



*Red River Valley Fair
Association*

RECEIVED
CASS COUNTY COMMISSION

MAR 27 2017

March 27, 2017

Cass County Commission
Attn: Commissioner Chad Peterson, 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 2017 Spring Matching Recreational Grant Program for Phase III renovations to the Red River Valley Fair Campground. Renovations will include eight (8) additional ADA compliant parking pads, trees, guard rails for the entries, signage, additional lights and one additional camera. The total amount of improvements to the area would be around \$ \$62,742.13. This Spring Matching Recreational Grant will cover up to 25% of this amount or about \$15,685.53 leaving \$47,056.60 to be picked up by the Red River Valley Fair Association. The full amount was approved at the Red River Valley Fair Association's March 16, 2017 board meeting.

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.



*Red River Valley Fair
Association*

March 16, 2017

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 2017.

Updates are outlined per our request for funding.

Sincerely,

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 15, 2017

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 or 701-282-2200

Name of Project Red River Valley Fair Campground - Phase III

Project Location

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

Description of Project Features

Please see attached sheets

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 Varies because some are single night stays and some all season.

Total Estimated Project Cost \$ \$62,742.13

Assistance Requested \$ \$15,685.53

Applicant's Contribution \$ \$47,056.60

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 spaces

I hereby certify that funds in the amount of \$ \$62,742.13 are available for this project.

Signature _____

Title _____

Date _____

PROJECT COST ESTIMATES

<u>Item</u>	<u>Units</u>	<u>Estimated Cost</u>
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 that we are requesting funds for is to assist with upgrades at the Red River Valley Fair Campground located in West Fargo, North Dakota. This will be Phase III of this project. Upgrades will include the renovation of 8 current gravel campsites to ADA compliant RV concrete pads (see enclosed map); additional trees on the North and Southside's of the campground that will act as wind break; one additional surveillance camera, additional signage and lighting and 30 picnic tables. (See project bid tab enclosed.)

Estimated number of people served – This number of guests using the campground each day varies as we have some single-night usage and we have some all season usage. Again in 2016, we were at about a 98% occupancy level. We opened in mid-April and closed after Thanksgiving each year. We currently have 91 sites and 6 potential tenting sites. These sites will include – 31 hard surface pads with full hookups, 44 gravel pads with full hookups, 16 gravel pads with 30 amp electrical only service and the 6 potential 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.

