

Cass County Weed Control Board
Cass County Weed Control Office
1201 Main Ave W, West Fargo
Monday, June 8, 2020

8:00 AM Meeting called to order
Roll call of the members
Approve minutes of previous meeting
Approve order of agenda

Agenda

- | | |
|---------------------------------|--------------------|
| 1. Budget Report | |
| a. Monthly Financial Statements | Information/action |
| b. Approval of bills | Information/action |
| 2. New Business | |
| a. 2021 Proposed Budget | Information/action |
| b. Other | |
| 3. Monthly Progress Report | Information |
| 4. Upcoming events | Information |

Note: The conference room will be arranged to provide appropriate distancing between participants.

For information on any of the agenda items or the need for special accommodations contact: Stan Wolf, 701-298-2388, wolfs@casscountynd.gov

Weed Control Progress Report

June 1, 2020

Period from May 5, to June 1, 2020

submitted by Stan Wolf

New Business:

2021 Proposed Budget: The proposed 2021 budget is to be submitted to the county Finance Office by July 15, 2020. Overall expenses are not expected to change save for a few to reflect inflation. No equipment purchases or replacements are expected. I have enclosed is the 2021 proposed budget draft for your review. Revenue and staff expenses will be entered by the Finance Office. Proposed operational expenses have been entered. Also enclosed is the list of equipment showing purchase date, current mileage, expected replacement date, and average miles per year. Please review and offer comments at the June meeting.

At the present time Finance Office has not estimated 2021 property values which influence revenue from weed mil levy. A recommendation to the Finance Office is needed for upcoming budget year and to maintain carryover balance for future equipment purchases.

Monthly Report:

City of Fargo Weed Control Board: Ben Dow, City of Fargo Public Works director, informed me that Fargo will not be disbanding their weed control board. They will continue to operate their own noxious weed control program within the city limits of Fargo. Cass County Weed Control will continue to conduct scouting and control of Purple loosestrife within the city as has been done in previous years.

ND DOT Contract: The NDDOT Fargo office submitted their Noxious Weed Agreement for 2020. The Dot has allocated up to \$50,000 for spraying noxious weeds in the state and federal highway rights-of-way. This is similar to previous years agreements. Mr. Wolf accepted, signed and returned the agreement.

TAG grant reimbursement: The Targeted Assistance Grant program, administered by the North Dakota Department of Agriculture, provides a reimbursement up to \$5000.00 covering 75% of approved expenses. An application for reimbursement was submitted to cover the costs for various items related to computer equipment and licenses, spray warning flags, and equipment for the new building addition. A reimbursement in the amount of \$3,350.72 was received with \$1,649.28 remaining funds available.

Board member expired terms: The board member terms for Clayton Brennan and Chris Murch will expire on July 1.

Spraying Activities: Jeff Grieve started on May 21. Weed Spraying has started at the County Jail and several flood buy-out lots in residential areas. Noxious weed growth in the county road ditches has not progressed enough to start spraying activities. Contractors are ready to start spraying.

Sheridan Weed Control Board called to inquire if we had a drone use policy. A copy of the policy was forwarded to them.

McKenzie County weed officer called to inquire how we handle gravel pit inspections for noxious weeds.

Previous month's activities:

Daily activities have been limited to work in the office or on the Highway Dept grounds due to COVID-19 declaration. Department head meetings have been attended via video conference or phone. Travel is allowed within the county for work related issues, I fully expect that summer weed control activities will not be affected as we can easily maintain distancing requirement if still in effect.

NDSU Noxious Weed Specialist: I have been asked to be on the search committee to review candidate applications and interview applicants for the NDSU Noxious Weed Specialist position. This position will conduct various trials and offer control recommendations on controlling noxious and invasive weeds in North Dakota. Currently the meetings have been held via teleconference.

Sprayer Contracts: The contractor noxious weed spray contracts were signed by the contractors and Mr. Wilcox. Signed copies were mailed to the contractors.

Landowner Questions: I have visited with a number of landowners either on the phone or at their property regarding what to utilize to control weeds in pastures and how to apply for the Landowner Assistance Program.

Purchases: Purchased the following items for the new vehicle storage area; 2 vehicle remote door openers and one door keypad, two-wheel hand truck, step ladder, trash can and other small items.

First aid kits were restocked with fresh items, many were past expiration date. First aid kits will be placed in the vehicles, storage area and office.

Vehicle fire extinguishers were serviced and certified for the year. An extinguisher was installed in the vehicle storage area.

Both the Honda and Kubota sprayers have been readied for the upcoming season. The pump on the Kubota needed a new diaphragm as it was not providing normal operating pressure.

