

OFFICIAL AGENDA
TUESDAY May 14, 2024
Meeting Start Time: 9:30 a.m.
Board of County Commissioners
Yellowstone County, Montana
Stillwater Building
316 N. 26th Street, Room 3108
Billings, MT
9:15 a.m. Agenda Setting

Pledge to the Flag: Moment of Silence: Minutes

REGULAR AGENDA

9:30 a.m. PUBLIC HEARING

Resolution 24-89 of Intent to Abandon a Portion of 56th Street West in Sunny Cove Fruit Farms Subdivision

PUBLIC COMMENTS ON REGULAR, CONSENT AND FILED AGENDA ITEMS

1. **METRA PARK**

MetraPark Update

2. **COMMISSIONERS**

Resolution 24-87 to Change the BOCC Board Meeting from Tuesday June 18th, 2024 to Wednesday June 19th, 2024 at 9:30 a.m. in Room 3108

CLAIMS

CONSENT AGENDA

1. **COMMISSIONERS**

- a. Board Reappointment - Clifford Holmes to Huntley Public Cemetery
- b. Ineligible for Reappointment Thank you Letter - Ken Petro - Laurel Urban Fire Service Area Board

2. **COUNTY ATTORNEY**

Resolution 24-88 Requesting Prosecutorial Assistance in State v. S.K.E.

3. **ELECTIONS**

Election Record Maintenance and Disposal

4. **EMERGENCY AND GENERAL SERVICES**

Volunteer Fire Capacity Grant FY24-25 Application

5. **FINANCE**

- a. MetraPark Recommendation of Award - 4-H HVAC Project to Conditioned Air Systems
- b. MetraPark Request to Expend Ground Leveler Arena Drag
- c. Huntley Project Museum FY24 PILT Request
- d. Updated Travel Policy
- e. Bond for Lost Warrant
- f. Facilities Request to Expend for a M18 Force Logic Press Tool

6. **METRA PARK**

Notice of Assessing Credit Card Fees for Certain Transactions at MetraPark

7. **PUBLIC WORKS**

- a. Recommendation of Award to Torgerson's for Public Works Asphalt Compactor
- b. MOU with Croell Inc. for the Reconstruction of a Portion of Old Hardin Road
- c. Yellowstone County's Response to the Request for Speed Humps

8. **YOUTH SERVICES**

Medical Services Contract with Flex Family Health PLLC for Youth Services Center

9. **HUMAN RESOURCES**

- a. Adjustment to the Facilities Superintendent Pay Grade
- b. Classification Specification for Facilities Superintendent
- c. **PERSONNEL ACTION REPORTS - Public Works - 1 Appointment; Detention Facility - 1 Appointment; County Attorney - 1 Termination; Youth Services - 1 Termination**

FILE ITEMS

1. **AUDITOR**

Payroll Audit April 16 to April 30, 2024

2. **FINANCE**

Detailed Cash Investment Report April 2024

3. **HUMAN RESOURCES**

Response to April 16 - April 30 Payroll Audit

4. **PUBLIC WORKS**

Harris Park Agreement with Hapa Lawn Care

PUBLIC COMMENTS ON COUNTY BUSINESS

B.O.C.C. Regular

Meeting Date: 05/14/2024

Title: Res of Intent to Abandon a Portion of 56th Street West in Sunny Cove Fruit Farms
Subdivision

Submitted By: Teri Reitz, Board Clerk

TOPIC:

Resolution 24-89 of Intent to Abandon a Portion of 56th Street West in Sunny Cove Fruit Farms
Subdivision

BACKGROUND:

See attached.

RECOMMENDED ACTION:

Approve.

Attachments

Resolution of Intent for Proposed Abandonment of a Portion of 56th Street West

YELLOWSTONE COUNTY BOARD OF COUNTY COMMISSIONERS

Resolution No. 24 - 89

Resolution of Intent to Abandon a Portion of 56th Street West in Sunny Cove Fruit Farms Subdivision

WHEREAS, pursuant to Sections 7-14-2101, 7-14-2102 and 7-14-2103 of the Montana Code Annotated, a board of county commissioners has the authority to manage county roads within the county. Pursuant to Section 7-14-2615 of the Montana Code Annotated, a board of county commissioners has the authority to abandon a county road after a public hearing.

WHEREAS, in 1910, the Rimrock Investment Company filed the Plat of Sunny Cove Fruit Farms Subdivision, Doc. No. 21540. The plat indicated the right-of-way for a north-south road with a 50-foot right-of-way between Lots 67 and 66, 94 and 95, 99 and 98 and 126 and 127. A road was never built in the right-of-way. The right-of-way for the road is between Colton Avenue and Grand Avenue. The road is now known as a portion of 56th Street West. **Exhibit 1 - Plat.**

WHEREAS, in 1998, the Estate of Raymond Kramer filed an Amended Plat of Sunny Cove Fruit Farms Subdivision, Doc. No. 3033371. The Plat indicated the right-of-way for a north-south road with a 50-foot right-of-way between Lots 67A and 66A. It is the same right-of-way indicated on the original Plat of Sunny Cove Fruit Farms Subdivision. **Exhibit 2 – Plat.**

WHEREAS, on March 9, 2023, Larry and Gerondale Kramer submitted a petition to the Yellowstone County Board of County Commissioners to abandon a portion of 56th Street West in Sunny Cove Fruit Farms Subdivision. **Exhibit 3 – Petition.** The Kramers own all the land that abuts the road they requested the Board abandon. On March 14, 2023, the Board appointed a Board of Viewers to make a recommendation on the abandonment. On March 30, 2023, the Board of Viewers provided the Board with a recommendation. **Exhibit 4 – Report.** The Board of Viewers recommended the Board abandon the road with conditions. On April 18, 2023, the Board held a public hearing on the abandonment. The City of Billings requested the Board not abandon the road. The Board placed the abandonment on hold to allow the City and the Kramers to discuss the abandonment. The City advised the Board it no longer opposed the abandonment. The Board contacted the Kramers as to whether they still would like the Board to abandon the road. The Kramers advised the Board they still wanted the Board to abandon the road.

WHEREAS, on April 30, 2024, the Yellowstone County Board of County Commissioners set a public hearing on the proposed abandonment of a portion of 56th Street West in Sunny Cove Fruit Farms Subdivision for May 14, 2024. On May 3, 2024 and May 10, 2024, the Yellowstone County Clerk and Recorder published notice of the public hearing in the *Yellowstone County News*. The Board also sent notice of the hearing to the landowners that abut the proposed abandonment.

WHEREAS, on May 14, 2024, the Board held a public hearing on the proposed abandonment. The Board heard comments on the proposed abandonment and considered the Board of Viewer's recommendation. The Board determined that it would be in the best interest of the public to abandon the road. A road has not been constructed. The road is not required for access to the parcels that abut the road. Both parcels that abut the road also abut Colton Avenue and Grand Avenue. The road is not needed.

NOW THEREFORE, BE IT RESOLVED,

The Yellowstone County Board of County Commissioners intends to abandon the road right-of-way between Lots 67A and 66A of the Amended Plat of Sunny Cove Fruit Farms Subdivision as indicated in the petition on the conditions the Kramers submit and record an amended plat aggregating the desired abandonment into the adjacent lots (parcels) of Sunny Cover Fruit Farms Subdivision. Once the Kramers have complied with the conditions, the Board will pass a resolution that abandons the road.

Passed and Adopted on the 14th day of May 2024.

BOARD OF COUNTY COMMISSIONERS
YELLOWSTONE COUNTY, MONTANA

John Ostlund, Chair

Mark Morse, Member

Donald W. Jones, Member

ATTEST:

Jeff Martin, Clerk and Recorder

Attachments

- Exhibit 1 – Plat
- Exhibit 2 – Plat
- Exhibit 3 - Petition
- Exhibit 4 – Report

9

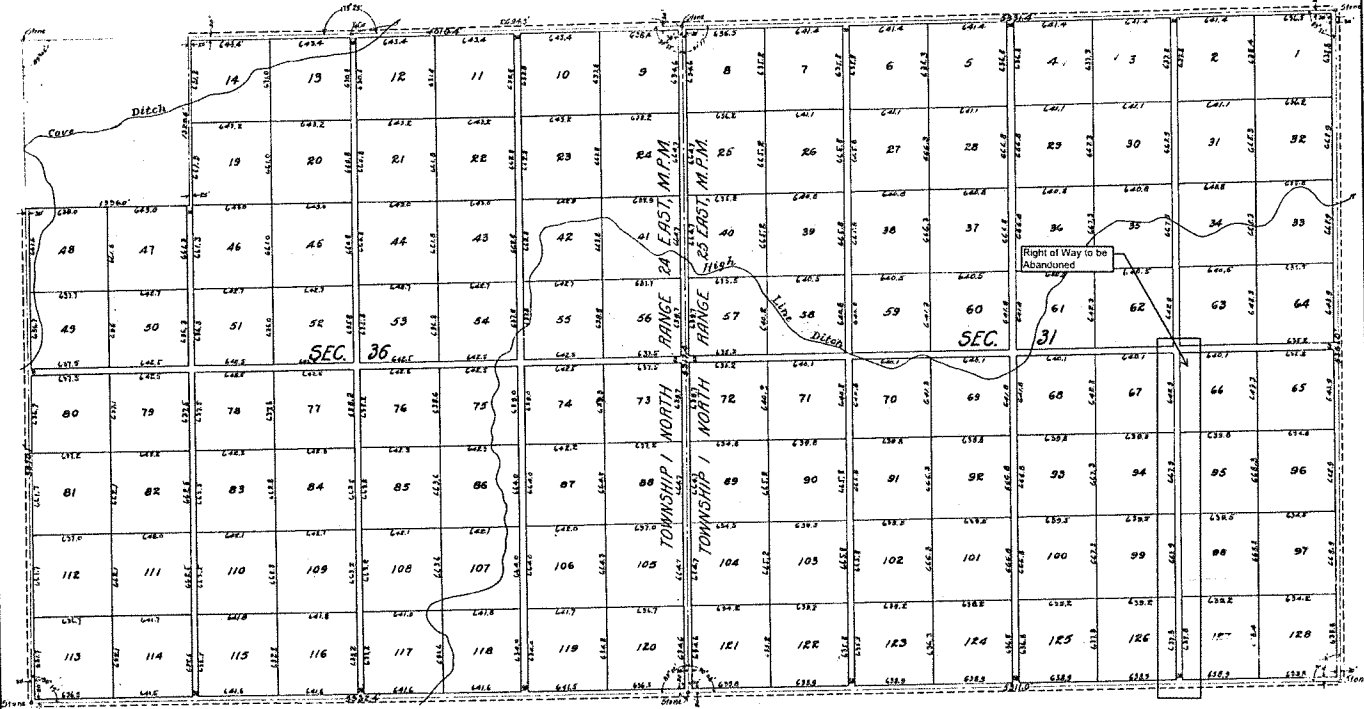
Blg Co. Amended
Blk 924 p 100
Act 30, 10 @ 32 am
Vacate portion

PLAT OF THE SUNNY COVE FRUIT FARMS

IN SEC. 36 T.1N., R.24 E. & SEC. 31 T.1N., R.25 E. M.P.M.

Scale: - 1 in. = 500 ft.

Henry Gerhart Engineering Co. - Engineers - Billings, Montana
1910



CERTIFICATE OF DEDICATION

State of Montana } ss.
County of Yellowstone

This is to certify that the Rimrock Investment Company, of Billings, Montana, (a corporation duly created, organized, existing, and doing business under and by virtue of the laws of the State of Montana) has caused to be surveyed, laid out and platted into lots and roads, a tract of land known and described as follows:

All of Section 31, Township 1 North, Range 25 East of the Montana Principal Meridian and all of Section 36, Township 1 North, Range 24 East, M. P. M. excepting the north-west quarter of the north-west quarter of said Section 36; said tract being more particularly described as follows:-

Beginning at the north-east corner of said Section 31 and running thence south along the east line of said Section 31, 330.0 feet to the south-east corner thereof; thence west along the south line of said Section 31 and of said Section 36, 1064.34 feet to the south-west corner of said Section 36; thence north along the west line of said Section 36, 397.01 feet to the south-west corner of the north-west quarter of the north-west quarter of said Section 36; thence east along the south line of said north-west quarter of the north-west quarter of said Section 36, 1336.0 feet to the south-east corner thereof; thence north along the east line thereof 1322.6 feet to the north line of said Section 36; thence east along said north line and the north line of Section 31, mentioned above, 304.0 feet to the point of beginning.

This tract of land is to be known as the "SUNNY COVE FRUIT FARMS", and all lands included in the roads as shown on the plat hereon delineated, are hereby donated, granted and given to the public use forever.

IN WITNESS WHEREOF, the said Rimrock Investment Company has caused these presents to be signed by its President, attested by its Secretary, and its corporate seal to be affixed hereunto, this 27th day of April, A.D. 1910.

Attest: *W.A. Nierber*
Secretary

W.B. George
President

State of Montana } ss.
County of Yellowstone

On the 27th day of April, in the year A.D. 1910, before me, Notary Public for said State, personally appeared W.B. George, known to me to be the President of the corporation which executed the above instrument, and acknowledged to me that said corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal, the day and year as in this certificate first above written.

W.B. George
Notary Public for the State of Montana,
residing at Billings, My Commission
expires June 16, 1911

SURVEYOR'S CERTIFICATE

State of Montana } ss.
County of Yellowstone

I, E.W. Colton, a Civil Engineer and Surveyor, do hereby certify, that between the dates and inclusive thereof, February 9, 1910 and March 16, 1910, I executed a true and careful survey of the "SUNNY COVE FRUIT FARMS" of the request of the owners thereof. Said tract of land lying and being situated in the County of Yellowstone, State of Montana, and being more particularly described as in the foregoing certificate of dedication and shown on the accompanying plan. I further certify that all dimensions of lots, roads and boundary lines are as shown on said plat; that monuments were placed at all lot corners, one foot upon the surface of the ground, said monuments being one and one half inch iron pipe eighteen inches long; and that the said plat is strictly in conformity with the work on the ground.

E. W. Colton
Civil Engineer

Subscribed and sworn to before me this 25th day of April, A.D. 1910

W. L. Rankin
Notary Public for the State of
Montana, residing at Billings,
My Commission expires October 5, 1911

State of Montana } ss.
County of Yellowstone

[Illegible text]

State of Montana } ss.
County of Yellowstone

I hereby certify that this plat was filed in my office for record this 27th day of April, A.D. 1910, at 2:30 o'clock, P.M.

By Deputy

[Signature]
Clerk and Recorder
Yellowstone County, Montana.

4 11-7575-10474
Kathleen S. 57024
Borden, Lora 77784

EXHIBIT 3 PETITION

PETITION TO ESTABLISH, ALTER, OR ABANDON A COUNTY ROAD

TO: YELLOWSTONE COUNTY BOARD OF COMMISSIONERS

This petition is respectfully submitted this 9 day of March, 2023.

Petitioner/Initiator (and/or) Contact Person:

NAME: Kramer, Larry; Kramer, Gerondale
Kramer, Carolyn
Kramer, Kenneth; Kramer, Jack

ADDRESS: 4812 Grand Avenue
Billings, MT 59106

PHONE NO: 406-656-1491 (Jack)

Tom 406 690-4448
Wiles 855-0002

I swear that all of the above information is true and correct, and all the landowner's signatures are the original true and consenting landowners.

Kenneth Kramer *Jack Kramer* *Carolyn Gerondale*
Larry Kramer *Gerondale Kramer*

 Petitioner's Signature

 Date 3/8/23

List all attachments:

- Sections A, B, C, and D of the Petition
- Map of petitioned roadway and affected property
- Affected property Ownership Report
- Check for \$25.00 made payable to Yellowstone County Public Works Department
- _____
- _____
- _____
- _____

PETITION TO ESTABLISH, ALTER, OR ABANDON A COUNTY ROAD

SECTION A

Legal description of the petitioned roadway (attach additional sheets if needed)

50' wide farm to market roadway traversing South to North, beginning at Grand Avenue (South boundary) extending to Colton Boulevard (North boundary). No legal description identified, per
First Montana Title Company, Broc Criswell, Escrow Officer. See Attachment, Plat of Amended
Lots 65-68, 93-100, and 125-128. Recorded 12-24-1998, #3033371. Said roadway is within the
below (2) legal descriptions.
Tax code: D04669, SUNNYCOVE FRUIT FARMS, S31, T01 N, R25 E, Lot 66A, AMND.
25.446 AC (99).
Tax code: D04670, SUNNYCOVE FRUIT FARMS, S31, T01 N, R25 E, Lot 67A, AMND.
25.643 AC (99).

PETITION TO ESTABLISH, ALTER, OR ABANDON A COUNTY ROAD

SECTION C

**Signatures and addresses of landowners in Yellowstone County
who wish to establish, alter, or abandon a county road
(minimum TEN (10) landowners)**

PRINTED NAME	SIGNATURE	ADDRESS
Thomas W. Hanel	<i>Thomas W. Hanel</i>	1723 Iris Ln, Bigs 59102
BETH A. Smith	<i>Beth A. Smith</i>	1900 Pheasant Brook Laurel 59044
MYLES M EGAN	<i>Myles M. Egan</i>	2690 SOUTHRIDGE 59102
LANCE M EGAN	<i>Lance M. Egan</i>	1824 LENHARDT LN - 59102
JEFFREY P. WATSON	<i>Jeffrey P. Watson</i>	1539 Avenue F 59102
Suzanne K Courtway	<i>Suzanne K. Courtway</i>	2502 Mountain Range Ct 59106
KENNETH KRAMER	<i>Kenneth Kramer</i>	4812 GRAND AVE. 59106
Jack Kramer	<i>Jack Kramer</i>	4812 Grand Ave. 59106
Larry Kramer	<i>Larry Kramer</i>	1727 T.buron Ln. 59102
Gerald Kramer	<i>Gerald Kramer</i>	3006 Canyon Drive 59102
Steve Wells	<i>Steve Wells</i>	4772 Ardison Way
BRANDON TRESSE	<i>Brandon Tresse</i>	2170 W. H. TRESSE CIR. 59102
Charles D. Smith	<i>Charles D. Smith</i>	1900 Pheasant Brook Laurel MT 59044

BOARD OF VIEWERS REPORT

TO: Yellowstone County Board of County Commissioners
FROM: Board of Viewers
DATE: April 4, 2023
SUBJECT: *PETITION TO ABANDON A PORTION OF 56TH STREET WEST LOCATED IN SUNNY COVE FRUIT FARMS SUBDIVISION, IN YELLOWSTONE COUNTY, MONTANA*

BACKGROUND

A field inspection to view this petition was conducted on different dates in March 2023 (March 27, 2023, Mike Black, Scott Walker, and Donald W. Jones – Jeff Martin on separate date) by the Board of Viewers listed below.

The following people comprised the Board of Viewers:

Mike Black, PE,	Senior Yellowstone County Civil Engineer
Scott Walker,	Billings City / Yellowstone County Planning Department
Jeff Martin,	Yellowstone County Clerk and Recorder
Donald W. Jones,	Yellowstone County Commissioner

FINDINGS

Yellowstone County has received a petition to abandon a portion of 56th Street West in Sunny Cove Fruit Farms Subdivision in Yellowstone County. This is between Grand Avenue and Colton Blvd. This portion of road right-of-way was created by dedication in the subdivision process.

The petition to abandon this roadway portion was received from Larry Kramer and other family members, as owners of the adjacent parcels.

The original road was never built .

The petitioner desires to eliminate the right-of-way for this road and will be filing an amended plat that will eliminate said dedicated road right-of-way.

Yellowstone County agrees to this proposal, and has no need or interest in the use of the portion of 56th Street West in the original platted location, for current or future roadway purposes.

From the review of this petition, it appears that legal access will be provided to all abutting private lands (based on current understanding of future planned amended plat). Based on the information above this abandonment appears logical.

RECOMMENDATIONS

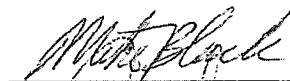
The Board of Viewers recommends conditional approval of the abandonment of the original alignment of 56th Street West, subject to the following conditions:

1. Petitioner shall submit and record an amended plat aggregating the desired abandonment into the adjacent lots (parcels) of Sunny Cove Fruit Farms Subdivision.
2. Petitioner has one year to complete all conditions for abandonment to be finalized.

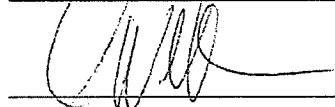
Respectfully Submitted,

Board of Viewers

Mike Black, PE
Senior Yellowstone County Civil Engineer


3-30-2023
Date

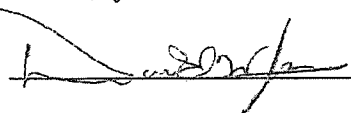
Scott Walker
City / County Planning Department


3-30-2023
Date

Jeff Martin
Yellowstone County Clerk and Reorder


3/30/23
Date

Donald W. Jones
Yellowstone County Commissioner


3-30-23
Date

B.O.C.C. Regular

Meeting Date: 05/14/2024

Title: MetraPark Update

Submitted By: Teri Reitz, Board Clerk

TOPIC:

MetraPark Update

BACKGROUND:

N/A

RECOMMENDED ACTION:

Discuss.

B.O.C.C. Regular

Meeting Date: 05/14/2024

Title: Resolution to Change the 06/18 BOCC Meeting to 06/19

Submitted By: Teri Reitz, Board Clerk

TOPIC:

Resolution 24-87 to Change the BOCC Board Meeting from Tuesday June 18th, 2024 to Wednesday June 19th, 2024 at 9:30 a.m. in Room 3108

BACKGROUND:

See attached.

RECOMMENDED ACTION:

Approve.

Attachments

Resolution to Change BOCC Board Meeting

RESOLUTION NO. 24 - 87

Establishing a Special Date of the Board of County Commissioners

WHEREAS, the Board of County Commissioners of Yellowstone County, Montana, established an official meeting time for Tuesdays at 9:30 A.M. for official meetings of the Board of County Commissioners,

WHEREAS, the Board of County Commissioners, pursuant to Section 7-5-2122, M.C.A., must set any official Board meeting changes by resolution;

WHEREAS, The Board will not be able to convene for the meeting time set for Tuesday, June 18, 2024 @ 9:30 a.m. and the Board of County Commissioners wish to establish a special meeting time in lieu of that time;

NOW THEREFORE, IT IS HEREBY RESOLVED by the Board of County Commissioners of Yellowstone County, Montana, that the Board shall meet to conduct official County business on **Wednesday, June 19, 2024 at 9:30 A.M.**, in lieu of the Tuesday June 18, 2024 at 9:30 a.m. meeting date.

DONE BY ORDER of the Board of County Commissioners, Yellowstone County, Montana, and this 14th day of June, 2024.

BOARD OF COUNTY COMMISSIONERS
YELLOWSTONE COUNTY, MONTANA

John Ostlund, Chairman

Mark Morse, Member

Donald W. Jones Member

ATTEST:

(SEAL)

Jeff Martin
Clerk and Recorder, Yellowstone County, Montana

B.O.C.C. Regular

1. a.

Meeting Date: 05/14/2024

Title: Board Reappointment

Submitted By: Erika Guy

TOPIC:

Board Reappointment - Clifford Holmes to Huntley Public Cemetery

BACKGROUND:

See Attachment

RECOMMENDED ACTION:

Mail

Attachments

Clifford Holmes

Yellowstone County



COMMISSIONERS
(406) 256-2701
(406) 256-2777 (FAX)

P.O. Box 35000
Billings, MT 59107-5000
bocc@yellowstonecountymt.gov

May 14, 2024

Mr. Clifford Holmes
2265 3rd St. West
Ballantine, MT 59006

RE: Re-appointment to Huntley Public Cemetery

Dear Mr. Holmes,

The Board of County Commissioners of Yellowstone County has re-appointed you to the above named board. Your term by this appointment will be to June 30, 2027.

We wish to take this opportunity to thank you, in advance, for accepting this community service.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
YELLOWSTONE COUNTY, MONTANA

John Ostlund, Chair

Mark Morse, Member

Donald W. Jones, Member

BOCC/eg

c: Board File - Clerk & Recorder
Ms. Leona Samson, Po Box 36, Ballantine, MT 59006

B.O.C.C. Regular

1. b.

Meeting Date: 05/14/2024

Title: Ineligible for Reappointment Thank you Letter

Submitted By: Erika Guy

TOPIC:

Ineligible for Reappointment Thank you Letter - Ken Petro - Laurel Urban Fire Service Area Board

BACKGROUND:

See Attachment

RECOMMENDED ACTION:

Sign and Mail

Attachments

Ken Petro

Yellowstone County



COMMISSIONERS
(406) 256-2701
(406) 256-2777 (FAX)

P.O. Box 35000
Billings, MT 59107-5000
bocc@yellowstonecountymt.gov

May 14, 2024

Mr. Ken Petro
915 Ninebark St.
Billings, MT 59106

Dear Mr. Petro,

We are in receipt of your email dated May 6, 2024, stating your address has changed due to a recent move.

It appears you now reside outside the boundaries of the Laurel Urban Fire Service Area, which makes you ineligible for reappointment to the board.

The Board of County Commissioners would like to extend our sincere appreciation for your service on the Laurel Urban Fire Service Area Board. Your time and dedication to the board over the last 36 years has been invaluable.

