



RECEIVED
CASS COUNTY COMMISSION

MAR 14 2016

March 4, 2016

Cass County Commission
Mary Scherling, Chair
211 9th Street South
Fargo, ND 58103

Commissioners,

On behalf of the Red River Valley Fair Association, I would like to request permission from the Cass County Commission to list Cass County as the fiscal agent for a grant from the Garrison Diversion Conservancy District.

The application we would like to submit is for the 2016 Spring Matching Recreational Grant Program for renovations to the Red River Valley Fair Campground. Renovations will include additional ADA compliant parking pads, improvements to the shower house and redoing the water lines to the campsites on the Northside of the campground.

I want to Thank You in advance for your consideration of this request and if you have any questions, please feel free to contact me via email at bryan@redrivervalleyfair.com or by phone 701-282-2200.

Sincerely,

Bryan K. Schulz, CFE
General Manager
Red River Valley Fair Association

SUGGESTED MOTION:

Move to authorize the Red River Valley Fair Association to list Cass County as the fiscal agent on a grant application for funding through the Garrison Diversion Conservancy District.



March 7, 2016

Garrison Diversion Conservancy District
Grant Committee
PO Box 140
Carrington, ND 58421-0140

Dear Grant Committee:

On behalf of the Red River Valley Fair Association Board of Directors we have authorized Bryan Schulz, General Manager of the Red River Valley Fair Association to perform the updates at the Red River Valley Fair Campgrounds during the Spring of 2016.

Updates are outlined per our request for funding.

Sincerely,

A handwritten signature in blue ink that reads 'Duane Hauck'.

Duane Hauck, President
Red River Valley Fair Association

**GARRISON DIVERSION CONSERVANCY DISTRICT
RECREATION GRANT PROGRAM
POLICY STATEMENT**

The Matching Recreation Grant Program

The Garrison Diversion Conservancy District Board of Directors instituted a matching recreation grant program and established that funds for the grant program will consist of two tenths of the mill levy Garrison Diversion receives.

Grants may be requested for new recreation facilities, enhancement, expansion or market planning of existing facilities.

Eligibility

Political subdivisions located within the Garrison Diversion Conservancy District may apply for a matching grant, including park boards, water resource districts and county or city commissioners. Community groups, service clubs and non-profit organizations are not eligible to apply for funding.

Multiple-county sponsored projects located within Garrison Diversion boundaries may be eligible for up to 50% of the non-federal share, and **single-county sponsored projects** may be eligible to receive up to 25% of the non-federal share. To be considered for a 50% non-federal cost share, more than one county must contribute funds to the project.

Scope of Projects

Eligible projects may encompass a variety of components which provide actual, or are a complement to, natural resource outdoor recreational opportunities. Projects may include, but are not limited to boat ramps and docks; picnic facilities; sanitary facilities; campgrounds; beach and bathhouses; playground areas; and bicycle, pedestrian, cross-country ski or horse trails.

Application Procedure

The Recreation Committee meets biannually to consider grant applications. A completed application form and required documentation must be postmarked by April 1 or September 1 to be considered at the next meeting.

The application must include, but not be limited to 1) audience intended to be served, 2) estimated project costs, including future operations and maintenance, 3) predicted source of all funding, 4) plans for new construction, and 5) documentation of support for, or objections to, the proposal.

Guidelines for All Applicants

Applications need to include a list of all funding sources applied for and amounts received.

All projects must have long-term managing partners with operation and maintenance funds available for the life of the project.

Applicants requesting \$5,000 or more are encouraged to attend the Recreation Committee meeting to present the project and answer questions from the committee.

Eligible Project Costs

Site planning costs, including engineering costs, may be included as eligible project costs.

Only construction costs incurred after the date of grant approval by Garrison Diversion will be eligible for reimbursement.

Money to be credited as the local sponsor's share of the project may be raised in a number of ways and may consist of actual dollars or in-kind donations of labor, materials and equipment costs.

Non-Eligible Projects

The following are types of projects or elements of projects that are **not qualified to receive recreation funding**:

- 1) Any type of maintenance for a facility or structure or equipment used for maintenance.
- 2) Development, enhancement or maintenance of roads to or within facilities.
- 3) Water lines, sewer lines and electrical services to facilities other than immediate hookups.
- 4) Projects on private property without a public interest to the land.
- 5) Projects on school property.
- 6) Shore stabilization including riprap.
- 7) Any project that does not meet current ADA standards.
- 8) Land acquisition costs will not be considered eligible for reimbursement, and the valuation of land may not be credited toward the local sponsor's match.
- 9) Projects that do not allow for reasonable access by the public.
- 10) Swimming pools and any type of ball-field or ball-court projects..

