

COMMISSIONERS APPROVAL

BURROWS *SB*

FOSS *SF*

CHILCOTT *g*

IMAN *JR*

STOLTZ *RS*

Members Present.....Commissioner Jeff Burrows, Commissioner Suzy Foss, Commissioner J.R. Iman and Commissioner Ron Stoltz

Date.....July 18, 2013

▶ Minutes: Glenda Wiles

▶ Commissioner Greg Chilcott was en route to a NACo meeting in Fort Worth, Texas.

▶ Commissioner Iman attended a meeting with the City of Hamilton regarding traffic issues and Highway 93 during the morning hours.

▶ The Board met at 1:30 p.m. with Road Supervisor Dusty McKern to discuss the appeal by Lee Hirsh for a denial of access to a 3.38 parcel. Also present was Engineer John Horat who gave the background for this access request as he was acting as the consultant for Mr. and Mrs. Hirsh at the time of the denial. (See attached letter from Mr. Hirsh and Memorandum from Dusty). John noted the access meets sight distance but not separation distances. Dusty noted it would be difficult to deny someone access to their property.

**Commissioner Stoltz made a motion to approve this access approach for Lee Hirsh. Commissioner Foss seconded the motion.** Public Comment: Bill Menager stated there would be a legal issue if the access were to be denied and the Subdivision Regulations need to be changed so this does not happen again. **All voted "aye". (3-0)** Commissioner Iman was not present for this vote.

▶ The Board met at 1:45 p.m. with Road Supervisor Dusty McKern and Road Administrator John Horat for an update and decisions on the following items: (See attached)

- Agreement with Bitterroot Laundry: **Commissioner Stoltz made a motion to approve of this agreement as per the rate schedule. Commissioner Foss seconded the motion. No public comment. All voted "aye". (3-0)** Commissioner Iman was not present for this vote.
- MACI Air Quality Equipment Grant Program Award: Equipment value at \$75,581 with match of \$11,715 from the Road CIP Fund. Discussion included outfitting the trucks with these four smaller combination units. **Commissioner Iman made a motion to**

**utilize \$11,715 from the Road CIP Fund as the match for these sander units.**

**Commissioner Foss seconded the motion. No public comment. All voted "aye". (4-0)**

- **TSEP Planning Grants for Bridges:** Planning Grant dollars are available, up to \$30,000 per project, with \$15,000 of the \$30,000 being the match funds. PCI Engineering, County Engineer of Record, is ready to assist the Road & Bridge Department on the grant applications for each bridge project identified. Three bridges have been identified for repair (Groff Lane Supply Ditch, Middle Burnt Fork Creek and the Groff Lane Union Ditch). Discussion included other bridges, the WGM Engineering study for bridge priority due to their sufficiently ranking and traffic counts. **Commissioner Stoltz made a motion to apply for the three TSEP Planning Grants for Bridges (Groff Lane Supply Ditch, Middle Burnt Fork Creek, and Groff Lane Union Ditch).**  
**Commissioner Foss seconded the motion. No Public comment. All voted "aye". (4-0)**
- **Private Road Signs:** Currently the Road Department orders the private road signs for citizens (for consistency of signs) which the citizens pay for. The Road Department has also placed the signs (making sure they are in the correct location; consistency in materials such as the post etc.). Private vendor Allegra can supply the proper sign at a lower price as well as not having to handle the transaction. Issues included proper placement of signs, proper materials to post the sign and labor to install public vs public signs. **Commissioner Stoltz made a motion to discontinue the current road policy of supplying private signs and installation of private road signs and to simply provide information on sign purchasing and placement of signs to the citizens.**  
**Commissioner Foss seconded the motion. No public comment. All voted "aye". (4-0)**
- **Popham and Simpson Road Intersection:** Dusty was reviewing the site distance on this intersection for possible signage when a Deputy Sheriff wrote a Offence Report for site distance and safety on this intersection. Commissioner Iman suggested the County Surveyor make a site visit and check the pins to see what encroachment might be occurring.
- **Time Clocks for staff hours:** Dusty questioned the number of clocks needed due to other road shop locations. Discussion included cameras on the time clocks; employees who report directly to a different location (graders; the crusher operation etc.), production on projects; consistency for starting and ending the day. The Board concurred if the employee reports to a different location (ie. the Connor Shop) they can send in a fax for their time started and ending. Dusty stated he will do what the Board wants but has not had any issues with employees starting and stopping their days at the correct times. Commissioner Burrows said he personally saw time cards signed off on at 3:30 with the employee gone showing the hours worked until 5:30 p.m. Commissioner Iman stated the time clocks and cameras are due to past behavior. Commissioner Iman will talk to maintenance as they might have a time clock they can utilize. Commissioner Stoltz is working on the camera purchase. It was agreed to have the hourly staff utilize the time clocks but not the salaried personnel.