Once again, thank you for your service to our community and we wish you the best.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
YELLOWSTONE COUNTY, MONTANA

John Ostlund, Chair

Mark Morse, Member

Donald W. Jones, Member

BOCC/eg

c: Board File – Clerk & Recorder
Mr. Mark Caron, 4735 Clapper Flat Rd., Laurel, MT 59044

B.O.C.C. Regular

Meeting Date: 05/14/2024

Title: Prosecutorial Assistance in State v. S.K.E.

Submitted For: Scott Twito

Submitted By: Alyssa Peterson

TOPIC:

Resolution 24-88 Requesting Prosecutorial Assistance in State v. S.K.E.

BACKGROUND:

Ex-Wife of YCAO Employee

RECOMMENDED ACTION:

Approve

Attachments

S.K.E. Resolution

RESOLUTION

WHEREAS, the Yellowstone County Attorney’s Office has requested prosecutorial assistance in *State of Montana v. S.K.E.* (BPD 24-028125); and

WHEREAS, it is deemed appropriate that a Special Deputy County Attorney be appointed to assist in the prosecution of the aforementioned case;

IT IS HEREBY RESOLVED that attorneys for the Montana Department of Justice, Prosecution Services Bureau be appointed as Special Deputy County Attorneys for Yellowstone County for the purpose of assisting in the prosecution of the aforementioned case.

DATED this _____ day of May, 2024.

BOARD OF COUNTY COMMISSIONERS
YELLOWSTONE COUNTY, MONTANA

Chairman

Member

Member

ATTEST:

Clerk and Recorder

B.O.C.C. Regular

Meeting Date: 05/14/2024

Title: Election Record Maintenance and Disposal

Submitted For: Katherine Aldrich, Election Administrator

Submitted By: Katherine Aldrich, Election Administrator

TOPIC:

Election Record Maintenance and Disposal

BACKGROUND:

Certain election records are ripe for disposal.

RECOMMENDED ACTION:

Approve destruction.

Attachments

Election Record Maintenance & Disposal

RECORDS DESTRUCTION DOCUMENT (RM88)

NO.

PAGE 1 OF 1 PAGES

1. AGENCY NAME AND DIVISION/PROGRAM:

Yellowstone County Elections

2. AGENCY CONTACT:

NAME: K.V. Aldrich, Election Administrator

PHONE #: (406)256-2740

EMAIL:kvaldrich@yellowstonecountymt.gov

3. NOTICE OF INTENTION: The schedule records listed in Item 5 are to be disposed of in the manner checked below (specify only one).

Delete Incinerate Shred as Classified Toss without Restriction

Other: Explain

4. SUBMITTED BY: I hereby certify that the records to be disposed of are correctly represented below, that any audit requirements or **Offer to the State Historical Society Archives** has been fully justified, and that further retention is not required for any litigation pending or imminent.

SIGNATURE: /s/ K.V. Aldrich

NAME AND TITLE: K.V. Aldrich, Election Administrator

DATE: 05/05/24

5. LIST OF RECORD SERIES

NOTE: Attach any inventories or Excel spreadsheets to this form to help validate records destroyed.

a. Retention Schedule Number	b. Item number listed on Retention Schedule	c. Record Series Title	d. Retention in months/years	e. Inclusive Dates	f. Volume in Cubic Feet	g. Disposition Action and Date completed after Authorization
3	7	State/federal elections: voted and unvoted/detached stubs, unused ballots, unverified prov ballots	22 months	6/22	100	
3	1	Absentee ballot envelopes, affidavit & secrecy envelopes	22 months	6/22	80	
3	4	Affidavits of publication	22 months	6/22	.2	
3	5	Audit log - reports	22 months	6/22	.1	
3	14	Seal log	22 months	6/22	.1	
3	15	Electronic device software	6 days after the canvass	11/18, 11/21, 6/22	.1	

6. DISPOSAL AUTHORIZATION: Disposal for the above listed records is authorized. Any deletions or modifications are indicated.

Custodian/Records Manager

Name: Date:

Signature:

7. DISPOSAL CERTIFICATE: The above listed records have been disposed of in the manner and on the date shown in column g.

Name and Title:

Signature:

B.O.C.C. Regular

Meeting Date: 05/14/2024

Title: Volunteer Fire Capacity Grant FY24-25 Application

Submitted For: Kenneth Williams

Submitted By: Annemarie Overcast, DES
Coordinator

TOPIC:

Volunteer Fire Capacity Grant FY24-25 Application

BACKGROUND:

The VFC Grant allows rural fire departments to obtain gear and other hardware necessary to fully equip their firefighters to safely do their job. This grant has a 10% match requirement. This application received sub-applications from Fuego VFD, Haley Bench VFD, Shepherd VFD, and Worden VFD. Total amount requested: \$57,847.35.

RECOMMENDED ACTION:

Sign and Date Page 3

Attachments

YC VFC 24-25 Application

For DNRC Use
Date Received _____

Volunteer Fire Capacity Grant Application



Montana Department of Natural Resources
and Conservation
Fire Protection Bureau



Application Deadline: May 18, 2024

This application shall be completed by the County Fire Warden, Chairperson of the Rural Fire Council or Rural Fire Department, Authorized Representative. All responses subject to verification

Organization Information					
What is the OFFICIAL Name of the Organization Yellowstone County Fire Council					
Address PO Box 35004			Tax ID # 81-6001449		Active Registered UEI # 071404941
City Billings		State MT	Zip 59107	County Yellowstone	
Website www.yellowstonecountymt.gov/des					
<div style="display: flex; align-items: center;"> <div style="background-color: yellow; border: 1px solid black; padding: 2px 5px; margin-right: 10px;">New</div> <div>Insurance Coverage Company PayneWest Insurance</div> </div>					
Project Manager - Name KC Williams			Project Manager - Title DES Director & County Fire Warden		
Project Manager - Phone 406-256-2776			Secondary Phone 406-208-0506		
Project Manager - Email Address kwilliams@yellowstonecountymt.gov					
<div style="display: flex; align-items: center;"> <div style="background-color: yellow; border: 1px solid black; padding: 2px 5px; margin-right: 10px;">New</div> </div>					
<p>Authorized Representative</p> <p>The Authorized Representative is the person who has legal authority to enter into an agreement with DNRC and will sign any agreement documents.</p> <p>DNRC utilizes the DocuSign electronic signature service for agreement execution. The Authorized Representative will receive any agreement for signature at the email address provided.</p>					
Authorized Representative - Name John Ostlund			Authorized Representative - Title BOCC Chair & County Fire Chief		
Authorized Representative - Phone 406-256-2701			Secondary Phone		
Authorized Representative Address PO Box 35000, Billings, MT 59107			Authorized Representative - Email jostlund@yellowstonecountymt.gov		
Name of Person Completing Application Annemarie Overcast			Title DES Coordinator		
Primary Phone 406-256-2775			Secondary Phone 406-672-5829		
Email Address aovercast@yellowstonecountymt.gov					

County and Fire Department Information

Are all fire service organizations contained within this application, organized, funded, and operated under Montana Code Annotated Title 7, Chapter 33?

Yes No

Please list the community's serviced by this application:

Per 2020 Census:

Ballantine - 346
 Broadview - 139
 Custer - 145
 Huntley - 411
 Lockwood - 6797
 Pompey's Pillar - 193
 Shepherd - 507
 Worden - 506

Is the County/Fire Department reporting all wildland fire occurrences on State or Private land to the local DNRC office?

Yes No

Does the County /Fire Department have an active Rural Fire Council or Chiefs Meeting? **6 times annually**

Yes No

How often does the organization meet?

When was the County CWPP last updated (including a wildfire update to the County All-Hazard Mitigation Plan)?

2006 (currently being updated)

Has the County identified and mapped the Wildland Urban Interface?

Yes No

Fire Departments Participating and Requesting Funds Under This Application

Fire Department Name	FDID	Individual Project Cost Estimates (From Appendix A)	Appendix A and Appendix B Completed and Attached?
Fuego Volunteer Fire Company	03040	12,352.50	Yes
Haley Bench VFD	03071	29,599.85	Yes
Shepherd VFD	03031	10,245.00	Yes
Worden VFD	03100	5,650.00	Yes
County-Wide/Fire Department Estimated Total Project Costs\$		57,847.35	

Appendix A and Appendix B form must be included for each Department listed on this application.

By signing this application, I acknowledge the following:

- I have reviewed this application in its entirety and the answers are accurate to the best of my knowledge.
- I have completed a detailed description and price quotes for the funds being requested.
- All fire organizations requesting funding have completed an **Appendix A** and **Appendix B** form and it has been included in this application package.
- The VFC grant is reimbursable. This means the fire department must pay the entire invoice for items purchased before submitting paperwork for reimbursement. Federal guidelines prohibit payment to the fire department without proof of the fire department expending funds on awarded items.
- I understand the deadline for reimbursement is May 1, 2025.
- If there is a change in leadership, all criteria and deadlines remain in place.
- Purchases must match the application request, Appendix A, otherwise the department will not be reimbursed.
- I understand that I cannot put in for items to be reimbursed unless the purchase date is after the date on the award.

SIGNATURES I hereby authorize the proposal for funding submitted for this Volunteer Fire Capacity Grant. I certify that, based on my personal knowledge, the information provided is accurate and true.

Project Manager

Signature:  Date: 5-8-24

Print Name: K.C. Williams

Title: DES Director & Fire Warden

Email: kwilliams@yellowstonecounty.mt.gov

Authorized Representative

The Authorized Representative is the person who has legal authority to enter into an agreement with DNRC and will sign any agreement documents.

DNRC utilizes the DocuSign electronic signature service for agreement execution. The Authorized Representative will receive any agreement for signature at the email address provided.

Signature: _____ Date: _____

Print Name: John Ostlund

Title: BOCC Chairperson & County Fire Chief

Email: jostlund@yellowstonecounty.mt.gov

For DNRC Use
Date Received _____

Volunteer Fire Capacity Grant Application



Montana Department of Natural Resources
and Conservation
Fire Protection Bureau



Application Deadline: May 18, 2024

This application shall be completed by the County Fire Warden, Chairperson of the Rural Fire Council or Rural Fire Department, Authorized Representative. All responses subject to verification

Organization Information				
What is the OFFICIAL Name of the Organization Fuego Volunteer Fire Company				
Address 7150 US HWY 3			Tax ID # 81-0471334	Active Registered UEI # U9VZMBMM1061
City Billings	State MT	Zip 59105	County Yellowstone	Website N/A
<div style="display: flex; align-items: center;"> <div style="background-color: yellow; padding: 2px 5px; margin-right: 10px;">New</div> <div>Insurance Coverage Company PayneWest Insurance</div> </div>				
Project Manager - Name Colin Sturgill			Project Manager - Title Fuego Fire Chief	
Project Manager - Phone 406-606-2089			Secondary Phone N/A	
Project Manager - Email Address fvfctraining@gmail.com				
<div style="display: flex; align-items: center;"> <div style="background-color: yellow; padding: 5px 10px; border-radius: 10px; margin-right: 10px;">New</div> <div> <p>Authorized Representative</p> <p>The Authorized Representative is the person who has legal authority to enter into an agreement with DNRC and will sign any agreement documents.</p> <p>DNRC utilizes the DocuSign electronic signature service for agreement execution. The Authorized Representative will receive any agreement for signature at the email address provided.</p> </div> </div>				
Authorized Representative - Name John Ostlund			Authorized Representative - Title BOCC Chair & County Fire Chief	
Authorized Representative - Phone 406-256-2701			Secondary Phone	
Authorized Representative Address PO Box 35000, Billings, MT 59107			Authorized Representative - Email jostlund@yellowstonecountymt.gov	
Name of Person Completing Application Colin Sturgill			Title Fuego Fire Chief	
Primary Phone 406-606-2088			Secondary Phone N/A	
Email Address fvfctraining@gmail.com				

County and Fire Department Information

Are all fire service organizations contained within this application, organized, funded, and operated under Montana Code Annotated Title 7, Chapter 33?

Yes No

Please list the community's serviced by this application:

Fuego FSA, Acton, Yellowstone County

Is the County/Fire Department reporting all wildland fire occurrences on State or Private land to the local DNRC office?

Yes No

Does the County /Fire Department have an active Rural Fire Council or Chiefs Meeting? Every two months

Yes No

How often does the organization meet?

When was the County CWPP last updated (including a wildfire update to the County All-Hazard Mitigation Plan)?

2007

Has the County identified and mapped the Wildland Urban Interface?

Yes No

Fire Departments Participating and Requesting Funds Under This Application

Fire Department Name	FDID	Individual Project Cost Estimates (From Appendix A)	Appendix A and Appendix B Completed and Attached?
Fuego Volunteer Fire Company	03040	12,352.50	Yes
County-Wide/Fire Department Estimated Total Project Costs\$			

Appendix A and Appendix B form must be included for each Department listed on this application.

Rural Fire Capacity Grant Application

Appendix A

Application Deadline: May 18, 2024

To be completed by any organization requesting RFC funds and attached to main application

Due to the USDA Forest Service purchase requirements and five-year monitoring process, the cost of a single item may not exceed \$4999.00 total

Fire Department Name Fuego VFC

Contact Name Colin Sturgill

Phone 406-606-2089

Email fvfctraining@gmail.com

Category	Eligible Cost-Share Item	Quantity	Unit Cost	Total Cost
Fire Equipment and Handtools	<i>(Please clearly circle items to be purchased)</i>			
	5 gal. Backpack Bladder Bags			
	Fire Rake / Collapsible Fire Rake			
	Fire Swatter / Fire Broom			
	(Hand tool) Shovel / McLeod/ Pulaski Tool			
	Chain Saws and Basic Saw Accessories			
	Fire Belt Weather Kit / Kestrel Weather Meters			
	Fusees / Drip Torch			
	GPS Units			
	Other (Fill in Item)			
Total \$				
Wildland Personal Protective Equipment	<i>(Please clearly circle items to be purchased)</i>			
	Nomex Shirts			
	Nomex Pants			
	Nomex Coveralls / Brush Coats			
	Nomex Neck Shrouds			
	Goggles / Safety Glasses (wildland fire safe)			
	Gloves (wildland fire safe)			
	Helmets: (wildland fire safe)			
	Headlamps (wildland fire safe)			
	Safety Equipment / Safety Vest / Earplugs			
	Chain Saw Chaps			
	Fire Packs / Web Gear			
	Radio Harness			
	New Generation Fire Shelters			
	Training Shelters			
Gear Bags				
Other (Fill in Item)				
Total \$				
Communications Equipment	Base Radios <i>(Must be P25 Compliant)</i>			
	Handheld/Programmable Radios <i>(Must be P25 Compliant)</i>	5	5	9055.00
	Mobile Radios <i>(Must be P25 Compliant)</i>	1	1	2872.50
	Pagers			
	Batteries (for radios)			
	Other <i>(Must be P25 Compliant)</i> (Fill in Item)			425.00
Total \$				12,352.5

Volunteer Fire Capacity Grant Application

Appendix B

Application Deadline: May 18, 2024

To be completed by any organization requesting VFC Funds and attached to main application---All responses subject to verification.

Fire Department Information						
Fire Dept. ID (FDID) 03040	Fire Department Name Fuego Volunteer Fire Company					
Fire Department Mailing Address 7150 US HWY 3						
City Billings	State Mt	Zip 59105	FD Phone 406-606-2089	FD Website Na		
Fire Chief Name Colin Sturgill		Primary Phone 406-606-2089		Secondary Phone Na		
Email fvfctraining@gmail.com						
Name of Person Completing Application Colin Sturgill			Primary Phone 406-606-2089		Secondary Phone Na	
Email fvfctraining@gmail.com						
Population Served Unknown	Annual Operating Budget 33,000	Funding Mechanisms <i>Tax / Fee / Donation / Other</i>		Number of Stations 1	ISO Rating Na	
Fire Response Information						
Please list response statistics from the previous calendar year						
# of Wildland Fires 8	# of Structure Fires 1	EMS Calls 10		Other Vehicle fire -1	Mutual Aid Responses 21	
Does the Fire Department report all fires to the National Fire Incident Reporting System (NFIRS) as required by Montana Law (MCA 7-33-2201)?						
<input checked="" type="checkbox"/> Yes						
<input type="checkbox"/> No						
Is the Fire Department reporting all wildland fires to their County Firewarden and/or local DNRC Office?						
<input checked="" type="checkbox"/> Yes						
<input type="checkbox"/> No						
Department Personnel Information						
Total Department Personnel 11	Paid Staff 0	Part Paid/Combo Staff 0		Volunteer Staff 11	Auxiliary/Other Staff 0	
Is the Fire Department National Incident Management System (NIMS) Compliant?						
<input checked="" type="checkbox"/> Yes						
<input type="checkbox"/> No						
Department Equipment Information						
Wildland Engines 3	Structure Apparatus 1	Water Tenders 1	Command/Utility 1	Other	Mobile (Vehicle) Radios 6	Portable Radios 11

Continued the following page.

By signing this application, I acknowledge the following:

- I have reviewed this application in its entirety and the answers are accurate to the best of my knowledge.
- I have completed a detailed description and price quotes for the funds being requested.
- All fire organizations requesting funding have completed an **Appendix A** and **Appendix B** form and it has been included in this application package.
- The VFC grant is reimbursable. This means the fire department must pay the entire invoice for items purchased before submitting paperwork for reimbursement. Federal guidelines prohibit payment to the fire department without proof of the fire department expending funds on awarded items.
- I understand the deadline for reimbursement is **May 1, 2025**.
- If there is a change in leadership, all criteria and deadlines remain in place.
- Purchases must match the application request, Appendix A, otherwise the department will not be reimbursed.
- I understand that I cannot put in for items to be reimbursed unless the purchase date is after the date on the award.

SIGNATURES I hereby authorize the proposal for funding submitted for this Volunteer Fire Capacity Grant. I certify that, based on my personal knowledge, the information provided is accurate and true.

Project Manager Colin Sturgill
Signature: Colin Sturgill Date: 04/22/2024
Print Name: Colin Sturgill
Title: Fuego Fire Chief
Email: fvfctraining@gmail.com

Authorized Representative

The Authorized Representative is the person who has legal authority to enter into an agreement with DNRC and will sign any agreement documents. DNRC utilizes the DocuSign electronic signature service for agreement execution. The Authorized Representative will receive any agreement for signature at the email address provided.

Signature: _____ Date: _____
Print Name: _____
Title: _____
Email: _____

For DNRC Use
Date Received _____

Volunteer Fire Capacity Grant Application



Montana Department of Natural Resources
and Conservation
Fire Protection Bureau



Application Deadline: May 18, 2024

This application shall be completed by the County Fire Warden, Chairperson of the Rural Fire Council or Rural Fire Department, Authorized Representative. All responses subject to verification

Organization Information				
What is the OFFICIAL Name of the Organization Haley Bench VFD				
Address 2055 Squaw Creek Road			Tax ID #	Active Registered UEI #
City Huntley	State MT	Zip 59037	County Yellowstone	Website
New	Insurance Coverage Company Rocky Mountain Insurance Services (VFIS)			
Project Manager - Name Christy Gerdes			Project Manager - Title Haley Bench Secretary/Treasurer	
Project Manager - Phone 406-855-2479			Secondary Phone	
Project Manager - Email Address bugs2001rn@yahoo.com				
New	<p>Authorized Representative</p> <p>The Authorized Representative is the person who has legal authority to enter into an agreement with DNRC and will sign any agreement documents.</p> <p>DNRC utilizes the DocuSign electronic signature service for agreement execution. The Authorized Representative will receive any agreement for signature at the email address provided.</p>			
Authorized Representative - Name John Ostlund			Authorized Representative - Title BOCC Chair & County Fire Chief	
Authorized Representative - Phone 406-256-2701			Secondary Phone	
Authorized Representative Address PO Box 35000, Billings, MT 59107			Authorized Representative - Email jostlund@yellowstonecountymt.gov	
Name of Person Completing Application Christy Gerdes			Title Haley Bench Secretary/Treasurer	
Primary Phone 406-860-7142			Secondary Phone	
Email Address bugs2001rn@yahoo.com				

County and Fire Department Information

Are all fire service organizations contained within this application, organized, funded, and operated under Montana Code Annotated Title 7, Chapter 33?

Yes No

Please list the community's serviced by this application:

Haley Bench and Yellowstone County Mutual Aid

Is the County/Fire Department reporting all wildland fire occurrences on State or Private land to the local DNRC office?

Yes No

Does the County /Fire Department have an active Rural Fire Council or Chiefs Meeting? 6 times per year

Yes No

How often does the organization meet?

When was the County CWPP last updated (including a wildfire update to the County All-Hazard Mitigation Plan)?

2006 (currently being updated)

Has the County identified and mapped the Wildland Urban Interface?

Yes No

Fire Departments Participating and Requesting Funds Under This Application

Fire Department Name	FDID	Individual Project Cost Estimates (From Appendix A)	Appendix A and Appendix B Completed and Attached?
Haley Bench VFD	03071	29,599.85	Yes
County-Wide/Fire Department Estimated Total Project Costs\$		29,599.85	

Appendix A and Appendix B form must be included for each Department listed on this application.

Rural Fire Capacity Grant Application

Appendix A

Application Deadline: May 18, 2024

To be completed by any organization requesting RFC funds and attached to main application

Due to the USDA Forest Service purchase requirements and five-year monitoring process, the cost of a single item may not exceed \$4999.00 total

Fire Department Name Haley Bench VFD

Contact Name Rance Gerdes

Phone 406-860-7142

Email rgerdes57@gmail.com

Category	Eligible Cost-Share Item	Quantity	Unit Cost	Total Cost
Fire Equipment and Handtools	<i>(Please clearly circle items to be purchased)</i>			
	5 gal. Backpack Bladder Bags			
	Fire Rake / Collapsible Fire Rake			
	Fire Swatter / Fire Broom			
	(Hand tool) Shovel / McLeod/ Pulaski Tool	10	113.95	1139.50
	Chain Saws and Basic Saw Accessories			
	Fire Belt Weather Kit / Kestrel Weather Meters			
	Fusees / Drip Torch			
	GPS Units			
	Other (Fill in Item)			
Total \$				1139.50
Wildland Personal Protective Equipment	<i>(Please clearly circle items to be purchased)</i>			
	Nomex Shirts	10	177.5	1775.00
	Nomex Pants	15	237.00	3555.00
	Nomex Coveralls / Brush Coats			
	Nomex Neck Shrouds			
	Goggles / Safety Glasses (wildland fire safe)	10	43.95	439.50
	Gloves (wildland fire safe)			
	Helmets: (wildland fire safe)	10	59.75	597.50
	Headlamps (wildland fire safe)	15	108.99	1634.85
	Safety Equipment / Safety Vest / Earplugs			
	Chain Saw Chaps			
	Fire Packs / Web Gear			
	Radio Harness			
	New Generation Fire Shelters	8	605.00	4840.00
	Training Shelters			
	Gear Bags			
Other (Fill in Item)				
Total \$				12841.85
Communications Equipment	Base Radios <i>(Must be P25 Compliant)</i>	2	1700.00	3400.00
	Handheld/Programmable Radios <i>(Must be P25 Compliant)</i>			
	Mobile Radios <i>(Must be P25 Compliant)</i>			
	Pagers			
	Batteries (for radios)			
	Other <i>(Must be P25 Compliant)</i> (Fill in Item)			
Total \$				3400.00

Category	Eligible Cost-Share Item	Quantity	Unit Cost	Total Cost
Water Handling Equipment	Slide-In Fire Units	1	3068.00	3068.00
	Foam Units, Foam Mixers and/or Foam			
	Portable Tanks	1	3502.00	3502.00
	Portable Pumps	1	4389.00	4389.00
	Hoses, Not to Exceed 3" Diameter			
	Hose Reel			
	Nozzles and Fittings	10	125.95	1259.50
	Other (Fill in Item)			
Total \$				12218.50
Fire Training				
Total \$				
Organization and Planning				
Total \$				
Community Preparedness	FireWise Community Education and Outreach			
	Fuels Mitigation Equipment			
Total \$				
Totals	In-Kind Donation/Match (Time/Labor Calculated at \$26.48/hour)			
Total Project Cost \$				29599.85

Grant Request Narrative

Briefly describe the need for RFC grant assistance and how it will benefit this department:

Annual budget is roughly \$14,000 and that is not enough to cover everything that is needed to be safe, efficient, and effective. This grant will help us towards meeting those three objectives and keeping our communities safe.

Volunteer Fire Capacity Grant Application

Appendix B

Application Deadline: May 18, 2024

To be completed by any organization requesting VFC Funds and attached to main application---All responses subject to verification.

Fire Department Information						
Fire Dept. ID (FDID) 03071	Fire Department Name Haley Bench VFD					
Fire Department Mailing Address 2055 Squaw Creek Road						
City Huntley	State MT	Zip 59037	FD Phone	FD Website		
Fire Chief Name Rance Gerdes			Primary Phone 406-860-7142		Secondary Phone	
Email rgerdes57@gmail.com						
Name of Person Completing Application Christy Gerdes			Primary Phone 406-855-2479		Secondary Phone	
Email bugs2001rn@yahoo.com						
Population Served 100	Annual Operating Budget 14000	Funding Mechanisms <i>Tax / Fee / Donation / Other</i>		Number of Stations	ISO Rating	
Fire Response Information						
<i>Please list response statistics from the previous calendar year</i>						
# of Wildland Fires 14	# of Structure Fires	EMS Calls		Other	Mutual Aid Responses 3	
Does the Fire Department report all fires to the National Fire Incident Reporting System (NFIRS) as required by Montana Law (MCA 7-33-2201)?						
<input checked="" type="checkbox"/> Yes						
<input type="checkbox"/> No						
Is the Fire Department reporting all wildland fires to their County Firewarden and/or local DNRC Office?						
<input checked="" type="checkbox"/> Yes						
<input type="checkbox"/> No						
Department Personnel Information						
Total Department Personnel 30	Paid Staff 0	Part Paid/Combo Staff 0		Volunteer Staff 30	Auxiliary/Other Staff	
Is the Fire Department National Incident Management System (NIMS) Compliant?						
<input checked="" type="checkbox"/> Yes						
<input type="checkbox"/> No						
Department Equipment Information						
Wildland Engines 6	Structure Apparatus	Water Tenders 1	Command/Utility	Other	Mobile (Vehicle) Radios 5	Portable Radios 7

Continued the following page.