Requirements for All Approved Grants

Projects which receive approval must submit appropriate engineering data and/or a site plan for approval before construction begins, along with a legal description of the facility and its location.

Following completion of the project and verification of expenditures on the local sponsor's part, reimbursement will be made by Garrison Diversion. Partial payments may be made at the discretion of Garrison Diversion. Projects receiving grants over \$5,000 may receive a sign paid for by the Garrison Diversion Conservancy District thanking major sponsors of the project.

Recreation projects that receive a grant need to report to the Recreation Committee within three years in order to retain any unused funds, or the funds will be returned to Garrison Diversion's recreation grant pool.

**APPLICATION
MATCHING RECREATION GRANT PROGRAM
GARRISON DIVERSION CONSERVANCY DISTRICT**

Date of Application March 25, 2016

Agency Name Cass County Government/Red River Valley Fair Association

Point of Contact Michael Montplaisir/Bryan K. Schulz

Address 211 9th Street South * P.O. Box 2806 * Fargo ND 58108-2806

Phone Number 701-241-5600/701-282-2200

Name of Project Red River Valley Fair Campground - Phase 2

Project Location

This project will take place on the Red River Valley Fair Campgrounds in West Fargo, North Dakota.

Description of Project Features

(Please see attached sheet)

Justification for Project (may include estimated number of people served, age categories which may benefit, description of integration into a comprehensive recreation plan, etc.)

Estimated number of people served The number of guest using the facilities varies some are single night and some are all season.

Total Estimated Project Cost \$ 87,323.81

Assistance Requested \$ 21,830.95

Applicant's Contribution \$ 65,492.86

Additional local sources of assistance (may list in-kind donations)

The Red River Valley Fair Association will be doing a portion of the project themselves to help reduce the cost of this project where possible.

Please list federal funds utilized in this project

N/A

Describe the project site as is and proposed changes (tree removal, drainage area filled, etc.)

(Please see attached document)

Annual maintenance budget \$ \$15,000 to \$20,000

Maintenance funding provided by

Revenue from the rental of campground space.

I hereby certify that funds in the amount of \$ 65,492.86 are available for this project.

Signature _____

Title _____

Date _____

PROJECT COST ESTIMATES

<u>Item</u>	<u>Units</u>	<u>Estimated Cost</u>
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(Please see attached documents)

Attach a copy of a resolution whereby the applicant agency authorized this project, a city or county plat map showing the location of the proposed development, and documentation of support for the project.

Questions may be directed to the General Manager of the Garrison Diversion Conservancy District, PO Box 140, Carrington, ND 58421 (Phone 701-652-3194); or the director of the District from the applicant's county.

Please mail completed application to Garrison Diversion Conservancy District, PO Box 140, Carrington, ND 58421



*Red River Valley Fair
Association*

Description of Project Features

The projects we are requesting funds for are to assist with upgrades at the Red River Valley Fair Campground located in West Fargo, North Dakota. This will be Phase II of this project.

Upgrades will include the renovation of 8 current gravel campsites to ADA compliant RV concrete pads that will have a crushed concrete apron; trees to the Southside of the campground that will act as wind break; the renovation to the current bathhouse to include new fixtures, new partitions and a Vortex Super Seal Coating on the walls, floors and shower stalls in both the men's and women's shower rooms; replacement of approximately 20 RV pedestals and the updating of the water lines to all of the 45 current campsites on the North half of the campground. (See project bid tab enclosed.)

Estimated number of people served – The number of guests using the campground each day varies as we have some single-night usage and we have some all season usage. In 2015, we were at about a 98% occupancy level. We opened in early to mid-April and closed after Thanksgiving each year depending on the weather. We currently have 92 camping sites and 6 tenting sites.

These sites will include – 25 hard surface pads with full hookups, 51 gravel pads with full hookups, 16 gravel pads with 30 amp electrical only service and 6 tenting sites. The all season usage guests are construction workers that have come to the Fargo/Moorhead/West Fargo and surrounding areas to work and do not want to stay in hotels or rent apartments. Each year the number of seasonal guests increases with the number of construction projects going on in the Fargo/Moorhead area. Some of these include the building of the new Sanford Hospital and the expansion of the Essentia Hospital.