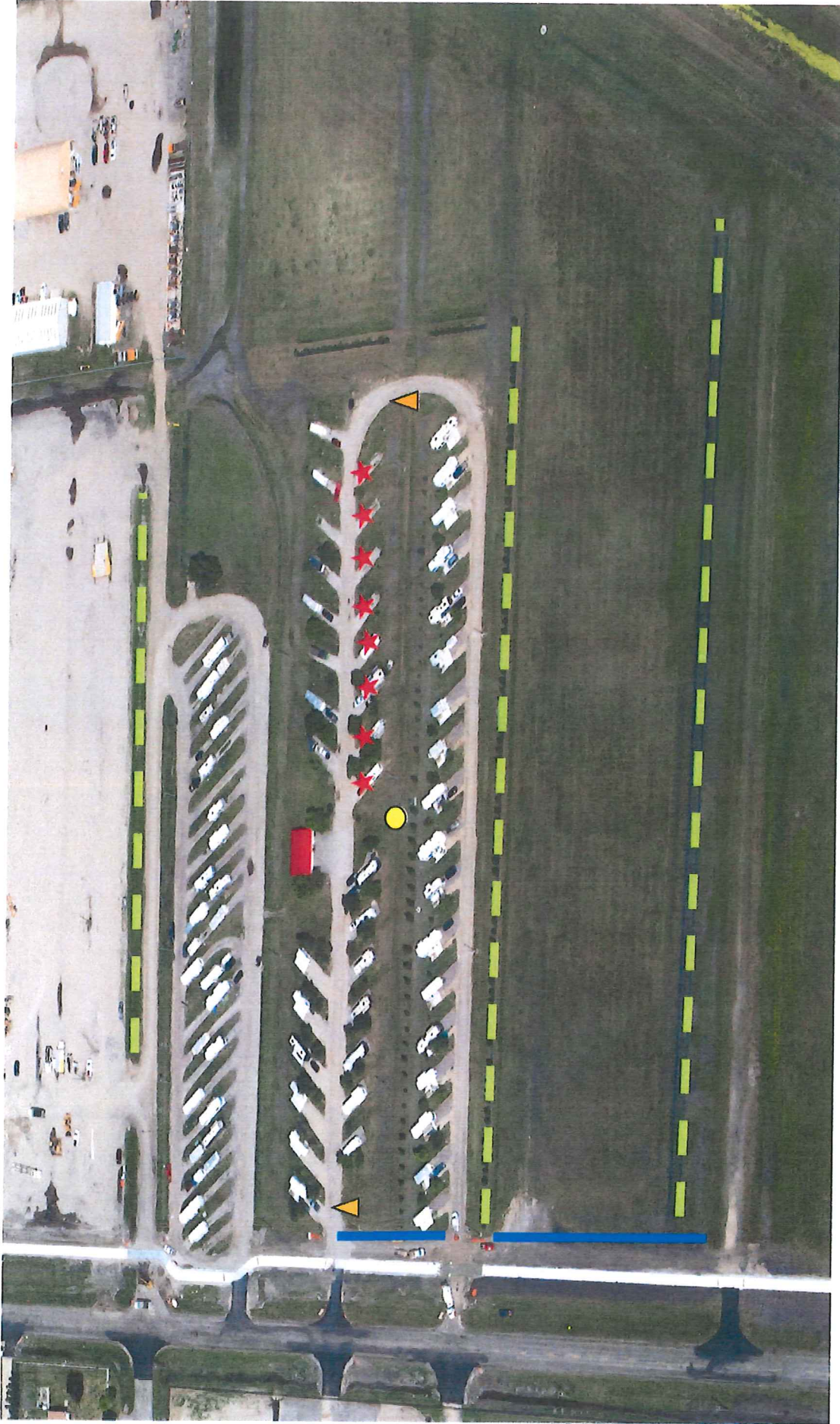


*Red River Valley Fair
Association*

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 III of the Red River Valley Fair Campground is located on grass. In 2016, 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.