By signing this application, I acknowledge the following:

- I have reviewed this application in its entirety and the answers are accurate to the best of my knowledge.
- I have completed a detailed description and price quotes for the funds being requested.
- All fire organizations requesting funding have completed an **Appendix A** and **Appendix B** form and it has been included in this application package.
- The VFC grant is reimbursable. This means the fire department must pay the entire invoice for items purchased before submitting paperwork for reimbursement. Federal guidelines prohibit payment to the fire department without proof of the fire department expending funds on awarded items.
- I understand the deadline for reimbursement is **May 1, 2025**.
- If there is a change in leadership, all criteria and deadlines remain in place.
- Purchases must match the application request, Appendix A, otherwise the department will not be reimbursed.
- I understand that I cannot put in for items to be reimbursed unless the purchase date is after the date on the award.

SIGNATURES I hereby authorize the proposal for funding submitted for this Volunteer Fire Capacity Grant. I certify that, based on my personal knowledge, the information provided is accurate and true.

Project Manager

Signature: Christy Gerdes Date: 5/8/24

Print Name: Christy Gerdes

Title: Haley Bench Secretary/Treasurer

Email: bugs2001rn@yahoo.com

Authorized Representative

The Authorized Representative is the person who has legal authority to enter into an agreement with DNRC and will sign any agreement documents.

DNRC utilizes the DocuSign electronic signature service for agreement execution. The Authorized Representative will receive any agreement for signature at the email address provided.

Signature: _____ Date: _____

Print Name: _____

Title: _____

Email: _____

For DNRC Use
Date Received _____

Volunteer Fire Capacity Grant Application



Montana Department of Natural Resources
and Conservation
Fire Protection Bureau



Application Deadline: May 18, 2024

This application shall be completed by the County Fire Warden, Chairperson of the Rural Fire Council or Rural Fire Department, Authorized Representative. All responses subject to verification

Organization Information				
What is the OFFICIAL Name of the Organization Shepherd Volunteer Fire Department				
Address PO Box 1			Tax ID # 81-0303623	Active Registered UEI # KNCNNMGNY9F8
City Shepherd	State MT	Zip 59079	County Yellowstone	Website
New	Insurance Coverage Company PayneWest Insurance			
Project Manager - Name Philip Ehlers			Project Manager - Title Shepherd Fire Chief	
Project Manager - Phone 406-373-9005			Secondary Phone 406-671-5113	
Project Manager - Email Address svfdchief01@gmail.com				
New	<p>Authorized Representative</p> <p>The Authorized Representative is the person who has legal authority to enter into an agreement with DNRC and will sign any agreement documents.</p> <p>DNRC utilizes the DocuSign electronic signature service for agreement execution. The Authorized Representative will receive any agreement for signature at the email address provided.</p>			
Authorized Representative - Name John Ostlund			Authorized Representative - Title BOCC Chair & County Fire Chief	
Authorized Representative - Phone 406-256-2701			Secondary Phone	
Authorized Representative Address PO Box 35000, Billings, MT 59107			Authorized Representative - Email jostlund@yellowstonecountymt.gov	
Name of Person Completing Application Philip Ehlers			Title Shepherd Fire Chief	
Primary Phone 406-373-9005			Secondary Phone 406-671-5113	
Email Address svfdchief01@gmail.com				

County and Fire Department Information

Are all fire service organizations contained within this application, organized, funded, and operated under Montana Code Annotated Title 7, Chapter 33?

Yes No

Please list the community's serviced by this application:

Shepherd

Is the County/Fire Department reporting all wildland fire occurrences on State or Private land to the local DNRC office?

Yes No

Does the County /Fire Department have an active Rural Fire Council or Chiefs Meeting? Bi-monthly

Yes No

How often does the organization meet?

When was the County CWPP last updated (including a wildfire update to the County All-Hazard Mitigation Plan)?

2006 (currently being updated)

Has the County identified and mapped the Wildland Urban Interface?

Yes No

Fire Departments Participating and Requesting Funds Under This Application

Fire Department Name	FDID	Individual Project Cost Estimates (From Appendix A)	Appendix A and Appendix B Completed and Attached?
Shepherd Volunteer Fire Department	03031	10,245.00	Yes
County-Wide/Fire Department Estimated Total Project Costs\$		10,245.00	

Appendix A and Appendix B form must be included for each Department listed on this application.

Rural Fire Capacity Grant Application

Appendix A

Application Deadline: May 18, 2024

To be completed by any organization requesting RFC funds and attached to main application

Due to the USDA Forest Service purchase requirements and five-year monitoring process, the cost of a single item may not exceed \$4999.00 total

Fire Department Name Shepherd Volunteer Fire Dept
 Contact Name Philip Ehlers, Chief Phone 406-671-5113
 Email svfdchief01@gmail.com

Category	Eligible Cost-Share Item	Quantity	Unit Cost	Total Cost
Fire Equipment and Handtools	<i>(Please clearly circle items to be purchased)</i>			
	5 gal. Backpack Bladder Bags			
	Fire Rake / Collapsible Fire Rake			
	Fire Swatter / Fire Broom			
	(Hand tool) Shovel / McLeod/ Pulaski Tool			
	Chain Saws and Basic Saw Accessories			
	Fire Belt Weather Kit / Kestrel Weather Meters	1	\$225	\$225
	Fusees / Drip Torch			
	GPS Units	1	\$400	\$400
	Other (Fill in Item)			
			Total \$	\$625
Wildland Personal Protective Equipment	<i>(Please clearly circle items to be purchased)</i>			
	Nomex Shirts			
	Nomex Pants	\$500	\$500	\$2,500
	Nomex Coveralls / Brush Coats			
	Nomex Neck Shrouds			
	Goggles / Safety Glasses (wildland fire safe)			
	Gloves (wildland fire safe)			
	Helmets: (wildland fire safe)			
	Headlamps (wildland fire safe)			
	Safety Equipment / Safety Vest / Earplugs			
	Chain Saw Chaps			
	Fire Packs / Web Gear			
	Radio Harness			
	New Generation Fire Shelters	\$ 675	\$ 675	\$2,720
	Training Shelters			
Gear Bags				
Other (Fill in Item)				
			Total \$	\$5,220
Communications Equipment	Base Radios <i>(Must be P25 Compliant)</i>	\$1,100	\$1,100	\$4,400
	Handheld/Programmable Radios <i>(Must be P25 Compliant)</i>			
	Mobile Radios <i>(Must be P25 Compliant)</i>			
	Pagers			
	Batteries (for radios)			
	Other <i>(Must be P25 Compliant)</i> (Fill in Item)			
			Total \$	\$4,400

Category	Eligible Cost-Share Item	Quantity	Unit Cost	Total Cost
Water Handling Equipment	Slide-In Fire Units			
	Foam Units, Foam Mixers and/or Foam			
	Portable Tanks			
	Portable Pumps			
	Hoses, Not to Exceed 3" Diameter			
	Hose Reel			
	Nozzles and Fittings			
	Other (Fill in Item)			
			Total \$	
Fire Training				
			Total \$	
Organization and Planning				
			Total \$	
Community Preparedness	FireWise Community Education and Outreach			
	Fuels Mitigation Equipment			
			Total \$	
Totals	In-Kind Donation/Match (Time/Labor Calculated at \$26.48/hour)			
			Total Project Cost \$	\$10,245

Grant Request Narrative	
Briefly describe the need for RFC grant assistance and how it will benefit this department:	
<p>With the increase of our call volume and with equipment reaching expiration dates, the replacement costs have been steadily increasing. With the funds received we will be able to replace items and purchase more for our increasing number of volunteers.</p>	
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	

Volunteer Fire Capacity Grant Application

Appendix B

Application Deadline: May 18, 2024

To be completed by any organization requesting VFC Funds and attached to main application---All responses subject to verification.

Fire Department Information						
Fire Dept. ID (FDID) 03031	Fire Department Name Shepherd Volunteer Fire Department					
Fire Department Mailing Address P.O. Box 1						
City Shepherd	State MT	Zip 59079	FD Phone 406 373-9005	FD Website		
Fire Chief Name Philip Ehlers		Primary Phone 406 671-5113		Secondary Phone		
Email svfdchief01@gmail.com						
Name of Person Completing Application Philip Ehlers		Primary Phone 406 671-5113		Secondary Phone		
Email svfdchief01@gmail.com						
Population Served 6600	Annual Operating Budget \$185,000	Funding Mechanisms <i>Tax / Fee / Donation / Other</i>	Number of Stations 2	ISO Rating 6/9		
Fire Response Information						
<i>Please list response statistics from the previous calendar year</i>						
# of Wildland Fires 28	# of Structure Fires 11	EMS Calls 196	Other 80	Mutual Aid Responses 50		
Does the Fire Department report all fires to the National Fire Incident Reporting System (NFIRS) as required by Montana Law (MCA 7-33-2201)?						
<input checked="" type="checkbox"/> Yes						
<input type="checkbox"/> No						
Is the Fire Department reporting all wildland fires to their County Firewarden and/or local DNRC Office?						
<input checked="" type="checkbox"/> Yes						
<input type="checkbox"/> No						
Department Personnel Information						
Total Department Personnel 52	Paid Staff 2	Part Paid/Combo Staff	Volunteer Staff 50	Auxiliary/Other Staff		
Is the Fire Department National Incident Management System (NIMS) Compliant?						
<input checked="" type="checkbox"/> Yes						
<input type="checkbox"/> No						
Department Equipment Information						
Wildland Engines 6	Structure Apparatus 3	Water Tenders 4	Command/Utility 2	Other 3	Mobile (Vehicle) Radios 16	Portable Radios 50

Continued the following page.

By signing this application, I acknowledge the following:

- I have reviewed this application in its entirety and the answers are accurate to the best of my knowledge.
- I have completed a detailed description and price quotes for the funds being requested.
- All fire organizations requesting funding have completed an **Appendix A** and **Appendix B** form and it has been included in this application package.
- The VFC grant is reimbursable. This means the fire department must pay the entire invoice for items purchased before submitting paperwork for reimbursement. Federal guidelines prohibit payment to the fire department without proof of the fire department expending funds on awarded items.
- I understand the deadline for reimbursement is **May 1, 2025**.
- If there is a change in leadership, all criteria and deadlines remain in place.
- Purchases must match the application request, Appendix A, otherwise the department will not be reimbursed.
- I understand that I cannot put in for items to be reimbursed unless the purchase date is after the date on the award.

SIGNATURES I hereby authorize the proposal for funding submitted for this Volunteer Fire Capacity Grant. I certify that, based on my personal knowledge, the information provided is accurate and true.

Project Manager

Signature: Philip Ehlers Date: 29 Apr 24

Print Name: Philip Ehlers

Title: Shepherd VFD Chief

Email: svfdchief01@gmail.com

Authorized Representative

The Authorized Representative is the person who has legal authority to enter into an agreement with DNRC and will sign any agreement documents.

DNRC utilizes the DocuSign electronic signature service for agreement execution. The Authorized Representative will receive any agreement for signature at the email address provided.

Signature: _____ Date: _____

Print Name: _____

Title: _____

Email: _____

For DNRC Use
Date Received _____

Volunteer Fire Capacity Grant Application



Montana Department of Natural Resources
and Conservation
Fire Protection Bureau



Application Deadline: May 18, 2024

This application shall be completed by the County Fire Warden, Chairperson of the Rural Fire Council or Rural Fire Department, Authorized Representative. All responses subject to verification

Organization Information				
What is the OFFICIAL Name of the Organization Worden Fire Dept				
Address PO Box 369			Tax ID # 237050486	Active Registered UEI #
City WORDEN	State MT	Zip 59088	County YELLOWSTONE	Website
New	Insurance Coverage Company VFIS			
Project Manager - Name Lance Taylor			Project Manager - Title Worden Fire Chief	
Project Manager - Phone 406-967-2111			Secondary Phone 406-698-0494	
Project Manager - Email Address ltaylor@feiinc.com				
New	<p>Authorized Representative</p> <p>The Authorized Representative is the person who has legal authority to enter into an agreement with DNRC and will sign any agreement documents.</p> <p>DNRC utilizes the DocuSign electronic signature service for agreement execution. The Authorized Representative will receive any agreement for signature at the email address provided.</p>			
Authorized Representative - Name John Ostlund			Authorized Representative - Title BOCC Chair & County Fire Chief	
Authorized Representative - Phone 406-256-2701			Secondary Phone	
Authorized Representative Address PO Box 35000, Billings, MT 59107			Authorized Representative - Email jostlund@yellowstonecountymt.gov	
Name of Person Completing Application Lance Taylor			Title Worden Fire Chief	
Primary Phone 406-697-2111			Secondary Phone 406-698-0494	
Email Address ltaylor@feiinc.com				

County and Fire Department Information

Are all fire service organizations contained within this application, organized, funded, and operated under Montana Code Annotated Title 7, Chapter 33?

Yes No

Please list the community's serviced by this application:

WFD covers the communities of Huntley, Worden, Ballantine and Pompies Pillar. Approx 361,731 acres in Eastern Yellowstone county. From the Musselshell County line to the North to Big Horn County in the South.

Is the County/Fire Department reporting all wildland fire occurrences on State or Private land to the local DNRC office?

Yes No

Does the County /Fire Department have an active Rural Fire Council or Chiefs Meeting?

Yes No

How often does the organization meet?

When was the County CWPP last updated (including a wildfire update to the County All-Hazard Mitigation Plan)?

Has the County identified and mapped the Wildland Urban Interface?

Yes No

Fire Departments Participating and Requesting Funds Under This Application

Fire Department Name	FDID	Individual Project Cost Estimates (From Appendix A)	Appendix A and Appendix B Completed and Attached?
Worden Fire Department	03100	5,650.00	Yes
County-Wide/Fire Department Estimated Total Project Costs\$		5,650.00	

Appendix A and Appendix B form must be included for each Department listed on this application.

Rural Fire Capacity Grant Application

Appendix A

Application Deadline: May 18, 2024

To be completed by any organization requesting RFC funds and attached to main application

Due to the USDA Forest Service purchase requirements and five-year monitoring process, the cost of a single item may not exceed \$4999.00 total

Fire Department Name Worden Fire Dept
 Contact Name Lance Taylor Phone 406-967-2111
 Email ltaylor@feiinc.com

Category	Eligible Cost-Share Item	Quantity	Unit Cost	Total Cost
Fire Equipment and Handtools	<i>(Please clearly circle items to be purchased)</i>			
	5 gal. Backpack Bladder Bags			
	Fire Rake / Collapsible Fire Rake			
	Fire Swatter / Fire Broom			
	(Hand tool) Shovel / McLeod/ Pulaski Tool			
	Chain Saws and Basic Saw Accessories			
	Fire Belt Weather Kit / Kestrel Weather Meters			
	Fusees / Drip Torch			
	GPS Units			
	Other (Fill in Item)			
Total \$				
Wildland Personal Protective Equipment	<i>(Please clearly circle items to be purchased)</i>			
	Nomex Shirts			
	Nomex Pants			
	Nomex Coveralls / Brush Coats			
	Nomex Neck Shrouds			
	Goggles / Safety Glasses (wildland fire safe)			
	Gloves (wildland fire safe)			
	Helmets: (wildland fire safe)			
	Headlamps (wildland fire safe)			
	Safety Equipment / Safety Vest / Earplugs			
	Chain Saw Chaps			
	Fire Packs / Web Gear			
	Radio Harness			
	New Generation Fire Shelters	10	10	5650.00
	Training Shelters			
Gear Bags				
Other (Fill in Item)				
Total \$				5650.00
Communications Equipment	Base Radios <i>(Must be P25 Compliant)</i>			
	Handheld/Programmable Radios <i>(Must be P25 Compliant)</i>			
	Mobile Radios <i>(Must be P25 Compliant)</i>			
	Pagers			
	Batteries (for radios)			
	Other <i>(Must be P25 Compliant)</i> (Fill in Item)			
Total \$				

Volunteer Fire Capacity Grant Application

Appendix B

Application Deadline: May 18, 2024

To be completed by any organization requesting VFC Funds and attached to main application---All responses subject to verification.

Fire Department Information						
Fire Dept. ID (FDID) 03100	Fire Department Name Worden Fire Dept					
Fire Department Mailing Address Po Box 369						
City Worden	State Mt	Zip 59088	FD Phone 406-967-211	FD Website		
Fire Chief Name Lance Taylor		Primary Phone 406-967-2111		Secondary Phone 406-698-0494		
Email ltaylor@feiinc.com						
Name of Person Completing Application Lance Taylor			Primary Phone 406-967-2111		Secondary Phone 406-698-0494	
Email ltaylor@feiinc.com						
Population Served 6-7k	Annual Operating Budget 120,000	Funding Mechanisms <i>Tax / Fee / Donation / Other</i>		Number of Stations 3	ISO Rating 5	
Fire Response Information						
<i>Please list response statistics from the previous calendar year</i>						
# of Wildland Fires 53	# of Structure Fires 17	EMS Calls 168		Other 58	Mutual Aid Responses 7	
Does the Fire Department report all fires to the National Fire Incident Reporting System (NFIRS) as required by Montana Law (MCA 7-33-2201)?						
<input checked="" type="checkbox"/> Yes						
<input type="checkbox"/> No						
Is the Fire Department reporting all wildland fires to their County Firewarden and/or local DNRC Office?						
<input checked="" type="checkbox"/> Yes						
<input type="checkbox"/> No						
Department Personnel Information						
Total Department Personnel 26	Paid Staff 0	Part Paid/Combo Staff 0		Volunteer Staff 26	Auxiliary/Other Staff 1	
Is the Fire Department National Incident Management System (NIMS) Compliant?						
<input checked="" type="checkbox"/> Yes						
<input type="checkbox"/> No						
Department Equipment Information						
Wildland Engines 5	Structure Apparatus 3	Water Tenders 4	Command/Utility 0	Other 4	Mobile (Vehicle) Radios	Portable Radios 23

Continued the following page.

By signing this application, I acknowledge the following:

- I have reviewed this application in its entirety and the answers are accurate to the best of my knowledge.
- I have completed a detailed description and price quotes for the funds being requested.
- All fire organizations requesting funding have completed an **Appendix A** and **Appendix B** form and it has been included in this application package.
- The VFC grant is reimbursable. This means the fire department must pay the entire invoice for items purchased before submitting paperwork for reimbursement. Federal guidelines prohibit payment to the fire department without proof of the fire department expending funds on awarded items.
- I understand the deadline for reimbursement is **May 1, 2025**.
- If there is a change in leadership, all criteria and deadlines remain in place.
- Purchases must match the application request, Appendix A, otherwise the department will not be reimbursed.
- I understand that I cannot put in for items to be reimbursed unless the purchase date is after the date on the award.

SIGNATURES I hereby authorize the proposal for funding submitted for this Volunteer Fire Capacity Grant. I certify that, based on my personal knowledge, the information provided is accurate and true.

Project Manager

Signature: Lance Taylor Date: 4/16/2024

Print Name: Lance Taylor

Title: Worden Fire Chief

Email: ltaylor@feiinc.com

Authorized Representative

The Authorized Representative is the person who has legal authority to enter into an agreement with DNRC and will sign any agreement documents.

DNRC utilizes the DocuSign electronic signature service for agreement execution. The Authorized Representative will receive any agreement for signature at the email address provided.

Signature: _____ Date: _____

Print Name: _____

Title: _____

Email: _____

B.O.C.C. Regular

5. a.

Meeting Date: 05/14/2024

Title: MetraPark Recommendation of Award 4-H HVAC to Conditioned Air Systems

Submitted For: James Matteson, Purchasing Agent

Submitted By: James Matteson, Purchasing Agent

TOPIC:

MetraPark Recommendation of Award - 4-H HVAC Project to Conditioned Air Systems

BACKGROUND:

An Invitation to Bid for Bid was released on April 2nd, 2024 for replacement of the heating & ventilation units in the 4-H building on the MetraPark campus. A pre-bid meeting was held on April 18th, 2024 for all interested parties. Bids were due no later than 3:00 p.m April 29th, 2024, and opened on the April 30th, 2024 Board of County Commissioners regular Board meeting. 4 bids were received with Conditioned Air Systems, Inc. submitting the low bid of \$119,580.00. Con'eer Engineering reviewed the bids and recommends awarding the project to the low bidder Conditioned Air Systems.

RECOMMENDED ACTION:

Approve the recommendation and proceed to contract and return a copy to Finance

Attachments

Metra Recommendation of Award 4-H HVAC to Conditioned Air Systems



May 3, 2024

Yellowstone County
James Matteson, Purchasing
316 N. 26th Street
Billings MT 59101

RE: MetraPark
4-H Building HVAC
Con'eer #24011

Dear James:

After review of the bids received April 30, 2024, I am recommending that the Board accept the bid from Conditioned Air Systems, Inc., for the amount of \$119,580.00 (One Hundred Nineteen Thousand Five Hundred Eighty and 00/100) for the base bid.

Please contact me with any questions or concerns.

Thank you.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jeffrey A. Gruizenga', is written over a light blue circular stamp.

Jeffrey A. Gruizenga, PE

B.O.C.C. Regular

5. b.

Meeting Date: 05/14/2024

Title: MetraPark Request to Expend Ground Leveler Arena Drag

Submitted For: James Matteson, Purchasing Agent

Submitted By: James Matteson, Purchasing Agent

TOPIC:

MetraPark Request to Expend Ground Leveler Arena Drag

BACKGROUND:

MetraPark is requesting Commissioner's approval for the purchase of a ground leveler arena drag. The cost for the arena drag is \$9,350.00. The purchase was not anticipated or included in the FY24 budget, however, there is sufficient authority within the 5811.000.552.460442.940 - Metra Facilities Capital Outlay Equipment fund to facilitate the purchase.

RECOMMENDED ACTION:

Approve the request and return a copy to Finance

Attachments

Metra RTE Arena Groomer

B.O.C.C. Regular

5. c.

Meeting Date: 05/14/2024

Title: Huntley Project Museum FY24 PILT Request

Submitted For: Jennifer Jones, Finance Director Submitted By: Juli Bjornebo

TOPIC:

Huntley Project Museum FY24 PILT Request

BACKGROUND:

See Attachment

RECOMMENDED ACTION:

Discuss

Attachments

PILT Request



HUNTLEY PROJECT MUSEUM

770 Railroad Highway
P.O. Box 353 Huntley, Montana 59037

406.348.2533

email: huntleyprojectmuseum@gmail.com

5/2/2024

Honorable Commissioners,

Huntley Project Museum is requesting additional funding of \$7,545.00.

The museum is requesting the funds to purchase a lawn mower/lawn sweep. The museum maintains 10 ½ acres of which approximately 6 acres are mowed and maintained. The current mower that is in use is 10 years old and is due to be replaced.

Thank you for your consideration,

Neal Gunnels
Executive Director
Huntley Project Museum

Q U O T A T I O N

MEADOW GREEN
 1411 S 32nd West Street
 Billings, MT 59102
 Phone #: (406)248-9988

PHONE #:
 CELL #: (406)839-3302
 ALT. #:
 P.O. #:
 TERMS: Cash
 SALES TYPE: Quote

DATE: 4/30/2024
 ORDER #: 1348
 CUSTOMER #: 103609
 CP: Kayla
 LOCATION: 1
 STATUS: Active

BILL TO: 103609

HUNTLEY PROJECT MUSEUM
 770 RAILROAD HWY
 HUNTLEY, MT 59037 US

SHIP TO:

HUNTLEY PROJECT MUSEUM
 770 RAILROAD HWY
 HUNTLEY, MT 59037 US

MFR. PRODUCT NUMBER	DESCRIPTION	QTY	PRICE	NET	TOTAL
ARN 991287	ZT-HD 44" - 21.5hp Kawasaki FR651V, w/44" 7 Gauge Fabricated	1	\$7,188.00	\$7,188.00	\$7,188.00
ARN 891008	2-Bucket Powered Bagger, 6.3 Bushel Capacity - Fits Pro-Turn	1	\$1,599.00	\$1,599.00	\$1,599.00
**** DISC-SP	SALES PROMOTION	1	\$0.00	-\$1,582.00	(\$1,582.00)
ARN 79109200	KIT-44/48" BAGGER COMPLETION	1	\$160.00	\$160.00	\$160.00
ARN 79107800	KIT- HD BAGGER ATTACHMENT REAR	1	\$180.00	\$180.00	\$180.00

Prices reflected on this quote are valid for 30 days and while current supplies last. However, prices are subject to change if the program or promotion the prices were quoted under is no longer in effect.

SUBTOTAL:	\$7,545.00
TAX:	\$0.00
ORDER TOTAL:	\$7,545.00

Authorized By: _____

B.O.C.C. Regular

5. d.