Road & Bridge Department  
244 Fairgrounds Road  
Hamilton, MT 59840  
Phone 406-363-2733  
Fax 363-6701

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**AGENDA DATE:** July 18, 2013.

**SUBJECT:** Access approach appeal for Lee Hirsch, Old Corvallis Road.

**SUMMARY:** The Road and Bridge Department (Department) reviewed the proposed approach in May, 2013. The proposed approach meets sight distance requirements. An approach permit was not issued due to the separation distances of the proposed access to the existing nearby accesses.

The existing approach to the west is one hundred fifty (150) feet away and the existing approach to the north is two hundred (200) feet away. The Department's policy requires a separation distance of three hundred (300) feet for access on a minor collector roadway. The proposed approach provides the best sight distance for the parcel in question. No other locations are recommended for a different approach as sight distance would be limited.

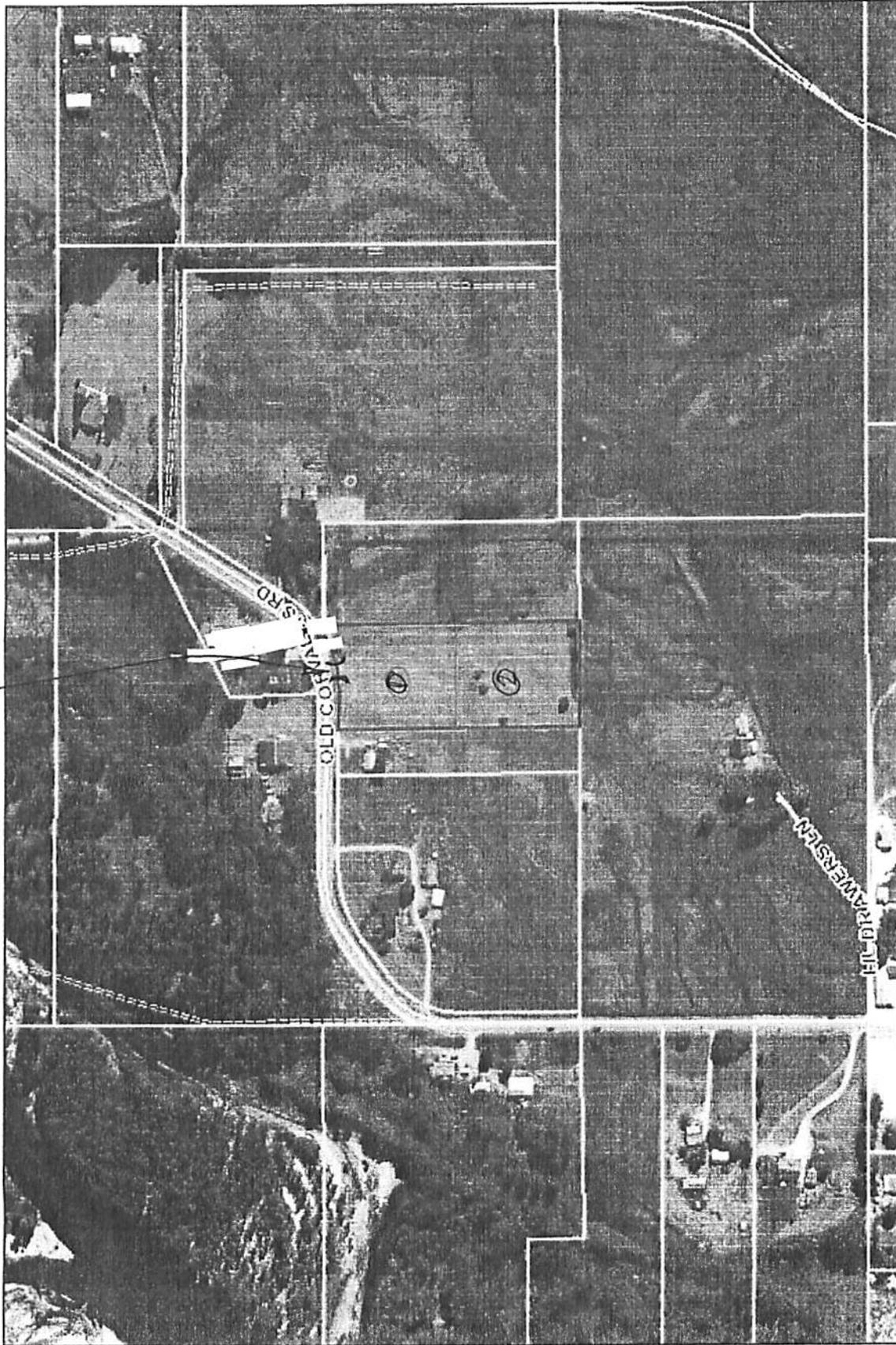
**ALTERNATIVES:**

1. Deny the approach permit.
2. Approve the appeal and allow the approach.
3. Approve the appeal and allow approach with conditions.

A handwritten signature in black ink, appearing to read "Dusty McKern", is written over a horizontal line.

By Dusty McKern  
Road Supervisor

PROPOSED APPROACH



PROPOSED HIRSCHE SUBDIVISION

To: Ravalli County Commissioners  
From: Lee Hirsch  
