

# Cascade County Public Works Annual Report for CY 2012

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 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. Then 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. Then 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. This reorganization and restructuring leaves the Public Works Department with five divisions in its current format.

## 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 four (4) employees; one (1) 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 Public Works Accounting Technician is **Gayle Fellows**. Gayle was hired 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 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 was hired with Cascade County on October 17<sup>th</sup>, 1994. Nadine was re-located from the Public Works office to the Planning office as the Administrative Assistant in September 2012 and has assumed various responsibilities there. She has eighteen (18) years of experience with the Road & Bridge Division and with her background knowledge of being able to read maps, understanding the road systems and her familiarity of the roads has been an asset for the Planning Division.

The second of the Administrative Assistants is **Angella Feeler**. Angella was hired on January 2<sup>nd</sup>, 2013. Angella is the Administrative Assistant at the Public Works office. Her responsibilities include (but are not limited to): entering timecards for the Road & Bridge division, Building Maintenance and SOCB employees; bill payment in Logos for Building Maintenance, Planning, SOCB, Junk Vehicle, and Water Operations; monthly inter-service billing for both the Fleet Maintenance and SOCB depts.; data entry in PubWorks for Fleet Maintenance, Road & Bridge and Building Maintenance.

### **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:

- Road & Bridge Environmental Cleanup
- MS4 Storm water Management Program
- Sand Coulee and Stockett Mine Sludge cleanout of Right of Ways with DEQ
- Courthouse Remodel
- Sun Prairie Storm water PER
- Gibson Flats Storm water PER
- School Lands Right of Way Acquisition
- Black Eagle Cleanup- Black Eagle Park
- CCHD Generator Bidding and Installation Project
- Public Works Outer Shop Building Improvements Bidding and Installation Project
- Capital Improvement Plan Buildings
- Bidding of Projects from other departments (C. Attorney, Clerk & Recorder, etc)
- Gravel Extraction permitting and processing with DEQ

## 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 2012, additional maintenance work to the facility was completed by Moodie Implement totaling \$6754.78 bringing the total cost of the project to date to \$201,924.58. 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	6831.94	0.1284	33846.50	0.1284	\$ 4,345.89
2009	147680	15895.8	0.1076	63998.10	0.1076	\$ 6,886.20
2010	189600	17231.29	0.0909	58654.00	0.0909	\$ 5,330.61
2011	190960	22442.82	0.1175	73187.20	0.1175	\$ 8,601.42
2012	211760.00	\$25,175.92	0.1189	40332.90	0.1189	\$ 4,795.14
					<b>Total</b>	\$ 29,959.25
<b>Total Value Generated / Years</b>						
\$29,959.25	5	\$5,991.85	\$201,924.58	# Years Buy Back		
				33.70		

Energy Efficiency Report																	
(Calendar Year 2012)																	
	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTALS	AVERAGE MONTHLY (12)	AVERAGE DAILY		
ACCOUNT #1681166-3																	
2012																	
ELECTRIC \$ \$	\$2,523.99	\$1,842.64	\$1,716.78	\$1,996.70	\$2,296.21	\$1,593.80	\$2,102.09	\$2,148.93	\$1,901.79	\$1,931.28	\$1,774.56	\$3,347.15	\$25,175.92	\$2,097.99	\$68.79		
KWh used	22320	16320	11440	15920	20400	10640	19760	19760	16720	15680	11840	30960					
Avg kwh per day	720	562.8	394.5	530.7	637.5	343.2	617.5	658.7	557.3	505.8	408.3	1032					
Avg Cost per day	\$81.42	\$69.80	\$59.20	\$66.56	\$71.76	\$51.41	\$65.70	\$71.63	\$63.39	\$62.30	\$61.19	\$111.57					
# DAYS IN BILLING	31	31	29	30	32	31	32	30	30	31	29	30	366.00				
GAS \$ \$	\$1,584.39	\$2,160.09	\$1,447.53	\$591.47	\$366.09	\$294.66	\$60.20	\$126.53	\$128.19	\$279.61	\$624.26	\$1,465.09	\$9,128.11	\$760.68	\$24.94		
Therms Used	179	287.1	170.4	694	426	338	0	92	95	306	775	1883					
Avg Therms per day	5.77	9.26	58.8	23.1	13.3	10.9	0	3.1	3.2	9.9	26.7	62.8					
Avg daily temp	36	24	35	41	51	54	68	72	65	9.02	40	37					
As of Dec. 2011, not listed as Dekatherms																	
Total costs	\$4,108.38	\$4,002.73	\$3,164.31	\$2,588.17	\$2,662.30	\$1,888.46	\$2,162.29	\$2,275.46	\$2,029.98	\$2,210.89	2398.82	4812.24					
Total KWh Used 2012													211760.00				
Total KWh Generated 2012 (from Apterra Data)													40332.90	1/1/2012	12/31/2012		
Total Theoretical Max Production KWh per year (365 days x 24 hours x 50kwh)(constant)													438000				
Generator Efficiency (actual/theoretical)													9.21%				
Percent of Facility Usage Powered by Generator (total)													19.05%				

## **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 Montana Expo Park and the Sheriff's Office. The staff is made up of one (1) Division Superintendent, one (1) Chief Engineer, one (1) Assistant Engineer, seven (7) Custodians, one (1) Painter and one (1) Carpenter, for a total of twelve (12) employees.

The division manager, **Kerry Saunders**, oversees all operations within the division. Kerry was hired by the county on December 18<sup>th</sup>, 1997 and became the co-director of the department in 2009. Kerry was then promoted to the 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 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 from 4:00pm until 12:30am; mainly focusing on the 3<sup>rd</sup> floor of the Courthouse and assisting wherever else needed. 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.

**Lawrence (Larry) Stimac**, is a custodian who was hired October 14<sup>th</sup>, 2008. Larry is one of the evening custodians, working the 4:00pm until 12:30am shift; mainly working and maintaining the City County Health Department (CCHD) but does help out wherever needed. 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; wash windows; cleans walls and woodwork; cleans and sanitized 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 county since February 8<sup>th</sup>, 2010. Dan primarily works a mid-day shift from 11:30am until 8:00pm and assists in three (3) different buildings, the 2<sup>nd</sup> floor of the Courthouse, City County Health Department North-West (CCHD-NW), and the Department of Emergency Services (DES). 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; wash windows; cleans walls and woodwork; cleans and sanitized 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 county since August 13<sup>th</sup>, 2010. James primarily works the evening shift from 4:00pm until 12:30am in the Executive Plaza, which entails: Motor Vehicle office, County Attorney's offices, Clerk & Recorder's offices, Planning offices and Accounting offices. James'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; wash windows; cleans walls and woodwork; cleans and sanitized 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 a day shift at the Juvenile Detention Center (JDC) from 8:00am until 4:00pm. The four areas within JDC Vern focuses on are the Kitchen, Low Side, High Side and the Middle (office area). 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; wash windows; cleans walls and woodwork; cleans and sanitized 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 evening shift from 4:00pm until 12:30am, working in both Aging Services and CCHD. 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; wash windows; cleans walls and woodwork; cleans and sanitized 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 from 4:00pm until 12:30pm; she mainly focuses on the Courthouse Annex and will assist in the courthouse as needed. 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; wash windows; cleans walls and woodwork; cleans and sanitized 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.

