

CASS COUNTY PARK BOARD
AGENDA FOR JUNE 26, 2020 SPECIAL MEETING
Virtual Meeting
2:30 PM

1. Call to Order
 - Roll call of members
 - Approve minutes of previous meeting – May 18, 2020
2. Consider Brewer lake mower replacement
3. Adjournment

cc: Commissioners
Local Media

**CASS COUNTY PARK BOARD MEETING
MAY 18, 2020**

1. MEETING TO ORDER

A virtual meeting of the Cass County Park Board was called to order by Rick Steen at 1:00 PM on Monday, May 18, 2020. Members were present as follows: Duane Breitling, Ken Pawluk, Chad M. Peterson, Brandy Pyle, Mary Scherling, and Rick Steen. Also present were Ladina Sanders, Camp Host; Gene Gartner, Buildings and Grounds Supervisor; Jesse Jahner, Sheriff; Michael Montplaisir, Finance Director; and Sarah Heinle, Senior Accountant.

2. MINUTES APPROVED

MOTION, passed

Mr. Breitling moved and Mrs. Pyle seconded that the minutes of the previous meeting be approved as written. Motion carried.

3. ELECT CHAIR AND VICE CHAIR FOR 2020

Mr. Steen called for nominations or volunteers for chair and vice chair for 2020.

MOTION, passed

Mr. Breitling moved and Mr. Peterson seconded to cast a unanimous ballot and nominate Rick Steen as Chair of the Cass County Park Board for 2020 and Ken Pawluk as Vice Chair of the Cass County Park Board for 2020. Motion carried.

4. CAMP HOST REPORT

Ladina Sanders, Brewer Lake Camp Host, was present to provide an update on the previous camp season and to answer questions.

Mrs. Sanders said camping was down in 2019 from May through July as it rained most weekends. However, day use remained high throughout those weeks.

Mrs. Sanders said there are currently 155 reservations on the books for 2020. The COVID-19 pandemic has stalled some reservations, but most reservations are expected to be fulfilled for Memorial Day weekend.

Mrs. Sanders said an issue that continues to arise at the park are high speeds through the campground, especially with day traffic and boaters coming from out of state. It is an issue every year and something that the camp hosts continue to monitor and try to catch as people enter and leave the park.

Sheriff Jesse Jahner encouraged Mrs. Sanders to contact the Sheriff's Office for any assistance and to inform them of days or times when extra patrols may be necessary or if they would like assistance with approaching park patrons.

Buildings and Grounds Supervisor Gene Gartner said minor repairs were made to a well and the shower house in anticipation of the 2020 season. Boat docks have been put out and the North Dakota Game and Fish Department has recently given permission to put the fishing pier in.

Mr. Steen said last year it was approved to add two additional speed bumps at the park,

and he asked if this work has been completed. Mrs. Sanders said yes.

Mrs. Pyle thanked Mrs. Sanders for her work as camp host as the park is utilized and appreciated by county residents and those outside of the area as well.

5. 2020 CAMP HOST CONTRACT

Mr. Steen said the 2019 Camp Host Contract was \$2,900 per month.

Finance Director Michael Montplaisir said several years ago there were a lot of problems with the park and the current camp hosts really turned the park around. The park consistently sees good revenues, and Mr. Montplaisir considers an increase to the camp host contract as miniscule in comparison to the rise in revenue. He suggested increasing the monthly contract amount or offering some type of bonus to the camp hosts to reward their exceptional service.

MOTION, passed

Mr. Pawluk moved and Mrs. Pyle seconded to approve a Camp Host contract with Cliff and Ladina Sanders for 2020 for a monthly rate of service of \$3,050. On roll call vote, the motion carried unanimously.

6. BREWER LAKE FINANCIAL UPDATE

Mr. Montplaisir said 2019 revenues were slightly higher than anticipated due to higher than anticipated campground fees and additional interest revenue. As the park board no longer has its own mill levy due to a legislative change, \$20,000 is transferred into the fund every year from the general fund.

Mr. Montplaisir said the lawn mower has not been replaced in a few years and asked Mrs. Sanders how it is functioning.

Mrs. Sanders said the mower still works adequately and does not seem to have any issues.

Mr. Breitling asked if the park fund balance of almost \$100,000 is due to the mill levy that was previously in place.

