

## **Morton County Park Board Meeting Agenda**

**February 23, 2016**

**Commission Room, Morton County Courthouse**

**210 2<sup>nd</sup> Ave NW, Mandan ND**

**4:00 PM**

Call to order

Roll Call

Approval of Agenda

Approval of minutes of previous meetings

Approve monthly bills & payroll – Zachmeier

1. Reorganize Board
2. Graner Park Boat Ramp
3. Fort Rice Dock
4. Set Fees
5. Memorial Program
6. Mower Quotes
7. Harmon Lake Maintenance & Management Agreement
8. RFP for Graner Park Safe House
9. 2015 Grant Explanation
10. Park updates

\*ISSUES MAY BE ADDED OR DELETED BY MEETING DAY

## MORTON COUNTY PARK BOARD MEETING

December 22, 2015

The Morton County Park Board Meeting was called to order on December 22, 2015, at 4:00 PM by Chairman Wetsch at the Morton County Courthouse, 210 Second Avenue NW, Mandan, North Dakota. Others present were Members Geiger, Schulz, Goetzfried, Graner, Griffin and Deputy Auditor Eckroth and Park Director Nilsen.

Geiger moved and Graner seconded to approve the agenda. All voting aye, motion carried.

Graner moved and Griffin seconded to approve the minutes of November 19, 2015 minutes. All voting aye, motion carried.

Zachmeier arrives at 4:10pm.

Goetzfried moved and Geiger seconded to approve bills and payroll. All voting aye, motion carried.

Goetzfried moved and Graner seconded to sell the 2001 New Holland TN550D Tractor along with the 2000 Weed Badger 2550NST. All voting aye, motion carried.

Schulz moved and Griffin seconded to continue the Park Board Meeting schedule as the 4<sup>th</sup> Tuesday of each Month. All voting aye, motion carried.

Goetzfried moved and Graner seconded to adjourn at 4:47 PM. All voting aye, motion carried.

## Tim Nilsen

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**From:** Frohlich, Bob A. <bafrohlich@nd.gov>  
**Sent:** Tuesday, January 12, 2016 4:17 PM  
**To:** Tim Nilsen  
**Subject:** Proposed 2016 Projects  
**Attachments:** 2014West Totten CDS (1).JPG

Hi Tim,

I know you are probably working on a list of new projects to submit to me for this upcoming years cost share.

This past year, we identified the projects below as being high priority and so I am forwarding them on to you to include with your request. My department would be willing to cost share with the Morton County PB on these projects and are hopeful that the park board is also willing.

1. Ft. Rice – new skid type courtesy dock. The existing dock there is in tough shape and we propose to replace it with a new skid dock like the one on the attached photo. We build these docks and could provide it if the park board is willing to reimburse us for 25% of the cost for materials (\$1,300) and assume ownership and maintenance of the new dock.
2. Graner – riprap around ramp. When the guys assisted in removing that large log last summer, they discovered that there is severe undermining of the ramp on the upstream side. Rock rip-rap will need to be brought in and placed along the edge(s) to stabilize it and keep it from getting any worse. We haven't calculated how much rock will be needed yet, but will do so in the upcoming weeks. We would likely work with a local contractor that has a long-stick and oversee the construction of the project. This project absolutely needs to be done or we could lose that ramp. We would need the park board to agree to cost share 75/25 and accept the bills, request our 75% reimbursement and then pay the contractors.

I wanted to touch base with you now so that you could submit these along with whatever else you might have.

If you have any questions or comments, please feel free to call, email or stop by.

Thanks  
Bob



# Morton County Parks Memorial Program



210 2nd Ave., NW  
Mandan, North Dakota 58554

*current prices*

A tree represents an everlasting gift and promotes a better environment.

This program allows individuals or groups to recognize a person or special event by having a tree planted and/or placing a bench in one of the County parks.