**John Fry** is a custodian, who has been employed with the county since November 19<sup>th</sup>, 2012. John works the evening shift from 4:00pm until 12:30am and focuses mainly on the 1<sup>st</sup> floor of the courthouse but also assists at DES and CCHD-NW. John'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; wash windows; cleans walls and woodwork; cleans and sanitized 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) Division of Building Maintenance, Brad Lins and Timothy (Tim) Roberts.

The first of the categories in SOCB is the Painter position, which is currently held by **Brad Lins**. Brad was hired with the county on November 16<sup>th</sup>, 2009. Brad works in and around each of the buildings within the county depending on what projects are in operation. Brad'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.

The second of the categories in SOCB is the Carpenter position, which is currently held by **Tim Roberts**. Tim has been employed with the county since March 8<sup>th</sup>, 2010. Much like Brad, 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.

## Work Codes Report

During the last half of the fiscal year 2012-13 (started this January 1, 2013), Brian Clifton, Angella Feeler and Kerry Saunders created a Work Codes spreadsheet to analyze and monitor work efficiency. 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.

# Task Codes

Code	Name	Code	Name	Code	Name
7000	Trash	7190	Water Station Call Out	447	Mowing/Weed Control (Lawn Maintenance)
7010	Vacuum	7200	Water Station Coin Collection	483	Travel Time
7020	Sweeping	7210	Water Station Maintenance	513	Snow/Ice Removal
7030	Dry Mopping	7220	Irrigation Repair	742	Occupational/Safety Training/Employee Meeting
7040	Wet Mopping	7230	Electric-Repairs	785	Building Repairs/Maintenance (moving furniture/fixtures)
7050	Cleaning Restrooms	7240	Top to Down Cleaning		
7060	High Dusting	7250	Boiler Maintenance		
7070	Dusting	7260	Cooling Maintenance		
7080	Hard Floor Cleaning	7270	Paperwork/Timesheets		
7090	Carpet Cleaning	7280	Wash/Scrub Walls		
7100	Glass Cleaning Inside (Window Cleaning)	7290	Stair Cleaning (Sweep/Mop/Vacuum)		
7110	Glass Cleaning Outside (Window Cleaning)	7300	Building Service Call-Out		
7120	Strip Waxing				
7130	Light Fixtures-Changing out Ballasts/Bulbs				
7140	Light Fixtures-Cleaning				
7150	HVAC Service				
7160	Fixture(s) Cleaning-Counters/Tables				
7170	Plumbing				
7180	Dusting Blinds				

**Water Station Report**  
(CALENDAR YEAR 2012)

North Water Station  
1400 36<sup>th</sup> Ave NE

Date for 2012	Total Gallons Distributed	Total Quarter Count
Jan	370100	2902
Feb	297500	3029
March	292000	3861
April	380200	4297
May	430000	4803
June	532500	5619
July	576600	3932
Aug	492400	782
Sept	205900	4276
Oct	451400	3131
Nov	428100	3591
Dec	0	1809
	Total year	Total year
	4456700	42032

South Water Station  
1100 21<sup>st</sup> Ave South

Date for 2012	Total Gallons Distributed	Total Quarter Count
Jan	599800	5577
Feb	546100	5250
March	530000	6652
April	635600	6501
May	573400	13324
June	718500	18268
July	904500	20015
Aug	1122900	25380
Sept	1172800	14463
Oct	723500	12233
Nov	585800	13215
Dec	509400	10515
	710100	
	Total year	Total year
	8622300	151393

West Water Station  
1605 8<sup>th</sup> Ave NW

Date for 2012	Total Gallons Distributed	Total Quarter Count
Jan	484100	3016
Feb	332800	3657
March	381200	4670
April	466700	3528
May	372500	5151
June	564500	6547
July	713700	8335
Aug	1039700	10709
Sept	1261300	9980
Oct	676400	4515
Nov	478100	5560
Dec	494300	4400
	Total year	Total year
	7265300	70068

**SOCB Work Code Report**  
(CALENDAR YEAR 2012)

Tim and Brad 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.

<b>SOCB's 2012 WORK CODE REPORT</b>							
Code	Description	# of Hrs	% of Total Yr Hrs	Code	Description	# of Hrs	% of Total Yr Hrs
6100	Sheet rocking	16	0.4%	6250	General Repair	131.9	3.2%
6110	Cementing	0	0.0%	6260	Cosmetics Hanging, Mounting, etc.	45.5	1.1%
6120	Siding	11.5	0.3%	6270	Priming, Painting, Staining	531.75	12.8%
6130	Framing	396.25	9.5%	6280	Mudding/Taping/Texturing	73.75	1.8%
6140	Insulating	7.5	0.2%	6290	Wall Paper	0	0.0%
6150	Cabinetry	279.5	6.7%	466	Fuel & Supplies	15.75	0.4%
6160	Roofing	8	0.2%	485	Flagging, Road Traffic	56.5	1.4%
6170	Finish Work	289.5	7.0%	519	Repair from County Work	17.25	0.4%
6180	Ceiling	0	0.0%	522	Repair/maintain/installation of Traffic Signs (Not Construction)	508.5	12.2%
6190	Flooring	12	0.3%	526	Painting (striping/markings)	16.25	0.4%
6200	Demolition	71.5	1.7%	742	Occupational/Safety Training/Employee Meeting	32.5	0.8%
6210	Preparation: Sanding, filling, masking, caulking, puttying, grinding, drilling, etc.	142	3.4%	787	Shop & Yard Cleanup	191.5	4.6%
6220	Bidding/Assessments/Sub. Oversight/Billing/Paperwork	367.1	8.8%	Leave	Vacation/Sick/Leave	509.75	12.3%
6230	Planning/Drafting	30.25	0.7%	Hol	County Paid Holiday	136	3.3%
6240	Transporting Materials/Equip	271.75	6.5%				
<b>Total Hours Available</b>		<b>4160</b>		<b>Total Hours used:</b>	<b>4169.75</b>	<b>Percentage:</b>	<b>100.2%</b>

<b>Painter:</b>						
	<b>Date</b>	<b>Total Monthly Hrs</b>	<b>Vac/Comp Leave</b>	<b>Sick &amp; Other Leave</b>	<b>Holiday</b>	<b>Timeclock hours</b>
	January	176.00	3.25	0	16	156.75
	February	168.00	21.75	0	8	138.25
	March	177.25	12	0	0	165.25
	April	168.50	28	0	0	140.5
	May	183.50	19	8	8	148.5
	June	168.25	16	4.5	0	147.75
	July	177.25	40	23	8	106.25
	August	176.75	36	0	0	140.75
	September	165.50	48	0	8	109.5
	October	186.25	0	11.5	8	166.75
	November	179.00	20	6.25	24	128.75
	December	172.25	8	4	8	152.25
	<b>Totals</b>	<b>2098.50</b>	<b>252</b>	<b>57.25</b>	<b>88</b>	<b>1701.25</b>
	<b>Percentage</b>		<b>12%</b>	<b>3%</b>	<b>4%</b>	<b>81%</b>

