



# New Rockford Park District

March 31, 2015

North Dakota Outdoor Heritage Fund  
Karlene Fine  
Industrial Commission  
State Capitol 14<sup>th</sup> Floor  
600 E. Boulevard Ave. Dept. 405  
Bismarck, ND 58505-0840

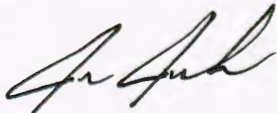
Dear Ms. Fine,

Thank you for the opportunity to apply to the North Dakota Outdoor Heritage Fund on behalf of our Archie & Jessie Campbell Memorial Park Softball Complex Renovation. Our project directly supports the development and preservation of outdoor recreation by updating our softball fields, in order to fill a void in our region by hosting baseball and softball tournaments. Red Willow, near Binford North Dakota, has hosted these tournaments for the past four decades. As they are no longer going to be hosting, New Rockford is willing to take over the task, but in order for us to do that, we need our fields updated.

The New Rockford Park District, New Rockford Area Betterment Corporation, and the City of New Rockford are all dedicated to updating and maintaining safe and enjoyable facilities for all patrons. We want all of our citizens and visitors who travel to town for tournaments to be able to enjoy outdoor recreation; therefore adequate updates to our fields are necessary.

Enclosed is our complete application proposal for the project. Please let me know if you have any questions or comments or need any further information. Thank you for your consideration and support.

Sincerely



Jon Johnson  
Recreation Manager  
New Rockford Park District  
(701) 302-8105

# Outdoor Heritage Fund Grant Application



**Name of Organization \*** New Rockford Park District  
**Federal Tax ID# \*** 45-6002135  
**Contact Person/Title \*** Jon Johnson, Recreational Manager  
**Address \*** 117 1<sup>st</sup> St S  
**City \*** New Rockford  
**State \*** North Dakota  
**Zip Code \*** 58356  
**E-mail Address \*** nrparksandrec@gmail.com  
**Web Site Address** [www.cityofnewrockford.com](http://www.cityofnewrockford.com) (go to the Park Board page)  
**Phone \*** (701) 302-8105

**List names of co-applicants if this is a joint proposal:**

**MAJOR Directive:**  **Directive D.** Conserve natural areas for recreation through the establishment and development of parks and other recreation areas.

**Additional Directive:** None

**Type of organization:** Political Subdivision

**Project Name\*** Archie & Jessie Campbell Memorial Park Softball Complex Renovation

**Abstract/Executive Summary.** *An Executive Summary of the project stating its objectives, expected results, duration, total project costs and participants.\* (no more than 500 words)*

The Archie & Jessie Campbell Memorial Park is located on the north side of the James River in New Rockford. The park currently includes a campground, ADA accessible restrooms, a storage facility, concession stand, picnic area and two softball fields.

The Softball Complex Renovation project will completely rehabilitate the softball fields and create a complex to host professional and safe activities for youth and adult



softball, benefiting local residents and tourists. The goal of the project is to become the premier softball/baseball tournament location in the region.

There is a need for adequate softball and baseball recreation spaces in our area. According to the 2013-2017 State Comprehensive Outdoor Recreation Plan (SCORP), Region Three shows a secondary need for sports fields. In addition, the report also states a need for outdoor recreation space, parks and activities. The Archie & Jessie Campbell Memorial Park has a picnic area, concession stand, campground and playground area which will be updated in the 2015/2016 season.

Just south across the James Buchli walking bridge is Riverside Park, which includes playground equipment, open outdoor picnic shelters, and future home to a new ADA Accessible Swimming Pool, which will break ground June of 2015.

This project offers many opportunities for our community. For the past four decades, Red Willow Park near Binford, ND, has been offering youth and adult baseball and softball tournaments every summer. Red Willow has been a staple in our region and local teams have depended on having positive experiences with well-run tournaments. However, Red Willow will close their doors this summer. This will leave a void in our area, and the New Rockford Park District is working to fill that need by offering a professional baseball/softball tournament experience.