Meeting Date: 05/14/2024

Title: Updated Travel Policy Resolution #24-86

Submitted By: Anna Ullom, Senior Accountant

TOPIC:

Updated Travel Policy

BACKGROUND:

Updated Travel Policy Res #24-86

RECOMMENDED ACTION:

Approve

Attachments

Travel Policy Resolution 24-86

YELLOWSTONE COUNTY TRAVEL POLICY

Policy #24-86

This policy supersedes any previous policy that affects travel expenditures. For the purpose of this policy, Elected Officials are those persons elected by the voters of Yellowstone County and Department Heads are those persons who are directly or indirectly accountable to the Board of County Commissioners. This policy does not grant any public officials more authority than is already granted through state law. The following travel policy must be adhered to by all County Departments.

A. Travel Authorization

Elected Officials and Department Heads are to approve all travel and training for employees within their budget authority.

1. Commissioners are to approve all in-state and out-of-state travel and training for BOCC appointed Department Heads. Department Heads are to request approval from the BOCC prior to any travel or training.
2. The payment of registration fees for virtual trainings and for training and conferences within Yellowstone County only require a requisition and invoice when submitted to the Purchasing Department.

B. Meals and Lodging

All County officials and employees shall be reimbursed for meals and lodging when they are away from their designated work area and engaged in official County business in accordance with the following provisions. Travel status is identified as the period beginning with departure time, either from the employee's work area or personal residence and ending upon the return to either the employee's work area or residence. No meal allowance will be allowed for those meals included in the conference or registration fees. Employees need to try to obtain lodging at hotels accepting the state rate/government rate. No lodging will be paid for at hotels within Yellowstone County.

1. Within the State of Montana.

- a. Reasonable and necessary lodging expenses will be reimbursed at cost. All claims for lodging expense reimbursement allowed under this section must be documented by an appropriate receipt.
- b. Meal allowance reimbursement shall be based on the BOCC approved per diem rates and must include an overnight stay.
 - 1) Breakfast is allowed if in continuous travel status for more than 3 hours between the hours of 12:01 a.m. and 10:00 a.m.
 - 2) Lunch is allowed if in continuous travel status for more than 3 hours between the hours of 10:01 a.m. and 3:00 p.m.

- 3) Dinner is allowed if in continuous travel status for more than 3 hours between the hours of 3:01 p.m. and 12:00 p.m.

2. Outside the State of Montana.

- a. Reasonable and necessary lodging expenses will be reimbursed at cost. All claims for lodging expense reimbursement allowed under this section must be documented by an appropriate receipt.
- b. Meal Allowance reimbursement shall be based on the BOCC approved per diem rates and must include an overnight stay.
 - 1) Breakfast is allowed if in a continuous travel status for more than 3 hours between the hours of 12:01 a.m. and 10:00 a.m.
 - 2) Lunch is allowed if in a continuous travel status for more than 3 hours between the hours of 10:01 a.m. and 3:00 p.m.
 - 3) Dinner is allowed if in a continuous travel status for more than 3 hours between the hours of 3:01 p.m. and 12:00 p.m.

C. Transportation.

Transportation expenses shall be the most economical in terms of direct cost to the County and to minimize the employee's time away from the office.

1. Common Carrier Fares.

- a. Actual fares paid for air, bus and train transportation will be reimbursed with appropriate receipts. First class will not be allowed, only coach or similar fare will be reimbursed. Fees incurred upgrading seats within coach are not permissible, unless receiving written justification from elected official/department head.
- b. All commercial air travel shall be by the least expensive service available. Trips shall be scheduled to avoid unnecessary back tracking and overlapping. Employees are urged to compare standard airline ticket costs to those available at a discounted rate if they stay over a Saturday night, in which case the County will reimburse the additional night(s), meals and lodging.

2. Other Modes of Transportation

- a. County Vehicles - It is the policy of Yellowstone County that Motor Pool vehicles be used for official travel whenever possible. Reservations for use of Motor Pool vehicles are to be made through Facilities. Departments using Motor Pool vehicles will be charged at the rate currently allowed by MCA 2-18-503. All gasoline, oil and repairs will be charged on County credit cards or

accounts whenever possible. All cards and receipts will be turned in to the Facilities office when vehicles are returned. Repairs and damage to Motor Pool vehicles caused by misuse may be charged back to the using department and could result in cancellation of Motor Pool privileges.

- b. Personal Vehicles - Use of personal vehicles will be reimbursed at the rate currently allowed under MCA 2-18-503. If travel exceeds 1,000 miles in a calendar month, the reimbursement rate will be at \$.03 per mile less for all miles over 1,000. No gasoline, oil or repairs shall be reimbursed or charged to the County. No mileage reimbursement will be made in excess of the most economical airfare to the same destination.
- c. The current mileage rate reimbursed will be based on the standard mileage rates issued by the IRS.
- d. Any County employee using a personally owned vehicle for County business must carry at least the minimum liability/property damage insurance required by law.
- e. Travel by private airplane shall be paid only if cost effective compared to other travel arrangements, with consideration being given to the best utilization of employee time. Reimbursement will be at the State allowed rate.
- f. Rental vehicles are an allowable expenditure if more economical than other modes of transportation. A receipt must be turned in when requesting reimbursement for rental vehicles. Purchase of rental insurance is required, after receiving authorization from the Finance Department prior to the trip to make sure that coverage is only for any physical damage to the auto.
- g. Taxi and ride share transportation costs associated with non-business-related activities such as for travel for meals, social events, and personal pleasure shall not be reimbursed without prior **Department Head or Elected Official approval.**

D. Other Expenses.

- 1. Reasonable amounts paid for necessary other expenses, such as luggage fees for up to two check-in suitcases, airport shuttles, taxi cabs, and ride-sharing are allowable but must be verified by receipts.
- 2. Receipts for incidental items such as curbside baggage handling and public transportation are not required if total amount does not exceed \$10.00 per trip.
- 3. Fines of any type will not be paid or reimbursed by the County.

4. In the event an employee chooses to be accompanied by a spouse or family member, the lodging invoice must bear a notation signed by an authorized representative of the hotel/motel as to the single room rate, including appropriate adjustment on tax.
5. A reasonable amount will be allowed for tips, with tips on shared rides not to exceed 20% of an authorized expense, with receipts provided for reimbursement. Per Diem rates include tips; therefore, tips are not reimbursed in addition to meal per diem rates.
6. Only trips to and from the hotel, airport, and place of work activity will be reimbursable. Additional business-related travel on the trip must be documented and may be submitted for reimbursement after the trip has been completed.

E. Reimbursement Procedures

1. Travel Requests must be submitted for all travel other than routine monthly reimbursements. Amounts spent in excess of the maximum allowable rates will not be reimbursed.
2. All travel claims must be signed by the appropriate **Department Head or Elected Official** and have conference brochures or meeting agendas attached.
3. Travel claims must be submitted in a timely manner. No claims more than 90 days old will be reimbursed.
4. Whenever outside agencies reimburse a County employee for travel or related costs, and when such travel or related costs were borne by the County, the employee shall be required to remit the payment to the County within 5 working days after receipt of reimbursement. Failure to do so may result in disciplinary and/or legal action against the employee.
5. Failure to provide receipts (except for meal per diem) may result in forfeiture of travel payments.

F. Travel Advances

1. Travel advances may be requested on the Travel Request form. Requests must be signed by the appropriate **Department Head or Elected Official**. Checks for travel advances will not be issued for less than \$100.00. Travel advances for less than that amount must be obtained from a petty cash fund. Travel advances must be submitted at least ten days before travel. Advances will not be given more than thirty days before travel. If petty cash funds are available, out-of-town mileage and/or per diem for less than \$100.00 can be paid in advance prior travel. Travel advances for \$100.00 or more will be paid by county check by submitting a requisition and the appropriate documentation to the Purchasing Department. A Travel Request Form must be submitted for either type of payment when funds are requested. Any undocumented expenses may be denied.
2. All advanced travel payments must be accounted for, with required receipts, to the Auditing Department within 5 working days of the employee's return. Any unused

advance must be paid back to Yellowstone County. Failure to do so may result in disciplinary and/or legal action against the employee. Failure to provide adequate accounting may result in denial of all future travel payments to the employees department until the travel advance is accounted for properly.

G. Other

1. When more than one employee of the County is traveling to the same destination on the same day every effort should be made to coordinate the activities, such as car-pooling.
2. If an employee's travel compensation is governed directly by State law, State law shall apply if there is any conflict with the County Travel Policy.
3. Travel paid from either federal or state grants and/or contracts requires prior approval by grantor agency under the terms and conditions of the grant or contract.

H. Business Meal Reimbursement

The following meals are reimbursable at actual cost and must provide a receipt and an attached description of meeting purpose.

1. The main purpose of the meal is the active conduct of business, and business is actually conducted during the meal period, and there is more than a general expectation of deriving income or some other specific business benefit at some future time.
2. Meals officially scheduled as part of a business conference or convention (for those meals where the employee is required to pay for the meal).

Approved this 14th day of May, 2024 effective May 14th 2024. The Board of County Commissioners reserves the right to modify, amend or alter this policy.

ATTEST:

Board of County Commissioners
Yellowstone County, Montana

John Ostlund, Chairman

Jeff Martin
Clerk and Recorder

Mark Morse, Member

Date

Donald W. Jones, Member

B.O.C.C. Regular

5. e.

Meeting Date: 05/14/2024

Title: Bond for Lost Warrant

Submitted By: Anna Ullom, Senior Accountant

TOPIC:

Bond for Lost Warrant

BACKGROUND:

Bond for Lost Warrant

RECOMMENDED ACTION:

Approve reissue

Attachments

Bond for Lost Warrant

BOND FOR LOST WARRANT

On March 12, 2024 Yellowstone County issued a warrant numbered 525563 to Shipton's Big R (Principal) in the amount of \$537.53. The warrant was drawn in payment of I#28630/2(Po#587131) & I#28650/2(PO#587104). Principal now attests that the warrant has been lost or destroyed, and it has undertaken a diligent search but has been unable to recover the warrant. Moreover, Principal has not received payment on the claim. Therefore, Principal has requested that Yellowstone County issue a duplicate warrant in the same sum of \$537.53 to replace the lost or destroyed warrant.

WHEREFORE, Principal agrees to indemnify and hold harmless Yellowstone County and its officers from all loss, costs, or damages incurred as a result of issuing the duplicate warrant, should Yellowstone County issue a duplicate warrant, and agrees to release any and all claims that principal may have against Yellowstone County now or in the future as related to payment of the above stated claim. Principal also agrees to pay to any person entitled to receive payment under the original warrant, as the lawful holder of the original warrant, all monies received upon the duplicate warrant.

Further, Principal agrees to bind itself, its heirs, assigns, executors, administrators, successors and assigns, jointly and severally, for twice the amount of the original warrant as required by M.C.A. 7-7-2104 (2), which is \$ 1,075.06 and may be enforced in the event the Principal cashes both the original warrant and the replacement warrant. In addition, Principal agrees to pay reasonable attorney's fees, and to cover all losses, damages, and other costs incurred by Yellowstone County in enforcing its rights under this bond.

Dana Fox

Principal Signature

PO Box 30447

Mailing Address for replacement check

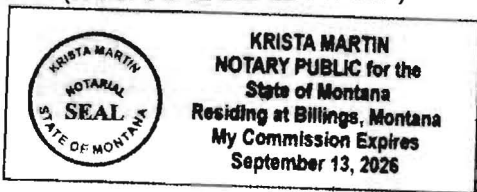
Billings MT 59107

City, State Zip

SUBSCRIBED AND SWORN to before me on 5-6-2024 by Dana Fox
Print Name of signer/principal(s)

Krista Martin
Notary Signature

(NOTARIAL SEAL/STAMP)



[Complete the following if not part of stamp]
Notary public for the State of MT
County of Yellowstone
Residing at Billings, MT
My Commission expires 9-13-2026

APPROVED:

Chair, Board of County Commissioners

Date

Replaced with warrant # _____ (completed by County)

4/27/23

B.O.C.C. Regular

5. f.

Meeting Date: 05/14/2024

Title: RTE for Facilities for a M18 Force Logic Press Tool

Submitted By: Teri Reitz, Board Clerk

TOPIC:

Facilities Request to Expend for a M18 Force Logic Press Tool

BACKGROUND:

See attached.

RECOMMENDED ACTION:

Approve.

Attachments

RTE for M18 Force Logic Pres Tool



Yellowstone County

Request to Expend

07/01/2021

This form is to be completed for all Capital outlay requests (a single item costing \$2,500.00 or more or a useful life of at least one year). Please attach all pertinent paperwork with price quotes, if available, and forward to the Purchasing Department with a completed Requisition. The Account Code numbers and budget balance lines must be completed by the requesting Department. Please use the most recent budget report to obtain this information. This date will be verified by the Finance Department. If the item(s) to be purchased are over the budgeted amount or were not budgeted, Commissioner approval is required prior to placing the order.

Item(s) Requested:

M18 Force Logic Press Tool

Cost: 3,829.00

Other Costs: _____

Less Trade-in / Discount _____

Net Cost of Request 3,829.00

Explanation of Purchase

With this, we can make our own repairs on smaller pipes, due to the long wait time with plumbers coming in to fix leaks and charging us each time they come out. Plenty of budget leftover this year to make the purchase.

Department

Elected Official or Department Manager

Budget Information

COMMISSIONER ACTION

Account Numbers: 1000.000.145.411200.360

Approved: YES ___ NO ___

Budget Balance: 98,286.64

Tabled: _____

Is this a budgeted item? No

Date: _____

Finance Note: _____

Votes: YES NO

Chairperson _____

Member _____

Member _____

5/10/24

Purchasing Agent

Date

Anna Ullom

From: Tim Kaczmarek
Sent: Thursday, May 9, 2024 2:31 PM
To: Anna Ullom
Subject: RTE

Follow Up Flag: Follow up
Flag Status: Flagged

Anna,
This is the tool I am looking at purchasing. They are \$3,829.00

(37)



Write

a review

Our M18™ FORCE LOGIC™ Press Tool with ONE-KEY™ with 1/2"-2" CTS Jaws is the industry's first press tool with remote tracking, management, and lockout and is the smallest, most intelligent press tool on the market. The state-of-the-art press tool features an in-line design and brushless motor, enabling more run-time per charge and faster cycle times while being significantly smaller and nearly 20% lighter than the leading competitor. Like all MILWAUKEE® press tools, the in-line design with a forward hand position unlocks your ability to press with one hand and will fit nearly anywhere you can fit your arm. Equipped with REDLINK™ electronics, the cordless press tool also provides the highest level of press accuracy and reliability available in the industry. Auto-cycle ensures a full press every time and the pre-press battery check prevents the tool from starting a press it can't complete. This press tool is ONE-KEY™ enabled, logging, and uploading data from every press for retrieval via the ONE-KEY™ desktop or mobile app. This allows for performance monitoring and provides you peace of mind in quality connections. With 1/2" to 4" capacity and compatibility with over 20 unique fitting systems, the plumbing press tool is a comprehensive press solution for plumbers and mechanical contractors. In addition to the press tool, this kit includes two M18™ REDLITHIUM™ CP2.0 battery packs, 1/2 in., 3/4 in., 1 in., 1 1/4 in., 1 1/2 in., and 2 in. jaws, and a carrying case.

Tim Kaczmarek

B.O.C.C. Regular

Meeting Date: 05/14/2024

Title: Notice of Assessing Credit Card Fees for Certain Transactions at MetraPark

Submitted For: Kevan Bryan, OMB Director

Submitted By: Kevan Bryan, OMB Director

TOPIC:

Notice of Assessing Credit Card Fees for Certain Transactions at MetraPark

BACKGROUND:

Pursuant to Resolution 19-86, MetraPark intends to begin assessing the County adopted 2.5% for credit card usage for fair entry fees, event deposits, settlement payments and fair market vendor payments.

Due to reduced usage of credit cards through our current credit card vendor, which began when we started processing event tickets through the AXS system in August of 2022, our combined rate that we now pay approximates 3.41%. Assessing the 2.50% fee will allow us to recapture about \$6300 per year of the estimated \$8600 in fees we pay.

With this latest rate from our vendor, we will be exploring other options for card use.

RECOMMENDED ACTION:

Approval

B.O.C.C. Regular

7. a.

Meeting Date: 05/14/2024

Title: Recommendation of Award for Public Works Asphalt Compactor

Submitted For: Tim Miller, Public Works Director

Submitted By: Tim Miller, Public Works Director

TOPIC:

Recommendation of Award to Torgerson's for Public Works Asphalt Compactor

BACKGROUND:

The Public Works Department has received formal bids for an asphalt compactor and has reviewed the bids submitted.

RECOMMENDED ACTION:

The Public Works Department recommends awarding the bid for the new asphalt compactor to the low bid submitted by Torgerson's for the purchase price of \$50,760.00

Attachments

Bids

YELLOWSTONE COUNTY BID TABULATION FORM

Department: Public Works

Date: Tuesday May 7, 2024

Project: Asphalt Compactor

Vendor Name	Bid Bond	Lump Sum	Trade In Value	Net Cost	Estimated Delivery Date
Tractor and Equipment Company PO Box 30158, Billings, MT 59107	X	\$72,775.00	\$12,200.00	\$60,575.00	11/30/24 or Before
RDO Equipment Company 5221 Midland Road, Billings, MT 59101	X	\$87,916.80	\$17,000.00	\$70,916.80	60 Days
RDO Equipment Company 5221 Midland Road, Billings, MT 59101	X	\$83,727.20	\$17,000.00	\$66,727.20	60 Days
Torgerson's 1728 Old Hardin Road, Billings, MT 59101	X	\$69,000.00	\$18,240.00	\$50,760.00	In Stock

B.O.C.C. Regular

7. b.

Meeting Date: 05/14/2024

Title: MOU with Croell Inc for the Reconstruction of a portion of Old Hardin Rd

Submitted For: Tim Miller, Public Works Director

Submitted By: Tim Miller, Public Works Director

TOPIC:

MOU with Croell Inc. for the Reconstruction of a Portion of Old Hardin Road

BACKGROUND:

Croell Inc. has recently started gravel mining operations that use Old Hardin Rd as access to their gravel mine. There is a portion of Old Hardin Rd that is unable to handle the additional truck traffic. Croelln Inc. and the County are entering into an MOU to share the cost of rebuilding the portion of Old ardin Rd that is failing.

RECOMMENDED ACTION:

Approve the MOU

Attachments

MOU

2024

Old Hardin Rd Reconstruction PROJECT
MEMORANDUM OF UNDERSTANDING (MOU)
Between the Croell Inc. and Yellowstone County

SECTION I: PARTIES

This Memorandum of Understanding (MOU), has been made and entered into by Yellowstone County, (County), and Croell Inc.

SECTION II: PURPOSE

To rebuild a portion of Old Hardin Road from the intersection of Old Montana Road to Vista Ridge Trail that is not able to carry the heavy volume of truck traffic that is being generated from Croell Inc's new mining operation at the end of Old Hardin Road. A general map of the project is shown as Exhibit A. Croell Inc. and the County agree via this MOU to contribute their proportionate share of this Project.

SECTION III: RESPONSIBILITIES

Croell Inc.'s Responsibilities:

Croell Inc. shall supply the county with approximately 3,000 cubic yards of bank (pit run) gravel and approximately 1,000 cubic yards of base course (1 ½" minus) gravel for the reconstruction of a portion of Old Hardin Road. Croell will also provide loading the material supplied to the County.

County's Responsibilities:

The County will haul and place the gravel supplied by Croell Inc. on the portion of Old Hardin Road to be reconstructed. Upon completion of the gravel placement the County will provide and place approximately 1,500 cubic yards of recycled asphalt creating a hard surfaced road.

SECTION IV: INDEMNIFICATION

The Croell Inc. agrees to hold harmless and indemnify the County from and against all claims, losses damages, or liability, resulting from the negligence of Croell Inc. or its employees and agents in the performance of this MOU.

The County agrees to hold harmless and indemnify Croell Inc. from and against all claims, losses damages, or liability, resulting from the negligence of Croell Inc. or its employees and agents in the performance of this MOU.

SECTION V: MISCELLANEOUS

Any claims or disputes arising out of this MOU, its performance that is not disposed of by agreement of the parties, shall be submitted to mediation for resolution of the disagreement. If mediation fails the dispute shall be submitted to arbitration before a single arbitrator according to the rules and practices of the American Arbitration Association and the findings of the arbitrator shall be binding on all parties to this MOU. Any costs associated with medication and arbitration shall be born equally by both parties.

SECTION VI: TERMINATION AND DURATION

Both parties are bound by the terms of this MOU until the Project is completed and the Project has been closed out. The Project will end when the Project has been closed out.

BM GM West Croell Inc.

Authorized Representative
Croell Inc.
3530 Coulson Rd Billings Mt 59101

John Ostlund
Chairman
Yellowstone Board of County Commissioner

May 9 2024
Date

Date

B.O.C.C. Regular

7. c.

Meeting Date: 05/14/2024

Title: Yellowstone County's response to the Request for Speed Humps

Submitted For: Tim Miller, Public Works Director

Submitted By: Tim Miller, Public Works Director

TOPIC:

Yellowstone County's Response to the Request for Speed Humps

BACKGROUND:

The County has received a request for the installation of speed humps on public roads this letter addresses this request.

RECOMMENDED ACTION:

Approve the letter

Attachments

52nd Black Rock

Letter Regarding Speed Humps

August 10, 2023

Mr. Tim Miller
Yellowstone County
PO Box 35024
Billings, MT 59107

Reference: Yellowstone County – Traffic Engineering Services
Task Order No. 11 – Black Rock Estates Speed Study
Project No. 21001.11

Dear Tim:

The purpose of this letter is to summarize the results of the neighborhood traffic study evaluating traffic and pedestrian safety within Black Rock Estates north of Central Avenue in Yellowstone County. The Public Works Department has received numerous complaints about safety concerns within the subdivision due to travel speeds and an increase of vehicular traffic due to local development and connectivity to the neighboring Vintage Estates Subdivision. Previously, the County installed speed limit signs on all entrances to the neighborhood which has not alleviated the concerns from the public. As such, the purpose of this study is to evaluate conditions and operations of these roads and intersections to provide recommendations to mitigate the speeding and increase safety for pedestrians.

Existing Conditions

Black Rock Estates sits north of Central Avenue and approximately 1.5 miles west of Shiloh Road in Billings, Montana. The neighborhood is comprised of Pavestone Trail, Moonstone Lane, Evening Shadow Lane, and 52nd Street West. The 2018 Billings Urban Area Long Range Transportation Plan (Amended in 2020) identifies 52nd Street as a Collector and all others as Local Streets. The speed limit is 25 mph on all roads within the subdivision. Other than an



Figure 1: Existing stop sign and S-Curve alignment

existing stop sign on Pavestone Trail at 52nd Street, none of the intersections are stop controlled. Twenty-five miles per hour speed limit signs with “ALL STREETS” supplementary plaques are posted at every entrance to the neighborhood. Pavestone Trail and Moonstone Lane have an “S-curve” style horizontal alignment throughout. Moonstone Lane is a dead-end street with minimal traffic. Evening Shadow Lane is planned for a connection to the future subdivision to the west

traffic. Evening Shadow Lane is planned for a connection to the future subdivision to the west and ends at 52nd Street West. 52nd Street is primarily straight with one S-curve in the middle and one at the north end of the neighborhood near the intersection with Pavestone Trail. Hazelnut, Sweet William, and Coneflower Avenues provide connections to the Wells Garden Estates Subdivision to the east along the south end of 52nd Street West. The entire neighborhood is flat and generally the southern half has been built out. The north half is primarily vacant lots. Sidewalks and trails run throughout with well-manicured grass lawns separating them from the roads (on the developed lots). See the attached Exhibits 1 and 2 for an overview of the neighborhood including its relation to the broader transportation system and the locations of existing signage within the neighborhood.

Notably, the S-curves along Pavestone Trail and 52nd Street West serve to break up the line of sight for drivers, naturally providing a traffic calming effect along that street. The manicured boulevards within the developed portion of the subdivision encourage on-street parking which has resulted in a few cars parking on the roadway. This provides an additional traffic calming effect throughout the developed portion of the neighborhood. The north halves of Pavestone Trail and 52nd Street West within Black Rock Estates currently have neither of those traffic calming features. The vacant lots create a feeling of inactivity from both pedestrian and homeowner traffic. Due to the more direct connectivity to subdivisions to the north and the Collector designation, 52nd Street West carries higher traffic volumes than the other streets and may warrant a higher level of mitigation than the local streets adjacent to it.

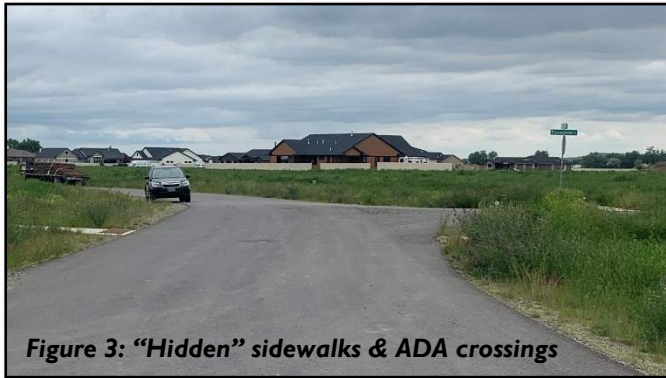
Site Visit & Field Observations

Sanderson Stewart performed a site visit on June 21, 2023 to observe existing traffic conditions and determine any critical field observations. The following notes/observations were made in respect to traffic impacts:

Construction Traffic Parking: As development is continuing on multiple lots – particularly on 52nd Street West – the construction crews' vehicles and equipment are having a direct impact on the surrounding streets. Large delivery trucks and crew equipment are being parked along the subdivision's streets which impacts the visibility for residential traffic. The larger vehicles oftentimes extend into the street and create a narrow street passing that eliminates the ability for opposing traffic to pass side-by-side and requires one driver to merge to the other. While this may help slow speeds in the immediate vicinity of the constriction, the limited visibility creates a safety concern.