Included with every tree and/or bench is an inscribed name plate.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_

Spring Snow Crabe  
 Pink Splendor Crabe  
 Japanese Tree Lilac  
\$350.00 (balled/burlaped 2" - 3")

This tree and/or bench is:

In Memory Of  In Honor  To Celebrate

Emerald Luster Maple  
\$350.00(balled/burlaped 1 1/2 - 2")

Person/Event: \_\_\_\_\_  
From: \_\_\_\_\_

Pink Spire Crab  
 Lindens  
 Hackberry  
 Northern Acclaim Honey Locust  
\$450.00 (balled/burlaped 2" - 4")

Where would you like the dedication card mailed?

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

Bur Oak  
\$550.00 (balled/burlaped 1 1/2" - 2")

Desired Park Location (Please circle one)

\*(Graner Park, Harmon Lake, Sweet Briar Lake, Danzig Dam,  
Fish Creek Dam, Nygren Dam, Ft. Rice Campground)

\*pending approval from U.S.A.C.E.

Benches from Iron Valley

4' bench \$ 1,050.00  
 5' bench \$ 1,200.00  
 6' bench \$ 1,350.00  
*} add \$ 300  
freight*

Amount for Trees \$ \_\_\_\_\_

If you have any questions regarding the Morton County Parks Memorial Program contact the Morton County Parks Director at 667-3363.

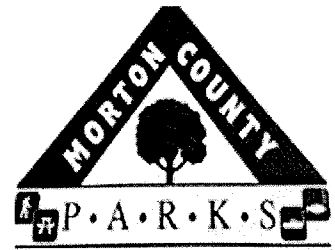
Amount for Benches \$ \_\_\_\_\_

Total Amount Enclosed \$ \_\_\_\_\_

Mail this form, along with your payment payable to:

**Morton County Parks**  
**Attn: Memorial Program**  
**210 2nd Ave NW, Mandan ND 58554**

# Morton County Parks Memorial Program



210 2nd Ave., NW  
Mandan, North Dakota 58554

## *Proposed Prices*

A tree represents an everlasting gift and promotes a better environment.

This program allows individuals or groups to recognize a person or special event by having a tree planted or placing a bench in one of the County parks.

Included with every tree and/or bench is an inscribed name plate.

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

- Spring Snow Crabe
- Pink Splendor Crabe
- Japanese Tree Lilac  
\$350.00 (balled/burlaped 2" - 3")
- Emerald Luster Maple  
\$350.00 (balled/burlaped 1 1/2" - 2")

**This tree and/or bench is:**

In Memory Of  In Honor  To Celebrate

Person/Event: \_\_\_\_\_  
 From: \_\_\_\_\_

- Pink Spire Crab
- Lindens
- Hackberry
- Northern Acclaim Honey Locust  
\$450.00 (balled/burlaped 2"-4")
- Bur Oak  
\$550.00 (balled/burlaped 1 1/2" - 2")

Where would you like the dedication card mailed?

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State Zip: \_\_\_\_\_

**Benches from Iron Valley**

- 4' bench \$1,350.00
- 5' bench \$1,500.00
- 6' bench \$1,650.00

**Desired Park Location (Please Circle One)**

(Graner Park, Harmon Lake, Sweet Briar Lake, Fish Creek Dam,  
 Danzig Dam, Nygren Dam, Ft Rice Campground)

Amount for Trees \$ \_\_\_\_\_

Amount for Benches \$ \_\_\_\_\_

Total Amount Enclosed \$ \_\_\_\_\_

If you have questions regarding the Living tree Memorial Program contact Tim at 667.3363.

Mail this form, along with your payment payable to:  
**Morton County Parks**  
**Attn: Living Tree**  
**Program**  
 210 2nd Ave NW • Mandan, ND 58554

Attn: Mr. Tim Nilsen 701-667-3363

2/16/2016



# Morton County Parks



## TORO TURF MAINTENANCE EQUIPMENT QUOTE

<i>Toro Groundsmaster 3280-D 2WD with 72" Deck</i>	<i>MSRP</i>	<i>2016 GSA Gov't Contract Price</i>
New <b>TORO GROUNDMASTER 3280-D</b> , 24.8 HP Kubota LC Diesel, <b>2WD</b> , Out-Front Commercial Rotary Mower w/ 72" Side Discharge Cutting Deck, Air Ride Suspension Seat, 12V Power Port, Arm Rest Kit, 35# Rear Weight and Foldable 2-Post ROPS (30344, 31336, 24-5790-01, 108-9687, 30707, 30398, 30313, 30382)	\$26,105.04	\$20,584.28

