement of the State of Montana Junk Vehicles and Cascade Community Decay ordinance throughout the County. He was born and raised in the Flathead Valley and attended college at Montana State University.

**Greg Avent** has been with the county since October of 1998. He provides the planning division with technical assistance in the areas of cartography, surveying, road construction inspection and approval, floodplain management, computer expertise, and in providing exhibits for staff reports and oral presentations. Greg also assists with issuing the location conformance permits. His past experience with Montana Department of Transportation has been an asset with his understanding of the road maps, recordation of easements, etc. Greg attended a national floodplain school in Maryland during

September of 2003. With our KIP 3000 scanner/copier, Greg has been busy scanning the Certificates of Survey and Plats for eventual electronic mail readiness. He has scanned thousands of documents in our office. It makes it very useful to realtors, surveyors, title companies and attorneys that would rather receive the information electronically than come in for a paper copy. He is much appreciated by both staff and the community that he helps.

### **CERTIFICATES OF SURVEY**

Of our many customer services, one of the less visible responsibilities of the Cascade County Planning staff is the review of Certificates of Survey and Plats. Under the provisions outlined in the MCA, certain divisions of land are not subdivisions, but are subject to the Subdivision and Platting Act's surveying requirements. Title 76, Chapter 3, MCA outlines these exemptions. A review meeting is held for each of the proposed Certificates of Survey with members from the City-County Health Department, the Clerk & Recorder's Office, and the Planning Division staff as well as the Attorney's office and City of Great Falls' Planning Office Staff when available. Time is spent reviewing the exempted Certificates of Survey and guiding the surveyors on the appropriate submittal prior to the Clerk and Recorder's Office filing the surveys.

In 2015, fifty-nine (59) Certificates of Survey (five (5) in the City of Great Falls and the other fifty-four (54) in the County) were filed at the Clerk and Recorders office after being reviewed by our COS review group.

### **PLAT ROOM**

In addition to fifty-nine (59) Certificates of Survey filed for the county jurisdiction, forty-seven (47) plats (twenty-nine (29) plats were under the city jurisdiction and eighteen (18) in the County) were cataloged and recorded in our files by our Mapping Technician, Greg Avent. There were three (3) minor subdivisions filed. There were five (5) additional boundary adjustments, nine (9) aggregations of lots, and one (1) correctional plat. Duplicates of all certificates of survey and plats filed at the Clerk and Recorders are provided to our office as well. These represent all of the activity within the County of Cascade, including the incorporated areas. The plat room material has been helpful to people of many walks of life; including landowners, potential land buyers, realtors, title companies, surveyors, consultants, researchers, to name a few!

Not only are there maps but there are old records of right of ways, historical aerial photos over time, corner recordation for locations of surveyor pins. With our resources on hand, we are able to reproduce in a large format many of these items when required.

## PLATS FILED IN 2015

<i>Plats Category</i>	<i>Number Reviewed</i>
<i>Relocation of Common Boundary Lines (76-3-207(1)(a,d,e)</i>	<i>5</i>
<i>Aggregate lots</i>	<i>9</i>
<i>Correction of Errors</i>	<i>1</i>
<i>Major subdivision</i>	<i>0</i>
<i>Minor subdivision</i>	<i>3</i>
<b>PLATS FILED</b>	
<b>COUNTY</b>	<b>18</b>
<b>CITY</b>	<b>29</b>

<i>Certificate of Survey Categories</i>	<i>Number Reviewed</i>
<i>Boundary Adjustment</i>	<i>11</i>
<i>Court Ordered (76-3-201)</i>	<i>1</i>
<i>Mortgage Exemption (76-3-201)</i>	<i>0</i>
<i>Agricultural Exemption (76-3-207(1)(c)</i>	<i>3</i>
<i>&gt;160 Acres</i>	<i>0</i>
<i>Create State Owned Parcel</i>	<i>0</i>
<i>Family Conveyance (76-3-207 (1)(b))</i>	<i>13</i>
<i>Retracement of Existing Parcel</i>	<i>20</i>
<i>Correction of Errors</i>	<i>1</i>
<i>Retracement of Highway Right of Ways</i>	<i>2</i>
<i>Cemetery Lots</i>	<i>0</i>
<i>Aggregate Parcels</i>	<i>1</i>
<i>Utility or Access Easements</i>	<i>2</i>
<i>Parcel for Lease</i>	<i>0</i>
<b>TOTAL</b>	<b>54</b>

### **SUBDIVISION ACTIVITY**

Subdivision activity can often times go unnoticed in the actual amount of time and preparation that is spent by staff on proposals that never come to fruition. A pre-application meeting is held for each of the proposed subdivisions with the developer, surveyor, engineer, representatives of the City-County Health Department, and members of our planning staff. Time is spent reviewing the proposed projects and providing developers with information pertinent to their plans. The following numbers do not begin to reflect those meetings since many do not go forward with their project.

Minor Subdivisions, creating five lots or fewer and Major Subdivisions, creating six lots or more, are reviewed by both Staff and the Planning Board with recommendations forwarded to the Board of County Commissioners for preliminary approval action. Once the commissioners have approved the preliminary plat, the developer must satisfy the conditions set forth by the commissioners. When the developer has completed the required conditions, the subdivision is reviewed and given final approval by the county commissioners.

In 2013 Planning Staff revised the Cascade County’s Subdivision Regulations. The new Cascade County Subdivision Regulations were adopted by the County Commissioners on October 22, 2013 by Resolution #13-82. With the newly adopted subdivision regulations, a much more thorough review for each application is necessary. This review requires more of staff’s time and research to make sure that the process and application is comprehensive. It necessitates additional requirements on the developer as well which generates further questions for staff.

During the 2013 Legislative Session, Senate Bill (SB) 324, which regulated buildings created for rent or lease, was passed. This includes structures that operate as rental recreational camping vehicles, mobile home parks, and storage sheds. Section 6 was removed from the 2013 Subdivision Regulations Draft and a separate document was created to address SB 314 changes. These regulations are built on the State of Montana’s Community Technical Assistance Program’s model regulations; the minimum number of buildings for an exemption is taken from Flathead County’s Buildings for Lease or Rent Regulations.

Three minor residential subdivisions were approved this year and filed.

Year	# of Minor	# of Major	Total Lots
2002	4	0	30
2003	4	4	138
2004	8	6	94
2005	21	3	98
2006	11	10	136
2007	15	14	275
2008	6	9	174
2009	4	5	63
2010	6	2	39
2011	10	2	84
2012	6	2	60
2013	2	3	49
2014	5	0	12
2015	3	0	10

**COMMUNITY DECAY, LITTER, AND JUNK VEHICLE ORDINANCES**

In September 1985 the Board of County Commissioners adopted a County Community Decay Ordinance. The program that developed around the ordinance is one that works to maintain standards of appearance, and removal of blight and decay in the County. The County Commissioners originally placed the program in the City-County Health Department Solid Waste Division.

In 2007, the Solid Waste Division was transferred under the oversight of the Road Division. In August of 2008, the Solid Waste Division was privatized and the Community Decay Ordinance, Junk Vehicle Ordinance, and a newly created Littering Ordinance were put under the Planning Division for inspection and compliance.

Alex Dachs is the Code Enforcement Technician, a collateral duty assigned to him as a Planner. Alex’s responsibilities include the enforcement of the State of Montana Junk Vehicle Program, Cascade County Community Decay program and the Litter ordinance. Alex also provides enforcement assistance for other members of the Planning Division.

Alex may only process complaints received from community members. In 2014, there were some changes to the process; Cascade County abandoned the “graveyard” site for junk vehicles and implemented a “direct haul” era. Direct haul is a way to eliminate junk vehicle holding facilities. When a vehicle is received by the Junk Vehicle Program Director and verified that it is a junk vehicle, the program director will contact a hauler and have the junk vehicle immediately hauled to the facility dictated by the State Junk Vehicle Program. The hauler that has been selected by the State to receive the direct haul vehicles for Cascade County is Pacific Steel and Recycling. The former “graveyard” site was cleaned up and cleared of contaminated soil in 2014.

Due to the success of the program, over time, the number of complaints have gradually decreased. In 2015 there were ninety (90) inspections to verify neighbors’ concerns regarding junk vehicles and community decay issues. Of those, thirty-one (31) cleaned up their property after receiving a letter or removed a junk vehicle, and fifty-nine (59) were determined to not be in violation. Staff issued forty (40) letters of warning and nine (9) notices to appear.

<b>2015 Community Decay Compliance</b>	
1 <sup>st</sup> Notice of Violation Sent	40
Notice to Appear Sent Out	9
Court Appearance	5
Trial	3

<b>YEAR</b>	<b>COMPLAINTS FIELD INSPECTED</b>	<b>WARNING LETTERS (1<sup>st</sup> Notice)</b>	<b>NOTICES TO APPEAR</b>	<b>INITIAL LETTER COMPLIANCE</b>	<b>VERIFIED COMPLIANCE</b>
<b>2010</b>		37	6		31
<b>2011</b>	120	51	14	40	37
<b>2012</b>	150	19	6	15	15
<b>2013</b>	135	17	18	17	17
<b>2014</b>	128	9	8	29	20
<b>2015</b>	90	40	9	31	29

We have seen the number of junk vehicles continue to decrease every year since the program’s inception. As the price of steel has escalated, many people have willingly taken in their vehicles for the scrap price. As long as the junk vehicles are being recycled, it will continue to benefit the community. In 2015, Cascade County had four (4) direct haul junk vehicles sent to Pacific Steel Recycling for disposal. The Planning Office received seventeen (17) junk vehicle complaints in 2015.