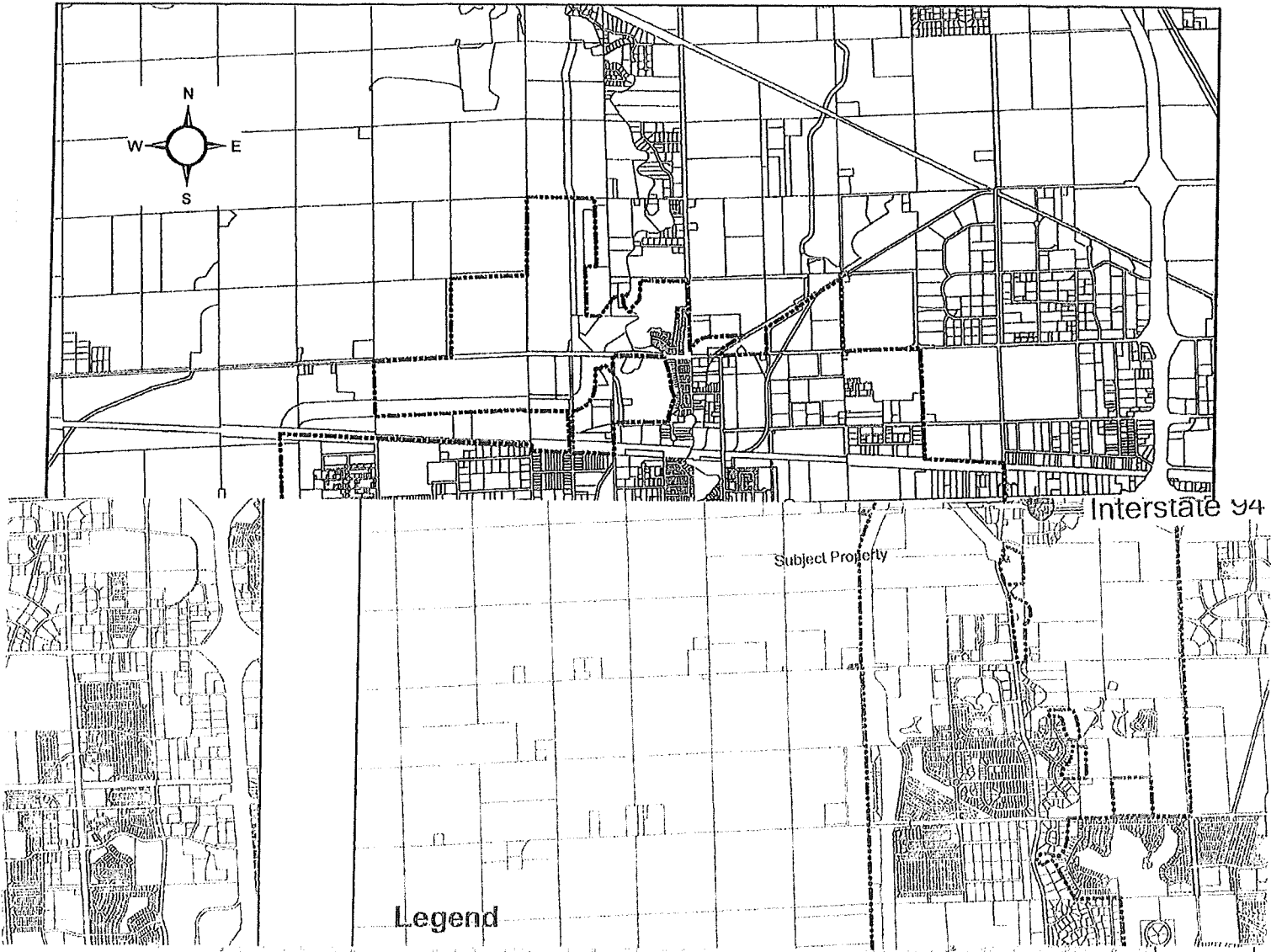
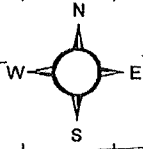
In 2016, which was Phase II of this project, we upgraded 6 current gravel campsites to ADA compliant RV concrete pads that will have a crushed concrete apron; installed trees to the Southside of the campground that will act as wind break; renovated the current bathhouse with new fixtures, new partitions and a Vortex Super Seal Coating on the walls, floors and shower stalls in both the men's and women's shower rooms. We will be finishing Phase II this Spring with the replacement of approximately 20 RV electrical pedestals and the updating of the water lines to all of the 45 current campsites on the North half of the campground.



Red River Valley Fair Campground



-  New and Fill-in trees
-  Guard Rails
-  Lights
-  Eight proposed sites for new concrete pads
-  Additional Camera