<b>Carpenter:</b>						
	<b>Date</b>	<b>Total Monthly Hrs</b>	<b>Vac/Comp Leave</b>	<b>Sick &amp; Other Leave</b>	<b>Holiday</b>	<b>Timeclock hours</b>
	January	167.41	3.25	0	16	148.15625
	February	166.31	21.75	0	8	136.56231
	March	157.31	12	0	0	145.31356
	April	181.58	28	0	0	153.58333
	May	193.02	19	8	8	158.0202
	June	163.14	16	4.5	0	142.64412
	July	228.28	40	23	8	157.28249
	August	184.44	36	0	0	148.4375
	September	200.58	48	0	8	144.57813
	October	186.19	0	11.5	8	166.6875
	November	204.77	20	6.25	24	154.52247
	December	164.12	8	4	8	144.11905
	<b>Totals</b>	<b>2197.16</b>	<b>252</b>	<b>57.25</b>	<b>88</b>	<b>1799.9069</b>
	<b>Percentage</b>		<b>11%</b>	<b>3%</b>	<b>4%</b>	<b>82%</b>

## Fleet Maintenance Division

### Staff Duties

The Fleet Maintenance division is responsible for maintaining the county vehicles and equipment. In the division there are nine (9) employees, consisting of one (1) Division Superintendent, (1) Purchasing Agent, (1) Mechanic Leadman, (1) Shop Assistant/Parts Runner and five (5) Mechanics.

The division superintendent is **Robert (Bob) Wilson**. Bob was hired with 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 will have purchasing authority up to a set limit to be determined by the director; actively manage the vehicle down line and coordinate parts requirements; track, monitor and investigate road calls daily to identify the cause.

The purchasing agent for the Public Works Department is **Gloria Braucht**. Gloria was hired on February 17<sup>th</sup>, 2009 with the county working in the Planning office; she was transferred to the Public Works office 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; oversees the purchases of parts and supplies for the county; controls inventory; maintains the stock room, and oversees the safety program for public works.

The Mechanic Leadman for the Fleet division is **Jesse Voss**. Jess was hired November 27<sup>th</sup>, 2000. Jesse'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. Jesse also assists the division manager (Bob) with the overseeing of the day-to-day operations in the Fleet Maintenance Division.



The shop assistant and parts runner is **(Bernard) Neil Leeper**. Neil was first hired by the Weed Division on May 18<sup>th</sup>, 2009 and transferred to the Fleet Maintenance Division in July 2010. Neil's job duties include but are not limited to: the

cleanliness of the Public Works shop facilities; assists the shop superintendent (Bob) with maintaining the Public Works facilities; runs for parts and supplies ordered/needed by the county.

**Chris Hultin**, a mechanic, was hired with Cascade County on November 11<sup>th</sup>, 1994. Chris'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.

**Scott McCallum**, a mechanic, was hired with 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.

**Leonard Nelson**, a mechanic, was hired with Cascade County on October 10<sup>th</sup>, 2006. Leonard'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**, a mechanic, was hired with the county on March 19<sup>th</sup>, 2008. 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. Aaron is also the main fabricator/welder in the Public Works Shop as well as assists when needed as a mechanic.

**Bryan Brundage**, a mechanic, originally hired with the Expo Park on April 13<sup>th</sup>, 2009 and transferred 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.

**Staff Report**  
(CALENDAR YEAR 2012)

Between the six (6) mechanics (including fabricator/welder Aaron McKay) a total of 9,980.3 hours were worked. Of these hours worked, 84% of their time was billed out as repairs.

Mechanics Billable Hours for Calendar Year 2012												
	January	February	March	April	May	June	July	August	September	October	November	December
Standard Hours	1048	851.25	1,000.25	1,008	1,104	1,008	1,056	1,104	960	1,104	1,056	1,008
Holiday	-96	-48	0	0	-48	0	-48	0	-48	-48	-144	-48
Comp	0	-3	-1	-8	-35.25	-11.5	-0.5	0	-25.5	-4.75	-8	-0.5
Sick	-78.5	-48.75	-50.75	-94.5	-73	-11	-34.25	-56	-68	-77	-178	-16
Vacation	-96	-42	-44.5	-20	-125.5	-56	-69	-87.5	-153.5	-95.5	-110.5	-140.5
CT15	0.5	16.5	6.5	0.75	4.75	1.75	1.75	5.75	2.5	18	16.75	25
OT15	1.5	10	0.75	0.5	0.75	0	0	0.75	0	0.5	9	0.8
Total Hrs Worked/Avail	779.5	736	911.25	886.75	827.75	931.25	906	967	667.5	897.25	641.25	828.8
Total W/O Hrs	605.7	625.3	792.375	790	682.32	691.02	698.41	815.75	543.5	889.75	590.2	629.5
Fleet Mntn Work	0	0	0	0	0	0	0	0	0	0	0	0
Total Hrs Billed	605.7	625.3	792.375	790	682.32	691.02	698.41	815.75	543.5	889.75	590.2	629.5
Total	78%	85%	87%	89%	82%	74%	77%	84%	81%	99%	92%	76%
Total Number of Hours				9980.3				Percentage of Hours Billed for 2012				84%

## Planning Division

The By-laws adopted by the Cascade County Planning Board state that, “The regular meeting held on the third Thursday (amended to Tuesday) in January shall be known as the Annual Meeting and shall be for the purpose of electing officers, receiving annual reports of officers, staff, committees, and for such business that may arise” (Article IV; Section 1(c)). This report is prepared in response to that requirement.

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 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 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 with a minor in Geology. Since coming to Cascade County, she has worked her way up, first as the Senior Planner (July 2008) and then to the position of “Interim Planning Director” in February 2010 after Brian Clifton who had been with Cascade County Planning office since June of 2003 took the new position of Public Works Director. Susan was the successful applicant when the Planning Director position was formally opened up 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 with 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 co-ordination of members of the Joint Land Use Study. Joe Briggs, Commissioner and Susan did an outreach visit to six other counties that have missile silos within their respective counties. 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 Chouteau. Susan enjoys being a part of the planning office in Montana. She just completed 12 years in the world of Planning!

**Anita McNamara** has been with our office for two (2) years now. She was born and raised in the Philadelphia area, later graduating with a bachelor's degree in Political Science in Washington DC. After college, she moved to Florida where she worked as a Planner in both the public and private sectors while studying at night for a Master's degree in Public Administration and Planning from the University of Central Florida. She is also a member of the AICP, a professional planning association. After spending almost 15 years in Florida, Anita accepted a planner position at Cascade County and relocated to Montana a year ago. Her duties include all parts of zoning enforcement as well as permitting. She assists customers at the counter and the telephone. She has been assisting Susan with certificate of reviews as well as floodplain determinations. She also processes all the special use permits. We are fortunate to have her join our staff with her easy going manner and professional knowledge. She is a member of the Montana Association of Planners and her professional certification, AICP, American Institute of Certified Planners.

**Tristan Riddell** is our newest planner. A graduate from Humboldt State University (Arcata, CA) with a degree in Economics, he began his professional planning career in Ravalli County, Montana. Tristan Riddell spent nearly six years working and playing in the Bitterroot. Some of his major accomplishments include rewriting the County's Subdivision Regulations and conducting the public review of the Flat Iron Ranch (551 unit) Major Subdivision. Tristan is an active member of the Montana Association of Planners and the American Planning Association. He has been working with the MS-4 (Storm water) program and transportation needs as a planner. He also handles a bulk of the Subdivision work. He graduated from Humboldt State University in 2004 with a BA in Economics.