Subject: Access for Parcel on Old Corvallis Road  
Date: 6/14/2013

Please consider this letter an appeal for a denial of access to my 3.38 parcel located on Old Corvallis Road. Presently, the property is undeveloped and encumbered by agricultural covenants. The property requires an access to service the parcel. Without a preliminary access permit, I can not move forward in the removal of agricultural covenants process.

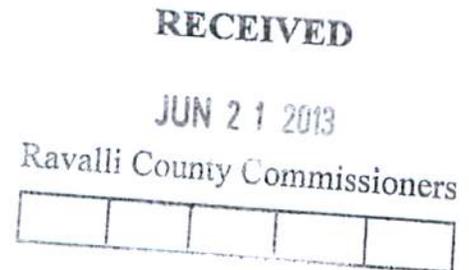
It is my understanding that the reason for denial is that the adjacent lot's driveway is less than 300 feet from the proposed access on my parcel. The Ravalli County Road and Bridge Department's Policy for Access Encroachment requires a separation distance of 300 feet according to Section 3. B) Minor Collector Roadways.

If you have any questions, please give me a call.

Thank you.

Lee Hirsch  
6960 Shoshone Ave.  
Van Nuys, CA 91406

818 693-6083



7/18/2013  
@ 1:30

Date: 01/14/2013  
Subject: Access for Parcel on Old Corvallis Road  
From: Les Hirsch  
To: Kavaliki County Commissioners

Please consider this letter an appeal for a denial of access to my 3.78 parcel located on Old Corvallis Road. Presently, the property is undeveloped and encumbered by agricultural covenants. The property requires an access to service the parcel. Without a preliminary access permit, I can not move forward in the removal of agricultural covenants process.