Figure 2: Construction Traffic Parking impacts



Weed/Vision Obstructions: The developers of Black Rock Subdivision have done an admirable job installing sidewalks throughout the majority of the subdivision – even within the undeveloped portions of the subdivision. However, it is very difficult to see the sidewalks – and more importantly, the sidewalk crossings – due to the extreme overgrowth of weeds in the undeveloped portions of the subdivision surrounding these sidewalks

and crossings. The lack of visibility of pedestrian facilities is likely contributing to drivers lack of awareness of pedestrians and presence of residential activities.

Traffic Data

Yellowstone County Public Works Department provided traffic count and speed data at three locations within Black Rock Estates. Exhibit 3 and Table 1 display the summarized data.

Table 1: Existing Traffic Data

Location	Dates Collected	Average Daily Traffic (vpd)	Average Speed (mph)	85 th Percentile Speed (mph)
Pavestone – N. of Evening Shadow	7/19/23 – 7/27/23	208	19	24
Pavestone – N. of Evening Shadow	7/19/23 – 7/27/23	199	21	27
52 nd – N. of Evening Shadow	7/19/23 – 7/27/23	469	26	31
52 nd – S. of Sweet William	7/19/23 – 7/27/23	610	27	31

As shown, the prevailing traffic speeds along Pavestone Trail are consistent with the intended and posted speed limit and the traffic volumes are low. No further action is required for the traffic along Pavestone Trail. The traffic along 52nd Street West is higher both in volume and prevailing traffic speeds. The higher volumes are due the connectivity between Grand and Central Avenues through the Vintage Estates Subdivision to the north. As 52nd Street West is classified as a Collector, the increased traffic volumes are expected. The increased connectivity is likely resulting in the higher prevailing traffic speeds and can be mitigated accordingly.

Mitigation Alternatives

As shown in the preceding traffic data analysis, the prevailing traffic speeds are slightly higher than the posted speed limits along 52nd Street West. There are a variety of mitigation

Mr. Tim Miller
August 10, 2023
Page 4

alternatives that could be used to decrease the prevailing traffic speeds and help with potential pedestrian and vehicular conflicts. These alternatives include:

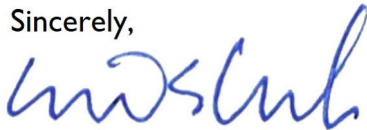
1. Continued maintenance of overgrown vegetation – particularly in the empty lots along the northern end of the subdivision
2. Installation of a stop sign on the north leg of the intersection of Pavestone Trail with Beringer Way
3. Installation of pedestrian warning signs and crosswalks at ADA ramp locations (mailbox clusters at 52nd Street West & Pavestone Trail, intersections of Pavestone Trail with 52nd Street West, Beringer Way, and Evening Shadow Lane, and 52nd Street West with Evening Shadow Lane)
4. Dynamic speed feedback signs along 52nd Street West
5. Rectangular rapid flashing beacons (RRFBs) can be utilized in select crosswalk locations as development continues and pedestrian activity increases

Conclusions & Recommendations

Any one of the mitigation alternatives will improve the pedestrian and traffic safety within the Black Rock Estates subdivision. It is our recommendation that mitigation alternatives 1 – 3 listed above be implemented as staff time is available. This would require the installation of signing and striping as detailed in the previous section and the attached Exhibits 4 – 8 and requirements of the Manual of Uniform Traffic Control Devices. The dynamic speed signs in the fourth alternative can be added at a later date if it is determined that additional mitigation is needed. As the subdivision continues to develop, traffic (both pedestrian and vehicular) will increase and may require a RRFB to be installed at select crosswalks. However, until the development occurs, it may be difficult to predict which crossing locations will necessitate the RRFBs.

Please feel free to contact me at 406/869-3320 or eclaunch@sandersonstewart.com if you have any questions or would like to discuss this further.

Sincerely,



Erin S. Claunch, PE, PTOE
Director of Public Infrastructure Division/Senior Engineer

ESC/hl

Enc.

P:21108.11_Black_Rock_Estates_Traffic_Report_080923

BLACKROCK ESTATES SPEED STUDY

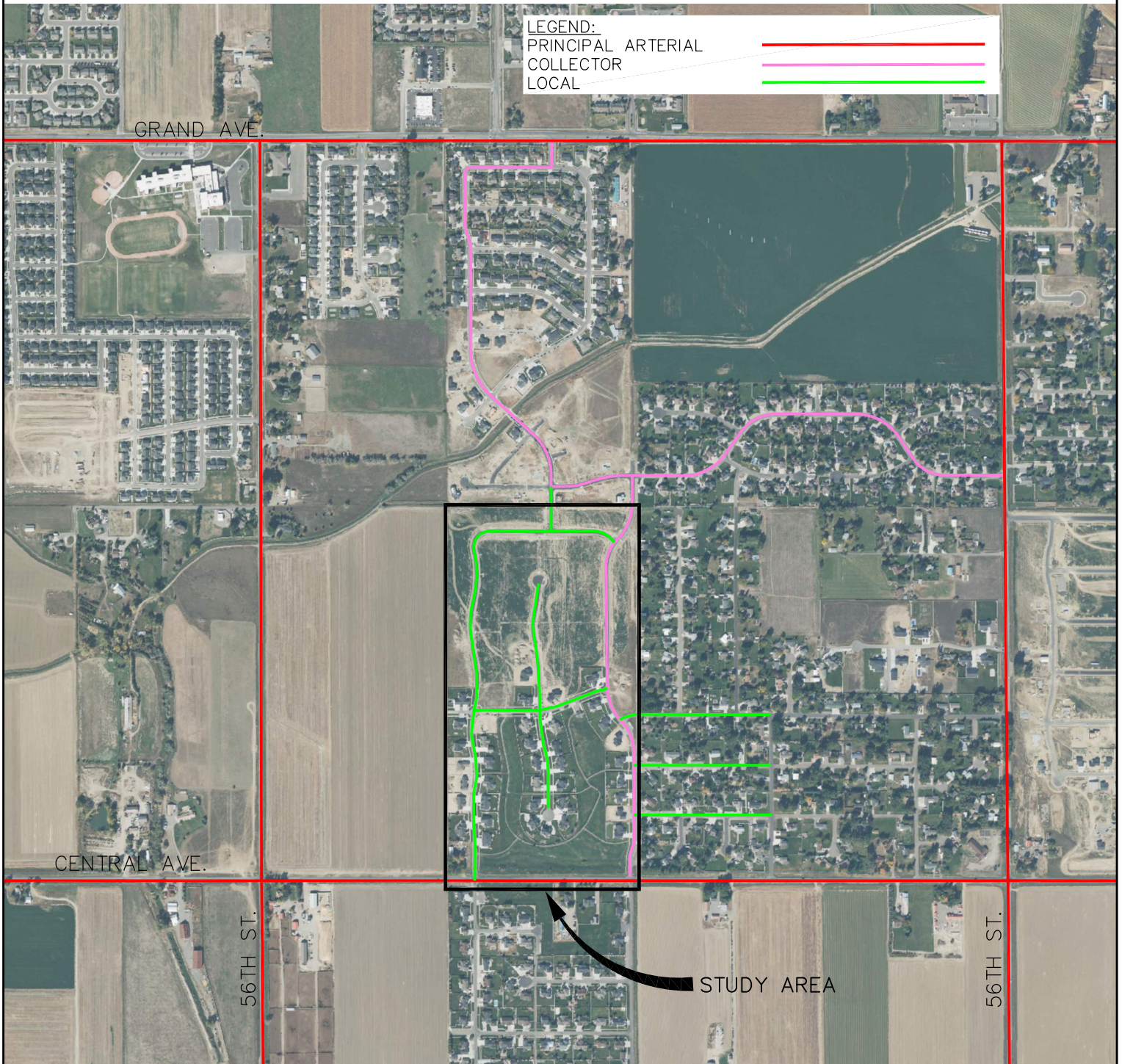
EXHIBIT 1 – VICINITY MAP

PREPARED FOR : YELLOWSTONE COUNTY

PREPARED BY : **SANDERSON STEWART** 

AUGUST, 2023

BILLINGS, MONTANA



SCALE: 1" = 1000'

BLACKROCK ESTATES SPEED STUDY

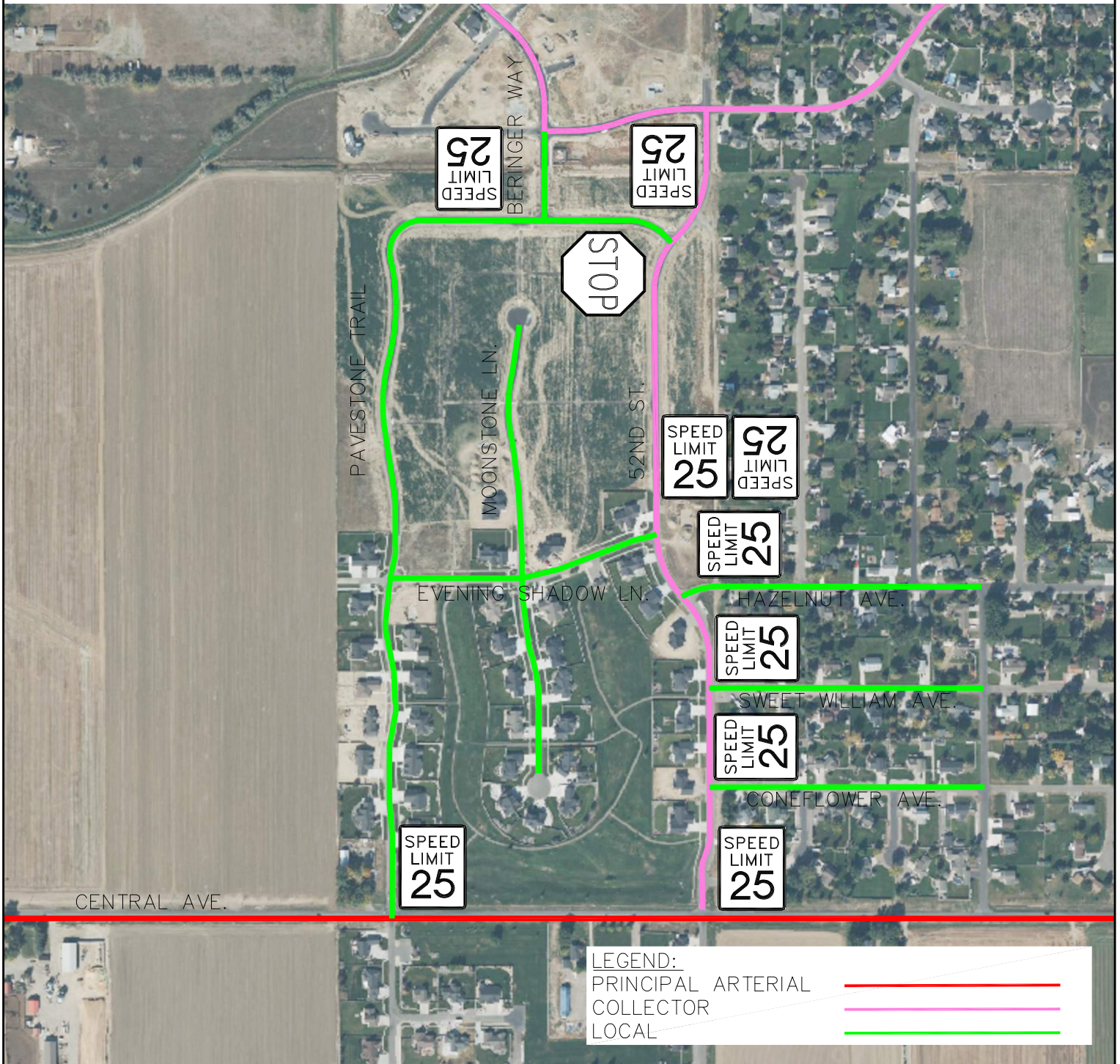
EXHIBIT 2 – SITE OVERVIEW

PREPARED FOR : YELLOWSTONE COUNTY

PREPARED BY : **SANDERSON STEWART**

AUGUST, 2023

BILLINGS, MONTANA



CENTRAL AVE.

SPEED LIMIT 25

SPEED LIMIT 25

SPEED LIMIT 25

SPEED LIMIT 25

SPEED LIMIT 25

SPEED LIMIT 25

SPEED LIMIT 25

STOP

SPEED LIMIT 25

SPEED LIMIT 25



SCALE:1:500000

LEGEND:
PRINCIPAL ARTERIAL
COLLECTOR
LOCAL

BLACKROCK ESTATES SPEED STUDY

EXHIBIT 3 – VOLUME/SPEED STUDY ANALYSIS

PREPARED FOR : YELLOWSTONE COUNTY

PREPARED BY : **SANDERSON STEWART** 

AUGUST, 2023

BILLINGS, MONTANA



SCALE:1:500000

BLACKROCK ESTATES SPEED STUDY

EXHIBIT 4 – RECOMMENDED IMPROVEMENTS (FIG. 1 OF 5)

PREPARED FOR : YELLOWSTONE COUNTY

PREPARED BY : **SANDERSON STEWART** 

AUGUST, 2023

BILLINGS, MONTANA



SCALE: 1" = 100'

BLACKROCK ESTATES SPEED STUDY

EXHIBIT 5 – RECOMMENDED IMPROVEMENTS (FIG. 2 OF 5)

PREPARED FOR : YELLOWSTONE COUNTY

PREPARED BY : **SANDERSON STEWART** 

AUGUST, 2023

BILLINGS, MONTANA



SCALE: 1" = 100'

BLACKROCK ESTATES SPEED STUDY

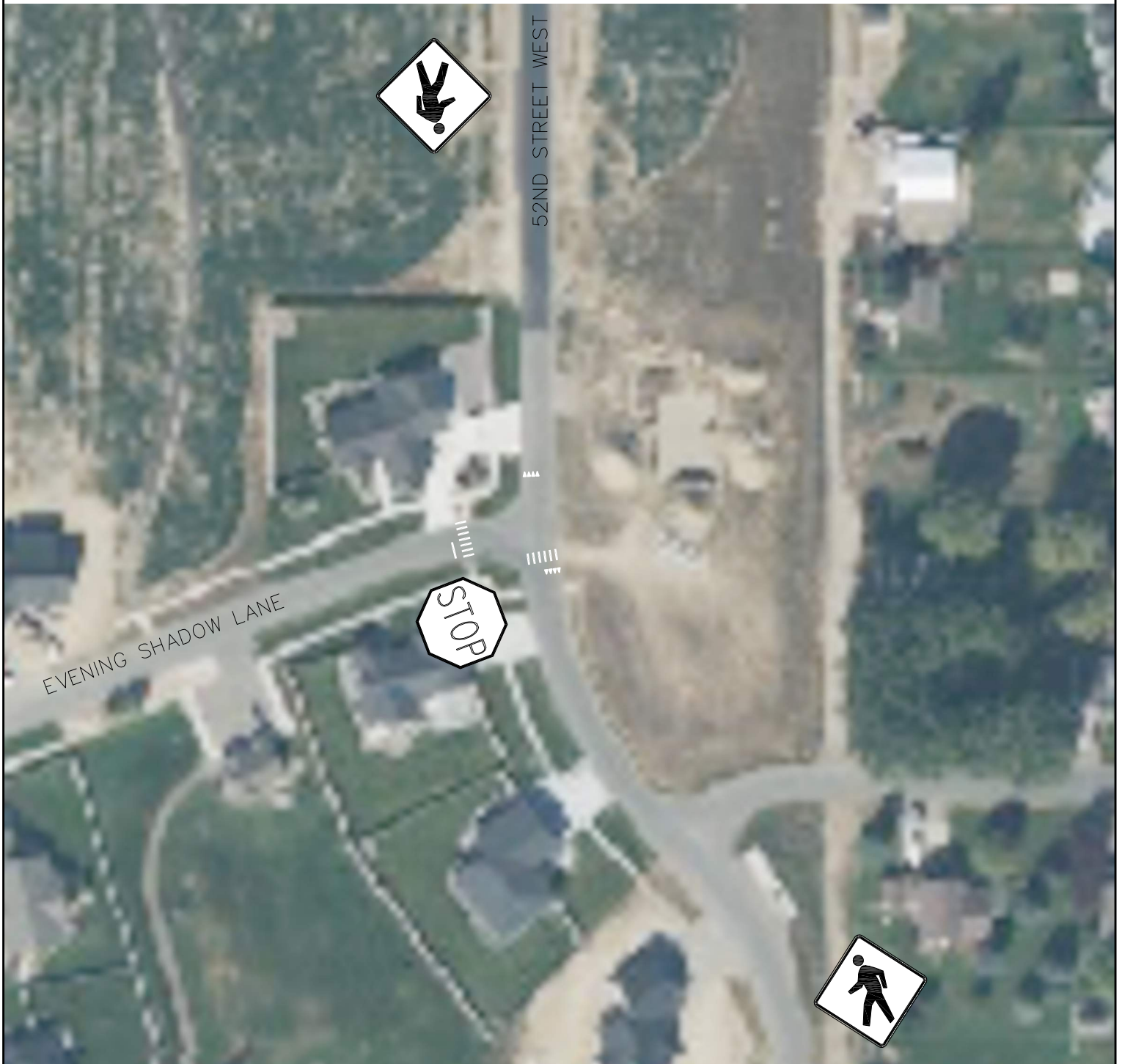
EXHIBIT 6 – RECOMMENDED IMPROVEMENTS (FIG. 3 OF 5)

PREPARED FOR : YELLOWSTONE COUNTY

PREPARED BY : **SANDERSON STEWART** 

AUGUST, 2023

BILLINGS, MONTANA



SCALE: 1" = 100'

BLACKROCK ESTATES SPEED STUDY

EXHIBIT 7 – RECOMMENDED IMPROVEMENTS (FIG. 4 OF 5)

PREPARED FOR : YELLOWSTONE COUNTY

PREPARED BY : **SANDERSON STEWART** 

AUGUST, 2023

BILLINGS, MONTANA



SCALE: 1" = 100'

BLACKROCK ESTATES SPEED STUDY

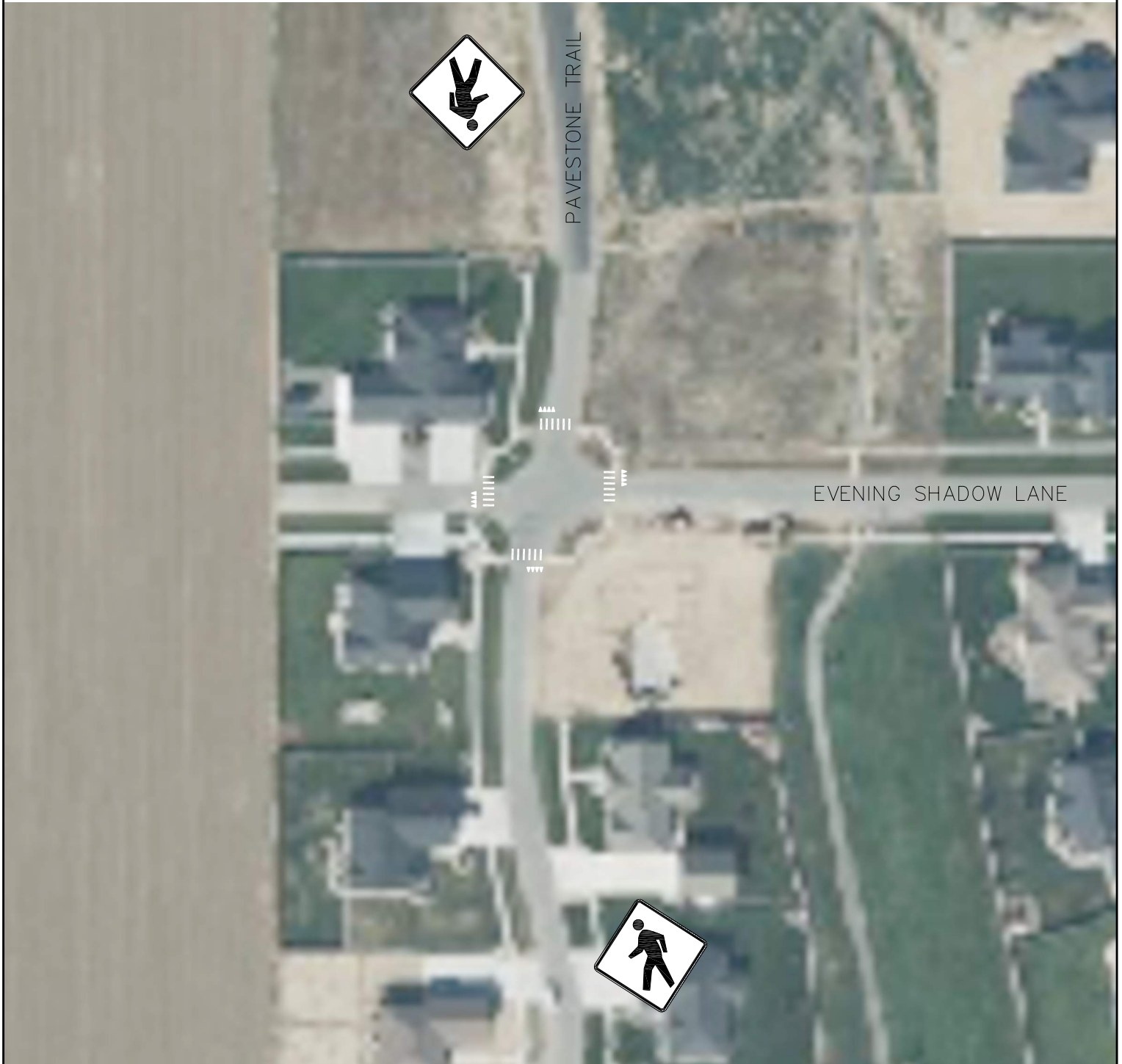
EXHIBIT 8 – RECOMMENDED IMPROVEMENTS (FIG. 5 OF 5)

PREPARED FOR : YELLOWSTONE COUNTY

PREPARED BY : **SANDERSON STEWART** 

AUGUST, 2023

BILLINGS, MONTANA



SCALE: 1" = 100'

Yellowstone County



COMMISSIONERS
(406) 256-2701
(406) 256-2777 (FAX)

P.O. Box 35000
Billings, MT 59107-5000
bocc@yellowstonecountymt.gov

Re: *Black Rock Estates – Safety Measures*

We are in receipt of your emails dated March 26, 2024 and May 8, 2024 regarding your additional requests that speed humps be installed in the Black Rocks Estate Neighborhood. As discussed in previous communications, Yellowstone County has conducted multiple traffic studies, and previously retained Sanderson Stewart, an engineering firm, to conduct a comprehensive safety assessment for the neighborhood.¹

Upon review of the findings provided by Sanderson Stewart, it has been recommended that alternative safety measures be considered at this time, rather than the installation of speed humps. Specifically, the Sanderson Stewart Report has identified several actions deemed more suitable to address the safety concerns within the area:

1. Improving sight distances through vegetation maintenance;
2. Installation of a stop sign at the intersection of Pavestone Trail and Beringer Way;
3. Pedestrian Warning Signs and Crosswalks potentially at the following locations:
 - a. the intersection of Pavestone Trail & 52nd Street West;
 - b. the intersection of Pavestone Trail and Beringer Way;
 - c. the intersection of Pavestone Trail and Evening Shadow Lane; and
 - d. the intersection of 52nd Street West with Evening Shadow Lane.
4. The use of dynamic speed feedback signs along 52nd Street West; and
5. The use of rapid flashing beacons at crosswalk locations.

The County believes that some or all of these options would be effective in addressing the safety concerns you have raised. The Sanderson Stewart Report has recommended implementing the first three measures initially, with a subsequent evaluation to identify any further safety requirements. It is also important to note that the installation of speed humps is unprecedented on similar roads within the county.

¹ The Sanderson Stewart Study, dated August 10, 2023, is attached.

If you believe that your neighborhood would like to implement some or all of the measures outlined above, the Public Works Department can send out a survey ballot to the residents. This survey ballot will outline the different options, along with projected costs, allowing the neighborhood to vote on what improvements they would like to have if any. If more than 50% approve of the expenditures, Public Works will arrange for the improvements.

Please do not hesitate to contact the County with any additional questions or concerns.

Sincerely,

John Ostlund, Chairman
Yellowstone County Commissioner

Date _____

Mark Morse, Member
Yellowstone County Commissioner

Donald W. Jones, Member
Yellowstone County Commissioner

Attachment: Sanderson Stewart Study

B.O.C.C. Regular

Meeting Date: 05/14/2024

Title: Medical Services Contract

Submitted By: Teri Reitz, Board Clerk

TOPIC:

Medical Services Contract with Flex Family Health PLLC for Youth Services Center

BACKGROUND:

See attached.