In order to present a high-quality experience, the softball fields and park are in need of major updates. The renovation plans include:

- Field improvements including agrilime, dirt work, and new bases
- Dugouts in both fields to protect players
- Crow's nest on each field to provide space for professional announcers and scorekeepers
- Lights for both fields to offer games throughout the season and in evenings
- Professional well-lit scoreboards
- Sound system to broadcast play by play
- The addition of power to the field

With the addition of a brand new concession stand, storage facility and picnic area in 2014, the park is great for hosting tournaments, for families and kids, and major field improvements will complete the experience.

The total project cost will be \$200,850 with a goal of completing the entire project by fall of 2015. This project will serve the 2,400 residents of Eddy County, as well as hundreds of kids and families throughout the region with safe, professional and fun outdoor recreation.

**Project Duration:**\* 6 months

**Amount of Grant request \$** \* 150,000



**Total Project Costs \$\* 200,850**

**A minimum of 25% Match Funding is strongly encouraged. Amount of Matching Funds \$\* 50,850 which includes in-kind and cash**

**Source(s) of Matching Funds\* \$13,000 in-kind labor, \$37,850 cash match**

**Certifications \***

I certify that this application has been made with the support of the governing body and chief executive of my organization.

I certify that if awarded grant funding none of the funding will be used for any of the exemptions noted on Page 1 of this application.

**Narrative**

**Organization Information – Briefly summarize your organization’s history, mission, current programs and activities. \***

*Include an overview of your organizational structure, including board, staff and volunteer involvement. (No more than 300 words)*

The mission of New Rockford Park District is to promote recreational and leisure opportunities for all individuals to enrich their quality of life. Our goals through this mission are:

1. To increase recreational and leisure opportunities for all ages, stages, and abilities
2. To increase public awareness of the benefits and encourage participation in parks and recreation
3. To promote professionalism in the field of parks and recreation
4. To increase the understanding of the contribution made by parks and recreation to the economy and to economic development

The New Rockford Park District works to provide positive outdoor recreation throughout the community. The Youth Baseball program includes the coordination of several teams and schedules, hiring coaches, maintaining facilities and staying in-touch with parents throughout the season. The New Rockford Community Swimming Pool is a favorite among youth and parents and the Park District provides swimming lessons, activities, management, hires lifeguards, maintains the safety of the pool and communicates with parents and community throughout the season. In the winter months, the Park District manages the skating rink and warming house, hires and coordinates staff and holds events and activities.

In 2013, the New Rockford Park District hosted the State Non-Advancing Cal Ripken tournament and in 2014 they hosted the State Babe Ruth Baseball Tournament. Both tournaments were extremely successful with hundreds of fans and visitors in attendance and raised significant funds to put back into the baseball programs.



in the future, the Park District plans to manage, coordinate and host dozens of youth and adult softball/baseball tournaments at the newly renovated softball complex.

The New Rockford Park District is led by a five-person elected board. In 2014, the Park District created the position of Park Recreation Manager to oversee, manage and create recreation within the community.

**Purpose of Grant – Describe the proposed project identifying how the project will meet the specific directive(s) of the Outdoor Heritage Fund Program \***

*Identify project goals, strategies and benefits and your timetable for implementation. Include information about the need for the project and whether there is urgency for funding. Please indicate if this is a new project or if it is replacing funding that is no longer available to your organization. Identify any innovative features or processes of your project.*

The purpose of this project is to improve our facilities to keep people involved in baseball/softball, and to provide the people in the community better options for recreation for their children and for themselves. Our main goal with this project is to improve our facilities so that we can host yearly tournaments for every age group and that people will want to continue coming back to play ball. We also are working on improving our campground areas so that people will have even more incentive to continue coming back to New Rockford. Over the past half-century, Red Willow was the host for nearly all tournaments in our region, and as they are no longer planning to do so, we want to step up and fill the void for youth and adult recreation.

Our timetable for implementation is to begin as soon as weather and funding permit. This will be a 4-6 month project that will be concluded in the fall of 2015. This project is very important to the community because while we have the fields, they are not nearly up to the standards we would need to host tournaments. This project would upgrade and improve the fields so that they are in top condition. There is an urgency to secure project funding because if we are unable to complete the upgrades, we will miss the opportunity to secure the role previously occupied by Red Willow to host regional tournaments and recreation. We are currently in the finishing stages of building a new ADA-accessible swimming pool for our community, a 1.6 million dollar project, and most of our discretionary funds have been committed to this effort. As such we do not have sufficient funds at this time to put this plan into effect without assistance.

