



Wednesday, July 11<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 Scott Hills at 5:15 PM
- II. Board Members Present:
  - A. Board Members Present: Scott Hills, Cory Burns, Todd Storey, Ryer Stark, Jessica Tanke
  - B. Staff Present: Bill Dahl, Matt Oppegard
  - C. Media Present: Amy Venn
- III. Scott brought to order the election of officials. Cory nominated Ryer Stark as President. Todd seconded the nomination, all approved. Nomination passed unopposed. Cory nominated Scott Hills as Vice President. Todd seconded the nominations, all approved. Nomination passed unopposed.
- IV. Ryer assigned the board members to committees. Chairs were assigned as followed; Parks/Pool/Campground committee chair Todd, Arena/Athletic Fields committee chair Cory, Personnel committee chair Jessica, and Budget committee chair Scott.
- V. Ryer asked if there were any additions or deletions to the agenda. No changes made to the agenda.
- VI. Ryer asked for an approval of the minutes from the June 13<sup>th</sup> board meeting and June 13<sup>th</sup> Personnel Committee meeting minutes. Scott made a motion to approve the minutes from the Board and Committee meetings. Cory 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. Matt was unable to complete the June bank statement report prior to the board meeting. Matt mentioned that the Choice Financial bank statement is available for review and he will answer any questions that they may have. Matt will issue both June and July bank statement reports for the boards review at the next board meeting. Ryer asked for a motion to update the signature cards for the new board president for all of the Grafton Park Board / Grafton Parks & Recreation bank accounts at Bremer, Choice Financial, and 1<sup>st</sup> United. Todd made a motion to update the signature cards at all of the financial institutions that Grafton Park Board currently holds accounts with. Jessica seconded the motion, passed all approved.
- VII. Reports:
  - A. Director
    1. Bill welcomed Todd Janikowski and Keith Blattenbauer to the team.
    2. Parks
      - i. Bill reported that a storm rolled through last week that created significant damage throughout the parks. A lot of work needed to be done while Bill was on vacation and he applauded the job that all of the staff did to get the parks cleaned up. There is still some clean up left in the trails. The wood pile was close to running out prior to the storm, but now Lance Neilson has been splitting the wood from the downed trees to replenish our firewood supply.

- ii. Bill reported that Todd checked all playground equipment after a picture was private messaged to the Grafton Parks & Recreation Facebook page. The tire swing at Schumacher Park was missing some nuts and the S hooks on the swings in Leistikow Park need to be replaced. Todd installed new lock nuts on the tire swing and new S hooks are on order.
  - iii. There was a corn maze meeting yesterday with our event coordinator Julie Sanders. Groups present were the Grafton Chamber of Commerce, Grafton Blue Line Club, and Grafton Youth Hockey. Events scheduled are inflatable games, petting zoo, corn cannons, toddler hay bale maze, toddler corn pit, and wagon rides through the park trails. Still working on getting a group interested in running a zip line. The Blue Line Club will work on reinforcing the east entrance walking bridge and adding side rails. Julie will work on getting the Corn Maze event on websites and set up radio ads.
  - iv. The new tenant moved into the rental house on July 2<sup>nd</sup>. They have signed a 1 year lease. The tenants have notified Todd that the water heater did not work and the front door handle was falling apart. Kutz & O'Brien checked the water heater and found a sensor that failed. Todd ordered a new sensor and will replace it as soon as it comes in. Bill will get pricing on new doors since the front door knob assembly cannot be replaced. Fred went through the house and checked for any issues. He found plenty of burnt out light bulbs. Fred replaced the light bulbs and batteries in all of the fire detectors. Bill is in the process in getting estimates for someone to replace the shingles on the roof. More shingles were lost in the storm and water is now leaking in the bathroom area. True Value has updated the price on the parts list for the project. Jim removed the carpet on the main level and sanded the original floors. The floors were then stained and sealed. Jim and Lyle installed new baseboards and thresholds.
3. Arenas
- i. Bill reported that the A/C lines have been insulated and the park staff will install a fence around the A/C units to protect them and prevent people from cutting through the space between the A/C units and the building. Landscaping will be completed late August with seeding to follow. Cory will allow the park staff to use his rolling magnet to pick up the screws that were left over from construction.
4. Campground:
- i. Bill informed the board that a profit/loss report will be reported at the next board meeting. Aaron Gladen is interested in creating more campsites to the west of the campground if they receive a larger discount on their sites next year. Bill will discuss the proposal with Aaron, but Bill let the board know that we are not interested in giving any larger of a discount at this time.
5. Athletic Fields:
- i. Bill informed the board that the Complex dugouts are on hold due to the storm clean up, but it is next on the list to get completed.
6. Pool:
- i. Cory brought up an issue with the pool. He was at the pool earlier in the week and noticed that people were entering into the pool without the Lifeguards checking their names on the list. The board discussed the issue and thought of the idea of getting rid of pool passes. The board decided that the pool staff should have a sign in sheet at the pool for all passes. That way we can cross reference the names on the sign in sheet with the registered pool passes.
  - ii. Bill informed the board that the pool equipment is operating without issue.

- iii. Dakota Mud Jack has been contacted, but no estimate has been given yet. Scott mentioned someone locally that also runs a mud jacking business. Bill will receive the contact information from Scott after the meeting.

7. Elmwood:

- i. Bill reposted that the nature reserve grant has been completed at the Elmwood property. Bill mentioned that it would be a great place to create a trail, but the biggest issue is that the Elmwood gate is closed most of the time.

B. Business Manager

- i. Matt informed the board that the 1<sup>st</sup> 2019 budget meeting needed to be scheduled. Matt suggested next Wednesday, July 18<sup>th</sup>. The board discussed the timing and agreed on 5:00pm on July 18<sup>th</sup>.

C. Recreations Manager

- i. Bill informed the board that Keith could not be present at the meeting, but typed up a report for the board. Bill distributed the report to the board members for their review. After the board had a chance to review the report, Bill asked if there were any questions. The board asked about the golf scramble fundraiser. Matt informed the board that the price will be \$30 per person, \$120 per team, and \$150 per business team that includes a hole sponsorship. Hole sponsorship without a team registration is \$50 per hole. Bill explained that the largest challenge has been getting umpers for baseball and fastpitch games. Bill, Matt, and now Keith has spent many hours trying to schedule umpers for all of the games this year.

VIII. Old Business:

IX. New Business:

X. Public Comments:

XI. Adjournment: Motion made by Jess, seconded by Todd to adjourn the meeting. Motion passed all approved. Meeting was adjourned at Ryer to break for the committee meeting. Scott seconded, motion passed all approved. Meeting was halted for the Personnel Committee Meeting at 6:07 pm.