- Applicable sales tax is not included in quoted pricing
- Quoted GSA Contract valid for 120 days
- All New Toro Commercial Equipment is Sold with a 2 Year Manufactures Warranty
- Set-Up and Delivery at No Charge

Thank you for the opportunity to submit this quote. If you have any questions, please do not hesitate in contacting us at 800-492-9972.

Dave Iverson & Matt Arntzen, SMEI Certified Professional Sales Representatives



**Northern Plains Equipment Co Inc**  
 2933 Twin City Drive  
 Mandan ND 58554-0804  
 United States  
 701-663-9864



Printed 2016-02-12

**Customizable Customer Report**

Page 1 of 3

Name/Company Morton County Parks		Telephone (701)667-3363
Address 210 2nd Ave NW		Account Manager Roger Schlinger
City/Town, State/Province Mandan, ND	Location Kubota	Quote No. 11036
Postal/Zip Code 58554	Quote Date 2016-02-12	In Effect Until 2016-02-12

Quantity	Description	Price \$
<b>Sales Items</b>		
<b>- New - Kubota F2690E Mower/Front Mount</b>		
Stock No.: 4003267		
1	F2690E 2WD Front Mower with ROPS With Standard Tires and ROPS. Tires and Mower Decks must be ordered separately.	17896.24
1	RCK72P-F39 72" Cutting Width, HiPro3 Standard Side Discharge Deck 3 – Blade Mower / RH Discharge / Shaft Drive / Quick Mount Mechanism.	4654.51
<b>Sub-Total</b>		<b>\$22,550.75</b>
<b>Total Price of Sale Items</b>		\$22,550.75
<b>Discount</b>		(\$5,060.77)
<b>Balance</b>		\$17,489.98
<b>Contract Amount</b>		\$17,489.98

Account Manager \_\_\_\_\_ Accepted by \_\_\_\_\_

Roger Schlinger  
 Email: roger@northernplainequipment.com



# Investment Proposal (Quote)

RDO Equipment Co.  
 2000 Industrial Drive / PO Box 1098  
 Bismarck ND, 58502  
 Phone: (701) 223-5798 - Fax: (701) 223-2819

**Proposal for:**  
 MORTON COUNTY PARKS  
 210 2nd Av NW  
 MANDAN, ND, 58554  
 MORTON  
 (701) 220-4503

**Investment Proposal Date:** 2/15/2016  
**Pricing Valid Until:** 3/1/2016  
**Deal Number:** 848886  
**Customer Account#:** 4503039  
**Account Manager:** Curt Berreth  
**Phone:** (701) 223-5798  
**Fax:** (701) 223-2819  
**Email:** CBerreth@rdoequipment.com

## Equipment Information

Quantity	Serial Number	Hours (approx.)	Status / Year / Make / Model Additional Items	Cash Price
1	TBD	0	New 2016 JOHN DEERE 1550 Outside Parts and Labor Rear Weight Mounting Kit- TCB10303 Outside Parts and Labor 4 quick tach weights-R66949	\$13,697.57 \$112.00 \$236.00
1	TBD	0	New 2016 JOHN DEERE 72	\$3,804.59
<b>Equipment Subtotal:</b>				<b>\$17,850.16</b>

## Purchase Order Totals

<b>Balance:</b>	\$17,850.16
<b>Total Taxable Amount:</b>	\$17,850.16
<b>Sales Tax Total:</b>	\$0.00
<b>Sub Total:</b>	\$17,850.16
<b>Cash with Order:</b>	\$0.00
<b>Balance Due:</b>	<b>\$17,850.16</b>