**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 new scanning/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.

**Frank Tuss**, retired Cascade County Sheriff's Lieutenant, maintains and supervises Cascade County Parks. Should an issue arise, Frank is on top of it to take care of it promptly. He has been assisting in this position for eight (8) years.

**Jim Shillingburg** has been with the County since 2004 and with planning since 2008. His role and success with the community decay program has been very complementary with our zoning. By addressing the junk vehicles and the yards with 'visible' outdoor storage, it assists other staff members by saving time with zoning violations. He is able to communicate well with the citizens and still get results. He has taken on a larger role of verifying violations in the field and does a large share of his work out in the field.

### **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 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 2012, forty-nine (49) certificates of survey (one in the City of Great Falls, the other forty eight (48) in the County) were filed at the Clerk and Records office after being reviewed by our COS reviewing group.

### **PLAT ROOM**

In addition to forty-eight (48) certificates of survey filed for the county jurisdiction, there were forty one (41) plats including both city and county areas, of which twenty nine (29) of those

plats were under the city jurisdiction to be cataloged and recorded in our files by our Mapping Technician, Greg Avent. There were six (6) subdivisions filed; two (2) major and four (4) minors. There were four (4) additional Boundary adjustments, 1 aggregation of lots, and one 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, 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 2012**

<i>Category</i>	<i>Number Reviewed</i>
<i>Court Ordered (76-3-201)</i>	<i>0</i>
<i>Relocation of Common Boundary Lines (76-3-207(1)(a,d,e)</i>	<i>4</i>
<i>Aggregate lots</i>	<i>1</i>
<i>Agricultural Exemption (76-3-207(1)(c)</i>	<i>0</i>
<i>Family Conveyance (76-3-207 (1)(b))</i>	<i>0</i>
<i>Correction of Errors</i>	<i>1</i>
<i>Major subdivision</i>	<i>2</i>
<i>Minor subdivision</i>	<i>4</i>
<b>PLATS FILED IN 2012</b>	
<b>COUNTY</b>	<b>12</b>
<b>CITY</b>	<b>29</b>

**THE CATEGORIES OF EXEMPTIONS AND THE NUMBER OF CERTIFICATES REVIEWED ARE AS FOLLOWS:**

<i>Category</i>	<i>Number Reviewed</i>
<i>Court Ordered (76-3-201)</i>	<i>0</i>
<i>Mortgage Exemption (76-3-201)</i>	<i>4</i>
<i>Relocation of Common Boundary Lines (76-3-207(1)(a,d,e))</i>	<i>16</i>
<i>Agricultural Exemption (76-3-207(1)(c))</i>	<i>1</i>
<i>Family Conveyance (76-3-207 (1)(b))</i>	<i>10</i>
<i>Retracement of Existing Parcel</i>	<i>8</i>
<i>Correction of Errors</i>	<i>4</i>
<i>Retracement of Highway Right of Ways</i>	<i>2</i>
<i>Cemetery Lots</i>	<i>0</i>
<i>Parcels over 160 Acres</i>	<i>0</i>
<i>Utility or Access Easements</i>	<i>2</i>
<i>Parcel(s) for Lease</i>	<i>0</i>
<i>Dependent Resurvey (Section Corners)</i>	<i>0</i>
<i>Parcel Created by Division by County Road</i>	<i>2</i>
<i>TOTAL</i>	<i>49</i>

**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, County Attorney Office 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.

The current Subdivision Regulations were adopted by the County Commissioners on September 25, 2007 by Resolution #07-060. There is a new set of draft regulations prepared for adoption in 2013.

In 2012, the Cascade County Planning Staff processed a total of eight (8) subdivisions. With the newly adopted subdivision regulations, a much more thorough review for each application 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.

Of the eight (8) subdivisions processed this year, there were two (2) major subdivisions, and six (6) minor subdivisions. These subdivisions, when filed, could result in the creation of 60 tracts in the county. Two (2) of those new tracts were industrial, 5 were business and two (2) were mixed use tracts.

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

### **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.

Jim Shillingburg joined our office in August 2008 as the Code Enforcement Technician. He has a background in business, real estate, finance and marketing and retired from the corporate world in 2003. Jim's responsibilities include the enforcement of the State of Montana Junk Vehicle Program, Cascade County Community Decay program and the Litter ordinance. Jim also provides enforcement assistance for other members of the Planning Division. Beginning in 2008, the Community Decay Supervisor could issue NTA's (Notices to Appear) for those

individuals who chose not to comply with the Litter ordinance making 2011 a busy year as the program was in full swing. The word was out to the citizens of Cascade County and they were busy taking advantage of the new programs. Jim has gone to court with the more persistent and less cooperative cases and has found much success. The success of one such case in particular was a topic of a large newspaper article on the cleanup of a persistent problem.

In the first six months of 2010 there wasn't a working ordinance due to its being re-written to meet certain legal issues. The process for ticketing was revised after the Courts felt the County should not be the appropriate reporting party. Therefore, the numbers of warnings and notice to appear citations were down. Jim may only process complaints received from the community members. In 2011, there were some changes in the process that were implemented.

In 2012 there were one hundred fifty (150) inspections to verify neighbors' concerns. Of those, fifteen (15) cleaned up after receiving a letter, and twenty one (21) were determined to not be in violation. Jim has had approximate nineteen (19) letters of warning and six (6) notices to appear. Of the nineteen (19) letters of warning, fifteen (15) problems came into compliance after assistance was offered and consultation provided. Four (4) pled guilty and received a fine and went forward to clean up their property.

YEAR	COMPLAINTS FIELD INSPECTED	WARNING LETTERS	NOTICES TO APPEAR	INITIAL LETTER COMPLIANCE	VERIFIED COMPLIANCE
2010		37	6		31
2011	120	51	14	40	37
2012	150	19	6	15	15

We have seen the number of junk vehicles continue to decrease. As the price of steel has escalated, many people have willing taken in their vehicles for the scrap price. As long as the vehicles are being removed, it will continue to benefit the community. There are currently seven (7) junk vehicles in the County yard for disposal.

**COUNTY ZONING**

The 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.

Portions of the Zoning Regulations were rewritten to reduce some ambiguity on definitions and some zoning processes. These sections were 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 our Zoning Regulations. Many work sessions were conducted as well as a survey to those properties that would be affected by a change for the unincorporated towns to a Multi/Mixed Use Zone. This change, which was adopted by Resolution 09-82 on August 25, 2009, will allow 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 2011, Staff has continued to bring the Zoning Regulations closer for the Planning Board to review. There are a few changes that we still need to adopt.

In 2012, those changes were made; they included the inclusion of the Flood Road Zoning Regulations within our regulations rather than a separate document as well as the Military Overlay District which places height limitations for building construction over 50, 150 and 500 feet tall in certain areas, or requires a variance.

This year our office processed one rezone for open space. That area was burdened with floodplain and was a requirement of the subdivision regulations to change the zoning to open space.

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 2012, one hundred fifty three (153) 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, the Planning Office had seven (7) special use permit requests.