Paul Audette and a seasonal employee from Vector Control assisted in moving all chemicals, shelving and misc. equipment into the new equipment storage area. Received some unneeded shelving from Cass County Veterans Services which will be set up in vehicle storage area for parts and misc. storage.

Remote pilot certification for piloting the drone was set to expire at the end of May. Took the recertification exam and passed, certification is good for two years, expiring on May 31, 2022.

Joint Powers Agreement: The Joint Powers Agreement with the North Dakota Department of Agriculture to inspect hay lands for Weed Seed Free Forage was signed by Weed Board Chairman Larry Wilcox and the Deputy Ag Commissioner Tom Bodine.

Cass Clay Food Commission: Mr. Wolf spoke to the Cass Clay Food Commission on March 11. He described the department's noxious weed control program on county property, including county owned flood buy out lots. The Commission asked all city and county entities that conduct weed control programs to speak to the commission. The Commission is interested in providing community garden locations and other public activities that may involve county property. Mr. Wolf spoke that the department is willing to work with community groups that are utilizing county property in developing a noxious weed control program. Enclosed is a copy of the thank you note for speaking to the Commission.

Other activities:

Upcoming Events:

NDWCA Sprayer School,

canceled

REVENUES AND EXPENDITURES OVER YEARS-2021 PROPOSED BUDGET

Account Number	Account Description	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2021 Proposed Budget
REVENUES:								
231-4003-311-0100	Property Tax	361,559	403,080	\$373,065	387,470	\$413,262	\$441,350	
231-4003-311-0200	Mobile Home	602	537	462	464	442	529	
231-4003-311-0400	Interest & Penalty	838	808	883	1,026	1,173	1,169	
231-4003-335-1000	State Aid Distribution	13,477	10,276	\$10,158	11,883	\$9,492	\$12,078	
231-4003-335-1100	Homestead Credit	1,664	1,407	1,390	1,422	1,537	1,620	
231-4003-335-1400	Financial Institution Tax			0	0	0		
231-4003-335-1500	Telephone Gross Rec Tax	2,731	2,731	2,731	2,731	2,731	2,273	
231-4003-335-1700	Veteran's Credit	1,607	1,901	1,730	1,802	2,064	2,053	
231-4003-335-5509	Federal Grants		9,911	0	11,667	0		
231-4003-345-6046	Cities	3,063	2,554	\$2,681	912	\$2,133		
231-4003-345-6047	Townships			\$323	(323)	\$0		
231-4003-345-6048	Water Resource	6,773	178	\$2,080	(2,080)	\$763		
231-4003-345-6049	County	1,661	1,734	\$3,476	2,677	\$2,644		
231-4003-345-6050	Private		71	\$0	1,968	\$0		
231-4003-345-6051	State	50,033	50,120	50,000	50,000	50,180	40,000	40,000
231-4003-361-7001	Interest	1,058	1,171	\$1,520	3,175	\$11,786	\$8,288	
231-4003-392-7002	Sale of Property	26	5,132	\$967	13,192	\$143		
231-4003-392-7009	Chemical Sales	45	91	\$0	846	\$0		
	Total Revenues	\$445,137	\$491,702	\$451,466	\$488,832	\$498,349	\$509,360	\$40,000

REVENUES AND EXPENDITURES OVER YEARS-2020 PROPOSED BUDGET

Account Number	Account Description	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2021 Proposed Budget
EXPENDITURES:								
231-4003-462-1005	Full Time Salaries	68,902	71,271	\$72,754	74,996	\$77,064	\$79,626	
231-4003-462-1015	Part Time Salaries	2,682	2,374	0	0	0		
231-4003-462-1020	Hourly Salaries			2,997	3,048	3,092	8,900	
231-4003-462-1025	Temp/Employment Agency			0	0	0		
231-4003-462-1035	Overtime Salaries			200	0	0	200	200
231-4003-462-2001	Social Security	4,414	4,509	\$4,346	4,513	\$4,626	\$5,110	
231-4003-462-2005	Medicare	1,032	1,055	1,016	1,055	1,082	1,195	
231-4003-462-2010	Retirement	8,447	8,738	8,920	9,195	9,448	9,762	
231-4003-462-2015	Workers Compensation	554	573	911	377	809	1,246	
231-4003-462-2020	Unemployment Insurance			0	0	0		
231-4003-462-2025	Health Insurance	6,433	7,543	15,295	15,542	15,614	16,004	
231-4003-462-2035	Dental Insurance	480	480	480	480	480	480	
231-4003-462-3302	Auditing Fees	1,500	1,750	\$1,850	1,850	\$3,000	\$3,000	
231-4003-462-3309	Consulting			\$0	0			
231-4003-462-4101	Water and Sewer	204	188	\$168	267	\$232	\$300	300
231-4003-462-4102	Electricity	1,860	1,977	2,241	2,493	2,610	2,500	2,700
231-4003-462-4301	Maint Agreements/Copier		177	\$240	209	\$264	\$240	
231-4003-462-4511	Spraying	299,851	321,936	\$322,537	318,369	\$341,534	\$390,000	390,000
231-4003-462-4512	Certification Expense	285		\$105	375	\$0	\$350	350
231-4003-462-4601	Repairs	99		\$0	0	\$0	\$500	500
231-4003-462-4701	General Maintenance	99	7,500	\$15	703	\$0	\$500	500
231-4003-462-5202	Liability Insurance	428	437	437	513	1,000	1,000	1,000
231-4003-462-5301	Office Telephone	334	342	\$331	339	\$323	\$500	
231-4003-462-5310	Cell Phones	1,080	943	\$557	583	\$609	\$1,200	
231-4003-462-5702	Seminar Registration	435	671	\$665	200	\$330	\$500	500