*Red River Valley Fair
Association*

Describe the project site as is and proposed changes (tree removal, drainage area filled, etc.)

Currently, the area that we are proposing to include in Phase II of the Red River Valley Fair Campground is located on grass. In 2015, we installed 18 - 20' x 20' x 4" ADA compliant campsite pads with crushed concrete apron area leading in from the main road. We also installed lighting, a security camera system and better signage for this area.



**Red River Valley Fair Campground Renovation Project
Phase II - 2016**

Project	Contractor	<u>Budgeted Amount</u>
Campsite Pads - 8 full 20' x 20' pads @ \$2,160	Camrud-Foss Concrete Construction	\$17,280.00
Crushed Concrete with Fabric for aprons and Black Dirt for around pads	Fitzgerald Construction, Inc.	\$6,264.41
Installing of Crushed Concrete and Black Dirt	Red River Valley Fair Staff	\$2,400.00
Trees for Southside of Campground	Cass County Soil Conservation District	\$2,109.00
Update and replacing of water line services to North section of campground	Agassiz Mechanical, Inc.	\$18,950.00
Replacement of 6 toilets with manual flush valves and 2 urinals with manual flush valves in Campground Bathhouse	Agassiz Mechanical, Inc.	\$3,455.00
New Partitions for Campground Bathhouse	Central Door & Hardware, Inc.	\$6,957.40
Redoing Bathhouse walls and shower areas with spray on Superseal and Vortex coatings	NorthCountry Coatings, LLC	\$9,408.00
Upgrading of 20 Electrical Pedestals	Van Enk Electric	\$15,500.00
Trenching Services for Electrical Services	Red River Valley Fair Staff	\$5,000.00
Total Campgrounds Phase II Projects		\$87,323.81
	Initial Grant Amount Requested	\$21,830.95

