



Wednesday, September 14th, 2016
Parks & Recreation Office Board Room
715 West 5th Street
Grafton, ND 58237
5:15 p.m.

Minutes:

- I. Call to Order by Brad Burianek at 5:15 PM
 - A. Board Members Present: Brad Burianek, Scott Hills, Todd Storey, Cory Burns, Ryer Stark
 - B. Staff Present: Bill Dahl, Mike Steinfeldt, Dean Feltman, Matt Oppgard.
 - C. Media Present: Todd Kjelland
- II. Brad asked if there were any additions or deletions to the agenda. There were no changes made to the agenda.
- III. Brad asked for an approval of the minutes for August 10th. Motion by Cory and seconded by Todd, motion passed. Brad asked for an authorization of expenditures as listed. Motion by Scott and second by Ryer, motion passed to pay bills as listed. The August bank statement reports were handed out and approved by the board.
- IV. Reports:
 - A. Director
 1. Arenas
 - i. Bill informed the Board that a letter was submitted to the Economic Development Committee to ask that the expiration date for the \$44,000 EDC loan to be extended. The EDC will let Parks & Recreation know what is decided at their October meeting.
 - ii. Bill informed the Board that the Centennial Center ice plant will restarted on September 28th with the help of Mid-West Refrigeration. The first event in the Centennial Center will be the Youth Hockey Camp on October 10th.
 2. Parks
 - i. Bill informed the Board that the sewer line replacement has been completed at a cost of \$3,000 over the original \$7,000 bid. Extra costs were from additional clay pipe that needed to be replaced from 5th Street to a manhole in the park, south of the Visitor Center.
 - ii. Bill informed the Board that Employee Insurance was over budgeted by \$21,848.01 in the 2016 Budget. Bill recommended that the board reallocate \$10,000 to pay for the sewer line replacement and reallocate \$11,840 to the office/visitor center roof repair. Todd made a motion to reallocate the 2016 funds to the 2 projects as explained by Bill, seconded by Cory. Motion passed to reallocate the 2016 funds.
 - iii. Bill informed the Board that ND Tornado & Fire will pay \$6,005.28 to repair the damage from the June 17th storm, which is \$2,600 shy of the total cost of all the damage sustained at the Parks & Recreation locations.
 - iv. Bill informed the Board that the reallocation of 2016 funds to the office/visitor center roof repair opened up room in the 2017 Budget to allocate to a newer Bobcat skid-steer. Hill's quoted a 2013 Bobcat for

- \$21,000 with the 1997 trade. Cory made a motion to purchase the 2013 Bobcat in 2017, Ryer seconded.
- v. Bill informed the Board that he is putting together a list of equipment for a silent auction. The Board will put a valuation on the items and will reserve the right to refuse any bids that do not reach the valuation.
3. Campground
 - i. Express Personnel has reserved 25 sites for their workers who will be showing up around the September 20th. The last busy weekend has passed and now the campground is seeing more seasonal workers reserving sites for harvest.
 - ii. Bill informed the board that a letter has been sent all of the 22 seasonal campers stating that they can reserve their sites for the 2017 season with a \$250 non-refundable deposit. Two seasonal campers have already paid for their sites in full and 2 more have made a deposit to reserve their sites.
 4. Athletic Fields
 - i. Bill informed the board that he received an estimate from Jon Markusen for the Parks & Recreation's portion of the TAP grant project at the school, which totaled \$14,000. Bill told Jon to scale the project down to a local share of \$5,000.
 5. Pool
 - i. Bill informed the board that the pool is in the process of getting ready for winterization that will take place mid-October after the leaves have fallen.
 6. Elmwood
 - i. Nothing to report.
- B. Business Manager
- i. Matt informed the board that the Budget was ready for the 1st reading. Matt explained that the Social Security and Pension are now included in the General Fund, which now is at 40 mils. Matt informed the Board that next year the 2018 General Fund will need to total 39 mils and the 2019 General Fund will need to total 38 mils. Brad asked for a motion to approve the 1st reading of the 2017 Budget. Cory made a motion to approve the 1st reading of the 2017 Budget, seconded by Scott. Motion passed to approve the 1st reading of the 2017 Budget.
 - ii. Matt informed the board that the switch to GovtPortal is complete, the 1st card has been ran through the card reader and worked great. We are now passing on the credit card fees, which GovtPortal had guaranteed that will be a flat 2.99%.
- C. Recreations Manager
- i. Mike reported that the Fall/Winter registration is now open online. Figure skating is scheduled to start November 15th, gymnastics will start 3 weeks early on October 4th, fall hockey camp will start October 10th, and a fall Termite mini-camp will run on the weekends surrounding the fall hockey camp. Registration is historically slow for the hockey camp and currently have 15 signed up. Gymnastics are filling up with 40 total registered at this time. Figure skating has only a couple signed up so far, but has not been online as long as the other fall/winter programs.
 - ii. Mike informed the board that we are getting close to closing the books on the State Babe Ruth Tournament. There are still a couple donations left to collect and the last bill was received earlier this week. Assuming that all bills have now been submitted and all donations will be collected, the

total net income for the tournament will be \$4,995. Those funds will be allocated to the purchase of new jerseys, bats, and equipment needed for the Babe Ruth and other Parks and Recreation baseball teams.

- V. Old Business:
 - A. Centennial Center Summer Roof Project
Kerry informed the board that there is no new news from the Blue Line Club on the project. Bill reminded the Board that Dave Hills was estimating that he will hear from the architect in mid-October.
- VI. New Business: (nothing to report)
- VII. Public Comments: None
- VIII. Adjournment: Motion made by Todd and second by Cory, motion passed.