REVENUES AND EXPENDITURES OVER YEARS-2020 PROPOSED BUDGET

Account Number	Account Description	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2021 Proposed Budget
EXPENDITURES:								
231-4003-462-5801	Travel costs & Per Diem	1,776	1,435	\$774	1,468	\$1,296	\$2,600	2,600
231-4003-462-5906	Dues	350	350	\$370	510	\$275	\$425	425
231-4003-462-6101	General Office Supplies	857	1,509	\$1,213	958	\$1,441	\$1,500	1,500
231-4003-462-6102	Postage	326	347	435	363	324	375	375
231-4003-462-6104	Field Work Supplies	1,323	1,616	1,178	1,808	2,432	2,500	2,500
231-4003-462-6105	Printing & Forms		68	0	238	0	200	200
231-4003-462-6122	Chemicals	10,313	5,601	5,752	4,478	3,839	12,000	12,000
231-4003-462-6123	Educational & Literature	102	311	200	200	0	200	200
231-4003-462-6301	Gas	2,887	1,483	\$1,675	1,636	\$1,395	\$2,800	2,500
231-4003-462-6302	Routine Maintenance	1,292	1,813	3,202	2,225	717	2,000	2,000
231-4003-462-6303	Major Repairs			0	0	508	2,000	2,000
231-4003-462-6501	PC Software	1,914	281	\$544	276	\$306	\$957	
231-4003-462-7201	Remodeling	2,013	3,655	\$459	98	\$219	\$500	500
231-4003-462-7401	Computer Equipment	2,214	1,132	\$23	567	\$0	\$1,600	
231-4003-462-7402	Office Equipment		1,886	\$0	0	\$0	\$0	
231-4003-462-7407	Furniture & Fixtures			\$0	\$0	\$0	\$0	
231-4003-462-7415	Equipment	18,297	12,173	0	52,838	\$0	\$6,000	1,000
231-4003-462-8010	Reimbursement - LAP	2,781	8,562	\$3,940	3,495	\$6,793	\$10,000	10,000
231-4003-462-8011	Lythrum Plant Exchange			\$0	6,667	\$0	\$100	0
	Total Expenditures	\$445,564	\$474,686	\$455,830	\$512,932	\$481,662	\$568,871	\$433,850
	Revenues over (under) Expenditures:	(\$427)	\$17,016	(\$4,364)	(\$24,100)	\$16,688	(\$59,511)	(\$393,850)
	Estimated Ending Balance	\$264,067	\$282,099	\$276,871	\$255,175	\$271,863	\$212,352	\$264,067

Weed Control Equipment Inventory

2020

Quantity	Item	Model	Year	Current Mileage	Replacement date	miles/year hours
1	Pickup	Dodge 1500	2012	71316	2022	8900
1	Truck	Dodge 3500	2018	3054	2028	1500
1	UTV sprayer	Kubota RTV 1120	2015	1606	2024	321
1	GPS guidance	Outback STX	2013		2024	
1	Datalogger	Elite	2013		2024	
1	UTV sprayer	Honda Pioneer 500	2015	197	2026	40
1	GPS guidance	Outback STX	2013		2026	
1	Datalogger	Elite	2013		2026	
1	Drone	DJI Phantom Pro	2018		2028	
1	Trailer	ABU 8820H	2005			
1	Printer	hP CP5525				
1	Color Printer	Lanier MP 301spf				
1	Computer	Surface	2020			