

Morton County Park Board Meeting Agenda

July 26, 2016

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 – Zachmeier

1. Budget
2. Park Updates

*ISSUES MAY BE ADDED OR DELETED BY MEETING DAY

MORTON COUNTY PARK BOARD MEETING

June 28, 2016

The Morton County Park Board Meeting was called to order on June 28, 2016, 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, Graner, Goetzfried, Griffin, Zachmeier and Auditor Rhone and Park Director Nilsen.

Geiger moved and Goetzfried seconded to approve the agenda with an addition. All voting aye, motion carried.

Graner moved and Geiger seconded to approve the minutes of the May 12, 2016 meeting. All voting aye, motion carried.

Geiger moved and Schulz seconded to approve the bills. All voting aye, motion carried.

Goetzfried moved and Graner seconded to adjourn at 4:58pm. All voting aye, motion carried.

Parks

	2016 Actual				Requested	Increase	%
	2014 Actual	2015 Actual	Jan - June	2016 Budget	2017 Budget	(Decrease)	Change
217 490 6101 SALARIES	166,334.00	194,212.00	88,936.00	202,854.00	206,933.51	4,079.51	2%
217 490 6121 OVERTIME	14,894.00	3,704.00	905.00	0.00		-	
217 490 6211 HEALTH INSURANCE	17,690.00	17,253.00	9,883.00	19,800.00	21,340.00	1,540.00	8%
217 490 6212 AUTO INSURANCE	3,365.00	3,012.00	2,965.00	3,500.00	3,500.00	-	0%
217 490 6213 EQUIPMENT INSURANCE	425.00	401.00	372.00	600.00	600.00	-	0%
217 490 6214 PROPERTY INSURANCE	0.00	36.00	0.00	100.00	100.00	-	0%
217 490 6221 FICA MATCH	0.00	0.00	6,683.00	15,549.00	15,861.45	312.45	2%
217 490 6241 WORKMENS COMPENSATION	1,623.00	3,704.00	3,641.00	3,900.00	4,100.00	200.00	5%
217 490 6300 NDPERS DEF. BENEFIT	13,229.00	11,730.00	8,226.00	16,475.00	16,804.08	329.08	2%
217 490 6339 MEMBERSHIPS & REGISTRATIO	573.00	807.00	280.00	1,570.00	1,070.00	(500.00)	-32%
217 490 6341 TRAVEL EXPENSE	90.00	278.00	0.00	500.00	300.00	(200.00)	-40%
217 490 6344 VEHICLE & EQUIP REPAIR &	8,453.00	9,933.00	2,603.00	10,000.00	10,000.00	-	0%
217 490 6351 UTILITIES	29,025.00	37,591.00	7,715.00	42,495.00	46,430.00	3,935.00	9%
217 490 6359 POSTAGE	47.00	42.00	67.00	75.00	150.00	75.00	100%
217 490 6360 MOBILE COMMUNICATIONS	1,097.00	1,101.00	258.00	1,200.00	1,260.00	60.00	5%
217 490 6361 TELEPHONE	118.00	148.00	64.00	200.00	150.00	(50.00)	-25%
217 490 6363 PUBLISHING & PRINTING	1,002.00	827.00	9.00	1,000.00	1,000.00	-	0%
217 490 6401 OFFICE SUPPLIES	510.00	516.00	202.00	500.00	500.00	-	0%
217 490 6426 GAS & DIESEL, OIL & GREAS	21,377.00	16,123.00	3,268.00	22,000.00	22,000.00	-	0%
217 490 6470 PARK MAINTENANCE	38,659.00	33,372.00	22,079.00	46,000.00	46,000.00	-	0%
217 490 6471 PARK MEMORIAL	0.00	0.00	1,441.00	0.00	-	-	#DIV/0!
217 490 6648 CAPITAL IMPROVEMENTS IN P	173,998.00	362,414.00	40,713.00	217,662.00	150,703.00	(66,959.00)	-31%
217 490 6651 CAPITAL OUTLAY-EQUIPMENT	36,316.00	12,473.00	18,500.00	18,506.00	33,400.00	14,894.00	80%
217 490 6932 COPIER EXPENSE	261.00	132.00	8.00	300.00	300.00	-	0%
	\$ 529,086.00	\$ 709,809.00	\$ 218,818.00	\$ 624,786.00	\$ 582,502.04	(42,283.96)	-7%

2017 Budget Explanation

217.490.6339 Memberships & Registrations: 2016--\$1,570 2017--\$1,070

NDRPA Membership	\$175
Playground Safety Course and Test	\$510
Pesticide License	\$85
NDRPA Conference	\$150
ND Travel Conference	\$150

This line could be this high if all conference and classes were attended. I did not attend the Travel Conference this year and the Grant Management Class was not offered. This line has dropped by \$500 because there is no Grant Management Class coming to the State that I'm aware of. The Playground Safety Course and Test should cost us \$110 with the grant offered by NDRPA and NDIRF.

