

Morton County Park Board Meeting Agenda

June 23, 2020

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 (May 28, 2020)

Approve monthly bills & payroll--Schulz

1. Budget
2. Park Complaint
3. Park Updates
 - a. Parks
 - b. Revenue

*ISSUES MAY BE ADDED OR DELETED BY MEETING DAY

MORTON COUNTY PARK BOARD MEETING
May 28, 2020

The Morton County Park Board Meeting was called to order on May 28, 2020, at 4:00 PM by Chairman Wetsch at the Morton County Courthouse, 210 Second Avenue NW, Mandan, North Dakota. Others present were Members Zachmeier, Geiger, Austin, Graner, and Kist, Deputy Auditor Eckroth and Park Director Nilsen. Absent was Commissioner Schulz.

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

Graner moved and Geiger seconded to approve the minutes of the March 24, 2020 meeting. All voting aye, motion carried.

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

Geiger moved and Kist seconded to start taking reservation for the park shelters and group camping pads limiting to 5 campers one per pedestal and to open all vault toilets following the CDC recommendations. All voting aye, motion carried.

Graner moved and Austin seconded to adjourn at 4:30 PM. All voting aye, motion carried.

PB Notes 6.23.2020

1. Budget: I have attached the budget and my explanation for your review. If you have any questions or concerns call my cell phone (220-4503). I'm show a 9% decrease in the budget.
2. Park Complaint: There has been a complaint made about a camper using our campgrounds. The investigation is currently in progress. Human Recourses will attend the meeting and get the Board up to date on the matter.
3. Park Updates: The Parks are being used extremely high rate. This weekend all the electrical sites are full. Thursday night Sweet Briar had approximately 25 campers and tents using the Park. Our crew has been keeping up very well, I have received several positive comments about the appearance of the grounds. With the Fourth of July approaching it could be a challenge to get everything looking great. It is hard to mow areas that have campers occupying the site. I'm sure we will not let the Board down!

Revenue: So far this season our System has a revenue of \$45,700. The break down for each Park is Graner \$30,110—Harmon Lake \$13,800 and Fort Rice \$1,790. With all our electrical sites system wide being used these numbers will jump up, I will have current figures at the Board meeting. Have a GREAT WEEKEND!

Parks

		YTD				Requested	Increase	%
		2018 Actual	2019 Actual	2020 Actual	2020 Budget	2021 Budget	(Decrease)	Change
217 490 6101	SALARIES	\$180,499.24	\$171,960.44	\$57,751.82	\$216,385.35	204,694.77	(11,690.59)	-5%
217 490 6121	OVERTIME	\$94.62	\$0.00	\$243.00	\$0.00		-	#DIV/0!
217 490 6211	HEALTH INSURANCE	\$21,701.52	\$20,955.39	\$10,775.24	\$24,951.00	26,720.00	1,769.00	7%
217 490 6212	AUTO INSURANCE	\$3,096.00	\$4,711.00	\$4,305.00	\$5,000.00	4,800.00	(200.00)	-4%
217 490 6213	EQUIPMENT INSURANCE	\$298.20	\$302.07	\$293.69	\$450.00	350.00	(100.00)	-22%
217 490 6214	PROPERTY INSURANCE	\$45.00	\$159.76	\$0.00	\$100.00	100.00	-	0%
217 490 6221	FICA MATCH	\$13,377.95	\$12,749.93	\$4,228.75	\$16,585.94	15,689.85	(896.09)	-5%
217 490 6241	WORKMENS COMPENSATION	\$839.27	\$1,930.61	\$1,923.82	\$3,000.00	2,500.00	(500.00)	-17%
217 490 6300	NDPERS DEF. BENEFIT	\$16,156.56	\$14,952.57	\$6,307.26	\$17,670.19	16,521.99	(1,148.20)	-6%
217 490 6339	MEMBERSHIPS & REGISTRATIO	\$475.00	\$415.00	\$485.00	\$1,070.00	\$1,070	-	0%
217 490 6341	TRAVEL EXPENSE	\$0.00	\$36.62	\$0.00	\$300.00	\$300	-	0%
217 490 6344	VEHICLE & EQUIP REPAIR &	\$9,852.88	\$5,218.72	\$122.77	\$11,000.00	\$11,000	-	0%
217 490 6351	UTILITIES	\$47,854.25	\$36,645.17	\$5,259.15	\$55,550.00	\$53,250	(2,300.00)	-4%
217 490 6359	POSTAGE	\$55.47	\$145.36	\$14.60	\$100.00	\$100	-	0%
217 490 6360	MOBILE COMMUNICATIONS	\$540.84	\$558.04	\$279.37	\$1,300.00	\$1,600	300.00	23%
217 490 6361	TELEPHONE	\$136.93	\$143.45	\$44.00	\$150.00	\$150	-	0%
217 490 6363	PUBLISHING & PRINTING	\$924.98	\$117.64	\$0.00	\$1,000.00	\$1,000	-	0%
217 490 6401	OFFICE SUPPLIES	\$383.29	\$387.19	\$154.95	\$500.00	\$500	-	0%
217 490 6426	GAS & DIESEL, OIL & GREAS	\$14,782.62	\$12,329.92	\$83.66	\$22,000.00	\$20,000	(2,000.00)	-9%
217 490 6470	PARK MAINTENANCE	\$23,094.88	\$25,665.71	\$1,541.55	\$46,000.00	\$46,000	-	0%
217 490 6471	PARK MEMORIAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0	-	#DIV/0!
217 490 6648	CAPITAL IMPROVEMENTS IN P	\$117,244.25	\$6,029.92	\$0.00	\$13,750.00	\$10,640	(3,110.00)	-23%
217 490 6651	CAPITAL OUTLAY-EQUIPMENT	\$36,668.00	\$171,264.56	\$3,500.00	\$79,350.00	\$52,000	(27,350.00)	-34%
217 490 6662	PARK MEMORIAL PROGRAM	\$104.49	\$0.00	\$0.00	\$1,250.00	\$1,250	-	0%
217 490 6932	COPIER EXPENSE	\$187.37	\$129.98	\$3.29	\$200.00	200.00	-	0%
		\$ 488,413.61	\$ 486,809.05	\$ 97,316.92	\$ 517,662.48	\$ 470,436.61	\$ (47,225.87)	\$ (0.09)