This project is a new project and will have little need for yearly funding. The only costs from year-to-year will be the maintenance of the lights and scoreboards, and the upkeep of the fields, which is already provided for in our annual budgets.

**Management of Project – Provide a description of how you will manage and oversee the project to ensure it is carried out on schedule and in a manner that best ensures its objectives will be met.\***

The New Rockford Park District recently created the position of Park Recreation Manager to oversee and manage Park District facilities, programs and events. The Park



Recreation Manager duties include managing the swimming pool, hiring lifeguards, hiring coaches, and scheduling baseball/softball games, as well as grant writing and communication with the public through media.

This summer, construction on the new swimming pool will break ground. As such, the pool will not be open for use, so the Recreation Manager will not be managing the pool and lifeguards, but will instead spend his time overseeing the Softball Renovation Project. The Recreational Manager will be in charge of keeping the work on schedule and ensuring that objectives will be met.

**Evaluation – Describe your plan to document progress and results. \***

*How will you tell if the project is successful? Please be specific on the methods you will utilize to measure success. Note that regular reporting, final evaluation and expenditure reports will be required for every grant awarded.*

There are several methods we will use to measure our success. The first measurement is whether we see an increase in tournaments hosted in our complex, teams hosted, players and fans served, as well as feedback from all parties. Another measurement is the amount of funds raised through gate fees and concessions. These are good indicators of how the facility is performing. If the campground is full of families attending the tournaments, this will show the interest in family experiences and the importance of the campgrounds to the project.

Each year we will document the specific numbers from the season such as tournaments held, games played, teams hosted, concessions dollars, gate fees, souvenir sales and campground occupancy. These trend reports will provide good information to determine if our project is a success.

**Financial Information**

**ATTACHMENT: Project Budget – Using the standard project budget format that is available on the website at <http://www.nd.gov/ndic/outdoor-infopage.htm> , please include a detailed total project budget that specifically outlines all the funds you are requesting. Note that a minimum of 25% match funding is strongly encouraged.\***

*The project budget should identify all matching funds, funding sources and indicate whether the matching funds are in the form of cash or in-kind services. As noted on the standard project budget format, certain values have been identified for in-kind services. Please utilize these values in identifying your matching funds. **NOTE: No indirect costs will be funded.***

O I certify that a project budget will be sent to the Commission\*

**Sustainability – Indicate how the project will be funded or sustained in future years. \*** Once the project is completed, there will be some minimum maintenance to ensure the longevity of the project. This will include field maintenance with dirt work and agrilime, mowing grass and fields, replacing light bulbs on lights and scoreboards, and clearing of weeds.

The funds for maintaining this project will come from two sources. The first source is allocated funds from the Park District budget that are used for regular maintenance, such as mowing. The second source of funds will come from the funds raised through gate fees and concessions. These funds will be used for baseball programming only.

**Partial Funding – Indicate how the project will be affected if less funding is available than that requested.** \* if we do not receive the full funding, there are a few changes that would be made to the project. The lights for the second field would be taken out of the project. The lighting of the fields is one of the most expensive components. However, our plan involves renovating and updating both fields as it would be less expensive to do it together and provides the maximum potential usage of the fields with two working fields available for tournaments.

**Partnership Recognition - If you are a successful recipient of Outdoor Heritage Fund dollars, how would you recognize the Outdoor Heritage Fund partnership? \***

The New Rockford Park District would recognize the Outdoor Heritage Fund partnership in several ways. There would be a large banner placed on the fence of the outfield of each field recognizing the Outdoor Heritage Fund. This would provide all teams and fans a clear view of your sponsorship.

The Outdoor Heritage Fund would also be recognized on our website and through social media as well as highlighted in a front page news story in our community newspaper, The Transcript.



## Budget Standard Form

Please use the table below to provide a detailed total project budget that specifically outlines all the funds you are requesting and the matching funds being utilized to fund this project. Please note if the matching funds are in the form of cash, indirect costs or in-kind services. The budget should identify all other committed funding sources and the amount of funding from each source. Match can come from any source (i.e. private sources, State and Federal funding, Tribal funding, etc.) Note a minimum of 25% match funding is strongly encouraged. An application will be scored higher the greater the amount of match funding provided. (See Scoring Form.)