## **COUNTY ZONING**

The Cascade County Planning Division regulates all zoning activity in the county exclusive of the incorporated communities of Belt, Neihart, Cascade, and Great Falls. The zoning regulations use a hybrid of the former zoning regulations along with a permitting system to verify new projects meet the appropriate land use and development standards. The zoning jurisdictional area was created by the Cascade County Commission on April 26, 2005, by Resolution #05-018.

Portions of the zoning regulations were rewritten in 2007 to reduce some ambiguity on definitions and some zoning processes; sections 1, 8, 11, and 14. New fees for some of the zoning applications were revised to reflect the actual costs of staff processing times and legal notices. These changes were adopted by the County Commissioners on October 23, 2007, after much discussion with the public, staff and the planning board.

In 2009, Staff undertook re-writing and updating the zoning regulations. Many work sessions were conducted as well as a survey with the owners of those properties that would be affected by a change within the unincorporated towns to a Multi/Mixed Use Zone. The new zoning regulations were adopted by Resolution 09-82 on August 25, 2009, allowing those communities to support a local business in their town's hub center by right rather than requesting a special use permit. Allowing a second (2<sup>nd</sup>) residence per lot has been allowed in some zone districts where they can meet health department requirements as well as setbacks in their zone district.

In 2012, Staff refined the zoning regulations and submitted those changes to the Planning Board for review. On December 18, 2012, County Commissioners approved the current set of zoning regulations. These changes combined the Flood Road Zoning Regulations within the county regulations rather than a separate document and adding the Military Overlay District which places height limitations for building construction over 50, 150 and 500 feet tall in certain areas. A Variance may be necessary if there are conflicts over height restrictions within the Military Overlay District.

This year our office processed four (4) re-zoning applications. The commissioners approved the re-zone applications. The zone changes were: 1. Suburban Residential 1 to Commercial; 2. Suburban Residential 1 to Urban Residential; 3. Urban Residential to Commercial; and 4. Commercial to Industrial.

Location/Conformance Permits are issued for structures prior to construction on parcels throughout the county. These permits are issued once the location of all structures and the conformance of the structures with the Cascade County Zoning Regulations have been met. In 2015, two-hundred fifty-nine (259) of these permits were issued by staff. When permits are not obtained prior to construction, violation notices are sent out. Several violations were remedied with the assistance of the Cascade County Civil Attorney's Office.

Special Use permits are also issued by our office. These are permits that require extra scrutiny by the staff and require public hearings. Special Use permit public hearings are heard before the Zoning Board of Adjustment (ZBOA). The ZBOA hears the staff report presenting the application material,

listens to the applicant's proposal, conducts a public hearing to listen to proponents and opponents, and then can approve the application, deny the application, or approve the application with conditions. This year, Staff had twenty (20) special use permit applications approved by the Zoning Board of Adjustment.

Fireworks permits for selling fireworks in the county during the 4<sup>th</sup> of July and year end celebrations in December are also reviewed and issued by the Planning Division. These require a county fireworks permit as well as a location/conformance permit. Staff inspects each firework stand prior to allowing them to open up. A follow-up inspection ensures that they have been promptly removed. In 2015, thirty-four (34) permits were issued for the sale of fireworks.

### **ZONING BOARD OF ADJUSTMENT**

The Zoning Board of Adjustment (ZBOA) is a five member board that makes decisions on Special Use permits, Variances, and Appeals of the Zoning Administrator's decisions. A meeting is called when an application is received and all notifications have been completed. The members are appointed by the County Commissioners.

As mentioned earlier, there were twenty (20) special use permit as well as four (4) variance requests this year. The Zoning Board of Adjustment (ZBOA) had two individuals' terms expire at the end of December. The Commissioners asked for applicants to these boards for 2016 and re-appointed Tim Wilkinson and Jim Edwards for another term.

The 2015 Zoning Board of Adjustment members are:

1. Tim Wilkinson, term to expire 12/31/15
2. Jim Edwards, term to expire 12/31/15
3. Brian Ruckman, term to expire 12/31/16
4. Bill Austin, term to expire 12/31/16; and
5. Stuart Boylan, term to expire 12/31/16.

### **PLANNING BOARD**

Planning Board members are appointed by the county commissioners for a two-year term. County policy generally limits board members to three consecutive two-year terms. The Commissioners asked for applicants to these boards for 2016 and appointed Charles Kuether to replace Tim Wilkinson and re-appointed Mark Carlson and Brian Ruckman for another term.

The 2015 Planning Board members are:

1. Tim Wilkinson, 5<sup>th</sup> term to expire 12/31/15;
2. Elliot Merja, indefinite;
3. Mark Carlson, 1<sup>st</sup> term to expire 12/31/15;
4. Brian Ruckman, 1<sup>st</sup> term to expire 12/31/15;

5. Richard Liebert, 1<sup>st</sup> term to expire 12/31/16;
6. Ken Thornton, 3<sup>rd</sup> term to expire 12/31/16; and
7. Stuart Boylan, 2<sup>nd</sup> term to expire 12/31/16.

## **FLOODPLAIN REGULATIONS**

On February 15, 1980, the Cascade County Planning Staff began to administer Floodplain Regulations within its jurisdictional area. In January, 1984, the Planning Director was designated Floodplain Administrator for all of the unincorporated areas of Cascade County. Changes in Federal and State laws required that local floodplain regulations be amended in 1991 and again in 2013. The regulations taking effect on March 19, 2013, increased the Floodplain Permit fees from \$100.00 to \$250.00 due to the increased workload caused by the amendments.

In 1991, Cascade County was one of only a few Montana communities that were accepted into the Federal Emergency Management Agency's (FEMA) Community Rating System (CRS) program. As a result, Cascade County citizens required to purchase flood insurance receive a 5% reduction in their flood insurance rates. The CRS Program requires renewal annually. As part of our participation in the program, Staff continues to provide assistance on floodplain matters to the general public, real estate agents, appraisers, insurance agents, and lending institutions.

In 2013, work was completed with FEMA to update digital Flood Insurance Rate Maps (FIRM) which will allow us to obtain the maps digitally for overlaying upon existing parcels. We are further along in the process now with the paper copies available to the public. For Cascade County, most properties are not impacted negatively. Cascade County participated in co-hosting a meeting with the City of Great Falls to include an Open House for the public to answer their various questions as well as host several speakers from the State and FEMA.

New County Floodplain Regulations were adopted by the County on February 15, 2002 and again with Resolution 13-19 on March 19<sup>th</sup>, 2013. They were rewritten because of new digital FIRM (d-firms) maps produced by FEMA. Cascade County officially adopted the d-firms on March 19, 2013.

We have been using a new GIS program with zoning and floodplain layers that has simplified our work efforts in those fields. Tom Mital, of the GIS Division, was able to combine the zoning maps with flooding maps which has helped make our work much quicker and more accurate.

FEMA has also begun offering the 100-year floodplain maps to the public with a KML file that opens within the Computer Application Google Earth. Now anyone with access to a Computer can download the files from FEMA's website and see where the floodplain is all over the USA. Staff has installed these layers on Google Earth and use them in combination with the paper maps we have laminated in our filing system.

This year was a relatively calm year as far as flooding. The Sun River, the Missouri, Belt Creek and the Sand Coulee in particular were all causing havoc in their respective areas in 2011. Areas in and around Great Falls, Belt, and Sun River were especially hit hard. In a matter of days, the floods were very wide

spread because of the flat topography. Many people scrambled to get insurance to only find there was a waiting period of 30 days before they were insured! Our staff was part of those in the community documenting the extent of the flooding. In our office, we have a hundred plus photos of the damage and extent of the flooding. Hundreds of miles were traveled accessing and documenting the damage by the flooding event.

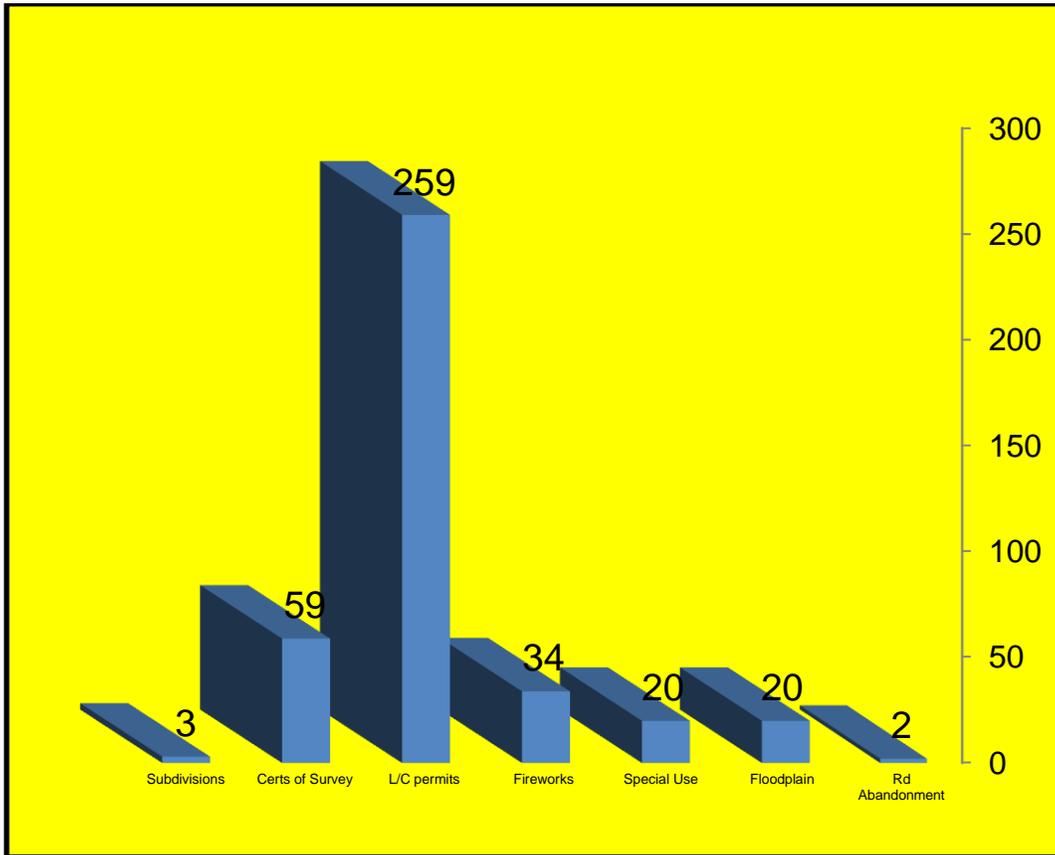
Susan attended a FEMA school in Emmitsburg, MD, in 2008. She attended the class “Managing Floodplain Development through the National Flood Insurance Program”. The value of learning about flood issues throughout the United States is hard to place a price on. The lessons of Katrina, Sandy, and other hard hit areas show the value of the floodplain permitting process. In September of 2015, Don Sims attended this class as well. Alex Dachs will have the opportunity to attend “Managing Floodplain Development through the National Flood Insurance Program” sometime in 2016.