RECOMMENDED ACTION:

Approve.

Attachments

Flex Family Health Agreement

Medical Services Contract

This is an agreement by and between the **Flex Family Health PLLC**, hereinafter referred to as **the Provider**, and **YELLOWSTONE COUNTY YOUTH SERVICES CENTER**, hereinafter referred to as **YCYSC**, for the provision of professional medical services. Whereas the parties agree as follows:

I. Both parties agree that the Provider shall furnish the following medical services for youths in custody at the Yellowstone County Youth Services Center:

a. Shelter Care Facility

Sick Call Clinics twice weekly provided by Nurse Practitioner

- Childhood complaints & screening
- Quarterly medication record review
- Blood draws, urine collection and other testing procedures on-site as medically indicated
- Medical re-checks and follow-up
- Medication continuation of existing prescriptions
- Documentation of medical services in youth charts

b. Detention Facility

Nurse Practitioner Clinics twice weekly

- Childhood complaints & screening
- Quarterly medication record review
- Blood draws, urine collection and other testing procedures on-site as medically indicated
- Placement physicals at additional charge
- Medication continuation or revision
- Review and determine medically necessary follow-up on medical screenings conducted at intake at the request of staff
- Documentation of medical services in youth charts

c. Administrative Medical Services

- Serve as Medical Director for the Facility
- Annual written medical policy and procedure
- Quarterly meetings between Medical Director and Facility Director. May be conducted via telephone and memorialized in email.
- Review medical incidents with YSC Director and provide recommendations as indicated
- On-call telephone consultation with YSC Director regarding urgent medical issues

- II. Both parties agree that the medical services provided by the Provider will meet the professional requirements of the position for which they are contracted and that they are duly licensed as providers by the State of Montana and maintain current DEA registration. Copies of current Montana State licenses and DEA registrations of the physicians shall be supplied to YCYSC upon request.
- III. Both parties agree that YCYSC will determine the youths who require medical services and schedule them for care at the Youth Services Center.
- V. Both parties agree that this Contract is personal as to the parties and may not be transferred or assigned in any matter.
- VI. Both parties agree that nothing in this Contract shall be construed as prohibiting the YCYSC from contracting with other agencies or organizations to provide professional medical services in any manner or setting which are not in conflict with the policies and procedures of the Provider.
- VII. Both parties agree for the purposes of this Contract, Cole Whitmoyer and Valarie Weber, Director of Yellowstone County Youth Services Center, will be the authorized contact person for YCYSC.

PROVIDER

- I. The Provider shall be responsible for handling any required laboratory tests, obtaining and recording the results. Provider shall communicate the results of the

laboratory tests to the authorized contact person at YCYSC within a reasonable period of time as mutually agreed upon by the parties.

II. The Provider shall:

- provide the YCYSC with a billing for all costs at the end of each month of service.
- Comply with HIPPA and any applicable health care regulations.
- Submit to background checks in accordance with licensing requirements.

YCYSC

- I. YCYSC will give providers a complete orientation to the Youth Services Center's operations and policies.
- II. YCYSC agrees to process payment for YCCHD billing on a monthly basis.
- III. Will maintain an adequate supply of medical supplies as jointly determined by the provider and the YSC Director.

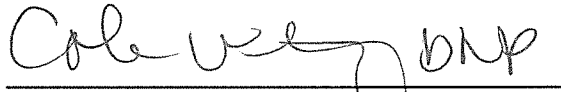
INDEMNIFICATION

- I. Professional liability insurance coverage will be provided for YCCHD at the Youth Services Center under the YCCHD policy.
- II. Each party shall indemnify and hold the other harmless from and against any and all liabilities, losses, damages, actions, suits, proceedings, claims, demands, assessments, fines, penalties, fees, judgments, costs, expenses, and attorney fees of every nature and kind which a party may incur, directly or indirectly, at any time relating to or arising from the services a party provides under this Contract.
- III. YCYSC shall be bound by and comply with all applicable Compliance Plans of the YCCHD as prescribed by the Office of the Inspector General.
- IV. YCCHD and YCYSC shall be bound by and comply with all Federal Equal Employment Opportunity laws and amendments which prohibit discrimination in employment on the basis of race, religion, color, sex or national origin.

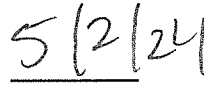
TERMS OF AGREEMENT

- I. YCYSC will pay a fee of \$1250.00 per month, upon receipt of monthly invoice.
- II. Any laboratory tests required shall be an extra charge above the standard rate billed to YCYSC on a cost basis. Placement physicals shall be billed at \$100 each.

- III. This Contract shall be for a period of two years commencing on the date of execution, unless formally cancelled in accordance with section IV. Any modifications of this Contract shall be in writing and signed by both parties.
- IV. This Contract may be canceled or terminated by either of the parties without cause; however, the party seeking to terminate or cancel this Contract must give written notice of its intention to do so to the other party at least forty five (45) days prior to the effective day of cancellation or termination.
- III. Each party agrees to pay the other any costs or expenses, including reasonable attorney fees, incurred by the prevailing party for attempts to enforce the covenants of the Contract.
- IV. This constitutes the entire Contract between the parties. No other conditions are implied or intended.



Flex Family Health PLLC



Date

Chair, Yellowstone County Board of County Commissioners **Date**

B.O.C.C. Regular

9. a.

Meeting Date: 05/14/2024

Title: Adjustment to the Facilities Superintendent Pay Grade

Submitted By: Teri Reitz, Board Clerk

TOPIC:

Adjustment to the Facilities Superintendent Pay Grade

BACKGROUND:

See attached.

RECOMMENDED ACTION:

Approve.

Attachments

Adjustment to the Facilities Superintendent Pay Grade

Yellowstone County



HUMAN RESOURCES

(406) 256-2705
(406) 254-7908 (fax)
P.O. Box 35041
Billings, MT 59107-5041

To: Yellowstone Board of County Commissioners

From: Dwight Vigness, H.R. Director on behalf of
Yellowstone County Hay Evaluation Committee
Tim Miller, LynnDee Schmidt, Jeff Martin, Dwight Vigness, and Val Weber

Date: May 14, 2024

Re: Adjustment to the Facilities Superintendent pay grade

A handwritten signature in cursive script, appearing to read 'D. Vigness', is written over the 'From:' line.

In March 2024 the HAY Evaluation Committee recommended a grade I for the new Facilities Director position at Metra Park. After reviewing the knowledge, problem solving and accountability of the county-wide Facilities Superintendent, currently a grade H, it is recommended that the Facilities Superintendent position be moved to a grade J.

Supervises and coordinates activities of workers engaged in maintaining and repairing physical structures and utility systems of buildings and maintaining grounds at the Yellowstone County Court House, Detention Facility, Youth Services Center, Western Heritage Museum, Sheriff's Office, Miller Bldg., and Yellowstone County Museum.

Recommendation of the HAY Evaluation Committee:

Title	Grade	Range
Facilities Superintendent	J	\$71K – 83K - \$100K

Commissioner's Action

	Approved	Not Approved
John Ostlund, Chair	___	___
Donald W. Jones, Member	___	___
Mark Morse, Member	___	___

Copy: HAY Evaluation Committee
Jennifer Jones, Finance Director

B.O.C.C. Regular

9. b.

Meeting Date: 05/14/2024

Title: Class Specification for Facilities Superintendent

Submitted By: Teri Reitz, Board Clerk

TOPIC:

Classification Specification for Facilities Superintendent

BACKGROUND:

See attached.

RECOMMENDED ACTION:

Approve.

Attachments

Classification Specification for Facilities Superintendent

Yellowstone County Class Specification

Class Title	Facilities Superintendent
Class Code Number	6020
Grade	J
FLSA	Exempt
EEO Function	Financial Administration (1)
EEO Category	Officials and Administrators (1)
Date	January 2007

Job Summary

Supervises and coordinates activities of workers engaged in maintaining and repairing physical structures and utility systems of buildings and maintaining grounds at the Yellowstone County Court House, Detention Facility, Youth Services Center, Western Heritage Museum, Sheriff's Office, Miller Bldg., and Yellowstone County Museum. Works closely with architects and builders; plans the utilization of space and facilities for the Yellowstone County courthouse; does related work as required.

Distinguishing Class Features

Responsible supervisory work that manages the construction and repair projects and maintenance programs for County facilities, buildings and grounds. The nature of the work performed requires that an employee in this class establish and maintain close cooperative working relationships with the Election/Facilities Director, the BOCC, Emergency Services Director, department heads, supervisors, private contractors, other county employees and the public. Because the work at the Detention Facility and Youth Detention is performed in proximity with persons charged with misdemeanor and felony offenses, the work involves an element of personal danger.

Essential Job Duties and Responsibilities

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions, which may be found in positions of this class.)

- Organizes, coordinates and directs the maintenance, construction and repair of Yellowstone County's buildings, grounds and equipment;
- Responsible to ensure buildings are maintained by developing preventative maintenance plans;
- Prepares specifications and evaluates quotes and plans from architects and contractors;
- Coordinates construction contracts activities with BOCC, departments, architects, engineers and contractors;
- Prepares, participates and /or monitors construction budgets;
- Plans utilization of space and facilities consistent with BOCC guidelines to enhance organizational efficiency within available funds;
- Reviews real estate contracts for compliance with specifications and suitability for occupancy;
- Inspects buildings and office areas to evaluate air circulation, lighting, location and size;
- Directs workers engaged in ground maintenance activities such as mowing lawns, disposing of leaves and snow removal;
- Approves usage of the Courthouse Park;

- Monitors County owned parking lot, curiosity parking criteria and eligibility;
- Performs inspections and accompanies inspectors reviewing fire codes, boiler operation, insurance coverage, safety issues and forwards recommendation to the BOCC;
- Responsible for supervision of buildings and grounds staff;
- Orders and maintains parts and supplies inventory;
- Responsible for the custodial maintenance contract.

Required Knowledge and Abilities

Knowledge and understanding of:

- Building codes and regulations;
- Construction methods and procedures;
- Maintenance operations, procedures and equipment;
- Structural concepts, HVAC, electrical, plumbing and mechanical systems;
- Detention facility security, control and locking systems;
- Preventative and equipment maintenance programs;
- Supervisory principles and practices;
- Safety rules, procedures and practices;
- Governmental code of fair practices;
- Word processing software.

Skill to:

- Draw design layouts;
- Inspect completed work;
- Read blueprints and schematics;
- Teach and encourage others to learn new practices and procedures to accomplish work objectives.

Ability to:

- Diagnose and develop solutions for complex construction or mechanical problems;
- To respond with accuracy and speed under pressures of time and deadlines;
- Develop bid proposals and review specifications;
- Communicate effectively at all levels of the organization;
- Organize, prioritize, supervise and evaluate the work of others;
- Speak clearly and persuasively in positive or negative situations;
- Write clearly and informatively, varying writing style to meet needs;
- Read and interpret written information;
- Observe safety and security procedures;
- Promptly respond and handle difficult or emotional complaints from the public;
- Work within an approved budget by developing and implementing cost saving measures and conserving organizational resources;
- Establish and maintain effective working relationships with other County employees, supervisory personnel, subordinate staff, contractors and the general public;
- Operate a personal computer using word processing, spreadsheet and database applications appropriate to assigned duties;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Perform a wide variety of supervisory and construction management tasks with accuracy and speed under the pressure of time-sensitive deadlines;
- Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Meet challenges with resourcefulness through original thinking and creativity.

Reporting Relationships

Supervision is exercised over the work of the Facilities Engineers, Assistant Facilities Superintendent and support position. Liaison with the seasonal county cemetery employee.

The Facilities Superintendent reports to the Elections/Facilities Director.

Decision-making Authority:

Decisions made include specifying the material needed to do the jobs; how to do a job to ensure that design and code criteria are followed; assigning and scheduling building maintenance workers to do jobs; the design of remodeling or construction projects; hire, train, and supervise employees and conducting performance appraisals of staff; approving annual or sick leave requests; expending budget dollars for materials and supplies; and ordering supplies and materials.

Decisions referred include the major purchase of equipment; major remodeling projects; when to bring in contractors to complete the project; recommendations regarding staff changes and disciplinary actions; budget adjustments; and changes in policies or procedures.

Challenges and Problems:

Challenge to balance the space demands of departments with available budget and countywide efficiency; to respond timely to breakdowns; effectively supervise a work force; coordinate the budget for and requisition materials and tools; coordinate work with another agency; receive materials on time and schedule around back ordered materials; train personnel; prepare job assignments; coordinate schedules with contractors; properly prioritize jobs; select the correct materials and staff to do an assignment; deal with personnel problems and conflicts.

Typical problems include meeting the day to day needs of the facility while still completing scheduled improvements; preparing materials list needed to maintain facilities; meeting deadlines; planning future maintenance work to avoid crisis and shutting down systems to make emergency repairs while creating the least possible inconvenience for the users of the system.

Minimum Qualifications

Education/Experience/Training:

- Bachelor's degree in Facility Management, Business Administration, Engineering, or closely related degree, and three (3) years' experience in maintenance and repair of buildings and equipment, including supervisory experience; **or**
- Associate degree in industrial arts, Mechanical or Electrical trades, Facility Management, Business Administration, Engineering, or closely related degree; and five (5) years' experience in the maintenance and repair of buildings and equipment, including supervisory experience; **or**
- Any equivalent combination of education and experience totaling seven (7) years.

Desired Qualifications:

- Experience in a maintenance supervisory position beneficial.
- Experience with HVAC systems, building management systems, OSHA regulations, plumbing and electrical systems preferred;
- Experience in negotiating maintenance and construction contracts, interaction with management personnel of all levels desired;

Certifications:

- Low Pressure Boiler license issued by the State of Montana;
- Valid Driver's License issued by the State of Montana.

Essential Physical Abilities

Essential Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Clarity of speech and hearing that permits the employee to communicate well with elected officials, department heads, supervisors, employees, contractors and the general public;
- Specific vision abilities required by this job include close and far vision, the ability to adjust focus while operating computers and viewing into monitors, to read paper documents, to operate power tools, check electronic circuitry and repair a variety of structures and operate motor vehicles;
- Manual dexterity that permits the employee to operate power tools, weld and solder, repair a variety of structures and general office equipment, operate a personal computer, construction drawings, transport materials, files and equipment;
- Personal mobility that permits the employee to work in cramped and confined spaces, shovel snow, move construction materials to job sites; enter, operate and exit vehicles; to inspect construction and maintenance projects, sites and equipment;
- The employee frequently is required to sit and reach with hands and arms; occasionally required to stand, stoop, crouch, kneel, climb or crawl.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is most generally performed in an office environment;
- Job inspections are performed outdoors, in nearly every type of climate and weather condition;
- The employee is occasionally exposed to wet and/or humid conditions; fumes or airborne particles; and vibration;
- The noise level in the work environment varies from moderate to sporadically loud.

Accepted - Board of County Commissioners

Date Stamp
March 27, 2007

Amended – Grade change and updated experience

May 8, 2024

B.O.C.C. Regular

9. c.

Meeting Date: 05/14/2024

Title: PARS

Submitted By: Teri Reitz, Board Clerk

TOPIC:

PERSONNEL ACTION REPORTS - Public Works - 1 Appointment; **Detention Facility** - 1 Appointment; **County Attorney** - 1 Termination; **Youth Services** - 1 Termination

BACKGROUND:

See attached.

RECOMMENDED ACTION:

Approve.

Attachments

PARS

Employer logo

MAY 06 2024

Hire/Personnel Action Form

Employee Information

Employee
Alicia Lipke

Hire Information

Position Details	Hire Req#	Job Type
Equipment Operator I (D/E) (4020)	202300176	Full-Time Regular
Person ID	Job Class	Pay Rate
57488954	Equipment Operator I (D/E)	\$21.03
Department	Job Class#	HireDate
Public Works	4020	5/6/24
Division		
Road		

Comments

2110.401.430200.111 Replaces Taylor Escene 100%

Approvals

HUMAN RESOURCES	DWIGHT VIGNESS	5/6/24 11:08 AM
FINANCE	JENNIFER JONES	5/6/24 11:10 AM

Commissioners Action
Approve Disapprove

Chair



Member



Member



MAY 07 2024

Employer logo

Hire/Personnel Action Form

Employee Information

Employee
Jared Stanley

Hire Information

Position Details	Hire Req#	Job Type
Detention Officer (D) (5090)	202300007	Full-Time Regular
Person ID	Job Class	Pay Rate
45643970	Detention Officer (D)	\$23.48
Department	Job Class#	HireDate
Sheriff's Office	5090	5/20/24



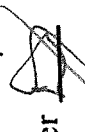
Comments

Funding: 2300.136.420200.111 @ 100%
replaces: Clark,K

Approvals

HUMAN RESOURCES	DWIGHT VIGNESS	5/7/24 3:33 PM
FINANCE	JENNIFER JONES	5/7/24 4:04 PM

Commissioners Action
Approve Disapprove

Chair		_____
Member		_____
Member		_____

Hire/Personnel Action Form

MAY 06 2024

Employee Information

Employee
Logan McIsaac

Hire Information

Position Details	Hire Req#	Job Type
Project Manager (I) (4044)	202300179	Full-Time Regular
Person ID	Job Class	Pay Rate
57545391	Project Manager (I)	\$83,000.00
Department	Job Class#	HireDate
Public Works	4044	6/10/24
Division		
Bridge		




Comments

Salary is higher than advertised but approved per BOCC members Morse and Ostlund. Funding is provided via account 2110.401.430200.111

Approvals

HUMAN RESOURCES	DWIGHT VIGNESS	5/6/24 9:35 AM
FINANCE	JENNIFER JONES	5/6/24 9:38 AM

Commissioners Action
Approve Disapprove

Chair		_____
Member		_____
Member		_____

MAY 06 2024

YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT

Section 1

Section 1 is to be completed by the initiating department for recommended personnel changes

Name: Theresa Grantham Effective Date: 3/15/24
Current Title: Victory Witness Gr. F Salary \$ 24.22
Title Change: _____ Gr. _____ Salary \$ _____

Check as Applicable:

Regular Full Time: _____ New Hire: _____
Regular Part Time: _____ Rehire: _____
Temp Full Time: _____ Termination:
Temp Part Time: _____ Promotion: _____
Seasonal Hire: _____ Transfer: _____
Replaces position Name: _____ Demotion: _____
New Budgeted Position: _____

Other: _____ Reclassification: _____

Funding: 2301-122-41100 - 111 Percent 100 New Account _____
Percent _____ Split Account _____

[Signature]
Elected Official/Department Head Date 5/1/24

Section 2

Human Resources:

Finance:

Note: _____
Director [Signature] Date 5-3-24

Note: _____
Director [Signature] Date 5.6.24

H.R. Comments:

Commissioner's Action
Approve _____ Disapprove _____

Chair [Signature] _____
Member [Signature] _____
Member [Signature] _____

Date entered in payroll _____
Clerk & Recorder - original
Human Resources - canary
Auditor - pink
Department - goldenrod

MAY 06 2024

YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT

Section 1

Section 1 is to be completed by the initiating department for recommended personnel changes

Name: Valerie Weber Effective Date: 5/15/24
Current Title: Director Gr. K Salary \$ 51,24
Title Change: _____ Gr. _____ Salary \$ _____

Check as Applicable:

Regular Full Time: _____ New Hire: _____
Regular Part Time: _____ Rehire: _____
Temp Full Time: _____ Termination: X
Temp Part Time: _____ Promotion: _____
Seasonal Hire: _____ Transfer: _____
Replaces position _____ Demotion: _____
Name _____
New Budgeted Position _____

Other: Retiring Reclassification: _____

Funding: 2399 - 235 - 470250 - 111 Percent 100% New Account _____
Percent _____ Split Account _____

Mary L. Snyder 5/3/24
Elected Official/Department Head Date

Section 2

Human Resources:

Note: _____
Shyginis 5-3-24 _____
Director Date

Finance:

Note: _____
Full payroll 5.6.24 _____
Director Date

H.R. Comments:

Commissioner's Action
Approve _____ Disapprove _____

Chair [Signature] _____
Member MM _____
Member [Signature] _____

Date entered in payroll _____
Clerk & Recorder - original _____
Human Resources - canary _____
Auditor - pink _____
Department - goldenrod _____

B.O.C.C. Regular

Meeting Date: 05/14/2024

Title: Payroll Audit

Submitted By: Teri Reitz, Board Clerk

TOPIC:

Payroll Audit April 16 to April 30, 2024

BACKGROUND:

See attached.

RECOMMENDED ACTION:

Place to file.

Attachments

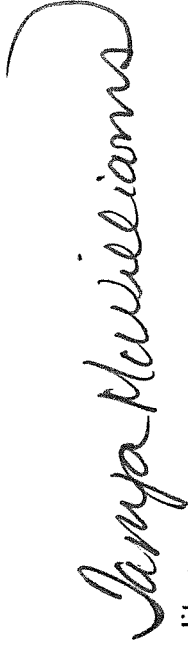
Payroll Audit

RECEIVED

MAY 06 2024

PAYROLL AUDIT
April 16 to April 30, 2024

YELLOWSTONE COUNTY
CLERK AND RECORDER



Date: 5/6/2024

To: Board of County Commissioners

From: Tanya McWilliams, Deputy Auditor

From my office's review of the above referenced payroll, the findings are noted below:

Date	Employee Name	Department	Finding
5/6/24	Connaghan, Elizabeth	Elections	Hourly rate s/b \$17.00 per PAR
5/6/24	Kringen, Nicole	YSC	6 hrs overtime funding s/b 2399.235.420250.120

B.O.C.C. Regular

Meeting Date: 05/14/2024

Title: Detailed Cash Investment Report April 2024

Submitted By: Teri Reitz, Board Clerk

TOPIC:

Detailed Cash Investment Report April 2024

BACKGROUND:

See attached.

RECOMMENDED ACTION:

Place to file.

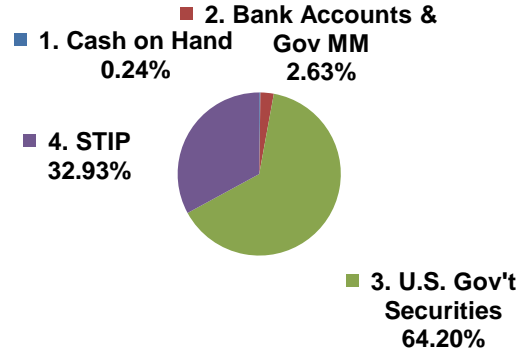
Attachments

Detailed Cash Investment Report

**YELLOWSTONE COUNTY INVESTMENT POOL
 DETAILED CASH INVESTMENT REPORT
 April, 2024**

MONTH-END PORTFOLIO MIX

Investment Pool



INVESTMENT TYPE	AMOUNT	%	INTEREST RATE
1. Cash on Hand	677,866.81	0.24%	N/A
2. Bank Accounts & Gov MM	7,379,563.33	2.63%	Varies
3. U.S. Gov't Securities	180,150,348.94	64.20%	.53 - 6.0%
4. STIP	92,390,785.91	32.93%	5.382%
TOTAL	280,598,564.99	100.00%	

	# OF DAYS	INTEREST EARNED	AVERAGE INVESTABLE CASH	YIELD
July-23	31	941,027	281,913,169	3.93%
August-23	31	890,365	266,625,901	3.93%
September-23	30	926,587	252,288,462	4.47%
October-23	31	641,946	239,467,106	3.16%
November-23	30	934,684	299,482,374	3.80%
December-23	31	1,255,615	350,553,325	4.22%
January-24	31	1,170,108	322,399,420	4.27%
February-24	29	1,017,321	305,883,826	4.19%
March-24	31	1,050,191	295,362,747	4.19%
April-24	30	996,819	285,536,194	4.25%
May-24	31	0	0	#DIV/0!
June-24	30	0	0	#DIV/0!
TOTAL Y-T-D	366	9,824,663	241,627,906	4.07% YTD AVE

YELLOWSTONE COUNTY INVESTMENT POOL
INVESTMENT NARRATIVE
April, 2024

MARKET TREND

A comparison of Treasury yields the from prior month and prior year:

	<u>04/30/24</u>	<u>03/31/24</u>	<u>YIELD CHANGE</u>	<u>Last year 4/30/2023</u>
90 day	5.46	5.46	0.00	5.10
1 year	5.25	5.03	0.22	4.80
2 year	5.04	4.59	0.45	4.04
3 year	4.87	4.40	0.47	3.75
5 year	4.72	4.21	0.51	3.51

MARKET CONDITIONS

As of 4/30, longer rates had moved materially, however as of this writing, they have retreated, giving back about half of those gains.

INVESTMENT ACTIVITY

The pool purchased 4 agencies totaling roughly \$13 million in April. These were in the 4 - 5 year space with some call protection. Average yield on these purchases - 4.95%.