Please feel free to add columns and rows as needed. Please include narrative to fully explain the proposed budget. Note that NO INDIRECT COSTS will be funded from the Outdoor Heritage Fund. Also by law several items are ineligible for funding – see Exemptions in the Application Form. Effective January 29, 2014 the following guidelines were approved by the Industrial Commission:

**NO CONSIDERATION:**

In addition to those specific items in law that are ineligible for funding, in the absence of exceptional circumstances, the following projects will NOT receive consideration for funding:

- Projects that are already completed;
- Projects that are on-going (Phased projects would be considered);
- Staffing;
- Feasibility studies;
- Annual maintenance;
- Paving projects for roads and parking lots;
- Swimming pools;
- Non-permanent equipment (such as snowmobiles, tractors);
- Research;
- Projects where the applicant is not directly involved in the project.

Project Expense	OHF Request	Applicant's Match Share (Cash)	Applicant's Match Share (In-Kind)	Applicant's Match Share (Indirect)	Other Project Sponsor's Share	Total Each Project Expense
Scoreboards	\$10,000	\$	\$	\$	\$	\$10,000
Lights (6 Fixture)	\$88,000	\$	\$	\$	\$	\$88,000
Bleachers	\$4,500	\$	\$	\$	\$	\$4,500
Dugouts(materials)	\$14,000	\$	\$	\$	\$	\$14,000
Sound Systems	\$3,000	\$	\$	\$	\$	\$3,000
Crow's Nest	\$10,000	\$	\$	\$	\$	\$10,000
Agrilime	\$850	\$	\$	\$	\$	\$850
Landscaping Dirt	\$3,000	\$	\$	\$	\$	\$3,000
Base Anchors	\$150	\$	\$	\$	\$	\$150
Anchor Caps	\$100	\$	\$	\$	\$	\$100
Dugout Labor	\$	\$	\$10,000	\$	\$	\$10,000
Utilities	\$16,400	\$7,850	\$	\$	\$	\$24,250
Poles & Light Labor	\$	\$30,000	\$	\$	\$	\$30,000
Sound Labor	\$	\$	\$1,500	\$	\$	\$1,500
Dirt/Agrilime Labor	\$	\$	\$1,200	\$	\$	\$1,200
Base/Anchor Labor	\$	\$	\$300	\$	\$	\$300
<b>Total Costs</b>	<b>\$150,000</b>	<b>\$37,850</b>	<b>\$13,000</b>	<b>\$</b>	<b>\$</b>	<b>\$200,850</b>

**DRAW TEXT BOX FOR DETAILS HERE**



The total cost of the Archie & Jessie Campbell Memorial Park Softball Complex Renovation will be \$200,850. This includes all materials and labor.

### **Materials:**

The materials will cost a total of \$133,600. We are asking that OHF consider funding \$133,600 of that amount.

We have two softball fields in our park right now and both need to be updated. To light both fields we will need 10 light poles (cost included with labor for the poles), 12 brackets to hang the lights and 12 light fixtures at a total cost of \$88,000.

Next we will build dugouts for both fields as neither currently have covered dugouts. Materials for the dugouts will cost \$14,000. On top of one dugout on each field we will build up a crow's nest so the scoreboard operator and official bookkeeper can have a clear, undisturbed view of the games, which will cost \$10,000.

We then need to add a scoreboard to each field, at a cost of \$10,000, and a sound system to each field at a cost of \$3,000. We currently have three sets of bleachers and would need three more for the other field to have seating available for fans which will cost \$4,500.

Finally for field work we will need agrilime at a cost of \$850, to level the infields at both diamonds. We need black dirt to fill in the ruts and trenches in the outfield at a cost of \$3,000. We also will need new base anchors for both fields, with two different anchors for each base. The spacing for the bases varies by the age group and we would need two sets at a cost of \$150. We then would need base caps for each anchor at a cost of \$100.

### **Labor:**

The labor will cost a total of \$67,250. We have a committed in-kind labor value of \$13,000, and will fund \$37,850 of the rest, and are asking that the OHF consider funding \$16,400 of the labor.