Our levee systems protect several areas that fall within the jurisdiction of the City of Great Falls, Cascade County as well as the levee districts such as Vaughn and Sun River. In the past, the Army Corp of Engineers would re-certify and stand behind the integrity of the levees and ‘sign off’ to that affect to FEMA. FEMA has recently re-studied the area and are producing d-firm maps, a digital flood insurance rate map. With the changes on the maps, and without Army Corp engineers re-certifying the levees, it places many properties at jeopardy of much higher flood insurance rates. A meeting was held in Glasgow, MT, in early November to discuss the status of levees. FEMA and the Army Corp of Engineers had representatives at the meeting. It was a great opportunity to learn firsthand the status of the levees and how to benefit, if at all, from the changes in levee certification for our community members. Alex Dachs and Susan Conell were the staff members in attendance. Provisional Accredited Levees (PAL’s) were signed and allows each district to have additional time to re-certify their levees. This remains unchanged in 2015.

The annual AMFM conference (flood conference in 2015) was held in Helena, MT; Brian, Jim and Susan attended, benefiting from the seminars which included a two-day update on the Community Rating System (CRS) and the changes occurring within the program over the next few years. Additionally, Jim took and passed his Certified Floodplain Manager’s (CFM) test and is now certified nationally as a CFM. As we are exposed to floodplain issues more frequently than previous years, our understanding continues to increase with our attendance in these conferences and workshops.

We continue to see the community members apply for floodplain permits. Twenty (20) floodplain permits were issued in 2015. Inspections are done before and after for confirmation of compliance to their floodplain permits. With our flooding in 2011, most of the community recognizes the need and value for a permit which is rewarding. Our office was able to assist several homeowners with their flooding issues, such as BFE (Base Flood Elevations) determinations and flood insurance rate increases. The County Floodplain Administrator is responsible for processing, and approving or denying all floodplain permits in the County. Susan Conell assists on the legal requirements of noticing and processing of those permits.

**SUMMARY OF ACTIVITIES**



## Road & Bridge Division

### Staff Duties

The Road & Bridge Division is responsible for maintaining county roads and bridges. Within the division, the employees cover many aspects of the roads and bridges including: clearing roads of snow, debris clean-up, re-gravel roads, repair any damage to county property, change out signing and build (or remove) snow fences.

The Division is made up of twenty-five (25) employees: One (1) Division Superintendent, six (6) Laborers, five (5) Teamsters and thirteen (13) Operators.

The Road & Bridge Division Superintendent is **Rick Schutz**; he was first hired as the Assistant Road Foreman on October 19<sup>th</sup>, 2009. He then applied for and accepted his current position on August 31, 2012. Rick's job duties include (but are not limited to): responsible for the planning and execution of road, shop, and bridge maintenance activities including organizing labor, materials, and equipment, and analyzing engineering data such as traffic count reports, road and bridge plans, bridge inspection reports, and perform needed maintenance in order to maintain bridge and roadways; oversees performance of workers in their day-to-day duties and assists in budget preparation by analyzing work needs and related costs with the Public Works Director; also assists in the development, writing, and enforcement of effective departmental work policies and procedures for road & bridge maintenance; conducts follow-up and final inspections of all approaches for compliance; maintains an organized, safe and healthy work and shop environment, ensuring strict compliance with all safety, security, cleanliness, environmental, and HAZMAT/OSHA regulations.

**James Anderson** is a Teamster and was hired August 5<sup>th</sup>, 2013. As a teamster, James' job duties include (but are not limited to): operation of tractor-trailer units consisting of belly dumps for hauling of hot mix asphalt and various road construction and maintenance aggregates; flatbed and lowboy transport for moving of various equipment and supplies; tandem dump trucks are also used for hauling of asphalt and aggregates; as well as larger material such as riprap (large rock); trucks are also converted to snowplow sander units during winter months to keep roadways clear of snow and ice.

**Joe Antonich** is an Operator and was hired September 25, 2006. Joe mainly works out of our Monarch Shop and maintains Area 6.

As an operator, Joe's job duties include (but are not limited to): operation of multiple pieces of heavy equipment including motor patrol for lay down of aggregate and asphalt product as well as reworking and laying of aggregates on existing gravel roads; rotary plows for extreme drift areas; dozers pushing and leveling of various materials and at times used for drifting snow areas; roller compactors for compaction of



aggregates and asphalts; excavators/backhoes for ditching and culvert installation as well as digging footings for bridge head walls and cattle-guards; also used for snow removal during winter months on gravel roads.

**Brian Bertsch** is a Teamster and was hired on September 8<sup>th</sup>, 2015. As a teamster, Brian's job duties include (but are not limited to): operation of tractor-trailer units consisting of belly dumps for hauling of hot mix asphalt and various road construction and maintenance aggregates; flatbed and lowboy transport for moving of various equipment and supplies; tandem dump trucks are also used for hauling of asphalt and aggregates; as well as larger material such as riprap (large rock); trucks are also converted to snowplow sander units during winter months to keep roadways clear of snow and ice.

**Robert (Bob) Burrows** is an Operator and was hired May 5<sup>th</sup>, 2008. Bob mainly works out of the Simms Shop and maintains Area 1. As an operator Bob's job duties include (but are not limited to): operation of multiple pieces of heavy equipment including motor patrol for lay down of aggregate and asphalt product as well as reworking and laying of aggregates on existing gravel roads; rotary plows for extreme drift areas; dozers pushing and leveling of various materials and at times used for drifting snow areas; roller compactors for compaction of aggregates and asphalts; excavators/backhoes for ditching and culvert installation as well as digging footings for bridge head walls and cattle-guards; also used for snow removal during winter months on gravel roads.

**Jared Dake** is an Operator with the Crushing Crew and was hired on November 30<sup>th</sup>, 1998. Currently the Crushing Crew is working in the Standley Pit, starting there in June 2013. As a Crushing Crew Operator, Jared's job duties include (but are not limited to): operating gravel crushing equipment; responsible for operation of aggregate crushing equipment consisting of one (1) cone and one (1) jaw crusher, product conveyors, and feed trap; stripping topsoil and overburden, mining raw material and feeding it to the crusher with dozer and front end loader; finished product is then stockpiled or loaded onto trucks for transport to job sites.

**Robert Engum** is an Operator hired on January 5<sup>th</sup>, 2004. Robert primarily works out of the DES Garage in Great Falls and maintains Area 3. As an operator, Robert's job duties include (but are not limited to): operation of multiple pieces of heavy equipment including motor patrol for lay down of aggregate and asphalt product as well as reworking and laying of aggregates on existing gravel roads; rotary plows for extreme drift areas; dozers pushing and leveling of various materials and at times used for drifting snow areas; roller compactors for compaction of aggregates and asphalts; excavators/backhoes for ditching and culvert installation as well as digging footings for bridge head walls and cattle-guards; also used for snow removal during winter months on gravel roads.

**Curt Feldbrugge** is an Operator and was hired June 20<sup>th</sup>, 2011. Curt primarily works out of the Stockett Shop and maintains Area 4. As an operator, Curt's job duties include (but are not limited to): operation of multiple pieces of heavy equipment including motor patrol for lay down of aggregate and asphalt product as well as reworking and laying of aggregates on existing gravel roads; rotary plows for extreme drift areas; dozers pushing and leveling of various materials and at times used for drifting snow areas; roller compactors for compaction of aggregates and asphalts; excavators/backhoes for ditching and culvert installation as well as digging footings for bridge head walls and cattle-guards; also used for snow removal during winter months on gravel roads.