217.490.6341 Travel Expenses: 2016--\$500 2017--\$300

Last year I budgeted for 5 nights, so far I have not stayed any nights out of town. I feel that without a Grant Management Class being offered 3 nights will be adequate.

217.490.6344 Vehicle & Equipment Repair & Maintenance: 2016--\$10,000 2017--\$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 175,000 that is starting to get weak. I figure that this line will be fine with what we had last year.

217.490.6351 Utilities: 2016--\$42,495 2017--\$46,430

The main reason for this big jump is I made a mistake figuring last year's electrical side of this line. My calculation for Harmon Lake was wrong, when I figured the cost per pad I used the 43 pads when I should have used 23 pads. The result was about half the cost for power. I have made the proper adjustments for this year. At Harmon Lake and Graner Park, I figured the cost per pad and Multiplied it by the number of pads to reach my totals. The rest of the electrical bills I added 5%.

The garbage billing will be a little higher because we added two dumpster in the system. One at Harmon and the other at Sweet Briar. The extra sites at Harmon and the increased number of campers at Sweet Briar, Fish Creek, and Danzig are the reasons.

The water billing is increased by 5%, I justify this by the increase in number of campers.

Propane was figured using 1,000 gallons at \$1.00 per gallon. This will be a decrease of \$500 from last year.

217.490.6359 Postage: 2016--\$75.00 2017--\$150

The reason for the increase is that in the first half of this year we used \$67.00.

217.490.6360 Mobile Communications: 2016--\$1,200 2017--\$1,260
I increased this line by 5% just in case of price increase.

217.490.6361 Telephone: 2016--\$200 2017--\$150
In 2015 we used \$148.00, this year we are on track to use \$128. I will use the cell phone for long distance calling as much as possible.

217.490.6363 Publishing and Printing: 2016--\$1,000 2017--\$1,000
The price of printing our camping receipts will be staying the same according to the printer.

217.490.6401 Office Supplies: 2016--\$500 2017--\$500
I see no need to raise this line.

217.490.6426 Gas, Diesel, Oil and Grease: 2016--\$22,000 2017--\$22,000
With the price of fuel low and the forecast is to remain low, I see no reason to raise this line.

217.490.6470 Park Maintenance: 2016--\$46,000 2017--\$46,000
Looking at what we have used to date this season, I feel comfortable leaving this line the same as last year. I don't foresee any out of the ordinary issues.

217.490.6471 Park Memorial: 2016--\$00.00 2017--\$00.00
I have not had anybody inquire about memorials at the current time.

217.490.6648 Capital Improvements in Parks: 2016--\$217,662 2017--\$150,703

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. I used the figures for the RTP Grant that we didn't receive and added 5%. The sidewalks will cost \$8,245. The road and parking lot will cost about \$2,200. The vault toilet and the cost of digging the hole will run approximately \$10,750. The total for this project should be about \$21,195.

2. Security Lighting for Graner And Fort Rice; The project at Fort Rice will consist of trenching 600ft. installing the wire, two poles, LED lighting and all the proper gear for approximately \$7,500. Graner Park will be installing in two different areas, the last two additions by both vault toilets. There will be approximately 275 feet of trenching and wire, two LED lights, two poles and the proper gear. The cost will be approximately \$7,500. Lillis Electric helped me with these figures; this would be the highest priced scenario. The total cost for both these project would be about \$14,000. I will apply for The Outdoor Recreation Facilities Grant. I feel we have a very high chance of receiving a 50-50 Grant. That would save \$7,000.

3. 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 we 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. The State Water Commission will apply for the proper Federal Grant, hopefully we can receive some funds from the Feds which would be a savings. How much, I don't know.

4. Vault Toilet for Shop Area; The cost for a toilet and hole should be about \$10,500.

5. Repair Rip-Rap Graner Park; Mr. Aubol and I worked on this project and figured out the costs. The individual costs are, mobilization-\$3,500, common excavation-\$8,176, Rip-Rap material and delivery-\$19,440, fabric-\$3,749, Rip-Rap removal-\$5,558, Rip-Rap Placement \$7,410, and a contingency of 15%-\$7,175. The grand total for this project will be approximately \$55,008. We can apply for the Outdoor Heritage Fund for a Grant, they could make it a 50-50 grant or a 75-25 grant. On a 50-50 grant we could save \$27,504 or with a 75-25 grant we could save \$41,256. With the State Budget cut backs I don't feel really good about receiving either one of these two options.