The labor costs are broken down by project specifics. Utility installation will cost \$24,250. The utilities will be the trenching and wiring of all the lights, scoreboards, and sound systems. The light poles will be \$20,000 for the purchase, transportation, and set-up of the poles. Then an additional \$10,000 will be required for Otter-Tail Power Company to connect a primary extension so the fields will have a power source.

The labor for the dugouts and crow's nests will be \$10,000, which will be volunteer in-kind donation. The labor costs for the spreading of the dirt and agrilime will be in-kind as well, with workers from the City of New Rockford performing the work, the value of which will total \$1,200. The labor for the digging and placing of the base anchors will be \$300 for the worker's hours and labor costs, which will be in-kind. The labor for setting up the sound systems will have a cost of \$1,500, which will be in-kind.



In-kind services used to match the request for Outdoor Heritage Fund dollars shall be valued as follows:

- Labor costs \$15.00 an hour
- Land costs Average rent costs for the county as shown in the most Recent publication of the USDA, National Agricultural Statistics Services, North Dakota Field Office
- Permanent Equipment Any equipment purchased must be listed separately with documentation showing actual cost. (For example: playground equipment)
- Equipment usage Actual documentation
- Seed & Seedlings Actual documentation
- Transportation Mileage at federal rate
- Supplies & materials Actual documentation

More categories will be added as we better understand the types of applications that will be submitted. We will use as our basis for these standards other State and Federal programs that have established rates. For example the North Dakota Nonpoint Source Pollution Management Program has established rates. If your project includes work that has an established rate under another State Program please use those rates and note your source.

Approved by OHF Advisory Board: October 17, 2013  
Approved by Industrial Commission: October 22, 2013  
Revised by OHF Advisory Board: January 22, 2014  
Approved by Industrial Commission: January 29, 2014  
Revised by OHF Advisory Board: May 13, 2014  
Approved by Industrial Commission: May 27, 2014



***Attachment A:***

**New Rockford Park District Authorization of Project  
(Public Meeting Minutes)**



March 10, 2015, Regular Meeting

President Almaras called the meeting to order at 6:00 p.m. in City Hall with members Swenson, Hirschert, Greiner, Ehni, and Recreation Manager Jon Johnson present. Jerry Seibold was added to the agenda. Swenson moved to approve the agenda, February meeting minutes, financial reports, and pay the following bills. Hirschert seconded. Motion carried.

11529 – Otter Tail Power Co., electrical service -----	74.01
11530 – Jon Johnson, manage salary -----	859.45
11531 – Seth Gilliss, ice rink wages -----	157.91
11532 – Central Plains Water District, Campbell park water -	30.00
11533 – Terrance Van Lith, ice rink wages -----	193.93
11534 – Jon Johnson, manager wages -----	859.45
11535 – Seth Gilliss, ice rink wages -----	108.04
IRS, FICA and federal withholding -----	753.19
11536 – George Ritzke, clerk wages -----	267.81
11537 – Cardmember Service, training and postage -----	410.29
11538 – CenDak Farmers Union Coop, ice rink propane ---	140.96
11539 – Scott Reis, ice rink snow removal -----	325.00
11540 – Duchscherer Supply Inc., zip ties -----	7.69
11541 – Void	
11542 – Transcript Publishing, pool bid advertising -----	170.10
11543 – Otter Tail Power Co., electrical service -----	75.03
11544 – Grand Forks Herald, ad for pool project -----	649.80
11545 – Judy Almaras, jewelry for raffle -----	129.00

Sarah Smith Warren was present with a report on the pool project bid opening. The only construction bid was \$1,725,000.00 from G6 Construction Service. With engineering costs, the project is now \$1,845,000.00. The project is \$200,000.00 over the budget. Soil surveying revealed that a more expensive gravel is need under the pool, which increased the costs. As there was only one bid, NDCC allows the Park Board to work with the company to reduce costs. EAPC has agreed to keep to the original estimate on their work. The budget, funding, and options were reviewed. A \$150,000.00 loan from Rural Development Finance Corporation could be taken out to cover the short fall. The loan would be at 1% interest with 10-year pay back. The \$8,000.00 mill levy from the Park & Recreational Facilities Fund would cover half of the \$16,000.00 yearly payment. The cost and advantages of using chlorine tablets verses chlorine gas was discussed. Warren will check with EAPC on the chlorine. Greiner moved to accept the alternative bid from G6 Construction Services of \$1,862,480.00 for the swimming pool with the keeping the Diamond-brite finish and the LED lights and to take a loan for \$150,000.00 from the Rural Development Finance Corp. Hirschert seconded. The budgeted 2015 swimming pool operating expenditures will be used to help offset the deficit in the pool project budget. All the lifeguards will not be hired back this summer. In a roll call vote, it was all for. Motion carried. An inventory of the existing pool equipment that is storage will be done.