**Bill Hill** is an Operator and was hired October 6<sup>th</sup>, 2008. Bill primarily works out of the DES Garage in Great Falls and maintains Area 7. As an operator, Bill's job duties include (but are not limited to): operation of multiple pieces of heavy equipment including motor patrol for lay down of aggregate and asphalt product as well as reworking and laying of aggregates on existing gravel roads; rotary plows for extreme drift areas; dozers pushing and leveling of various materials and at times used for drifting snow areas; roller compactors for compaction of aggregates and asphalts; excavators/backhoes for ditching and culvert installation as well as digging footings for bridge head walls and cattle-guards; also used for snow removal during winter months on gravel roads.

**Michael Houseman** is a Teamster and was hired on November 17<sup>th</sup>, 2014. As a teamster Michael's job duties include (but are not limited to): operation of tractor-trailer units consisting of belly dumps for hauling of hot mix asphalt and various road construction and maintenance aggregates; flatbed and lowboy transport for moving of various equipment and supplies; tandem dump trucks are also used for hauling of asphalt and aggregates; as well as larger material such as riprap (large rock); trucks are also converted to snowplow sander units during winter months to keep roadways clear of snow and ice.

**Marty Kohut** is an Operator and was hired June 30<sup>th</sup>, 2003. Marty primarily works out of the Hound Creek/Ulm Shop in Ulm and maintains Area 8. As an operator Marty's job duties include (but are not limited to): operation of multiple pieces of heavy equipment including motor patrol for lay down of aggregate and asphalt product as well as reworking and laying of aggregates on existing gravel roads; rotary plows for extreme drift areas; dozers pushing and leveling of various materials and at times used for drifted snow areas; roller compactors for compaction of aggregates and asphalts; excavators/backhoes for ditching and culvert installation as well as digging footings for bridge head walls and cattle-guards; also used for snow removal during winter months on gravel roads.

**Justin Maki** is an Operator and was hired November 17<sup>th</sup>, 2014. Justin mainly works out of the Public Works Facility and maintains Area 10. As an operator Justin's job duties include (but are not limited to): operation of multiple pieces of heavy equipment including motor patrol for lay down of aggregate and



asphalt product as well as reworking and laying of aggregates on existing gravel roads; rotary plows for extreme drift areas; dozers pushing and leveling of various materials and at times used for drifted snow areas; roller compactors for compaction of aggregates and asphalts; excavators/backhoes for ditching and culvert installation as well as digging footings for bridge head walls and cattle-guards; also used for snow removal during winter months on gravel roads.

**Zechariah (Zach) McIntosh** is a Laborer and was hired by the County on July 27<sup>th</sup>, 2015. As a laborer, Zach's job duties include (but are not limited to): responsible for pothole patching with cold mix or Emulsion spray patcher and hot mix overlays of paved roads; tree trimming; debris clean-up or removal (including garbage, dead animals, tree branches, etc.); Right of Way fence installation; snow fence install and upkeep; culvert, cattle-guard and bridge repair

maintenance; perform snow removal around County facilities and county dump sites; deliver fuel to motor patrol operators during major snow events; responsible for traffic control and signing details on various projects or emergencies; maintenance and installation of standard road signage.

**Bruce Morgan** is a Teamster and was on June 23<sup>rd</sup>, 2014. As a teamster Bruce's job duties include (but are not limited to): operation of tractor-trailer units consisting of belly dumps for hauling of hot mix asphalt and various road construction and maintenance aggregates; flatbed and lowboy transport for moving of various equipment and supplies; tandem dump trucks are also used for hauling of asphalt and aggregates; as well as larger material such as riprap (large rock); trucks are also converted to snowplow sander units during winter months to keep roadways clear of snow and ice.

**Kevin Morgan** is a Leadman Operator for the Crushing Crew and was hired on March 16<sup>th</sup>, 1993. Currently the Crushing Crew is working in the Standley Pit, they started there June 2013. As an operator for the Crushing Crew, Kevin's job duties include (but are not limited to): operating gravel crushing equipment; responsible for operation of aggregate crushing equipment consisting of one (1) cone and one (1) jaw crusher, product conveyors, and feed trap; stripping topsoil and overburden, mining raw material and feeding it to the crusher with dozer and front end loader; finished product is then stockpiled or loaded onto trucks for transport to job sites.

**Vance Morrison** is an Operator and was hired March 10, 2008. Vance primarily works out of the Sun River Shop and maintains Area 2. As an operator, Vance's job duties include (but are not limited to): operation of multiple pieces of heavy equipment including motor patrol for lay down of aggregate and asphalt product as well as reworking and laying of aggregates on existing gravel roads; rotary plows for extreme drift areas; dozers pushing and leveling of various materials and at times used for drifting snow areas; roller compactors for compaction of aggregates and asphalts; excavators/backhoes for ditching and culvert installation as well as digging footings for bridge head walls and cattle-guards; also used for snow removal during winter months on gravel roads.

**Bruce Neill** is an Operator and was hired January 5<sup>th</sup>, 1977. Bruce primarily works out of the Belt-Armington Shop and maintains Area 5. As an operator, Bruce's job duties include (but are not limited to): operation of multiple pieces of heavy equipment including motor patrol for lay down of aggregate and asphalt product as well as reworking and laying of aggregates on existing gravel roads; rotary plows for extreme drift areas; dozers pushing and leveling of various materials and at times used for drifting snow areas; roller compactors for compaction of aggregates and asphalts; excavators/backhoes for ditching and culvert installation as well as digging footings for bridge head walls and cattle-guards; also used for snow removal during winter months on gravel roads.

**Matt Pecos** is an Operator and was hired December 13, 1993. Matt primarily works out of the Cascade Shop and maintains Area 9. As an operator, Matt's job duties include (but are not limited to): operation of multiple pieces of heavy equipment including motor patrol for lay down of aggregate and asphalt product as well as reworking and laying of aggregates on existing gravel roads; rotary plows for extreme drift areas; dozers pushing and leveling of various materials and at times used for drifting snow areas; roller compactors for compaction of aggregates and asphalts; excavators/backhoes for ditching and culvert installation as well

as digging footings for bridge head walls and cattle-guards; also used for snow removal during winter months on gravel roads.

**Norberto Ramos** is a Laborer and was hired June 18<sup>th</sup>, 2012. As a laborer, Norberto’s job duties include (but are not limited to): responsible for pothole patching with cold mix or Emulsion spray patcher and hot mix overlays of paved roads; tree trimming; debris clean-up or removal (including garbage, dead animals, tree branches, etc.); Right of Way fence installation; snow fence install and upkeep; culvert, cattle-guard and bridge repair maintenance; perform snow removal around County facilities and county dump sites; deliver fuel to motor patrol operators during major snow events; responsible for traffic control and signing details on various projects or emergencies; maintenance and installation of standard road signage.

**Rory Rust** is a Laborer and was hired by the County on April 1<sup>st</sup>, 2009, with Expo Park and then transferred to the Road & Bridge Division on November 18, 2013. As a laborer, Rory’s job duties include (but are not limited to): responsible for pothole patching with cold mix or Emulsion spray patcher and hot mix overlays of paved roads; tree trimming; debris clean-up or removal (including garbage, dead animals, tree branches, etc.); Right of Way fence installation; snow fence install and upkeep; culvert, cattle-guard and bridge repair maintenance; perform snow removal around County facilities and county dump sites; deliver fuel to motor patrol operators during major snow events; responsible for traffic control and signing details on various projects or emergencies; maintenance and installation of standard road signage.

**Robert (Bert) Sanders** is a Laborer and was hired September 21<sup>st</sup>, 2015. As a laborer, Bert’s responsible for pothole patching with cold mix or Emulsion spray patcher and hot mix overlays of paved roads; tree trimming; debris clean-up or removal (including garbage, dead animals, tree branches, etc.); Right of Way fence installation; snow fence install and upkeep; culvert, cattle-guard and bridge repair maintenance; perform snow removal around County facilities and county dump sites; deliver fuel to motor patrol operators during major snow events; responsible for traffic control and signing details on various projects or emergencies; maintenance and installation of standard road signage.



**John Siller** is a Laborer, hired August 30<sup>th</sup>, 1993. As a laborer, John’s job duties include (but are not limited to): responsible for pothole patching with cold mix or Emulsion spray patcher and hot mix overlays of paved roads; tree trimming; debris clean-up or removal (including garbage, dead animals, tree branches, etc.); Right of Way fence installation; snow fence install and upkeep; culvert, cattle-guard and bridge repair maintenance; perform snow removal around County facilities and county dump sites; deliver fuel to motor patrol operators during major snow events; responsible for traffic

control and signing details on various projects or emergencies; maintenance and installation of standard road signage.

**Steve Standley** is a Teamster and was hired July 18<sup>th</sup>, 2011. As a teamster, Steve's job duties include (but are not limited to): operation of tractor-trailer units consisting of belly dumps for hauling of hot mix asphalt and various road construction and maintenance aggregates; flatbed and lowboy transport for moving of various equipment and supplies; tandem dump trucks are also used for hauling of asphalt and aggregates; as well as larger material such as riprap (large rock); trucks are also converted to snowplow sander units during winter months to keep roadways clear of snow and ice.

**Roger Thompson** is an Operator hired by the county on September 13<sup>th</sup>, 2010. As an operator, Roger's job duties include (but are not limited to): operation of multiple pieces of heavy equipment including motor patrol for lay down of aggregate and asphalt product as well as reworking and laying of aggregates on existing gravel roads; rotary plows for extreme drift areas; dozers pushing and leveling of various materials and at times used for drifting snow areas; roller compactors for compaction of aggregates and asphalts; excavators/backhoes for ditching and culvert installation as well as digging footings for bridge head walls and cattle-guards; also used for snow removal during winter months on gravel roads.