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 2012, twenty-nine (29) permits were issued for the sale of fireworks.

## **ZONING BOARD OF ADJUSTMENTS**

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 seven (7) special use permit and two (2) variance requests this year. We had three positions expire the end of December. One reappointment was made with two others still vacant. The Commissioners are still requesting volunteers for the position. The current Zoning Board of Adjustment members are:

1. Stuart Boylan, term to expire 12/31/14
2. Bill Austin, term to expire 12/31/14
3. Pete Fontana, 2<sup>nd</sup> term to expire 12/31/15
4. Jim Edwards, term to expire 12/31/13
5. Tim Wilkinson, term to expire 12/31/13.

## **COMMUNITY TRANSPORTATION ENHANCEMENT PROGRAM**

The Community Transportation Enhancement Program (CTEP) is a reimbursement program administered by the Montana Department of Transportation (MDT). For eligible, approved projects, MDT will reimburse local governments for work performed according to State and Federal guidelines. The County Planning Division processes the CTEP applications. They will be reviewed by the Planning Board and recommendations forwarded to the Commissioners for final approval. Typically, these projects extend over a couple of years before completion.

There are two on-going active projects, Montana Railroad Museum and the 2<sup>nd</sup> Avenue North Beautification project. The 2<sup>nd</sup> Avenue North project will help in beautifying the main entry to the base.

The 2<sup>nd</sup> Avenue North Beautification project was completed in October in time for a celebration of Malmstrom's 50<sup>th</sup> year in our community with military and government officials coming to Great Falls for the event.

## **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, which also saw the increase of Floodplain Permit fees from \$25.00 to \$100.00 due to the increased

workload caused, by the amendments. The fees have remained the same since the 1991 change.

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 those 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 2012 work was continuing with FEMA to update digital Flood Insurance Rate Maps (FIRM) which will allow us to obtain the maps digitally for overlaying upon existing parcels. This will aid us in determining floodplain locations on individual 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. The County participated in co-hosting a meeting at the City of Great Falls with 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, but needed a rewrite because of new digital FIRM (d-firms) maps being produced by FEMA. We are awaiting review by the Department of Natural Resources (DNRC) of our newly drafted regulations. Adoption of the d-firms will be before the Commissioners prior to the effective date of March 19, 2013.

We have been testing a new GIS program with zoning and flooding layers that has simplified our work efforts in those fields. Tom Mital, in the GIS department, was able to combine the zoning maps with flooding maps which has helped make our work much quicker and more accurate. Thank you Tom for your innovative ideas and work!

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 Maryland in 2008. The class was 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 and other hard hit areas show the value of the floodplain permitting process. In September of 2010 Susan attended training on the CRS (Community Rating System). Anita McNamara was able to

attend the classes on “Managing Floodplain Development through the National Flood Insurance Program” as well at FEMA school in May 2011. Tristan Riddell was able to attend in 2012 for the same class.

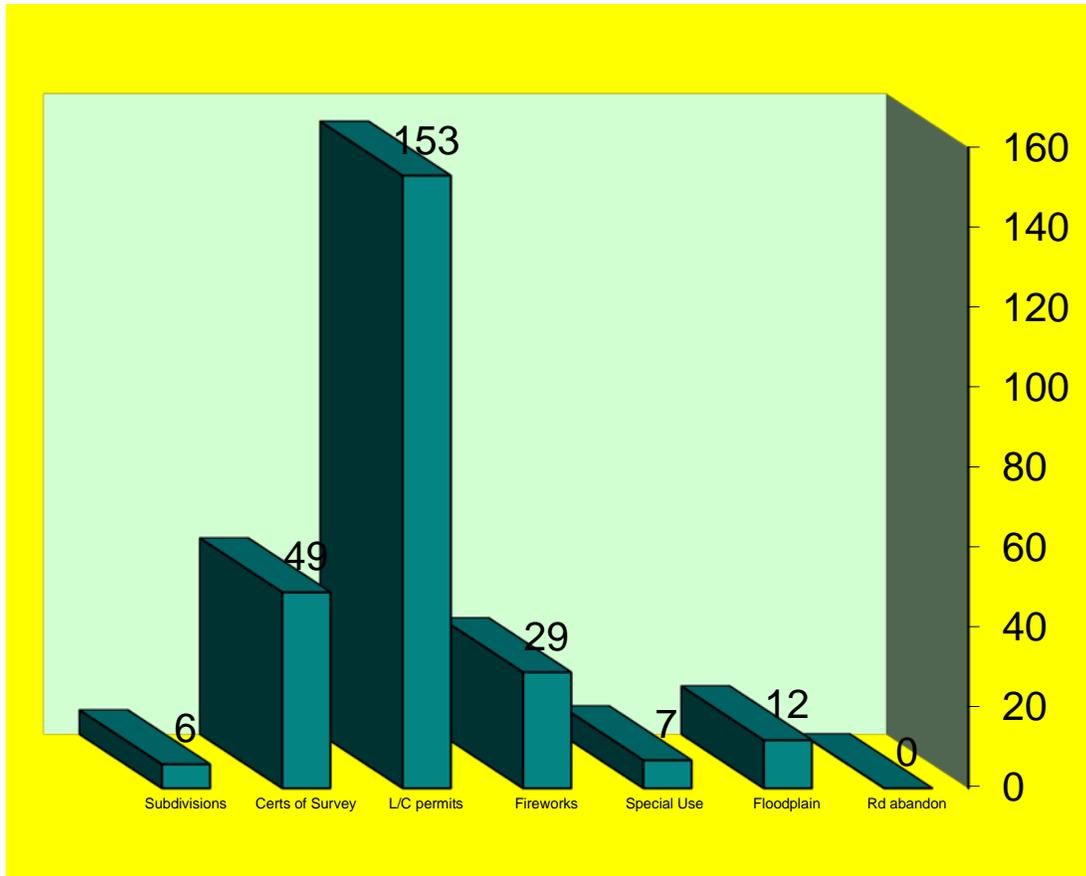
Our levee systems protect several areas that fall within the jurisdiction of the City of Great Falls, Cascade County as well as the levee districts such as Vaughn and Sun River. In the past, the Army Corp of Engineers would re-certify and stand behind the integrity of the levees and ‘sign off’ to that 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.

There has been much concern over the certification of the existing levees. Provisional Accredited Levees (PAL’s) were signed and allows each district to additional time to re-certify their levees.

The annual AM/FM conference in 2012 was held in Kalispell. We all benefited from the seminars. As we are exposed to floodplain issues more frequently than previous years, our understanding continues to increase with our attendance.

We continue to see the community members apply for floodplain permits. Twelve (12) floodplain permits were issued in 2012. Inspections are done before and after for confirmation of compliance to their floodplain permits. With our flooding this last season, most of the Community recognizes the need and value for a permit and that is rewarding. Our office was able to assist several homeowners with their flooding issues that ended with good results. The County Floodplain Administrator is responsible for processing, and approving or denying all floodplain permits in the County. Anita McNamara and 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, regravels roads, repair any damages from County work, change out signing, and build (or remove) snow fences.

The Division is made up of twenty-seven (27) employees: One (1) Division Manager, six (6) Laborers, six (6) Teamsters and fourteen (14) Operators.

