



Monday, March 14th, 2018
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, Cory Burns, Todd Storey
 - B. Board Members Absent: Scott Hills, Ryer Stark
 - C. Staff Present: Bill Dahl, Mike Steinfeldt, Matt Oppegard, Dean Feltman
 - D. Media Present: Amy Venn
- III. Brad asked if there were any additions or deletions to the agenda. None were made.
- IV. Brad asked for an approval of the minutes from the February 12th board meeting and the March 7th Personnel Committee meeting. Todd made a motion to approve the minutes. Cory seconded, motion passed all approved. Brad asked for a motion for the authorization of expenditures as listed. Motion by Cory and second by Todd, motion passed all approved to pay bills as listed. The February bank statement report was issued for the boards review.
- V. Reports:
 - A. Director
 1. Personnel
 - i. Bill informed the board that Mike Steinfeldt had issued his resignation. Mike explained that his last day will be the Sunday of the Skating Show. A copy of Mike's resignation letter was issued to the board.
 2. Arenas
 - i. Bill reported that Pastorek Construction is close to completing their projects at the Centennial Center. Custom Air still needs to return to install the A/C units. The electrician still needs to label circuit breakers and install the Centennial Center sign lights. Bill explained that the change order credits and overages have been calculated. There will be a total of \$14,272.23 in change orders that will be billed to the project. The Blue Line Club will cover \$11,272.23 and Grafton Park Board will cover \$3,000.
 - ii. Bill reported that he had been receiving feedback that the Centennial Center rental rates for the lobby are too high. Bill researched the Minto Community Center and Fair Oaks Golf Club rental rates. Bill found that the lobby rental rates were well above what the Minto Community Center advertised. Bill suggested lowering the rental rates to be in line with the Minto Community Center, which is still more than Fair Oaks Golf Club. Brad explained that Fair Oaks requires their rental parties to purchase from their bar at full price. Cory made a motion to change the lobby rental rates to the rates as listed by Bill. Todd seconded the motion. Motion passed, all approved.
 - iii. Bill reported that Dave Hills is currently planning the layout for the Mega Raffle and Silent Auction at the Centennial Center lobby. There has been a lot of feedback that this could be a big turnout for the event.
 3. Parks

- i. Bill reported that Alan Anderson has committed to donating hay bales for the corn maze events. Bill explained that he is working on meeting with non-profit groups that would commit to an event for the corn maze that they would purchase, build/develop, and staff. Bill will ask for commitments to be in by May.
 - ii. Bill informed the board that the trails will need to be repaired with 210 yards of gravel prior to the end of June or the amount of the last FEMA check would be refunded.
 - iii. Bill informed the board that the house renters had notified Park staff that they will be moving out by the end of March. Bill explained that this would be a great time to work on improvements in the house before searching for a new tenant. Brad asked Bill to shop around for windows to try to get as many replaced as possible for the 2018 budgeted amount. The board discussed the possibility of offering the house to Gladen Construction as a rental possibility, but agreed that a long-term tenant would be more beneficial. Bill will check with Gladen to see if they would be interested in renting the house.
 - 4. Campground:
 - i. Bill informed the board that a spring newsletter was sent to the seasonal campers earlier this week. Park staff is receiving more site fee payments from the seasonal campers for the 2018 camping season.
 - ii. Bill informed the board that Mid-April is when Gladen will start to arrive to the campground.
 - 5. Athletic Fields:
 - i. Bill informed the board that a new Athletic Field Use Agreement was signed by the High School and Grafton Park Board. The Grafton High School had agreed to a \$500 annual fee for the usage of the athletic fields and complex facility for their baseball and fastpitch programs.
 - 6. Pool:
 - i. Bill informed the board that the application deadline for Lifeguards is Friday, March 16th. Applications will be reviewed, lifeguards hired, and new hires will be enrolled into Red Cross Lifeguard Certification classes.
 - 7. Elmwood:
 - i. Bill informed the board that Mike has been working on a walking trail grant that was awarded to Grafton Parks & Recreation. The trail will need to be completed by the end of June.
- B. Business Manager
 - i. Matt informed the board that QuickBooks Pro 2015 will no longer support the payroll service as of May 31st. The newest version of QuickBooks will be purchased for no more than \$220.
 - ii. Matt informed the board that 1 more interview will be conducted. The board will be notified by the end of the week as to when that will be.
 - iii. Matt reminded the board that the deadline to file petitions to run for the Grafton Park Board is Monday, April 9th at 4pm.
- C. Recreations Manager
 - i. Mike reported that the Gymnastics Open House practices were Thursday, February 22nd for the Tinny-Tots & Silver groups and Tuesday, February 27th for the Parent & Toddler and Gold groups.
 - ii. Fundraising check was received from Country Smokehouse for \$2,331.
 - iii. Skating Show is March 17th and 18th. Morgan Printing and Tweten's Photography put the program together. A program was presented to the

board. Chris Larson is in recovery and will not be able to be the MC for the skating show. Chris will be listed as an honorary MC.

- iv. Last public skating event was February 18th. The average crowd was about 30 people over all of the 10 public skating events.
- v. Eighteen booth spaces have been filled for the Everything Goes Sale. The sale will be April 14th from 7am-1pm. Booth spaces are \$15 each.

VI. Old Business:

VII. New Business:

VIII. Public Comments:

IX. Adjournment: Motion made by Todd and second by Cory, motion passed all approved.
Meeting was adjourned at 5:54 pm.