## Equipment Options

Qty	Serial Number	Year / Make / Model	Description
1	TBD	2016 JOHN DEERE 1550	2400TC 1550 TERRAIN CUT T4 TRACTOR 001A COUNTRY CODE- US / CANADA 1019 23X10.50-12 TURF DRIVE TIRES 1190 TWO WHEEL DRIVE 2012 AIR RIDE SUSPENSION SEAT KIT
1	TBD	2016 JOHN DEERE 72	0347TC 72SD DECK (DOM) FRONT MOWER 001A COUNTRY CODE-US/CANADA



**2015 AGREEMENT  
FOR THE MAINTENANCE AND MANAGEMENT  
OF HARMON LAKE RECREATIONAL AREA**

This Agreement is made as of the 1<sup>st</sup> day of January, 2015, between the Morton County Water Resource District (hereinafter "the District"), and the Morton County Board of Park Commissioners (hereinafter "Morton County Parks").

Whereas, the District is interested in obtaining operation and management services for its Harmon Lake Recreation Area; and

Whereas, Morton County Parks is in the position to provide such operation and management;

Now, therefore, in consideration of the premises, it is agreed as follows:

1. **Scope of Services:** The District and Morton County Parks agree that Morton County Parks, as an independent contractor, shall furnish services to and for the benefit of the District by providing operation and management services for the District's Harmon Lake Recreation Area in accordance with the terms and conditions of this agreement. Such duties, obligations and responsibilities shall include the following:
  - a. Morton County Parks shall require its staff providing services under the provisions of this agreement to comply with all policies and procedures which are developed through the joint efforts of the parties relating to the provision of operational services for the Harmon Lake Recreation Area.
  - b. Morton County Parks shall be solely responsible for the selection, retention, supervision and compensation of its employees and staff.
  - c. At its expense, Morton County Parks shall be responsible for:
    1. providing a friendly, knowledgeable and trained staff.
    2. public safety.
    3. mowing the swimming area, the roads (ditch downslope and bottom), parking, boat ramp areas and the camping areas.
    4. cleaning of bathrooms.
    5. establishing garbage systems and hauling of refuse for proper disposal.
    6. maintenance of the public beach swimming area.
    7. maintenance of docks and other facilities including permanent and temporary structures and shelters.
    8. repair, replacement or reclamation of vandalism occurring in the developed areas.

9. noxious weed control by mowing and spraying, as appropriate, only in the developed areas of the recreation area.
  10. maintenance of all equipment, machinery and tools owned by Morton County Parks.
  11. maintenance of the buildings and structures (except the District's shop building) in good repair and upkeep, to include painting and cleaning.
  12. assuring that roadway and parking lot repairs are completed.
  13. collection of all fees generated from the use of Harmon Lake Recreation Area.
  14. payment of all utility charges including electricity, water, sewer and garbage.
- d. At its expense, the District shall be responsible for:
1. control of noxious weeds in the non-developed areas of Harmon Lake Recreation Area.
  2. maintenance of all equipment, machinery and tools owned by the District.
  3. maintenance of its shop building in good repair and upkeep, to include painting and cleaning.
  4. costs for repair, operation and maintenance of the natural surface trail, known as Otter Creek Trail.
- e. Jointly the parties shall:
1. consult with the Natural Resources Conservation Service of the United States Department of Agriculture for recommendation on tree planting. Thereafter the District shall pay for obtaining and planting trees. Morton County Parks shall water and maintain planted trees, at its expense.
  2. develop an annual work plan and budget (personnel, utilities, supplies, repairs and maintenance, contract services, equipment and capital improvements).
  3. plan marketing and promotional efforts of the Harmon Lake Recreation Area and programs and public information related to management and operations of the facility;
2. **Communication:** Morton County Parks shall designate its director or other designee as the primary contact to work with a District Board member or members as designated by the District.


