

Morton County Park Board Meeting Agenda

July 25, 2017

Commission Room, Morton County Courthouse

210 2nd 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 – Wetsch

1. Budget 2018
2. Rip-Rap Permit
3. Corps Inspections
4. Park Updates

***ISSUES MAY BE ADDED OR DELETED BY MEETING DAY**

MORTON COUNTY PARK BOARD MEETING

June 27, 2017

The Morton County Park Board Meeting was called to order on June 27, 2017, at 4:00 PM by Chairman Wetsch at the Morton County Courthouse, 210 Second Avenue NW, Mandan, North Dakota. Others present were Members Geiger, Goetzfried, Zachmeier, Griffin, Graner, Schulz, Auditor Rhone and Park Director Nilsen.

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

Goetzfried moved and Griffin seconded to approve the minutes of May 23, 2017 meeting. All voting aye, motion carried.

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

Goetzfried moved and Graner seconded to proceed with rip-rap project at Graner Park Bank Stabilization pursuant to obtaining permit for the Corp of Engineers. All voting aye, motion carried.

Graner moved and Geiger seconded to adjourn at 4:38PM. All voting aye, motion carried.

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PB Notes 7.25.17

1. Budget: I have included in your packet a copy of my proposed budget along with an explanation sheet. It is actually a tiny bit higher than last year because I need to show dollars in the Memorial Program. These dollars will not affect taxes because it will be money in and the same amount out.
2. Rip-Rap Permit: The application has been delivered to the USACE. I'm hoping it will not be the long process like last time.
3. Corps Inspections: We had the Corp inspections at Fort Rice Recreation Area and Graner Park on July 18th. The inspections went really well, they had to struggle to find things to write down. I have included copies of the inspections in your packet.
4. Park Updates: I will have the current camping information at the meeting.

Parks

	2017 Actual				Requested 2018 Budget	Increase (Decrease)	% Change
	2015 Actual	2016 Actual	Jan - May	2017 Budget			
217 490 6101 SALARIES	194,212.00	191,876.00	59,951.00	207,199.00	207,199.06	0.06	0%
217 490 6121 OVERTIME	3,704.00	905.00	639.00	0.00	-	-	-
217 490 6211 HEALTH INSURANCE	17,253.00	19,766.00	8,236.00	21,525.00	21,340.00	(185.00)	-1%
217 490 6212 AUTO INSURANCE	3,012.00	2,965.00	3,042.00	3,500.00	3,500.00	-	0%
217 490 6213 EQUIPMENT INSURANCE	401.00	372.00	371.00	600.00	600.00	-	0%
217 490 6214 PROPERTY INSURANCE	36.00	37.00	0.00	100.00	100.00	-	0%
217 490 6221 FICA MATCH	0.00	14,376.00	4,458.00	15,882.00	15,881.81	(0.19)	0%
217 490 6241 WORKMENS COMPENSATION	3,704.00	3,641.00	2,697.00	4,100.00	4,000.00	(100.00)	-2%
217 490 6300 NDPERS DEF. BENEFIT	11,730.00	16,451.00	6,997.00	16,817.00	16,817.30	0.30	0%
217 490 6339 MEMBERSHIPS & REGISTRATIO	807.00	280.00	545.00	1,070.00	560.00	(510.00)	-48%
217 490 6341 TRAVEL EXPENSE	278.00	0.00	0.00	300.00	300.00	-	0%
217 490 6344 VEHICLE & EQUIP REPAIR &	9,933.00	7,918.00	1,334.00	10,000.00	10,000.00	-	0%
217 490 6351 UTILITIES	37,591.00	41,145.00	7,603.00	46,430.00	48,672.00	2,242.00	5%
217 490 6359 POSTAGE	42.00	86.00	23.00	150.00	150.00	-	0%
217 490 6360 MOBILE COMMUNICATIONS	1,101.00	997.00	206.00	1,260.00	1,260.00	-	0%
217 490 6361 TELEPHONE	148.00	130.00	40.00	150.00	150.00	-	0%
217 490 6363 PUBLISHING & PRINTING	827.00	777.00	15.00	1,000.00	1,000.00	-	0%
217 490 6401 OFFICE SUPPLIES	516.00	382.00	181.00	500.00	500.00	-	0%
217 490 6426 GAS & DIESEL, OIL & GREAS	16,123.00	14,247.00	2,718.00	22,000.00	22,000.00	-	0%
217 490 6470 PARK MAINTENANCE	33,372.00	36,338.00	4,085.00	46,000.00	46,000.00	-	0%
217 490 6471 PARK MEMORIAL	0.00	1,441.00	0.00	0.00	-	-	#DIV/0!
217 490 6648 CAPITAL IMPROVEMENTS IN P	362,414.00	110,754.00	43,623.00	85,195.00	81,880.00	(3,315.00)	-4%
217 490 6651 CAPITAL OUTLAY-EQUIPMENT	12,473.00	19,764.00	0.00	33,400.00	34,325.00	925.00	3%
217 490 6662 PARK MEMORIAL PROGRAM	-37.00	0.00	0.00	0.00	1,250.00	1,250.00	#DIV/0!
217 490 6932 COPIER EXPENSE	132.00	127.00	20.00	300.00	200.00	(100.00)	-33%
	\$ 709,772.00	\$ 484,775.00	\$ 146,784.00	\$ 517,478.00	\$ 517,685.17	\$ 207.17	\$ 0.00