217.490.6651 Capital Outlay-Equipment: 2016--\$18,506 2017--\$33,400
This will cover the cost of a 1 ton, crew cab, single rear wheel, long box, and 4x4 pickup. The truck will have the Ford XL trim package, 6.2 L motor with a 6 speed automatic transmission. This will also cover the cost of the 5th wheel ball installed. This will replace the 1996 Ford. This cost will be about \$32,800. I also budgeted for 2 weed eaters at \$300 each.

217.490.6932 Copier Expense: 2016--\$300 2017--\$300
I see no need to change this line item.

Project	Total Cost	Park Board Cost	Grant Funding	Grant	
				Percentage	Grant Source
Entzel Acres Park	\$21,195.00	\$21,195.00	\$0.00	0%	looking for the right grant
Security Lighting Graner-Fort Rice	\$14,000.00	\$7,000.00	\$7,000.00	50%	ND Outdoor Recreation Facilities
Fish Creek Repair	\$50,000.00	\$50,000.00	\$0.00	0%	our 1/3 share possible Fed Grant
Vault Toilet Shop	\$10,500.00	\$10,500.00	\$0.00	0%	don't know of any will search
Rip-Rap Repair Graner Park	\$55,008.00	\$27,504.00	\$27,504.00	50%	Outdoor Heritage Fund
		\$13,752.00	\$41,256.00	75%	Outdoor Heritage Fund
Totals	\$150,703.00	\$116,199.00	\$34,504.00	using 50%	OHF
	\$150,703.00	\$102,447.00	\$48,256.00	using 75%	OHF

Project	Total Cost	Park Board Cost	Grant Funding	Grant	
				Percentage	Grant Source
Graner Park Rip-Rap	\$58,800.00	\$14,700.00	\$44,100.00	75%	Outdoor Heritage Fund or ND Game and Fish
Little Heart Rip-Rap	\$22,050.00	\$5,512.00	\$16,538.00	75%	ND Game and Fish
Picnic Tables and Fire Rings	\$9,940.00	\$4,970.00	\$4,970.00	50%	ND Community Foundation
Trees and Fabric Entzel Acres	\$3,370.00	\$1,685.00	\$1,685.00	50%	ND State Forrest Service
Playground Equipment Graner	\$29,900.00	\$29,900.00	\$0.00	0	still looking for the right grant
Safe House/ Storm Shelter	\$45,732.00	\$6,859.80	\$38,872.20	85%	State 10% and Federal 75%
Shelter Two Expansion	\$5,000.00	\$2,500.00	\$2,500.00	50%	ND Outdoor Recreation Facilities
Fort Rice Reestroom Replacement	\$31,000.00	\$15,500.00	\$15,500.00	50%	ND Outdoor Recreation Facilities
Playground Equipment Sweet Briar	\$19,770.00	\$0.00	\$19,770.00	100%	New Salem Civic Club & New Salem Community Foundation
TOTALS	\$225,562.00	\$81,626.80	\$143,935.20		
Projects & Purchases 2016	\$108,756.11	\$57,078.31	\$37,796.95		

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

INSTRUCTION TO GRANTEE

Grantee: Morton County Park Board Contract No: DACW45-1-08-8097
Location: Graner Park Rec Area Project: Oahe, ND

COMMENTS AND INSTRUCTIONS:

- West playground equipment could use additional impact zone material.
- Middle playground equipment - New deck required.
- Middle water spigot needs to be signed: potable or non-potable.
- 2016: = Storm shelter in (Plant grass around shelter)
 - = East playground equipment in.
 - = Memorial park bench in.
 - = Ramp repair done.

Campground & Park area in good shape.

Francis "Bud" Rubin
COE Employee Signature

7-19-16
Date

Donald A. Rice
Grantee Signature

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

INSTRUCTION TO GRANTEE

Grantee: Morton County Park Board Contract No: DACW 45-1-96-6021
Location: Fort Rice Rec Area Project: Oahe, ND

COMMENTS AND INSTRUCTIONS:

- New launch dock is in.
- No camping signs (below cut bank) near low water ramp are in place.
- Rock fire ring at very southern campsite needs to be replaced with metal fire ring.
- Creeping Jenny growing inside north vault - men's side
- Eliminate fires below cut bank in day use fishing areas.

Rec Area in good shape.

Francis "Bud" Rubin 7-19-16
COE Employee Signature Date

[Signature] 7-19-16
Grantee Signature