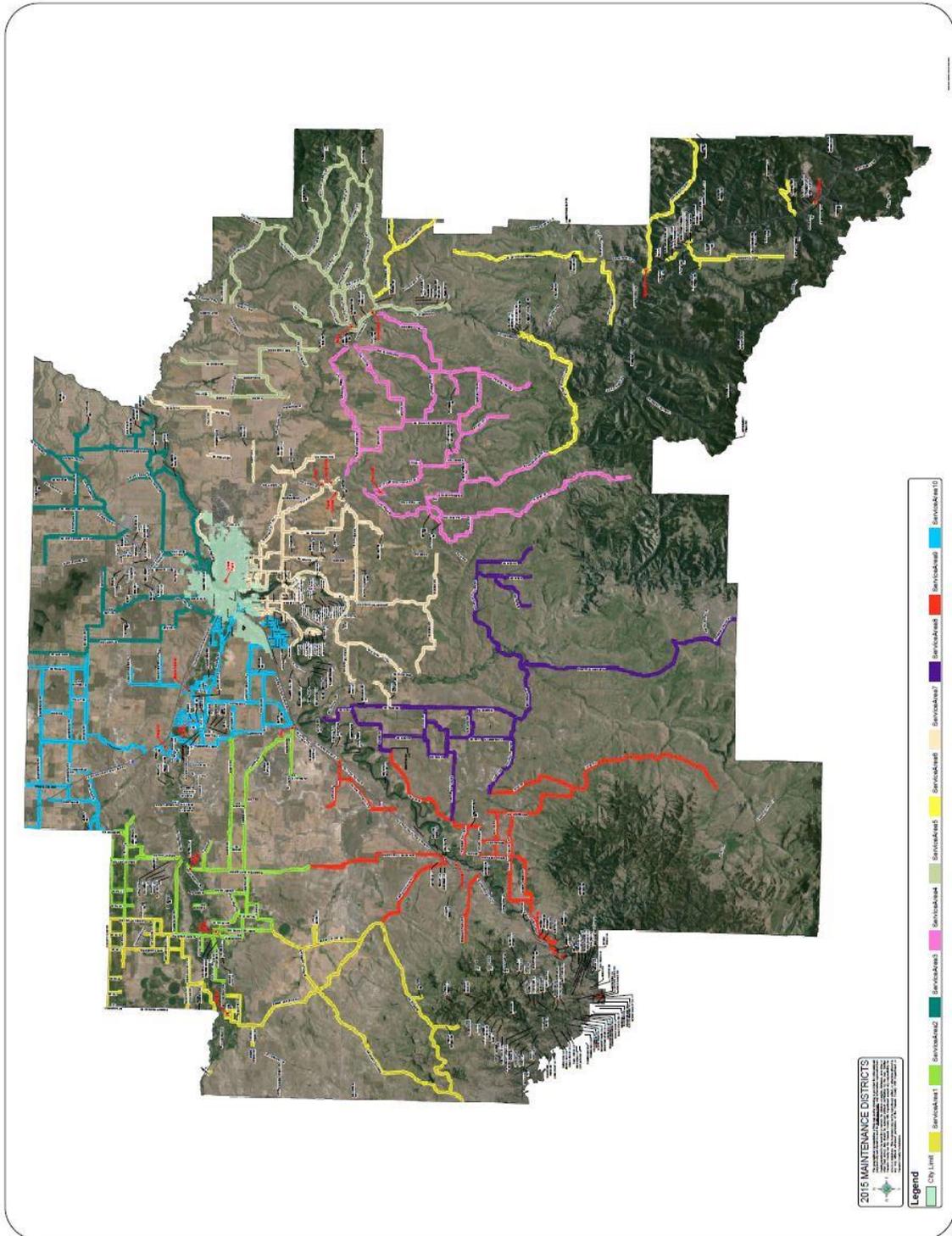
**Jonathan (John) Wegner** is a Laborer and was hired on September 27<sup>th</sup>, 2010, with Expo Park and then transferred to the Road and Bridge Division on February 11<sup>th</sup>, 2013. As a laborer, John's responsible for pothole patching with cold mix or Emulsion spray patcher and hot mix overlays of paved roads; tree trimming; debris clean-up or removal (including garbage, dead animals, tree branches, etc.); Right of Way fence installation; snow fence install and upkeep; culvert, cattle-guard and bridge repair maintenance; perform snow removal around County facilities and county dump sites; deliver fuel to motor patrol operators during major snow events; responsible for traffic control and signing details on various projects or emergencies; maintenance and installation of standard road signage.

**Capital Improvement Plan**  
(Demonstrating next 3 years for heavy duty equipment)

<b>PUBLIC WORKS HEAVY EQUIPMENT CAPITAL IMPROVEMENTS PLAN</b>					
ID#	Description	Proposed 2015-2016	Actual 2015-2016	Proposed 2016-2017	Proposed 2017-2018
1417	2012 160M2 AWD CAT			\$ 90,000.00	
1420	2012 160M2 AWD CAT			\$ 90,000.00	
1419	2014 160M2 AWD CAT				\$ 90,000.00
1421	2014 160M2 AWD CAT				\$ 90,000.00
1416	2014 160M2 AWD CAT				\$ 90,000.00
1418	2015 160M3 AWD CAT	\$ 190,000.00	\$ 195,000.00		
1422	2015 160M3 AWD CAT	\$ 190,000.00	\$ 195,000.00		
1530	1971 Cat 950			\$ 180,000.00	
1533	1981 Cat 966				\$ 180,000.00
NEW	SEMI TRUCK			\$ 75,000.00	
1252	2000 International 2674 Cab & Chassis	\$ 50,000.00	\$ 39,564.00		
1222	1998 Freightliner FL80			\$ 75,000.00	
502	1977 Ford F-800 Truck (Replace with dump truck)				\$ 50,000.00
1207	1999 Freightliner (old transport)				\$ 100,000.00
NEW	2015 Cross Country Belly Dump	\$ 41,000.00	\$ 32,500.00		
1300	1985 Midland Single Gate			\$ 42,000.00	
1305	1997 Midland Single Gate 3 axle				\$ 50,000.00
1571	2012 HAMM HD110VO 66" Smooth Drum	\$ 50,000.00	\$ 75,000.00		
1970	Ford Tractor 2000			\$ 50,000.00	
5201	1975 GMC 6000 Wrecker-Twin Broom				\$ 75,000.00
1570	2015 HAMM HD10VO Smooth Drum		\$ 45,000.00		
514	CASE 586H 4WD FORKLIFT	\$ 75,000.00	\$ 76,435.00		
1830	1964 Baker Forklift			\$ 40,000.00	
4830	1978 Forklift			\$ 40,000.00	
NEW	CAT Vibratory Roller (Gravel) Sheep Foot Clamshell			\$ 100,000.00	
1222.1	1989 Root 12 Snow Plow				\$ 10,000.00
1224.2	1989 8 1/2ft CY Swenson Sander				\$ 15,000.00
5871	Lincoln Welder Sam 600 on trailer			\$ 10,000.00	
	Grimmer Schmidt Compressor			\$ 15,000.00	
	2007 KIP Printer			\$ 10,000.00	
NEW	Tarco Windy 100 Leaf Loader-Curb Side Pick Up	\$ 32,000.00			
		\$628,000.00	\$658,499.00	\$817,000.00	\$750,000.00

## District Area Map

Cascade County has been divided up into 10 Maintenance Areas. With personal assigned to various areas, maintenance is provided more effectively.



## Gravel Operations Report

(Including Gravel Crushed and Miles Graveled, Calendar Year 2015)

During calendar year 2015, the gravel crushing crew crushed a total of 51,040 yards. The gravel crushing occurred at the Standley Pit. 1-inch and 1.5-inch gravel was crushed.

Estimated Price for 1.0" Gravel:		Actual Crushing Time	Total Time Including Employee Travel Time		
Yards/Hour		29.99	22.03		
Employee Salary Costs		\$ 23,036.24	\$ 35,862.90		
Loader Equipment Costs		\$ 99,623.38	\$ 130,170.13		
Royalty (to Landowner)=		\$ 19,432.00	\$ 19,432.00		
Royalty (to State of MT)= \$0.025/yard		\$ 1,239.78	\$ 1,239.78		
Crusher Equipment Operating Costs		\$ 90,297.64	\$ 90,297.64		
Price/Yard 1" minus		\$ 4.71	\$ 5.59		
Price/Ton 1" minus		\$ 3.68	\$ 4.36		
	<b>Yards Crushed</b>	<b>Yards Hauled</b>	<b>Employee Crushing Hours</b>	<b>Employee Working Hours</b>	<b>Travel Time (Hours)</b>
<b>Total:</b>	<b>49591</b>	<b>44467</b>	<b>826.75</b>	<b>1379.25</b>	<b>299</b>
Estimated Price for 1.5" Gravel:		Actual Crushing Time	Total Time Including Employee Travel Time		
Yards/Hour		30.19	20.13		
Employee Salary Costs		\$ 48.00	\$ 180.00		
Loader Equipment Costs		\$ 2,892.00	\$ 9,399.00		
Royalty (to Landowner)=		\$ 568.00	\$ 568.00		
Royalty (to State of MT)= \$0.025/yard		\$ 36.23	\$ 36.23		
Crusher Equipment Operating Costs		\$ 2,621.28	\$ 2,621.28		
Price/Yard 1.5" minus		\$ 4.26	\$ 8.84		
Price/Ton 1.5" minus		\$ 3.32	\$ 6.90		
	<b>Yards Crushed</b>	<b>Yards Hauled</b>	<b>Employee Crushing Hours</b>	<b>Employee Working Hours</b>	<b>Travel Time (Hours)</b>
<b>Total:</b>	<b>1449</b>	<b>840</b>	<b>24</b>	<b>90</b>	<b>12</b>
			<b>Total Yards Crushed 51,040</b>		
			<b>Total Cost Per Yard \$5.68</b>		

