



Wednesday, October 11<sup>th</sup>, 2017  
Grafton Parks & Recreation Board Room  
715 West 5<sup>th</sup> Street  
Grafton, ND 58237  
5:15 p.m.

## Minutes:

- I. Call to Order by Brad Burianek at 5:15 PM
- II. Board Members Present:
  - A. Board Members Present: Brad Burianek, Scott Hills, Cory Burns, Todd Story
  - B. Board Members Absent: Ryer Stark
  - C. Staff Present: Bill Dahl, Mike Steinfeldt, Matt Oppegard, Dean Feltman
  - D. Media Present: Todd Kjelland
- III. Brad asked if there were any additions or deletions to the agenda. There were no additions or deletions to the agenda.
- IV. Brad asked for an approval of the minutes from the September 13<sup>th</sup> board meeting. Cory made a motion to approve the minutes. Scott seconded, motion passed all approved. Brad asked for a motion for the authorization of expenditures as listed. Motion by Scott and second by Todd, motion passed all approved to pay bills as listed. Brad added the Midwest Refrigeration invoice as a separate expenditure. Motion by Cory and seconded by Todd, motion passed all approved to pay the Midwest Refrigeration invoice prior to November 4<sup>th</sup>. The September bank statement report was issued for the boards review.
- V. Reports:
  - A. Director
    1. Arenas
      - i. Bill reported that the ice plant is up and running. The arena floor has been painted with lines and ads installed. Arena staff is currently building ice in preparation for the private advanced figure skaters and hockey camp.
      - ii. Midwest Refrigeration is scheduled to return to install the heat reclaim system. Pastorek Construction will also finish the curb project around the condensers. Midwest Refrigeration removed the cost of these 2 projects on their last invoice. Midwest Refrigeration will bill for the remaining projects as they are completed.
      - iii. The Centennial Center is colder than normal, due to no heat reclaim, no arena CoRayVac heater, and no furnace for the locker rooms. Kutz O'Brian will install the furnace for the locker rooms this week. The heat reclaim will be installed within the next couple of weeks. Kutz O'Brian is working with MDU to get the parts needed to plumb the CoRayVac heater and Custom Air will install the exhaust within the next couple of weeks.
      - iv. Pastorek Construction is pricing out ice breakers to protect the new condensing tower. Ballpark estimate was \$48 per breaker. The Board will be informed of the cost before installation is scheduled.
      - v. Construction committee will meet with Pastorek Construction and Hepper Olson Architects tomorrow (10/12/17) for a lobby project update and timeline. Current time line is still November 1<sup>st</sup>, but there is a lot of work left and seems difficult to believe that they will be done by that time. Currently the mezzanine above the concessions area has been completed, the framers

are framing, plumbers are plumbing the bathrooms, and electricians are wiring the whole lobby area.

- vi. Bill turned the floor over to Brad for the Centennial Center rental rates. Brad explained what it cost him to rent the golf course clubhouse for a graduation party and explained that other local venues have structured rental rates. Brad asked Grafton Parks to come up with a fair rental rate structure for the Centennial Center and asked that the Firemen Smoker get charged a fair rate. Bill informed the board that annually the Fire Department has donated a \$1,000 towards a firemen approved project. Last year Bill was warned that Grafton Parks should not expect the donation every year. Bill explained that the amount of cleaning the arena staff needs to do after the Firemen Smoker is substantial. Areas that need cleaning are the locker rooms, lobby area, and arena floor. Bill also explained the Fireman Smoker high utility usage, which is only increasing annually. Bill had called around to other local venues for rates and room sizes. Bill found that the Alerus Center is the only venue that could hold this event if 2 ballrooms were rented at a cost of \$2,400. The Board agreed that the Centennial Center needs to have a structured rental rate for the arena, lobby, and whole facility. The Board tabled the discussion until next month, so Bill can open a discussion with the Fire Department and do more research before the November Board Meeting.

2. Parks

- i. Bill informed the board that he is still working with FEMA everything has been submitted onto the Texas office for the next step of the process. A few things have been sent back for more information and documentation. Grafton Parks & Recreation did not have enough expenses to qualify for Category A, which only covers overtime hours. Grafton Parks is in the final step of the FEMA funding process.
- ii. The park bathroom is closed and winterized.

3. Campground:

- i. Bill reported that the campground water lines have been insulated, so the campground can remain open as long as it needs to be through harvest.
- ii. Express Personnel has been reduced to 18 sites. Campground revenue is up \$12,000 this year over last year. Express Personnel is estimated to be charged \$10,500, which is not included in this figure. Bill estimates a record year for the campground.

4. Athletic Fields:

- i. Bill informed the Board that the dugouts still need to have the metal exterior installed, but all staff has been diverted to the Centennial Center to make ice. There is still enough good weather for the dugouts to be completed this fall.
- ii. The complex bathroom is all inside work and will be completed before next spring.

5. Pool:

- i. Bill informed the board that the pool has been filled and winterized.

6. Elmwood:

- i. The Grafton Park Board and staff extended a thank you to the Elmwood board for last week's appreciation meal.

B. Business Manager

- i. Matt informed the board that a \$25,000 Certificate of Deposit has been opened with Choice Financial, which was discussed at the September Board Meeting. Matt explained that 2 more CDs will be opened at the rates

reported at the September Board Meeting. One CD will be opened with 1<sup>st</sup> United and one CD will be opened with Bremer Bank.

C. Receptions Manager

- i. Mike reported that Fall Hockey Camp has been delayed 1 week due to the delayed ice plant installation. There are 73 registered for the Fall Hockey Camp, which is 10 more than last year. If nothing changes Scott Robideaux is estimated to receive \$5,500 to coach the Fall Hockey Camp, which could increase if more participants sign up. The Termite Mini-Camp has been canceled, due to only 3 registered participants.
- ii. There are 16 registered for Private Advanced and Basic Skills Bridge Figure Skating, which accounts for \$6,000 in ice rental revenue for the Centennial Center.
- iii. Fall/Winter Gymnastics started on Tuesday, October 10<sup>th</sup> with 75 registered participants.

VI. Old Business:

VII. New Business:

VIII. Public Comments: No additional comments.

IX. Adjournment: Motion made by Todd and second by Cory, motion passed all approved.