OTHER ITEMS

Respectfully submitted,

Jen Jones
Yellowstone County Finance Director

YELLOWSTONE COUNTY INVESTMENT POOL
INVESTMENT DETAIL
April, 2024

INVESTMENT TYPE	DEPOSITORY FINANCIAL INSTITUTION	INVESTMENT DATE	TERM	MATURITY DATE	FACE/ PRINCIPAL AMOUNT	UNAMORTIZED PREMIUM/ (DISCOUNT)	ACCRUED INTEREST	INVESTMENT BALANCE	YIELD/ EFFECTIVE RATE	PURCHASE PRICE	COUPON RATE	COUPON DATES	INTEREST COLLECTIONS	Notes	Ref. #
FHLB	D.A. DAVIDSON	06/21/22	2 Yrs	06/21/24	3,000,000.00	0.00	0.00	3,000,000.00	5.000%	100.000000	5.000%	QTRLY		7(b)	3130ASA66
FHLB	D.A. DAVIDSON	07/19/22	2 Yrs	07/19/24	3,000,000.00	0.00	0.00	3,000,000.00	3.375%	100.000000	3.375%	JAN/JULY		(a)	3130ASKA6
FHLB	D.A. DAVIDSON	08/08/22	2 Yrs	08/08/24	3,000,000.00	0.00	0.00	3,000,000.00	4.000%	100.000000	4.000%	FEB/AUG		(c)	3130ASN62
FFC	BUCHANAN CAP	09/07/23	1 Yr	10/02/24	3,000,000.00	(2,204.97)	0.00	2,997,795.03	5.250%	0.999265	5.250%	APR/OCT	78,750.00	(f)	3133EPVK8
FNMA	D.A. DAVIDSON	04/17/23	1.5 Yrs	10/17/24	3,000,000.00	0.00	0.00	3,000,000.00	5.000%	100.000000	5.000%	APR/OCT	75,000.00	(a)	3135GAGL9
FHLB	D.A. DAVIDSON	11/22/21	3 Yrs	11/22/24	3,000,000.00	0.00	0.00	3,000,000.00	1.000%	100.000000	1.000%	MAY/NOV		(b)	3130APQ73
FHLB	BUCHANAN CAP	06/16/21	3.5 Yrs	12/16/24	3,000,000.00	0.00	0.00	3,000,000.00	1.000%	100.000000	1.000%	QTRLY		3(b)	3130AMNU2
FHLB	D.A. DAVIDSON	06/16/22	2.5 Yrs	12/16/24	3,000,000.00	0.00	0.00	3,000,000.00	3.250%	100.000000	3.250%	JUNE/DEC		(b)	3130AS7E3
FHLB	BUCHANAN CAP	12/17/21	3 Yrs	12/17/24	3,000,000.00	0.00	0.00	3,000,000.00	1.500%	100.000000	1.500%	JUNE/DEC		5(b)	3130APYR0
FHLB	D.A. DAVIDSON	12/27/21	3 Yrs	12/27/24	4,000,000.00	0.00	0.00	4,000,000.00	1.170%	100.000000	1.170%	JUNE/DEC		(c)	3130AQ6J7
FHLB	D.A. DAVIDSON	11/18/21	3.25 Yrs	02/18/25	3,000,000.00	0.00	0.00	3,000,000.00	1.000%	100.000000	1.000%	FEB/AUG		(b)	3130APNF8
FHLMC	D.A. DAVIDSON	08/19/22	2.5 Yrs	02/19/25	3,000,000.00	0.00	0.00	3,000,000.00	4.100%	100.000000	4.100%	FEB/AUG		(c)	3134GXK37
FHLB	D.A. DAVIDSON	02/28/22	3 Yrs	02/27/25	3,000,000.00	0.00	0.00	3,000,000.00	2.000%	100.000000	2.000%	FEB/AUG		(b)	3130AQY49
FHLB	RBC	03/28/22	3 Yrs	03/28/25	3,000,000.00	0.00	0.00	3,000,000.00	2.300%	100.000000	2.300%	MAR/SEPT		(b)	3130AREF4
FHLB	D.A. DAVIDSON	08/23/21	4 Yrs	05/23/25	3,000,000.00	0.00	0.00	3,000,000.00	0.700%	100.000000	0.700%	MAY/NOV		(b)	3130ANNQ9
FHLMC	D.A. DAVIDSON	06/30/22	3 Yrs	06/30/25	3,000,000.00	0.00	0.00	3,000,000.00	3.700%	100.000000	3.700%	JUNE/DEC		8(b)	3134GXVT8
FFC	D.A. DAVIDSON	09/29/20	5 Yrs	09/29/25	6,000,000.00	(6,600.00)	0.00	5,993,400.00	0.530%	0.998900	0.530%	MAR/SEPT		(b)	3133EMB00
FFC	D.A. DAVIDSON	10/20/23	2 Yrs	10/20/25	4,000,000.00	(9,400.00)	0.00	3,990,600.00	5.140%	0.997650	5.125%	APR/OCT	102,500.00	(f)	3133EPYW9
FNMA	D.A. DAVIDSON	12/10/20	5 Yrs	12/10/25	4,000,000.00	0.00	0.00	4,000,000.00	0.650%	100.000000	0.650%	JUNE/DEC		(b)	3135GO6J7
FHLMC	D.A. DAVIDSON	01/05/21	5 Yrs	01/05/26	3,000,000.00	0.00	0.00	3,000,000.00	0.550%	100.000000	0.550%	JAN/JULY		(b)	3134GXJX3
FHLB	D.A. DAVIDSON	07/22/21	4.5 Yrs	01/22/26	3,000,000.00	0.00	0.00	3,000,000.00	1.000%	100.000000	1.000%	JAN/JULY		(b)	3130AN3T5
FHLB	D.A. DAVIDSON	02/24/21	5 Yrs	02/24/26	3,000,000.00	0.00	0.00	3,000,000.00	0.750%	100.000000	0.750%	FEB/AUG		(b)	3130ALCV4
FHLB	BUCHANAN CAP	05/18/21	5 Yrs	05/18/26	3,000,000.00	0.00	0.00	3,000,000.00	1.000%	100.000000	1.000%	MAY/NOV		1(b)	3130AMAW2
FHLB	D.A. DAVIDSON	05/27/21	5 Yrs	05/27/26	3,000,000.00	0.00	0.00	3,000,000.00	1.000%	100.000000	1.000%	MAY/NOV		2(b)	3130AMG22
FHLB	BUCHANAN CAP	07/15/21	5 Yrs	07/15/26	3,000,000.00	0.00	0.00	3,000,000.00	1.125%	100.000000	1.125%	QTRLY	7,500.00	4(b)	3130AMZS4
FHLMC	BUCHANAN CAP	08/28/23	3 Yrs	08/28/26	5,000,000.00	0.00	0.00	5,000,000.00	5.500%	100.000000	5.500%	FEB/AUG		(a)	3134H1AE3
FFC	BUCHANAN CAP	09/01/23	3 Yrs	09/01/26	7,000,000.00	(5,326.09)	0.00	6,994,673.91	4.750%	0.999239	4.750%	MAR/SEPT		(f)	3133EPUW3
FFC	RBC	06/01/23	3.5 Yrs	12/01/26	4,000,000.00	0.00	0.00	4,000,000.00	5.540%	100.000000	5.540%	JUNE/DEC		(g)	3133EPKZ7
FFC	D.A. DAVIDSON	12/07/23	3 Yrs	12/07/26	5,000,000.00	(1,400.00)	0.00	4,998,600.00	4.385%	0.999720	4.375%	JUNE/DEC		(f)	3133EPK79

YELLOWSTONE COUNTY INVESTMENT POOL
INVESTMENT DETAIL
April, 2024

INVESTMENT TYPE	DEPOSITORY FINANCIAL INSTITUTION	INVESTMENT DATE	TERM	MATURITY DATE	FACE/ PRINCIPAL AMOUNT	UNAMORTIZED PREMIUM/ (DISCOUNT)	ACCRUED INTEREST	INVESTMENT BALANCE	YIELD/ EFFECTIVE RATE	PURCHASE PRICE	COUPON RATE	COUPON DATES	INTEREST COLLECTIONS	Notes	Ref. #
FHLB	D.A. DAVIDSON	03/10/22	5 Yrs	03/10/27	4,000,000.00	0.00	0.00	4,000,000.00	2.500%	100.000000	2.500%	MAR/SEPT		6(b)	3130AR3M1
FHLB	D.A. DAVIDSON	06/28/23	4 Yrs	06/28/27	4,000,000.00	0.00	0.00	4,000,000.00	5.300%	100.000000	5.300%	JUNE/DEC		(a)	3130AWHTO
FHLB	D.A. DAVIDSON	09/14/23	4 Yrs	09/14/27	4,000,000.00	0.00	0.00	4,000,000.00	5.375%	100.000000	5.375%	MAR/SEPT		(j)	3130AX6V5
FFC	D.A. DAVIDSON	10/20/23	4 Yrs	10/20/27	3,500,000.00	0.00	0.00	3,500,000.00	5.360%	100.000000	5.360%	APR/OCT	93,800.00	(k)	3133EPYC3
FFC	BUCHANAN CAP	11/15/23	4 Yrs	11/15/27	5,000,000.00	(11,000.00)	0.00	4,989,000.00	4.686%	0.997800	4.625%	MAY/NOV		(f)	3133EPC60
FNMA	D.A. DAVIDSON	12/12/23	4 Yrs	12/28/27	6,000,000.00	(791,340.00)	0.00	5,208,660.00	4.560%	0.868110	0.950%	JUNE/DEC		(d)	3135GA7G0
FHLMC	D.A. DAVIDSON	02/28/24	4 Yrs	02/28/28	3,000,000.00	0.00	0.00	3,000,000.00	5.250%	100.000000	5.250%	FEB/AUG		(e)	3134H1TS2
FFC	D.A. DAVIDSON	04/12/24	4 Yrs	04/12/28	4,000,000.00	(21,680.00)	0.00	3,978,320.00	4.650%	100.000000	4.500%	APR/OCT		(f)	3133ERAX9
FHLB	D.A. DAVIDSON	06/28/23	5 Yrs	06/28/28	4,000,000.00	0.00	0.00	4,000,000.00	5.530%	100.000000	5.530%	JUNE/DEC		(h)	3130AWGA2
FHLB	D.A. DAVIDSON	07/17/23	5 Yrs	07/17/28	3,000,000.00	0.00	0.00	3,000,000.00	5.730%	100.000000	5.730%	JAN/JULY		(b)	3130AWJ507
FHLMC	RBC	09/28/23	5 Yrs	09/28/28	5,000,000.00	0.00	0.00	5,000,000.00	6.000%	100.000000	6.000%	MAR/SEPT		(i)	3134H1DS9
FHLB	D.A. DAVIDSON	04/24/24	4.5 Yrs	10/24/28	3,000,000.00	0.00	0.00	3,000,000.00	5.375%	100.000000	5.375%	APR/OCT		(e)	3130B13K1
FHLMC	BUCHANAN CAP	10/30/23	5 Yrs	10/30/28	4,000,000.00	0.00	0.00	4,000,000.00	6.000%	100.000000	6.000%	APR/OCT		(e)	3134H1HK2
FFC	D.A. DAVIDSON	11/03/23	5 Yrs	11/03/28	4,500,000.00	0.00	0.00	4,500,000.00	5.570%	100.000000	5.570%	MAY/NOV		(k)	3133EPZZ1
FFC	D.A. DAVIDSON	11/13/23	5 Yrs	11/13/28	5,000,000.00	0.00	0.00	5,000,000.00	4.625%	100.000000	4.625%	MAY/NOV		(f)	3133EPC45
FFC	D.A. DAVIDSON	12/15/23	5 Yrs	12/15/28	3,000,000.00	(4,020.00)	0.00	2,995,980.00	4.275%	0.998660	4.250%	JUNE/DEC		(f)	3133EPN50
FHLB	BUCHANAN CAP	02/20/24	5 Yrs	02/20/29	5,000,000.00	(3,700.00)	0.00	4,996,300.00	5.580%	100.000000	5.580%	FEB/AUG		(d)	3130AYY67
FHLB	BUCHANAN CAP	03/15/24	5 Yrs	03/13/29	3,000,000.00	(1,950.00)	0.00	2,998,050.00	5.010%	100.000000	5.000%	MAR/SEPT		(h)	3130BOJA8
FHLB	BUCHANAN CAP	04/30/24	5 Yrs	04/26/29	3,000,000.00	0.00	0.00	3,000,000.00	5.100%	100.000000	5.100%	APR/OCT		(a)	3130B16G7
FFC	BUCHANAN CAP	04/30/24	5 Yrs	04/30/29	3,000,000.00	8,970.00	0.00	3,008,970.00	4.680%	100.000000	4.750%	APR/OCT		(f)	3133ERDH1
STIP	STATE OF MONTANA	VAR			92,390,785.91			92,390,785.91	5.382%				440,423.71		
GOV MM/ BANK ACCOUNTS		DAILY			7,379,563.33			7,379,563.33	Varies				88,105.85		
CASH ON HAND					677,866.81			677,866.81	N/A				0.00	Fees-WFB-Curr Mo	
TOTAL INVESTABLE CASH:					281,448,216.05	(849,651.06)	0.00	280,598,564.99					886,079.56	Ties to Treas Report Col O	
								280,598,564.99					886,079.56		0.00
								0.00							
								280,598,564.99	Col K						
								0.00							

Call feature: a) one-time b) quarterly c) monthly d) semi-annual e) annual f) non-callable g) one quarterly call and then continuous h) one annual call and then continuous i) 9 month no call then quarterly j) 1.5 yr no call then quarterly
0.03 8,057,430.14
1.00 280,598,564.99

Note - Beginning 3/1/16, WFB has a \$5 mill peg balance. Bank fees netted against pool return. Beginning in July 2017 new core acct with daily variable interest posting once a month shortly after month end.
k) 2 year no call then continuous
Note 1 - STEP at .625% until 5/18/23, .75% to 11/18/23, 1.00% to 5/18/24, 1.25% to 11/18/24, 1.50% to 5/18/25, 2.00% to 11/18/25, 3.00% to 5/18/26 YTM 1.189%
Note 2 - STEP at .50% until 11/27/21, .60% to 5/27/22, .70% to 11/27/22, .80% to 5/27/23, .90% to 11/27/23, 1.00% to 5/27/24, 1.25% to 11/27/24, 1.50% to 5/27/25, 1.75% to 11/27/25, 2.00% to 5/27/26 YTM 1.093%
Note 3 - STEP at .25% until 9/16/21, increasing by 5 bp each quarter until 3/16/24, then going from .75% to 1.00% until 6/16/24, 1.25% until 9/16/24, 1.50% until 12/16/24
Note 4 - STEP at .50% until 10/15/21, increasing by 5 bp each quarter until 4/15/24, then going to 1.125 to 7/15/24, 1.25% to 10/15/24, to 1.375% to 1/15/24-increasing by .125% until 10/15/25, to 2.00% until 1/15/26, 2.50% to 4/15/26 and 3.00 to 7/15/26 YTM 1.20%
Note 5 - STEP at .50% until 6/17/22, .75% to 12/17/22, 1.00% to 6/17/23, 1.25% to 12/17/23, 1.50% to 6/17/24, 2.00% to 12/17/24 YTM 1.162%
Note 6 - STEP at 2.00% until 3/10/24, 2.50% to 3/10/25, 3.00% to 3/10/26, 3.50% to 9/10/26, 6.00% to 3/10/27 YTM 2.859%
Note 7 - STEP at 2.25% until 9/21/22, 2.50% until 12/21/22, 2.75% until 3/21/23, 3.00% until 6/21/23, 3.25% until 9/21/23, 3.50% until 12/21/23, 4.00% until 3/21/24, 5.00% until 6/21/24 YTM 3.266%
Note 8 - STEP at 2.70% until 6/30/23, 3.70% until 6/30/24, 4.70% until 6/30/25 YTM 3.676%

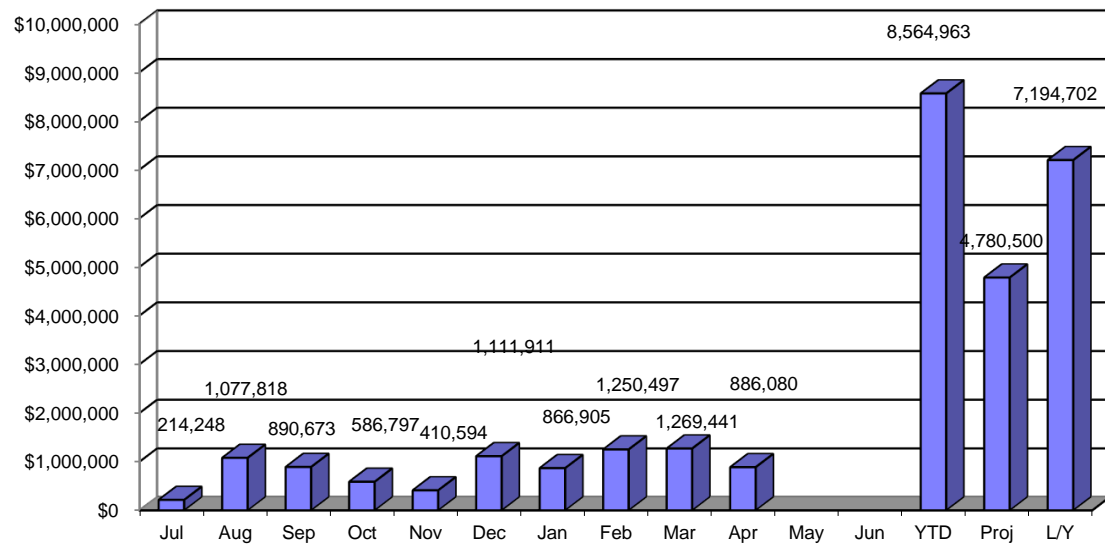
Note on Agencies purchased at a discount.
Yellowstone County maintains the practice of utilizing an effective rate on these types of purchases that excludes the discount amount paid at maturity. This is due to materiality and a more accurate recognition of accrued interest in periods before maturity date.
The only exception to this practice will be for the FNMA due 12/28/27, which includes a material discount of \$791,340 at the time of purchase. This balance will be captured in proportionate share every 6 months to match interest payments, until maturity.
This purchase allows the pool to gain an effective yield of 4.56% vs. the stated rate on the agency of .95%.

YELLOWSTONE COUNTY INVESTMENT POOL

April, 2024

INTEREST COLLECTIONS

For Fiscal Year 2024



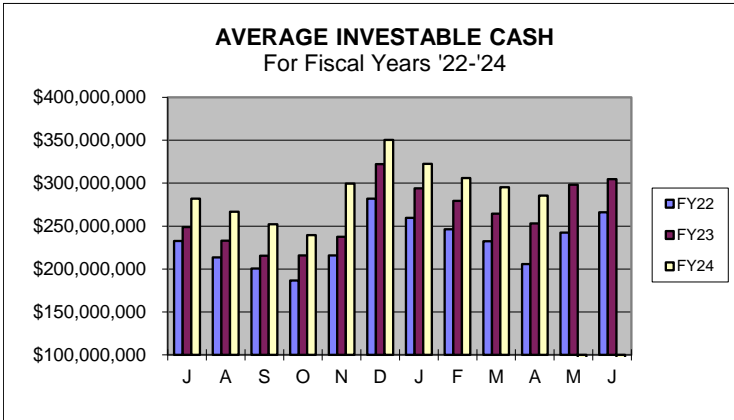
Jul	214,247.60
Aug	1,077,817.73
Sep	890,672.68
Oct	586,797.46
Nov	410,593.94
Dec	1,111,910.90
Jan	866,905.35
Feb	1,250,496.94
Mar	1,269,440.56
Apr	886,079.56
May	
Jun	
YTD	8,564,962.72
Proj	4,780,500
L/Y	7,194,702

**YELLOWSTONE COUNTY INVESTMENT POOL
INTEREST EARNINGS COMPUTATION (3 YR REVIEW)
April, 2024**

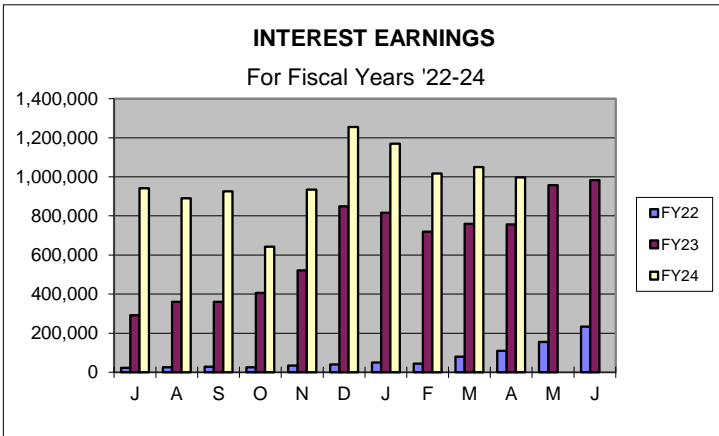
<u>MO</u>	<u>YR</u>	<u>Days in Month</u>	<u>ACCR INT Beg of Month</u>	<u>ACCR INT End of Month</u>	<u>CHANGE</u>	<u>INTEREST COLLECTED</u>	<u>INTEREST EARNED</u>	<u>DAILY CASH BALANCE</u>	<u>AVE RATE OF RETURN</u>
7	21	31	38,430	50,993	12,563	10,297	22,860	232,664,912	0.12%
8	21	31	50,993	54,487	3,494	21,970	25,464	213,421,406	0.14%
9	21	30	54,487	55,439	952	27,075	28,027	200,698,327	0.17%
10	21	31	55,439	67,165	11,726	13,709	25,435	186,773,615	0.16%
11	21	30	67,165	70,944	3,779	29,966	33,745	215,704,141	0.19%
12	21	31	70,944	85,244	14,300	24,940	39,240	282,069,610	0.16%
1	22	31	85,244	91,391	6,147	44,288	50,435	259,522,970	0.23%
2	22	28	91,391	96,333	4,942	38,972	43,914	246,214,571	0.23%
3	22	31	96,333	136,833	40,500	39,922	80,422	232,494,482	0.41%
4	22	30	136,833	208,257	71,424	37,990	109,414	205,918,510	0.65%
5	22	31	208,257	270,576	62,319	92,673	154,992	242,273,231	0.75%
6	22	30	270,576	216,378	(54,198)	287,247	233,049	266,180,068	1.07%
FY22		365				669,049	846,997	231,994,654	0.37%
7	22	31	216,378	454,190	237,812	54,514	292,326	248,908,991	1.38%
8	22	31	454,190	557,544	103,354	256,768	360,122	232,921,906	1.82%
9	22	30	557,544	480,126	(77,418)	438,149	360,731	215,367,222	2.04%
10	22	31	480,126	639,611	159,485	246,419	405,904	215,709,508	2.22%
11	22	30	639,611	800,723	161,112	360,533	521,645	237,584,305	2.67%
12	22	31	800,723	1,107,381	306,658	542,769	849,427	322,085,064	3.11%
1	23	31	1,107,381	1,172,547	65,166	751,653	816,819	294,135,040	3.27%
2	23	28	1,172,547	1,040,793	(131,754)	851,294	719,540	279,490,547	3.36%
3	23	31	1,040,793	1,039,476	(1,317)	760,472	759,155	264,617,583	3.38%
4	23	30	1,039,476	1,175,850	136,374	620,337	756,711	253,246,478	3.64%
5	23	31	1,175,850	1,377,145	201,295	756,361	957,656	298,250,904	3.78%
6	23	30	1,377,145	805,282	(571,863)	1,555,433	983,570	304,690,947	3.93%
FY23		365				7,194,702	7,783,606	263,917,375	
7	23	31	805,282	1,532,061	726,779	214,248	941,027	281,913,169	3.93%
8	23	31	1,532,061	1,344,608	(187,453)	1,077,818	890,365	266,625,901	3.93%
9	23	30	1,344,608	1,380,522	35,914	890,673	926,587	252,288,462	4.47%
10	23	31	1,380,522	1,435,671	55,149	586,797	641,946	239,467,106	3.16%
11	23	30	1,435,671	1,959,761	524,090	410,594	934,684	299,482,374	3.80%
12	23	31	1,959,761	2,103,465	143,704	1,111,911	1,255,615	350,553,325	4.22%
1	24	31	2,103,465	2,406,668	303,203	866,905	1,170,108	322,399,420	4.27%
2	24	29	2,406,668	2,173,492	(233,176)	1,250,497	1,017,321	305,883,826	4.19%
3	24	31	2,173,492	1,954,243	(219,249)	1,269,440	1,050,191	295,362,747	4.19%
4	24	30	1,954,243	2,064,982	110,739	886,080	996,819	285,536,194	4.25%
5	24	31	2,064,982		(2,064,982)		(2,064,982)		#DIV/0!
6	24	30	0		0		0		#DIV/0!
FY24		366				8,564,963	7,759,681	289,951,252	

YELLOWSTONE COUNTY INVESTMENT POOL COMPARISON GRAPHS (3 YR REVIEW)

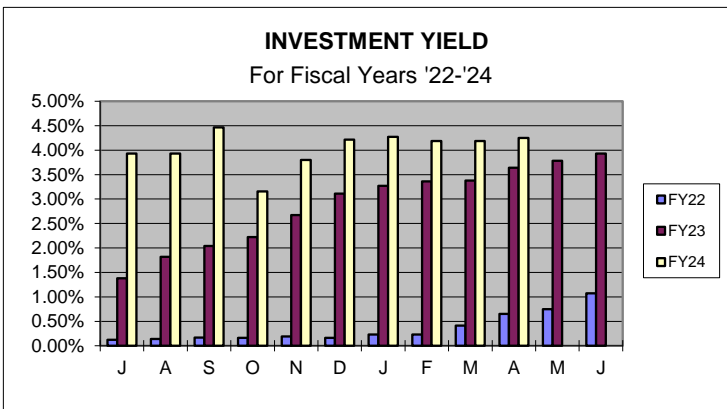
April, 2024



	FY22	FY23	FY24
J	232,664,912	248,908,991	281,913,169
A	213,421,406	232,921,906	266,625,901
S	200,698,327	215,367,222	252,288,462
O	186,773,615	215,709,508	239,467,106
N	215,704,141	237,584,305	299,482,374
D	282,069,610	322,085,064	350,553,325
J	259,522,970	294,135,040	322,399,420
F	246,214,571	279,490,547	305,883,826
M	232,494,482	264,617,583	295,362,747
A	205,918,510	253,246,478	285,536,194
M	242,273,231	298,250,904	0
J	266,180,068	304,690,947	0



	FY22	FY23	FY24
J	22,860	292,326	941,027
A	25,464	360,122	890,365
S	28,027	360,731	926,587
O	25,435	405,904	641,946
N	33,745	521,645	934,684
D	39,240	849,427	1,255,615
J	50,435	816,819	1,170,108
F	43,914	719,540	1,017,321
M	80,422	759,155	1,050,191
A	109,414	756,711	996,819
M	154,992	957,656	0
J	233,049	983,570	0
Total	846,997	7,783,606	9,824,663



	FY22	FY23	FY24
J	0.12%	1.38%	3.93%
A	0.14%	1.82%	3.93%
S	0.17%	2.04%	4.47%
O	0.16%	2.22%	3.16%
N	0.19%	2.67%	3.80%
D	0.16%	3.11%	4.22%
J	0.23%	3.27%	4.27%
F	0.23%	3.36%	4.19%
M	0.41%	3.38%	4.19%
A	0.65%	3.64%	4.25%
M	0.75%	3.78%	#DIV/0!
J	1.07%	3.93%	#DIV/0!