3. **Funding:** Except as specified above, the District is responsible for funding all other operation, maintenance and capital improvement budgets for the Harmon Lake Recreation Area.
4. **Ownership and Custody of Property:** All property, publications, trade names, plans, logo or ideas prepared for and purchased by the District shall be the District's sole property. All property, publications, trade names, plans, logo or ideas prepared for and purchased by Morton County Parks shall be Morton County Parks' sole property.
5. **Embankment and Dam Safety:** The District will retain authority and responsibility over the dam itself, including management of water quality, water quantity and dam safety concerns.
6. **Enforcement.** It is agreed by the parties that Morton County Parks and its employees will report violations of park rules, ordinances and state laws to the Morton County Sheriff's Department and Morton County State's Attorney for prosecution.
7. **Relationship of Parties:** This agreement shall not be construed to create any form of employment relationship between the District and Morton County Parks, or any person designated by Morton County Parks under the provisions of this agreement. It is the intention of the parties hereto to maintain separate and distinct organizations, and Morton County Parks through its designated employees shall at all times be acting as an independent contractor in providing services to and for the benefit of the Harmon Lake Recreation Area. Each party shall be responsible to control and supervise all of its employees and to pay compensation to or for the employees of all wages, salaries, taxes, withholding payments, fees, as well as other benefits or compensation to any pension or retirement plans. Neither party shall claim that the other is responsible for the payment of any of the foregoing payments, withholdings, contributions, or taxes in relationship to its designated employees.
8. **Severability:** The unenforceability or invalidity of any provision of this contract shall not render any other provisions of this contract unenforceable or invalid.
9. **Governing Law:** This contract is to be governed by and construed according to the North Dakota Century Code and local and federal laws.
10. **Insurance:** The District shall maintain in full force and effect during the term of this agreement, at its sole cost and expense, general liability coverage, including liability coverage for any of its employees, contractors or subcontractors designated to provide services under the terms of this contract and shall name the Morton County Parks as an additional insured. Each party shall, at its own expense, obtain and maintain appropriate workers compensation coverage for its employees who shall provide services under this contract.
11. **Indemnification and Hold Harmless.** Each party to this agreement shall be responsible for the claims, losses, damages and expenses, which may arise out of the negligent or wrongful acts or omissions of that party or that party's agents, employees, or representatives acting in the scope of their duties in this contract. Each party to this

agreement agrees to inform the other in the event such party is notified of an investigation or claim arising out of the services of managing the Harmon Lake Recreation Area under the terms and conditions of this contract and shall provide reasonable access to the information involving such investigation or claim. Each party shall further notify the other party of the disposition of any such investigation or claim.

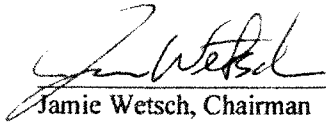
12. **Contract Term**. This agreement is for a period of one year commencing January 1, 2015, and terminating December 31, 2015.

13. **Termination of Agreement**. The District or Morton County Parks may unilaterally terminate this agreement upon 90 days written notice to the other party.

IN WITNESS WHEREOF, the parties have executed this contract as of the day, month and year written above, and each party hereby acknowledges that it has the full right and authority to enter into this contract and bind the respective party to the terms stated herein.

  
\_\_\_\_\_  
Wade Bachmeier, Chairman  
Morton County Water Resource District

2-27-2015  
Date

  
\_\_\_\_\_  
Jamie Wetsch, Chairman  
Morton County Board of  
Park Commissioners

28-Feb-15  
Date

# REQUEST FOR PROPOSAL FOR THE CONSTRUCTION AND EMPLACEMENT OF A COMMUNITY STORM SHELTER

Morton County is requesting proposals for construction services

Project included in this proposal is:

## **Graner Park Community Safe Room**

### **A. FIRMS CAPABILITY**

1. In order for offerors to be considered, responsive offerors must have a minimum of three (3) years of experience with concrete casting/construction of modular units capable of compliance with the Federal Emergency Management Agency's community safe room standards.
2. At the time specified by the deadline for submission of proposals, the offeror must have and keep current any professional licenses and permits required by federal, state, and local laws for project performance. Offerors who do not possess required licenses at the time proposals are due, will not be eligible for consideration.
3. The offeror must identify all known federal requirements that apply to the proposal, the evaluation, or the contract.
4. An offeror's failure to meet these minimum prior experience requirements will cause their proposal to be considered non-responsive and their proposal will be rejected.