Interstate 94

Subject Property

Legend

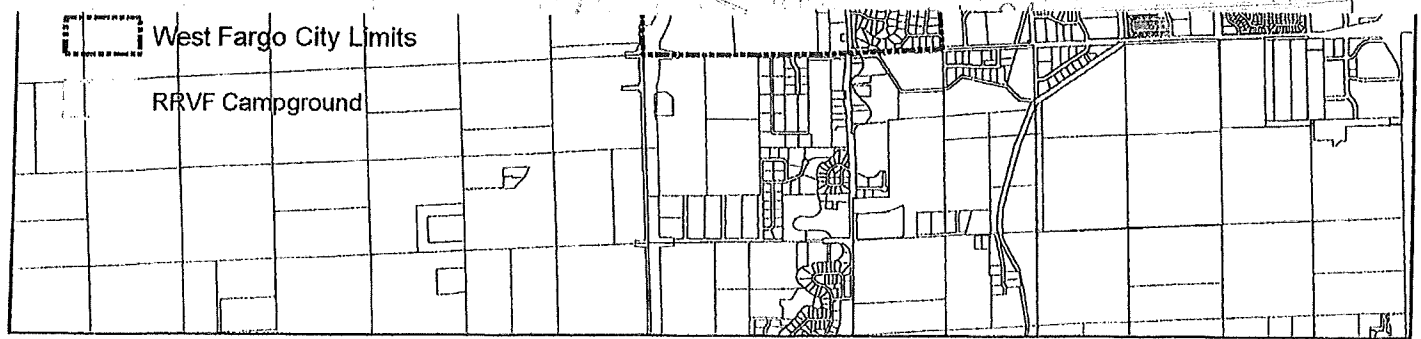
Red River Valley Fair Campground

City of West Fargo

Cass County

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 701-361-1682

Date: 3/6/2017

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

We hereby submit specifications and estimates for:

20'x20'x5" concrete pad

20'x20'x5" concrete pad with 1/2" revbar 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 8 of these slabs (to be completed at the same time): \$2160.00 /each (\$17,280.00 for 8 of them)

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 _____



Phone: 701-235-0605

Fax: 701-280-1054

Estimate

5932 53rd Ave S
Fargo, ND 58104

chrise@newmanfencend.com

www.newmansigns.com

Date	Estimate #
3/10/2017	1-3953

Proposal Submitted To:
Red River Valley Fair Bryan Schulz 1805 Main Ave W West Fargo, ND 58078

Job Location

Description	Qty	Total
Lot A - 410' of w-beam guardrail W6x8# Posts 2 Buffered Ends, 2 Flared Ends	410	11,853.10
Lot C-D - 840' of w-beam guardrail W6x8# Posts 6 Buffered Ends, 4 Flared Ends	840	24,284.40
Camping Lot - 232' of w-beam guardrail W6x8# Posts 2 Buffered Ends, 2 Flared Ends	232	7,493.60
Newman Fence is not responsible for property pin location and irrigation system. Newman Fence shall furnish only the materials and labor specified in this contract. Any changes made from the above specifications will be an additional billing.		Total \$43,631.10

Chris Ebeling

Newman Fence Representative
chrise@newmanfencend.com

Customer Signature

Camera Expansion

Prepared for:

Red River Valley Fair Association
Attn: Bryan Schulz
1805 West Main Avenue
West Fargo, ND 58078

Prepared by:

High Point Networks, LLC
Meagan McDougall
Direct: 701-282-6459
meagan.mcdougall@highpointnetworks.com



Hardware

Qty	Item	Description	Price	Ext. Price
1	NB141207-100	14x12x7 Outdoor enclosure with 110v outlet. NEMA Type 4, 4X / IP66 rated	\$225.00	\$225.00
1	NSM5-US	Ubiquiti: 5GHz Nanostation M5 2x2 US	\$89.00	\$89.00
1	NBU001	RF-Elements: NanoBracket® Universal	\$4.00	\$4.00
1	10269	IP Phone Power Adapter for Ethernet Speed of 10/100/1000 (min 10 w/o phone order)	\$28.00	\$28.00
1	0625-001	Axis P1427-LE 5 Megapixel Network Camera	\$695.00	\$695.00
1	5504-041	AXIS T94F01P Conduit Back Box	\$29.00	\$29.00

Subtotal: \$1,070.00

Software

Qty	Item	Description	Price	Ext. Price
1	AIM-STD-PKG	Aimatis standard video management license w/ 1 year software support	\$92.00	\$92.00

Subtotal: \$92.00

Services

Qty	Item	Description	Price	Ext. Price
1	PROSERVE-PKG	High Point Networks Professional Services is estimated. Services will be billed at actual T&M.	\$360.00	\$360.00

