



Wednesday, December 12<sup>th</sup>, 2018  
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 Ryer Stark at 5:15 PM
- II. Board Members Present:
  - A. Board Members Present: Scott Hills, Cory Burns, Ryer Stark, Jessica Tanke
  - B. Board Members Absent: Todd Storey
  - C. Staff Present: Bill Dahl, Matt Opegard, Todd Janikowski
  - D. Media Present: Todd Morgan
- III. Ryer asked if there were any additions or deletions to the agenda. Matt added that the Walsh County Memorial Committee were present to show their project to the board. They were added to the top of the agenda. Matt also added that he met with the Blue Cross Blue Shield agent and will discuss that under his report.
- IV. Walsh County Memorial Committee presented their project to the board. They thanked the board for their \$200 contribution from the Veterans Day public skate. The board was impressed with their project.
- V. Ryer asked for an approval of the minutes from the November 14<sup>th</sup> board meeting. Cory made a motion to approve the minutes from the November board meeting. Scott seconded, motion passed all approved. Ryer asked for a motion for the authorization of expenditures as listed. Scott made a motion to approve the expenditures. Seconded by Jess, motion passed all approved to pay bills as listed. The November bank statement report was issued for the board to review.
- VI. Reports:
  - A. Director
    1. Parks
      - i. Bill reported that the Jack Burns had completed replacing the windows on the lower level of the rental house. Jack also painted the trim. The total cost of replacing the windows came in under budget. Bill is currently asking for bids for replacement of the 2<sup>nd</sup> floor windows of the rental house with a project start date in the spring.
      - ii. Bill is currently asking for estimates for siding the rental house. The estimate will be used while building the 2020 budget.
      - iii. Bill will be receiving bids from Insulation Place, Skinner Roofing, and Pastorek Construction for the replacement of the shop roof. The shop roof leaks in a couple spots and is the next in line to be replaced.
      - iv. Grafton Parks & Recreation purchased corn cannons, signs, road markers, & photo cutouts for the corn maze. The Grafton Blue Line Club reimbursed Grafton Parks & Recreation for the cost of the corn cannons. The total cost for all of the equipment purchased from Engwall's Corn Maze was \$1,100.
    2. Pool: (nothing to report)
    3. Campground:
      - i. Bill reported that the campground comfort station is closed and all of the park the water lines have been winterized. Cory asked if the construction workers from Gladen are still using their sewage lines. Bill will check with the

foreman and make sure they are not. Cory mentioned that the city sewer gate valve is closed and will need to be reopened if they have been using the campground sewer lines.

- ii. Gladen currently has 7 campers still in the campground. Gladen will break for a month over Christmas, but time off could be reduced if warm weather sets in.

4. Athletic Fields: (nothing to report)

5. Arenas

- i. Bill reported that the 50% of the acoustic panels have been installed in the lobby. There has been a significant reduction in the echo and improves with each additional panel that is installed.
- ii. 2018 electrical usage at the Centennial Center is down by 20,000 kW from total usage in 2016, but the total Municipal Utility cost is up 81% compared to the 2016 total. Bill and Matt had a meeting with the city power superintendent, Russ Geddes. Bills from 2016, 2017, and 2018 were reviewed and rates were explained. Russ will check into an industrial off-peak program that may benefit the Centennial Center. Bill and Matt also reviewed the lobby kitchen's electrical usage and will continue to monitor the usage via a sub-meter that was installed in August. Bill explained that the Blue Line Club's annual usage agreement will need to be reviewed if we find that the electrical usage is greater than their rent.

6. Elmwood:

- i. Bill reported that Elmwood was on the tour of homes and sold 55 tickets to tour the house. The Elmwood board is looking for other ways to raise funds. They have noticed that their events are being attended by fewer people.

B. Business Manager

- i. Matt sent an e-mail to Brady Martz to set up an audit for 2018. Last year Brady Martz was contacted in January and the 2017 audit was performed mid-April.
- ii. Matt had the annual meeting with a Blue Cross Blue Shield of North Dakota agent. The total rate will go up 3.5% this year, which is an improvement compared to the past 3 years. With the 2 replacement hires the 2019 BCBS cost will total the budgeted amount of \$55,000. Matt explained that the health insurance costs will need to be reviewed while planning the 2020 budget.
- iii. Jess volunteered to host the 2018 Grafton Parks & Recreation Christmas Party. Jess explained that she would not have room for a large party, but she could easily accommodate 20-30 employees. Jess will come up with a list of what to bring for the party and will be in contact with everyone.

C. Recreations Manager

- i. Bill reported that the gymnastics groups will be performing at the high school basketball games on Thursday, December 20<sup>th</sup>.
- ii. Keith has added Public Skating events when he can. It has been a challenge working around the youth hockey schedule. More events will be added soon.

VII. Old Business:

VIII. New Business:

IX. Public Comments:

- X. Adjournment: Motion made by Jess, seconded by Cory to adjourn the meeting. Motion passed all approved. Meeting was adjourned at 6:05 pm.