The Division Manager is **Rick Schutz**; he was first hired as the Assistant Road Foreman October 19<sup>th</sup>, 2009. He then applied and accepted his current position as Division Manager 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 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 final inspections of all approaches for compliance; maintains an organized, safe and health work and shop environment, ensuring strict compliance with all safety, security, cleanliness, environmental, and HAZMAT/OSHA regulations.

**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 person 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.

**John Ball** is a Leadman Operator and was hired August 28, 1989. As an operator John's job duties include (but are not limited to): operation of multiple pieces of heavy equipment, overseeing the truck drivers, assisting with the distribution and laying of aggregates on existing gravel roads; rotary plows for extreme drift areas; dozers pushing and leveling of various person 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.

**Pat Burnham** is a Teamster and was hired April 16, 2007. Pat mainly works out of the Belt-Armington Shop and maintains Area 5. As a teamster Pat'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 Public Works Shop and maintains Area 10. 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 person 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.

**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 Jackson Pit but will be moving onto the Standley Pit around 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 then raw material is mined and fed to 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 and was hired January 5<sup>th</sup>, 2004. Robert primarily works out of the Old Bridge Barn Shop 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 person 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.

**Curt Feldburge** 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 person 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.

**Derek Gumenburg** is a Teamster and was hired July 11<sup>th</sup>, 2011. As a teamster Derek'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.

**John Hendricks** is a Laborer and was first hired October 31<sup>st</sup>, 1994 with Expo Park and then transferred to the Road & Bridge Division October 4<sup>th</sup>, 2004. 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; preform 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.

**Bill Hill** is an Operator and was hired October 6<sup>th</sup>, 2008. Bill primarily works out of the Old Bridge Barn Shop 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 person 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.

**Todd Horn** is a Teamster and was hired April 9<sup>th</sup>, 2007. As a teamster Todd'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 person 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.

**Dallas McKay** is an Operator and was hired March 16<sup>th</sup>, 2003. Dallas primarily works out of the Simms Shop and maintains Area 1. As an operator Dallas'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 person 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.

**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 Jackson Pit but will be moving onto the Standley Pit around 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 then raw material is mined and fed to 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 person 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.

**Bruce Neill** is a Leadman 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 person 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.

**Matt Pepos** is an Operator and was hired December 13, 1993. Matt primarily works out of the Cascade Shop and maintains Area 7. 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 person 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.

**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; preform 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.

**Ronald (Ron) Schrader** is a Teamster and was first hired on March 4<sup>th</sup>, 2004 with the Expo Park and transferred to the Road and Bridge Division October 4, 2004. As a teamster Ron'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.

**John Siller** is a Leadman Laborer and was hired August 30<sup>th</sup>, 1993. As the leadman, John oversees the laborer crew. 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.

**Richard (Rich) Snider** is a Teamster and was first hired on June 15<sup>th</sup>, 1997 with the Expo Park and then transferred to Road and Bridge Division October 4<sup>th</sup>, 2004. As a teamster Rich'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.

**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.

**Steve Taule** is a Laborer and was hired June 7<sup>th</sup>, 2003. As a laborer Steve'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.

**Roger Thompson** is an Operator with the Crushing Crew and was hired September 13<sup>th</sup>, 2010. As a Crushing Crew operator Roger'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 then raw material is mined and fed to crusher with dozer and front end loader; finished product is then stockpiled or loaded onto trucks for transport to job sites.

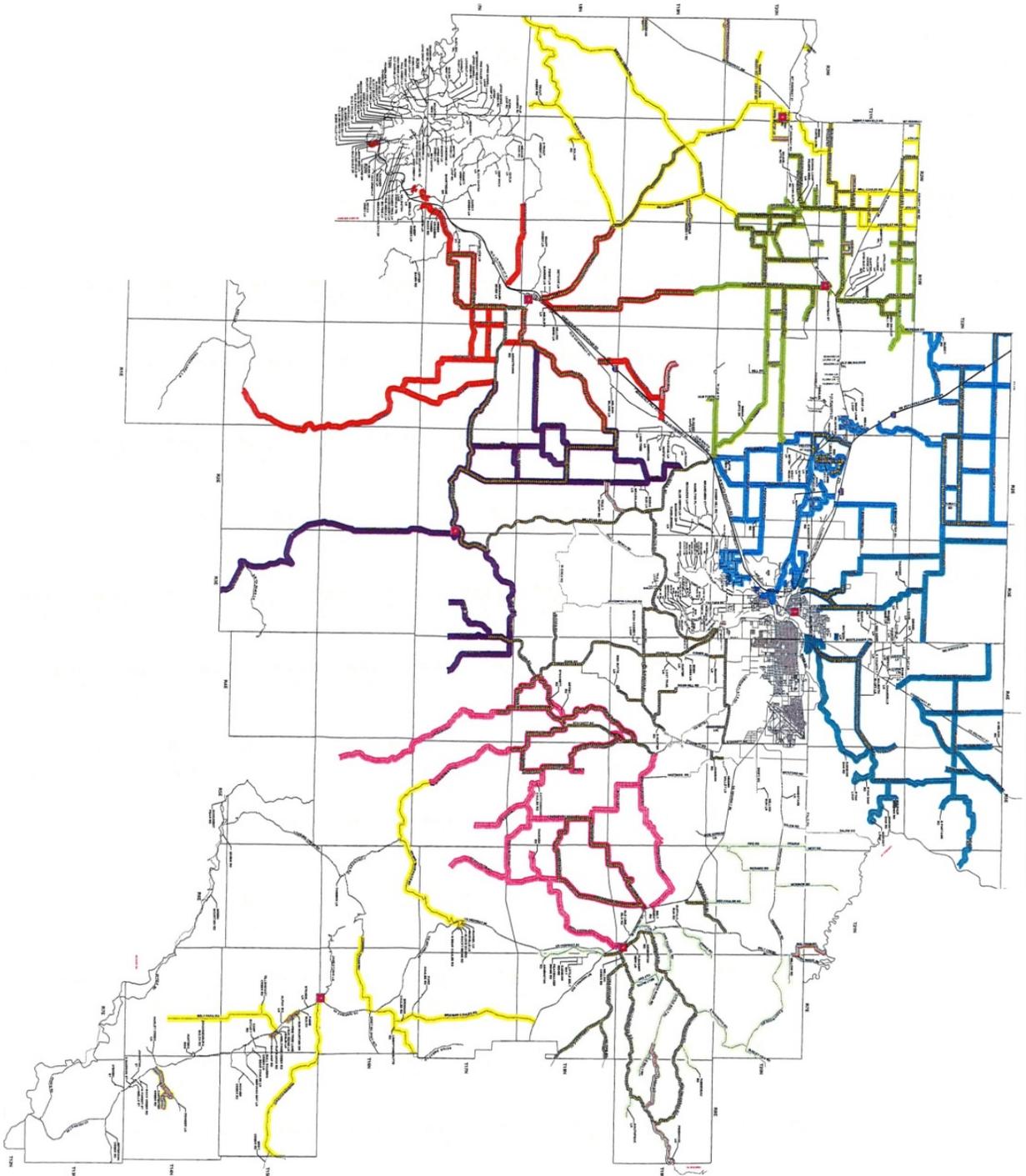
**Joseph (Joe) Urick** is a Laborer and was hired June 27<sup>th</sup>, 2005. As a laborer Joe's responsible for pothole patching with cold mix or Emulsion spray patcher and hot mix overlays of paved roads; tree trimming; debris clean-up or removal (including garbage, dead animals, tree branches, etc.); 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.