Please do not change any cells highlighted in orange!

2018 Budget Explanation

217.490.6339 Memberships & Registrations: 2017--\$1,070 2018--\$560

NDRPA Membership	\$175
Pesticide License	\$85
NDRPA Conference	\$150
ND Travel Conference	\$150

This line could be this high if all conference and classes were attended. The reason for the decrease of \$510 is both Kevin and I are Certified Playground Safety Inspectors.

217.490.6341 Travel Expenses: 2017--\$300 2018--\$300

The next Tourism Conference will be in Fargo and the NDRPA conference location has not been announced as of yet, I feel three nights lodging will be sufficient.

217.490.6344 Vehicle & Equipment Repair & Maintenance: 2017--\$10,000 2018--\$10,000

Our fleet of mowers is in excellent shape. The pickups are in very good shape; however we have a 1996 Ford F-250 with approximately 178,000 that is weak and needs to be replaced. I figure that this line will be fine with what we had last year.

217.490.6351 Utilities: 2017--\$46,430 2018--\$48,672

Propane was figured using 1,000 gallons at \$1.00/gl. This will be the same figures as last year.-- \$1,000
With the water billing I used the total billing for 2016 and added \$30.00.-- \$2,250
Garbage; I raised the cost by \$5.00/ container to \$80.00/container.-- \$15,360
The electricity I had a struggle with, I used the total billing for 2016- added \$4,000 for the early close at Graner Park and the added 5%. I come up with a total of \$30,062.

217.490.6359 Postage: 2017--\$150.00 2018--\$150

No change in this line item.

217.490.6360 Mobile Communications: 2017--\$1,260 2018--\$1,260

No change in this line item.

217.490.6361 Telephone: 2017--\$150 2018--\$150

No Change in this line item.

217.490.6363 Publishing and Printing: 2017--\$1,000 2018--\$1,000

The price of printing our camping receipts will be staying the same according to the printer. I have been in contact with another vendor, they are looking into printing our envelopes in the future but as of now they can't meet our needs.

217.490.6401 Office Supplies: 2017--\$500 2018--\$500

I see no need to raise this line.

217.490.6426 Gas, Diesel, Oil and Grease: 2017--\$22,000 2018--\$22,000
With the price of fuel low and the forecast is to remain low, I see no reason to raise this line. There could be a cut in this line if needed, but I hesitated to cut, simply because, fuel could go up and then we will need the extra funds. Last year we had \$7,753 left in this line item.

217.490.6470 Park Maintenance: 2017--\$46,000 2018--\$46,000
Here again there could be a little cutting, but I hesitate in case something serious could happen. Last year we had \$9,662 left in this line item.

