



Wednesday, November 8th, 2017
Grafton Parks & Recreation 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
- II. Board Members Present:
 - A. Board Members Present: Brad Burianek, Scott Hills, Cory Burns, Ryer Stark
 - B. Board Members Absent: Todd Story
 - C. Staff Present: Bill Dahl, Mike Steinfeldt, Matt Oppegard, Dean Feltman
 - D. Public Present: Brad Martinson, Chad Ruzicka, Jason Latraille
- III. Brad asked if there were any additions or deletions to the agenda. No additions or deletions were made to the agenda.
- IV. Brad asked for an approval of the minutes from the October 11th board meeting. Ryer 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 Ryer, motion passed all approved to pay bills as listed. The October bank statement report was issued for the boards review.
- V. Reports:
 - A. Director
 1. Arenas
 - i. Bill reported that the Centennial Center project is ongoing. An occupancy permit will be needed before the November 18th youth hockey games. Bill asked Jason Latraille if enough will be done in time for an occupancy permit to be issued. Jason explained that the electrician will have the lights up and operational in the main portion of the lobby by Friday, November 17th. Custom Air will have the furnaces operational this week, with a construction dust waiver to be signed by Grafton Parks & Rec, which protects Custom Air in the situation that drywall dust damages the heat coils. The bathrooms will be done early next week. Bill explained that the project will not be completed before the 17th. Jason reiterated that there are fixtures that will not arrive before the 17th. Brad asked why the project was delayed. Jason explained that the 1st delay was due to improper footing depth was excavated. Jason explained that the 2nd delay was due to paperwork not being signed by the contractors. Jason explained that most of the final touches will be done in 2 weeks.
 - ii. Bill explained that the Grafton Park Board is setting up a structured rental rate for the Centennial Center. The past couple of years the lobby was rented for \$25 per hour with a \$100 per hour ice rental. Bill asked the board's input if the lobby should be rented by the hour or day. Bill listed lobby with picnic tables for \$25/hr, lobby with banquet tables and chairs for \$25/hr plus an additional fee for each table and chair, and lobby with kitchen for \$35/hr. Ryer asked if a deposit would be collected with the rental. A deposit was discussed and the board agreed that a deposit would be needed with any rental. Brad brought up that the lobby should not be rented for less than the golf course, but did not know their rates. Bill will check with the

golf course. Ice rental will remain at \$100/hr. Ice rental with scoreboard was suggested to be \$125/hr. An entire facility rental was discussed during the October board meeting at a rate of \$2,400. Brad asked what the Fire Department contributed previous years that would be covered under the \$2,400 rate. Brad Martinson explained that the Fire Department paid for a case of towels, toilet paper, and trash bags that totaled around \$250. Brad Martinson also explained that the Fire Department takes care of all issues that come up during the smoker, such as, overflowing toilets and restocking bathroom supplies. The board agreed that bathroom supplies would be included and arena staff would need to be present to restock the bathrooms and handle any facility issues that would arise. Jason Latraille asked if the kitchen would be included in the rental rate. Bill explained that the kitchen would need to be left in the same condition as it was prior to the event. The board agreed that the kitchen would be included in the rental rate. Bill suggested an alcohol permit at a rate of \$25/event for the any facility rental that is not selling alcohol, but alcohol is being consumed. The board agreed that they would like a rate chart to approve at the December board meeting.

2. Parks
 - i. Bill informed the board that FEMA is going through the final process before payment can be issued. Payment should be received sometime in December.
 - ii. North Valley Business Management class contacted Bill about the possibility of renting the building closest to the dog park for a Dog Kennel that would be ran by the VoTech class in conjunction with Pampered Paws. Improvements that would be made was discussed to be done by Pete Holland's VoTech class. Bill explained that there is no heat or water in the building, but water and gas services are supplied to the building. Discussions will continue throughout the winter to see if the business plan is feasible at that location.
 3. Campground:
 - i. Bill reported that the 2017 campground is up overall compared to last year. A profit/loss report was issued to the board. Bill highlighted the biggest gain was in cabin rentals.
 4. Athletic Fields:
 - i. Bill informed the board that Grafton Parks & Recreation were the recipients of a \$1,500 Midcontinent Communications Foundation Grant for the South Complex Field Dugout Project. The Park Board extends a Thank You to Midcontinent Communications for their generous contribution.
 - ii. The south field dugouts will be completed once the snow recedes this spring.
 - iii. Park staff will continue work on the complex bathroom again once the Centennial Center project is completed.
 5. Pool: (Nothing to Report)
 6. Elmwood:
 - i. Bill informed the board that Elmwood held their annual Spaghetti Dinner yesterday (Tuesday, November 7th).
- B. Business Manager
- i. Matt informed the board that the other two \$25,000 Certificate of Deposits that were discussed at the September and October board meetings have been opened. A 36 month CD with Bremer Bank and a 19 month CD with First United Bank. The CDs will ensure that funds are set aside for the Walsh County JDA and Grafton Economic Development Foundation reimbursements,

which are part of the FlexPACE loan program for the Centennial Center Project.

C. Receptions Manager

- i. Mike reported that Gymnastics registration ended with 2 less participant, but with the same gross receipts as last year. That is attributed to more participants in the oldest group.
- ii. The total registered for figure skating is down by 4 participants, but gross receipts are up this year over last year due to more participants registered for bridge and private advanced programs. There is still time to register for figure skating/Learn to Skate lessons.
- iii. There are 10 dates set for Public Skating starting this Saturday, November 11th at 1pm.

VI. Old Business:

VII. New Business:

VIII. Public Comments: No additional comments.

IX. Adjournment: Motion made by Cory and second by Ryer, motion passed all approved. Meeting was adjourned at 6:10pm.