**Jonathan (John) Wegner** is a Laborer and was first hired on September 27<sup>th</sup>, 2010 with the Expo Park and has 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.

## 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 2012)

During calendar year 2012 the gravel crushing crew crushed a total of 35,199 yards. The gravel crushed was primarily crushed at the Jackson Pit (some was also crushed at the Ken Johnson Pit) where both 1-inch and 1 ½-inch gravel was crushed.

2012 Gravel Crushed		
Gravel Size	Yds.	Tons
1.0 inch	15614	19985.92
1.5 inch	19585	25068.8
<b>Total</b>	<b>35199</b>	<b>45054.72</b>

During 2012, the Road & Bridge Division spent time on fourteen (14) county roads getting them reshaped and graveled.

2012 - Miles Graveled	
2nd Ashelott	1
North Fort Shaw	2.7
Blackfoot Coulee	1.7
Vineyard	1.23
Stuckey Road	2.75
6th Street NW	1.05
Anaconda Street	1.1
Enger Cutoff	2.5
East Highwood	6
Burley Hill Road	1.1
Jarvi/Little Belt	7.6
Red Butte Home	1.43
Simms-Cascade	8
Brigman Coulee	2.5
<b>Total</b>	<b>40.66</b>

## 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 from county work, sick leave, etc.

## Road & Bridge 2012 Work Code Report

Code	Description	# of Hrs	% of Total Wkly Hrs	Code	Description	# of Hrs	% of Total Wkly Hrs
Hol	Paid Holiday	1873.75	3.46%	472	Bridge Component Repair/Replacement	380	0.70%
Leave	Sick/Vaca/Comp Used	7191.1	13.30%	483	Travel Time/Other	583.25	1.08%
				484	Detour Signing/Installation	39	0.07%
411	Hand Patch: Durpatcher or Cold Mix	1739.5	3.22%	485	Flagging, Road Traffic	1183.5	2.19%
412	Blade Patch: Hot Mix (hauling/laying/rolling)	1773.75	3.28%	486	Erosion Control	0	0.00%
413	Blading/Grading Maintenance	7306.5	13.51%	489	Crushing Gravel: 1"	625.75	1.16%
415	Gravel Patching (Shoulders/Corner Radius/etc)	28	0.05%	490	Crushing Gravel: 1.5"	409	0.76%
416	Digouts: Gravel or Pavement	158.5	0.29%	491	Crushing Gravel: 3"	0	0.00%
417	Area Maintenance Inspection	1143	2.11%	492	Travel Time/Crusher Crew	801	1.48%
418	Pulverize - Hammermill	0	0.00%	493	Reclaim Pit: Crusher	149.5	0.28%
422	Crush Top Surface Re-Gravel	8450	15.63%	494	Stripping Pit	74.5	0.14%
423	Subgrade- Pit Run	0	0.00%	495	Feeding Crusher	915.5	1.69%
424	Chip Sealing	0	0.00%	496	Prospect for Gravel	32	0.06%
429	Wet/Roll/Compact Gravel Roads	2946.25	5.45%	497	Stockpile Rock: Pushing up Piles	1225	2.27%
435	Reshaping Existing Roads (Shoulders/Ditches/Crowns)	891.5	1.65%	498	Stockpile Gravel	27	0.05%
437	Rock Slide Removal	10	0.02%	499	Moving & Setting up Crusher Equipment	259.25	0.48%
438	Pull Stuck Equipment Out	3	0.01%	512	Erect/Remove Snow Fences	840.5	1.55%
442	Drainage Ditching &/or Culver Installation	654	1.21%	513	Sanding/Plowing Ice Removal	2599.75	4.81%
446	R.O.W.	376.5	0.70%	514	Sweeping	154	0.28%
447	Mowing/Weed Control	587.5	1.09%	515	Right of Way Fence	64	0.12%
458	RipRap Installation	13.5	0.02%	517	Mix Sand & Salt	0	0.00%
454	Install Guard Rails	23	0.04%	519	Repair Damage from County work (mailboxes, shrubs, etc)	22	0.04%
457	Debris Removal: Animals, Branches, Garbage, etc	423.5	0.78%	522	Repair/Maintain/Install new Traffic Signs (Not Construction)	208.75	0.39%
461	Move Equipment	995.75	1.84%	526	Painting (striping/marketing)	3	0.01%
463	Cold Overlay/Milling	995.5	1.84%	614	Flood: Pumping Water	0	0.00%
464	Gravel Hauling/Inventory	0	0.00%	742	Occupational/Safety Training/Employee Meeting	1065	1.97%
465	Sand Hauling/Inventory	66.5	0.12%	784	Site Maintenance: Grading	36.5	0.07%
466	Fuel & Supplies	593.5	1.10%	785	Building Repairs/Maintenance	0	0.00%
468	Lead Pay	894.25	1.65%	787	Shop & Yard Cleanup	756.5	1.40%
471	Bridge Inspection	8	0.01%	912	Repair Costs: Assisting Mechanic	1380.75	2.55%
		30081.5	55.62%			13835	25.58%

Total of Hrs Available	54080	2012 Total of Hrs Worked	43916.5	2012 Total Percentage	81.21%
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2012 Road & Bridge Time Breakdown		
Holiday Hours	1873.75	3%
Sick Hours	1644.25	3%
Vacation Hours	3004.75	6%
Comp Hours	5598.27	10%
Total Hours Worked	43916.5	81%
Total	54080	103.62%

## Pavement Preservation Report

(Calendar Year 2012)

One of the many tasks the Operators and Laborers do for the County is maintain/preserve the paved roads. A few of the materials used for the preservation are tack oil, hot patch mix, cold patch mix, and chips.

Roads Overlaid in 2012		
Road	Tons	Miles
Cemetery Road	287.99	0.18
58th Street SW	36.01	0.022
Manchester (South)	624	0.39
34th Street NW	12	0.007
Skyline Drive	285.98	0.178
6th Street NW	440.03	0.275
40th Street SW	681.91	0.426
49th Street SW	110.06	0.068
Wire Mill Road	147.98	0.09
21st (Black Eagle)	131.99	0.08
Powerline	1517.69	0.95
Armington	198	0.123
Lower River Road	440.02	0.275
<b>Total</b>	<b>4913.66</b>	<b>3.064</b>

Materials/Supplies used in 2012		
3/8 inch Chips		133.83 Yards
5/8 inch Hot Mix		5,100.76 Tons
Cold Patch		194.25 Tons
MC70 Tack Oil		2566.00 Gallons
Patching Emulsion		2690.9 Gallons

## Weed & Mosquito Division

### Staff Duties

The Weed and Mosquito divisions have a combined forty (40) total employees. Of these employees five (5) are full time, leaving thirty-five (35) as seasonal/temporary employees. Of the full-time employees, one (1) is the Division Manager and four (4) field supervisors who work in both Weed and Mosquito areas.