**Red River Valley Fair Association * 1805 Main Avenue West * West Fargo, ND 58078
701-282-2200 * 701-282-6909 (Fax)**



Upgrades to current bathhouse

Red River Valley Fair Campground

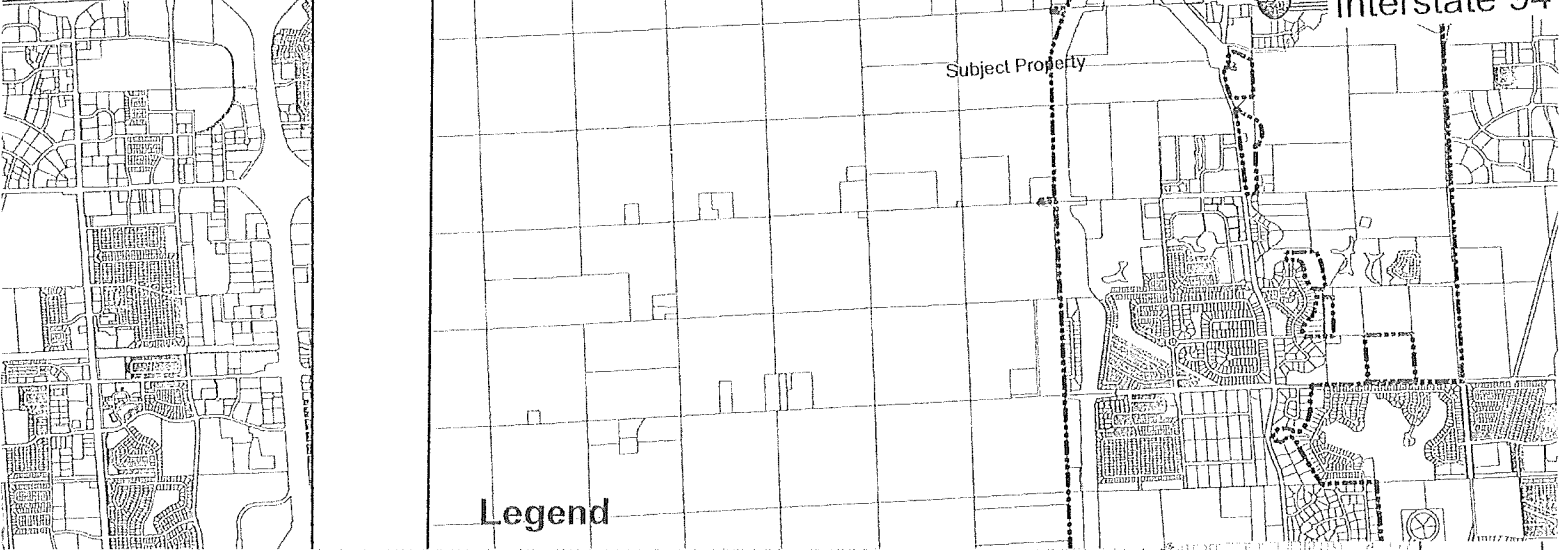
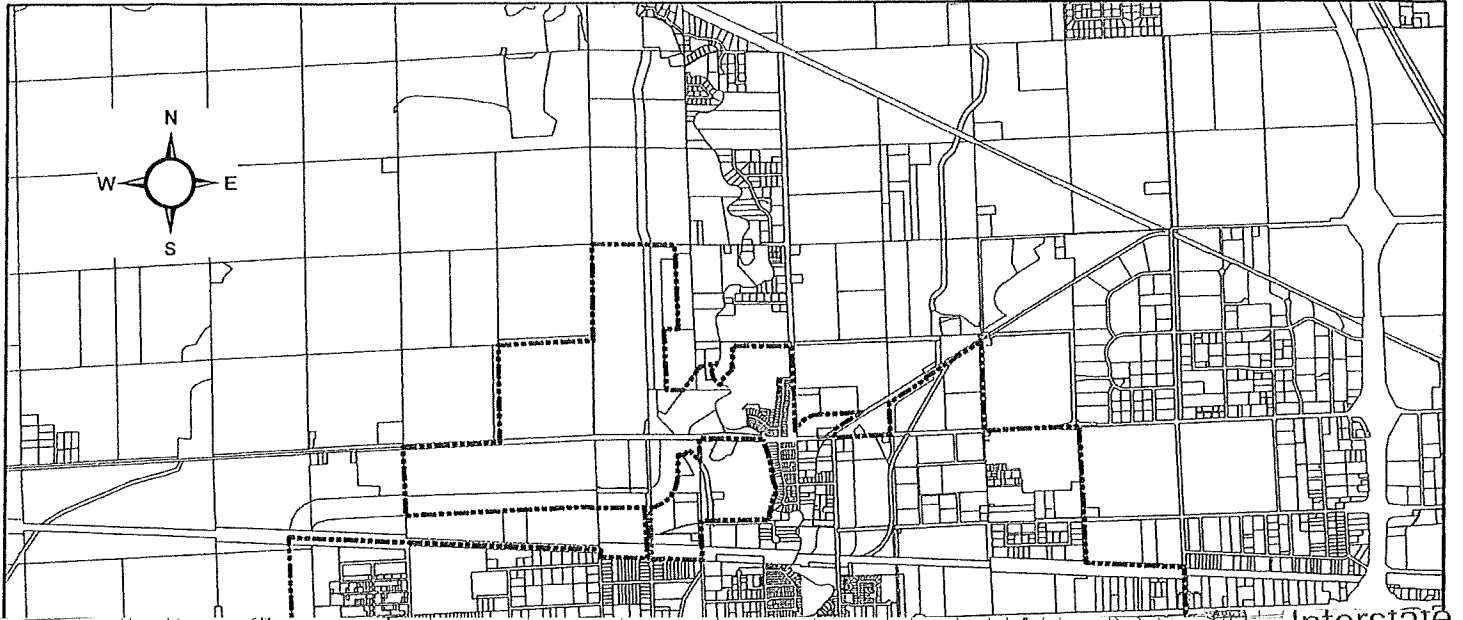