Mr. Montplaisir said no; the fund balance is a result of increasing campground fees over the years. The mill levy generated approximately \$20,000 for the fund each year, which is the current appropriation from the general fund. Any future major repair will decrease the balance substantially.

Mr. Gartner said he recently looked over the lawn mower and while it is not in poor shape, it is approximately four years old. If it becomes too old or run down there may not be any trade-in value left in it.

Mr. Pawluk said if a new lawn mower has already been budgeted for it should be purchased. Otherwise, it should be put in the budget for next year.

Senior Accountant Sarah Heinle said \$7,000 was included in the 2020 budget for a new lawn mower.

MOTION, passed

Mr. Pawluk moved and Mr. Peterson seconded that Mr. Gartner and Mr. Montplaisir should proceed with the process of securing bids to purchase a new lawn mower. On roll call vote, the motion carried unanimously.

7. WEED CONTROL WORK ORDER

Mr. Montplaisir said every year an agreement is signed with Cass County Weed Control to spray for noxious weeds at Brewer Lake.

MOTION, passed

Mrs. Pyle moved and Mr. Pawluk seconded to approve a Weed Control Work Order with Cass County Weed Control to spray for noxious weeds at Brewer Lake. On roll call vote, the motion carried unanimously.

8. NORTH DAKOTA GAME AND FISH DEPARTMENT LEASE AGREEMENT

Mr. Steen said he asked Cass County State's Attorney Birch Burdick to review a lease agreement with the North Dakota Game and Fish Department. Mr. Burdick provided comments back to Mr. Steen that the agreement differs from prior years as it has previously been an easement instead of a lease. Mr. Burdick suggested the board receive feedback from Mr. Montplaisir on if the park has adequate and reasonable insurance, as described in the agreement.

Mr. Montplaisir said the county carries more insurance than what is required in the agreement. In addition, Mr. Montplaisir sent the lease agreement to Dawson Insurance for review as he found some things in the agreement to be odd. He believes the agreement will need to be re-worded once Dawson Insurance has completed their review.

Mr. Breitling asked for an update on a dam repair that has previously been discussed and was supposed to be completed by North Dakota Game and Fish.

Mrs. Sanders said she is unsure as to whether the dam repairs have been made, but last August a separate issue arose with the boat ramp. Mrs. Sanders was advised by the game warden that frequents the park to put up a sign advising no access. The game warden indicated he would contact the Bismarck office to make them aware of the issue and see what needed to be done to address it. Mrs. Sanders has not heard any further information on the matter.

Mr. Gartner said it is his understanding that the lake was drained down so the dam repairs could be made. As a result, the water at the boat ramp was low, causing boaters to need to back out past the boat ramp to launch their boats. As the lake is full again, the issue may be resolved.

Mr. Steen said North Dakota Game and Fish needs to address if the dam repairs have been completed and if the issue with the boat ramp has been resolved.

Mr. Montplaisir said he or Mr. Gartner can follow up with North Dakota Game and Fish on the two issues.

AMENDED MOTION, tabled

Mr. Breitling moved and Mr. Pawluk seconded to approve the Lease Agreement with North Dakota Game and Fish Department subject to any conditions placed by the county's insurance company and satisfactory responses to inquiries about the dam repair and boat lift.

Discussion: Mrs. Pyle said Item D. on the first page of the agreement states that any fixtures, structures, or installations constructed or installed by the board are the property of North Dakota Game and Fish and cannot be removed by the board. She is unsure if this was in previous versions of agreements with the department, but it stood out to her as something to investigate further.

Mr. Montplaisir said he does not recall seeing such language in past agreements. When the original easements were granted there was not very much at the park and the park board has since added restroom facilities and campground hook-ups, among many other improvements. If the agreement between the two entities were to end, Mr. Montplaisir does not anticipate removing anything, but it is still a matter to bring up with North Dakota Game and Fish.

MOTION, passed

Mrs. Pyle moved and Mr. Pawluk seconded to amend the original motion to include a satisfactory answer to questions raised about language in the lease agreement concerning structures installed by the board becoming property of North Dakota Game and Fish. Motion carried.

Mr. Pawluk said perhaps it is premature to approve the lease agreement at this time due to the many questions and concerns with language in the agreement and the other issues discussed; approval of the agreement could be postponed until after further discussion with North Dakota Game and Fish.