## Road Projects CY 2015

<b>Gravel:</b>			
Road	Miles	Cost	Cost/Mile
Adel	11	\$ 279,771.17	\$ 25,433.74
Baker	1.5	\$ 3,961.64	\$ 2,641.09
Castner Falls	5	\$ 170,518.35	\$ 34,103.67
Frank Road	1	\$ 65,916.03	\$ 65,916.03
Old Ulm-Cascade	2	\$ 58,876.05	\$ 29,438.03
Polish	1	\$ 12,075.15	\$ 12,075.15
Riceville	3.7	\$ 70,339.07	\$ 19,010.56
River	3	\$ 44,576.47	\$ 14,858.82
Shaw Butte	1	\$ 30,029.08	\$ 30,029.08
Ulm-Vaughn	3.8	\$ 111,841.48	\$ 29,431.97
McCoy (West)	3.5	\$ 20,662.60	\$ 5,903.60
10 Mile (Back to Gravel)	3	\$ 350,766.57	\$ 116,922.19
<b>Gravel Total</b>	<b>39.5</b>	<b>\$ 1,219,333.66</b>	<b>\$ 30,869.21</b>
<b>Asphalt:</b>			
Road	Miles	Cost	Cost/Mile
Flood Overlay (1.8mi)/ Flood Chip Seal (5.1mi)/ Woodland Estates Chip Seal (2.4mi) <b>(Contracted Out)</b>	7.5	\$ 794,782.24	\$ 105,970.97
13th St Chip Seal <b>(Contracted Out)</b>	1.7	\$ 92,667.10	\$ 54,510.06
Ulm-Vaughn	0.46	\$ 74,830.81	\$ 162,675.67
Manchester/Mclver Intersection	0.06	\$ 50,837.05	\$ 847,284.17
<b>Asphalt Total</b>	<b>9.72</b>	<b>\$ 1,013,117.20</b>	<b>\$ 104,230.16</b>
<b>Combined Total</b>	<b>49.22</b>	<b>\$ 2,232,450.86</b>	<b>\$ 45,356.58</b>

A few of the materials used for the preservation of asphalt are tack oil, hot patch mix, cold patch mix, and chips.

<b>Materials/Supplies Used in 2015</b>
3/8 inch Chips: 143 Tons
5/8 inch Hot Mix: 519.08 Tons
Cold Patch: 251.5 Tons
SS-1 Tack Oil: 460 Gallons
Patching Emulsion: 2004 Gallons

<b>Proposed Road Projects CY 2016</b>		
<b>Gravel:</b>		
<b>Road</b>	<b>Miles</b>	<b>Projected Cost</b>
Evans Riceville	8.5	\$ 262,388.29
Brigman Coulee	2.5	\$ 77,173.03
DAV Loop	0.8	\$ 24,695.37
Belt Park	5.5	\$ 169,780.66
Sun Mountain	1	\$ 30,869.21
Orr Coulee	3.4	\$ 104,955.31
East Highwood	5	\$ 154,346.05
Burley Hill	1.1	\$ 33,956.13
Red Coulee	4	\$ 123,476.84
Willow Creek	5	\$ 154,346.05
<b>Gravel Total</b>	<b>36.8</b>	<b>\$ 1,135,986.93</b>
<b>Asphalt:</b>		
<b>Road</b>	<b>Miles</b>	<b>Projected Cost</b>
Mclver Rd Overlay & Chip Seal	3.6	\$ 427,084.74
S. Manchester Chip Seal	0.06	\$ 1,929.31
Ulm-Vaughn Chip Seal	0.46	\$ 14,791.39
S. Manchester Chip Seal	2.75	\$ 88,426.80
<b>Asphalt Total</b>	<b>6.87</b>	<b>\$ 532,232.24</b>
<b>Combined Total</b>	<b>43.67</b>	<b>\$ 1,668,219.17</b>

Projected costs are based on the following:

- Gravel Roads: Projected cost/mile determined from “Road Projects CY2015” table (listed previously) with a rate of \$30,869.21.
- Asphalt Overlay & Chip Seal: Projected cost/mile determined from existing 2015 contractor rates for materials and in-house labor and equipments costs totaling \$118,634.65.
- Asphalt Chip Seal: Projected cost/mile determined from 2015 contractor rate of \$32,155.20.

### Work Codes Report

The Road and Bridge Division employees turn in a daily timesheet with work codes for hours to be analyzed leading to improved efficiency. The work codes range from area maintenance, holiday hours, repairing damage to county property, sick leave, etc.

## Road & Bridge 2015 Work Code Report

Code	Description	# of Hrs	% of Total Wkly Hrs	Code	Description	# of Hrs	% of Total Wkly Hrs
Hol	Paid Holiday	2128	4.40%	472	Bridge Component Repair/Replacement	10	0.02%
Leave	Sick/Vaca/Comp Used	5827	12.06%	483	Travel Time/Other	218.5	0.45%
				484	Detour Signing/Installation	8.5	0.02%
411	Hand Patch: Durpatcher or Cold Mix	2202.8	4.56%	485	Flagging, Road Traffic	989	2.05%
412	Blade Patch: Hot Mix (hauling/laying/rolling)	405.5	0.84%	486	Erosion Control	0	0.00%
413	Blading/Grading Maintenance	6391.5	13.23%	489	Crushing Gravel: 1"	825.8	1.71%
415	Gravel Patching (Shoulders/Corner Radius/etc)	293	0.61%	490	Crushing Gravel: 1.5"	0	0.00%
416	Digouts: Gravel or Pavement	549.5	1.14%	491	Crushing Gravel: 3"	24	0.05%
417	Area Maintenance Inspection	958	1.98%	492	Travel Time/Crusher Crew	648.5	1.34%
418	Pulverize - Hammermill	0	0.00%	493	Reclaim Pit: Crusher	114.3	0.24%
422	Crush Top Surface Re-Gravel	7626	15.78%	494	Stripping Pit	36.5	0.08%
423	Subgrade- Pit Run	256	0.53%	495	Feeding Crusher	763	1.58%
424	Chip Sealing	0	0.00%	496	Prospect for Gravel	4	0.01%
429	Wet/Roll/Compact Gravel Roads	2028	4.20%	497	Stockpile Rock: Pushing up Piles	81.5	0.17%
435	Reshaping Existing Roads (Shoulders/Ditches/Crowns)	1504	3.11%	498	Stockpile Gravel	108	0.22%
437	Rock Slide Removal	23	0.05%	499	Moving & Setting up Crusher Equipment	37.5	0.08%
438	Pull Stuck Equipment Out	1	0.00%	512	Erect/Remove Snow Fences	549	1.14%
442	Drainage Ditching &/or Culvert Installation	767.5	1.59%	513	Sanding/Plowing Ice Removal	4508.2	9.33%
446	Trees/Shrubs cutting in R.O.W.	402.5	0.83%	514	Sweeping	396	0.82%
447	Mowing/Weed Control	702	1.45%	515	Right of Way Fence	468.5	0.97%
454	Install Guard Rails	15.5	0.03%	517	Mix Sand & Salt	48.5	0.10%
457	Debris Removal: Animals, Branches, Garbage, etc	982.3	2.03%	519	Repair Damage from County work (mailboxes, shrubs, etc)	15	0.03%
458	RipRap Installation	26	0.05%	522	Repair/Maintain/Install new Traffic Signs (Not Construction)	420.2	0.87%
461	Move Equipment	684.8	1.42%	526	Painting (striping/markings)	4	0.01%
463	Cold Overlay/Milling	0	0.00%	614	Flood: Pumping Water	7.5	0.02%
464	Gravel Hauling/Inventory	423.8	0.88%	742	Occupational/Safety Training/Employee Meeting	301.3	0.62%
465	Sand Hauling/Inventory	206	0.43%	784	Site Maintenance: Grading	98.5	0.20%
466	Fuel & Supplies	697.8	1.44%	785	Building Repairs/Maintenance	652.8	1.35%
468	Lead Pay	630.5	1.30%	787	Shop & Yard Cleanup	423.8	0.88%
471	Bridge Inspection	3	0.01%	912	Repair Costs: Assisting Mechanic	828.5	1.71%
		27780	57.49%			12590.9	27.62%

Total of Hrs Available	48325.5	2015 Total of Hrs Worked	48325.50	2015 Total Percentage	100.00%
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2015 Road & Bridge Time Breakdown		
Holiday Hours	2128.00	4.40%
Sick Hours	1568.10	3.24%
Vacation Hours	2962.40	6.13%
Comp Hours	1296.50	2.68%
Total Hours Worked	40370.50	83.54%
Total	48325.50	100.00%

## Weed & Mosquito Division

### Staff Duties

The Weed and Mosquito Division has twenty-nine (29) employees. Of these employees, three (3) are full time, leaving twenty-six (26) as seasonal/temporary employees. Of the full-time employees, one (1) is the Division Superintendent and two (2) are field supervisors who work in both the weed and mosquito areas.