New tree line

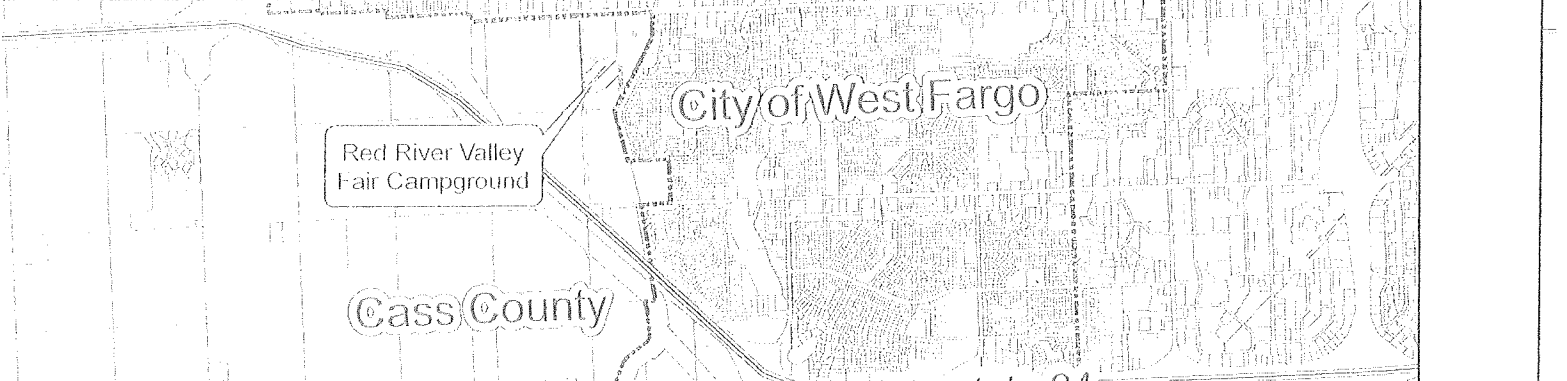
New water lines for these camping areas



Proposed sites for new concrete pads

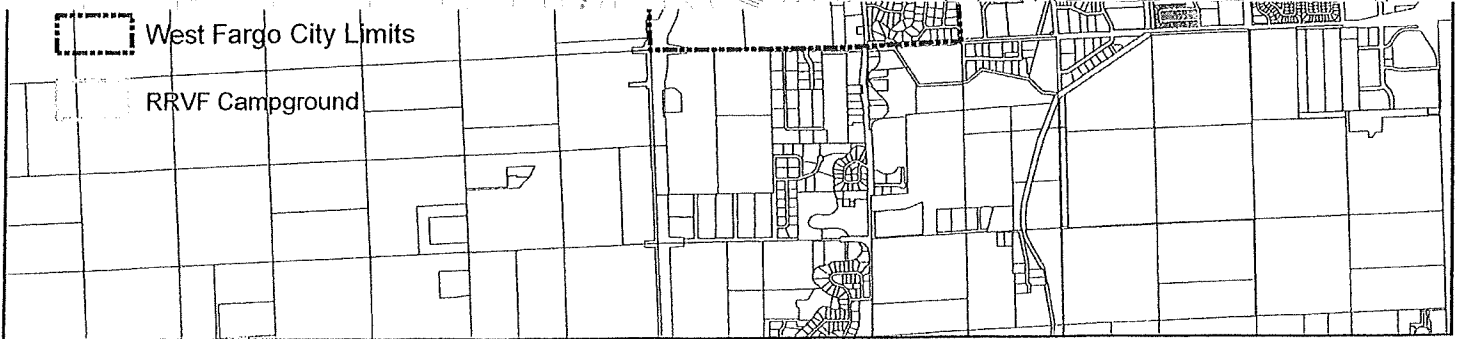


Legend



West Fargo City Limits

RRVF Campground



Proposal

CAMRUD-FOSS CONCRETE CONSTR., INC.

3300 8th Street South
 MOORHEAD, MINNESOTA 56560
 PHONE (218) 233-0065 FAX (218) 233-0475

Attn: Cal Willits

Date: 1/19/2016

PROPOSAL SUBMITTED TO Red River Valley Fair Association		PHONE 701-282-2200	E-MAIL cal@redrivervalleyfair.com
STREET PO Box 797		JOB NAME 20'x20'x5" concrete slab	
CITY, STATE and ZIP CODE West Fargo, ND 58078		JOB LOCATION Fairgrounds	
ARCHITECT	DATE OF PLANS	ESTIMATOR Toby Christensen	ESTIMATOR E-MAIL toby@camrudfoss.com

We hereby submit specifications and estimates for:

20'x20'x5" concrete pad

20'x20'x5" concrete pad with 1/2" rebar at 24" oc ew, fine grading of fill by us, one coat of curing compound to new slab and control joints at 10' oc each way, 4000 psi concrete

For one of these slabs: \$2,655.00

For 6 or more of these slabs (to be completed at the same time): \$2,160.00 /each

Exclusions: All demolition and removal of asphalt that is required, stripping and removal of existing dirt/gravel in areas to receive new concrete slabs, furnishing of fill gravel required under new slabs (we will install and compact the fill), and cold weather pouring charges.