It is my understanding that the reason for denial is that the adjacent lot's driveway is less than 500 feet from the proposed access on my parcel. The Kavaliki County Road and Bridge Department's Policy for Access Intersections requires a separation distance of 700 feet according to Section 2.18) Minor Collector Roadways.

If you have any questions, please give me a call.

Thank you,

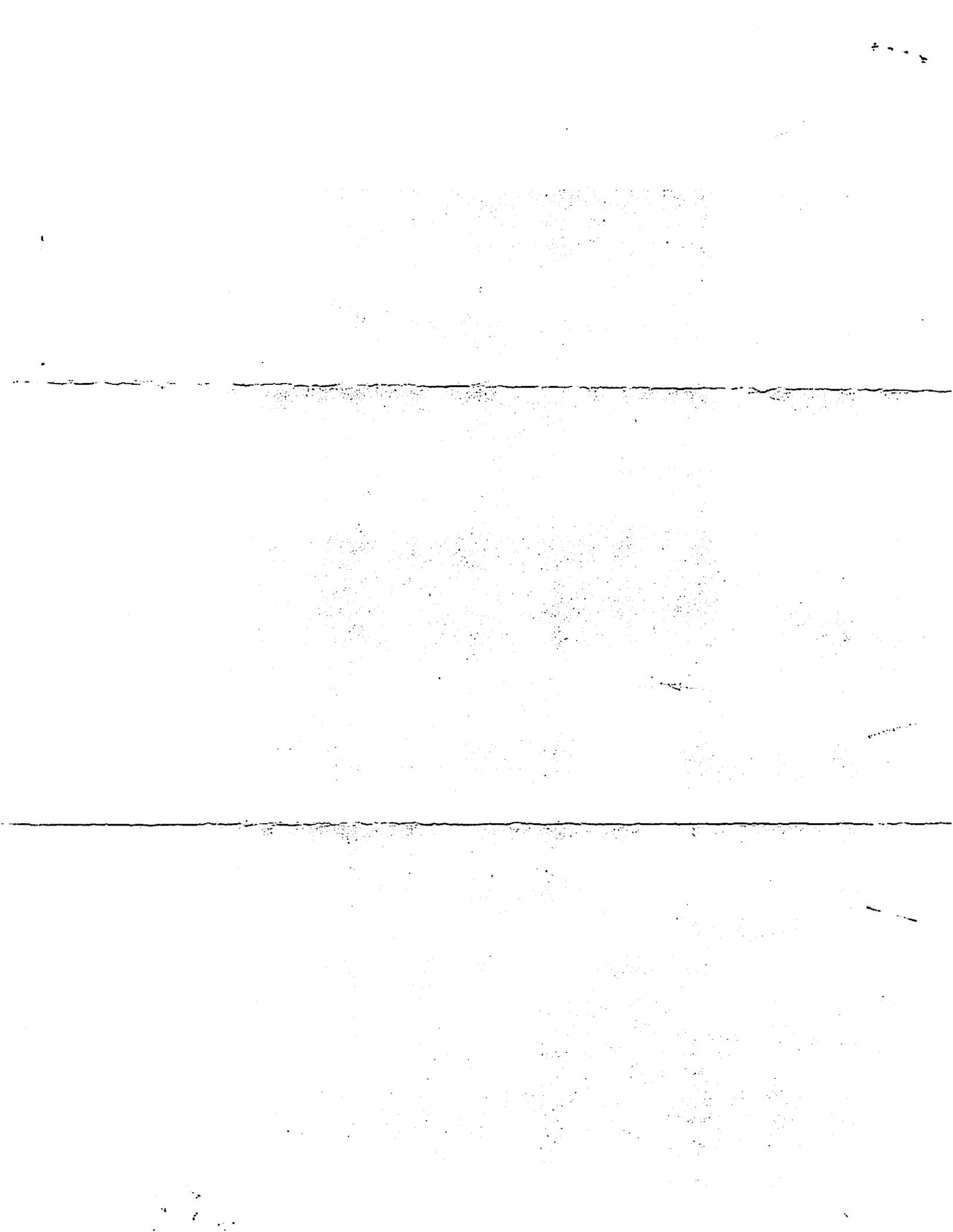
Les Hirsch  
6980 Shoreline Ave.  
Van Nuys, CA 91410