Subtotal: \$360.00

Quote Summary

Description	Amount
Hardware	\$1,070.00
Software	\$92.00
Services	\$360.00

Total: \$1,522.00

For questions related to your quotation, please contact us using the information above. By signing below, the undersigned accepts High Point Networks Master Service Agreement and represents that he or she is authorized to execute the agreement on behalf of the customer. Acceptance of the quote online is considered acceptance of an offer and binding. All quotes are subject to shipping costs that may not be listed on the quote. Prices quoted are valid for 30 days from Quotation Date. Limitation of Liability for Consequential Damages. High Point Networks, LLC shall not be liable for any indirect, incidental, consequential, exemplary, or punitive damages of any kind or nature. All IP Telephony and projects exceeding 10 hours of service will require a 50% down payment of the total project due upon acceptance of the quotation and the remainder due



Exceeding Your Expectations. Enhancing Your Earnings
 40 Park Place, Lexington, VA 24450 / Ph: 540-483-6510 Fax: 540-483-6710

QUOTE

Date: 03/27/17 Quote #: Q1706221

Name / Address

Red River Valley Fair Grounds
 Atten: Bryan Schulz
 1805 Main Ave West
 West Fargo, ND 58078

Bryan Schulz / (701) 282-2200 x
 bryan@redrivervalleyfair.com
 ATTN: Accts Payable

Ship To

Red River Valley Fair Grounds
 Atten: Bryan Schulz
 1805 Main Ave West
 West Fargo, ND 58078

Bryan Schulz / (701) 282-2200 x
 bryan@redrivervalleyfair.com

Ship On ASAP CCW Credit Card CUSTOMER TO UNLOAD
 * * Quote Valid For 10 Days FREIGHT & ASSEMBLE

Item #	Description	Qty	Each	Total
12FM-00003	Frame Only For Shenandoah Picnic Table Frame (No Top Or Benches), For 8' Long Table, Welded Frame, 2 3/8" Od Schedule 40 Pipe, Hot Dip	30	206.95	6,208.50
Shipping & Handling	Quoted: Other options available but NOT included in this price.	1	801.59	801.59
Client/Delivery	CLIENT: When your order arrives, please take the time to do a visual inspection of all pallets, boxes, cartons or crates. Any and all shortages or damages must be written on the Delivery Receipt. Should you determine that items are damaged or missing, you MUST note the item, discrepancy and condition BEFORE you sign for it! You have the right to refuse the damaged items if the box, crate, pallet/skid or carton is visibly damaged. If concealed damage is discovered after you have signed for the shipment and the driver has left, you must take pictures of the packaging and damaged items. You have 5 business days to report any damage or missing items to ParknPool. SAVE ALL OF YOUR	1	0.00	0.00

* I agree that the above items are correct, or have made corrections _____ (Initial) I agree that a signed quote is a final sale _____ (Initial)

* Delivery of Items is as noted above. Additional shipping charges may be incurred for any changes in delivery schedule, and will be responsibility of the (Client) purchaser _____ (Initial)

Original manufacturer's warranty applies to all products and are available upon request. ParknPool will be held harmless against all Claims of liability resulting from the installation and use of these products _____ (Initial). Payment terms are noted above. A finance charge of 1.5% per month of an unpaid balance will be charged on overdue accounts. Client agrees to pay collection cost by law, and /or attorney's fees incurred in the collection of any unpaid balance. The venue for any litigation with ParknPool will be Lexington, Virginia _____ (Initial).

AUTHORIZED SIGNATURE / DATE _____ Sales Tax (0.00%) \$0.00
 Total \$7,010.09

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 March 23, 2017
STREET	JOB NAME	
CITY, STATE & ZIP	JOB LOCATION West Fargo, ND	
Attn: Bryan		JOB PHONE

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

2017 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	5.5% x \$5966.10	<u>\$ 328.14</u>
Total		\$6,294.24

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>