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

dollars (\$ _____).

Payment to be made as follows:

Payment in full by 10th of month following previous month's billing unless noted otherwise.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature Toby Christensen

Note: This proposal may be withdrawn by us if not accepted within _____

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance: _____

Signature _____

Proposal

FITZGERALD CONSTRUCTION, INC.

Sand – Gravel – Black Dirt

P.O. Box 197

Sabin, Minnesota 56580

Phone (218) 789-7318 • Fax (218) 789-7552

PROPOSAL SUBMITTED TO Red River Valley Fair	PHONE	DATE February 23, 2016
STREET	JOB NAME	
CITY, STATE & ZIP	JOB LOCATION West Fargo, ND	
Attn: Cal Willits		JOB PHONE

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

2016 Prices

Class 5	\$16.35 per yard x 140 yards =	\$2,289.00
Gravel Tax	\$.215 per yard x 140 yards =	\$ 30.10
Crushed Concrete	\$16.60 per yard x 70 yards =	\$1,162.00
Black Dirt	\$17.75 per yard x 140 yards =	\$2,485.00
ND Sales Tax	5% x \$5966.10	<u>\$ 298.31</u>
Total		\$6,264.41

We Propose: hereby to furnish material and labor – complete in accordance with above specifications.

<p>All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.</p> <p>Acceptance of Proposal – The above price, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.</p> <p>Date of Acceptance: _____</p>	<p>Authorized Signature: _____</p> <p>Note: This proposal may be withdrawn by us if not accepted within _____ days.</p>
	<p>Signature _____</p> <p>Signature _____</p>

Agassiz Mechanical, Inc.
 6010 53rd Ave S
 Fargo ND 58104

Estimate

Date	Estimate #
1/25/2016	3584

Name / Address
Red River Valley Fair Grounds 1805 Main Ave W West Fargo ND 58078

Project
Camp Ground Water Lines

Terms	Contact
Due on receipt	

Item	Description	Total
Plumbing/Commercial	Commercial plumbing Piping Two Water Line from Bath House Existing Water Line to new back to back Hose Bibs with One Shut Off Valve	18,950.00

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. Agreement contingent upon strikes, accident or delays beyond our control. This estimate is valid for 30 days and is subject to acceptance.

Subtotal	\$18,950.00
Sales Tax (6.0%)	\$0.00
Total	\$18,950.00

Signature _____

Phone #	Fax #	E-mail
701-282-2420	701-282-2665	agassizmechanical@ideaone.net

Agassiz Mechanical, Inc.
 6010 53rd Ave S
 Fargo ND 58104

Estimate

Date	Estimate #
3/4/2016	3625

Name / Address
Red River Valley Fair Grounds 1805 Main Ave W West Fargo ND 58078

Project
Bath House

Terms	Contact
Due on receipt	

Item	Description	Total
Plumbing/Commercial	Commercial plumbing Replace 6 Toilets with manual flush valves Replace 2 Urinals with manual flush valves	3,455.00

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. Agreement contingent upon strikes, accident or delays beyond our control. This estimate is valid for 30 days and is subject to acceptance.

Subtotal	\$3,455.00
Sales Tax (6.0%)	\$0.00
Total	\$3,455.00

Signature _____

Phone #	Fax #	E-mail
701-282-2420	701-282-2665	agassizmechanical@ideaone.net



CENTRAL DOOR & HARDWARE INC.

Box 9044 • 602 43rd St. N.W. • Fargo, North Dakota 58106

Toll Free: 1-800-747-9082 • Phone: 701-281-9082 • Fax: 701-281-1707

Quotes good for 60 days
Glass not included in price unless noted

TO: Cal Willits
OF: Red River Valley Fair
RE: Campground Restrooms
DATE: 01-18-16

WE PROPOSE TO SUPPLY THE FOLLOWING

8---Restroom Partition compartments
1---Urinal Screen\
6---Show room compartment doors

Olive #9223 in color
Doors to have continuous spring piano hinge
Surface mounted slide latch
2 pulls per handicap door
Vandal Resistant Stainless Steel

Six thousand four hundred seventy two dollars...\$6472.00
Tax not included in price

TOTAL \$6472.00
FOB FARGO, ND
MATERIAL ONLY
NO TAX INCLUDED

ACCEPTED _____

RESPECTFULLY SUBMITTED

DATE _____

CURT HATLE

NOTE: THIS MATERIAL ORDER WILL NOT BE PROCESSED WITHOUT THE RETURN OF A SIGNED COPY OF THIS QUOTE.