Mr. Steen said a special park board meeting could be held after communicating with North Dakota Game and Fish.

MOTION, passed

Mr. Pawluk moved and Mrs. Pyle seconded to table the amended motion. On roll call vote, the motion carried unanimously.

9. ADJOURNMENT

There being no further business, the meeting was adjourned at 1:31 PM.



June 24, 2020

Cass County Park Board
211 9th St. S
Fargo ND 58103

Finance Office

Michael Montplaisir, CPA
701-241-5600
montplaisirm@casscountynnd.gov

Re: Mower replacement at Brewer Lake

Dear Park Board Members;

At your last meeting it was asked to research pricing for replacing our mower at Brewer Lake, at the time the mower was purchased in 2014 for a trade-in price of \$5,561. We did budget for the mower replacement in 2020.

This last week the mower broke down and while it is probably not a very expensive repair, the mower is in town and it may be an opportune time to simply trade for a new one, it will be about ten days before they can even look at repairing the current mower and in the meantime we would need a loaner unit to use at the park. That involves more trips out and back by the maintenance staff to bring out the loaner and then replace that with either the current mower or a new mower.

Gene Gartner has obtained three quotes for similar mowers. From S&S we can trade the mower for the same model we currently have for an estimated price of \$7,000 depending on the condition of our mower. From Fargo Ford Tractor we can obtain a Toro with a base price of \$11,350 – they would have to inspect our current mower before giving us a price with trade. From Out Front Power Equipment we can trade for a net price of \$8,751.

Our recommendation would be to trade the current mower for the same model Gravley mower from S&S. The camp hosts at Brewer Lake like the current model, the cost appears competitive, and it would probably be the quickest way to provide continued maintenance at Brewer Lake.

Sincerely,


Michael Montplaisir
Cass County Finance Director

SUGGESTED MOTION:

Move to authorize the trade in of the Gravley mower for Brewer Lake for the same model mower at S&S Landscaping for an estimated cost of \$7,000.

PO Box 2806
211 Ninth Street South
Fargo, North Dakota 58108

www.casscountynnd.gov

S&S LANDSCAPING CO, INC.
2777 FIECHTNER DR S
FARGO, ND 58103

Quote: 1121

Voice: (701) 235-1515
Fax: (701) 239-6936

To

Cass County Auditor's Office
211 9th St S
PO Box 2806
Fargo, ND 58108-2806

<u>Item</u>	<u>Quantity</u>	<u>Description</u>	<u>Unit Price</u>	<u>Extended Price</u>
G992275	1EA	GRAVLEY PT460 35HP KAWA 60" DECK ZT5400 ROPS	11500.00	11,500.00
	-1	TRADE IN PT460 ***ESTIMATE ONLY*** *ACTUAL OFFER MAY VARY DEPENDING ON CONDITION OF MACHINE	4,500.00	-4,500.00
				<u>7,000.00</u>
				<u>7,000.00</u>

5 Year / 1500 LR warranty

Out Front Power Equipment

4663 13th Ave N
 Fargo, ND 58102
Main: 701-306-2981

Status : **Open** Invoice #**12974**
 Type : **Major Unit Quote** Date : **06/24/2020**
 Contact ID : **8196**

Cass County Government

 gartnerg@casscountynd.gov
 -Home

Selected Units for Sale

N/U	Year	Make	Model	Unit Type	VIN/Serial	MSRP	Sale Price	DOC Fees	Off'l Fees	Prot. Pkg
	2020	Scag	STTII-61V-37BV- EFI TURF TIGER II 61" 37HP BV	Commercial Zero Turn		\$15,344.00	\$12,251.00	\$0.00	\$0.00	\$0.00

Trade-In Units

N/U	Year	Make	Model	Unit Type	VIN/Serial	Allowance	Payoff	Net Allowance
U	2014	Gravely	PRO TURN 460	Commercial Zero Turn		\$3,500.00	\$0.00	\$3,500.00

Totals		
Sub Total	+	\$8,751.00
*** Invoice Total	=	\$8,751.00
Amount Paid	-	\$0.00
*** Transaction Total	=	\$8,751.00
Balance Due =		\$8,751.00

Deposit Paid \$0.00

<u>Tax Name</u>	<u>Tax Amount</u>
Exempt	\$0.00

Signature _____