818 993-8083

PROPOSED HIRSCHE



PROPOSED HIRSCHE SUBDIVISION



## Road and Bridge Department Update

7/18/13

-TSEP Planning Grants for Bridges

-MACI Air Quality Grant Award. Request to authorize \$11, 715 from CIP savings in order to acquire \$75,581.

-Agreement with Bitter Root Laundry.

-Sheriff's report on Simpson and Popham Lane

-Sales of Private Road Signs



Road & Bridge Department  
244 Fairgrounds Road  
Hamilton, MT 59840  
Phone 406-363-2733  
Fax 363-6701

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**AGENDA DATE:** July 18, 2013.

**SUBJECT:** Agreement between the Road and Bridge Department and E.A.S.I., Inc. (Bitter Root Laundry).

**REQUEST:** That the Board of Commissioners approve and authorize the Chair to sign the attached agreement with Bitter Root Laundry for laundry services for the Road and Bridge Department.

**SUMMARY:** The Road and Bridge Department (Department) requires cleaning services to provide clothing and linen services to their employees and facility. Bitterroot Laundry has provided these services to the Department for over thirty (30) years. The existing agreement expired in April, 2013. Other out of town vendors were contacted and were non responsive.

The total annual cleaning services were estimated at \$12,139 in the proposed 2014 budget. This agreement does not obligate the Department to this amount but only to the actual number of rental uniforms and unit prices. The agreement locks in the present rental and cleaning costs for five (5) years.

**FISCAL IMPACT/FINANCING:** This item is included in the annual budget for the Road and Bridge Department. No additional impact or financing is required.

**ADMINISTRATIVE SIGN-OFF:**

A handwritten signature in cursive script, reading "John C. Horat", is written over a horizontal line.

By John C. Horat  
Administrator

## AGREEMENT

This agreement entered into between Ravalli County, a political subdivision of the State of Montana, hereinafter referred to as Ravalli County, and E.A.S.I., Inc., a Montana Corporation DBA, Bitter Root Laundry and Cleaners, hereinafter referred to as Bitter Root Laundry.

### RECITALS

- A. Ravalli County operates a road department facility in Hamilton, Montana.
- B. Ravalli County is required to provided clothing and linen to employees of the road department.
- C. Bitter Root Laundry operates a linen supply business in Hamilton, Montana and is capable of providing the clothing and linen and servicing the same.
- D. Ravalli County and Bitter Root Laundry desire to enter into a contract regarding the provisions of clothing and linen services for the road department.

**NOW, THEREFORE,** it is agreed as follows:

- 1. QUANTITY OF CLOTHING AND LINEN. Bitter Root Laundry will provide clothing and linen in quantities necessary (See Exhibit A) to service the facility and as agreed upon between the parties. Ravalli County shall pay a weekly rental charge for uniforms based upon item 2 and Exhibit A unless otherwise requested by the road department. An initial inventory will be conducted at the signing of this agreement which will be comprised of all new clothing as listed in Exhibit A.
- 2. LAUNDRY PRICES. Bitter Root Laundry will provide laundry services (including pickup and delivery) on a mutually agreed-upon Monday through Friday schedule for the foregoing items according the following price schedule per item.

#### SUPPLIED ITEMS

A. Coveralls, Regular	\$ 2.10/set
B. Coveralls, Welder	\$ 2.50/set
C. Uniform Sets	\$ 2.30/set
D. Laundry Bags	\$ 0.38
E. Walk-off Mats 3X5	\$ 3.95/week
F. Walk-off Mats 3X5	\$ 4.70/every other week

G. Wet Mop	\$ 2.50/week
H. Shop Towels	\$ 0.14/each
I. Vest (Not supplied)	\$ 5.85/each

### **ITEMS NOT SUPPLIED**

Occasionally, the road department will turn in personal items ranging from self-owned dust mops, light jackets, coats, or personal coveralls. All pricing for any personal item will be charged according to best pricing for Bitter Root Laundry retail customers.