### **B. RECORD AND PERFORMANCE**

1. Submit brochure of firm, including major items of concrete casting and reinforcement equipment and survey or testing equipment, computers, etc.
2. Offerors must provide examples of concrete casted deliverables such as box culverts, etc., that satisfactorily complied with their client's approval.
3. Submit reference of four (4) clients and/or individuals with proposal. One shall be a financial reference.

### **C. SCOPE OF WORK**

#### 1. Overview:

- A. Morton County Department of Emergency Management is soliciting proposals for the casting of reinforced concrete modules for transportation and assembly at Graner Park, 5231, Graner Park Road, Mandan, ND. Required building specifications are as listed below:
  - a. Design Wind Speed = 250-MPH
  - b. In accordance with Code References
    - i. FEMA P361
    - ii. ICC 500
    - iii. ASLE 7
    - iv. Americans with Disabilities Act of 1990
  - c. Occupancy Limit = 49

- d. Gross Area Square Footage = 300
- e. Usable Area Square Footage = 255
- f. Per FEMA P361, walls to be 6-inch reinforced. End caps to be 4-inch reinforced. Designed to withstand the design missile of a 15-pound 2X4.
- g. Ventilation provided at 6.0-inch per occupant and installed in the upper half of the structure.

***Intended Schedule***

- **February 1, 2016 to February 29, 2016:** Proposal submission
- **March 1, 2016 to April 30, 2016:** Casting/construction of modular safe room sections.
- **May 1, 2016 to May 31, 2016:** Delivery

**C. GENERAL INFORMATION**

1. Morton County will be responsible for site preparation.
2. Morton County will be responsible for coordinating off-loading each section.
3. Offeror will supervise placement of each section.
4. Morton County will be responsible for coordinating backfill.
5. Morton County will be responsible for coordinating the caulking of each section's seams.
6. Morton County will be responsible for coordinating electrical contracting.
7. Offeror will be responsible for providing Morton County the name and phone number of the offeror's point of contact for the project.
8. One or more firms may be selected for the interview portion of the selection process by the Morton County Park Board.
9. The offeror will submit one invoice to the Morton County Park Board.
10. The Morton County Park Board members reserve the right to reject any and/or all proposals.
11. Offeror will submit 7 sets of proposals.

**Proposals will be accepted until 11:00 A.M., CST 29th day of February, 2016 at Morton County Emergency Management.**

**Please submit proposals to: MORTON COUNTY EMERGENCY MANAGEMENT  
210 2<sup>ND</sup> Ave. NW  
MANDAN, ND 58554**

**BY ORDER OF THE  
MORTON COUNTY PARK BOARD**

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**JAMIE WETSCH  
CHAIRMAN**

2015 Grant Explanation

Project	Estimated Cost	Final Cost	Grant Dollars	Park Board Dollars	Grant	Percentage
Phase II Electric	\$29,782.72	\$25,452.72	\$12,726.36	\$12,726.36	North Dakota State Parks Outdoor Recreation Facilities Grant	50%
Waterlines and Hydrants	\$7,350.00	\$4,695.00	\$2,347.50	\$2,347.50	North Dakota State Parks Outdoor Recreation Facilities Grant	50%
Vault Toilet	\$10,000.00	\$9,142.50	\$4,571.25	\$4,571.25	North Dakota State Parks Outdoor Recreation Facilities Grant	50%
	This Vault Toilet I was hoping to get a 75% Grant but only could get 50% Grant					
Vault Tiolet	\$10,000.00	\$9,142.50	\$6,856.88	\$2,285.62	North Dakota State Game & Fish Dept.	75%
Trees	\$3,250.00	\$3,237.75	\$1,063.00	\$2,174.75	North Dakota Forest Service ATB_TP Grant	Qualifying Dollars
Rip-Rap	\$250,200.00	\$227,795.76	\$170,846.82	\$56,948.94	Outdoor Heritage Fund	75%