The current Division Supervisor is **Ryan Arkoudas**. Ryan was hired on June 15<sup>th</sup>, 2007 working in the weed department. When the Weed & Mosquito departments were combined into one division, Ryan applied and accepted the position as Division Manager in 2010. Ryan'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 in 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 in 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.

**Chris Lekan** is a field supervisor in the Weed & Mosquito Division. Chris was first hired on May 27, 2010 and in the 2011 Weed & Mosquito season he accepted a full time supervisor position. Chris'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.

**Mike Mazzealli** is a field supervisor in the Weed and Mosquito Division. Mike first started working for the county on May 27<sup>th</sup>, 1975, returning for the 1976 & 1977 spray seasons. He then returned on for another spray season on May 2<sup>nd</sup>, 1988; and again on May 20<sup>th</sup>, 1993 this time returning every spray season. In the 2011 Weed & Mosquito season, Mike accepted a supervisor position became full time. Mike'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.

The thirty-five (35) remaining employees for the 2012 spraying season were: Mike Stafne, Dick Johnson, Keely Young, Montana White, Robert Thoroughman, Mike Lathrop, Matt Smith, Kyle Tschetter, Krystal Hamilton, Cody Smith, Jim Westermeyer, Dylan Uecker, Gavin McClain, Morgan Umpres, Shane Lindland, Jeff Adkins, Jessie Morin, Zach Harsh, Lane Beyl, Hank Smith, Mark Yaeger, Karch Lockerby, Joseph Tinsley, Max Johnson, Bridger Brennan, Tony Hering, Tony Swartz, Drew Savage, Hunter Broquist, Michael Bauch, J.W. Swiney, Nate Murphy, Eric Sayre, Mark Yaeger.

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.

## Weed Spraying Report

(Calendar Year 2012)

2012 Weed Control Summary													
	Country Roads	Country Property	City of Great Falls	MT Dept of	Fish, Wildlife, & Parks	Private	TOTALS						
Vehicle Hours	1,665.50	58.64%	22.75	0.80%	178.00	6.27%	787.25	27.72%	98.00	3.45%	88.50	3.12%	2,840.00 hrs
Man Hours	3,116.00	58.91%	41.50	0.78%	340.50	6.44%	1,466.00	27.72%	162.00	3.06%	163.25	3.09%	5,289.25 hrs
Platoon QTS	1,190.12	53.32%	19.25	0.86%	207.95	9.32%	650.42	29.14%	43.75	1.96%	120.54	5.40%	2,232.03 qts
Tordon QTS	293.14	45.01%	4.00	0.61%	73.50	11.29%	207.07	31.80%	32.75	5.03%	40.80	6.26%	651.26 qts
Picram QTS	884.58	57.24%	5.15	0.33%	138.05	8.93%	427.96	27.69%	11.00	0.71%	78.74	5.09%	1,545.48 qts
RazorPro QTS	6.60	22.45%	17.20	58.50%	5.20	17.69%	0.40	1.36%	0.00	0.00%	0.00	0.00%	29.40 qts
Milestone OZ	36.33	26.20%	7.60	5.48%	7.80	5.63%	56.43	40.70%	28.00	20.19%	2.50	1.80%	138.66 oz
Escort OZ	193.72	46.84%	5.55	1.34%	45.12	10.91%	139.38	33.70%	13.50	3.26%	16.27	3.93%	413.54 oz
Perspective OZ	178.60	89.03%	0.00	0.00%	0.00	0.00%	2.00	1.00%	0.00	0.00%	20.00	9.97%	200.60 oz
Glyphosate QTS	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	2.00	100.00%	2.00 qts
Garlon QTS	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00 qts
Arsenal QTS	1.30	100.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	1.30 qts
Liberate QTS	328.40	51.26%	11.90	1.86%	67.55	10.54%	156.70	24.46%	32.75	5.11%	43.30	6.76%	640.60 qts
Alligare90 QTS	684.72	60.01%	6.35	0.56%	140.80	12.34%	249.50	21.87%	11.00	0.96%	48.60	4.26%	1,140.97 qts
Handspray GAL	76,743	64.47%	775	0.65%	7,180	6.03%	26,250	22.05%	4,378	3.68%	3,715	3.12%	119,041.00 gal
Broadjet GAL	44,500	41.81%	1,360	1.28%	13,785	12.95%	38,523	36.19%	25	0.02%	8,249	7.75%	106,442.00 gal
Total GAL	121,210	53.96%	2,135	0.95%	20,165	8.98%	64,773	28.83%	4,403	1.96%	11,964	5.33%	224,650.00 gal





2012 Human West Nile Virus Cases			
Cascade County			
Age Groups			Number
0-19			0
20-29			0
30-39			0
40-49			0
50-59			0
60-69			0
70-79			0
80-89			0
90 & Above			0
<b>Total</b>			0
<b>Deaths</b>			0
Mosquito Surveillance			
Pools tested w/RAMP			105
<b>POSITIVE POOLS</b>			0
Animal Surveillance			
Equine Cases			1
Wild Birds			0

## Budget

### Cascade County Montana Budget Worksheet Report

Account Number	Description	2013 Amended Budget
<b>Fund: 1000 - General</b>		
<b>Department: 213 - Building Maintenance</b>		
<b>Department Total: 213 - Building Maintenance</b>		<b>\$661,250.00</b>
<b>Department: 352 - Superintendent of Buildings</b>		
<b>Department Total: 352 - Supt of Buildings</b>		<b>\$174,892.00</b>
<b>Department: 353 - Radio Communication</b>		
<b>Department Total: 353 - Radio Communication</b>		<b>\$68,563.00</b>
<b>Fund: 2110 - Road</b>		
<b>Department: 207 - Public Works Administration</b>		
<b>Department Total: 207 - Public Works Administration</b>		<b>\$398,610.00</b>
<b>Department: 218 - Road</b>		
<b>Department Total: 218 - Road</b>		<b>\$3,498,496.00</b>
<b>Department: 221 - Fleet Maintenance</b>		
<b>Department Total: 221 - Fleet Maint.</b>		<b>\$941,951.00</b>
<b>Fund: 2140 - Weed Control</b>		
<b>Department: 243 - Weed Control</b>		
<b>Department Total: 243 - Weed Control</b>		<b>\$571,046.00</b>
<b>Fund: 2200 - Mosquito Control</b>		
<b>Department: 231 - Mosquito Control</b>		

**Department Total: 231 - Mosquito Control** **\$419,015.00**

**Fund:** 2250 - Planning

**Department:** 257 - Planning

**Department Total: 257 - Planning** **\$256,172.00**

**Fund:** 4015 - Public Works Capital Project

**Department:** 484 - Public Works Capital Improvement

**Fund Expenditure Total: 4015 - Public Works Capital Project** **\$766,798.00**

**Fund:** 5210 - Water Operating

**Department:** 223 - Water Distribution

**Department Total: 223 - Water Distribution** **\$72,509.00**

**Fund:** 2210 - Parks

**Department:** 279 - Parks M & O

**Department Total: 279 - Parks M & O** **\$6,489.00**

**Fund:** 2830 - Motor Vehicle Disposal

**Department:** 273 - Motor Vehicle Disposal

**Department Total: 273 - Motor Vehicle Disposal** **\$69,694.00**

**Net Grand Totals:** **\$7,905,485.00**