**Joshua Blystone** began as the Weed & Mosquito Division Superintendent February 2<sup>nd</sup>, 2015.



Josh first began working for Cascade County in May of 2003 as a seasonal mosquito control operator. He then returned in May of 2008 to work as a seasonal lab technician for mosquito control. For the seasons of 2009 to 2011 Josh was a seasonal ATV field supervisor for mosquito control. Josh's job duties include but are not limited to: perform complex supervisory, administrative and professional work in noxious weed control, mosquito vector and nuisance control; planning, organizing and directing various programs of the Weed and Mosquito Division; overseeing the Cascade County Weed Control Board in accordance with standards and general policies established by the Board of County Commissioners; establish and maintain close cooperative working relationships with Board of County Commissioners, Public Works Director, Finance Director, Human Resource Director, Health Department, supervisors, division employees and the general public.

**Norma Borgstom** is a field supervisor in the Weed and Mosquito Division. Norma first began working for Cascade County on June 1, 1998 for the summer spray season. She returned every summer until the 2011 Weed & Mosquito season, when she accepted a full time supervisor position. Norma's job duties include (but are not limited to): maintaining the chemical shed, mosquito application equipment and spray equipment; control of all chemicals as required by law (and label); county wide weed and mosquito surveillance; training, supervision and direction of all seasonal personnel for the division; ensure all vehicle and mechanical equipment maintenance is completed for the safety of all crew members.



**Maury Stewart** is a field supervisor in the Weed & Mosquito Division. Maury first began working for the county May 19<sup>th</sup>, 2008 for the summer spray season. He returned every summer until the 2011 Weed & Mosquito season, when he accepted a full time supervisor position. Maury's job duties include (but are not limited to): maintaining the chemical shed, mosquito application equipment and spray equipment; control of all chemicals as required by law (and label); county wide weed and mosquito surveillance; training, supervision and direction of all seasonal personnel for the division; ensure all vehicle and mechanical equipment maintenance is completed for the safety of all crew members.



**Seasonal Employees:** The twenty-six (26) remaining employees for the 2015 spraying season were: Mike Mazzarelli, Nick Yaeger, Brianna Smelser, Carl Johnson, Keely Young, Montana White, Dylon Atchison, Timothy Blystone, Mark Yaeger, Brady Christiaens, Kolter Corbitt, Rai Hahn, Tony Swartz, Jillian Wiggers, Deryk Pearsall, Ashlee Atchinson, Rachel Cleveland, Anthony Germann, Joshua Haagenon, Wyatt Koth, Keith Laverdure, Jerry Lucotch, Sean Parker, Cheyann Trueman, Kevin Rudd, Mathias Pepos.

For seasonal/temporary sprayers, their job duties include but are not limited to: performs semi-skilled duties in the operation and maintenance of spraying equipment; mix and apply herbicides according to label specifications; keep detail records of work activities and chemical applications; report equipment failures and problems to supervisor; operate trucks, motor driven sprayers and two-way radios; ensure proper use of safety equipment.



ADULTICIDE REPORT					
	Kontrol 4-4		Zenivex E4 RTU		TotalAcres
	Amt (gal)	Total Acre	Amt (gal)	Total Acre	
Week 11	0	0	0	0	0
Week 12	0	0	0	0	0
Week 13	0	0	0	0	0
Week 14	0	0	0	0	0
Week 15	0	0	0	0	0
Week 16	0	0	0	0	0
Week 17	0	0	0	0	0
Week 18	0	0	0	0	0
Week 19	0	0	0	0	0
Week 20	0	0	0	0	0
Week 21	0	0	0	0	0
Week 22	0	0	0	0	0
Week 23	3.47	668.05	1.57	307.17	975
Week 24	15.74	3,038.72	18.27	3,545.14	6584
Week 25	17.60	3400.43	23.95	4,614.47	8015
Week 26	13.97	2717.83	9.60	1,853.81	4572
Week 27	5.29	1029.19	6.61	1,272.60	2302
Week 28	8.68	1694.41	0	0	1694
Week 29	7.61	1477.6	0	0	1478
Week 30	2.99	582.55	0	0	583
Week 31	4.16	798.74	0	0	799
Week 32	8.95	1732.65	0	0	1733
Week 33	3.17	610.3	0	0	610
Week 34	17.35	3364.97	0	0	3365
Week 35	9.03	1757.97	0	0	1758
Week 36	0	0	0	0	0
Week 37	0	0	0	0	0
Week 38	2.20	426.03	0	0	426
Week 39	1.76	340.13	0	0	340
	Kontrol 4-4		Zenivex E20		
	Amt (gal)	Total Acre	Amt (gal)	Total Acre	
TOTALS	121.97	23640	60	11593	<b>TotalAcres 35,232.76</b>

<b>2015 Human West Nile Virus Cases</b>		
	<b>Cascade Country</b>	<b>Number</b>
<b>Age Groups</b>		
0-19		0
20-29		0
30-39		0
40-49		0
50-59		0
60-69		1
70-79		0
80-89		0
90 & Above		0
<b>Total</b>		<b>1</b>
<b>Deaths</b>		<b>0</b>
<b>Mosquito Surveillance</b>		
Pools Tested w/RAMP		129
<b>POSITIVE POOLS</b>		<b>0</b>
<b>Animal Surveillance</b>		
Equine Cases		0
Wild Birds		0

**Non-County Weed Spraying 2015**

	<b>City of Great Falls</b>	<b>MDT</b>	<b>FWP</b>	<b>Private</b>	<b>Totals</b>
<b>Vehicle Hours</b>	46.08	364.9	21.3	306.05	<b>738.33</b>
<b>Man Hours</b>	46.5	364.9	21.3	332.2	<b>764.9</b>
<b>Miles</b>	N/A	1146	N/A	N/A	<b>1146</b>
<b>Acres</b>	45.4	671.52	18.03	829.21	<b>1564.16</b>
<b>Platoon GTS</b>	45.4	569.76	18.03	795.34	<b>1428.53</b>
<b>Tordon QTS</b>	45	567.51	18.03	987.96	<b>1618.5</b>
<b>Escort/Metcel OZ</b>	45	459.9	18.03	489.63	<b>1012.56</b>
<b>RazorPro QTS</b>	0	0	0	0	<b>0</b>
<b>Milestone OZ</b>	0	0	0	237.1	<b>237.1</b>
<b>Perspective OZ</b>	2.5	12.5	0	45	<b>60</b>
<b>Glyphosate QTS</b>	0	0	0	10	<b>10</b>
<b>Forefront QTS</b>	0	0	0	40	<b>40</b>
<b>Makaze QTS</b>	0	0	0	0	<b>0</b>
<b>Liberate QTS</b>	20.55	158.69	5	324.71	<b>508.95</b>

**County Weed Spraying by Area 2015**

	<b>Area1</b>	<b>Area2</b>	<b>Area3</b>	<b>Area4</b>	<b>Area5</b>	<b>Area6</b>	<b>Area7</b>	<b>Area8</b>	<b>Area9</b>	<b>Area10</b>	<b>Totals</b>
<b>Vehicle Hours</b>	83.8	91.05	84.55	150	167.8	139.3	253.6	166.75	213.3	136.05	<b>1486.2</b>
<b>Man Hours</b>	103.7	119	104.1	232.6	196.9	167.7	342.6	266.6	340.2	180.4	<b>2053.8</b>
<b>Miles</b>	401.41	423.04	223.35	250.39	583.38	166.87	612.28	340.16	441.76	373.11	<b>3815.75</b>
<b>Acres</b>	118.76	125.16	66.08	74.08	172.6	49.37	181.15	100.64	130.7	110.39	<b>1128.93</b>
<b>Platoon QTS</b>	118.76	125.16	59.73	74.08	172.6	49.37	180.15	91.5	129.7	97.39	<b>1098.44</b>
<b>Tordon QTS</b>	118.76	125.16	60.35	76.58	180.65	49.37	192.15	99.43	149.48	87.44	<b>1139.37</b>
<b>Escort/Metcel OZ</b>	105.14	112.12	51.6	57.71	105.38	38.52	170.65	72.65	117	74.09	<b>904.86</b>
<b>RazorPro QTS</b>	0	0	0	0	0	0	0	0	0	0	<b>0</b>
<b>Milestone OZ</b>	0	0	42	0	0	0	0	64	0	0.75	<b>106.75</b>
<b>Perspective OZ</b>	0	0	28.58	0	0	0	20	0	5	40	<b>93.58</b>
<b>Glyphosate QTS</b>	0	0	0	0	0	0	0	0	0	0	<b>0</b>
<b>Forefront QTS</b>	0	0	0	0	0	0	0	0	0	0	<b>0</b>
<b>Makaze QTS</b>	0	0	0	0	0	0	7.8	0	0	29	<b>36.8</b>
<b>Liberate QTS</b>	37.45	61.49	38.66	40.05	73.91	38.2	109.98	78.9	100.4	54.55	<b>633.59</b>