Please do not change any cells highlighted in orange!

2021 Budget Explanation

217.490.6339 Memberships & Registrations: 2020--\$1,070 2021--\$1,070

NDRPA Membership	\$175
Pesticide License	\$85
NDRPA Conference	\$150
ND Travel Conference	\$150
Certified Playground Safety Inspector Class	\$510

This line could be this high if all conference and classes were attended.

217.490.6341 Travel Expenses: 2020--\$300 2021--\$300

The 2020 Tourism Conference will be in Bismarck and the NDRPA conference will be in Minot, I feel three nights lodging will be sufficient.

217.490.6344 Vehicle & Equipment Repair & Maintenance: 2020--\$11,000 2021--\$11,000

Our fleet of mowers is for the most part are good shape. The pickups are in good shape. We should be good with leaving this line item at the same level as last season.

217.490.6351 Utilities: 2020--\$55,550 2021--\$53,250

Propane was figured using 2,000 gallons at \$1.00/gl. This is reflecting the size of the new shop. \$2,000
With the water billing I used the total billing for 2019 and added \$1,500, for the addition of the new shop. \$3,500
Garbage; the cost per container will be \$80.00/container. We have 16 containers. \$13,100
The electricity I had a struggle with, because of the weather and blue green algae. I used the total billing for 2018 and added 5%. \$34,650
This will show a decrease of \$2,300 in this line. The largest factor In this amount is the winter rates for garbage.

217.490.6359 Postage: 2020--\$100.00 2021--\$100

Last year I went over on this line by \$45.36, this was because of all the mailing Sent out for the Parks Master Plan. I think \$100 we be just fine for this year.

217.490.6360 Mobile Communications: 2020--\$1,300 2021--\$1,600

The reason for the slight jump in this line is we will now be having three mobile phones.

<p>217.490.6361 Telephone: 2019--\$150 No Change in this line item.</p>	<p>2021--\$150</p>
<p>217.490.6363 Publishing and Printing: 2020--\$1,000 The price of printing our camping receipts will be staying the same according to the printer.</p>	<p>2021--\$1,000</p>
<p>217.490.6401 Office Supplies: 2020--\$500 No change in this line item.</p>	<p>2021--\$500</p>
<p>217.490.6426 Gas, Diesel, Oil and Grease: 2020--\$22,000 With the price of fuel low and the forecast to remain low, we have made adjustments to our mowing routes to be more efficient, I have lowered this line by\$2,000.</p>	<p>2021--\$20,000</p>
<p>217.490.6470 Park Maintenance: 2020--\$46,000 I feel we will be just fine leaving this line item at the current level.</p>	<p>2021--\$46,000</p>
<p>217.490.6648 Capital Improvements in Parks: 2020--\$13,750</p> <ol style="list-style-type: none"> 1. We will have the final payment to the Water Board for the Repairs to Fish Creek D \$8,334 2. We need \$2,000 for lighting at the storm shelter located At Harmon Lake. \$2,000 3. Graner Park, Fish Creek and Sweet Briar: We will need \$300 for Cotton Wood trees. They will be the five foot plus size. \$300 	<p>2021--\$10,640</p>
<p>217.490.6651 Capital Outlay-Equipment: 2020--\$79,350</p> <ol style="list-style-type: none"> 1. Mower: We would like to purchase a mower to replace one of the older toro that will be in the need of some expensive work. This machine is a 2003 model with 2,488 hours, we purchased it used. I will be asking for \$22,000 for a new machine. It will have a six foot front mounted, side discharge deck. The traction unit will about 25 hp. \$22,000 2. Pick-Up: I would like to purchase a new ½ ton pick-up. The amount that would be added to the budget will be \$30,000, that is this years state bid price plus 5%. We will pass the Directors Pick-Up down to the care taker at Graner Park. The directors Pick-Up has 169,000 miles. The Care Takers Pick-Up has approximately 140,000 miles and will need transmission work in the near future. \$30,000 	<p>2020--\$52,000</p>

217.490.6662 Park Memorial Program: 2020--\$1,250 2021--\$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: 2020--\$200 2021--\$200
I feel comfortable leaving this line at \$200.