



Wednesday, January 12th, 2022
Grafton Parks & Recreation Board Room
715 West 5th Street
Grafton, ND 58237
5:15 p.m.

Minutes:

- I. Call to Order by Ryer Stark at 5:15 PM
- II. Board Members Present:
 - A. Board Members Present: Ryer Stark, Scott Hills, Jon Jelinek, Jessica Tanke, Cory Burns
 - B. Staff Present: William Dahl, Matt Opegard, Todd Janikowski, Gabbi Holand
- III. Ryer asked if there were any additions or deletions to the agenda. Jess added the youth hockey schedule to the Arena portion of the director's report.
- IV. Ryer asked for an approval of the minutes from the December 8th Park Board Meeting. Jess made a motion to approve the minutes. Jon seconded, motion passed all approved. Ryer asked for a motion for the authorization of expenditures as listed. Cory made a motion to approve the expenditures. Seconded by Scott, motion passed all approved to pay bills as listed.
- V. The December bank statement report was presented to the board to review.
- VI. Reports:
 - A. Recreation Report
 - i. Gabbi reported that all 25% of the gymnastics raffle and 10% of the figure skating raffle have been turned in. The deadline for all books to be turned in is January 27th. The gymnastics drawing will be Sunday, January 30th. Figure skating drawings will happen every weekday in February.
 - ii. Gabbi has received some complaints about the lack of structure during Learn-to-Skate hockey lessons. Gabbi has come up with lesson plans for multiple stations throughout the practice time that will be implemented at the next practice this Sunday.
 - iii. Gabbi reported today's public skate was very busy and did not get a true tally due to all the skates that were rented and the skates that had to be tied. There are 6 public skates left with the next one on February 9th.
 - B. Facility
 - i. Todd reported that both outdoor rinks are open. The sand that was installed in the outdoor rink at Schumacher Park has worked well. Todd estimated that the sand base saved 5-7 floods.
 - ii. The Centennial Center boiler holding tank is leaking and will need to be replaced in the not too distant future. Estimated cost for replacing the holding tank is \$9,000. The boiler is already 15 years old and may need to be replaced soon as well. Todd has been looking into the Real Ice system that will allow for cold water floods, which would eliminate the need for the boiler and holding tank. Todd mentioned that the largest savings would be from the boiler gas bill since it takes a lot of gas to heat up 150 gallons of water. Bill is looking into a grant for the water treatment system that he will explain during his report.
 - iii. Todd has been keeping a close eye on the facility furnaces due to the sub-zero temperatures that we have been experiencing the last 3 weeks. The

furnaces at Schumacher Park and the Leistikow Park warming house were knocked out due to the sub-zero and Todd had to babysit them to make sure we would not have frozen pipes at both of those facilities. Todd has also been struggling with the loft furnace due to the temperature that the wrestling coach sets it to. A new thermostat will be installed that will allow Todd to watch the temp on his phone and will prevent the wrestlers from changing the temp.

C. Director

1. Parks

- i. Bill reported that the Life Skills and Transition Center's attorney has been in contact with the state attorney general about the sale of the LSTC bowl property. Bill will meet with LSTC officials to discuss the property boundaries and setbacks that they may want.
- ii. Bill priced out a 12'x22' shed that would be used to store the canoes, kayaks, and paddle boats to keep them more protected from the elements. The delivered price of the shed is \$8,429. Bill explained that the board had budgeted for the boat shed in the 2022 budget.
- iii. Bill will be applying for two 50/50 grants for a new shelter to be built near the office north of the parks shop and a new cabin. The shelter will be 30'x40' and estimated to cost \$40,000.

2. Campground:

- i. Bill reported that the 50/50 cabin grant will be for a new 14'x22' cabin with a 4' porch. The cabin will have a $\frac{3}{4}$ bathroom and a kitchenette. The cabin will be fully ADA for handicap accessibility. Scott asked if it would be cheaper to go with a gas heater. Todd explained that it would have to be propane since there are no MDU lines in the campground. Bill will look into the cost to add a propane heater.

3. Pool: (Nothing to Report)

4. Arenas:

- i. Bill reported that he is working on a state energy grant to add the Real Ice System to the Centennial Center. The grant is an 80/20 match and will include an energy savings report provided by Real Ice.
- ii. Jess asked for a clarification for the Centennial Center schedule for when the High School makes changes due to weather. Matt explained that if they have a game that is canceled then they would be able to take their normal practice time. Also, if High School wants to reschedule a game for Saturday they have to schedule around what is already scheduled by youth hockey and figure skating.

5. Athletic Fields

- i. Bill reported that the 8th Street Diamond project is set to start this spring. With the bathroom/concession building to be built in the fall by the VoTech school.

6. Elmwood: (Nothing to Report)

D. Business Manager

- i. Matt reported that the petitions for the 2022 ballot is now available at City Hall. There are 3 seats up for re-election; Scott Hills, Cory Burns, and Jess Tanke.
- ii. Matt asked the board which date would work best for the Christmas Party. The board discussed and decided that Saturday, January 22nd would work the best.
- iii. Matt presented the 2020 Audit Report. Matt explained that the auditors recommended that the board adopt a Capitalization Policy such as the one found a page 14 of the audit report. The board reviewed and discussed the capitalization policy. Scott made a motion to define fixed assets as those that

cost \$5,000 or more will be depreciated as follows; Buildings 50 years, Other Improvements 25 years, Vehicles 5-10 years depending on vehicle type, and Equipment 5-40 years depending on size of equipment. Cory seconded the motion, motion passed all approved.

- iv. Matt explained that the auditors also suggested reapproving the depositories (authorized signers of Grafton Park Board accounts). Currently Ryer Stark, Bill Dahl, and Matt Oppedard are all authorized signers of Park Board accounts. Matt asked for a motion to change or keep the same. Jess made a motion to keep Ryer, Bill, and Matt as authorized signers of the Grafton Park Board accounts. Jon seconded the motion, motion passed all approved.
- v. Matt presented the 2021 end of year report for the general fund. Total revenue was \$901,983 and total expenditure was \$874,104 leaving \$27,879 in net income. Matt explained that the shelter grant will need \$20,000 in funding, the park boat shed will need an additional \$1,000 to build shelving for the canoe and kayaks, and the 8th Street Project will need the additional \$6,879 due to increasing construction material costs from when the grant was submitted in 2019. Cory made a motion to appropriate the net income to the shelter, park boat shed, and 8th street project as listed above. Scott seconded the motion, motion passed all approved.

VI. Old Business:

- i. Bill asked that the board re-evaluate the raises given to the full-time staff and presented the information that Scott had requested. Scott suggested scheduling a personnel committee meeting to open it up for discussion. Jess agreed and the board decided to call a Personnel Meeting for Wednesday, January 19th at 12:05 pm.

VII. New Business:

VIII. Public Comments:

- IX. Adjournment: Jess made a motion to adjourn the meeting. Jon seconded the motion, motion passed all approved. Meeting was adjourned at 6:03 pm.