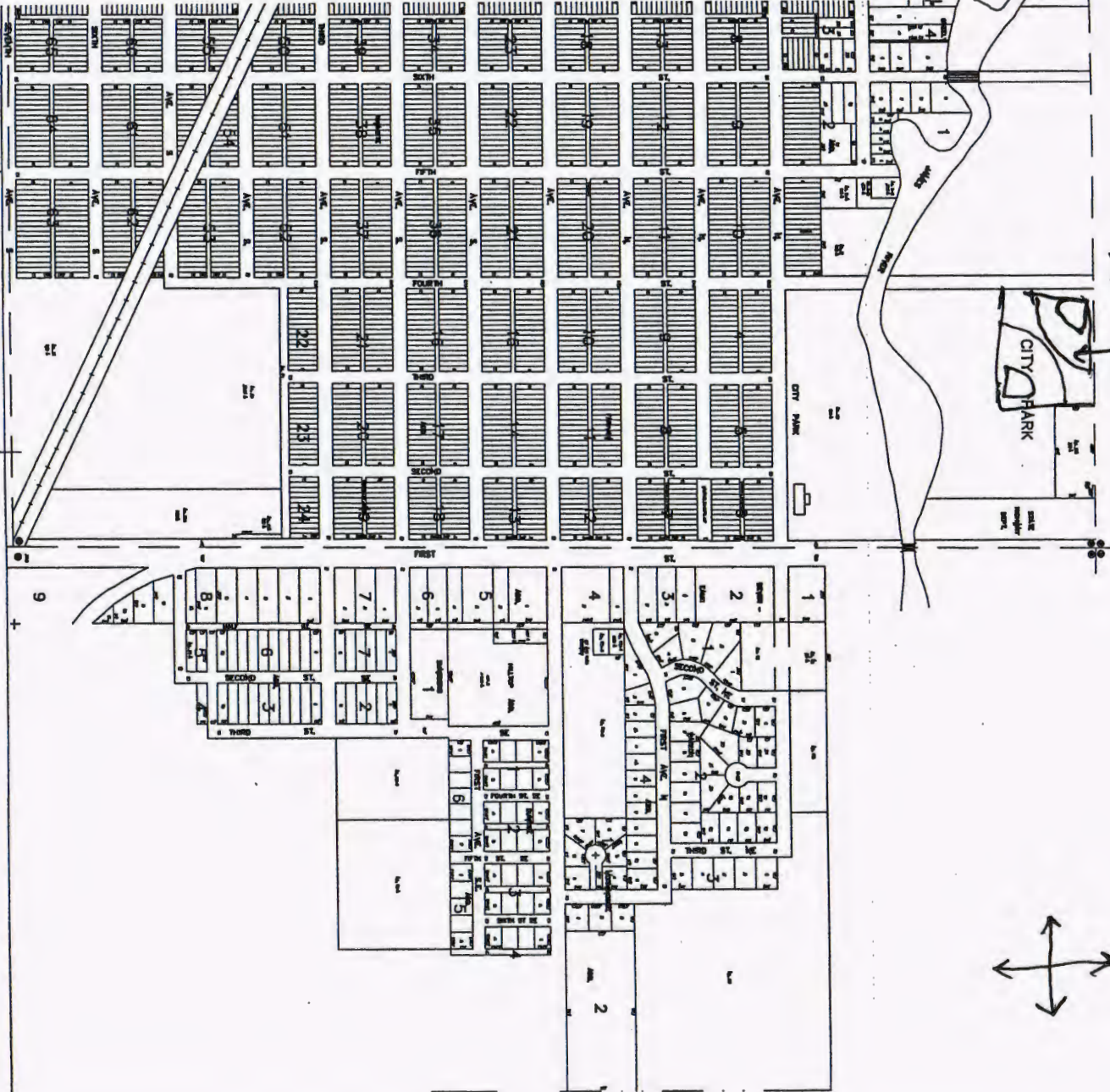
Jerry Seibold was present about a Shine & Show car event in the park on July 4, 2015. The car show would last about 3 hours and would be on the east side of the Riverside Park. The cars would be parked on the grass if the ground is not too soft. Their plan to run a shuttle bus from uptown to the park with a stop at the school. Their other option is to hold the car show at the Centennial Park. Swenson moved to allow the Car Club to hold the car show in the Riverside Park on July 4. Ehni seconded. Motion carried. Seibold would have to talk to the city about the Centennial Park.