**YELLOWSTONE COUNTY INVESTMENT POOL
STIP INVESTMENTS
April, 2024**

Date	Activity POOL	Activity SD7-Laurel ELEM	Activity	Activity	Activity	Activity	Fund 7775				Combined Investment Value	Daily Net Yield	Interest POOL	Interest SD7	TOTAL INTEREST EARNED							
							Balance POOL	Balance SD7-Laurel ELEM														
Beg																						
Bal							104,390,785.91	60,137,859.51	0.00	0.00	0.00	164,528,645.42										
1							104,390,785.91	60,137,859.51	0.00	0.00	0.00	164,528,645.42	5.3924197	15,422.44	8,884.62	0.00	0.00	0.00	0.00	24,307.06		
2							104,390,785.91	60,137,859.51	0.00	0.00	0.00	164,528,645.42	5.5028335	15,738.22	9,066.54	0.00	0.00	0.00	0.00	24,804.76		
3							104,390,785.91	60,137,859.51	0.00	0.00	0.00	164,528,645.42	5.3119304	15,192.24	8,752.00	0.00	0.00	0.00	0.00	23,944.24		
4							104,390,785.91	60,137,859.51	0.00	0.00	0.00	164,528,645.42	5.3351806	15,258.73	8,790.31	0.00	0.00	0.00	0.00	24,049.04		
5							104,390,785.91	60,137,859.51	0.00	0.00	0.00	164,528,645.42	5.2969885	15,149.50	8,727.39	0.00	0.00	0.00	0.00	23,876.89		
6							104,390,785.91	60,137,859.51	0.00	0.00	0.00	164,528,645.42	5.2969885	15,149.50	8,727.39	0.00	0.00	0.00	0.00	23,876.89		
7							104,390,785.91	60,137,859.51	0.00	0.00	0.00	164,528,645.42	5.2969885	15,149.50	8,727.39	0.00	0.00	0.00	0.00	23,876.89		
8							104,390,785.91	60,137,859.51	0.00	0.00	0.00	164,528,645.42	5.3775906	15,380.03	8,860.19	0.00	0.00	0.00	0.00	24,240.21		
9		(2,511,908.44)					104,390,785.91	57,625,951.07	0.00	0.00	0.00	162,016,736.98	5.5731107	15,939.22	8,798.79	0.00	0.00	0.00	0.00	24,738.01		
10							104,390,785.91	57,625,951.07	0.00	0.00	0.00	162,016,736.98	5.3303959	15,245.05	8,415.59	0.00	0.00	0.00	0.00	23,660.64		
11							104,390,785.91	57,625,951.07	0.00	0.00	0.00	162,016,736.98	5.3480207	15,295.45	8,443.42	0.00	0.00	0.00	0.00	23,738.87		
12							104,390,785.91	57,625,951.07	0.00	0.00	0.00	162,016,736.98	5.2747538	15,085.91	8,327.75	0.00	0.00	0.00	0.00	23,413.65		
13							104,390,785.91	57,625,951.07	0.00	0.00	0.00	162,016,736.98	5.2747538	15,085.91	8,327.75	0.00	0.00	0.00	0.00	23,413.65		
14							104,390,785.91	57,625,951.07	0.00	0.00	0.00	162,016,736.98	5.2747537	15,085.91	8,327.75	0.00	0.00	0.00	0.00	23,413.65		
15							104,390,785.91	57,625,951.07	0.00	0.00	0.00	162,016,736.98	5.3623864	15,336.54	8,466.10	0.00	0.00	0.00	0.00	23,802.64		
16	(9,000,000.00)						95,390,785.91	57,625,951.07	0.00	0.00	0.00	153,016,736.98	5.6364038	14,730.44	8,898.72	0.00	0.00	0.00	0.00	23,629.15		
17							95,390,785.91	57,625,951.07	0.00	0.00	0.00	153,016,736.98	5.3961237	14,102.48	8,519.36	0.00	0.00	0.00	0.00	22,621.84		
18							95,390,785.91	57,625,951.07	0.00	0.00	0.00	153,016,736.98	5.3579768	14,002.78	8,459.14	0.00	0.00	0.00	0.00	22,461.92		
19							95,390,785.91	57,625,951.07	0.00	0.00	0.00	153,016,736.98	5.3209347	13,905.98	8,400.66	0.00	0.00	0.00	0.00	22,306.63		
20							95,390,785.91	57,625,951.07	0.00	0.00	0.00	153,016,736.98	5.3209347	13,905.98	8,400.66	0.00	0.00	0.00	0.00	22,306.63		
21							95,390,785.91	57,625,951.07	0.00	0.00	0.00	153,016,736.98	5.3209346	13,905.98	8,400.66	0.00	0.00	0.00	0.00	22,306.63		
22	(3,000,000.00)						92,390,785.91	57,625,951.07	0.00	0.00	0.00	150,016,736.98	5.3500918	13,542.44	8,446.69	0.00	0.00	0.00	0.00	21,989.13		
23							92,390,785.91	57,625,951.07	0.00	0.00	0.00	150,016,736.98	5.5344206	14,009.03	8,737.71	0.00	0.00	0.00	0.00	22,746.73		
24							92,390,785.91	57,625,951.07	0.00	0.00	0.00	150,016,736.98	5.3737455	13,602.32	8,484.03	0.00	0.00	0.00	0.00	22,086.35		
25							92,390,785.91	57,625,951.07	0.00	0.00	0.00	150,016,736.98	5.3436653	13,526.18	8,436.54	0.00	0.00	0.00	0.00	21,962.72		
26							92,390,785.91	57,625,951.07	0.00	0.00	0.00	150,016,736.98	5.3663786	13,583.67	8,472.40	0.00	0.00	0.00	0.00	22,056.07		
27							92,390,785.91	57,625,951.07	0.00	0.00	0.00	150,016,736.98	5.3663786	13,583.67	8,472.40	0.00	0.00	0.00	0.00	22,056.07		
28							92,390,785.91	57,625,951.07	0.00	0.00	0.00	150,016,736.98	5.3663786	13,583.67	8,472.40	0.00	0.00	0.00	0.00	22,056.07		
29							92,390,785.91	57,625,951.07	0.00	0.00	0.00	150,016,736.98	5.3595255	13,566.32	8,461.58	0.00	0.00	0.00	0.00	22,027.90		
30							92,390,785.91	57,625,951.07	0.00	0.00	0.00	150,016,736.98	5.8098485	14,706.20	9,172.55	0.00	0.00	0.00	0.00	23,878.75		
31							92,390,785.91	57,625,951.07	0.00	0.00	0.00	150,016,736.98		0.00	0.00	0.00	0.00	0.00	0.00	0.00		
							(12,000,000.00)	(2,511,908.44)	0.00	0.00	0.00	0.00	92,390,785.91	57,625,951.07	0.00	0.00	0.00	0.00	0.00	0.00	695,649.71	Accrued total for month
								(14,511,908.44)					98,953,285.91									
								164,528,645.42						62.93%	37.07%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	
Pooled Interest Activity								150,016,736.98														
437,303.63	INTEREST ACCRUED @ EOM												437,303.63	257,602.96	0.00	0.00	0.00	0.00	0.00	694,906.59	Actual-rounding	
(440,423.71)	INTEREST RECEIPTED CURR MONTH												440,423.71	276,913.04	0.00	0.00	0.00	0.00	0.00	717,336.75	Prior mos. received	
440,423.71	INTEREST ACCRUED @ PRIOR EOM																					
437,303.63	INTEREST EARNED THROUGH EOM-NOT COLLECTED																					

NOTE: Yield for STIP for February 2024 - 5.396%
 NOTE: Yield for STIP for March 2024 - 5.360%
 NOTE: Yield for STIP for April 2024 - 5.382%

NOTE: Yield for STIP for FY21 - 0.216%
 NOTE: Yield for STIP for FY22 - 0.321%
 NOTE: Yield for STIP for FY23 - 3.712%

**YELLOWSTONE COUNTY
NONPOOLED (SEPARATE) INVESTMENTS - SD#2 (DEBT SERVICE SINKING FUND & RESERVED)
April, 2024**

INVESTMENT TYPE	DEPOSITORY FINANCIAL INSTITUTION	INVESTMENT DATE	TERM	MATURITY DATE	FACE/ PRINCIPAL AMOUNT	AMORTIZED PREMIUM/ DISCOUNT	ACCRUED INTEREST	INVESTMENT BALANCE	YIELD/ EFFECTIVE RATE	PURCHASE PRICE	COUPON RATE	COUPON DATES	INTEREST COLLECTIONS	Notes
RESERVED FOR DEBT SERVICE SINKING FUND														
CDARS	WSB-HS QSCB Series 2010	06/8/23	1 yr	06/6/24	5,681,185.50	0.00	0.00	5,681,185.50	3.500%	100.000000	3.500%	ANNUAL		High
CDARS	WSB-EI QSCB Series 2010A	06/8/23	1 yr	06/6/24	1,813,782.18	0.00	0.00	1,813,782.18	3.500%	100.000000	3.500%	ANNUAL		Elem
CDARS	WSB-EIQZAB Series 2010B	06/8/23	1 yr	06/6/24	1,498,993.54	0.00	0.00	1,498,993.54	3.500%	100.000000	3.500%	ANNUAL		Elem
CDARS	WSB-HS QECCB Series 2012	06/8/23	1 yr	06/6/24	2,077,605.04	0.00	0.00	2,077,605.04	3.500%	100.000000	3.500%	ANNUAL		High
CDARS	WSB-QZAB Series 2012A	06/8/23	1 yr	06/6/24	2,495,324.57	0.00	0.00	2,495,324.57	3.500%	100.000000	3.500%	ANNUAL		Elem
CDARS	WSB-QECB Series 2012C	06/8/23	1 yr	06/6/24	2,502,745.69	0.00	0.00	2,502,745.69	3.500%	100.000000	3.500%	ANNUAL		Elem
SUBTOTAL - SEPARATE INVESTMENTS -DEBT SERVICE					16,069,636.52	0.00	0.00	16,069,636.52						
BOND SALE PROCEEDS														
					0.00	0.00	0.00	0.00						Daily
TOTAL INVESTABLE CASH:					16,069,636.52	0.00	0.00	16,069,636.52						
								16,069,636.52						cross foot
								0.00						
								16,069,636.52						Daily Activity
								0.00						
								8,310,845.98						Elem
								7,758,790.54						HS
								<u>16,069,636.52</u>						Total

Debt Service Sinking Fund rates and maturities confirmed by B. Solberg at Western Security Bank

**YELLOWSTONE COUNTY
NONPOOLED (SEPARATE) INVESTMENTS - SD#24 (DEBT SERVICE SINKING FUND & RESERVED)
April, 2024**

INVESTMENT TYPE	DEPOSITORY FINANCIAL INSTITUTION	INVESTMENT DATE	TERM	MATURITY DATE	FACE/ PRINCIPAL AMOUNT	AMORTIZED PREMIUM/ DISCOUNT	ACCRUED INTEREST	INVESTMENT BALANCE	YIELD/ EFFECTIVE RATE	PURCHASE PRICE	COUPON RATE	COUPON DATES	INTEREST COLLECTIONS	Notes
INVESTMENTS - SD#24 (RESERVED)														
					0.00	0.00	0.00	0.00						
INVESTMENTS - SD#24 (DEBT SERVICE SINKING FUND)														
CDARS	WESTERN SEC. BANK	06/8/23	1 year	06/6/24	8,024,018.47	0.00	0.00	8,024,018.47	3.500%	100.000000	3.500%	ANNUAL		(1)
SUBTOTAL - SEPARATE INVESTMENTS					8,024,018.47	0.00	0.00	8,024,018.47						
TOTAL INVESTABLE CASH:					8,024,018.47	0.00	0.00	8,024,018.47						
								8,024,018.47						cross foot
								0.00						
								8,024,018.47						Daily Activity
								0.00						

Note1: Sinking fund for debt service. Bank combined two investments now that both termed in 2020, and were re-invested for 1 yr going forward.

Debt Service Sinking Fund rates and maturities confirmed by B. Solberg at Western Security Bank

B.O.C.C. Regular

Meeting Date: 05/14/2024

Title: Response to Audit Findings - May 7, 2024

Submitted By: Amy Mills

TOPIC:

Response to April 16 - April 30 Payroll Audit

BACKGROUND:

na

RECOMMENDED ACTION:

na

Attachments

Audit Findings

PAYROLL AUDIT
April 16 to April 30, 2024

Date: 5/6/2024
To: Board of County Commissioners
From: Tanya McWilliams, Deputy Auditor

Checked items indicate
changes made by payroll.

From my office's review of the above referenced payroll, the findings are noted below:

Date	Employee Name	Department	Finding
5/6/24	Connaghan, Elizabeth	Elections	Hourly rate s/b \$17.00 per PAR
5/6/24	Kringen, Nicole	YSC	6 hrs overtime funding s/b 2399.235.420250.120

B.O.C.C. Regular

Meeting Date: 05/14/2024

Title: Harris Park Agreement with Hapa Lawn Care

Submitted By: Monica Plecker

TOPIC:

Harris Park Agreement with Hapa Lawn Care

BACKGROUND:

The Harris Park RSID will fund aeration, fertilization and weed control. Hapa Lawn Care will complete the work.

RECOMMENDED ACTION:

File item.

Attachments

Agreement

**Standard Form of Agreement between Owner
and Contractor on the Basis of a Stipulated Price for
Aeration, Fertilizing and Weed Control Work**

This agreement is dated as of the 4 day of May 2024, by and between Yellowstone County, Montana (hereinafter called Owner), and Hapa Lawn Care. (hereinafter called Contractor).

Owner and Contractor, in consideration of the material covenants hereinafter set forth, agree as follows:

1. Scope of Work

Contractor shall provide all labor and material as outlined on the April 25, 2024 quote provided by Hapa Lawn Care

2. Contract Term

The contract will be effective upon signature through October 31, 2026 with the ability to renew annually until either party wishes to terminate by providing a 30 day written notice. See Section 8.

3. Contract Price

Owner shall pay the Contractor for services completed as specified in their April 25, 2024 quote not to exceed \$3,300 in 2024. A market adjustment may occur in 2025 based on material increases. This increase shall not exceed 10%.

4. Contractors Representation

4.1 Contractor has examined and reviewed the Contract documents and other related paperwork.

4.2 Contractor has visited the site and become familiar with and is satisfied as to the general, local and site conditions that may affect cost, progress, performance and furnishing of the work.

4.3 Contractor is familiar with and is satisfied as to all federal, state and local laws and regulations that may affect cost, progress, performance and furnishing of the work.

4.4 Contractor has given Owner written notice of all conflicts, errors, ambiguities or discrepancies that the Contractor has discovered in the Contract Documents and that the Contract Documents are generally sufficient to indicate and convey the understanding of all terms and conditions for performance and furnishings of the work.

5. Contract Documents

The Contract Documents, which comprise the entire agreement between Owner and Contractor, consist of the following:

5.1 This Agreement.

- 5.2 The Contractor's Quote dated April 25th, 2024.
- 5.3 The Contractor's current Certificate of Insurance and Workers Compensation Coverage.

6 Miscellaneous

6.1 No assignment by a party hereto of any rights under or interests in the Contract Documents will be binding on another party hereto without the written consent of the party sought to be bound; and specifically but without limitation, moneys that may become due and moneys that are due may not be assigned without written consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment no assignment will discharge the assignor from any duty or responsibility under the Contract Documents.

6.2 The successful bidder (herein after Contractor), shall maintain at its sole cost and expense, commercial general liability insurance naming Yellowstone County/ Public Works, as additional insured against liability for damages for bodily injury, including death and completed operations and property damages in a minimum amount of Seven Hundred Fifty Thousand Dollars (\$750,000.00) for each claim and One Million Five Hundred Thousand Dollars , (\$1,500,000.00), in the aggregate arising from incidents which occur as the result of Contractors negligence while performing any work or service and for which Yellowstone County / Public Works, sole basis of liability is vicarious liability for the acts or omissions of the Contractor or/and subcontractors. Contractor shall maintain at its cost and expense, insurance against claims for injuries to persons or damages to property, including contractual liability which may arise from or in connection with work or service by Contractor, agents, employees, representatives, assigns and sub-contractors. This insurance shall cover claims as may be caused by any negligent act or omission. The policy of insurance shall be an occurrence policy with a Best Rating of A- or better and must be in force throughout the period.

Contractor shall name on the Certificate of liability insurance Yellowstone County / Public Works, as additional insured for on-site work or Maintenance Service. In addition, Contractor will furnish to Yellowstone County a copy of the policy endorsement, CG 32 87 05 10, indicating that Yellowstone County / Public Works, are named as an additional insured under the Contractors insurance policy.

Contractor agrees to furnish both the Certificate of insurance and policy endorsement at least ten (10) days prior to beginning work.

Contractor agrees to defend, indemnify and hold harmless Yellowstone County / Public Works from and against any and all claims demands, obligations causes of action, lawsuits and all damages and liabilities fines, judgments, costs, (including settlement costs), and expenses associated therewith (including reasonable attorney's fees and disbursements), arising from incidents that occur the result of Contractors negligence. And for which Yellowstone County / Public Works, sole basis of liability is vicarious liability for the acts or omissions of Contractor. The defense and indemnification obligations under this paragraph of the Invitation to

Bid shall not be limited by any assertions or finding that Yellowstone County/ Public Works, is liable for any damages by reason of a non-delegable duty.

- 6.3 Contractor is required to maintain workers compensation insurance, or an independent contractor's exemption issued by the Montana Department of Labor covering Contractor and Contractor's employees. Contractor is not, nor is Contractor's workers, employees of Yellowstone County/Yellowstone County Public Works. Workers Compensation insurance, or the exemption from the workers compensation obligation must be valid for the entire period.
- 6.4 Owner and Contractor each binds itself, its partners, successors, assign and legal representative to the other party hereto, its partners, successors, assign and legal representative to respect to all covenants, agreements and obligations contained in the Contract Documents.
- 6.5 Contractor must give preference to the employment of bona fide residents of Montana in the performance of this work.
- 6.6 The Parties agree that the laws of the State of Montana shall govern this contract, and that venue shall be in the Thirteenth Judicial District Court, Yellowstone County, Montana
- 6.7 Contractor agrees to defend, indemnify and hold harmless the County against all claims for injuries to person or damages to property occurred from or in Connection with the Contractors performance under the Agreement.
- 6.8 In the event of litigation between Contractor and the County, the Prevailing party shall be entitled to reimbursement of Court costs and Reasonable Attorney fees by the non-prevailing party.
- 7.0 The Contractor must, in performance of work under this contract, fully comply with all applicable federal, state or local laws, rules, regulations, including the Montana Human Rights Act, Civil Rights Act of 1964, The Age Discrimination Act of 1975 and the American with Disabilities Act of 1990. Any subletting or subcontracting by the Contractor subjects contractors to the same provisions. In accordance with section 49-3-207, MCA, the Contractor agrees that the hiring of persons to perform the contract will be made on the basis of merit and qualification and there will be no discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the person performing under the contract.
- 8.0 Termination

This Agreement shall terminate in its entirety in accordance with the terms found in paragraph 2. However, either party may terminate this contract on thirty (30) calendar days written notice, or if prior to such action, the other party materially breaches any of its representations or obligations under this Agreement. Except as may be otherwise provided in this Agreement, such breach by either party will result in the other party being responsible to reimburse the non-defaulting party for

all costs incurred directly as a result of the breach of this Agreement, and shall be subject to such damages as may be allowed by law including attorneys' fees and costs of enforcing this Agreement.

IN WITNESS WHEREOF, OWNER and CONTRACTOR have signed this Agreement in duplicate. One counterpart each will be delivered to OWNER and CONTRACTOR. All portions of the Contract Documents have been signed, initialed or identified by OWNER and CONTRACTOR.

This Agreement will be effective May 7 2024.

OWNER:

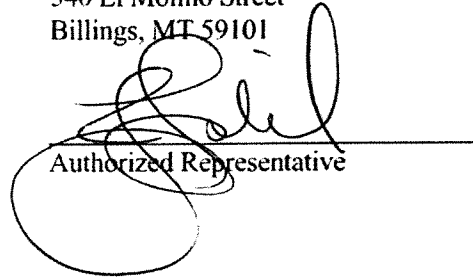
Yellowstone County
Billings, MT 59101



Monica Plecker
Deputy Public Works Director

CONTRACTOR:

Hapa Lawn Care
540 El Molino Street
Billings, MT 59101



Authorized Representative

ACORD. CERTIFICATE OF INSURANCE

ISSUE DATE (MM/DD/YYYY)

5-8-24

PRODUCER
 Doug Irion Insurance
 490 N 31st St Ste 120
 Billings MT 59101
 (P) 406 255 7181
 (F) 406 255 7180
 irioninsurance@yahoo.com

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

COMPANIES AFFORDING COVERAGE

COMPANY LETTER	A	Atlantic Casualty
COMPANY LETTER	B	
COMPANY LETTER	C	
COMPANY LETTER	D	
COMPANY LETTER	E	

INSURED
 Hapa Lawn Care LLC
 540 El Molino St
 Billings MT 59101

COVERAGES

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

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	L140004911	4/26/24	4/26/25	GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				PRODUCTS-COMP/OP AGG. \$ 2,000,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				PERSONAL & ADV. INJURY \$ 1,000,000
	<input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT.				EACH OCCURRENCE \$ 1,000,000
					FIRE DAMAGE (Any one fire) \$ 100,000
					MED. EXPENSE (Any one person) \$ 5,000
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT \$
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE \$
	<input type="checkbox"/> HIRED AUTOS				
	<input type="checkbox"/> NON-OWNED AUTOS				
	<input type="checkbox"/> GARAGE LIABILITY				
	EXCESS LIABILITY				EACH OCCURRENCE \$
	<input type="checkbox"/> UMBRELLA FORM				AGGREGATE \$
	<input type="checkbox"/> OTHER THAN UMBRELLA FORM				
	WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY				STATUTORY LIMITS
					EACH ACCIDENT \$
					DISEASE-POLICY LIMIT \$
					DISEASE-EACH EMPLOYER \$
	OTHER				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

CERTIFICATE HOLDER

Yellowstone County

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



Maintenance for Harris Park
Price Quote (BID) Sheet

Please include this sheet with your bid documents.

Base Bid – Maintenance from April – October

*Bid price should include guarantee of work

- Aeration: \$ 800.00 / PER
- Fertilizing \$ 250.00 / PER application
- Weed Control \$ 250.00 / PER application
- Irrigation System Maintenance \$ _____

Hepalawad CARE
Company Name

Bryan & Jamie Fandrich
Authorized Representative

540 El Molino St.
Mailing Address

Billings MT 59107
City, State and Zip Code

406-679-3800
Telephone and Fax Number

Contractor Number (if applicable)

4/25/24
Date

Hapa Lawn Care
540 El Molino St
Billings, Montana 59101
United States

Mobile: 808-634-0130

Estimate

BILL TO
Harris Park
Monica Plecker
P.O. Box 35024
Billings, Montana 59107
United States

406-254-7926
mplecker@yellowstonecountymt.gov

Estimate Number: 1

Estimate Date: April 25, 2024

Valid Until: April 25, 2024

Grand Total (USD): \$3,300.00

Services	Quantity	Price	Amount
1st Application Weed and Feed	1	\$500.00	\$500.00
2nd Application Weed and Feed	1	\$500.00	\$500.00
3rd application Weed and Feed	1	\$500.00	\$500.00
4th Application Weed and Feed	1	\$500.00	\$500.00
5 Application Weed and Feed	1	\$500.00	\$500.00
Aeration	1	\$800.00	\$800.00
Total:			\$3,300.00
Grand Total (USD):			\$3,300.00

Notes / Terms

The weed Control specific is for treating thistle in addition to broad spectrum broadleaf control.