



Wednesday, May 9th, 2018
Grafton Parks & Recreation Board Room
715 West 5th Street
Grafton, ND 58237
5:16 p.m.

Minutes:

- I. Call to Order by Brad Burianek at 5:16 PM
- II. Board Members Present:
 - A. Board Members Present: Brad Burianek, Scott Hills, Cory Burns, Todd Storey, Ryer Stark
 - B. Staff Present: Bill Dahl, Matt Opegard
 - C. 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 April 11th board meeting. Ryer 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. Scott made a motion to approve the expenditures. Seconded by Todd, motion passed all approved to pay bills as listed. The April bank statement report was issued for the boards review.
- V. Reports:
 - A. Director
 1. Arenas
 - i. Bill reported that the 1st lobby rentals have been completed. Workforce Safety had 2 classes earlier in the month, 1 birthday party, and 2 graduation parties have been scheduled for Centennial Center Lobby in May.
 - ii. The lobby is close to being completed. Still need a guarantee on the roof, 1 A/C unit needs to be installed, the canopy needs to be painted, plant grass seed, and landscaping.
 - iii. The 4th Annual Everything Goes Sale went well. All booths were filled and attendance was less than last year, but last year was up due to a basketball tournament that was held at the neighboring school.
 2. Parks
 - i. Bill reported that Keely has planted the corn seed for the corn maze. The corn seed was donated by Simplot.
 - ii. Bill informed the board that the flower beds have been tilled once, flowers have been ordered, garbage has been picked up, and flower beds will be planted as soon as the threat of frost is done.
 - iii. The Grafton Chamber of Commerce would like to split the purchase of 2 tents needed for both SummerFest and the Corn Maze fall event. The board discussed the cost of the tents and Todd mentioned that advertising space could be sold to help offset the cost. Ryer made a motion to purchase the tents with stakes. Todd seconded the motion. Motion passed all approved.
 3. Campground:
 - i. Bill informed the board that the seasonal campers have arrived. One additional site (Site 37) was created in the open area south of cabin 5 to accommodate a past seasonal camper that was late booking a site. The cost to dig in sewer and water was less than the seasonal site fee.

- ii. Gladen Construction has arrived and started working on the diversion. Gladen may haul in excess dirt to the west of the cabins, but may not if it creates an additional expense to them.
 - iii. The sewer line that runs to all of the west row sites broke over the winter. The sewer line was scoped, flushed, and repaired.
 - 4. Athletic Fields:
 - i. Bill informed the board that the Complex bathrooms are finished and look nice.
 - ii. The south field dugouts are still next on the list to be completed.
 - 5. Pool:
 - i. Matt informed the board that Lifeguards have started to go through certification classes. Training has been tougher this year than past years and 2 lifeguards failed their certification. The lifeguards will retake the test that they failed. The Pool Manager, Santana, is now a certified lifeguard.
 - ii. Bill informed the board that the park staff is on schedule to pump the pool out next week. Park staff is currently repairing the countertops in the pool bathrooms.
 - 6. Elmwood:
 - i. Bill informed the board that the Elmwood ground have just started removing the Christmas decorations.
 - ii. The Elmwood trail grant will cover all but in-kind labor.
- B. Business Manager
 - i. Matt informed the board that the 2017 audit had been completed and will send a final draft to the office within the next month.
 - ii. A letter from the county auditor had been received explaining the changes to the 2019 Budget filing dates. The auditor will want a preliminary budget filed prior to August 10th and a final budget filed prior to October 7th. This is the same schedule that we have been following in the past. The only change is that we now have to submit our Budget after the 1st reading then submit the final Budget after our second reading.
 - iii. Cynthia Toscano has been hired as the front desk help for over the summer. She has already started to work after school and will switch to more of a full day schedule once graduation is done.
 - iv. The June Golf Lesson schedule is on hold until the golf course clubhouse approves the dates and times. The board will ask the golf course board about the hold up.
 - v. A painting party fundraiser hosted by Cork & Canvas Painting II for our youth baseball/fastpitch programs will be held at the Centennial Center Lobby on Thursday, May 17th. Registration is \$40 and the baseball program will receive \$20 of all registrations.
- C. Recreations Manager
 - i. Bill reported that the coaches are hired for baseball. The golf coach will meet with Bill next week. Registration is slow for Babe Ruth.
- VI. Old Business:
 - i. Matt brought the Personnel Committee recommendation to increase the salary ranges for the Recreation Manager to \$32k-\$36k, Facilities Manager to \$36k-\$40k, and Business Manager to \$39k effective immediately. Todd made a motion to accept the Personnel Committee's recommendation. Cory seconded, motion passed all approved.
- VII. New Business:
- VIII. Public Comments:
- IX. Adjournment: Motion made by Todd and second by Cory, motion passed all approved. Meeting was adjourned at 6:03 pm.