4. **TERM OF CONTRACT.** The term of the contract shall be for three years commencing on \_\_\_\_\_, 2013 and expiring five (5) years thereafter. At the end of the initial term of this contract, the parties agree to discuss a renewal on terms and conditions to be negotiated. However, the parties agree that there is no obligation by either party to renew the agreement.
  
5. **LOST/DESTROYED LAUNDRY AND LINEN.** An inventory of the clothing and linen supplies shall be taken on an annual basis. Ravalli County shall pay for the replacement cost of all lost/destroyed items while in possession of Ravalli County employees according to the following schedule. The schedule would also be used as a buyout program should contract be severed before it's time:
  - A. 75% of the replacement cost for all lost/destroyed items during the first year of use of such items.
  - B. 50% of the replacement cost for all lost/destroyed items during the second year of use of such items.
  - C. 25% of the replacement cost for all lost/destroyed items during the third, and subsequent years, of use of such items.

The parties agree that Ravalli County is not responsible for the ordinary wear and tear on these items but only on items lost or destroyed. Bitter Root Laundry will mend, repair and/or replace items expired by normal wear and tear.

Ravalli County agrees to, when needed, provide Bitter Root Laundry with its current inventory of road department coveralls, uniforms, and other rental items.

6. MISCELLANEOUS. This is the entire agreement between the parties and it may not be altered except by the express, written agreement between the parties.

Bitter Root Laundry agrees to obey all county, state, and federal laws, rules and regulations that apply to clothing and linen service and laundry for the road department.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Ravalli County by:

E.A.S.I., Inc. by:

\_\_\_\_\_  
Ravalli County Commissioner, Chair

\_\_\_\_\_  
Ronald J. Ehli, President

**EXHIBIT A**

**BASE INVENTORY FOR RAVALLI COUNTY ROAD DEPARTMENT**

<u>Employee Name</u>	<u>Uniform Type</u>	<u>Inventory</u>	<u>Weekly Charge</u>
Mark C.	Coveralls, Weld	5	2
Kris A.	Coveralls, Weld	5	2
Jim Boyd	Coveralls, Weld	5	2
Crystal D.	Coveralls, Weld	5	2
Kelvin G.	Coveralls, Weld	5	2
Kevin H.	Coveralls, Weld	5	2
Steve H.	Coveralls, Weld	5	2
Mark L.	Coveralls, Weld	5	2
Mike R.	Coveralls, Weld	5	2
Marty S.	Coveralls, Weld	5	2
Jim Bryan	Coveralls, Weld	5	2
Brad P.	Coveralls, Weld	11	4
Phil C.	Coveralls, Weld	11	4
Larry R.	Uniform Sets	<u>11</u>	<u>4</u>

<b>Totals</b>	<u>Uniforms</u>	<u>Inventory</u>	<u>Anticipated Charge</u>
	Coveralls, Weld	77	34
	Uniform Sets	11	5

- All coveralls will be navy blue, 100 % Cotton (Weld).
- Weekly charge for uniforms is based on weekly charge no matter how many times that the uniforms are laundered during a week.
- Weekly charge will be based on actual number of employees and associated weekly charge.
- Coveralls can be discontinued and reordered as employees turn over.
- Original inventories will remain, as a minimum, for the life of the contract.



RECEIVED

JUL 12 2013

Ravalli County  
Road & Bridge Dept.