Manager Johnson was present with his monthly report. The ice rink is closed due to the warm weather. He was wondering who to contact in Carrington and Fessenden about swimming lessons. Johnson is writing a grant request to Garrison Diversion on the Campbell Park playground. The costs will be \$45,000 to \$50,000. In-kind should cover the match that is needed. **The softball field project is estimated at \$200,000.00. Johnson is requesting \$150,000.00 from the Heritage Fund and the \$50,000.00 will be in-kind from the Park District. Swenson moved to apply for the Heritage Fund Grant for the softball field improvements at the Campbell Memorial Park. Hirschert seconded. Motion carried.** Hirschert moved to apply for the Garrison Diversion grant for the playground equipment at the Campbell Memorial Park. Greiner seconded. Motion carried. Johnson has not written a grant on the sprinkler system.

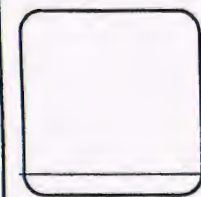
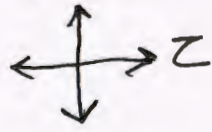


***Attachment B:***

**City Plat Map of Proposed Area**



Ball Fields



SHEET NO. **X**



**interstate engineering, inc.**

Engineering - Surveying - Planning [www.iengi.com](http://www.iengi.com)

P.O. Box 2035 Jamestown, N.D. (701)-252-0234 Fax (701)-252-0203

777	777
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Drawn By 777	Project No. 777
Checked By 777	Date 777

Revision No.	Date	By	Description



***Attachment C:***

**Documentation of Support for the Project**



**CITY OF NEW ROCKFORD** 117 1st St S, New Rockford, ND 58356-1926 P: 701/947-2461 F: 701/947-2461

New Rockford Park District  
Attn: Jon Johnson  
117 1<sup>st</sup> St S  
New Rockford, ND 58356

Dear Mr. Johnson,

The City of New Rockford supports the New Rockford Park District Softball Complex Improvement Project. The improvements for the softball facilities will directly impact the City of New Rockford and its citizens.

The City of New Rockford strives to create a positive and healthy community to better serve the citizens, youth and visitors. The improvements to the softball complex will not only serve our community members, but hundreds of other kids and families across our region. We have the opportunity to host healthy and positive activities in our community and take pride in welcoming visitors.

We support the project and are pleased to serve as a partner to help with volunteer and in-kind opportunities. We will continue to work closely with the NR Park District to ensure the project is a success and tax payer dollars are used appropriately for the project.

Sincerely,

James R. Belquist  
Commission President (Mayor)-City of New Rockford





# New Rockford Area Betterment Corporation

PO Box 775

New Rockford, ND 58356

(701) 947-2205

[www.cityofnewrockford.com](http://www.cityofnewrockford.com)

New Rockford Park District  
Attn: Jon Johnson  
117 1<sup>st</sup> St S  
New Rockford, ND 58356

Dear Mr. Johnson,

The New Rockford Area Betterment Corporation (NRABC) supports the New Rockford Park districts renovation and improvement project for the Archie & Jessie Campbell Memorial Park Softball Complex. The renovation to the softball complex will create a great opportunity to host state and regional tournaments, serving hundreds of families, teams and visitors.

The NRABC strives to increase recreation and active opportunities for the local community and visitors. The improved softball complex will increase tourism and visitors as well as opportunities for local kids and families. The result will directly impact local businesses and our economy as a whole, while filling a need for safe and professional sports fields in our area.

We support the project and are pleased to serve as a partner and advocate in the project.

Sincerely,

Sarah Smith Warren  
Executive Director  
New Rockford Area Betterment Corporation