NORTH COUNTRY COATINGS, LLC

Estimate

Customer ID: WF Fairgrounds

Bill To:

Ship To:

Date	Order No.	Sales Rep.	FOB	Ship Via	Terms	Tax ID
2/22/16						

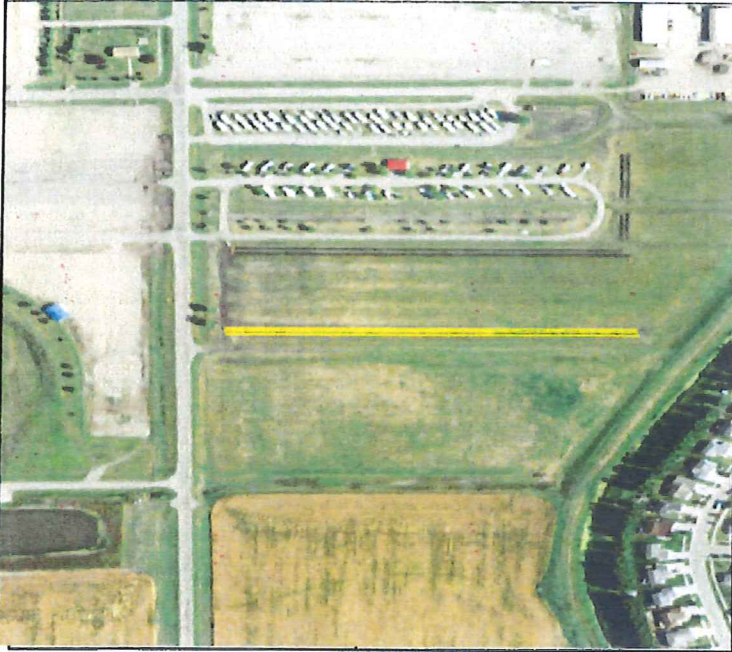
Quantity	Item	Description	Sq. ft.	Taxable	Unit Price	Total
1	Men's Bath	1 coat superseal 1 coat Vortex	816			4,704.00
1	Women's Bath	1 coat superseal 1 coat Vortex	816			4,704.00
		NOTE: All toilets, urinals, and dividers must be removed prior to prep work.				

Subtotal:	\$9,408.00
Tax:	

**TREE AND SHRUB
PLANTING PLAN AND RECORD**

(File Code CONS-0)

Name RRVF Email _____ Address _____ Cell: _____
Phone: _____



Quarter _____ Sec _____ Twp. _____ Range _____
Planned by TP Planted by _____
Date 9/4/2015 Date _____
Farmstead _____ Field _____ Wildlife _____
S/ Fallow _____ Replant _____
CRP _____ EQIP _____ LTA _____
Other (Indicate) OWN
Between the row spacing 14'
Soil Type _____ Suitability Group _____
Soil Type G143B Suitability Group 3
Soil Type _____ Suitability Group #N/A
Protected from Grazing Yes
Distance from road and/or Buildings OK

Condition of site at time of planting _____
(Good, Fair, Poor)

Approved _____ (Yes or No) Date _____
By: _____ Title: _____

Field No.	Planning Length	Planted Length	Planted Width (inc. 10' on each side of planting)	Acres	Row #	Row #1 is on North or West Side of Planting	Spacing in row	Number Planted Estimated	Number Planted (Actual)	Spraying and/or cultivating Plan and Record. (State how weed control is to be accomplished: Type of spray & rate and/or type of cult. equip. -- indicating when action to take place.)
						Species of tree or Shrub				
1	925		10	0.2	1	Dogwood, Redosier	4	231		Fabric on all rows
	925		14	0.3	2	Poplar, Hybrid	8	116		
	925		24	0.5	3	Dogwood, Redosier	4	231		
										trees and fabric \$2,109.00
Totals 2775 0 48 1.0										578 0