217.490.6471 Park Memorial: 2016--\$00.00 2018—0.00
I have not had anybody inquire about memorials at the current time.

217.490.6648 Capital Improvements in Parks: 2017--\$85,195 2018--\$81,880

1. Entzel Park-- Trailside Improvements; I would like to start improving this site with a vault toilet, parking lot with road leading to it, and a cement side walk connecting the parking lot to the trail and vault toilet. The sidewalks will cost \$8,420. I figure it will cost about \$6.00 per square foot. The road and parking lot will cost about \$3,200. The vault toilet and the cost of digging the hole will run approximately \$10,800. The total for this project should be about \$22,420.

2. Fish Creek Repair-- With the issues with the pipe at Fish Creek and listening to the State Water Board people and also the Engineers with the State NRCS, I feel will should budget \$50,000 for the project. The cost of the project could be as high as \$150,000, with each of the three sponsors paying 1/3, \$50,000 should cover us. These numbers were talked about in 2016, I feel we should add 5% making our share \$52,500. The State water Commission will apply for the proper Federal Grant, hopefully we can receive some fund from the Feds which would be a savings. How much, I don't know. The Morton County Water Board at their last meeting said they would pay our share (\$50,000) and we would reimburse them \$25,000 next year, if the work could be done this season. I don't know if that offer will stand if the work is done in the 2018 season. I have included in this line item, \$52,500 for the repairs at Fish Creek.

3. Trees—I have added to the budget \$6,000 for 10ft. or larger trees. I would like to add 20 trees at Harmon and 20 trees at Graner. This amount of trees will be about all we can take of in case of another dry season. We will need to invest in watering bags that will cost us \$960. This investment of trees and watering bags will cost \$6,960. The trees were figured at \$150/tree and the bags at \$24/bag. I will apply for a Grant (North Dakota Forest Service America the Beautiful) this Grant is a 50/50 grant that will cut this amount in half. As of now the grant application cycle is not open. I will continue to watch for the application cycle to open.

217.490.6651 Capital Outlay-Equipment: 2017--\$33,400 2018--\$34,325

1. New Pick up--The cost of a pickup will be about \$33,025. This is off the state bid for a 1 ton crew cab, long box, dual rear wheels, and automatic transmission. This cost is figured from this year's state bid price and adding 5%. A turn over ball hitch will cost about \$800 installed. This will make the total price \$33,825. This will replace the 1996 Ford. The 1996 would then go to auction; I don't think it will bring much.

2. Blade Sharpener—We are in need of a blade sharpener for the mower blades. With the high cost per blade at about \$40/blade a sharpener would extend the life of each blade. They would have the correct angle and be balanced all in the one process. We can purchase a good one for about \$500; this will do what we need without any extras.

217.490.6662 Park Memorial Program: 2017--\$0.00 2018--\$1250

Dawn would like to have this budgeted. It will be money in and money out. It will not raise taxes.

217.490.6932 Copier Expense: 2017--\$300 2018--\$200

In the last two years we have not exceeded \$150. I feel comfortable dropping this line to \$200.

DEPARTMENT OF THE ARMY
U. S. ARMY CORPS OF ENGINEERS
Riverdale Real Estate Office

INSTRUCTION TO GRANTEE

Grantee:

Morton County Park Board

Contract No:

DACW 45-1-08 -8097

Location:

Graner Park Rec Area

Project:

Oahe, ND

COMMENTS AND INSTRUCTIONS:

- East campground: Need additional gravel on circulation roads & pads.
- Middle Playground: replace deck.
- West vault: check out handle on women's rest room. Tough to open.
- Do a hazard branch check.
- Legalize county service vehicles (ATV)

Area in good shape!

COE Employee Signature

Francis "Bud" Kuhn

Date

7-18-17

Grantee Signature

Timothy A. Niles

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U. S. ARMY CORPS OF ENGINEERS
Riverdale Real Estate Office

INSTRUCTION TO GRANTEE

Grantee:

Morton County Park Board

Contract No:

DACW45-1-96-6021

Location:

Fort Rice Rec Area

Project:

Oahe, ND

COMMENTS AND INSTRUCTIONS:

- Continue noxious weed control
- 911 - No parking sign is pretty much hidden (south side)
- Metal campfire rings/boxes in camping area = Excellent.

No problems noted - Rec area in good shape.

COE Employee Signature

Francis "Bud" Kuhn

Date

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Grantee Signature

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