### Weed Control Revenue 2015

Week	Private Spraying	Herbicide Sales	Rentals	MDT	FWP	Total \$	
3/22-3/28	\$ -	\$ 35.00	\$ -	\$ -	\$ -	\$ 35.00	
4/26-5/2	\$ -	\$ 201.20	\$ -	\$ -	\$ -	\$ 201.20	
5/3-5/9	\$ 511.33	\$ 453.00	\$ -	\$ -	\$ -	\$ 964.33	
5/10-5/16	\$ 239.59	\$ 459.64	\$ -	\$ -	\$ -	\$ 699.23	
5/17-5/23	\$ -	\$ -	\$ 20.00	\$ -	\$ -	\$ 20.00	
5/24-5/30	\$ 1,407.28	\$ 1,064.00	\$ 60.00	\$ 5,846.87	\$ -	\$ 8,378.15	
5/31-6/6	\$ -	\$ 2,923.80	\$ -	\$ -	\$ -	\$ 2,923.80	
6/7-6/13	\$ 7,729.24	\$ 1,503.32	\$ 180.00	\$ -	\$ -	\$ 9,412.56	
6/14-6/20	\$ 5,776.87	\$ -	\$ 100.00	\$ 19,336.52	\$ -	\$ 25,213.39	
6/21-6/27	\$ 5,023.89	\$ -	\$ 80.00	\$ -	\$ 2,500.00	\$ 7,603.89	2014-2015 FY
6/28-6/30	\$ 1,146.74	\$ -	\$ 20.00	\$ -	\$ -	\$ 1,166.74	\$ 56,618.29
7/1-7/4	\$ 7,476.05	\$ -	\$ 20.00	\$ -	\$ -	\$ 7,496.05	
7/5-7/11	\$ 641.81	\$ 1,842.60	\$ 40.00	\$ -	\$ -	\$ 2,524.41	
7/12-7/18	\$ 4,450.77	\$ 720.14	\$ 20.00	\$ -	\$ -	\$ 5,190.91	
7/19-7/25	\$ -	\$ 448.72	\$ 60.00	\$ -	\$ -	\$ 508.72	
7/26-8/1	\$ 2,141.35	\$ 109.72	\$ -	\$ -	\$ -	\$ 2,251.07	
8/2-8/8	\$ 8,943.00	\$ 952.22	\$ 60.00	\$ -	\$ -	\$ 9,955.22	
8/9-8/15	\$ 353.64	\$ -	\$ -	\$ -	\$ -	\$ 353.64	
8/16-8/22	\$ -	\$ -	\$ 200.00	\$ -	\$ -	\$ 200.00	
8/23-8/29	\$ 880.25	\$ 177.80	\$ -	\$ -	\$ -	\$ 1,058.05	
8/30-9/5	\$ -	\$ -	\$ -	\$ 26,319.69	\$ -	\$ 26,319.69	
9/6-9/12	\$ -	\$ 1,170.00	\$ -	\$ -	\$ -	\$ 1,170.00	
9/13-9/19	\$ 735.60	\$ -	\$ 40.00	\$ -	\$ -	\$ 775.60	
9/20-9/26	\$ -	\$ -	\$ 20.00	\$ -	\$ -	\$ 20.00	
9/27-10/3	\$ -	\$ -	\$ 20.00	\$ -	\$ -	\$ 20.00	2015-2016 FY
<b>Totals</b>	<b>\$ 47,457.41</b>	<b>\$ 12,061.16</b>	<b>\$ 900.00</b>	<b>\$ 51,503.08</b>	<b>\$ 2,500.00</b>	<b>\$ 114,461.65</b>	<b>\$ 57,803.36</b>

Biocontrol Releases By Cascade County Weed Management							
Biocontrol Agent	Noxious Weed Controlled	Release Date	# released	Site Name	Latitude N	Longitude W	Other
	<b>Dalmation Toadflax</b>						
Mecinus Janthinus F.	Dalmation Toadflax	June 10 2015	75	Sheep Creek	47 10°57.3	111 48°07.8	Toadflax Weevil
Mecinus Janthinus F.	Dalmation Toadflax	June 10 2015	75	Sheep Creek	47 10°50.8	111 48°10.6	Toadflax Weevil
Mecinus Janthinus F.	Dalmation Toadflax	June 10 2015	75	Sheep Creek	47 10°38.2	111 48°24.4	Toadflax Weevil
Mecinus Janthinus F.	Dalmation Toadflax	June 10 2015	75	Sheep Creek	47 10°40.3	111 48°25.3	Toadflax Weevil
	<b>Leafy Spurge</b>						
Apthona nigricutis	Leafy Spurge	June 25 2015	2000	Vaughn Feedlots	47 32°49.96	111 35°59.53	Brown Flea Beetles
Oberea erythrocephala	Leafy Spurge	June 25 2015	75	Vaughn Feedlots	47 32°49.96	111 35°59.53	Stem Mining Beetle
Apthona nigricutis	Leafy Spurge	June 25 2015	2000	Thompsons	47 32°44.8	111 36°5.6	Brown Flea Beetles
Oberea erythrocephala	Leafy Spurge	June 25 2015	75	Thompsons	47 32°44.8	111 36°5.6	Stem Mining Beetle
Apthona nigricutis	Leafy Spurge	June 25 2015	2000	Dewey Rd/Stockett	47 21°40.18	111 9°24.42	Brown Flea Beetles
Oberea erythrocephala	Leafy Spurge	June 25 2015	75	Dewey Rd/Stockett	47 21°40.18	111 9°24.42	Stem Mining Beetle
Apthona nigricutis	Leafy Spurge	June 25 2015	2000	Cottonwood/Stockett	47 20°51.7	111 9°21.18	Brown Flea Beetles
Oberea erythrocephala	Leafy Spurge	June 25 2015	75	Cottonwood/Stockett	47 20°51.7	111 9°21.18	Stem Mining Beetle
Apthona nigricutis	Leafy Spurge	June 26 2015	2000	West Hill Rd	47 29°34.29	111 20°45.57	Brown Flea Beetles
Apthona nigricutis	Leafy Spurge	June 26 2015	4000	Airport/Gore Hill	47 28°38.82	111 20°55.87	Brown Flea Beetles
Apthona lacertosa	Leafy Spurge	July 1 2015	1000	Dearborn/MidCanyon	47 7°44.54	111 53°14.27	Black Flea Beetle
Apthona lacertosa	Leafy Spurge	July 1 2015	1000	Dearborn/MidCanyon	47 7°42.96	111 53°13.69	Black Flea Beetle
Apthona lacertosa	Leafy Spurge	July 2 2015	2000	Airport/Gore Hill	47 28°38.51	111 20°58.79	Black Flea Beetle
Apthona lacertosa	Leafy Spurge	July 2 2015	2000	Airport/Gore Hill	47 28°38.63	111 20°0.29	Black Flea Beetle
Apthona lacertosa	Leafy Spurge	July 2 2015	2000	Ulm	47 26°29.32	111 30°23.52	Black Flea Beetle
Apthona lacertosa	Leafy Spurge	July 2 2015	1000	Horse Arena Vaughn	47 33°11.69	111 33°52.95	Black Flea Beetle
Apthona lacertosa	Leafy Spurge	July 2 2015	1000	Vaughn Feedlots	47 32°58.83	111 35°59.77	Black Flea Beetle
Apthona lacertosa	Leafy Spurge	July 2 2015	2000	Centerville	47 22°54.21	111 9°1.89	Black Flea Beetle
	<b>Spotted Knapweed</b>						
Cyphocleonus achates	Spotted Knapweed	July 21 2015	100	By Malmstrom	47 30°29.2	111 13°3.60	Root Borer Weevil
Cyphocleonus achates	Spotted Knapweed	July 21 2015	100	By Malmstrom	47 30°23.69	111 12°59.65	Root Borer Weevil
Cyphocleonus achates	Spotted Knapweed	July 21 2015	100	NW Bypass	47 30°59.5	111 20°33.37	Root Borer Weevil
Cyphocleonus achates	Spotted Knapweed	July 21 2015	100	NW Bypass	47 31°4.41	111 20°24.79	Root Borer Weevil
Cyphocleonus achates	Spotted Knapweed	August 5 2015	100	Black Eagle	47 31° 15.98	111 16°10.17	Root Borer Weevil

## Budget

<b>Public Works Department</b>		
<b>Budget Worksheet Report</b>		
Account Number	2015 Amended Budget	
<b>Fund: 1000 - General</b>		
213 - Building Maintenance	\$826,570.00	
325 - G.I.S	\$63,339.00	
352- Superintendent of Buildings	\$171,235.00	
353- Radio Communications	\$99,137.00	
<b>Fund: 5210 - Water Operations</b>		
223 - Water Distribution	\$57,498.00	
<b>Fund: 2110 - Road</b>		
207 - Public Works Administration	\$535,121.07	
218 - Road	\$4,073,695.32	
<b>Fund: 2111 - Road</b>		
218 - Road Materials	\$240,635.00	
<b>Fund: 6051 - Fleet Maintenance</b>		
221 - Fleet Maintenance	\$1,496,639.00	
<b>Fund: 5750 - Montana ExpoPark</b>		
465 - ExpoPark/Public Works Dept.	\$998,957.00	
<b>Fund: 2140 - Weed Control</b>		
243 - Weed Control	\$368,178.00	
<b>Fund: 2200 - Mosquito Control</b>		
231 - Mosquito Control	\$384,257.06	
<b>Fund: 2250 - Planning</b>		
257 - Planning	\$348,483.38	
<b>Fund: 2210 - Parks</b>		
279 - Parks M & O	\$12,603.94	
<b>Fund: 2830 - Motor Vehicle Disposal</b>		
273 - Motor Vehicle Disposal	\$113,043.23	
<b>Fund: 2820 - Gasoline Tax</b>		
266 - Gasoline Tax	\$153,556.00	
<b>Fund: 4011 - Public Works Capital Project (Buildings)</b>		
302 - Public Works Capital Improvement	\$490,000.00	
<b>Fund: 4015 - Public Works Capital Project (Equipment)</b>		
484 - Public Works Capital Improvement	\$751,000.00	
<b>Grand Total</b>		<b>\$11,183,948.00</b>