July 1, 2013

Dusty McKerin, County Road Supervisor  
Ravalli County  
244 Fairgrounds Road  
Hamilton MT 59840

Subject: MACI Air Quality Equipment Program

Thank you for applying for the Montana Air and Congestion Initiative (MACI) grant project. Based on your stated needs and available program funding, you are awarded the following equipment listed in your application request:

1. Four smaller Combination Units \$87,296

Award/Local Match: The grant award is based on the estimated total cost for the equipment of \$87,296. Based on this cost, you will be responsible for providing a local match of approximately \$11,715 (13.42%) and MDT is responsible for the remaining \$75,581 (86.58%).

Agreement: MDT will develop a funding agreement for the grant amount and purchase of the equipment. MDT will develop the agreement based on the actual bid cost of the equipment and send it to you for signature. You will be invoiced for the match amount prior to receipt of the equipment.

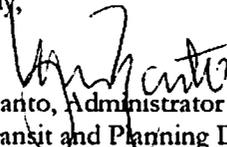
Equipment Specifications/Dispersal: MDT will be handling the bid process and has developed the equipment specifications which are enclosed. It is the grantee's responsibility to review and approve the specifications prior to bid. Some of the equipment has options, please indicate your choice. The form must be signed and returned by **July 19, 2013**.

For further information regarding the specifications please contact Tim Mahlum, Equipment Reviewer at 444-6812, or Jeff Gleason, Equipment Division Bureau Chief at 444-6151. Note: You will coordinate with the MDT Equipment Bureau to pick up the equipment from the Helena MDT location.

If you have any questions, or need additional information please contact program manager Janet Kenny at (406) 444-7294 or by email at [jakenny@mt.gov](mailto:jakenny@mt.gov), or me at (406) 444-3423, or [lzanto@mt.gov](mailto:lzanto@mt.gov).

Correspondence should be sent to: Janet Kenny, MDT Rail, Transit and Planning Division, 2960 Prospect Ave., PO Box 20101, Helena, MT 59620-1001.

Sincerely,

  
Lynn Zanto, Administrator  
Rail, Transit and Planning Division

Cc: File  
Enclosure: Equipment Specifications  
Specification acceptance form



Road & Bridge Department  
244 Fairgrounds Road  
Hamilton, MT 59840  
Phone 406-363-2733  
Fax 363-6701

**AGENDA DATE:** July 18, 2013.

**SUBJECT:** Treasury State Endowment Program (TSEP) Planning Grants for Bridges.

**REQUESTS:** That the Board of Commissioners authorize the Road and Bridge Department to pursue infrastructure planning grants for three (3) bridges through the TSEP program including utilizing \$45,000 from SRTS funding for the matching portion of the grants, if awarded.

**SUMMARY:** In 2009, a planning grant was secured by Ravalli County to study bridges in Ravalli County. A 2012 ranking of bridge priorities was developed for Ravalli County. Two (2) subsequent planning grants (\$30,000 total) were received for Ravalli County and Preliminary Engineering Reports (PER) were prepared by WGM for two (2) bridges, Black Lane Bridge (Corvallis Canal) and Willoughby Lane Bridge (Supply Ditch). The PER's were utilized to secure subsequent construction TSEP grants for both of these bridges.

Based upon the attached 2012 ranking of bridges, the Road and Bridge Department is proposing three planning grant applications for the following bridges: Groff Lane (Supply Ditch), Middle Burnt Fork Road (North Burnt Fork Creek) and Groff Lane (Union Ditch). If the planning grants are successful then PER's will be prepared for the three (3) bridges. The PER's could then later be submitted to TSEP for construction grants.

In 2013, construction was completed for the Black Lane Bridge. Construction of the Willoughby Bridge is planned for winter 2014 (See attached Form 4A for proposed project costs for Willoughby Lane). In summary, the construction grants are basically a 50% grant with the County receiving \$212,489 and needing to come up with the 50% match with "in-kind" work and funds.

**FISCAL IMPACT/FINANCING:** There is no cost to apply for the grants other than staff time to prepare the planning grant applications. The planning grant funding, if awarded, is 50% match for conducting the preliminary engineering reports for each bridge. This will require the Commissioners to authorize \$15,000 for each grant for a total of \$45,000. Historically, each preliminary engineering study has cost \$30,000 (\$15,000 County and \$15,000 TSEP).

**ADMINISTRATIVE SIGN-OFF:**

By John C. Horat  
Administrator

**4A. PROJECT BUDGET FORM**

<b>Completed By: Jonathan L. Gass, P.E.</b>		<b>For: Ravalli County</b>		<b>Date: 4/1/2012</b>
<b>ADMINISTRATIVE/ FINANCIAL COSTS</b>	<b>SOURCE: TSEP Grant</b>	<b>SOURCE: Ravalli County</b>	<b>SOURCE: TSEP PER Grant</b>	<b>TOTAL</b>
Personnel Costs		\$2,400		\$2,400
Professional Services		\$12,168		\$12,168
Travel and Training		\$1,200		\$1,200
<b>TOTAL ADMINISTRATIVE/ FINANCIAL COSTS</b>	<b>\$0</b>	<b>\$15,768</b>	<b>\$0</b>	<b>\$15,768</b>
<b>ACTIVITY COSTS</b>				
Preliminary Engineering & PER		\$15,000	\$15,000	\$30,000
Final Engineering		\$25,230		\$25,230
Construction Services		\$22,075		\$22,075
Construction	\$200,400	\$114,968		\$315,368
Contingency	\$12,089	\$19,448		\$31,537
<b>TOTAL ACTIVITY COSTS</b>	<b>\$212,489</b>	<b>\$196,721</b>	<b>\$15,000</b>	<b>\$424,210</b>
<b>TOTAL PROJECT COSTS</b>	<b>\$212,489</b>	<b>\$212,489</b>	<b>\$15,000</b>	<b>\$439,978</b>

2012 Ranking	Bridge	Status
1	Supply Ditch at Willoughby Lane	<del>County will consider for 2013 TSEP funding</del> <b>FUNDED</b>
2	Corvallis Canal at Black Lane	Funded by TSEP for replacement; will be replaced fall 2012
3	BRID Ditch at Golf Course Road	Sufficiency rating too high for TSEP; structurally sound; needs safety improvements
④	Supply Ditch at Groff Lane	County will consider for 2013 TSEP funding
5	Mill Creek at Sheafman Creek Road	Sufficiency rating too high for TSEP; County will monitor condition
⑥	North Burnt Fork Creek at Middle Burnt Fork Road	County will consider for 2013 TSEP funding
7	Wastewater Ditch at Black Lane	Will be replaced in fall 2012 using County funds
8	East Fork Bitterroot River at East Fork Road	Forest service bridge funded for improvements by Western Federal Lands
⑨	Union Ditch at Groff Lane	County will consider for 2013 TSEP funding
10	Supply Ditch at Stevensville Airport Road	Sufficiency rating too high for TSEP; Structurally sound; needs safety improvements
11	Corvallis Canal at Hawker Lane	County will likely replace three pipes with box culvert; not eligible for TSEP
12	South Fork Skalkaho Creek at Grantsdale Road	Sufficiency rating too high for TSEP; County will monitor condition
13	Irrigation Lateral at Old Corvallis Road	Too small to warrant TSEP project; County will monitor condition
14	Mill Creek at Dutch Hill Road	Programmed by Federal agency for guardrail refit and safety mitigation
15	Republican Ditch at Fairgrounds Road	Programmed by Federal agency for guardrail refit and safety mitigation
16	Ditch at Victor Crossing	Only minor concerns; County will continue to monitor
17	BRID Ditch at Iron Cap Drive	Sufficiency rating too high for TSEP; only minor concerns; County will monitor condition
18	BRID Ditch at Miller Hill Road	Culvert with only minor concerns; County will monitor condition
19	Corvallis Canal at Quast Lane	Sufficiency rating too high for TSEP; only minor concerns; County will monitor condition
20	Mill Creek at Bowman Road	Sufficiency rating too high for TSEP; only minor concerns County will monitor condition